

City of Richwood — TEXAS —

CITY COUNCIL MEETING AGENDA

Monday, October 14, 2024 at 6:00 PM

Richwood City Hall, 1800 Brazosport Blvd. N.

BE IT KNOWN THAT a City of Richwood City Council will meet Monday, October 14, 2024, 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, August 2024
 - B. Approve a resolution updating the City's Purchasing Policy, to include language from the local government code.
 - C. Approval of minutes from regular meeting held September 9, 2024.
- VII. PRESENTATION
 - A. Challenge Coin presentation from Brazoria County Sheriff's Office to Councilman Will Yearsin.
 - B. Certificate of Appreciation for Mayor Durham, presented by the Brazoria County Agrilife Extension.
- VIII. DISCUSSION AND ACTION ITEMS
 - A. Discuss and consider awarding the GLO CDBG-MIT MOD Contract No. 24-065-013-E170 to Matula and Matula Construction, Inc.
 - B. Discuss and consider rescheduling the regular council meeting scheduled for November 11, 2024, due the Veteran's Day holiday.
 - C. Discuss, consider and approve resolution 24-R-92 and appoint representatives for the 2025 H-GAC Board.
 - D. Discuss and appoint the 2024 Charter Review Board members.
 - E. Discuss and consider request to allow street closure of Audubon Woods Dr from North Mahan to Wisteria for the City of Richwood to host Trunk or Treat on October 25, 2024 from 5:00 P.M. to 9:00 P.M.
 - F. Consider items removed from consent agenda
- IX. CAPITAL IMPROVEMENT PROJECTS UPDATE
- X. CITY MANAGER'S REPORT
- XI. COUNCIL MEMBER COMMENTS & REPORTS
- XII. MAYOR'S REPORT

XIII. ITEMS OF COMMUNITY INTEREST

XIV. FUTURE AGENDA ITEMS

XV. ADJOURNMENT

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

This facility is wheelchair accessible and accessible parking spaces are available. Requests for accommodations or interpretive services must be made 48 hours prior to this meeting. Please contact the City Secretary's Office at (979) 265-2082 or FAX (979) 265-7345 for further information.

I, Kirsten Garcia, do hereby certify that I did, on October 10, 2024 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

City of Richwood — TEXAS —

AGENDA MEMORANDUM – OCTOBER 14, 2024, 2024

ITEM # CONSENT

CONTACT: Patricia Ditto, Finance Director

SUBJECT: Monthly Budget Summary Report

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

BACKGROUND INFORMATION:

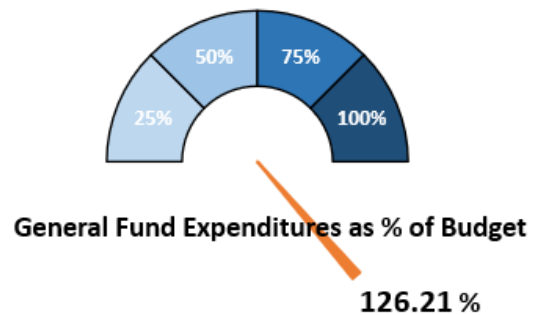
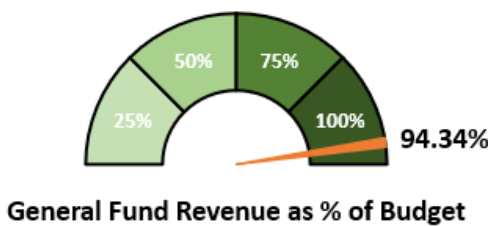
The information provided is for the FY 2023-2024 budget period, month ending August 31, 2024. This summary highlights several key points related to the current month’s activity for the General Fund and for the Water and Sewer Enterprise Fund. The attached report is unaudited, and this month may include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

DISCUSSION:

Attached is the budget report for August 2024, which is the tenth month of Fiscal Year 24. 91.7% of the year has passed. The report reflects the original budget as approved for FY24 as well as the revised budget reflecting all budget amendments approved by council since the original budget was approved. *This budget report is a preliminary report reflecting current year-to-date figures that are unaudited and may be adjusted at a future time.*

10-General Fund

As of August 31, 2024, General Fund revenues total \$3,245,005. General Fund expenditures total \$3,709,232.



Revenue (GF)

Total Revenue collected in the General fund is 94.34% of budget projection.

- M & O (Maintenance and Operations) Property tax (including current, delinquent and penalties) received through the end of August is \$2,156,648. 97.62% of projected property taxes for the year.

City of Richwood

TEXAS

- Sales Tax revenue received in August was earned in June. Sales tax is received 2 months after it is earned. The revenue received in October and November was posted to revenue in FY23. Accordingly, the revenue earned in August and September 2024, will be posted as revenue for FY24 even though it will not be received by the city until October and November. The chart reflects the revenue when received, not earned. Total received on this date in FY23 was \$715,445. We are ahead of last year by just under \$36,000.

MONTH RECEIVED	FY 2023				FY 2024			
	GENERAL FUND	TRANS FUND	CCPD	TOTAL	GENERAL FUND	TRANS FUND	CCPD	TOTAL
DEC	44,369.52	11,092.39	10,760.96	66,222.87	50,390.06	12,597.52	12,174.92	75,162.50
JAN	52,644.29	13,161.07	12,957.41	78,762.77	51,357.01	12,839.25	12,379.34	76,575.60
FEB	55,858.64	13,964.65	13,634.73	83,458.02	62,500.92	15,625.23	15,222.16	93,348.31
MAR	56,308.72	14,077.18	13,767.76	84,153.66	47,160.51	11,383.28	11,790.13	70,333.92
APR	51,255.32	12,813.83	12,475.55	76,544.70	53,116.00	13,279.00	12,889.00	79,284.00
MAY	58,663.20	14,665.80	14,074.45	87,403.45	60,982.24	15,245.56	14,768.02	90,995.82
JUN	47,805.40	11,951.34	11,489.95	71,246.69	59,244.38	14,811.10	14,220.19	88,275.67
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
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
SEPT	50,036.00	12,509.00	15,295.00	77,840.00				0.00
OCT*	67,678.00	16,919.00	16,418.00	101,015.00				0.00
NOV*	43,116.91	10,779.23	10,341.29	64,237.43				0.00
YEAR TOTAL	640,036.73	160,008.43	158,492.17	958,537.33	503,849.79	125,555.60	121,872.73	751,278.12

- Permits and Licenses revenues total \$5,546 this month, year to date total of \$63,993. This is compared to \$80,404 collected at this time last year.
- Inspection fees collected are \$32,380 year to date. Of this amount, \$27,871 has been paid to Safebuilt for inspections.
- Municipal Court revenue for the month of August is \$4,994, for a total year to date of \$75,404. This compares to \$108,276 at this time last year.
- Interest revenue is at \$8,581 this month, \$88,052 year to date.
- The Ambulance fee collected year to date is \$92,876.
- Credit card fee revenue is currently being posted in the Enterprise fund due to limitations with Xpress Billpay.

Expenditures (GF)

Expenditures in the General Fund are currently shown at \$3,709,232, 126.21% of budget. As mentioned before, the City Maintenance department is currently showing as over budget due to equipment purchases, which were approved for FY23 but not made available until this current fiscal year. A budget amendment will be brought to council at the October or November meeting to bring the budget in line with the spending for this fiscal year.

City of Richwood TEXAS

Emergency/Disaster was not budgeted. At year end, the total spent for this fiscal year will be brought to council as a budget amendment. We are reimbursing the General fund for all emergency spending with transfers from the Contingency fund. This spending will be included in the budget amendment, which will be prepared and brought to council when September is closed out.

Transfers (GF)

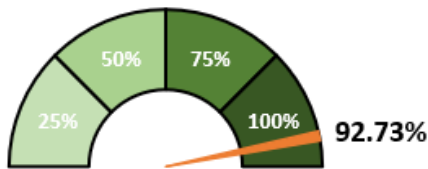
All approved interfund transfers have been completed. Additional transfers from contingency fund have been made as needed to cover Emergency/Disaster costs.

Emergency/Disaster effect on General Fund Budget

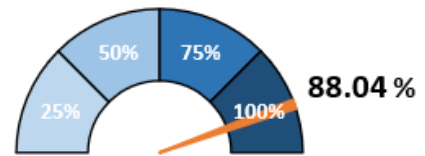
The budget report shows bottom line loss of \$31,795. If we remove disaster spending and the subsequent transfers in from contingency, the revised bottom line will show a positive \$80,069, even with the equipment spending. This gives a more transparent picture of how the General fund budgeted spending compares to the approved budget.

30-Water, Sewer, and Solid Waste Fund

Operating Revenues in August total \$2,672,897 year to date. Operating expenses are \$2,174,210.



Enterprise Fund Revenue as % of Budget



Enterprise Fund Operating Expense as % of Budget

- Credit Card Fee Revenue received year to date is \$17,147. Credit card costs are \$19,112 in the Enterprise Fund and \$1,976 in the General Fund. Our intention when the decision was made to assess a fee on all card transactions was to cover our costs. We are currently realizing approximately 81.3% of our costs.
- There have been 11 Water Impact fees collected this year for a total of \$26,554. There was one water impact fee collected in August. All Impact Fees are posted to Fund 32 Utility Capital Improvements and do not show in this budget report.
- The Enterprise Fund is currently \$161,888 ahead of budget without including depreciation.

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

**City of Richwood
Fiscal Year 2024 Operational Budget Report
10/1/2023 -8/31/2024**

10 General Fund	Prior YTD	Current Period	Current YTD	Original Budget	Revised Budget	Remaining Budget	% Earned/Used
Revenue							91.7% of year
Taxes	2,628,260.35	97,802.09	2,835,424.31	3,045,188.00	3,045,188.00	209,763.69	93.11%
Property taxes, including delinquent & penalties	1,973,093.22	10,344.98	2,156,647.72	2,209,188.00	2,209,188.00		97.62%
Franchise Taxes	175,961.62	27,169.65	174,926.42	196,000.00	196,000.00		89.25%
Sales Tax	479,205.51	60,287.46	503,850.17	640,000.00	640,000.00		78.73%
Licenses and permits	80,404.16	5,546.48	63,992.62	54,150.00	54,150.00	(9,842.62)	Ahead of Budget
Intergovernmental revenue	90,326.39	557.74	12,126.66	1,100.00	1,100.00	(11,026.66)	Ahead of Budget
Charges for services - Municipal Bldg Rental	8,600.00	700.00	7,235.00	9,000.00	9,000.00	1,765.00	80.39%
Municipal Court Revenue	108,276.36	4,994.19	75,403.88	130,000.00	130,000.00	54,596.12	58.00%
Special Revenues	8,023.73	0.00	8,185.75	1,050.00	1,050.00	(7,135.75)	Ahead of Budget
Interest	80,119.62	8,580.89	88,052.12	50,000.00	50,000.00	(38,052.12)	Ahead of Budget
Miscellaneous revenue	61,445.71	21,727.20	154,585.12	149,152.00	149,152.00	(5,433.12)	Ahead of Budget
Inspection Fees	27,805.00	2,790.00	32,380.00	30,000.00	30,000.00		
Miscellaneous Income	29,090.71	10,313.20	24,804.52	10,000.00	10,000.00		
Parks & Recreation - Park Pavillion Rentals	3,025.00	175.00	3,525.00	3,500.00	3,500.00		
Parks & Recreation - Sports Field Rental	1,525.00	0.00	1,000.00	3,600.00	3,600.00		
Credit Card Fee Revenue	0.00	0.00	0.00	1,000.00	1,000.00		
Ambulance Fee Revenue	0.00	8,449.00	92,875.60	101,052.00	101,052.00		
Total Revenue	3,065,456.32	139,908.59	3,245,005.46	3,439,640.00	3,439,640.00	194,634.54	94.34%
Expenditures							
General Government							
Administration							
Personnel & Benefits	430,737.63	44,009.64	531,355.04	528,232.00	528,232.00	(3,123.04)	Over Budget
Supplies	14,025.16	188.80	12,032.54	18,500.00	18,500.00	6,467.46	65.04%
Maintenance & Repair	4,772.51	282.34	5,273.80	5,900.00	5,900.00	626.20	89.39%
Utilities	10,717.49	1,543.70	13,928.53	11,550.00	11,550.00	(2,378.53)	Over Budget
Professional Services	166,448.48	10,393.45	168,528.60	152,800.00	152,800.00	(15,728.60)	Over Budget
Other Services	90,039.00	205.35	94,874.01	94,000.00	94,000.00	(874.01)	Over Budget
Capital Equipment	42,754.89	304.54	6,011.63	7,600.00	7,600.00	1,588.37	79.10%
Total Administration	759,495.16	56,927.82	832,004.15	818,582.00	818,582.00	(13,422.15)	Over Budget
Judicial							
Personnel & Benefits	65,471.36	1,268.52	54,732.09	79,311.00	79,311.00	24,578.91	69.01%
Supplies	0.00	0.00	0.00	1,300.00	1,300.00	1,300.00	0.00%
Professional Services	14,607.20	240.00	14,790.00	19,500.00	19,500.00	4,710.00	75.85%
Other Services	130.00	0.00	110.00	500.00	500.00	390.00	22.00%
Total Judicial	80,208.56	1,508.52	69,632.09	100,611.00	100,611.00	30,978.91	69.21%
Permitting & Inspections							
Personnel & Benefits	30,635.00	3,333.00	27,871.00	30,000.00	30,000.00	2,129.00	92.90%
Supplies	0.00	0.00	232.57	1,000.00	1,000.00	767.43	23.26%
Professional Services	0.00	0.00	0.00	1,000.00	1,000.00	1,000.00	0.00%
Total Permitting & Inspections	30,635.00	3,333.00	28,103.57	32,000.00	32,000.00	3,896.43	87.82%
Special Revenue Expenditures							
Supplies	0.00	0.00	495.00	1,500.00	1,500.00	1,005.00	33.00%
Total Special Revenue Expenditures	0.00	0.00	495.00	1,500.00	1,500.00	1,005.00	33.00%
Total General Government	870,338.72	61,769.34	930,234.81	952,693.00	952,693.00	22,458.19	97.64%
Public Safety							
Police Department							
Personnel & Benefits	782,887.16	51,501.98	744,730.84	929,557.00	929,557.00	184,826.16	80.12%
Supplies	49,788.55	1,239.80	39,019.52	52,000.00	52,000.00	12,980.48	75.04%
Maintenance & Repair	30,312.00	132.00	27,781.53	29,900.00	29,900.00	2,118.47	92.91%
Utilities	17,969.82	923.18	15,621.81	19,500.00	19,500.00	3,878.19	80.11%
Professional Services	196,587.41	0.00	156,166.19	198,085.00	198,085.00	41,918.81	78.84%
Other Services	15,652.16	0.00	15,131.76	20,200.00	20,200.00	5,068.24	74.91%
Capital Equipment	2,887.24	152.28	7,150.88	7,249.00	7,249.00	98.12	98.65%
Total Police Department	1,096,084.34	53,949.24	1,005,602.53	1,256,491.00	1,256,491.00	250,888.47	80.03%
Fire Department							
Personnel & Benefits	17,850.20	0.00	16,236.42	35,200.00	35,200.00	18,963.58	46.13%
Supplies	15,797.15	5,497.76	11,145.89	17,500.00	17,500.00	6,354.11	63.69%
Maintenance & Repair	36,654.96	385.32	22,363.19	34,500.00	34,500.00	12,136.81	64.82%

10 General Fund	Prior YTD	Current Period	Current YTD	Original Budget	Revised Budget	Remaining Budget	
Utilities	5,137.73	628.88	5,517.60	6,150.00	6,150.00	632.40	89.72%
Professional Services	153,679.00	120,000.00	158,311.00	161,000.00	161,000.00	2,689.00	98.33%
Other Services	33,038.51	0.00	45,746.78	32,000.00	32,000.00	(13,746.78)	Over Budget
Capital Equipment	37,828.44	0.00	32,954.89	59,712.00	59,712.00	26,757.11	55.19%
Total Fire Department	299,985.99	126,511.96	292,275.77	346,062.00	346,062.00	53,786.23	84.46%
Code Enforcement							
Personnel & Benefits	46,854.13	5,842.13	68,164.39	69,421.00	69,421.00	1,256.61	98.19%
Supplies	680.39	739.92	3,465.67	2,200.00	2,200.00	(1,265.67)	Over Budget
Maintenance & Repair	0.00	0.00	60.75	1,000.00	1,000.00		
Professional Services	0.00	0.00	680.00	1,000.00	1,000.00	320.00	68.00%
Other Services	0.00	0.00	662.97	900.00	900.00	237.03	73.66%
Total Code Enforcement	47,534.52	6,582.05	73,033.78	74,521.00	74,521.00	547.97	98.00%
Total Public Safety	1,443,604.85	187,043.25	1,370,912.08	1,677,074.00	1,677,074.00	306,161.92	81.74%
Public Works							
City Maintenance							
Personnel & Benefits	92,539.21	11,799.58	118,001.30	121,689.00	121,689.00	3,687.70	96.97%
Supplies	20,978.92	1,017.44	22,837.16	25,825.00	25,825.00	2,987.84	88.43%
Maintenance & Repair	47,803.68	3,679.26	71,308.39	29,860.00	29,860.00	(41,448.39)	Over Budget
Utilities	32,863.33	3,726.76	38,837.46	38,400.00	38,400.00	(437.46)	Over Budget
Other Services	18,656.38	280.98	15,832.62	22,800.00	22,800.00	6,967.38	69.44%
Capital Equipment	133,680.17	0.00	271,096.80	0.00	0.00	(271,096.80)	Over Budget
Total City Maintenance	346,521.69	20,504.02	537,913.73	238,574.00	238,574.00	(299,339.73)	Over Budget
Parks and Recreation							
Supplies	3,733.82	939.27	5,033.04	5,100.00	5,100.00	66.96	98.69%
Maintenance & Repair	18,936.26	1,177.88	27,012.39	32,000.00	32,000.00	4,987.61	84.41%
Utilities	2,715.76	271.02	3,078.73	3,500.00	3,500.00	421.27	87.96%
Other Services	14,418.63	0.00	13,546.81	17,100.00	17,100.00	3,553.19	79.22%
Total Parks and Recreation	39,804.47	2,388.17	48,670.97	57,700.00	57,700.00	9,029.03	84.35%
Emergency/Disaster							
Contract Labor	0.00	783,625.14	809,737.64	0.00	0.00	(809,737.64)	Over Budget
Supplies	0.00	5,540.48	7,304.85			(7,304.85)	
Maintenance & Repair	0.00	1,673.55	4,106.69			(4,106.69)	
Professional Services	0.00	300.00	351.37			(351.37)	
Total Emergency/Disaster	0.00	791,139.17	821,500.55	0.00	0.00	(821,500.55)	Over Budget
Miscellaneous	0.00	0.00	0.00	12,960.00	12,960.00	12,960.00	0.00%
Development Agreements	0	0	0	12,960.00	12,960.00	12,960.00	0.00%
Total Expenditures	2,700,269.73	1,062,843.95	3,709,232.14	2,939,001.00	2,939,001.00	(770,231.14)	Over Budget
Other Financing Sources and Uses							
Sources							
Transfers In	15,000.00	371,431.90	766,431.90	25,000.00	25,000.00	(741,431.90)	100.00%
Total Sources	15,000.00	371,431.90	766,431.90	25,000.00	25,000.00	(741,431.90)	Over Budget
Uses							
Transfers Out	373,990.57	0.00	334,000.00	334,000.00	334,000.00	0.00	100.00%
Total Uses	373,990.57	0.00	334,000.00	334,000.00	334,000.00	0.00	100.00%
Total Other Financing Sources and Uses	(358,990.57)	371,431.90	432,431.90	(309,000.00)	(309,000.00)	(741,431.90)	
Total - 10 GENERAL FUND	6,196.02	(551,503.46)	(31,794.78)	191,639.00	191,639.00	(223,433.78)	

*Capital equipment approved for purchase in FY23 was not available until FY24. A budget amendment will be forthcoming once all equipment purchases are complete.

^ Emergency Management costs will be included in a budget amendment brought to council after year end. General Fund is expending the costs, with transfers to cover the costs transferred in from Contingency fund.

*Credit card fee revenue is posted to Fund 30 due to limitations with Xpress Bill Pay. An entry will be made at year end to move an amount to the General Fund from Fund 30

City of Richwood Operational Budget Report 10/1/2023 -8/31/2024							
30 Water & Sewer Enterprise Fund	Prior YTD	Current Period	Current YTD	Annual Budget	Revised Budget	Remaining Budget	% Earned/Used
Net Operating Income (Loss)							
Operating income							91.7% of year
Sewer Department	874,343.82	92,662.34	927,248.34	981,504.00	981,504.00	54,255.66	94.47%
Water Department	1,278,756.86	140,271.79	1,404,025.60	1,519,867.00	1,519,867.00	115,841.40	92.38%
Solid Waste Department	312,207.59	31,522.36	341,622.99	381,000.00	381,000.00	39,377.01	89.66%
Total Operating income	2,465,308.27	264,456.49	2,672,896.93	2,882,371.00	2,882,371.00	209,474.07	92.73%
Operating expense							
Sewer Department							
Personnel & Benefits	162,530.16	15,129.37	163,717.52	212,594.00	212,594.00	48,876.48	77.01%
Supplies	7,547.56	624.07	9,158.93	8,500.00	8,500.00	(658.93)	Over Budget
Maintenance & Repair	77,592.44	28.12	33,452.30	67,740.00	67,740.00	34,287.70	49.38%
Professional Services	438,817.78	37,456.25	552,996.64	715,000.00	715,000.00	162,003.36	77.34%
Other Services (insurance)	3,872.72	0.00	13,303.36	4,650.00	4,650.00	(8,653.36)	Over Budget
Total Sewer Department	690,360.66	53,237.81	772,628.75	1,008,484.00	1,008,484.00	235,855.25	76.61%
Water Department							
Personnel & Benefits	206,297.95	20,087.74	259,486.46	262,978.00	262,978.00	3,491.54	98.67%
Supplies	22,745.10	1,553.32	35,257.57	27,600.00	27,600.00	(7,657.57)	Over Budget
Maintenance & Repair	153,394.56	5,285.42	175,935.08	146,720.00	146,720.00	(29,215.08)	Over Budget
Utilities	58,589.67	7,461.88	83,828.58	66,600.00	66,600.00	(17,228.58)	Over Budget
Professional Services	113,697.19	32,395.00	109,582.80	230,500.00	230,500.00	120,917.20	47.54%
Other Services	357,054.64	17.04	417,476.76	433,040.00	433,040.00	15,563.24	96.41%
Capital Equipment	3,081.13	304.54	3,613.01	3,610.00	3,610.00	(3.01)	Over Budget
Total Water Department	914,860.24	67,104.94	1,085,180.26	1,171,048.00	1,171,048.00	85,867.74	92.67%
Solid Waste Department							
Professional Services	268,648.90	28,566.29	316,401.24	290,000.00	290,000.00	(26,509.24)	Ahead of Budget
Total Solid Waste Department	268,648.90	28,566.29	316,401.24	290,000.00	290,000.00	(26,401.24)	Ahead of Budget
Total Operating expense							
	1,873,869.80	148,909.04	2,174,210.25	2,469,532.00	2,469,532.00	295,321.75	88.04%
Total Net Operating Income (Loss)	591,438.47	115,547.45	498,686.68	412,839.00	412,839.00	(85,847.68)	Ahead of Budget
Non-Operating Items							
Non-operating income							
Interest income	2,056.43	2,124.68	9,571.69	2,500.00	2,500.00	(7,071.69)	Ahead of Budget
Grants	65,389.82	0.00	0.00	0.00	0.00	0.00	At Budget
Other income	2,957.74	0.00	1,752.74	3,000.00	3,000.00	1,247.26	58.42%
Transfers In	37,000.00	0.00	70,000.00	70,000.00	70,000.00	0.00	At Budget
Total Non-operating income	107,403.99	2,124.68	81,324.43	75,500.00	75,500.00	5,824.43	107.71%
Non-operating expense							
Debt Service	422,955.07	0.00	436,055.31	435,981.00	435,981.00	(74.31)	Over Budget
Transfers Out	125,979.02	0.00	64,832.50	56,000.00	56,000.00	(8,832.50)	Over Budget
Total Non-operating expense	548,934.09	0.00	500,887.81	491,981.00	491,981.00	(8,906.81)	Ahead of Budget
Depreciation Expense	260,353.28	0.00	0.00	300,000.00	300,000.00	300,000.00	0.00%
Total Non-Operating Items	(701,883.38)	2,124.68	(419,563.38)	(716,481.00)	(716,481.00)	296,917.62	Ahead of Budget
Total - 30 Water & Sewer Enterprise Fund	(110,444.91)	117,672.13	79,123.30	(303,642.00)	(303,642.00)	382,765.30	Ahead of Budget

Budget Amendments:

City of Richwood
Finance Department
POLICY AND PROCEDURES

Purchasing Policy
Effective date: October 14, 2024

It is the policy of the City of Richwood, Texas to provide cost effective methods for acquiring goods, meet operational needs, and encourage competitiveness on the part of vendors.

RESPONSIBILITY. Department Directors are ultimately responsible for ensuring that all policies and procedures are followed. The City’s purchasing system is considered de-centralized (each departments’ responsibility) except for those goods, services, and equipment that qualify or are designated otherwise.

It is the responsibility of each employee:

- ✓ To understand and comply with the procedures and guidelines described in this policy and to adhere to appropriate departmental operational procedures for purchasing goods and services on behalf of the City.
- ✓ To understand that no purchase made by an employee shall bind the City to receive and or pay for the goods or service procured, unless authorized by the appropriate Department Director.
- ✓ To have specific authorization or prior approval to incur expenses chargeable to the City of Richwood.
- ✓ To forward all applicable paperwork to the Finance Department as promptly as possible to expedite processing.

DELEGATION OF PURCHASING AUTHORITY. The City Manager as authorized by the City Council of Richwood, is delegated the authority to procure materials and services for the City of Richwood. The City Manager has also granted this authority to certain City employees.

AUTHORITY AND APPROVALS. The City Manager or his designee must approve all invoices that exceed \$1,000. Any procurement made that will exceed \$50,000 must be approved by the City Council. The City Manager has established the following approval levels:

Department Designee	\$0>	\$ 2,500
Department Director	\$0>	\$ 5,000
Finance Director	\$0>	\$10,000
City Manager	\$0>	\$50,000
City Manager with City Council (resolution)	over	\$50,000

TYPES OF PURCHASES.

With limited exceptions, all contracts greater than \$50,000 shall be awarded by competitive sealed bidding. When the City determines that the use of competitive sealed bidding is either not practicable or advantageous to the City, a contract may be entered into by use of the sealed proposals method. Section 252.022 (a)(7) of the Local Government Code allows an exemption from bidding procedure for the procurement of items that are available from only one source. Credit cards are also issued to individual employees and at the discretion of the City Manager. For more info, see City of Richwood, Texas Credit Card Policy and Procedures.

COMMON EXEMPTIONS FROM THE COMPETITIVE PROCUREMENT REQUIREMENTS

The city does not have to comply with competitive procurement requirements for certain expenditures, even if the expenditure is over \$50,000. The most common exemptions are as follows (see Section 252.022(a) of the Local Government Code for a complete list of exemptions):

- a procurement made because of a public calamity that requires the immediate appropriation of money to relieve the necessity of the municipality's residents or to preserve the property of the municipality;
- a procurement necessary to preserve or protect the public health or safety of the municipality's residents;
- a procurement necessary because of unforeseen damage to public machinery, equipment, or other property;
- a procurement for personal, professional, or planning services;
- a purchase of land or a right-of-way;
- a procurement of items that are available from only one source, including.

COMPETITIVE BIDDING IN RELATION TO HISTORICALLY UNDERUTILIZED BUSINESS

A municipality, in making an expenditure of more than \$3,000 but less than \$50,000, shall contact at least two historically underutilized businesses on a rotating basis, based on information provided by the comptroller pursuant to Chapter 2161, Government Code. If the list fails to identify a historically underutilized business in the county in which the municipality is situated, the municipality is exempt from this section.

SELECTION OF INSURANCE BROKER

The municipality may select a licensed insurance broker as the sole broker of record to obtain proposals and coverages for excess or surplus insurance that provides necessary coverage and adequate limits of coverage in structuring layered excess coverages in all areas of risk requiring special consideration, including public official liability, police professional liability, and airport liability. The broker may be retained only on a fee basis and may not receive any other remuneration from any other source.

LOCAL VENDORS. To provide for the purchase of goods and services by the City, if price and quality are equal, preference shall be given to local vendors and local products.

VENDOR INFORMATION. Departments are available to meet with vendor representatives between 8:00a.m. and 5:00p.m. Monday through Friday. Meetings should be by appointment.

The City staff will assist vendors in understanding the City's purchasing and payment processing procedures. New vendors are required to submit a "vendor payment form", a completed W-9 form, and a "Conflict of Interest" form prior to invoices being submitted for payment.

- ✓ The Finance Department shall maintain a database vendor file of Richwood vendors and assign vendor numbers. All user departments are encouraged to utilize this list when soliciting or placing orders.
- ✓ Any vendor that has not been used in the past 24 months will be considered inactive and dropped from the vendor database. Vendors that are dropped shall be considered new vendors and required to fill out vendor forms again.

INVOICES are prepared by the vendor and sent to the Finance Department at 1800 Brazosport Blvd N, Richwood, Texas 77531. The information provided by the vendor must match our current vendor file. (Note: All invoices should be date stamped upon receipt by Finance.)

PAYMENT PROCEDURES. Due to the volume of invoices received by the Finance Department, it is important to verify all goods received as soon as possible. This prompt receipting of goods and the subsequent preparation of the payment documents ensures that the payment will be processed in a timely manner, allowing the City to maximize discount terms. If there is a problem with the merchandise, i.e. damaged items, an incomplete order, incorrect items received or any other problem,

the vendor should be notified, and the problem corrected before the payment is prepared. If the problem cannot be corrected, contact the Finance Department for assistance.

ADVANCE PAYMENTS. Advance payments by the City are permitted but discouraged and shall be made only when necessary and approved by the City Manager and/or Finance Director. Agreements containing provisions for advance payments shall provide for periodic payments that are tied to delivered goods or services, rather than total contract price or lump sum advances.

CUT OFF DATE. The check process is run weekly. Invoices are due in Finance no later than noon on each Wednesday in order to be processed for the check run. The Finance Department reserves the right to control the processing of invoices for any reason.

CHECK PREPARATION. The Finance Department prepares a check for each vendor and verifies total invoices to the check amount for accuracy. Any errors are corrected, and a final check register is run and archived. Checks are sent to the vendors via US mail or customer pick up.

BANK DRAFTS. The Finance Director may set up recurring bank drafts. These drafts may be set up for any recurring fee or charge.

ACH REMITTANCE.

The Finance Department may pay a vendor through the ACH system if the vendor prefers this payment method. Vendors must provide their banking information, which will be entered into the accounts payable system. The ACH file will be transmitted to the bank and the payments will be made directly from our account.

PROBLEM AREAS IN PAYMENT PROCESSING. Several problems on a payment document can cause a payment to be delayed. For example:

- ✓ No authorized signature included on the invoice. All invoices must be signed-off for payment by the department designee, Director, Finance Director, or City Manager.
- ✓ Invoices or other documentation do not match the payment documentation.
- ✓ The vendor information on file does not match the vendor information on the invoice.

RESOLUTION NO. 24-R-93

A RESOLUTION BY THE CITY COUNCIL OF THE CITY OF RICHWOOD, TEXAS, ADOPTING THE CITY OF RICHWOOD PURHCASING POLICY; AND SETTING FORTH OTHER RELATED MATTERS.

WHEREAS, it is the policy of the City of Richwood, Texas to provide cost effective methods for acquiring goods, meet operational needs, and encourage competitiveness on the part of vendors; and

WHEREAS, the City Council of the City of Richwood, Texas desires to adopt an updated Purchasing Policy.

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

Section 1. Findings. The foregoing recitals are hereby found to be true and correct and are hereby adopted by the City Council and made a part hereof for all purposes as findings of fact.

Section 2. The City of Richwood Purchasing Policy was reviewed by City Council, and is hereby adopted as the purchasing policy of the City of Richwood, attached hereto as “Exhibit A”.

Section 3. Open Meetings. It is hereby officially found and determined that the meeting at which this resolution was passed was open to the public as required and that public notice of the time, place and purpose of said meeting was given as required by the Open Meetings Act, Chapter 551, Texas Government Code.

PASSED AND APPROVED this the 14 day of October, 2024.

THE CITY OF RICHWOOD, TEXAS

ATTEST

Michael Durham, Mayor

Kirsten Garcia, City Secretary

MINUTES

RICHWOOD CITY COUNCIL MEETING

Monday, September 09, 2024 at 6:00 PM

BE IT KNOWN THAT a City of Richwood City Council will meet Monday, September 9, 2024, beginning at 6:00 PM at Richwood City Hall, located at 1800 Brazosport Blvd. N., Richwood, Texas 77531 with the following agenda:

I. CALL TO ORDER

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

II. INVOCATION

The invocation was led by Tricia Ditto, Finance Director.

III. PLEDGES OF ALLEGIANCE

Mayor Durham led the pledges.

IV. ROLL CALL OF COUNCIL MEMBERS

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

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

V. PUBLIC COMMENTS

There was no public comment.

VI. CONSENT AGENDA

- A. Budget Report, July 2024
- B. Approval of minutes from regular meeting held August 12, 2024.

Motion to approve consent.

Motion made by Amanda Reynolds, Seconded by William Yearsin.

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

Motion carried.

VII. PRESENTATION

- A. After Action Report, Hurricane Beryl
Chief of Police, Stephen Mayer, presented the report.

VIII. PUBLIC HEARING ON PROPOSED 2024 - 2025 BUDGET

Mayor Durham opened the public hearing at 6:16 PM

Tricia Ditto, finance director, presented the proposed budget.

The mayor called for public comment.

There was no public comment.

Mayor Durham closed the public hearing at 6:34 p.m.

IX. PUBLIC HEARING ON PROPOSED 2024 - 2025 TAX RATE

Mayor Durham opened the public hearing at 6:24 PM

Tricia Ditto, finance director, presented the proposed tax rate.

Mayor Durham closed the public hearing at 6:44 p.m.

X. DISCUSSION AND ACTION ITEMS

- A. Second reading, discussion, and action on Ordinance 24-518, amending, imposing, and updating water and wastewater impact fees on new development in the city limits to the extent allowed by law.

David Gregory, a resident, spoke out regarding the population.

Discussion was held on the current infrastructure and ability to develop.

Motion to adopt Ordinance 24-518, amending, imposing, and updating water and wastewater impact fees on new development in the city limits to the extent allowed by law.

Motion made by Amanda Reynolds, Seconded by Jeremy Fountain.

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

Voting Nay: Mike Challenger

Motion carried.

- B. Discuss and consider adopting Ordinance 24-519, an ordinance appropriating adopting a budget for the fiscal year beginning October 1, 2024, and ending September 30, 2025.

Motion to adopt Ordinance 24-519, an ordinance appropriating adopting a budget for the fiscal year beginning October 1, 2024, and ending September 30, 2025.

Motion made by Amanda Reynolds, Seconded by William Yearsin.

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

Voting Nay: Mike Challenger

Motion carried.

- C. Discuss and consider Ordinance 24-520, an ordinance adopting a tax rate and levying taxes for the use and support of the Municipal Government of the City of Richwood, Texas, and providing for the interest and sinking fund of the taxable year 2024.

I MOVE THAT THE PROPERTY TAX RATE BE DECREASED BY THE ADOPTION OF A TAX RATE OF \$0.535799, WHICH IS EFFECTIVELY A 0.89 PERCENT DECREASE IN THE TAX RATE.

**The motion was made by Jeremy Fountain, Seconded by Amanda Reynolds.
Voting Yea: Paul Stallberg, Amanda Reynolds, William Yearsin, Jeremy Fountain
Voting Nay: Mike Challenger**

Motion carried.

- D. Discuss and consider authorizing the Public Works Director to solicit bids and select the lowest responsible bidder for repair to Lift Station #6 in an amount not to exceed \$300,000.00

Clif Custer, Public Works Director, presented.

Discussion was held on the scope of the project and the materials needed.

Motion to approve.

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

Motion carried.

- E. Discuss and consider adopting Ordinance 24-512, adopting and enacting a new code for the City of Richwood, Texas.

Discussion was held on the language used in the new code.

Motion to adopt Ordinance 24-512, adopting and enacting a new code for the City of Richwood, Texas.

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

Motion carried.

- F. Consider items removed from the consent agenda

No items were removed.

XI. CAPITAL IMPROVEMENT PROJECTS UPDATE

Clif Custer presented an update.

XII. CITY MANAGER'S REPORT

Eric Foerster presented his report.

XIII. COUNCIL MEMBER COMMENTS & REPORTS

Councilman Stallberg spoke regarding the storm; if you know anyone who needs assistance, please don't hesitate to have them reach out to him. He added that the board needs to continue to work together and be as professional as possible.

Councilman Challenger stated he was disgraced to be here.

Councilwoman Reynolds stated that this was the third time we'd had a similar conversation, and she apologized to the audience and anyone watching on behalf of the council for Councilman Challenger's behavior.

Councilman Yearsin would like to second Councilman Stallberg's statement. He spoke regarding Councilwoman Reynolds's comment, adding that he agreed one hundred percent. Spoke regarding Councilman Challenger's comment.

Councilman Fountain had no comment.

XIV. MAYOR'S REPORT

Mayor Durham spoke regarding decorum and appreciation of everyone being here for the City.

He stated he would like to send a message to the Fire Department. I haven't seen them in the last few months, and he would like to see them participate in the fair parade.

He also thanked former Mayor Boykin for his weather updates.

XV. ITEMS OF COMMUNITY INTEREST

National Night Out, October 1, 2024

Trunk or Treat, October 25, 2024.

NextTrex Recycling Program

XVI. FUTURE AGENDA ITEMS

Update procurement policy

Charter Review Appointments

Bid award for MIT mod

Grant info

XVII. ADJOURNMENT

Being there no further business, the meeting was adjourned at 7:45 p.m.

These minutes were read and approved on the 9th day of September 2024.

Mayor

ATTEST:

City Secretary

Bids Received: 3:00 P.M.
October 1, 2024

STRAND ASSOCIATES, INC.®
TBPE No. F-8405
TBPLS No. 10030000
1906 Niebuhr Street
Brenham, TX 77833

CITY OF RICHWOOD
RICHWOOD, TEXAS
GLO CDBG-MIT MOD CONTRACT NO. 24-065-013-E170
CONTRACT 2-2023

BID TABULATION SUMMARY

Bidder and Address	Bid Bond or Guarantee	Addenda Acknowledged	Computed Total Base Bid	Bid Alternative No. 1
CRACON, INC dba STATEWIDE SERVICES INC. 2007 W. HIGHWAY 6 ALVIN, TX 77511	YES	YES	\$2,366,015.00	\$276,872.00
HFI CONSTRUCTION, INC. 515 ROENHARD ST. ROSENBERG, TX 77471	YES	YES	\$2,469,028.00	\$196,689.00
MATULA + MATULA CONSTRUCTION, INC. 122 WEST WAY, SUITE 325 LAKE JACKSON, TX 77566	YES	YES	\$1,681,336.20	\$212,113.70

Reviewed by: JAROD D. ENGERKE, P.E.



AGENDA MEMORANDUM

CONTACT: CLIF CUSTER

SUBJECT: CONSTRUCTION CONTRACT AWARD

SUMMARY:

The process of project design, environmental investigations, advertisement for bid, and bid submission for the CDBG-MIT MOD Project has been completed. The award of a construction contract to a bidding contractor is now required to move the project forward.

BACKGROUND INFORMATION:

The CDBG – MIT MOD Grant is a zero-match financial allocation provided to the City of Richwood based on property loss resulting from flooding experienced during Hurricane Harvey. Richwood was allotted roughly \$2,400,000.00 under this grant. After money paid out for engineering design, bidding services, estimated RPR (Resident Project Representative) services, and grant admin services, Richwood has a remainder of \$2,000,000.00 for actual construction.

The two main criteria that qualify projects for this grant were LMI (Low to Moderate Income) as well as established areas that suffered significant property loss resulting from Harvey flooding. The construction aspects of this project were separated into two distinct categories, Base Bid and Bid Alternate. These aspects include the following for Briar Creek, Quail Run, and Four Oaks:

Base Bid – Pavement and drainage reconstruction. Water infrastructure replacement regarding main tie-ins to adjacent water mains and replacement of existing water services.

Bid Alternate – Replacement of all existing water mains within the project area.

On 10/01/2024 the City of Richwood hosted a Bid Opening for the CDBG – MIT MOD Grant Project. Richwood received three separate bids for the project. The bids that were submitted for the project are as follows:

Matula and Matula Construction, Inc.

Base Bid = \$1,681,336.20
Bid Alternate = \$212,113.70
Total Bid = \$1,893,449.90

Cracon, Inc. dba Statewide Services, Inc.

Base Bid = \$2,366,015.00
Bid Alternate = \$276,872.00
Total Bid = \$2,642,887.00

HTI Construction, Inc.

Base Bid = \$2,469,028.00
Bid Alternate = \$196,689.00
Total Bid = \$2,665,717.00

The difference between the apparent low bidder (Matula and Matula) and remaining money for construction totals \$106,550.00. The goal for this money is to retain it to compensate for any construction change orders in the event change orders are required. If no significant change orders present themselves during construction, the intent for these remaining funds is to add resiliency in the form of thicker pavement profiles or additional subgrade treatment.

ISSUE:
None.

FISCAL IMPACT:
None.

RECOMMENDATION:
Motion to award the GLO CDBG-MIT MOD Contract No. 24-065-013-E170 to Matula and Matula Construction, Inc.



HOUSTON-GALVESTON AREA COUNCIL
OFFICE OF THE EXECUTIVE DIRECTOR

To: Mayors – Home Rule Cities
Subject: 2025 General Assembly Designations
From: Chuck Wemple
Date: September 19, 2024

The Houston-Galveston Area Council has had an exciting and eventful 2024. We remain dedicated to better serving our member governments. We are working to do this by continuing to bring the conversation to your communities to listen to your needs and determining how we can help improve quality of life across the region. Thus far we have visited all of our regions' counties, and have started the second round of visits.

As we look forward to 2025, we ask that you appoint elected leaders from your governing body to represent your community and be a part of our decision-making progress. H-GAC bylaws allow each member of Home Rule cities to designate an elected official to represent you on the General Assembly and at the Home Rule cities caucus meeting. At the caucus meeting, Home Rule cities from across the region will elect two members to represent all Home Rule cities on the H-GAC Board of Directors, and two members to serve as alternates.

I have attached the nomination form on which you can designate your representatives. Please email the completed form to Vanessa.McKeehan@h-gac.com. If more information concerning General Assembly and Board of Directors membership would be useful, please contact me at 713-993-4514 or Rick Guerrero at 713-993-4598.

A dinner meeting of Home Rule city representatives is scheduled for Thursday, November 7, 2024 starting at 6:00 p.m. It will be at the The Royal Sonesta, 2222 W Loop S, Houston, TX 77027. Your city's designees are highly encouraged to attend and help elect the 2025 Home Rule Cities' representatives to the H-GAC Board of Directors.

Thank you for your continuing participation and support for the Houston-Galveston Area Council. We look forward to working with you in the coming year.

Sincerely,


Charles Wemple (Oct 1, 2024 05:35 CDT)

Chuck Wemple

RESOLUTION 24-R-91

**A RESOLUTION DESIGNATING REPRESENTATIVE AND ALTERNATE
TO SERVE ON THE HOUSTON-GALVESTON AREA COUNCIL 2025
GENERAL ASSEMBLY BOARD OF DIRECTORS**

BE IT RESOLVED, by the Mayor and the City Council of Richwood, Texas, that _____ be, and is hereby designated as its Representative to the GENERAL ASSEMBLY of the Houston-Galveston Area Council for the year 2023.

FURTHER, that the Official Alternate authorized to serve as the voting representative should the hereinabove name representative become ineligible, or should he/she resign, is _____.

AND FURTHER MORE, that the Executive Director of the Houston-Galveston Area Council be notified of the designation of the hereinabove named representative and alternate.

PASSED AND APPROVED this 14th day of October 2024.

Michael Durham, Mayor

ATTEST:

Kirsten Garcia, City Secretary



AGENDA MEMORANDUM

CONTACT: Kirsten Garcia, City Secretary

SUBJECT: Appointment of members of the Charter Review Commission

SUMMARY: As per Charter, City Council shall appoint 5 citizens of the City to serve as the Charter Review Commission.

I received 4 applications and Council must appoint five citizens to the board. I will continue to solicit interest for a fifth member of the board.

Applicants are as follows:

- 1. Matt Yarborough**
- 2. Bob Page**
- 3. Lauren LaCount**
- 4. Mike Johnson**

I request a motion to appoint all four applicants to the Charter Review Board.

BACKGROUND INFORMATION:

Charter States:

Section 11.12. - Charter Review Commission.

The City Council shall appoint each even numbered year, a Charter Review Commission of five citizens of the City.

(a) Duties of the Commission. It shall be the duty of such Charter Review Commission to:

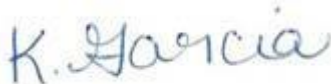
- 1. Inquire into the operations of the City government under the Charter provisions and determine whether any such provisions require revision. To this end public hearings may be held and the Commission shall have the power to compel the attendance of any officer or employee of the City and to require the submission of any of the City records which it may deem necessary to the conduct of such hearing;
- 2. Propose any recommendations it may deem desirable to ensure compliance with the provisions of the Charter by the several departments of the City government;
- 3. Propose, if it deems desirable, amendments to this Charter to improve the effective application of said Charter to current conditions;
- 4. Report its finding and present its proposed amendments if any, to the City Council.

(b) Action by the City Council. The City Council shall receive and have published in a newspaper of general circulation in the City any report presented by the Charter Review Commission, shall consider any

recommendations made, and if any amendments or amendment be presented as a part of such report may order such amendment or amendments to be submitted to the voters of the City in the manner provided by the applicable statute of the State of Texas.

(c) Term of office. The term of office of such Charter Review Commission shall be one year and, if during such term no report is presented to the City Council, then all records of the proceedings of such Commission shall be filed with the person performing the duties of City Secretary and shall become a public record.

Thank you,



Kirsten Garcia