

AGENDA
RICHHOOD CITY COUNCIL
Regular Meeting, Monday, April 13, 2015
Richwood City Hall
1800 N. Brazosport Blvd.
Richwood, TX 77531
6:00 PM

- I. CALL TO ORDER
Presenter: Clint Kocurek
- II. INVOCATION
- III. PLEDGES OF ALLEGIANCE
Pledge of Allegiance & Texas Pledge
- IV. ROLL CALL OF COUNCIL MEMBERS
Presenter: Clint Kocurek
- V. CONSENT AGENDA
 - A. Approval of Minutes of Previous Meetings 3
 - B. Payment of bills 10
 - C. Resolution No. 15-04 - Review and adopt the City's Investment Policy 30
 - D. Appointment to Crime Control and Prevention District - Katherine Venegas 43
- VI. DISCUSSION AND ACTION ITEMS
 - A. Report from KSA Engineering on Lift Station #4 46
 - B. Community Block Development Grant Projects and funding 64
 - C. Public Hearing - Variance request to fence the front yard at 101 Cottonwood Dr.
 - D. Variance request - front yard fencing at 101 Cottonwood Dr. 67
 - E. Public Hearing - Variance Request - Conditional Use Permit for a communications tower at 1000 1/2 Brazosport Blvd.
 - F. Variance Request - Conditional Use Permit for a communications tower at 1000 1/2 Brazosport Blvd. 74
 - G. Amendment/Addendum to Cooperation Agreement - CDBG Entitlement Program 105
 - H. Public Hearing - Comprehensive Zoning Plan
 - I. Preliminary report - Ordinance No. 324-15, Comprehensive Zoning Plan 110
 - J. Personnel Policy 111
 - K. Award bid for Storm Debris Removal - Annual Contingency Contract 262
 - L. Award bid for Debris Monitoring, Recovery and Other Related Services 264
 - M. Approve items removed from Consent Agenda
- VII. REPORTS
Reports that require no action.

A. Finance Reports	265
B. Public Works - Update on Electronic Water Meters	308
C. Fire Department	
VIII. CITY MANAGER’S REPORT	
Presenter: Glenn Patton	
IX. FUTURE AGENDA ITEMS	
X. COMMITTEE REPORTS	
XI. COUNCIL MEMBER COMMENTS & REPORTS	
XII. MAYOR’S REPORT	
XIII. 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	
XIV. ADJOURNMENT	

I, Karen B. Schrom, do hereby certify that I did, on 10th day of April, 2015 post this notice of meeting on the bulletin board at 1800 N. Brazosport Blvd., Richwood, TX, in compliance with the Texas Open Meetings Law.

Karen B. Schrom, City Secretary
City of Richwood

Minutes of Regular Meeting

The City Council City of Richwood

A Regular Meeting of the City Council of City of Richwood was held Monday, March 16, 2015, beginning at 6:00 PM in the Richwood City Hall, 1800 N. Brazosport Blvd. Richwood, Texas.

I. CALL TO ORDER

The meeting was called to order by Clint Kocurek, Mayor and presiding officer.

II. INVOCATION

The invocation was given by Glenn Patton, City Manager.

III. PLEDGES OF ALLEGIANCE

The Pledge of Allegiance and the Texas Pledge of Allegiance were recited by those in attendance.

IV. ROLL CALL OF COUNCIL MEMBERS

Roll call showed the following present:

Clint Kocurek, Mayor and presiding officer
Paul Raymond, Council, Position #1 and Mayor Pro Tem
John Pitts, Council, Position #2
Jarrod Beaty, Council, Position #3
Sarah Harris, Council, Position #4
Chris Hardison, Council, Position #5

A quorum was declared. Others present included Glenn Patton, City Manager, Karen B. Schrom, City Secretary, Jennifer Beaty, JB Harris, Lauren LaCount, Kevin Cadenhead and Lijie Liu, Kennemer, Masters and Lunsford.

V. CONSENT AGENDA

Councilman Hardison asked that Items. G, H, I and J be removed from the Consent Agenda.

On motion by Councilman Pitts, seconded by Councilman Beaty, with all members present voting aye, the remaining items on the Consent Agenda were approved as presented.

- A. Approval of Minutes of Previous Meetings
- B. Payment of bills
- C. Authority to let bids for the Storm Debris Removal - Annual Contingency Contract
- D. Authority to seek Requests for Proposal for Debris Monitoring, Recovery and other Related Services
- E. Proclamation - proclaiming March 16, 2015 as Savanna Lee Garrett Day in Richwood
- F. Proclamation - proclaiming April as Fair Housing Month in Richwood
- G. Ordinance No. 131B - Wrecker Ordinance - pulled
- H. Ordinance 194-2015, Regulating the number of cats - pulled
- I. Ordinance No. 398 - Regulation of Outdoor Lighting - pulled
- J. Ordinance No. 399 - Ethics Ordinance - pulled

VI. DISCUSSION AND ACTION ITEMS

A. FY 14 Audit Presentation

Kevin Cadenhead and Lijie Liu presented the FY 14 Audit to Council. Mr. Cadenhead commended Ms. Schrom and her staff for their help stating they are always prepared. They are seeing continuous improvement in the City. He did mention the Fund Balances are low and is glad the City has implemented a plan to increase that.

Over all, the City received a clean opinion again this year.

B. Request to add front fencing at 101 Cottonwood Drive.

Natalie and Jason Davis, 101 Cottonwood Drive, came before Council prior to applying for a variance to determine if Council would be agreeable to allowing them to fence their front yard. They have approached their neighbors and showed Council picture. They are requesting this for safety and security of their children. They don't have a large backyard since the house sets so far back. Across the street is a day care.

Councilman Raymond stated he'd visited the property and several of their neighbors have fences. It's on a dead end road. Councilman Pitts

also visited the property.

On motion by Councilman Hardison, seconded by Councilman Harris, with all members present voting aye, Council agreed that fencing the front yard would be agreeable.

C. Community Block Development Grant funding

The City will received \$190,000 in funding from the Community Block Development Grant. We do not currently have an estimate on the cost of either repairing or replacing Lift Station #4. We plan on using the bulk of the money to rehabilitate or replace Lift Station #4 and possibly add the two new water wells to the SCADA system. This item was tabled until we get the engineer's report.

D. Ordinance No. 324-15 - Comprehensive Zoning Plan

Councilman Hardison expressed concern that B1, C1 and Industrial zoned areas do not have setbacks. He feels that if it backs up to residential areas, it should. He also stated that section 8 h conflicts with 8 j and should be removed.

This item was tabled until the next meeting.

E. Retail Coach

Council was brought up to date on the telephone conference recently held with Aaron Farmer, Retail Coach. Those presented were very confident in their work but were disappointed in the communication, feeling more updates should be presented to Council.

They have sent out packets to more businesses than originally contracted for. They are very receptive to other things we wish to pursue such as a CD or flash drive with information about Richwood, with a short letter about where Richwood is heading. We need to insure businesses realize the area can handle future growth.

Retail Coach has agreed to do an addition 12 months of data updates and drop the price to \$10,000 and cap the fees at \$750. This will include updates to the data, continued recruitment, monthly updates as well as keeping the Interactive Mapping Application up and running for another 12 months.

On motion by Councilman Raymond, seconded by Councilman Harris, with all members present voting aye, the contract continuation was

approved.

F. Personnel Policy

Councilman Raymond stated that a lot of quality effort and time went into the Personnel Policy. He credit Chief Corb and his committee

On motion by Councilman Pitts, seconded by Councilman Hardison, the Personnel Policy was tabled. Final approval is scheduled for the meeting in April.

G. Executive Session pursuant to Chapter 551.0745, Personnel Matters to deliberate the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of a public officer or employee or to hear a complaint or charge against an officer or employee.

1. City Manager

Council entered executive session at 6:52 p.m.

Council exited executive session at 7:46 p.m.

H. Action as a result of Executive Session

No Action was taken.

I. Approve items removed from the Consent Agenda

G. Ordinance No. 131B – Wrecker Ordinance

Councilman Hardison asked who would be responsible for the inspection of the wreckers. Chief Corb explained that will be the responsibility of the City.

On motion by Councilman Hardison, seconded by Councilman Harris, with all members present voting aye, Ordinance No. 131B – Wrecker Ordinance was approved as presented.

H. Ordinance No. 194-2015 – Regulating the number of cats

Councilman Hardison asked why this had come up. Councilman Beaty stated the City has a quantitative number of dogs. Councilman Pitts stated he did not want the City to have a feral cat problem similar to the one experienced by Angleton. He feels this is a problem of public safety and health. We have quite a few neighborhoods with a large

number of cats.

Councilman Harris feels that it would be a lot harder to monitor cats than dogs. Current ordinance states that cats must be tagged and not allowed to run lose.

On motion by Councilman Pitts, seconded by Councilman Beaty, with Councilmen Raymond, Pitts, Beaty and Hardison voting aye, Ordinance No. 194-2015 passed as presented. Councilman Harris voted Nay.

I. Ordinance No. 398 – Regulation of Outdoor Lighting

Councilman Hardison asked why this ordinance was necessary. Mayor stated there had been complaints in the past about flood lights. Councilman Raymond explained there are no current regulations to prohibit someone from shining a light in your window. He agrees this is something we need.

Councilman Beaty questioned how this would be enforced and questioned some of the definitions.

On motion by Councilman Raymond, seconded by Councilman Pitts, with Councilmen Raymond, Pitts, Harris and Hardison voting aye, Ordinance No. 398 – Regulation of Outdoor Lighting, was approved as presented. Councilman Beaty voted Nay.

J. Ordinance No. 399 – Ethics Ordinance

On motion by Councilman Hardison, seconded by Councilman Beaty, with all members voting aye, Ordinance No. 399- Ethics Ordinance was passed as presented.

VII. REPORTS

A. Finance Reports

Par for the period ending February 28, 2015 is 58%. Revenues are exceeding expenditures.

B. Police Department

Chief Corb told Council they'd just completed an independent audit of evidence. Sergeant Munley is now in charge of evidence. They are doing a feasibility study to determine if it warrants an incinerator to destroy evidence. All officers are now up to par on their training and Officer Smoot completed the intoxilizer training. He has visited and worked with each officer to determine their strengths and allocate

responsibilities accordingly. There are 15 members in their first Citizen's Police Academy and they are getting a lot of good feedback. Every officer has been involved. They hope to have a graduation ceremony at the Council meeting in May.

They have also met with the schools and done a program on Internet Safety. Brett Schilhab has also been promoted to Sergeant. They are working toward inspections on the game room and are working with the state comptroller on bringing the jail up to code. Lake Jackson dispatch will go up in October 2016 and they are looking into the feasibility of at least part time dispatching in house. Rotary is buying body cams for the department.

Council stated they appreciate the bi monthly reports and they like what is happening in the Police Department.

VIII. CITY MANAGER'S REPORT

Mr. Patton explained the Brazos Crossing apartments construction have been held up by the weather. They are also looking at another apartment complex in an area in town and will bring the information to Council soon.

IX. FUTURE AGENDA ITEMS

- Community Block Development Grant Funding
- Public Hearing – Comprehensive Zoning Plan
- Personnel Policy
- Report on new Water Meters
- Engineer Report on Lift Station #4

X. COMMITTEE REPORTS

City wide garage is this weekend.

XI. COUNCIL MEMBER COMMENTS & REPORTS

Councilman Harris is thankful for all the FYIs she's getting from Mr. Patton and department heads.

XII. MAYOR'S REPORT

Mayor Kocurek reminded everyone the garage sale is this weekend, Easter Eggstravaganza is next weekend and the cookoff is the weekend after that.

XIII. PUBLIC COMMENTS

Ms. LaCount addressed Council on the recently enacted ordinance restricting the number of cats. She feels this has nothing to do with feral cats and reminded everyone the SPCA has a program to neuter and release feral cats. All that will happen in her opinion is that people will have to get rid of their cats.

XIV. ADJOURNMENT

With no further business to discuss, the meeting was adjourned at 8:18 p.m.

APPROVED BY A MAJORITY VOTE OF COUNCIL ON APRIL 13, 2015.

Clint Kocurek, Mayor

ATTEST:

Karen B. Schrom, City Secretary

City of Richwood

Council Approval Report for FIRST NATIONAL BANK--100103073

(Council Approval Report)

Vendor											
Invoice Number	Date	Description	Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted \$	YTD Balance		
32	BOBBY FORD, 1200 N HWY 288B, RICHWOOD, TX, 77531										
298551	03/12/15	front brake job, machine rotors	03/12/15	\$566.18	\$566.18	10-02-5340	Vehicle M&R	\$5,000.00	\$1,092.13		
298551	03/12/15	right side wheel beatings and repack left side	03/12/15	\$277.56	\$277.56	10-02-5340	Vehicle M&R	\$5,000.00	\$1,092.13		
					\$843.74						
35	BRAZORIA COUNTY APPRAISAL DIST., 500 CHENANGO, ANGLETON, TX, 77515										
march15	03/12/15	taxes	03/12/15	\$2,500.75	\$2,500.75	10-01-5556	Contractural Services - T	\$12,000.00	\$6,658.99		
					\$2,500.75						
127	MALONE, DON, , , ,										
march15-	03/12/15	inspections	03/12/15	\$250.00	\$250.00	10-02-5695	Special Services - Miscell	\$7,300.00	\$2,989.49		
					\$250.00						
131	MAURO & CORDOBA, P.L.L.C., 208 PARKING WAY, LAKE JACKSON, TX, 77566										
33616	03/12/15	attorney fees	03/12/15	\$1,897.50	\$1,897.50	10-06-5570	Attorney's Fees	\$8,500.00	\$5,806.86		
33617	03/12/15	attorney fees	03/12/15	\$588.00	\$588.00	10-09-5570	Attorney's Fees	\$1,000.00	\$126.80		
					\$2,485.50						
132	MCCOY'S BUILDING SUPPLY, PO BOX 1362, SAN MARCOS, TX, 78667										
1303982	03/12/15	18" plastic culvert	03/12/15	\$239.99	\$239.99	10-03-5385	Drainage M&R	\$5,000.00	\$4,813.06		
1303859	03/12/15	water line for sink	03/12/15	\$6.89	\$6.89	10-08-5310	Building & Grounds M&R	\$40,000.00	\$20,447.73		
					\$246.88						
141	O'REILLY'S AUTOMOTIVE STORES, INC., PO BOX 9464, SPRINGFIELD, MO, 65801-9464										
march15	03/12/15	general purpose grease	03/12/15	\$11.97	\$11.97	10-02-5230	Gas, Oil, & Lubricants	\$10,000.00	\$8,625.26		
1479-389538	03/12/15	7 way trailer plug	03/12/15	\$9.99	\$9.99	10-02-5340	Vehicle M&R	\$5,000.00	\$1,092.13		
1479-389876	03/12/15	double sided auto tape for holding radar in plac	03/12/15	\$5.17	\$5.17	10-05-5230	Gas, Oil, & Lubricants	\$30,208.00	\$27,289.66		
1479-391495	03/12/15	headlight for unit 746	03/12/15	\$24.49	\$24.49	10-05-5230	Gas, Oil, & Lubricants	\$30,208.00	\$27,289.66		
1479-393373	03/12/15	head light bulb for unit 748	03/12/15	\$3.99	\$3.99	10-05-5230	Gas, Oil, & Lubricants	\$30,208.00	\$27,289.66		
					\$55.61						
192	TEXAS MUNICIPAL RETIREMENT SYSTEM, PO BOX 149153, AUSTIN, TX, 78714-9153										
MARCH15	03/12/15	retirement	03/12/15	\$11,561.16	\$11,561.16	10-29-2132	Retirement Payable	\$0.00	(\$3,643.83)		
					\$11,561.16						
201	COMCAST, PO BOX 660618, DALLAS, TX, 75266-0618										
march15-	03/12/15	internet	03/12/15	\$77.39	\$77.39	10-07-5420	Telephone	\$1,600.00	\$689.25		
					\$77.39						
362	FLEET SAFETY EQUIPMENT, INC, 6525 GOFORTH STREET, HOUSTON, TX, 77021										
143154	03/12/15	siren/control center	03/12/15	\$345.45	\$345.45	10-29-1144	Due from Crime Control	\$0.00	(\$27,845.75)		
143154	03/12/15	housing	03/12/15	\$58.80	\$58.80	10-29-1144	Due from Crime Control	\$0.00	(\$27,845.75)		
143154	03/12/15	brackets to mount existing rear lights	03/12/15	\$15.68	\$15.68	10-29-1144	Due from Crime Control	\$0.00	(\$27,845.75)		
143154	03/12/15	brackets to mount existing front lights	03/12/15	\$15.68	\$15.68	10-29-1144	Due from Crime Control	\$0.00	(\$27,845.75)		
143154	03/12/15	console to include cup holders, arm rest	03/12/15	\$281.40	\$281.40	10-29-1144	Due from Crime Control	\$0.00	(\$27,845.75)		

City of Richwood
Council Approval Report for FIRST NATIONAL BANK--100103073
(Council Approval Report)

Vendor									
InvoiceNumber	Date	Description	Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted \$	YTD Balance
143154	03/12/15	freight	03/12/15	\$49.95	\$49.95	10-29-1144	Due from Crime Control	\$0.00	(\$27,845.75)
143154	03/12/15	arm rest	03/12/15	\$77.72	\$77.72	10-29-1144	Due from Crime Control	\$0.00	(\$27,845.75)
143154	03/12/15	cup holder	03/12/15	\$34.84	\$34.84	10-29-1144	Due from Crime Control	\$0.00	(\$27,845.75)
143154	03/12/15	mounting kit	03/12/15	\$69.30	\$69.30	10-29-1144	Due from Crime Control	\$0.00	(\$27,845.75)
143154	03/12/15	console to include cup holders, arm rest	03/12/15	\$58.80	\$58.80	10-29-1144	Due from Crime Control	\$0.00	(\$27,845.75)
427 CHAMPION ENERGY SERVICES, P.O. BOX 4190, HOUSTON, TX, 77210-4190					\$1,007.62				
b1503040207	03/12/15	electricity	03/12/15	\$12.08	\$12.08	10-01-5410	Electricity	\$12,000.00	\$9,281.50
b1503041810	03/12/15	electricity	03/12/15	\$17.53	\$17.53	10-01-5410	Electricity	\$12,000.00	\$9,281.50
b1503033761	03/12/15	electricity	03/12/15	\$16.74	\$16.74	10-02-5410	Electricity	\$35,000.00	\$20,193.77
b1503040195	03/12/15	electricity	03/12/15	\$243.26	\$243.26	10-02-5410	Electricity	\$35,000.00	\$20,193.77
b1503040197	03/12/15	electricity	03/12/15	\$73.98	\$73.98	10-02-5410	Electricity	\$35,000.00	\$20,193.77
b1503040199	03/12/15	electricity	03/12/15	\$41.22	\$41.22	10-02-5410	Electricity	\$35,000.00	\$20,193.77
b1503040200	03/12/15	electricity	03/12/15	\$29.25	\$29.25	10-02-5410	Electricity	\$35,000.00	\$20,193.77
b1503040203	03/12/15	electricity	03/12/15	\$10.60	\$10.60	10-02-5410	Electricity	\$35,000.00	\$20,193.77
b1503040205	03/12/15	electricity	03/12/15	\$16.78	\$16.78	10-02-5410	Electricity	\$35,000.00	\$20,193.77
b1503041288	03/12/15	electricity	03/12/15	\$29.58	\$29.58	10-02-5410	Electricity	\$35,000.00	\$20,193.77
b1503040202	03/12/15	electricity	03/12/15	\$224.34	\$224.34	10-07-5410	Electricity	\$2,300.00	\$1,527.66
b1503040201	03/12/15	electricity	03/12/15	\$147.38	\$147.38	10-08-5410	Electricity	\$2,500.00	\$1,741.75
466 CITY OF OYSTER CREEK, 3210 FM 523, OYSTER CREEK, TX, 77541				\$862.74					
march15	03/12/15	jail fees	03/12/15	\$50.00	\$50.00	10-05-5542	Jail Expense	\$4,500.00	\$3,770.89
566 THE SOURCE WEEKLY, 223 PARKING WAY, LAKE JACKSON, TX, 77531				\$50.00					
4395	03/12/15	city wide garage sale ad	03/12/15	\$12.25	\$12.25	10-08-5851	Parks & Recreation	\$12,500.00	\$9,924.31
5025	03/12/15	city wide garage sale ad	03/12/15	\$12.25	\$12.25	10-08-5851	Parks & Recreation	\$12,500.00	\$9,924.31
5539	03/12/15	city wide garage sale ad	03/12/15	\$12.25	\$12.25	10-08-5851	Parks & Recreation	\$12,500.00	\$9,924.31
903 ROVIN GARRETT, RTA, 111 E. LOCUST, ANGLETON, TX, 77515				\$36.75					
march15	03/12/15	taxes	03/12/15	\$4.77	\$4.77	10-01-5240	Expendable Operating S	\$16,000.00	\$8,712.10
1068 COMBINED INSURANCE CO. OF AMERICA, 5277 PAYSHERE CIRCLE, CHICAGO, IL, 60674				\$4.77					
405853	03/12/15	insurance	03/12/15	\$128.14	\$128.14	10-29-2136	Insurance Payable	\$0.00	\$1,021.16
1114 J & M WRECKER SERVICE, P.O. BOX 866, CLUTE, TX, 77531				\$128.14					
85183	03/12/15	backhoe tow from Houston	03/12/15	\$502.23	\$502.23	10-02-5365	Other Equipment M&R	\$4,000.00	\$1,709.43

City of Richwood
Council Approval Report for FIRST NATIONAL BANK--100103073
(Council Approval Report)

Vendor									
Invoice Number	Date	Description	Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted \$	YTD Balance
1157	COMCAST, P.O. BOX 37601, PHILADELPHIA, PA, 19101-0601								
34188354	03/12/15	telephone	03/12/15	\$82.80	\$82.80	10-01-5420	Telephone	\$2,500.00	\$1,815.41
34188354	03/12/15	telephone	03/12/15	\$207.00	\$207.00	10-05-5420	Telephone	\$6,000.00	\$3,922.86
					\$289.80				
1166	VIT OFFSHORE OIL SERVICE, 618 EAST SECOND STREET, FREEPORT, TX, 77541								
46939	03/12/15	gal unleaded gas	03/12/15	\$835.51	\$835.51	10-02-5230	Gas, Oil, & Lubricants	\$10,000.00	\$8,625.26
46939	03/12/15	gal unleaded gas	03/12/15	\$2,881.15	\$2,881.15	10-05-5230	Gas, Oil, & Lubricants	\$30,208.00	\$27,289.66
46939	03/12/15	gal unleaded gas	03/12/15	\$38.57	\$38.57	10-07-5230	Gas, Oil, & Lubricants	\$2,800.00	\$1,265.43
					\$3,755.23				
					\$24,658.31				
Total Bills To Pay:									

Council Approval Report for W/S FIRST NATIONAL BANK--100103081

(Council Approval Report)

Vendor		Invoice Number	Date	Description	Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted \$	YTD Balance
39	march15	BRAZORIA COUNTY WATER LAB, 408 E. ORANGE, ANGLETON, TX, 77515			03/12/15	\$105.00	\$105.00	30-21-5390	Water Lines M&R	\$45,000.00	\$5,392.43
							\$105.00				
82	de05000723-15	DXI INDUSTRIES, INC., PO BOX 301049, DALLAS, TX, 75303-1049			03/12/15	\$22.40	\$22.40	30-21-5270	Chemicals	\$7,000.00	\$5,628.41
					03/12/15	\$11.20	\$11.20	30-21-5270	Chemicals	\$7,000.00	\$5,628.41
					03/12/15	\$16.80	\$16.80	30-21-5270	Chemicals	\$7,000.00	\$5,628.41
					03/12/15	\$56.00	\$56.00	30-21-5270	Chemicals	\$7,000.00	\$5,628.41
							\$106.40				
160	march15	RICHWOOD V.F.D., , , ,			03/12/15	\$1,746.00	\$1,746.00	30-30-2241	Fire Department Donatio	\$0.00	(\$1,714.72)
							\$1,746.00				
161	march15	RICHWOOD BEAUTIFICATION, , , ,			03/12/15	\$563.50	\$563.50	30-30-2242	Beautification Donations	\$0.00	(\$1,126.99)
							\$563.50				
192	march15-	TEXAS MUNICIPAL RETIREMENT SYSTEM, PO BOX 149153, AUSTIN, TX, 78714-9153			03/12/15	\$1,924.48	\$1,924.48	30-30-2132	Retirement Payable	\$0.00	(\$256.57)
							\$1,924.48				
427	b1503030052	CHAMPION ENERGY SERVICES, P.O. BOX 4190, HOUSTON, TX, 77210-4190			03/12/15	\$10.05	\$10.05	30-21-5410	Electricity	\$42,000.00	\$29,033.32
					03/12/15	\$10.83	\$10.83	30-21-5410	Electricity	\$42,000.00	\$29,033.32
					03/12/15	\$1,263.78	\$1,263.78	30-21-5410	Electricity	\$42,000.00	\$29,033.32
					03/12/15	\$110.05	\$110.05	30-21-5410	Electricity	\$42,000.00	\$29,033.32
					03/12/15	\$99.90	\$99.90	30-21-5410	Electricity	\$42,000.00	\$29,033.32
					03/12/15	\$9.41	\$9.41	30-21-5410	Electricity	\$42,000.00	\$29,033.32
					03/12/14	\$391.78	\$391.78	30-21-5410	Electricity	\$42,000.00	\$29,033.32
					03/12/15	\$19.69	\$19.69	30-21-5410	Electricity	\$42,000.00	\$29,033.32
							\$1,915.49				
							\$41.42	30-21-5420	Telephone	\$2,500.00	\$1,592.77
1166	46939-01	COMCAST, P.O. BOX 37601, PHILADELPHIA, PA, 19101-0601			03/12/15	\$41.42	\$41.42				
							\$41.42				
		VIT OFFSHORE OIL SERVICE, 618 EAST SECOND STREET, FREEPORT, TX, 77541			03/12/15	\$835.52	\$835.52	30-21-5230	Gas, Oil, & Lubricants	\$20,000.00	\$17,518.00
							\$835.52				

City of Richwood
Council Approval Report for W/S FIRST NATIONAL BANK--100103081
(Council Approval Report)

Vendor													
InvoiceNumber	Date	Description	Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted \$	YTD Balance				

Total Bills To Pay:

\$7,237.81

Council Approval Report for FIRST NATIONAL BANK--100103073

(Council Approval Report)

Vendor		InvoiceNumber	Date	Description	Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted \$	YTD Balance
19	march15-1 march15-2	AT&T, PO BOX 105414, ATLANTA, GA, 30348-5414	03/19/15	telephone	03/19/15	\$217.42	\$217.42	10-05-5420	Telephone	\$6,000.00	\$3,715.86
			03/19/15	telephone	03/19/15	\$75.20	\$75.20	10-07-5420	Telephone	\$1,600.00	\$611.86
							\$292.62				
32	207481f 298772	BOBBY FORD, 1200 N HWY 288B, RICHWOOD, TX, 77531	03/19/15	head light for Unit 746	03/19/15	\$57.02	\$57.02	10-05-5340	Vehicle M&R	\$10,300.00	\$4,568.52
			03/19/15	battery for unit#749	03/19/15	\$241.45	\$241.45	10-05-5340	Vehicle M&R	\$10,300.00	\$4,568.52
							\$298.47				
54	march15 march15-2 march15-3 march15-1	CENTERPOINT ENERGY, PO BOX 4981, HOUSTON, TX, 77210-4981	03/19/15	natural gas	03/19/15	\$130.59	\$130.59	10-01-5430	Natural Gas	\$1,500.00	\$1,124.43
			03/19/15	natural gas	03/19/15	\$15.86	\$15.86	10-02-5430	Natural Gas	\$400.00	\$243.56
			03/19/15	natural gas	03/19/15	\$17.94	\$17.94	10-02-5430	Natural Gas	\$400.00	\$243.56
			03/19/15	natural gas	03/19/15	\$17.17	\$17.17	10-07-5430	Natural Gas	\$300.00	\$223.33
							\$181.56				
104	914428 914428 914428	GULF COAST PAPER, PO BOX 4227, VICTORIA, TX, 77903	03/19/15	fuel surcharge	03/19/15	\$2.80	\$2.80	10-01-5215	Custodial Supplies	\$1,500.00	\$1,201.75
			03/19/15	case of hand sanitizer wash	03/19/15	\$46.97	\$46.97	10-01-5215	Custodial Supplies	\$1,500.00	\$1,201.75
			03/19/15	cases of white paper towels	03/19/15	\$125.64	\$125.64	10-01-5215	Custodial Supplies	\$1,500.00	\$1,201.75
117	40181	KILLIUM PEST CONTROL, 209 PLANTATION DR, LAKE JACKSON, TX, 77566	03/19/15	pest control	03/19/15	\$235.00	\$235.00	10-01-5310	Building & Grounds M&R	\$5,000.00	(\$2,329.44)
							\$235.00				
122	38922 39080 39080	LAWMAN'S UNIFORM & EQUIPMENT, 5814 MILWEE BLDG. A, HOUSTON, TX, 77092	03/19/15	name plate and collar pins for Officer Whearley	03/19/15	\$13.94	\$13.94	10-05-5190	Uniforms	\$1,500.00	(\$5,604.65)
			03/19/15	taser holsters	03/19/15	\$97.90	\$97.90	10-05-5220	Tools	\$1,500.00	\$819.64
			03/19/15	shipping	03/19/15	\$8.50	\$8.50	10-05-5220	Tools	\$1,500.00	\$819.64
127	march15-1	MALONE, DON, , , ,	03/19/15	inspections	03/19/15	\$25.00	\$25.00	10-02-5695	Special Services - Miscell	\$7,300.00	\$2,739.49
							\$25.00				
152	054368450543001 554328650610001 853096150429800 054101950542957 054101950542957 551315850484008	BUSINESS CARD, PO BOX 15796, WILMINGTON, DE, 19886-5710	03/19/15	cases of water	03/19/15	\$8.97	\$8.97	10-01-5101	Administrative Expense	\$9,000.00	\$3,681.12
			03/19/15	google	03/19/15	\$142.85	\$142.85	10-01-5101	Administrative Expense	\$9,000.00	\$3,681.12
			03/19/15	business lunch	03/19/15	\$40.18	\$40.18	10-01-5101	Administrative Expense	\$9,000.00	\$3,681.12
			03/19/15	tax	03/19/15	\$49.50	\$49.50	10-01-5210	Office Supplies	\$25,000.00	\$11,873.71
			03/19/15	apple ipad	03/19/15	\$599.99	\$599.99	10-01-5210	Office Supplies	\$25,000.00	\$11,873.71
			03/19/15	microsoft office	03/19/15	\$108.24	\$108.24	10-01-5210	Office Supplies	\$25,000.00	\$11,873.71
							\$25.00				

Council Approval Report for FIRST NATIONAL BANK--100103073

(Council Approval Report)

Vendor		InvoiceNumber	Date	Description	Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted \$	YTD Balance
		554328650500009	03/19/15	big book of humorous training games	03/19/15	\$19.17	\$19.17	10-01-5210	Office Supplies	\$25,000.00	\$11,873.71
		554328650500009	03/19/15	quick team building activities	03/19/15	\$13.18	\$13.18	10-01-5210	Office Supplies	\$25,000.00	\$11,873.71
		554328650500009	03/19/15	shipping and handling	03/19/15	\$11.61	\$11.61	10-01-5210	Office Supplies	\$25,000.00	\$11,873.71
		554328650500009	03/19/15	big book of leadership games	03/19/15	\$17.05	\$17.05	10-01-5210	Office Supplies	\$25,000.00	\$11,873.71
		554328650590009	03/19/15	file manager for ipad	03/19/15	\$6.48	\$6.48	10-01-5210	Office Supplies	\$25,000.00	\$11,873.71
		555418650540040	03/19/15	adobe	03/19/15	\$21.64	\$21.64	10-01-5210	Office Supplies	\$25,000.00	\$11,873.71
		753063750421653	03/19/15	record easement	03/19/15	\$99.00	\$99.00	10-01-5210	Office Supplies	\$25,000.00	\$11,873.71
		7541822350570139	03/19/15	survey monkey registration renewal	03/19/15	\$204.00	\$204.00	10-01-5210	Office Supplies	\$25,000.00	\$11,873.71
		853063750421653	03/19/15	record easement	03/19/15	\$2.97	\$2.97	10-01-5210	Office Supplies	\$25,000.00	\$11,873.71
		554328650520007	03/19/15	postage	03/19/15	\$24.99	\$24.99	10-01-5240	Expendable Operating S	\$16,000.00	\$8,707.33
		554887250550831	03/19/15	emailmeform	03/19/15	\$9.95	\$9.95	10-01-5240	Expendable Operating S	\$16,000.00	\$8,707.33
		555418650430040	03/19/15	postage	03/19/15	\$250.00	\$250.00	10-01-5240	Expendable Operating S	\$16,000.00	\$8,707.33
		555418650490040	03/19/15	postage	03/19/15	\$250.00	\$250.00	10-01-5240	Expendable Operating S	\$16,000.00	\$8,707.33
		554328650540006	03/19/15	8 ct. dewalt grinding wheels	03/19/15	\$33.28	\$33.28	10-02-5220	Tools	\$2,000.00	\$1,805.62
		554328650540006	03/19/15	box earplugs	03/19/15	\$14.94	\$14.94	10-02-5240	Expendable Operating S	\$3,000.00	\$2,267.70
		554328650540006	03/19/15	face shield	03/19/15	\$13.97	\$13.97	10-02-5240	Expendable Operating S	\$3,000.00	\$2,267.70
		554996750582060	03/19/15	male plug	03/19/15	\$10.38	\$10.38	10-02-5240	Expendable Operating S	\$3,000.00	\$2,267.70
		554996750582060	03/19/15	electrical tape	03/19/15	\$7.79	\$7.79	10-02-5240	Expendable Operating S	\$3,000.00	\$2,267.70
		553102050512008	03/19/15	pinch collar for k-9	03/19/15	\$18.35	\$18.35	10-04-5296	K-9 Unit	\$0.00	(\$2,079.60)
		555465550584737	03/19/15	mandate class for officer taylor	03/19/15	\$35.00	\$35.00	10-04-5296	K-9 Unit	\$0.00	(\$2,079.60)
		754549150513902	03/19/15	shipping and handling charges	03/19/15	\$15.00	\$15.00	10-04-5296	K-9 Unit	\$0.00	(\$2,079.60)
		754549150513902	03/19/15	nylon id collar for k-9	03/19/15	\$35.99	\$35.99	10-04-5296	K-9 Unit	\$0.00	(\$2,079.60)
		754549150593989	03/19/15	duty harness for zeus	03/19/15	\$69.99	\$69.99	10-04-5296	K-9 Unit	\$0.00	(\$2,079.60)
		051404850437100	03/19/15	meal for department meeting	03/19/15	\$66.74	\$66.74	10-05-5130	Training & Travel	\$11,300.00	\$9,833.49
		051404850437100	03/19/15	gallon tea for dept meeting	03/19/15	\$9.74	\$9.74	10-05-5130	Training & Travel	\$11,300.00	\$9,833.49
		054368450370002	03/19/15	lunch, HGAC meeting	03/19/15	\$30.06	\$30.06	10-05-5130	Training & Travel	\$11,300.00	\$9,833.49
		255360650621040	03/19/15	dinner at Five Guys Burgers	03/19/15	\$8.86	\$8.86	10-05-5130	Training & Travel	\$11,300.00	\$9,833.49
		553087650615472	03/19/15	fuel at Shell	03/19/15	\$33.15	\$33.15	10-05-5130	Training & Travel	\$11,300.00	\$9,833.49
		855049950399000	03/19/15	blood kits for DWI blood draws	03/19/15	\$49.50	\$49.50	10-05-5220	Tools	\$1,500.00	\$819.64
		855049950399000	03/19/15	gun evidence boxes (set of 25)	03/19/15	\$36.25	\$36.25	10-05-5220	Tools	\$1,500.00	\$819.64
		855049950399000	03/19/15	red biohazard tape for evidence collected	03/19/15	\$9.50	\$9.50	10-05-5220	Tools	\$1,500.00	\$819.64
		855049950399000	03/19/15	freight	03/19/15	\$16.62	\$16.62	10-05-5220	Tools	\$1,500.00	\$819.64
		855049950399000	03/19/15	red evidence tape with white stripe 54ft roll	03/19/15	\$9.50	\$9.50	10-05-5220	Tools	\$1,500.00	\$819.64
		054368450375000	03/19/15	4 pack scouring pad	03/19/15	\$3.75	\$3.75	10-08-5215	Custodial Supplies	\$1,500.00	\$936.98
		054368450375000	03/19/15	Fabuloso cleaner	03/19/15	\$8.25	\$8.25	10-08-5215	Custodial Supplies	\$1,500.00	\$936.98
		054368450375000	03/19/15	cleaner with bleach	03/19/15	\$3.70	\$3.70	10-08-5215	Custodial Supplies	\$1,500.00	\$936.98
		054368450375000	03/19/15	tax	03/19/15	\$2.29	\$2.29	10-08-5215	Custodial Supplies	\$1,500.00	\$936.98
		054368450375000	03/19/15	Glade air freshener (community building)	03/19/15	\$2.00	\$2.00	10-08-5310	Building & Grounds M&R	\$40,000.00	\$20,440.84
		054368450375000	03/19/15	24 quart waste basket	03/19/15	\$10.00	\$10.00	10-08-5310	Building & Grounds M&R	\$40,000.00	\$20,440.84
		554328650480008	03/19/15	wall mounted sink	03/19/15	\$39.00	\$39.00	10-08-5310	Building & Grounds M&R	\$40,000.00	\$20,440.84
		054101950458680	03/19/15	napkins and tissue wrap for date night	03/19/15	\$7.58	\$7.58	10-08-5851	Parks & Recreation	\$12,500.00	\$9,887.56

Council Approval Report for FIRST NATIONAL BANK--100103073

(Council Approval Report)

Vendor		InvoiceNumber		Date	Description	Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted \$	YTD Balance
		054368450423001		03/19/15	cards for public works employees	03/19/15	\$189.87	\$189.87	10-08-5851	Parks & Recreation	\$12,500.00	\$9,887.56
		054368450443001		03/19/15	roses and cookies for date night	03/19/15	\$152.73	\$152.73	10-08-5851	Parks & Recreation	\$12,500.00	\$9,887.56
		554328650590000		03/19/15	easter bunny costume	03/19/15	\$137.98	\$137.98	10-08-5851	Parks & Recreation	\$12,500.00	\$9,887.56
		752635950572288		03/19/15	shipping and handling	03/19/15	\$175.01	\$175.01	10-08-5851	Parks & Recreation	\$12,500.00	\$9,887.56
		752635950572288		03/19/15	easter eggs	03/19/15	\$1,040.00	\$1,040.00	10-08-5851	Parks & Recreation	\$12,500.00	\$9,887.56
		554368750552605		03/19/15	shipping	03/19/15	\$15.00	\$15.00	10-29-1144	Due from Crime Control	\$0.00	(\$28,853.37)
		554368750552605		03/19/15	body camera	03/19/15	\$150.00	\$150.00	10-29-1144	Due from Crime Control	\$0.00	(\$28,853.37)
							\$4,341.54					
		155			QUILL CORPORATION, PO BOX 37600, PHILADELPHIA, PA, 91901-0600							
		2119540		03/19/15	blue ink refill for stamp pad	03/19/15	\$5.39	\$5.39	10-01-5210	Office Supplies	\$25,000.00	\$11,873.71
		2119540		03/19/15	red ink refill for stamp pad	03/19/15	\$5.39	\$5.39	10-01-5210	Office Supplies	\$25,000.00	\$11,873.71
		182			TG, PO BOX 659601, SAN ANTONIO, TX, 78265-9601							
		march15-1		03/19/15	student loan	03/19/15	\$197.04	\$197.04	10-29-2142	Student Loan	\$0.00	(\$197.04)
		183			T.J.'S LUBE STOP, 125 DIXIE DRIVE, SUITE A, CLUTE, TX, 77531							
		149407		03/19/15	oil change for Unit 748	03/19/15	\$43.74	\$43.74	10-05-5340	Vehicle M&R	\$10,300.00	\$4,568.52
		201			COMCAST, PO BOX 660618, DALLAS, TX, 75266-0618							
		march15-1		03/19/15	telephone	03/19/15	\$10.84	\$10.84	10-07-5420	Telephone	\$1,600.00	\$611.86
		207			VERIZON WIRELESS, PO BOX 660108, DALLAS, TX, 75266-0108							
		9741488390		03/19/15	broadband	03/19/15	\$113.97	\$113.97	10-05-5695	Special Services - Miscell	\$0.00	(\$3,249.99)
		266			AIRGAS USA, LLC, PO BOX 676015, DALLAS, TX, 75267-6015							
		9925381930		03/19/15	oxygen and acetylene	03/19/15	\$38.74	\$38.74	10-02-5230	Gas, Oil, & Lubricants	\$10,000.00	\$7,777.78
		287			SCB CLINIC, PLLC, 120 Flag Lake Drive, Suite #2, LAKE JACKSON, TX, 77566							
		4665/8099		03/19/15	pre-hire physical as required by the State of Tex	03/19/15	\$108.00	\$108.00	10-05-5240	Expendable Operating S	\$1,500.00	\$155.73
		427			CHAMPION ENERGY SERVICES, P.O. BOX 4190, HOUSTON, TX, 77210-4190							
		b1503054425		03/19/15	electricity	03/19/15	\$553.90	\$553.90	10-01-5410	Electricity	\$12,000.00	\$9,251.89
		b1503054279		03/19/15	electricity	03/19/15	\$16.95	\$16.95	10-02-5410	Electricity	\$35,000.00	\$19,732.36
		b1503120046		03/19/15	electricity	03/19/15	\$222.61	\$222.61	10-02-5410	Electricity	\$35,000.00	\$19,732.36
		b1503120047		03/19/15	electricity	03/19/15	\$50.68	\$50.68	10-02-5410	Electricity	\$35,000.00	\$19,732.36
		b1503120048		03/19/15	electricity	03/19/15	\$550.82	\$550.82	10-02-5410	Electricity	\$35,000.00	\$19,732.36
		b1503120049		03/19/15	electricity	03/19/15	\$1,604.48	\$1,604.48	10-02-5410	Electricity	\$35,000.00	\$19,732.36
							\$108.00					

City of Richwood
Council Approval Report for FIRST NATIONAL BANK--100103073
(Council Approval Report)

Vendor											
Invoice Number	Date	Description	Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted \$	YTD Balance		
b1503120050	03/19/15	electricity	03/19/15	\$39.10	\$39.10	10-02-5410	Electricity	\$35,000.00	\$19,732.36		
b1503120051	03/19/15	electricity	03/19/15	\$12.75	\$12.75	10-02-5410	Electricity	\$35,000.00	\$19,732.36		
					\$3,051.29						
514	P C CARE, 221 PARKING WAY, LAKE JACKSON, TX, 77566										
71600	03/19/15	backup service	03/19/15	\$99.95	\$99.95	10-01-5210	Office Supplies	\$25,000.00	\$11,873.71		
					\$99.95						
568	KEY, JASON, , , ,										
vos112	03/19/15	one time set up	03/19/15	\$250.00	\$250.00	10-01-5210	Office Supplies	\$25,000.00	\$11,873.71		
vos112	03/19/15	Hosted Exchange Mailbox	03/19/15	\$212.50	\$212.50	10-01-5210	Office Supplies	\$25,000.00	\$11,873.71		
					\$462.50						
753	BEARS RECYCLING, P.O. BOX 35, CLUTE, TX, 77531										
159382	03/19/15	roll off rental	03/19/15	\$56.00	\$56.00	10-02-5245	Dump Charges	\$2,700.00	\$1,558.50		
					\$56.00						
1182	TEXAS DEPARTMENT OF MOTOR VEHICLES, IT SERVICES DIVISION, P.O. BOX 12098, AUSTIN, TX, 78711-2098										
march15	03/19/15	license plate check	03/19/15	\$24.68	\$24.68	10-09-5240	Expendable Operating S	\$400.00	\$223.76		
					\$24.68						
1283	FONDREN FORENSICS INC., 2700 TIBBETS DRIVE, SUITE 102, BEDFORD, TX, 76022										
15-1043	03/19/15	breath test school of officer smoot	03/19/15	\$400.00	\$400.00	10-05-5130	Training & Travel	\$11,300.00	\$9,833.49		
					\$400.00						
					\$10,287.47						
Total Bills To Pay:											

Total Bills To Pay:

Council Approval Report for W/S FIRST NATIONAL BANK--100103081

(Council Approval Report)

Vendor											
InvoiceNumber	Date	Description	Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted \$	YTD Balance		
106	HD SUPPLY WATERWORKS, PO BOX 840700, DALLAS, TX, 75284-0700										
	d603734	03/19/15	plastic meter box for 2" meter with 6" riser	03/19/15	\$46.70	\$46.70	30-21-5390	Water Lines M&R	\$45,000.00	\$5,287.43	
	d603734	03/19/15	freight	03/19/15	\$22.14	\$22.14	30-21-5390	Water Lines M&R	\$45,000.00	\$5,287.43	
					\$68.84						
152	BUSINESS CARD, PO BOX 15796, WILMINGTON, DE, 19886-5710										
	054101950542957	03/19/15	keyboard for surface pro 3	03/19/15	\$129.99	\$129.99	30-21-5210	Office Supplies	\$10,000.00	\$6,224.04	
	054101950542957	03/19/15	microsoft office 365 for surface pro	03/19/15	\$49.99	\$49.99	30-21-5210	Office Supplies	\$10,000.00	\$6,224.04	
	054101950542957	03/19/15	warranty - surface pro	03/19/15	\$179.99	\$179.99	30-21-5210	Office Supplies	\$10,000.00	\$6,224.04	
	054101950542957	03/19/15	tax	03/19/15	\$103.95	\$103.95	30-21-5210	Office Supplies	\$10,000.00	\$6,224.04	
	054101950542957	03/19/15	surface pro 3	03/19/15	\$899.99	\$899.99	30-21-5210	Office Supplies	\$10,000.00	\$6,224.04	
	554328650550002	03/19/15	car charger	03/19/15	\$77.98	\$77.98	30-21-5210	Office Supplies	\$10,000.00	\$6,224.04	
	854281450449800	03/19/15	2 cycle engine oil	09/19/15	\$11.40	\$11.40	30-21-5230	Gas, Oil, & Lubricants	\$20,000.00	\$16,682.48	
	554996750642060	03/19/15	pvc glue	03/19/15	\$5.79	\$5.79	30-21-5390	Water Lines M&R	\$45,000.00	\$5,287.43	
	554996750642060	03/19/15	sch. 40 3/4x1" female adapter	03/19/15	\$1.29	\$1.29	30-21-5390	Water Lines M&R	\$45,000.00	\$5,287.43	
	554996750642060	03/19/15	3/4 sch. 40 female adapter	03/19/15	\$1.24	\$1.24	30-21-5390	Water Lines M&R	\$45,000.00	\$5,287.43	
	554996750642060	03/19/15	primer	03/19/15	\$6.45	\$6.45	30-21-5390	Water Lines M&R	\$45,000.00	\$5,287.43	
	554996750372060	03/19/15	1.5" 90 degree elbow	03/19/15	\$5.25	\$5.25	30-21-5392	Sewer Lines M&R	\$35,000.00	\$18,505.49	
	554996750372060	03/19/15	2"x1.5" male adapter	03/19/15	\$5.56	\$5.56	30-21-5392	Sewer Lines M&R	\$35,000.00	\$18,505.49	
	554996750372060	03/19/15	2" sch 40 10' stick pvc / materials for replumb o	03/19/15	\$5.49	\$5.49	30-21-5392	Sewer Lines M&R	\$35,000.00	\$18,505.49	
	554996750372060	03/19/15	1.5" 45 degree elbow	03/19/15	\$5.25	\$5.25	30-21-5392	Sewer Lines M&R	\$35,000.00	\$18,505.49	
					\$1,489.61						
427	CHAMPION ENERGY SERVICES, P.O. BOX 4190, HOUSTON, TX, 77210-4190										
	b1503053052	03/19/15	electricity	03/19/15	\$382.59	\$382.59	30-21-5410	Electricity	\$42,000.00	\$27,117.83	
	b1503053053	03/19/15	electricity	03/19/15	\$179.09	\$179.09	30-21-5410	Electricity	\$42,000.00	\$27,117.83	
	b1503053054	03/19/15	electricity	03/19/15	\$701.72	\$701.72	30-21-5410	Electricity	\$42,000.00	\$27,117.83	
	b1503054530	03/19/15	electricity	03/19/15	\$354.67	\$354.67	30-21-5410	Electricity	\$42,000.00	\$27,117.83	
					\$1,618.07						
								\$3,176.52			
Total Bills To Pay:											

19

Council Approval Report for W/S FIRST NATIONAL BANK--100103081

(Council Approval Report)

Vendor		Invoice Number	Date	Description	Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted \$	YTD Balance
1196	TCEQ, , , ,	03/20/15	03/20/15	d water test for b rasberry	03/20/15	\$111.00	\$111.00	30-21-5130	Training & Travel	\$4,000.00	\$3,845.20
march15											
Total Bills To Pay:						\$111.00					
						\$111.00					
						\$111.00					

Council Approval Report for FIRST NATIONAL BANK--100103073

(Council Approval Report)

Vendor		InvoiceNumber	Date	Description	Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted \$	YTD Balance
22	AUL AMERICAN UNITED LIFE INS., GROUP UNIT 2, 5570 RELIABLE PARKWAY, CHICAGO, IL, 60686-0055	1354637	03/26/15	insurance	03/26/15	\$40.00	\$40.00	10-01-5115	Hospitalization	\$30,000.00	\$14,340.97
		1354637	03/26/15	insurance	03/26/15	\$30.00	\$30.00	10-02-5115	Hospitalization	\$22,000.00	\$11,431.47
		1354637	03/26/15	insurance	03/26/15	\$70.00	\$70.00	10-05-5115	Hospitalization	\$65,000.00	\$41,205.86
		1354637	03/26/15	insurance	03/26/15	\$20.00	\$20.00	10-06-5115	Hospitalization	\$17,500.00	\$10,036.42
							\$160.00				
32	BOBBY FORD, 1200 N HWY 288B, RICHWOOD, TX, 77531	2074841f	03/26/15	head light for Unit 746	03/26/15	\$57.02	\$57.02	10-05-5340	Vehicle M&R	\$10,300.00	\$4,524.78
		298772	03/26/15	battery for unit#749	03/26/15	\$219.83	\$219.83	10-05-5340	Vehicle M&R	\$10,300.00	\$4,524.78
							\$276.85				
116	KENNEMER, MASTERS & LUNSFORD, LLC, 8 WEST WAY COURT, LAKE JACKSON, TX, 77566	73535	03/26/15	audit	03/26/15	\$8,558.57	\$8,558.57	10-01-5580	Auditor's Fees	\$22,000.00	\$12,765.74
							\$8,558.57				
127	MALONE, DON, , , ,	march15-2	03/26/15	inspections	03/26/15	\$125.00	\$125.00	10-02-5695	Special Services - Miscell	\$7,300.00	\$2,714.49
							\$125.00				
132	MCCOY'S BUILDING SUPPLY, PO BOX 1362, SAN MARCOS, TX, 78667	1305079	03/26/15	rubber line gloves	03/26/15	\$21.75	\$21.75	10-02-5240	Expendable Operating S	\$3,000.00	\$2,220.62
		1304634	03/26/15	can mineral spirits	03/26/15	\$11.98	\$11.98	10-02-5270	Chemicals	\$2,000.00	\$2,000.00
							\$33.73				
155	QUILL CORPORATION, PO BOX 37600, PHILADELPHIA, PA, 91901-0600	2251796	03/26/15	packs of pure cane sugar	03/26/15	\$13.98	\$13.98	10-01-5210	Office Supplies	\$25,000.00	\$10,147.65
		2251796	03/26/15	cases of folgers decaf filter packs	03/26/15	\$63.98	\$63.98	10-01-5210	Office Supplies	\$25,000.00	\$10,147.65
		2251796	03/26/15	cases of folgers filter packs	03/26/15	\$71.97	\$71.97	10-01-5210	Office Supplies	\$25,000.00	\$10,147.65
		2253659	03/26/15	cases of kleenex cottonell	03/26/15	\$158.97	\$158.97	10-01-5215	Custodial Supplies	\$1,500.00	\$1,026.34
							\$308.90				
183	T.J.'S LUBE STOP, 125 DIXIE DRIVE, SUITE A, CLUTE, TX, 77531	149840	03/26/15	2011 crown vic inspection	03/26/15	\$25.50	\$25.50	10-09-5340	Vehicle M&R	\$1,000.00	\$1,000.00
							\$25.50				
195	TML - IEBP, PO BOX 910404, DALLAS, TX, 75391-0404	0000496917	03/26/15	insurance	03/26/15	\$2,468.07	\$2,468.07	10-01-5115	Hospitalization	\$30,000.00	\$14,340.97
		0000496917	03/26/15	insurance	03/26/15	\$1,833.32	\$1,833.32	10-02-5115	Hospitalization	\$22,000.00	\$11,431.47
		0000496917	03/26/15	insurance	03/26/15	\$4,939.58	\$4,939.58	10-05-5115	Hospitalization	\$65,000.00	\$41,205.86
		0000496917	03/26/15	insurance	03/26/15	\$1,223.93	\$1,223.93	10-06-5115	Hospitalization	\$17,500.00	\$10,036.42
		0000496917	03/26/15	insurance	03/26/15	\$485.76	\$485.76	10-29-2136	Insurance Payable	\$0.00	\$827.05
							\$10,950.66				
200	THOMSON WEST, PO BOX 6292, CAROL STREAM, IL, 60197-6292										

Council Approval Report for FIRST NATIONAL BANK--100103073

(Council Approval Report)

Vendor		InvoiceNumber		Date	Description	Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted \$	YTD Balance
		831459221		03/26/15	subscription	03/26/15	\$475.00	\$475.00	10-01-5210	Office Supplies	\$25,000.00	\$10,147.65
								\$475.00				
201		COMCAST, PO BOX 660618, DALLAS, TX, 75266-0618										
march15--		03/26/15 internet		03/26/15			\$56.99	\$56.99	10-01-5420	Telephone	\$2,500.00	\$1,732.61
march15--		03/26/15 internet		03/26/15			\$56.99	\$56.99	10-04-5294	Expenditures - Court Tec	\$0.00	(\$1,488.13)
march15--		03/26/15 internet		03/26/15			\$211.67	\$211.67	10-05-5695	Special Services - Miscell	\$0.00	(\$3,363.96)
								\$325.65				
427		CHAMPION ENERGY SERVICES, P.O. BOX 4190, HOUSTON, TX, 77210-4190										
b1503131904		03/26/15 electricity		03/26/15			\$57.74	\$57.74	10-02-5410	Electricity	\$35,000.00	\$17,234.97
								\$57.74				
614		BROOKSIDE EQUIPMENT SALES, INC., P.O. BOX 262324, HOUSTON, TX, 77207										
ia56962		03/26/15 lawnmower oil filter		03/26/15			\$24.38	\$24.38	10-08-5365	Other Equipment M&R	\$3,000.00	\$2,937.97
								\$24.38				
884		U. S. BANCORP EQUIPMENT FINANCE, INC., P.O. BOX 790448, ST. LOUIS, MO, 63179-0448										
274363639		03/26/15 copier		03/26/15			\$302.98	\$302.98	10-01-5935	Equipment - Time Payme	\$5,000.00	\$2,887.62
274363639		03/26/15 copier		03/26/15			\$64.66	\$64.66	10-05-5210	Office Supplies	\$5,000.00	(\$1,417.14)
								\$367.64				
889		BCOS OFFICE TECHNOLOGIES, ATTN: ACCOUNTS RECEIVABLES, 1111 COUNTY ROAD 44, ANGLETON, TX, 77515										
ar189627		03/26/15 copier		03/26/15			\$169.36	\$169.36	10-01-5935	Equipment - Time Payme	\$5,000.00	\$2,887.62
ar189626		03/26/15 copier		03/26/15			\$87.95	\$87.95	10-05-5210	Office Supplies	\$5,000.00	(\$1,417.14)
								\$257.31				
1284		NGUYEN, BILL, 11201 BELLAIRE BLVD. #A23, HOUSTON, TX, 77072										
march15		03/26/15 bond return		03/26/15			\$165.00	\$165.00	10-29-2127	Municipal Court Bonds	\$0.00	(\$165.00)
								\$165.00				
								\$22,111.93				
Total Bills To Pay:												

Total Bills To Pay:

City of Richwood
Council Approval Report for W/S FIRST NATIONAL BANK--100103081
(Council Approval Report)

Vendor		Invoice Number	Date	Description	Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted \$	YTD Balance
19	AT&T, PO BOX 105414, ATLANTA, GA, 30348-5414	19	03/26/15	telephone	03/26/15	\$99.25	\$99.25	30-21-5420	Telephone	\$2,500.00	\$1,551.35
22	AUL AMERICAN UNITED LIFE INS., GROUP UNIT 2, 5570 RELIABLE PARKWAY, CHICAGO, IL, 60686-0055	1354637-01	03/26/15	insurance	03/26/15	\$30.00	\$30.00	30-21-5115	Hospitalization	\$26,000.00	\$11,167.28
72	DEPT. OF STATE HEALTH SERVICES, PO BOX 149347, 1100 WEST 49TH STREET, AUSTIN, TX, 78714-9347	72	03/26/15	water sample test	03/26/15	\$652.64	\$652.64	30-21-5390	Water Lines M&R	\$45,000.00	\$5,203.82
155	QUILL CORPORATION, PO BOX 37600, PHILADELPHIA, PA, 91901-0600	2304825	03/26/15	reams of colored paper for late notices	03/26/15	\$89.90	\$89.90	30-21-5210	Office Supplies	\$10,000.00	\$4,782.15
195	TML - IEBP, PO BOX 910404, DALLAS, TX, 75391-0404	0000496917--01	03/26/15	insurance	03/26/15	\$2,445.92	\$2,445.92	30-21-5115	Hospitalization	\$26,000.00	\$11,167.28
0000496917--01	03/26/15	03/26/15	insurance	03/26/15	\$25.00	\$25.00	30-30-2136	Insurance Payable	\$0.00	\$0.00	(\$359.64)
206	UTILITY DATA SYSTEMS OF TEXAS, LLC, P.O. BOX 6147, FRISCO, TX, 75035	11817	03/26/15	shipping	03/26/15	\$36.53	\$36.53	30-21-5210	Office Supplies	\$10,000.00	\$4,782.15
11817	03/26/15	03/26/15	8.5 x 14 perforated billing stock (blank)	03/26/15	\$696.80	\$696.80	30-21-5210	Office Supplies	\$10,000.00	\$10,000.00	\$4,782.15
354	AQUA METRIC SALES, CO., 4050 FLAT ROCK DRIVE, RIVERSIDE, CA, 92505	0055727-in	03/26/15	3/4" iperl meters with MXU	03/26/15	\$4,996.20	\$4,996.20	30-21-5390	Water Lines M&R	\$45,000.00	\$5,203.82
0055727-in	03/26/15	03/26/15	2" omni meter, register, and MXU	03/26/15	\$654.19	\$654.19	30-21-5390	Water Lines M&R	\$45,000.00	\$45,000.00	\$5,203.82
Total Bills To Pay:											\$9,726.43

Total Bills To Pay:

Council Approval Report for W/S FIRST NATIONAL BANK--100103081

(Council Approval Report)

Vendor											
Invoice Number	Date	Description	Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted \$	YTD Balance		
62	CLUTE POSTMASTER, , CLUTE, TX, 77531										
march15	03/30/15	postage for utility bills	03/30/15	\$418.20	\$418.20	30-21-5210	Office Supplies	\$10,000.00	\$4,782.15		
					\$418.20						
					\$418.20						
Total Bills To Pay:											

Total Bills To Pay:

3/30/2015 9:58am

City of Richwood

Council Approval Report for FIRST NATIONAL BANK--100103073

(Council Approval Report)

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Vendor									
InvoiceNumber	Date	Description	Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted \$	YTD Balance
162	RYLE, JERE, , , ,								
march15-	03/30/15	reimbursement for bbq supplies	03/30/15	\$89.69	\$89.69	10-04-4250	Revenues - Festivals	\$0.00	(\$4,839.57)
					\$89.69				
					\$89.69				
					\$89.69				
Total Bills To Pay:									

Total Bills To Pay:

Council Approval Report for FIRST NATIONAL BANK--100103073

(Council Approval Report)

Vendor		InvoiceNumber	Date	Description	Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted \$	YTD Balance
8	444036	AFLAC INSURANCE, 1932 WYNNTON ROAD, COLUMBUS, GA, 31999-0797				04/02/15	\$143.16	10-29-2136	Insurance Payable	\$0.00	\$990.56
							\$143.16				
19	april15	AT&T, PO BOX 105414, ATLANTA, GA, 30348-5414				04/02/15	\$367.02	10-02-5420	Telephone	\$3,000.00	\$1,155.37
							\$367.02				
32	vehicle	BOBBY FORD, 1200 N HWY 288B, RICHWOOD, TX, 77531				04/02/15	\$134.95	10-05-5230	Gas, Oil, & Lubricants	\$30,208.00	\$24,374.86
							\$134.95				
127	april15	MALONE, DON, , , ,				04/02/15	\$75.00	10-02-5695	Special Services - Miscell	\$7,300.00	\$2,589.49
							\$75.00				
143	00307	PARK PLACE, 217 FLAG LAKE DRIVE, CLUTE, TX, 77531				04/02/15	\$160.00	10-04-5290	Festivals	\$0.00	(\$1,567.19)
						04/02/15	\$75.00	10-04-5290	Festivals	\$0.00	(\$1,567.19)
						04/02/15	\$997.00	10-04-5290	Festivals	\$0.00	(\$1,567.19)
							\$1,232.00				
155	2694292	QUILL CORPORATION, PO BOX 37600, PHILADELPHIA, PA, 91901-0600				04/02/15	\$22.22	10-01-5210	Office Supplies	\$25,000.00	\$9,522.72
						04/02/15	\$47.95	10-01-5240	Expendable Operating S	\$16,000.00	\$8,172.39
							\$70.17				
182	april15	TG, PO BOX 659601, SAN ANTONIO, TX, 78265-9601				04/02/15	\$219.71	10-29-2142	Student Loan	\$0.00	(\$219.71)
							\$219.71				
213	april15	TX COMPTROLLER OF PUBLIC ACCOUNTS, , AUSTIN, TX, 78774-0100				04/02/15	\$17,906.64	10-29-2140	Municipal Court Costs	\$0.00	(\$33,281.60)
							\$17,906.64				
729	1075311	DIGITAL-ALLY, P.O. BOX 413183, KANSAS CITY, MO, 64141-3183				04/02/15	\$10.00	10-05-5340	Vehicle M&R	\$10,300.00	\$4,247.93
						04/02/15	\$400.00	10-05-5340	Vehicle M&R	\$10,300.00	\$4,247.93
							\$410.00				
929	45648	INDUSTRIAL CHEMICAL CLEANER, P.O. BOX 14262, HOUSTON, TX, 77221-4262				04/02/15	\$87.50	10-02-5365	Other Equipment M&R	\$4,000.00	\$1,207.20
							\$87.50				
989	26990	BRAZOSWOOD VET CLINIC, 1406 FM 2004, LAKE JACKSON, TX, 77566				04/02/15	\$53.20	10-04-4256	K-9 Unit	\$0.00	(\$3,316.02)
							\$53.20				

(Council Approval Report)

Total Bills To Pay:

City of Richwood
Council Approval Report for W/S FIRST NATIONAL BANK--100103081
(Council Approval Report)

Vendor		Invoice Number		Date	Description	Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted \$	YTD Balance
57	april15	AT&T MOBILITY, PO BOX 6463, CAROL STREAM, IL, 60197-6463		04/02/15	phone	04/02/15	\$125.88	\$125.88	30-21-5420	Telephone	\$2,500.00	\$1,452.10
59	april15	CITY OF RICHWOOD		04/02/15	customer deposits	04/02/15	\$427.39	\$427.39	30-30-2220	Customer Meter Deposits	\$0.00	(\$85,910.96)
150	363828	UTILITY SERVICE CO., INC., PO BOX 674233, DALLAS, TX, 75267-4233		04/02/15	water tower contract	04/02/15	\$479.17	\$479.17	30-21-5935	Equipment - Time Payme	\$20,000.00	\$5,302.98
155	2649809	QUILL CORPORATION, PO BOX 37600, PHILADELPHIA, PA, 91901-0600		04/02/15	inkjet combo pack	04/02/15	\$53.09	\$53.09	30-21-5210	Office Supplies	\$10,000.00	\$4,684.50
	2649809			04/02/15	hp office jet 150	04/02/15	\$399.99	\$399.99	30-21-5210	Office Supplies	\$10,000.00	\$4,684.50
618	april15	HERITAGE RESIDENTIAL SOLUTIONS, , , ,		04/02/15	water deposit refund	04/02/15	\$23.59	\$23.59	30-30-2220	Customer Meter Deposits	\$0.00	(\$85,910.96)
	april15-			04/02/15	water deposit refunds	04/02/15	\$27.00	\$27.00	30-30-2220	Customer Meter Deposits	\$0.00	(\$85,910.96)
1220	in245326-01	DAHILL, P.O. BOX 314, SAN ANTONIO, TX, 78292-0314		04/02/15	copiers	04/02/15	\$137.31	\$137.31	30-21-5210	Office Supplies	\$10,000.00	\$4,684.50
1278	april15	RAMIREZ III, JOSE & VERONICA, 206 STUART, RICHWOOD, TX, 77531		04/02/15	water deposit refund	04/02/15	\$16.94	\$16.94	30-30-2220	Customer Meter Deposits	\$0.00	(\$85,910.96)
1286	april15	LANDSBOROUGH, DAVID, , , ,		04/02/15	water deposit refund	04/02/15	\$50.00	\$50.00	30-30-2220	Customer Meter Deposits	\$0.00	(\$85,910.96)
1287	april15	ANDREWS, MIKE, , , ,		04/02/15	water deposit refund	04/02/15	\$15.08	\$15.08	30-30-2220	Customer Meter Deposits	\$0.00	(\$85,910.96)
Total Bills To Pay:												
\$1,755.44												

City of Richwood
Council Approval Report for FIRST NATIONAL BANK--100103073
(Council Approval Report)

Vendor		InvoiceNumber	Date	Description	Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted \$	YTD Balance
673	april15	SMOOT, CHRIS, ...	04/06/15	cookoff security	04/06/15	\$455.00	\$455.00	10-04-5290	Festivals	\$0.00	(\$1,567.19)
							\$455.00				
Total Bills To Pay:							\$455.00				

MEMORANDUM

To: Honorable Mayor Clint Kocurek and members of the Richwood City Council

From: Karen B. Schrom, Finance Director

Date: April 8, 2015

Subject: Resolution No. 15-04, annual review of City's investment policy

The City has the right to maintain investments in accordance with the Public Funds Investment Act (Government Code §2256) and the investment policy adopted by the municipality. The Act requires the City to adopt a written investment policy which addresses the safety of principal and liquidity, types of authorized investments, investment diversity, yield and maturity, maximum maturity date, and settlement.

Once adopted, the policy must be reviewed by City Council at least annually and Council must adopt an ordinance or resolution stating it has reviewed it. Our current policy is based upon the State and TML's model policies and is compliant with all applicable state and federal laws regarding municipal investments.

Resolution No. 15-04

WHEREAS, The City of Richwood is required to review the City's investment policy annually and;

WHEREAS, this review is authorized by the Public Funds Investment Act, as amended.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Richwood:

That the City of Richwood Investment Policy, attached hereto as "Exhibit A" is hereby adopted as the investment policy of the City of Richwood effective April 13, 2015.

PASSED, ADOPTED AND APPROVED by the City Council of the City of Richwood this the 13th day of April, 2015

APPROVED:

Clint Kocurek Mayor

ATTEST:

Karen B. Schrom, City Secretary

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PREFACE

It is the policy of the City of Richwood that all available funds shall be invested in conformance with these legal and administrative guidelines.

Effective cash management is recognized as essential to good fiscal management. An aggressive cash management and investment policy will be pursued to take advantage of investment interest as a viable and material revenue to all operating and capital funds. The City's portfolio shall be designed and managed in a manner responsive to the public trust and consistent with local, state, and federal law.

Investments shall be made with the primary objectives of:

- # Preservation of capital and protection of principal
- # Maintenance of sufficient liquidity to meet operating needs
- # Security of city funds and investments
- # Diversification of investments to avoid unreasonable or avoidable risks
- # Maximization of return on the portfolio

Earnings from investments will be used in a manner that will best serve the interests of the City of Richwood.

SECTION 1 PURPOSE

A. Authorization

This policy is to be authorized by the City Council in accordance with Section 5 of the Public Funds Investment Act of 1987 (Article 842a-2, Texas Revised Civil Statutes) which requires the adoption of a formal written Investment Policy.

B. Scope

This Policy shall govern the investment of all funds of the City government as entrusted to the City Secretary/Treasurer as custodian. The funds are accounted for in the City of Richwood=s Comprehensive Annual Financial Report and includes:

1. General Funds
2. Special Revenue Funds
3. Capital Improvement and Project Funds
4. Enterprise Funds
5. Trust and Agency Funds
6. Any new fund created by the City Council unless specifically exempted

In addition to this Policy, bond funds (including debt service and reserve funds) shall be managed by the governing ordinance and Federal Law, including the Tax Reform Act of 1986 and subsequent legislation.

C. Review and Amendment

This Policy shall be reviewed annually. Amendments must be authorized by the City Council.

SECTION II INVESTMENT OBJECTIVES

A. Safety of Principal

The City of Richwood has as its foremost objective to ensure the safety of principal, considering the portfolio as a whole. The manner in which the City of Richwood ensures the safety of principal is presented in Section III.B, AEnsuring Safety of Principal.@

B. Maintenance of Adequate Liquidity

The City's investment portfolio must be structured in a manner which will provide the liquidity necessary to pay obligations as they become due. Maintenance of adequate liquidity is described in Section III.C, AEnsuring Liquidity.®

C. Return on Investments

Consistent with State law, the City shall seek to optimize return on investments within the constraints of safety and liquidity. Investments (excluding assets managed under separate investment programs) shall be made in permitted obligations at yields equal to or greater than the bond equivalent yield on United States Treasury obligations of comparable maturity. Other appropriate performance measures will be established by the City Council. Specific policies regarding investment rate of return are presented in Section III.D, AAchieving Investment Return Objectives.®

For bond issues to which Federal yield or arbitrage restrictions apply, the primary objectives shall be to obtain satisfactory market yields and to minimize the costs associated with the investment of such funds.

D. Prudence and Ethical Standards

The standard of prudence used by the City of Richwood shall be the Aprudent person rule® and shall be applied in the context of managing the overall portfolio within the applicable legal constraints. The prudent person rule is restated below:

AIInvestments shall be made with judgment and care under circumstances then prevailing which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable income to be derived.®

Specific policies describing the City's prudence and ethical standards are found in Section III.E, AResponsibility and Controls.®

SECTION III INVESTMENTS

A. Eligible Investments

Investments described below are those authorized by the Public Funds Investment Act of 1987 (Article 842a-2, Texas Revised Civil Statutes), as amended. The purchase of specific issues may at times be restricted or prohibited because of current market conditions. City

funds governed by this Policy may be invested in:

1. Obligations of the United States or its agencies and instrumentalities.
2. Direct obligations of the State of Texas.
3. Other obligations, the principal and interest on which are unconditionally guaranteed or insured by the State of Texas or the United States or its agencies or instrumentalities.
4. Obligations of states, agencies, counties, cities, and other political subdivisions of any state having been rated as to investment quality by a nationally recognized investment rating firm and having received a rating of not less than A or its equivalent.
5. Bankers' acceptances, so long as each acceptance has a stated maturity of 270 days or less from the date of its issuance, will be liquidated in full at maturity, is eligible collateral for borrowing from a Federal Reserve Bank and is accepted by a domestic bank whose short term obligations are rated by at least A-1, P-1, or the equivalent by a nationally recognized credit rating agency or which is the largest subsidiary of a bank holding company whose short term obligations are so rated.
6. Commercial paper with a stated maturity of 270 days or less from the date of its issuance that either:
 - a. Is rated not less than A-1, P-1, or the equivalent by at least two nationally recognized credit rating agencies; or,
 - b. Is rated at least A-1, P-1, or the equivalent by at least one nationally recognized credit rating agency and is fully secured by an irrevocable letter of credit issued by a bank organized and existing under the laws of the United States or any state thereof.
7. Fully collateralized repurchase agreements having a defined termination date, placed through a primary government securities dealer, as defined by the Federal Reserve, or a bank domiciled in Texas, and secured by obligations described by 1 above (principal and interest on which are guaranteed by the United States or any of its agencies), pledged with a third party selected or approved by the City, and having a market value of no less than the principal amount of the funds disbursed. The term includes direct security repurchase agreements and reverse security repurchase agreements.
8. Certificates of deposit issued by state and national banks domiciled in Texas that are:

- a. Guaranteed or insured by the Federal Deposit Insurance Corporation, or its successors; or,
 - b. Secured by obligations that are described by 1-4 above, which are intended to include all direct federal agency or instrumentality issues that have a market value of not less than the principal amount of the certificates or in any manner and amount provided by law for deposits of the City.
 - 9. Certificates of deposit issued by savings and loan associations domiciled in Texas that are:
 - a. Guaranteed or insured by the Federal Savings and Loan Insurance Corporation or its successor; or,
 - b. Secured by obligations that are described by 1-4 above, which are intended to include all direct federal agency or instrumentality issued mortgage backed securities that have a market value of not less than the principal amount of the certificates, or in any other manner and amount provided by law for deposits of the City.
 - 10. SEC-registered, no-load money market mutual funds with a dollar-weighted average portfolio maturity of 90 days or less whose assets consist exclusively of the obligations that are described by Section III.A, 1-9 above and whose investment objectives include seeking to maintain a stable net asset value of \$1 per share. Excluding bond proceeds, no more than 80% of the City=s monthly average fund balance may be invested in money market mutual funds. And, excluding bond proceeds, the City may not invest funds under its control in any amount that exceeds 10% of the total assets of any individual money market mutual fund.
 - 11. Local government investment pools organized in accordance with the Interlocal Cooperation Act (Article 4413 (32c), V.T.C.S.) as amended, whose assets consist exclusively of the obligations that are described by Section III.A, 1-9 above.
 - 12. Common Trust funds or comparable investment devices owned or administered by banks domiciled in Texas may be used for bond proceeds. Fund assets shall consist exclusively of the obligations that are described by Section III.A, 1-9 above.
- B. Ensuring Safety of Principal

Ensuring safety is accomplished through protection of principal and safekeeping.

1. Protection of Principal

The City shall seek to control the risk of loss due to the failure of security issuer or grantor. Such risk shall be controlled by investing only in the safest types of securities as defined in the Policy, by qualifying the broker, dealer, and financial institution with whom the City will transact, by collateralization as required by law, by portfolio diversification, and by limiting maturity.

The City will seek to control the risk of loss due to the failure of the issuer=s of banker=s acceptances and commercial paper by monitoring the ratings of portfolio positions to assure compliance with the ratings requirements imposed by the Public Funds Investment Act of 1987. Should an issuer experience a single step downgrade of its credit rating by a nationally recognized credit rating agency within 90 days of the position=s maturity, the City Secretary may approve holding the paper to maturity. If the subject paper matures beyond the 90-day period or if the credit rating downgrade exceeds a single step, it will be the City=s policy to convene an emergency meeting of the Investment Committee to determine whether liquidation of the position is warranted. This meeting should take place within 24 hours of notification of the credit downgrade.

a. Approved Brokers/Dealers/Financial Institutions

1. Investments shall only be made with those firms and institutions who have met the qualifications and standards established by the City and set forth in this manual.
2. Been approved by the City Council by resolution.

Securities and certificates of deposit shall only be purchased from those institutions included on the City=s list of broker/dealers, banks, and savings and loan associations as approved by City Council.

b. Collateralization

Consistent with the requirements of state law, the City requires all banks and savings and loan associations to be federally insured or collateralized with eligible securities. Financial institutions serving as City Depositories will be required to sign a Depository Agreement with the City and its safekeeping agent for the collateral, defining the City=s rights to the collateral in case of default, bankruptcy, or closing. Repurchase agreements must also be collateralized in accordance with State law.

1. Allowable Collateral

a. Certificates of Deposit
Eligible securities for collateralization of deposits are defined by the APublic Funds Collateral Act@ (Article 2529d, Texas Revised Civil Statutes). The eligibility of specific issues may at times be restricted or prohibited because of current market conditions.

b. Repurchase Agreements

Collateral underlying repurchase agreements is limited to U.S. government and agency obligations which are eligible for wire transfer (i.e., book entry) to the City=s designated safekeeping agent through the Federal Reserve System.

2. Collateral Levels

Collateral is valued at current market plus interest accrued through the date of valuation.

a. Certificates of Deposit

The market value of collateral pledged for certificates of deposit must at all times be equal to or greater than the par value of the certificate of deposit plus accrued interest, less the amount insured by the FDIC.

b. Repurchase Agreements

The market value of collateral required to be pledged for repurchase agreements shall be a percentage of the par value of the agreement plus accrued interest. Any collateral with a maturity of over 5 years must be approved by the Mayor or City Secretary in writing before the transaction is initiated.

3. Margin Calls

a. Certificates of Deposit

If the collateral pledged for a certificate of deposit falls below the par value of the deposit, plus the accrued interest less FDIC insurance, the institution will be notified by the City and will be required to pledge additional securities no later

than the end of the next succeeding business day.

b. Repurchase Agreements

If the value of the collateral underlying a repurchase agreement falls below the margin maintenance levels specified above, the City will make a margin call unless the repurchase agreement is scheduled to mature within five business days and the amount is deemed to be immaterial.

4. Collateral Substitution

Collateralized investments and certificates of deposit often require substitution of collateral. Any broker or financial institution requesting substitution must contact the City for approval and settlement. The substituted collateral's value will be calculated and substitution approved if its value is equal to or greater than the required value. The City must give immediate notification of the decision to the bank or the safekeeping agent holding the collateral. Substitution is allowable for all transactions, but should be limited, if possible, to minimize potential administrative problems and transfer expense. The City may limit substitution and assess appropriate fees if substitution becomes excessive or abusive.

5. Collateral Reductions

Should the collateral's market value exceed the required amount, any broker or financial institution may request approval from the City to reduce collateral. Collateral reductions may be permitted only if the City's records indicate that the collateral's market value exceeds the required amount.

c. Portfolio Diversification

Risk of principal loss in the portfolio as a whole shall be minimized by diversifying investment types. Proceeds of a single bond issue may be invested in a single security or investment if the city Council determines that such an investment is necessary to comply with Federal arbitrage restrictions or to facilitate arbitrage record keeping and calculation.

d. Limiting maturity

In order to minimize risk of loss due to interest rate fluctuations, investment

maturities will not exceed the anticipated cash flow requirements of the funds.

2. Safekeeping

a. Safekeeping Agreement

The City shall contract with a bank or banks for the safekeeping of securities either owned by the City as a part of its investment portfolio or held as collateral to secure certificates of deposit or repurchase agreements.

b. Safekeeping of Certificate of Deposit Collateral

All collateral securing bank and savings and loan deposits must be held by a third party banking institution approved by the City, or collateral may be held at the Federal Reserve Bank.

c. Safekeeping of Repurchase Agreement Collateral

The securities which serve as collateral for repurchase agreements with dealers must be delivered to a third party custodian with which the City has established a third party safekeeping agreement.

C. Ensuring Liquidity

Liquidity shall be achieved by investing in securities with active secondary markets and by investing in eligible money market mutual funds and local government investment pools.

A security may be liquidated to meet unanticipated cash requirements, to redeploy cash into other investments expected to outperform current holdings, or otherwise adjust the portfolio.

D. Achieving Investment Return Objectives

Investment selection for all funds shall be based on legality, appropriateness, liquidity, and risk/return considerations. The General City Funds Portfolio shall be actively managed to enhance overall interest income. Active management will take place within the context of the Prudent Person Rule.® (See Section II.D.)

The City will take advantage of security swap opportunities to improve portfolio yield. A swap which improves portfolio yield may be selected even if the transaction results in an accounting loss.

Once the basic requirements of safety and liquidity are met, the City's fund shall be designed

to attain a market-average rate of return through economic cycles. Market-average rate of return is defined as the average return on one year Treasury bills.

E. Responsibility and Controls.

1. Authority to Invest

The authority to invest City funds and the execution of any documentation necessary to evidence the investment of City funds is granted to the Mayor and the City Secretary.

2. Establishment of Internal Controls

The City Secretary will establish a system of internal controls over the investment activities of the City and document such controls. A system of internal controls shall be in place to prevent losses of public funds arising from fraud or employee error.

3. Training and Education

Recognizing that the training and education of Investment Officers contributes to efficient and effective investment management, the City will encourage its Investment Officers to obtain appropriate professional certifications and provide training toward such certifications from available funds.

F. Reporting

Investment performance is continually monitored and evaluated by the City Secretary. The City Secretary will provide summary reports to the City Council on a monthly basis.

MEMORANDUM

To: Members of the Richwood City Council

From: Clint Kocurek, Mayor

Date: April 8, 2015

Subject: Appointment to Crime Control and Prevention District

Bryan Roberts has resigned from the Crime Control and Prevention District Board.

Katherine Venegas has submitted an application to serve on the CCPD. She currently is a member of Keep Richwood Beautiful and the Richwood Lion's Club and is eager to serve the City.

I recommend we appoint Ms. Venegas to the CCPD

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.

- ☐ Beautification ☐ Planning and Zoning/Board of Adjustments ☒ Crime Control and Prevention
☐ Parks and Recreation

THIS INFORMATION WILL BECOME PUBLIC RECORD

NAME: Venegas Katherine M
Last First MI

HOME ADDRESS: 113 Goldfinch Ct HOME TELEPHONE: _____

Richwood, Tx 77566 CELL TELEPHONE: 979-864-0419

PROFESSION: Business Manager WORK TELEPHONE: 979-922-1313

EMPLOYER: Optimized Pipeline Solutions

EMPLOYER'S ADDRESS: 1610 Main St

Danbury, Tx 77531

EMAIL ADDRESS: Katv2u@yahoo.com

PERSONAL REFERENCES:

NAME:

Richard Romero

ADDRESS:

59 Joshua Court
Lake Jackson, TX

PHONE:

979-583-8839

NAME:

Rebecca Carter

ADDRESS:

51 Ranch House Loop
Angleton, TX 77515

PHONE:

979-864-6641

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

Keep Richwood Beautiful
April 2014 - Present

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

Assoc. Degree
Bus. Degree in Progress
Work Exp. Bookkeeping/Business

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

PTD Board - 5 yrs
Church Missions & Organizations
Lions Club

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

Community Involvement
Law Enforcement Support

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

Katherine Venegas
Signature

03/31/15
Date

Return to:

Karen B. Schrom, City Secretary
kschrom@richwoodtx.gov
1800 Brazosport Blvd.
Richwood, TX 77531
Fax: 979-265-7345

MEMORANDUM

To: Members of the Richwood City Council

From: Clint Kocurek

Date: April 8, 2014

Subject: Report from KSA Engineering of Lift Station #4

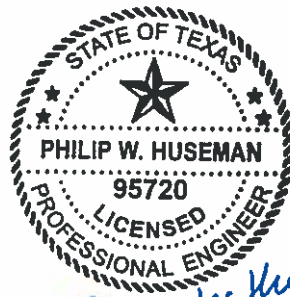
Attached is a copy of the report from Philip Huseman of KSA Engineering on Lift Station #4. The cost to rehabilitate the lift station is \$140,000.00 and the probable cost to replace lift station #4 is \$621,000.00

Funds are currently not available to remove and replace Lift Station #4. We are receiving \$190,000.00 from the Community Block Development Grant Program. I recommend that we use those funds to rehabilitate the lift station and use the remainder to smoke test in the older parts of town. This will minimize the amount of effluent being handled by this lift station which will allow us to set aside fund to replace this lift station as growth permits.

LIFT STATION NO. 4 EVALUATION
FOR THE
CITY OF RICHWOOD, TEXAS

April 2015

Prepared by:



Philip W. Huseman
4/7/15

KSA
ENGINEERS

816 Park Two Drive
Sugar Land, TX 77478
(281) 494-3252
Fax (281) 494-3234
www.ksaeng.com
TBPE Firm Registration No. 1356

SECTION I

INTRODUCTION

The City of Richwood operates its wastewater collection system. The existing collection system consists of multiple lift stations. One of the city's major lift stations, Lift Station No. 4 is in need of rehabilitation. An engineering evaluation is needed to determine the options of other upgrades, future growth, future capacity, and overall compliance of the lift station with TCEQ rules.

The purpose of this lift station study is to provide the City of Richwood with the engineering information necessary to:

- Existing Lift Station No. 4 requires rehabilitation of the wetwell concrete; this evaluation will provide guidance in deciding to rehabilitate versus construct a new one.
- Evaluate the existing lift station including determination of a possible increase in capacity of the existing facility;
- Understand capacity needs for the lift station based on current TCEQ standards;
- Plan for future improvements including, rehabilitating, increasing the capacity at the lift station.

This study focuses on the lift station but will by necessity discuss the sanitary sewer collection system as it relates to the City's needs.

B. Authorization

Work on this project was authorized by the Engineers Joint Contract Documents Committee document titled: "Agreement Between Owner and Engineer for Study and Report Professional Services"

C. Acknowledgments

Engineering studies are only as effective in providing solutions to specific problems as the quality of the data available for analysis. The officials, staff, and operators of the City of Richwood provided valuable information for this study. Their assistance in gathering data and providing project-specific information is gratefully acknowledged.

D. References

Texas Commission on Environmental Quality - Rules and Regulations- 30 TAC Chapter 217 – Design Criteria for Sewerage Systems.

Texas Water Development Board (TWDB) 2016 Regional Water Plan - Population Projections for 2020-2070

Websites:

City Data for Richwood, Texas

<http://www.city-data.com/city/Richwood-Texas.html>

SECTION II

SEWER SYSTEM GENERAL INFORMATION AND POPULATION TRENDS

The planning area must be adequately defined to better identify any possible improvements required and the impact that any such improvements may have on the surrounding area. The planning area detailed in this section provides information on the:

- Location of the existing wastewater system facilities;
- Presence of environmental resources that may be affected by any proposed project;
- Trends in population growth for the City's service area

A. General Information

The City of Richwood is located in Brazoria County in the gulf coast portion of Texas. Richwood is located approximately 53 miles south of Houston, Texas.

Wastewater service is provided to the residential, commercial, and industrial customers within the city limits and certain areas within the Extra Territorial Jurisdiction (ETJ) of the City. No heavy industrial users are located in Richwood.

The wastewater collection system is comprised of gravity sewer lines and lift stations that deliver wastewater to the treatment plant. The City and Clute share one wastewater treatment plant.

B. Sanitary Sewer System

The most efficient and cost effective means of collecting and transporting wastewater is through the use of gravity flow sewer lines. Due to their nature, gravity sewer lines must be routed to follow the natural surface drainage pattern of the area they are to serve.

Richwood's sanitary sewer system collects and delivers the wastewater flows from the City of Richwood and City of Clute's treatment plant.

The collection system provides sewer service for the City. Due to the age of the system, significant infiltration and inflow (I/I) problems in the facilities cause the lift station to handle large peak quantities of storm water. The age of the system as well as the material used (mostly vitrified clay with brick manholes) and old line construction contributes to the I/I problems.

The wastewater collection system should receive continual attention to monitor, locate, and eliminate sources of I/I. This persistent effort will protect the overall integrity of the system for continued use in the future. This is accounting for in Table 1 below with a peaking factor.

The City of Richwood has ten lift stations located throughout the system. It is ideal for all areas to be served via gravity sewer lines, however when the topography conflicts, lift stations are required. Of these 10 lift stations, five of them pump wastewater to Lift

Station No. 4. City staff estimates that Lift Station No. 4 pumps approximately $\frac{3}{4}$ of the Richwood's wastewater.

C. Population Trends and Water Use

1. Projections of Future Population

Population projections for the City of Richwood are needed in order to plan for adequate wastewater facilities. Any expansions to the existing sewer system and/or treatment plant must be designed to adequately serve both the existing population as well as a reasonable growth for the City and its service area. The predicted growth needed through the design year of 2040 must be based on historical records and/or recognized sources. The following discussion presents: 1) historical population information; 2) population projections to the year 2070 for Richwood; and 3) projected industrial needs and correctional facility impacts.

Population projections are possible through the use of census data or annual population estimates available from various sources. The TWDB has been completing population and water use projections for all counties and most cities within the State of Texas for the past 15 years. This analysis used for this evaluation was the 2016 Regional Water Plan.

The TWDB requires use of their projections or full justification for other population estimates. Since the TWDB numbers are used for water planning and potential growth in the Extra Territorial Jurisdiction (ETJ), it is assumed that their year 2035 population is adequate for wastewater facility design purposes.

2. Industrial Impacts

The types of industries that locate to Richwood can have a significant impact on the population of the City. Certain industries create numerous jobs that will cause the City to grow at a greater rate than predicted by the TWDB. With each major industry that moves to the City, the population trends should be reevaluated to ensure adequate wastewater facilities exist to treat the increased flow from residential customers as well as direct impacts that the industrial facility may have on the treatment plants.

An example would be the expansion or addition of prison population. While an addition of a minor jail facility may not greatly affect the City's population, it will have a significant impact on the amount of wastewater received at the plant. If the City is to receive new prison flows at existing lift station No. 4, it will be necessary to consider the lift station's capability to handle the increased flows. This engineering report did not anticipate the addition of any prison/jail facility.

Currently, there are no major Categorical Industrial Users (CIU) or Significant Industrial Users (SIU) which discharge into the wastewater system other than domestic waste. Currently, no light industries in the City are required to have a pre-treatment program as mandated by the TCEQ. Each new industry should be

evaluated on a case by case basis to determine if they will be required to pre-treat their wastewater to influent pollutant levels normally expected at the wastewater facilities. Assuming that the industry does not fall under the jurisdiction of the TCEQ pre-treatment program, the City can accept and treat the industry's waste.

For the purposes of this study, it is assumed that the TWDB population growth rate projections from the 2016 Plan adequately accounts for the future commercial and light industrial growth.

Table I. Population Data and Wastewater Flow

Year	Population TWDB 2016 Regional Water Plan Growth Rate	Per Capita Wastewater Use (gal / capita / day)	Average Flow (MGD)	Peak Flow (MGD)
2010	4800	82	0.394	0.984
2015	4905	82	0.402	1.006
2020	5100	90	0.459	1.148
2030	5304	92	0.488	1.220
2040	5516	95	0.524	1.834
2050	5736	95	0.545	1.907
2060	5965	100	0.597	2.088
2070	6203	100	0.620	2.171

City staff stated on an average they pump 0.400 million gallons per day (MGD) and 1.0 MGD on days when it rains from lift station No. 6. Lift Station No. 6 is the last lift station in the city's collection system that then discharges into the City of Clute's collection system. Lift station No. 6 has a flow meter that measures flow rate. These numbers were used to calculate the peaking factor, $1.0 \text{ MGD} / 0.4 = 2.5$, for future peak flow calculations. The number 82 gallons per capita per day, is the average amount of wastewater that a citizen contributes to the cities total of 0.400 MGD. This number is within TCEQ guidelines for municipalities which is 75 – 100 gallons per capita per day.

SECTION III

EXISTING LIFT STATION NO.4

A. General

Lift station No. 4 is located approximately 640 feet south of the intersection of FM 2004 and Brazosport Blvd. The area it is located on is approximately 26' by 15' and surrounded by a wooden fence. The lift station was constructed in the 1980s. It is a duplex lift station with 10 hp pumps rated at 650 gallons per minute (gpm) each for a firm capacity of 650 gpm. The lift station wetwell is 7 feet in diameter and constructed of reinforced concrete pipe. The lift station has an influent pipe 24" in diameter. The flow line of the pipe is approximately 16' below the top of the wetwell. The total depth is approximately 16'. A picture is seen below:



The lift station receives sanitary sewer flow from Lift Station No. 3,7,8,9 & 10 and other flow from the existing gravity lines in the area. Please see attached Exhibit Map A in the appendix for the location of the above mentioned lift stations. Lift Station No. 4 pumps the flow through an 8" pressurized force main which discharges into a manhole from by which the sewage flows by 15 inch gravity line to Lift Station No. 6. Currently the lift station meets the minimum TCEQ criteria for pump cycle time.

B. Additional Wastewater flow from new Developments

In meeting with the City of Richwood, the city stated several new residential developments are in the planning stages. The wastewater flows generated by these developments will flow to Lift Station No. 4. These areas are shown in Exhibit B located in Appendix A of this report. In addition to these known areas of development, the city can potentially provide sanitary sewer service to approximately 63.2 acres of undeveloped areas. Assuming an average of 3.0 people per acre (including street R.O.W.) these areas can contribute an additional average flow of 0.021 MGD and a peak of 0.063 MGD. A summary of these calculations can be found in Table 2 below.

Table II. Undeveloped Areas to be served By Lift Station No. 4

Undeveloped areas	Area (acres)	Population Density (people / acre)	Population	Per Capita Wastewater Use (gal / capita / day)	Average Flow (MGD)	Peak Flow (MGD)	Peak Flow (gpm)
north of FM 2004	63.2	3.0	190	100	0.019	0.066	46

In addition to the following undeveloped areas, Table III lists the known developments and their projected wastewater build out flow rates.

Table III. Future Areas Served By Lift Station No. 4

	Number of Units	People per Unit	Population	Per Capita Wastewater Use (gal / capita / day)	Average Flow (MGD)	Peak Flow (MGD)	Peak Flow (gpm)
Existing service area*			3678	82	0.302	0.754	524
apartment	325	1.5	488	90	0.044	0.132	91
Undeveloped Area			190	100	0.019	0.067	46
RV Park	100	2	200	50	0.010	0.030	21
Total			4556				682

* Assumed to be 3/4 of the City's Flow per City staff

As listed in Table 3, if the projected population increases in this area, Lift Station No. 4 will exceed its rated capacity if the above areas become fully developed. Due to the size and depth of the existing wetwell, the volume of the existing wetwell is inadequate to meet minimum pump cycle times at future projected flow rates. Therefore the pumps cannot be replaced with higher capacity pumps to meet the projected wastewater flow rates.

C. Existing Lift Station

The concrete above the water line has exposed steel reinforcement and is in poor condition. Over the years the sanitary sewer gas has chemically interacted with the

concrete so that the concrete has weakened and broken off thereby exposing the steel reinforcement. The gas will corrode the steel causing additional damage and further damaging the structural integrity of the wetwell. If not rehabilitated, a portion of the wetwell could collapse resulting in wetwell failure. If the city were to rehabilitate the wetwell, it is recommended to install a structural epoxy liner. The estimated cost is below in Table 4. The pumps are assumed to be working in satisfactory operation.

Table IV. Opinion of Probable Cost to Rehabilitate Lift Station No. 4

City of Richwood
Rehabilitation of Lift Station No. 4
Opinion of Total Probable Project Cost

Item	Work	Quan	Unit	Unit \$	Total \$	Subtotal
1						\$115,000.00
1.01	Mobilization, Bonds and Insurance	1	LS	\$10,000.00	\$10,000.00	
1.02	By pass pumping	1	LS	\$7,500.00	\$7,500.00	
1.03	Prep existing manhole 1" over cement build up	400	SF	\$50.00	\$20,000.00	
1.04	Install liner	400	SF	\$100.00	\$40,000.00	
1.05	Remove and replace valves and piping	1	LS	\$37,500.00	\$37,500.00	
	Total Construction Cost					\$115,000.00
	Contingency					\$12,000.00
	Total Construction Cost					\$127,000.00
2	Non-Construction Costs (Survey, Engineering, and Administrative)					
2.01	Environmental Assessment	1	LS	\$0.00	NA	
2.02	Design Survey	1	LS	\$0.00	NA	
2.03	Geotechnical Investigation	1	LS	\$0.00	NA	
2.04	Engineering - Prelim, Final, Bidding, & Construction	1	LS	\$13,000.00	\$13,000	
2.05	Resident Project Representative	0	HR		NA	
2.06	Material Testing for Construction	1	LS	\$0.00	NA	
					NA	
					NA	
					NA	
	Subtotal Non-Construction Cost					\$13,000.00
	Opinion of Total Probable Project Cost					\$140,000.00

This option does not provide any increase in pumping capacity for future growth in the area that Lift Station No. 4 serves. However, it will increase the design life of the lift station.

D. New Lift Station

If the area north of FM 2004 fully develops as studied in this evaluation, then the city will need to increase the capacity of the lift station. This increase in capacity is recommended to be 750 gpm. To achieve this, the wetwell needs to be deeper to meet minimum pump cycle time of 6 minutes for a pump that is less than 50hp. A 7' diameter is recommended so as not to potentially need additional area. The existing lift station was evaluated to determine if the existing storage volume was adequate. It was determined it was not.

As stated earlier in the report, changes to one specific part of a sanitary sewer collection system impacts other areas. KSA requested that the City of Richwood determine the size of the gravity sanitary sewer line to which Lift Station 4 discharges. City personnel told KSA the line size was 15" in diameter. Assuming the line was constructed on the TCEQ minimum grade of 0.15%, the maximum this line can convey is 1,126 gpm. Since Lift Station No. 4 and Lift Station No. 1 both discharge into it, KSA requested that the city determine Lift Station No. 1 capacity. The city did not have the rated capacity but did determine it was a 10 hp pump which is the same as the existing Lift Station No. 4 pumps. Based on engineering judgment, this evaluation assumed that Lift Station No. 1 was rated to pump at a minimum of 600 gpm. This indicates that the increased capacity of the Lift Station No. 4, 750 gpm combined with the 600 gpm flow from Lift Station No. 1 totals 1,350 gpm which is in excess of 1,126 gpm. Assuming the line was constructed on minimum grade, if both lift stations were in operation at the same time, this line would surcharge possibly creating sanitary sewer overflows. KSA recommends that if Lift Station No. 4 capacity is increased that the sewer line grade be verified with a survey to determine the exact grade of the line. If any segments are at an insufficient grade, then KSA recommends these lines be increased in size.

KSA also evaluated the size of the force main leaving Lift Station No. 4. City personnel said it was an 8" diameter line. The velocity of the proposed upgrade meets minimum velocity requirement. Therefore no upgrades will be required due to the proposed increase in capacity.

Lift Station No. 6 which is downstream of Lift Station No. 4 capacity should be checked prior to committing to upgrade lift station No. 4. This needs to be done to ensure sufficient capacity. An evaluation of lift station No. 6 was outside the scope of this study.

Table IV. Opinion of Probable Cost to Rehabilitate Lift Station No. 4

[illegible]

E. Recommendation

If funds are not available to remove and replace lift station No. 4 and verify the capacity of the gravity line to which lift station No. 4 discharges with the possibility of increasing its size then it is recommended to rehabilitate the wetwell with a liner. If any funds are left over then it is recommended to smoke test section of the wastewater collection system to find possible locations of inflow and correct those as to limit I&I.

Appendix A

Project Layout

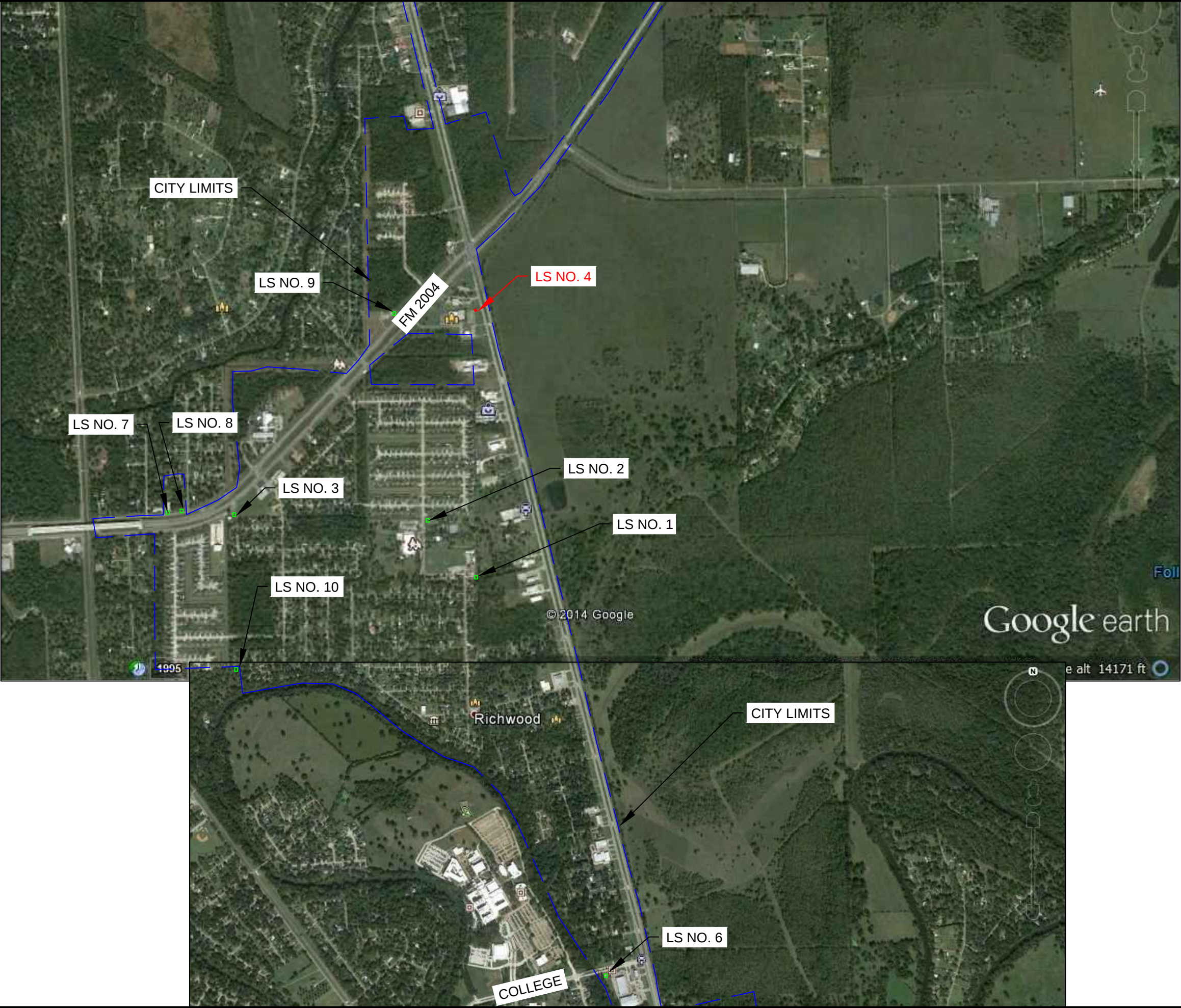


EXHIBIT A
LOCATION MAP

LIFT STATION NO. 4 EVALUATION
-
RICHWOOD, TX

816 Park Two Dr.
Sugar Land, Texas 77478
T.281-494-3252
F.281-494-3234
www.ksaeng.com
TBPPE Firm Registration No. F-1356



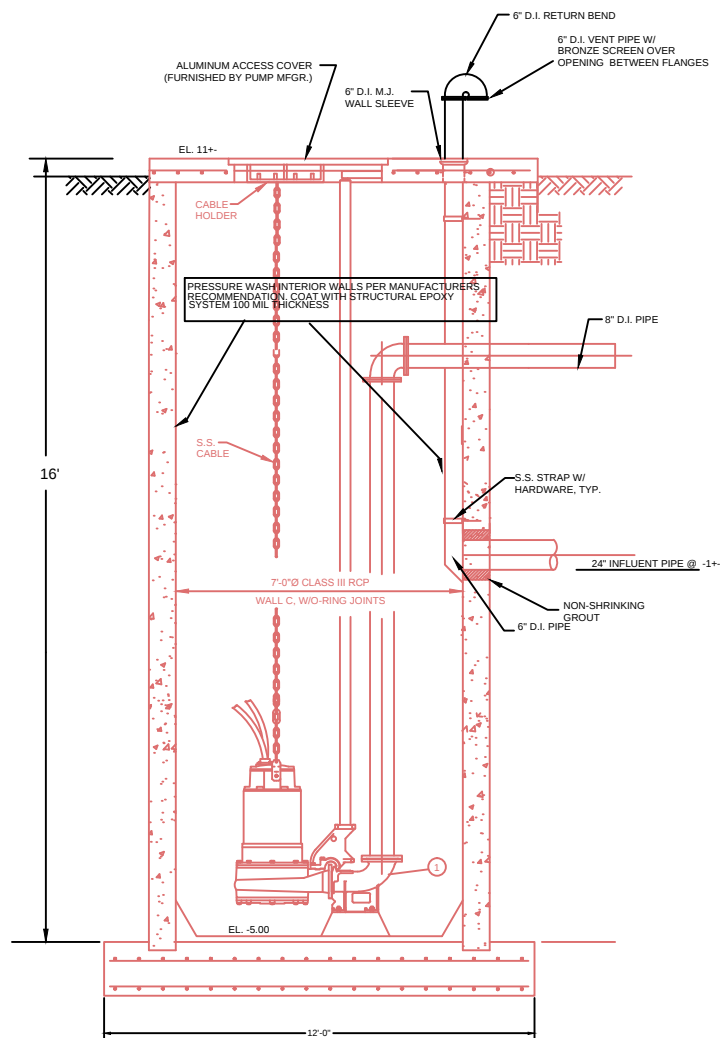
DRAWN BY:	XXX
DESIGNED BY:	XXX
LATEST REVISION:	DATE
KSA JOB NO.:	XX-XXX

SHEET
1



Appendix B

Engineer's Conceptual Drawing of Lift Station



ILLUSTRATIVE SECTION 1
N.T.S.

NOTE:
OBJECTS IN SECTION ARE ROTATED
FOR CLARITY.

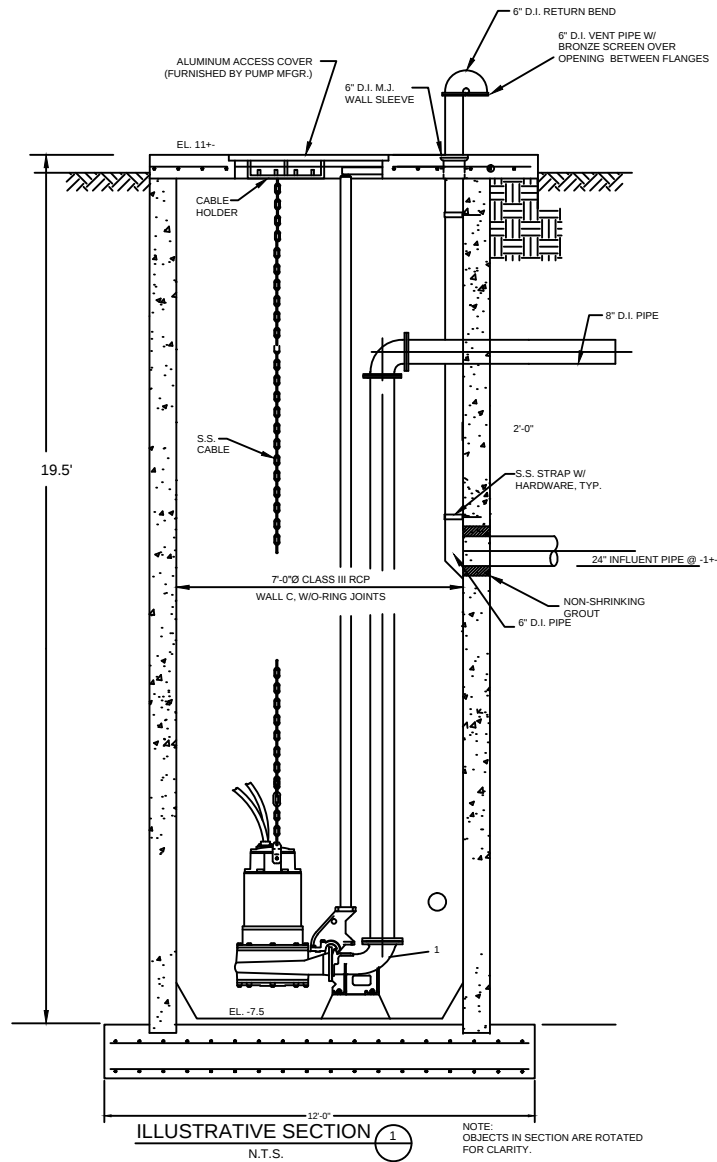
KSA
ENGINEERS

816 Park Two Dr.
Sugar Land, Texas 77478
T.281-494-3252
F.281-494-3234
www.ksaeng.com
TBPE Firm Registration No. F-1356

LIFT STATION NO. 4 STUDY
RICHWOOD, TX
KSA JOB NO.: RIH.005

OPTION 1
REHAB EXISTING LIFT STATION
SECTION

O:\PROJECTS\RIH005\00.07 CAD\02 PROJECT\RIH.005 LS NO.4.DWG



KSA
ENGINEERS

816 Park Two Dr.
Sugar Land, Texas 77478
T.281-494-3252
F.281-494-3234
www.ksaeng.com
TBPE Firm Registration No. F-1356

LIFT STATION NO. 4 STUDY
RICHWOOD, TX
KSA JOB NO.: RIH.005

OPTION 2
PROPOSED LIFT STATION
SECTION

O:\PROJECTS\RIH005\00.07 CAD\02 PROJECT\RIH.005 LS NO.4.DWG

MEMORANDUM

To: Members of the Richwood City Council

From: Clint Kocurek, Mayor

Date: April 6, 2015

Subject: Community Block Development Grant funding

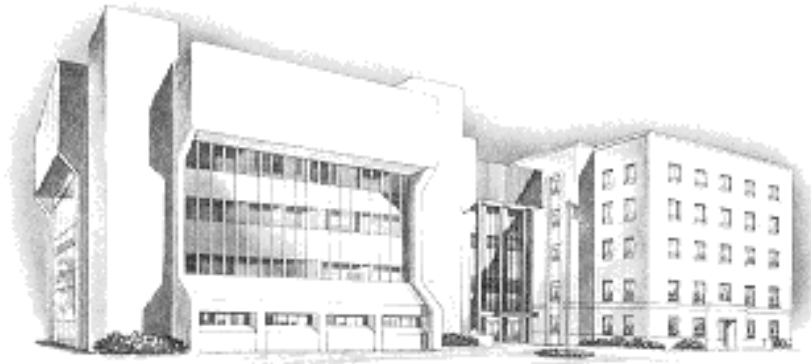
The City will receive \$190,000 from the 2015 Community Development Block Grant (CDBG) Program. This money must be used in low to moderate income neighborhoods. In the past two allocations, we've worked to add sidewalks in the older part of town.

This year, I am recommending we use the grant funds to repair Lift Station #4, which serves the low to moderate income areas. I also recommend we use any remaining funds from the grant for smoke testing and work on inflow and infiltration in the low to moderate income areas of town, primarily the older residential portions of Richwood. Smoke testing will allow the City to plan for long term repairs to the existing sewerage system.

The City must have our projects and application turned into Brazoria County Community Development Department no later than April 30, 2015 to receive this funding.

NANCY FRIUDENBERG
DIRECTOR

JENNIFER CRAINER
ASSISTANT DIRECTOR



MELISSA SHADE
PROJECT COORDINATOR

TAMMY HUGHES
FINANCIAL COORDINATOR

BRAZORIA COUNTY

COMMUNITY DEVELOPMENT DEPARTMENT

March 6, 2015

TO: Selected Participating Cities

The County has received the 2015 Community Development Block Grant (CDBG) Program, HOME Program and Emergency Solutions Grant (ESG) Program allocations. We will need your **projects, with any applicable surveys, in our office by April 30th**. The following cities will be funded for the 2015 Grant year:

Angleton (large city classification)	\$250,000.00
Freeport (large city classification)	\$250,000.00
Brazoria (medium city classification)	\$190,000.00
Jones Creek (medium city classification)	\$190,000.00
Richwood (medium city classification)	\$190,000.00
Iowa Colony (small city classification)	\$130,000.00

SUBTOTAL	\$1,200,000.00
-----------------	-----------------------

Precinct 1 Discretionary Fund	\$60,000.00
Precinct 2 Discretionary Fund	\$60,000.00
Precinct 3 Discretionary Fund	\$60,000.00
Precinct 4 Discretionary Fund	\$60,000.00
County Judge Discretionary Fund	\$60,000.00

SUBTOTAL	\$300,000.00
-----------------	---------------------

HUD requires the County to identify all of its projects as part of the annual Action Plan. Therefore, in order to draft the grant application for submittal to HUD, please complete the attached application form for your proposed 2015 CDBG grant funded project. Please remember that these funds will not be available until October, 2015. These applications are due back **on or before April 30, 2015**. You will need to return your project applications along with the required project service area map and any applicable surveys to Nancy Friudenberg,

1524 EAST MULBERRY SUITE 162, ANGLETON, TEXAS 77515

Angleton Area
(979) 864-1710

Brazosport Area
(979) 388-1710

65

Houston Area
(281) 756-1710

Fax Number
(979) 864-1089

Brazoria County Community Development, 1524 E. Mulberry, Suite 162, Angleton, Texas, 77515.

Upon receipt of the applications, the staff and I will review the proposed project to determine if it benefits at least 51% low and moderate-income persons. If it does not meet this threshold, you may be requested to identify another eligible project or to undertake an income survey.

The County's grant application is due to HUD no later than August 15th. Since two public hearings are required of the County and sufficient time is needed to review the eligibility of each project and to prepare the grant application, **we respectfully request that you return all of your applications no later than 5:00 p.m. on Thursday, April 30, 2015.**

Should you have any questions or if I can be of further assistance, please feel free to me at (979) 864-1860.

Sincerely,

Nancy Friudenberg
Director

MEMORANDUM

To: Members of the Richwood City Council

From: Clint Kocurek

Date: April 8, 2014

Subject: Variance request to fence the front yard at 101 Cottonwood Dr.

Mr. and Ms. Davis have made their formal variance request to fence their front yard. The appropriate letters have been sent out certified. I recommend we approve the requested variance.



City of Richwood
1800 Brazosport Blvd. N.
Richwood, TX 77531
979-265-2082

APPLICATION FOR ZONING REQUEST

PLEASE NOTE: The following questions must be answered completely. If additional space is needed, attach extra pages to the application. Contact the City of Richwood at (979) 265-2082 for clarification of terms or for specific zone district requirements.

DATA ON APPLICANT AND OWNER:

Name: Jacob Davis Date: 3/28/15
Address: 101 COTTONWOOD DR
Home Phone: 979-201-3971 Business Phone: _____

SUBJECT PROPERTY:

Address of property in question: 101 COTTONWOOD DR
Legal Description of property: RESIDENTIAL
The subject property is currently zoned RESIDENTIAL

PURPOSE OF THE VARIANCE (be specific): _____

REASON FOR THE VARIANCE IS TO PUT
FRONT FENCING ON THE PROPERTY

CITY COUNCIL APPROVED REQUEST ON
3/16/15

BEFORE COMPLETING THE FOLLOWING, READ THE NOTICE TO THE ZONING
VARIANCE APPLICANTS - PAGE 1

Which exceptional conditions apply to your property that do not generally apply to other
properties in your zoning district:

COMMERCIAL PROPERTY ON STREET
NEIGHBORS THAT HAVE FRONT FENCING
DEAD END STREET

How do the above conditions prevent reasonable use of your land under the term of the Zoning
Ordinance?

FRONT FENCING IS NOT ALLOWED UNDER
CURRENT ORDINANCE

How will the variance improve your use of the property?

SAFETY OF KIDS

Are there other properties in your area that have a similar type of improvement?

YES

Will the granting of a variance in the form requested be in harmony with the neighborhood and
not contrary to the intent and purpose of the Zoning Ordinance?

YES

OTHER LAND USE CONSIDERATIONS:

Is the request the least modification possible of the Zoning Ordinance which are in question?
No ☒ Yes ☐ If yes, explain why the alternative solutions are not feasible:

I (we) certify that all of the above statements and the statements contained in any papers or plans submitted herewith are true and accurate to the best of my knowledge and belief. The work within the request must be carried out within one year of the public hearing or the variance becomes null and void..

I also hereby give permission for the members of the City of Richwood Board of Adjustments and City Staff to access the property in question for the purpose of gathering information to make an informed decision on this variance request.

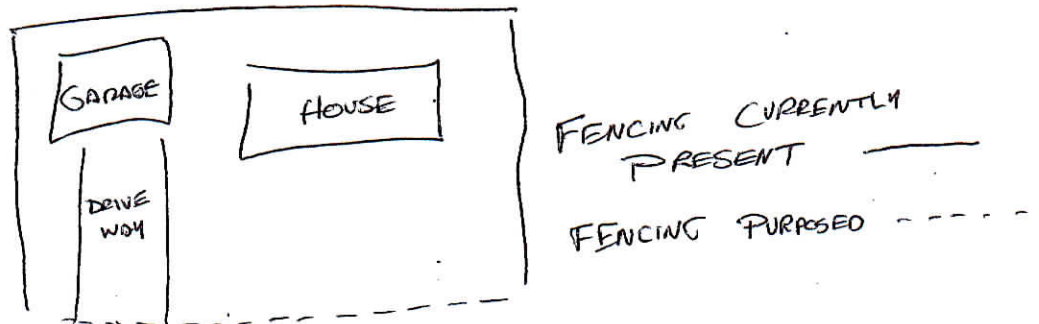
JASON R DAVIS
Name of Applicant

[Signature]
Signature of Applicant

3/28/15
Date

IMPORTANT:

A drawing, including all dimensions and structures, must be attached along with the applicable fee, to be considered. Failure to include both will result in automatic denial of application.



AGENDA
RICHWOOD CITY COUNCIL
Regular Meeting, Monday, March 16, 2015
Richwood City Hall
1800 N. Brazosport Blvd.
Richwood, TX 77531
6:00 PM

- I. CALL TO ORDER
Presenter: Clint Kocurek
- II. INVOCATION
- III. PLEDGES OF ALLEGIANCE
Pledge of Allegiance & Texas Pledge
- IV. ROLL CALL OF COUNCIL MEMBERS
Presenter: Clint Kocurek
- V. CONSENT AGENDA
 - A. Approval of Minutes of Previous Meetings
 - B. Payment of bills
 - C. Authority to let bids for the Storm Debris Removal - Annual Contingency Contract
 - D. Authority to seek Requests for Proposal for Debris Monitoring, Recovery and other Related Services
 - E. Proclamation - proclaiming March 16, 2015 as Savanna Lee Garrett Day in Richwood
 - F. Proclamation - proclaiming April as Fair Housing Month in Richwood
 - G. Ordinance No. 131B - Wrecker Ordinance
 - H. Ordinance 194-2015, Regulating the number of cats
 - I. Ordinance No. 398 - Regulation of Outdoor Lighting
 - J. Ordinance No. 399 - Ethics Ordinance
- VI. DISCUSSION AND ACTION ITEMS
 - A. FY 14 Audit Presentation
 - B. Request to add front fencing at 101 Cottonwood Drive.
 - C. Community Block Development Grant funding
 - D. Ordinance No. 324-15 - Comprehensive Zoning Plan
 - E. Retail Coach
 - F. Personnel Policy
 - G. Executive Session pursuant to Chapter 551.0745, Personnel Matters to deliberate the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of a public officer or employee or to hear a complaint or charge against an officer or employee.



March 13, 2015

We were instructed by our local City Council of Richwood Tx to request our neighbor's signatures of approval regarding the installation of a hurricane fence on the front portion of our residential property.

The fence will be approx 4-5 ft high and will run the width of our property, which is located at 101 Cottonwood Drive Richwood Texas, 77531. We desire to obtain additional security and safety for our family especially our children with the installation of this fence. With a large body of water, frequent day care traffic and a major highway nearby we feel it necessary to take such precautions. By signing below you are permitting to the installation of the hurricane fence and are aware that our properties are within 200 ft of one another, which requires us to seek your approval to obtain this variance. If you're reluctant to do so please feel free to contact:

Jason Davis 979.201.3971,

Natalie Davis 979.481.9959

Or contact the City of Richwood 979.265.2082



	Print Name	Signature	Date
❖	Danny Wiggs	<i>Danny Wiggs</i>	3/14/15
❖	Tiffany Jones	<i>Tiffany Jones</i>	3/14/15
❖	Monica Dinglee	<i>Monica Dinglee</i>	3/14/15
❖			

MEMORANDUM

To: Members of the Richwood City Council

From: Clint Kocurek

Date: April 8, 2014

Subject: Variance request for Conditional Use Permit for a communications tower at 1000 ½ Brazosport Blvd.

Verizon has asked for a Conditional Use Permit for a communication tower at 1000 ½ Brazosport Blvd. This is on the Flow Stream property (the old McCoy's). This is a conditional use allowed for the C-1 Commercial zone.

Certified letters have been sent out to all property owners within 200 feet of the property and there have been no complaints. Therefore, I recommend the Conditional Use Permit be approved.

APPLICATION FOR ZONING VARIANCE REQUEST

PLEASE NOTE: The following questions must be answered completely. If additional space is needed, attach extra pages to the application. Contact the City of Richwood at (979) 265-2082 for clarification of terms or for specific zone district requirements.

DATA ON APPLICANT AND OWNER:

Name: Verizon Wireless (Agent: Vinculum) Date: 3.27.15
Address: 3511 Pinecroft Dr., Suite A6, Houston, TX 77018

Home Phone: N/A Business Phone: 713.254.6979

SUBJECT PROPERTY:

Address of property in question: 1000 1/2 Brazosport Blvd, Richwood
Legal Description of property: Richwood (A0066) E Groce (Richwood) BIK 42,
The subject property is currently zoned C1 - Commercial Lot 92A #13, Acres 2.55

PURPOSE OF THE VARIANCE (be specific): To seek approval of a
conditional use Permit to allow the installation of a
new 121' foot communications tower, equipment
cabinet skid with generator, antennas + cables.

BEFORE COMPLETING THE FOLLOWING, READ THE NOTICE TO THE ZONING VARIANCE APPLICANTS - PAGE 1

Which exceptional conditions apply to your property that do not generally apply to other properties in your zoning district?

Height maximum is 85'

How do the above conditions prevent reasonable use of your land under the term of the Zoning Ordinance?

Radio frequency engineers have mapped the requested height to achieve service objectives.

How will the variance improve your use of the property?

provide capacity and coverage needed to provide service to community to support voice and data

Are there other properties in your area that have a similar type of improvement?

yes

Will the granting of a variance in the form requested be in harmony with the neighborhood and not contrary to the intent and purpose of the Zoning Ordinance?

yes.

OTHER LAND USE CONSIDERATIONS:

Is the request the least modification possible of the Zoning Ordinance which are in question?
No ☐ Yes ☒ If yes, explain why the alternative solutions are not feasible:

height variance requested to achieve radio frequency objectives

Application for Zoning Request

I (we) certify that all of the above statements and the statements contained in any papers or plans submitted herewith are true and accurate to the best of my knowledge and belief. The work within the request must be carried out within one year of the public hearing or the variance becomes null and void.

I also hereby give permission for the members of the City of Richwood Board of Adjustments and City Staff to access the property in question for the purpose of gathering information to make an informed decision on this variance request.

Christine Lewis / Agent
Name of Applicant

Christine Lewis
Signature of Applicant

3.24.15
Date

IMPORTANT:

A drawing, including all dimensions and structures, must be attached along with the applicable fee, to be considered. Failure to include both will result in automatic denial of application.

Looking East



Power & Telco



Looking West



Looking South





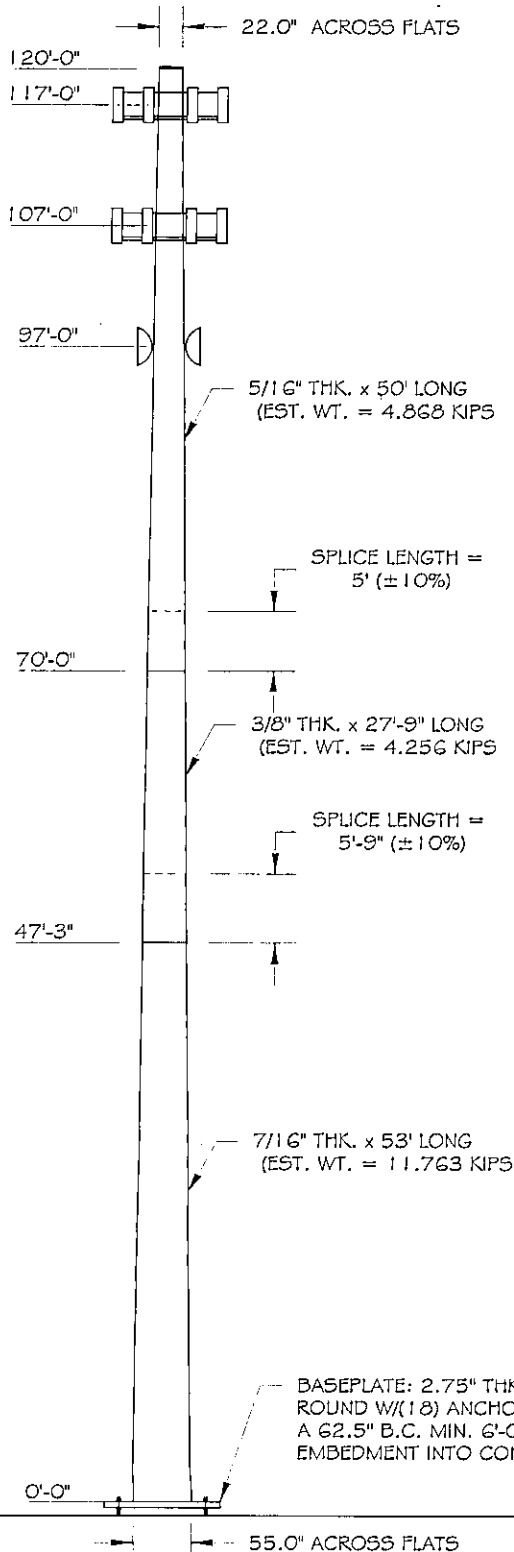
Looking North





DALEY TOWER SERVICE, INC.

1223 W. Gloria Switch Rd.
Carenco, LA 70502
337.896.6719 - www.daleytower.com



Page 1 of 2	Job Number: 23515-0143
Eng: MFP	Customer Ref: TP-13280
	Date: 3/12/2015
Structure: 120-FT MONOPOLE	
Site: 297781 HOMESITE	
Location: BRAZORIA CO., TX / 29°2'20.02", -95°24'2.75"	
Owner: DALEY TOWER	
Revision No.: Revision Date:	

DESIGN

Building Code: 2006-2012 INTERNATIONAL BUILDING CODE			
Design Standard: ANSI/TIA-222-G-2			
Wind Speed Load Cases: 3-SEC. GUSTED WIND SPEED			
Load Case #1: 130 MPH Design Wind Speed			
Load Case #2: 30 MPH Wind with 0.5" Ice Accumulation			
Load Case #3 60 MPH Service Wind Speed			
Structure Class	Exposure Cat.	Topography Cat.	Crest Height
II	C	I	

EQUIPMENT LIST

Elev.	Description
117	(12) 100' PANEL + (24) DIPLEXER + (12) RRH + (4) RAYCAP
117	12-FT PLATFORM WITH HANDRAIL
107	(12) 100' PANEL + (24) DIPLEXER + (12) RRH + (4) RAYCAP
107	12-FT PLATFORM WITH HANDRAIL
97	(2) 6-FT MICROWAVE DISH
97	DUAL MICROWAVE MOUNT

ANTENNA FEED LINES ROUTED ON THE INSIDE OF THE POLE

STRUCTURE PROPERTIES

Cross-Section: 18-SIDED			Taper: 0.28646 in/ft		
Shaft Steel: ASTM A572 GR 65			Baseplate Steel: ASTM A572 GR 50		
Anchor Rods: 2.25 in. A615 GR. 75 X 7'-0" LONG					
Sect.	Length (ft)	Thickness (in)	Splice (ft)	Top Dia. (in)	Bot Dia. (in)
1	50.00	0.3125	5.00	22.00	36.32
2	27.75	0.3750	5.75	34.27	42.21
3	53.00	0.4375	0.00	39.82	55.00



MICHAEL F. PLACHOVINSAK, P.E.
LIC. #98856 - 3/11/15
P.O. BOX 422177 - MIAMI, FL 33142

BASE REACTIONS FOR FOUNDATION DESIGN

Moment: 5900 ft-kp
Shear: 62 kp
Axial: 41 kp



DALEY TOWER SERVICE, INC.

1223 W. Gloria Switch Rd.
Carencro, LA 70502
337.896.6719 - www.daleytower.com

Page 2 of 2

Eng: MFP

Job Number: 23515-0143

Customer Ref: TP-13280

Date: 3/12/2015

Structure: 120-FT MONOPOLE

Site: 297781 HOMESITE

Location: BRAZORIA CO., TX / 29°2'20.02", -95°24'2.75"

Owner: DALEY TOWER

Revision No.: Revision Date:

FOUNDATION NOTES:

1. ALL FOUNDATION CONCRETE SHALL USE TYPE II CEMENT AND ATTAIN A MINIMUM COMPRESSIVE STRENGTH OF 4000 PSI AT 28 DAYS. CONCRETE SHALL HAVE A MAXIMUM WATER/CEMENT RATIO OF 0.46 AND SHALL BE AIR ENTRAINED 6% ($\pm 1.5\%$). ALL CONCRETE CONSTRUCTION SHALL BE IN ACCORDANCE WITH ACI 318, "THE BUILDING CODE REQUIREMENTS FOR REINFORCED CONCRETE", LATEST EDITION.

2. ALL REINFORCING STEEL SHALL CONFORM TO ASTM A615 VERTICAL BARS SHALL BE GRADE 60, AND TIES OR STIRRUPS SHALL BE A MINIMUM OF GRADE 40. THE PLACEMENT OF ALL REINFORCEMENT SHALL CONFORM TO ACI 315, "MANUAL OF STANDARD PRACTICE FOR DETAILING REINFORCED CONCRETE STRUCTURES", LATEST EDITION.

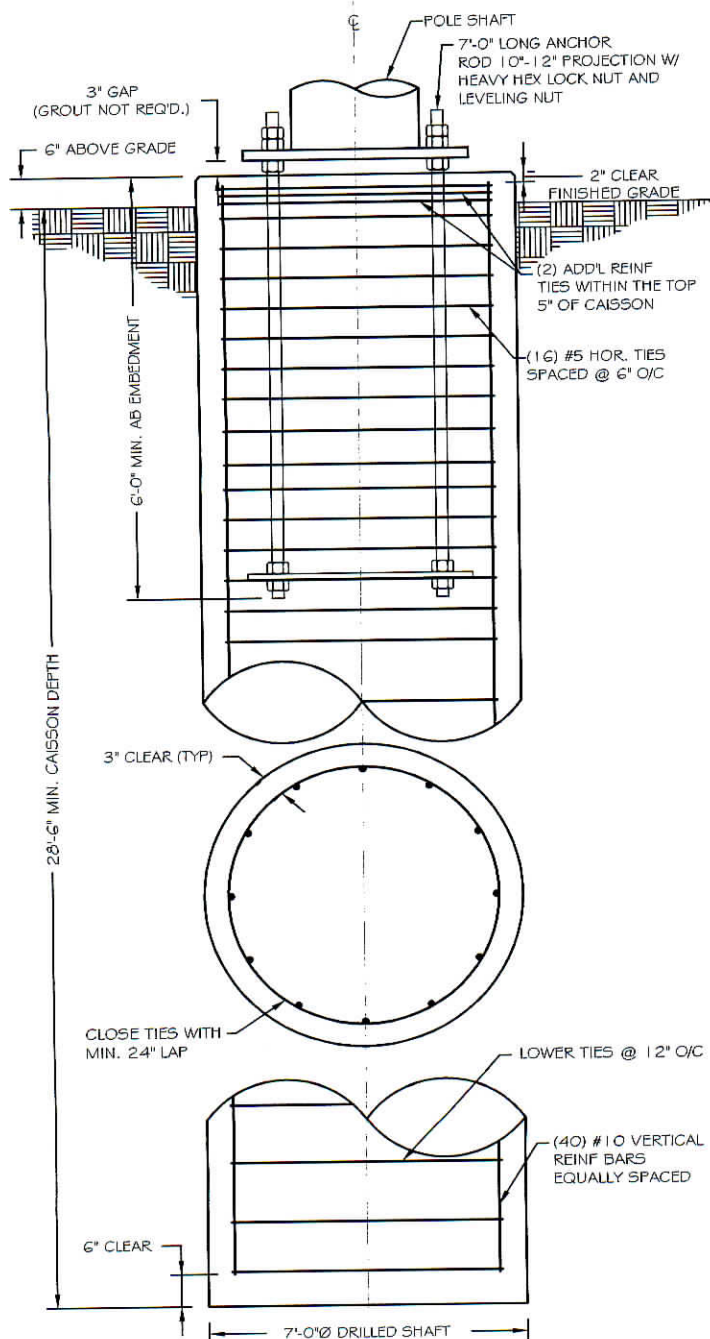
3. CAISSON FOUNDATION INSTALLATION SHALL BE IN ACCORDANCE WITH ACI 336, "STANDARD SPECIFICATIONS FOR THE CONSTRUCTION OF DRILLED PIERS", LATEST EDITION.

4. THE CONTRACTOR SHALL DETERMINE THE MEANS AND METHODS TO SUPPORT THE EXCAVATION DURING CONSTRUCTION. THE CONTRACTOR SHALL READ THE GEOTECHNICAL REPORT AND SHALL CONSULT THE GEOTECHNICAL ENGINEER AS NECESSARY PRIOR TO CONSTRUCTION.

5. FOUNDATION DESIGN IS BASED ON GEOTECHNICAL REPORT BY:
ENGINEER: TERRADYNE
REPORT NO.: D141397 (DATED 12/22/14)

6. ESTIMATED CONCRETE VOLUME = 41 CUBIC YARDS.

7. THE FOUNDATION HAS BEEN DESIGNED TO RESIST THE FOLLOWING FACTORED LOADS:
MOMENT: 5900 FT* KIPS
SHEAR: 62 KIPS
AXIAL: 41 KIPS



CAISSON FOUNDATION



3.11.2015
MICHAEL F. PLAHOVINSAK
Professional Engineer
State of Texas
License No. 98856

tnxTower Michael F. Plahovinsak, P.E. 18301 State Route 161 Plain City, OH 43064 Phone: 614-398-6250 FAX: mike@mfpeng.com	Job	120-ft Monopole - MFP #23515-143 r1	Page	1 of 6
	Project	297781 Homesite	Date	10:27:44 03/12/15
	Client	TAPP (TP-13280)	Designed by	Mike

Tower Input Data

This tower is designed using the TIA-222-G standard.

The following design criteria apply:

Tower is located in Brazoria County, Texas.

Basic wind speed of 130 mph.

Structure Class II.

Exposure Category C.

Topographic Category 1.

Crest Height 0.00 ft.

Nominal ice thickness of 0.5000 in.

Ice thickness is considered to increase with height.

Ice density of 56 pcf.

A wind speed of 30 mph is used in combination with ice.

Temperature drop of 50 °F.

Deflections calculated using a wind speed of 60 mph.

A non-linear (P-delta) analysis was used.

Pressures are calculated at each section.

Stress ratio used in pole design is 1.

Local bending stresses due to climbing loads, feedline supports, and appurtenance mounts are not considered.

Tapered Pole Section Geometry

Section	Elevation ft	Section Length ft	Splice Length ft	Number of Sides	Top Diameter in	Bottom Diameter in	Wall Thickness in	Bend Radius in	Pole Grade
L1	120.00-70.00	50.00	5.00	18	22.0000	36.3200	0.3125	1.2500	A572-65 (65 ksi)
L2	70.00-47.25	27.75	5.75	18	34.2630	42.2100	0.3750	1.5000	A572-65 (65 ksi)
L3	47.25-0.00	53.00		18	39.8133	55.0000	0.4375	1.7500	A572-65 (65 ksi)

Tapered Pole Properties

Section	Tip Dia. in	Area in ²	I in ⁴	r in	C in	I/C in ³	J in ⁴	I/Q in ²	w in	w/t
L1	22.3394	21.5113	1278.2708	7.6991	11.1760	114.3764	2558.2236	10.7577	3.3220	10.63
	36.8803	35.7149	5850.2349	12.7827	18.4506	317.0763	11708.1676	17.8609	5.8423	18.695
L2	36.2455	40.3352	5852.1231	12.0302	17.4056	336.2206	11711.9466	20.1714	5.3703	14.321
	42.8612	49.7941	11010.1937	14.8514	21.4427	513.4710	22034.8749	24.9018	6.7690	18.051
L3	42.1005	54.6783	10710.5407	13.9784	20.2252	529.5650	21435.1746	27.3443	6.2371	14.256
	55.8485	75.7669	28497.3983	19.3697	27.9400	1019.9498	57032.2943	37.8906	8.9100	20.366

Feed Line/Linear Appurtenances - Entered As Area

Description	Face or Leg	Allow Shield	Component Type	Placement ft	Total Number		C _{MA} ft ² /ft	Weight plf
1 5/8"	C	No	Inside Pole	117.00 - 0.00	18	No Ice	0.00	0.92
						1/2" Ice	0.00	0.92
1 5/8"	C	No	Inside Pole	107.00 - 0.00	18	No Ice	0.00	0.92
						1/2" Ice	0.00	0.92
1 5/8"	C	No	Inside Pole	97.00 - 0.00	2	No Ice	0.00	0.92
						1/2" Ice	0.00	0.92

tnxTower Michael F. Plahovinsak, P.E. 18301 State Route 161 Plain City, OH 43064 Phone: 614-398-6250 FAX: mike@mfpeng.com	Job	120-ft Monopole - MFP #23515-143 r1	Page 2 of 6
	Project	297781 Homesite	Date 10:27:44 03/12/15
	Client	TAPP (TP-13280)	Designed by Mike

Discrete Tower Loads

Description	Face or Leg	Offset Type	Offsets: Horz Lateral Vert ft ft ft	Azimuth Adjustment °	Placement ft		C _{AA} Front ft ²	C _{AA} Side ft ²	Weight K
(4) 100" x 15" x 11" Panel w/ mount pipe	A	From Face	3.00 0.00 0.00	0.0000	117.00	No Ice 1/2" Ice	14.74 15.56	13.36 14.93	0.13 0.25
(8) Commscope CBC7821-DF Diplexer	A	From Face	3.00 0.00 0.00	0.0000	117.00	No Ice 1/2" Ice	0.42 0.51	0.39 0.48	0.02 0.02
(4) Lucent 2x40 RRH	A	From Face	3.00 0.00 0.00	0.0000	117.00	No Ice 1/2" Ice	1.20 1.35	2.25 2.45	0.01 0.03
(4) 100" x 15" x 11" Panel w/ mount pipe	B	From Face	3.00 0.00 0.00	0.0000	117.00	No Ice 1/2" Ice	14.74 15.56	13.36 14.93	0.13 0.25
(8) Commscope CBC7821-DF Diplexer	B	From Face	3.00 0.00 0.00	0.0000	117.00	No Ice 1/2" Ice	0.42 0.51	0.39 0.48	0.02 0.02
(4) Lucent 2x40 RRH	B	From Face	3.00 0.00 0.00	0.0000	117.00	No Ice 1/2" Ice	1.20 1.35	2.25 2.45	0.01 0.03
(4) 100" x 15" x 11" Panel w/ mount pipe	C	From Face	3.00 0.00 0.00	0.0000	117.00	No Ice 1/2" Ice	14.74 15.56	13.36 14.93	0.13 0.25
(8) Commscope CBC7821-DF Diplexer	C	From Face	3.00 0.00 0.00	0.0000	117.00	No Ice 1/2" Ice	0.42 0.51	0.39 0.48	0.02 0.02
(4) Lucent 2x40 RRH	C	From Face	3.00 0.00 0.00	0.0000	117.00	No Ice 1/2" Ice	1.20 1.35	2.25 2.45	0.01 0.03
(4) Raycap RCMDC-3315-PF-48	C	None		0.0000	117.00	No Ice 1/2" Ice	4.33 4.61	2.56 2.79	0.03 0.06
12' Platform w/ Handrail	C	None		0.0000	117.00	No Ice 1/2" Ice	26.00 26.00	24.00 26.00	1.80 2.60

(4) 100" x 15" x 11" Panel w/ mount pipe	A	From Face	3.00 0.00 0.00	0.0000	107.00	No Ice 1/2" Ice	14.74 15.56	13.36 14.93	0.13 0.25
(8) Commscope CBC7821-DF Diplexer	A	From Face	3.00 0.00 0.00	0.0000	107.00	No Ice 1/2" Ice	0.42 0.51	0.39 0.48	0.02 0.02
(4) Lucent 2x40 RRH	A	From Face	3.00 0.00 0.00	0.0000	107.00	No Ice 1/2" Ice	1.20 1.35	2.25 2.45	0.01 0.03
(4) 100" x 15" x 11" Panel w/ mount pipe	B	From Face	3.00 0.00 0.00	0.0000	107.00	No Ice 1/2" Ice	14.74 15.56	13.36 14.93	0.13 0.25
(8) Commscope CBC7821-DF Diplexer	B	From Face	3.00 0.00 0.00	0.0000	107.00	No Ice 1/2" Ice	0.42 0.51	0.39 0.48	0.02 0.02
(4) Lucent 2x40 RRH	B	From Face	3.00 0.00 0.00	0.0000	107.00	No Ice 1/2" Ice	1.20 1.35	2.25 2.45	0.01 0.03
(4) 100" x 15" x 11" Panel w/ mount pipe	C	From Face	3.00 0.00 0.00	0.0000	107.00	No Ice 1/2" Ice	14.74 15.56	13.36 14.93	0.13 0.25

tnxTower Michael F. Plahovinsak, P.E. 18301 State Route 161 Plain City, OH 43064 Phone: 614-398-6250 FAX: mike@mfpeng.com	Job	120-ft Monopole - MFP #23515-143 r1	Page	3 of 6
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	Client	TAPP (TP-13280)	Designed by	Mike

Description	Face or Leg	Offset Type	Offsets: Horz Lateral Vert ft ft ft	Azimuth Adjustment °	Placement ft		C _{AA} Front ft ²	C _{AA} Side ft ²	Weight K
(8) Commscope CBC7821-DF Diplexer	C	From Face	0.00 3.00 0.00 0.00	0.0000	107.00	No Ice 1/2" Ice	0.42 0.51	0.39 0.48	0.02 0.02
(4) Lucent 2x40 RRH	C	From Face	3.00 0.00 0.00	0.0000	107.00	No Ice 1/2" Ice	1.20 1.35	2.25 2.45	0.01 0.03
(4) Raycap RCMDC-3315-PF-48	C	None	0.00	0.0000	107.00	No Ice 1/2" Ice	4.33 4.61	2.56 2.79	0.03 0.06
12' Platform w/ Handrail	C	None	0.00	0.0000	107.00	No Ice 1/2" Ice	26.00 26.00	24.00 26.00	1.80 2.60

Dishes

Description	Face or Leg	Dish Type	Offset Type	Offsets: Horz Lateral Vert ft	Azimuth Adjustment °	3 dB Beam Width °	Elevation ft	Outside Diameter ft	Aperture Area ft ²	Weight K
6' std w/radome	A	Paraboloid w/Radome	From Face	1.00 0.00 0.00	0.0000		97.00	6.00	No Ice 1/2" Ice 28.27 29.07	0.16 0.32
6' std w/radome	B	Paraboloid w/Radome	From Face	1.00 0.00 0.00	0.0000		97.00	6.00	No Ice 1/2" Ice 28.27 29.07	0.16 0.32

Load Combinations

Comb. No.	Description
1	Dead Only
2	1.2 Dead+1.6 Wind 0 deg - No Ice
3	0.9 Dead+1.6 Wind 0 deg - No Ice
4	1.2 Dead+1.6 Wind 90 deg - No Ice
5	0.9 Dead+1.6 Wind 90 deg - No Ice
6	1.2 Dead+1.6 Wind 180 deg - No Ice
7	0.9 Dead+1.6 Wind 180 deg - No Ice
8	1.2 Dead+1.0 Ice+1.0 Temp
9	1.2 Dead+1.0 Wind 0 deg+1.0 Ice+1.0 Temp
10	1.2 Dead+1.0 Wind 90 deg+1.0 Ice+1.0 Temp
11	1.2 Dead+1.0 Wind 180 deg+1.0 Ice+1.0 Temp
12	Dead+Wind 0 deg - Service
13	Dead+Wind 90 deg - Service
14	Dead+Wind 180 deg - Service

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Maximum Member Forces

Section No.	Elevation ft	Component Type	Condition	Gov. Load Comb.	Axial K	Major Axis Moment kip-ft	Minor Axis Moment kip-ft
L1	120 - 70	Pole	Max Tension	6	0.00	0.00	0.00
			Max. Compression	8	-32.06	0.00	1.20
			Max. Mx	4	-12.55	-1669.26	0.17
			Max. My	6	-12.62	0.00	-1659.16
			Max. Vy	4	49.37	-1669.26	0.17
			Max. Vx	6	48.93	0.00	-1659.16
			Max. Torque	5			2.95
L2	70 - 47.25	Pole	Max Tension	1	0.00	0.00	0.00
			Max. Compression	8	-38.98	0.00	1.20
			Max. Mx	4	-19.33	-2796.48	0.08
			Max. My	6	-19.38	0.00	-2776.73
			Max. Vy	4	53.07	-2796.48	0.08
			Max. Vx	6	52.63	0.00	-2776.73
			Max. Torque	5			2.93
L3	47.25 - 0	Pole	Max Tension	1	0.00	0.00	0.00
			Max. Compression	8	-59.87	0.00	1.20
			Max. Mx	4	-39.81	-5838.16	-0.27
			Max. My	6	-39.81	0.00	-5795.24
			Max. Vy	4	61.36	-5838.16	-0.27
			Max. Vx	6	60.93	0.00	-5795.24
			Max. Torque	5			2.92

Maximum Tower Deflections - Service Wind

Section No.	Elevation ft	Horz. Deflection in	Gov. Load Comb.	Tilt °	Twist °
L1	120 - 70	11.882	13	0.8775	0.0000
L2	75 - 47.25	4.530	13	0.5886	0.0000
L3	53 - 0	2.221	13	0.3959	0.0000

Critical Deflections and Radius of Curvature - Service Wind

Elevation ft	Appurtenance	Gov. Load Comb.	Deflection in	Tilt °	Twist °	Radius of Curvature ft
117.00	(4) 100" x 15" x 11" Panel w/ mount pipe	13	11.341	0.8608	0.0014	47917
107.00	(4) 100" x 15" x 11" Panel w/ mount pipe	13	9.556	0.8044	0.0012	18429
97.00	6' std w/radome	13	7.837	0.7447	0.0011	10416

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Maximum Tower Deflections - Design Wind

Section No.	Elevation ft	Horz. Deflection in	Gov. Load Comb.	Tilt °	Twist °
L1	120 - 70	99.653	4	7.3677	0.0000
L2	75 - 47.25	38.053	4	4.9459	0.0000
L3	53 - 0	18.665	4	3.3276	0.0000

Critical Deflections and Radius of Curvature - Design Wind

Elevation ft	Appurtenance	Gov. Load Comb.	Deflection in	Tilt °	Twist °	Radius of Curvature ft
117.00	(4) 100" x 15" x 11" Panel w/ mount pipe	4	95.125	7.2282	0.0115	5877
107.00	(4) 100" x 15" x 11" Panel w/ mount pipe	4	80.177	6.7555	0.0101	2258
97.00	6' std w/radome	4	65.772	6.2546	0.0088	1274

Pole Design Data

Section No.	Elevation ft	Size	L ft	L _n ft	Kl/r	A in ²	P _n K	φP _n K	Ratio $\frac{P_n}{\phi P_n}$
L1	120 - 70 (1)	TP36.32x22x0.3125	50.00	0.00	0.0	34.2946	-12.55	2480.32	0.005
L2	70 - 47.25 (2)	TP42.21x34.263x0.375	27.75	0.00	0.0	47.8342	-19.33	3490.50	0.006
L3	47.25 - 0 (3)	TP55x39.8133x0.4375	53.00	0.00	0.0	75.7669	-39.81	5281.12	0.008

Pole Bending Design Data

Section No.	Elevation ft	Size	M _{ux} kip-ft	φM _{ux} kip-ft	Ratio $\frac{M_{ux}}{\phi M_{ux}}$	M _{uy} kip-ft	φM _{uy} kip-ft	Ratio $\frac{M_{uy}}{\phi M_{uy}}$
L1	120 - 70 (1)	TP36.32x22x0.3125	1669.26	1761.42	0.948	0.00	1761.42	0.000
L2	70 - 47.25 (2)	TP42.21x34.263x0.375	2796.48	2880.36	0.971	0.00	2880.36	0.000
L3	47.25 - 0 (3)	TP55x39.8133x0.4375	5838.16	5924.40	0.985	0.00	5924.40	0.000

Pole Shear Design Data

Section No.	Elevation ft	Size	Actual V _u K	φV _u K	Ratio $\frac{V_u}{\phi V_u}$	Actual T _n kip-ft	φT _n kip-ft	Ratio $\frac{T_n}{\phi T_n}$
L1	120 - 70 (1)	TP36.32x22x0.3125	49.37	1240.16	0.040	2.93	3527.13	0.001
L2	70 - 47.25 (2)	TP42.21x34.263x0.375	53.07	1745.25	0.030	2.92	5767.77	0.001
L3	47.25 - 0 (3)	TP55x39.8133x0.4375	61.36	2640.56	0.023	2.91	11863.25	0.000

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Pole Interaction Design Data

Section No.	Elevation ft	Ratio P_u ϕP_n	Ratio M_{ux} ϕM_{nx}	Ratio M_{uy} ϕM_{ny}	Ratio V_u ϕV_n	Ratio T_u ϕT_n	Comb. Stress Ratio	Allow. Stress Ratio	Criteria
L1	120 - 70 (1)	0.005	0.948	0.000	0.040	0.001	0.954 ✓	1.000	4.8.2 ✓
L2	70 - 47.25 (2)	0.006	0.971	0.000	0.030	0.001	0.977 ✓	1.000	4.8.2 ✓
L3	47.25 - 0 (3)	0.008	0.985	0.000	0.023	0.000	0.994 ✓	1.000	4.8.2 ✓

Section Capacity Table

Section No.	Elevation ft	Component Type	Size	Critical Element	P K	ϕP_{allow} K	% Capacity	Pass Fail
L1	120 - 70	Pole	TP36.32x22x0.3125	1	-12.55	2480.32	95.4	Pass
L2	70 - 47.25	Pole	TP42.21x34.263x0.375	2	-19.33	3490.50	97.7	Pass
L3	47.25 - 0	Pole	TP55x39.8133x0.4375	3	-39.81	5281.12	99.4	Pass
							Summary	
							Pole (L3)	99.4
							RATING =	99.4
								Pass

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	Client	TAPP TP-13280	Designed by	Mike

Anchor Rod and Base Plate Calculation

ANSI/TIA-222-G-2

Factored Base Reactions:	Pole Shape:	Anchor Rods:	Base Plate:
Moment: 5838 ft-kips	18-Sided	(18) 2.25 in. A615 GR. 75	2.75 in. x 68.5 in. Round
Shear: 61 kips	Pole Dia. (D_f):	Anchor Rods Evenly Spaced	$f_y = 50$ ksi
Axial: 40 kips	55.00 in	On a 62.5 in Bolt Circle	

Anchor Rod Calculation According to TIA-222-G section 4.9.9

$\phi =$	0.80 TIA 4.9.9
$I_{bolts} =$	8789.06 in ² Moment of Inertia
$P_u =$	249 kips Tension Force
$V_u =$	3 kips Shear Force
$R_{nt} =$	325.00 kips Nominal Tensile Strength
$\eta =$	0.50 for detail type (d)

The following Interaction Equation Shall Be Satisfied:

$$\left(\frac{P_u + \frac{V_u}{\eta}}{\phi R_{nt}} \right) \leq 1.0$$

$$0.984 \leq 1$$

Base Plate Calculation According to TIA-222-G

$\phi =$	0.90 TIA 4.7
$M_{PL} =$	659.7 in-kip Plate Moment
$L =$	9.6 in Section Length
$Z =$	18.1 Plastic Section Modulus
$M_p =$	907.4 in-kip Plastic Moment
$\phi M_n =$	816.7 in-kip Factored Resistance

Calculated Moment vs Factored Resistance

$$659.69 \text{ in-kip} \leq 817 \text{ in-kip}$$

Anchor Rods Are Adequate	98.4% ☒
Base Plate is Adequate	80.8% ☒

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Caisson Calculation

According to ANSI/TIA-222-G-2

- Foundation overturning resistance calculated with PLS Caisson, for Brom's method for rigid piles. Soil layers modeled after recommendations from the geotechnical report.
- Cohesion strength for the upper 21 ft has been reduced by 50%
- In lieu of a soil resistance factor $f_s = 0.75$ (TIA-9.4.1) an additional safety factor against soil failure of 1.33 has been applied.
- Foundation is designed with a minimum safety factor resisting overturning of 2.0
- Foundation has been designed with factored loads per TIA-222-G.
- Geotechnical report indicates groundwater was not encountered within the depth of the foundation.

*** PIER PROPERTIES CONCRETE STRENGTH (ksi) = 4.00 STEEL STRENGTH (ksi) = 60.00
DIAMETER (ft) = 7.000 DISTANCE FROM TOP OF PIER TO GROUND LEVEL (ft) = 0.50

*** SOIL PROPERTIES	LAYER	TYPE	THICKNESS (ft)	DEPTH AT TOP OF LAYER (ft)	DENSITY (pcf)	CU (psf)	KP 1.000	PHI (degrees)
	1	S	4.00	0.00	0.0			-0.00
	2	C	1.00	4.00	100.0	500.0		
	3	C	11.00	5.00	105.0	750.0		
	4	C	20.00	16.00	110.0	2000.0		

*** DESIGN (FACTORED) LOADS AT TOP OF PIER MOMENT (ft-k) = 5900.0 VERTICAL (k) = 41.0 SHEAR (k) = 62.0
ADDITIONAL SAFETY FACTOR AGAINST SOIL FAILURE = 1.33

*** CALCULATED PIER LENGTH (ft) = 29.000

*** CHECK OF SOILS PROPERTIES AND ULTIMATE RESISTING FORCES ALONG PIER

TYPE	TOP OF LAYER BELOW TOP OF PIER (ft)	THICKNESS (ft)	DENSITY (pcf)	CU (psf)	KP 1.000	FORCE (k)	ARM (ft)
S	0.50	4.00	0.0			0.00	3.17
C	4.50	1.00	100.0	500.0		28.00	5.00
C	5.50	11.00	105.0	750.0		462.00	11.00
C	16.50	4.43	110.0	2000.0		496.65	18.72
C	20.93	8.07	110.0	2000.0		-903.35	24.97

*** SHEAR AND MOMENTS ALONG PIER

DISTANCE BELOW TOP OF PIER (ft)	WITH THE ADDITIONAL SAFETY FACTOR		WITHOUT ADDITIONAL SAFETY FACTOR	
	SHEAR (k)	MOMENT (ft-k)	SHEAR (k)	MOMENT (ft-k)
0.00	83.3	8036.2	62.5	6027.2
2.90	83.3	8277.8	62.5	6208.3
5.80	42.7	8495.1	32.0	6371.3
8.70	-79.1	8442.3	-59.3	6331.7
11.60	-200.9	8036.3	-150.7	6027.2
14.50	-322.7	7277.1	-242.0	5457.8
17.40	-507.5	6136.3	-380.6	4602.2
20.30	-832.3	4193.6	-624.2	3145.2
23.20	-649.6	1883.8	-487.2	1412.9
26.10	-324.8	471.0	-243.6	353.2
29.00	-0.0	-0.0	-0.0	-0.0

*** TOTAL REINFORCEMENT PCT = 0.78 REINFORCEMENT AREA (in²) = 43.23
*** USABLE AXIAL CAP. (k) = 41.0 USABLE MOMENT CAP. (ft-k) = 6421.1

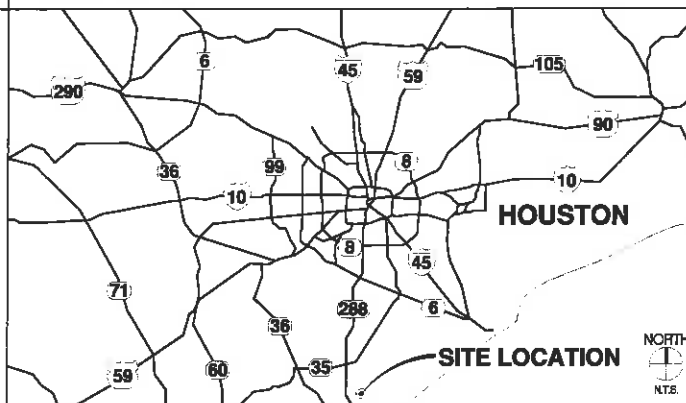
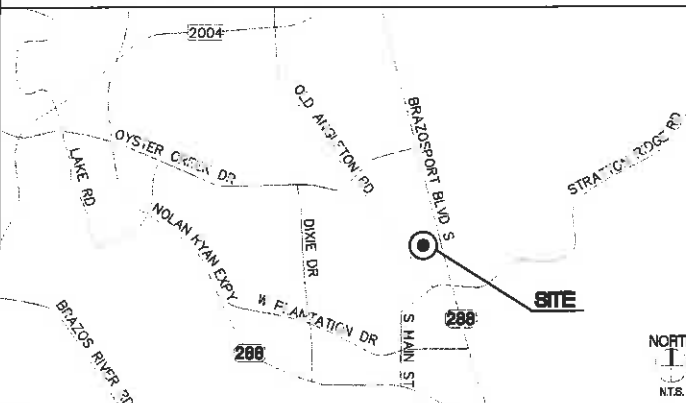
For Design:

7-ft Diameter caisson x 29-ft long (28.5-ft Embedded with 0.5-ft above grade)
Concrete strength = 4000 PSI @ 28 days. Estimated Concrete Volume = 41 CY3.
(40) #10 Vertical Rebar. Steel Cross-Section = 50.8 in2

DRAWING INDEX
T-1: TITLE SHEET
GN-1: GENERAL NOTES
GN-2: GENERAL NOTES
GN-3: GENERAL NOTES
LS-1: LAND SURVEY
A-1: OVERALL SITE PLAN
A-2: ENLARGED SITE PLAN
A-3: WEST ELEVATION, ANTENNA PLAN, AND ANTENNA DETAILS
A-4: DETAILS
A-5: DETAILS
E-1: LEGEND, ONE-LINE DIAGRAM AND PANEL SCHEDULE
E-2: OVERALL SITE PLAN
E-3: GROUNDING PLAN
E-4: ELECTRICAL DETAILS
PRE-MANUFACTURED SKID DRAWINGS: DWG NO. D-9969 DATED 07/29/14 (BY OTHERS)
STRUCTURAL CALCULATIONS AND DETAILS FOR SKID FOUNDATION: DATED 11/14/14
GEOTECHNICAL REPORT (BY OTHERS)
TOWER STRUCTURAL (BY OTHERS)

PROJECT TEAM	
<u>CLIENT</u> VERIZON WIRELESS 14123 CICERO RD HOUSTON, TX 77095 CONTACT: MARK BROWN PHONE: (713) 818-8093	<u>LAND OWNER</u> FLOWSTREAM INDUSTRIAL SERVICES, LLC 1206 NORTH AVENUE J FREEPORT, TX 77541 CONTACT: OSDI DUARTE PHONE: (979) 549-8041
<u>APPLICANT AGENT</u> MNCULUM SERVICES, INC CONTACT: ADAM MORRIS PHONE: (239) 229-1130	<u>GEOTECHNICAL</u> INTEC TERRADYNE CONTACT: JOHN GUNTER, PE PHONE: (512) 252-1218
<u>ARCHITECT / ENGINEER</u> KDC ARCHITECTS.ENGINEERS, P.C. 7502 CANNA COVE AUSTIN, TX 78759 ATTN: MARIO A. MARTINEZ PHONE: (512) 348-8792 FAX: (303) 750-6999	<u>SURVEYOR</u> SOUTH TEXAS SURVEYING ASSOCIATES, INC CONTACT: FRED F. LAWTON PHONE: (281) 556-6918

PROJECT SUMMARY
CONTRACTOR SHALL PROVIDE ALL MATERIALS, LABOR, TOOLS, TRANSPORTATION, SUPERVISION, ETC. TO FULLY EXECUTE WORK. WORK REQUIREMENTS DETAILED ON THE DRAWINGS AND SPECIFICATIONS AND SHALL INCLUDE, BUT NOT BE LIMITED TO, THE FOLLOWING ITEMS:
ALL PROPOSED EQUIPMENT INDICATED IN DRAWINGS IS AN UNMANNED TRANSMISSION FACILITY FOR VERIZON WIRELESS CELLULAR SERVICES ONLY.
SITE WORK
- FENCED COMPOUND AND ACCESS GATE - PLACEMENT OF A PRE-MANUFACTURED SKID AND ALL ASSOCIATED PARTS (BY OTHERS) ON A CONCRETE FOUNDATION - PLACEMENT OF TELECOMMUNICATION EQUIPMENT ON SKID - PLACEMENT OF GENERATOR ON SKID (BY OTHERS) - PLACEMENT OF ANTENNAS AND ALL ASSOCIATED EQUIPMENT ON TOWER - PLACEMENT OF TELECOMMUNICATION TOWER (DESIGN AND FOUNDATION BY OTHERS)
THE SIZE, HEIGHT AND DIRECTION OF ANTENNAS SHALL BE ADJUSTED TO MEET SYSTEM REQUIREMENTS.

 NEW SITE BUILD HOMESITE CREEK 1000 1/2 BRAZOSPORT BLVD RICHWOOD, TX 77531 (911 ADDRESS) VERIZON LOCATION CODE: 297781 LATITUDE: 29° 02' 20.02" N LONGITUDE: 95° 24' 02.75" W ELEVATION: 13.0' (AMSL)				
SITE DATA / CODE ANALYSIS		AREA MAP	VICINITY MAP	
JURISDICTION: CITY OF RICHWOOD				
COUNTY: BRAZORIA				
STATE CODE: F1 - EXISTING				
LAND USE CODE: C1-COMMERCIAL, TRUCK YARD AND OFFICE				
FLOOD ZONE: REFERENCE SURVEY FOR FLOOD ZONE INFORMATION				
OCCUPANCY: U-(UNMANNED TELECOMMUNICATIONS CELL SITE)		DRAWING SYMBOLS	DRIVING DIRECTIONS	
LESSEE'S LEASE AREA: 2560 SQ FT				
LESSEE'S EQUIPMENT AREA: 198 SQ FT - EQUIPMENT SKID				
ADA ACCESSIBILITY: NOT REQUIRED PER 1103.2.9				
BUILDING CODE: INTERNATIONAL BUILDING CODE (IBC) 2006 NATIONAL ELECTRIC CODE (NEC) 2014 NFPA 36 AND 37				
PARCEL NUMBER: 7255-0110-110		EMERGENCY / UTILITY INFORMATION		
LEGAL DESCRIPTION: RICHWOOD (A0066 J E GROCE)(RICHWOOD), BLOCK 42, LOT 92A, STORE # 13, ACRES 2.550				
EMERGENCY				
UTILITY				
CITY OF CLUTE FIRE DEPARTMENT (979) 265-4742 CITY OF LAKE JACKSON POLICE DEPARTMENT (979) 297-1101				
POWER COMPANY: CENTERPOINT ENERGY (800) 427-7142 TELEPHONE COMPANY: AT&T (800) 288-2020		CONFIDENTIAL AND PROPRIETARY		
		NOT FOR DISCLOSURE OUTSIDE VERIZON WIRELESS WITHOUT WRITTEN PERMISSION. 		
		FROM VERIZON WIRELESS CICERO OFFICE: 14123 CICERO RD HOUSTON, TX 77095 1. TURN RIGHT (NORTH) ONTO POINT SIX CIRCLE 2. TURN RIGHT (EAST) ONTO SR-6 3. TURN RIGHT (SOUTH) ONTO NORTHWEST FWY [US-290 E] 4. TAKE RAMP ONTO US-290 [NORTHWEST FWY] 5. KEEP RIGHT ONTO RAMP 6. TAKE RAMP (RIGHT) ONTO S BELT DR W [BELTWAY 6] 7. ROAD NAME CHANGES TO SOUTH FWY [TX-288] 8. KEEP STRAIGHT ONTO LOCAL ROAD(S) 9. TAKE RAMP ONTO SR-288 10. TURN LEFT (EAST) ONTO CR-220 [COALE RD] 11. TURN RIGHT (SOUTH) ONTO SR-288 BUS [S HIGHWAY 288B] 12. KEEP STRAIGHT ONTO SR-288 BUS [N BRAZOSPORT BLVD] 13. TURN RIGHT (WEST) ONTO RICHWOOD DR DESTINATION WILL BE ON THE LEFT: 1000 1/2 BRAZOSPORT BLVD RICHWOOD, TX 77531		


VERIZON WIRELESS TEXAS

KDC
ARCHITECTS/ENGINEERS, P.C.
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AUSTIN, TX 78759
PHONE: 303.750.6999 FAX: 720.750.0236

KDC PROJECT NUMBER: 00000000

DRAWN BY: PAB/DP

CHECKED BY:

REV. DATE ISSUED FOR

0 01.30.2015 FOR CONSTRUCTION



SITE INFORMATION:

SITE NAME: HOMESITE CREEK

LOCATION CODE: 297781

PROJECT #: 2014-1048315

SITE ADDRESS: 1000 1/2 BRAZOSPORT BLVD
RICHWOOD, TX 77531

SHEET TITLE:

TITLE SHEET

SHEET NUMBER: T-1

GENERAL NOTES:

- A. DRAWINGS ARE NOT TO BE SCALED, WRITTEN DIMENSIONS TAKE PRECEDENCE. THIS SET OF PLANS IS INTENDED TO BE USED FOR DIAGRAMMATIC PURPOSES ONLY, UNLESS NOTED OTHERWISE. THE GENERAL CONTRACTOR'S SCOPE OF WORK SHALL INCLUDE FURNISHING ALL MATERIALS, EQUIPMENT AND LABOR DEEMED NECESSARY TO COMPLETE INSTALLATIONS AS DESCRIBED HEREIN.
- B. CONTRACTOR SHALL FAMILIARIZE HIMSELF WITH THE PROJECT THROUGH INSPECTION OF THE JOB SITE, DRAWINGS AND SPECIFICATIONS, SO AS TO THOROUGHLY UNDERSTAND THE WORK. ANY AND ALL DISCREPANCIES AND OMISSIONS SHALL BE REPORTED AND CLARIFICATION SHALL BE OBTAINED FROM THE ARCHITECT PRIOR TO WORK BEING DONE. ANY WORK THAT PROCEEDS OTHERWISE SHALL BE, IF INCORRECTLY PERFORMED, REPLACED OR REPAIRED WITH THE COST FOR SAME BEING BORNE BY THE CONTRACTOR. THE CONTRACTOR SHALL VERIFY AND BE RESPONSIBLE FOR ALL DIMENSIONS AND CONDITIONS IN FIELD. IF DIMENSIONAL ERROR OCCURS OR CONDITIONS NOT COVERED IN THE DRAWINGS ARE ENCOUNTERED, CONTRACTOR SHALL NOTIFY THE ARCHITECT BEFORE COMMENCING THAT PORTION OF THE WORK.
- C. CONTRACTOR SHALL OBTAIN WRITTEN AUTHORIZATION TO PROCEED WITH CONSTRUCTION PRIOR TO STARTING WORK ON ANY ITEM NOT CLEARLY DEFINED BY THE CONSTRUCTION DRAWINGS/CONTRACT DOCUMENTS.
- D. CONTRACTOR SHALL SUPERVISE AND DIRECT THE PROJECT DESCRIBED HEREIN. THE CONTRACTOR SHALL BE SOLELY RESPONSIBLE FOR ALL CONSTRUCTION MEANS, METHODS, TECHNIQUES, SEQUENCES AND PROCEDURES AND FOR COORDINATING ALL PORTIONS OF THE WORK UNDER THE CONTRACT.
- E. CONTRACTOR SHALL INSTALL ALL EQUIPMENT AND MATERIALS ACCORDING TO MANUFACTURER'S/ VENDOR'S SPECIFICATIONS UNLESS NOTED OTHERWISE OR WHERE LOCAL CODES OR ORDINANCES TAKE PRECEDENCE.
- F. ALL WORK PERFORMED ON PROJECT AND MATERIALS INSTALLED SHALL BE IN STRICT COMPLIANCE WITH ALL APPLICABLE CODES, REGULATIONS, AND ORDINANCES. CONTRACTOR SHALL GIVE ALL NOTICES AND COMPLY WITH ALL LAWS, ORDINANCES, RULES, REGULATIONS AND LAWFUL ORDERS OF ANY PUBLIC AUTHORITY, MUNICIPAL AND UTILITY COMPANY SPECIFICATIONS, AND LOCAL AND STATE JURISDICTIONAL CODES BEARING ON THE PERFORMANCE OF THE WORK.
- G. THE STRUCTURAL COMPONENTS OF THIS PROJECT ARE NOT TO BE ALTERED BY THIS CONSTRUCTION PROJECT UNLESS WRITTEN APPROVAL IS OBTAINED FROM THE STRUCTURAL ENGINEER.
- H. DRAWINGS ASSUME THE EXISTING BUILDING TO BE IN COMPLIANCE WITH CODE REQUIREMENTS. ANY VIOLATIONS OF CODES IN EXISTING BUILDING DISCOVERED DURING THE COURSE OF CONSTRUCTION WILL BE BROUGHT IMMEDIATELY TO THE ATTENTION OF THE BUILDING OWNER OR THEIR REPRESENTATIVES.
- I. CONTRACTOR SHALL PROVIDE AT THE PROJECT SITE A FULL SET OF CONSTRUCTION DOCUMENTS UPDATED WITH THE LATEST REVISIONS AND ADDENDA OR CLARIFICATIONS FOR THE USE BY ALL PERSONNEL INVOLVED WITH THE PROJECT.
- J. DETAILS ARE USUALLY KEYED ONCE ON THE DRAWINGS AND ARE TYPICAL FOR SIMILAR CONDITIONS THROUGHOUT, UNLESS OTHERWISE NOTED. DETAILS INCLUDED HEREIN ARE INTENDED TO SHOW END RESULT OF DESIGN. MINOR MODIFICATIONS MAY BE REQUIRED TO SUIT JOB CONDITIONS OR SITUATIONS, AND SUCH MODIFICATIONS SHALL BE INCLUDED AS PART OF THE SCOPE OF WORK.
- K. DIMENSIONS ARE FROM FINISH FACE TO FACE. (UNLESS NOTED OTHERWISE)
- L. THE CONTRACTOR SHALL MAKE NECESSARY PROVISIONS TO PROTECT EXISTING IMPROVEMENTS, EASEMENTS, PAVING, CURBING, ETC. DURING CONSTRUCTION AND UPON COMPLETION OF WORK. CONTRACTOR SHALL REPAIR ANY DAMAGE THAT MAY OCCUR DUE TO CONSTRUCTION ON OR ABOUT THE PROPERTY. IN ADDITION THE CONTRACTOR SHALL FOLLOW ALL SAFETY REQUIREMENTS OF THE AUTHORITY HAVING JURISDICTION OVER HIS WORK.
- M. CONTRACTOR SHALL BE RESPONSIBLE FOR MAINTAINING THE SITE IN A CLEAN AND SAFE CONDITION, INCLUDING PROPER REMOVAL OF WASTE MATERIAL. WASTE MATERIAL SHALL NOT BE STORED WITHIN OR NEAR THE BUILDING. DUMPSTERS PROVIDED FOR THE DISPOSAL OF WASTE MATERIAL SHALL BE REMOVED AWAY FROM THE BUILDING BUT MAY BE STORED ON SITE DAILY. PROTECT EXISTING ASPHALT PARKING SURFACE AND REPAIR AT NO EXPENSE TO THE BUILDING OWNER ANY DAMAGE CAUSE BY THE USE OF THE DUMPSTERS.
- N. THE ARCHITECTS/ENGINEERS HAVE MADE EVERY EFFORT TO SET FORTH IN THE CONSTRUCTION AND CONTRACT DOCUMENTS THE COMPLETE SCOPE OF WORK. MINOR OMISSIONS OR ERRORS IN THE DRAWINGS AND OR SPECIFICATIONS SHALL NOT EXCUSE THE CONTRACTOR FROM COMPLETING THE PROJECT AND IMPROVEMENTS IN ACCORDANCE WITH THE INTENT OF THESE DOCUMENTS.
- O. SPECIAL INSPECTIONS SHALL BE PERFORMED BY AN INDEPENDENT SPECIAL INSPECTOR, AS REQUIRED, PER SECTION 1704 OF THE INTERNATIONAL BUILDING CODE (IBC).
- P. CONTRACTOR SHALL GUARANTEE IN WRITING ALL LABOR, MATERIALS, AND WORKMANSHIP INSTALLED BY HIM FOR A PERIOD OF NOT LESS THAN ONE (1) YEAR AFTER DATE OF ACCEPTANCE OF THE WORK BY THE OWNER EXCEPT AS MODIFIED HEREIN OR ON OTHER DRAWINGS. SHOULD DEFECTS OCCUR, ALL WORK SHALL BE REPLACED OR PROPERLY REPAIRED AT NO ADDITIONAL COST TO THE OWNER.
- Q. CONTRACTOR SHALL BE RESPONSIBLE FOR VERIFYING ALL COMBUSTIBLE FLUIDS, INCLUDING PAINTS, PRIMERS, SEALERS, SOLVENTS AND ADHESIVES, COMPLY AND ARE BEING USED IN ACCORDANCE WITH THE PRODUCT MANUFACTURER'S WRITTEN INSTRUCTIONS. CONTRACTOR SHALL PROVIDE STORAGE FOR SUCH MATERIALS AWAY FROM THE BUILDING. USE OF THE BUILDING FOR SUCH STORAGE IS PROHIBITED.
- R. CONTRACTOR TO HAVE ALL EASEMENTS AND UNDER GROUND UTILITIES LOCATED AND MARKED PRIOR TO COMMENCING SITE WORK.
- S. ELECTRICAL, MECHANICAL AND PLUMBING PERMITS SHALL BE THE RESPONSIBILITY OF THEIR RELATIVE SUB-CONTRACTORS.

- T. OWNER SHALL PROVIDE PORTABLE FIRE EXTINGUISHERS PER LOCAL FIRE MARSHALL. CONTRACTOR TO INSTALL.
- U. CONTRACTOR SHALL COORDINATE ALL WORK WITH PROPERTY OWNER REPRESENTATIVE INCLUDING BUT NOT LIMITED TO SCHEDULE, PROCEDURES, SECURITY, AND CONSTRUCTING LOADING AND UNLOADING.
- V. ALL CONSTRUCTION SHALL BE IN ACCORDANCE WITH THE JURISDICTION'S CURRENT ADOPTED VERSION OF INTERNATIONAL BUILDING CODE (IBC), (IPC), (IMC) AND NEC.
- W. SEAL ALL PENETRATIONS THROUGH FIRE RATED ASSEMBLY WITH U.L. LISTED OR F.M. APPROVED MATERIALS TO MAINTAIN RATING INTEGRITY OF ASSEMBLY.
- X. THE GENERAL CONTRACTOR IS RESPONSIBLE FOR REDLINING THE CONSTRUCTION PLANS TO ILLUSTRATE THE AS-BUILT CONDITION OF THE SITE. THIS WILL BE DONE AFTER THE SITE HAS BEEN AWARDED THE FINAL INSPECTION. TWO COPIES OF REDLINED DRAWINGS WILL BE PROVIDED TO CLIENT / PROJECT MANAGER.

SITE WORK:

- (1) RELATED WORK: CONSTRUCTION OF BUILDING FOUNDATION, INSTALLATION OF UTILITY AND GROUNDING SYSTEM, ERECTION OF FENCE.
- (2) DESCRIPTIONS OF ACCESS ROAD(S), TURNAROUND AREA(S), AND SITES ARE CONSTRUCTED TO PROVIDE A WELL DRAINED, EASILY MAINTAINED, EVEN SURFACE FOR MATERIAL AND EQUIPMENT DELIVERIES AND MAINTENANCE PERSONNEL ACCESS.
- (3) QUALITY ASSURANCE: (A) GRASS SEEDS SHALL BE APPLIED AND MAINTAINED AS RECOMMENDED BY THE SEED PRODUCER (IF REQUIRED). (B) VEGETATION LANDSCAPING, IF INCLUDED WITHIN THE CONTRACT, WILL BE PLACED AND MAINTAINED AS RECOMMENDED BY NURSERY INDUSTRY STANDARDS.
- (4) SEQUENCING:
(A) CONFIRM SURVEY STAKES AND SET ELEVATIONS PRIOR TO ANY CONSTRUCTION.
(B) THE COMPLETE ROAD AND SITE AREA WILL BE GRUBBED PRIOR TO FOUNDATION CONSTRUCTION OF PLACEMENT OF BACK FILL OR SUB-BASE MATERIAL.
(C) CONSTRUCT TEMPORARY CONSTRUCTION ZONE ACCESS DRIVE.
(D) THE SITE AREA WILL BE BROUGHT TO SUB-BASE COURSE ELEVATION AND THE ACCESS ROAD TO BASE COURSE ELEVATION PRIOR TO FORMING FOUNDATION.
(E) GRADE, SEED FERTILIZER AND MULCH DISTURBED AREAS IMMEDIATELY AFTER BRINGING SITE AND ACCESS ROAD TO BASE COURSE ELEVATION, WATER TO ENSURE GROWTH.
(F) REMOVE GRAVEL FROM TEMPORARY CONSTRUCTION ZONE TO AN AUTHORIZED AREA OR AS DIRECTED BY CONSTRUCTION MANAGER.
- (5) SUBMITTALS, BEFORE CONSTRUCTION: IF LANDSCAPING IS APPLICABLE TO THE CONTRACT, TWO COPIES OF THE LANDSCAPE PLAN UNDER NURSERY LETTERHEAD. IF A LANDSCAPE ALLOWANCE WAS INCLUDED IN THE CONTRACT, AN ITEMIZED LISTING OF PROPOSED COSTS UNDER NURSERY LETTERHEAD (REFER TO SITE PLAN FOR LANDSCAPING REQUIREMENTS). SUBMIT FOR APPROVAL, 1/2 CUBIC FOOT OF THE PROPOSED SURFACE COURSE MATERIAL.
- (6) WARRANTY:
(A) IN ADDITION TO THE WARRANTY ON ALL CONSTRUCTION COVERED IN THE CONTRACT DOCUMENTS THE CONTRACTOR SHALL REPAIR ALL DAMAGE AND REPAIR AREA BACK AS CLOSE TO ORIGINAL CONDITION AS POSSIBLE TO LEASE AREA PROPERTY OR SURROUNDING CAUSED BY CONSTRUCTION.
(B) SOIL STERILIZATION APPLICATION WILL GUARANTEE VEGETATION FREE ROAD AND SITE AREAS FOR ONE YEAR FROM DATE OF FINAL INSPECTION.
(C) DISTURBED AREAS WILL REFLECT GROWTH OF NEW GRASS COVER PRIOR TO FINAL INSPECTION.
(D) LANDSCAPING, IF INCLUDED WITHIN THE SCOPE OF THE CONTRACT, WILL BE GUARANTEED FOR ONE YEAR FROM DATE OF FINAL INSPECTION.
- (7) FINISH GRADE, INCLUDING TOP SURFACE COURSE, SHALL EXTEND 12" BEYOND THE SITE FENCE AND SHALL COVER THE AREA AS INDICATED.
- (8) USE RIP RAP IN ANY AREAS WITH A SLOPE GREATER THAN 2:1.
- (9) THE CONTRACTOR IS RESPONSIBLE TO ENSURE GROWTH OF THE SEED AND LANDSCAPING AREAS BY WATERING, STRAW, MULCH NET AND ANY OTHER PROPER LANDSCAPING METHOD NECESSARY. ALL AREAS MUST HAVE SUSTAINED GROWTH BY THE TIME OF COMPLETION OF THE PROJECT.
- (10) THE CONTRACTOR IS SOLELY RESPONSIBLE FOR CONTAINMENT OF SEDIMENT AND CONTROL OF EROSION ON SITE. ANY DAMAGE TO ADJACENT OR DOWNSTREAM PROPERTIES WILL BE CORRECTED AT THE CONTRACTORS EXPENSE.
- (11) THE CONTRACTOR IS TO MAINTAIN ADEQUATE DRAINAGE AT ALL TIMES. DO NOT ALLOW WATER TO STAND OR POND. ANY DAMAGE TO STRUCTURES OR WORK ON THE SITE CAUSED BY INADEQUATE MAINTENANCE OF DRAINAGE PROVISIONS WILL BE THE RESPONSIBILITY OF THE CONTRACTOR AND ANY COST ASSOCIATED WITH REPAIRS FOR SUCH DAMAGE WILL BE AT THE CONTRACTORS EXPENSE.
- (12) THE CONTRACTOR SHALL BE RESPONSIBLE TO CORRECT ALL DAMAGE TO THE SITE SUBSEQUENT TO THE INSTALLATION OF THE POWER AND TELCO LINES.

DEMOLITION:

- (1) DEMOLITION SHALL BE CONTROLLED TO PREVENT THE SPREAD OF DUST TO OCCUPIED PORTIONS OR THE BUILDING.
- (2) EXISTING WORK TO REMAIN SHALL BE PROTECTED FROM DAMAGE, WORK DAMAGED BY CONTRACTOR SHALL BE REPAIRED TO MATCH EXISTING WORK.
- (3) AT THE END OF EACH WORK DAY AND DURING INCLEMENT WEATHER, CLOSE ALL EXTERIOR OPENINGS WITH WEATHERPROOF COVER.
- (4) REMOVE DEBRIS AND RUBBISH FROM THE SITE DAILY. DO NOT ALLOW DEBRIS AND RUBBISH TO ACCUMULATE IN BUILDING OR ON SITE.
- (5) FOR FLOOR AND WALL PENETRATIONS:
(A) CONTRACTOR MUST LOCATE REINFORCING BARS IN EXISTING FLOOR SLABS USING A RELIABLE NONDESTRUCTIVE TESTING METHOD APPROVED BY THE OWNER. CORE DRILL AS NECESSARY TO ALLOW CABLE PENETRATION WITHOUT CUTTING EXISTING REINFORCING BARS.
(B) FILL OPENING AFTER CABLE INSTALLATION WITH INSTA-FOAMS INSTA-FIRE SEAL SILICONE RTV FOAM. UNLESS OTHERWISE NOTED.

PRODUCTS:

- (1) ALL ROADWORK AND MATERIALS SHALL CONFORM TO ALL STATE AND LOCAL CODES AND IN ACCORDANCE WITH THE DEPARTMENT OF HIGHWAY AND PUBLIC TRANSPORTATION STANDARD SPECIFICATIONS.
- (2) SOIL STABILIZER FABRIC SHALL BE MIRAFI - 500%. UNLESS OTHERWISE NOTED.

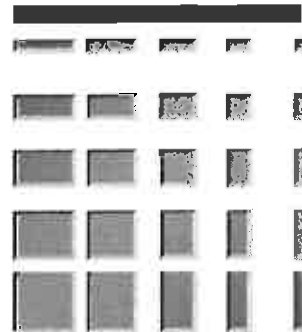
EXECUTION:

- (1) INSPECTIONS: LOCAL BUILDING INSPECTORS SHALL BE NOTIFIED NO LESS THAN 48 HOURS IN ADVANCE OF CONCRETE POURS. UNLESS OTHERWISE SPECIFIED BY OWNER OR LOCAL JURISDICTION.
- (2) PREPARATION:
(A) THE ACCESS ROAD, IF REQUIRED, WILL BE CONSTRUCTED FIRST BEFORE ANY OTHER WORK ON THE SITE IS PERMITTED. BRING THE ROAD TO SUB BASE COURSE TO ALLOW CONSTRUCTION TRAFFIC TO USE THE ROAD FOR THE PROJECT AND COMPLETE THE ROAD AFTER THE CONSTRUCTION OF THE SITE IS SUBSTANTIALLY COMPLETE.
(B) CLEAR TREES, BRUSH AND DEBRIS FROM SITE AREAS AND ACCESS ROAD RIGHT OF WAY AS DIRECTED BY CONSTRUCTION MANAGER.
(C) THE CONTRACTOR SHALL GRUB THE SITE AREA AND REMOVE A MINIMUM OF 12" TO ACHIEVE A STABLE SUB-BASE TO ACCEPT FILL OR OTHER MATERIAL SPECIFIED FOR THE SITE. THE GRUBBING SHALL BE REMOVED FROM THE SITE AND NOT REUSED IN ANY PART OF THIS PROJECT.
(D) UNLESS OTHERWISE INSTRUCTED BY CONSTRUCTION MANAGER TRANSPORT ALL REMOVED TREE, BRUSH AND DEBRIS FROM THE PROPERTY TO AN AUTHORIZED LANDFILL.
(E) PRIOR TO PLACEMENT OF FILL OR BASE MATERIALS, ROLL THE SOIL.
(F) WHERE UNSTABLE SOIL CONDITIONS ARE ENCOUNTERED, LINE THE GRUBBED AREAS WITH STABILIZER MAT PRIOR TO PLACEMENT OF FILL OR BASE MATERIAL.
- (3) INSTALLATION:
(A) THE SITE AND TURNAROUND AREAS SHALL BE AT THE SUB-BASE COURSE ELEVATION PRIOR TO FORMING FOUNDATIONS. GRADE OR FILL THE SITE AND ACCESS ROAD REQUIRED IN ORDER THAT UPON EVEN DISTRIBUTION OF SPOILS RESULTING FROM FOUNDATION EXCAVATIONS. THE RESULTING GRADE WILL CORRESPOND WITH SAID SUB-BASE COURSE. ELEVATIONS ARE TO BE CALCULATED FROM FINISHED GRADES OR SLOPES INDICATED. ALL SITES AND ACCESS ROADS ARE TO BE CONSTRUCTED TO HAVE A POSITIVE DRAINAGE FLOW AWAY FROM THE SITE AND EQUIPMENT. ANY DISCREPANCIES IN THE DRAWINGS OR SPECIFICATIONS MUST BE BROUGHT TO THE ATTENTION OF CONSTRUCTION MANAGER IMMEDIATELY.
(B) IF ANY, EXCESS SPOILS WILL BE CLEARED FROM JOB SITE AND NOT SPREAD BEYOND THE LIMITS OF THE LEASE PROPERTY UNLESS AUTHORIZED BY CONSTRUCTION MANAGER/AS AGREEMENT BY LANDOWNER.
(C) AVOID CREATING DEPRESSIONS WHERE WATER MAY POND.
(D) THE CONTRACT SHALL BE ASSUMED TO INCLUDE GRADING BANKING, DITCHING AND UNLESS OTHERWISE INDICATED, COVERING TWO INCHES OF SURFACE COURSE. ALL ROADS OR ROUTES UTILIZED FOR ACCESS TO THE SITE COMMENCING AT THE POINT OF INTERSECTION WITH THE NEAREST PUBLIC THOROUGHFARE.
(E) WHEN IMPROVING AN EXISTING ACCESS ROAD, GRADE THE EXISTING ROAD TO REMOVE ANY ORGANIC MATTER AND SMOOTH THE SURFACE BEFORE PLACING FILL OR STONE.
(F) IF STAIRS ARE REQUIRED, CONTRACTOR TO PROVIDE PRECAST CONCRETE STAIRS IN ACCORDANCE WITH CONCRETE GENERAL NOTES ON GN-2 AND CURRENT ADOPTED CODES. ALL STEPS SHALL HAVE A UNIFORM RISER HEIGHT AND UNIFORM TREAD DEPTH. RISERS SHALL BE 4 INCHES MINIMUM AND 7 INCHES MAXIMUM IN HEIGHT. TREADS SHALL BE 11 INCHES MINIMUM IN DEPTH.

****NOTE:** ALL APPLICABLE LOCAL AND NATIONAL CODES SUPERSEDE ANY NOTES AND SPECIFICATIONS SHOWN IN THIS CONSTRUCTION PACKAGE.**

CODES:

1. ALL CONSTRUCTION SHALL BE IN ACCORDANCE WITH THE JURISDICTION'S CURRENT ADOPTED VERSION OF THE INTERNATIONAL BUILDING CODES [BUILDING (IBC), PLUMBING (IPC), MECHANICAL (IMC)] AND NATIONAL ELECTRIC CODES (NEC). ALONG WITH ALL APPLICABLE FEDERAL, STATE, COUNTY, AND MUNICIPAL BUILDING CODES, ORDINANCES, RULES AND REGULATIONS OF AUTHORITIES HAVING JURISDICTION OVER THE CONSTRUCTION OF THIS PROJECT, SHALL APPLY THROUGHOUT.



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KDC PROJECT NUMBER:

DRAWN BY: **CHECKED BY:**

REV. DATE ISSUED FOR

REV.	DATE	ISSUED FOR
0	01.30.2015	FOR CONSTRUCTION

REV.	DATE	ISSUED FOR

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01/30/2015

FIRST SET OF 16

SITE INFORMATION:

SITE NAME:

HOMESITE CREEK

LOCATION CODE: 107781

PROJECT #: 20141003.0

SITE ADDRESS:

100112 BRANSONFORD BLVD

RICHMOND, TX 77561

SHEET TITLE:

GENERAL NOTES

SHEET NUMBER:

GN-1

STRUCTURAL GENERAL NOTES

- 1. THESE STRUCTURAL NOTES SUPPLEMENT ANY WRITTEN SPECIFICATIONS AND CONSTRUCTION DRAWINGS. THE WORK INCLUDES EXCAVATION, TRENCHING, FORMWORK, CAST-IN-PLACE CONCRETE, AND STRUCTURAL STEEL.
- 2. THE CONTRACTOR IS RESPONSIBLE FOR VERIFYING ALL EXISTING CONDITIONS, AND SCHEDULING ALL BUILDING DEPARTMENT INSPECTIONS REQUIRED. COORDINATE ALL FIELD INSPECTIONS WITH CONSTRUCTION MANAGER.

EXCAVATION AND TRENCHING

- 1. DIG EXCAVATIONS AND TRENCHES TO THE LINES AND ELEVATIONS SHOWN ON THE PLANS. REMOVE UNSUITABLE MATERIALS, DEFINED AS BUT NOT LIMITED TO VEGETATION, SOFT SPOTS, DELETERIOUS MATERIALS, FOREIGN MATERIALS, ETC.
- 2. TRENCH LENGTHS SHALL BE SUFFICIENT TO ALLOW FOR SATISFACTORY CONSTRUCTION AND INSPECTION WITHOUT ENDANGERING OTHER CONSTRUCTION WORK OR ADJACENT FACILITIES.
- 3. USE HAND TRENCHING METHODS WHEN NECESSARY TO PROTECT EXISTING OR NEW FACILITIES.
- 4. PROVIDE MATERIALS, LABOR, AND EQUIPMENT THAT MEETS OR EXCEEDS OSHA REQUIREMENTS NECESSARY TO PROTECT THE EXCAVATION WORK AT ALL TIMES.

BACKFILLING

- 1. BACKFILL EXCAVATIONS AND TRENCHING WITH LOOSE MATERIAL IN LIFTS UP TO 6 INCHES.
- 2. PROTECT IMBEDS AND CONDUIT FROM VERTICAL OR LATERAL MOVEMENT AND DAMAGE FROM IMPACT OR UNBALANCED LOADING TO AVOID DISPLACEMENT. DO NOT FREE-FALL BACKFILL MATERIAL UNTIL AT LEAST 6" OF BACKFILL COVER IMBEDS OR CONDUIT.
- 3. COMPACT BACKFILL AFTER EACH LIFT TO 95% OF MAXIMUM DRY DENSITY AS DETERMINED BY ASTM D-1557 WITH PLUS OR MINUS 2% OF OPTIMUM MOISTURE CONTENT.
- 4. FILL MATERIAL SHALL BE OBTAINED TO THE MAXIMUM EXTENT POSSIBLE FROM EXCAVATIONS ON SITE. THE STRUCTURAL FILL SHOULD BE SAND APPROVED BY THE CONSTRUCTION MANAGER AND CONFORM TO LOCAL GOVERNING JURISDICTION AND UTILITY COMPANY REQUIREMENTS. THE FILL MATERIAL SHALL CONTAIN NO ORGANIC MATERIAL, ROCKS, OR OBJECTIONABLE MATERIALS AND/OR MATERIALS DESIGNATED AS HAZARDOUS OR INDUSTRIAL BY THE EPA. THE FILL MATERIAL SHALL CONTAIN FINES SUFFICIENT TO FILL ALL VOIDS IN THE MATERIAL.
- 5. USE WARNING TAPE TO IDENTIFY ALL UTILITY SERVICE TRENCHES.

CONCRETE (UNLESS NOTED OTHERWISE)

- 1. CONSTRUCT AND ERECT CONCRETE FORM WORK IN ACCORDANCE WITH ACI 301 AND ACI 318.
- 2. FABRICATE CONCRETE REINFORCEMENT WORK IN ACCORDANCE WITH ACI 301, ACI 328 AND ASTM A1034.
- 3. PLACE CAST-IN-PLACE CONCRETE IN ACCORDANCE WITH ACI 301, ACI 318 AND ACI 117-90.
- 4. SUBMIT FOR APPROVAL 2 SETS OF CONCRETE MIX DESIGN AND 2 SETS OF REINFORCING STEEL DRAWINGS.
- 5. ALL CONCRETE FLAT WORK SHALL HAVE A STIFF BROOM FINISH AND HAVE A SLOPE OF 1/8" PER FOOT UNLESS OTHERWISE NOTED.
- 6. UNLESS OTHERWISE NOTED ALL LAP SPLICES SHALL BE CLASS B CONFORMING TO ACI 318.
- 7. A CHAMFER OF 1" SHALL BE PROVIDED AT ALL EXPOSED EDGES OF CONCRETE IN ACCORDANCE WITH ACI 301 SECTION 4.2.4 UNLESS OTHERWISE NOTED.
- 8. CONCRETE COVER FOR REINFORCING BARS SHALL BE
 - CONCRETE EXPOSED TO WEATHER OF IN CONTACT WITH GROUND 2 INCHES
 - CONCRETE CAST AGAINST EARTH 3 INCHES

REINFORCEMENT MATERIALS (UNLESS NOTED OTHERWISE)

- 1. REINFORCEMENT STEEL SHALL MEET ASTM A615 60KSI YIELD DEFORMED BARS.
- 2. WELDED STEEL WIRE FABRIC SHALL MEET A185 PLAIN TYPE IN FLAT SHEETS PLAIN FINISH.
- 3. CHAIRS, BOLSTERS, BAR SUPPORTS, SPACERS SIZED AND SHAPED FOR SUPPORT OF REINFORCING.

CONCRETE MATERIALS (UNLESS NOTED OTHERWISE)

- 1. CEMENT SHALL MEET ASTM C150 PORTLAND TYPE SUITABLE FOR THE AREA AND SOIL TYPE ON SITE.
- 2. MIX AND DELIVER CONCRETE IN ACCORDANCE WITH ASTM C 94, ALT. 3.

- 3. FINE AND COURSE AGGREGATES SHALL MEET ASTM 33 - MAXIMUM SIZE OF CONCRETE AGGREGATE SHALL NOT EXCEED 1" SIZE UTILIZED FOR ONE THIRD CLEAR DISTANCE FROM COVER OR BETWEEN REINFORCING.
- 4. WATER SHALL BE CLEAN AND NOT DETRIMENTAL TO CONCRETE.
- 5. AIR ENTRAINMENT ADMIXTURE SHALL MEET ASTM C 260.
- 6. BONDING AGENT SHALL BE LATEX EMULSION FOR BONDING NEW TO OLD CONCRETE AS MANUFACTURED BY DAYTON SUPERIOR.
- 7. NON-SHRINK GROUT SHALL BE A PREMIXED COMPOUND CONSISTING OF NONMETALLIC AGGREGATE, CEMENT, WATER REDUCING AND PLASTICISING ADDITIVES CAPABLE OF DEVELOPING A MINIMUM COMPRESSIVE STRENGTH OF 7000 PSI AT 28 DAYS.
- 8. CONCRETE MIX
 - A. PROPORTIONS OF CONCRETE MATERIALS SHALL BE SUITABLE FOR THE INSTALLATION METHOD UTILIZED AND SHALL RESULT IN DURABLE EXPOSED STRUCTURAL CONCRETE FOR LOCAL ANTICIPATED AGGRESSIVE ACTIONS. THE DURABILITY REQUIREMENTS OF ACI 318 CHAPTER F4 SHALL BE SATISFIED BASED ON THE CONDITIONS EXPECTED AT THE SITE.
 - B. COMPRESSIVE STRENGTH OF 4000 PSI AT 28 DAYS.
 - C. SLUMP 3 INCHES.

STEEL (UNLESS NOTED OTHERWISE)

- 1. INCLUDES STRUCTURAL STEEL FRAMING MEMBERS, BASE PLATES, PLATES, BARS, THREADED STRUCTURAL FASTENERS, ANTENNA SUPPORT ASSEMBLIES, GRATING, STEEL PLATFORMS, AND PEDESTAL SUPPORTS.
- 2. FABRICATE STRUCTURAL STEEL MEMBERS IN ACCORDANCE WITH AISC SPECIFICATIONS FOR THE DESIGN, FABRICATION, AND ERECTION OF STRUCTURAL STEEL FOR BUILDINGS, STEEL CONSTRUCTION MANUAL, THIRTEENTH EDITION.
- 3. PERFORM DESIGN UNDER DIRECT SUPERVISION OF A PROFESSIONAL ENGINEER LICENSED IN THE STATE.
STEEL MATERIALS
 - A. STRUCTURAL STEEL MEMBER SHALL BE ASTM A572 GRADE 50 FY=50 KSI.
 - B. STRUCTURAL TUBING SHALL BE ASTM A500 GRADE B FY=46 KSI.
 - C. PIPE SHALL BE ASTM A53 GRADE B FY=35 KSI.
 - D. BOLTS, NUTS, WASHERS SHALL BE ASTM A325 F1852
 - E. ANCHOR BOLTS SHALL BE ASTM A325 F1852 OR A490
- 4. ALLOW FOR ERECTION LOAD. PROVIDE TEMPORARY BRACING TO MAINTAIN FRAMING IN ALIGNMENT UNTIL COMPLETION OF ERECTION AND INSTALLATION OF PERMANENT BRIDGING AND BRACING.
- 5. NO UNAUTHORIZED WELDING SHALL BE PERFORMED ON VERIZON WIRELESS TOWERS. ALL OTHER WELDING SHALL BE IN ACCORDANCE WITH AMERICAN WELDING SOCIETY AWS D1.11 STRUCTURAL STEEL WELDING CODE. STEEL WELD ELECTRODES SHALL BE 370XX.
- 6. DO NOT FIELD CUT OR ALTER STRUCTURAL MEMBERS WITHOUT APPROVAL OF THE ARCHITECT/ENGINEER.
- 7. AFTER ERECTION, TOUCH-UP WELDS, ABRASIONS, AND SURFACE S NOT SHOP PRIMED OR GALVANIZED WITH ZINK RICH PAINT INCLUDING ALL EXISTING OR NEW AREAS.
- 8. PROVIDE FIELD INSPECTION OF MEMBERS, CONNECTIONS, WELDS, AND BOLT/NUT TORQUE.

ELECTRICAL

- 1. THE CONTRACTOR IS RESPONSIBLE FOR ALL PERMITTING, FILING, AND FEES IN CONJUNCTION WITH THE PROJECT.
- 2. ALL LABOR AND MATERIAL SHALL CONFORM TO ALL LOCAL, STATE, AND NATIONAL CODES, RULES, REGULATIONS AND STANDARDS.
- 3. ALL EQUIPMENT, WIRING, AND MATERIALS MUST HAVE A UL LABEL.
- 4. ALL WORK SHALL BE DONE BY QUALIFIED AND EXPERIENCED JOURNEYMEN AND PERFORMED IN A WORKMANLIKE MANNER AND SHALL PROCEED IN AN ORDERLY MANNER SO AS NOT TO HOLD UP THE PROGRESS OF THE PROJECT.
- 5. THOROUGHLY TEST ALL LINES, FEEDERS, EQUIPMENT, AND DEVICES WITH MAXIMUM LOADS TO ASSURE PROPER OPERATION.
- 6. CONDUITS AND FITTINGS FOR OUTSIDE APPLICATIONS SHALL BE RIGID OR NON-METALLIC UNLESS OTHERWISE NOTED.
- 7. ALL WIRES SHALL BE COPPER; USE OF ALUMINUM CONDUCTORS WILL NOT BE PERMITTED. SEE ELECTRICAL PLANS FOR SIZING AND LOCATIONS. USE PROPER SIZE CONNECTORS PER LOCAL, STATE, AND NATIONAL CODES.
- 8. CONDUCTOR LENGTHS SHALL BE CONTINUOUS FROM TERMINATION TO TERMINATION WITHOUT SPLICES.
- 9. PROVIDE PULL BOXES WHERE SHOWN AND WHERE REQUIRED BY CODES AND UTILITY COMPANIES.
- 10. ALL WIRES SHALL BE TAGGED AT ALL PULL BOXES, J-BOXES, EQUIPMENT BOXES, AND CABINETS WITH APPROVED PLASTIC TAGS.
- 11. ALL UNDERGROUND CONDUITS SHALL BE SCHEDULE 40 PVC. ALL SWEEPS OR BENDS, AND ABOVE-GROUND CONDUITS SHALL BE RIGID GALVANIZED STEEL OR PVC SCHEDULE 80. ALL CONDUITS NOT TERMINATING INTO A CLOSED AREA MUST BE SEALED TO PREVENT ENTRY OF ANY MOISTURE OR FOREIGN OBJECTS. ALL CONDUIT RISERS TO INCLUDE SLIP TYPE EXPANSION JOINT.

GROUNDING

- 1. THE GROUNDING SYSTEM CONNECTIONS SHALL BE MADE WITH EXOTHERMIC WELDS AND/OR MECHANICAL TWO-LUG COMPRESSION CONNECTORS AS INDICATED ON PLANS. USE ONLY STAINLESS STEEL SCREWS, BOLTS WASHERS, AND NUTS FOR FASTENING.
- 2. CLEAN SURFACES THOROUGHLY BEFORE APPLYING GROUND LUGS OR CLAMPS. IF SURFACE IS COATED, THE COATING MUST BE REMOVED DOWN TO THE BARE METAL. AFTER THE COATING HAS BEEN REMOVED, APPLY A NON-CORROSIVE APPROVED COMPOUND TO THE CLEANED SURFACE AND INSTALL LUGS OR CLAMPS. WHERE GALVANIZING IS REMOVED FROM METAL, IT SHALL BE PAINTED OR TOUCHED UP WITH COLD GALVANIZING PAINT SUCH AS GLAVMOX OR EQUAL.
- 3. ALL CLAMPS, SLEEVES, AND SUPPORTS USED TO SUPPORT OR CHANNEL THE GROUNDING SYSTEM CONDUCTORS AND PVC CONDUITS SHALL BE PVC TYPE NON-CONDUCTIVE. DO NOT USE METAL BRACKETS OR SUPPORTS THAT WOULD FORM A COMPLETE RING AROUND ANY GROUNDING CONDUCTOR.
- 4. ALL GROUNDING CONNECTIONS SHALL BE COATED WITH T&B KOPR SHIELD ANTI-CORROSIVE AGENT. NO SUBSTITUTIONS ARE PERMITTED. VERIFY THE PRODUCT WITH VERIZON WIRELESS PRIOR TO USAGE.

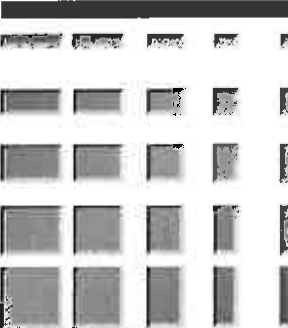
PART 2 -- PRODUCTS

2.1 GENERAL

- A. GENERAL REQUIREMENTS: ALL MATERIALS AND EQUIPMENT SHALL BE IN ACCORDANCE WITH CONTRACT DOCUMENTS AND STANDARD PRODUCTS OF THE VARIOUS MANUFACTURERS, WITH ALL MATERIALS AND EQUIPMENT TO BE NEW, CLEAN, UNDAMAGED, AND FREE OF DEFECTS AND CORROSION.
- B. ACCEPTABLE PRODUCTS: THE PRODUCT OF A SPECIFIED OR APPROVED MANUFACTURER WILL BE ACCEPTABLE ONLY WHEN THE PRODUCT COMPLIES WITH OR IS MODIFIED AS NECESSARY TO COMPLY WITH ALL REQUIREMENTS OF THE CONTRACT DOCUMENTS.
- C. COMMON ITEMS: WHERE MORE THAN ONE OF ANY SPECIFIC ITEM IS REQUIRED, ALL SHALL BE OF THE SAME TYPE AND MANUFACTURER.
- D. UL LISTING: ALL MATERIALS AND EQUIPMENT SHALL BE UNDERWRITERS LABORATORIES (UL) LISTED AND LABELED, WHERE UL STANDARDS AND LISTINGS EXIST FOR SUCH MATERIALS OR EQUIPMENT.

2.2 RACEWAY SYSTEMS

- A. RACEWAY SIZING: AS REQUIRED BY NEC (MINIMUM) WITH OVERSIZED RACEWAYS AS INDICATED ON DRAWINGS. MINIMUM CONDUIT SIZE: 3/4 - INCH, UNLESS INDICATED OTHERWISE.
- B. RACEWAY TYPES: RIGID GALVANIZED STEEL CONDUIT, ELECTRICAL METALLIC TUBING (EMT), FLEXIBLE STEEL CONDUIT, LIQUID-TIGHT FLEXIBLE STEEL CONDUIT, SCHEDULE 40 HEAVY WALL, AND SCHEDULE 80 EXTRA- HEAVY WALL RIGID NON-METALLIC (PVC) CONDUIT, CONFORMING TO APPLICABLE ANSI, NEMA AND UL STANDARDS.
- C. FITTINGS: ALL RACEWAY FITTINGS (EXCEPT FOR RIGID NON-METALLIC CONDUIT) TO BE STEEL OR MALLEABLE IRON, AND UL-LISTED FOR THE INTENDED APPLICATION. EMT FITTING TO BE COMPRESSION TYPE.
- D. PULL AND JUNCTION BOXES AND WIREWAYS: USE AS INDICATED AND REQUIRED. JUNCTION BOXES FOR GENERAL INDOOR USE (DRY LOCATIONS) TO BE OF GALVANIZED CODE GAUGE STEEL CONSTRUCTION MINIMUM 4" SQUARE x 1 1/2" DEEP WITH SCREW-ON COVERS. WIREWAYS TO BE UL LISTED, SHEET STEEL CONSTRUCTION WITH SCREW-ON COVERS. FOR EXTERIOR AND DAMP OR WET INDOOR LOCATIONS, USE BOXES AND WIREWAYS APPROVED FOR SUCH USE.



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DRAWN BY: CHECKED BY:

REV. DATE ISSUED FOR

0 01.30.2015 FOR CONSTRUCTION



FIRM

SITE INFORMATION:

SITE NAME:

HOMESITE CREEK

LOCATION CODE: 297701

PROJECT # 2014-04-05

SITE ADDRESS:

1000 W. EMBASSY BLVD.

RICHARDSON, TX 75081

SHEET TITLE:

GENERAL NOTES

SHEET NUMBER:

GN-2

2.2 FACEWAY SYSTEMS (CONTINUED)

- E. PIPE SLEEVES: RIGID STEEL CONDUIT OR IRON PIPE.
- F. SWEEPS: ALL SWEEPS FOR COMMUNICATION EQUIPMENT OR INTO CONCRETE PAD SHALL BE MIN. 24" RADIUS.

2.3 CONDUCTORS - 600 VOLT AND BELOW

- A. GENERAL: SINGLE-CONDUCTOR 98% CONDUCTIVITY, ANNEALED, UNCOATED COPPER CONDUCTORS WITH 600-VOLT RATED TYPE "THHN, THWN" INSULATION.
- B. CONNECTORS: NYLON SHELL INSULATED METALLIC SCREW-ON CONNECTORS FOR #14-#10 AWG, AND BOLTED PRESSURE OR COMPRESSION TYPE LUGS AND CONNECTORS WITH INSULATING COVERS FOR #8 AWG AND LARGER.

2.4 HANGERS AND SUPPORTS

- A. GENERAL: ALL HANGERS, SUPPORTS, FASTENERS AND HARDWARE SHALL BE HOT-DIPPED GALVANIZED OR EQUIVALENT CORROSION RESISTANCE BY TREATMENT, AND SHALL BE MANUFACTURED PRODUCTS DESIGNED FOR THE APPLICATION.
- B. TYPES: HANGERS, STRAPS, RISER SUPPORTS, CLAMPS, U-CHANNEL, THREADED RODS, ETC. AS INDICATED OR REQUIRED.

2.7 GROUNDING

- A. SYSTEM DESCRIPTION: GROUNDING NETWORK SYSTEM SHALL ESTABLISH AN EARTH-RESISTANCE TO THE REFERENCE GROUND POINT NOT TO EXCEED 5 OHMS FOR BUILDING, CONSISTING OF BONDING OF STRUCTURE AND OTHER METAL OBJECTS INCLUDING GROUNDING ELECTRODES AND INTERCONNECTING CONDUCTORS. THIS SHALL BE PERFORMED WITH THE 3 POINT TEST METHOD.
- B. MATERIAL - INDICATED AS FOLLOWING:
1. CONDUCTORS: COPPER STRANDED OR SOLID TINNED BARE SIZE AS INDICATED
 2. GROUND RODS: 5/8" DIA. X 10'-0" LONG COPPER CLAD GROUND ROD
 3. CONNECTIONS: DOUBLE HOLE LUGS FOR ALL MECHANICAL CONNECTIONS.
 4. EXOTHERMIC: CADWELD WITH PROPER MOLDS

2.8 SAFETY SWITCHES

- A. GENERAL: HEAVY DUTY HORSEPOWER RATED, FULLY ENCLOSED, FUSIBLE (WITH REJECTION FUSE CLIPS) OR NON-FUSED AS INDICATED, QUICK-MAKE, QUICK BREAK SWITCHING MECHANISM INTERLOCKED WITH COVER, AND NEMA1 ENCLOSURE FOR DRY LOCATIONS, AND NEMA 3R ENCLOSURE FOR OUTDOOR LOCATIONS, UNLESS INDICATED OTHERWISE. SWITCHES TO BE LABELED AS "SUITABLE FOR USE AS SERVICE ENTRANCE EQUIPMENT", WHERE REQUIRED.
- B. RATINGS: VOLTAGE, PHASES, AMPERAGES AND FUSING AS INDICATED.
- C. IN THE FUSED CONFIGURATION, SWITCHES SHALL HAVE AN INTERRUPTING CAPACITY OF AT LEAST 100,000 AMPS SYMMETRICAL AT SIX HUNDRED (600) VOLTS WHEN USED WITH CLASS RK5 TIME DELAY CURRENT LIMITING FUSES, AND 200,000 AMPS SYMMETRICAL AT 600 VOLTS WHEN USED WITH CLASS RK1 CURRENT LIMITING FUSES.
- D. GUARDS: LINE SHIELD GUARDS TO PREVENT CONTACT WITH LIVE PARTS.
- E. CONTACTS: SILVER ALLOY; SWITCH BLADES SHALL BE DE-ENERGIZED IN THE OPEN POSITION.
- F. LUGS: SOLDERLESS TYPE.
- G. REJECTION FUSE CLIPS: PROVIDE FOR FUSIBLE SWITCHES (30-600A) TO PREVENT THE INSTALLATION OF CLASS H AND CLASS K NON-CURRENT-LIMITING FUSES.
- H. ACCEPTABLE MANUFACTURER: GENERAL ELECTRIC, SQUARE D, SIEMENS.

PART 3 - EXECUTION

3.1 GENERAL

- A. THE INSTALLATION OF ALL WORK SHALL BE IN ACCORDANCE WITH THE INTENT OF THE CONTRACT DOCUMENTS.
- B. INSTALLATION REQUIREMENTS: ALL MATERIALS AND EQUIPMENT SHALL BE INSTALLED AS RECOMMENDED BY THE RESPECTIVE MANUFACTURERS, BY MECHANICS EXPERIENCED AND SKILLED IN THEIR TRADE, IN A NEAT AND WORKMANLIKE MANNER IN ACCORDANCE WITH THE STANDARDS OF THE TRADE, AND SO AS NOT TO VOID ANY WARRANTY OF UL LISTING.
- C. ADMINISTRATION AND SUPERVISION: ALL WORK SHALL BE PERFORMED UNDER THE CONTRACTOR'S DIRECT SUPERVISION, USING SUFFICIENT AND QUALIFIED PERSONNEL AS NECESSARY TO COMPLETE THE WORK IN ACCORDANCE WITH THE PROGRESS SCHEDULE. THE CONTRACTOR SHALL ASSIGN ONE OR MORE COMPETENT SUPERVISORS WHO SHALL HAVE AUTHORITY TO ACCEPT AND EXECUTE ORDERS AND INSTRUCTIONS, AND WHO SHALL COOPERATE WITH THE OTHER CONTRACTORS AND SUBCONTRACTORS, THE ENGINEER, AND VERIZON WIRELESS IN ALL MATTERS TO RESOLVE CONFLICTS AND AVOID DELAYS. D. DIMENSIONS AND CLEARANCES: FIELD MEASURE ALL DIMENSIONS AND CLEARANCES AFFECTING THE INSTALLATION OF ELECTRICAL WORK, IN RELATION TO ESTABLISHED DATUM, BUILDING OPENINGS AND CLEARANCES, AND WORK OF OTHER TRADES, AS CONSTRUCTION PROGRESSES.

3.2 EXAMINATION

- A. CONDITIONS VERIFICATION: EXAMINE THE AREAS AND CONDITIONS UNDER WHICH THE WORK IS TO BE PERFORMED, AND IDENTIFY ANY CONDITIONS DETRIMENTAL TO THE PROPER AND TIMELY COMPLETION OF THE WORK. DO NOT PROCEED UNTIL UNSATISFACTORY CONDITIONS HAVE BEEN CORRECTED.

3.3 COORDINATION

- A. GENERAL: SEQUENCE, COORDINATE AND INTEGRATE THE INSTALLATION OF ALL MATERIALS AND EQUIPMENT FOR EFFICIENT FLOW OF WORK, IN CONJUNCTION WITH THE OTHER TRADES. REVIEW THE DRAWINGS FOR WORK OF THE OTHER TRADES, AND REPORT AND RESOLVE ANY DISCOVERED DISCREPANCIES, PRIOR TO COMMENCING WORK.

3.4 EQUIPMENT PROTECTION

- A. PROTECT ALL EQUIPMENT, MATERIALS, AND WORK FROM THE WEATHER ELEMENTS, PAINT, MORTAR, CONSTRUCTION DEBRIS AND DAMAGE, UNTIL PROJECT IS SUBSTANTIALLY COMPLETE. REPAIR, REPLACE, CLEAN, AND RETURN TO ORIGINAL CONDITION ALL DAMAGED AREAS, EQUIPMENT, UTILITIES, ETC., AND WORK SO AFFECTED.

3.5 LAYOUT

- A. GENERAL: INSTALL MATERIALS AND EQUIPMENT LEVEL AND PLUMB, AND PARALLEL AND PERPENDICULAR TO OTHER BUILDING SYSTEMS AND COMPONENTS, WHERE INSTALLED EXPOSED.
- B. SERVICEABILITY: INSTALL EQUIPMENT AND RACEWAYS, ETC. TO READILY FACILITATE SERVICING, MAINTENANCE, AND REPAIR OR REPLACEMENT OF COMPONENTS, AND SO AS TO MINIMIZE INTERFERENCE WITH OTHER EQUIPMENT AND INSTALLATIONS.

3.8 RACEWAY SYSTEMS

- A. UNLESS INDICATED OTHERWISE, USE RACEWAY TYPES AS FOLLOWS: 1) OUTDOORS, EXPOSED: RIGID GALVANIZED STEEL CONDUIT AND SUNLIGHT RESISTANT SCHEDULE 40, WHERE NOT SUBJECT TO PHYSICAL DAMAGE.

- B. RACEWAY ROUTING: AS REQUIRED BY JOB CONDITIONS UNLESS SPECIFIC ROUTES OR DIMENSIONED POSITIONS ARE INDICATED ON THE DRAWINGS. INSTALL TIGHT TO SLAB, BEAMS, AND JOISTS WHEREVER POSSIBLE. ROUTE EXPOSED CONDUIT, AND CONDUIT INSTALLED ABOVE CEILINGS, PARALLEL OR PERPENDICULAR TO WALLS, CEILINGS, AND STRUCTURAL MEMBERS. INSTALL TO MAINTAIN MINIMUM HEADROOM AND TO PRESENT A NEAT APPEARANCE. RUN PARALLEL RACEWAYS TOGETHER WITH BENDS MADE FROM THE SAME CENTERLINE. VERIFY EXACT LOCATIONS OF ALL RACEWAYS, PULL BOXES, AND JUNCTION BOXES. RESOLVE ANY CONFLICTS BEFORE INSTALLATION. DO NOT INSTALL HORIZONTAL CONDUIT RUNS BELOW 7'-6" AFF IN EXPOSED LOCATIONS.

- C. RACEWAY INSTALLATION: CUT CONDUIT ENDS SQUARE USING SAW OR PIPECUTTER AND REAM EACH CUT END SMOOTH. CAREFULLY MAKE ALL CONDUIT BENDS AND OFFSETS SO THAT THE INSIDE DIAMETER OF PIPE IS NOT REDUCED. MAKE BENDS SO THAT LEGS ARE IN THE SAME PLANE. MAKE OFFSETS SO THAT LEGS ARE IN THE SAME PLANE AND PARALLEL. PROTECT STUB-UPS FROM DAMAGE, AND CAREFULLY REBEND WHEN NECESSARY.

- D. FITTINGS: MAKE UP ALL RACEWAY FITTINGS TIGHT SO THAT FINAL INSTALLATION OF RACEWAY, FITTINGS AND ENCLOSURES CONSTITUTES A FIRM MECHANICAL ASSEMBLY AND A CONTINUOUS ELECTRICAL CONTINUITY. PROVIDE INSULATING BUSHINGS ON CONDUIT TERMINATIONS.

3.9 CONDUCTORS - 600 VOLT AND BELOW

- A. MINIMUM CONDUCTOR SIZE: ALL BRANCH CIRCUIT WIRING SHALL BE MINIMUM #12 AWG. FEEDER CIRCUIT WIRING SHALL BE MINIMUM #2 AWG UNLESS OTHERWISE NOTED. ALL CONTROL CIRCUIT WIRING SHALL BE MINIMUM #14 AWG, UNLESS INDICATED OTHERWISE. PROVIDE LARGER SIZES, AS INDICATED OR REQUIRED. A FULL SIZED EQUIPMENT GROUNDING CONDUCTOR WILL BE INSTALLED IN POWER AND LIGHTING CIRCUITS, (CONDUITS WILL NOT BE USED AS A GROUNDING CONDUCTOR).

- B. IN RACEWAY: INSTALL ALL WIRING IN CONDUIT OR OTHER SPECIFIED RACEWAY, UNLESS INDICATED OTHERWISE. ROMEX, BX, AC AND MC TYPE CABLES ARE NOT ALLOWED.

- C. TERMINATIONS: FURNISH AND INSTALL TERMINATIONS INCLUDING LUGS IF NECESSARY TO MAKE ALL ELECTRICAL CONNECTIONS INDICATED OR REQUIRED. EXTERIOR AND SWITCHGEAR TERMINATIONS SHALL HAVE AN ANTI-OXIDANT APPLIED. SPRING TYPE WIRE CONNECTORS USED IN EXTERIOR BOXES SHALL BE SILICONE FILLED.

3.10 HANGERS AND SUPPORTS

- A. GENERAL: RIGIDLY SUPPORT AND SECURE ALL MATERIALS, RACEWAY AND EQUIPMENT TO BUILDING STRUCTURE USING HANGERS, SUPPORTS AND FASTENER SUITABLE FOR THE USE, MATERIALS AND LOADS ENCOUNTERED. PROVIDE ALL NECESSARY HARDWARE. PROVIDE CONDUIT SUPPORTS AT MAXIMUM 5 FEET ON CENTER.

- B. OVERHEAD MOUNTING: ATTACH OVERHEAD MOUNTED EQUIPMENT TO STRUCTURAL FRAMEWORK OR SUPPORTING METAL FRAMEWORK. DO NOT MAKE ATTACHMENTS TO STEEL ROOFING, STEEL FLOORING OR CEILING MINERAL TILE.

- C. WALL MOUNTING: SUPPORT WALL MOUNTED EQUIPMENT BY MASONRY, CONCRETE BLOCK, METAL FRAMING OR SUB-FRAMING.

- D. EXTERIOR WALLS: MOUNT ALL EQUIPMENT LOCATED ON THE INTERIOR OR EXTERIOR BUILDING WALLS, AT LEAST ONE INCH AWAY FROM WALL SURFACE, USING SUITABLE SPACERS.

- E. STRUCTURAL MEMBERS: DO NOT CUT, DRILL OR WELD ANY STRUCTURAL MEMBER EXCEPT AS SPECIFICALLY APPROVED BY THE ENGINEER.

3.13 GROUNDING SYSTEM

- A. EXAMINATION: VERIFY THAT SURFACES ARE READY TO RECEIVE WORK AND THAT THE FIELD MEASUREMENTS ARE AS SHOWN ON SHOP DRAWINGS.

- B. INSTALLATION - INSTALL AS INDICATED ON THE DRAWINGS AND AS REQUIRED:

- 1) GROUNDING NETWORK SYSTEM SHALL INCLUDE ELECTRICAL TRENCHING, BACKFILL AND COMPACTION PER THIS SECTION; GROUNDING WIRE, GROUNDING ELECTRODES AND ALL NECESSARY MATERIALS AND LABOR REQUIRED TO COMPLETE THE SPECIFIED SYSTEM.

- 2) ALL GROUND CONNECTIONS SHALL CONFORM TO IEEE STD 837 AND/OR UL467 PROTECTED FROM CORROSION AS NOTED ON DWGS. USE CADWELD OR DOUBLE LUG FOR OUTDOORS ABOVE AND BELOW GRADE, INDOORS, AND ON ROOF INSTALLATIONS, AS INDICATED ON PLANS.

- 3) ALL CLAMP CONNECTIONS SHALL BE MADE ACCESSIBLE FOR INSPECTION. USE ONLY WHERE SPECIFIED.

- 4) GROUNDING WIRE SHALL NOT BEND LESS THAN 90° IN ANY LOCATION WITH A MINIMUM BEND RADIUS OF 6".

- 5) ALL BELOW GROUND CONNECTIONS SHALL BE CADWELD. PROVIDE CORROSION PROTECTION TO CONNECTION AREA, IF INDICATED.

- 6) ALL ABOVE GROUND CONNECTIONS SHALL BE BOLTED CLAMP. BURNDY CONNECTIONS SHALL NOT BE USED FOR EXTERIOR GROUNDING, UNLESS NOTED.

- 7) ALL GROUND CONNECTIONS TO THE GROUND BAR SHALL BE MADE WITH DOUBLE HOLE HYDRAULICALLY INDENTED LUGS, EXCEPT FOR TWO CADWELDS, AS SHOWN ON PLANS.

3.14 CHECKOUT, TESTING, AND ADJUSTING

- A. CORRECTION/REPLACEMENT: AFTER TESTING BY CONTRACTOR, VERIZON WIRELESS OR ENGINEER CORRECT ANY DEFICIENCIES, AND REPLACE MATERIALS AND EQUIPMENT SHOWN TO BE DEFECTIVE OR UNABLE TO PERFORM AT DESIGN OR RATED CAPACITY.

- B. POWER CONDUCTORS: CONTRACTOR SHALL CONDUCT A CONTINUITY & INSULATION TEST ON CONDUCTORS BETWEEN SERVICE DISCONNECT SWITCH & POWER CABINET.

- C. GROUNDING - IEEE FALL OF POTENTIAL TESTS: CONDUCT TEST WITH A AEMC MODEL #4500 TESTER. THE METHOD OF USING TWO AUXILIARY GROUND RODS (AS DESCRIBED IN I.E.E.E. STANDARD #81 - 1983, PART 1) SHALL BE USED. THE AUXILIARY TEST RODS MUST BE SUFFICIENTLY FAR AWAY FROM THE RODS SO THAT THE REGIONS IN WHICH THEIR RESISTANCE IS LOCALIZED DO NOT OVERLAP.

3.16 CLEANING AND TOUCH-UP PAINTING

- A. GENERAL: PERIODICALLY REMOVE FROM THE PROJECT SITE, ALL WASTE, RUBBISH AND CONSTRUCTION DEBRIS ACCUMULATED FROM CONSTRUCTION OPERATIONS. THE PREMISES SHALL BE LEFT CLEAN AND FREE OF ANY DEBRIS AND UNUSED CONSTRUCTION MATERIALS PRIOR TO FINAL ACCEPTANCE.

- B. ELECTRICAL EQUIPMENT: REMOVE ALL DUST, DIRT, DEBRIS, MORTAR, WIRE SCRAP, RUST, AND OTHER FOREIGN MATERIALS FROM THE INTERIOR AND EXTERIOR OF ALL ELECTRICAL EQUIPMENT AND ENCLOSURES, AND WIPE DOWN. CLEAN ACCESSIBLE CURRENT CARRYING ELEMENTS AND INSULATORS PRIOR TO ENERGIZING.

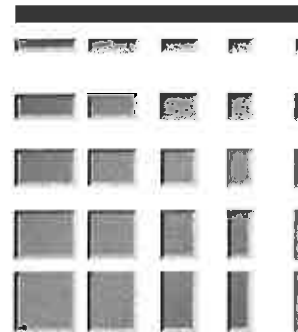
- C. TOUCH-UP PAINTING: RESTORE AND REFINISH TO ORIGINAL CONDITION ALL SURFACES OF ELECTRICAL EQUIPMENT THAT IS SCRATCHED, MARRED AND/OR DENTED DURING SHIPPING, HANDLING, OR INSTALLATION. REMOVE ALL RUST, AND PRIME AND PAINT AS RECOMMENDED BY THE MANUFACTURER.

U3.18 FIBER SERVICE

- A. GENERAL: ARRANGE WITH THE UTILITY COMPANY FOR A TIMELY INSTALLATION OF THE FIBER SERVICE. COMPLY WITH AND COORDINATE ALL REQUIREMENTS OF THE UTILITY COMPANY.

3.19 ELECTRICAL SERVICE

- A. GENERAL: ARRANGE WITH THE UTILITY COMPANY AND VERIZON WIRELESS SERVICES FOR A TIMELY INSTALLATION OF THE TEMPORARY ELECTRIC SERVICE (IF REQUIRED) AND PERMANENT ELECTRIC SERVICE. COMPLY WITH AND COORDINATE ALL REQUIREMENTS OF THE UTILITY COMPANY.



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KDC PROJECT NUMBER:

DRAWN BY: CHECKED BY:

REV. DATE ISSUED FOR
0 01.30.2015 FOR CONSTRUCTION



01/30/2015

FIRM:

SITE INFORMATION:

SITE NAME:

HOMESITE CREEK

LOCATION CODE:

PROJECT #:

SITE ADDRESS:

1000 1/2 BRADY STREET

HOUSTON, TX 77001

SHEET TITLE:

GENERAL NOTES

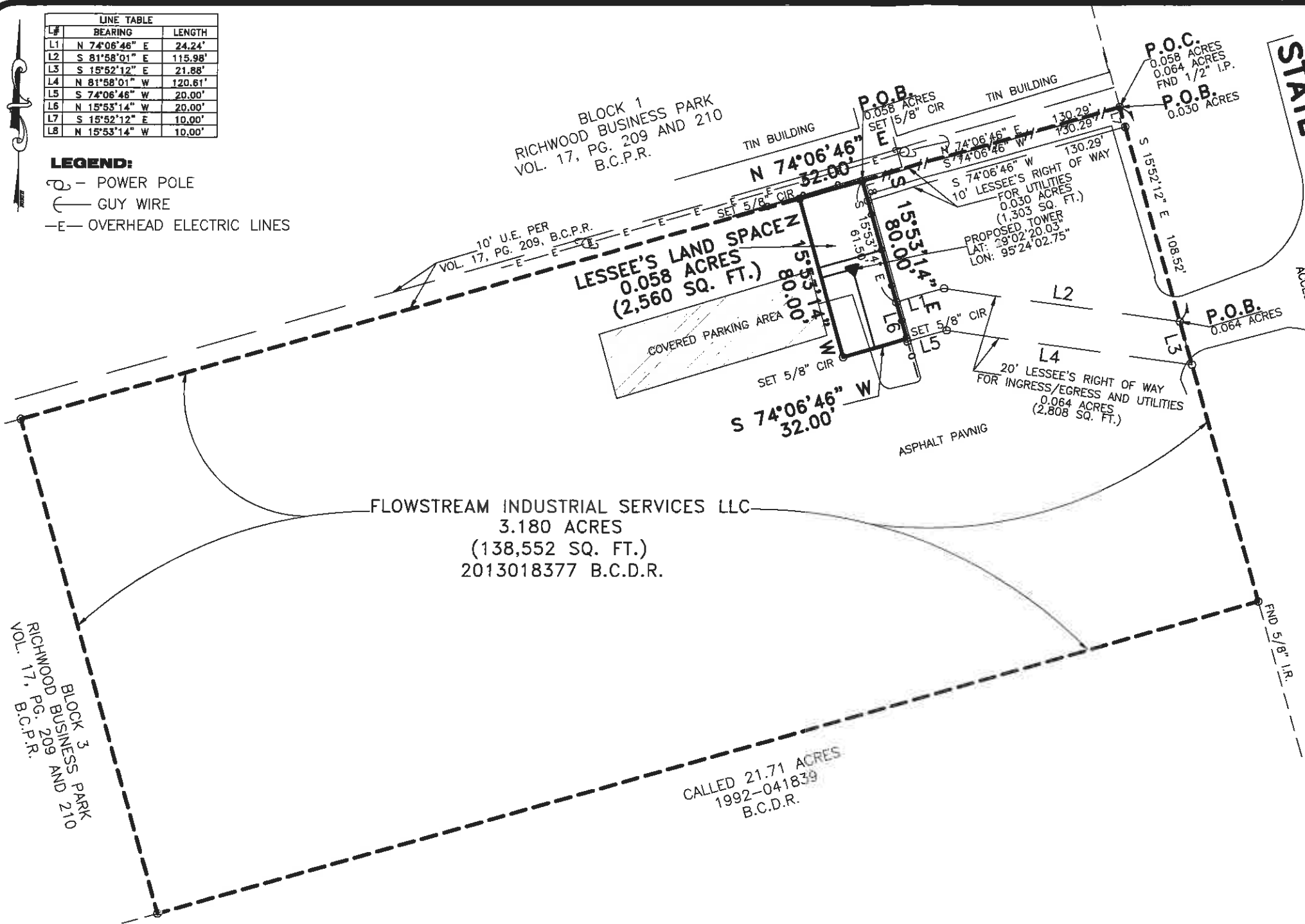
SHEET NUMBER:

GN-3

LINE TABLE		
L#	BEARING	LENGTH
L1	N 74°06'46" E	24.24'
L2	S 81°58'01" E	115.98'
L3	S 15°52'12" E	21.88'
L4	N 81°58'01" W	120.61'
L5	S 74°06'46" W	20.00'
L6	N 15°53'14" W	20.00'
L7	S 15°52'12" E	10.00'
L8	N 15°53'14" W	10.00'

LEGEND:

- ⊙ — POWER POLE
- GUY WIRE
- E— OVERHEAD ELECTRIC LINES



LEGAL DESCRIPTION LESSEE'S LAND SPACE

BEING A 0.058 ACRES TRACT OF LAND OUT OF A CALLED 3.18 ACRE TRACT OF LAND DESCRIBED IN DEED RECORDED IN CLERKS FILE NO. 2013018377 OF THE OFFICIAL REAL PROPERTY RECORDS OF BRAZORIA COUNTY, TEXAS, BEING SITUATED IN THE JARED E. GROCE 5 LEAGUE GRANT, ABSTRACT NO. 66, BRAZORIA COUNTY, TEXAS; SAID 0.058 ACRES BEING MORE PARTICULARLY DESCRIBED BY METES AND BOUNDS AS FOLLOWS;

COMMENCING AT A 1/4 INCH IRON PIPE FOUND FOR THE NORTHEAST CORNER OF SAID 3.18 ACRE TRACT, SAME BEING THE SOUTHEAST CORNER OF BLOCK 1, RICHWOOD BUSINESS PARK, THEREOF RECORDED IN VOLUME 17, PAGE 209 OF THE BRAZORIA COUNTY PLAT RECORDS AND BEING IN THE WEST RIGHT-OF-WAY LINE OF STATE HIGHWAY 288B;

THENCE SOUTH 74 DEGREES 06 MINUTES 46 SECONDS WEST, ALONG THE NORTH LINE OF SAID 3.18 ACRE TRACT, SAME BEING THE SOUTH LINE OF SAID BLOCK 1, RICHWOOD BUSINESS PARK, A DISTANCE OF 130.29 FEET TO A 5/8 INCH IRON ROD SET FOR THE NORTHEAST CORNER AND POINT OF BEGINNING OF THE HEREIN DESCRIBED TRACT;

THENCE SOUTH 15 DEGREES 53 MINUTES 14 SECONDS EAST, A DISTANCE OF 80.00 FEET TO A 5/8 INCH IRON ROD SET FOR THE SOUTHEAST CORNER OF THE HEREIN DESCRIBED TRACT;

THENCE SOUTH 74 DEGREES 06 MINUTES 46 SECONDS WEST, A DISTANCE OF 32.00 FEET TO A 5/8 INCH IRON ROD SET FOR THE SOUTHWEST CORNER OF THE HEREIN DESCRIBED TRACT;

THENCE NORTH 15 DEGREES 53 MINUTES 14 SECONDS WEST, A DISTANCE OF 80.00 FEET TO A 5/8 INCH IRON ROD SET IN THE NORTH LINE OF SAID 3.18 ACRE TRACT, SAME BEING THE SOUTH LINE OF SAID BLOCK 1, RICHWOOD BUSINESS PARK, FOR THE NORTHWEST CORNER OF THE HEREIN DESCRIBED TRACT;

THENCE NORTH 74 DEGREES 06 MINUTES 46 SECONDS EAST, ALONG THE NORTH LINE OF SAID 3.18 ACRE TRACT, SAME BEING THE SOUTH LINE OF SAID BLOCK 1, RICHWOOD BUSINESS PARK, A DISTANCE OF 32.00 FEET TO THE POINT OF BEGINNING AND CONTAINING 0.058 ACRES (2,560 SQUARE FEET) OF LAND, MORE OR LESS.

LESSEE'S RIGHT OF WAY FOR INGRESS/EGRESS AND UTILITIES

BEING A 0.064 ACRES (2,808 SQUARE FEET) TRACT OF LAND OUT OF A CALLED 3.18 ACRE TRACT OF LAND DESCRIBED IN DEED RECORDED IN CLERKS FILE NO. 2013018377 OF THE OFFICIAL REAL PROPERTY RECORDS OF BRAZORIA COUNTY, TEXAS, BEING SITUATED IN THE JARED E. GROCE 5 LEAGUE GRANT, ABSTRACT NO. 66, BRAZORIA COUNTY, TEXAS; SAID 0.064 ACRES BEING MORE PARTICULARLY DESCRIBED BY METES AND BOUNDS AS FOLLOWS;

COMMENCING AT A 1/4 INCH IRON PIPE FOUND FOR THE NORTHEAST CORNER OF SAID 3.18 ACRE TRACT, SAME BEING THE SOUTHEAST CORNER OF BLOCK 1, RICHWOOD BUSINESS PARK, THEREOF RECORDED IN VOLUME 17, PAGE 209 OF THE BRAZORIA COUNTY PLAT RECORDS AND BEING IN THE WEST RIGHT-OF-WAY LINE OF STATE HIGHWAY 288B;

THENCE SOUTH 15 DEGREES 52 MINUTES 12 SECONDS EAST, ALONG THE EAST LINE OF SAID 3.18 ACRE TRACT, SAME BEING THE WEST RIGHT-OF-WAY LINE OF STATE HIGHWAY 288B, A DISTANCE OF 108.52 FEET TO A 5/8 INCH IRON ROD SET FOR THE NORTHEAST CORNER AND POINT OF BEGINNING OF THE HEREIN DESCRIBED TRACT;

THENCE SOUTH 15 DEGREES 52 MINUTES 12 SECONDS EAST, CONTINUING ALONG THE EAST LINE OF SAID 3.18 ACRE TRACT, SAME BEING THE WEST RIGHT-OF-WAY LINE OF STATE HIGHWAY 288B, A DISTANCE OF 21.88 FEET TO A 5/8 INCH IRON ROD SET FOR THE SOUTHEAST CORNER OF THE HEREIN DESCRIBED TRACT;

THENCE NORTH 81 DEGREES 58 MINUTES 01 SECONDS WEST, A DISTANCE OF 120.61 FEET TO A POINT FOR AN ANGLE POINT IN THE SOUTH LINE OF THE HEREIN DESCRIBED TRACT;

THENCE SOUTH 74 DEGREES 06 MINUTES 46 SECONDS WEST, A DISTANCE OF 20.00 FEET TO A POINT FOR THE SOUTHWEST CORNER OF THE HEREIN DESCRIBED TRACT;

THENCE NORTH 15 DEGREES 53 MINUTES 14 SECONDS WEST, A DISTANCE OF 20.00 FEET TO A POINT FOR THE NORTHWEST CORNER OF THE HEREIN DESCRIBED TRACT;

THENCE NORTH 74 DEGREES 06 MINUTES 46 SECONDS EAST, A DISTANCE OF 24.24 FEET TO A POINT FOR AN ANGLE POINT IN THE NORTH LINE OF THE HEREIN DESCRIBED TRACT;

THENCE SOUTH 81 DEGREES 58 MINUTES 01 SECONDS EAST, A DISTANCE OF 115.98 FEET TO THE POINT OF BEGINNING AND CONTAINING 0.064 ACRES (2,808 SQUARE FEET) OF LAND, MORE OR LESS.

LESSEE'S RIGHT OF WAY FOR UTILITIES

BEING A 0.030 ACRES (1,303 SQUARE FEET) TRACT OF LAND OUT OF A CALLED 3.18 ACRE TRACT OF LAND DESCRIBED IN DEED RECORDED IN CLERKS FILE NO. 2013018377 OF THE OFFICIAL REAL PROPERTY RECORDS OF BRAZORIA COUNTY, TEXAS, BEING SITUATED IN THE JARED E. GROCE 5 LEAGUE GRANT, ABSTRACT NO. 66, BRAZORIA COUNTY, TEXAS; SAID 0.030 ACRES BEING MORE PARTICULARLY DESCRIBED BY METES AND BOUNDS AS FOLLOWS;

BEGINNING AT A 1/4 INCH IRON PIPE FOUND FOR THE NORTHEAST CORNER OF SAID 3.18 ACRE TRACT AND THE HEREIN DESCRIBED TRACT, SAME BEING THE SOUTHEAST CORNER OF BLOCK 1, RICHWOOD BUSINESS PARK, THEREOF RECORDED IN VOLUME 17, PAGE 209 OF THE BRAZORIA COUNTY PLAT RECORDS AND BEING IN THE WEST RIGHT-OF-WAY LINE OF STATE HIGHWAY 288B;

THENCE SOUTH 15 DEGREES 52 MINUTES 12 SECONDS EAST, ALONG THE EAST LINE OF SAID 3.18 ACRE TRACT, SAME BEING THE WEST RIGHT-OF-WAY LINE OF STATE HIGHWAY 288B, A DISTANCE OF 10.00 FEET TO A POINT FOR THE SOUTHEAST CORNER OF THE HEREIN DESCRIBED TRACT;

THENCE SOUTH 74 DEGREES 06 MINUTES 46 SECONDS WEST, A DISTANCE OF 130.29 FEET TO A POINT FOR THE SOUTHWEST CORNER OF THE HEREIN DESCRIBED TRACT;

THENCE NORTH 15 DEGREES 53 MINUTES 14 SECONDS WEST, A DISTANCE OF 10.00 FEET TO A POINT ON THE NORTHWEST LINE OF SAID 3.18 ACRE TRACT FOR THE NORTHWEST CORNER OF THE HEREIN DESCRIBED TRACT;

THENCE NORTH 74 DEGREES 06 MINUTES 46 SECONDS EAST, ALONG THE NORTHWEST LINE OF SAID 3.18 ACRE TRACT, A DISTANCE OF 130.29 FEET TO THE POINT OF BEGINNING AND CONTAINING 0.030 ACRES (1,303 SQUARE FEET) OF LAND, MORE OR LESS.

LAND TITLE SURVEY OF HOMESITE CREEK

BEING 0.058 ACRES OUT OF 3.18 ACRES
AND IN THE JARED E. GROCE 5 LEAGUE
GRANT A-66, BRAZORIA COUNTY, TEXAS.

PROJECT NO.: 20141068308
LOCATOR CODE: 297781
LATITUDE: 29°02'20.03"
LONGITUDE: 95°24'02.75"
ELEVATION OF GROUND: 13 FEET
HORIZONTAL DATUM: NAD83
VERTICAL DATUM: NAVD88

Fred W. Lawton
Fred W. Lawton, Registered Professional Land Surveyor No. 2321



SCHEDULE "B" ITEMS

NONE

ADDRESS: 1000 N. HWY 288B
RICHWOOD, TEXAS 77531

REVISED: 11-13-14
12-11-14

JOB NO.: 1077-14 SCALE: 1" = 60' DATE: 8-7-14



SOUTH TEXAS SURVEYING ASSOCIATES, INC.

11281 Richmond Ave. Bldg. J, Suite 101, Houston, Texas 77082

281-556-6918 FAX 281-556-9331

Firm Number: 10045400

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K:\COMRES 2014\1077-14.DWG (KT)



OVERALL SITE PLAN

1
A-1
24\"/>



KEYED NOTES

- 1 NEW FIBER HAND HOLE AT PROPERTY LINE, RE: ELECTRICAL
- 2 NEW UNDERGROUND CONDUIT ROUTE BY CONTRACTOR WITH INNERDUCTS AND MULE TAPE PULL STRINGS FROM NEW HAND HOLE TO NEW DEMARCATION ENCLOSURE, RE: ELECTRICAL
- 3 NEW UNDERGROUND POWER ROUTE BY ELECTRICAL CONTRACTOR FROM UTILITY POLE TO DEMARCATION ENCLOSURE, RE: ELECTRICAL
- 4 EXISTING CHAIN LINK FENCE (TYP)
- 5 EXISTING DOUBLE WIDE SWING GATE
- 6 EXISTING BUILDING (T/P)
- 7 EXISTING PARKING AREA (TYP)
- 8 EXISTING TELCO PEDESTAL
- 9 EXISTING POWER UTILITY POLE
- 10 EXISTING OVERHEAD POWER LINE
- 11 EXISTING GRASS AREA (TYP)

GENERAL NOTES

THIS IS NOT A SITE SURVEY:
ALL PROPERTY BOUNDARIES, ORIENTATION OF TRUE NORTH AND STREET HALF-WIDTHS HAVE BEEN OBTAINED FROM A TAX PARCEL MAP AND ARE APPROXIMATE. REFER TO LAND SURVEY FOR COMPLETE SITE INFORMATION.

UNDERGROUND UTILITIES:
EXISTING UNDERGROUND UTILITIES ARE NOT SHOWN. CONTRACTOR TO LOCATE AND PROTECT ALL EXISTING UNDERGROUND UTILITIES DURING CONSTRUCTION.

- CONTRACTOR NOTES:
1. CONTRACTOR SHALL REPAIR ALL DAMAGE RESULTING FROM CONSTRUCTION BACK TO PRE-CONSTRUCTION CONDITION AT COMPLETION OF WORK.
 2. CONTRACTOR SHALL COORDINATE SITE ACCESS TIMES AND EQUIPMENT STAGING LOCATIONS WITH LANDLORD.
 3. TOWER IS TO BE SET ON THE IDENTIFIED CENTER POINT. VERIFY WITH VERIZON WIRELESS REPRESENTATIVE.
 4. CONSTRUCTION CONTRACTOR SHALL CONTACT SOUTH TEXAS SURVEYING ASSOCIATES TO RE-STAKE SITE, FENCE LINE AND TOWER CENTER PRIOR TO STARTING WORK.
 5. ALL TRENCHING IS TO BE HAND DUG.
 6. CONTRACTOR SHALL CLEAR AND LEVEL SITE AS REQUIRED FOR EQUIPMENT INSTALLATION.

LEGEND

- EXISTING PROPERTY LINE
- EXISTING ADJACENT PROPERTY LINE
- EXISTING EASEMENT
- NEW EASEMENT
- EXISTING OVERHEAD POWER LINE
- EXISTING UNDERGROUND POWER LINE
- EXISTING UNDERGROUND GAS LINE
- EXISTING OVERHEAD TELEPHONE LINE
- EXISTING UNDERGROUND TELEPHONE LINE
- EXISTING UNDERGROUND WATER LINE
- EXISTING UNDERGROUND SANITARY SEWER
- EXISTING UNDERGROUND STORM DRAIN
- COAX NEW COAX
- HFLEX NEW HYBRIFLEX
- CONDUIT NEW CONDUIT
- UGP NEW UNDERGROUND POWER LINE
- CHAIN LINK FENCE
- WOOD FENCE
- WROUGHT IRON FENCE
- LIGHT STANDARD
- UTILITY BOX
- UTILITY POLE
- POLE GUY WIRE
- GAS METER
- TELEPHONE RISER
- FIRE HYDRANT
- FIRE STAND PIPE
- CATCH BASIN
- SIGN
- BOLLARD
- SPOT ELEVATION



KDC
ARCHITECTS, ENGINEERS, P.C.
7502 CANNA COVE
AUSTIN, TX 78759
PHONE: 303.750.6999 FAX: 720.750.0236

KDC PROJECT NUMBER:

DRAWN BY: CHECKED BY:

REV. DATE ISSUED FOR

0 01.30.2015 FOR CONSTRUCTION



01/30/2015

FIRM # 1123

SITE INFORMATION:

SITE NAME:

HOMESITE CREEK

LOCATION CODE: LOT 81

PROJECT # 01-1110-110

SITE ADDRESS:

1000 E. 720 N. BRAZOSPORT BLVD

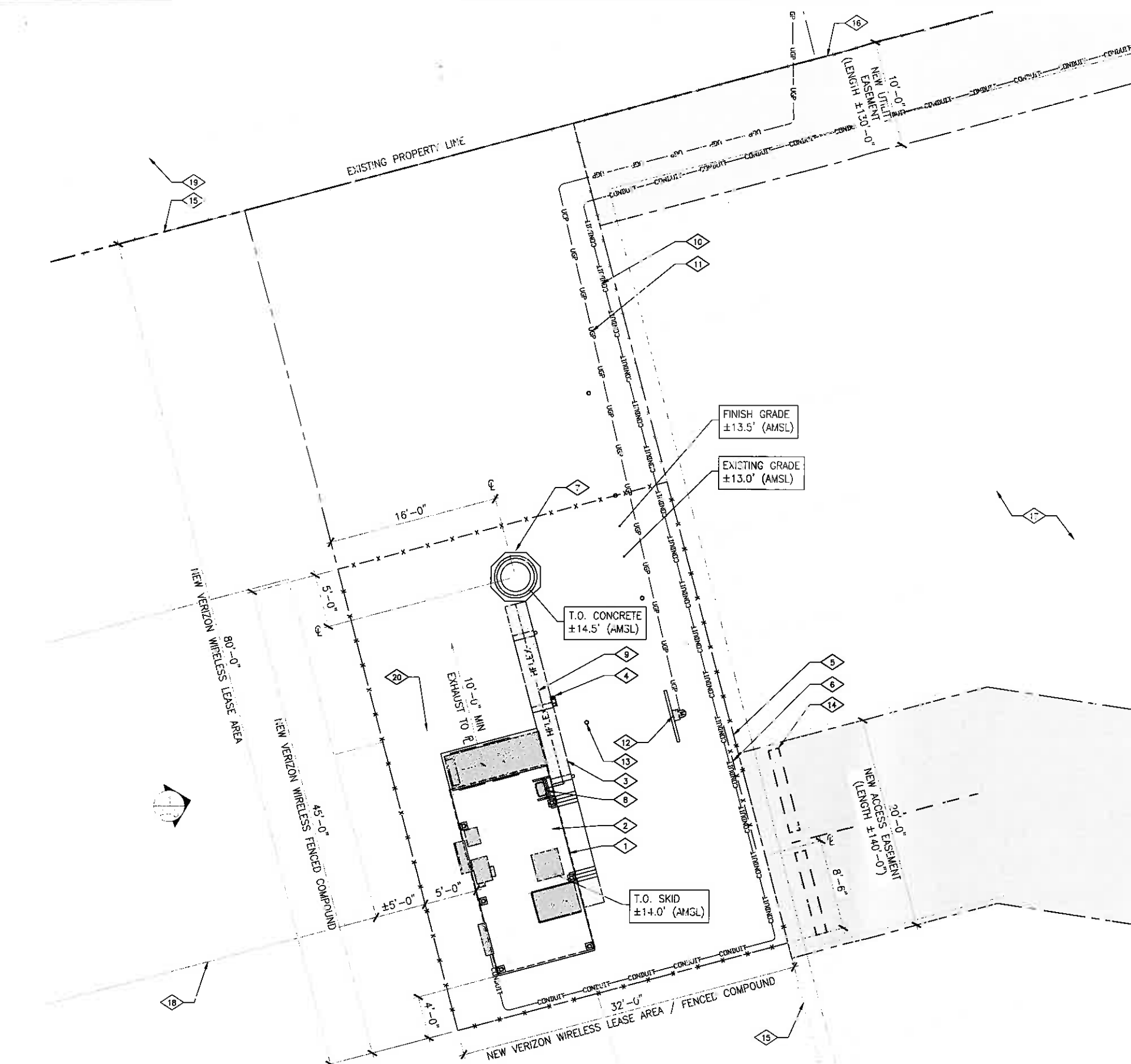
RICHARDSON, TX 75081

SHEET TITLE:

OVERALL SITE PLAN

SHEET NUMBER:

A-1



NOTE:
 1. SKID AWNING NOT SHOWN FOR CLARITY.
 2. FOR ANTENNA / EQUIP ON TOWER, RE: ANTENNA PLAN 2/A-3.

1 A-2 ENLARGED SITE PLAN

1" = 30' SCALE: 3/16" = 1'-0"
 1/4" = 10' SCALE: 3/32" = 1'-0"



KEYED NOTES

- 1 NEW 21'-8" X 9'-4" VERIZON WIRELESS PRE-MANUFACTURED EQUIPMENT SKID AND AWNING, RE: FOUNDATION DETAIL 5/A-5 AND PRE-MANUFACTURED SKID DRAWINGS (BY OTHERS)
- 2 NEW VERIZON WIRELESS EQUIPMENT AND STAND-BY GENERATOR (TYP), RE: PRE-MANUFACTURED SKID DRAWINGS (BY OTHERS)
- 3 NEW VERIZON WIRELESS ICE BRIDGE FROM SKID TO TOWER (LENGTH ±17'-0"), PROVIDED BY GENERAL CONTRACTOR, RE: DETAIL 2-3/A-4
- 4 NEW GPS ANTENNA MOUNTED TO ICE BRIDGE, RE: DETAIL 1/A-4
- 5 NEW 6'-0" HIGH CHAIN LINK PERIMETER FENCE, RE: DETAILS 4-6/A-4
- 6 NEW 12'-0" SLIDING GATE, RE: DETAILS 4-6/A-5
- 7 NEW VERIZON WIRELESS TELECOMMUNICATION TOWER, RE: TOWER STRUCTURAL (BY OTHERS)
- 8 NEW VERIZON WIRELESS OVP / DISTRIBUTION BOX, (1 NEW AND 1 FUTURE) MOUNTED AT ANTENNAS AND (1 NEW AND 1 FUTURE) MOUNTED AT EQUIPMENT SKID, RE: CURRENT NCR AND DETAIL 4/A-3
- 9 NEW 6/12 HYBRID CABLE (1 NEW AND 1 FUTURE), ROUTE UP TO OVP BOX NEAR REMOTE RADIO HEADS, RE: CURRENT NCR
- 10 NEW UNDERGROUND CONDUIT ROUTE BY CONTRACTOR WITH INNERDUCTS AND MULE TAPE PULL STRINGS FROM NEW HAND HOLE TO NEW DEMARCATION ENCLOSURE, RE: ELECTRICAL
- 11 NEW UNDERGROUND POWER ROUTE BY ELECTRICAL CONTRACTOR FROM UTILITY POLE TO DEMARCATION ENCLOSURE, RE: ELECTRICAL
- 12 NEW UTILITY METER AND MAIN DISCONNECT SWITCH PROVIDED BY CONTRACTOR AND SURFACE MOUNTED TO NEW H-FRAME. COORDINATE INSTALLATION WITH UTILITY COMPANY, RE: ELECTRICAL
- 13 EXISTING WOOD POST TO BE REMOVED FOR NEW LEASE AREA (TYP)
- 14 EXISTING PARKING TO BE REMOVED FOR SITE ACCESS
- 15 EXISTING CHAIN LINK FENCE (TYP)
- 16 EXISTING WOOD FENCE
- 17 EXISTING PARKING AREA (TYP)
- 18 EXISTING BUILDING (TYP)
- 19 EXISTING OVERHEAD POWER LINE
- 20 EXISTING PAVING TO BE REMOVED FOR NEW LEASE AREA

GENERAL NOTES

- UNDERGROUND UTILITIES:**
 EXISTING UNDERGROUND UTILITIES ARE NOT SHOWN. CONTRACTOR TO LOCATE AND PROTECT ALL EXISTING UNDERGROUND UTILITIES DURING CONSTRUCTION.
- CONTRACTOR NOTES:**
1. ICE BRIDGE LENGTH IS RELATIVE. LENGTH AND EXACT ALIGNMENT WITH EQUIPMENT MAY VARY FROM DRAWING DIMENSIONS. ICE BRIDGE WILL APPROACH TOWER AS SHOWN.
 2. COVER COMPOUND AREA WITH 6" OF CRUSHED LIMESTONE OVER 500X MIRAFI WEED BARRIER.
 3. CONCRETE FOUNDATION FOR PRE-MANUFACTURED SKID PER STRUCTURAL CALCULATIONS AND DETAILS. CONTRACTOR SHALL COORDINATE AND CONFIRM THE SITE SPECIFIC SOILS / GEOTECHNICAL REPORT WITH STRUCTURAL CALCULATIONS AND DETAILS. CONTACT ARCHITECT FOR ANY DISCREPANCIES.



KDC
 ARCHITECTS/ENGINEERS, P.C.
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 AUSTIN, TX 78759
 PHONE: 303.750.6999 FAX: 720.750.0236

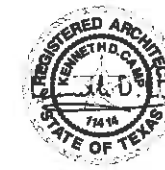
KDC PROJECT NUMBER:

250921

DRAWN BY: CHECKED BY:

REV. DATE ISSUED FOR

0 01.30.2015 FOR CONSTRUCTION



1/30/2015

SITE INFORMATION:

SITE NAME:

HOMESITE CREEK

LOCATION CODE: 217731

PROJECT #: 20141002108

SITE ADDRESS:

1000 1/2 BRACESPORT BLVD

RICHMOND, TX 77571

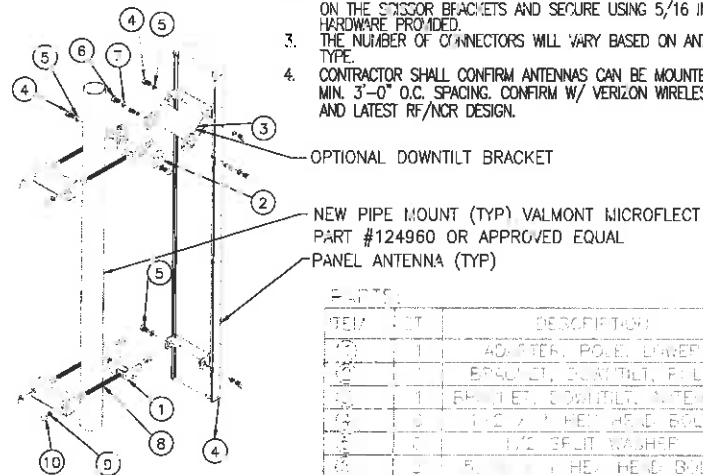
SHEET TITLE:

ENLARGED SITE PLAN

SHEET NUMBER:

A-2

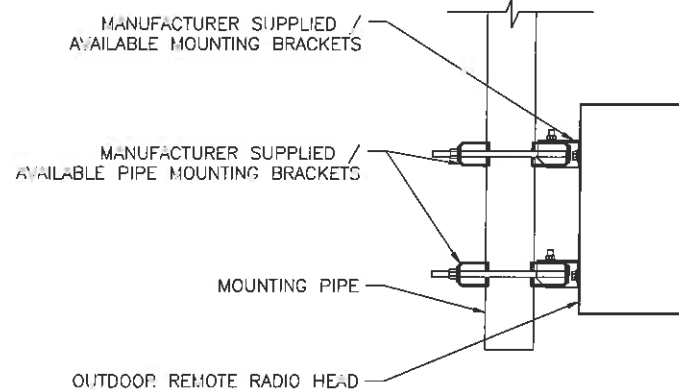
- NOTES:
1. INSERT SCISSOR BRACKETS BETWEEN THE UPPER ANTENNA MOUNTING BRACKET AND THE UPPER POLE ADAPTER BRACKET. SECURE USING 1/2 INCH HARDWARE PROVIDED.
 2. TO SET THE DEGREE OF DOWNTILT, ALIGN THE DESIRED HOLES ON THE SCISSOR BRACKETS AND SECURE USING 5/16 INCH HARDWARE PROVIDED.
 3. THE NUMBER OF CONNECTORS WILL VARY BASED ON ANTENNA TYPE.
 4. CONTRACTOR SHALL CONFIRM ANTENNAS CAN BE MOUNTED W/ MIN. 3'-0" O.C. SPACING. CONFIRM W/ VERIZON WIRELESS PM AND LATEST RF/NCR DESIGN.



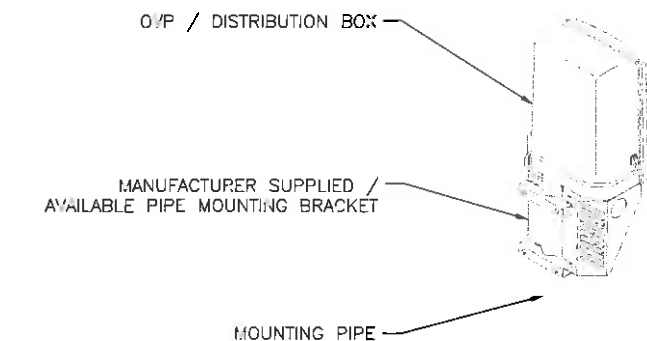
ITEM	QTY	DESCRIPTION
1	1	ADAPTER POLE LOWER
2	1	BRACKET, DOWNTILT, POLE
3	1	BRACKET, DOWNTILT, ANTENNA
4	2	1/2" X 3" HEX HEAD BOLT
5	2	1/2" SPACER WASHER
6	2	5/16" X 1" HEX HEAD BOLT
7	2	5/16" SPACER WASHER
8	4	1/2" THREADED ROD
9	8	1/2" SPACER WASHER
10	12	1/2" NUT

3 ANTENNA MOUNTING DETAIL

A-3 NOT TO SCALE



REMOTE RADIO HEAD



OVP / DISTRIBUTION BOX

NOTE: ASSEMBLY DETAIL PROVIDED FOR INFORMATIONAL PURPOSES ONLY. CONFIRM WITH TOWER STRUCTURAL AND LATEST NCR / RF DESIGN. INSTALL PER MANUFACTURER'S INSTALLATION INSTRUCTIONS. SUBSTITUTIONS UPON CLIENT APPROVAL. CONTRACTOR TO VERIFY PRIOR TO CONSTRUCTION.

4 RRH AND OVP MOUNTING DETAILS

A-3 NOT TO SCALE

GENERAL NOTES

1. THIS DRAWING IS FOR COORDINATION PURPOSES ONLY.
2. THE SIZE, HEIGHT AND DIRECTION OF ANTENNAS SHALL BE ADJUSTED TO MEET SYSTEM REQUIREMENTS, RE: CURRENT/FINAL NCR.
3. KDC IS NOT RESPONSIBLE FOR THE STRUCTURAL ADEQUACY OF THE TOWER WITH LESSEE'S EQUIPMENT. REFER TO TOWER STRUCTURAL (BY OTHERS).
4. FOR ANTENNA AND TOWER EQUIPMENT DETAILS, REFERENCE CURRENT NCR AND DETAILS THIS SHEET. FOR MORE INFORMATION REFERENCE TOWER STRUCTURAL (BY OTHERS).

KEYED NOTES

- 1 NEW VERIZON WIRELESS PRE-MANUFACTURED EQUIPMENT SKID AND AWNING WITH VERIZON WIRELESS EQUIPMENT AND STAND-BY GENERATOR
- 2 NEW CHAIN LINK PERIMETER FENCE
- 3 NEW VERIZON WIRELESS TELECOMMUNICATION TOWER
- 4 NEW COMMSCOPE HEAVY DUTY ANTENNA MOUNTING FRAME, RE: TOWER STRUCTURAL (BY OTHERS)
- 5 NEW VERIZON WIRELESS ANTENNAS MOUNTED TO NEW ANTENNA FRAME, (1 NEW AND 1 FUTURE) 700 LTE AND (1 NEW AND 1 FUTURE) AWS LTE PER SECTOR, (3) SECTORS TOTAL
- 6 NEW VERIZON WIRELESS REMOTE RADIO HEAD UNITS MOUNTED AT ANTENNAS, (2 NEW AND 2 FUTURE) PER SECTOR, (3) SECTORS TOTAL
- 7 NEW VERIZON WIRELESS OVP / DISTRIBUTION BOX, (1 NEW AND 1 FUTURE) MOUNTED AT ANTENNAS AND (1 NEW AND 1 FUTURE) MOUNTED AT EQUIPMENT SKID,
- 8 NEW 6/12 HYBRID CABLE (1 NEW AND 1 FUTURE), ROUTE UP TO OVP BOX NEAR REMOTE RADIO HEADS
- 9 NEW LIGHTNING ROD

T.O. NEW LIGHTNING ROD
131'-0" AGL (144.0' AMSL)

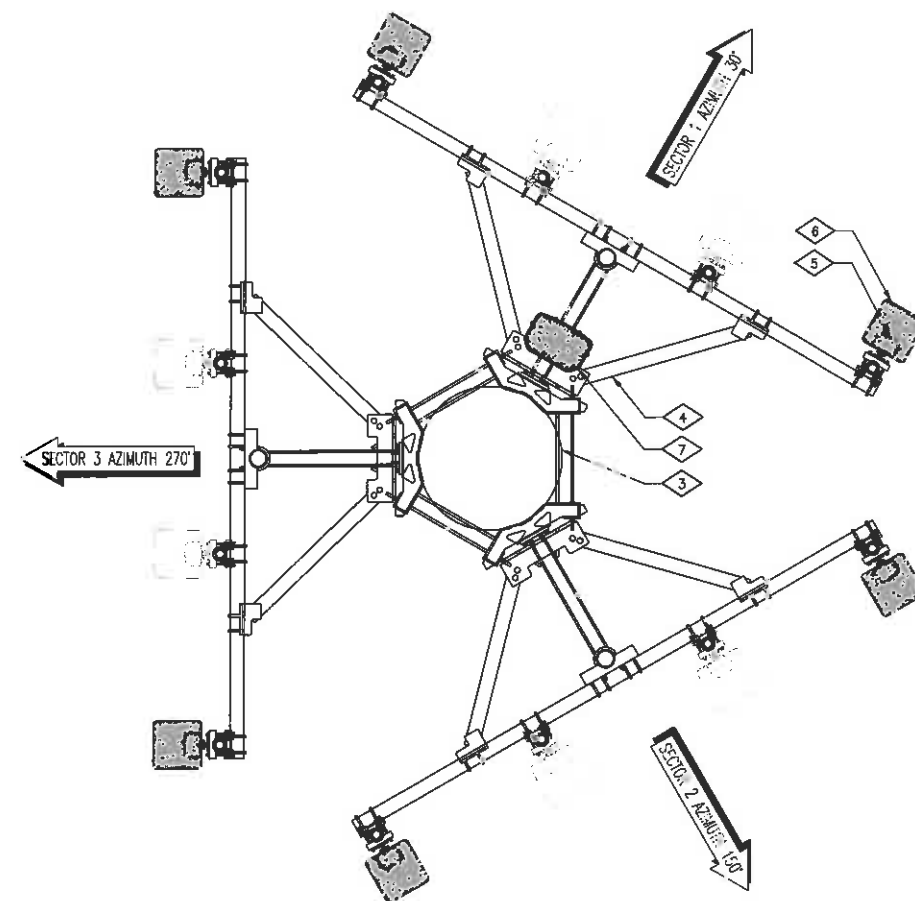
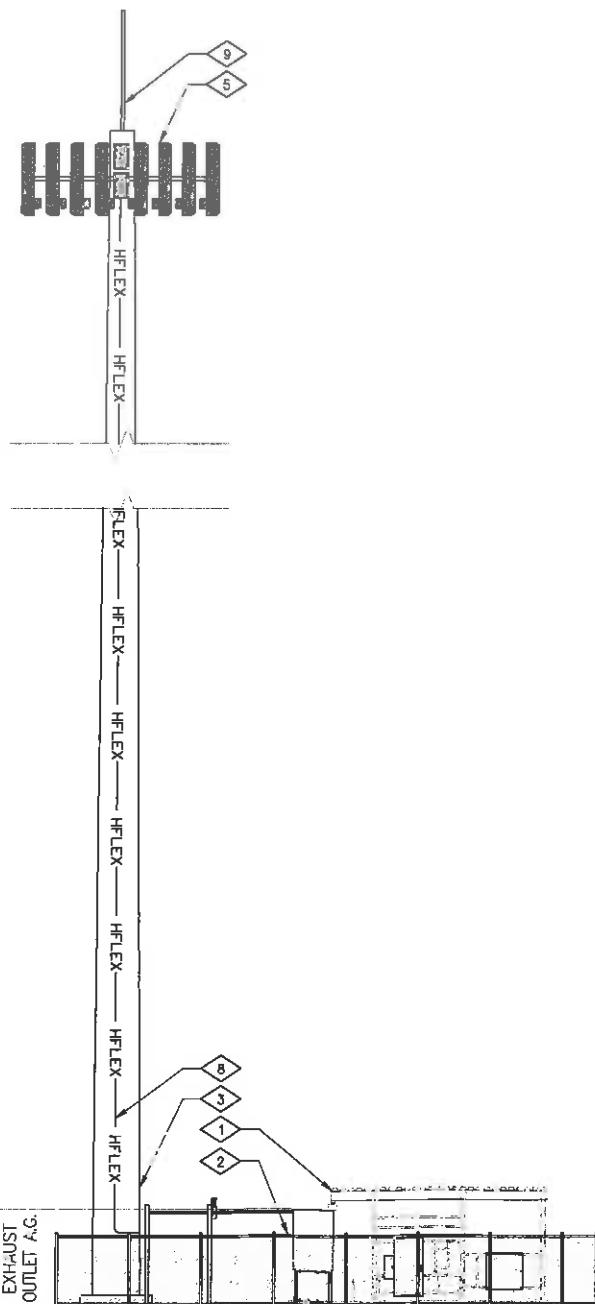
T.O. NEW VERIZON WIRELESS TELECOMMUNICATION TOWER
121'-0" AGL (134.0' AMSL)

RAD CENTER OF NEW VERIZON WIRELESS ANTENNAS
117'-0" AGL (130.0' AMSL)

EXISTING GRADE
0'-0" (±13.0' AMSL)

1 WEST ELEVATION

24" X 36" SCALE: 1/4" = 1'-0"
12" X 18" SCALE: 1/8" = 1'-0"



NOTE: CONFIRM WITH CURRENT/FINAL NCR.

2 ANTENNA PLAN

24" X 36" SCALE: 1/4" = 1'-0"
12" X 18" SCALE: 1/8" = 1'-0"



KDC
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7502 CANNA COVE
AUSTIN, TX 78759
PHONE: 303.750.6999 FAX: 720.750.0236

KDC PROJECT NUMBER:

2014-005005

DRAWN BY: CHECKED BY:

REV. DATE ISSUED FOR

0 01.30.2015 FOR CONSTRUCTION



01/30/2015

FIRM # 1010

SITE INFORMATION:

SITE NAME:

HOMESITE CREEK

LOCATION CODE: 297781

PROJECT #: 2014-005005

SITE ADDRESS:

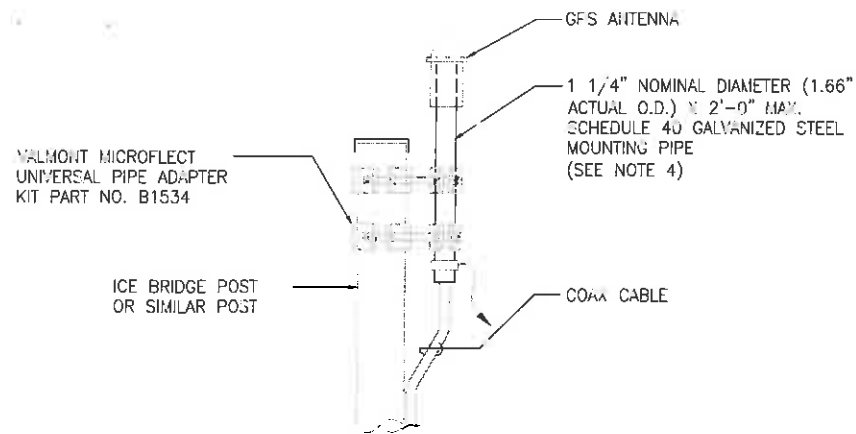
1010 1/2 BRADSHAW BLVD
RICHMOND, TX 77401

SHEET TITLE:

WEST ELEVATION,
ANTENNA PLAN, AND
ANTENNA DETAILS

SHEET NUMBER:

A-3



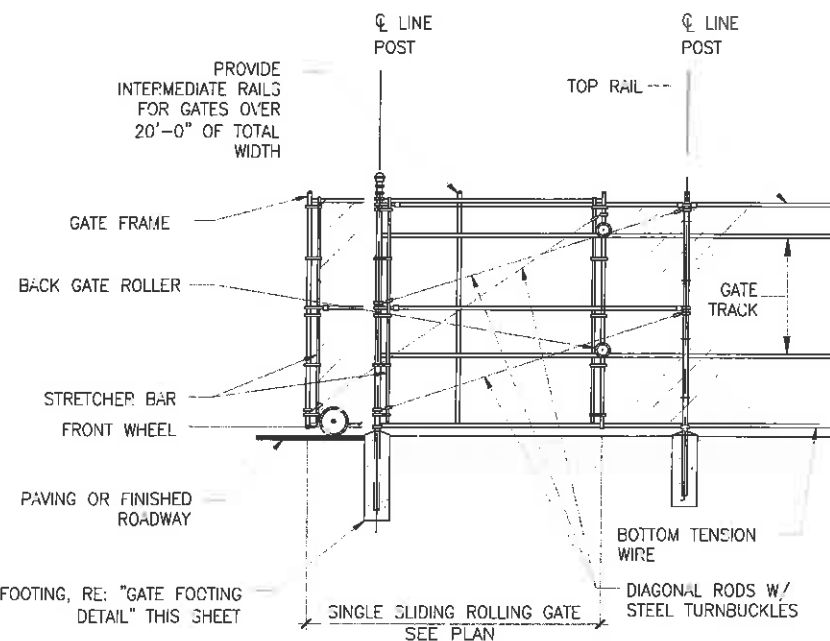
E911-GPS ANTENNA PIPE MOUNT

NOTES:

1. LOCATION OF ANTENNA MUST HAVE CLEAR VIEW OF SOUTHERN SKY AND CANNOT HAVE ANY BLOCKAGES EXCEEDING 25% OF THE SURFACE AREA OF A HEMISPHERE AROUND THE GPS ANTENNA.
2. ALL GPS ANTENNA LOCATIONS MUST BE ABLE TO RECEIVE CLEAR SIGNALS FROM A MINIMUM OF FOUR (4) SATELLITES. VERIFY WITH HANDHELD GPS BEFORE FINAL LOCATION OF GPS ANTENNA.
3. THE WEIGHT OF THE ANTENNA MOUNT IS 6.5 LBS.
4. IF ICE BRIDGE OR SIMILAR POST IS NOT GROUNDED, GROUND WITH #2 AWG TINNED BARE COPPER WIRE EXOTHERMICALLY BONDED TO POST AND CONNECTED TO GROUND RING.

1 GPS MOUNTING DETAIL

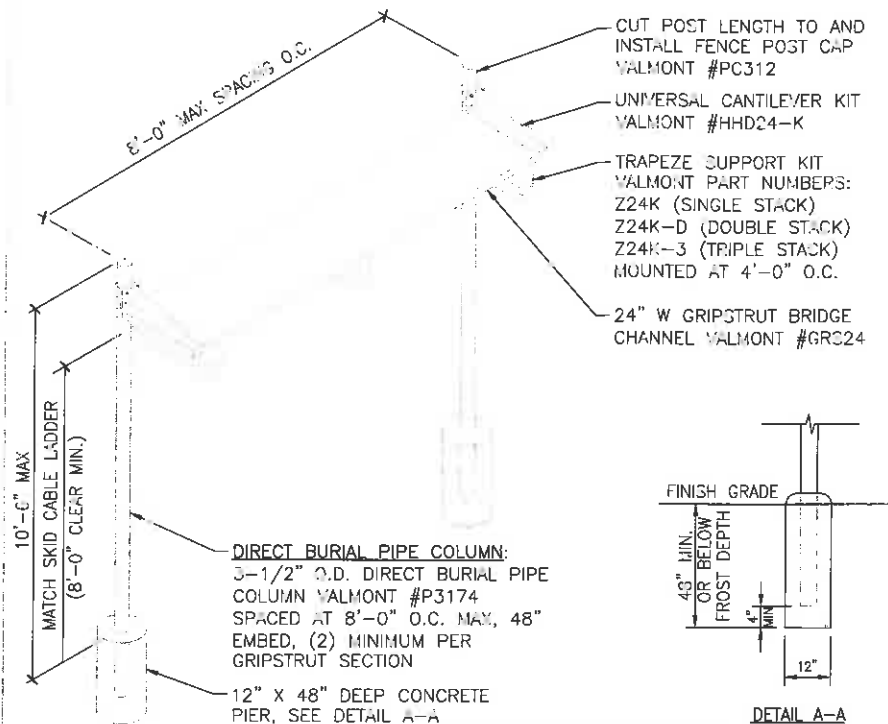
A-4 NOT TO SCALE



NOTE:
REFERENCE "FENCING NOTES" THIS SHEET FOR MORE INFORMATION AND GN-2 FOR CONCRETE NOTES.

4 SLIDING GATE DETAIL

A-4 NOT TO SCALE

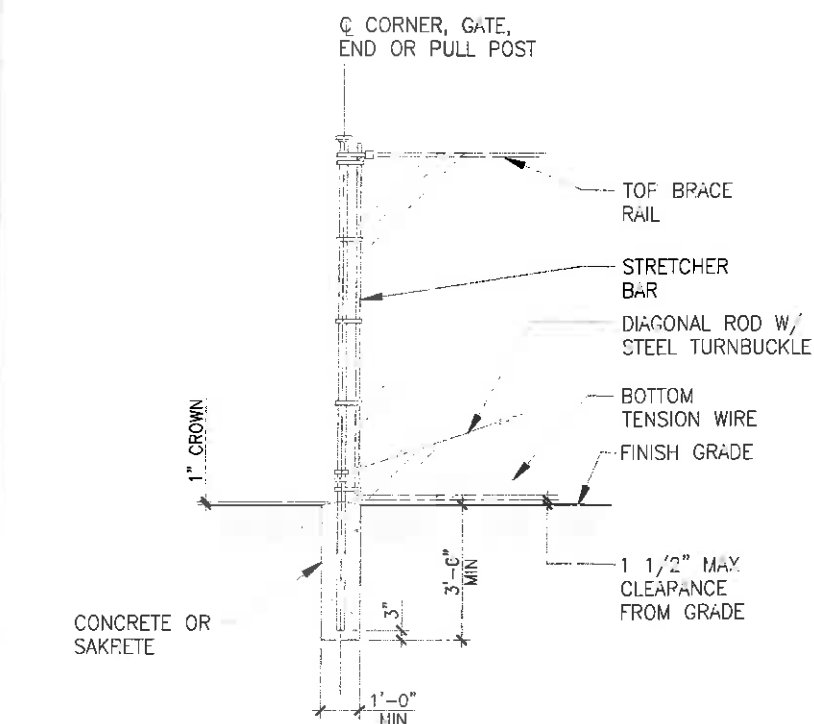


NOTE:

1. COORDINATE WITH MANUFACTURE FOR PART #'S AND INSTALLATION GUIDES.
2. REFERENCE "ICE BRIDGE NOTES" THIS SHEET FOR MORE INFORMATION AND GN-2 FOR CONCRETE NOTES.

2 ICE BRIDGE DETAIL

A-4 NOT TO SCALE



NOTE:
REFERENCE "FENCING NOTES" THIS SHEET FOR MORE INFORMATION AND GN-2 FOR CONCRETE NOTES.

5 GATE FOOTING DETAIL

A-4 NOT TO SCALE

ICE BRIDGE NOTES

1. ICE BRIDGE TO BE PROVIDED BY GENERAL CONTRACTOR.
2. REFERENCE PLAN FOR RECOMMENDED PATH AND LOCATION OF ICE BRIDGE.
3. LOCATE ALL UNDERGROUND UTILITIES PRIOR TO PLACEMENT OF PIERS.
4. WHEN USING COMPONENTS AS SHOWN IN STANDARD DETAILS, MAXIMUM ALLOWABLE SPACE BETWEEN SUPPORTS ON A CONTINUOUS SINGLE SECTION OF BRIDGE CHANNEL SHALL BE 8 FEET.
5. WHEN USING COMPONENTS FOR SPLICING BRIDGE CHANNEL SECTIONS, THE SPLICE SHOULD BE PROVIDED AT THE SUPPORT, IF POSSIBLE, OR AT A MAXIMUM OF 2 FEET FROM THE SUPPORT.
6. WHEN USING COMPONENTS, SUPPORT SHOULD BE PROVIDED AS CLOSE AS POSSIBLE TO THE ENDS OF ICE BRIDGES, WITH A MAXIMUM CANTILEVER DISTANCE OF 2 FEET FROM THE SUPPORT TO THE FREE END OF THE ICE BRIDGE.
7. CUT BRIDGE CHANNEL SECTIONS SHALL HAVE RAW EDGES TREATED WITH A MATERIAL TO RESTORE THESE EDGES TO THE ORIGINAL CHANNEL, OR EQUIVALENT, FINISH.
8. ICE BRIDGES MAY BE CONSTRUCTED WITH COMPONENTS FROM OTHER MANUFACTURERS, PROVIDED THE MANUFACTURER'S INSTALLATION GUIDELINES ARE FOLLOWED.
9. DEVIATIONS FROM STANDARDS FOR COMPONENT INSTALLATIONS ARE PERMITTED WITH THE RESPECTIVE MANUFACTURER'S APPROVAL.
10. DEVIATIONS FROM ICE BRIDGE FOUNDATIONS REQUIRE ENGINEERING APPROVAL.
11. ALL COMPONENTS SHOWN ARE HOT-DIPPED GALVANIZED.
12. ALL FIELD CUTS, WELDS OR DRILLED OPENINGS SHALL BE SEALED W/ COLD APPLIED GALVANIZING COMPOUND.
13. INSTALL DRIP LOOP ON ANTENNA CABLES AT BOTTOM OF TOWER/MONOPOLE. BENDING RADIUS PER MANUFACTURER'S STANDARDS.
14. ALL BELOW GRADE POST CONNECTIONS TO HAVE ASPHALT EMULSION TO COVER POST PLATE AND ATTACHMENT HARDWARE.
15. CABLE ARRANGEMENT THROUGH TRAPEZE SUPPORT KITS TO BE DETERMINED BY CONTRACTOR IN FIELD.
16. SUBSTITUTIONS UPON CLIENT APPROVAL.

3 ICE BRIDGE NOTES

A-4 NOT TO SCALE

TYPICAL WOVEN WIRE FENCING NOTES

(INSTALL FENCING PER ASTM F-567, SWING GATES PER ASTM F-900)

GATE POST, CORNER, TERMINAL OR PULL POST SHALL BE 2 7/8\"/>

LINE POST: 2-3/8\"/>

GATE FRAME: 1 1/2\"/>

TOP RAIL & BRACE RAIL: 1 1/4\"/>

FABRIC: 9 GA. CORE WIRE SIZE 2\"/>

TIE WIRE: MINIMUM 11 GA GALVANIZED STEEL. INSTALL A SINGLE WRAP TIE WIRE AT POSTS AND RAILS AT MAX. 24\"/>

TENSION WIRE: 7 GA. GALVANIZED STEEL.

BARBED WIRE: DOUBLE STRAND 12-1/2 GAUGE TWISTED WIRE, 4 PT. BARBS SPACED ON APPROXIMATELY 5\"/>

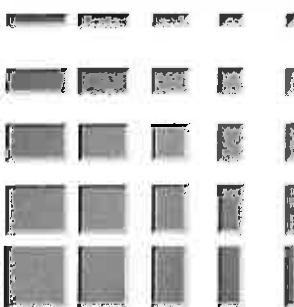
GATE LATCH: 1-3/8\"/>

LOCAL ORDINANCE FOR BARBED WIRE PERMIT SHALL GOVERN INSTALLATION.

HEIGHT = 6\"/>

6 FENCING NOTES

A-4 NOT TO SCALE



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7502 CANINA COVE
AUSTIN, TX 78759
PHONE: 303.750.6999 FAX: 720.750.0236

KDC PROJECT NUMBER:

DRAWN BY: CHECKED BY:

REV. DATE ISSUED FOR

0 01.30.2015 FOR CONSTRUCTION



SITE INFORMATION:

SITE NAME:

HOMESITE CREEK

LOCATION CODE: 2014001

PROJECT #: 2014001

SITE ADDRESS:

15000 BRATEFORD BLVD
RICHWOOD, TX 75781

SHEET TITLE:

DETAILS

SHEET NUMBER:

A-4

KDC
ARCHITECTS, ENGINEERS, P.C.
7502 CANNA COVE
AUSTIN, TX 78759
PHONE: 303.750.6999 FAX: 720.750.0236

KDC PROJECT NUMBER:

2530-114-03

DRAWN BY: CHECKED BY:

REV. DATE ISSUED FOR

0 01.30.2015 FOR CONSTRUCTION



01/30/2015

SITE INFORMATION:

SITE NAME:

HOMESITE CREEK

LOCATION CODE: 00761

PROJECT #: 2014-08008

SITE ADDRESS:

1000 1/2 BRADSHAW BLVD

RICHMOND, TX 77469

SHEET TITLE:

DETAILS

SHEET NUMBER:

A-5

1 NOT USED

A-5 NOT TO SCALE

2 NOT USED

A-5 NOT TO SCALE

3 NOT USED

A-5 NOT TO SCALE

LIMESTONE BASE SPECIFICATIONS

BASE MATERIAL SHALL BE CRUSHED LIMESTONE CONFORMING TO TX D.O.T. ITEM 247 REQUIREMENTS FOR TYPE "A", GRADE 2 MATERIAL.

TYPE "A"

TYPE "A" MATERIAL SHALL BE CRUSHED STONE PRODUCED FROM A NATURALLY OCCURRING SINGLE SOURCE. CRUSHED GRAVEL OR UNCRUSHED GRAVEL SHALL NOT BE ACCEPTED FOR TYPE "A" MATERIAL. NO BLENDING OF SOURCES AND/OR ADDITIVE MATERIALS WILL BE ALLOWED IN TYPE "A" MATERIAL.

GRADE 2

TRIAXIAL CLASS 1 TO 2.3 MIN.
COMPRESSION STRENGTH, PSI: 35 AT 0 PSI
LATERAL PRESSURE AND 175 AT 15 PSI LATERAL PRESSURE.

MASTER GRADING

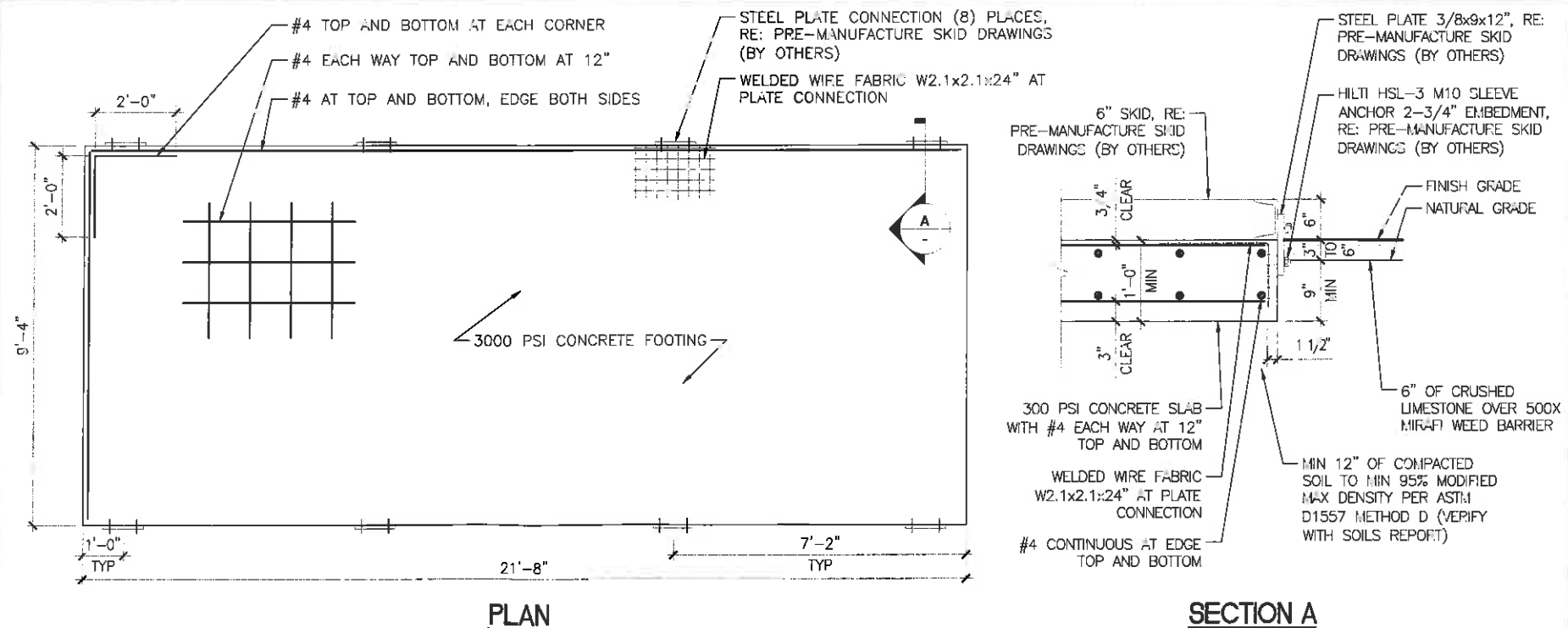
2-1/2"	0
1-3/4"	0-10
NO. 4	4.5-75
NO. 30	6.0-85
MAX LL	40
MAX PI	12
WET BALL MILL MAX	45
MAX INCREASE IN PASSING	
NO. 40	20

4 LIMESTONE BASE SPECIFICATIONS

A-5 NOT TO SCALE

5 PAD FOUNDATION DETAIL FOR SKID

A-5 NOT TO SCALE



NOTE:
REFERENCE "PRE-MANUFACTURED SKID FOUNDATION PAD" STRUCTURAL CALCULATIONS FOR MORE INFORMATION. COORDINATE WITH PRE-MANUFACTURED SKID DRAWINGS (BY OTHERS) PRIOR TO INSTALLATION. REFERENCE GN-2 FOR CONCRETE NOTES. CONFIRM WITH VERIZON WIRELESS REPRESENTATIVE. CONTRACTOR TO VERIFY PRIOR TO CONSTRUCTION.

ELECTRICAL GENERAL NOTES

- SUBMITTAL OF BID INDICATES CONTRACTOR IS COGNIZANT OF ALL JOB SITE CONDITIONS AND WORK TO BE PERFORMED UNDER THIS CONTRACT. CONTRACTOR IS RESPONSIBLE FOR ALL FIELD VERIFICATION.
- THESE PLANS ARE DIAGRAMMATIC ONLY, AND NOT TO BE SCALED.
- ELECTRICAL CONTRACTOR SHALL PROVIDE ALL LABOR, MATERIALS, INSURANCE, EQUIPMENT, INSTALLATION, CONSTRUCTION TOOLS, TRANSPORTATION, ETC. FOR A COMPLETE AND PROPERLY OPERATIVE SYSTEM ENERGIZED THROUGHOUT AND AS INDICATED ON DRAWINGS, AS SPECIFIED HEREIN AND/OR AS OTHERWISE REQUIRED.
- ALL MATERIALS AND EQUIPMENT SHALL BE NEW AND IN PERFECT CONDITION WHEN INSTALLED AND SHALL BE OF THE BEST GRADE AND OF THE SAME MANUFACTURER THROUGHOUT FOR EACH CLASS OR GROUP OF EQUIPMENT. MATERIALS SHALL BE LISTED AND APPROVED BY UNDERWRITER'S LABORATORY AND SHALL BEAR THE INSPECTION LABEL "U" WHERE SUBJECT TO SUCH APPROVAL. MATERIALS SHALL MEET WITH APPROVAL OF THE DIVISION OF INDUSTRIAL SAFETY AND ALL GOVERNING AGENCIES HAVING JURISDICTION. MATERIALS SHALL BE MANUFACTURED IN ACCORDANCE WITH APPLICABLE STANDARDS ESTABLISHED BY ANSI, NEMA, AND NBFU.
- ALL CONDUIT INSTALLED SHALL BE SURFACE MOUNTED UNLESS OTHERWISE NOTED.
- ELECTRICAL CONTRACTOR SHALL CARRY OUT HIS WORK IN ACCORDANCE WITH ALL GOVERNING STATE, COUNTY, LOCAL CODES AND O.S.H.A.
- ELECTRICAL CONTRACTOR SHALL SECURE ALL NECESSARY ELECTRICAL PERMITS, AND PAY ALL REQUIRED FEES.
- COMPLETE JOB SHALL BE GUARANTEED FOR A PERIOD OF NO LESS THAN ONE YEAR AFTER THE DATE OF JOB COMPLETION. ANY WORK, MATERIAL, OR EQUIPMENT FOUND TO BE FAULTY DURING THAT PERIOD SHALL BE CORRECTED AT ONCE, UPON WRITTEN NOTIFICATION, AT THE EXPENSE OF THE ELECTRICAL CONTRACTOR.
- ALL CONDUIT ONLY (C.O.) SHALL HAVE A PULL WIRE OR ROPE, AND TRUE TAPE.
- PROVIDE THE OWNER WITH ONE SET OF COMPLETE ELECTRICAL "AS BUILT" DRAWINGS, SHOWING ACTUAL DIMENSIONS AND CIRCUITS, WITHIN 10 WORKING DAYS OF PROJECT COMPLETION.
- ALL BROCHURES, OPERATING MANUALS, CATALOGS, SHOP DRAWINGS, ETC. SHALL BE TURNED OVER TO PROJECT MANAGER AT JOB COMPLETION.
- USE T-TAP CONNECTIONS ON ALL MULTI-CIRCUITS WITH COMMON NEUTRAL CONDUCTOR FOR LIGHTING FIXTURE. ALL CONDUCTORS SHALL BE COPPER.
- THE EXTERIOR GROUND RING SHALL BE TESTED PER VERIZON WIRELESS SPECIFICATIONS AND SHALL HAVE A RESISTANCE TO EARTH OF 5 OHMS OR LESS. IF NOT NOTIFY ENGINEER.
- ALL CIRCUIT BREAKERS, FUSES AND ELECTRICAL EQUIPMENT SHALL HAVE AN INTERRUPTING RATING NOT LESS THAN THE MAXIMUM SHORT CIRCUIT CURRENT TO WHICH THEY MAY BE SUBJECTED, AND A MINIMUM OF 10,000 A.I.C.
- THE ENTIRE ELECTRICAL INSTALLATION SHALL BE GROUNDED AS REQUIRED BY ALL APPLICABLE CODES.
- PATCH, REPAIR AND PAINT ANY AREA THAT HAS BEEN DAMAGED IN THE COURSE OF THE ELECTRICAL WORK.
- IN DRILLING HOLES INTO CONCRETE (WHETHER FOR FASTENING OR ANCHORING PURPOSES OR PENETRATIONS THROUGH THE FLOOR FOR CONDUIT RUNS, PIPE RUNS, ETC.) IT MUST BE CLEARLY UNDERSTOOD THAT TENDONS AND REBARS WILL NOT BE DRILLED INTO, CUT, OR DAMAGED UNDER ANY CIRCUMSTANCES.
- LOCATION OF TENDONS AND REBARS ARE NOT DEFINITELY KNOWN AND THEREFORE MUST BE SEARCHED FOR BY APPROPRIATE METHODS AND EQUIPMENT VIA X-RAY, OR OTHER DEVICES THAT CAN ACCURATELY LOCATE THE REINFORCING STEEL TENDONS.
- PENETRATIONS IN FIRE RATED WALLS SHALL BE FIRE STOPPED IN ACCORDANCE WITH APPLICABLE LOCAL BUILDING CODES, USING U.L. RATED MATERIALS.
- ELECTRICAL CONTRACTOR IS TO COORDINATE WITH UTILITY COMPANY FOR CONNECTION OF TEMPORARY AND PERMANENT POWER TO THE SITE. THE TEMPORARY POWER AND ALL HOOK-UP COSTS SHALL BE PAID BY THE CONTRACTOR.
- ELECTRICAL CONTRACTOR SHALL SUBMIT SHOP DRAWINGS AND/OR CATALOG CUT-SHEETS ON ALL NON-SPECIFIED ORIGINAL MATERIALS AND EQUIPMENT, TO PROJECT MANAGER PRIOR TO COMMENCEMENT OF THE WORK.
- UPON COMPLETION OF WORK, CONDUCT CONTINUITY AND SHORT CIRCUIT, AS WELL AS, GROUNDING TEST. GROUNDING TEST SHALL BE PERFORMED BY INDEPENDENT TESTING AGENCY, WITH WRITTEN REPORT SUBMITTED TO THE PROJECT MANAGER FOR REVIEW AND APPROVAL.
- CLEAN PREMISES DAILY OF ALL DEBRIS RESULTING FROM WORK AND LEAVE WORK PREMISES IN A COMPLETE AND UNDAMAGED CONDITION.
- ALL EXTERIOR WALL PENETRATIONS SHALL BE SEALED WITH POLYSEAM SEALANT.
- ALL #2 TINNED BARE COPPER DOWNLEADS TO BE PROTECTED BY 1/2" P.V.C. PIPE AND SECURED.
- COMPRESSION FITTINGS TO BE USED ON ALL CONDUITS (NO SET SCREWS).
- ALL #6 STRANDED COPPER WITH GREEN INSULATION TO BE ATTACHED WITH CRIMPED DOUBLE LUG, ATTACHED WITH NUTS, BOLTS AND STAR WASHERS TYPICAL AND NO-OX GREASE BETWEEN LUG AND BUS BAR.
- ALL ABOVE GROUND CONDUIT SHALL BE RIGID GALVANIZED CONDUIT WITH WEATHERPROOF FITTINGS.

* DATE OF JOB COMPLETION SHALL BE THE DATE ON THE CONTRACTOR'S "NOTICE OF COMPLETION" SUBMITTED TO THE OWNER.

A

230 A. BUS 200A MAIN BREAKER
208 / 120 VOLT, 1 PHASE, 3 WIRE
65000 AMPERE PANEL SHORT CIRCUIT RATING
PANEL TYPE: INTERJECT
PANEL MOUNTING: SURFACE
NOTE: NEMA 3R ENCLOSURE
PANELBOARD PROVIDED AND INSTALLED BY OTHERS

DESCRIPTION	TOTAL (VA)	BREAKER A / P	CCT PH	CCT	BREAKER A / P	TOTAL (VA)	DESCRIPTION
ENODE B	4160	50 / 2	1 A 2	70 / 2	5800	5800	MESA SOLE CABINET
RECEPT-TELE	180	20 / 1	5 A 6	20 / 1	1500	1500	BLOCK HEATER
LIGHTING	500	20 / 1	7 B 8	20 / 1	240	240	BATTERY CHARGER
RECEPT	180	20 / 1	9 A 10	20 / 2	1500	1500	BATTERY CABINET
SPACE			11 B 12				SPACE
SPACE			13 A 14				SPACE
SPACE			15 B 16				SPACE
SPACE			17 A 18				SPACE
SPACE			19 B 20				SPACE
SPACE			21 A 22				SPACE
SPACE			23 B 24				SPACE
LOAD TYPE							
CONNECTED LOAD		POWER FACTOR		LOAD FACTOR		NEC CALCULATED LOAD	
INCANDESCENT		0.5 KW @		100% =		0.5 @ 100% =	
FLUORESCENT		0.0 KW @		95% =		0.0 @ 100% =	
RECEPTACLES		0.4 KW @		100% =		0.4 @ 100% =	
FIRST 10 KW		0.0 KW @		100% =		0.0 @ 50% =	
REMAINDER		0.0 KW @		30% =		0.0 @ 125% =	
MOTORS		0.0 KW @		80% =		0.0 @ 100% =	
LARGEST		0.0 KW @		100% =		24.7 @ 100% =	
REMAINDER		0.0 KW @				25.6 KVA	
OTHER		24.7 KW @				25.6 KVA	
TOTAL		25.5 KW		25.5 KVA		25.6 KVA	
PHASE "A"		13.3 KW		MINIMUM PANEL AMPACITY =		123 AMPERES	
PHASE "B"		12.2 KW		PANEL POWER FACTOR		92% PHASE BALANCE	

NOTE:

CONTRACTOR SHALL COORDINATE WITH UTILITY COMPANY FOR INSTALLATION OF NEW POLE MOUNTED TRANSFORMER TO EXISTING UTILITY POLE.

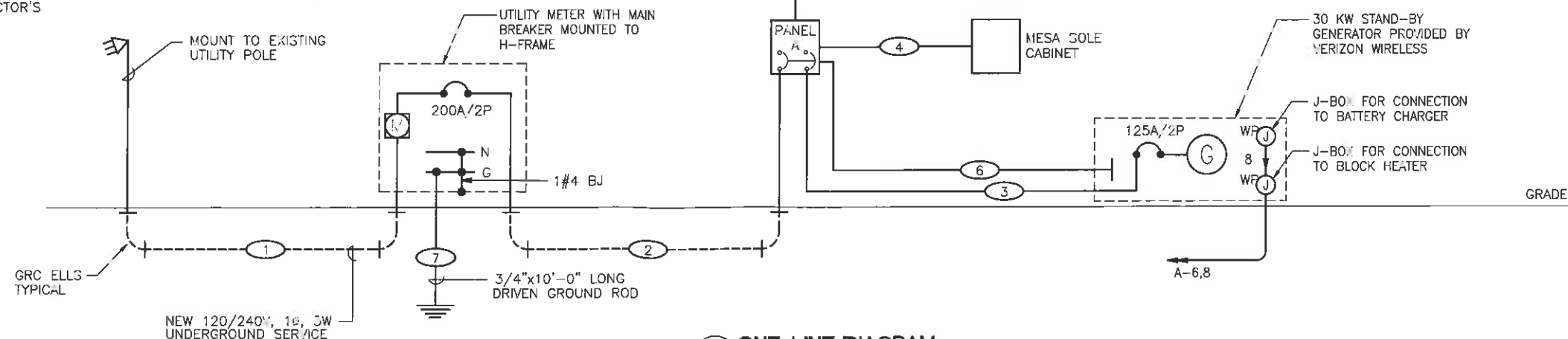
LEGEND

---	UNDERGROUND PACEWAY	---	GROUND CONDUCTOR
⎓	FUSED DISCONNECT	⎓	PANELBOARD
⎓	TRANSFORMER	⎓	FUSED DISCONNECT
○	FEEDER KEY	□	LOCAL DISCONNECT
⎓	GROUND	⊙	GROUND ROD
□	PANELBOARD	■	EXOTHERMIC WELD
⊙	METER	●	COMPRESSION TYPE CONNECTION
□	ELECTRICAL EQUIPMENT ENCLOSURE	⊙	TEST WELL
⎓	ELECTRICAL SERVICE WEATHERHEAD	⎓	AUTOMATIC TRANSFER SWITCH
⎓	TELEPHONE SERVICE WEATHERHEAD	⊙	STAND-BY GENERATOR

FEEDER SCHEDULE

- (3 #3/0) 2" C
- (3 #3/0 & 1#6G) 2" C
- (3 #1 & 1#6G) 1 1/4" C PROVIDED BY OTHERS
- (3 #4 & 1#10G) 1" C PROVIDED BY OTHERS
- (3 #8 & 1#10G) 1" C PROVIDED BY OTHERS
- (2 CAT 5 CABLES) 3/4" C CONTROLS PROVIDED BY OTHERS
- (1 #4G)

ALL CONDUCTORS SHALL BE COPPER 600V. RATED WITH THHN INSULATION



1 ONE-LINE DIAGRAM
E-1 SCALE FOR 24X36: N.T.S.

verizonwireless
VERIZON WIRELESS TEXAS

KDC
ARCHITECTS/ENGINEERS, P.C.
7502 CANNA COVE
AUSTIN, TX 78759
PHONE: 303.750.6999 FAX: 720.750.0236

KDC PROJECT NUMBER:

DRAWN BY: CHECKED BY:

REV. DATE ISSUED FOR

0 01.30.2015 FOR CONSTRUCTION

STATE OF TEXAS
KENNETH D. CAMP
61206
PROFESSIONAL ENGINEER
01/30/2015

SITE INFORMATION:

SITE NAME:

HOMESITE CREEK

LOCATION CODE: 101781

PROJECT #: 20141000006

SITE ADDRESS:

2000 N. C. BRADSHAW BLVD.

HOUSTON, TX 77057

SHEET TITLE:

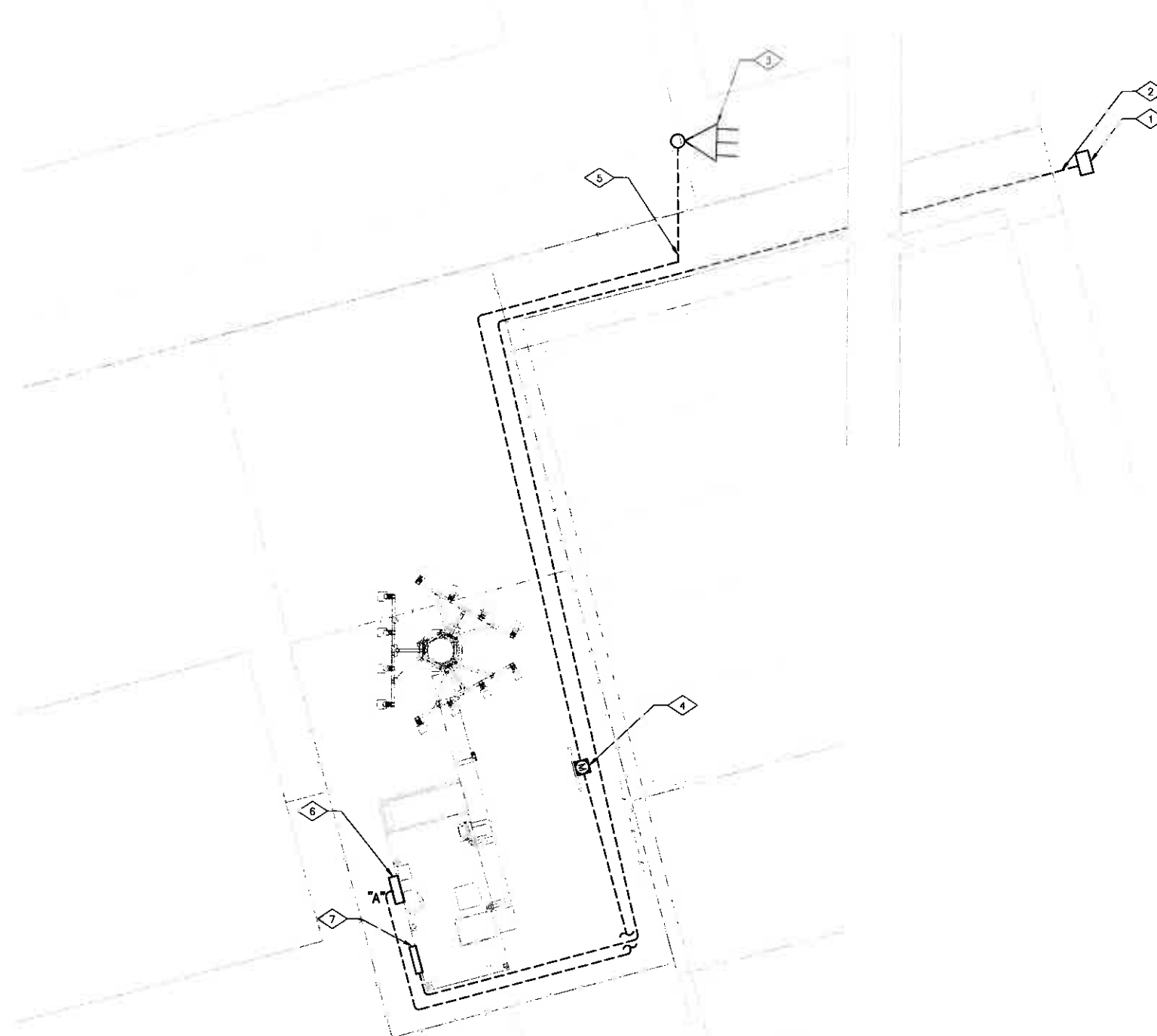
LEGEND, ONE-LINE

DIAGRAM AND PANEL

SCHEDULE

SHEET NUMBER:

E-1



KEYED NOTES

- 1 CONTRACTOR SHALL STUB 3" PVC WITH MEASURED PULL ROPE AT NEW 17" X 30" X 36" TRAFFIC RATED HANDHOLE PROVIDED BY CONTRACTOR FOR FIBER CONNECTION. COORDINATE INSTALLATION WITH UTILITY COMPANY.
- 2 CONTRACTOR SHALL PROVIDE 3" PVC 36" BELOW FINISH GRADE ROUTED IN NEW UTILITY EASEMENT WITH MEASURED MULE TAPE AND (1) 3" INNER DUCT. COORDINATE AND CONFIRM WITH VERIZON WIRELESS REPRESENTATIVE. SEE DETAIL 11/E-4.
- 3 CONTRACTOR SHALL PROVIDE NEW OVERHEAD SERVICE ENTRANCE MOUNTED TO EXISTING UTILITY POLE WITH STAND-OFF. COORDINATE INSTALLATION WITH UTILITY COMPANY. ROUTE RACEWAY SURFACE MOUNTED TO EXISTING UTILITY POLE TO 30" BELOW FINISH GRADE.
- 4 NEW UTILITY METER WITH MAIN BREAKER SURFACE MOUNTED TO NEW H-FRAME. COORDINATE INSTALLATION WITH UTILITY COMPANY. SEE DETAIL 8/E-4.
- 5 NEW UNDERGROUND SERVICE ENTRANCE LOCATED 30" BELOW FINISH GRADE. ROUTE NEW SERVICE ENTRANCE IN NEW UTILITY EASEMENT. SEE DETAIL 12/E-4.
- 6 NEW INTEGRATED LOAD CENTER PROVIDED WITH NEW EQUIPMENT SKID. LOAD CENTER PROVIDED WITH AUTOMATIC TRANSFER SWITCH, SURGE ARRESTOR, AND 30 CIRCUIT PANELBOARD. PROVIDE 1" C. TO TELEPHONE DEMARCATION ENCLOSURE FOR ALARM CONDUCTORS.
- 7 TERMINATE 3" PVC WITH MEASURED MULE TAPE AND (1) 3" INNER DUCT AT FIBER DEMARCATION ENCLOSURE MOUNTED TO EQUIPMENT SKID PROVIDED BY OTHERS.

NOTE: SKID AWNING NOT SHOWN FOR CLARITY.

1 OVERALL SITE PLAN
E-2
1" = 30' SCALE
1" = 30' SCALE
1" = 30' SCALE



KDC
ARCHITECTS, ENGINEERS, P.C.
7502 CANINA COVE
AUSTIN, TX 78759
PHONE: 303.750.6999 FAX: 720.750.0236

KDC PROJECT NUMBER:

2531249

DRAWN BY: CHECKED BY:

11/20

REV. DATE ISSUED FOR

0 01.30.2015 FOR CONSTRUCTION

SITE INFORMATION:

SITE NAME:

HOMESITE CREEK

LOCATION CODE: 29-701

PROJECT #: 20140053

SITE ADDRESS:

1000 1/2 SP/DOCKET BLVD

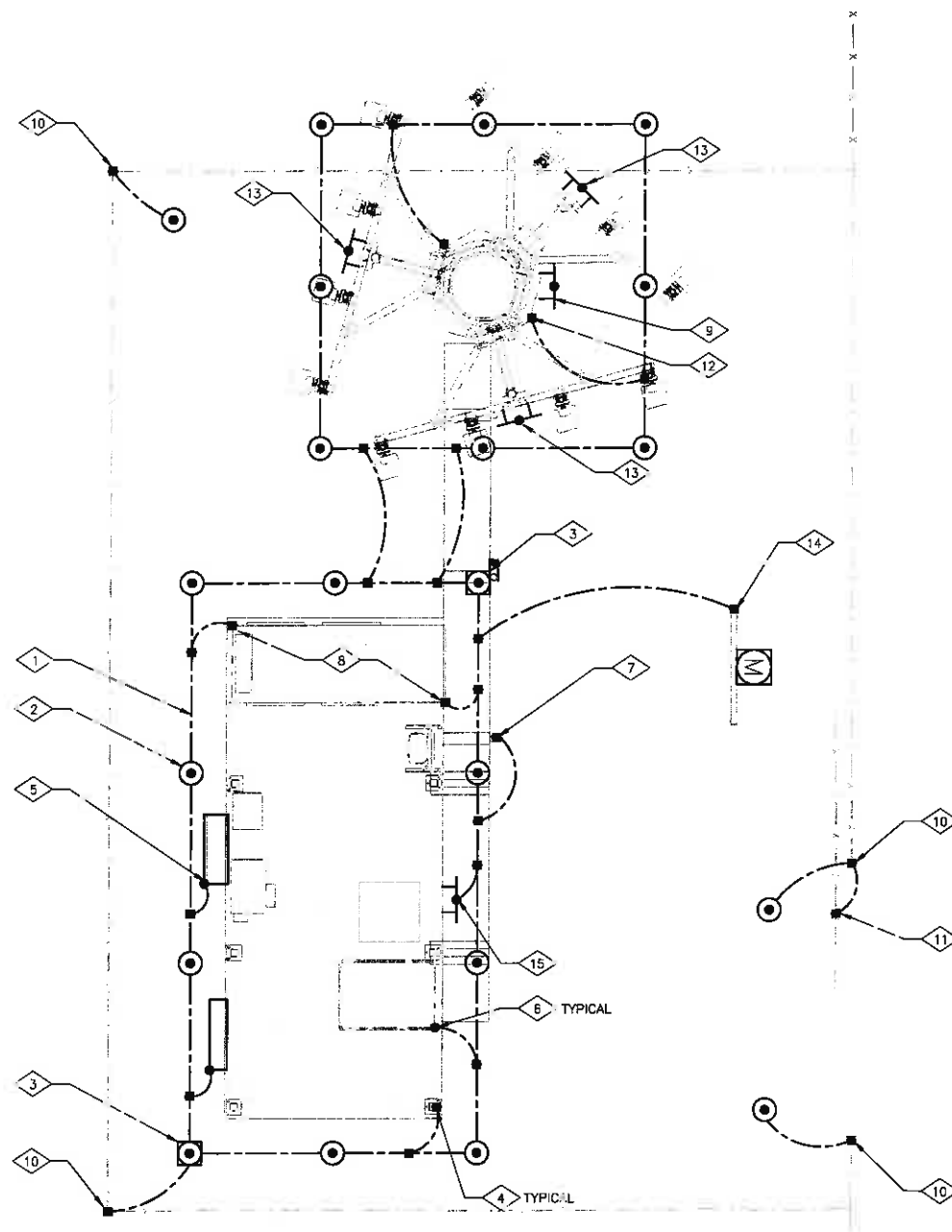
RICHMOND, TX 77331

SHEET TITLE:

OVERALL SITE PLAN

SHEET NUMBER:

E-2



NOTE: SKID AWNING NOT SHOWN FOR CLARITY.

1 E-3 GROUNDING PLAN

24" SCALE 1" = 1'-0"
12" SCALE 1" = 1'-0"



KEYED NOTES

- 1 PROVIDE #2 BARE TINNED COPPER LOCATED 30" BELOW FINISH GRADE FOR EXTERIOR GROUND RING. SEE DETAIL 1/E-4.
- 2 PROVIDE 5/8" DIAMETER X 8'-0" LONG DRIVEN COPPER GROUND ROD LOCATED NOT MORE THAN 8'-0" ON CENTER. SEE DETAIL 1/E-4.
- 3 GROUND INSPECTION AND TEST WELL. TYPICAL OF (2) LOCATIONS. SEE DETAIL 2/E-4.
- 4 PROVIDE #2 BARE SOLID TINNED COPPER CONDUCTOR FROM EXOTHERMIC WELD CONNECTION AT EXTERIOR GROUND RING TO EXOTHERMIC WELD CONNECTION AT SKID AWNING SUPPORT. TYPICAL OF (6) LOCATIONS.
- 5 PROVIDE #2 BARE SOLID TINNED COPPER CONDUCTOR FROM EXOTHERMIC WELD CONNECTION AT EXTERIOR GROUND RING TO MECHANICAL CONNECTION TO NEW ELECTRICAL ENCLOSURES.
- 6 PROVIDE #2 BARE SOLID TINNED COPPER CONDUCTOR FROM EXOTHERMIC WELD CONNECTION AT EXTERIOR GROUND RING TO MECHANICAL CONNECTION TO NEW TELECOMMUNICATIONS EQUIPMENT.
- 7 PROVIDE #2 BARE SOLID TINNED COPPER CONDUCTOR FOR GROUND CONNECTION TO WAVEGUIDE BRIDGE PIPE SUPPORT. PROVIDE GROUND CONNECTION AT EACH PIPE SUPPORT.
- 8 CONTRACTOR SHALL PROVIDE #2 BARE SOLID TINNED COPPER CONDUCTOR FROM EXOTHERMIC GROUND CONNECTION AT EXTERIOR GROUND RING TO EXOTHERMIC WELD CONNECTION AT GENERATOR FRAME.
- 9 GROUND BAR MOUNTED AT BASE OF FREE STANDING TOWER. SEE DETAIL 5/E-4 FOR GROUND BAR CONSTRUCTION. PROVIDE (2) #2 BARE SOLID TINNED COPPER TO EXOTHERMIC WELD CONNECTION AT NEW EXTERIOR GROUND RING.
- 10 PROVIDE #2 BARE SOLID TINNED COPPER CONDUCTOR FROM EXOTHERMIC WELD CONNECTION AT 5/8" DIAMETER X 8'-0" LONG DRIVEN COPPER GROUND ROD TO EXOTHERMIC WELD CONNECTION AT NEW FENCE POST. SEE DETAIL 10/E-4.
- 11 PROVIDE #2 BARE SOLID TINNED COPPER CONDUCTOR FROM EXOTHERMIC WELD CONNECTION AT 5/8" DIAMETER X 8'-0" LONG DRIVEN COPPER GROUND ROD TO EXOTHERMIC WELD CONNECTION AT NEW GATE FENCE POST. PROVIDE FLEXIBLE COPPER GROUND CONDUCTOR WITH EXOTHERMIC WELD AT POST AND GATE. SEE DETAIL 9/E-4.
- 12 PROVIDE #2 BARE SOLID TINNED COPPER CONDUCTOR FROM EXOTHERMIC WELD CONNECTION AT EXTERIOR GROUND RING TO EXOTHERMIC WELD CONNECTION AT FREE STANDING TOWER. TYPICAL AT (2) LOCATIONS.
- 13 GROUND BAR MOUNTED TO NEW ANTENNA SUPPORT FRAME FOR ANTENNA AND COAX GROUNDING. SEE DETAIL 3/E-4 FOR GROUND CONNECTIONS AND 5/E-4 FOR CONSTRUCTION. PROVIDE 1 #2 BARE SOLID TINNED CONDUCTOR TO GROUND BAR MOUNTED AT BASE OF FREE STANDING TOWER. ROUTE CONDUCTOR WITH COAX CABLES.
- 14 PROVIDE #2 BARE SOLID TINNED COPPER CONDUCTOR FROM EXOTHERMIC WELD CONNECTION AT EXTERIOR GROUND RING TO EXOTHERMIC WELD CONNECTION AT NEW H-FRAME.
- 15 GROUND BAR MOUNTED TO NEW EQUIPMENT SKID. PROVIDE (2) #2 BARE SOLID TINNED COPPER TO EXOTHERMIC WELD CONNECTION AT NEW EXTERIOR GROUND RING.



KDC
ARCHITECTS/ENGINEERS, P.C.
7502 CANINA COVE
AUSTIN, TX 78759
PHONE: 303.750.6999 FAX: 720.750.0236

KDC PROJECT NUMBER:

DRAWN BY: CHECKED BY:

REV.	DATE	ISSUED FOR
0	01.30.2015	FOR CONSTRUCTION



SITE INFORMATION:

SITE NAME:

HOMESITE CREEK

LOCATION (MAY BE OMITTED):

PROJECT #:

SITE ADDRESS:

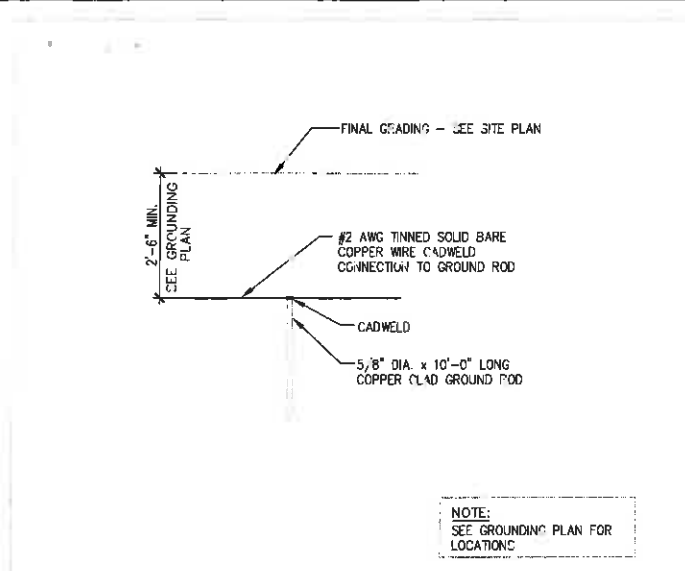
1500 1/2 BAYVIEW SHORT BLVD
RICHMOND, TX 77401

SHEET TITLE:

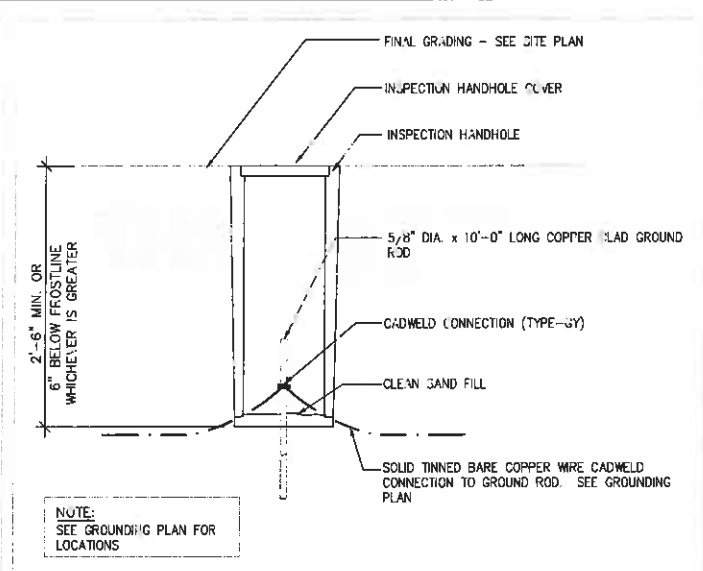
GROUNDING PLAN

SHEET NUMBER:

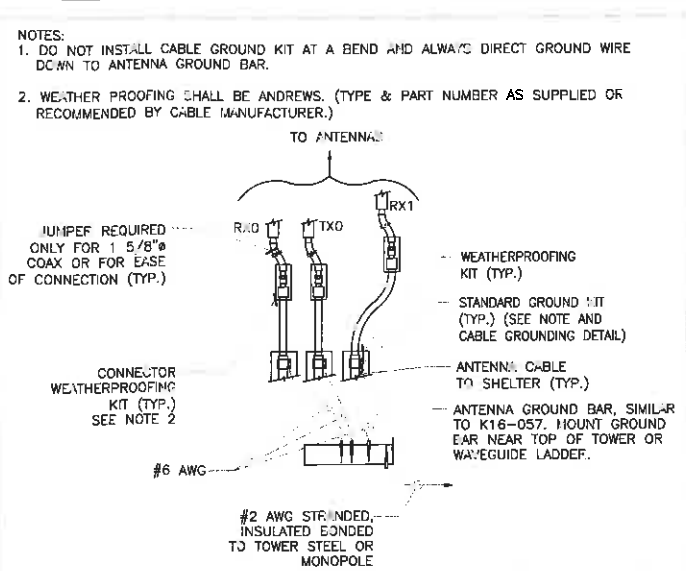
E-3



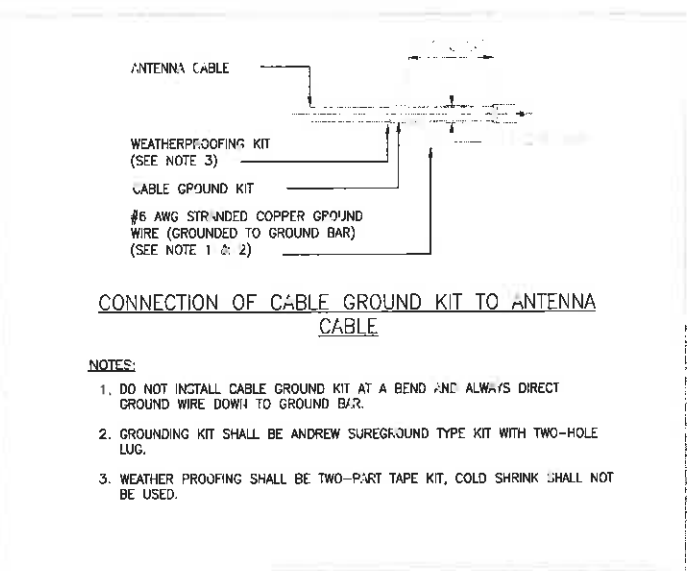
1 GROUND RING DETAIL
E-4 NOT TO SCALE



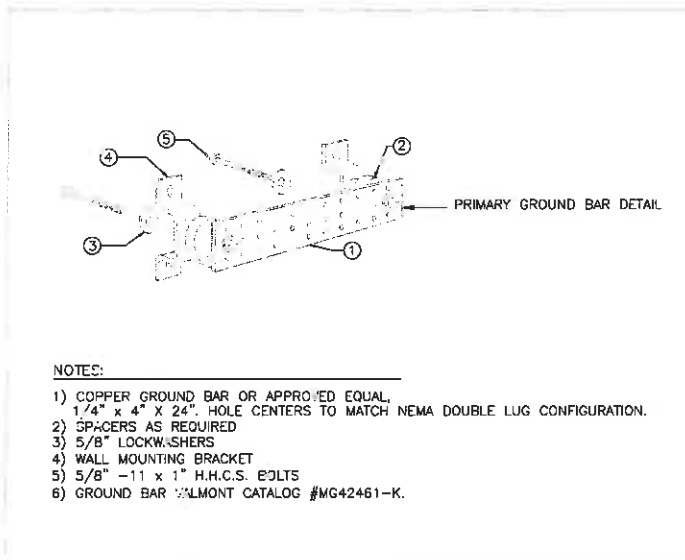
2 GROUND TEST WELL DETAIL
E-4 NOT TO SCALE



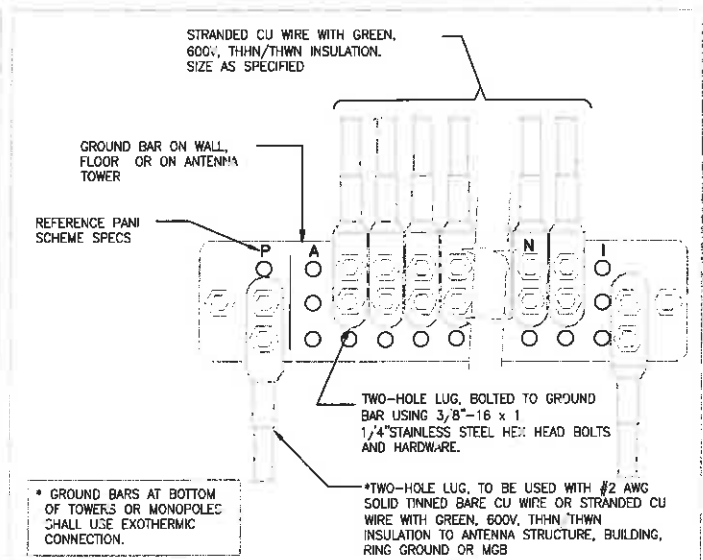
3 ANTENNA GROUND BAR
E-4 NOT TO SCALE



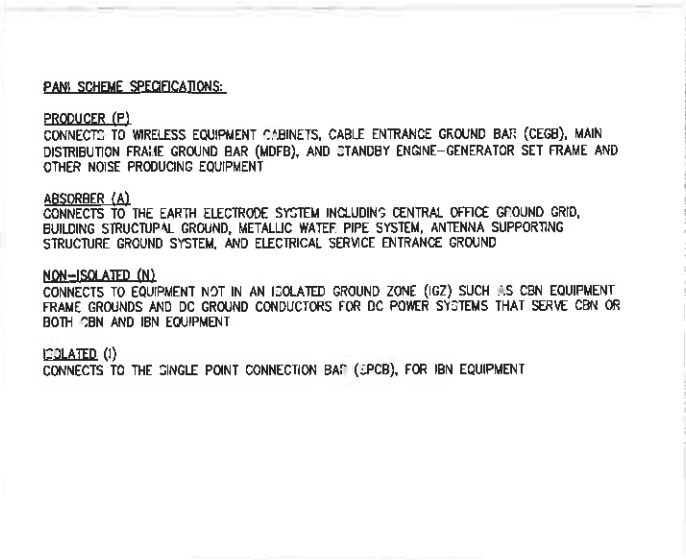
4 CABLE GROUNDING DETAIL
E-4 NOT TO SCALE



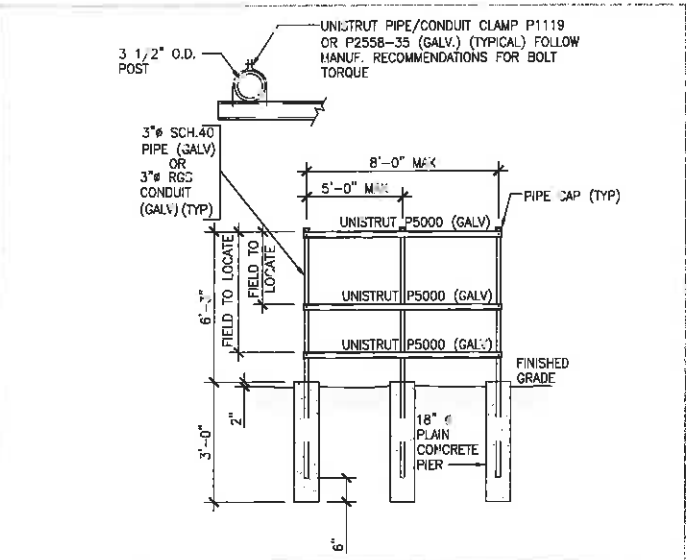
5 COPPER GROUND BAR
E-4 NOT TO SCALE



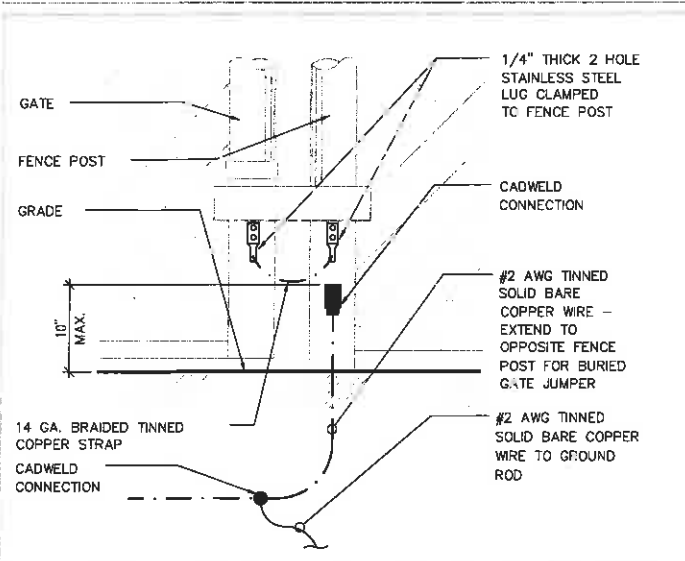
6 GROUND BAR CONNECTION DETAIL
E-4 NOT TO SCALE



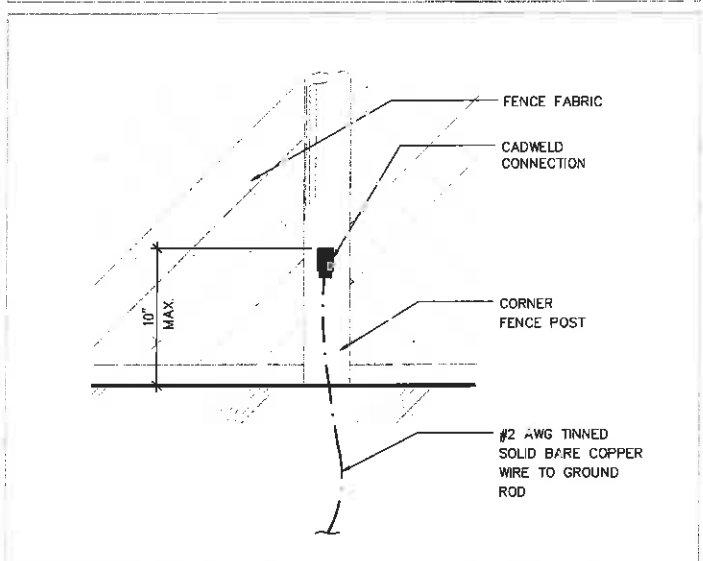
7 PANI SCHEME SPECIFICATIONS
E-4 NOT TO SCALE



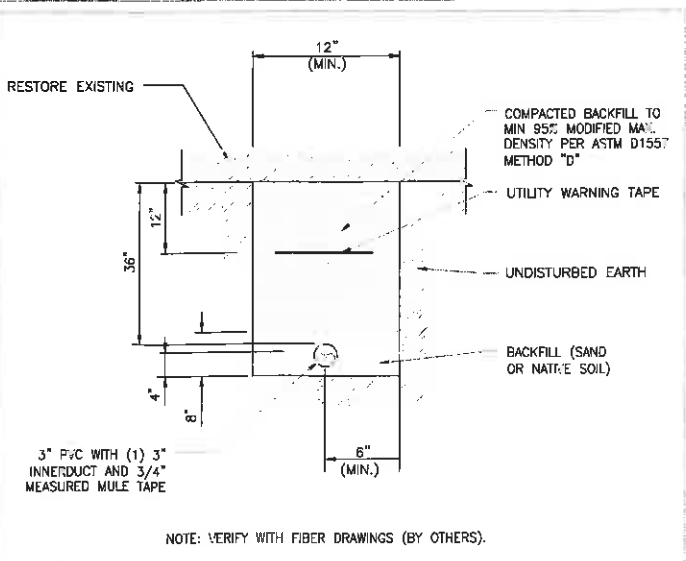
8 H-FRAME DETAIL
E-4 NOT TO SCALE



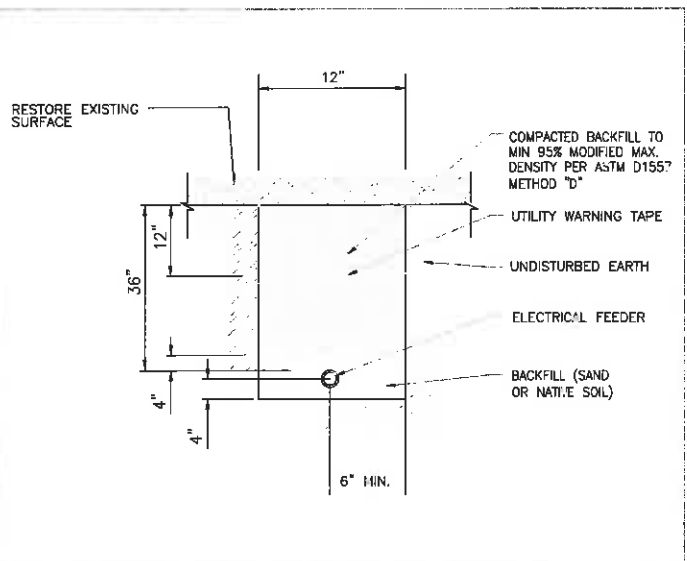
9 GATE GROUNDING DETAIL
E-4 NOT TO SCALE



10 FENCE GROUNDING DETAIL
E-4 NOT TO SCALE



11 FIBER TRENCH DETAIL
E-4 NOT TO SCALE



12 ELECTRICAL TRENCH DETAIL
E-4 NOT TO SCALE

verizonwireless
VERIZON WIRELESS TEXAS

KDC
ARCHITECTS/ENGINEERS, P.C.
7502 CANNA COVE
AUSTIN, TX 78759
PHONE: 303.750.6999 FAX: 720.750.0236

KDC PROJECT NUMBER:
20101000

DRAWN BY: **CHECKED BY:**
H. B. **DATE:** 01.30.2015 **ISSUED FOR:** FOR CONSTRUCTION

STATE OF TEXAS
KENNETH D. CAMP
61206
PROFESSIONAL ENGINEER
01/30/2015
FIRM # 10318

SITE INFORMATION:
SITE NAME: HOMESITE CREEK
LOCATION CODE: 011731
PROJECT #: 20101000000
SITE ADDRESS: 1000 P.O. BOX 200000, EL PASO, TEXAS 79920
SHEET TITLE: ELECTRICAL DETAILS
SHEET NUMBER: E-4

MEMORANDUM

To: Members of the Richwood City Council

From: Clint Kocurek

Date: April 8, 2014

Subject: Amendment/Addendum to Cooperation Agreement – CDBG Entitlement Program

Brazoria County is re-qualifying for the Community Development Block Grant Program which is a federal program and must be re-qualified for every three years.

These are amendments to the previously executed agreement with Brazoria County and are required by the CPD Notice 14-07.

AMENDMENT/ADDENDUM TO COOPERATION AGREEMENT

This Agreement Amendment/Addendum covers the CDBG Entitlement program and, where applicable, the HOME Investment Partnership (HOME) and Emergency Solutions Grants (ESG) Programs.

Per requirement of the CPD Notice 14-07: Instructions for Urban County Qualification for Participation in the Community Development Block Grant (CDBG) Program to read:

Paragraph II has been amended to read as follows:

The City and County acknowledge that this Cooperation Agreement covers the Community Development Block Grant (CDBG) Entitlement Program, the HOME Investment Partnership (HOME) Program, and the Emergency Solutions Grants (ESG) Program. Furthermore, the City understands that it may not apply for grants from appropriations under the small cities or State CDBG Programs, nor participate in HOME, HOME consortium, or ESG Programs with other local governments except through the County during the period in which it is participating in the County's entitlement program.

Paragraph XIII has been added to read as follows:

A unit of general local government may not sell, trade, or otherwise transfer all or any portion of such funds to a metropolitan city, urban county, unit of general local government, Indian tribe, or insular area that directly or indirectly receives CDBG funds in exchange for any other funds, credits or non-Federal considerations, but must use such funds for activities eligible under Title I of the Housing and Community Development Act of 1974, as amended.

Paragraph XIV now reads as follows:

This Agreement shall be of no force and effect unless and until it is executed by both parties hereto and as set forth below.

IN WITNESS WHEREOF this instrument in duplicate originals has been executed by the parties hereto as follows:

- a. It has been executed on behalf of Brazoria County on the ____ day of _____, 2015, by the County Judge of Brazoria County and attested by the County Clerk of Brazoria County pursuant to an order authorizing such execution.
- b. It has been executed on behalf of the City on the 13th day of April, 2015, by its Mayor and attested by its City Secretary, pursuant to action of the City Council of the City authorizing such execution.

BRAZORIA COUNTY

Matt Sebesta, County Judge

ATTEST

By: _____
County Clerk

CITY OF

Clint Kocurek, Mayor

ATTEST

By: _____
City Secretary

CERTIFICATE OF CITY ATTORNEY

CITY OF RICHWOOD, TEXAS

I have examined the foregoing Agreement, and as City Attorney for the City named therein, I hereby certify that the terms and provisions of this Agreement are fully authorized under State and local law applicable to the City (including but not limited to the City's Charter and ordinances).

Date

City Attorney

CERTIFICATE OF COUNTY ATTORNEY

BRAZORIA COUNTY, TEXAS

I have examined the foregoing Agreement, and as statutory civil counsel to the County named therein, I hereby certify that the terms and provisions of the Agreement are fully authorized under State and local law, and that this agreement provides full legal authority for the County to undertake or to assist the City in undertaking essential community development and housing assistance activities, specifically urban renewal and publicly assisted housing. To the extent that this certificate relates the State and local law applicable to the City (including but not limited to the City's Charter and ordinances), this certificate is given in total reliance upon the Certificate of City Attorney and the undersigned disclaims any responsibility or liability for the City's Attorney and the errors or omissions, if any, in making such certification.

Date

County Attorney

MEMORANDUM

To: Members of the Richwood City Council

From: Clint Kocurek

Date: April 8, 2014

Subject: Public Hearing – Comprehensive Zoning Plan

To adopt or amend the Comprehensive Zoning Plan, a public hearing must be held first by the Planning and Zoning Board who then issues a preliminary report to City Council.

Since we do not have a sitting Planning and Zoning Commission, tonight Council will act in their place. The following re the four questions required in the preliminary report. I've taken the liberty of including the answers given by the Planning and Zoning Commission the last time the Comprehensive Plan was amended.

A. *Does the amendment comport with the comprehensive plan?*

Yes

B. *Why is the amendment necessary?*

To protect the property values and keep the City from looking like an industrial district

C. *How will the amendment benefit the affected areas and the overall city?*

Protect property values and overall look of the city and encourage development.

D. *Are there any possible or anticipated negative impacts of the amendment?*

None

MEMORANDUM

To: Members of the Richwood City Council

From: Clint Kocurek

Date: April 8, 2014

Subject: Personnel Policy

All the changes and corrections have been completed. Below is a list of the changes proposed by Council upon their review. I recommend that Council adopt the Personnel Policy as it now stands.

Policy #201

Mr. Raymond asked how or should a City Hall Employee be defined.

We revised City Hall employee to be an employee whose primary office is assigned in City Hall.

Policy #203

Mr. Raymond suggested we mention the detailed roles of each are governed by the charter, etc.

Mr. Hardison asked we include "City Manager" in the title.

We added a sentence at the end stating the detailed rules are governed by the charter and made the correction suggested by Mr. Hardison.

Policy #206

The title was left off this section. We have corrected that.

Policy #302

The original last paragraph read:

No individual can be made an offer of employment with the City of Richwood without filling out the City of Richwood's Application for Employment. If the candidate has submitted a resume in order to apply for an open position, he/she may use the resume to satisfy the Employment and Education Sections of the application, but all other sections must be filled out and the application signed.

At Mr. Hardison's suggestion, it now reads:

No individual can be made an offer of employment with the City of Richwood without filling out the City of Richwood's Application for Employment. In order to apply for an open position, he/she may use a previously submitted resume to satisfy the Employment and Education Sections of the application, but all other sections must be filled out and the application signed.

Policy #305

Mr. Hardison stated he felt this was a repeat of Policy #808.

Both policies do address the eligibility for rehire. However, this policy addresses the eligibility for rehire while Policy #808 addresses how rehire affects vacation.

Policy #306

Mr. Raymond asked if we were currently doing driver's license checks.

The policy regarding driver's license checks every 6 months is new and will be implemented when the personnel policy is adopted by Council.

Policy #307

Mr. Hardison stated he did not agree with the last paragraph and called for an elaboration.

The paragraph reads:

The above prohibition in reference to nepotism shall not apply to any individual who has been continuously employed by the City for a period of one (1) year prior to the election of the Mayor or Council Member.

Chapter 573.062, Government Code, states that if an individual is continuously employed for at least 6 months, they are exempted from the nepotism requirements. Our policy has a one year requirement. We chose to leave this policy as it stands.

Policy #308

Mr. Hardison requested that all employees be required to wear a picture identification badge.

We changed the policy to state that all employees must have a picture identification badge readily available at all times while on company business.

Policy #403

Mr. Raymond stated he felt the \$20 per year for employee's bonus was low.

Mr. Hardison requested the bonus program be based on the years of continued service.

We increased the bonus program for employees to \$25 per year of service with a \$125 minimum.

We made Mr. Hardison's change and also changed the section to read City Manager instead of City Administrator.

Policy #404

Mr. Raymond feels we should budget a bit more for Employee Service awards. Currently employees get \$10 per year of service. They receive these service awards every five years.

We did not make any changes to this. Instead, we feel Council should determine the annual rate. Currently we are budgeted for the \$10 per service year.

Policy #701 and others

We use the terms Human Resources or Director of Personnel in this policy and others. Mr. Raymond feels we should identify who will actually be performing these duties.

We changed it to read Human Resources or employee performing those duties. This way we're covered as we stand now with me performing these duties and in the future, when we are able to actually add an employee or department.

Policy #801

Mr. Hardison asked that we re-evaluate computing of hours as there is no specific measure of increase.

We eliminated the table and changed the vacation policy so read as follows:

From January 1 to December 31 of their first full year of employment, Full Time Employees will have 80 hours of vacation. They will then accrue an additional 8 hours per year until year 30 of their employment.

Policy #803

Mr. Hardison expressed concern this duplicated Section #505 and Section 804.

We did not change this policy as it is stating that you can't bank vacation to be paid for it if you don't use it. Currently the City doesn't have the funds to allow us to do this.

Policy #505 concerns change in status and Policy #804 states you only receive vacation if you retire or quit. You receive no vacation pay if you're terminated for cause.

Policy #805

Mr. Hardison asked us to define consistently when discussing a temporary employee.

We restated this policy to say that Temporary and Probationary employment positions do not receive vacation.

Policy #1112

With Mr. Raymond's suggestion, we better organized this section. We led in with a policy on the phone, moved to the internet policy and then back into cell phones. We combined the Telephones and Cell Phones into one section.

Policy #1113

We referenced Policy #606 which addressed Uniforms and stated the employees who are required to wear uniforms must wear all parts.

Policy #1115

Mr. Raymond pointed out we'd left out "Department Head" in the last sentence. This has been corrected.

Policy #1201

Mr. Raymond questioned why we didn't drug test all employees.

State law only allows us to test those employees who are in safety sensitive positions or any other position having a special need for drug testing.

A PERSONNEL POLICY MANUAL

OF

THE CITY OF RICHWOOD

Amended by Council on _____, 2015

Welcome to the City of Richwood!

This handbook has been prepared to welcome you and help you understand our policies, procedures, and benefits. Terms and conditions of employment are the same for all employees and are summarized in this handbook.

This City is founded on the principle of teamwork and a desire on the part of those working here to make the City a pleasant place to live. We hope you will find the conditions of your work pleasant. Working together, the progress of our City should prove to be mutually beneficial.

The contents of this handbook are presented as a matter of information only. While we generally follow policies and procedures described herein, they are not a contract; nor should this Personnel Policy Manual be construed as a contract or conferring any property interest. The City reserves the right to modify, revoke, suspend, terminate, or change any or all such plans, policies, or procedures, in whole or in part, at any time, with or without notice. Any modifications, revocations, suspensions, terminations, or changes of this Personnel Policy Manual requires approval by City Council after a meeting noticed pursuant to the Texas Open Meetings Act. Only the City Manager or City Council of the City of Richwood has the authority to enter into an employment contract. All such contracts must be in writing and signed both by the City Manager and the employee. Otherwise, employment may be terminated at any time by either the employee or the City and with or without cause.

You may have questions not answered in this handbook. If so, please feel free to discuss them with your Department Head or the City Manager.

Mission Statement

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.

ACKNOWLEDGEMENT OF RECEIPT OF THE EMPLOYEE HANDBOOK

I hereby acknowledge receipt of the City of Richwood Employee Handbook, and agree to read and comply with it and any other rules and policies of the City. I understand that the handbook and all other written and oral material provided to me are intended for information purposes only. I also understand that abiding by the Personnel Policy is a condition of my employment with the City of Richwood, Texas.

I understand that employment with the City of Richwood is for an indefinite period of time and, either the City of Richwood or the employee may terminate the employment and compensation at will, at any time, and with or without any cause being stated therefore.

Employee Signature: _____

Employee's Printed Name _____

Date _____

**RETURN TO THE CITY SECRETARY'S OFFICE UPON
COMPLETION**

**City of Richwood
Employee Handbook**

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POLICY AND PROCEDURE MANUAL

Section: Introduction
Policy: Foreword
Policy #: 101
Effective: March 2015
Revised: March 2015

FOREWORD

This employee handbook and safety manual reflects the policies and procedures of The City of Richwood. The purposes of this handbook and manual are:

To provide employees and supervisors with the information necessary to fulfill its responsibilities to the citizens of this City; and

To provide for fairness and equity in the treatment of employees.

It is expected that supervisors will become familiar with the contents of this manual so that they will be able to answer employee questions as they arise and apply the appropriate policies and procedures, as the occasion requires. Employees are also responsible for ensuring that they are familiar with these policies and procedures, understand them and abide by them.

Questions about application, interpretation, or clarification regarding any specific policies or procedures are to be directed to the City Manager or respective Department Head.

Because such policies and procedures are subject to change, with or without prior notice, the information provided in this Policy and Procedure Manual is not intended to create a contract of employment nor should it be construed as terms and conditions of a contract of employment with the City.

Glenn Patton, City Manager

Date Approved

POLICY AND PROCEDURE MANUAL

Section: Introduction
Policy: Employment at Will
Policy #: 102
Effective: April 2014
Revised: March 2015

EMPLOYMENT AT WILL

The City of Richwood is an “employment at will” employer.

All Employees, whether full or part time, retain their positions at the will of the City. “At will” or “at the will of the City” means employment with the City of Richwood is for an indefinite term and either the City or the employee can terminate the employment at will at any time and with or without cause.

Employees are hereby informed their positions are subject to elimination one position at a time or by reductions in force as may be necessary or advisable in the best interest of the City and considering the other needs and obligations of the City.

POLICY AND PROCEDURE MANUAL

Section: Introduction
Policy: Purpose of the Employee Handbook
Policy #: 103
Effective: April 2014
Revised: March 2015

PURPOSE OF THE EMPLOYEE HANDBOOK

The City Council of the City deems it advisable to formulate a policy defining the relationship of the City to its employees. The intent of this policy is intended to conform to the laws of the State of Texas specifically in regard to municipalities and the applicable federal legislation. This policy will require some modifications and amendments in the future.

This personnel policy is not an employment contract but is a unilateral condition of employment and each Employee is responsible for reading and understanding the same as evidenced by his or her signature below. This personnel policy manual confers no contract right upon the employees.

POLICY AND PROCEDURE MANUAL

Section: Introduction
Policy: Applicability of Policies
Policy #: 104
Effective: April 2014
Revised: March 2015

APPLICABILITY OF POLICIES

The guidelines contained in this Handbook apply to all regular full-time, regular part-time, temporary, and seasonal employees who work for the City of Richwood. City employees who report directly to the City Council (e.g. City Manager) may be subject to alternative guidelines as determined by City Council.

POLICY AND PROCEDURE MANUAL

Section: General
Policy: Definitions
Policy #: 201
Effective: April 2014
Revised: March 2015

DEFINITIONS

As used in this policy the following terms shall have the following meanings:

City	means the City of Richwood, Brazoria County, Texas.
City Hall	means an Employee whose primary assigned office is located at the City
Employee	of Richwood City Hall, Municipal Court or Police Station at 1800 Brazosport Blvd. N., Richwood, TX
Employee	means any person receiving compensation from the City for services rendered or labor performed whether or not the person is appointed by the City Council or hired by a Department Head, but excludes the Mayor and City Councilmen, the Judge and any Alternate Judge of the Municipal Court, as well as all persons providing legal, engineering, accounting or other professional services to the City on a part-time basis, and specifically excludes independent contractors as that term is interpreted by the Internal Revenue Service.
Immediate Family	means spouse, child, brother, sister, parents, grandparents, mother-in-law, father-in-law, brother-in-law or sister-in-law, step-parent, step-child, step-brother, or step-sister, grandchildren, grandparents-in-law or foster parents.
Department Head	means the Supervisor in charge of any specific designated department defined herein.
Full-Time Employee	shall be defined as any employee who has a normal work schedule of forty (40) hours per week.
Probationary Employee	shall be defined as any employee during the first one hundred and eighty (180) calendar days after initial employment.
Regular Employee	is an employee who has completed his/her probationary period and is in a position that is expected to continue "at will" subject to the provisions of this Personnel Policy Manual.

City of Richwood Employee Handbook

Part-Time Employee	shall be defined as an employee whose work schedule is less than forty (40) hours per week.
Temporary Employee	shall be defined as any employee in a position that is established for a specific limited time or until a specific project is completed.
Insubordination	shall be defined as the willful disobedience to any legal/lawful order issued by a supervisor, or any disrespectful, malicious, insolent, or abusive language or action toward a supervisor.
Incompetence	shall be defined as the inability to perform the employee's assigned task(s).
Shall or Will	indicates the action or conduct is mandatory.

POLICY AND PROCEDURE MANUAL

Section: General
Policy: Equal Opportunity Employment
Policy #: 202
Effective: April 2014
Revised: March 2015

EQUAL OPPORTUNITY EMPLOYMENT

The City of Richwood is an Equal Opportunity Employer. Pursuant to the following regulations, no hiring or employment decision shall be based upon race, color, religion, sex, national origin, age, or disability.

RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN:

Title VII of the Civil Rights Act of 1964, as amended, prohibits discrimination in hiring, promotion, discharge, pay, fringe benefits, and other aspects of employment, on the basis of race, color, religion, sex or national origin. The law covers applicants to and employees of state and local governments.

AGE:

The Age Discrimination in Employment Act of 1967, as amended, prohibits age discrimination and protects applicants and employees 40 years of age or older from discrimination on account of age in hiring, promotion, discharge, compensation, terms, conditions, or privileges of employment. The Law covers applicants to and employees of state and local governments.

SEX (WAGES):

In addition to sex discrimination prohibited by Title VII of the Civil Rights Act (see above), the Equal Pay Act of 1963, as amended, prohibits paying lower wages to employees of one sex for work performed under similar working conditions, which requires substantially equal skill, effort, and responsibility.

DISABILITY:

The American with Disabilities Act of 1990, as amended, prohibits discrimination on the basis of disability, and protects qualified applicants and employees with disabilities from discrimination in hiring, promotion, discharge, pay, job training, fringe benefits, and other aspects of employment. The law also requires that covered entities provide qualified applicants and employees with disabilities with reasonable accommodations that do not impose undue hardship. The law covers applicants to and employees of state and local governments.

POLICY AND PROCEDURE MANUAL

Section: General
Policy: Specific roles of the Mayor and City Council
Policy #: 203
Effective: April 2014
Revised: March 2015

SPECIFIC ROLES OF THE MAYOR, CITY, AND CITY COUNCIL, AND CITY MANAGER

The City Council is the policy making body of the City and the Mayor is its presiding officer. Additionally, the Mayor is the individual who normally represents the City on ceremonial occasions. The City Manager is the person who shall provide general supervision over all the Employees of the City including Department Heads.

The detailed roles of Mayor and City Council are governed by the City's Charter.

POLICY AND PROCEDURE MANUAL

Section: General
Policy: Management of Police Department and Volunteer Fire Department
Policy #: 204
Effective: April 2014
Revised: March 2015

MANAGEMENT OF POLICE DEPARTMENT AND VOLUNTEER FIRE DEPARTMENT

It is understood that due to the specific nature of law enforcement activities, the Chief of Police as the Department Head of the Police Dept. will promulgate a specific policy applicable to the Employees of the Police Dept. which he supervises.

However, the specific policy manual promulgated by the Chief of Police as Department Head, will in no way conflict with any of the provisions of this personnel policy manual, and the provisions of this personnel manual additionally govern the Employees of the Police Department, as they are City Employees.

If a conflict arises between this employment manual and the Police Department Policy Manual, it is expressly understood that any conflict will be resolved in favor of this personnel policy manual, and this personnel policy manual supersedes for that purpose the Police Department Policy Manual.

The City has a Volunteer Fire Department, and the individuals that participate as members in the Volunteer Fire Department, are deemed to be "Volunteers" as that term is defined in the Fair Labor Standards amendments of 1985, Sections 3 (e) (29 USC.203(e)) and are not Employees for the purpose of this manual.

POLICY AND PROCEDURE MANUAL

Section: General
Policy: Collective Bargaining
Policy #: 205
Effective: April 2014
Revised: March 2015

COLLECTIVE BARGAINING

Whereas a municipality, by virtue of the law of the State of Texas, is prohibited from recognizing any individual, or group of individuals, or organizations, as representatives of their employees for the purpose of a collective bargaining, this manual is not to be construed as an agreement between employer and employee but is intended to be a statement of the policies of the City, to be followed by the City in dealing with its Employees.

Any Employee of the City shall discuss wages, hours, and working conditions with his or her immediate supervisor, and thereafter through any specific procedure hereinafter described.

POLICY AND PROCEDURE MANUAL

Section: General
Policy: Membership in Labor Organization
Policy #: 206
Effective: April 2014
Revised: March 2015

MEMBERSHIP IN LABOR ORGANIZATION

The City will not discriminate against any Employee because of the Employee's membership or non-membership in any labor organization or similar association.

POLICY AND PROCEDURE MANUAL

Section: General
Policy: Membership in Anti-Government Organizations
Policy #: 207
Effective: April 2014
Revised: March 2015

MEMBERSHIP IN ANTI-GOVERNMENT ORGANIZATIONS

The City will not employ or continue the employment of any employee who is or becomes a member of a subversive organization that advocates the overthrow of the United States government by force.

POLICY AND PROCEDURE MANUAL

Section: Employee Appointments
Policy: Job Duties of Employees
Policy #: 208
Effective: April 2014
Revised: March 2015

JOB DUTIES OF EMPLOYEES

Each Employee will have a general job description to be determined by the Department Head and approved by the City Manager. The job duties may vary from time as determined by the Department head and approved by the City Manager.

POLICY AND PROCEDURE MANUAL

Section: Employee Appointments
Policy: Citizenship and Social Security Number
Policy #: 301
Effective: April 2014
Revised: March 2015

CITIZENSHIP AND SOCIAL SECURITY NUMBER

Federal regulations require the City of Richwood to comply with the Immigration Reform and Control Act of 1986. All new employees must complete Section I of the I-9 Form, and provide the City with specific documents to establish their identity and employment eligibility within three (3) days of commencing employment. Employees will be expected to complete the I-9 Form during new hire in - processing on their first day of work. If a new employee is unable to provide the necessary documentation within three (3) working days from the date of hire, he/she must provide proof that he/she has applied for the required documents. Failure to provide the identity and employment eligibility documents within the time frame will result in termination.

Each employee of the City of Richwood shall have a social security number as a condition of employment.

POLICY AND PROCEDURE MANUAL

Section: Employee Appointments
Policy: Application Process
Policy #: 302
Effective: April 2014
Revised: March 2015

APPLICATION PROCESS

The City of Richwood does not accept applications and/or resumes except for positions which the City of Richwood currently has open. All applications and/or resumes must designate the open position being applied for or they will be disposed of. The City of Richwood does not retain applications and/or resumes for any period of time. Individuals interested in applying more than once for employment must submit an application and/or resume each time they apply.

No individual can be made an offer of employment with the City of Richwood without filling out the City of Richwood's Application for Employment. In order to apply for an open position, a candidate may use a previously submitted resume to satisfy the Employment and Education Sections of the application, but all other sections must be filled out and the application signed.

POLICY AND PROCEDURE MANUAL

Section: Employee Appointments
Policy: Residency
Policy #: 303
Effective: April 2014
Revised: March 2015

RESIDENCY

The City may not require residency within the city limits as a condition of employment with the City. Employees classified as Sworn Personnel, Management/Supervision, or above who reside outside the city limits must be able to respond to a civil emergency within 30 minutes from time of notification. (See: Local Government Code Section 150.021, c).

Exception: City Council appointees are required to live in the City limits as provided for in the City Charter.

POLICY AND PROCEDURE MANUAL

Section: Employee Appointments
Policy: Minimum Age Requirement for Employment
Policy #: 304
Effective: April 2014
Revised: March 2015

MINIMUM AGE REQUIREMENT

No individual under the age of eighteen years will be employed regularly with the city with the exception of Summer Work Programs in which the city participates or juveniles working off fines pursuant to permission received from the juvenile's parents.

POLICY AND PROCEDURE MANUAL

Section: Employee Appointments
Policy: Eligibility for Rehire
Policy #: 305
Effective: April 2014
Revised: March 2015

ELIGIBILITY FOR REHIRE

If an Employee is rehired within a one year period after being laid-off as a result of any reduction in force, that particular Employee shall be given a credit for previous active service with the City for the purpose of calculating the rate of vacation to be earned by the Employee.

Any Employee who is rehired after resigning or being terminated for any cause shall not begin his or her new service with credit for previous employment in computing the rate of any vacation accrual.

No Employee may be rehired without approval of City Manager.

POLICY AND PROCEDURE MANUAL

Section: Employee Appointments
Policy: Texas Driver's Licenses & Driving Record
Policy #: 306
Effective: April 2014
Revised: March 2015

TEXAS DRIVER'S LICENSES AND DRIVING RECORD

The City of Richwood requires all employees driving and/or operating a City vehicle to have the appropriate valid driver's license with any endorsements as required by the City and/or the State of Texas.

Persons that apply for positions and/or transfers which require a valid Texas Class, A, B, C, or M license must obtain said license within three (3) months of appointment, and shall not be permitted to operate any vehicle until the appropriate license is obtained. Failure to obtain the appropriate license as outlined above may result in immediate termination.

Employees may be obligated to report any DWI violation(s), arrest(s), charges or driver's license suspension to their supervisor immediately. A driver's license check shall be conducted every six (6) months by the respective Department Head to insure that employees maintain any required valid driver's license and a safe driving record. Employees who are convicted of at least three (3) moving violations and/or one or more DWI violations within the last three (3) years may be subject to disciplinary action and prohibited to drive any City vehicle. In the event the need to be able to drive is an essential job function for that position, the employee may be subject to termination of employment.

POLICY AND PROCEDURE MANUAL

Section: Employee Appointments
Policy: Nepotism
Policy #: 307
Effective: April 2014
Revised: March 2015

NEPOTISM

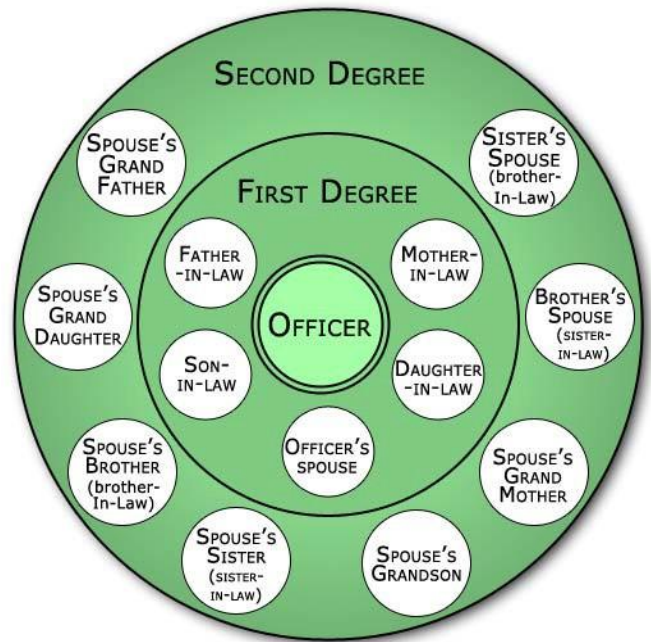
No person related within the first and second degree by affinity, or within the first, second and third degree by consanguinity to any elected officer of the city, or to the city manager, shall be appointed to any office, position or clerkship or other service of the city.

The above prohibition in reference to nepotism shall not apply to any individual who has been continuously employed by the City for a period of one (1) year prior to the election of the Mayor or Council Member.

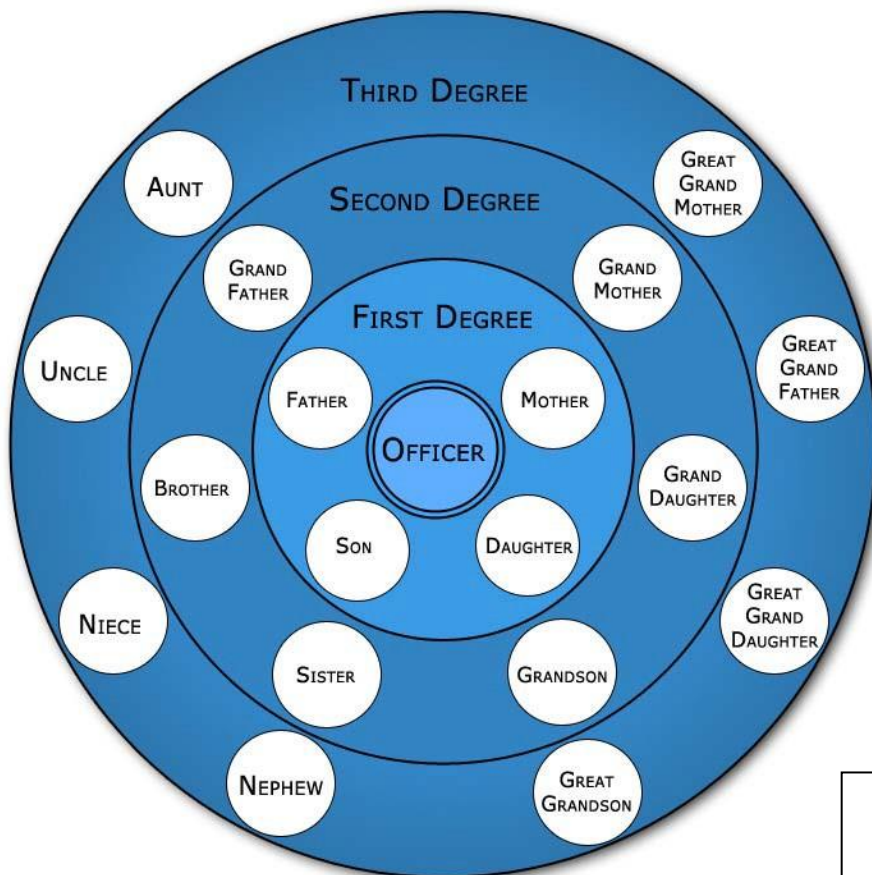
NEPOTISM CHART

The chart below shows

- **Affinity Kinship**
(relationship by marriage)
- **Consanguinity Kinship** (relationship by blood) for purposes of interpreting nepotism as defined in VTCA Government Code, Chapter 573, §§573.021 - .025



AFFINITY KINSHIP
Relationship by Marriage



CONSANGUINITY KINSHIP
Relationship by Blood

POLICY AND PROCEDURE MANUAL

Section: Employee Appointments
Policy: Identification Badges
Policy #: 308
Effective: April 2014
Revised: March 2015

IDENTIFICATION BADGES

Employees shall be issued identification badges for the purpose of conducting official City business. Identification badges shall be issued and approved by the City Manager. All employees shall maintain access to badges while on duty. Identification badges shall remain the property of the City, and shall be returned to the City by the employee upon termination of employment.

In order to protect the safety and maintain the security of all employees, every employee must have a picture identification badge readily at all times while on company premises.

Department Heads will issue an ID badge to all new employees. Loss or damage of the ID badge should be reported immediately. There will be a \$5.00 replacement fee charged (after the 2nd replacement) if the loss of the identification badge was the result of abuse or carelessness. There will be no charge for normal wear and tear of the identification badge.

POLICY AND PROCEDURE MANUAL

Section: Employee Development
Policy: Employee Training
Policy #: 401
Effective: April 2014
Revised: March 2015

EMPLOYEE TRAINING

When it is judged to be in the best interest of the city, Supervisors may request or permit employees to attend various workshops/conferences at the expense of the city.

Prior to attendance at a school or seminar for job-related training, an Employee must provide the Department Head with the date, location, and description of curriculum and estimate of total expenses that may be incurred.

POLICY AND PROCEDURE MANUAL

Section: Employee Development
Policy: Performance Evaluation
Policy #: 402
Effective: April 2014
Revised: March 2015

PERFORMANCE EVALUATION

Performance evaluations shall occur at least at the end of the new hire period and semi-annually thereafter. All evaluations shall be executed by the employee's direct supervisor and subsequently approved by the appropriate Department Head.

The evaluation will not be discussed with the employee until after review by the appropriate Department Head and City Manager.

Employees who desire to request an appeal, may do so in writing within ten (10) working days of their performance interview, and may be heard by the City Manager within thirty (30) days from the date of the evaluation.

POLICY AND PROCEDURE MANUAL

Section: Employee Development
Policy: Annual Employee Bonus Program
Policy #: 403
Effective: April 2014
Revised: March 2015

ANNUAL EMPLOYEE BONUS PROGRAM

The Annual Employee Bonus Program is designed to recognize the tenure and dedication to service provided by the employees.

Eligibility

Full-time City employees are eligible for the bonuses. Eligible employees will receive a bonus based on the years of service provided with a cap of 35 years. The amount per year will depend on their position.

Employees:

Those with less than 1 year service will receive \$50.

\$25 for each year of service with a minimum of \$125

Department Heads:

\$30 per year of service, up to 35 years, with a minimum of \$150

City Manager:

\$50 per year, up to 35 years, with a minimum of \$500.

POLICY AND PROCEDURE MANUAL

Section: Employee Development
Policy: Employee Service Awards
Policy #: 404
Effective: April 2014
Revised: March 2015

EMPLOYEE SERVICE AWARDS

One way to show the appreciation of the tenure and dedication to service provided by employees is to recognize their years of service with the City.

Full time City employees become eligible at 5 year intervals beginning with their fifth anniversary and capping at 35 years. At, or as near as practicable, to their anniversary date, the employee will receive compensation of \$10 per year of service.

POLICY AND PROCEDURE MANUAL

Section: Wages and Hourly Information
Policy: Wages
Policy #: 501
Effective: April 2014
Revised: March 2015

WAGES

The salary range of all Employees shall be determined by the City Council within certain limits set by the City Council as denoted in the annual budget of the City.

POLICY AND PROCEDURE MANUAL

Section: Wages and Hourly Information
Policy: Overtime
Policy #: 502
Effective: April 2014
Revised: March 2015

OVERTIME

All overtime compensation for City Employees shall be paid in accordance with the current Federal and State regulations. Unless otherwise provided, overtime will be paid at time and one-half for hours in excess of established work periods.

Any overtime for the Employee will be subject to approval by the Department Head or the City Manager.

POLICY AND PROCEDURE MANUAL

Section: Wages and Hourly Information
Policy: Pay Day
Policy #: 503
Effective: April 2014
Revised: March 2015

PAY DAY

All regular Employees of the city whether full-time or part-time will be paid semi-monthly.

POLICY AND PROCEDURE MANUAL

Section: Wages and Hourly Information
Policy: Leave for Military Purpose
Policy #: 504
Effective: April 2014
Revised: March 2015

LEAVE FOR MILITARY PURPOSE

An Employee whose service or reserve unit is called into service, not to exceed two weeks, will be entitled to receive his or her regular pay less any military pay received. Written evidence of military pay received must be submitted by the Employee prior to the Employee receiving pay for time during military leave. Any military leaves of more than two (2) weeks shall be without pay.

Pay for attending Reserve or National Guard training and exercises shall be authorized only for periods which fall within the Employee's normal work schedule.

Those Employees leaving employment with the City to serve in the active military forces of the United States shall be subject to the Federal and State re-employment provisions in effect at the time of their release from active duty.

POLICY AND PROCEDURE MANUAL

Section: Wages and Hourly Information
Policy: Change in Employee's Status
Policy #: 505
Effective: April 2014
Revised: March 2015

CHANGE IN EMPLOYEE'S STATUS

Any Employee who changes from Full-Time Employee to Part-Time Employee shall no longer be eligible for benefits reserved only for Full Time Employees. Any vacation accrued at the time of the change will be paid in full to the employee.

An Employee who changes from Part-Time Employee to Full-Time Employee shall be subject to the provisions of this policy manual on probation and any waiting period for benefits which will apply to new Full-Time Employees, even if the Employee had previously been a Full-Time Employee. The probationary period shall begin on the first day upon initial hire, unless the Employee changes department and shall last for one hundred eighty (180) consecutive days thereafter.

Those Employees changing from part-time to full-time status without any interruption in service shall have vacation and sick leave accrued from the time of their initial employment.

Neither Temporary Employees nor Part-Time Employees are entitled to any sick leave or vacation time.

POLICY AND PROCEDURE MANUAL

Section: Employee Benefits and Services
Policy: Holidays
Policy #: 601
Effective: April 2014
Revised: March 2015

HOLIDAYS

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

A Full Time Employee who does not work on a holiday or the day observed in place of a holiday will be paid for eight (8) hours or one day's pay whichever is applicable at the straight time base rate unless the Employee:

(A) Is absent from work without permission of their supervisor on their scheduled working day immediately preceding or immediately following the holiday.

(B) Is on extended leave of absence of more than thirty (30) days.

A Full Time Employee who works on a holiday or a day observed in place of a holiday will receive eight (8) hours pay or one day's pay whichever is applicable at straight time base rate plus time and one half. If a second shift is worked, the rate will be time and one half.

When a holiday, or a day observed in place of a holiday, falls on an Employee's regularly scheduled day off, he will be paid an extra day's pay that week. An extra day's pay resulting from this will not count as a day worked for purposes of computing overtime.

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

City of Richwood Employee Handbook

the City of Richwood will be provided to all employees.

If a holiday falls during the period an Employee is utilizing vacation, the holiday will be handled in accordance with the policy on holidays as denoted above and will not be charged against the Employee's vacation time.

POLICY AND PROCEDURE MANUAL

Section: Employee Benefits and Services
Policy: Holidays for Full –Time Police Officers and Employees Working an Alternative Work Schedule
Policy #: 602
Effective: April 2014
Revised: March 2015

HOLIDAYS FOR FULL-TIME POLICE OFFICERS AND EMPLOYEE’S WORKING AN ALTERNATIVE WORK SCHEDULE

Holidays for Full Time Police Officers and Employees working an alternate work schedule shall be determined and compensated in the following manner:

- a. Full Time Police Officers shall not be entitled to the same recognized holiday schedule as other Employees for the City due to the necessity of Police Officers to work on these recognized holidays;
- b. Full Time Police Officers and Employees working an alternate work schedule shall receive an equal number of days as on the City Holiday list for holidays, which days can be chosen at their discretion within the appropriate quarter;
- c. If a Police Officer or Employee working an alternate work schedule does not use the days allocated for holidays, he or she shall lose those days at the end of the year;
- d. A Police Officer and Employees working an alternate work schedule may not use as his or her an equal number of days as on the City Holiday list for holidays, on a day that is recognized as a holiday by the City;
- e. Pay for those days selected as the Police Officer’s or Employees working an alternate work schedule’s holidays shall be paid a regular day’s pay;
- f. Because the Police Officers or Employees working an alternate work schedule will have the option to choose his or her holidays, Police Officers or Employees working an alternate work schedule shall not receive additional compensation for working on holidays recognized by the City.

POLICY AND PROCEDURE MANUAL

Section: Employee Benefits and Services
Policy: City Health/Dental Plan
Policy #: 603
Effective: April 2014
Revised: March 2015

CITY HEALTH/DENTAL PLAN

The City participates in a health-hospitalization policy for Full-Time Employees who have completed their probationary period; the premium amount for the health-hospitalization policy for the Employee is paid by the City; any dependents that the Employee desires to cover pursuant to the health-hospitalization policy shall be paid for by the Employee.

Eligibility dates for the health-hospitalization insurance policy are as denoted above.

Additionally, the City shall provide Workman's Compensation Insurance for all Employees.

At the will of the City and if financially feasible, the City covers each regular full-time employee with Long-Term Disability Insurance. This insurance policy provides income replacement benefits when an employee becomes disabled. Long term disability monthly benefits will be paid according to the terms of the insurance policy.

POLICY AND PROCEDURE MANUAL

Section: Employee Benefits and Services
Policy: Social Security
Policy #: 604
Effective: April 2014
Revised: March 2015

SOCIAL SECURITY

The City of Richwood does not participate in the Social Security Program.

POLICY AND PROCEDURE MANUAL

Section: Employee Benefits and Services
Policy: Retirement
Policy #: 605
Effective: April 2014
Revised: March 2015

RETIREMENT

At the time of adoption of this personnel policy manual, the City provides pension benefits for all of its Full-Time Employees through a nontraditional, joint contributory plan in the state wide Texas Municipal Retirement System (TMRS).

Benefits depend upon the sum of the Employee's contributions to the plan, with interest, and the city-financed monetary credits, with interest. The contribution rate for the Employees is 5%.

Members can retire at ages 60 and above with 5 or more years of service or with 20 years of service regardless of age. The plan also provides death and disability benefits. A member is vested after 5 years, but he/she must leave their accumulated contributions in the plan. If a member withdraws his/her own money, he/she is not entitled to the employer-financed monetary credits, even if he/she was vested.

The contribution rate for the Employees is 5% by the City in the name of the Employee and the Employee has the ability to withdraw said funds from the Individual Retirement Account subject to the appropriate federal tax penalties concerning said Individual Retirement Accounts. All Employees will be subject to the provisions of the Texas Municipal Retirement System as the same applies to their retirement withholding.

POLICY AND PROCEDURE MANUAL

Section: Employee Benefits and Services
Policy: Uniforms
Policy #: 606
Effective: April 2014
Revised: March 2015

UNIFORMS

At the will of the City and if financially feasible, the City furnishes uniforms or makes allowances for regular full and part-time employees who must wear uniforms in the performance of their duties.

I. REPLACEMENT

The recommendation to replace any uniform item shall come through the respective departmental supervisor to the person assigned as the uniform coordinator.

- A. Uniforms will be replaced at the cost of the City under normal wear and tear conditions.
- B. Uniforms which are damaged due to careless or negligent action on part of the employee may be the responsibility of the employee to replace at his / her cost.

II. GUIDELINES FOR PROFESSIONAL APPEARANCE FOR UNIFORMED PERSONNEL

Appropriate wearing of uniforms to display a professional appearance is expected of all field personnel. The city expects employees to maintain a neat, well-groomed appearance as appropriate for the type of work being done. Basic personal hygiene (such as changing and laundering your clothes and/or uniform, bathing, using deodorant, using oral hygiene products, washing, and grooming hair, etc.) is also expected of each employee.

- A. Personnel issued uniforms are required to wear them when they report for work, except in situations such as emergency call-out. Uniforms are the property of the City and are to be returned upon termination of employment. Hats worn must be city-issued (uniform or special issue).
- B. Uniform shirttails are to be tucked in at the waist anytime the uniform is worn even if the employee is off duty.
- C. Only the top shirt button may be unbuttoned.

City of Richwood Employee Handbook

- D. Short sleeves are not to be rolled or hiked up. Long sleeves may be rolled neatly and no higher than the elbow.
- E. Hats are not to be worn backwards.
- F. Hair longer than shoulder length should be pulled back.
- G. No visible jewelry except for watches, stud earrings and wedding bands.
- H. No pins, decals, patches, etc. on uniforms or hats unless city issued.
- J. No wrinkled uniforms.
- K. Men should avoid stubble, either shave daily or maintain an established beard or mustache.
- L. Employees may purchase and wear, on Friday, department approved polo shirts. Any shirt considered for approval will be city colors and have city logo and employee name.
- M. Other shirts worn with the uniform must be worn underneath the uniform shirt.
- N. Uniforms are to be worn to and from work. Uniforms are not to be worn to eat dinner with family, at drinking establishments, etc. Only incidental use to and from work is allowed.
- P. Rules apply anytime the uniform is worn even if the employee is off duty.
- Q. Discretion is provided to each supervisor to allow them to develop more stringent guidelines within their department.

III. WEARING OF COLD WEATHER CLOTHING

- A. During cold weather, employees who are issued City uniforms may wear coats, jackets, bib overalls or coveralls that are the following colors: dark green, dark blue, brown, dark brown, or tan. Camouflage or hunters orange is not permitted. Wool caps that are either dark green, brown or black may be worn in place of or in addition to City issued hats.

POLICY AND PROCEDURE MANUAL

Section: Personnel Employee Records
Policy: Employee Records
Policy #: 701
Effective: April 2014
Revised: March 2015

EMPLOYEE RECORDS

An effective system for keeping records on job applicants, current employees, and former employees is essential to the proper functioning of the City. The City strongly believes, however, in respect for the rights and dignity of each employee, and the City pledges to conduct its business in such a way that the privacy of all its employees is protected within the guidelines of Federal and State Regulations. For example, all medical history and information shall be maintained in a separate confidential file pursuant to the Americans with Disabilities Act. The official personnel files will be kept in the City Secretary's office.

- I. The City shall request, use, and retain only personal information concerning employees that is required for business or legal reasons.
- II. All information about employees in either personnel or supervisory files will be kept confidential, and will be disclosed on a need to know basis within the City only to supervisory and management personnel who are considering the employee for promotion, transfer, demotion, termination, or other personnel action.
- III. Any employee may inspect his/her personnel file.
- IV. Employees desiring to inspect their personnel files should contact the City Secretary's Office to establish a convenient time for this review. The employee may review the files and may take notes or request single copies of each page at the current determined copy rate, but no employee is allowed to remove anything from any personnel file. An employee may request correction of inaccurate information.
 - A. Routine statistical data corrections will be made as requested.
 - B. Disciplinary action disagreements should be made note of at the time the action is taken and the established appeals procedure followed.
 - C. Performance evaluation disagreements should be made note of at the time of the performance review.

- D. Written documentation submitted as a part of the appeals procedure shall be reviewed by the Director of Personnel or employee performing those duties and shall become a portion of the employee's file.
- V. All requests for information from persons outside the City concerning job applicants and current, retired, or terminated employees must be referred to the appropriate Department Head. No one else is authorized to release such information.

Release of information contained in employee personnel files is controlled by **provisions of the Open Records Act.**

- VI. In order to keep personnel records up to date:
 - A. Employees are required to notify their supervisors of a status change, within 72 hours:
 - 1. Name; Address; Telephone number
 - 2. Marital status
 - 3. Number of dependents
 - 4. Persons to be notified in case of emergency
 - B. Employees should contact the Personnel Department for changes in:
 - 1. Beneficiary designations for the City's insurance, disability and pension plans
 - 2. W-4 Forms

POLICY AND PROCEDURE MANUAL

Section: Personnel Employee Records
Policy: Reference Checks/Recommendations
Policy #: 702
Effective: April 2014
Revised: March 2015

REFERENCE CHECKS/RECOMMENDATIONS

All requests for information, from persons outside the City concerning job applicants and/or current, retired, or terminated employees must be made in writing and referred immediately to the City Secretary's office. Such requests shall include, but not be limited to:

- A. Verification of employment for loan and/or credit application
- B. Verification of employment status
- C. Salary verification or information
- D. Verification of work and/or attendance records
- E. Prior work history

Without a signed release, the City Secretary will release only the dates of employment, positions held and final salary. Letters of recommendation written for a current, retired, or terminated employee must be approved by the appropriate Department Head and/or City Manager. A copy of the letter shall become a portion of the employee's file.

POLICY AND PROCEDURE MANUAL

Section: Vacation Provisions
Policy: General Vacation Provisions
Policy #: 801
Effective: April 2014
Revised: March 2015

GENERAL VACATION PROVISIONS

Only Full-Time Employees are eligible for vacation time and only after the successful completion of the one hundred eighty (180) day probationary period.

Vacation for the employment period from the date of the completion of the probationary period to January 1, will be 8 hours per month, not to exceed 80 hours.

From January 1 to December 31 of their first full year of employment, Full Time Employees will have 80 hours of vacation. They will then accrue an additional 8 hours per year until year 30 of their employment.

POLICY AND PROCEDURE MANUAL

Section: Vacation Provisions
Policy: Vacation Accumulation Prohibited
Policy #: 802
Effective: April 2014
Revised: March 2015

VACATION ACCUMULATIONS PROHIBITED

Each Employee with at least one full year of service may carry over forty (40) hours of unused vacation days each year. Those days must be used by June 30th. Unless specifically authorized by the City Council, any days in excess of forty (40) may not be accumulated and if not used during the calendar year will be forfeited.

The City Council or City Manager hereby reserves the right to extend leave without pay beyond vacation days of any Employee upon the request of the Employee.

POLICY AND PROCEDURE MANUAL

Section: Vacation Provisions
Policy: No Salary Provisions in Lieu of Vacation
Policy #: 803
Effective: April 2014
Revised: March 2015

NO SALARY PROVISIONS IN LIEU OF VACATION

In order to ensure Employees are utilizing their vacation days which the City deems important, Employees shall not be paid for unused accrued vacation days.

POLICY AND PROCEDURE MANUAL

Section: Vacation Provisions
Policy: Termination of Employment
Policy #: 804
Effective: April 2014
Revised: March 2015

TERMINATION OF EMPLOYMENT

If a Full Time Employee service is terminated at any time for a reason other than "discharge for cause", then the Employee shall be paid for all vacation leave earned.

"Discharge for cause" as used herein reasons termination of employment for any reason other than voluntary termination by or death of the Employee, reduction in force, or any other permitted reason not related to the Employee's inability to properly carry out his or her job description or the policies stated herein.

POLICY AND PROCEDURE MANUAL

Section: Vacation Provisions
Policy: Temporary and Probationary Employment Positions
Policy #: 805
Effective: April 2014
Revised: March 2015

TEMPORARY AND PROBATIONARY EMPLOYMENT POSITIONS

Temporary Employees and Probationary Employees shall not be entitled to vacation leave.

POLICY AND PROCEDURE MANUAL

Section: Vacation Provisions
Policy: Scheduling of Vacation
Policy #: 806
Effective: April 2014
Revised: March 2015

SCHEDULING OF VACATION

Vacation leave will be scheduled with the Employee's Department Head so as not to cause interference with the normal functions of any City Department.

The minimum amount of vacation that an Employee shall be allowed to use at any one given time is 4 hours.

POLICY AND PROCEDURE MANUAL

Section: Vacation Provisions
Policy: Borrowing of Vacation
Policy #: 807
Effective: April 2014
Revised: March 2015

BORROWING OF VACATION

An Employee shall not be allowed to borrow vacation time against future vacation earnings except in the event of an approved special emergency, as deemed by the City Manager, whereby an Employee can borrow up to 48 hours against vacation time to be applied to vacation time once it is accrued.

POLICY AND PROCEDURE MANUAL

Section: Vacation Provisions
Policy: Credit for Previous Service
Policy #: 808
Effective: April 2014
Revised: March 2015

CREDIT FOR PREVIOUS SERVICE

If an Employee is rehired within a one year period after being laid-off as a result of any reduction in force, that particular Employee shall be given a credit for previous active service with the City for the purpose of calculating the rate of vacation to be earned by the Employee.

Any Employee who is rehired after resigning or being terminated for any cause shall not begin his or her new service with credit for previous employment in computing the rate of any vacation accrual.

No Employee may be rehired without approval of City Manager.

POLICY AND PROCEDURE MANUAL

Section: Sick Leave Provisions
Policy: Eligibility for Sick Leave
Policy #: 901
Effective: April 2014
Revised: March 2015

ELIGIBILITY FOR SICK LEAVE

All Full-time Employees who have completed their probationary period are eligible to be paid sick leave.

POLICY AND PROCEDURE MANUAL

Section: Sick Leave Provisions
Policy: Rate of Computation of Sick Leave
Policy #: 902
Effective: April 2014
Revised: March 2015

RATE OF COMPUTATION OF SICK LEAVE

Full-Time Employees who have completed their probationary period of 180 days, will earn sick leave at the rate of 8 hours per month. Temporary Employees who are also Part-Time Employees will not earn sick leave.

POLICY AND PROCEDURE MANUAL

Section: Sick Leave Provisions
Policy: Responsibility for Notification
Policy #: 903
Effective: April 2014
Revised: March 2015

RESPONSIBILITY FOR NOTIFICATION

In order to receive sick leave, an Employee shall be responsible for promptly notifying his or her Department Head (or his designee) of the illness or particular injury. Failure to notify the Department Head of an illness or injury may make the Employee ineligible for approval of all or part of the sick leave benefit for that illness or injury.

POLICY AND PROCEDURE MANUAL

Section: Sick Leave Provisions
Policy: Documentation of Sick Leave
Policy #: 904
Effective: April 2014
Revised: March 2015

DOCUMENTATION OF SICK LEAVE

Human Resources (or employee performing those duties) and/or the City Manager may require documentation by a licensed physician prior to return to work.

POLICY AND PROCEDURE MANUAL

Section: Sick Leave Provisions
Policy: Accumulation of Sick Leave
Policy #: 905
Effective: April 2014
Revised: March 2015

ACCUMULATION OF SICK LEAVE

Any accrued, but unused sick leave shall be carried forward into the succeeding calendar year with the maximum carryover being a cumulative two hundred forty (240) hours.

POLICY AND PROCEDURE MANUAL

Section: Sick Leave Provisions
Policy: Borrowing of Sick Leave Prohibited
Policy #: 906
Effective: April 2014
Revised: March 2015

BORROWING OF SICK LEAVE PROHIBITED

No Employees will be allowed to borrow days of sick leave against future sick leave. An extension of sick leave may be granted by the City Council upon application by the Employee prior to exhaustion of accumulated sick leave.

POLICY AND PROCEDURE MANUAL

Section: Sick Leave Provisions
Policy: Maternity Leave
Policy #: 907
Effective: April 2014
Revised: March 2015

MATERNITY LEAVE

Absence due to maternity reasons is considered to be valid reason for sick leave, however, in no case will an Employee be paid in excess of accumulated sick leave.

POLICY AND PROCEDURE MANUAL

Section: Sick Leave Provisions
Policy: Injuries other than on the Job Injuries
Policy #: 908
Effective: April 2014
Revised: March 2015

INJURIES OTHER THAN ON THE JOB INJURIES

For injuries other than job injuries which prevent an Employee from performing his or her job on a normal basis as determined by his or her physician, the Employee will take sick leave until he or she is able to perform his or her job on a normal basis. If sick leave requires the Employee to be absent in excess of their accumulated sick leave, such leave will be taken without pay and in accordance with Policy #1004 of this manual.

POLICY AND PROCEDURE MANUAL

Section: Absences from the Job other than Sick Leave
Policy: Injuries on the Job
Policy #: 1001
Effective: April 2014
Revised: March 2015

INJURIES ON THE JOB

Employees who are injured in the course of performing their job for the service of the City shall be granted injury leave if the attending physician directs the Employee to refrain from working due to the particular nature and extent of the injury. The length of such leave will be determined by the attending physician or the opinion of a second attending physician retained by the City, which leave shall not exceed a reasonable amount of time based on the injury and recommendation by the attending physician(s).

Employees injured on the job may choose their own attending physician or will be attended by a physician retained by the City if the Employee has no particular preference or is unable to make a decision. The City of Richwood is self-insured for workers' compensation coverage through the Texas Municipal League Intergovernmental Risk Pool. Any Employees injured on the job will report the injury to their Department Head without any delay and will file a claim for Workman's Compensation benefits. Employees who fail to report an on the job injury will be subject to disciplinary action in accordance with the provisions of this manual. The injured Employee will receive full pay from the City for the first twenty working days or 160 working hours following the time of the injury minus any amount of any Workman's Compensation benefits received by the Employee covering the first twenty working days.

POLICY AND PROCEDURE MANUAL

Section: Absences from the Job other than Sick Leave
Policy: Funeral Leave for Immediate Family
Policy #: 1002
Effective: April 2014
Revised: March 2015

FUNERAL LEAVE FOR IMMEDIATE FAMILY

In case of death of a member of an Employee's Immediate Family as defined in Section 201 of this manual, an Employee may be granted an absence with pay for the day before the funeral, the day of, and the day after the funeral.

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POLICY AND PROCEDURE MANUAL

Section: Absences from the Job other than Sick Leave
Policy: Jury Duty and Witness Service
Policy #: 1003
Effective: April 2014
Revised: March 2015

JURY DUTY AND WITNESS SERVICE

Jury service and appearing as a witness in court upon being subpoenaed is determined to be a civic duty and Employees are expected to serve or appear when called or subpoenaed without loss of pay, however, satisfactory evidence of such service or appearance as a witness must be presented to the Department Head of the particular Employee. If the Employee is dismissed from jury duty before noon, he or she is expected to return to work and an Employee who testifies in a Court proceeding as a witness is expected to return to work as soon as he or she is discharged by the Court.

POLICY AND PROCEDURE MANUAL

Section: Absences from the Job other than Sick Leave
Policy: Additional Personal Leave without Pay
Policy #: 1004
Effective: April 2014
Revised: March 2015

ADDITIONAL PERSONAL LEAVE WITHOUT PAY

The Department Head of an Employee may under appropriate circumstances determined by the Department Head and approved by the City Manager, grant a leave of absence without pay for a period not to exceed ten (10) working days for a particular Employee. Permission for a leave of absence must be secured prior to the beginning of the leave of absence. Any leave of absence over (10) days must be approved by the City Council prior to the beginning of the leave.

POLICY AND PROCEDURE MANUAL

Section: Standards & Conduct for Employees
Policy: Conflict of Interest
Policy #: 1101
Effective: April 2014
Revised: March 2015

CONFLICT OF INTEREST

Policy Statement

An Employee shall not engage in any particular employment relationship, or activity which will affect his or her job efficiency or which would reduce his or her ability to make objective decisions in regard to his or her work and responsibility as a City Employee.

Prohibited Activities

Conflicts of interest shall include but not be limited to the following:

1. Soliciting, accepting, or agreeing to accept a financial benefit or any other benefits, other than from the City, that might tend to influence the Employee's performance of duties for the City and that which the Employee knows or should know is offered with the intent to influence the Employee's performance;
2. Accepting employment, compensation or benefits that might reasonably induce the Employee to disclose confidential information, such as other Employees' or citizens' private personal or financial information, any information obtained in an authorized and valid closed session of City Council which is not required to be disclosed pursuant to law acquired in the performance of official duties;
3. Accepting outside employment or compensation that might reasonably tend to impair independence of judgment in performance of the duties of the Employee;
4. Making any personal investment that might reasonably be expected to create a substantial conflict between the Employee's private interest and duties for the City;
5. Soliciting, accepting, or agreeing to accept a financial benefit or any other benefit from another person in exchange for having performed duties as an Employee as a favor to that person.

POLICY AND PROCEDURE MANUAL

Section: Standards & Conduct for Employees
Policy: Use of Smoking, Smokeless Tobacco and Vapor e-cigarettes
Policy #: 1102
Effective: April 2014
Revised: March 2015

SMOKING, SMOKELESS TOBACCO AND VAPOR E-CIGARETTES

In an effort to meet the needs of smokers and non-smokers, and to provide a pleasant and productive working atmosphere for all employees, the use of smoking and smokeless tobacco shall be limited. Department Heads may also prohibit the use of smoking and smokeless tobacco in any area under his or her supervision.

Smoking and vapor e-cigarette use is prohibited in all enclosed City facilities.

Smoking and vapor e-cigarette use is prohibited within 15 feet from doors and operable windows.

No use of smoking tobacco vapor e-cigarette use shall be allowed in fueling areas for vehicles or during the fueling of vehicles and equipment in the field.

Areas where the use of smoking, smokeless tobacco, and vapor e-cigarette use is permitted shall be maintained in a clean and sanitary condition. The accumulation of cigarette butts shall be controlled, and supervisors responsible for those areas where the use of tobacco is allowed shall insure that clean and sanitary conditions are maintained.

Employees using smokeless tobacco shall not spit their waste in areas where other employees may walk or work.

POLICY AND PROCEDURE MANUAL

Section: Standards & Conduct for Employees
Policy: Supervision and Hiring Policy in Reference to Relatives
Policy #: 1103
Effective: April 2014
Revised: March 2015

SUPERVISION AND HIRING POLICY IN REFERENCE TO RELATIVES

No individual shall be appointed or hired to a paid position with the City, which would involve being supervised by a member of the individual's immediate family.

Individuals from the same Immediate Family may work for the City other than noted above if the employment does not create a situation which the City Council determines which would be detrimental to the goals and operations on the City.

POLICY AND PROCEDURE MANUAL

Section: Standards & Conduct for Employees
Policy: Meal and Break Times
Policy #: 1104
Effective: April 2014
Revised: March 2015

MEAL AND BREAK TIMES

I. LUNCH PERIODS

A one hour unpaid lunch period is allowed during an eight hour work shift as work schedules permit. Employees are expected and/or required to take their scheduled meal periods and to leave their duty station to do so. Lunch time will be arranged so that customer service is always available. Lunch time may not be substituted for time off work unless special authorization is granted by the respective department head. Office personnel may not consume food in view of public. Employees working shift work may be subject to alternative lunch schedules. It is the employee's responsibility to return on time.

II. BREAKS

Breaks shall be considered a privilege and not a right and shall be permitted if workloads permit. No more than two (2) 15-minute breaks per day are allowed, one in the morning, one in the afternoon. During summer, field personnel may alternatively take more frequent breaks up to the same total time period as stated above (15 minutes in the morning and 15 minutes in the afternoon). Breaks are to be taken around the workload so as to maximize productivity.

Office personnel will take breaks away from the work area. No food is to be consumed in view of public. Field personnel will take breaks on job site or city operated facility.

Break practices not permitted:

- A. Combining two or more breaks into one thirty (30) - minute break.
- B. Dividing one break into several smaller breaks except as stated above.
- C. "Banking" break period time from day to day.
- D. Saving break time to extend lunch period or shorten shift.

It is the employee's responsibility to return on time.

POLICY AND PROCEDURE MANUAL

Section: Standards & Conduct for Employees
Policy: Use of City Vehicles
Policy #: 1105
Effective: April 2014
Revised: March 2015

USE OF CITY VEHICLES

Use of City owned vehicles is limited to City business and is subject to the following rules:

- (1) Accidents involving city vehicles must be reported immediately to the local police jurisdiction in which the accident occurs and to the Department Head of the person responsible for the operation of the vehicle.
- (2) City vehicles are under no circumstances to be used at any time for personal use or any personal errands.
- (3) No City vehicle will be operated by an Employee who does not have a proper license to operate the vehicle, and the said Employees are required to maintain a proper license.
- (4) No riders or occupants are permitted in City vehicles except those authorized by the Employee's Department Head and no rider will be authorized by any Department Head except if the rider or occupant is in the furtherance or performance of City business.
- (5) It is the operating Employee's responsibility to operate the assigned vehicle in a safe and courteous manner and obey all traffic laws.

It is understood that City vehicles are constantly under observation by the general public and must be operated in a safe manner.

- (6) The Take Home Vehicle Policy is as follows:
 - (a) Only Department Heads
 - (b) The Public Works Foreman providing he lives within a 1 mile radius of City Hall
 - (c) Those employees that live within the city limits may take home vehicles authorized by the Department Head and approved by the City Manager
 - (d) Must only be used for city business
 - (e) May not have civilian rider unless it pertains to city business.

- (f) At no time will city vehicles be used to transport family or friends.
- (h) No vehicle may be taken home if the employee lives in an apartment.

The only exceptions or deviations to this policy will be specialized programs or job assignments at which time the distance exception will be agreed upon between the Department Head and the City Manager. Final approval shall be made by the City Manager.

POLICY AND PROCEDURE MANUAL

Section: Standards & Conduct for Employees
Policy: Whistle Blower Act
Policy #: 1106
Effective: April 2014
Revised: March 2015

WHISTLE BLOWER ACT

The City of Richwood complies with the State of Texas Whistle Blower Act and all other laws regulating the conduct of public employees. The City encourages employees to report any alleged infraction without fear of retaliation.

The State Law provides that a state or local government body may not suspend or terminate the employment of, or otherwise discriminate against, a public employee who reports a violation of law to an appropriate law enforcement authority if the employee report is made in good faith. Law is defined as a state or federal statute, an ordinance passed by a local governmental body, or a rule adopted under a statute or an ordinance.

POLICY AND PROCEDURE MANUAL

Section: Standards & Conduct for Employees
Policy: Working Relationships
Policy #: 1107
Effective: April 2014
Revised: March 2015

WORKING RELATIONSHIPS

It is the duty of each employee to maintain high standards of cooperation, efficiency, and economy in his/her work for the City. Supervisors organize and direct the work of their units to achieve these objectives. When work habits, production, or personal conduct of an employee falls below standard, supervisors should point out the deficiencies in performance at the time they are observed.

POLICY AND PROCEDURE MANUAL

Section: Standards & Conduct for Employees
Policy: Readiness for Duty
Policy #: 1108
Effective: April 2014
Revised: March 2015

READINESS FOR DUTY

To ensure that an employee is capable of performing the essential functions of a job, a Department Head/Supervisor, with approval from the City Manager, may require a current employee to undergo a medical or other appropriate examination.

The purpose of the medical examination is to ensure that an employee can perform the essential functions of the job for which he or she performs. Exceptions, based on the religious beliefs of an applicant who belong to an established church whose tenants' conflict with the use of physicians or medical treatment, may be granted on a case-by-case basis by the City Manager. Exceptions do not include Drug Testing for a person holding a Commercial Driver's License (CDL) who drives city vehicles with gross weight rating or gross combination weight rating of 26,000 or more pounds. For the purposes of DOT testing, "employee" includes an applicant for employment

POLICY AND PROCEDURE MANUAL

Section: Standards & Conduct for Employees
Policy: Political Activity
Policy #: 1109
Effective: April 2014
Revised: March 2015

POLITICAL ACTIVITY

PERMITTED POLITICAL ACTIVITIES

While in uniform or on active duty, an employee of the municipality may not engage in a political activity relating to a campaign for an elective office.

For the purposes of this section; a person engages in a political activity if the person:

1. Makes a public political speech supporting or opposing a candidate;
2. Distributes a card or other political literature relating to the campaign of a candidate;
3. Wears a campaign button;
4. Circulates or signs a petition for a candidate;
5. Solicits votes for a candidate; or
6. Solicits campaign contributions for a candidate.

While out of uniform and not on active duty, an employee may engage in a political activity relating to a campaign for an elective office, including each activity listed by Subsection

The City may not restrict the right of an employee to engage in a political activity permitted by this policy.

POLITICAL CANDIDACY BY CITY EMPLOYEES

The following shall apply when city employees seek elected office:

A city employee may seek election to a partisan political office. If elected or appointed to political office (such as city council, county commissioner, etc.), and such office is clearly inconsistent, incompatible or in conflict with his or her duties as a city employee, the employee shall terminate city employment prior to assuming the elected position (employees must resign their employment before running for an elected office of the Richwood City Council);

An employee may be a candidate for a nonpartisan board and if elected or appointed, may retain the city position. However, if such office is clearly inconsistent, incompatible or in conflict with his or her duties as a city employee, the employee shall terminate city employment prior to assuming the elected or appointed position (employees must resign their employment before running for an elected office of the Richwood City Council).

POLICY AND PROCEDURE MANUAL

Section: Standards & Conduct for Employees
Policy: Acceptance of Gifts
Policy #: 1110
Effective: April 2014
Revised: March 2015

ACCEPTANCE OF GIFTS

As employees of the City of Richwood we are obligated to put the City's interest first in every business transaction. Our own personal interests must not be a consideration. Decisions involving the City's purchases of equipment, supplies, or services must be based solely on business criteria such as price, quality, performance, reliability, and service.

PERSONAL GIFTS

The City of Richwood discourages gifts and gratuities to its employees. Sometimes these gifts are given without opportunity to refuse them. The following guideline will help in making a decision.

- A. No monetary gift may be accepted.
- B. No alcohol will be accepted.
- C. An occasional meal is acceptable, as are gifts which are expendable or of nominal value. Meals are not to be accepted when a pending business transaction has not been executed.
- D. Any gift that obligates you or makes you feel obligated should not be accepted.

A good rule of thumb is that -- if the offer of a gift or the gift itself makes you feel uncomfortable or gives the appearance of impropriety -- don't accept it!!

POLICY AND PROCEDURE MANUAL

Section: Standards & Conduct for Employees
Policy: Duty of Employees
Policy #: 1111
Effective: April 2014
Revised: March 2015

DUTY OF EMPLOYEES

Employees are expected to render efficient and steady service to the City, and recognize, through their compliance, the right of the City to establish rules and regulations governing the work and conduct of its Employees. All Employees will be expected to deal with the public in a courteous and very professional manner. Each citizen of the City shall receive Employee's prompt attention to his or her request and problems.

If an Employee is away from the City representing the City in an official capacity he or she will act in accordance with his or her position and in a manner which will uphold the City's reputation.

POLICY AND PROCEDURE MANUAL

Section: Standards & Conduct for Employees
Policy: Use of Telephones, Computers and Internet
Policy #: 1112
Effective: April 2014
Revised: March 2015

USE OF TELEPHONES, COMPUTERS AND INTERNET

Telephones

Employees that are subject to frequent call outs pursuant to job duties, including Department Heads, are expected to have telephones in their residences in order to be available when needed by the City.

Usage of any and all City telephones for personal calls in excess of five minutes per call is expressly prohibited, except in situations of emergencies as determined by the Department Head. Employees will be expected to limit the number of personal calls on City telephones to a reasonable number.

Cell Phone Policy for Designated Employees

The following Employees shall have cell phones provided and paid for by the City are subject to the below limitations: City Manager, City Secretary, Director of Public Works, Chief of Police, and any other Employee who is subject to be on-call twenty-four (24) hours a day.

Cell phone service providers shall be selected by the Employee.

Cell phone plans shall consist of basic plans that allow for making and receiving calls and shall not include internet plans, text message plans, or other multimedia options. All plans shall be subject to approval by the City Manager.

Replacement for lost or damaged cell phones shall be limited to a cost of \$100.00 and shall be further limited to a reasonable amount of replacements.

Use of Internet by Employees

This policy applies to all uses of the Internet, but does not supersede any state and federal laws or City policies regarding confidentiality, information dissemination, or standards of conduct. The use of the Internet by Employees is for official city business. Brief and occasional

personal use as long as it is not excessive or inappropriate, occurs during personal time (lunch or breaks) and does not result in expense to the City.

Use is defined as excessive if it interferes with normal job functions, responsiveness, or the ability to perform daily job activities. Examples of inappropriate use of the Internet are defined below. The Employees Department Head or City Manager shall determine whether use is appropriate and if such use is excessive.

Employees are individually liable for any and all damages incurred as a result of violating city policy, state and federal laws, copyright and licensing agreements.

Violations of any part of this policy and/or state and federal laws can lead to disciplinary action up to and including dismissal and possible criminal prosecution.

Inappropriate Use of the Internet: Internet access is a privilege granted by the City Manager and City Council and may be revoked at any time for inappropriate conduct including, but not limited to:

1. Misrepresenting oneself or the City of Richwood;
2. Using recreational games;
3. Pursuing personal revenue generation or other monetary interests or gain;
4. Engaging in personal or private business activities unless otherwise approved by the Council, Mayor or City Manager;
5. Engaging in unlawful or malicious activities;
6. Transmission of confidential records or information not covered by the "Freedom of Information Act" or the "Public Information Act";
7. Use of abusive, profane, threatening, racist, sexist, or otherwise objectionable language in either public or private messages. Such language is defined as any visual, textual or auditory entity which offends and is considered as harassment or sexual harassment as defined herein;
8. Transmitting, receiving, and/or accessing pornographic materials ;
9. Transmitting chain letters;
10. Establishing a web (http), file transfer (ftp), mail (smtp), gopher, or other Internet server without the approval of the Council;
11. The deliberate transmittal of any virus, worms, or data designed to defeat a network's security system, or cause damage to any receiving system or network;
12. Using and viewing social networking sites that are not specifically authorized by the City or for the betterment of the City;

Appropriate Use of the Internet: Access to the Internet is to give Employees the benefit of modern day tools/technology to conduct their daily business for the City and its citizens. Internet access may be used to:

1. Access external sources for files and job related information and research;
2. Transmit job related correspondence and transfer non-confidential documents;
3. Pursue professional contacts and career development activities;

4. Participate in professional contacts and career development activities;
5. Participate in discussion groups on job related topics;
6. Communicate with work related professional organizations.

By signing this policy, Employees also agree and consent to any searches of any and all information and communications completed on their computer at work.

Email Guidelines

The rule of thumb when it comes to e-mail and voice mail is that employees should not say or write anything that they would not want someone other than the intended receiver to hear or read. Remember that even when an e-mail or voice mail message has been deleted from a location, it is still possible to retrieve and read that message.

E-mail accounts are to be used for city related business; however the city does acknowledge that personal communications may be made using city e-mail accounts. The nature and frequency of such personal communications should be kept to a minimum and when possible should be conducted outside business hours. Your use of city computer systems grants automatic consent to the review of any messages, whether sent by you or received by you.

Employees should realize that any correspondence made from a city e-mail account carries the city name and will be associated with the city positively or negatively. In this light, no personal e-mail that would have a negative bearing on the city may be sent from a city account. This includes forwarding/mass forwarding of "cute, inspirational or joke" messages, either to city employees or to outside mail addresses; forwarding or sending any suggestive or marginally lewd messages; and receiving messages from a list group that are not work related. Employees should also discourage anyone from sending messages to a city account that do not follow these guidelines.

Additional Guidelines

Computer Viruses on Downloaded Software. Before downloading or loading any software obtained from outside the city government, approval should be received.

Logoff (Exiting). Always make a reasonable attempt to complete the logoff or other termination procedure when finished using a remote, Internet-accessed system or resource. This will help prevent potential breaches of security. Do not leave your internet browser program open and unattended. Do not open or leave your internet browser open while accessing other city resources.

Large File transfers and Internet Capacity. The Internet connection uses shared resources. While routing electronic mail and file transfer activities won't impact other users much, large file transfers and intensive multimedia activities will impact the service level of others. Users contemplating file transfers over 10 megabytes per transfer or interactive video activities should, to be considerate of others, schedule these activities early or late in the day or, better, after business hours. This includes audio or video streaming programs (playing music or video across

the internet) and any programs that establish and maintain a connection to an internet server for the purpose of daily downloads, updates or messaging services.

Disposition of E-Mail Records

Apply the Records Management Plan for disposition of e-mail records as it would be applied to paper records or records stored on other electronic media. E-mail records should be disposed of in accordance with the Records Control Schedules included in Records Retention Manual.

NOTE: GENERAL RECORDS CATEGORIES FOR ALL OFFICES, ALLOWS THE DESTRUCTION OF TRANSMITTAL LETTERS AND ROUTINE MISCELLANEOUS SUBJECT AND INFORMATION CORRESPONDENCE WHEN NO LONGER ADMINISTRATIVELY VALUABLE (AV).

POLICY AND PROCEDURE MANUAL

Section: Standards & Conduct for Employees
Policy: Dress Code/Personal Appearance
Policy #: 1113
Effective: April 2014
Revised: March 2015

DRESS CODE/PERSONAL APPEARANCE

Employees shall report to work in clothing that is clean, in a good state of repair, and suited for the type of work required in their particular job.

Those Employees that are required to wear uniforms in their position shall wear all parts of the uniform in the manner as designated by their Department Head as referenced in Policy #606.

When the Employee is not on duty, the Employee will not wear City uniforms to taverns or other establishments which might bring any sort of negative attention to the City.

The City recognizes the positive effects of casual business dress Fridays to boost employee morale, improve quality, encourage more open communication, and increased productivity in creating a more comfortable work environment.

The key point to sustaining an appropriate casual business attire program is the use of common sense and good judgment, and applying a dress practice that is both conducive to our environment and is professional. If you question the appropriateness of the attire, it probably isn't appropriate.

This policy does not affect those employees who are required to wear an uniform or Department Heads who are required to dress professionally, even on Fridays.

On Fridays, office employees may wear more casual clothing. Please follow these guidelines when deciding how to dress on Fridays.

All casual Friday clothing must be clean, unwrinkled, and conservative in nature.

Acceptable Business Casual Attire Includes the Following:

- Sport Coats or Blazers
- Slacks

- Jeans (high quality, neat and clean, not frayed)
- Dockers
- Polo Shirts with collars
- Oxford button down shirts
- Blouses
- Skirts
- Loafers
- Tennis shoes (clean and well maintained)
- Open toed shoes/dress sandals (women only)
- Sweaters and Cardigans

Unacceptable Casual Business Attire Includes the Following:

- Shorts
- Flip Flops
- Tank tops
- Tube tops
- Athletic clothing (e.g. track pants, sweat pants, sweatshirts)
- T-shirts with cartoon characters, sports teams logos or slogans of any type.
- Spaghetti straps
- Jeans with holes or frays
- Revealing or skin tight shirts, pants, etc.

POLICY AND PROCEDURE MANUAL

Section: Standards & Conduct for Employees
Policy: Violence in the Workplace
Policy #: 1114
Effective: April 2014
Revised: March 2015

VIOLENCE IN THE WORKPLACE

General Policy

The safety and security of all employees is of primary importance at the City of Richwood. Threats, threatening and abusive behavior, or acts of violence against employees, visitors, customers, or other individuals by anyone on city property will not be tolerated. Violations of this policy will lead to corrective action up to, and including, termination and/or referral to appropriate law enforcement agencies for arrest and prosecution. The City of Richwood reserves the right to take any necessary legal action to protect its employees.

Any person who makes threats, exhibits threatening behavior, or engages in violent acts on city's premises shall be removed from the premises as quickly as safety permits and shall remain off city's premises pending the outcome of an investigation. Following investigation, the city will initiate an immediate and appropriate response. This response may include, but is not limited to, suspension and/or termination of any business relationship, reassignment of job duties, suspension or termination of employment, and/or criminal prosecution of the person or persons involved.

Reporting Procedures

All employees are responsible for notifying management of any threats that they witness or receive. Even without a specific threat, all employees should report any behavior they have witnessed that they regard as potentially threatening or violent or which could endanger the health or safety of an employee when the behavior has been carried out on a city controlled site or is connected to city employment or company business. Employees are responsible for making this report regardless of the relationship between the individual who initiated the threatening behavior and the person or persons being threatened. The city understands the sensitivity of the information requested and recognizes and respects the privacy of the reporting employee. Therefore, the city will treat the matter in as confidential a manner as legally possible.

Dangerous/Emergency Situations

Employees who confront or encounter an armed or dangerous person should not attempt to challenge or disarm the individual. Employees should remain calm, make constant eye contact and talk to the individual. If a supervisor can be safely notified of the need for assistance without endangering the safety of the employee or others, such notice should be given. Otherwise, cooperate and follow the instructions given.

Enforcement

Threats, threatening and abusive behavior, or any acts of aggression or violence in the workplace will not be tolerated. Any employee determined to have committed such acts will be subject to disciplinary action, up to and including termination.

Employees engaged in violent acts on the city's premises will be reported to the proper authorities and fully prosecuted.

POLICY AND PROCEDURE MANUAL

Section: Standards & Conduct for Employees
Policy: Sexual Harassment
Policy #: 1115
Effective: April 2014
Revised: March 2015

SEXUAL HARASSMENT

The City of Richwood strives to maintain a workplace that fosters mutual employee respect and promotes harmonious, productive working relationships. The City believes that discrimination and/or harassment in any form constitutes misconduct that undermines the integrity of the employment relationship. Therefore, the City prohibits discrimination and/or harassment that is sexual, racial, or religious in nature or is related to anyone's gender, national origin, age, sexual orientation, or disability. This policy applies to all employees throughout the agency and all individuals who may have contact with any employee of this agency. The City of Richwood will maintain a work place free of sexual harassment.

The Equal Employment Opportunity Commission has defined sexual harassment as follows:

Unwelcome sexual advances, request for sexual favor, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

- A. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment;
- B. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or
- C. Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

ADMINISTRATIVE PROCEDURES

- A. Each supervisor is responsible for maintaining his or her work place free of harassment. This duty includes discussing and enforcing this guideline and

procedure with all employees and assuring them that they are not required to endure insulting, degrading or exploitative treatment.

- B. Any employee who feels that he or she has been the victim of harassment should immediately report the facts of the incident or incidents and the names of the individuals involved to his or her supervisor or designee in writing. Should the immediate supervisor be an offending party, the employee has the option of reporting the alleged act to the next level of management or City Manager or designee. In situations where the employee is not comfortable reporting the allegation to his/her immediate supervisor or the next level of management, he/she has the option to report only to the City Manager or designee.
- C. The City Manager must investigate all allegations of harassment immediately. All findings, decisions, and recommendations will be made on an individual basis considering the record as a whole on the totality of the circumstances, such as the nature of the behavior and the contexts in which the alleged incidents occurred. If harassment is found to exist, appropriate management and supervisory personnel shall take prompt corrective action. Anytime that sexual harassment becomes an issue of an alleged act of sexual assault, the investigation must be coordinated with the City of Richwood Police Department.
- D. Appropriate disciplinary action should be taken when the findings warrant such action. Such disciplinary action should be determined by the nature of the wrongful act or acts and may result in immediate dismissal.
- E. Allegations of harassment shall be dealt with in as confidential a manner as possible, and breaches of confidence may result in disciplinary actions. The employee making a good faith report of harassment will not be retaliated against in any way because of such a report. Based on the findings of the investigation, the City will take prompt action to remedy any circumstances of harassment.

If an employee feels that his/her complaint has not been or cannot be properly handled by their respective Department Head, he/she may forward the complaint to the City Manager.

POLICY AND PROCEDURE MANUAL

Section: Standards & Conduct for Employees
Policy: Other Harassment
Policy #: 1116
Effective: April 2014
Revised: March 2015

OTHER HARASSMENT

The City of Richwood will maintain a work place free of religious or ethnic/racial harassment.

Religious/Ethnic/Racial Harassment - Religious slurs or jokes, and other verbal or physical conduct relating to an individual's religious beliefs constitute harassment when the conduct:

- A. Has the purpose or effect of creating an intimidating, hostile, or offensive working environment; or
- B. Has the purpose or effect of interfering with an individual's work performance; or
- C. Adversely affects an individual's employment opportunities.

Ethnic or racial slurs or jokes, and other verbal or physical conduct relating to an individual's national origin or race constitute harassment when this conduct:

- A. Has the purpose or effect of creating an intimidating, hostile, or offensive working environment; or
- B. Has the purpose or effect of interfering with an individual's work performance; or
- C. Adversely affects an individual's employment opportunities.

POLICY AND PROCEDURE MANUAL

Section: Standards & Conduct for Employees
Policy: Grievance in Reference to Non-Disciplinary Action Taken
Policy #: 1117
Effective: April 2014
Revised: March 2015

GRIEVANCE IN REFERENCE TO NON-DISCIPLINARY ACTION TAKEN

Employees who feel that they have been improperly treated somehow in their job even though the improper treatment does not result in disciplinary action, or feel that they have been improperly treated in their work relationship with the City shall have the right to file a grievance.

Actions or results which are beyond the control of the City will not be considered grounds for a grievance.

Any grievance action shall be initiated by a written notification to the Department Head, who shall then conduct an investigation and make a determination in writing as to the allegations surrounding the alleged grievance. Prior to the Department Head making a determination, any accused employee, made the basis of any grievance, shall be provided with the written grievance and afforded an opportunity to respond. If the aggrieved Employee, or Accused Employee, is not satisfied with the determination of the Department Head, the aggrieved Employee, or the accused Employee may appeal the same to the City Manager, who shall then either affirm or reverse the decision of the Department Head.

In the event an employee wishes to make a grievance against a Department Head, that grievance shall be initiated by a written notification to the City Manager. The City Manager will provide that written grievance to the Department Head who is the subject of the written grievance. The City Manager shall then conduct an investigation regarding the grievance. The City Manager shall make a determination in writing of any action that should be taken as a result of the grievance. Either the employee or the Department Head may appeal the decision to City Council. In the event an employee has a grievance with the City Manager, that grievance shall be brought by initiating a written notification to City Council.

Employees will not be discourage from submitting grievances.

POLICY AND PROCEDURE MANUAL

Section: Drug and Alcohol Policy
Policy: Drug and Alcohol Policy
Policy #: 1201
Effective: April 2014
Revised: March 2015

DRUG AND ALCOHOL POLICY

Purpose

The objective of this policy is to develop a drug and alcohol-free workplace which will help insure a safe and productive workplace and to provide education and treatment to our Employees. In order to further this objective, the following rules regarding alcohol and illegal drugs in the workplace have been established.

Policy

The City shall implement a comprehensive drug and alcohol abuse education program. As part of that program, information will be provided on the availability of Employee assistance program services.

The manufacture, distribution, dispensing, possession, sale, purchase, or use of a controlled substance on City property is prohibited.

Being under the influence or intoxicated on alcohol or illegal drugs on City property is prohibited. The unauthorized use or possession of prescription or over-the counter drugs on City property is prohibited.

Employees who violate this policy are subject to appropriate disciplinary action including termination.

The policy applies to all Employees of the City regardless of rank or position and includes Temporary Employees and Part-Time Employees.

Definitions

City Premises shall be defined as all city property including vehicles, lockers, and parking lots.

City Property	shall be defined as all city owned or leased property used by Employees such as vehicles, lockers, desks, closets, etc.
Controlled Substance	is any substance listed in Schedules I-V of Section 202 of the Controlled Substance Act (21 U.S.C. S 812), as amended.
Drug	is any illegal chemical substance that produces physical, mental emotional or behavioral change in the user.
Drug Paraphernalia	shall be defined as equipment, a product or material that is used or intended for use in concealing an illegal drug or for use in injecting, ingesting, inhaling, or otherwise introducing into the human body an illegal drug or controlled substance.
Fitness on Duty	shall be defined as the ability to work in a manner suitable for the job. To determined “fitness”, a medical evaluation may include drug and/or alcohol testing.
Illegal Drug	is any drug or derivative thereof which the use, possession, sale, transfer, attempted sale or transfer, manufacture or storage of is illegal or regulated under any federal, state, or local law or regulation and other drug, including, but not limited to, a prescription drug, used for any reason other than a legitimate medical reason and inhalants used illegally. Included is marijuana or cannabis in all forms.
Negative	are those results that indicate no alcohol or drugs in the Employee’s system other than properly used prescription medication.
Reasonable Cause or Reasonable Suspicion	shall be supported by evidence strong enough to establish that a policy violation has occurred .
Testing	is generally defined as a urine, blood, or breath test to determine chemical or drug content. Testing can occur in the following instances. 1. Pre-employment process 2. Reasonable cause to suspect use of alcohol or controlled substance while on the job. 3. Injury involving employee(s) causing or contributing to the injury. 4. on-the-job accident. Testing results will remain confidential.
Intoxicated	is a state of having a blood alcohol concentration of 0.08 or more, or a mental state of not having the normal use of mental or physical faculties

resulting from the voluntary introduction into the body of an alcoholic beverage or a controlled substance.

General Policy Provisions

Any of the following actions constitute a violation of the Policy and may subject an Employee to disciplinary action including immediate termination:

- A. Using, selling, purchasing, transferring, possessing, manufacturing, or storing an Illegal Drug or Drug Paraphernalia, or attempting or assisting another to do so, while in the course of employment or engaged in a City sponsored activity, on City premises, in City owned, leased or rented vehicles, or on business;
- B. Working or reporting to work, conducting City business, or being on City premises or in a City owned, leased or rented vehicle while under the influence or intoxicated by use of an Illegal Drug, alcohol or in an impaired condition, or under the influence.
- C. Switching, adulterating, or attempting to tamper with any sample submitted for medical testing, or otherwise interfere or attempting to interfere with the testing process.
- D. Failing any required drug test.

Preventive Acts

Employees taking drugs prescribed by an attending physician must advise their Department Head and the Employee's direct supervisor in writing of the possible effects of such medication regarding their job performance and physical/mental capabilities. This written information must be kept confidential and communicated to the Department Head and the Employee's direct supervisor prior to the Employee commencing work. All medical information will be kept confidential and the City, without exception, will punish any breach or privacy and confidentiality in this regard. All prescription drugs must be kept in their original container.

Any Employee involved in a work related accident where alcohol or drugs are believed to be a contributing factor will be referred to an Employee assistance counselor in addition to any other accident investigation activities.

Corrective Act

Any Employee involved in a work related accident will be subject to drug testing.

Searches

The City reserves the right to conduct searches or inspections of an Employee's person or personal effects including (without limitation) purses, briefcases, and motor vehicles located on

City property based on Reasonable Cause or reasonable grounds for believing that a particular search will turn up evidence of wrongdoing, as well as City property used by an Employee, including (without limitation) lockers, desks, and offices whether secured, unsecured or secured by a lock or locking device provided by the Employee based on reasonable grounds. Employees consent to searches of these areas, without limitation.

Searches of the person shall include the emptying of pockets and the production of other items concealed in clothing. It shall not include a pat-down search. All searches will be conducted by this City's police department.

The City may, with the aid of trained drug-detection dogs, conduct unannounced searches of City property and Employee personal property located on City premises, to include, but not limited to, lockers, desks, personal vehicles, purses, and briefcases. Employees consent to any search of these locations.

Any item found during a search believed to be an Illegal Drug or Drug Paraphernalia will be confiscated by the City police department. The Employee from whom the item or substance has been confiscated will be given a written receipt listing the items or substances seized.

In the administration of these search provisions, personal privacy will be considered to the maximum extent practicable.

Applicant Testing

Those applicants applying for employment for safety sensitive positions or any other position having a special need for drug testing shall be subject to drug testing. Such applicants shall include but not be limited to those applying to be police officers and applicants applying for jobs requiring the operation of City vehicles and maintenance equipment.

A. Objectives

It is imperative to drug test individuals who are applying for safety sensitive positions in order to provide a safe work environment and to protect the citizens. This procedure will have a positive effect by reducing instances of Illegal drug use by Employees, and will provide for a safer work environment. The City may also drug test an Employee if the City has a reasonable suspicion that the Employee violated the drug policy.

B. Vacancy Announcements

Every vacancy announcement for positions requiring drug testing shall state:

"Any applicant tentatively selected for this position will be required to submit to testing to screen for illegal drug use prior to employment".

In addition, each applicant will be notified that employment in the position will be contingent upon a negative drug test result. Failure of the vacancy announcement to contain this statement notice will not preclude applicant testing if advance notice is provided to applicants in some other manner.

C. Consequences

The City will decline to extend a final offer of employment to any applicant with a verified positive test result, and such applicant will not be considered for employment by the City for a period of one year. The Personnel Officer working on the applicant's file shall be directed to object to the applicant on the basis of failure to pass the physical, a lack of personal characteristics necessary to relate to public employment or failure to support the goals of the City. The City shall inform such applicant that a confirmed presence of an illegal drug in the applicant's urine preclude the City from hiring the applicant.

Employee Testing

Employees will be subject to random alcohol and drug testing. Refusal by an Employee to submit to drug testing will be considered cause for discharge.

A. Objective

The City's objective is to provide a safe, drug-free environment for Employees and to provide rehabilitative assistance for Employees who have substance abuse problems.

B. When

Any employee suspected of having caused or contributed to an on- the-job accident will be drug tested.

Individual testing shall be required when there is reasonable suspicion that drugs or alcohol is affecting job performance and conduct in the work place or that there is a violation of the City's drug policy.

C. Immediate Fitness Examination

When, as determined by the immediate supervisor and the next higher level of management, reasonable grounds exist to believe that an Employee is impaired or an Employee's unsatisfactory behavior or job performance reasonable suggest to management that substance abuse may be a contributing factor, the City reserves the right to require an immediate fitness for duty examination such as a medical evaluation which may include drug and/or alcohol testing. Refusal to participate

in such an evaluation shall be considered equivalent to a positive result and shall result in immediate dismissal.

D. Consequences

A positive test shall mean either the presence of a drug and /or alcohol. Sample testing procedures shall conform to scientifically accepted analytical methods and procedures and shall include confirmation of any positive test results by gas chromatography, mass spectroscopy, or other comparably reliable analytical method, before the results of any test may be used as a basis for any action. Both screening and confirmatory urine testing will follow the guidelines adopted by the United States Department of Health and Human Services.

Any Employee suspected and determined of violating this Policy may be immediately suspended without pay pending completion of an investigation. During the course of an investigation, the suspected Employee shall have the opportunity to provide an explanation. Employees with positive test results who exercise their rights to subsequent analysis and the results are still confirmed positive by the Medical Review Officer (MRO), will be terminated barring any extenuating circumstances.

To be reinstated to a job, an Employee must have a signed release from a medical doctor stating that he/she is fit for work. The Employee will be required to obtain a written evaluation for drug abuse from a recognized professional and/or institution (this will be at the employee's expense). If there is evidence of drug or alcohol use on the job, the Employee may be disciplined or discharged and not eligible for reinstatement. The Employee must submit to another screen test and have a negative result within six weeks from the date he/she was suspended, otherwise the employee will be discharged. The City will decide when the test shall be administered. Before the Employee returns to work, he/she will be required to sign a reinstatement agreement that states under what conditions the Employee will be reinstated and that random drug testing may be conducted for one year.

An Employee who has been suspended for a positive drug test and allowed to return to work will be discharged for a positive result on any confirmatory drug test.

Supervisory and Employee Training

Supervisors will receive training regarding the Drug and Alcohol Policy and the use of the Employee Assistance Program. All Employees will receive copies of the Drug and Alcohol Policy and information about the Employee Assistance Program.

Disciplinary Action

Any Employee suspected of violating this Policy may be immediately suspended without pay pending completion of an investigation. During the course of an investigation, the suspected Employee shall have the opportunity to provide an explanation. In the event that a determination is made by the City that the Employee violated this Policy, the Employee shall be terminated.

Should the determination be made that no violation occurred, the Employee will be reinstated without penalty and will be paid any lost wages.

POLICY AND PROCEDURE MANUAL

Section: Drug and Alcohol Policy
Policy: Employee Assistance Program
Policy #: 1202
Effective: April 2014
Revised: March 2015

EMPLOYEE ASSISTANCE PROGRAM

The City may provide Employees and their families with confidential, professional assessment and referral for assistance in resolving or accessing treatment for addiction, dependence on, or problems with alcohol, drugs, or other personal problems adversely affecting their job performance. The cost of treatment, counseling or rehabilitation resulting from EAP referral will be the responsibility of the Employee.

When documented job impairment has been observed and identified, a supervisor may recommend participation in the EAP. Any action taken by the supervisor, however, will be based on job performance.

Supervisor referrals to the EAP will include Employee's release of information consent form to be returned to the supervisor by the EAP if it is available. Refusal to participate in, or failure to complete the EAP directed program will be documented. Should job performance not improve after a reasonable amount of time, the Employee is subject to progressive corrective action up to and including termination of employment.

Self-referral by Employees or family members is strongly encouraged. The earlier a problem is addressed, the easier it is to deal with and the higher the success rate. While self-referral in itself, does not preclude the City's use of corrective actions, participation in an EAP-directed program may enable the supervisor to allow time for completion of such program before initiating or determining additional corrective actions.

EAP-related activities, such as referral appointments, will be treated on the same basis as other personal business or health matters with regards to use of sick or compensation leave. Sick leave may be taken as needed, while compensation time must be pre-approved.

POLICY AND PROCEDURE MANUAL

Section: Drug and Alcohol Policy
Policy: Coordination with Law Enforcement Agencies
Policy #: 1203
Effective: April 2014
Revised: March 2015

COORDINATION WITH LAW ENFORCEMENT AGENCIES

The sale, use, purchase, transfer or possession of an Illegal Drug or Drug Paraphernalia is violation of the law and this policy. The City shall report information concerning possession, distribution, or use of any Illegal Drugs to law enforcement officials, and will turn over to the custody of law enforcement officials any such substances found during a search of an individual or property. Searches will only be conducted of individuals based on reasonable grounds that a particular search will turn up evidence of wrongdoing; and only of their vehicles, lockers, desk, and closets when based on reasonable suspicion. The City and all Employees will cooperate fully in the prosecution and/or conviction of any violation of the law.

Reservation of Rights

The City reserves the right to interpret, change, suspend, cancel, or dispute, all or any part of this Policy, or procedures or benefits discussed herein. Employees will be notified before implementation of any change.

Although adherence to this Policy is considered a condition of continued employment, nothing in this Policy alters an Employee's status, and shall not constitute nor be deemed a contract or promise of employment. Employees remain free to resign their employment at any time for any reason, without notice, and the City retains the right to terminate any employee at any time, for any reason or no reason.

Other Laws and Regulations

The provisions of this Policy shall apply in addition to, and shall be subordinated to, any requirements imposed by applicable federal, state or local laws, regulations, or judicial decision. Unenforceable provisions of the policy shall be deemed to be deleted.

POLICY AND PROCEDURE MANUAL

Section: Attendance
Policy: Hours of Work/Attendance/Tardiness
Policy #: 1301
Effective: April 2014
Revised: March 2015

HOURS OF WORK/ATTENDANCE/TARDINESS

City Hall Employees shall work from 8:00 a.m. to 5:00 p.m., Monday through Friday, of each particular calendar week. Certain time schedules may be changed by the Department Head and approved by the City Manager, if it is determined by the Department Head and City Manager to be in the best interest of the City.

Lunch schedules for all City Hall Employees will be arranged in a manner that will allow the City Hall to be continuously open and the telephones at City Hall answered at all times between the hours of 8:00 a.m. and 5:00 p.m.

Each Employee will be at his or her place of work in accordance with the particular starting time established for his or her position unless previous approval is given by his or her Department Head.

Each Employee shall remain on his or her job until the specified quitting time established for his or her position unless previous approval to leave early is given by the Department Head.

Any Employee reporting to work late without previous approval from his or her Department Head shall immediately, upon reporting to work, notify his or her Department Head of the reason.

Inexcusable lateness of a frequent nature shall render an Employee subject to disciplinary measure as specified herein.

POLICY AND PROCEDURE MANUAL

Section: Attendance
Policy: Inclement Weather
Policy #: 1302
Effective: April 2014
Revised: March 2015

INCLEMENT WEATHER

Because of the critical nature of the City's work, it is imperative that employees make every effort to report to work in the event of inclement weather, including, but not limited to, snow, ice, freezing rain, or flood.

Employees should not assume that City offices or operations are closed. We are a service operation and as such, we are obligated to the citizens to perform our duties. In the event of conditions such as freezing, flooding, etc., employee safety will be considered. If you feel it is unsafe to drive, you must contact your supervisor/foreman and notify him/her. If you cannot make it to work, you may be charged a day of personal leave without pay. In the event of emergencies that require evacuation (such as hurricanes or other natural disasters), non-emergency employees should return within 24 hours of the all-clear notice.

In the event that City offices are closed by the City Manager due to inclement weather, employee absence will be recorded as approved paid leave. Employees already on an approved leave during an inclement weather event may not substitute any leave approved by the City Manager for employees scheduled to work those days for the leave they are already approved for.

POLICY AND PROCEDURE MANUAL

Section: Attendance
Policy: Policy in the event of an Emergency Closing of City Offices
Policy #: 1303
Effective: April 2014
Revised: March 2015

POLICY IN THE EVENT OF AN EMERGENCY CLOSING OF CITY OFFICES

The City of Richwood shall provide paid leave for “essential” and “non-essential” employees in the event of certain emergencies including, but not limited to: hurricanes, tornadoes, floods and other Acts of God; nuclear, chemical and biological emergencies, terrorist attack or any other emergency declared by a federal, state or local authority. The local authority shall be the Mayor (or their designee).

In the event that an emergency closing of City offices is ordered, regular full time employees who are not required to work during an emergency closure, including part-time and temporary employees shall be paid their regular wages for that day(s). This time not worked shall not be included in the calculation of over time for that pay period.

Whenever there is an emergency closure of City offices, all essential employees, exempt (their salary shall be converted to its hourly equivalent) and non-exempt, who are required to work during an emergency closure shall be compensated at one and one-half (1 ½) times their hourly rate for the duration of the emergency closure for all documented time during which they actually worked. The term “actually worked” means time actively engaged in physical or mental exertion related to the City’s business (at the direction and control of the Department Head or City Council) either on the City’s premises or actively engaged in the same manner in the City’s business off-premises at the direction and control of the Department Head or the City Council. The term “actually worked” shall include “stand-by” and “stand-by”/sleep-time as recognized under the Fair Labor Standard Act (FLSA) only in instances where the employee is required by his/her Department Head (or City Council) to stay on City premises engaged to wait on instructions to work and the employee does, in fact, stay and/or sleep on the City premises.

The maximum number of work hours which may be recorded for any work day is 24 hours during the first 72 hours of the emergency closure and 18 hours per day thereafter.

The “emergency closure” compensation period shall begin with the date of the declaration of emergency in the City of Richwood by the order of the Mayor, and the ending date of the emergency closure compensation date shall be the date of the lifting of the declaration by the Mayor and the opening of city offices for regular business and work attendance by non-essential City employees and if clarification on this ending date as defined herein becomes necessary, the City Council shall designate the emergency closure ending date as defined herein by Council order.

Any essential employee who fails to report to work as scheduled during an “emergency evacuation order” may be subject to disciplinary action, up to and including job termination, if such employee is necessary to provide for the safety and well-being of the general public or is otherwise necessary for the restoration of vital services. All essential employees must be designated and made aware of their assignments prior to an emergency. A list of essential employees shall be provided to the Emergency Management Coordinator. Essential employees are those who are required to stay or report to their assigned areas performing necessary tasks during the emergency, or those who are required to return to work after an immediate threat is over. The list for each department shall be updated annually. All other employees shall report to their usual work areas as soon as possible following the order for resumption of normal operations, pursuant to the lifting of the emergency closure order and/or instructions from the applicable Department Head.

Any employee who is off work or scheduled to be off on sick leave, vacation, funeral leave, workers’ compensation, FMLA (paid or unpaid), or disciplinary leave, shall have their leave recorded as such.

The City reserves the right to amend, change or delete this policy at any time, with or without prior notice. Furthermore, this policy does not grant a right or benefit to any employee, either expressed or implied, that in any way alters the “at will” basis of employment that is intended by the City.

POLICY AND PROCEDURE MANUAL

Section: Attendance
Policy: On Call and Call Back
Policy #: 1304
Effective: April 2014
Revised: March 2015

ON-CALL AND CALL-BACK

To provide for after-hour service needs. Some operations within the city may designate non-exempt employees to be on-call. All non-exempt, full-time employees of the City of Richwood are covered under this policy.

I. ON CALL RESPONSIBILITIES

An employee on-call is free to pursue personal activities but must respond to summons (paging or phone) within designated guidelines set by the Department Head. This is not considered time worked and is not compensable. If called back, however, call-back compensation will be paid.

When on-call, the employee is to remain in a suitable condition so as to respond to an emergency. For that reason, alcohol is not to be consumed when on-call.

An employee will be considered officially scheduled and designated as on-call only when approved by his supervisor.

II. CALL-BACK

Call-back is an unscheduled or emergency return to work outside of officially scheduled work hours or on a holiday or day off at the request of a supervisor.

Non-exempt employees who are called back to the work place will be compensated for all hours worked and are guaranteed a minimum of (4) four hours for each call-back. If the employee receives multiple calls during the initial four-hour period, time will be compensated as actual time worked. After the initial four-hour period has begun and the

work has been completed and the employee has returned home, any additional call will initiate another two-hour minimum period.

III. EXEMPTION

Employees who are exempt from overtime are not eligible for compensation under the provisions of this guideline.

IV. POLICE DEPARTMENT

Specific rules for police employees supplement these rules.

POLICY AND PROCEDURE MANUAL

Section: Attendance
Policy: Absent Without Leave
Policy #: 1305
Effective: April 2014
Revised: March 2015

ABSENT WITHOUT LEAVE

No employee absents himself/herself from duty without permission from his/her immediate supervisor. Absence without leave is sufficient cause for forfeiture of all rights and privileges earned while employed. An employee absent for three consecutive days without notice may be deemed to have resigned as of his/hher last day of active employment.

POLICY AND PROCEDURE MANUAL

Section: Disciplinary Action
Policy: Disciplinary Actions
Policy #: 1401
Effective: April 2014
Revised: March 2015

DISCIPLINARY ACTIONS

This article is not intended to create any property interest in any Employee's job, and no property interest in the Employee's employment shall exist unless specifically notified otherwise in writing by the City. The purpose of this article is to ensure compliance with the other policies stated in the Personnel Policy Manual and shall not apply to dismissal or terminations resulting from reductions in force.

Employees may be disciplined by their Department Head or his/her designee. Disciplinary action may be taken as a result of any violation of a guideline or policy or any offense or any failure to comply with the Employee's job description etc.

The severity of disciplinary action will be determined by the Department Head or his/her designee, and may be up to and including discharge. On recommendation of termination, employee will have an opportunity to appeal to the City Manager. See Appeal and Grievance Procedures. The disciplinary action that may be taken against Employees includes immediate discharge as well as a variety of disciplinary measures, including, but not limited to, time off without pay, reprimand with probation, reprimand without probation. The disciplinary action taken shall be determined by the aggravated nature of the infraction as well as the prior record of the Employee.

Acts of misconduct that may result in disciplinary action, up to but not limited to discharge are as follows:

1. Theft of Richwood property or willful destruction thereof.
2. Conviction of a felony, or a crime of moral turpitude, whether or not related to employment.
3. Incompetence or neglect of employment responsibilities.

4. Unauthorized absence from work.
5. Falsifying a statement on an employment application, timesheet, or other Richwood record.
6. Failure to observe safety rules and regulations.
7. Insubordination.
8. Appearing at work under the influence of alcohol or any drug or substance in violation of law.
9. Violation of any other policy in this handbook.

POLICY AND PROCEDURE MANUAL

Section: Disciplinary Action
Policy: Appeals and Grievance Policy
Policy #: 1402
Effective: April 2014
Revised: March 2015

APPEALS AND GRIEVANCE PROCEDURE

Any Employee has the right to appeal any disciplinary action taken against the Employee, whether that be a written warning, layoff without pay, suspension, and/or discharge from employment.

The Employee will follow the below denoted appeals procedure.

The Employee will submit a written appeal, with all pertinent details of the grievance to the City Manager within three (3) days of the disciplinary action taken against the Employee. Within three (3) days of receiving the grievance, the City Manager shall meet with the Department Head, supervisor and employee to discuss the grievance and decide what action, if any, to take regarding the grievance. The City Manager will have three (3) days to decide what action, if any, to take regarding the grievance and notify the Employee in writing of the decision. The decision of the City Manager, regarding any action on the appeal or grievance by an Employee, is final. The decision of the City Manager regarding the removal of a Department Head is subject to approval of the City Council.

Employees will not be discourage from submitting grievances.

POLICY AND PROCEDURE MANUAL

Section: Disciplinary Action
Policy: Temporary and Probationary Employees
Policy #: 1403
Effective: April 2014
Revised: March 2015

TEMPORARY AND PROBATIONARY EMPLOYEES

Any Temporary Employee or Probationary Employee may be terminated by his or her Department Head at any time with or without cause, and without a hearing.

POLICY AND PROCEDURE MANUAL

Section: Miscellaneous
Policy: Problem Solving
Policy #: 1501
Effective: April 2014
Revised: March 2015

PROBLEM SOLVING

In an effort to promote improved employer-employee relationships the City of Richwood has an open door policy. Employees, who feel they are being unfairly treated, wish to correct a misunderstanding or desire information concerning their work relationships are encouraged to discuss these concerns with their immediate supervisor or higher levels of supervision.

In the normal operation of any organization, problems or questions may arise. In most instances, a supervisor should be able to give a prompt answer to an employee's questions and will assist in solving problems.

The express intent of this guideline shall be:

- A. To afford employees an informal yet systematic means of obtaining consideration of their concerns.
- B. To insure that an employee who presents a problem in good faith and in a reasonable manner will be free from reprisal.
- C. To insure that problems are settled as near as possible to the point of origin

PROCEDURE:

LET'S TALK IT OVER

- A. In most instances, employees should first discuss a particular problem with their immediate supervisor.

- B. If, for legitimate reasons, employees feel that they are unable to discuss the problem with their immediate supervisor or that the problem has not been resolved at that level, they are encouraged to present the problem to the next higher supervisory authority.
- C. In the event the employees feel they are unable to discuss the problem with the next higher supervisory authority or that the problem has not been resolved at that level, they are encouraged to present the problem to the next applicable authority in the chain of command outlined below:
 - 1. "Immediate supervisor" is defined as the person to whom an employee directly reports.
 - 2. "Next higher supervisory authority" is defined as the person to whom the employee's immediate supervisor directly reports.
 - 3. The "next applicable authority" may be a Supervisor, Department Head or City Manager
 - 4. The City Manager will have final authority within the chain of command.

SUPERVISORY RESPONSIBILITIES

- A. Supervisory staff members will ensure that every reasonable effort is made to respond to employee complaints, problems and grievances as expeditiously as possible.
- B. Knowledge of any attempt of harassment, reprisal, intimidation, discrimination or other form of retaliation toward employees as a result of their implementation of this guideline will be immediately forwarded to the City Manager.
- C. Actions and/or solutions may be documented in writing and forwarded through the appropriate chain of command if it would be in the employee's best interest.

Confidential counseling having to do with personal or job related problems and concerns is available to all City employees through the Personnel Director and/or City Secretary.

POLICY AND PROCEDURE MANUAL

Section: Miscellaneous
Policy: Modifications of Policy
Policy #: 1502
Effective: April 2014
Revised: March 2015

MODIFICATIONS OF POLICY

This policy or any part of this policy may be amended at any time by the approval of the City Council. Prior to the change, Employees will be given notice of proposed changes and an invitation will be extended to all Employees to submit suggestions or any change or modification to this policy.

POLICY AND PROCEDURE MANUAL

Section: Miscellaneous
Policy: Employees Outstanding Taxes and Outstanding Utility Bills
Policy #: 1503
Effective: April 2014
Revised: March 2015

EMPLOYEES OUTSTANDING TAXES AND OUTSTANDING UTILITY BILLS

As Employees are paid by funds from the City, some of which are derived from taxes, Employees should be the first to pay their taxes and City utility bills. If an Employee owes delinquent taxes to the City or delinquent City utility bills, he or she will be notified by their Department Head. Immediate arrangements should be made by the Employee to take care of the delinquent taxes, and/or delinquent utility bills.

POLICY AND PROCEDURE MANUAL

Section: Miscellaneous
Policy: Notice to Employees
Policy #: 1504
Effective: April 2014
Revised: March 2015

NOTICE TO EMPLOYEES

Each Department Head shall distribute or cause a copy of this personnel policy and any modifications or amendments hereto to be distributed to each Employee under his or her supervision as soon as possible after the same is approved by the City Council. Each Department Head shall have the Employees under their supervision sign the form attached hereto as Exhibit "A" verifying that the Employee has provided an opportunity during work hours to read the Personnel Policy Manual and ask the supervisor any questions regarding said policy.

Each Department Head is then responsible for developing a job description for those individuals he or she supervises and making those individuals aware of the nature of the job description.

POLICY AND PROCEDURE MANUAL

Section: Miscellaneous
Policy: Severability
Policy #: 1505
Effective: April 2014
Revised: March 2015

SEVERABILITY

In the event any section or provision of this personnel policy is found to be unconstitutional, void, or inoperative by the final judgment of any Court of competent jurisdiction, the defective provision, if any, is hereby declared to be severable from the remaining sections and provisions of this policy, and such remaining sections or provisions shall remain in full force and effect.

APPROVED BY THE CITY COUNCIL OF THE CITY OF RICHWOOD, TEXAS
THIS THE ____ DAY OF _____.

EFFECTIVE DATE; _____

CITY MANAGER,
CITY OF RICHWOOD, TEXAS

ATTEST

CITY SECRETARY,
CITY OF RICHWOOD

CITY OF RICHWOOD

Job Title: Director of Public Works

Reports To: City Manager

Authority & Responsibilities:

Manages the major service departments of the City of Richwood through subordinate supervisors consisting of technical, skilled, and unskilled employees.

Basic Functions:

Manage the day-to-day and long-range operations that provides utility and public services to the citizens of the City.

Specific Job Duties:

Directs the activities of the Utilities Department of the City through the Public Works Foreman to assure that physical resources and human resources are providing water and processing waste water at levels needed by the citizens and establishments of the City at all times and that the future needs in these areas will be met.

Assures that physical resources and human resources are providing required services in construction of streets and maintenance, of the same, solid waste collection and disposal, drainage of surface water and development and maintenance of parks.

Responds to citizen's resources and human resources are providing equitably to all citizens within the policies and guidelines provided by the City Council and other applicable regulations.

Meets with the City Council and other governmental boards and commissions as necessary to keep them informed of conditions and changing needs of the citizens.

Insures the proper care and use of tools, equipment and materials.

Monitors processing of water and wastewater to assure that quality standards are maintained at all times.

Inspects, maintains and repairs pump and motors in lift stations and processing plants as needed.

Insures that all wastewater is collected and processed to meet or exceed state and federal standards before it is discharged as affluent.

Reviews subdivision plats, building plans and drawings and related documents to assure that planned construction complies with applicable zoning regulations and codes within the City.

Issues building permits for new and remodeling construction activities in the City.

Inspects building during construction to assure that the structural, electrical, plumbing and mechanical systems meet the requirements of the applicable codes in the City.

Negotiates with builders, managers or owners when necessary and takes action to restrict construction activities, and to file suits to enforce compliance with applicable codes.

Administers the City's Rental Property Inspection Program. Performs apartment and single family rental inspections as needed.

Responsible for Public Works budget, budgetary controls and encumbrances of funds and resources. Maintains and provides the necessary paperwork to the proper authority.

Knowledge & Abilities:

Thorough knowledge of materials, equipment, practices and regulations applicable to constructing and maintaining street; good knowledge of effective principles and practices of modern management and of the services that need to be provided to citizens regarding street; ability to plan and direct operation that accomplish established objectives in providing to citizens regarding streets; ability to plan and direct operations that accomplish established objectives on providing usable and durable streets, and to supervise assigned employees.

Good knowledge of equipment, material, and practices applied in constructing and maintaining drainage systems, and ability to construct and maintain overall City drainage systems.

Good knowledge of the equipment, work requirements and methods involved in regular collection and disposal of solid waste and effective supervisory practices.

CITY OF RICHWOOD

Job Title: Public Works Foreman

Reports To: Public Works Director

Authority & Responsibilities:

Plans, organizes, supervises and directs various work crews in the Public Works Department engaged in the maintenance, repairs and construction of public works facilities including streets, storm drainage, buildings, grounds, parks, water and sewer facilities, and other public facilities, equipment and vehicles.

Basic Functions:

Under the general direction of the Public Works Director, to manage the day-to-day and long-range operations that provides utility and public services to the citizens of the City.

Specific Job Duties:

Monitor information logged in regards to daily rounds on Lift Station pumps, water well pumps, usage of chlorine and polyphosphate. Provide advice assistance with any questions or possible problems operators come across on their daily rounds.

Ensure that monthly state water samples are done properly and turned into the County lab on a timely basis.

Supervises employees to accomplish daily and long-range objectives and monitors the work completed to assure that quality and durability standards are met.

Provides for equipment and materials availability at job sites as needed.

Inspects progress of work, completed work, and work sites to be activated to insure that appropriate barricades are in place and that safe working conditions and practices are observed, and that materials delivered meet quality standards.

Inspects drainage ditches, curb intakes, drainage boxes and storm drains and wet and dry conditions to determine the needs for repairs and extensions of drainage system facilities.

Oversees the maintenance and operation of parks and park related facilities.

Inspects the maintenance and operations activities for compliance with work and safety standards and for efficient and effective use of personnel, materials and equipment.

Plans and direct the activities of the personnel engaged in the maintenance and operation of parks and of recreation grounds and equipment.

Supervision, the enforcement of city rules and regulations, Public Works compliance with City policies and procedures, Public Works Compliance with safe working practices, and compliance with all other rules and regulations governing Public Works activities.

Ensure that Public Works crew practices good public relations at all times.

Make sure that Public Works crews responds to all service calls in a timely manner

Ensure that all operators are properly educated to obtain and maintain licensing in the field of ground water.

Knowledge & Abilities:

Thorough knowledge of materials, equipment, practices and regulations applicable to constructing and maintaining street; good knowledge of effective principles and practices of modern management and of the services that need to be provided to citizens regarding street; ability to plan and direct operation that accomplish established objectives in providing to citizens regarding streets; ability to plan and direct operations that accomplish established objectives on providing usable and durable streets, and to supervise assigned employees.

Good knowledge of equipment, material, and practices applied in constructing and maintaining drainage systems, and ability to construct and maintain overall City drainage systems.

Good knowledge of the equipment, work requirements and methods involved in regular collection and disposal of solid waste and effective supervisory practices.

CITY OF RICHWOOD

Job Title: Public Works Department Operator

Reports To: Public Works Foreman

Authority & Responsibilities:

Carry out the responsibilities of all Public Works Departments, including Water/Sewer, Parks, Drainage and Street Department.

Basic Functions:

Operate, monitor and maintain the various Public Works systems by actively prioritizing and performing its necessary duties 365 days a year, as well as possess a general knowledge of the functionality of a municipal utility department.

Specific Job Duties:

Water/Sewer

Understanding the dynamics and intricacies of operating a water system

Adhere to industry guidelines and standards concerning field operations

Water sampling/Chlorine residual data collection methods/procedures

Proper Lift Station monitoring and upkeep of facilities

Water meter installation/repair and electronic metering system programming/activation.

Proper record keeping and documentation.

Maintaining a clear line of communication between the office and field.

Parks

Landscaping duties for all City parks, City Hall, Softball and soccer fields, and the Richwood City signs.

Daily tasks required of city facilities including the PK Forrest Community Center, the Pavilion areas, the Splash Pad and the Tennis Courts.

Stocking and servicing all public restroom facilities.

Maintaining and service all Park playground equipment to ensure safety and functionality.

Understanding and upkeep of shop tools, equipment, materials and vehicles.

Involvement in any/all city wide events or functions such as BBQ Cook off, Halloween, Christmas in the Park, Movie Night, Town meetings, Dinners, Parties, City Clean-ups, etc.

Streets

Respond to repair/maintenance orders as needed (Asphalt, crushed limestone, hot/cold patch)

Proficient in the use of all trucks, trailers, pavement cutter, street roller, and dump truck.

Street/Road signage installation and repair.

Drainage ditches, retention ponds and storm sewers.

Debris removal as needed.

On call duties

Being available and ready to respond to after-hours calls or concerns and perform the necessary related tasks.

Completing all duties involved in the daily operation of the Water/Sewer System (daily rounds).

Knowledge & Abilities:

Operational training in the field by supervisors.

Online/in-class Water/Sewer state certification through TRWA

Being proactive rather than reactive

CITY OF RICHWOOD

Job Title: Finance Director/City Secretary

Reports To: City Manager

Authority & Responsibilities:

Manages the City's financial and payroll system, fiscal and accounting activities, including financial accounting and reporting, internal controls, financial and accounting data processing, payroll processing; billing and collection of locally administered charges and fees.

Maintain the day to day financial control and insure that all finances are properly administered and monitored and stay within the budget as adopted by the City Council. Establish and maintains procedures and controls over municipal revenues and expenditures in all departments.

Conduct, direct and/or oversee all investigative and corrective accounting projects. Coordinate financial related activities with other City departments and outside agencies. Review that all expenditures are made in accordance with approved contract terms and budgetary provisions.

Oversee annual independent audit process and work together with the independent auditing firm for a successful completion to the annual audit.

Develop or assist in the development of financial studies, plans, forecasts, estimates and finance related ordinances and resolutions. Gather, interpret, and prepare data for studies, reports and recommendations.

Assists the City Manager in the preparation and administration of the annual budget; including the coordination of the budget information, analysis and administration of the budget and providing monthly analysis and reporting of the budget to City Council, City Manager and Department Heads. Provides assistance in the amending and executing of the annual budget.

Develop and update long range financial plans for all funds. Recommend financial course of action upon request by the City Manager.

Act as City Treasurer and manage City's Investment portfolio. Serve as financial advisor to the City Council, City Manager and other City staff.

Develop, monitor and update all City Financial policies, including Investment Policy, Financial Management Policy, Purchasing and Cash Receipts. Assist the City Manager in developing City fiscal policy.

Insure compliance with all relevant State and Federal Regulations.
Also serves as City Secretary

Directly responsible for all of those duties imposed upon her/him pursuant to Texas Law

Additionally, is responsible for insuring that all legal publications are properly published within the time limits required by law.

Keeps minutes at all City Council meetings and meetings of any authorized City committees as deemed necessary.

Directly responsible for managing the bookkeeping system of the City and working with any and all necessary auditors to insure that the books are properly balanced and the City funds are kept in proper order.

Has custody of all personnel records pertaining to respective dates of initial employment and termination, and all personnel related matters including disciplinary matters to be noted in personnel files.

The Department Heads will conduct their appropriate employee conferences and take the necessary disciplinary action as specified in this manual, however all notations of any disciplinary actions and employee conferences, etc, shall be placed in the employee's official personnel record.

Additionally, the City Secretary is responsible for keeping and maintaining all payroll records of City employees and making the appropriate payroll distribution of the same.

The City Secretary is responsible for payment of all bills as they are due and authorized to be paid by the City Council.

The City Secretary's job responsibilities also include the general overview and operation of the City computers at City Hall, monitoring all bank deposits for the City, monitoring all accounts payable and receivable as the same accrue.

The City Secretary is also responsible for the collection of City Taxes, and refer the same to any appropriate tax law firm utilized by the City as authorized by the City Council.

The City Secretary has direct custody and control of all original ordinances of the City, and on occasion may be called to type the same pursuant to the instructions of the City Attorney.

Additionally, the City Secretary is responsible for the general office operation of City Hall, including the ordering of all office supplies, handling all general correspondence for the Mayor, City Council and Department Heads necessary.

The City Secretary additionally is responsible for supervision of the petty cash fund at City Hall.

The City Secretary's contract is with the general public is in a public relations capacity answering questions of the citizenry of the city, reference general City operation, and also relaying information from Department Heads to the Mayor and the appropriate City Council members as necessary.

The City Secretary will attend all schools and seminars required by law for her/his position in conjunction with the job duties required as a City Secretary.

The City Secretary is the designated Records Management Officer of the City of Richwood.

Knowledge & Abilities:

The City Secretary will possess the appropriate office and clerical skills in order to properly manage the office and job duties entailed at City Hall.

Additionally, the City Secretary will attend any and all schools and seminars as denoted above required by law in order to retain competency in those matters required, specifically but not limited to City elections, etc.

Additionally, the City Secretary will specifically attend schools and seminars even though not required by law if necessary to maintain the competency required by the job level.

The City Secretary will have a good disposition and make an effort at ensuring good public relations between government of the City and the citizenry of the City, and additionally, the general public who contact the City government for any reason The City Secretary will have general bookkeeping and account abilities commensurate with job requirements.

The City Secretary will have a good operating knowledge of any computer or computer related equipment at City Hall, any copying machines, and/or typewriting machines necessary for her/his job.

CITY OF RICHWOOD

Job Title: Administrative Assistant

Reports To: City Secretary/Finance Director

Authority & Responsibilities:

The Administrative Assistant is the secondary contact person for City Hall and provides telephone and customer service.

Is responsible for receiving and screening visitors and telephone calls and provides general information to the public.

Serves as the backup person for accounts receivable and tracks service orders.

Responsible for reconciliation of cash drawer, completing daily cash receipts report

Enters all requisitions into the Purchase Order system and maintains files.

Serves Staff liaison to committees and commissions appointed by Council

Maintains all files in accordance with the City's adopted records management program

Monitors, files & retrieve insurance claims

Monitors, file & retrieve accounts payable. Print the accounts payable checks.
Maintains and distributes all subsequent reports related to accounts payable.

Sorts and verifies accounts payable invoices and prepares a list of all payments for City Council.

Tracks discretionary files

The Administrative Assistant acts as Payroll Clerk. Maintains all timesheets, responsible for entering data into the Payroll system, sets up ACH files for automatic draft and maintains all payroll data files.

Responsible for the reporting and filing of retirement, payroll and all subsequent reports

The Administrative Assistant is responsible for keeping and maintaining all financial records relating to accounts payable and payroll as well as working with the Finance Director and auditors to insure the accounts payable are properly balanced and kept in proper order.

Acts as Deputy Election Clerk for all Municipal Elections. Is responsible for the Candidate Campaign Guide, Candidate forms, posting of required notices and maintenance of all election files.

Knowledge & Abilities:

The Administrative Assistant will possess the appropriate office and clerical skills in order to properly manage the office and job duties entailed

Additionally, the Administrative Assistant will attend any and all schools and seminars as denoted above required by law in order to retain competency in those matters required.

Additionally, the Administrative Assistant will specifically attend schools and seminars even though not required by law if necessary to maintain the competency required by the job level.

CITY OF RICHWOOD

Job Title: Clerk

Reports To: City Secretary/Finance Director

Authority & Responsibilities:

The Clerk is the primary contact person for the City of Richwood and provides customer service and general information to the public. Receives and screens visitors and telephone calls for the City Manager, Administration and Public Works.

Responsible for the monitoring, filing and retrieving accounts receivable. Prints the monthly utility bills, maintains billing files.

Enters and posts all utility bill payments and other payments received on a daily basis. Processes all online bill payments and creates the ACH file for auto-draft payments.

The Clerk maintain utility customer files and computer reports. Also tracks all service orders. Tracks and maintains readings on the electronic metering system.

Maintains and tracks all permits such as animals/livestock, building, electrical, plumbing, HVAC. Maintains files on such. Responsible for logging inspections.

Maintains Storm Water Compliance files for the Public Works Director as well as the International Property Maintenance Code Inspections, files and offers support to the Public Works Director.

Generates and maintains monthly water reports for the Public Works Director.

Generates Public Work Correspondence and reports and maintains files on same.

The Clerk is responsible for keeping and maintaining all financial records relating to accounts receivable and working with the Finance Director and auditors to insure they are properly balanced and kept in proper order.

Maintains records on Municipal Building, Pavilions, and Parks. Also schedules use of the ball fields and soccer field.

Acts as Assistant Deputy Election Clerk for all Municipal Elections.

Responsible for the Public Works, Building and Building Permits pages on the City of Richwood website.

Serves as contact to Brazoria County for culvert set requests and file maintenance on culvert setting.

Knowledge & Abilities:

The Clerk will possess the appropriate office and clerical skills in order to properly manage the office and job duties entailed

Additionally, the Clerk will attend any and all schools and seminars as denoted above required by law in order to retain competency in those matters required.

Additionally, the Clerk will specifically attend schools and seminars even though not required by law if necessary to maintain the competency required by the job level.

CITY OF RICHWOOD

Job Title: Court Administrator

Reports To: City Secretary/Finance Director

Authority &Responsibilities:

Responsible for the overall operation of the Municipal Court and is the designated Department Head for the Judicial Department personnel.

Directly responsible for managing the record keeping system of the Municipal Court. This includes entering and maintaining the citations, preparation and filing of complaints and the docket sheets.

The Court Administrator monitors and prepares payment arrangements for defendants.

Also charged with making the determination if a defendant is eligible for deferred disposition or a driver safety course and must maintain subsequent records.

The Court Administrator is responsible for keeping and maintaining all financial records relating to fines and court costs and working with the Finance Director and auditors to insure the courts books are properly balanced and kept in proper order.

Prepares a weekly docket report for the judges.

Prepares warrants weekly or as needed.

Responsible for all reports to all state agencies such as the quarterly tax report to the State Comptroller's Office and the monthly conviction report to the Texas Department of Public Safety.

Additionally the Court Administrator is responsible for contested court proceedings. The Court Manager coordinates the trial proceedings with the judge, city attorney, the officer and the defendant. It is the Court Manager's responsibility to summon a jury, if necessary.

Maintains all violations in the court computer system and is responsible for the proper preparation of legal worded complaints based on the Texas Transportation Code or the Texas Penal Code.

It is the responsibility of the Court Administrator to guarantee the policies and procedures are in place are followed. In the event there is an unusual circumstance, the Court Manager is charged with the responsibility of making a decision based on the facts and law and what is the best solution for the court as well as the defendant.

It is the responsibility of the Court Administrator to keep court personnel current on all laws and court costs pertaining to the Municipal Court.

Knowledge & Abilities:

The Court Administrator will possess the appropriate office and clerical skills in order to properly manage the office and job duties entailed in the Municipal Court.

Additionally, the Court Administrator will attend any and all schools and seminars as denoted above required by law in order to retain competency in those matters required.. Annual court training through the Texas Municipal Courts Education Center is required.

Additionally, the Court Administrator will specifically attend schools and seminars even though not required by law if necessary to maintain the competency required by the job level.

CITY OF RICHWOOD

Job Title: Court Clerk

Reports To: Court Administrator

Authority & Responsibilities:

Responsible for the processing all clerical work for the court, guaranteeing that all documents are accurate, orderly and complete.

Responsible for managing the record keeping system of the Municipal Court. This includes entering and maintaining the citations, preparation and filing of complaints and the docket sheets.

Maintains all payment arrangements for defendants.

Also charged with making the determination if a defendant is eligible for deferred disposition or a driver safety course and must maintain subsequent records.

The Court Clerk is the primary contact person for the Court and provides customer service and general information to the public. Receives and screens visitors and telephone calls for the Court and Police Department.

Prepares a weekly docket report for the judges.

Prepares warrants weekly or as needed and enters same into the OSSI

Responsible for Complaints, Dockets, Defendant's Paperwork and Dispositions. Distributes complaints to proper officer for signature.

Responsible for the collection of all fines and state mandated fees and reconciliation of same. Prepares daily cash report and all other associated reports.

Ensures that all documents and equipment are prepared and ready for court proceedings.

Prepares and distributes various correspondence such as default payments, show cause hearings, court settings, juvenile letters, FTA letters and warrant letters.

Run and submit monthly reports to DPS DL-18 for convictions

Run and submit monthly court reports for the Office of Court Administration.

Handles requests for records for the Court and the Police Department. Logs in police calls with dispatch when required.

Knowledge & Abilities:

The Court Clerk will possess the appropriate office and clerical skills in order to properly manage the office and job duties entailed in the Municipal Court.

Additionally, the Court Clerk will attend any and all schools and seminars as denoted above required by law in order to retain competency in those matters required.. Annual court training through the Texas Municipal Courts Education Center is required.

Additionally, the Court Clerk will specifically attend schools and seminars even though not required by law if necessary to maintain the competency required by the job level.

CITY OF RICHWOOD

Job Title: Chief of Police

Reports To: City Manager

Job Summary: This position is responsible for directing the operations of the Police Department. The Chief of Police performs a variety of duties involved in the enforcement of laws and prevention of crimes in order to protect life and property; to control traffic flow and enforce State and local traffic regulations; and to perform a variety of technical and administrative tasks in support of law enforcement services. This position provides direct supervision and direction to all employees of the Police Department and is responsible for the overall direction of all police activities.

Essential Functions: *The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.*

- Trains, assigns, directs, supervises, evaluates, and disciplines personnel and serves as the Commander of Major Police Incidents as well as the Emergency Manager for the City of Richwood.
- Reviews and approves personnel assignments.
- Schedules training of personnel; maintains training and other records as required by TCOLE.

- Handles serious infractions of departmental standards and citizen complaints; conducts internal investigations as needed.
- Oversees the police department's budget development and all police administrative activities.
- Examines reports for conformity with approved procedures.
- Assumes command of major cases when unusual or difficult problems are evident.
- Maintains crime statistics for analysis and distribution to appropriate personnel.
- Prepares general orders and standard operating procedures for the police department.
- Ensures adequate staffing for all special functions.
- Conducts inspections to determine compliance with department objectives.
- Represents the Police Department to the public through public addresses and meetings of various civic and service organizations.
- Performs all duties of a Police Officer as needed.
- Performs other related duties as assigned by the City Manager.

Knowledge required by the Position:

- Knowledge of required law enforcement training and standards.
- Knowledge of city geography
- Knowledge of federal, state, and local laws and ordinances.
- Knowledge of police methods and procedures.
- Knowledge of office equipment including computers, printers, copiers, scanners, etc.
- Knowledge of the tools and techniques of criminal investigations.
- Skill in interpersonal relations.
- Skill in the operation of computers and job related software programs.
- Skill in the use of law enforcement vehicles, equipment, firearms, and allowable weapons to enforce laws, detain suspects or protect life of self or others in situations that justify the use of force or deadly force.
- Skill in interpreting policies, procedures, and requirements as set forth by a supervisor or departmental policy.
- Skill in oral and written communication with the ability to render accurate oral and written reports of accidents and violations of the law.

Supervisory Controls: The Police Chief assigns work in terms of department goals and objectives. The Chief of Police reviews work through conferences, reports, and observation of department activities.

Guidelines: Guidelines include department policies and procedures and federal, state, and local laws and ordinances. These guidelines require judgment, selection and interpretation in application.

Complexity: The work consists of varied duties related to supervising the operations of the Police Department. Potentially dangerous and life threatening situations contribute to the complexity of the position.

Scope and Effect: The purpose of this position is to direct the operations of the Police Department. Successful performance contributes to the efficiency of department operations.

Personal Contacts: Contacts are typically with co-workers, representatives of other departments, the general public, attorneys, suspects, witnesses, and representatives of federal, state, and local law enforcement and judicial agencies.

Purpose of Contacts: Contacts are typically to give or exchange information, resolve problems, motivate and provide services.

Work Environment: The work is typically performed in an automobile, office and outdoors. The employee may be exposed to noise, machinery with moving parts, cold or inclement weather, and potentially life threatening situations. The work requires the use of protective devices such as vests and other special equipment.

The work environment characteristics and physical demands described here are representative of those an employee encounters while performing the Major Duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the Major Duties of this job.

Supervisory and Management Responsibility: This position has direct supervision over all functions of the police department including all employees assigned to the police department or other employees and duties as assigned by the City Manager.

Minimum Qualifications:

- Completion of a baccalaureate degree in a course of study related to Criminal Justice Administration or Public Administration.
- Experience sufficient enough to understand the diverse objectives and functions of the department in order to direct and coordinate work within the department.
- Ability to complete or already have completed Leadership Command College (LCC) through LEMIT within one year of being appointed as Chief of Police or completion of the National Academy.
- Ability to complete or already have completed New Chief's Development Course through LEMIT within one year of being appointed as Chief of Police.
- Possession of or ability to readily obtain a valid class "C" driver's license issued by the State of Texas

CITY OF RICHWOOD

Job Title: Police Sergeant

Reports To: Police Chief

Job Summary: Under general supervision of the Chief of Police or other higher ranking sworn police staff supervisor, this position performs a variety of duties involved in the enforcement of laws and prevention of crimes in order to protect life and property; to control traffic flow and enforce State and local traffic regulations; and to perform a variety of technical and administrative tasks in support of law enforcement services. This position provides direct supervision and direction to employees.

Essential Functions: *The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.*

- Supervises patrol officers on an assigned shift; monitors officers to ensure adherence to policies and procedures; maintains and manages officer schedules.
- Patrols city streets to detect and deter crime; answer calls for service.
- Documents and reports crimes and offenses on a public safety computer system.
- Checks businesses for secure doors and windows and checks homes for citizens on vacation.

- Arrests and processes prisoners, including transporting, searching, fingerprinting and property inventory.
- Assists patrol officers with the collection of evidence.
- Collects, handles, packages, and deposits evidence.
- Ensures that all officers under his or her command have been adequately informed of any policy changes and have received all relevant information related to the previous shift's activities.
- Directs and escorts traffic, operates traffic radar monitoring equipment.
- Provides instruction to all officers under his or her command in regards to special situations or circumstances.
- Reviews and approves all reports to include offense, accident, incident, booking, etc.
- Respond to citizen complaints and commendations as it relates an officer's conduct and performance.
- Acts as a liaison to other agencies; provides assistance and information as needed.
- Provides back up to officers on major calls and provides assistance as needed.
- Testifies in court.
- Maintains assigned vehicle and equipment.
- Investigates reports of criminal activity, interviews witnesses and victims.
- Remains current on laws and procedures required by the department.
- Must be able to work varying shifts, including days and nights on a rotating basis as deemed by the Chief of Police.
- Must be able to work Saturdays and Sundays and holidays.
- Every Police Officer of the City of Richwood is part of the emergency response team before, during, and after disasters/emergencies. All Police Officers are required to work before, during, and after disasters/emergencies as directed by the Chief of Police or his designee.
- Arrives at work on time, maintains a regular and reliable level of attendance.
- Performs other related duties as assigned by the Chief of Police or his designee.

Knowledge required by the position:

- Knowledge of required law enforcement training and standards.
- Knowledge of city geography
- Knowledge of federal, state, and local laws and ordinances.
- Knowledge of police methods and procedures.
- Knowledge of office equipment including computers, printers, copiers, scanners, etc.
- Knowledge of the tools and techniques of criminal investigations.
- Skill in interpersonal relations.
- Skill in the operation of computers and job related software programs.
- Skill in the use of law enforcement vehicles, equipment, firearms, and allowable weapons to enforce laws, detain suspects or protect life of self or others in situations that justify the use of force or deadly force.
- Skill in interpreting policies, procedures, and requirements as set forth by a supervisor or departmental policy.
- Skill in oral and written communication with the ability to render accurate oral and written reports of accidents and violations of the law.

Supervisory Controls: The Chief of Police or other higher ranking sworn police supervisor assigns work in terms of general instructions. The supervisor spot-checks completed work for compliance with policies and procedures as set forth by the City of Richwood and the Richwood Police Department.

Guidelines: Guidelines include department policies and procedures and federal, state, and local laws and ordinances. These guidelines require judgment, selection and interpretation in application.

Complexity: The work consists of varied duties related to supervising law enforcement personnel and the participation of enforcement of local, state, and federal laws. Potentially dangerous and life threatening situations contribute to the complexity of the position.

Scope and Effect: The purpose of this position is to supervise patrol officers and participate in the patrolling of the city of Richwood to deter and detect crime. Successful performance results in the successful enforcement of laws.

Personal Contacts: Contacts are typically with co-workers, representatives of other departments, the general public, attorneys, suspects, witnesses, and representatives of federal, state, and local law enforcement and judicial agencies.

Purpose of Contacts: Contacts are typically to give or exchange information, resolve problems, motivate and provide services.

Work Environment: The work is typically performed in an automobile, office and outdoors. The employee may be exposed to noise, machinery with moving parts, cold or inclement weather, and potentially life threatening situations. The work requires the use of protective devices such as vests and other special equipment.

The work environment characteristics and physical demands described here are representative of those an employee encounters while performing the Major Duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the Major Duties of this job.

Supervisory and Management Responsibilities: This position has direct supervision over assigned personnel as assigned by the Chief of Police.

Minimum Qualifications

- At least four (4) years as a police officer
- At least two (2) current years as a police officer for the City of Richwood Police Department
- Experience enough to sufficiently and thoroughly understand the work of subordinate positions to be able to answer questions and resolve problems.
- At least an Intermediate TCOLE Certification

CITY OF RICHWOOD

Job Title: Police Officer

Reports To: Police Chief/Sergeant

Job Summary: Under direct supervision, undergo basic training instruction and assigned field training in a police vehicle on patrol. Undergo instruction with participation in the enforcement, detection, and crime prevention under the laws of the City, State, and the United States. Perform a variety of technical and administrative tasks in the support of the Police Operations and other related work as required.

Essential Functions: *The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.*

- Thoroughly completes all training exercises as assigned in a timely and efficient manner.
- Work under the direction of a Field Training Officer until completion of Field Training Program.
- Work alone by performing acceptably the basic tasks of a Police Officer.
- Immediately comprehend and execute orders from a supervisor in emergency situations.
- Adapt toward procedures, programs, regular and special assignments.
- Begin and seek out work without supervision.
- Recognize the need for supervisory intervention and seek it when needed; keep

supervisors informed of relevant activity.

- Patrols City streets to detect and deter crime; answers calls for service, including fire, alarm, traffic accidents, medical emergencies, civil matters, and traffic hazards.
- Directs and escorts traffic, operates traffic radar monitoring equipment.
- Conducts traffic stops.
- Documents and reports crimes and offenses on a public safety computer system.
- Checks businesses for secure doors and windows; checks homes for citizens on vacation.
- Processes prisoners, including fingerprinting, photographing, obtains magistrate warnings by a judge, searching prisoners, recording and securing prisoner property, and transporting prisoners to appropriate holding facilities.
- Collects, handles, packages, and deposits evidence.
- Testifies in court.
- Maintains assigned vehicle and equipment.
- Investigates reports of criminal activity, interviews witnesses and victims.
- Remains current on laws and procedures required by the department.
- Must be able to work varying shifts, including days and nights on a rotating basis.
- Must be able to work Saturdays and Sundays and holidays.
- Every Police Officer of the City of Richwood is part of the emergency response team before, during, and after disasters/emergencies. All Police Officers are required to work before, during, and after disasters/emergencies as directed by the Chief of Police or his designee.
- Arrives at work on time, maintains a regular and reliable level of attendance.
- Performs other related duties as assigned by the Chief of Police or his designee.

Knowledge Required by the Position:

- Knowledge of required law enforcement training and standards.
- Knowledge of city geography
- Knowledge of federal, state, and local laws and ordinances.
- Knowledge of police methods and procedures.
- Knowledge of the tools and techniques of criminal investigations.
- Skill in interpersonal relations.
- Skill in the operation of computers and job related software programs.
- Skill in the use of law enforcement vehicles, equipment, firearms, and allowable weapons to enforce laws, detain suspects or protect life of self or others in situations that justify the use of force or deadly force.
- Skill in interpreting policies, procedures, and requirements as set forth by a supervisor or departmental policy.
- Skill in oral and written communication with the ability to render accurate oral and written reports of accidents and violations of the law.

Supervisory Controls: In accordance with the Police Department chain of command as designated by the Chief of Police.

Guidelines: Guidelines include department policies and procedures and federal, state, and local laws and ordinances. These guidelines are generally clear and specific, but may require some interpretation in application.

Complexity: The work consists of varied duties related to law enforcement and the enforcement of local, state, and federal laws. Potentially dangerous and life threatening situations contribute to the complexity of the position.

Scope and Effect: The purpose of this position is to patrol the city to deter and detect crime. Successful performance results in the successful enforcement of laws.

Personal Contacts: Contacts are typically with co-workers, representatives of other departments, the general public, attorneys, suspects, witnesses, and representatives of federal, state, and local law enforcement and judicial agencies.

Purpose of Contacts: Contacts are typically to give or exchange information, resolve problems, and provide services.

Work Environment: The work is typically performed in an automobile, office and outdoors. The employee may be exposed to noise, machinery with moving parts, cold or inclement weather, and potentially life threatening situations. The work requires the use of protective devices such as vests and other special equipment.

The work environment characteristics and physical demands described here are representative of those an employee encounters while performing the Major Duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the Major Duties of this job.

Minimum Qualifications:

- No experience required
- Minimum age of 21 at the time of hire
- US Citizen
- High School diploma or GED
- Current Basic TCOLE Certification with the ability to maintain required training and licensing under the regulations of TCOLE
- After receiving conditional employment offer, complete a drug screen and a medical examination certifying the ability to perform major job duties and physical demands.
- After receiving conditional employment offer complete psychological exam as required by TCOLE.
- Ability to read, write, and perform mathematical calculations at a level commonly associated with the completion of high school or equivalent.
- Possession of a valid Texas driver license with a good driving record.

CITY OF RICHWOOD

Job Title: Code Enforcement Officer

Reports To: Police Chief

Job Summary:

Investigates conditions and initiates procedures to abate violations involving zoning ordinances, building codes, abandoned vehicles, animals, public nuisances, property maintenance and other issues relating to the health, safety and welfare of the residents of the City of Richwood.

Authority and Responsibilities:

Responsible for implementation of City code enforcement program involving community standards, public health and safety concerns such as derelict buildings, home construction standards, improper trash/junk disposal and other nuisance or health hazards.

Schedules and performs property inspections for code violations.

Receives and investigates violation complaints, issues notices of violations and follows up to see compliance is achieved.

Maintains clear and concise records of all violations as well as actions taken.

Regulates codes regarding things such as zoning issues such as illegal signage, improper setbacks, illegal structures, fence heights, improper zoning and land uses. Also regulates codes

regarding overgrown weeds and grass, inoperative vehicles, improper storage, swimming pool regulations, and improper dumping of garbage or debris.

Responsible for food safety inspections at food establishments and gas stations located in the City of Richwood.

Contact for the 911 Addressing Committee, attending meetings, giving updates to the committee and file maintenance.

Responsible for the Code Enforcement pages of the City of Richwood website.

CITY OF RICHWOOD

Job Title: City Manager

Reports To: Mayor and Council of the City

Job Summary:

Serves as the chief administrative and executive officer of the City; assures that all laws and City ordinances are enforced; and does related work as required.

Authority and Responsibilities:

Performs overall management of the City operations. Directs the activities of the City departments and delegates duties and activities appropriately. With the advice of the City Council, to appoint and remove all heads of departments and subordinate employees.

Exercises control over all departments and subdivisions. Consults with department heads and supervisors regarding problems, activities, programs and issues of the City.

Attends various meetings of staff, City Council and citizens regarding programs and activities of the City.

Attends various meetings of staff, City Council and citizens regarding programs and activities of the City.

Inform the Mayor and City Council of City activities of an emergency nature and periodically updates them.

Hears citizen and employee complaints regarding the action of the City.

Represents the City at various State, regional and intergovernmental meetings as well as at civic functions and on community boards.

To act as budget officer and as such to prepare and submit to the City Council prior to the beginning of each fiscal year, a budget of proposed expenditures for the ensuing year, showing in as much detail as practicable the estimated amounts required for the efficient operation of each department of the city government and the reasons for such estimated expenditures.

In addition, shall make and file a budget as required by state law.

To recommend to the City Council the salaries to be paid each appointive officer and subordinate employee of the city.

To keep City Council fully advised at all times as to the financial condition and needs of the city. To make a full written report to the City Council as soon after the close of each month's accounts as possible, showing the operation and expenditures for the preceding month, and a comparison of such monthly expenditures, by departments, with the monthly allowance made for such departments in the annual budget.

To act as purchasing agent for the City and to adopt such rules and regulations regarding requisitions and transactions with the heads of the departments, officers and employees of the City as the City Council may approve.

To see that all terms and conditions imposed in favor of the City in any public utility franchise or any contract, are faithfully kept and performed and upon knowledge of any violation to call the same to the attention of the City Council.

Executes all deeds and contracts on behalf of the City when authorized by ordinance, resolution or motion of the City Council.

To recommend to the City Council such measures as may be deemed necessary and expedient.

Performs all other related duties as assigned.

Knowledge and Abilities:

Must possess skills in interpersonal techniques and communications.

Knowledge of the operation of local government, public finance and related law is a must.

Must possess the ability to oversee several projects simultaneously, deal effectively with elected officials, department heads, employees and the general public.

Additionally the City Manager will attend any and all schools and seminars required by law in order to retain competency in those matters required.

MEMORANDUM

To: Members of the Richwood City Council

From: Clint Kocurek, Mayor

Date: April 13, 2015

Subject: 2015 Storm Debris Removal – Annual Contingency Contract

I

Enclosed in your packet are the results of the bids for the 2015 Storm Debris Removal – Annual Contingency Contract.

The low bidder is Bergeron Emergency Services, Inc.. I recommend that Council award the primary contract to them.

The next lowest bidder is T.F.R. Enterprises. I recommend that Council award the alternate contract to them.

BoMac is the only local bidder and we normally award an alternate contract to a local bidder so we can begin clean up almost immediately while we wait for the other companies to mobilize. Therefore, I also recommend that we award an alternate contract to BoMac.

2015 STORM DEBRIS REMOVAL - ANNUAL CONTINGENCY CONTRACT

Bidder/Contractor	Per cubic yard loaded and hauled	Per cubic yard hauled only	Comments
Crowder Gulf	8.00	4.00	
BoMac	8.00	6.00	
DRC Emergency Services	18.77	7.48	
Bergeron Emergency Services, Inc.	6.05	5.00	
Ceres Environmental	8.87	8.87	Tipping fees will be negotiated at the time of the event and will be charged at cost to the City.
T.F.R Enterprises	7.65	4.15	

MEMORANDUM

To: Members of the Richwood City Council

From: Clint Kocurek, Mayor

Date: April 13, 2015

Subject: 2015 Debris Monitoring, Recovery and Other Related Services

We received two RFPs for the 2015 Debris Monitoring, Recovery and Other Related Services contract. The proposals are from the Houston offices of Witt/O'Brien's and TLC Engineering, Inc.

Both firms have a great deal of experience in Debris Monitoring, experience with FEMA, and are familiar with Richwood, Brazoria County and the gulf coast area. Both companies have held contracts with cities in Brazoria County. Witt/O'Brien's held a primary contract with the City of Jones Creek and the City of Richwood and a secondary contract with the City of Alvin. TLC Engineering, Inc. worked with Alvin, Angleton, Brookside Village, Clute, Freeport, and Manvel after Ike. They have also held a contract with the City of Richwood.

Both firms are highly recommended and are qualified. The contract proposals are available for review at City Hall.

Name of Firm	Qualifications of Firm 25 Pts Max	Experience in State and Federally Funded Projects 25 Pts Max	Experience on Similar Type of Projects 25 Pts Max	Familiarity or Experience with City 15 Pts Max	Affirmative Action (MBE or WBE) 5 Pts Max	Other 5 Pts Max	TOTAL 100 Pts Max
Witt/O'Brien's	25	25	25	15	5	5	100
TLC Engineering, Inc.	25	25	25	15	5	5	100

31-Mar-15

	BUDGET FY 2014/15	CURRENT FY 2014/15	BALANCE FY 2014/15	PERCENT REMAINING
ADMINISTRATION	507,780.00	213,741.12	294,038.88	57.91%
CITY MAINTENANCE	243,977.00	117,636.20	126,340.80	51.78%
STREETS & DRAINAGE	101,000.00	4,614.37	96,385.63	95.43%
POLICE DEPARTMENT	718,978.00	339,264.66	379,713.34	52.81%
JUDICIAL	119,684.00	61,673.96	58,010.04	48.47%
FIRE DEPARTMENT	130,250.00	64,848.27	65,401.73	50.21%
PARKS & RECREATION	64,200.00	32,303.32	31,896.68	49.68%
CODE ENFORCEMENT	60,488.00	25,703.67	34,784.33	57.51%
TOTAL	1,946,357.00	859,785.57	1,086,571.43	
GENERAL FUND REVENUES	1,946,357.00	1,527,765.97	418,591.03	21.51%
		667,980.40	667,980.40	
DEBT SERVICE	167,920.00	14,737.17	153,182.83	91.22%
TOTAL	167,920.00	14,737.17	153,182.83	
DEBT SERVICE REVENUES	167,920.00	152,464.65	15,455.35	9.20%
		137,727.48	137,727.48	
WATER/SEWER	1,280,071.00	443,607.29	836,463.71	65.35%
TOTAL	1,280,071.00	443,607.29	836,463.71	
WATER/SEWER REVENUES	1,280,071.00	418,617.88	861,453.12	67.30%
		(24,989.41)	861,453.12	
DEBT SERVICE	173,020.00	121,204.80	51,815.20	29.95%
TOTAL	173,020.00	121,204.80	51,815.20	
DEBT SERVICE REVENUES	113,420.00	54,524.71	58,895.29	51.93%
		(66,680.09)	(7,080.09)	
TRANSPORTATION	100,000.00		100,000.00	100.00%
TOTAL	100,000.00	-	100,000.00	
TRANSPORTATION REV.	100,000.00	42,880.30	57,119.70	57.12%
		42,880.30	42,880.30	
INSURANCE CONTINGENCY	-	-	-	
TOTAL	-	-	-	
REPLACEMENT	-	-	-	#DIV/0!
TOTAL	-	-	-	
CRIME CONTROL & PREVEN	64,800.00	27,845.75	36,954.25	57.03%
TOTAL	64,800.00	27,845.75	36,954.25	
CRIME CONTROL REV.	65,000.00	34,964.62	30,035.38	46.21%
		7,118.87	6,918.87	
CAPITAL IMPROVEMENTS			-	#DIV/0!
TOTAL	-	-	-	
CAPITAL PROJECTS W/S			-	#DIV/0!
TOTAL	-	-	-	
CAPITAL PROJECTS GF			-	#DIV/0!
TOTAL	-	-	-	
GRAND TOTAL	3,732,168.00	1,467,180.58	2,164,987.42	

City of Richwood
Statement of Revenue and Expenditures
Revised Budget
For General Fund (10)
For the Fiscal Period 2015-6 Ending March 31, 2015

Account Number		Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
Revenues						
10-04-4250	Revenues - Festivals	\$ 0.00	\$ 3,304.88	\$ 0.00	\$ 5,649.88	0.00%
10-04-4251	Revenues - Police Officer Training	0.00	1,100.98	0.00	1,100.98	0.00%
10-04-4252	Revenues - Seizure & Forfeiture	0.00	0.00	0.00	0.00	0.00%
10-04-4253	Revenues - Court Security	0.00	821.72	0.00	1,265.42	0.00%
10-04-4254	Revenues - Court Technology	0.00	1,103.62	0.00	1,695.35	0.00%
10-04-4255	Revenues - Bobby Ford Park	0.00	0.00	0.00	5,000.00	0.00%
10-04-4256	K-9 Unit	0.00	0.00	0.00	3,316.02	0.00%
10-04-4257	Parks and Recreation	0.00	563.49	0.00	1,670.33	0.00%
10-29-4103	Ad Valorem Taxes	0.00	56,424.62	1,166,423.00	1,117,692.61	4.18%
10-29-4104	Delinquent Taxes	0.00	444.96	30,000.00	5,627.68	81.24%
10-29-4105	Penalty & Interest	0.00	2,205.36	22,000.00	17,035.21	22.57%
10-29-4106	Licenses & Permits	0.00	474.00	12,000.00	9,066.50	24.45%
10-29-4107	Building Permits	0.00	9,015.50	40,000.00	37,972.00	5.07%
10-29-4109	Municipal Court	0.00	20,724.19	155,934.00	57,758.18	62.96%
10-29-4110	Interest Earnings	0.00	123.31	1,000.00	422.03	57.80%
10-29-4111	Franchise Taxes	0.00	7,517.88	180,000.00	69,046.15	61.64%
10-29-4112	Miscellaneous Income	0.00	6,972.18	24,000.00	11,073.00	53.86%
10-29-4113	Intragovernmental Income	0.00	0.00	0.00	0.00	0.00%
10-29-4114	Animal Fines/Licenses	0.00	20.00	500.00	80.00	84.00%
10-29-4116	Sales Tax - Streets	0.00	21,126.96	65,000.00	51,317.02	21.05%
10-29-4117	Sales Tax	0.00	5,281.75	240,000.00	126,041.91	47.48%
10-29-4118	Municipal Building Rentals	0.00	545.00	0.00	3,385.00	0.00%
10-29-4120	Deferred Revenue	0.00	0.00	0.00	0.00	0.00%
10-29-4121	Parks & Recreation	0.00	575.70	9,500.00	1,550.70	83.68%
10-29-4123	Other Revenues	0.00	0.00	0.00	0.00	0.00%
10-29-4125	Transportation Fee	0.00	0.00	0.00	0.00	0.00%
10-29-4221	Bond Proceeds	0.00	0.00	0.00	0.00	0.00%
10-29-4435	Capital Contributions	0.00	0.00	0.00	0.00	0.00%
10-60-4250	Revenues - Festivals	0.00	0.00	0.00	0.00	0.00%
10-60-4251	Revenues - Police Officer Training	0.00	0.00	0.00	0.00	0.00%
10-60-4252	Revenues - Seizure & Forfeiture	0.00	0.00	0.00	0.00	0.00%
10-60-4253	Revenues - Court Security	0.00	0.00	0.00	0.00	0.00%
10-60-4254	Revenues - Court Technology	0.00	0.00	0.00	0.00	0.00%
10-61-4124	Beautification Revenues	0.00	0.00	0.00	0.00	0.00%
Total General Fund Revenues		\$ 0.00	\$ 138,346.10	\$ 1,946,357.00	\$ 1,527,765.97	21.51%
General Fund Excess of Revenues Over Expenditures		\$ 0.00	\$ (11,671.82)	\$ 0.00	\$ 667,230.06	0.00%

City of Richwood**Balance Sheet****For General Fund (10)****March 31, 2015****Assets**

10-29-1101	Cash	158,110.24
10-29-1103	Cash in bank - Beautification	.00
10-29-1105	Seizure and Forfeiture Fund	1,012.05
10-29-1106	TexPool Investments	331,365.48
10-29-1107	Petty Cash	800.00
10-29-1108	TexStar Investments	160,627.15
10-29-1109	Logic Investments	125,150.75
10-29-1110	WCMA - Merrill Lynch Investments	.00
10-29-1111	Certificates of Deposit	201,006.60
10-29-1112	Tax Receivable	134,424.96
10-29-1113	Accrued Interest Receivable	80.42
10-29-1114	Sales Tax Receivable	60,837.00
10-29-1115	Due from Fire Department	.00
10-29-1116	Due from Enterprise Fund	497,778.50
10-29-1118	Due from Capital Construction Fund	.00
10-29-1119	Due from Replacment	.00
10-29-1120	Allowance for Uncollectibles	(13,823.96)
10-29-1121	Due from Insurance Contingency	.00
10-29-1122	Accounts Receivable - Other	24,206.52
10-29-1123	Deferred Taxes	(16,618.36)
10-29-1125	Prepaid Expenditures	.00
10-29-1127	Investments - Merrill Lynch	.00
10-29-1129	Delinquent Taxes	(5,627.68)
10-29-1130	Accounts Rec/NSF checks	(406.74)
10-29-1131	Due from Other Governments	715.59
10-29-1133	Reserve for Ad Valorem Taxes	(100,342.83)
10-29-1134	Reserve for Delinquent Taxes	5,627.68
10-29-1140	Due from Capital Improvements	.00
10-29-1141	Due From Debt Service	5,347.16
10-29-1142	Due from General - Replacement	.00
10-29-1143	Due from Seizure and Forfeiture	.00
10-29-1144	Due from Crime Control and Prevention	29,018.37
10-29-1145	Due from Beautification	.00
10-29-1146	Due from Transportation Fund	.00
10-29-1147	Due from General (Seizure)	.00
10-29-1150	Loan receivable	100,896.00
10-29-1261	Land	.00
10-29-1262	Buildings	.00
10-29-1263	Vehicles	.00
10-29-1264	Office Equipment	.00
10-29-1265	Equipment	.00

Total Assets**\$ 1,700,184.90****Liabilities and Fund Balance**

City of Richwood**Balance Sheet****For General Fund (10)****March 31, 2015**

10-29-2125	Cash Over/Under	\$	(122.14)
10-29-2127	Municipal Court Bonds		.00
10-29-2129	Accts Payble - Other		3,418.87
10-29-2130	Accounts Payable		23,596.55
10-29-2131	Federal W/H Payble		9,153.19
10-29-2132	Retirement Payable		2,786.74
10-29-2134	Due to Debt Service Fund		.00
10-29-2136	Insurance Payable		(990.56)
10-29-2137	Credit Union Payable		(8,553.60)
10-29-2138	Child Support Payable		.00
10-29-2139	Festivals		.00
10-29-2140	Municipal Court Costs		33,281.60
10-29-2141	Overdrawn		.00
10-29-2142	Student Loan		219.71
10-29-2144	Social Security Payable		22,022.32
10-29-2145	Special Police Training Fund		.00
10-29-2146	Deferred Police Forfeitures		.00
10-29-2149	Due to Capital Projects		.00
10-29-2150	Due to Water/Sewer		115,234.85
10-29-2151	Due to Insurance Contingency		.00
10-29-2153	Due to Water Meter Deposit		.00
10-29-2155	Due to Replacement		.00
10-29-2156	Due to Revenue Bond I&S		.00
10-29-2157	Court Security Fund		.00
10-29-2158	Due to Capital Improvement		.00
10-29-2159	Due to Crime Control and Prevention District		40,915.82
10-29-2160	Due to Reserve Fund		.00
10-29-2161	Due to Beautification		.00
10-29-2162	Due to Transportation Fund		25,564.29
10-29-2165	Accounts Payable - Debt Service		141,042.52
10-29-2166	Due to Seizure & Forfeiture		.00
10-29-2170	Tax Escrow Account		.00
10-29-2172	Due to General from Seizure and Forfeiture		.00
10-29-2175	AFU Account		.00
10-61-2221	Due to General		.00
Total Liabilities			407,570.16

10-29-3103	Fund Balance	615,092.52
10-29-3105	Reserved for Investment in Inventory	.00
10-29-3110	Encumbrance Account	477.28
10-29-3190	Seizure and Forfeiture Fund	858.60
10-29-3191	Reserve - Festival	1,989.38
10-29-3192	Reserve - Police Training	747.97
10-29-3198	Reserve - Municipal Court Security	1,779.26
10-29-3199	Reserve for Municipal Court Technology	4,439.67
Excess of Revenue Over Expenditures		667,230.06

City of Richwood

Balance Sheet

For General Fund (10)

March 31, 2015

Total Fund Balances	1,292,614.74
Total Liabilities and Fund Balances	\$ 1,700,184.90

City of Richwood
Statement of Revenue and Expenditures
Revised Budget
For Enterprise (30)
For the Fiscal Period 2015-6 Ending March 31, 2015

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
Revenues					
30-25-4113 Intragovernmental Income	\$ 0.00	\$ 0.00	\$ 0.00	0.00	0.00%
30-25-4410 Water Fees	0.00	4,620.39	90,466.00	29,126.29	67.80%
30-25-4420 Sewer Fees	0.00	4,006.64	82,554.00	25,398.42	69.23%
30-30-4110 Interest Earnings	0.00	(4,536.57)	500.00	(4,470.08)	994.02%
30-30-4112 Miscellaneous Income	0.00	7.77	6,000.00	46.31	99.23%
30-30-4113 Intragovernmental Income	0.00	0.00	0.00	0.00	0.00%
30-30-4120 Deferred Revenue	0.00	0.00	0.00	0.00	0.00%
30-30-4123 Other Revenues	0.00	0.00	0.00	0.00	0.00%
30-30-4221 Bond Proceeds	0.00	0.00	0.00	0.00	0.00%
30-30-4410 Water Fees	0.00	36,862.41	616,060.00	218,016.29	64.61%
30-30-4420 Sewer Fees	0.00	29,237.43	603,011.00	185,106.43	69.30%
30-30-4430 Delinquent Charges	0.00	1,580.97	25,000.00	11,588.06	53.65%
30-30-4435 Capital Contributions	0.00	0.00	0.00	0.00	0.00%
30-30-4440 Water Taps	0.00	2,500.00	12,000.00	3,500.00	70.83%
30-30-4450 Sewer Taps	0.00	1,500.00	5,500.00	500.00	90.91%
30-30-4460 Reconnect Fees	0.00	200.00	7,000.00	1,850.00	73.57%
30-30-4470 Garbage Receipts	0.00	429.04	5,000.00	2,480.87	50.38%
Total Enterprise Revenues	\$ 0.00	\$ 76,408.08	\$ 1,453,091.00	\$ 473,142.59	67.44%
Enterprise Excess of Revenues Over Expenditures	\$ 0.00	\$ 26,301.56	\$ 0.00	(106,197.59)	0.00%

City of Richwood

Statement of Expenditures, Encumbrances, and Appropriations

Revised Budget
For Administration (01)
For the Fiscal Period 2015-6 Ending March 31, 2015

Account	Description	Annual Budget	Current Period Actual	YTD Actual	Encumbered Balance	UnEncumbered Balance	Remaining % of Budget
10-01-5101	Administrative Expense	\$9,000.00	\$2,692.00	\$5,510.88	\$0.00	\$3,489.12	38.77%
10-01-5102	Contract Labor	\$4,000.00	\$275.00	\$1,575.00	\$0.00	\$2,425.00	60.63%
10-01-5103	Salaries & Wages	\$159,180.00	\$14,350.56	\$83,898.06	\$0.00	\$75,281.94	47.29%
10-01-5105	Retirement	\$23,000.00	\$1,899.78	\$11,979.07	\$0.00	\$11,020.93	47.92%
10-01-5110	Workmen's Compensation Ins	\$500.00	\$0.00	\$523.11	\$0.00	(\$23.11)	(4.62%)
10-01-5115	Hospitalization	\$30,000.00	\$5,586.75	\$18,167.10	\$0.00	\$11,832.90	39.44%
10-01-5120	Unemployment Insurance	\$1,200.00	\$120.00	\$765.27	\$0.00	\$434.73	36.23%
10-01-5130	Training & Travel	\$13,000.00	\$833.00	\$6,682.20	\$0.00	\$6,317.80	48.60%
10-01-5175	Employee Incentive	\$7,900.00	\$0.00	\$0.00	\$0.00	\$7,900.00	100.00%
Total Administration Personnel Costs		\$247,780.00	\$25,757.09	\$129,100.69	\$0.00	\$118,679.31	47.90%
10-01-5210	Office Supplies	\$25,000.00	\$2,554.53	\$15,477.28	(\$402.96)	\$9,925.68	39.70%
10-01-5215	Custodial Supplies	\$1,500.00	\$334.38	\$632.63	\$0.00	\$867.37	57.82%
10-01-5220	Tools	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
10-01-5240	Expendable Operating Supplies	\$16,000.00	\$539.71	\$7,827.61	(\$25.76)	\$8,198.15	51.24%
Total Administration Operating Supplies		\$42,500.00	\$3,428.62	\$23,937.52	(\$428.72)	\$18,991.20	44.69%
10-01-5310	Building & Grounds M&R	\$5,000.00	\$235.00	\$7,564.44	(\$16.85)	(\$2,547.59)	(50.95%)
10-01-5312	Contingency Fund M&R	\$9,000.00	\$0.00	\$3,000.00	\$0.00	\$6,000.00	66.67%
10-01-5320	Office Furniture/Fixture M&R	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
10-01-5365	Other Equipment M&R	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Total Administration Maintenance & Repair		\$14,000.00	\$235.00	\$10,564.44	(\$16.85)	\$3,452.41	24.66%
10-01-5410	Electricity	\$12,000.00	\$583.51	\$3,302.01	\$0.00	\$8,697.99	72.48%
10-01-5420	Telephone	\$2,500.00	\$196.82	\$824.38	\$0.00	\$1,675.62	67.02%
10-01-5430	Natural Gas	\$1,500.00	\$130.59	\$506.16	\$0.00	\$993.84	66.26%
Total Administration Utilities & Telephone		\$16,000.00	\$910.92	\$4,632.55	\$0.00	\$11,367.45	71.05%
10-01-5510	Elections	\$4,000.00	\$0.00	\$650.00	\$0.00	\$3,350.00	83.75%
10-01-5556	Contractual Services - Taxes	\$12,000.00	\$2,500.75	\$7,841.76	\$0.00	\$4,158.24	34.65%
10-01-5560	Engineering	\$4,000.00	\$0.00	\$0.00	\$0.00	\$4,000.00	100.00%
10-01-5570	Attorney's Fees	\$20,000.00	\$0.00	\$2,010.00	\$0.00	\$17,990.00	89.95%
10-01-5572	Economic Development	\$2,000.00	\$0.00	\$9,000.00	\$0.00	(\$7,000.00)	(350.00%)
10-01-5580	Auditor's Fees	\$22,000.00	\$8,558.57	\$17,792.83	\$0.00	\$4,207.17	19.12%
Total Administration Services		\$64,000.00	\$11,059.32	\$37,294.59	\$0.00	\$26,705.41	41.73%
10-01-5640	Insurance - Bldg/Liab/Bond	\$10,000.00	\$0.00	\$3,203.18	\$0.00	\$6,796.82	67.97%

City of Richwood

Statement of Expenditures, Encumbrances, and Appropriations

Revised Budget

For Administration (01)

For the Fiscal Period 2015-6 Ending March 31, 2015

Account	Description	Annual Budget	Current Period Actual	YTD Actual	Encumbered Balance	UnEncumbered Balance	Remaining % of Budget
10-01-5860	Dues & Subscriptions	\$7,000.00	\$0.00	\$910.00	\$0.00	\$6,090.00	87.00%
10-01-5885	Publishing & Advertising	\$6,000.00	\$0.00	\$1,879.00	\$80.00	\$4,041.00	67.35%
10-01-5895	Special Services - Miscellaneous	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Total Administration Sundry		\$23,000.00	\$0.00	\$5,992.18	\$80.00	\$16,927.82	73.60%
10-01-5910	Office Equipment	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
10-01-5930	Equipment	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
10-01-5935	Equipment - Time Payments	\$5,000.00	\$472.34	\$2,584.72	\$0.00	\$2,415.28	48.31%
10-01-5940	Special Equipment	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
10-01-5950	Contingency Fund	\$90,500.00	\$0.00	\$0.00	\$0.00	\$90,500.00	100.00%
10-01-5960	Transfer to Capital Projects	\$5,000.00	\$0.00	\$0.00	\$0.00	\$5,000.00	100.00%
10-01-5961	Transfer to Water/Sewer	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Total Administration Capital Outlay		\$100,500.00	\$472.34	\$2,584.72	\$0.00	\$97,915.28	97.43%
Total Administration Expense		\$507,780.00	\$41,863.29	\$214,106.69	(\$365.57)	\$294,038.88	57.91%

City of Richwood

Statement of Expenditures, Encumbrances, and Appropriations

Revised Budget

For City Maintenance (02)

For the Fiscal Period 2015-6 Ending March 31, 2015

Account	Description	Annual Budget	Current Period Actual	YTD Actual	Encumbered Balance	UnEncumbered Balance	Remaining % of Budget
10-02-5102	Contract Labor	\$7,000.00	\$0.00	\$0.00	\$0.00	\$7,000.00	100.00%
10-02-5103	Salaries & Wages	\$88,977.00	\$8,091.27	\$46,643.58	\$0.00	\$42,333.42	47.58%
10-02-5105	Retirement	\$16,000.00	\$986.38	\$5,939.72	\$0.00	\$10,060.28	62.88%
10-02-5110	Workmen's Compensation Ins	\$4,000.00	\$0.00	\$2,916.58	\$0.00	\$1,083.42	27.09%
10-02-5115	Hospitalization	\$22,000.00	\$3,086.03	\$12,431.85	\$0.00	\$9,568.15	43.49%
10-02-5120	Unemployment Insurance	\$1,000.00	\$102.83	\$469.88	\$0.00	\$530.12	53.01%
10-02-5130	Training & Travel	\$3,000.00	\$0.00	\$1,404.97	\$0.00	\$1,595.03	53.17%
10-02-5190	Uniforms	\$1,600.00	\$0.00	\$246.45	\$0.00	\$1,353.55	84.60%
Total City Maintenance Personnel Costs		\$143,577.00	\$12,266.51	\$70,053.03	\$0.00	\$73,523.97	51.21%
10-02-5210	Office Supplies	\$500.00	\$35.28	\$220.28	\$0.00	\$279.72	55.94%
10-02-5215	Custodial Supplies	\$500.00	\$0.00	\$89.46	\$40.51	\$370.03	74.01%
10-02-5220	Tools	\$2,000.00	\$33.28	\$227.66	(\$5.01)	\$1,777.35	88.87%
10-02-5230	Gas, Oil, & Lubricants	\$10,000.00	\$886.22	\$2,260.96	(\$80.04)	\$7,819.08	78.19%
10-02-5240	Expendable Operating Supplies	\$3,000.00	\$68.83	\$801.13	\$0.00	\$2,198.87	73.30%
10-02-5245	Dump Charges	\$2,700.00	\$56.00	\$1,197.50	\$0.00	\$1,502.50	55.65%
10-02-5270	Chemicals	\$2,000.00	\$11.98	\$11.98	(\$11.78)	\$1,999.80	99.99%
Total City Maintenance Operating Supplies		\$20,700.00	\$1,091.59	\$4,808.97	(\$56.32)	\$15,947.35	77.04%
10-02-5310	Building & Grounds M&R	\$1,000.00	\$0.00	\$840.78	\$0.00	\$159.22	15.92%
10-02-5320	Office Furniture/Fixture M&R	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
10-02-5340	Vehicle M&R	\$5,000.00	\$853.73	\$4,761.60	\$30.00	\$208.40	4.17%
10-02-5360	Radio M&R	\$3,000.00	\$0.00	\$0.00	\$0.00	\$3,000.00	100.00%
10-02-5365	Other Equipment M&R	\$4,000.00	\$804.77	\$2,792.80	\$2,217.04	(\$1,009.84)	(25.25%)
10-02-5376	Signs M&R	\$2,500.00	\$0.00	\$0.00	\$0.00	\$2,500.00	100.00%
Total City Maintenance Maintenance & Repair		\$15,500.00	\$1,658.50	\$8,395.18	\$2,247.04	\$4,857.78	31.34%
10-02-5410	Electricity	\$35,000.00	\$3,016.54	\$17,822.77	\$0.00	\$17,177.23	49.08%
10-02-5420	Telephone	\$3,000.00	\$368.46	\$1,844.63	\$0.00	\$1,155.37	38.51%
10-02-5430	Natural Gas	\$400.00	\$33.80	\$190.24	\$0.00	\$209.76	52.44%
Total City Maintenance Utilities & Telephone		\$38,400.00	\$3,418.80	\$19,857.64	\$0.00	\$18,542.36	48.29%
10-02-5560	Engineering	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
10-02-5570	Attorney's Fees	\$500.00	\$0.00	\$0.00	\$0.00	\$500.00	100.00%
Total City Maintenance Services		\$500.00	\$0.00	\$0.00	\$0.00	\$500.00	100.00%
10-02-5630	Insurance - Motor Vehicles	\$3,500.00	\$0.00	\$1,028.26	\$0.00	\$2,471.74	70.62%

City of Richwood

Statement of Expenditures, Encumbrances, and Appropriations

Revised Budget

For City Maintenance (02)

For the Fiscal Period 2015-6 Ending March 31, 2015

Account	Description	Annual Budget	Current Period Actual	YTD Actual	Encumbered Balance	UnEncumbered Balance	Remaining % of Budget
10-02-5640	Insurance - Bldg/Liab/Bond	\$3,000.00	\$0.00	\$1,655.98	\$0.00	\$1,344.02	44.80%
10-02-5660	Dues & Subscriptions	\$11,000.00	\$4,935.91	\$4,935.91	\$0.00	\$6,064.09	55.13%
10-02-5685	Publishing & Advertising	\$500.00	\$0.00	\$0.00	\$0.00	\$500.00	100.00%
10-02-5695	Special Services - Miscellaneous	\$7,300.00	\$675.00	\$4,710.51	\$0.00	\$2,589.49	35.47%
Total City Maintenance Sundry		\$25,300.00	\$5,610.91	\$12,330.66	\$0.00	\$12,969.34	51.26%
10-02-5910	Office Equipment	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
10-02-5920	Motor Vehicles	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
10-02-5930	Equipment	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
10-02-5935	Equipment - Time Payments	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
10-02-5940	Special Equipment	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Total City Maintenance Capital Outlay		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Total City Maintenance Expense		\$243,977.00	\$24,046.31	\$115,445.48	\$2,190.72	\$126,340.80	51.78%

City of Richwood

Statement of Expenditures, Encumbrances, and Appropriations

Revised Budget

For Streets And Drainage (03)

For the Fiscal Period 2015-6 Ending March 31, 2015

Account	Description	Annual Budget	Current Period Actual	YTD Actual	Encumbered Balance	UnEncumbered Balance	Remaining % of Budget
10-03-5380	Streets M&R	\$24,000.00	\$341.85	\$4,166.94	\$20.50	\$19,812.56	82.55%
10-03-5385	Drainage M&R	\$5,000.00	\$239.99	\$426.93	\$0.00	\$4,573.07	91.48%
Total Streets And Drainage Maintenance & Repair		\$29,000.00	\$581.84	\$4,593.87	\$20.50	\$24,385.63	84.09%
10-03-5560	Engineering	\$5,000.00	\$0.00	\$0.00	\$0.00	\$5,000.00	100.00%
Total Streets And Drainage Services		\$5,000.00	\$0.00	\$0.00	\$0.00	\$5,000.00	100.00%
10-03-5965	Street Projects	\$60,000.00	\$0.00	\$0.00	\$0.00	\$60,000.00	100.00%
10-03-5975	Drainage	\$7,000.00	\$0.00	\$0.00	\$0.00	\$7,000.00	100.00%
Total Streets And Drainage Capital Outlay		\$67,000.00	\$0.00	\$0.00	\$0.00	\$67,000.00	100.00%
Total Streets And Drainage Expense		\$101,000.00	\$581.84	\$4,593.87	\$20.50	\$96,385.63	95.43%

City of Richwood

Statement of Expenditures, Encumbrances, and Appropriations

Revised Budget

For Police Department (05)

For the Fiscal Period 2015-6 Ending March 31, 2015

Account	Description	Annual Budget	Current Period Actual	YTD Actual	Encumbered Balance	UnEncumbered Balance	Remaining % of Budget
10-05-5102	Contract Labor	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
10-05-5103	Salaries & Wages	\$447,320.00	\$37,239.13	\$195,820.37	\$0.00	\$251,499.63	56.22%
10-05-5105	Retirement	\$58,000.00	\$5,244.87	\$27,962.73	\$0.00	\$30,037.27	51.79%
10-05-5110	Workmen's Compensation Ins	\$10,000.00	\$0.00	\$9,650.73	\$0.00	\$349.27	3.49%
10-05-5115	Hospitalization	\$65,000.00	\$9,949.16	\$28,803.72	\$0.00	\$36,196.28	55.69%
10-05-5120	Unemployment Insurance	\$2,000.00	\$76.72	\$1,805.90	\$0.00	\$194.10	9.71%
10-05-5130	Training & Travel	\$11,300.00	\$840.22	\$2,306.73	\$509.08	\$8,484.19	75.08%
10-05-5175	Education Incentive	\$6,700.00	\$650.00	\$3,900.00	\$0.00	\$2,800.00	41.79%
10-05-5190	Uniforms	\$1,500.00	\$13.94	\$7,118.59	\$0.00	(\$5,618.59)	(374.57%)
Total Police Department Personnel Costs		\$601,820.00	\$54,014.04	\$277,368.77	\$509.08	\$323,942.15	53.83%
10-05-5210	Office Supplies	\$5,000.00	\$204.79	\$6,569.75	\$0.00	(\$1,569.75)	(31.40%)
10-05-5215	Custodial Supplies	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
10-05-5220	Tools	\$1,500.00	\$227.77	\$908.13	\$199.74	\$392.13	26.14%
10-05-5230	Gas, Oil, & Lubricants	\$30,208.00	\$2,914.80	\$5,833.14	\$134.95	\$24,239.91	80.24%
10-05-5240	Expendable Operating Supplies	\$1,500.00	(\$1,042.00)	\$302.27	\$0.00	\$1,197.73	79.85%
Total Police Department Operating Supplies		\$38,208.00	\$2,305.36	\$13,613.29	\$334.69	\$24,260.02	63.49%
10-05-5310	Building & Grounds M&R	\$0.00	\$0.00	\$46.94	\$0.00	(\$46.94)	0.00%
10-05-5320	Office Furniture/Fixture M&R	\$0.00	\$0.00	\$12.93	\$0.00	(\$12.93)	0.00%
10-05-5340	Vehicle M&R	\$10,300.00	\$320.59	\$6,052.07	(\$1,095.74)	\$5,343.67	51.88%
10-05-5350	Radar M&R	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
10-05-5360	Radio M&R	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
10-05-5365	Other Equipment M&R	\$2,000.00	\$0.00	\$854.00	\$141.00	\$1,005.00	50.25%
Total Police Department Maintenance & Repair		\$12,300.00	\$320.59	\$6,965.94	(\$954.74)	\$6,288.80	51.13%
10-05-5420	Telephone	\$6,000.00	\$424.42	\$2,501.56	\$0.00	\$3,498.44	58.31%
Total Police Department Utilities & Telephone		\$6,000.00	\$424.42	\$2,501.56	\$0.00	\$3,498.44	58.31%
10-05-5540	Dispatch Services	\$34,000.00	\$0.00	\$17,000.00	\$0.00	\$17,000.00	50.00%
10-05-5542	Jail Expense	\$4,500.00	\$50.00	\$779.11	\$0.00	\$3,720.89	82.69%
10-05-5558	Animal Control	\$6,000.00	\$0.00	\$3,000.00	\$0.00	\$3,000.00	50.00%
10-05-5560	Engineering	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
10-05-5570	Attorney's Fees	\$250.00	\$0.00	\$4,173.93	\$0.00	(\$3,923.93)	(1569.57%)
Total Police Department Services		\$44,750.00	\$50.00	\$24,953.04	\$0.00	\$19,796.96	44.24%
10-05-5630	Insurance - Motor Vehicles	\$4,000.00	\$0.00	\$5,149.70	\$0.00	(\$1,149.70)	(28.74%)

City of Richwood

Statement of Expenditures, Encumbrances, and Appropriations

Revised Budget

For Police Department (05)

For the Fiscal Period 2015-6 Ending March 31, 2015

Account	Description	Annual Budget	Current Period Actual	YTD Actual	Encumbered Balance	UnEncumbered Balance	Remaining % of Budget
10-05-5640	Insurance - Bldg/Liab/Bond	\$6,000.00	\$0.00	\$5,147.70	\$0.00	\$852.30	14.21%
10-05-5660	Dues & Subscriptions	\$1,900.00	\$0.00	\$0.00	\$0.00	\$1,900.00	100.00%
10-05-5685	Publishing & Advertising	\$4,000.00	\$0.00	\$100.00	\$0.00	\$3,900.00	97.50%
10-05-5695	Special Services - Miscellaneous	\$0.00	\$537.44	\$3,575.63	\$0.00	(\$3,575.63)	0.00%
Total Police Department Sundry		\$15,900.00	\$537.44	\$13,973.03	\$0.00	\$1,926.97	12.12%
10-05-5910	Office Equipment	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
10-05-5920	Motor Vehicles	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
10-05-5930	Equipment	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
10-05-5935	Equipment - Time Payments	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
10-05-5940	Special Equipment	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Total Police Department Capital Outlay		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Total Police Department Expense		\$718,978.00	\$57,651.85	\$339,375.63	(\$110.97)	\$379,713.34	52.81%

City of Richwood

Statement of Expenditures, Encumbrances, and Appropriations

Revised Budget

For Judicial (06)

For the Fiscal Period 2015-6 Ending March 31, 2015

Account	Description	Annual Budget	Current Period Actual	YTD Actual	Encumbered Balance	UnEncumbered Balance	Remaining % of Budget
10-06-5102	Contract Labor	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
10-06-5103	Salaries & Wages	\$73,234.00	\$6,364.81	\$39,244.05	\$0.00	\$33,989.95	46.41%
10-06-5105	Retirement	\$11,000.00	\$775.69	\$4,958.18	\$0.00	\$6,041.82	54.93%
10-06-5110	Workmen's Compensation Ins	\$300.00	\$0.00	\$264.33	\$0.00	\$35.67	11.89%
10-06-5115	Hospitalization	\$17,500.00	\$2,467.86	\$8,707.51	\$0.00	\$8,792.49	50.24%
10-06-5120	Unemployment Insurance	\$750.00	\$121.93	\$430.78	\$0.00	\$319.22	42.56%
10-06-5130	Training & Travel	\$2,000.00	\$0.00	\$679.43	(\$300.00)	\$1,620.57	81.03%
Total Judicial Personnel Costs		\$104,784.00	\$9,730.29	\$54,284.28	(\$300.00)	\$50,799.72	48.48%
10-06-5210	Office Supplies	\$5,200.00	\$81.58	\$2,949.04	\$0.00	\$2,250.96	43.29%
10-06-5240	Expendable Operating Supplies	\$500.00	\$0.00	\$0.00	\$0.00	\$500.00	100.00%
Total Judicial Operating Supplies		\$5,700.00	\$81.58	\$2,949.04	\$0.00	\$2,750.96	48.26%
10-06-5565	Jury Expense	\$500.00	\$0.00	\$150.00	\$0.00	\$350.00	70.00%
10-06-5570	Attorney's Fees	\$8,500.00	\$1,897.50	\$4,590.64	\$0.00	\$3,909.36	45.99%
Total Judicial Services		\$9,000.00	\$1,897.50	\$4,740.64	\$0.00	\$4,259.36	47.33%
10-06-5660	Dues & Subscriptions	\$200.00	\$0.00	\$0.00	\$0.00	\$200.00	100.00%
Total Judicial Sundry		\$200.00	\$0.00	\$0.00	\$0.00	\$200.00	100.00%
10-06-5910	Office Equipment	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
10-06-5930	Equipment	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
10-06-5940	Special Equipment	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Total Judicial Capital Outlay		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Total Judicial Expense		\$119,684.00	\$11,709.37	\$61,973.96	(\$300.00)	\$58,010.04	48.47%

City of Richwood

Statement of Expenditures, Encumbrances, and Appropriations

Revised Budget

For Fire Department (07)

For the Fiscal Period 2015-6 Ending March 31, 2015

Account	Description	Annual Budget	Current Period Actual	YTD Actual	Encumbered Balance	UnEncumbered Balance	Remaining % of Budget
10-07-5106	Pension	\$13,500.00	\$2,250.00	\$6,750.00	\$0.00	\$6,750.00	50.00%
10-07-5110	Workmen's Compensation Ins	\$650.00	\$0.00	\$316.14	\$0.00	\$333.86	51.36%
10-07-5130	Training & Travel	\$1,000.00	\$0.00	\$519.39	\$0.00	\$480.61	48.06%
10-07-5190	Uniforms	\$6,500.00	\$0.00	\$1,686.50	\$67.00	\$4,746.50	73.02%
Total Fire Department Personnel Costs		\$21,650.00	\$2,250.00	\$9,272.03	\$67.00	\$12,310.97	56.86%
10-07-5210	Office Supplies	\$1,000.00	\$0.00	\$1,006.50	\$0.00	(\$6.50)	(0.65%)
10-07-5215	Custodial Supplies	\$300.00	\$0.00	\$0.00	\$0.00	\$300.00	100.00%
10-07-5220	Tools	\$7,500.00	\$0.00	\$0.00	\$0.00	\$7,500.00	100.00%
10-07-5230	Gas, Oil, & Lubricants	\$2,800.00	\$38.57	\$1,573.14	\$17.97	\$1,208.89	43.17%
10-07-5240	Expendable Operating Supplies	\$0.00	\$0.00	\$12.38	\$0.00	(\$12.38)	0.00%
10-07-5285	Fire Prevention Supplies	\$1,000.00	\$0.00	\$0.00	\$0.00	\$1,000.00	100.00%
Total Fire Department Operating Supplies		\$12,600.00	\$38.57	\$2,592.02	\$17.97	\$9,990.01	79.29%
10-07-5310	Building & Grounds M&R	\$1,500.00	\$0.00	\$86.60	\$0.00	\$1,413.40	94.23%
10-07-5340	Vehicle M&R	\$5,000.00	\$4,662.86	\$9,524.48	\$0.00	(\$4,524.48)	(90.49%)
10-07-5360	Radio M&R	\$1,000.00	\$0.00	\$0.00	\$0.00	\$1,000.00	100.00%
10-07-5365	Other Equipment M&R	\$1,000.00	\$0.00	\$1,700.70	\$0.00	(\$700.70)	(70.07%)
Total Fire Department Maintenance & Repair		\$8,500.00	\$4,662.86	\$11,311.78	\$0.00	(\$2,811.78)	(33.08%)
10-07-5410	Electricity	\$2,300.00	\$224.34	\$996.68	\$0.00	\$1,303.32	56.67%
10-07-5420	Telephone	\$1,600.00	\$163.43	\$1,074.18	\$0.00	\$525.82	32.86%
10-07-5430	Natural Gas	\$300.00	\$17.17	\$93.84	\$0.00	\$206.16	68.72%
Total Fire Department Utilities & Telephone		\$4,200.00	\$404.94	\$2,164.70	\$0.00	\$2,035.30	48.46%
10-07-5560	Engineering	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
10-07-5566	Contractual Services - Ambulance	\$70,000.00	\$0.00	\$35,000.00	\$0.00	\$35,000.00	50.00%
10-07-5570	Attorney's Fees	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Total Fire Department Services		\$70,000.00	\$0.00	\$35,000.00	\$0.00	\$35,000.00	50.00%
10-07-5630	Insurance - Motor Vehicles	\$3,000.00	\$0.00	\$3,468.44	\$0.00	(\$468.44)	(15.61%)
10-07-5640	Insurance - Bldg/Liab/Bond	\$1,000.00	\$0.00	\$954.33	\$0.00	\$45.67	4.57%
10-07-5660	Dues & Subscriptions	\$800.00	\$0.00	\$0.00	\$0.00	\$800.00	100.00%
10-07-5685	Publishing & Advertising	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
10-07-5695	Special Services - Miscellaneous	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Total Fire Department Sundry		\$4,800.00	\$0.00	\$4,422.77	\$0.00	\$377.23	7.88%

City of Richwood

Statement of Expenditures, Encumbrances, and Appropriations

Revised Budget

For Fire Department (07)

For the Fiscal Period 2015-6 Ending March 31, 2015

Account	Description	Annual Budget	Current Period Actual	YTD Actual	Encumbered Balance	UnEncumbered Balance	Remaining % of Budget
10-07-5910	Office Equipment	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
10-07-5920	Motor Vehicles	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
10-07-5930	Equipment	\$8,500.00	\$0.00	\$0.00	\$0.00	\$8,500.00	100.00%
10-07-5935	Equipment - Time Payments	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
10-07-5940	Special Equipment	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Total Fire Department Capital Outlay		\$8,500.00	\$0.00	\$0.00	\$0.00	\$8,500.00	100.00%
Total Fire Department Expense		\$130,250.00	\$7,356.37	\$64,763.30	\$84.97	\$65,401.73	50.21%

City of Richwood

Statement of Expenditures, Encumbrances, and Appropriations

Revised Budget

For Parks and Recreation (08)

For the Fiscal Period 2015-6 Ending March 31, 2015

Account	Description	Annual Budget	Current Period Actual	YTD Actual	Encumbered Balance	UnEncumbered Balance	Remaining % of Budget
10-08-5102	Contract Labor	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
10-08-5103	Salaries & Wages	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
10-08-5105	Retirement	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
10-08-5110	Workmen's Compensation Ins	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
10-08-5120	Unemployment Insurance	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
10-08-5130	Training & Travel	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Total Parks and Recreation Personnel Costs		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
10-08-5210	Office Supplies	\$0.00	\$0.00	\$20.78	\$0.00	(\$20.78)	0.00%
10-08-5215	Custodial Supplies	\$1,500.00	\$17.99	\$581.01	\$242.73	\$676.26	45.08%
10-08-5220	Tools	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
10-08-5240	Expendable Operating Supplies	\$200.00	\$0.00	\$1,159.83	(\$199.20)	(\$760.63)	(380.32%)
10-08-5270	Chemicals	\$1,500.00	\$0.00	\$875.00	\$170.00	\$455.00	30.33%
Total Parks and Recreation Operating Supplies		\$3,200.00	\$17.99	\$2,636.62	\$213.53	\$349.85	10.93%
10-08-5310	Building & Grounds M&R	\$40,000.00	\$137.89	\$19,610.16	(\$104.64)	\$20,494.48	51.24%
10-08-5365	Other Equipment M&R	\$3,000.00	\$24.38	\$86.41	\$1,919.54	\$994.05	33.14%
Total Parks and Recreation Maintenance & Repair		\$43,000.00	\$162.27	\$19,696.57	\$1,814.90	\$21,488.53	49.97%
10-08-5410	Electricity	\$2,500.00	\$147.38	\$905.63	\$0.00	\$1,594.37	63.77%
10-08-5420	Telephone	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Total Parks and Recreation Utilities & Telephone		\$2,500.00	\$147.38	\$905.63	\$0.00	\$1,594.37	63.77%
10-08-5560	Engineering	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
10-08-5570	Attorney's Fees	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Total Parks and Recreation Services		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
10-08-5640	Insurance - Bldg/Liab/Bond	\$2,000.00	\$0.00	\$1,066.00	\$0.00	\$934.00	46.70%
10-08-5660	Dues & Subscriptions	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
10-08-5685	Publishing & Advertising	\$0.00	\$0.00	\$457.50	\$0.00	(\$457.50)	0.00%
10-08-5695	Special Services - Miscellaneous	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Total Parks and Recreation Sundry		\$2,000.00	\$0.00	\$1,523.50	\$0.00	\$476.50	23.83%
10-08-5850	Beautification	\$1,000.00	\$0.00	\$1,000.00	\$0.00	\$0.00	0.00%
10-08-5851	Parks & Recreation	\$12,500.00	\$1,739.92	\$4,315.61	\$196.96	\$7,987.43	63.90%
Total Parks and Recreation Parks and Recreation		\$13,500.00	\$1,739.92	\$5,315.61	\$196.96	\$7,987.43	59.17%
10-08-5930	Equipment	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%

City of Richwood

Statement of Expenditures, Encumbrances, and Appropriations

Revised Budget

For Parks and Recreation (08)

For the Fiscal Period 2015-6 Ending March 31, 2015

Account	Description	Annual Budget	Current Period Actual	YTD Actual	Encumbered Balance	UnEncumbered Balance	Remaining % of Budget
10-08-5940	Special Equipment	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
10-08-5962	Transfer to Replacement	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Total Parks and Recreation Capital Outlay		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Total Parks and Recreation Expense		\$64,200.00	\$2,067.56	\$30,077.93	\$2,225.39	\$31,896.68	49.68%

City of Richwood

Statement of Expenditures, Encumbrances, and Appropriations

Revised Budget

For Code Enforcement (09)

For the Fiscal Period 2015-6 Ending March 31, 2015

Account	Description	Annual Budget	Current Period Actual	YTD Actual	Encumbered Balance	UnEncumbered Balance	Remaining % of Budget
10-09-5103	Salaries & Wages	\$36,588.00	\$3,322.81	\$19,592.19	\$0.00	\$16,995.81	46.45%
10-09-5105	Retirement	\$4,500.00	\$313.75	\$1,982.93	\$0.00	\$2,517.07	55.93%
10-09-5110	Workmen's Compensation Ins	\$1,000.00	\$0.00	\$0.00	\$0.00	\$1,000.00	100.00%
10-09-5115	Hospitalization	\$7,800.00	\$0.00	\$0.00	\$0.00	\$7,800.00	100.00%
10-09-5120	Unemployment Insurance	\$200.00	\$68.24	\$207.01	\$0.00	(\$7.01)	(3.51%)
10-09-5130	Training & Travel	\$2,000.00	\$0.00	\$509.00	\$689.88	\$801.12	40.06%
10-09-5175	Education Incentive	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
10-09-5190	Uniforms	\$500.00	\$0.00	\$99.90	\$100.00	\$300.10	60.02%
Total Code Enforcement Personnel Costs		\$52,588.00	\$3,704.80	\$22,391.03	\$789.88	\$29,407.09	55.92%
10-09-5210	Office Supplies	\$1,000.00	\$0.00	\$180.53	\$54.02	\$765.45	76.55%
10-09-5215	Custodial Supplies	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
10-09-5220	Tools	\$1,000.00	\$0.00	\$533.63	\$0.00	\$466.37	46.64%
10-09-5230	Gas, Oil, & Lubricants	\$1,500.00	\$0.00	\$0.00	\$0.00	\$1,500.00	100.00%
10-09-5240	Expendable Operating Supplies	\$400.00	\$24.68	\$200.92	\$26.96	\$172.12	43.03%
Total Code Enforcement Operating Supplies		\$3,900.00	\$24.68	\$915.08	\$80.98	\$2,903.94	74.46%
10-09-5320	Office Furniture/Fixture M&R	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
10-09-5340	Vehicle M&R	\$1,000.00	\$25.50	\$25.50	\$0.00	\$974.50	97.45%
Total Code Enforcement Maintenance & Repair		\$1,000.00	\$25.50	\$25.50	\$0.00	\$974.50	97.45%
10-09-5570	Attorney's Fees	\$1,000.00	\$588.00	\$1,461.20	\$0.00	(\$461.20)	(46.12%)
Total Code Enforcement Services		\$1,000.00	\$588.00	\$1,461.20	\$0.00	(\$461.20)	(46.12%)
10-09-5630	Insurance - Motor Vehicles	\$1,000.00	\$0.00	\$0.00	\$0.00	\$1,000.00	100.00%
10-09-5660	Dues & Subscriptions	\$500.00	\$0.00	\$40.00	\$0.00	\$460.00	92.00%
10-09-5685	Publishing & Advertising	\$500.00	\$0.00	\$0.00	\$0.00	\$500.00	100.00%
Total Code Enforcement Sundry		\$2,000.00	\$0.00	\$40.00	\$0.00	\$1,960.00	98.00%
10-09-5920	Motor Vehicles	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
10-09-5930	Equipment	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
10-09-5940	Special Equipment	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Total Code Enforcement Capital Outlay		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Total Code Enforcement Expense		\$60,488.00	\$4,342.98	\$24,832.81	\$870.86	\$34,784.33	57.51%

City of Richwood

Statement of Expenditures, Encumbrances, and Appropriations

Revised Budget

For Water/Sewer (21)

For the Fiscal Period 2015-6 Ending March 31, 2015

Account	Description	Annual Budget	Current Period Actual	YTD Actual	Encumbered Balance	UnEncumbered Balance	Remaining % of Budget
30-21-5102	Contract Labor	\$1,000.00	\$0.00	\$0.00	\$0.00	\$1,000.00	100.00%
30-21-5103	Salaries & Wages	\$176,563.00	\$15,799.99	\$91,848.05	\$0.00	\$84,714.95	47.98%
30-21-5105	Retirement	\$16,000.00	\$2,036.73	\$11,482.82	\$0.00	\$4,517.18	28.23%
30-21-5110	Workmen's Compensation Ins	\$3,500.00	\$0.00	\$2,916.01	\$0.00	\$583.99	16.69%
30-21-5115	Hospitalization	\$26,000.00	\$3,702.18	\$17,308.64	\$0.00	\$8,691.36	33.43%
30-21-5120	Unemployment Insurance	\$1,000.00	\$265.16	\$1,035.31	\$0.00	(\$35.31)	(3.53%)
30-21-5130	Training & Travel	\$4,000.00	\$111.00	\$265.80	(\$1,152.09)	\$4,886.29	122.16%
30-21-5190	Uniforms	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Total Water/Sewer Personnel Costs		\$228,063.00	\$21,915.06	\$124,856.63	(\$1,152.09)	\$104,358.46	45.76%
30-21-5210	Office Supplies	\$10,000.00	\$1,539.54	\$5,315.50	\$1,224.15	\$3,460.35	34.60%
30-21-5215	Custodial Supplies	\$300.00	\$0.00	\$0.00	\$0.00	\$300.00	100.00%
30-21-5220	Tools	\$2,000.00	\$0.00	\$0.00	\$26.98	\$1,973.02	98.65%
30-21-5230	Gas, Oil, & Lubricants	\$20,000.00	\$846.92	\$3,328.92	\$0.00	\$16,671.08	83.36%
30-21-5240	Expendable Operating Supplies	\$500.00	\$0.00	\$1,196.93	\$0.00	(\$696.93)	(139.39%)
30-21-5270	Chemicals	\$7,000.00	\$106.40	\$1,477.99	\$0.00	\$5,522.01	78.89%
Total Water/Sewer Operating Supplies		\$39,800.00	\$2,492.86	\$11,319.34	\$1,251.13	\$27,229.53	68.42%
30-21-5310	Building & Grounds M&R	\$2,000.00	\$0.00	\$198.00	\$0.00	\$1,802.00	90.10%
30-21-5320	Office Furniture/Fixture M&R	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
30-21-5340	Vehicle M&R	\$3,000.00	\$0.00	\$10.00	\$0.00	\$2,990.00	99.67%
30-21-5360	Radio M&R	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
30-21-5365	Other Equipment M&R	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
30-21-5390	Water Lines M&R	\$45,000.00	\$6,531.51	\$46,099.21	\$8.00	(\$1,107.21)	(2.46%)
30-21-5392	Sewer Lines M&R	\$35,000.00	\$21.55	\$16,516.06	(\$14,635.13)	\$33,119.07	94.63%
Total Water/Sewer Maintenance & Repair		\$85,000.00	\$6,553.06	\$62,823.27	(\$14,627.13)	\$36,803.86	43.30%
30-21-5410	Electricity	\$42,000.00	\$3,533.56	\$16,500.24	\$0.00	\$25,499.76	60.71%
30-21-5420	Telephone	\$2,500.00	\$327.81	\$1,047.90	\$0.00	\$1,452.10	58.08%
30-21-5430	Natural Gas	\$500.00	\$0.00	\$0.00	\$0.00	\$500.00	100.00%
Total Water/Sewer Utilities & Telephone		\$45,000.00	\$3,861.37	\$17,548.14	\$0.00	\$27,451.86	61.00%
30-21-5505	Lease expense	\$133,559.00	\$0.00	\$66,519.75	\$0.00	\$67,039.25	50.19%
30-21-5560	Engineering	\$12,000.00	\$0.00	\$2,635.00	\$0.00	\$9,365.00	78.04%
30-21-5570	Attorney's Fees	\$2,500.00	\$0.00	\$0.00	\$0.00	\$2,500.00	100.00%
30-21-5580	Auditor's Fees	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%

City of Richwood

Statement of Expenditures, Encumbrances, and Appropriations

Revised Budget

For Water/Sewer (21)

For the Fiscal Period 2015-6 Ending March 31, 2015

Account	Description	Annual Budget	Current Period Actual	YTD Actual	Encumbered Balance	UnEncumbered Balance	Remaining % of Budget
Total Water/Sewer Services		\$148,059.00	\$0.00	\$69,154.75	\$0.00	\$78,904.25	53.29%
30-21-5630	Insurance - Motor Vehicles	\$3,400.00	\$0.00	\$1,028.26	\$0.00	\$2,371.74	69.76%
30-21-5640	Insurance - Bldg/Liab/Bond	\$25,000.00	\$0.00	\$6,569.55	\$0.00	\$18,430.45	73.72%
30-21-5660	Dues & Subscriptions	\$500.00	\$0.00	\$919.26	\$0.00	(\$419.26)	(83.85%)
30-21-5685	Publishing & Advertising	\$500.00	\$0.00	\$0.00	\$0.00	\$500.00	100.00%
30-21-5695	Special Services - Miscellaneous	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Total Water/Sewer Sundry		\$29,400.00	\$0.00	\$8,517.07	\$0.00	\$20,882.93	71.03%
30-21-5910	Office Equipment	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
30-21-5920	Motor Vehicles	\$25,000.00	\$0.00	\$24,665.00	\$0.00	\$335.00	1.34%
30-21-5930	Equipment	\$0.00	\$0.00	\$196.00	\$0.00	(\$196.00)	0.00%
30-21-5935	Equipment - Time Payments	\$20,000.00	\$479.17	\$14,697.02	\$0.00	\$5,302.98	26.51%
30-21-5940	Special Equipment	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
30-21-5950	Contingency Fund	\$10,000.00	\$0.00	\$0.00	\$0.00	\$10,000.00	100.00%
30-21-5963	Transfer to General Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
30-21-5990	Sewage Treatment Plant	\$200,000.00	\$0.00	\$44,516.91	\$0.00	\$155,483.09	77.74%
30-21-5995	Brazosport Water Authority	\$190,000.00	\$14,805.00	\$79,841.25	\$0.00	\$110,158.75	57.98%
30-21-5996	Transfer to Capital Improvement	\$259,749.00	\$0.00	\$0.00	\$0.00	\$259,749.00	100.00%
30-21-5999	Depreciation	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Total Water/Sewer Capital Outlay		\$704,749.00	\$15,284.17	\$163,916.18	\$0.00	\$540,832.82	76.74%
Total Water/Sewer Expense		\$1,280,071.00	\$50,106.52	\$458,135.38	(\$14,528.09)	\$836,463.71	65.35%

City of Richwood

Statement of Expenditures, Encumbrances, and Appropriations

Revised Budget

For Revenue Bond I&S (25)

For the Fiscal Period 2015-6 Ending March 31, 2015

Account	Description	Annual Budget	Current Period Actual	YTD Actual	Encumbered Balance	UnEncumbered Balance	Remaining % of Budget
30-25-5240	Expendable Operating Supplies	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Total Revenue Bond I&S Operating Supplies		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
30-25-5960	CO Series 2013	\$73,791.00	\$0.00	\$73,790.55	\$0.00	\$0.45	0.00%
30-25-5970	Certificates of Obligation Series 2011	\$56,842.00	\$0.00	\$13,420.50	\$0.00	\$43,421.50	76.39%
30-25-5989	RB I&S Series 1980	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
30-25-5991	RB I&S Series 2004	\$42,387.00	\$0.00	\$33,993.75	\$0.00	\$8,393.25	19.80%
30-25-5992	Loan interest	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Total Revenue Bond I&S Capital Outlay		\$173,020.00	\$0.00	\$121,204.80	\$0.00	\$51,815.20	29.95%
Total Revenue Bond I&S Expense		\$173,020.00	\$0.00	\$121,204.80	\$0.00	\$51,815.20	29.95%

City of Richwood**Balance Sheet***For Enterprise (30)***March 31, 2015****Assets**

30-23-1101	Cash	.00
30-24-1101	Reserve Cash	.00
30-25-1101	Cash - Revenue Bond	.00
30-30-1101	Cash	40,103.57
30-23-1106	TexPool Investments	64,837.95
30-25-1106	TexPool Investments	.00
30-30-1106	TexPool Investments	.00
30-54-1106	TexPool Investments	.00
30-30-1107	Petty Cash	.00
30-25-1109	Logic Investments	804.47
30-30-1109	Logic Investments	(8,558.35)
30-24-1110	Reserve - WCMA	.00
30-25-1110	WCMA - Merrill Lynch Investments	.00
30-30-1110	WCMA - Merrill Lynch Investments	.00
30-23-1111	Certificates of Deposit	28,127.33
30-25-1111	Certificates of Deposit	.00
30-30-1111	Certificates of Deposit	83,874.76
30-30-1113	Accrued Interest Receivable	28.62
30-30-1118	Due from Capital Construction Fund	.00
30-30-1119	Due from Replacment	.00
30-30-1120	Allowance for Uncollectibles	.00
30-30-1121	Due from Insurance Contingency	.00
30-30-1122	Accounts Receivable - Other	.00
30-24-1125	Prepaid Expenditures	.00
30-25-1125	Prepaid Expenditures	.00
30-30-1125	Prepaid Expenditures	.00
30-24-1127	Investments - Merrill Lynch	.00
30-25-1127	Investments - Merrill Lynch	.00
30-30-1127	Investments - Merrill Lynch	.00
30-30-1130	Accounts Rec/NSF checks	473.76
30-30-1131	Due from Other Governments	.00
30-30-1140	Due from Capital Improvements	.00
30-30-1141	Due From Debt Service	9,390.01
30-30-1207	Bond Issuance Cost	.00
30-30-1208	Accumulated amortization of bond	.00
30-30-1209	2011 CO Bond Issuance Costs	.00
30-30-1210	2011 CO Accumulated Amortization	.00
30-30-1227	Construction in Progress - CDBG	.00
30-30-1228	Construction in Progress - Water Wells	145,733.40
30-30-1229	Construction in Progress - Sewer Lift Stations	.00
30-30-1230	Utility Receivables	174,083.48
30-30-1231	Reserve for Uncollectables	.00
30-30-1239	Due from Bond	.00
30-30-1240	Due from General Water/Sewer	115,234.85
30-30-1241	Due from General - Water/Meter	.00
30-30-1242	Due from General - Capital	.00

City of Richwood**Balance Sheet****For Enterprise (30)****March 31, 2015**

30-30-1245	Due from Capital Projects	.00
30-30-1250	Due from General - Reserve	.00
30-25-1252	Due from W/S - Revenue Bond	.00
30-30-1252	Due from W/S - Revenue Bond	.00
30-23-1253	Due from W/S for W/M	.00
30-30-1253	Due from W/S for W/M	.00
30-30-1261	Land	122,580.00
30-30-1262	Buildings	193,270.01
30-30-1263	Vehicles	100,396.99
30-30-1264	Office Equipment	.00
30-30-1265	Equipment	178,465.25
30-30-1266	Water System	5,776,307.06
30-30-1267	Sewer System	5,044,532.04
30-30-1269	Accumulated Depreciation	(4,371,857.64)
30-25-1325	Due from General Fund	.00

Total Assets**\$ 7,697,827.56****Liabilities and Fund Balance**

30-30-2125	Cash Over/Under	.00
30-30-2129	Accts Payble - Other	965.13
30-30-2130	Accounts Payable	120.70
30-30-2131	Federal W/H Payble	1,063.83
30-30-2132	Retirement Payable	215.93
30-30-2134	Due to Debt Service Fund	.00
30-30-2136	Insurance Payable	378.13
30-30-2137	Credit Union Payable	(250.00)
30-30-2138	Child Support Payable	.00
30-30-2144	Social Security Payable	4,690.42
30-30-2149	Due to Capital Projects	.00
30-25-2150	Due to Water/Sewer	.00
30-54-2150	Due to Water/Sewer	.00
30-30-2151	Due to Insurance Contingency	.00
30-30-2153	Due to Water Meter Deposit	.00
30-30-2155	Due to Replacement	.00
30-30-2156	Due to Revenue Bond I&S	.00
30-24-2158	Due to Capital Improvement	.00
30-30-2158	Due to Capital Improvement	11,863.17
30-54-2158	Due to Capital Improvement	.00
30-30-2160	Due to Reserve Fund	.00
30-30-2162	Due to Transportation Fund	17,305.22
30-30-2175	AFU Account	.00
30-30-2220	Customer Meter Deposits	85,910.96
30-30-2221	Due to General	497,778.50
30-30-2222	Due to Debt Service	.00

City of Richwood**Balance Sheet****For Enterprise (30)****March 31, 2015**

30-30-2224	Due to W/S from Water/Meter	.00
30-30-2225	Due to Transportation Fund	(8,558.29)
30-30-2228	Due to Revenue Bond from W/S	.00
30-30-2235	Sales Tax Payable	1,725.62
30-30-2240	Sanitation Payable	18,744.90
30-30-2241	Fire Department Donations	1,674.17
30-30-2242	Beautification Donations	1,120.40
30-30-2243	Transportation Fees	8,575.00
30-25-2248	Accrued int payable - Capital Loan	15,713.42
30-25-2249	Accured Revenue Bond Int. Payable	8,149.86
30-30-2249	Accured Revenue Bond Int. Payable	.00
30-25-2250	Revenue Bonds Payable - 1980	.00
30-30-2250	Revenue Bonds Payable - 1980	.00
30-25-2255	Loan Payable	600,000.00
30-30-2255	Loan Payable	100,896.00
30-25-2256	Certificates Payable	335,000.00
30-30-2256	Certificates Payable	.00
30-25-2257	2011 Certificates of Obligation Bond	690,000.00
Total Liabilities		2,393,083.07
30-30-3110	Encumbrance Account	(895.65)
30-30-3201	Retained Earnings	4,094,288.09
30-25-3205	Retained Earnings - Bonds	566,267.85
30-25-3206	Reserve - Construction	751,281.79
	Excess of Revenue Over Expenditures	(106,197.59)
Total Fund Balances		5,304,744.49
Total Liabilities and Fund Balances		\$ 7,697,827.56

City of Richwood
Statement of Revenue and Expenditures

Revised Budget
For Capital Improvements (11)
For the Fiscal Period 2015-6 Ending March 31, 2015

Account Number		Current Budget		Current Actual		Annual Budget		YTD Actual		Remaining Budget %
Revenues										
11-55-4110 Interest Earnings	\$	0.00	\$	3.27	\$	100.00	\$	35.63		64.37%
11-55-4113 Intragovernmental Income		0.00		0.00		0.00		11,863.17		0.00%
Total Capital Improvements Revenues	\$	0.00	\$	3.27	\$	100.00	\$	11,898.80		(11798.80%)
Capital Improvements Excess of Revenues Over Expenditur	\$	0.00	\$	3.27	\$	100.00	\$	11,898.80		(11798.80%)

City of Richwood
Statement of Expenditures, Encumbrances, and Appropriations

Revised Budget

For Capital Improvements (55)

For the Fiscal Period 2015-6 Ending March 31, 2015

Account	Description	Annual Budget	Current Period Actual	YTD Actual	Encumbered Balance	UnEncumbered Balance	Remaining % of Budget
11-55-5240	Expendable Operating Supplies	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Total Capital Improvements Operating Supplies		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
11-55-5365	Other Equipment M&R	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Total Capital Improvements Maintenance & Repair		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
11-55-5915	Capital Expenditures	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Total Capital Improvements Capital Outlay		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Total Capital Improvements Expense		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%

City of Richwood**Balance Sheet****For Capital Improvements (11)****March 31, 2015****Assets**

11-55-1101	Cash	.00
11-55-1106	TexPool Investments	31,630.27
11-55-1109	Logic Investments	2,245.43
11-55-1110	WCMA - Merrill Lynch Investments	.00
11-55-1111	Certificates of Deposit	27,870.65
11-55-1113	Accrued Interest Receivable	10.90
11-55-1116	Due from Enterprise Fund	11,863.17
11-55-1118	Due from Capital Construction Fund	.00
11-55-1119	Due from Replacment	.00
11-55-1125	Prepaid Expenditures	.00
11-55-1127	Investments - Merrill Lynch	.00
11-55-1140	Due from Capital Improvements	.00
11-55-1325	Due from General Fund	.00

Total Assets	\$	73,620.42
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Liabilities and Fund Balance

11-55-2149	Due to Capital Projects	.00
11-55-2150	Due to Water/Sewer	.00
11-55-2155	Due to Replacement	.00
11-55-2158	Due to Capital Improvement	.00
11-55-2221	Due to General	.00

Total Liabilities	.00
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11-55-3103	Fund Balance	61,721.62
11-55-3110	Prior Year Encumbrance Account	.00
	Excess of Revenue Over Expenditures	11,898.80

Total Fund Balances	73,620.42
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Total Liabilities and Fund Balances	\$	73,620.42
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City of Richwood
Statement of Revenue and Expenditures

*Revised Budget
For Insurance (12)
For the Fiscal Period 2015-6 Ending March 31, 2015*

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
Revenues					
12-53-4110 Interest Earnings	\$ 0.00	\$ 18.83	\$ 60.00	\$ 37.68	37.20%
12-53-4113 Intragovernmental Income	0.00	0.00	0.00	0.00	0.00%
Total Insurance Revenues	\$ 0.00	\$ 18.83	\$ 60.00	\$ 37.68	37.20%
Insurance Excess of Revenues Over Expenditures	\$ 0.00	\$ 18.83	\$ 60.00	\$ 37.68	37.20%

City of Richwood
Statement of Expenditures, Encumbrances, and Appropriations

Revised Budget
For Insurance (53)
For the Fiscal Period 2015-6 Ending March 31, 2015

Account	Description	Annual Budget	Current Period Actual	YTD Actual	Encumbered Balance	UnEncumbered Balance	Remaing % of Budget
12-53-5240	Expendable Operating Supplies	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Total Insurance Operating Supplies		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Total Insurance Expense		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%

City of Richwood**Balance Sheet***For Insurance (12)***March 31, 2015****Assets**

12-53-1111	Certificates of Deposit	15,311.15
12-53-1113	Accrued Interest Receivable	17.60
12-53-1325	Due from General Fund	.00
Total Assets		\$ 15,328.75

Liabilities and Fund Balance

12-53-2221	Due to General	.00
Total Liabilities		.00
12-53-3103	Fund Balance	15,291.07
12-53-3110	Prior Year Encumbrance Account	.00
12-55-3110	Prior Year Encumbrance Account	.00
	Excess of Revenue Over Expenditures	37.68
Total Fund Balances		15,328.75
Total Liabilities and Fund Balances		\$ 15,328.75

City of Richwood
Statement of Revenue and Expenditures

Revised Budget
For Replacements (13)
For the Fiscal Period 2015-6 Ending March 31, 2015

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
Revenues					
13-52-4110 Interest Earnings	\$ 0.00	\$ (8.80)	\$ 50.00	\$ 19.38	61.24%
13-52-4112 Miscellaneous Income	0.00	0.00	0.00	0.00	0.00%
13-52-4113 Intragovernmental Income	0.00	0.00	0.00	0.00	0.00%
Total Replacements Revenues	\$ 0.00	\$ (8.80)	\$ 50.00	\$ 19.38	61.24%
Replacements Excess of Revenues Over Expenditures	\$ 0.00	\$ (8.80)	\$ 50.00	\$ 19.38	61.24%

City of Richwood

Statement of Expenditures, Encumbrances, and Appropriations

Revised Budget

For Replacement (52)

For the Fiscal Period 2015-6 Ending March 31, 2015

Account	Description	Annual Budget	Current Period Actual	YTD Actual	Encumbered Balance	UnEncumbered Balance	Remaining % of Budget
13-52-5240	Expendable Operating Supplies	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Total Replacement Operating Supplies		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
13-52-5310	Building & Grounds M&R	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Total Replacement Maintenance & Repair		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
13-52-5910	Office Equipment	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
13-52-5915	Capital Expenditures	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
13-52-5920	Motor Vehicles	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
13-52-5930	Equipment	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Total Replacement Capital Outlay		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Total Replacement Expense		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%

City of Richwood**Balance Sheet****For Replacements (13)****March 31, 2015****Assets**

13-52-1106	TexPool Investments	.00
13-52-1108	TexStar Investments	6,862.94
13-52-1109	Logic Investments	5,519.09
13-52-1110	WCMA - Merrill Lynch Investments	.00
13-52-1111	Certificates of Deposit	30,821.29
13-52-1113	Accrued Interest Receivable	9.07
13-52-1116	Due from Enterprise Fund	.00
13-52-1119	Due from Replacement	.00
13-52-1125	Prepaid Expenditures	.00
13-52-1127	Investments - Merrill Lynch	.00
13-52-1140	Due from Capital Improvements	.00
13-52-1325	Due from General Fund	.00

Total Assets	\$	43,212.39
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Liabilities and Fund Balance

13-52-2150	Due to Water/Sewer	.00
13-52-2155	Due to Replacement	.00
13-52-2158	Due to Capital Improvement	.00
13-52-2221	Due to General	.00
Total Liabilities		.00

13-52-3103	Fund Balance	43,193.01
13-52-3110	Prior Year Encumbrance Account	.00
13-55-3110		.00
	Excess of Revenue Over Expenditures	19.38
Total Fund Balances		43,212.39
Total Liabilities and Fund Balances	\$	43,212.39

City of Richwood
Statement of Revenue and Expenditures

Revised Budget
For Crime Control and Prevention (15)
For the Fiscal Period 2015-6 Ending March 31, 2015

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
Revenues					
15-60-4110 Interest Earnings	\$ 0.00	\$ 2.51	\$ 0.00	\$ 18.54	0.00%
15-60-4112 Miscellaneous Income	0.00	0.00	0.00	0.00	0.00%
15-60-4117 Sales Tax	0.00	5,258.38	65,000.00	34,946.08	46.24%
Total Crime Control and Prevention Revenues	\$ 0.00	\$ 5,260.89	\$ 65,000.00	\$ 34,964.62	46.21%
Crime Control and Prevention Excess of Revenues Over Ex	\$ 0.00	\$ 4,760.89	\$ 200.00	\$ 7,118.87	(3459.44%)

City of Richwood

Statement of Expenditures, Encumbrances, and Appropriations

Revised Budget

For Crime Control and Prevention (60)
For the Fiscal Period 2015-6 Ending March 31, 2015

Account	Description	Annual Budget	Current Period Actual	YTD Actual	Encumbered Balance	UnEncumbered Balance	Remaining % of Budget
15-60-5220	Tools	\$12,000.00	\$0.00	\$0.00	\$0.00	\$12,000.00	100.00%
15-60-5240	Expendable Operating Supplies	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Total Crime Control and Prevention Operating Supplies		\$12,000.00	\$0.00	\$0.00	\$0.00	\$12,000.00	100.00%
15-60-5310	Building & Grounds M&R	\$52,800.00	\$0.00	\$0.00	\$0.00	\$52,800.00	100.00%
Total Crime Control and Prevention Maintenance & Repair		\$52,800.00	\$0.00	\$0.00	\$0.00	\$52,800.00	100.00%
15-60-5920	Motor Vehicles	\$0.00	\$500.00	\$27,845.75	\$0.00	(\$27,845.75)	0.00%
15-60-5930	Equipment	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Total Crime Control and Prevention Capital Outlay		\$0.00	\$500.00	\$27,845.75	\$0.00	(\$27,845.75)	0.00%
Total Crime Control and Prevention Expense		\$64,800.00	\$500.00	\$27,845.75	\$0.00	\$36,954.25	57.03%

City of Richwood**Balance Sheet***For Crime Control and Prevention (15)***March 31, 2015****Assets**

15-60-1106	TexPool Investments	18,904.52
15-60-1108	TexStar Investments	16,597.94
15-60-1110	WCMA - Merrill Lynch Investments	.00
15-60-1111	Certificates of Deposit	22,832.20
15-60-1113	Accrued Interest Receivable	2.06
15-60-1114	Sales Tax Receivable	11,897.69
15-60-1127	Investments - Merrill Lynch	.00
15-60-1325	Due from General Fund	40,915.82

Total Assets	\$	111,150.23
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Liabilities and Fund Balance

15-60-2221	Due to General	27,845.75
Total Liabilities		27,845.75

15-60-3103	Fund Balance	76,185.61
15-60-3110	Prior Year Encumbrance Account	.00
	Excess of Revenue Over Expenditures	7,118.87
Total Fund Balances		83,304.48
Total Liabilities and Fund Balances	\$	111,150.23

City of Richwood
Statement of Revenue and Expenditures

Revised Budget
For Transportation Fund (25)
For the Fiscal Period 2015-6 Ending March 31, 2015

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
Revenues					
25-40-4110 Interest Earnings	\$ 0.00	\$ 3.70	\$ 0.00	\$ 10.79	0.00%
25-40-4112 Miscellaneous Income	0.00	0.00	0.00	0.00	0.00%
25-40-4125 Transportation Fee	0.00	8,575.00	100,000.00	42,869.51	57.13%
Total Transportation Fund Revenues	\$ 0.00	\$ 8,578.70	\$ 100,000.00	\$ 42,880.30	57.12%
Transportation Fund Excess of Revenues Over Expenditure	\$ 0.00	\$ 8,578.70	\$ 0.00	\$ 42,880.30	0.00%

City of Richwood
Statement of Expenditures, Encumbrances, and Appropriations

Revised Budget

For Transportation (40)

For the Fiscal Period 2015-6 Ending March 31, 2015

Account	Description	Annual Budget	Current Period Actual	YTD Actual	Encumbered Balance	UnEncumbered Balance	Remaining % of Budget
25-40-5240	Expendable Operating Supplies	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Total Transportation Operating Supplies		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
25-40-5380	Streets M&R	\$25,000.00	\$0.00	\$0.00	\$0.00	\$25,000.00	100.00%
25-40-5382	Sidewalks M&R	\$75,000.00	\$0.00	\$0.00	\$0.00	\$75,000.00	100.00%
25-40-5385	Drainage M&R	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Total Transportation Maintenance & Repair		\$100,000.00	\$0.00	\$0.00	\$0.00	\$100,000.00	100.00%
25-40-5965	Street Projects	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
25-40-5975	Drainage	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
25-40-5985	Sidewalk Projects	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Total Transportation Capital Outlay		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Total Transportation Expense		\$100,000.00	\$0.00	\$0.00	\$0.00	\$100,000.00	100.00%

City of Richwood**Balance Sheet****For Transportation Fund (25)****March 31, 2015****Assets**

25-40-1106	TexPool Investments	.00
25-40-1108	TexStar Investments	1,735.30
25-40-1109	Logic Investments	25,366.98
25-40-1111	Certificates of Deposit	.00
25-40-1116	Due from Enterprise Fund	17,305.22
25-40-1122	Accounts Receivable - Other	.00
25-40-1325	Due from General Fund	25,564.29

Total Assets	\$	69,971.79
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Liabilities and Fund Balance

25-40-2221	Due to General	.00
Total Liabilities		.00

25-40-3103	Fund Balance	27,091.49
25-40-3110	Prior Year Encumbrance Account	.00
	Excess of Revenue Over Expenditures	42,880.30
Total Fund Balances		69,971.79
Total Liabilities and Fund Balances	\$	69,971.79

City of Richwood
Statement of Revenue and Expenditures

Revised Budget
For General Obligation I&S (40)
For the Fiscal Period 2015-6 Ending March 31, 2015

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
Revenues					
40-50-4103 Ad Valorem Taxes	\$ 0.00	\$ 4,549.33	\$ 167,820.00	\$ 156,917.52	6.50%
40-50-4104 Delinquent Taxes	0.00	0.00	0.00	0.00	0.00%
40-50-4110 Interest Earnings	0.00	50.42	100.00	146.88	(46.88%)
40-50-4112 Miscellaneous Income	0.00	0.00	0.00	0.00	0.00%
40-50-4113 Intragovernmental Income	0.00	0.00	0.00	0.00	0.00%
40-50-4221 Bond Proceeds	0.00	0.00	0.00	0.00	0.00%
40-50-4222 Bond Premium	0.00	0.00	0.00	0.00	0.00%
Total General Obligation I&S Revenues	\$ 0.00	\$ 4,599.75	\$ 167,920.00	\$ 157,064.40	6.46%
General Obligation I&S Excess of Revenues Over Expendit	\$ 0.00	\$ 4,599.75	\$ 0.00	\$ 142,327.23	0.00%

City of Richwood

Statement of Expenditures, Encumbrances, and Appropriations

Revised Budget

For General Obligation I&S (50)

For the Fiscal Period 2015-6 Ending March 31, 2015

Account	Description	Annual Budget	Current Period Actual	YTD Actual	Encumbered Balance	UnEncumbered Balance	Remaining % of Budget
40-50-5240	Expendable Operating Supplies	\$1,000.00	\$0.00	\$0.00	\$0.00	\$1,000.00	100.00%
Total General Obligation I&S Operating Supplies		\$1,000.00	\$0.00	\$0.00	\$0.00	\$1,000.00	100.00%
40-50-5960	Bank Note	\$21,390.00	\$0.00	\$5,347.16	\$0.00	\$16,042.84	75.00%
40-50-5970	1999 Certificates of Obligation	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
40-50-5980	Certificates of Obligation - 2012	\$76,750.00	\$0.00	\$0.00	\$0.00	\$76,750.00	100.00%
40-50-5992	CO Series 2011 Refunding	\$68,780.00	\$0.00	\$9,390.01	\$0.00	\$59,389.99	86.35%
Total General Obligation I&S Capital Outlay		\$166,920.00	\$0.00	\$14,737.17	\$0.00	\$152,182.83	91.17%
Total General Obligation I&S Expense		\$167,920.00	\$0.00	\$14,737.17	\$0.00	\$153,182.83	91.22%

City of Richwood**Balance Sheet****For General Obligation I&S (40)****March 31, 2015****Assets**

40-50-1101	Cash	.00
40-50-1106	TexPool Investments	.00
40-50-1109	Logic Investments	1,424.33
40-50-1110	WCMA - Merrill Lynch Investments	.00
40-50-1111	Certificates of Deposit	93,115.40
40-50-1112	Tax Receivable	15,283.73
40-50-1113	Accrued Interest Receivable	65.72
40-50-1116	Due from Enterprise Fund	.00
40-50-1118	Due from Capital Construction Fund	.00
40-50-1120	Allowance for Uncollectibles	(1,561.63)
40-50-1122	Accounts Receivable - Other	156,917.52
40-50-1123	Deferred Taxes	(2,222.17)
40-50-1127	Investments - Merrill Lynch	.00
40-50-1131	Due from Other Governments	108.66
40-50-1133	Reserve for Ad Valorem Taxes	(11,002.48)
40-50-1245	Due from Capital Projects	.00
40-50-1325	Due from General Fund	.00

Total Assets	\$	252,129.08
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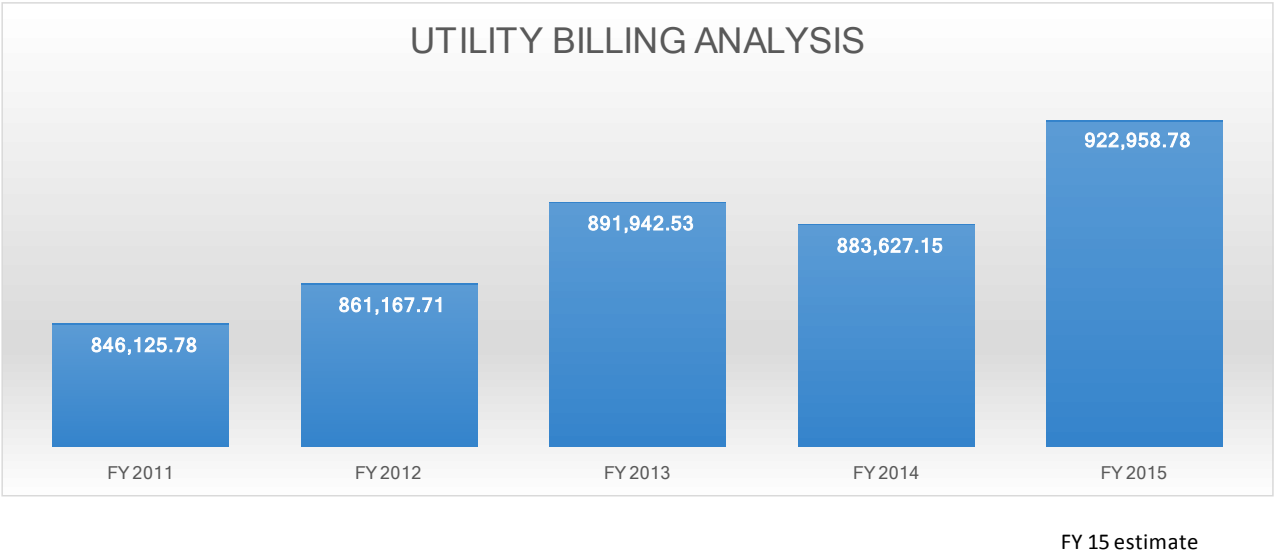
Liabilities and Fund Balance

40-50-2150	Due to Water/Sewer	9,390.01
40-50-2221	Due to General	5,347.16
40-50-2249	Accrued Int. Payable	.00
Total Liabilities		14,737.17

40-50-3103	Fund Balance	95,064.68
40-50-3110	Prior Year Encumbrance Account	.00
	Excess of Revenue Over Expenditures	142,327.23
Total Fund Balances		237,391.91
Total Liabilities and Fund Balances	\$	252,129.08

WATER AND SEWER BILLING

	FY 2011		FY 2012		FY 2013		FY 2014		FY 2015	
	Water	Sewer	Water	Sewer	Water	Sewer	Water	Sewer	Water	Sewer
October	32,527.94	28,674.34	43,053.97	38,611.57	41,386.24	36,370.64	36,483.32	31,359.97	40,860.32	35,702.72
November	38,553.90	34,100.40	37,098.30	32,542.00	40,950.27	35,947.77	35,418.42	31,076.52	40,858.53	35,483.68
December	33,100.04	28,913.64	36,175.10	31,948.30	36,208.01	31,595.36	39,331.67	33,979.57	39,795.87	34,791.45
January	37,658.45	33,991.85	40,304.20	36,082.80	40,809.17	35,598.67	38,780.92	34,087.97	40,460.43	35,442.49
February	32,588.84	29,012.49	32,412.25	28,460.80	34,719.54	30,579.89	36,174.67	31,546.07	42,240.53	35,564.65
March	29,899.29	26,315.74	32,240.30	29,951.30	33,754.96	29,534.84	35,736.20	31,005.65		
April	33,534.99	29,681.69	39,905.96	34,869.35	39,236.93	34,353.43	39,764.72	34,611.02		
May	41,780.84	37,375.99	35,429.59	31,071.14	36,620.96	32,146.36	40,110.98	34,407.77		
June	42,924.62	38,726.82	39,194.79	34,192.64	39,970.95	34,967.00	43,562.81	37,001.75		
July	42,684.60	37,741.55	44,483.76	37,987.31	39,698.36	33,523.11	42,677.11	36,935.82		
August	43,290.74	38,310.94	38,653.90	33,921.35	50,431.03	42,765.38	42,136.54	36,607.66		
Sept	39,642.89	35,093.19	38,871.04	33,705.99	43,647.68	37,125.98	43,515.44	37,314.58		
Totals	448,187.14	397,938.64	457,823.16	403,344.55	477,434.10	414,508.43	473,692.80	409,934.35	204,215.68	176,984.99



FY 2011	FY 2012	FY 2013	FY 2014	Estimated FY 2015
846,125.78	861,167.71	891,942.53	883,627.15	922,958.78

