

City of Richwood — TEXAS —

CITY COUNCIL MEETING AGENDA

Monday, February 12, 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, February 12, 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, December 2023
 - [B.](#) Fiscal Year 2024 Investment Report, Quarter 1
 - [C.](#) 2023 Racial Profiling and Analysis Report
 - [D.](#) Minutes from regular meeting held January 08, 2024.
 - [E.](#) Minutes from special called meeting held January 23, 2024.
- VII. DISCUSSION AND ACTION ITEMS
 - [A.](#) Discuss, consider, and approve the Brazosport Water Supply Corporation reservoir updates and a resolution supporting the project.
 - [B.](#) Discuss and consider amending the Employee Policy and Procedure Manual, specifically policies: Policy #901, Eligibility for Sick Leave; Policy #902, Rate of Computation of Sick Leave; Policy #904, Documentation of Sick Leave; Policy #1001, Injuries on the Job; Policy #1004, Additional Personal Leave Without Pay.
 - [C.](#) Consider approving staff to auction playground equipment at a lower reserve than previously submitted.
 - [D.](#) Discuss and consider awarding Construction Contract 3-2023 for the ARPA (American Rescue Plan Act Grant) Generator Project.
 - [E.](#) Discussion, consideration and possible action regarding the proposed Service Center Expansion.
 - F. Consider items removed from consent agenda
- VIII. CAPITAL IMPROVEMENT PROJECTS UPDATE
- 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 February 9, 2024 at 12:00 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 – FEBRUARY 13, 2024

ITEM # CONSENT

CONTACT: Patricia Ditto, Finance Director

SUBJECT: Monthly Budget Summary Report

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

BACKGROUND INFORMATION:

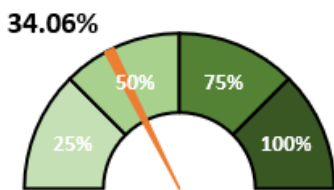
The information provided is for the FY 2023-2024 budget period, month ending December 31, 2023. This summary highlights several key points related to the current month’s activity for the General Fund and for the Water and Sewer Enterprise Fund. The attached report is unaudited, and this month may include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

DISCUSSION:

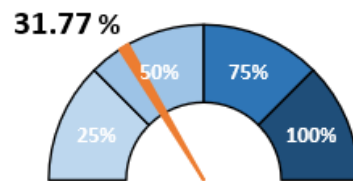
Attached is the budget report for December 2023, which is the third month of Fiscal Year 24. 25% of the year has passed. The report reflects the original budget as approved for FY24 as well as the revised budget reflecting all budget amendments approved by council since the original budget was approved. *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 December 31, 2023, General Fund revenues total \$1,171,391. General Fund expenditures total \$936,636.



General Fund Revenue as % of Budget



General Fund Expenditures as % of Budget

Revenue (GF)

Total Revenue collected in the General fund is at 34.06% of budget projection.

- M & O (Maintenance and Operations) Property tax (including current, delinquent and penalties) received through the end of December is \$969,841, 43.9% of projected property taxes for the year. The majority of Ad Valorum revenue for the current year will be received beginning in December through February.

City of Richwood

TEXAS

- Sales Tax revenue received in December was earned in October. It is almost \$10,000 more than this period last year, which is good news as sales tax revenues for FY23 were behind FY22. 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.

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				0.00
FEB	55,858.64	13,964.65	13,634.73	83,458.02				0.00
MAR	56,308.72	14,077.18	13,767.76	84,153.66				0.00
APR	51,255.32	12,813.83	12,475.55	76,544.70				0.00
MAY	58,663.20	14,665.80	14,074.45	87,403.45				0.00
JUN	47,805.40	11,951.34	11,489.95	71,246.69				0.00
JUL	56,403.73	14,100.94	13,673.07	84,177.74				0.00
AUG	55,897.00	13,974.00	13,604.00	83,475.00				0.00
SEPT	50,036.00	12,509.00	15,295.00	77,840.00				0.00
OCT*	67,678.00	16,919.00	16,418.00	101,015.00				0.00
NOV*	43,116.91	10,779.23	10,341.29	64,237.43				0.00
YEAR TOTAL	640,036.73	160,008.43	158,492.17	958,537.33	50,390.06	12,597.52	12,174.92	75,162.50

- Permits and Licenses revenues total \$11,001 this month, year to date total of \$14,523. This is compared to \$17,066 collected at this time last year. Inspection fees collected are \$9,150.
- There have been two Water Impact fees collected this year for a total of \$4,828. All Impact Fees are posted to Fund 32 Utility Capital Improvements and do not show in this budget report.
- Municipal Court revenue for the month of December is \$6,492, for a total year to date of \$19,395. This compares to \$26,357 at this time last year.
- Interest revenue is at \$8,482 this month, \$22,876 year to date.
- The Ambulance fee, new this fiscal year, is at \$25,242.
- Credit Card Fees will begin in January.

Expenditures (GF)

Expenditures in the General Fund are currently shown at \$936,636, 31.87% of budget. The City Maintenance department is currently showing as over budget due to equipment purchases, which were approved for FY23 but not made available until this current fiscal year.

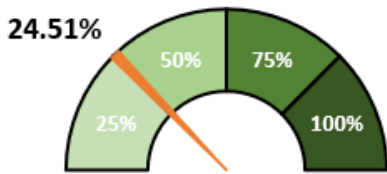
Transfers (GF)

All approved interfund transfers have been completed.

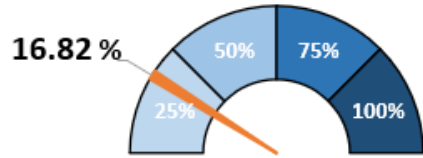


30-Water, Sewer, and Solid Waste Fund

Operating Revenues in December total \$706,585 year to date. Operating expenses are \$415,362.



Enterprise Fund Revenue as % of Budget



Enterprise Fund Operating Expense as % of Budget

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

**City of Richwood
Fiscal Year 2024 Operational Budget Report
10/1/2023 -12/31/2023**

10 General Fund	Prior YTD	Current Period	Current YTD	Original Budget	Revised Budget	Remaining Budget	% Earned/Used
Revenue							25% of year
Taxes	1,082,679.65	961,792.24	1,068,478.35	3,045,188.00	3,045,188.00	1,976,709.65	35.09%
Property taxes, including delinquent & penalties	991,958.80	889,971.70	969,840.87	2,209,188.00	2,209,188.00		43.90%
Franchise Taxes	46,351.33	21,430.48	48,247.42	196,000.00	196,000.00		24.62%
Sales Tax	44,369.52	50,390.06	50,390.06	640,000.00	640,000.00		7.87%
Licenses and permits	17,065.64	11,001.24	14,523.24	54,150.00	54,150.00	39,626.76	26.82%
Intergovernmental revenue	0.00	0.00	1,372.68	1,100.00	1,100.00	(272.68)	Ahead of Budget
Charges for services - Municipal Bldg Rental	1,325.00	175.00	1,335.00	9,000.00	9,000.00	7,665.00	14.83%
Municipal Court Revenue	26,356.85	6,492.03	19,395.05	130,000.00	130,000.00	110,604.95	14.92%
Special Revenues	7,050.00	3,728.00	4,834.00	1,050.00	1,050.00	(3,784.00)	Ahead of Budget
Interest	11,966.20	8,481.80	22,875.91	50,000.00	50,000.00	27,124.09	45.75%
Miscellaneous revenue	9,850.82	13,672.77	38,576.97	149,152.00	149,152.00	110,575.03	25.86%
Inspection Fees	7,590.00	2,855.00	9,150.00	30,000.00	30,000.00		
Miscellaneous Income	1,760.82	2,114.27	3,759.97	10,000.00	10,000.00		
Parks & Recreation - Park Pavillion Rentals	500.00	0.00	125.00	3,500.00	3,500.00		
Parks & Recreation - Sports Field Rental	0.00	300.00	300.00	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	8,403.50	25,242.00	101,052.00	101,052.00		
Total Revenue	1,156,294.16	1,005,343.08	1,171,391.20	3,439,640.00	3,439,640.00	2,268,248.80	34.06%
Expenditures							
General Government Administration							
Personnel & Benefits	103,419.80	39,891.34	117,533.48	528,232.00	528,232.00	410,698.52	22.25%
Supplies	4,568.31	105.39	2,040.19	18,500.00	18,500.00	16,459.81	11.03%
Maintenance & Repair	1,351.86	306.75	1,791.63	5,900.00	5,900.00	4,108.37	30.37%
Utilities	3,220.27	1,194.96	4,535.34	11,550.00	11,550.00	7,014.66	39.27%
Professional Services	87,972.70	8,967.50	45,379.99	152,800.00	152,800.00	107,420.01	29.70%
Other Services	27,656.73	40.29	33,065.61	94,000.00	94,000.00	60,934.39	35.18%
Capital Equipment	32,420.19	340.98	2,508.61	7,600.00	7,600.00	5,091.39	33.01%
Total Administration	260,609.86	50,847.21	206,854.85	818,582.00	818,582.00	611,727.15	25.27%
Judicial							
Personnel & Benefits	16,541.37	5,933.37	16,945.41	79,311.00	79,311.00	62,365.59	21.37%
Supplies	0.00	0.00	0.00	1,300.00	1,300.00	1,300.00	0.00%
Professional Services	8,910.00	0.00	8,300.00	19,500.00	19,500.00	11,200.00	42.56%
Other Services	130.00	0.00	0.00	500.00	500.00	500.00	0.00%
Total Judicial	25,581.37	5,933.37	25,245.41	100,611.00	100,611.00	75,365.59	25.09%
Permitting & Inspections							
Personnel & Benefits	6,230.00	2,810.00	5,700.00	30,000.00	30,000.00	24,300.00	19.00%
Supplies	0.00	0.00	0.00	1,000.00	1,000.00	1,000.00	0.00%
Professional Services	0.00	0.00	0.00	1,000.00	1,000.00	1,000.00	0.00%
Total Permitting & Inspections	6,230.00	2,810.00	5,700.00	32,000.00	32,000.00	26,300.00	17.81%
Special Revenue Expenditures							
Supplies	0.00	0.00	0.00	1,500.00	1,500.00	1,500.00	0.00%
Total Special Revenue Expenditures	0.00	0.00	0.00	1,500.00	1,500.00	1,500.00	0.00%
Total General Government	292,421.23	59,590.58	237,800.26	952,693.00	952,693.00	714,892.74	24.96%
Public Safety							
Police Department							
Personnel & Benefits	214,108.51	65,404.23	193,807.66	929,557.00	929,557.00	735,749.34	20.85%
Supplies	11,849.78	23.46	6,317.52	52,000.00	52,000.00	45,682.48	12.15%
Maintenance & Repair	4,856.74	716.35	7,278.91	29,900.00	29,900.00	22,621.09	24.34%
Utilities	4,387.28	1,722.53	5,333.83	19,500.00	19,500.00	14,166.17	27.35%
Professional Services	73,022.96	0.00	66,194.20	198,085.00	198,085.00	131,890.80	33.42%
Other Services	14,429.16	0.00	12,878.76	20,200.00	20,200.00	7,321.24	63.76%
Capital Equipment	561.30	187.10	5,501.80	7,249.00	7,249.00	1,747.20	75.90%
Total Police Department	323,215.73	68,053.67	297,312.68	1,256,491.00	1,256,491.00	959,178.32	23.66%
Fire Department							
Personnel & Benefits	4,595.38	0.00	2,278.00	35,200.00	35,200.00	32,922.00	6.47%

10 General Fund	Prior YTD	Current Period	Current YTD	Original Budget	Revised Budget	Remaining Budget	% Earned/Used
Supplies	2,637.29	579.92	1,089.75	17,500.00	17,500.00	16,410.25	6.23%
Maintenance & Repair	5,077.00	0.00	9,679.80	34,500.00	34,500.00	24,820.20	28.06%
Utilities	1,374.60	389.78	1,428.43	6,150.00	6,150.00	4,721.57	23.23%
Professional Services	38,311.00	0.00	38,311.00	161,000.00	161,000.00	122,689.00	23.80%
Other Services	13,243.24	0.00	19,422.72	32,000.00	32,000.00	12,577.28	60.70%
Capital Equipment	32,712.17	0.00	32,712.17	59,712.00	59,712.00	26,999.83	54.78%
Total Fire Department	97,950.68	969.70	104,921.87	346,062.00	346,062.00	241,140.13	30.32%
Code Enforcement							
Personnel & Benefits	6,249.40	5,239.65	15,529.64	69,421.00	69,421.00	53,891.36	22.37%
Supplies	108.20	232.00	644.09	2,200.00	2,200.00	1,555.91	29.28%
Maintenance & Repair	0.00	25.50	25.50	1,000.00	1,000.00		
Professional Services	0.00	0.00	0.00	1,000.00	1,000.00	1,000.00	0.00%
Other Services	0.00	0.00	522.24	900.00	900.00	377.76	58.03%
Total Code Enforcement	6,357.60	5,497.15	16,721.47	74,521.00	74,521.00	56,825.03	22.44%
Total Public Safety	427,524.01	74,520.52	418,956.02	1,677,074.00	1,677,074.00	1,258,117.98	24.98%
Public Works							
City Maintenance							
Personnel & Benefits	21,211.30	8,312.37	27,756.21	121,689.00	121,689.00	93,932.79	22.81%
Supplies	6,502.86	249.02	31,623.99	25,825.00	25,825.00	(5,798.99)	Over Budget
Maintenance & Repair	8,541.42	2,015.94	7,656.67	29,860.00	29,860.00	22,203.33	25.64%
Utilities	8,600.32	3,369.77	10,089.69	38,400.00	38,400.00	28,310.31	26.28%
Other Services	2,753.67	0.00	5,876.32	22,800.00	22,800.00	16,923.68	25.77%
Capital Equipment	15,000.00	87,992.42	185,781.80	0.00	0.00	(185,781.80)	Over Budget
Total City Maintenance	62,609.57	101,939.52	268,784.68	238,574.00	238,574.00	(30,210.68)	Over Budget
Parks and Recreation							
Supplies	202.56	0.00	297.48	5,100.00	5,100.00	4,802.52	5.83%
Maintenance & Repair	3,189.93	475.38	5,087.74	32,000.00	32,000.00	26,912.26	15.90%
Utilities	927.32	257.42	727.63	3,500.00	3,500.00	2,772.37	20.79%
Other Services	4,717.81	0.00	4,982.03	17,100.00	17,100.00	12,117.97	29.13%
Total Parks and Recreation	9,037.62	732.80	11,094.88	57,700.00	57,700.00	46,605.12	19.23%
Emergency/Disaster							
Contract Labor	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
Total Emergency/Disaster	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
Miscellaneous	0.00	0.00	0.00	12,960.00	12,960.00	12,960.00	0.00%
Development Agreements	0	0	0	12,960.00	12,960.00	12,960.00	0.00%
Total Expenditures	791,592.43	236,783.42	936,635.84	2,939,001.00	2,939,001.00	2,002,365.16	31.87%
Other Financing Sources and Uses							
Sources							
Transfers In	15,000.00	0.00	25,000.00	25,000.00	25,000.00	0.00	Over Budget
Total Sources	15,000.00	0.00	25,000.00	25,000.00	25,000.00	0.00	100.00%
Uses							
Transfers Out	329,000.00	0.00	334,000.00	334,000.00	334,000.00	0.00	100.00%
Total Uses	329,000.00	0.00	334,000.00	334,000.00	334,000.00	0.00	100.00%
Total Other Financing Sources and Uses	(314,000.00)	0.00	(309,000.00)	(309,000.00)	(309,000.00)	0.00	
Total - 10 GENERAL FUND	50,701.73	768,559.66	(74,244.64)	191,639.00	191,639.00	(265,883.64)	

City of Richwood Operational Budget Report 10/1/2023 -12/31/2023							
30 Water & Sewer Enterprise Fund	Prior YTD	Current Period	Current YTD	Annual Budget	Revised Budget	Remaining Budget	% Earned/Used
Net Operating Income (Loss)							
Operating income							25% of year
Sewer Department	243,985.58	82,317.65	251,095.64	981,504.00	981,504.00	730,408.36	25.58%
Water Department	339,022.44	125,275.98	367,270.41	1,519,867.00	1,519,867.00	1,152,596.59	24.16%
Solid Waste Department	84,474.54	31,940.30	88,218.60	381,000.00	381,000.00	292,781.40	23.15%
Total Operating income	667,482.56	239,533.93	706,584.65	2,882,371.00	2,882,371.00	2,175,786.35	24.51%
Operating expense							
Sewer Department							
Personnel & Benefits	41,591.43	11,439.70	35,442.32	212,594.00	212,594.00	177,151.68	16.67%
Supplies	1,732.40	102.60	1,897.89	8,500.00	8,500.00	6,602.11	22.33%
Maintenance & Repair	12,758.19	2,056.12	7,225.10	67,740.00	67,740.00	60,514.90	10.67%
Professional Services	91,249.53	0.00	36,906.50	715,000.00	715,000.00	678,093.50	5.16%
Other Services	3,872.72	0.00	7,334.36	4,650.00	4,650.00	(2,684.36)	Over Budget
Total Sewer Department	151,204.27	13,598.42	88,806.17	1,008,484.00	1,008,484.00	919,677.83	8.81%
Water Department							
Personnel & Benefits	55,889.52	20,710.49	62,892.98	262,978.00	262,978.00	200,085.02	23.92%
Supplies	7,627.72	189.76	7,026.79	27,600.00	27,600.00	20,573.21	25.46%
Maintenance & Repair	85,055.63	4,778.33	40,664.39	146,720.00	146,720.00	106,055.61	27.72%
Utilities	15,873.70	7,558.61	22,345.63	66,600.00	66,600.00	44,254.37	33.55%
Professional Services	39,714.92	0.00	5,561.78	230,500.00	230,500.00	224,938.22	2.41%
Other Services	101,755.53	35,818.60	101,601.18	433,040.00	433,040.00	331,438.82	23.46%
Capital Equipment	902.31	300.77	902.31	3,610.00	3,610.00	2,707.69	24.99%
Total Water Department	306,819.33	69,356.56	240,995.06	1,171,048.00	1,171,048.00	930,052.94	20.58%
Solid Waste Department							
Professional Services	97,539.32	28,620.73	85,560.69	290,000.00	290,000.00	204,331.31	29.50%
Total Solid Waste Department	97,539.32	28,620.73	85,560.69	290,000.00	290,000.00	204,439.31	29.50%
Total Operating expense	555,562.92	111,575.71	415,361.92	2,469,532.00	2,469,532.00	2,054,170.08	16.82%
Total Net Operating Income (Loss)	111,919.64	127,958.22	291,222.73	412,839.00	412,839.00	121,616.27	70.54%
Non-Operating Items							
Non-operating income							
Interest income	73.97	818.52	885.55	2,500.00	2,500.00	1,614.45	35.42%
Grants	54,874.03	0.00	0.00	0.00	0.00	0.00	At Budget
Other income	1,403.92	401.40	621.58	3,000.00	3,000.00	2,378.42	20.72%
Transfers In	0.00	0.00	70,000.00	70,000.00	70,000.00	0.00	At Budget
Total Non-operating income	56,351.92	1,219.92	71,507.13	75,500.00	75,500.00	3,992.87	94.71%
Non-operating expense							
Debt Service	67,975.00	0.00	0.00	435,981.00	435,981.00	435,981.00	0.00%
Transfers Out	56,000.00	0.00	56,000.00	56,000.00	56,000.00	0.00	At Budget
Total Non-operating expense	123,975.00	0.00	56,000.00	491,981.00	491,981.00	435,981.00	11.38%
Depreciation Expense	71,005.44	0.00	0.00	300,000.00	300,000.00	300,000.00	0.00%
Total Non-Operating Items	(138,628.52)	1,219.92	15,507.13	(716,481.00)	(716,481.00)	731,988.13	Ahead of Budget
Total - 30 Water & Sewer Enterprise Fund	(26,708.88)	129,178.14	306,729.86	(303,642.00)	(303,642.00)	610,371.86	Ahead of Budget

Budget Amendments:

City of Richwood, Texas
Quarterly Investment Report
Fiscal Year 2024, Quarter 1
10/1/2023-12/31/2023


Portfolio	September 30, 2023		December 31, 2023	
	Book Value	Market Value	Book Value	Market Value
Cash	1,119,517.51	1,119,517.51	1,597,366.27	1,597,366.27
Investment Pools	4,028,911.41	4,028,911.41	4,084,704.79	4,084,704.79
Certificates of Deposits	526,899.21	526,899.21	530,216.96	530,216.96
TOTAL INVESTMENTS	5,675,328.13	5,675,328.13	6,212,288.02	6,212,288.02

Quarterly Investment Income 59,135.19
Weighted Average Yield 1.30%

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

Items of Note:

The attached information comprises the quarterly investment report for the City of Richwood, Texas for the period ended December 31, 2023. The undersigned acknowledge that the City's investment portfolio has been and is in compliance with the policies and strategies as contained in the City's Investment Policy and also in compliance with the Public Funds Investment Act of the State of Texas (Chapter 2256, Texas Government Code).



Patricia Ditto
Finance Director



Eric Foerster
City Manager

CITY OF RICHWOOD, TEXAS
Cash and Investment Schedule

Section VI, Item B.

Description	Investment	Purchase Date	Maturity Date	Book Value 09/30/2023	Deposits /Purchases	Withdrawals /Maturities	Interest this quarter	Book Value 12/31/2023	Interest Rate end of quarter	% of total Cash/Investments
Pooled Investment Fund										
General Fund	TexPool-449001			252,654.01			3,433.14	256,087.15	5.0909%	4.12%
General Fund	TexStar -1110			1,489,697.05			20,104.07	1,509,801.12	5.0764%	24.30%
General Fund	Logic -9001			875,646.79			12,301.40	887,948.19	5.2554%	14.29%
General Fund	TexPool Prime 559001			1,038,031.25			14,716.38	1,052,747.63	5.3365%	
Restricted Funds										
2019 Util Cap Proj Fund	Logic-9002			372,882.31			5,238.39	378,120.70	5.2554%	6.09%
Total Pools				4,028,911.41	-	-	55,793.38	4,084,704.79		65.7520%
First National Bank	CD-25765		12/27/2021	94,093.85			754.04	94,847.89	0.0500%	1.53%
First National Bank	CD-25718		12/29/2021	130,654.74			2,429.64	133,084.38	0.0500%	2.14%
First National Bank	CD-25741		1/13/2022	60,907.06			-	60,907.06	0.0500%	0.98%
First National Bank	CD-25766		12/27/2021	132,498.16			-	132,498.16	0.0500%	2.13%
Brazos National Bank	CD-601286		12/6/2021	108,745.40			134.07	108,879.47	0.0500%	1.75%
Total Certificates of Deposits				526,899.21	-	-	3,317.75	530,216.96		8.5350%
Total Investment Accounts				4,565,177.40	-	-	59,111.13	4,614,921.75		74.2870%
Cash Accounts										
Pooled Cash-NOW ACCT	First Natl -3073			1,118,494.06			24.03	1,596,342.79	0.0100%	25.70%
Seizure Fund -NOW ACCT	First Natl -5076			1,023.45			0.03	1,023.48	0.0100%	0.02%
Total Cash Accounts				1,119,517.51	-	-	24.06	1,597,366.27		25.7130%
Total Cash and Investments				5,684,694.91	-	-	59,135.19	6,212,288.02		100.00%

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

INVESTMENTS as of 12/31/2023 **Q1 FY 2024**

	TOTAL	GENERAL 10	REPLCMT 13	CCPD 15	CONT'Y 16	TRANSP 25	WS 30-30	WS RB I&S 30-25	2019B BOND 33	40	70	EARNINGS YTD	EARNINGS QTR
TEXSTAR	1,509,801.12	256,442.11	7,770.14	274,095.26	848,394.72	123,098.90						20,104.07	20,104.07
TEXPOOL	256,087.15	256,087.15										3,433.14	3,433.14
TEXPOOL PRIME	1,052,747.63	528,504.39									524,243.24	14,716.38	14,716.38
LOGIC - UTIL CAP PROJ	378,120.70								378,120.70			5,238.39	5,238.39
LOGIC - GF	887,948.19	535,989.67	130,632.85			221,325.66						12,301.40	12,301.40
CERTIFICATES OF DEPOSIT:													
FNB 25765	94,847.89	42,482.64					30,020.82			22,344.43		1,138.93	1,138.93
matures every 3mo - July 27													
FNB 25718	133,084.38	64,013.59					29,145.48			29,145.48		1,794.92	1,794.92
matures every 6 mos - Dec 27													
FNB 25741	60,907.06	60,907.06										775.47	775.47
matures every 6 mos - July 13													
FNB 25766	132,498.16	46,374.37					66,249.07			19,874.72		1,805.08	1,805.08
matures every 6mo - July 27													
BNB 601286	108,879.45	38,107.80					54,439.73			16,331.92		534.63	534.63
Issue date 2/14/90 - 3 mos - Sept 4													
TOTAL	4,614,921.73	1,828,908.78	138,402.99	274,095.26	848,394.72	344,424.56	179,855.10	0.00	378,120.70	87,696.55		61,842.41	61,842.41

Racial Profiling Report | Full

Section VI, Item C.

Agency Name: RICHWOOD POLICE DEPT.
Reporting Date: 02/06/2024
TCOLE Agency Number: 039216

Chief Administrator: STEPHEN S. MAYER

Agency Contact Information:
Phone: (979) 265-8157
Email: smayer@richwoodtx.gov

Mailing Address:
1800 N Brazosport Blvd
RICHWOOD, TX 77531-2803

This Agency filed a full report

RICHWOOD POLICE DEPT. has adopted a detailed written policy on racial profiling. Our policy:

- 1) clearly defines acts constituting racial profiling;
- 2) strictly prohibits peace officers employed by the RICHWOOD POLICE DEPT. from engaging in racial profiling;
- 3) implements a process by which an individual may file a complaint with the RICHWOOD POLICE DEPT. if the individual believes that a peace officer employed by the RICHWOOD POLICE DEPT. has engaged in racial profiling with respect to the individual;
- 4) provides public education relating to the agency's complaint process;
- 5) requires appropriate corrective action to be taken against a peace officer employed by the RICHWOOD POLICE DEPT. who, after an investigation, is shown to have engaged in racial profiling in violation of the RICHWOOD POLICE DEPT. policy;
- 6) requires collection of information relating to motor vehicle stops in which a warning or citation is issued and to arrests made as a result of those stops, including information relating to:
 - a. the race or ethnicity of the individual detained;
 - b. whether a search was conducted and, if so, whether the individual detained consented to the search;
 - c. whether the peace officer knew the race or ethnicity of the individual detained before detaining that individual;
 - d. whether the peace officer used physical force that resulted in bodily injury during the stop;
 - e. the location of the stop;
 - f. the reason for the stop.
- 7) requires the chief administrator of the agency, regardless of whether the administrator is elected, employed, or appointed, to submit an annual report of the information collected under Subdivision (6) to:
 - a. the Commission on Law Enforcement; and
 - b. the governing body of each county or municipality served by the agency, if the agency is an agency of a county, municipality, or other political subdivision of the state.

The RICHWOOD POLICE DEPT. has satisfied the statutory data audit requirements as prescribed in Article 2.133(c),

Code of Criminal Procedure during the reporting period.

Section VI, Item C.

Executed by: STEPHEN S. MAYER
Police Chief

Date: 02/06/2024

Total stops: 4566

Street address or approximate location of the stop

City street	1898
US highway	996
County road	4
State highway	1668
Private property or other	0

Was race or ethnicity known prior to stop?

Yes	7
No	4559

Race / Ethnicity

Alaska Native / American Indian	11
Asian / Pacific Islander	49
Black	569
White	3176
Hispanic / Latino	761

Gender

Female	1779
Alaska Native / American Indian	2
Asian / Pacific Islander	14
Black	242
White	1254
Hispanic / Latino	267
Male	2787
Alaska Native / American Indian	9
Asian / Pacific Islander	35
Black	327
White	1922
Hispanic / Latino	494

Reason for stop?

Violation of law	9
Alaska Native / American Indian	0
Asian / Pacific Islander	0
Black	1
White	6

Hispanic / Latino	2
Preexisting knowledge	1
Alaska Native / American Indian	0
Asian / Pacific Islander	0
Black	0
White	1
Hispanic / Latino	0
Moving traffic violation	3795
Alaska Native / American Indian	9
Asian / Pacific Islander	44
Black	461
White	2703
Hispanic / Latino	181
Vehicle traffic violation	761
Alaska Native / American Indian	2
Asian / Pacific Islander	5
Black	107
White	466
Hispanic / Latino	181
 Was a search conducted?	
Yes	26
Alaska Native / American Indian	0
Asian / Pacific Islander	0
Black	5
White	12
Hispanic / Latino	9
No	4540
Alaska Native / American Indian	11
Asian / Pacific Islander	49
Black	564
White	3164
Hispanic / Latino	752
 Reason for Search?	
Consent	1
Alaska Native / American Indian	0
Asian / Pacific Islander	0
Black	0
White	1

Hispanic / Latino	0		
Contraband	0		
Alaska Native / American Indian	0		
Asian / Pacific Islander	0		
Black	0		
White	0		
Hispanic / Latino	0		
Probable	7		
Alaska Native / American Indian	0		
Asian / Pacific Islander	0		
Black	2		
White	4		
Hispanic / Latino	1		
Inventory	1		
Alaska Native / American Indian	0		
Asian / Pacific Islander	0		
Black	0		
White	0		
Hispanic / Latino	1		
Incident to arrest	17		
Alaska Native / American Indian	0		
Asian / Pacific Islander	0		
Black	3		
White	7		
Hispanic / Latino	7		
Was Contraband discovered?			
Yes	8	Did the finding result in arrest?	
		(total should equal previous column)	
Alaska Native / American Indian	0	Yes 0	No 0
Asian / Pacific Islander	0	Yes 0	No 0
Black	2	Yes 1	No 1
White	4	Yes 2	No 2
Hispanic / Latino	2	Yes 1	No 1
No	18		
Alaska Native / American Indian	0		
Asian / Pacific Islander	0		
Black	3		
White	8		
Hispanic / Latino	7		

Description of contraband	
Drugs	5
Alaska Native / American Indian	0
Asian / Pacific Islander	0
Black	1
White	3
Hispanic / Latino	1
Weapons	0
Alaska Native / American Indian	0
Asian / Pacific Islander	0
Black	0
White	0
Hispanic / Latino	0
Currency	0
Alaska Native / American Indian	0
Asian / Pacific Islander	0
Black	0
White	0
Hispanic / Latino	0
Alcohol	3
Alaska Native / American Indian	0
Asian / Pacific Islander	0
Black	1
White	1
Hispanic / Latino	1
Stolen property	0
Alaska Native / American Indian	0
Asian / Pacific Islander	0
Black	0
White	0
Hispanic / Latino	0
Other	0
Alaska Native / American Indian	0
Asian / Pacific Islander	0
Black	0
White	0
Hispanic / Latino	0
Result of the stop	
Verbal warning	3554

Alaska Native / American Indian	8
Asian / Pacific Islander	46
Black	426
White	2488
Hispanic / Latino	586
Written warning	257
Alaska Native / American Indian	3
Asian / Pacific Islander	1
Black	41
White	182
Hispanic / Latino	30
Citation	707
Alaska Native / American Indian	0
Asian / Pacific Islander	2
Black	91
White	480
Hispanic / Latino	134
Written warning and arrest	19
Alaska Native / American Indian	0
Asian / Pacific Islander	0
Black	5
White	13
Hispanic / Latino	1
Citation and arrest	7
Alaska Native / American Indian	0
Asian / Pacific Islander	0
Black	1
White	2
Hispanic / Latino	4
Arrest	22
Alaska Native / American Indian	0
Asian / Pacific Islander	0
Black	5
White	11
Hispanic / Latino	6
Arrest based on	
Violation of Penal Code	3
Alaska Native / American Indian	0
Asian / Pacific Islander	0

Black	1
White	1
Hispanic / Latino	1
Violation of Traffic Law	3
Alaska Native / American Indian	0
Asian / Pacific Islander	0
Black	1
White	2
Hispanic / Latino	0
Violation of City Ordinance	0
Alaska Native / American Indian	0
Asian / Pacific Islander	0
Black	0
White	0
Hispanic / Latino	0
Outstanding Warrant	42
Alaska Native / American Indian	0
Asian / Pacific Islander	0
Black	9
White	23
Hispanic / Latino	10

Was physical force resulting in bodily injury used during stop?

Yes	0
Alaska Native / American Indian	0
Asian / Pacific Islander	0
Black	0
White	0
Hispanic / Latino	0
Resulting in Bodily Injury To:	
Suspect	0
Officer	0
Both	0
No	4566
Alaska Native / American Indian	11
Asian / Pacific Islander	49
Black	569
White	3176
Hispanic / Latino	761

Number of complaints of racial profiling

Total	0
Resulted in disciplinary action	0
Did not result in disciplinary action	0

Section VI, Item C.

Comparative Analysis

Use TCOLE's auto generated analysis	<input checked="" type="checkbox"/>
Use Department's submitted analysis	<input type="checkbox"/>

Optional Narrative

N/A

Submitted electronically to the



The Texas Commission on Law Enforcement

Racial Profiling Analysis Report

RICHWOOD POLICE DEPT.

01. Total Traffic Stops:	4566	
02. Location of Stop:		
a. City Street	1898	41.57%
b. US Highway	996	21.81%
c. County Road	4	0.09%
d. State Highway	1668	36.53%
e. Private Property or Other	0	0.00%
03. Was Race known prior to Stop:		
a. NO	4559	99.85%
b. YES	7	0.15%
04. Race or Ethnicity:		
a. Alaska/ Native American/ Indian	11	0.24%
b. Asian/ Pacific Islander	49	1.07%
c. Black	569	12.46%
d. White	3176	69.56%
e. Hispanic/ Latino	761	16.67%
05. Gender:		
a. Female	1779	38.96%
i. Alaska/ Native American/ Indian	2	0.04%
ii. Asian/ Pacific Islander	14	0.31%
iii. Black	242	5.30%
iv. White	1254	27.46%
v. Hispanic/ Latino	267	5.85%
b. Male	2787	61.04%
i. Alaska/ Native American/ Indian	9	0.20%
ii. Asian/ Pacific Islander	35	0.77%
iii. Black	327	7.16%
iv. White	1922	42.09%
v. Hispanic/ Latino	494	10.82%
06. Reason for Stop:		
a. Violation of Law	9	0.20%
i. Alaska/ Native American/ Indian	0	0.00%
ii. Asian/ Pacific Islander	0	0.00%

Racial Profiling Analysis Report

iii. Black	1	11.11%
iv. White	6	66.67%
v. Hispanic/ Latino	2	22.22%
b. Pre-Existing Knowledge	1	0.02%
i. Alaska/ Native American/ Indian	0	0.00%
ii. Asian/ Pacific Islander	0	0.00%
iii. Black	0	0.00%
iv. White	1	100.00%
v. Hispanic/ Latino	0	0.00%

c. Moving Traffic Violation	3795	83.11%
i. Alaska/ Native American/ Indian	9	0.24%
ii. Asian/ Pacific Islander	44	1.16%
iii. Black	461	12.15%
iv. White	2703	71.23%
v. Hispanic/ Latino	181	4.77%

d. Vehicle Traffic Violation	761	16.67%
i. Alaska/ Native American/ Indian	2	0.26%
ii. Asian/ Pacific Islander	5	0.66%
iii. Black	107	14.06%
iv. White	466	61.24%
v. Hispanic/ Latino	181	23.78%

07. Was a Search Conducted:

a. NO	4540	99.43%
i. Alaska/ Native American/ Indian	11	0.24%
ii. Asian/ Pacific Islander	49	1.08%
iii. Black	564	12.42%
iv. White	3164	69.69%
v. Hispanic/ Latino	752	16.56%
b. YES	26	0.57%
i. Alaska/ Native American/ Indian	0	0.00%
ii. Asian/ Pacific Islander	0	0.00%
iii. Black	5	19.23%
iv. White	12	46.15%
v. Hispanic/ Latino	9	34.62%

08. Reason for Search:

a. Consent	1	0.02%
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Racial Profiling Analysis Report

i. Alaska/ Native American/ Indian	0	0.00%
ii. Asian/ Pacific Islander	0	0.00%
iii. Black	0	0.00%
iv. White	1	100.00%
v. Hispanic/ Latino	0	0.00%
b. Contraband in Plain View	0	0.00%
i. Alaska/ Native American/ Indian	0	
ii. Asian/ Pacific Islander	0	
iii. Black	0	
iv. White	0	
v. Hispanic/ Latino	0	
c. Probable Cause	7	0.15%
ii. Alaska/ Native American/ Indian	0	0.00%
i. Asian/ Pacific Islander	0	0.00%
iii. Black	2	28.57%
iv. White	4	57.14%
v. Hispanic/ Latino	1	14.29%
d. Inventory	1	0.02%
i. Alaska/ Native American/ Indian	0	0.00%
ii. Asian/ Pacific Islander	0	0.00%
iii. Black	0	0.00%
iv. White	0	0.00%
v. Hispanic/ Latino	1	100.00%
e. Incident to Arrest	17	0.37%
i. Alaska/ Native American/ Indian	0	0.00%
ii. Asian/ Pacific Islander	0	0.00%
iii. Black	3	17.65%
iv. White	7	41.18%
v. Hispanic/ Latino	7	41.18%

09. Was Contraband Discovered:

YES	8	0.18%
i. Alaska/ Native American/ Indian	0	0.00%
Finding resulted in arrest - YES	0	
Finding resulted in arrest - NO	0	
ii. Asian/ Pacific Islander	0	0.00%
Finding resulted in arrest - YES	0	
Finding resulted in arrest - NO	0	
iii. Black	2	25.00%

Racial Profiling Analysis Report

Finding resulted in arrest - YES	1	
Finding resulted in arrest - NO	1	
iv. White	4	50.00%
Finding resulted in arrest - YES	2	
Finding resulted in arrest - NO	2	
v. Hispanic/ Latino	2	25.00%
Finding resulted in arrest - YES	1	
Finding resulted in arrest - NO	1	
b. NO	18	0.39%
i. Alaska/ Native American/ Indian	0	0.00%
i. Asian/ Pacific Islander	0	0.00%
iii. Black	3	16.67%
iv. White	8	44.44%
v. Hispanic/ Latino	7	38.89%

10. Description of Contraband:

a. Drugs	5	0.11%
i. Alaska/ Native American/ Indian	0	0.00%
ii. Asian/ Pacific Islander	0	0.00%
iii. Black	1	20.00%
iv. White	3	60.00%
v. Hispanic/ Latino	1	20.00%
b. Currency	0	0.00%
i. Alaska/ Native American/ Indian	0	
ii. Asian/ Pacific Islander	0	
iii. Black	0	
iv. White	0	
v. Hispanic/ Latino	0	
c. Weapons	0	0.00%
i. Alaska/ Native American/ Indian	0	
ii. Asian/ Pacific Islander	0	
iii. Black	0	
iv. White	0	
v. Hispanic/ Latino	0	
d. Alcohol	3	0.07%
i. Alaska/ Native American/ Indian	0	0.00%
ii. Asian/ Pacific Islander	0	0.00%
iii. Black	1	33.33%
iv. White	1	33.33%

Racial Profiling Analysis Report

v. Hispanic/ Latino	1	33.33%
e. Stolen Property	0	0.00%
i. Alaska/ Native American/ Indian	0	
ii. Asian/ Pacific Islander	0	
iii. Black	0	
iv. White	0	
v. Hispanic/ Latino	0	
f. Other	0	0.00%
i. Alaska/ Native American/ Indian	0	
i. Asian/ Pacific Islander	0	
iii. Black	0	
iv. White	0	
v. Hispanic/ Latino	0	

11. Result of Stop:

a. Verbal Warning	3554	77.84%
i. Alaska/ Native American/ Indian	8	0.23%
ii. Asian/ Pacific Islander	46	1.29%
iii. Black	426	11.99%
iv. White	2488	70.01%
v. Hispanic/ Latino	586	16.49%
b. Written Warning	257	5.63%
i. Alaska/ Native American/ Indian	3	1.17%
ii. Asian/ Pacific Islander	1	0.39%
iii. Black	41	15.95%
iv. White	182	70.82%
v. Hispanic/ Latino	30	11.67%
c. Citation	707	15.48%
i. Alaska/ Native American/ Indian	0	0.00%
ii. Asian/ Pacific Islander	2	0.28%
iii. Black	91	12.87%
iv. White	480	67.89%
v. Hispanic/ Latino	134	18.95%
d. Written Warning and Arrest	19	0.42%
i. Alaska/ Native American/ Indian	0	0.00%
ii. Asian/ Pacific Islander	0	0.00%
iii. Black	5	26.32%
iv. White	13	68.42%
v. Hispanic/ Latino	1	5.26%

Racial Profiling Analysis Report

e. Citation and Arrest	7	0.15%
i. Alaska/ Native American/ Indian	0	0.00%
ii. Asian/ Pacific Islander	0	0.00%
iii. Black	1	14.29%
iv. White	2	28.57%
v. Hispanic/ Latino	4	57.14%
f. Arrest	22	0.48%
i. Alaska/ Native American/ Indian	0	0.00%
ii. Asian/ Pacific Islander	0	0.00%
iii. Black	5	22.73%
iv. White	11	50.00%
v. Hispanic/ Latino	6	27.27%
12. Arrest Based On:		
a. Violation of Penal Code	3	0.07%
i. Alaska/ Native American/ Indian	0	0.00%
ii. Asian/ Pacific Islander	0	0.00%
iii. Black	1	33.33%
iv. White	1	33.33%
v. Hispanic/ Latino	1	33.33%
b. Violation of Traffic Law	3	0.07%
i. Alaska/ Native American/ Indian	0	0.00%
ii. Asian/ Pacific Islander	0	0.00%
iii. Black	1	33.33%
iv. White	2	66.67%
v. Hispanic/ Latino	0	0.00%
c. Violation of City Ordinance	0	0.00%
i. Alaska/ Native American/ Indian	0	
ii. Asian/ Pacific Islander	0	
iii. Black	0	
iv. White	0	
v. Hispanic/ Latino	0	
d. Outstanding Warrant	42	0.92%
i. Alaska/ Native American/ Indian	0	0.00%
ii. Asian/ Pacific Islander	0	0.00%
iii. Black	9	21.43%
iv. White	23	54.76%
v. Hispanic/ Latino	10	23.81%

Racial Profiling Analysis Report

13. Was Physical Force Used:

a. NO	4566	100.00%
i. Alaska/ Native American/ Indian	11	0.24%
ii. Asian/ Pacific Islander	49	1.07%
iii. Black	569	12.46%
iv. White	3176	69.56%
v. Hispanic/ Latino	761	16.67%
b. YES	0	0.00%
i. Alaska/ Native American/ Indian	0	
ii. Asian/ Pacific Islander	0	
iii. Black	0	
iv. White	0	
v. Hispanic/ Latino	0	
b 1. YES: Physical Force Resulting in Bodily Injury to Suspect	0	
b 2. YES: Physical Force Resulting in Bodily Injury to Officer	0	
b 3. YES: Physical Force Resulting in Bodily Injury to Both	0	

14. Total Number of Racial Profiling Complaints Received: 0

REPORT DATE COMPILED 02/06/2024

MINUTES

RICHWOOD CITY COUNCIL MEETING

Monday, January 08, 2024 at 6:00 PM

BE IT KNOWN THAT a City of Richwood City Council will meet Monday, January 8, 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

Mayor Durham led the invocation.

III. PLEDGES OF ALLEGIANCE

Mayor Durham led the pledges.

IV. ROLL CALL OF COUNCIL MEMBERS

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

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

V. PUBLIC COMMENTS

There was no public comment.

VI. CONSENT AGENDA

A. Approval of minutes from regular meeting held December 11, 2023.

Motion to approve.

Motion made by Rory Escalante, Seconded by Mike Challenger.

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

VII. DISCUSSION AND ACTION ITEMS

A. Discussion, on-site inspection, and possible action regarding the City of Richwood service center and P.K. Forrest Building.

(The City Council will travel to 720 N. Mahan to inspect the service center and community building.)

Discussion held on current facilities and future expansion needs.

Discussion held on the financial implications of discontinuing the use of the P.K. Forrest Building.

- B. Discussion regarding the status of the City of Richwood's wastewater treatment plant.
Clif Custer, Public Works Director, presented.
Discussion held on Richwood usage percentage of the WWTP.
Discussion held on technology/meters and usage.
Discussion was held on leakage and where we are seeing the issue occur.
Discussion held on possible expansions.
Discussion only, no action.

- C. Discuss and consider Ordinance 24-514, calling the May 4, 2024, General Election and approving a joint election agreement with Brazoria County.
Kirsten Garcia, City Secretary, presented.
Approve Ordinance 24-514, calling the May 4, 2024 General Election and approving a joint election agreement with Brazoria County.
Motion made by Mike Johnson, Seconded by Amanda Reynolds.
Voting Yea: Mike Johnson, Mike Challenger, Amanda Reynolds, Rory Escalante, Jeremy Fountain

- D. Consider items removed from the consent agenda
No items were removed.

VIII. CAPITAL IMPROVEMENT PROJECTS UPDATE

Clif Custer presented.

IX. CITY MANAGER'S REPORT

No report.

X. COUNCIL MEMBER COMMENTS & REPORTS

Mike Johnson stated he was glad the holidays are over, and everyone is back together to get business done.
Mike Challenger stated that with the new year, it's not a bad idea to think about what we can do better in 2024. He added that he would like to see us work better as a team and he is looking forward to it.
Rory Escalante wished everyone a happy new year.

XI. MAYOR'S REPORT

The Mayor reported on the storms and stated that he hopes everyone stays safe.

XII. ITEMS OF COMMUNITY INTEREST

Kirsten Garcia, City Secretary, updated the public regarding the Christmas Tree drive that the City is assisting the City of Surfside with.

XIII. FUTURE AGENDA ITEMS

Personnel Policy

Special meeting next 23rd 6 p.m. - executive session

Details for community building

XIV. ADJOURNMENT

Being there no further business, the meeting was adjourned at 7:25 p.m.

These minutes were read and approved on the 12th day of February 2024.

Mayor

ATTEST:

City Secretary

MINUTES

RICHWOOD CITY COUNCIL SPECIAL MEETING

Tuesday, January 23, 2024 at 6:00 PM

BE IT KNOWN THAT a City of Richwood City Council will meet Tuesday, January 23, 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

Tricia Ditto led the invocation.

III. PLEDGES OF ALLEGIANCE

Mayor Durham led the pledges.

IV. ROLL CALL OF COUNCIL MEMBERS

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

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

V. PUBLIC COMMENTS

There was no public comment.

VI. EXECUTIVE SESSION

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

1. Texas Municipal League Intergovernmental Risk Pool

The Council recessed into Executive Session at 6:03 p.m.

VII. ACTION AS A RESULT OF EXECUTIVE SESSION

The Council reconvened at 6:43 p.m.

No action taken.

VIII. CITY MANAGER'S REPORT

Eric presented an update regarding possible grants, code enforcement/fire marshal vehicles, Oakwood Shores streets, and CPR training for staff.

IX. COUNCIL MEMBER COMMENTS & REPORTS

Mike Johnson advised the Council that CCPD will meet on Thursday.

X. MAYOR'S REPORT

The Mayor reported on statewide elections and congratulated KRB for their GCAA recognition.

XI. ITEMS OF COMMUNITY INTEREST

Kirsten Garcia, City Secretary, reported on elections.

Mike Challenger reported information on the STEAR program for residents needing assistance during emergency events.

XII. FUTURE AGENDA ITEMS

Audit

Personnel Policy

Civic Center / Manpower

Playground Equipment

GPS unit for machinery

XIII. ADJOURNMENT

Being there was no further business, the meeting was adjourned at 6:51 p.m.

These minutes were read and approved on the 12th day of February 2024.

Mayor

ATTEST:

City Secretary

RESOLUTION 2024-R-82**RESOLUTION EXPRESSING SUPPORT FOR THE BRAZOSPORT WATER SUPPLY CORPORATION RESERVOIR PROJECT AND CONTAINING OTHER PROVISIONS RELATING TO THE SUBJECT**

WHEREAS, the Brazosport Water Authority (the “Authority”) was created by 1985 Tex. Laws, Reg. Sess., Ch. 449 at 3063, as amended, under the authority of Article XIV, Section 59 of the Texas Constitution, and the boundaries of the Authority have not been in any way changed or altered since the enactment of Chapter 449, Acts of the 69th Legislature of Texas, Regular Session, 1985. The Authority has entered into a take-or-pay water supply contract (the “Contract”), dated February 20, 1987, with seven member cities of the Authority (each a “Member City”), including the City of Richwood (the “City”), under the terms of which the Member Cities are collectively obligated to make payments to the Authority sufficient to pay Operating Costs (as defined in the Contract), and such Contract remains in full force and effect;

WHEREAS, the Brazosport Water Supply Corporation (the “Corporation”) is a public instrumentality and water supply corporation created pursuant to the provisions of Chapter 67, Texas Water Code (the “Act”), for the benefit of the Authority, in cooperation with The Dow Chemical Company (“Dow”);

WHEREAS, the Corporation is a duly constituted authority and instrumentality of the Authority within the meaning of those terms in the Regulations of the Department of the Treasury and the rulings of the Internal Revenue Service (the “IRS”) prescribed and promulgated pursuant to Section 103 of the Internal Revenue Code of 1986, as amended (the “Code”);

WHEREAS, the Corporation is authorized by the Act to issue bonds and notes for any project or improvement authorized by the Act and is authorized to act on behalf of the Authority under its bylaws;

WHEREAS, the Corporation, the Authority, and Dow are located in Brazoria County, Texas and the Authority and Dow currently utilize the Harris Reservoir with a storage capacity of 10,000-acre feet of surface water primarily drawn from the Brazos River;

WHEREAS, given the uncertain flow of the Brazos River and the growing population of Brazoria County, the Authority and Dow face increasing need for the storage of water to accommodate any inconsistencies of water available from river flow;

WHEREAS, the Authority and Dow determined that it is in each of their best interest to develop additional storage capacity through a 51,000 acre-foot reservoir to be constructed adjacent to the existing Harris Reservoir in Brazoria County, Texas, a 150,000 gallons per minute pumping station, and ancillary assets to provide water to the Authority and Dow, including necessary land and work product purchases, together with such extensions, enlargements and modifications as may be required in the future or as may be necessary to comply with any regulatory requirements, and to act in such other purposes in connection with the foregoing as may be authorized under the Corporation’s bylaws and the Act (the “BWSC Reservoir Project”);

WHEREAS, the BWSC Reservoir Project will, with the Authority and Dow as its customers, serve Brazoria County and southern Fort Bend County, including the City and the Cities of Angleton, Brazoria, Clute, Freeport, Lake Jackson, Oyster Creek, and Rosenberg, two Texas Department of Criminal Justice prison units, and the industrial base of Brazoria County;

WHEREAS, Brazoria County and Fort Bend Counties are among the counties with the fastest growing populations in Texas and the BWSC Reservoir Project will, through the Authority and Dow, provide the requisite water for new residential and commercial customers;

WHEREAS, the BWSC Reservoir Project will enhance and stabilize the Texas economy because it will provide significantly increased water security for the petrochemical industry of southern Brazoria County;

WHEREAS, as documented by the Authority, the BWSC Reservoir Project is part of the Texas Water Development Board’s (the “TWDB”) 2022 State Water Plan and will relieve water storage pressure in the Brazos River basin during drought periods by providing increased storage capacity near the Gulf of Mexico and relieving the peak demand on current reservoirs upstream in Central and North Texas;

WHEREAS, the Corporation has filed an application for financial assistance under the Texas Water Development Fund (“DFund”) in an amount not to exceed \$2,500,000.00 and has filed an abridged application under the State Water Implementation Fund for Texas (“SWIFT”) with the TWDB in an amount not to exceed \$750,000,000.00, for financial assistance to finance the costs of the BWSC Reservoir Project for up to five years;

WHEREAS, the City acknowledges that although the Authority will not issue Bonds (as defined in the Contract) for the BWSC Reservoir Project, the Authority will pay fees for water storage, which will be included among the Authority’s Operating Costs (as defined in the Contract) and accounted for in the City’s annual water rate from the Authority;

WHEREAS, the City acknowledges that partnering with Dow in the BWSC Reservoir Project will save the City approximately \$4,760,000 as compared to pursuing a reservoir project with the Authority alone; and

WHEREAS, as a Member City, the City desires to express support for the BWSC Reservoir Project and finds the BWSC Reservoir Project to be necessary, feasible, and desirable to the City.

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

1. The recitals to this Resolution are hereby approved and incorporated herein for all purposes, including the defined terms contained therein.
2. The City hereby expresses its support for the BWSC Reservoir Project, including the Corporation’s applications for DFund and SWIFT with TWDB, and finds the financing and construction of the BWSC Reservoir Project in the best interest of the City.

3. The City hereby authorizes the Mayor or his designee to take all actions and do all other things, as may be necessary, desirable, or appropriate to carry out or assist in carrying out the purposes of this Resolution.

4. It is hereby officially found and determined that the meeting at which this Resolution was adopted was open to the public, and that public notice of the time, place and purpose of said meeting was given, all as required by the Texas Open Meetings Act.

PASSED AND APPROVED on this 12th day of February 2024.

Michael Durham, Mayor

ATTEST:

Kirsten Garcia, City Secretary

City of Richwood — TEXAS —

AGENDA MEMORANDUM

CONTACT: Kirsten Garcia, City Secretary

SUBJECT: Approval of amendments to the City of Richwood Personnel Policy.

SUMMARY: Consider approving amendments to the personnel policy as it pertains to employee leave.

BACKGROUND INFORMATION:

Due to recent insurance issues, the staff proposed amending current policies to align with benefit eligibility.

ISSUE:

Policy #901: Staff feels the City should allow accrual of sick time from the date of hire, allowing some grace to newer employees during their 180-day probation period. Vacation accruals will remain the same, and employees will be eligible to accrue vacation once they have completed their probationary period.

Policy # 902: The presented amendment removes the language regarding the probationary period, aligning with amendments to #901

Policy #904: This amendment allows department directors to request documentation for employees to return to work after illness.

Policy #1001: This amendment removes the language regarding the city's self-insurance for workers' compensation through TML. However, we have not been under the TML umbrella for Work Comp for quite some time.

Policy #1004: This is directly related to eligibility for benefits. The new language proposed allows employees time off without pay should they run out of paid leave, so long as they do not fall below full-time status. Should they fall below full-time status, they will no longer be eligible for the benefits of a full-time employee.

FISCAL IMPACT: None

Thank you,



Kirsten Garcia

Section: Sick Leave Provisions
Policy: Eligibility for Sick Leave
Policy #: 901
Effective: April 2014
Revised: February 2024

ELIGIBILITY FOR SICK LEAVE

All Full-time Employees ~~who have completed their probationary period~~ are eligible to be paid sick leave **from the date of hire.**

Section: Sick Leave Provisions
Policy: Rate of Computation of Sick Leave
Policy #: 902
Effective: April 2014
Revised: February 2024

RATE OF COMPUTATION OF SICK LEAVE

Full-Time Employees ~~who have completed their probationary period of 180 days,~~ will earn sick leave at the rate of 8 hours per month. Temporary Employees who are also Part-Time Employees will not earn sick leave.

Section: Sick Leave Provisions
Policy: Documentation of Sick Leave
Policy #: 904
Effective: April 2014
Revised: February 2024

DOCUMENTATION OF SICK LEAVE

Human Resources (or employee performing those duties), **Department Director**, and/or the City Manager may require documentation by a licensed physician prior to return to work.

Section: Absences from the Job other than Sick Leave
Policy: Injuries on the Job
Policy #: 1001
Effective: April 2014
Revised: February 2024

INJURIES ON THE JOB

Employees who are injured in the course of performing their job for the service of the City shall be granted injury leave if the attending physician directs the Employee to refrain from working due to the particular nature and extent of the injury. The length of such leave will be determined by the attending physician, or the opinion of a second attending physician retained by the City, which leave shall not exceed a reasonable amount of time based on the injury and recommendation by the attending physician(s).

Employees injured on the job may choose their own attending physician or will be attended by a physician retained by the City if the Employee has no particular preference or is unable to make a decision. ~~The City of Richwood is self-insured for workers' compensation coverage through the Texas Municipal League Intergovernmental Risk Pool.~~ Any employee injured on the job will report the injury to their department head without any delay and will file a claim for workers' compensation benefits. Employees who fail to report an on-the-job injury will be subject to disciplinary action in accordance with the provisions of this manual.

The injured Employee will receive full pay from the City for the first twenty working days or 160 working hours following the time of the injury minus any amount of any Workman's Compensation benefits received by the Employee covering the first twenty working days.

Section: Absences from the Job other than Sick Leave
Policy: Additional Personal Leave without Pay
Policy #: 1004
Effective: April 2014
Revised: March 2015

ADDITIONAL PERSONAL LEAVE WITHOUT PAY

~~The Department Head of an Employee may under appropriate circumstances determined by the Department Head and approved by the City Manager, grant a leave of absence without pay for a period not to exceed ten (10) working days for a particular Employee. Permission for a leave of absence must be secured prior to the beginning of the leave of absence. Any leave of absence over (10) days must be approved by the City Council prior to the beginning of the leave.~~

The Department Head may grant incremental leave without pay to an employee under appropriate circumstances, subject to approval by the City Manager. However, the employee must maintain full-time status. If a Full-Time employee requires an extended leave of absence without pay that does not meet the eligibility criteria of the Family Medical Leave Act, they will no longer be considered a full-time employee and will lose the benefits associated with full-time employment. They will be categorized as a part-time employee.

City of Richwood — TEXAS —

AGENDA MEMORANDUM

CONTACT: Kirsten Garcia, City Secretary

SUBJECT: Playground Equipment Auction

SUMMARY: Consider approving staff to auction playground equipment at a lower reserve than previously submitted.

BACKGROUND INFORMATION:

The city has playground equipment purchased by our Beautification Committee that is not commercial grade and unusable in our parks.

ISSUE:

The equipment has been put up for auction twice by the staff, but unfortunately, we have not been able to meet the reserve of \$1000. The staff is now requesting that we set a reserve of \$500 so that the equipment can be sold while it is still in good condition. This is particularly important due to the elements it is currently exposed to. The staff would like to continue using govdeals.net as it handles all the logistics of payment and liability through their website, and no seller fees are involved.

ID ↑	Description	Bidders	Starting Bid	Bid Increment	Reserve	Bids	Hits	Visitors	Auction Started	Auction Ended	High Bid
1	Residential Wood Swing Set and 9' Geo Dome Climber	4	\$200.00	\$25.00	\$1,000.00	11	326	129	17 Nov 2023 03:18 PM ET	01 Dec 2023 06:00 PM ET	575.00

RECOMMENDATION: Council to approve lowering the auction reserve to \$500.00

Thank you,



Kirsten Garcia

ARPA Grant Breakdown

Matula and Matula (SWP) = \$593,000.00

Engineering = \$80,000.00

Texas Municipal and Industrial (Generators) = \$331,169.00

Engineering = \$76,670

Additional Engineering Fees (RPR, Topographical Survey) = \$35,330.00

Estimated Grant Admin. (6% Total Construction Cost) = \$55,450.00

Total Project Cost (Excluding any potential change orders) = \$1,171,619.00

Total ARPA Allocation = \$989,146.00

Approximate Available Accrued Interest from Series B GO Bond = \$168,000.00

Total Funding Deficit = \$14,473.00



Agenda Memorandum

Contact: Clif Custer

Subject: ARPA Generator Project Construction Contract Award

Summary: The allocation of funds awarded to Richwood from the American Rescue Plan Act Grant are funding water infrastructure upgrades as well as backup generator power for water and wastewater infrastructure. The first of two projects under Richwood's Grant umbrella being pump and piping improvements at the South Water Plant had a construction contract awarded in July of 23.

On 1/25/23 Richwood hosted a bid opening for the second of the two projects being backup generator power at Well #5 and the Richwood Service Center. Richwood received two sealed bids at the bid opening.

McDonald Municipal and Industrial = \$348,469.00

Texas Municipal and Industrial = \$331,169.00

Background Information:

Issue: It was understood by Staff and expressed to Council upon the conception of the ARPA project scope that the opinion of probable construction costs for the ARPA Grant Project was going to be close to the amount of Richwood's ARPA fund allocation. Possible cost increases and inflation between that time that cost opinions were presented and awarding of construction contracts most likely resulted in project cost overage totaling \$182,500.00. With Richwood's ARPA fund allocation and accrued interest from the Series B GO Bond, it is Staff's opinion that much of this cost overage can be covered.

Fiscal Impact: Current estimated fiscal impact to the City of Richwood totals \$14,500.00

Recommendation: I recommend Council make a motion to award Richwood's ARPA Generator Project, Contract 3-2023 to Texas Municipal and Industrial.



Agenda Memorandum

Contact: Clif Custer

Subject: Service Center Expansion Discussion

Summary: Over the past ten years, as Richwood has seen a significant increase in population, the department resources (infrastructure repair materials, equipment, vehicles, etc.) have increased as well. This increase of material and equipment has forced the department to construct several temporary sheds to store materials (piping, water/wastewater repair materials, mowers, etc.) in efforts to ensure that material and equipment remain undamaged by weather elements. Even with efforts to construct additional storage areas for materials and equipment, Public Works areas for storage of these assets to provide minimal protection from weathering are insufficient.

Background Information: During January’s Council Meeting, Council was escorted to the Service Center for an on-site explanation of how Public Works wishes to expand the existing facilities. With careful consideration, Public Works has tried to present options that we feel:

1. Satisfies our storage needs into the future.
2. Is the most financially feasible.
3. Has the lowest physical impact on Richwood’s existing property.
4. Has the least negative impact on the existing service center boundaries with regards to safely and effectively moving equipment.

The two options that were presented to Council were an expansion of one existing metal building or the decommissioning and modification of the current P.K Forrest Community Building. The only caveat to facilities expansion regardless of the method of expansion is the removal of Richwood’s obsolete fueling station.

The expansion of the existing metal building located on the service center property serves Public Works’ needs to a better degree than the modification of the existing P.K. Forrest

Community Building. However, it is the opinion of Public Works that the decommissioning of the community building is ultimately a positive move for Richwood in several ways. For this reason, Public Works would like to see both options implemented being the expansion of the existing metal building and decommissioning of the community building, even if both structures are not modified to serve for the service center expansion at the same time.

It is recommended to Council by Public Works that if Council wishes to sustain a community building within Richwood, a new building be constructed that is part of a Parks Master Plan noting construction processes and materials, ADA compliance, fire protection, sufficient and structurally sound parking, occupant capacity, etc. A further recommendation is additional dedicated staff to manage community building and grounds maintenance, Customer Service, and any facilitation of community building equipment to satisfy customer’s needs before and after their rental period.

The additional information that Council requested as part of this expansion proposal is included in the Agenda Packet.

Issue: Aging obsolete fueling station.

Fiscal Impact: \$20,000.00

Recommendation: I recommend that Council at minimum provide Staff with a preference to either proceed with the removal of the fueling station, or to include it in the FY25 Budget.





Council RFI for Service Center Expansion

Ratio of residents to nonresidents that are renting the Community Building (Use data from calendar year 2023).

The ratio of money collected from Community Building rentals to money expended on rounds, maintenance, paper goods, etc.

For calendar year 2023, we rented the building 55 times, 16 to residents (29% of total) and 39 to non-residents (71% of total). The fee for residents is \$150, non-residents \$175. The total collected was \$9,225. We had 6 resident cancelations and 4 non-resident cancelations that are not included in these totals.

Inclusive of weekend rounds, it's estimated that Public Works spends an average of 45 minutes per day dedicated to the regular upkeep of the building. This includes any cleaning duties, replacement of paper goods, plumbing maintenance, light replacement, etc.

Public Works estimated annual labor = \$8,700.00

Cleaning Supplies = \$700.00

Estimates for expansion of Service Center Top Shop and adding a roll up door on the south wall of the Community Building.

Service Center Top Shop Expansion (28.5 x 40 x 14) = \$70,600.00

Public Works would be requesting a additional \$10,000.00 to cover any expenses related to demolition of existing break room and tool room within the bottom shop of the Service Center. The funds would also serve to frame up the existing restroom area within the bottom shop and for any new plumbing fixtures such as sinks or toilets.

Develop a layout of proposed area to be fenced if Comm. Building were to be



repurposed for PW storage. Include fenced area, gate locations, and options for residents to be able to access the baseball field.



Estimates for fencing around the Comm. Building.

6-foot hurricane fence with slats and illustrated gates = \$24,000.00

Estimates for demolition of Richwood’s above-ground fueling station to include removal of any masonry, electrical, and fire protection. Make sure to illustrate to Council which portions of demolition PW can assume responsibility for.

RSB Environmental job scope includes:

- **Soil samples of soil near fuel containment.**
- **Washing of interior fuel containment area and collection and disposal of wash water.**
- **Removal, containment, and disposal of remaining fuel in both tanks.**
- **Washing of tank interiors and collection and disposal of wash water.**
- **Removal and disposal of both tanks including fill & vent piping as well as pumps.**

RSB Environmental = \$18,000.00

Public Works will assume responsibility for demolition of the front containment wall, disassembling of any fill & vent piping, as well as the removal of electrical equipment and fire protection system.

Public Works = \$2,000.00

Requested for any necessary toll rental or tools such as jack hammers, saw blades cutting tools, etc.