

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 3
 - B. Payment of bills 8
 - C. Authority to let bids for the Storm Debris Removal - Annual Contingency Contract 28
 - D. Authority to seek Requests for Proposal for Debris Monitoring, Recovery and other Related Services 34
 - E. Proclamation - proclaiming March 16, 2015 as Savanna Lee Garrett Day in Richwood 59
 - F. Proclamation - proclaiming April as Fair Housing Month in Richwood 61
 - G. Ordinance No. 131B - Wrecker Ordinance 63
 - H. Ordinance 194-2015, Regulating the number of cats 74
 - I. Ordinance No. 398 - Regulation of Outdoor Lighting 77
 - J. Ordinance No. 399 - Ethics Ordinance 82
- VI. DISCUSSION AND ACTION ITEMS
 - A. FY 14 Audit Presentation 93
 - B. Request to add front fencing at 101 Cottonwood Drive. 94
 - C. Community Block Development Grant funding 95
 - D. Ordinance No. 324-15 - Comprehensive Zoning Plan 96
 - E. Retail Coach 132
 - F. Personnel Policy 133
 - 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

H. Action as a result of Executive Session

I. Approve items removed from Consent Agenda

VII. REPORTS

Reports that require no action.

A. Finance Reports

281

B. Police 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 March 13th, 2015 at 5:00 p.m. post this notice of meeting on the bulletin board at 1800 N. Brazosport Blvd., Richwood, TX, in compliance with the Texas Open Meetings Law.

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, February 9, 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 members present:

Clint Kocurek, Mayor and presiding officer
John Pitts, Council, Position #2
Sarah Harris, Council, Position #4
Chris Hardison, Council, Position #5

Absent:

Paul Raymond, Council, Position #1
Jarrod Beaty, Council, Position #2

A quorum was declared. Others present included Glenn Patton, City Manager, Karen B. Schrom, City Secretary, Kenny Williams, Public Works Director, Bryan Corb, Police Chief, Brian Allen, BISD Chief, Juan Longoria, Larry Nutt, and Ronnie Woodruff, BWA, Lauren LaCount, Patrick Byrne, Red Dog Engineering and Consulting, Tobin Maples, Mark Guthrie, Joe Morrow and Edward Delgado, The Facts.

V. CONSENT AGENDA

On motion by Councilman Pitts, seconded by Councilman Hardison, with all members present voting aye, it was duly adopted to approve the items on the Consent Agenda as presented.

- A. Approval of Minutes of Previous Meetings
- B. Payment of bills
- C. Appointment to Crime Control and Prevention District - Brian Allen
- D. Request to close portion of Audubonwoods Drive for Barbeque Cookoff, April 3-April 4, in the event of rain
- E. Consider and approve resolution authorizing the issuance of Brazosport Water Authority water supply system regional revenue bonds, Series 2015A, in the maximum amount of \$59,000,000.00
- F. Resolution - Support of Countywide Joint Elections with Vote Centers
- G. Joint Election Agreement and Contract for Election Services
- H. Lower Brazos River Coalition

VI. DISCUSSION AND ACTION ITEMS

- A. Variance request - Brazos Crossing Apartments - rear setback and parking count variance

Councilman Hardison questioned the need for the variance. Patrick Byrnes, Project Manager with Big Red Dog Engineering and Consulting, explained the area in question was not large enough to allow 2 spaces per unit. They can only supply 602 parking spaces rather than the required 618. Also our ordinance requires the rear setback to be 20@ of the lot. Their property is a very deep lot. This property behind the apartment complex is in the County.

Councilman Hardison asked how it would affect the project if the City does not grant the variance. Mr. Byrne stated they would have to remove one of the buildings and revamp the project. Mr. Patton explained that this portion of our zoning ordinance has not been changed since the early 80s and should be reviewed. Councilman Hardison would like to discuss revision of the zoning ordinance prior to approving the variance. Councilman Pitts stated he'd like to use this as a talking point and then look at possible revisions. Mr. Patton stated that revising the ordinance would take at least 90 to 120 days.

Councilman Pitts made the motion to grant the variance request, with Councilman Harris seconding it. Councilmen Pitts and Harris voted aye and Councilman Hardison voted nay. Motion carried.

B. Request for funds for new radio system for Police Department

Chief Corb explained the City needs to upgrade its radio system to become Federal P25 compliant. Motorola is an exclusive provider for Brazoria County since this is the system the county chose. It will cost the city approximately \$74,000 to bring our radio system into compliance. Ms. Schrom, Finance Director/City Secretary, explained to Council that the City does not have this money budgeted and currently does not have the funds available.

On motion by Councilman Pitts, seconded by Councilman Hardison, with all members present voting aye, it was duly adopted to deny the request for funds for new radio system for the Police Department.

C. Approve items removed from Consent Agenda

There were none.

VII. REPORTS

A. Finance Reports

The par for the period ending January 31, 2015 is 66% remaining. Most of the departments are within par and revenues are exceeding expenditures.

B. Report from Public Works

Mr. Williams brought videos of the 2 wells at Ground Storage. This year, we had several bad samples at the wells. He had Mr. Felder video the wells and the screens and casing were in great shape. There is pitting at the piping to the pumps and the pumps themselves. This could be where the contaminants came from or from the aquifer itself. We have spent \$17,000 to date on the problem and could spend another \$35,000 with no guarantee the problem would be fixed. As a result, the two wells were taken off line and this poses no inconvenience to the City. We have adequate water supply.

We are still waiting on a report from KSA Engineering on what is needed for Lift Station #4. He also reported that Mr. Mueller has begun work on laying the lines for the tie in of his RV park. The gentleman who bought the property where the old taco stand was has begun to clear the property for the storage buildings.

In the past 6 months, there have been 318 building inspections. Code Enforcement has handled 449 code complaints, inspections and follow ups.

Councilman Hardison questioned why there were city employees working on the weekend painting fire hydrants. Mr. Williams explained that the decision was

made to take advantage of overtime to catch up on this project since this project has been on the list for over a year after the Fire Department inspected each fire hydrant.

Councilman Pitts asked if he'd projected the amount of labor needed during the summer for mowing. Mr. Williams reported they'd budgeted for one but could very easily use two. In 1998, when he first started, there were 6 in the Public Works Department counting the Public Works Director and Foreman. Today, we still only have 6.

His top three priority projects are three lift stations - #3, #4 and #5. Lift stations #3 and 5 need new electrical panels.

Road maintenance continues in Oakwood Shores. The County has begun asphalt work since it's warming up and hopefully will be able to get to N. Mahan in the next few months.

We have approximately 500 apartments and 54 rent homes. Inspections have begun and he's done approximately 50 since January.

VIII. CITY MANAGER'S REPORT

Mr. Patton reported the committee is working on the personnel policy and he hopes to have a copy out to each member of Council by the end of the week to review. Hopefully we can put it on March's agenda for approval. Then we will begin work on SOPs for each department and from there, a new safety manual.

210 Developers have assigned a general contractor but have run into an issue because every contractor in the area is extremely busy. They are hoping to get another contract with Zachary and are looking at another 10 acre tract.

He plans to visit with Retail Coach and hopefully they will be here at the March meeting.

We have received a complaint regarding the drainage behind the homes on Wisteria. One lady is concerned that her property is eroding into the ditch. One problem is that the fences were built right at the ditch's edge. We will have our city engineer review the project and will hopefully develop a plan based on their study very soon.

With the weather warming up, we are getting more contacts about the property across the street.

IX. FUTURE AGENDA ITEMS

Ordinance regulating the number of cats

Zoning Ordinance
Personnel Policy
RFPs for City Engineer
Police Department Report
Workshop on needs and projections for the next budget year.

X. COMMITTEE REPORTS

There were none.

XI. COUNCIL MEMBER COMMENTS & REPORTS

There were none.

XII. MAYOR'S REPORT

He reminded Council that Parks and Recreation will be holding their Date Night Movie Night this upcoming Friday, February 13, 2015. The movie will be "Hitch"

Keep Richwood Beautiful is in need of members.

XIII. PUBLIC COMMENTS

Lauren LaCount stated she'd prefer we had no more animal ordinances. She told Council that the Richwood Lion's Club is involved in a contest to bring in new members. The club who brings in the most will win. If anyone is interested or knows someone who wishes to join, she invited them to their next meeting. It will be February 23rd in the Police Department training room.

XIV. ADJOURNMENT

With no further business to discuss, the meeting was adjourned at 7:02 p.m.

APPROVED BY A MAJORITY VOTE OF COUNCIL ON MARCH 9, 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

InvoiceNumber	Date	Description	Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted \$	YTD Balance
AT&T, PO BOX 105414, ATLANTA, GA, 30348-5414									
19	february15--	02/11/15 telephone	02/11/15	\$142.60	\$142.60	10-05-5420	Telephone	\$6,000.00	\$4,272.91
	february15--	02/11/15 telephone	02/11/15	\$156.46	\$156.46	10-07-5420	Telephone	\$1,600.00	\$933.94
					\$299.06				
BRAZORIA COUNTY CLERK, 111 E LOCUST, SUITE 200, ANGLETON, TX, 77515									
38	february15	02/12/15 elections deposit	02/12/15	\$650.00	\$650.00	10-01-5510	Elections	\$4,000.00	\$4,000.00
					\$650.00				
BRAZOSPORT TIRE, 441 EAST PLANTATION, CLUTE, TX, 77531									
50	413499	02/11/15 tractor front tire	02/11/15	\$129.45	\$129.45	10-02-5365	Other Equipment M&R	\$4,000.00	\$2,643.65
					\$129.45				
CENTERPOINT ENERGY, PO BOX 4981, HOUSTON, TX, 77210-4981									
54	february15	02/11/15 natural gas	02/11/15	\$162.52	\$162.52	10-01-5430	Natural Gas	\$1,500.00	\$1,286.95
	february15--	02/11/15 natural gas	02/11/15	\$15.86	\$15.86	10-02-5430	Natural Gas	\$400.00	\$277.36
	february15--	02/11/15 natural gas	02/11/15	\$17.93	\$17.93	10-07-5430	Natural Gas	\$300.00	\$241.26
					\$196.31				
CITY OF CLUTE/ACCOUNTANT, PO BOX 997, CLUTE, TX, 77531									
58	february15	02/11/15 animal control	02/11/15	\$1,500.00	\$1,500.00	10-05-5558	Animal Control	\$6,000.00	\$4,500.00
	february15--	02/11/15 fire/ems	02/11/15	\$17,500.00	\$17,500.00	10-07-5566	Contractual Services - A	\$70,000.00	\$52,500.00
					\$19,000.00				
DIRECT EFFECT MARKETING, 642 CR 605, ANGLETON, TX, 77515									
74	5217	02/11/15 ad for chamber map	02/11/15	\$395.00	\$395.00	10-01-5685	Publishing & Advertising	\$6,000.00	\$4,556.00
					\$395.00				
LAWMAN'S UNIFORM & EQUIPMENT, 5814 MILWEE BLDG. A, HOUSTON, TX, 77092									
122	38915	02/11/15 shipping	02/11/15	\$19.50	\$19.50	10-05-5190	Uniforms	\$1,500.00	(\$3,286.15)
	38915	02/11/15 body armor for officer warren	02/11/15	\$695.00	\$695.00	10-05-5190	Uniforms	\$1,500.00	(\$3,286.15)
	38915	02/11/15 body armor for officer smoot	02/11/15	\$695.00	\$695.00	10-05-5190	Uniforms	\$1,500.00	(\$3,286.15)
					\$1,409.50				
MALONE, DON, ...									
127	february15--	02/11/15 inspections	02/11/15	\$100.00	\$100.00	10-02-5695	Special Services - Miscell	\$7,300.00	\$4,514.49
	february15--	02/12/15 inspections	02/12/15	\$225.00	\$225.00	10-02-5695	Special Services - Miscell	\$7,300.00	\$4,514.49
					\$325.00				
MCCOY'S BUILDING SUPPLY, PO BOX 1362, SAN MARCOS, TX, 78667									
132	1300960	02/11/15 3/8 lock washer	02/11/15	\$0.34	\$0.34	10-08-5310	Building & Grounds M&R	\$40,000.00	\$20,687.61
	1300960	02/11/15 3/8 flat washer	02/11/15	\$1.02	\$1.02	10-08-5310	Building & Grounds M&R	\$40,000.00	\$20,687.61
	1300960	02/11/15 3/8x5 hex bolt	02/11/15	\$3.00	\$3.00	10-08-5310	Building & Grounds M&R	\$40,000.00	\$20,687.61
	1300960	02/11/15 3/8x4 hex bolt	02/11/15	\$2.40	\$2.40	10-08-5310	Building & Grounds M&R	\$40,000.00	\$20,687.61

Council Approval Report for FIRST NATIONAL BANK--100103073

(Council Approval Report)

Vendor	
InvoiceNumber	Date

InvoiceNumber	Date	Description	Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted \$	YTD Balance
155 QUILL CORPORATION, PO BOX 37600, PHILADELPHIA, PA, 91901-0600									
1150902	02/1/1/15	boxes of multipurpose paper	02/11/15	\$629.00	\$6.76	10-01-5210	Office Supplies	\$25,000.00	\$13,271.69
1152763	02/1/1/15	bulk packs of file folders	02/11/15	\$70.18		10-01-5210	Office Supplies	\$25,000.00	\$13,271.69
9973646	02/1/1/15	pre-printed monthly tab dividers	02/11/15	\$125.04		10-01-5210	Office Supplies	\$25,000.00	\$13,271.69
1114099	02/1/1/15	tri-color cartridge - dual pack	02/11/15	\$46.79		10-06-5210	Office Supplies	\$5,200.00	\$2,571.63
1114099	02/1/1/15	black ink cartridge	02/11/15	\$115.16		10-06-5210	Office Supplies	\$5,200.00	\$2,571.63
162 RYLE, JERE, , , ,									
february	02/1/1/15	raffle tickets	02/11/15	\$60.48	\$986.17	10-04-5290	Festivals	\$0.00	(\$27.05)
february15	02/1/1/15	trays for bbq	02/11/15	\$53.52		10-04-5290	Festivals	\$0.00	(\$27.05)
192 TEXAS MUNICIPAL RETIREMENT SYSTEM, PO BOX 149153, AUSTIN, TX, 78714-9153									
february15	02/1/1/15	retirement	02/11/15	\$11,947.12	\$114.00	10-29-2132	Retirement Payable	\$0.00	(\$5,409.02)
				\$11,947.12					
201 COMCAST, PO BOX 660618, DALLAS, TX, 75266-0618									
february15-	02/1/1/15	internet	02/11/15	\$77.39	\$88.23	10-07-5420	Telephone	\$1,600.00	\$933.94
february151	02/1/1/15	tv	02/11/15	\$10.84		10-07-5420	Telephone	\$1,600.00	\$933.94
427 CHAMPION ENERGY SERVICES, P.O. BOX 4190, HOUSTON, TX, 77210-4190									
b1502030115	02/1/1/15	electricity	02/11/15	\$11.83	\$88.23	10-01-5410	Electricity	\$12,000.00	\$9,842.03
b1502031399	02/1/1/15	electricity	02/11/15	\$531.20		10-01-5410	Electricity	\$12,000.00	\$9,842.03
b1502031760	02/1/1/15	electricity	02/11/15	\$17.50		10-01-5410	Electricity	\$12,000.00	\$9,842.03
b1501311229	02/1/1/15	electricity	02/11/15	\$16.84		10-02-5410	Electricity	\$35,000.00	\$24,445.71
b1502030103	02/1/1/15	electricity	02/11/15	\$244.86		10-02-5410	Electricity	\$35,000.00	\$24,445.71
b1502030104	02/1/1/15	electricity	02/11/15	\$1,237.54		10-02-5410	Electricity	\$35,000.00	\$24,445.71
b1502030105	02/1/1/15	electricity	02/11/15	\$73.87		10-02-5410	Electricity	\$35,000.00	\$24,445.71
b1502030107	02/1/1/15	electricity	02/11/15	\$41.16		10-02-5410	Electricity	\$35,000.00	\$24,445.71
b1502030108	02/1/1/15	electricity	02/11/15	\$29.22		10-02-5410	Electricity	\$35,000.00	\$24,445.71
b1502030111	02/1/1/15	electricity	02/11/15	\$10.58		10-02-5410	Electricity	\$35,000.00	\$24,445.71
b1502030113	02/1/1/15	electricity	02/11/15	\$16.76		10-02-5410	Electricity	\$35,000.00	\$24,445.71
b1502031243	02/1/1/15	electricity	02/11/15	\$28.46		10-02-5410	Electricity	\$35,000.00	\$24,445.71
b1502057264	02/1/1/15	electricity	02/11/15	\$16.92		10-02-5410	Electricity	\$35,000.00	\$24,445.71
b1502030110	02/1/1/15	electricity	02/11/15	\$238.03		10-07-5410	Electricity	\$2,300.00	\$1,765.69
b1502030109	02/1/1/15	electricity	02/11/15	\$149.16		10-08-5410	Electricity	\$2,500.00	\$1,890.91
						\$2,663.93			
429 THE PRODUCTIVITY CENTER, 9800 RICHMOND AVENUE, SUITE 400, HOUSTON, TX, 77042									
rd0201515	02/1/1/15	subscription renewal	02/11/15	\$317.00	\$317.00	10-05-5210	Office Supplies	\$5,000.00	(\$319.93)

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		
492 TML INTERGOVERNMENTAL RISK POOL, P.O. BOX 388, SAN ANTONIO, TX, 78292-0388											
				\$317.00							
february15	02/12/15	w/c audit	02/12/15	\$0.61	\$0.61	10-01-5110	Workmen's Compensatio	\$500.00	\$6.46		
february15	02/12/15	w/c audit	02/12/15	\$243.67	\$243.67	10-05-5110	Workmen's Compensatio	\$10,000.00	\$592.94		
february15	02/12/15	w/c audit	02/12/15	\$23.86	\$23.86	10-06-5110	Workmen's Compensatio	\$300.00	\$59.53		
february15	02/12/15	w/c audit	02/12/15	\$94.86	\$94.86	10-07-5110	Workmen's Compensatio	\$650.00	\$428.72		
				\$363.00							
753 BEARS RECYCLING, P.O. BOX 35, CLUTE, TX, 77531											
154419	02/11/15	rental and dump fees	02/11/15	\$485.00	\$485.00	10-02-5245	Dump Charges	\$2,700.00	\$2,043.50		
				\$485.00							
889 BCOS OFFICE TECHNOLOGIES, ATTN: ACCOUNTS RECEIVABLES, 1111 COUNTY ROAD 44, ANGLETON, TX, 77515											
ar188466	02/11/15	inspections	02/11/15	\$153.25	\$153.25	10-01-5935	Equipment - Time Payme	\$5,000.00	\$3,339.37		
ar188465	02/11/15	copier contract	02/11/15	\$108.93	\$108.93	10-05-5210	Office Supplies	\$5,000.00	(\$319.93)		
				\$262.18							
1157 COMCAST, P.O. BOX 37601, PHILADELPHIA, PA, 19101-0601											
33694201	02/11/15	telephone	02/11/15	\$82.98	\$82.98	10-01-5420	Telephone	\$2,500.00	\$1,955.42		
33694201	02/11/15	telephone	02/11/15	\$207.45	\$207.45	10-05-5420	Telephone	\$6,000.00	\$4,272.91		
				\$290.43							
				\$39,928.14							
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
39	february15	BRAZORIA COUNTY WATER LAB, 408 E. ORANGE, ANGLETON, TX, 77515	02/11/15	water test samples	02/11/15	\$90.00	\$90.00	30-21-5390	Water Lines M&R	\$45,000.00	\$15,083.71
							\$90.00				
42	07-0406-	BRAZOSPORT WATER AUTHORITY, 1251 FM 2004, LAKE JACKSON, TX, 77566	02/11/15	contract	02/11/15	\$16,391.25	\$16,391.25	30-21-5995	Brazosport Water Authori	\$190,000.00	\$141,355.00
							\$16,391.25				
58	february15---	CITY OF CLUTE/ACCOUNTANT, PO BOX 997, CLUTE, TX, 77531	02/11/15	transmission line lease	02/11/15	\$33,389.75	\$33,389.75	30-21-5505	Lease expense	\$133,559.00	\$100,429.00
			02/11/15	wastewater treatment	02/11/15	\$44,516.91	\$44,516.91	30-21-5990	Sewage Treatment Plant	\$200,000.00	\$200,000.00
							\$77,906.66				
132	1302264	MCCOY'S BUILDING SUPPLY, PO BOX 1362, SAN MARCOS, TX, 78667	02/11/15	3" paint brush	02/11/15	\$21.54	\$21.54	30-21-5390	Water Lines M&R	\$45,000.00	\$15,083.71
							\$21.54				
160	february15	RICHWOOD V.F.D., , , , ,	02/11/15	cdontributions	02/11/15	\$1,738.87	\$1,738.87	30-30-2241	Fire Department Donatio	\$0.00	(\$1,738.87)
							\$1,738.87				
161	february15-	RICHWOOD BEAUTIFICATION, , , , ,	02/11/15	contributions	02/11/15	\$571.84	\$571.84	30-30-2242	Beautification Donations	\$0.00	(\$1,143.67)
							\$571.84				
192	february15--01	TEXAS MUNICIPAL RETIREMENT SYSTEM, PO BOX 149153, AUSTIN, TX, 76714-9153	02/11/15	retirement	02/11/15	\$2,054.33	\$2,054.33	30-30-2132	Retirement Payable	\$0.00	(\$632.64)
							\$2,054.33				
427	b1501310087	CHAMPION ENERGY SERVICES, P.O. BOX 4190, HOUSTON, TX, 77210-4190	02/11/15	electricity	02/11/15	\$11.76	\$11.76	30-21-5410	Electricity	\$42,000.00	\$31,707.86
			02/11/15	electricity	02/11/15	\$17.09	\$17.09	30-21-5410	Electricity	\$42,000.00	\$31,707.86
			02/11/15	electricity	02/11/15	\$176.48	\$176.48	30-21-5410	Electricity	\$42,000.00	\$31,707.86
			02/11/15	electricity	02/11/15	\$204.21	\$204.21	30-21-5410	Electricity	\$42,000.00	\$31,707.86
			02/11/15	electricity	02/11/15	\$9.41	\$9.41	30-21-5410	Electricity	\$42,000.00	\$31,707.86
			02/11/15	electricity	02/11/15	\$380.09	\$380.09	30-21-5410	Electricity	\$42,000.00	\$31,707.86
			02/11/15	electricity	02/11/15	\$368.74	\$368.74	30-21-5410	Electricity	\$42,000.00	\$31,707.86
			02/11/15	electricity	02/11/15	\$19.51	\$19.51	30-21-5410	Electricity	\$42,000.00	\$31,707.86
			02/11/15	electricity	02/11/15	\$534.66	\$534.66	30-21-5410	Electricity	\$42,000.00	\$31,707.86
			02/11/15	electricity	02/11/15	\$185.61	\$185.61	30-21-5410	Electricity	\$42,000.00	\$31,707.86
			02/11/15	electricity	02/11/15	\$766.98	\$766.98	30-21-5410	Electricity	\$42,000.00	\$31,707.86
							\$2,674.54				
1157	33694201--01	COMCAST, P.O. BOX 37601, PHILADELPHIA, PA, 19101-0601	02/12/15	telephone	02/12/15	\$41.54	\$41.54	30-21-5420	Telephone	\$2,500.00	\$1,882.06

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		

\$41.54

Total Bills To Pay:

\$101,490.57

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
	BRAZORIA COUNTY GROUNDWATER CONSERVATION DISTRICT, 111 E. LOCUST, BLDG. A- 29, SUITE 140, ANGLETON, TX, 77515	36	02/26/15	yearly well permit fees	02/26/15	\$500.00	\$500.00	30-21-5660	Dues & Subscriptions	\$500.00	\$80.74
		february15--					\$500.00				
							\$500.00				
							\$415.82	30-21-5210	Office Supplies	\$10,000.00	\$6,380.37
							\$415.82				
	DXI INDUSTRIES, INC., PO BOX 301049, DALLAS, TX, 75303-1049	82	02/25/15	chlorine	02/25/15	\$24.80	\$24.80	30-21-5270	Chemicals	\$7,000.00	\$5,746.21
		de05000270-15				\$12.40	\$12.40	30-21-5270	Chemicals	\$7,000.00	\$5,746.21
		de05000271-15				\$18.60	\$18.60	30-21-5270	Chemicals	\$7,000.00	\$5,746.21
		de05000272-15				\$62.00	\$62.00	30-21-5270	Chemicals	\$7,000.00	\$5,746.21
		de05000305-15					\$117.80				
	HD SUPPLY WATERWORKS, PO BOX 840700, DALLAS, TX, 75284-0700	106	02/25/15	flange	02/25/15	\$75.16	\$75.16	30-21-5390	Water Lines M&R	\$45,000.00	\$11,189.77
		d530709				\$348.85	\$348.85	30-21-5390	Water Lines M&R	\$45,000.00	\$11,189.77
		d531112		2"pvc x 2" flange curb stop	02/25/15	\$97.80	\$97.80	30-21-5390	Water Lines M&R	\$45,000.00	\$11,189.77
		d531124		coupling	02/25/15	\$144.89	\$144.89	30-21-5390	Water Lines M&R	\$45,000.00	\$11,189.77
		d531148		strap	02/25/15	\$226.78	\$226.78	30-21-5390	Water Lines M&R	\$45,000.00	\$11,189.77
		d531160		3/4x3/4"cts coupling	02/25/15	\$2.48	\$2.48	30-21-5390	Water Lines M&R	\$45,000.00	\$11,189.77
		d531256		2" flange gaskets	02/25/15	\$45.01	\$45.01	30-21-5390	Water Lines M&R	\$45,000.00	\$11,189.77
		d531256		6"x4" c900 MJ transition coupling	02/25/15	\$8.00	\$8.00	30-21-5390	Water Lines M&R	\$45,000.00	\$11,189.77
		d531256		pk 50 1/8" meter gasket	02/25/15	\$421.80	\$421.80	30-21-5390	Water Lines M&R	\$45,000.00	\$11,189.77
		d531256		2" meter box	02/25/15	\$39.13	\$39.13	30-21-5390	Water Lines M&R	\$45,000.00	\$11,189.77
		d531256		pvc restraint	02/25/15	\$48.98	\$48.98	30-21-5390	Water Lines M&R	\$45,000.00	\$11,189.77
		d531256		pvc restraint	02/25/15	\$54.64	\$54.64	30-21-5390	Water Lines M&R	\$45,000.00	\$11,189.77
		d531256		od tape	02/25/15	\$702.60	\$702.60	30-21-5390	Water Lines M&R	\$45,000.00	\$11,189.77
		d531256		double meter box	02/25/15	\$2,512.17	\$2,512.17	30-21-5390	Water Lines M&R	\$45,000.00	\$11,189.77
		d534247		meter lids	02/25/15		\$4,728.29				
	KILLIUM PEST CONTROL, 209 PLANTATION DR, LAKE JACKSON, TX, 77566	117	02/25/15	pest control	02/25/15	\$99.00	\$99.00	30-21-5310	Building & Grounds M&R	\$2,000.00	\$1,901.00
		36436					\$99.00				
	MCCOY'S BUILDING SUPPLY, PO BOX 1362, SAN MARCOS, TX, 78667	132	02/25/15	3" paint brushes / Fire hydrant painting	02/25/15	\$21.54	\$21.54	30-21-5390	Water Lines M&R	\$45,000.00	\$11,189.77
		1302944					\$21.54				
	PENNEY'S ELECTRIC, PO BOX 2888, FREEPORT, TX, 77541	146	02/25/15	lamp housing	02/25/15	\$5.97	\$5.97	30-21-5390	Water Lines M&R	\$45,000.00	\$11,189.77
		15564				\$300.00	\$300.00	30-21-5390	Water Lines M&R	\$45,000.00	\$11,189.77
		15564		hrs. labor tower work	02/25/15	\$131.25	\$131.25	30-21-5390	Water Lines M&R	\$45,000.00	\$11,189.77
		15564		hrs. labor ground work	02/25/15						

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
		15564	02/25/15	hrs. labor elevated storage tower	02/25/15	\$400.00	\$400.00	30-21-5390	Water Lines M&R	\$45,000.00	\$11,189.77
		15564	02/25/15	2 pk halogen bulbs	02/25/15	\$43.16	\$43.16	30-21-5390	Water Lines M&R	\$45,000.00	\$11,189.77
							\$880.38				
1220	DAHILL, P.O. BOX 314, SAN ANTONIO, TX, 78292-0314	in202342-01	02/26/15	printers	02/26/15	\$137.31	\$137.31	30-21-5210	Office Supplies	\$10,000.00	\$6,380.37
1253	KSA ENGINEERS, 140 E. TYLER ST., SUITE 600, LONGVIEW, TX, 75601	60643	02/26/15	Is #4 analysis	02/26/15	\$1,317.50	\$1,317.50	30-21-5560	Engineering	\$12,000.00	\$10,682.50
							\$1,317.50				
							\$8,217.64				
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
152 BUSINESS CARD, PO BOX 15796, WILMINGTON, DE, 19886-5710											
		054368450123001	02/24/15	case of water	02/24/15	\$2.99	\$2.99	10-01-5101	Administrative Expense	\$9,000.00	\$6,326.96
		554328650350007	02/24/15	google apps	02/24/15	\$142.85	\$142.85	10-01-5101	Administrative Expense	\$9,000.00	\$6,326.96
		0543684503555000	02/24/15	1099 forms and software	02/24/15	\$45.45	\$45.45	10-01-5210	Office Supplies	\$25,000.00	\$12,381.60
		555418650230040	02/24/15	adobe systems	02/24/15	\$21.64	\$21.64	10-01-5210	Office Supplies	\$25,000.00	\$12,381.60
		554328650210002	02/24/15	postage	02/24/15	\$24.99	\$24.99	10-01-5240	Expendable Operating S	\$16,000.00	\$10,504.92
		554887250240831	02/24/15	bluesnap	02/24/15	\$9.95	\$9.95	10-01-5240	Expendable Operating S	\$16,000.00	\$10,504.92
		555418650080040	02/24/15	postage	02/24/15	\$494.44	\$494.44	10-01-5240	Expendable Operating S	\$16,000.00	\$10,504.92
		555418650230040	02/24/15	postage	02/24/15	\$250.00	\$250.00	10-01-5240	Expendable Operating S	\$16,000.00	\$10,504.92
		554328650150005	02/24/15	microwave oven	02/24/15	\$159.00	\$159.00	10-01-5310	Building & Grounds M&R	\$16,000.00	\$10,504.92
		554328650330008	02/24/15	42w flour. Light	02/24/15	\$65.60	\$65.60	10-01-5310	Building & Grounds M&R	\$5,000.00	(\$1,972.20)
		554996750102060	02/24/15	paint brushes for painting the jail	02/24/15	\$9.27	\$9.27	10-01-5310	Building & Grounds M&R	\$5,000.00	(\$1,972.20)
		554996750172060	02/24/15	3/16"x50' braided rope	02/24/15	\$5.79	\$5.79	10-01-5310	Building & Grounds M&R	\$5,000.00	(\$1,972.20)
		554996750172060	02/24/15	1/8"x48' braided rope / for open house sign	02/24/15	\$7.58	\$7.58	10-01-5310	Building & Grounds M&R	\$5,000.00	(\$1,972.20)
		051404850287200	02/24/15	food / code training Austin	02/24/15	\$37.16	\$37.16	10-02-5130	Training & Travel	\$3,000.00	\$2,476.63
		054368450285000	02/24/15	meal / code training Austin	02/24/15	\$8.87	\$8.87	10-02-5130	Training & Travel	\$3,000.00	\$2,476.63
		055874550290000	02/24/15	hotel credit	02/24/15	(\$8.14)	(\$8.14)	10-02-5130	Training & Travel	\$3,000.00	\$2,476.63
		552635250292074	02/24/15	taco bells (cliff's training and travel	02/24/15	\$6.16	\$6.16	10-02-5130	Training & Travel	\$3,000.00	\$2,476.63
		5542566350162813	02/24/15	International Property Maintenance Code	02/24/15	\$610.00	\$610.00	10-02-5130	Training & Travel	\$3,000.00	\$2,476.63
		554328650280003	02/24/15	3 nights stay / Days Inn / Cliff Custer	02/24/15	\$203.55	\$203.55	10-02-5130	Training & Travel	\$3,000.00	\$2,476.63
		554328650310007	02/24/15	fuel / code training Austin	02/24/15	\$24.00	\$24.00	10-02-5130	Training & Travel	\$3,000.00	\$2,476.63
		554213550069871	02/24/15	carbonless forms for apt. inspections	02/24/15	\$65.00	\$65.00	10-02-5210	Office Supplies	\$500.00	\$445.00
		554213550079871	02/24/15	carbonless forms for apt. inspections	02/24/15	\$65.00	\$65.00	10-02-5210	Office Supplies	\$500.00	\$445.00
		054101950090800	02/24/15	taillight for 05 F250 C/C	02/24/15	\$5.31	\$5.31	10-02-5240	Expendable Operating S	\$3,000.00	\$2,353.01
		054368450105001	02/24/15	propane bottle	02/24/15	\$40.00	\$40.00	10-02-5240	Expendable Operating S	\$3,000.00	\$2,353.01
		054368450245001	02/24/15	porpane	02/24/15	\$40.00	\$40.00	10-02-5240	Expendable Operating S	\$3,000.00	\$2,353.01
		554210650310040	02/24/15	Yeti Coolers for BBQ Cookoff Raffle / (2)-35 qt	02/24/15	\$1,426.14	\$1,426.14	10-04-5290	Festivals	\$0.00	(\$141.05)
		055745501300000	02/24/15	hotel credit	02/24/15	(\$7.50)	(\$7.50)	10-04-5296	K-9 Unit	\$0.00	(\$1,513.37)
		055874550130000	02/24/15	hotel credit	02/24/15	(\$15.01)	(\$15.01)	10-04-5296	K-9 Unit	\$0.00	(\$1,513.37)
		553087650165477	02/24/15	13.4 gal of regular gasoline for K9 vehicle durin	02/24/15	\$26.00	\$26.00	10-04-5296	K-9 Unit	\$0.00	(\$1,513.37)
		554328650110004	02/24/15	hotel stay during K9 training for Officer Taylor	02/24/15	\$187.58	\$187.58	10-04-5296	K-9 Unit	\$0.00	(\$1,513.37)
		554328650170004	02/24/15	hotel stay for second half of K9 training in La Gr	02/24/15	\$375.16	\$375.16	10-04-5296	K-9 Unit	\$0.00	(\$1,513.37)
		054101950317411	02/24/15	return two night vision glasses rented from the	02/24/15	\$69.33	\$69.33	10-05-5210	Office Supplies	\$5,000.00	(\$745.86)
		054101950317411	02/24/15	return two night vision glasses rented from the	02/24/15	\$1.83	\$1.83	10-05-5210	Office Supplies	\$5,000.00	(\$745.86)
		554328650310004	02/24/15	Notary Stamp	02/24/15	\$23.90	\$23.90	10-05-5210	Office Supplies	\$5,000.00	(\$745.86)
		554328650310004	02/24/15	Notary Stamp	02/24/15	\$23.90	\$23.90	10-05-5210	Office Supplies	\$5,000.00	(\$745.86)
		554328650360008	02/24/15	Notary - Morgan Warren	02/24/15	\$23.90	\$23.90	10-05-5210	Office Supplies	\$5,000.00	(\$745.86)
		252478050120008	02/24/15	lunch meeting	02/24/15	\$27.13	\$27.13	10-05-5240	Expendable Operating S	\$1,500.00	\$205.84
		252478050290021	02/24/15	Lunch for TASER instructor - no charge for clas	02/24/15	\$22.98	\$22.98	10-05-5240	Expendable Operating S	\$1,500.00	\$205.84
		051404850277200	02/24/15	lunch for TASER instructor - no charge for clas	02/24/15	\$4.11	\$4.11	10-05-5542	Jail Expense	\$4,500.00	\$4,100.00
		054368450345000	02/24/15	hp 61 xl black printer cartridge	02/24/15	\$31.37	\$31.37	10-06-5210	Office Supplies	\$5,200.00	\$2,409.68

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
		054368450245001	02/24/15	misc items	02/24/15	\$9.74	\$9.74	10-08-5210	Office Supplies	\$0.00	(\$11.04)
		554328650150005	02/24/15	2 light bulbs (Bobby Ford Park signs)	02/24/15	\$13.12	\$13.12	10-08-5310	Building & Grounds M&R	\$40,000.00	\$20,600.85
		553102050340831	02/24/15	Rental - Hitch	02/24/15	\$301.00	\$301.00	10-08-5851	Parks & Recreation	\$12,500.00	\$10,555.31
		554256350302813	02/24/15	Code Enforcement Office II Class	02/24/15	\$410.00	\$410.00	10-09-5130	Training & Travel	\$2,000.00	\$1,901.00
		054368450171000	02/24/15	toner	02/24/15	\$135.30	\$135.30	10-09-5210	Office Supplies	\$1,000.00	\$954.77

\$5,426.44

Total Bills To Pay:

\$5,426.44

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			
152	BUSINESS CARD, PO BOX 15796, WILMINGTON, DE, 19886-5710											
554996750072060	02/24/15	4 pk light bulb	02/24/15	\$11.98	\$11.98	30-21-5390	Water Lines M&R	\$45,000.00	\$11,189.77			
554996750072060	02/24/15	14" cable tie	02/24/15	\$10.49	\$10.49	30-21-5390	Water Lines M&R	\$45,000.00	\$11,189.77			
554996750072060	02/24/15	11" cable tie	02/24/15	\$23.98	\$23.98	30-21-5390	Water Lines M&R	\$45,000.00	\$11,189.77			
554996750072060	02/24/15	grounding adapter	02/24/15	\$2.37	\$2.37	30-21-5390	Water Lines M&R	\$45,000.00	\$11,189.77			
554996750072060	02/24/15	drop light	02/24/15	\$6.59	\$6.59	30-21-5390	Water Lines M&R	\$45,000.00	\$11,189.77			
554996750072060	02/24/15	100ft extension cord	02/24/15	\$22.99	\$22.99	30-21-5390	Water Lines M&R	\$45,000.00	\$11,189.77			
554996750072060	02/24/15	3ft extension cord	02/24/15	\$9.78	\$9.78	30-21-5390	Water Lines M&R	\$45,000.00	\$11,189.77			
554996750072060	02/24/15	50ft extension cord	02/24/15	\$27.98	\$27.98	30-21-5390	Water Lines M&R	\$45,000.00	\$11,189.77			
554996750272060	02/24/15	2"x10" sch 40 pvc / Cedar Court Blowoff	02/24/15	\$7.49	\$7.49	30-21-5390	Water Lines M&R	\$45,000.00	\$11,189.77			
554996750272060	02/24/15	2" pvc 45	02/24/15	\$2.29	\$2.29	30-21-5390	Water Lines M&R	\$45,000.00	\$11,189.77			
554996750272060	02/24/15	2" male adapter	02/24/15	\$1.32	\$1.32	30-21-5390	Water Lines M&R	\$45,000.00	\$11,189.77			
554996750332060	02/24/15	Red Flood Light (LIFT 1)	02/24/15	\$4.29	\$4.29	30-21-5392	Sewer Lines M&R	\$35,000.00	\$18,509.78			

\$131.55

\$131.55

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		
22	AUL AMERICAN UNITED LIFE INS., GROUP UNIT 2, 5570 RELIABLE PARKWAY, CHICAGO, IL, 60686-0055										
1347871	02/26/15	insurance	02/26/15	\$40.00	\$40.00	10-01-5115	Hospitalization	\$30,000.00	\$17,459.65		
1347871	02/26/15	insurance	02/26/15	\$20.00	\$20.00	10-02-5115	Hospitalization	\$22,000.00	\$12,684.18		
1347871	02/26/15	insurance	02/26/15	\$70.00	\$70.00	10-05-5115	Hospitalization	\$65,000.00	\$46,215.44		
1347871	02/26/15	insurance	02/26/15	\$20.00	\$20.00	10-06-5115	Hospitalization	\$17,500.00	\$11,280.35		
24	AMERICAN MATERIALS INC, PO BOX 935, STAFFORD, TX, 77497-0935										
62926	02/25/15	tons asphalt	02/25/15	\$178.18	\$178.18	10-03-5380	Streets M&R	\$24,000.00	\$20,726.27		
62927	02/25/15	asphalt	02/25/15	\$195.00	\$195.00	10-03-5380	Streets M&R	\$24,000.00	\$20,726.27		
62960	02/25/15	tons asphalt	02/25/15	\$178.18	\$178.18	10-03-5380	Streets M&R	\$24,000.00	\$20,726.27		
54	CENTERPOINT ENERGY, PO BOX 4981, HOUSTON, TX, 77210-4981										
february15---	02/25/15	natural gas	02/25/15	\$17.94	\$17.94	10-02-5430	Natural Gas	\$400.00	\$261.50		
90	FACTS, THE, PO BOX 549, CLUTE, TX, 77531										
1116478	02/25/15	Holiday Ad	02/25/15	\$40.00	\$40.00	10-01-5685	Publishing & Advertising	\$6,000.00	\$4,161.00		
117	KILLIUM PEST CONTROL, 209 PLANTATION DR, LAKE JACKSON, TX, 77566										
36352	02/25/15	pest control	02/25/15	\$10.00	\$10.00	10-08-5310	Building & Grounds M&R	\$40,000.00	\$20,600.85		
36445	02/25/15	pest control	02/25/15	\$50.00	\$50.00	10-08-5310	Building & Grounds M&R	\$40,000.00	\$20,600.85		
122	LAWMAN'S UNIFORM & EQUIPMENT, 5814 MILWEE BLDG. A, HOUSTON, TX, 77092										
38940	02/25/15	replacement badges due to wear or damage	02/25/15	\$909.00	\$909.00	10-05-5190	Uniforms	\$1,500.00	(\$4,695.65)		
127	MALONE, DON, , , ,										
february15----	02/25/15	inspections	02/25/15	\$225.00	\$225.00	10-02-5695	Special Services - Miscell	\$7,300.00	\$3,939.49		
february15-1	02/26/15	inspections	02/26/15	\$450.00	\$450.00	10-02-5695	Special Services - Miscell	\$7,300.00	\$3,939.49		
131	MAURO & CORDOBA, P.L.L.C., 208 PARKING WAY, LAKE JACKSON, TX, 77566										
33217	02/25/15	attorney fees	02/25/15	\$67.50	\$67.50	10-01-5570	Attorney's Fees	\$20,000.00	\$18,552.50		
33221	02/25/15	attorney fees	02/25/15	\$495.00	\$495.00	10-01-5570	Attorney's Fees	\$20,000.00	\$18,552.50		
33218	02/25/15	attorney fees	02/25/15	\$592.50	\$592.50	10-06-5570	Attorney's Fees	\$8,500.00	\$6,399.36		
33280	02/25/15	attorney fees	02/25/15	\$873.20	\$873.20	10-09-5570	Attorney's Fees	\$1,000.00	\$1,000.00		
132	MCCOY'S BUILDING SUPPLY, PO BOX 1362, SAN MARCOS, TX, 78667										
1303135	02/25/15	screws, nuts, and washers for mounting equip i	02/25/15	\$3.97	\$3.97	10-05-5230	Gas, Oil, & Lubricants	\$30,208.00	\$27,337.37		

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
135	008290	MONROE ADVERTISING, 117 N. HWY. 288, CLUTE, TX, 77531						\$3.97				
		02/25/15 USA flag		02/25/15			\$55.00	\$55.00	10-01-5310	Building & Grounds M&R	\$5,000.00	(\$1,972.20)
		02/25/15 Texas flag		02/25/15			\$55.00	\$55.00	10-01-5310	Building & Grounds M&R	\$5,000.00	(\$1,972.20)
154	28506	PROMOTIONS UNLIMITED, 849 WEST PLANTATION DRIVE, CLUTE, TX, 77531						\$110.00				
		02/25/15 uniform shirt for j beaty		02/25/15			\$99.90	\$99.90	10-09-5190	Uniforms	\$500.00	\$500.00
155	1034003	QUILL CORPORATION, PO BOX 37600, PHILADELPHIA, PA, 91901-0600						\$99.90				
		02/25/15 cork bulletin board		02/25/15			\$34.19	\$34.19	10-05-5210	Office Supplies	\$5,000.00	(\$745.86)
		02/25/15 dry erase board		02/25/15			\$45.99	\$45.99	10-05-5210	Office Supplies	\$5,000.00	(\$745.86)
		02/25/15 Memorex DVD-RW		02/25/15			\$89.96	\$89.96	10-05-5210	Office Supplies	\$5,000.00	(\$745.86)
		02/25/15 2 step folding step stool		02/25/15			\$27.99	\$27.99	10-05-5210	Office Supplies	\$5,000.00	(\$745.86)
		02/25/15 file folders		02/25/15			\$18.89	\$18.89	10-05-5210	Office Supplies	\$5,000.00	(\$745.86)
		02/25/15 stacking trays		02/25/15			\$103.96	\$103.96	10-05-5210	Office Supplies	\$5,000.00	(\$745.86)
182	february15	TG, PO BOX 659601, SAN ANTONIO, TX, 78265-9601						\$320.98				
		02/25/15 student loan		02/25/15			\$188.85	\$188.85	10-29-2142	Student Loan	\$0.00	\$0.00
183	148728	T.J.'S LUBE STOP, 125 DIXIE DRIVE, SUITE A, CLUTE, TX, 77531						\$188.85				
		02/25/15 oil change for Unit 742		02/25/15			\$43.74	\$43.74	10-05-5230	Gas, Oil, & Lubricants	\$30,208.00	\$27,337.37
191	february15	TEXAS MUNICIPAL CLERKS PROGRAM, 155 UNION CIRCLE # 305067, DENTON, TX, 76203-5017						\$43.74				
		02/26/15 membership		02/26/15			\$100.00	\$100.00	10-01-5660	Dues & Subscriptions	\$7,000.00	\$6,190.00
207	9739800901	VERIZON WIRELESS, PO BOX 660108, DALLAS, TX, 75266-0108						\$100.00				
		02/25/15 broadband		02/25/15			\$113.97	\$113.97	10-05-5695	Special Services - Miscell	\$0.00	(\$2,924.22)
266	9924721167	AIRGAS USA, LLC, PO BOX 676015, DALLAS, TX, 75267-6015						\$113.97				
		02/25/15 acetylene and oxygen		02/25/15			\$42.45	\$42.45	10-02-5230	Gas, Oil, & Lubricants	\$10,000.00	\$8,667.71
321	february15	HAMILTON, JASON, 1023 MOCKINGBIRD LANE, RICHWOOD, TX, 77531						\$42.45				
		02/26/15 jury duty		02/26/15			\$6.00	\$6.00	10-06-5565	Jury Expense	\$500.00	\$440.00
427	b1502110056	CHAMPION ENERGY SERVICES, P.O. BOX 4190, HOUSTON, TX, 77210-4190						\$6.00				
		02/25/15 electricity		02/25/15			\$222.49	\$222.49	10-02-5410	Electricity	\$35,000.00	\$22,729.50

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	
b1502110057	02/25/15	electricity	02/25/15	\$50.68	\$50.68	10-02-5410	Electricity	\$35,000.00	\$22,729.50	
b1502110058	02/25/15	electricity	02/25/15	\$550.17	\$550.17	10-02-5410	Electricity	\$35,000.00	\$22,729.50	
b1502110059	02/25/15	electricity	02/25/15	\$1,603.70	\$1,603.70	10-02-5410	Electricity	\$35,000.00	\$22,729.50	
b1502110060	02/25/15	electricity	02/25/15	\$39.03	\$39.03	10-02-5410	Electricity	\$35,000.00	\$22,729.50	
b1502110061	02/25/15	electricity	02/25/15	\$12.72	\$12.72	10-02-5410	Electricity	\$35,000.00	\$22,729.50	
b1502121389	02/25/15	electricity	02/25/15	\$56.94	\$56.94	10-02-5410	Electricity	\$35,000.00	\$22,729.50	
					\$2,535.73					
466	CITY OF OYSTER CREEK, 3210 FM 523, OYSTER CREEK, TX, 77541									
february15	02/25/15	jail fees	02/25/15	\$325.00	\$325.00	10-05-5542	Jail Expense	\$4,500.00	\$4,100.00	
					\$325.00					
470	VR ID CARDS, P.O. BOX 54, INDIANOLA, IA, 50125									
3882	02/25/15	id card for reserve officer h. whearley	02/25/15	\$7.30	\$7.30	10-05-5220	Tools	\$1,500.00	\$926.94	
					\$7.30					
514	P C CARE, 221 PARKING WAY, LAKE JACKSON, TX, 77566									
71340	02/25/15	backup	02/25/15	\$99.95	\$99.95	10-01-5210	Office Supplies	\$25,000.00	\$12,381.60	
					\$99.95					
729	DIGITAL-ALLY, P.O. BOX 413183, KANSAS CITY, MO, 64141-3183									
1073741	02/25/15	freight	02/25/15	\$10.00	\$10.00	10-05-5220	Tools	\$1,500.00	\$926.94	
1073741	02/25/15	batteries for external wireless mics for in-car ca	02/25/15	\$90.00	\$90.00	10-05-5220	Tools	\$1,500.00	\$926.94	
					\$100.00					
790	PILCIK, BRIAN, , , ,									
1	02/25/15	installation of emergency equipment on new ex	02/25/15	\$500.00	\$500.00	10-29-1144	Due from Crime Control	\$0.00	(\$27,345.75)	
					\$500.00					
809	EVANS, JEFF, 107 DOVE TRAIL, RICHWOOD, TX, 77531									
february15	02/26/15	jury duty	02/26/15	\$6.00	\$6.00	10-06-5565	Jury Expense	\$500.00	\$440.00	
					\$6.00					
884	U. S. BANCORP EQUIPMENT FINANCE, INC., P.O. BOX 790448, ST. LOUIS, MO, 63179-0448									
272255514	02/25/15	copier	02/25/15	\$298.50	\$298.50	10-01-5935	Equipment - Time Payme	\$5,000.00	\$3,186.12	
272255514	02/25/15	copier	02/25/15	\$63.70	\$63.70	10-05-5210	Office Supplies	\$5,000.00	(\$745.86)	
					\$362.20					
1022	PALADINO, LACEY, , , ,									
travel	02/25/15	training	02/25/15	\$99.43	\$99.43	10-06-5130	Training & Travel	\$2,000.00	\$1,420.00	
					\$99.43					
1055	LION GROUP, INC., L-3505, COLUMBUS, OH, 43260									
14-2015637	02/25/15	bunker gear cleaning and repair	02/25/15	\$39.75	\$39.75	10-07-5190	Uniforms	\$6,500.00	\$6,500.00	
15-2016333	02/25/15	bunker gear cleaning and repair	02/25/15	\$1,646.75	\$1,646.75	10-07-5190	Uniforms	\$6,500.00	\$6,500.00	

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
1061	PERDUE, BRANDON, FIELDER, COLLINS & MOTT LLP, 1235 NORTH LOOP WEST, SUITE 600, HOUSTON, TX, 77008	ivc00024946	02/26/15	attorney fees	02/26/15	\$80.10	\$1,686.50		Municipal Court Costs	\$0.00	(\$21,695.72)
							\$80.10				
1114	J & M WRECKER SERVICE, P.O. BOX 866, CLUTE, TX, 77531	84853	02/25/15	tow service for 580N backhoe to Houston for re	02/25/15	\$502.23	\$80.10		Other Equipment M&R	\$4,000.00	\$2,514.20
							\$502.23				
1116	Siddons-Martin Emergency Group, PO Box 974615, Dallas, TX, 75397-4615	4901768	02/25/15	Tanker 1 - semi annual inspection and repair	02/25/15	\$1,609.80	\$1,609.80		Vehicle M&R	\$5,000.00	\$4,899.90
							\$736.10				
							\$2,415.62				
							\$4,761.52				
1197	Jump Ride n Slide, 715 S Shanks St, Clute, TX, 77531	200194	02/25/15	4-1 combo easter egg and day in the park	02/25/14	\$330.00	\$330.00		Parks & Recreation	\$12,500.00	\$10,555.31
							\$330.00				
1220	DAHILL, P.O. BOX 314, SAN ANTONIO, TX, 78292-0314	in202342	02/25/15	printers	02/25/15	\$137.31	\$137.31		Office Supplies	\$25,000.00	\$12,381.60
							\$91.56				
							\$45.77				
1266	BAKER, CHERYL, 141 DOVE TRAIL, RICHWOOD, TX, 77531	february15	02/25/15	jury duty	02/25/15	\$6.00	\$274.64		Jury Expense	\$500.00	\$440.00
							\$6.00				
1267	BECKHAM, RONA, 514 N. YAUPON, RICHWOOD, TX, 77531	february15	02/25/15	jury duty	02/25/15	\$6.00	\$6.00		Jury Expense	\$500.00	\$440.00
							\$6.00				
1268	BROWN, CURTIS, 112 ROBIN TRAIL, RICHWOOD, TX, 77531	february15	02/26/15	jury duty	02/26/15	\$6.00	\$6.00		Jury Expense	\$500.00	\$440.00
							\$6.00				
1269	CAMPBELL, DONNA, 456 OYSTER CREEK CT., RICHWOOD, TX, 77531	february15	02/26/15	jury duty	02/26/15	\$6.00	\$6.00		Jury Expense	\$500.00	\$440.00
							\$6.00				
1270	DIETZ, STEVE, 102 WARBLER CT., RICHWOOD, TX, 77531	february15	02/26/15	jury duty	02/26/15	\$6.00	\$6.00		Jury Expense	\$500.00	\$440.00
							\$6.00				

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
1271	february15	FISHER, JAMES, 315 WISTERIA, RICHWOOD, TX, 77531	02/26/15	jury duty	02/26/15	\$6.00	\$6.00	10-06-5565	Jury Expense	\$500.00	\$440.00
							\$6.00				
							\$6.00				
1272	february15	GARCIA, JOE, 1017 MOCKINGBIRD LN., RICHWOOD, TX, 77531	02/26/15	jury duty	02/26/15	\$6.00	\$6.00	10-06-5565	Jury Expense	\$500.00	\$440.00
							\$6.00				
							\$6.00				
1274	february15	HARRIS, WALTER, 477 OYSTER CREEK CT., RICHWOOD, TX, 77531	02/26/15	jury duty	02/26/15	\$6.00	\$6.00	10-06-5565	Jury Expense	\$500.00	\$440.00
							\$6.00				
							\$6.00				
1275	february15	KISSINGER, DEBBIE, 136 SYCAMORE, RICHWOOD, TX,	02/26/15	jury duty	02/26/15	\$6.00	\$6.00	10-06-5565	Jury Expense	\$500.00	\$440.00
							\$6.00				
							\$6.00				
1276	february15	MCCALL, CHARLES, 1026 MOCKINGBIRD LN., RICHWOOD, TX, 77531	02/26/15	jury duty	02/26/15	\$6.00	\$6.00	10-06-5565	Jury Expense	\$500.00	\$440.00
							\$6.00				
							\$6.00				
1277	february15	MERCER, RONALD, 106 BAILEY'S CT., RICHWOOD, TX, 77531	02/26/15	jury duty	02/26/15	\$6.00	\$6.00	10-06-5565	Jury Expense	\$500.00	\$440.00
							\$6.00				
							\$6.00				
1278	february15	RAMIREZ III, JOSE, 206 STUART, RICHWOOD, TX, 77531	02/26/15	jury duty	02/26/15	\$6.00	\$6.00	10-06-5565	Jury Expense	\$500.00	\$440.00
							\$6.00				
							\$6.00				
1279	february15	ROUSE, LARRY, 402 N. YAUPON, RICHWOOD, TX, 77531	02/26/15	jury duty	02/26/15	\$6.00	\$6.00	10-06-5565	Jury Expense	\$500.00	\$440.00
							\$6.00				
							\$6.00				
Total Bills To Pay:											\$17,209.96

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
8	019406	AFLAC INSURANCE, 1932 WYNNTON ROAD, COLUMBUS, GA, 31999-0797 03/05/15 insurance	03/05/15	\$143.16	\$143.16	10-29-2136	Insurance Payable	\$0.00	\$264.10
				\$143.16					
19	march15	AT&T, PO BOX 105414, ATLANTA, GA, 30348-5414 03/05/15 telephone	03/05/15	\$368.46	\$368.46	10-02-5420	Telephone	\$3,000.00	\$1,523.83
				\$368.46					
49	eng 15-08	BRAZORIA COUNTY TREASURER, , , , 03/05/15 stormwater interlocal agreement	03/05/15	\$1,974.77	\$1,974.77	10-02-5660	Dues & Subscriptions	\$11,000.00	\$11,000.00
				\$2,961.14	\$2,961.14	10-02-5660	Dues & Subscriptions	\$11,000.00	\$11,000.00
				\$4,935.91					
127	march15	MALONE, DON, , , , 03/05/15 inspections	03/05/14	\$275.00	\$275.00	10-02-5695	Special Services - Miscell	\$7,300.00	\$3,264.49
				\$275.00					
155	1656009	QUILL CORPORATION, PO BOX 37600, PHILADELPHIA, PA, 91901-0600 03/05/15 staple puller	03/05/15	\$1.97	\$1.97	10-01-5210	Office Supplies	\$25,000.00	\$12,077.25
				\$189.85	\$189.85	10-01-5210	Office Supplies	\$25,000.00	\$12,077.25
				\$52.18	\$52.18	10-05-5210	Office Supplies	\$5,000.00	(\$1,364.96)
				\$52.18	\$52.18	10-06-5210	Office Supplies	\$5,200.00	\$2,332.54
				\$296.18					
162	march15	RYLE, JERE, , , , 03/05/15 bbq supplies	03/05/15	\$20.43	\$20.43	10-04-4250	Revenues - Festivals	\$0.00	(\$2,345.00)
				\$20.43					
182	march15	TG, PO BOX 659601, SAN ANTONIO, TX, 78265-9601 03/05/15 student loan	03/05/15	\$156.09	\$156.09	10-29-2142	Student Loan	\$0.00	(\$156.09)
				\$156.09					
195	0000494721	TML - IEBP, PO BOX 910404, DALLAS, TX, 75391-0404 03/05/15 insurance	03/05/15	\$3,078.68	\$3,078.68	10-01-5115	Hospitalization	\$30,000.00	\$17,419.65
				\$1,222.71	\$1,222.71	10-02-5115	Hospitalization	\$22,000.00	\$12,654.18
				\$4,939.58	\$4,939.58	10-05-5115	Hospitalization	\$65,000.00	\$46,145.44
				\$1,223.93	\$1,223.93	10-06-5115	Hospitalization	\$17,500.00	\$11,260.35
				\$485.76	\$485.76	10-29-2136	Insurance Payable	\$0.00	\$264.10
				\$10,950.66					
201	march15	COMCAST, PO BOX 660618, DALLAS, TX, 75266-0618 03/05/15 internet	03/05/15	\$57.03	\$57.03	10-01-5420	Telephone	\$2,500.00	\$1,872.44
				\$57.03	\$57.03	10-04-5294	Expenditures - Court Tec	\$0.00	(\$1,321.10)
				\$211.80	\$211.80	10-05-5695	Special Services - Miscell	\$0.00	(\$3,038.19)

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	
208	125221	VERNOR MATERIAL & EQUIPMENT, PO BOX 967, CLUTE, TX, 77531				03/05/15	\$325.86		10-03-5380	Streets M&R	\$24,000.00	\$20,174.91
		03/05/15 load crushed limestone					\$341.85	\$341.85				
							\$341.85					
							\$11.72	\$11.72				
470	3888	VR ID CARDS, P.O. BOX 54, INDIANOLA, IA, 50125				03/05/15	\$11.72	10-01-5210	Office Supplies	\$25,000.00	\$12,077.25	
		03/05/15 ID Cards					\$35.28	10-02-5210	Office Supplies	\$500.00	\$315.00	
		03/05/15 ID Cards					\$29.40	10-06-5210	Office Supplies	\$5,200.00	\$2,332.54	
							\$76.40					
514	71454	P C CARE, 221 PARKING WAY, LAKE JACKSON, TX, 77566				03/05/15	\$110.00	10-04-5294	Expenditures - Court Tec	\$0.00	(\$1,321.10)	
		03/05/15 computer repair					\$110.00					
							\$110.00					
							\$128.14	10-29-2136	Insurance Payable	\$0.00	\$264.10	
1068	403424	COMBINED INSURANCE CO. OF AMERICA, 5277 PAYSPIRE CIRCLE, CHICAGO, IL, 60674				03/05/15	\$128.14					
		03/05/15 insurance					\$128.14					
							\$4,662.86					
							\$4,662.86					
1116	4901770	Siddons-Martin Emergency Group, PO Box 974615, Dallas, TX, 75397-4615				03/05/15	\$4,662.86	10-07-5340	Vehicle M&R	\$5,000.00	\$138.38	
		03/05/15 engine 2 inspection and repair										
1142	18217	C & S JANITORIAL SERVICES, INC., P.O. BOX 680731, HOUSTON, TX, 77268				03/05/15	\$275.00	10-01-5102	Contract Labor	\$4,000.00	\$2,700.00	
		03/05/15 janitorial services					\$275.00					
							\$302.54					
							\$302.54					
1158	w35914	ASCO, P.O. BOX 3888, LUBBOCK, TX, 79452				03/05/15	\$302.54	10-02-5365	Other Equipment M&R	\$4,000.00	\$2,011.97	
		03/05/15 repair turbo on 2013 Case backhoe					\$302.54					
							\$302.54					
1254	113373	I. TELLO FLOORCARE, 4522 LINCOLNSHIRE, HOUSTON, TX, 77048				03/05/15	\$80.00	10-08-5310	Building & Grounds M&R	\$40,000.00	\$20,527.73	
		03/05/15 comm bldg floor maint					\$80.00					
							\$80.00					
1281	march15	LOPEZ, SYLVIA, , , ,				03/05/15	\$100.00	10-29-4121	Parks & Recreation	\$9,500.00	\$8,525.00	
		03/05/15 pavilion rental refund					\$100.00					
							\$100.00					
							\$23,548.54					
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
19	march15-	AT&T, PO BOX 105414, ATLANTA, GA, 30348-5414	03/05/15	telephone	03/05/15	\$126.53	\$126.53	30-21-5420	Telephone	\$2,500.00	\$1,779.91
42	07-0408	BRAZOSPORT WATER AUTHORITY, 1251 FM 2004, LAKE JACKSON, TX, 77566	03/05/15	water contract	03/05/15	\$14,805.00	\$14,805.00	30-21-5995	Brazosport Water Authori	\$190,000.00	\$124,963.75
57	march15	AT&T MOBILITY, PO BOX 6463, CAROL STREAM, IL, 60197-6463	03/05/15	telephone	03/05/15	\$60.61	\$60.61	30-21-5420	Telephone	\$2,500.00	\$1,779.91
59	march15	CITY OF RICHWOOD WATER/SEWER FUND, , , ,	03/05/15	water deposits	03/05/15	\$636.06	\$636.06	30-30-2220	Customer Meter Deposits	\$0.00	(\$85,510.96)
106	d591491	HD SUPPLY WATERWORKS, PO BOX 840700, DALLAS, TX, 75284-0700	03/05/15	mj tap plug	03/05/15	\$39.87	\$39.87	30-21-5390	Water Lines M&R	\$45,000.00	\$5,432.30
150	361937	UTILITY SERVICE CO., INC., PO BOX 674233, DALLAS, TX, 75267-4233	03/05/15	water tower contract	03/05/15	\$479.17	\$479.17	30-21-5935	Equipment - Time Payme	\$20,000.00	\$5,782.15
195	0000494721--01	TML - IEBP, PO BOX 910404, DALLAS, TX, 75391-0404	03/05/15	insurance	03/05/15	\$1,226.26	\$1,226.26	30-21-5115	Hospitalization	\$26,000.00	\$12,393.54
236	5210617-1791-9	WASTE MANAGEMENT, PO BOX 660585, DALLAS, TX, 75266-0585	03/05/15	residential trash	03/05/15	\$18,266.88	\$18,266.88	30-30-2240	Sanitation Payable	\$0.00	(\$18,780.52)
936	march15	WEAVER, BOBBY, , , ,	03/05/15	water deposit refund	03/05/15	\$50.00	\$50.00	30-30-2220	Customer Meter Deposits	\$0.00	(\$85,510.96)
1184	march15	PULIDO, JOE, , , ,	03/05/15	water deposit refund	03/05/15	\$27.00	\$27.00	30-30-2220	Customer Meter Deposits	\$0.00	(\$85,510.96)
1280	march15	WEAVER, AMANDA, , , ,	03/05/15	water deposit refund	03/05/15	\$16.94	\$16.94	30-30-2220	Customer Meter Deposits	\$0.00	(\$85,510.96)

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:													
					\$35,759.32								

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		
1282	CORB, BRYAN, , , ,										
MARCH15	03/05/15	moving expenses	03/05/15	\$2,500.00	\$2,500.00	10-01-5101	Administrative Expense	\$9,000.00	\$6,181.12		
					\$2,500.00						
					\$2,500.00						
					\$2,500.00						
Total Bills To Pay:											

MEMORANDUM

To: Members of the Richwood City Council

From: Clint Kocurek, Mayor

Date: March 12, 2015

Subject: Storm Debris Removal – Annual Contingency Contract

This is authorizing the City to go out for bids on the annual Storm Debris Removal Contract. FEMA requires we competitively bid the storm debris removal if we wish to seek federal compensation. The City has chosen to have contracts in place prior to storm season so we can be ready to hit the ground running as soon as possible.

I recommend that Council once again approve the letting of bids for this contract. I hope we never have to use them.

BID NOTICE

The City of Richwood is soliciting bids for Storm Debris Removal - Annual Contingency Contract. Specifications and detailed requirements are available at Richwood City Hall, 1800 Brazosport Blvd. N, Richwood, Texas 77531 or calling 979.265.2082.

Bids will be received until Tuesday, April 7, 2015 at 5:00 p.m. and will be opened Monday, May 12, 2014 at 10:00 p.m. The bids will be presented to City Council for their approval. Bids shall be sealed and clearly marked "Bid - Storm Debris Removal - Annual Contingency Contract" and submitted to:

City of Richwood
Attn: Karen Schrom, City Secretary
1800 Brazosport Blvd. N
Richwood, Texas 77531

The City of Richwood reserves the right to reject any and all bids to waive any and all technicalities and to accept any bid or part thereof which in the opinion of the City Council is the most advantageous to the City.

March 13, 2015

Subject: Invitation to bid on the following equipment, supply, and/or services

Name of bid: Storm Debris Removal - Annual Contingency Contract

This letter extends to your Firm an invitation to submit a bid to supply the City of Richwood with equipment, supplies, and/or services as indicated above. Sealed Bids will be received until Tuesday, April 7, 2015 at 5:00 p.m. and will be opened Wednesday, April 8, 2015 at 10:00 p.m. The bids will be presented to City Council for their approval. Bids shall be sealed and clearly marked "Bid - Storm Debris Removal - Annual Contingency Contract" and submitted to:

City of Richwood
Attn: Karen Schrom, City Secretary
1800 Brazosport Blvd. N
Richwood, Texas 77531

Instructions for the preparation and submission of a bid proposal are contained in the attached packet. Bids must be typed or printed in ink.

The City of Richwood has an equal opportunity purchasing policy. The City of Richwood seeks to ensure that all segments of the business community have access to supplying the goods and services needed by City programs. The City affirmatively works to encourage utilization of minority business enterprises in our procurement activities.

SERVICES

Scope of Contracted Services:

The contractor shall provide all expertise, personnel, tools, materials, equipment, transportation, supervision and all other services and facilities of any nature necessary to execute, complete and deliver the timely removal and lawful disposal of all eligible storm-generated debris (herein referred to as “debris”), including hazardous and industrial waste materials and within the time specified within this Contract. Emergency clearance, debris removal, disposal and demolition of structures will be limited to:

1. That which is determined to eliminate immediate threats to life, public health, and safety;
2. That which has been determined to eliminate immediate threats of significant damage to approved public or private property; and
3. That which is considered essential to ensure the economic recovery of the affected community to the benefit of the community at large.

These contracted services shall provide for the cost effective and efficient removal and lawful disposal of debris accumulated on all public residential and commercial properties, streets, roads, other rights-of-way and public school properties, including any other locally owned facility or site as may be directed by the City of Richwood. Contracted services will only be performed when requested and as designated by the City of Richwood.

Geographic Assignment:

The geographic boundary for work by the contractor’s crews shall be directed by the City of Richwood and will be limited to properties located within the City of Richwood’s legal boundaries.

Operation of Equipment:

The contractor shall operate all trucks, trailers and all other equipment in compliance with any/all applicable federal, state and local rules and regulations. Equipment shall be in good working condition. The contractor should use mechanical equipment to load and reasonably compact debris into trucks and trailers. All loading equipment shall be operated from the road, street or ROW using buckets and/or boom and grapple devices to collect and load debris. No equipment shall be allowed behind the curb or outside of the public ROW unless otherwise directed by the City of Richwood.

STANDARDS OF PERFORMANCE

Contractor Representative:

The contractor shall have a knowledgeable and responsible Representative report to the City of Richwood's designated Contract Representative within 24 hours following the execution of this Contract. The Contractor Representative shall have the authority to implement all actions required to begin the performance of contracted services as set out in this proposal.

Mobilization:

When the Notice to Proceed has been received by the contractor, they will make all necessary arrangements to mobilize a minimum of 50% of the required resources within 48 hours and 100% of the required resources within 72 hours to commence and conduct the contracted services.

Time to Complete:

The contractor shall complete all directed work as set out in the Contract. A completion date will be determined once the extent of damage has been determined and a time frame will be put in place to be followed.

BID PROPOSAL

We, the undersigned, have completely read the specification for:

STORM DEBRIS REMOVAL - ANNUAL CONTINGENCY CONTRACT

\$_____ per cubic yard loaded and hauled

\$_____ per cubic yard hauled only

This bid price includes all equipment, labor, supervision and material as set forth in the attached specification packet and instructions. I have read and agree to comply with all these requirements.

Date:_____

BIDDER _____

ADDRESS _____

PHONE _____

Authorized Representative

Title

Authorized Signature

Date

CERTIFICATION OF AUTHORIZED REPRESENTATIVE:

I hereby certify that I possess the authority to submit a bid on behalf of the firm I represent and by my signature hereon I certify that the services/unit(s) I propose to furnish will meet or exceed every specification contained herein. Further, I agree that if my bid is accepted, I shall perform as required in these contract documents. I am aware that, once accepted by the City of Richwood, my bid becomes a binding contract in accordance with the provisions herein and that I will not be permitted to attempt enforcement of any other contract or contract provisions.

Authorized Representative

MEMORANDUM

To: Members of the Richwood City Council

From: Clint Kocurek, Mayor

Date: March 12, 2015

Subject: Storm Debris Monitoring RFP's

This is authorizing the City to seek RFP's on the annual Debris Monitoring, Recovery and other Related services. Again, this is an annual contract and once again, I hope we don't need it.

This is seeking contracting firms to actually monitor the amount of debris removed, the trucks and equipment involved, manpower, etc. The amount and detail of monitoring required after a serious event is time consuming. Having this contract in place will free up city employees to actually assist in getting the City back to some degree of normalcy after a storm.

REQUEST FOR PROPOSAL

The enclosed REQUEST FOR PROPOSAL (RFP) and accompanying SPECIFICATIONS are for your convenience in submitting an offer for the enclosed referenced products and/or services for:

Debris Monitoring, Recovery, and Other Related Services

(professional services for the monitoring and managing removal of
disaster generated debris from public lands, easements, and rights-of-way
- private property may be included)

RECEIPT: Sealed proposals will be received no later than Tuesday, April 7, 2015, at 5:00 p.m at the City of Richwood, City Secretary's Office, 1800 Brazosport Blvd. N., Richwood, TX 77531.

NO LATE PROPOSALS WILL BE CONSIDERED

OPENING: Proposals will be opened and names publicly read in the Council Chambers at City Hall located at 1800 Brazosport Blvd. N. Richwood, TX 77531, on Wednesday, April 8, 2015 at 11:00 a.m.

FORMS: Will be furnished by the City of Richwood and may be obtained without deposit from Richwood City Hall, 1800 Brazosport Blvd. N., Richwood, TX 77531; (979) 265-2082; kschrom@richwoodtx.gov.

SEALED PROPOSALS: Shall be submitted including one (1) marked original and four (4) duplicates on the original forms.

MARK ENVELOPE: "RFP Debris Monitoring, Recovery, and Other Related Services"

Proposals will be opened so as to avoid disclosure of contents to competing offerors and kept secret during the process of negotiation. All proposals shall be open for public inspection after contract award. Trade secrets and confidential or proprietary information, so noted in proposal, shall not be open for public inspection.

The City of Richwood hereby notifies all offerors that in regard to any agreement entered into pursuant to this advertisement, minority business enterprises will be afforded equal opportunities to submit proposals in response to this invitation and will not be discriminated against on the grounds of race, color, sex, age, religion or national origin in consideration for an award.

The City reserves the right to reject any and/or all proposals, to waive any and all technicalities and to accept any proposal or part thereof, which in the opinion of the City Council, is most advantageous to the City. In case of ambiguity or lack of clearness in stating the prices in the bid, the City reserves the right to consider the most advantageous bid thereof or to reject the bid.

Published: March 20, 2015

March 27, 2015

REQUEST FOR PROPOSAL FOR
DEBRIS MONITORING, RECOVERY, and
OTHER RELATED SERVICES FOR THE CITY OF RICHWOOD

The City of Richwood is located near the Gulf of Mexico and is vulnerable to natural and manmade disasters including hurricanes, tornadoes, floods, oil spills, hazardous material releases.

Disasters such as hurricanes often produce large volumes of debris. Debris and damaged trees create hazardous conditions including blocked roadways/drives and obstacles to emergency vehicles. These hazards and obstacles often block routine, essential, and emergency traffic, both vehicular and pedestrian. One of the first essential steps in securing the community is the removal of hazardous debris, to allow for security, emergency, and other service traffic. It is in the best interest of the City of Richwood to enter into a pre-event agreement with a firm to provide debris management and monitoring services in the event of a disaster.

The City of Richwood, (the “Owner”) is seeking qualifications and proposals for monitoring and managing the removal of disaster generated debris from public lands, easements, and rights-of-way. Removal of debris from private property may also be included. The primary purpose of these services is to ensure that the entire debris removal, hauling, and disposal process is done properly and expeditiously and is eligible for reimbursement under Federal Emergency Management Agency (FEMA) Public Assistance Program and Governor’s Division of Emergency Management (GDEM) guidelines.

Respondent must meet the following general conditions:

- (1) Ability to respond within seventy-two (72) hours after the disaster;
- (2) Selecting and permitting of TDSRS (Temporary Debris Staging and Reduction Sites) locations and any other permitting/regulatory issues as necessary;
- (3) Ability to provide monitoring of the clean up, removal, separation, reduction and disposal of Debris as defined in the Scope of Services set forth on Exhibit “A” attached hereto and incorporated herein by reference (the “Services”);
- (4) Certifying contractor vehicles for debris removal using methodology and documentation practices appropriate for contract monitoring;
- (5) Entering load tickets into a database application and digitization of source documentation;
- (6) Developing daily operational reports to keep the City informed of work progress;
- (7) Development of maps, GIS applications as necessary;
- (8) Capability of performing the Services, including, but not limited to, proper documentation preparation, management, and event closure services;
- (9) Possessing the experience in the provision of the Services for reimbursement through the FEMA Public Assistance program;

- (10) Ability to perform the Services and any other agreed to services in a timely manner, recognizing that the Owner desires to have this project completed within thirty (30) days following completion of debris hauling and removal;
- (11) Ability to conduct a comprehensive review, reconciliation, and validation of debris removal contractor(s) invoices prior to submission to the City for processing.

Respondent must further provide all information requested in this RFP.

CITY OF RICHWOOD
GENERAL TERMS & CONDITIONS

1. **RECEIPT AND OPENING OF PROPOSALS**

The City of Richwood, (hereinafter called the "Owner"), invites proposals on the form attached hereto. Sealed proposals shall be submitted **including one (1) marked original and four (4) duplicates on the original forms, clearly marked with RFP number and description. Forms supplied by the City in this package must be completed and included in all submittals.** Owner will receive proposals at the Richwood City Hall, 1800 Brazosport Blvd. N., Richwood, TX 77531. Proposals will be publicly opened at 11:00 a.m. on Wednesday, April 8, 2015. Vendor name **only** will be read aloud so as to avoid disclosure of contents.

Any proposal received after the time and date specified shall not be considered.

The Owner may not consider any proposal not prepared and submitted in accordance with the provisions hereof and may waive any informalities or reject any and all proposals. Any proposal may be withdrawn prior to the scheduled time for the opening of proposals or authorized postponement thereof.

2. **TERM OF AGREEMENT**

The initial term of this contract shall be for a period of one (1) year from the date of award to May 1, 2015. The City of Richwood reserves the right, and the Contractor agrees; that the contract may be extended for up to one (1) additional one (1) year term. Should the City of Richwood wish to exercise this right, it shall so notify the Contractor. Notice of intent to renew this contract will be given to the Contractor in writing by the Project Administrator, sixty (60) days before the expiration date of the current contract. (This notice shall not be deemed to commit the City of Richwood to a contract renewal). In the event a contract is fully executed, the Contractor acknowledges and agrees that any service it provides to the City of Richwood after the termination date of the initial Contract, will be deemed to be gratuitously provided, and the City of Richwood shall have no obligation to pay for such services unless the City of Richwood approves an agreement, in writing, to do so in its sole discretion.

3. **PROPOSAL MODIFICATIONS**

Any offeror may modify their proposal by written communication at any time prior to the scheduled receipt of proposals, provided such communication is received by the Owner prior to closing time. The communication should not reveal the proposal price, but should provide the addition or subtraction or other modification so that the Owner will not know the final prices or terms until the sealed proposal is opened.

Owner shall not provide interpretation of the meaning of the plans, specifications or other pre-proposal documents to any bidder orally. Such communication must be in writing.

Every request for such interpretation should be in writing addressed to:

Richwood City Hall
1800 Brazosport Blvd. N.
Richwood, TX 77531
Attn: Karen Schrom, City Secretary
or e-mailed to
kschrom@richwoodtx.gov

All requests shall be received at least five (5) days prior to the scheduled time for receipt of proposals. Any and all such interpretations and any supplemental instructions, will be in the form of written addenda to the specifications which, if issued, will be submitted to all prospective offerors not later than three (3) working days prior to the scheduled time for receipt of proposals. Failure of any bidder to receive any such addendum or interpretation shall not relieve offeror from any obligation of submitted proposal. All addenda issued shall become part of the contract documents and must be acknowledged as received on submitted document.

4. METHOD OF AWARD

Evaluation will be based on the criteria stated in the RFP. The best proposal submitted by a responsible offeror will be negotiated with the Owner. If proposal amounts exceed the available funds to finance the contract, the Owner may reject all proposals or may award the contract on a negotiated proposal with deductible alternates applied in numerical order in which they are listed on the Form of Proposal, as produces a net amount, which is within the available funds.

The Owner reserves the right to waive any informalities or technical errors that in its judgment will best serve the interests of the Owner.

5. FUNDING OUT CLAUSE

In the event of a disaster, the City may elect to remove debris with City forces, to activate a contract resulting from this RFP or contract separately for debris removal. Funding sources will be identified when the contract is activated and will likely include FEMA, GDEM, and City funds.

The Owner warrants that funds are available to pay for this contract until the end of its current fiscal year and warrants funds will be requested to make payment in each appropriation period from now until the end of the last renewable option year. However, if funds are not made available after such request, then the Owner may terminate this agreement with thirty (30) days written notice.

6. QUALIFICATIONS OF OFFEROR

At the time of the opening of proposals, each offeror will be presumed to be thoroughly familiar with the plans and contract documents (including all addenda). The failure or omission of any offeror to examine any form, instrument, or document shall in no way relieve any offeror from any obligation in respect of his proposal.

The Owner may make such investigations as he deems necessary to determine the ability of the offeror to perform the work, and the offeror shall furnish to the Owner all such information and data for this purpose as the Owner may request. The Owner reserves the right to reject any proposal if the evidence submitted by, or investigation of, such offeror fails to satisfy the Owner that such offeror is properly qualified to carry out the obligations of the contract and to complete the work contemplated therein. Conditional proposals will not be accepted.

7. CONDITIONS OF WORK

At the time of the opening of proposals, each offeror will be presumed to be thoroughly familiar with the plans and contract documents (including all addenda). The failure or omission of any offeror to examine any form, instrument, or document shall in no way relieve any offeror from any obligation in respect of his proposal.

The Owner may make such investigations as he deems necessary to determine the ability of the offeror to perform the work, and the offeror shall furnish to the Owner all such information and data for this purpose as the Owner may request. The Owner reserves the right to reject any proposal if the evidence submitted by, or investigation of, such offeror fails to satisfy the Owner that such offeror is properly qualified to carry out the obligations of the contract and to complete the work contemplated therein. Conditional proposals will not be accepted.

8. LAWS AND REGULATIONS

The offeror's attention is directed to the fact that all applicable state laws, municipal ordinances, and the rules and regulations of all authorities having jurisdiction over construction of the project shall apply to the contract throughout, and they will be deemed to be included in the contract the same as though herein written out in full.

9. SUBCONTRACTS

The offeror is specifically advised that any person, firm, or other party to whom it is proposed to award a subcontract under this contract must be acceptable to the Owner.

10. SAFETY STANDARDS AND ACCIDENT PREVENTION

With respect to all work performed under this contract, the Contractor(s) shall:

- (a) Comply with the safety standards provisions of applicable laws, building and construction codes and the "Manual of Accident Prevention in Construction"

published by the Associated General Contractors of America, and the requirements of the Occupational Safety and Health Act of 1970 (Public Law 91-596).

- (b) Exercise every precaution at all times for the prevention of accidents and the protection of persons (including employees) and property.

11. CONFLICT OF INTEREST

Chapter 176 of the Texas Local Government Code requires that any person, who enters or seeks to enter into a contract for the sale or purchase of property, goods or services with a local government entity and who has a business relationship (as defined by Section 176.001(1-a)) with the local government entity, shall file a completed conflict of interest questionnaire with the City Secretary within seven (7) business days after the latter of:

- (a) the date the person begins discussions or negotiations to enter into a contract, including submission of a bid or proposal, or
- (b) the date the person becomes aware of facts that require the statement to be filed.

The Conflict of Interest Questionnaire (Form CIQ) is available from the City of Richwood or from the Texas Ethics Commission at www.ethics.state.us. Completed conflict of interest forms may be mailed or delivered to the office of City Secretary, 1800 Brazosport Blvd. N., Richwood, TX 77531. Please consult your own legal advisor if you have questions regarding the statute or this form.

12. PUBLIC ASSISTANCE CONSULTING SERVICES

The Contractor shall provide if requested by the City:

- (a) Identification of eligible emergency and permanent work (Category A-G);
- (b) Damage Assessment;
- (c) Assistance in attaining Immediate Needs Funding;
- (d) Loss measurement and categorization;
- (e) Insurance evaluation, documentation adjusting and settlement services;
- (f) Project Worksheet generation and review;
- (g) FEMA, FHWA and Natural Resources Conservation Services (NRCS) reimbursement support;
- (h) Staff augmentation with experienced Public Assurance Coordinators and Project Officers;
- (i) Interim inspections, final inspections, supplemental Project Worksheet generation and final review;
- (j) Appeal services and negotiations;
- (k) Reconstruction and long-term infrastructure planning; and
- (l) Final review of all emergency and permanent work performed.

13. SUPPLEMENTAL INFORMATION

- (a) All prices to be F.O.B., Destination, City of Richwood, TX 77531.
- (b) The City of Richwood is exempt from all taxes in the State of Texas, including sales tax. A tax-exempt form will be provided upon request.
- (c) Use of brand names in specifications is descriptive and not restrictive, and any product of equal quality will be considered.
- (d) All exceptions to the specifications and/or brand names must be so stated on the proposal.
- (e) It is requested that vendors electing not to offer a proposal, submit a **“NO RESPONSE”** in order to remain on the bidder’s list.

Exhibit “A”
Scope of Services
Debris Removal Monitoring

Field Documentation of Work

Respondent shall carefully document debris removal activities as well as trees that contain hazardous hanging limbs, and hazardous trees that need to be removed. Respondent will work closely with the City and with FEMA to determine the most effective methods of documentation of the Contractor’s work to ensure that debris removal is eligible for Federal funding. Communicate with FEMA to ensure documentation supports verification needs for project reimbursement. Assess and monitor marine debris removal, including navigable waterways within the City’s jurisdiction.

Collection Monitoring of Right-of-Way and Public Property Debris/Trees

Respondent will provide collection monitors with each of the Contractor’s loading crews to ensure each load is related to the disaster, and is eligible for federal reimbursement. The street address will be recorded on each load ticket. The respondent will initiate a multi-part ticket in the field for each load, containing information related to the location of the debris, time, date, truck identification, truck driver, etc. The ticket will then be delivered to the temporary debris management site (DMS) or disposal site with the truck driver for rating. Respondent will provide similar services if debris removal from private property is approved later for this project.

Pre-Validation of Debris and Trees

Respondent will work with FEMA in an effort to pre-validate as much debris and tree removal as possible.

Monitor Training

Respondent will provide training to all employees concerning safety, eligibility for reimbursement, and disaster specific information. Additionally, Respondent will get FEMA involved with the training program so that everyone has the same understanding of the disaster specific guidance for debris removal.

Spot Checks and Auditing of Monitors

Respondent will provide roving monitors, field coordinators, and supervisory personnel to ensure that field monitors are making accurate eligibility calls, keeping good documentation, and are working effectively with the debris removal contractor.

Project Mapping

Maps will be used to document the debris removal progress. The final pass along each roadway will be mapped for the City’s information, and FEMA documentation. Respondent will assist the City in public communication and relay any citizen complaints for action by the contractor or the City.

Truck Certification

Respondent will establish a team of individuals who will inspect and certify vehicles for hauling storm related debris in accordance with FEMA guidelines. A certification sheet with measurement, photos, and calculations documenting the capacity of the truck is kept for load rating and ticket auditing. Summary books will be kept at each DMS/disposal site for quality control.

DMS/Disposal Sites

Respondent will provide trained monitors at DMS and disposal sites to call loads based on the amount of debris in each truck. It is imperative that these monitors make accurate calls to safeguard public funds. Monitors will also make sure that the trucks are empty as they leave the site. Furthermore, monitors will review the truck certification worksheets to make sure the trucks have not been modified to affect their capacity (shortened or removed sideboards, for example). Similar systems will be used to verify, track, and document hauling of reduced debris from the DMS through final disposal, if applicable.

Data Management

Respondent will establish a data management team that reconciles load ticket information on a daily basis. This information can be provided to the City, FEMA, and the Contractor for use and information. Additionally, the staff will work with the Contractor to reconcile invoices, and review debris removal invoices for recommendation of payment by the City. Furthermore, Respondent will organize field information for FEMA documentation including photographs and GPS coordinates or addresses for tree and stump removal, and debris removal progress, as applicable. Respondent will help track invoices for FEMA reimbursement and provide additional supporting information as necessary.

Recovery Services

The City is interested in selecting a monitoring firm with field implementation and FEMA reimbursement experience in coastal community recovery including, but not limited to:

- Right-of-Entry (ROE) administration and data base management
- ROW and Private property vegetative/C & D hazard removal monitoring
- ROW and Private property demolition coordination and monitoring

Other Related Services

Services not specifically identified in this request, but are needed to provide a complete debris removal project.

Safety Meetings and Monitoring Updates

Respondent will hold daily meetings with debris monitors and staff for project updates and to communicate safety issues. If important information becomes available, the staff may meet more frequently.

Coordination Meetings with Contractor(s)

Respondent will initiate a coordination meeting with the debris removal contractor to help expedite the work, and to discuss any issues that may arise during the project. It is important that the monitor and contractor are communicating with each other to ensure a successful project.

Status Reports

Respondent will provide detailed daily or weekly status reports to the City for use and information. Relevant project statistics and cumulative statistics will be shown in a straight forward manner to officials to provide information to the media or to their constituents.

Insurance

The proposer receiving the award will obtain or possess the following insurance coverages, and will provide Certificates of Insurance to the City to verify such coverage.

- (1) Workers' Compensation - The vendor shall provide coverage for its employees with statutory workers' compensation limits, and no less than \$1,000,000.00 for Employers' Liability. Said coverage shall include a waiver of subrogation in favor of the City of Richwood and its agents, employees and officials.
- (2) Commercial General Liability - The vendor shall provide coverage for all operations including, but not limited to Contractual, Products and Completed Operations, and personal Injury. The limits shall not be less than \$1,000,000.00, per occurrence, with a \$2,000,000.00 aggregate.
- (3) Business Automotive Liability - The vendor shall provide coverage for all owned, non-owned and hired vehicles with limits of not less than \$1,000,000.00, per occurrence, Combined Single Limits (CSL) or its equivalent.
- (4) Professional Liability (Errors & Omissions) - The vendor shall provide coverage for all claims arising out of the services performed with limits not less than \$1,000,000.00 per claim. The aggregate limit shall either apply separately to this contract or shall be at least twice the required per claim limit.

**Exhibit “B”
Fee Schedule
Debris Removal Monitoring**

Position	Hourly Rate
Project Manager	\$ _____
Operations Manager	\$ _____
Schedule/Expeditor	\$ _____
GIS Analyst	\$ _____
Field Supervisor	\$ _____
Collection Monitor	\$ _____
Debris Site/Tower Monitor	\$ _____
Environmental Specialist	\$ _____
Project Inspector	\$ _____
Load Ticket Data Entry Clerk	\$ _____
Billing/Invoice Analyst	\$ _____
Administrative Assistant	\$ _____
Field Coordinator	\$ _____
Data Manager	\$ _____
Damage Assessment Estimator	\$ _____

OTHER REQUIRED POSITIONS:

Proposer may include other positions, with hourly rates, as needed.

Positions	Hourly Rates
	\$ _____
	\$ _____
	\$ _____

PROPOSAL REQUIREMENTS AND RESPONSE FORMAT

Respondent shall present their responses to this Request for Proposal in the manner and format listed below, identifying each response by its respective tab.

TAB ITEM

1. COMPANY INFORMATION

A company profile which must include the firm name and business address, including telephone number. Year established (include former firm names and year established, if applicable). Type of ownership and parent company, if any. Provide the name of the person who shall serve as authorized negotiator for Respondent, should Respondent be selected to negotiate with the Owner.

2. COMPANY EXPERIENCE

Provide information indicative of experience in other projects of similar complexity that documents successful and reliable experience in past performance within the last five (5) years, as it related to this proposal. The proposing firm must demonstrate that they have successfully performed services on at least ten (10) FEMA reimbursable disaster debris removal projects related to at least three (3) different declared disasters, over the past five (5) years, including at least one project involving removal of at least 100,000 cubic yards of debris. Identification of governmental clients for whom similar services have been provided including name of client, client contact person, the description of services performed and quantity of debris monitored. Whether or not Respondent has had a contract related to debris removal cancelled within the past seven (7) years. If so, state the name and address of the other contracting party and reason. Provide resumes of key staff.

3. REPRESENTATIVE LIST OF PROJECTS

The respondent shall provide references for five debris projects of similar size performed over the past five years. Include the client name, debris quantity, brief summary of work, and name, address, and phone number of a responsible contact person. Provide a listing of all pre-position or pre-event debris contracts with cities, counties, or other entities within 100 miles of the City of Richwood.

4. Completed Exhibit “B” - “Fee Schedule.”

5. Completed “Indemnity Hold Harmless Agreement”

6. Completed Bid Affidavit

7. Completed Conflict of Interest Questionnaire - Form CIQ

EVALUATION AND CONTRACT AWARD

- A. The Owner reserves the right to conduct a pre-award discussion and/or pre-award/contract negotiations with the responsive and responsible Respondent, who after evaluation of the criteria stated in Item D, is determined to best meets the needs of the Owner. The Owner has the option to:
- (1) Request that Respondent(s) modify their proposal to more fully meet the needs of the Owner or to furnish additional information as may be reasonably required.
 - (2)
 - (3) Process the selection of the successful Respondent without further discussion with or notification to the other Respondents.
 - (4) Waive any irregularity in any proposal, or reject any and all Proposals should it be deemed in the Owner's best interest to do so. The Owner shall be the sole judge of Respondent's qualifications and reserves the right to verify all information submitted by Respondent(s).
- B. In order to initiate action toward making the required determinations, the Owner must have available, from each Respondent who is or may become eligible for an award, certain current information concerning each apparent or prospective eligible Respondent. In many cases it is deemed advisable to conduct investigations of several Respondents concurrently in order to avoid any delay in making award on urgent programs should an investigation disclose that the apparent successful Respondent is not eligible to receive an award.
- C. The following criteria will be used by City staff to evaluate the proposals and make a selection:
- 15% References on recent projects of similar size and scope
 - 20% Qualifications of firm and key staff
 - 15% History of successful project performance without major de-obligations of FEMA funding
 - 20% Management Systems/Reporting Systems/Training Manual
 - 30% Cost of Services Proposed
- D. Award will be made to one or more Respondents that the Owner determines can accomplish the requirements set forth in the Request for Proposal packet in a manner most advantageous to the Owner, cost and other factors considered, or to reject any and all Proposals.

SECTION III – PROPOSAL STATEMENTS

I have read and understand the requirements of this proposal, Debris Monitoring, Recovery, and other Related Services, and agree to provide the required services in accordance with this Proposal and all attachments, exhibits etc. I agree to furnish the services as described in RFP except where specific exception has been taken. The hourly labor rates shall include all applicable overhead and profit. All non-labor related project costs (including travel, lodging, per diem, communications, supplies, rental equipment, and other direct project expenses) will be billed to the City at cost without mark-up.

Positions	Hourly Rates
Project Manager	\$ _____
Operations Manager	\$ _____
Schedule/Expeditor	\$ _____
GIS Analyst	\$ _____
Field Supervisor	\$ _____
Collection Monitor	\$ _____
Debris Site/Tower Monitor	\$ _____
Environmental Specialist	\$ _____
Project Inspector	\$ _____
Load Ticket Data Entry Clerk	\$ _____
Billing/Invoice Analyst	\$ _____
Administrative Assistant	\$ _____
Field Coordinator	\$ _____
Data Manager	\$ _____
Damage Assessment Estimator	\$ _____

OTHER REQUIRED POSITIONS:

Proposer may include other positions, with hourly rates, as needed.

Positions	Hourly Rates
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____

SUBMITTED BY:

PROPOSER:

SIGNED:

NAME (PRINT):

ADDRESS:

CITY/STATE:

TELEPHONE:

FAX:

EMAIL:

BID AFFIDAVIT

All pages in Offerer's PROPOSAL containing statements, letters, etc., shall be signed by a duly authorized officer of the company, whose signature in binding on the PROPOSAL.

The undersigned offers and agrees to furnish all of the items and/or services upon which process are stated in the accompanying proposal. Further the undersigned certifies to having read and understands the terms of this invitation. The period of acceptance of this bid will be ninety (90) calendar days from the bid opening.

STATE OF _____ **§**

§

COUNTY OF _____ §

§

BEFORE ME, the undersigned authority, a Notary Public in and for the State of _____ on this day personally appeared, who after being by me duly sworn, did depose and say:

"I, _____, am duly authorized officer of/agent for _____ and have been duly authorized to execute the foregoing bid on behalf of the said company, agency or proprietorship.

I hereby certify that the foregoing proposal has not been prepared in collusion with any other offerer or other persons engaged in the same line of business prior to the official receipt of this proposal. Further, I certify that the officer is not now, nor has ever been for the past six (6) months, directly or indirectly concerned in any pool or agreement or combination, to control the price of services/items offered, or to influence any person or persons to offer or not to offer thereon.”

STATE RESIDENT CERTIFICATION:

Our principal place of business or corporate office is in the STATE of Texas. Yes ☐ No ☐

LOCAL RESIDENT CERTIFICATION:

Our principal place of business or corporate office is in the City of Richwood, State of Texas.
Yes _____ NO _____

NON-RESIDENT CERTIFICATION:

Our principal place of business is _____, _____.

Name and Address of Offerer:

_____ Telephone Number _____

By: _____ Title: _____

Signature: _____

SUBSCRIBED AND SWORN to before me by the above-named,

_____ on this the _____ day of 2015.

(Name of Notary)

Notary Public in and for the State of _____

(Seal)

RETURN THIS PAGE PROPERLY EXECUTED WITH YOUR PROPOSAL

NOTICE TO ALL CITY VENDORS AND ALL POTENTIAL CITY VENDORS:

On May 23, 2005, the Texas Senate passed House Bill 914, adding Chapter 176 to the Local Government Code, and imposing new disclosure and reporting obligations on vendors and potential vendors to local governmental entities beginning on January 1, 2006. Failure to abide by these new statutory requirements can result in possible criminal penalties. The City of Richwood is requiring you to complete the attached Conflict of Interest Questionnaire (CIQ) Form, prepared by the Texas Ethics Commission, at the direction of the legislature and strongly recommends you become familiar with House Bill 914.

The City of Richwood will not provide any further interpretation or information regarding these new requirements; however, you may contact the Texas Ethics Commission at

www.ethics.state.tx.us or at 1-800-1325-8506.

Please remit the CIQ form with your bid.

Thank you.

CITY OF RICHWOOD

INDEMNITY HOLD HARMLESS AGREEMENT

To the fullest extent permitted by law, Contractor(s), its successors, assigns and guarantors, shall pay, defend, indemnify and hold harmless the City of Richwood, its agents, representatives, officers, directors, officials and employees from and against all allegations, demands, proceedings, suits, actions, claims, including claims of patent or copyright infringement, damages, losses, expenses, including but not limited to, attorney's fees, court costs, and the cost of appellate proceedings, and all claim adjusting and handling expenses, related to, arising from or out of or resulting from any actions, acts, errors, mistakes or omissions caused in whole or part by Contractor(s) relating to work, services and/or products provided in the performance of this Contract, including but not limited to, any Subcontractor(s) or anyone directly or indirectly employed by or working as an independent contractor for Contractor(s) or said Subcontractors or anyone for whose acts any of them may be liable and any injury or damages claimed by any of Contractor's and Subcontractor's employees or independent contractors.

The Contractor(s) expressly understands and agrees that any insurance policies required by this contract, or otherwise provided by the Contractor(s), shall in no way limit the responsibility to indemnify, keep and save harmless and defend the City of Richwood, its Council members, officers, agents and employees and herein provided.

Contractor

Date

Printed Name

Signature

STATE OF TEXAS

COUNTY OF BRAZORIA

NON-EXCLUSIVE CONTRACT FOR DEBRIS REMOVAL

RESULTING FROM FUTURE DISASTERS

This contract (this "Contract") is made and entered into on the _____ day of _____, 2015, by and between the City of Richwood, Texas (the "Owner") and _____ ("Contractor") authorized to transact business in the State of Texas (the "State").

WHEREAS, the Owner is located in an area subject to a variety of potential disaster, including catastrophic disasters, such as major hurricanes which may produce huge quantities of debris; and

WHEREAS, the Owner desires to retain the services of Contractor, and Contractor desires to provide services to monitor the clean up, removal, separating, reduction and disposal of Debris as defined in the Scope of Services set forth on Exhibit "A" attached hereto and incorporated herein by reference (the "Services"); and

WHEREAS, the Contractor represents that it is willing and capable of performing the Services, including, but not limited to proper documentation preparation, management and event closure services; and

WHEREAS, Contractor represents that it is knowledgeable and has experience in the provision of the Services and in insuring that all Services qualify for reimbursement under FEMA and GDEM, as hereinafter defined;

WHEREAS, the term of this contract shall be for a period of one (1) years, ending on December 31st of the first year, with an option to renew for an additional one (1) years;

NOW, THEREFORE, for and in consideration of the terms and conditions herein provided, and for other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged by both parties, the Owner and Contractor hereby contract and agree to comply with these Contract Documents.

The contract documents which comprise and supplement the Contract between the Owner and Contractor consist of the following documents, which documents are made part of this Contract as fully as if disclosed and written at length and made a part hereof:

- (1) This Contract;
- (2) All Exhibits, including Exhibit A and Exhibit B;
- (3) Notice of Invitation for Proposal;
- (4) Contractor's Qualifications;
- (5) General Conditions;
- (6) Contractor's Bonds;
- (7) Notice of Award;
- (8) Notice to Proceed; and
- (9) Any modifications, including Change Orders duly delivered after execution of this Contract.

If language or terms in these documents conflict, the following order will determine which document's language or terms control:

- (a) Contract, including Exhibit A - Scope of Services, and Exhibit B - Contractor's Proposal;
- (b) Duly authorized Change Orders;
- (c) General Conditions;
- (d) Notices, Bonds, and
- (e) Contractor's Qualifications.

This Contract will be executed in multiple counter-parts, each one of which, when so executed, shall constitute an original.

IN WITNESS WHEREOF, the parties hereto have caused this Contract to be entered into on the date first above written.

CONTRACTOR

By: _____

Its: _____

CITY OF RICHWOOD, TEXAS

By: _____

Its: _____

Attest: _____

MEMORANDUM

To: Members of the Richwood City Council

From: Clint Kocurek, Mayor

Date: March 12, 2015

Subject: Savanna Garrett Day

Savanna Lee Garrett of Richwood is a 2012 graduate of Brazoswood High School. She has been awarded the Dr. Michael E. DeBakey, Selma DeBakey and Lois DeBakey Endowed Scholarship in Medical Humanities from Baylor University.

Savanna is the daughter of Michael and Sherrie Garrett, 26 W. Mahan, Richwood, TX



PROCLAMATION

WHEREAS, the Savanna Lee Garrett of Richwood, Texas is a 2012 graduate of Brazoswood High School, and

WHEREAS, Ms. Garrett has been awarded the Dr. Michael E. DeBakey, Selma DeBakey and Lois DeBakey Endowed Scholarship in Medical Humanities from Baylor University, and

WHEREAS, the Debakey Scholarship is presented to outstanding Medical Humanities students who are pursuing careers in healthcare. Selection is based on the student's degree and GPA, and

WHEREAS, Savanna will graduate from Baylor University in May, 2015 and begin her graduate studies in Occupational Therapy at University of Texas Medical Branch in August of 2015.

NOW, THEREFORE, I, Clint Kocurek, by virtue of the authority vested in me as Mayor of the City of Richwood, do hereby proclaim March 16, 2015

“Savanna Lee Garrett Day”

In the City of Richwood.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Seal of the City of Richwood to be affixed this the 16th day of March, 2015

Clint Kocurek, Mayor

ATTEST:

Karen B. Schrom, City Secretary

MEMORANDUM

To: Members of the Richwood City Council

From: Clint Kocurek, Mayor

Date: March 12, 2015

Subject: Proclamation – Fair Housing

This is part of the federal requirements – Fair Housing Activity Statement - Texas (FHAST). The City of Richwood has issued a Fair Housing proclamation annually even before FHAST.

PROCLAMATION

WHEREAS, the Department of Housing and Urban Development has initiated the sponsorship of activities during the month of April of each year designed to reinforce the Department's commitment to the concept of Fair Housing and Equal Opportunity; and

WHEREAS, the City of Richwood affirmatively supports the efforts of the Federal Government and the State of Texas to assure equal access to all Americans to rental housing and homeownership opportunities; and

WHEREAS, the City of Richwood welcomes this opportunity to reaffirm its commitment to provide equal access to housing to all of its residents without regard to race, color, religion, sex, disability, familial status, national origin or source of income; and

WHEREAS, the City of Richwood affirmatively supports programs that will educate the public concerning their rights to equal housing opportunities and to participate in efforts with other organizations to assure every person their right to fair housing; and

WHEREAS, the City of Richwood is honored to join the Federal Government, the State of Texas, and local jurisdictions across America in celebrating the rich diversity of our people and the right of all citizens to live where they choose without fear of discrimination.

NOW, THEREFORE, be it resolved, the City of Richwood, does hereby proclaim April as the month to celebrate and honor all efforts which guarantee the right to live free of discriminatory housing practices and proclaim this month as:

“FAIR HOUSING MONTH”

and urge all local officials and public and private organizations to join activities designed to further Fair Housing objectives.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Seal of the City of

_____ to be affixed this the _____ day of _____, 2015.

MEMORANDUM

To: Members of the Richwood City Council

From: Clint Kocurek, Mayor

Date: March 12, 2015

Subject: Ordinance No. 131B – Wrecker Ordinance as revised FY 2015

This is just bringing the Wrecker ordinance into current state requirements. Thanks to Chief Corb and Officer Smoot for their work in keeping this ordinance current.

ORDINANCE NO. 131B

AN ORDINANCE OF THE CITY OF RICHWOOD ESTABLISHING A “WRECKER ORDINANCE” SETTING DEFINITION, REQUIRING A BUSINESS PERMIT TO BE ON THE WRECKER ROTATION LIST WITHIN SAID CITY, REQUIRING WRECKER VEHICLE INSPECTIONS AND SETTING FEES THEREFORE REQUIRING INFORMATION TO BE FURNISHED FOR SAID APPLICATION PENALTY BEING SET FOR FALSE INFORMATION, REQUIREMENTS FOR ISSUANCE OF PERMIT, PRESCRIBING MINIMUM REQUIREMENTS FOR INFORMATION TO BE USED ON WRECKER VEHICLES, REQUIREMENTS OF LOCKED ENCLOSURE AND BOND IN CONNECTION THEREWITH; SETTING A FORM FOR OWNERS OF PERSONS NOT CHOOSING A WRECKER; FOR LIABILITY INSURANCE ON WRECKERS, PRESCRIBING GROUNDS FOR WHICH WRECKER PERMIT TO BE ISSUED SHALL BE DENIED, SETTING CHARGES FOR WRECKER BUSINESS, PRESCRIBING INSPECTION STICKERS AND SETTING PROPER LOCATION THEREOF, PRESCRIBING AN AMBULANCE OR POLICE CAR IN CONNECTION WITH COLLISION OR DRIVING NEAR THE SCENE OF AN ACCIDENT, PRESCRIBING THE SOLICITATION OF BUSINESS, PRESCRIBING OF WRECKER SELECTION LIST, PERMITTING OFFICER UNDER EMERGENCIES TO USE FIRST WRECKER AVAILABLE, PROVIDING TIME AND EXTENSION THEREOF FOR WRECKER TO ARRIVE AT AN ACCIDENT, SETTING ADMINISTRATIVE DETAILS FOR FILING LIST OF WRECKERS RELATED INFORMATION AND RECORDS WITH THE CHIEF OF POLICE, PERMITTING (30) DAY SUSPENSION FOR CAUSE AND CANCELLATION FOR NONCOMPLIANCE, PROVIDING FOR APPEAL TO THE BOARD OF ADJUSTMENT AND APPEAL, SEVERABILITY CLAUSE AND REPEALER CLAUSE.

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

Section 1: Definitions

As used in this article, the following terms shall have the respective meanings ascribed to them in this ordinance, except where the context clearly indicates a different meaning.

City where used relates to the City of Richwood and the streets, alleys, roadways, and highways within and through the City of Richwood.

Motor Vehicle shall mean every vehicle that is self propelled.

Owner is any person or company holding the legal title of a motor vehicle or any person having the legal right of possession of a motor vehicle.

Person means any Company, Individual, Partnership, Cooperation, or joint venture.

Street shall mean any public street, alley, easement, highway, public place, square, park or other public right of way within the city.

Vehicle shall mean every device in or by which any person or property is or may be transported or drawn upon a public highway, except devices moved only by human power or used stationary rails or track, and shall include trailers and semi-trailers.

Wrecker is any motor vehicle used or designed for the purpose of towing or removing disabled or wrecked vehicles.

Wrecker Business shall mean the business of towing or removing disabled or wrecked vehicles from public streets or from one place on a public street to another place on a public street, regardless of whether the purpose in towing such vehicle is to remove, repair, wreck, store, trade or transport such disabled or wrecked vehicle, and has proof of such purchase shall be considered as being engaged in towing or removing such purchased vehicle.

Wrecker Company is any person engaged in the wrecker business.

Wrecker Rotation list is the rotation list of persons prepared and used in accordance with this article.

Wrecker Selection Form is the form for selection of wrecker companies.

Section 2: Permits - Required; Expiration

No wrecker company shall be permitted to be on the wrecker rotation list for the city unless a permit has been issued to the owner of such wrecker company. No permit shall be transferable, and every permit shall expire at midnight on the thirty-first day of December of the calendar year in which issued, unless revoked sooner by the City for failure to maintain the standards established by this article. Only one permit per person or company may be issued regardless of the number of wreckers such person or company may operate.

Section 3: Same - Application

A. Every person desiring to be on the wrecker rotation list for the city shall make application in writing, on a form provided for that purpose, to the Chief of Police for a permit, and such application shall contain the name, address, telephone number, the number and types of wrecker equipment operated, the TDLR number issued for each wrecker to be used for operation in the rotation wrecker list, the true owner of the company concerned, and a statement that the applicant desires to be on the wrecker rotation list.

B. Each application when filed shall be sworn to by the applicant and accompanied by an inspection fee in the sum hereinafter provided for the wrecker business fee and for each wrecker proposed to be operated and this fee shall not be returned to the applicant.

C. Any false statement contained in the application shall be good and sufficient reason for not granting the permit. This subsection shall be printed on the application.

Section 4: Permit Issuance; Requirements, etc.

The Chief of Police shall issue a permit to applicants desiring to be on the wrecker rotation list and complying with the provisions of this article. No permit authorizing the operation of a wrecker to be the wrecker rotation list on the streets of the city shall be issued unless every wrecker proposed to be used by the applicant complies with the following minimum requirements:

A. Each such wrecker shall not be less than the equivalent of one ton in size or rating with dual rear wheels.

B. Each wrecker shall have a power operated winch of not less than 9,000 lbs. (4 tons).

C. Each wrecker shall carry at all times:

1. Safety chain

2. 5' wrecking bar

3. 24" wide broom

4. Axe

5. 6 ten minute flares or 3 orange triangles

6. not less than one (1) dry powder (Foray) or one (1) CO² fire extinguisher with capacity of at least 2 ½ lbs. each.

7. Functioning amber warning lights

D. Each wrecker shall have a boom having a factory rated capacity or city

tested capacity of not less than five (5) thousand lbs. and be in good condition capable of passing such test at any time while permit is valid or a flatbed designed to be used as a roll off to pull cars by winch onto the flat bed.

E. The wrecker owner has the use of a locked enclosure within fifteen (15) miles from the City Hall as measured by closest driving route to store wrecked, disabled, or impounded motor vehicles.

Said enclosure shall be a minimum of 6' high chain link fence or solid enclosure (board, metal, or other material) or completely enclosed building capable of holding not less than 15 cars per wrecker business storing at said location with the space to each car to be not less than 15' by 20' area and lighted.

Said enclosure to have affixed to the fence at the entrance a sign indicating the name, address, and telephone numbers of the person in charge of said enclosure that can be reached 24 hours a day.

F. That upon servicing a vehicle, it shall be taken immediately to said storage and placed in said closure and the closure properly locked and property made secure.

G. Unless the applicant shall procure and keep in full force and effect a policy or policies of a public liability and property damage insurance issued by a casualty insurance company authorized to do business of Texas in the state and the standard form approved by the Texas Department of Insurance, with the insured provisions or the policy or policies, and the coverage provision insuring the public from any loss or damage that may arise to any person or property by reason of the operation of a wrecker of such company and providing that the amount of recovery on each wrecker shall be in limits of not less than the following sums:

1. Tow Truck permit applicants and permit holders must obtain insurance for each permitted tow truck that meets the following requirements:

(A) Incident Management Towing

- (i) A minimum of \$500,000 liability insurance per tow truck per incident, which is combined single limit liability for bodily injury or death of an individual per occurrence, loss or damage (excluding cargo) per occurrence, or both; and
- (ii) A minimum of \$50,000 of cargo or cargo on hook insurance per tow truck per incident.

(B) Private Property Towing

- (i) A minimum of \$300,000 of liability insurance per tow truck incident, which is combined single limit liability for bodily injury to/or death of an individual per occurrence, loss or damage (excluding cargo) per occurrence, or both; and
- (ii) A minimum of \$50,000 of cargo or cargo on hook insurance per tow truck per incident.

(C) Consent Towing

- (i) A minimum of \$300,000 of liability insurance per tow truck per incident, which is combined single limit liability for bodily injury to/or death of an individual per occurrence, loss or damage (excluding cargo or cargo on hook) per occurrence, or both.

2. Insurance covering permitted tow trucks must be kept in full force and effect at all times.

3. The certificate of insurance must contain a provision obligating the insurer give the department thirty (30) days notice before the effective date of a policy cancellation date.

4. Not less than that required by the State of Texas if such required liability insurance should exceed the prescribed amounts in paragraphs 1 through 3, inclusive, above, and all wreckers operated by applicant in the city shall be covered by such minimum limits by such policy or policies of insurance and a copy of insurance policy shall be filed with the Chief of Police.

H. If any delinquent taxes are due the city upon any wrecker for which such permit or license is sought, or if the owner thereof has failed to render same for ad valorem taxation.

I. Any applicant must provide proof they are licensed by and in good standing with the Texas Department of Licensing and Regulation Towing Program.

Section 5: Permit fee charges, inspection permit fee; form, etc.

A. The charge for a permit to operate a wrecker business shall be Fifty Dollars (\$50.00) annually for the business and Twenty-Five Dollars (\$25.00) for

each tow truck to be used in rotation.

B. Each storage enclosure may be inspected at any time by the Chief of Police or his designated representative.

Section 6: Following Emergency Vehicles Prohibited

No permittee or his employee may follow in a motor vehicle, any ambulance or police car which is traveling on a public street in response to a report of an automobile collision or accident unless called upon or requested by the responding police agency under the provisions set forth. Failure to comply with this section will immediately void all permits (Non-Refundable) and said company will be removed from the rotation list for the City of Richwood indefinitely.

Section 7: Driving Near Accident Scene Without Authority

No person shall drive a wrecker to or near the scene or site of an accident or collision on the streets of the city, unless such person has been called to the scene by the police department or by owner of a vehicle involved in the accident; provided, when it is necessary to prevent death or bodily injury to any person involved in an accident or collision, the prohibition of this section shall be inapplicable.

Section 8: Soliciting Business

A. No person shall solicit in any manner, directly or indirectly, on the streets of the city, the business of towing any vehicle which is wrecked or disabled on a public street, regardless of whether the solicitation is for the purposes of soliciting the business of towing, removing, repairing, wrecking, storing, trading or purchasing said vehicle. Proof any person engaged in the wrecker business or the presence of any wrecker business, whether its owner, operator, employee or agent, on any public street in the city, at or near the scene or site of a wreck, accident, or collision within one (1) hour after the happening of such wreck, accident or collision shall be prima facie evidence of solicitation in violation of this section. Failure to comply with this section will immediately void all permits (Non-Refundable) and said company will be removed from the rotation list for the City of Richwood indefinitely.

B. No person engaged in the business of towing any vehicle which is wrecked or disabled on a public street within the incorporated limits of the city shall remove such wrecked or disabled vehicle from the corporate limits of the city except if to a storage facility registered with the Chief of Police. It is an exception to the application of this paragraph that such vehicle is removed from the corporate limits of the city at the request of the owner of such vehicle or the person operating such vehicle at the time it became wrecked or disabled.

Provided, however, in any prosecution hereunder in the municipal court or any other court of competent jurisdiction, the complaint charging a violation of this paragraph of this section need not negate the existence of this exception but the existence of the same may be raised by the defendant in such prosecution by way of defense.

Section 9: Investigating Officers' Duties

When a police officer investigating an accident or collision determines that any vehicle which has been involved in a collision or accident upon a public street is unable to proceed safely under its own power, or when the owner thereof is physically unable to drive such a vehicle, such officer shall request the owner to designate the wrecker company the owner desires to hire to remove the vehicle.

Section 10: Police Use of Wrecker Rotation List

A. In the event the owner of a vehicle involved in an accident or collision is physically unable to designate the wrecker company desired or in the event that such owner has no preference as to wrecker company or in the event the owner refused to designate a wrecker company, the investigating officer shall communicate such facts to the police department headquarters. The police department shall keep a master list (wrecker rotation list) in alphabetical order of all wrecker companies which:

1. Have issued a permit;
2. Have applied to be placed on such list;
3. Maintain twenty-four (24) hour wrecker service; and

4. In addition to the minimum requirements for said wreckers, maintains an automotive repair yard or automotive wrecking or salvage yard within the city or within the permitted distance from City Hall as outlined in section 4E, which complies with all the laws of the state of Texas and the ordinances of the city relating to such yards, or the establishment which has qualified under the regulations of the City of Richwood, including being a listed facility by the wrecker company holding a permit.

B. Upon receiving communication, the police officer receiving such communication at police headquarters shall call the wrecker company next in line on the list to tow the disabled vehicle and remove the same from the public streets of the city to the place designated by the owner, or to the enclosure mentioned

herein.

Section 11: Police Officers Not to Solicit for a Company

No police officer investigating or present at the scene or site of any wreck, accident, or collision on a public street shall, directly or indirectly, either by work, gesture, sign or otherwise recommend to any person the name of any particular person engaged in the wrecker business or repair business; nor shall any such officer influence or attempt to influence in any manner the decision of any person in choosing or selecting a wrecker or repair service; provided however, any police officer in the exercise of his discretion as a police officer may direct that any vehicle (whether towed by a wrecker rotation list) shall be taken by a drive of the wrecker towing the vehicle directly to a bonded storage enclosure and there be held for any lawful purpose.

Section 12: Fees for Wrecker Service

- A. Fees for towing any vehicle may not exceed \$130.00 per tow, exclusive of special equipment which may be required.
- B. Storage shall not exceed \$20.00 per day.
- C. Impound fee may not exceed \$20.00

Section 13: Response Time

Upon receiving a wrecker call, a wrecker company receiving the same shall proceed immediately without delay to the scene. The officer calling for the same is required to wait no longer than twenty (20) minutes before asking for the next wrecker on the wrecker rotation list to answer the call. In the event that the first wrecker called has a reasonable excuse and such delay is not excessive within the judgment of the officer calling for the unit, then the unit first called may be allowed additional time by the officer. The amount of additional time shall be communicated to the first unit, and after the expiration of the additional time the officer may contact another wrecker on the wrecker rotation list. If the first unit is disregarded by the Officer for any reasonable reason including but not limited to excessive arrival time or defective equipment upon arrival, the unit will be moved to the back of the rotation list. If the unit is disregarded due to an equipment violation, it will be removed from the rotation list until the equipment has been repaired and the tow truck re-inspected at a cost to the tow company of Twenty-five Dollars (\$25.00). If the tow company arrives after the allotted (20) minutes and is disregarded by an Officer on three (3) separate incidents during the permitted year, that tow company will be removed from the rotation list for the City of Richwood pending appeal as set forth by Section 16.

Section 14: Emergency Call

In the event of an occurrence in which the highway is obstructed to travel or in the event of obstruction of travel on a bridge or where life or property is in danger, the officer is entitled to call the first wrecker company that is available to come to his aid and can require the obstruction removed from the first wrecker company replying to his call without being bound by the twenty (20) minutes response delay, together with extensions thereof set forth in Section 13 above.

Section 15: Temporary Suspension

It shall be within the sole power of the Chief of Police to remove a wrecker from the wrecker rotation list in the event such is not actually qualified under the regulations and equipment requirements set out in this ordinance and to suspend a permit for a wrecker company to do business within the City for a period of thirty (30) days so long as such Chief of Police has good cause for such suspension. Upon the termination of the thirty (30) day period should the wrecker company have complied with the requirements of the Chief of Police, which requirements must be presented in writing to the wrecker company, then such wrecker company shall be reinstated; however, in the event of the failure of such wrecker company to meet the written requirements of the Chief of Police to comply with the ordinances of the city, the laws of the State of Texas, and the regulations as are prescribed by the Chief of Police, then after such failure at the end of such thirty (30) day suspension, such permit shall be terminated after ten (10) days notice beyond such thirty (30) day period in the event proper appeal is not waived in accord with the provisions hereof. Such wrecker suspended under the terms is not permitted to operate within such 10 day period unless proper appeal is made.

Section 16: Appeal

Any complaining wrecker company or person or company which may disagree by reason of the enforcement of the provisions hereof by the Chief of Police shall be entitled to appeal to the Board of Adjustment and Appeals so long as such matter be raised in writing by filing with the City Secretary within ten (10) days from the date of the occurrence of the event or decision about which such complaint is raised.

Section 17: Penalty Provision

Any person who operates a vehicle or wrecker in violation of the provisions hereof and/or without the proper authority of the Chief of Police and without filing as is required herein, shall be subject of a fine of not less than \$5.00 nor more than \$500.00.

Violation of any part of said ordinance can result in charges and suspension of permits for not less than 30 days and not more than 2 years. The Chief of Police shall have the power to determine if a violation occurs and with this determination, he shall be given notice immediately of such suspension.

Section 18: Severability Clause

Should any section, subsection, sentence or provision hereof be declared unconstitutional or void by a court of competent jurisdiction, such decision shall not affect the validity of the remaining part or parts hereof except insofar as such parts so declared unconstitutional or void may be inseparable from and indispensable to the operation of the remaining part or parts.

Section 19: Repeal of Conflicting Regulations

In the event this section or any portion of this ordinance is in conflict with any ordinance that have been previously passed as of the time of passage hereof, then that portion in conflict herewith is hereby repealed, such repealing not constituting a repeal of any portion thereof which is not in direct contact with the provisions herein.

PASSED AND ADOPTED this ____ of _____, 2015.

Clint Kocurek, Mayor

ATTEST:

Karen B. Schrom, City Secretary

MEMORANDUM

To: Members of the Richwood City Council

From: Clint Kocurek, Mayor

Date: March 12, 2015

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

Our current ordinance requires that cats be registered and restrained, same as dogs. Restrained means:

1. Inside a fenced yard
2. In a house, apartment, or in an enclosed cage
3. At the end of a leash
4. Tied or staked upon open or unfenced land.

The Code Enforcement Officer has recommended we regulate the number of cats as well as dogs.

ORDINANCE NO. 194-2015

AN ORDINANCE OF THE CITY OF RICHWOOD, TEXAS AMENDING SECTION NINE (9), SECTION EIGHTEEN (18) AND SECTION NINETEEN (19) OF ORDINANCE 194 OF THE CITY OF RICHWOOD, TEXAS FOR THE PURPOSE OF ESTABLISHING STANDARDS FOR MAINTAINING DOGS AND CATS WITHIN THE CONFINES OF THE CITY; PROVIDING FOR A HUMANE OFFICER; REQUIRING RABIES VACCINATIONS FOR ALL DOGS AND CATS; REQUIRING DOGS AND CATS TO BE REGISTERED WITH THE CITY SECRETARY; PROVIDING FOR UNRESTRAINED AND NUISANCE ANIMALS; DEFINING UNRESTRAINED AND NUISANCE ANIMALS; SETTING STANDARDS FOR THE HOLDING BY THE CITY OF ANIMALS; STATING FEES FOR THE REDEMPTION OF ANIMALS; PROVIDING FOR THE RELEASE OF ANIMALS HELD; PROVIDING FOR UNREDEEMED ANIMALS; LIMITING THE NUMBER OF DOGS; PROVIDING FOR THE MAINTENANCE OF RECORDS AND REPORTS FOR ANIMALS TAKEN INTO CUSTODY BY THE CITY; SETTING STANDARDS FOR VICIOUS DOGS AND CATS; PROVIDING FOR DISEASED ANIMALS, DISEASED OR INJURED ANIMALS; DEFINING SENTRY DOGS; ESTABLISHING A BIRD REFUGE; SETTING STANDARDS FOR DESTROYING OF ANIMALS; PROVIDING FOR THE CREATION OF A LIVESTOCK ACTION COMMITTEE; PROVIDING A PENALTY FOR THE VIOLATION OF THE TERMS OF THIS ORDINANCE SAID PENALTY BEING A FINE OF NOT LESS THAN TEN (\$10) DOLLARS AND NOT MORE THAN THREE HUNDRED (\$300.00) DOLLARS; PROVIDING A REPEALING CLAUSE, REPEALING ALL ORDINANCES IN CONFLICT HEREWITH AND PROVIDING A SAVINGS CLAUSE.

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

Section Fourteen (14) of Ordinance No. 194 is hereby amended to read as follows:

Section Fourteen (14): Number of Dogs and Cats

It shall be unlawful for any resident of this City to house, keep, or possess more than three (3) dogs or cats over the age of four (4) months.

PASSED AND ADOPTED this the ____ day of _____, 20__.

Clint Kocurek, Mayor

ATTEST:

Karen B. Schrom, City Secretary

MEMORANDUM

To: Members of the Richwood City Council

From: Clint Kocurek, Mayor

Date: March 12, 2015

Subject: Ordinance No. 398 – Regulation of Outdoor Lighting

Questions have come up recently about the regulation of outdoor lighting. Staff has done research on this issue and have prepared this ordinance in the event this is something Council wishes to address.

ORDINANCE NO. 398

AN ORDINANCE OF THE CITY OF RICHWOOD, TEXAS FOR THE REGULATION OF OUTDOOR LIGHTING, STATING PURPOSE THEREOF; DEFINING TERMS; PROVIDING FOR STANDARDS OF NON-RESIDENTIAL AND RESIDENTIAL LIGHTING; LIGHTING BY SPECIAL PERMIT ONLY; SPECIAL OR TEMPORARY LIGHTING; EXCEPTIONS AND EXEMPTIONS; REPEALING CONFLICTING PROVISIONS; AND PROVIDING A SEVERABILITY CLAUSE.

WHEREAS, the City Council of the City of Richwood, Texas finds it necessary to adopt and enforce Outdoor Lighting Regulations;

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

Section 1. Purpose

The purpose of this ordinance is to:

- Reduce the problems created by improperly designed and installed outdoor lighting.
- Eliminate problems of glare on operators of motor vehicles, pedestrians and land uses.
- Minimize light trespass.
- Reduce the energy and financial costs of outdoor lighting by establishing regulations, which limit the area that certain kinds of outdoor lighting fixtures can illuminate.
- Create standards for controlling lighting and glare to reduce light trespass that would otherwise create an annoyance and inconvenience to property owners and traffic hazards to motorists. These standards are intended to allow reasonable enjoyment of adjacent and nearby property by their owners and occupants while requiring adequate levels of lighting for security and parking areas.
- Preserve the night sky as a natural resource and thus people's enjoyment of looking at the stars.

Section 2. Definitions

Direct Illumination: Light emitted directly from the lamp, off of the reflector or reflector diffuse, or through the refractor or diffuser lens, of a luminaire.

Fixture: The assembly that houses the lamp or lamps and can include all or some of the following parts: a housing, a mounting bracket or pole socket, a lamp holder, a ballast, a reflector or mirror, and/or a refractor lens.

Glare: Light entering the eye directly from luminaires or indirectly from reflective surfaces that causes visual discomfort or reduced visibility.

Landscape Lighting: Lighting used to highlight trees, shrubs, or other plant material as well as ponds and other landscape features.

Light Trespass: Light that falls beyond the property it is intended to illuminate

Luminaire: The complete lighting unit (fixture), consisting of a lamp, or lamps and ballast(s) (when applicable), together with the parts designed to distribute the light (reflector, lens, diffuser), to position and protect the lamps, and to connect the lamps to the power supply.

Shielded Directional Luminaire: A luminaire that includes an adjustable mounting device allowing aiming in any direction and contains a shield, louver, or baffle to reduce direct view of the lamp

Time Switch: An automatic lighting control device that switches lights according to time of day

Section 3. Non-residential site lighting and glare standards

(1) Any use shall be operated so as not to produce obnoxious and intense glare or direct illumination across the bounding property line from a visible source of illumination of such intensity as to create a nuisance or detract from the use or enjoyment of adjacent property. All outside lights shall be made up of a light source and reflector so selected that acting together, the light beam is controlled and not directed across any bounding property line above a height of three feet. The allowable maximum intensity measured at the property line of a residential use in a residential district shall be 0.25 foot candles. Light poles shall be placed on the site a setback equal to its height from all adjacent residential property.

(2) Lighting within the parking areas shall meet the following minimum requirements:

- a. Intensity: Illumination shall not exceed an average of one foot candle at ground level and shall distribute not more than 0.25 foot candles of light upon any adjacent residentially zoned area.
- b. Height:
 - 1. The maximum height for poles with lights is 35 feet.
 - 2. Special lighting or lighting higher than 35 feet may be approved as specifically noted on the applicable required plan (i.e., land development plan, concept plan, site plan).

Section 4. Residential lighting and glare standards

(1) Residential lighting for security and night recreation use

- a. Fixture must be a Shielded Directional Luminaire
- b. The fixture is activated by a motion sensor designed to extinguish within 15 minutes of activation or is controlled by a time switch that deactivates the luminaire not later than 11:00pm.
- c. No light source shall exceed 35 feet in height.
- d. Lighting shall not directly shine on adjacent dwellings.

(2) Landscape Lighting

- a. Shall not be aimed onto adjacent properties

(3) Light sources shall be of a down-light type, indirect, diffused, or shielded type luminaires installed and maintained so as to reduce glare effect and consequent interference with use of adjacent properties and boundary streets. Bare bulbs above 75 watts and strings of lamps are prohibited, except for temporary lighting as provided in Section 6.

Section 5. Lighting by Special Permit Only

Lighting systems prohibited from being installed or used except by special use permit are as follows:

- (1) Temporary lighting in which any single luminaire exceeds 20,000 initial luminaire lumens or the total lighting load exceeds 160,000 lumens.
- (2) Aerial Lasers.
- (3) Searchlights.
- (4) Other very intense lighting defined as having a light source exceeding 200,000 initial luminaire lumens or an intensity in any direction of more than 2,000,000 candelas.

Section 6. Special or temporary lighting – low wattage

Bare bulbs or strings of lamps are prohibited, except during holidays special lighting shall be permitted for a maximum time period of 45 calendar days for each holiday used.

Section 7. Exemptions and Exceptions

Government, street lights and other public safety lighting shall be exempt from this section.

Section 8. Penalties

Any person who violates this ordinance shall be guilty of a misdemeanor, and upon conviction thereof shall be fined as provided in Section 1-6 of the Code of Ordinances of the City of

Richwood.

Section 9. Repealer

All ordinances or parts of ordinances in conflict herewith are hereby repealed.

Section 10. Severability

If any section, subsection or provision of this ordinance is held invalid, the remainder shall not be affected by such invalidity.

PASSED AND ADOPTED THIS ____ day of _____, 2015.

Clint Kocurek, Mayor

ATTEST:

Karen B. Schrom, City Secretary

MEMORANDUM

To: Members of the Richwood City Council

From: Clint Kocurek, Mayor

Date: March 12, 2015

Subject: Ordinance No. 399 Ethics Ordinances

Public service is a public trust. All city officials are stewards of the public trust. There are state statutes and policies that do address ethics issues. Many cities have also enacted ordinances to ensure public confidence in city government and to ensure that each city official strives to conduct themselves to give no occasion for distrust, appearance of an impropriety or impartiality.

Texas Municipal League strongly recommends that cities enact an Ethics policy or ordinance.

ORDINANCE NO. 399

AN ORDINANCE OF THE CITY OF RICHWOOD, TEXAS, AMENDING THE CODE OF ORDINANCES OF THE CITY OF RICHWOOD, TO ADD A CODE OF ETHICS FOR CITY OFFICIALS; PROVIDING A SEVERABILITY CLAUSE; PROVIDING A REPEALING CLAUSE; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City Council of the City of Richwood, Texas desires to establish guidelines for the conduct of City officials; and

WHEREAS, the Mayor, City Council and members of the boards and commissions of the City should be independent and impartial and responsible to the citizens of Richwood;

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

Section 1. Purpose.

It is hereby declared to be the policy of the City that the proper operation of democratic government requires that public officials be independent, impartial and responsible only to the people of the City; that no officer shall permit any interest, financial or otherwise, direct or indirect, or engagement in any business, transaction or professional activity to conflict with the proper discharge of such person's duties in the public interest; that public office not be used for personal gain; and that the City Council at all times shall be maintained as a nonpartisan body. To implement such a policy, the City Council deems it advisable to enact a Code of Ethics for officials, as defined in this article, whether elected or appointed, paid or unpaid, to serve not only as a guide for official conduct of the City's public servants, but also as a basis for discipline for those who refuse to abide by its terms, the overriding interest being that such officers of the City shall at all times strive to avoid even the appearance of impropriety.

Section 2 Title; application.

- (a) This section shall be known as the Code of Ethics;
- (b) This Code of Ethics shall apply to all officials as defined in this article.

(c) This Code of Ethics does not apply to employees, including those individuals employed on a full-time, part-time or internship basis (including those who may serve on a City board, committee or commission) nor to independent contractors of the City. The standards of conduct for employees are governed by the City of Richwood Personnel Policies and the City Charter.

(d) This Code of Ethics applies to members of all City boards, committees or commissions as defined in this article.

(e) This Code of Ethics applies to the conduct or actions of public officers, as defined in this article which occurs in whole or in part after the date of adoption of this article.

(f) This Code of Ethics applies to officers only while such persons hold such position or office.

Section 3. Definitions.

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

Benefit means anything reasonably regarded as pecuniary or economic gain or pecuniary or economic advantage, including benefit to any other person in whose welfare the beneficiary has a direct and substantial interest.

Business entity means any person, entity, corporation (whether for-profit or nonprofit), general or limited partnership, sole proprietorship, joint venture, unincorporated association or firm, institution, trust, foundation, holding company, joint-stock company, receivership, or other entity recognized by law, whether or not organized for profit, which has an economic interest, or seeking such, in conducting business with the City. Business entity also includes any business entity that represents a party conducting or seeking to conduct business with the City.

City means the City of Richwood, Texas.

City Council means the governing body of the City.

Confidential information means any information to which an official has access in such person's official capacity which may not be disclosed to the public except pursuant to state and/or federal law and which is not otherwise a matter of public record or public knowledge. Confidential information includes the following information, however transmitted: (i) any information from a meeting closed to the public pursuant to the Texas Open Meetings Act or other law regardless of whether disclosure violates the Texas Open Meetings Act or Texas Public Information Act; (ii) any information protected by attorney

client, attorney work product, or other applicable legal privilege; and (iii) any information deemed confidential by law.

Contract means any lease, claim, account or demand against or agreement with any entity or person, whether express or implied, executed or executory, oral or written.

Corporation means any corporation that has a board of directors appointed in whole or in part by the City Council that is operating under the direct authority of or subject to the direct control of the City Council.

Employee means any person employed by the City, including those individuals on a part-time or internship basis, but does not include independent contractors.

Gift means anything of value, regardless of form, offered or given in the absence of adequate and lawful consideration. It does not include the receipt or acceptance of campaign contributions which are regulated by federal, state, and/or local laws or ordinances.

Knowingly means a person acts knowingly, or with knowledge, with respect to the nature of the person's conduct or to circumstances surrounding the conduct when the person is aware of the nature of the conduct or that the circumstances exist. A person acts knowingly, or with knowledge, with respect to a result of the person's conduct whether the person is aware that the conduct is reasonably certain to cause the result.

Officer or *official* means any member of the City Council and any appointed member of a City board, commission or committee established by ordinance, Charter, state law or otherwise, on a temporary or permanent basis, operating either under the direct or indirect authority or subject to either the direct or indirect control of the City Council. Such term includes, but is not limited to the members of the Keep Richwood Beautiful, Planning and Zoning Commission, the Board of Adjustments, the Parks and Recreation Board, Crime Control and Prevention District.

Relative means any person related to an officer within the second degree by consanguinity or affinity. This relationship includes the spouse, parents, children, stepchildren, father and mother-in-law, or son and daughter-in-law, grandparents, grandchildren, sisters and brothers of the officer.

Special privileges means a right, advantage or favor of or for a particular person, occasion or purpose not otherwise available to others.

Substantial interest means (i) the ownership of ten (10) percent or more of the voting stock or shares of a business entity; (ii) the ownership of ten (10) percent or more, or fifteen thousand dollars (\$15,000.00) or more of the fair market value of a business entity; or (iii) funds received from the business entity exceed ten (10) percent of the person's gross income for the previous year, and action on the matter involving the business entity will have a special economic effect on the business entity that is distinguishable from the effect on the public. It is expressly provided herein that an investment or ownership in a publicly held company, in an amount less than fifteen thousand dollars (\$15,000.00) does not constitute a substantial interest. Substantial interest in real property means the person has an interest in the real property that is equitable or legal ownership with a fair market value of two thousand five hundred dollars (\$2,500.00) or more; and it is reasonably foreseeable that an action on a matter involving the real property will have a special economic effect on the value of the real property distinguishable from its effect on the public. (Ownership includes any partnership, joint or corporate ownership or any equitable or beneficial interest as a beneficiary of a trust.) An officer is considered to have a substantial interest under this Code of Ethics if a person related to the officer in the second degree of consanguinity or affinity has a substantial interest under this Code of Ethics.

Section 4. Standards of conduct.

No officer of the City or a relative thereof shall:

(a) Have a financial interest, direct or indirect, in any contract with the City nor shall such person be financially interested, directly or indirectly, in the sale to the City of any land, or rights or interest in any land, materials, supplies or service. The "financial interest" contemplated under this section and under the City Charter Section 11.06 requires that such person receive an actual financial benefit from the transaction with the City. An actual financial benefit from the transaction shall include:

- (1) An ownership in the entity transacting business with the City where the ownership interest is more than ten (10) percent.
- (2) Compensation as an employee, officer or director of the entity transacting business with the City where such compensation is affected by the entity's transaction with the City.

(b) Participate in a vote or decision on any matter in which the officer has a substantial interest.

(c) Represent or appear in behalf of private interests of others before the City Council, or any agency, board, commission, corporation, or committee of the City, nor shall represent any private interests of others in any action or proceeding involving the City, nor voluntarily participate on behalf of others in any litigation to which the City is, or might be, an adverse party. The restrictions of this section 2-4 (c) do not prohibit an

officer, or relative of an officer, who is the president, vice president or officer of a home owners association from appearing before the City Council, or any agency, board, commission, or committee of the City to represent such homeowners association, except that no such officer or relative of such officer shall appear before the agency, board, commission or committee of the City of which such officer is a member.

(d) Accept any gift from any person that might reasonably tend to influence such officer in the discharge of such person's official duties. The prohibition against gifts shall not apply to:

- (1) A lawful campaign contribution;
- (2) An honorarium in consideration for services unless the officer would not have been asked to provide the services but for the officer's position;
- (3) Meals, lodging, transportation in connection with services rendered by the officer at a conference, seminar or similar event that is more than merely perfunctory;
- (4) Complimentary copies of trade publications and other related materials;
- (5) Attendance at hospitality functions at local, regional, state or national association meetings and/or conferences;
- (6) Any gift which would have been offered or given to the person if such person was not an officer or employee of the City;
- (7) An occasional item with a value less than fifty dollars (\$50.00);
- (8) Tee shirts, caps and other similar promotional material;
- (9) Meals, transportation and lodging in connection with a seminar or conference at which the officer is providing services;
- (10) Gifts on account of kinship or a personal, or professional, or business relationship independent of the officer's status;
- (11) Complimentary attendance at political or charitable fund raising events; and
- (12) Meals, lodging, transportation, or entertainment furnished in connection with public events, appearances or ceremonies related to official City business, if furnished by the sponsor of such public events.

(e) Use such person's official position to secure special privileges or benefits for such person or others.

(f) Grant any special consideration, treatment or advantage to any citizen, individual, business organization or group beyond that which is normally available to every other citizen, individual, business organization or group.

(g) Disclose confidential information.

(h) Engage in any outside activities which will conflict with or will be incompatible with such person's official position or duties as an officer of the City.

(i) Use City supplies, personnel, property, equipment or facilities (whether tangible or intangible) for any purpose other than the conduct of official City business, unless otherwise provided for by law, ordinance or City policy.

(j) Act as a surety on any official bond required for any officer or employee of the City, or for a business that has a contract, work or business with the City.

Section 5. Additional standards.

(a) No member of the City Council who is on the board of a nonprofit organization may vote on any funding request by that nonprofit organization, unless the nonprofit organization has a board of directors or trustees appointed in whole or in part by the City Council.

(b) With the exception of those proceedings allowed under this article, no member of the City Council shall personally appear in such person's own behalf before the City Council, or any City board, commission, corporation or committee but may designate and be represented by a person of such person's choice in any such personal matter.

(c) No member of the City Council, the Planning and Zoning Commission or Board of Adjustment shall participate in, or vote on, any land use matter in which such officer has a substantial interest in any real property within two hundred (200) feet of the real property, the subject of the land use matter. For purposes of this section 2-5 (c) "land use matter" shall mean zoning, plat approval, site plan or other development approvals or permits, variances or exceptions. The term "land use matter" does not include studies or similar matters that are for the benefit of the city and which are not unique to real property within two hundred (200) feet of the real property, the subject of the land use matter, in which the officer has a substantial interest.

Section 6. Disclosure of substantial interest.

Any officer, who has a substantial interest in any matter pending before the body, board, commission, corporation or committee of which the officer is a member, before a vote or decision on such matter, shall file an affidavit stating the nature and extent of the substantial interest, and shall abstain from further participation in such matter. The

affidavit shall be on a form provided by the City and must be filed with record keeper for such body, board, commission, corporation or committee.

Section 7. Complaints against officers.

(a) All complaints or allegations of a violation of this Code of Ethics against an officer shall be made in writing on a form provided by the City, sworn to before a notary public, and filed of record with the City Secretary. Such complaint shall describe in detail the act or acts complained of and the specific section(s) of this Code of Ethics alleged to have been violated. A general complaint lacking in detail shall not be sufficient to invoke the investigation procedures contained herein; and anonymous complaints shall not be considered. The City Secretary shall provide a copy of the complaint to the affected officer and the City Council, and immediately refer the complaint to the City Attorney, who shall initially review the complaint to determine if the complaint contains sufficient detail and alleges a violation of the Code of Ethics. The affected officer may file a written response to the complaint within seven (7) business days after the complaint is filed with the City Secretary, who shall forward the response, if any, to the City Attorney.

(b) The City Attorney shall submit a written report to the City Council as soon as possible but not later than fifteen (15) business days after the receipt of the complaint, unless an extension is granted by a majority of the non-implicated City Council members. The City Attorney may contact the complainant, interview witnesses and examine any documents necessary for the report. Such report shall be comprehensive and explain in detail all facts, findings, and conclusions in support of the City Attorney's opinion as to whether or not a violation of this Code of Ethics occurred. When the City Attorney receives a vague complaint or one lacking in detail, the City Attorney shall contact the complainant to request a written clarification. If the complainant fails to provide the City Attorney with written clarification, or if after written clarification is provided, it is the opinion of the City Attorney that the complaint is insufficient in detail and/or fails to allege a prima facie violation of the Code of Ethics, a written report to that effect shall be submitted to the City Council. If the City Attorney determines that a criminal violation may exist, the City Attorney shall refer the matter to the appropriate law enforcement agency.

(c) If it is determined by the City Attorney that the facts as alleged could constitute a violation of this Code of Ethics, then the City Attorney shall, within fifteen (15) business days after receipt of the complaint, notify the Mayor and City Council members of the existence and nature of the complaint. The City Council shall cause a meeting to convene, whether regular or special, within fifteen (15) business days after being so notified by the City Attorney to further consider said complaint in executive session with Mayor or any three (3) members of the City Council (excluding the Mayor) causing such a meeting to be convened. In any event, the City Attorney shall immediately proceed to fully investigate the alleged improprieties. For purposes of this investigation, the City Attorney shall have all of the powers of investigation as are given to the City

Council by reason of the City Charter and shall report back to the City Council as soon as possible but in no event more than fifteen (15) business days from the date of notification of the City Council unless an extension is granted by the City Council. Said report shall be comprehensive and explain in detail all facts, findings and conclusions in support of the City Attorney's opinion as to whether a violation of this Code of Ethics occurred.

(d) The City Council shall consider the complaint and the City Attorney's report at an executive session of the City Council. The affected officer may request that the complaint be considered in a public meeting. At such meeting, the City Attorney shall present a written report to the City Council describing in detail the nature of the complaint and the City Attorney's findings and conclusions as to a possible violation of this Code of Ethics. The affected officer shall have the right to a full and complete hearing before the City Council with the opportunity to call and cross-examine witnesses and present evidence in such person's behalf. The non-implicated City Council members in attendance shall conduct a hearing and review the complaint. The City Council may reject the complaint or take action authorized under Section 2-8, Violations.

(e) No action or decision with regard to the complaint shall be made except in a meeting which is open to the public.

(f) The City Council may appoint outside legal counsel, or may direct the City Attorney to appoint outside legal counsel, or the City Attorney in the City Attorney's discretion, may appoint outside legal counsel, to perform the duties and responsibilities of the City Attorney under subsection (b),(c) and (d) of this Section.

(g) A complaint or allegation of a violation of this article may only be made against an officer while such person holds such position or office. A complaint made against an officer pursuant to this Section shall be processed and resolved even if such person resigns from, or ceases to hold such position or office, prior to resolution of the complaint.

Section 8. Violations.

The City Council may take any one (1) or more of the following actions in an open meeting concerning a complaint:

- (1) Issue a statement finding the complaint is totally without merit, brought for the purpose of harassment, or brought in bad faith.
- (2) Issue a letter of notification when the violation is unintentional. A letter of notification shall advise the officer of any steps to be taken to avoid future violations.

- (3) Issue a letter of admonition when the violation is minor or may have been unintentional, but calls for a more substantial response than a letter of notification.
- (4) Issue a reprimand when a violation has been committed knowingly or intentionally.
- (5) Remove from office an officer, other than a City Council member, for a serious or repeated violation of this Code of Ethics. Removal shall be, to the extent by and allowed, in compliance with the Charter and state law.
- (6) Pass a resolution of censure or a recommendation of recall when the City Council finds that a serious or repeated violation of this Code of Ethics has been committed intentionally by a member of the City Council.

Interpretation of content.

Section 9.

Any officer may request and the City Attorney shall issue, a verbal or written opinion (as deemed appropriate) concerning the meaning or effect of any section, word, or requirement of this Code of Ethics as it affects such person.

Section 11. Review.

The City Council shall review this article once every two years following its adoption on September 27, 2010.

Section 12. That should any sentence, paragraph, subdivision, clause, phrase or section of this ordinance be adjudged or held to be unconstitutional, illegal or invalid, the same shall not affect the validity of this ordinance as a whole, or any part or provision thereof other than the part so decided to be invalid, illegal or unconstitutional, and shall not affect the validity of the Code of Ordinances as a whole.

Section 13. That all provisions of the ordinances of the City of Richwood, Texas, in conflict with the provisions of this ordinance be, and the same are hereby, repealed, and all other provisions of the ordinances of the City of Richwood, Texas, not in conflict with the provisions of this ordinance shall remain in full force and effect.

Section 14. That this Ordinance shall take effect immediately from and after its passage, as the law and Charter in such case provide.

DULY PASSED by the City Council of the City of Richwood, Texas, on the _____ day of _____ 20__.

Clint Kocurek, Mayor

ATTEST:

Karen B. Schrom, City Secretary

MEMORANDUM

To: Members of the Richwood City Council

From: Clint Kocurek, Mayor

Date: March 12, 2015

Subject: FY 14 Audit Presentation

The City is required to have an independent audit on an annual basis. Kennemer, Masters, and Lunsford is our auditing firm and they will present the audit findings of FY 14.

MEMORANDUM

To: Members of the Richwood City Council

From: Clint Kocurek, Mayor

Date: March 12, 2015

Subject: Request to add front fencing at 101 Cottonwood Drive

The following request was received from Jason Davis, 101 Cottonwood Drive. Current regulations do not allow fencing past the front of the house. It would require a variance.

*I would like to be placed on the agenda for March 6th to discuss fencing in my yard.
Address: 101 Cottonwood Dr*

I would like to add front fencing for my yard for the following reasons:

- 1. Safety-I live on a busy street since there is a daycare right across from my house I have a very little yard in back and all my yard is in the front.*
- 2. Security- I have numerous people driving into my driveway because of the daycare so I would like to secure my yard and prevent people from doing this! I have 2 kids and both are very busy.*
- 3. Extra Security- I would like to keep a dog on the property but do to my little yard in the back there isnt much room for it to live so I had to get rid of the dog. Also I am a shift worker so I would like to keep something here to protect my family and having a dog with free roam of the yard would be great.*
- 4. Concerns from the city- I know that there are some concerns about having a fence and firefighters having access to the yard if I was not here. Well, the gate would always be open to the main driveway also I would propose to have a small gate near the fire hydrant so they would have easy access in case there was a fire. Also if they are worried about the hose when it is pressured up I know that there is the main hose that comes off the fire hydrant and then splits to a small Y. So, having a gate near the fire hydrant could easily accommodate one or even two hoses easily.*

Of course the main reason again is for the safety of my family so I would like to get the councils approval before I apply for the variance. So I hope that they will hear my case. Please let me know if there is any other thing you would like to hear from me.

MEMORANDUM

To: Members of the Richwood City Council

From: Clint Kocurek, Mayor

Date: March 12, 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 to place the two newest water wells on the SCADA system.

MEMORANDUM

To: Members of the Richwood City Council

From: Clint Kocurek, Mayor

Date: March 12, 2015

Subject: Comprehensive Zoning Plan

City staff made the recommended changes to the Zoning plan that came out of the February meeting. While researching the setbacks for commercial and business areas, staff also added a section in each district which lists each conditional use allowed in that district. Staff also added all the amendments into one cohesive document.

If this ordinance meets with Council's tentative approval and addresses all concerns, we will need to hold two public hearings. The first public hearing will be in Council's capacity as the Planning and Zoning Commission which will result in a preliminary report and the second in their official capacity. They will also need to answer the following questions:

1. Does the Ordinance comport with the comprehensive plan?
2. Why is the Ordinance necessary?
3. How will the Ordinance benefit the affected areas and the overall city?
4. Are there any possible or anticipated negative impacts of the Ordinance?

If this ordinance addresses Council's earlier concerns, then we can move forward.

- Sec. 1. Purpose.
- Sec. 2. Title.
- Sec. 3. Definitions.
- Sec. 4. [Districts.]
- Sec. 5. General provisions.
- Sec. 6. Off-street parking and loading.
- Sec. 7. Additional provisions.
- Sec. 8. Nonconforming uses.
- Sec. 9. Enforcing officer.
- Sec. 10. Building permits, certificate of occupancy.
- Sec. 11. Board of adjustment.
- Sec. 12. Planned Unit Development (PUD)
- Sec. 13. Interpretation; purpose and conflict.
- Sec. 14. Violations and penalties.
- Sec. 15. Repealing clause.
- Sec. 16. Savings clause.

ORDINANCE NUMBER 324-15

AN ORDINANCE OF THE CITY OF RICHWOOD, TEXAS, ENACTING A COMPREHENSIVE ZONING PLAN AND ZONING REGULATIONS, AND SPECIFICALLY REPEALING ORDINANCE NUMBERS 324, 324A, 324B, 324C, 324D, 324E, 324F AND ANY PREVIOUS AMENDMENTS THERETO; DEFINING TERMS; FINDING THAT ALL PREREQUISITES OF THE LAW HAVE BEEN COMPLIED WITH NECESSARY TO ENACT A COMPREHENSIVE ZONING PLAN; PROVIDING A PROCEDURE FOR A BUILDING INSPECTION FOR THE ENFORCEMENT THEREOF; PROVIDING A PROCEDURE FOR SECURING A BUILDING PERMIT AND CERTIFICATE OF OCCUPANCY; PROVIDING THE PROCEDURE OF APPEALS; PROVIDING FOR BUILDING PERMIT FEES; PROVIDING FOR THE ADOPTION OF A ZONING MAP AND PLAT; DECLARING AN EMERGENCY; PRESCRIBING THE DUTIES OF THE BUILDING INSPECTOR; PROVIDING A PENALTY FOR THE VIOLATION OF THE TERMS OF THIS ORDINANCE; SAID PENALTY BEING A FINE OF NOT LESS THAN \$10.00 NOR MORE THAN \$1,000.00; PROVIDING THAT EACH AND EVERY DAY SAID VIOLATION CONTINUES TO EXIST SHALL BE CONSIDERED A SEPARATE OFFENSE; REPEALING ALL ORDINANCES IN CONFLICT HERewith; AND PROVIDING A SAVINGS CLAUSE.

WHEREAS, all prerequisites of the law have been complied to enable the City Council of the City of Richwood, Texas, to adopt a Comprehensive Zoning Plan of said city as hereinafter set forth and all persons interested in such proposed amendments have been given a hearing before the before the Planning and Zoning Committee on the ____ day of _____, 2015, and by the City Council of the City of Richwood on the ____ day of _____, 2015 and the evidence has been offered in favor of zoning, the City Council does hereby declare that it will be in the public interest to adopt the Comprehensive Zoning Plan.

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

Section 1. Purpose.

The purpose of this ordinance is that of dividing the city into zones or districts restricting and regulating therein the location, erection, construction, reconstruction, alteration and use of buildings, structures and land of trade, industry, residences and other specified uses; to regulate the intensity of the use of lot areas, and to regulate and determine the area of open spaces surrounding such buildings; to establish building lines and the location of buildings designed for

specified industrial, business, residential and other uses within such areas; to fix standards to which buildings or structures shall conform therein; to prohibit uses, buildings or structures incompatible with the character of such districts, respectively; to prevent additions to and alterations or remodeling of existing buildings or structures in such a way as to avoid the restrictions and limitations lawfully imposed hereunder; to limit congestion in the public streets by providing for the off-street parking and loading and unloading of vehicles; providing for the gradual elimination of nonconforming uses of land, building and structures; and prescribing penalties for the violation of the ordinance; to lessen congestion in the streets; to secure safety from fire, panic and other dangers; to provide adequate light and air; to prevent the overcrowding of land; to conserve the taxable value of land and buildings throughout the city; and to promote the public health, safety and general welfare.

Section 2. Title.

This ordinance may be known and may be cited as the "City of Richwood Zoning Ordinance." This ordinance is a part of the comprehensive plan as that term is defined in Ordinance Number 193 of the City of Richwood, Texas, which is the ordinance governing land subdivision regulations of the City of Richwood.

Section 3. Definitions.

For the purpose of this ordinance, certain terms and words are hereby defined. Words used in the present tense shall include the future, words used in the singular number shall include the plural number and the plural shall include the singular; the word "building" shall include the word "structure"; and the word "lot" shall include the word "plot." The word "shall" is mandatory and is not permissive.

Accessory building or use: A subordinate building or use which is located on the same lot on which the main building or use is situated and which is reasonably necessary and incidental to the conduct of the primary use of such building or main use.

Acreage: Any tract or parcel of land which has not been subdivided and platted in accordance with the laws of the State of Texas regulating subdivisions and the filing thereof and which is not included in the definition of the term "subdivision" as contained in Ordinance Number 193 of the City of Richwood, Texas [now Code ch. 19] which is the ordinance governing land subdivision regulations within the city.

Alley: A public thoroughfare, not less than ten feet wide, and not more than 40 feet in width, which affords only a secondary means of access to abutting property.

Apartment: A room or suite or rooms in a multiple-family structure, which is arranged, designed, used or intended to be used as a housekeeping unit for a single family.

Apartment hotel: A building with three (3) or more apartments and with the dining or cooking facilities separate.

Apartment house or rooming house: A building with three (3) or more apartments and without separate dining or cooking facilities.

Automobile repair: General repair, engine rebuilding or reconditioning of motor vehicles; collision service, such as body, frame or fender straightening and repair; overall painting of motor vehicles.

Automobile service stations: A place where gasoline or other motor fuel is stored either in underground tanks or above ground tanks, kerosene or motor oil and lubricants or grease, or for operation of automobiles, or is retailed directly to the public on premises, and including minor accessories and services for automobiles, but not including automobile repairs and rebuilding. When the dispensing, sale or offering for sale of motor fuels or oil is incidental to the conduct of a public garage, the premises shall be classified as a public garage.

Auto wrecking or junk yard: Any place where two or more motor vehicles not in running condition, or parts thereof, are stored in the open and not being restored to operation. This includes any land, building or structure used for wrecking or storing of such motor vehicles or parts thereof; and including any farm vehicles or farm machinery, or parts thereof, stored in the open and not being restored to operating condition; and including commercial salvaging and any salvaging of other goods, articles or merchandise.

Basement: A story partly or wholly underground. Where more than one-half of its height is above the average level of the adjoining grounds, a basement shall be counted as a story for purposes of height measurement.

Billboard: Any structure or portion thereof upon which are signs or advertisements used as an outdoor display. This definition does not include any bulletin boards used to display official court or public office notices, or signs advertising the sale or lease of the premises on which the sign is located.

Boarding house: A building other than a hotel or restaurant, where meals are provided for compensation for four or more persons, but not exceeding 12 persons.

Building: Any structure having a roof supported by columns or walls, and designed or intended for the shelter, support, enclosure or protection of persons, animals or chattels.

Building area: The buildable area of a lot is the space remaining after the minimum open space requirements of this ordinance have been complied with.

Building height: The vertical distances measured from the sidewalk level or its equivalent

established grade opposite the middle of the front of the building to the highest point of the roof in the case of a flat roof; to the deck line of a mansard roof; and to mean height level between eaves and ridge of a gable, hip or gambrel roof; provided that where buildings are set back from the street line, the height of the building may be measured from the average elevation of the finished lot grade at the front of the building.

Building line: For the purpose of this ordinance the building line is the same as a front yard setback line.

Bungalow court: A court surrounded by individual residential units that are physically connected.

Carport: A structure attached or made a part of the main structure, and which is open to the weather on at least two sides, intended for the use of sheltering not more than two motor-driven vehicles.

Cluster house: Bungalow courts or premises of similar design intended for habitation by more than one family.

Conditional uses: The following uses of land or structures, or both, may be permitted within any "use district" subject to the provisions of this ordinance.

- [1.] Airport, land field or landing strip.
- [2.] Areas for the dumping or disposal of trash or garbage.
- [3.] Bus terminal, railroad passenger station or any other transportation facilities.
- [4.] Cemeteries, crematories or mausoleums.
- [5.] Churches and accessory buildings used for religious teaching.
- [6.] Extraction of gravel, sand or other raw materials.
- [7.] Golf courses, public or private.
- [8.] Fraternity/sorority houses
- [9.] Homes for the aged
- [10] Hospitals, sanitariums, or clinics
- [11] Membership clubs
- [12] Municipal or privately owned recreation buildings or community centers.
- [13] Nursing Homes
- [14] Nursery schools, day nurseries, and child care centers, provided there is a minimum of 80 square feet of outdoor play area for each child to be cared for, and that the play area is fenced and screened with planting from any adjoining lot in any "R" district.
- [15] Parking area, public.
- [16] Police stations, fire stations or places for storage of municipally owned equipment.
- [17] Public administration buildings, auditoriums, gymnasiums or any other publicly-owned structures.

- [18] Public or private parks, playgrounds, or stadiums.
- [19] Public utility facilities, i.e., filtration plant or pumping stations, heat or power plants, transformer stations and other similar facilities.
- [20] Radio and television antenna towers, commercial.
- [21] Railroad right-of-way.
- [22] Schools, public or private.
- [23] Supervised living facilities
- [24] Telephone exchanges.
- [25] Trailer courts or mobile home parks.

Condominiums: A single structure which contains three or more residences having common walls between them whether adjacent vertically or horizontally or both vertically or horizontally whether each residence be owned by individual owners or several units owned by a group with no individually owned yard space.

Corner lot: A lot situated at the intersection of two or more streets.

Curb grade: The established elevation of the curb in front of the building measured at the center of such front. Where no curb grade has been established, the city shall establish such curb level or its equivalent for the purpose of this ordinance.

Day care facility: A facility that is licensed or registered with the state which regularly provides care for persons less than twenty-four (24) hours a day.

District: A section or sections in the incorporated area of the city for which the regulations and provisions governing the use of building and land are uniform for each class of use permitted therein.

Duplex: A single structure containing two dwellings for family occupation.

Exterior walls and facades: The outermost covering of a building that is visible from any public right of way, street or roadway.

Facility: A building or group of buildings that exist to serve a particular purpose, such as rehabilitation and training.

Family: One (1) or more people domiciled together in one (1) dwelling unit and who are living together as a single housekeeping unit and sharing common living, cooking and eating facilities. This definition shall not include:

- (1) Any society, club, fraternity, sorority, association, lodge or similar organizations;
- (2) Boarding houses, lodging houses or hotels; or
- (3) Supervised living facilities or other similar facilities.

Front yard: A yard extending across the full width of the lot and lying between the front line of the lot and the nearest line of the building.

Frontage: All property on one side of a street between two intersecting streets or natural barriers or between a barrier and a street.

Garage apartment: Any dwelling unit on a residential tract or parcel of property, which is either attached to or separated from a residential structure, and which contains independent cooking and sleeping arrangements and which may be utilized for a separate housekeeping unit.

Guesthouse: A structure for human habitation, containing one or more rooms with bath and toilet facilities, but not including a kitchen or facilities which would provide a complete housekeeping unit.

Home occupation: Any use customarily conducted entirely within the dwelling and carried on by the inhabitants thereof, which use is clearly incidental and secondary to the use of the dwelling for dwelling purposes and does not change the character thereof, and provided that no article is sold or offered for sale except such as may be produced on the premises by members of the immediate family. Clinics, doctor's offices, hospitals, barber shops, beauty parlors, dress shops, millinery shops, real estate offices, tea rooms, tourist homes, animal hospitals, kennels, among others, shall not be deemed to be home occupations.

Hospitals or sanitariums: An institution open to the public, in which sick patients or injured persons are given medical or surgical care; or for the care of contagious diseases or incurable patients.

Hotel: A building containing rooms intended or designed to be used, rented or hired out to be occupied or which are occupied for sleeping purposes by guests and where only a general kitchen and dining room are provided within the building or in an accessory building.

Institution: A building occupied by a nonprofit corporation or a nonprofit establishment for public or semipublic use.

Interior lot: A lot other than a corner lot.

Kennel: Any lot or premises on which four or more dogs, at least four months of age, are kept.

Laboratory: A place devoted to experimental study such as testing and analysis. Manufacturing of a product or products is not to be permitted within this definition.

Loading space: An off-street space or berth on the same lot with a building, or contiguous to a group of buildings, for the temporary parking of a commercial vehicle while loading or

unloading merchandise or materials, and which abuts upon a street, alley or other appropriate means of access.

Lodging house: A building with not more than five guest rooms where lodging is provided for compensation pursuant to previous arrangement, but not open to the public or transients.

Lot: A parcel of land occupied or suitable for occupancy by one main building or use, with accessory buildings, including the open spaces required by this ordinance, and having its principal frontage upon a public street or highway.

Lot depth: The horizontal distance between the front and rear lot lines measured in the mean direction on the side lot lines.

Lot frontage: The front of a lot shall be that boundary of a lot along a public street; and for a corner lot the front shall be the shorter lot boundary along a street.

Lot width: The horizontal distance between the side lot lines measured at right angles to the lot depth at a point midway between the front and rear lot lines.

Motel, motor court or automobile tourist court: Any lot, tract or parcel of land used in whole or in part for parking vehicles or trailers and where accommodations are provided by day, week or for a long period of time with or without compensation and whether composed of two or more units for the use of human habitation or living or sleeping.

Multiple family residence: A residence designed for occupancy by three or more families living independently of each other.

Nonconforming use: Any building, structure or land lawfully occupied by a use or lawfully situated at the time of the passage of this ordinance or amendments thereto, which does not conform after the passage of this ordinance or amendments thereto with the regulations of this ordinance.

Nursing home or rest home: A private hospital for the care of children or the aged or infirmed, or a place of rest for those suffering bodily disorders, but not including facilities for the treatment of sickness or injuries, or for surgical care.

One-family residence: A residence place designed exclusively for occupancy by one family.

Open terrace: A level and rather narrow plain, or platform, which for purposes of this ordinance is located adjacent to one or more faces of the main structure, and which is constructed or not more than four feet in height above the average level of the adjoining ground.

Parking space: A space in which to park a motor vehicle, either in an enclosed area in a main

building, or in an accessory building, or in an unenclosed area, but said space may not be less than ten feet by 18 feet and said space must have adequate access to a public street or alley and permit satisfactory ingress and egress of the motor vehicle.

Porch: A roofed entrance to a building, projecting out from the wall or walls of the main structure and commonly open to the weather in part.

Private garage: An accessory building for the storage of not more than three motor-driven vehicles, of which not more than one shall be not more than two-ton capacity.

Private parking area: An open area for the parking of privately owned automobiles and not for public use.

Public garage: A building other than a private garage, used for the care, repair or equipment of automobiles, or where such vehicles are parked or stored for remuneration, hire or sale within the structure.

Public parking area: An open area, other than street, used for the temporary parking of more than four automobiles and available for public use whether free, for compensation or as an accommodation for clients or customers.

Rear yard: A yard extending across the full width of the lot and lying between the rear line of the lot and the nearest line of the principal building.

Religious institution: Any place of worship for the carrying on of religious activities which consists of one (1) or more permanent buildings.

Residence: A building, dwelling or a portion thereof, but not an automobile house trailer, designed exclusively for residential occupancy, including one family, two-family and multiple dwellings, but not including hotels, boarding and lodging houses or motels.

Residence, row: A row of three to six attached one-family residences.

Residence, unit: One or more rooms in a residence or apartment hotel designed primarily for occupancy by one family.

Self-storage facility or mini-warehouse: A facility from which space is leased to individuals for the exclusive purpose of storing property and such property is cared for and controlled by the tenant.

Service shops: Bakeries, beauty shops, restaurants, laundry agency, washateria, shoe repair, gasoline service, etc., but excluding auto repair, bus terminals, machinery repair and welding.

Side yard: That part of the yard lying between the main building and a side line, and extending from the required front yard (or from the front lot line, if there is not a required front yard) to the required rear yard.

Signs, outdoor advertising: Any card, cloth, paper, metal, painted, glass, wooden, plaster, stone or other sign of any kind or character whatsoever, placed for outdoor advertising purposes on the ground or on any tree, wall, bush, rock, post, fence, building, structure or anything whatsoever. The term "placed" as used in the definition of "outdoor advertising sign" and "outdoor advertising structure" shall include erecting, constructing, posting, painting, printing, tacking, nailing, glueing, sticking, carving or other fastening, affixing or making visible in any manner whatsoever.

Story: That portion of a building included between the surface of any floor and the surface of the floor next above it, or if there be no floor above it, then the space between the floor and the ceiling next above it. Any portion of a story exceeding 14 feet in height shall be considered as an additional story for each 14 feet or fraction thereof.

Structural alterations: Any change which would prolong the life of the supporting members of a building or structure, such as bearing walls, columns, beams or girders.

Structure: Anything constructed or erected, which requires a location on the ground or attached to something having location on the ground.

Supervised living: A residential facility that provides care, training, education, custody, treatment or supervision for persons over the age of seventeen (17) who are not related by blood, marriage or adoption to the owner or operator of the facility, whether or not the facility is operated for profit or charges for the services it offers. This definition does not include shelter, supervision or rehabilitation services for former inmates of county, state or federal correctional institutions and who require, upon release of said institution, a group residential setting to facilitate their transition back into society.

Townhouse: Any development for residential purposes comprised of three or more houses having horizontal adjacent or common walls between them, having no side yard space between said houses, whether each of such be owned by individual owners or whether several units are owned by a group, whether such having a common plan for yard maintenance, or whether such are separately maintained by owners thereof where individually owned, and where there is no access between the individual units, such townhouses having a front and back yard which may be independent to each unit or jointly kept by all units.

Trailer, automobile, house-trailer, mobile home, house-car or truck: A vehicle with or without motive power, and if without motive power is designed to be drawn by a motor vehicle, either of which be designed to be used for human habitation when connected to one or more public or private utilities whether used for living quarters or otherwise, or for carrying persons or property,

including a trailer coach or house trailer.

Trailer camp or mobile home park: Any premises occupied or designed to accommodate more than one family living in trailers or mobile homes.

Two-family residence: A residence designed exclusively for occupancy by two families living independently of each other.

Unit: Any place, plot or parcel of ground located within any "use" district where a structure is erected or maintained or placed, used, intended or designated to be used as living and sleeping quarters by a single family.

Use: The purpose for which land or a building thereon is designed, arranged or intended, or for which it is occupied or maintained, let or leased.

Utility easement: Portions of lots or other tracts or parcels of land which are reserved for utility installation and access but remain for ownership purposes a part of said lot or tract.

Yard: An open space on the same lot with a main building, unoccupied and unobstructed from the ground upward, except as otherwise provided in this ordinance.

Section 4. [Districts.]

[a.] The city is hereby divided into nine use districts:

- [1.] R-1..... Single-family residence.
- [2.] R-1A..... Single-family residence - zero lot line or patio homes
- [3.] R-2..... Two-family residence.
- [4.] R-3..... Multi-family residence.
- [5.] R-4..... Single-family Rural Residential
- [6.] B-1..... Business.
- [7.] C-1..... Commercial.
- [8.] C-2..... Commercial.
- [9.] M-1..... Industrial.

[b.] Each zoning classification has specific purposes and descriptions, permitted uses, maximum percentage of lot specifications to be used for building, minimum floor area or living space square feet requirements, maximum building height requirements, minimum lot area requirements, minimum lot frontage requirements, minimum depth requirements, minimum building set-back requirements, permitted accessory uses, accessory building limitations and conditional uses.

1. R-1, single-family residence zone. The purpose and description for single-family residence is for individual home sites. The permitted uses are single-family dwellings, and any conditional uses allowed by this ordinance. Garage apartments are not allowed in this district.

[a.] The maximum percentage of the lot used for building will be 35 percent of the lot.

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

[c.] The maximum building height will be 2 1/2 stories or 35 feet.

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

[1.] Front, 70 feet.

[2.] Depth, 120 feet.

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

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

[1.] Front, 25 feet.

[2.] Side, 7 1/2 feet.

[3.] Rear, 20 percent of the lot depth.

[4.] Side street, 15 feet.

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

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

[1.] Maximum height, 25 feet.

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

[i] Front, 60 feet.

[ii] Side, 7 1/2 feet.

[iii] Back, 7 1/2 feet.

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

[i] Front, 60 feet

[ii] Side, 5 feet

[iii] Back, 5 feet

[h.] The map color code for R-1 single-family residence zone is white.

[i.] Conditional uses: Home occupations, Homes for the Aged, Recreation

buildings/community centers, Nursery schools/day care (12 or less), Parks, playgrounds, play fields, stadiums.

2. R-1A, single-family residence zone - zero lot lines. The purpose and description for single family residence is for individual home sites. The permitted uses are single family dwellings and any conditional uses allowed by this ordinance. Garage apartments are not allowed in this district.

[a.] The maximum percentage of the lot used for building will be 45 percent of the lot.

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

[c.] The maximum building height will be 2 1/2 stories or 35 feet.

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

[1.] Front, 55 feet.

[2.] Depth, 100 feet.

[3.] Area, 5,500 square feet.

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

[1.] Front, 15 feet.

[2.] Side, 5 feet total for both sides.

[3.] Rear, 15 percent of the lot depth.

[4.] Side street, 15 feet.

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

[g.] The accessory building requirements in a R-1A Zone for permanent and non permanent structures are as follows:

[1.] Maximum height, 25 feet.

[2.] Minimum setbacks are as follows:

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

[ii] Side, 5 feet.

[iii] Back, 5 feet.

[h.] The map color code for R-1A single-family residence zone is grey.

[i.] Conditional uses: Home occupations, Recreation buildings/community centers.

3. R-2, two-family residence zone. The purpose and description for the R-2 zone is for duplexes. The permitted uses are the same as for R-1, single-family residence zone except with the additional use of duplex housing structures. Garage apartments are not allowed in this district.

[a.] The maximum percent of the lot used for building will be 50 percent.

[b.] The minimum floor area, or living space, in square feet will be 720 square feet for each living unit.

[c.] The maximum building height will be 2 1/2 stories or 35 feet.

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

[1.] Front, 70 feet.

[2.] Depth, 120 feet.

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

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

[1.] Front, 25 feet.

[2.] Side, 7 1/2 feet.

[3.] Rear, 20% of the lot depth.

[4.] Side street, 15 feet.

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

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

[1.] Maximum height, 25 feet.

[2.] The minimum setbacks from the property line are as follows for permanent structures;

[i] Front, 60 feet.

[ii] Side, 7 1/2 feet.

[iii] Back, 7 1/2 feet.

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

[i] Front, 60 feet.

[ii] Side, 5 feet.

[iii] Back, 5 feet.

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

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

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

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

[b.] The maximum percent of the lot used for building will be 50 percent.

[c.] The minimum floor area, or living space in square feet, will be 450 square feet for each living unit.

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

[e.] The minimum lot size will be as follows:

[1.] Front, 100 feet.

[2.] Depth, 120 feet.

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

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

[1.] Front, 25 feet.

[2.] Side, 25 feet.

[3.] Rear, 25 feet

[4.] Side street, 15 feet.

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

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

[1.] Maximum height, 14 feet.

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

[1.] Front, 60 feet.

[2.] Side, 7 1/2 feet.

[3.] Back, 15 feet.

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

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

5. R-4, single-family rural residential zone. The purpose and description for single-

family rural residence is to provide for the development of primarily very low-density detached, single-family residences on lots not less than one acre. The permitted uses are single family dwellings, and any conditional uses allowed by this ordinance. Garage apartments are not allowed in this district.

[a.] The maximum percentage of the lot used for building will be 35 % of the lot.

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

[c.] The maximum building height will be 2 1/2 stories or 35 feet.

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

[1.] Front, 150 feet.

[2.] Depth, 200 feet.

[3.] Area, 1 acre or 43,560 square feet.

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

[1.] Front, 50 feet.

[2.] Side, 10% of the lot width, not to exceed 25 feet.

[3.] Rear, 25 feet for the main building and any accessory building(s); 10 feet from a main building to an accessory building.

[4.] Side street, 25 feet.

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

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

[1.] Maximum height, 25 feet.

[2.] Minimum setbacks are as follows:

[i] Front, 60 feet.

[ii] Side, 25 feet.

[iii] Back, 25 feet.

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

[i.] Conditional uses: Home Occupations, Homes for the Aged, Nursery schools/day care, Parks/playgrounds/playfield/stadium, Schools

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

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

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

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

[d.] The maximum building height will be 2 1/2 stories or 35 feet.

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

[1.] Front, none.

[2.] Depth, none.

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

[f.] The minimum setback requirements are as follows:

[1.] Front, none.

[2.] Side, none.

[3.] Rear, 18 feet.

[4.] Side street, none.

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

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

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

[1.] Maximum height, 14 feet.

[j.] Minimum building setbacks are as follows:

[1.] Front, 60 feet.

[2.] Side, 7 1/2 feet.

[3.] Back, 15 feet.

[k.] The map color code for the B-1 zone is blue.

[l.] Conditional Uses: Cemeteries, Churches/Religion, Fraternity/sorority houses, Funeral Homes, Homes for the Aged, Hospitals/sanitarium/clinics, Membership Clubs, Nursing homes, Nursery schools/day care, parking, Police Stations, Public Administration, Public Utility Facilities, Railroad right of way, Supervised Living Facility, Telephone exchanges.

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

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

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

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

[d.] The maximum building height is four stories or 60 feet.

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

[1.] Front, none.

[2.] Depth, none.

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

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

[1.] Front, none.

[2.] Side, none.

[3.] Rear, 18 feet.

[4.] Side street, none.

[g.] The permitted accessory uses are the same as for the B-1 business zone.

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

[1.] Maximum height, 14 feet.

[i.] Minimum building setbacks are as follows:

[1.] Front, 60 feet.

[2.] Side, 7 1/2 feet.

[3.] Back, 15 feet.

[j.] The map color code for the C-1 commercial zone is yellow.

[k.] Conditional Uses: Airport/land field/landing strip, Transportation facilities, Parking, Police Stations, Public Administration, Public Utility Facilities, Radio & Television Towers, Railroad Right of Way, Telephone exchanges.

8. C-2, commercial zone. The purpose and description of the C-2 commercial zone is for high-rise buildings.

[a.] The permitted uses are for hotels, motels, office buildings and hospitals.

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

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

[d.] The maximum building height is to be approved by the Richwood city council.

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

[1.] Front, 100 feet.

[2.] Depth, 100 feet.

[3.] Area in square feet, 10,000 square feet.

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

[1.] For the rear and side parts of the property it is specified that the setbacks will be twice the height of the building if the building abuts a residential zone.

[g.] The permitted accessory uses are for doctor's offices, pharmacies, cafeterias, restaurants, gift shops and barber shops.

[1.] Any accessory buildings are to be approved by the Richwood city council.

[h.] No conditional uses are allowed in the C-2 commercial zone.

[i.] The map color code for the C-2 commercial zone is tan.

[j.] Conditional Uses: Airport/land field/landing strip, Parking, Police Stations, Public Administration, Public Utility Facilities, Radio/Television Towers, Railroad right of way.

9. M-1, industrial zone. The purpose and description of the M-1 industrial zone is for manufacturing operations.

[a.] The permitted uses are the same as for the C-I commercial zone and additionally wrecking yards, cement plants, bulk concrete sales, meat and food processing, chemical manufacturing and metal fabrication shops.

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

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

[d.] The maximum building height is none.

[e.] The minimum lot size requirements are as follows:

[1.] Front, none.

[2.] Depth, none.

[3.] Area in square feet, 12,000 square feet.

[f.] The minimum setback requirements are as follows:

[1.] Front, none.

[2.] Side, none.

[3.] Rear, 18 feet.

[4.] Side street, none.

[g.] There are no restrictions as to the permitted accessory uses, except that no dwellings are allowed in the M-1 industrial zone.

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

[1.] Maximum height, none.

[i.] Minimum setbacks are as follows:

- [1.] Front, none.
- [2.] Side, none.
- [3.] Back, none.

[j.] The map color code for the M-1 industrial zone is red.

[k.] Conditional Uses: Dumping or disposal of trash or garbage, Extraction of gravel/sand, etc., Parking, Radio/Television Tower, Railroad right of way and Trailer courts/Mobile home parks.

Section 5. General provisions.

1. No building or structure shall be erected, converted, enlarged, reconstructed or structurally altered, nor shall any building or land be used for any purpose other than those uses permitted in the district in which the building or land is located.
2. No building or structure shall be erected, converted, enlarged, reconstructed or structurally altered to exceed the height limit herein established for the district in which the building is located except that penthouses or roof structures for the housing of elevators, stairways, tanks, ventilating fans or similar equipment required to operate and maintain the building, and fire or parapet walls, skylights, towers, steeples, flagpoles, chimneys, smokestacks, radio and television aerials or antennas, wireless masts, water tanks or similar structures may be erected above the height limits herein prescribed. No such structure may be erected to exceed by more than 25 feet the height limits of the district in which it is located, except that aerials or antennas designed to aid home television reception may be erected to a height not to exceed 60 feet from the ground level, provided said aerial or antenna is attached to the building or erected in the rear yard area.
3. No building or structure other than a building for conditional use shall be erected, converted, enlarged, reconstructed or structurally altered except in conformity with the specifications and regulations of the district in which the building is located.
4. No space which for the purpose of a building or dwelling group has been counted or calculated as part of a side yard, rear yard, front yard, court or other open space required by this ordinance, may, by reason of change in ownership or otherwise, be counted or calculated to satisfy or comply with a yard, court or other open space requirement of or for any other building.
 - [a.] An open terrace, but not including a roofed over porch or terrace, may occupy a front yard provided the unoccupied portion of the front yard has a depth of not less than 15 feet. A one-story bay window may project into a front yard not

more than three feet. Overhanging eaves, including gutters, may project over the minimum required side yard not more than 18 inches.

[b.] The minimum yards or other open spaces, including lot areas per family required by this ordinance for each and every building existing at the time of passage of this ordinance and for any building hereafter erected, shall not be encroached upon or considered as yard or open space requirements for any other building.

5. Every building erected or structurally altered to provide dwellings shall be located on a lot as herein defined and in no case shall there be more than one such building on one lot unless otherwise provided in this ordinance.

6. No building shall be constructed or erected upon a lot, or parcel of land, which does not abut upon a public street or permanent easement of access to a public street, which easement shall have a minimum width of 25 feet unless an easement of lesser width was of record prior to the adoption of this ordinance.

7. No wall, fence or shrubbery shall be erected, maintained or planted on any lot which unreasonably obstructs or interfaces with traffic visibility on a curve or at any street intersection. No fence shall extend further than the closest part of a residence toward a property street frontage.

8. A dwelling shall not be erected in the M-1 industrial district; however, the sleeping quarters of a watchman or caretaker are permitted.

9. No residential structure shall be erected upon the rear of a lot or upon a lot with another dwelling; except that in a two-story garage with living quarters upon the second floor, such quarters may be occupied by a servant (and his family) of the family occupying the main structure. There may also be constructed a guest house (without kitchen) or rooms for guests within an accessory building, provided such facilities are used for the occasional housing of guests of the occupants of the main structure and not for permanent occupancy by others as a housekeeping unit.

10. An area indicated on the official "zoning map" as a public park or recreation area, public utility area, cemetery, public school site, or semi-public open space, shall not be used for any other purpose, and when the use of the area is discontinued, it shall automatically be rezoned "R-1 single-family residence," until otherwise rezoned.

11. Any area annexed to the city shall, upon such annexation, be automatically rezoned "R-1 single-family residence," until otherwise zoned.

12. The boundaries and current zoning classification of all areas within the city shall be

shown on a map hereafter referred to as the zoning map of this city. The zoning map is a part of this ordinance and shall be on file in the office of the city secretary.

13. No house trailer, or mobile home, shall be located anywhere in the city, except as a conditional use subject to the provisions of this ordinance, and any sales offices for the aforementioned shall only be in C-1 zones.

14. No excavations for sand, gravel or other raw materials which would relieve or lower the surface and elevation of the material ground line or which would hamper surface uses for building purposes shall be permitted in the City of Richwood.

Section 6. Off-street parking and loading.

1. Off-street parking: For the purpose of this section, 180 square feet of lot or floor area, which has a means of ingress or egress from an alley or street, shall be deemed parking space for one vehicle. Such parking spaces and access driveways, required in residential districts, when used in compliance with the provisions of this ordinance, shall be paved or otherwise surfaced with an all-weather, dustproof material. That part of the driveway connecting from the curb line to the property line shall be paved with concrete or asphaltic materials.

[a.] Parking areas serving non-residential uses of property shall be hard surfaced and graded so as to drain off all surface water to storm sewer or drainage structure inlets. When such parking areas or lots abut upon adjacent residential properties, there shall be provided a wall or solid screen planting of appropriate shrubs to a height of not less than six feet, along the entire boundary, common to both the residential and parking areas. Walls or solid screen planting to a height of not less than six feet shall also be placed along the street line where a parking lot abuts upon a street which provides access to adjacent residential properties. Lights if any, used to illuminate such parking lots shall be so arranged as to reflect lighting away from the adjoining premises in the residential district. Such parking spaces shall be reserved for the sole use of the occupants of the building or lots, their customers and the visitors thereto. Churches, theaters, stadiums, auditoriums and other places of assembly may make arrangements for joint use of parking spaces as hereinafter specified.

[b.] In any district, except as noted below, every building built, or structurally altered, enlarged or increased in capacity and every land use shall be provided with minimum off-street parking facilities on premises as follows:

[1.] One- and two-family dwellings and multiple family dwellings: Two parking spaces for each dwelling unit.

[2.] Hotels, and rooming houses: One parking space for each guest sleeping room.

[3.] Hospitals: One parking space for each two hospital beds.

[4.] Tourist homes: One parking space for each transient sleeping room offered for tourist accommodation in addition to parking spaces required for permanent residents of the building.

[5.] Tourist courts and motels: One parking space for each lodging unit.

[6.] Churches, auditoriums, gymnasiums, stadiums, theaters and other places of public or private assembly with fixed seats: One parking space for each three seats or bench seating spaces, based upon maximum seating capacity.

[7.] Dance halls, bowling alleys and private clubs: Parking spaces equal to one-half of a capacity house shall be provided on the premises or within 300 feet of the entrance.

[8.] Funeral homes: 15 parking spaces on the premises, plus five spaces for each area which can be used as a parlor.

[9.] Stores and other retail establishments where such uses are permitted, except in the "C-1" commercial business district: One parking space for each 300 square feet of store space, to be provided on the premises or within 200 feet of the entrance and off of the street, except that restaurants or establishments whose primary use is to serve meals and refreshments to patrons shall provide parking spaces equal to one-half of a capacity house. This section shall not apply to buildings with 2,000 square feet or less, provided that the provisions of this section shall apply to the total square footage of a building if it is expanded to include more than 2,000 square feet.

[10.] Wholesale and distributing establishments including telephone exchanges: One parking space for each two employees.

[11.] Light industrial and heavy industrial establishments: One parking space for each two employees, based on the greater number of employees at work at one time, to be provided on the premises or at other off-street locations within 1,000 feet of the main entrance.

[c.] Parking space required under this section may be reduced at a time when the

capacity or use of a building is changed in such a manner that a new use or capacity would require less space than before the change. Such reduction may not be below the standards set forth in this section.

[d.] Loading or unloading areas shall not be considered as parking areas.

[e.] A plan of parking facilities shall accompany each application for a building permit or certificate of compliance. The completion of the improvements for parking according to such plan shall be a requisite for the validity of the permit or certificate.

[f.] The city council may authorize a special permit to allow a parking lot in a residence zone for the purpose of meeting the requirements of this section, subject to the following limitations:

[1.] Public notice must be given and a public hearing held on the request for a special permit in the same manner in which said notice is given and such hearing is held on a request for a variance.

[2.] Notice must be given by registered mail to all owners of property lying within 200 feet of the land for which the special permit is sought.

[3.] A special permit shall not be granted unless the application shows and warrants that in the proposed development of the parking area, that front and side yards will be met and maintained. A certificate of occupancy is required attesting to proper use before parking area may begin.

2. Off-street loading facilities: On the same lot with every building or part thereof, erected hereafter to be used for other than dwelling purposes, or as an accessory use for dwelling purposes, there shall be provided on the lot, adequate space for motor vehicles in order to avoid undue interference with the public use of streets or alleys. Such space, shall include a ten-foot by 25-foot loading space, with 15 feet height clearance, and one such space shall be provided for each 20,000 square feet or fraction thereof of floor or lot area used for other than residence purposes.

3. [Hard surfacing:] The term "hard surfacing" shall mean not less than a certain thickness and material and shall include not only subbase type materials, but also asphaltic and concrete surfacing, and that the specifications there for as are required to be complied with wherever the term "hard surfacing" is used, shall be as follows:

[a.] General specifications for a flexible base material:

[b.] Flexible base material shall consist of crushed limestone material, shall with sand add mixture, crushed stone or other base material meeting the specifications of the Texas State Highway Department. The minimum thickness of the base material shall be six inches compacted.

[c.] General specifications for surface course or asphalt pavement over flexible base material:

[1.] Surface course materials shall consist of asphaltic material and aggregate meeting the general requirements of items 330, 332, 346, 350 or 352 as described in the Texas State Highway Department Standard Specifications for Road and Bridge Construction. The material shall be in accordance with Type D grading (fine) material. The thickness of the wearing course or surface asphalt material shall be not less than one-inch compacted and shall be rolled to a smooth and even surface using steel wheeled roller of not less than five tons of gross weight.

[d.] General specifications for concrete pavement:

[1.] Concrete pavement shall have a minimum compressive strength of 2,500 pounds per square inch and shall not have less than five sacks of cement per cubic yard. The course and aggregate shall not exceed 1 1/2 inches in size and shall be graded in accordance with Class A concrete.

[e.] Driveways and parking areas:

[1.] Private driveways and parking areas: All concrete must be a minimum of 3 1/2 inches thick. Reinforcing shall be a minimum of number 2 (1/4") gauge reinforcement rod with a maximum of eighteen-inch squares continuous throughout the slab.

[2.] Commercial and truck traffic: The minimum thickness of concrete shall be not less than six inches. All concrete pavement shall be reinforced with three-eighths-inch diameter reinforcing steel bars spaced at two-foot intervals both ways in the slab. All expansion joints shall have smooth steel dowels not less than five-eighths inches in diameter and not less than 24 inches in length with a sleeve on one end.

Section 7. Additional provisions.

1. [Accessory buildings:] Accessory buildings, except as otherwise permitted in this ordinance, shall be subject to the following regulations:

[a.] Where an accessory building is structurally attached to a main building, it shall be subject to, and must conform to all regulations of this ordinance applicable to the main building.

[b.] No detached accessory building shall be located closer than ten feet to any main building.

[c.] An accessory building shall not be erected prior to the establishment or construction of the principal building.

2. C-1 commercial property screening: On the side and rear boundary of C-1 commercial use district which abuts on R-1, R-2 or R-3 residential use district, it shall be screened by a wall or solid screen planting of not less than six feet along the entire boundary.

3. R-3 multi-family screening: On the side and rear boundary of the R-3 multi-family use district which abuts on R-1 or R-2 residential use district, it shall be screened by a wall or solid screen planting of not less than six feet along the entire boundary.

4. B-1 business screening: On the side and rear boundary of the B-1 business use district which abuts on R-1 or R-2 residential use district, it shall be screened by a wall or solid screen planting of not less than six feet along the entire boundary.

5. Screening in general: Screening consisting of either masonry, or berms with adequate trees or shrubs, or chainlink fencing with adequate trees or shrubs shall be required when a business, commercial or industrial building backs up to either a major city street or a state highway and there are garbage receptacles, work vehicles and other common but unsightly operational or back-door materials visible. Such screening must be thick or dense enough to hide the unsightly items up to a height of at least six (6) feet.

6. Tents in business and commercial zones: The time period for which a business or other entity may erect or have a tent on their premises in business and commercial zones for the purpose of housing materials, providing cover from the elements, providing for and outside sale area, providing for entertainment, conventions or any other social, business or commercial purpose shall not exceed thirty (30) days total for a calendar year.

Section 8. Nonconforming uses.

The lawful use of land or buildings existing at the time of the adoption of this ordinance may continue although such use does not conform to the regulations specified by this ordinance for the district in which such land or building is located, subject to the following conditions and specifications.

A. Any nonconforming use of land or building which has ceased to discontinuance or abandonment for a period of six months shall thereafter conform to the provisions of this ordinance.

B. Any nonconforming building which has been destroyed or damaged by fire, explosion, act of God, insurrection or by a public enemy to the extent of 60 percent or more of its assessed valuation shall thereafter conform to the provisions of this ordinance. Where more than 40 percent of the assessed value of the building remains after such damage, such structure may be restored to the same nonconforming use as existed before such damage.

C. No nonconforming building shall be enlarged or structurally altered except to make it a conforming building. A nonconforming use of a building existing at the time of the adoption of this ordinance may be extended throughout the building provided no structural alterations, except those required by ordinance or law are made therein, and provided variance is obtained.

D. The use of a nonconforming building may be changed only to a use conforming to the district in which the property is located.

Section 9. Enforcing officer.

The public works director of the city is designated as the officer to be responsible for enforcing the zoning ordinance. Said public works director shall have the power and shall exercise the function prescribed by state law and by the terms of this ordinance now in force or as hereafter amended.

Section 10. Building permits, certificate of occupancy.

A. Building permit: No building or structure shall hereafter be erected or structurally altered until a building permit shall be issued by the public works director stating that the building or structure, and use of land, comply with the regulations of this ordinance and all building and health laws and ordinances. All new buildings and modifications to existing buildings shall comply with the codes used by the city which are the Southern Building Code Congress International, the National Electrical Code and CABO for one-and-two-family dwellings.

[1.] All applications for building permits shall be accompanied by a plan in duplicate, drawn to scale, showing the actual dimensions of the lot or lots to be built upon, the size of the building or structure to be erected or structurally altered, a copy of its contract or other memorandum showing improvements and cost thereof, its location on the lot or lots and such other information as may be necessary to provide for the enforcement of these regulations. A careful record of

such applications, contracts and plans shall be kept in the office of the public works director.

[2.] Additionally, any person, firm, corporation, individual, association or other entity, that hereby applies for a building permit pursuant to the provisions of this ordinance, shall have in all respects complied with all of the provisions of Ordinance Number 193, of the City of Richwood, Texas which is known as the "Land Subdivision Regulations of the City of Richwood, Texas."

[3.] No building shall be constructed, and no permit shall be issued for any building on any premises not served by a sewer outside of R-4 Single-Family Residential Zone.

B. Certificate of occupancy: No building or structure hereafter erected or structurally altered shall be occupied and used until a certificate of occupancy has been issued by the public works director. The certificate of occupancy shall be issued only after the public works director makes a finding that the building or structure has been erected or structurally altered in conformance with the provisions of this ordinance and other health and building laws in accordance with building permit and the general laws of the State of Texas.

[1.] Certificate of occupancy shall be applied for coincident with the application for a building permit and shall be issued within ten days after the erection or alterations of such building shall have been satisfactorily completed. A record of all certificates shall be kept on file in the office of the public works director and copies shall be furnished on request to any person having a proprietary or tenancy interest in the building affected.

C. Continuance of existing uses: Nothing in this article shall prevent the continuance of the present occupancy or lawful use of any existing building, except as may be necessary for the safety of life and property, and except as provided in section 8 and in that event such shall be condemned as provided by the general laws of the State of Texas.

Section 11. Planned Unit Development (PUD).

1. Applicability

A PUD may be used to permit new or innovative concepts in land utilization, master-planned communities or mixed used developments that other zoning districts do not easily accommodate. A PUD also provides site-specific compatibility standards. While greater flexibility is given to allow special conditions or restrictions that would not otherwise allow the development to occur, procedures are established to ensure against misuse of increased flexibility. PUDs are appropriate in areas where the Zoning Plan

reflects either the specific uses in the PUD or where the Zoning Plan reflects mixed use as a land use category.

2. Procedure

[a.] Initiation of a PUD: A PUD application shall consist of a request for original zoning or a zoning change and a development plan.

[b.] Preapplication Conference: The purpose of the mandatory preapplication review is to afford the applicant an opportunity to avail himself of the advice and assistance of the City staff before submitting the PUD application.

[c.] Review and Recommendation by Development Review Committee: The DRC, comprised of Public Works Director, City Administrator (or City Secretary) and Police Chief, shall review the original zoning or zoning change and the development plan application and forward its recommendation to approve, approve with modifications or conditions, or disapprove the application to the City Council.

[d.] Review and Action by City Council: If the PUD zoning application is favorably reviewed by the DRC, it shall be sent forward with a recommendation for approval under the condition that the development plan with all related information shall be presented to the City Council. Otherwise it shall be forwarded with an unfavorable recommendation.

The chapter granting a PUD District shall include a statement as to the purpose and intent of the planed development granted therein. All specific conditions of approval that are imposed by the City Council shall be listed in the PUD Chapter and development plans shall be referenced as attachments.

3. Development Plan Requirements

The development requirements for each separate PUD District shall be included as a part of the development plan for each PUD District and shall include, but may not be limited to: uses, density, lot area, lot width, dot depth, yard depths and widths, building height, building elevations, parking, access, streets and circulation, screening, landscaping, accessory buildings, signs, lighting, project phasing or scheduling, management associations, and other requirements as the City Council may deem appropriate.

4. Development Plan Approval Criteria

The form and content of the development plan shall be in sufficient detail to enable the City

Council to evaluate the proposal and ascertain that it meets the following:

[a.] The proposal will constitute an environment of sustained stability and shall be in harmony with the character of the surrounding area.

[b.] The proposal is in conformity with the policies, goals and objectives of the Zoning Plan including all its elements and shall be consistent with the intent and purpose of this section.

[c.] The proposal ensures the provision of adequate public improvements, including but not limited to transportation, drainage, parks, and other public facilities.

[d.] The proposal ensures minimal development related off site impacts.

5. Minimum Requirements

Unless otherwise specified in the approved development plan, the minimum requirements for each development shall be those stated in this Ordinance and shall be the requirements of the most restrictive standard zoning district in which the designated uses are permitted. Meritorious modification of these standards may be considered.

6. Density Requirements

Overall density in any Planned Unit Development shall generally equal that shown in the Zoning Plan for the particular location. Lower density may be required to ensure compatibility with surrounding existing neighborhood densities. Higher densities may be approved at the discretion of the City Council.

7. Compliance with Applicable City Ordinances

The granting of a PUD designation shall not relieve the developer from responsibility for complying with all other application sections of this Ordinance and other codes and Chapters of the City unless such relief is specified in the approved development plans.

8. Minor Amendment to Development Plan

All changes of use from those approved in the original PUD shall require City Council approval. Minor additions and modifications to the approved development plans meeting the criteria below may be approved by the Public Works Director:

[a.] Minor additions to structures, with a floor area no larger than 10 percent of the existing floor area of the main floor, but not to exceed 5,000 square feet,

provided that the overall density of the project does not increase.

[b.] Minor new accessory structures If the location does not interfere with existing site layout (e.g. circulation, parking, loading, storm water management facilities, open space, landscaping or buffering.)

[c.] Minor additions to parking lots comprising no more than 10 percent of the original number of parking spaces required, not to exceed 25 spaces.

[d.] Clearing or grading that does not exceed 5,000 square feet in area or 10 percent of the site.

9. Development Plan is a Subdivision Concept Plan

Approval of a development plan shall also constitute approval of a concept plan for subdivision purposes.

Section 12. Board of adjustment.

1. The Richwood City Council shall serve as the members of the board of adjustments that may in appropriate cases and subject to appropriate conditions and safeguards, make special conditions to the terms of this section in harmony with the ordinance's general purpose and intent.

[a.] The board of adjustment will operate and function in accordance with the provisions of Section 211.08, Local Government Code.

2. Any person, firm, corporation, individual, or association, having a proprietary or tenancy interest in a certain piece of property, and who desires a variance from any of the provisions of this ordinance, shall make said application to the board of adjustment of the City of Richwood.

3. Any individual, firm, corporation or association applying for a temporary use permit, a variance, a specific use permit, or any other type of zoning change under this ordinance shall pay in advance, at the time of making said request, for a temporary use permit, a variance, a specific use permit, or other zoning change pursuant to the zoning ordinance, the following fee as it applies to said person, firm, individual, corporation or association:

[a.] Where the application includes one or more lots in a subdivision, a plat of which is on file in the office of the county clerk of Brazoria County, Texas, a fee of \$200.00 for one or more lots but not more than ten such lots and for each additional lot in excess of ten a fee of \$20.00 per lot.

[b.] Where the application includes any parcel of land not covered by the above fee provisions, a fee of \$300.00 for the first acre or fraction thereof and a fee of \$60.00 for each additional acre or fraction thereof.

[c.] For each owner of each lot or parcel of land included in any application and for each owner of each lot or parcel of land owned within 200 feet thereof, a fee or charge of \$5.00 for each owner required to be notified pursuant to law.

4. The above denoted fees in reference to applications for temporary use permits, variances, specific use permits, or any other type of zoning change, will be used to defray the cost of legal publication of said notices.

5. Once the above fees for a temporary use permit, variance, specific use permit or any other type of zoning change have been paid, the individual, firm, corporation or association applying for the temporary use permit, variance, specific use permit or any other zoning change, may present their application to the board of adjustment of the City of Richwood.

6. Any appeals taken from any decision of the board of adjustment of the City of Richwood, shall be taken in accordance with Article 1011g of the Texas Revised Civil Statutes Annotated. The board of adjustment of the City of Richwood is not a legislative body, however [it] is a quasi-judicial body.

7. A conditional use of property shall be considered to be a type of zoning change as mentioned above, and should any individual, firm, corporation, association or other entity apply for a conditional use of property, said individual, firm, corporation, association or entity must follow the procedures denoted in this section and pay the appropriate fees denoted in this section upon applying for a conditional use.

Section 13. Interpretation; purpose and conflict.

In interpreting and applying the provisions of this ordinance, they shall be liberally construed as to the intent of this ordinance, to promote public safety, health, conveyance, comfort, prosperity and general welfare.

It is not intended by this ordinance to interfere with or abrogate or annul any easements, covenants or other agreements between parties, except where this ordinance imposes a greater restriction upon the use of building or premises or upon the height of buildings or requires larger open spaces than are imposed or required by such other ordinances or easements, covenants or agreements, in which event the provisions of this ordinance shall control.

Section 14. Violations and penalties.

Any person, firm, corporation, association or any other entity who shall violate any of the provisions of this ordinance or who shall build, alter, or occupy any building in violation of any statement or plans submitted and approved hereunder shall be guilty of a misdemeanor and upon conviction thereof shall be fined in any sum of not less than \$10.00 and not more than \$1,000.00.

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

The owner or owners of any building or property or part thereof where anything in violation of this ordinance shall be placed or shall exist, and any architect, builder, contractor, agent, attorney, person, firm, corporation, association or other entity employed in connection therewith and who has assisted in the commission of such violation, shall be guilty of a separate offense, and upon conviction thereof, shall be fined in the sum of not less than \$5.00 and not more than \$500.00.

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

Section 15. Repealing clause.

All ordinances in conflict herewith are hereby expressly repealed as though the same had never been passed, approved and adopted.

Section 16. Savings clause.

It is hereby declared to be the intention of the city council of the City of Richwood, Texas, that the several provisions of this ordinance are severable to the extent that if any court of competent jurisdiction shall judge any provision of this ordinance to be invalid, such judgment shall not affect any other provision of this ordinance not specifically included in said judgment. The city council hereby declares that it would have passed those parts of this ordinance which are valid and omitted any parts which may be unconstitutional at the time of the passage of this ordinance.

PASSED AND ADOPTED THIS _____ day of _____, 2014

Clint Kocurek, Mayor

ATTEST:

Karen B. Schrom, City Secretary

MEMORANDUM

To: Members of the Richwood City Council

From: Clint Kocurek, Mayor

Date: March 12, 2015

Subject: Retail Coach

The original contract was signed during the first week of March 2014. It and it was for a 6 month (120 business day) initial contract period and a 12 Month Coaching Period. We are roughly 6 months into the Coaching Period.

Typically during the Coaching Period, as it states in the contract, they are there to provide off-site coaching and assistance for twelve months. What is not included is continued recruitment or data updates, however they have been contacting throughout the first 6 months of the Coaching Period free of charge, as well as updating the data.

Typically they do an additional 12 months of data updates and recruitment for half the price of the original contract. The original project cost was \$25,000 plus expenses capped at \$1500. That would put us at \$12,500 for an additional year plus \$750 in expenses.

Here is what Aaron Farmer has proposed:

He will drop the 12 Month Continuation contract to \$10,000 instead of \$12,500 and cap expenses at \$750.

This will include updates to the data, continued recruitment, monthly update calls with yourself and/or the Council, as well as keeping the Interactive Mapping Application up and running for another 12 months.

MEMORANDUM

To: Members of the Richwood City Council

From: Clint Kocurek, Mayor

Date: March 12, 2015

Subject: Personnel Policy

Attached is the Personnel Policy as revised by the Committee, with additional revisions as proposed by Mr. Raymond and Mr. Hardison. There are still a few typos and grammatical corrections that need to be remedied.

If this meets with Council's approval, we will made those grammatical corrections and implement the policy.

A PERSONNEL POLICY MANUAL

OF

THE CITY OF RICHWOOD

Amended by Council on _____, 2015

City of Richwood Employee Handbook

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 it and to 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.
Part-Time	shall be defined as an employee whose work schedule is City of Richwood Employee Handbook

Employee	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, and 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 participates 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 employees 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. If the candidate has submitted a resume in order to apply for an open position, a candidate 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.

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, charges or their suspension of driver's license 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

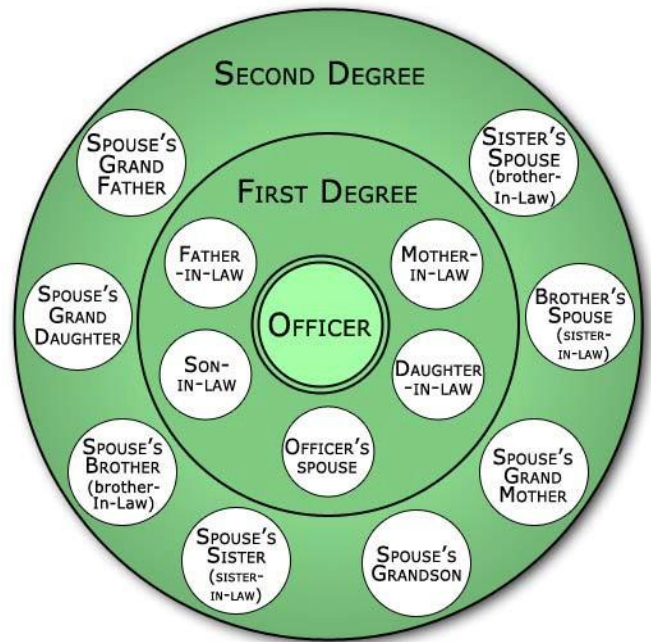
No person related within the first and second degree by affinity, or within the first, second and third degree by consanguinity to any elected officer of the city, or to the city manager, shall be appointed to any office, position or clerkship or other service of the city.

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.

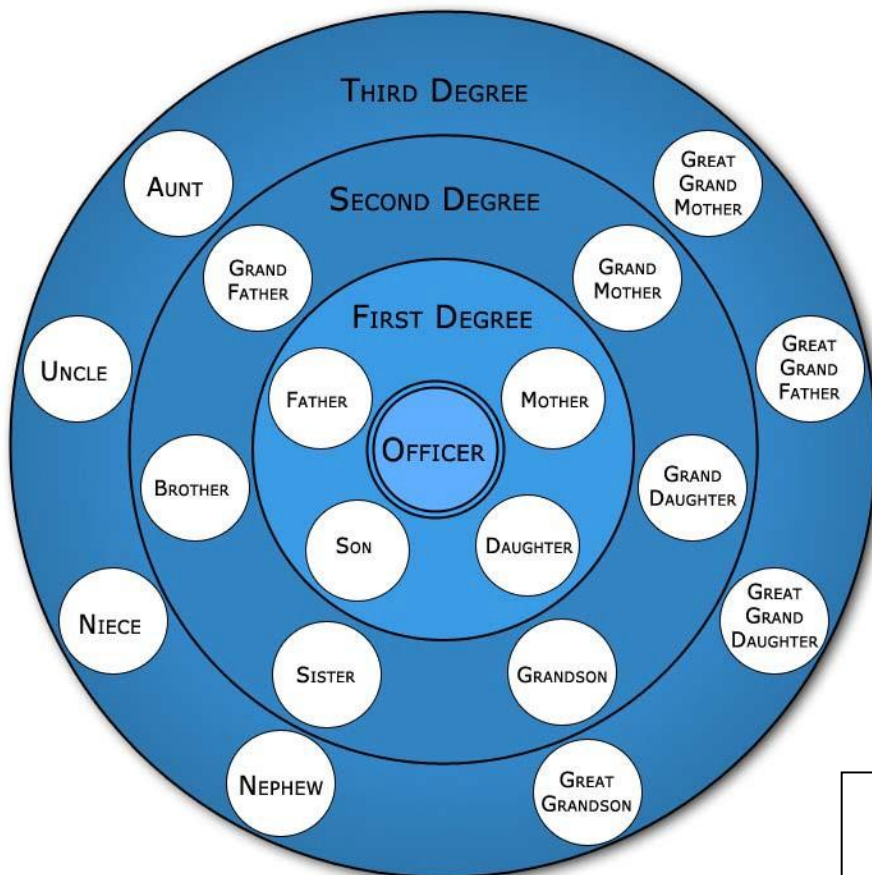
NEPOTISM CHART

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 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 Administrator:

\$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 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 must leave his accumulated contributions in the plan. If a member withdraws his own money, he is not entitled to the employer-financed monetary credits, even if he 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.
 - D. Short sleeves are not to be rolled or hiked up. Long sleeves may be
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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's 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

City of Richwood Employee Handbook

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 by the City 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 may be 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 #: 1116
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 or 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 any 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 or 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 from duty without permission from his 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 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 or 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.

28-Feb-15

	BUDGET FY 2014/15	CURRENT FY 2014/15	BALANCE FY 2014/15	PERCENT REMAINING
ADMINISTRATION	507,780.00	172,796.77	334,983.23	65.97%
CITY MAINTENANCE	243,977.00	93,340.69	150,636.31	61.74%
STREETS & DRAINAGE	101,000.00	4,402.03	96,597.97	95.64%
POLICE DEPARTMENT	718,978.00	280,990.60	437,987.40	60.92%
JUDICIAL	119,684.00	49,964.59	69,719.41	58.25%
FIRE DEPARTMENT	130,250.00	57,406.93	72,843.07	55.93%
PARKS & RECREATION	64,200.00	29,397.24	34,802.76	54.21%
CODE ENFORCEMENT	60,488.00	21,206.67	39,281.33	64.94%
TOTAL	1,946,357.00	709,505.52	1,236,851.48	
GENERAL FUND REVENUES	1,946,357.00	1,377,723.42	568,633.58	29.22%
		668,217.90	668,217.90	
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	408,028.86	872,042.14	68.12%
TOTAL	1,280,071.00	408,028.86	872,042.14	
WATER/SEWER REVENUES	1,280,071.00	350,836.93	929,234.07	72.59%
		(57,191.93)	929,234.07	
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	45,897.68	67,522.32	59.53%
		(75,307.12)	(15,707.12)	
TRANSPORTATION	100,000.00		100,000.00	100.00%
TOTAL	100,000.00	-	100,000.00	
TRANSPORTATION REV.	100,000.00	34,301.60	65,698.40	65.70%
		34,301.60	34,301.60	
INSURANCE CONTINGENCY	-	-	-	
TOTAL	-	-	-	
REPLACEMENT	-		-	#DIV/0!
TOTAL	-	-	-	
CRIME CONTROL & PREVEN	64,800.00	27,345.75	37,454.25	57.80%
TOTAL	64,800.00	27,345.75	37,454.25	
CRIME CONTROL REV.	65,000.00	29,703.73	35,296.27	54.30%
		2,357.98	2,157.98	
CAPITAL IMPROVEMENTS			-	#DIV/0!
TOTAL	-	-	-	
CAPITAL PROJECTS W/S			-	#DIV/0!
TOTAL	-	-	-	
CAPITAL PROJECTS GF			-	#DIV/0!
TOTAL	-	-	-	
GRAND TOTAL	3,732,168.00	1,280,822.10	2,351,345.90	

City of Richwood
Statement of Revenue and Expenditures

Revised Budget
For General Fund (10)
For the Fiscal Period 2015-5 Ending February 28, 2015

Account Number		Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
Revenues						
10-04-4250	Revenues - Festivals	\$ 0.00	\$ 2,345.00	\$ 0.00	\$ 2,345.00	0.00%
10-04-4251	Revenues - Police Officer Training	0.00	0.00	0.00	0.00	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	0.00	0.00	443.70	0.00%
10-04-4254	Revenues - Court Technology	0.00	0.00	0.00	591.73	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	(83.98)	0.00	3,316.02	0.00%
10-04-4257	Parks and Recreation	0.00	(571.84)	0.00	1,106.84	0.00%
10-29-4103	Ad Valorem Taxes	0.00	128,719.95	1,166,423.00	1,061,267.99	9.02%
10-29-4104	Delinquent Taxes	0.00	510.23	30,000.00	5,182.72	82.72%
10-29-4105	Penalty & Interest	0.00	1,006.08	22,000.00	14,829.85	32.59%
10-29-4106	Licenses & Permits	0.00	519.00	12,000.00	8,592.50	28.40%
10-29-4107	Building Permits	0.00	2,718.00	40,000.00	28,956.50	27.61%
10-29-4109	Municipal Court	0.00	11,145.10	155,934.00	37,033.99	76.25%
10-29-4110	Interest Earnings	0.00	100.17	1,000.00	298.72	70.13%
10-29-4111	Franchise Taxes	0.00	16,305.74	180,000.00	61,528.27	65.82%
10-29-4112	Miscellaneous Income	0.00	1,389.39	24,000.00	4,100.82	82.91%
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	60.00	88.00%
10-29-4116	Sales Tax - Streets	0.00	6,235.97	65,000.00	30,190.06	53.55%
10-29-4117	Sales Tax	0.00	24,943.85	240,000.00	120,760.16	49.68%
10-29-4118	Municipal Building Rentals	0.00	435.00	0.00	2,840.00	0.00%
10-29-4120	Deferred Revenue	0.00	0.00	0.00	0.00	0.00%
10-29-4121	Parks & Recreation	0.00	350.00	9,500.00	975.00	89.74%
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	\$ 196,087.66	\$ 1,946,357.00	\$ 1,389,419.87	28.61%
General Fund Excess of Revenues Over Expenditures		\$ 0.00	\$ 64,980.70	\$ 0.00	\$ 678,901.88	0.00%

City of Richwood

Statement of Expenditures, Encumbrances, and Appropriations

Revised Budget

For Administration (01)

For the Fiscal Period 2015-5 Ending February 28, 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	\$145.84	\$2,818.88	\$44.15	\$6,136.97	68.19%
10-01-5102	Contract Labor	\$4,000.00	\$275.00	\$1,300.00	\$0.00	\$2,700.00	67.50%
10-01-5103	Salaries & Wages	\$159,180.00	\$13,786.88	\$69,547.50	\$0.00	\$89,632.50	56.31%
10-01-5105	Retirement	\$23,000.00	\$1,832.03	\$10,079.29	\$0.00	\$12,920.71	56.18%
10-01-5110	Workmen's Compensation Ins	\$500.00	\$29.57	\$523.11	\$0.00	(\$23.11)	(4.62%)
10-01-5115	Hospitalization	\$30,000.00	\$40.00	\$12,580.35	\$0.00	\$17,419.65	58.07%
10-01-5120	Unemployment Insurance	\$1,200.00	\$239.64	\$645.27	\$0.00	\$554.73	46.23%
10-01-5130	Training & Travel	\$13,000.00	\$833.00	\$5,849.20	\$0.00	\$7,150.80	55.01%
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	\$17,181.96	\$103,343.60	\$44.15	\$144,392.25	58.27%
10-01-5210	Office Supplies	\$25,000.00	\$1,194.44	\$12,922.75	\$551.83	\$11,525.42	46.10%
10-01-5215	Custodial Supplies	\$1,500.00	\$0.00	\$298.25	\$0.00	\$1,201.75	80.12%
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	\$1,792.82	\$7,287.90	(\$25.76)	\$8,737.86	54.61%
Total Administration Operating Supplies		\$42,500.00	\$2,987.26	\$20,508.90	\$526.07	\$21,465.03	50.51%
10-01-5310	Building & Grounds M&R	\$5,000.00	\$357.24	\$7,329.44	(\$16.85)	(\$2,312.59)	(46.25%)
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	\$357.24	\$10,329.44	(\$16.85)	\$3,687.41	26.34%
10-01-5410	Electricity	\$12,000.00	\$560.53	\$2,718.50	\$0.00	\$9,281.50	77.35%
10-01-5420	Telephone	\$2,500.00	\$82.98	\$627.56	\$0.00	\$1,872.44	74.90%
10-01-5430	Natural Gas	\$1,500.00	\$162.52	\$375.57	\$0.00	\$1,124.43	74.96%
Total Administration Utilities & Telephone		\$16,000.00	\$806.03	\$3,721.63	\$0.00	\$12,278.37	76.74%
10-01-5510	Elections	\$4,000.00	\$650.00	\$650.00	\$0.00	\$3,350.00	83.75%
10-01-5556	Contractual Services - Taxes	\$12,000.00	\$0.00	\$5,341.01	\$0.00	\$6,658.99	55.49%
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	\$562.50	\$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	\$0.00	\$9,234.26	\$0.00	\$12,765.74	58.03%
Total Administration Services		\$64,000.00	\$1,212.50	\$26,235.27	\$0.00	\$37,764.73	59.01%
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 2015-5 Ending February 28, 2015

Account	Description	Annual Budget	Current Period Actual	YTD Actual	Encumbered Balance	UnEncumbered Balance	Remaining % of Budget
10-01-5660	Dues & Subscriptions	\$7,000.00	\$100.00	\$910.00	\$0.00	\$6,090.00	87.00%
10-01-5685	Publishing & Advertising	\$6,000.00	\$435.00	\$1,879.00	\$0.00	\$4,121.00	68.68%
10-01-5695	Special Services - Miscellaneous	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Total Administration Sundry		\$23,000.00	\$535.00	\$5,992.18	\$0.00	\$17,007.82	73.95%
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	\$451.75	\$2,112.38	\$0.00	\$2,887.62	57.75%
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	\$451.75	\$2,112.38	\$0.00	\$98,387.62	97.90%
Total Administration Expense		\$507,780.00	\$23,531.74	\$172,243.40	\$553.37	\$334,983.23	65.97%

City of Richwood

Statement of Expenditures, Encumbrances, and Appropriations

Revised Budget

For City Maintenance (02)

For the Fiscal Period 2015-5 Ending February 28, 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	\$7,511.64	\$38,552.31	\$0.00	\$50,424.69	56.67%
10-02-5105	Retirement	\$16,000.00	\$887.20	\$4,953.34	\$0.00	\$11,046.66	69.04%
10-02-5110	Workmen's Compensation Ins	\$4,000.00	(\$14.48)	\$2,916.58	\$0.00	\$1,083.42	27.09%
10-02-5115	Hospitalization	\$22,000.00	\$30.00	\$9,345.82	\$0.00	\$12,654.18	57.52%
10-02-5120	Unemployment Insurance	\$1,000.00	\$198.47	\$367.05	\$0.00	\$632.95	63.30%
10-02-5130	Training & Travel	\$3,000.00	\$881.60	\$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	\$9,494.43	\$57,786.52	\$0.00	\$85,790.48	59.75%
10-02-5210	Office Supplies	\$500.00	\$130.00	\$185.00	\$0.00	\$315.00	63.00%
10-02-5215	Custodial Supplies	\$500.00	\$0.00	\$89.46	(\$9.49)	\$420.03	84.01%
10-02-5220	Tools	\$2,000.00	\$0.00	\$194.38	\$28.27	\$1,777.35	88.87%
10-02-5230	Gas, Oil, & Lubricants	\$10,000.00	\$42.45	\$1,374.74	(\$100.92)	\$8,726.18	87.26%
10-02-5240	Expendable Operating Supplies	\$3,000.00	\$85.31	\$732.30	\$28.91	\$2,238.79	74.63%
10-02-5245	Dump Charges	\$2,700.00	\$485.00	\$1,141.50	\$0.00	\$1,558.50	57.72%
10-02-5270	Chemicals	\$2,000.00	\$0.00	\$0.00	(\$11.78)	\$2,011.78	100.59%
Total City Maintenance Operating Supplies		\$20,700.00	\$742.76	\$3,717.38	(\$65.01)	\$17,047.63	82.38%
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	\$39.75	\$3,907.87	(\$184.05)	\$1,276.18	25.52%
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	\$631.68	\$1,988.03	\$2,190.58	(\$178.61)	(4.47%)
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	\$671.43	\$6,736.68	\$2,006.53	\$6,756.79	43.59%
10-02-5410	Electricity	\$35,000.00	\$4,251.94	\$14,806.23	\$0.00	\$20,193.77	57.70%
10-02-5420	Telephone	\$3,000.00	\$368.46	\$1,476.17	\$0.00	\$1,523.83	50.79%
10-02-5430	Natural Gas	\$400.00	\$33.80	\$156.44	\$0.00	\$243.56	60.89%
Total City Maintenance Utilities & Telephone		\$38,400.00	\$4,654.20	\$16,438.84	\$0.00	\$21,961.16	57.19%
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 2015-5 Ending February 28, 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	\$0.00	\$0.00	\$0.00	\$11,000.00	100.00%
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	\$1,250.00	\$4,035.51	\$0.00	\$3,264.49	44.72%
Total City Maintenance Sundry		\$25,300.00	\$1,250.00	\$6,719.75	\$0.00	\$18,580.25	73.44%
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	\$16,812.82	\$91,399.17	\$1,941.52	\$150,636.31	61.74%

City of Richwood

Statement of Expenditures, Encumbrances, and Appropriations

Revised Budget

For Streets And Drainage (03)

For the Fiscal Period 2015-5 Ending February 28, 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	\$729.16	\$3,825.09	\$240.00	\$19,934.91	83.06%
10-03-5385	Drainage M&R	\$5,000.00	\$0.00	\$186.94	\$150.00	\$4,663.06	93.26%
Total Streets And Drainage Maintenance & Repair		\$29,000.00	\$729.16	\$4,012.03	\$390.00	\$24,597.97	84.82%
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	\$729.16	\$4,012.03	\$390.00	\$96,597.97	95.64%

City of Richwood

Statement of Expenditures, Encumbrances, and Appropriations

Revised Budget

For Police Department (05)

For the Fiscal Period 2015-5 Ending February 28, 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	\$35,415.51	\$158,581.24	\$0.00	\$288,738.76	64.55%
10-05-5105	Retirement	\$58,000.00	\$4,982.37	\$22,717.86	\$0.00	\$35,282.14	60.83%
10-05-5110	Workmen's Compensation Ins	\$10,000.00	\$243.67	\$9,650.73	\$0.00	\$349.27	3.49%
10-05-5115	Hospitalization	\$65,000.00	\$70.00	\$18,854.56	\$0.00	\$46,145.44	70.99%
10-05-5120	Unemployment Insurance	\$2,000.00	\$746.05	\$1,729.18	\$0.00	\$270.82	13.54%
10-05-5130	Training & Travel	\$11,300.00	\$346.67	\$1,466.51	\$30.06	\$9,803.43	86.76%
10-05-5175	Education Incentive	\$6,700.00	\$650.00	\$3,250.00	\$0.00	\$3,450.00	51.49%
10-05-5190	Uniforms	\$1,500.00	\$2,318.50	\$7,104.65	\$0.00	(\$5,604.65)	(373.64%)
Total Police Department Personnel Costs		\$501,820.00	\$44,752.77	\$223,354.73	\$30.06	\$378,435.21	62.88%
10-05-5210	Office Supplies	\$5,000.00	\$1,045.03	\$6,364.96	\$0.00	(\$1,364.96)	(27.30%)
10-05-5215	Custodial Supplies	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
10-05-5220	Tools	\$1,500.00	\$107.30	\$680.36	\$197.85	\$621.79	41.45%
10-05-5230	Gas, Oil, & Lubricants	\$30,208.00	\$142.53	\$2,918.34	\$33.65	\$27,256.01	90.23%
10-05-5240	Expendable Operating Supplies	\$1,500.00	\$50.11	\$1,344.27	\$0.00	\$155.73	10.38%
Total Police Department Operating Supplies		\$38,208.00	\$1,344.97	\$11,307.93	\$231.50	\$26,668.57	69.80%
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	\$50.00	\$5,731.48	(\$1,135.74)	\$5,704.26	55.38%
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	\$50.00	\$6,645.35	(\$994.74)	\$6,649.39	54.06%
10-05-5420	Telephone	\$6,000.00	\$350.05	\$2,077.14	\$0.00	\$3,922.86	65.38%
Total Police Department Utilities & Telephone		\$6,000.00	\$350.05	\$2,077.14	\$0.00	\$3,922.86	65.38%
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	\$329.11	\$729.11	\$0.00	\$3,770.89	83.80%
10-05-5558	Animal Control	\$6,000.00	\$1,500.00	\$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	\$1,829.11	\$24,903.04	\$0.00	\$19,846.96	44.35%
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 2015-5 Ending February 28, 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	\$113.97	\$3,038.19	\$0.00	(\$3,038.19)	0.00%
Total Police Department Sundry		\$15,900.00	\$113.97	\$13,435.59	\$0.00	\$2,464.41	15.50%
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	\$48,440.87	\$281,723.78	(\$733.18)	\$437,987.40	60.92%

City of Richwood

Statement of Expenditures, Encumbrances, and Appropriations

Revised Budget

For Judicial (06)

For the Fiscal Period 2015-5 Ending February 28, 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	\$6,062.82	\$32,879.24	\$0.00	\$40,354.76	55.10%
10-06-5105	Retirement	\$11,000.00	\$726.37	\$4,182.49	\$0.00	\$6,817.51	61.98%
10-06-5110	Workmen's Compensation Ins	\$300.00	\$23.86	\$264.33	\$0.00	\$35.67	11.89%
10-06-5115	Hospitalization	\$17,500.00	\$20.00	\$6,239.65	\$0.00	\$11,260.35	64.34%
10-06-5120	Unemployment Insurance	\$750.00	\$134.85	\$308.85	\$0.00	\$441.15	58.82%
10-06-5130	Training & Travel	\$2,000.00	\$99.43	\$679.43	(\$300.00)	\$1,620.57	81.03%
Total Judicial Personnel Costs		\$104,784.00	\$7,067.33	\$44,553.99	(\$300.00)	\$60,530.01	57.77%
10-06-5210	Office Supplies	\$5,200.00	\$239.09	\$2,867.46	\$0.00	\$2,332.54	44.86%
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	\$239.09	\$2,867.46	\$0.00	\$2,332.54	49.69%
10-06-5565	Jury Expense	\$500.00	\$90.00	\$150.00	\$0.00	\$350.00	70.00%
10-06-5570	Attorney's Fees	\$8,500.00	\$592.50	\$2,693.14	\$0.00	\$5,806.86	68.32%
Total Judicial Services		\$9,000.00	\$682.50	\$2,843.14	\$0.00	\$6,156.86	68.41%
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	\$7,988.92	\$50,264.59	(\$300.00)	\$69,719.41	58.25%

City of Richwood

Statement of Expenditures, Encumbrances, and Appropriations

Revised Budget

For Fire Department (07)

For the Fiscal Period 2015-5 Ending February 28, 2015

Account	Description	Annual Budget	Current Period Actual	YTD Actual	Encumbered Balance	UnEncumbered Balance	Remaining % of Budget
10-07-5106	Pension	\$13,500.00	\$0.00	\$4,500.00	\$0.00	\$9,000.00	66.67%
10-07-5110	Workmen's Compensation Ins	\$650.00	\$94.86	\$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	\$1,686.50	\$1,686.50	\$0.00	\$4,813.50	74.05%
Total Fire Department Personnel Costs		\$21,650.00	\$1,781.36	\$7,022.03	\$0.00	\$14,627.97	67.57%
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	\$0.00	\$1,534.57	\$0.00	\$1,265.43	45.19%
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	\$0.00	\$2,553.45	\$0.00	\$10,046.55	79.73%
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	\$4,761.52	\$4,861.62	\$0.00	\$138.38	2.77%
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	\$4,761.52	\$6,648.92	\$0.00	\$1,851.08	21.78%
10-07-5410	Electricity	\$2,300.00	\$238.03	\$772.34	\$0.00	\$1,527.66	66.42%
10-07-5420	Telephone	\$1,600.00	\$244.69	\$910.75	\$0.00	\$689.25	43.08%
10-07-5430	Natural Gas	\$300.00	\$17.93	\$76.67	\$0.00	\$223.33	74.44%
Total Fire Department Utilities & Telephone		\$4,200.00	\$500.65	\$1,759.76	\$0.00	\$2,440.24	58.10%
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	\$17,500.00	\$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	\$17,500.00	\$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	7.86%

City of Richwood

Statement of Expenditures, Encumbrances, and Appropriations

Revised Budget

For Fire Department (07)

For the Fiscal Period 2015-5 Ending February 28, 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	\$24,543.53	\$57,406.93	\$0.00	\$72,843.07	55.93%

City of Richwood

Statement of Expenditures, Encumbrances, and Appropriations

Revised Budget

For Parks and Recreation (08)

For the Fiscal Period 2015-5 Ending February 28, 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	\$9.74	\$20.78	\$0.00	(\$20.78)	0.00%
10-08-5215	Custodial Supplies	\$1,500.00	\$0.00	\$563.02	\$17.99	\$918.99	61.27%
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	\$0.00	\$625.00	41.67%
Total Parks and Recreation Operating Supplies		\$3,200.00	\$9.74	\$2,618.63	(\$181.21)	\$762.58	23.83%
10-08-5310	Building & Grounds M&R	\$40,000.00	\$159.88	\$19,472.27	(\$446.64)	\$20,974.37	52.44%
10-08-5365	Other Equipment M&R	\$3,000.00	\$0.00	\$62.03	\$1,664.54	\$1,273.43	42.45%
Total Parks and Recreation Maintenance & Repair		\$43,000.00	\$159.88	\$19,534.30	\$1,217.90	\$22,247.80	51.74%
10-08-5410	Electricity	\$2,500.00	\$149.16	\$758.25	\$0.00	\$1,741.75	69.67%
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	\$149.16	\$758.25	\$0.00	\$1,741.75	69.67%
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	\$1,000.00	\$1,000.00	\$0.00	\$0.00	0.00%
10-08-5851	Parks & Recreation	\$12,500.00	\$631.00	\$2,575.69	\$350.18	\$9,574.13	76.53%
Total Parks and Recreation Parks and Recreation		\$13,500.00	\$1,631.00	\$3,575.69	\$350.18	\$9,574.13	70.92%
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 2015-5 Ending February 28, 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	\$1,949.78	\$28,010.37	\$1,386.87	\$34,802.76	54.21%

City of Richwood

Statement of Expenditures, Encumbrances, and Appropriations

Revised Budget

For Code Enforcement (09)

For the Fiscal Period 2015-5 Ending February 28, 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	\$3,098.66	\$16,269.38	\$0.00	\$20,318.62	55.53%
10-09-5105	Retirement	\$4,500.00	\$292.59	\$1,669.18	\$0.00	\$2,830.82	62.91%
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	\$67.16	\$138.77	\$0.00	\$61.23	30.62%
10-09-5130	Training & Travel	\$2,000.00	\$410.00	\$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	\$99.90	\$99.90	\$0.00	\$400.10	80.02%
Total Code Enforcement Personnel Costs		\$52,588.00	\$3,968.31	\$18,686.23	\$689.88	\$33,211.89	63.15%
10-09-5210	Office Supplies	\$1,000.00	\$135.30	\$180.53	\$0.00	\$819.47	81.95%
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	\$26.96	\$176.24	\$26.96	\$196.80	49.20%
Total Code Enforcement Operating Supplies		\$3,900.00	\$162.26	\$890.40	\$26.96	\$2,982.64	76.48%
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	\$0.00	\$0.00	\$0.00	\$1,000.00	100.00%
Total Code Enforcement Maintenance & Repair		\$1,000.00	\$0.00	\$0.00	\$0.00	\$1,000.00	100.00%
10-09-5570	Attorney's Fees	\$1,000.00	\$873.20	\$873.20	\$0.00	\$126.80	12.68%
Total Code Enforcement Services		\$1,000.00	\$873.20	\$873.20	\$0.00	\$126.80	12.68%
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	\$5,003.77	\$20,489.83	\$716.84	\$39,281.33	64.94%

City of Richwood**Balance Sheet****For General Fund (10)****February 28, 2015****Assets**

10-29-1101	Cash	243,595.44
10-29-1103	Cash in bank - Beautification	.00
10-29-1105	Seizure and Forfeiture Fund	1,012.05
10-29-1106	TexPool Investments	332,236.48
10-29-1107	Petty Cash	800.00
10-29-1108	TexStar Investments	160,619.94
10-29-1109	Logic Investments	125,137.28
10-29-1110	WCMA - Merrill Lynch Investments	.00
10-29-1111	Certificates of Deposit	171,175.60
10-29-1112	Tax Receivable	194,556.69
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	382,276.42
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	(5,234.58)
10-29-1130	Accounts Rec/NSF checks	(334.29)
10-29-1131	Due from Other Governments	715.59
10-29-1133	Reserve for Ad Valorem Taxes	(156,767.45)
10-29-1134	Reserve for Delinquent Taxes	5,182.72
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	27,845.75
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**\$ 1,643,742.42****Liabilities and Fund Balance**

City of Richwood**Balance Sheet****For General Fund (10)****February 28, 2015**

10-29-2125	Cash Over/Under	\$	(122.14)
10-29-2127	Municipal Court Bonds		165.00
10-29-2129	Accts Payble - Other		2,929.15
10-29-2130	Accounts Payable		23,596.55
10-29-2131	Federal W/H Payble		8,878.97
10-29-2132	Retirement Payable		3,643.83
10-29-2134	Due to Debt Service Fund		.00
10-29-2136	Insurance Payable		(264.10)
10-29-2137	Credit Union Payable		(7,599.60)
10-29-2138	Child Support Payable		.00
10-29-2139	Festivals		.00
10-29-2140	Municipal Court Costs		22,015.95
10-29-2141	Overdrawn		.00
10-29-2142	Student Loan		156.09
10-29-2144	Social Security Payable		18,447.69
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		69,893.55
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		35,657.44
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		136,493.19
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			339,455.86

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		678,901.88

City of Richwood
Balance Sheet
For General Fund (10)
February 28, 2015

Total Fund Balances		<u>1,304,286.56</u>
Total Liabilities and Fund Balances	\$	<u><u>1,643,742.42</u></u>

City of Richwood
Statement of Revenue and Expenditures
 Revised Budget
 For Enterprise (30)
 For the Fiscal Period 2015-5 Ending February 28, 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	5,068.87	90,466.00	24,505.90	72.91%
30-25-4420	Sewer Fees	0.00	4,267.78	82,554.00	21,391.78	74.09%
30-30-4110	Interest Earnings	0.00	16.72	500.00	66.49	86.70%
30-30-4112	Miscellaneous Income	0.00	7.84	6,000.00	38.54	99.36%
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	37,098.62	616,060.00	181,153.88	70.59%
30-30-4420	Sewer Fees	0.00	30,815.35	603,011.00	155,869.00	74.15%
30-30-4430	Delinquent Charges	0.00	1,710.79	25,000.00	10,007.09	59.97%
30-30-4435	Capital Contributions	0.00	0.00	0.00	0.00	0.00%
30-30-4440	Water Taps	0.00	1,000.00	12,000.00	1,000.00	91.67%
30-30-4450	Sewer Taps	0.00	1,000.00	5,500.00	(1,000.00)	118.18%
30-30-4460	Reconnect Fees	0.00	450.00	7,000.00	1,650.00	76.43%
30-30-4470	Garbage Receipts	0.00	0.00	5,000.00	2,051.83	58.96%
Total Enterprise Revenues		\$ 0.00	\$ 81,435.97	\$ 1,453,091.00	\$ 396,734.51	72.70%
Enterprise Excess of Revenues Over Expenditures		\$ 0.00	\$ (58,714.68)	\$ 0.00	\$ (132,499.15)	0.00%

City of Richwood

Statement of Expenditures, Encumbrances, and Appropriations

Revised Budget

For Water/Sewer (21)

For the Fiscal Period 2015-5 Ending February 28, 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	\$14,429.43	\$76,048.06	\$0.00	\$100,514.94	56.93%
30-21-5105	Retirement	\$16,000.00	\$1,814.42	\$9,446.09	\$0.00	\$6,553.91	40.96%
30-21-5110	Workmen's Compensation Ins	\$3,500.00	(\$14.48)	\$2,916.01	\$0.00	\$583.99	16.69%
30-21-5115	Hospitalization	\$26,000.00	(\$10.00)	\$13,606.46	\$0.00	\$12,393.54	47.67%
30-21-5120	Unemployment Insurance	\$1,000.00	\$257.95	\$770.15	\$0.00	\$229.85	22.99%
30-21-5130	Training & Travel	\$4,000.00	\$0.00	\$154.80	(\$1,152.09)	\$4,997.29	124.93%
30-21-5190	Uniforms	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Total Water/Sewer Personnel Costs		\$228,063.00	\$16,477.32	\$102,941.57	(\$1,152.09)	\$126,273.52	55.37%
30-21-5210	Office Supplies	\$10,000.00	\$156.33	\$3,775.96	\$1,423.09	\$4,800.95	48.01%
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	\$0.00	\$2,000.00	100.00%
30-21-5230	Gas, Oil, & Lubricants	\$20,000.00	\$0.00	\$2,482.00	\$11.40	\$17,506.60	87.53%
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	\$722.80	\$1,371.59	\$0.00	\$5,628.41	80.41%
Total Water/Sewer Operating Supplies		\$39,800.00	\$879.13	\$8,826.48	\$1,434.49	\$29,539.03	74.22%
30-21-5310	Building & Grounds M&R	\$2,000.00	\$99.00	\$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	\$9,651.41	\$39,567.70	\$7,126.44	(\$1,694.14)	(3.76%)
30-21-5392	Sewer Lines M&R	\$35,000.00	\$15.27	\$16,494.51	(\$14,613.58)	\$33,119.07	94.63%
Total Water/Sewer Maintenance & Repair		\$85,000.00	\$9,765.68	\$56,270.21	(\$7,487.14)	\$36,218.93	42.81%
30-21-5410	Electricity	\$42,000.00	\$2,674.54	\$12,966.68	\$0.00	\$29,033.32	69.13%
30-21-5420	Telephone	\$2,500.00	\$102.15	\$720.09	\$0.00	\$1,779.91	71.20%
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	\$2,776.69	\$13,686.77	\$0.00	\$31,313.23	69.58%
30-21-5505	Lease expense	\$133,559.00	\$33,389.75	\$66,519.75	\$0.00	\$67,039.25	50.19%
30-21-5560	Engineering	\$12,000.00	\$1,317.50	\$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 2015-5 Ending February 28, 2015

Account	Description	Annual Budget	Current Period Actual	YTD Actual	Encumbered Balance	UnEncumbered Balance	Remaining % of Budget
Total Water/Sewer Services							
30-21-5630	Insurance - Motor Vehicles	\$148,059.00	\$34,707.25	\$69,154.75	\$0.00	\$78,904.25	53.29%
30-21-5640	Insurance - Bldg/Liab/Bond	\$3,400.00	\$0.00	\$1,028.26	\$0.00	\$2,371.74	69.76%
30-21-5660	Dues & Subscriptions	\$25,000.00	\$0.00	\$6,569.55	\$0.00	\$18,430.45	73.72%
30-21-5685	Publishing & Advertising	\$500.00	\$736.75	\$919.26	\$0.00	(\$419.26)	(83.85%)
30-21-5695	Special Services - Miscellaneous	\$500.00	\$0.00	\$0.00	\$0.00	\$500.00	100.00%
		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Total Water/Sewer Sundry							
		\$29,400.00	\$736.75	\$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	\$14,217.85	\$0.00	\$5,782.15	28.91%
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	\$44,516.91	\$44,516.91	\$0.00	\$155,483.09	77.74%
30-21-5995	Brazosport Water Authority	\$190,000.00	\$16,391.25	\$65,036.25	\$0.00	\$124,963.75	65.77%
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	\$61,387.33	\$148,632.01	\$0.00	\$556,116.99	78.91%
Total Water/Sewer Expense							
		\$1,280,071.00	\$126,730.15	\$408,028.86	(\$7,204.74)	\$879,246.88	68.69%

City of Richwood
Statement of Expenditures, Encumbrances, and Appropriations

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Revised Budget
For Revenue Bond I&S (25)
For the Fiscal Period 2015-5 Ending February 28, 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	\$13,420.50	\$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	\$13,420.50	\$121,204.80	\$0.00	\$51,815.20	29.95%
Total Revenue Bond I&S Expense		\$173,020.00	\$13,420.50	\$121,204.80	\$0.00	\$51,815.20	29.95%

City of Richwood**Balance Sheet****For Enterprise (30)****February 28, 2015****Assets**

30-23-1101	Cash	.00
30-24-1101	Reserve Cash	.00
30-25-1101	Cash - Revenue Bond	.00
30-30-1101	Cash	(73,411.87)
30-23-1106	TexPool Investments	64,831.26
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	804.36
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	182,022.31
30-30-1231	Reserve for Uncollectables	.00
30-30-1239	Due from Bond	.00
30-30-1240	Due from General Water/Sewer	69,893.55
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)****February 28, 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**\$ 7,546,902.85****Liabilities and Fund Balance**

30-30-2125	Cash Over/Under	.00
30-30-2129	Accts Payble - Other	699.97
30-30-2130	Accounts Payable	120.70
30-30-2131	Federal W/H Payble	794.46
30-30-2132	Retirement Payable	256.57
30-30-2134	Due to Debt Service Fund	.00
30-30-2136	Insurance Payable	341.15
30-30-2137	Credit Union Payable	(250.00)
30-30-2138	Child Support Payable	.00
30-30-2144	Social Security Payable	4,032.48
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	8,730.22
30-30-2175	AFU Account	.00
30-30-2220	Customer Meter Deposits	85,510.96
30-30-2221	Due to General	383,420.20
30-30-2222	Due to Debt Service	.00

City of Richwood**Balance Sheet****For Enterprise (30)****February 28, 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	1,541.82
30-30-2240	Sanitation Payable	18,780.52
30-30-2241	Fire Department Donations	1,714.72
30-30-2242	Beautification Donations	1,126.99
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		2,268,459.92
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	(132,499.15)
Total Fund Balances		5,278,442.93
Total Liabilities and Fund Balances		\$ 7,546,902.85

City of Richwood
Statement of Revenue and Expenditures
Revised Budget
For Capital Improvements (11)
For the Fiscal Period 2015-5 Ending February 28, 2015

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
Revenues					
11-55-4110 Interest Earnings	\$ 0.00	\$ 3.06	\$ 100.00	32.36	67.64%
11-55-4113 Intragovernmental Income	0.00	0.00	0.00	11,863.17	0.00%
Total Capital Improvements Revenues	\$ 0.00	\$ 3.06	\$ 100.00	\$ 11,895.53	(11795.53%)
Capital Improvements Excess of Revenues Over Expenditur	\$ 0.00	\$ 3.06	\$ 100.00	\$ 11,895.53	(11795.53%)

City of Richwood

Statement of Expenditures, Encumbrances, and Appropriations

Revised Budget

For Capital Improvements (55)

For the Fiscal Period 2015-5 Ending February 28, 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)****February 28, 2015****Assets**

11-55-1101	Cash	.00
11-55-1106	TexPool Investments	31,626.94
11-55-1109	Logic Investments	2,245.11
11-55-1110	WCMA - Merrill Lynch Investments	.00
11-55-1111	Certificates of Deposit	27,871.03
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 Replacement	.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	\$	73,617.15
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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

11-55-3103	Fund Balance	61,721.62
11-55-3110	Prior Year Encumbrance Account	.00
	Excess of Revenue Over Expenditures	11,895.53
Total Fund Balances		73,617.15
Total Liabilities and Fund Balances	\$	73,617.15

City of Richwood
Statement of Revenue and Expenditures
Revised Budget
For Insurance (12)
For the Fiscal Period 2015-5 Ending February 28, 2015

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
Revenues					
12-53-4110 Interest Earnings	\$ 0.00	\$ 0.00	\$ 60.00	\$ 18.85	68.58%
12-53-4113 Intragovernmental Income	0.00	0.00	0.00	0.00	0.00%
Total Insurance Revenues	\$ 0.00	\$ 0.00	\$ 60.00	\$ 18.85	68.58%
Insurance Excess of Revenues Over Expenditures	\$ 0.00	\$ 0.00	\$ 60.00	\$ 18.85	68.58%

City of Richwood
Statement of Expenditures, Encumbrances, and Appropriations

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Revised Budget
For Insurance (53)
For the Fiscal Period 2015-5 Ending February 28, 2015

Account	Description	Annual Budget	Current Period Actual	YTD Actual	Encumbered Balance	UnEncumbered Balance	Remaining % 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)**February 28, 2015***Assets**

12-53-1111	Certificates of Deposit	15,292.32
12-53-1113	Accrued Interest Receivable	17.60
12-53-1325	Due from General Fund	.00
Total Assets		\$ 15,309.92

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		18.85
Total Fund Balances		15,309.92
Total Liabilities and Fund Balances		\$ 15,309.92

City of Richwood
Statement of Revenue and Expenditures
Revised Budget
For Replacements (13)
For the Fiscal Period 2015-5 Ending February 28, 2015

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
Revenues					
13-52-4110 Interest Earnings	\$ 0.00	\$ 16.38	\$ 50.00	\$ 28.18	43.64%
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	\$ 16.38	\$ 50.00	\$ 28.18	43.64%
Replacements Excess of Revenues Over Expenditures	\$ 0.00	\$ 16.38	\$ 50.00	\$ 28.18	43.64%

City of Richwood
Statement of Expenditures, Encumbrances, and Appropriations

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Revised Budget
For Replacement (52)
For the Fiscal Period 2015-5 Ending February 28, 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)****February 28, 2015****Assets**

13-52-1106	TexPool Investments	.00
13-52-1108	TexStar Investments	6,862.43
13-52-1109	Logic Investments	5,518.32
13-52-1110	WCMA - Merrill Lynch Investments	.00
13-52-1111	Certificates of Deposit	30,831.37
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	\$	43,221.19
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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	28.18
Total Fund Balances		43,221.19
Total Liabilities and Fund Balances	\$	43,221.19

City of Richwood
Statement of Revenue and Expenditures
Revised Budget
For Crime Control and Prevention (15)
For the Fiscal Period 2015-5 Ending February 28, 2015

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
Revenues					
15-60-4110 Interest Earnings	\$ 0.00	\$ 13.62	\$ 0.00	\$ 16.03	0.00%
15-60-4112 Miscellaneous Income	0.00	0.00	0.00	0.00	0.00%
15-60-4117 Sales Tax	0.00	6,162.02	65,000.00	29,687.70	54.33%
Total Crime Control and Prevention Revenues	\$ 0.00	\$ 6,175.64	\$ 65,000.00	\$ 29,703.73	54.30%
Crime Control and Prevention Excess of Revenues Over Ex	\$ 0.00	\$ 6,175.64	\$ 200.00	\$ 2,357.98	(1078.99%)

City of Richwood

Statement of Expenditures, Encumbrances, and Appropriations

Revised Budget
For Crime Control and Prevention (60)
For the Fiscal Period 2015-5 Ending February 28, 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	\$0.00	\$27,345.75	\$965.83	(\$28,311.58)	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	\$0.00	\$27,345.75	\$965.83	(\$28,311.58)	0.00%
Total Crime Control and Prevention Expense		\$64,800.00	\$0.00	\$27,345.75	\$965.83	\$36,488.42	56.31%

City of Richwood**Balance Sheet****For Crime Control and Prevention (15)****February 28, 2015****Assets**

15-60-1106	TexPool Investments	18,903.25
15-60-1108	TexStar Investments	16,596.70
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	35,657.44

Total Assets	\$	105,889.34
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Liabilities and Fund Balance

15-60-2221	Due to General	27,345.75
Total Liabilities		27,345.75

15-60-3103	Fund Balance	76,185.61
15-60-3110	Prior Year Encumbrance Account	.00
	Excess of Revenue Over Expenditures	2,357.98
Total Fund Balances		78,543.59
Total Liabilities and Fund Balances	\$	105,889.34

City of Richwood
Statement of Revenue and Expenditures

Revised Budget
For Transportation Fund (25)
For the Fiscal Period 2015-5 Ending February 28, 2015

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
Revenues					
25-40-4110 Interest Earnings	\$ 0.00	\$ 1.98	\$ 0.00	\$ 7.09	0.00%
25-40-4112 Miscellaneous Income	0.00	0.00	0.00	0.00	0.00%
25-40-4125 Transportation Fee	0.00	8,730.22	100,000.00	34,294.51	65.71%
Total Transportation Fund Revenues	\$ 0.00	\$ 8,732.20	\$ 100,000.00	\$ 34,301.60	65.70%
Transportation Fund Excess of Revenues Over Expenditure	\$ 0.00	\$ 8,732.20	\$ 0.00	\$ 34,301.60	0.00%

City of Richwood
Statement of Expenditures, Encumbrances, and Appropriations

Revised Budget
 For Transportation (40)
 For the Fiscal Period 2015-5 Ending February 28, 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)****February 28, 2015****Assets**

25-40-1106	TexPool Investments	.00
25-40-1108	TexStar Investments	1,735.18
25-40-1109	Logic Investments	16,805.11
25-40-1111	Certificates of Deposit	.00
25-40-1116	Due from Enterprise Fund	17,288.51
25-40-1122	Accounts Receivable - Other	.00
25-40-1325	Due from General Fund	25,564.29

Total Assets	\$	61,393.09
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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	34,301.60
Total Fund Balances		61,393.09
Total Liabilities and Fund Balances	\$	61,393.09

City of Richwood
Statement of Revenue and Expenditures

Revised Budget
For General Obligation I&S (40)
For the Fiscal Period 2015-5 Ending February 28, 2015

Account Number		Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
Revenues						
40-50-4103 Ad Valorem Taxes	\$	0.00	\$ 21,615.94	\$ 167,820.00	\$ 152,368.19	9.21%
40-50-4104 Delinquent Taxes		0.00	0.00	0.00	0.00	0.00%
40-50-4110 Interest Earnings		0.00	20.32	100.00	96.46	3.54%
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	\$ 21,636.26	\$ 167,920.00	\$ 152,464.65	9.20%
General Obligation I&S Excess of Revenues Over Expendit	\$	0.00	\$ 12,246.25	\$ 0.00	\$ 137,727.48	0.00%

City of Richwood

Statement of Expenditures, Encumbrances, and Appropriations

Revised Budget

For General Obligation I&S (50)

For the Fiscal Period 2015-5 Ending February 28, 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	\$9,390.01	\$9,390.01	\$0.00	\$59,389.99	86.35%
Total General Obligation I&S Capital Outlay		\$166,920.00	\$9,390.01	\$14,737.17	\$0.00	\$152,182.83	91.17%
Total General Obligation I&S Expense		\$167,920.00	\$9,390.01	\$14,737.17	\$0.00	\$153,182.83	91.22%

City of Richwood**Balance Sheet****For General Obligation I&S (40)****February 28, 2015****Assets**

40-50-1101	Cash	.00
40-50-1106	TexPool Investments	.00
40-50-1109	Logic Investments	1,424.12
40-50-1110	WCMA - Merrill Lynch Investments	.00
40-50-1111	Certificates of Deposit	93,065.19
40-50-1112	Tax Receivable	19,833.06
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	152,368.19
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	(15,551.81)
40-50-1245	Due from Capital Projects	.00
40-50-1325	Due from General Fund	.00

Total Assets	\$	247,529.33
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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	137,727.48
Total Fund Balances		232,792.16
Total Liabilities and Fund Balances	\$	247,529.33