

AGENDA

BE IT KNOWN THAT, a City of Richwood City Council will meet Monday, May 10, 2021, beginning at 6:30 PM at Richwood City Hall located at 1800 Brazosport Blvd. N., Richwood, Texas 77531 with the following agenda:

- I. CALL TO ORDER
- II. ROLL CALL OF COUNCIL MEMBERS
- III. PUBLIC COMMENTS
- IV. CANVASS THE RESULTS OF THE MAY 1, 2021 ELECTION 3
 - A. Swear In Councilmembers
 - 1. Steve Boykin, Mayor
 - 2. Melissa Strawn, Position 2
 - 3. Matthew Yarborough, Position 3
- V. CONSENT AGENDA
 - A. Approval of Minutes
 - 1. Regular meeting held, April 12, 2021 7
 - B. Budget Report, March 2021 13
 - C. Investment Report, Q2 FY 2021 18
- VI. PRESENTATION
 - A. Financing Plan and Schedule of Events Presentation, General Obligation Bonds Series 2021 21
- VII. DISCUSSION AND ACTION ITEMS
 - A. Discuss request from Creekbend Homeowners Association for "Children at Play" signage within the neighborhood.
 - B. Discuss and consider approval of a resolution amending FY 21 budget and service agreement for Police and Fire Department AED machines. 27
 - C. Discuss and consider a resolution amending the FY 21 budget to increase pay for city staff. 31
 - D. Discuss and consider appointing Mayor Pro-Tem and Committee Liaison positions. 34
 - 1. Mayor Pro-Tem
 - 2. Crime Control & Prevention District
 - 3. Keep Richwood Beautiful
 - 4. Fire Department
 - E. Discuss and consider awarding RJ&M Construction with bid contract for the Magnolia Sewer Line Repair Project. 35
- VIII. EXECUTIVE SESSION
 - A. Pursuant to Chapter 551.0745, Personnel Matters to deliberate the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of a public officer or employee or to hear a complaint or charge against an officer or employee:
 - 1. Melissa Strawn, City Council Position 2 36
- IX. ACTION AS A RESULT OF EXECUTIVE SESSION
 - A. Pursuant to Chapter 551.0745, Personnel Matters to deliberate the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of a

public officer or employee or to hear a complaint or charge against an officer or employee:

1. Melissa Strawn, City Council Postition 2

- X. CAPITAL IMPROVEMENT PROJECTS UPDATE
- XI. CITY MANAGER'S REPORT
- XII. COUNCIL MEMBER COMMENTS & REPORTS
- XIII. MAYOR'S REPORT
- XIV. FUTURE AGENDA ITEMS
- XV. ADJOURNMENT

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

I, Kirsten Garcia, do hereby certify that I did, on _____ at _____ post this notice of meeting on the bulletin board at 1800 N. Brazosport Blvd., Richwood, TX, in compliance with the Texas Open Meetings Law.

Kirsten Garcia, City Secretary
City of Richwood

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

ORDINANCE 21-477

AN ORDINANCE CANVASSING THE ELECTION RETURNS AND DECLARING THE RESULTS OF THE MAY 1, 2021 GENERAL AND SPECIAL ELECTIONS, FOR THE PURPOSE OF ELECTING THE MAYOR, COUNCIL MEMBER POSITION 2 AND COUNCIL MEMBER POSITION 3; AND REGARDING THE ADOPTION OF ONE (1) PROPOSED AMENDMENT TO THE EXISTING CITY OF RICHWOOD HOME RULE CHARTER

WHEREAS, the City Council of the City of Richwood, Texas (the “City”) ordered an election to be held in the City on May 1, 2021, for the purpose of electing a Mayor and Council Members to Position 2 and 3 for a term of two (2) years; and

WHEREAS, the City Council of the City of Richwood, Texas (the “City”) also held a special election on May 1, 2021, for the purpose of submitting to the qualified voters of the City of Richwood, one (1) amendment to the City of Richwood Home Rule Charter, PROPOSITIONS hereinafter stated; and

WHEREAS, the City Council of the City (the “Council”) has investigated all matters pertaining to said election, including the ordering, giving notice, officers, holding, and making returns of said election; and

WHEREAS, the election officers who held said election have duly made the returns of the result thereof, and the returns have been duly delivered to the Council;

WHEREAS, the City Council officially finds and determines that the following votes were cast at said election for the Position of Mayor, Council Member Position 2, and Council Member Position Number 3:

Mayor				
Choice Party	Absentee	Early Voting	Election Day	Total
David Rafalski	0	45	56	101
Steve Boykin	0	55	73	128

Council, Position 2				
Choice Party	Absentee	Early Voting	Election Day	Total
Melissa Strawn	0	62	75	137
Leslie Klug	0	38	54	92

Council, Position 3				
Choice Party	Absentee	Early Voting	Election Day	Total
Matt Yarborough	0	66	82	148

William Yearsin	0	32	39	71
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WHEREAS, the Council officially finds and determines that the following votes were cast at said election on the submitted PROPOSITIONS by the resident, qualified electors of the City, who voted at the election:

CHARTER AMENDMENTS

Proposition A

Shall Section 3.01(5) be amended to three (3) two-year terms of office for council members and mayor, requiring one (1) year removed from council before re-running for a position on City Council?

	Absentee	Early Voting	Election Day	Total
YES	0	78	103	181
NO	0	18	20	38

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

1. The City Council officially finds and determines that said election was duly ordered; proper notice of said election was duly given; proper election officers were duly appointed prior to said election; said election was duly held; the City has complied with applicable law including the Texas Election Code; due returns of the result of said election have been made and delivered; and the Council has duly canvassed said returns, all in accordance with law and the Ordinance calling said election.

2. The City Council officially finds and determines that the following persons are hereby elected to their respective offices of the positions of Mayor, Council Position 2 and Council Position 3 by the resident, qualified electors of the City, who voted at the election:

Position	Elected Official
Mayor	Steve Boykin
Council, Position 2	Melissa Strawn
Council, Position 3	Matthew Yarborough

3. The City Council officially declares the adoption of the amendments to the charter in accordance with Amendment A. The text of the newly amended sections of the City Charter is attached hereto and incorporated herein for all purposes as Attachment A.

4. The Council officially finds, determines, and declares the result of said election to be that all of the PROPOSITIONS so submitted have received a favorable majority vote in all respects and have carried.

PASSED AND APPROVED by the Council of the City of Richwood on the 10th day of May, 2021.

Mayor

ATTEST:

City Secretary

EXHIBIT A

Adopted Text Amendments to the City of Richwood Home Rule Charter

PROPOSITION A

Section 3.01. - Number, selection and term.

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

(1) The Mayor shall be elected from the City at large. The election of members of the City Council shall be by position from the City at large, designating council positions as position one through position five, inclusive, authorizing qualified voters to vote on a candidate for each council position and providing for interim determination of council positions by lot.

(2) The Mayor shall be the presiding officer of the City Council and shall be recognized as the head of the City government for all ceremonial purposes and by the governor for purposes of military law, but shall have no regular administrative duties. The Mayor shall be entitled to vote only in the event it becomes necessary to break a tie vote.

(3) In each odd numbered year two council members and a Mayor shall be elected, and in each even numbered year three council members shall be elected.

(4) The Mayor and each council member shall hold office for a period of two years and until his/her successor is elected and qualified. No person shall serve as Mayor or council member for more than three (3) consecutive terms in any position. One must be removed from City Council for a period of one (1) year to reapply. All elections shall be held in the manner provided in article 5 of this Charter.

(5) All members of the City Council shall be subject to removal from office under the terms and conditions of the recall provisions of this Charter

Minutes of the City Council

The City Council called Meeting of April 12, 2021

BE IT KNOWN THAT, a City Council of City of Richwood was held April 12, 2021, beginning at 6:00 PM PM in the Richwood City Hall, located at 1800 Brazosport Blvd. N, Richwood, Texas 77531.

I. CALL TO ORDER

The meeting was called to order at 6:00 p.m.

II. INVOCATION

Tricia Ditto, Finance Director, led invocation.

III. PLEDGES OF ALLEGIANCE

Mayor Boykin led the pledges.

IV. ROLL CALL OF COUNCIL MEMBERS

Steve Boykin, Mayor:	Present
Mike Johnson, Position 1:	Present
Melissa Strawn, Position 2:	Present
Matthew Yarborough, Position 3:	Present
Rory Escalante, Position 4:	Present
Mark Brown II, Position 5:	Present

Others in attendance: Eric Foerster, City Manager; Kirsten Garcia, City Secretary; Patricia Ditto, Finance Director; Clif Custer, Public Works Director; Stephen Mayer, Chief of Police; Matt Allen, City Attorney

V. PUBLIC COMMENTS

William Yearsin - 244 Briar Creek - Stated Council member Strawn has displayed retaliation, intimidation, misuse city funds and integrity issues. Retaliation after public comments made in a past meeting, which resulted in his personal matters being brought up on the agenda tonight by Council member Strawn. He stated integrity issues because he was contacted by Council member Strawn regarding the farmers market, placing blame on staff for the topic being on the agenda. He added that there are issues of intimidation because city employees work hard to get paid to help the city, but employees are too intimidated to accept their overtime pay for fear of repercussions, He also stated there was a misuse of money, \$2520 have been used to speak to the city attorney, while no other Council member has done that.

Leslie Klug - 105 Hummingbird Ct - Stated that a couple of weeks ago an informal meeting was held with citizens from 5 neighborhoods of Richwood. At the meeting, they spoke about

history of the city and how problems came to be. She added that the meeting helped heal the divide in the city and everyone agreed to put the fighting in the past and move forward. She stated that the city would benefit greatly from more participation, and she would like to see Richwood, as in Council, Staff and Committees, become more personable more approachable.

Mark Guthrie - 100 June Ct - Thanked everyone for volunteering and echoed Mrs. Klug's sentiments. He added that it looks like there is more interest in the city and recommended opening another board and bringing the Planning & Zoning commission back to life. He added that we look at boards and limiting the terms, such as CCPD. He ended on the topic of limiting the sale of a legal product in the city, whether we like something or not, it's legal. He stated that he doesn't want to see the city set a precedent by prohibiting something legal just because we don't like it.

VI. PROCLAMATION

Mayor Boykin read the proclamations.

- A. Fair Housing Month, April 2021
- B. Rocky Martinez Day, April 13, 2021

VII. CONSENT AGENDA

- A. Approval of Minutes
 - 1. Special workshop held, February 22, 2021
 - 2. Regular meeting held, March 8, 2021
 - 3. Special meeting held, March 15, 2021
 - 4. Special meeting held, March 22, 2021
- B. Budget Report, February 2021

Motion to approve the consent agenda. This motion, made by Mark Brown II and seconded by Matthew Yarborough, Passed.

Yea: 5, Nay: 0

VIII. PRESENTATION

- A. Utility Rate Study Presentation, Strand Associates
Discussion held on the ability for growth, if the city could handle 2% increase annually.

IX. DISCUSSION AND ACTION ITEMS

- A. Discuss and consider a resolution to approve finished floor elevations for any and all residential construction in accordance with Richwood City Ordinances regardless of any deed or plat restrictions.
Eric Foerster, City Manager, presented.

Motion to approve resolution. This motion, made by Mark Brown II and seconded by Matthew Yarborough, Passed.

Yea: 5, Nay: 0

B. Discuss and consider further pursuit of funding for Flood Mitigation Projects.
Clif Custer, Public Works Director, presented.

Discussion held on financial implications on behalf of the City if we pursue.

Discussion held on previous project and possible issues with outside entities.

No further discussion.

Motion to approve pursuit of funding. This motion, made by Mike Johnson and seconded by Mark Brown II, Passed.

Yea: 5, Nay: 0

C. Discuss and consider a resolution to commit up to \$1610 in City Funds toward the replacement of residential fencing along the project easement for the CDBG-DR Contract No. 20-065-080-C233 - Hurricane Harvey - Infrastructure Disaster Recovery Program.

Clif Custer, Public Works Director, presented.

Motion to approve a resolution to commit up to \$1610 in City Funds toward the replacement of residential fencing along the project easement for the CDBG-DR Contract No. 20-065-080-C233 - Hurricane Harvey - Infrastructure Disaster Recovery Program. This motion, made by Mark Brown II and seconded by Mike Johnson, Passed.

Yea: 5, Nay: 0

D. Discuss and consider a resolution amending the FY 21 budget to fund cost of engineering for 2021 CDBG Water Line Replacement.

Clif Custer, Public Works Director, presented.

Discussion held on engineering costs.

Motion to approve a resolution amending the FY 21 budget to fund cost of engineering for 2021 CDBG Water Line Replacement. This motion, made by Mike Johnson and seconded by Matthew Yarborough, Passed.

Yea: 5, Nay: 0

E. Discuss and consider authorizing staff to participate in the American Rescue Plan

Eric Foerster, City Manager, presented.

Discussion held on possible downside to taking the funds.

Motion to approve staff to participate in American rescue plan. This motion, made by Matthew Yarborough and seconded by Melissa Strawn, Passed.

Yea: 4, Nay: 1
Mark Brown II: Nay

F. Discuss and consider a resolution amending the FY 21 budget to show estimated depreciation for Enterprise Fund.

Tricia Ditto, Finance Director, presented.

Discussion held on depreciation and how it affects our bottom line.

Motion to approve a resolution amending the FY 21 budget to show estimated depreciation for Enterprise Fund. This motion, made by Mike Johnson and seconded by Melissa Strawn, Passed.

Yea: 5, Nay: 0

G. Discussion regarding the Richwood Farmer's Market

Eric Forester, City Manager, presented, staff has questions regarding the contract and whether there was a conflict with a KRB member running the market.

Council member Strawn explained her concerns with the farmers market.
William Yearsin presented the farmer's market side.

Discussion held on whether there is a conflict of interest with farmers market in KRB.

Discussion held on precedent being set for a waiver of fees from other organizations.

H. Discussion regarding the sale of drug paraphernalia within Richwood city limits.

Kirsten Garcia, City Secretary, presented.

Discussion held on what action could be taken and how zoning could affect the sale of specific items within the city.

No action taken.

I. Approve items removed from consent agenda.

No items were removed from Consent Agenda.

X. EXECUTIVE SESSION

Council adjourned from regular session at 8:03 p.m.

A. Pursuant to Chapter 551.0745, Personnel Matters to deliberate the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of a public officer or employee or to hear a complaint or charge against an officer or employee:

1. Eric Foerster, City Manager

B. Pursuant to Chapter 551.071, Consultation with Counsel on legal matters:

1. Contractual Agreement with City Manager

XI. ACTION AS A RESULT OF EXECUTIVE SESSION

City Council reconvened at 9:38 p.m.

A. Pursuant to Chapter 551.0745, Personnel Matters to deliberate the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of a public officer or employee or to hear a complaint or charge against an officer or employee:

1. Eric Foerster, City Manager

B. Pursuant to Chapter 551.071, Consultation with Counsel on legal matters:

1. Contractual Agreement with City Manager

Motion to approve 6% pay raise for the position of City Manager on an annual basis. This motion, made by Mark Brown II and seconded by Mike Johnson, Passed.

Yea: 4, Nay: 1

Melissa Strawn: Nay

XII. CAPITAL IMPROVEMENT PROJECTS UPDATE

Eric Foerster, City Manager presented updates.

XIII. CITY MANAGER'S REPORT

No new report.

XIV. COUNCIL MEMBER COMMENTS & REPORTS

Mike Johnson stated that Clif pulled an all-nighter a couple of weeks ago, and expressed thanks to him for keeping the water flowing.

Rory Escalante echoed Council member Johnson's comments, hopefully the water line tie-ins will give them some relief and save resources. He added thanks to the Police chief, for doing great work and really making a difference. Mr. Escalante read out code of ordinances regarding roles of officers and complaint process and the ways to resolve complaints.

Mark Brown stated a lot of good was said and good action taken. He added that things stated tonight were concerning, and he'd like a chance to redeem myself if that happened as well. He added that we not be quick on judgment, and let the process play out. He added kudos to Clif, the Fire Department, the Police Department, the farmers market, Keep Richwood Beautiful, and to Staff. He stated that projects are on time and under budget.

XV. MAYOR'S REPORT

Mayor reported on Police department efforts assisting a COVID patient and an injured officer. Expressed thanks to the fire department, to staff, public works, and KRB. Stated that we will be looking in the future at things we can do to better our response to emergencies, in events like the freeze.

XVI. FUTURE AGENDA ITEMS

Leslie Klug stood up during the meeting to give comment regarding broadcasting the meetings and resuming employee profiles.

CM Contract discussions.

XVII. ADJOURNMENT

Being there no further business, the meeting was adjourned at 9:58 p.m.

These minutes were read and approved on this 10th day of May 2021.

ATTEST:

Mayor



AGENDA MEMORANDUM-MAY 10, 2021

ITEM # CONSENT

CONTACT: Patricia Ditto, Deputy Finance Director

SUBJECT: Monthly Budget Summary Report

SUMMARY: Receive and/or approve the March 2021 Budget Report

BACKGROUND INFORMATION:

The information provided is for the FY 2020-2021 budget period, month ending March 31, 2021. This summary highlights several key points related to the current month's activity for the General Fund and for the Water and Sewer Enterprise Fund. The attached report is unaudited and may include corrections from prior months.

DISCUSSION:

Attached is the budget report for March 2021, which is the sixth month of Fiscal Year 21. 50% of the year has passed.

10-General Fund

As of March 31, 2021, General Fund revenues total \$2,072,374 or 76.77.% of the budget year to date. Of this year to date total, \$127,793 was received in March. General Fund expenditures total \$1,253,507, or 53% of the budget. For this period, the General Fund shows a gain of \$501,867.

Revenue (GF)

- M & O (Maintenance and Operations) Property tax (including current, delinquent and penalties) received through the end of March is \$1,680,145, 93.86% of its annual budgeted amount. \$49,760 came in during the month of March. \$129,236 is yet to be collected, approximately 7%, to bring us to 100% of budget. Historically, we collect 99% and I expect this year to be no different.
- Sales Tax revenue continues to come in ahead of budget. The budget report reflects 4 months of sales tax earned, October through December, as we collect 2 months behind. A year-end entry is made at 9/30 to accrue amounts earned in the fiscal year that are not yet collected. Therefore, the amounts collected this past October and November were shown as revenue in the previous fiscal year.

The following chart demonstrates sales tax collections to date for this current fiscal year. Compared to this same period in FY20, we are approximately \$15,800, 3.6%, ahead in collections.

City of Richwood

TEXAS

Sales Tax Collection Summary – Fiscal Year 2020-2021

Month Earned	Month Collected by City	General Fund	CCPD	Transportation	Total	Cumulative % of Budget Total \$748,000
8/2020	10/2020	46,473.52	11,618.39	11,491.48	69,583.39	9.3%
9/2020	11/2020	45,907.53	11,470.69	11,476.89	68,855.11	18.5%
10/2020	12/2020	56,928.95	14,125.61	14,232.24	85,286.80	29.9%
11/2020	1/2021	42,914.79	10,640.34	10,728.70	64,283.83	38.5%
12/2020	2/2021	49,009.21	12,125.69	12,252.31	73,387.21	48.3%
1/2021	3/2021	43,362.04	10,604.48	10,840.51	64,807.03	57%

- Permits and Licenses revenues total \$7,196 for March, bringing the year to date total to \$39,701. This is 55.72% of budget, and approximately \$14,800 less than this same period of FY20. We are however ahead of budget and activity continues to pick up.

Impact fees on new construction are posted to Fund 32 Utility Capital Improvements. To date, we have collected \$16,898 for 7 Water Impact Fees. These were on new construction in OWS, where sewer fees are not applicable.

- Court fees year to date through March are \$31,593. This figure is 42.12% of total annual budget and approximately \$8,000 behind last year. This reduction is due primarily to a reduction in traffic stops due to COVID safety protocols.

Expenditures (GF)

Expenditures year to date for the General Fund are at \$1,253,507, 53.01% of annual budget, slightly ahead of budget.

General Fund ended March \$501,867 ahead of budget for the year with 50% of the year behind us.

30-Water, Sewer and Solid Waste Fund

Revenues received through March total \$1,174,868, 56.76% of total budget. Total expense through March is \$794,782, or 40.64% of budget. At the end of March, our enterprise fund was showing a Net Operating Income well ahead of budget, with operating revenues exceeding operating expenses by \$328,271. This is about \$192,284 ahead of the same period in FY20 and \$638,547 better than budget projection for year-end of (\$310,276). \$148,000 is yet to be transferred out to cover the Magnolia street project, which has not yet been invoiced to the city. This will reduce net income and the variance between actual and budget.

RECOMMENDATION: Council to approve March 2021 Budget Summary Report for General Fund and the Water & Sewer Enterprise Fund.

City of Richwood
Operational Budget Report
10/1/2020 - 03/31/2021

10 General Fund	Prior YTD	Current Period	Current YTD	Annual Budget	Remaining Budget	% Earned/Used
Revenue						50% of year
Taxes	2,011,074.04	102,891.80	1,964,888.60	2,500,381.00	535,492.40	78.58%
Property taxes, including delinquent & penalties	1,569,666.68	49,730.35	1,680,145.18	1,809,381.00		92.86%
Franchise Taxes	98,310.33	9,799.41	92,528.38	190,000.00		48.70%
Sales Tax	274,477.59	43,362.04	192,215.04	508,000.00		37.84%
Licenses and permits	54,480.61	7,195.85	39,701.49	71,250.00	31,548.51	55.72%
Intergovernmental revenue	0.00	0.00	10,966.08	1,000.00	(9,966.08)	Ahead of Budget
Charges for services	2,159.00	925.00	1,025.00	1,000.00	(25.00)	Ahead of Budget
Fines and forfeitures	39,435.19	12,890.63	31,593.17	75,000.00	43,406.83	42.12%
Special Revenues	2,387.99	0.00	1,166.96	2,688.00	1,521.04	43.41%
Interest	12,578.54	120.90	532.10	17,000.00	16,467.90	3.13%
Miscellaneous revenue	41,494.14	3,769.00	22,500.87	31,000.00	8,499.13	72.58%
Inspection Fees	15,180.00	2,530.00	15,155.00	25,000.00		
Miscellaneous Income	25,579.14	464.00	6,145.87	5,000.00		
Parks & Recreation - for KRB	735.00	775.00	1,200.00	1,000.00		
Total Revenue	2,163,609.51	127,793.18	2,072,374.27	2,699,319.00	626,944.73	76.77%
Expenditures						
General Government Administration						
Personnel & Benefits	118,334.52	48,803.87	211,245.27	424,981.00	213,735.73	49.71%
Supplies	12,271.00	(145.36)	5,780.86	22,820.00	17,039.14	25.33%
Maintenance & Repair	4,834.99	1,516.96	2,264.12	5,000.00	2,735.88	45.28%
Utilities	5,181.00	430.81	6,551.33	15,160.00	8,608.67	43.21%
Professional Services	50,978.27	8,450.70	144,183.37	121,870.00	(22,313.37)	Over Budget
Other Services	20,337.36	437.54	18,977.74	62,777.00	43,799.26	30.23%
Capital Equipment	1,416.73	69.67	6,374.37	6,800.00	425.63	93.74%
Total Administration	213,353.87	59,564.19	395,377.06	659,408.00	264,030.94	59.96%
Judicial						
Personnel & Benefits	24,934.13	7,174.49	32,286.68	67,345.00	35,058.32	47.94%
Supplies	1,263.71	199.63	899.38	3,300.00	2,400.62	27.25%
Utilities	144.93	0.00	0.00	500.00	500.00	0.00%
Professional Services	10,830.00	0.00	9,502.00	19,600.00	10,098.00	48.48%
Other Services	373.00	896.17	4,946.89	1,000.00	(3,946.89)	Over Budget
Total Judicial	37,545.77	8,270.29	47,634.95	91,745.00	44,110.05	51.92%
Permitting & Inspections						
Personnel & Benefits	64,457.96	1,723.00	13,520.50	20,000.00	(6,479.50)	Over Budget
Supplies	1,664.04	0.00	175.00	1,725.00	(1,550.00)	Over Budget
Professional Services	2,588.18	0.00	0.00	3,000.00	(3,000.00)	Over Budget
Other Services	640.98	0.00	0.00	0.00	0.00	0.00%
Total Permitting & Inspections	69,351.16	1,723.00	13,695.50	24,725.00	(11,029.50)	Over Budget
Special Revenue Expenditures						
Supplies	1,079.08	0.00	0.00	2,388.00	2,388.00	0.00%
Total Special Revenue Expenditures	1,079.08	0.00	0.00	2,388.00	2,388.00	0.00%
Total General Government	321,329.88	69,557.48	456,707.51	778,266.00	299,499.49	58.68%
Public Safety Police Department						
Personnel & Benefits	397,023.52	87,192.66	455,470.11	865,812.00	410,341.89	52.61%
Supplies	16,373.76	3,446.31	16,243.19	45,400.00	29,156.81	35.78%
Maintenance & Repair	15,033.72	783.25	17,807.05	22,400.00	4,592.95	79.50%
Utilities	7,500.12	1,173.13	6,931.14	16,000.00	9,068.86	43.32%

10 General Fund	Prior YTD	Current Period	Current YTD	Annual Budget	Remaining Budget	% Earned/Used
Professional Services	36,612.77	(375.00)	14,961.56	72,400.00	57,438.44	20.67%
Other Services	23,605.61	1,398.00	16,249.35	26,300.00	10,050.65	61.78%
Capital Equipment	3,728.60	187.10	3,498.60	7,600.00	4,101.40	46.03%
Total Police Department	499,878.10	93,805.45	531,161.00	1,055,912.00	524,751.00	50.30%
Fire Department						
Personnel & Benefits	5,681.96	5,940.00	9,347.30	28,400.00	19,052.70	32.91%
Supplies	375.00	547.52	1,638.79	15,400.00	13,761.21	10.64%
Maintenance & Repair	101,742.01	0.00	545.78	17,500.00	16,954.22	3.12%
Utilities	1,415.20	288.93	1,916.08	3,800.00	1,883.92	50.42%
Professional Services	69,750.00	0.00	52,500.00	107,131.00	54,631.00	49.01%
Other Services	10,548.27	0.00	10,294.06	18,800.00	8,505.94	54.76%
Capital Equipment	15,588.65	52.73	34,481.57	64,712.00	30,230.43	53.28%
Total Fire Department	205,101.09	6,829.18	110,723.58	255,743.00	145,019.42	43.29%
Code Enforcement						
Personnel & Benefits	14,318.66	0.00	(254.00)	1,000.00	1,254.00	-25.40%
Supplies	0.00	0.00	0.00	1,000.00	1,000.00	0.00%
Professional Services	840.00	0.00	0.00	3,000.00	3,000.00	0.00%
Other Services	0.00	0.00	736.00	1,150.00	414.00	64.00%
Total Code Enforcement	15,158.66	0.00	482.00	6,150.00	5,668.00	7.84%
Total Public Safety	720,137.85	100,634.63	642,366.58	1,317,805.00	675,438.42	48.75%
Public Works						
City Maintenance						
Personnel & Benefits	43,075.92	11,784.69	52,016.54	107,774.00	55,757.46	48.26%
Supplies	4,184.90	(5,212.69)	8,144.99	15,700.00	7,555.01	51.88%
Maintenance & Repair	15,608.30	1,509.08	13,421.50	29,000.00	15,578.50	46.28%
Utilities	14,280.08	101.04	9,400.90	31,700.00	22,299.10	29.66%
Other Services	3,195.23	0.00	2,540.73	4,375.00	1,834.27	58.07%
Capital Equipment	11,064.50	0.00	2,125.86	2,213.00	87.14	96.06%
Total City Maintenance	91,408.93	8,182.12	87,650.52	190,762.00	103,111.48	45.95%
Parks and Recreation						
Supplies	1,049.47	609.94	1,181.40	3,200.00	2,018.60	36.92%
Maintenance & Repair	19,523.95	3,085.91	20,401.00	23,000.00	2,599.00	88.70%
Utilities	800.56	0.00	871.40	2,000.00	1,128.60	43.57%
Other Services	2,900.79	4.25	6,120.70	12,450.00	6,329.30	49.16%
Total Parks and Recreation	24,274.77	3,700.10	28,574.50	40,650.00	12,075.50	70.29%
Miscellaneous	82,781.46	0.00	38,208.36	37,000.00	(1,208.36)	Over Budget
City Hall Promissory Note	10,694.32	0.00	0.00	0.00		
Development Agreements	72,087.14	0.00	38,208.36	37,000.00		
Total Expenditures	1,239,932.89	182,074.33	1,253,507.47	2,364,483.00	1,110,975.53	53.01%
Other Financing Sources and Uses						
Sources						
Transfers In					0.00	Over Budget
Total Sources	0.00	0.00	0.00	0.00	0.00	0.00%
Uses						
Transfers Out	0.00	0.00	317,000.00	317,000.00	0.00	100.00%
Total Uses	0.00	0.00	317,000.00	317,000.00	0.00	100.00%
Total Other Financing Sources and Uses	0.00	0.00	(317,000.00)	(317,000.00)	0.00	100.00%
Total - 10 GENERAL FUND	923,676.62	(54,281.15)	501,866.80	17,836.00	(484,030.80)	Ahead of Budget

City of Richwood Operational Budget Report 10/1/2020 - 03/31/2021						
30 Water & Sewer Enterprise Fund	Prior YTD	Current Period	Current YTD	Annual Budget	Remaining Budget	% Earned/Used
Net Operating Income (Loss)						
Operating income						50% of year
Sewer Department	412,403.96	74,926.42	438,535.00	820,000.00	381,465.00	53.48%
Water Department	516,853.06	99,565.77	578,596.25	967,000.00	388,403.75	59.83%
Solid Waste Department	151,250.48	26,371.60	157,736.90	283,000.00	125,263.10	55.74%
Total Operating income	1,080,507.50	200,863.79	1,174,868.15	2,070,000.00	895,131.85	56.76%
Operating expense						
Sewer Department						
Personnel & Benefits	55,191.58	17,615.79	79,099.30	177,247.00	98,147.70	44.63%
Supplies	571.15	418.94	2,834.48	14,940.00	12,105.52	18.97%
Maintenance & Repair	2,192.08	796.00	8,722.64	61,770.00	53,047.36	14.12%
Utilities	0.00	0.00	0.00	23,200.00	23,200.00	0.00%
Professional Services	281,723.38	0.00	252,165.28	558,080.00	305,914.72	45.18%
Other Services	1,127.25	0.00	5,358.66	13,900.00	8,541.34	38.55%
Total Sewer Department	340,805.44	18,830.73	348,180.36	849,137.00	500,956.64	41.00%
Water Department						
Personnel & Benefits	121,436.43	17,726.83	74,753.08	158,309.00	83,555.92	47.22%
Supplies	22,601.55	2,256.44	17,708.30	27,845.00	10,136.70	63.60%
Maintenance & Repair	40,242.22	16,810.00	50,558.92	100,914.00	50,355.08	50.10%
Utilities	26,711.93	3,473.79	26,776.77	58,400.00	31,623.23	45.85%
Professional Services	12,573.28	0.00	10,201.36	115,000.00	104,798.64	8.87%
Other Services	140,361.84	23,894.80	154,937.83	362,550.00	207,612.17	42.74%
Capital Equipment	2,319.43	300.77	1,804.62	3,600.00	1,795.38	50.13%
Total Water Department	366,246.68	64,462.63	336,740.88	826,618.00	489,877.12	40.74%
Solid Waste Department						
Professional Services	112,675.70	21,993.75	109,860.66	280,000.00	170,139.34	39.24%
Total Solid Waste Department	112,675.70	21,993.75	109,860.66	280,000.00	170,139.34	39.24%
Total Operating expense	819,727.82	105,287.11	794,781.90	1,955,755.00	1,160,973.10	40.64%
Total Net Operating Income (Loss)	260,779.68	95,576.68	380,086.25	114,245.00	(265,841.25)	Ahead of Budget
Non-Operating Items						
Non-operating income						
Interest income	2,811.15	132.25	132.93	1,750.00	1,617.07	7.60%
Grants	0.00	16,052.80	37,513.60	0.00	(37,513.60)	Ahead of Budget
Other income	127.96	13.98	1,160.35	0.00	(1,160.35)	Ahead of Budget
Transfers In	0.00	0.00	80,000.00	80,000.00	0.00	At Budget
Total Non-operating income	2,939.11	16,199.03	118,806.88	81,750.00	37,056.88	145.33%
Non-operating expense						
Debt Service	127,731.87	114,622.50	114,622.50	302,271.00	187,648.50	37.92%
Transfers Out	0.00	0.00	56,000.00	204,000.00	148,000.00	27.45%
Total Non-operating expense	127,731.87	114,622.50	170,622.50	506,271.00	335,648.50	33.70%
Total Non-Operating Items	(124,792.76)	(98,423.47)	(51,815.62)	(424,521.00)	372,705.38	Ahead of Budget
Total - 30 Water & Sewer Enterprise Fund	135,986.92	(2,846.79)	328,270.63	(310,276.00)	638,546.63	Ahead of Budget

City of Richwood, Texas
Quarterly Investment Report
Fiscal Year 2021, Quarter 1
01/01/2021 - 03/31/2021

Portfolio	December 31, 2020		March 31, 2021	
	Book Value	Market Value	Book Value	Market Value
Cash	2,789,076.74	2,789,076.74	2,802,849.28	2,802,849.28
Investment Pools	6,441,872.09	6,441,872.09	6,443,489.35	6,443,489.35
Certificates of Deposits	517,989.95	517,989.95	518,951.48	518,951.48
TOTAL INVESTMENTS	9,748,938.78	9,748,938.78	9,765,290.11	9,765,290.11

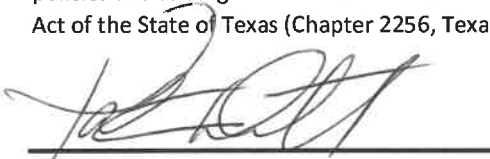
Quarterly Investment Income 2,464.53
Weighted Average Yield 0.04%

Simplified calculation for information only - Investment income/investment accounts beginning balance

Items of Note:

Of total included in investment pools, \$2,004,229.61 represents bond proceeds remaining in TexPool Prime from 2019A issuance and \$3,069,931.54 represents bond proceeds remaining in Logic Pool from 2019B issuance. In April, a transfer in the amount of \$500,000 was made from each to reimburse General Fund for expenditures of the appropriate projects. This will be shown on the investment report for 3rd quarter.

The attached information comprises the quarterly investment report for the City of Richwood, Texas for the period ended March 31, 2021. The undersigned acknowledge that the City's investment portfolio has been and is in compliance with the policies and strategies as contained in the City's Investment Policy and also in compliance with the Public Funds Investment Act of the State of Texas (Chapter 2256, Texas Government Code).



Patricia Ditto
Finance Director



Eric Foerster
City Manager

INVESTMENTS as of 3/31/2021

	INT RATE	TOTAL	GENERAL 10	CAPITAL IMPR 11-55	REPLCMT 13	CCPD 15	TRANSPT 25	2019A BOND 26	WS 30-30	MTR DEPS 30-23	WS RB I&S 30-25	2019B BOND 33	40	EARNINGS YTD
TEXSTAR	0.0676%	264,644.66	240,262.55		7,279.90	15,261.47	1,840.73							86.36
TEXPOOL	0.0800%	239,755.02	238,652.84	308.61		132.26				661.31				97.60
TEXPOOL PRIME	0.1400%	2,028,121.03	523,669.01					1,504,452.02						1,424.17
BONDS FUND														
LOGIC - UTIL CAP PROJ	0.1504%	3,069,931.54										3,069,931.54		2,453.72
LOGIC - GF	0.1504%	341,037.10	271,851.98	2,418.43	5,944.33		58,421.84				866.45		1,534.07	234.35
CERTIFICATES OF DEPOSIT:														
FNB 25765	0.5000%	92,680.43	18,575.51	22,936.32					29,334.79				21,833.82	228.10
matures every 3mo - July 27														
FNB 25718	0.5000%	128,482.57	33,790.93	28,009.20					38,544.76				28,137.68	317.78
matures every 6 mos - Dec 27														
FNB 25741	0.5000%	59,953.13	59,953.13											148.28
matures every 6 mos - July 13														
FNB 25766	0.5000%	130,307.34	33,879.92	11,727.67					65,153.66				19,546.10	320.52
matures every 6mo - July 27														
BNB 601286	0.5000%	107,413.75	27,927.57	9,667.24					53,706.88				16,112.06	264.35
Issue date 2/14/90 - 3 mos - Sept 4														
TOTAL		6,462,326.57	1,448,563.44	75,067.47	13,224.22	15,393.74	60,262.57	1,504,452.02	186,740.08	661.31	866.45	3,069,931.54	87,163.73	5,575.23

CITY OF RICHWOOD, TEXAS
Cash and Investment Schedule

Description	Investment	Purchase Date	Maturity Date	Book Value 12/31/2020	Market Value 9/30/2020	Deposits /Purchases	Withdrawals /Maturities	Interest this quarter	Book Value 03/31/2021	Market Value 03/31/2021	Interest Rate end of quarter	% of total Cash/Investments
<u>Pooled Investment Fund</u>												
General Fund	TexPool-449001			239,727.27	239,727.27			27.75	239,755.02	239,755.02	0.0157%	3.72%
General Fund	TexStar -1110			264,619.90	264,619.90			24.76	264,644.66	264,644.66	0.0216%	4.11%
General Fund	Logic -9001			340,945.53	340,945.53			91.57	341,037.10	341,037.10	0.0964%	5.29%
<u>Restricted Funds</u>												
2019 Bond Funds	TexPool Prime 559001			2,027,606.61	2,027,606.61			514.42	2,028,121.03	2,028,121.03	0.0849%	31.48%
2019 Util Cap Proj Fund	Logic-9002			3,568,972.78	3,568,972.78			958.76	3,569,931.54	3,569,931.54	0.0964%	55.40%
Total Pools				6,441,872.09	6,441,872.09	-	-	1,617.26	6,443,489.35	6,443,489.35		65.98%
First National Bank	CD-25765		3/27/2021	92,566.31	92,566.31			114.12	92,680.43	92,680.43	0.5000%	17.86%
First National Bank	CD-25718		6/29/2021	128,482.57	128,482.57			-	128,482.57	128,482.57	0.5000%	24.76%
First National Bank	CD-25741		1/13/2021	59,804.85	59,804.85			148.28	59,953.13	59,953.13	0.5000%	11.56%
First National Bank	CD-25766		3/27/2021	129,986.82	129,986.82			320.52	130,307.34	130,307.34	0.5000%	25.12%
Brazos National Bank	CD-601286		3/6/2021	107,149.40	107,149.40			264.35	107,413.75	107,413.75	0.5000%	20.70%
Total Certificates of Deposits				517,989.95	517,989.95	-	-	847.27	518,837.22	518,837.22		5.31%
Total Investment Accounts				6,959,862.04	6,959,862.04	-	-	2,464.53	6,962,326.57	6,962,326.57		71.29%
<u>Cash Accounts</u>												
Pooled Cash-NOW ACCT	First Natl -3073			2,768,541.54	2,768,541.54	**	**	73.49	2,802,849.28	2,802,849.28	0.0100%	99.96%
Seizure Fund -NOW ACCT	First Natl -5076			1,023.12	1,023.12			0.03	1,023.15	1,023.15	0.0100%	0.04%
Total Cash Accounts				2,769,564.66	2,769,564.66	-	-	73.52	2,803,872.43	2,803,872.43		28.71%
Total Cash and Investments				9,729,426.70	9,729,426.70	-	-	2,538.05	9,766,199.00	9,766,199.00		100.00%

** Cash balances for previous and current quarter reflects reconciled balance from system.



Financing Plan and Schedule of Events Presentation for:

\$1,865,000* General Obligation Bonds, Series 2021

May 10, 2021

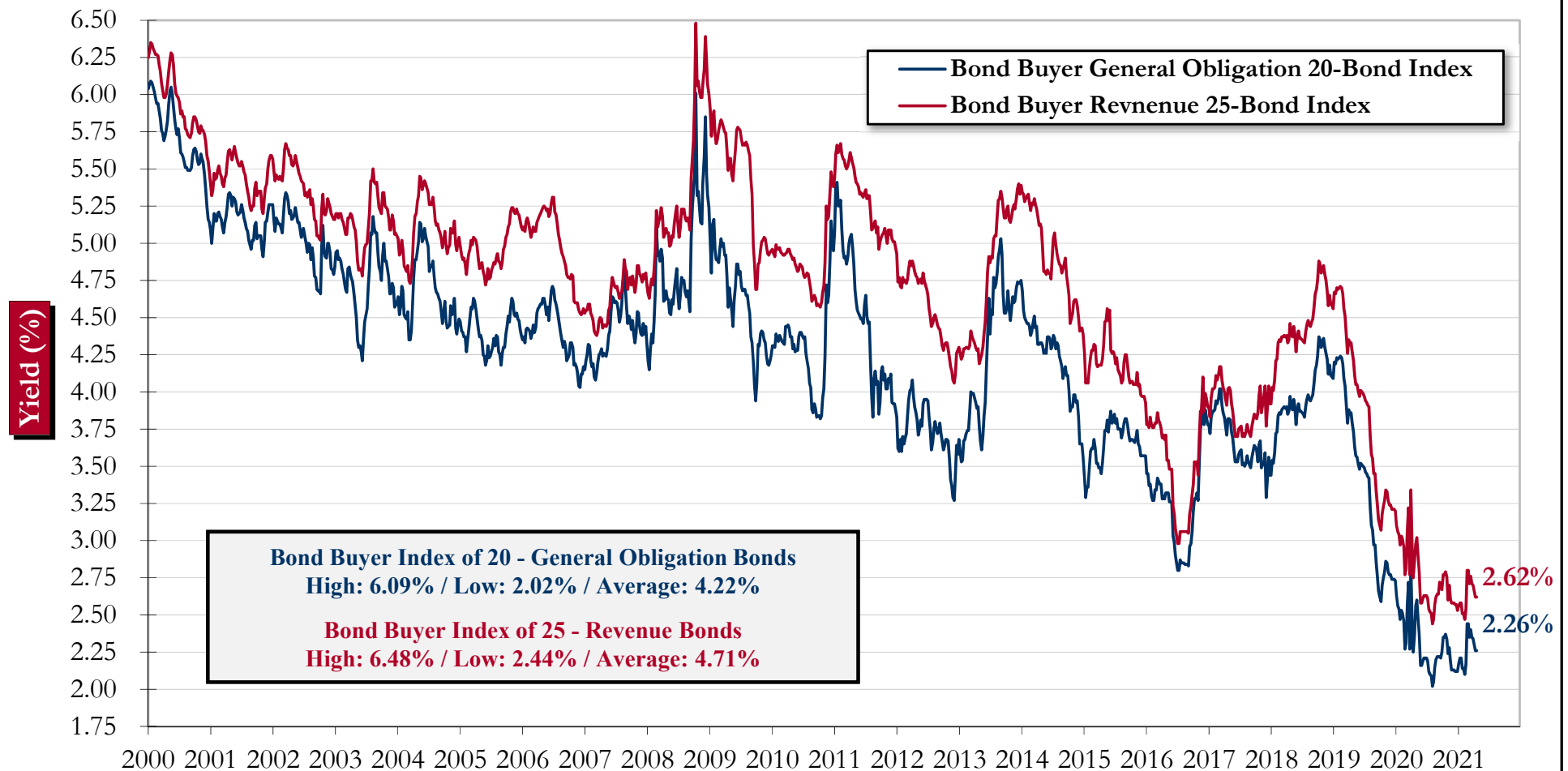
* Preliminary, subject to change.

Securities, insurance and advisory services offered through BOK Financial Securities, Inc., member FINRA/SIPC and a subsidiary of BOK Financial Corporation. Services may be offered under our trade name, BOK Financial Advisors.

NOT FDIC INSURED | NO BANK GUARANTEE | MAY LOSE VALUE

Overview of Current Bond Market – Bond Buyer Index

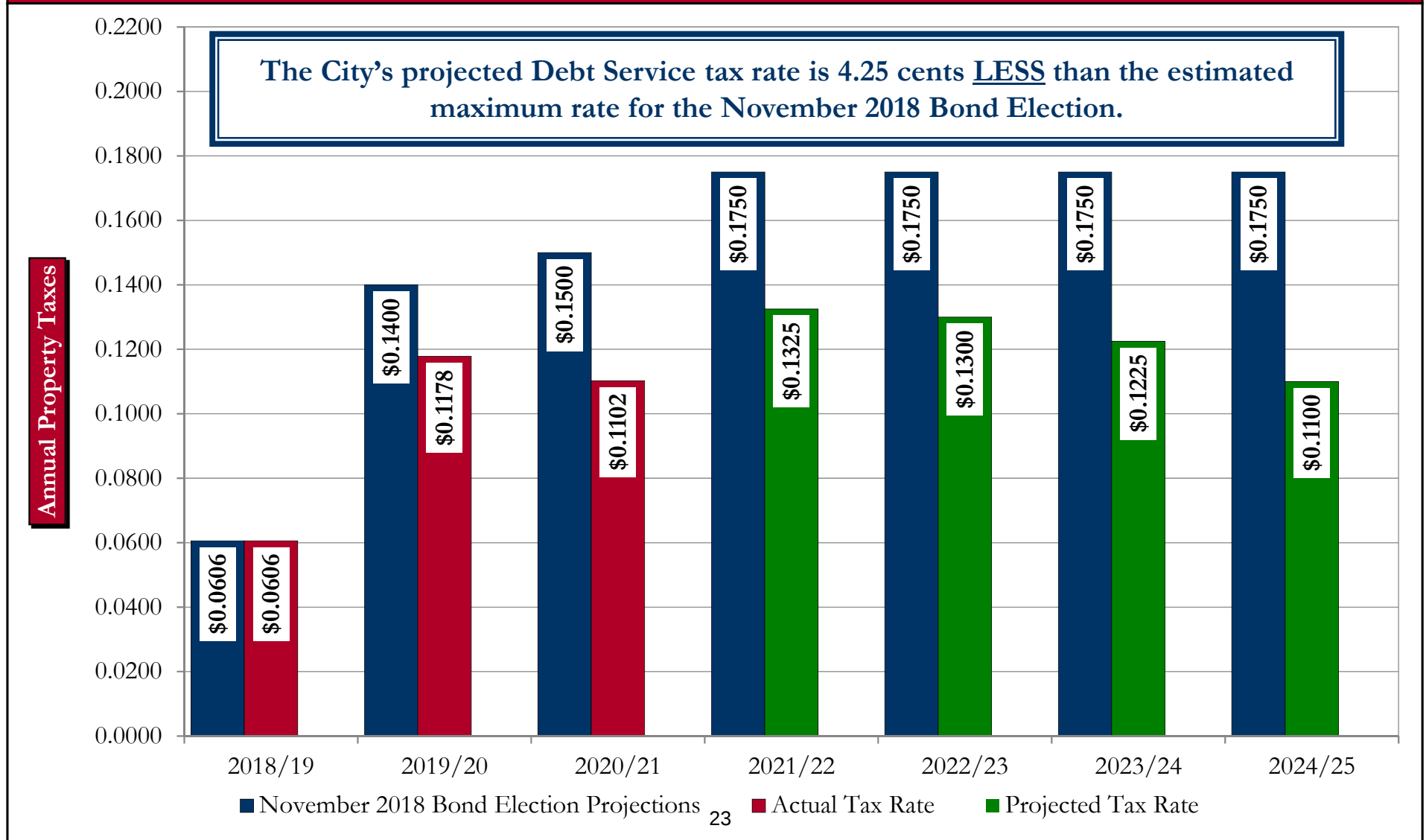
The Bond Buyer Index January 1, 2000 To The Present



The BBI 20 is published every Thursday. The rate consists of general obligation bonds maturing in 20 years with an average rating equivalent to Moody's "Aa2" and S&P's "AA." The BBI 25 is also published every Thursday. The rate consists of revenue bonds maturing in 30 years with an average rating equivalent to Moody's "A1" and S&P's "A+".

Tax Rate Impact Comparison – 2018 Authorization

Interest and Sinking Fund (“Debt Service”) Tax Rate November 2018 Bond Election Projections vs. Actual and Current Projections



Estimated Debt Service Requirements

General Obligation Bonds, Series 2021 (Remaining 2018 Voted Authorization)

Fiscal Year Ended 30-Sep	Current Debt Service Requirements			Plus: \$2,045,000 General Obligation Bonds, Series 2021 (a)			Less: Debt Service to be Paid by WSS Revenues (Series 2004, 2011 & 2019B) (b)			Total Tax-Supported Debt Service Requirements		
	Principal	Interest	Total	Principal	Interest	Total	Principal	Interest	Total	Principal	Interest	Total
2021	370,000	298,222	668,222				115,000	168,428	283,428	255,000	129,795	384,795
2022	420,000	285,837	705,837	20,000	70,887	90,887	155,000	163,777	318,777	285,000	192,947	477,947
2023	450,000	271,940	721,940	40,000	64,300	104,300	190,000	157,915	347,915	300,000	178,326	478,326
2024	475,000	256,806	731,806	45,000	62,700	107,700	210,000	150,940	360,940	310,000	168,566	478,566
2025	420,000	240,755	660,755	65,000	60,900	125,900	220,000	143,205	363,205	265,000	158,450	423,450
2026	380,000	227,515	607,515	75,000	58,300	133,300	180,000	136,265	316,265	275,000	149,550	424,550
2027	385,000	215,414	600,414	75,000	55,300	130,300	180,000	130,464	310,464	280,000	140,250	420,250
2028	385,000	203,139	588,139	85,000	52,300	137,300	180,000	124,664	304,664	290,000	130,775	420,775
2029	390,000	190,819	580,819	95,000	48,900	143,900	185,000	118,819	303,819	300,000	120,900	420,900
2030	400,000	175,599	575,599	100,000	45,100	145,100	185,000	111,474	296,474	315,000	109,225	424,225
2031	405,000	160,009	565,009	105,000	41,100	146,100	195,000	104,134	299,134	315,000	96,975	411,975
2032	350,000	144,225	494,225	105,000	36,900	141,900	135,000	96,400	231,400	320,000	84,725	404,725
2033	280,000	130,600	410,600	105,000	32,700	137,700	135,000	91,000	226,000	250,000	72,300	322,300
2034	275,000	119,400	394,400	110,000	28,500	138,500	135,000	85,600	220,600	250,000	62,300	312,300
2035	275,000	108,400	383,400	115,000	25,200	140,200	135,000	80,200	215,200	255,000	53,400	308,400
2036	275,000	97,400	372,400	115,000	21,750	136,750	135,000	74,800	209,800	255,000	44,350	299,350
2037	275,000	86,400	361,400	115,000	18,300	133,300	135,000	69,400	204,400	255,000	35,300	290,300
2038	270,000	75,400	345,400	120,000	14,850	134,850	130,000	64,000	194,000	260,000	26,250	286,250
2039	280,000	64,600	344,600	120,000	11,250	131,250	135,000	58,800	193,800	265,000	17,050	282,050
2040	135,000	53,400	188,400	125,000	7,650	132,650	135,000	53,400	188,400	125,000	7,650	132,650
2041	135,000	48,000	183,000	130,000	3,900	133,900	135,000	48,000	183,000	130,000	3,900	133,900
2042	130,000	42,600	172,600				130,000	42,600	172,600	0	0	0
2043	135,000	37,400	172,400				135,000	37,400	172,400	0	0	0
2044	130,000	32,000	162,000				130,000	32,000	162,000	0	0	0
2045	135,000	26,800	161,800				135,000	26,800	161,800	0	0	0
2046	135,000	21,400	156,400				135,000	21,400	156,400	0	0	0
2047	135,000	16,000	151,000				135,000	16,000	151,000	0	0	0
2048	130,000	10,600	140,600				130,000	10,600	140,600	0	0	0
2049	135,000	5,400	140,400				135,000	5,400	140,400	0	0	0
Total	8,095,000	3,646,078	11,741,078	1,865,000	760,787	2,625,287	4,405,000	2,423,882	6,828,882	5,555,000	1,982,983	7,537,983

(a) Interest estimated at current market interest rates, for illustrative purposes only. Generates proceeds of \$2,045,000 for streets, roads and sidewalks.

(b) Excludes a portion of the City's Series 2004 and Series 2011 Certificates of Obligation and Series 2019B General Obligation Bonds, which are paid by the Waterworks and Sewer System.

Tax Rate Impact Analysis – 2018 Authorization

Issuance of Remaining \$2,045,000 from 2018 Voted Authorization

FYE 9/30	Begin D/S Fund Balance	Interest Earnings 1.50%	Taxable Assessed Valuation	Assessed Valuation Growth Rate (%)	Tax Rate per \$100 of Assessed Value	Tax Collections 99.00%	Funds Available for Debt Service	Total Outstanding Debt Service	Plus: \$1,865,000 Series 2021 Bonds (a)	Less: Debt Service Paid By WWSS (b)	Total Debt Service Requirements	Ending D/S Fund Balance	Debt Service Coverage (%)
2021	\$83,506	\$1,253	\$343,833,130	16.72%	\$0.110248	\$375,278	\$460,037	\$668,222		\$283,428	\$384,795	\$75,243	15.74%
2022	75,243	1,129	359,305,621	4.50%	0.132500	471,319	547,690	705,837	\$90,887	318,777	477,947	69,744	14.58%
2023	69,744	1,046	373,677,846	4.00%	0.130000	480,923	551,713	721,940	104,300	347,915	478,326	73,388	15.33%
2024	73,388	1,101	384,888,181	3.00%	0.122500	466,773	541,262	731,806	107,700	360,940	478,566	62,696	14.81%
2025	62,696	940	392,585,945	2.00%	0.110000	427,526	491,162	660,755	125,900	363,205	423,450	67,712	15.95%
2026	67,712	1,016	396,511,804	1.00%	0.107500	421,988	490,716	607,515	133,300	316,265	424,550	66,166	15.74%
2027	66,166	992	396,511,804		0.107500	421,988	489,146	600,414	130,300	310,464	420,250	68,896	16.37%
2028	68,896	1,033	396,511,804		0.107500	421,988	491,917	588,139	137,300	304,664	420,775	71,142	16.90%
2029	71,142	1,067	396,511,804		0.106500	418,062	490,271	580,819	143,900	303,819	420,900	69,371	16.35%
2030	69,371	1,041	396,511,804		0.106500	418,062	488,474	575,599	145,100	296,474	424,225	64,249	15.60%
2031	64,249	964	396,511,804		0.104500	410,211	475,424	565,009	146,100	299,134	411,975	63,449	15.68%
2032	63,449	952	396,511,804		0.099500	390,584	454,985	494,225	141,900	231,400	404,725	50,260	15.59%
2033	50,260	754	396,511,804		0.081500	319,926	370,939	410,600	137,700	226,000	322,300	48,639	15.57%
2034	48,639	730	396,511,804		0.079000	310,112	359,481	394,400	138,500	220,600	312,300	47,181	15.30%
2035	47,181	708	396,511,804		0.078000	306,186	354,075	383,400	140,200	215,200	308,400	45,675	15.26%
2036	45,675	685	396,511,804		0.076000	298,335	344,695	372,400	136,750	209,800	299,350	45,345	15.62%
2037	45,345	680	396,511,804		0.073500	288,522	334,547	361,400	133,300	204,400	290,300	44,247	15.46%
2038	44,247	664	396,511,804		0.072500	284,596	329,507	345,400	134,850	194,000	286,250	43,257	15.34%
2039	43,257	649	396,511,804		0.066000	259,081	302,987	344,600	131,250	193,800	282,050	20,937	15.78%
2040	20,937	314	396,511,804		0.033500	131,503	152,754	188,400	132,650	188,400	132,650	20,104	15.01%
2041	20,104	302	396,511,804		0.033500	131,503	151,909	183,000	133,900	183,000	133,900	18,009	0.00%
2042	18,009	270	396,511,804		-	0	18,279	172,600		172,600	0	18,279	0.00%
2043	18,279	274	396,511,804		-	0	18,553	172,400		172,400	0	18,553	0.00%
2044	18,553	278	396,511,804		-	0	18,832	162,000		162,000	0	18,832	0.00%
2045	18,832	282	396,511,804		-	0	19,114	161,800		161,800	0	19,114	0.00%
2046	19,114	287	396,511,804		-	0	19,401	156,400		156,400	0	19,401	0.00%
2047	19,401	291	396,511,804		-	0	19,692	151,000		151,000	0	19,692	0.00%
2048	19,692	295	396,511,804		-	0	19,987	140,600		140,600	0	19,987	0.00%
2049	19,987	300	396,511,804		-	0	20,287	140,400		140,400	0	20,287	0.00%
Totals		\$18,018						\$11,741,078	\$2,625,787	\$6,828,882	\$7,537,983		

Average Tax Rate: \$0.0985

Tax Rate Increase: \$0.0655

(a) Interest estimated at current market interest rates, for illustrative purposes only. Generates proceeds of \$2,045,000 for streets, roads and sidewalks.

(b) Excludes a portion of the City's Series 2004 and Series 2011 Certificates of Obligation and Series 2019B General Obligation Bonds, which are paid by the Waterworks and Sewer System.

Tentative Schedule of Events

\$1,865,000* General Obligation Bonds, Series 2021

May - 2021							June - 2021							July - 2021						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
						1			1	2	3	4	5					1	2	3
2	3	4	5	6	7	8	6	7	8	9	10	11	12	4	5	6	7	8	9	10
9	10	11	12	13	14	15	13	14	15	16	17	18	19	11	12	13	14	15	16	17
16	17	18	19	20	21	22	20	21	22	23	24	25	26	18	19	20	21	22	23	24
23	24	25	26	27	28	29	27	28	29	30				25	26	27	28	29	30	31

Date	Action	Role
Monday, May 3, 2021	First Draft of Preliminary Official Statement ("POS")	FA
Monday, May 10, 2021	City Council Meeting Review Financing Plan and Tentative Schedule of Events for the Issuance of the Series 2021 General Obligation Bonds (the "Series 2021 Bonds")	City, FA
Monday, May 17, 2021	Second Draft of POS	City, FA, BC
Week of May 24, 2021	Rating Agency Calls	City, FA
Monday, May 31, 2021	Final Draft of POS	City, FA, BC
Monday, June 7, 2021	Print and Distribute Final POS	FA
Monday, June 14, 2021	Sale of Bonds and City Council Meeting Approve Sale of Series 2021 Bonds	City, FA, BC, UW
Tuesday, July 13, 2021	Closing/Delivery of the Series 2021 Bonds	City, FA, BC, UW

Participants

City - City of Richwood

FA - Financial Advisor (BOK Financial Securities, Inc.)

26

BC - Bond Counsel (Norton Rose Fulbright LLP)

UW - Underwriters (To be determined)



AGENDA MEMORANDUM

ITEM #

CONTACT: Eric Foerster, City Manager

SUBJECT: Approval of a budget amendment to purchase a service contract for Police and Fire Department AED machines.

SUMMARY: Consider approving a resolution to amend the appropriate department budgets for this service contract.

BACKGROUND INFORMATION:

The city and fire department has 12 AED machines currently in use. Several of these need maintenance and new batteries. A service contract is needed to maintain these AED in case life-saving measures are needed.

This contract will allow the machines to be maintained to working standards. This price includes new batteries, parts and labor, and most importantly will ensure the units are working correctly. This contract is for a 3 (three) year period.

Each department will be billed per the contract. 3-Fire Department (3,348) 9-Police Department (10,044)

ISSUE:

Maintenance of AED machines and service contract

FISCAL IMPACT: 13,392.00

RECOMMENDATION: Council to approve Resolution

Thank you,

Eric Foerster- City Manager

RESOLUTION 2021-R-45

A RESOLUTION AMENDING THE FISCAL YEAR 2020-2021 BUDGET TO INCREASE GENERAL FUND EXPENDITURES FOR THE PURCHASE OF A SERVICE CONTRACT FOR AED MACHINES

WHEREAS, the City of Richwood City Council adopted a budget for the City of Richwood, Texas, for the fiscal year 2020-2021 in September 2020;

WHEREAS, City Manager Eric Foerster has requested to amend the General Fund expenditures in the Police & Fire departments for a 3 (three) year service contract for the maintenance of 12 AED machines;

WHEREAS, the amendment would increase Police department expenditures in the amount of \$10,044 and Fire department expenditures in the amount of \$3,348.

NOW THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF RICHWOOD, TEXAS HEREBY AMENDS THE FISCAL YEAR 2020-2021 BUDGET AS FILED WITH THE CITY SECRETARY AS FOLLOWS:

Police Department 10-05-5365 Other Equipment M&R	\$ 10,044
Fire Department 10-07-5365 Other Equipment M&R	<u>3,348</u>
Total Increase to General Fund Expenditures	<u>\$ 13,392</u>

PASSED AND APPROVED on this 10th day of May 2021.

Steve Boykin, Mayor

ATTEST:

Kirsten Garcia, City Secretary

Purchase Order Form



Account Manager
Cell Phone

ISR Trish Lundeen
425-483-5640

Purchase Order Date
Expected Delivery Date
Stryker Quote Number

10349203

BILL TO	CUSTOMER #
Company Name	
Contact or Department	
Street Address	
Addt'l Address Line	
City, ST ZIP	
Phone	

Authorized Customer Initials

SHIP TO	CUSTOMER #
Company Name	
Contact or Department	
Street Address	
Addt'l Address Line	
City, ST ZIP	
Phone	

Authorized Customer Initials

DESCRIPTION	QTY	TOTAL
Reference Quote: 10349203	1	\$13,392.00
TOTAL*		\$13,392.00 -

Accounts Payable Contact Information

Name:

Email:

Phone:

Authorized Customer Signature

Printed Name:

Title:

Signature:

Date:

Attachment:

Stryker Quote Number 10349203

Stryker Terms and Conditions
www.strykeremergencycare.com/terms

* Sales or use taxes on domestic (USA) deliveries will be invoiced in addition to the price of the goods and services on the Stryker Quote



3 Yr Service Plan for 12 LP CR Express AEDs

Quote Number: 10349203

Remit to:

Stryker Medical

Version: 1

P.O. Box 93308

Prepared For: CITY OF RICHWOOD

Chicago, IL 60673-3308

Attn: Eric Foerster

Rep:

Trish Lundeen

efoerster@richwoodtx.gov

Email:

trish.lundeen@stryker.com

979-265-2082

Phone Number:

425-867-4785

Quote Date: 03/24/2021

Expiration Date: 06/22/2021

LP Express AED s/n:

46557151

43620609

46557174

46557175

46557147

43620591

46557155

43611907

46557153

The three we have tracking to the Richwood

Police Department are:

44772776

44772797

44772854

Top 9 s/n confirmed. Please review and confirm if the bottom 3 s/n are the right ones.

Prices: In effect for 60 days.

Terms: Net 30 Days

Ask your Stryker Sales Rep about our flexible financing options.

The Terms and Conditions of this quote and any subsequent purchase order of the Customer are governed by the Terms and Conditions located at <https://techweb.stryker.com>. The terms and conditions referenced in the immediately preceding sentence do not apply where Customer and Stryker are parties to a Master Service Agreement.

AUTHORIZED CUSTOMER SIGNATURE



AGENDA MEMORANDUM- MAY 10, 2021

ITEM

CONTACT: Eric Foerster, City Manager
Patricia Ditto, Finance Director

SUBJECT: Budget Amendment to increase pay for city staff

SUMMARY: A request to raise city staff pay for COLA at 1.5% and Merit up to 2% based on employee performance evaluations.

BACKGROUND INFORMATION:

Council was advised during the budget process for the FY21 year that staff would possibly be bringing staff raises back as a budget amendment if economic conditions were favorable. Due to COVID and the unknowns surrounding the financial impact of the pandemic, these were delayed until such time as staff could better track the anticipated recovery.

All indicators leave the City of Richwood in a financial condition to bring this forward. Staff is requesting a 1.5 % cost of living (COLA) and up to 2% based on merit through evaluations based on job performance.

The last cost of living raise given was in October of 2019 and the raise at that time was 1.5 % COLA and 1.5% merit.

FISCAL IMPACT: Increase Wages, Retirement and Medicare expense for a total of \$19,146.85.

RECOMMENDATION: Council to approve the above-described Budget Amendment Fiscal Year 2021.

City of Richwood
FY 2020-21 Budget
Employee Wage & Salary Information
Payroll - requested pay raises

Effective date: May 11, 2021

Payrolls remaining FY21: 10

Employee Name	Position Title	Pay Grade	Yrs of Service	Hourly Wage	Hourly	Increase	Current Annual Wages/Salary	Annual		Projected Salary/Wage
					Projected Hourly Wage			1.5% COLA	2.0% Merit	
Administration										
E Foerster **	City Manager	E-3	1	\$ 43.27	45.87	2.60	90,000	1,350	4,050	95,400
K Garcia	City Secretary	E-1	5	\$ 30.61	31.68	1.07	63,670	955	1,273	65,898
Tricia	Finance Director	E-1	1	\$ 32.12	33.25	1.12	66,815	1,002	1,336	69,153
L Pace	Admin Assistant	H-2	19	\$ 22.19	22.97	0.78	46,155	692	923	47,770
L Tyner	Cust Svc Rep/Permitting	H-2	3	\$ 20.00	20.70	0.70	41,600	624	832	43,056
L Salazar	Court Administrator	H-2	4	\$ 20.00	20.70	0.70	41,600	624	832	43,056
C Custer	Public Works Director	E-1	9	\$ 32.42	33.56	1.13	67,443	1,012	1,349	69,804
J Rivera	Public Works Foreman	S-1	3	\$ 21.46	22.21	0.75	44,637	670	893	46,200
S Cook	Operator	H-2	7	\$ 17.81	18.43	0.62	37,045	556	741	38,342
E Wegwerth	Operator	H-2	6	\$ 17.39	18.00	0.61	36,171	543	723	37,437
A Griffith	Operator in Training	H-1	3	\$ 15.50	16.04	0.54	32,240	484	645	33,369
M Moreno	Maintenance Technician	H-1	4	\$ 15.68	16.23	0.55	32,614	489	652	33,755
Z Baker	Maintenance Technician	H-1	1	\$ 15.00	15.53	0.53	31,200	468	624	32,292
S Mayer	Chief of Police	E-2	3	\$ 37.14	38.44	1.30	77,849	1,168	1,557	80,574
B Schilhab	Sergeant	P-3	15	\$ 28.94	29.95	1.01	64,883	973	1,298	67,154
K Munley	Sergeant	P-3	14	\$ 28.29	29.28	0.99	63,426	951	1,269	65,646
C Mayfield	Detective	P-2	4	\$ 24.79	25.66	0.87	55,579	834	1,112	57,525
D Mathes	Patrol Officer	P-2	22	\$ 28.26	29.25	0.99	63,359	950	1,267	65,576
J Richards	Patrol Officer	P-2	6	\$ 26.50	27.43	0.93	59,413	891	1,188	61,492
R Abdullah	Patrol Officer	P-2	1	\$ 22.42	23.20	0.78	50,260	754	1,005	52,019
J Dixie	Patrol Officer	P-2	2	\$ 22.42	23.20	0.78	50,260	754	1,005	52,019
N Lugo	Patrol Officer	P-2	0	\$ 22.42	23.20	0.78	46,987	705	940	48,632
S Holmes	Patrol Officer	P-2	3	\$ 23.09	23.90	0.81	51,768	777	1,035	53,580

RESOLUTION 21-R-46

**A RESOLUTION AMENDING THE FISCAL YEAR 2020-2021 BUDGET TO
INCREASE PAY FOR CITY STAFF**

WHEREAS, the City of Richwood City Council adopted a budget for the City of Richwood, Texas, for the fiscal year 2020-2021 in September 2020;

WHEREAS, Council was advised during the budget process for the FY21 year that staff would possibly be bringing staff raises back as a budget amendment if economic conditions were favorable. Due to COVID and the unknowns surrounding the financial impact of the pandemic, these were delayed until such time as staff could better track the anticipated recovery;

WHEREAS, all indicators leave the City of Richwood in a financial condition to bring this forward. Staff is requesting a 1.5 % cost of living (COLA) and up to 2% based on merit through evaluations based on job performance;

NOW THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF RICHWOOD, TEXAS HEREBY AMENDS THE FISCAL YEAR 2020-2021 BUDGET AS FILED WITH THE CITY SECRETARY AS FOLLOWS:

General Fund:

Maximum Increase to Wages & Salaries Expense	\$ 14,044.29
Maximum Increase to Retirement Expense	\$ 1,595.43
Maximum Increase to Medicare Expense	<u>\$ 203.64</u>

Water & Sewer Fund:

Maximum Increase to Wages & Salaries Expense	\$ 2,928.36
Maximum Increase to Retirement Expense	\$ 332.66
Maximum Increase to Medicare Expense	<u>\$ 42.46</u>

Amount of increase not to exceed **\$ 19,146.84**

**Actual Merit Increase to be determined by management staff
based on Employee Performance Evaluations**

PASSED AND APPROVED on this 10th day of May 2021.

Steve Boykin, Mayor

ATTEST:

Kirsten Garcia, City Secretary



AGENDA MEMORANDUM

CONTACT: Kirsten Garcia, City Secretary

SUBJECT: Appointment of Mayor Pro-Tem and Committee Liaisons

SUMMARY: Discuss and consider appointment of Mayor Pro-Tem and Committee Liaisons.

BACKGROUND INFORMATION:

Historically the Mayor Pro-Tem has been designated in Position order.

This last year Position 2 – Melissa Strawn served as Mayor Pro-Tem. Therefore, the next position to be designated would be Position 3– Matthew Yarborough.

Council also needs to appoint liaisons for the following boards/committees:

KRB
CCPD
RWVFD

Thank you,

A handwritten signature in blue ink that reads "K. Garcia".

Kirsten Garcia

MEMORANDUM

To: Richwood City Council

From: Clif Custer

Date: May 5th, 2021

Subject: Magnolia Sewer Line Repair Project

As a result of the April 27th, 2021 bid opening for the Magnolia sewer line repair, Richwood received several bids for repair of the sewer line. The apparent low bidders are as follows:

1. RJ&M Construction - \$91,591.00
2. AR Turnkey - \$95,870.00
3. Bull-G Construction - \$98,000.00

Strand Associates got positive feedback on both RJ&M Construction and Bull-G Construction from their list of references provided in the bid sheets.

I am recommending that Council make a motion to award RJ&M Construction the Magnolia Sewer Line Repair Project.



R. P. MATTHEW ALLEN, Partner
Email: matt@cordobafirm.com

April 26, 2021

City of Richwood City Council
c/o Kirsten Garcia, City Secretary
1800 N. Brazosport Blvd.
Richwood, Texas 77531

Sent Via Email: kgarcia@richwoodtx.gov

RE: Alleged Violations of the City of Richwood's Code of Ethics by Melissa Strawn

Dear Members of Council:

On or about April 12, 2021, Mr. William Yearsin submitted a complaint (the "Yearsin Complaint") in accordance with the process set forth in Section 2-177 of the City of Richwood's (the "City") Code of Ethics (see Exhibit "A"). As the attorneys for the City, it is required that this firm initially review the complaint and determine whether a violation of the Code of Ethics **could** constitute a violation of same.

It is the opinion of the City's attorney the Yearsin Complaint was sufficient to warrant further inquiry. Upon review of the Yearsin Complaint, and responses thereto by Ms. Strawn, it is determined there is prima facie evidence to warrant a violation of the Code of Ethics could have occurred. Specifically, the Yearsin Complaint encompasses allegations pertaining to a potential violation of 2-174(5), which states as follows:

No officer of the city...shall [u]se such person's official capacity to secure special privileges or benefits for such person or others.

The Complaint

The Yearsin Complaint, as attached hereto as Exhibit "A", purportedly involves Sections 36.06 of 39.02 Texas Penal Code, as well as Section 2-174 of the City's Code of Ethics (the "City Code"). As the role of the City attorney is clearly defined by the City Code, after extensive inquiry, the City's attorney did not find sufficient claims to warrant referral to the Brazoria County District Attorney's Office. Therefore, this report exclusively focuses on any alleged impropriety that could be in violation of Section 2-174 of the City Code.

The Yearsin Complaint alleges five (5) improprieties (“Allegations”) committed by Ms. Strawn, which are as follows:

Allegation No. 1 – Retaliation. Mr. Yearsin alleges public comments were made at a council meeting, which was made for the purpose of harassing the farmer’s market. Mr. Yearsin and his wife initially formed the farmer’s market, and Mr. Yearsin believes he was targeted because of comments he made at a previous City Council regular meeting.

Allegation No. 2 – Abuse of Power. Mr. Yearsin alleges that Ms. Strawn has exercised her position as a councilwoman to have ad hoc meetings with employees for departments she does not directly oversee.

Allegation No. 3 – Intimidation. Mr. Yearsin alleges Ms. Strawn has intimidated City employees to the extent that said employees would rather waive their right to overtime compensation rather than fight Ms. Strawn for awarding what Mr. Yearsin argues was earned.

Allegation No. 4 – Misuse of City/Taxpayer Funds. Ms. Strawn has purportedly made use of the City attorney, which has cost the City Two Thousand Five Hundred Twenty Dollars and No/100 (\$2,520.00).

Allegation No. 5 – Integrity in the Scope of Her Duties. Mr. Yearsin alleges that Ms. Strawn requests certain actions be taken by City Council, but openly assesses blame as to the City Manager and City Council.

After review of the Allegations, it is determined that only Allegations No. 1 and No. 2 could have resulted in possible violations of Section 2-174 of the City’s Code. Mr. Yearsin obtained records from a public information act request on or about March 31, 2021. Allegation Nos. 3-5 are lacking in sufficient detail and/or do not appear to be applicable to this City’s Code.

Application of Allegations Nos. 1 and 2 will be discussed in further detail, below.

Melissa Strawn’s Response

In response to the Complaint, Ms. Strawn submitted her response to same on or about April 15, 2021 (see Exhibit “B”). As stated hereinabove, Allegation Nos. 1 and 2 were believed to have risen to the standard set forth in the City’s Code. The standard is whether “...the facts as alleged could constitute a violation...”¹ Therefore, for purposes of Ms. Strawn’s response, only responses to possible violations shall be reviewed.

Response to No. 1 – Concerns as to state inspections and insurance for bounce house. Ms. Strawn asserts the farmer’s market was placed on the agenda for the purpose of “legal concerns.” Ms. Strawn inquired with the City Manager about the specifics of a bounce house and whether there is a state inspection or insurance for same. Moreover, Ms. Strawn cited the requirements for park rental agreements, which included a provision that oral agreements were not accepted.

¹ City Charter, Article VIII., Sec.2-177(c) – Complaints against officers.

Response to No. 2. – Concerns as to safety and legal reasoning for no contract with the Mrs. Yearsin. In response to Mr. Yearsin's allegation of abuse of power, Ms. Strawn further asserts she was concerned as to the legal reasoning for not having an express agreement pertaining to the farmer's market, and how safety concerns were being addressed. Ms. Strawn quotes the council member handbook, which states:

[C]ouncil members are the city's legislators. Their primary duty is policy making, which includes identifying the needs of local residents, formulating programs to meet the changing requirements of the community and measuring the effectiveness of ongoing municipal services.

Responses to Nos. 3 and 5 were not included due to same not being applicable to the City's Code. All of Ms. Strawn's responses are attached hereto as Exhibit "B".

Findings and Conclusions

As stated hereinabove, the City attorney finds the conduct alleged to have occurred in Allegation Nos. 1 and 2, could constitute a violation of the City's Code. The City attorney's conclusions are as follows:

Allegation No. 1. Mr. Yearsin claims he has been retaliated against. Mr. Yearsin and his wife initially formed the farmer's market, and Mr. Yearsin believes he was targeted because of comments he made at a previous City Council regular meeting. Mr. Yearsin believes his comments regarding Oakwood Shores subdivision resulted in Ms. Strawn making efforts to target the farmer's market. Ms. Strawn's response is clear in that she has only made inquiries into the farmer's market because of legal concerns.

Ms. Strawn is aware a general agreement to allow the farmer's market to use City property was approved by City Council. Claims as to the validity of an oral agreement is without merit due to City Council deviating from policies and procedures and approving the framework for the farmer's market to operate.

It is unknown as to what specifically prompted Ms. Strawn to make an inquiry as to state inspections and insurance requirements of the City. I believe City Council should inquire as to how often Ms. Strawn makes inquiries into the use of the Richwood facilities.

For the reasons set forth herein, the City attorney finds that Ms. Strawn could have sought to include the farmer's market on the agenda for the purpose of silencing Mr. Yearsin for her own benefit or any of the residents of Oakwood Shores.

Allegation No. 2. Secondly, Mr. Yearsin believes Ms. Strawn has exercised an abuse of power. Ms. Strawn's response centers around concerns as to the legal reasoning for not having an express agreement pertaining to the farmer's market, and how safety concerns were being addressed.

Ms. Strawn's response was nonresponsive as to Allegation No. 2. Mr. Yearsin alleges Ms. Strawn is occupying City employee's time beyond the scope of her duties.

Ms. Strawn should provide additional information as to her frequency of ad hoc meetings with the City's staff, and the subject matter thereof. As such, the undersigned finds that Ms. Strawn could have sought to secure special privileges or benefits for herself or others, which is a violation of the City's Code.

Therefore, it is concluded that Mr. Yearsin's Allegations Nos. 1 and 2 be further evaluated by City Council.

Summary

Upon review of the Complaint, along with Ms. Strawn's response, the undersigned finds and concludes that City Council should review to determine whether violations of the City's Code did occur. Upon review, City may take the actions set forth in Section 2-178.

Sincerely,



R. P. Matthew Allen

cc: Client

EXHIBIT

"A"

CODE OF ETHICS COMPLAINT FORM

Name of Official alleged to have violated the Code of Ethics: <u>MELISSA STRAWN</u>	
Specific section (i.e., 2-279 or 2-280) of the Code of Ethics alleged to have been violated: <u>SEC. 36.06 / SEC. 39.02 / SEC. 2-174</u>	
Dated filed with the City Secretary: <u>09 APRIL 2021</u>	
In the Affidavit below, please describe in detail the act or acts which are the factual basis for your complaint that the above-named City officer has violated the section(s) of the Code of Ethics identified above. If you believe multiple violations have occurred, please describe in detail the act or acts which support each violation set out in your complaint:	
<u>AFFIDAVIT</u>	
STATE OF TEXAS	§
COUNTY OF BRAZORIA	§
BEFORE ME, the undersigned authority, on this day personally appeared <u>WILLIAM YEARSIN</u>, who, being by me first duly sworn, stated under oath the following: ① <u>RELATION - AFTER MAKING PUBLIC COMMENTS AT A COUNCIL MEETING, COUNCILWOMAN STRAWN USES HER POSITION TO TRY TO BRING THE FARMERS MARKET BEFORE COUNCIL WHEN WE HAVE COMPLIED WITH ALL AGREEMENTS MADE.</u> ② <u>ABUSE OF POWER - NOT ONLY DID COUNCILWOMAN STRAWN USE HER POSITION TO BRING THE FARMERS MARKET TO COUNCIL WITHOUT CAUSE, SHE CONSISTANTLY USES HER POSITION TO GO AROUND TAKING UP CITY WORKERS TIME FOR WHICH SHE IS NOT A LIASON OR DIRECTOR.</u> ③ <u>INTIMIDATION - COUNCILWOMAN STRAWN ACTUALLY HAS PAID CITY EMPLOYEES WORRIED SO MUCH ABOUT CLAIMING THERE OVER TIME PAY WHEN IT WAS EARNED, THAT THEY ACTUALLY REQUESTED TO WAIVE IT TO AVOID HAVING TO FIGHT FOR WHAT THEY EARNED WITH HER</u> ④ <u>MISUSE OF CITY/TAX PAYER FUNDS - COUNCIL WOMAN STRAWN CONSISTANTLY USES THE CITY ATTORNEY OUTSIDE OF SCHEDULED TIMES TO CALL AND HAS COST THE CITY/TAX PAYER \$2520</u> ⑤ <u>INTEGRITY IN THE SCOPE OF HER DUTIES - COUNCIL WOMAN STRAWN REQUEST CERTAIN ACTIONS BE TAKEN BY COUNCIL BUT OPENLY BLAMES THE CITY MANAGER, AND COUNCIL.</u> <u>[Signature]</u> <u>12 APR 2021</u>	
*If additional space is needed, please attach continuation forms numbered in sequence as necessary.	

CODE OF ETHICS COMPLAINT FORM (CONTINUATION SHEETS)

[Handwritten signature]
12 April 2021

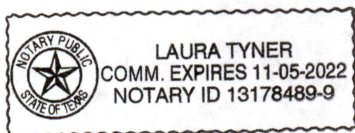
William J. Hamlin
COMPLAINANT SIGNATURE (AFFIANT)

Address: *244 BRIAR CREEK ST*
RICHWOOD TX 77531

Telephone #: *9125925558*

STATE OF TEXAS §
COUNTY OF BRAZORIA §

SUBSCRIBED AND SWORN BEFORE ME on the *12* day of *April*,
20*21*.



Laura Tyner
Notary Public, State of Texas
Printed Name: *Laura Tyner*
My Commission Expires: *11-05-2022*

EXHIBIT

“B”

Code of Ethics alleged violations listed by Mr. Yearsin.

-Section 36.06

-Section 39.02

-Section 2-174

Mr. Yearsin's complaints are vague and without details. The violations Mr. Yearsin alleged are not specific and do not coincide with the sections he listed. I'm unable to argue the validity of these complaints because I can't find ethics violations that apply. *Such complaint shall describe in detail the act or acts complained of and the specific section(s) of this code of ethics alleged to have been violated. A general complaint lacking in detail shall not be sufficient to invoke the investigation procedures contained herein; and anonymous complaints shall not be considered*

1. Retaliation- After making public comments at a council meeting, councilwoman Strawn uses her position to try to bring the farmers market before council when we have complied with all agreements made.

What comment was said by Mr. Yearsin to make him accuse me of retaliation?
Nothing he said offended me or was about me.

The farmers market was put on the agenda because of "legal concerns" as stated by the city manager after I asked if there was a contract or agreement in place. I inquired about the bounce house scheduled for the event when it was brought to my attention that it was not state inspected or insured. I've attached The City of Richwood park rental agreement. There is a section for "moon walks" and similar equipment. Mr. Yearsin states he has complied with all agreements but #5 says "a rental receipt, certificate of liability with a minimum of \$1,000,000 in coverage and listing City of Richwood as a certificate holder, and a State Inspection certificate must be provided to City of Richwood prior to scheduling a function." As I was told by the city manager, Mrs. Yearsin didn't have a contract or agreement on file. The rental agreement clearly states that before a date can be reserved, a facility rental agreement must be completed. If Mrs. Yearsin was required to fill out a rental agreement every month, situations like this would be caught early by the city, not by residents and council members. Number 8 on the guidelines states "No oral agreements for use of the facility shall be valid. All reservations must be confirmed with a written contract signed by the reserving party." I was not the only council member concerned. If the proper procedures, that have already been approved and set in place, had been followed by the city, this complaint would never have happened.

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Again, I was told there were legal reasons keeping the city from having a contract with Mrs. Yearsin. I don't feel I was taking up city workers time with these legitimate safety concerns and violations of our park rental agreements. I asked if we had a contract or agreement because I was curious if the Yearsins were informed of the bounce house requirements. Asking about safety concerns to protect the city and it's residents is part of my job as a council person. **The exact wording in our handbook under council member responsibilities "council members are the city's legislators. Their primary duty is policymaking, which included identifying the needs of local residents, formulating programs to meet the changing requirements of the community and measuring the effectiveness of ongoing municipal services."**

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Sincerely,

Melissa Strawn

ARTICLE VIII. - CODE OF ETHICS^[6]

Footnotes:

Editor's note— [Ord. No. 399](#), §§ 1—9, 11, adopted March 16, 2015, amended the Code by the addition of a code of ethics, but did not specify manner of inclusion. Therefore, said provisions have been included as herein set out as a new art. VIII, §§ 2-171—2-180, at the editor's discretion.

- **Sec. 2-171. - Purpose.**

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([Ord. No. 399](#), § 1, 3-16-15)

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City council means the governing body of the city.

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

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

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

([Ord. No. 399](#), § 3, 3-16-15)

• **Sec. 2-174. - Standards of conduct.**

No officer of the city or a relative thereof shall:

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

a. An ownership in the entity transacting business with the city where the ownership interest is more than ten percent.

b. Compensation as an employee, officer or director of the entity transacting business with the city where such compensation is affected by the entity's transaction with the city.

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

(3) Represent or appear in behalf of private interests of others before the city council, or any agency, board, commission, corporation, or committee of the city, nor shall represent any private interests of others in any action or proceeding involving the city, nor voluntarily participate on behalf of others in any litigation to which the city is, or might be, an adverse party. The restrictions of this subsection (3) do not prohibit an officer, or relative of an officer, who is the president, vice president or officer of a home owners association from appearing before the city council, or any agency, board, commission, or committee of the city to represent such homeowners association, except that no such officer or relative of such officer shall appear before the agency, board, commission or committee of the city of which such officer is a member.

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

a. A lawful campaign contribution;

b. An honorarium in consideration for services unless the officer would not have been asked to provide the services but for the officer's position;

c. Meals, lodging, transportation in connection with services rendered by the officer at a conference, seminar or similar event that is more than merely perfunctory;

d. Complimentary copies of trade publications and other related materials;

e. Attendance at hospitality functions at local, regional, state or national association meetings and/or conferences;

f. Any gift which would have been offered or given to the person if such person was not an officer or employee of the city;

g. An occasional item with a value less than \$50.00;

h. Tee shirts, caps and other similar promotional material;

i. Meals, transportation and lodging in connection with a seminar or conference at which the officer is providing services;

j. Gifts on account of kinship or a personal, or professional, or business relationship independent of the officer's status;

k. Complimentary attendance at political or charitable fund raising events; and

l. Meals, lodging, transportation, or entertainment furnished in connection with public events, appearances or ceremonies related to official city business, if furnished by the sponsor of such public events.

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

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

(7)Disclose confidential information.

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

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

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

([Ord. No. 399](#), § 4, 3-16-15)

- **Sec. 2-175. - Additional standards.**

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

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

(c)No member of the city council, the planning and zoning commission or board of adjustment shall participate in, or vote on, any land use matter in which such officer has a substantial interest in any real property within 200 feet of the real property, the subject of the land use matter. For purposes of this subsection (c), "land use matter" shall mean zoning, plat approval, site plan or other development approvals or permits, variances or exceptions. The term "land use matter" does not include studies or similar matters that are for the benefit of the city and which are not unique to real property within 200 feet of the real property, the subject of the land use matter, in which the officer has a substantial interest.

([Ord. No. 399](#), § 5, 3-16-15)

- **Sec. 2-176. - Disclosure of substantial interest.**

Any officer, who has a substantial interest in any matter pending before the body, board, commission, corporation or committee of which the officer is a member, before a vote or decision on such matter, shall file an affidavit stating the nature and extent of the substantial interest, and shall abstain from further participation in such matter. The affidavit shall be on a form provided by the city and must be filed with record keeper for such body, board, commission, corporation or committee.

([Ord. No. 399](#), § 6, 3-16-15)

- **Sec. 2-177. - Complaints against officers.**

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

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

(c) If it is determined by the city attorney that the facts as alleged could constitute a violation of this code of ethics, then the city attorney shall, within 15 business days after receipt of the complaint, notify the mayor and city council members of the existence and nature of the complaint. The city council shall cause a meeting to convene, whether regular or special, within 15 business days after being so notified by the city attorney to further consider said complaint in executive session with mayor or any three members of the city council (excluding the mayor) causing such a meeting to be convened. In any event, the city attorney shall immediately proceed to fully investigate the alleged improprieties. For purposes of this investigation, the city attorney shall have all of the powers of investigation as are given to the city council by reason of the City Charter and shall report back to the city council as soon as possible but in no event more than 15 business days from the date of notification of the city council unless an extension is granted by the city council. Said report shall be comprehensive and explain in detail all facts, findings and conclusions in support of the city attorney's opinion as to whether a violation of this code of ethics occurred.

(d) The city council shall consider the complaint and the city attorney's report at an executive session of the city council. The affected officer may request that the complaint be considered in a public meeting. At such meeting, the city attorney shall present a written report to the city council describing in detail the nature of the complaint and the city attorney's findings and conclusions as to a possible violation of this code of ethics. The affected officer shall have the right to a full and complete hearing before the city council with the opportunity to call and cross-examine witnesses and present evidence in such person's behalf. The non-implicated city council members in attendance shall conduct a hearing and review the complaint. The city council may reject the complaint or take action authorized under [section 2-178](#), violations.

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

(f)The city council may appoint outside legal counsel, or may direct the city attorney to appoint outside legal counsel, or the city attorney in the city attorney's discretion. may appoint outside legal counsel, to perform the duties and responsibilities of the city attorney under subsections (b),(c) and (d) of this section.

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

([Ord. No. 399](#), § 7, 3-16-15)

- **Sec. 2-178. - Violations.**

The city council may take any one or more of the following actions in an open meeting concerning a complaint:

(1)Issue a statement finding the complaint is totally without merit, brought for the purpose of harassment, or brought in bad faith.

(2)Issue a letter of notification when the violation is unintentional. A letter of notification shall advise the officer of any steps to be taken to avoid future violations.

(3)Issue a letter of admonition when the violation is minor or may have been unintentional, but calls for a more substantial response than a letter of notification.

(4)Issue a reprimand when a violation has been committed knowingly or intentionally.

(5)Remove from office an officer, other than a city council member, for a serious or repeated violation of this code of ethics. Removal shall be, to the extent by and allowed, in compliance with the Charter and state law.

(6)Pass a resolution of censure or a recommendation of recall when the city council finds that a serious or repeated violation of this code of ethics has been committed intentionally by a member of the city council.

([Ord. No. 399](#), § 8, 3-16-15)

- **Sec. 2-179. - Interpretation of content.**

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

Code of Ethics alleged violations listed by Mr. Yearsin.

-Section 36.06

-Section 39.02

-Section 2-174

Mr. Yearsin's complaints are vague and without details. The violations Mr. Yearsin alleged are not specific and do not coincide with the sections he listed. I'm unable to argue the validity of these complaints because I can't find ethics violations that apply. *Such complaint shall describe in detail the act or acts complained of and the specific section(s) of this code of ethics alleged to have been violated. A general complaint lacking in detail shall not be sufficient to invoke the investigation procedures contained herein; and anonymous complaints shall not be considered*

1. Retaliation- After making public comments at a council meeting, councilwoman Strawn uses her position to try to bring the farmers market before council when we have complied with all agreements made.

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Nothing he said offended me or was about me.

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• **Sec. 2-174. - Standards of conduct.**

No officer of the city or a relative thereof shall:

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

a. An ownership in the entity transacting business with the city where the ownership interest is more than ten percent.

b. Compensation as an employee, officer or director of the entity transacting business with the city where such compensation is affected by the entity's transaction with the city.

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

(3) Represent or appear in behalf of private interests of others before the city council, or any agency, board, commission, corporation, or committee of the city, nor shall represent any private interests of others in any action or proceeding involving the city, nor voluntarily participate on behalf of others in any litigation to which the city is, or might be, an adverse party. The restrictions of this subsection (3) do not prohibit an officer, or relative of an officer, who is the president, vice president or officer of a home owners association from appearing before the city council, or any agency, board, commission, or committee of the city to represent such homeowners association, except that no such officer or relative of such officer shall appear before the agency, board, commission or committee of the city of which such officer is a member.

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

a. A lawful campaign contribution;

b. An honorarium in consideration for services unless the officer would not have been asked to provide the services but for the officer's position;

c. Meals, lodging, transportation in connection with services rendered by the officer at a conference, seminar or similar event that is more than merely perfunctory;

d. Complimentary copies of trade publications and other related materials;

e. Attendance at hospitality functions at local, regional, state or national association meetings and/or conferences;

f. Any gift which would have been offered or given to the person if such person was not an officer or employee of the city;

g. An occasional item with a value less than \$50.00;

h. Tee shirts, caps and other similar promotional material;

i. Meals, transportation and lodging in connection with a seminar or conference at which the officer is providing services;

j. Gifts on account of kinship or a personal, or professional, or business relationship independent of the officer's status;

k. Complimentary attendance at political or charitable fund raising events; and

l. Meals, lodging, transportation, or entertainment furnished in connection with public events, appearances or ceremonies related to official city business, if furnished by the sponsor of such public events.

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

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

(7) Disclose confidential information.

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

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

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

([Ord. No. 399](#), § 4, 3-16-15)

- **Sec. 2-175. - Additional standards.**

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

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

(c) No member of the city council, the planning and zoning commission or board of adjustment shall participate in, or vote on, any land use matter in which such officer has a substantial interest in any real property within 200 feet of the real property, the subject of the land use matter. For purposes of this subsection (c), "land use matter" shall mean zoning, plat approval, site plan or other development approvals or permits, variances or exceptions. The term "land use matter" does not include studies or similar matters that are for the benefit of the city and which are not unique to real property within 200 feet of the real property, the subject of the land use matter, in which the officer has a substantial interest.

([Ord. No. 399](#), § 5, 3-16-15)

- **Sec. 2-176. - Disclosure of substantial interest.**

Any officer, who has a substantial interest in any matter pending before the body, board, commission, corporation or committee of which the officer is a member, before a vote or decision on such matter, shall file an affidavit stating the nature and extent of the substantial interest, and shall abstain from further participation in such matter. The affidavit shall be on a form provided by the city and must be filed with record keeper for such body, board, commission, corporation or committee.

([Ord. No. 399](#), § 6, 3-16-15)

- **Sec. 2-177. - Complaints against officers.**

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

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

(c) If it is determined by the city attorney that the facts as alleged could constitute a violation of this code of ethics, then the city attorney shall, within 15 business days after receipt of the complaint, notify the mayor and city council members of the existence and nature of the complaint. The city council shall cause a meeting to convene, whether regular or special, within 15 business days after being so notified by the city attorney to further consider said complaint in executive session with mayor or any three members of the city council (excluding the mayor) causing such a meeting to be convened. In any event, the city attorney shall immediately proceed to fully investigate the alleged improprieties. For purposes of this investigation, the city attorney shall have all of the powers of investigation as are given to the city council by reason of the City Charter and shall report back to the city council as soon as possible but in no event more than 15 business days from the date of notification of the city council unless an extension is granted by the city council. Said report shall be comprehensive and explain in detail all facts, findings and conclusions in support of the city attorney's opinion as to whether a violation of this code of ethics occurred.

(d) The city council shall consider the complaint and the city attorney's report at an executive session of the city council. The affected officer may request that the complaint be considered in a public meeting. At such meeting, the city attorney shall present a written report to the city council describing in detail the nature of the complaint and the city attorney's findings and conclusions as to a possible violation of this code of ethics. The affected officer shall have the right to a full and complete hearing before the city council with the opportunity to call and cross-examine witnesses and present evidence in such person's behalf. The non-implicated city council members in attendance shall conduct a hearing and review the complaint. The city council may reject the complaint or take action authorized under [section 2-178](#), violations.

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

(f)The city council may appoint outside legal counsel, or may direct the city attorney to appoint outside legal counsel, or the city attorney in the city attorney's discretion. may appoint outside legal counsel, to perform the duties and responsibilities of the city attorney under subsections (b),(c) and (d) of this section.

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

([Ord. No. 399](#), § 7, 3-16-15)

- **Sec. 2-178. - Violations.**

The city council may take any one or more of the following actions in an open meeting concerning a complaint:

(1)Issue a statement finding the complaint is totally without merit, brought for the purpose of harassment, or brought in bad faith.

(2)Issue a letter of notification when the violation is unintentional. A letter of notification shall advise the officer of any steps to be taken to avoid future violations.

(3)Issue a letter of admonition when the violation is minor or may have been unintentional, but calls for a more substantial response than a letter of notification.

(4)Issue a reprimand when a violation has been committed knowingly or intentionally.

(5)Remove from office an officer, other than a city council member, for a serious or repeated violation of this code of ethics. Removal shall be, to the extent by and allowed, in compliance with the Charter and state law.

(6)Pass a resolution of censure or a recommendation of recall when the city council finds that a serious or repeated violation of this code of ethics has been committed intentionally by a member of the city council.

([Ord. No. 399](#), § 8, 3-16-15)

- **Sec. 2-179. - Interpretation of content.**

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



1800 Brazosport Blvd
Richwood, TX 77531
979-265-2082 | 979-265-7345(f)

PARK RENTAL AGREEMENT

PLEASE FILL OUT THE COMPLETE FORM (FRONT & BACK)

PLEASE PRINT CLEARLY

Renters Name: (must be 18 or over)					
Name of Person Receiving Deposit:					
Mailing Address/City/State/ZIP: (needed to mail deposit refunds)					
Contact Phone:			Alternate Phone:		
Email:					
Date of Event:		Start Time	End Time	Estimated Attendance	
Description of Event:		Will there be Alcohol? Additional \$50 fee _____ Yes _____ No		Will there be amplified music? _____ Yes _____ No	
Will you have a moonwalk, waterslide or any other type of inflatable or ride? _____ YES _____ NO					
Name of company you will be renting from? _____ (Rental receipt, certificate of liability listing the City of Richwood, and State Inspection certification required) See page 2 #5 for requirements					
RENTAL FEES AND DEPOSITS MUST BE PAID IN FULL AT TIME OF RESERVATION					
Additional Deposit Requirements					
• Events with Amplified Music (live music, DJ), alcohol or 50 or more people will be required to pay an additional security deposit. • Events with alcohol or 50 or more people will also be required to provide security at the expense of the renter (\$35 per hour per officer). This fee must be paid to the City of Richwood 72 hours prior to the event in the form of cash or a money order.					
CHECK	FACILITY	TIME	RENTAL FEE	DEPOSIT	Addt' Deposit
	PK Forrest Building	Mon-Sun (9a – 1a)	\$110/day*	\$100	\$100
	Richwood Municipal Pavilion	Mon-Sun (9a-10p)	\$100/day*	\$100	\$100
	Bobby Ford Park	Mon-Sun (9a-9p)	\$25/2 hours*	\$50	\$50
	BBQ Pit		\$25	\$100	N/A
	Moonwalk Waterslide Inflation		\$25 each		
Deposit Required				\$	
Additional Deposit Required:				\$	
Rental Fee *ADDITIONAL \$25 IF NON-RESIDENT				\$	
Security Fee, customer notified – (date) _____ (emp) _____				\$	
Total Amount Due				\$	

FOR OFFICE USE ONLY

Employee Signature: _____ **Date:** _____ **Receipt** _____

Payment: Cash _____ **Check Number** _____ **Credit Card:** Visa MC Discover **CC AUTH #** _____

Rental Policies:

Before a date can be reserved, all applicable fees must be paid in full, and a facility rental agreement must be completed.

1. **DEPOSITS:** Events with amplified music (live music, DJ, etc.) alcohol, or 50 or more people in attendance, require an additional deposit of \$100.
2. **SECURITY:** For events that have alcohol and/or more than 50 people in attendance, the renter will be required to pay the additional security deposit and hire a Richwood Police Officer at the expense of the renter of the facility (\$35 per hour per officer). This fee must be paid 72 hours prior to the event in the form of cash or a money order.
3. All events are subject to inspection by the Richwood Police Department and City of Richwood staff.
4. The renter is responsible for all actions of their guests and will be held responsible for any complaints, damage or rule or law violation that may occur. Failure to abide by the rules will result in forfeiture of your deposit and termination of your event. In addition, if the Richwood Police Department is required to respond to your event due to a complaint, damage or rule or law violation, ALL deposits will be forfeited.
5. **MOONWALKS:** The use of inflatable "moon walks", generators, and similar equipment is permitted but a rental receipt, certificate of liability with a minimum of \$1,000,000 in coverage and listing the City of Richwood, 1800 Brazosport Blvd, Richwood, TX 77531 as a certificate holder, and a State Inspection certification must be provided to the City of Richwood prior to scheduling a function. Failure to do so will result in loss of moon walk privileges for the designated event and forfeiture of deposit.
6. For weekend rentals, keys must be picked up at Richwood City Hall before 5:00pm on Friday prior to the event. It is unlawful for any person to be in city parks when they are closed, except when scheduled and authorized by the city.
7. All renters must supply their own trash bags and cleaning supplies and grounds must be kept litter, and all trash cans emptied into the provided dumpster.
8. The rental grounds must be left litter free, and all trash cans must be emptied into the provided dumpsters.
9. The sale of alcoholic beverages is and glass containers are prohibited at all City Facilities.
10. In accordance with the city ordinance Sec. 10-4 regarding noise control: All renters are subject to all regulations as it pertains to noise control and complaints.
11. Renters and guest must park in designated parking areas only. No parking on grassy areas, sidewalks, driveways, or pavilions.
12. Swimming, bathing or wading is prohibited in ponds, lakes, or reservoirs and skates, skateboards, scooter device, bicycles, tricycles or any other human powered devices are prohibited under any park pavilions.
13. All pets must be on a leash.

Cancellation/Refund Policies:

1. Cancellations made at least 14 days prior to rental date are eligible for a full rental refund, **less cancellation/change fee**. Cancellations made within 7-13 days prior to rental date are eligible for a 50% rental refund. Cancellations made less than seven (7) days prior to rental date are not eligible for a refund.

By signing below, I request to cancel my event.

Signature: _____ Date: _____

2. Any cancellation, and/or change in date and/or time, and/or change in location of facility rental will result in an additional \$12 cancellation/change fee.
3. In the event of inclement weather, as determined by City of Richwood staff, a full rental refund will be issued if the renter cancels the event IN WRITING 48 HOURS PRIOR to the event. LESS THAN A 48 HOUR NOTICE AND UP TO 2 HOURS PRIOR to the event, the renter may contact the Richwood City Hall during normal facility hours, and reschedule their rental to any available time slot for the same facility at no additional charge. FAILURE TO CANCEL OR RESCHEDULE UP TO 2 HOURS PRIOR TO THE RENTAL WILL RESULT IN FORFEITURE OF THE RENTAL FEE.
4. Refunds or and Deposits will be refunded within 3-4 weeks after your event and will be mailed to the address provided on the application.

By signing you are affirming that you have read, understand and agree to comply with the rules and the regulations stated. Failure to comply may constitute forfeiture of deposit and /or event termination. Applicant understands that the City of Richwood is not responsible for any actions that take place during or resulting from this event and is immune from liability for any cause of action which may arise as a result of negligence of the City of Richwood or any person involved with or attending this event. I agree to indemnify and hold the City of Richwood harmless from all liability for the foregoing.

Signature: _____ Date: _____

GUIDELINES FOR USE OF RICHWOOD MUNICIPAL PARK PAVILION/ PK FOREST BUILDING/BOBBY FORD PARK

Note: If you arrive and the community building or pavilions are not cleaned or the restroom is dirty or for any other assistance please call 979-319-6083, the person on call in the Richwood Public Works Department will answer and they will be glad to help you. Our city worker will then be able to determine, who left the building not clean and will prevent any discrepancies on which party is responsible and will alleviate any delay in the deposit refund.

YOU MAY NOT ENTER THE BUILDING OR ARRIVE AT ANY PAVILION ANY EARLIER THAN THE TIME YOU PAID FOR - NO EXCUSES - IF YOU ENTER THE BUILDING/PAVILION BEFORE THAT TIME YOU WILL HAVE TO PAY THE ADDITIONAL RENTAL FEES

- 1. Any group using the facility agrees to leave the premises, including the parking lots and ditches in a good clean and orderly condition.**
- 2. No parking is allowed on Audubon Woods Drive.**
- 3. Any group using the facility shall comply with all laws-federal, state and local, including all Ordinances of the City of Richwood and all rules, regulations and requirements of the Police and Fire Departments.**
- 4. Any group using the facility agrees to assume all responsibility for any damages or injuries done to the premise as a result of their usage.**
- 5. Any functions for groups under the age of 21 shall be supervised by an adult or adults as follows: One adult for every 5 in attendance.**
- 6. If alcohol is consumed at your function, whether provided or brought in, you are required to pay the higher rates for alcohol use. No glass containers allowed.**

One uniformed officer is required if alcohol is consumed. Two uniformed officers are required if function is over 25 people. Alcohol use is limited to inside the PK Forrest Building and under the Pavilion ONLY. Alcohol is not allowed in any other area in the parks, including the parking lots. Security arrangement must be made at least 14 days prior to your event and security fees must be paid in full at least 72 hours prior to the event.

Please be advised that an on-duty Richwood Police Officer may or may not stop by your function. The Richwood Police do have the authority to shut down your function immediately with NO REFUNDS of any deposits or fees if you are found to be in violation of ANY of our polices or guidelines.

- 7. Rental of Pavilion, DOES NOT INCLUDE park or Splash Pad.**
- 8. No oral agreements for use of the facility shall be valid. All reservations must be confirmed with a written contract signed by the reserving party.**
- 9. Due to size constraints and location of the building, pavilion bands are not allowed.**
- 10. Persons signing the contract must be present at the time of the scheduled activity, must be at least 21 years of age and they and/or their group or club will be liable for any/all damages that should occur and be responsible to the City for damages in the event that a problem should arise.**
- 11. A reserving party may not sublease or assign their reservations to another group or organization. Cancellations must be made in writing in accordance with the cancellation policy.**
- 12. Use of only those areas designated at time of reservation will be allowed.**
- 13. Park/Pavilion areas must be cleaned and vacated by 10pm, unless special use permit is granted.**

14. Deposits will be refundable in full if the municipal building, pavilion and grounds are left clean and orderly upon inspection by the City or its appointed coordinator.
15. City Council must approve any request for waiver or reduction of fees.
16. Please do not staple table cloths to tables or staple, tack or nail decorations to the walls. Taping is allowed.
17. No smoking will be allowed inside the facility.
18. No overnight parties will be allowed. The building must be vacated and secured by 1:00 a.m. The pavilion must be vacated and secured by 10:00 p.m.
19. In the event of questionable items that may arise in the use and scheduling of the facility, all administrative decisions will be final.
20. There shall be no discrimination against any persons on the grounds of race, color, nationality, religion, or sex while using the cities facilities.
21. Any additional services or equipment not furnished by the facility must be approved by the coordinator. Inflatables will require an additional \$25.00 fee per inflatable for use of water and/or electricity. Proof of liability insurance must also be submitted for the inflatable.
22. Any group using the tables and chairs or any other items of the facility will be responsible for the set-up and take down of those items. All municipal building property (tables, chairs, etc.) shall remain in the building at all times. All tables and chairs are to be cleaned and stacked.
23. All garbage and trash must be placed in plastic trash bags, provided by the City and placed in the garbage cans located outside the building and pavilions. No garbage, trash or cans are to be placed next to the trash barrels if it is full.
24. The City of Richwood reserves the right to refuse any group the privilege of using the municipal building and or pavilion for six months due to abusing the policies of the facility or may be barred permanently by the coordinator is such abuse deems such action. Any group charged with a second occurrence of abuse will be barred from making any further reservations.

PK FORREST COMMUNITY BUILDING CLOSE UP PROCEDURES

1. Building should be swept and mopped, including restrooms. (Equipment is in closet).
2. Check restrooms to make sure they are picked up.
3. Empty trash containers into plastic trash bags provided and place in the garbage cans outside the building and around the pavilions.
4. Pick up debris outside the facilities. No garbage, trash, or cans are to be placed next to the trash barrels if they are full.
5. Turn off any equipment or utilities used such as lights, ovens, etc. All appliances should be cleaned and no food left in the refrigerator.
6. Turn all thermostats off unless otherwise instructed by the coordinator.
7. Close and lock doors.
8. Return keys and report any damages as soon as possible to City Hall, 265-2082.

CODE OF ETHICS COMPLAINT FORM

Name of Official alleged to have violated the Code of Ethics: <u>MELISSA STRAWN</u>
Specific section (i.e., 2-279 or 2-280) of the Code of Ethics alleged to have been violated: <u>SEC. 36.06 / SEC. 39.02 / SEC. 2-174</u>
Dated filed with the City Secretary: <u>09 APRIL 2021</u>
In the Affidavit below, please describe in detail the act or acts which are the factual basis for your complaint that the above-named City officer has violated the section(s) of the Code of Ethics identified above. If you believe multiple violations have occurred, please describe in detail the act or acts which support each violation set out in your complaint:

AFFIDAVIT

STATE OF TEXAS §
COUNTY OF BRAZORIA §

BEFORE ME, the undersigned authority, on this day personally appeared WILLIAM YEARSIN, who, being by me first duly sworn, stated under oath the following:

- ① RELATION - AFTER MAKING PUBLIC COMMENTS AT A COUNCIL MEETING, COUNCILWOMAN STRAWN USES HER POSITION TO TRY TO BRING THE FARMERS MARKET BEFORE COUNCIL WHEN WE HAVE COMPLIED WITH ALL AGREEMENTS MADE.
- ② ABUSE OF POWER - NOT ONLY DID COUNCILWOMAN STRAWN USE HER POSITION TO BRING THE FARMERS MARKET TO COUNCIL WITHOUT CAUSE, SHE CONSISTANTLY USES HER POSITION TO GO AROUND TAKING UP CITY WORKERS TIME FOR WHICH SHE IS NOT A LIASON ~~OR~~ DIRECTOR.
- ③ INTIMIDATION - COUNCILWOMAN STRAWN ACTUALLY HAS PAID CITY EMPLOYEES WORRIED SO MUCH ABOUT CLAIMING THERE OVER TIME PAY WHEN IT WAS EARNED, THAT THEY ACTUALLY REQUESTED TO WAIVE IT TO AVOID HAVING TO FIGHT FOR WHAT THEY EARNED WITH HER
- ④ MISUSE OF CITY/TAX PAYER FUNDS - COUNCIL WOMAN STRAWN CONSISTANTLY USES THE CITY ATTORNEY OUTSIDE OF SCHEDULED TIMES TO CALL AND HAS COST THE CITY/TAX PAYER \$2520
- ⑤ INTEGRITY IN THE SCOPE OF HER DUTIES - COUNCIL WOMAN STRAWN REQUEST CERTAIN ACTIONS BE TAKEN BY COUNCIL BUT OPENLY BLAMES THE CITY MANAGER, AND COUNCIL.

WILLIAM YEARSIN
12 APRIL 2021

*If additional space is needed, please attach continuation forms numbered in sequence as necessary.

CODE OF ETHICS COMPLAINT FORM (CONTINUATION SHEETS)

[Handwritten signature]
12 April 2021

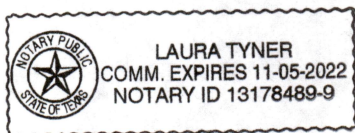
William J. Hamlin
COMPLAINANT SIGNATURE (AFFIANT)

Address: *244 BRIAR CREEK ST*
RICHWOOD TX 77531

Telephone #: *9125925558*

STATE OF TEXAS §
COUNTY OF BRAZORIA §

SUBSCRIBED AND SWORN BEFORE ME on the *12* day of *April*,
20*21*.



Laura Tyner
Notary Public, State of Texas
Printed Name: *Laura Tyner*
My Commission Expires: *11-05-2022*