



City Council City Council Special Meeting
Monday, July 29, 2019
6:00 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 Special Meeting** on **Monday, July 29, 2019** at **6:00 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 4
 - Pledge of Allegiance & Texas Pledge
- IV. ROLL CALL OF COUNCIL MEMBERS
- V. 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.
- VI. CONSENT AGENDA
 - A. Approval of Minutes of Previous Meetings 5
 - B. Approve Contract with Ron Cox Consulting to perform personnel related services in an amount not to exceed \$4,500.00 16
 - C. Resolution appointing Jeremy Fountain as representative for Brazosport Water Authority 46
- VII. PRESENTATION OF FY 19-20 PROPOSED BUDGET 47
- VIII. DISCUSSION AND ACTION ITEMS
 - A. Final review and action of re-plat of Lots 1A & 3 of Torrence Subdivision, also known as 100 Misty Ct 65
 - B. Final review and action of re-plat of Lots 12 & 13 of Davison Slater Place, also known as 232 Stuart St 68
 - C. WORKSHOP - Home Occupations 71
- IX. CITY MANAGER'S REPORT
- X. REPORTS
 - Reports that require no action.
- XI. COUNCIL MEMBER COMMENTS & REPORTS
- XII. MAYOR'S REPORT
- XIII. FUTURE AGENDA ITEMS
- XIV. 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 7/25/19 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.**

Minutes of City Council

Public Hearing and Regular Meeting of Monday, July 8, 2019

BE IT KNOWN THAT, a Public Hearing and Regular Meeting of the City Council of City of Richwood was held Monday, July 8, 2019, beginning at 5:30 PM in the Richwood City Hall, 1800 N. Brazosport Blvd. Richwood, Texas.

CALL TO ORDER

The meeting was called to order at 5:38 p.m.

INVOCATION

The invocation was held during prior Planning and Zoning meeting.

PLEDGES OF ALLEGIANCE

Pledge of Allegiance & Texas Pledge

The pledges were held during prior Planning and Zoning meeting.

ROLL CALL OF COUNCIL MEMBERS

Steve Boykin, Mayor

Mike Johnson, Position 1

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; Stephen Mayer, Police Chief

Mayor Boykin recessed into executive session at 5:40 p.m.

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:

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

Mayor Boykin reconvened from executive session at 7:27 p.m.

RECONVENE FROM EXECUTIVE SESSION and take action on the following:

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 Matt Yarborough second by Katie Johnson with all present members voting “aye” Ron Cox will perform gap analysis on interim City Manager for consideration to City Manager appointment.

RECOGNITIONS

Employee Anniversaries

Dan Mathes - 20 years - 6/23

Steve Cook - 5 years - 6/2

Kevin Story - 1 year - 6/16

Stephen Mayor - 1 year - 6/25

Work Performance

Juan Rivera

PRESENTATIONS

Presentation of FY 19-20 Strategic Plan - Ron Cox Consulting

Ron Cox presented the strategic plan presentation.

Presentation of FY 19-20 Proposed Budget

Lindsay Koskiniemi presented the FY 19-20 Proposed Budget for General Fund. She stated that the numbers were redone to encompass more expenditures in the budget. The numbers are preliminary as the city is not expected to receive tax rolls until July 26. Some changes include the FEMA reimbursement for Harvey that is expected to be received by August 31.

Mark Brown asked if the ad valorem value is based on the taxed value or are exemptions taken into account when projecting revenue.

Lindsay Koskiniemi advised the collection rate is based on collection history.

John Washburn reported the collection history is at 99.4%. However, the total net value provided by the appraisal district includes any homestead or other deductions that are typically allowed.

Lindsay Koskiniemi continued presentation with decrease in revenue projections.

Mike Johnson why the proposed reduction to cut funding to street maintenance.

Lindsay Koskiniemi advised that the reduction is cutting the original anticipation to increase the funding to streets if the bond didn't pass.

Mark Brown asked so what service is being cut with the reduction in proposed increase in budget.

Clif Custer stated he believes the bond funds will be sufficient to support needed repairs and additional funding is not needed at this time.

Mike Johnson asked what items would be cut if effective tax rate is proposed.

Lindsay Koskiniemi advised she would suggest cutting the master plan.

Mark Brown asked if it is possible to reduce contingency.

Lindsay Koskiniemi advised staff will crunch the numbers and bring back. Another option is to cut the proposed \$20,000 to fund improvements to the community building. The suggestion was made to turn community building into a storage for public works as they are in need of storage expansion that is estimated to cost \$50,000.

Mike Johnson stated he would like to see a balanced budget option at the effective tax rate.

Steve Boykin stated he believes the master plan can wait. However, he doesn't believe it would bode to well with citizens to do away with community building.

Mark Brown stated he would ask to see revenues and expenditures of the community building.

Matt Yarborough stated not having a master plan could costs the city in the long run.

Katie Johnson stated she would also like to see the data on the building.

Clif Custer stated the preliminary numbers of revenue are about \$5,400 and approximately 60% of the renters are outside of Richwood. There is a need for expansion in storage for Public Works that would estimate \$50,000. The use of the building would assist in reducing those costs.

Mark Brown stated staff could do a survey and send it out to ask residents their thoughts on keeping the community building.

Steve Boykin asked if we have an estimate on the cost to maintain the fire chief vehicle that sits in a driveway. A vehicle that functionally serves no purpose within the city.

Matt Yarborough stated there could be room for discussion and improvement on the use of the Fire Chief vehicle.

Katie Johnson asked do we have any idea on projected increased revenue if \$20,000 is invested.

Lindsay Koskiniemi stated we do not and do not have specs on what repairs the \$20,000 entails.

Clif Custer advised the \$20,000 would cover new chair rail, new doors, new sheetrock, counter tops and cabinets, and a new utility closet.

Mark Brown asked if it would increase revenue.

Clif Custer advised it could possibly increase. However, it is an amenity and like most the others it usually doesn't bring in more revenue than it costs to operate.

Mark Brown posed a question for moving forward. As it pertained to the park cash out option, would it be allowed to use for a new community building in the future?

Clif Custer stated he believes it could be. However, he believes the general idea of the KRB was to have community parks for new development.

Steve Boykin stated he believes the building was just parts and the volunteers did the labor. He asked if staff has looked at this option.

Clif Custer stated he has not. However, he also doesn't want to bank on donations.

Steve Boykin stated when we were small town, there were a lot of people that were willing to help like that.

Clif Custer stated he is happy to petition but doesn't want to bank on it.

Melissa Strawn stated the Oakwood Shores HOA rents the community building every month but the building is in much need of repair. Even if we fix it, it is not large enough to hold large groups.

Mark Brown stated Public Works just got thru saying that he needs storage that would cost \$50,000 and we have this building that is run down and could function as a storage at no cost. In the future with new development we could leverage and build something nicer and bigger.

Discussion was held on the proposed storage building that would cost \$50,000.

No further discussion was held.

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

Payment of Bills

Racial Profiling Report

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

DISCUSSION AND ACTION ITEMS

Public hearing on application for conditional use of home occupation stylist at 100 Misty Ct as request by Chris Hardison

Public Hearing was called at 8:27 p.m.

Ms. Cantu reported that a response was received from Mark Guthrie that asked Council to consider precedence as well as results of survey. on responses received since packet went out.

Chris Hardison stated there are individuals that don’t necessarily want to speak but are in support of the request for conditional use.

The following individuals provided their names and addresses:

Deena Accord, 165 and 171 Cypress Drive,

Tira and Edgar Avalos, 106 Misty Ct.

Stefan Raifart, 146 Cypress Dr.

Chris Hardison stated he did receive input from the residents. One issue was that the structure was different from the house. They have painted the house to match the structure. He wishes the process would be have been done properly the first time around and apologized to City Council. Mr. Hardison also read a letter that was written by Ms. Hardison.

Katie Johnson asked Lindsay if she was able to get an opinion from the realtor.

Lindsey Koskiniemi reported she doesn’t have that. The opinion received verbally was that it would depend on appearance but declined to put it in writing. The other realtor has not submitted any written opinion. Staff is working on the detail packet for comparison of surrounding cities and she hopes to be able to provide an opinion along with it.

Mark Brown stated the certificate of occupancy was revoked due to zoning issue. Are they now in compliance now?

Lindsay Koskiniemi the certificate of occupancy is compliant for residential accessory use only.

Mark Brown asked if a beauty salon would be allowed in home occupations.

Lindsay Koskiniemi stated she doesn’t believe so. Her interpretation of the zoning is that it would be allowed in B-1 zone.

Ms. Cantu stated that the different sections of the zoning ordinance are in conflict each other. The section regarding home occupations allows businesses in accessory structure. However, the residential zoning district states no business enterprise is allowed in an accessory structure.

Mike Johnson asked if there is language that limits the percentage of time it is used for business enterprise.

Ms. Cantu stated she believes the language just states secondary to the primary use of the structure.

Mark Brown stated that the home occupations ordinance prohibits advertising.

Mike Johnson stated but it was advertised on social media.

Brittany Hardison stated she is the business not her home.

Edgar Avalos, 106 Misty Ct., stated the addition of the building at 100 Misty Ct. increased the property value of his home.

Mark Brown stated, as a real estate professional of 12 years, any structure that is improved property will improve values in the neighborhood. If it is a shack, there may be concern.

Chris Hardison stated that his understanding at this point is regardless if the operated in an accessory structure or home, the home occupation is still considered conditional use.

Mike Johnson stated he has no hiccup on the look of this particular development. However, it would be other potential future developments.

Matt Yarborough asked if Council would possibly be deterring business on commercial property due to allowing a popular home stylist.

Chris Hardison stated they anticipate the ordinance only allows 1 non-residential person for business purposes and 1 additional car due to home occupations.

Brittany Hardison stated that she has many friends with other salons and they are not threatened by her propose home occupation.

Ms. Accord asked if the most recent ordinance superseded the previous section and who decides which supersedes.

Lindsay Koskiniemi stated there are some discrepancies and staff job is to be impartial and fair and ensure review of ordinances so there are no conflicting ordinances.

Steve Boykin stated decisions made on conditional use based on case by case. As mayor, he doesn't have a vote and always tries to listen to the residents.

Brittany Hardison asked Ms. Koskiniemi what approach she is taking when reaching out to local realtors.

Lindsay Koskiniemi stated she doesn't put anything out there that is biased. She simply stated there was a home occupation in an accessory building. The address was shared with one realtor and they did share verbal findings in favor of this particular development.

Mayor Boykin closed public hearing at 9:22 p.m.

No further discussion was held.

Discuss and consider a contract with BBG Consulting Inc for Building Official, City Planner, Inspections, and Plan Review services

Lindsay Koskiniemi reported 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.

Mark Brown asked if there is a reason we stuck with only 2 days a week inspections. Concrete pours and other developments may be time sensitive.

Kevin Taylor, BBG Consulting, advised that there is an inspection fee proposed at \$130 dollar for times outside the schedule for things such as concrete pours, gas reconnects or electrical reconnects. The intent of designating inspection days was to keep costs low for city.

Scheduling also allows for city to pay less for more inspections. The firm is based out of Houston and they are excited about the opportunity to work with Richwood.

John Washburn asked how they plan to ensure windstorm compliance prior to occupancy issuance.

Mr. Taylor advised it is a review requirement and will be required to collect windstorm certificates and inspections.

Matt Yarborough asked in what instance can a roof be replaced and they can't do the windstorm again.

Mr. Taylor stated it wouldn't happen. Their primary objective is to get the windstorm letter. There are some growing pains and there are people that are getting accustomed to new requests.

On motion by Mark Brown second by Mike Johnson, with all other present members voting "aye" a contract with BBC Consulting Inc for Building Official, City Planner, Inspections and Plan Review Services was approved.

Mayor Boykin called for recess at 9:35 p.m.

Mayor Boykin recalled the meeting at 9:45 p.m.

Discuss and consider an ordinance amending Appendix C Fee Schedule of the Code of Ordinances to amend residential building permit fees

Lindsay 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.

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.

On motion by Mark Brown II second by Matt Yarborough with all present members voting “aye” an ordinance amending Appendix C Fee Schedule of the Code of Ordinances to amend residential building permit fees was passed and adopted.

Report of Keep Richwood Beautiful attendance at KTB Conference

Kim Mayer, KRB Member, presented a report on Keep Texas Beautiful conference attendance by Keep Richwood Beautiful (KRB) members. Some of the training classes attended by members included: From the Ground Up: Starting A Successful Community Garden; Introduction to the Master Composter Program and An Overview of Recycling in Texas; Recycling Education and Outreach: Best Practices for Engaging Recyclers; Community Gardens Can Help with Food Insecurity; Programs and Environmental Regulations From the Council of Governments; TCEQ Programs and Resources for Communities; Rewarding and Recognizing Residents: The Good Neighbor Awards; Litter-Free Fort Worth and Trash Free Texas; Adopt-a-Highway: Bringing The Program to Your Community; Connecting the Drops: How Your Organization Can Do More For Texas Water; Evaluating Your City’s Sense of Place; The Placemaking Toolbox; Servant Leadership: What Is It, and How Can You Apply It?; Away From the Curb: Special Event and Apartment Recycling Options; School Carton Recycling Success Stories: Help From the Field; Meeting the Needs of Your Changing Community; Small and Rural Affiliates Roundtable; Governor’s Community Achievement Awards Roundtable; Marketing in a One-Size Fits One World: Using Research to Engage Audiences; and Marketing Show and Tell: A Marketing Primer. Major takeaways include partnering and networking are crucial; community support and engagement is vital; educating the community on recycling is important, and there are many sources available to small communities. A few goals the group hopes to accomplish for FY 2019-2020 include Community Garden; Grant Research and Application for Beautification and Park Improvements; Education to the public with free publications; and Application of various awards available.

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

Discussion was held on accessory dwelling units (ADU’s) and allowing a kitchen.

This item will be brought back with home occupations.

Discuss and consider a resolution adopting the FY 18-19 Investment Policy and Strategy

John Washburn presented the investment policy and strategy.

On motion by Katie Johnson second by Mark Brown II, with all present members voting “aye” the resolution adopting the FY 18-19 Investment Policy and Strategy was approved and adopted.

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

On motion by Mark Brown II second by Matt Yarborough with all present members voting “aye” 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 was approved and adopted.

Discuss and consider a contract with Construction Masters of Houston for repairs to Richwood Volunteer Fire Station

Lindsay Koskiniemi reported that 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.

On motion by Mike Johnson second by Mark Brown II with all present members voting “aye” a contract with Construction Masters of Houston for repairs to Richwood Volunteer Fire Station was approved.

Approve items removed from Consent Agenda

No items were removed from consent agenda.

CITY MANAGER’S REPORT

Lindsay Koskiniemi reported she will be at training Wednesday and Thursday.

Update on proposed amendments to the Personnel Policy

The personnel policy review is expected to be presented in September.

Update on home occupations workshop

Surveys have been released. Staff is seeing great response and looks forward to compiling information to include in workshop packet.

Clif Custer reported that Strand was working on the hazard mitigation grant through FEMA and did notify City that the City was not selected as a primary candidate. We were selected as secondary and are unsure of the ranking out of 58 candidates. Disaster Recovery funds were to be used as a match for the flood gate project, retention and master drainage study.

REPORTS

Reports that require no action.

Financial Reports

COUNCIL MEMBER COMMENTS & REPORTS

Mark Brown II recognized Michael Koziol for his volunteer efforts in painting fire hydrants.

Detective Skelton reported that PD will be hosting All American Night Saturday July 13th from 5p to 10 p.

MAYOR'S REPORT

Mayor Boykin advised that he will be participating in the 10:30a weather call and has asked staff to be prepared.

FUTURE AGENDA ITEMS

Ron Cox contract and scope of services

ADJOURNMENT

There being no further business the meeting adjourned 11:02 pm.

These minutes were read and approved on this 29th day of July, 2019.

ATTEST:

Mayor

City Secretary



City of Richwood, Texas

Proposal

**City Manager
Executive Search**

**Ron Cox
Ron Cox Consulting
120 St. Andrews
Friendswood, Texas 77546**

**281.543.0042
rcox@roncoxconsulting.com**

July 9, 2019



July 9, 2019

Mayor Steve Boykin
City of Richwood
1800 N. Brazosport Blvd.
Richwood, Texas 77531

Mayor Boykin:

It is my pleasure and privilege to submit this proposal to assist in the selection of a new City Manager for Richwood. I believe you will see by this Statement of Qualifications that my 28 years of professional experience as a city manager in four cities, my consulting experience over the last 13 years and the professional team I have assembled to assist in the search will serve you well in this important effort.

The search for and hiring of a City Manager is one of the most important decisions you will make as elected officials. The type of person you hire, qualifications of the individual, and the relationship you build with each other will be the determining factors in your combined successes.

I look forward to the opportunity to assist you in this effort. Should you have any questions or concerns about my proposal, feel free to ask.

Sincerely,

Ron Cox
120 St. Andrews
Friendswood, Texas 77546

Description of Firm

Ron Cox Consulting

Ron Cox Consulting was formed in May 2006. As principal, Ron Cox has had an active career in local government beginning in 1972 after graduating from college. In 1978 he became a city manager and served continuously as a city manager in four different cities with populations ranging from 3,000 to 34,000 until May 2006. In that 28-year time period, he worked tirelessly for the citizens, elected officials and staffs of those cities.

Because of his wide range of experience, Mr. Cox embarked on a path to be of assistance to officials in other Texas cities. His business plan is geared to assisting small to medium size cities. He has assisted city councils and staff in strategic planning and staff development, in resolving planning and development issues, and in searching for their executive staff.

In the years since he left the city he has had active engagements with fifty different cities. A client list is included in this packet of information and any can be used as references.

Suitability to the Task

Ron Cox and his associate Bill Bender are uniquely suited to this task.

Ron Cox will be the city's contact and will personally conduct the search. Ron Cox has 28 years of experience as a City Manager. In that time he was directly responsible for hiring many personnel. These included searches for responsible positions through out the city of both established and newly established positions. These searches were most often done utilizing some or all of the techniques described in this proposal. Mr. Cox has the experience to know what type of person is needed for this most important task of City Manager. Mr. Cox has also conducted successful search for the City Manager of Dickinson, for the first City Manager of Manvel, after a successful Home Rule, Council/Manager Charter election, assisted the Lufkin Mayor and City Council in preparing for the transition to a new City Manager, after the retirement of their long time City Manager. Mr. Cox has just completed the successful search for a City Administrator, Community Services Director, and City Secretary for the City of Kemah.

Bill Bender brings over 35 years of human resources and recruitment experience. Mr. Bender has a keen eye for details in the various applications that will be received and has a learned ability to search out issues related to those applicants. He is very experienced in researching and reviewing the applicant's background and work history. In his tenure with city government he has been directly associated and, in some cases, responsible for the recruitment and hiring of not only department directors, but also the City Manager.

As a result, Ron Cox and Bill Bender bring over 60 years of combined experience to the City Council and staff of the City of Richwood. This valuable experience is both on the job and in the consulting role.

There is likely no other firm that can bring this combination of experience and success to the process of searching for a new City Manager in Richwood.

Phase 1
Assistance in Determining the Suitability of the Interim City Manager
for the City Manager Position
Step-by Step Approach

The City Council has appointed an Interim City Manager for Richwood. The City Council desires to consider her as the lone finalist for the position, to further discern her suitability to the task and the appointment. This phase is solely to assist the City Council in that effort.

- **Meet with Mayor and City Council to determine scope of work and steps in determining suitability of the Interim City Manager.**
- **Gap Analysis**
 - Establish Council expectations and competencies primary to the effective work of the Richwood City Manager.
 - Prepare a survey instrument
 - Send the competencies survey instrument to the Mayor and each member of the City Council.
 - Send the competencies survey instrument to each department director and each member of the city hall staff.

- Analyze the results and identify the gaps between the competencies identified and the results indicated from elected officials and staffs
- Provide informational report to the Mayor and City Council.
- **City staff**
 - Interview each department director and each member of the city hall staff to determine their perspective on the core competencies of the Interim CM as defined in the Gap Analysis.
 - Provide informational report to the Mayor and City Council.
- **Interim City Manager.**
 - Provide written questionnaire for Interim CM response.
 - Conduct a personal interview with Interim CM.
 - Seek key goals both personal/professional and organizational from Interim CM for future performance indicators.
 - Speak to area colleagues and others who have interaction with the Interim CM to gain their perspective on the core competencies.
- **Report and Advise**
 - Meet with Mayor and City Council, providing information gained and assisting them in determining the suitability of the Interim CM for the position.

Phase 1 Fee – Hourly rate of \$195 (An estimated 23 hours) with the amount not to exceed \$4,500 plus expenses including mileage at the IRS rate. This fee, plus expenses is for Phase 1 only.

Upon authorization, the process begins new with Phase II. Ron Cox will utilize as much of the information gained from Phase I as possible to avoid duplication of effort.

Phase II (if needed) Full Selection Process Step-by-Step Approach

Phase II of the selection approach will only be utilized on authorization of the City Council and only if the Council determines that the selection of the

Interim City Manager is not the best fit for the permanent selection. The approach taken in the selection process is essential to its success. Ron Cox Consulting will be responsible for the City Manager candidates search. Ron Cox will personally facilitate the process and interact with Mayor and City Council and staff as appropriate. These services can be adjusted at the outset of the process, but typically will include:

- **Meet with Mayor and City Council and key staff to prepare a strategic profile of the person to fill the position of City Manager.**
 - This will include both one-on-one interviews with the Mayor each member of City Council and one or more sessions with the entire City Council in work session format.
 - Meet with the current City Manager and key staff to understand the issues and concerns he has regarding current and future needs of the City.
 - Discussion and decision-making will include the following.
 - Review provisions of the City Charter and any relevant ordinances to understand the roles and responsibility of key positions within the City including Mayor, City Council members, City Manager and key staff.
 - Meet one on one with the Mayor and each Council member regarding the expectations and requirements for the prospective City Manager.
 - Meet collectively with key staff members to understand the expectations of staff and align their needs with the expectations and requirements of Mayor and Council.
 - Review the job description for the City Manager position to ensure job duties are consistent with Mayor and City Council expectations and requirements and setting minimum standards for education and experience in the profession.
 - Determine and recommend a salary range and benefit package for the new City Manager.
 - Develop a position profile of characteristics expected of the new City Manager for Richwood including his/her education, work experience, values, leadership skills,

personality, qualities, and management approach consistent with the provisions of the City Manager job description.

- Meet jointly with Mayor and City Council in work session format to review the profile and expectations as drafted, seek consensus, consistency and approval for the profile from Mayor and Council.
- **Develop and distribute a package of information for applicants to review and prepare for possible interview and selection. This package will be developed in electronic format and will be approved by Mayor and City Council or their designee before distribution.**
 - Included in the package will be at least the following. If these are not provided directly, they will be provided in access to the City's website.
 - The approved City Manager profile.
 - The approved job description, salary range and benefit package.
 - A profile of the City of Richwood.
 - A summary or electronic copy of the City Budget.
 - A copy of relevant portions of the City Charter and ordinances.
 - Other relevant information that may be identified.
- **Advertising and recruitment of applicants for the City Manager position.**
 - Advertisements will be included in the Texas Municipal League web site, and other trade magazines if appropriate, in as wide a geographical area as determined by Mayor and City Council.
 - Personal recruitment will be done by the consultant as needed to ensure a pool of applicants meeting the qualifications, offering varied levels of background, personality and experience to provide the maximum choice to Mayor and City Council in their selection.

- **Analysis and screening of applicants to provide a pool of approximately ten semi-finalists for consideration by Mayor and City Council.**
 - Analysis of candidates will be measured against the profile developed and approved by Mayor and City Council.
 - Depending on the preference of the Mayor and City Council, all applications can be provided for their review and rating.
 - The consultant will provide a list of the top ten semi-finalist candidates for the position to Mayor and City Council for their review.
 - The consultant will conduct interviews after five semi-finalists are initially screened and approved by Mayor and City Council. This interview will be conducted in order to better determine the alignment between the person and the profile approved by Mayor and City Council.
 - Mayor and City Council will be provided a thorough packet of information on each of the semi-finalist candidates including but not limited to the candidate's application, resume, background information, candidate interview notes, reference notes and rating sheet. The ratings will be based on the qualifications and criteria set out by Council during the profile development stage of the process.
 - Utilizing the material provided, Mayor and City Council will be asked to review and rate the top five semi-finalists to determine the candidates to be interviewed.

- **Mayor and City Council will conduct interviews of the top three to five finalists for the City Manager position.**
 - Based on the ratings of the top five semi-finalists, at least three to five candidates will be chosen by Mayor and Council for interview.
 - It is anticipated these interviews will be conducted within a narrowly defined window of time.
 - The consultant will provide a set of sample questions to assist Mayor and City Council in asking consistent questions of each candidate.
 - The consultant will facilitate the interview process and be on site for the entire interview period.

- A thoroughfare investigation of background, documentation provided and discussion with references will be conducted on the finalists.
- In addition, a personality temperament assessment can be given to any or all of the finalists for an additional fee. This assessment is designed to better determine and understand the candidate's compatibility with Mayor, City Council and staff.
- **The consultant will facilitate Mayor and City Council and top candidate in negotiations for the job offer and job acceptance to the extent desired by both parties but will not represent either party in final contract negotiations.**

Work Schedule

Certainly, Mayor and City Council want to expedite the process, realizing that the development of the profile, advertising, and screening, interviewing and eventual relocation will take time. Accordingly, the timeline provided below may change depending on influences and circumstances beyond the consultant's control. Every effort will be made to uphold the timeline, and significant delays will be duly reported to Mayor and City Council. The timeline begins with the approval of the engagement by the Mayor and City Council.

- **Development of candidate profile and recruitment package**
 - Complete at the end of week five
- **Advertising and recruitment for position**
 - Complete at the end of week ten
- **Analysis and screening of applicants**
 - Complete at the end of week fourteen
- **Interviews of finalists and offer to prospective finalist**
 - Complete at the end of week sixteen
- **City Manager begins work after negotiation of time frame with Mayor and City Council.**

In summary, it is anticipated the total time from the beginning of the engagement to negotiating an offer to the candidate is approximately 16 weeks, or four months. Mayor and City Council should expect the time frame for the negotiations and subsequent relocation of the successful candidate to vary depending on his/her personal and professional circumstances.

Investment – Professional Fees

For this engagement, Ron Cox Consulting will charge a fee of \$18,850 plus the direct cost of the assessment and any outside investigative work, if authorized, plus expenses. Expenses include travel reimbursement at the standard IRS mileage rate, and other expenses associated with the selection and interview of candidates. This fee will be billed in four equal installments with periodic billings for expense reimbursements.

In order to keep expenses to a minimum, City staff will provide clerical assistance and pay for other direct expenses associated with advertisements and recruitment. It is anticipated that Ron Cox will travel to Richwood at least three-five times during the engagement.

NOTE: These costs do not cover cost of travel for the finalists to be interviewed. Typically, cost of travel, including airfare and/or mileage reimbursement and overnight accommodations is reimbursed to the candidates by the city.

Guarantee

As your consultant in the search:

- **Ron Cox will personally conduct the search. Bill Bender** will provide assistance. Additional investigative and/or assessment services may be provided by outside sources.
- **Ron Cox Consulting will not recruit candidates from Richwood for a period of two years after the engagement.**
- **Ron Cox Consulting will continue to work, at no additional cost except for out of pocket expenses until the project is satisfactorily**

completed if, for any reason, Mayor and City Council are not satisfied with any of the candidates submitted.

- **Ron Cox Consulting will replace the candidate for out of pocket expenses, should the candidate selected leave the service of the city for any reason within one year.**
- **Ron Cox Consulting will not collect a fee from or represent individual candidates included as candidates for the position.**

Acceptance and Signatures

Accepted by
City of Richwood, Texas



Submitted by
Ron Cox

Ron Cox Consulting
120 St. Andrews
Friendswood, Texas
281.546.0042

rcox@roncoxconsulting.com

Ronald E. Cox Biography

Ronald E. Cox has been married to his wife, Susan, for 46 years. They have two children, daughter Emily, and son, Tim, and five grandchildren, Courtney, Ryan, Isabella, Brynlee and Caleb.

Ron received a Bachelor of Science from Abilene Christian University in 1972 and a Master of Arts from University of Texas at Tyler in 1981. Ron entered the governmental arena in 1972 with the Brazos Valley Development Council in Bryan and, after almost two years went to work for the East Texas Council of Governments (ETCOG) in Kilgore.

Ron accepted his first position as City Manager in 1978 with the City of Rusk. He was the City of Rusk's first City Manager. Two years later, he became the City Manager of Center. In 1984, Ron accepted the position of City Manager of the City of Kilgore, where he served for six years. In November 1990, he became Friendswood's third City Manager and served that city until May 2006. Ron has been involved in local government for 45 years and held the position of City Manager for 28 of the 45 years.

Ron remains active in many governmental organizations including the Texas Municipal League, and Texas City Management Association (TCMA). Ron served as president of TCMA Regions V and VI. He served on the Board of Directors of TCMA from 1995-1997 and served as TCMA's president in 1997-98. He continues to actively participate in various TCMA programs. In 2005, Ron was awarded TCMA's Lifetime Achievement Award, an exceptional honor, and in 2006 he was given Life Member status in TCMA. Ron currently serves on the TCMA Professional Development Committee. He has and continues to speak regularly at conferences and training sessions in Texas about issues and challenges in local government.

In 1990, Ron was appointed by Governor Bill Clements to the Board of Trustees of the Texas Municipal Retirement System and served on the Board until 1993. He has served on the TMRS Advisory Board since 2006-2010. He was chosen to serve on the Board of Trustees of the Texas Municipal League Intergovernmental Risk Pool in 1986 and served on the Executive Committee as Vice-Chair of the Board from 1990-91. In 2016 Ron was appointed to the newly established Friendswood Downtown Economic Development Corporation Board in his hometown and currently serves as its President.

Since May 2006, Ron has consulted with 58 cities and several other public entities in Texas in a variety of areas, including strategic planning at the Council and staff levels, leadership development for city staff, executive recruitment, and management services. He particularly enjoys working with smaller cities. He enjoys sharing his experiences with others in a variety of ways including public speaking at seminars and conferences.

William G. (Bill) Bender

William G. (Bill) Bender works with Ron Cox Consulting on candidate searches on as needed basis. Mr. Bender holds a MPA from the University of Illinois – Springfield. He is currently the Deputy Director of Administrative Services in charge of Human Resources and Risk Management for The City of Friendswood. He has been with the City of Friendswood since 1997 and is an active member of Texas Municipal Human Resource Association.

From 1993 through 1997, Bill was employed by the Christian County Mental Health Association (CCMHA) as the Human Resources/Safety Coordinator. His responsibilities included the recruitment and placement of staff ranging from professional to janitor.

Mr. Bender's involvement, if needed, may include but not be limited to review of candidate resumes, background checks, contacting references, etc.



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Client List May 2019

Following is a list of clients and the work performed by Ron Cox Consulting since May 2006.

Client List includes:

- 66 Cities
- 5 Economic Development Corporations
- 10 Special Districts and/or Statewide Associations
- 1 Private Engineering Firm

✓ **City of Alvin, 2008**

- Facilitated a Council retreat in June 2008 focusing on the governance model for the Mayor and City Council. This session focused on assisting newly elected members in understanding their role as members of a City Council and their relationship with the City Manager and his staff.

✓ **City of Anahuac, 2010**

- Facilitated a Council and staff retreat in June 2010 focusing on the governance model for the Mayor and City Council and their relationship with key staff. This session focused on assisting newly elected Council member in understanding their role, determining the strengths, weaknesses, opportunities and threats (SWOT) of the City, and setting strategies and goals to meet for the City's future.

✓ **City of Bay City, 2017-18**

- Facilitated a series of sessions with the Mayor, Council and staff focusing on updating the existing strategic plan, developing an implementation plan and developing a governance model for the Mayor and City Council. March 2017 – March 2018.

✓ **City of Bee Cave, 2006-07**

- Facilitated a staff leadership development program for all employees of the city, including a daylong retreat, goal setting and action plan, and leadership development program.
- Facilitated a staff retreat and goal setting project for the City Manager and his key staff.

✓ **City of Brazoria, 2007-10**

- Engaged to provide ongoing general city management consultation for Mayor and City Council. Duties included assisting the City in determining the best uses for funds received in the settlement of a lawsuit and assisting the City in determining

- appropriate rates for water and sewer utilities to support the system's operations and the issuance of bonds for system improvements.
- Engaged to provide consulting services to the City Manager regarding water and sewer rates and possible bond issue to make capital improvements.
- √ **City of Brenham, 2011**
- Facilitated a City Council Retreat in February 2011 with discussion on development goals for the City and City's management team. Program included a one-day retreat, goal setting and for the City Council and work with the City staff to develop an implementation plan.
- √ **City of Bryan, 2007-10**
- Facilitated a staff leadership development program for the City Manager and his senior leadership team. Program included a daylong retreat, goal setting and leadership program over five sessions.
 - Facilitated a Council and staff retreat focusing on developing a model and philosophy of governance for the City Council and on long range strategic planning for the city in August 2007.
 - Facilitated a second retreat with Council and staff in February 2008. Retreat focused on confirming the governance model set in place, developing a vision statement, receiving reports from staff on implementation of strategic plan and confirming the course set for that plan.
 - Facilitated a second daylong retreat with the City staff in June 2008. Retreat focused on pressing management issues, reviewing commitments from earlier retreat, and setting out a plan of action for moving forward.
 - Facilitated a daylong retreat for the Public Works and Utilities Departments in October 2008.
 - Facilitated a daylong retreat for the Planning and Development Services and Engineering Departments in October 2008.
 - Facilitated a third day and a half retreat for the City Council in January 2009.
 - Facilitated a fourth day and a half planning retreat for the City Council in February 2010.
 - Facilitated a day long panning retreat for the City Manager's management team in March 2010, with a series of follow up sessions revolving around building the team, using a book entitled "Overcoming the Five Dysfunctions of a Team" by Patrick Lencioni.
 - Facilitated a fifth day and half planning retreat for the City Council in July 2010.
- √ **City of Bunker Hill, 2019**
- Facilitated an evening Town Hall meeting for candidates for the Mayoral position. Process consisted of moderating the meeting, asking predetermined questions of the candidates, and facilitating Q&A from the audience for the evening. April 2019.
- √ **City of Center, 2007-08**
- Facilitated a Council and staff retreat focusing on long range strategic planning for the city. Worked with the city staff to develop a plan and process for implementation of the strategic plan developed in the retreat.
- √ **City of Clear Lake Shores, 2006, 2018**

- Facilitated Council short-term goal setting retreat. Provided follow up with the Mayor and staff to develop an Action Plan for the implementation of the goals set by Council.
- Assisted the Council in preparing a job description for the new position of City Manager, 2006.
- Assisted Council in preparing Rules of Procedures for the City Council and Committees.
- Facilitated the successful search for City Administrator, October 2018.
- √ **City of Cedar Hill, 2009**
 - In November 2009, facilitated a two-day retreat with City Council, the City Manager and his senior staff. Council reviewed the existing strategic plan, received reports on the progress toward its implementation and set strategies for the next five years.
- √ **City of College Station, 2017-19**
 - Facilitated a one-day planning retreat with the City Council, City Manager and staff in February 2017. Staff follow-up in March 2017.
 - Facilitate a second one-day planning retreat with the City Council, City Manager and staff in February 2018. Staff follow-up in March 2018.
 - Facilitated a third one-day planning retreat with the City Council, City Manager and staff in January 2019. Staff follow-up in February 2019.
- √ **City of Dayton, 2018-19**
 - Facilitated a City Council/staff planning session in August 2018 focusing on governance and strategic initiatives, combining the work of the recently adopted comprehensive plan with the immediate needs of the Council. Worked with staff to prepare draft Vision and Mission statements and implementation plan for Council consideration. Completed October 2018.
 - Scheduled to facilitate a second Council/staff planning session in June 2019.
- √ **City of Deer Park, 2007-08, 2014, 2019**
 - Facilitated a series of meetings with the public works and administrative services staffs to focus on their mission and customer service issues.
 - Facilitated a City Council/staff retreat in March 2008 focusing on vision and strategic goals for Council and staff to implement. Worked with the staff to develop an Action Plan for the implementation of the strategies and goals set by Council.
 - Facilitated a City Council/staff retreat in March 2014. The retreat focused on a reconsideration and confirmation of the vision and mission and reestablishment of strategic goals.
 - Facilitated a third one-day planning session and follow-up with Council and staff in March 2019.
- √ **City of Dickinson, 2006**
 - Facilitated Council strategic goal setting, including developing vision and mission statements, as well as expectations for the City Manager, all adopted by City Council. Provided follow up with the City Manager and his staff to develop an Action Plan for the implementation of the goals set by Council.
 - Conducted and coordinated a successful search for a new City Manager in 2006.
- √ **City of Dumas, 2012-13**

- Facilitated Council strategic goal setting session. Provided follow up with the City Manager and his staff to develop an Action Plan for the implementation of goals set by Council.
- √ **City of El Campo, 2015-18**
 - Teamed with other consulting firms, Marsh Darcy Partners and Freese Nichols Engineering to develop Phase 1 update to the City's Comprehensive Plan. The Plan was originally completed in 2000. The update was conducted in two phases. Phase 1 completed July 2015. Phase 2 completed Fall of 2016. Phase 3 was completed Spring, 2017.
 - Facilitated a planning session with City Council and Community Development Corporation. January 2018.
- √ **City of Fairchilds, 2017-18**
 - Prepared a comprehensive Subdivision Ordinance for the City. This city has very little population and no full-time staff, yet developers are pursuing development in the city limits and its ETJ. 2017.
 - Providing follow up services on the Subdivision Ordinance. 2018
- √ **City of Fairview, 2018**
 - Facilitated sessions with a Council appointed committee, Community Resource Group (CRG) to discuss reasons why a recent bond election failed to pass, and what the next steps may be. Facilitated two sessions with a total of 50 people. March 2018. Facilitated follow up sessions in April with a joint session between Council and the CRG and additional sessions with CRG. April 2018.
- √ **City of Fulshear, 2016-17**
 - Facilitated a Council/Staff retreat in July and August 2016 with discussion on the governance model of the City Council and development of strategies and goals for the City.
 - Facilitated a second planning session with City Council and staff in 2017. July 2017.
- √ **City of Galveston, 2017**
 - Worked jointly with Alan Mueller of Marsh Darcy Partners to review the practices of the Galveston Building Department and make recommendations for improvements. April 2017.
- √ **City of Gladewater, 2009**
 - Facilitated a City Council Retreat in February 2009 with discussion on development goals for the City and City's management team. Program included a one-day retreat, goal setting and for the City Council and work with the City staff to develop an implementation plan.
- √ **City of Goliad, 2012-13**
 - Made a presentation to the Goliad Management District Board and city staff regarding economic development considerations, special districts, their use, advantages and disadvantages. Discussion also focused on the need for thorough development agreements as well as a special district policy, October 2012.
 - Assisted the City Manager in negotiating an economic development agreement with a private developer for the development of 53 acres in the City. This agreement called for the reimbursement of funds expended by the developer for

infrastructure improvements to be owned and operated by the City. December, 2012

- Assisted the City Manager in negotiating an economic development agreement with a private developer for the development of 30 acres in the City's ETJ. This agreement called for the reimbursement of funds expended by the developer for infrastructure improvements to be owned and operated by the City. December 2012.
- Facilitated a session between the City Council and the Goliad Municipal Management District Board to review existing By-Laws and operating procedures and facilitate understanding and any changes they may need. July 2013.

√ **City of Gonzales, 2008-10**

- Facilitated a City Council Retreat in September 2008 with discussion on development of a governance model for the Council to follow, and goals for the City and City's management team. Program included a day and a half long retreat, goal setting and governance program for the City Council. I also met with staff to develop an Action/Implementation, which culminated in a report to City Council where they adopted the Plan.
- Facilitated a second City Council retreat in October 2010. This retreat focused on Council relationships by reviewing temperament traits via the DISC temperament inventory, reviewed the status of strategies established in 2008 and set new strategies for 2011 and following. I met with staff following the retreat to assist them in preparing an Action/Implementation Plan.

√ **City of Hitchcock, 2017-19**

- Assisted Rathburn Planning & Consulting in reviewing the organizational structure and financial condition of the City of Hitchcock. The review and subsequent recommendations were designed to assist the city on a path of better efficiency in operations and management. January 2018.
- Assisting the Mayor and staff on development of the 2018-19 City budget, and TIRZ administration. 2018.
- Counseled Mayor on newly City Administrator position and person selected on job description, benefits and contract terms. 2019

√ **City of Humble, 2018**

- Facilitated a daylong planning session with Council and staff. Session includes establishment of a governance model, as well as establishing goals and priorities for the coming year. October 2018.

√ **City of Huntsville, 2006-08**

- In 2006 facilitated a staff leadership development program for the City Manager and his senior leadership team. Program includes a daylong retreat, goal setting and leadership program over ten sessions.
- Facilitated a City Council Retreat in April 2007 with discussion on development of a governance model for the Council to follow, vision, mission and strategic goals in association with the recently completed Comprehensive Plan.
- Facilitated a second City Council Retreat in February 2008 to follow up on the activities of staff on the Action Plan, to determine if adjustments needed to be made to the strategies developed in 2007 and to identify additional items the Council and staff should focus on soon.

√ **City of Ingleside, 2017**

- Facilitated a City Council planning session and provided follow up services with the staff to prepare an action plan. May 2017.

√ **City of Iowa Colony, 2006-19**

- Providing ongoing general city management consultation for Mayor and City Council. Council including policies relating to development in the city. Policies include the procedures for acceptance of infrastructure and policies for the use of special districts. Oversaw the preparation with the City Engineer of a new Design Criteria Manual for all city infrastructure. Assisted in the creation of Investment Policies. Created a policy for the use of special districts. Assisted in the development and approval of various policies, ordinances and procedures to assist the city in its overall operations and management. Attends and prepares agendas for all City Council meetings.
- Work includes assistance with development issues, including development and approvals of agreements with developers for Municipal Utility Districts and Tax Increment Reinvestment Zones, and other special financing districts and agreements.
- Assisted the City Council in analyzing the need for a Crime Control and Prevention District. Council appointed a Temporary Board. Worked with the Temporary Board to draft the required two-year plan and budget. The voters approved the creation of the District in May 2009. Coordinated the meetings of the Board acting as their staff liaison. The District was not approved for extension in a required election in 2013. It was placed on the ballot again in 2018 and was once again approved. Acting as administrator for the CCPD Board of Directors.
- Serving as the administrator for Tax Increment Reinvestment Zone #2 and the Iowa Colony Development Authority. TIRZ #2 was created by the City Council to reimburse a developer of a major residential/commercial development for public infrastructure including thoroughfares and a 100+ acre city park. Phase 1 of the park is open. In 2018, the Authority issued \$8.4 million in tax exempt TIRZ bonds to repay developer for public infrastructure, based on value growth within the TIRZ boundaries.
- Assisted in administration and reporting of a \$23,000 grant to equipment city facilities with energy efficient equipment through the State Comptroller's Office.
- Assisted in preparation of an Employee Handbook, implementation of their first computer-based accounting system financial policies, establishment of a police department and related policies and a municipal court. Assisted in the acquisition of the city's first web-based building permitting and inspection system. Established the first public works department
- Assisted in adoption of the city's first tax rate.
- Prepared annual budgets 2014-15-16-17-18-19-20.
- Assisting the City in revising their zoning classifications, as well as identifying a common ETJ boundary between Iowa Colony and Sandy Point to avoid future conflicts. 2019
- Assisted the City in an annexation of a Municipal Utility District increasing population from approximately 1,500 to over 6,000. 2019

√ **City of Kemah, 2015-19**

- Assisted Mayor and staff on administrative and management issues during the interim time in their search for a City Administrator, on a part time basis.
 - Assisted in the review of applications for the City Administrator position and making recommendations to the Mayor and City Council during the search. Prepared revised organizational chart recommended an additional new position to reduce work load of City Administrator and allow that position to complete economic development activities.
 - Coordinated the search for and selection of a newly created Community Services Director position.
 - Coordinated the search for and selection of a City Secretary.
 - Studied and made recommendations regarding uses of Hotel/Motel and Type B sales taxes.
 - Provided governance and strategic planning session services in June 2016.
 - Assisted the Mayor in working with the Chief of Police to develop a three-year performance plan and outline expectations of the position in July 2016.
 - Met with Mayor and City Council to review the Governance Model established in 2016 and discuss progress on goals set in 2016. March 2019.
- √ **City of La Marque, 2018-19**
- Facilitated and assisting the City of La Marque in their search for a new City Manager. New City Manager successfully hired in March 2019.
- √ **City of La Porte, 2012-13**
- In association with Alan Mueller Management, conducted an internal review and audit of the Planning Department. The Department consisted of planning, engineering, building and code enforcement divisions. The review culminated in a report to the City Council with over 75 recommendations for policy, process, and governance changes.
 - In March 2013 facilitated a staff retreat. The City Council and staff had met previously for a strategic planning session. This session with the senior staff only was designed to establish the staff leadership model, as well as begin the framework for an implementation plan.
- √ **City of Lago Vista, 2014-17**
- Facilitated staff develop program for Executive Staff. Developed Leadership, Communication philosophy, as well as set the Core Values and Guiding Principles based on the City Manager's stated expectations. October 2014.
 - Facilitated Town Hall meeting to assist Council in providing a forum for citizens to discuss issues and the Council and staff to answer questions related to those issues. January 2015.
 - Facilitated a planning session with the City Council to confirm their governance model, as well as revise and refocus their strategic plan. Did follow up with staff on Action Plan. January - April 2015.
 - Scheduled to facilitate a staff development session with City Manager's key staff. – January 2017.
 - Facilitated a Council planning retreat in January 2017.
- √ **City of Lake Jackson, 2009-19**
- Providing consultation to the City Council, Planning Commission and City staff in the revision of the City's Zoning Ordinance to allow Master Planned

developments. This revision is to the Planned Unit Development (PUD) section of the ordinance.

- Assisted the City Council, Planning Commission and City staff in developing a Policy for the Use of Special Districts to assist the city in accepting projects that desire to use special districts as part of the development process.
- Representing the City in negotiations with a developer for a master planned community. Assistance includes reviewing the plan as it relates to the PUD section of the Zoning Ordinance, and compliance with the Policy for the Use of Special Districts.
- Facilitated a City Council and staff planning retreat to refresh the Council's Strategic Plan in February-March 2010.
- Facilitated a second City Council and staff planning retreat in January-February 2011.
- Facilitated a third City Council and staff planning retreat in January, February and March 2012.
- Facilitated a fourth City Council and staff planning retreat in January-February 2013.
- Facilitated a fifth City Council and staff planning retreat in January-February 2014.
- Facilitated a sixth City Council and staff planning retreat in January-February 2015.
- Facilitated a seventh City council and staff planning retreat in January-February 2016.
- Facilitated the eighth City Council and staff planning retreat in January-February 2017.
- Facilitated the ninth City Council and staff planning retreat in January-February 2018.
- Facilitated the tenth City Council and staff planning retreat in January-February 2019.
- Facilitated planning sessions for the LJEDC in 2014, 2016, 2017, 2018, 2019 (process not completed at this date).

√ **City of League City, 2006-09, 2015**

- Provided general municipal consultation to the City Manager, particularly the preparation of the Capital Improvement Plan (CIP) to the City Council.
- Facilitated a daylong goal setting retreat for the Mayor, City Council and Interim City Manager. Provided follow up with the City Manager and his staff to develop an Action Plan for the implementation of the goals set by Council.
- Provided follow up with new City Manager on a consulting basis to assist him in his transition to the role from another city staff position.
- Facilitated a second day long retreat for the Mayor, City Council and City Manager in February 2009
- Facilitated a third follow up retreat for the Mayor, City Council and City Manager in March 2009.
- Facilitated a day-long community goals setting session (Town Hall setting) with follow up to staff. January 2015.

√ **City of Manvel, 2006-18**

- Provided general city management consultation for Mayor and City Council including policies relating to development in the city. Policies include the procedures for acceptance of infrastructure and policies for the use of special districts. Oversaw the preparation with the City Engineer of a new Design Criteria Manual for all city infrastructure. Created a policy for the use of special districts.
- Provided consultation and administration on Municipal Utility Districts and Tax Increment Reinvestment Zones, and other special financing districts and agreements.
- Participated as a part of a team of consultants in the preparation of a new Comprehensive Plan for the city that was adopted in January 2008. My work focused on the development of the Governance Element of the Comprehensive Plan, assisting the City Council and staff in identifying policy and administrative needs of the City as it continues to grow and expand.
- In 2010, prepared a successful grant application for a Justice Assistance Grant (JAG) in the amount of \$68,000 from HGAC for three patrol vehicles to replace vehicles in the city's aging fleet. In 2012, prepared a second successful grant application for JAG in the amount of \$72,132 for replacement of all vehicle laptops and a digital fingerprinting system called LiveScan.
- Worked with a fifteen-member Charter Commission appointed by the Manvel City Council to draft the City's first City Charter. The Charter was adopted in May 2011.
- Assisted in administration and reporting of a \$43,000 grant to equipment city facilities with energy efficient equipment through the State Comptroller's Office.
- Served as Interim City Manager in 2011 assisting the City Council in the transition to the Council/Manager Form of Government in accordance with Charter requirements.
- Successfully facilitated the recruitment and selection of the city's first City Manager in accordance with Charter requirements. City Manager hired January 2012.
- Served until late 2018 as the administrator for Tax Increment Reinvestment Zone #3 and South Manvel Development Authority. TIRZ #3 was created by the City Council to reimburse a developer of a major residential/commercial development for public infrastructure including thoroughfares, a major overpass over the railroad tracks and parks and open space.
- Facilitated a planning retreat for the Mayor and City Council with follow up services provided to the City staff. May 2017.

√ **City of Midland, 2009**

- Facilitated a daylong retreat with the City Manager and senior staff to develop a leadership philosophy for the upcoming budget and to develop the team approach for the new City Manager in March 2009.
- Facilitated a two-day retreat with the City Council, City Manager and senior staff to discuss governance for the Council and assist the Council in setting long-range goals and short-term budget priorities in March 2009.

√ **City of Mission, 2012**

- Facilitated a City staff retreat focusing on staff development, including developing a mission statement, leadership principles, strategic goals and objectives for the staff in February, with a follow-up session with staff in April 2012.
- √ **City of Mont Belvieu, 2018-19**
 - Prepared a Staffing and Growth Plan for Council adoption. Plan established benchmarks for growth in services and staffing from this point through build out of the community. Completed September 2018.
 - Facilitated a planning session with Mayor and City Council and key staff with follow-up services to the staff for implementation in July 2018.
 - Scheduled to facilitate a second planning session with Mayor, Council and staff in June 2019.
- √ **City of Montgomery, 2008-10**
 - Facilitated a City Council retreat focusing on long-range goals and principles of governance for the City in May 2008.
 - Assisted the city in working with an area developer to include the land to be developed in the City's ETJ.
 - Facilitated a second daylong Council retreat assisting the Mayor and Council in recommitting to their principals of governance, reviewing the status of goals set in 2008 and setting new strategies and goals for the staff, June 2009.
 - Facilitated a third daylong Council retreat assisting the Mayor and Council in reviewing their previous goals and strategies in June 2010.
- √ **City of Morgan's Point Resort, 2013**
 - Facilitated a City Council retreat focusing on long-range goals, and principles of governance for the City in July 2013.
- √ **City of Nassau Bay, 2008**
 - Assisted the City Manager in reviewing procedures and creating information packet on disaster recovery issues, particularly on calculating substantial damages to structures following Hurricane Ike. Provided additional follow up to calculate the costs to the City should a decision be made to buy out properties that are substantially damaged.
- √ **City of Navasota, 2012-13**
 - In association with Marsh Darcy Partners, prepared an Economic Development Policy that focused on the use of economic development tools including the use of special districts. Approved February 25, 2013.
- √ **City of Northlake, 2012**
 - Made a presentation to the City Council and staff regarding special districts, their use, advantages and disadvantages. Discussion also focused on the need for thorough development agreements as well as a special district policy, June 2012.
- √ **City of Pearland, 2007**
 - Worked with the city staff to prepare a Policy for the Use of Special Districts. This policy was adopted by the City Council and outlined the policies Council will follow when considering applications for municipal utility districts, tax increment reinvestment zones, and other type special districts.
- √ **City of Pflugerville, 2015**

- Prepared an Economic Development Policy for the City. Working with a staff Committee, the City outlined the purpose for economic development in the City, developed its goals and areas of emphasis for seeking and negotiating with others for economic development projects, and establishing a policy for the use of special districts within the City and its ETJ. September 2015.
- √ **City of Pilot Point, 2019**
 - Facilitated and provided follow up services a planning session with the Mayor and City Council. February 2019
- √ **City of Port Lavaca, 2011-12, 2013-15**
 - Facilitated a one-day retreat in January 2012 for city staff focusing on leadership principles, identifying challenges and developing a plan of action for staff to resolve those challenges
 - Facilitated a combined council/staff retreat developing the Council's leadership principles and developing a strategic plan. Worked with the staff on developing an implementation plan. The combined council/staff strategic plan was adopted by City Council as the combined plan of action for the city. Council approved the Strategic Plan in May 2012.
 - Facilitated a ½ day session with the city staff on leadership principles. The focus of the discussion was to develop a leadership plan using the book "On My Honor, I Will..." by Randy Pennington in August 2013.
 - Facilitated a full day workshop with city staff on leadership principles. The focus of the discussion revolved around the principles in the book "Overcoming the Five Dysfunctions of a Team", by Patrick Lencioni in February 2014.
 - Facilitated full day staff retreat focusing on issues and challenges related to the development of the Comprehensive Plan. May 2015.
- √ **City of Richwood, 2007-08, 2016-19**
 - Facilitated a Council and staff retreat focusing on long range strategic planning for the city.
 - Provided general city management consultation for Mayor and City Council and staff.
 - Facilitated and led a search for the new City Manager upon the retirement of the City Manager. Successfully completed search with the hiring of a new City Manager in January 2017.
 - Facilitated a planning session with City Manager, Mayor and City Council in April 2017. Provided follow up services to the City Manager and staff to prepare an implementation plan. Made final report to the City Council.
 - Facilitated a second planning session with the City Manager, Mayor and City Council in June 2018.
 - Scheduled to facilitate a third planning session with Mayor, City Council and City Manager in May 2019.
- √ **City of Rockport, 2014**
 - Facilitated a daylong planning retreat with the City Council and staff. Focus will be on long range strategic planning and working with the city staff to provide a plan for implementation of identified strategies. January 2014.
- √ **City of Rosenberg, 2007-08, 2017**

- Provided technical assistance to City Manager and staff regarding development issues including consultation on Municipal Utility Districts, Tax Increment Reinvestment Zones and development ordinances and regulations.
 - Facilitated a series of meetings with the code enforcement and inspections staff and supervisors to focus on their mission and customer service issues.
 - Facilitated a planning workshop with the Rosenberg Economic Development Corporation for long range strategic planning in 2008.
 - Scheduled to facilitate a governance workshop with Council, March 2017.
- √ **City of San Marcos, 2016-17**
- Facilitated a two-day Council Visioning Retreat with City Council, City Manager and City Management team. January 2016.
 - Facilitated one day follow up session with City Council, City Manager and City Management team. Verified strategies and policy initiative established in the January meeting. Completed final report. May 2016.
- √ **City of Sandy Point, 2006-09, 2015, 2018, 2019**
- Providing ongoing general city management consultation for Mayor and City Council. Work includes assistance with development issues, including consultation on Municipal Utility Districts and Tax Increment Reinvestment Zones.
 - Assisted the City Council in the development and adoption of a land use and zoning plan and map, a Zoning Ordinance, a Policy for the Use of Special Districts and other general municipal issues.
 - Assisted the City in determining the optimum property needed for the City for a City Hall, park and other uses anticipating the City's growth. 2015.
 - Assisting the City in revising their zoning classifications, as well as identifying a common ETJ boundary between Iowa Colony and Sandy Point to avoid future conflicts. 2019
- √ **City of Sealy, 2006-08, 2013-14**
- Facilitated day long, long term goal setting retreat for Mayor, City Council, City Manager and staff. Provided follow up with the City Manager and his staff to develop an Action Plan for the implementation of the goals set by Council. 2007
 - Facilitated a Work Session discussion with the Mayor and City Council on governance, focusing on the relationship between the Mayor, Council and City Manager and staff.
 - Assisted with development issues, including consultation on Municipal Utility Districts and Tax Increment Reinvestment Zones, and others special financing districts and agreements.
 - Facilitated day long, long term goal setting retreat for Mayor, City Council, City Manager and staff in November 2013. Provided follow up services to develop an implementation strategy with staff.
- √ **City of Seabrook, 2008-09, 2014-18**
- Facilitated a retreat in concert Marsh Darcy Partners, for the Seabrook Economic Development Corporation. This retreat focused on the mission and priorities of the SEDC for 2008-09.

- Facilitated a daylong planning retreat in April 2014 for City Council and staff. The session defined their governance model, vision and mission, and set strategies for the future. Worked with staff on preparation of an implementation plan.
- Facilitated a second daylong planning retreat in April 2015 for City Council and staff.
- Facilitated a third daylong planning retreat in April 2016 for City Council and staff. Worked with staff to prepare implementation plan.
- Facilitated a fourth daylong planning retreat in July 2018 for City Council and staff.
- √ **City of Shenandoah, 2006-08**
 - Facilitated a staff leadership development program for the City Manager and senior leadership team. Program included a daylong retreat, goal setting and action plan, and leadership program over ten sessions. The leadership program was based on the book “On My Honor, I Will...” by Randy Pennington.
 - Facilitated two one-half day retreats with the City Council discussion the city’s vision, mission and goals for their future in 2006-7.
- √ **City of Shoreacres, 2012-13**
 - Facilitated a Council orientation session in June 2012 focusing on the governance model for the Mayor and City Council. This session to focus on assisting newly elected members in understanding their role as members of a City Council and their relationship with the City Administrator and his staff.
 - Provided coaching services to the Mayor to assist her in managing her duties as Mayor in her day-to-day activities, as well as managing the meetings in a more efficient manner.
 - Facilitated a planning retreat in late June 2012 for the City Council and City staff. Council established their governance model and strategic objectives for the coming year.
 - Special project to revise the administrative disciplinary procedures for the City, March 2013.
 - Salary Survey for selected positions, May 2013.
- √ **City of Spring Valley, 2017**
 - Engaged by the City to provide search services for a City Administrator. City Council hired their interim City Administrator to the full-time position. Assisted the Mayor and Council in determining fair compensation for position. Facilitated a session with the Mayor, City Council, City Administrator to define a governance model and expectations for moving forward as a team. June 2017.
- √ **City of Tomball, 2016, 2019**
 - Facilitated one-day planning retreat with Mayor, City Council and key staff. March 2016.
 - Scheduled to facilitate a second planning process for Mayor, City Council and key staff. June 2019
- √ **City of Victoria, 2012-15**
 - Provided ongoing consulting services related to the development of a Municipal Utility District and related agreements.
 - Development of a policy for the use of special districts, adopted in August 2013.
- √ **City of Vinton, 2015**

- Facilitated planning retreat for City Council. Sessions included establishment of governance model, as well as establishing goals and priorities for the coming year. March and April 2015.
- √ **City of Waller, 2007-12-14**
 - Providing ongoing assistance for community development issues, including consultation on policies and procedures for the use of Municipal Utility Districts and Tax Increment Reinvestment Zones, and others special financing districts and agreements.
 - Facilitated a planning retreat in August 2012 for the City Council and staff focusing on implementation and updating of various plans already approved and setting priorities for the next five years.
 - Facilitated a second planning retreat in July 2014 for City Council and staff focused on reviewing the 2012 Strategic Plan, making adjustments and developing a 2014 Strategic Plan.
- √ **City of Westlake, 2012-14**
 - Provided facilitation services for a series of staff development and leadership sessions based on the High-Performance Organization model with the City Manager and the leadership of the Westlake Academy. Westlake Academy is a city operated Charter School, which utilizes the International Baccalaureate (IB) World curriculum. Initial session was conducted September 30, 2012.
 - Facilitated governance session with the City Council in May 2013.
 - Facilitated governance session with the City Council again in May 2014.
- √ **City of Willis, 2013-16, 2018-19**
 - Facilitated a Council planning retreat January of 2013. This retreat focused on the governance model, as well as developing a series of strategies for the future. A staff implementation plan was developed.
 - Facilitated a planning retreat in July 2014 with the joint boards of the 4A and 4B economic development corporation boards.
 - Facilitated a refresh planning session for the EDC in 2018.
- √ **City of Yoakum, 2014**
 - Facilitated two half-day sessions with the City Council in retreat setting in March 2014. The session focused on the Council's governance model, and setting strategies and goals for the upcoming year. Worked with the staff in follow up to the retreat to develop a framework for the implementation of the strategies and goals.

Special Districts and/or Associations

- √ **Copperas Cove Economic Development Cooperation, 2011**
 - Facilitated a Board Retreat in March 2011 with discussion on development goals and strategies for the Board and the CCEDC management team. Program included a one-day retreat, strategy setting and for the Board and work with the CCEDC staff to develop an implementation plan.
- √ **Richmond Development Corporation, 2012-13**
 - Facilitated a retreat with the Board of the RDC. This retreat focused on the governance model they agreed to use in their efforts and preparation of the first

- ever Strategic Plan. Followed up with the City staff working to develop an Action Plan for the Strategic Plan.
- √ **Lake Jackson Economic Development Corporation, 2015-19**
 - Facilitated Economic Development Corporation planning session to define, Mission and Goals. Session 1, October 2014. Session 2, January 2015.
 - Facilitated a follow up planning session for the Economic Development Corporation, August 2016.
 - Facilitated third planning session for EDC, August 2017.
 - √ **Willis Economic Development Corporation, 2014 and 2018**
 - Facilitated a planning session with the two Willis Type A and Type B corporations. The Willis Community Development Corporation (Type B) and the Willis Economic Development Corporation (Type B). Facilitated a combined planning session. Each Corporation prepared a Mission statement unique to their respective mission, goals and strategies unique to their organizations.
 - Facilitated a second planning session with the Willis Economic Development Corporation (Type A) in October 2018.
 - √ **Gulf Coast Water Authority, 2012-18**
 - Provided personnel services. In association with Davidson and Associates, revised and adopted a new Employee Handbook (Personnel Policies) with Administrative Procedures; prepared and adopted an Employee Pay Plan; prepared a Certificate and Incentive Pay Policy; provided training to employees on the above documents and on employment law issues; updated Performance Review policies and procedures including a pay for performance plan and revised evaluation forms.
 - Reviewed and revised all job descriptions. 2015.
 - Prepared a Succession and Organizational Development Plan. Utilized a specially appointed employee planning team to identify issues and develop solutions to the need for a succession plan and organizational development for leadership in the organization. 2014-2015
 - Facilitated Board retreat in June 2013, January 2014, July 2014, July 2015, June 2016.
 - Prepared updated job descriptions for all employment positions. 2015.
 - Began the process for preparing an Organizational and Facilities Needs Plan. First phase of project to meet with Accounting Department staff and develop a organization plan identifying major responsibilities of the department and assisting the staff in defining roles of staff and identifying what new staff might be needed. 2015-16.
 - Facilitated a staff planning retreat in March 2016.
 - Facilitated the creation of a Deputy General Manager position with the General Manager and Board in April 2016.
 - Facilitated and coordinated the successful search and selection of the Assistant General Manager. December 2017.
 - √ **U.S. Attorney's Office, Southern District of Texas, 2009-11**
 - Provided expert witness services to the U.S. Attorney's Office related to Tax Increment Reinvestment Zones (TIRZ) related to a federal lawsuit.
 - √ **Bay Area Transportation Partnership, 2010**

- Facilitated in concert with Marsh Darcy Partners a one-half day retreat with member of Bay Tran in August 2010. This retreat focused the participants in identifying transportation issues within the Bay Tran service area as a first step in preparing a Legislative Agenda for the organization.
- ✓ **Texas Coalition for Affordable Power, 2011-12, 14**
 - Facilitated a two-day retreat with the Board and Executive Director of TCAP in September 2011. This retreat focused on organizational needs of the new organization, expectations of the Board and staff, and strategic goals designed the start the organization on the right path for success. Provided follow up services to the staff assisting in the preparation of an implementation plan for the strategies.
 - Facilitated a second one-day retreat with the Board and Executive Director of TCAP in September 2012. This retreat focused on providing follow up to the Board and staff confirming the organization and leadership expectations, guiding tenets and vision statement. In addition, the Board reviewed the strategies, developed revised and new strategies, assigned the strategies to Board committees for oversight of implementation, and heard committee reports.
 - Facilitated a third one-day retreat with the Board to update their strategic plan and focus on specific issues identified by the staff and planning team. November 2014.
- ✓ **Texas Municipal League Intergovernmental Risk Pool, 2014-19**
 - Facilitated a daylong retreat with the Risk Pool Board and staff. Focused on strategies dealing with several long-term issues and challenges before the Board. January 2014. Provided follow up services to the staff to develop the implementation plans resulting from the retreat.
 - Facilitated a daylong planning and training retreat for the Board. January 2015.
 - Facilitated a daylong planning retreat for the Board. January 2016.
 - Facilitated a daylong planning retreat for the Board. January 2017.
 - Facilitate a daylong planning retreat for the Board. January 2018.
 - Scheduled to facilitate a daylong planning retreat for the Board. January 2019.
- ✓ **Harris Galveston Subsidence District, 2013**
 - Provided facilitation and search services to assist the Board of Directors in the selection of a General Manager to replace the retiring General Manager after over 30 years of service. April-August 2013.
- ✓ **Texas Association of Water Board Directors, 2015**
 - Provided facilitation services and follow up services to assist the Board of Directors in establishing their long-range plan and governance model. This Texas Association consists of Board members from water, municipal and other special purpose districts.
- ✓ **Texas Municipal League – Staff Management Team, 2016, 2017**
 - Facilitated a day and a half planning retreat for the TML staff, December 2016.
 - Facilitate a day and half planning retreat for the TML staff, December 2017.
- ✓ **Sander Engineering, 2017**
 - Provided consulting services to assist the firm in determining its governance model and succession plan for the future of the firm.
- ✓ **Galveston County Water Control and Improvement District (WCID) #1, 2018**

- Successfully provided and completed search services for the General Manager position, September 2018.

Other Presentations and Programs

- √ **GFOAT, 2015**
 - Presentation with League City Finance Director regarding special districts and their role in city government. September 2015
- √ **HGAC, 1995-2018**
 - Provided presentations annually since 1995 at the HGAC Newly Elected Officials Workshop discussing roles and responsibilities of elected and appointed officials and other governance principles
- √ **National League of Cities – Risk Information Sharing Consortium (NLC-RISC), 2016**
 - Provided facilitation services at two sessions of the NLC-RISC National Trustees Conference in San Antonio, May 2016.
- √ **TCMA, 2012, 2014, 2015, 2016, 2017, 2018**
 - Provided a presentation on balancing work and family life to participants at the TCMA King Cole Workshop, March 2012.
 - Participated in a panel presentation on special districts and their role in city government to city management participants at the TCMA Annual meeting, June 2012
 - Planned for discussions with the City of Westlake on the development of their staff using the High-Performance Organization model. June 2014.
 - Presentation to the City Manager’s Problems Clinic, Salado, Texas on the transition of a city manager into consulting and retirement. February 2015.
 - Presentation on Succession Planning to City Manager’s Problems Clinic, February 2016.
 - Presentation on Succession Planning to TCMA Annual Conference. June 2016.
 - Facilitated session with past Presidents of TCMA at TCMA Annual Conference. June 2017.
 - Presented a session on Council-Manager Relations at TCMA Annual Conference, June 2018.
 - Presented a session on Council-Manager Relations to the TCMA Region 8 City Managers in Alamo Heights, September 2018
 - Member Professional Development Committee, 2011-18.
- √ **TML, 2015**
 - Presentation at TML Annual Conference with Mayor of Kilgore, and City Manager of Kyle regarding the development of high functioning City Council/City Management relationships providing practical tips for working better together as a team. September 2015.
- √ **Lorman Seminar, 2012**
 - Participated in a panel presentation on special districts and their role in city government to participants at a Lorman sponsored seminar, July 2012. Participants in the seminar included attorneys, developers, city government and others.

RESOLUTION 19-R-09

WHEREAS, the representative for the City of Richwood was elected as Mayor and has submitted his resignation from the Board;

WHEREAS, the City finds it in the best interest of the City of Richwood to appoint a new representative to serve;

WHEREAS, Jeremy Fountain has shared interest in serving as the City of Richwood's representative on the Board of Directors of the Brazosport Water Authority and meets all qualifications designated in the Brazosport Water Authority Board of Directors bylaws; and therefore

BE IT RESOLVED, by the Mayor and the City Council of Richwood, Texas, that Jeremy Fountain be, and is hereby designated as its Representative to the Board of Directors of the Brazosport Water Authority.

AND FURTHER MORE, that the Executive Director of the Brazosport Water Authority Board of Directors be notified of the designation of the hereinabove named representative.

PASSED AND ADOPTED, this 29th day of July, 2019.

APPROVED:

Steve Boykin, Mayor

ATTEST:

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

FROM: Lindsay Koskiniemi, Interim City Manager

DATE: JULY 25, 2019

ENC: General Fund Presentation (presenting removal of budget increases at effective tax rate)
Updated Budget Calendar
Capital Improvement Project Priority Survey Results

RE: General Fund Removing “Big Ticket” Items at Effective Tax Rate

In the regular Council meeting on July 8, 2019, Interim City Manager and Interim Finance Director presented information concerning possible tax rate scenarios, where the use of the effective tax rate, with all budget requests satisfied, would likely present a deficit in the General Fund.

At the request of Council, the enclosed presentation illustrates the implications of removing large budget request items and the consequence of such actions. Large budget request items include a 1.5% cost of living adjustment for salaried employees, up to a 1.5% merit increase for all salaried employees (total possible increase of 3%, based on compensation study conducted in Fiscal Year 2018), Comprehensive Master Plan (Phase I), and Improvements to the P.K. Forrest Community Building. The enclosed presentation discloses property tax rates necessary to include all budget requests and achieve a balanced budget.

Staff independently posted a survey welcoming all Richwood residents, property owners, and business owners to submit input on capital improvement project priorities. This information was collected to begin a Capital Improvement Plan and give Council guidance on funding priorities related to capital projects.

Additionally, staff has updated the budget calendar, as we anticipate a need for a public hearing in the event Council agrees to an increase in property tax rate.

Respectfully Submitted,

Lindsay Koskiniemi
Interim City Manager

FY 2019 – 2020
GENERAL FUND BUDGET PROPOSAL
FOLLOW-UP

CITY OF RICHWOOD

01

Look at Proposed General Fund FY20 budget at the effective tax rate (ETR) less all “Big Ticket Items” (BTI’s)

02

Review Proposed GF FY20 Budget with incremental tax increases above ETR with all budget requests

03

Review Proposed GF FY20 Budget with incremental tax increases above ETR less BTI’s

APPROACH TO ADOPTING A PROPERTY TAX THAT MAKES SENSE FOR RICHWOOD

FY20 BUDGET CHALLENGES

- S.B. 2, signed into law May 21, 2019 now caps the rollback tax rate at 3.5%, effective January 1, 2020. Future budgets will be limited on allowable property tax collection.
- New legislation also prevents cities from collecting more than one type of franchise fee from telecommunication providers using city rights-of-way. Richwood expects to collect approximately \$20,000 less from Franchise Fees in FY20.
- After eliminating all budget increases, which include merit raises and a Comprehensive Master Plan, at the ETR, the GF will see a shortfall.

SAME EFFECTIVE TAX RATE, NO ADDITIONAL BUDGET REQUESTS

BTI'S REMOVED:

- All Pay increases and related personnel increases \$33,558
- Comprehensive master Plan \$45,000
- Improvements to P.K. Forrest Community Building \$20,000

General Fund Budget at Effective Tax Rate - NO Additional Budget Requests

Takes out all "big ticket items and calculates property taxes at the effective tax rate.

M&O Tax Rate	0.553495
I&S Tax Rate	0.117101
Estimated Tax Rate	0.670596

General Fund Revenue Projections

Property Tax Revenue (99% Collection)	1,657,169
Debt Service Requirement (Not in GF, but impacts tax rate)	354,143
Delinquent, P&I (NOT Guaranteed)	27,000
All other Revenue sources	1,166,310
Total Projected FY20 Revenue	2,850,479

Estimated Expenditures

All Gen. Fund Departments (BTI's included)	2,933,495
--	-----------

Administration

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

Building and Grounds (PK Forrest Comm Building)	(20,000)
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All Depts. In General Fund

Up to 3% pay increase and benefit impact	(33,558)
--	----------

GF FY20 Projected EXP Less "Big Ticket Items"	\$ 2,834,937
--	---------------------

FY 20 Projected Revenue Less Adj. Expenditures	\$ 15,542
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*Higher level increases are typically at least \$5,000.

PROS AND CONS OF ELIMINATING ALL BUDGET REQUESTS AND ADOPTING EFFECTIVE TAX RATE

PROS

- BALANCE BUDGET
- NO PROPERTY TAX RAISE

CONS

- FY21 WILL LIMIT PROPERTY TAX INCREASES SIGNIFICANTLY, WHICH COULD CRIPPLE THE CITY'S POTENTIAL COLLECTION WHEN FACED WITH AN EMERGENCY (NATURAL DISASTER, FAILED INFRASTRUCTURE, ETC.)
- COMPENSATION STUDY WAS PAID FOR IN FY18 WITH THE UNDERSTANDING STAFF COULD RECEIVE A RAISE BASED ON PERFORMANCE.
- COMPREHENSIVE MASTER PLAN WILL SPECIFY THE USE AND APPEARANCE OF UNDEVELOPED LAND WHICH CAN BE ADOPTED INTO ORDINANCE, WHICH WILL HOLD DEVELOPERS TO THE CITY'S STANDARDS AND BUILD-OUT EXPECTATIONS.

TAX INCREASES BY PERCENT ABOVE ETR

ALL BTI'S

INCREMENTAL TAX INCRESSES ABOVE ETR

Including All Budget Requests

	Tax Rates			Rollback
	2%	4%	6%	8%
	0.564565386	0.575856694	0.587373828	0.597775115
<u>General Fund Revenue Projections</u>				
Property Tax (99%) collection rate	1,690,312	1,724,118	1,758,601	1,789,742
Delinquent and P&I (NOT guaranteed)	27,000	27,000	27,000	27,000
Debt Service Requirement (Not in GF, but impacts tax rate)	354,143	354,143	354,143	354,143
All other Revenue sources	1,166,310	1,166,310	1,166,310	1,166,310
Revenue Totals	2,883,622	2,917,428	2,951,911	2,983,052
FY20 GF Est. Expenditures	2,933,495	2,933,495	2,933,495	2,933,495
Over / (Under)	(49,873)	(16,067)	18,416	49,557

TAX INCREASE BY PERCENT ABOVE ETR

NO BTI'S

INCREMENTAL TAX INCRESSES ABOVE ETR				
Less "Big Ticket" Items				
	Tax Rates			Rollback
	2%	4%	6%	8%
	0.564565386	0.575856694	0.587373828	0.597775115
<u>General Fund Revenue Projections</u>				
Property Tax (99%) collection rate	1,690,312	1,724,118	1,758,601	1,789,742
Delinquent and P&I (NOT guaranteed)	27,000	27,000	27,000	27,000
Debt Service Requirement (Not in GF, but impacts tax rate)	354,143	354,143	354,143	354,143
All other Revenue sources	1,166,310	1,166,310	1,166,310	1,166,310
	2,883,622	2,917,428	2,951,911	2,983,052
FY20 GF Est. Expenditures	2,834,937	2,834,937	2,834,937	2,834,937
	48,685	82,491	116,974	148,115

CONCLUSION

- **APPROACH 1:** REMOVES ALL BUDGET REQUESTS AND ADOPTS EFFECTIVE TAX RATE
 - BALANCES BUDGET, KEEPS TAX RATE THE SAME
 - REMOVES CRITICAL BUDGET REQUEST ITEMS SUCH AS PAY INCREASES AND COMPREHENSIVE MASTER PLAN.
- **APPROACH 2:** INCLUDES ALL BUDGET REQUESTS, BALANCES BUDGET AT 6% ABOVE ETR.
- **APPROACH 3:** ELIMINATES ALL BTI'S AND INCREASES ADOPTED TAX RATE
 - SURPLUS CAN BE USED TO FUND OTHER AREAS OR PUT TOWARD FUND BALANCE.

QUESTIONS?

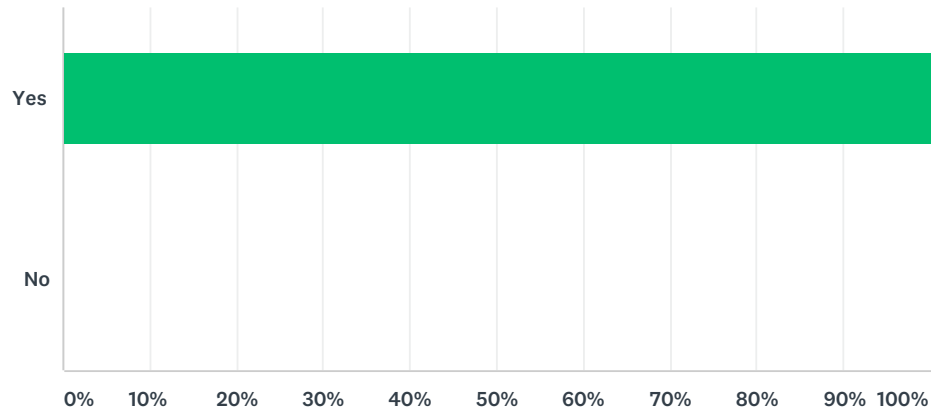
FY 2019 - 2020 Budget Calendar**

Date	Day of WK	Action	Responsible party
2/4/2019	MON	Staff goals and vision kick-off meeting - Staff Meeting	Budget Staff
2/11/2019	MON	Staff goals and visioning input exercise - Staff Meeting	Budget Staff
3/1/2019	FRI	Staff goals and Vision input forms due	Budget staff
3/11/2019	MON	City Council meeting	City Council
3/18/2019	MON	Distribute dept. Budget and CIP worksheets	CM, Fin Dir, CS
3/29/2019	FRI	Department submittals due	Budget Staff
4/2/2019	TUE	Budget Hearing: Administration and GF Revenues	CM, CS, Fin Dir
4/3/2019	WED	Budget Hearing: Police and CCPD	CM, Police Chief, Fin Dir
4/4/2019	THU	Budget Hearing: Public Works and KRB & Parks	CM, PW Dir, Fin Dir, CS
4/5/2019	FRI	Budget Hearing: Permitting & Inspections and Utility Fund	CM, Permitting Dir, Fin Dir
4/8/2019	MON	City Council meeting: 5 YR forecast and strategic priorities follow up	City Council
4/9/2019 - 4/23/2019		Finalize preliminary budget requests; Complete Draft of 5-Yr. Forecast	Budget Staff
4/29/2019	MON	Community Budget Forum 6:30 p.m.	Budget Staff, Community
5/13/2019	MON	City Council meeting: 5 YR Forecast presented to Council	Council, CM
5/18/2019	SAT	Strategic Plannin Session - 9:00 a.m	Council, Budget Staff
7/8/2019		Council Meeting: Present proposed budget -GF Only	
7/15/2019	MON	Budget Workshop 6:00 p.m.	Council Budget Staff
7/25/2019	THU	Receive certified appraisal roll, calculate effective tax rate	CM, Fin Dir
7/26/2019	FRI	Publish 72 HR Notice for council meeting	CS
8/1/2019	THU	Presentation of Proposed Budget - WHOLE	CM, Fin Dir
8/5/2019	MON	Budget Workshop 6:00 p.m. <i>(if needed)</i>	
8/8/2019	THU	Publish 72 HR Notice for council meeting	CS
8/12/2019	MON	City Council meeting: Discuss tax rate. If increase is more than effective or rollback rate, tax record vote and schedule public hearings, 2nd budget workshop.	Council, CM, CS, Fin Dir
8/19/2019	MON	Budget Workshop 6:00 p.m. <i>(if needed)</i>	Council, Budget Staff
8/22/2019	THU	Publish 72 HR Notice for 2nd public meeting on tax rate and public hearing on Budget	CS
8/26/2019	MON	Public Hearing: 1st public hearing on tax rate <i>(if needed)</i>	Council, Budget Staff
9/5/2019	THU	Publish 72 HR Notice for Council meeting at which City Council will adopt tax rate.	CS
9/9/2019	MON	Public Hearing: 1st public hearing on Budget; 2nd public hearing on Tax Rate (if needed)	
9/16/2019	MON	City Council meeting: Adopt tax rate and FY 19-20 budget	Council, Budget Staff
9/20/2019	FRI	Provide adopted tax rate to Brazoria County	CS
10/1/2019	TUE	New fiscal year begins	

*Budget staff consists of City Manager and Dept. Directors **Dates are subject to change

Q1 Are you a Richwood resident, property owner or business owner?

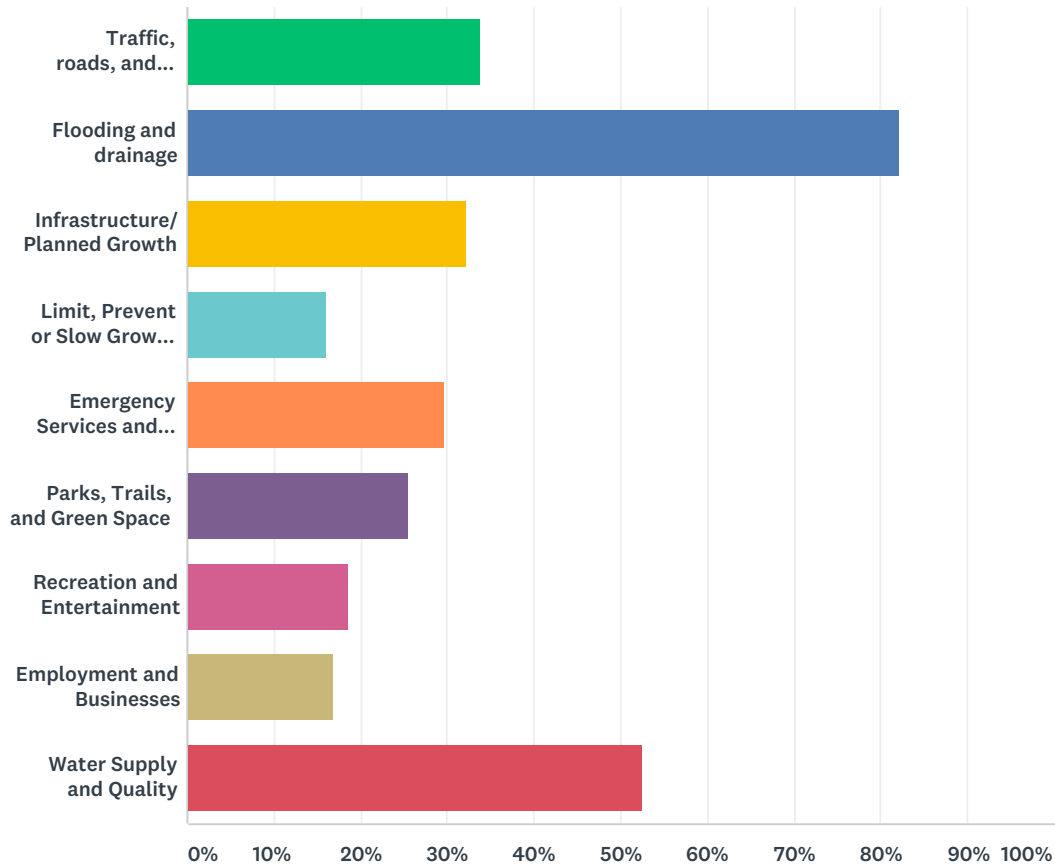
Answered: 118 Skipped: 0



ANSWER CHOICES		RESPONSES	
Yes		100.00%	118
No		0.00%	0
TOTAL			118

Q2 Of the following, which items do you feel are most important in your city?

Answered: 118 Skipped: 0



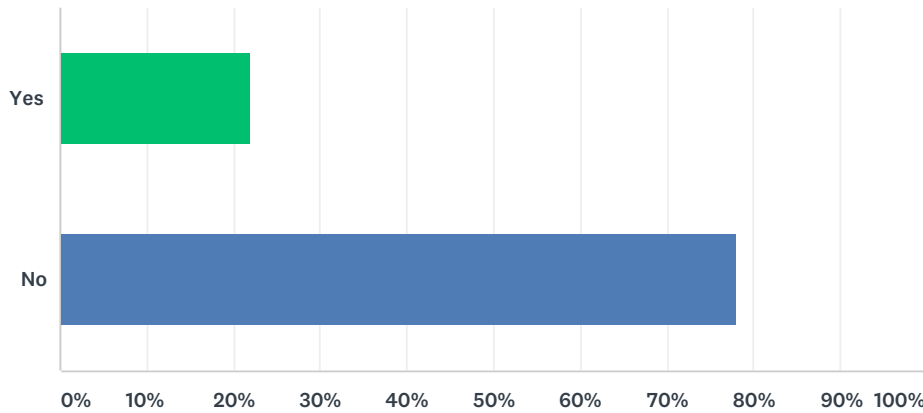
ANSWER CHOICES	RESPONSES	
Traffic, roads, and mobility	33.90%	40
Flooding and drainage	82.20%	97
Infrastructure/Planned Growth	32.20%	38
Limit, Prevent or Slow Growth and Development	16.10%	19
Emergency Services and Safety	29.66%	35
Parks, Trails, and Green Space	25.42%	30
Recreation and Entertainment	18.64%	22
Employment and Businesses	16.95%	20
Water Supply and Quality	52.54%	62
Total Respondents: 118		

Q3 Following up to the previous question, why do you feel that way?

Answered: 117 Skipped: 1

Q4 Would you be interested in serving on the City of Richwood Planning and Zoning Commission? If so, please provide email in the comment section.

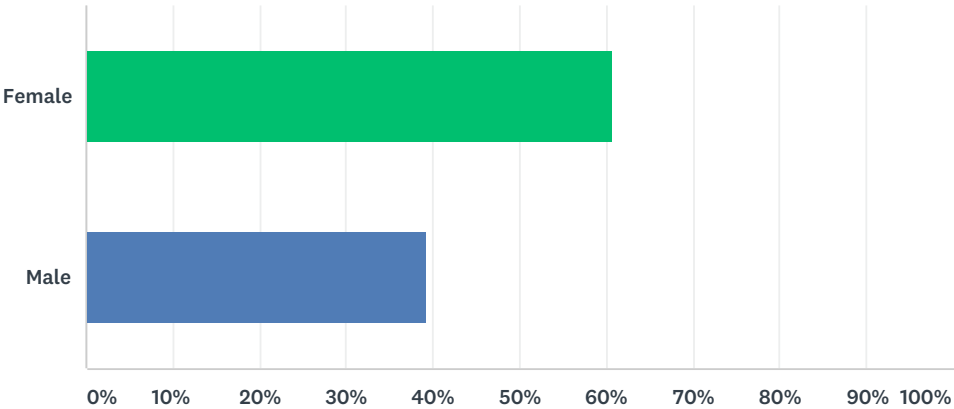
Answered: 118 Skipped: 0



ANSWER CHOICES	RESPONSES	
Yes	22.03%	26
No	77.97%	92
TOTAL		118

Q5 What is your gender?

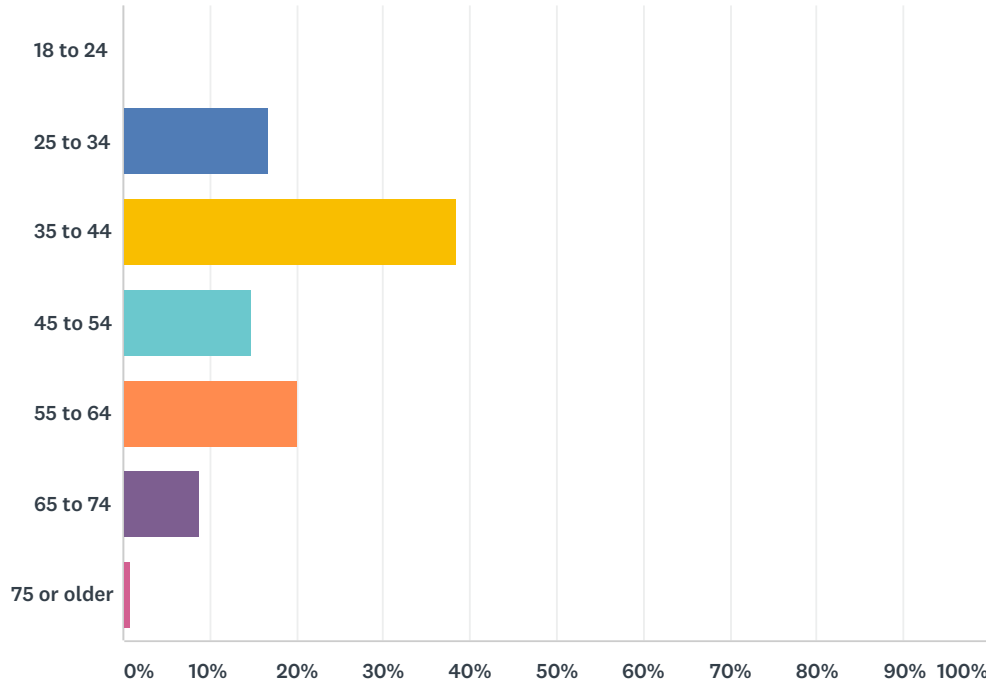
Answered: 112 Skipped: 6



ANSWER CHOICES		RESPONSES	
Female		60.71%	68
Male		39.29%	44
TOTAL			112

Q6 What is your age?

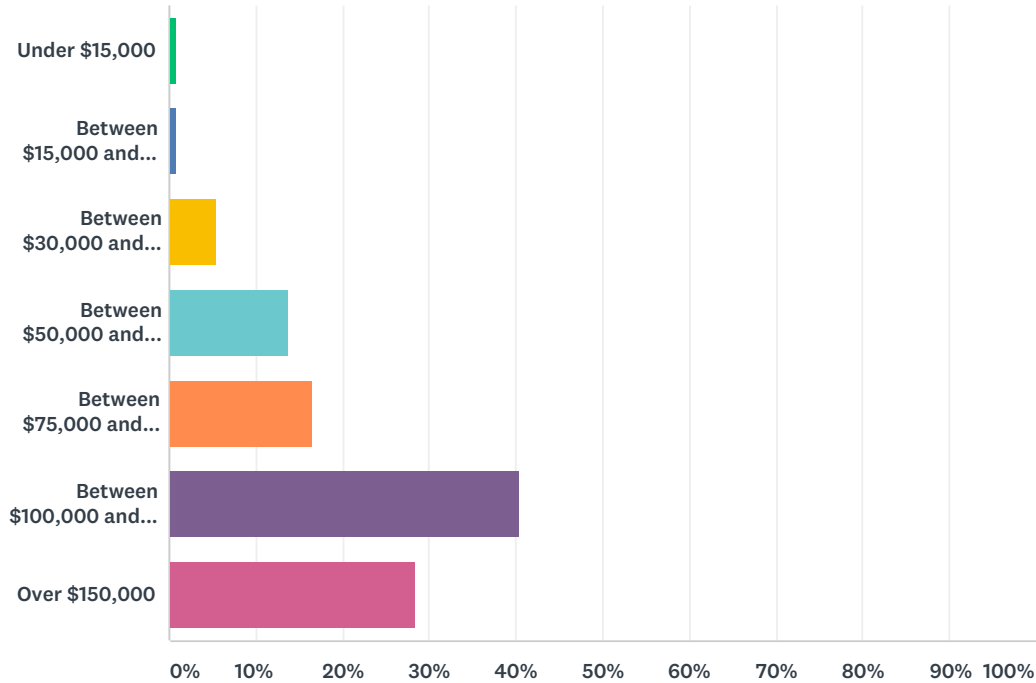
Answered: 114 Skipped: 4



ANSWER CHOICES	RESPONSES	
18 to 24	0.00%	0
25 to 34	16.67%	19
35 to 44	38.60%	44
45 to 54	14.91%	17
55 to 64	20.18%	23
65 to 74	8.77%	10
75 or older	0.88%	1
TOTAL		114

Q7 What is your total household income?

Answered: 109 Skipped: 9



ANSWER CHOICES	RESPONSES	
Under \$15,000	0.92%	1
Between \$15,000 and \$29,999	0.92%	1
Between \$30,000 and \$49,999	5.50%	6
Between \$50,000 and \$74,999	13.76%	15
Between \$75,000 and \$99,999	16.51%	18
Between \$100,000 and \$150,000	40.37%	44
Over \$150,000	28.44%	31
Total Respondents: 109		



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

APPLICATION FOR REPLAT REQUEST

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

DATA ON APPLICANT AND OWNER:

Name: Chris Hardison Date: 6/24/2019

Address: 100 Misty Ct. Richwood, TX 77531

Home Phone: n/a Business Phone: _____

SUBJECT PROPERTY:

Address of property in question: 100 Misty Ct, Richwood, TX 77531

Legal Description of property: 100 Misty Ct (Lot 1 and 2) and Lot 3

Current Zone: R-1

Zone being requested: re-plat to single property, R-1

PURPOSE OF THE REPLAT (be specific): The purpose of this replat is to allow there to be a single

but was overlooked. This replat allows the shop to stay within Zoning code.

I (we) certify that all of the above statements and the statements contained in any papers or plans submitted herewith are true and accurate to the best of my knowledge and belief. I also hereby give permission for the members of the City of Richwood Planning and Zoning and City Staff to access the property in question for the purpose of gathering information to make an informed decision on this request.

Chris Hardison

Name of Applicant

Chris Hardison

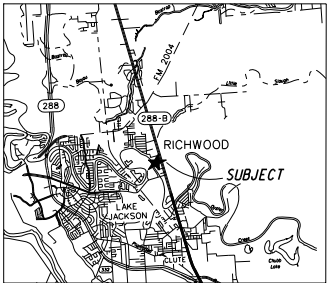
Signature of Applicant

Digitally signed by Chris Hardison
DN: C=US, E=chris@topcoatinc.com,
O=Top Coat, Inc., CN=Chris Hardison
Date: 2019.06.24 07:44:00 -0500

Date

IMPORTANT:

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



VICINITY MAP (N.T.S.)



0 20 40 80
SCALE: 1" = 40'

STATE OF TEXAS
COUNTY OF BRAZORIA

I, CHRISTOPHER L. HARDISON, OWNER OF THE PROPERTY SUBDIVIDED IN THIS PLAT OF
HARDISON'S PARTIAL REPLAT OF TORRENCE SUBDIVISION, BEING ALL OF LOT 1A OF
THE RE-PLAT OF LOT 1 AND LOT 2 OF TORRENCE SUBDIVISION, AS RECORDED IN
CLERK'S FILE NO. 2010028108 OF THE BRAZORIA COUNTY PLAT RECORDS AND ALL
OF LOT 3 OF TORRENCE SUBDIVISION AS RECORDED IN VOLUME 16, PAGES 307-308
OF THE BRAZORIA COUNTY PLAT RECORDS, DO HEREBY MAKE SUBDIVISION OF
SAID PROPERTY, ACCORDING TO THE LOT LINES, BUILDING LINES, EASEMENTS AND
ROAD RIGHT-OF-WAYS, AS SHOWN HEREON AND DO HEREBY DEDICATE TO THE PUBLIC
FOR USE THE EASEMENTS SHOWN HEREON FOREVER, AND DO HEREBY BIND OURSELVES,
OUR SUCCESSORS, AND ASSIGNS TO WARRANT AND FOREVER DEFEND THE TITLE TO THE
LAND SO DEDICATED.

WITNESS MY HAND IN CLUTE, BRAZORIA COUNTY, TEXAS,
THIS THE ____ DAY OF _____, 2019.

CHRISTOPHER L. HARDISON

BEFORE ME, THE UNDERSIGNED AUTHORITY, ON THIS DAY PERSONALLY APPEARED
CHRISTOPHER HARDISON, KNOWN TO ME TO BE THE PERSON WHOSE NAME IS SUBSCRIBED
TO THE FOREGOING INSTRUMENT, AND ACKNOWLEDGED TO ME THAT HE EXECUTED
THE SAME, FOR THE PURPOSES AND CONSIDERATIONS THEREIN STATED.

GIVEN UNDER MY HAND AND SEAL OF OFFICE, THIS THE ____ DAY OF _____, 2019.

NOTARY PUBLIC IN AND FOR THE STATE OF NEW YORK

MY COMMISSION EXPIRES _____

APPROVED BY THE CITY COUNCIL OF THE CITY OF RICHWOOD,
BRAZORIA COUNTY, TEXAS, ON THIS THE ____ DAY
OF _____, 2019.

STEVE BOYKIN, MAYOR

COUNCIL POS.3, MATT YARBOROUGH

COUNCIL POS.1 MIKE JOHNSON

COUNCIL POS 4, MARK BROWN, II

COUNCIL POS.2, MELISSA STRAWN

COUNCIL POS 5, KATIE JOHNSON

ATTEST

CITY SECRETARY, GIANI CANTU

THE BOARD OF SUPERVISORS OF THE VELASCO DRAINAGE DISTRICT DOES NOT
WARRANT, REPRESENT OR GUARANTEE.

- 1) THAT DRAINAGE FACILITIES OUTSIDE THE BOUNDARIES OF THIS
SUBDIVISION ARE AVAILABLE TO RECEIVE RUNOFF FROM THE FACILITIES
DESCRIBED ON THIS PLAT.
2. THAT DRAINAGE FACILITIES DESCRIBED IN THIS SUBDIVISION ARE
ADEQUATE FOR RAINFALL IN EXCESS OF VELASCO DRAINAGE DISTRICT
MINIMUM REQUIREMENTS, (10 YEAR FREQUENCY)
- 3) THAT BUILDING ELEVATION REQUIREMENTS HAVE BEEN DETERMINED
BY THE VELASCO DRAINAGE DISTRICT.
- 4) THAT THE DISTRICT ASSUMES RESPONSIBILITY FOR CONSTRUCTION,
OPERATION OR MAINTENANCE OF SUBDIVISION DRAINAGE FACILITIES.

THE DISTRICT REVIEW IS SOLELY BASED ON THE DOCUMENTATION SUBMITTED
FOR REVIEW AND A RELIANCE ON SUBMISSION OF THE REPORT BY THE TEXAS
PROFESSIONAL ENGINEER. THE DISTRICT'S REVIEW IS NOT INTENDED AND
SHALL NOT SERVE AS A SUBSTITUTION OF THE OVERALL RESPONSIBILITY AND/OR
DECISION MAKING POWER OF THE PARTY MAKING THE PLAN OR PLAT HEREIN.THEIR
OR ITS PRINCIPALS OR AGENTS.

CHAIRMAN, G.L. KIDWELL

VICE CHAIRMAN, LOUIS H. JONES

SECRETARY, F. ROBERT HAMLET

DATE:

NOTES:

1. ALL COORDINATES AND BEARINGS ARE RELATIVE TO THE
TEXAS STATE PLANE COORDINATE SYSTEM, SOUTH CENTRAL
ZONE (NAD 83).
2. ALL DISTANCES ARE HORIZONTOL SURFACE LEVEL LENGTHS.
(SF = 0.999875380)
3. THIS PROPERTY LIES WITHIN THE LIMITS OF ZONE "X",
PER FEMA FLOOD INSURANCE RATE MAP NO.48039C0620H,
DATED JUNE 9, 1989.
4. THE PURPOSE OF THIS SURVEY IS TO COMBINE LOTS 1A OF
THE RE-PLAT OF THE TORRENCE SUBDIVISION AND LOT 3
OF TORRENCE SUBDIVISION INTO 1 LOT.

I, CHARLES D. WACHTSTETTER, A REGISTERED PROFESSIONAL LAND SURVEYOR
OF THE STATE OF TEXAS, DO HEREBY CERTIFY THAT THE ABOVE HARDISON'S
PARTIAL REPLAT OF THE TORRENCE SUBDIVISION, IN THE JARED E. GROCE
SURVEY, ABSTRACT 66, IN THE CITY OF RICHWOOD, TEXAS WAS PREPARED BY
ME FROM A SURVEY ON THE GROUND IN JUNE 2019.
IT IS FURTHER CERTIFIED THAT THE ABOVE FACTS ARE TRUE AND CORRECT
AND THAT THE LOCATION AND CONFIGURATION OF SAID TRACT IS AS SHOWN
HEREON.



Charles D. Wachtstetter
CHARLES D. WACHTSTETTER
REGISTERED PROFESSIONAL LAND SURVEYOR
TEXAS REGISTRATION NUMBER 4547

**HARDISON'S PARTIAL
REPLAT OF THE
TORRENCE SUBDIVISION**

BEING ALL OF
**LOT 1A OF THE RE-PLAT OF
LOT 1 AND LOT 2 OF
TORRENCE SUBDIVISION**

RECORDED IN
CLERK'S FILE NO. 2010028108
OF THE
BRAZORIA COUNTY PLAT RECORDS
AND ALL OF
**LOT 3 OF
TORRENCE SUBDIVISION**

RECORDED IN
VOLUME 16, PAGES 307-308
OF THE
BRAZORIA COUNTY PLAT RECORDS
IN THE
**JARED E. GROCE 5 LEAGUE GRANT
ABSTRACT 66**
CITY OF RICHWOOD
BRAZORIA COUNTY, TEXAS

JULY 2019

OWNER:
CHRISTOPHER L. HARDISON
100 MISTY CT.
RICHWOOD, TEXAS 77531



Doyle & Wachtstetter, Inc.
Surveying and Mapping GPS/GIS
131 COMMERCE STREET, CLUTE, TEXAS 77531
OFFICE: 979.265.3622 FAX: 979.265.9940 FIRM NO.:10024500



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

APPLICATION FOR REPLAT REQUEST

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

DATA ON APPLICANT AND OWNER:

Name: Robert Earl Gartman Date: 6/24/2019

Address: 232 Stuart Street

Home Phone: 979-900-0358 Business Phone: _____

SUBJECT PROPERTY:

Address of property in question: 232 Stuart Street

_____ Legal Description of property: Lots 12 & 13, Block 10 Davison Slater Place

Current Zone: South Central Zone (NAD 27)

Zone being requested: _____

PURPOSE OF THE REPLAT (be specific): To combine Lots 12 and 13 of Block 10 into one

Lot _____

I (we) certify that all of the above statements and the statements contained in any papers or plans submitted herewith are true and accurate to the best of my knowledge and belief. I also hereby give permission for the members of the City of Richwood Planning and Zoning and City Staff to access the property in question for the purpose of gathering information to make an informed decision on this request.

Robert Earl Gartman
Name of Applicant


Signature of Applicant

6/24/2019
Date

IMPORTANT:

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

WE, ROBERT E. GARTMAN AND DELIA M. GARTMAN, OWNERS OF THE PROPERTY SUBDIVIDED IN THIS REPLAT
OF LOTS 12 AND 13 OF BLOCK 10, OF DAVIDSON SLATER PLACE, (UNRECORDED SUBDIVISION) IN THE JARED
E. GROCE SURVEY, ABSTRACT 66, AND BEING THOSE SAME TRACTS RECORDED IN COUNTY CLERK'S FILE NUMBER
 , HAVE HEREBY COVENANTED TO FOREVER HOLD, GUARANTEE AND DEFEND THE TITLE HEREIN DESCRIBED,
ACCORDING TO THE LOT LINES, BUILDING LINES, EASEMENTS AND ROAD R.O.W.'S SHOWN HEREON AND DO HEREBY
DEDICATE TO THE PUBLIC FOR USE THE EASEMENTS SHOWN HEREON FOREVER, AND DO HEREBY BIND OURSELVES,
OUR SUCCESSORS AND ASSIGNS TO WARRANT AND FOREVER DEFEND THE TITLE TO THE LAND SO DEDICATED.

ROBERT E. GARTMAN KELIA M. GARTMAN

BEFORE ME, THE UNDERSIGNED AUTHORITY, ON THIS DAY PERSONALLY APPEARED ROBERT E. GARTMAN, KNOWN TO ME TO BE THE PERSON WHOSE NAME IS SUBSCRIBED TO THE FOREGOING INSTRUMENT, AND ACKNOWLEDGED TO ME THAT HE EXECUTED THE SAME, FOR THE PURPOSES AND CONSIDERATIONS THEREIN STATED.

NOTARY PUBLIC IN AND FOR THE STATE OF TEXAS

MY COMMISSION EXPIRES _____, 20__

BEFORE ME, THE UNDERSIGNED AUTHORITY, ON THIS DAY PERSONALLY APPEARED
KELIA M. GARTMAN, KNOWN TO ME TO BE THE PERSON WHOSE NAME IS SUBSCRIBED
TO THE FOREGOING INSTRUMENT, AND ACKNOWLEDGED TO ME THAT SHE EXECUTED
THE SAME, FOR THE PURPOSES AND CONSIDERATIONS THEREIN STATED.

NOTARY PUBLIC IN AND FOR THE STATE OF TEXAS

MY COMMISSION EXPIRES _____, 20____

APPROVED BY THE CITY COUNCIL OF THE CITY OF RICHWOOD,
BRAZORIA COUNTY, TEXAS, ON THIS THE _____ DAY
OF _____, 2019.

STEVE BOYKIN, MAYOR COUNCIL POS.3, MATT YARBOROUGH

COUNCIL POS. 1 MIKE JOHNSON

COUNCIL POS.2, MELISSA STRAWN

ATTEST

CITY SECRETARY, GIANI CANTU

I, TERRY SINGLETARY, REGISTERED PROFESSIONAL LAND SURVEYOR
DO HEREBY CERTIFY THAT THE ABOVE PLAT IS A TRUE REPRESENTATION OF A
SURVEY MADE UNDER MY SUPERVISION, ON THE GROUND, AND THAT THERE ARE
NO EXCESSES NOR INTRUSIONS ON THIS PROPERTY, EXCEPT AS SHOWN.
DATE SURVEYED: APRIL 16, 2019



TERRY SINGLETARY
REGISTERED PROFESSIONAL LAND SURVEYOR
TEXAS REGISTRATION NUMBER 4808

THE BOARD OF SUPERVISORS OF THE VELASCO DRAINAGE DISTRICT DOES NOT WARRANT, REPRESENT OR GUARANTEE.

- 1) THAT DRAINAGE FACILITIES OUTSIDE THE BOUNDARIES OF THIS SUBDIVISION ARE AVAILABLE TO RECEIVE RUNOFF FROM THE FACILITIES DESCRIBED ON THIS PLAN.
- 2) THAT DRAINAGE FACILITIES DESCRIBED IN THIS SUBDIVISION ARE ADEQUATE FOR RAINFALL IN EXCESS OF VELASCO DRAINAGE DISTRICT MINIMUM REQUIREMENTS, (10 YEAR FREQUENCY)
- 3) THAT BUILDING ELEVATION REQUIREMENTS HAVE BEEN DETERMINED BY THE VELASCO DRAINAGE DISTRICT.
- 4) THAT THE DISTRICT ASSUMES RESPONSIBILITY FOR CONSTRUCTION, OPERATION OR MAINTENANCE OF SUBDIVISION DRAINAGE FACILITIES.

THE DISTRICT REVIEW IS SOLELY BASED ON THE DOCUMENTATION SUBMITTED FOR REVIEW AND A RELIANCE ON SUBMISSION OF THE REPORT BY THE TEXAS PROFESSIONAL ENGINEER. THE DISTRICT'S REVIEW IS NOT INTENDED AND SHALL NOT SERVE AS A SUBSTITUTION OF THE OVERALL RESPONSIBILITY AND/OR DECISION MAKING POWER OF THE PARTY MAKING THE PLAN OR PLAT HEREIN, THEIR OR ITS PRINCIPALS OR AGENTS.

CHAIRMAN, G.L. KIDWELL

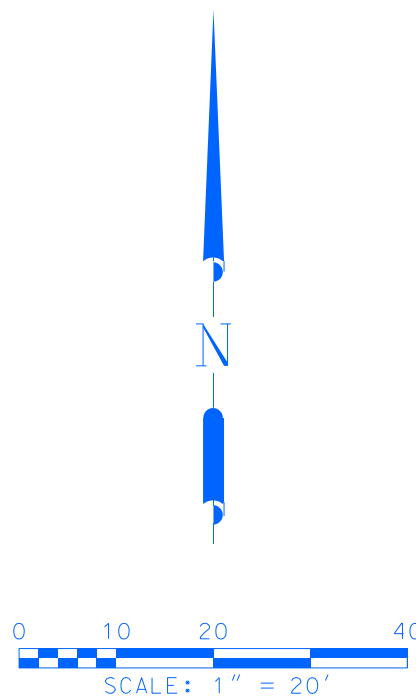
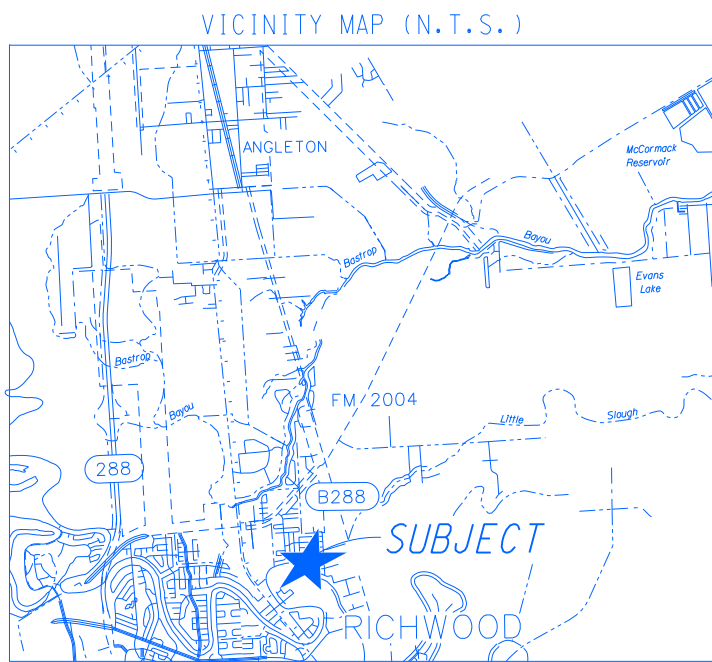
VICE CHAIRMAN, LOUIS H. JONES

SECRETARY, F. ROBERT HAMLET

DATE: _____

NOTES:

1. ALL COORDINATES AND BEARINGS ARE RELATIVE TO THE TEXAS STATE PLANE COORDINATE SYSTEM, SOUTH CENTRAL ZONE (NAD 27).
2. ALL DISTANCES ARE HORIZONTAL SURFACE LEVEL LENGTHS. (SF = 0.99983552)
3. ● DENOTES FOUND IRON ROD/IRON PIPE
4. THIS PROPERTY LIES WITHIN THE LIMITS OF ZONE "X", PER FEMA FLOOD INSURANCE RATE MAP NO.48039C0620H, DATED JUNE 5, 1989.
5. THE PURPOSE OF THIS SURVEY IS TO COMBINE LOTS 12 AND 13, OF BLOCK 10, INTO ONE LOT.
6. ELEVATION REFERENCE: N.G.S. K-1143 (1959) ZONE DISK IN CONCRETE ABUTMENT, NORTHWEST CORNER OF BRATZLER COUNTY ROAD NO. 288 BRIDGE OVER BASTROP BAYOU, APPROXIMATELY 0.5 MILE NENE OF F.W.M. ZONE
ELEVATION = 14.37' (NAVD83)



OWNERS:

ROBERT E. GARTMAN & KELIA M. GARTMAN
232 STUART STREET
RICHWOOD, TEXAS 77531

REPLAT

QF

LOTS 12 & 13, BLOCK 10

OF
DAVISON SLATER PLACE
(UNRECORDED SUBDIVISION)

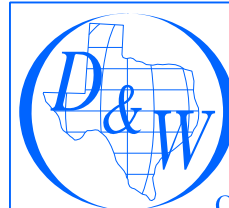
BEING THOSE SAME TRACTS RECORDED IN
COUNTY CLERK'S FILE NO. 13-012091
OF THE
BRAZORIA COUNTY OFFICIAL RECORDS
IN THE

JARED E. GROCE SURVEY
ABSTRACT 66

CITY OF RICHWOOD

CITY OF RICHWOOD
BRAZORIA COUNTY, TEXAS

JUNE 2019



Doyle & Wachtstetter, Inc.
Surveying and Mapping GPS/GIS

OFFICE: 979.265.3622

FAX: 979.265.9940

FIRM NO.:10024500



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 25, 2019

ENC: Sections of Home Occupations Report Submitted to Council and Legal Counsel July 15, 2019

RE: Home Occupations Discussion

Several months ago, the home occupations subject emerged as continuous item of discussion in Council meetings, which has illustrated a need for clarification within the language of the Appendix B portion of the Richwood Zoning Ordinance.

Staff compiled research including a survey of respondent feelings regarding home occupations submitted by self-identified Richwood residents; staff gathered comparative data of other cities' home occupation ordinances; and staff read Appendix B to offer an opinion of any language that may be unclear or contradictory in nature. Interim City Manager submitted a comprehensive report to Council for review of staff's findings and recommended changes to the language in Appendix B.

Major sections of the Home Occupations Report centered on language clarity are provided as enclosures to this memo, which include:

- Research methodology
- Ordinance/Zoning Language Inconsistencies – Home Occupations
- Staff Recommendations to Clarify Language/Specify Use
- Appendix 2 – Comparative Data – What Are Other Cities Doing?
- Appendix 3 – Results of the Home Occupations Survey (not including comments)
- Section 8 of Appendix B (Not included in Home Occupations Report)

Staff recommends Council discuss the changes proposed to Appendix B. Any changes will require two (2) public hearings, which require publication in the newspaper ten (10) days prior to the first public hearing. Council is set to meet multiple times over the coming weeks to finalize/approve/adopt budget. If language changes are decided, the soonest possible adoption time would be in the month of September 2019.

Respectfully Submitted,

Lindsay Koskiniemi
Interim City Manager

PREPARED FOR SPECIAL COUNCIL MEETING JULY 29, 2019, 6:00 P.M.

Zoning / Ordinance – Staff-Recommendations to Clarify Language and Promote
Understandability, Specific to Home Occupations

Respectfully Submitted to the Honorable Mayor and Members of Council for Review

RESEARCH METHODOLOGY

Staff members who have substantially contributed to this report have read all chapters and appendices that discuss home occupations and accessory structures using the Municode search feature or have, in some cases, drafted and published ordinances and ordinance amendments upon Council approval. Staff has read the City's Code of Ordinances to gain an understanding of the definition of home occupations, as presented in the Code, necessary requirements to conduct a home occupation, learned what prohibited home occupations include, requested opinions from licensed real estate professionals, and conducted a survey concerning personal feelings toward home occupations, in order to consider ordinances related to home occupations comprehensively and fairly.

Throughout the process of the reviewing the home occupation ordinances and discussing the topic in public meetings, the term "home-based business" has been used mistakenly to refer to home occupations. It is worthy to disclose the term "home-based business" is not found in the Richwood Code of Ordinance. Staff has concluded the reason the term "home-based business" is unfounded and the term home occupation is defined and used throughout the City's Code is because "home occupation" is defined as:

"A home occupation is the use of an accessory structure on a lot zoned for residential use, which is for commercial purposes and clearly secondary to the use of the structure as a residential dwelling. A home occupation must comply with requirements of Section 5(17) of the City of Richwood Code of Ordinances and any and all Texas occupational licensing law." (Appendix B, Section 3: Definitions).

Chapter 8 of the Richwood Code of Ordinance, Chapter 8: Health and Human Services, Section 8.42 defines a "business" as a "sole proprietorship, partnership, joint venture, corporation, or other business entity, either for profit, or not-for-profit, including retail establishments where goods or services are sold; professional corporations and other entities where legal, medical, dental, engineering architectural, or other professional services are delivered; and private clubs" Staff approached the research with the interpretation of the ordinance that businesses and home occupations are two different types of work.

To build upon staff's research of the City's Code, City management reached out to licensed real estate professionals outside of the City of Richwood but familiar with the area demographics and home values to solicit opinions concerning the impact on property values that home occupations could potentially have on surrounding properties. The property value impact concern was raised, which alleged the Hardison salon would decrease surrounding property values. The objective was to present the Hardison case factually to obtain a non-biased opinion from long-time professionals familiar with Richwood and local home sale patterns.

City staff used Survey Monkey to post a survey to ascertain an understanding of how Richwood residents and business and property owners feel about home occupations. The results are shared later in this report (Please see Appendix 3).

Survey questions included:

- 1) Are you a resident, property owner, or business owner in the City of Richwood?
-Yes or No
- 2) Home Occupation is defined as the use of residential dwelling or an accessory structure on a lot zoned for residential use, which is for commercial purposes and clearly secondary to the use of the structure as a residential dwelling. How much do you agree with allowing home occupations in residential zoning districts in the City of Richwood?
 - Strongly support
 - Somewhat support
 - Neither support nor oppose
 - Somewhat oppose
 - Strongly oppose

*Please provide comments in support of your response.
- 3) Accessory structure is defined as a subordinate building which is located on the same lot on which the main building or use is situated, and which is reasonably necessary and incidental to the conduct of the primary use of such building or main use. Should home occupations be allowed in accessory structures located on lots zoned for residential use?
- Yes

- No
- Neither agree nor disagree

*Please provide a comment in support of your response.

4) Which of the following home occupations, if any, would you prohibit in residential zoning districts?

- Online occupations (tutoring, accounting, graphic design, consulting, customer service)
- Trade Occupations – Non-manufacturing, industrial (electrician, plumbers, construction manager, etc.)
- Cosmetology occupations (barber, hair stylists, salon, beauty parlor, etc.)
- Home daycare
- Travel accommodations (Air BnB, Bed and Breakfast)
- None

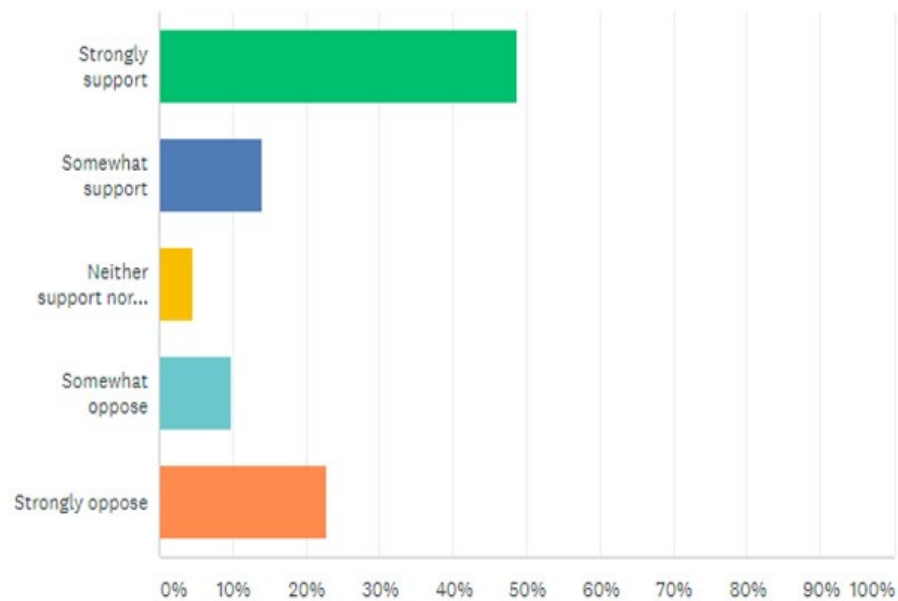
*Other – Please specify

5) Which of the following home occupations, if any, would you allow as conditional uses in residential zoning districts? Conditional uses would require approval by City Council and notice requirement to properties within 200 ft.

- (same selections as Question 4)

Results as of 13:00 12 JUL 2019:

Answered: 215 Skipped: 1



ANSWER CHOICES	RESPONSES	
▼ Strongly support	48.84%	105
▼ Somewhat support	13.95%	30
▼ Neither support nor oppose	4.65%	10
▼ Somewhat oppose	9.77%	21
▼ Strongly oppose	22.79%	49
TOTAL		215

[Comments \(84\)](#)

ORDINANCE/ZONING LANGUAGE INCONSISTENCIES – HOME OCCUPATIONS

1. There are no parameters specified to define what is, “clearly secondary to the use of the structure as a residential dwelling,” as contained in the zoning ordinance definition of *home occupations*.
2. Home occupations – without specifying types of home occupations - are conditional uses, which permit use of land, structures or both in and “use district.”
 - This means all home occupations are required to be heard in two separate public hearings and are subject to approval/denial by Council.
3. Home occupations are conditional uses in zones designated; R-1, R-1A, R-1B where permitted accessory uses are prohibited from being used for business enterprises.

STAFF RECOMMENDATIONS TO CLARIFY LANGUAGE/SPECIFY USE

1. Adopt a permitted home occupation list excluded from applying for conditional use permit that includes the following:
 - Lawful, exclusively internet-based activities such as the following: Do-It-Yourself craft sales that do not involve the specialized storage of flammable or harmful chemicals as defined by the Occupational Safety and Health Administrations Chapter 1910, which describes the proper handling and storage of chemicals and flammable liquids, internet-based educators including private tutoring, custom web page or mobile application design, federal income tax return filers, and other internet-based occupations not specified which meet the requirements of Richwood Code of Ordinances, Appendix B Zoning Ordinance, Section 5: General Provisions, 17. Home Occupations.
 - Professional services which office out of the residential dwelling that do not generate through traffic (excluding medical and veterinary professions and other prohibited home occupations specified in Appendix B – Zoning Ordinance) which operate from home independently and meet the requirements of Appendix B, Sec. 5: General Provisions (17). Examples of home occupation professional service providers include legal services, independent consultants, certified public accountants, independent realtor, and any other occupations deemed professional services by the City Council.

*Any home occupation which is not included in the permitted list and not prohibited by Zoning Ordinance, will require a conditional use permit.

*" Home occupations" do not include individuals gainfully employed by a business where terms of employment or employer benefits include working from home via the Internet.

2. Clarify the characteristics that would make constitute an accessory building as "secondary use to the residential dwelling," if it were used for a home occupation. Examples of characteristics to consider could include:

- How many workdays per week the structure is in use
- Hours of operation
- Adopt regular hours of operation for home occupations

3. Presently, the City's zoning ordinance does not prohibit the sale of retail products from home, however, advertisement is specifically prohibited. Staff recommends amending the ordinance to prohibit the onsite sale of retail products that would increase vehicular traffic in neighborhoods yet still permit sales of online products.

4. Specify Sales Tax Expectations of ALL home occupations: According to the IRS, income over \$600 from a single source should be claimed as income; however, most home occupations are excluded from paying sales taxes. Please refer to the Texas State Comptroller's website. The question was posed in a council meeting, "Is the City losing money from uncollected sales tax resulting from home occupations?"

5. Adopt language that strengthens the aesthetic expectations of accessory buildings.

6. Based on the evidence presented in Appendices 2 and 3 of this report, move to amend the language to either specifically permit or prohibit the conditional use home occupations involving personal hygiene such as salon and barber shops, cosmetologists, etc.

7. Determine how hair coloring chemicals can be disposed of properly. If hair coloring chemicals are determined by OSHA to meet the special handling of chemicals requirement Chapter 1910, hair coloring is recommended to be a prohibited.

8. Adopt an ordinance that limits the number of competitive businesses in close proximity to each other.

APPENDIX 2 - COMPARATIVE DATA – WHAT ARE OTHER CITIES DOING?

(ATTACHED)

APPENDIX 3 – RESULTS OF THE HOME OCCUPATIONS SURVEY

City staff posted a survey to assess how residents, property and business owners feel about the City permitting home occupations. For the purpose of producing usable data, staff isolated the responses to only valid percentages, which means responses were removed from respondents who stated they were NOT Richwood residents, business owners or property owners. Further, “Neither support nor oppose” responses were excluded from Q2 and Q3 to isolate valid percentages.

The total number of responses received 208. Of those respondents, 159 stated they are residents, property owners, or business owners. Only the 159 responses are used for analyzing results. Additionally, there are 212 comments received for 4 different questions within the survey. The comments provide some explanation as to why respondents chose the answers they did.

The first question presented, Q1, asked respondents to indicate whether they are Richwood residents, property owners, or business owners. It is fair to include this question was posed on a code of honesty. This survey does not have any way to determine if the 159 respondents who claimed to be Richwood residents, business owners, or property owners are telling the truth.

Q2 provided the definition of “home occupation,” as defined in the Richwood Code of Ordinance, Appendix B and then asked, “How much do you agree with allowing home occupations in residential zoning districts in the City of Richwood?” The results disclose that 55.62% of respondents either strongly support or somewhat support home occupations in residential zones, and 44.37% of respondents either strongly oppose or somewhat oppose home occupations in residential zones.

Q3 prefaced the question with the definition of “accessory structure,” as defined in the Richwood Code of Ordinance, Appendix B and asked: “Should home occupations be allowed in accessory structures located on lots zoned for residential use?” The valid percentages were close: 53.84% of respondents stated YES, they support the use of accessory structures for home occupations, while 52.31% said NO.

Q4 provided a list of different types of occupations and asked respondents which types of occupations would they prohibit. The types of occupations listed included: Online occupations, Trade occupations, Cosmetology occupations, Sales/Custom Crafts, Home daycares, Travel accommodations, and NONE. The two responses with the highest occurrences were Trade occupations (50.31%) and Travel accommodations (48.43%). The

two lowest occurrences of responses include: Online occupations (16.35%) and None (11.95%). 64 comments were provided that may be useful to report stakeholders.

Q5 posed a similar question to Q4 but asked which types of occupations would be allowed. The highest response was Online occupations (64.19%); while the lowest was None (10.81%). 31 Comments were provided in support of responses.

Q6, Q7, and Q8 asked for personal demographics including gender, age range, and household income range. While respondents were not required to answer these questions, staff thought these attributes may be useful to stakeholders, as these factors may impact personal decisions to pursue a home occupation. Respondents indicated a majority of survey participants (limited to Richwood respondents) were female; a majority were in the age range of 35 – 44, and nearly 47% of respondents reported to have a total annual household income between \$100,000 and \$150,000.

Definition

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Prohibited Home Occupations

	Richwood	Angleton	Clute
			Home occupation: An occupation conducted in a dwelling unit, provided that: (a) No person other than members of the family residing on the premises shall be engaged in such occupation. (b) The use of the dwelling unit for the home occupation shall be clearly incidental and subordinate to its use for residential purposes by its occupants, and not more than 25 percent of the floor area of the dwelling unit shall be used in the conduct of the home occupation. (c) There shall be no change in the outside appearance of the building or premises, or other visible evidence of the conduct of such home occupation other than one (1) sign, not exceeding one (1) square foot in area, nonilluminated, and mounted flat against the wall of the principal building. (d) No home occupation shall be conducted in any accessory building. (e) There shall be no sales of goods or commodities in connection with such home occupation. (f) No traffic shall be generated by such home occupation in greater volumes than would normally be expected in a residential neighborhood, and any need for parking generated by the conduct of such home occupation shall be met off the street and other than in a required front yard. (g) No equipment or process shall be used in such home occupation which creates noise, vibration, glare, fumes, odors, or electrical interference detectable to the normal senses off the lot, if the occupation is conducted in a single-family residence. In the case of electrical interference, no equipment or process shall be used which creates visual or audible interference in any radio or television receivers off the premises, or causes fluctuations in line voltage off the premises.
	veterinary uses (including boarding); medical services; dental services; chiropractic services; contractors yards; dance studios; garage or yard sales (except as many as four); scrap and salvage services; mortician or hearse services; restaurants; cocktail lounges; rental outlets; equiment sales; adult oriented buisnesses; manufacture or sale of product regulated by the FDA, ATF, or other federal and state regulators; recycling centers; drop-off recycling collection facilities; an activity requiring a variance under the Richwood uniform building code; and any other service or profession affecting the use and enjoyment of other property owners.	(1) Animal hospitals or clinics, commercial stables, or kennels; (2) Schooling or instruction, except swimming/water safety classes and home schooling, with more than six pupils at a time; (3) Restaurants or on-premises food or beverage (including private clubs) consumption of any kind, except for limited food/meal consumption associated with the operation of a licensed registered family home; (4) Automobile, boat or trailer paint or repair shop; small engine or motorcycle repair shop for engines rated above ten horsepower; welding shop; large household appliance repair shop; or other similar type of business; (5) Office facility for a doctor, dentist, veterinarian or other medical-related profession; (6) On-premises retail or wholesale sales of any kind; (7) Commercial clothing laundering or cleaning; (8) Mortuaries or funeral homes; (9) Trailer, vehicle, tool or equipment rentals; (10) Repair shops or services, except as specifically provided in subsection 28-109(d) above; (11) Drapery or furniture upholstery shops; (12) Antique, gift or specialty shops; (13) Repair shops for any items having internal combustion engines rated above ten horsepower; (14) Any use that would be defined by the building code as an assembly, factory/industrial, hazardous, institutional or mercantile occupancy.	excluding any type of business which trades in any kind of commodities or makes any type of retail sales, or any type of business which generates high volume traffic, and especially excluding beauty shops, barber shops, book and stationery sales, and the sale or service of food in any form.

Allowed Home Occupations

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Conditional Home Occupations

Accessory Structures

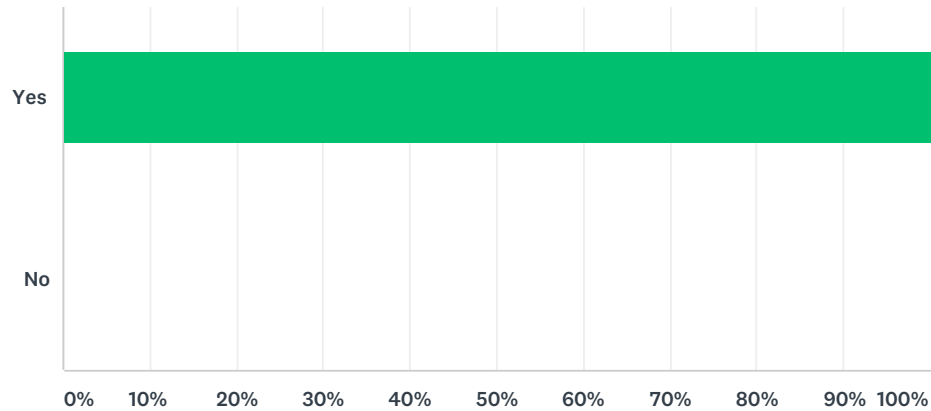
None expressivelyB4	(1) Office facility of an accountant, architect, landscape architect, attorney, engineer, consultant, insurance agent, realtor, broker, or similar profession; (2) Author, artist or sculptor; (3) Dressmaker, seamstress or tailor; (4) Music/dance teacher, or similar types of instruction, provided that instruction shall be limited to no more than six pupils at a time; (5) Individual tutoring and home schooling; (6) Millinery; (7) Office facility of a minister, rabbi, priest or other clergyman; (8) Home crafts, such as rug weaving, model making, etc.; (9) Office facility of a salesman, sales or manufacturer's representative, etc., provided that no retail or wholesale transactions or provision of services are personally and physically made on the premises; (10) Repair shop for small electrical appliances, cameras, watches/clocks, small engines rated at ten horsepower or less, and other small items, provided that the items can be carried by one person without using special equipment; (11) Food preparation establishments such as cake making/decorating or catering, provided that there is no on-premises consumption by customers, and provided that all aspects of the business comply with all state and local health regulations; (12) Registered family homes (see definition in section 28-112), in compliance with applicable state laws, which are incorporated herein by reference, with no more than six children; (13) Barber shop/beauty salon or manicure studio; (14) Swimming lessons and water safety instruction, provided that such instruction involves no more than six pupils at any one time during daylight hours; and (15) In-home dog grooming with a specific use permit (SUP) with necessary restrictions as needed for the requested location.	
All others not prohibited - Conditional Uses ONLY	None	None
Conflicting - Home Occupations Sect 5-17 states allowed in accessory structures. Zoning Districts Sect 4 states no accessory unit can be used for business.	Such use shall be incidental and secondary to the use of the premises for residential purposes, and shall not utilize floor area exceeding 25 percent of the combined gross floor area of dwelling unit and any accessory building(s) that are used for the home occupation (in no case shall the combined floor area utilized solely for a home occupation exceed 500 square feet).	Not allowed. See Definition.

Notes		Provides a clause for uses not classified being prohibited, unless otherwise amended by Council.	
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	The home occupation shall be conducted entirely within the principal dwelling unit or accessory structure, and in no event shall such use be visible from any other residential structure or public way.	Austin's home occupations section was used to draft the most recent changes to Richwood's Home Occupation Section 5-17
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Q1 Are you a resident, property owner or business owner in the City of Richwood?

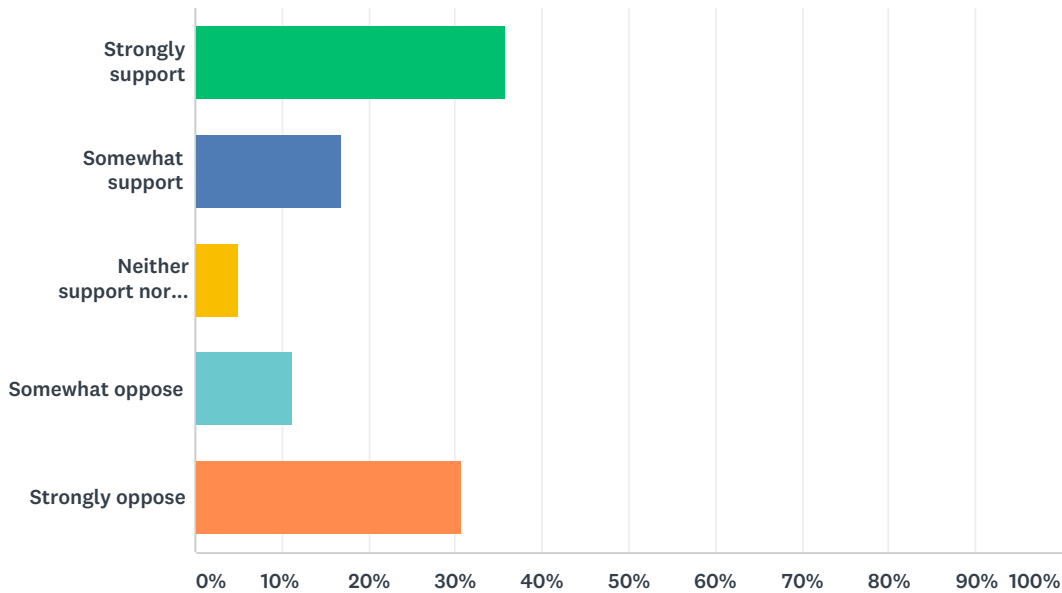
Answered: 159 Skipped: 0



ANSWER CHOICES	RESPONSES	
Yes	100.00%	159
No	0.00%	0
TOTAL		159

Q2 Home Occupation is defined as the use of residential dwelling or an accessory structure on a lot zoned for residential use, which is for commercial purposes and clearly secondary to the use of the structure as a residential dwelling. How much do you agree with allowing home occupations in residential zoning districts in the City of Richwood?

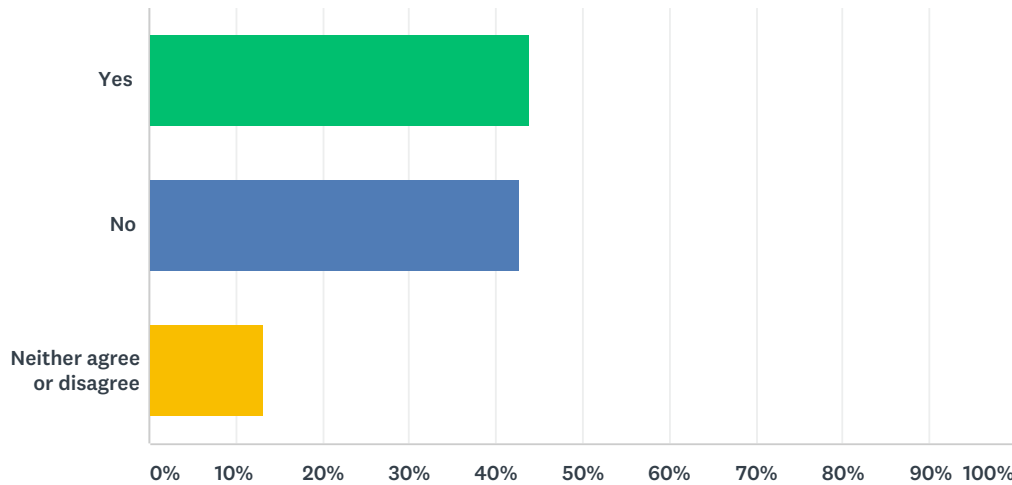
Answered: 159 Skipped: 0



ANSWER CHOICES	RESPONSES	
Strongly support	35.85%	57
Somewhat support	16.98%	27
Neither support nor oppose	5.03%	8
Somewhat oppose	11.32%	18
Strongly oppose	30.82%	49
TOTAL		159

Q3 Accessory structure is defined as a subordinate building which is located on the same lot on which the main building or use is situated and which is reasonably necessary and incidental to the conduct of the primary use of such building or main use. Should home occupations be allowed in accessory structures located on lots zoned for residential use?

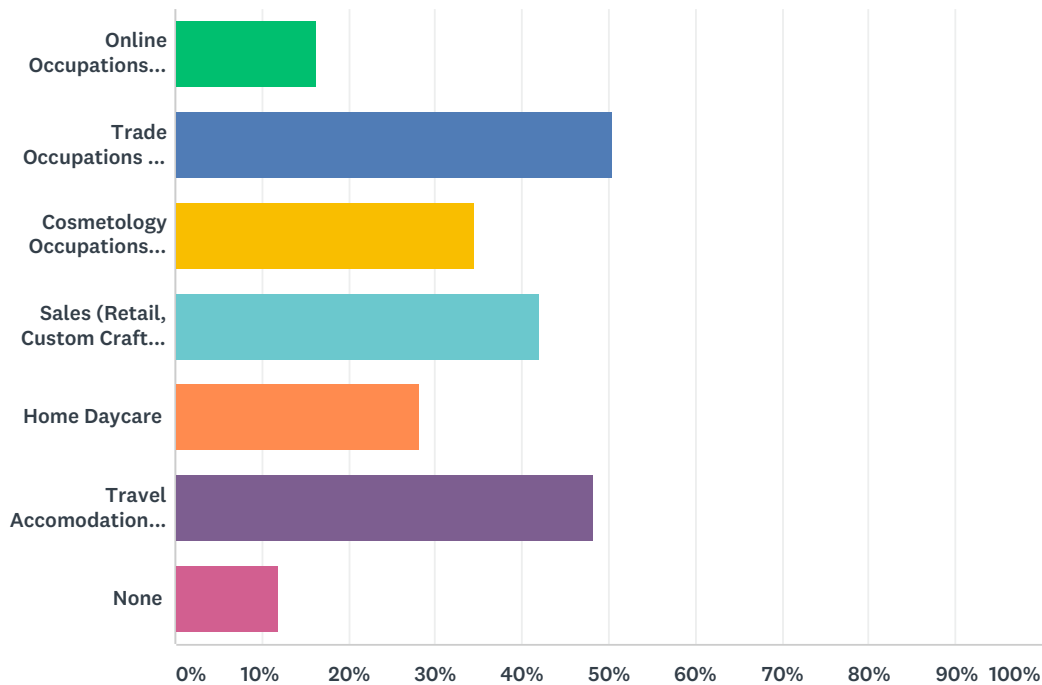
Answered: 159 Skipped: 0



ANSWER CHOICES	RESPONSES	
Yes	44.03%	70
No	42.77%	68
Neither agree or disagree	13.21%	21
TOTAL		159

Q4 Which of the following home occupations, if any, would you prohibit in residential zoning districts?

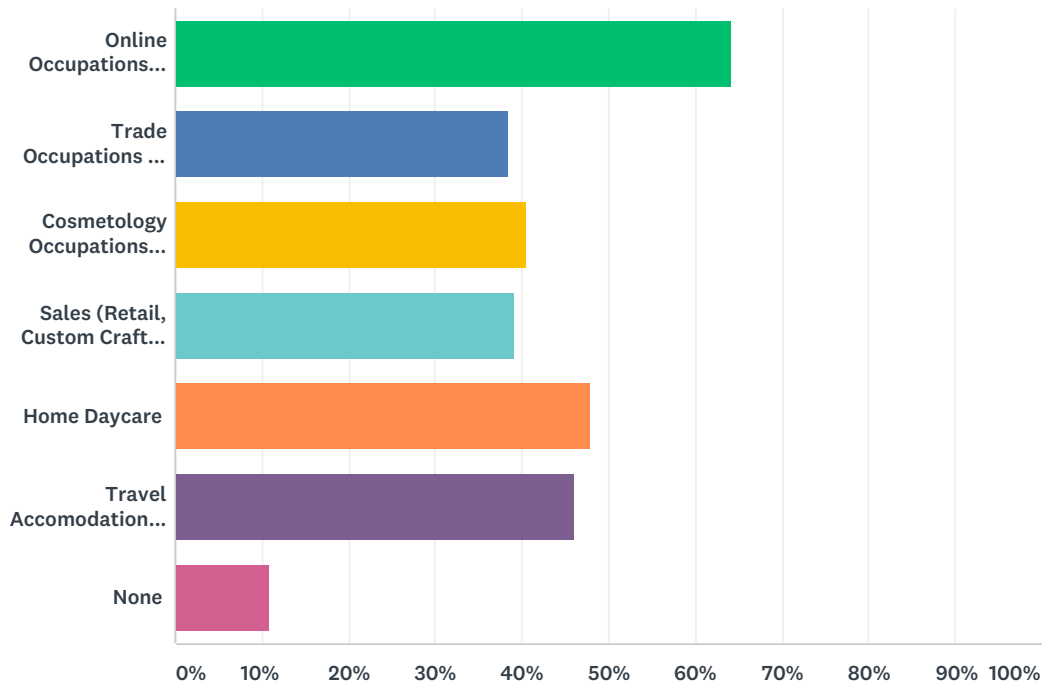
Answered: 159 Skipped: 0



ANSWER CHOICES	RESPONSES	
Online Occupations (Tutoring, Accounting, Graphic Design, Consulting, Customer Service, etc.)	16.35%	26
Trade Occupations - Non-Manufacturing/Industrial (Electrician, Plumbers, Construction Manager, etc.)	50.31%	80
Cosmetology Occupations (Barber, Hairstylist, Salon, Beauty Parlor, etc)	34.59%	55
Sales (Retail, Custom Crafts, Woodwork, Products, etc)	42.14%	67
Home Daycare	28.30%	45
Travel Accomodations (Air BnB, Bed and Breakfast, etc)	48.43%	77
None	11.95%	19
Total Respondents: 159		

Q5 Which of the following home occupations, if any, would you allow as conditional uses in residential zoning districts? Conditional uses would require approval by City Council and notice requirement to properties within 200 ft.

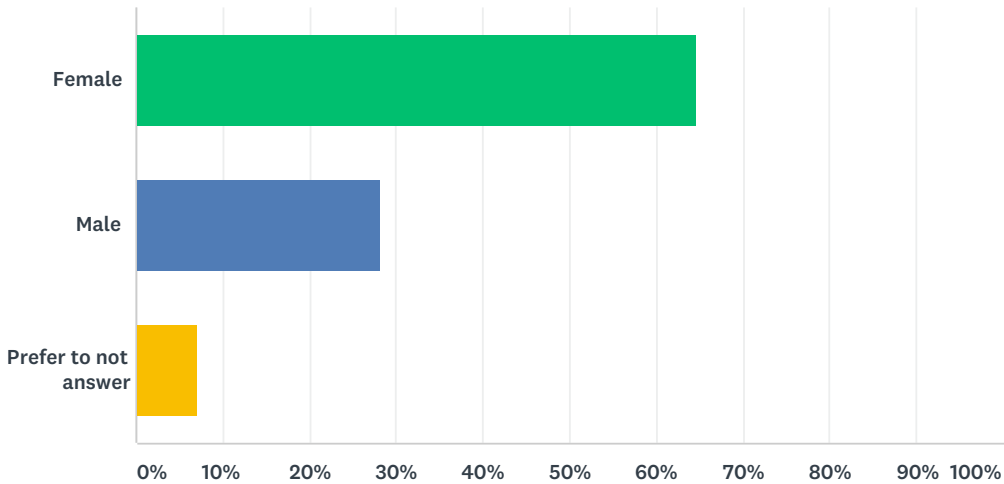
Answered: 148 Skipped: 11



ANSWER CHOICES	RESPONSES	
Online Occupations (Tutoring, Accounting, Graphic Design, Consulting, Customer Service, etc.)	64.19%	95
Trade Occupations - Non-Manufacturing/Industrial (Electrician, Plumbers, Construction Manager, etc.)	38.51%	57
Cosmetology Occupations (Barber, Hairstylist, Salon, Beauty Parlor, etc)	40.54%	60
Sales (Retail, Custom Crafts, Woodwork, Products, etc)	39.19%	58
Home Daycare	47.97%	71
Travel Accomodations (Air BnB, Bed and Breakfast, etc)	45.95%	68
None	10.81%	16
Total Respondents: 148		

Q6 What is your gender?

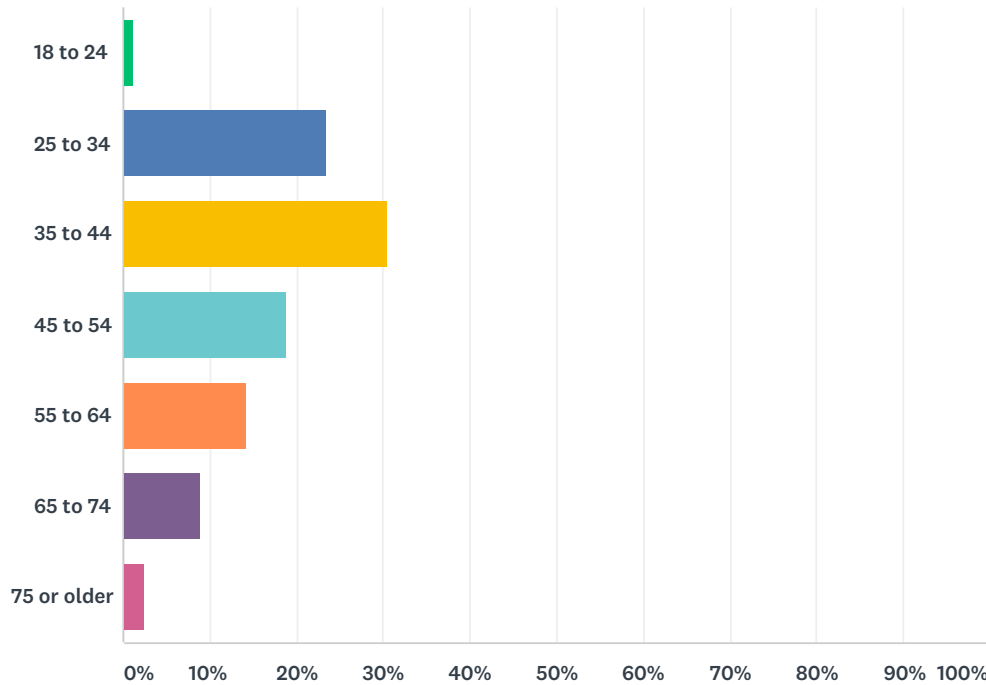
Answered: 156 Skipped: 3



ANSWER CHOICES	RESPONSES	
Female	64.74%	101
Male	28.21%	44
Prefer to not answer	7.05%	11
TOTAL		156

Q7 What is your age?

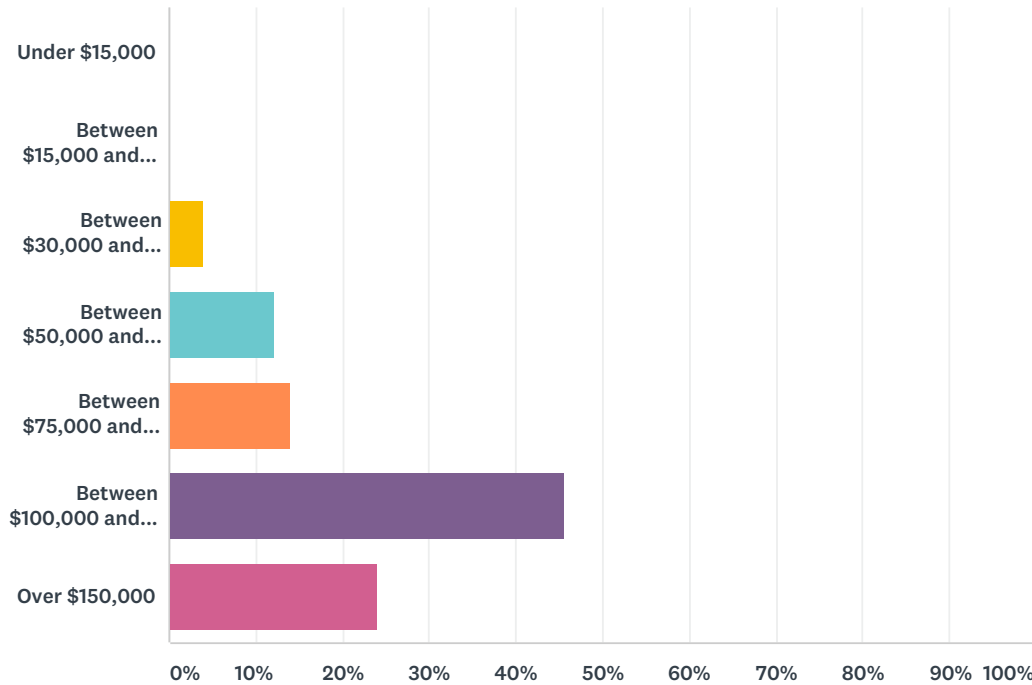
Answered: 154 Skipped: 5



ANSWER CHOICES	RESPONSES	
18 to 24	1.30%	2
25 to 34	23.38%	36
35 to 44	30.52%	47
45 to 54	18.83%	29
55 to 64	14.29%	22
65 to 74	9.09%	14
75 or older	2.60%	4
TOTAL		154

Q8 What is your total household income?

Answered: 149 Skipped: 10



ANSWER CHOICES	RESPONSES	
Under \$15,000	0.00%	0
Between \$15,000 and \$29,999	0.00%	0
Between \$30,000 and \$49,999	4.03%	6
Between \$50,000 and \$74,999	12.08%	18
Between \$75,000 and \$99,999	14.09%	21
Between \$100,000 and \$150,000	45.64%	68
Over \$150,000	24.16%	36
TOTAL		149