

City of Richwood — TEXAS —

CITY COUNCIL MEETING AGENDA

Monday, February 09, 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, February 9, 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
- IV. ROLL CALL OF COUNCIL MEMBERS
- V. PUBLIC COMMENTS
- VI. PRESENTATION
 - A. Presented by a representative from Pattillo, Brown and Hill.
- VII. CONSENT AGENDA
 - [A.](#) Fiscal Year 2026 Investment Report, Quarter 1
 - [B.](#) Budget Report, December 2025
 - [C.](#) Approval of minutes from regular meeting held January 12, 2026.
- VIII. DISCUSSION AND ACTION ITEMS
 - [A.](#) Discussion and consideration of Ordinance No. 26-537, amending Chapter 12, Section 12-232, of the Code of Ordinances of the City of Richwood, relating to liens for work or improvements, to update statutory references, clarify lien filing and enforcement procedures, and ensure consistency with current state law and administrative practices.
 - [B.](#) Discussion and consideration of Ordinance No. 26-538, amending Chapter 32, Subdivision Regulations, of the Code of Ordinances of the City of Richwood, to update platting and replatting procedures to reflect current digital submission practices; clarify requirements for the submission of recordation mylars; assign responsibility for all associated fees to the applicant; and make related clarifying and housekeeping amendments.
 - C. Consider items removed from consent agenda
- IX. CAPITAL IMPROVEMENT PROJECTS UPDATE
- X. CITY MANAGER'S REPORT
- XI. COUNCIL MEMBER COMMENTS & REPORTS
- XII. MAYOR'S REPORT
- XIII. ITEMS OF COMMUNITY INTEREST
- XIV. FUTURE AGENDA ITEMS
- XV. ADJOURNMENT

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

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

I, Kirsten Garcia, do hereby certify that I did, on February 3, 2026 at 2:00 PM post this notice of meeting on the bulletin board at 1800 N. Brazosport Blvd., Richwood, TX, in compliance with the Texas Open Meetings Law.

Kirsten Garcia, City Secretary
City of Richwood

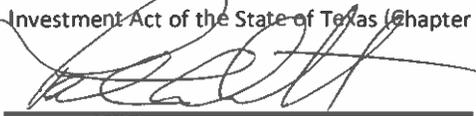
**City of Richwood, Texas
 Quarterly Investment Report
 Fiscal Year 2026, Quarter 1
 10/1/2025-12/31/2025**

Portfolio	September 30, 2025		December 31, 2025	
	Book Value	Market Value	Book Value	Market Value
Cash	655,191.48	655,191.48	655,191.60	655,191.60
Investment Pools	4,236,900.93	4,236,900.93	4,139,712.78	4,139,712.78
Certificates of Deposits	109,957.99	109,957.99	109,957.99	109,957.99
TOTAL INVESTMENTS	5,002,050.40	5,002,050.40	4,904,862.37	4,904,862.37

Quarterly Investment Income 44,210.08
 Weighted Average Yield 1.02%
Simplified calculation for information only

Items of Note:

The attached information comprises the quarterly investment report for the City of Richwood, Texas for the period ended December 31, 2025. The undersigned acknowledge that the City's investment portfolio has been and is in compliance with the policies and strategies as contained in the City's Investment Policy and also in compliance with the Public Funds Investment Act of the State of Texas (Chapter 2256, Texas Government Code).



 Patricia Ditto
 Finance Director



 Eric Foerster
 City Manager

INVESTMENTS as of 12/31/2025 Q1 FY 2026

	TOTAL	GENERAL 10	REPLCMT 13	CCPD 15	CONTY 16	KRB 20	TRANSP 25	I&I 28	WS 30-30	UNI Cap Prj 32	40	70	EARNINGS YTD	EARNINGS QTR
TEXSTAR	958,309.24	4.35	27.63	974.69	2,128.61								9,675.55	9,675.55
TEXPOOL	281,301.31	79,285.32					200,000.00						2,807.20	2,807.20
TEXPOOL PRIME	2,439,066.15	174,190.28	93,273.95		905,094.68	46,137.80	505,208.23	84,483.30	373,720.30	230,941.96	1,008.95	25,006.69	25,144.53	25,144.53
LOGIC - UTIL CAP PROJ	91.66									91.66			0.92	0.92
LOGIC - GF	460,944.42	25,023.01	143,487.65				42,433.76						6,430.56	6,430.56
CERTIFICATES OF DEPOSIT:														
BNB 601286	109,957.99	54,978.99							54,979.00				135.40	135.40
Issue date 2/14/90 - 3 mos - Sept 4														
TOTAL	4,249,670.77	333,481.96	236,789.23	974.69	907,223.29	46,137.80	747,642.00	84,483.30	428,699.30	231,033.62	1,008.95	25,006.69	44,194.16	44,194.16

CITY OF RICHWOOD, TEXAS
Cash and Investment Schedule

Description	Investment	Purchase Date	Maturity Date	9/30/2025	Deposits /Purchases	Withdrawals /Maturities	Interest this quarter	12/31/2025	Interest Rate end of quarter	% of total Cash/Investments
Pooled Investment Fund										
General Fund	TexPool-449001			278,494.11			2,807.20	281,301.31	3.8153%	5.74%
General Fund	TexStar -1110			948,633.69			9,675.55	958,309.24	3.8246%	19.54%
General Fund	Logic-9001			854,513.86	400,000.00		6,430.56	460,944.42	3.9519%	9.40%
General Fund	TexPool Prime 559001			2,413,921.62			25,144.53	2,439,066.15	3.9784%	49.73%
2019 Util Cap Proj Fund	Logic-9002			90.74			0.92	91.66	3.9519%	0.00%
Total Pools				4,236,900.93	400,000.00	44,058.76	44,058.76	4,139,712.78	0.0500%	84.4002%
Brazos National Bank	CD-601286		11/6/2025	109,852.29			135.40	109,957.99		2.24%
Total Certificates of Deposits				109,957.99	-	-	135.40	109,957.99		2.2418%
Total Investment Accounts				4,346,858.92	400,000.00	44,194.16	44,194.16	4,249,670.77		86.6420%
Cash Accounts										
Pooled Cash-NOW ACCT	First Natl -3073			640,715.50			15.80	650,851.32	0.0100%	13.27%
Seizure Fund -NOW ACCT	First Natl -5076			4,340.16			0.12	4,340.28	0.0100%	0.09%
Total Cash Accounts				655,191.48	-	-	15.92	655,191.60		13.3580%
Total Cash and Investments				5,002,050.40	400,000.00	44,210.08	44,210.08	4,904,862.37		100.00%

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



AGENDA MEMORANDUM – FEBRUARY 12, 2026

ITEM # CONSENT

CONTACT: Patricia Ditto, Finance Director

SUBJECT: Monthly Budget Summary Report

SUMMARY: Receive and/or approve the December 2025 Budget Report

BACKGROUND INFORMATION:

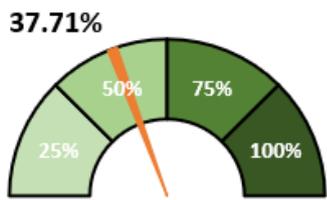
The information provided is for the FY 2025-2026 budget period, month ending December 21, 2025. This summary highlights several key points related to the current month’s activity for the General Fund and for the Water and Sewer Enterprise Fund. The attached report is unaudited, and this month may include corrections from prior months.

DISCUSSION:

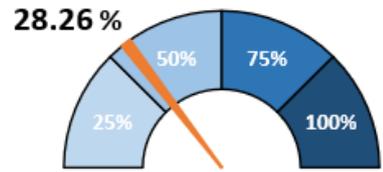
Attached is the budget report for December 2025, which is the third month of Fiscal Year 2026. 25% of the year has passed. The report reflects the original budget as approved for FY26 as well as the revised budget reflecting all budget amendments approved by council since the original budget was approved. *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 December 31, 2025, General Fund revenues total \$1,403,740. General Fund expenditures total \$966,906.



General Fund Revenue as % of Budget



General Fund Expenditures as % of Budget

Revenue (GF)

Total Revenue collected in the General fund is 37.71% of budget projection.

- M & O (Maintenance and Operations) Property tax (including current, delinquent and penalties) received through the end of December is \$1,269,021, 49.62% of projected property taxes for the year.

City of Richwood TEXAS

Property tax revenue comes in throughout the year, but the majority comes in during the months of December and January.

- Sales Tax revenue received in December, in the amount of \$54,582, was earned in October. Sales tax is received 2 months after it is earned. The revenue received in October and November 2025 will be 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				0.00
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				0.00
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				0.00
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				0.00
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				0.00
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	54,581.90	13,645.48	13,542.77	81,770.15

- Permits and Licenses revenues total \$3,765 this month, YTD total of \$16,721. Last year at this time we had collected \$9,275.
- Municipal Court revenue for the month of December is \$6,155. Our YTD total is \$15,461, compared to \$14,842 at this point last year.
- Interest revenue is \$1,028 this month.

Expenditures (GF)

Expenditures in the General Fund are currently shown at \$966,906, 28.26% of budget.

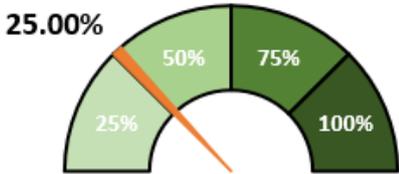
Transfers (GF)

Interfund transfers have not yet been completed. They will be processed after we receive additional revenue.

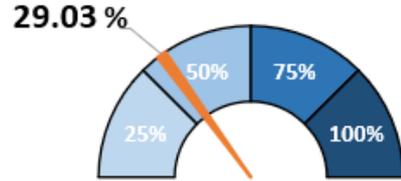
30-Water, Sewer, and Solid Waste Fund

Operating Revenues in December total \$786,148. Operating expenses are \$757,880.

City of Richwood TEXAS



Enterprise Fund Revenue as % of Budget



Enterprise Fund Operating Expense as % of Budget

RECOMMENDATION: Council approve December 2025 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							25% of year
Taxes	1,015,604.08	1,191,949.99	1,371,051.60	3,463,644.00	3,463,644.00	2,092,592.40	39.58%
Property taxes, including delinquent & penalties	894,872.20	1,116,305.15	1,269,021.07	2,557,644.00	2,557,644.00		49.62%
Franchise Taxes	56,766.54	21,062.94	47,448.63	196,000.00	196,000.00		24.21%
Sales Tax	63,965.34	54,581.90	54,581.90	710,000.00	710,000.00		7.69%
Licenses and permits	9,275.00	3,764.68	16,721.40	81,150.00	81,150.00	64,428.60	20.61%
Intergovernmental revenue	1,666.19	2,368.24	2,368.24	10,000.00	10,000.00	7,631.76	23.68%
Charges for services - Municipal Bldg Rental	1,775.00	1,000.00	2,150.00	8,000.00	8,000.00	5,850.00	26.88%
Municipal Court Revenue	14,841.87	6,155.38	15,460.88	95,000.00	95,000.00	79,539.12	16.27%
Special Revenues	5,193.00	75.00	87.42	0.00	0.00	(87.42)	Ahead of Budget
Interest	15,067.53	1,028.28	4,576.65	55,000.00	55,000.00	50,423.35	8.32%
Miscellaneous revenue	47,067.46	14,423.73	45,906.12	154,000.00	154,000.00	108,093.88	29.81%
Inspection Fees	9,270.00	2,530.00	7,720.00	35,000.00	35,000.00		
Miscellaneous Income	12,607.46	3,141.23	12,357.62	15,000.00	15,000.00		
Parks & Recreation - Park Pavillion Rentals	(150.00)	0.00	150.00	1,500.00	1,500.00		
Parks & Recreation - Sports Field Rental	0.00	300.00	300.00	1,000.00	1,000.00		
Ambulance Fee Revenue	25,340.00	8,452.50	25,378.50	101,500.00	101,500.00		
Total Revenue	1,110,490.13	1,220,765.30	1,458,322.31	3,866,794.00	3,866,794.00	2,408,471.69	37.71%
Expenditures							
General Government							
Administration							
Personnel & Benefits	150,390.29	71,513.13	163,887.58	626,171.00	626,171.00	462,283.42	26.17%
Supplies	5,070.30	1,150.33	2,400.15	15,500.00	15,500.00	13,099.85	15.48%
Maintenance & Repair	11,236.99	425.74	1,440.99	6,000.00	6,000.00	4,559.01	24.02%
Utilities	6,685.19	1,213.01	3,810.44	17,900.00	17,900.00	14,089.56	21.29%
Professional Services	86,546.07	43,635.97	97,030.53	232,515.00	232,515.00	135,484.47	41.73%
Other Services	35,783.53	2,662.87	40,214.08	95,019.00	95,019.00	54,804.92	42.32%
Capital Equipment	1,122.63	304.54	913.62	7,155.00	7,155.00	6,241.38	12.77%
Total Administration	296,835.00	120,905.59	309,697.39	1,000,260.00	1,000,260.00	690,562.61	30.96%
Judicial							
Personnel & Benefits	3,700.45	965.32	3,394.60	12,129.00	12,129.00	8,734.40	27.99%
Supplies	(0.44)	0.00	0.00	150.00	150.00	150.00	0.00%
Professional Services	10,390.00	947.50	10,792.00	18,150.00	18,150.00	7,358.00	59.46%
Other Services	0.00	0.00	75.00	500.00	500.00	425.00	15.00%
Total Judicial	14,090.01	1,912.82	14,261.60	30,929.00	30,929.00	16,667.40	46.11%
Permitting & Inspections							
Personnel & Benefits	5,985.00	1,905.00	4,095.00	35,000.00	35,000.00	30,905.00	11.70%
Supplies	0.00	0.00	0.00	500.00	500.00	500.00	0.00%
Total Permitting & Inspections	5,985.00	1,905.00	4,095.00	35,500.00	35,500.00	31,405.00	11.54%
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	316,910.01	124,723.41	328,053.99	1,068,189.00	1,068,189.00	740,135.01	30.71%
Public Safety							
Police Department							
Personnel & Benefits	228,736.41	111,653.53	276,303.16	1,064,732.00	1,064,732.00	788,428.84	25.95%
Supplies	7,981.91	2,628.79	7,627.59	41,650.00	41,650.00	34,022.41	18.31%
Maintenance & Repair	7,926.16	1,397.47	2,150.99	32,100.00	32,100.00	29,949.01	6.70%
Utilities	2,291.56	807.93	2,153.32	6,600.00	6,600.00	4,446.68	32.63%
Professional Services	100,035.11	0.00	39,582.36	225,716.00	225,716.00	186,133.64	17.54%
Other Services	11,668.42	119.06	13,601.74	15,570.00	15,570.00	1,968.26	87.36%
Capital Equipment	1,018.14	152.28	456.84	3,654.00	3,654.00	3,197.16	12.50%
Total Police Department	359,657.71	116,759.06	341,876.00	1,390,022.00	1,390,022.00	1,048,146.00	24.60%
Fire Department							
Personnel & Benefits	13,108.40	0.00	2,323.00	41,323.00	41,323.00	39,000.00	5.62%
Supplies	2,254.63	29.10	1,766.48	15,500.00	15,500.00	13,733.52	11.40%
Maintenance & Repair	14,717.77	0.00	13,384.89	49,000.00	49,000.00	35,615.11	27.32%
Utilities	1,693.86	414.52	1,647.62	5,900.00	5,900.00	4,252.38	27.93%

10 General Fund	Prior YTD	Current Period	Current YTD	Original Budget	Revised Budget	Remaining Budget	% Earned, % Used
Professional Services	45,120.00	0.00	42,384.00	177,569.00	177,569.00	135,185.00	23.87%
Other Services	20,089.70	276.31	21,860.07	44,460.00	44,460.00	22,599.93	49.17%
Capital Equipment	32,712.17	0.00	32,712.17	57,712.00	57,712.00	24,999.83	56.68%
Total Fire Department	129,696.53	719.93	116,078.23	391,464.00	391,464.00	275,385.77	29.65%
Code Enforcement							
Personnel & Benefits	19,749.94	9,177.16	21,499.96	87,222.00	87,222.00	65,722.04	24.65%
Supplies	(252.75)	46.16	437.77	3,900.00	3,900.00	3,462.23	11.22%
Maintenance & Repair	2.00	18.50	488.00	500.00	500.00		
Professional Services	0.00	0.00	879.49	1,000.00	1,000.00	120.51	87.95%
Other Services	572.59	0.00	495.55	811.00	811.00	315.45	61.10%
Total Code Enforcement	20,071.78	9,241.82	23,800.77	93,433.00	93,433.00	69,620.23	25.47%
Total Public Safety	509,426.02	126,720.81	481,755.00	1,874,919.00	1,874,919.00	1,393,164.00	25.69%
Public Works							
City Maintenance							
Personnel & Benefits	55,749.82	14,517.86	39,569.98	207,358.00	207,358.00	167,788.02	19.08%
Supplies	4,289.65	1,853.14	5,547.14	23,700.00	23,700.00	18,152.86	23.41%
Maintenance & Repair	23,399.37	3,040.96	21,204.58	57,860.00	57,860.00	36,655.42	36.65%
Utilities	12,739.64	3,946.44	11,148.09	45,050.00	45,050.00	33,901.91	24.75%
Other Services	6,582.80	100.00	6,702.54	16,855.00	16,855.00	10,152.46	39.77%
Capital Equipment	60,635.16	0.00	57,980.55	75,000.00	75,000.00	17,019.45	77.31%
Total City Maintenance	163,396.44	23,458.40	142,152.88	425,823.00	425,823.00	283,670.12	33.38%
Parks and Recreation							
Supplies	2,387.01	0.00	300.41	5,250.00	5,250.00	4,949.59	5.72%
Maintenance & Repair	7,262.82	2,219.26	4,511.61	27,000.00	27,000.00	22,488.39	16.71%
Utilities	801.27	314.12	803.83	3,200.00	3,200.00	2,396.17	25.12%
Other Services	7,339.60	215.90	9,328.68	17,588.00	17,588.00	8,259.32	53.04%
Total Parks and Recreation	17,790.70	2,749.28	14,944.53	53,038.00	53,038.00	38,093.47	28.18%
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	32,129.53	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	47,854.53	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	1,055,377.70	277,651.90	966,906.40	3,421,969.00	3,421,969.00	2,455,062.60	28.26%
Other Financing Sources and Uses							
Sources							
Transfers In	60,500.00	0.00	0.00	90,000.00	90,000.00	90,000.00	100.00%
Total Sources	60,500.00	0.00	0.00	90,000.00	90,000.00	90,000.00	0.00%
Uses							
Transfers Out	0.00	0.00	0.00	434,825.00	434,825.00	434,825.00	0.00%
Total Uses	0.00	0.00	0.00	434,825.00	434,825.00	434,825.00	0.00%
Total Other Financing Sources and Uses	60,500.00	0.00	0.00	(344,825.00)	(344,825.00)	(344,825.00)	
Total - 10 GENERAL FUND	115,612.43	943,113.40	491,415.91	100,000.00	100,000.00	(391,415.91)	

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							25% of year
Sewer Department	253,798.38	89,456.94	269,721.54	1,047,118.00	1,047,118.00	777,396.46	25.76%
Water Department	396,573.29	139,142.70	416,520.95	1,698,999.00	1,698,999.00	1,282,478.05	24.52%
Solid Waste Department	98,673.56	33,251.50	99,906.00	398,000.00	398,000.00	298,094.00	25.10%
Total Operating income	749,045.23	261,851.14	786,148.49	3,144,117.00	3,144,117.00	2,357,968.51	25.00%
Operating expense							
Sewer Department							
Personnel & Benefits	57,367.45	25,689.54	63,707.30	224,768.00	224,768.00	161,060.70	28.34%
Supplies	2,172.91	988.58	2,993.13	9,000.00	9,000.00	6,006.87	33.26%
Maintenance & Repair	146,166.50	5,244.74	32,194.21	114,340.00	114,340.00	82,145.79	28.16%
Professional Services	94,056.11	0.00	136,975.20	485,000.00	485,000.00	348,024.80	28.24%
Other Services (insurance)	5,742.35	0.00	5,562.68	5,681.00	5,681.00	118.32	97.92%
Total Sewer Department	305,505.32	31,922.86	241,432.52	838,789.00	838,789.00	597,356.48	28.78%
Water Department							
Personnel & Benefits	82,070.51	42,252.09	108,783.33	365,866.00	365,866.00	257,082.67	29.73%
Supplies	18,712.20	2,271.61	7,547.78	33,900.00	33,900.00	26,352.22	22.26%
Maintenance & Repair	31,780.71	30,082.74	123,035.66	283,320.00	283,320.00	160,284.34	43.43%
Utilities	28,539.93	8,104.09	25,058.93	104,550.00	104,550.00	79,491.07	23.97%
Professional Services	6,307.98	8,665.00	39,911.53	95,500.00	95,500.00	55,588.47	41.79%
Other Services	127,771.50	37,025.46	134,782.72	525,141.00	525,141.00	390,358.28	25.67%
Capital Equipment	1,815.93	304.54	913.62	3,655.00	3,655.00	2,741.38	25.00%
Total Water Department	296,998.76	128,705.53	440,033.57	1,411,932.00	1,411,932.00	971,898.43	31.17%
Solid Waste Department							
Professional Services	70,535.11	29,736.60	76,413.53	360,000.00	360,000.00	283,586.47	21.23%
Total Solid Waste Department	70,535.11	29,736.60	76,413.53	360,000.00	360,000.00	283,586.47	21.23%
Total Operating expense	673,039.19	190,364.99	757,879.62	2,610,721.00	2,610,721.00	1,852,841.38	29.03%
Total Net Operating Income (Loss)	76,006.04	71,486.15	28,268.87	533,396.00	533,396.00	505,127.13	5.30%
Non-Operating Items							
Non-operating income							
Interest income	4,993.37	1,264.60	3,920.42	12,000.00	12,000.00	8,079.58	32.67%
Other income	(90.76)	419.94	456.97	2,500.00	2,500.00	2,043.03	18.28%
Transfers In	0.00	0.00	0.00	177,000.00	177,000.00	0.00	
Total Non-operating income	4,902.61	1,684.54	4,377.39	191,500.00	191,500.00	10,122.61	2.29%
Non-operating expense							
Debt Service	105,365.00	(825.00)	(825.00)	319,615.00	360,405.00	320,440.00	-0.26%
Transfers Out	275.00	0.00	0.00	56,000.00	56,000.00	56,000.00	0.00%
Total Non-operating expense	105,640.00	(825.00)	(825.00)	375,615.00	416,405.00	417,230.00	-0.22%
Depreciation Expense	0.00	0.00	0.00	300,000.00	300,000.00	300,000.00	0.00%
Total Non-Operating Items	(100,737.39)	2,509.54	5,202.39	(484,115.00)	(524,905.00)	530,107.39	Ahead of Budget
Total - 30 Water & Sewer Enterprise Fund	(24,731.35)	73,995.69	33,471.26	49,281.00	8,491.00	(24,980.26)	67.92%

Budget Amendments:

MINUTES

RICHWOOD CITY COUNCIL MEETING

Monday, January 12, 2026 at 6:05 PM

BE IT KNOWN THAT a City of Richwood City Council will meet Monday, January 12, 2026, beginning at 6:05 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 6:06 p.m.

II. ROLL CALL OF COUNCIL MEMBERS

Present:

Mayor Michael Durham
Councilmember Paul Stallberg
Councilmember Mike Johnson
Councilmember Amanda Reynolds
Councilmember William Yearsin

Absent:

Councilmember Jeremy Fountain

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

A quorum was present.

III. PUBLIC COMMENTS

There were no public comments.

IV. CONSENT AGENDA

- A. Budget Report, November 2025
- B. Approval of minutes from regular meeting held December 8, 2025.
- C. Approve revisions to the Richwood Financial Management Policy updating administrative titles, adjusting audit reporting timelines to align with state requirements, and incorporating required language related to the City's cyber insurance policy.

Motion to approve the consent agenda.

Motion made by Council Member Reynolds, seconded by Council Member Yearsin.

Voting Yea: Stallberg, Johnson, Reynolds, Yearsin

Motion carried.

V. DISCUSSION AND ACTION ITEMS

- A. Discuss and consider final approval of a replat request submitted by Ramiro Celedon to divide an approximately 4.02-acre residential tract, legally described as part of Lot 5, Block 2, Cochran & McClure, Abstract 66, located on County Road 223, into two residential tracts, and authorize the

Mayor to execute the final plat for filing with the Brazoria County Clerk upon verification that all applicable requirements and conditions have been satisfied.

Motion to approve.

Motion made by Council Member Yearsin, seconded by Council Member Reynolds.

Voting Yea: Stallberg, Johnson, Reynolds, Yearsin

Motion carried.

- B. Discuss and consider final approval of a replat request submitted by Doyle & Wachstetter, Inc., on behalf of the property owner, to combine Lots 111 and 112, Block 3, Oakwood Shores, located at 2802 and 2810 Oakwood Trail, into one residential lot, Lot 111A and authorize the filing of the final plat with the Brazoria County Clerk upon verification that all applicable requirements have been satisfied.

Motion to approve.

Motion made by Council Member Reynolds, seconded by Council Member Yearsin.

Voting Yea: Stallberg, Johnson, Reynolds, Yearsin

Motion carried.

- C. Discuss and consider approval of Resolution No. 26-R-02 authorizing the use of local funds to cover construction cost overages in the CDBG MIT MOD Project, Contract No. 24-065-013-E170, resulting from changes to construction specifications.

Clif Custer, Public Works Director, presented

Motion to approve Resolution No. 26-R-02 authorizing the use of local funds to cover construction cost overages in the CDBG MIT MOD Project, Contract No. 24-065-013-E170, resulting from changes to construction specifications.

Motion made by Council Member Reynolds, seconded by Council Member Yearsin.

Voting Yea: Stallberg, Johnson, Reynolds, Yearsin

Motion carried.

- D. Discuss and consider approval of Resolution No. 26-R-01, amending the Fiscal Year 2025–2026 Crime Control and Prevention District (CCPD) budget to allow for unbudgeted expenditures, as reviewed by the Finance Director and approved by CCPD board.

Tricia Ditto, Finance Director, presented the item. Discussion was held regarding the software purchase.

Motion to approve Resolution No. 26-R-01.

Motion made by Council Member Johnson, seconded by Council Member Yearsin.

Voting Yea: Stallberg, Johnson, Reynolds, Yearsin

Motion carried.

- E. Discuss and consider Ordinance 26-536, calling the May 2, 2026 General Election and approving a joint election agreement with Brazoria County.

Kirsten Garcia, City Secretary, presented this item.

Motion to approve Ordinance No. 26-536.

Motion made by Council Member Yearsin, seconded by Council Member Johnson.

Voting Yea: Stallberg, Johnson, Reynolds, Yearsin

Motion carried.

- F. Discuss and review an informational presentation regarding City staff roles, responsibilities, and governance authority, prepared by the City Manager at the request of the Mayor.

Eric Foerster, City Manager, presented the item.

Discussion was held regarding staff duties, potential amendments, and governance authority.

No action taken.

- G. Consider items removed from consent agenda

No items were removed.

VI. EXECUTIVE SESSION

Pursuant to Chapter 551.0745, Personnel Matters to deliberate the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of a public officer or employee, or to hear a complaint or charge against an officer or employee:

City Manager

The City Council recessed into Executive Session at 6:19 p.m.

VII. ACTION AS A RESULT OF EXECUTIVE SESSION

The City Council reconvened in open session at 7:11 p.m.

No action was taken.

VIII. CAPITAL IMPROVEMENT PROJECTS UPDATE

Clif Custer, Public Works Director, provided an update.

IX. CITY MANAGER'S REPORT

City Manager Eric Foerster provided his report.

X. COUNCIL MEMBER COMMENTS & REPORTS

Council Member Stallberg: Encouraged residents to stay safe during the remainder of winter, emphasized unity, and encouraged neighbors to help one another.

Council Member Johnson: No report.

Council Member Reynolds: No report.

Council Member Yearsin: No report.

XI. MAYOR'S REPORT

The Mayor thanked volunteers for their efforts during the holiday season and encouraged residents to consider running for City Council.

XII. ITEMS OF COMMUNITY INTEREST

KRB needs members

Elections information

XIII. FUTURE AGENDA ITEMS

No future agenda items.

XIV. ADJOURNMENT

There being no further business, the meeting was adjourned at 7:16 p.m.

These minutes were read and approved on February 9, 2026.

Mayor

ATTEST:

City Secretary



AGENDA MEMORANDUM

CONTACT: Kirsten Garcia, City Secretary

SUBJECT: Consider and take action on an ordinance amending Chapter 12, Section 12-232 of the Code of Ordinances to authorize recovery of lien filing and administrative costs

SUMMARY: The proposed ordinance amends Chapter 12, Section 12-232 of the City of Richwood Code of Ordinances to clarify the City’s authority to recover costs incurred in filing, recording, releasing, and enforcing liens related to work or improvements performed by the City. The amendment authorizes recovery of county clerk filing fees and related administrative costs as part of the lien amount.

BACKGROUND INFORMATION: Chapter 12, Section 12-232 of the Code of Ordinances currently authorizes the City to place a lien on property to recover expenses incurred for certain work or improvements, and to assess interest on those expenditures. While the ordinance clearly authorizes recovery of abatement or improvement costs, it does not explicitly address whether costs incurred by the City to file, record, release, or enforce a lien, such as county clerk recording fees and administrative expenses, may also be recovered from the property owner.

As part of a routine review of enforcement procedures and best practices, staff identified the need to clarify this authority to ensure consistency with state law and to protect the City’s ability to fully recover costs directly associated with lien enforcement.

ISSUE: Without explicit authorization in the ordinance, recovery of lien filing, recording, and release costs from the property owner may be subject to challenge. Clarifying this authority in the Code ensures transparency, consistency, and proper cost recovery.

FISCAL IMPACT: Approval of the ordinance is not expected to create a new fiscal impact. The amendment allows the City to recover costs already incurred in connection with lien enforcement that are currently paid by the City, rather than absorbing those expenses.

RECOMMENDATION: Staff recommends approval of the ordinance amending Chapter 12, Section 12-232 of the Code of Ordinances to authorize recovery of lien filing and administrative costs.

Thank you,

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

Kirsten Garcia

ORDINANCE NUMBER 26-537

AN ORDINANCE OF THE CITY OF RICHWOOD, TEXAS, AMENDING CHAPTER 12, SECTION 12-232 OF THE CODE OF ORDINANCES, “LIEN FOR WORK OR IMPROVEMENTS, PROCEDURE FOR FIXING,” TO AUTHORIZE RECOVERY OF LIEN FILING AND ADMINISTRATIVE COSTS; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City of Richwood is authorized under state law, including the Texas Health and Safety Code, to abate conditions that endanger public health, safety, and welfare and to recover the costs of such abatement; and

WHEREAS, Section 12-232 of the Code of Ordinances of the City of Richwood currently authorizes the City to place a lien on property to recover expenses incurred for certain work or improvements and to collect interest on those expenditures; and

WHEREAS, the City Council finds it necessary and in the public interest to clarify that costs incurred by the City in filing, recording, releasing, and enforcing such liens, including county clerk filing fees and administrative expenses, may also be recovered from the property owner; and

WHEREAS, this amendment is intended to clarify existing enforcement authority, ensure consistency with state law, and protect the City’s ability to fully recover costs incurred in connection with lien enforcement;

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

Section 1: That Chapter 12, Section 12-232 of the Code of Ordinances of the City of Richwood, Texas, is hereby amended to read as follows (additions underlined):

Sec. 12-232. – Lien for work or improvements, procedure for fixing.

The public works director or city health officer shall file with the county clerk a statement of expenses incurred under sections 12-130 and 12-131, giving the amount of such expense, the date on which such work was done or improvements made; and the city shall have a privileged lien on such lot or real estate upon which such work was done or improvements made to secure the expenditures so made, in accordance with the provisions of V.T.C.A., Health and Safety Code § 342.007; which such lien shall be second only to tax liens for street improvements. Such amount shall bear ten percent interest from the date such statement was filed. Such expenditures, and interest as aforesaid, suit may be instituted and recovery and foreclosure of such lien may be had in the name of the city; and the statement of expenses so made, as aforesaid or a certified copy thereof, shall be prima facie proof of the amount expended for such work improvements.

In addition to the expenses incurred for such work or improvements, the City of Richwood is authorized to assess and recover all costs incurred in filing, recording, releasing, or enforcing the lien, including but not limited to county clerk filing fees, administrative costs, postage, and notice expenses. Such costs shall be added to the lien amount and shall be recoverable in the same manner as the underlying expenditures and interest.

Section 2: Severability

If any section, subsection, sentence, clause, or phrase of this ordinance is for any reason held to be invalid, such invalidity shall not affect the validity of the remaining portions of this ordinance.

Section 3: Effective Date

This ordinance shall take effect immediately upon adoption.

PASSED AND ADOPTED THIS 9th day of February 2026.

Michael Durham, Mayor

ATTEST:

Kirsten Garcia, City Secretary



AGENDA MEMORANDUM

CONTACT: Kirsten Garcia, City Secretary

SUBJECT: Consideration and Action on an Ordinance Amending Chapter 32 (Subdivisions), Article II (Plats and Plat Approval), Regarding Electronic Submittals, Mylar Requirements, and Applicability to Lot Combinations

SUMMARY: City Council is requested to consider adoption of an ordinance amending Chapter 32 of the Code of Ordinances to modernize plat and replat submission requirements. The proposed amendments establish electronic submission as the standard for plat review, clarify that two (2) printed mylars are required for final plat recordation, assign responsibility for all recording and filing fees to the applicant, and clarify that the platting regulations apply to both the division and combination of lots.

BACKGROUND INFORMATION: The City’s subdivision regulations currently reference multiple paper copies of plats and supporting documents, reflecting legacy practices that are no longer consistent with the City’s digital review and recordkeeping processes. In practice, the City now conducts plat review electronically and requires printed mylars only for execution and county recordation.

Additionally, while the existing ordinance applies to replats, it does not explicitly state that lot combinations and other reconfigurations are subject to the same plat approval requirements. The proposed amendments clarify these processes, align the ordinance with current practices, and improve transparency and consistency in plat administration.

ISSUE: Whether to adopt amendments to Chapter 32, Article II, to:

- Authorize electronic submission of plats and related materials for review
- Require two (2) printed mylar originals solely for final plat execution and recordation
- Clarify that all recording, filing, and reproduction fees are the responsibility of the applicant or requestor
- Explicitly state that platting requirements apply to the division, combination, and reconfiguration of lots.

FISCAL IMPACT: There is no fiscal impact to the City associated with adoption of the proposed ordinance. All costs associated with plat filing and recordation are borne by the applicant.

RECOMMENDATION: Staff recommends approval of the ordinance amending Chapter 32, Article II, of the Code of Ordinances to modernize plat submission requirements and clarify applicability to lot combinations and related plat actions.

Thank you,

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

Kirsten Garcia

ORDINANCE NUMBER 26-538

AN ORDINANCE OF THE CITY OF RICHWOOD, TEXAS, AMENDING CHAPTER 32, "SUBDIVISIONS," ARTICLE II, "PLATS AND PLAT APPROVAL," OF THE CODE OF ORDINANCES TO CLARIFY APPLICABILITY TO LOT COMBINATIONS; TO AUTHORIZE ELECTRONIC SUBMISSION OF PLATS AND RELATED MATERIALS; TO REQUIRE TWO (2) PRINTED MYLARS FOR FINAL PLAT RECORDATION; TO ASSIGN RESPONSIBILITY FOR RECORDING AND FILING FEES TO THE REQUESTOR; PROVIDING A REPEALER; PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, The City of Richwood has transitioned to digital recordkeeping and electronic plan review; and

WHEREAS, The City Council desires to modernize plat submission requirements while maintaining compliance with Texas law and county recording practices; and

WHEREAS, Clarification is necessary to ensure that subdivision regulations apply equally to the division and combination of lots;

WHEREAS, Texas Local Government Code Chapter 212 permits municipalities to establish reasonable procedures for plat submission and approval;

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

Section 1: Section 32-37, "Approval of plat required," is hereby amended by adding the following sentence:

For purposes of this article, the term "plat" includes subdivision plats, replats, amending plats, lot line adjustments, and plats that combine or reconfigure existing lots, whether such action increases or decreases the number of lots.

Section 2: Section 32-65, "Submittal," is hereby amended to read as follows:

Sec. 32-65. Submittal.

All persons desiring to subdivide land within the area of jurisdiction of this chapter shall prepare and submit to the planning and zoning commission and the city engineer, not less than 14 days prior to any meeting at which the plat is to be considered, the following information:

1. An electronic copy of a preliminary plat, submitted in a digital format acceptable to the city, covering all contiguous land owned or controlled by the subdivider intended to be developed at any time. The preliminary plat shall comply with all applicable provisions of this chapter.
2. Electronic copies of preliminary plans for water, sanitary sewer, storm sewer, and drainage facilities, including required topographic information.
3. A letter of transmittal, submitted electronically, stating the name and address of the owner or agent and the person who prepared the plat.
4. A title certification or attorney's letter, submitted electronically, meeting the requirements of this section.
5. Payment of the applicable fee as shown in appendix B.

- 6. Electronic copies of instruments establishing private easements or fee strips, when applicable.
- 7. A preliminary submittal shall be required for all replats containing major changes in physical layout unless waived by the planning and zoning commission.

Section 3: Section 32-94 (1), “Submittal – Final Plat,” is hereby amended to read as follows:

- (1) The subdivider shall submit two (2) printed mylar originals of the final plat, meeting all applicable requirements of this chapter and certified by a professional engineer or land surveyor registered by the State of Texas, along with an electronic copy of the final plat in a format acceptable to the city.

The printed mylars shall be used for official signatures and recordation with the county clerk. All other copies required for review, distribution, or recordkeeping shall be submitted electronically unless otherwise required by the city.

Section 4: Section 32-94 is further amended by adding subsection (6) as follows:

- (6) All costs associated with the review, approval, filing, and recordation of a plat, including but not limited to county clerk recording fees, filing fees, and reproduction costs for required mylars, shall be the responsibility of the applicant or requestor.

Section 5: Section 32-97(f) is hereby amended to read as follows:

Sec. 32-97. Approval, authorization to file.

(f) After final approval has been obtained and prior to recordation, any corrected or revised plats required by the planning and zoning commission or the city council shall be submitted electronically, unless a revised printed mylar is required for execution or filing.

Section 6: Repealer

All ordinances or parts of ordinances in conflict with this ordinance are hereby repealed to the extent of such conflict.

Section 7: Severability

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

Section 8: Effective Date

This ordinance shall take effect immediately upon adoption and publication as required by law.

PASSED AND ADOPTED THIS 9th day of February 2026.

Michael Durham, Mayor

ATTEST:

Kirsten Garcia, City Secretary