



City of Richwood

City Council Regular Meeting

Monday, July 9, 2018 6:00 PM

AGENDA

BE IT KNOWN that the **CITY COUNCIL** of the City of Richwood will meet in **City Council Regular Meeting** on **Monday, July 9, 2018** 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 AT 6:00 PM
- II. RECOGNITIONS
 - A. Kirsten Garcia, Court Clerk, on receiving her Level II Court Clerk Certification
 - B. Steve Cook, Operator, on receiving his Class "C" Water Operator License
 - C. Giani Cantu, City Secretary, on receiving her Texas Registered Municipal Clerk certification
- III. CONSENT AGENDA
 - A. Approval of Minutes of Previous Meetings
 - 1. June 2, 2018 4
 - 2. June 11, 2018 13
 - B. Payment of Bills 21
- IV. DISCUSSION AND ACTION ITEMS
 - A. Final review and action on replat of a 20 acre tract of land being Reserve "A" Oakwood Shores, located on the northeast corner of the intersection of Hwy 2004 and 288B 28
 - B. Final review and action on replat of a 4.669 acre tract located at 2300 Brazosport Blvd 32
 - C. Discuss and consider amending water and sewer rate fees and charges for RV/Trailer parks and multi-family dwellings serviced by one meter 36
 - D. Discuss and consider a resolution appointing Steve Boykin as representative to serve on the Brazosport Water Authority board. 40
 - E. Update on review of Indoor Gun Range & Noise Control Ordinances
 - F. Update on Flood Mitigation Efforts
 - G. Approve items removed from Consent Agenda
- V. PRESENTATIONS
 - A. Proposed Budget Fiscal Year 2018-2019 44
- VI. CITY MANAGER'S REPORT 88
- VII. 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.

VIII. FUTURE AGENDA ITEMS

IX. COUNCIL MEMBER COMMENTS & REPORTS

X. MAYOR'S REPORT

XI. 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 7/6/18 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

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.

Minutes of City Council Workshop

The City Council City of Richwood

A City Council Workshop of the City Council of City of Richwood was held Saturday, June 2, 2018, beginning at 9:00 AM in the Richwood City Hall, 1800 N. Brazosport Blvd. Richwood, Texas.

CALL TO ORDER

The meeting was called to order at 9:00 a.m.

ROLL CALL OF COUNCIL MEMBERS

Mayor - Mark Guthrie

Council member Position 1 – Mike Johnson

Council member Position 2 – Frank Blanks

Council member Position 3 – Sarah Reed

Council member Position 4 – Mark Brown II

Council member Position 5 – Katie Johnson

Others present: Michael Coon, City Manager; Ron Cox, Cox Consulting;

Staff arrived at 11:00 a.m.: Clif Custer, Public Works Director; Kenny Williams, Building Official; Giani Cantu, City Secretary/Finance Director

WORKSHOP

On June 2, 2018, the Mayor, City Council and staff met for their second annual planning session. Since the March 2017 session, the all members of the Council, with the exception of the Mayor, were new. Some were appointed to fill vacancies, initially. Others were elected at the regular City election in May 2018. All have now been elected either to full two year terms, or for the remainder of the unexpired term. As a result, considerable time was devoted to working with the Mayor and Council as a new group. Their governance model was established. The City Manager attended the governance session as well. Later in the day, the department directors came. The full group participated in a “mini-SWOT”, discussion and amendments to the Vision, Mission and Core Values, and a discussion of the status of the 2017 Strategic Plan.

During all sessions, the Mayor and Council and staff freely worked together, and their work was exemplary in all respects. Ron Cox facilitated the process.

DISCUSS AND SET COUNCIL GOVERNANCE MODEL

Governance

As sated the members of the Council were only beginning to get to know one another. So, in order to better learn about each other the facilitator asked the Mayor and each member of the Council to answer two key questions: Why did you run for the position? What attributes do you bring to the group? The answers they provided are chronicled below. The facilitator also asked each member to tell a little about themselves as well. Although not chronicled here, each member did just that, describing where they grew up, some information about their work, and family, and what brought them to live in Richwood.

Why did you run for the position?

- If you complain, you need to get involved and become a part of the solution.
- Was influenced to run as a result of the recent flooding.
- Care about the city.
- Want to do my part and make the city a better place.
- As a result of a sense of community and servitude.
- Was asked to run initially – grew up in the area.
- Always had an interest in local government and decided to become involved.
- To be a part of the process – and be an influence for change.
- Family has a long history of service and a volunteer spirit to participate in the volunteer fire department, military, etc.

What attributes to you bring to the group?

- Is used to attending/holding/being a part of meetings.
- Experience in budgeting for public organizations (United Way and other service organizations).
- Able to work with people of varying viewpoints.
- Ability to diffuse tenuous situations.
- Budgeting and project management experience.
- Ability to think outside the box and offer new ideas (works in innovations for his company).
- Ability to ask questions and challenge the thinking of others.
- Always tell the truth as he sees it.
- Compassion.
- Forecasting and conflict resolution.
- A professional safety background.
- Second generation resident, so brings a sense of community history.
- Brings common sense.

The members were all elected as individuals. And, they bring these attributes to the table. However, they can only act as a body. Therefore, there is a particular

need to understand and define how they are going to work together. The facilitator led the group in a discussion to establish their governance philosophy for: Leadership; Communication; and Expectations.

Leadership

Discussion then centered on how the Council will lead collectively as a group. They responded as follows.

The City Council of Richwood will lead...

- By setting measurable expectations and guidelines.
- By holding staff and each other accountable to meeting those expectations and guidelines.
- Not micromanage the staff but monitor and be accessible.
- Avoid surprises.
- By building the team.
- By owning our decisions.
- Being open to and adapting to change.
- By being fair, firm and consistent.
- By displaying the values of fairness, honesty and integrity.
- By gaining and having knowledge and knowing and understanding why.
- Doing our homework; know the subject at hand.

Communication

Council then defined how they intend to communicate with each other, with citizens and with staff.

Council will communicate with citizens, staff and each other...

- Respectfully.
- Treat others as you want to be treated.
- To simply reply (respond) to inquiries.
- Listen to understand the issue
- Listen, ask questions, reflect and repeat your understanding; seek clarification if needed; decide.
- Have healthy debate.
- Be timely.
- When responding to members of the public, copy staff so they will also be aware.

Meeting Protocols (order of business).

Council, being newly elected, and the Mayor wanting all to understand, discussed how they were going to conduct the process of decision making within an agenda item. They agreed to following protocol for each agenda item:

- **Regular Agenda Items**
 - Mayor calls for presentation on agenda item (may be staff; developer, etc.).
 - Mayor calls for discussion with presenter following presentation.
 - Mayor calls on Council members for Q&A with the presenter.
 - Mayor calls on public for comment (not discussion or dialogue) on the agenda item under discussion (limited to three minutes per comment).
 - Mayor calls for motion/second/approval to discuss.
 - Motion approved.
 - Council discusses the agenda item among themselves.
 - Mayor calls for motion for action; Council votes on the matter.
- **Consent Agenda Items**
 - Mayor calls for items any Council member wants to discuss separately for removal from the consent agenda
 - If item is removed, it is moved to the bottom of the agenda as a separate item.
 - When considered separately, the above protocol for regular agenda items is followed.
 - Mayor calls for motion/second/approval of the Consent Agenda
- **Work Session Items**
 - These items are typically for discussion only. These items provide the opportunity for Council to fully discuss and issue in anticipation of an agenda item for action at a later date.
 - Work Session items are generally limited to one or two discussion topics.
 - Work Sessions will be held periodically, as needed on the same night as a regular council meeting but held earlier.
 - Process is same as a regular agenda item, except there will be no public comment and no action.
 - City Manager will reiterate his understanding of the results of the discussion and next steps for consideration by the Council members.

Expectations

Council expects the following of each other...

- To be congenial with each other, staff and citizens.
- To be direct and forthcoming with questions, comments, positions on matters.
- To accept that some may disagree, but to not be disagreeable.
- To show honesty, integrity and respect through deliberations and interactions.

Staff is expected to...

- Report the good and the bad (no surprises).
- To set goals (per department) then report progress to the Council.

- Council and staff also discussed the appropriate time for their weekly reports with Council providing flexibility to the City Manager on whether to provide on Fridays or the following Mondays.

Staff expectations of Council (as defined by Council) is to...

- Be present and participate.
- Be approachable.
- Provide resources – monetary, guidance, support and encouragement, knowledge/training.
- Allow the staff the freedom to do their job without intervention.
- Respect the staff.
- Provide leadership.

The department directors joined the Mayor, City Council and City Manager to focus on the Vision, Mission, Core Values, and Strategic Plan as 2017. This session was designed to reset, refresh and revise the existing Strategic Plan first established in 2016, 2017 and now 2018.

Vision Statement

Since the members of Council were all new to the process and had defined their reasons for running, the facilitator led the group in a discussion their vision for Richwood. They outlined their vision in general as follows.

- A community with amenities and services for its residents (do not have to go elsewhere)
 - Events.
 - Involvement with citizen volunteers.
 - Places in the city to work and play.
 - Schools in Richwood.
- A safe community.
- A community with a family-oriented environment.
- Growth with a focus on family and community
 - Neighborhood businesses.
 - Amenities for families
 - Quality neighborhoods.
- A renewed volunteer spirit (including new ways to communicate needs for volunteers).

The approved Vision Statement for the City of Richmond is as follows:

The City of Richwood is a model for safe and beautiful neighborhoods, with a thriving economy and opportunities for families and businesses by being dedicated to serving our community while providing sustainability and diversity for current and future generations.

After a review of the Council's stated vision elements compared to the current Vision Statement, the Council realized the Vision Statement should be amended. After thought, discussion and consideration, the Council arrived at the following revised Vision Statement for 2018.

The City of Richwood is a model for safe and beautiful neighborhoods with sustainable growth opportunities for families and businesses dedicated to serving our community for current and future generations. (Revised 6-2-18)

Mission Statement

Based on the vision and strategic plan, the Council reviewed the mission statement for consistency. They determined the mission statement is consistent and up to date.

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

Core Values

Likewise, the Council reviewed the established core values and agreed they should remain as stated. They are as follows.

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

Strengths and Weaknesses

Council and staff divided into two groups and discussed the Strengths and Weaknesses of the community and organization. The following are their respective lists.

Strengths

Group 1

- Proactive leadership.
- Sense of community.
- Community pride.
- Location in the Brazosport area.
- Opportunities and positioning for growth.
- The popularity of the splash pad.
- Educational opportunities in the area.

Group 2

- The community.
- Churches/faith in the community.
- Dedicated staff.
- The greater Brazosport community.
- Proximity to amenities in other cities.
- Room to grow.
- Dedicated volunteers.
- The popularity of the splash pad.

Weaknesses

Group 1

- Drainage deficiencies.
- Employee turnover
- Limited financial resources.
- Brazosport ISD academic reputation.
- Needed maintenance for streets and infrastructure.
- Lack of sidewalks in the community.
- Past development agreements that place the city at a financial and operational disadvantage.

Group 2

- Too few volunteers.
- Infrastructure needs including water, lack of past planning, roads, sewer, etc.
- Inconsistent compensation among the employees.
- No flood planning.
- Lack of commercial tax base.
- Few recreational facilities.
- Lack of street lights in certain areas of the city.
- Division of communities in the Brazosport area.
- Lack of regional services for both fire and ambulance.

Combining the weaknesses together, there were areas of emphasis that seemed to emerge. These were identified as follows.

Areas of emphasis from identified weaknesses

- **Infrastructure needs.**
 - Renew emphasis on infrastructure maintenance particularly on streets, water and sewer service, sidewalks, street lighting, recreational amenities, public safety-fire and EMS services.
- **Community needs.**

- o Develop intergovernmental cooperation between the cities in the Brazosport Community, namely, Clute, Lake Jackson and Richwood.
- o Bring the Richwood community together neighborhood by neighborhood for volunteer and other efforts.
- o Support and encourage BISD in general and seek opportunity for a new campus in Richwood, should a need for a new campus in the District arise.
- **Staff needs.**
 - o Reduce the amount of employee turnover throughout the employee population.
 - o Improve the employee compensation program to develop pay equity among all employees.
- **Economic Development needs.**
 - o Seek ways to improve the commercial tax base with businesses consistent with the revised Vision Statement.
 - o Improve and expand the financial resources of the City.

FISCAL YEAR 2018-2019 STRATEGIC PLAN AND BUDGET GOALS

2016-17 Strategic Plan

The Council reviewed the 2016-17 Strategic Plan. The City Manager provided a brief review of accomplishments for the Council to review. It was noted that some Areas of Emphasis identified by this City Council are being addressed in the Strategic Plan.

It was agreed, in the interest of time, the City staff will address these in a revised proposed Strategic Plan for 2018 to be brought back to the City Council for consideration and approval.

ADJOURNMENT

There being no further business the meeting adjourned at 3:00 p.m.

These minutes were read and approved on this 9th day of July, 2018.

Mark Guthrie, Mayor

Attest:

Giani Cantu, City Secretary

Minutes of City Council Regular Meeting

The City Council City of Richwood

A City Council Regular Meeting of the City Council of City of Richwood was held Monday, June 11, 2018, beginning at 6:00 PM in the Richwood City Hall, 1800 N. Brazosport Blvd. Richwood, Texas.

CALL TO ORDER AT 6:00 PM

ROLL CALL OF COUNCIL MEMBERS

Mayor - Mark Guthrie
Council member Position 1 – Mike Johnson
Council member Position 2 – Frank Blanks
Council member Position 3 – Sarah Reed
Council member Position 4 – Mark Brown II - ABSENT
Council member Position 5 – Katie Johnson

Others present: Michael Coon, City Manager; Giani Cantu, City Secretary/Finance Director; Kenny Williams, Building Official; Clif Custer, Public Works Director

RECOGNITIONS

Richwood Police Department accreditation by Texas Police Chief Association Foundation
Gary Adams, Police Chief City of Richmond, presented the certificate of TPCA for Richwood Police Department accreditation.

PRESENTATIONS

Volunteer Fire Department Quarterly Update
Mayor Guthrie presented the Volunteer Fire Department update.

CONSENT AGENDA

Approval of Minutes of Previous Meetings

Payment of Bills

Resolution appointing Michael Coon, City Manager; Giani Cantu, City Secretary/Finance Director and Linda Pace, Administrative Asst as point of contacts on all Bank of America accounts

Reject all submitted proposals for RFP 18-004P Solid Waste Disposal

On motion by Sarah Reed second by Mike Johnson with all present members voting “aye” all consent agenda items were approved.

DISCUSSION AND ACTION ITEMS

Appoint Mayor Pro-Tem

On motion by Sarah Reed second by Mike Johnson with all present members voting aye Katie Johnson was appointed as Mayor Pro Tem.

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

On motion by Sarah Reed second by Katie Johnson with all present members voting aye the Facts was designated as the official newspaper.

Set regular Council meeting days and times

On motion by Sarah Reed second by Frank Blanks with all present members voting aye the second Monday of each month at 6:00 pm was set as Council regular meeting days and times.

Discuss and consider request for extension to previously granted variance to the animal ordinance by Carol and Byron Norsworthy at 1201 N Brazosport Blvd #8

Mr. Coon reported that the resident is asking for a second extension to comply to the City ordinance.

Sarah Reed moved to approve the extension. Frank Blanks seconded.

Mayor Guthrie stated that originally the residents were granted a variance until June to place 2 of the dogs, granted a variance for keeping the 2 older dogs and needed to have the five dogs they would be keeping registered. Did they comply with the requirements?

Mr. Coon originally the residents were working to get the dogs vaccinated and registered and the other dogs placed. However, to date, none of the dogs have been placed or registered and he is unsure if they have been vaccinated.

Mayor Guthrie stated that the residents have not met the previous variance granted.

With 3 ayes and Katie Johnson voting “nay” the extension through June 30, 2018 was granted to comply with the animal ordinance.

Discuss and consider an ordinance amending Section 3 Definitions of Appendix B - Zoning Ordinance to add the definition of gas station and amending Section 4 Districts to add gas stations as conditional uses in B-1 Business and C-1 Commercial zones

Mr. Coon presented the ordinance based on council’s previous recommendation.

Frank Blanks moved to discuss the ordinance. Katie Johnson seconded. With all present members voting “aye”, discussion began on ordinance amending Section 3 Definitions of Appendix B - Zoning Ordinance to add the definition of gas station and amending Section 4 Districts to add gas stations as conditional uses in B-1 Business and C-1 Commercial zones.

Sarah Reed asked what happens to existing gas stations if this is not adopted.

Mr. Coon stated the city should probably consider another avenue to grandfather them in.

On motion by Katie Johnson second by Frank Blanks, with all present members voting “aye” the ordinance amending Section 3 Definitions of Appendix B - Zoning Ordinance to add the definition of gas station and amending Section 4 Districts to add gas stations as conditional uses in B-1 Business and C-1 Commercial zones was passed and adopted.

Discuss and consider amending water and sewer rate fees and charges for RV/Trailer parks and multi-family dwellings serviced by one meter

Mr. Coon reported currently the City ordinance treats multi-family dwellings (apartments) and RV/trailer parks the same when it comes to assessing water and sewer rates. When either of these two types of developments uses a shared meter to provide water, the development is required to pay the full base rate for each apartment or pad serviced by the shared meter. It was discovered that the two RV parks currently being serviced are only being charged one base rate.

After visiting with the owner regarding the ordinance and the fee charges, the City was asked to consider revising the ordinance so that RV/trailer parks are only charged half of the base rate for each pad that is serviced by a shared meter. Historically, RV/trailer parks do place less of a demand on the City’s infrastructure. It’s estimated that each RV or trailer uses about half as much water as your typical apartment.

Sarah Reed moved to approve the reduction of base rate for RV parks. Mike Johnson seconded.

Katie Johnson asked what the impact on the owner is going to be with this change.

Mr. Coon it is an increase in charges of approximately \$1,500 per month.

With all present members voting “aye” the recommendation to approve the reduction of base rate for RV parks to half is approved.

Discuss and consider an ordinance amending Article II – Public Park Lands creating Section 14-1 – Definitions; Creating Section 14-2 Fees for rental of public park lands and amending Appendix C – Fee Schedule to add fees for park and facility rentals

On motion by Mike Johnson second by Sarah Reed with all present members voting “aye” ordinance amending Article II – Public Park Lands creating Section 14-1 – Definitions;

Creating Section 14-2 Fees for rental of public park lands and amending Appendix C – Fee Schedule to add fees for park and facility rentals was passed and adopted.

Award RFP 18-006P Solid Waste Disposal to Waste Connections

On motion by Mike Johnson second by Sarah Reed with all present members voting “aye” RFP 18-006P Solid Waste Disposal was awarded to Waste Connections.

Award RFQ 18-003Q Water and Wastewater Impact Fee Study to Freese & Nichols

Michael Coon stated the first RFQ received no proposals. After a second go round the City received 3 proposals. 1 was not received in time.

Kendall Ryan, Freese & Nichols, stated they look forward to working with City of Richwood and was present to answer any questions.

Sarah Reed moved to award RFP 18-003Q to Freese & Nichols. Frank Blanks seconded.

Mike Johnson asked if the scoring was subjective or objective.

Mr. Coon advised that staff, Clif, Giani and myself, reviewed and evaluated all the submittals. The group ultimately felt that Freese and Nichols was more tailored to City of Richwood request.

With all present members voting “aye” RFQ 18-003Q for Water and Wastewater Impact Fee Study was awarded to Freese & Nichols.

Discuss and consider releasing funding for remaining Capital and Equipment replacement items approved in the Fiscal Year 2017-2018 budget

Michael Coon stated due to the uncertainty of the fiscal impact from Hurricane Harvey, during the process of adopting the Fiscal Year 2017-2018 Budget City Council requested that the budgeted items in the capital projects and equipment replacement funds be brought back to City Council for approval before expending the funds. City Council has already approved staff to move forward with the server replacement project and with replacing the enterprise software. Staff is projecting the funds will be available to fund the remaining capital and equipment replacement items and is now asking permission to expend the funds for the items listed below.

- Replace Sewer Jetter (\$59,999)
- Replace Chlorine Room (\$20,255)
- Water & Sewer Impact Fee Study (\$66,831)
- Relocate & Replace Fire Station Hydrant (\$8,550)
- Reskin the Service Center (\$39,200)
- Replace Public Works Truck (\$30,610) (insert list of capital items)

Frank Blanks moved to grant permission to proceed with the purchase of all capital items. Sarah Reed seconded.

Mike Johnson asked are there enough funds in this year projection to fund these?

Mr. Coon reported that at last month's Council meeting, projections showed the funds are available.

Mayor Guthrie asked with these purchases, does it put us right at budget or with reserves. With 4 months of hurricane season yet remaining, he wants to ensure adequate reserves in the event of a natural disaster.

Mr. Coon stated it puts the City right at budget. Any hurricane can always put us over. However, reserves remain in contingency.

With all present members voting "aye" funding for the remaining Capital and Equipment replacement items approved in the Fiscal Year 2017-2018 budget was released and authorized for spending.

Update on review of Indoor Gun Range & Noise Control Ordinances

Michael Coon reported there is no progress on revised ordinance to report.

Mike Johnson asked how many new complaints.

Michael Coon stated there has been none since the variance was issued.

Sarah Reed asked when the variance expires.

Mr. Coon stated he believes it is around August.

Sarah Reed asked if he was confident that's enough time to get an ordinance together.

Mr. Coon stated he is just waiting to hear from Mesquite on implementation.

Mayor Guthrie asked what he is leaning towards.

Mr. Coon stated staff is looking at ambient 50-55 decibels with graduate scheme where someone could be 10 decibels for about 10 minutes or 5 decibels for about 15 minutes.

Update on Flood Mitigation Efforts

Staff continues to work with the Flood & Drainage Advisory Committee to try discuss and consider our options for trying to mitigate the risks from future flooding. This month staff has submitted a proposal to the Texas Department of Emergency Management to fund a phased project to (1) further study the feasibility and environmental impact and (2) potentially fund 75 percent for the proposed \$6 million diversion channel. Staff has also been working with Strand Engineering to develop a proposal to examine the feasibility of installing flood gates on the City's drainage ditches that are connected the Bastrop Bayou.

This proposal will be presented to the Flood & Drainage Advisory Committee at their next meeting.

Approve items removed from Consent Agenda
No items were removed from consent.

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.

Pat Taylor, realtor in the area for 34 years, stated she would like to open the door for discussion of a school for Montessori education. A pre-development meeting with staff and the director and funding was held. The developer wants to be on the agenda for use of land 3.14 acre tract of land behind Brazos National Bank. They feel it brings smart growth and tremendous educational growth with students in our area. Hoping to start at around 100 students and would like to grow to around 250 students. Packets were made available for Council to review prior to the next meeting. We're so proud to be here.

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: Police Chief appointment

Under authority of Sec. 551.072. to deliberate the purchase, exchange, lease, or value of real property: Property located along the Magnolia Lane right of way in Glenwood Subdivision also identified as property 211913 by the Brazoria County Appraisal District

Mayor Guthrie convened into executive session at 7:21 p.m.

RECONVENE FROM EXECUTIVE SESSION and take action on the following:

Mayor Guthrie reconvened to open session at 8:03 p.m.

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

On motion by Sarah Reed second by Katie Johnson with all present members voting "aye" Stephen Mayer was appointed as Chief of Police.

To deliberate the purchase, exchange, lease, or value of real property: Property located along the Magnolia Lane right of way in Glenwood Subdivision also identified as property 211913 by the Brazoria County Appraisal District

On motion by Sarah Reed second by Frank Blanks, with all present members voting “aye” the lease of property located along the Magnolia Lane right of way in Glenwood Subdivision also identified as property 211913 was approved for use to develop drainage for the new residential development with exception to complying with all other City requirements.

CITY MANAGER’S REPORT

Staff will be busy working on the proposed budget for FY 2018-2019 over the next few weeks.

FUTURE AGENDA ITEMS

No items were recommended.

COUNCIL MEMBER COMMENTS & REPORTS

Sarah Reed stated she was extremely proud of the Police Department.

MAYOR’S REPORT

Mayor Guthrie asked that staff make sure we’re doing things safely and keeping our employees safe. He also advised staff to review the plan in the event of a natural disaster or emergency. He reiterate how productive the workshop on Saturday, June 2 was and stated he feels very confident with current Council.

ADJOURNMENT

There being no further business the meeting adjourned at 8:07 p.m.

These minutes were read and approved on this 9th day of July, 2018.

Attest:

Mark Guthrie, Mayor

Giani Cantu, City Secretary

Combined AP / Payroll Check Register Report - FIRST NATIONAL BANK-100103073**Bank: FIRST NATIONAL BANK-100103073, Status = 'O'****For The Date Range From 6/1/2018 To 6/30/2018**

Check # / eCheck ID	Type	AP/PR	Date	Payee	Amount	Status
38116	C	AP	6/1/2018	ANGLETON FEED	\$195.00	O
38117	C	AP	6/1/2018	COMCAST	\$370.55	O
38118	C	AP	6/1/2018	P C CARE	\$12,814.80	O
38119	C	AP	6/1/2018	C & S JANITORIAL SERVICES, INC.	\$275.00	O
38120	C	AP	6/1/2018	Y. TELLO FLOORCARE	\$180.00	O
38121	C	AP	6/1/2018	DE LAGE LANDEN FINANCIAL SERVICES, INC.	\$197.57	O
38122	C	AP	6/1/2018	COASTAL POWER PRODUCTS	\$935.45	O
38123	C	AP	6/1/2018	YAKLIN BRAZOSPORT	\$369.07	O
38124	C	AP	6/1/2018	TEXAS COMMISSION ON LAW ENFORCEMENT	\$35.00	O
38125	C	AP	6/1/2018	COON, MICHAEL	\$374.00	O
38126	C	AP	6/1/2018	CORE & MAIN	\$2,785.89	O
38127	C	AP	6/1/2018	SPRINT	\$21.45	O
38128	C	AP	6/1/2018	ASHE, RICHARD	\$253.97	O
38129	C	AP	6/1/2018	OWENS, MARC	\$309.93	O
830	E	AP	6/1/2018	AUL AMERICAN UNITED LIFE INS.	\$170.00	O
831	E	AP	6/1/2018	DAHILL	\$287.26	O
832	E	AP	6/1/2018	BRAZOS RIVER FUELING	\$5,080.48	O
833	E	AP	6/1/2018	ACCOUNTEmps	\$930.75	O
38130	C	AP	6/7/2018	GALLS, LLC	\$569.50	O
38131	C	AP	6/7/2018	THE POLICE AND SHERIFFS PRESS	\$17.49	O
38132	C	AP	6/7/2018	DE LAGE LANDEN FINANCIAL SERVICES, INC.	\$167.76	O
38133	C	AP	6/7/2018	CORDOBA LAW FIRM. P.L.L.C.	\$3,836.03	O
38134	C	AP	6/7/2018	TEXAS POLICE CHIEF'S ASSOCIATION FOUNDATION	\$501.51	O
38135	C	AP	6/7/2018	YAKLIN BRAZOSPORT	\$848.37	O
38136	C	AP	6/7/2018	GARZA, MELANIE	\$72.81	O
38137	C	AP	6/7/2018	GARCIA, KIRSTEN	\$72.81	O
834	E	AP	6/7/2018	TEXAS MUNICIPAL RETIREMENT SYSTEM	\$14,286.32	O
835	E	AP	6/7/2018	ENERGIA RESOURCES, INC.	\$242.00	O
836	E	AP	6/7/2018	ACCOUNTEmps	\$816.00	O
38138	C	AP	6/8/2018	BRAZORIA COUNTY APPRAISAL DIST.	\$3,134.75	O
38139	C	AP	6/8/2018	COMCAST	\$90.34	O
38140	C	AP	6/8/2018	TML INTERGOVERNMENTAL RISK POOL	\$3,693.62	O
38141	C	AP	6/8/2018	P C CARE	\$99.95	O
38142	C	AP	6/8/2018	FIRST NATIONAL BANK OF LAKE JACKSON	\$2,212.90	O
38143	C	AP	6/8/2018	CUSTER, CLIFTON	\$37.88	O
38144	C	AP	6/8/2018	PERDUE, BRANDON, FIELDER, COLLINS & MOTT LLP	\$1,572.77	O
38145	C	AP	6/8/2018	VICTOR O. SCHINNERER & COMPANY, INC.	\$19,689.07	O
38146	C	AP	6/8/2018	CASTRO, KIARA	\$20.00	O
38147	C	AP	6/8/2018	SMITH, LILLY K.	\$100.00	O
38148	C	AP	6/8/2018	RODRIGUEZ, BERENISE	\$100.00	O
38149	C	AP	6/8/2018	PATE, CHERI	\$100.00	O
38150	C	AP	6/8/2018	PIERCE, JULIE	\$50.00	O
38151	C	AP	6/8/2018	SPEERS, LAURA	\$200.00	O
837	E	AP	6/8/2018	KEY, JASON	\$664.00	O

Combined AP / Payroll Check Register Report - FIRST NATIONAL BANK-100103073

Bank: FIRST NATIONAL BANK-100103073, Status = 'O'

For The Date Range From 6/1/2018 To 6/30/2018

Check # / eCheck ID	Type	AP/PR	Date	Payee	Amount	Status
838	E	AP	6/8/2018	BCOS OFFICE TECHNOLOGIES	\$118.70	O
18532	C	PR	6/14/2018	MAYFIELD, CHRISTOPHER	\$2,514.23	O
18532	C	PR	6/14/2018	MAYFIELD, CHRISTOPHER	\$125.71	O
18532	C	PR	6/14/2018	MAYFIELD, CHRISTOPHER	\$6.62	O
R855E10	E	PR	6/14/2018	MATHES, JR., DAN	\$3,291.10	O
R855E105	E	PR	6/14/2018	RICHARDS, JEREMY P	\$2,182.75	O
R855E109	E	PR	6/14/2018	GARZA, MELANIE ANN	\$1,380.33	O
R855E110	E	PR	6/14/2018	SKELTON, JARRETT D	\$2,441.30	O
R855E112	E	PR	6/14/2018	GARCIA, KIRSTEN P	\$1,146.84	O
R855E113	E	PR	6/14/2018	BISSETT, EVAN T	\$1,465.95	O
R855E113	E	PR	6/14/2018	BISSETT, EVAN T	\$150.00	O
R855E114	E	PR	6/14/2018	SALAZAR, LORI S	\$1,204.35	O
R855E116	E	PR	6/14/2018	MORENO, MARCUS M	\$1,156.52	O
R855E117	E	PR	6/14/2018	COON, MICHAEL R	\$3,062.01	O
R855E118	E	PR	6/14/2018	CANTU, GIANI B	\$100.00	O
R855E118	E	PR	6/14/2018	CANTU, GIANI B	\$1,756.15	O
R855E12	E	PR	6/14/2018	SCHILHAB, BRETT A.	\$3,179.08	O
R855E120	E	PR	6/14/2018	CORREIA, NICHOLE ANN	\$1,973.68	O
R855E122	E	PR	6/14/2018	CRAWFORD, DAVID	\$319.30	O
R855E124	E	PR	6/14/2018	HARDEMAN, KERRY L	\$2,076.09	O
R855E3	E	PR	6/14/2018	PACE, LINDA	\$100.00	O
R855E3	E	PR	6/14/2018	PACE, LINDA	\$1,324.94	O
R855E34	E	PR	6/14/2018	MUNLEY, KEVIN S	\$1,000.00	O
R855E34	E	PR	6/14/2018	MUNLEY, KEVIN S	\$981.98	O
R855E5	E	PR	6/14/2018	WILLIAMS, KENNY	\$1,854.98	O
R855E58	E	PR	6/14/2018	Zavala, Dorothy	\$138.52	O
R855E75	E	PR	6/14/2018	Brown, Jack	\$113.52	O
38152	C	AP	6/15/2018	AT&T	\$125.89	O
38153	C	AP	6/15/2018	CENTERPOINT ENERGY	\$44.95	O
38154	C	AP	6/15/2018	CITY OF RICHWOOD WATER/SEWER FUND	\$611.78	O
38155	C	AP	6/15/2018	FACTS, THE	\$968.28	O
38156	C	AP	6/15/2018	PARK PLACE	\$33.75	O
38157	C	AP	6/15/2018	COMCAST	\$10.79	O
38158	C	AP	6/15/2018	BIG G AUTO GLASS	\$424.00	O
38159	C	AP	6/15/2018	BRAZORIA COUNTY CITIES ASSOCIATION	\$50.00	O
38160	C	AP	6/15/2018	P C CARE	\$110.00	O
38161	C	AP	6/15/2018	CUSTER, CLIFTON	\$26.98	O
38162	C	AP	6/15/2018	COMCAST	\$290.36	O
38163	C	AP	6/15/2018	CORDOBA LAW FIRM. P.L.L.C.	\$760.00	O
38164	C	AP	6/15/2018	MILLER UNIFORMS & EMBLEMS	\$20.52	O
38165	C	AP	6/15/2018	GARCIA, KIRSTEN	\$15.04	O
38166	C	AP	6/15/2018	OFFICE DEPOT	\$249.98	O
38167	C	AP	6/15/2018	THACKER, GAIL	\$100.00	O
839	E	AP	6/15/2018	VERNOR MATERIAL & EQUIPMENT	\$3,157.57	O

Combined AP / Payroll Check Register Report - FIRST NATIONAL BANK-100103073

Bank: FIRST NATIONAL BANK-100103073, Status = 'O'

For The Date Range From 6/1/2018 To 6/30/2018

Check # / eCheck ID	Type	AP/PR	Date	Payee	Amount	Status
840	E	AP	6/15/2018	ICMA-RC PLAN #307447	\$1,327.43	O
841	E	AP	6/15/2018	ICMA-RC PLAN #706183	\$100.00	O
842	E	AP	6/15/2018	ACCONTEMPS	\$1,020.00	O
38168	C	AP	6/21/2018	AT&T	\$304.88	O
38169	C	AP	6/21/2018	CENTERPOINT ENERGY	\$20.60	O
38170	C	AP	6/21/2018	FASTENAL COMPANY	\$87.84	O
38171	C	AP	6/21/2018	KILLUM PEST CONTROL	\$60.00	O
38172	C	AP	6/21/2018	MALONE, DON	\$200.00	O
38173	C	AP	6/21/2018	PACE, LINDA	\$22.41	O
38174	C	AP	6/21/2018	BUSINESS CARD	\$2,658.87	O
38176	C	AP	6/21/2018	VERIZON WIRELESS	\$303.96	O
38177	C	AP	6/21/2018	AIRGAS USA, LLC	\$61.03	O
38178	C	AP	6/21/2018	CRAWFORD, DAVID	\$140.00	O
38179	C	AP	6/21/2018	Y. TELLO FLOORCARE	\$80.00	O
38180	C	AP	6/21/2018	YAKLIN BRAZOSPORT	\$329.70	O
38181	C	AP	6/21/2018	CANTU, GIANI	\$54.78	O
38182	C	AP	6/21/2018	TEXAS MUNICIPAL COURTS EDUCATION CENTER	\$100.00	O
38183	C	AP	6/21/2018	Bel Furniture	\$2,090.34	O
38184	C	AP	6/21/2018	STORY, KEVIN	\$140.00	O
38185	C	AP	6/21/2018	REYES, CARLA	\$210.00	O
38186	C	AP	6/21/2018	RAMIREZ, NOHEMI	\$200.00	O
38187	C	AP	6/21/2018	MILLER, SUE	\$100.00	O
38188	C	AP	6/21/2018	RIVERA, KIMBERLY	\$100.00	O
38189	C	AP	6/21/2018	WEBB, CLARA	\$100.00	O
843	E	AP	6/21/2018	EXECUTECH UTAH, INC.	\$34.82	O
844	E	AP	6/21/2018	ACCONTEMPS	\$943.50	O
38190	C	AP	6/27/2018	AFLAC INSURANCE	\$28.06	O
38191	C	AP	6/27/2018	BRAZORIA COUNTY TREASURER	\$1,058.59	O
38192	C	AP	6/27/2018	TML - IEBP	\$15,216.99	O
38193	C	AP	6/27/2018	P C CARE	\$2,896.20	O
38194	C	AP	6/27/2018	PRATHER & HARLAN AIR CONDITIONING	\$480.00	O
38195	C	AP	6/27/2018	ART'S SIGN SERVICE, INC.	\$1,759.00	O
38196	C	AP	6/27/2018	TXU ENERGY	\$4,063.91	O
38197	C	AP	6/27/2018	AT&T	\$5.30	O
845	E	AP	6/27/2018	AUL AMERICAN UNITED LIFE INS.	\$170.00	O
846	E	AP	6/27/2018	VERNOR MATERIAL & EQUIPMENT	\$3,114.47	O
847	E	AP	6/27/2018	BCOS OFFICE TECHNOLOGIES	\$27.43	O
848	E	AP	6/27/2018	BRAZOS RIVER FUELING	\$3,230.34	O
849	E	AP	6/27/2018	AVENU INSIGHTS & ANALYTICS, LLC	\$11,805.17	O
850	E	AP	6/27/2018	ACCONTEMPS	\$1,020.00	O
R858E10	E	PR	6/29/2018	MATHES, JR., DAN	\$2,120.67	O
R858E105	E	PR	6/29/2018	RICHARDS, JEREMY P	\$4,201.82	O
R858E109	E	PR	6/29/2018	GARZA, MELANIE ANN	\$1,252.70	O
R858E110	E	PR	6/29/2018	SKELTON, JARRETT D	\$2,007.04	O

Combined AP / Payroll Check Register Report - FIRST NATIONAL BANK-100103073*Bank: FIRST NATIONAL BANK-100103073, Status = 'O'**For The Date Range From 6/1/2018 To 6/30/2018*

Check # / eCheck ID	Type	AP/PR	Date	Payee	Amount	Status
R858E112	E	PR	6/29/2018	GARCIA, KIRSTEN P	\$1,060.79	O
R858E113	E	PR	6/29/2018	BISSETT, EVAN T	\$1,515.34	O
R858E113	E	PR	6/29/2018	BISSETT, EVAN T	\$150.00	O
R858E114	E	PR	6/29/2018	SALAZAR, LORI S	\$1,100.94	O
R858E116	E	PR	6/29/2018	MORENO, MARCUS M	\$1,049.66	O
R858E117	E	PR	6/29/2018	COON, MICHAEL R	\$3,062.01	O
R858E118	E	PR	6/29/2018	CANTU, GIANI B	\$100.00	O
R858E118	E	PR	6/29/2018	CANTU, GIANI B	\$1,786.95	O
R858E12	E	PR	6/29/2018	SCHILHAB, BRETT A.	\$2,133.69	O
R858E120	E	PR	6/29/2018	CORREIA, NICHOLE ANN	\$1,973.68	O
R858E121	E	PR	6/29/2018	MAYFIELD, CHRISTOPHER	\$2,249.61	O
R858E121	E	PR	6/29/2018	MAYFIELD, CHRISTOPHER	\$118.40	O
R858E122	E	PR	6/29/2018	CRAWFORD, DAVID	\$319.30	O
R858E124	E	PR	6/29/2018	HARDEMAN, KERRY L	\$1,177.81	O
R858E126	E	PR	6/29/2018	MAYER, STEPHEN	\$1,416.85	O
R858E3	E	PR	6/29/2018	PACE, LINDA	\$100.00	O
R858E3	E	PR	6/29/2018	PACE, LINDA	\$1,221.24	O
R858E34	E	PR	6/29/2018	MUNLEY, KEVIN S	\$1,000.00	O
R858E34	E	PR	6/29/2018	MUNLEY, KEVIN S	\$1,006.48	O
R858E5	E	PR	6/29/2018	WILLIAMS, KENNY	\$1,854.98	O
R858E58	E	PR	6/29/2018	Zavala, Dorothy	\$138.52	O
R858E75	E	PR	6/29/2018	Brown, Jack	\$113.52	O
0 Cleared					\$0.00	
154 Outstanding					\$210,844.21	
0 Voided					\$0.00	

Combined AP / Payroll Check Register Report - W/S FIRST NATIONAL BANK-100103081*Bank: W/S FIRST NATIONAL BANK-100103081, Status = 'O'**For The Date Range From 6/1/2018 To 6/30/2018*

Check # / eCheck ID	Type	AP/PR	Date	Payee	Amount	Status
13054	C	AP	6/1/2018	AT&T	\$811.95	O
13055	C	AP	6/1/2018	DE LAGE LANDEN FINANCIAL SERVICES, INC.	\$197.58	O
13056	C	AP	6/1/2018	COASTAL POWER PRODUCTS	\$1,125.00	O
13057	C	AP	6/1/2018	SPRINT	\$21.45	O
289	E	AP	6/1/2018	AUL AMERICAN UNITED LIFE INS.	\$40.00	O
290	E	AP	6/1/2018	DAHILL	\$103.26	O
291	E	AP	6/1/2018	BRAZOS RIVER FUELING	\$1,550.76	O
13058	C	AP	6/6/2018	OFFICE OF ATTORNEY GENERAL	\$406.00	O
292	E	AP	6/7/2018	TEXAS MUNICIPAL RETIREMENT SYSTEM	\$2,588.84	O
13059	C	AP	6/8/2018	BRAZOSPORT WATER AUTHORITY	\$22,219.25	O
13060	C	AP	6/8/2018	CUSTER, CLIFTON	\$37.88	O
13061	C	AP	6/8/2018	COMBINED INSURANCE CO. OF AMERICA	\$74.48	O
13062	C	AP	6/8/2018	VICTOR O. SCHINNERER & COMPANY, INC.	\$19,689.08	O
293	E	AP	6/8/2018	UNITED SYSTEMS TECHNOLOGY, INC	\$395.36	O
294	E	AP	6/8/2018	BCOS OFFICE TECHNOLOGIES	\$46.09	O
13063	C	AP	6/13/2018	CLUTE POSTMASTER	\$109.90	O
R856E101	E	PR	6/14/2018	WEGWERTH, ERVIN C	\$1,021.62	O
R856E123	E	PR	6/14/2018	RIVERA, JUAN	\$942.92	O
R856E83	E	PR	6/14/2018	CUSTER, CLIFTON R	\$108.59	O
R856E83	E	PR	6/14/2018	CUSTER, CLIFTON R	\$2,063.17	O
R856E95	E	PR	6/14/2018	COOK, STEVEN J	\$1,333.82	O
13064	C	AP	6/15/2018	FIRST NATIONAL BANK OF LAKE JACKSON	\$85.48	O
13065	C	AP	6/15/2018	CUSTER, CLIFTON	\$26.98	O
13066	C	AP	6/15/2018	COMCAST	\$41.51	O
13067	C	AP	6/15/2018	COOK, STEVE	\$38.26	O
13068	C	AP	6/15/2018	OFFICE DEPOT	\$66.25	O
13069	C	AP	6/15/2018	PILCIK, MIRANDA	\$30.03	O
13070	C	AP	6/18/2018	OFFICE OF ATTORNEY GENERAL	\$406.00	O
13071	C	AP	6/21/2018	CENTERPOINT ENERGY	\$25.24	O
13072	C	AP	6/21/2018	DEPT. OF STATE HEALTH SERVICES	\$717.93	O
13073	C	AP	6/21/2018	DXI INDUSTRIES, INC.	\$120.00	O
13074	C	AP	6/21/2018	LUYCX PLUMBING	\$405.00	O
13075	C	AP	6/21/2018	PENNEY'S ELECTRIC	\$801.39	O
13076	C	AP	6/21/2018	BUSINESS CARD	\$1,418.68	O
295	E	AP	6/21/2018	EXECUTECH UTAH, INC.	\$9.95	O
13077	C	AP	6/27/2018	CLUTE POSTMASTER	\$362.95	O
13078	C	AP	6/27/2018	TML - IEBP	\$3,947.42	O
13079	C	AP	6/27/2018	AQUA METRIC SALES, CO.	\$2,059.98	O
13080	C	AP	6/27/2018	TXU ENERGY	\$3,662.67	O
13081	C	AP	6/27/2018	AT&T	\$5.30	O
296	E	AP	6/27/2018	AUL AMERICAN UNITED LIFE INS.	\$40.00	O
297	E	AP	6/27/2018	UNITED SYSTEMS TECHNOLOGY, INC	\$38.48	O
298	E	AP	6/27/2018	BRAZOS RIVER FUELING	\$561.14	O
13082	C	AP	6/28/2018	OFFICE OF ATTORNEY GENERAL	\$406.00	O

Combined AP / Payroll Check Register Report - W/S FIRST NATIONAL BANK-100103081**Bank: W/S FIRST NATIONAL BANK-100103081, Status = 'O'****For The Date Range From 6/1/2018 To 6/30/2018**

Check # / eCheck ID	Type	AP/PR	Date	Payee	Amount	Status
R859E101	E	PR	6/29/2018	WEGWERTH, ERVIN C	\$1,326.73	O
R859E123	E	PR	6/29/2018	RIVERA, JUAN	\$812.39	O
R859E83	E	PR	6/29/2018	CUSTER, CLIFTON R	\$2,062.13	O
R859E83	E	PR	6/29/2018	CUSTER, CLIFTON R	\$108.53	O
R859E95	E	PR	6/29/2018	COOK, STEVEN J	\$1,613.75	O
0 Cleared					\$0.00	
49 Outstanding					\$76,087.17	
0 Voided					\$0.00	

Combined AP / Payroll Check Register Report - Brazos National Bank-1002635**Bank: Brazos National Bank-1002635, Status = 'O'****For The Date Range From 6/1/2018 To 6/30/2018**

Check # / eCheck ID	Type	AP/PR	Date	Payee	Amount	Status
1413	C	AP	6/1/2018	ZEIGLER'S SCREEN PRINTING	\$32.00	O
1414	C	AP	6/1/2018	REYES, ADAN	\$275.00	O
1415	C	AP	6/15/2018	REYES, ADAN	\$275.00	O
1416	C	AP	6/21/2018	GREEN, DENISE	\$200.00	O
0 Cleared					\$0.00	
4 Outstanding					\$782.00	
0 Voided					\$0.00	

MEMORANDUM

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

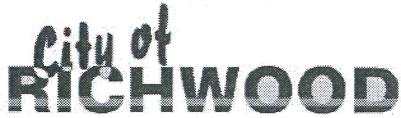
From: Giani Cantu, City Secretary

Date: July 6, 2018

Subject: Final Review and action on replat of 20 acre tract located on the northeast corner of the intersection of Hwy 2004 and 288B

As you may recall, the developer is requesting to rezone 5 acres of the 20 acre tract for the purpose of developing a gas station. Currently the lot is platted as one 20 acre tract.

Prior to rezoning, the developer must first replat the 20 acre tract of land into two separate lots.



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: JOHN D. GELDES Date: 6-7-18

Address: 550 WESTCOTT ST., STE 550 - HOUSTON, TX 77007

Home Phone: 281-743-7760 Business Phone: 713-955-0145

SUBJECT PROPERTY:

Address of property in question: 0 BUSINESS STATE HWY 288 & STATE FARM MARKET HWY 2004, FREEPORT, TX

Legal Description of property: DAKWOOD SHORES PLAT NO. 2008019216

Current Zone: R-3 MULTI-FAMILY

Zone being requested: C-1 COMMERCIAL

PURPOSE OF THE REPLAT (be specific): TO DEVELOP A GAS STATION
& RETAIL CENTER ON THE SUBJECT TRACT
WHICH WAS ORIGINALLY ZONED FOR COMMERCIAL
DEVELOPMENT.

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.

JOHN D. GERDES
Name of Applicant

JOL
Signature of Applicant

6-19-18
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.

MEMORANDUM

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

From: Giani Cantu, City Secretary

Date: July 6, 2018

Subject: Final Review and action on replat of 4.669 acre tract located at 2300 Brazosport Blvd

Final review of replat for tract of land. The request is made by Maha Vidya Corp. The applicant hopes to build a Montessori school for children.



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: Maha Vidya Corp. Date: June 20, 2018

Address: 3620 7th Street, Bay City, TX 77414

Phone: 713-826-8765 Business Phone: 713-826-8765

SUBJECT PROPERTY:

Address of property in question: 2007 FM 2004, Richwood, TX 77531

Legal Description of property: N/A

Current Zone: Commercial

Zone being requested: N/A

PURPOSE OF THE REPLAT (be specific): Survey out of the original approximately 4.67 acre

tract a site which is now approximately 3.14 acres west of the Brazos National Bank building located at

2300 Brazosport Blvd., Richwood, TX 77531

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.

Maha Vidya Corp.

Name of Applicant

Signature

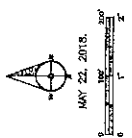
Patricia Taylor, as Intermediary Agent and authorized by Grishma Patel

June 20, 2018

Date

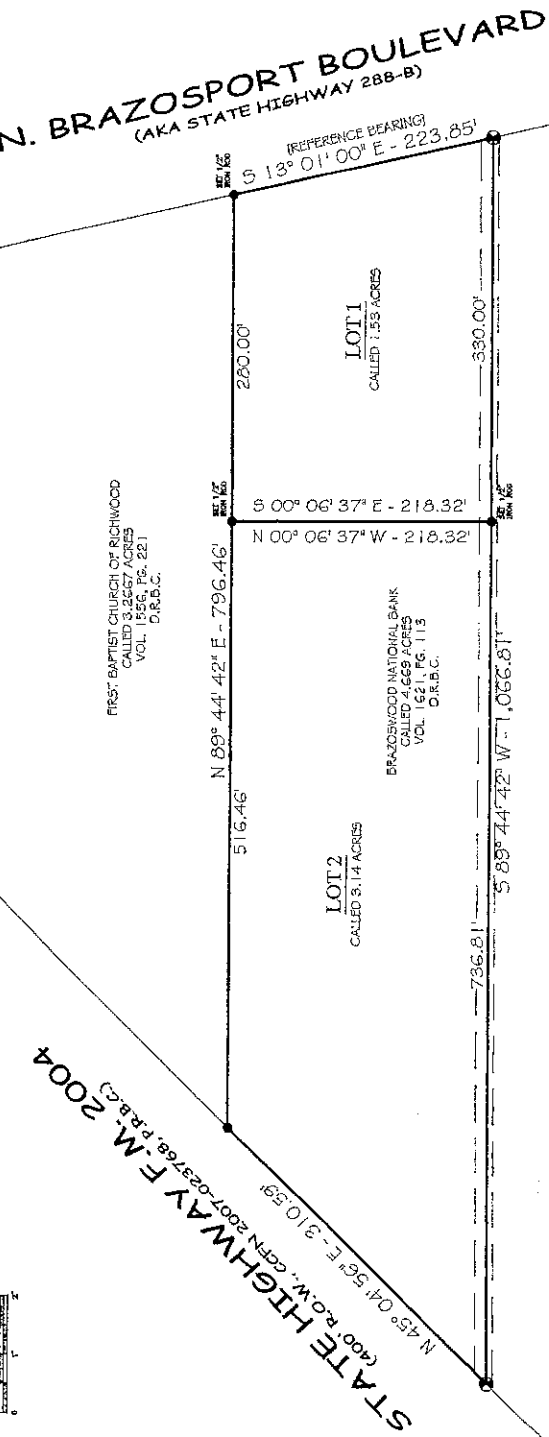
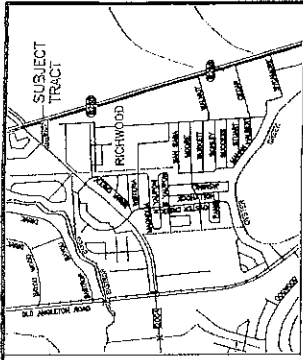
IMPORTANT:

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.



OWNER: BRAZOSWOOD NATIONAL BANK
 REGISTRATION NO. 1715-6883

BRAZOSWOOD NATIONAL BANK S/D
 REPLAT OF A 4.669 ACRE TRACT OF LAND SITUATED IN THE J. E. GRODE 5 LEAGUE GRANT, WEST TRACT 68, BRAZORIA COUNTY, TEXAS, BEING OUT OF THE SAME 4.669 ACRE TRACT CONVERTED TO BRAZOSWOOD NATIONAL BANK RECORDED IN VOLUME 1621, PAGE 113 OF THE DEED RECORDS OF BRAZORIA COUNTY, TEXAS.



THE PROPERTIES, INC.
 CALLED 6.03 ACRES
 CCRN 2012-015719
 O.R.B.C.

STATE OF TEXAS - COUNTY OF BRAZORIA
 I, GEORGE K. LANE, A RESIDENT OF BRAZORIA COUNTY, TEXAS, DO HEREBY CERTIFY THAT THE ABOVE DESCRIBED TRACT OF LAND WAS CONVEYED TO BRAZOSWOOD NATIONAL BANK RECORDED IN VOLUME 1621, PAGE 113 OF THE DEED RECORDS OF BRAZORIA COUNTY, TEXAS, AND THAT THE SAME IS NOW BEING SUBDIVIDED INTO TWO LOTS, LOT 1 AND LOT 2, AS SHOWN ON THE SURVEY MAP, AND THAT THIS PLAT CORRECTLY REPRESENTS TWO LOTS.
 I FURTHER CERTIFY THAT THE ABOVE FACTS ARE CORRECT AND DO FURTHER CERTIFY THAT THE LOCATION AND CONFORMATION OF SAID SUBDIVISION ARE AS SHOWN.

TRUSTEE

STATE OF TEXAS - COUNTY OF BRAZORIA
 BEFORE ME, THE UNDERSIGNED AUTHORITY, ON THIS DAY PERSONALLY APPEARED GEORGE K. LANE, KNOWN TO ME TO BE THE PERSON WHOSE NAME IS SUBSCRIBED TO THE FOREGOING INSTRUMENT, AND HE REQUESTED THAT I SUBSCRIBE TO THE SAME FOR THE PURPOSE AND CONSIDERATION THEREIN EXPRESSED.
 GIVEN UNDER MY HAND AND SEAL OF OFFICE THIS _____ DAY OF _____ 2014.
 MY COMMISSION EXPIRES _____

NOTES:

- 1) THERE WAS NO PHYSICAL EVIDENCE OF ANY PIPELINE OR PIPELINE EMBODIMENTS WITHIN THE BOUNDARIES OF THIS PLAT.
- 2) ALL EASEMENTS, ENCROACHMENTS AND RIGHT-OF-WAYS SHALL BE LEFT CLEAR OF FENCES, BUILDINGS, FOUNDATIONS, PLANTINGS AND OTHER OBSTRUCTIONS TO THE OPERATION AND MAINTENANCE OF THE EASEMENT FACILITY.
- 3) THIS PROPERTY IS LOCATED WITHIN ZONE "C" AND IS NOT WITHIN THE 100 YEAR FLOOD HAZARD ZONE AS SHOWN ON THE FLOOD HAZARD MAP OF BRAZORIA COUNTY, TEXAS, COMMUNITY NO. 44333Z, PUBLISHED JULY 11, 2011, SUPER "W", SURVEY DATE 2011, 1946.
- 4) ALL CORNERS ARE 1/2" IRON NAIL UNLESS OTHERWISE LABELED.
- 5) THE PURPOSE OF THIS REPLAT IS TO CREATE 2 LOTS FROM A 4.669 ACRE TRACT OF LAND AS SHOWN ON THE DEED RECORDS OF BRAZORIA COUNTY, TEXAS, VOLUME 1621, PAGE 113 OF THE DEED RECORDS OF BRAZORIA COUNTY, TEXAS.
- 6) REFERENCE BEARINGS FOR THIS REPLAT IS BASED ON THE NORTHEAST CORNER OF THE 4.669 ACRE TRACT BEING - S 13° 01' 00" E.
- 7) 10' UTILITY EASEMENT ADJACENT UPON PER PROPERTY OWNERS, AND 6' ALONG THE ROAD ADJACENT IS PROPOSED.

NEARBY LANDMARK DISTANCE

THE SCALE PURPOSE OF THIS REPLAT IS TO MAKE ONE 4.669 ACRE TRACT INTO TWO LOTS, LOT 1 AND LOT 2, AS SHOWN ON THE SURVEY MAP, AND THAT THIS PLAT CORRECTLY REPRESENTS TWO LOTS.

BRAZORIA CITY COUNCIL

APPROVED THIS _____ DAY OF _____, 2014 BY THE CITY COUNCIL OF THE CITY OF BRAZORIA, BRAZORIA COUNTY, TEXAS.

- | | |
|--------------------------|---------------------------|
| MARK BUTLER, MAYOR | JOE JOHNSON, POSITION 1 |
| FRANK BLANKE, POSITION 2 | SARA REED, POSITION 3 |
| MARK BROWN, POSITION 4 | KATIE JOHNSON, POSITION 5 |
| DAVE CARL, SECRETARY | |

STATE OF TEXAS - COUNTY OF BRAZORIA

I, GEORGE K. LANE, A RESIDENT OF BRAZORIA COUNTY, TEXAS, DO HEREBY CERTIFY THAT THE ABOVE DESCRIBED TRACT OF LAND WAS CONVEYED TO BRAZOSWOOD NATIONAL BANK RECORDED IN VOLUME 1621, PAGE 113 OF THE DEED RECORDS OF BRAZORIA COUNTY, TEXAS, AND THAT THE SAME IS NOW BEING SUBDIVIDED INTO TWO LOTS, LOT 1 AND LOT 2, AS SHOWN ON THE SURVEY MAP, AND THAT THIS PLAT CORRECTLY REPRESENTS TWO LOTS.

I FURTHER CERTIFY THAT THE ABOVE FACTS ARE CORRECT AND DO FURTHER CERTIFY THAT THE LOCATION AND CONFORMATION OF SAID SUBDIVISION ARE AS SHOWN.

GEORGE K. LANE, TRUSTEE
 BRAZOSWOOD NATIONAL BANK
 LICENSE NO. 1009

STATE OF TEXAS - COUNTY OF BRAZORIA

BEFORE ME, THE UNDERSIGNED AUTHORITY, ON THIS DAY PERSONALLY APPEARED GEORGE K. LANE, KNOWN TO ME TO BE THE PERSON WHOSE NAME IS SUBSCRIBED TO THE FOREGOING INSTRUMENT, AND HE REQUESTED THAT I SUBSCRIBE TO THE SAME FOR THE PURPOSE AND CONSIDERATION THEREIN EXPRESSED.

GIVEN UNDER MY HAND AND SEAL OF OFFICE THIS _____ DAY OF _____ 2014.
 MY COMMISSION EXPIRES _____

MEMORANDUM

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

From: Giani Cantu, City Secretary

Date: July 6, 2018

Subject: Ordinance - RV Park Utility Rates

Currently the City ordinance treats multi-family dwellings (apartments) and RV/trailer parks the same when it comes to assessing water and sewer rates. When either of these two types of developments uses a shared meter to provide water, the development is required to pay the full base rate for each apartment or pad serviced by the shared meter. It was discovered that the two RV parks currently being serviced are only being charged one base rate.

After visiting with the owner regarding the ordinance and the fee charges, the City was asked to consider revising the ordinance so that RV/trailer parks are only charged half of the base rate for each pad that is serviced by a shared meter. Historically, RV/trailer parks do place less of a demand on the City's infrastructure. It's estimated that each RV or trailer uses about half as much water as your typical apartment.

At your last meeting, Council voted to approve a charge of 1/2 the base rate per pad/site for RV Parks. This puts that vote into ordinance format for consideration.

ORDINANCE NO. 18-428

AN ORDINANCE BY THE COUNCIL OF THE CITY OF RICHWOOD, TEXAS AMENDING WATER FEES AND CHARGES AS ADOPTED BY ORDINANCE 18-417 TO MODIFY FEES FOR RECREATIONAL VEHICLE (RV) PARKS FOR WATER AND SEWER; REPEALING ALL ORDINANCES IN CONFLICT HEREWITH; PROVIDING FOR A SAVINGS CLAUSE; AND PROVIDING FOR AN EFFECTIVE DATE.

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

Section 1: That Section 5 of Ordinance 18-417 pertaining to fees and charges is hereby amended and the following fees are hereby adopted:

WATER RATE FEES AND CHARGES

- A. The rates, fees and charges for furnishing water services by the City of Richwood for each month's service shall be set for each unit, whether a single residence user on one meter or a single commercial user on one meter at the following rate:

GALLONS OF WATER PER MONTH	MONTHLY FEE <i>Minimum monthly charge</i>
2,000	\$24.40

VARIABLE RATE: Amounts in excess of 2,000 gallons charged at the rate \$4.35 per each additional 1,000 gallons of usage.

- B. In the event of service being furnished through one meter to multiple dwelling units or multiple commercial units, whether such be Mobile Home Parks, Trailer Parts, Apartment Houses, Duplexes, or otherwise, then the water billing rate shall be based upon that schedule set forth above with the minimum fee being set at 2,000 gallons times the number of user units, whether such unit to be dwelling or a commercial user or otherwise and with that number of gallons, to-wit 2,000 gallons times such unit, the monthly fee will be charged each such 2,000 gallons and all usage over 2,000 gallons per unit shall be charged at the variable rate set above. The total usage of such meter servicing multiple dwelling units or multiple commercial user shall be scheduled so that each such users shall pay not less than that scale set forth above as if each user were independently metered.

(1) EXCEPTION: Recreational Vehicle (RV) Parks as defined in Section 11-1 of the Code of Ordinances.

- (a) In the event a meter servicing multiple dwelling units is located at an RV Park, the base water billing rate shall be $\frac{1}{2}$ of the standard monthly base rate per pad or site. Any usage above the base amount will be charged the regular variable rate.

RATES FOR RESIDENTIAL AND COMMERCIAL SEWER USERS

- A. The amount of fluids introduced into the City sanitary sewer system by the patron in question shall be presumed to be equal to the amount of water metered by the City of Richwood for said

patron.

- B. The rates, fees and charges for furnishing sewer services by the City of Richwood for each month's service shall be set for each unit, whether a single residence user on one meter or a single commercial user on one meter at the following rate:

GALLONS OF FLUID INTRODUCED INTO SANITARY SEWER PER MONTH	MONTHLY FEE <i>Minimum monthly charge</i>
2,000	\$22.40

VARIABLE RATE: Amounts in excess of 2,000 gallons charged at the rate \$4.35 per each additional 1,000 gallons of usage

- C. In the event of service being furnished through one meter to multiple dwelling units or multiple commercial units, whether such be Mobile Home Parks, Trailer Parts, Apartment Houses, Duplexes, or otherwise, then the water billing rate shall be based upon that schedule set forth above with the minimum fee being set at 2,000 gallons times the number of user units, whether such unit to be dwelling or a commercial user or otherwise and with that number of gallons, to-wit 2,000 gallons times such unit, the monthly fee will be charged each such 2,000 gallons and all usage over 2,000 gallons per unit shall be charged at the variable rate set above. The total usage of such meter servicing multiple dwelling units or multiple commercial user shall be scheduled so that each such users shall pay not less than that scale set forth above as if each user were independently metered.

(1) EXCEPTION: Recreational Vehicle (RV) Parks as defined in Section 11-1 of the Code of Ordinances.

- (a) In the event a meter servicing multiple dwelling units is located at an RV Park, the base water billing rate shall be $\frac{1}{2}$ of the standard monthly base rate per pad or site. Any usage above the base amount will be charged the regular variable rate.

- D. The monthly service charge for providing sanitary sewer service to special commercial and industrial customers shall be based upon the number of gallons of water used by the patron in question as metered by the City of Richwood or the number of gallons of waste water and other fluids introduced into the City sanitary sewer system by the patron in question, as estimated or metered by the City of Richwood, whichever is greater, plus, where applicable, a monthly surcharge on the basis of the industrial waste ordinance of the City of Richwood, Texas for industrial customers that have sewage strengths in excess of 250 mg/l (BOD) and 250 mg/l (TSS).

- E. In addition industrial customers, in accordance with the Environmental Protection Agency's assistance grant cost recovery requirements, will be subject to pay their proportionate share of the City's Federal Assistance Grant amount allocable to the treatment of the City's waste.

Section 2: That if any provision of this ordinance or application thereof to any person or circumstance is held invalid by any court, such holding shall not affect the validity of the remaining portions of this ordinance, and the City Council of the City of Richwood, Texas, hereby declares that it would have enacted such remaining portions despite any such invalidity.

Section 3: That all ordinances or parts of ordinances in conflict herewith are hereby repealed to the extent of the conflict only.

Section 4: That this ordinance shall be effective immediately.

Passed and Approved on first and final reading this 9th day of July, 2018.

ATTEST:

Mark Guthrie, Mayor

Giani Cantu, City Secretary

APPROVED AS TO FORM:

Jason Cordoba, City Attorney

MEMORANDUM

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

From: Giani Cantu, City Secretary

Date: July 6, 2018

Subject: Resolution BWA - Board of Directors

The City's representative on Board of Directors for BWA resigned from his position.

The City received an email from Steve Boykin sharing interest in serving on BWA Board of Directors. The City reached out to BWA for qualifications to serve and after review finds that Mr. Boykin meets the criteria to serve on the board of Directors as the representative for Richwood.

Mr. Boykin has been a resident of Richwood since 1983 and previously served as the BWA Director and Board President, along with his many other acts of service.

Staff is recommending that Mr. Boykin be appointed to serve as the representative for Richwood on BWA Board of Directors.

Cantu, Giani

From: Coon, Michael
Sent: Friday, June 29, 2018 4:42 PM
To: stevemboykin@comcast.net
Cc: Cantu, Giani
Subject: RE: BWA

Follow Up Flag: Follow up
Flag Status: Flagged

Steve,

We really appreciate your interest. Osdi has done a good job representing the City and I was worried about finding a good replacement candidate. I am including Giani, our City Secretary, on this email. She will reach out to you if we need any additional information. As of now, we planning on having an item on July 9th's agenda to have Council consider filling the position.

Thanks again for your interest in serving our community once again!

Michael Coon
City Manager
City of Richwood
1800 N. Brazosport Blvd.
Richwood, TX 77531
(979) 265-2082

ATTENTION PUBLIC OFFICIALS!

A "Reply to All" of this e-mail could lead to violations of the Texas Open Meetings Act. Please reply only to the sender.

From: stevemboykin@comcast.net <stevemboykin@comcast.net>
Sent: Friday, June 29, 2018 3:38 PM
To: Coon, Michael <mcoon@richwoodtx.gov>
Subject: BWA

Hello Michael,

I understand that my request to represent the City of Richwood as its representative to the BWA Board of Directors is under consideration and may be submitted to the Council at the next meeting. I appreciate the consideration and, if chosen, will do my best to serve the city and its citizens well.

Since a few years have passed since I have represented the city in any capacity and, both the Council members and city management have changed, I thought it might be appropriate to provide some information about myself. If you have any questions or need further clarifications, please feel free to contact me.

Best Regards,

Steve Boykin

102 West Mahan
Richwood, Texas 77531
(979) 292-9183
stevemboykin@comcast.net

Resident of Richwood since 1983

COMMUNITY SERVICE INFORMATION:

Former Richwood Volunteer Firefighter, EMT-I and EMS Coordinator
Former Richwood Fire Marshal
Former Richwood Associate and Presiding Municipal Judge
Former Richwood BWA Director and Board President
Served on the former Water for Brazoria County Committee
Former Member of the Gulf Coast Emergency Rescue Squad (GCERS)
Former Clute Police Reserve Officer
Current Associate Judge for the Village of Surfside Beach, Texas
Served as adult leader for the Clute Police Department Explorer Post, GCERS Emergency Services Explorer Post, and the Richwood Fire Department Explorer Post
Served as Coach and Board member for the Clute Girls Softball association
Served as a Coach for the Clute Little League
Served as a Coach for the Brazosport Youth Soccer Association

EMPLOYMENT INFORMATION

Current 42 ¾ year employee for Shintech Incorporated, current assignment, Production Supervisor. Past assignments... Environmental Specialist, Utilities Technician and Process Technician.

I hope that the above provides some background information for your consideration, and again, if you have any questions, please do not hesitate to call.

Steve M. Boykin

RESOLUTION 18-R-5

WHEREAS, the representative for the City of Richwood 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, Steven Boykin 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 Steve Boykin 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 9th day of July, 2018.

APPROVED:

Mark Guthrie, Mayor

ATTEST:

Giani Cantu, City Secretary

City of Richwood

Proposed Budget Fiscal Year 2018-2019



Focused on the Future

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EXPENDITURES BY DEPARTMENT

DESCRIPTION	ACTUAL FY 2016/17 <i>UNAUDITED</i>	BUDGET FY 2017/18	PROJECTED FY 2018/18	BUDGET FY 2018/19
ADMINISTRATION	449,091	556,935	544,447	699,528
CITY MAINTENANCE	223,244	243,929	227,289	225,609
STREETS & DRAINAGE	126,856	125,000	125,000	125,000
SPECIAL SERVICES	7,212	18,400	18,400	12,230
POLICE DEPARTMENT	923,267	919,169	948,018	954,851
JUDICIAL	132,791	130,745	135,211	89,263
FIRE DEPARTMENT	163,464	191,434	194,150	205,781
PARKS & RECREATION	34,761	40,994	49,048	46,300
CODE ENFORCEMENT	46,157	53,009	50,968	57,171
PERMITTING & INSPECTIONS	80,534	109,588	107,719	113,366
STORM/DISASTER	28,781	86,231	69,864	-
TRANSFERS	-	654,439	625,094	181,070
TOTAL	2,216,158	3,129,873	3,095,208	2,710,169
DEBT SERVICE	170,394	174,212	174,212	166,333
TOTAL	170,394	174,212	174,212	166,333
WATER/SEWER	1,244,460	1,510,729	1,499,904	1,680,508
TRANSFERS	-	761,336	755,336	491,260
TOTAL	1,244,460	2,272,065	2,255,240	2,171,768
DEBT SERVICE	168,210	165,756	165,756	153,192
TOTAL	168,210	165,756	165,756	153,192
CRIME CONTROL & PREVENTION	104,594	117,165	58,152	114,499
TOTAL	104,594	117,165	58,152	114,499
INSURANCE CONTINGENCY	-	-	-	-
TOTAL	-	-	-	-
EQUIPMENT REPLACEMENT	-	165,609	129,999	40,000
TOTAL	-	165,609	129,999	40,000
UTILITY CAPITAL IMPROVEMENTS	-	87,686	87,686	128,790
TOTAL	-	87,686	87,686	128,790
CAPITAL PROJECTS	-	72,095	82,750	40,000
TOTAL	-	72,095	82,750	40,000
TRANSPORTATION	57,543	105,000	80,000	136,800
TOTAL	57,543	105,000	80,000	136,800
BEAUTIFICATION	12,801	16,000	11,650	16,000
TOTAL	12,801	16,000	11,650	16,000
GRAND TOTAL	3,974,160	6,305,462	6,140,653	5,677,551
TRANSFERS SUBTOTAL	-	1,415,775	1,380,430	672,330
NET OPERATING TOTAL	3,974,160	4,889,687	4,760,223	5,005,221

General Fund Revenues

DESCRIPTION	ACTUAL FY 2016/17 <i>UNAUDITED</i>	BUDGET FY 2017/18	PROJECTED FY 2018/18	BUDGET FY 2018/19
4103 AD VALOREM TAXES	1,481,522	1,692,127	1,657,605	1,673,909
210 DEVELOPERS 380 REBATE	-	(242,155)	(242,155)	(119,720)
CRAWFORD FURNITURE 380 REBATE	-	(6,381)	(6,381)	(7,190)
BIG KOUNTRY SHOOTING 380 REBATE	-	-	-	(4,993)
4104 DELINQUENT TAXES	11,371	12,000	21,000	12,000
4105 PENALTY & INTEREST	12,351	12,500	12,500	12,500
4106 LICENSES & PERMITS	9,371	10,000	9,142	9,100
4107 BUILDING PERMITS	48,884	60,000	64,000	70,000
4109 MUNICIPAL COURTS	210,319	150,000	130,415	131,000
4110 INTEREST EARNED	6,513	3,000	5,000	3,000
4111 FRANCHISE TAXES	195,712	177,189	179,000	179,000
4112 MISCELLANEOUS INCOME	36,423	30,000	42,394	35,000
4114 ANIMAL FINES/LICENSES	175	200	290	350
4116 SALES TAX - STREETS	93,462	109,607	114,735	117,000
4117 SALES TAX	373,846	438,430	458,938	467,998
4118 MUNICIPAL BUILDING RENTALS	5,543	7,314	9,562	9,500
4121 PARKS AND RECREATION	4,100	5,066	5,087	5,075
4250 BARBEQUE COOKOFF	6,659	7,000	2,454	-
4251 POLICE OFFICER TRAINING	1,213	1,100	1,378	1,350
4253 COURT SECURITY	(3,404)	3,300	3,300	2,880
4254 COURT TECHNOLOGY	(4,539)	2,000	2,000	3,000
4255 BOBBY FORD PARK	3,065	5,000	5,000	5,000
TRANSFER IN FROM UTILITY (Indirect Cost)	-	400,826	400,826	104,410
TRANSFER IN FROM FUND BAL.	-	251,750	251,750	-
FUND TOTAL	2,492,585	3,129,873	3,127,839	2,710,169

MAJOR BUDGET CHANGES

380 Agreement Rebates	116,633	The Brazos Crossing 380 Agreement dropping from 100% to 75%.
Sales Tax Line Items	36,961	The projected growth comes from the sales tax revenues from businesses that sales tax revenues hadn't previously been sent correctly to Richwood. MuniServices help make these corrections.
Building Permits	10,000	Anticipated increase from new residential and commercail growth.
Transfer in from Utility (Indirect Cost)	(296,416)	Removed one-time debt payment from Utility Fund.
Transfer in from Fund Balance	(251,750)	Removed transfer that funded one-time expenditures in FY 2018.
Municipal Courts	(19,000)	Revenues projections have been lowered to reflect a lesser amount of citations being issued.
Barbeque Cookoff	(7,000)	Revenues are no longer budgeted as the Fire Department will be taking over the management of the event.

Department Administration

EXPENDITURE CLASSIFICATION	ACTUAL FY 2016/17 <i>UNAUDITED</i>	BUDGET FY 2017/18	PROJECTED FY 2018/18	BUDGET FY 2018/19
PERSONNEL COSTS	270,880	339,199	321,282	445,443
OPERATING COSTS	55,281	44,901	40,120	44,925
MAINTENANCE AND REPAIRS	17,910	15,500	16,750	16,000
UTILITIES AND TELEPHONE	12,885	11,753	11,540	12,240
SERVICES	55,890	90,726	101,246	100,700
SUNDRY	29,851	46,556	45,210	73,420
SUBTOTAL	442,696	548,635	536,147	692,728
CAPITAL OUTLAY	6,395	8,300	8,300	6,800
DEPARTMENT TOTAL	449,091	556,935	544,447	699,528
POSITION TITLE	EMPLOYEE SALARY RANGE			
	NUMBER	MIN	MAX	
CITY MANAGER	1	90,610	122,590	94,210
FINANCE DIRECTOR	1	61,815	83,633	72,717
CITY SECRETARY	1	61,815	83,633	63,989
ADMINISTRATIVE ASSISTANT	1	35,620	48,192	44,800
CUSTOMER SERVICE REP.	1	30,400	41,130	32,364
TOTAL	5			308,080

MAJOR BUDGET CHANGES

Multiple Personnel Line Items	97,212	Added a Finance Director position.
Special Services - Miscellaneous		Budgeted payment to third-party to review sales tax compliance.
	24,000	Equates to 30 percent of additional estimated sales tax.
Multiple Personnel Line Items		Implementation of compensation study & establishing formal pay
	16,159	scales for all full-time positions.
Elections	6,000	Increased budget for a November bond election.

Department Administration

EXPENDITURE CLASSIFICATION	ACTUAL FY 2016/17 <i>UNAUDITED</i>	BUDGET FY 2017/18	PROJECTED FY 2018/18	BUDGET FY 2018/19
5100 PERSONNEL COSTS				
01 ADMINISTRATIVE EXP	29,494	-		-
02 CONTRACT LABOR	14,763	3,300	28,800	3,300
03 SALARIES	165,162	222,651	203,883	308,080
04 OVERTIME	-	4,202	2,000	3,500
05 RETIREMENT	26,179	40,097	30,000	48,107
07 MEDICARE	-	3,322	3,322	4,611
10 WORKER'S COMP	527	1,050	850	1,210
15 HOSPITALIZATION	25,744	35,933	34,024	47,340
20 UNEMPLOYMENT INS.	45	684	547	855
25 CELL PHONE ALLOWANCE	-	1,080	1,080	1,530
26 CAR ALLOWANCE	-	5,400	5,400	5,400
30 TRAINING & TRAVEL	8,966	15,480	10,000	19,360
75 EMPLOYEE INCENTIVE	-	5,100	1,150	1,250
80 CERTIFICATION PAY	-	900	225	900
TOTAL	270,880	339,199	321,282	445,443
5200 OPERATING SUPPLIES				
01 FOOD	514	2,460	2,000	2,220
10 OFFICE SUPPLIES	27,073	20,936	17,000	21,000
15 CUSTODIAL SUPPLIES	1,119	1,000	1,000	1,200
25 BOOKS & PERIODICALS	118	885	500	885
40 EXPENDABLE SUPPLIES	26,457	19,620	19,620	19,620
TOTAL	55,281	44,901	40,120	44,925
5300 MAINTENANCE & REPAIRS				
10 BUILDING & GROUNDS	14,631	15,000	16,000	15,000
12 CONTINGENCY FUND M&R	3,000	-		-
20 OFFICE FURNITURE/FIX	103	500	750	1,000
65 OTHER EQUIPMENT M&R	176	-		-
TOTAL	17,910	15,500	16,750	16,000
5400 UTILITIES & TELEPHONE				
10 ELECTRICITY	10,384	9,000	9,000	9,500
20 TELEPHONE	2,074	2,040	2,040	2,040
30 NATURAL GAS	427	713	500	700
TOTAL	12,885	11,753	11,540	12,240

5500 SERVICES				
10 ELECTIONS	-	4,000	-	10,000
50 IT SERVICES	2,208	20,726	17,726	20,726
56 CONT. SERVICES - TAXES	12,013	13,000	13,000	11,474
60 ENGINEERING	-	1,000	1,000	-
70 ATTORNEY'S FEES	11,481	17,000	28,000	20,500
72 ECONOMIC DEVELOPMENT	1,130	10,000	1,200	10,000
80 AUDITOR'S FEES	28,557	25,000	28,000	28,000
95 PROFESSIONAL SERVICES	500	-	12,320	-
TOTAL	55,890	90,726	101,246	100,700
5600 SUNDRY				
40 INS. - BLDG/LIAB/BOND	17,096	20,000	20,000	20,000
60 DUES & SUBSCRIPTIONS	8,292	11,161	11,161	11,761
85 PUBLISHING & ADVERTISING	4,463	7,995	7,995	9,995
95 SPECIAL SERVICES - MISC	-	7,400	6,054	31,664
TOTAL	29,851	46,556	45,210	73,420
5900 CAPITAL OUTLAY				
10 OFFICE EQUIPMENT	182	3,500	3,500	2,000
35 EQUIP - TIME PAYMENT	6,213	4,800	4,800	4,800
40 SPECIAL EQUIPMENT	-	-	-	-
50 CONTINGENCY FUND	-	-	-	-
60 TRANSFER TO CAPITAL	-	-	-	-
TOTAL	6,395	8,300	8,300	6,800
DEPARTMENT TOTAL	449,091	556,935	544,447	699,528

Department City Maintenance

EXPENDITURE CLASSIFICATION	ACTUAL FY 2016/17 <i>UNAUDITED</i>	BUDGET FY 2017/18	PROJECTED FY 2018/18	BUDGET FY 2018/19
PERSONNEL COSTS	100,283	112,175	102,615	109,203
OPERATING COSTS	23,064	22,700	21,700	22,400
MAINTENANCE AND REPAIRS	22,997	21,500	28,500	21,500
UTILITIES AND TELEPHONE	36,021	38,200	35,700	37,400
SUNDRY	13,303	22,800	12,220	8,550
SUBTOTAL	195,668	217,375	200,735	199,053
CAPITAL OUTLAY	27,576	26,554	26,554	26,556
DEPARTMENT TOTAL	223,244	243,929	227,289	225,609
POSITION TITLE	EMPLOYEE SALARY RANGE			
	NUMBER	MIN	MAX	
MAINTENANCE TECH	1	30,400	41,130	32,260
OPERATOR TRAINEE	1	30,400	41,130	32,364
TOTAL	2			64,624

MAJOR BUDGET CHANGES

Dues & Subscriptions	(8,500)	Decreased to match historical expenditures.
Special Services - Misc.	(4,100)	Decreased to match historical expenditures.
Multiple Personnel Line Items	(2,972)	Decrease due to turnover and lower salaries for newer employees.
Radio M&R	(2,000)	Decreased to match historical expenditures.

**Department
City Maintenance**

EXPENDITURE CLASSIFICATION	ACTUAL FY 2016/17 <i>UNAUDITED</i>	BUDGET FY 2017/18	PROJECTED FY 2018/18	BUDGET FY 2018/19
5100 PERSONNEL COSTS				
02 CONTRACT LABOR	2,083	2,500	-	2,500
03 SALARIES	66,533	67,250	60,228	64,624
04 OVERTIME	-	7,601	7,601	7,000
05 RETIREMENT	7,390	8,556	6,225	8,151
07 MEDICARE	-	975	467	1,039
10 WORKER'S COMP	4,618	3,885	6,411	3,261
15 HOSPITALIZATION	17,644	17,966	18,066	18,936
20 UNEMPLOYMENT INS.	18	342	342	342
30 TRAINING & TRAVEL	278	1,500	1,500	1,500
75 LONGEVITY PAY	-	-	175	250
90 UNIFORMS	1,719	1,600	1,600	1,600
TOTAL	100,283	112,175	102,615	109,203
5200 OPERATING SUPPLIES				
10 OFFICE SUPPLIES	106	500	200	200
15 CUSTODIAL SUPPLIES	466	700	500	700
20 TOOLS	2,394	2,500	2,500	2,500
30 GAS, OIL, & LUBRICANTS	9,157	8,000	8,000	8,000
40 EXPENDABLE SUPPLIES	3,139	3,000	2,500	3,000
45 DUMP CHARGES	7,740	6,000	6,000	6,000
70 CHEMICALS	62	2,000	2,000	2,000
TOTAL	23,064	22,700	21,700	22,400
5300 MAINTENANCE & REPAIRS				
10 BUILDING & GROUNDS	5,408	4,000	7,500	5,000
40 VEHICLE M&R	6,857	6,000	7,000	6,000
60 RADIO M&R	714	5,000	2,000	3,000
65 OTHER EQUIPMENT M&R	3,904	4,000	10,000	5,000
76 SIGNS M&R	6,114	2,500	2,000	2,500
TOTAL	22,997	21,500	28,500	21,500
5400 UTILITIES & TELEPHONE				
10 ELECTRICITY	28,474	31,500	35,000	36,000
20 TELEPHONE	7,159	6,300	300	1,000
30 NATURAL GAS	388	400	400	400
TOTAL	36,021	38,200	35,700	37,400

5600 SUNDRY				
30 INS. - MOTOR VEHICLES	1,437	2,000	2,220	2,250
40 INS. - BLDG/LIAB/BOND	2,034	4,000	4,000	2,100
60 DUES & SUBSCRIPTIONS	6,658	9,000	500	500
85 PUBLISHING & ADVERTISING	-	500	500	500
95 SPECIAL SERVICES - MISC	3,175	7,300	5,000	3,200
TOTAL	13,303	22,800	12,220	8,550
5900 CAPITAL OUTLAY				
30 EQUIPMENT	6,639	-	-	-
35 EQUIP - TIME PAYMENT	20,937	26,554	26,554	26,556
TOTAL	27,576	26,554	26,554	26,556
DEPARTMENT TOTAL	223,244	243,929	227,289	225,609

Department Streets and Drainage

EXPENDITURE CLASSIFICATION	ACTUAL FY 2016/17 <i>UNAUDITED</i>	BUDGET FY 2017/18	PROJECTED FY 2018/18	BUDGET FY 2018/19
5300 MAINTENANCE & REPAIRS				
80 STREET M&R	23,043	48,000	48,000	48,000
85 DRAINAGE M&R	3,419	5,000	5,000	5,000
TOTAL	26,463	53,000	53,000	53,000
5500 SERVICES				
60 ENGINEERING	-	5,000	5,000	5,000
TOTAL	-	5,000	5,000	5,000
5900 CAPITAL OUTLAY				
65 STREET PROJECTS	98,604	60,000	60,000	60,000
75 DRAINAGE	1,789	7,000	7,000	7,000
TOTAL	100,393	67,000	67,000	67,000
DEPARTMENT TOTAL	126,856	125,000	125,000	125,000

MAJOR BUDGET CHANGES

No changes

Department Special Revenue

EXPENDITURE CLASSIFICATION	ACTUAL FY 2016/17 <i>UNAUDITED</i>	BUDGET FY 2017/18	PROJECTED FY 2018/18	BUDGET FY 2018/19
5200 OPERATING				
90 BARBEQUE COOKOFF	4,397.19	7,000.00	7,000.00	-
91 POLICE TRAINING	250.00	1,100.00	1,100.00	1,350.00
92 SEIZURE & FORFEITURE	-	-	-	-
93 COURT SECURITY	119.20	3,300.00	3,300.00	2,880.00
94 COURT TECHNOLOGY	2,445.45	2,000.00	2,000.00	3,000.00
95 BOBBY FORD PARK	-	5,000.00	5,000.00	5,000.00
TOTAL	7,211.84	18,400.00	18,400.00	12,230.00
DEPARTMENT TOTAL	7,211.84	18,400.00	18,400.00	12,230.00

MAJOR BUDGET CHANGES

Barbeque Cookoff	(7,000.00)	During FY 2018 the responsibility & funds for the Cookoff were transferred to the Richwood Volunteer Fire Department.
Various Line Items	830.00	Adjusted to match historical totals for special revenues.

Department Police Department

EXPENDITURE CLASSIFICATION	ACTUAL FY 2016/17 <i>UNAUDITED</i>	BUDGET FY 2017/18	PROJECTED FY 2018/18	BUDGET FY 2018/19
PERSONNEL COSTS	789,770	765,428	821,789	789,073
OPERATING COSTS	42,712	39,104	19,946	41,982
MAINTENANCE AND REPAIRS	12,517	14,880	13,797	14,020
UTILITIES AND TELEPHONE	6,082	11,772	8,207	12,624
SERVICES	47,726	63,460	55,480	70,350
SUNDRY	24,270	22,912	25,563	22,314
SUBTOTAL	923,076	917,556	944,781	950,363
CAPITAL OUTLAY	191	1,613	3,237	4,488
DEPARTMENT TOTAL	923,267	919,169	948,018	954,851

POSITION TITLE	NUMBER	EMPLOYEE SALARY RANGE		
		MIN	MAX	
POLICE CHIEF	1	66,732	90,284	75,005
SERGEANT	1	57,281	70,011	62,833
SERGEANT	1	57,281	70,011	61,418
OFFICER	1	47,735	58,342	58,342
OFFICER	1	47,735	58,342	57,532
OFFICER	1	47,735	58,342	53,821
OFFICER	1	47,735	58,342	53,821
OFFICER	1	47,735	58,342	53,776
OFFICER	1	47,735	58,342	53,216
TOTAL	9			529,764

MAJOR BUDGET CHANGES

Overtime	15,236	Increased budget to better match historical expenditures. Additionally, the Police Department is also implementing new practices to better provide shift coverage without using as much
Multiple Personnel Line Items	7,712	Implementation of compensation study & establishing formal pay scales for all full-time positions.
Animal Control	4,600	Historically, unclaimed pets have been brought to Angleton's shelter at no cost to the City. However, we are anticipating that to change.
Gas, Oil, & Lubricants	3,638	Increased budget to account for raising fuel costs.
Jail Expense	3,540	Purchased new software that will allow for video magistration

**Department
Police**

EXPENDITURE CLASSIFICATION	ACTUAL FY 2016/17 <i>UNAUDITED</i>	BUDGET FY 2017/18	PROJECTED FY 2018/18	BUDGET FY 2018/19
5100 PERSONNEL COSTS				
03 SALARIES	625,375	525,707	519,037	529,764
04 OVERTIME	-	36,764	84,089	52,000
05 RETIREMENT	61,607	64,352	68,636	66,266
07 MEDICARE	-	7,631	8,745	8,443
10 WORKER'S COMP	10,817	24,547	24,373	19,332
15 HOSPITALIZATION	76,898	80,848	88,568	85,212
20 UNEMPLOYMENT INS.	239	1,539	1,804	1,539
25 CELL PHONE ALLOWANCE	-	540	540	540
30 TRAINING & TRAVEL	4,968	11,300	11,263	10,740
75 EMPLOYEE INCENTIVE	6,500	-	1,650	1,850
80 CERTIFICATION PAY	-	8,400	8,400	7,800
90 UNIFORMS	3,367	3,800	4,683	5,587
TOTAL	789,770	765,428	821,789	789,073
5200 OPERATING SUPPLIES				
01 FOOD	116	1,850	1,600	1,850
10 OFFICE SUPPLIES	12,620	4,600	3,806	2,280
15 CUSTODIAL SUPPLIES	28	-	10	50
20 TOOLS	1,670	1,816	1,741	1,816
30 GAS, OIL, & LUBRICANTS	24,757	30,208	10,949	33,846
40 EXPENDABLE SUPPLIES	3,521	630	888	1,540
87 COMMUNITY OUTREACH	-	-	951	600
TOTAL	42,712	39,104	19,946	41,982
5300 MAINTENANCE & REPAIRS				
20 OFFICE FURNITURE/FIX	-	-	30	1,000
40 VEHICLE M&R	10,089	11,000	9,887	9,500
50 RADAR M&R	320	400	400	400
60 RADIO M&R	-	2,540	2,540	2,540
65 OTHER EQUIPMENT M&R	2,108	940	940	580
TOTAL	12,517	14,880	13,797	14,020
5400 UTILITIES & TELEPHONE				
20 TELEPHONE	6,082	11,772	8,207	12,624
TOTAL	6,082	11,772	8,207	12,624
5500 SERVICES				
40 DISPATCH SERVICES	43,000	45,000	43,000	43,000
42 JAIL EXPENSE	3,236	4,500	4,500	8,040
50 IT SERVICES	-	1,560	1,780	2,310
58 ANIMAL CONTROL	264	7,400	3,000	12,000
70 ATTORNEY'S FEES	1,226	5,000	3,200	5,000
TOTAL	47,726	63,460	55,480	70,350

5600 SUNDRY				
30 INS. - MOTOR VEHICLES	7,079	6,100	6,522	6,522
40 INS. - BLDG/LIAB/BOND	5,816	6,500	6,082	6,500
60 DUES & SUBSCRIPTIONS	968	7,092	7,092	7,092
85 PUBLISHING & ADVERTISING	2,394	2,220	2,220	2,200
95 SPECIAL SERVICES - MISC	8,012	1,000	3,647	-
TOTAL	24,270	22,912	25,563	22,314
5900 CAPITAL OUTLAY				
30 EQUIPMENT	-	-	-	-
35 EQUIP - TIME PAYMENT	191	1,613	3,237	4,488
TOTAL	191	1,613	3,237	4,488
DEPARTMENT TOTAL	923,267	919,169	948,018	954,851

Department Judicial

EXPENDITURE CLASSIFICATION	ACTUAL FY 2016/17 <i>UNAUDITED</i>	BUDGET FY 2017/18	PROJECTED FY 2018/18	BUDGET FY 2018/19
PERSONNEL COSTS	114,684	114,845	110,928	64,763
OPERATING COSTS	6,036	5,700	5,800	5,000
MAINTENANCE AND REPAIRS	-	-	-	-
UTILITIES AND TELEPHONE	-	-	-	-
SERVICES	13,207	10,000	14,983	16,000
SUNDRY	(1,137)	200	3,500	3,500
SUBTOTAL	132,791	130,745		89,263
CAPITAL OUTLAY	-	-	-	-
DEPARTMENT TOTAL	132,791	130,745	135,211	89,263
POSITION TITLE	EMPLOYEE SALARY RANGE			
	NUMBER	MIN	MAX	
COURT CLERK	1	35,620	48,192	37,366
JUDGE	1	3,600	3,600	3,600
ALTERNATE JUDGE	1	3,600	3,600	3,600
TOTAL	3			44,566

MAJOR BUDGET CHANGES

Multiple Personnel Line Items	(54,280)	After conducting a comparative analysis of court staffing levels in other cities similar to Richwood, it was determined that only one position is need to effiecently handle the workload in our court.
Attorney's Fees	5,500.00	Increased to better match historical expenditures.
Dues & Subscriptions	-	Increased to account for the court software.

**Department
Judicial**

EXPENDITURE CLASSIFICATION	ACTUAL FY 2016/17 <i>UNAUDITED</i>	BUDGET FY 2017/18	PROJECTED FY 2018/18	BUDGET FY 2018/19
5100 PERSONNEL COSTS				
03 SALARIES	84,216	81,327	79,183	44,566
04 OVERTIME	-	1,000	500	1,000
05 RETIREMENT	10,638	8,587	7,315	4,366
07 MEDICARE	-	1,211	1,211	660
10 WORKERS COMP	356	370	391	165
15 HOSPITALIZATION	16,985	17,966	18,074	9,468
20 UNEMPLOYMENT INSURANCE	179	684	704	513
30 TRAINING & TRAVEL	2,311	2,500	3,000	3,000
75 LONGEVITY PAY	-	-	250	125
80 CERTIFICATION PAY	-	1,200	300	900
TOTAL	114,684	114,845	110,928	64,763
5200 OPERATING SUPPLIES				
10 OFFICE SUPPLIES	5,693	5,200	5,000	4,200
25 BOOKS & PERIODICALS	120	-	300	300
40 EXPENDABLE SUPPLIES	223	500	500	500
TOTAL	6,036	5,700	5,800	5,000
5500 SERVICES				
50 IT SERVICES	-	-	83	500
65 JURY EXPENSE	-	500	500	500
70 ATTORNEY'S FEES	13,207	9,500	14,400	15,000
TOTAL	13,207	10,000	14,983	16,000
5600 SUNDRY				
10 CREDIT CARD DISCOUNT FEES	(1,359)	-	500	-
60 DUES & SUBSCRIPTIONS	222	200	3,000	3,500
TOTAL	(1,137)	200	3,500	3,500
DEPARTMENT TOTAL	132,791	130,745	135,211	89,263

Department Fire Department

EXPENDITURE CLASSIFICATION	ACTUAL FY 2016/17 <i>UNAUDITED</i>	BUDGET FY 2017/18	PROJECTED FY 2018/18	BUDGET FY 2018/19
PERSONNEL COSTS	25,989	22,520	26,050	29,390
OPERATING COSTS	12,831	17,500	17,200	17,500
MAINTENANCE AND REPAIRS	17,138	14,500	14,500	9,500
UTILITIES AND TELEPHONE	3,995	4,750	4,300	4,560
SERVICES	75,000	85,000	85,000	93,000
SUNDRY	10,537	11,500	11,436	12,036
SUBTOTAL	145,490	155,770	158,486	165,986
CAPITAL OUTLAY	17,974	35,664	35,664	39,795
DEPARTMENT TOTAL	163,464	191,434	194,150	205,781

MAJOR BUDGET CHANGES

EMS Services	8,000	The EMS contract was rebid and the winning bid was \$8,000 higher than the previous contract amount.
Multiple Personnel Line Items	6,870	Increased costs associated with higher number of volunteers.

Department
Fire Department

EXPENDITURE CLASSIFICATION	ACTUAL FY 2016/17 <i>UNAUDITED</i>	BUDGET FY 2017/18	PROJECTED FY 2018/18	BUDGET FY 2018/19
5100 PERSONNEL COSTS				
06 PENSION PLAN	13,725	13,860	14,650	16,490
10 WORKER'S COMP	277	660	3,400	3,400
30 TRAINING & TRAVEL	296	500	500	500
90 UNIFORMS	11,691	7,500	7,500	9,000
TOTAL	25,989	22,520	26,050	29,390
5200 OPERATING SUPPLIES				
10 OFFICE SUPPLIES	52	1,500	1,500	1,500
15 CUSTODIAL SUPPLIES	-	-	-	-
20 TOOLS	10,610	12,000	12,000	12,000
30 GAS, OIL, & LUBRICANTS	1,857	3,000	2,700	3,000
40 EXPENDABLE SUPPLIES	313	-	-	-
85 FIRE PREVENTION SUPPLIES	-	1,000	1,000	1,000
TOTAL	12,831	17,500	17,200	17,500
5300 MAINTENANCE & REPAIRS				
10 BUILDING & GROUNDS	10,775	8,000	8,000	3,000
40 VEHICLE M&R	5,943	6,000	6,000	6,000
60 RADIO M&R	420	500	500	500
TOTAL	17,138	14,500	14,500	9,500
5400 UTILITIES & TELEPHONE				
10 ELECTRICITY	1,561	2,250	1,800	1,800
20 TELEPHONE	2,227	2,200	2,200	2,400
30 NATURAL GAS	207	300	300	360
TOTAL	3,995	4,750	4,300	4,560
5500 SERVICES				
66 CONTRACT - AMBULANCE	75,000	85,000	85,000	93,000
TOTAL	75,000	85,000	85,000	93,000
5600 SUNDRY				
30 INS. - MOTOR VEHICLES	4,678	4,700	5,336	5,336
40 INS. - BLDG/LIAB/BOND	3,151	4,000	3,300	3,300
60 DUES & SUBSCRIPTIONS	2,708	2,800	2,800	3,400
TOTAL	10,537	11,500	11,436	12,036
5900 CAPITAL OUTLAY				
30 EQUIPMENT	10,642	-	-	-
35 EQUIP - TIME PAYMENT	7,332	8,000	8,000	8,000
62 TRANSFER TO REPLACEMENT	-	27,664	27,664	31,795
TOTAL	17,974	35,664	35,664	39,795
DEPARTMENT TOTAL	163,464	191,434	194,150	205,781

Department
Parks and Recreation

EXPENDITURE CLASSIFICATION	ACTUAL FY 2016/17 <i>UNAUDITED</i>	BUDGET FY 2017/18	PROJECTED FY 2018/18	BUDGET FY 2018/19
PERSONNEL COSTS	-	-	-	-
OPERATING COSTS	3,360	4,500	4,000	4,000
MAINTENANCE AND REPAIRS	21,372	22,500	30,000	27,500
UTILITIES AND TELEPHONE	852	1,694	2,400	2,400
SERVICES	-	-	-	-
SUNDRY	3,396	5,300	5,300	5,400
PARKS AND RECREATION	5,781	7,000	7,348	7,000
SUBTOTAL	34,761	40,994	49,048	46,300
CAPITAL OUTLAY	-	-	-	-
DEPARTMENT TOTAL	34,761	40,994	49,048	46,300

MAJOR BUDGET CHANGES

Building & Grounds M&R 5,000 Increased budget to better take care of aging park facilities.

**Department
Parks and Recreation**

EXPENDITURE CLASSIFICATION	ACTUAL FY 2016/17 <i>UNAUDITED</i>	BUDGET FY 2017/18	PROJECTED FY 2018/18	BUDGET FY 2018/19
5200 OPERATING SUPPLIES				
10 OFFICE SUPPLIES	181	-	-	-
15 CUSTODIAL SUPPLIES	897	1,500	1,500	1,500
20 TOOLS	-	-	-	-
40 EXPENDABLE SUPPLIES	244	1,000	500	500
70 CHEMICALS	2,038	2,000	2,000	2,000
TOTAL	3,360	4,500	4,000	4,000
5300 MAINTENANCE & REPAIRS				
10 BUILDING & GROUNDS	14,445	15,000	25,000	20,000
65 OTHER EQUIPMENT M&R	6,926	7,500	5,000	7,500
TOTAL	21,372	22,500	30,000	27,500
5400 UTILITIES & TELEPHONE				
10 ELECTRICITY	852	1,694	2,400	2,400
TOTAL	852	1,694	2,400	2,400
5600 SUNDRY				
40 INS. - BLDG/LIAB/BOND	1,747	3,800	3,800	3,800
85 PUBLISHING & ADVERTISING	1,649	1,500	1,500	1,600
TOTAL	3,396	5,300	5,300	5,400
5800 PARKS AND RECREATION				
50 BEAUTIFICATION	27	-	348	-
51 EVENTS	5,754	7,000	7,000	7,000
TOTAL	5,781	7,000	7,348	7,000
DEPARTMENT TOTAL	34,761	40,994	49,048	46,300

Department Code Enforcement

EXPENDITURE CLASSIFICATION	ACTUAL FY 2016/17 <i>UNAUDITED</i>	BUDGET FY 2017/18	PROJECTED FY 2018/18	BUDGET FY 2018/19
PERSONNEL COSTS	41,978	46,909	46,003	47,621
OPERATING COSTS	1,250	2,600	1,850	2,500
MAINTENANCE AND REPAIRS	1,645	-	15	-
UTILITIES AND TELEPHONE				
SERVICES	761	2,500	2,500	6,250
SUNDRY	523	1,000	600	800
SUBTOTAL	46,157	53,009	50,968	57,171
CAPITAL OUTLAY	-	-	-	-
DEPARTMENT TOTAL	46,157	53,009	50,968	57,171
POSITION TITLE	EMPLOYEE SALARY RANGE			
	NUMBER	MIN	MAX	
CUSTOMER SERVICE REP.	1	30,400	41,130	32,260
TOTAL	1			32,260

MAJOR BUDGET CHANGES

Attorney's Fees	2,500	Historically most these fees had been charged to Administration. Increasing the budget allows the expenditures to be recodred in the proper department.
Professional Services	1,000	Increased budget to allow for outside consultations.

**Department
Code Enforcement**

EXPENDITURE CLASSIFICATION	ACTUAL FY 2016/17 <i>UNAUDITED</i>	BUDGET FY 2017/18	PROJECTED FY 2018/18	BUDGET FY 2018/19
5100 PERSONNEL COSTS				
03 SALARIES	29,019	32,136	31,665	32,260
04 OVERTIME	-	300	300	300
05 RETIREMENT	4,702	3,707	3,180	3,706
07 MEDICARE	-	466	466	473
10 WORKERS COMP	216	146	278	118
15 HOSPITALIZATION	7,083	8,983	9,810	9,468
20 UNEMPLOYMENT INSURANCE	125	171	179	171
30 TRAINING & TRAVEL	614	1,000	-	1,000
75 LONGEVITY PAY	-	-	125	125
90 UNIFORMS	219	-	-	-
TOTAL	41,978	46,909	46,003	47,621
5200 OPERATING SUPPLIES				
01 FOOD	109	-	-	-
10 OFFICE SUPPLIES	651	1,000	650	1,000
15 CUSTODIAL SUPPLIES	7	-	-	-
20 TOOLS	22	1,000	1,000	1,000
40 EXPENDABLE SUPPLIES	460	600	200	500
TOTAL	1,250	2,600	1,850	2,500
5300 MAINTENANCE & REPAIRS				
20 OFFICE FURNITURE/FIX	645	-	-	-
40 VEHICLE M&R	1,001	-	15	-
TOTAL	1,645	-	15	-
5500 SERVICES				
55 IT SERVICES	-	-	-	250
70 ATTORNEY'S FEES	390	2,500	2,500	5,000
95 SPECIAL SERVICES - MISC	371	-	-	1,000
TOTAL	761	2,500	2,500	6,250
5600 SUNDRY				
60 DUES & SUBSCRIPTIONS	234	500	300	300
85 PUBLISHING & ADVERTISING	289	500	300	500
TOTAL	523	1,000	600	800
DEPARTMENT TOTAL	46,157	53,009	50,968	57,171

Department Permitting & Inspections

EXPENDITURE CLASSIFICATION	ACTUAL FY 2016/17 <i>UNAUDITED</i>	BUDGET FY 2017/18	PROJECTED FY 2018/18	BUDGET FY 2018/19
PERSONNEL COSTS	74,193	86,878	82,199	82,966
OPERATING COSTS	1,073	5,600	3,350	4,100
MAINTENANCE AND REPAIRS	226	2,110	1,900	2,000
UTILITIES AND TELEPHONE	-			-
SERVICES	600	3,700	9,000	13,000
SUNDRY	4,442	11,300	11,270	11,300
SUBTOTAL	80,534	109,588	107,719	113,366
CAPITAL OUTLAY	-	-	-	-
DEPARTMENT TOTAL	80,534	109,588	107,719	113,366
POSITION TITLE	EMPLOYEE SALARY RANGE			
	NUMBER	MIN	MAX	
BUILDING OFFICIAL	1	51,670	69,906	55,204
TOTAL	1			55,204

MAJOR BUDGET CHANGES

Multiple Personnel Line Items	(7,872)	In FY 2018 the Permitting & Inspections Director position was reclassified to Building Official.
Multiple Line Items	12,300	Budgets for third-party inspections and plan reviews increased due to growth. The fees that are collected will offset these increases.

Department Permitting & Inspections

EXPENDITURE CLASSIFICATION	ACTUAL FY 2016/17 <i>UNAUDITED</i>	BUDGET FY 2017/18	PROJECTED FY 2018/18	BUDGET FY 2018/19
5100 PERSONNEL COSTS				
02 CONTRACT LABOR	1,400	4,500	7,500	7,500
03 SALARIES	58,527	61,992	55,203	55,204
05 RETIREMENT	5,705	7,147	6,624	6,344
07 MEDICARE	-	907	404	809
10 WORKER'S COMP	-	638	284	455
15 HOSPITALIZATION	8,440	8,983	9,813	9,468
20 UNEMPLOYMENT INS.	9	171	180	171
25 CELL PHONE ALLOWANCE	-	540	540	540
30 TRAINING & TRAVEL	111	1,800	1,000	1,800
75 LONGEVITY PAY	-	-	450	475
90 UNIFORMS	-	200	200	200
TOTAL	74,193	86,878	82,199	82,966
5200 OPERATING SUPPLIES				
10 OFFICE SUPPLIES	337	100	100	100
20 TOOLS	-	500	250	500
30 GAS, OIL & LUBRICANTS	736	5,000	3,000	3,500
TOTAL	1,073	5,600	3,350	4,100
5300 MAINTENANCE & REPAIRS				
40 VEHICLE M&R	124	2,000	1,500	1,500
60 RADIO M&R	102	110	400	500
TOTAL	226	2,110	1,900	2,000
5500 SERVICES				
70 ATTORNEY'S FEES	-	500	3,000	3,000
95 SPECIAL SERVICES - MISC	600	3,200	6,000	10,000
TOTAL	600	3,700	9,000	13,000
5600 SUNDRY				
30 INS. MOTOR VEHICLES	-	500	470	500
60 DUES & SUBSCRIPTIONS	4,442	10,800	10,800	10,800
TOTAL	4,442	11,300	11,270	11,300
DEPARTMENT TOTAL	80,534	109,588	107,719	113,366

Department
Storm/Disaster

EXPENDITURE CLASSIFICATION	ACTUAL FY 2016/17 <i>UNAUDITED</i>	BUDGET FY 2017/18	PROJECTED FY 2018/18	BUDGET FY 2018/19
5100 PERSONNEL COSTS				
02 CONTRACT LABOR	2,700	-	3,000	-
TOTAL	2,700	-	3,000	-
5200 OPERATING SUPPLIES				
01 FOOD	1,013	-	-	-
10 OFFICE SUPPLIES	77	-	-	-
15 CUSTODIAL SUPPLIES	95	-	-	-
20 TOOLS	679	-	1,339	-
30 GAS, OIL, & LUBRICANTS	4,526	-	-	-
40 EXPENDABLE SUPPLIES	699	-	-	-
45 DUMP CHARGES	-	35,000	35,000	-
TOTAL	7,089	35,000	36,339	-
5300 MAINTENANCE & REPAIRS				
10 BUILDING & GROUNDS	1,166	-	88	-
65 OTHER EQUIPMENT M&R	17,827		5,768	-
TOTAL	18,993	-	5,856	-
5500 SERVICES				
95 SPECIAL SERVICES - MISC	-	51,231	24,669	-
TOTAL	-	51,231	24,669	-
DEPARTMENT TOTAL	28,781	86,231	69,864	-

Department Transfers

EXPENDITURE CLASSIFICATION	ACTUAL FY 2016/17 <i>UNAUDITED</i>	BUDGET FY 2017/18	PROJECTED FY 2018/18	BUDGET FY 2018/19
5900 TRANSFERS OUT				
50 CONTINGENCY FUND	-	74,144	74,144	7,161
60 CAPITAL PROJECTS	-	72,095	82,750	40,000
61 UTILITY FUND (INDIRECT COST)	-	401,590	401,590	89,909
62 EQUIPMENT REPLACEMENT	-	105,610	65,610	43,000
63 BEAUTIFICATION FUND	-	1,000	1,000	1,000
TOTAL	-	654,439	625,094	181,070
DEPARTMENT TOTAL	-	654,439	625,094	181,070

MAJOR BUDGET CHANGES

Utility Fund (Indirect Cost)	(311,681)	Removed one-time payment to Utility Fund for water and sewer fees that historically had not been paid.
Contingency Fund	(66,983)	Reduced transfer to amount needed to reach a balance of 3% of General Fund Operating Budget.
Equipment Replacement	(62,610)	Reduced one-time purchases budgeted in FY 2018.
Capital Projects	(32,095)	Reduced one-time purchases budgeted in FY 2018.

General Obligation Debt Revenues

DESCRIPTION	ACTUAL FY 2016/17 <i>UNAUDITED</i>	BUDGET FY 2017/18	PROJECTED FY 2018/18	BUDGET FY 2018/19
4103 AD VALOREM TAXES	163,443	174,211	174,211	166,333
4110 INTEREST EARNED	338	-	91	-
FUND TOTAL	163,781	174,211	174,302	166,333

General Obligation Debt Expenditures

DESCRIPTION	ACTUAL FY 2016/17 <i>UNAUDITED</i>	BUDGET FY 2017/18	PROJECTED FY 2018/18	BUDGET FY 2018/19
5900 CAPITAL OUTLAY				
10 BOND FEES	-	-	-	-
60 BANK LOAN	21,390	21,390	21,390	21,389
80 CO SERIES 2012	78,510	79,050	79,050	78,050
92 CO SERIES 2011 REFUNDING	70,494	73,772	73,772	66,894
FUND TOTAL	170,394	174,212	174,212	166,333

Water/Sewer Fund Revenues

DESCRIPTION	ACTUAL FY 2016/17 <i>UNAUDITED</i>	BUDGET FY 2017/18	PROJECTED FY 2018/18	BUDGET FY 2018/19
4110 INTEREST EARNED	1,066	500	500	500
4112 MISCELLANEOUS	22,127	6,000	6,000	3,500
4410 WATER FEES	706,689	820,127	843,261	935,631
4411 WATER DISCOUNTS	-	(10,264)	(15,093)	(24,641)
4420 SEWER FEES	603,113	728,818	747,219	835,949
4421 SEWER DISCOUNTS	-	(9,803)	(13,853)	(21,862)
4422 RECLAIMED WATER	-	12,500	-	12,500
4430 DELINQUENT CHARGES	26,857	23,000	14,488	23,000
4440 WATER TAPS	11,248	14,050	12,483	14,050
4450 SEWER TAPS	1,500	2,000	500	575
4460 RECONNECT FEES	2,734	2,150	5,798	4,000
4470 GARBAGE RECEIPTS	29,983	281,396	256,920	298,657
4961 TRANSFER IN GEN. FUND (INDIRECT COST)	-	401,590	401,590	89,909
FUND TOTAL	1,405,317	2,272,065	2,259,813	2,171,768

MAJOR BUDGET CHANGES

Transfer In from General Fund (Indirect Cost)	(311,681)	Removed one-time payment from General Fund for
Water & Sewer Fees	196,198	Increase from full year of new rates that were implemented in April 2018.
Garbage Receipts	17,261	Pass through rate increases from Waste Connections.

Department Water/Sewer

EXPENDITURE CLASSIFICATION	ACTUAL FY 2016/17 <i>UNAUDITED</i>	BUDGET FY 2017/18	PROJECTED FY 2018/18	BUDGET FY 2018/19
PERSONNEL COSTS	282,747	259,918	257,910	376,460
OPERATING COSTS	32,002	33,000	29,000	34,600
MAINTENANCE AND REPAIRS	155,243	122,200	104,612	128,812
UTILITIES AND TELEPHONE	48,155	50,100	57,300	57,960
SERVICES	147,008	139,752	161,652	171,450
SUNDRY	43,747	50,111	50,352	51,028
SUBTOTAL	708,902	655,081	660,826	820,310
CAPITAL OUTLAY	535,557	855,649	839,078	860,198
TRANSFERS OUT	-	761,336	755,336	491,260
DEPARTMENT TOTAL	1,244,460	2,272,065	2,255,240	2,171,768
POSITION TITLE	EMPLOYEE SALARY RANGE			
	NUMBER	MIN	MAX	
PUBLIC WORKS DIRECTOR	1	61,815	83,633	65,452
FOREMAN	1	44,625	60,375	44,788
OPERATOR	1	35,620	48,192	36,510
OPERATOR	1	35,620	48,192	35,620
OPERATOR TRAINEE	1	30,400	41,130	32,364
OPERATOR TRAINEE	1	30,400	41,130	31,320
TOTAL	6			246,052

MAJOR BUDGET CHANGES

General Fund Transfer (Indirect Cost)	(296,416)	Reduced one-time debt payment to General Fund.
Multiple Personnel Line Items	108,615	Funding for two positions originally approved in FY 2018 Budget.
Multiple Line Items within Services Category	31,698	Increased fees for professional services to allow more room for M&R budgets to better maintain water and sewer lines.
Other Transfers	26,340	Net increase for transfers to the Contingency Fund, Capital Improvements Fund, Debt Service, and Equipment Replacement
Solid Waste Charges	15,860	Increase in Waste Connections Contract.
Telephone	8,100	Moved SCADA phone charges from M&R line items to allow more room for M&R budgets to better maintain water and sewer lines.

**Department
Water/Sewer**

EXPENDITURE CLASSIFICATION	ACTUAL FY 2016/17 <i>UNAUDITED</i>	BUDGET FY 2017/18	PROJECTED FY 2018/18	BUDGET FY 2018/19
5100 PERSONNEL COSTS				
02 CONTRACT LABOR	-	1,000	-	1,000
03 SALARIES	225,249	166,984	167,314	246,052
04 OVERTIME	-	15,000	16,500	16,500
05 RETIREMENT	18,826	20,862	17,733	29,940
07 MEDICARE	-	2,429	1,191	3,814
10 WORKER'S COMP	3,762	10,386	9,251	11,975
15 HOSPITALIZATION	32,455	35,933	39,197	56,808
20 UNEMPLOYMENT INS.	150	684	684	1,026
25 CELLPHONE ALLOWANCE	-	540	540	540
30 TRAINING & TRAVEL	2,302	4,000	4,000	5,000
75 LONGEVITY PAY	-	-	-	805
80 CERTIFICATION PAY	-	2,100	1,500	3,000
90 UNIFORMS	2	-	-	-
TOTAL	282,747	259,918	257,910	376,460
5200 OPERATING SUPPLIES				
01 FOOD	-	-	-	500
10 OFFICE SUPPLIES	9,540	6,000	6,000	6,000
15 CUSTODIAL SUPPLIES	54	300	300	100
20 TOOLS	989	2,000	2,000	2,000
30 GAS, OIL, & LUBRICANTS	10,553	15,000	11,000	15,000
40 EXPENDABLE SUPPLIES	3,434	2,200	2,200	3,500
70 CHEMICALS	7,431	7,500	7,500	7,500
TOTAL	32,002	33,000	29,000	34,600
5300 MAINTENANCE & REPAIRS				
10 BUILDING & GROUNDS	3,367	2,000	2,000	3,000
20 OFFICE FURNITURE/FIX	773	-	-	-
40 VEHICLE M&R	8,945	3,000	2,000	3,000
60 RADIO M&R	-	-	612	1,612
65 OTHER EQUIPMENT M&R	482	-	5,000	4,000
90 WATER LINES M&R	49,447	45,000	45,000	45,000
92 SEWER LINES M&R	92,228	72,200	50,000	72,200
TOTAL	155,243	122,200	104,612	128,812
5400 UTILITIES & TELEPHONE				
10 ELECTRICITY	45,552	47,000	47,000	47,000
20 TELEPHONE	2,559	2,500	9,700	10,600
30 NATURAL GAS	45	600	600	360
TOTAL	48,155	50,100	57,300	57,960

5500 SERVICES				
05 LEASE EXPENSE	135,592	137,252	137,252	139,550
60 ENGINEERING	7,676	2,500	2,500	10,000
70 ATTORNEY'S FEES	3,740	-	2,500	2,500
95 PROFESSIONAL SERVICES	-	-	19,400	19,400
TOTAL	147,008	139,752	161,652	171,450
5600 SUNDRY				
30 INS. - MOTOR VEHICLES	1,437	2,875	3,116	3,200
40 INS. - BLDG/LIAB/BOND	22,505	25,000	25,000	25,000
60 DUES & SUBSCRIPTIONS	18,340	19,736	19,736	20,328
85 PUBLISHING & ADVERTISING	1,465	2,500	2,500	2,500
TOTAL	43,747	50,111	50,352	51,028
5900 CAPITAL OUTLAY				
30 EQUIPMENT	208	-	-	-
35 EQUIP - TIME PAYMENT	17,908	20,000	20,000	4,092
90 SEWAGE TREATMENT PLANT	265,263	315,998	310,000	314,575
94 WASTE CONNECTIONS	-	257,320	246,747	273,180
95 BRAZOSPORT WATER AUTH	252,179	262,331	262,331	268,351
TOTAL	535,557	855,649	839,078	860,198
5900 TRANSFERS OUT				
63 GEN. FUND (INDIRECT COST)	-	400,826	400,826	104,410
64 CONTINGENCY FUND	-	47,069	41,069	24,084
65 UTILITY DEBT SERVICE	-	165,756	165,756	153,192
66 CAPITAL IMPROVEMENTS	-	87,686	87,686	157,010
67 EQUIPMENT REPLACEMENT	-	59,999	59,999	52,564
TOTAL	-	761,336	755,336	491,260
DEPARTMENT TOTAL	1,244,460	2,272,065	2,255,240	2,171,768

Revenue Bond Debt Revenues

DESCRIPTION	ACTUAL FY 2016/17 <i>UNAUDITED</i>	BUDGET FY 2017/18	PROJECTED FY 2018/18	BUDGET FY 2018/19
4113 TRANS IN FROM REVENUE	-	165,756	165,756	153,192
4410 WATER FEES	88,983			-
4420 SEWER FEES	79,228			-
FUND TOTAL	168,211	165,756	165,756	153,192

Revenue Bond Debt Expenditures

DESCRIPTION	ACTUAL FY 2016/17 <i>UNAUDITED</i>	BUDGET FY 2017/18	PROJECTED FY 2018/18	BUDGET FY 2018/19
5900 CAPITAL OUTLAY				
60 CO SERIES 2013	73,791	73,791	73,791	73,791
70 CO SERIES 2011	54,508	53,340	53,340	37,213
91 RB I&S SERIES 2004	39,912	38,625	38,625	42,188
FUND TOTAL	168,210	165,756	165,756	153,192

MAJOR BUDGET CHANGES

Crime Control and Prevention Revenues

DESCRIPTION	ACTUAL FY 2016/17 <i>UNAUDITED</i>	BUDGET FY 2017/18	PROJECTED FY 2018/18	BUDGET FY 2018/19
4110 INTEREST	265.69	-	250.00	-
4117 SALES TAX	99,288.52	109,607.00	104,808.00	114,499.00
4959 TRANS IN - FUND BALANCE	-	7,558.00	-	-
FUND TOTAL	99,554.21	117,165.00	105,058.00	114,499.00

Crime Control and Prevention Expenditures

EXPENDITURE CLASSIFICATION	ACTUAL FY 2016/17	BUDGET FY 2017/18	PROJECTED FY 2018/18	BUDGET FY 2018/19
5100 PERSONNEL COSTS				
03 SALARIES	18,760	76,655	30,838	15,552
05 RETIREMENT	-	8,762	-	-
07 MEDICARE	-	1,111	447	226
10 WORKER'S COMP	-	3,342	1,280	517
15 HOSPITALIZATION	-	8,983	-	-
20 UNEMPLOYMENT INS.	-	1,160	342	171
30 TRAINING & TRAVEL	-	900	-	1,500
90 UNIFORMS	4,093	1,007	4,500	1,000
TOTAL	22,853	101,920	37,407	18,966
5200 SUPPLIES				
20 TOOLS	1,663	-	-	-
40 EXPENDABLE	-	-	-	-
TOTAL	1,663	-	-	-
5500 SERVICES				
50 IT SERVICES	1,216	-	-	-
TOTAL	1,216	-	-	-
5900 CAPITAL				
5920 MOTOR VEHICLES	73,842	-	-	-
5930 EQUIPMENT	5,020	2,745	20,745	95,533
TOTAL	78,862	2,745	20,745	95,533
6000 TRANSFERS OUT				
COPS GRANT	-	12,500	-	-
TOTAL	-	12,500	-	-
FUND TOTAL	104,594	117,165	58,152	114,499

MAJOR BUDGET CHANGES

The CCPD Board met to discuss their proposed budget before Chief Mayer's start date. They decided to commit \$18,966 to fund the part-time warrant officer and to place the remaining funds in the equipment line item as a placeholder. The board will meet with Chief Mayer in July to prepare any adjustments they would like to propose to City Council.

Utility Capital Improvement Revenues

DESCRIPTION	ACTUAL FY 2016/17 <i>UNAUDITED</i>	BUDGET FY 2017/18	PROJECTED FY 2018/18
4110 INTEREST	306	200	405
4966 TRANSFER FROM UTILITY FUND	-	87,686	87,686
FUND TOTAL	306	87,886	88,091

Utility Capital Improvement Expenditures

DESCRIPTION	ACTUAL FY 2016/17 <i>UNAUDITED</i>	BUDGET FY 2017/18	PROJECTED FY 2018/18
5560 ENGINEERING	-	66,831	66,831
5915 CAPITAL OUTLAY	-	20,855	20,855
FUND TOTAL	-	87,686	87,686

Equipment Replacement Revenues

DESCRIPTION	ACTUAL FY 2016/17 <i>UNAUDITED</i>	BUDGET FY 2017/18	PROJECTED FY 2018/18
4110 INTEREST	60	-	134
4112 MISCELLANEOUS	-	-	7,537
4962 TRANSFER FROM GENERAL FUND	-	105,610	65,610
4967 TRANSFER FROM UTILITY FUND	-	59,999	59,999
FUND TOTAL	60	165,609	133,280

Equipment Replacement Expenditures

DESCRIPTION	ACTUAL FY 2016/17 <i>UNAUDITED</i>	BUDGET FY 2017/18	PROJECTED FY 2018/18
5920 MOTOR VEHICLES	-	30,610	35,000
5930 EQUIPMENT	-	134,999	94,999
FUND TOTAL	-	165,609	129,999

Capital Projects Revenues

DESCRIPTION	ACTUAL FY 2016/17 <i>UNAUDITED</i>	BUDGET FY 2017/18	PROJECTED FY 2018/18
4110 INTEREST	-	-	-
4113 INTRAGOVERNMENTAL	-	72,095	82,750
FUND TOTAL	-	72,095	82,750

Capital Projects Expenditures

DESCRIPTION	ACTUAL FY 2016/17 <i>UNAUDITED</i>	BUDGET FY 2017/18	PROJECTED FY 2018/18
5930 EQUIPMENT	-	24,345	35,000
5915 CAPITAL OUTLAY	-	47,750	47,750
FUND TOTAL	-	72,095	82,750

Insurance Contingency Revenues

DESCRIPTION	ACTUAL FY 2016/17 <i>UNAUDITED</i>	BUDGET FY 2017/18	PROJECTED FY 2018/18
4110 INTEREST	66	-	66
FUND TOTAL	66	-	66

Insurance Contingency Expenditures

DESCRIPTION	ACTUAL FY 2016/17 <i>UNAUDITED</i>	BUDGET FY 2017/18	PROJECTED FY 2018/18
5240 EXPENDABLE	-	-	-
FUND TOTAL	-	-	-

MAJOR BUDGET CHANGES

Utility Capital Improvement	\$75,000 to finish funding the Utility Master Plan & Impact Fee rebuild water wells 3 & 4; \$28,220 is being reserved for project CIP that will be created during the study.
Equipment Replacement	\$40,000 to purchase a new diesel truck in Utilities; \$55,564 to future equipment replacement needs. Between the General Fund there is over \$200,000 per year in depreciation on equipment.
Capital Projects	\$40,000 to replace the roof on City Hall, which was the only time the building was purchased and remodeled.

BUDGET FY 2018/19
-
157,010
157,010

BUDGET FY 2018/19
75,000
53,790
128,790

BUDGET FY 2018/19
-
-
43,000
52,564
95,564

BUDGET FY 2018/19
40,000
-
40,000

BUDGET FY 2018/19
- 40,000
40,000

BUDGET FY 2018/19
40,000
40,000

BUDGET FY 2018/19
-
-

BUDGET FY 2018/19
-
-

Study; \$53,790 to
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Transportation Fund Revenues

DESCRIPTION	ACTUAL FY 2016/17 <i>UNAUDITED</i>	BUDGET FY 2017/18	PROJECTED FY 2018/18	BUDGET FY 2018/19
TRANS IN - FUND BALANCE		-	-	
4110 INTEREST	147	-	700	-
4125 TRANSPORTATION FEE	105,225	105,000	136,800	136,800
FUND TOTAL	105,372	105,000	137,500	136,800

Transportation Fund Expenditures

EXPENDITURE CLASSIFICATION	ACTUAL FY 2016/17 <i>UNAUDITED</i>	BUDGET FY 2017/18	PROJECTED FY 2018/18	BUDGET FY 2018/19
5300 MAINTENANCE & REPAIR				
5380 STREETS M&R	43,444	30,000	30,000	45,600
5382 SIDEWALKS M&R	-	50,000	25,000	45,600
5385 DRAINAGE M&R	14,100	25,000	25,000	45,600
TOTAL	57,543	105,000	80,000	136,800
FUND TOTAL	57,543	105,000	80,000	136,800

MAJOR BUDGET CHANGES

Transportation Fee	31,800	Now that both apartment complexes are complete, we should see at least \$11,400 per month in transportation fee revenues.
Expenditures	31,800	Reallocated budget to divide funds equally between the three areas.

Beautification Revenues

DESCRIPTION	ACTUAL FY 2016/17 <i>UNAUDITED</i>	BUDGET FY 2017/18	PROJECTED FY 2018/18	BUDGET FY 2018/19
TRANS IN - FUND BALANCE	-	1,200	-	480
4112 MISCELLANEOUS	-	-	-	-
4113 INTERGOVERNMENTAL	-	1,000	1,000	1,000
4124 BEATIFICATION REVENUES	12,725	13,800	14,520	14,520
FUND TOTAL	12,725	16,000	15,520	16,000

Beautification Expenditures

EXPENDITURE CLASSIFICATION	ACTUAL FY 2016/17 <i>UNAUDITED</i>	BUDGET FY 2017/18	PROJECTED FY 2018/18	BUDGET FY 2018/19
5100 PERSONNEL COSTS				
02 CONTRACT LABOR	8,175	8,500	8,500	8,500
30 TRAINING & TRAVEL	1,012	1,600	-	1,600
TOTAL	9,187	10,100	8,500	10,100
5200 SUPPLIES				
10 OFFICE SUPPLIES	25	100	100	100
20 TOOLS	-	500	-	500
40 EXPENDABLE	821	1,500	500	1,500
TOTAL	846	2,100	600	2,100
5300 MAINTENANCE & REPAIRS				
10 BUILDING & GROUNDS	1,540	2,000	1,600	2,000
TOTAL	1,540	2,000	1,600	2,000
5600 SUNDRY				
60 DUES AND SUBSCRIPTIONS	637	800	650	800
85 PUBLISHING & ADVERTISING	390	1,000	300	1,000
95 SPECIAL SERVICES - MISC	202	-	-	-
TOTAL	1,229	1,800	950	1,800
FUND TOTAL	12,801	16,000	11,650	16,000

FY 2019 BUDGET CALENDAR

Date Required	Action	Responsible Party
February	Staff Goals & Visioning Kickoff	Budget Staff
March 5 rd	Staff Goals & Visioning Input Forms Due	Budget Staff
March 20 th	Staff Goals & Visioning Exercise	Budget Staff
March 30 th	Complete Draft of 5-Year Forecast	CM & CS
April 2 nd – 6 th	Staff Review & Refine 5-Year Forecast	Budget Staff
April 9 th	City Council Meeting: 5-Year Forecast & Strategic Priorities	City Council
April 17 th	Distribute Department Budget & CIP Worksheets	CM & CS
May 14 th	Deadline for Departmental Submittals	Budget Staff
May 22 nd	Budget Hearing: Administration, GF Revenues, KRB & Parks	CM & CS
May 23 rd	Budget Hearing: Police & CCPD	CM, CS, & Police Chief
May 24 th	Budget Hearing: Public Works & Utility Fund	CM, CS, & PW Director
May 25 th	Budget Hearing: Permitting & Inspections	CM, CS, & Permitting Director
May 28 th – June 8 th	Finalize Preliminary Budget Requests	Budget Staff
June 2 nd	City Council Meeting: Strategic Priorities Follow-up	City Council
June 18 th – July 6 th	Prepare Proposed Budget for Presentation to City Council	CM & CS
July 9 th	City Council Meeting: Proposed Budget Delivered to City Council	City Council & City Manager
July 16 th	Budget Workshop	City Council & Budget Staff
July 25 th	Receive Certified Appraisal Roll, Calculate Effective Tax Rate	CM & CS
August 3 rd	Post 72 Hour Notice for Council Meeting	City Secretary
August 6 th	2nd budget workshop, if needed	City Council & Budget Staff
August 13 th	City Council Meeting: Regularly Scheduled	City Secretary
August 23 rd	Publish 72 Hour Notice Public Hearing on the Budget	City Secretary
August 27 th	City Council Meeting: Public Hearing on Budget	City Council
September 7 th	Publish 72 Hour Notice for Meeting at which City Council Will Adopt Tax Rate	City Secretary
September 10 th	City Council Meeting: Adopt Tax Rate & Budget	City Council
September 30 th	Last Day to Provide Adopted Tax Rate to Brazoria County	City Secretary
October 1 st	New Fiscal Year Begins	

BUDGET ADMINISTRATION PLAN

Step	Responsible Party	Additional Notes
Budget Officer begins budget preparations	The Finance Director is the Budget Officer for the City of Richwood	The City Manager is responsible for overseeing the complete budget process.
Prepare a budget calendar listing all the steps and target dates	City Manager and Finance Director	City Secretary will prepare the calendar at the direction of the City Manager who will monitor to insure completion of each steps
Send budget memo to all department heads	City Manager	The budget memo will state the City's mission and guidelines
Prepare and distribute budget request forms and information packets to all department heads	Finance Director	Budget request forms need to be completed by department heads
Assist department heads with completion of their requests	City Manager and Finance Director	Assistance should be requested as needed
Department heads complete and return their budget requests to the City Secretary	Department heads	
Prepare revenue estimates	Finance Director	
Complete the proposed budget	City Manager and Finance Director	The department requests are reviewed and any necessary adjustments are made by the Mayor.
Send proposed budget to City Council	City Manager	Include 1. budget message 2. summary of revenue sources 3. summary of department expenditures with a brief description of each department's requests
City Council reviews the budget and makes any necessary changes	City Council	This is done in budget workshops which are open meetings. Department heads and the public are encouraged to participate. The City Council makes the final decision on what is included in the budget.
When the review is completed, a notice is published for the required hearing	City Secretary	The notice must be published no earlier than 30 days nor less than 10 days before the meeting
A public hearing is held on the budget	City Council and the public	
Budget is adopted by ordinance	City Council	This must be done prior to the end of the fiscal year.
The adopted budget is filed with the City Secretary	City Manager and Finance Director	State law requires the budget to be filed on or before the first day of the fiscal year
The budget is entered into the City's accounting system	Finance Director	The budget must correspond exactly with the accounting records
Copies of the budget are distributed to department heads, city staff, news media and other interested parties	City Secretary	The budget is an open record available to all interested parties who request it. It is the public's money and they need to know how their tax dollars are spent.

CONFIDENTIAL MATERIAL
CITY MANAGER'S INTRA-AGENCY INFORMATION
DISCLOSURE PROHIBITED AND PUNISHABLE
UNDER SECTION 552.352 OF THE
TEXAS GOVERNMENT CODE

Manager's Letter Supplement
6/9/2018

This letter will be shorter than normal this week. I have been focusing almost all my time this week on getting the budget finalized and creating a detailed message for the budget that can help explain the changes.

Planning & Zoning Special Meeting

Discussion & Action Items

Public Hearing to consider rezoning 5 acres of Oakwood Shores (A0030-A0333) (Richwood) Lot Reserve A from R-3, Multifamily Residence to C-1 Commercial. Said property being located at the northeast corner of 288B and Highway 2004

This is the first public hearing to rezoning the property in question and no action will be taken.

Public Hearing to consider a conditional use of property located at 2007 FM 2004, being an approximately 3.14 acre site west of Brazos National Bank currently zoned C-1 Commercial to allow a Montessori School

This is the first public hearing to rezoning the property in question and no action will be taken.

One important note is that the facility would not actually need the conditional use permit initially because they will only be teaching up to kindergarten and it is considered a daycare facility. However, the school does want to have the ability to consider offering courses at the 1st grade level and higher. Those changes may be five years out, but they would like to take care of it now while they are already going through the process to get everything set up.

Preliminary review and action of replat of a 20 acre tract of land being Reserve "A" Oakwood Shores, located on the northeast corner of the intersection of Hwy 2004 and 288B

This is the first step to approving the replat of the 20-acre tract into a 15-acre and a 5-acre tract. I recommend approving the preliminary replat to subdivide the property. As has been discussed in prior meetings, I feel a lot more comfortable if the 15-acres is held in reserve until we know the development plans for it.

Preliminary review and action on re-plat of a 4.669 acre tract located at 2300 Brazosport Blvd.

This is the first step to approving the replat for the Montessori School. I recommend approving the change. Adding this school would be a great addition to our community.

City Council Meeting

Recognitions

Kirsten, Steve, and Giani have all done a great job advancing their certifications.

Consent Agenda

Approval of Minutes of Previous Meetings

No additional comments.

Payment of Bills

No additional comments.

Discussion & Action Items

Final review and action on replat of a 20 acre tract of land being Reserve "A" Oakwood Shores, located on the northeast corner of the intersection of Hwy 2004 and 288B

This is the second and last step for the replat. I recommend approving it. If the developer does still intend to build a gas station, they would still need to apply for a separate conditional use permit.

Final review and action on replat of a 4.669 acre tract located at 2300 Brazosport Blvd

This is the second and last step for the replat. I recommend approving it.

Discuss and consider amending water and sewer rate fees and charges for RV/Trailer parks and multi-family dwellings serviced by one meter

These are changes that were discussed at the last meeting in ordinance format. I recommend adopting the ordinance so that the RV Parks are only charged ½ of the base rate per pad or site.

Discuss and consider a resolution appointing Steve Boykin as representative to serve on the Brazosport Water Authority board.

After Osdi Duarte's resignation from the BWA Board, Mr. Boykin reached out to the Mayor and staff to share his interest in serving as our representative for BWA. Mr. Boykin has previously served on the board and he even served as a previous president for the board. He would be a great representative and I recommend appointing him.

Now, I do want to make sure all of you are aware that this is Clif's father-in-law. I do not have any concerns with this since the neither of them will be supervising each other and most of our interactions are with BWA staff and not the board.

Update on review of Indoor Gun Range & Noise Control Ordinances

At the City Manager's Conference last month, I was able to talk to the manager from Mesquite. He shared with me that their ordinance is not what he would ideally have because it is a little more difficult and time consuming to enforce. However, he does feel that the ordinance provides a better way to regulate repetitive noise than by just setting a simple decibel limit. Over the next month I will be talking more with other staff from Mesquite to get a better understanding of the equipment and processes that they use.

Update on Flood Mitigation Efforts

The Flood & Drainage Advisory Committee has recommend applying for a grant with the Texas Water Development Board to fund the floodgate study. The deadline for the application is next week and I will be pushing right up against the deadline.

Presentations

Proposed Budget Fiscal Year 2018-2019

This is the first step in a two-month process to adopt next year's budget. This week I worked until 2:00 AM one night and 3:30 AM last night to get everything done for the budget by today. However, I am just short of finishing me manager's message that will accompany the budget. I should be able to finish it and send it out tomorrow.

I also want to thank each one of you for taking the time to talk to me about reducing the court administrator position. It was not an easy recommendation to come to, but I believe it is what is best to continue to move Richwood forward. I did talk with Melanie this afternoon about the proposed layoff. I let her know that the position will still be funded through September 30th and that if she wants to start looking for another job we will be very flexible with her schedule to allow

any time she needs for interviews. She handled the situation very professionally and was allowed to leave a little early today.

Here is a chart the summarizes how the proposed pay plan would impact each position. A detailed discussion of the pay plan is included in the budget message that will be going out.

Department	Name	Position	Years Exp.	Exp. Based Salary	Current	Proposed Salary	Change
Admin	Michael	City Manager	1.7	\$94,210	\$86,528	\$94,210	\$7,682
Admin	Vacant	Customer Service Representative	0.0	\$30,400	\$32,364	\$32,364	\$0
Admin	Linda	Administrative Assistant	11.0	\$44,800	\$40,549	\$44,800	\$4,251
Admin	Giani	City Secretary	1.5	\$63,989	\$61,984	\$63,989	\$2,005
Admin	Vacant	Finance Director	0.0	N/A	N/A	\$72,724	N/A
City Maintenance	Marcus	Operator in Training	1.8	\$31,676	\$32,260	\$32,260	\$0
Code Enforcement	Lori	Customer Service Representative	1.9	\$31,785	\$32,260	\$32,260	\$0
Judicial	Kirsten	Court Clerk	2.1	\$37,366	\$33,867	\$37,366	\$3,499
Judicial	Melanie	Court Admin	2.7	N/A	\$40,549	N/A	N/A
Permitting	Kenny	Building Official	2.5	\$54,709	\$55,204	\$55,204	\$0
Police	Evan	Patrol Officer	2.0	\$49,178	\$53,776	\$53,776	\$0
Police	Stephen	Chief of Police	0.0	N/A	\$75,005	\$75,005	\$0
Police	Nick	Patrol Officer	0.8	\$48,332	\$53,216	\$53,216	\$0
Police	Dan	Patrol Officer	19.3	\$58,342	\$57,532	\$58,342	\$810
Police	Kevin	Police Sergeant	4.9	\$61,418	\$59,209	\$61,418	\$2,209
Police	Jeremy	Patrol Officer	3.0	\$49,856	\$57,532	\$57,532	\$0
Police	Brett	Police Sergeant	6.5	\$62,833	\$59,209	\$62,833	\$3,624
Police	Jarrett	Patrol Officer	2.6	\$49,605	\$53,821	\$53,821	\$0
Police	Chris	Patrol Officer	0.8	\$48,324	\$53,821	\$53,821	\$0
CCPD	David	Warrant Officer	N/A	N/A	\$15,552	\$15,552	\$0
Water & Sewer	Steve	Operator	0.0	\$35,620	\$35,245	\$36,510	\$1,265
Water & Sewer	Clif	Director of Public Works	2.5	\$65,452	\$61,984	\$65,452	\$3,468
City Maintenance	Kerry	Operator in Training	0.9	\$31,056	\$32,364	\$32,364	\$0
Water & Sewer	Juan	Operator in Training	0.9	\$31,056	\$32,364	\$32,364	\$0
Water & Sewer	Chuck	Operator	0.0	\$35,620	\$34,452	\$35,620	\$1,168
Water & Sewer	Vacant	Operator in Training	0.0	\$30,400	\$30,400	\$30,400	\$0
Water & Sewer	Vacant	Public Works Foreman	0.0	\$44,625	\$44,625	\$44,625	\$0
				\$1,090,651	\$1,225,672	\$1,287,827	\$29,979

On one final note, I do want to point out that although my salary is proposed at the \$94,210 I do not have any problem with that number being reduced to fund something else or if Council would like to adopt a tax rate that is lower than the effective one. In fact, if there is any money that is needed for any proposed changes by Council, I would recommend starting off by taking out of my salary increase. The item that is the most important to me in the budget is getting the finance director position and the least is getting my salary adjusted.