



CITY COUNCIL MEETING AGENDA

Monday, April 14, 2025 at 6:00 PM

Richwood City Hall, 1800 Brazosport Blvd. N.

BE IT KNOWN THAT a City of Richwood City Council will meet Monday, April 14, 2025, 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 2025
- VII. CONSENT AGENDA
 - [A.](#) Budget Report, February 2025
 - [B.](#) Fiscal Year 2025 Investment Report, Quarter 2
 - [C.](#) Approval of minutes from regular meeting held March 10, 2025.
- VIII. DISCUSSION AND ACTION ITEMS
 - [A.](#) Discuss and consider entering into an agreement with Power Field Services for annual preventative maintenance of Richwood's backup power generators.
 - B. 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 April 11, 2025 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, Michael Durham, 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, witness my hand and the seal of the City of Richwood, this 14th day of April, A.D. 2025.

Michael Durham, Mayor
City of Richwood



AGENDA MEMORANDUM – APRIL 14, 2025

ITEM # CONSENT

CONTACT: Patricia Ditto, Finance Director

SUBJECT: Monthly Budget Summary Report

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

BACKGROUND INFORMATION:

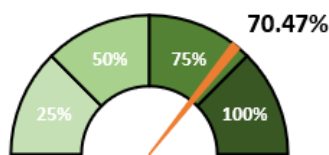
The information provided is for the FY 2024-2025 budget period, month ending February 28, 2025. This summary highlights several key points related to the current month's activity for the General Fund and for the Water and Sewer Enterprise Fund. The attached report is unaudited, and this month may include corrections from prior months.

DISCUSSION:

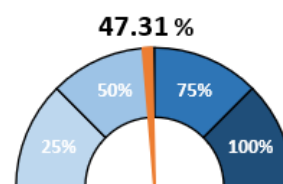
Attached is the budget report for February 2025, which is the fifth month of Fiscal Year 2025. 41.7% of the year has passed. The report reflects the original budget as approved for FY25 as well as the revised budget reflecting all budget amendments approved by council since the original budget was approved. *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 29, 2025, General Fund revenues total \$2,583,940. General Fund expenditures total \$1,644,822.



General Fund Revenue as % of Budget



General Fund Expenditures as % of Budget

Revenue (GF)

Total Revenue collected in the General fund is 70.47% of budget projection.

- M & O (Maintenance and Operations) Property tax (including current, delinquent and penalties) received through the end of January is \$2,121,709, 87.93% 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 February was earned in December. Sales tax is received 2 months after it is earned. The revenue received in October and November 2024 was posted to revenue in FY24. Accordingly, the revenue earned in August and September 2025, will be posted as revenue for FY25 even though it will not be received by the city until October and November. Therefore, we have three month of Sales Tax revenue showing.

MONTH RECEIVED	FY 2023				FY 2024				FY 2025			
	GENERAL FUND	TRANS FUND	CCPD	TOTAL	GENERAL FUND	TRANS FUND	CCPD	TOTAL	GENERAL FUND	TRANS FUND	CCPD	TOTAL
DEC	44,369.52	11,092.39	10,760.96	66,222.87	50,390.06	12,597.52	12,174.92	75,162.50	63,965.34	15,991.34	15,454.48	95,411.16
JAN	52,644.29	13,161.07	12,957.41	78,762.77	51,357.01	12,839.25	12,379.34	76,575.60	60,852.21	15,213.05	14,755.29	90,820.55
FEB	55,858.64	13,964.65	13,634.73	83,458.02	62,500.92	15,625.23	15,222.16	93,348.31	65,052.40	16,263.10	15,706.32	97,021.82
MAR	56,308.72	14,077.18	13,767.76	84,153.66	47,160.51	11,383.28	11,790.13	70,333.92				0.00
APR	51,255.32	12,813.83	12,475.55	76,544.70	53,116.00	13,279.00	12,889.00	79,284.00				0.00
MAY	58,663.20	14,665.80	14,074.45	87,403.45	60,982.24	15,245.56	14,768.02	90,995.82				0.00
JUN	47,805.40	11,951.34	11,489.95	71,246.69	59,244.38	14,811.10	14,220.19	88,275.67				0.00
JUL	56,403.73	14,100.94	13,673.07	84,177.74	58,811.21	14,702.80	14,080.90	87,594.91				0.00
AUG	55,897.00	13,974.00	13,604.00	83,475.00	60,287.46	15,071.86	14,348.07	89,707.39				0.00
SEPT	50,036.00	12,509.00	15,295.00	77,840.00	83,755.58	20,943.90	20,354.70	125,054.18				0.00
OCT*	67,678.00	16,919.00	16,418.00	101,015.00	63,965.34	15,991.34	15,454.48	95,411.16				0.00
NOV*	43,116.91	10,779.23	10,341.29	64,237.43	60,852.21	15,213.05	14,755.29	90,820.55				0.00
YEAR TOTAL	640,036.73	160,008.43	158,492.17	958,537.33	712,422.92	177,703.89	172,437.20	1,062,564.01	189,869.95	47,467.49	45,916.09	283,253.53

- Permits and Licenses revenues total \$2,240 this month for a total of \$42,259. This is compared to \$29,553 collected at this time last year.
- Inspection fees collected are \$14,960 year to date. Of this amount, \$9,945 has been paid to Safebuilt for inspections.
- Municipal Court revenue for the month of February is \$8,354, \$28,565 year to date. This compares to \$36,774 at this time last year.
- Interest revenue is \$4,536 this month for a total of \$24,326 year to date.
- The Ambulance fee collected year to date is \$42,195.

Expenditures (GF)

Expenditures in the General Fund are currently shown at \$1,644,822, 47.3% of budget. We have two line items that are over budget. City Maintenance and Repair is over by \$55,301. This is due to the City Hall roof. A portion may be reimbursed by FEMA. Emergency/Disaster is \$47,855 over budget. A portion of this is set for reimbursement from FEMA as well. Any remaining overages at year end will be included in a Budget Amendment.

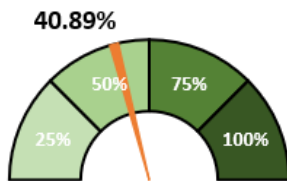


Transfers (GF)

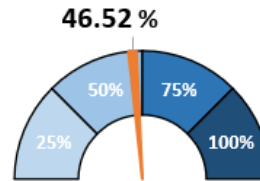
Interfund transfers have been completed. The budget shows additional transfers coming from the General Fund fund balance, but this is not a transfer that happens until year end.

30-Water, Sewer, and Solid Waste Fund

Operating Revenues in January total \$1,251,917 year to date. Operating expenses are \$1,107,721.



Enterprise Fund Revenue as % of Budget



Enterprise Fund Operating Expense
as % of Budget

- There has been two Water Impact fees collected this year for a total of \$12,114. All Impact Fees are posted to Fund 32 Utility Capital Improvements and do not show in this budget report.
- Sewer Maintenance and Repair currently show as over budget due to the replacement of LS #6 Force Main. This was approved by council and will come as a budget amendment at year end.

RECOMMENDATION: Council to approve February 2025 Budget Summary Report for General Fund and the Water & Sewer Enterprise Fund.

City of Richwood Fiscal Year 2025 Operational Budget Report 10/1/2024 -02/28/2025							
10 General Fund	Prior YTD	Current Period	Current YTD	Original Budget	Revised Budget	Remaining Budget	% Earned/Used
Revenue							41.7% of year
Taxes	2,259,445.75	517,486.47	2,395,298.05	3,258,935.00	3,258,935.00	863,636.95	73.50%
Property taxes, including delinquent & penalties	2,019,433.15	436,226.02	2,121,708.50	2,412,935.00	2,412,935.00		87.93%
Franchise Taxes	75,764.61	16,208.05	83,719.60	196,000.00	196,000.00		42.71%
Sales Tax	164,247.99	65,052.40	189,869.95	650,000.00	650,000.00		29.21%
Licenses and permits	29,552.96	2,240.24	42,259.44	75,150.00	75,150.00	32,890.56	56.23%
Intergovernmental revenue	8,372.68	3.21	8,671.72	10,000.00	10,000.00	1,328.28	86.72%
Charges for services - Municipal Bldg Rental	3,610.00	450.00	3,825.00	7,000.00	7,000.00	3,175.00	54.64%
Municipal Court Revenue	36,774.05	8,353.85	28,564.56	110,000.00	110,000.00	81,435.44	25.97%
Special Revenues	4,857.00	7.25	5,200.25	1,050.00	1,050.00	(4,150.25)	Ahead of Budget
Interest	36,351.24	4,536.00	24,325.95	55,000.00	55,000.00	30,674.05	44.23%
Miscellaneous revenue	65,807.38	17,660.07	75,795.35	149,400.00	149,400.00	73,604.65	50.73%
Inspection Fees	15,835.00	2,840.00	14,960.00	30,000.00	30,000.00		
Miscellaneous Income	6,327.88	6,291.04	18,290.82	13,000.00	13,000.00		
Parks & Recreation - Park Pavillion Rentals	950.00	0.00	(150.00)	3,500.00	3,500.00		
Parks & Recreation - Sports Field Rental	600.00	100.00	500.00	1,400.00	1,400.00		
Ambulance Fee Revenue	42,094.50	8,429.03	42,194.53	101,500.00	101,500.00		
Total Revenue	2,444,771.06	550,737.09	2,583,940.32	3,666,535.00	3,666,535.00	1,082,594.68	70.47%
Expenditures							
General Government Administration							
Personnel & Benefits	220,831.36	47,338.57	244,652.97	599,119.00	599,119.00	354,466.03	40.84%
Supplies	5,837.07	1,010.39	7,082.83	19,500.00	19,500.00	12,417.17	36.32%
Maintenance & Repair	2,543.52	229.67	11,895.65	16,480.00	16,480.00	4,584.35	72.18%
Utilities	6,797.39	1,257.95	9,469.31	15,300.00	15,300.00	5,830.69	61.89%
Professional Services	97,906.48	37,132.29	137,971.93	402,062.00	402,062.00	264,090.07	34.32%
Other Services	40,831.05	933.47	36,917.69	107,351.00	107,351.00	70,433.31	34.39%
Capital Equipment	3,190.57	374.21	1,871.05	7,155.00	7,155.00	5,283.95	26.15%
Total Administration	377,937.44	88,276.55	449,861.43	1,166,967.00	1,166,967.00	717,105.57	38.55%
Judicial							
Personnel & Benefits	31,894.06	796.41	5,167.36	10,501.00	10,501.00	5,333.64	49.21%
Supplies	0.00	0.00	(0.44)	300.00	300.00	300.44	-0.15%
Professional Services	12,120.00	317.50	11,082.50	18,950.00	18,950.00	7,867.50	58.48%
Other Services	55.00	110.00	110.00	500.00	500.00	390.00	22.00%
Total Judicial	44,069.06	1,223.91	16,359.42	30,251.00	30,251.00	13,891.58	54.08%
Permitting & Inspections							
Personnel & Benefits	12,978.00	2,445.00	9,945.00	35,000.00	35,000.00	25,055.00	28.41%
Supplies	0.00	0.00	0.00	1,000.00	1,000.00	1,000.00	0.00%
Total Permitting & Inspections	12,978.00	2,445.00	9,945.00	36,000.00	36,000.00	26,055.00	27.63%
Special Revenue Expenditures							
Supplies	495.00	0.00	425.00	1,500.00	1,500.00	1,075.00	28.33%
Total Special Revenue Expenditures	495.00	0.00	425.00	1,500.00	1,500.00	1,075.00	28.33%
Total General Government	435,479.50	91,945.46	476,590.85	1,234,718.00	1,234,718.00	758,127.15	38.60%
Public Safety							
Police Department							
Personnel & Benefits	361,281.99	85,729.65	388,611.70	960,447.00	960,447.00	571,835.30	40.46%
Supplies	20,823.35	84.63	19,088.46	46,700.00	46,700.00	27,611.54	40.87%
Maintenance & Repair	14,843.10	10,271.58	23,272.76	24,100.00	24,100.00	827.24	96.57%
Utilities	8,555.08	358.21	3,370.47	19,500.00	19,500.00	16,129.53	17.28%
Professional Services	71,753.87	0.00	140,324.71	228,716.00	228,716.00	88,391.29	61.35%
Other Services	15,131.76	2,674.44	14,392.86	15,213.00	15,213.00	820.14	94.61%
Capital Equipment	5,876.00	319.38	1,676.90	1,827.00	1,827.00	150.10	91.78%
Total Police Department	498,265.15	99,437.89	590,737.86	1,296,503.00	1,296,503.00	705,765.14	45.56%
Fire Department							
Personnel & Benefits	2,998.00	1,400.00	14,661.50	42,200.00	42,200.00	27,538.50	34.74%
Supplies	4,204.54	349.48	3,441.18	18,000.00	18,000.00	14,558.82	19.12%
Maintenance & Repair	18,594.02	950.56	9,984.56	47,000.00	47,000.00	37,015.44	21.24%
Utilities	2,490.98	539.65	2,729.66	6,150.00	6,150.00	3,420.34	44.38%
Professional Services	38,746.00	0.00	85,120.00	160,000.00	160,000.00	74,880.00	53.20%

10 General Fund	Prior YTD	Current Period	Current YTD	Original Budget	Revised Budget	Remaining Budget	Percentage
Other Services	20,394.72	0.00	21,061.70	50,646.00	50,646.00	29,584.30	41.59%
Capital Equipment	32,954.89	0.00	32,712.17	59,712.00	59,712.00	26,999.83	54.78%
Total Fire Department	120,383.15	3,239.69	169,710.77	383,708.00	383,708.00	213,997.23	44.23%
Code Enforcement							
Personnel & Benefits	29,918.78	6,310.18	32,394.79	82,559.00	82,559.00	50,164.21	39.24%
Supplies	1,337.20	148.37	4.53	6,200.00	6,200.00	6,195.47	0.07%
Maintenance & Repair	35.75	0.00	10.25	1,000.00	1,000.00		
Professional Services	0.00	0.00	0.00	1,000.00	1,000.00	1,000.00	0.00%
Other Services	607.97	0.00	572.59	809.00	809.00	236.41	70.78%
Total Code Enforcement	31,899.70	6,458.55	32,982.16	91,568.00	91,568.00	57,596.09	36.02%
Total Public Safety	650,548.00	109,136.13	793,430.79	1,771,779.00	1,771,779.00	978,348.21	44.78%
Public Works							
City Maintenance							
Personnel & Benefits	49,909.57	16,198.44	89,432.03	209,482.00	209,482.00	120,049.97	42.69%
Supplies	5,964.00	1,557.76	6,821.23	21,700.00	21,700.00	14,878.77	31.43%
Maintenance & Repair	24,033.93	2,389.71	118,794.14	56,860.00	56,860.00	(61,934.14)	Over Budget
Utilities	17,028.70	3,506.20	19,870.86	42,130.00	42,130.00	22,259.14	47.17%
Other Services	5,897.96	219.00	6,801.80	19,774.00	19,774.00	12,972.20	34.40%
Capital Equipment	185,781.80	0.00	60,635.16	65,000.00	65,000.00	4,364.84	93.28% *
Total City Maintenance	288,615.96	23,871.11	302,355.22	414,946.00	414,946.00	112,590.78	72.87%
Parks and Recreation							
Supplies	1,569.04	22.99	2,794.21	4,800.00	4,800.00	2,005.79	58.21%
Maintenance & Repair	13,841.00	3,560.55	13,126.69	27,000.00	27,000.00	13,873.31	48.62%
Utilities	1,386.53	240.37	1,286.70	3,600.00	3,600.00	2,313.30	35.74%
Other Services	6,838.03	43.12	7,382.72	19,568.00	19,568.00	12,185.28	37.73%
Total Parks and Recreation	23,634.60	3,867.03	24,590.32	54,968.00	54,968.00	30,377.68	44.74%
Emergency/Disaster							
Personnel & Benefits	0.00	0.00	9,000.00	0.00	0.00	(9,000.00)	
Supplies	0.00	0.00	3,825.00	0.00	0.00	(3,825.00)	
Maintenance & Repair	0.00	0.00	32,129.53	0.00	0.00	(32,129.53)	
Professional Services	0.00	0.00	2,900.00	0.00	0.00	(2,900.00)	
Total Emergency/Disaster	0.00	0.00	47,854.53	0.00	0.00	(47,854.53)	Over Budget
Miscellaneous	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
Total Expenditures	1,398,278.06	228,819.73	1,644,821.71	3,476,411.00	3,476,411.00	1,831,589.29	47.31%
Other Financing Sources and Uses							
Sources							
Transfers In	25,000.00	0.00	75,500.00	980,000.00	980,000.00	904,500.00	100.00%
Total Sources	25,000.00	0.00	75,500.00	980,000.00	980,000.00	904,500.00	7.70%
Uses							
Transfers Out	334,000.00	0.00	395,000.00	1,095,000.00	1,095,000.00	700,000.00	36.07%
Total Uses	334,000.00	0.00	395,000.00	1,095,000.00	1,095,000.00	700,000.00	36.07%
Total Other Financing Sources and Uses	(309,000.00)	0.00	(319,500.00)	(115,000.00)	(115,000.00)	204,500.00	
Total - 10 GENERAL FUND	737,493.00	321,917.36	619,618.61	75,124.00	75,124.00	(544,494.61)	

City of Richwood Operational Budget Report 10/1/2024 -02/28/2025							
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							41.7% of year
Sewer Department	420,011.49	88,197.21	428,180.64	1,049,551.00	1,049,551.00	621,370.36	40.80%
Water Department	626,708.94	132,224.86	658,718.96	1,617,799.00	1,617,799.00	959,080.04	40.72%
Solid Waste Department	151,323.74	33,085.21	165,017.21	394,000.00	394,000.00	228,982.79	41.88%
Total Operating income	1,198,044.17	253,507.28	1,251,916.81	3,061,350.00	3,061,350.00	1,809,433.19	40.89%
Operating expense							
Sewer Department							
Personnel & Benefits	61,808.08	15,661.09	91,326.62	210,174.00	210,174.00	118,847.38	43.45%
Supplies	3,524.05	184.68	2,882.70	9,800.00	9,800.00	6,917.30	29.42%
Maintenance & Repair	10,525.77	3,167.44	150,382.30	66,040.00	66,040.00	(84,342.30)	Over Budget
Professional Services	179,314.05	0.00	241,193.25	485,000.00	485,000.00	243,806.75	49.73%
Other Services (insurance)	7,334.36	0.00	5,742.35	5,802.00	5,802.00	59.65	98.97%
Total Sewer Department	262,506.31	19,013.21	491,527.22	776,816.00	776,816.00	285,288.78	63.27%
Water Department							
Personnel & Benefits	115,355.40	27,112.10	137,495.62	344,731.00	344,731.00	207,235.38	39.88%
Supplies	16,715.11	1,130.96	20,950.47	38,500.00	38,500.00	17,549.53	54.42%
Maintenance & Repair	90,559.07	6,668.65	31,574.00	133,220.00	133,220.00	101,646.00	23.70%
Utilities	37,879.90	8,775.65	45,776.76	77,683.00	77,683.00	31,906.24	58.93%
Professional Services	12,302.31	0.00	37,756.23	85,500.00	85,500.00	47,743.77	44.16%
Other Services	152,569.21	30,408.24	191,913.89	544,824.00	544,824.00	352,910.11	35.22%
Capital Equipment	1,503.85	625.31	3,046.55	3,655.00	3,655.00	608.45	83.35%
Total Water Department	426,884.85	74,720.91	468,513.52	1,228,113.00	1,228,113.00	759,599.48	38.15%
Solid Waste Department							
Professional Services	142,802.15	29,568.51	147,680.55	376,000.00	376,000.00	228,211.45	39.28%
Total Solid Waste Department	142,802.15	29,568.51	147,680.55	376,000.00	376,000.00	228,319.45	39.28%
Total Operating expense	832,193.31	123,302.63	1,107,721.29	2,380,929.00	2,380,929.00	1,273,207.71	46.52%
Total Net Operating Income (Loss)	365,850.86	130,204.65	144,195.52	680,421.00	680,421.00	536,225.48	21.19%
Non-Operating Items							
Non-operating income							
Interest income	1,459.70	1,817.99	8,484.14	0.00	0.00	(8,484.14)	Ahead of Budget
Other income	871.01	0.00	329.26	2,412.00	2,412.00	2,082.74	13.65%
Transfers In	70,000.00	0.00	0.00	0.00	0.00	0.00	At Budget
Total Non-operating income	72,330.71	1,817.99	8,813.40	2,412.00	2,412.00	6,401.40	365.40%
Non-operating expense							
Debt Service	184,754.81	0.00	112,172.50	360,405.00	360,405.00	248,232.50	31.12%
Transfers Out	56,000.00	0.00	275.00	56,000.00	56,000.00	55,725.00	0.49%
Total Non-operating expense	240,754.81	0.00	112,447.50	416,405.00	416,405.00	303,957.50	27.00%
Depreciation Expense	0.00	0.00	0.00	325,000.00	325,000.00	325,000.00	0.00%
Total Non-Operating Items	(168,424.10)	1,817.99	(103,634.10)	(738,993.00)	(738,993.00)	635,358.90	Ahead of Budget
Total - 30 Water & Sewer Enterprise Fund	197,426.76	132,022.64	40,561.42	(58,572.00)	(58,572.00)	99,133.42	Ahead of Budget

Budget Amendments:

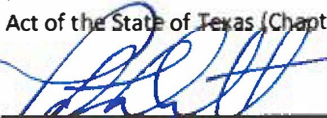
City of Richwood, Texas
Quarterly Investment Report
Fiscal Year 2025, Quarter 2
12/31/2024- 3/31/2025

Portfolio	September 30, 2024		December 31, 2025	
	Book Value	Market Value	Book Value	Market Value
Cash	1,261,355.34	1,261,355.34	1,324,782.78	1,324,782.78
Investment Pools	3,406,042.48	3,406,042.48	3,946,846.31	3,946,846.31
Certificates of Deposits	109,417.40	109,417.40	109,552.30	109,552.30
TOTAL INVESTMENTS	4,776,815.22	4,776,815.22	5,381,181.39	5,381,181.39

Quarterly Investment Income 40,938.73
Weighted Average Yield 1.16%
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 March 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

C.F. 

Eric Foerster
City Manager

INVESTMENTS as of 3/31/2025

Q2 FY 2025

	TOTAL	GENERAL 10	REPLCMT 13	CCPD 15	CONT'Y 16	TRANSPT 25	I&I 28	WS 30-30	Util Cap Prj 32	2019B BOND 33	40	70	EARNINGS YTD	EARNINGS QTR
TEXSTAR	1,173,209.41	236,279.51	8,268.51	291,675.77	636,985.62								22,003.59	11,984.00
TEXPOOL	272,562.66	272,562.66											6,102.53	2,909.90
TEXPOOL PRIME	1,665,095.21	572,956.94	90,222.01				83,328.33	361,937.80	267,986.46		264,883.09	23,780.57	30,595.68	16,701.45
LOGIC - UTIL CAP PROJ	88.91									88.91			1.88	0.90
LOGIC - GF	835,890.12	461,132.04	139,095.13			235,662.94							21,271.46	9,207.58
CERTIFICATES OF DEPOSIT:														
BNB 601286	109,552.30	54,776.15						54,776.15					269.73	134.90
Issue date 2/14/90 - 3 mos - Sept 4														
TOTAL	4,056,398.61	1,597,707.30	237,585.65	291,675.77	636,985.62	235,662.94	83,328.33	416,713.95	267,986.46	88.91	264,883.09	23,780.57	80,244.87	40,938.73

CITY OF RICHWOOD, TEXAS
Cash and Investment Schedule

Section VII, Item B.

Description	Investment	Purchase Date	Maturity Date	12/31/2024	Deposits /Purchases	Withdrawals /Maturities	Interest this quarter	3/31/2025	Interest Rate end of quarter	% of total Cash/Investments
Pooled Investment Fund										
General Fund	TexPool-449001			269,652.76			2,909.90	272,562.66	4.3488%	5.07%
General Fund	TexStar -1110			1,161,225.41			11,984.00	1,173,209.41	4.3394%	21.80%
General Fund	Logic -9001			826,682.54			9,207.58	835,890.12	4.4641%	15.53%
General Fund	TexPool Prime 559001			1,148,393.76	500,000.00		16,701.45	1,665,095.21	4.4787%	30.94%
2019 Util Cap Proj Fund	Logic-9002			88.01			0.90	88.91	4.4641%	0.00%
Total Pools				3,406,042.48	500,000.00	-	40,803.83	3,946,846.31		73.3453%
Brazos National Bank	CD-601286		12/6/2021	109,417.40			134.90	109,552.30	0.0500%	2.04%
Total Certificates of Deposits				109,417.40	-	-	134.90	109,552.30		2.0358%
Total Investment Accounts				3,515,459.88	500,000.00	-	40,938.73	4,056,398.61		75.3812%
Cash Accounts										
Pooled Cash -NOW ACCT	First Natl -3073			1,257,015.53			17.63	1,320,442.85	0.0100%	24.54%
Seizure Fund -NOW ACCT	First Natl -5076			4,339.81			0.12	4,339.93	0.0100%	0.08%
Total Cash Accounts				1,261,355.34	-	-	17.75	1,324,782.78		24.6188%
Total Cash and Investments				4,776,815.22	500,000.00	-	40,956.48	5,381,181.39		100.00%

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

MINUTES

RICHWOOD CITY COUNCIL MEETING

Section VII, Item C.

Monday, March 10, 2025 at 6:05 PM

BE IT KNOWN THAT a City of Richwood City Council will meet Monday, March 10, 2025, 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 6:05 p.m.

II. ROLL CALL OF COUNCIL MEMBERS

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

Others present were Eric Foerster, City Manager; Clif Custer, Public Works Director; Kirsten Garcia, City Secretary; Tricia Ditto, Finance Director; and Matt Allen, City Attorney.

III. PUBLIC COMMENTS

There was no public comment.

IV. CONSENT AGENDA

- A. Budget report, January 2025.
- B. Approval of minutes from regular meeting held February 10, 2025.

Motion to approve consent agenda.

Motion made by Amanda Reynolds, Seconded by William Yearsin.

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

Motion carried.

V. PRESENTATION

- A. Update from Keep Richwood Beautiful, presented by Margaret McMahan, Executive Director.
Margaret McMahan presented to the council.

VI. DISCUSSION AND ACTION ITEMS

- A. Final review and action on re-plat of lots 22 & 23, block 3 of Oakwood Shores Subdivision section 1.

Motion to approve re-plat of lots 22 & 23, block 3 of Oakwood Shores Subdivision section 1.

Motion made by Jeremy Fountain, Seconded by William Yearsin.

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

Motion carried.

- B. Consider items removed from consent agenda
None.

VII. CAPITAL IMPROVEMENT PROJECTS UPDATE

Clif Custer, Public Works Director, presented.

VIII. CITY MANAGER'S REPORT

Eric Foerster gave report.

IX. COUNCIL MEMBER COMMENTS & REPORTS

Paul Stallberg commented on resident complaints and issues, requesting they contact the city rather than venting on social media.

Mike Challenger requested the city look into a committee for government efficiency.

Amanda Reynolds spoke regarding the spring weather.

Will Yearsin spoke regarding safety during spring break.

Jeremy Fountain thanked Margaret for stepping up to serve KRB as Executive Director.

X. MAYOR'S REPORT

The mayor thanked Margaret for her service to the city and the board and staff for their efforts in addressing any issues that arose.

XI. ITEMS OF COMMUNITY INTEREST

KRB Meet and Greet

Don't Mess with Texas Trash-Off

Easter Egg Hunt

XII. FUTURE AGENDA ITEMS

Preventative maintenance for generators.

XIII. ADJOURNMENT

Adjourned at 6:25 p.m.

These minutes were read and approved on the 14th day of April 2025.

Mayor

ATTEST:

City Secretary



Agenda Memorandum

Contact: Clif Custer

Subject: Preventative Maintenance Agreement (City-Owned Generators)

Summary: In 2024 it became apparent that the City of Richwood lost its preventative maintenance contractor due to industry demand for new installs of backup power generators on homes and businesses. Several attempts were made to contact the contractor with no success. If the City of Richwood wishes to continue with a preventative maintenance program for city-owned generators, it will require a new PM agreement with a new contractor.

Background Information: The intention of preventative maintenance programs for generators is to ensure the best possible chances of resilient and operational generator units to power Richwood's water and wastewater infrastructure during intermittent power outages or disaster events. Richwood Public Works is required to perform inspections of the generators and retain documentation of those inspections, consistent with TCEQ requirements. However, inspections that Public Works performs for the generators do not contend with the generator's major functional components.

Richwood was engaged with a preventative maintenance plan for generators primarily to monitor and maintain fuel systems, cooling systems, electrical systems, and onboard computers. Without a preventative maintenance agreement in place Public Works can only perform basic maintenance and inspections while reactively addressing operational issues in the event that they occur. Preventative maintenance plans include 1 annual full maintenance service and 3 quarterly inspections of the generator units.

Since the start of Richwood's initial preventative maintenance plan in 2017/2018, the NFPA (National Fire Protection Association) and TCEQ have implemented more stringent guidelines for maintenance on generators that include fuel analysis and 2-hour load banks and ATS maintenance and inspections. Richwood received 3 separate estimates for generator

preventative maintenance plans inclusive of all services listed with load bank tests performed specifically for Richwood's diesel generators. Richwood currently owns 8 generators, 5 of which are diesel generators.

Initial Preventative Maintenance Plan = \$7,900.00 per year

Power Field Services = \$24,100.00 per year

Worldwide Power Products = \$35,140.00 per year

Loftin = \$35,300.00 per year

Note: All current estimates for preventative maintenance plans are inclusive of an annual allowance of \$5,000.00 for incidental repairs (fuel pumps, water pumps, belts, hoses, glow plugs, spark plugs, batteries, etc.)

Issue: Proceeding with current maintenance practices for generators does not offer the best chance of success for Richwood's generators to power critical infrastructure during a power loss. Repairing generators on a reactive basis could result in higher pricing than preventative maintenance plans due to nature of generator failures/repairs and contractor call-out rates.

Fiscal Impact: \$24,100.00 Annually

Recommendation: Motion to enter into an agreement with Power Field Services for preventative maintenance of Richwood's backup power generators in the amount of \$24,100.00