

City of Richwood — TEXAS —

CITY COUNCIL MEETING AGENDA

Monday, February 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, February 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. CONSENT AGENDA
 - [A.](#) Approval of minutes from regular meeting held January 9, 2023.
 - B. Appoint Amanda Seymour to the Keep Richwood Beautiful Committee.
 - C. Appoint Leslie Klug to the Keep Richwood Beautiful Committee.
 - D. Appoint William Yearsin to the Keep Richwood Beautiful Committee.
 - E. Appoint Karl Klug to the Keep Richwood Beautiful Committee.
 - [F.](#) December 2022 Financial Budget Report FY 2023
 - [G.](#) January 2023 Financial Budget Report FY 2023
 - [H.](#) Quarter 1 Fiscal Year 2023 Investment Report
 - [I.](#) After Action Report - Diesel Spill
- VII. PRESENTATION
 - A. Fiscal Year 2022 Financial Audit Presentation - Clayton Rogers, Pattillo Brown & Hill, LLP
- VIII. DISCUSSION AND ACTION ITEMS
 - A. Discuss and consider appointment for Brazosport Water Authority Representative.
 - 1. Lauren LaCount
 - 2. William Yearsin
 - B. Overview discussion regarding the Transportation Fund and Bond Fund.
 - [C.](#) Discuss and consider awarding bid for Richwood's 2022 Sidewalks and Drainage Construction Contract.
 - [D.](#) Discuss and consider approving Resolution 23-R-75, amending the FY 23 Transportation Fund Budget to complete a sidewalk project using remaining bond funds and transportation fund balance.
 - [E.](#) Discussion regarding Storm Water Master Plan, phases 1 & 2.

- F. Discuss and consider approval of Change Order #2 to the Stormwater Master Plan, Phase 1&2 Drainage Projects.
- G. Discuss and consider approving Resolution 23-R-74, amending the FY 23 Transportation Fund Budget to complete a drainage project using the remaining bond funds and transportation fund balance.
- H. Discuss and consider approving Resolution 23-R-76, amending the FY 23 Budget to approve transfer from CCPD to General Fund for the purchase of Police Department Vehicles.
- I. Discuss and consider adopting Ordinance 23-504 amending Chapter 15, Article II, Section 27, of the City of Richwood Code of Ordinances for the purpose of amending membership guidelines of the Planning and Zoning Commission.
- J. 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. FUTURE AGENDA ITEMS
- XIV. ADJOURNMENT

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

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 February 10, 2023 at 10:00 AM 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

MINUTES

RICHWOOD CITY COUNCIL MEETING

Monday, January 09, 2023 at 6:00 PM

BE IT KNOWN THAT a City of Richwood City Council will meet Monday, January 9, 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

The meeting was called to order at 6:00 p.m.

II. INVOCATION

Tricia Ditto, Finance Director, led the invocation.

III. PLEDGES OF ALLEGIANCE

Mayor Boykin led the pledges.

IV. ROLL CALL OF COUNCIL MEMBERS

PRESENT

Steve Boykin, Mayor

Mike Johnson, Position 1

Melissa Strawn, Position 2

Matthew Yarborough, Position 3

Rory Escalante, Position 4

Jeremy Fountain, Position 5

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

V. SWEAR IN COUNCIL MEMBER

A. Jeremy Fountain, Position 5

Kirsten Garcia, City Secretary, swore in Mr. Fountain.

VI. PUBLIC COMMENTS

William Yearsin - 244 Briarcreek - Mr. Yearsin addressed the Council regarding his civil rights being violated last City Council meeting by not being allowed to serve on the CCPD.

Leslie Klug - 105 Hummingbird - Mrs. Klug addressed Council regarding current discouragement in committees and current city volunteers. She spoke regarding the fact that City Council decided not to allow someone to fill an open spot when we need volunteers.

Lauren LaCount - Mrs. LaCount spoke regarding the volunteer being turned away from the committee. Requests that Council reach out to the affected committee before turning someone away.

VII. CONSENT AGENDA

A. Budget Report, November 2022

B. Appoint William Yearsin to the Crime Control and Prevention District Board.

C. Approval of minutes from regular meeting held November 14, 2022.

D. Approval of minutes from regular meeting held December 14, 2022.

Motion to remove Item B from consent agenda.

Motion made by Mike Johnson, Seconded by Melissa Strawn.

Voting Yea: Mike Johnson, Melissa Strawn, Matthew Yarborough, Rory Escalante

Voting Nay: Jeremy Fountain

Motion carried.

Motion to approve remaining consent agenda.

Motion made by Mike Johnson, Seconded by Melissa Strawn.

Voting Yea: Mike Johnson, Melissa Strawn, Matthew Yarborough, Rory Escalante, Jeremy Fountain

Motion carried.

VIII. PRESENTATION

A. 2022 Charter Review Commission Report

Lauren LaCount presented the report.

Mark Guthrie expressed appreciation to the committee for serving.

Discussion held on how lowering the threshold for initiative could affect the City from a legal standpoint.

IX. DISCUSSION AND ACTION ITEMS

A. Discuss and consider Ordinance 23-501 calling the May 6, 2022 General Election and approving a joint election contract with Brazoria County.

Motion to approve Ordinance 23-501 calling the May 6, 2023, General Election and approving a joint election contract with Brazoria County.

Motion made by Mike Johnson, Seconded by Jeremy Fountain.

Voting Yea: Mike Johnson, Melissa Strawn, Matthew Yarborough, Rory Escalante, Jeremy Fountain

Motion carried.

B. Discuss and consider Ordinance 23-502 calling a special election for May 6, 2023 for the consideration of proposed amendments to the Richwood City Charter.

Motion to approve Ordinance 23-502 calling a special election for May 6, 2023, for the consideration of proposed amendments to the Richwood City Charter.

Motion made by Jeremy Fountain, Seconded by Rory Escalante.

Voting Yea: Mike Johnson, Melissa Strawn, Matthew Yarborough, Rory Escalante, Jeremy Fountain

Motion carried.

- C. Discuss and consider Ordinance 23-503 calling a special election for May 6, 2023, for the reauthorization of the local sales and use tax at the rate of one-fourth of one percent to continue providing revenue for the maintenance and repair of municipal streets.

Motion to approve Ordinance 23-503 calling a special election for May 6, 2023 for the reauthorization of the local sales and use tax at the rate of one-fourth of one percent to continue providing revenue for the maintenance and repair of municipal streets.

Motion made by Mike Johnson, Seconded by Matthew Yarborough.

Voting Yea: Mike Johnson, Melissa Strawn, Matthew Yarborough, Rory Escalante, Jeremy Fountain

Motion carried.

- D. Consider items removed from Consent Agenda.

- B. Appoint William Yearsin to the Crime Control and Prevention District Board.

Motion to appoint William Yearsin to the Crime Control and Prevention District Board.

Motion made by Jeremy Fountain, Seconded by Mike Johnson.

Voting Yea: Mike Johnson, Matthew Yarborough, Jeremy Fountain

Voting Nay: Melissa Strawn, Rory Escalante

Motion carried.

X. CAPITAL IMPROVEMENT PROJECTS UPDATE

Clif presented the update for Capital improvement.

Discussion held on work to be done on the south water plant.

XI. CITY MANAGER'S REPORT

Eric Foerster reported that he finished the post fire HMGP grant and it's been submitted. He added that we are waiting on crack sealing to begin also.

Eric reported on our new Code Enforcement officer's family emergency, requested everyone please keep him in your prayers.

Discussion held on soil that was excavated after the spill.

XII. COUNCIL MEMBER COMMENTS & REPORTS

Mike Johnson advised that he attended KRB meeting last month and went good. He expressed thanks to all volunteers.

Melissa Strawn recognized law enforcement officers for law enforcement appreciation day.

Jeremy Fountain expressed thanks to all volunteers and viewers of our meetings. He added that we always have things going on and would love to see people out. He expressed thanks to Clif and his team for all their hard work.

XIII. MAYOR'S REPORT

Mayor recapped the previous year regarding weather.

Reported on planning for the future regarding infrastructure and personnel.

Reported on staff and volunteer efforts and he expressed appreciation to all.

XIV. FUTURE AGENDA ITEMS

City Manager Review / hold a special meeting for this topic. 02/23/23 tentative

City Council Policy

Look at P&Z Ord

After action on diesel spill

BWA Representative

Audit report

Leslie Klug - stated she really hopes the actions of the Council members do not discourage people from applying for boards and commissions for the City.

XV. ADJOURNMENT

Being there no further business, the meeting was adjourned 7:15 p.m.

These minutes were read and approved on this 13th day of February 2023.

Mayor

ATTEST:

City Secretary



AGENDA MEMORANDUM – FEBRUARY 13, 2023

ITEM # CONSENT

CONTACT: Patricia Ditto, Finance Director

SUBJECT: Monthly Budget Summary Report

SUMMARY: Receive and/or approve the December 2022 Budget Report

BACKGROUND INFORMATION:

The information provided is for the FY 2022-2023 budget period, month ending December 31, 2022. 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 December 2022, which is the third month of Fiscal Year 23. 25% 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 December 31, 2022, General Fund revenues total \$1,151,839. General Fund expenditures total \$791,081.

Revenue (GF)

Total Revenue collected in the General fund is at 35.77% of budget projection.

- M & O (Maintenance and Operations) Property tax (including current, delinquent and penalties) received through the end of December is \$991,959. This is about \$100,000 more than was received at this time last year. Richwood has received just under half of projected property taxes for the year.
- Sales Tax revenue received in December was earned in October, the first month that will report sales tax revenue for the year as it is shown when earned. The amount received in General Fund is \$44,370. \$10,761 was received within CCPD and \$11,092 within the Transportation Fund. These amounts are less than received in December 22.
- Permits and Licenses revenues total \$2,243 this month, year to date total of \$17,066. This is compared to \$12,713 collected at this time last year. Inspection fees collected are \$7,590 while fees paid for inspections are \$6,230 as of the end of December.

Water Impact fees collected this year total \$4,828. No Sewer impact fees have been collected. All Impact Fees are posted to Fund 32 Utility Capital Improvements and do not show on this budget report.

- Court revenue for the month of December is \$7,651, year to date totaling \$26,357. This compares to \$19,828 at this time last year.



Expenditures (GF)

Expenditures in the General Fund are currently shown at \$791,081, 28.12% of budget, just slightly ahead of budget overall.

All approved transfers to and from the General Fund have been made, with the exception of the transfer to Transportation Fund for road repairs.

30-Water, Sewer, and Solid Waste Fund

Operating Revenues received through FY23 total \$667,489. Operating expense is \$555,296.

There are no other items of note at this time.

RECOMMENDATION: Council to approve December 2022 Budget Summary Report for General Fund and the Water & Sewer Enterprise Fund.

**City of Richwood
Operational Budget Report
12/1/2022 -12/31/2022**

10 General Fund	Prior YTD	Current Period	Current YTD	Original Budget	Revised Budget	Remaining Budget	% Earned/Used
Revenue							25% of year
Taxes	1,004,689.79	955,464.19	1,082,679.65	2,960,070.00	2,960,070.00	1,877,390.35	36.58%
Property taxes, including delinquent & penalties	892,280.17	891,974.31	991,958.80	2,039,070.00	2,039,070.00		48.65%
Franchise Taxes	58,842.31	19,120.36	46,351.33	196,000.00	196,000.00		23.65%
Sales Tax	53,567.31	44,369.52	44,369.52	725,000.00	725,000.00		6.12%
Licenses and permits	12,712.92	2,243.00	17,065.64	88,250.00	88,250.00	71,184.36	19.34%
Intergovernmental revenue	7,000.00	0.00	0.00	1,000.00	1,000.00	1,000.00	0.00%
Charges for services - Municipal Bldg Rental	2,140.00	650.00	1,325.00	7,000.00	7,000.00	5,675.00	18.93%
Fines and forfeitures	19,827.60	7,651.04	26,356.85	110,000.00	110,000.00	83,643.15	23.96%
Special Revenues	(119.00)	6,550.00	7,050.00	1,350.00	1,350.00	(5,700.00)	Ahead of Budget
Interest	250.95	18.89	7,510.92	2,500.00	2,500.00	(5,010.92)	Ahead of Budget
Miscellaneous revenue	8,099.52	3,472.05	9,850.82	50,000.00	50,000.00	40,149.18	19.70%
Inspection Fees	7,590.00	2,530.00	7,590.00	35,000.00	35,000.00		
Miscellaneous Income	409.52	942.05	1,760.82	10,000.00	10,000.00		
Parks & Recreation - Park Pavillion Rentals	100.00	0.00	500.00	5,000.00	5,000.00		
Total Revenue	1,054,601.78	976,049.17	1,151,838.88	3,220,170.00	3,220,170.00	2,068,331.12	35.77%
Expenditures							
General Government							
Administration							
Personnel & Benefits	105,903.19	34,993.61	103,014.80	471,868.00	471,868.00	368,853.20	21.83%
Supplies	2,665.31	953.11	4,478.55	18,900.00	18,900.00	14,421.45	23.70%
Maintenance & Repair	965.89	406.98	1,351.86	4,000.00	4,000.00	2,648.14	33.80%
Utilities	3,424.59	1,904.23	3,220.27	14,700.00	14,700.00	11,479.73	21.91%
Professional Services	68,565.29	34,171.17	87,972.70	184,300.00	184,300.00	96,327.30	47.73%
Other Services	15,897.91	529.85	27,656.73	71,500.00	71,500.00	43,843.27	38.68%
Capital Equipment	953.27	340.98	32,420.19	37,600.00	37,600.00	5,179.81	86.22%
Total Administration	198,375.45	73,299.93	260,115.10	802,868.00	802,868.00	542,752.90	32.40%
Judicial							
Personnel & Benefits	15,306.80	5,742.19	16,541.37	73,735.00	73,735.00	57,193.63	22.43%
Supplies	252.67	0.00	0.00	2,300.00	2,300.00	2,300.00	0.00%
Professional Services	10,722.00	510.00	8,910.00	20,350.00	20,350.00	11,440.00	43.78%
Other Services	75.00	130.00	130.00	1,000.00	1,000.00	870.00	13.00%
Total Judicial	26,356.47	6,382.19	25,581.37	97,385.00	97,385.00	71,803.63	26.27%
Permitting & Inspections							
Personnel & Benefits	6,900.00	1,390.00	6,230.00	40,000.00	40,000.00	33,770.00	15.58%
Supplies	178.10	0.00	0.00	1,000.00	1,000.00	1,000.00	0.00%
Professional Services	0.00	0.00	0.00	1,500.00	1,500.00	1,500.00	0.00%
Total Permitting & Inspections	7,078.10	1,390.00	6,230.00	42,500.00	42,500.00	36,270.00	14.66%
Special Revenue Expenditures							
Supplies	0.00	0.00	0.00	1,500.00	1,500.00	1,500.00	0.00%
Total Special Revenue Expenditures	0.00	0.00	0.00	1,500.00	1,500.00	1,500.00	0.00%
Total General Government	231,810.02	81,072.12	291,926.47	944,253.00	944,253.00	652,326.53	30.92%
Public Safety							
Police Department							
Personnel & Benefits	172,924.80	73,721.06	214,547.74	872,524.00	872,524.00	657,976.26	24.59%
Supplies	8,661.02	3,055.40	11,849.78	51,000.00	51,000.00	39,150.22	23.23%
Maintenance & Repair	9,734.73	2,706.76	4,988.04	28,350.00	28,350.00	23,361.96	17.59%
Utilities	3,059.89	1,624.43	4,387.28	14,500.00	14,500.00	10,112.72	30.26%
Professional Services	12,428.06	0.00	73,022.96	159,556.00	159,556.00	86,533.04	45.77%
Other Services	16,120.93	0.00	14,232.16	18,200.00	18,200.00	3,967.84	78.20%
Capital Equipment	3,088.61	187.10	561.30	10,625.00	10,625.00	10,063.70	5.28%
Total Police Department	226,018.04	81,294.75	323,589.26	1,154,755.00	1,154,755.00	831,165.74	28.02%
Fire Department							
Personnel & Benefits	7,873.60	884.38	4,595.38	38,461.00	38,461.00	33,865.62	11.95%
Supplies	3,391.80	1,129.66	2,637.29	19,000.00	19,000.00	16,362.71	13.88%
Maintenance & Repair	2,828.50	4,630.00	4,785.00	30,500.00	30,500.00	25,715.00	15.69%
Utilities	958.75	743.02	1,374.60	5,000.00	5,000.00	3,625.40	27.49%

10 General Fund	Prior YTD	Current Period	Current YTD	Original Budget	Revised Budget	Remaining Budget	% Earned/Used
Professional Services	26,782.75	0.00	38,311.00	160,907.00	160,907.00	122,596.00	23.81%
Other Services	12,957.28	0.00	13,243.24	27,000.00	27,000.00	13,756.76	49.05%
Capital Equipment	32,763.97	0.00	32,712.17	64,712.00	64,712.00	31,999.83	50.55%
Total Fire Department	87,556.65	7,387.06	97,658.68	345,580.00	345,580.00	247,921.32	28.26%
Code Enforcement							
Personnel & Benefits	0.00	4,579.41	6,249.40	62,721.00	62,721.00	56,471.60	9.96%
Supplies	0.00	108.20	108.20	2,000.00	2,000.00	1,891.80	5.41%
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	0.00	4,687.61	6,357.60	67,221.00	67,221.00	60,863.40	9.46%
Total Public Safety	313,574.69	93,369.42	427,605.54	1,567,556.00	1,567,556.00	1,139,950.46	27.28%
Public Works							
City Maintenance							
Personnel & Benefits	23,606.65	7,318.39	21,616.30	112,568.00	112,568.00	90,951.70	19.20%
Supplies	3,160.03	2,676.79	6,382.91	15,950.00	15,950.00	9,567.09	40.02%
Maintenance & Repair	14,466.99	1,076.02	8,306.42	36,510.00	36,510.00	28,203.58	22.75%
Utilities	4,939.42	474.86	8,600.32	44,700.00	44,700.00	36,099.68	19.24%
Other Services	2,621.36	0.00	2,753.67	10,100.00	10,100.00	7,346.33	27.26%
Capital Equipment	0.00	0.00	15,000.00	15,000.00	15,000.00	0.00	100.00%
Total City Maintenance	48,794.45	11,546.06	62,659.62	234,828.00	234,828.00	172,168.38	26.68%
Parks and Recreation							
Supplies	1,084.28	120.48	202.56	3,800.00	3,800.00	3,597.44	5.33%
Maintenance & Repair	5,119.20	1,196.33	3,058.63	31,000.00	31,000.00	27,941.37	9.87%
Utilities	311.32	616.43	927.32	4,000.00	4,000.00	3,072.68	23.18%
Other Services	2,739.74	361.04	4,700.82	18,050.00	18,050.00	13,349.18	26.04%
Total Parks and Recreation	9,254.54	2,294.28	8,889.33	56,850.00	56,850.00	47,960.67	15.64%
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	819,360.60	188,281.88	791,080.96	2,813,487.00	2,813,487.00	2,022,406.04	28.12%
Other Financing Sources and Uses							
Sources							
Transfers In	0.00	0.00	15,000.00	590,000.00	590,000.00	575,000.00	2.54%
Total Sources	0.00	0.00	15,000.00	590,000.00	590,000.00	575,000.00	2.54%
Uses							
Transfers Out	454,128.00	0.00	329,000.00	904,000.00	904,000.00	575,000.00	36.39%
Total Uses	454,128.00	0.00	329,000.00	904,000.00	904,000.00	575,000.00	36.39%
Total Other Financing Sources and Uses	(454,128.00)	0.00	(314,000.00)	(314,000.00)	(314,000.00)	0.00	100.00%
Total - 10 GENERAL FUND	(218,886.82)	787,767.29	46,757.92	92,683.00	92,683.00	45,925.08	

City of Richwood Operational Budget Report 12/1/2022 -12/31/2022							
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							25% of year
Sewer Department	220,193.96	76,405.07	243,991.52	956,700.00	956,700.00	712,708.48	25.50%
Water Department	282,863.38	110,810.14	339,022.44	1,381,600.00	1,381,600.00	1,042,577.56	24.54%
Solid Waste Department	78,786.90	27,981.93	84,474.54	325,000.00	325,000.00	240,525.46	25.99%
Total Operating income	581,844.24	215,197.14	667,488.50	2,663,300.00	2,663,300.00	1,995,811.50	25.06%
Operating expense							
Sewer Department							
Personnel & Benefits	38,115.98	14,423.74	41,591.43	184,767.00	184,767.00	143,175.57	22.51%
Supplies	1,342.25	432.90	1,732.40	10,200.00	10,200.00	8,467.60	16.98%
Maintenance & Repair	27,379.29	5,069.85	12,491.19	73,940.00	73,940.00	61,448.81	16.89%
Professional Services	94,899.15	0.00	91,249.53	580,000.00	580,000.00	488,750.47	15.73%
Other Services	5,122.09	0.00	3,872.72	5,400.00	5,400.00	1,527.28	71.72%
Total Sewer Department	166,858.76	19,926.49	150,937.27	854,307.00	854,307.00	703,369.73	17.67%
Water Department							
Personnel & Benefits	36,896.84	17,978.15	55,889.52	221,306.00	221,306.00	165,416.48	25.25%
Supplies	3,619.97	2,525.35	7,627.72	24,500.00	24,500.00	16,872.28	31.13%
Maintenance & Repair	17,811.94	37,940.01	85,055.63	134,400.00	134,400.00	49,344.37	63.29%
Utilities	9,935.62	7,691.86	15,873.70	71,900.00	71,900.00	56,026.30	22.08%
Professional Services	30,993.84	1,653.14	39,714.92	58,000.00	58,000.00	18,285.08	68.47%
Other Services	89,403.96	27,637.30	101,755.53	405,200.00	405,200.00	303,444.47	25.11%
Capital Equipment	601.54	300.77	902.31	3,610.00	3,610.00	2,707.69	24.99%
Total Water Department	189,263.71	95,726.58	306,819.33	918,916.00	918,916.00	612,096.67	33.39%
Solid Waste Department							
Professional Services	45,221.56	48,769.66	97,539.32	280,000.00	280,000.00	182,352.68	34.84%
Total Solid Waste Department	45,221.56	48,769.66	97,539.32	280,000.00	280,000.00	182,460.68	34.84%
Total Operating expense	401,344.03	164,422.73	555,295.92	2,053,223.00	2,053,223.00	1,497,927.08	27.05%
Total Net Operating Income (Loss)	180,500.21	50,774.41	112,192.58	610,077.00	610,077.00	497,884.42	18.39%
Non-Operating Items							
Non-operating income							
Interest income	75.96	0.00	73.96	500.00	500.00	426.04	14.79%
Grants	0.00	0.00	54,874.03	0.00	0.00	(54,874.03)	Ahead of Budget
Other income	38.97	1,169.15	1,403.92	1,000.00	1,000.00	(403.92)	Ahead of Budget
Transfers In	10,000.00	0.00	0.00	37,000.00	37,000.00	37,000.00	0.00%
Total Non-operating income	10,114.93	1,169.15	56,351.91	38,500.00	38,500.00	17,851.91	146.37%
Non-operating expense							
Debt Service	0.00	0.00	0.00	363,615.00	363,615.00	363,615.00	0.00%
Transfers Out	56,000.00	0.00	0.00	56,000.00	56,000.00	56,000.00	0.00%
Total Non-operating expense	56,000.00	0.00	0.00	419,615.00	419,615.00	419,615.00	0.00%
Depreciation Expense	0.00	0.00	0.00	350,000.00	350,000.00	350,000.00	0.00%
Total Non-Operating Items	(45,885.07)	1,169.15	56,351.91	(731,115.00)	(731,115.00)	787,466.91	Ahead of Budget
Total - 30 Water & Sewer Enterprise Fund	134,615.14	51,943.56	168,544.49	(121,038.00)	(121,038.00)	289,582.49	Ahead of Budget



AGENDA MEMORANDUM – FEBRUARY 13, 2023

ITEM # CONSENT

CONTACT: Patricia Ditto, Finance Director

SUBJECT: Monthly Budget Summary Report

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

BACKGROUND INFORMATION:

The information provided is for the FY 2022-2023 budget period, month ending January 31, 2022. 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 January 2022, which is the fourth month of Fiscal Year 23. 33.3% 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 January 31, 2022, General Fund revenues total \$1,680,767. General Fund expenditures total \$1,026,353.

Revenue (GF)

Total Revenue collected in the General fund is at 52.19% of budget projection.

- M & O (Maintenance and Operations) Property tax (including current, delinquent and penalties) received through the end of January is \$1,441,550, 71% of projected property taxes for the year.
- Sales Tax revenue received in January was earned in November. The amount received in General Fund is \$52,644. \$12,957 was received within CCPD and \$13,161 within the Transportation Fund. After collecting 2 months of sales tax, we are behind FY22 and projection for this year.
- Permits and Licenses revenues total \$1,979 this month, year to date total of \$19,045. This is compared to \$18,390 collected at this time last year. Inspection fees collected are \$10,120 while fees paid for inspections are \$6,230 as of the end of January.

Water Impact fees collected this year total \$4,828. No Sewer impact fees have been collected. All Impact Fees are posted to Fund 32 Utility Capital Improvements and do not show on this budget report.

- Court revenue for the month of January is \$9,673, year to date totaling \$36,030. This compares to \$27,548 at this time last year.



Expenditures (GF)

Expenditures in the General Fund are currently shown at \$1,023,353, 36.48% of budget, just slightly ahead of budget overall.

All approved transfers to and from the General Fund have been made, with the exception of the transfer to Transportation Fund for road repairs.

Under the recommendation of our auditors, I have closed out Fund 11, which was a General Fund Capital Project account. No activity had occurred for several years within this fund, and it was carrying a negative fund balance. To close this out, an interfund transfer was created. The amount of \$33,651.61 is seen under Transfers out. This has no material impact on our financial situation or our financial reports as Fund 11 has been shown as a component of the General Fund.

30-Water, Sewer, and Solid Waste Fund

Operating Revenues received through FY23 total \$887,617. Operating expense is \$650,319.

The first debt payments from the enterprise were made this month, as shown under non-operating expense.

As discussed above regarding Fund 11, it was also recommended to close out Fund 31 Utility Fund Contingency, which has similarly been shown as a component of the enterprise fund, and was carrying a negative fund balance. A transfer out from the enterprise fund was completed to close out Fund 31. This transfer is shown within non-operating expense as a Transfer Out.

RECOMMENDATION: Council to approve January 2022 Budget Summary Report for General Fund and the Water & Sewer Enterprise Fund.

**City of Richwood
Operational Budget Report
10/1/2022 -01/31/2023**

10 General Fund	Prior YTD	Current Period	Current YTD	Original Budget	Revised Budget	Remaining Budget	% Earned/Used
Revenue							33.3% of year
Taxes	1,789,545.99	502,258.45	1,584,938.10	2,960,070.00	2,960,070.00	1,375,131.90	53.54%
Property taxes, including delinquent & penalties	1,621,010.25	449,591.30	1,441,550.10	2,039,070.00	2,039,070.00		70.70%
Franchise Taxes	58,842.31	22.86	46,374.19	196,000.00	196,000.00		23.66%
Sales Tax	109,693.43	52,644.29	97,013.81	725,000.00	725,000.00		13.38%
Licenses and permits	18,389.92	1,979.00	19,044.64	88,250.00	88,250.00	69,205.36	21.58%
Intergovernmental revenue	7,000.00	0.00	0.00	1,000.00	1,000.00	1,000.00	0.00%
Charges for services - Municipal Bldg Rental	2,440.00	1,450.00	2,775.00	7,000.00	7,000.00	4,225.00	39.64%
Fines and forfeitures	27,547.87	9,673.35	36,030.20	110,000.00	110,000.00	73,969.80	32.75%
Special Revenues	(109.36)	0.00	7,050.00	1,350.00	1,350.00	(5,700.00)	Ahead of Budget
Interest	312.18	6,253.71	18,219.91	2,500.00	2,500.00	(15,719.91)	Ahead of Budget
Miscellaneous revenue	11,277.15	2,858.13	12,708.95	50,000.00	50,000.00	37,291.05	25.42%
Inspection Fees	10,120.00	2,530.00	10,120.00	35,000.00	35,000.00		
Miscellaneous Income	757.15	28.13	1,788.95	10,000.00	10,000.00		
Parks & Recreation - Park Pavillion Rentals	400.00	300.00	800.00	5,000.00	5,000.00		
Total Revenue	1,856,403.75	524,472.64	1,680,766.80	3,220,170.00	3,220,170.00	1,539,403.20	52.19%
Expenditures							
General Government							
Administration							
Personnel & Benefits	157,989.64	50,548.94	153,563.74	471,868.00	471,868.00	318,304.26	32.54%
Supplies	3,999.80	(50.00)	4,428.55	18,900.00	18,900.00	14,471.45	23.43%
Maintenance & Repair	1,005.13	0.00	1,351.86	4,000.00	4,000.00	2,648.14	33.80%
Utilities	4,942.27	221.89	3,442.16	14,700.00	14,700.00	11,257.84	23.42%
Professional Services	74,979.23	4,344.21	92,316.91	184,300.00	184,300.00	91,983.09	50.09%
Other Services	15,934.27	46.02	27,702.75	71,500.00	71,500.00	43,797.25	38.75%
Capital Equipment	1,635.23	7,314.04	39,734.23	37,600.00	37,600.00	(2,134.23)	Over Budget
Total Administration	260,485.57	62,425.10	322,540.20	802,868.00	802,868.00	480,327.80	40.17%
Judicial							
Personnel & Benefits	23,053.26	7,781.37	24,322.74	73,735.00	73,735.00	49,412.26	32.99%
Supplies	252.67	0.00	0.00	2,300.00	2,300.00	2,300.00	0.00%
Professional Services	10,722.00	1,887.20	10,797.20	20,350.00	20,350.00	9,552.80	53.06%
Other Services	75.00	0.00	130.00	1,000.00	1,000.00	870.00	13.00%
Total Judicial	34,102.93	9,668.57	35,249.94	97,385.00	97,385.00	62,135.06	36.20%
Permitting & Inspections							
Personnel & Benefits	9,075.00	0.00	6,230.00	40,000.00	40,000.00	33,770.00	15.58%
Supplies	178.10	0.00	0.00	1,000.00	1,000.00	1,000.00	0.00%
Professional Services	0.00	0.00	0.00	1,500.00	1,500.00	1,500.00	0.00%
Total Permitting & Inspections	9,253.10	0.00	6,230.00	42,500.00	42,500.00	36,270.00	14.66%
Special Revenue Expenditures							
Supplies	0.00	0.00	0.00	1,500.00	1,500.00	1,500.00	0.00%
Total Special Revenue Expenditures	0.00	0.00	0.00	1,500.00	1,500.00	1,500.00	0.00%
Total General Government	303,841.60	72,093.67	364,020.14	944,253.00	944,253.00	580,232.86	38.55%
Public Safety							
Police Department							
Personnel & Benefits	268,572.26	103,441.69	317,989.43	872,524.00	872,524.00	554,534.57	36.44%
Supplies	17,310.70	0.00	11,849.78	51,000.00	51,000.00	39,150.22	23.23%
Maintenance & Repair	11,387.78	1,354.11	6,342.15	28,350.00	28,350.00	22,007.85	22.37%
Utilities	4,030.79	1,687.27	6,074.55	14,500.00	14,500.00	8,425.45	41.89%
Professional Services	101,838.06	27,116.44	100,139.40	159,556.00	159,556.00	59,416.60	62.76%
Other Services	16,170.93	0.00	14,232.16	18,200.00	18,200.00	3,967.84	78.20%
Capital Equipment	3,462.81	187.10	748.40	10,625.00	10,625.00	9,876.60	7.04%
Total Police Department	422,773.33	133,786.61	457,375.87	1,154,755.00	1,154,755.00	697,379.13	39.61%
Fire Department							
Personnel & Benefits	7,873.60	0.00	4,595.38	38,461.00	38,461.00	33,865.62	11.95%
Supplies	4,055.19	0.00	2,637.29	19,000.00	19,000.00	16,362.71	13.88%
Maintenance & Repair	2,828.50	797.30	5,582.30	30,500.00	30,500.00	24,917.70	18.30%
Utilities	1,548.00	337.00	1,711.60	5,000.00	5,000.00	3,288.40	34.23%

10 General Fund	Prior YTD	Current Period	Current YTD	Original Budget	Revised Budget	Remaining Budget	% Earned/Used
Professional Services	65,093.75	0.00	38,311.00	160,907.00	160,907.00	122,596.00	23.81%
Other Services	13,905.28	960.00	14,203.24	27,000.00	27,000.00	12,796.76	52.60%
Capital Equipment	35,229.63	0.00	32,712.17	64,712.00	64,712.00	31,999.83	50.55%
Total Fire Department	130,533.95	2,094.30	99,752.98	345,580.00	345,580.00	245,827.02	28.87%
Code Enforcement							
Personnel & Benefits	0.00	7,978.60	14,228.00	62,721.00	62,721.00	48,493.00	22.68%
Supplies	0.00	0.00	108.20	2,000.00	2,000.00	1,891.80	5.41%
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	0.00	7,978.60	14,336.20	67,221.00	67,221.00	52,884.80	21.33%
Total Public Safety	553,307.28	143,859.51	571,465.05	1,567,556.00	1,567,556.00	996,090.95	36.46%
Public Works							
City Maintenance							
Personnel & Benefits	35,387.82	10,714.91	32,331.21	112,568.00	112,568.00	80,236.79	28.72%
Supplies	4,531.19	3,030.16	9,413.07	15,950.00	15,950.00	6,536.93	59.02%
Maintenance & Repair	17,349.14	3,543.62	11,850.04	36,510.00	36,510.00	24,659.96	32.46%
Utilities	7,380.53	0.00	8,600.32	44,700.00	44,700.00	36,099.68	19.24%
Other Services	2,621.36	0.00	2,753.67	10,100.00	10,100.00	7,346.33	27.26%
Capital Equipment	59,422.00	171.60	15,171.60	15,000.00	15,000.00	(171.60)	Over Budget
Total City Maintenance	126,692.04	17,460.29	80,119.91	234,828.00	234,828.00	154,708.09	34.12%
Parks and Recreation							
Supplies	1,111.76	1,537.67	1,740.23	3,800.00	3,800.00	2,059.77	45.80%
Maintenance & Repair	7,953.19	320.71	3,379.34	31,000.00	31,000.00	27,620.66	10.90%
Utilities	566.48	0.00	927.32	4,000.00	4,000.00	3,072.68	23.18%
Other Services	2,739.74	0.00	4,700.82	18,050.00	18,050.00	13,349.18	26.04%
Total Parks and Recreation	12,371.17	1,858.38	10,747.71	56,850.00	56,850.00	46,102.29	18.91%
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	1,212,138.99	235,271.85	1,026,352.81	2,813,487.00	2,813,487.00	1,787,134.19	36.48%
Other Financing Sources and Uses							
Sources							
Transfers In	0.00	0.00	15,000.00	590,000.00	590,000.00	575,000.00	2.54%
Total Sources	0.00	0.00	15,000.00	590,000.00	590,000.00	575,000.00	2.54%
Uses							
Transfers Out	454,128.00	33,651.61	362,651.61	904,000.00	904,000.00	541,348.39	40.12%
Total Uses	454,128.00	33,651.61	362,651.61	904,000.00	904,000.00	541,348.39	40.12%
Total Other Financing Sources and Uses	(454,128.00)	(33,651.61)	(347,651.61)	(314,000.00)	(314,000.00)	33,651.61	110.72%
Total - 10 GENERAL FUND	190,136.76	255,549.18	306,762.38	92,683.00	92,683.00	(214,079.38)	

City of Richwood Operational Budget Report 10/1/2022 -01/31/2023							
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							33.3% of year
Sewer Department	296,401.17	69,621.49	313,613.01	956,700.00	956,700.00	643,086.99	32.78%
Water Department	378,671.82	112,388.55	451,410.99	1,381,600.00	1,381,600.00	930,189.01	32.67%
Solid Waste Department	106,489.88	28,118.88	112,593.42	325,000.00	325,000.00	212,406.58	34.64%
Total Operating income	781,562.87	210,128.92	877,617.42	2,663,300.00	2,663,300.00	1,785,682.58	32.95%
Operating expense							
Sewer Department							
Personnel & Benefits	55,265.05	19,657.77	61,249.20	184,767.00	184,767.00	123,517.80	33.15%
Supplies	2,581.60	0.00	1,732.40	10,200.00	10,200.00	8,467.60	16.98%
Maintenance & Repair	33,197.09	945.67	13,436.86	73,940.00	73,940.00	60,503.14	18.17%
Professional Services	263,728.44	0.00	91,249.53	580,000.00	580,000.00	488,750.47	15.73%
Other Services	5,122.09	0.00	3,872.72	5,400.00	5,400.00	1,527.28	71.72%
Total Sewer Department	359,894.27	20,603.44	171,540.71	854,307.00	854,307.00	682,766.29	20.08%
Water Department							
Personnel & Benefits	56,265.05	25,962.26	81,851.78	221,306.00	221,306.00	139,454.22	36.99%
Supplies	5,471.84	516.60	8,144.32	24,500.00	24,500.00	16,355.68	33.24%
Maintenance & Repair	30,947.10	8,392.64	93,448.27	134,400.00	134,400.00	40,951.73	69.53%
Utilities	15,000.80	1,521.01	17,394.71	71,900.00	71,900.00	54,505.29	24.19%
Professional Services	40,714.76	37,726.21	77,441.13	58,000.00	58,000.00	(19,441.13)	Over Budget
Other Services	89,403.96	0.00	101,755.53	405,200.00	405,200.00	303,444.47	25.11%
Capital Equipment	1,203.08	300.77	1,203.08	3,610.00	3,610.00	2,406.92	33.33%
Total Water Department	239,006.59	74,419.49	381,238.82	918,916.00	918,916.00	537,677.18	41.49%
Solid Waste Department							
Professional Services	68,449.37	0.00	97,539.32	280,000.00	280,000.00	182,352.68	34.84%
Total Solid Waste Department	68,449.37	0.00	97,539.32	280,000.00	280,000.00	182,460.68	34.84%
Total Operating expense	667,350.23	95,022.93	650,318.85	2,053,223.00	2,053,223.00	1,402,904.15	31.67%
Total Net Operating Income (Loss)	114,212.64	115,105.99	227,298.57	610,077.00	610,077.00	382,778.43	37.26%
Non-Operating Items							
Non-operating income							
Interest income	99.31	74.08	148.05	500.00	500.00	351.95	29.61%
Grants	0.00	0.00	54,874.03	0.00	0.00	(54,874.03)	Ahead of Budget
Other income	55.68	209.98	1,613.90	1,000.00	1,000.00	(613.90)	Ahead of Budget
Transfers In	10,000.00	0.00	0.00	37,000.00	37,000.00	37,000.00	0.00%
Total Non-operating income	10,154.99	284.06	56,635.98	38,500.00	38,500.00	18,135.98	147.11%
Non-operating expense							
Debt Service	0.00	73,790.55	73,790.55	363,615.00	363,615.00	289,824.45	20.29%
Transfers Out	56,000.00	69,979.02	69,979.02	56,000.00	56,000.00	(13,979.02)	Over Budget
Total Non-operating expense	56,000.00	143,769.57	143,769.57	419,615.00	419,615.00	275,845.43	34.26%
Depreciation Expense	0.00	0.00	0.00	350,000.00	350,000.00	350,000.00	0.00%
Total Non-Operating Items	(45,845.01)	(143,485.51)	(87,133.59)	(731,115.00)	(731,115.00)	643,981.41	Ahead of Budget
Total - 30 Water & Sewer Enterprise Fund	68,367.63	(28,379.52)	140,164.98	(121,038.00)	(121,038.00)	261,202.98	Ahead of Budget

City of Richwood, Texas
Quarterly Investment Report
Fiscal Year 2023, Quarter 1
10/01/2022 - 12/31/2022

Portfolio	September 30, 2022		December 31, 2022	
	Book Value	Market Value	Book Value	Market Value
Cash	2,544,136.31	2,544,136.31	2,333,757.98	2,333,757.98
Investment Pools	6,593,764.77	6,593,764.77	5,685,260.90	5,685,260.90
Certificates of Deposits	520,487.06	520,487.06	520,860.92	520,860.92
TOTAL INVESTMENTS	9,658,388.14	9,658,388.14	8,539,879.80	8,539,879.80

Quarterly Investment Income 48,872.27
 Weighted Average Yield 0.69%

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

Items of Note:

The attached information comprises the quarterly investment report for the City of Richwood, Texas for the period ended December 31, 2022. 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

INVESTMENTS as of 12/31/2022 Q1 FY 2023

	TOTAL	GENERAL 10	REPLCMT 13	CCPD 15	CONT'Y 16	TRANSPT 25	2019A BOND 26	WS 30-30	WS RB I&S 30-25	2019B BOND 33	40	EARNINGS YTD	EARNINGS QTR
TEXSTAR	1,436,263.79	243,951.67	7,391.68	15,495.81	659,922.75	509,501.88						12,448.82	12,448.82
TEXPOOL	243,604.20	243,604.20		0.00								2,140.59	2,140.59
TEXPOOL PRIME BONDS FUND	1,554,281.78	987,461.05					566,820.74					14,802.92	14,802.92
LOGIC - UTIL CAP PROJ	854,019.20									854,019.20		15,940.27	15,940.27
LOGIC - GF	347,091.93	285,752.31	5.92			61,331.31			0.84		1.55	3,295.96	3,295.96
CERTIFICATES OF DEPOSIT:													
FNB 25765 matures every 3mo - July 27	92,966.38	41,639.90						29,425.29			21,901.18	11.46	11.46
FNB 25718 matures every 6 mos - Dec 27	128,896.97	61,999.45						28,228.44			28,228.44	37.15	37.15
FNB 25741 matures every 6 mos - July 13	60,131.59	0.00										0.00	0.00
FNB 25766 matures every 6mo - July 27	130,693.08	46,201.66						64,993.40			19,498.02	0.00	0.00
BNB 601286 Issue date 2/14/90 - 3 mos - Sept 4	108,344.16	37,920.45						54,172.08			16,251.62	133.41	133.41
TOTAL	4,956,293.08	1,948,530.69	7,397.60	15,495.81	659,922.75	570,833.19	566,820.74	176,819.21	0.84	854,019.20	85,880.81	48,810.58	48,810.58

CITY OF RICHWOOD, TEXAS
Cash and Investment Schedule

Description	Investment	Purchase Date	Maturity Date	Book Value 09/30/2022	Deposits /Purchases	Withdrawals /Maturities	Interest this quarter	Book Value 12/31/2023	Interest Rate end of quarter	% of total Cash/Investments
Pooled Investment Fund										
General Fund	TexPool-449001			241,463.61			2,140.59	243,604.20	1.1442%	2.85%
General Fund	TexStar -1110			1,423,814.97			12,448.82	1,436,263.79	3.9681%	16.82%
General Fund	Logic -9001			343,795.97			3,295.96	347,091.93	3.9681%	4.06%
General Fund	TexPool Prime 559001			525,507.45			4,896.77	530,404.23	1.2333%	
Restricted Funds										
2019/2021 Bond Funds	TexPool Prime 559001			1,013,971.41			9,906.15	1,023,877.56	1.2333%	11.99%
2019 Util Cap Proj Fund	Logic-9002			2,088,078.93			15,940.27	2,104,019.20	3.9681%	24.64%
Total Pools				6,593,764.77	-	-	48,628.56	5,685,260.90		66.5731%
First National Bank	CD-25765		12/27/2021	92,943.46			11.46	92,954.92	0.0500%	1.09%
First National Bank	CD-25718		12/29/2021	128,833.08			37.15	128,870.23	0.0500%	1.51%
First National Bank	CD-25741		1/13/2022	60,131.59			-	60,131.59	0.0500%	0.70%
First National Bank	CD-25766		12/27/2021	130,693.08			-	130,693.08	0.0500%	1.53%
Brazos National Bank	CD-601286		12/6/2021	108,077.69			133.41	108,211.10	0.0500%	1.27%
Total Certificates of Deposits				520,487.06	-	-	182.02	520,860.92		6.0992%
Total Investment Accounts				7,114,251.83	-	-	48,810.58	6,206,121.82		72.6722%
Cash Accounts										
Pooled Cash-NOW ACCT	First Natl -3073			2,452,643.37	**	**	61.66	2,332,734.62	0.0100%	27.32%
Seizure Fund -NOW ACCT	First Natl -5076			1,023.33			0.03	1,023.36	0.0100%	0.01%
Total Cash Accounts				2,544,136.31	-	-	61.69	2,333,757.98		27.3278%
Total Cash and Investments				9,658,388.14	-	-	48,872.27	8,539,879.80		100.00%

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



01/23/2023

Diesel Spill After-Action Report TCEQ Spill No. 20224354

Time & Date:

12/28/2022 at approximately 3:45 PM.

Weather conditions:

Fair, 60 degrees with low winds. Weather conditions were the same on the day of remediation.

Response:

On Tuesday December 25th at roughly 3:45, Public Works Foreman Juan Rivera informed me that there was a leak that had developed on the base of Richwood's 1000 gallon diesel transfer tank located at the service center. I immediately reached out to United Rental for an alternate tank to transfer any remaining diesel out of the primary tank. The alternate tank showed up at roughly 4:45 at which time Public Works transferred the remaining diesel into the alternate tank. In the interim, Public Works purchased significant amounts of absorbent from the local auto parts store and surrounded the leak with the absorbent material, containing the leak. At roughly 5:15 I contacted Brazos River Fueling for a recommendation for cleanup services in the event a cleanup contractor was needed. After performing some research regarding diesel spills and crunching numbers in an attempt to estimate how much diesel spilled onto the ground, I determined that Richwood had leaked between 200-400 gallons. At 8:00 I contacted OMI E3 Environmental. A response team showed up at Richwood's service Center at 9:15am on Wednesday.

Cause of the spill:

*Structural compromise of Richwood's 1000-gallon fixed diesel tank.
Missing gate valve at point of containment discharge.*

Approximate amount of spill:

200 – 400 gallons of white diesel

Containment efforts:

Initial containment efforts involved a general absorbent as well as an implemented catch basin at the fuel containment point of discharge.

City of Richwood — TEXAS —

Action taken for cleanup:

Employed professional cleanup and remediation contractor, E3 OMI Environmental.

Action to prevent future spills:

The current fuel containment point of discharge has become compromised. The discharge point has been grouted with sand-mix grout to mitigate any immediate risk of spill. Estimates are being comprised to remove both remaining diesel and gas from storage tanks and tanks removed.

Estimated cost of cleanup:

\$33,194.37

Attached photos:



City of Richwood — TEXAS —



City of Richwood

— TEXAS —

Summary:

Due to the diesel tank leak, the containment site has been sealed and fuel station has been abandoned. Public Works is currently assembling bids for emptying remaining fuel and removal of both gas and diesel tanks from the site. Public Works is also investigating costs for temporary diesel storage to maintain the ability to fuel equipment on site as well as maintain emergency diesel fuel supplies for Richwood’s backup power generators.

City of Richwood

TEXAS

AGENDA MEMORANDUM

CONTACT: CLIF CUSTER

SUBJECT: CONSTRUCTION CONTRACT AWARD

SUMMARY:

On behalf of the City of Richwood, Strand Associates advertised in January of 2023 a Request for Bid for Richwood's second phase of bond funded sidewalk construction known as 2022 Sidewalk and Drainage Improvements. The bid submittals received by Richwood for the Request for Bid totaled twelve bids. The apparent lowest three bids are as follows:

1. HTI Construction - \$365,555.00
2. Skilled Construction - \$375,777.00
3. A.R. Turnkey - \$380,479.00

BACKGROUND INFORMATION:

The project scope for the second phase of bond funded sidewalk construction was chosen on a basis of efficiency and overall positive impact to Richwood's current sidewalk infrastructure. The two components of this project scope included:

1. Sidewalk extension on South Yaupon connecting the Creek Bend sidewalks to the newly constructed Oyster Creek Dr./South Yaupon sidewalks.
2. Moore St. sidewalk extension.

On Tuesday January 24th, Richwood hosted the Bid Opening for Richwood's 2022 Sidewalk and Drainage Improvements Project. HTI Construction was the apparent low bidder. After review of HTI's bid submittal Strand Associates has deemed the contractor to be a responsive and responsible bidder.

In the past, Richwood Public Works has utilized HTI Construction for water line, drainage and concrete work. To date HTI Construction has performed quality work for the City of Richwood.

ISSUE:

To accomplish the entirety of this construction initiative, additional funds will be required from Richwood’s Transportation Fund Balance.

FISCAL IMPACT:

Initial contract price inclusive of 10% contingency (\$402,055.00) while utilizing remaining bond funds of \$76,670 totals a project cost of:

\$325,385.00

RECOMMENDATION:

I recommend Council make a motion awarding Richwood’s 2022 Sidewalks and Drainage Construction Contract to HTI Construction.



01/30/2023

Bid Tabulation Richwood, TX 2022 Sidewalk and Drainage Improvements

This bid tabulation summary is the result of a bid opening hosted within the City of Richwood on January 24th, 2023 at 2:00 PM.

Note: *All Contractors that submitted bids included a Bid Bond and acknowledged an Addenda within the bid specifications.*

1. HTI Construction - \$365,555.000
2. Skilled Construction - \$375,777.00
3. A.R. Turnkey - \$380,479.00
4. Matula and Matula Construction - \$395,000.00
5. PLD Construction - \$397,782.00
6. Aranda Brothers Construction - \$404,555.00
7. Cooley Construction - \$419,392.00
8. TB Concrete and Construction - \$436,910.00
9. Lucas Construction - \$449,660.00
10. Cold River Concrete Construction - \$536,416.00
11. Aranda Industries - \$660,675.00
12. D.G. Medina Construction - \$820,953.00

RESOLUTION 2023-R-75

A RESOLUTION AMENDING THE FISCAL YEAR 2022-2023 TRANSPORTION FUND BUDGET TO COMPLETE A SIDEWALK PROJECT USING REMAINING BOND FUNDS AND TRANSPORTATION FUND BALANCE

WHEREAS, the City of Richwood City Council adopted a budget for the City of Richwood, Texas, for the fiscal year 2022-2023 in September 2022;

WHEREAS, 2019A Bond projects are at or near completion and remaining proceeds must be used as allocated by the Bond sale approval during the November 2019 election;

WHEREAS, the amendment would allow for the completion of a sidewalk project using remaining sidewalk bond allocation of \$76,670 as well as an amount not to exceed \$325,285 of Transportation Fund balance for a total project cost not to exceed \$402,055.

NOW THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF RICHWOOD, TEXAS HEREBY AMENDS THE FISCAL YEAR 2022-2023 BUDGET AS FILED WITH THE CITY SECRETARY AS FOLLOWS:

Transfer from Fund 26 2019A/2021 Bond Fund Projects	\$ 76,670
Fund 25 Transportation Capital Expenditures	\$ 402,055
Fund 25 Transportation Fund Balance	(\$ 325,385)

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

Steve Boykin, Mayor

ATTEST:

Kirsten Garcia, City Secretary

City of Richwood — TEXAS —

AGENDA MEMORANDUM

CONTACT: CLIF CUSTER

SUBJECT: STORMWATER MASTER PLAN, PHASE 1 & 2 OVERVIEW

SUMMARY:

Jared Engelke with Strand Associates will present to Council a brief overview of the Drainage Project.

BACKGROUND INFORMATION:

None

ISSUE:

None

FISCAL IMPACT:

None

RECOMMENDATION:

None



1906 Niebuhr Street
 Brenham, TX 77833
 (P) 979.836.7937
 www.strand.com

February 9, 2023

CHANGE ORDER NO. 2

PROJECT: 2021 Stormwater Management Master Plan Drainage Improvements, Phases 1 and 2
 OWNER: City of Richwood, Texas
 CONTRACT: 5-2021
 CONTRACTOR: Matula & Matula Construction, Inc.

Description of Change

2a	Increase Bid Item No. 1 "Mobilization" unit price from \$81,585.00 per lump sum (LS) to \$92,585.00 per LS.	ADD	\$11,000.00
2b	Increase Bid Item No. 5 "Excavation" unit price from \$52,000.00 per LS to \$54,000.00 per LS.	ADD	\$2,000.00
2c	Increase Bid Item No. 8 "Concrete Channel (Sloped or Curbed; Measured Along Alignment)" by 25 linear feet (LF) from 6,014 LF to 6,039 LF at a revised rate of \$124.40 per LF, and use 3,500 pounds per square inch (psi) concrete with rebar on 18-inch centers.	ADD	\$3,110.00
2d	Increase Bid Item No. 12 "Remove and Dispose of 24-IN through 42-IN Reinforced Concrete Pipe" by 240 LF from 51 LF to 291 LF.	ADD	\$5,256.00
2e	Increase Bid Item No. 13 "Remove and Dispose of 24-IN HDPE Pipe" from the Contract Documents by 100 LF.	ADD	\$3,280.00
2f	Add Bid Item No. 18 "Remove and Dispose of Existing 10-FT by 11-FT Curb Inlet" to the Contract Documents by 1 each (EA) at the bid price rate of \$1,640.00 per EA.	ADD	\$1,640.00
2g	Add Bid Item No. 19 "Remove and Dispose of Existing Concrete Sidewalk" to the Contract Documents by 30 square yards (SY) at the bid price rate of \$59.60 per SY.	ADD	\$1,788.00
2h	Increase Bid Item No. 22 "Construct 24-IN through 42-IN Reinforced Concrete Collar" by 1 EA from 4 EA to 5 EA.	ADD	\$677.60
2i	Increase Bid Item No. 24 "Furnish and Install 24-IN Reinforced Concrete Pipe" by 16 LF from 21 LF to 37 LF at the bid price rate of \$130.00.	ADD	\$2,080.00
2j	Add Bid Item No. 28 "Trench Safety" to the Contract Documents by 159 LF at the bid price rate of \$1.20 per LF.	ADD	\$190.80
2k	Add Bid Item No. 29 "Furnish and Install 2-FT by 7-FT Box Culvert" to the Contract Documents by 127 LF at the bid price rate of \$760.00 per LF.	ADD	\$96,520.00

TBPE No. F-8405
 TBPLS No. 10030000

JDE:tl:cdg\S\BREV\4500-4599\4570\015\Construction\Change Orders\Change Order No. 2\4570.015_Change Order 2.docx

City of Richwood–Matula & Matula Construction, Inc.
 Contract 5-2021, Change Order No. 1
 Page 2
 February 9, 2023

2l	Add Bid Item No. 30 “Furnish and Install 3-FT by 6-FT Box Culvert” from the Contract Documents by 64 LF at the bid price rate of \$800.00 per LF.	ADD	\$51,200.00
2m	Add Bid Item No. 31 “Furnish and Install 6-FT by 12-FT Curb Inlet W/ Grates” from the Contract Documents by 1 EA at the bid price rate of \$32,000.00 per EA.	ADD	\$32,000.00
2n	Add Bid Item No. 33 “Headwall, Wingwall, and Railing for 6-FT by 3-FT Box Culvert (Downstream Side)” from the Contract Documents by 1 EA at the bid price rate of \$53,000.00 per EA.	ADD	\$53,000.00
2o	Add Bid Item No. 34 “Headwall, Wingwall, and Railing for 6-FT by 3-FT Box Culvert (Upstream Side)” from the Contract Documents by 1 EA at the bid price rate of \$51,000.00 per EA.	ADD	\$51,100.00
2p	Add Bid Item No. 35 “Concrete Pavement Repair (Remove and Replace Existing Concrete Pavement and Curb)” to the Contract Documents by 300 square feet (SF) at the bid price rate of \$23.00 per SF.	ADD	\$6,900.00
2q	Add Bid Item No. 36 “Asphalt Pavement Repair” to the Contract Documents by 500 SF at the bid price rate of \$16.00 per SF.	ADD	\$8,000.00
2r	Add Bid Item No. 37 “Concrete Curb Ramp (Paver Style Detectable Warning Field)” to the Contract Documents by 1 EA at the bid price rate of \$2,759.00 per EA.	ADD	\$2,759.00
2s	Add Bid Item No. 38 “Construct 4-IN Thick Concrete Sidewalk W/ 4-IN Flexible Base” from the Contract Documents by 150 SF at the bid price rate of \$19.60 per SF.	ADD	\$2,940.00
2t	Add Bid Item No. 41 “Restore Pavement Markings” to the Contract Documents by 1 LS at the bid price rate of \$5,827.50 per LS.	ADD	\$5,827.50
2u	Increase Bid Item No. 42 “Restoration and Seeding or Sodding” unit price from \$14,277.40 per LS to \$18,577.40 per LS.	ADD	\$4,300.00
2v	Add Bid Item No. 45 “Slope Paving at Wisteria Crossing” to the Contract Documents by 60 SY at the bid price rate of \$175.00 per SY.	ADD	\$10,500.00
2w	Add Bid Item No. 46 “Retaining Wall 24-inch Tall 12-inch Wide” to the Contract Documents by 37 LF at the bid price rate of \$37.00 per LF.	ADD	\$2,960.00
2x	Add 302 days to the Final Completion date, making the new Final Completion date May 26, 2023.	ADD	\$0.00
TOTAL VALUE OF THIS CHANGE ORDER:		ADD	\$359,028.90

City of Richwood–Matula & Matula Construction, Inc.
 Contract 5-2021, Change Order No. 1
 Page 3
 February 9, 2023

Contract Price Adjustment

Original Contract Price	\$1,698,804.60
Previous Change Order Adjustments	(\$432,739.80)
Adjustment in Contract Price this Change Order	\$359,028.90
Current Contract Price including this Change Order	(\$1,625,093.70)

Contract Final Completion Date Adjustment

Original Contract Final Completion Date	July 29, 2022
Contract Final Completion Date Adjustments due to previous Change Orders	0 Days
Contract Final Completion Date Adjustments due to this Change Order	302 Days
Current Final Contract Completion Dates including all Change Orders	May 26, 2023

This document shall become a supplement to the Contract and all provisions will apply hereto.

RECOMMENDED

DRAFT

 ENGINEER–Strand Associates, Inc.® Date

APPROVED

DRAFT

 CONTRACTOR–Matula & Matula Construction, Inc. Date

APPROVED

DRAFT

 OWNER–City of Richwood, Texas Date

2021 Stormwater Management Master Plan Drainage Improvements, Phase
 CITY OF RICHWOOD, TEXAS
 STRAND PROJECT NO. 4570.015
 February 9, 2023

Section VIII, Item F.

BASE BID-DRAINAGE IMPROVEMENTS CHANGE ORDER 2			
ITEM NO.	DESCRIPTION	ESTIMATED QUANTITY	
MAHAN STREET			
1	Mobilization.	1	LS
2	Stormwater Pollution Prevention Plan (SWPPP).	1	LS
3	Traffic Control.	1	LS
4	Dewatering.	1	LS
5	Excavation.	1	LS
6	Remove and Dispose of Rock Riprap.	0	SY
7	Remove and Dispose of Concrete Riprap.	0	SY
8	Concrete Channel (Sloped or Curbed; measured along alignment).	25	LF
9	Concrete Slope Paving.	0	SY
10	Remove and Dispose of 12-inch through 18-Inch Reinforced Concrete Pipe.	0	LF
11	Remove and Dispose of 12-inch through 18-Inch Corrugated Metal Pipe	0	LF
12	Remove and Dispose of 24-inch through 42-Inch Reinforced Concrete Pipe.	0	LF
13	Remove and Dispose of 24-inch HDPE Pipe.	100	LF
14	Miter existing 12-inch through 18-Inch Reinforced Concrete Pipe to conform to slope.	0	EA
15	Miter existing 12-inch through 18-Inch Corrugated Metal Pipe to conform to slope.	0	EA
16	Miter existing 24-inch through 42-Inch Reinforced Concrete Pipe to conform to slope.	0	EA
17	Miter existing Junction Box to conform to slope and reconstruct top of inlet w/ existing frame and grate.	0	EA
18	Remove and Dispose of Existing 10'x11' Curb Inlet.	0	EA
19	Remove and Dispose of Existing Wooden Bridge.	0	LS
20	Remove and Dispose of Existing Concrete Sidewalk	0	SY
21	Construct 12-inch through 18-Inch Reinforced Concrete Collar.	0	EA
22	Construct 24-inch through 42-Inch Reinforced Concrete Collar.	1	EA
23	Furnish and Install 12-inch Reinforced Concrete Pipe.	0	LF
24	Furnish and Install 24-inch Reinforced Concrete Pipe.	9	LF
25	Furnish and Install 30-inch Reinforced Concrete Pipe.	0	LF
26	Furnish and Install 36-inch Reinforced Concrete Pipe.	0	LF
27	Furnish and Install 24-inch Corrugated Metal Pipe.	0	LF
28	Trench Safety.	32	LF
29	Furnish and Install 2-FT by 7-FT Box Culvert.	0	LF
30	Furnish and Install 3-FT by 12-FT Box Culvert. Double run of 6x3	32	LF
31	Construct 12'x6' Curb Inlet w/ grates	0	EA
32	Extend Wingwalls of 7'x3' Box Culvert Headwall.	0	EA
33	Headwall and Wingwall for 12'x3' Box Culvert (Downstream Side).	1	EA
34	Headwall and Wingwall for 12'x3' Box Culvert (Upstream Side).	1	EA
35	Concrete Pavement Repair.	0	SF
36	Asphalt Pavement Repair.	500	SF
37	Construct 4" Thick Concrete Sidewalk with 4-inches Flexible Base.	0	SF
38	Concrete Curb Ramp (Paver Style Detectable Warning Field).	0	EA
39	Geotextile Fabric (Type 2).	0	SY
40	Riprap Type R (18-inch).	0	CY
41	Restore Pavement Markings.	1	LS
42	Restoration and Seeding or Sodding.	1	LS
43	Type A Weep	0	EA
44	Type B Weep	0	EA
			TOTAL

Jared D. Engelke, P.E.
 Strand Associates, Inc.® (TBPE No. F-8405)
 1906 Niebuhr Street
 Brenham, TX 77833

2021 Richwood Street Improvements
 City of Richwood
 Page 2 of 2
 April 22, 2021

BASE BID-DRAINAGE IMPROVEMENTS CHANGE ORDER 2			
ITEM NO.	DESCRIPTION	ESTIMATED QUANTITY	
YAUPON STREET			
1	Mobilization.	1	LS
2	Stormwater Pollution Prevention Plan (SWPPP).	1	LS
3	Traffic Control.	1	LS
4	Dewatering.	1	LS
5	Excavation.	1	LS
6	Remove and Dispose of Rock Riprap.	0	SY
7	Remove and Dispose of Concrete Riprap.	0	SY
8	Concrete Channel (Sloped or Curbed; measured along alignment).	0	LF
9	Concrete Slope Paving.	0	SY
10	Remove and Dispose of 12-inch through 18-Inch Reinforced Concrete Pipe.	0	LF
11	Remove and Dispose of 12-inch through 18-Inch Corrugated Metal Pipe	0	LF
12	Remove and Dispose of 24-inch through 42-Inch Reinforced Concrete Pipe.	240	LF
13	Remove and Dispose of 24-inch HDPE Pipe.	0	LF
14	Miter existing 12-inch through 18-Inch Reinforced Concrete Pipe to conform to slope.	0	EA
15	Miter existing 12-inch through 18-Inch Corrugated Metal Pipe to conform to slope.	0	EA
16	Miter existing 24-inch through 42-Inch Reinforced Concrete Pipe to conform to slope.	0	EA
17	Miter existing Junction Box to conform to slope and reconstruct top of inlet w/ existing frame and grate.	0	EA
18	Remove and Dispose of Existing 10'x11' Curb Inlet.	1	EA
19	Remove and Dispose of Existing Wooden Bridge.	0	LS
20	Remove and Dispose of Existing Concrete Sidewalk	30	SY
21	Construct 12-inch through 18-Inch Reinforced Concrete Collar.	0	EA
22	Construct 24-inch through 42-Inch Reinforced Concrete Collar.	0	EA
23	Furnish and Install 12-inch Reinforced Concrete Pipe.	0	LF
24	Furnish and Install 24-inch Reinforced Concrete Pipe.	7	LF
25	Furnish and Install 30-inch Reinforced Concrete Pipe.	0	LF
26	Furnish and Install 36-inch Reinforced Concrete Pipe.	0	LF
27	Furnish and Install 24-inch Corrugated Metal Pipe.	0	LF
28	Trench Safety.	127	LF
29	Furnish and Install 2-FT by 7-FT Box Culvert.	127	LF
30	Furnish and Install 3-FT by 12-FT Box Culvert.	0	LF
31	Construct 12'x6' Curb Inlet w/ grates	1	EA
32	Extend Wingwalls of 7'x3' Box Culvert Headwall.	0	EA
33	Headwall and Wingwall for 12'x3' Box Culvert (Downstream Side).	0	EA
34	Headwall and Wingwall for 12'x3' Box Culvert (Upstream Side).	0	EA
35	Concrete Pavement Repair.	300	SF
36	Asphalt Pavement Repair.	0	SF
37	Construct 4" Thick Concrete Sidewalk with 4-inches Flexible Base.	150	SF
38	Concrete Curb Ramp (Paver Style Detectable Warning Field).	1	EA
39	Geotextile Fabric (Type 2).	100	SY
40	Riprap Type R (18-inch).	45	CY
41	Restore Pavement Markings.	0	LS
42	Restoration and Seeding or Sodding.	1	LS
43	Type A Weep	0	EA
44	Type B Weep	0	EA
		TOTAL	

Jared D. Engelke, P.E.
 Strand Associates, Inc.® (TBPE No. F-8405)
 1906 Niebuhr Street
 Brenham, TX 77833



AGENDA MEMORANDUM

CONTACT: CLIF CUSTER

SUBJECT: STORMWATER MASTER PLAN, PHASE 1 & 2 DRAINAGE PROJECTS (CHANGE ORDER)

SUMMARY:

After completion of the first phase of construction of Richwood's Stormwater Master Plan, Phase 1 & 2 Drainage Projects and drainage portion of the Street Improvement Project, staff realized additional bond funds remaining in the amount of \$131,015.00. Staff would like to utilize these remaining bond funds in combination with Transportation Fund Balance to make additional drainage improvements that were removed from the original project scope.

BACKGROUND INFORMATION:

Matula and Matula Construction was awarded the Construction Contract for Richwood's Stormwater Master Plan, Phase 1 & 2 Projects. Upon award of the contract, it was requested by Council to reduce the scope of work so that costs for engineering and construction would not exceed the allotted bond funds of \$1,500,000.00.

As a result of discussions between Matula and Matula, Strand, and Richwood Staff, there were three key components of the original job scope removed to decrease cost of the overall project.

1. West Ditch improvements, south of Moore St.
2. Improved pass-through culverts at North Mahan and Audubon Woods Drive
3. Improved pass-through culverts at North and South Yaupon

It is my request that the city use remaining bond funds in combination with Transportation Fund Balance to improve pass-through culverts at North Mahan and Audubon Woods Drive.

The City of Richwood does gain efficiency by not having these projects come back for bid at a later date. Richwood also gains efficiency by utilizing the same contractor. This can be accomplished because the overall increase to the original construction costs does not exceed 25%.

ISSUE:

To include these drainage improvement initiatives back into the Stormwater Master Plan, Phase 1 & 2 Drainage Projects, additional funds will be required from Richwood’s Transportation Fund Balance.

FISCAL IMPACT:

Construction costs inclusive of 10% contingency (\$424,411.00) while utilizing bond funds of \$131,015.00 totals a project cost of:

\$293,396.00

RECOMMENDATION:

I recommend that Council make a motion approving Change Order #2 to the Stormwater Master Plan, Phase 1 & 2 Drainage Projects.

RESOLUTION 2023-R-74

A RESOLUTION AMENDING THE FISCAL YEAR 2022-2023 TRANSPORTION FUND BUDGET TO COMPLETE A DRAINAGE PROJECT USING REMAINING BOND FUNDS AND TRANSPORTATION FUND BALANCE

WHEREAS, the City of Richwood City Council adopted a budget for the City of Richwood, Texas, for the fiscal year 2022-2023 in September 2022;

WHEREAS, 2019A Bond projects are at or near completion and remaining proceeds must be used as allocated by the Bond sale approval during the November 2019 election;

WHEREAS, the amendment would allow for the completion of a sidewalk project using remaining sidewalk bond allocation of \$131,015 as well as an amount not to exceed \$293,396 of Transportation Fund balance for a total project cost not to exceed \$424,411.

NOW THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF RICHWOOD, TEXAS HEREBY AMENDS THE FISCAL YEAR 2022-2023 BUDGET AS FILED WITH THE CITY SECRETARY AS FOLLOWS:

Transfer from Fund 26 2019A/2021 Bond Fund Projects	\$ 131,015
Fund 25 Transportation Capital Expenditures	\$ 424,411
Fund 25 Transportation Fund Balance	(\$ 293,396)

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

Steve Boykin, Mayor

ATTEST:

Kirsten Garcia, City Secretary



AGENDA MEMORANDUM- _____
ITEM #

CONTACT: Patricia Ditto, Deputy Finance Director
Eric Foerster, City Manager

SUBJECT: Budget Amendment for purchase of two police department vehicles

SUMMARY:

Included in the FY22 CCPD budget was a purchase of two vehicles. Due to supply issues, the purchase of these vehicles was not completed during the FY22. The vehicles are now available and ready for purchase.

BACKGROUND INFORMATION:

CCPD approved the amendment to their budget at their _____ meeting.

FISCAL IMPACT: CCPD budget will increase by up to \$77,840. As CCPD had originally budgeted for an \$80,000 surplus for FY23, not create a deficit.

RECOMMENDATION: Council to approve the above-described Budget Amendment for Fund 15.

QUOTE# 00AA

CONTRACT PRICING WORKSH

Section VIII, Item H.

End User: CITY OF RICHWOOD	Contractor: CALDWELL COUNTRY
Contact Name: ERIC FOERSTER	CALDWELL COUNTRY
Email: EFOERSTER@RICHWOODTX.GOV	Prepared By: Averyt Knapp
Phone #: 979-265-3583	Email: aknapp@caldwellcountry.com
Fax #:	Phone #: 800-299-7283 or 979-567-6116
Location City & State: RICHWOOD, TX	Fax #: 979-567-0853
Date Prepared: APRIL 22, 2022	Address: P. O. Box 27, Caldwell, TX 77836
Contract Number: BUY BOARD #601-19	Tax ID # 14-1856872
Product Description: 2023 CHEVROLET TAHOE PPV CC10706	

A Base Price & Options:	\$38,720
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B Published Options

Code	Description	Cost	Code	Description	Cost
	LH LED SPOTLIGHT, PPV, 4X2, 5.3LV8, 10-SPD AUTOMATIC, LOCKING REAR AXLE DIFFERENTIAL, DUAL BATTERIES, AIR CONDITION, AM/FM-STEREO W/BLUETOOTH, CLOTH BUCKET/VINYL REAR BENCH, FULL RUBBER FLOOR AIR CONDITION FRONT AND REAR, TILT, CRUISE, POWER SEAT, POWER WINDOWS, POWER LOCKS, POWER MIRRORS, FULL SIZE SPARE, TRAILER HITCH, REAR VIEW CAMERA, BLACK EXTERIOR, FLASHER SYSTEM HEADLAMP AND TAILLAMP DRL COMPATIBLE W/CONTROL WIRE, CALIBRATION SURVEILLANCE MODE INTERIOR LIGHTING, CALIBRATION TAILLAMP FLASHER RED/WHITE, CALIBRATION TAILLAMP FLASHER RED/RED, (4) FOUR DOORS WHITE	INCL			
	GM WARRANTY 5YR/100,000 MILES POWERTRAIN @ N/C			CALDWELL COUNTRY PO BOX 27 CALDWELL, TEXAS 77836	
	PRICES VALID FOR 30 DAYS BUT SUBJECT TO CHANGE DUE TO SUPPLY CHAIN CHALLENGES			REVERIFY PRICING BEFORE ISSUING PURHCASE ORDER. COMMODITY SURCHARGES MAY APPLY AFTER PO ISSUED	

Subtotal B						INCL	
C Unpublished Options							
Code	Description	Cost	Code	Description	Cost		
Subtotal C							
D Other Price Adjustments (Installation, Delivery, Etc...)							
Subtotal D						INCL	
E Unit Cost Before Fee & Non-Equipment Charges (A+B+C+D)						\$38,720	
Quantity Ordered						2	
Subtotal E						\$77,440	
F Non-Equipment Charges (Trade-In, Warranty, Etc...)							
BUY BOARD						\$400	
G. Color of Vehicle: BLACK & WHITE (FOUR DOORS)							
H. Total Purchase Price (E+F)						\$77,840	
Estimated Delivery Date:						Q4-2022 / Q1-2023	

RESOLUTION 2023-R-76

A RESOLUTION AMENDING THE FISCAL YEAR 2022-2023 BUDGET TO APPROVE TRANSFER FROM CCPD TO GENERAL FUND FOR THE PURCHASE OF A POLICE DEPARTMENT VEHICLES

WHEREAS, the City of Richwood City Council adopted a budget for the City of Richwood, Texas, for the fiscal year 2022-2023 in September 2022;

WHEREAS, CCPD, within the fiscal year 2021-2023 budget, had allowed for the purchase of two vehicles with a cost up to \$85,000. These vehicles were not purchased due to supply constraints;

WHEREAS, CCPD has approved an amendment to their fiscal year 2022-2023 budget to purchase the vehicles at a cost of \$77,840.

WHEREAS, the amendment would increase the budgeted amount for general ledger account 10-05-5920 Police Department Vehicles by an amount not to exceed \$77,840.

NOW THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF RICHWOOD, TEXAS HEREBY AMENDS THE FISCAL YEAR 2022-2023 BUDGET AS FILED WITH THE CITY SECRETARY AS FOLLOWS:

Increase CCPD 15-97-5920 Vehicles \$ 77,840

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

Steve Boykin, Mayor

ATTEST:

Kirsten Garcia, City Secretary

ORDINANCE NO. 23-504

AN ORDINANCE AMENDING CHAPTER 15 PLANNING AND DEVELOPMENT ARTICLE II PLANNING AND ZONING COMMISSION OF THE RICHWOOD CODE OF ORDINANCES FOR THE PURPOSE OF AMENDING SECTION 15-27 - MEMBERSHIP; PROVIDING A SAVINGS CLAUSE; AND PROVIDING THAT THIS ORDINANCE SHALL TAKE EFFECT AND BE IN FORCE IMMEDIATELY UPON ITS PASSAGE.

WHEREAS, The City of Richwood finds it necessary to amend the provisions of the planning and zoning commission;

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

Section 1. Section 15-27. – Membership is hereby amended to read:
The city council shall appoint a city planning commission consisting of six (6) members who shall be residents of the City of Richwood and shall serve without compensation. ~~and shall not hold any other position in the city government.~~

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

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

Section 4. That this ordinance shall be effective immediately upon adoption.

Passed and adopted on this 13th day of February, 2023.

Steve Boykin, Mayor

ATTEST:

Kirsten Garcia, City Secretary

APPROVED AS TO FORM:

City Attorney