



CITY COUNCIL MEETING AGENDA

Monday, March 21, 2022 at 6:00 PM

Richwood City Hall, 1800 Brazosport Blvd. N.

BE IT KNOWN THAT a City of Richwood City Council will meet Monday, March 21, 2022, 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. PROCLAMATION
 - [A.](#) Fair Housing Month, April 2022
- VII. CONSENT AGENDA
 - [A.](#) Appoint Amanda Reynolds to the Keep Richwood Beautiful Commission
 - [B.](#) Approve Brazoria County Mosquito Control to aerial spray over Richwood.
 - [C.](#) Approve FY 2023 Budget Calendar
 - [D.](#) Approve February 2022 budget report.
 - [E.](#) Approve January 2022 budget report.
 - [F.](#) Approve minutes from regular meeting held, February 14, 2022.
 - [G.](#) Approve minutes from Special Meeting held March 8, 2022.
- VIII. DISCUSSION AND ACTION ITEMS
 - [A.](#) Discuss and consider approving the City of Richwood staff to participate in and issue Request for Proposals for Administrative Services (RFP) and Request for Qualifications (RFQ) for Engineering Services for the Regional Mitigation Program Council of Governments Method of Distribution (COG-MOD) program administered through the Texas General Land Office. This is a mitigation grant with funds to be used to build and implement structural projects for Hurricane Harvey eligible counties.
 - [B.](#) Discussion and possible action regarding the new streets in Oakwood Shores and how to maintain them throughout construction.
 - [C.](#) Discuss and consider adopting Ordinance 22-487 amending Chapter 13, Article V, Sections 103-105 adding provisions to prohibit camping and the storage of personal property on public property.
- IX. CAPITAL IMPROVEMENT PROJECTS UPDATE
- X. CITY MANAGER'S REPORT
- XI. COUNCIL MEMBER COMMENTS & REPORTS
- XII. MAYOR'S REPORT

XIII. FUTURE AGENDA ITEMS

XIV. ADJOURNMENT

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

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

I, Kirsten Garcia, do hereby certify that I did, on March 16, 2022 at 04:00 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

Proclamation

I, Steve Boykin, by the authority vested in me as Mayor of the City of Richwood, Texas, do hereby proclaim

The month of April As “Fair Housing Month”

WHEREAS, the Department of Housing and Urban Development has initiated the sponsorship of activities during the month of April of each year designed to reinforce the Department’s commitment to the concept of Fair Housing and Equal Opportunity; and

WHEREAS, the City of Richwood affirmatively supports the efforts of the Federal Government and the State of Texas to assure equal access to all Americans to rental housing and homeownership opportunities; and

WHEREAS, the City of Richwood welcomes this opportunity to reaffirm its commitment to provide equal access to housing to all of its residents without regard to race, color, religion, sex (including gender identity and sexual orientation), disability, familial status, national origin or source of income; and

WHEREAS, the City of Richwood affirmatively supports programs that will educate the public concerning their rights to equal housing opportunities and to participate in efforts with other organizations to assure every person their right to fair housing; and

WHEREAS, the City of Richwood is honored to join the Federal Government, the State of Texas, and local jurisdictions across America in celebrating the rich diversity of our people and the right of all citizens to live where they choose without fear of discrimination.

NOW, THEREFORE, WE, the City Council of the City of Richwood, do hereby proclaim April as the month to celebrate and honor all efforts which guarantee the right to live free of discriminatory housing practices and proclaim this month as:

In Testimony whereof, witness my hand and the seal of the City of Richwood, this 21th day of March, A.D. 2022.

Steve Boykin, Mayor
City of Richwood



Brazoria County Mosquito Control District
1380 East Kiber
Angleton, TX 77515
979-864-1532

Section VII, Item B.

Fran Henderson. Director

March 8, 2022

RE: AERIAL SPRAYING OVER BRAZORIA COUNTY

The Brazoria County Mosquito Control is updating files for the 2022 season of aerial spraying over cities and towns of Brazoria County. We would like your permission "to spray" or "not to spray" over your area. The spray is done during heavy outbreaks of mosquitos by our aerial contract sprayer.

Aerial spraying takes place only after a public notification to inform the citizen of Brazoria County that we will be spraying. There will be notifications of aerial spraying through notices posted at the courthouse. In addition, the notifications can be found on our website, and Brazoria Counties official Facebook and Twitter pages. The flying schedule depends heavily upon landing rate counts, weather and wind conditions.

Our daily spray schedule will be posted on our website.

<https://www.brazoriacountytx.gov/departments/mosquito-control/spray-schedule>

If your governing body would like to continue receiving this service for over your city or town, please email approval or disapproval on your letterhead to tvarner@brazoria-county.com Please have one of the following officials sign the letter: (A) Mayor, (B) City Manager, (C) Chief of Police, (D) City Council, or (E) County Commissioner.

We would appreciate your prompt response to our request.

Respectfully,

A handwritten signature in cursive script that reads "Fran Henderson".

Fran Henderson
Director, Mosquito Control



03/10/2022

Ref: Mosquito aerial spraying

To: Tiffany Varner- Brazoria County

Tiffany,

Please include the City of Richwood in the aerial spraying program at this time. This will be presented to our City Council in the next meeting on 3/14/2022 as a request for approval. As with past years, I foresee them approving it yet again.

I will contact you if it doesn't get approved by our council.

Respectfully,

A handwritten signature in black ink, appearing to read "Eric Foerster", followed by a long horizontal line.

Eric Foerster, MPA, CPM

City Manager- Richwood, Texas

Fiscal Year 2023 Budget and Tax Rate Adoption Schedule

Schedule for tax rate at or below No New Revenue rate or Voter Approval rate

Budget calendar is subject to change, based on needs of City and staff availability

Thursday, April 14, 2022	List of annual department expenditures and budget request/justification forms distributed to department directors.
April 14 - May 6, 2022	Departments to complete preliminary budget request forms and justification for new purchase requests and submit to Finance office by May 6, 2022.
May 2, 2022	City should receive notice of estimated taxable value from appraisal district. Finance will begin ad valorem tax revenue projections to present to Council.
May 9 - May 13, 2022	Department proposed budget submissions compiled by Finance.
May 16 - May 27, 2022	Department budget hearings between Finance/City Manager and all departments and Boards and Commissions. Finance coordinates with all departments to prepare updated 5-year projections.
June 13 - June 24, 2022	Department meetings with CM/Finance Director to discuss proposed department budgets, changes, and additions.
Monday, July 18, 2022 Special Meeting budget workshop	Proposed FY23 budget presented to city council. Workshop to include budget and tax rate adoption discussion, as well as 3 year forecast. Meeting must be posted 72 hours in advance.
August 1, 2022	City to receive certified tax roll and calculate Effective Tax Rate.
Monday, August 8, 2022 City Council Meeting	Public hearing on CCPD Budget & record vote on tax rate. Set public hearing dates for Tax and Budget by resolution
Friday, August 12, 2022	Updated FY23 Proposed Budget posted to website and provided to City Secretary 30 days before tax rate adoption per Local Govt Code.
Monday, Sept 12, 2022 City Council Meeting	Public hearings on Tax Rate & Budget adoption. Council to vote on FY23 Tax Rate and Budget adoption.
Monday, Sept 26, 2022 City Council Meeting	Date held for additional meeting, in the event adoption doesn't occur in the prior meeting.
Sept 30, 2022	Last day to provide adopted tax rate to Brazoria County.



AGENDA MEMORANDUM – MARCH 14, 2022

ITEM # CONSENT

CONTACT: Patricia Ditto, Finance Director

SUBJECT: Monthly Budget Summary Report

SUMMARY: Receive and/or approve the February 2021 Budget Report

BACKGROUND INFORMATION:

The information provided is for the FY 2021-2022 budget period, month ending February 28, 2022. 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 February may include corrections from prior months.

DISCUSSION:

Attached is the budget report for February 2022, which is the fifth month of Fiscal Year 22. 41.2% of the year has passed. The report reflects the original budget as approved for FY22 as well as the revised budget reflecting all budget amendments approved by council since the original budget was approved. *This budget report is a preliminary report reflecting current year to date figures that are unaudited and may be adjusted at a future time.*

10-General Fund

As of February 28, 2022, General Fund revenues total \$2,089,075. General Fund expenditures total \$1,304,454.

Revenue (GF)

Total Revenue collected in the General fund is at 67.78% of budget.

- M & O (Maintenance and Operations) Property tax (including current, delinquent and penalties) received through the end of February is \$1,744,574, 91.03% of projection.
- Sales Tax revenue received in February, earned in December, is \$57,615. CCPD received \$14,522 and for Transportation fund the amount is \$14,404.
- Permits and Licenses revenues total \$8,914 for February, \$27,304 year to date. Inspection fees collected year to date are \$12,650.

Impact fees on new construction are posted to Fund 32 Utility Capital Improvements. To date, we have collected \$12,070 for 5 Water Impact Fees. No impact fees have been collected this year for sewer.

- Court revenue for February is \$9,340 for a YTD total of \$36,888.

**Expenditures (GF)**

Expenditures in the General Fund are 51.26% of budget

30-Water, Sewer and Solid Waste Fund

Operating Revenues received through February total \$985,542, 40.27% of projection for the year. Total operating expense through February is \$802,487, 41.72% of budget.

RECOMMENDATION: Council to approve February 2022 Budget Summary Report for General Fund and the Water & Sewer Enterprise Fund.

City of Richwood
Operational Budget Report
10/1/2021 - 02/28/2022

10 General Fund	Prior YTD	Current Period	Current YTD	Original Budget	Revised Budget	Remaining Budget	% Earned/Used
Revenue							41% of year
Taxes	1,861,996.80	209,709.33	1,999,255.32	2,786,463.00	2,786,463.00	787,207.68	71.75%
Property taxes, including delinquent & penalties	1,630,414.83	123,564.11	1,744,574.36	1,916,463.00	1,916,463.00		91.03%
Franchise Taxes	82,728.97	28,530.46	87,372.77	190,000.00	190,000.00		45.99%
Sales Tax	148,853.00	57,614.76	167,308.19	680,000.00	680,000.00		24.60%
Licenses and permits	32,505.64	8,914.46	27,304.38	96,100.00	96,100.00	68,795.62	28.41%
Intergovernmental revenue	10,966.08	939.85	7,939.85	1,000.00	1,000.00	(6,939.85)	Ahead of Budget
Charges for services	100.00	650.00	3,090.00	10,000.00	10,000.00	6,910.00	30.90%
Fines and forfeitures	18,702.54	9,340.47	36,888.34	140,000.00	140,000.00	103,111.66	26.35%
Special Revenues	1,166.96	0.00	(109.36)	1,500.00	1,500.00	1,609.36	-7.29%
Interest	808.91	24.94	337.12	1,200.00	1,200.00	862.88	28.09%
Miscellaneous revenue	18,731.87	3,092.50	14,369.65	46,000.00	46,000.00	31,630.35	31.24%
Inspection Fees	12,625.00	2,530.00	12,650.00	30,000.00	30,000.00		
Miscellaneous Income	5,681.87	437.50	1,194.65	10,000.00	10,000.00		
Parks & Recreation - Park Pavillion Rentals	425.00	125.00	525.00	6,000.00	6,000.00		
Total Revenue	1,944,978.80	232,671.55	2,089,075.30	3,082,263.00	3,082,263.00	993,187.70	67.78%
Expenditures							
General Government							
Administration							
Personnel & Benefits	162,441.40	45,004.92	202,994.56	445,617.00	445,617.00	242,622.44	45.55%
Supplies	5,926.22	517.00	4,516.80	18,700.00	18,700.00	14,183.20	24.15%
Maintenance & Repair	747.16	344.55	1,349.68	5,000.00	5,000.00	3,650.32	26.99%
Utilities	6,120.52	1,473.92	6,416.19	14,000.00	14,000.00	7,583.81	45.83%
Professional Services	135,732.67	4,443.21	79,422.44	128,300.00	128,300.00	48,877.56	61.90%
Other Services	18,540.20	650.52	16,384.79	62,680.00	62,680.00	46,295.21	26.14%
Capital Equipment	6,304.70	69.67	1,704.90	5,100.00	5,100.00	3,395.10	33.43%
Total Administration	335,812.87	52,503.79	312,789.36	679,397.00	679,397.00	366,607.64	46.04%
Judicial							
Personnel & Benefits	25,112.19	5,277.62	28,330.88	70,402.00	70,402.00	42,071.12	40.24%
Supplies	699.75	0.00	252.67	2,300.00	2,300.00	2,047.33	10.99%
Professional Services	9,502.00	0.00	10,722.00	18,350.00	18,350.00	7,628.00	58.43%
Other Services	4,050.72	130.00	205.00	1,000.00	1,000.00	795.00	20.50%
Total Judicial	39,364.66	5,407.62	39,510.55	92,052.00	92,052.00	52,541.45	42.92%
Permitting & Inspections							
Personnel & Benefits	11,797.50	3,065.00	12,140.00	68,100.00	68,100.00	55,960.00	17.83%
Supplies	175.00	0.00	178.10	5,000.00	5,000.00	4,821.90	3.56%
Professional Services	0.00	0.00	0.00	1,500.00	1,500.00	1,500.00	0.00%
Total Permitting & Inspections	11,972.50	3,065.00	12,318.10	74,600.00	74,600.00	62,281.90	16.51%
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	387,150.03	60,976.41	364,618.01	847,549.00	847,549.00	482,930.99	43.02%
Public Safety							
Police Department							
Personnel & Benefits	368,277.45	58,513.09	327,085.35	870,078.00	870,078.00	542,992.65	37.59%
Supplies	12,796.88	585.79	17,896.49	32,000.00	32,000.00	14,103.51	55.93%
Maintenance & Repair	17,023.80	1,045.05	12,432.83	31,400.00	31,400.00	18,967.17	39.60%
Utilities	5,758.01	1,280.31	5,311.10	13,000.00	13,000.00	7,688.90	40.85%
Professional Services	15,336.56	(35,764.00)	83,956.06	146,028.00	146,028.00	62,071.94	57.49%
Other Services	14,851.35	0.00	16,118.93	14,600.00	14,600.00	(1,518.93)	Over Budget
Capital Equipment	3,311.50	187.10	3,649.91	4,625.00	4,625.00	975.09	78.92%
Total Police Department	437,355.55	25,847.34	466,450.67	1,111,731.00	1,111,731.00	645,280.33	41.96%
Fire Department							
Personnel & Benefits	3,407.30	0.00	7,873.60	31,934.00	31,934.00	24,060.40	24.66%
Supplies	1,091.27	0.00	2,566.19	16,400.00	16,400.00	13,833.81	15.65%
Maintenance & Repair	545.78	0.00	2,053.00	21,100.00	21,100.00	19,047.00	9.73%
Utilities	1,627.15	417.09	1,965.09	5,100.00	5,100.00	3,134.91	38.53%

10 General Fund	Prior YTD	Current Period	Current YTD	Original Budget	Revised Budget	Remaining Budget	% Earned/Used
Professional Services	52,500.00	0.00	65,093.75	110,000.00	110,000.00	44,906.25	59.18%
Other Services	10,294.06	0.00	13,905.28	15,450.00	15,450.00	1,544.72	90.00%
Capital Equipment	34,428.84	0.00	34,786.37	64,712.00	64,712.00	29,925.63	53.76%
Total Fire Department	103,894.40	417.09	128,243.28	264,696.00	264,696.00	136,452.72	48.45%
Code Enforcement							
Personnel & Benefits	(254.00)	0.00	0.00	1,000.00	1,000.00	1,000.00	0.00%
Professional Services	0.00	0.00	0.00	1,000.00	1,000.00	1,000.00	0.00%
Other Services	736.00	0.00	0.00	800.00	800.00	800.00	0.00%
Total Code Enforcement	482.00	0.00	0.00	2,800.00	2,800.00	2,800.00	0.00%
Total Public Safety	541,731.95	26,264.43	594,693.95	1,379,227.00	1,379,227.00	784,533.05	43.12%
Public Works							
City Maintenance							
Personnel & Benefits	40,231.85	8,917.10	44,304.92	101,555.00	101,555.00	57,250.08	43.63%
Supplies	13,130.58	932.52	5,463.71	17,000.00	17,000.00	11,536.29	32.14%
Maintenance & Repair	11,912.42	2,677.70	20,026.84	43,500.00	43,500.00	23,473.16	46.04%
Utilities	9,526.96	2,512.80	9,893.33	35,900.00	35,900.00	26,006.67	27.56%
Other Services	2,540.73	0.00	2,621.36	6,300.00	6,300.00	3,678.64	41.61%
Capital Equipment	2,125.86	0.00	33,240.00	60,000.00	60,000.00	26,760.00	55.40%
Total City Maintenance	79,468.40	15,040.12	115,550.16	264,255.00	264,255.00	148,704.84	43.73%
Parks and Recreation							
Supplies	571.46	434.86	1,519.14	2,800.00	2,800.00	1,280.86	54.26%
Maintenance & Repair	17,438.74	613.76	8,566.95	25,000.00	25,000.00	16,433.05	34.27%
Utilities	871.40	272.30	838.78	2,700.00	2,700.00	1,861.22	31.07%
Other Services	6,116.45	0.00	2,739.74	16,300.00	16,300.00	13,560.26	16.81%
Total Parks and Recreation	24,998.05	1,320.92	13,664.61	46,800.00	46,800.00	33,135.39	29.20%
Emergency/Disaster							
Contract Labor	0.00	0.00	215,926.90	0.00	312,500.00	96,573.10	69.10%
Total Emergency/Disaster	0.00	0.00	215,926.90	0.00	312,500.00	96,573.10	0.00%
Miscellaneous	38,208.00	0.00	0.00	7,000.00	7,000.00	7,000.00	0.00%
Development Agreements	0	0	0	7,000.00	7,000.00	7,000.00	0.00%
Total Expenditures	1,071,556.43	103,601.88	1,304,453.63	2,544,831.00	2,857,331.00	1,552,877.37	51.26%
Other Financing Sources and Uses							
Sources							
Transfers In	0.00	59,718.50	127,218.50	127,500.00	127,500.00	281.50	99.78%
Total Sources	0.00	59,718.50	127,218.50	127,500.00	127,500.00	281.50	99.78%
Uses							
Transfers Out	317,000.00	0.00	454,128.00	454,128.00	454,128.00	0.00	100.00%
Total Uses	317,000.00	0.00	454,128.00	454,128.00	454,128.00	0.00	100.00%
Total Other Financing Sources and Uses	(317,000.00)	59,718.50	(326,909.50)	(326,628.00)	(326,628.00)	281.50	100.09%
Total - 10 GENERAL FUND	556,422.37	188,788.17	457,712.17	210,804.00	(101,696.00)	559,408.17	Ahead of Budget

City of Richwood Operational Budget Report 10/1/2021 - 02/28/2022							
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							41% of year
Sewer Department	362,780.34	77,425.09	373,826.26	907,100.00	907,100.00	533,273.74	41.21%
Water Department	478,059.44	98,979.88	477,651.70	1,230,000.00	1,230,000.00	752,348.30	38.83%
Solid Waste Department	131,365.30	27,573.67	134,063.55	310,000.00	310,000.00	175,936.45	43.25%
Total Operating income	972,205.08	203,978.64	985,541.51	2,447,100.00	2,447,100.00	1,461,558.49	40.27%
Operating expense							
Sewer Department							
Personnel & Benefits	61,483.51	12,434.67	67,699.72	180,056.00	180,056.00	112,356.28	37.60%
Supplies	2,415.54	218.42	2,800.02	11,500.00	11,500.00	8,699.98	24.35%
Maintenance & Repair	7,927.47	24,238.32	57,435.41	59,950.00	59,950.00	2,514.59	95.81%
Utilities	0.00	0.00	0.00	25,000.00	25,000.00	25,000.00	0.00%
Professional Services	252,165.28	0.00	263,728.44	574,580.00	574,580.00	310,851.56	45.90%
Other Services	5,358.66	0.00	5,122.09	5,100.00	5,100.00	(22.09)	Ahead of Budget
Total Sewer Department	329,350.46	36,891.41	396,785.68	856,186.00	856,186.00	459,400.32	46.34%
Water Department							
Personnel & Benefits	57,026.25	15,576.81	71,841.86	205,579.00	205,579.00	133,737.14	34.95%
Supplies	15,451.86	2,491.48	7,963.32	21,300.00	21,300.00	13,336.68	37.39%
Maintenance & Repair	33,838.92	5,048.19	35,995.29	78,010.00	78,010.00	42,014.71	46.14%
Utilities	23,302.98	5,014.25	20,015.05	84,500.00	84,500.00	64,484.95	23.69%
Professional Services	10,201.36	0.00	40,714.76	51,500.00	51,500.00	10,785.24	79.06%
Other Services	131,043.03	46,586.40	135,990.36	343,000.00	343,000.00	207,009.64	39.65%
Capital Equipment	1,503.85	300.77	1,503.85	3,610.00	3,610.00	2,106.15	41.66%
Total Water Department	272,368.25	75,017.90	314,024.49	787,499.00	787,499.00	473,474.51	39.88%
Solid Waste Department							
Professional Services	87,866.91	23,227.81	91,677.18	280,000.00	280,000.00	188,214.82	32.74%
Total Solid Waste Department	87,866.91	23,227.81	91,677.18	280,000.00	280,000.00	188,322.82	32.74%
Total Operating expense	689,585.62	135,137.12	802,487.35	1,923,685.00	1,923,685.00	1,121,197.65	41.72%
Total Net Operating Income (Loss)	282,619.46	68,841.52	183,054.16	523,415.00	523,415.00	340,360.84	34.97%
Non-Operating Items							
Non-operating income							
Interest income	328.56	0.00	99.31	1,000.00	1,000.00	900.69	9.93%
Grants	21,460.80	0.00	0.00	0.00	0.00	0.00	At Budget
Other income	1,146.37	210.43	266.11	0.00	0.00	(266.11)	not budgeted
Transfers In	80,000.00	0.00	10,000.00	10,000.00	10,000.00	0.00	At Budget
Total Non-operating income	102,935.73	210.43	10,365.42	11,000.00	11,000.00	634.58	94.23%
Non-operating expense							
Debt Service	114,622.50	117,374.25	117,374.25	336,949.00	336,949.00	219,574.75	34.83%
Transfers Out	56,000.00	0.00	56,000.00	56,000.00	56,000.00	0.00	At Budget
Total Non-operating expense	170,622.50	117,374.25	173,374.25	392,949.00	392,949.00	219,574.75	44.12%
Depreciation Expense	0.00	0.00	0.00	300,000.00	300,000.00	300,000.00	0.00%
Total Non-Operating Items	(67,686.77)	(117,163.82)	(163,008.83)	(681,949.00)	(681,949.00)	518,940.17	Ahead of Budget
Total - 30 Water & Sewer Enterprise Fund	214,932.69	(48,322.30)	20,045.33	(158,534.00)	(158,534.00)	178,579.33	Ahead of Budget



AGENDA MEMORANDUM – MARCH 14, 2022

ITEM # CONSENT

CONTACT: Patricia Ditto, Finance Director

SUBJECT: Monthly Budget Summary Report

SUMMARY: Receive and/or approve the January 2022 Budget Report

BACKGROUND INFORMATION:

The information provided is for the FY 2021-2022 budget period, month ending January 31, 2022. 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 January may include corrections from prior months.

DISCUSSION:

Attached is the budget report for January 2022, which is the fourth month of Fiscal Year 22. 33.3% of the year has passed. The report reflects the original budget as approved for FY22 as well as the revised budget reflecting all budget amendments approved by council since the original budget was approved. *This budget report is a preliminary report reflecting current year to date figures that are unaudited and may be adjusted at a future time.*

10-General Fund

As of January 31, 2022, General Fund revenues total \$1,856,404, 60.23% of projection. General Fund expenditures total \$1,200,852, 47.19% of budget.

Revenue (GF)

Total Revenue collected in the General fund is at 60.23% of projection.

- M & O (Maintenance and Operations) Property tax (including current, delinquent and penalties) received through the end of January is \$1,621,010, 84.58% of projection. The majority of property tax revenue is realized in December – January.
- Sales Tax revenue received in January, earned in November, is \$56,126. CCPD received \$13,926 and for Transportation fund the amount is 14,032.
- Permits and Licenses revenues total \$5,677 for January, \$18,390 year to date. Inspection fees collected year to date are \$10,120.

Impact fees on new construction are posted to Fund 32 Utility Capital Improvements. To date, we have collected \$7,242 for 3 Water Impact Fees. No impact fees have been collected this year for sewer.

- Court revenue for January is \$7,720 for a YTD total of \$27,548.

**Expenditures (GF)**

Expenditures in the General Fund are 47.19% of budget. Our largest expenditure to date is the debris removal following Hurricane Nicholas. Due to this large expenditure, our budget % is high but will even out as the year progresses.

30-Water, Sewer and Solid Waste Fund

Operating Revenues received through January total \$781,563, 31.94% of projection for the year. Total operating expense through January is \$667,350, 34.69% of budget.

RECOMMENDATION: Council to approve January 2022 Budget Summary Report for General Fund and the Water & Sewer Enterprise Fund.

City of Richwood
Operational Budget Report
10/1/2021 - 01/31/2022

10 General Fund	Prior YTD	Current Period	Current YTD	Original Budget	Revised Budget	Remaining Budget	% Earned/Used
Revenue							33% of year
Taxes	1,607,735.18	784,856.20	1,789,545.99	2,786,463.00	2,786,463.00	996,917.01	64.22%
Property taxes, including delinquent & penalties	1,452,518.68	728,730.08	1,621,010.25	1,916,463.00	1,916,463.00		84.58%
Franchise Taxes	55,372.71	0.00	58,842.31	190,000.00	190,000.00		30.97%
Sales Tax	99,843.79	56,126.12	109,693.43	680,000.00	680,000.00		16.13%
Licenses and permits	22,343.34	5,677.00	18,389.92	96,100.00	96,100.00	77,710.08	19.14%
Intergovernmental revenue	10,966.08	0.00	7,000.00	1,000.00	1,000.00	(6,000.00)	Ahead of Budget
Charges for services	100.00	300.00	2,440.00	10,000.00	10,000.00	7,560.00	24.40%
Fines and forfeitures	15,217.91	7,720.27	27,547.87	140,000.00	140,000.00	112,452.13	19.68%
Special Revenues	81.01	9.64	(109.36)	1,500.00	1,500.00	1,609.36	-7.29%
Interest	749.13	61.23	312.18	1,200.00	1,200.00	887.82	26.02%
Miscellaneous revenue	14,100.38	3,177.63	11,277.15	46,000.00	46,000.00	34,722.85	24.52%
Inspection Fees	10,095.00	2,530.00	10,120.00	30,000.00	30,000.00		
Miscellaneous Income	3,580.38	347.63	757.15	10,000.00	10,000.00		
Parks & Recreation - Park Pavilion Rentals	425.00	300.00	400.00	6,000.00	6,000.00		
Total Revenue	1,671,293.03	801,801.97	1,856,403.75	3,082,263.00	3,082,263.00	1,225,859.25	60.23%
Expenditures							
General Government							
Administration							
Personnel & Benefits	130,476.96	52,086.45	157,989.64	445,617.00	445,617.00	287,627.36	35.45%
Supplies	5,024.75	1,334.49	3,999.80	18,700.00	18,700.00	14,700.20	21.39%
Maintenance & Repair	589.88	39.24	1,005.13	5,000.00	5,000.00	3,994.87	20.10%
Utilities	4,801.16	1,517.68	4,942.27	14,000.00	14,000.00	9,057.73	35.30%
Professional Services	114,148.49	6,413.94	74,979.23	128,300.00	128,300.00	53,320.77	58.44%
Other Services	17,803.22	36.36	15,734.27	62,680.00	62,680.00	46,945.73	25.10%
Capital Equipment	6,235.03	681.96	1,635.23	5,100.00	5,100.00	3,464.77	32.06%
Total Administration	279,079.49	62,110.12	260,285.57	679,397.00	679,397.00	419,111.43	38.31%
Judicial							
Personnel & Benefits	19,946.39	7,746.46	23,053.26	70,402.00	70,402.00	47,348.74	32.75%
Supplies	599.62	0.00	252.67	2,300.00	2,300.00	2,047.33	10.99%
Professional Services	8,582.00	0.00	10,722.00	18,350.00	18,350.00	7,628.00	58.43%
Other Services	3,259.52	0.00	75.00	1,000.00	1,000.00	925.00	7.50%
Total Judicial	32,387.53	7,746.46	34,102.93	92,052.00	92,052.00	57,949.07	37.05%
Permitting & Inspections							
Personnel & Benefits	11,460.00	2,175.00	9,075.00	68,100.00	68,100.00	59,025.00	13.33%
Supplies	175.00	0.00	178.10	5,000.00	5,000.00	4,821.90	3.56%
Professional Services	0.00	0.00	0.00	1,500.00	1,500.00	1,500.00	0.00%
Total Permitting & Inspections	11,635.00	2,175.00	9,253.10	74,600.00	74,600.00	65,346.90	12.40%
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	323,102.02	72,031.58	303,641.60	847,549.00	847,549.00	543,907.40	35.83%
Public Safety							
Police Department							
Personnel & Benefits	298,347.26	95,647.46	268,572.26	870,078.00	870,078.00	601,505.74	30.87%
Supplies	5,984.56	8,649.68	17,310.70	32,000.00	32,000.00	14,689.30	54.10%
Maintenance & Repair	15,043.17	1,653.05	11,387.78	31,400.00	31,400.00	20,012.22	36.27%
Utilities	4,581.20	970.90	4,030.79	13,000.00	13,000.00	8,969.21	31.01%
Professional Services	15,336.56	89,410.00	119,720.06	146,028.00	146,028.00	26,307.94	81.98%
Other Services	14,851.35	50.00	16,118.93	14,600.00	14,600.00	(1,518.93)	Over Budget
Capital Equipment	3,124.40	374.20	3,462.81	4,625.00	4,625.00	1,162.19	74.87%
Total Police Department	357,268.50	196,755.29	440,603.33	1,111,731.00	1,111,731.00	671,127.67	39.63%
Fire Department							
Personnel & Benefits	3,407.30	0.00	7,873.60	31,934.00	31,934.00	24,060.40	24.66%
Supplies	1,091.27	663.39	2,566.19	16,400.00	16,400.00	13,833.81	15.65%
Maintenance & Repair	390.78	0.00	2,053.00	21,100.00	21,100.00	19,047.00	9.73%
Utilities	1,221.87	589.25	1,548.00	5,100.00	5,100.00	3,552.00	30.35%

10 General Fund	Prior YTD	Current Period	Current YTD	Original Budget	Revised Budget	Remaining Budget	% Earned/Used
Professional Services	52,500.00	38,311.00	65,093.75	110,000.00	110,000.00	44,906.25	59.18%
Other Services	10,294.06	948.00	13,905.28	15,450.00	15,450.00	1,544.72	90.00%
Capital Equipment	34,428.84	2,063.70	34,786.37	64,712.00	64,712.00	29,925.63	53.76%
Total Fire Department	103,334.12	42,575.34	127,826.19	264,696.00	264,696.00	136,869.81	48.29%
Code Enforcement							
Personnel & Benefits	(254.00)	0.00	0.00	1,000.00	1,000.00	1,000.00	0.00%
Professional Services	0.00	0.00	0.00	1,000.00	1,000.00	1,000.00	0.00%
Other Services	736.00	0.00	0.00	800.00	800.00	800.00	0.00%
Total Code Enforcement	482.00	0.00	0.00	2,800.00	2,800.00	2,800.00	0.00%
Total Public Safety	461,084.62	239,330.63	568,429.52	1,379,227.00	1,379,227.00	810,797.48	41.21%
Public Works							
City Maintenance							
Personnel & Benefits	32,439.23	11,781.17	35,387.82	101,555.00	101,555.00	66,167.18	34.85%
Supplies	4,304.85	1,371.16	4,531.19	17,000.00	17,000.00	12,468.81	26.65%
Maintenance & Repair	9,702.13	2,882.15	17,349.14	43,500.00	43,500.00	26,150.86	39.88%
Utilities	7,151.78	2,441.11	7,380.53	35,900.00	35,900.00	28,519.47	20.56%
Other Services	2,540.73	0.00	2,621.36	6,300.00	6,300.00	3,678.64	41.61%
Capital Equipment	2,125.86	33,240.00	33,240.00	60,000.00	60,000.00	26,760.00	55.40%
Total City Maintenance	58,264.58	51,715.59	100,510.04	264,255.00	264,255.00	163,744.96	38.04%
Parks and Recreation							
Supplies	511.47	0.00	1,084.28	2,800.00	2,800.00	1,715.72	38.72%
Maintenance & Repair	17,277.68	2,833.99	7,953.19	25,000.00	25,000.00	17,046.81	31.81%
Utilities	626.08	255.16	566.48	2,700.00	2,700.00	2,133.52	20.98%
Other Services	6,044.75	0.00	2,739.74	16,300.00	16,300.00	13,560.26	16.81%
Total Parks and Recreation	24,459.98	3,089.15	12,343.69	46,800.00	46,800.00	34,456.31	26.38%
Emergency/Disaster							
Contract Labor	0.00	0.00	215,926.90	0.00	312,500.00	96,573.10	69.10%
Total Emergency/Disaster	0.00	0.00	215,926.90	0.00	312,500.00	96,573.10	0.00%
Miscellaneous	38,208.00	0.00	0.00	7,000.00	7,000.00	7,000.00	0.00%
Development Agreements	0	0	0	7,000.00	7,000.00	7,000.00	0.00%
Total Expenditures	905,119.20	366,166.95	1,200,851.75	2,544,831.00	2,857,331.00	1,656,479.25	47.19%
Other Financing Sources and Uses							
Sources							
Transfers In	0.00	67,500.00	67,500.00	127,500.00	127,500.00	60,000.00	52.94%
Total Sources	0.00	67,500.00	67,500.00	127,500.00	127,500.00	60,000.00	52.94%
Uses							
Transfers Out	317,000.00	0.00	454,128.00	454,128.00	454,128.00	0.00	100.00%
Total Uses	317,000.00	0.00	454,128.00	454,128.00	454,128.00	0.00	100.00%
Total Other Financing Sources and Uses	(317,000.00)	67,500.00	(386,628.00)	(326,628.00)	(326,628.00)	60,000.00	118.37%
Total - 10 GENERAL FUND	449,173.83	503,135.02	268,924.00	210,804.00	(101,696.00)	370,620.00	Ahead of Budget

<div> <div>City of Richwood</div> <div>Operational Budget Report</div> <div>10/1/2021 - 01/31/2022</div> </div>							
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							33% of year
Sewer Department	290,898.74	76,207.21	296,401.17	907,100.00	907,100.00	610,698.83	32.68%
Water Department	384,257.40	95,808.44	378,671.82	1,230,000.00	1,230,000.00	851,328.18	30.79%
Solid Waste Department	105,229.90	27,702.98	106,489.88	310,000.00	310,000.00	203,510.12	34.35%
Total Operating income	780,386.04	199,718.63	781,562.87	2,447,100.00	2,447,100.00	1,665,537.13	31.94%
Operating expense							
Sewer Department							
Personnel & Benefits	50,025.33	17,149.07	55,265.05	180,056.00	180,056.00	124,790.95	30.69%
Supplies	1,654.90	1,239.35	2,581.60	11,500.00	11,500.00	8,918.40	22.45%
Maintenance & Repair	7,635.66	5,817.80	33,197.09	59,950.00	59,950.00	26,752.91	55.37%
Utilities	0.00	0.00	0.00	25,000.00	25,000.00	25,000.00	0.00%
Professional Services	249,378.95	168,829.29	263,728.44	574,580.00	574,580.00	310,851.56	45.90%
Other Services	5,358.66	0.00	5,122.09	5,100.00	5,100.00	(22.09)	Ahead of Budget
Total Sewer Department	314,053.50	193,035.51	359,894.27	856,186.00	856,186.00	496,291.73	42.03%
Water Department							
Personnel & Benefits	45,351.66	19,368.21	56,265.05	205,579.00	205,579.00	149,313.95	27.37%
Supplies	13,463.37	1,851.87	5,471.84	21,300.00	21,300.00	15,828.16	25.69%
Maintenance & Repair	29,486.80	13,135.16	30,947.10	78,010.00	78,010.00	47,062.90	39.67%
Utilities	17,358.77	5,065.18	15,000.80	84,500.00	84,500.00	69,499.20	17.75%
Professional Services	10,201.36	9,720.92	40,714.76	51,500.00	51,500.00	10,785.24	79.06%
Other Services	109,460.63	0.00	89,403.96	343,000.00	343,000.00	253,596.04	26.07%
Capital Equipment	1,203.08	601.54	1,203.08	3,610.00	3,610.00	2,406.92	33.33%
Total Water Department	226,525.67	49,742.88	239,006.59	787,499.00	787,499.00	548,492.41	30.35%
Solid Waste Department							
Professional Services	65,873.00	23,227.81	68,449.37	280,000.00	280,000.00	211,442.63	24.45%
Total Solid Waste Department	65,873.00	23,227.81	68,449.37	280,000.00	280,000.00	211,550.63	24.45%
Total Operating expense	606,452.17	266,006.20	667,350.23	1,923,685.00	1,923,685.00	1,256,334.77	34.69%
Total Net Operating Income (Loss)	173,933.87	(66,287.57)	114,212.64	523,415.00	523,415.00	409,202.36	21.82%
Non-Operating Items							
Non-operating income							
Interest income	328.47	23.35	99.31	1,000.00	1,000.00	900.69	9.93%
Grants	21,460.80	0.00	0.00	0.00	0.00	0.00	At Budget
Other income	1,132.24	16.71	55.68	0.00	0.00	(55.68)	not budgeted
Transfers In	80,000.00	0.00	10,000.00	10,000.00	10,000.00	0.00	At Budget
Total Non-operating income	102,921.51	40.06	10,154.99	11,000.00	11,000.00	845.01	92.32%
Non-operating expense							
Debt Service	0.00	0.00	0.00	336,949.00	336,949.00	336,949.00	0.00%
Transfers Out	56,000.00	0.00	56,000.00	56,000.00	56,000.00	0.00	At Budget
Total Non-operating expense	56,000.00	0.00	56,000.00	392,949.00	392,949.00	336,949.00	14.25%
Depreciation Expense	0.00	0.00	0.00	300,000.00	300,000.00	300,000.00	0.00%
Total Non-Operating Items	46,921.51	40.06	(45,845.01)	(681,949.00)	(681,949.00)	636,103.99	Ahead of Budget
Total - 30 Water & Sewer Enterprise Fund	220,855.38	(66,247.51)	68,367.63	(158,534.00)	(158,534.00)	226,901.63	Ahead of Budget

MINUTES

RICHWOOD CITY COUNCIL MEETING

Section VII, Item F.

Monday, February 14, 2022 at 6:15 PM

BE IT KNOWN THAT a City of Richwood City Council will meet Monday, February 14, 2022, beginning at 6:15 PM at Richwood City Hall, located at 1800 Brazosport Blvd. N., Richwood, Texas 77531 with the following agenda:

I. CALL TO ORDER

The meeting was called to order at 6:15 p.m.

II. ROLL CALL OF COUNCIL MEMBERS

Steve Boykin, Mayor:	Present
Mike Johnson, Position 1:	Present
Melissa Strawn, Position 2:	Present
Matthew Yarborough, Mayor Pro Tem:	Present
Rory Escalante, Position 4:	Present
Mark Brown II, Position 5:	Present

Others present: Eric Foerster, City Manager; Kirsten Garcia, City Secretary; Patricia Ditto, Finance Director; Clif Custer; Public Works Director; Philip Knop, City Attorney.

III. PUBLIC COMMENTS

There was no public comment.

IV. EMPLOYEE SERVICE AWARD

A. Linda Pace, Administrative Assistant - 20 Years of Service (Retiring)

Patricia Ditto, Finance Director, presented the award.

B. Clif Custer, Director of Public Works - 10 Years of Service

Eric Foerster, City Manager, presented the award.

V. CONSENT AGENDA

A. Approval of minutes from regular meeting held January 10, 2022.

B. Approval of December 2021 budget report.

C. Approval of Q1 Investment Report, FY 2022

D. Approve submittal of annual Richwood Police Department Racial Profiling Report.

Motion to approve consent agenda.

Motion made by Mark Brown II, Seconded by Melissa Strawn.

Voting Yea: Mike Johnson, Melissa Strawn, Matthew Yarborough, Rory Escalante, Mark Brown II

VI. PRESENTATION

A. Presentation of FY21 financial audit report by auditors Pattillo, Brown & Hill, LLP

Clayton Rogers with PBH presented the audit report.

VII. DISCUSSION AND ACTION ITEMS

- A. Final review and action of re-plat of lots 156 & 157; Block1 of Oakwood Shores Subdivision Section 1, also known as 33527& 33603 Blue Marlin.

Motion to approve re-plat of lots 156 & 157; Block1 of Oakwood Shores Subdivision Section 1, also known as 33527& 33603 Blue Marlin.

Motion made by Mark Brown II, Seconded by Matthew Yarborough.

Voting Yea: Mike Johnson, Melissa Strawn, Matthew Yarborough, Rory Escalante, Mark Brown II

- B. Public hearing and action regarding violation of the City of Richwood's Code of Ordinances, Chapter 4, Article VII at 1250 N. Brazosport Blvd #7, by Jose Mata.

Kirsten Garcia presented.

Shawn Moreland with the property owner presented.

Motion to condemn 1250 N. Brazosport Blvd #7, by Jose Mata for violation of Code of Ordinances, Chapter 4, Article VII after 30 days.

Motion made by Matthew Yarborough, Seconded by Mike Johnson.

Voting Yea: Mike Johnson, Melissa Strawn, Matthew Yarborough, Rory Escalante, Mark Brown II

- C. Discuss and consider adopting Ordinance No. 22-486, amending Chapter 3 - Animals, Article I, Section 3-9 and 3-36 of the Richwood Code of Ordinances.

Chief Mayer presented.

Motion to adopt Ordinance No. 22-486, amending Chapter 3 - Animals, Article I, Section 3-9 and 3-36 of the Richwood Code of Ordinances.

Motion made by Mark Brown II, Seconded by Matthew Yarborough.

Voting Yea: Mike Johnson, Melissa Strawn, Matthew Yarborough, Rory Escalante, Mark Brown II

- D. Discuss and select a date for a planning and work session concerning future Capital Improvement projects.

Eric Foerster presented.

Consensus to meet March 8, 2022, at 6:00 pm.

VIII. CAPITAL IMPROVEMENT PROJECTS UPDATE

Clif Custer presented CIP Update.

IX. CITY MANAGER'S REPORT

Eric Foerster reported on budget, elections, water system update, grant updates, retirement, and Covid 19.

X. COUNCIL MEMBER COMMENTS & REPORTS

Mike Johnson stated that he attended the CCPD board meeting and it was a good meeting with good discussion.

Matt Yarborough thanked Tricia and all of staff involved with audit, he appreciates it.

Mark Brown II stated that this Saturday KRB is working on phase 3 of their landscaping project at 9:00 am, the VOW 22 walk starting at 8am. He expressed thanks to staff for doing a great job on audit, adding that this is what it should be, we should be transparent and doing a good job with our money. He wanted to especially recognize Eric for his diligence and making sure we are doing things right. He expressed congrats to Clif and thanks for doing great work on projects.

XI. MAYOR'S REPORT

Mayor Boykin reported on past weather events and possible upcoming weather, emergency management meeting tomorrow, also a state call for fire danger. Also mentioned the Vow 22 walk, encouraged everyone to attend.

XII. FUTURE AGENDA ITEMS

Proclamation for Vow 22

XIII. ADJOURNMENT

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

These minutes were read and approved on this 21st day of March 2022.

Mayor

ATTEST:

City Secretary

MINUTES

RICHWOOD CITY COUNCIL SPEICAL MEETING

Tuesday, March 08, 2022 at 6:00 PM

BE IT KNOWN THAT a City of Richwood City Council will meet Tuesday, March 08, 2022, beginning at 6:00 PM at Richwood City Hall, located at 1800 Brazosport Blvd. N., Richwood, Texas 77531 with the following agenda:

I. CALL TO ORDER

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

II. INVOCATION

Tricia Ditto led the invocation.

III. PLEDGES OF ALLEGIANCE

Mayor Pro Tem Yarborough led the pledges.

IV. ROLL CALL OF COUNCIL MEMBERS

Steve Boykin, Mayor:	Absent
Mike Johnson, Position 1:	Present
Melissa Strawn, Position 2:	Present
Matthew Yarborough, Mayor Pro Tem:	Present
Rory Escalante, Position 4:	Present
Mark Brown II, Position 5:	Absent

Others present: Eric Foerster, City Manager; Kirsten Garcia, City Secretary; Patricia Ditto, Finance Director; Clif Custer; Public Works Director; Philip Knop, City Attorney.

V. PUBLIC COMMENTS

There was no public comment.

VI. WORKSHOP

A. Fiscal Year 2023 City Planning Workshop and Discussion

Eric presented planning presentation.

VII. CITY MANAGER'S REPORT

Eric reported that there is a possibility will be out for the Council meeting next week.

VIII. COUNCIL MEMBER COMMENTS & REPORTS

No report.

IX. MAYOR'S REPORT

No report.

X. FUTURE AGENDA ITEMS

No report.

XI. ADJOURNMENT

Being there no further business, the meeting was adjourned at 7:17p.m.

These minutes were read and approved on this 21st day of March 2022.

Mayor

ATTEST:

City Secretary

Notice

Welcome!

A high priority for the City of Richwood is the preservation of Streets & Drainage infrastructure within the city. The City of Richwood has recently invested significant amounts of money to rebuild roads within the Oakwood Shores Subdivision and will continue to do so for years in the future. There are expectations that the City of Richwood has of Contractors to assist us in achieving the goal of protecting City Infrastructure.

Streets

- Heavy equipment must be offloaded onto lots instead of the street especially tracked equipment such as skid steers, excavators, and bull dozers. When equipment is done at a site, the equipment needs to be loaded from the site not from the street, onto the transport vehicle.
- No fill material is to be staged on streets.
- Streets need to remain clear of debris such as aggregate, mud, clay, etc.
- Streets must be cleaned in a manor that does not damage the road surface and must cleared of debris by the end of every workday. Preferred method for cleaning streets is a street sweeper or Laborer and broom. If bladed equipment such as skid steer or backhoe is used and streets are damaged, Richwood will hold the builder financially liable for any necessary repairs.

Drainage

- All drainage areas must always be 100% free of debris.
- Properties must be accessed via permanent drive, temporary drive, or pads laid across drainage areas so not to cause damage within drainage areas.
- Concrete washouts must not be performed in drainage areas. Concrete washouts are to be confined to the property. Concrete spoil may be placed in a pit. Spoil may also be placed on the property grounds to cure and be broken up and disposed of within the roll off dumpster that is required to be onsite by the Oakwood Shores HOA.

City of Richwood Code Enforcement or Public Works will notify home builders of any corrective actions necessary. Stop Work Notices will be enforced if streets and drainage areas do not remain well maintained.

For questions regarding the expectations of contractors while constructing homes in the City of Richwood call:

Clif Custer
Director of Public Works
Office: 979-265-2082, option 5



AGENDA MEMORANDUM

CONTACT: ERIC FOERSTER

SUBJECT: DAMAGE PREVENTION FOR STREETS IN OAKWOOD SHORES

BACKGROUND INFORMATION: Mike Johnson asked for discussion about how to keep the new streets in Oakwood Shores from getting damaged during construction projects. See attached notice for our flyer that goes out with the builder's packet.

ISSUE: Discussion on prevention of street damage in Oakwood Shores during the build out phase of the development.

FISCAL IMPACT: None at this time

RECOMMENDATION: Discuss and take appropriate action.

ORDINANCE NO. 22-487

AN ORDINANCE BY THE COUNCIL OF THE CITY OF RICHWOOD, TEXAS, AMENDING CHAPTER 13 AND MISCELLANEOUS PROVISIONS TO PROHIBIT CAMPING AND THE STORAGE OF PERSONAL PROPERTY ON PUBLIC PROPERTY; PROVIDING FOR A PENALTY; PROVIDING A SAVINGS CLAUSE; PROVIDING THAT THIS ORDINANCE SHALL TAKE EFFECT AND BE IN FORCE IMMEDIATELY UPON ITS PASSAGE.

Whereas, the City of Richwood, Texas manages and protects public land and facilities such as parks, sidewalks, and parking lots to ensure all residents and visitors have the opportunity to use the public land and facilities for their intended purposes; and

Whereas, unpermitted camping and the storage of personal property on public property and outside of public facilities interferes with the work of city employees and contractors; and

Whereas, unpermitted camping and the storage of personal property on public property and outside of public facilities interferes with public access to public land and facilities; and

Whereas, unpermitted camping and the storage of personal property on public property and outside of public facilities interferes with the ability of the public to use the public land and facilities for their intended purposes; and

Whereas, unpermitted camping and the storage of personal property on sidewalks, parking lots and walkways interferes with pedestrian and vehicle traffic; and

Whereas, unpermitted camping sometimes leads to public disturbances, public urination and defecation and litter.

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

Section 1: That Ch. 13 of the Code of Ordinances of the CITY OF RICHWOOD, Texas is hereby amended to add the following:

Article V: Sec. 13-103. Camping prohibited.

(a) Persons are prohibited from camping on public property; outside of public buildings; and on streets, sidewalks, and public parking lots.

(1) Public property includes, but is not limited to, public rights-of-way, parks lands, government buildings and government facilities.

(2) Camping means lodging out of doors, which is demonstrated by:

- a. the laying down of bedding, such as a blanket, sleeping bag, bed roll, newspapers, cardboard, or similar material; **OR**
- b. the erection, use, or occupation of any tent, hut, lean-to, shack, temporary shelter, hammock, or similar device;

AND ANY ONE OR MORE OF THE FOLLOWING:

- c. numerous items of personal belongings in and around the items in subsection (a) or (b); **OR**
- d. evidence of existing or past cooking activities; **OR**
- e. evidence of existing or past fires.

(3) Persons who are camping will receive an oral or written warning and will be given an opportunity to remove the camping items. If the person refuses to remove the items or the person returns to camping, then that person will be in violation of this ordinance. Only one warning per person is required.

Sec. 13-104. Storage of personal property prohibited.

(a) It shall be unlawful for any person to store personal property on public property.

(1) Store means to put aside, place, or leave for future use.

(2) Unattended Stored Items. The City shall remove unattended stored items and post a notice listing the place the items are stored, a phone number that can be called to inquire about the items, the date by which the items must be retrieved, and a warning that the items will be destroyed if not retrieved by that date. If the items are not claimed within 30 days, the City may destroy the items.

(3) Attended Stored Items. The City shall request that attended stored items be removed. If the owner does not remove the items or if the owner removes the items but then stores them later, the City shall remove the items and give the owner 30 days to claim the items. If the items are not claimed within 30 days, the City may destroy the items. Only one request per person is necessary, regardless of the location of the subsequent storage.

(4) A sign stating that personal items are prohibited from being stored in the area negates the need for a removal request.

(5) The City may immediately destroy any items that are a threat to the health, safety or welfare of the public, such as fire hazards; explosive hazards; noxious odor emanations; infectious or pathogenic hazards; or infestations of vermin, including rodents, lice, roaches or fleas.

(b) Exceptions. The following people are not subject to this section:

1. People taking part in a permitted activity such as a parade, festival, assembly, or concert.

2. People taking part in city sponsored events.

3. City officials, employees, or agents acting in their official capacities.

Sec. 13-105. Warning required.

No person may be arrested or given a citation for violating sections 13-103 or 13-104 until that person has received an oral or written warning to cease the prohibited conduct. No more than one warning per individual is required.

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

Section 3: A violation of this ordinance shall be a Class C misdemeanor and the penalty for violating this ordinance shall be as provided for in Sec. 1-6 of the Code of Ordinances of the City of City of Richwood.

Section 4: If any part or portion of this ordinance shall be invalid or unconstitutional, such invalidity or unconstitutionality shall not affect or impair any remaining portions or provisions of this ordinance.

Section 5: The City Secretary shall publish the caption of this ordinance within ten days of final passage in the official newspaper of the City.

Section 6. That the rule requiring ordinances to be read on two separate meetings is hereby suspended and that this ordinance shall be passed and become effective from and after the date of its adoption on its first reading.

PASSED, APPROVED, AND ADOPTED this 14th day of March, 2022.

Steve Boykin, Mayor

ATTEST:

Kirsten Garcia, City Secretary

APPROVED AS TO FORM:

R.P. Matthew Allen, City Attorney