

City of Richwood — TEXAS —

CITY COUNCIL MEETING AGENDA

Monday, June 17, 2024 at 6:20 PM

Richwood City Hall, 1800 Brazosport Blvd. N.

BE IT KNOWN THAT a City of Richwood City Council will meet Monday, June 17, 2024, beginning at 6:20 PM at Richwood City Hall, located at 1800 Brazosport Blvd. N., Richwood, Texas 77531 with the following agenda:

- I. CALL TO ORDER
- II. ROLL CALL OF COUNCIL MEMBERS
- III. PUBLIC COMMENTS
- IV. CONSENT AGENDA
 - [A.](#) Budget Report, May 2024
 - [B.](#) Approval of minutes from regular meeting held May 13, 2024.
 - [C.](#) Approval of minutes from regular meeting held June 10, 2024.
- V. FY 2025 BUDGET WORKSHOP
 - [A.](#) Presentation and discussion of FY 2025 proposed budget.
- VI. CITY MANAGER'S REPORT
- VII. COUNCIL MEMBER COMMENTS & REPORTS
- VIII. MAYOR'S REPORT
- IX. FUTURE AGENDA ITEMS
- X. 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).

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.

I, Kirsten Garcia, do hereby certify that I did, on June 12, 2024 at 05:00 PM post this notice of meeting on the bulletin board at 1800 N. Brazosport Blvd., Richwood, TX, in compliance with the Texas Open Meetings Law.

Kirsten Garcia, City Secretary
City of Richwood



AGENDA MEMORANDUM – JUNE 17, 2024

ITEM # CONSENT

CONTACT: Patricia Ditto, Finance Director

SUBJECT: Monthly Budget Summary Report

SUMMARY: Receive and/or approve the May 2024 Budget Report

BACKGROUND INFORMATION:

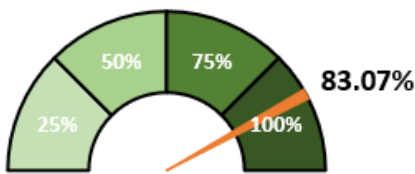
The information provided is for the FY 2023-2024 budget period, month ending May 31, 2024. This summary highlights several key points related to the current month’s activity for the General Fund and for the Water and Sewer Enterprise Fund. The attached report is unaudited, and this month may include corrections from prior months.

DISCUSSION:

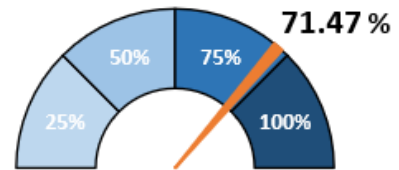
Attached is the budget report for May 2024, which is the eighth month of Fiscal Year 24. 75% of the year has passed. The report reflects the original budget as approved for FY24 as well as the revised budget reflecting all budget amendments approved by council since the original budget was approved. *This budget report is a preliminary report reflecting current year to date figures that are unaudited and may be adjusted at a future time.*

10-General Fund

As of May 31, 2024, General Fund revenues total \$2,857,327. General Fund expenditures total \$2,100,647.



General Fund Revenue as % of Budget



General Fund Expenditures as % of Budget

Revenue (GF)

Total Revenue collected in the General fund is 83.07% of budget projection.

- M & O (Maintenance and Operations) Property tax (including current, delinquent and penalties) received through the end of May is \$2,096,978, 94.92% of projected property taxes for the year. Ad Valorem taxes were due on April 1.
- Sales Tax revenue received in May was earned in March. Sales tax is received 2 months after it is earned. The revenue received in October and November was posted to revenue in FY23. Accordingly,

City of Richwood

TEXAS

the revenue earned in August and September 2024, will be posted as revenue for FY24 even though it will not be received by the city until October and November. The chart reflects the revenue when received, not earned. Total received on this date in FY23 was \$476,545. We are ahead of last year by approximately \$9,100.

MONTH RECEIVED	FY 2023				FY 2024			
	GENERAL FUND	TRANS FUND	CCPD	TOTAL	GENERAL FUND	TRANS FUND	CCPD	TOTAL
DEC	44,369.52	11,092.39	10,760.96	66,222.87	50,390.06	12,597.52	12,174.92	75,162.50
JAN	52,644.29	13,161.07	12,957.41	78,762.77	51,357.01	12,839.25	12,379.34	76,575.60
FEB	55,858.64	13,964.65	13,634.73	83,458.02	62,500.92	15,625.23	15,222.16	93,348.31
MAR	56,308.72	14,077.18	13,767.76	84,153.66	47,160.51	11,383.28	11,790.13	70,333.92
APR	51,255.32	12,813.83	12,475.55	76,544.70	53,116.00	13,279.00	12,889.00	79,284.00
MAY	58,663.20	14,665.80	14,074.45	87,403.45	60,982.24	15,245.56	14,768.02	90,995.82
JUN	47,805.40	11,951.34	11,489.95	71,246.69				0.00
JUL	56,403.73	14,100.94	13,673.07	84,177.74				0.00
AUG	55,897.00	13,974.00	13,604.00	83,475.00				0.00
SEPT	50,036.00	12,509.00	15,295.00	77,840.00				0.00
OCT*	67,678.00	16,919.00	16,418.00	101,015.00				0.00
NOV*	43,116.91	10,779.23	10,341.29	64,237.43				0.00
YEAR TOTAL	640,036.73	160,008.43	158,492.17	958,537.33	325,506.74	80,969.84	79,223.57	485,700.15

- Permits and Licenses revenues total \$8,083 this month, year to date total of \$46,608. This is compared to \$36,162 collected at this time last year. Inspection fees collected are \$24,140 year to date.
- Municipal Court revenue for the month of May is \$11,206, for a total year to date of \$60,039. This compares to \$86,893 at this time last year.
- Interest revenue is at \$8,386 this month, \$59,498 year to date. With Eric’s approval, \$600,000 was moved from our cash account to TexPool Prime to increase earnings on this money.
- The Ambulance fee collected year to date is \$67,497.
- Credit card fee revenue is currently being posted in the Enterprise fund due to limitations with Xpress Billpay.

Expenditures (GF)

Expenditures in the General Fund are currently shown at \$2,100,647, 71.47% of budget. The City Maintenance department is currently showing as over budget due to equipment purchases, which were approved for FY23 but not made available until this current fiscal year. A budget amendment will be completed later in the year to move the money that was earmarked last year to this year.

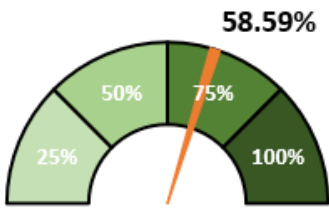
Transfers (GF)

All approved interfund transfers have been completed.

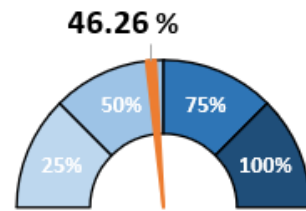


30-Water, Sewer, and Solid Waste Fund

Operating Revenues in May total \$1,936,234 year to date. Operating expenses are \$1,456,263.



Enterprise Fund Revenue as % of Budget



Enterprise Fund Operating Expense as % of Budget

- Credit Card Fee Revenue received year to date is \$12,199.
- There have been 9 Water Impact fees collected this year for a total of \$21,726. All Impact Fees are posted to Fund 32 Utility Capital Improvements and do not show in this budget report.

RECOMMENDATION: Council to approve May 2024 Budget Summary Report for General Fund, Transportation Fund and the Water & Sewer Enterprise Fund.

City of Richwood
Fiscal Year 2024 Operational Budget Report
10/1/2023 -5/31/2024

10 General Fund	Prior YTD	Current Period	Current YTD	Original Budget	Revised Budget	Remaining Budget	% Earned/Used
Revenue							75% of year
Taxes	2,359,554.09	115,931.30	2,559,496.52	3,045,188.00	3,045,188.00	485,691.48	84.05%
Property taxes, including delinquent & penalties	1,914,174.56	15,144.24	2,096,977.64	2,209,188.00	2,209,188.00		94.92%
Franchise Taxes	126,279.84	39,804.82	137,011.76	196,000.00	196,000.00		69.90%
Sales Tax	319,099.69	60,982.24	325,507.12	640,000.00	640,000.00		50.86%
Licenses and permits	36,162.28	8,083.24	46,607.64	54,150.00	54,150.00	7,542.36	86.07%
Intergovernmental revenue	1,129.15	0.00	11,568.92	1,100.00	1,100.00	(10,468.92)	Ahead of Budget
Charges for services - Municipal Bldg Rental	6,725.00	775.00	5,335.00	9,000.00	9,000.00	3,665.00	59.28%
Municipal Court Revenue	86,893.47	11,206.08	60,038.71	130,000.00	130,000.00	69,961.29	46.18%
Special Revenues	8,017.73	1,623.00	6,977.00	1,050.00	1,050.00	(5,927.00)	Ahead of Budget
Interest	49,262.90	8,385.93	59,498.19	50,000.00	50,000.00	(9,498.19)	Ahead of Budget
Miscellaneous revenue	51,842.76	12,608.64	107,805.30	149,152.00	149,152.00	41,346.70	72.28%
Inspection Fees	20,215.00	2,790.00	24,140.00	30,000.00	30,000.00		
Miscellaneous Income	29,027.76	805.64	12,418.20	10,000.00	10,000.00		
Parks & Recreation - Park Pavillion Rentals	2,150.00	450.00	3,050.00	3,500.00	3,500.00		
Parks & Recreation - Sports Field Rental	450.00	100.00	700.00	3,600.00	3,600.00		
Credit Card Fee Revenue	0.00	0.00	0.00	1,000.00	1,000.00		
Ambulance Fee Revenue	0.00	8,463.00	67,497.10	101,052.00	101,052.00		
Total Revenue	2,599,587.38	158,613.19	2,857,327.28	3,439,640.00	3,439,640.00	582,312.72	83.07%
Expenditures							
General Government Administration							
Personnel & Benefits	301,566.04	43,777.31	365,123.52	528,232.00	528,232.00	163,108.48	69.12%
Supplies	13,652.06	864.57	9,545.90	18,500.00	18,500.00	8,954.10	51.60%
Maintenance & Repair	3,054.01	933.47	4,278.70	5,900.00	5,900.00	1,621.30	72.52%
Utilities	6,980.54	1,083.76	9,848.40	11,550.00	11,550.00	1,701.60	85.27%
Professional Services	135,057.89	4,925.95	129,542.37	152,800.00	152,800.00	23,257.63	84.78%
Other Services	40,939.42	4,059.54	48,437.41	94,000.00	94,000.00	45,562.59	51.53%
Capital Equipment	41,269.75	69.67	3,942.20	7,600.00	7,600.00	3,657.80	51.87%
Total Administration	542,519.71	55,714.27	570,718.50	818,582.00	818,582.00	247,863.50	69.72%
Judicial							
Personnel & Benefits	46,658.86	668.52	50,797.97	79,311.00	79,311.00	28,513.03	64.05%
Supplies	0.00	0.00	0.00	1,300.00	1,300.00	1,300.00	0.00%
Professional Services	13,267.20	0.00	13,350.00	19,500.00	19,500.00	6,150.00	68.46%
Other Services	130.00	0.00	55.00	500.00	500.00	445.00	11.00%
Total Judicial	60,056.06	668.52	64,202.97	100,611.00	100,611.00	36,408.03	63.81%
Permitting & Inspections							
Personnel & Benefits	22,055.00	2,945.00	20,708.00	30,000.00	30,000.00	9,292.00	69.03%
Supplies	0.00	0.00	55.50	1,000.00	1,000.00	944.50	5.55%
Professional Services	0.00	0.00	0.00	1,000.00	1,000.00	1,000.00	0.00%
Total Permitting & Inspections	22,055.00	2,945.00	20,763.50	32,000.00	32,000.00	11,236.50	64.89%
Special Revenue Expenditures							
Supplies	0.00	0.00	495.00	1,500.00	1,500.00	1,005.00	33.00%
Total Special Revenue Expenditures	0.00	0.00	495.00	1,500.00	1,500.00	1,005.00	33.00%
Total General Government	624,630.77	59,327.79	656,179.97	952,693.00	952,693.00	296,513.03	68.88%
Public Safety Police Department							
Personnel & Benefits	570,373.12	59,421.27	542,932.45	929,557.00	929,557.00	386,624.55	58.41%
Supplies	37,974.54	4,294.50	31,521.26	52,000.00	52,000.00	20,478.74	60.62%
Maintenance & Repair	20,188.49	3,218.83	25,377.05	29,900.00	29,900.00	4,522.95	84.87%
Utilities	12,671.52	1,015.25	12,894.84	19,500.00	19,500.00	6,605.16	66.13%
Professional Services	158,300.33	120.00	124,020.03	198,085.00	198,085.00	74,064.97	62.61%
Other Services	15,652.16	0.00	15,131.76	20,200.00	20,200.00	5,068.24	74.91%
Capital Equipment	1,496.80	187.10	6,437.30	7,249.00	7,249.00	811.70	88.80%
Total Police Department	816,656.96	68,256.95	758,314.69	1,256,491.00	1,256,491.00	498,176.31	60.35%
Fire Department							
Personnel & Benefits	16,215.22	0.00	11,398.00	35,200.00	35,200.00	23,802.00	32.38%

10 General Fund	Prior YTD	Current Period	Current YTD	Original Budget	Revised Budget	Remaining Budget	% Earned/Used
Supplies	12,941.11	288.03	5,325.26	17,500.00	17,500.00	12,174.74	30.43%
Maintenance & Repair	29,732.80	165.00	18,806.97	34,500.00	34,500.00	15,693.03	54.51%
Utilities	3,606.79	559.17	3,933.51	6,150.00	6,150.00	2,216.49	63.96%
Professional Services	100,357.00	0.00	38,311.00	161,000.00	161,000.00	122,689.00	23.80%
Other Services	21,019.24	0.00	24,216.72	32,000.00	32,000.00	7,783.28	75.68%
Capital Equipment	37,828.44	0.00	32,954.89	59,712.00	59,712.00	26,757.11	55.19%
Total Fire Department	221,700.60	1,012.20	134,946.35	346,062.00	346,062.00	211,115.65	38.99%
Code Enforcement							
Personnel & Benefits	31,271.96	5,896.24	47,713.66	69,421.00	69,421.00	21,707.34	68.73%
Supplies	437.34	215.98	1,821.91	2,200.00	2,200.00	378.09	82.81%
Maintenance & Repair	0.00	0.00	60.75	1,000.00	1,000.00		
Professional Services	0.00	0.00	0.00	1,000.00	1,000.00	1,000.00	0.00%
Other Services	0.00	55.00	662.97	900.00	900.00	237.03	73.66%
Total Code Enforcement	31,709.30	6,167.22	50,259.29	74,521.00	74,521.00	23,322.46	67.44%
Total Public Safety	1,070,066.86	75,436.37	943,520.33	1,677,074.00	1,677,074.00	733,553.67	56.26%
Public Works							
City Maintenance							
Personnel & Benefits	63,771.66	10,181.25	82,077.35	121,689.00	121,689.00	39,611.65	67.45%
Supplies	16,347.85	5,063.31	14,036.38	25,825.00	25,825.00	11,788.62	54.35%
Maintenance & Repair	33,369.51	2,297.62	63,023.45	29,860.00	29,860.00	(33,163.45)	Over Budget
Utilities	25,454.76	3,728.08	27,561.29	38,400.00	38,400.00	10,838.71	71.77%
Other Services	2,770.71	139.50	6,037.46	22,800.00	22,800.00	16,762.54	26.48%
Capital Equipment	15,258.17	0.00	271,096.80	0.00	0.00	(271,096.80)	Over Budget
Total City Maintenance	156,972.66	21,409.76	463,832.73	238,574.00	238,574.00	(225,258.73)	Over Budget
Parks and Recreation							
Supplies	2,912.51	1,819.38	3,865.30	5,100.00	5,100.00	1,234.70	75.79%
Maintenance & Repair	14,708.11	7,358.14	24,416.22	32,000.00	32,000.00	7,583.78	76.30%
Utilities	2,006.22	277.08	2,244.45	3,500.00	3,500.00	1,255.55	64.13%
Other Services	6,731.35	0.00	6,588.03	17,100.00	17,100.00	10,511.97	38.53%
Total Parks and Recreation	26,358.19	9,454.60	37,114.00	57,700.00	57,700.00	20,586.00	64.32%
Emergency/Disaster							
Contract Labor	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
Total Emergency/Disaster	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
Miscellaneous	0.00	0.00	0.00	12,960.00	12,960.00	12,960.00	0.00%
Development Agreements	0	0	0	12,960.00	12,960.00	12,960.00	0.00%
Total Expenditures	1,878,028.48	165,628.52	2,100,647.03	2,939,001.00	2,939,001.00	838,353.97	71.47%
Other Financing Sources and Uses							
Sources							
Transfers In	15,000.00	0.00	25,000.00	25,000.00	25,000.00	0.00	100.00%
Total Sources	15,000.00	0.00	25,000.00	25,000.00	25,000.00	0.00	100.00%
Uses							
Transfers Out	362,651.61	0.00	334,000.00	334,000.00	334,000.00	0.00	100.00%
Total Uses	362,651.61	0.00	334,000.00	334,000.00	334,000.00	0.00	100.00%
Total Other Financing Sources and Uses	(347,651.61)	0.00	(309,000.00)	(309,000.00)	(309,000.00)	0.00	
Total - 10 GENERAL FUND	373,907.29	(7,015.33)	447,680.25	191,639.00	191,639.00	(256,041.25)	

City of Richwood Operational Budget Report 10/1/2023 -5/31/2024							
30 Water & Sewer Enterprise Fund	Prior YTD	Current Period	Current YTD	Annual Budget	Revised Budget	Remaining Budget	% Earned/Used
Net Operating Income (Loss)							
Operating income							75% of year
Sewer Department	621,924.67	84,290.99	671,739.67	981,504.00	981,504.00	309,764.33	68.44%
Water Department	900,707.83	131,401.16	1,017,839.40	1,519,867.00	1,519,867.00	502,027.60	66.97%
Solid Waste Department	226,757.29	31,746.64	246,654.60	381,000.00	381,000.00	134,345.40	64.74%
Total Operating income	1,749,389.79	247,438.79	1,936,233.67	2,882,371.00	2,882,371.00	946,137.33	67.18%
Operating expense							
Sewer Department							
Personnel & Benefits	118,113.42	15,611.84	107,397.79	212,594.00	212,594.00	105,196.21	50.52%
Supplies	4,658.66	704.73	5,451.27	8,500.00	8,500.00	3,048.73	64.13%
Maintenance & Repair	44,786.22	8,416.63	31,152.19	67,740.00	67,740.00	36,587.81	45.99%
Professional Services	347,108.71	175,304.10	392,074.40	715,000.00	715,000.00	322,925.60	54.84%
Other Services (insurance)	3,872.72	0.00	13,303.36	4,650.00	4,650.00	(8,653.36)	Over Budget
Total Sewer Department	518,539.73	200,037.30	549,379.01	1,008,484.00	1,008,484.00	459,104.99	54.48%
Water Department							
Personnel & Benefits	152,681.16	20,209.94	176,837.80	262,978.00	262,978.00	86,140.20	67.24%
Supplies	18,136.29	1,980.30	24,915.87	27,600.00	27,600.00	2,684.13	90.27%
Maintenance & Repair	127,592.28	11,328.28	144,067.03	146,720.00	146,720.00	2,652.97	98.19%
Utilities	41,476.56	7,469.49	61,452.54	66,600.00	66,600.00	5,147.46	92.27%
Professional Services	83,002.91	0.00	30,243.58	230,500.00	230,500.00	200,256.42	13.12%
Other Services	238,288.83	8.52	237,416.64	433,040.00	433,040.00	195,623.36	54.83%
Capital Equipment	2,406.16	300.77	2,406.16	3,610.00	3,610.00	1,203.84	66.65%
Total Water Department	663,584.19	41,297.30	677,339.62	1,171,048.00	1,171,048.00	493,708.38	57.84%
Solid Waste Department							
Professional Services	170,531.08	29,042.73	229,544.55	290,000.00	290,000.00	60,347.45	79.15%
Total Solid Waste Department	170,531.08	29,042.73	229,544.55	290,000.00	290,000.00	60,455.45	79.15%
Total Operating expense	1,352,655.00	270,377.33	1,456,263.18	2,469,532.00	2,469,532.00	1,013,268.82	58.97%
Total Net Operating Income (Loss)	396,734.79	(22,938.54)	479,970.49	412,839.00	412,839.00	(67,131.49)	Ahead of Budget
Non-Operating Items							
Non-operating income							
Interest income	363.87	0.00	1,702.20	2,500.00	2,500.00	797.80	68.09%
Grants	65,389.82	0.00	0.00	0.00	0.00	0.00	At Budget
Other income	2,929.13	0.00	1,304.10	3,000.00	3,000.00	1,695.90	43.47%
Transfers In	37,000.00	0.00	70,000.00	70,000.00	70,000.00	0.00	At Budget
Total Non-operating income	105,682.82	0.00	73,006.30	75,500.00	75,500.00	2,493.70	96.70%
Non-operating expense							
Debt Service	188,237.81	0.00	184,754.81	435,981.00	435,981.00	251,226.19	42.38%
Transfers Out	125,979.02	0.00	56,000.00	56,000.00	56,000.00	0.00	At Budget
Total Non-operating expense	314,216.83	0.00	240,754.81	491,981.00	491,981.00	251,226.19	48.94%
Depreciation Expense	165,679.36	0.00	0.00	300,000.00	300,000.00	300,000.00	0.00%
Total Non-Operating Items	(374,213.37)	0.00	(167,748.51)	(716,481.00)	(716,481.00)	548,732.49	Ahead of Budget
Total - 30 Water & Sewer Enterprise Fund	22,521.42	(22,938.54)	312,221.98	(303,642.00)	(303,642.00)	615,863.98	Ahead of Budget

Budget Amendments:

MINUTES

RICHWOOD CITY COUNCIL MEETING

Monday, May 13, 2024 at 6:10 PM

BE IT KNOWN THAT a City of Richwood City Council will meet Monday, May 13, 2024, beginning at 6:10 PM at Richwood City Hall, located at 1800 Brazosport Blvd. N., Richwood, Texas 77531 with the following agenda:

I. CALL TO ORDER

The meeting was called to order at 6:10 p.m.

II. ROLL CALL OF COUNCIL MEMBERS

Michael Durham, Mayor:	Present
Paul Stallberg, Position 1:	Present
Mike Challenger, Position 2:	Present
Amanda Reynolds, Position 3:	Present
William Yearsin, Position 4:	Present
Jeremy Fountain, Position 5:	Present

Others present: Eric Foerster, City Manager; Kirsten Garcia, City Secretary; Tricia Ditto, Finance Director; Police Chief Stephen Mayer; Philip Knop, City Attorney.

III. PUBLIC COMMENTS

There was no public comment.

IV. PROCLAMATION

A. Police Week Proclamation, May 12-18,2024
Mayor Durham read the proclamation aloud.

V. CONSENT AGENDA

- A. Investment Report, Q2 FY 2024
- B. Budget Report, March 2024
- C. Budget Report, April 2024
- D. Approval of minutes from regular meeting held April 8, 2024.

Motion to approve consent agenda.

Motion made by Amanda Reynolds, Seconded by Mike Challenger.

Voting Yea: Paul Stallberg, Mike Challenger, Amanda Reynolds, William Yearsin, Jeremy Fountain

Motion carried.

VI. DISCUSSION AND ACTION ITEMS

- A. Final review and action on re-plat of lots 1 & 7 of lot 10B Richwood Addition, also known as 2002 Brazosport Blvd N.

Motion to approve.

Motion made by Amanda Reynolds, Seconded by Jeremy Fountain.

Voting Yea: Paul Stallberg, Mike Challenger, Amanda Reynolds, William Yearsin, Jeremy Fountain

Motion carried.

- B. Discuss and consider extending a service agreement with Strand Engineering that would expire May 31st, 2026.

Eric Foerster, City Manager, presented.

Motion to approve extending a service agreement with Strand Engineering that would expire May 31st, 2026.

Motion made by Amanda Reynolds, Seconded by Jeremy Fountain.

Voting Yea: Paul Stallberg, Mike Challenger, Amanda Reynolds, William Yearsin, Jeremy Fountain

Motion carried.

- C. Discuss and consider Resolution 24-R-86 appointing Mike Johnson as the City of Richwood representative for the Brazosport Water Authority Board.

Eric Foerster, City Manager, presented.

Motion to approve Resolution 24-R-86 appointing Mike Johnson as the City of Richwood representative for the Brazosport Water Authority Board.

Motion made by Amanda Reynolds, Seconded by William Yearsin.

Voting Yea: Paul Stallberg, Mike Challenger, Amanda Reynolds, William Yearsin, Jeremy Fountain

Motion carried.

- D. Discuss and consider appointing Committee Liaison positions.

- 1. Crime Control & Prevention District
- 2. Fire Department
- 3. Keep Richwood Beautiful

Kirsten Garcia, City Secretary, presented.

Mike Challenger requested staying on with the FD. Will Yearsin requested CCPD, and Jeremy Fountain requested KRB.

Motion to appoint as requested.

Motion made by Mike Challenger, Seconded by Jeremy Fountain.

Voting Yea: Paul Stallberg, Mike Challenger, Amanda Reynolds, William Yearsin, Jeremy Fountain

Motion carried.

- E. Consider items removed from consent agenda

No items removed.

VII. EXECUTIVE SESSION

Pursuant to Chapter 551.072, Deliberation regarding purchase, exchange, lease or value of real property:

1. Possible Abatement Properties

City Council recessed into Executive Session at 6:20 p.m.

VIII. ACTION AS A RESULT OF EXECUTIVE SESSION

City Council reconvened into regular session at 6:54 p.m.

No action taken.

IX. CAPITAL IMPROVEMENT PROJECTS UPDATE

Clif Custer, Public Works Director, presented.

X. CITY MANAGER'S REPORT

Eric Foerster, City Manager, presented his update.

Discussion held on the permitting issue in Oakwood Shores.

XI. COUNCIL MEMBER COMMENTS & REPORTS

Mike Challenger spoke regarding his first year of service and how much he has learned.

Amanda Reynolds spoke regarding the textile recycling binds that were approved at last month's meeting. She reiterated that they are meant to keep textiles out of landfill, not designed to be a money maker.

William Yearsin stated he was happy to be here and is looking forward to it.

Jeremy Fountaine acknowledged police week and thanked them for what they do.

XII. MAYOR'S REPORT

Mayor reported thanks to Chief and Councilman Stallberg for their work in law enforcement.

He wished his wife a happy birthday.

Mayor expressed his appreciation to each department.

XIII. ITEMS OF COMMUNITY INTEREST

Councilman Challenger mentioned the Penguin Project and their production this weekend at Brazosport College.

XIV. FUTURE AGENDA ITEMS

GIS Demo

Service Award

Replat

CIAC

Variance

Budget workshop

XV. ADJOURNMENT

Being there no further business, the meeting was adjourned at 7:10 p.m.

These minutes were read and approved on the 17th day of June 2024.

Mayor

ATTEST:

City Secretary

MINUTES

RICHWOOD CITY COUNCIL MEETING

Monday, June 10, 2024 at 6:20 PM

BE IT KNOWN THAT a City of Richwood City Council will meet Monday, June 10, 2024, beginning at 6:20 PM at Richwood City Hall, located at 1800 Brazosport Blvd. N., Richwood, Texas 77531 with the following agenda:

I. CALL TO ORDER

The meeting was called to order at 6:20 p.m.

II. ROLL CALL OF COUNCIL MEMBERS

Michael Durham, Mayor:	Present
Paul Stallberg, Position 1:	Present
Mike Challenger, Position 2:	Absent
Amanda Reynolds, Position 3:	Absent
William Yearsin, Position 4:	Present
Jeremy Fountain, Position 5:	Present

Others present: Eric Foerster, City Manager; Kirsten Garcia, City Secretary; Tricia Ditto, Finance Director; Police Chief Stephen Mayer; Philip Knop, City Attorney.

III. PUBLIC COMMENTS

There were no public comments.

IV. DISCUSSION AND ACTION ITEMS

- A. Final review and action on re-plat of lots 90A, Block 1, of Replat of Lots 90 and 91, Block 1, of Oakwood Shores Subdivision Section 1.

Motion to approve re-plat of lots 90A, Block 1, of Replat of Lots 90 and 91, Block 1, of Oakwood Shores Subdivision Section 1.

Motion made by Jeremy Fountain, Seconded by Paul Stallberg.

Voting Yea: Paul Stallberg, William Yearsin, Jeremy Fountain

Motion carried.

- B. Capital Improvement Advisory Committee presentation.

Clif Custer, Public Works Director, presented.

Discussion held on cost estimates.

- C. Discuss and consider appointment of Capital Improvement Advisory Committee volunteer member.

Clif Custer, Public Works Director, presented.

Motion to appoint Dena Pate as community member of the CIAC.

Motion made by Jeremy Fountain, Seconded by William Yearsin.

Voting Yea: Paul Stallberg, William Yearsin, Jeremy Fountain

Motion carried.

- D. Discussion regarding GIS mapping system.
Clif Custer, Public Works Director, presented.

- E. Discuss and consider adopting Ordinance 516, amending Section 6-4 burning within the city limits.
Eric Foerster, City Manager, presented.

Motion to adopt ordinance 516, amending Section 6-4 burning within the city limits.

Motion made by Jeremy Fountain, Seconded by William Yearsin.

Voting Yea: Paul Stallberg, William Yearsin, Jeremy Fountain

Motion carried.

- F. Discuss and consider requalification for CDBG, HOME, and ESG grant programs.
Eric Foerster, City Manager, presented.

Motion to approve participation in CDBG, HOME, and ESG grant programs.

Motion made by Jeremy Fountain, Seconded by Paul Stallberg.

Voting Yea: Paul Stallberg, William Yearsin, Jeremy Fountain

Motion carried.

- G. Discussion and possible action regarding maintenance of TXDOT medians and right of ways.
Eric Foerster, City Manager, presented.

No action taken.

V. EXECUTIVE SESSION

Pursuant to Chapter 551.072, Deliberation regarding purchase, exchange, lease or value of real property:

- 1. Abatement Issues
City Council recessed to Executive Session at 7:17 p.m.

VI. ACTION AS A RESULT OF EXECUTIVE SESSION

City Council reconvened regular session at 7:50 p.m.

No action taken.

VII. CAPITAL IMPROVEMENT PROJECTS UPDATE

Clif Custer, Public Works Director, presented.

VIII. CITY MANAGER'S REPORT

Eric Foerster, City Manager, gave update on light poles on 2004.

IX. COUNCIL MEMBER COMMENTS & REPORTS

Jeremy Fountain expressed thanks to KRB for work on the Audubon Woods 1 sign.

X. MAYOR'S REPORT

Mayor reported that he hopes everyone stays hydrated because it is very hot outside. Also keep an eye on the weather.

XI. ITEMS OF COMMUNITY INTEREST

All America Night July 5 - 6-9 at Ellis Park
Closing City Hall on August 5, for maintenance.

XII. FUTURE AGENDA ITEMS

Interlocal with Health Department
Workshop on 6/17 at 6pm / CIAC meeting

XIII. ADJOURNMENT

Being there no further business, the meeting was adjourned at 8:05 p.m.

These minutes were read and approved on the 17th day of June 2024.

Mayor

ATTEST:

City Secretary

CITY OF RICHWOOD
FISCAL YEAR 2025
BUDGET WORKSHOP

June 17, 2024

THINGS TO CONSIDER MOVING INTO THE BUDGET

- There are key economic indicators that our economy may not be in good shape.
- Volatile Stock Market
- Decreasing Consumer Confidence
- Inverted Yield Curve
- Debt-personal and government
- Housing costs and interest rates

Date	1 Mo	2 Mo	3 Mo	4 Mo	6 Mo	1 Yr	2 Yr	3 Yr	5 Yr	7 Yr	10 Yr	20 Yr	30 Yr
06/03/2024	5.49	5.49	5.52	5.46	5.39	5.14	4.82	4.62	4.42	4.41	4.41	4.63	4.55
06/04/2024	5.48	5.48	5.52	5.45	5.38	5.11	4.77	4.55	4.35	4.33	4.33	4.56	4.48

Updated on MARCH 31, 2024

Yield Curve Inversion

suggests that the US recession risk is

Very High

Overview

The US Treasury Yield Curve is currently inverted, meaning short term interest rates are higher than long term interest rates. This unusual occurrence, called a yield curve inversion, **has historically been a very reliable indicator of an upcoming economic recession.** Since World War II every yield curve inversion has been followed by a recession in the following 6-18 months, and recessions are naturally correlated with decreased stock market returns.

SIGNS CONTINUED

home > press center > press releases >



PRESS RELEASE

Household Debt Rose by \$184 Billion in Q1 2024; Delinquency Transition Rates Increased Across All Debt Types

May 14, 2024

US Auto Loans Delinquent by 90 or More Days (I:USALD90)

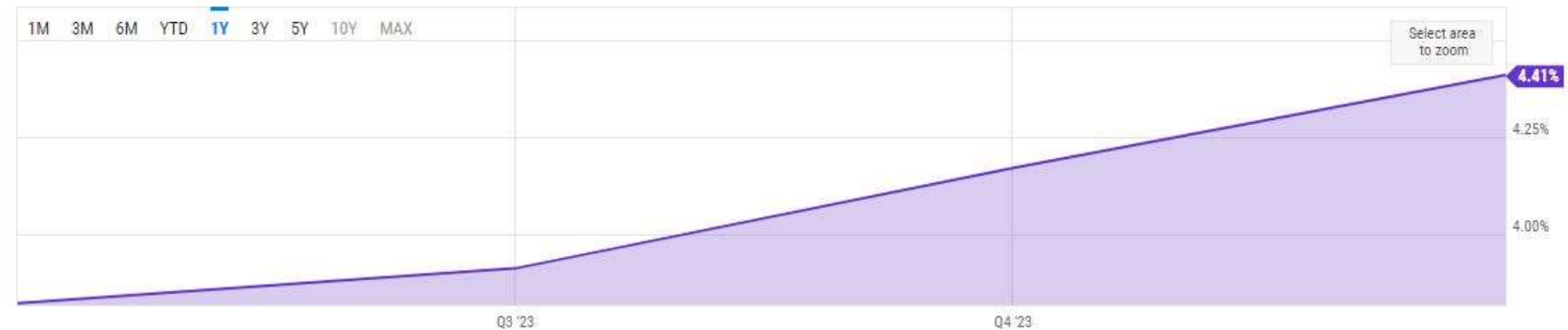
4.41% for Q1 2024

Overview Interactive Chart

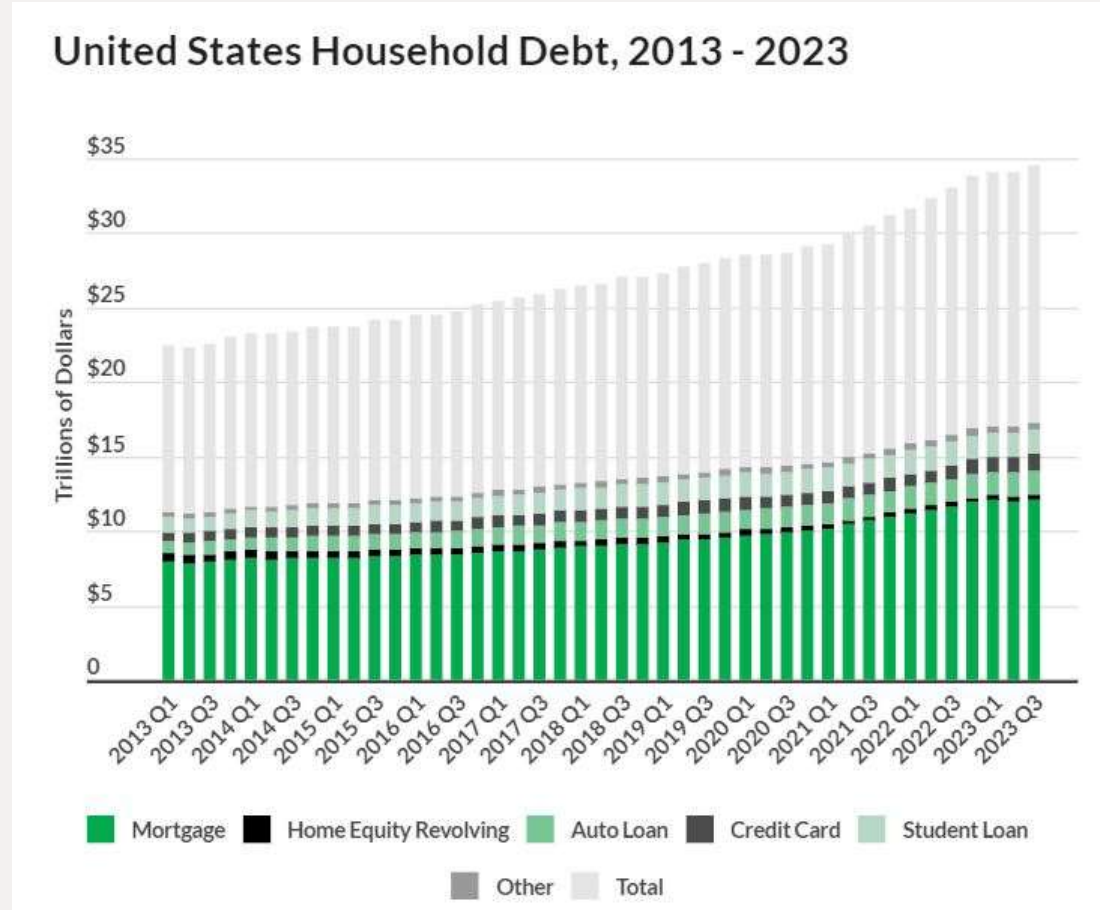
Level Chart

[VIEW FULL CHART](#)

1M 3M 6M YTD 1Y 3Y 5Y 10Y MAX



SIGNS CONTINUED



SIGNS CONTINUED

Saudi Arabia's petro-dollar exit: A global finance paradigm shift



By [Katja Hamilton](#)

10 Jun 2024

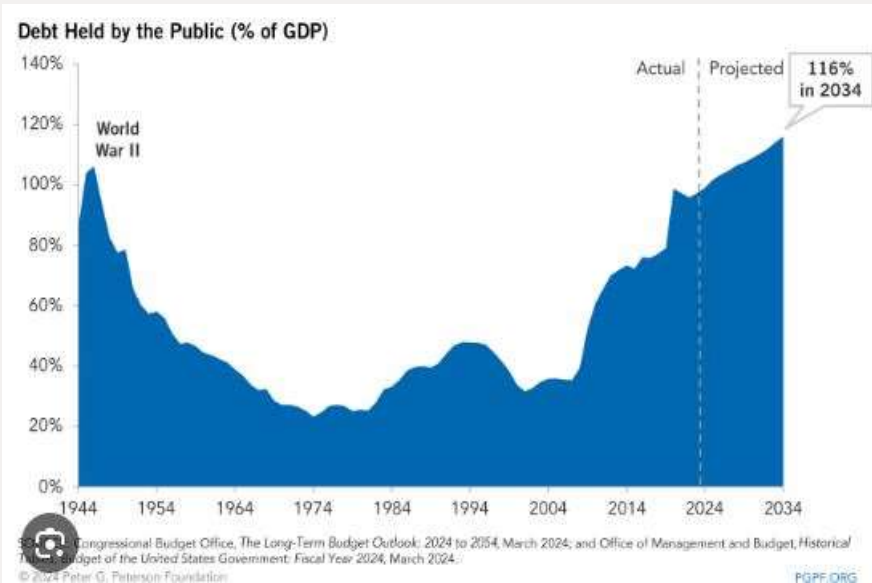


The financial world is bracing for a significant upheaval following Saudi Arabia's decision not to renew its 50-year petro-dollar deal with the United States, which expired on Sunday, 9 June, 2024.

SIGNS CONTINUED

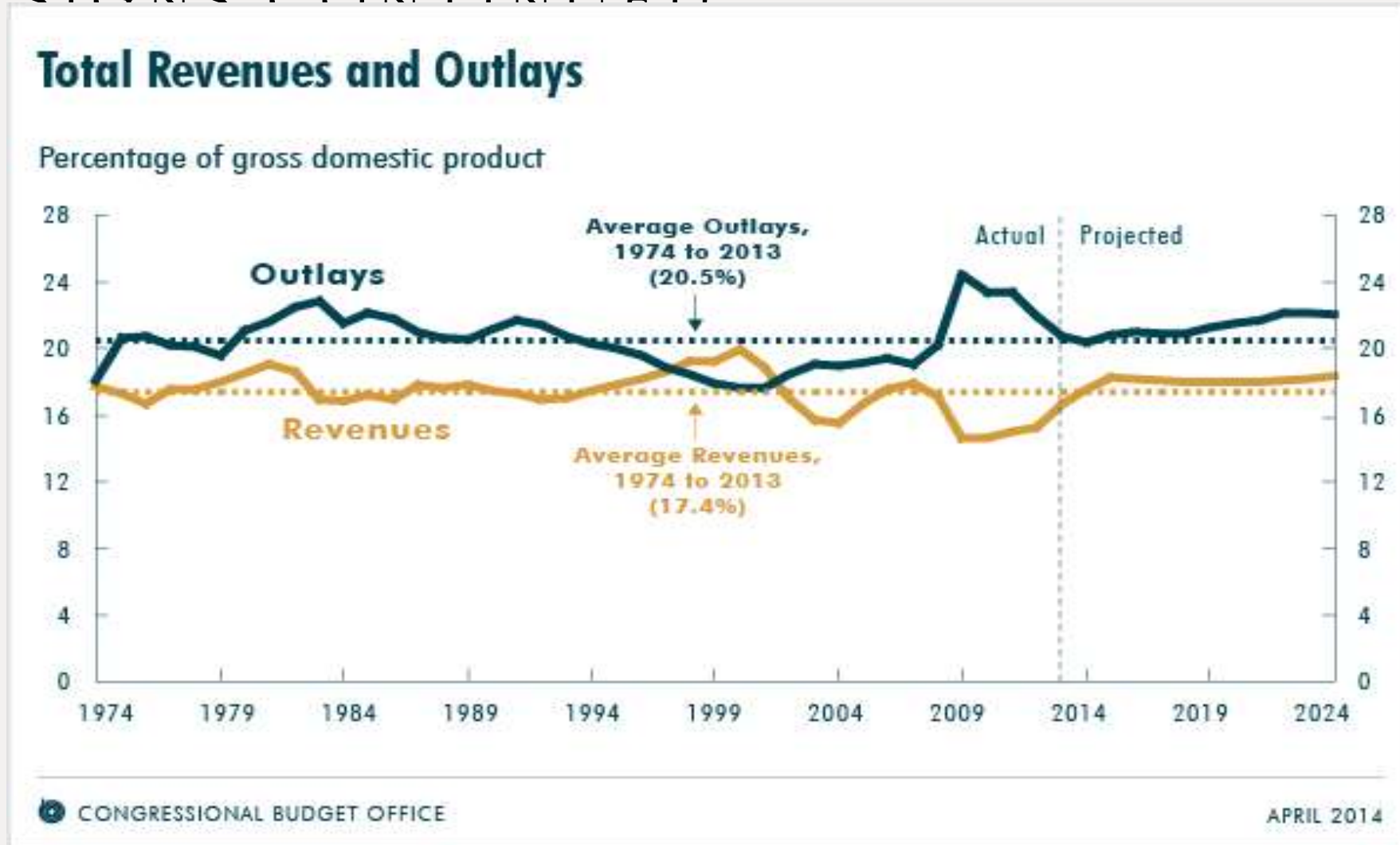
Housing Market Predictions For 2024: When Will Home Prices Be Affordable Again?

SIGNS CONTINUED



The United States' debt-to-GDP ratio at the close of fiscal year 2023 was **97 percent**. While this figure is down slightly from 100 percent in 2020, a 74-year high, the nation's fiscal outlook is still on an unsustainable path. Debt held by the public is on track to exceed GDP in 2025 and climb to 116 percent in 2034. Apr 9, 2024

SIGNS CONTINUED



TAKEAWAYS FOR BUDGET PLANNING

- Stability is key
- No Drastic moves one way or the other
- Continue conservative spending policies
- Expect a decrease in purchasing power and higher costs for goods and services
- Limit debt during high interest rates
- Keeping higher than normal reserve funds

GOVERNMENTAL ACCOUNTING in a Nutshell

- Governments use Fund Accounting
- Each fund is used to track the amount of cash assigned to different purposes and the usage of that cash
- The motive is not profit but rather **ACCOUNTABILITY**

“Businesses are operated with a profit motive, whereas governments exist primarily for providing services. Businesses focus on whether revenues earned were sufficient to cover related costs, whereas governments focus on whether inflows of spendable resources are sufficient to cover outflows.”

GFOA Bluebook



GENERAL FUND

- Our goal is to set a tax rate for our maintenance & operations (M&O) that will provide for the necessary services provided by the city, as well as a reserve for future capital outlay and unexpected needs.

ENTERPRISE FUND

- Our goal is to set utility rates that will provide for the operation, repair & maintenance, and debt obligation repayment, as well as a reserve for future capital outlay and unexpected needs.

Governmental Funds can be:

- **Non-spendable** – Resources that are either not in a spendable form or are legally or contractually required to be maintained intact.
- **Restricted** – Resources subject to externally enforceable constraints.
- **Committed** – Resources subject to constraints imposed by City Council.
- **Assigned** – Resources earmarked for particular purposes.
- **Unassigned**– Total fund balance less other components.

Proprietary/Enterprise Funds can be:

- **Net Investment in Capital Assets**
- **Restricted** – Resources subject to externally enforceable constraints or are set aside to satisfy liabilities.
- **Unrestricted** – Net position less other components.

RICHWOOD GOVERNMENTAL FUNDS

- **GENERAL FUND** used for the operation of the city, including administration, permitting, court, police, fire, city maintenance, and parks. M&O portion of Ad Valorem tax, as well as sales tax, franchise tax, court receipts, facility rentals and other miscellaneous revenues are accounted for in this fund.
- **REPLACEMENT FUND** used to set aside monies for replacement of equipment and vehicles for public works and the fire department.
- **GENERAL CONTINGENCY FUND** to set aside unassigned reserve funds for unexpected expenditures or for capital projects, used at the discretion of council.
- **COURT SECURITY AND TECHNOLOGY FUNDS** represent fees collected by the court as set by the state. These funds are restricted in use for security or technology.
- **TRANSPORTATION FUND** set up for the purpose of accumulating sales tax and transportation fees that are restricted for streets, sidewalks and drainage.
- **GENERAL OBLIGATION I&S** restricted for use in satisfying the debt obligations of the city, accumulates the I&S portion of Ad Valorem taxes
- **GRANT FUND** used for the receipt and expending of grant funds.

RICHWOOD BUSINESS-TYPE (ENTERPRISE) FUNDS:

- **WATER & SEWER FUND** operating fund for the operations and maintenance of the utility plant; this fund collects all billing receipts for the utility accounts. All debt attributed to the utility plant is paid from this account.
- **INFLOW & INFILTRATION (I&I) RESERVE FUND** is a committed fund for the purpose of maintenance and repairs to reduce I&I into our sewer system.
- **UTILITY CAPITAL IMPROVEMENTS FUND** is a committed fund for the accumulation and expending of moneys for capital improvements within the utility plant

COMPONENT UNIT FUNDS:

- **CRIME CONTROL & PREVENTION (CCPD) FUND** is under the control of the CCPD board under the advisement of the Richwood Police Chief. CCPD board determines the annual budget with council approval. Revenue from sales tax restricted to use by CCPD is accounted for in the CCPD fund.
- **BEAUTIFICATION FUND** is under the control of the KRB board with the budget requiring council approval. Revenue is primarily from a voluntary donation on utility bills.

Fund	Fund Balance as of	10/1/2020	10/1/2021	10/1/2022	10/1/2023
10 - General Fund	<i>Governmental Unassigned</i>	1,535,212.00	1,843,045.00	1,939,929.00	1,897,410.00
13 - Replacement	<i>Governmental assigned</i>	124,464.00	109,165.00	96,316.00	144,470.00
15 - Crime Control and Prevention	<i>Component Unit</i>	186,491.00	212,805.00	284,040.00	358,794.00
16 - General Fund Contingency	<i>Governmental Unassigned</i>	74,144.00	274,144.00	530,975.00	843,870.00
17 - Court Security	<i>Governmental Restricted</i>	22,673.00	22,991.00	23,183.00	20,740.00
18 - Court Technology	<i>Governmental Restricted</i>	4,443.00	4,866.00	5,123.00	10,534.00
20 - Beautification	<i>Component Unit</i>	26,740.00	34,140.00	34,506.00	39,793.00
25 - Transportation Fund	<i>Governmental Restricted/Committed</i>	488,245.00	718,759.00	970,664.00	399,634.00
28 - I&I (Inflow & Infiltration) Reserve Fund	<i>Enterprise Committed</i>	25,369.00	59,369.00	83,369.00	117,369.00
30 - Water and Sewer Fund	<i>Enterprise Unrestricted</i>	1,357,925.08	1,340,263.00	253,785.00	592,293.00
32 - Utility Capital Improvements	<i>Enterprise Committed</i>	20,895.00	241,896.00	503,070.00	502,553.00
40 - General Obligation I&S	<i>Governmental Debt Restricted</i>	83,506.00	54,804.00	25,407.00	8,357.00
70 - Grant Funds	<i>Governmental Restricted</i>	43,418.00	43,277.00	43,277.00	61,325.00



GFOA recommends a minimum of 60 days of either General Fund revenues or General Fund expenditures be maintained.

Per auditors, this high-risk area is better prepared with a minimum of 120-to-180-day reserve.

An early look at

PROPERTY VALUES & AD VALOREM TAX

APPRAISED VALUES (Preliminary numbers from Brazoria County)	631,327,864
Less Homestead Cap	(37,343,666)
Less 23.231 Cap	<u>(6,445,008)</u>
ASSESSSED VALUE	587,539,190
Less State Exemptions	(22,664,221)
Less Local Exemptions:	
Homestead	7,304,900
Over 65	7,597,678
Disabled	<u>471,850</u>
	<u>(15,374,428)</u>
NET TAXABLE VALUE	549,500,541

This is 57,461,632 (11.68%) above 2023 certified taxable value.

Of this increase, 10,342,118 represents new additions/improvements, or 1.9% of total increase.

AD VALOREM TAX LEVY based on preliminary estimate at current tax rate:

$$549,500,541 \times 0.540587/100 = 2,970,528$$

Debt payment required (453,439)

Levy available for M&O 2,517,089

FY 24 PROJECTED 2,179,188

GENERAL FUND	2023 Actual	2024 Budget	Proposed 2025 Budget	Change
Total Expenditures	2,920,222	2,939,001	3,197,750	258,749
Sources				
974960 Transfer from CCPD	15,000	25,000	15,000	-10,000
974962 Transfer from Replacement Fund	0	0	65,000	65,000
Total Sources	15,000	25,000	80,000	55,000
Uses				
985950 Contingency Fund	280,000	290,000	319,775	29,775
985962 Transfer to Replacement - Vehicles	20,000	20,000	30,000	10,000
985963 Transfer to Beautification	5,000	5,000	5,000	0
985965 Transfer to Replacement - Equipment	4,000	4,000	5,000	1,000
985967 Transfer to Replacement- Fire Dept	20,000	15,000	30,000	15,000
Total Uses	412,652	334,000	389,775	55,775

Items of Note

- COLA Payroll increase of 4%
- Increase in attorney fees
- Increase in insurance costs – may be higher than presently estimated
- Increase transfers to Replacement Fund
- Includes Contingency Fund transfer of 10% of expenditures
- Public Works new vehicle = transfer from Replacement Fund
- CCPD transfer to defray \$15,000 of police overtime cost

ENTERPRISE FUND

	2023 Actual	2024 Budget	Proposed 2025 Budget	Change
Total Operating expense	1,880,323	2,441,705	2,243,492	-198,213
Non-operating expense				
255960 Meter Capital Lease - Principal	0	70,987	0	-70,987
255961 Meter Capital Lease - Interest	5,501	2,804	0	-2,804
255970 Series 2011 Tax & Rev CO Bonds - Principal	0	40,000	45,000	5,000
255971 Series 2011 Tax & Rev CO Bonds - Interest	16,727	15,171	13,615	-1,556
255988 Series 2004 - Principle	0	35,000	40,000	5,000
255990 2004 CO Bond Fees	2,629	500	500	0
255991 Series 2004 - Interest	3,109	3,269	1,140	-2,129
255992 Bond Insurance & Agent Fees	750	750	750	0
255993 Series 2019B Bonds - Principal	0	135,000	135,000	0
255994 Series 2019B - Interest	123,836	132,500	124,400	-8,100
985962 Transfer to I & I Fund	34,000	34,000	34,000	0
985966 Transfer to Capital Improvements	22,000	22,000	22,000	0
Total Non-operating expense	279,951	491,981	416,405	-75,576

Items of Note

- COLA Payroll increase of 4%
- Decrease in Clute Transmission line lease due to budgeting error in FY24
- Increase in insurance costs – may be higher than presently estimated
- No budgeted engineering costs
- Meter Capital Lease was finalized in FY24
- Series 2004 final payment in FY25

SUPPLEMENTALS

1. Additional Public Works position – Distribution Operator	Enterprise Sewer	\$ 44,025
2. Contract Labor – Tradesmen International annual	Transportation Fund	\$ 65,000
3. Shipping Containers – Service Center storage	General Fund	\$ 26,000
4. Cypress & Misty Ct Reconstruction 700,000	General Fund fund balance	\$
5. Streets & Parks Master Plan – Engineering 200,000	General Fund fund balance	\$

Fiscal Year 2025 Budget and Tax Rate Adoption Schedule

Schedule for tax rate at or below No New Revenue rate or Voter Approval rate

Budget calendar is subject to change, based on needs of City and staff availability

Thursday, April 12, 2024	List of annual department expenditures and budget request/justification forms distributed to department directors.
April 12 - May 3, 2024	Departments to complete preliminary budget request forms and justification for new purchase requests and submit to Finance office by May 3, 2024 .
May 2, 2024	Brazoria county meeting to receive assessed values. Eric & Tricia to attend.
May 6 - May 10, 2024	Department proposed budget submissions compiled by Finance.
May 13 - May 24, 2024	Department budget hearings between Finance/City Manager and all departments
June 3 - June 14, 2024	Department meetings with CM/Finance Director to discuss proposed department budgets, changes, and additions.
June 17th, 2024	Budget Workshop-Overview and planning with council.
Monday, July 15, 2024 Special Meeting budget workshop	Proposed FY25 budget presented to city council. Workshop to include budget and tax rate adoption discussion, as well as 3 year forecast. Meeting must be posted 72 hours in advance.
August 1, 2024	City to receive certified tax roll and calculate Effective Tax Rate.
Monday, August 12, 2024 City Council Meeting	Public hearing on CCPD Budget & record vote on tax rate. Set public hearing dates for Tax and Budget by resolution
Friday, August 9, 2024	Updated FY25 Proposed Budget posted to website and provided to City Secretary 30 days before tax rate adoption per Local Govt Code.
Monday, Sept 9, 2024 City Council Meeting	Public hearings on Tax Rate & Budget adoption. Council to vote on FY25 Tax Rate and Budget adoption.
Monday, Sept 23, 2024	Last day to provide adopted tax rate to Brazoria County.

City of Richwood
Budgeting Worksheet
10 General Fund - Fiscal Year 2025

	2023 Actual	2024 Budget	Proposed 2025 Budget	Change
Total Revenue	3,284,167	3,439,640	3,676,493	236,853
Expenditures				
Administration				
015103 Salaries & Wages	356,955	393,315	439,415	46,100
015104 Overtime	200	728	1,000	272
015105 Retirement	44,260	50,379	56,285	5,906
015107 Medicare	5,150	5,714	6,386	672
015110 Workmen's Compensation Ins	2,521	2,323	4,724	2,401
015115 Hospitalization	47,136	58,073	64,588	6,515
015120 Unemployment Insurance	45	45	585	540
015125 Cellphone Allowance	1,620	1,755	1,755	0
015126 Vehicle Allowance	6,000	6,500	6,500	0
015130 Training & Travel	12,307	8,000	8,000	0
015175 Longevity Pay	0	1,400	1,400	0
015180 Certification Pay	0	0	975	975
015201 Food	5,639	4,000	5,000	1,000
015210 Office Supplies	3,689	5,000	5,000	0
015215 Custodial Supplies	725	1,000	1,000	0
015225 Books & Periodicals	275	500	500	0
015240 Expendable Operating Supplies	4,932	8,000	8,000	0
015310 Building & Grounds M&R	1,852	2,000	2,000	0
015320 Office Furniture/Fixture M&R	226	1,000	1,000	0
015341 Postage & Shipping	3,149	2,900	3,000	100
015410 Electricity	10,761	10,000	13,500	3,500
015420 Telephone	820	700	850	150
015430 Natural Gas	759	850	950	100
015510 Elections	5,564	5,000	6,000	1,000
015550 Information Technology Services	54,314	48,000	55,200	7,200
015556 Contractual Services - Taxes	14,607	13,700	14,000	300
015560 Engineering	8,023	13,000	13,000	0
015570 Attorney's Fees	39,317	25,000	40,000	15,000
015572 Economic Development	1,200	1,200	1,500	300
015580 Auditor's Fees	43,900	46,900	47,000	100
015595 Professional Services	5,380	0	0	0
015610 Credit Card Discount Fees	1,207	1,000	2,000	1,000
015640 Insurance - Bldg/Liab/Bond	64,772	72,000	93,000	21,000
015660 Dues & Subscriptions	17,267	16,000	16,000	0
015685 Publishing & Advertising	7,536	5,000	5,000	0

	2023 Actual	2024 Budget	Proposed 2025 Budget	Change
015910 Office Equipment	2,973	3,500	3,500	0
015930 Equipment	35,569	0	0	0
015935 Operating Lease - Copier	4,554	4,100	4,100	0
Total Administration	815,204	818,582	932,713	114,131
Judicial				
065103 Salaries & Wages	53,399	57,025	7,200	-49,825
065104 Overtime	67	350	0	-350
065105 Retirement	6,157	6,408	446	-5,962
065107 Medicare	768	1,276	543	-733
065110 Workmen's Compensation Ins	520	346	68	-278
065115 Hospitalization	9,526	11,615	0	-11,615
065120 Unemployment Insurance	16	16	94	78
065130 Training & Travel	1,231	1,500	1,500	0
065175 Longevity Pay	0	125	0	-125
065180 Certification Pay	590	650	650	0
065210 Office Supplies	0	500	0	-500
065225 Books & Periodicals	0	300	300	0
065240 Expendable Operating Supplies	0	500	0	-500
065550 Information Technology Services	7,030	7,000	8,700	1,700
065565 Jury Expense	0	500	250	-250
065570 Attorney's Fees	7,577	12,000	10,000	-2,000
065660 Dues & Subscriptions	260	500	500	0
Total Judicial	87,141	100,611	30,251	-70,360
Permitting & Inspections				
105102 Contract Labor	34,021	30,000	35,000	5,000
105240 Expendable Operating Supplies	387	1,000	1,000	0
105570 Attorney's Fees	0	1,000	0	-1,000
Total Permitting & Inspections	34,408	32,000	36,000	4,000
Special Revenue Expenditures				
055291 Expenditures - Police Training - LEOES	0	1,500	1,500	0
Total Special Revenue Expenditures	0	1,500	1,500	0
Police Department				
055103 Salaries & Wages	611,517	632,472	656,412	23,940
055104 Overtime	42,561	65,000	65,000	0
055105 Retirement	80,425	89,125	92,163	3,038
055107 Medicare	9,462	10,113	10,460	347
055110 Workmen's Compensation Ins	14,773	7,100	13,104	6,004
055115 Hospitalization	90,896	116,147	129,115	12,968
055120 Unemployment Insurance	106	90	1,170	1,080
055125 Cellphone Allowance	540	585	910	325
055130 Training & Travel	30	0	0	0
055175 Longevity	0	2,100	2,000	-100

	2023 Actual	2024 Budget	Proposed 2025 Budget	Change
055180 Certification Pay	6,263	6,825	6,825	0
055201 Food	709	500	1,000	500
055210 Office Supplies	884	1,200	1,200	0
055215 Custodial Supplies	107	150	150	0
055220 Tools	1,075	1,500	1,500	0
055230 Gas, Oil, & Lubricants	42,221	45,000	40,000	-5,000
055240 Expendable Operating Supplies	3,381	3,350	2,350	-1,000
055260 Emergency Management	247	300	500	200
055287 Community Outreach	5,312	0	0	0
055310 Building & Grounds M&R	105	0	0	0
055320 Office Furniture/Fixture M&R	402	400	400	0
055340 Vehicle M&R	30,433	22,250	17,000	-5,250
055350 Radar M&R	0	500	0	-500
055360 Radio M&R	3,681	5,550	5,500	-50
055365 Other Equipment M&R	294	1,200	1,200	0
055420 Telephone	19,734	19,500	19,500	0
055540 Dispatch Services	132,251	128,585	128,585	0
055542 Jail Expense	184	2,500	2,500	0
055550 Information Technology Services	20,835	23,000	23,000	0
055558 Animal Control	40,000	40,000	40,000	0
055570 Attorney's Fees	3,318	2,000	1,000	-1,000
055595 Professional Services/Testing	0	2,000	2,000	0
055630 Insurance - Motor Vehicles	6,935	8,000	6,400	-1,600
055640 Insurance - Bldg/Liab/Bond	7,394	8,500	10,500	2,000
055660 Dues & Subscriptions	1,323	3,200	3,200	0
055685 Publishing & Advertising	0	500	500	0
055935 Operating Lease - Equipment	2,010	2,249	2,250	1
055940 Special Equipment	1,968	5,000	0	-5,000
Total Police Department	1,181,376	1,256,491	1,287,394	30,903
Fire Department				
075106 Pension	15,800	19,000	21,000	2,000
075110 Workmen's Compensation Ins	2,961	3,200	3,200	0
075130 Training & Travel	4,049	3,000	3,000	0
075190 Uniforms	4,089	10,000	15,000	5,000
075201 Food	1,705	1,000	1,000	0
075210 Office Supplies	52	0	0	0
075220 Tools	21,150	10,000	10,000	0
075230 Gas, Oil, & Lubricants	4,628	5,500	6,000	500
075240 Expendable Operating Supplies	571	1,000	1,000	0
075310 Building & Grounds M&R	11,843	6,000	10,000	4,000
075340 Vehicle M&R	22,622	23,000	28,000	5,000
075360 Radio M&R	2,089	500	1,000	500

	2023 Actual	2024 Budget	Proposed 2025 Budget	Change
075365 Other Equipment M&R	11,649	5,000	8,000	3,000
075410 Electricity	1,854	2,000	2,000	0
075420 Telephone	3,492	3,750	3,750	0
075430 Natural Gas	367	400	400	0
075550 Information Technology Services	435	0	0	0
075566 Contractual Services - Ambulance	153,244	161,000	160,000	-1,000
075570 Attorney's Fees	220	0	0	0
075630 Insurance - Motor Vehicles	11,944	14,000	17,000	3,000
075640 Insurance - Bldg/Liab/Bond	11,339	11,500	33,700	22,200
075660 Dues & Subscriptions	9,756	6,500	6,500	0
075930 Equipment	5,893	25,000	25,000	0
075935 Capital Lease (Fire) - Principal	21,400	23,101	23,101	0
075936 Capital Lease (Fire) - Interest	11,312	9,611	9,611	0
075940 Special Equipment	0	2,000	2,000	0
Total Fire Department	334,464	346,062	390,262	44,200
Code Enforcement				
095103 Salaries & Wages	39,045	49,421	56,589	7,168
095104 Overtime	0	0		0
095105 Retirement	4,407	6,312	7,225	913
095107 Medicare	523	717	821	104
095110 Workmen's Compensation Ins	0	222	458	236
095115 Hospitalization	8,027	11,615	12,912	1,297
095120 Unemployment Insurance	13	9	117	108
095130 Training & Travel	625	1,000	3,000	2,000
095175 Longevity Pay	0	125	125	0
095210 Office Supplies	0	0	1,500	1,500
095230 Gas, Oil, & Lubricants	342	1,200	1,200	0
095240 Expendable Operating Supplies	428	1,000	3,500	2,500
095340 Vehicle M&R	0	1,000	1,000	0
095570 Attorney's Fees	0	1,000	1,000	0
095630 Insurance - Motor Vehicles	0	700	700	0
095660 Dues & Subscriptions	0	200	300	100
Total Code Enforcement	53,410	74,521	90,447	15,926
City Maintenance				
025103 Salaries & Wages	67,014	75,826	121,118	45,292
025104 Overtime	4,867	5,000	7,500	2,500
025105 Retirement	8,770	10,329	16,434	6,105
025107 Medicare	1,016	1,172	1,865	693
025110 Workmen's Compensation Ins	1,918	4,065	3,645	-420
025115 Hospitalization	18,258	23,229	38,735	15,506
025120 Unemployment Insurance	23	18	351	333
025175 Longevity Pay	0	250	375	125

	2023 Actual	2024 Budget	Proposed 2025 Budget	Change
025190 Uniforms	1,017	1,800	2,670	870
025201 Food	150	150	0	-150
025210 Office Supplies	4	250	0	-250
025215 Custodial Supplies	118	200	200	0
025220 Tools	1,867	3,000	3,000	0
025230 Gas, Oil, & Lubricants	8,248	10,225	3,000	-7,225
025240 Expendable Operating Supplies	4,760	4,000	4,000	0
025245 Dump Charges	4,082	6,000	5,000	-1,000
025270 Chemicals	2,434	2,000	6,500	4,500
025310 Building & Grounds M&R	10,667	20,000	20,000	0
025340 Vehicle M&R	14,782	2,500	2,500	0
025360 Radio M&R	360	360	360	0
025365 Other Equipment M&R	21,037	5,000	5,000	0
025376 Signs M&R	3,146	2,000	3,000	1,000
025410 Electricity	36,288	38,000	38,000	0
025420 Telephone	538	400	2,700	2,300
025430 Natural Gas	0	0	350	350
025630 Insurance - Motor Vehicles	2,754	3,600.00	4,500	900
025640 Insurance - Bldg/Liab/Bond	15,886	19,100.00	15,000	-4,100
025660 Dues & Subscriptions	17	100	1,680	1,580
025930 Equipment	133,680	0	65,000	65,000
Total City Maintenance	363,701	238,574	372,483	133,909
Parks and Recreation				
085215 Custodial Supplies	1,725	2,500	2,000	-500
085220 Tools	536	300	500	200
085240 Expendable Operating Supplies	509	300	300	0
085270 Chemicals	1,325	2,000	2,000	0
085310 Building & Grounds M&R	10,283	25,000	20,000	-5,000
085365 Other Equipment M&R	11,459	7,000	7,000	0
085410 Electricity	2,936	3,500	3,600	100
085630 Insurance - Motor Vehicles	551	600	800	200
085640 Insurance - Bldg/Liab/Bond	9,168	9,500	14,500	5,000
085851 Parks & Recreation	5,994	7,000	6,000	-1,000
Total Parks and Recreation	44,486	57,700	56,700	-1,000
615695 Special Services - Miscellaneous	6,032	0	0	0
615699 Development Agreements	0	12,960	0	-12,960
Total Miscellaneous	6,032	12,960	0	-12,960
Total Expenditures	2,920,222	2,939,001	3,197,750	258,749
Other Financing Sources and Uses				
Sources				

	2023 Actual	2024 Budget	Proposed 2025 Budget	Change
974960 Transfer from CCPD	15,000	25,000	15,000	-10,000
974962 Transfer from Replacement Fund	0	0	65,000	65,000
Total Sources	15,000	25,000	80,000	55,000
Uses				
985950 Contingency Fund	280,000	290,000	319,775	29,775
985962 Transfer to Replacement - Vehicles	20,000	20,000	30,000	10,000
985963 Transfer to Beautification	5,000	5,000	5,000	0
985965 Transfer to Replacement - Equipment	4,000	4,000	5,000	1,000
985967 Transfer to Replacement- Fire Dept	20,000	15,000	30,000	15,000
Total Uses	412,652	334,000	389,775	55,775
Change in Fund Balance	-33,707	191,639	168,968	-22,671
Fund Balance Beginning of Year		1,897,410		

15 Crime Control and Prevention - Fiscal Year 2025

	2023 Actual	2024 Budget	Proposed 2025 Budget	Change
Revenue				
Total Revenue	165,804	160,900	164,500	3,600
Expenditures				
605130 Training & Travel	12,438	15,000	15000	0
605190 Uniforms	6,624	6,000	10000	4,000
605220 Tools	15,018	0	28000	28,000
605287 Community Outreach	10,110	10,000	10000	0
605340 Vehicle M&R	0	0		0
605365 Other Equipment M&R	0	0		0
605920 Motor Vehicles	38,720	0	60000	60,000
605930 Equipment	0	185,000	55000	-130,000
Total Expenditures	82,910	216,000	178,000	-38,000
Uses				
975960 Transfer to General Fund	15,000	15,000	15000	0
Change in Fund Balance	233,714	361,900	-28,500	-390,400
Fund Balance Beginning of Year		358,794		

17 Court Security - Fiscal Year 2025

	2023 Actual	2024 Budget	Proposed 2025 Budget	Change
Change in Fund Balance				
Revenue				
044253 Revenues - Court Security	3,733	4,000	4000	0
Total Revenue	3,733	4,000	4000	0
Expenditures				
045293 Expenditures - Court Security	12,419	2,000	2,000	0
Change in Fund Balance	-8,686	2,000	2,000	0
Fund Balance Beginning of Year		20,740		

18 Court Technology - Fiscal Year 2025

	2023 Actual	2024 Budget	Proposed 2025 Budget	Change
Revenue				
044254 Revenues - Court Technology	3,137	3,400	3100	-300
Total Revenue	3,137	3,400	3100	-300
045294 Expenditures - Court Tech	2,791	2000	2000	0
Change in Fund Balance	346	1,400	1,100	-300
Fund Balance Beginning of Year		10,534		

20 Beautification - Fiscal Year 2025

	2023 Actual	2024 Budget	Proposed 2025 Budget	Change
614124 Beautification Revenues	15,531	15,500	15,000	-500
614112 Miscellaneous Income	215	0	0	0
614114 Community Garden Membership Fees	0	0	0	0
Total Revenue	15,746	15,500	15,000	0
Expenditures				
615102 Contract Labor	8,925	6,000	7000	1,000
615130 Training & Travel	1,529	3,000	500	-2,500
615210 Office Supplies	37	225	200	-25
615220 Tools	0	250	200	-50
615225 Books and Periodicals	0	100	0	-100
615240 Expendable Operating Supplies	1,319	1,000	2500	1,500
615310 Building & Grounds M&R	0	1,000	1000	0
615660 Dues & Subscriptions	941	120	1000	880
615685 Publishing & Advertising	0	200	200	0
615695 Special Services - Miscellaneous	0	500	500	0
615930 Equipment	1,028	500	500	0
615950 Community Garden	1,680	1,500	0	-1,500
Total Expenditures	15,459	14,395	13,600	-795
Other Financing Sources and Uses				
Sources				
974963 Transfer from General Fund	5,000	5,000	5000	0
Total Sources	5,000	5,000	5,000	
Total Change in Fund Balance	5,287	6,105	6,400	295
Fund Balance Beginning of Year		39,793		

25 Transportation: Streets, Sidewalks & Drainage Fund - Fiscal Year 2025

	2023 Actual	2024 Budget	Proposed 2025 Budget	Change
Revenue				
404126 Sales Tax - Streets	160,009	160,000	160,000	0
404125 Transportation Fee	142,755	142,500	144,000	1,500
404110 Interest Earnings	23,366	2,000	18,000	16,000
Total Revenue	326,129	304,500	322,000	17,500
Expenditures				
405242 Contracts and Services	0	0	0	0
405380 Streets M&R	232,864	207,500	208,000	500
405382 Sidewalks M&R	3,615	47,500	48,000	500
405385 Drainage M&R	53,573	47,500	48,000	500
405975 Drainage	0	0	0	0
405915 Capital Expenditures - Streets	406,060	0	0	0
405916 Capital Expenditures - Sidewalks	374,374	0	0	0
405917 Capital Expenditures - Drainage	423,276	0	0	0
Total Expenditures	1,493,762	302,500	304,000	1,500
Change in Fund Balance	-1,167,633	2,000	18,000	16,000
Fund Balance Beginning of Year		399,634		

30 Water and Sewer Fund - Fiscal Year 2025

	2023 Actual	2024 Budget	Proposed 2025 Budget	Change
Operating income	2,700,005	2,882,371	2,918,625	36,254
Operating expense				
Sewer Department				
205103 Salaries & Wages	119,376	122,591	90,037	-32,554
205104 Overtime	8,046	13,000	9,000	-4,000
205105 Retirement	41,976	15,571	12,649	-2,922
205107 Medicare	1,712	1,778	1,306	-472
205110 Workmen's Compensation Ins	816	816	2,818	2,002
205115 Hospitalization	27,355	28,794	25,823	-2,971
205120 Unemployment Insurance	36	27	234	207
205125 Cellphone Allowance	540	0	585	585
205175 Longevity Pay	0	400	250	-150
205190 Uniforms	1,200	1,790	1,780	-10
205210 SEWER Office Supplies	0	300	300	0
205230 SEWER Gas, Oil, & Lubricants	7,306	6,500	6,500	0
205240 SEWER Expendable Operating Supplies	898	700	2,000	1,300
205270 SEWER Chemicals	0	1,000	1,000	0
205310 SEWER Building & Grounds M&R	541	5,000	2,000	-3,000
205340 SEWER Vehicle M&R	3,640	2,000	4,000	2,000
205341 SEWER Postage & Shipping	4,097	4,200	4,500	300
205360 SEWER Radio M&R	540	540	540	0
205365 SEWER Other Equip M&R	12,568	6,000	5,000	-1,000
205390 SEWER Line M&R	79,896	50,000	50,000	0
205505 SEWER Clute WWTP Operation	174,713	335,000	335,000	0
205506 Operating Lease - Clute (Transmission Line)	147,095	300,000	150,000	-150,000
205595 SEWER Professional Services	10,516	80,000	0	-80,000
205630 SEWER Vehicle Insurance	1,101	1,300	1,600	300
205640 SEWER Building/Liab Insurance	2,771	3,350	8,000	4,650
Total Sewer Department	646,739	980,657	714,922	-265,735
Water Department				
215103 Salaries & Wages	150,270	171,622	217,661	46,039
215104 Overtime	12,869	8,000	12,000	4,000
215105 Retirement	21,498	22,956	29,348	6,392
215107 Medicare	2,444	2,489	3,156	667
215110 Workmen's Compensation Ins	1,918	9,800	6,813	-2,987
215115 Hospitalization	26,790	34,844	51,646	16,802
215120 Unemployment Insurance	27	27	468	441
215126 Vehicle Allowance	6,000	6,500	6,500	0

215130 Training & Travel	1,952	3,500	4,000	500
215175 Longevity Pay	0	570	695	125
215190 Uniforms	2,184	2,670	2,670	0
215201 WATER Food	217	500	300	-200
215210 WATER Office Supplies	1,582	900	900	0
215220 WATER Tools	3,406	5,000	8,100	3,100
215230 WATER Gas, Oil, & Lubricants	7,295	6,500	12,500	6,000
215240 WATER Expendable Operating Supplies	2,453	2,700	2,700	0
215270 WATER Chemicals	10,318	12,000	14,000	2,000
215310 WATER Building & Grounds M&R	1,248	25,000	6,000	-19,000
215340 WATER Vehicle M&R	5,275	3,000	6,000	3,000
215341 WATER Postage & Shipping	4,112	0	4,500	4,500
215360 WATER Radio M&R	720	720	720	0
215365 WATER Other Equipment M&R	24,499	8,000	6,000	-2,000
215390 Water Lines M&R	141,244	110,000	110,000	0
215410 WATER Electricity	45,320	45,000	57,700	12,700
215420 WATER Telephone	1,543	2,100	1,183	-917
215430 WATER Natural Gas	1,395	1,500	800	-700
215560 WATER Engineering	0	170,000	0	-170,000
215570 WATER Attorney's Fees	0	500	500	0
215595 WATER Professional Services	56,064	60,000	60,000	0
215610 Credit Card Fees	16,905	18,000	18,000	0
215630 WATER Insurance - Motor Vehicles	1,169	1,440	1,700	260
215640 WATER Insurance - Bldg/Liab/Bond	55,553	67,000	128,000	61,000
215660 WATER Dues & Subscriptions	2,752	9,000	10,000	1,000
215685 WATER Publishing & Advertising	0	600	400	-200
215935 Operating Lease - Equipment	3,382	3,610	3,610	0
215995 Brazosport Water Authority	324,230	355,000	395,000	40,000
Total Water Department	936,634	1,171,048	1,183,570	12,522
Solid Waste Department				
225595 SOLID WASTE Professional Services	296,950	290,000	345,000	55,000
Total Solid Waste Department	296,950	290,000	345,000	55,000
Total Operating expense	1,880,323	2,441,705	2,243,492	-198,213
Non-operating income				
Total Non-operating income	52,423	42,500	2,412	-40,088
Non-operating expense				
255960 Meter Capital Lease - Principal	0	70,987	0	-70,987
255961 Meter Capital Lease - Interest	5,501	2,804	0	-2,804
255970 Series 2011 Tax & Rev CO Bonds - Principal	0	40,000	45,000	5,000
255971 Series 2011 Tax & Rev CO Bonds - Interest	16,727	15,171	13,615	-1,556
255988 Series 2004 - Principle	0	35,000	40,000	5,000
255990 2004 CO Bond Fees	2,629	500	500	0
255991 Series 2004 - Interest	3,109	3,269	1,140	-2,129

255992 Bond Insurance & Agent Fees	750	750	750	0
255993 Series 2019B Bonds - Principal	0	135,000	135,000	0
255994 Series 2019B - Interest	123,836	132,500	124,400	-8,100
985962 Transfer to I & I Fund	34,000	34,000	34,000	0
985966 Transfer to Capital Improvements	22,000	22,000	22,000	0
Total Non-operating expense	279,951	491,981	416,405	-75,576
Less Principal Payments on Debt		-210,000	-220,000	-10,000
Adjusted Non-operating expense		281,981	196,405	-85,576
Change in Net Position	592,154	201,185	481,140	279,955

Unrestricted Net Position end of year

592,293

Fund	Department	Description	Cost	Additional Detail Reoccurring Expense
30	20/21	Additional Position (Distribution Operator)	\$ 44,025.00	<p>Chapter 290 of the Texas Administrative Code, Subchapter D, (d) (5) states: <i>The system shall be provided with sufficient valves and blowoffs so that necessary repairs can be made without undue interruption of service over any considerable area and for flushing the system when required. The engineering report shall establish criteria for this design.</i></p> <p>Over the past 24 months Richwood has experienced several occasions when major water main repairs were required resulting in the interruption of water service to an excessive amount of customers to perform the necessary repairs. The reasoning for this is due to :</p> <ol style="list-style-type: none"> 1. Lack of knowledge of existing water distribution valves 2. Lack of knowledge regarding the operational status of existing water distribution valves <p>The Texas Commission on Environmental Quality requires that a water systems valves are noted and in good working order which ultimately serves in the interest of Public Health and Safety. Richwood's Public Works staff is not sufficient enough to provide a valve exercising program which will include the noting of valve locations as well as their operational status. TCEQ informs me that I am responsible at minimum to provide Council with the status of distribution valves so that Council possesses necessary information for to consider repair, replacement, or addition of water distribution valves to effectively provide and protect quality water distribution services to their customers.</p> <p>Council has already provided Public Works with the necessary tools to track water system repairs, changes, valve/hydrant locations, etc. with the implementation of GIS mapping. Public Works requires additional labor to provide necessary data for the updating of maps in real-time to serve Richwood's water customers into the future. Additional labor is intended for valve and hydrant location/exercising/repairs, lift station pump preventative maintenance, water distribution repairs, new water/sewer service installs, etc.</p> <p>Additional evidence of understaffing exists in the comparison of Richwood Public Works' staffing to other local municipalities. Data was acquired while performing secondary comparisons to Texas A&M's study of salaries for the compensation plan conducted in 2016. Average Operator/Connection ratios for other municipalities average 1 Operator per 280 connections. These are municipalities with dedicated water departments. In the City of Richwood that ratio is 1 Operator per 500 connections. Richwood does not have a dedicated water department and Operators must perform tasks to maintain and repair water, wastewater, streets, drainage, and facility's infrastructure.</p>

Fund	Department	Description	Cost	Additional Detail
25	40	Contract Labor (Tradesmen International)	\$65,000.00	<p>With the recent reconstruction of Roads resulting from available bond funding, Richwood Public Works has attempted to make annual maintenance in the form of asphalt crack sealing a priority. Recent drought has accelerated asphalt cracking to a point in which Public Works cannot keep up with the required maintenance.</p> <p>In the past Public Works has hired contractors to perform such maintenance, but costs generally exceed \$100,000. An opportunity to approach the need for labor specifically for crack sealing has presented itself in a company called Tradesmen International</p> <p>Tradesmen International is a company providing contract labor nationwide for anything from mowing and grounds work to specialized trades such as HVAC, electrical, and pipe fitting. Public Works would like to use the company as a more economical way of providing needed labor to perform a task that is impossible for the Public Works department to perform while keeping up with daily required responsibilities.</p>

Fund	Department	Description	Cost	Additional Detail
10	2	Shipping containers for Richwood Service Center	\$ 26,000.00	<p style="color: red;">One-Time Expense</p> <p>Richwood Public Works is in serious need of additional space for storage of inventory such as water and sewer line repair materials, water meters, meter boxes, etc. This initiative is to allow for Richwood's north shop to be modified so it is more conducive to storing fleet equipment and vehicles.</p>

Council has expressed interest in possibly allowing funds to be dedicated to additional storage space as long as that space comes in the form of auxiliary buildings and does not discontinue use of the existing community building or expand upon existing construction.

\$26,000 allows Public Works a budget to fund 2 weather tight shipping containers (\$3000 each including delivery) and an additional \$20,000 to modify existing structures in the north shop that currently serve as a tool room and break room/restroom/storage. Along with this modification will be demo of existing structures and the reframing of an existing restroom area in the north shop that Public Works wishes to retain. \$20,000 is an estimate to fund demo costs, framing lumber, and any other specialty skills such as plumbing and electrical that will be necessary to create a functional restroom space.



Conex Depot
 187 E. Warm Springs Rd. Ste B237, Las Vegas, NV 89119
 +1 (661) 412-2227 sales@conexdepot.com
<https://conexdepot.com/>



Billing address
 Clif Custer
 City of Richwood
 1800 North Brazosport
 Blvd. Richwood, TX 77531
 Clute, TX 77531

 9792652082
 ccuster@richwoodtx.gov

Shipping address
 Clif Custer
 City of Richwood
 1800 North Brazosport
 Blvd. Richwood, TX 77531
 Clute, TX 77531

Invoice #70083780
 April 10, 2024



Item	Quantity	Unit price	Subtotal
40FT Standard Wind and Water Tight (WWT) Shipping Container - Houston TX	1	\$2,399.00	\$2,399.00
Delivery : Ground Delivery to 77531			\$499.00
Total			\$2,898.00

Fund	Department	Description	Cost	Additional Detail
25	40	Reconstruction of Cypress and Misty Ct.	\$700,000	One-Time Expense

Utilize Fund Balance to reconstruct Cypress and Misty Ct. due to failing subgrade. Use Transportation Fund Revenue to contend with other streets in the Davidson Slater area. Costs include an additional \$49,000 to serve for additional contingency.



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CITY OF RICHWOOD, TEXAS
 FY 2025 RICHWOOD STREET IMPROVEMENTS
 CYPRESS DRIVE AND MISTY COURT ASPHALTIC RECONSTRUCTION
 ENGINEER'S OPINION OF PROBABLE CONSTRUCTION COST
 March 12, 2024

ITEM NO	DESCRIPTION	ESTIMATED QUANTITY	UNIT PRICE	TOTAL PRICE
CONSTRUCTION				
1.	Mobilization	1 LS	\$ 45,000.00	\$ 45,000.00
2	Stormwater Pollution Prevention Plan (SWPPP)	1 LS	\$ 7,500.00	\$ 7,500.00
3	Traffic Control	1 LS	\$ 7,500.00	\$ 7,500.00
4	Remove Existing Concrete Driveway	3,800 SF	\$ 4.00	\$ 15,200.00
5	Remove Concrete Curb	190 LF	\$ 12.00	\$ 2,280.00
6	Remove 12" by 12-Foot Concrete Pad	1 LS	\$ 3,000.00	\$ 3,000.00
7	Adjust the Manhole	3 EA	\$ 1,200.00	\$ 3,600.00
8.	Excavation and Site Grading	1 LS	\$ 14,000.00	\$ 14,000.00
9.	Lime Stabilization of Materials, In Place (8 Inches) ¹	1,400 SY	\$ 7.50	\$ 10,500.00
10	Lime Stabilization of Materials, In Place (10 Inches) ¹	3,100 SY	\$ 8.50	\$ 26,350.00
11.	Lime Treatment (Road Mixed); 10 Percent by Dry Weight Assumed for Quantity Estimating Purposes ¹	150 TON	\$ 325.00	\$ 48,750.00
12	Flexible Base (8 Inches) ¹	1,410 SY	\$ 48.00	\$ 67,200.00
13	Hot Mix Asphalt (HMA) Pavement (1 Type D)(2.5 inches) ¹	570 TON	\$ 220.00	\$ 125,400.00
14	Reinforced Concrete Driveway (6 Inches)	430 SY	\$ 110.00	\$ 47,300.00
15.	FEMA Pavement (Driveways)	33 TON	\$ 225.00	\$ 7,875.00
16	Move and Relocate Sign	2 EA	\$ 1,000.00	\$ 2,000.00
17	Remove and Replace Existing Storm Sewer Pipe	516 LF	\$ 165.00	\$ 85,140.00
18	Restoration and Seeding	1 LS	\$ 18,000.00	\$ 18,000.00
Construction Subtotal (Rounded)				\$ 536,600.00
10% Construction Contingency (Rounded)				\$ 53,700.00
CONSTRUCTION TOTAL (ROUNDED):				\$ 590,300.00
ENGINEERING				
1	Basic Services: Design, Bidding, and Construction-Related Services.			\$ 46,500.00
2	Topographic Survey			\$ 7,500.00
3	Part-Time Resident Project Representative			\$ 7,500.00
4	Construction Materials Testing (By Contractor)			\$ -
Total Engineering Fees				\$ 61,500.00
TOTAL ENGINEER'S OPINION OF PROBABLE CONSTRUCTION COST:				\$ 651,800.00

Fund	Department	Description	Cost
10	1	Master Planning for Streets and Parks (Engineering)	\$ 200,000.00

Additional Detail
One-Time Expense

Engineering Master Plans

Richwood owns multiple types of aging infrastructure in which the city is not in the financial position to provide sufficient funding to replace. Historically Richwood Council has been able and willing to provide funding via General Fund Balance, Enterprise Fund Balance, or Contingency Fund for the repair or replacement of certain infrastructure generally within a cost range of \$30,000 - \$350,000. Most of these repair or replacement initiatives were brought before Council on a "Needed" basis due to catastrophic failure.

Master Plans maintained by the city are an efficient and effective way to identify and prioritize infrastructure projects including preventative maintenance, repair, improvement, or new construction. Richwood has been fortunate enough to have already established such plans as a Water and Wastewater Capital Improvement Plan and Drainage Master Plan. But again, these plans were born out of necessity after it had already been determined that General Obligation Bonds would be required to repair failed infrastructure.

In the recent past, conversations regarding park improvements as well as the need for additional funds for street maintenance and improvements have been at the forefront. With regards to changing Richwood's existing culture from reactive to preventative, it is my desire to provide further master plans to:

- Identify and prioritize maintenance needs, improvements, and new construction opportunities.
- Promote public buy-in when additional funds for infrastructure improvements are needed or requested.
- Provide opinions to Council from a 3rd party unbiased group regarding the existing condition of infrastructure.
- Improve chances of receiving grant funds for infrastructure improvement/replacement.
- Assist Council in the decision-making process of the best way to expend funds whether private or public funding.
- Provide planning in which relevant completed projects promote community and economic development sustainability.
- Provide planning in which relevant completed projects will have a positive effect on residential and commercial property values.

Parks Master Plan

The City of Richwood has 5 designated parkland areas. These areas include:

1. Ellis Park
2. Bobby Ford Park
3. Larry Johnson Park
4. Dorothy Torrence Park
5. Reserved parkland located at the intersection of Cardinal Dr. and Bluejay Ct.

Recommended Plan Components

Include all designated parkland with prioritized emphasis on city parks that are significantly developed (Bobby Ford Park & Ellis Park).

An emphasis on physical and emotional health by focusing on walking trails, landscaping and areas to congregate.

Review existing equipment/implements and suggest modification or replacement to any with low usage.

Include recommendations for construction quality, processes, engineered design regarding future equipment.

A comprehensive survey of the public regarding preferred equipment or improvements to existing parks.

Cost = \$85,000.00 - \$150,000.00

Streets Master Plan

The City of Richwood owns a total of 21 miles of street. Approximately 13 miles of streets consist of an asphalt surface with the remainder consisting of concrete. With funds from the 2018 Series A General Obligation Bond Richwood was able to reconstruct roughly 8 miles of asphalt street and .25 miles of concrete streets. Another .6 miles of concrete streets will be reconstructed with funds from the CDBG MIT MOD Grant.

The remainder of streets, primarily asphalt streets, exist in a certain level of disrepair. A Streets Master Plan will rank all existing streets in Richwood on a scale of 1 – 10 with 1 – 5 representing poorer conditions than a ranking of 6 - 10. The plan may also include construction best practices, possible traffic studies, and site any further infrastructure repair that would be beneficial such as water/waster infrastructure replacement, or drainage rehabilitation when reconstructing certain streets.

A Streets Master Plan is the best way for Staff to present a comprehensive overview of street conditions within Richwood. The data presented in the plan is based on scientific methods as well as engineering and construction experience.

Cost = \$85,000.00 - \$150,000.00

Conclusion

Growing pains for the City of Richwood have been a dominant force in recent years when it comes to determining the best use of city finances. I believe that the Council is at a crossroads where decisions to either disregard or improve upon, or at least sustain existing infrastructure is crucial. Although master plans cannot directly supply funding for necessary infrastructure improvements, the plans do provide direction for Council based on identified and prioritized improvement needs that are backed up by sound data.