



CITY COUNCIL MEETING AGENDA

Monday, July 13, 2026 at 6:00 PM

Richwood City Hall, 1800 Brazosport Blvd. N.

BE IT KNOWN THAT a City of Richwood City Council will meet Monday, July 13, 2026, 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.

Pledge of Allegiance and Texas Pledge

IV. ROLL CALL OF COUNCIL MEMBERS

V. SWEAR IN NEW COUNCIL MEMBER

A. DuWayne Dunn, Position 3

VI. PUBLIC COMMENTS

Citizens are invited to address the City Council on agenda items prior to action being taken. All comments are subject to the following rules: Speakers must be recognized by the Chair and shall direct all remarks to the Chair. Comments must pertain to matters before the City Council, City business, or issues of community interest. Speakers are limited to three (3) minutes and may speak only once per agenda item. A designated representative of a group may be allowed up to five (5) minutes. Time may not be transferred to another speaker. Speakers shall conclude their remarks when their time has expired. Profane, vulgar, or abusive language and personal attacks will not be tolerated.

In accordance with the Texas Open Meetings Act, the City Council will not engage in discussion or take action on items not posted on the agenda; however, the Mayor may direct staff to follow up as appropriate.

VII. CONSENT AGENDA

All items listed under the Consent Agenda are considered routine and may be enacted with one motion. There will be no separate discussion unless requested by a Council Member, in which case the item will be removed and considered separately.

A. Budget Report, June 2026

VIII. FISCAL YEAR 2027 BUDGET WORKSHOP

IX. DISCUSSION AND ACTION ITEMS

A. Discussion and possible action regarding a proposed Volunteer Firefighter Pay-Per-Call Incentive Program, including providing direction to staff for consideration of policy adoption at a future meeting.

B. Discussion and possible direction regarding proposed amendments to Chapter 14, Article IV of the Code of Ordinances governing outdoor burning and burn permits.

- C. Discussion and possible action regarding Ordinance No. 26-541 adopting the 2021 International Property Maintenance Code (IPMC) and amending Chapter 6, Article 2, Section 6-23 of the City of Richwood Code of Ordinances.
- D. Discussion and possible action regarding the Waste Connections solid waste collection service agreement, including automatic renewal, issuance of a Request for Proposals (RFP), or authorizing the City Manager to execute a multi-year contract extension.
- E. Discussion and possible action regarding Resolution No. 26-R-7 authorizing the submission of an application to the Texas Water Development Board for funding assistance for an elevated water storage tower project, approving TWDB Forms 0201, 0201A, and 0201B, and authorizing execution of the required application documents.
- F. Consider and take possible action on approving the Reverse Wire (Draw Down) Authorization for HR&P and authorizing the City Manager to execute all necessary documents required to establish the service.
- G. Discussion and direction regarding proposed amendments to the City's Fee Schedule.
- H. Consider items removed from consent agenda

X. EXECUTIVE SESSION

Executive Session pursuant to Texas Government Code §§ 551.071 and 551.074 to consult with the City Attorney regarding the City's legal services agreement and to deliberate the evaluation and compensation of the City Attorney, including proposed revisions to the contracted hourly billing rates.

1. Discussion regarding the City's legal services agreement, including proposed revisions to contracted hourly billing rates.

XI. ACTION AS A RESULT OF EXECUTIVE SESSION

Executive Session pursuant to Texas Government Code §§ 551.071 and 551.074 to consult with the City Attorney regarding the City's legal services agreement and to deliberate the evaluation and compensation of the City Attorney, including proposed revisions to the contracted hourly billing rates.

Discussion and possible action regarding the City's legal services agreement, including approval of revisions to the contracted hourly billing rates, following Executive Session.

XII. CAPITAL IMPROVEMENT PROJECTS UPDATE

XIII. CITY MANAGER'S REPORT

XIV. COUNCIL MEMBER COMMENTS & REPORTS

XV. MAYOR'S REPORT

XVI. ITEMS OF COMMUNITY INTEREST

Pursuant to Section 551.0415 of the Texas Government Code, Items of Community Interest may include expressions of thanks, congratulations, or condolences; information regarding holiday schedules; honorary or salutary recognition of public officials, employees, or citizens; reminders about upcoming events; and announcements involving an imminent threat to public health and safety. No discussion or action will be taken on these items.

XVII. FUTURE AGENDA ITEMS

XVIII. 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, Laura Tyner, do hereby certify that I did, on July 07, 2026 at 05:00 PM post this notice of meeting on the bulletin board at 1800 N. Brazosport Blvd., Richwood, TX, in compliance with the Texas Open Meetings Law.

Laura Tyner, City Secretary
City of Richwood



AGENDA MEMORANDUM – JULY 13, 2026

ITEM # CONSENT

CONTACT: Patricia Ditto, Finance Director

SUBJECT: Monthly Budget Summary Report

SUMMARY: Receive and/or approve the May 2026 Budget Report

BACKGROUND INFORMATION:

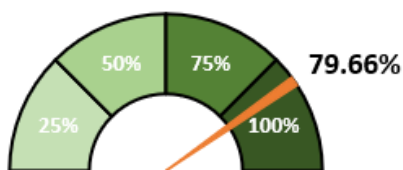
The information provided is for the FY 2025-2026 budget period, month ending May 31, 2026. This summary highlights several key points related to the current month's activity for the General Fund and for the Water and Sewer Enterprise Fund. The attached report is unaudited, and this month may include corrections from prior months.

DISCUSSION:

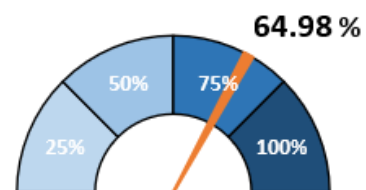
Attached is the budget report for May 2026, which is the eighth month of Fiscal Year 2026. 66.7% of the year has passed. The report reflects the original budget as approved for FY26 as well as the revised budget reflecting all budget amendments approved by council since the original budget was approved. *This budget report is a preliminary report reflecting current year-to-date figures that are unaudited and may be adjusted at a future time.* Some year-end adjustments may have occurred before this report was completed. However, not all year-end adjustments have been made.

10-General Fund

As of May 31, 2026, General Fund revenues total \$3,080,232. General Fund expenditures total \$2,223,451.



General Fund Revenue as % of Budget



General Fund Expenditures as % of Budget

Revenue (GF)

Total Revenue collected in the General fund is 79.66% of budget projection.

- M & O (Maintenance and Operations) Property tax (including current, delinquent and penalties) received through the end of May is \$2,398,268, 93.77% of projected property taxes for the year. Property tax revenue comes in throughout the year, but the majority comes in during the months of December and January.

City of Richwood

TEXAS

- Sales Tax revenue received in May, in the amount of \$64,347, was earned in February. We are about 8.5% behind Sales Tax revenue from this time last year. Sales tax is received 2 months after it is earned. The revenue received in October and November 2025 was posted to revenue in FY25. Accordingly, the revenue earned in August and September 2025 will be posted as revenue for FY26 even though it will not be received by the city until October and November.

MONTH RECEIVED	FY 2024				FY 2025				FY 2026			
	GENERAL FUND	TRANS FUND	CCPD	TOTAL	GENERAL FUND	TRANS FUND	CCPD	TOTAL	GENERAL FUND	TRANS FUND	CCPD	TOTAL
DEC	50,390.06	12,597.52	12,174.92	75,162.50	63,965.34	15,991.34	15,454.48	95,411.16	54,581.90	13,645.48	13,542.77	81,770.15
JAN	51,357.01	12,839.25	12,379.34	76,575.60	60,852.21	15,213.05	14,755.29	90,820.55	50,543.33	12,635.83	12,473.83	75,652.99
FEB	62,500.92	15,625.23	15,222.16	93,348.31	65,052.40	16,263.10	15,706.32	97,021.82	59,954.36	14,988.59	14,882.47	89,825.42
MAR	47,160.51	11,383.28	11,790.13	70,333.92	54,904.86	13,726.22	13,212.84	81,843.92	51,047.94	12,761.99	12,509.47	76,319.40
APR	53,116.00	13,279.00	12,889.00	79,284.00	53,365.40	13,341.35	12,795.21	79,501.96	51,285.53	12,821.38	12,408.22	76,515.13
MAY	60,982.24	15,245.56	14,768.02	90,995.82	61,002.35	15,250.59	14,690.90	90,943.84	61,346.71	15,336.68	15,195.23	91,878.62
JUN	59,244.38	14,811.10	14,220.19	88,275.67	54,327.00	13,581.65	13,209.66	81,118.31				0.00
JUL	58,811.21	14,702.80	14,080.90	87,594.91	59,642.15	14,910.54	14,590.19	89,142.88				0.00
AUG	60,287.46	15,071.86	14,348.07	89,707.39	56,417.70	14,104.42	13,805.39	84,327.51				0.00
SEPT	83,755.58	20,943.90	20,354.70	125,054.18	55,289.31	13,822.33	13,468.69	82,580.33				0.00
OCT*	63,965.34	15,991.34	15,454.48	95,411.16	49,798.70	12,449.67	12,221.33	74,469.70				0.00
NOV*	60,852.21	15,213.05	14,755.29	90,820.55	57,108.76	14,277.19	14,173.32	85,559.27				0.00
YEAR TOTAL	712,422.92	177,703.89	172,437.20	1,062,564.01	691,726.18	172,931.45	168,083.62	1,032,741.25	328,759.77	82,189.95	81,011.99	491,961.71

- Permits and Licenses revenues total \$3,634 this month, YTD total of \$42,275. Last year at this time we had collected \$55,463.
- Municipal Court revenue for the month of May is \$5,634. Our YTD total is \$50,887, compared to \$60,832 at this point last year.
- Interest revenue is \$4,416 this month.

Expenditures (GF)

Expenditures in the General Fund are currently shown at \$2,223,451, 64.98% of budget. All departments are at appropriate spending levels for this time of year.

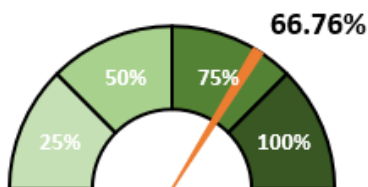
Transfers (GF)

Interfund transfers have been completed as budgeted.

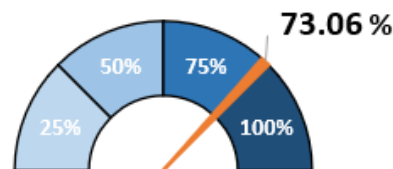
City of Richwood TEXAS

30-Water, Sewer, and Solid Waste Fund

Operating Revenues in May total \$2,099,039. Operating expenses are \$1,907,360.



Enterprise Fund Revenue as % of Budget



Enterprise Fund Operating Expense as % of Budget

Budgeted transfers have been completed.

RECOMMENDATION: Council approve May 2026 Budget Summary Report for General Fund and the Water & Sewer Enterprise Fund.

City of Richwood
Fiscal Year 2026 Operational Budget Report
10/1/2025 -09/30/2026

10 General Fund	Prior YTD	Current Period	Current YTD	Original Budget	Revised Budget	Remaining Budget	% Earned/Used
Revenue							66.7% of year
Taxes	2,734,030.45	86,872.36	2,842,969.10	3,463,644.00	3,463,644.00	620,674.90	82.08%
Property taxes, including delinquent & penalties	2,243,085.99	0.00	2,398,268.09	2,557,644.00	2,557,644.00		93.77%
Franchise Taxes	131,801.90	25,525.65	115,941.24	196,000.00	196,000.00		59.15%
Sales Tax	359,142.56	61,346.71	328,759.77	710,000.00	710,000.00		46.30%
Licenses and permits	55,462.76	3,634.00	42,274.78	81,150.00	81,150.00	38,875.22	52.09%
Intergovernmental revenue	11,556.91	0.00	3,303.84	10,000.00	10,000.00	6,696.16	33.04%
Charges for services - Municipal Bldg Rental	5,450.00	400.00	5,762.50	8,000.00	8,000.00	2,237.50	72.03%
Municipal Court Revenue	60,832.21	5,634.35	50,886.80	95,000.00	95,000.00	44,113.20	53.57%
Special Revenues	5,400.95	0.00	116.16	0.00	0.00	(116.16)	Ahead of Budget
Interest	41,569.34	4,415.84	20,704.16	55,000.00	55,000.00	34,295.84	37.64%
Miscellaneous revenue	118,372.14	11,438.50	114,214.79	154,000.00	154,000.00	39,785.21	74.17%
Inspection Fees	23,900.00	2,595.00	20,760.00	35,000.00	35,000.00		
Miscellaneous Income	25,559.11	30.00	24,275.05	15,000.00	15,000.00		
Parks & Recreation - Park Pavillion Rentals	875.00	375.00	1,675.00	1,500.00	1,500.00		
Parks & Recreation - Sports Field Rental	500.00	0.00	300.00	1,000.00	1,000.00		
Ambulance Fee Revenue	67,538.03	8,438.50	67,204.74	101,500.00	101,500.00		
Total Revenue	3,032,674.76	112,395.05	3,080,232.13	3,866,794.00	3,866,794.00	786,561.87	79.66%
Expenditures							
General Government							
Administration							
Personnel & Benefits	384,674.42	75,254.56	429,500.53	626,171.00	626,171.00	196,670.47	68.59%
Supplies	8,756.87	1,203.54	8,167.50	15,500.00	15,500.00	7,332.50	52.69%
Maintenance & Repair	12,830.12	488.18	3,675.25	6,000.00	6,000.00	2,324.75	61.25%
Utilities	13,123.60	1,285.41	9,919.78	17,900.00	17,900.00	7,980.22	55.42%
Professional Services	200,311.98	11,781.78	212,853.66	232,515.00	232,515.00	19,661.34	91.54%
Other Services	88,113.76	45,112.79	90,478.52	95,019.00	95,019.00	4,540.48	95.22%
Capital Equipment	2,536.90	883.54	3,015.32	7,155.00	7,155.00	4,139.68	42.14%
Total Administration	710,347.65	136,009.80	757,610.56	1,000,260.00	1,000,260.00	242,649.44	75.74%
Judicial							
Personnel & Benefits	7,459.04	413.54	6,858.12	12,129.00	12,129.00	5,270.88	56.54%
Supplies	230.24	0.00	193.55	150.00	150.00	(43.55)	Over Budget
Professional Services	12,617.50	1,640.00	14,114.50	18,150.00	18,150.00	4,035.50	77.77%
Other Services	185.00	0.00	140.00	500.00	500.00	360.00	28.00%
Total Judicial	20,491.78	2,053.54	21,306.17	30,929.00	30,929.00	9,622.83	68.89%
Permitting & Inspections							
Personnel & Benefits	19,460.00	3,541.00	17,623.68	35,000.00	35,000.00	17,376.32	50.35%
Supplies	0.00	0.00	0.00	500.00	500.00	500.00	0.00%
Other Services	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
Total Permitting & Inspections	19,460.00	3,541.00	17,623.68	35,500.00	35,500.00	17,876.32	49.64%
Special Revenue Expenditures							
Supplies	425.00	0.00	0.00	1,500.00	1,500.00	1,500.00	0.00%
Total Special Revenue Expenditures	425.00	0.00	0.00	1,500.00	1,500.00	1,500.00	0.00%
Total General Government	750,724.43	141,604.34	796,540.41	1,068,189.00	1,068,189.00	271,648.59	74.57%
Public Safety							
Police Department							
Personnel & Benefits	598,321.85	58,642.13	591,653.98	1,064,732.00	1,064,732.00	473,078.02	55.57%
Supplies	30,913.05	2,905.92	19,847.54	41,650.00	41,650.00	21,802.46	47.65%
Maintenance & Repair	31,077.79	230.47	14,561.10	32,100.00	32,100.00	17,538.90	45.36%
Utilities	5,675.64	807.88	6,191.53	6,600.00	6,600.00	408.47	93.81%
Professional Services	180,397.45	0.00	182,158.57	225,716.00	225,716.00	43,557.43	80.70%
Other Services	14,392.86	0.00	13,601.74	15,570.00	15,570.00	1,968.26	87.36%
Capital Equipment	3,111.82	152.28	(6,217.25)	3,654.00	3,654.00	9,871.25	-170.15%
Total Police Department	863,890.46	62,738.68	821,797.21	1,390,022.00	1,390,022.00	568,224.79	59.12%
Fire Department							
Personnel & Benefits	24,468.14	3,775.79	14,498.79	41,323.00	41,323.00	26,824.21	35.09%
Supplies	6,433.81	208.74	2,960.41	15,500.00	15,500.00	12,539.59	19.10%
Maintenance & Repair	20,225.94	275.25	15,312.91	49,000.00	49,000.00	33,687.09	31.25%

10 General Fund	Prior YTD	Current Period	Current YTD	Original Budget	Revised Budget	Remaining Budget	% Earned, Over Budget
Utilities	4,396.46	378.94	4,260.78	5,900.00	5,900.00	1,639.22	72.22%
Professional Services	125,120.00	0.00	134,096.50	177,569.00	177,569.00	43,472.50	75.52%
Other Services	42,543.52	17,181.05	43,160.11	44,460.00	44,460.00	1,299.89	97.08%
Capital Equipment	32,712.17	0.00	32,712.17	57,712.00	57,712.00	24,999.83	56.68%
Total Fire Department	255,900.04	21,819.77	247,001.67	391,464.00	391,464.00	144,462.33	63.10%
Code Enforcement							
Personnel & Benefits	51,229.00	6,118.22	47,215.70	87,222.00	87,222.00	40,006.30	54.13%
Supplies	1,391.33	410.15	1,593.02	3,900.00	3,900.00	2,306.98	40.85%
Maintenance & Repair	10.25	0.00	500.25	500.00	500.00		
Professional Services	0.00	0.00	879.49	1,000.00	1,000.00	120.51	87.95%
Other Services	702.59	0.00	579.55	811.00	811.00	231.45	71.46%
Total Code Enforcement	53,333.17	6,528.37	50,768.01	93,433.00	93,433.00	42,665.24	54.34%
Total Public Safety	1,173,123.67	91,086.82	1,119,566.89	1,874,919.00	1,874,919.00	755,352.11	59.71%
Public Works							
City Maintenance							
Personnel & Benefits	136,526.02	10,929.42	95,129.84	207,358.00	207,358.00	112,228.16	45.88%
Supplies	16,464.58	1,026.98	20,265.18	23,700.00	23,700.00	3,434.82	85.51%
Maintenance & Repair	111,687.50	7,398.42	59,084.38	57,860.00	57,860.00	(1,224.38)	Over Budget
Utilities	30,545.74	1,191.68	25,258.30	45,050.00	45,050.00	19,791.70	56.07%
Other Services	16,716.78	7,987.38	14,689.92	16,855.00	16,855.00	2,165.08	87.15%
Capital Equipment	60,635.16	0.00	57,980.55	75,000.00	75,000.00	17,019.45	77.31%
Total City Maintenance	372,575.78	28,533.88	272,408.17	425,823.00	425,823.00	153,414.83	63.97%
Parks and Recreation							
Supplies	4,087.26	844.74	2,759.12	5,250.00	5,250.00	2,490.88	52.55%
Maintenance & Repair	29,846.77	966.51	13,892.04	27,000.00	27,000.00	13,107.96	51.45%
Utilities	2,126.48	238.17	2,293.37	3,200.00	3,200.00	906.63	71.67%
Other Services	14,799.15	6,018.55	15,991.48	17,588.00	17,588.00	1,596.52	90.92%
Total Parks and Recreation	50,859.66	8,067.97	34,936.01	53,038.00	53,038.00	18,101.99	65.87%
Emergency/Disaster							
Personnel & Benefits	9,000.00	0.00	0.00	0.00	0.00	0.00	
Supplies	3,825.00	0.00	0.00	0.00	0.00	0.00	
Maintenance & Repair	61,413.57	0.00	0.00	0.00	0.00	0.00	
Professional Services	2,900.00	0.00	0.00	0.00	0.00	0.00	
Total Emergency/Disaster	77,138.57	0.00	0.00	0.00	0.00	0.00	0.00%
Miscellaneous	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
Total Expenditures	2,424,422.11	269,293.01	2,223,451.48	3,421,969.00	3,421,969.00	1,198,517.52	64.98%
Other Financing Sources and Uses							
Sources							
Transfers In	75,500.00	0.00	140,000.00	90,000.00	90,000.00	(50,000.00)	100.00%
Total Sources	75,500.00	0.00	140,000.00	90,000.00	90,000.00	(50,000.00)	Over Budget
Uses							
Transfers Out	395,000.00	0.00	434,825.00	434,825.00	434,825.00	0.00	100.00%
Total Uses	395,000.00	0.00	434,825.00	434,825.00	434,825.00	0.00	100.00%
Total Other Financing Sources and Uses	(319,500.00)	0.00	(294,825.00)	(344,825.00)	(344,825.00)	(50,000.00)	
Total - 10 GENERAL FUND	288,752.65	(156,897.96)	561,955.65	100,000.00	100,000.00	(461,955.65)	

Notes:

City of Richwood Operational Budget Report 10/1/2025 -09/30/2026							
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							66.7% of year
Sewer Department	680,924.84	88,142.73	715,207.27	1,047,118.00	1,047,118.00	331,910.73	68.30%
Water Department	1,051,092.07	139,428.82	1,118,000.95	1,698,999.00	1,698,999.00	580,998.05	65.80%
Solid Waste Department	265,429.71	33,499.00	265,831.00	398,000.00	398,000.00	132,169.00	66.79%
Total Operating income	1,997,446.62	261,070.55	2,099,039.22	3,144,117.00	3,144,117.00	1,045,077.78	66.76%
Operating expense							
Sewer Department							
Personnel & Benefits	137,148.92	17,938.73	156,492.45	224,768.00	224,768.00	68,275.55	69.62%
Supplies	5,358.35	989.86	7,118.54	9,000.00	9,000.00	1,881.46	79.09%
Maintenance & Repair	164,098.56	4,774.40	89,182.52	114,340.00	114,340.00	25,157.48	78.00%
Professional Services	308,240.97	0.00	348,431.25	485,000.00	485,000.00	136,568.75	71.84%
Other Services (insurance)	5,742.35	0.00	5,562.68	5,681.00	5,681.00	118.32	97.92%
Total Sewer Department	620,589.15	23,702.99	606,787.44	838,789.00	838,789.00	232,001.56	72.34%
Water Department							
Personnel & Benefits	221,556.08	32,520.18	260,764.14	365,866.00	365,866.00	105,101.86	71.27%
Supplies	27,860.70	3,351.94	28,022.22	33,900.00	33,900.00	5,877.78	82.66%
Maintenance & Repair	80,791.38	9,933.43	245,098.54	283,320.00	283,320.00	38,221.46	86.51%
Utilities	69,564.03	7,613.58	63,859.06	104,550.00	104,550.00	40,690.94	61.08%
Professional Services	48,168.01	0.00	51,035.09	95,500.00	95,500.00	44,464.91	53.44%
Other Services	378,810.46	115,731.43	392,990.98	525,141.00	525,141.00	132,150.02	74.84%
Capital Equipment	4,902.48	304.54	2,436.32	3,655.00	3,655.00	1,218.68	66.66%
Total Water Department	831,653.14	169,455.10	1,044,206.35	1,411,932.00	1,411,932.00	367,725.65	73.96%
Solid Waste Department							
Professional Services	218,863.66	30,116.73	256,366.57	360,000.00	360,000.00	103,633.43	71.21%
Total Solid Waste Department	218,863.66	30,116.73	256,366.57	360,000.00	360,000.00	103,633.43	71.21%
Total Operating expense	1,671,105.95	223,274.82	1,907,360.36	2,610,721.00	2,610,721.00	703,360.64	73.06%
Total Net Operating Income (Loss)	326,340.67	37,795.73	191,678.86	533,396.00	533,396.00	341,717.14	35.94%
Non-Operating Items							
Non-operating income							
Interest income	12,612.46	1,862.58	12,699.97	12,000.00	12,000.00	(699.97)	Ahead of Budget
Other income	3,747.14	401.40	1,427.67	2,500.00	2,500.00	1,072.33	57.11%
Transfers In	0.00	0.00	177,000.00	177,000.00	177,000.00	0.00	
Total Non-operating income	16,359.60	2,263.98	191,127.64	191,500.00	191,500.00	372.36	99.81%
Non-operating expense							
Debt Service	112,172.50	0.00	67,307.25	319,615.00	360,405.00	252,307.75	21.06%
Transfers Out	56,275.00	0.00	56,000.00	56,000.00	56,000.00	0.00	At Budget
Total Non-operating expense	168,447.50	0.00	123,307.25	375,615.00	416,405.00	293,097.75	32.83%
Depreciation Expense	0.00	0.00	0.00	300,000.00	300,000.00	300,000.00	0.00%
Total Non-Operating Items	(152,087.90)	2,263.98	67,820.39	(484,115.00)	(524,905.00)	592,725.39	Ahead of Budget
Total - 30 Water & Sewer Enterprise Fund	174,252.77	40,059.71	259,499.25	49,281.00	8,491.00	(251,008.25)	526.57%

Budget Amendments:

AGENDA MEMORANDUM

Item

TO: City Council, City Manager
FROM: Mark Guthrie Fire Chief
DATE: June 19, 2026
SUBJECT: Authorization and Implementation of Volunteer Firefighter Pay-Per-Call Incentive Program

1. Background & Statement of Need

Our volunteer firefighters sacrifice their personal safety, family time, and sleep to protect the citizens of our community. However, volunteering is not entirely free. Members routinely incur personal expenses for fuel, vehicle wear-and-tear, and apparel care just to respond to emergencies. Under our current system, our volunteers essentially "pay to volunteer." The proposed Pay-Per-Call program addresses several critical operational and equity challenges:

- **Utility Discount Disparity:** The City currently offers a municipal water bill discount to volunteer firefighters. However, members who live in apartments or multi-family complexes do not receive this benefit. The Pay-Per-Call program creates equity by ensuring all active responders are recognized regardless of their housing type.
- **Volunteer Retention:** As call volumes rise and personal scheduling demands increase, an active incentive program directly supports volunteer retention and stabilizes our roster.
- **Voluntary Participation:** This program includes an explicit opt-out provision. Any firefighter who wishes to maintain strict unpaid volunteer status may do so via a standard opt-out form.

2. Fiscal Impact Analysis

We have modeled the financial footprint of this program using both historical data and real-time 2026 tracking. The proposed rate structure matches standard regional baselines: **\$25.00 per emergency call** response and **\$15.00 per mandatory training meeting**. The proposed **\$20,000 line item** in the FY2026 budget is heavily insulated by realistic volunteer participation rates, ensuring we will not exceed budget boundaries.

Cost Projections & Budget Alignment

Metric / Scenario	Data Basis	Projected Annual Cost
Historical Baseline	Full 2024 Run Data	~\$21,675
FY2026 Proposed Budget Line Item	Fixed Allocation	\$20,000
Real-World Tracking (2026 Mid-Year)	27% Avg. Active Participation	~\$9,170 <i>(Projected annual total)</i>
Theoretical Maximum (100% Attendance)	Perfect-World Cap (All 9 Responders)	~\$30,330

Financial Takeaway: Because actual average response attendance hovers around 27% across our active roster, our current real-world spending tracks at roughly **\$9,170 annually**. The requested \$20,000 budget allocation provides a safe, comfortable buffer to accommodate an expected surge in volunteer turnout once the incentive goes live.

3. Accountability Framework

To ensure strict stewardship of public funds, the department will enforce an operational framework based on verified regional templates:

- **Member in good standing:** Member meets all department guidelines and participation matrix of 25% of calls, this is monitored monthly for a 12 month rolling period. Member will not be eligible for pay during periods of less than 25%.
- Member must meet applicable personnel standards of the City's Personnel guidelines
- **Response Thresholds:** Firefighters must arrive at the station within **15 minutes of dispatch** to receive credit.
- **Duty Completion:** Members must remain on scene or at the station to assist in placing apparatus back in service unless formally released by a commanding officer.
- **Officer Auditing:** Responding officers are required to return to the station post-incident and manually audit attendance logs within our firehouse management software, taking individual ownership of the credit list.
- **Disbursement Logistics:** Payouts will be processed and distributed on an **Annual** basis, preventing heavy weekly administrative overhead for city finance staff.

4. Recommendations

It is recommended that City Council take the following actions:

1. **Approve** the implementation of the Volunteer Firefighter Pay-Per-Call Incentive Program for the upcoming fiscal year.
2. **Authorize** the allocation of the proposed \$20,000 line item within the FY2026 Fire Department budget.
3. **Adopt** the response accountability guidelines to govern Annual disbursements.



AGENDA MEMORANDUM

CONTACT: Kirsten Garcia, City Manager

SUBJECT: Review and Discussion of Proposed Amendments to the Burn Permit Ordinance

SUMMARY: Review and discussion of proposed amendments to Chapter 14, Article IV of the Code of Ordinances relating to outdoor burning. The proposed amendments are intended to provide clearer policy direction for the administration of burn permits and to establish objective standards for permit issuance, denial, suspension, revocation, and appeals. Staff is seeking Council policy direction only. No action to adopt the ordinance is requested at this time.

BACKGROUND INFORMATION: The City's burn permit ordinance has remained largely unchanged since its original adoption in 1992, with revisions in 2000 and 2024 primarily related to permitting authority. Following a permitted burn that escaped containment and required a response from the Fire Department, Council discussed the City's burn permit process at its April meeting. While concerns were raised regarding public safety and the changing nature of development within the City, no amendments or additional policy directions were provided. Since that discussion, staff has continued administering the ordinance and has identified several areas where additional guidance would improve consistency and transparency in the permitting process.

ISSUE: The current ordinance authorizes the Fire Marshal, Fire Chief, or designee to issue burn permits but provides limited objective criteria for determining when a permit should be approved, denied, or conditioned. As residential development continues, particularly in areas such as Oakwood Shores, balancing the needs of property owners with the City's responsibility to protect public safety has become increasingly challenging. Without clearly defined standards, permit decisions may rely on subjective judgment, creating uncertainty for both staff and applicants. In addition, the current ordinance does not establish an administrative appeals process for applicants whose permits are denied or revoked. To facilitate Council's discussion, staff has prepared a draft ordinance for review that includes proposed provisions to:

- Establish objective criteria for evaluating burn permit applications;
- Authorize reasonable permit conditions based on weather, site conditions, and public safety;
- Define circumstances under which permits may be denied, suspended, or revoked;
- Clarify staff authority when conditions become unsafe; and
- Establish an administrative appeals process for permit decisions.

The draft ordinance is intended as a working document to assist Council in evaluating potential policy changes and does not represent a recommendation for adoption in its current form.

FISCAL IMPACT: None at this time. Depending on the policy direction provided by Council, there may be minimal future costs associated with implementation. For example, if Council elects to require on-site inspections by the Fire Marshal or designee prior to authorizing a burn, additional personnel time or compensation may be necessary.

RECOMMENDATION: Review the draft ordinance and provide policy direction regarding any desired revisions to the City's burn permit process. Following Council's discussion, staff will incorporate the direction provided, coordinate with the City Attorney as appropriate, and present a final ordinance for consideration at a future meeting.

Thank you,

A handwritten signature in blue ink that reads "K. Garcia". The signature is written in a cursive, flowing style.

Kirsten Garcia, MPA, TRMC

ARTICLE IV. - OPEN BURNING

Section IX, Item B.

Sec. 14-130. - Burning restricted.

Unless otherwise permitted in this article, it shall be unlawful for any person to ignite or burn, or cause to be ignited or burned, any rubbish, garbage, trash, grass, brush, branches, lumber, leaves or other combustible materials of any nature whatsoever at any place within the city limits.

(Code 1992, § 6-4(a); Ord. No. 290, §§ 1—3, 10-9-2000; Ord. No. Ord. No. 290B, § 1, 3-20-2017)

Sec. 14-131. - Burning for land clearance.

In those areas in the city where the lot size is one acre or more, the fire marshal, the fire chief, or designee, may authorize, in writing, outdoor burning for land clearance only, provided that the requirements of the state commission on environmental quality are met and that the fire will be at least 300 feet from any structure.

(Code 1992, § 6-4(a)(1); Ord. No. 290, §§ 1—3, 10-9-2000; Ord. No. 290A, § 1, 10-14-2013; Ord. No. 290B, § 1, 3-20-2017; Ord. No. 24-516, 6-10-2024)

Sec. 14-132. - Required postings.

The applicant must post 30 Tex. Admin. Code § 111.219 and the permission from the city on site where it is protected and clearly visible.

(Code 1992, § 6-4(a)(2); Ord. No. 290, §§ 1—3, 10-9-2000; Ord. No. 290B, § 1, 3-20-2017)

Sec. 14-133. - Compliance with state guidelines.

All outdoor burning is to be done in compliance with the guidelines of the state commission on environmental quality (TCEQ) or the state natural resource conservation commission.

(Code 1992, § 6-4(a)(3); Ord. No. 290, §§ 1—3, 10-9-2000; Ord. No. 290B, § 1, 3-20-2017)

Sec. 14-134. - Authority to burn is not relief from jurisdiction.

The authority to burn under this section does not relieve the persons conducting the outdoor burning from responsibility for the consequences, damage, or injuries resulting from the burning and does not exempt such persons from complying with all applicable laws and ordinances, regulations or orders of governmental entities having jurisdiction.

(Code 1992, § 6-4(a)(4); Ord. No. 290, §§ 1—3, 10-9-2000; Ord. No. 290B, § 1, 3-20-2017)

Section IX, Item B.

Sec. 14-135. - Extinguishment required when ordered.

The fire marshal or his designee, fire chief or his designee, any code enforcement officer or any peace officer may prohibit any and all fires or order the immediate extinguishment of any and all fires when atmospheric conditions or other conditions make such fires an immediate threat to public safety or the smoke or ash from such fires becomes a public nuisance.

(Code 1992, § 6-4(a)(5); Ord. No. 290, §§ 1—3, 10-9-2000; Ord. No. 290B, § 1, 3-20-2017)

Sec. 14-136. - Exceptions.

It is an exception to the provisions of this article if the person ignites or burns, or causes to be ignited or burned, the rubbish, garbage, trash, grass, brush, branches, trees, lumber, leaves or other combustible material in question pursuant to the provisions of the Texas Clean Air Act, codified as V.T.C.A., Health and Safety Code ch. 382, or the rules, regulations, or orders of TCEQ (the state commission on environmental quality) or the state natural resource conservation commission. In any prosecution in the municipal court of any other court of competent jurisdiction, the complaint charging a violation of this section need not negate the existence of the foregoing exception; but the existence of the exception may be raised by the defendant in such prosecution by way of defense.

(Code 1992, § 6-4(b); Ord. No. 290, §§ 1—3, 10-9-2000; Ord. No. 290B, § 2, 3-20-2017)

Sec. 14-137. - Penalty.

Any person, firm, corporation, association or other entity that violates this section may be fined as provided for in section 1-6. Each day of violation shall constitute a separate offense.

(Code 1992, § 6-4(c); Ord. No. 290, §§ 1—3, 10-9-2000; Ord. No. 290B, § 3, 3-20-2017)

ORDINANCE NO. 26-542

AN ORDINANCE OF THE CITY OF RICHWOOD, TEXAS, AMENDING CHAPTER 14, ARTICLE IV OF THE CODE OF ORDINANCES REGARDING OUTDOOR BURNING; ESTABLISHING CRITERIA FOR THE ISSUANCE, DENIAL, SUSPENSION, AND REVOCATION OF BURN PERMITS; PROVIDING FOR AN ADMINISTRATIVE APPEALS PROCESS; PROVIDING A SAVINGS CLAUSE; PROVIDING A SEVERABILITY CLAUSE; PROVIDING FOR REPEAL OF CONFLICTING ORDINANCES; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS,

The City Council finds that continued residential development within the City has increased the need for objective standards governing the issuance and administration of burn permits; and

WHEREAS,

The City Council desires to provide clear guidance to City staff while balancing the rights of property owners with the protection of public health, safety, and welfare;

WHEREAS,

The purpose of this amendment is to permit outdoor burning where allowed by state law while establishing objective standards that protect public health, safety, and property through the safe administration of burn permits.

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

SECTION 1.

Section 14-131 of the Code of Ordinances is hereby amended to read as follows:

Sec. 14-131. Burning for Land Clearance.

In those areas of the City where the lot size is one (1) acre or more, the Fire Marshal, Fire Chief, or their designee may authorize, in writing, the issuance of a burn permit for outdoor burning for land clearance only, provided that all requirements of the Texas Commission on Environmental Quality (TCEQ) are satisfied and the burn is located at least three hundred (300) feet from any occupied structure.

Prior to issuing a permit, the Fire Marshal, Fire Chief, or designee shall determine that the proposed burn can be conducted in a manner that does not create an unreasonable risk to public safety or property. The Fire Marshal, Fire Chief, or designee may require the applicant to provide any information reasonably necessary to evaluate the proposed burn.

In evaluating a permit application, the Fire Marshal, Fire Chief, or designee shall consider the

following factors, as applicable:

1. Current and forecasted weather conditions, including wind speed and wind direction;
2. Drought conditions, vegetation, and soil moisture;
3. The size, location, and configuration of the proposed burn pile;
4. Proximity to residences, businesses, public roadways, utilities, or other improvements;
5. Availability of adequate personnel and equipment to safely monitor and extinguish the fire;
6. Accessibility of the burn site for emergency response;
7. Previous violations of permit conditions by the applicant; and
8. Any other condition directly affecting the safe conduct of the proposed burn.

The Fire Marshal, Fire Chief, or designee may impose reasonable conditions upon any burn permit, including but not limited to:

- Date and hours of burning;
- Burn pile size limitations;
- Fire suppression equipment required on site;
- Continuous attendance requirements;
- Adequate extinguishment equipment, including water supply, hand tools, or other fire suppression equipment as determined by the Fire Marshal, Fire Chief, or designee;
- No burn shall commence until authorization has been granted by the Fire Marshal, Fire Chief, or designee; and
- Any other condition necessary to safely conduct the burn.

Burn permits shall be valid only for the date specified on the permit unless otherwise approved by the Fire Marshal, Fire Chief, or designee.

SECTION 2.

Chapter 14, Article IV is amended by adding Section 14-131.1 to read as follows:

Sec. 14-131.1. Denial of Burn Permit.

A burn permit may be denied when:

1. The proposed burn does not comply with this article;
2. TCEQ requirements are not satisfied;
3. Weather conditions create an unreasonable risk of fire spread;
4. Smoke is reasonably expected to create hazardous visibility on public roadways;
5. The proposed burn presents an unreasonable threat to nearby residences, structures, or property;
6. The applicant has previously failed to comply with the conditions of a burn permit; or
7. The Fire Marshal, Fire Chief, or designee determines that the burn cannot be conducted safely based upon existing site conditions.
8. The applicant refuses or fails to comply with permit conditions established by the Fire Marshal, Fire Chief, or designee.

SECTION 3.

Chapter 14, Article IV is amended by adding Section 14-131.2 to read as follows:

Sec. 14-131.2. Suspension or Revocation.

Any burn permit issued under this article may be suspended or revoked at any time if weather conditions, site conditions, or other circumstances create an immediate threat to public safety or property.

Failure to comply with any permit condition shall constitute grounds for immediate suspension or revocation of the permit.

Nothing herein shall limit the authority provided under Section 14-135 to order the immediate extinguishment of any fire.

SECTION 4.

Chapter 14, Article IV is amended by adding Section 14-131.3 to read as follows:

Sec. 14-131.3. Appeals.

An applicant whose burn permit is denied, suspended, or revoked may submit a written appeal to the City Manager within five (5) business days of the decision. The filing of an appeal does not authorize the applicant to conduct the burn while the appeal is pending.

The City Manager shall review the appeal, any supporting documentation, and the basis for the permit decision, and shall issue a written determination within ten (10) business days.

The City Manager's decision shall be final.

If the City Manager determines that an appeal presents unique circumstances or raises policy issues not clearly addressed by this article, the City Manager may place the matter on a future City Council agenda for policy consideration. Any such referral shall be at the sole discretion of the City Manager and shall not constitute a right of appeal by the applicant.

SECTION 5.

Section 14-135 is amended to read as follows:

Sec. 14-135. Extinguishment Required.

The Fire Marshal, Fire Chief, or their designee, any code enforcement officer, or any peace officer may prohibit, suspend, or order the immediate extinguishment of any fire whenever atmospheric conditions, weather conditions, or other circumstances create an immediate threat to public safety or property, or when smoke or ash from such fire becomes a public nuisance.

SECTION 6.

All other provisions of Chapter 14, Article IV not specifically amended herein shall remain in full force and effect.

SECTION 7. Repealer

All ordinances or parts of ordinances in conflict herewith are hereby repealed to the extent of such conflict.

SECTION 8. Severability

If any section, subsection, sentence, clause, or phrase of this ordinance is held invalid, such decision shall not affect the remaining portions of this ordinance.

SECTION 9. Effective Date

This ordinance shall become effective immediately upon its passage and adoption.

PASSED AND ADOPTED on this 13th day of July, 2026.

Michael Durham, Mayor

ATTEST:

Laura Tyner, City Secretary



AGENDA MEMORANDUM

CONTACT: Kirsten Garcia, City Manager

SUBJECT: Discussion and Possible Action Regarding Ordinance No. 26-541 Adopting the 2021 International Property Maintenance Code (IPMC) and Amending Chapter 6, Article 2, Section 6-23 of the City of Richwood Code of Ordinances

SUMMARY: Consider approval of Ordinance No. 26-541 adopting the 2021 International Property Maintenance Code (IPMC) by reference and amending Chapter 6, Article 2, Section 6-23 of the City of Richwood Code of Ordinances. Adoption of the IPMC will establish uniform minimum standards for property maintenance throughout the City.

BACKGROUND INFORMATION: The City of Richwood Code of Ordinances currently references the International Property Maintenance Code (IPMC) in various sections; however, it does not formally identify the adopted edition within the section of the Code designated for adopted technical codes. Ordinance No. 26-541 amends Chapter 6, Article 2, Section 6-23 to formally adopt the 2021 International Property Maintenance Code by reference, ensuring the City's Code clearly identifies the applicable edition and provides consistency for administration and enforcement.

ISSUE: Because the Code does not currently specify the adopted edition of the International Property Maintenance Code in the City's code adoption section, there is potential for confusion regarding which standards are applicable. This amendment clarifies that the City has adopted the 2021 edition, creating consistency within the Code of Ordinances and providing clear guidance for staff, property owners, and the public.

FISCAL IMPACT: There is no direct fiscal impact associated with adoption of this ordinance. Enforcement will be administered using existing City resources.

RECOMMENDATION: Staff recommends approval of Ordinance No. 26-541 adopting the 2021 International Property Maintenance Code and amending Chapter 6, Article 2, Section 6-23 of the City of Richwood Code of Ordinances.

Thank you,

A handwritten signature in blue ink that reads "K. Garcia".

Kirsten Garcia, MPA, TRMC

ORDINANCE NO. 26-541

AN ORDINANCE OF THE CITY OF RICHWOOD, TEXAS AMENDING CHAPTER 6, ARTICLE 2, SECTION 6-23 OF THE CODE OF ORDINANCES TO ADOPT THE 2021 INTERNATIONAL PROPERTY MAINTENANCE CODE; PROVIDING FOR A PENALTY; PROVIDING A REPEALER; PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the City Council of the City of Richwood, Texas, finds it necessary to adopt minimum property maintenance standards to protect the public health, safety, and welfare of the citizens of the City; and

WHEREAS, the 2021 International Property Maintenance Code establishes regulations governing the maintenance of structures, premises, equipment, sanitation, occupancy, and safety conditions;

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

Section 1.
Chapter 6, Article 2, Section 6-23 of the Code of Ordinances of the City of Richwood is hereby amended to add the following:
2021 INTERNATIONAL PROPERTY MAINTENANCE CODE.

Section 2.
All ordinances or parts of ordinances in conflict herewith are hereby repealed to the extent of such conflict.

Section 3.
If any provision of this ordinance is held invalid, such invalidity shall not affect the remaining provisions of this ordinance.

Section 4.
This ordinance shall become effective immediately upon passage and approval according to law.

PASSED AND APPROVED on this 13th day of July 2026.

Michael Durham, Mayor

ATTEST:

Laura Tyner, City Secretary



Agenda Memorandum

Contact: Clif Custer

Subject: Waste Connections Service Contract Extension

Summary:

Waste Connection's service contract with Richwood expires in August of 2026.

Background Information:

The current service contract with Waste Connections includes an automatic annual renewal unless directed by Council to put the service out for RFP.

Upon meeting with Waste Connections area manager, it was expressed that Waste Connections anticipates no CPI increases for the remainder of the fiscal year, and no talks of CPI increases have been had for FY 27.

Currently the service contract includes an automatic renewal with no action required by Council. However, there is an option for Council to opt for a new contract during the renewal cycle to include a longer duration of contract terms than one year.

Waste Connection's typical contract term is five years. Richwood Council has the option to allow the contract to be renewed for the one-year term, extend the contract for multiple years, or direct staff to put the service out for RFP.

Issue:

None

Fiscal Impact:

None

Recommendation:

1. Motion to allow the current service contract with Waste Connections to automatically renew for a one-year term, as stated in the contract language.
2. Motion to authorize the City Manager to request a contract extension for a time period not to exceed five years.



Agenda Memorandum

Contact:

Clif Custer

Subject:

Council Resolution

Summary:

A Council Resolution is required for the submittal of an application to TWDB for funding of infrastructure projects.

Background Information:

To proceed with the submittal of an application to the TWDB for funding of infrastructure projects (elevated storage tower), Richwood City Council is required to pass a resolution accepting agreed upon language for:

- Application Affidavit (TWDB – 0201)
- Application Filing and Authorized Representative Resolution (TWDB – 0201A)
- Application Resolution – Certificate of Secretary (TWDB – 0201B)

Issue:

None

Fiscal Impact:

None

Recommendation:

Motion to pass a resolution accepting TWDB Forms 0201, 0201A, & 0201B as written.

RESOLUTION NO. 26-R-7

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF RICHWOOD, TEXAS, AUTHORIZING THE SUBMITTAL OF AN APPLICATION TO THE TEXAS WATER DEVELOPMENT BOARD FOR FUNDING ASSISTANCE FOR AN ELEVATED WATER STORAGE TOWER PROJECT; APPROVING THE REQUIRED APPLICATION FORMS; AUTHORIZING THE CITY MANAGER TO ACT AS THE CITY'S AUTHORIZED REPRESENTATIVE; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City of Richwood desires to improve its public water system through the construction of an elevated water storage tower; and

WHEREAS, the Texas Water Development Board ("TWDB") provides funding opportunities for eligible public infrastructure projects; and

WHEREAS, as part of the application process, the City Council must approve and authorize the execution and submission of the required application documents, including:

- TWDB Form 0201 – Application Affidavit;
- TWDB Form 0201A – Application Filing and Authorized Representative Resolution; and
- TWDB Form 0201B – Application Resolution – Certificate of Secretary; and

WHEREAS, the City Council finds it to be in the best interest of the City to authorize submission of the application and designate the City Manager as the City's authorized representative for purposes of the application.

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

Section 1. The City Council hereby approves the submission of an application to the Texas Water Development Board for funding assistance for the City's elevated water storage tower project.

Section 2. The City Council approves the execution and submission of TWDB Forms 0201, 0201A, and 0201B as required for the application.

Section 3. The City Manager, or the City Manager's designee, is hereby designated as the City's Authorized Representative and is authorized to execute all documents and take all actions necessary to submit the application and carry out the requirements of the application process.

Section 4. This Resolution shall take effect immediately upon its adoption.

PASSED AND APPROVED this 13th day of July 2026.

THE CITY OF RICHWOOD, TEXAS

ATTEST:

Michael Durham, Mayor

Laura Tyner, City Secretary

(Official Seal)

THE STATE OF TEXAS \$
COUNTY OF Brazoria \$
APPLICANT City of Richwood \$

1. The decision by the City of Richwood (authority, city, county, corporation, district) to request financial assistance from the Texas Water Development Board ("TWDB") was made in a public meeting held in accordance with the Open Meetings Act (Government Code, §551.001, et seq.) and after providing such notice as required by such Act as is applicable to the City of Richwood (authority, city, county, corporation, district).

3. The City of Richwood (authority, city, county, corporation, district) has no litigation or other proceedings pending or threatened against it that would materially adversely affect its financial condition or ability to issue debt.

None

5. The City of Richwood (authority, city, county, corporation, district) warrants compliance with the representations made in the application in the event that the TWDB provides the financial assistance.

28

7. The **City of Richwood** _____ (authority, city, county, corporation, district) will

comply with all applicable federal laws, rules, and regulations as well as the laws of this state and the rules and regulations of the TWDB.

Official Representative

Title: _____

SWORN TO AND SUBSCRIBED BEFORE ME, by _____,
on this _____ day of _____, 20 ____.

(NOTARY'S SEAL)

Notary Public, State of Texas

Application Filing and Authorized Representative Resolution

A RESOLUTION by the Richwood City Council of the
City of Richwood requesting financial assistance from the Texas Water
Development Board; authorizing the filing of an application for assistance; and making certain findings in
connection therewith.

BE IT RESOLVED BY THE Richwood City Council OF
THE City of Richwood :

SECTION 1: That an application is hereby approved and authorized to be filed with the Texas Water Development Board seeking financial assistance in an amount not to exceed \$ _____ to provide for the costs of Elevated water storage construction, SCADA upgrades, Engineering, & Grant Administration.

SECTION 2: That Clifton Custer be and is hereby designated the authorized representative of the City of Richwood for purposes of furnishing such information and executing such documents as may be required in connection with the preparation and filing of such application for financial assistance and the rules of the Texas Water Development Board.

SECTION 3: That the following firms and individuals are hereby authorized and directed to aid and assist in the preparation and submission of such application and appear on behalf of and represent the City of Richwood _____ before any hearing held by the Texas Water Development Board on such application, to wit:

Financial Advisor: Patricia Ditto

Engineer: Strand Associates

Bond Counsel: Richwood City Council

PASSED AND APPROVED, this the _____ day of _____, 20____

ATTEST:

By: _____

(Seal)



AGENDA MEMORANDUM

CONTACT: Kirsten Garcia, City Manager

SUBJECT: Authorization for HR&P Reverse Wire (Draw Down) Agreement

SUMMARY: HR&P has requested authorization to establish a reverse wire (draw down) agreement with the City's banking institution to facilitate the payment of payroll, payroll taxes, employee benefits, and other payroll-related obligations associated with the City's payroll processing services.

Under this arrangement, HR&P will initiate wire requests for approved payroll-related expenses, and the City's bank will honor those requests up to the authorized limit established in the agreement. The authorization will remain in effect until revoked in writing.

As part of HR&P's implementation process, the City's banking institution requires City Council approval before establishing the reverse wire authorization. This authorization is necessary to complete the payroll implementation and allow HR&P to process payroll and related obligations on the City's behalf.

Approval of this item authorizes the City Manager to execute the Reverse Wire (Draw Down) Authorization and any related banking documents necessary to establish the service.

FISCAL IMPACT: None. This item establishes the method by which payroll-related obligations will be paid and does not authorize any additional expenditures beyond those already approved through the City's agreement with HR&P.

RECOMMENDATION: Approve the Reverse Wire (Draw Down) Authorization for HR&P and authorize the City Manager to execute all necessary documents required to establish the service.

Thank you,

A handwritten signature in blue ink that reads "K. Garcia".

Kirsten Garcia, MPA, TRMC

Fee Schedule

			Work done by Willdan
New/Revised Park and Facility Rental Fees			Work done by Strand
Facility	Rental Fee \$50 if alcohol will be served)	(*add Deposit	
James Vera Ball Field/Soccer Fields Stop 1—3	\$300.00—per season (January—June/July—December)	\$100	\$600 FY26
PK Forrest Building	\$150.00/day—residents* \$175.00/day—nonresidents*	\$100.00	\$6412.50 this fiscal year; \$8825 FY25
Richwood Municipal Pavilion	\$125.00/day—residents* \$150.00/day—nonresidents*	\$100.00	\$2550 ytd FY26; \$1975 FY25
Bobby Ford Park	\$75.00/day—residents* \$100.00/day—nonresidents*	\$50.00	Included in Richwood Muni Park
Moonwalk Waterslide Inflation (liability insurance must be provided)	\$25.00 each	N/A	included in above rentals
Police security fee	\$35.00/hour/officer		paid direct to officer
<i>Additional Parks and Facility Related Fees</i>			
Cancellation or change of booking	\$12.00		We don't often charge this
Recreational Vehicles			
Recreational vehicle park application fee	\$25.00	Sec 18-29	
Annual permit/license fee	\$25.00, plus \$2.50 for each unit	Sec 18-29	
Recreational vehicle permit	\$60.00	Sec 18-29	
Animal Fees			
Animal permit fee, per head of livestock	\$35.00	Sec 4-134-138	1/acre allowed by RW ord - has never happened. OWS does not allow
Animal permit fee, per fowl	\$35.00		Chickens allowed
Processing fee	\$10.00		covers postage for certified mail - doesn't cover
Business Related Fees			
Contractor registration	\$25.00		
Itinerant merchant application fee	\$75.00	Sec 8-53	
Garage sale permit	\$5.00	Sec 8-91	remove fee? Hard to enforce
Annual inspection and license fee for amusement redemption machine games, per machine	\$250.00	Sec 8-113	Do we allow? Includes music machines?
Reinstatement of revoked license for machine game room operation	\$1,000.00		
Tree trimming contractor permit (annual)	\$25.00	Sec 8-191	rarely used; not inspected requires insurance
Donation drop box permit	\$50.00	Sec 8-225	never used
Oil and gas well permit fee, plus any applicable consulting fees	\$1,000.00	Sec 8-301	never used
Seismic survey permit fee, per linear foot	\$0.25	Sec 8-298	never used requires council approval
Amended application permit fee	\$500.00	Sec 8-304	never used pertains to Oil & Gas. Fee in ord
Appeal fee	\$500.00	Sec 8-315	never used pertains to Oil & Gas.
Wrecker business operation permit, annually	\$50.00, plus \$25.00 for each truck to be used in rotation	Art III	PD chief issues permit; rotation list for PD use
Maximum fee for vehicle towing, exclusive of special equipment which may be required	\$130.00	Sec 36-64	PD
Storage, per day	\$20.00	Sec 36-64	PD
Impound Fee	\$20.00	Sec 36-64	PD
Truck re-inspection	\$25.00	Sec 36-65	For wrecker taken out of rotation for equip violation
Nonconsent tow wrecker business inspection fee	\$100.00	Sec 26-98	Issued by PD Chief
Annual Food Establishment Permit			
1-6 Employees	\$200.00	Sec 8-338	
7-15 Employees	\$250.00	Sec 8-338	
16-25 Employees	\$300.00	Sec 8-338	
26-35 Employees	\$350.00	Sec 8-338	
36-50 Employees	\$400.00	Sec 8-338	
51-75 Employees	\$450.00	Sec 8-338	
76-100 Employees	\$500.00	Sec 8-338	

Roadside/Mobile vendor	\$200.00	Sec 8-345	handled through state as of 6/1/26 - REMOVE
School food service	Based on number of employees as set above		
Licensed Day Care Facilities			
1-20 children	\$150.00		
21-30 children	\$175.00		
31-50 children	\$200.00		
51-75 children	\$225.00		
76-100 children	\$250.00		
101-150 children	\$275.00		
151-200 children	\$300.00		
Late Fee (if permit not renewed prior to expiration date)	\$50.00		never imposed
Reinstatement fee of suspended permit	\$75.00		never imposed
Itinerant restaurant/temporary food establishment	\$40.00		
Late Fee (if permit not renewed prior to expiration date)	\$40.00		
Application and Processing Fee (All Permits)			
Permit reinstatement fee	100.00	Sec 8-339	includes those not renewed by deadline
Resubmittal fee (after two submissions)	100.00		never imposed
Major revision of approved plans	100/hr		never implemented
Major revision of approved drainage plans	200/hr		never implemented
Plan review fee (new residential or commercial)	500.00		
Plan review fee (all other permits)	100.00		
Building Permit Fees			
(Permit fee will be doubled if work is started prior to obtaining a permit)			
<i>Type of Permit</i>	<i>Fee</i>		
New Residence* (includes pool houses and accessory structures with conditioned space)	\$0.48/sq. ft.		
Additions* (patio covers, carports, additional rooms)	\$150.00 or \$0.48/sq. ft., whichever is greater		
Remodels (total square-footage of space, area or room)*	\$100.00 or \$0.48/sq. ft., whichever is greater		
Swimming pools*	\$350.00		
Spas (cast in place concrete only)*	\$100.00		
Accessory buildings* (storage shed, detached garage or any other structure without conditioned space)	\$150.00		
Re-roofing	\$50.00		We don't inspect Remove fee
Flatwork (driveway, sidewalk patio slab extension)	\$50.00		
Demolition	\$50.00		We don't inspect Remove fee
Foundation repair*	\$50.00		
Generator*	\$100.00		
Carport*	\$100.00		
Re-inspection	\$65.00		
Partial inspection	\$65.00		
Same day or off schedule inspection	\$130.00		
Alarm systems installed in dwelling units, annually	\$24.00		PD does this incur burden on PD?
Alarm systems installed in any other premises, annually	\$48.00		PD does this incur burden on PD?
Multifamily dwelling complex, inspection fee per unit, monthly (charged on the water bill of each complex)	\$2.50		on utility bill; CE inspects when occupancy changes
Single-family unit inspection fee, annually	\$25.00		Must be inspected when occupancy changes;
Third and subsequent charges for multifamily and single-family dwelling unit inspections	\$25.00		Not utilized - we should consider this
Manufactured home park permit	\$100.00		Not allowed in city - remove fee

Manufactured home park permit renewal	\$50.00	Not allowed in city - remove fee
Manufactured home park permit transfer	\$50.00	Not allowed in city - remove fee
Outdoor advertising display sign permit	\$10.00, per permit application accepted by the public works director	not done REMOVE
Spectacular sign permit renewal	\$2.00	not done REMOVE
Excavation of paved streets	\$2.00 per linear foot of paving cut for a standard trench, with a minimum charge of \$5.00 per trench.	we don't do Clif???
Excavation of dirt or gravel streets	\$0.70 per linear foot of street cut, measured from the outside edge of the shoulder, for a standard trench, with a minimum charge of \$5.00 per trench.	we don't do Clif???
Fee-in-lieu of parkland dedication, per residential dwelling	\$950.00	Sec 32-253 required when new development, in lieu of land; goes into special fund
Development fee, per residential unit	\$750.00	

*Subject to plan review fee

Electrical Permit Fees

(Permit fee will be doubled if work is started prior to obtaining a permit)

Type of Permit	Fee
New residence	\$150.00
Remodel/addition/pool	\$100.00
Accessory structure	\$100.00
Minimum permit fee	\$50.00
Re-inspection	\$65.00
Partial inspections	\$65.00
Same day or off schedule inspection	\$130.00

Mechanical Permit Fees

(Permit fee will be doubled if work is started prior to obtaining a permit)

Type of Permit	Fee
New residence	\$150.00
Remodel/addition	\$100.00
Accessory structure	\$100.00
HVAC repair or replacement	\$50.00
Minimum permit fee	\$50.00
Re-inspection	\$65.00
Partial inspections	\$65.00
Same day or off schedule inspection	\$130.00

Plumbing Permit Fees

(Permit fee will be doubled if work is started prior to obtaining a permit)

Type of Permit	Fee
New residence	\$150.00
Remodel/addition/pool	\$100.00
Accessory structure	\$100.00
Water tap	\$1,000.00
Bored water tap	\$1,500.00
Sewer tap	\$1,300.00
Bored sewer tap	\$2,600.00
Irrigation systems*	\$50.00
Remodel/addition	\$100.00
Water heater replacement	\$50.00
Minimum permit fee	\$50.00
Re-inspection	\$65.00
Partial inspections	\$65.00
Same day or off schedule inspection	\$130.00

*Subject to plan review fee

Commercial Building Permit Fees

\$1,000.00 & less	\$20.00 base fee
\$1,001.00 to \$50,000.00	\$20.00 for the first \$1,000.00, plus \$5.00 for each additional thousand or fraction thereof
\$50,001.00 to \$100,000.00	\$260.00 for the first \$50,000.00, plus \$4.00 for each additional thousand or fraction thereof

\$100,001.00 to \$500,000.00	\$460.00 for the first \$100,000.00, plus \$3.00 for each additional thousand or fraction thereof
\$500,001.00 and up	\$1,660.00 for the first \$500,000.00, plus \$2.00 for each additional thousand or fraction thereof

New/Revised Subdivision Permit Fees		Ch 32	Inspection/work done by Strand
<i>Plan Review Fees</i>			Analyze if cost is covered
	\$1,500.00 Up to 10 sheets		
	\$150.00 Per sheet above 10 sheets		
50% of original fee	Review fees after 3 submittals		
<i>Traffic Impact Analysis</i>			
	\$2,000.00 100—5,000 trips generated		
	\$3,000.00 5,001—15,000 trips generated		
	\$4,000.00 For greater than 15,000 trips generated		
<i>Public Infrastructure Inspection Fees</i>			
\$150.00 per hour	8:00 a.m. to 5:00 p.m.	Sec 32-8	
\$250.00 per hours	After hours, weekend, or holiday inspections		
<i>Civil Engineering Service Fees</i>			
\$250.00 per hour			

Replat Filing Fees

Replat fee—includes recording, one conformed copy and plan review	\$200.00 base fee, plus \$30.00 per lot/tax certificate filed	analyze this fee vs cost of cert mail & filing fees
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Traffic and Vehicles

Golf cart or neighborhood electric vehicle registration fee	\$25.00	Sec 36-386	PD keeps list; how is this enforced?
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Utility (Water, Sewer, Solid Waste) Fees

<i>Utility Deposits and Fees</i>			
Application fee	\$50.00		
Commercial/residential (owner) deposit	\$100.00		
Residential (tenant/renter) deposit	\$150.00		
Disconnect fee	\$40.00		Charged on disconnection day, whether physically disconnected or not
After hours reconnect fee	\$100.00		
NSF—returned item fee	\$25.00		
Water reconnect fee, when disconnected for violation of drought contingency plan conditions	\$150.00	Sec 38-475	Disconnection after 3 or more days of violation on order of CM. Violation is \$25-200 per day.
Water meter repair, three-fourths-inch service	\$250.00		If damaged by resident?
New private water well drilling application	\$200.00	Sec 38-551	Where would this be allowed?
14-Day Temporary Clean Out	\$50.00 plus usage in excess of 1,000 gallons at a rate of \$6.40 per each additional 1,000 gallons of water usage and \$5.05 per each additional 1,000 gallons of sewer usage.		Added recently for owners to turn on water to clean property

There shall be imposed an additional fee of thirty percent (30%) on all debts and accounts receivable, i.e.: fines, fees, restitution, other debts, and costs, that are more than sixty (60) days past due and have been referred to a private firm for collection, and that relate to delinquent utility accounts owed to the City.

Added when we contracted with Perdue

Water Rate Fees and Charges

Gallons included in base rate	2,000
Per month, minimum monthly charge	\$42.43

Monthly usage in excess of 2,000 gallons but below 20,000 gallons	\$6.49 per each additional 1,000 gallons of usage	
Monthly usage in excess of 20,000 gallons	\$7.22 per each additional 1,000 gallons of usage	
<i>Sewer Rate Fees and Charges</i>		
Gallons included in base rate	2,000	
Per month, minimum monthly charge	\$30.76	
Amounts in excess of 2,000 gallons	\$5.30 per each additional 1,000 gallons of usage	
Swimming pool fill sewer credit	One per calendar year	About \$250 credit issued so far this fiscal year
<i>Solid Waste Collection Fees</i>		
Per month, includes one garbage and one recycle bin	\$22.00	
Additional bin charge per month	\$12.50	
Accumulation of bulk waste in excess of 5 cubic yards	\$20.00 per cubic yard	
<i>Solid Waste Franchisee Fee</i>		
The franchisee shall be required to pay a yearly franchise fee such fee to be \$100.00 for the first customer and \$50.00 for each additional customer that the franchisee is servicing.		Waste connections paying this?
Sec 38-230		
<i>Water and Sewer Base Discount</i>		
Over 65 discount	40% off base bill amount	Water FY 25 \$52,898.40; FY26 ytd \$46,111.78 Sewer FY 25 \$37,515.92; FY26 ytd \$31,457.42
Any person who meets the criteria of a voting member of the Richwood Volunteer Fire Department as defined by their constitution and bylaws will receive the first 4,000 gallons free and then be charged \$6.94 per each additional 1,000 gallons of usage		
<i>Solid Waste Collection Discount</i>		
Over 65 discount	\$2.00	258 received discount in June 26 \$516
Multi-Unit Water/Sewer Fees and Charges		
Multiple Dwelling or Commercial Units (e.g., Mobile Home Parks, Trailer Parks, Apartment Houses, Duplexes)	If service is furnished through a single meter to multiple dwelling units or commercial units, the billing rate follows the standard schedule. The minimum fee is based on 2,000 gallons times the number of units (dwelling or commercial). Each 2,000-gallon allotment is charged at the monthly base rate, and usage over 2,000 gallons per unit is charged at the standard variable rate.	
Additional Fees and Voluntary Donations		
<i>Type of Fee</i>	<i>Fee</i>	
Transportation fee (required as per Ordinance No. 378)	\$5.00	
Beautification (voluntary donation)	\$1.00	
Fire department (voluntary donation)	\$1.50	
Ambulance fee	\$3.50	