AGENDA

RICHWOOD CITY COUNCIL

Regular Meeting, Monday, April 28, 2014
Richwood City Hall
1800 N. Brazosport Blvd.
Richwood, TX 77531
6:00 PM

I. CALL TO ORDER
Presenter: Clint Kocurek
Time: 6:00 p.m.

II. INVOCATION
Opening Prayer - Glenn Patton, City Manager
Presenter: Glenn Patton

III. PLEDGES OF ALLEGIANCE 3
Pledge of Allegiance & Texas Pledge

IV. ROLL CALL OF COUNCIL MEMBERS
Presenter: Clint Kocurek

V. ANYONE WISHING TO ADDRESS COUNCIL
Individuals wishing to address council are limited to 5 minutes per individual with a maximum of 30 minutes allowed for this section. Any items addressed to council will not be discussed and no action will be taken as these items are not on the agenda and any discussion or action will be a violation of the Open Meetings Act.
Presenter: Clint Kocurek

VI. CONSENT AGENDA

A. Approval of Minutes of Previous Meetings

1. April 14, 2014 4

B. Payment of bills 10

C. Audit Engagement Letter 26

VII. DISCUSSION AND ACTION ITEMS

A. Retail Economic Development Plan - The Retail Coach 37

B. FY 14 Budget Amendment #1 53

C. Applications for Keep Richwood Beautiful 58

D. Applications for Parks and Recreation Board 61

E. Approve items pulled from Consent Agenda

F. Executive Session pursuant to Local Government Code, Chapter 551.071
Consultation with attorney to seek the advice of it's attorney about pending or contemplated litigation; a settlement offer; or on a matter in which the duty of the attorney to the governmental body under the Texas Disciplinary Rules of Professional Conduct of the State Bar of Texas clearly conflicts with this chapter.

1. FM 2004 Sewer Line
   Damage to FM 2004 sewer line by MP Technologies

G. Action as a result of executive session

VIII. REPORTS
Reports that require no action.

IX. CITY MANAGER’S REPORT
Presenter: Glenn Patton

X. FUTURE AGENDA ITEMS

XI. COMMITTEE REPORTS

XII. COUNCIL MEMBER COMMENTS & REPORTS

XIII. MAYOR’S REPORT 64

XIV. ADJOURNMENT

I, Karen B. Schrom, do hereby certify that I did, on 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

Texas Pledge of Allegiance

Honor the Texas flag;
I pledge allegiance to thee,
Texas, one state under God, one and indivisible.

Minutes of Regular Meeting

The City Council
City of Richwood

A Regular Meeting of the City Council of City of Richwood was held Monday, April 14, 2014, 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 was recited by those in attendance.

IV. **ROLL CALL OF COUNCIL MEMBERS**

Roll call showed the following members present:

Clint Kocurek, Mayor and presiding officer
Paul Raymond, Council, Position #1
John Pitts, Council, Position #2 and Mayor Pro Tem
Jarrod Beaty, Council, Position #3
Morgan Laird, Council, Position #4

Absent:

Donna Lacy, Council, Position #4

A quorum was declared.   Others present included Glenn Patton, City Manager, Karen B. Schrom, City Secretary, Kenny Williams, Public Works Director, Brad Caudle, Police Chief, Jessica Bailey, Lieutenant, Kevin Nutt and Zeus, Aaron Farmer, Retail Coach, Ken Mueller, Vic Wade, Charles Smith, Chase Terry, Laurie Atkins, Mili Mezulic, Steve Hill, and Garry Ellis.

V. **ANYONE WISHING TO ADDRESS COUNCIL**

Charles Smith and Chase Terry spoke on behalf of the Southern Conservative branch of the Texas Tea Party. Their overall mission is to aid in the fight to maintain all our freedoms. They will not tolerate any infringement of their constitutional rights. They are hoping that Council will adopt the resolution to send a statement to Washington to preserve these rights, specifically the 2nd, 4th and 9th amendment to the Constitution.

Ken Mueller addressed Council on his request for water and sewer services at his trailer park outside the City limits. He is willing to pay 1 ½ times the in city rate and will be responsible for the costs. He had been in talk with the City about annexation and both he and Mr. Patton agree that it would not be beneficial to either party at this time.

Chief Caudle introduced our newest officer, Zeus, to City Council. He has been on the streets for 1 ½ weeks.

VI. CONSENT AGENDA

Item D, Resolution to Protect and Defend the Constitutional Right to Keep and Bear Arms was moved to Discussion and Action Items.

On motion by Councilman Beaty, seconded by Councilman Laird, with all members present voting aye, it was duly adopted to approve the remaining consent agenda items as presented.

A. Approval of Minutes of Previous Meetings
   1. March 17, 2014
B. Payment of bills
C. Authorization to sell water to Ken Mueller's RV park at one and 1/2 times the in city rate -
D. Resolution to Protect and Defend the Constitutional Right to Keep and Bear Arms
E. Offer to purchase property at 503 N. Mahan
F. Authorization to let bids for annual Storm Debris Removal - Annual Contingency Contract
G. Authorization to let bids for Debris Monitoring, Recovery, and Other Related Services
H. Accept resignation of Morgan Laird, Council Position #4

VII. **DISCUSSION AND ACTION ITEMS**

A. Presentation by Retail Coach - Retail Economic Development Plan

Aaron Farmer, Vice President of The Retail Coach, explained to Council they work with cities to build a stronger retail base. They have helped over 225 communities in the 15 years they've been in business and of those, 175 have been in Texas. One of their first projects was to bring Chili's to Angleton 12 – 13 years ago. In the past year in Bastrop, they've added 750,000 square feet of retail space.

He drove around Richwood prior to the meeting and visited with some of the residents. Most of those he spoke with stated they'd like a grocery store, casual sit down dining and fast food restaurants. There is good traffic flow through the city and we need to work to capture those dollars.

Council will place this on the April 28th agenda for consideration.

B. Request by Luke Guidry to discuss water quality at 101 Meadowlark Ct.

Mr. and Mrs. Guidry have lived at their home for 5 ½ years and have had problems with water. It smells like mildew and rotten eggs. It is mainly in the master bath and kitchen.

The City has tested the water several times over the years, including tests by an independent laboratory. The City will test the water again and we will keep them informed of what we find.

C. Applications for Keep Richwood Beautiful

Council chose to handle each application separately.

Melissa Blanks

On motion by Councilman Pitts, seconded by Councilman Beaty, with all members present voting aye, it was duly adopted to appoint Melissa Blanks to KRB.

Denise Green

On motion by Councilman Laird, seconded by Councilman Beaty, with all members present voting aye, it was duly adopted to appoint Denise Green to KRB.

Katherine Venegas

Ms. Venegas' application was incomplete. On motion by Councilman Raymond, seconded by Councilman Pitts, with all members present voting aye, it was duly adopted to deny Katherine Venegas until we receive a completed application.

Janet Ellis

On motion by Councilman Pitts, seconded by Councilman Beaty, with all members present voting aye, it was duly adopted to appoint Janet Ellis to KRB.

Cinda Puckett

The motion by Councilman Pitts failed due to a lack of a second.

Garry Ellis

On motion by Councilman Beaty, seconded by Councilman Pitts, with all members present voting aye, it was duly adopted to appoint Garry Ellis to KRB.

Ophilia Martinez

The motion by Councilman Pitts failed due to a lack of a second.

Rocky Martinez

There was no motion.

New Keep Richwood Beautiful Richwood members are Melissa Blanks, Denise Green, Janet Ellis and Garry Ellis.

D. Update Personnel Policy

Changes to the Personnel Policy included changing City Administrator to City Manager, bringing into compliance with the Charter and amending the Grievance Procedures.

On motion by Councilman Beaty, seconded by Councilman Pitts, with all members present voting aye, the updates to the Personnel Policy were approved.

E. Budget Priorities for the next 5 years - Administration, Municipal Court, and Police Department

This item was tabled until after the May election.

F. Approve Items Pulled from Consent Agenda

1. Resolution to Keep and Bear Arms

Mayor Kocurek stated that the City will have our attorney review the Resolution and this will give the City a chance to talk with the residents.

VIII. **REPORTS**

Reports that require no action.

A. Financial Reports

Par for the period ending March 31, 2014 is 50%. Most departments are over and are being monitored.

B. Administration and Municipal Court Department Reports

Ms. Schrom brought the Council up to date on the Administration and Court departments from last year and current year to date. Revenues are up this year. Changes implemented to the departments include setting up online payments for Court and hope to have credit card scanners attached to both the Court and Utility computers. The City has developed a process to add more information to the back of the utility bills and a surveyed was created and distributed online and via paper.

C. Police Department Report

The Police Department has seen calls increasing. Last year they ran 9,129 calls and they are seeing a 16.97% increase to date. The department has a good clearance rate for crime thanks to Leads on Line. Of the 110 crimes reported on the UCR report, 72 of them have been cleared.

The Police Department also built the jail in the new building.

IX. **CITY MANAGER'S REPORT**

Mr. Patton reported that he had met with the Palladium Group. They build high end apartment buildings and are very interested in building in the area.

The owners of the undeveloped property in Glenwood Bayou has been in contact with a realtor out of Angleton and they are looking to replat the property so they can sell it.

On May 14th, they will meet with the chamber to discuss ambulance service.

TxDot has received our request for a traffic light at Cedar and Brazosport Boulevard.

X. **FUTURE AGENDA ITEMS**

Resolution – right to keep and bear arms
Traffic – speed limit on Oyster Creek Drive and Moore
Keep Richwood Beautiful
Parks and Recreation
Retail Coach

XI. **COMMITTEE REPORTS**

There were none.

XII. **COUNCIL MEMBER COMMENTS & REPORTS**

There were none.

XIII. MAYOR'S REPORT

BCCA will be hosted by Surfside, April 16th. The City Wide Clean up went very well, ROTC and the Grace Community Church helped.

Barbeque Cookoff and the Easter Egg Hunt is this weekend.

Mayor Kocurek and the other Councilmembers thanked Morgan Laird for his service.

XIV. **ADJOURNMENT**

With no further business to discuss, the meeting was adjourned at 8:53 p.m.

APPROVED BY A MAJORITY VOTE OF COUNCIL ON APRIL 28, 2014

____
Clint Kocurek, Mayor

ATTEST:

____
Karen B. Schrom, City Secretary

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
536	**UTILITY MAINTENANCE, 13510 FM 523, ANGLETON, TX, 77515**								
april14-1	04/10/14	ls#1 labor mortoring wet well, install drain	04/10/14	$2,500.00	$2,500.00	30-30-1140	Due from Capital Improv	$0.00	($53,304.50)
					$2,500.00				
		Total Bills To Pay:			**$2,500.00**				

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
19	**AT&T, PO BOX 105414, ATLANTA, GA, 30348-5414**								
april14-	04/14/14	telephone	04/14/14	$162.84	$162.84	10-05-5420	Telephone	$6,000.00	$2,735.29
april14-1	04/14/14	telephone	04/14/14	$47.20	$47.20	10-07-5420	Telephone	$1,200.00	$296.63
					$210.04				
24	**AMERICAN MATERIALS INC, PO BOX 935, STAFFORD, TX, 77497-0935**								
01011	04/14/14	asphalt for oakwood shores	04/14/14	$116.05	$116.05	10-03-5380	Streets M&R	$21,600.00	$8,590.38
					$116.05				
32	**BOBBY FORD, 1200 N HWY 288B, RICHWOOD, TX, 77531**								
201778F	04/14/14	tire unit#749	04/14/14	$217.56	$217.56	10-05-5340	Vehicle M&R	$10,300.00	$3,380.73
					$217.56				
54	**CENTERPOINT ENERGY, PO BOX 4981, HOUSTON, TX, 77210-4981**								
april14-1	04/14/14	natural gas	04/14/14	$90.17	$90.17	10-01-5430	Natural Gas	$1,500.00	$963.98
april14	04/14/14	natural gas	04/14/14	$20.98	$20.98	10-02-5430	Natural Gas	$500.00	$313.02
april14-2	04/14/14	natural gas	04/14/14	$16.90	$16.90	10-02-5430	Natural Gas	$500.00	$313.02
					$128.05				
90	**FACTS, THE, PO BOX 549, CLUTE, TX, 77531**								
1109443	04/14/14	Publish Ordinance 324F	04/14/14	$122.10	$122.10	10-01-5685	Publishing & Advertising	$5,000.00	$2,719.98
					$122.10				
127	**MALONE, DON, , , ,**								
april14-1	04/14/14	inspections	04/14/14	$175.00	$175.00	10-02-5695	Special Services - Miscell	$2,000.00	($2,300.00)
					$175.00				
131	**MAURO & CORDOBA, P.L.L.C., 208 PARKING WAY, LAKE JACKSON, TX, 77566**								
31125	04/14/14	attorney fees	04/14/14	$360.00	$360.00	10-01-5570	Attorney's Fees	$25,000.00	$19,112.50
31129	04/14/14	attorney fees	04/14/14	$441.48	$441.48	10-01-5570	Attorney's Fees	$25,000.00	$19,112.50
31126	04/14/14	attorney fees	04/14/14	$813.00	$813.00	10-06-5570	Attorney's Fees	$7,000.00	$2,859.50
					$1,614.48				
141	**O'REILLY'S AUTOMOTIVE STORES, INC., PO BOX 9464, SPRINGFIELD, MO, 65801-9464**								
1479319673	04/14/14	fuse kits	04/14/14	$9.38	$9.38	10-05-5340	Vehicle M&R	$10,300.00	$3,380.73
					$9.38				
143	**PARK PLACE, 217 FLAG LAKE DRIVE, CLUTE, TX, 77531**								
7060	04/14/14	tshirts for bbq cookoff	04/14/14	$897.24	$897.24	10-04-5290	Festivals	$0.00	($197.98)
7061	04/14/14	trophies for bbq cookoff	04/14/14	$363.00	$363.00	10-04-5290	Festivals	$0.00	($197.98)
					$1,260.24				
146	**PENNEY'S ELECTRIC, PO BOX 2888, FREEPORT, TX, 77541**								
14738	04/14/14	replace/rewire time delay at splash pad	04/14/14	$170.00	$170.00	10-08-5310	Building & Grounds M&R	$65,000.00	$6,552.06
14777	04/14/14	remove switch for splash pad	04/14/14	$170.00	$170.00	10-08-5310	Building & Grounds M&R	$65,000.00	$6,552.06

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
					$340.00				
183	**T.J.'S LUBE STOP, 125 DIXIE DRIVE, SUITE A, CLUTE, TX, 77531**								
140420	04/14/14	oil change and inspection	04/14/14	$103.47	$103.47	10-02-5340	Vehicle M&R	$4,000.00	$1,451.39
140689	04/14/14	state inspection unit#742`	04/14/14	$40.75	$40.75	10-05-5340	Vehicle M&R	$10,300.00	$3,380.73
140689	04/14/14	oil change unit# 742	04/14/14	$42.74	$42.74	10-05-5340	Vehicle M&R	$10,300.00	$3,380.73
					$186.96				
185	**TX CHILD SUPPORT SDU, PO BOX 659791, SAN ANTONIO, TX, 78265-9791**								
april14	04/14/14	child support	04/14/14	$289.00	$289.00	10-29-2138	Child Support Payable	$0.00	($15.00)
					$289.00				
192	**TEXAS MUNICIPAL RETIREMENT SYSTEM, PO BOX 149153, AUSTIN, TX, 78714-9153**								
april14	04/14/14	retirement	04/14/14	$11,339.46	$11,339.46	10-29-2132	Retirement Payable	$0.00	($3,561.65)
					$11,339.46				
201	**COMCAST, PO BOX 660618, DALLAS, TX, 75266-0618**								
april14	04/14/14	internet and tv	04/14/14	$103.61	$103.61	10-07-5420	Telephone	$1,200.00	$296.63
					$103.61				
290	**NES RENTALS, PO BOX 8500-1226, PHILADELPHIA, PA, 19178-1226**								
25515701	04/14/14	hammer drill rental	04/14/14	$25.00	$25.00	10-01-5310	Building & Grounds M&R	$15,000.00	$2,776.41
					$25.00				
423	**BRAZOSPORT STARTER & ALTERNATOR SERVICE, P.O. BOX 566, CLUTE, TX, 77531**								
5414	04/14/14	battery for unit# 746	04/14/14	$147.95	$147.95	10-05-5340	Vehicle M&R	$10,300.00	$3,380.73
					$147.95				
449	**CITY OF LAKE JACKSON, 25 OAK DRIVE, LAKE JACKSON, TX, 77566**								
24075	04/14/14	dispatch services jan-mar	04/14/14	$8,500.00	$8,500.00	10-05-5540	Dispatch Services	$34,000.00	$17,000.00
					$8,500.00				
514	**P C CARE, 221 PARKING WAY, LAKE JACKSON, TX, 77566**								
68308	04/14/14	3 access points for wireless	04/14/14	$1,995.67	$1,995.67	10-01-5210	Office Supplies	$24,000.00	$7,771.95
					$1,995.67				
542	**APEX METAL SYSTEMS, INC., 1618 BRAZOSPORT BLVD., RICHWOOD, TX,**								
14015	04/14/14	repair to roof over chiefs office	04/14/14	$250.00	$250.00	10-01-5310	Building & Grounds M&R	$15,000.00	$2,776.41
					$250.00				
753	**BEARS RECYCLING, P.O. BOX 35, CLUTE, TX, 77531**								
72779	04/14/14	dumpster rental	04/14/14	$63.00	$63.00	10-02-5245	Dump Charges	$2,500.00	$1,170.75
					$63.00				
774	**ZEIGLER'S SCREEN PRINTING, 137 EAST MULBERRY, ANGLETON, TX, 77515**								
13995	04/14/14	Vehicle decals	04/14/14	$150.00	$150.00	10-02-5340	Vehicle M&R	$4,000.00	$1,451.39

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
13933	04/14/14	signs for parks and rec	04/14/14	$80.00	$80.00	10-08-5240	Expendable Operating S	$200.00	($1,488.02)
13956	04/14/14	signs for parks and rec	04/14/14	$21.00	$21.00	10-08-5240	Expendable Operating S	$200.00	($1,488.02)
					$251.00				
889	**BCOS OFFICE TECHNOLOGIES, ATTN: ACCOUNTS RECEIVABLES, 1111 COUNTY ROAD 44, ANGLETON, TX, 77515**								
ar175551	04/14/14	copier	04/14/14	$102.91	$102.91	10-01-5935	Equipment - Time Payme	$4,500.00	$1,889.13
ar175550	04/14/14	copier	04/14/14	$24.54	$24.54	10-06-5210	Office Supplies	$5,193.00	$2,273.42
					$127.45				
1013	**NUTT, KEVIN, , , ,**								
april14	04/14/14	texas rapid response k9-supplies	04/14/14	$59.25	$59.25	10-04-5296	K-9 Unit	$0.00	($5,254.35)
april14	04/14/14	nndda certification fees	04/14/14	$25.00	$25.00	10-04-5296	K-9 Unit	$0.00	($5,254.35)
april14	04/14/14	nndda membership fees	04/14/14	$30.00	$30.00	10-04-5296	K-9 Unit	$0.00	($5,254.35)
					$114.25				
1145	**MARTINEZ, ADRIAN, , , ,**								
190059	04/14/14	scrub and wax comm. Bldg.	04/14/14	$395.00	$395.00	10-08-5310	Building & Grounds M&R	$65,000.00	$6,552.06
					$395.00				
1157	**COMCAST, P.O. BOX 37601, PHILADELPHIA, PA, 19101-0601**								
29169150	04/14/14	telephone	04/14/14	$82.98	$82.98	10-01-5420	Telephone	$2,500.00	$1,299.83
29169150	04/14/14	telephone	04/14/14	$207.52	$207.52	10-05-5420	Telephone	$6,000.00	$2,735.29
					$290.50				
1166	**VIT OFFSHORE OIL SERVICE, 618 EAST SECOND STREET, FREEPORT, TX, 77541**								
43283	04/14/14	fuel	04/14/14	$834.97	$834.97	10-02-5230	Gas. Oil. & Lubricants	$9,000.00	$5,032.96
43283	04/14/14	fuel	04/14/14	$2,371.32	$2,371.32	10-05-5230	Gas, Oil. & Lubricants	$30,208.00	$17,929.89
43283	04/14/14	fuel	04/14/14	$822.26	$822.26	10-07-5230	Gas, Oil, & Lubricants	$2,000.00	$946.42
					$4,028.55				
		Total Bills To Pay:			**$32,300.30**				

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
42	**BRAZOSPORT WATER AUTHORITY, 1251 FM 2004, LAKE JACKSON, TX, 77566**								
07-0397	04/14/14	water contract	04/14/14	$13,987.20	$13,987.20	30-21-5995	Brazosport Water Authori	$160,000.00	$91,868.80
					$13,987.20				
72	**DEPT. OF STATE HEALTH SERVICES, PO BOX 149347, 1100 WEST 49TH STREET, AUSTIN, TX, 78714-9347**								
april14	04/14/14	water sample test	04/14/14	$754.49	$754.49	30-21-5390	Water Lines M&R	$47,280.00	$19,733.16
					$754.49				
132	**MCCOY'S BUILDING SUPPLY, PO BOX 1362, SAN MARCOS, TX, 78667**								
1384491	04/14/14	credit for sakrete	04/14/14	($89.11)	($89.11)	30-30-1140	Due from Capital Improv	$0.00	($53,304.50)
1384492	04/14/14	mortor mix	04/14/14	$99.56	$99.56	30-30-1140	Due from Capital Improv	$0.00	($53,304.50)
					$10.45				
146	**PENNEY'S ELECTRIC, PO BOX 2888, FREEPORT, TX, 77541**								
14757	04/14/14	new water meters-upgrade circuit at service cen	04/14/14	$3,038.16	$3,038.16	30-21-5390	Water Lines M&R	$47,280.00	$19,733.16
14778	04/14/14	reset timer and repair lights for water tower	04/14/14	$622.04	$622.04	30-21-5390	Water Lines M&R	$47,280.00	$19,733.16
					$3,660.20				
150	**UTILITY SERVICE CO., INC., PO BOX 674233, DALLAS, TX, 75267-4233**								
338852	04/14/14	tower contract	04/14/14	$479.17	$479.17	30-21-5935	Equipment - Time Payme	$20,000.00	$5,302.98
					$479.17				
192	**TEXAS MUNICIPAL RETIREMENT SYSTEM, PO BOX 149153, AUSTIN, TX, 78714-9153**								
april14--01	04/14/14	retirement	04/14/14	$1,807.34	$1,807.34	30-30-2132	Retirement Payable	$0.00	$197.01
					$1,807.34				
206	**UTILITY DATA SYSTEMS OF TEXAS, LLC, P.O. BOX 6147, FRISCO, TX, 75035**								
10272	04/14/14	transaction fees	04/14/14	$111.02	$111.02	30-21-5210	Office Supplies	$10,000.00	$3,021.65
					$111.02				
566	**THE SOURCE WEEKLY, 223 PARKING WAY, LAKE JACKSON, TX, 77531**								
334468-001	04/14/14	Ad - Public Works Employee	04/14/14	$56.00	$56.00	30-21-5685	Publishing & Advertising	$500.00	($11.20)
					$56.00				
578	**HERTZ EQUIPMENT RENTAL, P.O. BOX 650280, DALLAS, TX, 75265-0280**								
27317840-001	04/14/14	ls#1 rehab suction hose rental	04/14/14	$0.00	$0.00	30-30-1140	Due from Capital Improv	$0.00	($53,304.50)
27317840-001	04/14/14	ls#1 rehab pump rental	04/14/14	$4,131.10	$4,131.10	30-30-1140	Due from Capital Improv	$0.00	($53,304.50)
585.35	04/14/14	pipe test plug	04/14/14	$585.35	$585.35	30-30-1140	Due from Capital Improv	$0.00	($53,304.50)
					$4,716.45				
1157	**COMCAST, P.O. BOX 37601, PHILADELPHIA, PA, 19101-0601**								
29169150--01	04/14/14	telephone	04/14/14	$41.49	$41.49	30-21-5420	Telephone	$2,500.00	$1,368.78
					$41.49				
1166	**VIT OFFSHORE OIL SERVICE, 618 EAST SECOND STREET, FREEPORT, TX, 77541**								
43283--01	04/14/14	fuel	04/14/14	$2,615.80	$2,615.80	30-21-5230	Gas, Oil, & Lubricants	$12,000.00	$5,224.58

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
					$2,615.80				
		Total Bills To Pay:			$28,239.61				

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
54	**CENTERPOINT ENERGY, PO BOX 4981, HOUSTON, TX, 77210-4981**								
april14-3	04/17/14	natural gas	04/17/14	$18.21	$18.21	10-07-5430	Natural Gas	$750.00	$660.73
					$18.21				
104	**GULF COAST PAPER, PO BOX 4227, VICTORIA, TX, 77903**								
742012	04/17/14	case of wypall paper towels	04/17/14	$87.04	$87.04	10-02-5215	Custodial Supplies	$500.00	$376.16
739540	04/17/14	fuel surcharge	04/17/14	$2.80	$2.80	10-05-5220	Tools	$1,500.00	$551.90
739540	04/17/14	bundle heavy duty evidence bags	04/17/14	$12.75	$12.75	10-05-5220	Tools	$1,500.00	$551.90
739540	04/17/14	bundle paper evidence bags	04/17/14	$42.50	$42.50	10-05-5220	Tools	$1,500.00	$551.90
					$145.09				
119	**LAKE HARDWARE, PO BOX 898, LAKE JACKSON, TX, 77566**								
313916	04/17/14	spray wand	04/17/14	$0.00	$0.00	10-04-4250	Revenues - Festivals	$0.00	($3,090.00)
313916	04/17/14	cans white marking paint	04/17/14	$17.07	$17.07	10-04-4250	Revenues - Festivals	$0.00	($3,090.00)
313916	04/17/14	rolls barracade tape	04/17/14	$22.67	$22.67	10-08-5850	Beautification	$1,000.00	$1,000.00
					$39.74				
122	**LAWMAN'S UNIFORM & EQUIPMENT, 5814 MILWEE BLDG. A, HOUSTON, TX, 77092**								
36850	04/17/14	elbeco s/s ufx navy polo side 3 sma	04/17/14	$89.90	$89.90	10-05-5190	Uniforms	$2,500.00	$1,412.20
36850	04/17/14	elbeco ufx navy size large	04/17/14	$89.90	$89.90	10-05-5190	Uniforms	$2,500.00	$1,412.20
36850	04/17/14	shipping	04/17/14	$8.50	$8.50	10-05-5190	Uniforms	$2,500.00	$1,412.20
					$188.30				
127	**MALONE, DON, , , ,**								
april14-2	04/17/14	inspections	04/17/14	$75.00	$75.00	10-02-5695	Special Services - Miscell	$2,000.00	($2,300.00)
					$75.00				
141	**O'REILLY'S AUTOMOTIVE STORES, INC., PO BOX 9464, SPRINGFIELD, MO, 65801-9464**								
1479321454	04/17/14	fuse assortment	04/17/14	$15.99	$15.99	10-05-5340	Vehicle M&R	$10,300.00	$3,380.73
1479321454	04/17/14	fuse block	04/17/14	$12.49	$12.49	10-05-5340	Vehicle M&R	$10,300.00	$3,380.73
1479-321701	04/17/14	mirror bracket	04/17/14	$8.49	$8.49	10-05-5340	Vehicle M&R	$10,300.00	$3,380.73
1479-321701	04/17/14	mirror adhesive	04/17/14	$3.49	$3.49	10-05-5340	Vehicle M&R	$10,300.00	$3,380.73
1479-321701	04/17/14	terminal kit	04/17/14	$3.19	$3.19	10-05-5340	Vehicle M&R	$10,300.00	$3,380.73
					$43.65				
145	**PATTON, GLENN, , , ,**								
april14	04/17/14	service award	04/17/14	$350.00	$350.00	10-01-5101	Administrative Expense	$6,000.00	($4,054.98)
					$350.00				
152	**BUSINESS CARD, PO BOX 15796, WILMINGTON, DE, 19886-5710**								
034368420783001	04/17/14	drinks for bcca	04/17/14	$21.65	$21.65	10-01-5101	Administrative Expense	$6,000.00	($4,054.98)
054368440773001	04/21/14	drinks for bcca	04/21/14	$107.10	$107.10	10-01-5101	Administrative Expense	$6,000.00	($4,054.98)
054368440795000	04/21/14	10 pk tumblers for BCCA	04/21/14	$8.66	$8.66	10-01-5101	Administrative Expense	$6,000.00	($4,054.98)
232473020780006	04/17/14	bcca dinner	04/17/14	$1,733.61	$1,733.61	10-01-5101	Administrative Expense	$6,000.00	($4,054.98)

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
5343	04/17/14	google	04/17/14	$142.85	$142.85	10-01-5101	Administrative Expense	$6,000.00	($4,054.98)
534	04/17/14	TML Revenue Manual for Texas Cities	04/17/14	$24.00	$24.00	10-01-5210	Office Supplies	$24,000.00	$7,771.95
53432	04/17/14	belt unit for brother printer	04/17/14	$152.22	$152.22	10-01-5210	Office Supplies	$24,000.00	$7,771.95
534328620620005	04/17/14	Winzip - Accounts payable computer	04/17/14	$37.90	$37.90	10-01-5210	Office Supplies	$24,000.00	$7,771.95
5343286	04/17/14	postage	04/17/14	$24.99	$24.99	10-01-5240	Expendable Operating S	$12,000.00	$3,656.74
5348	04/17/14	postage	04/17/14	$9.95	$9.95	10-01-5240	Expendable Operating S	$12,000.00	$3,656.74
536	04/17/14	postage	04/17/14	$150.00	$150.00	10-01-5240	Expendable Operating S	$12,000.00	$3,656.74
536418	04/17/14	postage	04/17/14	$240.00	$240.00	10-01-5240	Expendable Operating S	$12,000.00	$3,656.74
53641862	04/17/14	postage	04/17/14	$186.96	$186.96	10-01-5240	Expendable Operating S	$12,000.00	$3,656.74
754800120760761	04/17/14	credit	04/17/14	($28.84)	($28.84)	10-01-5240	Expendable Operating S	$12,000.00	$3,656.74
april14	04/17/14	fee	04/17/14	$1.00	$1.00	10-01-5240	Expendable Operating S	$12,000.00	$3,656.74
553102040768380	04/21/14	meal for training	04/21/14	$9.78	$9.78	10-02-5130	Training & Travel	$2,000.00	$509.17
554328640830003	04/17/14	testing for code enforcement	04/17/14	$50.00	$50.00	10-02-5130	Training & Travel	$2,000.00	$509.17
554464140764007	04/21/14	meal for training	04/21/14	$7.56	$7.56	10-02-5130	Training & Travel	$2,000.00	$509.17
054101940920800	04/21/14	butt splice connector	04/21/14	$10.38	$10.38	10-02-5220	Tools	$1,000.00	($60.56)
054101940920800	04/21/14	wire stripper	04/21/14	$7.99	$7.99	10-02-5220	Tools	$1,000.00	($60.56)
051404840871200	04/21/14	diesel fuel	04/21/14	$37.75	$37.75	10-02-5230	Gas, Oil, & Lubricants	$9,000.00	$5,032.96
051404840871200	04/21/14	diesel	04/21/14	$100.00	$100.00	10-02-5230	Gas, Oil, & Lubricants	$9,000.00	$5,032.96
051404840871200	04/21/14	diesel fuel	04/21/14	$100.00	$100.00	10-02-5230	Gas, Oil, & Lubricants	$9,000.00	$5,032.96
051404840911200	04/21/14	diesel fuel	04/21/14	$100.00	$100.00	10-02-5230	Gas, Oil, & Lubricants	$9,000.00	$5,032.96
554996740782060	04/21/14	respirator dust	04/21/14	$11.78	$11.78	10-02-5240	Expendable Operating S	$3,000.00	$1,577.69
754800140760761	04/17/14	credit	04/17/14	($6.46)	($6.46)	10-02-5240	Expendable Operating S	$3,000.00	$1,577.69
754800140760761	04/21/14	credit	04/21/14	($18.98)	($18.98)	10-02-5240	Expendable Operating S	$3,000.00	$1,577.69
april 14	04/21/14	fee	04/21/14	$1.00	$1.00	10-02-5240	Expendable Operating S	$3,000.00	$1,577.69
april14-	04/17/14	fee	04/17/14	$1.00	$1.00	10-02-5240	Expendable Operating S	$3,000.00	$1,577.69
152176940881346	04/17/14	weed killer	04/17/14	$195.00	$195.00	10-02-5270	Chemicals	$2,000.00	$1,979.82
054101940640800	04/21/14	tire guage	04/21/14	$12.38	$12.38	10-02-5340	Vehicle M&R	$4,000.00	$1,451.39
554996740652060	04/21/14	headache rack paint	04/21/14	$8.98	$8.98	10-02-5340	Vehicle M&R	$4,000.00	$1,451.39
851016540929800	04/21/14	new tailgate and door reconstructive work	04/21/14	$2,010.15	$2,010.15	10-02-5340	Vehicle M&R	$4,000.00	$1,451.39
554996740842060	04/17/14	1x2 - 36" stakes	04/17/14	$19.99	$19.99	10-02-5365	Other Equipment M&R	$4,000.00	$2,903.72
554996740842060	04/17/14	staples	04/17/14	$4.29	$4.29	10-02-5365	Other Equipment M&R	$4,000.00	$2,903.72
051404840921200	04/17/14	gas - hitching post	04/17/14	$49.00	$49.00	10-04-5296	K-9 Unit	$0.00	($5,254.35)
054868040863780	04/17/14	gas - exxon	04/17/14	$50.00	$50.00	10-04-5296	K-9 Unit	$0.00	($5,254.35)
054868040883780	04/17/14	gas - exxon	04/17/14	$45.78	$45.78	10-04-5296	K-9 Unit	$0.00	($5,254.35)
055874540850000	04/17/14	credit	04/17/14	($7.14)	($7.14)	10-04-5296	K-9 Unit	$0.00	($5,254.35)
554328640850009	04/17/14	lodging river valley motor inn	04/17/14	$178.54	$178.54	10-04-5296	K-9 Unit	$0.00	($5,254.35)
852477140799800	04/17/14	brow light bar for k-9 unit	04/17/14	$681.05	$681.05	10-04-5296	K-9 Unit	$0.00	($5,254.35)
855049940879000	04/17/14	white police special assortment	04/17/14	$37.50	$37.50	10-05-5220	Tools	$1,500.00	$551.90
855049940879000	04/17/14	integrity bag	04/17/14	$22.75	$22.75	10-05-5220	Tools	$1,500.00	$551.90
855049940879000	04/17/14	ninhydrin spray	04/17/14	$9.25	$9.25	10-05-5220	Tools	$1,500.00	$551.90
855049940879000	04/17/14	black police special assortment	04/17/14	$37.50	$37.50	10-05-5220	Tools	$1,500.00	$551.90

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
855049940879000	04/17/14	shipping	04/17/14	$14.63	$14.63	10-05-5220	Tools	$1,500.00	$551.90
855049940879000	04/17/14	integrity bag	04/17/14	$29.40	$29.40	10-05-5220	Tools	$1,500.00	$551.90
855049940879000	04/17/14	fuming tubes	04/17/14	$28.75	$28.75	10-05-5220	Tools	$1,500.00	$551.90
754800140760761	04/17/14	credit	04/17/14	($14.11)	($14.11)	10-05-5240	Expendable Operating S	$1,500.00	($416.39)
april14-1	04/17/14	fee	04/17/14	$1.00	$1.00	10-05-5240	Expendable Operating S	$1,500.00	($416.39)
554328640660005	04/17/14	cable ties	04/17/14	$4.36	$4.36	10-05-5340	Vehicle M&R	$10,300.00	$3,380.73
554328640660005	04/17/14	terminal kit	04/17/14	$16.40	$16.40	10-05-5340	Vehicle M&R	$10,300.00	$3,380.73
554328640660005	04/17/14	t50 staples	04/17/14	$6.44	$6.44	10-05-5340	Vehicle M&R	$10,300.00	$3,380.73
554328640660005	04/17/14	cable ties	04/17/14	$7.72	$7.72	10-05-5340	Vehicle M&R	$10,300.00	$3,380.73
535	04/17/14	tmcc registration	04/17/14	$150.00	$150.00	10-06-5130	Training & Travel	$2,000.00	$657.81
054368440725000	04/21/14	cleaning supplies	04/21/14	$39.73	$39.73	10-08-5215	Custodial Supplies	$600.00	$151.25
854281440899800	04/17/14	file	04/17/14	$4.95	$4.95	10-08-5220	Tools	$500.00	$462.02
854281440899800	04/17/14	chain saw blade	04/17/14	$29.99	$29.99	10-08-5220	Tools	$500.00	$462.02
252478040800007	04/17/14	fill dirt for baseball field	04/17/14	$250.00	$250.00	10-08-5310	Building & Grounds M&R	$65,000.00	$6,552.06
554996740722060	04/21/14	comm. Bldg sink repair parts	04/21/14	$4.89	$4.89	10-08-5310	Building & Grounds M&R	$65,000.00	$6,552.06
552330040731307	04/21/14	generator repair	04/21/14	$631.00	$631.00	10-08-5365	Other Equipment M&R	$5,000.00	$4,745.25
851016540829800	04/21/14	repaint code enforcement car	04/21/14	$1,200.00	$1,200.00	10-29-1119	Due from Replacment	$0.00	($21,562.01)
					$8,984.02				
154	**PROMOTIONS UNLIMITED, 849 WEST PLANTATION DRIVE, CLUTE, TX, 77531**								
27476	04/17/14	shirts - parks and rec	04/17/14	$224.50	$224.50	10-08-5240	Expendable Operating S	$200.00	($1,488.02)
					$224.50				
155	**QUILL CORPORATION, PO BOX 37600, PHILADELPHIA, PA, 91901-0600**								
2017798	04/17/14	supplies	04/17/14	$360.63	$360.63	10-01-5210	Office Supplies	$24,000.00	$7,771.95
2055578	04/17/14	supplies	04/17/14	$77.37	$77.37	10-01-5210	Office Supplies	$24,000.00	$7,771.95
					$438.00				
162	**RYLE, JERE, , , ,**								
april14	04/21/14	contract labor for bbq cookoff	04/21/14	$918.00	$918.00	10-04-5290	Festivals	$0.00	($197.98)
					$918.00				
207	**VERIZON WIRELESS, PO BOX 660108, DALLAS, TX, 75266-0108**								
9722739661	04/17/14	broadband	04/17/14	$113.97	$113.97	10-05-5695	Special Services - Miscell	$4,000.00	$2,558.43
					$113.97				
208	**VERNOR MATERIAL & EQUIPMENT, PO BOX 967, CLUTE, TX, 77531**								
119499	04/17/14	load of stailized limestone for Oakwood Shores	04/17/14	$1,308.48	$1,308.48	10-03-5380	Streets M&R	$21,600.00	$8,590.38
					$1,308.48				
213	**TX COMPTROLLER OF PUBLIC ACCOUNTS, , AUSTIN, TX, 78774-0100**								
april14	04/17/14	state criminal costs and fees	04/17/14	$25,485.05	$25,485.05	10-29-2140	Municipal Court Costs	$0.00	($54,766.00)
					$25,485.05				

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
240	**WILLIAMS, KENNY, , , ,**								
april14	04/17/14	15 yr service award	04/17/14	$150.00	$150.00	10-01-5101	Administrative Expense	$6,000.00	($4,054.98)
					$150.00				
250	**BIG G AUTO GLASS, 609 COMMERCE, CLUTE, TX, 77531**								
32319	04/17/14	replacement drivers window for f-150	04/17/14	$179.00	$179.00	10-02-5340	Vehicle M&R	$4,000.00	$1,451.39
					$179.00				
427	**CHAMPION ENERGY SERVICES, P.O. BOX 4190, HOUSTON, TX, 77210-4190**								
b1404020349	04/17/14	electricity	04/17/14	$13.08	$13.08	10-01-5410	Electricity	$12,000.00	$7,575.29
b1404021329	04/17/14	electricity	04/17/14	$18.93	$18.93	10-01-5410	Electricity	$12,000.00	$7,575.29
b1404030308	04/17/14	electricity	04/17/14	$752.01	$752.01	10-01-5410	Electricity	$12,000.00	$7,575.29
1404011324	04/17/14	electricity	04/17/14	$14.03	$14.03	10-02-5410	Electricity	$45,000.00	$30,019.58
b1404020337	04/17/14	electricity	04/17/14	$203.16	$203.16	10-02-5410	Electricity	$45,000.00	$30,019.58
b1404020339	04/17/14	electricity	04/17/14	$79.26	$79.26	10-02-5410	Electricity	$45,000.00	$30,019.58
b1404020341	04/17/14	electricity	04/17/14	$44.04	$44.04	10-02-5410	Electricity	$45,000.00	$30,019.58
b1404020342	04/17/14	electricity	04/17/14	$30.95	$30.95	10-02-5410	Electricity	$45,000.00	$30,019.58
b1404020345	04/17/14	electricity	04/17/14	$11.34	$11.34	10-02-5410	Electricity	$45,000.00	$30,019.58
b1404020347	04/17/14	electricity	04/17/14	$17.85	$17.85	10-02-5410	Electricity	$45,000.00	$30,019.58
b1404020997	04/17/14	electricity	04/17/14	$26.01	$26.01	10-02-5410	Electricity	$45,000.00	$30,019.58
b1404032266	04/17/14	electricity	04/17/14	$16.18	$16.18	10-02-5410	Electricity	$45,000.00	$30,019.58
b1404020344	04/17/14	electricity	04/17/14	$172.96	$172.96	10-07-5410	Electricity	$2,500.00	$1,456.94
b1404020343	04/17/14	electricity	04/17/14	$69.45	$69.45	10-08-5410	Electricity	$5,400.00	$4,852.85
					$1,469.25				
450	**ROBERTO'S TIRE SHOP, 725 N. BRAZOSPORT BLVD., CLUTE, TX, 77531**								
6449	04/17/14	tire repair	04/17/14	$60.00	$60.00	10-02-5365	Other Equipment M&R	$4,000.00	$2,903.72
					$60.00				
466	**CITY OF OYSTER CREEK, 3210 FM 523, OYSTER CREEK, TX, 77541**								
april14	04/17/14	jail fees	04/17/14	$325.00	$325.00	10-05-5542	Jail Expense	$5,500.00	$3,271.52
					$325.00				
508	**TEXAS MUNICIPAL LEAGUE, 1821 RUTHERFORD LN, SUITE #400, AUSTIN, TX, 78754-5128**								
april14	04/17/14	member service fee	04/17/14	$1,200.00	$1,200.00	10-01-5660	Dues & Subscriptions	$3,500.00	$364.00
					$1,200.00				
572	**CASTLE, JAMES, , , ,**								
april14	04/21/14	contract labor for security at bbq cookoff	04/21/14	$125.00	$125.00	10-04-5290	Festivals	$0.00	($197.98)
					$125.00				
614	**BROOKSIDE EQUIPMENT SALES, INC., P.O. BOX 262324, HOUSTON, TX, 77207**								
ia47565	04/17/14	500' weedeater string	04/17/14	$36.99	$36.99	10-08-5365	Other Equipment M&R	$5,000.00	$4,745.25
ia47565	04/17/14	set mower blades 48" deck	04/17/14	$73.05	$73.05	10-08-5365	Other Equipment M&R	$5,000.00	$4,745.25

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
ia47565	04/17/14	set mower blades 60" deck	04/17/14	$238.14	$238.14	10-08-5365	Other Equipment M&R	$5.000.00	$4.745.25
					$348.18				
1170	**TEXAS DEPARTMENT OF MOTOR VEHICLES, IT SERVICES DIVISION, P.O. BOX 5020, AUSTIN, TX, 78763-5020**								
april14	04/17/14	motor vehicle inquiry acct.	04/17/14	$200.00	$200.00	10-02-5240	Expendable Operating S	$3.000.00	$1.577.69
					$200.00				

Total Bills To Pay: $42,388.44

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
36	BRAZORIA COUNTY GROUNDWATER CONSERVATION DISTRICT, 111 E. LOCUST, BLDG. A- 29, SUITE 140, ANGLETON, TX, 77515								
april14	04/17/14	production and export fee	04/17/14	$92.38	$92.38	30-21-5660	Dues & Subscriptions	$1,250.00	$520.65
					$92.38				
117	KILLIUM PEST CONTROL, 209 PLANTATION DR, LAKE JACKSON, TX, 77566								
314135	04/17/14	insect control	04/17/14	$79.00	$79.00	30-21-5310	Building & Grounds M&R	$5,000.00	$4,454.00
					$79.00				
152	**BUSINESS CARD, PO BOX 15796, WILMINGTON, DE, 19886-5710**								
554464140870811	04/21/14	jones t39-006 ci test plug	04/21/14	$37.85	$37.85	30-21-5390	Water Lines M&R	$47,280.00	$19,733.16
252478040660009	04/21/14	ls#1 bolts	04/21/14	$47.56	$47.56	30-21-5392	Sewer Lines M&R	$20,000.00	($1,610.68)
052270240915001	04/17/14	5 gallon water plug	04/17/14	$103.61	$103.61	30-30-1140	Due from Capital Improv	$0.00	($53,304.50)
252478040690003	04/21/14	flagnes	04/21/14	$101.12	$101.12	30-30-1140	Due from Capital Improv	$0.00	($53,304.50)
252478040770006	04/17/14	bolts	04/17/14	$43.52	$43.52	30-30-1140	Due from Capital Improv	$0.00	($53,304.50)
252478040770006	04/17/14	16 of 5/8 - 11 x 3 1/2 stud bolts	04/17/14	$45.28	$45.28	30-30-1140	Due from Capital Improv	$0.00	($53,304.50)
252478040780006	04/21/14	5/8 x 11 drop in anchor stainless steel	04/21/14	$22.90	$22.90	30-30-1140	Due from Capital Improv	$0.00	($53,304.50)
252478040780006	04/21/14	5/8 - 11 x 2 hex head cap screw stainless steel	04/21/14	$2.98	$2.98	30-30-1140	Due from Capital Improv	$0.00	($53,304.50)
252478040780006	04/21/14	5/8 flat washer stainless steel	04/21/14	$1.76	$1.76	30-30-1140	Due from Capital Improv	$0.00	($53,304.50)
252478040780006	04/21/14	5/8 lockwasher stainless steel	04/21/14	$1.60	$1.60	30-30-1140	Due from Capital Improv	$0.00	($53,304.50)
252478040780006	04/21/14	sales tax	04/21/14	$2.41	$2.41	30-30-1140	Due from Capital Improv	$0.00	($53,304.50)
252478040790006	04/21/14	5/8 flat washer zinc	04/21/14	$1.80	$1.80	30-30-1140	Due from Capital Improv	$0.00	($53,304.50)
252478040790006	04/21/14	3/4 flat washer zinc yellow	04/21/14	$6.80	$6.80	30-30-1140	Due from Capital Improv	$0.00	($53,304.50)
252478040830008	04/21/14	1/2 x 4 1/4 wedge anchor stainless steel	04/21/14	$10.60	$10.60	30-30-1140	Due from Capital Improv	$0.00	($53,304.50)
255360640801040	04/21/14	spline 7/8" x 16" oal	04/21/14	$65.70	$65.70	30-30-1140	Due from Capital Improv	$0.00	($53,304.50)
554464140700810	04/21/14	qt. gray pvc cement	04/21/14	$17.19	$17.19	30-30-1140	Due from Capital Improv	$0.00	($53,304.50)
554996740652060	04/21/14	bags of concrete	04/21/14	$52.02	$52.02	30-30-1140	Due from Capital Improv	$0.00	($53,304.50)
554996740702060	04/21/14	pvc cement	04/21/14	$9.99	$9.99	30-30-1140	Due from Capital Improv	$0.00	($53,304.50)
554996740702060	04/21/14	primer	04/21/14	$14.99	$14.99	30-30-1140	Due from Capital Improv	$0.00	($53,304.50)
554996740712060	04/21/14	bags mortor mix	04/21/14	$104.80	$104.80	30-30-1140	Due from Capital Improv	$0.00	($53,304.50)
554996740742060	04/21/14	4" dwv cap	04/21/14	$5.99	$5.99	30-30-1140	Due from Capital Improv	$0.00	($53,304.50)
554996740872060	04/21/14	pallet	04/21/14	$20.00	$20.00	30-30-1140	Due from Capital Improv	$0.00	($53,304.50)
554996740872060	04/21/14	bags of concrete mix	04/21/14	$145.66	$145.66	30-30-1140	Due from Capital Improv	$0.00	($53,304.50)
554996740882060	04/17/14	sakrete sand	04/17/14	$117.25	$117.25	30-30-1140	Due from Capital Improv	$0.00	($53,304.50)
554996740882060	04/17/14	pallet	04/17/14	$20.00	$20.00	30-30-1140	Due from Capital Improv	$0.00	($53,304.50)
754566740814774	04/17/14	4" pvc coupling sch 80	04/17/14	$15.58	$15.58	30-30-1140	Due from Capital Improv	$0.00	($53,304.50)
754566740814774	04/17/14	4" pvc vs flange	04/17/14	$19.52	$19.52	30-30-1140	Due from Capital Improv	$0.00	($53,304.50)
					$1,038.48				
160	**RICHWOOD V.F.D., , , ,**								
april14	04/17/14	contributions for march	04/17/14	$1,121.60	$1,121.60	30-30-2241	Fire Department Donatio	$0.00	($1,122.60)
					$1,121.60				
161	**RICHWOOD BEAUTIFICATION, , , ,**								

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
april14	04/17/14	contributions for march	04/17/14	$1,101.89	$1,101.89	30-30-2242	Beautification Donations	$0.00	($1,102.89)
					$1,101.89				
427	**CHAMPION ENERGY SERVICES, P.O. BOX 4190, HOUSTON, TX, 77210-4190**								
b1404010137	04/17/14	electricity	04/17/14	$10.09	$10.09	30-21-5410	Electricity	$42,000.00	$22,904.05
b1404010138	04/17/14	electricity	04/17/14	$10.27	$10.27	30-21-5410	Electricity	$42,000.00	$22,904.05
b1404020336	04/17/14	electricity	04/17/14	$10.09	$10.09	30-21-5410	Electricity	$42,000.00	$22,904.05
b1404020338	04/17/14	electricity	04/17/14	$1,114.07	$1,114.07	30-21-5410	Electricity	$42,000.00	$22,904.05
b1404020340	04/17/14	electricity	04/17/14	$162.63	$162.63	30-21-5410	Electricity	$42,000.00	$22,904.05
b1404020346	04/17/14	electricity	04/17/14	$162.19	$162.19	30-21-5410	Electricity	$42,000.00	$22,904.05
b1404020348	04/17/14	electricity	04/17/14	$9.36	$9.36	30-21-5410	Electricity	$42,000.00	$22,904.05
b1404021178	04/17/14	electricity	04/17/14	$401.20	$401.20	30-21-5410	Electricity	$42,000.00	$22,904.05
b1404030312	04/17/14	electricity	04/17/14	$484.88	$484.88	30-21-5410	Electricity	$42,000.00	$22,904.05
b1404030593	04/17/14	electricity	04/17/14	$386.09	$386.09	30-21-5410	Electricity	$42,000.00	$22,904.05
b1404030594	04/17/14	electricity	04/17/14	$150.64	$150.64	30-21-5410	Electricity	$42,000.00	$22,904.05
b1404030595	04/17/14	electricity	04/17/14	$879.41	$879.41	30-21-5410	Electricity	$42,000.00	$22,904.05
					$3,780.92				
1171	**TCEQ, P.O. BOX 13087, AUSTIN, TX, 78711-3087**								
april14	04/17/14	stormwater permit	04/17/14	$100.00	$100.00	30-21-5660	Dues & Subscriptions	$1,250.00	$520.65
					$100.00				

Total Bills To Pay: **$7,314.27**

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
58	CITY OF CLUTE/ACCOUNTANT, PO BOX 997, CLUTE, TX, 77531								
april14	04/24/14	animal control	04/24/14	$1,500.00	$1,500.00	10-05-5558	Animal Control	$6,000.00	$3,000.00
april14-	04/24/14	fire/ems	04/24/14	$17,500.00	$17,500.00	10-07-5566	Contractural Services - A	$65,000.00	$33,750.00
					$19,000.00				
127	MALONE, DON, , , ,								
april14-4	04/24/14	inspections	04/24/14	$100.00	$100.00	10-02-5695	Special Services - Miscell	$2,000.00	($2,550.00)
					$100.00				
132	MCCOY'S BUILDING SUPPLY, PO BOX 1362, SAN MARCOS, TX, 78667								
1385250	04/24/14	asphalt patch	04/24/14	$26.67	$26.67	10-03-5380	Streets M&R	$21,600.00	$7,165.85
1385250	04/24/14	portland cement	04/24/14	$26.66	$26.66	10-03-5380	Streets M&R	$21,600.00	$7,165.85
1384814	04/24/14	keys for unit #746	04/24/14	$4.38	$4.38	10-05-5340	Vehicle M&R	$10,300.00	$2,843.78
					$57.71				
155	QUILL CORPORATION, PO BOX 37600, PHILADELPHIA, PA, 91901-0600								
2075551	04/24/14	supplies	04/24/14	$161.99	$161.99	10-01-5210	Office Supplies	$24,000.00	$5,124.16
					$161.99				
201	COMCAST, PO BOX 660618, DALLAS, TX, 75266-0618								
april14-	04/24/14	tv, internet, phone	04/24/14	$50.65	$50.65	10-01-5420	Telephone	$2,500.00	$1,216.85
april14-	04/24/14	tv, internet, phone	04/24/14	$85.19	$85.19	10-04-5294	Expenditures - Court Tec	$0.00	($2,098.71)
april14-	04/24/14	tv, internet, phone	04/24/14	$178.17	$178.17	10-05-5695	Special Services - Miscell	$4,000.00	$2,444.46
					$314.01				
427	CHAMPION ENERGY SERVICES, P.O. BOX 4190, HOUSTON, TX, 77210-4190								
b1404110201	04/24/14	electricity	04/24/14	$122.93	$122.93	10-02-5410	Electricity	$45,000.00	$29,576.76
b1404110202	04/24/14	electricity	04/24/14	$51.79	$51.79	10-02-5410	Electricity	$45,000.00	$29,576.76
b1404110203	04/24/14	electricity	04/24/14	$560.02	$560.02	10-02-5410	Electricity	$45,000.00	$29,576.76
b1404110204	04/24/14	electricity	04/24/14	$1,639.04	$1,639.04	10-02-5410	Electricity	$45,000.00	$29,576.76
b1404110205	04/24/14	electricity	04/24/14	$41.71	$41.71	10-02-5410	Electricity	$45,000.00	$29,576.76
b1404110206	04/24/14	electricity	04/24/14	$13.70	$13.70	10-02-5410	Electricity	$45,000.00	$29,576.76
b1404110282	04/24/14	electricity	04/24/14	$62.03	$62.03	10-02-5410	Electricity	$45,000.00	$29,576.76
					$2,491.22				
514	P C CARE, 221 PARKING WAY, LAKE JACKSON, TX, 77566								
68443	04/24/14	computer backup	04/24/14	$99.95	$99.95	10-01-5210	Office Supplies	$24,000.00	$5,124.16
					$99.95				
853	PRATHER & HARLAN AIR CONDITIONING, P.O. BOX 418, CLUTE, TX, 77531								
23213	04/24/14	maint and filter changes on a/c units at city hall	04/24/14	$375.00	$375.00	10-01-5310	Building & Grounds M&R	$15,000.00	$2,501.41
					$375.00				
884	U. S. BANCORP EQUIPMENT FINANCE, INC., P.O. BOX 790448, ST. LOUIS, MO, 63179-0448								
251378543	04/24/14	copier	04/24/14	$298.50	$298.50	10-01-5935	Equipment - Time Payme	$4,500.00	$1,786.22

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
251378543	04/24/14	copier	04/24/14	$63.70	$63.70	10-04-5294	Expenditures - Court Tec	$0.00	($2,098.71)
					$362.20				
1172	**ANGLETON FLAGPOLE COMPANY LLC, 110 N. WALKER, ANGLETON, TX, 77531**								
7726	04/24/14	4x6 us flag	04/24/14	$48.24	$48.24	10-01-5310	Building & Grounds M&R	$15,000.00	$2,501.41
7726	04/24/14	4x6 texas flag	04/24/14	$46.80	$46.80	10-01-5310	Building & Grounds M&R	$15,000.00	$2,501.41
					$95.04				

Total Bills To Pay: $23,057.12

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
19	**AT&T, PO BOX 105414, ATLANTA, GA, 30348-5414**								
april14-2	04/24/14	telephone	04/24/14	$67.14	$67.14	30-21-5420	Telephone	$2,500.00	$1,327.29
					$67.14				
58	**CITY OF CLUTE/ACCOUNTANT, PO BOX 997, CLUTE, TX, 77531**								
april14-1	04/24/14	transmission line lease	04/24/14	$33,130.00	$33,130.00	30-21-5990	Sewage Treatment Plant	$220,000.00	$112,286.63
					$33,130.00				
82	**DXI INDUSTRIES, INC., PO BOX 301049, DALLAS, TX, 75303-1049**								
de05001153-14	04/24/14	chlorine	04/24/14	$37.20	$37.20	30-21-5270	Chemicals	$7,000.00	$3,719.97
de05001154-14	04/24/14	chlorine	04/24/14	$12.40	$12.40	30-21-5270	Chemicals	$7,000.00	$3,719.97
de05001155-14	04/24/14	chlorine	04/24/14	$12.40	$12.40	30-21-5270	Chemicals	$7,000.00	$3,719.97
de05001190-14	04/24/14	chlorine	04/24/14	$74.40	$74.40	30-21-5270	Chemicals	$7,000.00	$3,719.97
					$136.40				
155	**QUILL CORPORATION, PO BOX 37600, PHILADELPHIA, PA, 91901-0600**								
2100947	04/24/14	laser toner	04/24/14	$262.79	$262.79	30-21-5210	Office Supplies	$10,000.00	$2,910.63
					$262.79				
266	**AIRGAS USA, LLC, PO BOX 676015, DALLAS, TX, 75267-6015**								
9917314067	04/24/14	oxygen and acetylene	04/24/14	$38.80	$38.80	30-21-5230	Gas, Oil, & Lubricants	$12,000.00	$2,608.78
					$38.80				
427	**CHAMPION ENERGY SERVICES, P.O. BOX 4190, HOUSTON, TX, 77210-4190**								
b1404116145	04/24/14	electricity	04/24/14	$188.68	$188.68	30-21-5410	Electricity	$42,000.00	$19,123.13
					$188.68				
996	**SOUTH BRAZOS CROSSING, LTD, P.O. BOX 1660, LAKE JACKSON, TX, 77566**								
100 & 109 brazos c	04/24/14	water tap fees refund	04/24/14	$562.50	$562.50	30-30-4440	Water Taps	$11,300.00	$5,275.00
100 & 109 brazos c	04/24/14	sewer tap fees refund	04/24/14	$562.50	$562.50	30-30-4450	Sewer Taps	$5,500.00	$4,875.00
					$1,125.00				
		Total Bills To Pay:			**$34,948.81**				

MEMORANDUM

To: Members of the Richwood City Council

From: Clint Kocurek, Mayor

Date: April 25, 2014

Subject: Audit Engagement letter

This is for our annual audit.

KENNEMER, MASTERS & LUNSFORD

CERTIFIED PUBLIC ACCOUNTANTS
Limited Liability Company

Lake Jackson Office:
8 West Way Court
Lake Jackson, Texas 77566

El Campo Office:
201 W. Webb
El Campo, Texas 77437

Houston Office:
10260 Westheimer, Suite 410
Houston, Texas 77042

Engagement Letter

April 22, 2014

Honorable Mayor and
Members of City Council
City of Richwood
Richwood, Texas 77531

We are pleased to confirm our understanding of the services we are to provide the City of Richwood (the "City") for the year ended September 30, 2014. We will audit the government financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information including the related notes to the financial statements, which collectively comprise the basic financial statements of the City as of and for the year ended September 30, 2014. Accounting standards generally accepted in the United States of America provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement the City's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to the City's RSI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by generally accepted accounting principles and will be subjected to certain limited procedures, but will not be audited:

1. Management's Discussion and Analysis.
2. Schedule of Revenue, Expenditure, and Changes in Fund Balances – Budget and Actual – General Fund.
3. Texas Municipal Retirement System Schedule of Funding Progress – Last Three Years.
4. Texas Statewide Emergency Services Personnel Retirement Fund Schedule of Funding Progress – Last Three Years.

We have also been engaged to report on supplementary information other than RSI that accompanies the City's financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements

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themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America and will provide an opinion on it in relation to the financial statements as a whole:

1. Combining and Individual Fund Statements and Schedules.

Audit Objectives

The objective of our audit is the expression of opinions as to whether your basic financial statements are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles and to report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America and the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, and will include tests of the accounting records of the City and other procedures we consider necessary to enable us to express such opinions. We cannot provide assurance that unmodified opinions will be expressed. Circumstances may arise in which it is necessary for us to modify our opinions or add emphasis-of-matter or other-matter paragraphs. If our opinions on the financial statements are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or to issue a report as a result of this engagement.

We will also provide a report (that does not include an opinion) on internal control related to the financial statements and compliance with the provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a material effect on the financial statements as required by *Government Auditing Standards*. The reports on internal control and compliance will each include a paragraph that states that the purpose of the report is solely to describe the scope of testing of internal control over financial reporting and compliance, and the result of that testing, and not to provide an opinion on the effectiveness of internal control over financial reporting or on compliance, and that the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering internal control over financial reporting and compliance. The paragraph will also state that the report is not suitable for any other purpose. If during our audit we become aware that the City is subject to an audit requirement that is not encompassed in the terms of this engagement, we will communicate to management and those charged with governance that an audit in accordance with U.S. generally accepted auditing standards and the standards for financial audits contained in *Government Auditing Standards* may not satisfy the relevant legal, regulatory, or contractual requirements.

Management Responsibilities

Management is responsible for the basic financial statements and all accompanying information as well as all representations contained therein. As part of the audit, we will assist with preparation of your financial statements and related notes. You will be required to acknowledge in the written representation letter our assistance with preparation of the financial statements and that you have reviewed and approved the financial statements and related notes prior to their issuance and have accepted responsibility for them. You agree to assume all management responsibilities for any nonaudit services we provide; oversee the services by designating an individual, preferably from senior management, who possesses suitable skill, knowledge, or experience; evaluate the adequacy and results of the services; and accept responsibility for them. We will prepare the trial balance for use during the audit. Our preparation of the trial balance will be limited to formatting information into a working trial balance based on management's chart of accounts.

Management is responsible for establishing and maintaining effective internal controls, including evaluating and monitoring ongoing activities, to help ensure that appropriate goals and objectives are met; for the selection and application of accounting principles; and for the preparation and fair presentation of the financial statements in conformity with U.S. generally accepted accounting principles.

Management is also responsible for making all financial records and related information available to us and for ensuring that management is reliable and financial information is reliable and properly recorded. You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, (2) additional information that we may request for the purpose of the audit, and (3) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence.

Your responsibilities include adjusting the financial statements to correct material misstatements and for confirming to us in the written representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the entity complies with applicable laws, regulations, contracts, agreements, and grants for taking timely and appropriate steps to remedy any fraud, violations of contracts or grant agreements, or abuse that we may report.

You are responsible for the preparation of the supplementary information in conformity with U.S. generally accepted accounting principles. You agree to include our report on the supplementary information in any document that contains and indicates that we have reported on the supplementary information. You also agree to [include the audited financial statements with any presentation of the supplementary information that includes our report thereon OR make the audited financial statements readily available to users of the supplementary information no later than the date the supplementary information is issued with our report thereon]. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the supplementary information in accordance with GAAP; (2) that you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) that the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying for us previous financial audits, attestation engagements, performance audits or other studies related to the objectives discussed in the Audit Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or other studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions, for the report, and for the timing and format for providing that information.

Audit Procedures—General

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. We will plan and perform the audit to obtain reasonable rather than absolute assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the entity or to acts by management or employees acting on behalf of the entity. Because the determination of abuse is subjective, *Government Auditing Standards* do not expect auditors to provide reasonable assurance of detecting abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is a risk that material misstatements may exist and not be detected by us, even though the audit is properly planned and performed in accordance with U.S. generally accepted auditing standards and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform the appropriate level of management of any material errors, any fraudulent financial reporting or misappropriation of assets that come to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. Our responsibility as auditors is limited to the period covered by our audit and does not extend to later periods for which we are not engaged as auditors.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may include tests of the physical existence of inventories, and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We will request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of our audit, we will require certain written representations from you about the financial statements and related matters.

Audit Procedures—Internal Controls

Our audit will include obtaining an understanding of the entity and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weakness. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards and *Government Auditing Standards*.

Audit Procedures—Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the City's compliance with the provisions of applicable laws, regulations, contracts, agreements, and grants. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

Engagement Administration, Fees, and Other

We may from time to time, and depending on the circumstances, use third-party service providers in serving your account. We may share confidential information about you with these service providers, but remain committed to maintaining the confidentiality and security of your information. Accordingly, we maintain internal policies, procedures, and safeguards to protect the confidentiality of your personal information. In addition, we will secure confidentiality agreements with all service providers to maintain the confidentiality of your information and we will take reasonable precautions to determine that they have appropriate procedures in place to prevent the unauthorized release of your confidential information to others. In the event that we are unable to secure an appropriate confidentiality agreement, you will be asked to provide your consent prior to the sharing of your confidential information with the third-party service provider. Furthermore, we will remain responsible for the work provided by any such third-party service providers.

We understand that your employees will prepare all cash, accounts receivable or other confirmations we request and will locate any documents selected by us for testing.

We will provide copies of our reports to the City; however, management is responsible for distribution of the reports and the financial statements. Unless restricted by law or regulation, or containing privileged and confidential information, copies of our reports are to be made available for public inspection.

The audit documentation for this engagement is the property of Kennemer, Masters & Lunsford, LLC and constitutes confidential information. However, pursuant to authority given by law or regulation, we may be requested to make certain audit documentation available to a federal or state agency or its designee, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Kennemer, Masters & Lunsford, LLC personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of five years after the report release date or for any additional period requested by a federal or state agency. If we are aware that a federal awarding agency or auditee is contesting an audit finding, we will contact the parties contesting the audit finding for guidance prior to destroying the audit documentation.

We expect to begin our audit on approximately August 5, 2014 (initial planning, and interim audit field work) and November 17, 2014 (year-end audit field work). Based upon fieldwork dates, we plan to issue our reports no later than January 21, 2015. Kevin Cadenhead, CPA is the engagement partner and is responsible for supervising the engagement and signing the reports.

Our fee for these services will be at our standard hourly rates plus out-of-pocket costs (such as report reproduction, word processing, postage, travel, copies, telephone, etc.) except that we estimate our fee to be $ 22,000. Our standard hourly rates vary according to the degree of responsibility involved and the experience level of the personnel assigned to your audit. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. In accordance with our firm policies, work may be suspended if your account becomes 120 days or more overdue and may not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our report. You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket costs through the date of termination. The above fee is based on anticipated to the anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs.

Government Auditing Standards require that we provide you with a copy of our most recent external peer review report and any letter of comment, and any subsequent peer review reports and letters of comment received during the period of the contract. Our 2011 peer review accompanies this letter.

We appreciate the opportunity to be of service to the City and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

Very truly yours,
Kennemer, Masters & Lunsford, LLC

By: Kevin Cadenhead, CPA

RESPONSE:
This letter correctly sets forth the understanding of the City of Richwood, Texas.

Management signature:______________________

Title: ______________________

Date: ______________________

Governance signature:______________________

Title: ______________________

Date: ______________________

August 23, 2011

Kevin Ray Cadenhead, CPA
Kennemer, Masters & Lunsford, CPAs, LLC
8 W Way Ct
Lake Jackson, TX 77566

Dear Mr. Cadenhead:

It is my pleasure to notify you that on August 22, 2011 the Texas Society of CPAs 2011-12 Peer Review Committee accepted the report on the most recent system peer review of your firm. The due date for your next review is September 30, 2014. This is the date by which all review documents should be completed and submitted to the administering entity.

As you know, the report had a peer review rating of pass. The Committee asked me to convey its congratulations to the firm.

Sincerely,

Jerry Cross

Jerry L. Cross, CPA
Director, Peer Review
jcross@tscpa.net 800 428-0272

cc: Robert Goldstein, CPA

Firm Number: 10084266 Review Number: 320465

Robert D. Goldstein, CPA

2603 Augusta Drive • Suite 1100 • Houston, TX 77057-5639
(713) 787-9927 • e-mail RDGTexas@aol.com
Member of the TSCPA and the AICPA Center for Audit Quality

System Review Report

July 8, 2011

To the Members of Kennemer, Masters & Lunsford, LLC
and the Peer Review Committee of the Texas Society of Certified Public Accountants

I have reviewed the system of quality control for the accounting and auditing practice of Kennemer, Masters & Lunsford, LLC (the firm) in effect for the year ended March 31, 2011. My peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants. The firm is responsible for designing a system of quality control and complying with it to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. My responsibility is to express an opinion on the design of the system of quality control and the firm's compliance therewith based on my review. The nature, objectives, scope, limitations of, and the procedures performed in a System Review are described in the standards at www.aicpa.org/prsummary.

As required by the standards, engagements selected for review included engagements performed under *Government Auditing Standards* and audits of employee benefit plans.

In my opinion, the system of quality control for the accounting and auditing practice of Kennemer, Masters & Lunsford, LLC in effect for the year ended March 31, 2011, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency(ies)* or *fail*. Kennemer, Masters & Lunsford, LLC has received a peer review rating of *pass*.

Robert D. Goldstein, CPA

Robert D. Goldstein, CPA

KENNEMER, MASTERS & LUNSFORD, LLC

CLIENT SERVICE CONCEPTS

An Open Letter to Our Clients:

The following is a discussion of certain of our Firm's Client Service Concepts. We have found that explanation of these concepts helps to clarify our services, and enhances our ability to work more closely with you. Moreover, although certain of these concepts may involve services you have not engaged us to perform, this discussion may help to clarify future engagements.

Accounting and Auditing

Responsibilities

We will use our skills as accountants and auditors on your behalf and are responsible for performing such work with due professional care within the framework of our professional standards. However, as management of the City, you are necessarily more familiar with its operations, its personnel and the reality underlying its books and records. Accordingly, your management will remain primarily responsible for the data and information contained in the financial statements, as well as for the evaluation of the capability and integrity of the City's personnel and the maintenance of adequate accounting records and internal controls for safe-guarding the City's assets. As we near completion of our audit work, we will ask you to carefully review the financial statements and confirm to us in writing the important representations they contain, which we will rely upon. Therefore, if there is anything in those statements that is not completely clear to you, please be sure to question us until you are satisfied.

Issuance of Reports

When we report upon your financial statements or other financial data, our exercise of professional due care includes important processes wherein we review our own work. When our work has been completed, our findings will be presented to you in a formal report. Accordingly, although we may sometimes make a pencil or draft copy of our report available to you as a courtesy, those findings are not to be relied upon or disseminated until our completed formal report is issued.

Other Information in Documents Containing Financial Statements

The inclusion of our reports in documents containing information in addition to the financial statements and our reports thereon (e.g., regulatory filings, offering circulars, etc.) may require us to perform additional procedures to fulfill our professional or legal responsibilities. Accordingly, our reports should not be used for any such purposes without our consent. In addition, to avoid unnecessary delay or misunderstanding, it is important that you give us timely notice of your intention to issue any such document.

Concepts Which Pertain To All Services

Timeliness

We not only aim to perform our work in keeping with the highest professional standards, but we also expect our work to be conducted efficiently and completed on time. We plan our engagements to make sure we do this, but because of circumstances beyond our control, and often beyond yours as well, this is not always possible. When situations arise when it appears there will be delays or we must do additional work, our people are instructed to inform you promptly. We believe you should be made aware of any matter that may impact our service or fees and given the opportunity to help resolve any problems which arise.

Supervision of Your Personnel

When called for by our engagement, we would be pleased to provide your personnel with appropriate guidance and assistance. For example, we might provide certain record keeping or financial reporting instructions to your accounting staff. However, we are sure you understand that we cannot be responsible for the day-to-day supervision of your personnel or for ensuring that such personnel fulfill their assigned responsibilities. You, or someone on your staff, must exercise this responsibility.

Independence

One last point: to provide you with proper, unbiased and objective service, our professionals should be independent of your organization. This not only means that our people should not have any investment or other business dealings with your organization or personnel, but also, that they cannot accept gifts or other personal payments from you in appreciation for their services.

Naturally, they are not to accept any commissions or other payments from any suppliers or other parties with whom you do business for having referred them to you. These rules are very important and we not only ask your cooperation in applying them, but request you to advise us if you observe anything that might indicate that these policies are not being followed.

We intend the name "Kennemer, Masters & Lunsford, LLC" to stand for outstanding client service. We want you to be so pleased by our service that you will recommend us to your friends and business associates. If, however, any of our people do not adhere to the foregoing service concepts, or if our service does not please you for any other reason, please let us know. Feel free to call your account officer or managing officer.

We would be pleased to answer any questions you might have about this discussion, or any other aspects of our client services.

Sincerely,

Kennemer, Masters & Lunsford, LLC

The Shareholders/Partners of
Kennemer, Masters & Lunsford, LLC

MEMORANDUM

To: Members of the Richwood City Council

From: Clint Kocurek, Mayor

Date: April 25, 2014

Subject: Retail Coach

Included in your packet is the contract for the services of Retail Coach. I recommend that we accept the contract.

RETAIL ECONOMIC DEVELOPMENT PLAN

City of Richwood, Texas

March 2, 2014

CONTENTS

Corporate Headquarters
P. O. Box 7272
Tupelo, MS 38802-7272

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Austin, Texas 78709-0744

2201 Long Prairie Road
Suite 107-143
Flower Mound, Texas 75022

800.851.0962 | info@theretailcoach.net | www.theretailcoach.net

ABOUT THE RETAIL COACH

MOVING BEYOND DATA

The Retail Coach is the premier national retail expansion and development consulting firm founded in 2000 by C. Kelly Cofer, President and Chief Executive Officer.

This fast-growing retail analytics and locational intelligence firm has developed successful retail economic development plans for local governments, chambers of commerce and economic development organizations in communities throughout the United States.

"The Retail Coach is the pioneer of the Retail:360 Recruitment System, a comprehensive program that melds research and data with expertise and personalized service."

Guided by stable values and sound financial practices, The Retail Coach's team of industry specialists are experienced in all aspects of economic development and real estate including market analyses, site selection and leasing and property brokerage for national retailers and restaurants.

Our industry specialists are progressive in applying cutting-edge resources and are in a constant state of innovation. The Retail Coach is the pioneer of the Retail:360 Recruitment System, a comprehensive program that melds research and data with expertise and personalized service. This unique level of service includes a 12-month coaching period following the completion of a project to ensure that each customized strategy is implemented to fully position clients for retail expansion and development success.

"Our purpose is to provide an uncommon level of customized service and expertise to help communities move beyond the data to retail expansion and development results."

C. Kelly Cofer, CCIM
President & CEO, The Retail Coach, LLC

PROJECT APPROACH

MARKET BASED SOLUTIONS

Our experience working with communities throughout the United States has taught us that no two communities are the same. Richwood has a unique retail atmosphere with its own set of development and redevelopment needs. The balance between independent and regional/national retailers should be the focus of Richwood's Retail Economic Development Plan.

ON-THE-GROUND ANALYSIS

Area retail developments, community and consumer analytics, and a retail gap/opportunity analysis all play a role in identifying and positioning to recruit appropriate retailers. By spending time on the ground in surrounding communities and assessing Richwood's position in the marketplace, we can identify the retailers that will most likely be successful in Richwood.

This "macro to micro" approach is the most comprehensive approach to retail expansion and has led to success in numerous communities throughout the United States.

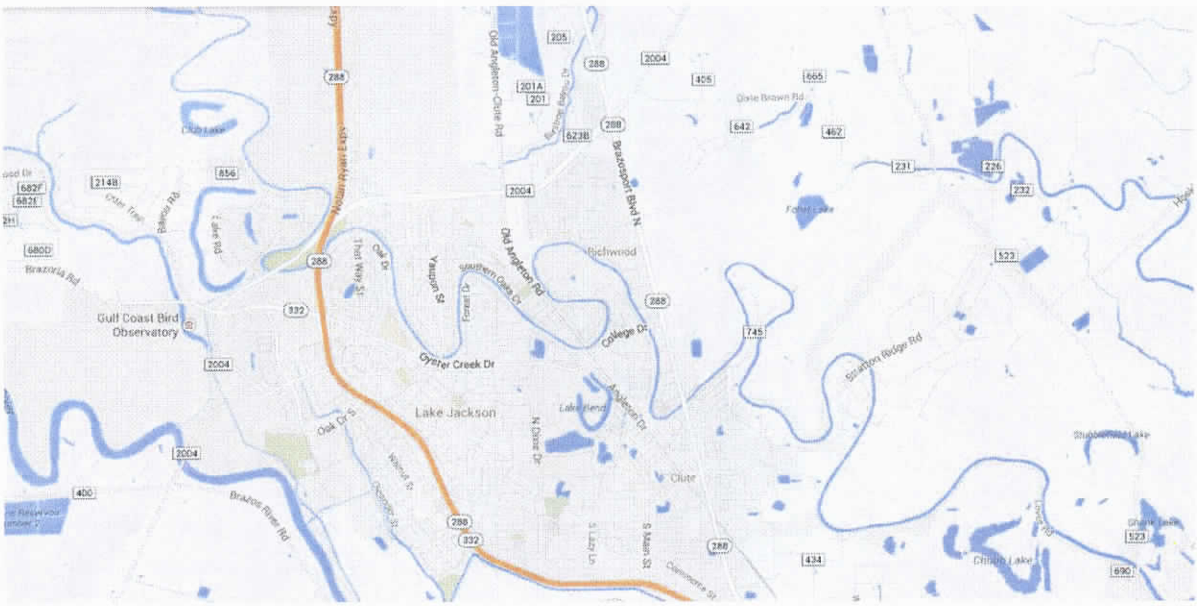
IMPLEMENTATION

Retail expansion is a process, not an event. We will work with the Richwood to guide the implementation of the retail expansion and development strategies of our Retail Economic Development Plan. We become vested in the communities and clients we serve, and we will strive to provide an uncommon level of customized service and expertise to help Richwood achieve its retail recruitment and development success.

PHASE 1

MARKET AND LOCATIONAL INTELLIGENCE

MARKET ANALYSIS | LOCATIONAL INTELLIGENCE



A market analysis will be performed to evaluate Richwood and its surrounding area. This "macro to micro" approach enables The Retail Coach to analyze economic dynamics that may impact Richwood's retail expansion and development goals. Market specific information will be gathered to aid in identifying Retail Trade Area boundaries, potential customer bases, retail competition and retail opportunities based on retailers' specific site selection criteria and spacing requirements.

METHODOLOGY

Area Competition Assessment

- We analyze the area surrounding Richwood and identify economic and market forces that may have a direct and significant impact on Richwood.
- We evaluate retail markets in surrounding communities that compete with Richwood and document their national and regional retailers.
- We profile demographics in these competing communities and look for trends that may give Richwood an advantage in its recruitment positioning efforts.
- We perform a "windshield" SWOT (Strengths, Weaknesses, Opportunity and Threats) Analysis in order to better compare Richwood to its competing communities. Our findings are used to offer specific recommendations for addressing the competition that will be summarized in the Action Plan.

Community Analysis

- We analyze the retail market by traveling primary and secondary traffic corridors to identify retail nodes or submarkets, document current regional and national retailers, identify specific sites that offer development and redevelopment opportunities, identify major property vacancies and record potential retail sector opportunities.
- We analyze ingress and egress to both existing and emerging retail areas from population clusters, residential neighborhoods and surrounding communities.

License Plate Survey

- The Retail Coach pioneered the License Plate Survey to provide clients the most complete and credible data about consumer demand in their communities.
- We collect and catalog license plate samples from consumers shopping in Richwood and conduct a search of their addresses to determine the locational sources of their customers.
- We collect consumer samples from existing retailers in Richwood that are marked by date, time and location.
- We plot the consumer samples to develop and support a thorough picture of the geographical boundaries of the Retail Trade Area.

Retailer Interviews

- We interview national and regional retailers in Richwood to determine the locational sources of their customers.
- We plot the "Point-of-Sale" findings to determine a thorough picture of the geographical boundaries of the Retail Trade Area.

Retail Trade Area Determination

An accurate Retail Trade Area is the foundational tool for positioning Richwood for successful retail recruitment.

- The Retail Trade Area will be determined by onsite research in Richwood, area competition assessment factors, stakeholder interviews and retailer interviews.
- We will delineate a custom polygon boundary map of the Retail Trade Area.

PHASE 2

DEMAND ASSESSMENT

COMMUNITY ANALYTICS | CONSUMER ANALYTICS

Extensive research will be performed to provide a clear picture of the factors shaping the retail environment in Richwood including demographic, socioeconomic and psychographic profiles; the workplace population; and consumer spending patterns. An assessment of Richwood's primary retail corridors will reveal new development and redevelopment opportunities. The findings of this research combined with a Retail Gap/Opportunity Analysis calculating estimated potential sales (demand) will support the development of specific recommendations for positioning Richwood to achieve its retail expansion and development goals.

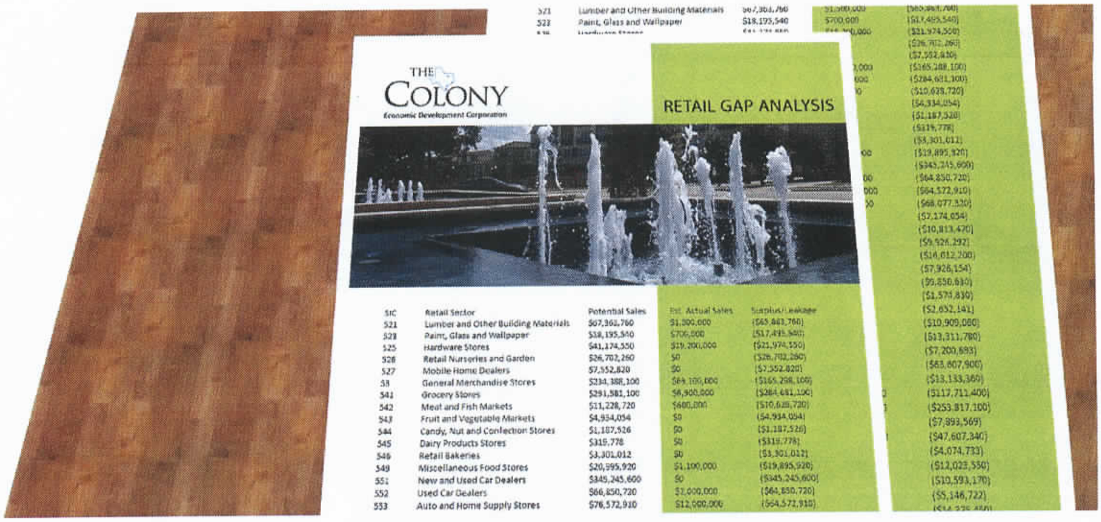
METHODOLOGY

Demographic Profile

- We produce comprehensive summary demographic profile and trend reports encompassing the Retail Trade Areas (primary and secondary) and the Richwood community. The profiles include the following characteristics:
    - Population and Population Growth
    - Population Trends
    - Average Annual Population Growth
    - Ethnicity
    - Income
    - Age
    - Households and Household Growth
    - Educational Attainment

Psychographic Profile

- We conduct a psychographic analysis of the households in Richwood's Retail Trade Area using socioeconomic and demographic data to measure consumer attitudes, values, lifestyles and purchasing behaviors to gain an understanding of the types of retailers that may be interested in Richwood.
- We create a bar graph of the 66 lifestyle classifications, highlight the dominant lifestyle segments in Richwood and provide comprehensive lifestyle segment definitions.
- We rank lifestyle segments and categorize them by summary group, segment code and segment name.



Retail Gap/Opportunity Analysis

- We calculate estimated potential retail sales (demand) for the Retail Trade Area and compare these figures to estimated actual sales figures (supply) to estimate retail dollars "coming in" or "flowing out" of Richwood.
- We identify retail sales surpluses and/or leakages for 52 different retail sectors. This distinguishes the retail categories that have the highest propensity for success in Richwood and quantifies their retail potential.
- We develop and provide summary tables and graphs of each retail sector illustrating potential sales versus estimated actual sales.

PHASE 3
RETAIL STRATEGIES

RETAILER MATCHING | RETAIL EXPANSION POSITIONING | COMMUNITY MARKETING

With unparalleled access to national and regional retailers, we cross-reference preferred customer and site selection criteria with the findings from Richwood's area market analysis and Retail Gap/Opportunity Analysis. Customized community marketing tools and site profiles are developed to position for targeted recruitment of the retailers who are most likely to be successful in Richwood.

METHODOLOGY

Retailer Matching

We will identify regional and national retailers whose essential location factors match the sites identified in Richwood.

- We provide a preliminary list of fifteen (15) targeted retailers based on the matching of their site selection criteria to our findings from the area market analysis, competition assessment, Retail Trade Area determination, demographic and psychographic profiles, and Retail Gap/Opportunity Analysis.

Retail Expansion Positioning

We use the market insight gathered through our research in Richwood to establish the strongest position for successful retail recruitment. The first and most critical step in reaching out to targeted retailers is providing the information corporate real estate directors and site selectors need to make initial decisions about locating in Richwood.

We produce a comprehensive Retail Feasibility Package that includes:

- Community Overview
- Location Map
- Retail Trade Area Map
- Retail Trade Area Demographic Profile Summary
- Existing Community Retailers
- Retail Gap/Opportunity Analysis Summary Table
- Retail Trade Area Psychographic Profile
- Retail Trade Area Demographic Profile
- Community Demographic Profile
- Area Traffic Generators
- Web link to Retail Site Profiles
- Richwood Logo and Contact Information

PHASE 4

ACTION PLAN

RECOMMENDATIONS | RETAIL ROAD MAP

The Retail Coach has differentiated itself in the industry by *moving beyond the data* to create recommendations and "next steps" that are unique to each client.

Our Retail Economic Development Plan includes customized recommendations for Richwood derived from the market intelligence gained through our in-depth research in the community during the Retail Market Assessment. These findings are combined with more than 27 years of experience in 180 other communities throughout America to create a Retail Road Map.

"Retail expansion is not an event, it's a process."

Looking at Richwood through the eyes of a retailer and developer, we will provide a Retail Road Map that ensures Richwood maintains the momentum set in motion during each completed phase of this project.

From simply keeping community data current through The Retail Coach's annual subscription service, to conducting special marketing programs and participating in retail industry events, the Retail Road Map will be a logical, feasible and cost-effect approach to achieving Richwood's retail recruitment and development goals.

PHASE 5
RETAIL COACHING

Because retail expansion is a process, not an event, we offer retail coaching.

Retail coaching is a service that is unique to The Retail Coach because we know from experience that success requires tenacity and patience.

We understand that you will have questions, new ideas or just want to brainstorm with somebody who understands Richwood's opportunities and challenges.

In this regard, consider The Retail Coach as both a sounding board and an experienced resource for Richwood.

Our project team will be available via e-mail and telephone at no additional charge in an off-site advisory ("coaching") capacity as time and schedule allow.

This coaching period will begin upon completion of Phase 5 of the project, and continue for 12 months.

"We become vested in the communities and clients we serve.

We are committed to helping Richwood achieve retail expansion and development success."

PROJECT TIMELINE & PRICING

We are available to begin this project immediately and will complete the proposed plan of work within one hundred and twenty (120) business days following receipt of the fully executed agreement. A project timeline will be submitted to staff at the Kick-Off Meeting, indicating trip details and delivery dates. We will make a minimum of two trips to Richwood during the project.

Project Fees:

The total fee for completion of this work is **$25,000** payable in three installments:
1. **$9,000** upon execution of the agreement
2. **$7,000** upon completion of the Demand Analysis
3. **$9,000** upon presentation of the final strategy

Project fees are payable within **15 days** after receipt of the invoice.

Should Richwood request a special assignment or additional work not specifically referenced in the contract, we will prepare a written authorization to be signed by Richwood in advance of commencing any additional work.

Reimbursable Project Expenses:

It is estimated that reimbursable expenses will be approximately **$1,500**.
Reimbursable expenses include:

- All travel costs;
- Cost of special renderings and maps, if any;
- Cost of copies for reports and maps/drawings; and
- Cost of shipping expenses, if any.

Project expenses are payable within 30 days after receipt of the expense invoice.

Annual Subscription Service:

We are available to perform ongoing retail outreach efforts and update all data reports on an annual basis.

COR Responsibilities:

COR will designate a project liaison who will serve as The Retail Coach's primary contact during the project. **COR** will provide information relevant to the project such as prior retail studies, current traffic count data, surveys, maps, aerials, infrastructure plans and any other plans that may influence the development of the retail strategy. Richwood will provide City or organization logo and contact information as it should appear on all produced reports and materials to The Retail Coach upon execution of the agreement.

IN WITNESS WHEREOF, the parties have executed this agreement as of the _____ day of _________, 2014.

The Retail Coach, L.L.C.

By: ______________________________

C. Kelly Cofer, President/CEO

By: ______________________________

City of Richwood, Texas

THE RETAIL COACH LEADERSHIP TEAM

C. KELLY COFER, CCIM
PRESIDENT/CEO

C. Kelly Cofer leads The Retail Coach with more than 27 years of experience in all aspects of retail real estate and economic development. Mr. Cofer's professional background encompasses market research and site selection, advisory and leasing services, and property brokerage and development for leading national and regional retailers and restaurants in more than 180 cities and 22 states throughout America. Mr. Cofer has earned the prestigious Certified Commercial Investment Member (CCIM) designation from the Chicago-based Commercial Investment Real Estate Institute and has attended the Economic Development Institute at the University of Oklahoma. He holds a Bachelor of Science degree from Texas A&M University in College Station and is a guest speaker for industry organizations throughout the United States.

AARON FARMER
VICE PRESIDENT

With a degree in Marketing from The Mays Business School at Texas A&M University in College Station and an MBA from Texas A&M University – Commerce, Aaron brings to The Retail Coach knowledge of the most current research on retail and marketing trends. Prior to joining The Retail Coach, Aaron was employed in marketing research and retail development where he worked on projects for many of America's leading retailers and restaurants including FedEx, Kinko's, Sally Beauty Supply, Adidas, Concentra and the National American Association of Subway Franchises (NAASF). Mr. Farmer's expertise touches each step of a project from the initial trade area determination to the actual recruitment of retailers. A native of Keller, Texas, he is a sought after speaker for industry organizations including the Texas Municipal League and Texas Economic Development Council.

SUZANNE BROOKE
CLIENT SERVICES DIRECTOR

Suzanne Brooke supports The Retail Coach team in providing quality service to every client with more than 20 years of experience in municipal government, economic development and the commercial and residential real estate industries. She earned a Bachelor of Arts degree in Communication with a minor in Marketing at the University of Texas. Prior to launching her own consulting agency, she was Director of Communications for one of the largest real estate trade associations in the nation. Her skills encompass all aspects of advertising, public relations and editorial support.

THE RETAIL COACH LEADERSHIP TEAM (CONT.)

MARK BROOKE
DIRECTOR OF TECHNOLOGY & CREATIVE SERVICES

With a degree in Economics-Finance from the University of Texas, Mark's technology and research skills are grounded by business acumen. After graduating college in 1991 he worked as a business analyst for The Associates (now part of CitiGroup), where he began developing web-based and desktop applications. Today, Mark keeps The Retail Coach at the forefront of the technology and innovation that enable each client to achieve their retail goals. His expertise includes extensive video and print production experience for both the public and private sector.

NANCY DEES
ADMINISTRATION DIRECTOR

Nancy Dees' extensive management and accounting experience have benefited several of America's favorite retailers including Kirkland's. A number cruncher and people person who loves getting lost in data, Nancy is a perfect fit at The Retail Coach where she directs all administrative functions with efficiency and care. Nancy's previous experience as a retail buyer and store inventory control manager provides helpful insight as she assists in the retailer research performed by The Retail Coach for each project.

MEMORANDUM

To: Members of the Richwood City Council

From: Clint Kocurek, Mayor

Date: April 25, 2014

Subject: Budget Amendment #1

Enclosed in your packet is the proposed Budget Amendment #1. Revenues, especially sales tax, are exceeding expectations. We are proposing to amend the budget to increase the revenues by $26,500. This will allow us to increase the expenditures in the Administration budget by the same amount so we can pay for the Retail Coach services.

I recommend adoption of Budget Amendment #1.

General Fund

BUDGET AMENDMENT #1

Revenues

DESCRIPTION		CURRENT FY 2013/14	AMENDED FY 2013/14
4103 AD VALOREM TAXES		**1,048,725.00**	**1,055,925.00**
4104 DELINQUENT TAXES		25,000.00	25,000.00
4105 PENALTY & INTEREST		22,000.00	22,000.00
4106 LICENSES & PERMITS		12,000.00	12,000.00
4107 BUILDING PERMITS		**30,000.00**	**35,000.00**
4109 MUNICIPAL COURTS		135,000.00	135,000.00
4110 INTEREST EARNED		5,000.00	5,000.00
4111 FRANCHISE TAXES		175,000.00	175,000.00
4112 MISCELLANEOUS INCOME		20,000.00	20,000.00
4113 INTERGOVERNMENTAL INC			
4114 ANIMAL FINES/LICENSES		500.00	500.00
4116 SALES TAX - STREETS		55,000.00	55,000.00
4117 SALES TAX		**215,000.00**	**229,300.00**
4118 PARKS AND RECREATION		11,000.00	11,000.00
TRANSFER TO W/S			
4123 OTHER REVENUES			
FUND TOTAL	-	1,754,225.00	1,780,725.00

THESE ITEMS WERE CHANGED TO BETTER REFLECT ACTUAL REVENUES

Department Administration

BUDGET AMENDMENT #1

EXPENDITURE CLASSIFICATION	CURRENT FY 2013/14	AMENDED FY 2013/14
PERSONNEL COSTS	241,736.00	**241,736.00**
OPERATING COSTS	37,500.00	**37,500.00**
MAINTENANCE AND REPAIRS	25,000.00	**25,000.00**
UTILITIES AND TELEPHONE	16,000.00	**16,000.00**
SERVICES	69,000.00	**95,500.00**
SUNDRY	13,700.00	**13,700.00**
SUBTOTAL	402,936.00	**429,436.00**
CAPITAL OUTLAY	19,500.00	**19,500.00**
DEPARTMENT TOTAL	422,436.00	**448,936.00**

MAJOR BUDGET CHANGES

ECONOMIC DEVELOPMENT	26,500.00	Retail economic development plan
TOTAL CHANGES	26,500.00	

Department
Administration

BUDGET AMENDMENT #1

EXPENDITURE CLASSIFICATION	BUDGET FY 2013/14	AMENDED FY 2013/14
5100 PERSONNEL COSTS		
01 ADMINISTRATIVE EXP	6,000.00	6,000.00
02 CONTRACT LABOR	10,000.00	10,000.00
03 SALARIES	155,136.00	155,136.00
05 RETIREMENT	19,000.00	19,000.00
10 WORKER'S COMP	400.00	400.00
15 HOSPITALIZATION	29,100.00	29,100.00
20 UNEMPLOYMENT INS.	1,200.00	1,200.00
30 TRAINING & TRAVEL	13,000.00	13,000.00
75 EMPLOYEE INCENTIVE	7,900.00	7,900.00
TOTAL	241,736.00	241,736.00
5200 OPERATING SUPPLIES		
10 OFFICE SUPPLIES	24,000.00	24,000.00
15 CUSTODIAL SUPPLIES	1,500.00	1,500.00
30 GAS, OIL, & LUBRICANTS		
40 EXPENDABLE SUPPLIES	12,000.00	12,000.00
TOTAL	37,500.00	37,500.00
5300 MAINTENANCE & REPAIRS		
10 BUILDING & GROUNDS	15,000.00	15,000.00
20 OFFICE FURNITURE/FIX	10,000.00	10,000.00
40 VEHICLE M&R		
60 RADIO M&R		
65 OTHER EQUIPMENT M&R		
TOTAL	25,000.00	25,000.00
5400 UTILITIES & TELEPHONE		
10 ELECTRICITY	12,000.00	12,000.00
20 TELEPHONE	2,500.00	2,500.00
30 NATURAL GAS	1,500.00	1,500.00
TOTAL	16,000.00	16,000.00
5500 SERVICES		
10 ELECTIONS	4,000.00	4,000.00
56 CONT. SERVICES - TAXES	12,000.00	12,000.00
60 ENGINEERING	4,500.00	4,500.00
70 ATTORNEY'S FEES	25,000.00	25,000.00
72 ECONOMIC DEVELOPMENT	**1,500.00**	**28,000.00**
80 AUDITOR'S FEES	22,000.00	22,000.00

TOTAL	69,000.00	**95,500.00**
ADMINISTRATION CONTINUED		
5600 SUNDRY		
30 INS. - MOTOR VEHICLES		
40 INS. - BLDG/LIAB/BOND	5,000.00	**5,000.00**
60 DUES & SUBSCRIPTIONS	3,500.00	**3,500.00**
85 PUBLISHING & ADVERTISING	5,000.00	**5,000.00**
95 SPECIAL SERVICES - MISC	200.00	**200.00**
TOTAL	13,700.00	**13,700.00**
5900 CAPITAL OUTLAY		
10 OFFICE EQUIPMENT		
35 EQUIP - TIME PAYMENT	4,500.00	**4,500.00**
40 SPECIAL EQUIPMENT		
50 CONTINGENCY FUND	10,000.00	**10,000.00**
60 CAPITAL PROJECTS	5,000.00	**5,000.00**
TOTAL	19,500.00	**19,500.00**
DEPARTMENT TOTAL	422,436.00	**448,936.00**

MEMORANDUM

To: Members of the Richwood City Council

From: Clint Kocurek, Mayor

Date: April 25, 2014

Subject: KRB Application

Katherine Venegas' application for Keep Richwood Beautiful was denied at our last meeting because it was incomplete. She has since resubmitted her completed application.

I recommend that we approve her application and this will bring KRB to five members.

BOARDS AND COMMISSIONS
INFORMATION STATEMENT AND APPLICATION

CITY OF RICHWOOD, TEXAS
979-265-2082

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

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

x Beautification ☐ Planning and Zoning/Board of Adjustments ☐ Crime Control and Prevention

☐ Parks and Recreation

THIS INFORMATION WILL BECOME PUBLIC RECORD

NAME: Venegas, Katherine M.
Last, First MI

HOME ADDRESS: 113 Goldfinch Ct.
Richwood, TX 77566

HOME TELEPHONE: ______

CELL TELEPHONE: 979-864-0419

PROFESSION: Business Manager

WORK TELEPHONE: 979-922-1313

EMPLOYER: Optimized Pipeline Solutions, LLC

EMPLOYER'S ADDRESS: 1610 Main Street
Danbury, TX 77534

EMAIL ADDRESS: Katv2u@yahoo.com

PERSONAL REFERENCES:

NAME: Richard S, Romero

ADDRESS: 59 Joshua Ct., Lake Jackson, TX 77566

PHONE: 979-583-8839

NAME: Ellis Regini

ADDRESS: 292 Timbercreek Dr., Lake Jackson, TX 77566

PHONE: 281-723-5603

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

N/A

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

Associates Degree in General Studies, (in process) Bachelor of Business Finance

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

Served on the board and various committees in the PTO (AISD) for 5 yrs
Led Girl Scout Troop for 2 years

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

I am interested in being involved in serving my community.

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

Katherine Venegas ______________________ 4/16/2014 ______________________
Signature Date

Return to:

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

MEMORANDUM

To: Members of the Richwood City Council

From: Clint Kocurek, Mayor

Date: April 25, 2014

Subject: Parks and Recreation Board

Staff has contacted Denise Green who was appointed to Keep Richwood Beautiful at our last meeting. She is willing to serve on Parks and Recreation as well. I recommend that Council appoint Ms. Green and that will bring our board up to seven members.

BOARDS AND COMMISSIONS
INFORMATION STATEMENT AND APPLICATION

CITY OF RICHWOOD, TEXAS
979-265-2082

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

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

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

☒ Parks and Recreation

THIS INFORMATION WILL BECOME PUBLIC RECORD

NAME: Green Denise L
Last First MI

HOME ADDRESS: 423 Wisteria
Richwood, TX 77531

HOME TELEPHONE: —

CELL TELEPHONE: 361-212-6676

PROFESSION: housewife

WORK TELEPHONE: —

EMPLOYER: —

EMPLOYER'S ADDRESS: —

EMAIL ADDRESS: dmiller8879@gmail.com

PERSONAL REFERENCES:

NAME: Kelley Mozisek

ADDRESS: 501 Crocket, Halletsville

PHONE: 361-217-0998

NAME: (JR) Layne Box

ADDRESS: 186 Jefferson St #3R Brooklyn, NY 11206

PHONE: 512-909-0429

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

n/A

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

honestly I have no experience but want to learn

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

I havent been involved with anything but I want that to change

I forgot I was the advancement chair for my sons cub scout troop for 2 years.

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

In the past I have wanted to help out with different committees but never had the time now that I am not working I want to be involved in something meaningful

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

Signature

2/25/14
Date

Return to:

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

KSchrom

From: Ronald Gipson <Ronald.Gipson@cpa.state.tx.us>
Sent: Monday, April 14, 2014 10:56 AM
To: kschrom@richwoodtx.gov
Cc: Ronald Gipson; Frank Alvarez
Subject: 2014 Leadership Circle Award Nomination
Attachments: Platinum_5th Year.zip

Dear Ms. Schrom:

Congratulations on your success in implementing financial transparency and receiving a Leadership Circle Award.

Texas Comptroller
Leadership Circle

As the regional representative for your region, I am pleased to inform you that the City of Richwood has earned a PLATINUM Leadership Circle Award by scoring 22 of twenty-two possible points on our ratings criteria. This award designation is valid for one year from today's date. At the end of 12 months, you are welcome to resubmit an application to qualify for the Leadership Circle Award again.

We will mail your Leadership Circle Award certificate within 10 working days. The platinum insignia indicating that you have earned this award will be added to your listing on our Texas Transparency website. Copies of this insignia for use on your website and documents are included in the attachment.

Please call if you have any questions.

Sincerely,

Ronald D. Gipson, MBA
Economic Development & Analysis
Texas Comptroller of Public Accounts
512.936.8530
800.531.5441 Ext. 68530
FAX: 512.475.0664
www.window.state.tx.us

NOTE: The economic impacts generated in the reports/studies developed by this division are subject to the disclaimers outlined in the following link: http://www.window.state.tx.us/texasedge/disclaimer.html