



CITY COUNCIL MEETING AGENDA

Monday, August 11, 2025 at 6:00 PM

Richwood City Hall, 1800 Brazosport Blvd. N.

BE IT KNOWN THAT a City of Richwood City Council will meet Monday, August 11, 2025, 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. Budget Report, June 2025
 - B. Investment Report, Q3 FY 2025
 - C. Approval of minutes from regular meeting held July 14, 2025.
 - D. Approval of Resolution No. 25-R-101, adopting policies required for the closeout of the American Rescue Plan Act (ARPA) Coronavirus State and Local Fiscal Recovery Funds (SLFRF) grant and authorizing the Mayor or their designee to sign said policies, including:
 - 1. Document Management & Records Retention Policy
 - 2. Standards of Conduct and Conflict of Interest Policy
 - 3. ARPA Anti-Fraud, Waste, and Abuse (AFWA) Plan
 - 4. Financial Management Policies & Procedures
 - 5. Personally Identifiable Information (PII) Policy & Procedures for ARPA/SLFRF
- VII. DISCUSSION AND ACTION ITEMS
 - A. Discussion and possible action to extend the current contractual agreement with Waste Connections for an additional one-year term beginning September 1, 2025.
 - B. Public hearing and possible action on the proposed Crime Control and Prevention District budget for Fiscal Year 2025-2026.
 - C. Discussion regarding continuation of water and/or sewer service, or amendments to service rates, fees, and charges applicable to Recreational Vehicle (RV) Parks located outside the city limits.
 - D. Discussion and possible action to adopt Ordinance No. 25-530, amending Appendix C (Fee Schedule) of the Code of Ordinances to revise utility rates.
 - E. Discussion only regarding the proposed budget and proposed tax rate for Fiscal Year 2025–2026. No action will be taken.

- [F.](#) Consider and record a vote on the proposed tax rate of \$0.586493 for Fiscal Year 2025–2026, which represents an increase of up to 7.66% above the No-New-Revenue Tax Rate for the City of Richwood. The proposed rate is scheduled to be adopted at a future meeting.
- [G.](#) Discussion and possible action to approve Resolution No. 25-R-100, setting the date and time for the Public Hearing on the proposed tax rate for Fiscal Year 2025–2026 for September 8, 2025, at 6:00 p.m.
- [H.](#) Discussion and possible action to approve Resolution No. 25-R-99, setting the date and time for the Public Hearing on the Fiscal Year 2025–2026 Annual Budget for September 8, 2025, at 6:00 p.m.
- I. Consider items removed from consent agenda

VIII. CAPITAL IMPROVEMENT PROJECTS UPDATE

- [A.](#) CIP Report, July 2025

IX. CITY MANAGER'S REPORT

X. COUNCIL MEMBER COMMENTS & REPORTS

XI. MAYOR'S REPORT

XII. ITEMS OF COMMUNITY INTEREST

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 August 7, 2025 at 5:00 PM post this notice of meeting on the bulletin board at 1800 N. Brazosport Blvd., Richwood, TX, in compliance with the Texas Open Meetings Law.

Kirsten Garcia, City Secretary
City of Richwood



AGENDA MEMORANDUM – AUGUST 11, 2025
ITEM # CONSENT

CONTACT: Patricia Ditto, Finance Director
SUBJECT: Monthly Budget Summary Report
SUMMARY: Receive and/or approve the June 2025 Budget Report

BACKGROUND INFORMATION:

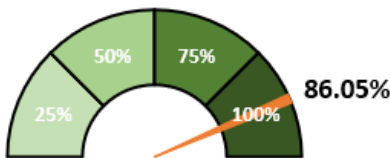
The information provided is for the FY 2024-2025 budget period, month ending June 30, 2025. This summary highlights several key points related to the current month’s activity for the General Fund and for the Water and Sewer Enterprise Fund. The attached report is unaudited, and this month may include corrections from prior months.

DISCUSSION:

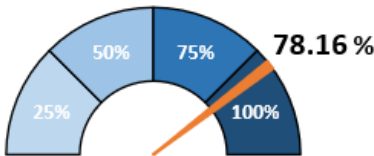
Attached is the budget report for June 2025, which is the ninth month of Fiscal Year 2025. 75% of the year has passed. The report reflects the original budget as approved for FY25 as well as the revised budget reflecting all budget amendments approved by council since the original budget was approved. *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 June 30, 2025, General Fund revenues total \$3,154,952. General Fund expenditures total \$2,717,283.



General Fund Revenue as % of Budget



General Fund Expenditures as % of Budget

Revenue (GF)

Total Revenue collected in the General fund is 86.05% of budget projection.

- M & O (Maintenance and Operations) Property tax (including current, delinquent and penalties) received through the end of June is \$2,285,297, 94.71% of projected property taxes for the year. Property tax revenue comes in throughout the year, but the majority comes in during the months of December and January.

City of Richwood

TEXAS

- Sales Tax revenue received in June was earned in April. Sales tax is received 2 months after it is earned. The revenue received in October and November 2024 was posted to revenue in FY24. Accordingly, the revenue earned in August and September 2025, will be posted as revenue for FY25 even though it will not be received by the city until October and November. Therefore, we have seven month of Sales Tax revenue showing. We are ahead of last year by approximately \$28,700 in General Fund.

MONTH RECEIVED	FY 2023				FY 2024				FY 2025			
	GENERAL FUND	TRANS FUND	CCPD	TOTAL	GENERAL FUND	TRANS FUND	CCPD	TOTAL	GENERAL FUND	TRANS FUND	CCPD	TOTAL
DEC	44,369.52	11,092.39	10,760.96	66,222.87	50,390.06	12,597.52	12,174.92	75,162.50	63,965.34	15,991.34	15,454.48	95,411.16
JAN	52,644.29	13,161.07	12,957.41	78,762.77	51,357.01	12,839.25	12,379.34	76,575.60	60,852.21	15,213.05	14,755.29	90,820.55
FEB	55,858.64	13,964.65	13,634.73	83,458.02	62,500.92	15,625.23	15,222.16	93,348.31	65,052.40	16,263.10	15,706.32	97,021.82
MAR	56,308.72	14,077.18	13,767.76	84,153.66	47,160.51	11,383.28	11,790.13	70,333.92	54,904.86	13,726.22	15,454.48	84,085.56
APR	51,255.32	12,813.83	12,475.55	76,544.70	53,116.00	13,279.00	12,889.00	79,284.00	53,365.40	13,341.35	12,795.21	79,501.96
MAY	58,663.20	14,665.80	14,074.45	87,403.45	60,982.24	15,245.56	14,768.02	90,995.82	61,002.35	15,250.59	14,690.90	90,943.84
JUN	47,805.40	11,951.34	11,489.95	71,246.69	59,244.38	14,811.10	14,220.19	88,275.67	54,327.00	13,582.00	13,210.00	81,119.00
JUL	56,403.73	14,100.94	13,673.07	84,177.74	58,811.21	14,702.80	14,080.90	87,594.91				0.00
AUG	55,897.00	13,974.00	13,604.00	83,475.00	60,287.46	15,071.86	14,348.07	89,707.39				0.00
SEPT	50,036.00	12,509.00	15,295.00	77,840.00	83,755.58	20,943.90	20,354.70	125,054.18				0.00
OCT*	67,678.00	16,919.00	16,418.00	101,015.00	63,965.34	15,991.34	15,454.48	95,411.16				0.00
NOV*	43,116.91	10,779.23	10,341.29	64,237.43	60,852.21	15,213.05	14,755.29	90,820.55				0.00
YEAR TOTAL	640,036.73	160,008.43	158,492.17	958,537.33	712,422.92	177,703.89	172,437.20	1,062,564.01	413,469.56	103,367.65	102,066.68	618,903.89

- Permits and Licenses revenues total \$3,625 this month for a total of \$59,088. This is compared to \$53,376 collected at this time last year.
- Inspection fees collected are \$27,140 year to date. Of this amount, \$23,015 has been paid to Safebuilt for inspections.
- Municipal Court revenue for the month of June is \$4,542, \$65,309 to date. This compares to \$65,315 at this time last year.
- Interest revenue is \$5,664 this month for a total of \$47,234 to date.
- The Ambulance fee collected year to date is \$76,026.

Expenditures (GF)

Expenditures in the General Fund are currently shown at \$2,717,283, 78.16% of budget. There are several line items showing as over budget. At year end, this will be analyzed, and any remaining overages will be included in a Budget Amendment. If a department has lines that are over, but their department is within allocations, there is no need to make a budget amendment for that department.

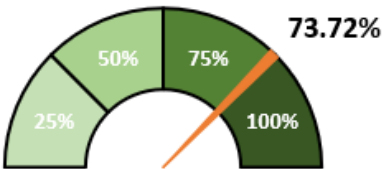


Transfers (GF)

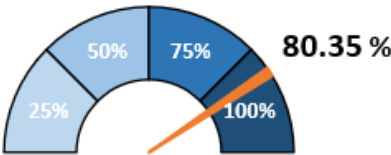
Interfund transfers have been completed. The budget shows additional transfers coming from the General Fund fund balance, but this is not a transfer that happens until year end. One transfer in was completed this month. This pertains to a reimbursement from FEMA for Cat A Debris removal. The amount received was deposited to the Contingency fund but the excess over what was spent out of contingency for Debris removal was transferred into General Fund.

30-Water, Sewer, and Solid Waste Fund

Operating Revenues in June total \$2,256,937 year to date. Operating expenses are \$1,913,162.



Enterprise Fund Revenue as % of Budget



Enterprise Fund Operating Expense as % of Budget

- No impact fees were collected during the month of June.
- Sewer Maintenance and Repair currently show as over budget due to the replacement of LS #6 Force Main. This was approved by council and will come as a budget amendment at year end.

RECOMMENDATION: Council to approve June 2025 Budget Summary Report for General Fund and the Water & Sewer Enterprise Fund.

City of Richwood
Fiscal Year 2025 Operational Budget Report
10/1/2024 -06/30/2025

10 General Fund	Prior YTD	Current Period	Current YTD	Original Budget	Revised Budget	Remaining Budget	% Earned/Used
Revenue							75% of year
Taxes	2,642,990.04	96,538.06	2,830,568.51	3,258,935.00	3,258,935.00	428,366.49	86.86%
Property taxes, including delinquent & penalties	2,121,226.78	42,211.44	2,285,297.43	2,412,935.00	2,412,935.00		94.71%
Franchise Taxes	137,011.76	0.00	131,801.90	196,000.00	196,000.00		67.25%
Sales Tax	384,751.50	54,326.62	413,469.18	650,000.00	650,000.00		63.61%
Licenses and permits	53,375.64	3,625.00	59,087.76	75,150.00	75,150.00	16,062.24	78.63%
Intergovernmental revenue	11,568.92	0.00	11,556.91	10,000.00	10,000.00	(1,556.91)	Ahead of Budget
Charges for services - Municipal Bldg Rental	6,210.00	550.00	6,000.00	7,000.00	7,000.00	1,000.00	85.71%
Municipal Court Revenue	65,315.34	4,541.86	65,309.07	110,000.00	110,000.00	44,690.93	59.37%
Special Revenues	8,178.00	0.00	5,400.95	1,050.00	1,050.00	(4,350.95)	Ahead of Budget
Interest	69,806.68	5,663.69	47,233.63	55,000.00	55,000.00	7,766.37	85.88%
Miscellaneous revenue	120,462.19	12,496.75	129,795.51	149,400.00	149,400.00	19,604.49	86.88%
Inspection Fees	26,800.00	3,240.00	27,140.00	30,000.00	30,000.00		
Miscellaneous Income	13,505.59	394.25	24,879.98	13,000.00	13,000.00		
Parks & Recreation - Park Pavillion Rentals	3,500.00	375.00	1,250.00	3,500.00	3,500.00		
Parks & Recreation - Sports Field Rental	700.00	0.00	500.00	1,400.00	1,400.00		
Ambulance Fee Revenue	75,956.60	8,487.50	76,025.53	101,500.00	101,500.00		
Total Revenue	2,977,906.81	123,415.36	3,154,952.34	3,666,535.00	3,666,535.00	511,582.66	86.05%
Expenditures							
General Government							
Administration							
Personnel & Benefits	408,694.06	65,581.23	450,255.65	599,119.00	599,119.00	148,863.35	75.15%
Supplies	10,739.94	1,326.03	10,082.90	19,500.00	19,500.00	9,417.10	51.71%
Maintenance & Repair	4,562.20	1,020.94	13,851.06	16,480.00	16,480.00	2,628.94	84.05%
Utilities	10,970.60	841.64	13,965.24	15,300.00	15,300.00	1,334.76	91.28%
Professional Services	145,881.60	8,984.75	209,618.24	402,062.00	402,062.00	192,443.76	52.14%
Other Services	94,098.45	381.62	88,495.38	107,351.00	107,351.00	18,855.62	82.44%
Capital Equipment	4,554.49	182.60	2,719.50	7,155.00	7,155.00	4,435.50	38.01%
Total Administration	679,501.34	78,318.81	788,987.97	1,166,967.00	1,166,967.00	377,979.03	67.61%
Judicial							
Personnel & Benefits	52,495.99	1,884.91	9,343.95	10,501.00	10,501.00	1,157.05	88.98%
Supplies	0.00	0.00	230.24	300.00	300.00	69.76	76.75%
Professional Services	14,090.00	400.00	13,017.50	18,950.00	18,950.00	5,932.50	68.69%
Other Services	110.00	39.50	224.50	500.00	500.00	275.50	44.90%
Total Judicial	66,695.99	2,324.41	22,816.19	30,251.00	30,251.00	7,434.81	75.42%
Permitting & Inspections							
Personnel & Benefits	22,618.00	3,555.00	23,015.00	35,000.00	35,000.00	11,985.00	65.76%
Supplies	232.57	0.00	0.00	1,000.00	1,000.00	1,000.00	0.00%
Total Permitting & Inspections	22,850.57	3,555.00	23,015.00	36,000.00	36,000.00	12,985.00	63.93%
Special Revenue Expenditures							
Supplies	495.00	0.00	425.00	1,500.00	1,500.00	1,075.00	28.33%
Total Special Revenue Expenditures	495.00	0.00	425.00	1,500.00	1,500.00	1,075.00	28.33%
Total General Government	769,542.90	84,198.22	835,244.16	1,234,718.00	1,234,718.00	399,473.84	67.65%
Public Safety							
Police Department							
Personnel & Benefits	599,564.22	103,438.84	701,760.69	960,447.00	960,447.00	258,686.31	73.07%
Supplies	34,694.64	4,562.11	35,475.16	46,700.00	46,700.00	11,224.84	75.96%
Maintenance & Repair	26,591.87	9,129.49	40,207.28	24,100.00	24,100.00	(16,107.28)	Over Budget
Utilities	13,772.55	810.36	6,486.00	19,500.00	19,500.00	13,014.00	33.26%
Professional Services	156,166.19	339.00	180,736.45	228,716.00	228,716.00	47,979.55	79.02%
Other Services	15,131.76	0.00	14,392.86	15,213.00	15,213.00	820.14	94.61%
Capital Equipment	6,624.40	137.44	3,249.26	1,827.00	1,827.00	(1,422.26)	Over Budget
Total Police Department	852,545.63	118,417.24	982,307.70	1,296,503.00	1,296,503.00	314,195.30	75.77%
Fire Department							
Personnel & Benefits	11,398.00	(1,400.00)	23,068.14	42,200.00	42,200.00	19,131.86	54.66%
Supplies	5,434.65	2,298.54	8,732.35	18,000.00	18,000.00	9,267.65	48.51%
Maintenance & Repair	23,403.22	216.72	19,967.04	47,000.00	47,000.00	27,032.96	42.48%
Utilities	4,392.59	432.97	4,829.43	6,150.00	6,150.00	1,320.57	78.53%
Professional Services	38,746.00	40,000.00	165,120.00	160,000.00	160,000.00	(5,120.00)	Over Budget

10 General Fund	Prior YTD	Current Period	Current YTD	Original Budget	Revised Budget	Remaining Budget	Percentage
Other Services	45,746.78	0.00	42,543.52	50,646.00	50,646.00	8,102.48	84.00%
Capital Equipment	32,954.89	0.00	32,712.17	59,712.00	59,712.00	26,999.83	54.78%
Total Fire Department	162,076.13	41,548.23	296,972.65	383,708.00	383,708.00	86,735.35	77.40%
Code Enforcement							
Personnel & Benefits	53,555.79	8,943.73	60,172.73	82,559.00	82,559.00	22,386.27	72.88%
Supplies	1,979.09	195.40	1,586.73	6,200.00	6,200.00	4,613.27	25.59%
Maintenance & Repair	60.75	0.00	10.25	1,000.00	1,000.00		
Professional Services	680.00	0.00	0.00	1,000.00	1,000.00	1,000.00	0.00%
Other Services	662.97	0.00	702.59	809.00	809.00	106.41	86.85%
Total Code Enforcement	56,938.60	9,139.13	62,472.30	91,568.00	91,568.00	28,105.95	68.23%
Total Public Safety	1,071,560.36	169,104.60	1,341,752.65	1,771,779.00	1,771,779.00	430,026.35	75.73%
Public Works							
City Maintenance							
Personnel & Benefits	91,057.99	22,243.33	158,769.35	209,482.00	209,482.00	50,712.65	75.79%
Supplies	19,504.27	1,344.53	17,809.11	21,700.00	21,700.00	3,890.89	82.07%
Maintenance & Repair	64,121.11	1,561.62	113,249.12	56,860.00	56,860.00	(56,389.12)	Over Budget
Utilities	31,371.40	3,605.39	34,151.13	42,130.00	42,130.00	7,978.87	81.06%
Other Services	15,412.14	0.00	16,716.78	19,774.00	19,774.00	3,057.22	84.54%
Capital Equipment	271,096.80	0.00	60,635.16	65,000.00	65,000.00	4,364.84	93.28%
Total City Maintenance	492,563.71	28,754.87	401,330.65	414,946.00	414,946.00	13,615.35	96.72%
Parks and Recreation							
Supplies	3,530.02	26.78	4,114.04	4,800.00	4,800.00	685.96	85.71%
Maintenance & Repair	25,343.69	10,398.03	40,244.80	27,000.00	27,000.00	(13,244.80)	Over Budget
Utilities	2,490.58	532.45	2,658.93	3,600.00	3,600.00	941.07	73.86%
Other Services	13,546.81	0.00	14,799.15	19,568.00	19,568.00	4,768.85	75.63%
Total Parks and Recreation	44,911.10	10,957.26	61,816.92	54,968.00	54,968.00	(6,848.92)	Over Budget
Emergency/Disaster							
Personnel & Benefits	0.00	0.00	9,000.00	0.00	0.00	(9,000.00)	
Supplies	0.00	0.00	3,825.00	0.00	0.00	(3,825.00)	
Maintenance & Repair	0.00	0.00	61,413.57	0.00	0.00	(61,413.57)	
Professional Services	0.00	0.00	2,900.00	0.00	0.00	(2,900.00)	
Total Emergency/Disaster	0.00	0.00	77,138.57	0.00	0.00	(77,138.57)	Over Budget
Miscellaneous	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
Total Expenditures	2,378,578.07	293,014.95	2,717,282.95	3,476,411.00	3,476,411.00	759,128.05	78.16%
Other Financing Sources and Uses							
Sources							
Transfers In	25,000.00	84,161.25	159,661.25	980,000.00	980,000.00	820,338.75	100.00%
Total Sources	25,000.00	84,161.25	159,661.25	980,000.00	980,000.00	820,338.75	16.29%
Uses							
Transfers Out	334,000.00	0.00	395,000.00	1,095,000.00	1,095,000.00	700,000.00	36.07%
Total Uses	334,000.00	0.00	395,000.00	1,095,000.00	1,095,000.00	700,000.00	36.07%
Total Other Financing Sources and Uses	(309,000.00)	84,161.25	(235,338.75)	(115,000.00)	(115,000.00)	120,338.75	
Total - 10 GENERAL FUND	290,328.74	(85,438.34)	202,330.64	75,124.00	75,124.00	(127,206.64)	

City of Richwood Operational Budget Report 10/1/2024 -06/30/2025							
30 Water & Sewer Enterprise Fund	Prior YTD	Current Period	Current YTD	Annual Budget	Revised Budget	Remaining Budget	% Earned/Used
Net Operating Income (Loss)							
Operating income							75% of year
Sewer Department	754,140.01	86,742.33	767,667.17	1,049,551.00	1,049,551.00	281,883.83	73.14%
Water Department	1,145,088.47	139,622.21	1,190,214.28	1,617,799.00	1,617,799.00	427,584.72	73.57%
Solid Waste Department	278,388.81	33,626.00	299,055.71	394,000.00	394,000.00	94,944.29	75.90%
Total Operating income	2,177,617.29	259,990.54	2,256,937.16	3,061,350.00	3,061,350.00	804,412.84	73.72%
Operating expense							
Sewer Department							
Personnel & Benefits	122,323.84	22,322.93	159,471.85	210,174.00	210,174.00	50,702.15	75.88%
Supplies	6,116.15	1,180.58	6,538.93	9,800.00	9,800.00	3,261.07	66.72%
Maintenance & Repair	31,070.74	2,499.26	166,035.32	66,040.00	66,040.00	(99,995.32)	Over Budget
Professional Services	392,074.40	40,411.10	384,577.07	485,000.00	485,000.00	100,422.93	79.29%
Other Services (insurance)	13,303.36	0.00	5,742.35	5,802.00	5,802.00	59.65	98.97%
Total Sewer Department	564,888.49	66,413.87	722,365.52	776,816.00	776,816.00	54,450.48	92.99%
Water Department							
Personnel & Benefits	196,966.58	38,915.06	260,061.88	344,731.00	344,731.00	84,669.12	75.44%
Supplies	31,752.65	7,774.81	35,635.51	38,500.00	38,500.00	2,864.49	92.56%
Maintenance & Repair	148,239.55	4,319.04	85,110.42	133,220.00	133,220.00	48,109.58	63.89%
Utilities	68,461.80	8,929.61	78,493.64	77,683.00	77,683.00	(810.64)	Over Budget
Professional Services	42,447.27	365.00	48,533.01	85,500.00	85,500.00	36,966.99	56.76%
Other Services	361,618.84	32,438.52	411,248.98	544,824.00	544,824.00	133,575.02	75.48%
Capital Equipment	2,706.93	(16.23)	4,886.25	3,655.00	3,655.00	(1,231.25)	Over Budget
Total Water Department	852,193.62	92,725.81	923,969.69	1,228,113.00	1,228,113.00	304,143.31	75.23%
Solid Waste Department							
Professional Services	258,587.28	29,954.85	266,826.93	376,000.00	376,000.00	109,065.07	70.96%
Total Solid Waste Department	258,587.28	29,954.85	266,826.93	376,000.00	376,000.00	109,173.07	70.96%
Total Operating expense	1,675,669.39	189,094.53	1,913,162.14	2,380,929.00	2,380,929.00	467,766.86	80.35%
Total Net Operating Income (Loss)	501,947.90	70,896.01	343,775.02	680,421.00	680,421.00	336,645.98	50.52%
Non-Operating Items							
Non-operating income							
Interest income	4,164.98	1,278.42	13,890.88	0.00	0.00	(13,890.88)	Ahead of Budget
Other income	1,736.98	1,222.98	4,970.12	2,412.00	2,412.00	(2,558.12)	Ahead of Budget
Transfers In	70,000.00	0.00	0.00	0.00	0.00	0.00	
Total Non-operating income	75,901.96	2,501.40	18,861.00	2,412.00	2,412.00	(16,449.00)	Ahead of Budget
Non-operating expense							
Debt Service	185,579.81	0.00	112,172.50	360,405.00	360,405.00	248,232.50	31.12%
Transfers Out	56,000.00	0.00	275.00	56,000.00	56,000.00	55,725.00	0.49%
Total Non-operating expense	241,579.81	0.00	112,447.50	416,405.00	416,405.00	303,957.50	27.00%
Depreciation Expense	0.00	0.00	0.00	325,000.00	325,000.00	325,000.00	0.00%
Total Non-Operating Items	(165,677.85)	2,501.40	(93,586.50)	(738,993.00)	(738,993.00)	645,406.50	Ahead of Budget
Total - 30 Water & Sewer Enterprise Fund	336,270.05	73,397.41	250,188.52	(58,572.00)	(58,572.00)	308,760.52	Ahead of Budget

Budget Amendments:

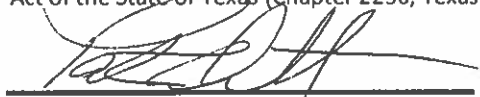
City of Richwood, Texas
Quarterly Investment Report
Fiscal Year 2025, Quarter 3
4/1/2025 - 6/30/2025

Portfolio	March 31, 2025		June 30, 2025	
	Book Value	Market Value	Book Value	Market Value
Cash	1,324,782.78	1,324,782.78	1,137,787.29	1,137,787.29
Investment Pools	4,960,276.17	4,960,276.17	4,960,276.17	4,960,276.17
Certificates of Deposits	109,822.58	109,822.58	109,687.36	109,687.36
TOTAL INVESTMENTS	6,394,881.53	6,394,881.53	6,207,750.82	6,207,750.82

Quarterly Investment Income 46,629.67
 Weighted Average Yield 0.92%
Simplified calculation for information only

Items of Note:

The attached information comprises the quarterly investment report for the City of Richwood, Texas for the period ended March 31, 2025. 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 6/30/2025													Q3 FY 2025			
	TOTAL	GENERAL 10	REPLCMT 13	CCPD 15	CONT'Y 16	KRB 20	TRANSPT 25	I&I 28	WS 30-30	Util Cap Prj 32	40	70	EARNINGS YTD	EARNINGS QTR		
TEXSTAR	1,185,842.50	238,823.76	8,357.55	294,816.52	643,844.67								34,636.68	12,633.09		
TEXPOOL	275,504.19	275,504.19											9,044.06	2,941.53		
TEXPOOL PRIME	2,653,687.99	618,541.22	91,211.80		885,869.23	45,157.77		84,242.50	365,908.51	270,926.45	267,789.04	24,041.46	52,253.05	21,657.37		
LOGIC - UTIL CAP PROJ	89.82									89.82			2.79	0.91		
LOGIC - GF	845,151.67	466,241.33	140,636.29				238,274.05						30,533.01	9,261.55		
CERTIFICATES OF DEPOSIT:																
BNB 601286	109,687.36	54,843.68							54,843.68				539.94	135.22		
Issue date 2/14/90 - 3 mos - Sept 4																
TOTAL	5,069,963.53	1,653,954.17	240,205.64	294,816.52	1,529,713.90	45,157.77	238,274.05	84,242.50	420,752.19	271,016.27	267,789.04	24,041.46	127,009.53	46,629.67		

CITY OF RICHWOOD, TEXAS
Cash and Investment Schedule

Description	Investment	Purchase Date	Maturity Date	3/31/2025	Deposits / Purchases	Withdrawals / Maturities	Interest this quarter	6/30/2025	Interest Rate end of quarter	% of total Cash/Investments
Pooled Investment Fund										
General Fund	TexPool-449001			272,562.66			2,941.53	275,504.19	4.3520%	4.44%
General Fund	TexStar -1110			1,173,209.41			12,633.09	1,185,842.50	4.2844%	19.10%
General Fund	Logic -9001			835,890.12			9,261.55	845,151.67	4.4108%	13.61%
General Fund	TexPool Prime 559001			1,665,095.21	966,935.41		21,657.37	2,653,687.99	4.4568%	42.75%
2019 Util Cap Proj Fund	Logic-9002			88.91			0.91	89.82	4.4108%	0.00%
Total Pools			12/6/2021	4,960,276.17	966,935.41	-	46,494.45	4,960,276.17		79.9046%
Brazos National Bank	CD-601286			109,552.30			135.06	109,687.36	0.0500%	1.77%
Total Certificates of Deposits				109,822.58	-	-	135.06	109,687.36		1.7669%
Total Investment Accounts				5,070,098.75	966,935.41	-	46,629.51	5,069,963.53		81.6715%
Cash Accounts										
Pooled Cash-NOW ACCT	First Natl -3073			1,320,700.85			34.96	1,133,447.25	0.0100%	18.26%
Seizure Fund -NOW ACCT	First Natl -5076			4,339.92			0.12	4,340.04	0.0100%	0.07%
Total Cash Accounts				1,324,782.78	-	-	35.08	1,137,787.29		18.3285%
Total Cash and Investments				6,394,881.53	966,935.41	-	46,664.59	6,207,750.82		100.00%

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

Section VI, Item B.

MINUTES

RICHWOOD CITY COUNCIL MEETING

Monday, July 14, 2025 at 6:15 PM

BE IT KNOWN THAT a City of Richwood City Council will meet Monday, July 14, 2025, 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 6:55 p.m.

II. ROLL CALL OF COUNCIL MEMBERS

PRESENT

Michael Durham, Mayor

Paul Stallberg, Position 1

Mike Johnson, Position 2

Amanda Reynolds, Position 3

William Yearsin, Position 4

Jeremy Fountain, Position 5

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

III. PUBLIC COMMENTS

Jason Breaux, POA president, spoke regarding the drainage in Oakwood Shores.

IV. CONSENT AGENDA

A. Budget Report, May 2025

B. Approval of minutes from meeting held June 16, 2025.

C. Appoint Stephen Mayer to the Keep Richwood Beautiful Board.

Motion made by Amanda Reynolds, Seconded by William Yearsin.

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

Motion carried.

V. FY 2026 BUDGET WORKSHOP

Tricia Ditto presented.

Discussion held on utility rates and options for an increase.

VI. DISCUSSION AND ACTION ITEMS

A. Discuss and consider extending the contractual agreement with Waste Connections for residential solid waste.

Clif Custer presented.

Discussion held on their service and any performance clause in our agreement.

Discussion held on tabling the item.

Motion to table the contractual agreement with Waste Connections for residential solid waste until August.

***Motion made by Jeremy Fountain, Seconded by William Yearsin.
Voting Yea: Paul Stallberg, Mike Johnson, Amanda Reynolds, William Yearsin, Jeremy Fountain***
Motion carried.

- B. Discussion regarding potential amendments to the City’s permit fee schedule and direction to staff to prepare a draft ordinance for future consideration.

Discussion held on the data requested.

Discussion only, no action.
- C. Consider items removed from consent agenda

No items removed.

VII. EXECUTIVE SESSION

Pursuant to Chapter 551.071, Consultation with Counsel on legal matters.

City Council recessed into executive session at 7:59 p.m.

City Council reconvened in regular session at 8:52 p.m.

VIII. ACTION AS A RESULT OF EXECUTIVE SESSION

No action taken.

IX. CAPITAL IMPROVEMENT PROJECTS UPDATE

- A. CIP Report, June 2025

Clif Custer, Public Works Director, presented.

X. CITY MANAGER'S REPORT

Eric Foerster, City Manager, gave report.

XI. COUNCIL MEMBER COMMENTS & REPORTS

Councilmember Stallberg expressed that All-America Night was a great event with plenty of good food. Although the turnout was smaller than in previous years, it was still a successful event. He thanked the fire and police departments for their presence and extended appreciation to Clif and Eric for their assistance. He also noted that it is storm season and the city is currently monitoring weather activity.

Councilmember Johnson expressed appreciation to everyone who assisted with All-America Night and stated that the budget review looks very good.

Councilmember Reynolds stated that she was disappointed to have missed All-America Night but expressed gratitude to the staff, Paul, and all others who participated in the event.

Councilmember Yearsin stated that it was nice to have citizens present to voice their concerns. He acknowledged the difficulty in making decisions for the City and expressed appreciation for public input.

Councilmember Fountain reminded everyone to stay hydrated due to the extreme heat.

XII. MAYOR'S REPORT

Mayor Durham thanked everyone who attended All-America Night and noted that the evening’s meeting had a good turnout. He expressed appreciation to the Yearsin family for their efforts in assisting those in need in the Hill Country. He also reminded everyone to be prepared as the City monitors the current storm activity.

XIII. ITEMS OF COMMUNITY INTEREST

Park survey

KRB event this weekend

XIV. FUTURE AGENDA ITEMS

Utility Rates

Permit Fees

Waste Connection

CCPD Budget

Call for PH for Budget and Tax

XV. ADJOURNMENT

Being there no further business, the meeting was adjourned at 9:00 p.m.

These minutes were read and approved on the 11th day of August, 2025.

Mayor

ATTEST:

City Secretary



AGENDA MEMORANDUM ITEM # 2025-R-

CONTACT: Patricia Ditto, Finance Director

SUBJECT: ARPA required policies

SUMMARY: As we go through the closeout of the ARPA project, GrantWorks has given us required policies to adopt. These policies are to affect only ARPA funding.

The policies required to be adopted are:

- Retention Policy
- AFWA Plan
- PII Policy
- Standards of Conduct COI
- Financial Management

BACKGROUND INFORMATION:

Richwood was notified of these required policies in July 2025. The attached policies are based on templates provided by GrantWorks

FISCAL IMPACT:

None

RECOMMENDATION: Staff recommends that council approve all attached policies as written.

Thank you,

Patricia Ditto, Finance Director

RESOLUTION 25-R-101

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF RICHWOOD, TEXAS, ADOPTING REQUIRED POLICIES FOR THE CLOSEOUT OF THE AMERICAN RESCUE PLAN ACT (ARPA) CORONAVIRUS STATE AND LOCAL FISCAL RECOVERY FUNDS (SLFRF) GRANT; AUTHORIZING THE MAYOR OR THEIR DESIGNEE TO SIGN SAID POLICIES; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the City of Richwood previously received funding through the American Rescue Plan Act (ARPA) Coronavirus State and Local Fiscal Recovery Funds (SLFRF) program; and

WHEREAS, in order to fulfill federal and state grant closeout requirements, the City must formally adopt specific policies to ensure proper grant management, compliance, and documentation; and

WHEREAS, the following policies have been prepared and are attached hereto as Exhibits A through E:

- **Exhibit A:** Document Management & Records Retention Policy
- **Exhibit B:** Standards of Conduct and Conflict of Interest Policy
- **Exhibit C:** ARPA Anti-Fraud, Waste, and Abuse (AFWA) Plan
- **Exhibit D:** Financial Management Policies & Procedures
- **Exhibit E:** Personally Identifiable Information (PII) Policy & Procedures for ARPA/SLFRF

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

SECTION 1. The City Council hereby adopts the policies identified above and attached to this resolution as Exhibits A through E, in accordance with the closeout requirements of the ARPA SLFRF grant program.

SECTION 2. The City Council hereby authorizes the Mayor or their designee to sign each of the attached policies as needed to document official adoption and ensure compliance with ARPA SLFRF closeout requirements.

SECTION 3. The adopted policies shall be kept on file with the City Secretary and made available for review, audit, and compliance purposes.

SECTION 4. This Resolution shall become effective immediately upon its passage.

PASSED, APPROVED, AND ADOPTED this 11th day of August, 2025.

Michael Durham, Mayor

ATTEST:

Kirsten Garcia, City Secretary

Exhibit A - Document Management & Records Retention Policy

City of Richwood

Document Management & Records Retention Policy

As of August 11, 2025

Version 1.0

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OVERVIEW & PURPOSE

This policy pertains to all documents created or maintained pursuant to the ARPA/SLFRF Award. The purpose of this Records Retention Policy is to ensure all applicable city of Richwood representatives, hereafter called “ARPA Recipient” understand and adhere to the record retention requirements as identified in the ARPA Terms and Conditions, the Federal Uniform Guidance 2 CFR 200, other official Treasury Guidance, as well as applicable State of Texas Record Keeping requirements.

This document is intended to provide the general protocols, guidance, and framework for the files, records, and reports used and stored by the ARPA Recipient for the purposes of carrying out the ARPA funded programs during the contractual period of performance and throughout the ARPA required retention period.

RETENTION OF RECORDS

The Coronavirus State and Local Fiscal Recovery Funds (“SLFRF”) [Award Terms and Conditions](#) and the [Compliance and Reporting Guidance](#) set forth the U.S. Department of Treasury’s (“Treasury”) record retention requirements for the ARPA/SLFRF award.

It is the policy of ARPA Recipient to follow Treasury’s record retention requirements as it expends SLFRF pursuant to the ARPA/SLFRF award. Accordingly, the ARPA Recipient agrees to:

- Retain all financial and programmatic records related to the use and expenditure of SLFRF pursuant to the ARPA/SLFRF award for a period of five (5) years after all SLFRF funds have been expended or returned to Treasury, whichever is later.
- Retain records for real property and equipment acquired with SLFRF for five (5) years after final disposition.
- Ensure that the financial and programmatic records retained sufficiently evidence compliance with section 603(c) of the Social Security Act “ARPA,” Treasury’s regulations implementing that section, and guidance issued by Treasury regarding the foregoing.
- Allow the Treasury Office of Inspector General and the Government Accountability Office, or their authorized representatives, the right of timely and unrestricted access to any records for the purpose of audits or other investigations.
- If any litigation, claim, or audit is started before the expiration of the 5-year period, the records will be retained until all litigation, claims, or audit findings involving the records have been resolved.

COVERED RECORDS

For purposes of this policy, records are information, regardless of physical form or characteristics, that are created, received, or retained that evidence the ARPA Recipient’s expenditure of SLFRF funds on eligible projects, programs, or activities pursuant to the ARPA/SLFRF award.

Records that shall be retained pursuant to this policy include, but are not limited to, the following:

- Financial statements and accounting records evidencing expenditures of SLFRF for eligible projects, programs, or activities;
- Documentation of rational to support a particular expenditure of SLFRF (e.g., expenditure constitutes the ARPA Recipient/subrecipient’s scope of work;

- Documentation of all costs invoiced or otherwise charged to the ARPA/SLFRF award;
- Procurement documents evidencing the significant history of a procurement, including, at a minimum, the rationale for the method of procurement, selection of contract type, contractor selection or rejection, and the basis for contract cost or price;
- Documentation of all monitoring and/or audit and reporting activities as a direct result of SLFRF;
- Documentation evidencing compliance with the Uniform Guidance property management standards set forth in 2 CFR §§ 200.310-316 and 200.329;
- Personnel and payroll records for full-time and part-time employees compensated with SLFRF, including time and effort reports; and
- Indirect cost rate proposals.
- All other supporting documents, statistical records, reports, and all other non-federal entity records pertinent to the project funded by ARPA/SLFRF.

DISPOSITION OF RECORDS & STORAGE

The ARPA Recipient’s records must/will be stored in a safe, secure, and accessible manner.

The ARPA Recipient’s defined Management Information System (MIS) (as applicable) and/or Document Repository system which will be used for electronic file records is the City of Richwood server.

The defined systems/Document Repository will maintain reliability to ensure records are accurate and available, preserve authenticity to protect against unauthorized access, and provide usability to staff so that records can be easily found and updated. Information shall be transferred to the ARPA Recipient and designated ARPA PM at key points throughout the project from various parties including subrecipients, beneficiaries, contractors/vendors, and others.

The ARPA Recipient will carry out this plan in its entirety with a preference for digitally stored data, password protection and limited building/file access. All Projects that involve personally identifiable information (PII) or any data deemed as sensitive or confidential in nature, shall be managed appropriately. PII data is in reference to but will not be limited to individual/applicant name, address, driver’s license number, income level, or other personal information for determining identity and/or project eligibility. If such data is applicable to the project, the ARPA Recipient (or Subrecipient) should ensure a ***Client Data & Personally Identifiable Information (PII) Plan*** is in place that addresses specific steps to ensure potential PII data is handled and maintained in a secure and confidential manner. The ARPA Recipient agrees to comply with all local, state, and federal regulations regarding handling, release, or disclosure of such information.

DEPARTMENTAL RESPONSIBILITIES

Any department or unit of the ARPA Recipient and its employees, who are responsible for creating or maintaining the covered documents in this policy shall comply with the terms of this policy. Failure to do so may subject the ARPA Recipient to non-compliance with the ARPA Terms and Conditions. Any employee who fails to comply with the record retention requirements set forth herein may be subject to disciplinary sanctions, including suspension or termination.

The Finance Director will work closely with the GrantWorks and will be responsible for identifying and/or collecting the documents internally as well as from others receiving ARPA funds. The ARPA Recipient and its

designees must retain and arrange for the proper storage, retrieval, and transfer of records. The Finance Director shall also ensure that all personnel subject to the terms of this policy are aware of the record retention requirements set forth herein.

Reporting Policy Violations: The ARPA Recipient is committed to enforcing this policy as it applies to all forms of records. Any employee that suspects the terms of this policy have been violated shall report the incident immediately to that employee’s supervisor. If an employee is not comfortable bringing the matter up with the supervisor, the employee may bring the matter to the attention of the Finance Director. The ARPA Recipient prohibits any form of discipline, reprisal, intimidation, or retaliation for reporting incidents of inappropriate conduct of any kind, pursuing any record destruction claim, or cooperating in related investigations.

Questions About the Policy: Any questions about this policy should be referred to the Finance Director, who oversees administering, enforcing, and updating this policy. All revised policies should be clearly tracked and shared, and contingent on nature of revisions, may also require additional approval.

Project Closeout: The city of Richwood will identify and collect applicable records for each project carried out with ARPA funding. A document closeout checklist (by project) will then be shared accordingly with subrecipients, and other service providers along with record sharing, document transfers, and general document review procedures at closeout. The ARPA Recipient will work with the designated ARPA PM and other stakeholders such as subrecipients and contractors to ensure all records are transferred in a secure, efficient, and timely manner. The ARPA Recipient will continue to update and improve this Document Management & Records Retention Policy as additional best practices are identified and/or as Treasury SLFRF provides new relevant information related to record-keeping and compliance.

Attached in **Appendix A** of this document includes the current ARPA Recipient File Checklist that represents an initial list of ARPA Recipient administrative documents necessary for collection prior to closeout. This is not an exhaustive list and will remain subject to change. Additionally, each project carried out with ARPA funds will have a specific document closeout checklist to be used as a guide. There will be additional documents required for any projects carried out by parties other than the ARPA Recipient, such as subrecipients via a subaward and/or contractors and professional service providers.

These ARPA/SLFRF Document Management & Record Retention Policies and Procedures have been reviewed and adopted as applicable by legal or otherwise authorized representatives of the city of Richwood and are thereby approved on August 11, 2025.

Printed Name

Title of ARPA Recipient Representative

Signature of ARPA Recipient Representative

Date

Exhibit B - Standards of Conduct and Conflict of Interest Policy

STANDARDS OF CONDUCT AND CONFLICT OF INTEREST POLICY

CITY OF RICHWOOD

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SECTION 1 – PRINCIPLES & VALUES

The city of Richwood’s management of the ARPA-SLFRF efforts are governed by an unyielding commitment to our Standards of Conduct and Conflict of Interest Policies (the Standards). Decisions and actions are made with the highest degree of integrity. The Standards are based on honesty, objectivity, fairness, and respect.

These city of Richwood’s core principles and values guide relationships within our community, and all of those impacted by the use of ARPA-SLFRF funds including beneficiaries, subrecipients, consultants/contractors, vendors, awardees, local officials, staff, and all individuals who are directly affiliated with ARPA-SLFRF recovery efforts:

- **Integrity.** We will act in a lawful and ethical manner, never knowingly violating any law or our principles and standards of ethical conduct in the selection, award, and administration of all ARPA–SLFRF transactions.
- **Stewardship, Trust, & Service.** We will serve the people of our community to ensure an equitable recovery effort while following the prescribed rules of managing taxpayer resources.
- **Equity.** We will strive for a community that is fair for everyone and will ensure ARPA-SLFRF funded activities are selected and managed with equity fully in mind.
- **Transparency.** We will disclose any conflicts of interest we may have (or be made aware of) related to our responsibilities to the applicable parties including the State of Texas Ethics Commission, our internal Conflict of Interest Point of Contact, and the U.S. Treasury, and remove conflicts when necessary.
- **Honesty & Communication.** We will work to ensure an environment where employees (and all engaged stakeholders) are encouraged to seek advice, report misconduct, or question a business practice in good faith and without retaliation.
- **Partnership and Respect.** We will work with others who share our objectives and values and respect our stakeholders and fellow staff members, treating others with fairness and courtesy.

SECTION 2 – RESOURCE REFERENCES

Multiple federal, state, and local conduct and conflict of interest related laws govern the ARPA-SLFRF funded activities. ARPA funds are primarily governed by the ARPA regulations, the jurisdiction’s signed agreement to the [ARPA-SLFRF Terms and Conditions](#), and specific requirements of 2 CFR § 200.318(c). The conflict of interest policy applies to each activity funded under the ARPA-SLFRF award. Recipients (and subrecipients) must disclose in writing to the U.S. Treasury or the pass-through entity, as appropriate, any conflict and/or potential conflict of interest affecting the awarded funds in accordance with 2 CFR § 200.

This policy also aligns with and adheres to existing local and State of Texas requirements. While the following is not a fully exhausted list, the standards outlined in this policy conform with the following applicable federal and state regulations. Existing municipal, county and state-level adopted policies will also apply and may be referenced throughout this document as well, and where overlapping policies are identified, the most stringent application should apply.

Uniform Guidance 2 CFR 200:

- [2 CFR 200.318\(c\)](#)
- [§ 200.112 Conflict of interest.](#) The Federal awarding agency must establish a conflict of interest policy for Federal awards. The non-Federal entity must disclose in writing any potential conflict of interest to the Federal awarding agency or pass-through entity by applicable Federal awarding agency policy.

State of Texas: The following includes references to additional relevant State of Texas conflict of interest and disclosure laws applicable to city officials, employees, and vendors. A home rule charter, local policy, or ordinance may provide for more stringent requirements in some circumstances.

- <https://www.ethics.state.tx.us/resources/laws-regulations/>
- [Local Government Code Chapter 171: Real Property and Business Interests](#)
- [Local Government Code Chapter 176: Income and Gifts from and Family Relationships with Vendors](#)
- [Government Code Chapter 552: Public Information](#)
- [Government Code Chapter 572 Open Govt; Ethics. Personal Financial Disclosure, Standards of Conduct, and Conflict of Interest](#)
- [Local Government Code Chapter 145: Financial Disclosure in Cities with a population of 100,000 or more](#)
- [Section 15.01 – Texas Free Enterprise and Antitrust Act of 1983](#)
- [Government Code Section 2252.908 Vendor Disclosure of Interested Parties \(Form 1295\)](#)
 - <https://www.ethics.state.tx.us/>
 - https://www.ethics.state.tx.us/resources/FAQs/FAQ_Form1295.php
 - <https://www.ethics.state.tx.us/filinginfo/videos/Form1295/CreateCertificate/CreateCertificate.html>
 - <https://www.ethics.state.tx.us/data/filinginfo/1295Changes.pdf>
- https://www.ethics.state.tx.us/statutes/ch36_39.php
- [Texas Penal Code Title 8 Chapter 36 Bribery and Corrupt Influence](#)
- [Texas Penal Code Title 8, Chapter 39 Abuse of Office](#)
- [Chapter 305, Registration of Lobbyists and Chapter 34, Commission Rules: Regulations of Lobbyists \(](#)
<https://www.ethics.state.tx.us/resources/lobby/>
- [Texas Ethics Commission – Lobbying in Texas – A Guide to the TX Law](#)

External Resource Reference Guides:

- [TX Ethics Commission A Guide to Ethics Laws for State Officers and Employees](#)
- [TX Municipal League COI Disclosure Laws for City Officials, Employees and Vendors](#)

In the event of any discrepancy between the provisions of Federal and local regulations, the most stringent provision will prevail. This Policy does not supersede the authority and duty to comply with the laws and regulations cited above.

This Standard of Conduct and Conflict of Interest Policy will be made available to government officers and employees as well as other identified stakeholders so that they are aware of shared responsibilities, individually or jointly, to ensure that the objectives of the Policy are fully met.

Vendors, contractors, and subcontractors must also be made aware of their responsibilities related to the city of Richwood’s Standard of Conduct and Conflict of Interest Policy.

This Policy should align with and adhere to existing local and State of Texas requirements as well as 2 CFR § 200.318(c), as agreed upon within the executed ARPA-SLFRF Terms and Conditions.

SECTION 3 – DEFINITIONS

- **Business Entity** means a sole proprietorship, partnership, firm, corporation, holding company, joint-stock company, receivership, trust, or any other entity recognized by law.
- **Conflict of Interest (COI)** is an actual or potential COI situation described at 2 CFR 200.318(c)(1) or (c)(2). The term also includes situations that create, or may create, an unfair competitive advantage, or the appearance of such.
- **COI Point of Contact** means the individual identified in Section 7 of this Policy designated to receive, review, and coordinate necessary guidance, disclosures, and reporting steps as applicable to federal, state, and local handling requirements of all real or potential conflict of interests.
- **Contract** means, for the purpose of Federal Financial Assistance, a legal instrument by which the Entity purchases property or services needed to carry out a program or project under a Federal award, not limited to but including agreements, memorandums of understanding, and purchase orders properly executed with the recipient (or subrecipient).
- **Contractor** means an entity or individual that receives a Contract.
- **Covered Individual** means a Public Officer, employee, or agent of the city of Richwood.
- **Covered Nonprofit Organization** means a nonprofit corporation, organization, or association, incorporated or otherwise, that is organized or operating for religious, charitable, scientific, literary, public health and safety, or educational purposes, excluding any board, entity, or other organization created by the State or any political subdivision of the State (including the city of Richwood).
- **Covered Transaction** is a non-procurement or procurement transaction that is subject to the prohibitions outlined within this Policy.
- **Direct Benefit** means, with respect to a Public Officer or employee of the city of Richwood or the spouse of any such Public Officer or employee, (i) having a ten percent (10%) ownership interest or other interest in a Contract or Subaward; (ii) deriving any income or commission directly from a Contract or Subaward; or (iii) acquiring property under a Contract or Subaward.
- **Equity** means the consistent and systematic fair, just, and impartial treatment of all individuals, including individuals who belong to underserved communities that have been denied such treatment, such as Black,

Latino, and Indigenous and Native American persons, Asian Americans and Pacific Islanders and other persons of color; members of religious minorities; lesbian, gay, bisexual, transgender, and queer (LGBTQ+) persons; persons with disabilities; persons who live in rural areas; and persons otherwise adversely affected by persistent poverty or inequality.

- **Federal Financial Assistance** means Federal financial assistance that the city of Richwood receives or administers in the form of grants, cooperative agreements, non-cash contributions or donations of property (including donated surplus property), direct appropriations, food commodities, and other Federal financial assistance (except that the term does not include loans, loan guarantees, interest subsidies, or insurance).
- **Gifts** means payment or enrichment without equivalent retribution or of lesser value. Includes, but is not limited to, money, goods, or any other object, favorable economic opportunities, tips, concessions, benefits, discounts, privileges, or special considerations.
- **Governing Board** means the City Council of the city of Richwood government.
- **Immediate Family Member** is described at 2 CFR 200.465(c)(4) and means, with respect to any Covered Individual, (i) a spouse, and parents thereof, (ii) a child, and parent thereof, (iii) a parent, and spouse thereof, (iv) a sibling, and spouse thereof, (v) a grandparent and grandchild, and spouses thereof, (vi) domestic partners and parents thereof, including domestic partners of any individual in (ii) through (v) of this definition; and (vii) any individual related by blood or affinity whose close association with the Covered Individual is the equivalent of a family relationship.
- **Involved in Making or Administering** means (i) with respect to a Public Official or employee, (a) overseeing the performance of a Contract or Subaward, or having authority to make decisions regarding a Contract or Subaward or to interpret a Contract or Subaward, or (b) participating in the development of specifications or terms or the preparation or award of a Contract or Subaward, (ii) only with respect to a Public Official, being a member of a board, commission, or other body of which the Public Official is a member, taking action on the Contract or Subaward, whether or not the Public Official participates in that action.
- **Local Government Officer** is defined as a member of the governing body of a local governmental entity; Mayor, Council Members, local government corporation board members, the City Manager, and employees or other agents of a local governmental entity who exercise discretion in the planning, recommending, selecting, or contracting of a vendor. Also see ---“*local public official*” which means a member of the governing body or another officer, whether elected, appointed, paid, or unpaid, of any district (including a school district), county, municipality, precinct, central appraisal district, transit authority or district, or other local governmental entity who exercises responsibilities beyond those that are advisory in nature.
- **Non-Federal Entity** is defined at 2 CFR 200.1.

- **Pass-Through Entity** means a non-Federal entity that provides a subaward to a subrecipient to carry out part of a Federal program.
- **Public Officer** means an individual who is elected or appointed to serve or represent the city of Richwood (including, without limitation, any member of the Governing Board), other than an employee or independent contractor of the city of Richwood. Other names for the same position may include: “Public Servant” (Texas Penal Code, Ch’s 36 & 37, “Municipal Officer” (Texas Local Govt. Code Ch. 145), “Local Public Official” (Texas LGC Ch. 171), “Local Governmental Officer” (Texas LGC CH. 176), and “Public Official” (Texas Govt. Code Ch. 573).
- **Recipient (“ARPA Recipient”)** means an entity, usually but not limited to a non-Federal entity, that receives a Federal award directly from a Federal awarding agency. The term does not include Subrecipients or individuals that are beneficiaries of the award (2 CFR 200.1).
- **Related Party** means (i) an Immediate Family Member of a Covered Individual, (ii) a partner of a Covered Individual, or (iii) a current or potential employer (other than the City/County) of a Covered Individual, of a partner of a Covered Individual, or an Immediate Family Member of a Covered Individual.
- **Subaward** means an award provided by a Pass-Through Entity to carry out part of a Federal award received by the Pass-Through Entity. It does not include payments to a contractor or payments to an individual that is a beneficiary of a Federal program.
- **Subcontract** means any agreement entered into by a Subcontractor to furnish supplies or services for the performance of a Contract or a Subcontract. It includes, but is not limited to, purchase orders, and changes and modifications to purchase orders.
- **Subcontractor** means an entity that receives a Subcontract.
- **Subrecipient** means an entity, usually but not limited to a non-Federal entity, that receives a subaward from a Pass-Through Entity to carry out part of a Federal award; but does not include an individual that is a beneficiary of such award. A subrecipient may also be a recipient of other Federal awards directly from a Federal awarding agency.

SECTION 4 – CONFLICT OF INTEREST REQUIREMENTS IN TEXAS

4.1 CONFLICT OF INTEREST STANDARDS OVERVIEW

These standards of conduct contained herein are applicable to all procurement application selections, and/or ARPA-SLFRF funds disbursement activities. A common source of alleged wrongdoing revolves around conflicts of interest. Whether real or perceived, these allegations often arise out of situations involving personal financial gain, employment, or special treatment for family members or business relations. To protect all ARPA transactions from the undue influence of such conflicts and to bolster an equitable recovery process, the city of Richwood will maintain this Standards of Conduct and Conflict of Interest Policy throughout the ARPA period of performance.

Prohibited Conflicts of Interest in Contracting. No city of Richwood employee, officer, or agent (including Subrecipients) may participate in the selection, award, or administration of a contract if he or she has a real or apparent conflict of interest. Such conflict of interest would arise when the employee, officer, or agent, any member of his or her family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract. In the case of any aforementioned relationships, he/she shall not intervene, either directly or indirectly, in any matter related to them.

- Real Conflict of Interest. A real conflict of interest shall exist when the Covered Individual or any Related Party has a financial or other interest in or a tangible personal benefit from a firm considered for a Contract or Subaward.
- Apparent Conflict of Interest. An apparent conflict of interest shall exist where a real conflict of interest may not exist under Section 4 (4.2)(A), but where a reasonable person with knowledge of the relevant facts would find that an existing situation or relationship creates the appearance that a Covered Individual or any Related Party has a financial or other interest in or a tangible personal benefit from a firm considered for a Contract or Subaward.

4.2 CONFLICT OF INTEREST DISCLOSURE RESPONSIBILITIES

Officers, employees, and agents of the governmental entity may neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts, other than an unsolicited item of nominal value that may be accepted under a written policy adopted by the City/County. This includes, but may not be limited to, gifts, gratuities, favors, benefits, loans, commissions, or other special discounts.

All persons covered by this policy shall fully disclose any real or potential conflicts of interest. Every person must report any act that violates the provisions of this Policy and Standards of Conduct. All persons shall collaborate with any investigation initiated by the city of Richwood, the State of Texas or the Federal

Government related to conflicts of interest.

The city of Richwood shall adhere to Local Government Code Chapter 176 for specific requirements related to governmental officer disclosures in Texas.

In addition to the expectation that all officers understand and follow local, state, and federal law, and review all solicitation/contract documents and provisions closely, the city of Richwood designated COI Point of Contact (see [Section 5](#) of this document) will be available to provide guidance on the proper use of a disclosure form and other related code of conduct requirements and details including required federal, state, and local reporting timelines, as applicable.

4.3 FEDERAL, STATE, AND/OR AGENCY-LEVEL DISCLOSURES

4.3.10 CONFLICT OF INTEREST QUESTIONNAIRE (CIQ)

CIQ: A questionnaire defined by Chapter 176, Texas Local Government Code, by a vendor who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the vendor meets requirements under Section 176.006(a).

A vendor is required to file a conflict of interest questionnaire if the vendor has a business relationship with the city of Richwood and has: (1) an employment or other business relationship with an officer or an officer’s family member that results in the officer receiving taxable income that is more than \$2,500 in the preceding twelve months; (2) has given an officer or an officer’s family member one or more gifts totaling more than \$100 in the preceding twelve months; or (3) has a family relationship with an officer.

A vendor is required to file a questionnaire not later than the seventh business day after the later of the following: (1) the date that the vendor begins discussions or negotiations to enter into a contract with the city of Richwood or submits an application or response to a bid proposal; or (2) the date that the vendor becomes aware of a relationship or gives a gift to an officer or officer’s family member or becomes aware of a family relationship with an officer.

4.3.11 CERTIFICATION OF INTERESTED PARTIES FORM 1295

In 2015, the Texas Legislature adopted House Bill 1295, which added [Section 2252.908](#) of the Government Code. The law states that a governmental entity or state agency may not enter into certain contracts with a business entity unless the business entity submits a disclosure of interested parties to the governmental entity or state agency at the time the business entity submits the signed contract to the governmental entity or state agency. The law applies only to a contract of a governmental entity or state agency that either (1) requires an action or vote by the governing body of the entity or agency before the contract may be signed or (2) has a value of at least \$1 million, or (3) is for services that would require a person to register as a lobbyist under Chapter 305 of the Government Code. The disclosure requirement applies to a contract entered into on or after January 1, 2016.

The Texas Ethics Commission was required to adopt rules necessary to implement that law, prescribe the disclosure of interested parties form, and post a copy of the form on the Commission's website. The Commission adopted the Certificate of Interested Parties form (Form 1295) on October 5, 2015. The Commission also adopted new rules (Chapter 46) on November 30, 2015, to implement the law. The Commission does not have any additional authority to enforce or interpret House Bill 1295.

[The Conflict of Interest Questionnaire \(Form CIQ\) can be reviewed here.](#) *Note, this form copy is only for reference and cannot be filled out by hand. A vendor must use the filing application to generate the form and print it from there. Instructions for filing the form can be accessed [here](#).*

Also refer to <https://www.ethics.state.tx.us/> and **Section 2 – Resource References** of this document for additional links to access Form 1295 Frequently Asked Questions and related laws and regulations.

What Contracts Apply to Form 1295?

The law applies only to a contract between a governmental entity or state agency and a business entity at the time it is voted on by the governing body or at the time it binds the governmental entity or state agency, or whichever is earlier, including an amended, extended, or renewed contract, of a governmental entity or state agency that either:

- requires an action or vote by the governing body of the entity or agency before the contract may be signed; or
- has a value of at least \$1 million or is for services that would require a person to register as a lobbyist under Chapter 305 of the Government Code. Gov't Code § 2252.908; 1 T.A.C. §§ 46.1(b), 46.3(a). The disclosure requirement applies to a contract entered into on or after January 1, 2016.

A contract does not require an action or vote by the governing body of a governmental entity or state agency if:

- the governing body has legal authority to delegate to its staff the authority to execute the contract;
- the governing body has delegated to its staff the authority to execute the contract; and
- the governing body does not participate in the selection of the business entity with which the contract is entered into.

4.3.12 CONFLICT OF INTEREST DISCLOSURES BY GOVERNMENT OFFICER (CIS)

The notice to the appropriate local governmental entity when a local government officer has become aware of facts that require the officer to file this statement in accordance with [Chapter 176, Local Government Code](#). It provides the nature and extent of business and/or family relationships between officer and vendor and other disclosures, in accordance with Section 176.003 of the Local Government Code. This form is required to be filed with the records administrator of the local governmental entity not later than 5 p.m. on the seventh business day after the date on which the officer becomes aware of the facts that require the filing of this statement.

1. An officer must file a statement if the officer or officer’s family member has an employment or other business relationship with a vendor that results in the officer or officer’s family member receiving

taxable income of more than \$2,500 in the preceding twelve (12) months. An officer who only receives investment income, regardless of the amount, is not required to file a disclosure statement. Investment income includes dividends, capital gains, or interest income gained from a personal or business checking or savings account or another similar account, a personal or business investment, or a personal or business loan.

2. An officer is required to file a statement if the officer or officer’s family member accepts one or more gifts (including lodging, transportation, and entertainment accepted as a guest) from a vendor that has an aggregate value of more than \$100 in the preceding twelve months. An officer is not required to file a statement in relation to a gift, regardless of amount, if the gift: (1) is a political contribution; (2) is food accepted as a guest; or (3) is offered on account of kinship or a personal, professional, or business relationship independent of the official status of the recipient.
3. An officer is required to file a statement if the officer has a family relationship with the vendor.

SECTION 5 – GIFT STANDARDS

[Chapter 36 of the Penal Code](#) prohibits public servants from accepting certain gifts or benefits. Violations of the laws in this chapter carry criminal penalties, and complaints alleging such violations are handled by local prosecutors, not by the Texas Ethics Commission.

Subject to the few exceptions set forth below and further described in the [Penal Code Section 36.08](#), a Covered Individual may not solicit or accept gratuities, favors, or anything of monetary value from a Vendor/Contractor, or a Subcontractor or other direct recipients of ARPA-SLFRF related benefits.

Exception. A Covered Individual may accept an unsolicited gift from a Contractor or Subcontractor of one or more types specified below if the gift has an aggregate market value of \$20 or less per source per occasion, provided that the aggregate market value of all gifts received by the Covered Individual pursuant to this does not exceed \$50 in a calendar year:

- Honorariums for participating in meetings;
- Advertising items or souvenirs of nominal value; or
- Meals furnished at banquets.

Even if the acceptance of a gift is legally permissible, a governmental Officer or employee as well as vendors/contractors should always consider whether the gift raises the appearance of impropriety before giving or accepting.

Internal Reporting. A Covered Individual shall report any gift accepted to the COI Point of Contact. If required by regulation of a Federal awarding agency, the COI Point of Contact shall report such gifts to the Federal awarding agency.

- A subrecipient shall also report all potential instances of known or potential conflicts of interest to the city of Richwood (also referred to as the ARPA Recipient or the Pass-Through Entity) and all instances of gifts, excluding those that fall within the exceptions outlined in 5.1(a).

SECTION 6 – VIOLATIONS OF POLICY

Any alleged violations of the standards set forth in this Policy shall be immediately referred to the city of Richwood COI Point of Contact. The offending employee, officer, or agent will be subject to disciplinary actions that could result in their termination of employment.

Disciplinary Actions for Covered Individuals. Any Covered Individual that fails to disclose a real, apparent, or potential real or apparent conflict of interest arising concerning the Covered Individual or Related Party may be subject to disciplinary action, including, but not limited to, an employee’s termination or suspension of employment with or without pay, the consideration or adoption of a resolution of censure of a Public Official by the Governing Board, or termination of an agent’s contract.

Disciplinary Actions for Contractors and Subcontractors. The city of Richwood shall terminate any Contract with a Contractor or Subcontractor that violates any provision of this Policy.

Knowingly violating the terms of an agency’s ethics and conflict of interest policy may also be penalized as a criminal offense. Any such occurrence will be reviewed on a case-by-case basis to determine steps beyond above stated disciplinary actions.

- As outlined in Chapter 176 of the Texas Government Code, “an officer or vendor who knowingly fails to file a statement or a disclosure when required to do so commits a Class A, B, or C misdemeanor, depending on the amount of the contract. It is an exception to prosecution that an officer/vendor files a statement/questionnaire not later than the seventh day after the date the person receives notice from the city of the alleged violation.”

Protections for Whistleblowers. In accordance with [41 U.S.C. § 4712](#), the city of Richwood shall not discharge, demote, or otherwise discriminate against an employee in reprisal for disclosing to any of the list of persons or entities provided below, information that the employee reasonably believes is evidence of gross mismanagement of a federal contract or grant, a gross waste of federal funds, an abuse of authority relating to a federal contract or grant, a substantial and specific danger to public health or safety, or a violation of law, rule, or regulation related to a federal contract (including the competition for or negotiation of a contract) or grant: (i) a member of Congress or a representative of a committee of Congress; (ii) an Inspector General; (iii) the Government Accountability Office; (iv) a Treasury or other federal agency employee responsible for grant oversight or management; (v) an authorized official of the Department of Justice or other law enforcement agency; (vi) a court or grand jury; of (vii) a management official or other employee of the city of Richwood, a Contractor, or Subcontractor who has the responsibility to investigate, discover, or address misconduct.

SECTION 7 – CONFLICT OF INTEREST POINT OF CONTACT

While all stakeholders have a responsibility to understand what represents a potential, perceived, or real conflict of interest and to follow state and local disclosure mandates, the City of Richwood has taken an additional step by identifying a centralized point of contact to oversee the collection, reporting, communications, and guidance related to real or potential conflicts of interest on all ARPA-SLFRF funded activities. The designated POC will ensure required state and local forms are completed, shared, and retained in a compliant manner. The designated POC will be available to provide information throughout the entire project life cycle for all SLFRF covered transactions.

The designated COI Point of Contact may be updated as needed, but at the time of publication of these Standards, the following information is accurate:

TITLE	FIRST & LAST NAME	EMAIL ADDRESS	PHONE NUMBER
City Secretary	Kirsten Garcia	kgarcia@richwoodtx.gov	979-265-2082
Website: www.richwoodtx.gov Report a Concern			

1. PRIOR TO AWARD OF CONTRACT OR SUBAWARD.

- a. Prior to the award of a Contract or Subaward, the COI Point of Contact shall advise Covered Individuals expected to be involved in the selection, award, or administration of the Contract or Subaward of such duty.
- b. Prior to the award of a Contract or Subaward, appropriate ethics and conflict of interest related provisions should be included in solicitations and contractual template language.
- c. Identified potential conflicts will be reviewed and evaluated. Removal from project involvement at any stage or removal from award consideration with a written record and other measures may be identified.

2. MANAGEMENT PRIOR TO AWARD OF CONTRACT OR SUBAWARD

If, after completing the Texas Ethics Commission COI related Forms, the COI Point of Contact identifies a potential real or apparent conflict of interest relating to a proposed Contract or Subaward, the COI Point of Contact shall disclose such finding in writing to the City Manager and to each member of the Governing Board. If the Governing Board desires to enter into the proposed Contract or Subaward despite the identification by the COI Point of Contact of a potential real or apparent conflict of interest, it may either:

- a. Accept the finding of the COI Point of Contact and direct the COI Point of Contact to obtain authorization to enter into the Contract or Subaward from either:
 - 1) the Federal awarding agency (US Treasury) with appropriate mitigation measures, or
 - 2) the Pass-Through Entity (the ARPA Recipient) if a subrecipient
- b. Reject the finding of the COI Point of Contact and enter into the Contract or Subaward. In rejecting any finding of the COI Point of Contact, the Governing Board shall, in writing, document a justification supporting such rejection. If the COI Point of Contact does not identify a potential real or apparent conflict of interest relating to a proposed Contract or Subaward, the city of Richwood may enter into the Contract or Subaward in accordance with the purchasing or subaward policy.

3. POST AWARD OF CONTRACT OR SUBAWARD

All contractors, subrecipients, awardees, beneficiaries and other identified stakeholder agents have an ongoing responsibility to provide notification immediately after the identification of any potential conflict of interest.

In accordance with Chapter 176, Local Government Code, if the conflict involves a government officer of the city of Richwood, the Conflicts Disclosure Statement (Form CIS) will be provided to the COI Coordinator serving as the “Records Administrator” no later than seven (7) business days from date of initial identification.

Confidentiality & Public Information Act

- Potential conflicts of interest reports by a third party will remain anonymous and will be reviewed with legal representatives as appropriate.
- Reports of potential conflict of interest by the affiliated parties will be reviewed with a determination of the next steps.
- All filed COI disclosures in Texas will be subject to the Public Information Act of Texas.

4. GENERAL ADMINISTRATION

The Texas statements and disclosures must be filed with the records administrator of the city. A records administrator includes a city secretary, a person responsible for maintaining city records, or a person who is designated by the city to maintain the statements and disclosures filed under Chapter 176.

A city that maintains a website is required to post on that site statements and disclosures that are required to be filed under Chapter 176. However, a city that does not have a website is not required to create or maintain one.

The following conflict of interest documents, as deemed necessary by legal counsel and as applicable to any ARPA-SLFRF transactions will be retained on record:

- All types of disclosures including conflict of interest notifications via Conflict of Interest Disclosure (Form CID) or any other format;
- Certification of Interested Parties (Form 1295) as applicable;
- Conflict of Interest Questionnaire (Form CIQ);
- Cases of failure to disclose;
- Reviews or investigation of alleged conflicts; or
- Action(s) taken, or resolution(s).

The Treasury Office of Inspector General and the Government Accountability Office, or their authorized representatives, shall have the right of access to records (electronic and otherwise) of Recipient in order to conduct audits or other investigations. Records shall be maintained by Recipient for a period of five (5) years after all funds have been expended or returned to Treasury, whichever is later.

These ARPA/SLFRF Standards of Conduct and Conflict of Interest Policies and Procedures have been reviewed and adopted as applicable by legal or otherwise authorized representatives of the city of Richwood and are thereby approved on August 11, 2025.

Printed Name

Title of Authorized Representative

Signature of Authorized Representative

Date

Exhibit C - ARPA Anti-Fraud, Waste, and Abuse (AFWA) Plan

ARPA ANTI-FRAUD WASTE & ABUSE (AFWA) PLAN

City of Richwood

August 11, 2025

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OVERVIEW & PURPOSE

The purpose of an Anti-Fraud, Waste, and Abuse (AFWA) Plan is to establish a framework for preventing and detecting fraudulent behavior, waste, and abuse within an organization. The plan serves to promote ethical conduct and adherence to legal and regulatory requirements and to protect an organization’s assets, reputation, and credibility. The plan also provides guidelines for reporting and investigating suspected incidents of fraud, waste, and abuse, which helps to ensure prompt action and prevent further harm. By developing and implementing an effective Anti-Fraud, Waste, and Abuse Plan, the city of Richwood can better safeguard against financial losses, legal liabilities, and damage to its reputation while promoting a culture of transparency, accountability, and ethical behavior.

Increasing fraud awareness among staff is an effective fraud prevention measure and is the first step or control in place to mitigate potential fraudulent acts committed by anyone affiliated with the ARPA-SLFRF funds. Prevention is the best way to stop fraud. When you find or suspect it, report it! Fraud committed by any party potentially causes a loss of public trust, misuse of taxpayer dollars, and hinders the ultimate mission of recovery from the negative impacts of the COVID-19 pandemic. Each individual member of the Program staff plays an integral part in mitigating fraud as it relates to ARPA-SLFRF-funded activities.

SECTION 1 –REPORTING RESPONSIBILITIES & RESOURCES

When it comes to preventing and combating fraud, waste, and abuse, all stakeholders have a responsibility to report suspected incidents. This includes officers, employees, vendors, contractors, subrecipients, and other individuals who interact with the city of Richwood. By reporting suspicious activities, stakeholders can help to identify potentially fraudulent behavior, reduce losses, and improve overall transparency and accountability.

It is crucial that all stakeholders understand the importance of reporting suspected incidents and the potential consequences of failing to do so. Reporting suspected fraud, waste, and abuse can help to protect an organization’s reputation, financial resources, and legal standing.

Ultimately, the responsibility to report suspected incidents of fraud, waste, and abuse is a shared one that requires cooperation and vigilance from all parties involved.

Additionally, public officers and all staff members are responsible for seeking advice when needed, raising concerns, and reporting potential misconduct on a timely basis. All stakeholders may contact the city of Richwood at 979-265-2082 or visit the website www.richwoodtx.gov and select Report a Concern. The Helpline serves as a confidential and anonymous reporting mechanism to submit complaints, concerns, or reports of violations without fear of retaliation.

PROTECTIONS FOR WHISTLEBLOWERS

- a. In accordance with 41 U.S.C. § 4712, Recipient may not discharge, demote, or otherwise discriminate against an employee in reprisal for disclosing to any of the lists of persons or entities provided below, information that the employee reasonably believes is evidence of gross mismanagement of a federal contract or grant, a gross waste of federal funds, an abuse of authority relating to a federal contract or grant, a substantial and specific danger to public health or safety, or a violation of law, rule, or regulation related to a federal contract (including the competition for or negotiation of a contract) or grant.

- b. The list of persons and entities referenced in the paragraph above includes the following:
 - i. A member of Congress or a representative of a committee of Congress;
 - ii. An Inspector General;
 - iii. The Government Accountability Office;
 - iv. A Treasury employee responsible for contract or grant oversight or management;
 - v. An authorized official of the Department of Justice or other law enforcement agency;
 - vi. A court or grand jury; or
 - vii. A management official or other employee of the Recipient [or Subrecipient], contractor, or subcontractor who has the responsibility to investigate, discover, or address misconduct.

- c. Recipient [or Subrecipient] shall inform its employees in writing of the rights and remedies provided under this section in the predominant native language of the workforce.

In addition to the ARPA Recipient’s Ethics hotline and email, there are additional State and Federal level resources available. Suspicions or valid reports of waste, fraud, or abuse may also be reported to any of the following agency sources:

- The [Pandemic Response and Accountability Committee \(PRAC\)](#)
- [Treasury Office of Inspector General \(OIG\), Report Fraud, Waste, and Abuse](#)
- [U.S. Government Accountability Office \(GAO\) Report and Prevent Fraud](#) or Phone: (800) 424-5454
- [Internet Crime Complaint Center](#)

ADDITIONAL RESOURCES

- [Grants.Gov Grant Fraud](#)
- [U.S. Department of Treasury](#)
- [A Framework for Managing Fraud Risks in Federal Programs](#)
- [United States Department of Justice Fraud Section \(FRD\)](#)
- [U.S. Department of Justice Grant Fraud Handout](#)
- [The Association of Certified Fraud Examiners \(ACFE\)](#)
- [The Institute of Internal Auditors \(IIA\)](#)
- [The Association of Government Accountants](#)

SECTION 2 – DEFINITIONS & TYPES OF FRAUD, WASTE, & ABUSE

I. WHAT IS FRAUD WITHIN ARPA-SLFRF FUNDED ACTIVITIES?

Fraud is an intentional deception or misrepresentation by a person knowing the deception could result in some unauthorized benefit to him/her or another person, such as: attempting to obtain something of value through willful misrepresentation; wrongful or criminal deception intended to result in personal or financial gain, or representation of facts, making false statements, or concealing information. Examples of ‘Fraud’ may include:

- Altering documents or falsifying information on documents related to application submittals and/or eligibility.
- Contractors and/or Staff involved in collusion (via sharing proprietary information, inflating bids, or any other concerted effort to mislead and create a competitive advantage for personal financial profit, etc.).
- Billing for goods not purchased or services not rendered or duplicating payments.
- Payroll and/or timekeeping mishandling or false reporting of approved expenses.
- Computer fraud or theft of personal data or otherwise proprietary information.
- Intentional pursuit of duplicative benefits from other federal, state, or local funding sources.

- Altering documents or forgery on bid submittals, contracts, purchase orders, and invoices.
- Bribery or kickbacks.
- False claims or bid rigging.
- Delivering substandard work or unnecessary change orders.
- Theft, embezzlement, or other misapplication of funds.
- Intentionally incorrectly reporting financial transactions.

II. WHAT IS WASTE WITHIN ARPA-SLFRF FUNDED ACTIVITIES?

Waste includes inappropriate or inefficient use of resources. It is mismanagement or inadequate oversight of supplies or equipment. It may include unnecessary costs through carelessness, extravagance, or inefficiency. This may include thoughtless or careless expenditure, mishandling, and/or abuse of resources, even if not explicitly illegal, to the detriment or potential detriment of the U.S. government. It may be one expense, or repeated unnecessary costs incurred due to carelessness or inefficient and ineffective practices, systems, or controls. Examples of ‘Waste’ may include:

- Purchasing unnecessary supplies, materials, and equipment.
- Purchasing supplies, materials, and equipment without regard for cost – e.g., buying overpriced office supplies from a favored vendor.
- Using supplies, materials, and equipment carelessly, resulting in unnecessary waste and replacement – e.g., discarding working computer laptops rather than donating them to schools.

III. WHAT IS ABUSE WITHIN ARPA-SLFRF FUNDED ACTIVITIES?

Abuse includes the excessive or improper use of another’s assets, equipment, or property in a manner contrary to normal business practice or legal rules for use. It may include activities resulting in unnecessary costs to employers, administrative entities, and others and can occur in financial and non-financial settings. It also may involve behaving improperly or unreasonably, or misusing position or authority for personal financial interests or interests of a family member or business associate. Examples of ‘Abuse’ may include:

- Making procurement or vendor selections contrary to existing policies or that are unnecessarily expensive or extravagant.
- Receiving favors for the award of contracts to certain vendors.
- Using position for personal gain or to have an advantage over others.
- Taking an excessive amount of time than needed to perform a task or function.
- Purchase and use of equipment for personal financial gain and use.

SECTION 3 – STANDARDS & PREVENTION MEASURES

Fraud, waste, and abuse prevention are crucial for businesses, organizations, and government agencies to maintain financial integrity and prevent losses. There are several methods that can be employed to prevent fraud, waste, and abuse. One of the most effective is to implement internal controls, such as policies and procedures, that establish clear lines of responsibility, accountability, and oversight. This can include measures like segregating duties, ensuring proper documentation, project and beneficiary eligibility verification and quality control measures using process and compliance-related checklists, implementing transaction limits, cost allocable and reasonable standards, clear expenditure tracking and reporting, as well as conducting regular audits and reviews.

Another method for fraud, waste, and abuse prevention is to invest in employee training and awareness programs. These programs can help employees understand the importance of financial integrity, recognize potential signs of fraud, waste, or abuse, and encourage them to report any suspicious activity. It is also important to have a clear reporting mechanism in place, such as a confidential hotline or online reporting

system, to enable employees to report any concerns without fear of retaliation. By combining internal controls with employee training and awareness programs, organizations can effectively prevent and detect fraud, waste, and abuse.

All employees and officers of city of Richwood will be provided this ARPA AFWA PLAN and understand how to report, handle, resolve, and/or document waste, fraud, or abuse activity as part of daily operations and grants management.

The city of Richwood will ensure expectations are set for employees and all relevant stakeholders by the following means:

- Provide a simplified and clear chain of command for reporting potential incidents of fraud, waste, and/or abuse.
 - The city of Richwood has an anonymous website to handle reporting at www.richwoodtx.gov, Report a Concern;
 - Richwood city manager also will receive and investigate all incidents of potential fraud, waste, and abuse.
 - Employees/Officers will also be made aware (as provided in the Resource Section of this Plan) of additional avenues and agencies to report all suspicions of fraud, waste, and/or abuse incidents.
- Demonstrate organizational commitment to doing the right thing.
 - The city of Richwood commits to making fraud, waste, and abuse prevention a priority for all government funds, including all activities covered with American Rescue Plan State and Local Fiscal Recovery funds.
- Provide for monitoring of waste, fraud, and abuse activity.
- Encourage reporting or disclosing any suspected activity or wrongdoing.
- Minimize consequences resulting from any suspected activity.
- Help address program design, monitoring, and oversight. After standards are developed, conduct training of staff to raise awareness of what waste, fraud, and abuse look like and to know what to do and why, and when to report suspected activity.
 - Projects with a heightened risk of potential fraud, waste, and abuse will have clear internal control policies and procedures, such as stringent eligibility verification and recordkeeping measures in place.

Ensuring a clear means for voluntary self-disclosure benefits the government by revealing previously unknown fraud, waste, and abuse and enables the government to gather and preserve evidence that would otherwise be lost.

Whistleblower standards exist under federal and state laws to protect those reporting activities, for their identity to remain confidential, and from any employment retaliation.

SECTION 4 – INVESTIGATION STEPS

Investigating potential incidents of fraud, waste, and abuse is a crucial aspect of ensuring transparency and integrity within organizations. Here are the steps to take when receiving and investigating such incidents, including how to escalate reports to other relevant external agencies:

1. Establish a reporting system: Establish a reporting system for employees, stakeholders, and the public to report potential incidents of fraud, waste, and abuse. Ensure that the reporting system is easily accessible and includes anonymous reporting options to encourage individuals to come forward without fear of retaliation.
2. Gather information: When a report is received, gather as much information as possible about the incident, including the nature of the alleged fraud, waste, or abuse, the parties involved, the timeline, and any supporting documentation.
3. Assess the credibility of the report: Assess the credibility of the report to determine whether it warrants further investigation. Evaluate the source of the report, the specificity and detail provided, and the likelihood that the incident occurred.
4. Conduct an investigation: If the report is credible, conduct a thorough investigation. Assign an investigator or team of investigators to the case, gather additional information and evidence, and interview witnesses as necessary.
5. Document the investigation: Document the investigation process and all findings in detail. Keep track of all evidence gathered, interviews conducted, and any other relevant information.
6. Determine the appropriate response: Determine the appropriate response to the incident based on the findings of the investigation. This may include disciplinary action, restitution, or other corrective measures.
7. Based on findings resulting from the investigation, prosecution, or other appropriate action, further escalation to other relevant agencies, including the US Dept of Treasury, may be taken.
 - If the incident involves federal funds or programs, it may be necessary to escalate the report to federal agencies. Contact the appropriate agency to report the incident and provide all relevant information and evidence gathered during the investigation.
8. Follow up: Follow up on the incident to ensure that corrective measures have been implemented and that the incident does not recur.
9. Prevent future incidents: Take steps to prevent future incidents of fraud, waste, and abuse. This may include implementing stronger internal controls, providing additional training to employees, and updating policies and procedures to ensure compliance with applicable laws and regulations.

This AFWA Plan has been reviewed and adopted as applicable by legal or otherwise authorized representatives of the city of Richwood and is thereby approved on August 11, 2025.

Printed Name

Title of Authorized Representative

Signature of Authorized Representative

Date

Exhibit D - Financial Management Policies & Procedures

AMERICAN RESCUE PLAN ACT STATE & LOCAL FISCAL RECOVERY FUNDING FINANCIAL MANAGEMENT POLICIES & PROCEDURES

City of Richwood

August 11, 2025

***This document does not void existing internal policies and procedures.
In the event of a conflict with existing local policies and procedures,
the most stringent requirements should be applied.***

These Policies and Procedures are adopted by the City Council on August 11, 2025.

Official's Name, Title

Date

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SECTION 1 – ARPA-SLFRF KEY RESOURCES

- The ARPA-SLFRF Award Terms & Conditions
- 31 CFR 35.6 – Eligible uses
- Uniform Guidance: 2 CFR 200, Parts A-F
- Final Rule Jan 2022 & Final Rule Overview
- 2022 Final Rule FAQs
- Compliance & Reporting Guidance
- Project & Expenditure Report User Guide
- 2023 Interim Final Rule
- Compliance Supplement
- Alternative Examination Engagement (ACEE) Guide

SECTION 2 – OVERVIEW & PURPOSE OF ARPA FUNDING

This Financial Management Policy and Procedures guidance provides an overview of the requirements applicable to the financial management of the American Rescue Plan Act – State and Local Fiscal Recovery Funding (ARPA – SLFRF) and related City procedures. This document covers critical aspects of internal controls, reporting and monitoring, audits, procurement and cost principles, and the City’s related policies and procedures, specifically as it relates to ARPA-SLFRF (often referred to as “ARPA” hereafter in this document).

All local governments that have received ARPA State and Local Fiscal Recovery Funds (ARPA-SLFRF) are responsible for ensuring that they establish and maintain effective internal controls that provide reasonable assurance that funds are being managed in compliance with all applicable federal statutes, regulations, and the terms and conditions of the federal award. The City will comply with the ARPA Award Terms and Conditions and the Uniform Guidance requirements, particularly as outlined in [2 CFR 200.302](#).

ARPA funds must be spent on allowable activities and expenses, with consideration of equity and negative economic impacts which include:

- Supporting public health expenditures
- Addressing negative economic impacts caused by the public health emergency
- Replacing lost public sector revenue (government services)
- Providing premium pay for essential workers
- Investing in water, sewer, and broadband infrastructure
- Expanded surface transportation, Emergency disaster relief, and Title I projects
- SLFRF allowable projects (both enumerated and non-enumerated) and related expenditure categories are outlined in greater detail in the Treasury’s Final Rule, Project & Expenditure Guide, 31 CFR 35.6 -- Eligible uses, and other resources.

SLFRF is considered “other financial assistance” per 2 CFR section 200.1 and is administered as direct payments for specified use. ARPA-SLFRF may be used for direct and indirect administrative expenses involved in administering the program. Cost-sharing/matching is not a requirement of ARPA-SLFRF.

SLFRF allocations made to ARPA Recipients are not subject to the requirements of the Cash Management Improvement Act and Treasury’s implementing regulations at 31 CFR part 205 or 2 CFR 200.305(b)(8)(9). As such, recipients can place funds in interest-bearing accounts, do not need to remit interest to the Treasury, and are not limited to using that interest for eligible uses under the SLFRF award.

The Assistance Listing for the Coronavirus State and Local Fiscal Recovery Funds (SLFRF) was published May 28, 2021, on SAM.GOV under Assistance Listing Number (“ALN”), formerly known as CFDA Number, 21.027.

The Assistance Listing includes helpful information including program purpose, statutory authority, eligibility requirements, and compliance requirements for recipients. The ALN is the unique 5-digit number assigned to identify a federal assistance listing and can be used to search for federal assistance program information, including funding opportunities, spending on USASpending.gov, or audit results through the Federal Audit Clearinghouse.

The City will adhere to generally accepted accounting principles (GAAP) and adequately trace all obligated/budgeted funds, expenditure categories, disbursements, and balance data back to the source. In addition to tying all procurements, agreements and subawards to SLFRF, the City will add source or identification codes as part of its chart of accounts and reporting records for ease of tracking cost details.

SECTION 3 – PERIOD OF PERFORMANCE & OBLIGATIONS

In accordance with Treasury requirements, ARPA-SLFRF funds must be used to cover “costs incurred/obligated” between March 3, 2021, and December 31, 2024, and funds must be expended by December 31, 2026.

As outlined in the Interim Final Rule (August 2023), SLFRF costs incurred for expanded surface transportation and Title I projects must also be obligated by December 21, 2024, but must be expended by September 30, 2026.

As indicated in the *Reporting & Compliance Guidance*, any funds not obligated or expended for eligible uses by the timelines above must be returned to the Treasury, including any unobligated (Dec 2024) or unexpended (Dec 2026) funds that have been provided to subrecipients and contractors as part of the award closeout process pursuant to 2 CFR 200.344(d).

For the purposes of determining expenditure eligibility, the Treasury’s final rule provides that “incurred” means the recipient has incurred an obligation, which has the same meaning given to “financial obligation” in 2 CFR 200.1:

Financial obligations, when referencing a recipient’s or subrecipient’s use of funds under a federal award, means orders placed for property and services, contracts and subawards made, and similar transactions that require payment.

SECTION 4 – INELIGIBLE USES & RECOUPMENT

The following uses of SLFRF funds are NOT allowable:

- Deposits into any pension funds,
- Offsetting a reduction in net tax revenue,
- Non-federal match for other federal programs whose statute or regulations bar the use of federal funds to meet matching requirements,
- Contributions to rainy day funds, financial reserves, or similar funds as such payments constitute savings for future spending needs of the City,
- Payment of interest or principal on outstanding debt instruments, including, for example, short-term revenue or tax anticipation notes, or other debt service costs. Fees or issuance costs associated with the issuance of new debt would also not be covered using payments from the Fiscal Recovery Funds because such costs would not themselves have been incurred to address the needs of the pandemic response or its negative economic impacts,
- Satisfaction of any obligation arising under or pursuant to a settlement agreement, judgment, consent decree, or judicially confirmed debt restructuring plan in a judicial, administrative, or regulatory proceeding, except to the extent the judgment or settlement requires the provision of services that would respond to the COVID-19 public health emergency.

Any project that conflicts with or contravenes the purpose of the American Rescue Plan Act, (e.g., u that undermine COVID-19 mitigation practices in line with CDC Guidance and recommendations) or violation of the Award Terms and Conditions or conflict of interest requirements under the Uniform Guidance, and other federal, state, and local laws and regulations is not allowed.

Pre-award costs, as defined in 2 CFR § 200.458, may not be paid with funding from this award.

Funds used in violation of the final rule are subject to remediation and recoupment. As outlined in the Final Rule, Treasury may identify funds used in violation through reporting or other sources. While not anticipated, the City understands, that if any amount of the ARPA-SLFRF allocation is considered at risk, the City will be provided with an initial written notice of recoupment with an opportunity to submit a request for reconsideration before the Treasury provides a final notice of recoupment. If the City does not submit a request for reconsideration, the initial notice will be deemed the final notice. Treasury may also pursue other forms of remediation and monitoring in conjunction with or as an alternative to, recoupment.

In addition to Treasury-specified guidelines, a more comprehensive list of unallowable or restricted costs can be referenced under 2 CFR 200 Subpart E. This list is also summarized in **Section 12 – Cost Principles** of this document in greater detail.

ARPA-SLFRF funding classified under Revenue Loss expenditures have reduced requirements as outlined within Treasury Guidance (re: Final Rule updates and, specifically, FAQ 13.15).

SECTION 5 – ACCOUNTING SYSTEMS & INTERNAL CONTROLS

ACCOUNTING SYSTEMS

The City is responsible for ensuring all expenditures are equitable, eligible, proportionate, and authorized in an approved, documented budget.

Pursuant to 2 CFR § 200.302(a), the City’s financial management system including records documenting compliance with federal statutes, regulations, and the terms and conditions of the federal award, must be sufficient to permit the preparation of reports required to demonstrate compliance with general and program-specific terms and conditions; and the tracing of funds to a level adequate to establish that such funds have been used according to the federal statutes, regulations, and the ARPA-SLFRF terms and conditions.

The City’s financial management system includes the following:

1. Accurate, current, and complete disclosure of financial results,
2. Records that identify adequately the source and application of grant funds,
3. Comparison of actual outlays with amounts budgeted under ARPA-SLFRF,
4. Procedures to minimize the time elapsed between approval and disbursement of funds throughout the performance period,
5. Procedures for determining reasonableness and allowable costs,
6. Accounting records that are supported by appropriate source documentation, and
7. A systematic method to assure timely and appropriate resolution of audit findings and, recommendations.

INTERNAL CONTROLS – 2 CFR§200.303

An internal control is a process, carried out by an entity’s oversight body, management, and other personnel that provides reasonable assurance regarding the achievement of objectives in effectiveness and efficiency of operations, reliability of financial reporting, and compliance with applicable laws and regulations.

Internal controls are the combination of policies, procedures, job responsibilities, personnel, and records that together create accountability of the financial system and safeguard its cash, property, and other assets.

Through its system of internal controls, the City can ensure that:

- Resources are used for authorized purposes and consistent with applicable laws, regulations, and policies.
- Resources are protected against waste, mismanagement, or loss.
- Evaluation and monitoring of compliance is integrated into processes.
- If applicable, prompt action is taken on audit concerns or findings.
- Information on the source, amount, and use of funds is reliable, secure, up-to-date, and disclosed in the appropriate reports and records.

In accordance with [2 CFR § 200.303](#), the City ensures internal controls through a number of local procedures, including ensuring to the extent practicable that the duties of the staff are divided so that no one person handles all aspects of a transaction from beginning to end. Some effective techniques and best practices that the City follows include:

- An **organizational chart** and/or written definitions setting forth the actual lines of responsibility of personnel involved in financial transactions and that clarifies all key roles and an adequate segregation of duties.
- Maintaining City **accounting policy and procedures** that includes specific approval authority for financial transactions and guidelines for controlling expenditures, as typically followed for local funds. (This guide will include written procedures for recording transactions; maintaining a chart of accounts, a general ledger and other typical internal controls established by the City that will also be applied to ARPA-SLFRF.)
- **Bank Depository:** The City maintains funds in a bank, designated as its depository for banking services. The City Council reviews the selection in accordance with the City’s charter or financial procedures, or otherwise every two (2) years unless circumstances deem otherwise. The City Council follows the internal financial procedures for all expenditures unless an individual funding agency/source prescribes specific (and more stringent) requirements.
- **Accounts Payable:** Three (3) individuals are authorized to sign checks written on the bank depository account: Mayor, City Manager and City Secretary. All checks require two (2) authorized signatures. No exceptions.
- **Accounting:** The Finance Director is responsible for establishing the structure for the City Chart of Accounts and for assuring that procedures are in place to properly record financial transactions and report the City’s financial position. The Finance Director shall provide financial reports to the city council monthly.
- **Audit of Accounts:** An independent audit of City accounts is performed annually. The Auditor is retained by and is accountable directly to the City Council. The City Council reviews the selection every five (5) years unless circumstances deem otherwise. The City will follow the audit requirements as outlined in the audit section of this document.
- **Internal Controls:** Whenever possible, written procedures will be established, maintained, and assessed per 2 CFR 200.303 by the City Secretary/Finance Director for all functions involving cash handling and/or accounting throughout the City. These procedures will embrace the general concepts of fiscal responsibility set forth in this policy statement.

Other internal controls the City follows include the following:

- A chart of accounts will include account names, and the numbers assigned to each and following categories: assets, liabilities, net assets/fund balance, revenues, and expenses.
- Maintaining journal entries that are properly approved and supported by adequate source documentation and note the effective period of the agreement, list disbursement amounts paid out (or properly accrued); expended on eligible items; and approved by the appropriate official(s) within the organization.
 - Adequate documentation is not limited to but includes signed purchase orders with invoices to support authorizations, timecards to support labor, detailed receipts to support spending, periodic monitoring reports with support of review, and approval by management.
- Maintaining hiring policies that ensure financial staff qualifications are equal to job responsibilities and that individuals hired are competent to do the job.
- Adequately controlling access to accounting records, assets, blank forms, and confidential records, such that only authorized persons may access them.
- Conducting periodic comparisons of financial records to actual assets and liabilities (i.e., reconciliation).
 - Monthly reconciliation and verifications of cash balances with bank statements shall be made by employees who do not handle or record cash, or sign checks.
- Maintaining accounting records indicating the amounts budgeted for eligible activities and establishing Budget Controls (i.e. procedures to compare and control expenditures against approved budgets throughout the period of performance).
- Comparing actual obligations and expenditures to date against planned obligations and expenditures, and against projected accomplishments.
- Reporting deviations from budget and program plans and requesting approval for budget and program plan/scope revisions.
- Monitoring updated ARPA-SLFRF related regulations and guidance to continue integration into local implementation and/or financial management procedures.
- Reviewing, investigating, and/or reporting all claims of fraud, waste, or abuse related to ARPA-SLFRF addressing identified control risks and remediating plans while targeting continuous process improvements.
- Managing fixed assets through tracking and reporting to ensure compliance with Treasury guidance related to changes in use and disposition.

PROCEDURES FOR INVOICE REVIEWS & PAYMENTS

- An invoice is received and, if necessary, a request for payment is prepared by authorized staff and proper signatures obtained from the City Manager and Finance Director as authorized in original grant approval.
- Finance office reviews the invoice and compares it to the grant budget.
- Invoices must be approved by a city official involved in the financial management oversight or the City Manager. Approval is acknowledged by initialing the original invoice or through City Council action.
- Upon receipt of an approved and acknowledged invoice, Accounts Payable Associate records the expenditure and generates a check. Both Mayor and City Secretary signatures appear on the approved checks. Checks are then disbursed to the appropriate vendors. The Finance Director is responsible for ensuring that checks are signed and disbursed within five (5) calendar days.
- Copies of the request for payment, invoice, canceled check copy, and bank statement showing receipt of grant money are retained in the grant file in the Finance Director's office.

- The City Manager and Finance Director authorize payments and issuance of checks. Two (2) signatures are required on each check – the Mayor, City Manager, or City Secretary. The Finance Director is responsible for reconciling the monthly bank statements.

SECTION 6 – PROPERTY MANAGEMENT & DISPOSITION

The City provides safeguards for all property, whether cash or other assets. Personnel duties will be segregated to the extent practicable for the City such that the individual or personnel responsible for the physical custody of an asset will be distinct from the designated personnel keeping the records related to assets.

The City will continue to monitor, track, and assess that all assets are being used solely for authorized purposes. The City will provide proper reporting and resolve discrepancies according to Treasury and applicable Uniform Administrative requirements.

As outlined in the ARPA Final Rule FAQ, *except* for property, supplies, or equipment acquired using *revenue loss funds* (EC 6.1), the City must follow the applicable provisions of the Uniform Guidance regarding property standards (2 CFR 200.310-316), subject to the requirements set out in the Final Rule FAQ (13.16). During the period of performance, a recipient may use property, supplies, or equipment purchased or improved with ARPA funds for a purpose other than the purpose for which it was purchased or improved if such other purpose is also consistent with the eligible use requirements.

If the City changes the use of an asset to an ineligible use or sells the asset prior to the end of the period of performance, then the City will follow the disposition procedures in the Uniform Guidance. See 2 CFR 200.311, 200.313, 200.314, and 200.315.

After the period of performance, the property, supplies, or equipment must be used consistent with the purpose for which it was purchased or improved or for any other eligible purpose in the same category as the purpose reported to Treasury as of the final reporting period, as set forth in the table below:

Category	Use Requirements
Public Health and Assistance to Households and Individuals	Property, supplies, or equipment last reported as being used to respond to the public health impacts of the public health emergency, as outlined in 31 CFR 35.6(b)(3)(i) or being used for the provision of services to households provided in 31 CFR 35.6(b)(3)(ii)(A), are authorized to fulfill any eligible use of funds provided in these subparagraphs of the Final Rule.
Assistance to Small Businesses, Nonprofits, and Impacted Industries	Property, supplies, or equipment last reported as being used for the provision of services to small businesses, nonprofits, and impacted industries outlined in 31 CFR 35.6(b)(3)(ii)(B)-(D) are authorized to fulfill any eligible use of funds outlined in the public health and negative economic impacts eligible use category.
Water, Sewer, or Broadband Infrastructure	Property, supplies, or equipment last reported as being used to make investments in water, sewer, or broadband infrastructure pursuant to 31 CFR 35.6(e) are authorized to fulfill any eligible use of funds outlined in the water, sewer, and broadband infrastructure eligible use category.
Government Services/Revenue Loss	Property, supplies, or equipment acquired with revenue loss funds are exempt from the use and disposition requirements of the Uniform Guidance, regardless of award size.

Category	Use Requirements
Premium Pay	N/A

If an asset's use shifts within the parameters of the eligible purpose according to the above table after the period of performance, no repayment would be required. For example, converting a hospital to a behavioral health facility would qualify as being used for the eligible purpose because both expenditures respond to the public health impacts of the public health emergency, as outlined in 31 CFR 35.6(b)(3)(i), so reimbursement to Treasury would be unnecessary.

If an asset's use shifts outside the parameters of the eligible purpose according to this table after the period of performance, then the City will follow the disposition procedures in the Uniform Guidance. See 2 CFR 200.311, 200.313, 200.314, and 200.315.

SECTION 7 – AUDITS

The City follows all prescribed federal, state, and local audit requirements. Specifically, for all federal funds, the *Uniform Guidance, Subpart F* provides additional standards for non-federal entities that expend \$750,000 or more in federal awards during each fiscal year, including the requirement to have a single audit or program-specific audit.

- Single audits (or alternative audits, if applicable) are to be performed by independent public accounting firms engaged by the City.
- Costs for single audits are borne by the City and are allowable expenditures under ARPA-SLFRF.
- A program-specific audit may be conducted in lieu of a single audit only when ARPA funds are the only federal expenditures represented in a given fiscal year.

More specifically to ARPA-SLFRF and in lieu of a single audit, an "Alternative Compliance Examination Engagement" (ACEE) may also be applicable to the City for each fiscal year during the period of performance, if other (non-ARPA) federal expenditures *did not* exceed \$750,000 beyond the ARPA expenditures.

If the City (and any of its subrecipients) expends less than \$750,000 in a fiscal year in federal funds, a single audit or program-specific audit will NOT be required for that year.

As agreed upon in the ARPA-SLFRF Award Terms and Conditions, all City records pertinent to the financial and programmatic aspects of the ARPA-SLFRF allocation will be fully accessible. The City (and its selected auditors) will consult the most up-to-date *Compliance Supplement* which provides information on the existing, important compliance requirements that the federal government expects to be considered for either the single audit or the alternative audit.

If single audits or program-specific audits are required, the City will submit the requisite audit reports to the Federal Audit Clearinghouse (FAC) thirty (30) to sixty (60) days after receipt of the auditor's report(s), or nine (9) months after the end of the fiscal year-end date, whichever comes first.

Alternative audits have the same completion timelines as single audits, but the audit report will be required to be uploaded to the Treasury's portal (as outlined in the Treasury's *Alternative Compliance Examination Engagement Report User Guide*) rather than to the FAC.

At the completion of the audit, the City will prepare, in a document separate from the auditor's findings as described in the Audit Findings section, a corrective action plan to address each audit concern or finding included in the current year auditor's reports. The corrective action plan must provide the name(s) of the contact person(s) responsible for the corrective action, the corrective action planned, and the anticipated completion date. If the auditee does not agree with the audit findings or believes corrective action is not required, then the corrective

action plan must include an explanation and specific reasons.

Corrective action means action taken by the City that:

- a. Corrects identified deficiencies
- b. Produces recommended improvements; or
- c. Demonstrates that audit findings are either invalid or do not warrant auditee action.

The City considers continuous process improvement as critical to operations and will respond to all audit concerns in a timely manner.

Best Practice: To demonstrate a commitment to financial accountability and transparency, the City may also decide to obtain an annual independent financial statement audit, when practical.

SECTION 8 – STANDARD OF CONDUCT & CONFLICT OF INTEREST POLICY

The City will maintain a conflict of interest policy consistent with 2 CFR § 200.318(c) and that such conflict of interest policy will be applicable to each activity funded under this award.

City officials, employees, and affiliates may not have a direct or indirect interest, including financial and other interests, engage in a business transaction or professional activity, or incur an obligation of any nature that is in substantial conflict with the proper discharge of the officer or employee’s duties in the public interest. By statute, officers and employees must comply with certain ethical responsibilities and disclosure obligations. The consequences for noncompliance may include a void contract, personal liability for ultra vires acts, or a criminal penalty. For specific information regarding the professional standards applicable to a particular business transaction, City employees or officers will consult with the City’s legal counsel or other designated representative.

SECTION 9 – FINANCIAL RECORDS MANAGEMENT & RETENTION

The City will adhere to the following record-keeping policies, as agreed upon in the CLFRF Award Terms and Conditions and as outlined in 2 CFR 200.334-337.

- a. The City will maintain records and financial documents sufficient to evidence compliance with section 603(c) of the Act and all Treasury’s regulations and guidance related to implementing that section.
- b. The Treasury Office of Inspector General and the Government Accountability Office, or their authorized representatives, will have the right of access to records (electronic and otherwise) of the City to conduct audits or other investigations.
- c. Records will be maintained by the City for a period of five (5) years after all funds have been expended or returned to Treasury, whichever is later.

Accounting records will be maintained to adequately identify the source and application of funds provided for ARPA-funded activities. Accounting records should also be fully supported by source documentation.

Source documentation should explain the basis of the costs incurred and the actual dates of the expenditure. For example, source documentation on payments to contractors would include a request for payment, proof of inspection to verify work and materials, and canceled checks.

Financial records include, but are not limited to the following:

- Transaction registry documenting:
 - All invoices associated with each Request for Payment; and
 - Source of funds for each invoice (disbursed funds by activity, matching funds, and/or other funds)

- Although not limited to the list below, source documentation will typically include the following:
 - Executed contract/purchase agreements, with terms and conditions
 - Purchase orders, invoices, and contractor requests for payments
 - Purchase vouchers/receipts
 - Payrolls
 - Time and attendance records
 - Addendum record of direct deposit payments
 - Verification of deposits
 - Monthly bank statements with canceled checks
 - Check register/transaction ledger
 - Employee time sheets; if applicable
 - Equipment time record sheets
 - Property inventory
 - Performance/milestone reports or other status reports
 - Electronic Transfer Form (ETF), etc.

Additional documentation examples related to financial management include a chart of accounts, financial statements, audit reports and corrective action plans, procurement records (micro-small through formal competitive procurements), etc.

SECTION 10 – MONITORING & REPORTING

The City will comply with all Treasury reporting requirements and submit all expenditure data in a timely manner. Financial statements and reporting will be complete, current, and reviewed periodically to provide complete disclosure of the financial results of all federally sponsored projects or programs.

All recipients of federal funds must complete financial, performance, and compliance reporting. Expenditures may be reported on a cash or accrual basis, as long as the methodology is disclosed and consistently applied.

Reporting must be consistent with the definition of expenditures pursuant to 2 CFR 200.1. The City will appropriately maintain accounting records for compiling and reporting accurate, compliant financial data, in accordance with appropriate accounting standards and principles.

Financial reporting will include Treasury-required data and will be aligned in accordance with [2 CFR 200.302], to include budgeted project amounts, advances/reimbursements received to date, actual expenditures/disbursements, current encumbrances/obligations, program income (if applicable), and other miscellaneous receipts, and any unpaid requests for payments.

The City will report **obligations** and **expenditures** by project according to the corresponding Expenditure Category (EC). As noted in the Treasury’s Compliance & Reporting Guidance, there are a wide range of eligible uses of the SLFRF funds, and the Treasury must be able to track how funds are used by recipients for oversight and transparency purposes.

ARPA reporting will follow the schedule and guidance outlined by the Treasury (shown below) and be accurate and specific in describing the project activity within the ARPA-SLFRF approved period of performance.

For the SLFRF program, reporting requirements vary by recipient type, as shown in the table that follows. Detailed instructions for the completion and submission of each report are covered in Part 2 of the *Compliance & Reporting Guidance*.

The reporting phase is anticipated to end once the ARPA funds are fully expended with a 0 balance, 2027 (whichever is sooner).

Reporting Requirements by Recipient Type

Tier	Recipient	Interim Report	Project and Expenditure Report	Recovery Plan Performance Report
1	States, U.S. territories, metropolitan cities and counties with a population that exceeds 250,000 residents	By August 31, 2021 or 60 days after receiving funding if funding was received by October 15, with expenditures by category.	By January 31, 2022, and then the last day of the month after the end of each quarter thereafter	By August 31, 2021 or 60 days after receiving funding, and annually thereafter by July 31
2	Metropolitan cities and counties with a population below 250,000 residents that are allocated more than \$10 million in SLFRF funding, and NEUs that are allocated more than \$10 million in SLFRF funding	Note: NEUs were not required to submit an Interim Report	Note: NEUs were not required to submit a Project and Expenditure Report on January 31, 2022. The first reporting date for NEUs was April 30, 2022.	
3	Tribal Governments that are allocated more than \$30 million in SLFRF funding			
4	Tribal Governments that are allocated less than \$30 million in SLFRF funding		By April 30, 2022, and then annually thereafter	
5	Metropolitan cities and counties with a population below 250,000 residents that are allocated less than \$10 million in SLFRF funding, and NEUs that are allocated less than \$10 million in SLFRF funding			

Note: Based on the period of performance, reports will be collected through April 30, 2027.

Monitoring Subrecipient Activities and Compliance

The City understands the requirements to manage and monitor their subrecipients to ensure compliance with requirements of the SLFRF award pursuant to 2 CFR 200.332 regarding requirements for pass-through entities.

Projects funded under the 6.1 Revenue Loss category are not subject to subrecipient designations or

Except for projects classified under the revenue loss expenditure category, the City will clearly identify to the subrecipient: (1) that the award is a subaward of SLFRF funds; (2) any and all compliance requirements for use of SLFRF funds; and (3) any and all reporting requirements for expenditures of SLFRF funds.

The City will also evaluate each subrecipient's risk of noncompliance based on a set of common factors. These risk assessments will include factors such as prior experience in managing federal funds, previous audits, personnel, and policies or procedures for award execution and oversight. Ongoing monitoring of any given subrecipient should reflect its assessed risk and include monitoring, identification of deficiencies, and follow-up to ensure appropriate remediation.

SECTION 11 – PROCUREMENT

The City as an ARPA Recipient will comply with the applicable requirements of the Uniform Guidance regarding procurement, contracting, and conflicts of interest and follow the applicable laws and regulations of our jurisdiction. When policies are overlapping or duplicated, the most stringent version will be followed.

Projects funded under the 6.1 Revenue Loss category are not subject to the procurement requirements outlined under 2 CFR 318-326 but are still required to follow the state and local requirements that the City typically adheres to for all local purchases.

Except for projects classified under the revenue loss expenditure category, the City will follow the ARPA required procurement requirements as prescribed, specifically in the uniform guidance 2 CFR 318-2 CFR 326.

To the extent practicable, the City will adapt established and standardized procurement materials and will ensure the ARPA-SLFRF provisions are included, as applicable. Authorized procurement specialists, legal, or other authorized City representatives will review all procurement and related contract content for quality prior to publication and execution.

Additionally, the City has written guidance outlining all procurement-related roles including levels of authorization and approvals necessary for all purchasing and contracting transactions.

Important procurement and contracting regulations from 2 CFR Part 200 that the City will follow include:

- Maintaining records to sufficiently detail the history of the procurement. These records include but are not necessarily limited to, the rationale for the method of procurement, selection of contract type, contractor selection or rejection, basis for the contract price, the contract document, and any contract modifications with signatures of all parties.
- Setting up procurements in a manner providing full and open competition, outside of justifiable emergency purchases and/or sole source scenarios.
- Performing a cost or price analysis in connection with every procurement action in excess of the Simplified Acquisition Threshold, including contract modifications. The method and degree of analysis is dependent on the facts surrounding the procurement situation, but as a starting point, non-federal entities must make independent estimates before receiving bids or proposals.
- Ensuring “Cost Plus a Percentage of Cost and Percentage of Construction Costs” are avoided as these methods of contracting are not allowed under the Uniform Guidance (2 CFR § 200.324).
- Using time-and-materials-type contracts only after determining that no other contract is suitable and including a ceiling price that the contractor exceeds at its own risk.
- Maintaining oversight to ensure contractors perform according to the terms, conditions, and specifications of their contracts or purchase orders.

SECTION 12 – COST PRINCIPLES

The Uniform Guidance (2 CFR 200 Subpart E) requires recipients of federal assistance to have written procedures for determining the reasonableness, allocability, and allowability of costs in accordance with the provisions of the federal cost principles and the terms and conditions of the award.

The 2 CFR Part 200, Subpart E is applicable to expenditures under SLFRF unless stated otherwise. Given the purpose and very broad scope of eligible uses of the *revenue replacement funds* ($\geq \$10M$ allocation), only a subset of the requirements in 2 CFR Part 200, Subpart E applies to the use of such funds, as follows:

- 2 CFR 200.400(a) - (c), and (e) Policy Guide
- 200.403(a), (c), (d), (g), and (h) Factors affecting allowability of costs; and
- 200.404(e) Reasonable costs.

Allowable: As outlined in 2 CFR § 200.403, a cost is allowable when it is compliant with the terms and conditions of the federal award and implementing agency regulations, and the Uniform Guidance (UG).

Allocable: As outlined in 2 CFR § 200.405, a cost is allocable if either (1) it is incurred solely to benefit an ARPA-SLFRF-eligible project, or (2) it benefits both an ARPA-SLFRF-eligible project and another ARPA-SLFRF-eligible project or other work of the local government, in proportions that can be approximated using reasonable methods. A local government must use a consistent method for allocating costs. Some costs will be charged directly to the grant award and other costs may be included in an indirect cost pool.

Reasonable: As described in 2 CFR § 200.404 cost is reasonable when, in its nature and amount, it does not exceed that which would be incurred by a prudent person under the circumstances prevailing at the time the decision was made to incur the cost. In determining the reasonableness of a given cost, consideration must be given to:

- Whether the cost is of a type generally recognized as ordinary and necessary for the operation of the non-federal entity or the proper and efficient performance of the federal award.
- The restraints or requirements imposed by such factors as sound business practices; arm's-length bargaining; federal, state, local, and other laws and regulations; and terms and conditions of the federal award;
- Market prices for comparable goods or services for the geographic area.

Consistently applied: A cost is consistently applied when it is applied uniformly to both federally funded and other activities of the local government.

Properly documented: A local government must document its allocation method and its system of internal controls that provide reasonable assurance that amounts charged are accurate, allowable, and properly allocated.

Below is a list of allowable costs, allowable costs with restrictions, and unallowable costs that will be considered prior to project selection, obligations, and subsequent disbursement approvals.

Unallowable Activities & Costs

In addition to the Treasury’s specifically stated ineligible costs, listed in **Section 4 – Ineligible Costs and Recoupment**, other unallowable costs include unnecessary costs that are not needed or required to achieve the objectives of the ARPA Terms and Conditions, 31 CFR Part 35 – the Final Rule, and the Project & Expenditure Guidance.

Fiscal Recovery Funds are also subject to the provisions of the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (2 CFR 200 – the Uniform Guidance), including the cost principles and restrictions on general provisions for selected items of cost. These cost principles include restrictions that would apply to all federal awards unless otherwise stated.

The following are example cost types that are not allowed (or unallowed with some exceptions) according to 2 CFR 200.400, Subpart E:

Selected Items of Cost	Uniform Guidance General Reference	Allowability
Alcoholic Beverages	2 CFR §200.423	Unallowable
Bad Debts	2 CFR §200.426	Any losses arising from uncollected accounts and other claims, and related costs are unallowable
Contingency Provisions	2 CFR § 200.433	Unallowable with exceptions
Contributions and Donations	2 CFR §200.434	Costs of contributions and donations, including cash, property, and services from the recipient to other entities is unallowable
Certain Depreciation or Use Allowances	2 CFR §200.436	Unallowable on any portion of the buildings and equipment purchased with Federal funds or contributed to meet statutory matching requirements
Funds to Benefit Political Campaigns	NA	Unallowable
Entertainment	2 CFR §200.438	Although minor exceptions may apply, costs for amusement, social activities, ceremonials, hospitality, and activities relating thereto, such as meals, lodging, rentals, transportation, and gratuities are unallowable
Fines and Penalties	2 CFR §200.441	Resulting from violations of, or failure to comply with Federal, State, and local laws and regulations are unallowable. Some exceptions apply
Fundraising	2 CFR § 200.442	Includes costs of organized fundraising, endowment drives, solicitation of gifts and bequests, and similar expenses incurred solely to raise capital or obtain contributions are unallowable. Some exceptions apply

Selected Items of Cost	Uniform Guidance General Reference	Allowability
*General Costs of Government	2 CFR § 200.444	Exceptions apply, most particularly under <i>EC 6.1 Revenue Loss cost allocations under ARPA – SLFRF</i> , but otherwise unallowable
Goods and Services for Personal Use	2 CFR § 200.445	Goods and services for personal use are unallowable although some exceptions may apply for housing
Idle Facilities and Idle Capacity	2 CFR § 200.446	Idle facilities – unallowable with exceptions; Idle capacity – allowable with restrictions
Lobbying Costs – includes direct legislative lobbying and grassroots lobbying	2 CFR § 200.450	Unallowable
Losses on Other Awards or Contracts	2 CFR § 200.451	Unallowable
Organization Costs	2 CFR § 200.455	Unallowable unless federal prior approval
Participant Support Costs	2 CFR § 200.456	Only allowable with prior approval of the federal awarding agency
Selling and Marketing Costs	2 CFR § 200.467	Unallowable with exceptions
Student Activity Costs	2 CFR § 200.469	Unallowable unless specifically provided for in the federal award

Allowable Costs

In addition to the enumerated expenditure categories and other generally allowable activities/costs outlined in 31 CFR Part 35 – the Final Rule, the Project & Expenditure Report User Guide, the FAQs, and other Treasury source guides, the following summarized costs are typically allowable federal costs (although most of the following cost categories have restrictions) according to 2 CFR 200.400, Subpart E:

Selected Items of Cost	Uniform Guidance General Reference	Allowability
<i>* All expenditures using Revenue Loss funds (EC 6.1) should follow local policies for prudent spending and may have a broader coverage of allowable costs.</i>		
Advertising and Public Relations	2 CFR § 200.421	Allowable with restrictions
Advisory Councils	2 CFR § 200.422	Allowable with restrictions
Bonding Costs	2 CFR § 200.427	Allowable with restrictions
Collection of Improper Payments	2 CFR § 200.428	Allowable
Compensation – Personal Services	2 CFR § 200.430	Special conditions apply [e.g., § 200.430(i)(5)]
Compensation – Fringe Benefits	2 CFR § 200.431	Allowable with restrictions
Conferences	2 CFR § 200.432	Allowable with restrictions
Defense and prosecution of criminal and civil proceedings, claims, appeals, and patent infringements	2 CFR § 200.435	Allowable with restrictions

Selected Items of Cost	Uniform Guidance General Reference	Allowability
<i>* All expenditures using Revenue Loss funds (EC 6.1) should follow local policies for prudent spending and may have a broader coverage of allowable costs.</i>		
Depreciation	2 CFR § 200.436	Allowable with qualifications
Employee Health and Welfare Costs	2 CFR § 200.437	Allowable with restrictions
Exchange Rates	2 CFR § 200.440	Allowable with restrictions
Insurance and Indemnification	2 CFR § 200.447	Allowable with restrictions
Intellectual Property	2 CFR § 200.448	Allowable with restrictions
Interest	2 CFR § 200.449	Allowable with restrictions
Maintenance and Repair Costs	2 CFR § 200.452	Allowable with restrictions
Materials and Supplies Costs, including costs of computing devices	2 CFR § 200.453	Allowable with restrictions
Memberships, Subscriptions, and Professional Activity Costs	2 CFR § 200.454	Restrictions apply and unallowable for lobbying organizations
Plant and Security Costs	2 CFR § 200.457	Allowable; capital expenditures are subject to 2 CFR § 200.439
Professional Services Costs	2 CFR § 200.459	Allowable with restrictions
Proposal Costs	2 CFR § 200.460	Allowable with restrictions
Publication and Printing Costs	2 CFR § 200.461	Allowable with restrictions
Rearrangement and Reconversion Costs	2 CFR § 200.462	Allowable (ordinary and normal)
Recruiting Costs	2 CFR § 200.463	Allowable with restrictions
Relocation Costs of Employees	2 CFR § 200.464	Allowable with restrictions
Rental Costs of Real Property and Equipment	2 CFR § 200.465	Allowable with restrictions
Specialized Service Facilities	2 CFR § 200.468	Allowable with restrictions
Taxes (including Value Added Tax)	2 CFR § 200.470	Allowable with restrictions
Termination Costs	2 CFR § 200.472	Allowable with restrictions
Training and Education Costs	2 CFR § 200.473	Allowable with restrictions, for employee development
Transportation Costs	2 CFR § 200.474	Allowable with restrictions
Travel Costs	2 CFR § 200.475	Allowable with restrictions

The City understands funds may be used for administering the SLFRF program, including costs of consultants to support effective management and oversight, including consultation for ensuring compliance with legal, regulatory, and other requirements. Costs must be reasonable and allocable as outlined in 2 CFR 200.404 and 2 CFR 200.405. Pursuant to the SLFRF Award Terms and Conditions, direct and indirect costs may be charged to their ARPA award as administrative costs as long as they are accorded consistent treatment per 2 CFR 200.403.

Direct costs are those that are identified specifically as costs of implementing the ARPA program objectives such as contract support, materials, and supplies for a project.

Indirect costs are general overhead costs of an organization where a portion of such costs are allocable to the ARPA award such as the cost of facilities or administrative functions like a director's office. Each category of cost should be treated consistently in like circumstances as direct or indirect, and the City will not charge the same administrative costs to both direct and indirect cost categories, or to other programs.

Also review **Section 15 – Match, Braided Funds & Loans** for more specific details on allowable and unallowable cost scenarios.

Below are the City's procedures for determining reasonableness, allocability, and allowability of costs:

- A. **Review and understand the Treasury's Award Terms and Conditions** as well as the federal cost principles that govern the project funding.
- B. **Determine allowability, allocability, and cost reasonableness of all activities funded by ARPA-SLFRF and associated costs.** The initial assessment will be conducted at the project identification or selection stage to ensure eligibility, and then ongoing reviews and evaluations will continue throughout the course of the project prior to each invoice approval or disbursement.
 - a. Measures to assess reasonableness will vary based on the items and context of the purchase. Micro and Small purchase types will be informal whereas formal purchases may require more analysis. The City will use approaches such as individual itemized cost analysis or total price comparisons when multiple vendors bid on items. Independent cost estimates and market research will often be conducted to assess and compare prices. Historical price data and pricing based on prior competitions for similar purchase types may also be used as a means to assess cost reasonableness.
- C. **Monitor, track, and report funds** routinely against approved budgets, obligations, and expenditures and identify direct and indirect costs. Keep all records organized and easily accessible for potential audits or reviews.
- D. **Document the process.** The City will maintain thorough documentation to support determinations and all associated costs.
- E. **Seek Guidance.** The City will seek guidance when there is uncertainty or complexity in the determination process by consulting with appropriate personnel such as financial officers, legal advisers, internal auditors, or grant administrators. Also, the City will seek clarification from the funding agency as needed to ensure that costs meet the necessary standards.
- F. **Implement Corrective Actions.** If any costs are later found to be unreasonable, unallocable, or unallowable, the City will assess for most appropriate actions and ensure process improvements are documented and implemented into ongoing operations. This may involve reallocating costs, adjusting budgets, or seeking approval for cost transfers or other remedies per the requirements provided by the Treasury and outlined in the Uniform Guidance.

SECTION 13 – CASH MANAGEMENT & DISBURSEMENTS

The City will budget, forecast, and routinely analyze cash flow statements. In addition to the City's established financial management procedures and related internal controls, efficient cash management ensures that funds are used optimally, and timely disbursements are made for all ARPA-SLFRF-funded activities. This City will ensure that all disbursements align with federal, state, and local policies.

While not stated specifically in the Final Rule, the Treasury does not require or have a preference as to the payment structure for recipients that transfer funds to subrecipients (e.g., advance payments, reimbursement basis, etc.). Ultimately, it is the City's responsibility to comply with the eligible use requirements and any other applicable laws or requirements and are responsible for the actions of their subrecipients or beneficiaries.

The City may first opt for reimbursement-based payments, when feasible. However, the City will determine the most effective approach to accomplish the objectives of the project. All disbursements will be for allowable, allocable, and reasonable costs and will be supported by legal agreements and/or other relevant source documentation.

Not limited to the following examples but as part of internal control policies related to cash management and disbursements, the City uses prenumbered checks for all disbursements made by check. Unused check supplies are stored in a secure location with only authorized representatives having access. Blank checks are not to be signed in advance, checks are never made payable to cash, and checks are made only by representatives who are not also authorized to sign them. Authorized check signers must thoroughly review invoices and supporting documents and verify the receipt of all goods and services. Disbursements are only made to authorized vendors and all employees have a secure personnel file that at a minimum includes hiring authorization, salary history, hours authorized to work, federal and state withholding forms, health insurance and retirement deduction information, and authorization for all other payroll deductions.

SECTION 14 – PROGRAM INCOME

Program income policies and procedures under the American Rescue Plan Act's State and Local Fiscal Recovery Fund (ARPA-SLFRF) help ensure fiscal responsibility and regulatory compliance while maximizing the impact of federal assistance. Program Income, when applicable to the project, will be identified, tracked, reported, and appropriately utilized.

As clarified in the Final Rule FAQ 13.15, program income requirements of 2 CFR 200.307 do not apply under the revenue loss (EC 6.1) eligible use category. As such, recipients may maintain program income, which will not be considered an addition to the federal award.

Per Uniform Guidance definitions in 2 CFR 200.1, Program Income means gross income earned by the non-federal entity (the ARPA Recipient and its subrecipients) that is directly generated by a supported activity or earned as a result of the federal award (ARPA-SLFRF allocation) during the *period of performance* except as provided in § 200.307(f).

The U.S. Department of the Treasury has clarified in its Final Rule FAQs that recipients may add program income to the federal award. Any program income generated from SLFRF funds must be used for the purposes and under the conditions of the federal award.

Program income includes but is not limited to income from fees for services performed, the use or rental of real or personal property acquired under federal awards, the sale of commodities or items fabricated under a federal award, license fees and royalties on patents and copyrights, and principal and interest on loans made with federal award funds. For any SLFRF funded loans, the City will follow Treasury's guidance on tracking and disposing of program income from loans, consistent with the statutory requirements and timing of SLFRF expenditures.

Program income does *not* include:

- Interest earned on advances of federal funds, rebates, credits, discounts, or interest on rebates, credits, or discounts;
- Income earned from the investment of initial proceeds of a grant advance from the U.S. Treasury;
- Proceeds from subrecipient fundraising activities;
- Taxes, special assessments, levies, fines, and other such revenues raised by a non-federal entity are not program income unless the revenues are specifically identified in the federal award or federal awarding agency regulations as program income;
- Proceeds from the sale of real property, equipment, or supplies are not program income; such proceeds will be handled in accordance with the requirements of the Property Standards [§§ 200.311](#), [200.313](#), and

[200.314](#), or as specifically identified in federal statutes, regulations, or the terms and conditions of a federal award.

SECTION 15 – MATCH, BRAIDED FUNDS, & LOANS

LOANS

SLFRF funds may be used to make loans, provided that the loan supports an activity that is an eligible use of funds, the SLFRF funds used to make the loan are obligated by December 31, 2024, and expended by December 31, 2026, and the cost of the loan is tracked and reported in accordance with the Final Rule.

In using SLFRF funds to make loans, recipients must be able to determine the amount of funds used to make a loan and must comply with Treasury guidance, all restrictions on the timing of the use of funds, and restrictions in the Uniform Guidance.

MATCH

SLFRF funds may be, but are not required to be, used along with other funding sources for a given project. As indicated by Treasury, the City understands that ARPA-SLFRF funds available under the “revenue loss” eligible use category generally may be used to meet the non-federal cost-share or matching requirements of other federal programs.

If the City decides to use SLFRF funds to satisfy match or cost-share requirements for a federal grant program, it will first be confirmed with the relevant awarding agency that no waiver has been granted for that program, that no other circumstances enumerated under 2 CFR 200.306(b) would limit the use of ARPA-SLFRF funds to meet the match or cost-share requirement, and that there is no other statutory or regulatory impediment to using the ARPA-SLFRF funds for the match or cost-share requirement.

SLFRF funds beyond those that are available under the revenue loss eligible use category may not be used to meet the non-federal match or cost-share requirements of other federal programs, other than as specifically provided for by statute. As an example, the *Infrastructure Investment and Jobs Act (IIJA)* provides that SLFRF funds may be used to meet the non-federal match requirements of authorized Bureau of Reclamation projects and certain broadband deployment projects. The final rule will be consulted for further details if the City’s seeks to utilize ARPA-SLFRF funds as a match for these projects.

BRAIDED FUNDS

Blending and braiding refers to using multiple sources of funding for complementary purposes and provided that the costs are eligible costs under each source program and compliant with all other related statutory and regulatory requirements and policies, including restrictions on use of funds, is allowable under ARPA-SLFRF.

The use of ARPA-SLFRF funds on all braided projects would be subject to the (December 31, 2024) deadline on obligating funds and no later than (December 31, 2026), for expending funds and the ARPA portion of the funding must cover an eligible use of funds. The City will report to Treasury on the date and amount of SLFRF funds obligated and expended for any portion of a project covered by ARPA funds.

SECTION 16 – CLOSEOUT

As outlined in § 200.344, the federal awarding agency or pass-through entity will close out the federal award when it determines that all applicable administrative actions and all required work of the federal award have been completed by the City.

The City must submit, no later than one hundred twenty (120) calendar days after the end date of the period of performance, all financial, performance, and other reports as required by the terms and conditions of the ARPA-SLFRF award.

A subrecipient must submit to the City, no later than ninety (90) calendar days (or an earlier date as agreed upon by the pass-through entity and subrecipient) after the end date of the period of performance, all financial, performance, and other reports as required by the terms and conditions of the federal award.

The City must promptly refund any balances of unobligated and/or unexpended funds. See OMB Circular A-129 and see [§ 200.346](#), for requirements regarding unreturned amounts that become delinquent debts.

If the City does not submit all reports in accordance with uniform guidance requirements and the terms and conditions of the federal award, the City is aware the federal awarding agency will proceed to close out with the information available within one (1) year of the period of performance end date.

If the City does not submit all reports in accordance with this section within one (1) year of the period of performance end date, the federal awarding agency must report the non-federal entity's material failure to comply with the terms and conditions of the award with the OMB-designated integrity and performance system (currently FAPIIS). Federal awarding agencies may also pursue other enforcement actions per [§ 200.339](#).



Agenda Memorandum

Contact:

Clif Custer

Subject:

Waste Connections Contract Extension

Summary:

Richwood needs to extend the contractual agreement with Waste Connections in order to maintain solid waste services or move forward with rebidding solid waste services.

Background Information:

The initial term of Richwood's Service Contract with Waste Connections that began September 1st of 2023 will end on August 31st of 2025. Within the "Terms of Agreement" section of the contract, Richwood has the option to renew the service for two one-year periods. There is not an anticipated increase for cost of services for the one-year contract extension under consideration.

Issue:

None

Fiscal Impact:

None

Recommendation:

Motion to extend the current contractual agreement with Waste Connections for one year beginning on September 1st, 2025.

City of Richwood
Fiscal Year 26 Proposed Budget
October 1, 2025 - September 30, 2026
15 Crime Control and Prevention

	2022 Actual	2023 Actual	2024 Actual	2025 Budget	2026 Proposed Budget
Change in Fund Balance					
Revenue					
15.604117 Sales Tax	185,074	158,492	167,690	160,000	170,000
15.604110 Interest Earnings	100	6,192	14,497	4,500	10,000
15.604287 Police Outreach Donations	0	1,120	0	0	0
Total Revenue	185,174	165,804	182,187	164,500	180,000
Expenditures					
15.605130 Training & Travel	6,438	12,438	7,269	15,000	20,000
15.605190 Uniforms	1,838	6,624	6,305	10,000	15,000
15.605220 Tools	0	15,018	40,732	28,000	20,000
15.605287 Community Outreach	13,953	10,110	8,236	10,000	10,000
15.605920 Motor Vehicles	34,050	38,720	103,340	60,000	80,000
15.605930 Equipment	0	0	3,382	55,000	40,000
Total Expenditures	56,279	82,910	169,264	178,000	185,000
Other Financing Sources and Uses					
Sources					
15.974959 Transfer from Fund Balance					
Uses					
15.975960 Transfer to General Fund	74,500	15,000	25,000	15,000	15,000
Total Uses	74,500	15,000	25,000	15,000	15,000
Total Change in Fund Balance	54,395	67,894	-12,077	-28,500	-20,000

Minutes of Regular Meeting

The City Council City of Richwood

A Regular Meeting of the City Council of City of Richwood was held Monday, April 14, 2014, beginning at 6:00 PM in the Richwood City Hall, 1800 N. Brazosport Blvd. Richwood, Texas.

I. CALL TO ORDER

The meeting was called to order by Clint Kocurek, Mayor and presiding officer.

II. INVOCATION

The invocation was given by Glenn Patton, City Manager.

III. PLEDGES OF ALLEGIANCE

The Pledge of Allegiance and the Texas Pledge of Allegiance was recited by those in attendance.

IV. ROLL CALL OF COUNCIL MEMBERS

Roll call showed the following members present:

Clint Kocurek, Mayor and presiding officer
Paul Raymond, Council, Position #1
John Pitts, Council, Position #2 and Mayor Pro Tem
Jarrod Beaty, Council, Position #3
Morgan Laird, Council, Position #4

Absent:

Donna Lacy, Council, Position #4

A quorum was declared. Others present included Glenn Patton, City Manager, Karen B. Schrom, City Secretary, Kenny Williams, Public Works Director, Brad Caudle, Police Chief, Jessica Bailey, Lieutenant, Kevin Nutt and Zeus, Aaron Farmer, Retail Coach, Ken Mueller, Vic Wade, Charles Smith, Chase Terry, Laurie Atkins, Mili Mezulic, Steve Hill, and Garry Ellis.

V. ANYONE WISHING TO ADDRESS COUNCIL

Charles Smith and Chase Terry spoke on behalf of the Southern Conservative branch of the Texas Tea Party. Their overall mission is to aid in the fight to maintain all our freedoms. They will not tolerate any infringement of their constitutional rights. They are hoping that Council will adopt the resolution to send a statement to Washington to preserve these rights, specifically the 2nd, 4th and 9th amendment to the Constitution.

Ken Mueller addressed Council on his request for water and sewer services at his trailer park outside the City limits. He is willing to pay 1 ½ times the in city rate and will be responsible for the costs. He had been in talk with the City about annexation and both he and Mr. Patton agree that it would not be beneficial to either party at this time.

Chief Caudle introduced our newest officer, Zeus, to City Council. He has been on the streets for 1 ½ weeks.

VI. CONSENT AGENDA

Item D, Resolution to Protect and Defend the Constitutional Right to Keep and Bear Arms was moved to Discussion and Action Items.

On motion by Councilman Beaty, seconded by Councilman Laird, with all members present voting aye, it was duly adopted to approve the remaining consent agenda items as presented.

A. Approval of Minutes of Previous Meetings

1. March 17, 2014

B. Payment of bills

C. Authorization to sell water to Ken Mueller's RV park at one and 1/2 times the in city rate -

D. Resolution to Protect and Defend the Constitutional Right to Keep and Bear Arms

E. Offer to purchase property at 503 N. Mahan

F. Authorization to let bids for annual Storm Debris Removal - Annual Contingency Contract

G. Authorization to let bids for Debris Monitoring, Recovery, and Other Related Services

H. Accept resignation of Morgan Laird, Council Position #4

VII. DISCUSSION AND ACTION ITEMS

A. Presentation by Retail Coach - Retail Economic Development Plan

Aaron Farmer, Vice President of The Retail Coach, explained to Council they work with cities to build a stronger retail base. They have helped over 225 communities in the 15 years they've been in business and of those, 175 have been in Texas. One of their first projects was to bring Chili's to Angleton 12 – 13 years ago. In the past year in Bastrop, they've added 750,000 square feet of retail space.

He drove around Richwood prior to the meeting and visited with some of the residents. Most of those he spoke with stated they'd like a grocery store, casual sit down dining and fast food restaurants. There is good traffic flow through the city and we need to work to capture those dollars.

Council will place this on the April 28th agenda for consideration.

B. Request by Luke Guidry to discuss water quality at 101 Meadowlark Ct.

Mr. and Mrs. Guidry have lived at their home for 5 ½ years and have had problems with water. It smells like mildew and rotten eggs. It is mainly in the master bath and kitchen.

The City has tested the water several times over the years, including tests by an independent laboratory. The City will test the water again and we will keep them informed of what we find.

C. Applications for Keep Richwood Beautiful

Council chose to handle each application separately.

Melissa Blanks

On motion by Councilman Pitts, seconded by Councilman Beaty, with all members present voting aye, it was duly adopted to appoint Melissa Blanks to KRB.

Denise Green

On motion by Councilman Laird, seconded by Councilman Beaty, with all members present voting aye, it was duly adopted to appoint Denise Green to KRB.

Katherine Venegas

Ms. Venegas' application was incomplete. On motion by Councilman Raymond, seconded by Councilman Pitts, with all members present voting aye, it was duly adopted to deny Katherine Venegas until we receive a completed application.

Janet Ellis

On motion by Councilman Pitts, seconded by Councilman Beaty, with all members present voting aye, it was duly adopted to appoint Janet Ellis to KRB.

Cinda Puckett

The motion by Councilman Pitts failed due to a lack of a second.

Garry Ellis

On motion by Councilman Beaty, seconded by Councilman Pitts, with all members present voting aye, it was duly adopted to appoint Garry Ellis to KRB.

Ophilia Martinez

The motion by Councilman Pitts failed due to a lack of a second.

Rocky Martinez

There was no motion.

New Keep Richwood Beautiful Richwood members are Melissa Blanks, Denise Green, Janet Ellis and Garry Ellis.

D. Update Personnel Policy

Changes to the Personnel Policy included changing City Administrator to City Manager, bringing into compliance with the Charter and amending the Grievance Procedures.

On motion by Councilman Beaty, seconded by Councilman Pitts, with all members present voting aye, the updates to the Personnel Policy were approved.

E. Budget Priorities for the next 5 years - Administration, Municipal Court, and Police Department

This item was tabled until after the May election.

F. Approve Items Pulled from Consent Agenda

1. Resolution to Keep and Bear Arms

Mayor Kocurek stated that the City will have our attorney review the Resolution and this will give the City a chance to talk with the residents.

VIII. REPORTS

Reports that require no action.

A. Financial Reports

Par for the period ending March 31, 2014 is 50%. Most departments are over and are being monitored.

B. Administration and Municipal Court Department Reports

Ms. Schrom brought the Council up to date on the Administration and Court departments from last year and current year to date. Revenues are up this year. Changes implemented to the departments include setting up online payments for Court and hope to have credit card scanners attached to both the Court and Utility computers. The City has developed a process to add more information to the back of the utility bills and a surveyed was created and distributed online and via paper.

C. Police Department Report

The Police Department has seen calls increasing. Last year they ran 9,129 calls and they are seeing a 16.97% increase to date. The department has a good clearance rate for crime thanks to Leads on Line. Of the 110 crimes reported on the UCR report, 72 of them have been cleared.

The Police Department also built the jail in the new building.

IX. CITY MANAGER'S REPORT

Mr. Patton reported that he had met with the Palladium Group. They build high end apartment buildings and are very interested in building in the area.

The owners of the undeveloped property in Glenwood Bayou has been in contact with a realtor out of Angleton and they are looking to replat the property so they can sell it.

On May 14th, they will meet with the chamber to discuss ambulance service.

TxDot has received our request for a traffic light at Cedar and Brazosport Boulevard.

X. FUTURE AGENDA ITEMS

Resolution – right to keep and bear arms
Traffic – speed limit on Oyster Creek Drive and Moore
Keep Richwood Beautiful
Parks and Recreation
Retail Coach

XI. COMMITTEE REPORTS

There were none.

XII. COUNCIL MEMBER COMMENTS & REPORTS

There were none.

XIII. MAYOR’S REPORT

BCCA will be hosted by Surfside, April 16th. The City Wide Clean up went very well, ROTC and the Grace Community Church helped.

Barbeque Cookoff and the Easter Egg Hunt is this weekend.

Mayor Kocurek and the other Councilmembers thanked Morgan Laird for his service.

XIV. ADJOURNMENT

With no further business to discuss, the meeting was adjourned at 8:53 p.m.

APPROVED BY A MAJORITY VOTE OF COUNCIL ON APRIL 28, 2014

Clint Kocurek, Mayor

ATTEST:

Karen B. Schrom, City Secretary



AGENDA MEMORANDUM

CONTACT: ERIC FOERSTER-CITY MANAGER

SUBJECT: DISCUSS AND CONSIDER AMENDING WATER AND/OR SEWER RATE FEES AND CHARGES FOR
RV/TRAILER PARKS

SUMMARY:

The City Council is requested to discuss and consider adjustments to the current water and sewer rate structure applied to an RV park located outside the city limits. Options may include maintaining, amending, or eliminating the current rates and service agreement.

BACKGROUND INFORMATION:

- On April 14, 2014, City Council approved the sale of water to the RV park at 1.5 times the in-city rate. This action was passed via consent agenda.
- On July 9, 2018, Council revised this structure, allowing the RV park to receive water at half rate until their usage exceeded a higher usage threshold, at which point a higher rate would apply.

ISSUE:

Key considerations for Council include:

- Cost-sharing fairness compared to in-city users
- Water pressure impacts on the city's overall water system
- Ongoing benefits or burdens to the city, including system strain or infrastructure maintenance requirements

FISCAL IMPACT:

Potential loss of revenue if Council decides to discontinue or reduce service to the RV park. However, reduced income may be offset by:

- **Potential gains in water pressure for city residents**
- **Reduced line wear and infrastructure maintenance outside the city**

RECOMMENDATION:

Staff recommends consulting with the city engineer to evaluate:

- **The pressure gain potential from terminating service**
 - **Infrastructure maintenance savings from discontinuing or modifying the arrangement**
- This information can help inform Council's decision on whether continued service to the RV park is in the best interest of the city.**

City of Richwood
Billing History - 07/01/2024 to 07/01/2025

Customer: QRV BAYOU OAKS. LLC
Location: 18191 HWY 288B

Date	Transaction	Billed Amount
	Balance as of 07/01/2024	
	Rcpt 116059	
7/18/2024	EFT Automatic Pay	
7/25/2024	Period Billing	\$2,125.91
	Water	1,151.91
	Sewer	968
	Ambulance Fee	3.5
	Fire Department	1.5
	Beautification	1
	Rcpt 117672	
8/12/2024	EFT Automatic Pay	
8/25/2024	Period Billing	\$2,125.91
	Water	1,151.91
	Sewer	968
	Ambulance Fee	3.5
	Fire Department	1.5
	Beautification	1
	Rcpt 119433	
9/10/2024	EFT Automatic Pay	
9/25/2024	Period Billing	\$2,125.91
	Water	1,151.91
	Sewer	968
	Ambulance Fee	3.5
	Fire Department	1.5
	Beautification	1
	Rcpt 121223	
10/10/2024	EFT Automatic Pay	
10/25/2024	Period Billing	\$2,125.91
	Water	1,151.91
	Sewer	968
	Ambulance Fee	3.5
	Fire Department	1.5
	Beautification	1

Rcpt 123496
11/12/2024 EFT Automatic Pay

11/25/2024	Period Billing	\$2,202.82
	Water	1,200.29
	Sewer	996.53
	Ambulance Fee	3.5
	Fire Department	1.5
	Beautification	1

Rcpt 125264
12/10/2024 EFT Automatic Pay

12/25/2024	Period Billing	\$2,202.82
	Water	1,200.29
	Sewer	996.53
	Ambulance Fee	3.5
	Fire Department	1.5
	Beautification	1

Rcpt 127344
1/10/2025 EFT Automatic Pay

1/25/2025	Period Billing	\$2,202.82
	Water	1,200.29
	Sewer	996.53
	Ambulance Fee	3.5
	Fire Department	1.5
	Beautification	1

Rcpt 129220
2/10/2025 EFT Automatic Pay

2/25/2025	Period Billing	\$2,202.82
	Water	1,200.29
	Sewer	996.53
	Ambulance Fee	3.5
	Fire Department	1.5
	Beautification	1

Rcpt 131128
3/10/2025 EFT Automatic Pay

3/25/2025	Period Billing	\$2,202.82
	Water	1,200.29
	Sewer	996.53
	Ambulance Fee	3.5
	Fire Department	1.5
	Beautification	1

Rcpt 133133
4/10/2025 EFT Automatic Pay

4/25/2025	Period Billing	\$2,202.82
	Water	1,200.29
	Sewer	996.53
	Ambulance Fee	3.5
	Fire Department	1.5
	Beautification	1

Rcpt 134969
5/12/2025 EFT Automatic Pay

5/25/2025	Period Billing	\$2,202.82
	Water	1,200.29
	Sewer	996.53
	Ambulance Fee	3.5
	Fire Department	1.5
	Beautification	1

Rcpt 136952
6/10/2025 EFT Automatic Pay

6/25/2025	Period Billing	\$2,202.82
	Water	1,200.29
	Sewer	996.53
	Ambulance Fee	3.5
	Fire Department	1.5
	Beautification	1

Payment Amount	Balance	Units	Quantity	Meter ID	Reading	Usage	Demand
	\$2,620.32						
\$2,620.32	\$0.00						
	\$2,125.91						
		1	24,638	73876711	3159129	24638	0
		1	24,638				
		1	0				
		1	0				
		1	0				
\$2,125.91	\$0.00						
	\$2,125.91						
		1	27,069	73876711	3186198	27069	0
		1	27,069				
		1	0				
		1	0				
		1	0				
\$2,125.91	\$0.00						
	\$2,125.91						
		1	18,879	73876711	3205077	18879	0
		1	18,879				
		1	0				
		1	0				
		1	0				
\$2,125.91	\$0.00						
	\$2,125.91						
		1	18,047	73876711	3223124	18047	0
		1	18,047				
		1	0				
		1	0				
		1	0				

\$2,125.91

\$0.00

\$2,202.82

123,606738767113246730236060

\$2,202.82

\$0.00

\$2,202.82

116,950738767113263680169500

\$2,202.82

\$0.00

\$2,202.82

10738767110000

\$2,202.82

\$0.00

\$2,202.82

155,210738767113318890552100

\$2,202.82

\$0.00

\$2,202.82

132,122738767113351012321220

\$2,202.82 \$0.00

\$2,202.82

1	41,623	73876711	3392635	41623	0
1	41,623				
1	0				
1	0				
1	0				

\$2,202.82 \$0.00

\$2,202.82

1	34,169	73876711	3426804	34169	0
1	34,169				
1	0				
1	0				
1	0				

\$2,202.82 \$0.00

\$2,202.82

1	28,026	73876711	3454830	28026	0
1	28,026				
1	0				
1	0				
1	0				

City of Richwood
Billing History - 07/01/2024 to 07/01/2025

Customer: QRV BAYOU OAKS. LLC
Location: 18075 HWY 288B

Date	Transaction	Billed Amount
	Balance as of 07/01/2024	
	Rcpt 116058	
7/18/2024	EFT Automatic Pay	
7/25/2024	Period Billing	\$2,125.91
	Water	1,151.91
	Sewer	968
	Ambulance Fee	3.5
	Fire Department	1.5
	Beautification	1
	Rcpt 117671	
8/12/2024	EFT Automatic Pay	
8/25/2024	Period Billing	\$2,125.91
	Water	1,151.91
	Sewer	968
	Ambulance Fee	3.5
	Fire Department	1.5
	Beautification	1
	Rcpt 119432	
9/10/2024	EFT Automatic Pay	
9/25/2024	Period Billing	\$2,125.91
	Water	1,151.91
	Sewer	968
	Ambulance Fee	3.5
	Fire Department	1.5
	Beautification	1
	Rcpt 121222	
10/10/2024	EFT Automatic Pay	
10/25/2024	Period Billing	\$2,125.91
	Water	1,151.91
	Sewer	968
	Ambulance Fee	3.5
	Fire Department	1.5
	Beautification	1

Rcpt 123495		
11/12/2024	EFT Automatic Pay	
11/25/2024	Period Billing	\$2,202.82
	Water	1,200.29
	Sewer	996.53
	Ambulance Fee	3.5
	Fire Department	1.5
	Beautification	1
Rcpt 125263		
12/10/2024	EFT Automatic Pay	
12/25/2024	Period Billing	\$2,202.82
	Water	1,200.29
	Sewer	996.53
	Ambulance Fee	3.5
	Fire Department	1.5
	Beautification	1
Rcpt 127343		
1/10/2025	EFT Automatic Pay	
1/25/2025	Period Billing	\$2,202.82
	Water	1,200.29
	Sewer	996.53
	Ambulance Fee	3.5
	Fire Department	1.5
	Beautification	1
Rcpt 129219		
2/10/2025	EFT Automatic Pay	
2/25/2025	Period Billing	\$2,202.82
	Water	1,200.29
	Sewer	996.53
	Ambulance Fee	3.5
	Fire Department	1.5
	Beautification	1
Rcpt 131127		
3/10/2025	EFT Automatic Pay	
3/25/2025	Period Billing	\$2,202.82
	Water	1,200.29
	Sewer	996.53
	Ambulance Fee	3.5
	Fire Department	1.5
	Beautification	1

Rcpt 133132
4/10/2025 EFT Automatic Pay

4/25/2025	Period Billing	\$2,202.82
	Water	1,200.29
	Sewer	996.53
	Ambulance Fee	3.5
	Fire Department	1.5
	Beautification	1

Rcpt 134968
5/12/2025 EFT Automatic Pay

5/25/2025	Period Billing	\$2,202.82
	Water	1,200.29
	Sewer	996.53
	Ambulance Fee	3.5
	Fire Department	1.5
	Beautification	1

Rcpt 136951
6/10/2025 EFT Automatic Pay

6/25/2025	Period Billing	\$2,202.82
	Water	1,200.29
	Sewer	996.53
	Ambulance Fee	3.5
	Fire Department	1.5
	Beautification	1

Payment Amount	Balance	Units	Quantity	Meter ID	Reading	Usage	Demand
	\$2,125.91						
\$2,125.91	\$0.00						
	\$2,125.91						
		1	7,432	73562933	4909230	7432	0
		1	7,432				
		1	0				
		1	0				
		1	0				
\$2,125.91	\$0.00						
	\$2,125.91						
		1	33,130	73562933	4942360	33130	0
		1	33,130				
		1	0				
		1	0				
		1	0				
\$2,125.91	\$0.00						
	\$2,125.91						
		1	34,571	73562933	4976931	34571	0
		1	34,571				
		1	0				
		1	0				
		1	0				
\$2,125.91	\$0.00						
	\$2,125.91						
		1	11,589	73562933	4988520	11589	0
		1	11,589				
		1	0				
		1	0				
		1	0				

\$2,125.91	\$0.00					
	\$2,202.82					
		1	12,870	73562933	5001390	12870
						0
		1	12,870			
		1	0			
		1	0			
		1	0			

\$2,202.82	\$0.00					
	\$2,202.82					
		1	24,280	73562933	5025670	24280
						0
		1	24,280			
		1	0			
		1	0			
		1	0			

\$2,202.82	\$0.00					
	\$2,202.82					
		1	41,590	73562933	5067260	41590
						0
		1	41,590			
		1	0			
		1	0			
		1	0			

\$2,202.82	\$0.00					
	\$2,202.82					
		1	80,370	73562933	5147630	80370
						0
		1	80,370			
		1	0			
		1	0			
		1	0			

\$2,202.82	\$0.00					
	\$2,202.82					
		1	62,340	73562933	5209970	62340
						0
		1	62,340			
		1	0			
		1	0			
		1	0			

\$2,202.82 \$0.00

\$2,202.82

1	39,630	73562933	5249600	39630	0
1	39,630				
1	0				
1	0				
1	0				

\$2,202.82 \$0.00

\$2,202.82

1	19,830	73562933	5269430	19830	0
1	19,830				
1	0				
1	0				
1	0				

\$2,202.82 \$0.00

\$2,202.82

1	14,167	73562933	5283597	14167	0
1	14,167				
1	0				
1	0				
1	0				

Minutes of City Council Regular Meeting

The City Council City of Richwood

A City Council Regular Meeting of the City Council of City of Richwood was held Monday, July 9, 2018, beginning at 6:00 PM in the Richwood City Hall, 1800 N. Brazosport Blvd. Richwood, Texas.

CALL TO ORDER AT 6:00 PM

The meeting was called at 6:16 p. m.

ROLL CALL OF COUNCIL MEMBERS

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

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

RECOGNITIONS

Kirsten Garcia, Court Clerk, on receiving her Level II Court Clerk Certification
Steve Cook, Operator, on receiving his Class "C" Water Operator License
Giani Cantu, City Secretary, on receiving her Texas Registered Municipal Clerk certification

CONSENT AGENDA

Approval of Minutes of Previous Meetings

June 2, 2018

June 11, 2018

Payment of Bills

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

DISCUSSION AND ACTION ITEMS

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

Michael Coon stated final plats are still awaiting drainage approval and design. Staff recommends approving contingent on drainage plans.

Sarah Reed stated or clarification that the item was just re-plating and has nothing to do with building on it.

Michael Coon replied that is correct.

On motion by Sarah Reed second by Mike Johnson with all present members voting “aye” final approval on replat of a 20 acre tract of land being Reserve "A" Oakwood Shores, located on the northeast corner of the intersection of Hwy 2004 and 288B was granted contingent on approval of the drainage from Velasco Drainage District.

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

Michael Coon in speaking with Velasco Drainage they are ok with approving as long as development plans have their approval prior to issuing building permits.

On motion by Mark Brown II second by Sarah Reed, with all present members voting “aye”, final approval on replat of a 4.669 acre tract located at 2300 Brazosport Blvd was granted.

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

Michael Coon the ordinance reduces the cost for RV parks to ½.

Sarah Reed moved to approve and adopt an ordinance amending water and sewer rate fees and charges for RV/Trailer Parks and multi-family dwellings serviced by one meter. Frank Blanks seconded.

Mark Brown asked if in the future someone could put in more RV parks that could potentially affect the system.

Michael Coon replied that as of right now the ordinance doesn't allow them to be in the city. This amendment is to accommodate the two parks being serviced in our ETJ.

With all voting present members voting “aye” an ordinance amending water and sewer rate fees and charges for RV/Trailer Parks and multi-family dwellings serviced by one meter was passed and adopted.

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

Michael Coon reported Osdi Duarte has been serving and has resigned for personal reasons. Since his resignation, Mr. Boykin has shown interest and has previously served on the Brazosport Water Authority Board.

On motion by Steve Boykin second by Sarah Reed with all present members voting “aye” a resolution appointing Steve Boykin as representative to serve on the Brazosport Water Authority board was passed and adopted.

Update on review of Indoor Gun Range & Noise Control Ordinances

Michael Coon reported he had been in contact with representatives from Mesquite and was waiting on further information as to how the ordinance has been enforced in that area. Staff hopes to have this ready to present for consideration at the next regularly scheduled council meeting.

Update on Flood Mitigation Efforts

Michael Coon reported the flood advisory committee met and has asked that the City apply for the grant through the Texas Water development Board for post Harvey related studies. That will hopefully be done this week.

Mark Brown asked if there was any confirmation on possible pump locations.

Mr. Coon replied no. However, he will request an update and get back to Council.

Approve items removed from Consent Agenda

There were no items removed from Consent Agenda.

PUBLIC COMMENTS

All public comments will be subject to the following rules: All speakers will be permitted to speak no longer than 3 minutes; all speakers will only be permitted to speak once; speakers cannot defer their 3 minutes to another speaker. Discussion is not allowed on items not posted on the agenda.

Pat Taylor stated she left copies of the proposed development for public.

Lauren LaCount stated that she would like to see the tax rate stay the same or be reduced.

Joe Roth, 31927 Redfish Trail, stated he would like to oppose the rezoning to the Oakwood Shores commercial development and would like it to remain zoned for residential development.

PRESENTATIONS

Proposed Budget Fiscal Year 2018-2019

Michael Coon presented the proposed budget.

FY 2017-2018 Review

General Operating Fund (Estimated at 9/30/18)

	FY 17-18 Budget	FY 17-18 Projected	Difference
Revenues	\$3,129,873	\$3,127,839	(\$2,034)
Expenditures	\$3,129,873	\$3,095,208	\$34,665
Excess <Deficit>	\$0	\$32,631	\$32,631

Utility Operating Fund (Estimated at 9/30/18)

	FY 17-18 Budget	FY 17-18 Projected	Difference
Revenues	\$2,272,065	\$2,259,813	(\$12,252)
Expenditures	\$2,272,065	\$2,255,240	\$16,825
Excess <Deficit>	\$0	\$4,573	\$4,573

FY 2017-2018 Review

Other Funds (Estimated at 9/30/18)

	FY 17-18 Budget	FY 17-18 Projected	Difference
Revenues	\$903,523	\$901,668	(\$1,855)
Expenditures	\$903,523	\$789,550	\$113,973
Excess <Deficit>	\$0	\$112,118	\$112,118

FY 18 Strategic Plan

New Vision Statement

The City of Richwood is a model for safe and beautiful neighborhoods with sustainable growth opportunities for families and businesses dedicated to serving our community for current and future generations.

Strategic Priorities

1. Financial Sustainability
2. Economic Development
3. Infrastructure Investments
4. Community Development
5. City Operations

Compensation Study

Summary of Cities

City Demographics				
	Population	Budget (Expenses)	Miles from Nearest Metroplex	Nearest Metroplex
Joshua	6,345	\$5,147,960	50.9 MI	Dallas/Fort Worth
Fair Oaks Ranch	5,986	\$5,766,569	27 MI	San Antonio
Rockdale	5,595	\$5,100,000	58.8 MI	Austin
Krum	5,581	\$2,938,135	48.4 MI	Dallas/Fort Worth
Jacksboro	4,511	\$3,028,649	60.5 MI	Dallas/Fort Worth

Summary of Compensation Survey

Average Salary						
	Joshua	Fair Oaks Ranch*	Rockdale	Krum	Jacksboro	Average
Administrative Assistant	N/A	\$37,690	N/A	\$34,278	N/A	\$35,984
Chief of Police	\$77,647	\$102,482	\$75,000	\$67,823	\$70,000	\$78,590
City Manager	\$102,985	N/A	\$105,000	N/A	\$90,000	\$99,328
Code Enforcement Officer	\$38,064	N/A	\$48,900	N/A	\$34,256	\$40,407
Court Administrator	N/A	\$47,466	N/A	N/A	N/A	\$47,466
Court Clerk	\$44,034	\$40,706	\$33,755	\$43,709	N/A	\$40,551
Building Official	N/A	\$59,800	N/A	\$64,220	N/A	\$62,010
Director of Public Works	\$48,033	\$102,482	\$69,360	\$66,950	N/A	\$71,706
Finance Director	\$50,294	\$94,890	\$54,122	\$71,027	\$43,000	\$62,667
City Secretary	\$64,189	\$64,584	\$52,003	\$63,680	\$47,500	\$58,391
Public Works Department Operator	\$25,251	\$34,882	\$31,200	\$31,949	N/A	\$30,821
Public Works Foreman	\$28,496	\$75,317	\$47,504	\$40,706	N/A	\$48,006
Customer Service Representative	N/A	\$32,302	N/A	\$32,510	\$37,877	\$34,230
Police Sergeant	\$56,098	\$64,584	\$57,200	N/A	\$45,449	\$55,377
Patrol Officer	\$42,952	\$55,370	\$41,400	\$40,581	\$41,845	\$45,187

*Midpoint Annual Salary

Comparison Cities

	Hourly	Supervisor	Executive	Police
Bellville	X	X	X	X
Brazoria	X	X	X	X
Clute	X			X
Columbus	X	X	X	X
Jacksboro	X	X	X	X
Joshua	X	X	X	X
Krum	X	X	X	X
Lake Jackson	X			X
Rockdale	X	X	X	X
West Columbia	X	X	X	X
Willis	X	X	X	X

Hourly Positions

	Richwood	Joshua	Rockdale	Krum	Jacksboro	Brazoria	West Columbia	Bellville	Columbus	Willis	Lake Jackson	Clute	Average	Median
Administrative Assistant	\$40,384	N/A	N/A	\$34,278	N/A	N/A	\$38,979	\$42,500	N/A	N/A	N/A	N/A	\$39,035	\$39,682
Code Enforcement Officer	N/A	\$38,064	\$48,900	N/A	\$34,256	\$32,240	N/A	N/A	\$43,404	N/A	\$45,011	\$42,910	\$40,684	\$42,910
Court Clerk	\$33,743	\$44,034	\$33,755	\$43,709	N/A	\$31,200	\$30,825	\$50,000	\$37,389	\$47,413	\$33,190	\$39,249	\$38,592	\$37,389
Operator in Training	N/A		\$24,960	\$32,864		\$27,040	\$24,960	\$35,000	\$34,455	\$29,713	\$29,120	\$33,208	\$30,147	\$29,713
Operator	\$33,218	\$25,251	\$31,200	\$31,949	N/A	\$37,440	\$29,120	N/A	\$33,896	\$37,232	\$38,792	\$38,584	\$33,668	\$33,557
Customer Service Representative	\$32,939	N/A	N/A	\$32,510	\$37,877	N/A	\$43,825	N/A	N/A	\$29,817	\$31,148	\$37,607	\$35,103	\$32,939
Court Administrator	\$40,384	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	\$40,384	\$40,384

Exempt Positions

	Richwood	Joshua	Rockdale	Krum	Jacksboro	Brazoria	West Columbia	Bellville	Columbus	Willis	Average	Median
Chief of Police	\$75,000	\$77,647	\$75,000	\$67,823	\$70,000	\$65,546	\$81,952	\$75,000	\$68,234	\$82,180	\$73,838	\$75,000
City Manager	\$86,532	\$102,985	\$105,000		\$90,000	\$71,619	\$85,176	\$92,000	\$109,000	\$113,403	\$95,079	\$92,000
Building Official	\$55,210	N/A	N/A	\$64,220	N/A	N/A	\$46,740	N/A	\$58,500	N/A	\$56,168	\$56,855
Director of Public Works	\$61,992	\$48,033	\$69,360	\$66,950	N/A	\$62,042	N/A	\$75,000	N/A	\$73,565	\$65,277	\$66,950
Finance Director	N/A	\$50,294	\$54,122	\$71,027	\$43,000	N/A	N/A	N/A	N/A	\$66,404	\$56,969	\$54,122
City Secretary	\$61,992	\$64,189	\$52,003	\$63,680	\$47,500	\$47,528	\$49,920	\$63,000	\$52,490	\$69,825	\$57,213	\$57,241
Public Works Foreman	N/A	\$28,496	\$47,504	\$40,706	N/A	N/A	N/A	\$52,500	\$44,420	\$53,809	\$44,573	\$45,962

Grade	Title	Min	Mid	Max
Hourly-1	Customer Service Representative	\$30,400	\$35,765	\$41,130
Hourly-1	Operator Trainee/Maintenance Tech	\$30,400	\$35,765	\$41,130
Hourly-2	Administrative Assistant	\$35,620	\$41,906	\$48,192
Hourly-2	Court Clerk	\$35,620	\$41,906	\$48,192
Hourly-2	Operator	\$35,620	\$41,906	\$48,192
Supervisor-1	Public Works Foreman	\$44,625	\$52,500	\$60,375
Supervisor -2	Building Official	\$51,670	\$60,788	\$69,906
Executive-1	City Secretary	\$61,815	\$72,724	\$83,633
Executive-1	Director of Public Works	\$61,815	\$72,724	\$83,633
Executive-1	Finance Director	\$61,815	\$72,724	\$83,633
Executive-2	Chief of Police	\$66,732	\$78,508	\$90,284
Executive-3	City Manager	\$90,610	\$106,600	\$122,590
Police-1	Recruit	\$45,348		
Police-2	Patrol Officer	\$47,735	\$53,038	\$58,342
Police-3	Police Sergeant	\$57,281	\$63,646	\$70,011

General Fund Revenues

	FY 17-18 Budget	FY 17-18 Projected	Difference
Operating Rev.	\$2,477,297	\$2,605,759	\$128,462
Transfers Rev.	\$652,576	\$104,410	(\$548,166)
Total Budget	\$3,129,873	\$2,710,169	(\$419,704)

FY19 Property Tax

Estimated Impact of Adopting Effective Tax Rate

Home Value	\$150,000	\$250,000	\$350,000
No Change	\$81.02	\$135.03	\$189.04
8% Increase (Homestead Cap)	\$163.63	\$272.72	\$381.81
10% Decrease	(\$22.25)	(\$37.09)	(\$51.92)
20% Decrease	(\$125.52)	(\$209.20)	(\$292.88)
30% Decrease	(\$228.79)	(\$381.31)	(\$533.84)

**It is estimated that the effective tax rate will be \$0.688455, which is \$0.054011 higher than this year's rate of \$0.634444.*

General Fund Expenditures

	FY 17-18 Budget	FY 17-18 Projected	Difference
Operating Exp.	\$2,475,435	\$2,529,099	\$53,664
Transfers Exp.	\$654,439	\$181,070	(\$473,369)
Total Budget	\$3,129,874	\$2,710,169	(\$419,705)

Utility Fund Revenues

	FY 17-18 Budget	FY 17-18 Projected	Difference
Operating Rev.	\$1,870,475	\$2,081,859	\$211,384
Transfers Rev.	\$401,590	\$89,909	(\$311,681)
Total Budget	\$2,272,065	\$2,171,768	(\$100,297)

Solid Waste Rates

	FY 18 Rate	FY 19 Rate	Change
Base Rate	\$16.00	\$17.14	\$1.14
Base Rate - Over 65	\$14.00	\$15.85	\$1.85
Price/Additional Can	\$8.00	\$8.00	\$0.00

Utility Fund Expenditures

	FY 17-18 Budget	FY 17-18 Projected	Difference
Operating Exp.	\$1,510,729	\$1,680,508	\$169,779
Transfers Exp.	\$761,336	\$491,260	(\$270,076)
Total Budget	\$2,272,065	\$2,171,768	(\$100,297)

Other Funds

- **Beautification**
- **Capital Projects**
- **Crime Control Prevention**
- **Equipment Replacement**
- **Transportation**
- **Utility Capital Improvement**

The next step in budget will be detailed department presentations at the budget workshop next Monday, July 16, 2018.

FUTURE AGENDA ITEMS

Bring back the burning ordinance for review.

COUNCIL MEMBER COMMENTS & REPORTS

No council member comments.

CITY MANAGER'S REPORT

FEMA conference calls are becoming shorter. All the projects are at the final stage of approval and we are awaiting final decision.

Deadline to submit census information is Wednesday. The importance is to accurately reflect our population size which will help with grant applications and economic development.

MAYOR'S REPORT

Welcomed Chief Mayer.

ADJOURNMENT

There being no further business the meeting adjourned at 8:15 p.m.

These minutes were read and approved on this 13th day of August, 2018.

Attest:

Mark Guthrie, Mayor

Giani Cantu, City Secretary

ORDINANCE NO. 25-530

AN ORDINANCE BY THE COUNCIL OF THE CITY OF RICHWOOD, TEXAS AMENDING APPENDIX C – FEE SCHEDULE OF THE CODE OF ORDINANCES TO AMEND UTILITY FEES; REPEALING ALL ORDINANCES IN CONFLICT HERewith; PROVIDING FOR A SAVINGS CLAUSE; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the City’s code of ordinances specifies fees should be adopted by ordinance; and

WHEREAS, the City wishes to amend the current fee schedule to amend utility fees and additional fees.

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

Section 1: That APPENDIX C – Fee Schedule is hereby amended as follows:

Utility (Water, Sewer, Solid Waste) Fees	
Utility Deposits and Fees	
Application Fee	\$50.00
Commercial/Residential (Owner) Deposit	\$100.00
Residential (Tenant/Renter) Deposit	\$150.00
Disconnect Fee	\$40.00
After Hours Reconnect Fee	\$100.00
NSF – Returned Item Fee	\$25.00
Water Rate Fees and Charges	
Gallons included in base rate	2,000
Per month Minimum monthly charge	\$39.11 \$46.54
Monthly usage in excess of 2,000 gallons but below 20,000 gallons	\$6.40 \$7.61 per each additional 1,000 gallons of usage
Monthly usage in excess of 20,000 gallons	\$6.65 \$7.91 per each additional 1,000 gallons of usage
Sewer Rate Fees and Charges	
Gallons included in base rate	2,000
Per Month Minimum monthly charge	\$29.30 \$31.79
Amounts in excess of 2,000 gallons	\$5.05 \$5.48 per each additional 1,000 gallons of usage
Swimming Pool Fill Sewer Credit	Once per calendar year.
Solid Waste Collection Fees	
Per month Includes one garbage and one recycle bin	\$22.00
Additional bin charge per month	\$12.50

Accumulation of bulk waste in excess of 5 cubic yards	\$20.00 per cubic yard
Water and Sewer Base Discount	
Over 65 Discount	40% off base bill amount
Any person who meets the criteria of "Voting member" of the Richwood Volunteer Fire Department as defined by their Constitution and By-Laws will receive the first 4,000 gallons free and then be charged \$6.40 \$7.61 per each additional 1,000 gallons of usage	
Solid Waste Collection Discount	
Over 65 Discount	\$2.00
Outside City Limits Rates	
Any person or entity requesting water or sewer services from the City of Richwood for a property located outside the city limits must obtain prior approval from the Richwood City Council. If approved, such customers shall be charged a rate equal to one and one-half (1.5) times the rate charged to customers located within the city limits.	
Multi-Unit Water / Sewer Fees and Charges	
Multiple Dwelling or Commercial Units (e.g., Mobile Home Parks, Trailer Parks, Apartment Houses, Duplexes)	If service is furnished through a single meter to multiple dwelling units or commercial units, the billing rate follows the standard schedule. The minimum fee is based on 2,000 gallons times the number of units (dwelling or commercial). Each 2,000-gallon allotment is charged at the monthly base rate, and usage over 2,000 gallons per unit is charged at the standard variable rate.

Section 5: 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 6: That all ordinances or parts of ordinances in conflict herewith are hereby repealed to the extent of the conflict only.

Section 7: That this ordinance shall be effective October 1, 2025 upon passing.

Passed and Approved on this 11th day of August, 2025.

Michael Durham, Mayor

ATTEST:

Kirsten Garcia, City Secretary

City of Richwood
Fiscal Year 26 Proposed Budget
October 1, 2025 - September 30, 2026
10 General Fund

	2022	2023	2024	2025	2026
	Actual	Actual	Actual	Budget	Proposed Budget
Change in Fund Balance					
Revenue					
Taxes					
10.294103 Ad Valorem Taxes	1,865,691	1,956,110	2,150,964	2,382,935	2,682,115
10.294104 Delinquent Taxes	35,179	8,618	14,950	15,000	15,000
10.294105 Penalty & Interest	19,208	10,199	4,224	15,000	15,000
10.294111 Franchise Taxes	208,455	196,836	174,926	196,000	196,000
10.294117 Sales Tax	730,140	640,036	695,053	650,000	710,000
Total Taxes	2,858,672	2,811,798	3,040,118	3,258,935	3,618,115
Licenses and permits					
10.294106 Licenses & Permits	4,580	8,274	8,695	10,000	6,000
10.294107 Building Permits	77,751	81,169	63,996	65,000	75,000
10.294114 Animal Fines/Licenses	220	80	145	150	150
Total Licenses and permits	82,551	89,523	72,835	75,150	81,150
Intergovernmental revenue					
10.294113 Intergovernmental Rev	15,946	90,326	12,941	10,000	10,000
Total Intergovernmental revenue	15,946	90,326	12,941	10,000	10,000
Charges for services					
10.294118 Municipal Building Rentals	7,570	8,950	7,385	7,000	8,000
Total Charges for services	7,570	8,950	7,385	7,000	8,000
Fines and forfeitures					
10.294109 Municipal Court	105,892	119,226	78,482	110,000	95,000
Total Fines and forfeitures	105,892	119,226	78,482	110,000	95,000
Special Revenues					
10.054251 Revenues - Police Officer Training - LEOES	940	944	0	1,000	0
10.054252 Revenues - Accident, Police Report & Arrest Fees	61	30	45	50	0
10.054257 Revenues - Police outreach donations	0	7,050	0	0	0
10.604252 Revenues - Seizure & Forfeiture-non Section 59	0	0	3,316	0	0
Total Special Revenues	1,001	8,024	3,361	1,050	0
Interest					
10.294110 Interest Earnings	9,991	91,081	94,575	55,000	55,000
Total Interest	9,991	91,081	94,575	55,000	55,000
Miscellaneous revenue					
10.294108 Inspection Fees	30,360	30,335	34,975	30,000	35,000
10.294112 Miscellaneous Income	16,350	30,354	25,352	13,000	15,000
10.294121 Parks & Recreation - Park Pavillion Rentals	3,575	3,025	3,800	3,500	1,500
10.294126 Parks & Recreation - Sports Field Rental	0	1,525	1,400	1,400	1,000

City of Richwood
Fiscal Year 26 Proposed Budget
October 1, 2025 - September 30, 2026
10 General Fund

	2022	2023	2024	2025	2026
	Actual	Actual	Actual	Budget	Proposed Budget
10.294129 Ambulance fee revenue	0	0	101,332	101,500	101,500
Total Miscellaneous revenue	50,285	65,239	166,859	149,400	154,000
Total Revenue	3,131,908	3,284,167	3,476,555	3,666,535	4,021,265
Expenditures					
General Government					
Administration					
10.015101 Administrative Expense	0	0	15,978	0	0
10.015103 Salaries & Wages	347,526	356,955	408,651	439,415	463,776
10.015104 Overtime	364	200	18,610	1,000	1,021
10.015105 Retirement	41,917	44,260	56,551	56,285	59,231
10.015107 Medicare	5,051	5,150	6,163	6,386	6,740
10.015110 Workmen's Compensation Ins	1,702	2,521	3,922	4,724	5,000
10.015115 Hospitalization	41,715	47,136	78,941	71,119	72,239
10.015120 Unemployment Insurance	1,510	45	62	585	585
10.015125 Cellphone Allowance	135	1,620	1,620	2,730	2,730
10.015126 Vehicle Allowance	6,250	6,000	6,275	6,500	6,500
10.015130 Training & Travel	5,459	12,307	7,520	8,000	8,000
10.015175 Longevity Pay	1,400	0	0	1,400	1,220
10.015180 Certification Pay	0	0	788	975	975
10.015201 Food	2,395	5,639	3,936	5,000	3,000
10.015210 Office Supplies	2,756	3,689	3,339	5,000	5,000
10.015215 Custodial Supplies	1,403	725	0	1,000	1,000
10.015225 Books & Periodicals	129	275	553	500	500
10.015240 Expendable Operating Supplies	5,535	4,932	6,066	8,000	6,000
10.015310 Building & Grounds M&R	283	1,852	2,700	12,480	2,000
10.015320 Office Furniture/Fixture M&R	1,120	226	0	1,000	1,000
10.015341 Postage & Shipping	1,464	3,149	2,804	3,000	3,000
10.015410 Electricity	12,634	10,761	13,791	13,500	15,600
10.015420 Telephone	5,213	820	1,203	850	1,400
10.015430 Natural Gas	416	759	651	950	900
10.015510 Elections	3,547	5,564	0	6,000	4,000
10.015550 Information Technology Services	48,150	54,314	53,777	80,562	85,000
10.015556 Contractual Services - Taxes	11,203	14,607	21,410	14,000	14,000
10.015560 Engineering	11,186	8,023	13,608	213,000	13,000
10.015570 Attorney's Fees	17,189	39,317	36,966	40,000	40,000
10.015571 Settlement costs	0	0	0	0	28,333
10.015572 Economic Development	1,200	1,200	1,500	1,500	1,500
10.015580 Auditor's Fees	43,900	43,900	46,900	47,000	47,000
10.015595 Professional Services	4,650	5,380	8,070	0	0
10.015596 Administrative fees - Benefits				0	1,000

City of Richwood
Fiscal Year 26 Proposed Budget
October 1, 2025 - September 30, 2026
10 General Fund

	2022	2023	2024	2025	2026
	Actual	Actual	Actual	Budget	Proposed Budget
10.015610 Credit Card Discount Fees	1,622	1,207	2,222	2,000	2,000
10.015640 Insurance - Bldg/Liab/Bond	31,906	64,772	71,843	84,351	92,786
10.015660 Dues & Subscriptions	13,697	17,267	17,198	16,000	16,000
10.015685 Publishing & Advertising	10,002	7,536	5,173	5,000	5,000
10.015910 Office Equipment	0	2,973	2,176	3,500	3,500
10.015930 Equipment	0	35,569	0	0	0
10.015935 Operating Lease - Copier	4,092	4,554	5,180	3,655	3,655
Total Administration	690,959	815,203	926,148	1,166,967	1,024,191
Judicial					
10.065103 Salaries & Wages	51,326	53,399	40,499	7,200	7,200
10.065104 Overtime	0	67	0	0	
10.065105 Retirement	5,754	6,157	4,819	446	446
10.065107 Medicare	738	768	587	543	546
10.065110 Workmen's Compensation Ins	277	520	468	68	68
10.065115 Hospitalization	8,298	9,526	10,177	0	
10.065120 Unemployment Insurance	386	16	61	94	94
10.065130 Training & Travel	1,072	1,231	2,130	1,500	2,500
10.065175 Longevity Pay	125	0	0	0	0
10.065180 Certification Pay	603	590	600	650	1,300
10.065210 Office Supplies	1,521	0	34	0	0
10.065225 Books & Periodicals	56	0	0	300	150
10.065240 Expendable Operating Supplies	91	0	0	0	0
10.065550 Information Technology Services	7,282	7,030	7,000	8,700	10,000
10.065565 Jury Expense	0	0	0	250	150
10.065570 Attorney's Fees	12,716	7,577	8,135	10,000	8,000
10.065660 Dues & Subscriptions	205	260	110	500	500
Total Judicial	90,449	87,142	74,619	30,251	30,954
Permitting & Inspections					
10.105102 Contract Labor	35,632	34,021	30,729	35,000	35,000
10.105240 Expendable Operating Supplies	1,474	387	233	1,000	500
Total Permitting & Inspections	37,105	34,408	30,961	36,000	35,500
Special Revenue Expenditures					
10.055291 Expenditures - Police Training - LEOES	1,142	0	495	1,500	1,500
Total Special Revenue Expenditures	1,142	0	495	1,500	1,500
Total General Government	819,655	936,753	1,032,223	1,234,718	1,092,145
Public Safety					
Police Department					
10.055103 Salaries & Wages	554,174	611,517	546,225	627,004	710,069

City of Richwood
Fiscal Year 26 Proposed Budget
October 1, 2025 - September 30, 2026
10 General Fund

	2022	2023	2024	2025	2026
	Actual	Actual	Actual	Budget	Proposed Budget
10.055104 Overtime	41,559	42,561	61,311	65,000	65,000
10.055105 Retirement	71,508	80,425	79,630	92,163	98,694
10.055107 Medicare	8,629	9,462	8,769	10,034	11,239
10.055110 Workmen's Compensation Ins	7,493	14,773	13,104	13,104	13,104
10.055115 Hospitalization	77,456	90,896	142,184	142,237	144,479
10.055120 Unemployment Insurance	2,284	106	142	1,170	1,170
10.055125 Cellphone Allowance	45	540	540	910	910
10.055175 Longevity	2,025	0	438	2,000	1,435
10.055180 Certification Pay	6,276	6,263	4,788	6,825	6,825
10.055190 Uniforms	3,000	0	0	0	0
10.055201 Food	360	709	529	1,000	1,000
10.055210 Office Supplies	2,030	884	1,286	1,200	1,200
10.055215 Custodial Supplies	439	107	77	150	150
10.055220 Tools	2,083	1,075	1,107	1,500	1,500
10.055230 Gas, Oil, & Lubricants	44,281	42,221	34,047	40,000	35,000
10.055240 Expendable Operating Supplies	873	3,381	2,164	2,350	2,300
10.055260 Emergency Management	347	247	100	500	500
10.055287 Community Outreach	0	5,312	6,140	0	0
10.055310 Building & Grounds M&R	300	105	1,070	0	0
10.055320 Office Furniture/Fixture M&R	474	402	379	400	400
10.055340 Vehicle M&R	28,674	30,433	21,875	17,000	25,000
10.055350 Radar M&R	200	0	265	0	0
10.055360 Radio M&R	327	3,681	4,194	5,500	5,500
10.055365 Other Equipment M&R	952	294	1,113	1,200	1,200
10.055420 Telephone	17,423	19,734	16,889	19,500	6,600
10.055540 Dispatch Services	71,796	132,251	128,584	160,216	160,216
10.055542 Jail Expense	0	184	0	2,500	2,500
10.055550 Information Technology Services	56,393	20,835	19,713	23,000	28,000
10.055558 Animal Control	15,278	40,000	40,000	40,000	40,000
10.055570 Attorney's Fees	0	3,318	0	1,000	1,000
10.055595 Professional Services/Testing	1,355	0	15	2,000	2,000
10.055630 Insurance - Motor Vehicles	6,602	6,935	4,898	4,772	5,249
10.055640 Insurance - Bldg/Liab/Bond	5,752	7,394	7,981	6,741	7,415
10.055660 Dues & Subscriptions	3,052	1,323	2,363	3,200	3,200
10.055685 Publishing & Advertising	326	0	0	500	500
10.055935 Operating Lease - Equipment	4,621	2,010	2,550	1,827	3,654
10.055940 Special Equipment	0	1,968	4,941	0	0
Total Police Department	1,044,359	1,181,376	1,159,499	1,296,503	1,387,010
Fire Department					
10.075106 Pension	25,230	15,800	15,600	21,000	21,000

City of Richwood
Fiscal Year 26 Proposed Budget
October 1, 2025 - September 30, 2026
10 General Fund

	2022	2023	2024	2025	2026
	Actual	Actual	Actual	Budget	Proposed Budget
10.075110 Workmen's Compensation Ins	1,934	2,961	2,278	3,200	3,000
10.075130 Training & Travel	0	4,049	4,948	3,000	3,000
10.075190 Uniforms	10,735	4,089	6,835	15,000	15,000
10.075201 Food	1,146	1,705	1,444	1,000	1,500
10.075210 Office Supplies	420	52	0	0	0
10.075220 Tools	9,482	21,150	34,803	10,000	10,000
10.075230 Gas, Oil, & Lubricants	5,967	4,628	2,531	6,000	3,000
10.075240 Expendable Operating Supplies	0	571	1,154	1,000	1,000
10.075310 Building & Grounds M&R	2,709	11,843	1,320	10,000	10,000
10.075340 Vehicle M&R	25,812	22,622	17,692	28,000	28,000
10.075360 Radio M&R	0	2,089	0	1,000	1,000
10.075365 Other Equipment M&R	3,583	11,649	9,941	8,000	10,000
10.075410 Electricity	2,029	1,854	1,945	2,000	3,000
10.075420 Telephone	3,889	3,492	3,905	3,750	2,500
10.075430 Natural Gas	325	367	449	400	400
10.075566 Contractual Services - Ambulance	141,716	153,244	158,311	160,000	160,000
10.075630 Insurance - Motor Vehicles	12,178	11,944	13,105	12,770	14,047
10.075640 Insurance - Bldg/Liab/Bond	4,545	11,339	25,867	31,376	34,514
10.075660 Dues & Subscriptions	8,249	9,756	7,759	6,500	6,500
10.075930 Equipment	22,574	5,893	243	25,000	25,000
10.075935 Capital Lease (Fire) - Principal	20,590	21,400	23,103	23,101	25,642
10.075936 Capital Lease (Fire) - Interest	12,122	11,312	9,609	9,611	7,070
10.075940 Special Equipment	0	0	0	2,000	0
Total Fire Department	320,035	334,465	342,844	383,708	385,173
Code Enforcement					
10.095103 Salaries & Wages	0	39,045	53,238	56,589	60,559
10.095104 Overtime	0	0	1,138	0	0
10.095105 Retirement	0	4,407	7,080	7,225	7,713
10.095107 Medicare	0	523	788	821	878
10.095110 Workmen's Compensation Ins	0	0	400	458	491
10.095115 Hospitalization	0	8,027	15,290	14,224	14,448
10.095120 Unemployment Insurance	0	13	9	117	117
10.095125 Cell Phone allowance	0	0	0	0	910
10.095130 Training & Travel	500	625	857	3,000	2,000
10.095175 Longevity Pay	0	0	0	125	125
10.095210 Office Supplies	40	0	0	1,500	500
10.095225 Books & Periodicals	0	0	66	0	500
10.095230 Gas, Oil, & Lubricants	0	342	1,169	1,200	900
10.095240 Expendable Operating Supplies	125	428	1,870	3,500	2,000
10.095340 Vehicle M&R	0	0	61	1,000	500

City of Richwood
Fiscal Year 26 Proposed Budget
October 1, 2025 - September 30, 2026
10 General Fund

	2022	2023	2024	2025	2026
	Actual	Actual	Actual	Budget	Proposed Budget
10.095570 Attorney's Fees	0	0	680	1,000	1,000
10.095630 Insurance - Motor Vehicles	0	0	522	509	560
10.095660 Dues & Subscriptions	0	0	141	300	300
Total Code Enforcement	665	53,410	83,309	91,568	93,501
Total Public Safety	1,365,058	1,569,251	1,585,651	1,771,779	1,865,683
Public Works					
City Maintenance					
10.025102 Contract Labor	0	0	1,920	0	0
10.025103 Salaries & Wages	70,779	67,014	81,536	132,085	130,129
10.025104 Overtime	6,176	4,867	9,829	7,500	7,500
10.025105 Retirement	9,140	8,770	11,901	17,831	17,556
10.025107 Medicare	1,056	1,016	1,302	2,024	1,996
10.025110 Workmen's Compensation Ins	1,271	1,918	2,530	3,975	3,851
10.025115 Hospitalization	16,287	18,258	36,084	42,671	43,344
10.025120 Unemployment Insurance	504	23	105	351	351
10.025130 Training & Travel	0	5	136	0	0
10.025175 Longevity Pay	250	0	0	375	500
10.025190 Uniforms	605	1,017	1,000	2,670	2,670
10.025201 Food	0	150	57	0	0
10.025210 Office Supplies	229	4	10	0	0
10.025215 Custodial Supplies	193	118	255	200	200
10.025220 Tools	3,621	1,867	2,468	3,000	3,000
10.025230 Gas, Oil, & Lubricants	5,777	8,248	6,960	3,000	3,500
10.025240 Expendable Operating Supplies	4,347	4,760	4,389	4,000	5,000
10.025245 Dump Charges	4,756	4,082	4,312	5,000	5,000
10.025270 Chemicals	755	2,434	6,885	6,500	7,000
10.025310 Building & Grounds M&R	29,271	10,667	37,633	46,000	35,000
10.025340 Vehicle M&R	6,787	14,782	7,062	2,500	1,500
10.025360 Radio M&R	150	360	360	360	360
10.025365 Other Equipment M&R	12,996	21,037	27,793	5,000	19,000
10.025376 Signs M&R	6,102	3,146	2,201	3,000	2,000
10.025410 Electricity	29,220	36,288	39,708	38,000	43,500
10.025420 Telephone	756	538	2,753	3,780	1,550
10.025430 Natural Gas	150	0	84	350	0
10.025630 Insurance - Motor Vehicles	2,621	2,754	3,495	3,691	4,060
10.025640 Insurance - Bldg/Liab/Bond	6,189	15,886	11,616	14,403	15,843
10.025660 Dues & Subscriptions	0	17	721	1,680	1,680
10.025685 Publishing & Advertising					
10.025930 Equipment	59,422	133,680	275,873	65,000	75,000
Total City Maintenance	279,543	363,705	580,978	414,946	431,090

City of Richwood
Fiscal Year 26 Proposed Budget
October 1, 2025 - September 30, 2026
10 General Fund

	2022	2023	2024	2025	2026
	Actual	Actual	Actual	Budget	Proposed Budget
Parks and Recreation					
10.085215 Custodial Supplies	1,139	1,725	1,281	2,000	2,000
10.085220 Tools	373	536	1,156	500	750
10.085240 Expendable Operating Supplies	279	509	202	300	500
10.085270 Chemicals	1,196	1,325	2,348	2,000	2,000
10.085310 Building & Grounds M&R	25,563	10,283	18,524	20,000	20,000
10.085365 Other Equipment M&R	8,154	11,459	10,148	7,000	7,000
10.085410 Electricity	3,222	2,936	3,226	3,600	3,200
10.085630 Insurance - Motor Vehicles	524	551	602	509	560
10.085640 Insurance - Bldg/Liab/Bond	6,441	9,168	11,061	13,059	14,365
10.085851 Parks & Recreation	4,909	5,994	1,884	6,000	6,000
Total Parks & Recreation	51,800	44,486	50,432	54,968	56,375
Emergency/Disaster				0	0
Total Expenditures	2,731,983	2,920,227	4,265,986	3,476,411	3,445,294
Other Financing Sources and Uses					
Sources					
10.974950 Transfer from General Fund Contingency	0	0	882,774	0	0
10.974959 Transfer from Fund Balance	0	0	0	900,000	0
10.974960 Transfer from CCPD	74,500	15,000	25,000	15,000	15,000
10.974962 Transfer from Replacement Fund	59,719	0	0	65,000	75,000
Total Sources	134,219	15,000	907,774	980,000	90,000
Uses					
10.985950 Contingency Fund	252,628	280,000	290,000	325,000	279,529
10.985962 Transfer to Replacement - Vehicles	20,000	20,000	20,000	30,000	30,000
10.985963 Transfer to Beautification	5,000	5,000	5,000	5,000	5,000
10.985964 Transfer to Transportation	0	50,000	0	700,000	0
10.985965 Transfer to Replacement - Equipment	4,000	4,000	4,000	5,000	5,000
10.985967 Transfer to Replacement- Fire Dept	20,000	20,000	15,000	30,000	30,000
Total Uses	454,128	423,991	334,000	1,095,000	349,529
Total Other Financing Sources and Uses	-319,910	-408,991	573,774	-115,000	-259,529
Total Change in Fund Balance	80,015	-45,051	-215,656	75,124	316,442

City of Richwood
Fiscal Year 26 Proposed Budget
October 1, 2025 - September 30, 2026
15 Crime Control and Prevention

	2022 Actual	2023 Actual	2024 Actual	2025 Budget	2026 Proposed Budget
Change in Fund Balance					
Revenue					
15.604117 Sales Tax	185,074	158,492	167,690	160,000	170,000
15.604110 Interest Earnings	100	6,192	14,497	4,500	10,000
15.604287 Police Outreach Donations	0	1,120	0	0	0
Total Revenue	185,174	165,804	182,187	164,500	180,000
Expenditures					
15.605130 Training & Travel	6,438	12,438	7,269	15,000	20,000
15.605190 Uniforms	1,838	6,624	6,305	10,000	15,000
15.605220 Tools	0	15,018	40,732	28,000	20,000
15.605287 Community Outreach	13,953	10,110	8,236	10,000	10,000
15.605920 Motor Vehicles	34,050	38,720	103,340	60,000	80,000
15.605930 Equipment	0	0	3,382	55,000	40,000
Total Expenditures	56,279	82,910	169,264	178,000	185,000
Other Financing Sources and Uses					
Sources					
15.974959 Transfer from Fund Balance					
Uses					
15.975960 Transfer to General Fund	74,500	15,000	25,000	15,000	15,000
Total Uses	74,500	15,000	25,000	15,000	15,000
Total Change in Fund Balance	54,395	67,894	-12,077	-28,500	-20,000

City of Richwood

Fiscal Year 26 Proposed Budget

October 1, 2025 - September 30, 2026

17 Court Security & Technology

	2022	2023	2024	2025 Budget	2026 Proposed Budget
	Actual	Actual	Actual		
Change in Fund Balance					
Revenue					
17.044253 Revenues - Court Security & Technology	449	6,870	5,385	7100	8000
Total Revenue	192	3,733	2,977	4000	8000
Expenditures					
17.045293 Expenditures - Court Security & Technology	0	15,241	10,958	4000	4000
Total Expenditures	0	12,419	9,578	2000	4000
Total Change in Fund Balance	192	-2,443	-6,601	2000	4000

Fund 17 is now combined with Fund 18. Historical numbers shown are representative of both funds.

City of Richwood
Fiscal Year 26 Proposed Budget
October 1, 2025 - September 30, 2026
20 Beautification

	2022	2023	2024	2025 Budget	2026 Proposed Budget
	Actual	Actual	Actual		
Change in Fund Balance					
Revenue					
20.614124 Beautification Revenues	15,423	15,531	14,955	15,000	14,500
20.614110 Interest Earnings	0	0	0	0	600
20.614112 Miscellaneous Income	0	215	1,100	0	0
20.614114 Community Garden Membership Fees	485	0	0	0	0
20.614115 Farmers Market Revenue	659	0	0	0	0
Total Revenue	16,566	15,746	16,055	15,000	15,100
Expenditures					
20.615102 Contract Labor	7,610	8,925	4,500	7,000	7,000
20.615130 Training & Travel	5,043	1,529	172	500	500
20.615210 Office Supplies	85	37	32	200	100
20.615220 Tools	0	0	0	200	100
20.615240 Expendable Operating Supplies	836	1,319	1,805	2,500	3,200
20.615310 Building & Grounds M&R	1,798	0	720	1,000	6,000
20.615660 Dues & Subscriptions	403	941	881	1,000	200
20.615685 Publishing & Advertising	840	0	0	200	500
20.615695 Special Services - Miscellaneous	1,000	0	378	500	500
20.615930 Equipment	0	1,028	0	500	500
20.615950 Community Garden (line removed as of 2025)	3,585	1,680	1,552	0	
Total Expenditures	21,199	15,459	10,039	13,600	18,600
Other Financing Sources and Uses					
Sources					
20.974963 Transfer from General Fund	5,000	5,000	5,000	5,000	5,000
Total Sources	5,000	5,000	5,000	5,000	5,000
Total Change in Fund Balance	367	5,287	11,016	6,400	1,500

City of Richwood

Fiscal Year 26 Proposed Budget

October 1, 2025 - September 30, 2026

25 Transportation - Streets, Sidewalks & Drainage

	2022	2023	2024	2025 Budget	2026 Proposed Budget
	Actual	Actual	Actual		
Change in Fund Balance					
Revenue					
25.404126 Sales Tax - Streets	182,604	160,009	173,763	160000	170,000
25.404125 Transportation Fee	141,660	142,755	144,299	144000	144,000
25.404110 Interest Earnings	3,703	23,366	13,451	18000	6,000
Total Revenue	327,967	326,129	331,513	322,000	320,000
Expenditures					
25.405242 Contracts and Services	0	0	9,950	0	
25.405380 Streets M&R	69,739	232,864	50,671	208000	50,000
25.405382 Sidewalks M&R	235	3,615	0	48000	
25.405385 Drainage M&R	6,088	53,573	19,293	48000	87,407
25.405915 Capital Expenditures - Streets	0	406,060	264,989	0	
25.405916 Capital Expenditures - Sidewalks	0	374,374	0	700000	
25.405917 Capital Expenditures - Drainage	0	423,276	0	0	
Total Expenditures	76,062	1,493,763	345,024	1,004,000	137,407
Other Financing Sources and Uses					
Sources					
25.404127 Transfer from General Fund	0	50,000	0	700000	0
25.404128 Transfer from Bond Fund	0	546,588	0	0	0
Total Sources	0	596,588	0	0	0
Total Other Financing Sources and Uses	0	596,588	0	700000	0
Total Change in Fund Balance	251,905	-571,045	-13,511	18,000	182,593

City of Richwood
Fiscal Year 26 Proposed Budget
October 1, 2025 - September 30, 2026
30 Enterprise Fund

	2022	2023	2024	2025 Budget	Proposed Budget
	Actual	Actual	Actual		
Change in Net Position					
Net Operating Income (Loss)					
Operating income					
Sewer Department					
30.304420 Sewer Fees	918,993	967,659	1,037,572	1,086,312	1,146,225
30.304421 Sewer Discounts	-18,690	-19,575	-35,710	-36,761	-40,509
30.304450 Sewer Taps	1,150	2,925	150	0	0
Total Sewer Department	901,453	951,009	1,002,012	1,049,551	1,105,716
Water Department					
30.304410 Water Fees	1,135,728	1,380,402	1,480,029	1,567,511	1,798,974
30.304411 Water Discounts	-18,968	-20,378	-49,877	-51,462	-62,658
30.304427 Utility Application Fee	0	0	6,800	6,000	6,900
30.304428 Credit Card Fee revenue	0	0	18,937	18,000	24,000
30.304430 Delinquent Charges	27,688	31,311	38,880	50,000	63,987
30.304440 Water Taps	10,925	4,025	13,025	12,000	5,000
30.304460 Reconnect Fees	6,809	5,575	14,145	15,750	16,000
30.304480 Miscellaneous Revenue	0	7,418	0	0	0
Total Water Department	1,162,182	1,408,353	1,521,939	1,617,799	1,852,203
Solid Waste Department					
30.304470 Garbage Receipts	328,599	340,643	373,321	394,000	398,000
Total Solid Waste Department	328,599	340,643	373,321	394,000	398,000
Total Operating income	2,392,234	2,700,005	2,897,272	3,061,350	3,355,919
Operating expense					
Sewer Department					
30.205103 Salaries & Wages	121,206	119,376	118,195	126,660	140,577
30.205104 Overtime	6,244	8,046	13,123	13,000	13,000
30.205105 Retirement	15,276	41,976	16,831	17,841	19,564
30.205107 Medicare	1,691	1,712	1,666	1,837	2,038
30.205110 Workmen's Compensation Ins	2,923	816	2,054	3,964	4,400
30.205115 Hospitalization	24,666	27,355	34,743	42,671	43,344
30.205120 Unemployment Insurance	756	36	117	351	350
30.205125 Cellphone Allowance	360	540	540	585	1,820
30.205130 Training & Travel	7	0	0	0	0
30.205175 Longevity Pay	400	0	0	250	350
30.205190 Uniforms	500	1,200	1,982	1,780	1,780
30.205210 SEWER Office Supplies	26	0	66	300	0
30.205230 SEWER Gas, Oil, & Lubricants	8,286	7,306	8,093	6,500	7,000
30.205240 SEWER Expendable Operating Supplies	781	898	1,610	2,000	1,000
30.205270 SEWER Chemicals	189	0	814	1,000	1,000

City of Richwood
Fiscal Year 26 Proposed Budget
October 1, 2025 - September 30, 2026
30 Enterprise Fund

	2022	2023	2024		Proposed
	Actual	Actual	Actual	2025 Budget	Budget
30.205310 SEWER Building & Grounds M&R	14,841	541	45	2,000	1,000
30.205340 SEWER Vehicle M&R	2,813	3,640	7,050	4,000	4,000
30.205341 SEWER Postage & Shipping	3,457	4,097	4,759	4,500	5,000
30.205360 SEWER Radio M&R	450	540	540	540	540
30.205365 SEWER Other Equip M&R	8,985	12,568	3,694	5,000	8,800
30.205390 SEWER Line M&R	39,234	79,896	53,481	50,000	95,000
30.205505 SEWER Clute WWTP Operation	340,688	174,713	620,196	335,000	335,000
30.205506 Operating Lease - Clute (Transmission Line)	109,127	147,095	146,471	150,000	150,000
30.205560 SEWER Engineering	0	0	0	0	
30.205595 SEWER Professional Services	0	10,516	0	0	
30.205630 SEWER Vehicle Insurance	1,049	1,101	1,204	1,173	1,290
30.205640 SEWER Building/Liab Insurance	2,888	2,771	12,099	4,629	5,092
30.205685 SEWER Publishing & Advertising	1,185	0	0	0	
Total Sewer Department	708,028	646,739	1,049,373	775,581	841,945
Water Department					
30.215103 Salaries & Wages	136,315	150,270	174,332	221,988	241,213
30.215104 Overtime	7,831	12,869	29,686	12,000	12,000
30.215105 Retirement	66,907	21,498	40,262	29,348	32,290
30.215107 Medicare	2,094	2,444	2,995	3,219	3,498
30.215110 Workmen's Compensation Ins	2,161	1,918	3,218	6,948	7,563
30.215115 Hospitalization	21,964	26,790	33,936	56,895	57,792
30.215120 Unemployment Insurance	756	27	27	468	468
30.215125 Cellphone Allowance	173	0	0	0	0
30.215126 Vehicle Allowance	4,802	6,000	6,027	6,500	6,500
30.215130 Training & Travel	2,417	1,952	4,503	4,000	4,300
30.215175 Longevity Pay	445	0	0	695	840
30.215190 Uniforms	1,495	2,184	1,924	2,670	2,670
30.215201 WATER Food	54	217	125	300	300
30.215210 WATER Office Supplies	1,189	1,582	2,091	900	900
30.215220 WATER Tools	2,926	3,406	6,826	8,100	6,000
30.215230 WATER Gas, Oil, & Lubricants	9,119	7,295	12,018	12,500	10,500
30.215240 WATER Expendable Operating Supplies	2,479	2,453	3,251	2,700	3,000
30.215270 WATER Chemicals	6,471	10,318	16,621	14,000	14,000
30.215310 WATER Building & Grounds M&R	10,192	1,248	22,136	6,000	7,000
30.215340 WATER Vehicle M&R	3,901	5,275	6,296	6,000	6,000
30.215341 WATER Postage & Shipping	3,628	4,112	4,834	4,500	5,000
30.215360 WATER Radio M&R	750	720	720	720	720
30.215365 WATER Other Equipment M&R	10,134	24,499	10,930	6,000	16,100
30.215390 Water Lines M&R	101,736	141,244	155,253	110,000	248,000
30.215410 WATER Electricity	53,395	45,320	69,029	57,700	80,000

City of Richwood
Fiscal Year 26 Proposed Budget
October 1, 2025 - September 30, 2026
30 Enterprise Fund

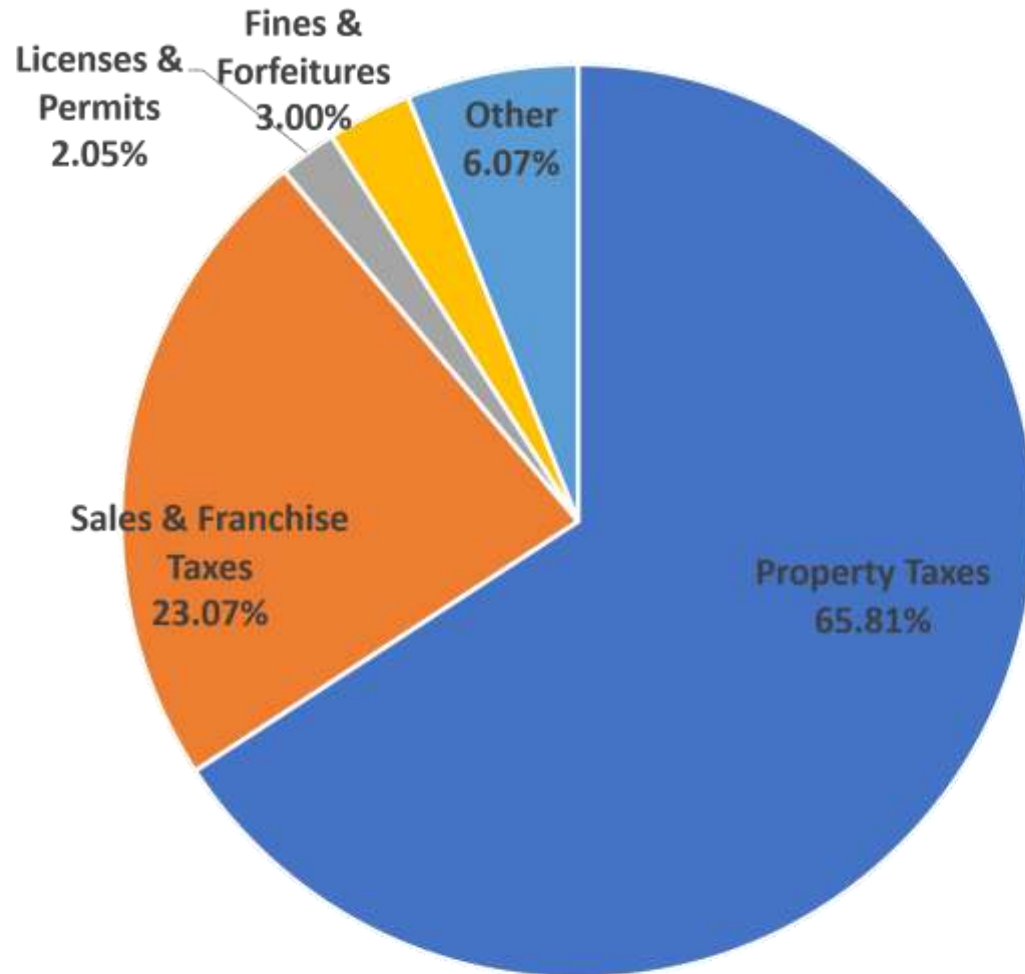
	2022	2023	2024		Proposed
	Actual	Actual	Actual	2025 Budget	Budget
30.215420 WATER Telephone	1,164	1,543	1,287	1,183	450
30.215430 WATER Natural Gas	515	1,395	1,069	800	1,100
30.215550 WATER Information Technology Services	0	0	586	0	0
30.215560 WATER Engineering	30,317	0	86,619	25,000	25,000
30.215570 WATER Attorney's Fees	0	0	0	500	500
30.215595 WATER Professional Services	38,534	56,064	1,529	60,000	70,000
30.215610 Credit Card Fees	14,391	16,905	21,020	18,000	23,000
30.215630 WATER Insurance - Motor Vehicles	1,113	1,169	1,279	1,246	1,371
30.215640 WATER Insurance - Bldg/Liab/Bond	28,712	55,553	113,234	138,178	151,996
30.215660 WATER Dues & Subscriptions	8,703	2,752	11,744	10,000	10,600
30.215685 WATER Publishing & Advertising	2,275	0	0	400	400
30.215935 Operating Lease - Equipment	3,609	3,382	4,218	3,655	3,655
30.215995 Brazosport Water Authority	346,004	324,230	378,754	395,000	410,000
Total Water Department	928,671	936,634	1,228,379	1,228,113	1,464,725
Solid Waste Department					
30.225595 SOLID WASTE Professional Services	280,971	296,950	345,932	376,000	360,000
Total Solid Waste Department	280,971	296,950	345,932	376,000	360,000
Total Operating expense	1,917,670	1,880,323	2,623,684	2,379,694	2,666,671
Total Net Operating Income (Loss)	474,564	819,682	273,588	681,656	689,248
Non-Operating Items					
Non-operating income					
30.304110 Interest Earnings	265	1,182	10,949	0	12,000
30.304112 Miscellaneous Income	-44	96	179	0	
30.304123 Other Revenues	1,479	3,629	1,606	2,412	2,500
30.304500 Grants Revenue	415,183	10,516	0	0	
30.974965 Transfer from I&I Fund	10,000	0	70,000	0	
30.974966 Transfer from Capital Improvements	0	37,000	0	0	
Total Non-operating income	426,883	52,423	82,734	2,412	14,500
Non-operating expense					
30.215950 Contingency Fund	0	0	275	0	0
30.255960 Meter Capital Lease - Principal	0	0	0	0	0
30.255961 Meter Capital Lease - Interest	8,096	5,501	5,608	0	0
30.255970 Series 2011 Tax & Rev CO Bonds - Principal	0	0	0	45,000	45,000
30.255971 Series 2011 Tax & Rev CO Bonds - Interest	18,089	16,727	15,171	13,615	11,865
30.255988 Series 2004 - Principle	0	0	0	40,000	0
30.255990 2004 CO Bond Fees	500	2,629	500	500	0
30.255991 Series 2004 - Interest	7,189	3,109	3,269	1,140	0
30.255992 Bond Insurance & Agent Fees	0	750	825	750	750

City of Richwood
Fiscal Year 26 Proposed Budget
October 1, 2025 - September 30, 2026
30 Enterprise Fund

	2022	2023	2024		Proposed
	Actual	Actual	Actual	2025 Budget	Budget
30.255993 Series 2019B Bonds - Principal	0	0	0	135,000	135,000
30.255994 Series 2019B - Interest	138,500	123,836	132,500	124,400	124,400
30.255997 Interest Expense - Subscriptions	0	1,907	2,568	0	2,600
30.255999 Accrued Interest Expense	-414	-485	-1,133	0	0
30.305993 2011 CD Interest Expense	0	-2	0	0	0
30.305999 Depreciation	282,209	310,128	300,185	325,000	300,000
30.985962 Transfer to I & I Fund	34,000	34,000	34,000	34,000	34,000
30.985966 Transfer to Capital Improvements	22,000	22,000	30,833	22,000	22,000
30.985971 Transfer out	0	69,979	0	0	0
Total Non-operating expense	510,169	590,079	524,601	741,405	675,615
Total Non-Operating Items	-83,286	-537,656	-441,867	-738,993	-661,115
Add back Principal debt payments	0	0	0	220,000	180,000
Total Change in Net Position	403,393	282,027	144,020	162,663	208,133

City of Richwood
Fiscal Year 26 Proposed Budget
October 1, 2025 - September 30, 2026
40 General Obligation I&S

	2022	2023	2024	2025 Budget	2026 Proposed Budget
	Actual	Actual	Actual		
Change in Fund Balance					
Revenue					
Taxes					
504103 Ad Valorem Taxes	460,391	466,166	480,747	488,105	496,702
504104 Delinquent Taxes	6,952	1,978	3,519	3,000	3,000
504105 Penalty & Interest	3,473	2,370	308	3,000	3,000
Total Taxes	470,816	470,514	484,574	494,105	502,702
Interest					
504110 Interest Earnings	94	1,203	2,564	300	2,500
Total Interest	94	1,203	2,564	300	2,500
Miscellaneous revenue					
504112 Miscellaneous Income	0	500	0	0	0
Total Miscellaneous revenue	0	500	0	0	0
Total Revenue	470,910	472,217	487,138	494,405	505,202
Expenditures					
505912 Bond Insurance & Agent Fees	2,750	2,000	2,550	2,000	2,550
505960 FNB City Hall - Principal	13,990	17,694	15,052	15,074	16,243
505961 FNB City Hall - Interest	7,398	-1,652	6,337	6,314	5,146
505970 Bond Principal - Series 2012	55,000	55,000	55,000	55,000	60,000
505980 Bond Interest - Series 2012	24,050	22,400	20,475	20,475	16,450
505985 Series 2011 - Principal	65,000	65,000	70,000	70,000	45,000
505992 Series 2011 - Interest	6,260	4,226	2,191	2,191	11,865
505993 Series 2019A GO Bonds Principle	145,000	140,000	140,000	140,000	140,000
505994 Series 2019A GO Bonds Interest	91,750	87,400	83,200	83,200	74,800
505995 Series 2021 GO Bonds Principle	30,000	45,000	45,000	45,000	85,000
505996 Series 2021 GO Bonds Interest	57,820	52,200	50,850	50,850	46,590
Total Expenditures	499,018	489,268	490,655	490,104	503,644
Total Change in Fund Balance	-28,108	-17,051	-3,517	4,301	1,558



BUDGET

Revenue	FY25 Amount
Property Taxes	2,412,935
Sales & Franchise Taxes	846,000
Licenses & Permits	75,150
Fines & Forfeitures	110,000
Other	222,450
Total	3,666,535

**GENERAL FUND REVENUE SOURCES
AS A % OF TOTAL**

Current Tax Rate	\$0.535799 per \$100 assessed value
• M&O	\$0.450165
• I&S (debt)	\$0.085634

FY26 (Tax year 2025) I&S rate \$0.091641 *an increase of \$0.006007*

FY26 (Tax year 2025) Taxable Value \$542,003,562

No New Revenue Rate – generates the same revenue if applied to the same properties that are taxed in both years.

Voter Approval Rate – is the highest tax rate that a taxing unit may adopt without holding an election to seek voter approval of the rate. The M&O portion of the tax rate will raise the same amount of taxes that the taxing unit levied in the prior year plus the applicable percentage allowed by law.

- Cities under 30,000 population 8.0%
- Cities over 30,000 population 3.5%

ALL RATES ARE BASED ON PRIOR YEAR RATE – A LOWER RATE THIS YEAR LOWERS ALL SUBSEQUENT RATES IN COMING YEARS

As budget presented to

	Tax Rate/\$100	M&O rate	Total Levy	GF bottom line
Existing rate	0.535799	0.444158	\$ 2,407,352	\$ 41,679
NNR	0.544732	0.453091	\$ 2,455,769	\$ 90,096
VAR 3.5%	0.565874	0.474233	\$ 2,570,360	\$ 204,687
VAR 8.0%	0.586493	0.494852	\$ 2,682,115	\$ 316,442

City of Richwood Certified anticipated collection
rate for tax year 2025

98.89%

Tax year 2022 103.20%
Tax year 2023 100.61%
Tax year 2024 99.33%

With anticipated
collection rate
applied, bottom
line would be
reduced by \$29,772
for a total of
\$286,670.

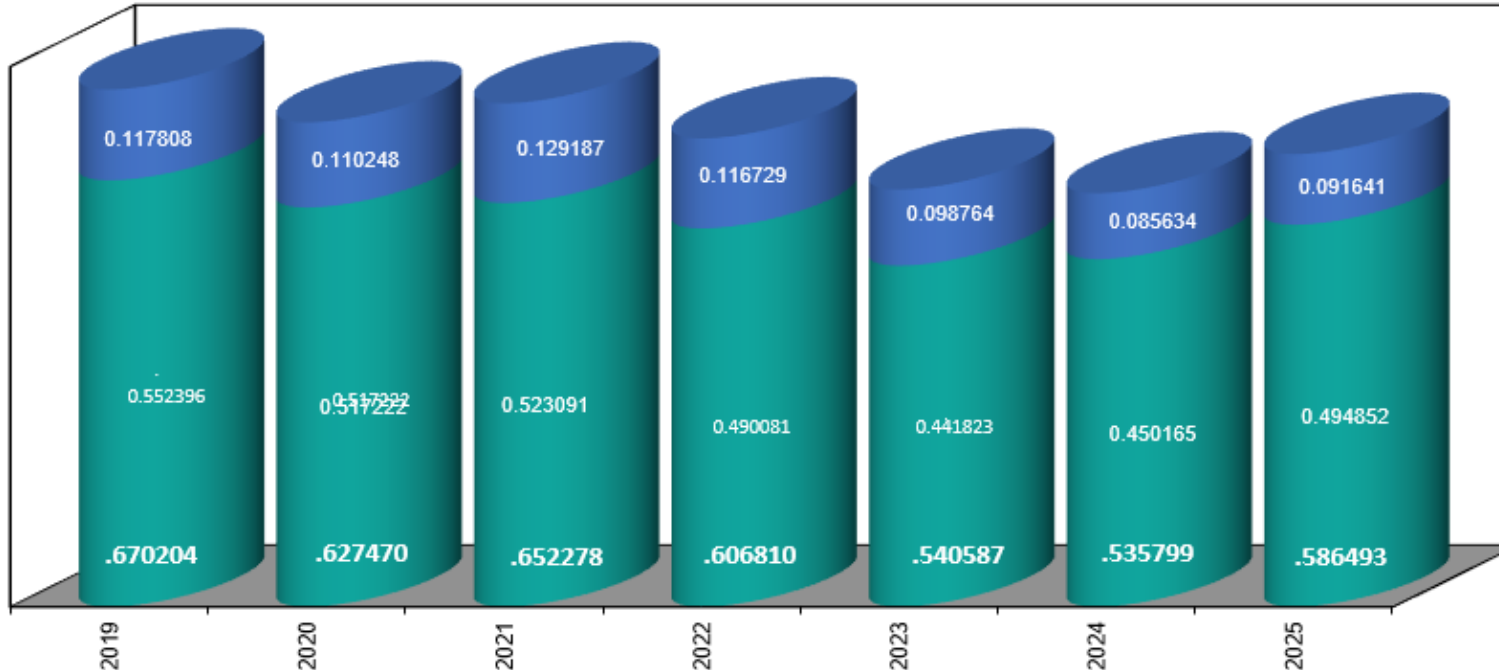
	Current Rate	NNR	VAR 3.5%	VAR 8%
	\$ 0.535799	\$ 0.544732	\$ 0.565874	\$ 0.586493
				Proposed
Tax Levy on Properties of Different Values:				
\$ 150,000	\$803.70	\$817.10	\$848.81	\$879.74
\$ 100,000	\$535.80	\$544.73	\$565.87	\$586.49
\$ 250,000	\$1,339.50	\$1,361.83	\$1,414.69	\$1,466.23
\$ 350,000	\$1,875.30	\$1,906.56	\$1,980.56	\$2,052.73
\$ 1,000,000	\$5,357.99	\$5,447.32	\$5,658.74	\$5,864.93

ANALYSIS OF PROPERTY VALUATIONS AND TAX RATES

Section VII, Item E.

TAX YEAR	ASSESSED VALUATIONS	TAX RATE	M&O	Debt Service
2019	306,742,256	0.670204	0.552396	0.117808
2020	343,833,130	0.627470	0.517222	0.110248
2021	360,444,400	0.652278	0.523091	0.129187
2022	382,404,619	0.606810	0.490081	0.116729
2023	493,226,565	0.540587	0.441823	0.098764
2024	521,556,068	0.535799	0.450165	0.085634
2025	542,003,562	0.586493	0.494852	0.091641

7 Year History & Breakdown of Total Tax Rate



Proposed tax rate is about 5 cents higher per \$100 of valuation.

It is the first raise in rate since

Record Vote on Tax Rate

A record vote is taken to approve the **MAXIMUM** tax rate to be enacted for the tax year.

A rate at or lower than this rate can be adopted at the September meeting.



AGENDA MEMORANDUM
ITEM # 2025-R-

CONTACT: Patricia Ditto, Finance Director

SUBJECT: Record Vote – Tax Rate

SUMMARY: As part of the annual budget and tax adoption process, state law requires the governing body of a municipality to take a **record vote** on the proposed tax rate. This step is critical in establishing transparency and complying with **Truth-in-Taxation** laws under the Texas Tax Code.

WHY A RECORD VOTE IS REQUIRED:

Under **Texas Tax Code Section 26.05**, a record vote is required when a city proposes a tax rate that will result in an increase in revenue compared to the **No-New-Revenue Tax Rate (NNR)**. This vote must be recorded individually by name and made publicly available, ensuring accountability and transparency. Additionally, the rate approved by record vote becomes the **maximum rate** the Council can adopt later in the budget process. This rate is published in required public notices and used to schedule the public hearing on the proposed tax rate.

WHY VOTE ON THE HIGHEST ALLOWABLE RATE

Although Council may ultimately adopt a lower rate, it is strongly recommended to take the record vote at the highest rate under consideration (also known as the "**proposed rate**"). This approach:

- **Preserves flexibility** during final budget deliberations.
- **Avoids having to re-notice and re-vote** if Council later determines that a slightly higher rate is necessary to meet budget needs.
- **Does not obligate Council to adopt that rate**—only to authorize it for public notice and hearing purposes.

Once the record vote is taken and the rate is published, **Council may adopt any rate equal to or less than the proposed rate, but not higher without restarting the hearing and notice process.**

RECOMMENDATION: Staff recommends that Council approve the proposed tax rate at the **maximum amount allowed under state law** and as calculated by the City's tax assessor. This will ensure all statutory requirements are met and provide Council the full range of options as it finalizes the FY 2025–2026 budget.

Thank you,

Patricia Ditto, Finance Director

RESOLUTION NO. 25-R-100

WHEREAS, the City Manager of the City of Richwood submitted to the City Council on August 11, 2025, the appraisal roll showing the certified property values as received from the Brazoria County appraisal district showing the total appraised and taxable values of all property and the No New Revenue tax rate and Voter Approval tax rate as calculated by the Brazoria County Tax Assessor/Collector, and submitted the proposed tax rate for the City of Richwood Fiscal Year 2025-2026; and

WHEREAS, in accordance with the Texas Tax Code, Section 26.05, one public hearing must be held on the proposed tax rate increase, and the City Council must provide for public notice of the date, time, and location of the hearing.

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

That a public hearing on the proposed tax rate of no more than \$0.586493, which is a tax increase of up to 7.66% above the No New Revenue Tax Rate for the City of Richwood Fiscal Year 2024-2025, is set for September 8, 2025, at 6:00 p.m. at City Hall, 1800 N Brazosport Blvd, Richwood, Texas

The notice of such hearings shall be published as required by law.

And further, the City Council of the City of Richwood will vote to adopt the proposed Tax Rate of \$0.586493, which would increase taxes above the No New Revenue tax rate by 7.66%, on September 8, 2025, at 6:00 p.m. at City Hall, 1800 N Brazosport Blvd, Richwood, Texas.

PASSED AND APPROVED this 11th day of August 2025.

Michael Durham, Mayor

ATTEST:

Kirsten Garcia
City Secretary

RESOLUTION NO. 25-R-99

WHEREAS, on August 11, 2025, the City Manager of the City of Richwood submitted the proposed Budget for the City of Richwood Fiscal Year 2025-2026 to the City Council; and

WHEREAS, on August 08, 2025, the City Manager of the City of Richwood filed with the City Secretary the proposed Budget for the City of Richwood Fiscal Year 2025-2026; and

WHEREAS, in accordance with the Texas Local Government Code, Section 102.006, the City Council must set a public hearing on the proposed Budget and the City Council must provide for public notice of the date, time and location of the hearing.

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

That a public hearing on the proposed Budget for the City of Richwood Fiscal Year 2025-2026 is set for September 08, 2025, at 6:00 p.m. at City Hall, 1800 N Brazosport Blvd, Richwood, Texas.

The notice of such hearing shall be published at least ten (10) days before the date of the public hearing.

That it is hereby officially found and determined that the meeting at which this resolution is passed is open to the public as required by law and that public notice of the time, place and purpose of said meeting was given as required.

PASSED AND APPROVED this 11th day of August 2025.

Michael Durham, Mayor

ATTEST:

Kirsten Garcia
City Secretary

CIP Update (August 2025)

- **4570.020 - City of Richwood-MIT MOD Pavement, Drainage, and Water Main Improvements (Primary Contact: Jared Engelke)**
 - Paving phases 3 and 4 are complete. Work on phases 5 and 6 began on 8/04. Substantial completion is currently anticipated for 09/30.
 - Have an overrun on estimated Lyme. Additional funds will be used to add additional fire hydrants to the project area.
 - Discontinued AC water line will be left in the ground eliminating that bid item to produce funds for sod on private properties. Discontinued water lines will be red-lined on As- Builds .
 - Quarterly documents review by GLO and site visit took place on 8/4.
- **4570.023 - Cypress Drive and Misty Court Improvements (Primary Contact: Mitchell Kaus)**
 - Low Bidder- Matula & Matula Construction, Inc.
 - Contract Documents mailed to City 7/7/2025
 - TxDOT driveway kickoff meeting held 7/7/2025
 - Replacement of culverts and ditch grading began on 7/28/2025
- **4570.024 - City Streets Master Plan (Primary Contact: Jared Engelke)**
 - Draft Technical Memorandum has been drafted, and cost opinions have been prepared.
 - Next steps include project budgeting and financing.
 - Discussion on budgeting and financing are completed. Conversation comments are being incorporated into the CIPs and Tech Memo.
- **4570.025 - City Park Master Plan (Primary Contact: Jared Engelke)**
 - Contract execution and NTP anticipated in June.
 - Survey of both parks is completed.

- Public Opinion survey is underway and is to be available until the end of the month.
 - Concepts are being developed.
 - Meeting to review public response to Survey Monkey survey is planned for the week of 8/11 – 8/15
- **4570.026 - On-Call Engineering Services (Primary Contact: Morgan Ruiz)**
 - We will need data through July 2025 to complete ACR to reduce TCEQ's required well capacity needs.
 - Public Works is scheduled to start assembling necessary data for ACR the week of 8/11 – 8/15.
- **4570.027 - 2025 CDBG Cedar Court Water Main Replacement (Primary Contact: Blake Faldyn)**
 - Survey has been completed.
 - Currently working through design. Anticipate having 90% design review meeting with City mid-August.
- **Brazoria County Precinct 1 Road Works**
 - Brazoria County completed full reconstruction process on Halbert, Schley, and the Community Building parking lot on 8/6/2025.