



**City Council City Council Regular Meeting
Monday, July 8, 2019
5:30 PM**

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.

AGENDA

BE IT KNOWN that the **City Council** of the City of Richwood will meet in **City Council Regular Meeting** on **Monday, July 8, 2019** at **5:30 PM** at 1800 N. Brazosport Blvd., Richwood, TX 77531 at the Richwood City Hall in the Council Chambers with the following agenda:

- I. CALL TO ORDER
- II. INVOCATION
- III. PLEDGES OF ALLEGIANCE 5
 - Pledge of Allegiance & Texas Pledge
- IV. ROLL CALL OF COUNCIL MEMBERS
- V. EXECUTIVE SESSION in accordance with Subchapter D of the Open Meetings Act, Texas Government code Section 551.001, et. Seq., to review and consider the following:
 - A. Under authority of Section 551.074 to deliberate the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of a public officer or employee; or to hear a complaint or a charge against an officer or employee: City Manager 6
- VI. RECONVENE FROM EXECUTIVE SESSION and take action on the following:
 - A. To deliberate the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of a public officer or employee; or to hear a complaint or a charge against an officer or employee: City Manager
- VII. RECOGNITIONS
 - A. Employee Anniversaries 23
 - 1. Dan Mathes - 20 years - 6/23
 - 2. Steve Cook - 5 years - 6/2
 - 3. Kevin Story - 1 year - 6/16
 - 4. Stephen Mayor - 1 year - 6/25
 - B. Work Performance 24
 - 1. Juan Rivera 25
- VIII. PRESENTATIONS
 - A. Presentation of FY 19-20 Strategic Plan - Ron Cox Consulting 26
 - B. Presentation of FY 19-20 Proposed Budget 61
- IX. PUBLIC COMMENTS

All public comments will be subject to the following rules: All speakers will be permitted to speak no longer than 3 minutes; all speakers will only be permitted to speak once; speakers cannot defer their 3 minutes to another speaker. Discussion is not allowed on items not posted on the agenda.

X. CONSENT AGENDA	
A. Approval of Minutes of Previous Meetings	75
B. Payment of Bills	85
C. Racial Profiling Report	94
XI. DISCUSSION AND ACTION ITEMS	
A. Public hearing on application for conditional use of home occupation stylist at 100 Misty Ct as request by Chris Hardison	194
B. Discuss and consider an ordinance amending Appendix C Fee Schedule of the Code of Ordinances to amend residential building permit fees	197
C. Discuss and consider an ordinance amending Appendix B Zoning Ordinance of the Richwood Code of Ordinances	223
D. Discuss and consider a contract with BBG Consulting Inc for Building Official, City Planner, Inspections, and Plan Review services	235
E. Discuss and consider a resolution adopting the FY 18-19 Investment Policy	252
F. Discuss and consider a resolution authorizing participation in the TexPool Investment Pools And designating authorized representatives for the investment of municipal funds; and setting forth other related matters	254
G. Discuss and consider a contract with Construction Masters of Houston for repairs to Richwood Volunteer Fire Station	257
H. Approve items removed from Consent Agenda	
XII. CITY MANAGER’S REPORT	
A. Update on proposed amendments to the Personnel Policy	280
B. Update on home occupations workshop	281
XIII. REPORTS	
Reports that require no action.	
A. Report of Keep Richwood Beautiful attendance at KTB Conference	
B. Financial Reports	282
XIV. COUNCIL MEMBER COMMENTS & REPORTS	
XV. MAYOR’S REPORT	
XVI. FUTURE AGENDA ITEMS	
XVII. 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, Giani B. Cantu, do hereby certify that I did, on 7/3/19 at _____ p.m., post this notice of meeting on the bulletin board at 1800 N. Brazosport Blvd., Richwood, TX, in compliance with the Texas Open Meetings Law.

Giani Cantu, City Secretary
City of Richwood

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Pledge of Allegiance

I pledge allegiance to the flag of
the United States of America and
to the republic for which it
stands, one nation under God,
indivisible, with liberty and
justice for all.

Texas Pledge

**Honor the Texas flag. I
pledge allegiance to thee,
Texas, one and indivisible.**



City Manager Position Profile Approved September 26, 2016

Introduction

The City of Richwood, Texas is seeking applicants for the City Manager position. The citizens of Richwood adopted their first Home Rule Charter in 2013. The Charter established the Council/Manager Form of Government and established the City Manager's position. There has been one city manager since adoption of the Charter: Mr. Glenn Patton, who has recently retired following a 40 year career with the City. Mr. Patton began his career as a police officer, rose in the ranks to Police Chief, then was appointed the City's first City Manager in 2013 following the adoption of the Charter. In addition, the long-time City Secretary, Karen Shrom has retired after over 30 years of service. She remains with the City on a contract basis through this selection process.

The following profile is intended to provide applicants with a balanced view of the community, its governance, and the expectations of the Mayor and City Council relative to the City Manager position to be filled.

The Community

Richwood lies in southern Brazoria County. It was incorporated in 1957. There are ten other cities in the immediate, southern Brazoria County area forming what is commonly called the Brazosport area.

The current estimated population at just over 5,000 people. Although not reflected in the population data, the City did an extensive study and determined based on water meter connections and average household size, that its population was over 5,000, sufficient to declare such and become a Home Rule city. Richwood is primarily a residential community, although economic growth is one of its primary goals. The median household income is \$63,087, and the median home value is \$116,368.

The City of Richwood has a tax rate of \$.67258/\$100 evaluation which was just below the published effective tax rate for tax year 2016. The area is served by the Brazosport Independent School District. Brazoswood High School, located near the city limits is currently a 6A high school.

Commercial/retail growth is strong but limited. Richwood is zoned. The City Council has created an economic development corporation, but as yet there is no additional sales tax dedicated to economic development.

The City does have ¼ percent dedicated to Street Maintenance and ¼ percent dedicated to a Crime Control and Prevention District. The County has a ½ percent sales tax dedicated to property tax reduction, bringing the total sales tax in the city to 8.25%.

The economy of the area is strong. It is industrial and port driven. Dow Chemical has a very strong presence, and associated industries are also located in the area. Freeport hosts one of the largest and busiest ports in Texas. This provides a good economy for Richwood to grow as well. There is sufficient land in the city limits and ETJ for economic growth.

Governance Structure

- **City Charter.** The City of Richwood is a Home Rule City, governed by a City Charter adopted in May 11, 2013 in accordance with the laws of the State of Texas. The Charter designates the form of government as the Council/Manager Form of Government. The governing body consists of the Mayor and six Councilmembers.

The Charter has not been amended since its initial adoption. However, the Charter does call for the appointment of a 5-member Charter Review Commission every two years. This will be the first year for that Commission to serve.

- **Mayor and City Council members.** The Mayor is elected at-large. All five Council members are elected at large by position. All elected officials are elected by plurality vote.

The Charter designates the Mayor as a full member of the Council, but gives the Mayor the ability to vote only in the case of a tie. The Mayor performs other official duties outlined in the Charter. The City Council appoints the City Manager, City Attorney and Municipal Court Judge. The City Council approves the appointments by the City Manager of Department Directors, including the City Secretary and Police Chief.

Following is a list of the current Mayor and City Councilmembers:

- **Mark Guthrie**, Mayor
- **Paul Raymond**, Place 1
- **Melissa Blanks**, Place 2
- **Jarrold Beaty**, Place 3
- **Lauren LaCount**, Place 4
- **Chris Hardison**, Place 5
- **Governance Model.** The City Council has established its Vision, Mission and Core Values. In addition, they have recently established their Leadership Expectations and their expectations of the City Manager. Their governance model includes the following.
 - **Vision**

“The City of Richwood is a model for safe and beautiful neighborhoods, a thriving economy with opportunities for families and businesses by being dedicated to serving our

community while providing sustainability and diversity for current and future generations.”

- **Mission**

“To provide residents, visitors, and the business community with the highest quality of municipal services in an efficient and courteous manner, and to enhance the quality of life through planning and visionary leadership.”

- **Core Values**

- Act as good stewards of the city resources
- Leading the city by serving our community
- Foster economic growth for today and tomorrow
- Maintain integrity through transparency
- Promote a positive quality of life for our community

- **Council Leadership Expectations**

- Come prepared for the meetings
- Do not micromanage the staff
- Communicate between the council (in accordance with the Open Meetings Act)
- Be certain the voice and thoughts of all members are heard
- Listen to each other and staff, then decide
- Communicate with staff especially on agenda items
- Use the Chain of Command through the City Manager for communications (inquiries to Department Directors are allowed, per Charter)
- Be active in the community with committees, volunteers and businesses
- Make decisions in the best interests of the citizens
- Be available to citizens
- Make positive use of social media
- Be consistent
- Be approachable
- Be fair, with integrity and ethical behavior
- Be professional
- Be friendly
- Be respectful
- Be leaders and be seen by others
- Be available to citizens and staff if when needed
- Be appreciative of the work of staff and volunteers

- **Council Leadership Expectations of Staff**

- Be leaders – not just managers
- Be competent in your job

- Be willing to grow – professional development
 - Encourage others to grow professionally
 - Communicate between each other and the City Manager
 - Keep Council informed
 - Be consistent across the board
 - Be fair and firm
 - Have high level of integrity and ethics
 - Have the best interest of the city and citizens in mind and in action ensuring good fiscal stewardship, maintaining a safe environment and good quality of life
 - Be friendly to citizens and each other
 - Be team players
- **Staff expectations of Council (as defined by Council members)**
 - Be consistent
 - Be approachable
 - Be fair and ethical with integrity
 - Be professional
 - Be friendly
 - Be respectful
 - Be leaders and be seen
 - Be available to staff and help when needed
 - Be appreciative of staff
- **Duties of City Manager.** The City Manager is the chief administrative officer of the city. The City Manager is responsible for the administration of policies set by Council, is responsible for the hiring and dismissal of all employees. The City Manager is responsible for the preparation and submission of the budget and for the financial administration and reporting.

The City Charter outlines the duties of the City Manager as follows.

ARTICLE 4. - ADMINISTRATIVE SERVICES

Section 4.01. - City Manager.

(a) Appointment and qualifications. The City Council shall appoint an administrative and executive officer of the City who shall be responsible to the City Council for the administration of the affairs of the City. He/she shall be chosen by the council solely on the basis of executive and administrative training, experience, ability and other written City policies. No member of the City Council shall, during the time for which he/she is elected and for one year thereafter, be appointed City Manager.

(b) Term and salary. Unless subject to a written employment contract containing terms to the contrary, the City Manager shall not be appointed for a definite term but may be removed at the will and pleasure of the City Council by a vote of the majority of the entire City Council. The action of the City Council in suspending or removing the City Manager shall be final, it being the intention of this Charter to vest all authority and fix all responsibility of such suspension or removal in the City Council. In the case of the absence or disability of the City Manager, the City Council may designate some qualified person to perform the duties of the office during such absence or disability. The City Manager may receive compensation as may be fixed by the City Council.

(c) Duties of the City Manager.

(1) The City Manager shall be responsible to the City Council for the efficient and economic administration of the City government. He/she shall attend City Council meetings if so requested by City Council. He/she shall have the authority with the approval of the City Council to appoint and remove all department heads. He/she shall have the authority to appoint and remove all other employees in the administrative service of the City. He/she may authorize the head of a department to appoint and remove subordinates in his/her respective department. Except for the purpose of inquiry, the City Council and its members shall deal with the administrative service solely through the City Manager.

(2) Prepare the budget annually and submit it to the City Council, and be responsible for its administration after adoption.

(3) Prepare and submit to the City Council as of the end of the fiscal year a complete report on the finances and administrative activities of the city for the preceding year.

(4) Keep City Council advised of the financial condition and future needs of the city and make recommendations as may seem desirable.

(5) Perform such duties as may be prescribed by this Charter or may be required of him/her by the City Council, not inconsistent with this Charter.

The job description for the position is attached to this profile for reference (Appendix A). Along with and included in the job description is a description of job competencies for the City Manager. This will form the basis, among other items, for performance evaluations.

The full City Charter, Code of Ordinance, City Budget, and Strategic Plan are provided in the city's website www.richwoodtx.gov.

- **City Staff/Organization.** The Charter outlines the basic organizational design for the City. The current Organizational Chart is included in this packet for reference (Appendix B).

The City has a very stable and capable staff. The Council is very pleased with the organization as a whole, and is not in favor of wholesale replacement of the leadership. However, many of the employees have been with the city for quite some time. Some have announced or have recently retired. It will be important to gather as much historical information as possible, and be prepared to find qualified replacements for these retiring personnel.

Following is a list of current City departments under the supervision of the City Manager.

- **City Secretary/Finance Director**
- **Police Chief**
- **Fire Chief (volunteer)**
- **Director of Permitting and Inspections**
- **Public Works Director**

An organizational chart for the City of Richwood can be found on the City's website as well as in this packet.

City Manager Profile

- **Personal Characteristics**

The City Council has developed its expectations for the incoming City Manager with regard to the characteristics they expect.

- **Personality.** The City Manager should be outgoing, friendly and present a professional appearance. The person should be candid and straightforward, confident, strong and assertive when needed. Possess a level of self-confidence to make difficult recommendations, while showing compassion in times of high stress. The person must be approachable by all, direct, but not confrontational. The City Manager shall adhere to the policies of the City of Richwood with regard to the use of tobacco and vapor e-cigarette products.
- **Values.** The City Manager is expected to be honest, with high morals, integrity and character. He/she should treat others as they expect to be treated. He/she should have a good work ethic, yet successfully balance work with family.

- **Management Style/Leadership Skills**

- **Leadership Style.** The City Manager should fully understand and be able to work within the governance model of the City of Richwood. He/she is expected to be a proactive problem solver by anticipating issues, working closely with the City staff to anticipate, plan for, and work toward the resolution of issues, and then be prompt and forthright when informing the Mayor and Councilmembers of the status of resolution of the issues. This person must possess and promote the motivation to succeed.

The City Manager is to provide leadership to the City Council through proactive, strategic thinking and planning. Make decisions based on long term planning, impact on the environment, and its affect on the growth and vitality of the City. Be active in proposing and defending policy recommendations in a thoughtful professional way. Be committed to implementing in a thorough and professional way the actions of the Council. Work as a team with Council and staff to anticipate and resolve issues that may arise.

The person should be politically astute, but never engage in political activities. He/she must be pragmatic, yet proactive.

He/she must be fiscally conservative and a good manager of both the city's and personal finances.

The City Manager must possess a can-do attitude of finding solutions rather than building barriers. This person must be a problem solver with the ability to conduct or direct research on issues of importance to the City.

He/she must hire and develop key staff to ensure fully trained, professional employees sensitive to the cultural diversity of the City.

The City Manager must be able to delegate to key staff, allowing them to carry out their duties, while monitoring the duties, maintaining a working knowledge of their work, and holding staff accountable for their actions, while being sensitive to issues of employee morale. He/she must be able to develop and mentor staff, motivate them, and encourage them to work as a team for the good of the City.

While being a delegator is important, it is recognized the staff in Richwood is small in number. Therefore, the City Manager must be able to perform many tasks and duties personally.

He/she must be customer service oriented with citizens and staff alike. Promote customer relations between staff and citizens, ensuring the prompt reply to citizen inquiries and requests. Be willing to encourage citizen input in the process of identifying and resolving issues. He/she must see and be seen.

The City Manager must present himself/herself in a professional manner, well-dressed and presentable during office hours and at public functions.

- **Communication Skill/Style.** The City Manager should have the ability to communicate with people at all levels of service in the City.
 - **Written/Verbal.** The City Manager should possess good writing and speaking skills in order to convey accurately issues to the citizens, Council and staff. Must be able to show a command of the English language in writing, as well as speak clearly and concisely to small and large groups of people and be technically proficient with word processing software. Must be able to handle him or herself well before the media in times of high stress, particularly during times of emergency. He/she must have a message delivery style that is clear and not flamboyant, professionally delivered, that instills confidence and trust among those receiving the message.

He/she must be able to document issues and concerns for future reference.
 - **With citizens.** The City Manager should not just say, but have an open-door policy. He/she must be accessible, open and available to meet with the citizens. The City Manager must be a good listener, be able to show empathy to others problems, and be receptive to suggestions and constructive criticisms.
 - **With Council.** The City Manager should anticipate events that will be of significance to the City Council and inform them accordingly. Communication should be in the form of regular reports of activities and events that have public interest or that may become public knowledge. Reports should include administrative decisions that have been made which may affect the overall organizations, and the reasons for those

decisions. Information provided should be thorough, well prepared, and provided well in advance of the decision point to Council.

The City Manager should have the ability to determine which issues are of a sensitive nature and should communicate in an appropriate format in a timely manner in order to keep Council well informed. He/she should take a “no surprises/not being blindsided” attitude about sharing information with Council.

He/she should be forthcoming, out front, and transparent in dealing with issues of a public nature, yet discreet when dealing with sensitive employee or legal issues.

- **With Staff.** Be direct, yet not confrontational, working and communicating as a team to provide quality services to the City. Work with staff to objectively identify problems, set out expectations to staff for resolving those problems, and hold staff accountable to do the work, while monitoring and mentoring where appropriate. Be a role model, supporting, leading and mentoring the staff at every opportunity. Be willing to delegate where appropriate, but pitch in as well, given the small number of employees. Be accountable to the staff. Lead by example. As with Council be transparent with staff, sharing goals, ideas, initiatives and issues with staff as a member of the City team. Be consistent and fair in the application of rules and procedures.
- **Community Involvement.** Desire and develop an understanding of the local history and culture, possess sensitivity to the diversity represented in the community and in Brazoria County. Be willing to participate in and provide leadership in community affairs. Engage the public at community events, and represent the City in a professional manner at all times. Be and show accountability to the public. Must value and celebrate the volunteers and the volunteer spirit in the community. Be involved in the organizations and alliance in the southern Brazoria County area, including the Chamber of Commerce, Economic Development Alliance. Form and maintain positive relationships with neighboring cities in the southern Brazoria County area, as well as the Brazoria County government.

Make Richwood more than just a job; make Richwood home.

- **Qualifications**
 - **Education.** The City Manager should possess at least a bachelor’s degree from an accredited college or university in a related field. (Exceptional work experience may substitute for a college degree.) Possession of a master’s degree in a related field is preferable, or in the alternative a history of continued growth in management and leadership responsibilities, such as but not limited to Assistant City Manager, and a record of and continued desire for personal and professional growth opportunities. Is or will become an active member of TML and TCMA.

NOTE: Broad managerial experience in a related or similar field may suffice for a college degree.

- **Experience.** The City Manager should have at least 5 years' broad experience in local government or business upper management. Knowledge of finance (municipal preferred), public works operations, infrastructure operations, water and wastewater treatment and planning preferred. Experience in capital improvements projects, as well as knowledge of state and federal grant and regulatory programs is also desired.

- **Residency**

It is preferable that the City Manager and his/her family live in Richwood. The City Council may make an exception depending on the candidate's circumstances.

- **Compensation**

- **Salary.** Depending on qualifications and experience, salary is approximately \$90,000 annually.
- **Benefits.** The City of Richwood participates in the Texas Municipal Retirement System (5%, 2:1). The City provides health insurance for the employee with dependent coverage available for additional cost. The City does not participate in the Social Security System. A car allowance (\$450/mo.) will be provided. The City will provide a phone for official use only.

Other Challenges and Opportunities

There are a number of shared services and cooperative agreements between the cities in the southern Brazoria County area. Shared water supply and treatment, drainage services, EMS, police dispatch. Contracts for services include solid waste management. The City provides volunteer fire fighting services in the ETJ.

As mentioned earlier in this Profile, the City does have ample room within its city limits and ETJ for growth. Economic Development is an important aspect of the City Council's desires and expectations for the new City Manager. It will be important for the applicant to include experience and successes in the area of economic development.

To Apply

Apply at once by sending a cover letter, and complete resume of experience, education and background, current salary and a list of three personal references with contact information to:

Ron Cox
 Ron Cox Consulting
 120 St. Andrews
 Friendswood, Texas 77546
 281.543.0042
<mailto:rcox@roncoxconsulting.com>

City Manager Profile
 City of Richwood

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Sending the information via email is required.

Inquiries on a confidential basis to Ron Cox are welcome.

Information from a candidate's resume may be subject to public disclosure under the Texas Open Records Act.

Finalist candidates will be subject to a thorough background check to verify credentials, experience, history of financial responsibility, driving and criminal background history. Hiring policies outlined in the Employee handbook will be followed.

Additional information about the City of Richwood is available on their website at <http://www.richwoodtx.gov/>. The City of Richwood is an equal opportunity employer and does not discriminate on the basis of race, color, national origin, gender, religion, age and/or disability status in employment or provision of services.

Appendix A

CITY OF RICHWOOD Job Description Revised and Approved 9-26-16

Job Title: City Manager

Reports To: Mayor and Council of the City

FLSA Status: Exempt

Job Summary:

Serves as the chief administrative and executive officer of the City; assures that all laws and City ordinances are enforced; and does related work as required.

Authority and Responsibilities:

- Performs overall management of the City operations. Directs the activities of the City departments and delegates duties and activities appropriately. With the advice of the City Council, to appoint and remove all heads of departments and subordinate employees.
- Exercises control over all departments and subdivisions. Consults with department heads and supervisors regarding problems, activities, programs and issues of the City.
- Attends various meetings of staff, City Council and citizens regarding programs and activities of the City.
- Attends various meetings of staff, City Council and citizens regarding programs and activities of the City.
- Informs the Mayor and City Council of City activities of an emergency nature and periodically updates them.
- Hears citizen and employee complaints regarding the action of the City.
- Represents the City at various State, regional and intergovernmental meetings as well as at civic functions and on community boards.
- To act as budget officer and as such to prepare and submit to the City Council prior to the beginning of each fiscal year, a budget of proposed expenditures for the ensuing year, showing in as much detail as practicable the estimated amounts required for the efficient operation of each department of the city government and the reasons for such estimated expenditures.
- In addition, shall make and file a budget as required by state law.
- To recommend to the City Council the salaries to be paid each appointive officer and subordinate employee of the city.
- To keep City Council fully advised at all times as to the financial condition and needs of the city. To make a full written report to the City Council as soon after the close of each month's accounts as possible, showing the operation and expenditures for the preceding month, and a comparison of such monthly expenditures, by departments, with the monthly allowance made for such departments in the annual budget.

- To act as purchasing agent for the City and to adopt such rules and regulations regarding requisitions and transactions with the heads of the departments, officers and employees of the City as the City Council may approve.
- To see that all terms and conditions imposed in favor of the City in any public utility franchise or any contract, are faithfully kept and performed and upon knowledge of any violation to call the same to the attention of the City Council.
- Executes all deeds and contracts on behalf of the City when authorized by ordinance, resolution or motion of the City Council.
- To recommend to the City Council such measures as may be deemed necessary and expedient.
- Oversees the enforcement of the laws, statutes and ordinances of the federal, state and local government, as applicable.
- Has knowledge in economic development laws, incentives, and initiatives to lead the overall economic development of the city.
- Performs all other related duties as assigned.

Knowledge and Abilities:

- Must possess skills in interpersonal techniques and communications.
- Knowledge of the operation of local government, public finance and related law is a must.
- Must possess the ability to oversee several projects simultaneously, deal effectively with elected officials, department heads, employees and the general public.
- Additionally, the City Manager will attend any and all schools and seminars required by law in order to retain competency in those matters required.
- Minimum Education and Experience Required to Perform the Job:
 - **Education.** The City Manager should possess at least a bachelor's degree from an accredited college or university in a related field. (Exceptional work experience may substitute for a college degree.) Possession of a master's degree in a related field is preferable, or in the alternative a history of continued growth in management and leadership responsibilities, such as but not limited to Assistant City Manager, responsibilities and a record of and continued desire for personal and professional growth opportunities. Is or will become an active member of TML and TCMA.
NOTE: Broad managerial experience in a related or similar field may suffice for a college degree.
 - **Experience.** The City Manager should have at least 5 years' broad experience in local government or business upper management. Knowledge of finance (municipal preferred), public works operations, infrastructure operations, water and wastewater treatment and planning preferred. Experience in capital improvements projects, as well as knowledge of state and federal grant and regulatory programs is also desired.
- Knowledge or Skill Proficiencies:
 - Knowledge of Federal, State and local laws / regulations bearing on City programs.
 - Knowledge of business practices and protocol.
 - In depth understanding of municipal operations.

- **Special Aptitudes and Abilities Required:**
 - Excellent verbal skills, both oral and writing. Must be able to make effective presentations to City Council, Social and Civil group, negotiate with high-ranking officials, and represent the City in formal, as well as informal, settings.
 - Outstanding managerial skills, to include ability to plan, organize, and direct multiple projects of significant importance to the public.
 - Ability to create a motivating work environment for managers of diverse talents and personalities.
 - Philosophy oriented toward serving the public and acting as role model for other employees' interactions with the public.
 - Outstanding problem-solving and analytical skills; Must be able to find solutions to problems for which there may be no precedent.
- **Required Licenses, Registries and Certifications:**
 - Valid Texas Driver's License and a good driving record.

Working Conditions (General):

- Position may involve extended periods of sitting and standing with some lifting; Frequently exposed to odors and fumes; Occasionally exposed to heat, cold, dampness, and bad lighting. Unlikely to sustain physical injury if care is exercised when traveling and arranging meeting room, or while engaged in other physical activity.
- Position incumbent is subject to considerable stress due to workload, budgetary responsibilities, and total management responsibility under uncertain or unstable economic conditions; Stressors include the management of highly charged political situations, and negotiating with individuals who may have conflicting personal agendas or views (City Council Members or City Council-Staff members).

Scheduled Working Hours:

- Full-time workweek is 40+ hours.
- Position requires a standard work schedule that will include evening and/or weekend hours.
- Attendance is an essential function of this position. Must report to work as scheduled and in a timely manner.
- Position may require 24-hour availability during emergency conditions.

NOTE:

Any applicant receiving a bona fide job offer for this position will be required to follow all procedures included in the Employee Handbook for newly hired employees, including but not limited to undergoing and passing a pre-employment physical examination, and criminal background check prior to employment.

All positions at the City of Richwood require documentation of employment eligibility in accordance with Federal employment law.

Communication skills in English are required for some specific assignments based upon job-related needs for communication with the general public and/or co-workers. Bilingual skills (Spanish/English) are encouraged, but not required.

The above statements are intended to describe the general nature and level of work being performed by the person assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, skills and physical demands required of the personnel so classified.

The Job Description does not constitute an employment agreement between the City of Richwood and the employee. This position is subject to change by the employer as the needs of the employer and requirements of the job change.

CITY OF RICHWOOD
Job Description Supplement
City Manager
Approved 9-26-16

Competencies Required

To perform the job successfully, an individual should demonstrate the following competencies:

- **Analytical** - Synthesizes complex or diverse information; Uses intuition and experience to complement data.
- **Problem Solving** - Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Develops alternative solutions; Works well in group problem solving situations; Uses reason even when dealing with emotional topics.
- **Project Management** - Communicates changes and progress; Manages project team activities.
- **Customer Service** - Responds to requests for service and assistance; Meets commitments.
- **Interpersonal Skills** - Focuses on solving conflict, not blaming; Maintains confidentiality.
- **Oral Communication** - Speaks clearly and persuasively in positive or negative situations; Listens and gets clarification; Responds well to questions; Demonstrates group presentation skills; Participates in meetings.
- **Written Communication** - Writes clearly and informatively; Edits work for spelling and grammar; Presents numerical data effectively; Able to read and interpret written information.
- **Teamwork** - Exhibits objectivity and openness to others' views; Contributes to building a positive team spirit; Able to build morale and group commitments to goals and objectives.
- **Visionary Leadership** - Inspires respect and trust; Provides vision and inspiration to peers and subordinates.
- **Change Management** - Communicates changes effectively; Builds commitment and overcomes resistance.

- **Delegation** - Delegates work assignments; Matches the responsibility to the person; Sets expectations and monitors delegated activities; Provides recognition for results.
- **Leadership** - Exhibits confidence in self and others; Effectively influences actions and opinions of others.
- **Managing People** - Includes staff in planning, decision-making, facilitating and process improvement; Takes responsibility for subordinates' activities; Makes self available to staff.
- **Quality Management** - Looks for ways to improve and promote quality; Demonstrates accuracy and thoroughness.
- **Business Acumen** - Understands business implications of decisions; Aligns work with strategic goals.
- **Cost Consciousness** - Works within approved budget; Conserves organizational resources.
- **Diversity** - Promotes a harassment-free environment.
- **Ethics** - Treats people with respect; Keeps commitments; Inspires the trust of others; Works with integrity and ethically; Upholds organizational values.
- **Organizational Support** - Follows policies and procedures; Supports organization's goals and values.
- **Strategic Thinking** - Develops strategies to achieve organizational goals; Adapts strategy to changing conditions.
- **Professionalism** - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.
- **Adaptability** - Adapts to changes in the work environment; Manages competing demands; Changes approach or method to best fit the situation.

Appendix B

City of Richwood



MEMORANDUM

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

From: Giani Cantu, City Secretary

Date: July 2, 2019

Subject: Employee Service Awards and Recognitions

In the month of June we had 4 employees celebrate service anniversaries.

Dan Mathes - 20 years - 6/23

Steve Cook - 5 years - 6/2

Kevin Story - 1 year - 6/16

Stephen Mayer - 1 year - 6/25

According to the Personnel Policy, an employee is awarded a \$10 per year of service at every five year mark. Dan and Steve will receive a service award for completing 20 and 5 years of service with the City of Richwood.

MEMORANDUM

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

From: Giani Cantu, City Secretary

Date: July 2, 2019

Subject: Employee Recognition - Work Performance

On June 27, 2019, I received an email from Kimberly Mayer, KRB Member, recognizing Juan Ramirez for the Public Works Department for his assistance while they were planting flowers and a tree at PK Forrest Community Building. Her email is attached.

From: [Kimberly Mayer](#)
To: [Clif Custer](#); [Giani Cantu](#); [Lindsay Koskiniemi](#)
Subject: Juan- Parks and Rec
Date: Thursday, June 27, 2019 12:27:33 PM

I just wanted to personally send an email to you guys recognizing Juan from the Parks and Recreation Department.

This morning several members of Keep Richwood Beautiful met to plant some flowers and a tree at the PK Forest Community Building in order to beautify it. We just happened to flag him down because we were in need of access to our trailer which was inside the city shop.

Juan went out of his way to drive to another committee members home in order to retrieve a key to that trailer. Although the member was not home, we thought he went above and beyond to help us out.

He also suggested a different place to plant our tree and even dug the hole for us! By this time it was in the high 90's and we were all quite hot and very tired. So the fact that he dug that hole for us was a huge relief. That was not his job but yet he helped us out and it was very much appreciated!

Juan went even further by suggesting that we place some stakes around the newly planted tree which he then not only retrieved but placed in the ground and spray painted them orange. This was all done in the hopes that the very small tree didn't get run over the next time they mowed.

So, please recognize Juan and his efforts. They are greatly appreciated!

Sincerely,
Kimberly Mayer
Keep Richwood Beautiful

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Independent Consultant- Kimberly Mayer
Tel: 956-535-8081
Email: kimberlymayer2@gmail.com



1.0 Financial Sustainability

- ✓ **Objective 1.1-Create a “True” budget for all projects - Victory**
- **Objective 1.2 – Establish a public information process for citizen information.**
 - Establish a combination of public meetings and on-line surveys to seek citizen responses.
 - Do on-line surveys both before and after strategic planning process.
- **Objective 1.3-Develop a long-term financial planning process**
 - Incorporate the following into the budget process
 - Equipment replacement fund
 - Capital Improvement Plan
 - Maintain bond rating
 - Establish Water Contingency Fund
 - Consider mechanism to pass on rate increases/decreases from BWA to the citizens automatically.

1.0 Financial Stability

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Objectives (Priority order)	Action Steps	Budget	Timeline	Notes
Objective 1.1: Create a “true” budget following appropriate accounting principles	Establish a procedure and process for public participation in the budgeting process	-0-	Behind Schedule	Goal to incorporate more opportunities for public input FY 2020 budget
	Develop budget based on strategic planning process; establish priorities	-0-	In Progress	Council and staff to conduct strategic retreat on May 18, 2019
	Staff to develop priorities and justify requests and expenditures	-0-	In Progress	Some priorities still may be adjusted based off final FY 2020 Adopted Budget
	Ensure budget proposals are congruent with Council priorities and follow appropriate accounting procedures	-0-	In Progress	FY 2020 proposed budget built around Council priorities
	Hold public hearing	-0-	Upcoming	Public hearing to invite citizen input for FY20 budget
	Adopt balanced budget	-0-	Upcoming	

1.0 Financial Stability

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Objectives (Priority order)	Action Steps	Budget	Timeline	Notes
Objective 1.2: Develop a long term financial plan Maintain adequate financial reserves Make each fund self-supporting Improve the City's bond rating Establish and fully fund an Equipment Replacement Fund	Work with Charter Review Committee to review contingency restrictions	-0-	Complete	10% Contingency Fund Approved by Voters
	Continue reimbursement for direct and indirect costs transfers to each fund and adjust policies as needed	-0-	In progress	Included in FY20 Preliminary Budget
	Adjust rates to ensure each fund is self-supporting	-0-	In progress	Increase will be needed to balance Utility Fund
	Hire a full-time Finance Director	\$97,212	Complete	Started Oct 27, 2018
	Implement regular financial reporting with updates on strategic plan	-0-	In progress	2 Updates for FY 19 with increase to 3 in FY 20
	Prepare five-year financial forecasts	-0-	In progress	Submitted 4/8/2019 will be updated with budget changes
	Develop funding plan for ERF	TBD	In progress	Forecast includes funding by FY24
	Incorporate CIP into Strategic Planning and Budget Processes	TBD	In progress	Present with FY 20 Budget

2.0 Economic Development

- **Objective 2.1 – Create a Comprehensive Plan for the City**
 - Objective 2.1.1- Create a Parks Master Plan. (Moved from Community Development)
 - Include CHARM workshop as part of planning process.
 - Objective 2.3. - Update the Master and Land Use Plan. (Moved from Maintain up to date development codes)
- **Objective 2.2 - Create a marketing plan for the city.**
 - Include vision.
 - Create a brand and a moto for marketing
 - Ensure that Richwood development standards and ordinances are followed.
- **Objective 2.3 – Maintain up to date development codes.**

2.0 Economic Development

- **Objective 2.4 - Make effective use of city property.**
 - Establish strategies for use and/or sale of city properties.
- **Objective 2.5-Develop a comprehensive economic development strategy and funding model.**
 - Develop and maintain an economic development policy that establishes standards for economic development incentives.
 - (i.e. 380 agreements and other arraignments (arrangements?) to entice businesses to establish in Richwood).
- **Objective 2.6 – Establish process for celebrating and advertising newly established businesses in Richwood.**
 - Evaluate and consider establishment of Business Council as volunteer committee to assist in economic development efforts.
- **Objective 2.7 – Pursue annexation and preparation for future development of the north 40 acres. (proposed by staff)**

2.0 Economic Development

Objectives (Priority order)	Action Steps	Budget	Timeline	Notes
Objective 2.1: Create a marketing plan for the City • Include vision & create a brand and a moto for marketing purposes	Work with Economic Development Alliance for Brazoria County to start creating a plan	-0-	Ongoing	Attended multiple presentations with consultants. Catalyst is preparing scope of work.
Objective 2.2: Update the Comprehensive Master Plan and Land Use Plan	Contract with universities and/or other consultants for assistance with planning services. TTC Program at A&M is first choice – cost effective alternative to hiring consultant	TBD	In Progress	Submitted application to Texas A&M also considering other alternatives
Objective 2.3: Maintain up to date development codes • Update the zoning ordinance and land use plan • Review subdivision ordinance • Review floodplain management processes	Consult with planning experts to update development codes	-0-	Ongoing	Zoning code being update, interim building official will then look at subdivision codes
	Review and revise codes	-0-	Ongoing	Council approved KRB changes to Parks Ordinance
	Work to adopt local drainage criteria and processes.	\$150k	Ongoing	Grant submitted to FEMA should hear back by 5/22/19
	Work with FEMA on update of flood maps and flood plain administration	-0-	In Progress	Waiting on FEMA to continue implementation

2.0 Economic Development

Objectives (Priority order)	Action Steps	Budget	Timeline	Notes
Objective 2.4: Make effective use of city property	Review and analyze use of vacant city property	-0-	Ongoing	An interested buyer reached out to staff, has not returned calls since
Objective 2.5: Develop a comprehensive economic development strategy and funding model	Develop and maintain an ED policy that establishes standards for ED incentives.	-0-	In Progress	Anticipated to start after completion of Impact Fee Study – July 2019

3.0 Infrastructure Investment

- **Objective 3.1-Sustain and expand a reliable water system, a functional wastewater collection and drainage systems deficiencies to support economic development.**
 - Establish a multi-year CIP that provides for the extension of utilities and drainage systems to prepare for future growth.
 - The current water agreement was established in the 1980's and is guaranteed for 40 years (year 2020). It takes approximately 235 thousand gallons of water a day to maintain our community. We plan for 300 gallons a day per person.
- **Objective 3.2-Support investments in city facilities.**
- **Objective 3.3-Examine best practices in delivery of services.**
 - Optimize cost saving opportunities with the use of community partners.
 - Explore ways for Richwood to be self-sufficient in provision of city services.
 - Review existing contracts with other contract providers to ensure they are up to date and meet the long-term needs of the citizens.
- **Objective 3.4-Provide for predictable utility rate increases/decreases.**
 - Conduct a rate study-
 - Establish a policy for adjusting utility rates as BWA rates increase/decrease.

3.0 Infrastructure Investments

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Objectives (Priority order)	Action Steps	Budget	Original Timeline	Update
Objective 3.1: Sustain a reliable water supply as the city grows we need to prepare for the future water usage	Conduct a water/sewer master plan to determine future storage and distribution needs for the entire City.	\$25,000	Ongoing	Freese & Nichols will present summer 2019
Objective 3.2: Maintain and extend water, wastewater and stormwater improvements	Develop a CIP prioritized list of improvements needed for replacement aging infrastructure and expansion into unserved areas.	\$25,000	Ongoing	Freese & Nichols will present summer 2019
	Establish budget for CIP	TBD	Ongoing	Will incorporate in FY 20 Budget
	Consider a policy for growth to provide funding for the extension of infrastructure	\$25,000	Ongoing	Part of study being conducted by Freese & Nichols
Objective 3.3: Support investments in City facilities	Establish policy for determining maintenance, capital, bonding thresholds on facility repairs and improvements.	-0-	TBD	
	Assess conditions and needs for all city facilities.	-0-	In progress	
	Prioritize assessments	-0-	In progress	
	Fund improvements needed	\$114,324	In progress	FY19 Improvements in implementation or procurement stages

3.0 Infrastructure Investments

Objectives (Priority order)	Action Steps	Budget	Timeline	Notes
Objective 3.4: Examine best practices in delivery of city services. - Optimize cost saving opportunities with the use of community partners. - Explore ways for Richwood to be self-sufficient in provision of city services - Review existing contracts with contract providers to ensure they are up to date and meet long term needs of the citizens.	Reach out to neighboring cities and county to determine what services can be shared	-0-	Ongoing	Police discussing dispatch changes.
	Review and revise MOU, and Interlocal Agreements	-0-	Ongoing	Some agreements have been updated, will continue review
	Review capacity studies to determine appetite for becoming self-sufficient	-0-	Ongoing	Ongoing, renegotiation of WWTP contract with Clute will look at creating a future path to being self-sufficient
	Determine impact of new development on new and existing infrastructure	-0-	Ongoing	Will be addressed through impact fee study (July 2019)
	Review and negotiate with water provider	-0-	FY 20	Talks have not yet begun with BWA

4.0 Community Development

- ~~Objective 4.1- Create a master plan for Richwood parks. (Move to Comp Plan 2.1)~~
- Objective 4.1-Development of a **plan for improving the existing** community center to provide a quality place for people to gather.
- Objective 4.2-Maintain a high level of aesthetic standards.
 - Continue code enforcement efforts.
 - Update code policies.
- Objective 4.3-Explore opportunities to work with neighboring communities on an interlocal basis for provision of recreation services.



Rich in History - Focused on the Future

4.0 Community Development

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Objectives (Priority order)	Action Steps	Budget	Timeline	Notes
Objective 4.1: Create a Parks Master Plan	Develop scope of services	-0-	TBD	
	Fund and hire consultant to complete plan	\$50,000	Post-poned	
Objective 4.2: Develop a community center providing a quality place for people to gather	Examine feasibility and funding options	TBD	Post-poned	Bond Task Force did not recommend the project. KRB recommends remodeling building.
Objective 4.3: Maintain a high level of aesthetic standards - Continuous code enforcement efforts - Update code policies	Provide communication and information to public on code standards and requirements	-0-	Ongoing	Updates are being included in newsletters
	Utilize KRB to determine which codes should be updated for beautification, park improvements, and park properties	-0-	Ongoing	KRB reviewed parks ordinance.
	Hire code enforcement/animal control officer	TBD	TBD	In FY20 Preliminary budget. Reclass Building Official
Objective 4.4: Explore opportunities to work with neighboring communities on an interlocal basis for provision of recreation services.	Reach out to neighboring cities and county to determine what services can be shared	-0-	Ongoing	
	Review and revise MOU, and Interlocal Agreements	-0-	Ongoing	

5.0 City Operations

- **Objective 5.1-Public Safety – Provide a safe environment for citizens, visitors and businesses.**
 - Review regularly public safety services and programs to ensure effective social harm (crime, disorder, crashes and fear of crime) prevention, department/citizen communication, and effective skill/competency of staff.
- **Objective 5.2-Public Works – Provide for and maintain the city's infrastructure to meet the needs of the community.**
 - **Emphasize efforts to control infiltration and inflow (I&I) into the sewer collection and treatment system.**
- **Objective 5.3-Communications – Communicate information to the public in a transparent manner using all available methods.**
 - Provide public information outreach programs that inform the public of city operations, accomplishments, and allows for citizen input.
 - **Seek and present additional public information venues to expand citizen notification alternatives.**
- **Objective 5.4- Technology - Utilize technology to enhance operations and delivery of services.**

5.0 City Operations

- **Objective 5.5- Employees – Invest in employee development opportunities, compensation and retention.**
 - Implement employee training and development programs including cross-training where feasible.
 - Establish and offer an in-house training/mentoring programs to enhance employee development and opportunities.
- **Objective 5.6 – Develop a program to encourage, recruit and reward volunteers for service to the City.**
 - Determine opportunity for establishing additional advisory committees including but not limited to
 - Planning & Zoning Commission
 - Parks Committee
 - Infrastructure Committee
 - Business Council
 - Establish purpose, roles and responsibilities for each committee established.
- **Objective 5.7 – Develop a program of community-wide social events including**
 - Concerts in the park
 - Food trucks
 - Cook-off teams
 - Movies in the park

5.0 City Operations

Objectives (Priority order)	Action Steps	Budget	Timeline	Notes
Objective 5.1: Public Safety – Focus on prevention (at best) reduction (at least) of city-wide social harms (crime, fear of crime, crashes, & disorder) Focus on prevention of social harms through police/public cooperation	Fire – Develop a contract for service with VFD	-0-	Ongoing	Draft has been submitted to Fire Department
	EMS – Continually monitor contract performance	-0-	Ongoing	
	Police – Increase clearance rate and criminal accountability by continued use of a Criminal Investigator	\$78,782	FY 19	Funded through CCPD
	Police – Enhance officer training in critical fields.		FY19	Funded through CCPD & General Fund
	Police – Engage in Community Policing	\$10,000	FY19	Funded through CCPD
	Police – Enhance transparency & reduce fear of crime through social media release of information	-0-	Ongoing	Real time crime updates, arrest information, and crime prevention info.
Objective 5.2: Public Works – Provide for and maintain the city’s infrastructure to meet the needs of the community.	Invest in two additional public works positions to help effectively maintain existing infrastructure.	\$108,615	Complete	
	Purchase one additional truck for new employees	\$40,000	Complete	Purchased Ford F250 in November 2018

5.0 City Operations

Objectives (Priority order)	Action Steps	Budget	Timeline	Notes
Objective 5.3: Communications. Communicate information to the public in a transparent manner using all available methods • Provide public information outreach programs.	Update and improve the city's website	-0-	Ongoing	
	Create and regularly update slide show for website, lobby, other media on city activities and events	-0-	In progress	Staff has been using to Facebook to share info and communicate with citizens
	Install TV in foyer of City Hall for information display	\$1,500	In progress	Tv's are installed and waiting to be connected
	Distribute highlights of Council Meetings to residences and businesses	-0-	Ongoing	
Objective 5.4: Technology – Utilize technology to enhance operations and delivery of services.	Implement new Municipal Court software	-0-	Pending	Pelorus will develop new software at no cost to City
	Purchase imaging equipment	\$2,500	Complete	Goal to purchase imaging software in the future
	Implement new Code Enforcement & Permitting software	-0-	TBD	Pelorus will develop new software at no cost to City

5.0 City Operations

Objectives (Priority order)	Action Steps	Budget	Timeline	Notes
Objective 5.5: Employees – Invest in employee development opportunities, compensation and retention.	Implement performance-based pay increases	TBD	In progress	Incorporated into FY 20 Preliminary Budget
	Establish employee recognition program	\$500	Complete	
Objective 5.6: Develop a program to encourage, recruit and reward volunteers for service to the City.	Develop an MVP (Municipal Volunteer Program)	\$2,000	Complete	
	Establish a process for recognizing all volunteers on a quarterly basis	TBD	In progress	Need to recognize volunteer for last quarter
	Establish a process for recognizing a MVP of the Year	\$500	Complete	

Staff Follow Up

- ✓ Review Governance
- ✓ Budget considerations
- ✓ Review 2019 Strategies
- Update 2019 Implementation Plan



Rich in History - Focused on the Future

FY 19-20 Strategic Implementation Plan

1.0 Financial Stability

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Objectives (Priority order)	Action Steps	Budget	Timeline	Notes
Objective 1.1: Create a “true” budget following appropriate accounting principles	Establish a procedure and process for public participation in the budgeting process	-0-	In progress	Goal to incorporate more opportunities for public input FY 2020 budget
	Develop budget based on strategic planning process; establish priorities	-0-	In Progress	Council and staff to conduct strategic retreat on May 18, 2019
	Staff to develop priorities and justify requests and expenditures	-0-	Complete	Some priorities still may be adjusted based off final FY 2020 Adopted Budget
	Ensure budget proposals are congruent with Council priorities and follow appropriate accounting procedures	-0-	In Progress	FY 2020 proposed budget built around Council priorities
	Hold public hearing	-0-	Complete	Public hearing to invite citizen input for FY20 budget
	Adopt balanced budget	-0-	Upcoming	

1.0 Financial Stability

Objectives (Priority order)	Action Steps	Budget	Timeline	Notes
Objective 1.2: Establish a public information process for citizen information. Establish a combination of public meetings and on-line surveys to seek citizen responses. Do on-line surveys both before and after strategic planning process	Utilize social media and expand use of Blackboard Connect.	-0-		
	Create a system for on-line surveys.	-0-		
	Establish training program for personnel.	-0-		
	Update financial transparency page and budget calendar showing progress to track changes.	-0-		
	Continuously update the website.	-0-		
	Implement Information Center in City Hall lobby.	-0-	Upcoming	

1.0 Financial Stability

Objectives (Priority order)	Action Steps	Budget	Timeline	Notes
Objective 1.3-Develop a long-term financial planning process Incorporate the following into the budget process • Equipment replacement fund • Capital Improvement Plan • Maintain bond rating • Establish Water Contingency Fund • Consider mechanism to pass on rate increases/decreases from BWA to the citizens automatically.	Establish Equipment Replacement Fund	-0-		
	Update financial management policies.	-0-		
	Fund the general and water contingency fund	-0-		
	Establish a plan and policy for passing on the BWA water rate increases customers.	-0-		

2.0 Economic Development

Objectives (Priority order)	Action Steps	Budget	Timeline	Notes
Objective 2.1 – Create a Comprehensive Plan for the City • Objective 2.1.1- Create a Parks Master Plan. (Moved from Community Development) • Include CHARM workshop as part of planning process. • Objective 2.3. - Update the Master and Land Use Plan. (Moved from Maintain up to date development codes)	Continue efforts to update Comprehensive plan to include Parks Master Plan and Land Use Plan as a segment of the planning process. Schedule a CHARM Workshop for Council to participate in.	-0-	In Progress	Anticipated to start after completion of Impact Fee Study – July 2019
Objective 2.2: Create a marketing plan for the City • Include vision & create a brand and a moto for marketing purposes	Work with Economic Development Alliance for Brazoria County to start creating a plan	-0-	Ongoing	Attended multiple presentations with consultants. Catalyst is preparing scope of work.

2.0 Economic Development

Objectives (Priority order)	Action Steps	Budget	Timeline	Notes
Objective 2.3: Update the Comprehensive Master Plan and Land Use Plan	Contract with universities and/or other consultants for assistance with planning services. TTC Program at A&M is first choice – cost effective alternative to hiring consultant	TBD	In Progress	Submitted application to Texas A&M also considering other alternatives
Objective 2.4: Maintain up to date development codes - Update the zoning ordinance and land use plan - Review subdivision ordinance - Review floodplain management processes	Consult with planning experts to update development codes	-0-	Ongoing	Zoning code being update, interim building official will then look at subdivision codes
	Review and revise codes	-0-	Ongoing	Council approved KRB changes to Parks Ordinance
	Work to adopt local drainage criteria and processes.	\$150k	Ongoing	Grant submitted to FEMA should hear back by 5/22/19
	Work with FEMA on update of flood maps and flood plain administration	-0-	In Progress	Waiting on FEMA to continue implementation

2.0 Economic Development

Objectives (Priority order)	Action Steps	Budget	Timeline	Notes
Objective 2.5: Make effective use of city property	Review and analyze use of vacant city property	-0-	Ongoing	An interested buyer reached out to staff, has not returned calls since
Objective 2.6: Develop a comprehensive economic development strategy and funding model	Develop and maintain an ED policy that establishes standards for ED incentives.	-0-	In Progress	Anticipated to start after completion of Impact Fee Study – July 2019
Objective 2.7 – Establish process for celebrating and advertising newly established businesses in Richwood. Evaluate and consider establishment of Business Council as volunteer committee to assist in economic development efforts.	Establish a system for the identification of newly established businesses. Work with the Chamber of Commerce to determine the feasibility and role of a Business Council. Review the role of the Economic Development Board and determine if that role should be changed to include business development.	-0-	Ongoing	An interested buyer reached out to staff, has not returned calls since

2.0 Economic Development

Objectives (Priority order)	Action Steps	Budget	Timeline	Notes
Objective 2.8: Develop a comprehensive economic development strategy and funding model	Develop and maintain an ED policy that establishes standards for ED incentives.	-0-	In Progress	Anticipated to start after completion of Impact Fee Study – July 2019
Objective 2.9 – Pursue annexation and preparation for future development of the north 40 acres.	Discussion with Clute and Lake Jackson to open dialogue on prospects of allowing annexation of tract. Discuss possible annexation with land owners.	-0-	Ongoing	An interested buyer reached out to staff, has not returned calls since
Objective 2.10: Develop a comprehensive economic development strategy and funding model	Develop and maintain an ED policy that establishes standards for ED incentives.	-0-	In Progress	Anticipated to start after completion of Impact Fee Study – July 2019



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3.0 Infrastructure Investments

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Objectives (Priority order)	Action Steps	Budget	Original Timeline	Update
Objective 3.1-Sustain and expand a reliable water system, a functional wastewater collection and drainage systems deficiencies to support economic development. (reworded and combined with old Objective 3.2)	Conduct a water/sewer master plan to determine future storage and distribution needs for the entire City.	\$25,000	Ongoing	Freese & Nichols will present summer 2019
	Approve a CIP prioritized list of improvements needed for replacement aging infrastructure and expansion into unserved areas.	\$25,000	Ongoing	Freese & Nichols will present summer 2019
	Establish budget for CIP	TBD	Ongoing	Will incorporate in FY 20 Budget
	Consider a policy for growth to provide funding for the extension of infrastructure	\$25,000	Ongoing	Part of study being conducted by Freese & Nichols
Objective 3.2: Support investments in City facilities	Establish policy for determining maintenance, capital, bonding thresholds on facility repairs and improvements.	-0-	TBD	
	Assess conditions and needs for all city facilities.	-0-	In progress	
	Prioritize assessments	-0-	In progress	
	Fund improvements needed	\$114,324	In progress	FY19 Improvements in implementation or procurement stages

3.0 Infrastructure Investments

Objectives (Priority order)	Action Steps	Budget	Timeline	Notes
Objective 3.3: Examine best practices in delivery of city services. Optimize cost saving opportunities with the use of community partners. Explore ways for Richwood to be self-sufficient in provision of city services Review existing contracts with contract providers to ensure they are up to date and meet long term needs of the citizens.	Reach out to neighboring cities and county to determine what services can be shared	-0-	Ongoing	Police discussing dispatch changes.
	Review and revise MOU, and Interlocal Agreements	-0-	Ongoing	Some agreements have been updated, will continue review
	Review capacity studies to determine appetite for becoming self-sufficient	-0-	Ongoing	Ongoing, renegotiation of WWTP contract with Clute will look at creating a future path to being self-sufficient
	Determine impact of new development on new and existing infrastructure	-0-	Ongoing	Will be addressed through impact fee study (July 2019)
	Review and negotiate with water provider	-0-	FY 20	Talks have not yet begun with BWA

3.0 Infrastructure Investments

Objectives (Priority order)	Action Steps	Budget	Timeline	Notes
Objective 3.4-Provide for predictable utility rate increases/decreases. Conduct a rate study- Establish a policy for adjusting utility rates as BWA rates increase/decrease.	Establish an RFP and select the firm to conduct the study	-0-		Police discussing dispatch changes.
		-0-		Some agreements have been updated, will continue review
	Conduct the rate study	-0-		Ongoing, renegotiation of WWTP contract with Clute will look at creating a future path to being self-sufficient
	Establish policy for adjusting utility rates to accommodate BWA rate increases.	-0-		Will be addressed through impact fee study (July 2019)
		-0-		Talks have not yet begun with BWA

4.0 Community Development

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Objectives (Priority order)	Action Steps	Budget	Timeline	Notes
Objective 4.1: Develop a plan for improving the existing community center providing a quality place for people to gather	Examine feasibility and funding options Work with KRB to develop plans for improvements. Implement plans	\$20,000	FY 20	Bond Task Force did not recommend the project. KRB recommends remodeling building.
Objective 4.2: Maintain a high level of aesthetic standards - Continuous code enforcement efforts - Update code policies	Provide communication and information to public on code standards and requirements	-0-	Ongoing	Updates are being included in newsletters
	Utilize KRB to determine which codes should be updated for beautification, park improvements, and park properties, including community gardens and establishment of a tree preservation ordinance.	-0-	Ongoing	KRB reviewed parks ordinance.
	Hire code enforcement/animal control officer	72,991	Ongoing	In FY20 Preliminary budget. Reclass Building Official

4.0 Community Development

Objectives (Priority order)	Action Steps	Budget	Timeline	Notes
Objective 4.3: Explore opportunities to work with neighboring communities on an interlocal basis for provision of recreation services.	Reach out to neighboring cities and county to determine what services can be shared	-0-	Ongoing	
	Review and revise MOU, and Interlocal Agreements	-0-	Ongoing	
Objective 4.4 – Develop a program of community-wide social events including Concerts in the park Food trucks Cook-off teams Movies in the park	KRB to review opportunities and make recommendations	-0-	FY 20	
	Implement recommendations	TBD	FY 21	

5.0 City Operations

Objectives (Priority order)	Action Steps	Budget	Timeline	Notes
Objective 5.1: Public Safety – Focus on prevention (at best) reduction (at least) of city-wide social harms (crime, fear of crime, crashes, & disorder) Focus on prevention of social harms through police/public cooperation	Fire – Develop a contract for service with VFD	-0-	Ongoing	Draft has been submitted to Fire Department
	EMS – Continually monitor contract performance	-0-	Ongoing	
	Police – Increase clearance rate by adding an investigator position through CCPD and possibly move to General Fund.	\$78,782	FY 21	Funded through CCPD
	Police – Enhance officer training in critical fields		FY 19	Funded through CCPD & General Fund
	Police – Engage in Community Policing	\$10,000	FY 20	(CCPD funded)
	Police – Enhance transparency & reduce fear of crime through social media release of information	-0-	Ongoing	Realtime crime updates, arrest information, and crime prevention info.
Objective 5.2: Public Works – Provide for and maintain the city's infrastructure to meet the needs of the community.	Invest in one additional public works positions to help effectively maintain existing infrastructure.	\$43,000	FY 21	
	Purchase of new sewer inspection camera	\$11,000	FY 20	Purchased Ford F250 in November 2018
	Establish an I&I program	TBD	FY 20	

5.0 City Operations

Objectives (Priority order)	Action Steps	Budget	Timeline	Notes
Objective 5.3: Communications. Communicate information to the public in a transparent manner using all available methods • Provide public information outreach programs.	Update and improve the city's website	-0-	Ongoing	
	Create and regularly update slide show for website, lobby, other media on city activities and events	-0-	In progress	Staff has been using to Facebook to share info and communicate with citizens
	Activate and implement TV in foyer of City Hall for information display	-0-	In progress	Tv's are installed and waiting to be connected
	Distribute highlights of Council Meetings to residences and businesses	-0-	Ongoing	
	Seek and present additional public information venues to expand citizen notification alternatives.			

5.0 City Operations

Objectives (Priority order)	Action Steps	Budget	Timeline	Notes
Objective 5.4: Technology – Utilize technology to enhance operations and delivery of services.	Select and Implement new Municipal Court software	20,000	FY 19-20	Current provider has notified Richwood that they will no longer provide improvements to the version of software we have. We will be required to upgrade to get the level of service we expect. The system is experiencing multiple (every 30 minutes) crashes daily. Pelorus has not responded to City's request to expand and create a Court Application. We have begun researching additional Court software. Approx. \$7k of the funding will come from Court Technology Funds. Of the anticipate initial costs, approx. \$7k will be recurring annual maintenance and support
	Select and implement new Code Enforcement & Permitting software	TBD	TBD	Pelorus has not responded to City's request to expand and create a Code Enforcement & Permitting Software.
	Select and implement new Imaging software	TBD	TBD	Goal of Records Management to purchase imaging software in the future

5.0 City Operations

Objectives (Priority order)	Action Steps	Budget	Timeline	Notes
Objective 5.5: Employees – Invest in employee development opportunities, compensation and retention.	Implement performance-based pay increases.	TBD	In progress	Incorporated into FY 20 Preliminary Budget
	Establish a policy to differentiate between COLA and performance based pay increases. (added by staff)		FY 21	
	Establish and implement employee training and mentoring program	TBD	FY 20	
Objective 5.6: Develop a program to encourage, recruit and reward volunteers for service to the City.	Determine opportunity for establishing additional advisory committees	-0-	FY 20	
	Establish a process for recognizing all volunteers on a quarterly basis	TBD	In progress	Need to recognize volunteer for last quarter

City of Richwood

FISCAL YEAR 2019 – 2020

GENERAL FUND BUDGET PRESENTATION



FY 20 STRATEGIC PLAN

Vision Statement

The City of Richwood is a model for safe and beautiful neighborhoods with sustainable growth opportunities for families and businesses dedicated to serving our community for current and future generations.

Strategic Priorities

1. Financial Sustainability
2. Economic Development
3. Infrastructure Investments
4. Community Development
5. City Operations

FY 2018-2019 Review

General Operating Fund (Estimated at fiscal year-end 9/30/19)

	FY 18-19 Budget	FY 18-19 Projected	Difference
Revenues	\$2,730,418	\$2,908,095	\$177,677
Expenditures	\$2,730,418	\$2,704,394	\$26,024
Excess <Deficit>	\$0	\$203,701	\$203,701

City of Richwood
— TEXAS —

GENERAL FUND SUMMARY FY20

	FY 2018 Actuals	FY 2019 Budget	FY 2019 Year-End Projections	Variance Favorable (Unfavorable)	FY 20 Preliminary Request
REVENUES					
Ad Valorem Taxes	\$ 1,615,742	\$ 1,673,908	\$ 1,673,908	\$ 0	\$ 1,657,908
380 Rebates	(154,343)	(131,903)	(110,759)	21,144	(91,978)
Delinquent Taxes	74,097	12,000	43,865	31,865	12,000
Penalty & Interest	16,549	12,500	11,246	(1,254)	12,500
Animal Fines/Licenses	390	350	131	(219)	350
Building Permits	78,027	70,000	88,000	18,000	82,000
Franchise Taxes	189,135	179,000	179,093	93	165,093
Interest Earnings	14,240	3,000	10,000	7,000	10,000
Licenses & Permits	8,658	9,100	5,889	(3,211)	6,000
Miscellaneous Income	66,251	40,075	194,813	154,738	40,360
Municipal Building Rentals	9,804	9,500	7,000	(2,500)	8,500
Municipal Court	129,219	131,000	83,500	(47,500)	95,000
Parks & Recreation	5,548	0	4,200	4,200	6,000
Sales Tax	507,531	467,998	469,643	1,645	484,393
Sales Tax - Streets	126,883	117,000	117,411	411	121,098
Special Revenues	10,334	12,230	5,495	(6,735)	5,400
Transfers In	82,172	124,660	124,660	0	95,527
TOTAL REVENUES	2,780,235	2,730,418	2,908,095	177,677	2,710,151
APPROPRIATIONS					
Administration	\$ 515,537	\$ 714,028	\$ 724,586	(10,558)	\$ 472,057
City Maintenance	225,287	225,609	216,115	9,494	207,582
Code Enforcement	48,643	57,171	54,874	2,297	57,794
Fire	155,378	205,781	209,811	(4,030)	224,100
Judicial	132,894	89,263	84,771	4,492	89,667
Parks & Rec	36,798	46,300	25,859	20,441	65,120
Permitting & Inspections	106,043	113,366	105,122	8,244	53,700
Police	964,446	944,067	928,423	15,644	1,052,236
Finance	0	0	0	-	267,529
Special Revenues	9,125	12,230	7,230	5,000	6,980
Streets & Drainage	50,919	125,000	120,000	5,000	139,500
Storm/Disaster	47,924	0	30,000	(30,000)	-
Transfer Out	335,785	197,603	197,603	-	267,985
TOTAL APPROPRIATIONS	2,628,779	2,730,418	2,704,394	26,024	2,904,249
TOTAL REVENUE TO EXPENDITURE	151,456	0	203,702	203,702	(194,098)

WHY THE PROPOSED DEFICIT?

REVENUES:

- Anticipated one-time FEMA reimbursement in Fy19 \$164,335
- Projecting \$20,000 less in franchise fees due to new legislation effective in FY20.
- Projecting \$20,000 less in fees generated from traffic tickets in FY20.

Major Changes & “Big Ticket” Items

Major Increases by Department

Administration

Master Plan Contract (2 YR Project, YR1 Only) 45,000

Streets

Street M&R 14,500

Police

Over Time 10,000

Vehicle M&R 5,500

Animal Control/Code Enf. Ofc 10,000

Fire

Uniforms 3,000

Vehicle M&R 6,000

Ambulance Contract 9,300

Parks

Building and Grounds (PK Forrest Comm Building) 20,000

All Depts. In General Fund

Up to 3% pay increase 36,582

Other - Bank Note to be Recognized in GF 21,389

Total Major Increase in GF \$ 181,271.00

*Higher level increases are typically at least \$5,000.

Changes to the General Fund:

- Finance Department removed from Administration and made into separate department – no major changes in funding
- Proposed budget includes possibility of adding an Animal Control/Code Enforcement Officer to Police Dept. Approx net difference is \$10,000 from moving Permitting & Inspections personnel and dept costs to PD.

ANIMAL CONTROL/CODE ENFORCEMENT OFFICER

Comparable City	Population	Salary
Joshua	7,778	\$ 38,064
Rockdale	5,643	48,900
Jacksboro	4,357	40,407
Average	5,926	\$ 42,457

Animal Control/Code Enforcement Officer Costs	
<u>Salary and Benefits</u>	
Salary (\$20.75/HR, 2080 HRS/YR)	\$ 43,160
Employer Health Ins. Contribution (Approx \$755/mo)	9,056
TMRS Employer Contribution (11.18%)	4,825
Unemployment Insurance (1.8% of \$9,000)	162
Long Term Disability Insurance (1.45%)	626
Cell Phone Allowance (\$45/mo)	540
	\$ 58,369
<u>Other Departmental Expense</u>	
Training and Travel	\$ 1,800
Uniforms	500
Tools	500
Fuel	3,500
Vehicle Insurance	1,629
Vehicle M&R	1,500
Longevity Pay	150
Attorney Fees	3,000
Radio M&R	500
	\$ 13,079
Departmental Expense	71,448

IMMEDIATE STAFFING NEEDS:

FY 2018 – FY2019 had unearthed **two** immediate needs in staffing: Animal Control and Building Inspections.

Presently, a Public Works employee is responding to animal control calls. PW is a small dept. responsible for the water systems and roadways within the City. Animal control calls leave PW short-handed.

Richwood's Building Official retired this year, and there is a growing need for inspections. 2 residents with master plumbing licenses have provided inspection services, however, 1 resident moved out of state, and the other resident has limited availability.

TWO POSSIBLE SOLUTIONS TO STAFFING NEEDS:

Add Animal Control/Code Enforcement Officer Position or Contract with Outside Orgs?

The City had the option to either add the AC/CE Ofc position or contract out Animal Control and Building Inspection Services.

- FY19-20 Budget includes the proposed costs of adding an AC/CE Ofc position. The approximate net difference to the General Fund is an increase of \$10,000, where the funding from Permitting & Inspections previously budgeted under the building official will be moved to the Police Dept budget.
- Staff has worked with BBG Consulting to create a new building inspection fee schedule that would include pass-through costs for BBG to provide inspection services 2 days per week. The City would need to approve a contract amendment with BBG to include Building Inspection Services. Existing contract is \$16,000, however, no additional fees would be incurred to the City. Inspection fees would be passed on to the applicant.
- Chief Mayer is in the process of negotiating a contract with the City of Angleton for animal control services. Proposed contract would be based on an annual fee and include up to 60 dog-at-large calls per year. The anticipated annual cost would be \$35,000.

GENERAL FUND IMPACT

Add Position for AC/CE Ofc.

FY20 Proposed GF Budget

All Departments	2,904,249

AC/CE Personnel and Dept Expense

Total department	71,446

Permitting and Inspection Remaining Dept Items

Storm water interlocal agreement with county	12,000
Professional services - PRD plan review	10,000
Building Official services	15,000

Cost	108,446

Contract Animal Control and Building Inspection Services

FY20 Proposed GF Budget

All Departments	2,904,249

Proposed Contract with Angleton

Up to 60 dogs per year	35,000

Permitting and Inspection Remaining Dept Items

Storm water interlocal agreement with county	12,000
Professional services - PRD plan review	10,000
Building Official services	15,000

Cost	72,000

New FT Position	108,446
Contracted Services	72,000
Savings	36,446

General Fund Budget Request with AC/CE Added	2,904,249

General Fund Budget Request - No New Positions	2,867,803

PRELIMINARY PROPERTY TAX TOTAL

BRAZORIA County

2019 PRELIMINARY TOTALS

Property Count: 1,951

CRW - CITY OF RICHWOOD
Grand Totals

6/24/2019

4:13:22PM

Land		Value			
Homesite:		24,727,600			
Non Homesite:		24,146,580			
Ag Market:		3,471,872			
Timber Market:		0	Total Land	(+)	52,346,052
Improvement		Value			
Homesite:		185,172,950			
Non Homesite:		81,311,086	Total Improvements	(+)	266,484,036
Non Real		Count	Value		
Personal Property:	162		21,289,510		
Mineral Property:	0		0		
Autos:	0		0	Total Non Real	(+)
				Market Value	=
					21,289,510
					340,119,598
Ag	Non Exempt	Exempt			
Total Productivity Market:	3,471,872	0			
Ag Use:	64,808	0	Productivity Loss	(-)	3,407,064
Timber Use:	0	0	Appraised Value	=	336,712,534
Productivity Loss:	3,407,064	0			
			Homestead Cap	(-)	13,857,717
			Assessed Value	=	322,854,817
			Total Exemptions Amount (Breakdown on Next Page)	(-)	20,429,971
			Net Taxable	=	302,424,846

APPROXIMATE TOTAL LEVY = NET TAXABLE * (TAX RATE / 100)
2,026,863.41 = 302,424,846 * (0.670204 / 100)

Tax Increment Finance Value: 0
Tax Increment Finance Levy: 0.00

Property Tax Revenue Assumptions

City of Richwood FY 2019-20 Budget - Proposed		2019 Estimated			
	2018 Tax Rate	Effective Tax Rate	Rollback Tax Rate	Last Years's Tax Rate	
M&O Tax Rate:	0.609627	0.553495	0.597775	0.609627	
Percent Increase above Effective Rate			8.0%	10.1%	
2018 Certified Net Taxable Value:	\$ 274,579,020				
2019 Estimated Net Taxable Value:		\$ 302,424,846	\$ 302,424,846	\$ 302,424,846	
M&O Tax Levy based upon 100% Collection Rate:	\$ 1,673,908	\$ 1,673,908	\$ 1,807,820	\$ 1,843,664	
M&O Tax Levy based on 99% Collection Rate:	\$ 1,657,169	\$ 1,657,169	\$ 1,789,742	\$ 1,825,227	
Increase (decrease) from last years collection:		\$ -	\$ 132,574	\$ 168,058	
2018 Debt Service Requirement:	\$ 166,332				
2018 I&S Tax Rate:	\$ 0.060577				
2019 Debt Service Requirement:		\$ 354,143	\$ 354,143	\$ 354,143	
2019 I&S Tax Rate:		0.117101	0.117101	0.117101	
Total 2018 Tax Rate:	\$ 0.670204				
Total 2019 Estimated Tax Rate:		\$ 0.670597	\$ 0.714876	\$ 0.726728	
Tax Levy on Properties of Different Values:					
\$ 50,000	\$ 335.10	\$ 335.30	\$ 357.44	\$ 363.36	
\$ 100,000	\$ 670.20	\$ 670.60	\$ 714.88	\$ 726.73	
\$ 250,000	\$ 1,675.51	\$ 1,676.49	\$ 1,787.19	\$ 1,816.82	
\$ 500,000	\$ 3,351.02	\$ 3,352.98	\$ 3,574.38	\$ 3,633.64	
\$ 1,000,000	\$ 6,702.04	\$ 6,705.97	\$ 7,148.76	\$ 7,267.28	

Note: The FY 2019 Debt Service Requirement of \$354,143 reflects the addition of \$206,921 in annual Principal & Interest (P&I) payments for the Series 2019A General Obligation bonds.

WHAT CAN BE CUT BACK?

- \$14,500 for Street M&R (some Streets built into bond)
- Saving from contracting out services \$36,446
- Lower annual transfer amount to Equipment Replacement from \$65,000 to \$54,400 (Reduction of \$10,600)

Where Can We Save?		
<u>FY20 Proposed GF Budget Shortfall</u>		
All Departments	\$	(194,098)
<u>Streets</u>		
M&R increase		14,500
<u>Contracted Animal Control & Building Inspec.</u>		
Savings from no added position		36,446
Lower Transfer to Equipment Replacement by \$10,600		10,600
	\$	-132,552
<u>Personal Property Tax Collection</u>		
Based on a 8% increase above effective rate	\$	132,574
Difference	\$	22
*Balanced with Rollback Tax Rate		

FY 20 BUDGET UPCOMING:

- 8/12/2019 - Water / Sewer Fund FY29 Budget request presentation
- 8/12/2019 - Updates to General Fund tax numbers after receipt of certified tax roll from Brazoria County Tax Assessor (anticipated 7/26/2019).
- 9/9/2019 – Adoption of FY 2019 – 2020 Budget.
- Further dates may be needed for public hearings depending on adopted tax rate.

OTHER FUNDS PRESENTED TO COUNCIL:

- Beautification
- Crime Control Prevention

Minutes of City Council

The Regular Meeting of Monday, June 10, 2019

BE IT KNOWN THAT, a Regular Meeting of the City Council of City of Richwood was held Monday, June 10, 2019, beginning at 6:05 PM in the Richwood City Hall, 1800 N. Brazosport Blvd. Richwood, Texas.

STRATEGIC PLAN PUBLIC FORUM - 5:30 P.M.

Lindsay Koskiniemi presented the strategic plan public forum.

CALL TO ORDER

The meeting was called to order 6: 23 p.m.

INVOCATION

Lindsay Koskiniemi led the invocation.

PLEDGES

OF

ALLEGIANCE

Pledge of Allegiance & Texas Pledge

Steve Boykin led the pledges.

ROLL CALL OF COUNCIL MEMBERS

Steve Boykin, Mayor

Mike Johnson, Position 1 - ABSENT

Melissa Strawn, Position 2

Matt Yarborough, Position 3

Mark Brown II, Position 4

Katie Johnson, Position 5

Others present: Lindsay Koskiniemi, Interim City Manager; John Washburn, Interim Finance Director; Clif Custer, Public Works Director; Giani Cantu, City Secretary

RECOGNITIONS

No recognitions given.

PRESENTATIONS

Presentation of Fiscal Year 2019-2020 Crime Control and Prevent District Proposed Budget
Randy Accord, Chair of the Crime Control and Prevention District (CCPD) board, presented the Fiscal Year 2019-2020 CCPD Budget. The main responsibility as CCPD is to portion and approve funds for the Police Department that are not in the General Fund budget to include additional expenditures such as equipment or personnel.

City of Richwood

FY 19-20 Proposed Operational Budget

15 Crime Control and Prevention

	FY 17-18	FY 18-19	FY 19-20
	ACTUAL	PROJECTED	PROPOSED
BEGINNING FUND BALANCE			
Change In Net Position			
Revenue			
Taxes			
604117 Sales Tax	74,429.94	117,000	120,000
Total Taxes	74,429.94	117,000	120,000
Interest			
604110 Interest Earnings	285.3	300	0
Total Interest	285.3	300	0
Contributions and transfers			
974959 Transfer from Fund Balance	0	16,000	63,112
Total Contributions and transfers	0	16,000	63,112
Total Revenue	74,715.24	133,000	183,112

Expenditures

Crime Control and Prevention

605103 Salaries & Wages	1,296.00	67,538	73,589
605104 Overtime	0		1,534
605105 Retirement	14.17	5,597	6,639
605107 Medicare	0	977	1,072
605110 Workmen's Compensation Ins	0	1,071	2,938
605115 Insurance	0	9,607	9,468
605120 Unemployment Insurance	30.45	324	342
605130 Training & Travel	0	4,051	8,000
605175 Certification Pay	0	900	1,200
605190 Uniforms	80.5	2,753	1,000

605287 Community Outreach	0	10,000	
605340 Vehicle M&R	0	42,000	
605365 Other Equipment M&R	0	16,000	6,605
605930 Equipment	0	16,701	18,725
Total Expenditures	1,421.12	125,519	183,112
Total Crime Control and Prevention	1,421.12	125,519	183,112

Mr. Accord reported a few of the main items include funding for the investigator and warrant officer positions; vehicle reman; and community outreach.

Mark Brown asked if there was a need for each officer to have a vehicle.

Mr. Accord replied he was not able to answer that question. It was really a question for Chief of Police.

Lindsay Koskiniemi reported Chief Mayer was out on a call.

Mr. Brown stated the discussion has come up prior. He is not sure what is best: more vehicles, more maintenance costs or less vehicles and more turnover, more replacement costs.

Mayor Boykin stated more vehicles allow for less mileage and wear on the vehicles. That was the consensus back when the original decision was made to purchase additional vehicles. The general idea was to keep the cars longer and spend less money repairing, and make sure they were safe for officers to drive.

Matt Yarborough replied that he thought a portion of the General Fund increase included the new investigator position.

Lindsay Koskiniemi reported that it included the position for animal control and code enforcement. The investigator position was approved for funding by CCPD for two years. This means the General Fund will be faced with possibly covering costs of the position in the 2021 budget year.

Melissa Strawn asked what was the increase in training budget?

Mr. Accord reported that was at the request of the Chief to send officers to additional training.

Mark Brown thanked Mr. Accord for his service.

No action was taken.

PUBLIC COMMENTS

All public comments will be subject to the following rules: All speakers will be permitted to speak no longer than 3 minutes; all speakers will only be permitted to speak once; speakers cannot defer their 3 minutes to another speaker. Discussion is not allowed on items not posted on the agenda.

There were no public comments.

CONSENT AGENDA

Approval of Minutes of Previous Meetings

May 13, 2019

May 18, 2019

May 28, 2019

Payment of Bills

Resolution appointing Giani Cantu, City Secretary; Lindsay Koskiniemi, Interim City Manager and Linda Pace, Administrative Asst as authorized contacts on all Bank of America accounts

Approve designation of City jail cells and lift station 6 as tornado shelters

Approve an interlocal agreement with Harris County Dept of Education for a purchasing cooperative source called Choice Partners

On motion by Mark Brown II second by Katie Johnson with all present members voting “aye” all consent agenda items were approved.

DISCUSSION AND ACTION ITEMS

Discuss and consider an ordinance amending the parks requirements and tree preservation on new developments

Ms. Cantu reported that the ordinance only included the requested park requirements and that the tree preservation requirements would be coming back at a future agenda.

On motion by Mark Brown II second by Katie Johnson with all present members voting “aye” an ordinance amending the parks requirements on new developments was passed and adopted.

Discuss and consider an ordinance amending Appendix B Zoning Ordinance of the Richwood Code of Ordinances

Mr. Brown asked if the ordinance contains a definition of business enterprise.

Ms. Cantu reported it is not in existing ordinance. However, there are a lot of inconsistencies in zoning ordinance, which are expected to be reviewed at the recommendation of the City Attorney.

Mr. Brown reported that the accessory unit states that no gas or 220V outlets are allowed. However, wouldn't guests need heating.

Mayor Boykin stated if you don't want the units to have gas, they will need electrical for heating, which may require 220V.

Mr. Brown stated he would like to ensure that additional parking is required, it will not be allowed to be used as rental property and there no separate utilities for the accessory building.

Mr. Yarborough stated the initial discussion was to for the unit to be a bedroom and air conditioning. It was not to allow the amenities being discussed now.

Ms. Cantu clarified the changes Council would like to see in the ordinance are that the unit has additional parking requirements, no separate utilities and a stipulation to prohibit renting.

Council agreed.

Discuss and consider an ordinance amending Article VI Records Management and adopting the Records Management Plan

Ms. Cantu presented the Records Management Plan.

On motion by Mark Brown second by Matt Yarborough with all present members voting "aye" an ordinance amending Article VI Records Management and adopting the Records Management Plan was passed and adopted.

Discuss and consider setting workshop on proposed changes to the home occupations

Ms. Koskiniemi report she would like to set aside a date to make it easier to understand. She would like to reach out to a third party realtor to get an issued opinion on whether or not it directly affects the value of a home and would like to compile as much information as possible for Council to make an informed decision.

Mr. Brown reported that the zoning is where the discussion is needed. The home occupations was reviewed recently.

Ms. Cantu reported that is correct. The zoning districts were not updated when home occupations were addressed in 2018.

The workshop was set for the July 29th at 6:00 p.m. Dinner will be provided.

Discuss and consider allowing the existing permit fee calculation, based on home value for new construction, to be used until Council adopts a resolution to amend the permitting fee schedule for compliance with S.B.852 adopted into law 21 May 2019, after which, the differences (over or under) in updated permitting fees will either be refunded or invoiced. The new permitting fee schedule should be adopted no later than July 8, 2019

Ms. Koskiniemi reported that on May 21, 2019, in the Eighty-Six Legislature Regular Session, Governor Greg Abbott, signed H.B. No. 852 into law. This Act prohibits the calculation of

Permit and Inspection Fees based on 1) the value of the dwelling; or 2) the cost of constructing or improving the dwelling. The current permitting and inspection fee schedule used by the City of Richwood is value-based. She attended a multi-city meeting on 04 JUN 2019 to discuss proposed fee schedules to meet compliance with the new law. The proposed methodology to calculate fees is based on square footage. Other cities present at the meeting included Clute, Angleton, and Lake Jackson. All Texas cities using a value-based fee schedule will need to adopt a new process. For the time being, until Council can formally adopt a new fee schedule with approved values, I am recommending Council approve a temporary waiver to allow the current fee schedule and adopt a new schedule no later than July 8, 2019 at the next regular Council meeting. Once a new fee schedule is formally adopted, all permitting and inspection fees collected between 21 MAY 2019 and 08 JUL 2019 will be assessed for over/under payment, and applicants will either be refunded or invoiced. City staff will assess square footage rates to calculate to comparable pricing, therefore, the City will not forfeit revenue. The new rate will not be calculated in a manner that increases fees excessively, as the intention of adopting a new fee schedule is to be compliant with State statute

Mr. Brown asked if staff would be taking an average of what has been paid in recent permits.

Ms. Koskiniemi advised yes. The idea is to take what has been paid by valuation this fiscal year and figure a square footage amount that would keep the fees around what we currently have. The other alternative is to suspend permitting but she doesn't want to see that.

On motion by Katie Johnson second by Matt Yarborough with all present members voting aye Council allows the existing permit fee calculation, based on home value for new construction, to be used until Council adopts a resolution to amend the permitting fee schedule for compliance with S.B.852 adopted into law 21 May 2019, after which, the differences (over or under) in updated permitting fees will either be refunded or invoiced. The new permitting fee schedule should be adopted no later than July 8, 2019.

Discuss proposed amendments to the Personnel Policy

Ms. Cantu presented a high level overview of changes to the Personnel Policy and reported that Ms. Koskiniemi still wanted time to review the policy prior to submitted to City Council for final action.

Council stated they would like to see the policy to actually distinguish which positions would be considered "essential personnel" and not eligible to request a waiver in emergency situations.

Appoint Mayor Pro-Tem

On motion by Matt Yarborough second by Mark Brown II, with all present members voting "aye" Mike Johnson was appointed Mayor Pro-Tem.

Appoint Council liaisons to boards and commissions

Melissa Strawn volunteered to serve as KRB liaison.

Consider and discuss designating the Facts as the official newspaper of the City of Richwood

On motion by Melissa Strawn second by Mark Brown II with all present members voting, Matt Yarborough opposed, Mark Brown abstaining and the Mayor tie vote “aye” the Facts was designated as the official newspaper.

Approve items removed from Consent Agenda

No items were removed from consent agenda.

EXECUTIVE SESSION in accordance with Subchapter D of the Open Meetings Act, Texas Government code Section 551.001, et. Seq., to review and consider the following:

Executive session was called at 8:20 p.m.

Under authority of Section 551.074 to deliberate the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of a public officer or employee; or to hear a complaint or a charge against an officer or employee: City Manager

Under authority of Section 551.074 to deliberate the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of a public officer or employee; or to hear a complaint or a charge against an officer or employee: Court Clerk

RECONVENE FROM EXECUTIVE SESSION and take action on the following:

Council reconvened into open meeting at 9:04 p.m.

To deliberate the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of a public officer or employee; or to hear a complaint or a charge against an officer or employee: City Manager

On motion by Katie Johnson second by Melissa Strawn, with all present members voting “aye” Council approved suspending the search for a City Manager until the August meeting.

Direction was given for staff to reach out to Ron Cox to consult with City Council on a gap analysis on what to expect and how to assess interim candidate performance. If Mr. Cox is unavailable, staff is directed to find another consultant to meet with City Council.

To deliberate the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of a public officer or employee; or to hear a complaint or a charge against an officer or employee: Court Clerk

On motion by Matt Yarborough second by Katie Johnson with all present members voting “aye” the position of Court Clerk was retitled to Court Administrator.

Mr. Brown congratulated the Court Clerk.

CITY MANAGER’S REPORT

Ms. Koskiniemi reported she would be at GFOA in Stafford from June 11-13. The bond issuance special meeting is on June 17. She will be attending a TCMA Conference June 26-30. Staff will be presenting budget on July 8th and expected proposed fee schedule for permitting. She hopes to have the research on home occupations by July 15.

FUTURE AGENDA ITEMS

Proposed Budget
Use K-9 Unit at other entities

REPORTS

Reports that require no action.
Financial Reports
Municipal Volunteer Program

COUNCIL MEMBER COMMENTS & REPORTS

Mr. Brown thanked the Police Department for catch on burglary and staff for picking up and continuing work with loss of City Manager.

Matt Yarborough also thanked the Police Department for a job well done and for public information releases on crime statistics.

MAYOR’S REPORT

Mayor reported he will be reviewing the emergency plan with Chief and Lindsay.

Bank signature cards are updated and we will need to get Mike Johnson added as Mayor Pro Tem. He also invited Council to meet and visit with Lindsay if they haven’t already.

ADJOURNMENT

There being no further business the meeting adjourned at 9:24 p.m.

These minutes were read and approved on this 8th day of July, 2019.

ATTEST:

Mayor

City Secretary

Minutes of City Council

The Special Meeting of Monday, June 17, 2019

BE IT KNOWN THAT, a Special Meeting of the City Council of City of Richwood was held Monday, June 17, 2019, beginning at 6:00 PM in the Richwood City Hall, 1800 N. Brazosport Blvd. Richwood, Texas.

CALL TO ORDER

The meeting was called to order at 6:05 p.m.

INVOCATION

Lindsay Koskiniemi led the invocation.

PLEDGES OF ALLEGIANCE

Pledge of Allegiance & Texas Pledge

Steve Boykin led the pledges.

ROLL CALL OF COUNCIL MEMBERS

Steve Boykin, Mayor

Mike Johnson, Position 1 - ABSENT

Melissa Strawn, Position 2

Matt Yarborough, Position 3

Mark Brown II, Position 4 - ABSENT

Katie Johnson, Position 5

Others present: Lindsay Koskiniemi, Interim City Manager; John Washburn, Interim Finance Director; Clif Custer, Public Works Director, John Robuck, BOK Financial Advisor

PUBLIC COMMENTS

All public comments will be subject to the following rules: All speakers will be permitted to speak no longer than 3 minutes; all speakers will only be permitted to speak once; speakers cannot defer their 3 minutes to another speaker. Discussion is not allowed on items not posted on the agenda.

There were no public comments.

DISCUSSION AND ACTION ITEMS

Approval of an ordinance authorizing the issuance of “City of Richwood, Texas, General Obligation Bonds, Series 2019A and Series 2019B”; and levying an ad valorem tax: authorizing the execution of a transfer and paying agency agreement; and other matters in connection therewith.

- 1. Ord 457 2019A GO Bonds**
- 2. Ord 458 2019B GO Bonds**

John Robuck, BOK Financials, presented the Official Bond Statement and advised Council that the bonds were sold today. Current bond rate was at 3.53%. They hit the market at a great time. Investors were willing to pay more than par. The initial numbers were in excess of the rates arrived at in today's sale. The bond issuance rate is at 3.33%. On Page 3 of the official statement you find the final debt service requirements – level principals for series A and Series B. Page 4 of the official statement discloses how the tax rate works. Based on the results of this sale, we are one cent less than the tax rate that was initially shown to Council and citizens. The last page is the schedule of events. Council is here tonight to approve the sale. The next step will be to go to the Office of the Attorney General of Texas for closing of the sale on July 16, 2019.

On motion by Matt Yarborough second by Melissa Strawn with all present members voting “aye” ordinances authorizing the issuance of “City of Richwood, Texas, General Obligation Bonds, Series 2019A and Series 2019B”; and levying an ad valorem tax; authorizing the execution of a transfer and paying agency agreement; and other matters in connection therewith were approved and adopted.

ADJOURNMENT

There being no further business, the meeting adjourned at 6:14pm.

These minutes were read and approved on this 8th day of July, 2019.

ATTEST:

Mayor

City Secretary

City of Richwood
Check Register
1 - Checking - Pooled Cash - 06/01/2019 to 06/30/2019

<u>Payee Name</u>	<u>Reference Number</u>	<u>Invoice Number</u>	<u>Invoice Ledger Date</u>	<u>Payment Date</u>	<u>Amount</u>	<u>Description</u>	<u>Ledger Account</u>
AIRGAS USA, LLC	39217	9962492296	06/21/2019	06/21/2019	61.75	acetylene and oxygen	10025240 - Expendable Operating S
					\$61.75		
AQUA METRIC SALES, CO.	39218	inv0074005	06/21/2019	06/21/2019	582.95	New Command Link	30215365 - Other Equipment M&R
AQUA METRIC SALES, CO.	39245	prf000154	06/28/2019	06/28/2019	4,571.40	support logic	30215660 - Dues & Subscriptions
AQUA METRIC SALES, CO.	39245	prf000154	06/28/2019	06/28/2019	13,714.13	support logic	30302230 - Prepaid Goods & Servic
					\$18,285.53		
					\$18,868.48		
ARNOLD TIRE COMPANY	39201	4002	06/14/2019	06/14/2019	15.00	tire repair	10055340 - Vehicle M&R
					\$15.00		
AT&T	39175	june19	06/07/2019	06/07/2019	1,155.84	acct# 409 116-6137 345 6	30215420 - Telephone
AT&T	39219	june19-	06/21/2019	06/21/2019	378.48	telephone	10055420 - Telephone
					\$1,534.32		
AT&T MOBILITY	39246	287290249608x	06/28/2019	06/28/2019	66.00	service center internet	10025240 - Expendable Operating S
					\$66.00		
AUL AMERICAN UNITED LIFE IN	ACH.3714.061	june19	06/14/2019	06/14/2019	390.00	insurance	10292136 - Insurance Payable
AUL AMERICAN UNITED LIFE IN	ACH.3714.062	june19-	06/28/2019	06/28/2019	260.00	insurance	10292136 - Insurance Payable
					\$650.00		
AVENU INSIGHTS & ANALYTICS,	ACH.5154.062	inv06-006295	06/28/2019	06/28/2019	3,317.19	Sales & Use Tax Compliance Reviews	10015695 - Special Services - Misce
					\$3,317.19		
BAY STAR PRINTING	39202	1905097r	06/14/2019	06/14/2019	1,000.00	2019 hurricane guide	10015685 - Publishing & Advertising
					\$1,000.00		
BBG CONSULTING, INC.	39247	1709	06/28/2019	06/28/2019	2,760.00	Interim Building Official Services	10105102 - Contract Labor
BBG CONSULTING, INC.	39247	1710	06/28/2019	06/28/2019	740.00	Interim Building Official Services	10105102 - Contract Labor
BBG CONSULTING, INC.	39247	1723	06/28/2019	06/28/2019	4,980.00	Interim Building Official Services	10105102 - Contract Labor
BBG CONSULTING, INC.	39247	1724	06/28/2019	06/28/2019	1,928.74	Interim Building Official Services	10105102 - Contract Labor
					\$10,408.74		
					\$10,408.74		
BCOS OFFICE TECHNOLOGIES	ACH.4485.061	ar252063	06/14/2019	06/14/2019	149.36	copier	30215210 - Office Supplies
BCOS OFFICE TECHNOLOGIES	ACH.4485.061	ar252064	06/14/2019	06/14/2019	36.88	copier	10015210 - Office Supplies
					\$186.24		
					\$186.24		
BLACKBOARD INC.	39220	1319318	06/21/2019	06/21/2019	3,800.00	BlackBoard Connect Dues	10015660 - Dues & Subscriptions
					\$3,800.00		
BRAZORIA COUNTY APPRAISAL	39176	june19	06/07/2019	06/07/2019	2,597.36	3rd Quarter (Jul-Sep)	10015556 - Contractural Services -
					\$2,597.36		

City of Richwood
Check Register
1 - Checking - Pooled Cash - 06/01/2019 to 06/30/2019

Payee Name	Reference Number	Invoice Number	Invoice Ledger Date	Payment Date	Amount	Description	Ledger Account
BRAZORIA COUNTY CITIES ASS	39221	JUNE19	06/21/2019	06/21/2019	50.00	dues	10015660 - Dues & Subscriptions
					\$50.00		
BRAZORIA COUNTY CLERK	39203	june19	06/14/2019	06/14/2019	1,051.11	May 4, 2019 Joint Elections Services Contract	10015510 - Elections
					\$1,051.11		
BRAZORIA COUNTY TREASURE	39177	eng19-082	06/07/2019	06/07/2019	715.65	Costs for Brazoria County Storm Water Interlo	10105660 - Dues & Subscriptions
					\$715.65		
BRAZORIA COUNTY WATER LAB	39248	20191693	06/28/2019	06/28/2019	120.00	water sample test	30215390 - Water Lines M&R
BRAZORIA COUNTY WATER LAB	39248	20191708	06/28/2019	06/28/2019	60.00	water sample test	30215390 - Water Lines M&R
BRAZORIA COUNTY WATER LAB	39248	20191758	06/28/2019	06/28/2019	75.00	water sample test	30215390 - Water Lines M&R
					\$255.00		
					\$255.00		
BRAZOS RIVER FUELING	ACH.5094.062	50028833	06/28/2019	06/28/2019	117.13	fuel	10075230 - Oil, & Lubricants
BRAZOS RIVER FUELING	ACH.5094.062	50028833	06/28/2019	06/28/2019	385.15	fuel	10025230 - Oil, & Lubricants
BRAZOS RIVER FUELING	ACH.5094.062	50028833	06/28/2019	06/28/2019	1,104.62	fuel	30215230 - Gas, Oil, & Lubricants
BRAZOS RIVER FUELING	ACH.5094.062	50028833	06/28/2019	06/28/2019	3,081.18	fuel	10055230 - Oil, & Lubricants
					\$4,688.08		
					\$4,688.08		
BRAZOSPORT WATER AUTHORI	39222	07-0460	06/21/2019	06/21/2019	22,729.20	water contract	30215995 - Brazosport Water Autho
					\$22,729.20		
BRIGHAM, NICOLE	39178	JUNE19	06/07/2019	06/07/2019	100.00	DEPOSIT REFUND	10292133 - Facility Rental Deposits
					\$100.00		
BROOKSIDE EQUIPMENT SALE	39223	ia04008	06/21/2019	06/21/2019	61.84	mower parts	10085365 - Other Equipment M&R
					\$61.84		
BUCHANAN ELECTRIC	39179	918	06/07/2019	06/07/2019	2,604.00	electrical work at pavilion	10085310 - Building & Grounds M&
					\$2,604.00		
BUSINESS CARD	39216	5541734915227	06/19/2019	06/19/2019	30.30	uniform	10015210 - Office Supplies
BUSINESS CARD	39216	5543286913320	06/19/2019	06/19/2019	497.18	utility post cards	10015240 - Expendable Operating S
BUSINESS CARD	39216	5543286913520	06/19/2019	06/19/2019	405.00	training	10015130 - Training & Travel
BUSINESS CARD	39216	5543286914120	06/19/2019	06/19/2019	138.58	office in/out board	10015210 - Office Supplies
BUSINESS CARD	39216	5543286915120	06/19/2019	06/19/2019	27.18	uniforms	10015240 - Expendable Operating S
BUSINESS CARD	39216	5543286915420	06/19/2019	06/19/2019	23.99	uniform	10015240 - Expendable Operating S
BUSINESS CARD	39216	5543286915420	06/19/2019	06/19/2019	575.00	training	10015130 - Training & Travel
BUSINESS CARD	39216	5543286915420	06/19/2019	06/19/2019	85.00	training	10015130 - Training & Travel
BUSINESS CARD	39216	5543286915520	06/19/2019	06/19/2019	15.45	uniform	10015240 - Expendable Operating S
BUSINESS CARD	39216	5543687914364	06/19/2019	06/19/2019	3,825.98	Extended stay accomodation - Interim Finance	10015102 - Contract Labor
BUSINESS CARD	39216	8543154914870	06/19/2019	06/19/2019	423.34	changing station for restrooms	10015240 - Expendable Operating S
					\$6,047.00		

City of Richwood
Check Register
1 - Checking - Pooled Cash - 06/01/2019 to 06/30/2019

Payee Name	Reference Number	Invoice Number	Invoice Ledger Date	Payment Date	Amount	Description	Ledger Account
BUSINESS CARD	39240	0514048913874	06/25/2019	06/25/2019	91.71	food	10015201 - Food
BUSINESS CARD	39240	0541019912950	06/25/2019	06/25/2019	439.96	tablets for council	10015910 - Office Equipment
BUSINESS CARD	39240	0541019912950	06/25/2019	06/25/2019	659.94	tablets for council	10015910 - Office Equipment
BUSINESS CARD	39240	0541019912950	06/25/2019	06/25/2019	22.48	meal	30215310 - Building & Grounds M&
BUSINESS CARD	39240	0541019913050	06/25/2019	06/25/2019	99.90	tablets for council	10015210 - Office Supplies
BUSINESS CARD	39240	0541019913050	06/25/2019	06/25/2019	199.90	tablets for council	10015210 - Office Supplies
BUSINESS CARD	39240	0543684912900	06/21/2019	06/25/2019	88.75	mower tires	10085365 - Other Equipment M&R
BUSINESS CARD	39240	0543684912910	06/21/2019	06/25/2019	11.13	meal	10055130 - Training & Travel
BUSINESS CARD	39240	0543684914350	06/25/2019	06/25/2019	90.39	pizza	10065201 - Food
BUSINESS CARD	39240	0543684915550	06/25/2019	06/25/2019	100.00	postage	30215240 - Expendable Operating S
BUSINESS CARD	39240	4518742912800	06/25/2019	06/25/2019	29.00	training	30215130 - Training & Travel
BUSINESS CARD	39240	4518742912800	06/25/2019	06/25/2019	29.00	training	30215130 - Training & Travel
BUSINESS CARD	39240	4518742912900	06/25/2019	06/25/2019	29.00	training	30215130 - Training & Travel
BUSINESS CARD	39240	4518742912900	06/25/2019	06/25/2019	29.00	training	30215130 - Training & Travel
BUSINESS CARD	39240	4518742912900	06/25/2019	06/25/2019	29.00	training	30215130 - Training & Travel
BUSINESS CARD	39240	4518742912900	06/25/2019	06/25/2019	29.00	training	30215130 - Training & Travel
BUSINESS CARD	39240	4518742912900	06/25/2019	06/25/2019	29.00	training	30215130 - Training & Travel
BUSINESS CARD	39240	5526352915520	06/21/2019	06/25/2019	16.75	meal	10055130 - Training & Travel
BUSINESS CARD	39240	5530959913083	06/21/2019	06/25/2019	152.93	battery	10055340 - Vehicle M&R
BUSINESS CARD	39240	5530959915083	06/25/2019	06/25/2019	19.99	fuses	10025310 - Building & Grounds M&
BUSINESS CARD	39240	5531020912679	06/21/2019	06/25/2019	19.49	meal	10055130 - Training & Travel
BUSINESS CARD	39240	5531020912779	06/21/2019	06/25/2019	20.56	meal	10055130 - Training & Travel
BUSINESS CARD	39240	5531020912779	06/21/2019	06/25/2019	12.99	meal	10055130 - Training & Travel
BUSINESS CARD	39240	5531020912879	06/21/2019	06/25/2019	29.22	meal	10055130 - Training & Travel
BUSINESS CARD	39240	5531020912979	06/21/2019	06/25/2019	29.00	meal	10055130 - Training & Travel
BUSINESS CARD	39240	5531020913079	06/21/2019	06/25/2019	14.06	meal	10055130 - Training & Travel
BUSINESS CARD	39240	5531020913100	06/21/2019	06/25/2019	23.27	meal	10055130 - Training & Travel
BUSINESS CARD	39240	5531020913179	06/21/2019	06/25/2019	12.98	meal	10055130 - Training & Travel
BUSINESS CARD	39240	5531020913179	06/21/2019	06/25/2019	376.24	hotel	10055130 - Training & Travel
BUSINESS CARD	39240	5531020913179	06/21/2019	06/25/2019	353.64	hotel	10055130 - Training & Travel
BUSINESS CARD	39240	5531020913208	06/21/2019	06/25/2019	27.32	dvd's	10055210 - Office Supplies
BUSINESS CARD	39240	5531020913808	06/25/2019	06/25/2019	57.98	Plan clips	10095210 - Office Supplies
BUSINESS CARD	39240	5531020913808	06/25/2019	06/25/2019	81.59	Wire roll file - 24 compartment	10095210 - Office Supplies
BUSINESS CARD	39240	5531020913808	06/25/2019	06/25/2019	632.82	Roll file Cabinets - 50 compartment	10095210 - Office Supplies
BUSINESS CARD	39240	5531020914008	06/25/2019	06/25/2019	29.14	black frame	10015210 - Office Supplies
BUSINESS CARD	39240	5531020914198	06/25/2019	06/25/2019	52.73	paint	10085310 - Building & Grounds M&
BUSINESS CARD	39240	5531020914902	06/25/2019	06/25/2019	16.23	adobe	30215210 - Office Supplies
BUSINESS CARD	39240	5542950915489	06/25/2019	06/25/2019	2,585.77	4- HD Basketball backboards	10085310 - Building & Grounds M&
BUSINESS CARD	39240	5543286912820	06/21/2019	06/25/2019	254.72	water	30215240 - Expendable Operating S
BUSINESS CARD	39240	5543286914020	06/25/2019	06/25/2019	14.06	amazon prime membership	10025660 - Dues & Subscriptions
BUSINESS CARD	39240	5543286914120	06/25/2019	06/25/2019	41.35	rolling file	10015210 - Office Supplies
BUSINESS CARD	39240	5543286914120	06/25/2019	06/25/2019	34.99	stamps	10015240 - Expendable Operating S
BUSINESS CARD	39240	5543286914220	06/21/2019	06/25/2019	32.45	fuse	10085310 - Building & Grounds M&
BUSINESS CARD	39240	5543286915420	06/21/2019	06/25/2019	229.99	pet	10015210 - Office Supplies
BUSINESS CARD	39240	5544641913508	06/21/2019	06/25/2019	31.47	hole saw and arbor hexpilot and adapter nuts	30215392 - Sewer Lines M&R
BUSINESS CARD	39240	5544641914208	06/21/2019	06/25/2019	138.47	float switch	30215392 - Sewer Lines M&R
BUSINESS CARD	39240	5548872914409	06/25/2019	06/25/2019	8.25	vehicle registration	10055340 - Vehicle M&R
BUSINESS CARD	39240	5548872914425	06/21/2019	06/25/2019	91.98	oil change	30215340 - Vehicle M&R
BUSINESS CARD	39240	5548872914440	06/25/2019	06/25/2019	2.00	vehicle registration fee	10055340 - Vehicle M&R

City of Richwood
Check Register
1 - Checking - Pooled Cash - 06/01/2019 to 06/30/2019

Payee Name	Reference Number	Invoice Number	Invoice Ledger Date	Payment Date	Amount	Description	Ledger Account
BUSINESS CARD	39240	5549040912626	06/21/2019	06/25/2019	29.37	taxi	10055130 - Training & Travel
BUSINESS CARD	39240	5549040913226	06/21/2019	06/25/2019	20.91	taxi	10055130 - Training & Travel
BUSINESS CARD	39240	5549967912979	06/21/2019	06/25/2019	9.99	aluminum ties	30215310 - Building & Grounds M&
BUSINESS CARD	39240	5549967913479	06/21/2019	06/25/2019	14.97	duct tape	30215392 - Sewer Lines M&R
BUSINESS CARD	39240	5549967913479	06/25/2019	06/25/2019	18.26	concrete mix	10085310 - Building & Grounds M&
BUSINESS CARD	39240	5549967913779	06/21/2019	06/25/2019	2.18	schedule 40 cap	10025310 - Building & Grounds M&
BUSINESS CARD	39240	5549967914379	06/21/2019	06/25/2019	4.57	ball valve and sch40 coupling	10085310 - Building & Grounds M&
BUSINESS CARD	39240	5549967914379	06/21/2019	06/25/2019	4.08	wedge anchor	10085310 - Building & Grounds M&
BUSINESS CARD	39240	5554742915240	06/21/2019	06/25/2019	132.00	animal control	10055558 - Animal Control
BUSINESS CARD	39240	7513425914690	06/25/2019	06/25/2019	45.81	vehicle maint	30215340 - Vehicle M&R
BUSINESS CARD	39240	8516618913998	06/21/2019	06/25/2019	45.25	breakfast for strategic workshop	10015201 - Food
BUSINESS CARD	39240	8534705914698	06/25/2019	06/25/2019	25.00	meal	30215201 - Food
BUSINESS CARD	39240	8545093913598	06/21/2019	06/25/2019	30.00	body worn camera course	10055130 - Training & Travel
BUSINESS CARD	39240	8550647914370	06/25/2019	06/25/2019	488.69	chlorine pillows	30215270 - Chemicals
BUSINESS CARD	39240	8550647914970	06/25/2019	06/25/2019	484.62		30215270 - Chemicals
BUSINESS CARD	39240	8550647915570	06/25/2019	06/25/2019	127.65	sample cell	30215390 - Water Lines M&R
BUSINESS CARD	39240	june19credit	06/21/2019	06/25/2019	-33.50	credit balance on acct# 5588 4507 9377 7810	10015101 - Administrative Expense
					\$8,872.44		
					\$14,919.44		
88 C & S JANITORIAL SERVICES, IN	39180	32061	06/07/2019	06/07/2019	275.00	janitorial services for june	10015102 - Contract Labor
					\$275.00		
CAMPBELL, HEATHER	39241	june19	06/25/2019	06/25/2019	100.00	rental fee and deposit for comm bldg refund	10292133 - Facility Rental Deposits
CAMPBELL, HEATHER	39241	june19	06/25/2019	06/25/2019	135.00	rental fee and deposit for comm bldg refund	10294118 - Municipal Building Renta
					\$235.00		
					\$235.00		
CANTU, GIANI	39200	june19	06/12/2019	06/12/2019	214.02	travel to and from Austin for tmcec	10015130 - Training & Travel
CANTU, GIANI	39200	june19-	06/12/2019	06/12/2019	118.32	travel to and from league city for tmccp	10015130 - Training & Travel
					\$332.34		
					\$332.34		
CANTU, NORMA	39181	JUNE19	06/07/2019	06/07/2019	100.00	DEPOSIT REFUND	10292133 - Facility Rental Deposits
					\$100.00		
CENTERPOINT ENERGY	39224	june19	06/21/2019	06/21/2019	19.98	natural gas	10025430 - Natural Gas
CENTERPOINT ENERGY	39224	june19-	06/21/2019	06/21/2019	189.23	natural gas	30215430 - Natural Gas
CENTERPOINT ENERGY	39224	june19--	06/21/2019	06/21/2019	22.65	natural gas	10015430 - Natural Gas
CENTERPOINT ENERGY	39224	june19---	06/21/2019	06/21/2019	20.65	natural gas	10075430 - Natural Gas
					\$252.51		
					\$252.51		
CLUTE POSTMASTER	39199	june19	06/11/2019	06/11/2019	67.20	postage for late notices	30215240 - Expendable Operating S
CLUTE POSTMASTER	39242	june19-	06/26/2019	06/26/2019	382.20	postage for utility bills	30215240 - Expendable Operating S
					\$449.40		

City of Richwood
Check Register
1 - Checking - Pooled Cash - 06/01/2019 to 06/30/2019

<u>Payee Name</u>	<u>Reference Number</u>	<u>Invoice Number</u>	<u>Invoice Ledger Date</u>	<u>Payment Date</u>	<u>Amount</u>	<u>Description</u>	<u>Ledger Account</u>
COASTAL POWER PRODUCTS	39225	15882	06/21/2019	06/21/2019	627.24	Lift 6 Generator repair	30215310 - Building & Grounds M&
					\$627.24		
COMBINED INSURANCE CO. OF	39182	532029	06/07/2019	06/07/2019	74.48	insurance	10292136 - Insurance Payable
					\$74.48		
COMCAST	39183	june19	06/07/2019	06/07/2019	63.53	acct8777 70 113 0202267	10015420 - Telephone
COMCAST	39183	june19	06/07/2019	06/07/2019	63.53	acct8777 70 113 0202267	10045294 - Expenditures - Court Te
COMCAST	39183	june19	06/07/2019	06/07/2019	235.95	acct8777 70 113 0202267	10055420 - Telephone
					\$363.01		
COMCAST	39204	82987115	06/14/2019	06/14/2019	41.95	telephone	30215420 - Telephone
COMCAST	39204	82987115	06/14/2019	06/14/2019	83.94	telephone	10015420 - Telephone
COMCAST	39204	82987115	06/14/2019	06/14/2019	209.75	telephone	10055420 - Telephone
					\$335.64		
COMCAST	39205	june19-	06/14/2019	06/14/2019	10.77	internet	10075420 - Telephone
COMCAST	39226	june19--	06/21/2019	06/21/2019	92.50	internet	10075420 - Telephone
					\$801.92		
CONEJO, CYNTHIA	39257	Refund: 3003300	06/28/2019	06/28/2019	95.20	Refund: 30033001 - CONEJO, CYNTHIA	30301230 - Utility Receivables
					\$95.20		
CORDOBA LAW FIRM. P.L.L.C.	39227	47680	06/21/2019	06/21/2019	640.00	attorney	10065570 - Attorney's Fees
CORDOBA LAW FIRM. P.L.L.C.	39227	48103	06/21/2019	06/21/2019	700.00	attorney	10015570 - Attorney's Fees
CORDOBA LAW FIRM. P.L.L.C.	39227	48148	06/21/2019	06/21/2019	580.00	attorney	10065570 - Attorney's Fees
CORDOBA LAW FIRM. P.L.L.C.	39227	48149	06/21/2019	06/21/2019	6,113.00	attorney	10095570 - Attorney's Fees
					\$8,033.00		
					\$8,033.00		
CUSTER, CLIFTON	39184	june19	06/07/2019	06/07/2019	51.56	mileage for 05/28/2019-05/30/2019	10025130 - Training & Travel
					\$51.56		
DE LAGE LANDEN FINANCIAL S	39185	63739943	06/07/2019	06/07/2019	63.98	copier lease	10015935 - Equipment - Time Paym
DE LAGE LANDEN FINANCIAL S	39185	63739943	06/07/2019	06/07/2019	331.17	copier lease	30215935 - Equipment - Time Paym
					\$395.15		
DE LAGE LANDEN FINANCIAL S	39206	63738839	06/14/2019	06/14/2019	167.76	contract # 25340455	10055935 - Equipment - Time Paym
					\$562.91		
DSHS CENTRAL LAB MC2004	39186	june19	06/07/2019	06/07/2019	1,327.27	water test	30215390 - Water Lines M&R
					\$1,327.27		
DXI INDUSTRIES, INC.	39249	de05003800-19	06/28/2019	06/28/2019	40.00	chlorine	30215270 - Chemicals
DXI INDUSTRIES, INC.	39249	de05004334-19	06/28/2019	06/28/2019	10.00	chlorine	30215270 - Chemicals
DXI INDUSTRIES, INC.	39249	de05004335-19	06/28/2019	06/28/2019	40.00	chlorine	30215270 - Chemicals
DXI INDUSTRIES, INC.	39249	de05004336-19	06/28/2019	06/28/2019	40.00	chlorine	30215270 - Chemicals
DXI INDUSTRIES, INC.	39249	de05004378-19	06/28/2019	06/28/2019	10.00	chlorine	30215270 - Chemicals
					\$140.00		
					\$140.00		

City of Richwood
Check Register
1 - Checking - Pooled Cash - 06/01/2019 to 06/30/2019

<u>Payee Name</u>	<u>Reference Number</u>	<u>Invoice Number</u>	<u>Invoice Ledger Date</u>	<u>Payment Date</u>	<u>Amount</u>	<u>Description</u>	<u>Ledger Account</u>
EVR-GREEN	39187	24848	06/07/2019	06/07/2019	249.38	landscape at city hall	10025310 - Building & Grounds M&
					\$249.38		
FACTS, THE	39207	16596-0519	06/14/2019	06/14/2019	283.00	ads	10015685 - Publishing & Advertising
					\$283.00		
FERGUSON WATERWORKS SUP	39250	1002187	06/28/2019	06/28/2019	656.64	Water parts	30215390 - Water Lines M&R
FERGUSON WATERWORKS SUP	39250	credit19	06/28/2019	06/28/2019	-166.49	credit for invoice# 1002187	30215390 - Water Lines M&R
					\$490.15		
					\$490.15		
FIRST NATIONAL BANK OF LAKE	39188	june19	06/07/2019	06/07/2019	2,212.90	Monthly Loan Payment - Loan #966374	10025935 - Equipment - Time Paym
					\$2,212.90		
FLEET SAFETY EQUIPMENT, IN	39208	575111	06/14/2019	06/14/2019	536.00	remove and install radio	10055340 - Vehicle M&R
					\$536.00		
GARCIA, KIRSTEN	39251	june19	06/28/2019	06/28/2019	44.31	travel pay	10065130 - Training & Travel
					\$44.31		
GULF COAST PAPER	ACH.3784.061	1683447	06/14/2019	06/14/2019	100.82	paper goods	10015215 - Custodial Supplies
					\$100.82		
HAHN EQUIPMENT CO., INC	ACH.3785.060	104064	06/07/2019	06/07/2019	10,241.00	sewer pump	30215392 - Sewer Lines M&R
					\$10,241.00		
KEY, JASON	ACH.4180.060	cor159	06/07/2019	06/07/2019	375.00	yearly website hosting	10015550 - Information Technology
					\$375.00		
KHOVNANIAN	39189	Refund: 1708000	06/06/2019	06/07/2019	48.80	Refund: 17080000 - KHOVNANIAN	30301230 - Utility Receivables
KHOVNANIAN	39228	Refund: 1738000	06/20/2019	06/21/2019	24.40	Refund: 17380000 - KHOVNANIAN	30301230 - Utility Receivables
KHOVNANIAN	39229	Refund: 1708000	06/20/2019	06/21/2019	24.40	Refund: 17080000 - KHOVNANIAN	30301230 - Utility Receivables
					\$97.60		
KILLUM PEST CONTROL	39190	206452	06/07/2019	06/07/2019	99.00	pest control	10025310 - Building & Grounds M&
KILLUM PEST CONTROL	39252	211711	06/28/2019	06/28/2019	50.00	pest control	10085310 - Building & Grounds M&
KILLUM PEST CONTROL	39252	211712	06/28/2019	06/28/2019	10.00	pest control	10085310 - Building & Grounds M&
KILLUM PEST CONTROL	39252	212714	06/28/2019	06/28/2019	235.00	pest control	10025310 - Building & Grounds M&
					\$295.00		
					\$394.00		
LEADSONLINE LLC	39230	249659	06/21/2019	06/21/2019	1,068.00	investigation system service package	10055660 - Dues & Subscriptions
					\$1,068.00		
MALONE, DON	ACH.3803.060	june19	06/07/2019	06/07/2019	225.00	inspections for week ending 06/05/2019	10105102 - Contract Labor
					\$225.00		

City of Richwood
Check Register
1 - Checking - Pooled Cash - 06/01/2019 to 06/30/2019

<u>Payee Name</u>	<u>Reference Number</u>	<u>Invoice Number</u>	<u>Invoice Ledger Date</u>	<u>Payment Date</u>	<u>Amount</u>	<u>Description</u>	<u>Ledger Account</u>
MATULA & MATULA CONSTRUC	39191	2011-1983	06/07/2019	06/07/2019	7,477.20	Fire Hydrant Install	11555915 - Capital Expenditures
					\$7,477.20		
MCCOY'S BUILDING SUPPLY	39231	1319135	06/21/2019	06/21/2019	49.51	marking spray caution blue	30215240 - Expendable Operating S
MCCOY'S BUILDING SUPPLY	39231	1319528	06/21/2019	06/21/2019	1.19	schedule 40 cap	10075310 - Building & Grounds M&
					\$50.70		
					\$50.70		
MIKE SORRELL TRUCKING & MA	39192	7658	06/07/2019	06/07/2019	3,557.11	Limestone / Stabalized Limestone	25405380 - Streets M&R
					\$3,557.11		
MITCHELL, TERRY	39193	JUNE19	06/07/2019	06/07/2019	100.00	deposit refund	10292133 - Facility Rental Deposits
					\$100.00		
NETPROTEC LLC	ACH.5179.062	1264	06/21/2019	06/21/2019	295.00	Video Magistrate Subscription	10055542 - Jail Expense
					\$295.00		
OFFICE DEPOT	39253	2306366506	06/28/2019	06/28/2019	5.99	name badge	10065210 - Office Supplies
OFFICE DEPOT	39253	313745138001	06/28/2019	06/28/2019	14.69	certificate holder	10015210 - Office Supplies
OFFICE DEPOT	39253	313745229001	06/28/2019	06/28/2019	69.36	plastic utensils, certificate holder	10015210 - Office Supplies
OFFICE DEPOT	39253	317285587001	06/28/2019	06/28/2019	67.07	carbon papers	10015210 - Office Supplies
					\$157.11		
					\$157.11		
PELORUS METHODS INC.	ACH.5153.061	190701	06/14/2019	06/14/2019	2,500.00	Software Maintenance and Support	10015550 - Information Technology
					\$2,500.00		
PENNEY'S ELECTRIC	39255	19664	06/28/2019	06/28/2019	195.00	ls#2 repair	30215392 - Sewer Lines M&R
PENNEY'S ELECTRIC	39255	19683	06/28/2019	06/28/2019	195.00	ls#5 repair	30215392 - Sewer Lines M&R
					\$390.00		
					\$390.00		
PERDUE, BRANDON, FIELDER,	39232	ivc00046888	06/21/2019	06/21/2019	110.80	attorney fees for fine collection	10292140 - Municipal Court Costs
					\$110.80		
QUILL CORPORATION	ACH.3829.061	7071743	06/14/2019	06/14/2019	13.76	dry erase	30215210 - Office Supplies
QUILL CORPORATION	ACH.3829.062	7065942	06/21/2019	06/21/2019	49.28	office supplies	10015210 - Office Supplies
					\$63.04		
RICHWOOD BEAUTIFICATION	39194	june19	06/07/2019	06/07/2019	1,212.90	contribution for may 2019	30302242 - Beautification Donations
					\$1,212.90		
SKELTON, JARRETT	39233	june19	06/21/2019	06/21/2019	84.49	meals for training	10055130 - Training & Travel
					\$84.49		
SPRINT	39195	677639496-022	06/07/2019	06/07/2019	21.66	call out phone	10015420 - Telephone

City of Richwood
Check Register
1 - Checking - Pooled Cash - 06/01/2019 to 06/30/2019

Payee Name	Reference Number	Invoice Number	Invoice Ledger Date	Payment Date	Amount	Description	Ledger Account
SPRINT	39195	677639496-022	06/07/2019	06/07/2019	21.66	call out phone	30215420 - Telephone
					\$43.32		
					\$43.32		
SQUARE3IT	39196	83989	06/07/2019	06/07/2019	110.00	it services	10015550 - Information Technology
SQUARE3IT	39196	84406	06/07/2019	06/07/2019	2,780.00	server contract	10015550 - Information Technology
SQUARE3IT	39196	84406	06/07/2019	06/07/2019	5,560.00	server contract	10291124 - Prepaid Services
SQUARE3IT	39196	84511	06/07/2019	06/07/2019	102.30	annual 365 business premium	10015550 - Information Technology
					\$8,552.30		
SQUARE3IT	39210	84494	06/14/2019	06/14/2019	110.00	it services	10015550 - Information Technology
SQUARE3IT	39210	84582	06/14/2019	06/14/2019	165.00	it services	10015550 - Information Technology
					\$275.00		
					\$8,827.30		
STARK, ROBERT	39211	217387	06/14/2019	06/14/2019	350.00	inspcetins week ending 06/07/2019	10105102 - Contract Labor
STARK, ROBERT	39256	217394	06/28/2019	06/28/2019	950.00	inspections for week ending 06/20/19	10105102 - Contract Labor
					\$1,300.00		
STRAND ASSOCIATES, INC.	39234	0149100	06/21/2019	06/21/2019	3,517.50	Egineering change order (Drainage)	10995595 - Professional Services
					\$3,517.50		
Strategic Government Resources	ACH.5563.061	2019-100606	06/14/2019	06/14/2019	3,150.00	Interim Finance Director Contract	10015102 - Contract Labor
Strategic Government Resources	ACH.5563.062	2019-100655	06/28/2019	06/28/2019	4,366.04	Interim Finance Director Contract	10015102 - Contract Labor
					\$7,516.04		
SYMBOLARTS, LLC	39235	0332474-in	06/21/2019	06/21/2019	85.00	badges	10055190 - Uniforms
					\$85.00		
TCMA REGION 6	39215	june19	06/17/2019	06/17/2019	50.00	membership dues	10105660 - Dues & Subscriptions
					\$50.00		
TEX-CON SERVICES	39197	244	06/07/2019	06/07/2019	12,500.00	Repair of Creekwood Landing Drive apron	10035965 - Street Projects
					\$12,500.00		
TML - IEBP	39212	june19	06/14/2019	06/14/2019	25,492.52	insurance	10292136 - Insurance Payable
					\$25,492.52		
TOWN OF QUINTANA	39257	june19	06/28/2019	06/28/2019	20.00	bcca dinner	10015572 - Economic Development
					\$20.00		
TXU ENERGY	39213	055927147387	06/14/2019	06/14/2019	124.97	electricity	10085410 - Electricity
TXU ENERGY	39213	055927147387	06/14/2019	06/14/2019	272.44	electricity	10075410 - Electricity
TXU ENERGY	39213	055927147387	06/14/2019	06/14/2019	781.75	electricity	10015410 - Electricity
TXU ENERGY	39213	055927147387	06/14/2019	06/14/2019	2,622.28	electricity	10025410 - Electricity
TXU ENERGY	39213	055927147387	06/14/2019	06/14/2019	3,738.60	electricity	30215410 - Electricity
					\$7,540.04		

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1 - Checking - Pooled Cash - 06/01/2019 to 06/30/2019

<u>Payee Name</u>	<u>Reference Number</u>	<u>Invoice Number</u>	<u>Invoice Ledger Date</u>	<u>Payment Date</u>	<u>Amount</u>	<u>Description</u>	<u>Ledger Account</u>
VERIZON WIRELESS	39237	9831218096	06/21/2019	06/21/2019	303.94	broadband	10055420 - Telephone
					\$303.94		
WASTE CONNECTIONS OF TX, L	39238	1964689	06/21/2019	06/21/2019	972.57	dump fees and rental	10025245 - Dump Charges
WASTE CONNECTIONS OF TX, L	39238	1964690	06/21/2019	06/21/2019	22,559.70	residential trash	30215994 - Solide Waste Charges
					\$23,532.27		
					\$23,532.27		
XEROX BUSINESS SOLUTIONS	ACH.5551.060	in2055929	06/07/2019	06/07/2019	100.13	printers	10065210 - Office Supplies
XEROX BUSINESS SOLUTIONS	ACH.5551.060	in2055929	06/07/2019	06/07/2019	100.13	printers	30215210 - Office Supplies
XEROX BUSINESS SOLUTIONS	ACH.5551.060	in2055929	06/07/2019	06/07/2019	190.26	printers	10015210 - Office Supplies
					\$390.52		
					\$390.52		
Y. TELLO FLOORCARE	39198	845653	06/07/2019	06/07/2019	80.00	floor maint for community building	10085310 - Building & Grounds M&
					\$80.00		
YAKLIN BRAZOSPORT	39214	341187	06/14/2019	06/14/2019	507.10	VEHCILE MAINT	10055340 - Vehicle M&R
YAKLIN BRAZOSPORT	39239	341259	06/21/2019	06/21/2019	80.25	vehicle maint	10055340 - Vehicle M&R
YAKLIN BRAZOSPORT	39239	341605	06/21/2019	06/21/2019	1,088.95	vehicle maint	10055340 - Vehicle M&R
					\$1,169.20		
					\$1,676.30		
					\$228,227.49		

The Richwood Police Department Annual Racial Profiling Report 2018



INTRODUCTION



RICHWOOD POLICE DEPARTMENT

1800 N Brazosport Blvd
Richwood, Texas 77531



STEPHEN SCOT MAYER
Chief of Police

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Emergency (979) 265-2222
Fax (979) 266-8533

February 15, 2019

Richwood City Council
1800 N Brazosport Blvd.
Richwood, TX 77531

Dear Distinguished Members of the City Council,

The Texas Legislature, with the intent of addressing racial profiling issues within police agencies, enacted the Texas Racial Profile Law in 2001. Since this time and in accordance with the law, the Richwood Police Department has collected and reported traffic and motor vehicle related contact data for the purpose of addressing concerns regarding racial profiling practices within the Richwood Police Department. In 2009, the Texas Legislature modified the Racial Profile Law. The modifications were implemented by the Richwood Police Department and have been addressed inside the attached report. In 2017, the Texas Legislature passed, the Sandra Bland Act, along with HB 3501 which introduced new racial and ethnic designation. The Sandra Bland Act required all law enforcement agencies in the state to collect additional data and provide more detailed analysis. All the requirements set forth by the state legislature have been met by the Richwood Police Department.

Inside of this report you will find three sections that contain information on traffic and motor vehicle contacts. In addition, you will find documentation showing the Richwood Police Department has complied with the Texas Racial Profiling Law. In Section 1 of this report you will find the table of contents and guidelines set by the Texas Commission of Law Enforcement (TCOLE). Section 2 will contain the laws that set forth the requirements for racial profiling set by the Texas Legislature. These include Texas Senate Bill 1074 (SB 1074) which became known as the Texas Racial Profiling Law, Texas House Bill 3389 (HB 3389), which was introduced in 2009 and includes the modifications/amendments to the Racial Profiling Law. Further you will find Texas House Bill 3051 which set the designations for racial and ethnic categories and the Sandra Bland Act (SB 1849), which both provided new requirements that each law enforcement department must follow. The last section will show how the Richwood Police Department had responded to and met the requirements of the Texas Racial Profiling Law.

You will also find information on the requirements as set by the Texas Commission on Law Enforcement (TCOLE), a copy of the Richwood Police Department's policy banning any form of racial profiling and the complaint process should one feel they have been racially profiled based on race, gender, religion, etc.

The police officers within the Richwood Police Department have received training on racial profiling and the police department's racial profiling policy.

I also included a copy of the final report as submitted to TCOLE. The Richwood Police Department files the full report which is required to be submitted to TCOLE by March 1st of every year.

We hope you find this report informative and a means for our continued transparency within the Richwood Police Department.

Please let me know if you have any questions or concerns.

Respectfully,

Stephen Scot Mayer
Chief of Police

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TCOLE Guidelines

Guidelines for Compiling and Reporting Data under Senate Bill 1074

Background

Senate Bill 1074 of the 77th Legislature established requirements in the Texas Code of Criminal Procedure (TCCP) for law enforcement agencies. The Commission developed this document to assist agencies in complying with the statutory requirements.

The guidelines are written in the form of standards using a style developed from accreditation organizations including the Commission on Accreditation for Law Enforcement Agencies (CALEA). The standards provide a description of **what** must be accomplished by an agency but allows wide latitude in determining **how** the agency will achieve compliance with each applicable standard.

Each standard is composed of two parts: the standard statement and the commentary. The *standard statement* is a declarative sentence that places a clear-cut requirement, or multiple requirements, on an agency. The commentary supports the standard statement but is not binding. The commentary can serve as a prompt, as guidance to clarify the intent of the standard, or as an example of one possible way to comply with the standard.

Standard 1

Each law enforcement agency has a detailed written directive that:

- clearly defines acts that constitute racial profiling;
- strictly prohibits peace officers employed by the agency from engaging in racial profiling;
- implements a process by which an individual may file a complaint with the agency if the individual believes a peace officer employed by the agency has engaged in racial profiling with respect to the individual filing the complaint;
- provides for public education relating to the complaint process;
- requires appropriate corrective action to be taken against a peace officer employed by the agency who, after investigation, is shown to have engaged in racial profiling in violation of the agency's written racial profiling policy; and
- requires the collection of certain types of data for subsequent reporting.

Commentary

Article 2.131 of the TCCP prohibits officers from engaging in racial profiling, and article 2.132 of the TCCP now requires a written policy that contains the elements listed in this standard. The article also specifically defines a law enforcement agency as it applies to this statute as an "agency of the state, or of a county, municipality, or other political subdivision of the state, that employs peace officers who make traffic stops in the routine performance of the officers' official duties."

The article further defines race or ethnicity as being of "a particular descent, including Caucasian, African, Hispanic, Asian, or Native American." The statute does not limit the required policies to just these ethnic groups.

This written policy is to be adopted and implemented no later than January 1, 2002.

Standard 2

Each peace officer who stops a motor vehicle for an alleged violation of a law or ordinance regulating traffic, or who stops a pedestrian for any suspected offense reports to the employing law enforcement agency information relating to the stop, to include:

- a physical description of each person detained, including gender and the person's race or ethnicity, as stated by the person, or, if the person does not state a race or ethnicity, as determined by the officer's best judgment;
- the traffic law or ordinance alleged to have been violated or the suspected offense;
- whether the officer conducted a search as a result of the stop and, if so, whether the person stopped consented to the search;
- whether any contraband was discovered in the course of the search, and the type of contraband discovered;
- whether probable cause to search existed, and the facts supporting the existence of that probable cause;
- whether the officer made an arrest as a result of the stop or the search, including a statement of the offense charged;
- the street address or approximate location of the stop; and
- whether the officer issued a warning or citation as a result of the stop, including a description of the warning or a statement of the violation charged.

Commentary

The information required by 2.133 TCCP is used to complete the agency reporting requirements found in Article 2.134. A peace officer and an agency may be exempted from this requirement under Article 2.135 TCCP Exemption for Agencies Using Video and Audio Equipment. An agency may be exempt from this reporting requirement by applying for the funds from the Department of Public Safety for video and audio equipment and the State does not supply those funds. Section 2.135 (a)(2) states, "the governing body of the county or municipality served by the law enforcement agency, in conjunction with the law enforcement agency, certifies to the Department of Public Safety, not later than the date specified by rule by the department, that the law enforcement agency needs funds or video and audio equipment for the purpose of installing video and audio equipment as described by Subsection (a) (1) (A) and the agency does not receive from the state funds for video and audio equipment sufficient, as determined by the department, for the agency to accomplish that purpose."

Standard 3

The agency compiles the information collected under 2.132 and 2.133 and analyzes the information identified in 2.133.

Commentary

Senate Bill 1074 from the 77th Session of the Texas Legislature created requirements for law enforcement agencies to gather specific information and to report it to each county or municipality served. New sections of law were added to the Code of Criminal Procedure regarding the reporting of traffic and pedestrian stops. Detained is defined as when a person stopped is not free to leave.

Article 2.134 TCCP requires the agency to compile and provide an analysis of the information collected by peace officer employed by the agency. The report is provided to the governing body of the municipality or county no later than March 1 of each year and covers the previous calendar year.

There is data collection and reporting required based on Article 2.132 CCP (tier one) and Article 2.133 CCP (tier two).

The minimum requirements for “tier one” data for traffic stops in which a citation result are:

- 1) the race or ethnicity of individual detained (race and ethnicity as defined by the bill means of “a particular descent, including Caucasian, African, Hispanic, Asian, or Native American”);
- 2) whether a search was conducted, and if there was a search, whether it was a consent search or a probable cause search; and
- 3) whether there was a custody arrest.

The minimum requirements for reporting on “tier two” reports include traffic and pedestrian stops.

Tier two data include:

- 1) the detained person’s gender and race or ethnicity;
- 2) the type of law violation suspected, e.g., hazardous traffic, non-hazardous traffic, or other criminal investigation (the Texas Department of Public Safety publishes a categorization of traffic offenses into hazardous or non-hazardous);
- 3) whether a search was conducted, and if so whether it was based on consent or probable cause;
- 4) facts supporting probable cause;
- 5) the type, if any, of contraband that was collected;
- 6) disposition of the stop, e.g., arrest, ticket, warning, or release;
- 7) location of stop; and
- 8) statement of the charge, e.g., felony, misdemeanor, or traffic.

Tier one reports are made to the governing body of each county or municipality served by the agency an annual report of information if the agency is an agency of a county, municipality, or other political subdivision of the state. Tier one and two reports are reported to the county or municipality not later than March 1 for the previous calendar year beginning March 1, 2003. Tier two reports include a comparative analysis between the race and ethnicity of persons detained to see if a differential pattern of treatment can be discerned based on the disposition of stops including searches resulting from the stops. The reports also include information relating to each complaint filed with the agency alleging that a peace officer employed by the agency has engaged in racial profiling. An agency may be exempt from the tier two reporting requirement by applying for the funds from the Department of Public Safety for video and audio equipment and the State does not supply those funds [See 2.135 (a)(2) TCCP].

Reports should include both raw numbers and percentages for each group. Caution should be exercised in interpreting the data involving percentages because of statistical distortions caused by very small numbers in any particular category, for example, if only one American Indian is stopped and searched, that stop would not provide an accurate comparison with 200 stops among Caucasians with 100 searches. In the first case, a 100% search rate would be skewed data when compared to a 50% rate for Caucasians.

Standard 4

If a law enforcement agency has video and audio capabilities in motor vehicles regularly used for traffic stops, or audio capabilities on motorcycles regularly used to make traffic stops, the agency:

- adopts standards for reviewing and retaining audio and video documentation; and
- promptly provides a copy of the recording to a peace officer who is the subject of a complaint on written request by the officer.

Commentary

The agency should have a specific review and retention policy. Article 2.132 TCCP specifically requires that the peace officer be promptly provided with a copy of the audio or video recordings if the officer is the subject of a complaint and the officer makes a written request.

Standard 5

Agencies that do not currently have video or audio equipment must examine the feasibility of installing such equipment.

Commentary

None

Standard 6

Agencies that have video and audio recording capabilities are exempt from the reporting requirements of Article 2.134 TCCP and officers are exempt from the reporting requirements of Article 2.133 TCCP provided that:

- the equipment was in place and used during the proceeding calendar year; and
- video and audio documentation is retained for at least 90 days.

Commentary

The audio and video equipment and policy must have been in place during the previous calendar year. Audio and video documentation must be kept for at least 90 days or longer if a complaint has been filed. The documentation must be retained until the complaint is resolved. Peace officers are not exempt from the requirements under Article 2.132 TCCP.

Standard 7

Agencies have citation forms or other electronic media that comply with Section 543.202 of the Transportation Code.

Commentary

Senate Bill 1074 changed Section 543.202 of the Transportation Code requiring citations to include:

- race or ethnicity, and
- whether a search of the vehicle was conducted and whether consent for the search was obtained.

Texas Laws on Racial Profiling

The Texas Law on Racial Profiling (Senate Bill 1074)

AN ACT

relating to the prevention of racial profiling by certain peace officers.

BE IT ENACTED BY THE LEGISLATURE OF THE STATE OF TEXAS:

SECTION 1. Chapter 2, Code of Criminal Procedure, is amended by adding Articles 2.131 through 2.138 to read as follows:

Art. 2.131. RACIAL PROFILING PROHIBITED. A peace officer may not engage in racial profiling.

Art. 2.132. LAW ENFORCEMENT POLICY ON RACIAL PROFILING. (a) In this article:

(1) "Law enforcement agency" means an agency of the state, or of a county, municipality, or other political subdivision of the state, that employs peace officers who make traffic stops in the routine performance of the officers' official duties.

(2) "Race or ethnicity" means of a particular descent, including Caucasian, African, Hispanic, Asian, or Native American descent.

(b) Each law enforcement agency in this state shall adopt a detailed written policy on racial profiling. The policy must:

(1) clearly define acts constituting racial profiling;

(2) strictly prohibit peace officers employed by the agency from engaging in racial profiling;

(3) implement a process by which an individual may file a complaint with the agency if the individual believes that a peace officer employed by the agency has engaged in racial profiling with respect to the individual;

(4) provide public education relating to the agency's complaint process;

(5) require appropriate corrective action to be taken against a peace officer employed by the agency who, after an investigation, is shown to have engaged in racial profiling in violation of the agency's policy adopted under this article;

(6) require collection of information relating to traffic stops in which a citation is issued and to arrests resulting from those traffic stops, including information relating to:

(A) the race or ethnicity of the individual detained; and

(B) whether a search was conducted and, if so, whether the person detained consented to the search; and

(7) require the agency to submit to the governing body of each county or municipality served by the agency an annual report of the information collected under Subdivision (6) if the agency is an agency of a county, municipality, or other political subdivision of the state.

(c) The data collected as a result of the reporting requirements of this article shall not constitute prima facie evidence of racial profiling.

(d) On adoption of a policy under Subsection (b), a law enforcement agency shall examine the feasibility of installing video camera and transmitter-activated equipment in each agency law enforcement motor vehicle regularly used to make traffic stops and transmitter-activated equipment in each agency law enforcement motorcycle regularly used to make traffic stops. If a law enforcement agency

installs video or audio equipment as provided by this subsection, the policy adopted by the agency under Subsection (b) must include standards for reviewing video and audio documentation.

(e) A report required under Subsection (b)(7) may not include identifying information about a peace officer who makes a traffic stop or about an individual who is stopped or arrested by a peace officer. This subsection does not affect the collection of information as required by a policy under Subsection (b)(6).

(f) On the commencement of an investigation by a law enforcement agency of a complaint described by Subsection (b)(3) in which a video or audio recording of the occurrence on which the complaint is based was made, the agency shall promptly provide a copy of the recording to the peace officer who is the subject of the complaint on written request by the officer.

Art. 2.133. REPORTS REQUIRED FOR TRAFFIC AND PEDESTRIAN STOPS. (a) In this article:

(1) "Race or ethnicity" has the meaning assigned by Article 2.132(a).

(2) "Pedestrian stop" means an interaction between a peace officer and an individual who is being detained for the purpose of a criminal investigation in which the individual is not under arrest.

(b) A peace officer who stops a motor vehicle for an alleged violation of a law or ordinance regulating traffic or who stops a pedestrian for any suspected offense shall report to the law enforcement agency that employs the officer information relating to the stop, including:

(1) a physical description of each person detained as a result of the stop, including:

(A) the person's gender; and

(B) the person's race or ethnicity, as stated by the person or, if the person does not state the person's race or ethnicity, as determined by the officer to the best of the officer's ability;

(2) the traffic law or ordinance alleged to have been violated or the suspected offense;

(3) whether the officer conducted a search as a result of the stop and, if so, whether the person detained consented to the search;

(4) whether any contraband was discovered in the course of the search and the type of contraband discovered;

(5) whether probable cause to search existed and the facts supporting the existence of that probable cause;

(6) whether the officer made an arrest as a result of the stop or the search, including a statement of the offense charged;

(7) the street address or approximate location of the stop; and

(8) whether the officer issued a warning or a citation as a result of the stop, including a description of the warning or a statement of the violation charged.

Art. 2.134. COMPILATION AND ANALYSIS OF INFORMATION COLLECTED. (a) In this article, "pedestrian stop" means an interaction between a peace officer and an individual who is being detained for the purpose of a criminal investigation in which the individual is not under arrest.

(b) A law enforcement agency shall compile and analyze the information contained in each report received by the agency under Article 2.133. Not later than March 1 of each year, each local law enforcement agency shall submit a report containing the information compiled during the

previous calendar year to the governing body of each county or municipality served by the agency in a manner approved by the agency.

(c) A report required under Subsection (b) must include:

(1) a comparative analysis of the information compiled under Article 2.133 to:

(A) determine the prevalence of racial profiling by peace officers employed by the agency; and

(B) examine the disposition of traffic and pedestrian stops made by officers employed by the agency, including searches resulting from the stops; and

(2) information relating to each complaint filed with the agency alleging that a peace officer employed by the agency has engaged in racial profiling.

(d) A report required under Subsection (b) may not include identifying information about a peace officer who makes a traffic or pedestrian stop or about an individual who is stopped or arrested by a peace officer. This subsection does not affect the reporting of information required under Article 2.133(b)(1).

(e) The Commission on Law Enforcement Officer Standards and Education shall develop guidelines for compiling and reporting information as required by this article.

(f) The data collected as a result of the reporting requirements of this article shall not constitute prima facie evidence of racial profiling.

Art. 2.135. EXEMPTION FOR AGENCIES USING VIDEO AND AUDIO EQUIPMENT.

(a) A peace officer is exempt from the reporting requirement under Article 2.133 and a law enforcement agency is exempt from the compilation, analysis, and reporting requirements under Article 2.134 if:

(1) during the calendar year preceding the date that a report under Article 2.134 is required to be submitted:

(A) each law enforcement motor vehicle regularly used by an officer employed by the agency to make traffic and pedestrian stops is equipped with video camera and transmitter-activated equipment and each law enforcement motorcycle regularly used to make traffic and pedestrian stops is equipped with transmitter-activated equipment; and

(B) each traffic and pedestrian stop made by an officer employed by the agency that is capable of being recorded by video and audio or audio equipment, as appropriate, is recorded by using the equipment; or

(2) the governing body of the county or municipality served by the law enforcement agency, in conjunction with the law enforcement agency, certifies to the Department of Public Safety, not later than the date specified by rule by the department, that the law enforcement agency needs funds or video and audio equipment for the purpose of installing video and audio equipment as described by Subsection (a)(1)(A) and the agency does not receive from the state funds or video and audio equipment sufficient, as determined by the department, for the agency to accomplish that purpose.

(b) Except as otherwise provided by this subsection, a law enforcement agency that is exempt from the requirements under Article 2.134 shall retain the video and audio or audio documentation of each traffic and pedestrian stop for at least 90 days after the date of the stop. If a complaint is filed with the law enforcement agency alleging that a peace officer employed by the agency has engaged in racial profiling with respect to a traffic or pedestrian stop, the agency shall retain the video and audio or audio record of the stop until final disposition of the complaint.

(c) This article does not affect the collection or reporting requirements under Article 2.132.

Art. 2.136. LIABILITY. A peace officer is not liable for damages arising from an act relating to the collection or reporting of information as required by Article 2.133 or under a policy adopted under Article 2.132.

Art. 2.137. PROVISION OF FUNDING OR EQUIPMENT. (a) The Department of Public Safety shall adopt rules for providing funds or video and audio equipment to law enforcement agencies for the purpose of installing video and audio equipment as described by Article 2.135(a)(1)(A), including specifying criteria to prioritize funding or equipment provided to law enforcement agencies. The criteria may include consideration of tax effort, financial hardship, available revenue, and budget surpluses. The criteria must give priority to:

(1) law enforcement agencies that employ peace officers whose primary duty is traffic enforcement;

(2) smaller jurisdictions; and

(3) municipal and county law enforcement agencies.

(b) The Department of Public Safety shall collaborate with an institution of higher education to identify law enforcement agencies that need funds or video and audio equipment for the purpose of installing video and audio equipment as described by Article 2.135(a)(1)(A). The collaboration may include the use of a survey to assist in developing criteria to prioritize funding or equipment provided to law enforcement agencies.

(c) To receive funds or video and audio equipment from the state for the purpose of installing video and audio equipment as described by Article 2.135(a)(1)(A), the governing body of a county or municipality, in conjunction with the law enforcement agency serving the county or municipality, shall certify to the Department of Public Safety that the law enforcement agency needs funds or video and audio equipment for that purpose.

(d) On receipt of funds or video and audio equipment from the state for the purpose of installing video and audio equipment as described by Article 2.135(a)(1)(A), the governing body of a county or municipality, in conjunction with the law enforcement agency serving the county or municipality, shall certify to the Department of Public Safety that the law enforcement agency has installed video and audio equipment as described by Article 2.135(a)(1)(A) and is using the equipment as required by Article 2.135(a)(1).

Art. 2.138. RULES. The Department of Public Safety may adopt rules to implement Articles 2.131-2.137.

SECTION 2. Chapter 3, Code of Criminal Procedure, is amended by adding Article 3.05 to read as follows:

Art. 3.05. RACIAL PROFILING. In this code, "racial profiling" means a law enforcement-initiated action based on an individual's race, ethnicity, or national origin rather than on the individual's behavior or on information identifying the individual as having engaged in criminal activity.

SECTION 3. Section 96.641, Education Code, is amended by adding Subsection (j) to read as follows:

(j) As part of the initial training and continuing education for police chiefs required under this section, the institute shall establish a program on racial profiling. The program must include an examination of the best practices for:

(1) monitoring peace officers' compliance with laws and internal agency policies relating to racial profiling;

(2) implementing laws and internal agency policies relating to preventing racial profiling; and

(3) analyzing and reporting collected information.

SECTION 4. Section 1701.253, Occupations Code, is amended by adding Subsection (e) to read as follows:

(e) As part of the minimum curriculum requirements, the commission shall establish a statewide comprehensive education and training program on racial profiling for officers licensed under this chapter. An officer shall complete a program established under this subsection not later than the second anniversary of the date the officer is licensed under this chapter or the date the officer applies for an intermediate proficiency certificate, whichever date is earlier.

SECTION 5. Section 1701.402, Occupations Code, is amended by adding Subsection (d) to read as follows:

(d) As a requirement for an intermediate proficiency certificate, an officer must complete an education and training program on racial profiling established by the commission under Section 1701.253(e).

SECTION 6. Section 543.202, Transportation Code, is amended to read as follows:

Sec. 543.202. FORM OF RECORD. (a) In this section, "race or ethnicity" means of a particular descent, including Caucasian, African, Hispanic, Asian, or Native American descent.

(b) The record must be made on a form or by a data processing method acceptable to the department and must include:

- (1) the name, address, physical description, including race or ethnicity, date of birth, and driver's license number of the person charged;
- (2) the registration number of the vehicle involved;
- (3) whether the vehicle was a commercial motor vehicle as defined by Chapter 522 or was involved in transporting hazardous materials;

(4) the person's social security number, if the person was operating a commercial motor vehicle or was the holder of a commercial driver's license or commercial driver learner's permit;

(5) the date and nature of the offense, including whether the offense was a serious traffic violation as defined by Chapter 522;

(6) whether a search of the vehicle was conducted and whether consent for the search was obtained;

(7) the plea, the judgment, and whether bail was forfeited;

(8) ~~{7}~~ the date of conviction; and

(9) ~~{8}~~ the amount of the fine or forfeiture.

SECTION 7. Not later than January 1, 2002, a law enforcement agency shall adopt and implement a policy and begin collecting information under the policy as required by Article 2.132, Code of Criminal Procedure, as added by this Act. A local law enforcement agency shall first submit information to the governing body of each county or municipality served by the agency as required by Article 2.132, Code of Criminal Procedure, as added by this Act, on March 1, 2003. The first submission of information shall consist of information compiled by the agency during the period beginning January 1, 2002, and ending December 31, 2002.

SECTION 8. A local law enforcement agency shall first submit information to the governing body of each county or municipality served by the agency as required by Article 2.134, Code of Criminal Procedure, as added by this Act, on March 1, 2004. The first submission of information shall consist of information compiled by the agency during the period beginning January 1, 2003, and ending December 31, 2003.

SECTION 9. Not later than January 1, 2002:

(1) the Commission on Law Enforcement Officer Standards and Education shall establish an education and training program on racial profiling as required by Subsection (e), Section 1701.253, Occupations Code, as added by this Act; and

(2) the Bill Blackwood Law Enforcement Management Institute of Texas shall establish a program on racial profiling as required by Subsection (j), Section 96.641, Education Code, as added by this Act.

SECTION 10. A person who on the effective date of this Act holds an intermediate proficiency certificate issued by the Commission on Law Enforcement Officer Standards and Education or has held a peace officer license issued by the Commission on Law Enforcement Officer Standards and Education for at least two years shall complete an education and training program on racial profiling established under Subsection (e), Section 1701.253, Occupations Code, as added by this Act, not later than September 1, 2003.

SECTION 11. An individual appointed or elected as a police chief before the effective date of this Act shall complete a program on racial profiling established under Subsection (j), Section 96.641, Education Code, as added by this Act, not later than September 1, 2003.

SECTION 12. This Act takes effect September 1, 2001.

President of the Senate

Speaker of the House

I hereby certify that S.B. No. 1074 passed the Senate on April 4, 2001, by the following vote: Yeas 28, Nays 2; May 21, 2001, Senate refused to concur in House amendments and requested appointment of Conference Committee; May 22, 2001, House granted request of the Senate; May 24, 2001, Senate adopted Conference Committee Report by a viva-voce vote.

Secretary of the Senate

I hereby certify that S.B. No. 1074 passed the House, with amendments, on May 15, 2001, by a non-record vote; May 22, 2001, House granted request of the Senate for appointment of Conference Committee; May 24, 2001, House adopted Conference Committee Report by a non-record vote.

Chief Clerk of the House

Approved:

Date

Governor

Modifications to the Original Law (House Bill 3389)

Amend CSHB 3389 (Senate committee report) as follows:

(1) Strike the following SECTIONS of the bill:

(A) SECTION 8, adding Section 1701.164, Occupations Code (page 4, lines 61-66);

(B) SECTION 24, amending Article 2.132(b), Code of Criminal Procedure (page 8, lines 19-53);

(C) SECTION 25, amending Article 2.134(b), Code of Criminal Procedure (page 8, lines 54-64);

(D) SECTION 28, providing transition language for the amendments to Articles 2.132(b) and 2.134(b), Code of Criminal Procedure (page 9, lines 40-47).

(2) Add the following appropriately numbered SECTIONS to the bill and renumber subsequent SECTIONS of the bill accordingly:

SECTION _____. Article 2.132, Code of Criminal Procedure, is amended by amending Subsections (a), (b), (d), and (e) and adding Subsection (g) to read as follows:

(a) In this article:

(1) "Law enforcement agency" means an agency of the state, or of a county, municipality, or other political subdivision of the state, that employs peace officers who make motor vehicle ~~traffic~~ stops in the routine performance of the officers' official duties.

(2) "Motor vehicle stop" means an occasion in which a peace officer stops a motor vehicle for an alleged violation of a law or ordinance.

(3) "Race or ethnicity" means of a particular descent, including Caucasian, African, Hispanic, Asian, ~~or~~ Native American, or Middle Eastern descent.

(b) Each law enforcement agency in this state shall adopt a detailed written policy on racial profiling. The policy must:

(1) clearly define acts constituting racial profiling;

(2) strictly prohibit peace officers employed by the agency from engaging in racial profiling;

(3) implement a process by which an individual may file a complaint with the agency if the individual believes that a peace officer employed by the agency has engaged in racial profiling with respect to the individual;

(4) provide public education relating to the agency's complaint process;

(5) require appropriate corrective action to be taken against a peace officer employed by the agency who, after an investigation, is shown to have engaged in racial profiling in

violation of the agency's policy adopted under this article;

(6) require collection of information relating to motor vehicle ~~[traffic]~~ stops in which a citation is issued and to arrests made as a result of ~~[resulting from]~~ those ~~[traffic]~~ stops, including information relating to:

(A) the race or ethnicity of the individual detained; and

(B) whether a search was conducted and, if so, whether the individual ~~[person]~~ detained consented to the search; and

(C) whether the peace officer knew the race or ethnicity of the individual detained before detaining that individual; and

(7) require the chief administrator of the agency, regardless of whether the administrator is elected, employed, or appointed, to submit ~~[to the governing body of each county or municipality served by the agency]~~ an annual report of the information collected under Subdivision (6) to:

(A) the Commission on Law Enforcement Officer Standards and Education; and

(B) the governing body of each county or municipality served by the agency, if the agency is an agency of a county, municipality, or other political subdivision of the state.

(d) On adoption of a policy under Subsection (b), a law enforcement agency shall examine the feasibility of installing video camera and transmitter-activated equipment in each agency law enforcement motor vehicle regularly used to make motor vehicle ~~[traffic]~~ stops and transmitter-activated equipment in each agency law enforcement motorcycle regularly used to make motor vehicle ~~[traffic]~~ stops. If a law enforcement agency installs video or audio equipment as provided by this subsection, the policy adopted by the agency under Subsection (b) must include standards for reviewing video and audio documentation.

(e) A report required under Subsection (b)(7) may not include identifying information about a peace officer who makes a motor vehicle ~~[traffic]~~ stop or about an individual who is stopped or arrested by a peace officer. This subsection does not affect the collection of information as required by a policy under Subsection (b)(6).

(g) On a finding by the Commission on Law Enforcement Officer Standards and Education that the chief administrator of a law enforcement agency intentionally failed to submit a report required under Subsection (b)(7), the commission shall begin

disciplinary procedures against the chief administrator.

SECTION _____. Article 2.133, Code of Criminal Procedure, is amended to read as follows:

Art. 2.133. REPORTS REQUIRED FOR MOTOR VEHICLE ~~[TRAFFIC AND PEDESTRIAN]~~ STOPS. (a) In this article, "race" ~~is~~

~~[(1) "Race]~~ or ethnicity" has the meaning assigned by Article 2.132(a).

~~[(2) "Pedestrian stop" means an interaction between a peace officer and an individual who is being detained for the purpose of a criminal investigation in which the individual is not under arrest.]~~

(b) A peace officer who stops a motor vehicle for an alleged violation of a law or ordinance ~~[regulating traffic or who stops a pedestrian for any suspected offense]~~ shall report to the law enforcement agency that employs the officer information relating to the stop, including:

(1) a physical description of any [each] person operating the motor vehicle who is detained as a result of the stop, including:

(A) the person's gender; and

(B) the person's race or ethnicity, as stated by the person or, if the person does not state the person's race or ethnicity, as determined by the officer to the best of the officer's ability;

(2) the initial reason for the stop ~~[traffic law or ordinance alleged to have been violated or the suspected offense];~~

(3) whether the officer conducted a search as a result of the stop and, if so, whether the person detained consented to the search;

(4) whether any contraband or other evidence was discovered in the course of the search and a description ~~[the type]~~ of the contraband or evidence ~~[discovered];~~

(5) the reason for the search, including whether:

(A) any contraband or other evidence was in plain view;

(B) any probable cause or reasonable suspicion existed to perform the search; or

(C) the search was performed as a result of the towing of the motor vehicle or the arrest of any person in the motor vehicle ~~[existed and the facts supporting the existence of that probable cause];~~

(6) whether the officer made an arrest as a result of the stop or the search, including a statement of whether the arrest

was based on a violation of the Penal Code, a violation of a traffic law or ordinance, or an outstanding warrant and a statement of the offense charged;

(7) the street address or approximate location of the stop; and

(8) whether the officer issued a written warning or a citation as a result of the stop~~[, including a description of the warning or a statement of the violation charged].~~

SECTION _____. Article 2.134, Code of Criminal Procedure, is amended by amending Subsections (a) through (e) and adding Subsection (g) to read as follows:

(a) In this article:

(1) "Motor vehicle[, "pedestrian] stop" has the meaning assigned by Article 2.132(a) ~~[means an interaction between a peace officer and an individual who is being detained for the purpose of a criminal investigation in which the individual is not under arrest].~~

(2) "Race or ethnicity" has the meaning assigned by Article 2.132(a).

(b) A law enforcement agency shall compile and analyze the information contained in each report received by the agency under Article 2.133. Not later than March 1 of each year, each ~~[local]~~ law enforcement agency shall submit a report containing the incident-based data ~~[information]~~ compiled during the previous calendar year to the Commission on Law Enforcement Officer Standards and Education and, if the law enforcement agency is a local law enforcement agency, to the governing body of each county or municipality served by the agency ~~[in a manner approved by the agency].~~

(c) A report required under Subsection (b) must be submitted by the chief administrator of the law enforcement agency, regardless of whether the administrator is elected, employed, or appointed, and must include:

(1) a comparative analysis of the information compiled under Article 2.133 to:

(A) evaluate and compare the number of motor vehicle stops, within the applicable jurisdiction, of persons who are recognized as racial or ethnic minorities and persons who are not recognized as racial or ethnic minorities ~~[determine the prevalence of racial profiling by peace officers employed by the agency]; and~~

(B) examine the disposition of motor vehicle ~~[traffic and pedestrian]~~ stops made by officers employed by the

agency, categorized according to the race or ethnicity of the affected persons, as appropriate, including any searches resulting from ~~the~~ stops within the applicable jurisdiction; and

(2) information relating to each complaint filed with the agency alleging that a peace officer employed by the agency has engaged in racial profiling.

(d) A report required under Subsection (b) may not include identifying information about a peace officer who makes a motor vehicle ~~[traffic or pedestrian]~~ stop or about an individual who is stopped or arrested by a peace officer. This subsection does not affect the reporting of information required under Article 2.133(b)(1).

(e) The Commission on Law Enforcement Officer Standards and Education, in accordance with Section 1701.162, Occupations Code, shall develop guidelines for compiling and reporting information as required by this article.

(g) On a finding by the Commission on Law Enforcement Officer Standards and Education that the chief administrator of a law enforcement agency intentionally failed to submit a report required under Subsection (b), the commission shall begin disciplinary procedures against the chief administrator.

SECTION _____. Article 2.135, Code of Criminal Procedure, is amended to read as follows:

Art. 2.135. PARTIAL EXEMPTION FOR AGENCIES USING VIDEO AND AUDIO EQUIPMENT. (a) A peace officer is exempt from the reporting requirement under Article 2.133 and the chief administrator of a law enforcement agency, regardless of whether the administrator is elected, employed, or appointed, is exempt from the compilation, analysis, and reporting requirements under Article 2.134 if:

(1) during the calendar year preceding the date that a report under Article 2.134 is required to be submitted:

(A) each law enforcement motor vehicle regularly used by an officer employed by the agency to make motor vehicle ~~[traffic and pedestrian]~~ stops is equipped with video camera and transmitter-activated equipment and each law enforcement motorcycle regularly used to make motor vehicle ~~[traffic and pedestrian]~~ stops is equipped with transmitter-activated equipment; and

(B) each motor vehicle ~~[traffic and pedestrian]~~ stop made by an officer employed by the agency that is capable of being recorded by video and audio or audio equipment, as appropriate, is recorded by using the equipment; or

(2) the governing body of the county or municipality

served by the law enforcement agency, in conjunction with the law enforcement agency, certifies to the Department of Public Safety, not later than the date specified by rule by the department, that the law enforcement agency needs funds or video and audio equipment for the purpose of installing video and audio equipment as described by Subsection (a)(1)(A) and the agency does not receive from the state funds or video and audio equipment sufficient, as determined by the department, for the agency to accomplish that purpose.

(b) Except as otherwise provided by this subsection, a law enforcement agency that is exempt from the requirements under Article 2.134 shall retain the video and audio or audio documentation of each motor vehicle ~~[traffic and pedestrian]~~ stop for at least 90 days after the date of the stop. If a complaint is filed with the law enforcement agency alleging that a peace officer employed by the agency has engaged in racial profiling with respect to a motor vehicle ~~[traffic or pedestrian]~~ stop, the agency shall retain the video and audio or audio record of the stop until final disposition of the complaint.

(c) This article does not affect the collection or reporting requirements under Article 2.132.

(d) In this article, "motor vehicle stop" has the meaning assigned by Article 2.132(a).

SECTION _____. Chapter 2, Code of Criminal Procedure, is amended by adding Article 2.1385 to read as follows:

Art. 2.1385. CIVIL PENALTY. (a) If the chief administrator of a local law enforcement agency intentionally fails to submit the incident-based data as required by Article 2.134, the agency is liable to the state for a civil penalty in the amount of \$1,000 for each violation. The attorney general may sue to collect a civil penalty under this subsection.

(b) From money appropriated to the agency for the administration of the agency, the executive director of a state law enforcement agency that intentionally fails to submit the incident-based data as required by Article 2.134 shall remit to the comptroller the amount of \$1,000 for each violation.

(c) Money collected under this article shall be deposited in the state treasury to the credit of the general revenue fund.

SECTION _____. Subchapter A, Chapter 102, Code of Criminal Procedure, is amended by adding Article 102.022 to read as follows:

Art. 102.022. COSTS ON CONVICTION TO FUND STATEWIDE REPOSITORY FOR DATA RELATED TO CIVIL JUSTICE. (a) In this article, "moving violation" means an offense that:

(1) involves the operation of a motor vehicle; and
(2) is classified as a moving violation by the
Department of Public Safety under Section 708.052, Transportation
Code.

(b) A defendant convicted of a moving violation in a justice
court, county court, county court at law, or municipal court shall
pay a fee of 10 cents as a cost of court.

(c) In this article, a person is considered convicted if:
(1) a sentence is imposed on the person;
(2) the person receives community supervision,
including deferred adjudication; or
(3) the court defers final disposition of the person's
case.

(d) The clerks of the respective courts shall collect the
costs described by this article. The clerk shall keep separate
records of the funds collected as costs under this article and shall
deposit the funds in the county or municipal treasury, as
appropriate.

(e) The custodian of a county or municipal treasury shall:
(1) keep records of the amount of funds on deposit
collected under this article; and
(2) send to the comptroller before the last day of the
first month following each calendar quarter the funds collected
under this article during the preceding quarter.

(f) A county or municipality may retain 10 percent of the
funds collected under this article by an officer of the county or
municipality as a collection fee if the custodian of the county or
municipal treasury complies with Subsection (e).

(g) If no funds due as costs under this article are
deposited in a county or municipal treasury in a calendar quarter,
the custodian of the treasury shall file the report required for the
quarter in the regular manner and must state that no funds were
collected.

(h) The comptroller shall deposit the funds received under
this article to the credit of the Civil Justice Data Repository fund
in the general revenue fund, to be used only by the Commission on
Law Enforcement Officer Standards and Education to implement duties
under Section 1701.162, Occupations Code.

(i) Funds collected under this article are subject to audit
by the comptroller.

SECTION _____. (a) Section 102.061, Government Code, as
reenacted and amended by Chapter 921 (H.B. 3167), Acts of the 80th
Legislature, Regular Session, 2007, is amended to conform to the

amendments made to Section 102.061, Government Code, by Chapter 1053 (H.B. 2151), Acts of the 80th Legislature, Regular Session, 2007, and is further amended to read as follows:

Sec. 102.061. ADDITIONAL COURT COSTS ON CONVICTION IN STATUTORY COUNTY COURT: CODE OF CRIMINAL PROCEDURE. The clerk of a statutory county court shall collect fees and costs under the Code of Criminal Procedure on conviction of a defendant as follows:

- (1) a jury fee (Art. 102.004, Code of Criminal Procedure) . . . \$20;
- (2) a fee for services of the clerk of the court (Art. 102.005, Code of Criminal Procedure) . . . \$40;
- (3) a records management and preservation services fee (Art. 102.005, Code of Criminal Procedure) . . . \$25;
- (4) a security fee on a misdemeanor offense (Art. 102.017, Code of Criminal Procedure) . . . \$3;
- (5) a juvenile delinquency prevention and graffiti eradication fee (Art. 102.0171, Code of Criminal Procedure) . . . \$50 [~~\$5~~]; [~~and~~]
- (6) a juvenile case manager fee (Art. 102.0174, Code of Criminal Procedure) . . . not to exceed \$5; and
- (7) a civil justice fee (Art. 102.022, Code of Criminal Procedure) . . . \$0.10.

(b) Section 102.061, Government Code, as amended by Chapter 1053 (H.B. 2151), Acts of the 80th Legislature, Regular Session, 2007, is repealed. Section 102.061, Government Code, as reenacted and amended by Chapter 921 (H.B. 3167), Acts of the 80th Legislature, Regular Session, 2007, to reorganize and renumber that section, continues in effect as further amended by this section.

SECTION _____. (a) Section 102.081, Government Code, as amended by Chapter 921 (H.B. 3167), Acts of the 80th Legislature, Regular Session, 2007, is amended to conform to the amendments made to Section 102.081, Government Code, by Chapter 1053 (H.B. 2151), Acts of the 80th Legislature, Regular Session, 2007, and is further amended to read as follows:

Sec. 102.081. ADDITIONAL COURT COSTS ON CONVICTION IN COUNTY COURT: CODE OF CRIMINAL PROCEDURE. The clerk of a county court shall collect fees and costs under the Code of Criminal Procedure on conviction of a defendant as follows:

- (1) a jury fee (Art. 102.004, Code of Criminal Procedure) . . . \$20;
- (2) a fee for clerk of the court services (Art. 102.005, Code of Criminal Procedure) . . . \$40;

(3) a records management and preservation services fee (Art. 102.005, Code of Criminal Procedure) . . . \$25;

(4) a security fee on a misdemeanor offense (Art. 102.017, Code of Criminal Procedure) . . . \$3;

(5) a juvenile delinquency prevention and graffiti eradication fee (Art. 102.0171, Code of Criminal Procedure) . . . \$50 [~~\$5~~]; [~~and~~]

(6) a juvenile case manager fee (Art. 102.0174, Code of Criminal Procedure) . . . not to exceed \$5; and

(7) a civil justice fee (Art. 102.022, Code of Criminal Procedure) . . . \$0.10.

(b) Section 102.081, Government Code, as amended by Chapter 1053 (H.B. 2151), Acts of the 80th Legislature, Regular Session, 2007, is repealed. Section 102.081, Government Code, as amended by Chapter 921 (H.B. 3167), Acts of the 80th Legislature, Regular Session, 2007, to reorganize and renumber that section, continues in effect as further amended by this section.

SECTION _____. Section 102.101, Government Code, is amended to read as follows:

Sec. 102.101. ADDITIONAL COURT COSTS ON CONVICTION IN JUSTICE COURT: CODE OF CRIMINAL PROCEDURE. A clerk of a justice court shall collect fees and costs under the Code of Criminal Procedure on conviction of a defendant as follows:

(1) a jury fee (Art. 102.004, Code of Criminal Procedure) . . . \$3;

(2) a fee for withdrawing request for jury less than 24 hours before time of trial (Art. 102.004, Code of Criminal Procedure) . . . \$3;

(3) a jury fee for two or more defendants tried jointly (Art. 102.004, Code of Criminal Procedure) . . . one jury fee of \$3;

(4) a security fee on a misdemeanor offense (Art. 102.017, Code of Criminal Procedure) . . . \$4;

(5) a fee for technology fund on a misdemeanor offense (Art. 102.0173, Code of Criminal Procedure) . . . \$4;

(6) a juvenile case manager fee (Art. 102.0174, Code of Criminal Procedure) . . . not to exceed \$5;

(7) a fee on conviction of certain offenses involving issuing or passing a subsequently dishonored check (Art. 102.0071, Code of Criminal Procedure) . . . not to exceed \$30; [~~and~~]

(8) a court cost on conviction of a Class C misdemeanor in a county with a population of 3.3 million or more, if authorized by the county commissioners court (Art. 102.009, Code of Criminal Procedure) . . . not to exceed \$7; and

(9) a civil justice fee (Art. 102.022, Code of Criminal Procedure) . . . \$0.10.

SECTION _____. Section 102.121, Government Code, is amended to read as follows:

Sec. 102.121. ADDITIONAL COURT COSTS ON CONVICTION IN MUNICIPAL COURT: CODE OF CRIMINAL PROCEDURE. The clerk of a municipal court shall collect fees and costs on conviction of a defendant as follows:

(1) a jury fee (Art. 102.004, Code of Criminal Procedure) . . . \$3;

(2) a fee for withdrawing request for jury less than 24 hours before time of trial (Art. 102.004, Code of Criminal Procedure) . . . \$3;

(3) a jury fee for two or more defendants tried jointly (Art. 102.004, Code of Criminal Procedure) . . . one jury fee of \$3;

(4) a security fee on a misdemeanor offense (Art. 102.017, Code of Criminal Procedure) . . . \$3;

(5) a fee for technology fund on a misdemeanor offense (Art. 102.0172, Code of Criminal Procedure) . . . not to exceed \$4;
[and]

(6) a juvenile case manager fee (Art. 102.0174, Code of Criminal Procedure) . . . not to exceed \$5; and

(7) a civil justice fee (Art. 102.022, Code of Criminal Procedure) . . . \$0.10.

SECTION _____. Subchapter D, Chapter 1701, Occupations Code, is amended by adding Section 1701.164 to read as follows:

Sec. 1701.164. COLLECTION OF CERTAIN INCIDENT-BASED DATA SUBMITTED BY LAW ENFORCEMENT AGENCIES. The commission shall collect and maintain incident-based data submitted to the commission under Article 2.134, Code of Criminal Procedure, including incident-based data compiled by a law enforcement agency from reports received by the law enforcement agency under Article 2.133 of that code. The commission in consultation with the Department of Public Safety, the Bill Blackwood Law Enforcement Management Institute of Texas, the W. W. Caruth, Jr., Police Institute at Dallas, and the Texas Police Chiefs Association shall develop guidelines for submitting in a standard format the report containing incident-based data as required by Article 2.134, Code of Criminal Procedure.

SECTION _____. Subsection (a), Section 1701.501, Occupations Code, is amended to read as follows:

(a) Except as provided by Subsection (d), the commission shall revoke or suspend a license, place on probation a person whose

license has been suspended, or reprimand a license holder for a violation of:

(1) this chapter;

(2) the reporting requirements provided by Articles 2.132 and 2.134, Code of Criminal Procedure; or

(3) a commission rule.

SECTION _____. (a) The requirements of Articles 2.132, 2.133, and 2.134, Code of Criminal Procedure, as amended by this Act, relating to the compilation, analysis, and submission of incident-based data apply only to information based on a motor vehicle stop occurring on or after January 1, 2010.

(b) The imposition of a cost of court under Article 102.022, Code of Criminal Procedure, as added by this Act, applies only to an offense committed on or after the effective date of this Act. An offense committed before the effective date of this Act is covered by the law in effect when the offense was committed, and the former law is continued in effect for that purpose. For purposes of this section, an offense was committed before the effective date of this Act if any element of the offense occurred before that date.

Racial and Ethnic Designations (H.B. 3051)

AN ACT

relating to the categories used to record the race or ethnicity of persons stopped for or convicted of traffic offenses.

BE IT ENACTED BY THE LEGISLATURE OF THE STATE OF TEXAS:

SECTION 1. Article 2.132(a)(3), Code of Criminal Procedure, is amended to read as follows:

(3) "Race or ethnicity" means the following categories:

(A) Alaska native or American Indian;

(B) [of a particular descent, including Caucasian, African, Hispanic,] Asian or Pacific Islander;

(C) black;

(D) white; and

(E) Hispanic or Latino [,-Native American, or Middle Eastern descent].

SECTION 2. Section 543.202(a), Transportation Code, is amended to read as follows:

(a) In this section, "race or ethnicity" means the following categories:

(1) Alaska native or American Indian;

(2) [of a particular descent, including Caucasian, African, Hispanic,] Asian or Pacific Islander;

(3) black;

(4) white; and

(5) Hispanic or Latino [~~, or Native American descent~~].

SECTION 3. This Act takes effect September 1, 2017.

President of the Senate

Speaker of the House

I certify that H.B. No. 3051 was passed by the House on May 4, 2017, by the following vote: Yeas 143,
Nays 2, 2 present, not voting.

Chief Clerk of the House

I certify that H.B. No. 3051 was passed by the Senate on May 19, 2017, by the following vote: Yeas 31,
Nays 0.

Secretary of the Senate

APPROVED: _____

Date

Governor

The Sandra Bland Act (Senate Bill 1849)

AN ACT

relating to interactions between law enforcement and individuals detained or arrested on suspicion of the commission of criminal offenses, to the confinement, conviction, or release of those individuals, and to grants supporting populations that are more likely to interact frequently with law enforcement.

BE IT ENACTED BY THE LEGISLATURE OF THE STATE OF TEXAS:

ARTICLE 1. SHORT TITLE

SECTION 1.01. SHORT TITLE. This Act shall be known as the Sandra Bland Act, in memory of Sandra Bland.

ARTICLE 2. IDENTIFICATION AND DIVERSION OF AND SERVICES FOR PERSONS SUSPECTED OF HAVING A MENTAL ILLNESS, AN INTELLECTUAL DISABILITY, OR A SUBSTANCE ABUSE ISSUE

SECTION 2.01. Article 16.22, Code of Criminal Procedure, is amended to read as follows:

Art. 16.22. EARLY IDENTIFICATION OF DEFENDANT SUSPECTED OF HAVING MENTAL ILLNESS OR INTELLECTUAL DISABILITY [~~MENTAL RETARDATION~~]. (a)(1) Not later than 12 [~~72~~] hours after receiving credible information that may establish reasonable cause to believe that a defendant committed to the sheriff's custody has a mental illness or is a person with an intellectual disability [~~mental retardation~~], including observation of the defendant's behavior immediately before, during, and after the defendant's arrest and the results of any previous assessment of the defendant, the sheriff shall provide written or electronic notice of the information to the magistrate. On a determination that there is

reasonable cause to believe that the defendant has a mental illness or is a person with an intellectual disability [~~mental retardation~~], the magistrate, except as provided by Subdivision (2), shall order the local mental health or intellectual and developmental disability [~~mental retardation~~] authority or another qualified mental health or intellectual disability [~~mental retardation~~] expert to:

(A) collect information regarding whether the defendant has a mental illness as defined by Section 571.003, Health and Safety Code, or is a person with an intellectual disability [~~mental retardation~~] as defined by Section 591.003, Health and Safety Code, including information obtained from any previous assessment of the defendant; and

(B) provide to the magistrate a written assessment of the information collected under Paragraph (A).

(2) The magistrate is not required to order the collection of information under Subdivision (1) if the defendant in the year preceding the defendant's applicable date of arrest has been determined to have a mental illness or to be a person with an intellectual disability [~~mental retardation~~] by the local mental health or intellectual and developmental disability [~~mental retardation~~] authority or another mental health or intellectual disability [~~mental retardation~~] expert described by Subdivision (1). A court that elects to use the results of that previous determination may proceed under Subsection (c).

(3) If the defendant fails or refuses to submit to the collection of information regarding the defendant as required under Subdivision (1), the magistrate may order the defendant to submit to an examination in a mental health facility determined to be appropriate by the local mental health or intellectual and

developmental disability [~~mental retardation~~] authority for a reasonable period not to exceed 21 days. The magistrate may order a defendant to a facility operated by the Department of State Health Services or the Health and Human Services Commission [~~Department of Aging and Disability Services~~] for examination only on request of the local mental health or intellectual and developmental disability [~~mental retardation~~] authority and with the consent of the head of the facility. If a defendant who has been ordered to a facility operated by the Department of State Health Services or the Health and Human Services Commission [~~Department of Aging and Disability Services~~] for examination remains in the facility for a period exceeding 21 days, the head of that facility shall cause the defendant to be immediately transported to the committing court and placed in the custody of the sheriff of the county in which the committing court is located. That county shall reimburse the facility for the mileage and per diem expenses of the personnel required to transport the defendant calculated in accordance with the state travel regulations in effect at the time.

(b) A written assessment of the information collected under Subsection (a)(1)(A) shall be provided to the magistrate not later than the 30th day after the date of any order issued under Subsection (a) in a felony case and not later than the 10th day after the date of any order issued under that subsection in a misdemeanor case, and the magistrate shall provide copies of the written assessment to the defense counsel, the prosecuting attorney, and the trial court. The written assessment must include a description of the procedures used in the collection of information under Subsection (a)(1)(A) and the applicable expert's observations and findings pertaining to:

- (1) whether the defendant is a person who has a mental

illness or is a person with an intellectual disability [~~mental retardation~~];

(2) whether there is clinical evidence to support a belief that the defendant may be incompetent to stand trial and should undergo a complete competency examination under Subchapter B, Chapter 46B; and

(3) recommended treatment.

(c) After the trial court receives the applicable expert's written assessment relating to the defendant under Subsection (b) or elects to use the results of a previous determination as described by Subsection (a)(2), the trial court may, as applicable:

(1) resume criminal proceedings against the defendant, including any appropriate proceedings related to the defendant's release on personal bond under Article 17.032;

(2) resume or initiate competency proceedings, if required, as provided by Chapter 46B or other proceedings affecting the defendant's receipt of appropriate court-ordered mental health or intellectual disability [~~mental retardation~~] services, including proceedings related to the defendant's receipt of outpatient mental health services under Section 574.034, Health and Safety Code; or

(3) consider the written assessment during the punishment phase after a conviction of the offense for which the defendant was arrested, as part of a presentence investigation report, or in connection with the impositions of conditions following placement on community supervision, including deferred adjudication community supervision.

(d) This article does not prevent the applicable court from, before, during, or after the collection of information regarding the defendant as described by this article:

(1) releasing a defendant who has a mental illness
[mentally ill] or is a person with an intellectual disability
[mentally retarded defendant] from custody on personal or surety
bond; or

(2) ordering an examination regarding the defendant's
competency to stand trial.

SECTION 2.02. Chapter 16, Code of Criminal Procedure, is
amended by adding Article 16.23 to read as follows:

Art. 16.23. DIVERSION OF PERSONS SUFFERING MENTAL HEALTH
CRISIS OR SUBSTANCE ABUSE ISSUE. (a) Each law enforcement agency
shall make a good faith effort to divert a person suffering a mental
health crisis or suffering from the effects of substance abuse to a
proper treatment center in the agency's jurisdiction if:

(1) there is an available and appropriate treatment
center in the agency's jurisdiction to which the agency may divert
the person;

(2) it is reasonable to divert the person;

(3) the offense that the person is accused of is a
misdemeanor, other than a misdemeanor involving violence; and

(4) the mental health crisis or substance abuse issue
is suspected to be the reason the person committed the alleged
offense.

(b) Subsection (a) does not apply to a person who is accused
of an offense under Section 49.04, 49.045, 49.05, 49.06, 49.065,
49.07, or 49.08, Penal Code.

SECTION 2.03. Section 539.002, Government Code, is amended
to read as follows:

Sec. 539.002. GRANTS FOR ESTABLISHMENT AND EXPANSION OF
COMMUNITY COLLABORATIVES. (a) To the extent funds are
appropriated to the department for that purpose, the department

shall make grants to entities, including local governmental entities, nonprofit community organizations, and faith-based community organizations, to establish or expand community collaboratives that bring the public and private sectors together to provide services to persons experiencing homelessness, substance abuse issues, or [and] mental illness. ~~[The department may make a maximum of five grants, which must be made in the most populous municipalities in this state that are located in counties with a population of more than one million.]~~ In awarding grants, the department shall give special consideration to entities:

- (1) establishing [a] new collaboratives; or
- (2) establishing or expanding collaboratives that serve two or more counties, each with a population of less than 100,000 [collaborative].

(b) The department shall require each entity awarded a grant under this section to:

- (1) leverage additional funding from private sources in an amount that is at least equal to the amount of the grant awarded under this section; ~~[and]~~
- (2) provide evidence of significant coordination and collaboration between the entity, local mental health authorities, municipalities, local law enforcement agencies, and other community stakeholders in establishing or expanding a community collaborative funded by a grant awarded under this section; and
- (3) provide evidence of a local law enforcement policy to divert appropriate persons from jails or other detention facilities to an entity affiliated with a community collaborative for the purpose of providing services to those persons.

SECTION 2.04. Chapter 539, Government Code, is amended by adding Section 539.0051 to read as follows:

Sec. 539.0051. PLAN REQUIRED FOR CERTAIN COMMUNITY COLLABORATIVES. (a) The governing body of a county shall develop and make public a plan detailing:

(1) how local mental health authorities, municipalities, local law enforcement agencies, and other community stakeholders in the county could coordinate to establish or expand a community collaborative to accomplish the goals of Section 539.002;

(2) how entities in the county may leverage funding from private sources to accomplish the goals of Section 539.002 through the formation or expansion of a community collaborative; and

(3) how the formation or expansion of a community collaborative could establish or support resources or services to help local law enforcement agencies to divert persons who have been arrested to appropriate mental health care or substance abuse treatment.

(b) The governing body of a county in which an entity that received a grant under Section 539.002 before September 1, 2017, is located is not required to develop a plan under Subsection (a).

(c) Two or more counties, each with a population of less than 100,000, may form a joint plan under Subsection (a).

ARTICLE 3. BAIL, PRETRIAL RELEASE, AND COUNTY JAIL STANDARDS

SECTION 3.01. The heading to Article 17.032, Code of Criminal Procedure, is amended to read as follows:

Art. 17.032. ~~RELEASE ON PERSONAL BOND OF CERTAIN [MENTALLY ILL]~~ RELEASE ON PERSONAL BOND OF CERTAIN [MENTALLY ILL] DEFENDANTS WITH MENTAL ILLNESS OR INTELLECTUAL DISABILITY.

SECTION 3.02. Articles 17.032(b) and (c), Code of Criminal Procedure, are amended to read as follows:

(b) A magistrate shall release a defendant on personal bond

unless good cause is shown otherwise if the:

(1) defendant is not charged with and has not been previously convicted of a violent offense;

(2) defendant is examined by the local mental health or intellectual and developmental disability ~~[mental retardation]~~ authority or another mental health expert under Article 16.22 ~~[of this code]~~;

(3) applicable expert, in a written assessment submitted to the magistrate under Article 16.22:

(A) concludes that the defendant has a mental illness or is a person with an intellectual disability ~~[mental retardation]~~ and is nonetheless competent to stand trial; and

(B) recommends mental health treatment or intellectual disability treatment for the defendant, as applicable; and

(4) magistrate determines, in consultation with the local mental health or intellectual and developmental disability ~~[mental retardation]~~ authority, that appropriate community-based mental health or intellectual disability ~~[mental retardation]~~ services for the defendant are available through the ~~[Texas]~~ Department of State ~~[Mental]~~ Health Services ~~[and Mental Retardation]~~ under Section 534.053, Health and Safety Code, or through another mental health or intellectual disability ~~[mental retardation]~~ services provider.

(c) The magistrate, unless good cause is shown for not requiring treatment, shall require as a condition of release on personal bond under this article that the defendant submit to outpatient or inpatient mental health or intellectual disability ~~[mental retardation]~~ treatment as recommended by the local mental health or intellectual and developmental disability ~~[mental~~

~~retardation]~~ authority if the defendant's:

(1) mental illness or intellectual disability ~~[mental retardation]~~ is chronic in nature; or

(2) ability to function independently will continue to deteriorate if the defendant is not treated.

SECTION 3.03. Article 25.03, Code of Criminal Procedure, is amended to read as follows:

Art. 25.03. IF ON BAIL IN FELONY. When the accused, in case of felony, is on bail at the time the indictment is presented, ~~[it is not necessary to serve him with a copy, but]~~ the clerk shall ~~[on request]~~ deliver a copy of the indictment ~~[same]~~ to the accused or the accused's ~~[his]~~ counsel~~;~~ at the earliest possible time.

SECTION 3.04. Article 25.04, Code of Criminal Procedure, is amended to read as follows:

Art. 25.04. IN MISDEMEANOR. In misdemeanors, the clerk shall deliver a copy of the indictment or information to the accused or the accused's counsel at the earliest possible time before trial ~~[it shall not be necessary before trial to furnish the accused with a copy of the indictment or information; but he or his counsel may demand a copy, which shall be given as early as possible].~~

SECTION 3.05. Section 511.009(a), Government Code, as amended by Chapters 281 (H.B. 875), 648 (H.B. 549), and 688 (H.B. 634), Acts of the 84th Legislature, Regular Session, 2015, is reenacted and amended to read as follows:

(a) The commission shall:

(1) adopt reasonable rules and procedures establishing minimum standards for the construction, equipment, maintenance, and operation of county jails;

(2) adopt reasonable rules and procedures establishing minimum standards for the custody, care, and treatment

of prisoners;

(3) adopt reasonable rules establishing minimum standards for the number of jail supervisory personnel and for programs and services to meet the needs of prisoners;

(4) adopt reasonable rules and procedures establishing minimum requirements for programs of rehabilitation, education, and recreation in county jails;

(5) revise, amend, or change rules and procedures if necessary;

(6) provide to local government officials consultation on and technical assistance for county jails;

(7) review and comment on plans for the construction and major modification or renovation of county jails;

(8) require that the sheriff and commissioners of each county submit to the commission, on a form prescribed by the commission, an annual report on the conditions in each county jail within their jurisdiction, including all information necessary to determine compliance with state law, commission orders, and the rules adopted under this chapter;

(9) review the reports submitted under Subdivision (8) and require commission employees to inspect county jails regularly to ensure compliance with state law, commission orders, and rules and procedures adopted under this chapter;

(10) adopt a classification system to assist sheriffs and judges in determining which defendants are low-risk and consequently suitable participants in a county jail work release program under Article 42.034, Code of Criminal Procedure;

(11) adopt rules relating to requirements for segregation of classes of inmates and to capacities for county jails;

(12) require that the chief jailer of each municipal lockup submit to the commission, on a form prescribed by the commission, an annual report of persons under 17 years of age securely detained in the lockup, including all information necessary to determine compliance with state law concerning secure confinement of children in municipal lockups;

(13) at least annually determine whether each county jail is in compliance with the rules and procedures adopted under this chapter;

(14) require that the sheriff and commissioners court of each county submit to the commission, on a form prescribed by the commission, an annual report of persons under 17 years of age securely detained in the county jail, including all information necessary to determine compliance with state law concerning secure confinement of children in county jails;

(15) schedule announced and unannounced inspections of jails under the commission's jurisdiction using the risk assessment plan established under Section 511.0085 to guide the inspections process;

(16) adopt a policy for gathering and distributing to jails under the commission's jurisdiction information regarding:

(A) common issues concerning jail administration;

(B) examples of successful strategies for maintaining compliance with state law and the rules, standards, and procedures of the commission; and

(C) solutions to operational challenges for jails;

(17) report to the Texas Correctional Office on Offenders with Medical or Mental Impairments on a jail's compliance

with Article 16.22, Code of Criminal Procedure;

(18) adopt reasonable rules and procedures establishing minimum requirements for jails to:

(A) determine if a prisoner is pregnant; and

(B) ensure that the jail's health services plan addresses medical and mental health care, including nutritional requirements, and any special housing or work assignment needs for persons who are confined in the jail and are known or determined to be pregnant;

(19) provide guidelines to sheriffs regarding contracts between a sheriff and another entity for the provision of food services to or the operation of a commissary in a jail under the commission's jurisdiction, including specific provisions regarding conflicts of interest and avoiding the appearance of impropriety; ~~and~~

(20) adopt reasonable rules and procedures establishing minimum standards for prisoner visitation that provide each prisoner at a county jail with a minimum of two in-person, noncontact visitation periods per week of at least 20 minutes duration each;

(21) ~~(20)~~ require the sheriff of each county to:

(A) investigate and verify the veteran status of each prisoner by using data made available from the Veterans Reentry Search Service (VRSS) operated by the United States Department of Veterans Affairs or a similar service; and

(B) use the data described by Paragraph (A) to assist prisoners who are veterans in applying for federal benefits or compensation for which the prisoners may be eligible under a program administered by the United States Department of Veterans Affairs;

(22) ~~[(20)]~~ adopt reasonable rules and procedures regarding visitation of a prisoner at a county jail by a guardian, as defined by Section 1002.012, Estates Code, that:

(A) allow visitation by a guardian to the same extent as the prisoner's next of kin, including placing the guardian on the prisoner's approved visitors list on the guardian's request and providing the guardian access to the prisoner during a facility's standard visitation hours if the prisoner is otherwise eligible to receive visitors; and

(B) require the guardian to provide the sheriff with letters of guardianship issued as provided by Section 1106.001, Estates Code, before being allowed to visit the prisoner; and

(23) adopt reasonable rules and procedures to ensure the safety of prisoners, including rules and procedures that require a county jail to:

(A) give prisoners the ability to access a mental health professional at the jail through a telemental health service 24 hours a day;

(B) give prisoners the ability to access a health professional at the jail or through a telehealth service 24 hours a day or, if a health professional is unavailable at the jail or through a telehealth service, provide for a prisoner to be transported to access a health professional; and

(C) if funding is available under Section 511.019, install automated electronic sensors or cameras to ensure accurate and timely in-person checks of cells or groups of cells confining at-risk individuals.

SECTION 3.06. Section 511.009, Government Code, is amended by adding Subsection (d) to read as follows:

(d) The commission shall adopt reasonable rules and procedures establishing minimum standards regarding the continuity of prescription medications for the care and treatment of prisoners. The rules and procedures shall require that a qualified medical professional shall review as soon as possible any prescription medication a prisoner is taking when the prisoner is taken into custody.

SECTION 3.07. Chapter 511, Government Code, is amended by adding Sections 511.019, 511.020, and 511.021 to read as follows:

Sec. 511.019. PRISONER SAFETY FUND. (a) The prisoner safety fund is a dedicated account in the general revenue fund.

(b) The prisoner safety fund consists of:

(1) appropriations of money to the fund by the legislature; and

(2) gifts, grants, including grants from the federal government, and other donations received for the fund.

(c) Money in the fund may be appropriated only to the commission to pay for capital improvements that are required under Section 511.009(a)(23).

(d) The commission by rule may establish a grant program to provide grants to counties to fund capital improvements described by Subsection (c). The commission may only provide a grant to a county for capital improvements to a county jail with a capacity of not more than 96 prisoners.

Sec. 511.020. SERIOUS INCIDENTS REPORT. (a) On or before the fifth day of each month, the sheriff of each county shall report to the commission regarding the occurrence during the preceding month of any of the following incidents involving a prisoner in the county jail:

(1) a suicide;

(2) an attempted suicide;

(3) a death;

(4) a serious bodily injury, as that term is defined by

Section 1.07, Penal Code;

(5) an assault;

(6) an escape;

(7) a sexual assault; and

(8) any use of force resulting in bodily injury, as

that term is defined by Section 1.07, Penal Code.

(b) The commission shall prescribe a form for the report required by Subsection (a).

(c) The information required to be reported under Subsection (a)(8) may not include the name or other identifying information of a county jailer or jail employee.

(d) The information reported under Subsection (a) is public information subject to an open records request under Chapter 552.

Sec. 511.021. INDEPENDENT INVESTIGATION OF DEATH OCCURRING IN COUNTY JAIL. (a) On the death of a prisoner in a county jail, the commission shall appoint a law enforcement agency, other than the local law enforcement agency that operates the county jail, to investigate the death as soon as possible.

(b) The commission shall adopt any rules necessary relating to the appointment of a law enforcement agency under Subsection (a), including rules relating to cooperation between law enforcement agencies and to procedures for handling evidence.

SECTION 3.08. The changes in law made by this article to Article 17.032, Code of Criminal Procedure, apply only to a personal bond that is executed on or after the effective date of this Act. A personal bond executed before the effective date of this Act is governed by the law in effect when the personal bond was

executed, and the former law is continued in effect for that purpose.

SECTION 3.09. Not later than January 1, 2018, the Commission on Jail Standards shall:

(1) adopt the rules and procedures required by Section 511.009(d), Government Code, as added by this article, and the rules required by Section 511.021(b), Government Code, as added by this article; and

(2) prescribe the form required by Section 511.020(b), Government Code, as added by this article.

SECTION 3.10. Not later than September 1, 2018, the Commission on Jail Standards shall adopt the rules and procedures required by Section 511.009(a)(23), Government Code, as added by this article. On and after September 1, 2020, a county jail shall comply with any rule or procedure adopted by the Commission on Jail Standards under that subdivision.

SECTION 3.11. To the extent of any conflict, this Act prevails over another Act of the 85th Legislature, Regular Session, 2017, relating to nonsubstantive additions to and corrections in enacted codes.

ARTICLE 4. PEACE OFFICER AND COUNTY JAILER TRAINING

SECTION 4.01. Chapter 511, Government Code, is amended by adding Section 511.00905 to read as follows:

Sec. 511.00905. JAIL ADMINISTRATOR POSITION; EXAMINATION REQUIRED. (a) The Texas Commission on Law Enforcement shall develop and the commission shall approve an examination for a person assigned to the jail administrator position overseeing a county jail.

(b) The commission shall adopt rules requiring a person, other than a sheriff, assigned to the jail administrator position

overseeing a county jail to pass the examination not later than the 180th day after the date the person is assigned to that position.
The rules must provide that a person who fails the examination may be immediately removed from the position and may not be reinstated until the person passes the examination.

(c) The sheriff of a county shall perform the duties of the jail administrator position at any time there is not a person available who satisfies the examination requirements of this section.

(d) A person other than a sheriff may not serve in the jail administrator position of a county jail unless the person satisfies the examination requirement of this section.

SECTION 4.02. Section 1701.253, Occupations Code, is amended by amending Subsection (j) and adding Subsection (n) to read as follows:

(j) As part of the minimum curriculum requirements, the commission shall require an officer to complete a 40-hour statewide education and training program on de-escalation and crisis intervention techniques to facilitate interaction with persons with mental impairments. An officer shall complete the program not later than the second anniversary of the date the officer is licensed under this chapter or the date the officer applies for an intermediate proficiency certificate, whichever date is earlier. An officer may not satisfy the requirements of this subsection ~~[section]~~ or Section 1701.402(g) by taking an online course on de-escalation and crisis intervention techniques to facilitate interaction with persons with mental impairments.

(n) As part of the minimum curriculum requirements, the commission shall require an officer to complete a statewide education and training program on de-escalation techniques to

facilitate interaction with members of the public, including techniques for limiting the use of force resulting in bodily injury.

SECTION 4.03. Section 1701.310(a), Occupations Code, is amended to read as follows:

(a) Except as provided by Subsection (e), a person may not be appointed as a county jailer, except on a temporary basis, unless the person has satisfactorily completed a preparatory training program, as required by the commission, in the operation of a county jail at a school operated or licensed by the commission. The training program must consist of at least eight hours of mental health training approved by the commission and the Commission on Jail Standards.

SECTION 4.04. Section 1701.352(b), Occupations Code, is amended to read as follows:

(b) The commission shall require a state, county, special district, or municipal agency that appoints or employs peace officers to provide each peace officer with a training program at least once every 48 months that is approved by the commission and consists of:

(1) topics selected by the agency; and
(2) for an officer holding only a basic proficiency certificate, not more than 20 hours of education and training that contain curricula incorporating the learning objectives developed by the commission regarding:

(A) civil rights, racial sensitivity, and cultural diversity;

(B) de-escalation and crisis intervention techniques to facilitate interaction with persons with mental impairments; ~~and~~

(C) de-escalation techniques to facilitate interaction with members of the public, including techniques for limiting the use of force resulting in bodily injury; and

(D) unless determined by the agency head to be inconsistent with the officer's assigned duties:

(i) the recognition and documentation of cases that involve child abuse or neglect, family violence, and sexual assault; and

(ii) issues concerning sex offender characteristics.

SECTION 4.05. Section 1701.402, Occupations Code, is amended by adding Subsection (n) to read as follows:

(n) As a requirement for an intermediate proficiency certificate or an advanced proficiency certificate, an officer must complete the education and training program regarding de-escalation techniques to facilitate interaction with members of the public established by the commission under Section 1701.253(n).

SECTION 4.06. Not later than March 1, 2018, the Texas Commission on Law Enforcement shall develop and the Commission on Jail Standards shall approve the examination required by Section 511.00905, Government Code, as added by this article.

SECTION 4.07. (a) Not later than March 1, 2018, the Texas Commission on Law Enforcement shall establish or modify training programs as necessary to comply with Section 1701.253, Occupations Code, as amended by this article.

(b) The minimum curriculum requirements under Section 1701.253(j), Occupations Code, as amended by this article, apply only to a peace officer who first begins to satisfy those requirements on or after April 1, 2018.

SECTION 4.08. (a) Section 1701.310, Occupations Code, as

amended by this article, takes effect January 1, 2018.

(b) A person in the position of county jailer on September 1, 2017, must comply with Section 1701.310(a), Occupations Code, as amended by this article, not later than August 31, 2021.

ARTICLE 5. MOTOR VEHICLE STOPS, RACIAL PROFILING, AND ISSUANCE OF CITATIONS

SECTION 5.01. Article 2.132, Code of Criminal Procedure, is amended by amending Subsections (b) and (d) and adding Subsection (h) to read as follows:

(b) Each law enforcement agency in this state shall adopt a detailed written policy on racial profiling. The policy must:

- (1) clearly define acts constituting racial profiling;
- (2) strictly prohibit peace officers employed by the agency from engaging in racial profiling;
- (3) implement a process by which an individual may file a complaint with the agency if the individual believes that a peace officer employed by the agency has engaged in racial profiling with respect to the individual;
- (4) provide public education relating to the agency's compliment and complaint process, including providing the telephone number, mailing address, and e-mail address to make a compliment or complaint with respect to each ticket, citation, or warning issued by a peace officer;
- (5) require appropriate corrective action to be taken against a peace officer employed by the agency who, after an investigation, is shown to have engaged in racial profiling in violation of the agency's policy adopted under this article;
- (6) require collection of information relating to motor vehicle stops in which a ticket, citation, or warning is

issued and to arrests made as a result of those stops, including information relating to:

(A) the race or ethnicity of the individual detained;

(B) whether a search was conducted and, if so, whether the individual detained consented to the search; ~~and~~

(C) whether the peace officer knew the race or ethnicity of the individual detained before detaining that individual;

(D) whether the peace officer used physical force that resulted in bodily injury, as that term is defined by Section 1.07, Penal Code, during the stop;

(E) the location of the stop; and

(F) the reason for the stop; and

(7) require the chief administrator of the agency, regardless of whether the administrator is elected, employed, or appointed, to submit an annual report of the information collected under Subdivision (6) to:

(A) the Texas Commission on Law Enforcement; and

(B) the governing body of each county or municipality served by the agency, if the agency is an agency of a county, municipality, or other political subdivision of the state.

(d) On adoption of a policy under Subsection (b), a law enforcement agency shall examine the feasibility of installing video camera and transmitter-activated equipment in each agency law enforcement motor vehicle regularly used to make motor vehicle stops and transmitter-activated equipment in each agency law enforcement motorcycle regularly used to make motor vehicle stops. The agency also shall examine the feasibility of equipping each peace officer who regularly detains or stops motor vehicles with a

body worn camera, as that term is defined by Section 1701.651, Occupations Code. If a law enforcement agency installs video or audio equipment or equips peace officers with body worn cameras as provided by this subsection, the policy adopted by the agency under Subsection (b) must include standards for reviewing video and audio documentation.

(h) A law enforcement agency shall review the data collected under Subsection (b)(6) to identify any improvements the agency could make in its practices and policies regarding motor vehicle stops.

SECTION 5.02. Article 2.133, Code of Criminal Procedure, is amended by amending Subsection (b) and adding Subsection (c) to read as follows:

(b) A peace officer who stops a motor vehicle for an alleged violation of a law or ordinance shall report to the law enforcement agency that employs the officer information relating to the stop, including:

(1) a physical description of any person operating the motor vehicle who is detained as a result of the stop, including:

(A) the person's gender; and

(B) the person's race or ethnicity, as stated by the person or, if the person does not state the person's race or ethnicity, as determined by the officer to the best of the officer's ability;

(2) the initial reason for the stop;

(3) whether the officer conducted a search as a result of the stop and, if so, whether the person detained consented to the search;

(4) whether any contraband or other evidence was discovered in the course of the search and a description of the

contraband or evidence;

(5) the reason for the search, including whether:

(A) any contraband or other evidence was in plain view;

(B) any probable cause or reasonable suspicion existed to perform the search; or

(C) the search was performed as a result of the towing of the motor vehicle or the arrest of any person in the motor vehicle;

(6) whether the officer made an arrest as a result of the stop or the search, including a statement of whether the arrest was based on a violation of the Penal Code, a violation of a traffic law or ordinance, or an outstanding warrant and a statement of the offense charged;

(7) the street address or approximate location of the stop; ~~and~~

(8) whether the officer issued a verbal or written warning or a ticket or citation as a result of the stop; and

(9) whether the officer used physical force that resulted in bodily injury, as that term is defined by Section 1.07, Penal Code, during the stop.

(c) The chief administrator of a law enforcement agency, regardless of whether the administrator is elected, employed, or appointed, is responsible for auditing reports under Subsection (b) to ensure that the race or ethnicity of the person operating the motor vehicle is being reported.

SECTION 5.03. Article 2.134(c), Code of Criminal Procedure, is amended to read as follows:

(c) A report required under Subsection (b) must be submitted by the chief administrator of the law enforcement agency,

regardless of whether the administrator is elected, employed, or appointed, and must include:

(1) a comparative analysis of the information compiled under Article 2.133 to:

(A) evaluate and compare the number of motor vehicle stops, within the applicable jurisdiction, of persons who are recognized as racial or ethnic minorities and persons who are not recognized as racial or ethnic minorities; ~~and~~

(B) examine the disposition of motor vehicle stops made by officers employed by the agency, categorized according to the race or ethnicity of the affected persons, as appropriate, including any searches resulting from stops within the applicable jurisdiction; and

(C) evaluate and compare the number of searches resulting from motor vehicle stops within the applicable jurisdiction and whether contraband or other evidence was discovered in the course of those searches; and

(2) information relating to each complaint filed with the agency alleging that a peace officer employed by the agency has engaged in racial profiling.

SECTION 5.04. Article 2.137, Code of Criminal Procedure, is amended to read as follows:

Art. 2.137. PROVISION OF FUNDING OR EQUIPMENT. (a) The Department of Public Safety shall adopt rules for providing funds or video and audio equipment to law enforcement agencies for the purpose of installing video and audio equipment in law enforcement motor vehicles and motorcycles or equipping peace officers with body worn cameras ~~[as described by Article 2.135(a)(1)(A)]~~, including specifying criteria to prioritize funding or equipment provided to law enforcement agencies. The criteria may include

consideration of tax effort, financial hardship, available revenue, and budget surpluses. The criteria must give priority to:

- (1) law enforcement agencies that employ peace officers whose primary duty is traffic enforcement;
- (2) smaller jurisdictions; and
- (3) municipal and county law enforcement agencies.

(b) The Department of Public Safety shall collaborate with an institution of higher education to identify law enforcement agencies that need funds or video and audio equipment for the purpose of installing video and audio equipment in law enforcement motor vehicles and motorcycles or equipping peace officers with body worn cameras [~~as described by Article 2.135(a)(1)(A)~~]. The collaboration may include the use of a survey to assist in developing criteria to prioritize funding or equipment provided to law enforcement agencies.

(c) To receive funds or video and audio equipment from the state for the purpose of installing video and audio equipment in law enforcement motor vehicles and motorcycles or equipping peace officers with body worn cameras [~~as described by Article 2.135(a)(1)(A)~~], the governing body of a county or municipality, in conjunction with the law enforcement agency serving the county or municipality, shall certify to the Department of Public Safety that the law enforcement agency needs funds or video and audio equipment for that purpose.

(d) On receipt of funds or video and audio equipment from the state for the purpose of installing video and audio equipment in law enforcement motor vehicles and motorcycles or equipping peace officers with body worn cameras [~~as described by Article 2.135(a)(1)(A)~~], the governing body of a county or municipality, in conjunction with the law enforcement agency serving the county or

municipality, shall certify to the Department of Public Safety that the law enforcement agency has taken the necessary actions to use and is using [installed] video and audio equipment and body worn cameras for those purposes [as described by Article 2.135(a)(1)(A) and is using the equipment as required by Article 2.135(a)(1)].

SECTION 5.05. Article 2.1385(a), Code of Criminal Procedure, is amended to read as follows:

(a) If the chief administrator of a local law enforcement agency intentionally fails to submit the incident-based data as required by Article 2.134, the agency is liable to the state for a civil penalty in an [the] amount not to exceed \$5,000 [of \$1,000] for each violation. The attorney general may sue to collect a civil penalty under this subsection.

SECTION 5.06. Article 2.135, Code of Criminal Procedure, is repealed.

SECTION 5.07. Articles 2.132 and 2.134, Code of Criminal Procedure, as amended by this article, apply only to a report covering a calendar year beginning on or after January 1, 2018.

SECTION 5.08. Not later than September 1, 2018, the Texas Commission on Law Enforcement shall:

(1) evaluate and change the guidelines for compiling and reporting information required under Article 2.134, Code of Criminal Procedure, as amended by this article, to enable the guidelines to better withstand academic scrutiny; and

(2) make accessible online:

(A) a downloadable format of any information submitted under Article 2.134(b), Code of Criminal Procedure, that is not exempt from public disclosure under Chapter 552, Government Code; and

(B) a glossary of terms relating to the

information to make the information readily understandable to the public.

ARTICLE 6. EFFECTIVE DATE

SECTION 6.01. Except as otherwise provided by this Act, this Act takes effect September 1, 2017.

President of the Senate

Speaker of the House

I hereby certify that S.B. No. 1849 passed the Senate on May 11, 2017, by the following vote: Yeas 31, Nays 0.

Secretary of the Senate

I hereby certify that S.B. No. 1849 passed the House on May 20, 2017, by the following vote: Yeas 137, Nays 0, one present not voting.

Chief Clerk of the House

Approved:

Date

Governor

Responding to the Texas Racial Profiling Law

Richwood Police Department Policy on Racial/Bias Profiling

GENERAL ORDER  RICHWOOD POLICE DEPARTMENT	Effective: September 1, 2015	#328
	Section:	Subject: RACIAL/ OR BIAS-BASED PROFILING
	Rescinds:	
	Standards:	

328.1 PURPOSE AND SCOPE (TPCA: 2.2)

This policy provides guidance to department members and establishes appropriate controls to ensure that employees of the Richwood Police Department do not engage in racial- or bias-based profiling, to identify key contexts in which bias may influence these actions and emphasize the importance of the constitutional guidelines within which we operate while serving the community.

328.1.1 DEFINITIONS

Definitions related to this policy include:

RACIAL - OR BIASED-BASED PROFILING - A law enforcement-initiated action with inappropriate reliance on factors such as race, ethnicity, national origin, religion, sex, sexual orientation, economic status, age, cultural group, disability or affiliation with any other similar identifiable group rather than on the individual's behavior or on information identifying the individual as having engaged in criminal activity (Tex. Code of Crim. Pro. art. 3.05, and 2.132(b)(1)).

328.2 POLICY (TPCA: 2.2)

The Richwood Police Department is committed to providing law enforcement services to the community with due regard for the racial, cultural or other differences of those served. It is the policy of this department to provide law enforcement services and to enforce the law equally, fairly and without discrimination toward any individual or group.

Race, ethnicity or nationality, religion, sex, sexual orientation, gender, economic status, age, cultural group, disability or affiliation with any other similar identifiable group shall not be used as the basis for providing differing levels of law enforcement service or the enforcement of the law (Tex. Code of Crim. Pro., art. 2.131).

328.3 RACIAL/OR BIASED-BASED PROFILING PROHIBITED

Racial- or bias-based profiling is strictly prohibited. However, nothing in this policy is intended to prohibit an officer from considering factors such as race or ethnicity in combination with other

legitimate factors to establish reasonable suspicion or probable cause (e.g., suspect description is limited to a specific race or group). (TBP: 2.01)

328.3.1 DEFINITIONS

Most of the following terms appear in this order. In any case, these terms appear in the larger public discourse about alleged biased enforcement behavior and in other orders. These definitions are intended to facilitate on-going discussion and analysis of our enforcement practices.

BIAS: Prejudice or partiality which may be based on preconceived ideas, a person's upbringing, culture, experience, or education.

BIASED POLICING: Stopping, detaining, searching, or attempting to search, or using force against a person based upon his or her race, ethnic background, gender, sexual orientation, religion, economic status, age, cultural group, or any other identifiable group.

ETHNICITY: A cluster of characteristics which may include race but also cultural characteristics or traits which are shared by a group with a common experience or history.

GENDER: Unlike sex, a psychological classification based on cultural characteristics or traits.

PROBABLE CAUSE: Facts or apparent facts and circumstances within an officer's knowledge and of which the officer had reasonable, trustworthy information to lead a reasonable person to believe that an offense has been or is being committed, and that the suspect has committed it.

RACE: A category of people of a particular decent, including Caucasian, African, Asian, or Native American descent. As distinct from ethnicity, race only refers to physical characteristics sufficiently distinctive to a group of people under a classification.

RACIAL PROFILING: A law-enforcement initiated action based on an individual's race, ethnicity, or national origin rather than on the individual's behavior or on information identifying the individual as having engaged in criminal activity.

REASONABLE SUSPICION: Articulable, objective facts which lead an experienced officer to suspect that a person has committed, is committing, or may be about to commit a crime.

A well-founded suspicion is based on the totality of the circumstances and does not exist unless it can be articulated. Reasonable suspicion supports a stop of a person. Courts require that stops based on reasonable suspicion be "objectively reasonable."

SEX: A biological classification, male or female, based on physical and genetic characteristics.

STOP: The detention of a subject for a brief period of time, based on reasonable suspicion. A stop is an investigative detention.

328.3.2 DEPARTMENT'S COMMITMENT

The Richwood Police Department is committed to a respect for constitutional rights in the performance of our duties. Our success is based on the respect we give to our communities, and the respect members of the community observe toward law enforcement. To this end, we shall exercise our sworn duties, responsibilities, and obligations in a manner that does not discriminate on the basis of race, sex, gender, national origin, ethnicity, age, or religion. All people carry biases: in law enforcement, however, the failure to control our biases can lead to illegal arrests, searches, and detentions, thus thwarting the mission of our Department. Most importantly, actions guided by bias destroy the trust and respect essential for our mission to succeed. We live and work in communities very diverse in population: respect for diversity and equitable enforcement of the law are essential to our mission.

328.4 DETAINING SUSPECTS

328.4.1 REASON FOR DETENTION

Officers detaining a person shall be prepared to articulate sufficient specific facts, circumstances, and conclusions which support probable cause or reasonable suspicion to justify arrests, searches, seizures, and stops, independent of the individual's membership in a protected class as required by the Fourth Amendment to the U. S. Constitution and statutory authority.

Officers shall not stop, detain, arrest, search, or attempt to search anyone based solely upon the person's race, sex, sexual orientation, gender, national origin, ethnicity, age, or religion. Officers shall base all such actions on a reasonable suspicion or probable cause that the person or an occupant of a vehicle committed an offense. All departmental orders are informed and guided by this directive.

Nothing in this order limits non-enforcement contacts between officers and the public. While the practice of racial profiling is strictly prohibited, it is recognized that race or ethnicity may be legitimately considered by an officer in combination with other legitimate factors to establish reasonable suspicion or probable cause (e.g., suspect description is limited to a specific race or group).

While completing the arrest report or Field Interview (FI) card), the involved officer should include those facts which gave rise to the officer's reasonable suspicion or probable cause to initiate the detention.

Nothing in this policy shall require any officer to document a contact that would not otherwise require reporting.

328.4.2 OFFICERS' RESPONSIBILITIES

A. General Responsibilities

1. Individuals shall only be subjected to stops, seizures, or detention upon reasonable suspicion that they have committed, are committing, or are about to commit an offense.
2. Officers shall document the elements of reasonable suspicion and probable cause in appropriate reports.
3. Officers shall observe all constitutional safeguards and shall respect the constitutional rights of all persons.
 - a. As traffic stops furnish a primary source of bias-related complaints, officer shall have a firm understanding of the warrantless searches allowed by law, particularly the use of consent. How the officer disengages from a traffic stop may be crucial to a person's perception of fairness or discrimination.
 - b. Officers shall not use the refusal or lack of cooperation to justify a search of the person or vehicle or a prolonged detention once reasonable suspicion has been dispelled.
4. All personnel shall treat everyone with the same courtesy and respect that they would have others observe to Department personnel. To this end, personnel are reminded that the exercise of courtesy and respect engenders a future willingness to cooperate with law enforcement.
 - a. Personnel shall facilitate an individual's access to other governmental services whenever possible and shall actively provide referrals to other appropriate agencies.
 - b. All personnel shall courteously accept, document, and forward to the Chief of Police any complaints made by an individual against the Department. Further, officers shall provide information on the complaints process and shall give copies of "How to Make a Complaint" when appropriate.
5. When feasible, personnel shall offer explanations of the reasons for enforcement actions or other decisions that bear on individual's well-being unless the explanation would undermine an investigation or jeopardize an officer's safety. When concluding an encounter, personnel shall thank him or her for cooperating.
6. When feasible, all personnel shall identify themselves by name. When a person requests the information, personnel shall give their Departmental identification number, name of the immediate supervisor, or any other reasonable information.
7. All personnel are accountable for their actions. Personnel shall justify their actions when required.

8. Every member of this department shall perform his/her duties in a fair and objective manner and is responsible for promptly reporting any known instances of racial- or bias-based profiling to a supervisor.

B. Supervisory Responsibilities

1. Supervisors shall monitor those individuals under their command for any behavior that may conflict with the purpose of this policy and shall handle any alleged or observed violation of this policy in accordance with the Personnel Complaints Policy.
2. Supervisors shall identify and discuss any issues with the involved officer in a timely manner. Supervisors shall correct instances of bias in the work of their subordinates and shall be held accountable for the observance of constitutional safeguards during the performance of their duties.
3. In instances where officers record their public contacts, supervisors should periodically review the recordings to ensure compliance with racial profiling laws (Crim. Pro. art. 2.132(d)) and this policy.
 - a. Supervisors should document these periodic reviews.
 - b. Recordings that capture a potential instance of racial- or bias-based profiling should be appropriately retained for administrative investigation purposes.
4. Supervisors shall use the disciplinary mechanisms of the Department to ensure compliance with this order and the constitutional requirements of law enforcement.
5. Supervisors shall initiate investigations of any actual or alleged violations of this policy and shall facilitate the filing of any complaints about law enforcement service.
6. Supervisors should ensure that no retaliatory action is taken against any member of the Richwood Police Department who discloses information concerning racial- or bias-based profiling.
7. Supervisors shall be mindful that in accounting for the actions and performance of subordinates, they are key to maintaining community trust in law enforcement. Supervisors shall continually reinforce the ethic of impartial enforcement of the laws, and shall ensure that personnel, by their actions, maintain the community's trust in law enforcement.
8. Supervisors are reminded that biased enforcement of the laws engenders not only mistrust of law enforcement but increases safety risks to personnel. Lack of control over bias also exposes the department to liability consequences. Supervisors shall be held accountable for repeated instances of biased enforcement of their subordinates.

9. Supervisors shall ensure that all enforcement actions are duly documented per Department policy. Supervisors shall ensure that all reports show adequate documentation of reasonable suspicion and probable cause, if applicable.

C. Disciplinary consequences: Actions prohibited by this order shall be cause for disciplinary action, up to and including dismissal.

D. The Complaint Process - Public Education

The Department shall provide public education relating to the complaint process during public contacts or meetings when appropriate (Tex. Code of Crim. Pro. art. 2.132(b)(4)).

Additionally, the Department will maintain educational pamphlets at the front desk regarding the complaint process for distribution.

328.4.3 REPORTING TRAFFIC STOPS

Any officer conducting an enforcement stop on any motor vehicle shall collect the following information relating to the stop (Tex. Code of Crim. Pro art. 2.132 and Tex. Code of Crim. Pro. Art. 2.133):

- a. The location of the stop
- b. The initial reason for the stop
- c. The physical description of the driver including:
 1. The person's gender,
 2. The person's race and/or ethnicity as stated by the person or as best as can be determined by the officer,
- d. Whether the officer knew the race or ethnicity of the detained person before the stop,
- e. Whether a citation or a warning was issued as a result of the stop,
- f. Whether an arrest was made and, if so, for what offense,
- g. Whether the officer conducted a search and, if so, whether the search was based on consent, probable cause or reasonable suspicion, incident to arrest, the result of towing the vehicle or any other reason,
- h. Whether any contraband or evidence was discovered and whether it was in plain view,

- i. A description of any contraband or evidence located.

328.5 TRAINING

I. Completion of State Mandated Training

All sworn members of this department will be scheduled to attend TCOLE-approved training on the subject of racial- and bias-based profiling.

II. Training Requirements on Racial Profiling

All sworn members of this Department will be scheduled to attend Texas Commission on Law Enforcement (TCOLE) approved training on the subject of racial profiling.

- (a) Pending participation in such TCOLE-approved training and at all times, all members of this Department are encouraged to familiarize themselves with and to consider racial and cultural differences among members of our community.
- (b) Each member of this Department undergoing initial TCOLE-approved training will thereafter be required to complete an approved refresher course every five years or sooner if deemed necessary in order to keep current with changing racial issues and cultural trends.

328.6 COMPLAINTS

I. Public Literature and Education

A. Information for the Public

The Department shall publish "How to Make a Complaint" folders and make them available at all city facilities and other public locations throughout the City.

B. Posting Complaint Process on City Web-site

- 1. The Department's complaint process and its bias based profiling policy will be posted on the Department's website.
- 2. Whenever possible, the media will be used to inform the public of the Department's policy and complaint process.

II. Investigation of Complaints

A. The Richwood Police Department will investigate all complaints alleging incidents of bias based profiling against its officers.

- B. On the commencement of an investigation regarding a complaint in which a video or audio recording was made of an alleged incident of racial/bias-based profiling, the Department shall promptly provide a copy of the recording to the officer at his/her written request (Tex. Code of Crim. Pro. art. 2.132(f)).

III. Notification of Complainants

Complainants will be notified of the results of an investigation when such investigation is completed.

328.6.1 CORRECTIVE ACTION

I. Disciplinary Action

Employees found to be in violation of this policy are subject to discipline in accordance with this Department's disciplinary policy and shall receive additional training and instruction except when disciplinary action results in termination (Tex. Code of Crim. Pro. art. 2.132(b)(5)).

- II. Actions prohibited by this order shall be cause for disciplinary action, up to and including dismissal.

328.7 ADMINISTRATION

I. Department Review

Each year, the Shift Supervisors, with the assistance of the Records Personnel shall review the efforts of the Richwood Police Department to prevent racial- or bias-based profiling and submit an overview, including public concerns and complaints, to the Chief of Police. This report should not contain any identifying information regarding any specific complaint, citizen or officers. It should be reviewed by the Chief to identify any changes in training or operations that should be made to improve service.

Supervisors shall review the administrative overview report and the annual report submitted to TCOLE and the governing body and discuss the results with those they are assigned to supervise.

II. State Reporting

The Chief of Police shall submit to the Texas Commission on Law Enforcement (TCOLE) and each governing body served by this agency an annual report of the information required in Tex. Code of Crim. Pro. § 2.132(b)(6).

Further, unless exempt under Tex. Code of Crim. Pro. art. 2.135, prior to March 1 of each year, the Chief of Police shall provide to TCOLE and to each governing body served by

this agency a report containing an analysis of the information required by Tex. Code of Crim. Pro. art. 2.133 (Tex. Code of Crim. Pro. art. 2.134).

These reports may not include identifying information about any officer who made a motor vehicle stop or about an individual who was stopped or arrested by any [officer/deputy] (Tex. Code of Crim. Pro. art. 2.132; Tex. Code of Crim. Pro. art. 2.134).

328.8 REVIEW OF MAV RECORDINGS

The Shift Supervisor shall periodically review Mobile Audio Visual (MAV) recordings to ensure compliance with racial profiling laws (Tex. Code Crim. Pro. art. 2.132(d)). The Chief of Police or his designee shall keep a review log of the MAV reviews for documentation purposes.

328.9 ANNUAL REPORT (TPCA: 2.2)

The Chief of Police shall submit an annual report as required by Tex. Code of Crim. Pro. § 2.132(b) to TCOLE and each governing body served by this agency.

Further, unless exempt under Tex. Code of Crim. Pro. art. 2.135, each year prior to March 1, the Chief of Police shall provide to TCOLE and to each governing body served by this agency a report containing an analysis of the information required by Tex. Code of Crim. Pro. art. 2.133 (Tex. Code of Crim. Pro. art. 2.134(b)).

Chief of Police

Educating the Public on Filing Compliments and Complaints

Informing the Public on the Process of Filing a Compliment or Complaint with the Richwood Police Department

The Texas Racial Profiling Law requires that police agencies provide information to the public regarding the way to file a compliment or racial profiling complaint. To comply with this particular component, the Richwood Police Department launched an educational campaign aimed at informing the public on issues relevant to the racial profiling complaint process.

The police department made available on its web site, information relevant to filing a compliment and complaint on a racial profiling violation by a Richwood Police officer. In addition, each time an officer issues a citation or warning, information on how to file a complaint is given to the individual cited.

It is believed that through these efforts, the community has been properly informed of the policies and the complaint processes relevant to racial profiling.

Richwood Police Department Racial Profiling Complaint Process

RICHWOOD POLICE DEPARTMENT

Formal Complaint Affidavit

The Richwood Police Department is receptive to all complaints involving Department personnel. Persons wishing to make a formal complaint against a Department member must submit this completed affidavit, which will be sworn to and notarized. The form may be legibly handwritten or typed.

Complaints should include as much relevant known information as possible, such as:

- Date and time of the incident
- Location of the incident
- If known, the names, badge numbers of the involved officer(s).
- Names and contact information of witnesses and their relationship to the incident.
- Any action you reasonably believe amounts to officer / employee misconduct.

This Formal Complaint Affidavit is an official document to be used by the Richwood Police Department. Your completed sworn affidavit will be forwarded to the Office of the Chief of Police for review and if necessary, investigation. The complainant (you) must swear to the truthfulness and accuracy of your complaint affidavit before a Notary Public. Intentional falsifications of this sworn affidavit could result in criminal prosecution under statutes of the Texas Penal Code. If an internal investigation is merited, the affected Department member(s) will be provided a copy of this sworn affidavit to afford him / her an opportunity to respond to the complaint. Upon completion of an internal investigation, one of the following dispositions will be prescribed.

Sustained: The allegation is supported by sufficient evidence.
Not sustained: The available evidence was insufficient to either prove or disprove the allegation.
Exonerated: The incident being complained did occur, but Officer's actions were lawful or proper.
Unfounded: The incident did not occur.

Appropriate disciplinary action, when applicable, will be taken based upon the results of the investigation. The action taken can vary according to the severity of the misconduct, etc. All administrative action taken by the Police Department is limited and bound by the Texas Local Government Code to:

Reprimand	Suspension	Dismissal

Forward your complaint to:	Chief of Police Richwood Police Dept. 1800 N. Brazosport Blvd Richwood, TX 77531	Office: (979) 265-8157

You will be notified of the results of the investigation when completed.

Please acknowledge that you have been informed of this procedure by signing and dating below.

(Signature of Person Completing Affidavit)

(Date)

The Office of the Chief of Police can be reached between the hours of 8:00 a.m. to 4:00 p.m. Monday through Friday by calling 979-265-8157.

(Incident Details)

Date of Report: _____

Time of Report: _____ ☐ a.m. ☐ p.m.

Date of Incident: _____

Time of Incident: _____ ☐ a.m. ☐ p.m.

Name of Complainant	Age	D.O.B.	Race	Sex

Home Address	City	State	Zip Code	Phone #

Business Address	City	State	Zip Code	Phone #

Driver's License Number	State	Social Security Number



Were you charged with an offense in this incident? YES or NO

Charges Filed:

If known, please list the name, badge number and / or assignment of the employee(s) involved in this incident:

What type of complaint are you filing?

- ☐ **Racial Profile**
- ☐ **Rudeness**
- ☐ **Excessive Force**
- ☐ **Inappropriate Conduct**
- ☐ **Other**

Complaint Affidavit

I, _____ have been notified that Texas Government Code section 614.023 provides that a complaint against a Law Enforcement Officer of the State of Texas or against a Fireman, must be placed in writing and signed by the person making the complaint and that a copy is to be furnished to the affected officer within a reasonable amount of time after the complaint is filed and before any disciplinary action may be taken.

On this _____ day of _____, A.D., 20____ at _____ a.m./p.m., state that my name is, _____, my date of birth is _____, I live at _____ in the city of _____ and in the State of _____.

I do state that the following facts occurred: _____

This image shows a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

The above statement was given of my own free will without any threats or, promises and that its content is true and correct to the best of my knowledge.

(Complainant's Signature)

Subscribed and sworn before me, the undersigned authority, on this the _____ day of _____, 20__.

PLACE
NOTARY STAMP

Notary Public in and for _____

County, Texas

My Commission Expires: _____

Complaint Affidavit (cont'd)

(*Please make additional copies as needed)

This image shows a single page of white paper with horizontal blue or grey ruling lines. The lines are evenly spaced and run across the width of the page, leaving small margins at the top and bottom. There are no vertical margin lines, and the page is completely blank except for the lines themselves.

The above statement was given of my own free will without any threats or, promises and that its content is true and correct to the best of my knowledge.

(Complainant's Signature)

Subscribed and sworn before me, the undersigned authority, on this the _____ day of _____, 20__.

PLACE
NOTARY STAMP

Notary Public in and for _____

County, Texas

My Commission Expires: _____

Richwood Police Department Training Summary on Racial Profiling

Racial Profiling Training

In compliance with State law, all Richwood Police Officers have received and completed training in racial profiling as specified under the Texas Racial Profiling Law. The completion of this training also fulfills the requirements according to the Texas Commission on Law Enforcement (TCOLE) and the Law Enforcement Management Institute (LEMIT).

It is important to recognize that the Chief of Police has also met the training requirements with the completion of the LEMIT program.

The completion of the racial profile training by all sworn officers of the Richwood Police Department fulfills the training requirements as set forth under 96.641 of the Education Code.

Texas Commission on Law Enforcement (TCOLE) Racial Profiling Training Outline

Racial Profiling 3256

Instructor's Note:

You may wish to teach this course in conjunction with Asset Forfeiture 3255 because of the related subject matter and applicability of the courses. If this course is taught in conjunction with Asset Forfeiture, you may report it under Combined Profiling and Forfeiture 3257 to reduce data entry.

Abstract

This instructor guide is designed to meet the educational requirement for racial profiling established by legislative mandate: 77R-SB1074.

Target Population:	Licensed law enforcement personnel in Texas
Prerequisites:	Experience as a law enforcement officer
Length of Course:	A suggested instructional time of 4 hours
Material Requirements:	Overhead projector, chalkboard and/or flip charts, video tape player, handouts, practical exercises, and demonstrations
Instructor Qualifications:	Instructors should be very knowledgeable about traffic stop procedures and law enforcement issues

Evaluation Process and Procedures

An examination should be given. The instructor may decide upon the nature and content of the examination. It must, however, sufficiently demonstrate the mastery of the subject content by the student.

Reference Materials

Reference materials are located at the end of the course. An electronic copy of this instructor guide may be downloaded from our web site at <http://www.tcleose.state.tx.us>.

Racial Profiling 3256

1.0 RACIAL PROFILING AND THE LAW

1.1 **UNIT GOAL:** The student will be able to identify the legal aspects of racial profiling.

1.1.1 **LEARNING OBJECTIVE:** The student will be able to identify the legislative requirements placed upon peace officers and law enforcement agencies regarding racial profiling.

Racial Profiling Requirements:

Racial profiling	CCP 3.05
Racial profiling prohibited	CCP 2.131
Law enforcement policy on racial profiling	CCP 2.132
Reports required for traffic and pedestrian stops	CCP 2.133
Liability	CCP 2.136
Racial profiling education for police chiefs	Education Code 96.641
Training program	Occupations Code 1701.253
Training required for intermediate certificate	Occupations Code 1701.402
Definition of "race or ethnicity" for form	Transportation Code 543.202

- A. Written departmental policies
 - 1. Definition of what constitutes racial profiling
 - 2. Prohibition of racial profiling
 - 3. Complaint process
 - 4. Public education
 - 5. Corrective action
 - 6. Collection of traffic-stop statistics
 - 7. Annual reports
- B. Not prima facie evidence
- C. Feasibility of use of video equipment
- D. Data does not identify officer
- E. Copy of complaint-related video evidence to officer in question
- F. Vehicle stop report
 - 1. Physical description of detainees: gender, race or ethnicity
 - 2. Alleged violation
 - 3. Consent to search
 - 4. Contraband

- 5. Facts supporting probable cause
- 6. Arrest
- 7. Warning or citation issued
- G. Compilation and analysis of data
- H. Exemption from reporting – audio/video equipment
- I. Officer non-liability
- J. Funding
- K. Required training in racial profiling
 - 1. Police chiefs
 - 2. All holders of intermediate certificates and/or two-year-old licenses as of 09/01/2001 (training to be completed no later than 09/01/2003) – see legislation 77R-SB1074

1.1.2 LEARNING OBJECTIVE: The student will become familiar with Supreme Court decisions and other court decisions involving appropriate actions in traffic stops.

- A. Whren v. United States, 517 U.S. 806, 116 S.Ct. 1769 (1996)
 - 1. Motor vehicle search exemption
 - 2. Traffic violation acceptable as pretext for further investigation
 - 3. Selective enforcement can be challenged
- B. Terry v. Ohio, 392 U.S. 1, 88 S.Ct. 1868 (1968)
 - 1. Stop & Frisk doctrine
 - 2. Stopping and briefly detaining a person
 - 3. Frisk and pat down
- C. Other cases
 - 1. Pennsylvania v. Mimms, 434 U.S. 106, 98 S.Ct. 330 (1977)
 - 2. Maryland v. Wilson, 117 S.Ct. 882 (1997)
 - 3. Graham v. State, 119 MdApp 444, 705 A.2d 82 (1998)
 - 4. Pryor v. State, 122 Md.App. 671 (1997) cert. denied 352 Md. 312, 721 A.2d 990 (1998)
 - 5. Ferris v. State, 355 Md. 356, 735 A.2d 491 (1999)
 - 6. New York v. Belton, 453 U.S. 454 (1981)

2.0 RACIAL PROFILING AND THE COMMUNITY

2.1 UNIT GOAL: The student will be able to identify logical and social arguments against racial profiling.

2.1.1 LEARNING OBJECTIVE: The student will be able to identify logical and social arguments against racial profiling.

- A. There are appropriate reasons for unusual traffic stops (suspicious behavior, the officer's intuition, MOs, etc.), but police work must stop short of cultural stereotyping and racism

- B. Racial profiling would result in criminal arrests, but only because it would target all members of a race randomly – the minor benefits would be far outweighed by the distrust and anger towards law enforcement by minorities and the public as a whole
- C. Racial profiling is self-fulfilling bad logic: if you believed that minorities committed more crimes, then you might look for more minority criminals, and find them in disproportionate numbers
- D. Inappropriate traffic stops generate suspicion and antagonism towards officers and make future stops more volatile – a racially-based stop today can throw suspicion on tomorrow's legitimate stop
- E. By focusing on race, you would not only be harassing innocent citizens, but overlooking criminals of all races and backgrounds – it is a waste of law enforcement resources

3.0 RACIAL PROFILING VERSUS REASONABLE SUSPICION

3.1 UNIT GOAL: The student will be able to identify the elements of both inappropriate and appropriate traffic stops.

3.1.1 LEARNING OBJECTIVE: The student will be able to identify elements of a racially-motivated traffic stop.

- A. Most race-based complaints come from vehicle stops, often since race is used as an inappropriate substitute for drug courier profile elements
- B. "DWB" – "Driving While Black" – a nickname for the public perception that a Black person may be stopped solely because of their race (especially with the suspicion that they are a drug courier), often extended to other minority groups or activities as well ("Driving While Brown," "Flying While Black," etc.)
- C. A typical traffic stop resulting from racial profiling
 1. The vehicle is stopped on the basis of a minor or contrived traffic violation which is used as a pretext for closer inspection of the vehicle, driver, and passengers
 2. The driver and passengers are questioned about things that do not relate to the traffic violation
 3. The driver and passengers are ordered out of the vehicle
 4. The officers visually check all observable parts of the vehicle
 5. The officers proceed on the assumption that drug courier work is involved by detaining the driver and passengers by the roadside
 6. The driver is asked to consent to a vehicle search – if the driver refuses, the officers use other procedures (waiting on a canine unit, criminal record checks, license-plate checks, etc.), and intimidate the driver (with the threat of detaining him/her, obtaining a warrant, etc.)

3.1.2 LEARNING OBJECTIVE: The student will be able to identify elements of a traffic stop which would constitute reasonable suspicion of drug courier activity.

- A. Drug courier profile (adapted from a profile developed by the DEA)
 - 1. Driver is nervous or anxious beyond the ordinary anxiety and cultural communication styles
 - 2. Signs of long-term driving (driver is unshaven, has empty food containers, etc.)
 - 3. Vehicle is rented
 - 4. Driver is a young male, 20-35
 - 5. No visible luggage, even though driver is traveling
 - 6. Driver was over-reckless or over-cautious in driving and responding to signals
 - 7. Use of air fresheners
- B. Drug courier activity indicators by themselves are usually not sufficient to justify a stop

3.1.3 LEARNING OBJECTIVE: The student will be able to identify elements of a traffic stop which could constitute reasonable suspicion of criminal activity.

- A. Thinking about the totality of circumstances in a vehicle stop
- B. Vehicle exterior
 - 1. Non-standard repainting (esp. on a new vehicle)
 - 2. Signs of hidden cargo (heavy weight in trunk, windows do not roll down, etc.)
 - 3. Unusual license plate suggesting a switch (dirty plate, bugs on back plate, etc.)
 - 4. Unusual circumstances (pulling a camper at night, kids' bikes with no kids, etc.)
- C. Pre-stop indicators
 - 1. Not consistent with traffic flow
 - 2. Driver is overly cautious, or driver/passengers repeatedly look at police car
 - 3. Driver begins using a car- or cell-phone when signaled to stop
 - 4. Unusual pull-over behavior (ignores signals, hesitates, pulls onto new street, moves objects in car, etc.)
- D. Vehicle interior
 - 1. Rear seat or interior panels have been opened, there are tools or spare tire, etc.
 - 2. Inconsistent items (anti-theft club with a rental, unexpected luggage, etc.)

Resources

Proactive Field Stops Training Unit – Instructor's Guide, Maryland Police and Correctional Training Commissions, 2001. (See Appendix A.)

Web address for legislation 77R-SB1074:

<http://tlo2.tlc.state.tx.us/tlo/77r/billtext/SB01074F.htm>

Report on Racial Profiling Complaints

Report on Complaints

The following table contains data regarding Richwood Police Officers that have been the subject of a complaint, during the time period of 1/1/18---12/31/18, based on allegations outlining possible violations related to the Texas Racial Profiling Law. The final disposition of the case is also included.

X

A check above indicates that the Richwood Police Department has not received any complaints, on any members of its police force, for having violated the Texas Racial Profiling Law during the time period of 1/1/18 ---- 12/31/18.

Complaints Filed for Possible Violations of The Texas Racial Profiling Law

Complaint No.	Alleged Violation			Disposition of the Case

Additional Comments:

Richwood Police Department Racial Profiling Submission

Racial Profiling Report | Full report

Agency Name: RICHWOOD POLICE DEPARTMENT
Reporting Date: 02/14/2019
TCOLE Agency Number: 39216
Chief Administrator: STEPHEN SCOT MAYER
Agency Contact Information:
Phone: 979-265-8157
Email: N/A
Mailing Address: 1800 N. BRAZOSPORT BLVD.

This Agency filed a full report
RICHWOOD POLICE DEPARTMENT has adopted a detailed written policy on racial profiling.
Our policy:

- 1.) clearly defines acts constituting racial profiling;
- 2.) strictly prohibit peace officers employed by the RICHWOOD POLICE DEPARTMENT from engaging in racial profiling;
- 3.) implements a process by which an individual may file a complaint with the RICHWOOD POLICE DEPARTMENT if the individual believes that a peace officer employed by the RICHWOOD POLICE DEPARTMENT has engaged in racial profiling with respect to the individual;
- 4.) provides public education relating to the agency's complaint process;
- 5.) requires appropriate corrective action to be taken against a peace officer employed by the RICHWOOD POLICE DEPARTMENT who, after an investigation, is shown to have engaged in racial profiling in violation of the RICHWOOD POLICE DEPARTMENT's policy adopted under this article;
- 6.) require collection of information relating to motor vehicle stops in which a citation is issued and to arrests made as a result of those stops, including information relating to:
 - a.) the race or ethnicity of the individual detained;
 - b.) whether a search was conducted and, if so, whether the individual detained consented to the search; and
 - c.) whether the peace officer knew the race or ethnicity of the individual detained before detaining that individual; and
- 7.) require the chief administrator of the agency, regardless of whether the administrator is elected, employed, or appointed, to submit an annual report of the information collected under Subdivision (6) to:
 - a.) the Commission on Law Enforcement; and
 - b.) the governing body of each county or municipality served by the agency, if the agency is an agency of a county, municipality, or other political subdivision of the state.

Executed by: STEPHEN SCOT MAYER
Chief Administrator

RICHWOOD POLICE DEPARTMENT
Date: 02/14/2019
RICHWOOD POLICE DEPARTMENT Motor Vehicle Racial Profiling Information

Total stops: 2315

Gender

Female:	857
Male:	1,458

Race or ethnicity

Black:	252
Asian/Pacific Islander:	33
White:	1,771
Hispanic/Latino:	255
Alaska Native/American Indian:	4

Was race or ethnicity known prior to stop?

Yes:	31
No:	2,284

Reason for stop?

Violation of law:	12
Pre-existing knowledge:	9
Moving traffic violation:	1,745
Vehicle traffic violation:	549

Street address or approximate location of the stop

City street:	208
US highway:	173
State highway:	1,929
County road:	5
Private property or other:	0

Was a search conducted?

Yes:	65
No:	2,250

Reason for Search?

Consent:	22
Contraband:	3
Probable cause:	13
Inventory:	19
Incident to arrest:	8

Was Contraband discovered?

Yes:	22
No:	43

Description of contraband

Drugs:	9
Currency:	0
Weapons:	0
Alcohol:	5
Stolen property:	0
Other:	8

Result of the stop

Verbal warning:	743
Written warning:	680
Citation:	859
Written warning and arrest:	4
Citation and arrest:	9
Arrest:	20

Arrest based on

Violation of Penal Code:	7
Violation of Traffic Law:	9
Violation of City Ordinance:	0
Outstanding Warrant	17

Was physical force resulting in bodily injury used during stop

Yes:	0
No:	2,315

Submitted electronically to the

The Texas Commission on Law Enforcement

NOTICE OF PUBLIC HEARING

Notice is hereby given that a Public Hearing will be held before the Planning and Zoning Commission and City Council of the City of Richwood for the purpose of considering a conditional use of property located at 100 Misty Ct. The lot in question is currently zoned R-1 Residential. The request is to allow a conditional use for a Home Occupation of Stylist. This conditional use is being requested by Chris Hardison and the property is shown below.



Anyone seeking to give or receive information on the proposed conditional use should be present at Richwood City Hall (1800 N. Brazosport Boulevard) on Monday, July 8, 2019 at 6:00 p.m. before the Planning and Zoning Commission and Monday, August 12, 2019 at 6:00 p.m. before the City Council.

Lindsay Koskiniemi
Interim City Manager

Giani Cantu

From: Randell Day <rday002@comcast.net>
Sent: Friday, June 28, 2019 11:55 AM
To: Giani Cantu
Subject: 58343199063__OCA07A76-DA8B-4A12-87C9-1234EF7904A0.JPG

Mrs Cantu, in regards to this letter which I have received at my home address, this is a response. At the present time Janice and I are traveling around this beautiful country enjoying life that God has blessed us will. I regret that I will not be able to be at this meeting. With that, my view is the same and will remain the same and that is the City of Richwood has a city ordinances protecting it's people property. Our zone is residential and should remain residential. Because Chris took on the city, knowing he was going against the city ordinances is certainly no reason to disregard the citizens who live on Misty Court. Please pass this letter on to all who are involved in this process.

Thanks so much,
Randy Day
101 Misty Ct
Richwood, Texas.

From: [Stefan Raifarh](#)
To: [Giani Cantu](#)
Subject: 100 Misty Court Zoning Proposal
Date: Tuesday, July 2, 2019 7:59:11 AM

Dear G. Cantu,

As neighbors to Mr. + Mrs. C. Hardison living in 100 Misty Court, Richwood we'd like to reply in writing before the actual Public Hearing before the Planning and Zoning Commission.

We definitely support the request to allow conditional use for home occupation on the above mentioned property, no objections.

Despite our appearance in person to the public hearing we wanted to make sure our voice is heard and documented through the proper channels.

Kind regards

Stefan + Susanne Raifarh
146 Cypress Dr, Richwood, TX, 77531



City of Richwood

1800 Brazosport Blvd.
Richwood, TX 77531
Phone (979) 265-2082
Fax (979) 265-7345

MEMORANDUM

To: Mayor Steve Boykin
Members of Council
City of Richwood Permitting staff

FROM: Lindsay Koskiniemi, Interim City Manager

DATE: JUNE 19, 2019

RE: **Update Feed Schedule for Residential Building Permit Fees (H.B. 852 Compliance)**

On May 21, 2019, in the Eighty-Six Legislature Regular Session, Governor Greg Abbott, signed H.B. No. 852 into law. This Act prohibits the calculation of Permit and Inspection Fees based on 1) the value of the dwelling; or 2) the cost of constructing or improving the dwelling. The current permitting and inspection fee schedule used by the City of Richwood is value-based.

Council was made aware of the new requirement at the regular Council session on June 10, 2019 and took action provide a waiver which would allow the City to charge according to value-based permitting fees and to invoice or refund the difference from the effective date of H.B 852 to when Council could adopt a new fee schedule.

City staff recommends Council adopt a permitting fee of forty-eight (48) cents per square foot for residential building permits for new construction and renovations requiring a permit. The recommended fee schedule will not affect plan review calculations, which will remain 50% of the permitting fee.

This rate is recommended to be used, as the costs will remain relatively consistent with the totals of the value-based fees in the 2019 calendar year. The intention of the fee schedule change is to gain compliance with H.B 852 and is not intended to disproportionately increase revenue from permitting fees or to lose revenue from permitting fees.

Thank you,

Lindsay Koskiniemi
Interim City Manager

MAY 31, 2019, NUMBER 22

Download the full .pdf version here: [TML Legislative Update 22](#)

LOOK FOR *LEGISLATIVE UPDATE* “WRAP-UP” EDITION NEXT WEEK

The efforts of League staff are now focused on summarizing the city-related legislation that has passed. Additional detail about that legislation will be included in future *Legislative Update* articles, and the June 7 “wrap-up” edition will contain summaries of every city-related bill that passed.

TEXAS BOARD OF PLUMBING EXAMINERS AND THE PLUMBING LICENSE LAW IN LIMBO

In the waning days of the legislative session, the legislature failed to pass the Texas Board of Plumbing Examiners (TBPE) “sunset bill.” The bill was the culmination of the state’s “sunset review process,” which periodically evaluates whether or not a state agency is running efficiently and/or should be continued in existence.

The sunset bill, S.B. 621, would have abolished the TBPE and transferred its functions to the Texas Department of Licensing and Regulation (TDLR). It would have directed TDLR to take over state licensing and regulation of plumbers and plumbing work, but the final version failed to pass.

What does this mean for cities, especially those that issue building permits and/or those with local licensing requirements? That’s still unclear at this time. The League is reaching out to the bill author and sponsor, state leaders, TBPE, and the Sunset Advisory Commission to offer assistance with whatever plan takes shape.

The TBPE and the Plumbing License Law are set to expire on September 1, 2019. However, the Texas Sunset Act provides that the agency may have up to a year to wind down its activities. How cities fit in could depend on whether state leaders plan to address the issue in any way or let it fall to solely to cities. More information will follow about next steps for cities.

MORE ON RESIDENTIAL BUILDING PERMIT FEES

Last week, the League reported on [H.B. 852](#), which prohibits cities from calculating their residential building permit fees on the cost of a proposed residential structure or improvement. The bill was signed by the governor on May 21, and it is effective immediately. No grace period applies, so affected cities should change their system as soon as possible.

Specifically, the bill provides that: (1) in determining the amount of a building permit or inspection fee required in connection with the construction or improvement of a residential dwelling, a city may not consider: (a) the value of the dwelling; or (b) the cost of constructing or improving the dwelling; and (2) a city may not require the disclosure of information related to the value of or cost of constructing or improving a residential dwelling as a condition of obtaining a building permit except as required by the Federal Emergency Management Agency for participation in the National Flood Insurance Program.

League staff and the Building Officials Association of Texas (BOAT) have been fielding questions from many Texas cities regarding how to implement H.B. 852. BOAT has prepared the following to assist affected cities.

First Step. If your city has a residential building permit fee schedule based on construction valuation, consider interim fee options prior to the adoption of a revised fee schedule. Several interim options are available:

- Stop charging for permits until a new fee schedule is adopted.
- Ask the permit applicant to hold their permit application for up to 45 days (permitted by Texas Local Government Code [Section 214.904](#)), which should allow time to adopt a new fee schedule.
- Have the permit applicant agree to pay the current fee and offer to refund any fee difference when a new fee schedule is adopted.
- Issue the permit and invoice the permit applicant at a later date when a new fee schedule is adopted.
- At least one city's attorney is preparing a waiver form explaining H.B. 852 and stating that the city will process permits but not issue them until a new fee schedule is adopted. In the alternative, if the permit applicant agrees to sign the waiver, the city will charge existing permit fee costs and issue the permit immediately.

Second Step. Adopt a new fee schedule. Several options are available for a new permit fee schedule. Consider the following:

- Per square foot charge for the different types of residential permits.
- Per square foot charge multiplied by percentage add-on (such as administrative costs, GIS, plan review, etc.).
- Per square foot charge with a set multiplier determined by cost recovery.
- Flat fees for the different types of residential permits.
- Tiered flat fees for residential construction over a certain square foot sizes (perhaps up to four tiers).
- Additional flat fee for plan review.
- Flat fee for inspections.
- Tiered per square foot charge for inspections.

How are cities calculating a new fee schedule based on square footage? One method is to review all residential inspections going back some period of time, noting the square footage of each home and the residential permit fee charged for each home. Add up all of the residential permit fee charges and then divide that by the total square feet of the homes inspected. (e.g., \$2,269,472.02 dollars divided by 3,439,076 square feet = \$0.66 per square foot)

The City of Irving has provided permission to distribute its ordinance as an example of square footage based fees. It was recently completed and is an excellent example of fee methodology.

Every city official should consider that fees should be reflect the reasonable costs of administration and enforcement and should consult with their city attorney regarding the implementation of the bill. Please contact Scott Houston, TML general counsel, at shouston@tml.org with questions.

NLC HAILS TAX-EXEMPT BONDS AT INFRASTRUCTURE WEEK

National League of Cities First Vice President, Councilmember Joe Buscaino of Los Angeles, recently joined representatives from the Government Finance Officers Association (GFOA) to round out NLC's Infrastructure Week programming. Buscaino welcomed more the 7,000 government finance officers to Los Angeles for the 113th GFOA Convention, while also hailing the role of tax-exempt municipal bonds in financing critical pieces of our nation's infrastructure.

Attendees gathered at the construction site for the Sixth Street Viaduct Bridge. The original bridge was torn down in 2016 (after 84 years of service) due to its deteriorating condition. The project is a \$482 million venture to replace one of the city's most iconic pieces of infrastructure with a new state-of-the-art bridge. Tax-exempt bonds, as well as funding from federal, state, and local partners, have allowed the city to carry out the project. Buscaino concluded by stating that no infrastructure tool "is more important than the tax-exempt municipal bond" and promoting recently introduced legislation that would restore the tax exemption on advance refunding bonds.

(Editor's Note: The edited article above was reprinted with the permission of the National League of Cities.)

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PROPOSED BUILDING PERMITTING FEE SCHEDULE

TO ACHIEVE COMPLIANCE WITH H.B. 852

PRESENTED TO RICHWOOD CITY COUNCIL FOR ADOPTION ON JULY 8, 2019

WHAT IS H.B. 852?



H.B. 852 was signed into law on May 21, 2019 by Gov. Gregg Abbott. It is **EFFECTIVE IMMEDIATELY** and pertains to the manner in which local government entities charge for building inspection fees.

H.B. 852 Prohibits charging building and inspections fees based on value.

§1, Subchapter Z, Chapter 214 of Local Government Code was amended with the addition of Section 214.907 which states:

“Prohibition on certain value-based building permit and inspection fees.

(a) In determining the amount of a building permit or inspection fee required in connection with the construction or improvement of a residential dwelling, a municipality may not consider:

- (1) the value of the dwelling; or
- (2) the cost of constructing or improving the dwelling”

Municipalities are prohibited from requiring disclosure of information related to the value of the proposed residential dwelling or improvement.

RICHWOOD'S CURRENT PERMITTING FEE SCHEDULE OVER VIEW



STANDARD BUILDING PERMITTING FEES

UP TO \$1,000	\$20 BASE FEE
\$1,001 TO \$50,000	\$20 FOR THE FIRST \$1,000 PLUS \$5 FOR EACH ADDITIONAL \$1,000
\$50,000 TO \$100,000	\$260 FOR FIRST \$50,000 PLUS \$4 FOR EACH ADDITIONAL \$1,000
\$100,000 TO \$500,000	\$460 FOR FIRST \$100,000 PLUS \$3 FOR EACH ADDITIONAL \$1,000
\$500,000 AND <	\$1,660 FOR FIRST \$500,000 PLUS \$2 FOR EACH ADDITIONAL \$1,000

TEXAS MUNICIPAL LEAGUE (TML) RECOMMENDED 2-STEP APPROACH

TO ACHIEVE COMPLIANCE WITH H.B. 852

STEP 1:
**DEVELOP INTERIM
FEE OPTIONS
PRIOR TO
ADOPTION OF
NEW FEE
SCHEDULE.**



OPTIONS AVAILABLE:

- ✗ • Stop charging for permits until a new fee schedule is adopted
- ✗ • Ask permit applicant to hold permit application for up to 45 days (allowed by TX Local Govt Code Section 214.904) to allow time to adopt new fee schedule
- ✓ • Have applicant agree to pay current fee and offer refund or invoice for difference after new fee schedule is adopted

STEP 2:

ADOPT NEW FEE
SCHEDULE.



OPTIONS AVAILABLE:

- Per square foot charge for the different types of residential permits
- Per square foot charge multiplied by percentage add-on (i.e., administrative costs, GIS, plan review).
- Per square foot charge with a set multiplier determined by cost recovery
- Flat fees for the different types of residential permits
- Tiered flat fees for residential construction over a certain square foot sizes (perhaps up to four tiers)
- Additional flat fee for plan review
- Flat fee for inspections
- Tiered per square foot charge for inspections

RICHWOOD PROPOSED PERMITTING FEE SCHEDULE

NON-VALUE BASED APPROACH

COMPLIANT WITH H.B. 852



PRICE PER SQUARE FOOT COMPARISON

RESIDENTIAL - 2019								
Permit #	Permit Date	Address	Contractor	Living area Sq Ft	Value	Permit Fee Based on Value	Permit Fee Based on (.45)/ sq. ft	Permit Fee Based on/ (.48) sq. ft
#5073	4/30/2019	709 Burr Oak	Khovnanian	2839	\$370,453.00	\$1273.00	\$1277.55	\$1362.72
#5072	4/30/2019	704 Burr Oak	Khovnanian	2711	\$363,478.00	\$1252.00	\$1219.95	\$1301.28
#5071	4/30/2019	712 Burr Oak	Khovnanian	2298	\$314,412.00	\$1105.00	\$1034.10	\$1103.04
#5058	4/12/2019	713 Shadow Bend	Khovnanian	3030	\$397,842.00	\$1354.00	\$1363.50	\$1454.40
#5051	4/8/2019	710 Burr Oak	Khovnanian	2836	\$377,773.00	\$1294.00	\$1276.20	\$1361.28
#5050	4/8/2019	502 Mossy Oak	Khovnanian	2054	\$283,040.00	\$1012.00	\$924.30	\$985.92
#5049	4/8/2019	708 Shadow Bend	Khovnanian	2044	\$286,944.00	\$1021.00	\$919.80	\$981.12
#5040	4/2/2019	110 Brazos Ct.	Kaspar	1725	\$165,000.00	\$655.00	776.25	\$828.00
#5036	3/18/2019	711 Shadow Bend	Khovnanian	2054	\$285,700.00	\$1018.00	\$924.30	\$985.92
#5028	2/27/2019	322 Quail Run	Ryan Birdsong	1500	\$219,420.00	\$820.00	\$657.00	\$720.00
#5010	1/24/2019	508 S. Yaupon	Khovnanian	2044	\$294,020.00	\$1045.00	\$919.80	\$981.12
Total Permits: 11				Total Revenue		\$11,849	\$11,293	\$12,065

RECOMMENDED FEE CALCULATION



City staff recommends changing the fee schedule to **48 cents per square foot**, in order to keep prices relatively consistent with the value-based fee schedule no longer permitted by legislation and to avoid raising the rate disproportionately.

The intention for this change is to gain compliance with H.B. 852 and not gain/lose revenue.

Plan review fee will remain the same, which is 50% of the cost of the permit.



ANY QUESTIONS?

210

UPDATED PERMITTING FEE SCHEDULE RECOMMENDATION

PRESENTED 08 JUL 2019

AN ACT

relating to information a municipality may consider in determining the amount of certain building permit and inspection fees.

BE IT ENACTED BY THE LEGISLATURE OF THE STATE OF TEXAS:

SECTION 1. Subchapter Z, Chapter 214, Local Government Code, is amended by adding Section 214.907 to read as follows:

Sec. 214.907. PROHIBITION ON CERTAIN VALUE-BASED BUILDING PERMIT AND INSPECTION FEES. (a) In determining the amount of a building permit or inspection fee required in connection with the construction or improvement of a residential dwelling, a municipality may not consider:

(1) the value of the dwelling; or
(2) the cost of constructing or improving the dwelling.

(b) A municipality may not require the disclosure of information related to the value of or cost of constructing or improving a residential dwelling as a condition of obtaining a building permit except as required by the Federal Emergency

1 residential dwelling.

2 SECTION 3. This Act takes effect immediately if it receives
3 a vote of two-thirds of all the members elected to each house, as
4 provided by Section 39, Article III, Texas Constitution. If this
5 Act does not receive the vote necessary for immediate effect, this
6 Act takes effect September 1, 2019.

H.B. No. 852

President of the Senate

Speaker of the House

I certify that H.B. No. 852 was passed by the House on April 16, 2019, by the following vote: Yeas 126, Nays 9, 2 present, not voting.

Chief Clerk of the House

I certify that H.B. No. 852 was passed by the Senate on May 8, 2019, by the following vote: Yeas 29, Nays 2.

Secretary of the Senate

APPROVED: _____

Date

Governor

AN ACT

relating to information a municipality may consider in determining the amount of certain building permit and inspection fees.

BE IT ENACTED BY THE LEGISLATURE OF THE STATE OF TEXAS:

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(1) the value of the dwelling; or
(2) the cost of constructing or improving the dwelling.

(b) A municipality may not require the disclosure of information related to the value of or cost of constructing or improving a residential dwelling as a condition of obtaining a building permit except as required by the Federal Emergency

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Secretary of the Senate

APPROVED: _____

Date

Governor

ORDINANCE NO. 19-460

AN ORDINANCE BY THE COUNCIL OF THE CITY OF RICHWOOD, TEXAS AMENDING APPENDIX C – FEE SCHEDULE OF THE CODE OF ORDINANCES; REPEALING ALL ORDINANCES IN CONFLICT HERewith; PROVIDING FOR A SAVINGS CLAUSE; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, On May 21, 2019, new legislation (HB 852) was enacted as law which prohibits cities from using a value-based method of charging for residential dwelling building inspections, which directly affects the city's current permitting and inspection fee schedule; and

WHEREAS, on June 10, 2019, City Council approved a waiver until July 8, 2019 to allow time for the implementation of fees in accordance with new legislation;

WHEREAS, The City's code of ordinances specifies that permitting and inspection fees should be adopted and amended by ordinance; and

WHEREAS, The City of Richwood wishes to amend the current fee schedule to remain in compliance with the new legislation and ensure the fees adequately cover the cost of providing inspections and permitting services; and

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

Section 1: That APPENDIX C – Fee Schedule is hereby amended to read as attached to this ordinance.

Section 2: That if any provision of this ordinance or application thereof to any person or circumstance is held invalid by any court, such holding shall not affect the validity of the remaining portions of this ordinance, and the City Council of the City of Richwood, Texas, hereby declares that it would have enacted such remaining portions despite any such invalidity.

Section 3: That all ordinances or parts of ordinances in conflict herewith are hereby repealed to the extent of the conflict only.

Section 4: That this ordinance shall be in immediately upon adoption.

Passed and Approved on this 8th day of July, 2019

Steve Boykin, Mayor

ATTEST:

Giani Cantu, City Secretary

APPROVED AS TO FORM:

City Attorney

APPENDIX C – FEE SCHEDULE

Park and Facility Rental Fees			
FACILITY	RENTAL FEE *Add \$50 if alcohol will be served	DEPOSIT	ADDITIONAL DEPOSIT *Add if alcohol will be served
James Vera Ball Field / Soccer Fields Stop 1-3	N/A	\$100	N/A
PK Forrest Building	\$110/day – Residents* \$135/day – Non-Residents*	\$100	\$100*
Richwood Municipal Pavilion	\$100/day – Residents* \$125/day – Non-Residents*	\$100	\$100*
Bobby Ford Park	\$25/2 hours – Residents* \$50/2 hours – Non-Residents*	\$50	\$50*
BBQ Pit	\$25	\$100	N/A
Moonwalk Waterslide Inflation (Liability Insurance must be provided)	\$25 each	N/A	N/A
Police Security Fee	\$35.00 / hour / officer		

Residential/Commercial Plan Review Fees	
Plan Review Fee	50% of the Permit Fee

Commercial Building Permit Fees	
\$1,000 & Less	\$20.00 Base Fee
\$1,001 to \$50,000	\$20.00 for the first \$1,000 plus \$5.00 for each additional thousand or fraction thereof
\$50,001 to \$100,000	\$260.00 for the first \$50,000 plus \$4.00 for each additional thousand or fraction thereof
\$100,001 to \$500,000	\$460.00 for the first \$100,000 plus \$3.00 for each additional thousand or fraction thereof
\$500,001 and Up	\$1660.00 for the first \$500,000 plus \$2.00 for each additional thousand or fraction thereof

Standard Residential Dwelling Building Permit Fees	
200 Square Feet or less	\$35.00 Base Fee
Over 200 Sq. Ft.	48 cents per square foot.

Building Permit Type “M” Fees	
Repairs	\$50.00
Residential	\$100.00
Commercial	\$150.00

Building Permit Type “E” Fees	
Repairs	\$50.00
Residential	\$100.00
Commercial	\$150.00

Building Permit Type “P” Fees	
Repairs	\$50.00
Residential	\$100.00
Commercial	\$150.00

Building Permit Type “S” Fees	

See Building Permit Fees

Irrigation Permit Fees	
Base	\$30.00

Sign Permit Fees	
Base Fee	\$50.00

NEW/REVISED SUBDIVISION PERMIT FEES	
Plan Review Fees	
\$1,500.00	Up to 10 sheets
\$150.00	Per sheet above 10 sheets
50% of Original Fee	Review fees after 3 Submittals
Traffic Impact Analysis	
\$2,000.00	100 - 5,000 trips generated
\$3,000.00	5,001 - 15,000 trips generated
\$4,000.00	For greater than 15,000 trips generated
Public Infrastructure Inspection Fees	
\$150.00 per hour	8:00 a.m. to 5:00 p.m.
\$250.00 per hours	After hours, weekend, or holiday inspections

Utility (Water, Sewer, Solid Waste) Fees	
Utility Deposits	
COMMERCIAL/RESIDENTIAL (OWNER)	\$100.00
RESIDENTIAL (TENANT/RENTER)	\$150.00
Water Rate Fees and Charges	
GALLONS INCLUDED IN BASE RATE	2,000
PER MONTH Minimum monthly charge	\$24.40
Amounts in excess of 2,000 gallons	\$4.35 Per each additional 1,000 gallons of usage
Sewer Rate Fees and Charges	
GALLONS INCLUDED IN BASE RATE	2,000
PER MONTH Minimum monthly charge	\$22.40
Amounts in excess of 2,000 gallons	\$4.35 Per each additional 1,000 gallons of usage
Solid Waste Collection Fees	
PER MONTH Includes one garbage and one recycle bin	\$17.14
ADDITIONAL BIN CHARGE PER MONTH	\$8.00
ACCUMULATION OF BULK WASTE IN EXCESS OF 5 CUBIC YARDS	\$20.00 per cubic yard

Water and Sewer Base Discount	
OVER 65 DISCOUNT	\$7.50
Any person who meets the criteria of “Voting member” of the Richwood Volunteer Fire Department as defined by their Constitution and By-Laws, or any member of the Richwood City Council, will receive the first 4,000 gallons free and then be charged \$4.35 per each additional 1,000 gallons of usage	
Solid Waste Collection Discount	
OVER 65 DISCOUNT	\$1.29

MEMORANDUM

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

From: Giani Cantu, City Secretary

Date: July 2, 2019

Subject: Zoning Ordinance Changes

The public hearing on these proposed changes was held on May 28, 2019. First reading of the ordinance was held on June 10, 2019.

At the last meeting, recommendations were made to ensure that parking would be required, gas and electrical be allowed, and a stipulation prohibiting rental units be added to accessory dwelling units.

Presented to you tonight, is the amended ordinance that includes those additions.

ORDINANCE NUMBER 19-456

AN ORDINANCE OF THE CITY OF RICHWOOD, TEXAS, AMENDING THE COMPREHENSIVE ZONING PLAN AND ZONING REGULATIONS TO AMEND SECTION 3 DEFINITIONS; AMEND SECTION 4 DISTRICTS; AMEND SECTION 5 GENERAL PROVISIONS; AND AMEND SECTION 14 VIOLATIONS AND PENALTIES; FINDING THAT ALL PREREQUISITES OF THE LAW HAVE BEEN COMPLIED WITH AS NECESSARY; REPEALING ALL ORDINANCES TO THE EXTENT OF ANY CONFLICT HERewith; PROVIDING A SAVINGS CLAUSE; AND PROVIDING FOR PENALTY.

WHEREAS, on August 10, 2015, the City Council of the City of Richwood, Texas, adopted Ordinance 324-15A enacting a comprehensive zoning plan and regulations , which repealed any previous zoning plan ordinance or amendments thereto;

WHEREAS, on April 7, 2017, the City Council of the City of Richwood, Texas, amended Section Four (4). Districts of Ordinance 324-15A Comprehensive Zoning Plan and Regulations;

WHEREAS, on June 11, 2018, the City Council of the City of Richwood, Texas, amended Section Three (3) Definitions and Section Four (4) Districts by adopting Ordinance 18-427;

WHEREAS, the City Council of the City of Richwood, Texas wishes to amend Section 3 Definitions; Section 4 Districts; Section 5 General Provisions and Section 14 Penalties, to include but not limited to, adding the definition of accessory building; accessory dwelling unit; lot coverage and shade tree; amending setback and lot coverage requirements within all zoning districts; and increasing the penalty for violations of zoning ordinance; and

WHEREAS, all prerequisites of the law have been complied with to enable the City Council of the City of Richwood, Texas, to amend the Comprehensive Zoning Plan of said city as hereinafter set forth and all persons interested in such proposed amendments have been given notice of joint public hearing before the Planning and Zoning Committee and by the City Council of the City of Richwood, which was held on the 28th day of May, 2019, and the evidence has been offered in favor of amending the zoning ordinance, the City Council of the City of Richwood, Texas does hereby declare that it is in the public interest to adopt the amendments to the Comprehensive Zoning Plan.

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

Section 1. That Section 3 definitions is hereby amended to add the definitions as follows:

Accessory building (temporary): A subordinate building located on the same lot on which the main building is situated and is not affixed to a permanent foundation (such as a concrete, slab, piers, pilings or any other permanent anchor) and can readily be relocated if needed. An Accessory building (temporary) may extend into, on, and/or over platted easements, so long as they are not permanently affixed to the ground, other than by their own weight or temporary removable anchors. Any encroachment into a recorded easement requires the approval by the utility companies and/or easement owner.

Accessory Dwelling Unit: An Accessory Dwelling Unit (ADU) is an additional, self-contained

housing unit that is secondary to the main residence. ADUs are some-times referred to as “Granny units” or “Mother-In-Law units.” The intent of ADU’s is to allow family members related within the second degree of consanguinity or affinity as defined in the Government Code §573.021 - §573.025 to stay long-term as guests on an owner-occupied property. A typical example of an ADU is a residence above a garage or an accessory building on the property designed for visiting guests or family.

Lot Coverage: the amount of lot area covered by all structures measured by the footprint of the foundation(s), slab(s), pilings or any other permanent anchor.

Shade tree: a shade tree is any tree grown specifically for its shade. This term applies to large trees with spreading canopies. Examples of Texas native shade trees are Swamp Chestnut Oak, Live Oak, Willow Oak, Loblolly Pine, Bald Cypress, Sweetgum, American Elm, White (Upland) Ash, Green (Swamp) Ash, Drummond Red Maple, and Pecan.

Section 2. That Section 4(b.)1 R-1 single-family residence zone is hereby amended to read as follows:

1. *R-1, single-family residence zone.* The purpose and description for single-family residence is for individual home sites. The permitted uses are single-family dwellings, and any conditional uses allowed by this ordinance. Garage apartments are not allowed in this district, unless as permitted by the provisions applicable to an Accessory Dwelling Unit.
 - [a.] The maximum lot coverage must not exceed 40 percent of the lot.
 - [b.] The minimum floor area, or living space in square feet will be 1,000 square feet.
 - [c.] The maximum building height will be 2½ stories or 35 feet.
 - [d.] The minimum lot size is as follows:
 - [1.] Front, 70 feet.
 - [2.] Depth, 120 feet.
 - [3.] Area, 8,400 square feet.
 - [e.] The minimum building setbacks are as follows:
 - [1.] Front, 25 feet.
 - [2.] Side, 7½ feet.
 - [3.] Rear, 20 feet.
 - [4.] Side street, 15 feet.
 - [f.] The permitted accessory uses are for private garages, storage sheds. No structure is permitted for any business enterprise.
 - [g.] The accessory building requirements in a R-1 zone are as follows:
 - [1.] Maximum height, 25 feet.
 - [2.] Minimum setbacks from the property line are as follows for permanent structures:
 - [i.] Front, to the front of the house.
 - [ii.] Side, 5 feet.
 - [iii.] Back, 5 feet.
 - [iv.] Side Street, 15 feet.
 - [3.] Minimum setbacks from the property line are as follows for non-permanent structures (Accessory building (temporary))*:
 - [i.] Front, To the front of the house.
 - [ii.] Side, 0-feet
 - [iii.] Back, 0 feet
 - [iv.] Side Street, 15 feet.

* Any encroachment into an easement requires approval from utility companies and/or easement owner.

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

[i.] Conditional uses: Home occupations, homes for the aged, recreation buildings/community centers, nursery schools/day care (12 or less), parks, playgrounds, play fields, stadiums.

Section 3. That Section 4(b.)2 R-1A single-family residence zone – zero lot lines is hereby amended to read as follows:

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

[a.]The maximum lot coverage must not exceed 50 percent of the lot.

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

[c.]The maximum building height will be 2½ stories or 35 feet.

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

[1.]Front, 55 feet.

[2.]Depth, 100 feet.

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

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

[1.] Front, 15 feet.

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

[3.]Rear, 15 feet.

[4.]Side street, 15 feet.

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

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

[1.]Maximum height, 25 feet.

[2.]Minimum setbacks for permanent structures are as follows:

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

[ii.] Side, five feet.

[iii.] Back, five feet.

[iv.] Side Street, 15 feet.

[3.] Minimum setbacks from the property line are as follows for non-permanent structures ((Accessory building (temporary)))*:

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

[ii.] Side, 0 feet.

[iii.] Back, 0 feet.

[iv.] Side Street, 15 feet.

* Any encroachment into an easement requires approval from utility companies and/or easement owner.

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

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

Section 4. That Section 4(b.)2.5 R-1B Single-family attached residence zone (townhomes) is hereby amended to read as follows:

2.5 *R-1B, single-family attached residence zone (townhomes)*. The SFA, single-family attached residential, district is intended to promote stable, quality, attached-occupancy residential development on individual lots at higher residential densities. Individual ownership of each lot and dwelling unit is required. This district may be included within certain areas of neighborhoods or, when in accordance with the intent of the comprehensive plan, may provide a "buffer" or transition district between lower density residential areas and multi-family or non-residential areas or major thoroughfares. Garage apartments are not allowed in this district.

- [a.] Each SFA lot shall contain a private yard with not less than 400 square feet of area (i.e., a back yard or large side yard). Private yards may include a patio cover, gazebo or other similar non-enclosed structure which does not cover more than 25 percent of the area of private yard, and they may include a swimming pool, swing set, play fort, or other private leisure amenity.
- [b.] The minimum floor area, or living space in square feet will be 1,000 square feet.
- [c.] The maximum building height will be 2½ stories or 35 feet.
- [d.] The maximum lot coverage must not exceed 50 percent of the lot.
- [e.] Density: There shall be no more than 10 dwelling units per acre.
- [f.] The minimum lot size is as follows:
 - [1.] Front, 25 feet.
 - [2.] Depth, 100 feet.
 - [3.] Area, 2,500 square feet.
- [g.] The minimum setbacks are as follows:
 - [1.] Front, A minimum of 18 feet staggered in at least four-foot increments so that no more than two units have the same front setback in a row.
 - [2.] a. Side, 7½ feet. From a side property line when adjacent to open space lots or amenity center lots.
 - b. 15 feet from a side property line when adjacent to detached residential dwelling unit.
 - c. 20 feet from a side property line when adjacent to a dedicated street.
 - d. 0 feet from side property line to an attached residential unit.
 - [3.] Rear, 20 feet.
 - [4.] Homes with side entry garages where lot frontage is only to one street not a corner lot) shall have a minimum of 25 feet from the door face of the garage to the side property line for maneuvering. The minimum setback from any garage door to street or alley right-of-way line shall also be 18 feet or the same as the staggered front yard setback for the dwelling.
- [h.] The permitted accessory uses are for private garages, storage sheds. No structure is permitted for any business enterprise. Carports are not allowed.
 - [1.] Community owned or multiple ownership areas: Common open space, community centers, access gates, entrance guard facilities, recreational buildings and facilities are permitted uses provided they are incidental to the above described residential uses, are approved on a final plat and meet the following conditions:
 - [i.] In accordance with the subdivision ordinance a homeowners association (HOA) shall be established to maintain open space, recreational areas, and other commonly owned facilities.

The developer is responsible for drafting the HOA documents pertaining to the HOA's responsibilities to maintain these areas.

- [i.] The accessory building requirements in a R-1B Zone are as follows:
 - [1.] Maximum height, 25 feet.
 - [2.] Minimum setbacks from the property line are as follows for permanent structures:
 - [i.] Front, to front of house.
 - [ii.] Side, 5 feet
 - [iii.] Back, 5 feet
 - [iv.] Side Street, 20 feet
 - [3.] Minimum setbacks from the property line are as follows for non-permanent structures (Accessory building (temporary))*:
 - [i.] Front, to front of house
 - [ii.] Side, 0 feet
 - [iii.] Back, 0 feet
 - [iv.] Side Street, 20 feet
- *Any encroachment into an easement requires approval from utility companies and/or easement owner.
- [j.] All utilities shall be provided separately to each lot within an SFA district so that each unit is individually metered.
- [k.] The elimination of a garage space by enclosing the garage with a stationary building wall shall be prohibited.
- [l.] Electrical fencing and barbed wire is prohibited as perimeter fencing.
- [m.] Open storage is prohibited (except for materials for the resident's personal use or consumption such as firewood, garden materials, etc., which may only be stored in the side or rear yards and which shall be screened from view of public streets and neighboring properties.
- [n.] The map color code for R-1B single-family residence zone is pink.
- [o.] Conditional uses: Home occupations, recreation buildings/community centers, parks, playgrounds, play fields.

Section 5. That Section 4(b.)3 R-2 two-family residence zone is hereby amended to read as follows:

- 3. *R-2, two-family residence zone.* The purpose and description for the R-2 zone is for duplexes. The permitted uses are the same as for R-1, single-family residence zone except with the additional use of duplex housing structures. Garage apartments are not allowed in this district.
 - [a.] The maximum lot coverage must not exceed 55 percent of the lot.
 - [b.] The minimum floor area, or living space, in square feet will be 720 square feet for each living unit.
 - [c.] The maximum building height will be 2½ stories or 35 feet.
 - [d.] The minimum lot size is as follows:
 - [1.] Front, 75 feet.
 - [2.] Depth, 120 feet.
 - [3.] Area, 8,400 square feet.
 - [e.] The minimum building setbacks are as follows:
 - [1.] Front, 25 feet.
 - [2.] Side, 7 ½ feet
 - [3.] Rear, 20 feet.

- [4.]Side street, 15 feet.
- [f.] The permitted accessory uses in the R-2 two-family residence zone are the same as the R-1 zone, except that no garage apartments are allowed.
 - [1.]Maximum height, 25 feet.
 - [2.]Minimum setbacks from the property line are as follows for permanent structures:
 - [i.] Front, to front of house.
 - [ii.] Side, 5 feet.
 - [iii.] Back, 5 feet.
 - [iv.] Side Street, 15 feet.
 - [3.]Minimum setbacks from the property line are as follows for non-permanent structures ((Accessory building (temporary))*):
 - [i.] Front, to front of house.
 - [ii.] Side, 0 feet.
 - [iii.] Back, 0 feet.
 - [iv.] Side Street, 15 feet.
- * Any encroachment into an easement requires approval from utility companies and/or easement owner.
- [g.]The map color code for the R-2 zone is orange.
- [h.]Conditional uses: Recreation buildings/community centers

Section 6. That Section 4(b.)4 R-3 multifamily residence zone is hereby amended to read as follows:

- 4. *R-3, multifamily residence zone.* The purpose and description of the R-3 zone is for three-family or more dwelling sites, apartments, bungalow courts, or condominiums. Garage apartments are not allowed in this district.
 - [a.]The permitted uses are the same as for the R-2, and additionally apartment houses, bungalow courts, condominiums, townhouses, cluster houses, fraternity and sorority houses are allowed.
 - [b.]The maximum lot coverage percent of the lot used for building will be 55 percent of the lot.
 - [c.]The minimum floor area, or living space in square feet, will be 500 square feet for each living unit.
 - [d.]The maximum building height will be 3 stories or 50 feet.
 - [e.]The minimum lot size is as follows:
 - [1.]Front, 70 feet.
 - [2.]Depth, 120 feet.
 - [3.]Area, 8,400 square feet.
 - [f.] The minimum building setbacks are as follows:
 - [1.]Front, 25 feet.
 - [2.]Side, 7 ½ feet
 - [3.]Rear, 25-feet.
 - [4.]Side street, 15 feet.
 - [g.]The permitted accessory uses are the same as for the R-2 zone.
 - [h.]The accessory building requirements are as follows:
 - [1.]Maximum height, 14 feet.
 - [i.] The minimum accessory building setbacks are as follows:
 - [1.]Front, 60 feet.
 - [2.]Side, 7½ feet.

[3.]Back, 25 feet.

[4.]Side street, 15 feet

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

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

Section 7. That Section 4(b.)5 R-4 single-family rural residential zone is hereby amended to read as follows:

5. *R-4, single-family rural residential zone.* The purpose and description for single-family rural residence is to provide for the development of primarily very low-density detached, single-family residences on lots not less than one acre. The permitted uses are single family dwellings, and any conditional uses allowed by this ordinance. Garage apartments are not allowed in this district, unless under the provisions of Sec 5(18) of the Zoning Ordinance.

[a.]The maximum lot coverage is 40 percent of the lot.

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

[c.]The maximum building height will be 2½ stories or 35 feet.

[d.]The lot size requirements are as follows:

[1.]Front, minimum of 150 feet.

[2.]Depth, minimum of 200 feet.

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

[4.]Maximum lot size shall be 2.25 acres, or 98,010 square feet, for all lots platted after July, 1 2019.

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

[1.]Front, 50 feet.

[2.]Side, 25 feet.

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

[4.]Side street, 25 feet.

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

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

[1.]Maximum height, 25 feet.

[2.]The minimum building setbacks are as follows for permanent structures:

[i.] Front, to front of house

[ii.] Side, 10 feet.

[iii.] Back, 10 feet

[iv.] Street side, 25 feet.

[3.]Minimum setbacks from the property line are as follows for non-permanent structures ((Accessory building (temporary)))*.

[i.] Front, front of the house.

- [ii.] Side, 0 feet
- [iii.] Back, 0 feet
- [iv.] Corner side, 25 feet

* Any encroachment into an easement requires approval from utility companies and/or easement owner.

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

[i.] Conditional uses: Home occupations, homes for the aged, nursery schools/day care, parks/playgrounds/playfield/stadium, schools.

Section 8. That Section 4(b.)6 B-1, business zone is hereby amended to read as follows:

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

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

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

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

[d.] The maximum building height will be 2½ stories or 35 feet.

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

[1.] Front, none.

[2.] Depth, none.

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

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

[1.] Front, none.

[2.] Side, none

[3.] Rear, 25 feet.

[4.] Side street, none.

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

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

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

[1.] Maximum height, 14 feet.

[j.] Minimum building setbacks are as follows:

[1.] Front, 60 feet.

[2.] Side, 7 ½ feet.

[3.] Back, 25 feet

Section 9. That Section 4(b.)7 C-1, Commercial zone is hereby amended to read as follows:

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

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

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

- [c.] The minimum floor area in living space in square feet is none.
- [d.] The maximum building height is four stories or 60 feet.
- [e.] The minimum lot size is as follows:
 - [1.] Front, none.
 - [2.] Depth, none.
 - [3.] Area in square feet, 3,000 square feet.
- [f.] The minimum building setbacks requirements are as follows:
 - [1.] Front, none.
 - [2.] Side, none.
 - [3.] Rear, 25 feet.
 - [4.] Side street, none.
- [g.] The permitted accessory uses are the same as for the B-1 business zone.
- [h.] The accessory building requirements are as follows:
 - [1.] Maximum height, 14 feet.
- [i.] Minimum building setbacks are as follows:
 - [1.] Front, 60 feet.
 - [2.] Side, 7 ½ feet.
 - [3.] Back, 25 feet.

Section 10. That Section 4(b.)9 M-1, Industrial zone is hereby amended to read as follows:

- 9. *M-1, industrial zone.* The purpose and description of the M-1 industrial zone is for manufacturing operations.
 - [a.] The permitted uses are the same as for the C-I commercial zone and additionally wrecking yards, cement plants, bulk concrete sales, meat and food processing, chemical manufacturing and metal fabrication shops.
 - [b.] The maximum percent of the lot used for building will be no limit.
 - [c.] The minimum floor area in living space in square feet is none.
 - [d.] The maximum building height is none.
 - [e.] The minimum lot size is as follows:
 - [1.] Front, none.
 - [2.] Depth, none.
 - [3.] Area in square feet, 10,000 square feet.
 - [f.] The minimum setback requirements are as follows:
 - [1.] Front, none.
 - [1.] Side, none.
 - [2.] Rear, 50 feet.
 - [3.] Side street, none.
 - [g.] There are no restrictions as to the permitted accessory uses, except that no dwellings are allowed in the M-1 industrial zone.
 - [h.] The accessory building requirements are as follows:
 - [1.] Maximum height, none.
 - [i.] Minimum setbacks are as follows:
 - [1.] Front, none.
 - [2.] Side, none.
 - [3.] Back, 50 feet.

Section 11. That Section 5 General Provisions is hereby amended to add number 18. Accessory Dwelling Units (ADU) and said addition should read as follows:

18. Accessory Dwelling Units (ADU).

1. Accessory dwelling units may be installed on a single-family residential property within the R-1 and R-4 Zoning Districts under the following conditions;
 - [a.] Only one accessory dwelling unit shall only be allowed on owner occupied lots within the City.
 - [b.] The maximum size of an Accessory Dwelling Unit is 50% of the size of the single-family residence.
 - [c.] **An additional parking space is required for any Accessory Dwelling Unit.**
 - [d.] Accessory dwelling units must utilize similar exterior materials of the single-family residence on the property.
 - [e.] **The accessory dwelling unit is serviced by the utilities (electrical, gas and water) of the main residential structure.**
 - [f.] Accessory dwelling units may include an efficiency kitchen including a sink, cooking appliance, counter surface, and storage cabinets that meet the minimum building code standards.
 - [g.] All of the requirements for accessory buildings within the zoning district must be satisfied.
 - [h.] **The ADU may only be occupied by family members related within the second degree of consanguinity or affinity as defined in the Government Code §573.021 - §573.025 to stay long-term as guests on an owner-occupied property at no cost to the occupant. At no point, shall the ADU be utilized a separate rental unit. Use of the ADU as a rental unit will be a direct violation of the provisions of this ordinance and subject to penalties in accordance with Section 14 of Appendix B Zoning Ordinance.**

Section 12. That Section 14 Violations and penalties is hereby amended to read as follows:

Any person, firm, corporation, association or any other entity who shall violate any of the provisions of this ordinance or who shall build, alter, or occupy any building in violation of any statement or plans submitted and approved hereunder shall be guilty of a misdemeanor and upon conviction thereof shall be fined in any sum of not more than \$2,000.00. Unless a violation presents an imminent risk to health and public safety, the City shall not access any fines before first notifying the property owner of the violation by certified mail and giving the property owner 10 days to correct the violation.

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

The owner or owners of any building or property or part thereof where anything in violation of this ordinance shall be placed or shall exist, and any architect, builder, contractor, agent, attorney, person, firm, corporation, association or other entity employed in connection therewith and who has assisted in the commission of such violation, shall be guilty of a separate offense, and upon conviction thereof, shall be fined in the sum of not more than \$2000.00. Unless a violation presents an imminent risk to health and public safety, the City shall not access any fines before first notifying the property owner of the violation by certified mail and giving the property owner 10 days to correct the violation.

In addition to the remedies provided herein, the **Building Official** may, in case any building or structure is erected, constructed, reconstructed, altered, repaired, converted or maintained, or

any building, structure or land is used in violation of this ordinance institute any appropriate action or proceedings to prevent such unlawful erection, construction, reconstruction, alteration, repair, conversion, maintenance or use to refrain, correct or abate such violation, to prevent the occupancy such building, structure or land or to prevent any illegal act, conduct or business or use in or about such premises.

Section 4: That if any provision of this ordinance or application thereof to any person or circumstance is held invalid by any court, such holding shall not affect the validity of the remaining portions of this ordinance, and the City Council of the City of Richwood, Texas, hereby declares that it would have enacted such remaining portions despite any such invalidity.

Section 5: That all ordinances or parts of ordinances in conflict herewith are hereby repealed to the extent of the conflict only.

Section 6: That this ordinance shall be effective five days after publication.

Passed and Approved on first and final reading this 8th day of July, 2019.

Steve Boykin, Mayor

ATTEST:

Giani Cantu, City Secretary

APPROVED AS TO FORM:

City Attorney



City of Richwood

1800 Brazosport Blvd.
Richwood, TX 77531
Phone (979) 265-2082
Fax (979) 265-7345

MEMORANDUM

TO: Mayor Steve Boykin
Members of Council

FROM: Lindsay Koskiniemi, Interim City Manager

DATE: JUNE 25, 2019

ENC: 1) Proposed Contract with BBG Consulting, Inc.
2) Existing Contract for Building Official Services with BBG Consulting, Inc.

RE: Inclusion of Building Inspection Services

Presently, the City of Richwood has an existing agreement with BBG Consulting, Inc. to provide building official services not to exceed \$16,000 in fiscal year 2018 – 2019, which include the following scope of services:

“The Consultant shall provide the City of Richwood with a qualified Building Official to perform duties of assisting the Building Department and implementing procedures to make the building department more effective.. and shall make diligent effort to recommend and implement agreed upon improvements. The City from time to time may request building code interpretation or explanation from the Consultant based on their expertise in this field.”

The present agreement does not include building inspection services. Richwood is experiencing an immediate need for building inspection services on a regular, consistent schedule to provide the level of service residents and businesses in the City deserve. The proposed contract (enclosure 1), expands the existing scope of services to include inspection services, based on a fee schedule.

The inspection fee will be added to the cost of the building permit, therefore, the cost for inspections will be absorbed by the permit applicant. Expanding the scope of services to include building inspections will benefit the City by reducing liability to City, saving costs on personnel, and providing a regular, consistent schedule to include two days per week for inspections services (emergency trips provided at a higher charge).

City staff recommends Council approve the proposed contract to include inspection services and request Council allow the Interim City Manager to enter an agreement with BBG Consulting, Inc. to replace the earlier agreement for only building official consulting services.

Thank you,

Lindsay Koskiniemi
Interim City Manager

AGREEMENT FOR PROFESSIONAL SERVICES

STATE OF TEXAS

BRAZORIA COUNTY

THIS AGREEMENT, entered into and executed by and between the **City of Richwood**, a body corporate and politic under the laws of the State of Texas, hereinafter called “**City**”, and

BBG Consulting, Inc.
Kevin Taylor, President
5925 Almeda Rd #11406
Houston, TX 77004
P: 972-746-6671
ktaylor@BBGcode.com

Hereinafter called “**Consultant**”.

WHEREAS, the **City** desires to contract with the **Consultant** for professional Inspection and services as discussed below;

WHEREAS, the **Consultant** represents that it is fully capable of making and qualified to provide assistance to the **City** and the **Consultant** desires to perform the same;

NOW, THEREFORE, the **City** and the **Consultant**, in consideration of the mutual covenants and agreements herein contained, do mutually agree as follow:

SECTION I SCOPE OF AGREEMENT

The **Consultant** agrees to perform certain services as defined in “Exhibit A” attached hereto and made a part hereof, hereinafter sometimes called “Scope of Work”, and for having rendered such services, the **City** agrees to pay the **Consultant** compensation as stated in “Exhibit “B” describing pricing is also included and sets forth the specific fees applicable to the scope of work.

SECTION II CHARACTER AND EXTENT OF SERVICES

The **Consultant** shall render all the professional services as defined in “Exhibit A” attached hereto.

The **City** shall be under no obligation to pay for services rendered without prior authorization. The **City** shall be the absolute and unqualified owner of all studies, exhibits, maps, reports, analyses, determinations and recommendations prepared or acquired pursuant to this Agreement with the same force and effect as if the **City** had prepared or acquired the same.

SECTION III TIME FOR PERFORMANCE

The time for performance is the period beginning on or before **July 8th, 2019** until the time when the agreed upon maximum contract amount is reached. This contract may be extended by mutual consent of both parties. Upon written request of the **Consultant**, the **City** may grant time extensions to the extent of any delays caused by the **City** or other agencies with which the work must be coordinated and over which the **Consultant** has no control.

This Agreement is terminable at will by the **City** providing a forty-five (45) day written notice to **Consultant** or by **Consultant** providing the **City** ninety (90) day written notice. **Consultant** will be due the portion of the fees earned up to the time of termination.

SECTION IV COMPLIANCE AND STANDARDS

Consultant agrees to perform the work hereunder in accordance with generally accepted standards applicable thereto and shall use that degree of care and skill commensurate with the management consulting profession to comply with all applicable state, federal, and local laws, ordinances, rules, and regulations relating to the work to be performed hereunder and **Consultant’s** performance. **Consultant** agrees that the **City** shall have the right to use all exhibits, maps, reports, analyses and other documents prepared or compiled by **Consultant** pursuant to this Agreement, and **Consultant** shall and does hereby agree to indemnify and hold harmless the **City**, its officers, agents, and employees from any and all damages, loss or liability of any kind, whatsoever, by reason of death or injury to property or third persons caused by the negligent act or omission of **Consultant**, its officers, agents, employees, invitees or other persons for whom it is legally liable, with regard to the performance of this Contract.

SECTION V THE CONSULTANT’S COMPENSATION

For, and in consideration of, the services rendered by the **Consultant** pursuant to this Agreement, the **City** shall pay to the **Consultant** the amount detailed in "Exhibit A"; said amount being hereinafter called the “total basic fee”. Compensation shall be only for services rendered as requested by the **City** in official communication from the **City**.

SECTION VI TIME OF PAYMENT

Payment by the **City** to the **Consultant** shall be made as follows:

Within 30 days of the end of each calendar month during the performance of the individual assignments, **Consultant** shall submit to the **City**, an invoice in a form acceptable to the **City**. This invoice shall set forth the charges for the services provided which were completed during such billing period, and the compensation which is due for same. The invoice must contain the street address, description of services, and date performed. The **City** shall review the same and approve it with such modifications, as it may deem appropriate. The **City** shall pay each invoice as approved within thirty (30) days after receipt of a true and correct invoice by the **Consultant** to the **City**. The approval or payment of any such invoice shall not be considered to be evidence of performance by the **Consultant** to the point indicated by such invoice or of the receipt of or acceptance by the **City** of the work covered by such invoice.

SECTION VII ADDRESS AND NOTICES AND COMMUNICATIONS

The parties contemplate that they will engage in informal communications with respect to the subject matter of this Agreement. However, any formal notices or other communications ("Notice") required to be given by one party to the other by this Agreement shall be given in writing addressed to the party to be notified at the address set forth below for such party. This shall be done either (i) by delivering the same in person, (ii) by depositing the same in the United States Mail, certified or registered, return receipt requested, postage prepaid, addressed to the party to be notified, (iii) by depositing the same with Federal Express or another nationally recognized courier service guaranteed "next day delivery," addressed to the party to be notified, or (iv) by sending the same by facsimile with confirming copy sent by mail, (v) by email, with receipt, from the Building Official, or her/his designee. Notice deposited in the United States mail in the manner hereinabove described shall be deemed effective from and after the date of such deposit. Notice given in any other manner shall be effective only if and when received by the party to be notified. For the purposes of notice, the addresses of the parties, until changed by providing written notice in accordance hereunder, shall be as follows:

All notices and communications under this Agreement shall be mailed to the **Consultant** at the following address:

BBG Consulting, Inc.
ATTN: Kevin Taylor
5925 Almeda Rd #11406
Houston, TX 77004

SECTION VIII SUCCESSORS AND ASSIGNS

The **City** and the **Consultant** bind themselves and their successors, executors, administrators, and assigns to the other party of this Agreement and to the successors, executors, administrators and assigns of such other party, in respect to all covenants of this Agreement. Neither the **City** nor the **Consultant** shall assign, sublet or transfer its or his interest in this Agreement without the written consent of the other. Nothing herein shall be construed as creating any personal liability on the part of any officer or agent of any public body, which may be a party hereto.

SECTION IX MEDIA

Contact with the news media shall be the sole responsibility of the **City**. **Consultant** shall under no circumstances release any material or information developed in the performance of its services hereunder without the express written permission of the **City**.

SECTION X MODIFICATIONS

This instrument, including Exhibit A, contains the entire Agreement between the parties relating to the rights herein granted and the obligation herein assumed. Any oral or written representations or modifications concerning this instrument shall be of no force and effect excepting a subsequent modification in writing signed by both parties hereto.

SECTION XI AUTHORITY OF CITY MANAGER

All work to be performed by the **Consultant** hereunder shall be performed to the satisfaction of the City Manager of the **City of Richwood**. The City Manager (or designated authority) shall decide any and all questions, which may arise as to the quality, or acceptability of the work performed by the **Consultant** and the decisions of the City Manager in such cases shall be final and binding on both parties. However, nothing contained herein shall be construed to authorize the City Manager to alter, vary or amend this Agreement.

SECTION XII MISCELLANEOUS

1. No Waiver. The waiver by either party of a breach or violation of any provision of this Agreement shall not operate as or be construed to be a waiver of any subsequent breach of any provision of this Agreement.
2. Compliance. The parties enter into this Agreement with the intent of conducting their relationship in full compliance with the applicable state, local, and federal laws. Any complaint from either the **City** or general public concerning an inspection completed by **Consultant** shall be responded to within one business day by the **Consultant**.
3. Governing Law. This Agreement shall be interpreted, construed, and governed according to the laws of the State of Texas.
4. Headings. Paragraph headings contained in this Agreement are for convenience only and should in no manner be construed as part of this Agreement.
5. Legal Construction. In case any one or more of the provisions contained in this Agreement shall for any reason be held to be invalid, illegal, or unenforceable in any respect, such invalidity, illegality, or unenforceability shall not affect any other provision, and this Agreement shall be construed as if such invalid, illegal, or unenforceable provision had never been included in the Agreement.
6. Prior Agreements Superseded. This Agreement constitutes the sole agreement of the parties and supersedes any prior understandings or written or oral agreements between the parties respecting that subject matter.
7. Attorney Fees and Costs. The prevailing party in any dispute or legal proceedings enforcing this Agreement shall be entitled to recover its attorney's fees, witness fees, litigation expenses and costs, as same are reasonable and necessary, to be paid by the non-prevailing party.
8. Venue. All amounts due under this Agreement, including, but not limited to, payments under this Agreement or damages for breach of this Agreement, shall be paid and due in Harris County, Texas, which is the county in which the principal administrative office of **City** is located. It is specifically agreed among the parties to this Agreement, that this Agreement is fully performable in Harris County, Texas.
9. Insurance. Consultant agrees to name the **City of Richwood** and its interests as a certificate holder on consultant's insurance policy per attached document.
10. No Joint Venture/Independent Contract: The parties agree that this agreement is not intended to create nor does create a joint venture between the parties and consultant at all times is retained as an independent contractor and not an employee of the **City**.

11. Anti-Boycott Verification. As required by Chapter 2270, Texas Government Code, the **Consultant** hereby verifies that it does not boycott Israel and will not boycott Israel through the term of this Agreement. For purposes of this verification, “Boycott Israel” means refusing to deal with, terminating business activities with, or otherwise taking any action that is intended to penalize, inflict economic harm on, or limit commercial relations specifically with Israel, or with a person or entity doing business in Israel or in an Israeli-controlled territory, but does not include an action made for ordinary business purposes.
12. Iran, Sudan and Foreign Terrorist Organizations. Pursuant to Chapter 2252, Texas Government Code, the **Consultant** represents and certifies that, at the time of execution of this Agreement neither the **Consultant**, nor any wholly owned subsidiary, majority-owned subsidiary, parent company or affiliate of the same (i) engages in business with Iran, Sudan, or any foreign terrorist organization as described in Chapters 806 or 807 of the Texas Government Code, or Subchapter F of Chapter 2252 of the Texas Government Code, or (ii) is a company listed by the Texas Comptroller of Public Accounts under Sections 806.051, 807.051, or 2252.153 of the Texas Government Code. The term "foreign terrorist organization" in this paragraph has the meaning assigned to such term in Section 2252.151 of the Texas Government Code.

This document and included instrument is the entire contract and recites the full consideration between the parties, there being no other written or parole agreement.

IN WITNESS WHEREOF, said **City of Richwood** has lawfully caused these presents to be executed by the City Manager of said **City**, and the corporate seal of said Municipality to be hereunto affixed and this instrument to be attested by the City Secretary; and the said **Consultant**, acting by its thereunto duly authorized representative, does now sign, execute and deliver this instrument.

DONE at **City of Richwood**, Texas on the _____ day of _____, 2019.

By: _____
Lindsay Koskiniemi, Interim City
Manager

Date

ATTEST:

By: _____
Giani Cantu, City Secretary

Date

CONSULTANT

President, BBG Consulting, Inc.

Date

Exhibit “A”

Scope of Work:

Building Official and City Planner Services. The Consultant shall provide the **City of Richwood** with a qualified **Building Official and City Planner** to perform duties as needed in order to assist the Building Department in implementing procedures to make the building department more effective advise and assist with Code Enforcement, Zoning ordinance review and edits, project management or other services as requested. Consultant’s staff shall make a diligent effort to recommend and implement agreed upon improvements. The City from time to time may request building code interpretation or explanation from the Consultant based on their expertise in this field. The final interpretive authority rests with the City. The services detailed shall be performed at an hourly rate for a fee as detailed in table 1 of exhibit B.

Inspections. Inspections shall be performed every Tuesday and Thursday upon notification of inspection request from The City. All reasonable effort shall be made by BBG Consulting to perform inspections when, at the request of The City, there is a need for immediate services. Such inspections shall be performed at no additional cost to The City. BBG Consulting will provide next day inspection services for all inspection request received before 6 pm. Inspection only services for all projects will be provided on a stop per day basis fees will be as detailed in the table 2 of exhibit B.

Plan Review Services. All reasonable effort shall be made by BBG Consulting to perform plan reviews when, at the request of The City, there is a need for immediate services. Plans shall be picked up by BBG within 48 hours from the time of notification from The City, BBG shall return the plans to The City with typed comments within seven business from the original date of notification. Plan review services shall be performed for a fee as detailed in Table 3 of Exhibit B.

Exhibit “B” Fee Details

Table 1. Hourly Rates

Consulting Services	
Building Official	\$60.00
Principal Planner	\$95.00
Planner I	\$65.00

*Building Official services not to exceed \$16,000 in Fiscal Year 2018 – 2019.

Table 2. Inspection Fee:

Commercial and Residential Inspections Services	
Minimum Charge (includes 2 inspections)	\$105
Price per stop for each inspection in excess of 2	\$45/stop
Emergency inspection trip	\$130.00

Table 3. Plan review services

Plan review services	
Service	Fee
Commercial Plan Review Services less than 1,000,000 and more than 150,000.	30% of the Permit Fee
Commercial Plan Review 1,000,000 and over	25% of the Permit Fee
Commercial Small Project (150,000 valuation or lower)	\$125.00 per commercial project
Misc. Permit Review	\$75.00 per review
New Home Review	\$150.00 per review
Residential Master Plan Review for K-Hovnanian Homes	\$85.00 per Master Plan Review

Sincerely,

Kevin Taylor CBO, MCP
President
BBG Consulting, Inc.
ktaylor@bbgcode.com
972-746-6671







CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
06/25/2019

PRODUCER Stampede Insurance Services Inc. 40 N. Altadena Dr #203 Pasadena CA 91107	THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.	
	INSURERS AFFORDING COVERAGE	NAIC #
INSURED BBG CONSULTING, INC. 5925 AMEDA RD. UNIT 11046 HOUSTON, TX 77004	INSURER A:	PREFERRED CONTRACTORS INS. CO
	INSURER B:	NATIONAL GENERAL INSURANCE CO.
	INSURER C:	
	INSURER D:	TEXAS MUTUAL INSURANCE CO.
	INSURER E:	HISCOX INSURANCE COMPANY

COVERAGES

THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	ADD'L INSRD	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS	
A	☒	GENERAL LIABILITY ☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS MADE ☐ OCCUR ☐ _____ ☐ _____ GEN'L AGGREGATE LIMIT APPLIES PER: ☒ POLICY ☐ PROJECT ☐ LOC	PCA5025-PCCM304573	04/24/2019	04/24/2020	EACH OCCURENCE	\$1,000,000
						DAMAGE TO RENTED PREMISES (Ea occurrence)	\$50,000
						MED EXP (Any one person)	\$5,000
						PERSONAL & ADV INJURY	\$1,000,000
						GENERAL AGGREGATE	\$2,000,000
						PRODUCTS - COMP/OP AGG	\$1,000,000
							\$
							\$
B	☒	AUTOMOBILE LIABILITY ☒ ANY AUTO ☐ ALL OWNED AUTOS ☐ SCHEDULED AUTOS ☐ HIRED AUTOS ☐ NON-OWNED AUTOS ☐ _____ ☐ _____	2003721840-04	04/22/2019	04/22/2020	COMBINED SINGLE LIMIT (Each Occurrence)	\$1,000,000
						BODILY INJURY (Per person)	\$
						BODILY INJURY (Per accident)	\$
						PROPERTY DAMAGE (Per accident)	\$
							\$
C	☐	GARAGE LIABILITY ☐ ANY AUTO ☐ _____				AUTO ONLY - EA ACCIDENT	\$
						OTHER THAN EA ACC	\$
						AUTO ONLY: AGG	\$
D	☐	EXCESS/UMBRELLA LIABILITY ☐ OCCUR ☐ CLAIMS MADE ☐ DEDUCTIBLE ☐ RETENTION \$				EACH OCCURENCE	\$
						AGGREGATE	\$
							\$
							\$
							\$
E	☒	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? If yes, describe under SPECIAL PROVISIONS below	000131577-01	11/03/2018	11/03/2019	☒ WC STATUTORY LIMITS ☐ OTH-ER	
						E.L. EACH ACCIDENT	\$1,000,000
						E.L. DISEASE - EA EMPLOYEE	\$1,000,000
						E.L. DISEASE - POLICY LIMIT	\$1,000,000
F	☒	OTHER PROFESSIONAL LIABILITY ERRORS & OMISSIONS	UDC-2213841-EO-19	04/27/2019	04/27/2020	PER OCCURRENCE	\$1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES / EXCLUSIONS ADDED BY ENDORSEMENT / SPECIAL PROVISIONS

CERTIFICATE HOLDER IS LISTED AS AN ADDITIONAL INSURED

CERTIFICATE HOLDER

City of Richwood
1800 Brazosport Blvd.
Richwood, TX 77531

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE INSURER AFFORDING COVERAGE WILL ENDEAVOR TO MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES.

AUTHORIZED REPRESENTATIVE

IMPORTANT

If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

DISCLAIMER

The Certificate of Insurance on the reverse side of this form does not constitute a contract between the issuing insurer(s), authorized representative or producer, and the certificate holder, nor does it affirmatively or negatively amend, extend or alter the coverage afforded by the policies listed thereon.



PERMITTING AND INSPECTION FEE SCHEDULE

PREPARED FOR COUNCIL'S ADOPTION FOR JULY 8, 2019

Fees for inspections, permits, and plan reviews are assessed and applied as "pass-through" fees to the applicant, as the City of Richwood currently utilizes a third part to provide these services. As of May 21, 2019, new legislation (H.B. 852) enacted as law, prohibits cities from using a value-based method of charging for residential dwelling building inspections. The updated fee schedule now calculates residential dwellings by square footage. The fee for residential dwelling inspections is a flat forty-eight cents (\$0.48) per square foot.

The fee schedule will be officially updated with Council's approval and written into City ordinance. Further, the City anticipates charging impact fees beginning in July 2020. The fee schedule will be amended at the time impact fees are adopted.

For new homes, applicants should be aware multiple inspections will be necessary. Inspections are typically categorized into three phases which can include, but is not limited to the following work:

Phase 1: foundation, plumbing rough end, temporary power pole

Phase 2: Framing, electrical rough end, mechanical rough end, and plumbing top-out.

Phase 3: Final inspections for building, mechanical, electrical and plumbing.

*Other likely inspections include water line and sewer line, and driveway and sidewalks.

APPLICATION AND PROCESSING FEE (ALL PERMITS)	
Processing Fee (applies to all permits)	\$50.00
Resubmittal Fee (After two submissions)	\$100.00
Major Revision of approved plans	\$100 h/r
Major Revision of approved drainage plans	\$200 h/r
Plan Review Fee	50% of permit fee

BUILDING PERMIT FEES	
<i>(permit fee will be doubled if work is started prior to obtaining a permit)</i>	
TYPE OF PERMIT	CURRENT
New Residence*	\$.48/sq. ft.
Additions *	\$180.00 or \$.48/sq. ft. Whichever is greater
Remodels (total square-footage of space, area or room) *	\$180.00 or \$.48/sq. ft. Whichever is greater
Swimming Pools*	\$350.00
Spas (cast in place concrete only) *	\$180.00
Accessory Buildings*	\$240.00
Minimum Fee Alterations/Additions/Remodels*	\$180.00
Fences (non-masonry) *	\$50.00
Walls - Masonry*	\$100.00
Re-Roofing	\$50.00
Flatwork <= 200 square feet*	\$80.00
Flatwork > 200 square feet*	\$120.00
Moving or Demolition	\$250.00
Foundation repair*	\$120.00
Generator*	\$180.00
Carport*	\$180.00
Re-inspection	\$60.00
Partial inspection	\$60.00
Same-day or off schedule inspection	\$130.00

***Subject to Plan Review Fee**

****Requires signed and sealed engineered plans**

ELECTRICAL PERMIT FEES	
<i>(permit fee will be doubled if work is started prior to obtaining a permit)</i>	
TYPE OF PERMIT	CURRENT
New Residence	\$100.00
Remodel/Addition	\$100.00
Minimum permit fee	\$50.00
Re-inspection	\$65.00
Partial inspections	\$65.00
Same-day or off schedule inspection	\$130.00

MECHANICAL PERMIT FEES	
<i>(permit fee will be doubled if work is started prior to obtaining a permit)</i>	
TYPE OF PERMIT	CURRENT
New Residence	\$100.00
Remodel/Addition	\$100.00
Minimum permit fee	\$50.00
Re-inspection	\$65.00
Partial inspections	\$65.00
Same-day or off schedule inspection	\$130.00

PLUMBING PERMIT FEES	
<i>(permit fee will be doubled if work is started prior to obtaining a permit)</i>	
TYPE OF PERMIT	CURRENT
New Residence	\$100.00
Water Tap	\$575.00
Sewer Tap	\$575.00
Irrigation Systems*	\$80.00
Remodel/Addition	\$100.00
Minimum permit fee	\$50.00
Re-inspection	\$65.00
Partial inspections	\$65.00
Same-day or off schedule inspection	\$130.00
*Subject to Plan Review Fee	

MEMORANDUM

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

From: John Washburn, Interim Finance Director

Date: July 2, 2019

Subject: Investment Policy & Strategy

The Texas Public Funds Investment Act requires annual review and approval of the City's Investment Policy and Strategy. Recent changes to the Act by the Texas Legislature necessitated a rewrite and significant update to the City's current policy. The Investment Policy & Strategy as provided and proposed brings the City into complete compliance with the Act and with current best practices for municipal investment programs.

RESOLUTION NO. 19-R-10

A RESOLUTION BY THE CITY COUNCIL OF THE CITY OF RICHWOOD, TEXAS, ADOPTING THE CITY OF RICHWOOD INVESTMENT POLICY FOR THE FISCAL YEAR 2018-2019 FOR THE INVESTMENT OF MUNICIPAL FUNDS; AND SETTING FORTH OTHER RELATED MATTERS.

WHEREAS, Chapter 2256 of the Texas Government Code requires the City Council to annually review its Investment Policy regarding the investment of City funds and funds under its control;

WHEREAS, the City Council of the City of Richwood, Texas desires to adopt its FY 2018-2019 Investment Policy and Strategy pursuant to Chapter 2256 Texas Government Code, Public Funds Investment Act; and

WHEREAS, pursuant to the Public Funds Investment Act, the governing body of the City shall adopt a resolution stating it has reviewed the investment policy and investment strategies and that the written instrument so adopted shall record any changes made to either the investment policy or investment strategies;

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

Section 1. Findings. The foregoing recitals are hereby found to be true and correct and are hereby adopted by the City Council and made a part hereof for all purposes as findings of fact.

Section 2. The FY 2018-2019 City of Richwood Investment Policy and Strategy was reviewed by City Council, includes amendments since the last adoption on December 11, 2017 and is hereby adopted as the investment policy of the City of Richwood, attached hereto as “Exhibit A”.

Section 3. Open Meetings. It is hereby officially found and determined that the meeting at which this resolution was passed was open to the public as required and that public notice of the time, place and purpose of said meeting was given as required by the Open Meetings Act, Chapter 551, Texas Government Code.

PASSED AND APPROVED this the 8th day of July, 2019.

THE CITY OF RICHWOOD, TEXAS

ATTEST

Steve Boykin, Mayor

Giani Cantu, City Secretary

MEMORANDUM

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

From: Giani Cantu, City Secretary

Date: July 3, 2019

Subject: TexPool Account Authorizations

Changes to the TexPool account authorizations are necessary. The proposed resolution deletes the former City Manager and Mayor and adds the City Secretary, Interim City Manager and current Mayor as authorized officials. These changes are necessary in order to conduct investment transactions with TexPool.

RESOLUTION NO. 19-R-11

A RESOLUTION BY THE CITY COUNCIL OF THE CITY OF RICHWOOD, TEXAS, AUTHORIZING PARTICIPATION IN THE TEXPOOL INVESTMENT POOLS AND DESIGNATING AUTHORIZED REPRESENTATIVES FOR THE INVESTMENT OF MUNICIPAL FUNDS; AND SETTING FORTH OTHER RELATED MATTERS.

WHEREAS, The City of Richwood (“participant”) is a local government of the State of Texas and is empowered to delegate to a public funds investment pool the authority to invest funds and to act as custodian of investments purchased with local investment funds; and

WHEREAS, it is in the best interest of the participant to invest local funds in investments that provide for the preservation and safety of principal, liquidity, and yield consistent with the public funds investment act; and

WHEREAS, the Texas Local Government Investment Pool (“TexPool/TexPool Prime”), a public funds investment pool, were created on behalf of entities whose investment objective in order of priority are preservation and safety of principal, liquidity, and yield consistent with the public funds investment act.

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

Section 1. That Participant shall enter into a Participation Agreement to establish an account in its name in TexPool/TexPool Prime, for the purpose of transmitting local funds for investment in TexPool/TexPool Prime.

Section 2. That Steve Boykin, Mayor; Lindsay Koskiniemi, Interim City Manager and Giani Cantu, City Secretary, are authorized representatives of the participant and are each hereby authorized to transmit funds for investment in TexPool /TexPool Prime and are each further authorized to withdraw funds from time to time, to issue letters of instruction, and to take all other actions deemed necessary or appropriate for the investment of local funds.

Section 3. That John Washburn, Interim Finance Director is authorized limited representative of the participant and hereby authorized to perform inquiry only of selected information. This limited authorization is limited to inquiry rights only and cannot make deposits or withdrawals.

Section 4. That an authorized representative of the participant may be deleted by a written instrument signed by two remaining authorized representatives provided that the deleted authorized representative (1) is assigned job duties that no longer require access to the participant’s TexPool / TexPool prime account or (2) is no longer employed by the participant; and

Section 5. That the participant may by amending resolution signed by the participant add an authorized representative provided the additional authorized representative is an officer, employee, or agent of the participant.

Section 6. That this resolution and its authorization shall continue in full force and effect until amended or revoked by the participant, and until TexPool/PexPool Prime participant services

receives a copy of any such amendment or revocation. This resolution is hereby introduced and adopted by the participant at its regular/special meeting held on the 8th day July, 2019.

PASSED AND APPROVED this the 8th day of July, 2019.

THE CITY OF RICHWOOD, TEXAS

ATTEST

Steve Boykin, Mayor

Giani Cantu, City Secretary



City of Richwood

1800 Brazosport Blvd.
Richwood, TX 77531
Phone (979) 265-2082
Fax (979) 265-7345

MEMORANDUM

To: Mayor Steve Boykin
Members of Council
Richwood Volunteer Fire Department

FROM: Lindsay Koskiniemi, Interim City Manager

DATE: JULY 1, 2019

RE: Enter Contract for Repair of Richwood Fire Station with Construction Masters of Houston, Choice Partner Member

On May 15, 2019, a waterline, previously believed to have been abandoned several years earlier, ruptured after the valve was opened at the water main to test the installation of a new hydrant. The building flooded with mud and standing water. The City filed a claim for damages with our property insurer, Texas Municipal League and received a check for the damages to the building in the amount of \$84,446.41 (less the \$1,000 deductible).

In the last regular Council meeting, Council approved entering an agreement with the Harris County Department of Education for a purchasing cooperative source called Choice Partners. City management contacted Construction Masters of Houston, a qualified vendor under the cooperative agreement (HCDE/CP contract number 15/041JN-04) and obtained a quote in the amount of \$81,180.33 for restoring the fire station. The scope of work includes replacement of cabinets, wood door casings, baseboards, insulation and drywall, repairs to restrooms, LVT flooring, and repairs to the apparatus bays, etc.

City staff recommends Council allow the interim city manager to enter an agreement with Construction Masters of Houston for the repair of the fire station. Benefits of entering this contract include: competitive pricing, which presents a savings of \$10,800.04 and expediency of turn-key contracting services. Expediting the process through turn-key pricing enables the contractor to begin work and restore the building to full-service capacity faster than the traditional competitive sealed bid process.

Thank you,

Lindsay Koskiniemi
Interim City Manager



P.O. Box 1587 – Pearland, Texas 77588 – 281/997-2640 – Fax: 281 / 485-4702

7/2/19

City of Richwood
1800 Brazosport Blvd
Richwood, TX 77531
Attn: Lindsay Koskiniemi

Re: Repairs at Richwood Fire Department
Choice Partners ID: 15/041JN-04

As requested, Construction Masters of Houston is pleased to submit this JOC Proposal, inclusive of attachments, for your consideration. All work associated with the Proposal is to be in accordance with HCDE/CP contract 15/041JN-04.

Our quote is based on the Houston city cost index from the RS Means Unit Price Bulletin. The amount shown in the Extended Total column already reflects the Houston labor rates.

Extended Total Including Overhead and Profit from RS Means	\$	93,069.29
Total of Non Pre-priced Line Items		
Construction Masters Standard Coefficient (88%)	\$	(11,168.31)
Project Price Subtotal	\$	81,900.98
Payment Bond (Pass-thru cost)	\$	2,047.52
Permitting (Pass-thru cost)		
Total Job Order Contract Price	\$	83,948.50

Scope of Work:

- Furnish supervision, labor, materials and equipment to complete the following:
 - o Office area
 - Batt insulation
 - Drywall – Tape, floated and textured
 - 1x wood base boards
 - 7 new 2 panel doors and frames including 4 solid core units
 - Wood door casing
 - Re-use existing door hardware
 - Wood look LVT flooring
 - Cabinets per attached sketches. Granite counters in the kitchen and restrooms. Laminate everywhere else. Millwork not shown includes utility cabinet at women's restroom and shelving at data closet
 - 3 piece fiberglass shower unit with shower valve and drain.
 - (2) lavatories with base cabinet



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- (1) Urinal
 - (1) toilet
 - (1) kitchen sink
 - Prime and paint wood trim, doors, walls and ceilings
 - Install electrical cover plates
 - Apparatus Bays
 - Add insulation to 4'
 - Add c-channel around building perimeter
 - Install T1-11 siding to 8' and 1x wood base
 - Prime and paint new and existing T1-11 siding
 - Install gas line and valve to existing dryer location
 - Normal Working Hours of M-F 8:00 – 5:00
- Attached: Unit Detail Report, Unit Summary Report

Thank You for the Opportunity,
Justin Davis



Cost Estimate Report

City of Richwood

Richwood, Texas

Date: 07/02/2019

Richwood FD Repairs

Year 2019 Quarter 2

Unit Detail Report

Prepared By: Justin Davis

Construction Masters of Houston

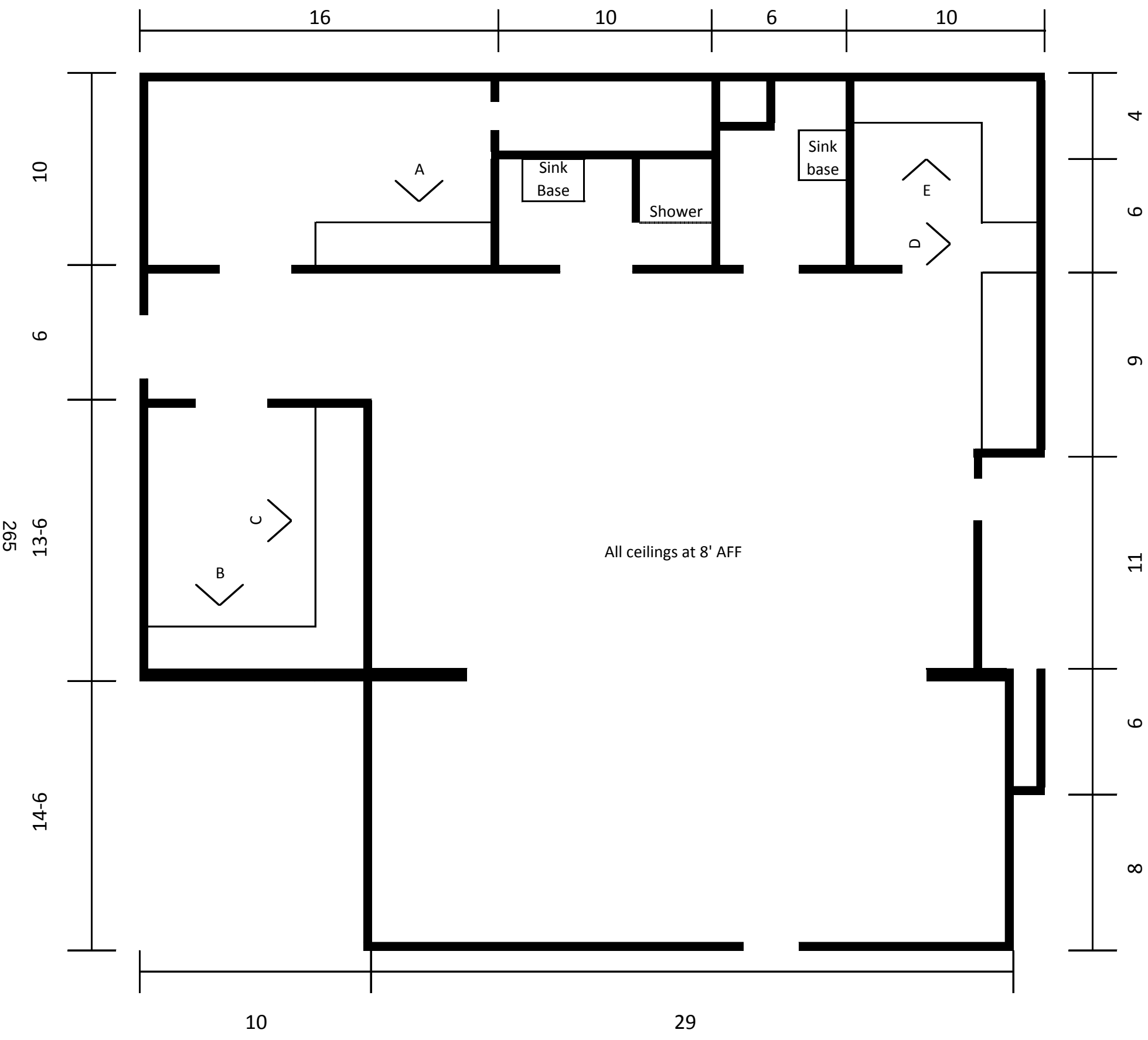
LineNumber	Description	Quantity	Unit	Total Incl. O&P	Ext. Total Incl. O&P
Division 01 General Requirements					
013113200160	Field personnel, general purpose laborer, average	3.00	Week	\$2,650.00	\$7,950.00
013113200260	Field personnel, superintendent, average	2.00	Week	\$3,725.00	\$7,450.00
015433406410	Rent toilet portable chemical, Incl. Hourly Oper. Cost.	20.00	Day	\$26.49	\$529.76
017413200100	Cleaning up, cleanup of floor area, final by GC at end of job	4.00	M.S.F.	\$78.96	\$315.84
Division 01	General Requirements Subtotal				\$16,245.60
Division 02 Existing Conditions					
024119190840	Selective demolition, rubbish handling, dumpster, 40 C.Y., 10 ton capacity, weekly rental, includes one dump per week, cost to be added to demolition cost	1.00	Week	\$850.00	\$850.00
024119190920	Selective demolition, rubbish handling, dumpster, alternate pricing method, haul, average for all sizes, includes one dump per week, cost to be added to demolition cost	3.00	Ea.	\$259.00	\$777.00
Division 02	Existing Conditions Subtotal				\$1,627.00
Division 05 Metals					
051223201050	Curb edging, structural steel channel w/ anchors, on concrete forms, 5.0 plf, 3", shop fabricated	151.00	L.F.	\$17.76	\$2,681.76
Division 05	Metals Subtotal				\$2,681.76
Division 06 Wood, Plastics, and Composites					
062213155105	Moldings, base, classic profile, 5/8" x 5-1/2", poplar	450.00	L.F.	\$3.76	\$1,692.00
062213155105	Moldings, base, classic profile, 5/8" x 5-1/2", poplar	250.00	L.F.	\$3.76	\$940.00
062213300435	Moldings, casings, classic profile, 3/4" x 2-3/4", poplar	280.00	L.F.	\$2.74	\$767.20

LineNumber	Description	Quantity	Unit	Total Incl. O&P	Ext. Total Incl. O&P
064313200600	Prefabricated wood stairs, box stairs, pine treads for carpet, no handrails, up to 14 risers, 3'-0" wide	12.00	Riser	\$91.67	\$1,100.04
Division 06	Wood, Plastics, and Composites Subtotal				\$4,499.24
Division 07	Thermal and Moisture Protection				
072116200160	Blanket insulation, for walls or ceilings, kraft faced fiberglass, 6" thick, R19, 15" wide	1,738.00	S.F.	\$0.74	\$1,286.12
074629102050	Wood product siding, plywood, Texture 1-11, southern yellow pine, natural, 5/8" thick	1,400.00	S.F.	\$2.70	\$3,780.00
079219100025	Joint sealants, caulking and sealants, acoustical sealants, elastomeric, cartridges, 1/4" x 1/4", in place	1,038.00	L.F.	\$1.84	\$1,909.92
Division 07	Thermal and Moisture Protection Subtotal				\$6,976.04
Division 08	Openings				
081613100060	Fiberglass, exterior, prehung door, 1-3/4", 3'-0" x 7'-0"	4.00	Ea.	\$656.70	\$2,626.80
081723104360	Doors, prehung, interior, passage, pine paneled, primed, 4-5/8" solid jamb, 1-3/8" x 6'-8" x 3'-0" wide	3.00	Ea.	\$277.44	\$832.32
087120409000	Door hardware, minimum labor/equipment charge	7.00	Job	\$62.72	\$439.04
Division 08	Openings Subtotal				\$3,898.16
Division 09	Finishes				
090170100510	Gypsum wallboard, repairs, prepare, retape and refinish joints	400.00	L.F.	\$7.49	\$2,996.00
092910302150	Gypsum wallboard, on walls, fire resistant, taped & finished (level 4 finish), 5/8" thick	1,298.00	S.F.	\$1.21	\$1,570.58
092910305270	Gypsum wallboard, for textured spray, add	1,579.00	S.F.	\$0.50	\$789.50
096510103600	Latex underlayment, cementitious for resilient flooring, 1/8" thick	300.00	S.F.	\$4.20	\$1,260.00
096519237550	Flooring, vinyl tile, standard colors, patterns, 12" x 12, 1/8" thick	1,579.00	S.F.	\$7.01	\$11,068.79
099113601800	Paints & coatings, siding, exterior, Texture 1-111 or clapboard, oil base, primer coat, brushwork	1,600.00	S.F.	\$0.66	\$1,056.00
099113602400	Paints & coatings, siding, exterior, Texture 1-111 or clapboard, oil base, paint 2 coats, brushwork	1,600.00	S.F.	\$1.16	\$1,856.00
099123350400	Paints & coatings, interior latex, doors, panel, both sides, roll & brush, primer + 2 coats, incl. frame & trim	7.00	Ea.	\$147.34	\$1,031.38
099123527200	Paints & coatings, miscellaneous interior, trim, wood, primer coat, oil base, brushwork, under 6" wide, incl. puttying	238.00	L.F.	\$0.54	\$128.52
099123527400	Paints & coatings, miscellaneous interior, trim, wood, paint 2 coats, oil base, brushwork, under 6" wide	238.00	L.F.	\$0.93	\$221.34
099123527500	Paints & coatings, miscellaneous interior, trim, wood, primer coat, oil base, brushwork, over 6" wide	400.00	L.F.	\$0.57	\$228.00

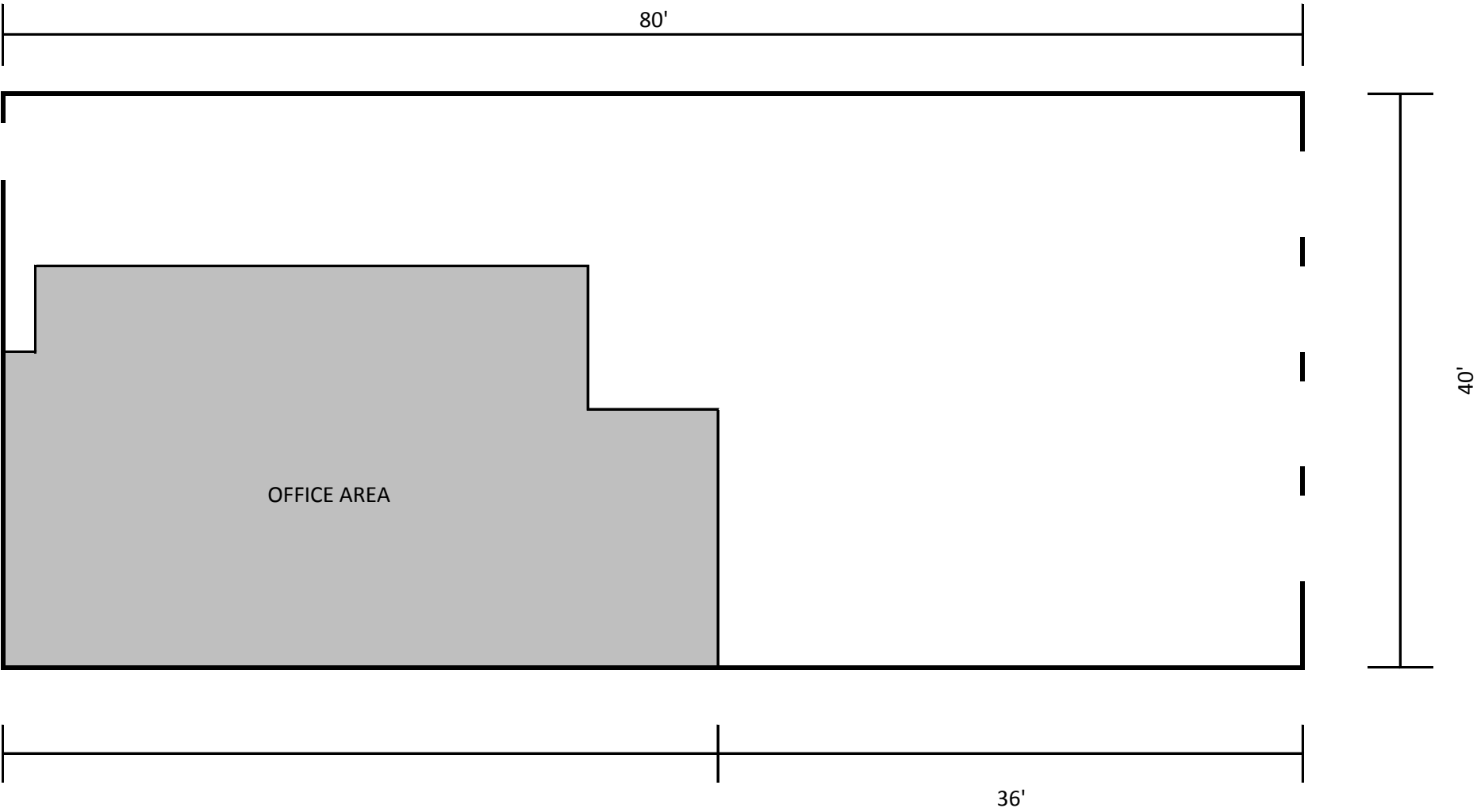
LineNumber	Description	Quantity	Unit	Total Incl. O&P	Ext. Total Incl. O&P
099123527600	Paints & coatings, miscellaneous interior, trim, wood, paint 2 coats, oil base, brushwork, over 6" wide	400.00	L.F.	\$1.05	\$420.00
099123721670	Painting walls, complete, on drywall or plaster, primer and 2 finish coats, with roller, including surface preparation	3,192.00	S.F.	\$1.24	\$3,958.08
099123721670	Paints & coatings, walls & ceilings, interior, for ceiling installation, add	1.00	S.F.	\$0.25	\$462.00
099123721670	Paints & coatings, walls & ceilings, interior, for heavy textured surfaces, add	1.00	S.F.	\$0.25	\$462.00
099123721670	Paints & coatings, walls & ceilings, interior, for heavy textured surfaces, add	1.00	S.F.	\$0.25	\$798.00
099123721670	Painting walls, complete, on drywall or plaster, primer and 2 finish coats, with roller, including surface preparation	1,848.00	S.F.	\$1.24	\$2,291.52
Division 09	Finishes Subtotal				\$30,597.71
Division 12	Furnishings				
123223100840	Custom cabinets, kitchen base cabinets, hardwood, prefinished, 1 top drawer, 1 door below, 24" deep, 35" high, 18" wide, excl. countertops	1.00	Ea.	\$429.82	\$429.82
123223101060	Custom cabinets, kitchen base cabinets, hardwood, prefinished, 4 drawers, 24" deep, 35" high, 24" wide, excl. countertops	5.00	Ea.	\$491.98	\$2,459.90
123223101260	Custom cabinets, kitchen base cabinets, hardwood, prefinished, 2 top drawers, 2 doors below, 24" deep, 35" high, 36" wide, excl. countertops	6.00	Ea.	\$650.71	\$3,904.26
123223101540	Custom cabinets, kitchen base cabinets, hardwood, prefinished, range or sink base, 2 doors below, 24" deep, 35" high, 36" wide, excl. countertops	1.00	Ea.	\$571.11	\$571.11
123223105320	Custom cabinets, kitchen wall cabinets, hardwood, prefinished, 2 doors, 12" deep, 30" high, 30" wide	1.00	Ea.	\$519.26	\$519.26
123223107000	Custom cabinets, kitchen wall cabinets, hardwood, prefinished, broom cabinet, 84" high x 24" deep x 18" wide	2.00	Ea.	\$959.79	\$1,919.58
123223308050	Wood casework vanities, base, 2 door, 30" h x 21" d x 30" w	2.00	Ea.	\$551.05	\$1,102.10
123623131000	Countertops, custom, plastic laminate, square edge, plastic face, 7/8" thick, includes backsplash	28.00	L.F.	\$63.81	\$1,786.68
123623131700	Countertops, for end splash, add	3.00	Ea.	\$23.88	\$71.64
123623131900	Countertops, for standard cutouts, add, minimum	0.00	Ea.	\$36.62	\$0.00
123640102800	Countertops, granite, average, 24" wide, 1-1/4" thick, excl. backsplash	27.00	L.F.	\$232.86	\$6,287.22
123661164100	Solid surface countertop, acrylic polymer, sinks, for cutouts, pricing for orders of 1-50 units	3.00	Ea.	\$104.14	\$312.42
125913100400	Office systems furniture, panel hung, bookshelf, 36" w	1.00	Ea.	\$193.03	\$193.03
Division 12	Furnishings Subtotal				\$19,557.02
Division 13	Special Construction				

LineNumber	Description	Quantity	Unit	Total Incl. O&P	Ext. Total Incl. O&P
133419506920	Pre-engineered steel building accessory items, insulation, vinyl faced, rated .6 lb density, R19, 6" thick	880.00	S.F.	\$1.16	\$1,020.80
Division 13	Special Construction Subtotal				\$1,020.80
Division 22	Plumbing				
224116130680	Lavatory, vanity top, porcelain enamel on cast iron, white, oval, 20" x 17", includes trim	2.00	Ea.	\$269.94	\$539.88
224116163200	Sink, kitchen, counter top style, stainless steel, self rimming, double bowl, 33" x 22", includes faucet and drain	1.00	Ea.	\$1,296.40	\$1,296.40
224123203100	Shower, stall, fiberglass, one piece with three walls, 36" x 36" square, includes drain only, excludes valve control and door/curtain	1.00	Ea.	\$618.39	\$618.39
224123405000	Shower, built-in head and arm, 2.5 GPM valve	1.00	Ea.	\$229.71	\$229.71
224139102120	Faucets/fittings, lavatory faucet, center set with pop-up drain	2.00	Ea.	\$132.95	\$265.90
224139102290	Faucets/fittings, lavatory faucet, center set with single control lever handle, polished chrome, with pop-up drain	1.00	Ea.	\$298.61	\$298.61
224213133360	Water closet, bowl only, floor mounted, tankless, with floor outlet, 1.28 gpf, includes flush valve and seat	2.00	Ea.	\$795.20	\$1,590.40
224213163140	Urinal, wall hung, vitreous china, with self-closing valve, water saving, .5 gpf	1.00	Ea.	\$942.07	\$942.07
Division 22	Plumbing Subtotal				\$5,781.36
Division 26	Electrical				
262726204900	Receptacle, phenolic plastic cover plate, NEMA 5 & 6	26.00	Ea.	\$7.10	\$184.60
Division 26	Electrical Subtotal				\$184.60

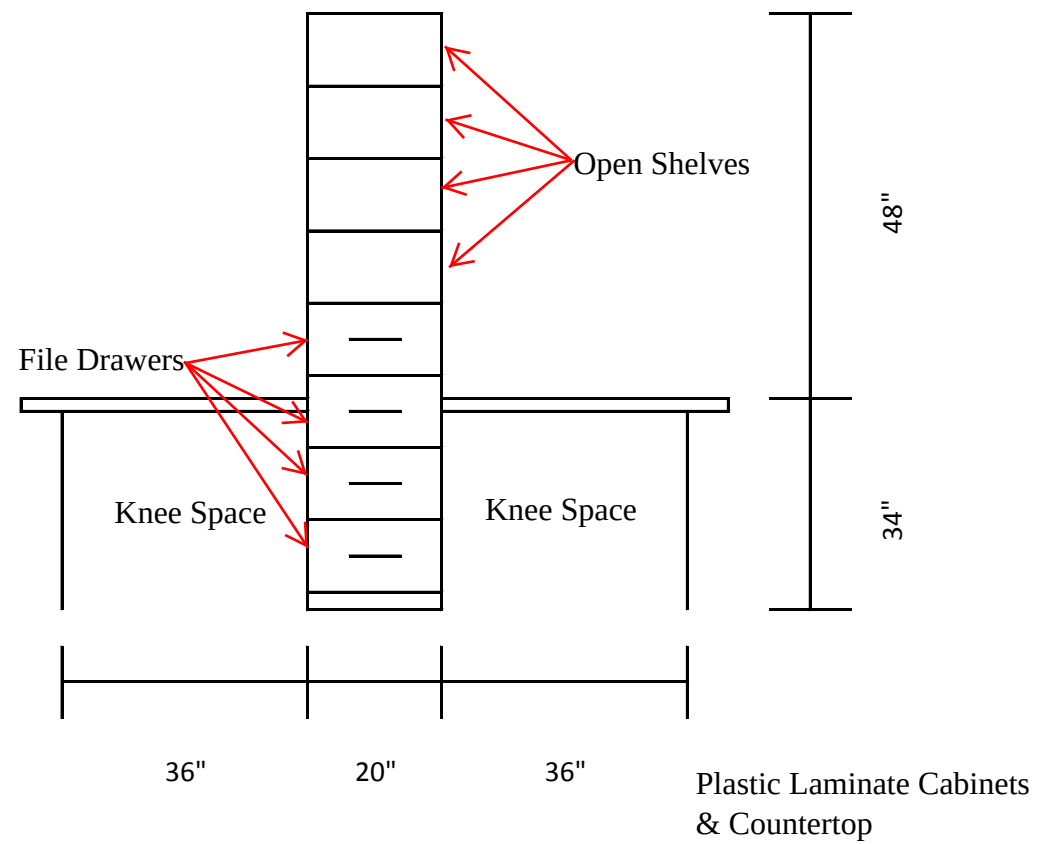
LineNumber	Description	Quantity	Unit	Total Incl. O&P	Ext. Total Incl. O&P
Subtotal					\$93,069.29
General Contractor's Markup on Subs				0.00%	\$0.00
Subtotal					\$93,069.29
General Conditions				0.00%	\$0.00
Subtotal					\$93,069.29
General Contractor's Overhead and Profit				0.00%	\$0.00
Grand Total					\$93,069.29



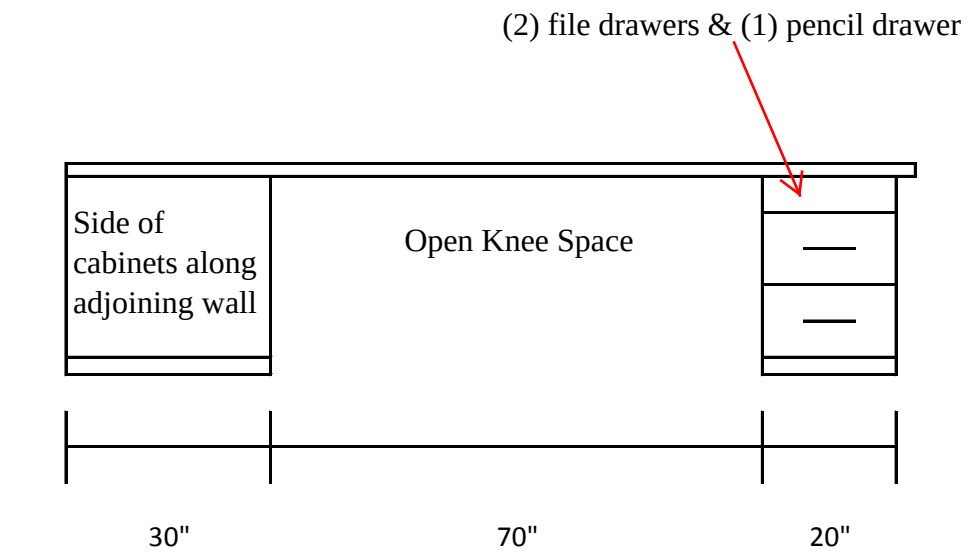
- Install 2' drywall at all interior partitions
- Install 4' drywall at all perimeter paritions
- Insulate bottom of exterior walls and selected interior walls
- Skim and texture drywall
- Prime and paint walls and ceilings
- Install wood base throughout
- Paint wood base
- Install wood casing at doors
- Paint wood casing
- Install LVT flooring throughout
- Replace doors with 2 panel (4 solid core)
- Paint doors
- Fab and install 3 millwork elevations
- Fab and install 2 base cabinets
- Granite counter at kitchen, laminate counters everywhere else
- Install new restroom sinks and kitchen sink
- Install prefab shower and shower valve
- Install 1 urinal and 1 sink



- Replace bottom 4' of insulation
- Add C-channel at building base
- Install T1-11 paneling to 8' high
- Install 1x4 wood base
- Paint paneling and base
- Connect to gas line and run new line to gas dryer
- Re-build stairs
- T1-11 paneling is existing at exterior side of office walls

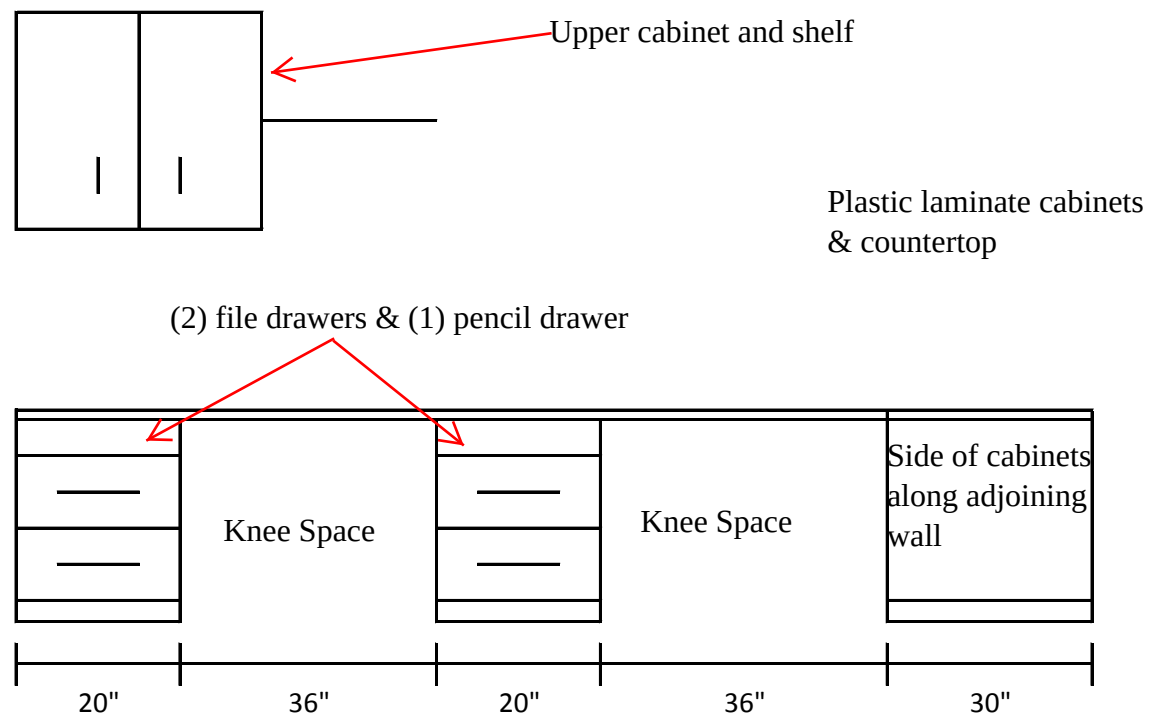


Elevation A

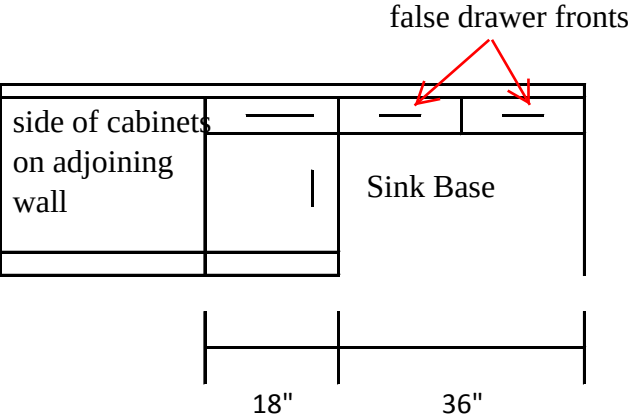


Plastic Laminate Cabinets & Countertop

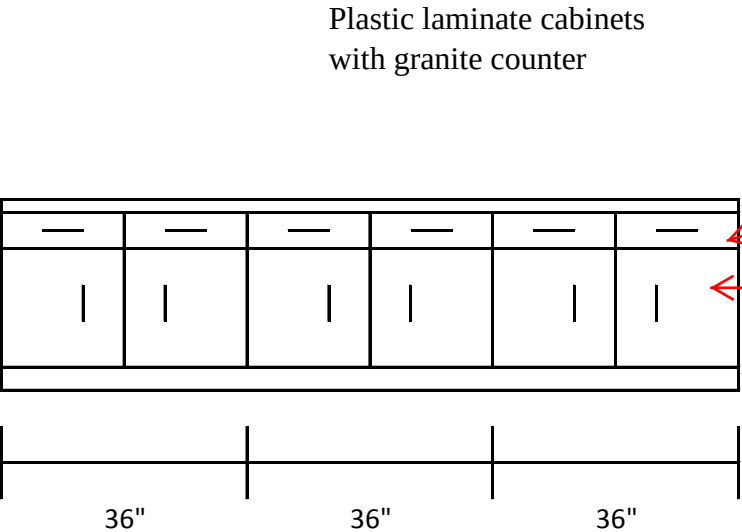
Elevation B



Elevation C

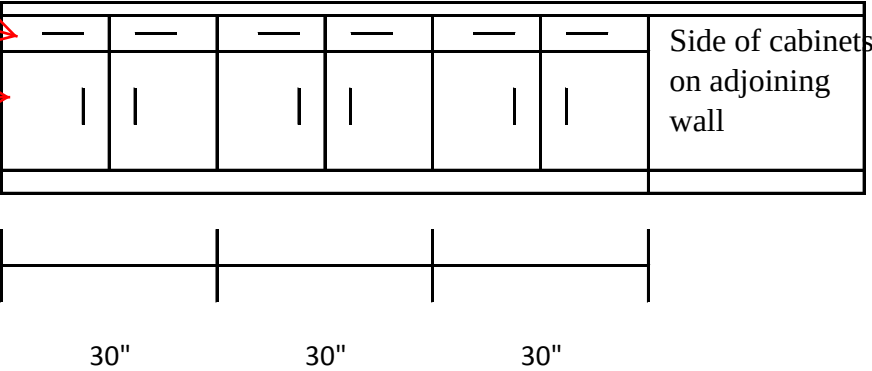


Elevation D



Drawers
Cabinet Doors
w/ shelf

Plastic laminate cabinets
with granite counter



Elevation E

AIA® Document A101™ – 2017

Standard Form of Agreement Between Owner and Contractor where the basis of payment is a Stipulated Sum

AGREEMENT made as of the Second day of July in the year Two Thousand Nineteen
(In words, indicate day, month and year.)

BETWEEN the Owner:
(Name, legal status, address and other information)

City of Richwood
1800 Brazosport Blvd.
Richwood, TX 77531
Telephone Number: 979-265-2082

and the Contractor:
(Name, legal status, address and other information)

Construction Masters of Houston, Inc.
P. O. Box 1587
Pearland, TX 77588
Telephone Number: 281-997-2640
Fax Number: 281-485-4702

for the following Project:
(Name, location and detailed description)

Richwood Fire Dept Repairs
218 Halbert St.
Richwood, TX 77531

The Architect:
(Name, legal status, address and other information)

ADDITIONS AND DELETIONS:

The author of this document has added information needed for its completion. The author may also have revised the text of the original AIA standard form. An *Additions and Deletions Report* that notes added information as well as revisions to the standard form text is available from the author and should be reviewed. A vertical line in the left margin of this document indicates where the author has added necessary information and where the author has added to or deleted from the original AIA text.

This document has important legal consequences. Consultation with an attorney is encouraged with respect to its completion or modification.

The parties should complete A101™–2017, Exhibit A, Insurance and Bonds, contemporaneously with this Agreement. AIA Document A201™–2017, General Conditions of the Contract for Construction, is adopted in this document by reference. Do not use with other general conditions unless this document is modified.

The Owner and Contractor agree as follows.

Init.

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User Notes:

(1328771145)

TABLE OF ARTICLES

- 1 THE CONTRACT DOCUMENTS
- 2 THE WORK OF THIS CONTRACT
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- 4 CONTRACT SUM
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- 6 DISPUTE RESOLUTION
- 7 TERMINATION OR SUSPENSION
- 8 MISCELLANEOUS PROVISIONS
- 9 ENUMERATION OF CONTRACT DOCUMENTS

EXHIBIT A INSURANCE AND BONDS

ARTICLE 1 THE CONTRACT DOCUMENTS

The Contract Documents consist of this Agreement, Conditions of the Contract (General, Supplementary, and other Conditions), Drawings, Specifications, Addenda issued prior to execution of this Agreement, other documents listed in this Agreement, and Modifications issued after execution of this Agreement, all of which form the Contract, and are as fully a part of the Contract as if attached to this Agreement or repeated herein. The Contract represents the entire and integrated agreement between the parties hereto and supersedes prior negotiations, representations, or agreements, either written or oral. An enumeration of the Contract Documents, other than a Modification, appears in Article 9.

ARTICLE 2 THE WORK OF THIS CONTRACT

The Contractor shall fully execute the Work described in the Contract Documents, except as specifically indicated in the Contract Documents to be the responsibility of others.

ARTICLE 3 DATE OF COMMENCEMENT AND SUBSTANTIAL COMPLETION

§ 3.1 The date of commencement of the Work shall be:

(Check one of the following boxes.)

☐ The date of this Agreement.

☐ A date set forth in a notice to proceed issued by the Owner.

☒ Established as follows:

(Insert a date or a means to determine the date of commencement of the Work.)

Start date will be 10 days from the notice to proceed

If a date of commencement of the Work is not selected, then the date of commencement shall be the date of this Agreement.

§ 3.2 The Contract Time shall be measured from the date of commencement of the Work.

§ 3.3 Substantial Completion

§ 3.3.1 Subject to adjustments of the Contract Time as provided in the Contract Documents, the Contractor shall achieve Substantial Completion of the entire Work:

(Check one of the following boxes and complete the necessary information.)

[X] Not later than forty-five (45) calendar days from the date of commencement of the Work.

[] By the following date:

§ 3.3.2 Subject to adjustments of the Contract Time as provided in the Contract Documents, if portions of the Work are to be completed prior to Substantial Completion of the entire Work, the Contractor shall achieve Substantial Completion of such portions by the following dates:

Portion of Work	Substantial Completion Date

§ 3.3.3 If the Contractor fails to achieve Substantial Completion as provided in this Section 3.3, liquidated damages, if any, shall be assessed as set forth in Section 4.5.

ARTICLE 4 CONTRACT SUM

§ 4.1 The Owner shall pay the Contractor the Contract Sum in current funds for the Contractor's performance of the Contract. The Contract Sum shall be Eighty-three Thousand Nine Hundred Forty-eight Dollars and Fifty Cents (\$ 83,948.50), subject to additions and deductions as provided in the Contract Documents.

§ 4.2 Alternates

§ 4.2.1 Alternates, if any, included in the Contract Sum:

Item	Price

§ 4.2.2 Subject to the conditions noted below, the following alternates may be accepted by the Owner following execution of this Agreement. Upon acceptance, the Owner shall issue a Modification to this Agreement.
(Insert below each alternate and the conditions that must be met for the Owner to accept the alternate.)

Item	Price	Conditions for Acceptance

§ 4.3 Allowances, if any, included in the Contract Sum:
(Identify each allowance.)

Item	Price

§ 4.4 Unit prices, if any:
(Identify the item and state the unit price and quantity limitations, if any, to which the unit price will be applicable.)

Item	Units and Limitations	Price per Unit (\$0.00)

§ 4.5 Liquidated damages, if any:
(Insert terms and conditions for liquidated damages, if any.)

§ 4.6 Other:
(Insert provisions for bonus or other incentives, if any, that might result in a change to the Contract Sum.)

Init.

ARTICLE 5 PAYMENTS

§ 5.1 Progress Payments

§ 5.1.1 Based upon Applications for Payment submitted to the Architect by the Contractor and Certificates for Payment issued by the Architect, the Owner shall make progress payments on account of the Contract Sum to the Contractor as provided below and elsewhere in the Contract Documents.

§ 5.1.2 The period covered by each Application for Payment shall be one calendar month ending on the last day of the month, or as follows:

§ 5.1.3 Provided that an Application for Payment is received by the Owner not later than the 25th day of a month, the Owner shall make payment of the amount certified to the Contractor not later than the 30th day of the following month. If an Application for Payment is received by the Owner after the application date fixed above, payment of the amount certified shall be made by the Owner not later than thirty (30) days after the Owner receives the Application for Payment.

(Federal, state or local laws may require payment within a certain period of time.)

§ 5.1.4 Each Application for Payment shall be based on the most recent schedule of values submitted by the Contractor in accordance with the Contract Documents. The schedule of values shall allocate the entire Contract Sum among the various portions of the Work. The schedule of values shall be prepared in such form, and supported by such data to substantiate its accuracy, as the Architect may require. This schedule of values shall be used as a basis for reviewing the Contractor's Applications for Payment.

§ 5.1.5 Applications for Payment shall show the percentage of completion of each portion of the Work as of the end of the period covered by the Application for Payment.

§ 5.1.6 In accordance with AIA Document A201™–2017, General Conditions of the Contract for Construction, and subject to other provisions of the Contract Documents, the amount of each progress payment shall be computed as follows:

§ 5.1.6.1 The amount of each progress payment shall first include:

- .1 That portion of the Contract Sum properly allocable to completed Work;
- .2 That portion of the Contract Sum properly allocable to materials and equipment delivered and suitably stored at the site for subsequent incorporation in the completed construction, or, if approved in advance by the Owner, suitably stored off the site at a location agreed upon in writing; and
- .3 That portion of Construction Change Directives that the Architect determines, in the Architect's professional judgment, to be reasonably justified.

§ 5.1.6.2 The amount of each progress payment shall then be reduced by:

- .1 The aggregate of any amounts previously paid by the Owner;
- .2 The amount, if any, for Work that remains uncorrected and for which the Architect has previously withheld a Certificate for Payment as provided in Article 9 of AIA Document A201–2017;
- .3 Any amount for which the Contractor does not intend to pay a Subcontractor or material supplier, unless the Work has been performed by others the Contractor intends to pay;
- .4 For Work performed or defects discovered since the last payment application, any amount for which the Architect may withhold payment, or nullify a Certificate of Payment in whole or in part, as provided in Article 9 of AIA Document A201–2017; and
- .5 Retainage withheld pursuant to Section 5.1.7.

§ 5.1.7 Retainage

§ 5.1.7.1 For each progress payment made prior to Substantial Completion of the Work, the Owner may withhold the following amount, as retainage, from the payment otherwise due:

(Insert a percentage or amount to be withheld as retainage from each Application for Payment. The amount of retainage may be limited by governing law.)

N/A

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§ 5.1.7.1.1 The following items are not subject to retainage:
(Insert any items not subject to the withholding of retainage, such as general conditions, insurance, etc.)

§ 5.1.7.2 Reduction or limitation of retainage, if any, shall be as follows:
(If the retainage established in Section 5.1.7.1 is to be modified prior to Substantial Completion of the entire Work, including modifications for Substantial Completion of portions of the Work as provided in Section 3.3.2, insert provisions for such modifications.)

§ 5.1.7.3 Except as set forth in this Section 5.1.7.3, upon Substantial Completion of the Work, the Contractor may submit an Application for Payment that includes the retainage withheld from prior Applications for Payment pursuant to this Section 5.1.7. The Application for Payment submitted at Substantial Completion shall not include retainage as follows:
(Insert any other conditions for release of retainage upon Substantial Completion.)

§ 5.1.8 If final completion of the Work is materially delayed through no fault of the Contractor, the Owner shall pay the Contractor any additional amounts in accordance with Article 9 of AIA Document A201–2017.

§ 5.1.9 Except with the Owner’s prior approval, the Contractor shall not make advance payments to suppliers for materials or equipment which have not been delivered and stored at the site.

§ 5.2 Final Payment

§ 5.2.1 Final payment, constituting the entire unpaid balance of the Contract Sum, shall be made by the Owner to the Contractor when

- .1 the Contractor has fully performed the Contract except for the Contractor’s responsibility to correct Work as provided in Article 12 of AIA Document A201–2017, and to satisfy other requirements, if any, which extend beyond final payment; and
- .2 a final Certificate for Payment has been issued by the Architect.

§ 5.2.2 The Owner’s final payment to the Contractor shall be made no later than 30 days after the issuance of the Architect’s final Certificate for Payment, or as follows:

§ 5.3 Interest

Payments due and unpaid under the Contract shall bear interest from the date payment is due at the rate stated below, or in the absence thereof, at the legal rate prevailing from time to time at the place where the Project is located.

(Insert rate of interest agreed upon, if any.)

%

ARTICLE 6 DISPUTE RESOLUTION

§ 6.1 Initial Decision Maker

The Architect will serve as the Initial Decision Maker pursuant to Article 15 of AIA Document A201–2017, unless the parties appoint below another individual, not a party to this Agreement, to serve as the Initial Decision Maker.

(If the parties mutually agree, insert the name, address and other contact information of the Initial Decision Maker, if other than the Architect.)

§ 6.2 Binding Dispute Resolution

For any Claim subject to, but not resolved by, mediation pursuant to Article 15 of AIA Document A201–2017, the method of binding dispute resolution shall be as follows:

(Check the appropriate box.)

☒ Arbitration pursuant to Section 15.4 of AIA Document A201–2017

☐ Litigation in a court of competent jurisdiction

☐ Other *(Specify)*

If the Owner and Contractor do not select a method of binding dispute resolution, or do not subsequently agree in writing to a binding dispute resolution method other than litigation, Claims will be resolved by litigation in a court of competent jurisdiction.

ARTICLE 7 TERMINATION OR SUSPENSION

§ 7.1 The Contract may be terminated by the Owner or the Contractor as provided in Article 14 of AIA Document A201–2017.

§ 7.1.1 If the Contract is terminated for the Owner's convenience in accordance with Article 14 of AIA Document A201–2017, then the Owner shall pay the Contractor a termination fee as follows:

(Insert the amount of, or method for determining, the fee, if any, payable to the Contractor following a termination for the Owner's convenience.)

§ 7.2 The Work may be suspended by the Owner as provided in Article 14 of AIA Document A201–2017.

ARTICLE 8 MISCELLANEOUS PROVISIONS

§ 8.1 Where reference is made in this Agreement to a provision of AIA Document A201–2017 or another Contract Document, the reference refers to that provision as amended or supplemented by other provisions of the Contract Documents.

§ 8.2 The Owner's representative:

(Name, address, email address, and other information)

Lindsay Koskiniemi
1800 Brazosport Blvd.
Richwood, TX 77531
Email Address: lkoskiniemi@richwoodtx.gov

§ 8.3 The Contractor's representative:

(Name, address, email address, and other information)

Justin Davis
P. O. Box 1587
Pearland, TX 77588
Email address: justin@cmhou.com
Mobile Number: 281-960-4491

§ 8.4 Neither the Owner's nor the Contractor's representative shall be changed without ten days' prior notice to the other party.

Init.

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§ 8.5 Insurance and Bonds

§ 8.5.1 The Owner and the Contractor shall purchase and maintain insurance as set forth in AIA Document A101™–2017, Standard Form of Agreement Between Owner and Contractor where the basis of payment is a Stipulated Sum, Exhibit A, Insurance and Bonds, and elsewhere in the Contract Documents.

§ 8.5.2 The Contractor shall provide bonds as set forth in AIA Document A101™–2017 Exhibit A, and elsewhere in the Contract Documents.

§ 8.6 Notice in electronic format, pursuant to Article 1 of AIA Document A201–2017, may be given in accordance with AIA Document E203™–2013, Building Information Modeling and Digital Data Exhibit, if completed, or as otherwise set forth below:

(If other than in accordance with AIA Document E203–2013, insert requirements for delivering notice in electronic format such as name, title, and email address of the recipient and whether and how the system will be required to generate a read receipt for the transmission.)

§ 8.7 Other provisions:

ARTICLE 9 ENUMERATION OF CONTRACT DOCUMENTS

§ 9.1 This Agreement is comprised of the following documents:

- .1 AIA Document A101™–2017, Standard Form of Agreement Between Owner and Contractor
- .2 AIA Document A101™–2017, Exhibit A, Insurance and Bonds - not included – insurance certificate attached
- .3 AIA Document A201™–2017, General Conditions of the Contract for Construction
- .4 AIA Document E203™–2013, Building Information Modeling and Digital Data Exhibit, dated as indicated below: not included
(Insert the date of the E203-2013 incorporated into this Agreement.)

- .5 Drawings

Number	Title	Date

- .6 Specifications

Section	Title	Date	Pages

- .7 Addenda, if any:

Number	Date	Pages

Portions of Addenda relating to bidding or proposal requirements are not part of the Contract Documents unless the bidding or proposal requirements are also enumerated in this Article 9.

- .8 Other Exhibits:

(Check all boxes that apply and include appropriate information identifying the exhibit where required.)

☐ AIA Document E204™–2017, Sustainable Projects Exhibit, dated as indicated below:
(Insert the date of the E204-2017 incorporated into this Agreement.)

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User Notes:

(1328771145)

[] The Sustainability Plan:

Title	Date	Pages

[] Supplementary and other Conditions of the Contract:

Document	Title	Date	Pages

.9 Other documents, if any, listed below:

(List here any additional documents that are intended to form part of the Contract Documents. AIA Document A201™-2017 provides that the advertisement or invitation to bid, Instructions to Bidders, sample forms, the Contractor's bid or proposal, portions of Addenda relating to bidding or proposal requirements, and other information furnished by the Owner in anticipation of receiving bids or proposals, are not part of the Contract Documents unless enumerated in this Agreement. Any such documents should be listed here only if intended to be part of the Contract Documents.)

Quote dated 7/2/19 – attached.

This Agreement entered into as of the day and year first written above.

OWNER (Signature)

Lindsay Koskiniemi, Interim City Manager
(Printed name and title)

CONTRACTOR (Signature)

Justin Davis, Vice-President
(Printed name and title)

Init.



P.O. Box 1587 – Pearland, Texas 77588 – 281/997-2640 – Fax: 281 / 485-4702

7/2/19

City of Richwood
1800 Brazosport Blvd
Richwood, TX 77531
Attn: Lindsay Koskiniemi

Re: Repairs at Richwood Fire Department
Choice Partners ID: 15/041JN-04

As requested, Construction Masters of Houston is pleased to submit this JOC Proposal, inclusive of attachments, for your consideration. All work associated with the Proposal is to be in accordance with HCDE/CP contract 15/041JN-04.

Our quote is based on the Houston city cost index from the RS Means Unit Price Bulletin. The amount shown in the Extended Total column already reflects the Houston labor rates.

Extended Total Including Overhead and Profit from RS Means	\$	93,069.29
Total of Non Pre-priced Line Items		
Construction Masters Standard Coefficient (88%)	\$	(11,168.31)
Project Price Subtotal	\$	81,900.98
Payment Bond (Pass-thru cost)	\$	2,047.52
Permitting (Pass-thru cost)		
Total Job Order Contract Price	\$	83,948.50

Scope of Work:

- Furnish supervision, labor, materials and equipment to complete the following:
 - o Office area
 - Batt insulation
 - Drywall – Tape, floated and textured
 - 1x wood base boards
 - 7 new 2 panel doors and frames including 4 solid core units
 - Wood door casing
 - Re-use existing door hardware
 - Wood look LVT flooring
 - Cabinets per attached sketches. Granite counters in the kitchen and restrooms. Laminate everywhere else. Millwork not shown includes utility cabinet at women's restroom and shelving at data closet
 - 3 piece fiberglass shower unit with shower valve and drain.
 - (2) lavatories with base cabinet



www.cmhou.com

- (1) Urinal
 - (1) toilet
 - (1) kitchen sink
 - Prime and paint wood trim, doors, walls and ceilings
 - Install electrical cover plates
 - Apparatus Bays
 - Add insulation to 4'
 - Add c-channel around building perimeter
 - Install T1-11 siding to 8' and 1x wood base
 - Prime and paint new and existing T1-11 siding
 - Install gas line and valve to existing dryer location
 - Normal Working Hours of M-F 8:00 – 5:00
- Attached: Unit Detail Report, Unit Summary Report

Thank You for the Opportunity,
Justin Davis



www.cmhou.com



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

7/2/2019

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Hotchkiss Insurance Agency, LLC - Houston 13430 NW Freeway, Suite 600 Houston TX 77040		CONTACT NAME: Certificates Houston PHONE (A/C, No, Ext): 713-956-9800 E-MAIL ADDRESS: certs@hiallc.com FAX (A/C, No): 713-956-0331		
INSURED Construction Masters of Houston, Inc. P.O. Box 1587 Pearland TX 77588		INSURER(S) AFFORDING COVERAGE		NAIC #
		INSURER A : Depositors Insurance Company		42587
		INSURER B : Travelers Lloyds Insurance Company		41262
		INSURER C : ALLIED P & C Ins Co		42579
		INSURER D :		
		INSURER E :		
INSURER F :				

COVERAGES

CERTIFICATE NUMBER: 1119496131

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☐ POLICY ☐ PRO-JECT ☐ LOC OTHER:			GLDO7284799735	2/24/2019	2/24/2020	EACH OCCURRENCE	\$ 1,000,000
							DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 100,000
							MED EXP (Any one person)	\$ 5,000
							PERSONAL & ADV INJURY	\$ 1,000,000
							GENERAL AGGREGATE	\$ 2,000,000
							PRODUCTS - COM/OP AGG	\$ 2,000,000
								\$
C	☒ AUTOMOBILE LIABILITY ☒ ANY AUTO ☐ OWNED AUTOS ONLY ☐ SCHEDULED AUTOS ☒ HIRED AUTOS ONLY ☒ NON-OWNED AUTOS ONLY			BAPC7284799735	2/24/2019	2/24/2020	COMBINED SINGLE LIMIT (Ea accident)	\$ 1,000,000
							BODILY INJURY (Per person)	\$
							BODILY INJURY (Per accident)	\$
							PROPERTY DAMAGE (Per accident)	\$
								\$
A	☒ UMBRELLA LIAB ☒ OCCUR ☐ EXCESS LIAB ☐ CLAIMS-MADE ☐ DED ☒ RETENTION \$ 0			CAD7284799735	2/24/2019	2/24/2020	EACH OCCURRENCE	\$ 5,000,000
							AGGREGATE	\$ 5,000,000
								\$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below						☐ PER STATUTE ☐ OTH-ER	
							E.L. EACH ACCIDENT	\$
							E.L. DISEASE - EA EMPLOYEE	\$
							E.L. DISEASE - POLICY LIMIT	\$
B	Builders Risk			QT6600J952843TLC19	3/1/2019	3/1/2020	Per Location Per Occurrence	5,000,000 5,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

The general liability policy includes blanket additional insured endorsements (CG7323 1214 & CG7434 0512) that provide additional insured status for ongoing & completed operations when required by written contract. The auto liability policy includes a blanket additional insured endorsement that provides additional insured status when required by written contract. The general liability and auto policies include blanket waiver of subrogation endorsements that provide this feature when required by written contract. The general liability policy includes a special endorsement with Primary and Noncontributory wording, (CG7323 1214). The certificate holder is named as loss payee/mortgagee with regard to the Builders Risk policy and is subject the terms and conditions applicable to this policy. Umbrella will follow the underlying policies subject to the policy terms and conditions.

CERTIFICATE HOLDER**CANCELLATION**

City of Richwood 1800 Brazosport Blvd. Richwood TX 77531 USA	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE

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City of Richwood

1800 Brazosport Blvd.
Richwood, TX 77531
Phone (979) 265-2082
Fax (979) 265-7345

MEMORANDUM

To: Mayor Steve Boykin
Members of Council

FROM: Lindsay Koskiniemi, Interim City Manager

DATE: JULY 1, 2019

RE: **Update Concerning Personnel Policy Review Status**

City management and staff are still in the process of reviewing the costs associated with important key aspects of the personnel policy review, such as parental leave and other changes to the existing policy.

Recent changes in State legislation that took immediate effect upon approval, have caused staff to reorganize tasks based on priority in order to gain compliance with new laws. Among changes in legislation, staff has dedicated efforts to researching home occupations, matters of health and safety, and finalizing the City's fiscal year 2019 – 2020 budget.

The personnel policy review is still underway, but the review is not complete at this time. We are working diligently on it, and City management anticipates having a presentation ready for the regular September meeting on 9/9/2019.

Thank you,

Lindsay Koskiniemi
Interim City Manager

MEMORANDUM

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

From: Giani Cantu, City Secretary

Date: July 3, 2019

Subject: Home Occupations

I have pulled home occupation and zoning ordinances from the surrounding areas: Angleton, Clute, Freeport, Lake Jackson. I also pulled Austin zoning ordinances as Austin was the basis for the language amendments to the home occupation ordinance.

I am working on compiling a comparison chart from all cities regarding what occupations are allowed, require conditional uses, and prohibited; whether home occupations are allowed in accessory structures; and whether they are allowed in all residential zoning districts.

If there is anything else you would like to see in the review workshop, please let us know.

City of Richwood
Standard Financial Report
10 General Fund - 10/01/2018 to 06/30/2019
75.00% of the fiscal year has expired

	Prior Year Actual	Current Period Actual	Current Year Actual
Net Position			
Assets:			
Current Assets			
Cash and cash equivalents			
291101 Cash	(138,681.09)	(29,650.90)	611,571.26
291101.1 Cash-Enterprise	133,125.48	0.00	71.39
291102 Undeposited receipts	(365.79)	151.98	2,855.85
291103 Cash in bank - Beautification	(1,000.00)	0.00	(1,000.00)
291104 Xpress Bill Pay	0.00	730.26	2,650.92
291105 Seizure and Forfeiture Fund	1,021.52	0.00	1,022.21
291106 TexPool Investments	249,834.39	0.00	103,606.77
291107 Petty Cash	800.00	0.00	800.00
291108 TexStar Investments	232,660.52	0.00	236,308.88
291109 Logic Investments	261,917.73	0.00	266,340.27
291111 Certificates of Deposit	188,619.63	0.00	188,619.63
Total Cash and cash equivalents	927,932.39	(28,768.66)	1,412,847.18
Receivables			
291112 Tax Receivable	46,371.45	0.00	46,371.45
291113 Accrued Interest Receivable	185.05	0.00	185.05
291114 Sales Tax Receivable	98,739.92	0.00	98,739.92
291116 Due from Enterprise Fund	485,020.41	0.00	485,020.41
291120 Allowance for Uncollectibles	(21,129.53)	0.00	(21,129.53)
291122 Accounts Receivable - Other	31,449.80	(10.00)	32,641.17
291123 Deferred Taxes	(20,104.73)	0.00	(20,104.73)
291129 Delinquent Taxes	0.00	0.00	(267.89)
291130 Accounts Rec/NSF checks	441.24	0.00	416.24
291131 Due from Other Governments	365.84	0.00	365.84
291134 Reserve for Delinquent Taxes	0.00	0.00	267.89
991122 Accounts Receivable - Other	0.00	(119.41)	(2,802.82)
Total Receivables	621,339.45	(129.41)	619,703.00
Other current assets			
291124 Prepaid Services	0.00	5,560.00	5,560.00
291126 Suspense	0.00	9,284.70	(117,772.53)
Total Other current assets	0.00	14,844.70	(112,212.53)
Total Current Assets	1,549,271.84	(14,053.37)	1,920,337.65
Non-Current Assets			
Capital assets			
Property			
291263 Vehicles	(92,376.50)	0.00	(92,376.50)
291269 Accumulated Depreciation	92,376.50	0.00	92,376.50
Total Property	0.00	0.00	0.00
Total Capital assets	0.00	0.00	0.00
Total Non-Current Assets	0.00	0.00	0.00
Total Assets:	1,549,271.84	(14,053.37)	1,920,337.65
Liabilities and Fund Equity:			
Liabilities:			
Current liabilities			
292125 Cash Over/Under	378.85	0.00	312.06
292127 Municipal Court Bonds	(1,284.19)	0.00	(1,284.19)
292130 Accounts Payable	(140,465.68)	691.18	27,699.33
292131 Federal W/H Payble	(3,682.53)	0.00	0.00
292132 Retirement Payable	(16,803.11)	1,698.07	(18,922.59)
292133 Facility Rental Deposits	(2,955.00)	(500.00)	(3,655.00)
292134 Due to Debt Service Fund	(11,005.47)	0.00	(11,005.47)
292135 Blue Santa Program Payable	(1,366.50)	0.00	(1,366.50)
292136 Insurance Payable	(23,221.23)	2,209.35	(4,183.69)
292137 Credit Union Payable	425.00	0.00	425.00
292138 Child Support Payable	(343.50)	0.00	0.00
292140 Municipal Court Costs	(125.90)	(5,972.89)	(17,271.59)
292144 Social Security Payable	(1,401.92)	0.00	0.00
292147 Wages payable	0.00	(234.14)	(234.14)
292148 Payroll liability clearing	0.00	(1,557.56)	(1,557.56)
292155 Due to Replacement	(1,700.00)	0.00	(1,700.00)

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	<u>Prior Year Actual</u>	<u>Current Period Actual</u>	<u>Current Year Actual</u>
292165 Accounts Payable - Debt Service	0.00	0.00	14,480.17
Total Current liabilities	<u>(203,551.18)</u>	<u>(3,665.99)</u>	<u>(18,264.17)</u>
Total Liabilities:	<u>(203,551.18)</u>	<u>(3,665.99)</u>	<u>(18,264.17)</u>
Equity - Paid In / Contributed			
293103 Fund Balance	(1,335,329.69)	17,719.36	(1,891,682.51)
293110 Encumbrance Account	(576.09)	0.00	(576.09)
293190 Seizure and Forfeiture Fund	(858.60)	0.00	(858.60)
293191 Reserve - Festival	(1,989.38)	0.00	(1,989.38)
293192 Reserve - Police Training	(747.97)	0.00	(747.97)
293198 Reserve - Municipal Court Security	(1,779.26)	0.00	(1,779.26)
293199 Reserve for Municipal Court Technology	(4,439.67)	0.00	(4,439.67)
Total Equity - Paid In / Contributed	<u>(1,345,720.66)</u>	<u>17,719.36</u>	<u>(1,902,073.48)</u>
Total Liabilites and Fund Equity:	<u>(1,549,271.84)</u>	<u>14,053.37</u>	<u>(1,920,337.65)</u>
Total Net Position	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>

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	Prior Year Actual	Current Period Actual	Current Year Actual	Original Budget	Revised Budget
Change In Net Position					
Revenue					
Taxes					
294103 Ad Valorem Taxes	1,615,741.65	15,515.18	1,614,957.13	1,673,908.00	1,673,908.00
294104 Delinquent Taxes	74,097.32	1,170.64	12,670.15	12,000.00	12,000.00
294105 Penalty & Interest	16,548.74	541.45	11,197.26	12,500.00	12,500.00
294111 Franchise Taxes	189,134.54	9,284.70	143,804.45	179,000.00	179,000.00
294116 Sales Tax - Streets	126,882.71	13,002.53	78,203.15	117,000.00	117,000.00
294117 Sales Tax	507,531.21	39,007.60	299,718.99	467,998.00	467,998.00
294801 210 Developers 380 Rebate	(147,103.39)	0.00	(103,979.75)	(119,720.00)	(119,720.00)
294802 Crawford Furniture 380 Rebate	(7,237.54)	0.00	0.00	(7,190.00)	(7,190.00)
294803 Big Kountry Shooting 380 Rebate	0.00	0.00	0.00	(4,993.00)	(4,993.00)
Total Taxes	2,375,595.24	78,522.10	2,056,571.38	2,330,503.00	2,330,503.00
Licenses and permits					
294106 Licenses & Permits	8,657.75	250.00	5,441.00	9,100.00	9,100.00
294107 Building Permits	78,026.57	10,294.22	81,935.01	70,000.00	70,000.00
294114 Animal Fines/Licenses	390.00	10.00	180.00	350.00	350.00
Total Licenses and permits	87,074.32	10,554.22	87,556.01	79,450.00	79,450.00
Intergovernmental revenue					
294113 Intragovernmental Income	0.00	85,446.41	92,446.41	0.00	0.00
Total Intergovernmental revenue	0.00	85,446.41	92,446.41	0.00	0.00
Charges for services					
294118 Municipal Building Rentals	9,804.00	380.00	5,446.00	9,500.00	9,500.00
Total Charges for services	9,804.00	380.00	5,446.00	9,500.00	9,500.00
Fines and forfeitures					
294109 Municipal Court	129,218.59	9,921.08	77,478.43	131,000.00	131,000.00
Total Fines and forfeitures	129,218.59	9,921.08	77,478.43	131,000.00	131,000.00
Special Revenues					
044250 Revenues - Festivals	2,454.10	0.00	0.00	0.00	0.00
044251 Revenues - Police Officer Training	1,377.63	0.00	1,195.36	1,350.00	1,350.00
044253 Revenues - Court Security	2,797.85	0.00	1,377.91	2,880.00	2,880.00
044254 Revenues - Court Technology	3,730.37	0.00	1,837.28	3,000.00	3,000.00
044255 Revenues - Bobby Ford Park	0.00	0.00	0.00	5,000.00	5,000.00
044257 Parks and Recreation	(25.89)	0.00	0.00	0.00	0.00
294122 Animal License Donations	0.00	0.00	100.00	0.00	0.00
Total Special Revenues	10,334.06	0.00	4,510.55	12,230.00	12,230.00
Interest					
294110 Interest Earnings	14,240.25	0.00	12,391.98	3,000.00	3,000.00
Total Interest	14,240.25	0.00	12,391.98	3,000.00	3,000.00
Miscellaneous revenue					
294108 Inspection Fees	0.00	2,530.00	23,325.00	0.00	0.00
294112 Miscellaneous Income	66,251.23	828.38	14,937.83	35,000.00	0.00
294121 Parks & Recreation	5,547.50	550.00	2,475.00	5,075.00	0.00
Total Miscellaneous revenue	71,798.73	3,908.38	40,737.83	40,075.00	0.00
Contributions and transfers					
974963 Transfer from Utility Fund	82,172.00	0.00	104,410.00	124,660.00	124,660.00
Total Contributions and transfers	82,172.00	0.00	104,410.00	124,660.00	124,660.00
Total Revenue	2,780,237.19	188,732.19	2,481,548.59	2,730,418.00	2,690,343.00
Expenditures					
Administration					
015101 Administrative Expense	170.00	(33.50)	(13.50)	0.00	0.00
015102 Contract Labor	22,594.65	11,617.02	17,436.39	3,300.00	3,300.00
015103 Salaries & Wages	203,923.03	24,475.84	222,789.58	308,080.00	308,080.00
015104 Overtime	(34,342.07)	0.00	665.32	3,500.00	3,500.00
015105 Retirement	29,750.84	3,205.89	32,582.21	48,107.00	48,107.00
015107 Medicare	1,926.03	339.84	3,238.94	4,611.00	4,611.00
015110 Workmen's Compensation Ins	851.90	0.00	305.00	1,210.00	1,210.00
015115 Hospitalization	35,330.98	3,018.72	28,648.84	47,340.00	47,340.00
015120 Unemployment Insurance	34.10	0.00	1,086.53	855.00	855.00
015125 Cellphone Allowance	1,080.00	90.00	1,125.00	1,530.00	1,530.00
015126 Vehicle Allowance	5,400.00	0.00	3,600.00	5,400.00	5,400.00
015130 Training & Travel	15,020.38	1,397.34	6,321.69	19,360.00	19,360.00

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	Prior Year Actual	Current Period Actual	Current Year Actual	Original Budget	Revised Budget
015175 Longevity Pay	1,150.00	0.00	0.00	1,250.00	1,250.00
015180 Certification Pay	262.50	75.00	675.00	900.00	900.00
015201 Food	1,431.53	136.96	2,142.34	2,220.00	2,220.00
015210 Office Supplies	12,737.20	1,196.70	9,578.74	21,000.00	21,000.00
015215 Custodial Supplies	237.54	100.82	633.61	1,200.00	1,200.00
015220 Tools	0.00	0.00	58.96	0.00	0.00
015225 Books & Periodicals	309.27	0.00	448.78	885.00	885.00
015240 Expendable Operating Supplies	24,020.89	1,381.43	14,319.55	19,620.00	19,620.00
015310 Building & Grounds M&R	14,527.40	0.00	1,220.63	15,000.00	15,000.00
015320 Office Furniture/Fixture M&R	243.99	0.00	0.00	1,000.00	1,000.00
015410 Electricity	9,150.05	781.75	5,431.78	9,500.00	9,500.00
015420 Telephone	2,414.19	169.13	1,494.14	2,040.00	2,040.00
015430 Natural Gas	461.59	22.65	452.89	700.00	700.00
015510 Elections	0.00	1,051.11	12,294.10	10,000.00	10,000.00
015550 Information Technology Services	4,136.09	6,142.30	19,064.57	20,726.00	20,726.00
015556 Contractual Services - Taxes	12,922.09	2,597.36	12,114.03	11,474.00	11,474.00
015570 Attorney's Fees	25,939.02	700.00	7,302.05	20,500.00	20,500.00
015572 Economic Development	2,549.31	20.00	1,220.00	10,000.00	10,000.00
015580 Auditor's Fees	37,770.00	0.00	42,500.00	42,500.00	42,500.00
015595 Professional Services	12,320.00	0.00	63.00	0.00	0.00
015640 Insurance - Bldg/Liab/Bond	17,918.35	0.00	19,612.73	20,000.00	20,000.00
015660 Dues & Subscriptions	13,749.30	3,874.50	18,532.15	11,761.00	11,761.00
015685 Publishing & Advertising	13,089.10	1,283.00	10,639.04	9,995.00	9,995.00
015695 Special Services - Miscellaneous	23,897.87	3,317.19	11,351.48	31,664.00	31,664.00
015910 Office Equipment	0.00	1,099.90	2,750.97	2,000.00	2,000.00
015935 Equipment - Time Payments	2,559.65	63.98	575.82	4,800.00	4,800.00
Total Administration	515,536.77	68,124.93	512,262.36	714,028.00	714,028.00
City Maintenance					
025102 Contract Labor	55.00	0.00	0.00	2,500.00	2,500.00
025103 Salaries & Wages	60,583.70	3,898.00	48,469.70	64,624.00	64,624.00
025104 Overtime	4,061.94	93.00	3,347.26	7,000.00	7,000.00
025105 Retirement	8,646.51	462.55	6,030.98	8,151.00	8,151.00
025107 Medicare	633.90	56.27	743.79	1,039.00	1,039.00
025110 Workmen's Compensation Ins	4,110.29	0.00	2,887.00	3,261.00	3,261.00
025115 Hospitalization	17,569.42	754.68	11,262.80	18,936.00	18,936.00
025120 Unemployment Insurance	30.26	0.00	323.40	342.00	342.00
025130 Training & Travel	142.24	51.56	51.56	1,500.00	1,500.00
025175 Longevity Pay	175.00	0.00	0.00	250.00	250.00
025190 Uniforms	994.70	0.00	695.96	1,600.00	1,600.00
025210 Office Supplies	406.62	0.00	0.00	200.00	200.00
025215 Custodial Supplies	611.90	0.00	13.77	700.00	700.00
025220 Tools	2,465.14	0.00	1,568.44	2,500.00	2,500.00
025230 Oil, & Lubricants	7,657.09	385.15	2,340.72	8,000.00	8,000.00
025240 Expendable Operating Supplies	2,155.88	127.75	1,197.97	3,000.00	3,000.00
025245 Dump Charges	6,293.49	972.57	4,127.17	6,000.00	6,000.00
025270 Chemicals	3,331.86	0.00	762.87	2,000.00	2,000.00
025310 Building & Grounds M&R	7,117.83	605.55	4,461.05	5,000.00	5,000.00
025340 Vehicle M&R	12,198.99	0.00	1,529.30	6,000.00	6,000.00
025360 Radio M&R	102.00	0.00	102.00	3,000.00	3,000.00
025365 Other Equipment M&R	8,684.67	0.00	3,893.72	5,000.00	5,000.00
025376 Signs M&R	2,568.14	0.00	147.68	2,500.00	2,500.00
025410 Electricity	34,061.65	2,622.28	21,264.13	36,000.00	36,000.00
025420 Telephone	1,677.66	0.00	495.64	1,000.00	1,000.00
025430 Natural Gas	256.48	19.98	183.71	400.00	400.00
025595 Professional Services	0.00	0.00	63.00	0.00	0.00
025630 Insurance - Motor Vehicles	2,219.75	0.00	1,722.00	2,250.00	2,250.00
025640 Insurance - Bldg/Liab/Bond	2,427.80	0.00	2,587.07	2,100.00	2,100.00
025660 Dues & Subscriptions	160.08	14.06	112.48	500.00	500.00
025685 Publishing & Advertising	0.00	0.00	0.00	500.00	500.00
025695 Special Services - Miscellaneous	0.00	0.00	0.00	3,200.00	3,200.00
025935 Equipment - Time Payments	0.00	2,212.90	19,916.10	26,556.00	26,556.00
025997 Promissory note-principal	30,784.46	0.00	0.00	0.00	0.00
025998 Promissory note-interest	3,102.28	0.00	0.00	0.00	0.00
Total City Maintenance	225,286.73	12,276.30	140,301.27	225,609.00	225,609.00
Streets and Drainage					
035380 Streets M&R	50,741.25	0.00	41,746.14	48,000.00	48,000.00

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035385 Drainage M&R	178.12	0.00	3,930.31	5,000.00	5,000.00
035560 Engineering	0.00	0.00	0.00	5,000.00	5,000.00
035965 Street Projects	0.00	12,500.00	28,880.00	60,000.00	60,000.00
035975 Drainage	0.00	0.00	0.00	7,000.00	7,000.00
Total Streets and Drainage	50,919.37	12,500.00	74,556.45	125,000.00	125,000.00
Deferred Revenue Accounts					
045290 Festivals	2,866.27	0.00	7,078.22	0.00	0.00
045291 Expenditures - Police Training	0.00	0.00	625.00	1,350.00	1,350.00
045293 Expenditures - Court Security	3,131.09	0.00	0.00	2,880.00	2,880.00
045294 Expenditures - Court Tech	2,443.94	63.53	1,743.41	3,000.00	3,000.00
045295 Expenditures - Bobby Ford Park	0.00	0.00	0.00	5,000.00	5,000.00
045297 Parks and Recreation	684.13	0.00	0.00	0.00	0.00
Total Deferred Revenue Accounts	9,125.43	63.53	9,446.63	12,230.00	12,230.00
Police Department					
055103 Salaries & Wages	516,334.41	42,277.28	392,568.31	516,174.00	516,174.00
055104 Overtime	82,691.61	2,116.02	30,989.70	52,000.00	52,000.00
055105 Retirement	73,619.75	5,240.26	50,000.65	64,720.00	64,720.00
055107 Medicare	2,063.99	619.52	6,083.40	8,246.00	8,246.00
055110 Workmen's Compensation Ins	19,689.09	0.00	8,507.00	18,881.00	18,881.00
055115 Hospitalization	90,987.63	7,559.43	54,123.33	85,212.00	85,212.00
055120 Unemployment Insurance	4,162.03	0.00	1,728.14	1,539.00	1,539.00
055125 Cellphone Allowance	517.50	45.00	405.00	540.00	540.00
055130 Training & Travel	6,978.02	1,084.10	14,661.31	15,740.00	15,740.00
055175 Education Incentive	2,900.00	0.00	3,000.00	1,850.00	1,850.00
055180 Certification Pay	8,000.00	775.00	2,712.50	7,800.00	7,800.00
055190 Uniforms	5,922.30	85.00	1,960.72	5,587.00	5,587.00
055201 Food	636.99	0.00	0.00	1,850.00	1,850.00
055210 Office Supplies	2,108.06	27.32	1,135.00	2,280.00	2,280.00
055215 Custodial Supplies	10.20	0.00	22.28	50.00	50.00
055220 Tools	379.96	0.00	521.41	1,816.00	1,816.00
055230 Oil, & Lubricants	38,005.06	3,081.18	19,360.50	33,846.00	33,846.00
055240 Expendable Operating Supplies	1,532.87	0.00	1,209.38	1,540.00	1,540.00
055287 Community Outreach	950.66	0.00	775.14	600.00	600.00
055310 Building & Grounds M&R	98.22	0.00	117.50	0.00	0.00
055320 Office Furniture/Fixture M&R	29.97	0.00	0.00	1,000.00	1,000.00
055340 Vehicle M&R	13,402.70	2,390.48	17,190.60	9,500.00	9,500.00
055350 Radar M&R	379.74	0.00	0.00	400.00	400.00
055360 Radio M&R	2,040.00	0.00	2,210.00	2,540.00	2,540.00
055365 Other Equipment M&R	1,137.11	0.00	1,582.62	580.00	580.00
055420 Telephone	9,932.21	1,128.12	9,145.14	12,624.00	12,624.00
055540 Dispatch Services	43,000.00	0.00	21,500.00	43,000.00	43,000.00
055542 Jail Expense	1,051.33	295.00	2,678.10	8,040.00	8,040.00
055550 Information Technology Services	5,991.95	0.00	2,105.53	2,310.00	2,310.00
055558 Animal Control	1,016.12	132.00	1,420.13	12,000.00	12,000.00
055570 Attorney's Fees	4,535.00	0.00	0.00	5,000.00	5,000.00
055630 Insurance - Motor Vehicles	6,521.50	0.00	9,647.00	6,522.00	6,522.00
055640 Insurance - Bldg/Liab/Bond	6,082.30	0.00	6,351.00	6,500.00	6,500.00
055660 Dues & Subscriptions	5,868.24	1,068.00	7,783.10	7,092.00	7,092.00
055685 Publishing & Advertising	196.29	0.00	601.20	2,200.00	2,200.00
055695 Special Services - Miscellaneous	2,431.54	0.00	0.00	0.00	0.00
055930 Equipment	0.00	0.00	31.93	0.00	0.00
055935 Equipment - Time Payments	3,240.73	167.76	3,726.47	4,488.00	4,488.00
Total Police Department	964,445.08	68,091.47	675,854.09	944,067.00	944,067.00
Judicial					
065103 Salaries & Wages	79,681.24	3,482.58	33,235.84	44,566.00	44,566.00
065104 Overtime	209.15	0.00	307.92	1,000.00	1,000.00
065105 Retirement	9,709.29	377.08	3,661.11	4,366.00	4,366.00
065107 Medicare	691.50	48.87	483.63	660.00	660.00
065110 Workmen's Compensation Ins	93.93	0.00	152.00	165.00	165.00
065115 Hospitalization	20,408.80	754.68	6,008.74	9,468.00	9,468.00
065120 Unemployment Insurance	124.23	5.70	254.09	513.00	513.00
065130 Training & Travel	3,168.45	44.31	1,961.60	3,000.00	3,000.00
065175 Longevity Pay	250.00	0.00	0.00	125.00	125.00
065180 Certification Pay	175.00	50.00	450.00	900.00	900.00
065201 Food	56.03	90.39	90.39	0.00	0.00

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065210 Office Supplies	2,087.58	106.12	997.52	4,200.00	4,200.00
065225 Books & Periodicals	205.95	0.00	0.00	300.00	300.00
065240 Expendable Operating Supplies	408.51	0.00	203.88	500.00	500.00
065550 Information Technology Services	297.00	0.00	64.28	500.00	500.00
065565 Jury Expense	0.00	0.00	(6.00)	500.00	500.00
065570 Attorney's Fees	12,038.45	1,220.00	6,333.50	15,000.00	15,000.00
065660 Dues & Subscriptions	3,289.26	0.00	2,353.00	3,500.00	3,500.00
065910 Office Equipment	0.00	0.00	1,567.68	0.00	0.00
Total Judicial	132,894.37	6,179.73	58,119.18	89,263.00	89,263.00
Fire Department					
075106 Pension	12,867.90	0.00	5,057.10	16,490.00	16,490.00
075110 Workmen's Compensation Ins	3,882.29	0.00	304.00	3,400.00	3,400.00
075130 Training & Travel	0.00	0.00	0.00	500.00	500.00
075190 Uniforms	12,344.10	0.00	9,110.35	9,000.00	9,000.00
075201 Food	0.00	0.00	816.19	0.00	850.00
075210 Office Supplies	2,148.16	0.00	10.77	1,500.00	650.00
075220 Tools	9,499.10	0.00	0.00	12,000.00	2,000.00
075230 Oil, & Lubricants	2,450.43	117.13	875.71	3,000.00	3,000.00
075285 Fire Prevention Supplies	0.00	0.00	0.00	1,000.00	1,000.00
075310 Building & Grounds M&R	10,016.71	1.19	1.19	3,000.00	3,000.00
075340 Vehicle M&R	5,998.15	0.00	24,597.20	6,000.00	16,000.00
075360 Radio M&R	0.00	0.00	0.00	500.00	500.00
075410 Electricity	1,375.33	272.44	1,023.72	1,800.00	1,800.00
075420 Telephone	2,361.62	103.27	1,215.58	2,400.00	2,400.00
075430 Natural Gas	422.53	20.65	164.45	360.00	360.00
075566 Contractural Services - Ambulance	75,000.00	0.00	23,250.00	93,000.00	93,000.00
075630 Insurance - Motor Vehicles	5,336.00	0.00	8,042.00	5,336.00	5,336.00
075640 Insurance - Bldg/Liab/Bond	3,169.37	1,000.00	4,518.96	3,300.00	2,900.00
075660 Dues & Subscriptions	2,688.00	0.00	2,732.00	3,400.00	3,400.00
075930 Equipment	5,819.00	0.00	0.00	0.00	0.00
075935 Equipment - Time Payments	0.00	0.00	40,182.17	39,795.00	40,195.00
Total Fire Department	155,378.69	1,514.68	121,901.39	205,781.00	205,781.00
Parks and Recreation					
085215 Custodial Supplies	927.75	0.00	791.65	1,500.00	1,500.00
085240 Expendable Operating Supplies	0.00	0.00	34.99	500.00	500.00
085270 Chemicals	992.50	0.00	0.00	2,000.00	2,000.00
085310 Building & Grounds M&R	25,833.55	5,441.86	9,908.81	20,000.00	20,000.00
085365 Other Equipment M&R	2,224.97	150.59	1,712.10	7,500.00	7,500.00
085410 Electricity	2,139.15	124.97	1,177.17	2,400.00	2,400.00
085630 Insurance - Motor Vehicles	0.00	0.00	117.00	0.00	0.00
085640 Insurance - Bldg/Liab/Bond	2,103.26	0.00	2,407.89	3,800.00	3,800.00
085685 Publishing & Advertising	0.00	0.00	449.00	1,600.00	1,600.00
085850 Beautification	348.00	0.00	38.65	0.00	0.00
085851 Parks & Recreation	2,228.28	0.00	3,365.08	7,000.00	7,000.00
Total Parks and Recreation	36,797.46	5,717.42	20,002.34	46,300.00	46,300.00
Code Enforcement					
095103 Salaries & Wages	31,054.58	2,472.02	24,037.77	32,260.00	32,260.00
095104 Overtime	110.09	0.00	110.08	300.00	300.00
095105 Retirement	4,242.09	286.52	2,809.73	3,706.00	3,706.00
095107 Medicare	292.94	34.64	345.32	473.00	473.00
095110 Workmen's Compensation Ins	360.54	0.00	152.00	118.00	118.00
095115 Hospitalization	10,231.92	754.68	6,008.74	9,468.00	9,468.00
095120 Unemployment Insurance	9.00	0.00	162.00	171.00	171.00
095130 Training & Travel	31.61	0.00	303.85	1,000.00	1,000.00
095175 Longevity Pay	125.00	0.00	0.00	125.00	125.00
095210 Office Supplies	284.52	772.39	772.39	1,000.00	1,000.00
095220 Tools	824.31	0.00	0.00	1,000.00	1,000.00
095240 Expendable Operating Supplies	130.00	0.00	78.00	500.00	500.00
095340 Vehicle M&R	15.00	0.00	0.00	0.00	0.00
095550 Information Technology Services	143.00	0.00	64.28	250.00	250.00
095570 Attorney's Fees	786.56	6,113.00	10,159.66	5,000.00	5,000.00
095595 Professional Services	0.00	0.00	0.00	1,000.00	1,000.00
095660 Dues & Subscriptions	0.00	0.00	135.00	300.00	300.00
095685 Publishing & Advertising	0.00	0.00	282.00	500.00	500.00
Total Code Enforcement	48,641.16	10,433.25	45,420.82	57,171.00	57,171.00

City of Richwood
Standard Financial Report
10 General Fund - 10/01/2018 to 06/30/2019
75.00% of the fiscal year has expired

	Prior Year Actual	Current Period Actual	Current Year Actual	Original Budget	Revised Budget
Permitting & Inspections					
105102 Contract Labor	10,840.00	11,933.74	27,443.74	7,500.00	7,500.00
105103 Salaries & Wages	53,205.88	4,600.34	16,703.51	55,204.00	55,204.00
105105 Retirement	6,654.41	538.38	1,990.42	6,344.00	6,344.00
105107 Medicare	470.93	66.76	243.10	809.00	809.00
105110 Workmen's Compensation Ins	0.00	0.00	0.00	455.00	455.00
105115 Hospitalization	10,286.12	754.68	6,008.74	9,468.00	9,468.00
105120 Unemployment Insurance	8.99	43.87	87.44	171.00	171.00
105125 Cellphone Allowance	540.00	45.00	382.50	540.00	540.00
105130 Training & Travel	432.63	0.00	186.70	1,800.00	1,800.00
105175 Longevity Pay	450.00	0.00	0.00	475.00	475.00
105190 Uniforms	171.92	0.00	(171.92)	200.00	200.00
105201 Food	0.00	0.00	82.92	0.00	0.00
105210 Office Supplies	51.10	0.00	0.00	100.00	100.00
105220 Tools	0.00	0.00	0.00	500.00	500.00
105230 Gas, Oil, & Lubricants	2,397.18	0.00	125.31	3,500.00	3,500.00
105240 Expendable Operating Supplies	311.73	0.00	0.00	0.00	0.00
105340 Vehicle M&R	768.25	0.00	890.96	1,500.00	1,500.00
105360 Radio M&R	102.00	0.00	0.00	500.00	500.00
105570 Attorney's Fees	2,186.56	0.00	3,630.00	3,000.00	3,000.00
105595 Professional Services	5,525.00	0.00	0.00	10,000.00	10,000.00
105630 Insurance - Motor Vehicles	1,606.16	0.00	1,629.19	500.00	500.00
105660 Dues & Subscriptions	10,034.43	49.97	9,085.95	10,800.00	10,800.00
Total Permitting & Inspections	106,043.29	18,032.74	68,318.56	113,366.00	113,366.00
Emergency/Disaster					
995102 Contract Labor	12,737.80	0.00	0.00	0.00	0.00
995220 Tools	1,339.22	0.00	0.00	0.00	0.00
995240 Expendable Operating Supplies	72.93	0.00	0.00	0.00	0.00
995310 Building & Grounds M&R	87.84	0.00	0.00	0.00	0.00
995365 Other Equipment M&R	5,768.24	0.00	0.00	0.00	0.00
995595 Professional Services	27,918.25	3,517.50	25,282.75	0.00	0.00
Total Emergency/Disaster	47,924.28	3,517.50	25,282.75	0.00	0.00
Transfers					
985950 Contingency Fund	74,144.00	0.00	0.00	7,161.00	7,161.00
985960 Transfer to Capital Projects	82,095.00	0.00	40,000.00	40,000.00	40,000.00
985961 Transfer to Water/Sewer	82,936.00	0.00	89,909.00	89,909.00	89,909.00
985962 Transfer to Replacement	95,610.00	0.00	43,000.00	59,533.00	59,533.00
985963 Transfer to Beautification	1,000.00	0.00	1,000.00	1,000.00	1,000.00
Total Transfers	335,785.00	0.00	173,909.00	197,603.00	197,603.00
Total Expenditures	2,628,777.63	206,451.55	1,925,374.84	2,730,418.00	2,730,418.00
Total Change In Net Position	151,459.56	(17,719.36)	556,173.75	0.00	(40,075.00)

City of Richwood
Standard Financial Report
11 Governmental Capital Improvements - 10/01/2018 to 06/30/2019
75.00% of the fiscal year has expired

	<u>Prior Year Actual</u>	<u>Current Period Actual</u>	<u>Current Year Actual</u>
Net Position			
Assets:			
Current Assets			
Cash and cash equivalents			
551101 Cash	73,659.23	(7,477.20)	(56,260.71)
551106 TexPool Investments	32,504.28	0.00	32,856.37
551109 Logic Investments	2,330.06	0.00	2,369.40
551111 Certificates of Deposit	40,010.49	0.00	40,010.49
Total Cash and cash equivalents	<u>148,504.06</u>	<u>(7,477.20)</u>	<u>18,975.55</u>
Receivables			
551113 Accrued Interest Receivable	57.91	0.00	57.91
Total Receivables	<u>57.91</u>	<u>0.00</u>	<u>57.91</u>
Total Current Assets	<u>148,561.97</u>	<u>(7,477.20)</u>	<u>19,033.46</u>
Total Assets:	<u>148,561.97</u>	<u>(7,477.20)</u>	<u>19,033.46</u>
Liabilites and Fund Equity:			
Liabilities:			
Current liabilities			
552130 Accounts Payable	(20,931.08)	0.00	(3,920.24)
Total Current liabilities	<u>(20,931.08)</u>	<u>0.00</u>	<u>(3,920.24)</u>
Total Liabilities:	<u>(20,931.08)</u>	<u>0.00</u>	<u>(3,920.24)</u>
Equity - Paid In / Contributed			
553103 Fund Balance	(127,630.89)	7,477.20	(15,113.22)
Total Equity - Paid In / Contributed	<u>(127,630.89)</u>	<u>7,477.20</u>	<u>(15,113.22)</u>
Total Liabilites and Fund Equity:	<u>(148,561.97)</u>	<u>7,477.20</u>	<u>(19,033.46)</u>
Total Net Position	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>

City of Richwood
Standard Financial Report
11 Governmental Capital Improvements - 10/01/2018 to 06/30/2019
75.00% of the fiscal year has expired

	<u>Prior Year Actual</u>	<u>Current Period Actual</u>	<u>Current Year Actual</u>	<u>Original Budget</u>	<u>Revised Budget</u>
Change In Net Position					
Revenue					
Interest					
554110 Interest Earnings	772.75	0.00	391.43	0.00	0.00
Total Interest	772.75	0.00	391.43	0.00	0.00
Contributions and transfers					
974960 Transfer In	82,095.00	0.00	0.00	0.00	0.00
974966 Transfer from Utility Fund	0.00	0.00	0.00	149,324.00	149,324.00
Total Contributions and transfers	82,095.00	0.00	0.00	149,324.00	149,324.00
Total Revenue	82,867.75	0.00	391.43	149,324.00	149,324.00
Expenditures					
Capital Improvements					
555560 Engineering	0.00	0.00	105,431.90	75,000.00	75,000.00
555915 Capital Expenditures	25,715.63	7,477.20	7,477.20	74,324.00	74,324.00
Total Capital Improvements	25,715.63	7,477.20	112,909.10	149,324.00	149,324.00
Total Expenditures	25,715.63	7,477.20	112,909.10	149,324.00	149,324.00
Total Change In Net Position	57,152.12	7,477.20	(112,517.67)	0.00	0.00

City of Richwood
Standard Financial Report
12 Insurance - 10/01/2018 to 06/30/2019
75.00% of the fiscal year has expired

	<u>Prior Year Actual</u>	<u>Current Period Actual</u>	<u>Current Year Actual</u>
Net Position			
Assets:			
Current Assets			
Cash and cash equivalents			
531111 Certificates of Deposit	13,561.97	0.00	13,561.97
Total Cash and cash equivalents	<u>13,561.97</u>	<u>0.00</u>	<u>13,561.97</u>
Receivables			
531113 Accrued Interest Receivable	2.79	0.00	2.79
Total Receivables	<u>2.79</u>	<u>0.00</u>	<u>2.79</u>
Total Current Assets	<u>13,564.76</u>	<u>0.00</u>	<u>13,564.76</u>
Total Assets:	<u>13,564.76</u>	<u>0.00</u>	<u>13,564.76</u>
Liabilites and Fund Equity:			
Equity - Paid In / Contributed			
533103 Fund Balance	(13,564.76)	0.00	(13,564.76)
Total Equity - Paid In / Contributed	<u>(13,564.76)</u>	<u>0.00</u>	<u>(13,564.76)</u>
Total Liabilites and Fund Equity:	<u>(13,564.76)</u>	<u>0.00</u>	<u>(13,564.76)</u>
Total Net Position	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>

City of Richwood
Standard Financial Report
12 Insurance - 10/01/2018 to 06/30/2019
75.00% of the fiscal year has expired

	<u>Prior Year Actual</u>	<u>Current Period Actual</u>	<u>Current Year Actual</u>	<u>Original Budget</u>	<u>Revised Budget</u>
Change In Net Position					
Revenue					
Interest					
534110 Interest Earnings	68.55	0.00	0.00	0.00	0.00
Total Interest	68.55	0.00	0.00	0.00	0.00
Total Revenue	68.55	0.00	0.00	0.00	0.00
Total Change In Net Position	68.55	0.00	0.00	0.00	0.00

City of Richwood
Standard Financial Report
13 Replacement - 10/01/2018 to 06/30/2019
75.00% of the fiscal year has expired

	<u>Prior Year Actual</u>	<u>Current Period Actual</u>	<u>Current Year Actual</u>	<u>Original Budget</u>	<u>Revised Budget</u>
Net Position					
Assets:					
Current Assets					
Cash and cash equivalents					
521101 Cash	20,278.81	0.00	(25,856.69)		
521108 TexStar Investments	7,049.56	0.00	7,160.10		
521109 Logic Investments	5,727.11	0.00	5,823.81		
521111 Certificates of Deposit	603.79	0.00	603.79		
Total Cash and cash equivalents	33,659.27	0.00	(12,268.99)		
Receivables					
521113 Accrued Interest Receivable	0.77	0.00	0.77		
521116 Due from Enterprise Fund	22,249.67	0.00	22,249.67		
521325 Due from General Fund	1,700.00	0.00	1,700.00		
524000 Sale of Property	7,537.50	0.00	0.00	0.00	0.00
Total Receivables	7,537.50	0.00	0.00	0.00	0.00
Total Current Assets	7,537.50	0.00	0.00	0.00	0.00
Total Assets:	7,537.50	0.00	0.00	0.00	0.00
Liabilites and Fund Equity:					
Liabilities:					
Current liabilities					
522130 Accounts Payable	(55,300.00)	0.00	0.00		
524221 Note Proceeds	(375,690.00)	0.00	(375,690.00)		
Total Current liabilities	(430,990.00)	0.00	(375,690.00)		
Total Liabilities:	(430,990.00)	0.00	(375,690.00)		
Equity - Paid In / Contributed					
523103 Fund Balance	373,380.29	0.00	364,008.55		
Total Equity - Paid In / Contributed	373,380.29	0.00	364,008.55		
Total Liabilites and Fund Equity:	(57,609.71)	0.00	(11,681.45)		
Total Net Position	7,537.50	0.00	0.00	0.00	0.00

City of Richwood
Standard Financial Report
13 Replacement - 10/01/2018 to 06/30/2019
75.00% of the fiscal year has expired

	<u>Prior Year Actual</u>	<u>Current Period Actual</u>	<u>Current Year Actual</u>	<u>Original Budget</u>	<u>Revised Budget</u>
Change In Net Position					
Revenue					
Interest					
524110 Interest Earnings	222.33	0.00	207.24	0.00	0.00
Total Interest	222.33	0.00	207.24	0.00	0.00
Contributions and transfers					
974962 Transfer from General Fund	95,610.00	0.00	43,000.00	59,533.00	0.00
974967 Transfer from Utility Fund	4,699.00	0.00	0.00	40,000.00	0.00
Total Contributions and transfers	100,309.00	0.00	43,000.00	99,533.00	0.00
Total Revenue	100,531.33	0.00	43,207.24	99,533.00	0.00
Expenditures					
Replacement					
525240 Expendable Operating Supplies	1,075.00	0.00	0.00	0.00	0.00
525920 Motor Vehicles	33,801.69	0.00	0.00	40,000.00	0.00
525930 Equipment	483,681.00	0.00	33,835.50	27,500.00	0.00
Total Replacement	518,557.69	0.00	33,835.50	67,500.00	0.00
Total Expenditures	518,557.69	0.00	33,835.50	67,500.00	0.00
Total Change In Net Position	(418,026.36)	0.00	9,371.74	32,033.00	0.00

City of Richwood
Standard Financial Report
14 HRA_FSA Refunds - 10/01/2018 to 06/30/2019
75.00% of the fiscal year has expired

	<u>Prior Year Actual</u>	<u>Current Period Actual</u>	<u>Current Year Actual</u>
Net Position			
Assets:			
Current Assets			
Cash and cash equivalents			
291101 Cash	5,369.04	0.00	4,765.38
Total Cash and cash equivalents	<u>5,369.04</u>	<u>0.00</u>	<u>4,765.38</u>
Total Current Assets	<u>5,369.04</u>	<u>0.00</u>	<u>4,765.38</u>
Total Assets:	<u>5,369.04</u>	<u>0.00</u>	<u>4,765.38</u>
Liabilites and Fund Equity:			
Equity - Paid In / Contributed			
293103 Fund Balance	(5,369.04)	0.00	(4,765.38)
Total Equity - Paid In / Contributed	<u>(5,369.04)</u>	<u>0.00</u>	<u>(4,765.38)</u>
Total Liabilites and Fund Equity:	<u>(5,369.04)</u>	<u>0.00</u>	<u>(4,765.38)</u>
Total Net Position	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>

City of Richwood
Standard Financial Report
14 HRA_FSA Refunds - 10/01/2018 to 06/30/2019
75.00% of the fiscal year has expired

	<u>Prior Year Actual</u>	<u>Current Period Actual</u>	<u>Current Year Actual</u>	<u>Original Budget</u>	<u>Revised Budget</u>
Change In Net Position					
Revenue					
Miscellaneous revenue					
294112 Miscellaneous Income	5,369.04	0.00	0.00	0.00	0.00
Total Miscellaneous revenue	5,369.04	0.00	0.00	0.00	0.00
Total Revenue	5,369.04	0.00	0.00	0.00	0.00
Total Change In Net Position	5,369.04	0.00	0.00	0.00	0.00

City of Richwood
Standard Financial Report
15 Crime Control and Prevention - 10/01/2018 to 06/30/2019
75.00% of the fiscal year has expired

	Prior Year Actual	Current Period Actual	Current Year Actual
Net Position			
Assets:			
Current Assets			
Cash and cash equivalents			
601101 Cash	42,642.34	2,566.75	22,235.89
601106 TexPool Investments	55,161.03	0.00	55,311.92
601108 TexStar Investments	14,778.58	0.00	15,010.33
601111 Certificates of Deposit	66,641.25	0.00	66,641.25
Total Cash and cash equivalents	179,223.20	2,566.75	159,199.39
Receivables			
601113 Accrued Interest Receivable	44.37	0.00	44.37
601114 Sales Tax Receivable	19,694.49	0.00	0.00
Total Receivables	19,738.86	0.00	44.37
Total Current Assets	198,962.06	2,566.75	159,243.76
Total Assets:	198,962.06	2,566.75	159,243.76
Liabilites and Fund Equity:			
Liabilities:			
Current liabilities			
602129 Accts Payble - Other	(79.85)	0.00	(79.85)
602131 Federal W/H Payble	(0.48)	0.00	(0.48)
602144 Social Security Payable	(56.47)	0.00	(56.47)
Total Current liabilities	(136.80)	0.00	(136.80)
Total Liabilities:	(136.80)	0.00	(136.80)
Equity - Paid In / Contributed			
603103 Fund Balance	(198,825.26)	(2,566.75)	(159,106.96)
Total Equity - Paid In / Contributed	(198,825.26)	(2,566.75)	(159,106.96)
Total Liabilites and Fund Equity:	(198,962.06)	(2,566.75)	(159,243.76)
Total Net Position	0.00	0.00	0.00

City of Richwood
Standard Financial Report
15 Crime Control and Prevention - 10/01/2018 to 06/30/2019
75.00% of the fiscal year has expired

	<u>Prior Year Actual</u>	<u>Current Period Actual</u>	<u>Current Year Actual</u>	<u>Original Budget</u>	<u>Revised Budget</u>
Change In Net Position					
Revenue					
Taxes					
604117 Sales Tax	125,530.95	10,047.75	65,087.78	117,000.00	117,000.00
Total Taxes	125,530.95	10,047.75	65,087.78	117,000.00	117,000.00
Interest					
604110 Interest Earnings	618.31	0.00	382.64	0.00	0.00
Total Interest	618.31	0.00	382.64	0.00	0.00
Contributions and transfers					
974959 Transfer from Fund Balance	0.00	0.00	0.00	0.00	16,000.00
Total Contributions and transfers	0.00	0.00	0.00	0.00	16,000.00
Total Revenue	126,149.26	10,047.75	65,470.42	117,000.00	133,000.00
Expenditures					
Crime Control and Prevention					
605103 Salaries & Wages	7,029.01	4,661.20	42,356.90	73,889.00	73,889.00
605104 Overtime	35,000.00	1,299.78	4,584.56	0.00	0.00
605105 Retirement	25.92	687.55	5,498.99	6,639.00	6,639.00
605107 Medicare	9.39	85.32	684.17	1,072.00	1,072.00
605110 Workmen's Compensation Ins	0.00	0.00	0.00	2,938.00	2,938.00
605115 Insurance	0.00	742.05	5,992.77	9,468.00	9,468.00
605120 Unemployment Insurance	91.51	5.10	317.92	342.00	342.00
605130 Training & Travel	0.00	0.00	4,307.18	4,051.00	4,051.00
605175 Certification Pay	0.00	0.00	550.00	900.00	900.00
605190 Uniforms	80.50	0.00	2,828.00	1,000.00	1,000.00
605340 Vehicle M&R	0.00	0.00	18,186.09	0.00	0.00
605365 Other Equipment M&R	0.00	0.00	0.00	0.00	16,000.00
605930 Equipment	0.00	0.00	19,882.14	16,701.00	16,701.00
Total Crime Control and Prevention	42,236.33	7,481.00	105,188.72	117,000.00	133,000.00
Total Expenditures	42,236.33	7,481.00	105,188.72	117,000.00	133,000.00
Total Change In Net Position	83,912.93	2,566.75	(39,718.30)	0.00	0.00

City of Richwood
Standard Financial Report
16 General Fund Contingency - 10/01/2018 to 06/30/2019
75.00% of the fiscal year has expired

	<u>Prior Year Actual</u>	<u>Current Period Actual</u>	<u>Current Year Actual</u>
Net Position			
Assets:			
Current Assets			
Cash and cash equivalents			
291101 Cash	74,144.00	0.00	74,144.00
Total Cash and cash equivalents	<u>74,144.00</u>	<u>0.00</u>	<u>74,144.00</u>
Total Current Assets	<u>74,144.00</u>	<u>0.00</u>	<u>74,144.00</u>
Total Assets:	<u>74,144.00</u>	<u>0.00</u>	<u>74,144.00</u>
Liabilites and Fund Equity:			
Equity - Paid In / Contributed			
293103 Fund Balance	(74,144.00)	0.00	(74,144.00)
Total Equity - Paid In / Contributed	<u>(74,144.00)</u>	<u>0.00</u>	<u>(74,144.00)</u>
Total Liabilites and Fund Equity:	<u>(74,144.00)</u>	<u>0.00</u>	<u>(74,144.00)</u>
Total Net Position	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>

City of Richwood
Standard Financial Report
16 General Fund Contingency - 10/01/2018 to 06/30/2019
75.00% of the fiscal year has expired

	<u>Prior Year Actual</u>	<u>Current Period Actual</u>	<u>Current Year Actual</u>	<u>Original Budget</u>	<u>Revised Budget</u>
Change In Net Position					
Revenue					
Contributions and transfers					
974950 Transfer from General Fund	74,144.00	0.00	0.00	7,161.00	7,161.00
Total Contributions and transfers	74,144.00	0.00	0.00	7,161.00	7,161.00
Total Revenue	74,144.00	0.00	0.00	7,161.00	7,161.00
Total Change In Net Position	74,144.00	0.00	0.00	7,161.00	7,161.00

City of Richwood
Standard Financial Report
20 Beautification - 10/01/2018 to 06/30/2019
75.00% of the fiscal year has expired

	Prior Year Actual	Current Period Actual	Current Year Actual
Net Position			
Assets:			
Current Assets			
Cash and cash equivalents			
611101 Cash - Beautification	27,149.80	(316.50)	28,958.88
Total Cash and cash equivalents	27,149.80	(316.50)	28,958.88
Receivables			
611116 Due from Enterprise Fund	1,304.97	0.00	1,212.90
Total Receivables	1,304.97	0.00	1,212.90
Total Current Assets	28,454.77	(316.50)	30,171.78
Total Assets:	28,454.77	(316.50)	30,171.78
Liabilites and Fund Equity:			
Liabilities:			
Current liabilities			
612130 Accounts Payable	(675.00)	0.00	0.00
Total Current liabilities	(675.00)	0.00	0.00
Total Liabilities:	(675.00)	0.00	0.00
Equity - Paid In / Contributed			
613103 Fund Balance	(27,779.77)	316.50	(30,171.78)
Total Equity - Paid In / Contributed	(27,779.77)	316.50	(30,171.78)
Total Liabilites and Fund Equity:	(28,454.77)	316.50	(30,171.78)
Total Net Position	0.00	0.00	0.00

City of Richwood
Standard Financial Report
20 Beautification - 10/01/2018 to 06/30/2019
75.00% of the fiscal year has expired

	Prior Year Actual	Current Period Actual	Current Year Actual	Original Budget	Revised Budget
Change In Net Position					
Revenue					
Charges for services					
614124 Beautification Revenues	14,508.07	1,212.90	10,748.02	14,520.00	14,520.00
Total Charges for services	14,508.07	1,212.90	10,748.02	14,520.00	14,520.00
Contributions and transfers					
974959 Transfer from Fund Balance	0.00	0.00	0.00	480.00	3,480.00
974963 Transfer from General Fund	1,000.00	0.00	1,000.00	1,000.00	1,000.00
Total Contributions and transfers	1,000.00	0.00	1,000.00	1,480.00	4,480.00
Total Revenue	15,508.07	1,212.90	11,748.02	16,000.00	19,000.00
Expenditures					
Beautification					
615102 Contract Labor	8,175.00	1,425.00	5,375.00	8,500.00	8,500.00
615130 Training & Travel	0.00	0.00	1,231.70	1,600.00	4,600.00
615210 Office Supplies	0.00	0.00	289.76	100.00	100.00
615220 Tools	0.00	0.00	0.00	500.00	500.00
615225 Books and Periodicals	0.00	0.00	105.54	0.00	0.00
615240 Expendable Operating Supplies	13.78	49.40	900.58	1,500.00	1,500.00
615310 Building & Grounds M&R	987.53	0.00	983.43	2,000.00	2,000.00
615660 Dues & Subscriptions	647.00	55.00	215.00	800.00	800.00
615685 Publishing & Advertising	74.00	0.00	255.00	1,000.00	1,000.00
Total Beautification	9,897.31	1,529.40	9,356.01	16,000.00	19,000.00
Total Expenditures	9,897.31	1,529.40	9,356.01	16,000.00	19,000.00
Total Change In Net Position	5,610.76	(316.50)	2,392.01	0.00	0.00

City of Richwood
Standard Financial Report
25 Transportation Fund - 10/01/2018 to 06/30/2019
75.00% of the fiscal year has expired

	<u>Prior Year Actual</u>	<u>Current Period Actual</u>	<u>Current Year Actual</u>
Net Position			
Assets:			
Current Assets			
Cash and cash equivalents			
401101 Cash	(42,870.30)	5,103.71	82,779.14
401102 Undeposited receipts	0.00	(274.81)	(679.38)
401103 Cash - Enterprise	137,670.62	0.00	0.00
401104 Xpress Bill Pay	0.00	2,307.23	6,962.93
401108 TexStar Investments	1,782.49	0.00	1,810.43
401109 Logic Investments	56,286.94	0.00	57,237.34
401111 Certificates of Deposit	4,334.82	0.00	4,334.82
Total Cash and cash equivalents	157,204.57	7,136.13	152,445.28
Receivables			
401113 Accrued Interest Receivable	2.89	0.00	2.89
401116 Due from Enterprise Fund	78,081.35	0.00	78,081.35
401122 Accounts Receivable - Other	0.00	886.76	13,875.92
Total Receivables	78,084.24	886.76	91,960.16
Total Current Assets	235,288.81	8,022.89	244,405.44
Total Assets:	235,288.81	8,022.89	244,405.44
Liabilites and Fund Equity:			
Liabilities:			
Current liabilities			
402130 Accounts Payable	(10,148.25)	0.00	(21,295.00)
Total Current liabilities	(10,148.25)	0.00	(21,295.00)
Total Liabilities:	(10,148.25)	0.00	(21,295.00)
Equity - Paid In / Contributed			
403103 Fund Balance	(225,140.56)	(8,022.89)	(223,110.44)
Total Equity - Paid In / Contributed	(225,140.56)	(8,022.89)	(223,110.44)
Total Liabilites and Fund Equity:	(235,288.81)	(8,022.89)	(244,405.44)
Total Net Position	0.00	0.00	0.00

City of Richwood
Standard Financial Report
25 Transportation Fund - 10/01/2018 to 06/30/2019
75.00% of the fiscal year has expired

	<u>Prior Year Actual</u>	<u>Current Period Actual</u>	<u>Current Year Actual</u>	<u>Original Budget</u>	<u>Revised Budget</u>
Change In Net Position					
Revenue					
Charges for services					
404125 Transportation Fee	137,670.62	11,580.00	108,689.14	136,800.00	136,800.00
Total Charges for services	137,670.62	11,580.00	108,689.14	136,800.00	136,800.00
Interest					
404110 Interest Earnings	1,122.78	0.00	978.34	0.00	0.00
Total Interest	1,122.78	0.00	978.34	0.00	0.00
Total Revenue	138,793.40	11,580.00	109,667.48	136,800.00	136,800.00
Expenditures					
Transportation					
405380 Streets M&R	38,275.25	3,557.11	35,181.85	45,600.00	45,600.00
405382 Sidewalks M&R	9,994.90	0.00	24,515.75	45,600.00	45,600.00
405385 Drainage M&R	4,748.40	0.00	52,000.00	45,600.00	45,600.00
Total Transportation	53,018.55	3,557.11	111,697.60	136,800.00	136,800.00
Total Expenditures	53,018.55	3,557.11	111,697.60	136,800.00	136,800.00
Total Change In Net Position	85,774.85	8,022.89	(2,030.12)	0.00	0.00

City of Richwood
Standard Financial Report
30 Water & Sewer Fund - 10/01/2018 to 06/30/2019
75.00% of the fiscal year has expired

	Prior Year Actual	Current Period Actual	Current Year Actual
Net Position			
Assets:			
Current Assets			
Cash and cash equivalents			
211101 Cash - General	97,253.69	0.00	66,983.58
231101 Cash	6,010.00	0.00	0.00
231106 TexPool Investments	66,710.47	0.00	67,385.81
231111 Certificates of Deposit	28,323.19	0.00	28,323.19
251106 TexPool Investments	0.00	0.00	79.12
251109 Logic Investments	834.78	0.00	848.87
301101 Cash - Enterprise	(19,467.22)	58,039.72	130,199.08
301102 Undeposited receipts	365.79	122.83	(2,176.47)
301103 Cash - Water & Sewer Checking	0.00	0.00	(71.39)
301104 Xpress Bill Pay	1,030.09	(1,705.86)	(6,190.09)
301109 Logic Investments	(0.39)	0.00	(0.39)
301111 Certificates of Deposit	72,135.17	0.00	72,135.17
Total Cash and cash equivalents	253,195.57	56,456.69	357,516.48
Receivables			
231113 Accrued Interest Receivable	46.71	0.00	46.71
252150 Due to Water/Sewer	0.00	0.00	42.78
301113 Accrued Interest Receivable	80.38	0.00	80.38
301130 Accounts Rec/NSF checks	1,368.62	(50.00)	1,193.62
301230 Utility Receivables	179,181.64	10,112.60	211,150.32
301232 Unbilled utility	106,323.81	0.00	106,323.81
Total Receivables	287,001.16	10,062.60	318,837.62
Total Current Assets	540,196.73	66,519.29	676,354.10
Non-Current Assets			
Capital assets			
Property			
301261 Land	122,580.00	0.00	122,580.00
301262 Buildings	193,270.01	0.00	193,270.01
301263 Vehicles	109,156.49	0.00	140,385.63
301265 Equipment	190,140.25	0.00	190,140.25
301266 Water System	5,935,613.03	0.00	5,935,613.03
301267 Sewer System	5,633,398.80	0.00	5,633,398.80
Total Property	12,184,158.58	0.00	12,215,387.72
Accumulated depreciation			
301272 AccDpn Buildings	(120,941.82)	0.00	(120,941.82)
301273 AccDpn Vehicles	(99,359.13)	0.00	(99,359.13)
301275 AccDpn Equipment	(134,993.86)	0.00	(134,993.86)
301276 AccDpn Water System	(2,108,119.49)	0.00	(2,108,119.49)
301277 AccDpn Sewer System	(3,173,585.94)	0.00	(3,173,585.94)
Total Accumulated depreciation	(5,637,000.24)	0.00	(5,637,000.24)
Total Capital assets	6,547,158.34	0.00	6,578,387.48
Other non-current assets			
301159 Deferred Outflow - TMRS	14,901.42	0.00	14,901.42
301160 Deferred Outflow - Contribution	15,386.22	0.00	15,386.22
301165 OPEB Deferred Outflow	731.00	0.00	731.00
301166 OPEB Deferred Outflow - Sub	206.00	0.00	206.00
Total Other non-current assets	31,224.64	0.00	31,224.64
Total Non-Current Assets	6,578,382.98	0.00	6,609,612.12
Total Assets:	7,118,579.71	66,519.29	7,285,966.22
Liabilites and Fund Equity:			
Liabilities:			
Current liabilities			
252248 Accrued int payable - Capital Loan	(10,146.96)	0.00	(10,146.96)
252249 Accrued Revenue Bond Int. Payable	(6,495.03)	0.00	(6,495.03)
252290 OPEB Liability	(9,921.00)	0.00	(9,921.00)
302125 Cash Over/Under	(7.00)	0.00	96.27
302129 Accts Payble - Other	(166.04)	0.00	(166.04)
302130 Accounts Payable	(106,043.30)	(54.80)	26,915.78
302152 Due to beautification	(1,304.97)	0.00	0.00

City of Richwood
Standard Financial Report
30 Water & Sewer Fund - 10/01/2018 to 06/30/2019
75.00% of the fiscal year has expired

	Prior Year Actual	Current Period Actual	Current Year Actual
302155 Due to Replacement	(22,249.67)	0.00	(22,249.67)
302162 Due to Transportation Fund	(78,081.35)	0.00	(78,081.35)
302220 Customer Meter Deposits	(128,890.30)	(1,130.00)	(135,615.30)
302221 Due to General	(485,020.41)	0.00	(485,020.41)
302235 Sales Tax Payable	0.00	165.92	(1,695.66)
302240 Sanitation Payable	0.00	0.00	(21,955.00)
302241 Fire Department Donations	(1,787.79)	(1,870.50)	(9,727.48)
302242 Beautification Donations	(1,047.24)	(17.10)	(2,569.30)
302243 Transportation Fees	(6,841.68)	0.00	(6,886.63)
302244 Inspection fee payable	0.00	0.00	3,027.50
Total Current liabilities	(858,002.74)	(2,906.48)	(760,490.28)
Deferred inflows			
301259 Deferred inflow-TMRS	(29,327.52)	0.00	(29,327.52)
Total Deferred inflows	(29,327.52)	0.00	(29,327.52)
Long-term liabilities			
252255 Loan Payable	(387,450.63)	0.00	(387,450.63)
252256 Certificates Payable	(235,000.00)	0.00	(235,000.00)
252257 2011 Certificates of Obligation Bond	(570,000.00)	0.00	(570,000.00)
252280 Net Pension Liability	(69,984.11)	0.00	(69,984.11)
Total Long-term liabilities	(1,262,434.74)	0.00	(1,262,434.74)
Total Liabilities:	(2,149,765.00)	(2,906.48)	(2,052,252.54)
Equity - Paid In / Contributed			
253205 Retained Earnings - Bonds	(566,267.85)	0.00	(566,267.85)
253206 Reserve - Construction	(751,281.79)	0.00	(751,281.79)
303201 Retained Earnings	(3,651,265.07)	(79,148.18)	(3,931,699.41)
Total Equity - Paid In / Contributed	(4,968,814.71)	(79,148.18)	(5,249,249.05)
Total Liabilities and Fund Equity:	(7,118,579.71)	(82,054.66)	(7,301,501.59)
Total Net Position	0.00	(15,535.37)	(15,535.37)

City of Richwood
Standard Financial Report
30 Water & Sewer Fund - 10/01/2018 to 06/30/2019
75.00% of the fiscal year has expired

	Prior Year Actual	Current Period Actual	Current Year Actual	Original Budget	Revised Budget
Income or Expense					
Income From Operations					
Operating income					
304112 Miscellaneous Income	13,136.26	10.62	2,304.03	3,500.00	3,500.00
304123 Other Revenues	586.77	0.00	0.00	0.00	0.00
304410 Water Fees	866,198.53	82,471.76	703,330.80	935,631.00	935,631.00
304411 Water Discounts	(4,508.50)	(1,507.50)	(13,417.50)	(24,641.00)	(24,641.00)
304420 Sewer Fees	765,275.19	73,525.88	625,989.08	835,949.00	835,949.00
304421 Sewer Discounts	(4,342.50)	(1,477.50)	(13,087.50)	(21,862.00)	(21,862.00)
304422 Reclaimed Water Sales	0.00	0.00	0.00	12,500.00	12,500.00
304430 Delinquent Charges	29,510.70	1,929.06	20,623.23	23,000.00	23,000.00
304440 Water Taps	12,375.00	1,418.00	13,458.00	14,050.00	14,050.00
304450 Sewer Taps	1,150.00	0.00	1,150.00	575.00	575.00
304460 Reconnect Fees	10,613.96	325.00	4,800.00	4,000.00	4,000.00
304470 Garbage Receipts	260,621.98	23,775.14	187,306.24	298,657.00	298,657.00
Total Operating income	1,950,617.39	180,470.46	1,532,456.38	2,081,359.00	2,081,359.00
Operating expense					
215102 Contract Labor	496.70	0.00	0.00	1,000.00	1,000.00
215103 Salaries & Wages	169,786.91	19,916.38	186,969.41	246,052.00	246,052.00
215104 Overtime	15,247.23	1,622.18	11,883.63	16,500.00	16,500.00
215105 Retirement	22,216.11	2,521.23	23,431.20	29,940.00	29,940.00
215107 Medicare	2,076.63	300.75	2,871.26	3,814.00	3,814.00
215110 Workmen's Compensation Ins	4,722.06	0.00	2,887.00	11,975.00	11,975.00
215115 Hospitalization	39,814.64	5,282.76	38,316.48	56,808.00	56,808.00
215120 Unemployment Insurance	45.18	0.00	1,124.83	1,026.00	1,026.00
215125 Cellphone Allowance	540.00	90.00	765.00	540.00	540.00
215130 Training & Travel	4,363.02	174.00	6,067.80	5,000.00	5,000.00
215175 Longevity Pay	525.00	0.00	0.00	805.00	805.00
215180 Certification Pay	1,400.00	125.00	1,750.00	3,000.00	3,000.00
215190 Uniforms	150.00	0.00	781.87	0.00	0.00
215201 Food	0.00	25.00	141.15	500.00	500.00
215210 Office Supplies	7,532.52	279.48	2,937.99	6,000.00	6,000.00
215215 Custodial Supplies	10.20	0.00	49.20	100.00	100.00
215220 Tools	2,524.72	0.00	5,532.06	2,000.00	2,000.00
215230 Gas, Oil, & Lubricants	12,521.82	1,104.62	6,548.41	15,000.00	15,000.00
215240 Expendable Operating Supplies	5,951.87	853.63	8,036.28	3,500.00	3,500.00
215270 Chemicals	8,251.88	1,113.31	14,526.09	7,500.00	7,500.00
215310 Building & Grounds M&R	2,812.50	659.71	2,689.06	3,000.00	3,000.00
215320 Office Furniture/Fixture M&R	0.00	0.00	412.43	0.00	0.00
215340 Vehicle M&R	4,618.44	137.79	1,621.68	3,000.00	3,000.00
215360 Radio M&R	612.00	0.00	7,046.26	1,612.00	1,612.00
215365 Other Equipment M&R	2,724.98	582.95	3,232.50	4,000.00	4,000.00
215390 Water Lines M&R	54,771.07	2,200.07	82,697.71	45,000.00	45,000.00
215392 Sewer Lines M&R	44,990.04	10,815.91	53,317.59	72,200.00	72,200.00
215410 Electricity	43,855.19	3,738.60	29,845.35	47,000.00	47,000.00
215420 Telephone	9,719.74	1,219.45	8,918.41	10,600.00	10,600.00
215430 Natural Gas	312.64	189.23	302.32	360.00	360.00
215505 Lease expense	137,252.00	0.00	69,775.00	139,550.00	139,550.00
215550 Information Technology Services	6,750.00	0.00	636.28	0.00	0.00
215560 Engineering	74.00	0.00	0.00	10,000.00	10,000.00
215570 Attorney's Fees	2,143.50	0.00	1,730.00	2,500.00	2,500.00
215595 Professional Services	17,188.25	(1,821.24)	12,687.75	19,400.00	19,400.00
215630 Insurance - Motor Vehicles	3,116.25	0.00	7,513.31	3,200.00	3,200.00
215640 Insurance - Bldg/Liab/Bond	24,990.17	0.00	24,142.95	25,000.00	25,000.00
215660 Dues & Subscriptions	18,540.29	4,571.40	17,136.29	20,328.00	20,328.00
215685 Publishing & Advertising	0.00	0.00	0.00	2,500.00	2,500.00
215910 Office Equipment	0.00	0.00	(13.72)	0.00	0.00
215935 Equipment - Time Payments	1,937.17	331.17	2,996.03	4,092.00	4,092.00
215990 Sewage Treatment Plant	281,665.99	0.00	113,571.17	314,575.00	314,575.00
215994 Solide Waste Charges	252,097.56	22,559.70	179,371.89	273,180.00	273,180.00
215995 Brazosport Water Authority	261,613.75	22,729.20	178,167.60	268,351.00	268,351.00
305999 Depreciation	314,767.40	0.00	0.00	0.00	0.00
545240 Expendable Operating Supplies	(47.60)	0.00	0.00	0.00	0.00
Total Operating expense	1,784,681.82	101,322.28	1,112,417.52	1,680,508.00	1,680,508.00
Total Income From Operations	165,935.57	79,148.18	420,038.86	400,851.00	400,851.00
Non-Operating Items					

City of Richwood
Standard Financial Report
30 Water & Sewer Fund - 10/01/2018 to 06/30/2019
75.00% of the fiscal year has expired

	Prior Year Actual	Current Period Actual	Current Year Actual	Original Budget	Revised Budget
Non-operating income					
234110 Interest Earnings	636.79	0.00	756.29	0.00	0.00
254969 Transfer from Utility Fund	166,256.00	0.00	0.00	153,192.00	153,192.00
304110 Interest Earnings	1,270.81	0.00	62.71	500.00	500.00
974961 Transfer from General Fund	82,936.00	0.00	89,909.00	89,909.00	89,909.00
Total Non-operating income	251,099.60	0.00	90,728.00	243,601.00	243,601.00
Non-operating expense					
255960 CO Series 2013	16,053.22	0.00	73,790.55	73,791.00	73,791.00
255970 Certificates of Obligation Series 2011	0.00	0.00	11,086.51	37,213.00	37,213.00
255990 2004 CO Bond Fees	500.00	0.00	0.00	0.00	0.00
255991 RB I&S Series 2004	13,461.16	0.00	36,487.50	42,188.00	42,188.00
255993 2011 CD Interest Expense	23,084.22	0.00	0.00	0.00	0.00
985963 Transfer to General Fund	82,172.00	0.00	104,410.00	124,660.00	124,660.00
985964 Transfer to contingency Fund	47,069.00	0.00	0.00	24,084.00	24,084.00
985966 Transfer to Capital Improvements	87,686.00	0.00	0.00	149,324.00	149,324.00
985967 Transfer to Equipment Replacement	4,699.00	0.00	4,557.96	40,000.00	40,000.00
985969 Transfer to Debt Service	166,256.00	0.00	0.00	153,192.00	153,192.00
Total Non-operating expense	440,980.60	0.00	230,332.52	644,452.00	644,452.00
Total Non-Operating Items	(189,881.00)	0.00	(139,604.52)	(400,851.00)	(400,851.00)
Total Income or Expense	(23,945.43)	79,148.18	280,434.34	0.00	0.00

City of Richwood
Standard Financial Report
31 Utility Fund Contingency - 10/01/2018 to 06/30/2019
75.00% of the fiscal year has expired

	<u>Prior Year Actual</u>	<u>Current Period Actual</u>	<u>Current Year Actual</u>
Net Position			
Assets:			
Current Assets			
Cash and cash equivalents			
301101 Cash	47,069.00	0.00	47,069.00
Total Cash and cash equivalents	<u>47,069.00</u>	<u>0.00</u>	<u>47,069.00</u>
Total Current Assets	<u>47,069.00</u>	<u>0.00</u>	<u>47,069.00</u>
Total Assets:	<u>47,069.00</u>	<u>0.00</u>	<u>47,069.00</u>
Liabilites and Fund Equity:			
Equity - Paid In / Contributed			
303201 Retained Earnings	(47,069.00)	0.00	(47,069.00)
Total Equity - Paid In / Contributed	<u>(47,069.00)</u>	<u>0.00</u>	<u>(47,069.00)</u>
Total Liabilites and Fund Equity:	<u>(47,069.00)</u>	<u>0.00</u>	<u>(47,069.00)</u>
Total Net Position	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>

City of Richwood
Standard Financial Report
31 Utility Fund Contingency - 10/01/2018 to 06/30/2019
75.00% of the fiscal year has expired

	<u>Prior Year Actual</u>	<u>Current Period Actual</u>	<u>Current Year Actual</u>	<u>Original Budget</u>	<u>Revised Budget</u>
Income or Expense					
Non-Operating Items					
Non-operating income					
974964 Transfer from Utility Fund	47,069.00	0.00	0.00	24,084.00	24,084.00
Total Non-operating income	47,069.00	0.00	0.00	24,084.00	24,084.00
Total Non-Operating Items	47,069.00	0.00	0.00	24,084.00	24,084.00
Total Income or Expense	47,069.00	0.00	0.00	24,084.00	24,084.00

City of Richwood
Standard Financial Report
32 Utility Capital Improvements - 10/01/2018 to 06/30/2019
75.00% of the fiscal year has expired

	<u>Prior Year Actual</u>	<u>Current Period Actual</u>	<u>Current Year Actual</u>
Net Position			
Assets:			
Current Assets			
Cash and cash equivalents			
321101 Cash - Enterprise	69,894.69	0.00	39,957.94
Total Cash and cash equivalents	<u>69,894.69</u>	<u>0.00</u>	<u>39,957.94</u>
Total Current Assets	<u>69,894.69</u>	<u>0.00</u>	<u>39,957.94</u>
Non-Current Assets			
Capital assets			
Work in Process			
321601 Work in Progress	0.00	0.00	29,936.75
Total Work in Process	<u>0.00</u>	<u>0.00</u>	<u>29,936.75</u>
Total Capital assets	<u>0.00</u>	<u>0.00</u>	<u>29,936.75</u>
Total Non-Current Assets	<u>0.00</u>	<u>0.00</u>	<u>29,936.75</u>
Total Assets:	<u>69,894.69</u>	<u>0.00</u>	<u>69,894.69</u>
Liabilites and Fund Equity:			
Equity - Paid In / Contributed			
323201 Retained Earnings	(69,894.69)	0.00	(69,894.69)
Total Equity - Paid In / Contributed	<u>(69,894.69)</u>	<u>0.00</u>	<u>(69,894.69)</u>
Total Liabilites and Fund Equity:	<u>(69,894.69)</u>	<u>0.00</u>	<u>(69,894.69)</u>
Total Net Position	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>

City of Richwood
Standard Financial Report
32 Utility Capital Improvements - 10/01/2018 to 06/30/2019
75.00% of the fiscal year has expired

	<u>Prior Year Actual</u>	<u>Current Period Actual</u>	<u>Current Year Actual</u>	<u>Original Budget</u>	<u>Revised Budget</u>
Income or Expense					
Income From Operations					
Operating expense					
325240 Expendable Operating Supplies	780.47	0.00	0.00	0.00	0.00
325560 Engineering	17,010.84	0.00	0.00	0.00	0.00
Total Operating expense	17,791.31	0.00	0.00	0.00	0.00
Total Income From Operations	17,791.31	0.00	0.00	0.00	0.00
Non-Operating Items					
Non-operating income					
974966 Transfer In	87,686.00	0.00	0.00	0.00	0.00
Total Non-operating income	87,686.00	0.00	0.00	0.00	0.00
Total Non-Operating Items	87,686.00	0.00	0.00	0.00	0.00
Total Income or Expense	69,894.69	0.00	0.00	0.00	0.00

City of Richwood
Standard Financial Report
40 General Obligation I&S - 10/01/2018 to 06/30/2019
75.00% of the fiscal year has expired

	<u>Prior Year Actual</u>	<u>Current Period Actual</u>	<u>Current Year Actual</u>
Net Position			
Assets:			
Current Assets			
Cash and cash equivalents			
501101 Cash	2,070.72	1,732.98	143,017.13
501109 Logic Investments	1,478.01	0.00	1,502.98
501111 Certificates of Deposit	93,403.73	0.00	93,403.73
Total Cash and cash equivalents	96,952.46	1,732.98	237,923.84
Receivables			
501112 Tax Receivable	5,363.78	0.00	5,318.95
501113 Accrued Interest Receivable	74.41	0.00	74.41
501120 Allowance for Uncollectibles	(2,487.75)	0.00	(2,487.75)
501122 Accounts Receivable - Other	0.00	0.00	44.83
501123 Deferred Taxes	(2,324.15)	0.00	(2,324.15)
501131 Due from Other Governments	44.83	0.00	44.83
501133 Reserve for Ad Valorem Taxes	0.00	0.00	44.83
501325 Due from General Fund	11,005.47	0.00	11,005.47
Total Receivables	11,676.59	0.00	11,721.42
Total Current Assets	108,629.05	1,732.98	249,645.26
Total Assets:	108,629.05	1,732.98	249,645.26
Liabilites and Fund Equity:			
Equity - Paid In / Contributed			
503103 Fund Balance	(108,629.05)	(1,732.98)	(249,645.26)
Total Equity - Paid In / Contributed	(108,629.05)	(1,732.98)	(249,645.26)
Total Liabilites and Fund Equity:	(108,629.05)	(1,732.98)	(249,645.26)
Total Net Position	0.00	0.00	0.00

City of Richwood
Standard Financial Report
40 General Obligation I&S - 10/01/2018 to 06/30/2019
75.00% of the fiscal year has expired

	Prior Year Actual	Current Period Actual	Current Year Actual	Original Budget	Revised Budget
Change In Net Position					
Revenue					
Taxes					
504103 Ad Valorem Taxes	174,238.54	1,732.98	162,979.72	166,333.00	166,333.00
504105 Penalty & Interest	1,811.24	0.00	0.00	0.00	0.00
Total Taxes	176,049.78	1,732.98	162,979.72	166,333.00	166,333.00
Interest					
504110 Interest Earnings	429.51	0.00	24.97	0.00	0.00
Total Interest	429.51	0.00	24.97	0.00	0.00
Total Revenue	176,479.29	1,732.98	163,004.69	166,333.00	166,333.00
Expenditures					
General Obligation I&S					
505912 2012 Bond fees	500.00	0.00	0.00	0.00	0.00
505960 City Hall Bank Note	9,450.88	0.00	16,041.48	21,389.00	21,389.00
505965 Street Projects	11,937.76	0.00	0.00	0.00	0.00
505970 1999 Certificates of Obligation	50,000.00	0.00	0.00	0.00	0.00
505980 Certificates of Obligation - 2012	29,050.00	0.00	0.00	78,050.00	78,050.00
505985 2011 Principal	60,000.00	0.00	0.00	0.00	0.00
505992 CO Series 2011 Refunding	13,772.01	0.00	5,947.00	66,894.00	66,894.00
Total General Obligation I&S	174,710.65	0.00	21,988.48	166,333.00	166,333.00
Total Expenditures	174,710.65	0.00	21,988.48	166,333.00	166,333.00
Total Change In Net Position	1,768.64	1,732.98	141,016.21	0.00	0.00

City of Richwood
Standard Financial Report
50 General Capital Projects - 10/01/2018 to 06/30/2019
75.00% of the fiscal year has expired

	<u>Prior Year Actual</u>	<u>Current Period Actual</u>	<u>Current Year Actual</u>
Net Position			
Assets:			
Current Assets			
Cash and cash equivalents			
541101 Cash	0.00	0.00	(3,120.24)
Total Cash and cash equivalents	<u>0.00</u>	<u>0.00</u>	<u>(3,120.24)</u>
Total Current Assets	<u>0.00</u>	<u>0.00</u>	<u>(3,120.24)</u>
Total Assets:	<u>0.00</u>	<u>0.00</u>	<u>(3,120.24)</u>
Liabilites and Fund Equity:			
Liabilities:			
Current liabilities			
542130 Accounts Payable	0.00	0.00	3,920.24
Total Current liabilities	<u>0.00</u>	<u>0.00</u>	<u>3,920.24</u>
Total Liabilities:	<u>0.00</u>	<u>0.00</u>	<u>3,920.24</u>
Equity - Paid In / Contributed			
543103 Fund Balance	0.00	0.00	(800.00)
Total Equity - Paid In / Contributed	<u>0.00</u>	<u>0.00</u>	<u>(800.00)</u>
Total Liabilites and Fund Equity:	<u>0.00</u>	<u>0.00</u>	<u>3,120.24</u>
Total Net Position	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>

City of Richwood
Standard Financial Report
50 General Capital Projects - 10/01/2018 to 06/30/2019
75.00% of the fiscal year has expired

	<u>Prior Year Actual</u>	<u>Current Period Actual</u>	<u>Current Year Actual</u>	<u>Original Budget</u>	<u>Revised Budget</u>
Change In Net Position					
Revenue					
Contributions and transfers					
974960 Transfer from General Fund	0.00	0.00	40,000.00	40,000.00	40,000.00
Total Contributions and transfers	0.00	0.00	40,000.00	40,000.00	40,000.00
Total Revenue	0.00	0.00	40,000.00	40,000.00	40,000.00
Expenditures					
Capital Projects					
545915 Capital Expenditures	0.00	0.00	39,200.00	40,000.00	40,000.00
Total Capital Projects	0.00	0.00	39,200.00	40,000.00	40,000.00
Total Expenditures	0.00	0.00	39,200.00	40,000.00	40,000.00
Total Change In Net Position	0.00	0.00	800.00	0.00	0.00

City of Richwood
Standard Financial Report
70 Grant Funds - 10/01/2018 to 06/30/2019
75.00% of the fiscal year has expired

	<u>Prior Year Actual</u>	<u>Current Period Actual</u>	<u>Current Year Actual</u>
Net Position			
Assets:			
Current Assets			
Cash and cash equivalents			
701101 Cash	1,191.21	0.00	26,886.91
Total Cash and cash equivalents	<u>1,191.21</u>	<u>0.00</u>	<u>26,886.91</u>
Receivables			
701131 Due from Other Governments	5,669.30	0.00	5,669.30
774500 BAGP	(5,669.30)	0.00	(5,669.30)
Total Receivables	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Total Current Assets	<u>1,191.21</u>	<u>0.00</u>	<u>26,886.91</u>
Total Assets:	<u>1,191.21</u>	<u>0.00</u>	<u>26,886.91</u>
Liabilites and Fund Equity:			
Equity - Paid In / Contributed			
703103 Fund Balance	(1,191.21)	0.00	(26,886.91)
Total Equity - Paid In / Contributed	<u>(1,191.21)</u>	<u>0.00</u>	<u>(26,886.91)</u>
Total Liabilites and Fund Equity:	<u>(1,191.21)</u>	<u>0.00</u>	<u>(26,886.91)</u>
Total Net Position	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>

City of Richwood
Standard Financial Report
70 Grant Funds - 10/01/2018 to 06/30/2019
75.00% of the fiscal year has expired

	Prior Year Actual	Current Period Actual	Current Year Actual	Original Budget	Revised Budget
Change In Net Position					
Revenue					
Intergovernmental revenue					
754504 HGAC - Suspect ID Technology	9,688.50	0.00	0.00	0.00	0.00
764505 DOW Grant	8,331.00	0.00	0.00	0.00	0.00
774506 HGAC Ballistics Vest Grant	0.00	0.00	5,669.30	0.00	0.00
784507 NRA Foundation Grant award	5,574.80	0.00	0.00	0.00	0.00
794508 FEMA 4332 Hurricane Harvey	8,739.41	0.00	60,080.89	0.00	0.00
Total Intergovernmental revenue	32,333.71	0.00	65,750.19	0.00	0.00
Total Revenue	32,333.71	0.00	65,750.19	0.00	0.00
Expenditures					
Grant Funds					
HGAC - Suspect ID Technology					
755940 Special Equipment	10,950.00	0.00	0.00	0.00	0.00
805930 Equipment	0.00	0.00	11,278.50	0.00	0.00
Total HGAC - Suspect ID Technology	10,950.00	0.00	11,278.50	0.00	0.00
HGAC - Ballistics					
775190 Uniforms	5,669.30	0.00	0.00	0.00	0.00
Total HGAC - Ballistics	5,669.30	0.00	0.00	0.00	0.00
NRA Grant - Handguns					
785298 Weapons & Ammunition	5,018.00	0.00	0.00	0.00	0.00
Total NRA Grant - Handguns	5,018.00	0.00	0.00	0.00	0.00
FEMA 4332 Harvey Recovery					
765220 Small Tools	7,944.03	0.00	0.00	0.00	0.00
795103 Salaries & Wagers	636.31	0.00	0.00	0.00	0.00
795310 Buildings & Grounds M&R	1,214.46	0.00	2,699.99	0.00	0.00
795965 Street Projects	0.00	0.00	26,076.00	0.00	0.00
Total FEMA 4332 Harvey Recovery	9,794.80	0.00	28,775.99	0.00	0.00
Total Grant Funds	31,432.10	0.00	40,054.49	0.00	0.00
Total Expenditures	31,432.10	0.00	40,054.49	0.00	0.00
Total Change In Net Position	901.61	0.00	25,695.70	0.00	0.00

City of Richwood
Standard Financial Report
80 General Fixed Assets - 10/01/2018 to 06/30/2019
75.00% of the fiscal year has expired

	Prior Year Actual	Current Period Actual	Current Year Actual
Net Position			
Assets:			
Non-Current Assets			
Capital assets			
Work in Process			
001501 Construction in Progress	0.00	12,500.00	54,956.00
Total Work in Process	0.00	12,500.00	54,956.00
Property			
001511 Land	335,262.00	0.00	335,262.00
001521 Buildings	1,933,024.62	0.00	1,933,024.62
001531 Vehicles	1,047,301.65	0.00	1,047,301.65
001541 Office Equipment	113,089.12	0.00	113,089.12
001551 Equipment	1,209,646.71	0.00	1,209,646.71
001561 Park Equipment	223,895.20	0.00	223,895.20
001571 Streets	6,450,499.36	0.00	6,450,499.36
001572 Drainage	4,017,102.09	0.00	4,017,102.09
Total Property	15,329,820.75	0.00	15,329,820.75
Accumulated depreciation			
001621 AccDpn Buildings	(394,585.50)	0.00	(394,585.50)
001631 AccDpn Vehicles	(896,251.37)	0.00	(896,251.37)
001641 AccDpn Office Equipment	(40,860.02)	0.00	(40,860.02)
001651 AccDpn Equipment	(511,307.40)	0.00	(511,307.40)
001661 AccDpn Park Equipment	(221,415.46)	0.00	(221,415.46)
001671 AccDpn Streets	(2,519,030.13)	0.00	(2,519,030.13)
001672 AccDpn Drainage	(1,454,531.76)	0.00	(1,454,531.76)
Total Accumulated depreciation	(6,037,981.64)	0.00	(6,037,981.64)
Total Capital assets	9,291,839.11	12,500.00	9,346,795.11
Total Non-Current Assets	9,291,839.11	12,500.00	9,346,795.11
Total Assets:	9,291,839.11	12,500.00	9,346,795.11
Liabilites and Fund Equity:			
Equity - Paid In / Contributed			
003000 Investment in general fixed assets	(15,329,820.75)	(12,500.00)	(15,384,776.75)
003002 Total Depreciation Charged	6,037,981.64	0.00	6,037,981.64
Total Equity - Paid In / Contributed	(9,291,839.11)	(12,500.00)	(9,346,795.11)
Total Liabilites and Fund Equity:	(9,291,839.11)	(12,500.00)	(9,346,795.11)
Total Net Position	0.00	0.00	0.00

City of Richwood
Standard Financial Report
90 Governmental Long-term Debt - 10/01/2018 to 06/30/2019
75.00% of the fiscal year has expired

	<u>Prior Year Actual</u>	<u>Current Period Actual</u>	<u>Current Year Actual</u>
Net Position			
Assets:			
Non-Current Assets			
Other non-current assets			
001510 Amount to be provided	1,116,614.90	0.00	1,116,614.90
001515 Amount to be provided-Loans	244,527.55	0.00	244,527.55
001530 Amount available for bonds	108,385.10	0.00	108,385.10
001535 Amount to be provided-promissary note	53,137.58	0.00	53,137.58
001536 Amount to be provided-promissary note	7,045.23	0.00	7,045.23
001537 Note Proceeds	375,690.00	0.00	375,690.00
001540 Pension liability - TMRS	377,127.29	0.00	377,127.29
001545 Pension liability - TESRS	53,284.00	0.00	53,284.00
001550 OPEB Liability	56,395.00	0.00	56,395.00
Total Other non-current assets	<u>2,392,206.65</u>	<u>0.00</u>	<u>2,392,206.65</u>
Total Non-Current Assets	<u>2,392,206.65</u>	<u>0.00</u>	<u>2,392,206.65</u>
Total Assets:	<u>2,392,206.65</u>	<u>0.00</u>	<u>2,392,206.65</u>
Liabilites and Fund Equity:			
Liabilities:			
Current liabilities			
002500 Bonds payable - current	(105,000.00)	0.00	(105,000.00)
002505 Loans payable - current	(27,126.25)	0.00	(27,126.25)
002537 Note Proceeds	(375,690.00)	0.00	(375,690.00)
002550 OPEB Liability	(56,395.00)	0.00	(56,395.00)
Total Current liabilities	<u>(564,211.25)</u>	<u>0.00</u>	<u>(564,211.25)</u>
Long-term liabilities			
002510 Bonds payable - long-term	(1,120,000.00)	0.00	(1,120,000.00)
002515 Loans payable - long-term	(217,401.30)	0.00	(217,401.30)
002535 Promissary note - 98,492.78	(53,137.58)	0.00	(53,137.58)
002536 Promissary note - 20,000	(7,045.23)	0.00	(7,045.23)
002540 Pension liability - TMRS	(377,127.29)	0.00	(377,127.29)
002545 Pension liability - TESRS	(53,284.00)	0.00	(53,284.00)
Total Long-term liabilities	<u>(1,827,995.40)</u>	<u>0.00</u>	<u>(1,827,995.40)</u>
Total Liabilities:	<u>(2,392,206.65)</u>	<u>0.00</u>	<u>(2,392,206.65)</u>
Total Liabilites and Fund Equity:	<u>(2,392,206.65)</u>	<u>0.00</u>	<u>(2,392,206.65)</u>
Total Net Position	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>