

City of Richwood — TEXAS —

CITY COUNCIL MEETING AGENDA

Monday, November 13, 2023 at 6:00 PM

Richwood City Hall, 1800 Brazosport Blvd. N.

BE IT KNOWN THAT a City of Richwood City Council will meet Monday, November 13, 2023, beginning at 6:00 PM at Richwood City Hall, located at 1800 Brazosport Blvd. N., Richwood, Texas 77531 with the following agenda:

- I. CALL TO ORDER
- II. INVOCATION
- III. PLEDGES OF ALLEGIANCE
- IV. ROLL CALL OF COUNCIL MEMBERS
- V. PUBLIC COMMENTS
- VI. EMPLOYEE SERVICE AWARDS
 - [A.](#) Laura Tyner, Utility Billing - 5 Years
- VII. CONSENT AGENDA
 - [A.](#) Investment Report, Q4 FY 2023
 - [B.](#) Budget Report, September 2023
 - [C.](#) Approval of Minutes from regular meeting held October 9, 2023.
- VIII. DISCUSSION AND ACTION ITEMS
 - [A.](#) Presentation of Fire Department Year End Report, FY 2023
 - [B.](#) Discuss and consider approving the development of a GIS mapping system in an amount not to exceed \$20,000.00.
 - [C.](#) Discussion and consider approval of resolution 23-R-81, adopting Rules of Procedure for elected and appointed officials.
 - D. Consider items removed from consent agenda
- IX. CAPITAL IMPROVEMENT PROJECTS UPDATE
- X. CITY MANAGER'S REPORT
- XI. COUNCIL MEMBER COMMENTS & REPORTS
- XII. MAYOR'S REPORT
- XIII. ITEMS OF COMMUNITY INTEREST
- XIV. FUTURE AGENDA ITEMS
- XV. ADJOURNMENT

The City Council may go into Executive Session on any item listed on the Agenda in accordance with Section 551-071 of the Government Code (attorney-client privilege).

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 November 8, 2023 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

Service Award

This certificate is awarded to

Laura Tyner

In appreciation of **5 years** of dedicated service
to the **City of Richwood.**

Michael Durham
Mayor

Eric Foerster
City Manager

Issued November 13, 2023

City of Richwood, Texas
Quarterly Investment Report
Fiscal Year 2023, Quarter 4
07/01/2023 - 09/30/2023

Portfolio	June 30, 2023		September 30, 2023	
	Book Value	Market Value	Book Value	Market Value
Cash	3,077,079.29	3,077,079.29	1,119,517.51	1,119,517.51
Investment Pools	4,541,423.96	4,541,423.96	4,026,556.70	4,026,556.70
Certificates of Deposits	525,767.73	525,767.73	526,899.21	526,899.21
TOTAL INVESTMENTS	8,144,270.98	8,144,270.98	5,672,973.42	5,672,973.42

Quarterly Investment Income 63,282.40
 Weighted Average Yield 1.25%

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

Items of Note:

The amount of total investments has dropped significantly during the FY23 Q4. Large outlays of cash were made for debt requirements as well as construction and equipment purchases. TexPool Prime for the bond projects contained within Fund 26 was closed out.

The attached information comprises the quarterly investment report for the City of Richwood, Texas for the period ended September 30, 2023. The undersigned acknowledge that the City's investment portfolio has been and is in compliance with the policies and strategies as contained in the City's Investment Policy and also in compliance with the Public Funds Investment Act of the State of Texas (Chapter 2256, Texas Government Code).



 Patricia Ditto
 Finance Director



 Eric Foerster
 City Manager

CITY OF RICHWOOD, TEXAS
Cash and Investment Schedule

Section VII, Item A.

Description	Investment	Purchase Date	Maturity Date	Book Value 06/30/2023	Deposits /Purchases	Withdrawals /Maturities	Interest this quarter	Book Value 09/30/2023	Interest Rate end of quarter	% of total Cash/investments
Pooled Investment Fund										
General Fund	TexPool-449001			249,340.35			3,313.66	252,654.01	5.0909%	4.45%
General Fund	TexStar -1110			1,470,194.86			19,502.19	1,489,697.05	5.0764%	26.26%
General Fund	Logic -9001			863,775.66			11,871.13	875,646.79	5.2554%	15.44%
General Fund	TexPool Prime 559001			1,590,285.93		575,000.00	20,390.61	1,035,676.54	5.3365%	
Restricted Funds										
2019/2021 Bond Funds	TexPool Prime 559001			-			-	-	5.3365%	0.00%
2019 Util Cap Proj Fund	Logic-9002			367,827.16			5,055.15	372,882.31	5.2554%	6.57%
Total Pools				4,541,423.96	-	575,000.00	60,132.74	4,026,556.70		70.9779%
First National Bank	CD-25765		12/27/2021	93,620.62			473.23	94,093.85	0.0500%	1.66%
First National Bank	CD-25718		12/29/2021	130,654.74			-	130,654.74	0.0500%	2.30%
First National Bank	CD-25741		1/13/2022	60,146.50			760.56	60,907.06	0.0500%	1.07%
First National Bank	CD-25766		12/27/2021	130,725.31			1,772.85	132,498.16	0.0500%	2.34%
Brazos National Bank	CD-601286		12/6/2021	108,611.50			133.90	108,745.40	0.0500%	1.92%
Total Certificates of Deposits				526,545.91	-	-	3,140.54	526,899.21		9.2879%
Total Investment Accounts				5,067,969.87	-	575,000.00	63,273.28	4,553,455.91		80.2658%
Cash Accounts										
Pooled Cash-NOW ACCT	First Natl -3073			1,803,040.52	2,063,865.66	2,748,412.12	9.09	1,118,494.06	0.0100%	19.72%
Seizure Fund -NOW ACCT	First Natl -5076			1,023.42			0.03	1,023.45	0.0100%	0.02%
Total Cash Accounts				3,077,079.29	2,063,865.66	2,748,412.12	9.12	1,119,517.51		19.7342%
Total Cash and Investments				8,145,049.16	2,063,865.66	3,323,412.12	63,282.40	5,672,973.42		100.00%

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

INVESTMENTS as of 9/30/2023 Q4 FY 2023

	TOTAL	GENERAL 10	REPLCMT 13	CCPD 15	CONTY 16	TRANSP 25	2019A BOND 26	WS 30-30 J&S 30-25	WS RB 2019B BOND 33	40	70	EARNINGS YTD	EARNINGS QTR
TEXSTAR	1,489,697.05	253,027.40	7,666.67	270,445.49	837,097.74	121,459.75						65,882.08	19,502.19
TEXPOOL	252,654.01	252,654.01										11,190.40	3,313.66
TEXPOOL PRIME	1,035,676.54	519,516.30				0.00					516,160.24	71,197.68	20,390.61
LOGIC - UTIL CAP PROJ	372,882.31								372,882.31			34,803.38	5,055.15
LOGIC - GF	875,646.79	528,564.21	128,823.10			218,259.48						31,850.82	11,871.13
CERTIFICATES OF DEPOSIT:													
FNB 25765 matures every 3mo - July 27	94,093.85	42,144.90						29,782.16		22,166.79		1,138.93	473.23
FNB 25718 matures every 6 mos - Dec 27	130,654.74	62,844.94						28,613.39		28,613.39		1,794.92	0.00
FNB 25741 matures every 6 mos - July 13	60,907.06	60,907.06										775.47	760.56
FNB 25766 matures every 6mo - July 27	132,498.16	46,374.37						66,249.07		19,874.72		1,805.08	1,772.85
BNB 601286 Issue date 2/14/90 - 3 mos - Sept 4	108,745.38	38,060.88						54,372.69		16,311.81		534.63	133.90
TOTAL	4,553,455.89	1,804,094.07	136,489.77	270,445.49	837,097.74	339,719.23	0.00	179,017.31	0.00	372,882.31	86,966.71	220,573.39	63,273.28



AGENDA MEMORANDUM – NOVEMBER 13, 2023

ITEM # CONSENT

CONTACT: Patricia Ditto, Finance Director

SUBJECT: Monthly Budget Summary Report

SUMMARY: Receive and/or approve the September 2023 Budget Report

BACKGROUND INFORMATION:

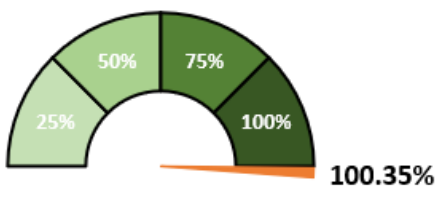
The information provided is for the FY 2022-2023 budget period, month ending September 30, 2023. This summary highlights several key points related to the current month’s activity for the General Fund and for the Water and Sewer Enterprise Fund. The attached report is unaudited, and this month may include corrections from prior months.

DISCUSSION:

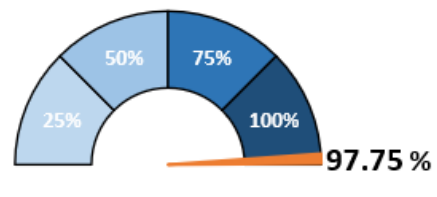
Attached is the budget report for September 2023, which is the twelfth and final month of Fiscal Year 23. 100% of the year has passed. The report reflects the original budget as approved for FY23 as well as the revised budget reflecting all budget amendments approved by council since the original budget 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 September 30, 2023, General Fund revenues total \$3,231,413. General Fund expenditures total \$2,872,314.



General Fund Revenue as % of Budget



General Fund Expenditures as % of Budget

Revenue (GF)

Total Revenue collected in the General fund is at 100.35% of budget projection.

- M & O (Maintenance and Operations) Property tax (including current, delinquent and penalties) received through the end of September is \$1,973,350, 96.78% of projected property taxes for the year.
- Sales Tax revenue received in September was earned in July. The amount received in the General Fund is \$50,036 for a year-to-date total of \$521,242. The amount shown in the financial report reflects the amount received in October, \$67,678, which was earned in August. The amount earned in

City of Richwood

TEXAS

September will be added before the year is closed, reflecting the amount received in November. August & September amounts earned show as a revenue for the months it was earned and as a receivable at year end. The chart below compares FY23 sales tax revenue with FY22.

MONTH RECEIVED	FY 2022				FY 2023			
	GENERAL FUND	TRANS FUND	CCPD	TOTAL	GENERAL FUND	TRANS FUND	CCPD	TOTAL
DEC	53,567.31	13,391.83	13,217.46	80,176.60	44,369.52	11,092.39	10,760.96	66,222.87
JAN	56,126.12	14,031.53	13,925.95	84,083.60	52,644.29	13,161.07	12,957.41	78,762.77
FEB	57,614.76	14,403.69	14,521.54	86,539.99	55,858.64	13,964.65	13,634.73	83,458.02
MAR	50,637.08	12,659.27	12,646.82	75,943.17	56,308.72	14,077.18	13,767.76	84,153.66
APR	51,434.48	12,858.61	12,824.76	77,117.85	51,255.32	12,813.83	12,475.55	76,544.70
MAY	68,671.54	17,167.89	17,012.76	102,852.19	58,663.20	14,665.80	14,074.45	87,403.45
JUN	65,008.00	16,252.00	19,439.97	100,699.97	47,805.40	11,951.34	11,489.95	71,246.69
JUL	65,972.27	16,493.06	16,490.53	98,955.86	56,403.73	14,100.94	13,673.07	84,177.74
AUG	64,814.44	16,203.61	16,172.78	97,190.83	55,897.00	13,974.00	13,604.00	83,475.00
SEPT	54,061.24	13,515.30	13,440.49	81,017.03	50,036.00	12,509.00	15,295.00	77,840.00
OCT*	76,500.74	19,125.18	18,947.42	114,573.34	67,678.00	16,919.00	16,418.00	101,015.00
NOV*	65,732.13	16,502.16	16,433.03	98,667.32				0.00
YEAR TOTAL	730,140.11	182,604.13	185,073.51	1,097,817.75	596,919.82	149,229.20	148,150.88	894,299.90

*Accrued in month earned to reflect in the proper fiscal year

- Permits and Licenses revenues total \$9,119 this month, year to date total of \$89,523. This is compared to \$82,551 collected at this time last year. Inspection fees collected are \$30,335 while fees paid for inspections are \$33,671 as of the end of September.
- Water Impact fees collected this year total \$14,44, \$2,414 collected this month. No Sewer impact fees have been collected. All Impact Fees are posted to Fund 32 Utility Capital Improvements and do not show in this budget report.
- Municipal Court revenue for the month of September is \$10,950, year to date totaling \$113,738, above projected revenue by \$3,738. This compares to \$105,892 at this time last year.
- Interest revenue is at \$88,508 year to date, far ahead of budget projections, which were done very conservatively.

Expenditures (GF)

Expenditures in the General Fund are currently shown at \$2,872,314, 97.75% of budget. Therefore, as a fund, we are within budget and will not be bringing a budget amendment to council. However, two departments exceeded their budgets within the General Fund due to unforeseen or unavoidable expenditures.

City of Richwood TEXAS

Administration:

- 10-01-5570 Attorney Fees Budget: 22,000.00 Actual: 39,317.00 Over: 17,317.00
- 10-01-5640 Insurance Budget: 42,000.00 Actual: 64,772.00 Over: 22,772.00

City Maintenance

- 10-02-5230 Gas Budget: 5,500.00 Actual: 8,248.41 Over: 2,748.41
- 10-02-5340 Vehicle M&R Budget: 4,000.00 Actual: 14,781.71 Over: 10,078.71
- 10-02-5365 Other Equip MR Budget: 7,000.00 Actual: 21,037.14 Over: 14,037.14

I list these expenditures to show that there is just cause for those departments to have exceeded the budget. However, ending the year within total budget shows the constraint staff has used in other areas as they realized spending was over budget in these areas.

Transfers (GF)

It was approved by council to use \$50,000 of the amount originally budgeted to transfer from Fund Balance to Transportation for work on a designated streets project to be used in conjunction with remaining Bond funds and Transportation fund balance to complete streets work in OWS. This transfer shows as both a transfer into general fund and a transfer out. The transfer in is shown only for transparency as this comes from Fund Balance of the General Fund. The remaining \$525,000 was not spent on the designated street project. However, an amount was approved by council to use for the purchase of equipment for the Public Works department. The portion of equipment that was purchased is reflected in the Equipment line of the City Maintenance department. The remaining approved equipment has not yet been received and it is assumed that the approval to use fund balance for the purchases will move to Fiscal Year 2024.

The General Fund ended the year well ahead of budget projections with total revenue received above projection and total expenditures at 97.75% of budget.

30-Water, Sewer, and Solid Waste Fund

Operating Revenues received year-to-date through September total \$2,717,064. Operating expenses are \$2,010,116.

Revenue ended the year at \$53,764 above projection. Operating expenditures ended the year \$80,107 below budget. This gives us a Net Operating Income of \$706,947, which is \$133,870 better than the budget.

Non-operating income, which includes grant and interest income sources, ended the year almost \$70,000 ahead of projection

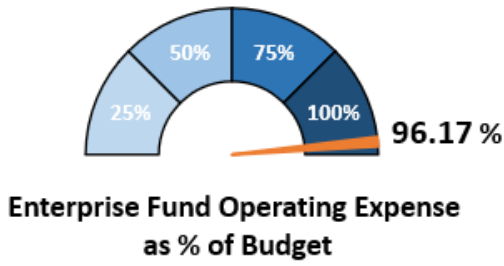
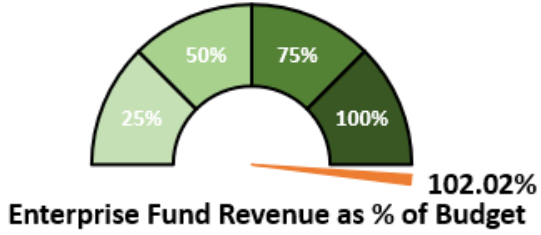
City of Richwood TEXAS

Non-operating expenses are a bit misleading. The report shows that debt service is below budget because the principal amount paid, \$190,000, has been transferred from an expense into the payable. At the time the budget is presented, principal payments are shown as a budget item merely to demonstrate cash needs.

A transfer was made to eliminate a negative fund balance in Fund 31. This shows as a transfer out of the enterprise fund 30 to Fund 31 Utility Fund Contingency. We had been carrying a negative balance for several years and it was requested by the council at the time of the audit report last year to clear that up. I worked with our auditors to make the needed entries.

Depreciation will be calculated during the audit period and is not yet reflected in this report.

The report shows that the Enterprise fund is showing a positive bottom line, \$614,222 better than the budget projection. This will be reduced by depreciation but will remain a positive addition to the net position of the enterprise fund.



RECOMMENDATION: Council to approve September 2023 Budget Summary Report for General Fund and the Water & Sewer Enterprise Fund.

**City of Richwood
Operational Budget Report
10/1/2022 -9/30/2023**

10 General Fund	Prior YTD	Current Period	Current YTD	Original Budget	Revised Budget	Remaining Budget	% Earned/Used
Revenue							100% of year
Taxes	2,858,672.38	138,844.42	2,767,104.77	2,960,070.00	2,960,070.00	192,965.23	93.48%
Property taxes, including delinquent & penalties	1,920,077.44	256.84	1,973,350.06	2,039,070.00	2,039,070.00		96.78%
Franchise Taxes	208,454.83	20,874.10	196,835.72	196,000.00	196,000.00		100.43%
Sales Tax	730,140.11	117,713.48	596,918.99	725,000.00	725,000.00		82.33%
Licenses and permits	82,550.94	9,118.92	89,523.08	88,250.00	88,250.00	(1,273.08)	Ahead of Budget
Intergovernmental revenue	15,945.97	0.00	90,326.39	1,000.00	1,000.00	(89,326.39)	Ahead of Budget
Charges for services - Municipal Bldg Rental	7,569.88	350.00	8,950.00	7,000.00	7,000.00	(1,950.00)	Ahead of Budget
Municipal Court Revenue	105,891.90	10,949.55	113,738.21	110,000.00	110,000.00	(3,738.21)	Ahead of Budget
Special Revenues	1,000.65	0.00	8,023.73	1,350.00	1,350.00	(6,673.73)	Ahead of Budget
Interest	9,990.57	8,388.08	88,507.70	2,500.00	2,500.00	(86,007.70)	Ahead of Budget
Miscellaneous revenue	50,285.38	3,793.22	65,238.93	50,000.00	50,000.00	(15,238.93)	Ahead of Budget
Inspection Fees	30,360.00	2,530.00	30,335.00	35,000.00	35,000.00		
Miscellaneous Income	16,350.38	1,263.22	30,353.93	10,000.00	10,000.00		
Parks & Recreation - Park Pavillion Rentals	3,575.00	0.00	3,025.00	5,000.00	5,000.00		
Parks & Recreation - Sports Field Rental	0.00	0.00	1,525.00	0.00	0.00		
Total Revenue	3,131,907.67	171,444.19	3,231,412.81	3,220,170.00	3,220,170.00	(11,242.81)	Ahead of Budget
Expenditures							
General Government Administration							
Personnel & Benefits	455,266.02	45,050.21	475,787.84	471,868.00	471,868.00	(3,919.84)	Over Budget
Supplies	12,218.69	216.95	14,242.11	18,900.00	18,900.00	4,657.89	75.36%
Maintenance & Repair	2,866.88	213.99	4,986.50	4,000.00	4,000.00	(986.50)	Over Budget
Utilities	18,263.01	1,622.53	12,340.02	14,700.00	14,700.00	2,359.98	83.95%
Professional Services	141,024.49	5,857.50	172,305.98	184,300.00	184,300.00	11,994.02	93.49%
Other Services	57,227.70	697.47	90,736.47	71,500.00	71,500.00	(19,236.47)	Over Budget
Capital Equipment	4,091.76	340.98	43,095.87	37,600.00	37,600.00	(5,495.87)	Over Budget
Total Administration	690,958.55	53,999.63	813,494.79	802,868.00	802,868.00	(10,626.79)	Over Budget
Judicial							
Personnel & Benefits	68,578.35	6,553.30	72,024.66	73,735.00	73,735.00	1,710.34	97.68%
Supplies	1,667.55	0.00	0.00	2,300.00	2,300.00	2,300.00	0.00%
Professional Services	19,998.40	0.00	14,607.20	20,350.00	20,350.00	5,742.80	71.78%
Other Services	205.00	75.00	205.00	1,000.00	1,000.00	795.00	20.50%
Total Judicial	90,449.30	6,628.30	86,836.86	97,385.00	97,385.00	10,548.14	89.17%
Permitting & Inspections							
Personnel & Benefits	35,631.50	3,036.36	33,671.36	40,000.00	40,000.00	6,328.64	84.18%
Supplies	1,473.90	387.09	387.09	1,000.00	1,000.00	612.91	38.71%
Professional Services	0.00	0.00	0.00	1,500.00	1,500.00	1,500.00	0.00%
Total Permitting & Inspections	37,105.40	3,423.45	34,058.45	42,500.00	42,500.00	8,441.55	80.14%
Special Revenue Expenditures							
Supplies	1,141.50	0.00	0.00	1,500.00	1,500.00	1,500.00	0.00%
Total Special Revenue Expenditures	1,141.50	0.00	0.00	1,500.00	1,500.00	1,500.00	0.00%
Total General Government	819,654.75	64,051.38	934,390.10	944,253.00	944,253.00	9,862.90	98.96%
Public Safety							
Police Department							
Personnel & Benefits	780,419.03	73,685.14	856,572.30	872,524.00	872,524.00	15,951.70	98.17%
Supplies	50,413.27	3,234.92	53,023.47	51,000.00	51,000.00	(2,023.47)	Over Budget
Maintenance & Repair	30,927.73	4,602.53	34,914.53	28,350.00	28,350.00	(6,564.53)	Over Budget
Utilities	17,422.54	1,764.61	19,734.43	14,500.00	14,500.00	(5,234.43)	Over Budget
Professional Services	144,822.82	0.00	164,441.25	159,556.00	159,556.00	(4,885.25)	Over Budget
Other Services	15,732.39	0.00	15,652.16	18,200.00	18,200.00	2,547.84	86.00%
Capital Equipment	4,621.20	1,090.66	3,977.90	10,625.00	10,625.00	6,647.10	37.44%
Total Police Department	1,044,358.98	84,377.86	1,148,316.04	1,154,755.00	1,154,755.00	6,438.96	99.44%
Fire Department							
Personnel & Benefits	37,898.10	9,048.79	26,898.99	38,461.00	38,461.00	11,562.01	69.94%
Supplies	17,014.73	8,237.59	24,034.74	19,000.00	19,000.00	(5,034.74)	Over Budget
Maintenance & Repair	32,104.27	10,993.29	47,648.25	30,500.00	30,500.00	(17,148.25)	Over Bu

10 General Fund	Prior YTD	Current Period	Current YTD	Original Budget	Revised Budget	Remaining Budget	% Earned/Used
Utilities	6,242.40	576.06	5,713.79	5,000.00	5,000.00	(713.79)	Over Budget
Professional Services	146,515.75	220.00	153,899.00	160,907.00	160,907.00	7,008.00	95.64%
Other Services	24,972.62	0.00	33,038.51	27,000.00	27,000.00	(6,038.51)	Over Budget
Capital Equipment	55,286.63	0.00	37,828.44	64,712.00	64,712.00	26,883.56	58.46%
Total Fire Department	320,034.50	29,075.73	329,061.72	345,580.00	345,580.00	16,518.28	95.22%
Code Enforcement							
Personnel & Benefits	500.00	5,786.77	52,640.90	62,721.00	62,721.00	10,080.10	83.93%
Supplies	165.01	46.67	727.06	2,000.00	2,000.00	1,272.94	36.35%
Professional Services	0.00	0.00	0.00	1,000.00	1,000.00	1,000.00	0.00%
Other Services	0.00	0.00	0.00	1,500.00	1,500.00	1,500.00	0.00%
Total Code Enforcement	665.01	5,833.44	53,367.96	67,221.00	67,221.00	13,853.04	79.39%
Total Public Safety	1,365,058.49	119,287.03	1,530,745.72	1,567,556.00	1,567,556.00	36,810.28	97.65%
Public Works							
City Maintenance							
Personnel & Benefits	106,067.59	10,348.21	102,887.42	112,568.00	112,568.00	9,680.58	91.40%
Supplies	19,677.48	684.05	21,662.97	15,950.00	15,950.00	(5,712.97)	Over Budget
Maintenance & Repair	55,306.44	2,068.63	49,872.31	36,510.00	36,510.00	(13,362.31)	Over Budget
Utilities	30,125.63	3,962.74	36,826.07	44,700.00	44,700.00	7,873.93	82.38%
Other Services	8,943.73	0.00	18,656.38	10,100.00	10,100.00	(8,556.38)	Over Budget
Capital Equipment	59,422.00	0.00	133,680.17	15,000.00	140,000.00	6,319.83	95.49%
Total City Maintenance	279,542.87	17,063.63	363,585.32	234,828.00	359,828.00	(3,757.32)	Over Budget
Parks and Recreation							
Supplies	2,986.33	361.49	4,095.31	3,800.00	3,800.00	(295.31)	Over Budget
Maintenance & Repair	33,716.91	2,039.83	20,976.09	31,000.00	31,000.00	10,023.91	67.66%
Utilities	3,221.88	220.64	2,936.40	4,000.00	4,000.00	1,063.60	73.41%
Other Services	11,874.62	1,166.86	15,585.49	18,050.00	18,050.00	2,464.51	86.35%
Total Parks and Recreation	51,799.74	3,788.82	43,593.29	56,850.00	56,850.00	13,256.71	76.68%
Emergency/Disaster							
Contract Labor	215,926.90	0.00	0.00	0.00	0.00	0.00	0.00%
Total Emergency/Disaster	215,926.90	0.00	0.00	0.00	0.00	0.00	0.00%
Miscellaneous	0.00	0.00	0.00	10,000.00	10,000.00	10,000.00	0.00%
Development Agreements	0	0	0	10,000.00	10,000.00	10,000.00	0.00%
Total Expenditures	2,731,982.75	204,190.86	2,872,314.43	2,813,487.00	2,938,487.00	66,172.57	97.75%
Other Financing Sources and Uses							
Sources							
Transfers In	134,218.50	0.00	65,000.00	590,000.00	590,000.00	525,000.00	11.02%
Total Sources	134,218.50	0.00	65,000.00	590,000.00	590,000.00	525,000.00	11.02%
Uses							
Transfers Out	454,128.00	0.00	423,990.57	904,000.00	904,000.00	480,009.43	46.90%
Total Uses	454,128.00	0.00	423,990.57	904,000.00	904,000.00	480,009.43	46.90%
Total Other Financing Sources and Uses	(319,909.50)	0.00	(358,990.57)	(314,000.00)	(314,000.00)	44,990.57	
Total - 10 GENERAL FUND	80,015.42	(32,746.67)	107.81	92,683.00	(32,317.00)	32,424.81	

City of Richwood Operational Budget Report 10/1/2022 -9/30/2023							
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							100% of year
Sewer Department	901,453.44	88,017.38	962,361.20	956,700.00	956,700.00	(5,661.20)	Ahead of Budget
Water Department	1,162,182.17	135,242.50	1,413,999.36	1,381,600.00	1,381,600.00	(32,399.36)	Ahead of Budget
Solid Waste Department	328,599.42	28,495.51	340,703.10	325,000.00	325,000.00	(15,703.10)	Ahead of Budget
Total Operating income	2,392,235.03	251,755.39	2,717,063.66	2,663,300.00	2,663,300.00	(53,763.66)	Ahead of Budget
Operating expense							
Sewer Department							
Personnel & Benefits	174,029.80	15,744.08	178,274.24	184,767.00	184,767.00	6,492.76	96.49%
Supplies	9,281.63	656.17	8,203.73	10,200.00	10,200.00	1,996.27	80.43%
Maintenance & Repair	69,780.50	13,026.29	90,618.73	73,940.00	73,940.00	(16,678.73)	Over Budget
Professional Services	449,814.93	0.00	438,817.78	580,000.00	580,000.00	141,182.22	75.66%
Other Services	5,122.09	0.00	3,872.72	5,400.00	5,400.00	1,527.28	71.72%
Total Sewer Department	708,028.95	29,426.54	719,787.20	854,307.00	854,307.00	134,519.80	84.25%
Water Department							
Personnel & Benefits	247,360.59	20,621.31	226,919.26	221,306.00	221,306.00	(5,613.26)	Over Budget
Supplies	22,237.84	2,485.73	25,230.83	24,500.00	24,500.00	(730.83)	Over Budget
Maintenance & Repair	130,341.01	21,888.81	175,283.37	134,400.00	134,400.00	(40,883.37)	Over Budget
Utilities	69,465.16	6,573.22	65,162.89	71,900.00	71,900.00	6,737.11	90.63%
Professional Services	68,850.72	0.00	113,697.19	58,000.00	95,000.00	(18,697.19)	Over Budget ¹
Other Services	386,808.06	26,649.00	383,703.64	405,200.00	405,200.00	21,496.36	94.69%
Capital Equipment	3,609.24	300.77	3,381.90	3,610.00	3,610.00	228.10	93.68%
Total Water Department	928,672.62	78,518.84	993,379.08	918,916.00	955,916.00	(37,463.08)	Over Budget
Solid Waste Department							
Professional Services	280,970.72	28,301.15	296,950.05	280,000.00	280,000.00	(17,058.05)	Ahead of Budget
Total Solid Waste Department	280,970.72	28,301.15	296,950.05	280,000.00	280,000.00	(16,950.05)	Ahead of Budget
Total Operating expense	1,917,672.29	136,246.53	2,010,116.33	2,053,223.00	2,090,223.00	80,106.67	96.17%
Total Net Operating Income (Loss)	474,562.74	115,508.86	706,947.33	610,077.00	573,077.00	(133,870.33)	Ahead of Budget
Non-Operating Items							
Non-operating income							
Interest income	265.25	0.00	2,056.43	500.00	500.00	(1,556.43)	Ahead of Budget
Grants	415,182.98	0.00	65,389.82	0.00	0.00	(65,389.82)	Ahead of Budget
Other income	1,434.88	766.75	3,724.49	1,000.00	1,000.00	(2,724.49)	Ahead of Budget
Transfers In	10,000.00	0.00	37,000.00	37,000.00	37,000.00	0.00	At Budget
Total Non-operating income	426,883.11	766.75	108,170.74	38,500.00	38,500.00	69,670.74	280.96%
Non-operating expense							
Debt Service	159,844.25	(190,000.00)	232,955.07	363,615.00	363,615.00	130,659.93	64.07%
Transfers Out	56,000.00	0.00	125,979.02	56,000.00	56,000.00	(69,979.02)	Over Budget
Total Non-operating expense	215,844.25	(190,000.00)	358,934.09	419,615.00	419,615.00	60,680.91	85.54%
Depreciation Expense	284,307.62	0.00	0.00	350,000.00	350,000.00	350,000.00	0.00%
Total Non-Operating Items	(73,268.76)	190,766.75	(250,763.35)	(731,115.00)	(731,115.00)	480,351.65	Ahead of Budget
Total - 30 Water & Sewer Enterprise Fund	401,293.98	306,275.61	456,183.98	(121,038.00)	(158,038.00)	614,221.98	Ahead of Budget

Budget Amendments:

¹ Temporary ground storage - Water approved by CC 10/10/2022

MINUTES

RICHWOOD CITY COUNCIL MEETING

Monday, October 09, 2023 at 6:15 PM

BE IT KNOWN THAT a City of Richwood City Council will meet Monday, October 9, 2023, beginning at 6:15 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: 15 p.m.

II. ROLL CALL OF COUNCIL MEMBERS

Michael Durham, Mayor:	Present
Mike Johnson, Position 1:	Present
Mike Challenger, Position 2:	Present
Amanda Reynolds, Position 3:	Present
Rory Escalante, Position 4:	Present
Jeremy Fountain, Position 5:	Present

Others present: Eric Foerster, City Manager; Kirsten Garcia, City Secretary; Tricia Ditto, Finance Director; Clif Custer, Public Works Director; Stephen Mayer, Chief of Police; Phillip Knop, City Attorney

III. PUBLIC COMMENTS

Leslie Klug, 105 Hummingbird Ct - Thanked Public Works and KRB member Kai York for working in the community garden for fall planting. She also wanted to issue a personal invitation to attend trunk or treat.

IV. PRESENTATION

A. Strawberry Jamboree, presented by Kimberly Mayer, Horticulture Agent, with AgriLife Extension. Kimberly Mayer presented awards of recognition to Mayor Durham and Chief Mayer.

V. CONSENT AGENDA

A. Budget Report, August 2023
B. Approval of minutes from regular meeting held September 11, 2023.

Motion to approve consent.

Motion made by Rory Escalante, Seconded by Amanda Reynolds.

Voting Yea: Mike Johnson, Mike Challenger, Amanda Reynolds, Rory Escalante, Jeremy Fountain

Motion carried.

VI. DISCUSSION AND ACTION ITEMS

A. After Action Report and discussion reference water main break
Clif Custer, Public Works Director, presented.

Discussion held on valves.

Council member Reynolds stated she appreciated the detail and frequency of updates from staff.

Discussion was held on a secondary lab to use for water testing.

Discussion held on posting notices.

Discussion held on water quality.

Discussions were held on maps or cross-training on the valves.

Discussion was held on water issues after service was restored.

- B. Discussion regarding City Council Rules of Procedure, to be adopted at a later date.

Kirsten Garcia, City Secretary, presented.

No discussion was held; it will be presented for formal adoption at a later meeting.

- C. Consider items removed from consent agenda

No items were removed from the consent agenda.

VII. CAPITAL IMPROVEMENT PROJECTS UPDATE

Clif Custer, Public Works Director, presented.

A discussion was held on the drainage project after the recent rains.

VIII. CITY MANAGER'S REPORT

Eric Foerster, City Manager, reported on notice from the county regarding disaster thresholds going up.

IX. COUNCIL MEMBER COMMENTS & REPORTS

Mike Johnson expressed appreciation to Clif. He also asked if the City was accepting candy donations for Trunk or Treat.

Mike Challenger spoke regarding the good weather we've been having.

Amanda Reynolds thanked Clif for his updates during the water incident.

Rory Escalante expressed kudos to Clif and communications from staff. He also inquired about the landfill.

Jeremy Fountain spoke regarding the cooler weather and advised that this is the time to check heaters and pipes.

X. MAYOR'S REPORT

Mayor Durham expressed thanks to Clif for the hard work. Stated he was disappointed National Night Out was canceled but thanked Chief Mayer for his staff and their hard work. He also thanked the staff for the water updates.

XI. FUTURE AGENDA ITEMS

Resolution for ROP

Contingency

EMS Contract

Financial Policy Updates

XII. ADJOURNMENT

Being there no further business, the meeting was adjourned at 7:03 p.m.

These minutes were read and approved on the 13th day of November 2023.

Mayor

ATTEST:

City Secretary

City of Richwood — TEXAS —

AGENDA MEMORANDUM

CONTACT: ERIC FOERSTER- CITY MANAGER

SUBJECT: FIRE DEPARTMENT YEAR END REPORT (FY23)

SUMMARY: The Fire Department year end report

BACKGROUND INFORMATION: This year-end report will highlight the utilization of the Fire Department. This will be a summary of the calls for service and activities.

ISSUE: 0

FISCAL IMPACT: 0

RECOMMENDATION: Receive the year end fire department report.

Richwood VFD

Organization

Section VIII, Item A.



Chief:

Clint Kocurek

clint.kocurek@richwoodfiretx.org



Asst Chief:

Mark Guthrie

mark.guthrie@richwoodfiretx.org

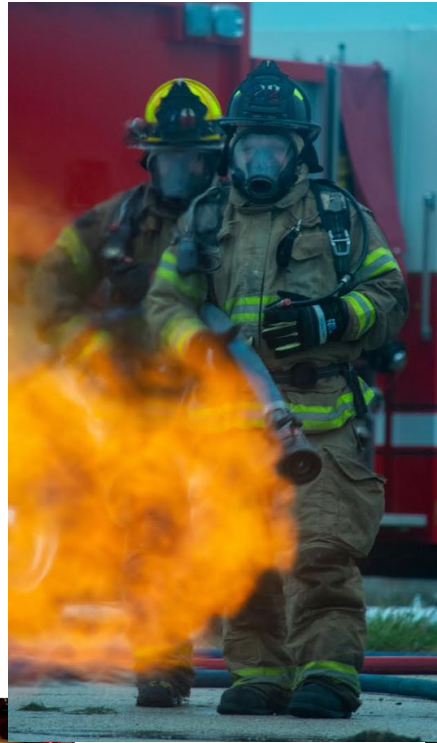
Members

10 Member

- 9 full qualified interior firefighter
- Total of ~125 years of experience ranging from 1 to 35 years.

Training

- Approximately 100 hours to become a basic firefighter
- Specialized training include rescue, pump operations, command training, plus all the subject specific such as elect cars and other special hazards.
- Monthly department training to ensure our skills are sharp
- Most of the training except department training is completed through schools at A&M.
- Training is paid for by the department and grants when possible, however the member has to donate the time.



Section VIII, Item A.



Selflessly Serving our Community!

Section VIII, Item A.

Volunteers

Members respond as available 24/7 - no shifts or rotating companies

- Middle of the night/day
- During meals residence/restaurant
- During family get togethers
- Holidays
- During inclement weather hot/cold/rain
- Family sacrifices

Members train on their time

- Time away from family
- Vacation to attend schools
- Nights and weekends

Choose to work extremely hard in hazardous conditions

- Dangerous & life threatening
- Extreme work conditions with lots of PPE and equipment
- Working with heavy and dangerous tools/equipment
- Many risks with hazardous environments

Health and Injuries

- Injuries - falls, impact, crushing, exposure, and exertion.
- Chronic - exposures, cancers, and PTSD
- Leading on-duty cause of death is heart attack

Fire Service Facts

- 65% of the nations firefighters are volunteers (676,000)
- 1984 to 2020
 - 25% less firefighters
 - 200% more calls
- Why the Degrees in Volunteers
 - Time Demands
 - Training Requirements
 - Call Volumes
 - Nature of the Business
 - Abuse from Public
 - Less emphasis on social aspects of volunteering
- Sociological
 - Less community pride
 - “ME” generation
- Higher cost of living, volunteers cannot afford to live in the community they serve

Event Hours

Administrative - hours that account for non-operational work, such as reports and meetings outside the department. Monthly County Chief's meetings.

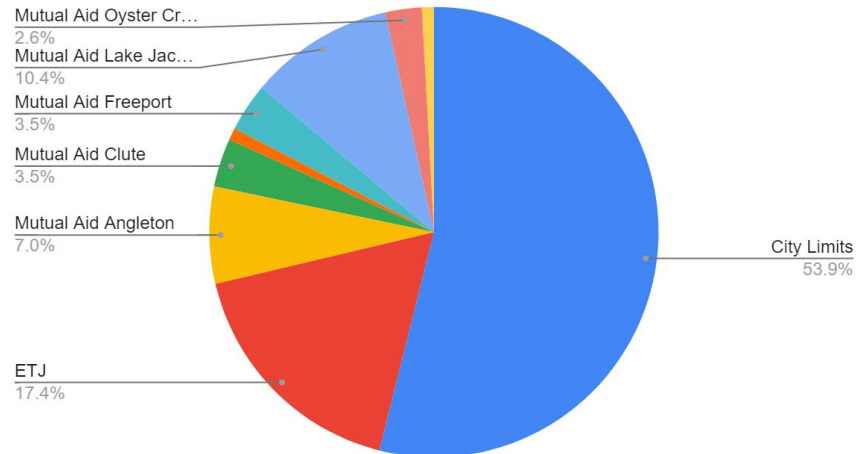
Emergency Calls - Time to perform emergency calls, public and agency assistance calls.

Maintenance - perform for upkeep and repair (estimation of January through July).

Training - both in-house and away at schools.

Event Type	Total Hours
Administrative	Section VIII, Item A.
Emergency Call	852
Meeting	174
PR Event	6
Station / Vehicle Maintenance	200
Training	475
Grand Total	1724

Area of Incident



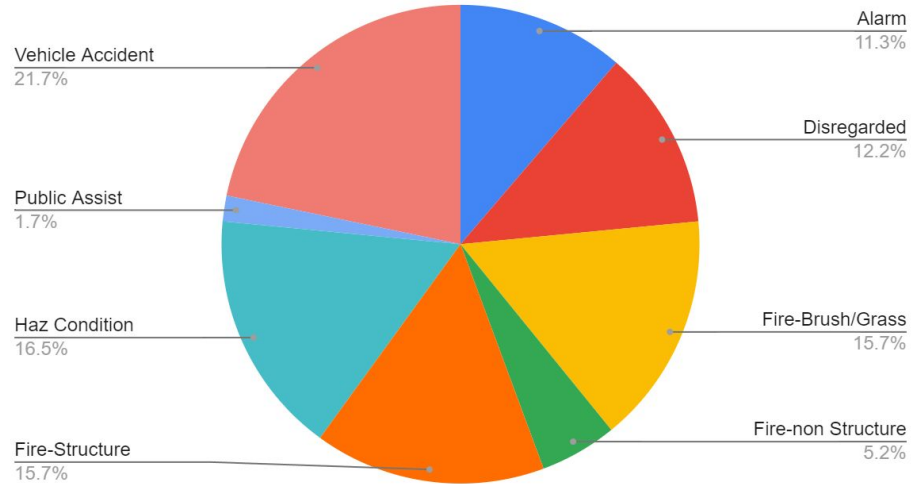
Event Types

Event Types (January 1,2023 to October 28, 2023)

116 calls

- Fire
 - Structure - involves building
 - Non Structure - Contents, vehicles, or Equipment
 - Brush or Grass
- Vehicle Accidents - Traffic Control, Patient Extrication, Assist EMS with Patient Care
- Alarms - majority are false or good intentions. All alarms are treated as emergencies until verified to be false
- Hazardous Conditions - Gas leaks, power lines down, traffic control, or Smoke or odor removal.
- Public assistance - Animal/Snake removals, alarm assistance. Assisted a ranger with water for his cows during the drought (he paid for the water)
- Disregard - department canceled by PD, mutual aid request canceled when assists was determined to be not needed

Events Types



How we are funded

- City Budget
 - Annual operating budget

- Donations & County Funds
 - Water Bill Donations (\$1.50 per month)
 - County ETJ Coverage (strictly for county calls)
 - Misc. Donations/Fundraising

- Texas Forestry Service Grants - Not guaranteed and larger purchases are awarded many years apart if previously approved.
 - Training - Most is 100% Reimbursable
 - Equipment - Holmatro Rescue Tools (Jaws)
 - PPE - Bunker Gear and Wildland Gear
 - Tanker/Pumper - Engine 2



Engine 1

Section VIII, Item A.

2017 Spartan Custom Pumper

- Equip for all Fire Fighting operations City and Rural
 - Scba's and Spare Bottles
 - Saws and other forcible entry tools
- Setup for Rescue
 - Rescue tools for extrications
 - Holmatro Hydraulic tools
 - Hydraulic Ram
 - Hydraulic Spreader
 - Hydraulic Cutter
 - Stabilization Struts
 - Cribbing and stabilization blocking
- AED/ Trauma Kit



- Funded by Donations and County Funds - Payoff in year 2033
 - Original Cost - \$493,354
 - Volunteer Department down payment (non city funds) - \$90,000
 - Annual Payment (City Budget) - \$32,712



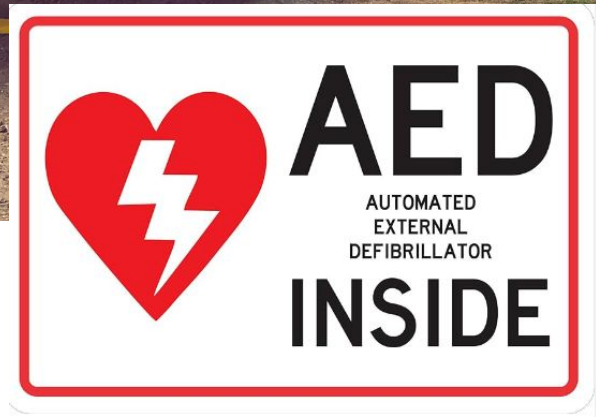
Engine 2

2008 Spartan Custom Pumper

- Equipped for all Fire Fighting operations City and Rural
 - Scba's and Spare Bottles
 - Saws and other forcible entry tools
- Equipped for advanced rural operations
 - Specialized Drafting and water distribution equipment.
- AED/ Trauma Kit

- Funded by Donations and County Funds - Paid Off
 - Original Cost - \$348,000
 - Grant (Texas Forestry Service) - \$108,000
 - Volunteer Department (non city funds) - \$240,000

Section VIII, Item A.



Tanker 1

- Equipped for delivering water to areas where there is no municipal water supply.
 - Can also be used for fire fighting operations in a pumper capacity
 - 2017 - 2200 gallon Spartan Tanker / Pumper
-
- Funded by Donations and County Funds - Payoff in year 2033
 - Original Cost - \$275,600
 - Volunteer Department down payment (non city funds) - \$64,000
 - Annual payment (non city funds) - \$18,200



Brush 1

2011 Ford F550 (modified)

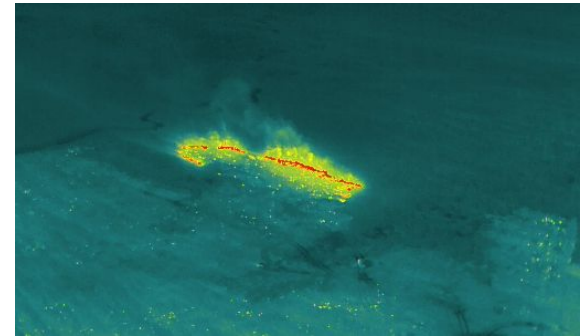
- Apparatus Uses
 - Wildland or off road non-wildland
 - Mini pumper for small fires with limited access
 - Highwater rescue
- Equipped with a Metro Fire removable fire fighting skid which includes
 - 350 gallon water tank
 - 250 GPM pump and associated piping for pushing water and pulling water from a natural source (bayou)
 - Miscellaneous tools and equipment
- Funded by Donations and County Funds - Paid Off
 - Original Cost - \$95,000
 - Volunteer Department down payment (non city funds) - \$95,000
 - Bed and Skid Rebuild (city funds 2020) - \$45,000
 - Bed and Skid Rebuild (volunteer non city) - \$20,000



Drone Capabilities

Many potential uses

- Day or night search capabilities and includes infrared night imaging
- Scene overhead view for large and moving situations
- Remote view for safe observations or large hazardous situations
- Scene investigation
- Verification of total extinguishment



Coverage Area

- 13.7 sq miles of City and ETJ areas adjacent to the City
 - North on old Angleton road just past the trailer parks on the left
 - North on Business 288 to CR 640 just north of the 3rd bridge at Bastrop Bayou
 - North east on 2004 to Bastrop Bayou
 - West side of the FM 523 between Bastrop Bayou and CR 223
 - Incorporated areas north of oyster creek between east of Old Angleton Rd and Business 288



City of Richwood — TEXAS —

AGENDA MEMORANDUM

CONTACT:

CLIF CUSTER

SUBJECT:

GEOGRAPHICAL INFORMATION SYSTEM (GIS) MAPPING

SUMMARY:

Considering Richwood’s water main emergency at the intersection of Moore and W. Mahan, it is the opinion of Public Works that an interactive mapping system such as an GIS is crucial for future operations, maintenance and informational purposes of Richwood’s water, wastewater, streets, and drainage infrastructure.

The ability to track infrastructure conditions in real-time will allow Public Works to:

- Effectively note deficiencies with given infrastructure.
- Inform Council of repair or replacement needs.
- Inventory and note operational status on assets such as valves and fire hydrants.
- Effectively track replacement and repairs while making notes on materials used.
- Maintain an interactive mapping system for current and future staff and Council alike.

BACKGROUND INFORMATION:

The topic of GIS mapping has been at the forefront for Richwood since 2018 when Freese and Nichols were brought on to conduct a Water/Wastewater Capital Improvement Plan. At that time, required shape files for map development were not in existence making the cost of GIS development for the City of Richwood expensive (50K-70K).

Since 2018 Richwood has put in place a Water/Wastewater Capital Improvements Plan, Stormwater Master Plan, and has participated in hydraulic modeling to determine the best size and location of future required elevated water storage capacity. This engineering work that has been performed over the years has generated many of the shape files necessary to develop a comprehensive GIS mapping system. With the necessary shape files in existence, the financial impact to Richwood for developing a GIS mapping system is significantly reduced.

ISSUE:

Relying on paper maps, or maps in PDF format serves only for a water/wastewater system reference. A web-based interactive GIS mapping system will allow Public Works to make real-time updates to maps that will serve for better operational, maintenance, informational purposes now and into the future.

Arc Mapping which owns GIS software requires an entity developing a GIS mapping system to host their system with Arc Mapping. Reoccurring costs due to hosting fees is a requirement for Richwood to have a GIS mapping system implemented.

FISCAL IMPACT:

Below is a recommended scope of work and cost from Ryan Tinsley with Strand.

Morgan and I worked with our GIS specialist to prepare the following list of potential scope items that could be included on a GIS mapping project.

1. *Gather available information from OWNER and Brazoria County, including parcels, aerial photography, topographical data, streets, and additional information, as available.*
2. *Configure ArcGIS Online account for web application development and design custom GIS home page.*
3. *Review the information and prepare alternatives for appropriate basemaps and corresponding layers, as follows.*
 - a. *Water System: Incorporate ENGINEER's existing ArcGIS Map of OWNER's water system into the GIS as a basemap. Discuss and develop additional layers for the mapping with the OWNER and load the layers into the web application.*
 - b. *Sanitary Sewer System: Incorporate ENGINEER's existing PDF map of OWNER's sanitary sewer system into the GIS as a basemap. Discuss and develop additional layers for the mapping with the OWNER and load the layers into the web application.*
 - c. *Storm Sewer System: Incorporate ENGINEER's existing ArcGIS Map of OWNER's storm sewer system into the GIS as a basemap. Discuss and develop additional layers for the mapping with the OWNER and load the layers into the web application.*
4. *Identify how OWNER intends to use GIS system. Provide OWNER a list of recommended data fields, custom forms, and tools that can be incorporated for each data layer available. For example, for a water distribution system, OWNER may wish to keep records of features, such as dimensions, number and size of pipes, material, condition, and more.*
5. *Prepare a Web application that will enable OWNER to access the database from multiple devices with access to the Internet. This includes access from mobile devices (both Android and iOS), tablets, laptops, and desktops.*
6. *Review Web application with OWNER. This will provide OWNER the opportunity to review the database and the Web application.*
7. *Finalize the database and Web application. Final modifications will be made based on the results of the Web application review.*
8. *Provide up to 4 hours for on-site training of OWNER's staff.*

The City will need to acquire an ArcGIS Online Organizational software license through ESRI. The City will need to purchase one **Creator (\$550 per year) and one Viewer (\$110 per year)** user account. Strand's proposed fee for this effort is estimated to be **\$17,000** invoiced on an hourly-rate basis. It is likely that the fee will end up being less, but that will be depend on the number of custom fields desired for each data layer.

Additional costs involve an iPad Pro and an additional cellular service line.

Engineering - \$17,000.00

iPad Pro - \$1,500.00

Hosting Fees (reoccurring) - \$660.00 annually

Cellular Service (reoccurring) - \$480.00 annually

Council should anticipate a 3% annual increase on reoccurring costs

RECOMMENDATION:

Approve the development of a GIS mapping system in an amount not to exceed \$20,000.00.

RESOLUTION 2023-R-81

A RESOLUTION BY THE CITY COUNCIL OF THE CITY OF RICHWOOD, TEXAS, ESTABLISHING RULES OF PROCEDURE FOR ELECTED AND APPOINTED OFFICIALS.

WHEREAS, the Richwood City Charter states the City Council shall determine its own rules of procedure and may compel the attendance of its members; and,

WHEREAS, the Richwood City Council desires to establish Rules of Procedure for members of the City Council and the City’s Boards and Commissions; and,

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

SECTION 1. The adopted Rules of Procedure are attached to this resolution as Exhibit “A.”

PASSED AND APPROVED on this 13th day of November 2023.

Michael Durham, Mayor

ATTEST:

Kirsten Garcia, City Secretary

CITY COUNCIL

RULES OF PROCEDURE

CITY OF RICHWOOD, TEXAS



As Adopted by resolution No. 23-81
Effective November 13, 2023

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Section 1 – GENERAL

Parliamentary law and the rules of procedure derived from such law are essential to all deliberative organizations so that they may consider all matters before them in an effective and efficient manner and produce results that are legal and binding. Moreover, such procedural safeguards ensure due process during deliberations among members of the organization while at the same time protecting the rights of both the group and each member. Accordingly, these rules of procedure establish guidelines to be followed by all persons attending City Council meetings, including members of the City Council, administrative staff, news media, citizens, and visitors.

Section 2 – AUTHORITY

The City Charter of Richwood, Texas [Adopted: May 11,2013; and last amended May 15,2023] provides in Article 3 (The Council), Section 3.09 (Rule of Procedure) that “The City Council shall determine its own rules of procedure and may compel the attendance of its members.” Thus, these rules of procedure are established. In the event of any conflict between the City Charter and these rules of procedure, the City Charter shall prevail.

The parliamentary reference for the City Council is the most recent edition of *Robert’s Rules of Order Newly Revised* (RONR). When any issue concerning procedure arises that is not covered by the Rules of Procedure, the City Charter or State law, the Council will refer to RONR, which shall determine such procedural issue.

Section 3 – MEETINGS

The City Council shall follow both the letter and the spirit of the Texas Open Meetings Act.

3.01. Regular and Special Council Meetings.

The Mayor and City Council have regular City Council meetings on the second Monday of each month at 6:00 p.m. in the City Hall Council Chambers, located at 1800 Brazosport Blvd N, Richwood, Texas; unless otherwise adopted by a majority of City Council. All meetings are open to the public unless specified as an Executive Session. A quorum is required. Special Meetings may be called at the request of the Mayor, City Manager, or City Council. A written agenda notice of all council meetings (regular or special) is required by law, to be posted 72 hours in advance of the council meeting including the date, hour, location, and subject of meeting.

3.02. Workshop Meetings.

Workshops are special meetings and scheduled as needed by the City Manager, Mayor or City Council. Workshops typically take place in the City Hall Council Chambers, located at 1800 Brazosport Blvd N, Richwood, Texas. Workshops tend to be a more relaxed atmosphere where council/staff can discuss general topics without taking a vote. Discussion typically goes until the presiding officer adjourns the workshop. All workshops are open to the public. A quorum is required to hold a workshop.

3.03. Emergency Meetings.

Emergency Meetings may be called at the request of the Mayor, City Manager, or City Council. At least one (1) hours’ notice is required for an emergency meeting in the case of an “emergency or urgent public necessity,” the nature of which must be stated in the notice.

3.04. Executive Sessions.

The Council may recess to an executive session for any purpose permitted by State law. The general subject matter for consideration will be expressed in the agenda or the motion calling for the session. Final action will not be taken by Council until the matter is placed on the agenda and a vote taken in an open meeting. Executive sessions are typically held in the Executive Conference Room located behind the Council Chambers. A governing body may generally hold a closed meeting for one or more of the following nine reasons:

- Consideration of specific personnel matters – Texas Government Code (TGC) 551.074
- Certain consultations with its attorney – TGC 551.071
- Discussions about the value or transfer of real property – TGC 551.072
- Discussions about security personnel, security devices, or a security audit – TGC 551.076
- Discussions about a prospective gift or donation to a governmental body
- Discussions by a governing body of potential items on tests that the governing body conducts for purposes of licensing individuals to engage in an activity – TGC 551.088
- Discussions of certain economic development matters – TGC 551.087
- Discussions of certain competitive matters relating to a city owned electric or gas utility for which the city council is the governing body – TGC 551.086
- Certain information regarding emergencies and disasters – TGC 418.183(f)

3.05. Agenda.

- a. The City Manager and the City Secretary, with consultation and concurrence of the Mayor, shall prepare an agenda for business to be considered at each regular Council meeting. It shall be the practice of the City to include on any regular Council meeting agenda all items that are deemed appropriate by the City Manager, the Mayor, or any two (2) Councilmember. For the Mayor or any two (2) Councilmembers to have an item placed on the regular meeting agenda, the request shall be in writing and shall be filed with the City Secretary no later than noon on the Monday the week before the regular meeting at which it is requested for consideration. If the filing is later than noon on the Monday before the regular meeting, the item shall be placed on the agenda of the next regular meeting, unless the Mayor and/or City Manager determine that delaying the requested item would be contrary to the City’s best interest.
- b. Drafts of contracts, ordinances, resolutions, or other items requiring review should be submitted to the City Attorney in a manner timely enough to allow for their review prior to this submittal deadline.

3.06. Minutes.

- a. Action Minutes of City Council meetings will be recorded and maintained by the City Secretary. The Minutes will include final motions with voting results. The minutes will also reflect the names of those citizens presenting public comments. Minutes of meetings will generally be submitted to the City Council for approval at the next regularly scheduled meeting.
- b. The City Secretary shall maintain audio/visual recordings of City Council meetings in accordance with the applicable state law.
- c. Any questions regarding minutes shall be directed to the City Secretary prior to the council meeting.

3.07. City Legislation and Actions of Significant Public Impact and Concern.

Any action or ordinance of the City of Richwood that falls into the following three categories is considered an action of significant public impact and concern:

- a. Any action or ordinance that criminalizes behavior or creates criminal liability.
- b. Any action or ordinance that has a substantial impact on private property rights.
- c. Any action or ordinance that involves the expenditure of more than five hundred thousand dollars (\$500,000) and that is not a recurring expense or renewal of an expense.

The City Council shall not vote on any action of significant public impact and concern unless and until it has been presented and discussed in at least two Council meetings, which occur within a 60-day period, except as provided in Section 9.

Section 4 - STANDARDS OF CONDUCT

4.01. City Council Members.

It is important that Council Members demonstrate civility to one another as individuals, for the validity of different opinions, for the democratic process, and for the community and citizens being served. Elected officials should exhibit appropriate behavior. All members of the City Council have equal votes and all Councilmembers speak only for themselves.

4.02. Council / Staff Relations with the Media or Public Information Requests.

All City press releases, media advisories, story suggestions, or similar items should go through the City Secretary's office for distribution, with exception of factual police department bulletins which designated officers may send directly, with copy to the City Secretary. Anyone requesting information pursuant to the Texas Public Information Act should go through the City Secretary's office. All requests for public information must be in writing and directed to the City Secretary.

4.03. Council approval of individual council members’ non-routine requests for information or investigations by City Staff.

Any Council members’ request to the City Manager for the Manager or City staff to create reports or other information, other than routine requests (i.e., requests for existing information or new research that can be answered under 30minutes), shall be added to a Council meeting agenda in the manner prescribed under section 3.05 of these Rules, considered under the Discussion and Actions Items portion of the meeting, and thereafter considered for authorization to proceed by a majority of the Council.

4.04. City Staff. (During Meetings)

All remarks and questions addressed to the City Council by staff members shall be addressed to the City Council as a whole and not to any individual member.

4.05. Citizens and Visitors.

- a. Reactions from the audience following the recognition and rewarding of citizens and special guests are considered appropriate and encouraged. Reactions from the audience during staff presentations to the Council and during debate between Councilmembers are not appropriate and not permitted. The presiding officer will ensure that the decorum of the meeting is maintained and is appropriate.
- b. No placards, banners, or signs will be permitted in the City Council chamber or in any other room in which the City Council is meeting. Exhibits, displays, and visual aids used in connection with presentations to the City Council, however, are permitted.

With the exception of those locations designated as free speech venues, City Hall may not be used for political campaign-related functions or events. City resources or equipment may not be used for election campaigning which includes, but is not limited to, the passing out of campaign flyers, signs, buttons, or other campaign materials for any candidate or officeholder. No one may make a contribution to a candidate or officeholder in City Hall. No one may solicit support for a candidate or officeholder or accept a contribution for such in City Hall. Campaign flyers, signs, buttons, or other campaign materials for any candidate or officeholder are prohibited in City Hall or on City property except as allowed by state law.

Section 5 - DUTIES AND PRIVILEGES OF COUNCILMEMBERS

5.01. Seating Arrangement.

Council members are seated in order of position, with the Mayor seated in the middle.

5.02. Conflict of Interest.

A City Councilmember prevented from voting by a conflict of interest, shall step down from the dais and leave the room, shall not vote on the matter, shall not participate in discussions regarding the matter or attempt to influence the Council’s deliberation of the matter in any way, shall not attend executive sessions regarding the matter, and shall otherwise comply with the state law and city ordinances concerning conflicts of interest including Chapter 171 of the Local Government Code.

5.03. Voting.

- a. All members of the council present shall vote upon every issue, subject or matter properly before the council and requiring a council vote; provided that, if any member of the council has a conflict of interest that fact shall be stated in the minutes and such member shall abstain from discussion and voting on the issue. If a councilmember abstains from voting without having a conflict of interest, the minutes shall reflect an “opposed” (nay) vote in the official records. No ordinance, resolution, order, action, matter or issue, shall be passed, approved, adopted, taken or consented to except by a majority vote of the members of council present and voting.
- b. A Councilmember who cannot be present for a vote(s), and has no Conflict of Interest, may submit an opinion in writing to the City Secretary, to be read aloud during discussion of the item, prior to the vote(s) being taken.
- c. Any vote to which there is an objection shall be taken by counted vote; except that, on the demand of a single councilmember, a roll call vote shall be taken. After the result of a vote is announced, a member may not change a vote unless, before the adjournment of that meeting, permission is given to change the vote by a majority vote of the members present.

Section 6 - CHAIR AND DUTIES

6.01. Chair.

The Mayor, if present, shall preside as chair at all sessions of the City Council. In the absence of the Mayor, the Mayor Pro Tem shall preside. In the absence of both the Mayor and Mayor Pro Tem, the remaining City Councilmembers shall, in accordance with the City Charter, by election, designate one member as acting Mayor to preside for that session.

6.02. Preservation of Order.

The chair shall preserve order and decorum and confine members in debate to the question under discussion. It is the responsibility of the Chair to keep the comments of Councilmembers on topic during public meetings.

Section 7 - ORDER OF BUSINESS

7.01. Regular and Special Sessions.

Regular and special sessions will generally adhere to the following agenda:

- Call to Order
- Invocation
- Pledge of Allegiance (United States and Texas Flags)
- Roll Call of Council Members
- Public Comments
- Presentations & Proclamations
- Consent Agenda Items (may be moved to Statutory Agenda by Councilmembers)
- Public Hearings
- Statutory Agenda Items
- Executive and/or Workshop Sessions (as appropriate)
- Reconvene in Regular Session (as appropriate)
- Mayor/Councilmember/City Manager Report
- Future Agenda Items
- Adjournment

7.02. Public Hearings.

The City Secretary shall schedule public hearings on the City Council’s agenda to be held (unless the law requires otherwise, in which case, public hearings shall be conducted as provided by state law). In addition to this requirement, when conducted as part of a Regular Session, a vote may be taken on the matter at that same meeting unless a subsequent public hearing is required.

7.03. Addressing the City Council.

Members of the public are invited and encouraged to attend any sessions of the City Council that are not closed to the public in accordance with the Texas Opening Meetings Act. It is the desire of the City Council that citizens actively participate in the City’s governance system and processes. Therefore, public input to the City Council, both oral and written, is encouraged.

- a. Public Comments.
 - Citizens shall have the right to be heard at all regular sessions of the City Council regarding matters on the agenda to be considered prior to action being taken.
1. All members of the audience addressing the Council (“Speaker”) shall direct their remarks to the person in charge of the meeting (“Chair”).
 2. No Speaker shall address the Council unless recognized by the Chair for that purpose.
 3. Remarks shall be limited to those pertaining to matters before the City Council, to City business or policy, or to issues of community concern or interest. Profane, vulgar or abusive language or personal attacks will not be tolerated.

4. No Speaker shall continue to address the Council after being informed by the Chair that the Speaker's time for addressing the Council has expired.
5. The Speaker shall be limited to 3 minutes to address the Council. If a single individual has been designated, on behalf of a larger group, to speak for the group, then such individual shall be allowed a maximum of 5 minutes to speak. The Chair has the authority to grant additional time, if requested by a Speaker, for good cause. At the end of the Speaker's allotted time, the Chair shall direct the Speaker to wrap up and the Speaker shall not exceed 1 additional minute of speaking time.
6. Council shall not respond to Speakers; however, the Mayor may direct City administration to respond to the Speaker, if appropriate, outside of or during the meeting.

7.04 Legal Settlements in Regards to Any Claims Against the City.

Final offers for legal settlements for claims or litigation against the City must be submitted in writing.

Section 8 – CITY COUNCIL COMMITTEES

8.01. Ad Hoc Committees.

The Mayor may appoint ad hoc committees from time to time to study and review specific issues. The Mayor shall determine the number of members and appoint a chair of ad hoc committees. The ad hoc committees shall be established for a designated period of time, which may be extended by the Mayor and shall meet as needed. The Mayor shall formally announce the establishment of any ad hoc committee along with his appointments to that committee in a session of Council prior to the committee convening to conduct business.

8.02. Agenda and Information.

At each committee meeting, City staff shall endeavor to have a copy of the agenda and supporting information available for public viewing. Items may be scheduled on the agenda for committee briefings by the chair, the City Council, the City Manager, or the Mayor. Summary minutes will be kept.

Section 9 – RULES SUSPENSION

Any provision of these rules not governed by the City Charter, City Code, or state law may be temporarily suspended by a two-thirds vote of the members of the City Council present. The vote on any such suspension shall be taken by "Aye" and "No" votes and entered upon the record.

ANNEX A

Fundamental Principles of Parliamentary Law

The Mayor, Councilmembers, City Manager, City Attorney, City Secretary, Municipal Court Judge and City staff members appearing before the various sessions of the Richwood City Council should become familiar with following rules and customs:

1. All members have equal rights, privileges, and obligations; rules must be administered impartially.
2. The minority has rights, which must be protected.
3. Full and free discussions of all motions, reports, and other items of business is a right of all members.
4. In doing business the simplest and most direct procedure should be used.
5. Logical precedence governs introduction and disposition of motions.
6. Only one question can be considered at a time.
7. Members may not make a motion or speak in debate until they have been recognized by the chair and thus have obtained the floor.
8. No member may speak a second time on the same question if anyone who has not spoken on that question wishes to do so.
9. Members must not attack or question the motives of other members. Customarily, all remarks are addressed to the presiding officer.
10. In voting, members have the right to know at all times what motion is before the assembly and what affirmative and negative votes mean.
11. The majority vote decides. This is a fundamental concept of democracy.
12. All meetings will be characterized by fairness and good faith.

ANNEX B

The Chief Purposes of Motions

PURPOSE	MOTION
Present an idea for Consideration and action	Main motion Resolution
Improve a pending motion	Amend Division of question
Regulate or cut off debate	Limit or extend debate Previous Question
Delay a decision	Refer to committee Postpone to a certain time Recess Adjourn
Kill an item	Postpone Indefinitely
Meet an emergency	Question of privilege Suspend rules Lay on the Table
Gain information on a pending motion	Parliamentary inquiry Request for information Request to ask a member a question Question of privilege
Question the decision of the presiding officer	Point of order
Enforce rights and privileges	Parliamentary inquiry Point of order Appeal from decision of the chair
Consider a question again	Take from the Table Discharge a committee Reconsider Rescind Renew a motion Amend a previous action Ratify
Change an action already taken	Reconsider Rescind Amend a previous action
Terminate a meeting	Adjourn Recess

ANNEX C Parliamentary Strategy

To Support a Motion	To Oppose a Motion
<ol style="list-style-type: none"> 1. Second it promptly and enthusiastically. 2. Speak in favor of it as soon as possible. 3. Do your homework; know your facts; have handouts, charts, etc., if appropriate. 4. Move to amend motion, if necessary, to make it more acceptable to proponents. 5. Vote against motion to table or to postpone, unless delay will strengthen your position. 6. Move to recess or postpone, if you need time to marshal facts or work behind the scenes. 7. If defeat seems likely, move to refer to committee, if that would improve chances. 8. If defeat seems likely, move to divide question, if appropriate, to gain at least a partial victory. 9. Have available a copy of the rules of procedure, City Charter, and <i>Robert's Rules of Order Newly Revised</i>, most recent edition, in case of a procedural dispute. 10. If motion is defeated, move to reconsider, if circumstances warrant it. 11. If motion is defeated, consider reintroducing it at a subsequent meeting. 	<ol style="list-style-type: none"> 1. Speak against it as soon as possible. Raise question; try to put proponents on the defensive. 2. Move to amend the motion so as to eliminate objectionable aspects. 3. Move to amend the motion to adversely encumber it. 4. Draft a more acceptable version and offer as amendment by substitution. 5. Move to postpone to a subsequent meeting. 6. Move to refer to committee. 7. Move to recess, if you need time to round up votes or obtain more facts. 8. Question the presence of quorum, if appropriate. 9. Move to adjourn 10. On a voice vote, vote emphatically. 11. If the motion is adopted, move to reconsider, if you might win a subsequent vote. 12. If the motion is adopted, consider trying to rescind it at a subsequent meeting. 13. Have available a copy of the rule of procedure, City Charter, and <i>Robert's Rules of Order Newly Revised</i>, most recent edition, in case of a procedural dispute.

