

# City of Richwood — TEXAS —

## CITY COUNCIL MEETING AGENDA

Monday, January 12, 2026 at 6:05 PM

*Richwood City Hall, 1800 Brazosport Blvd. N.*

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
- II. ROLL CALL OF COUNCIL MEMBERS
- III. 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.
- 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.
  - 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.
  - 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.
  - 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.
  - E. Discuss and consider Ordinance 26-536, calling the May 2, 2026 General Election and approving a joint election agreement with Brazoria County.
  - 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.
  - G. Consider items removed from consent agenda
- 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

- VII. ACTION AS A RESULT OF EXECUTIVE SESSION
- VIII. CAPITAL IMPROVEMENT PROJECTS UPDATE
- IX. CITY MANAGER'S REPORT
- X. COUNCIL MEMBER COMMENTS & REPORTS
- XI. MAYOR'S REPORT
- XII. ITEMS OF COMMUNITY INTEREST
- XIII. FUTURE AGENDA ITEMS
- XIV. ADJOURNMENT

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

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

I, Kirsten Garcia, do hereby certify that I did, on January 6, 2026 at 5:00 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.

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Kirsten Garcia, City Secretary  
City of Richwood



# AGENDA MEMORANDUM – JANUARY 12, 2026

## ITEM # CONSENT

**CONTACT:** Patricia Ditto, Finance Director

**SUBJECT:** Monthly Budget Summary Report

**SUMMARY:** Receive and/or approve the November 2025 Budget Report

### BACKGROUND INFORMATION:

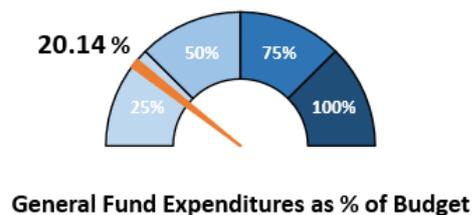
The information provided is for the FY 2025-2026 budget period, month ending November 30, 2025. This summary highlights several key points related to the current month’s activity for the General Fund and for the Water and Sewer Enterprise Fund. The attached report is unaudited, and this month may include corrections from prior months.

### DISCUSSION:

Attached is the budget report for October 2025, which is the first month of Fiscal Year 2026. 16.7% of the year has passed. The report reflects the original budget as approved for FY26 as well as the revised budget reflecting all budget amendments approved by council since the original budget was approved. *This budget report is a preliminary report reflecting current year-to-date figures that are unaudited and may be adjusted at a future time.* Some year-end adjustments may have occurred before this report was completed. However, not all year-end adjustments have been made.

### 10-General Fund

As of November 30, 2025, General Fund revenues total \$237,557. General Fund expenditures total \$689,255.



### Revenue (GF)

Total Revenue collected in the General fund is 6.14% of budget projection.

- M & O (Maintenance and Operations) Property tax (including current, delinquent and penalties) received through the end of November is \$152,716, 5.97% 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 November was earned in September. 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. Sales tax revenue will not show until December, when the revenue earned in October is received.
- Permits and Licenses revenues total \$12,957 this month.
- Municipal Court revenue for the month of November is \$9,306.
- Interest revenue is \$3,548 this month.

### Expenditures (GF)

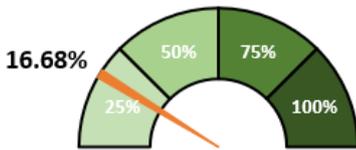
Expenditures in the General Fund are currently shown at \$689,255, 20.14% of budget.

### Transfers (GF)

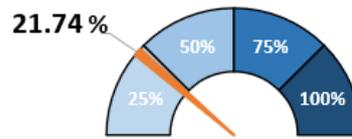
Interfund transfers have not yet been completed. They will be processed after we receive additional revenue.

### 30-Water, Sewer, and Solid Waste Fund

Operating Revenues in November total \$524,297. Operating expenses are \$567,442.



Enterprise Fund Revenue as % of Budget



Enterprise Fund Operating Expense as % of Budget

**RECOMMENDATION:** Council approve November 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
<b>Revenue</b>							<b>16.7% of year</b>
Taxes	163,009.88	153,551.05	179,101.61	3,463,644.00	3,463,644.00	3,284,542.39	5.17%
Property taxes, including delinquent & penalties	127,733.36	148,228.30	152,715.92	2,557,644.00	2,557,644.00		5.97%
Franchise Taxes	35,276.52	5,322.75	26,385.69	196,000.00	196,000.00		13.46%
Sales Tax	0.00	0.00	0.00	710,000.00	710,000.00		0.00%
Licenses and permits	7,440.00	8,476.28	12,956.72	81,150.00	81,150.00	68,193.28	15.97%
Intergovernmental revenue	1,663.87	0.00	0.00	10,000.00	10,000.00	10,000.00	0.00%
Charges for services - Municipal Bldg Rental	1,650.00	325.00	1,150.00	8,000.00	8,000.00	6,850.00	14.38%
Municipal Court Revenue	10,537.36	4,455.74	9,305.50	95,000.00	95,000.00	85,694.50	9.80%
Special Revenues	3,290.00	0.00	12.42	0.00	0.00	(12.42)	Ahead of Budget
Interest	10,808.20	1,549.59	3,548.37	55,000.00	55,000.00	51,451.63	6.45%
Miscellaneous revenue	32,361.24	19,837.89	31,482.39	154,000.00	154,000.00	122,517.61	20.44%
Inspection Fees	5,600.00	2,660.00	5,190.00	35,000.00	35,000.00		
Miscellaneous Income	10,020.24	8,711.39	9,216.39	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	0.00	0.00	1,000.00	1,000.00		
Ambulance Fee Revenue	16,891.00	8,466.50	16,926.00	101,500.00	101,500.00		
<b>Total Revenue</b>	<b>230,760.55</b>	<b>188,195.55</b>	<b>237,557.01</b>	<b>3,866,794.00</b>	<b>3,866,794.00</b>	<b>3,629,236.99</b>	<b>6.14%</b>
<b>Expenditures</b>							
<b>General Government</b>							
<b>Administration</b>							
Personnel & Benefits	85,856.99	8,867.89	92,374.45	626,171.00	626,171.00	533,796.55	14.75%
Supplies	2,613.83	698.63	1,249.82	15,500.00	15,500.00	14,250.18	8.06%
Maintenance & Repair	10,997.00	784.76	1,015.25	6,000.00	6,000.00	4,984.75	16.92%
Utilities	5,325.51	1,274.52	2,597.43	17,900.00	17,900.00	15,302.57	14.51%
Professional Services	33,431.13	18,177.00	53,394.56	232,515.00	232,515.00	179,120.44	22.96%
Other Services	34,872.22	1,522.54	37,551.21	95,019.00	95,019.00	57,467.79	39.52%
Capital Equipment	748.42	304.54	609.08	7,155.00	7,155.00	6,545.92	8.51%
<b>Total Administration</b>	<b>173,845.10</b>	<b>31,629.88</b>	<b>188,791.80</b>	<b>1,000,260.00</b>	<b>1,000,260.00</b>	<b>811,468.20</b>	<b>18.87%</b>
<b>Judicial</b>							
Personnel & Benefits	2,480.53	1,846.28	2,429.28	12,129.00	12,129.00	9,699.72	20.03%
Supplies	(0.44)	0.00	0.00	150.00	150.00	150.00	0.00%
Professional Services	9,830.00	9,537.00	9,844.50	18,150.00	18,150.00	8,305.50	54.24%
Other Services	0.00	0.00	75.00	500.00	500.00	425.00	15.00%
<b>Total Judicial</b>	<b>12,310.09</b>	<b>11,383.28</b>	<b>12,348.78</b>	<b>30,929.00</b>	<b>30,929.00</b>	<b>18,580.22</b>	<b>39.93%</b>
<b>Permitting &amp; Inspections</b>							
Personnel & Benefits	4,290.00	795.00	2,190.00	35,000.00	35,000.00	32,810.00	6.26%
Supplies	0.00	0.00	0.00	500.00	500.00	500.00	0.00%
<b>Total Permitting &amp; Inspections</b>	<b>4,290.00</b>	<b>795.00</b>	<b>2,190.00</b>	<b>35,500.00</b>	<b>35,500.00</b>	<b>33,310.00</b>	<b>6.17%</b>
<b>Special Revenue Expenditures</b>							
Supplies	0.00	0.00	0.00	1,500.00	1,500.00	1,500.00	0.00%
<b>Total Special Revenue Expenditures</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>1,500.00</b>	<b>1,500.00</b>	<b>1,500.00</b>	<b>0.00%</b>
<b>Total General Government</b>	<b>190,445.19</b>	<b>43,808.16</b>	<b>203,330.58</b>	<b>1,068,189.00</b>	<b>1,068,189.00</b>	<b>864,858.42</b>	<b>19.04%</b>
<b>Public Safety</b>							
<b>Police Department</b>							
Personnel & Benefits	126,192.37	85,585.03	164,649.63	1,064,732.00	1,064,732.00	900,082.37	15.46%
Supplies	5,410.06	2,667.98	4,998.80	41,650.00	41,650.00	36,651.20	12.00%
Maintenance & Repair	2,373.86	2,846.61	753.52	32,100.00	32,100.00	31,346.48	2.35%
Utilities	1,775.73	532.99	1,345.39	6,600.00	6,600.00	5,254.61	20.38%
Professional Services	100,035.11	0.00	39,582.36	225,716.00	225,716.00	186,133.64	17.54%
Other Services	11,533.13	0.00	13,482.68	15,570.00	15,570.00	2,087.32	86.59%
Capital Equipment	678.76	152.28	304.56	3,654.00	3,654.00	3,349.44	8.33%
<b>Total Police Department</b>	<b>247,999.02</b>	<b>91,784.89</b>	<b>225,116.94</b>	<b>1,390,022.00</b>	<b>1,390,022.00</b>	<b>1,164,905.06</b>	<b>16.20%</b>
<b>Fire Department</b>							
Personnel & Benefits	13,108.40	0.00	2,323.00	41,323.00	41,323.00	39,000.00	5.62%
Supplies	1,804.75	1,507.16	1,737.38	15,500.00	15,500.00	13,762.62	11.21%
Maintenance & Repair	14,852.79	12,859.34	13,384.89	49,000.00	49,000.00	35,615.11	27.32%
Utilities	1,161.96	700.95	1,233.10	5,900.00	5,900.00	4,666.90	20.90%

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	19,598.48	275.72	21,583.76	44,460.00	44,460.00	22,876.24	48.55%
Capital Equipment	32,712.17	32,712.17	32,712.17	57,712.00	57,712.00	24,999.83	56.68%
<b>Total Fire Department</b>	<b>128,358.55</b>	<b>48,055.34</b>	<b>115,358.30</b>	<b>391,464.00</b>	<b>391,464.00</b>	<b>276,105.70</b>	<b>29.47%</b>
<b>Code Enforcement</b>							
Personnel & Benefits	11,192.25	6,707.25	12,322.80	87,222.00	87,222.00	74,899.20	14.13%
Supplies	(485.64)	242.88	391.61	3,900.00	3,900.00	3,508.39	10.04%
Maintenance & Repair	0.00	20.00	469.50	500.00	500.00		
Professional Services	0.00	879.49	879.49	1,000.00	1,000.00	120.51	87.95%
Other Services	572.59	61.61	495.55	811.00	811.00	315.45	61.10%
<b>Total Code Enforcement</b>	<b>11,279.20</b>	<b>7,911.23</b>	<b>14,558.95</b>	<b>93,433.00</b>	<b>93,433.00</b>	<b>78,843.55</b>	<b>15.58%</b>
<b>Total Public Safety</b>	<b>387,636.77</b>	<b>147,751.46</b>	<b>355,034.19</b>	<b>1,874,919.00</b>	<b>1,874,919.00</b>	<b>1,519,884.81</b>	<b>18.94%</b>
<b>Public Works</b>							
<b>City Maintenance</b>							
Personnel & Benefits	34,195.44	12,013.90	25,052.12	207,358.00	207,358.00	182,305.88	12.08%
Supplies	2,362.53	1,866.97	3,694.00	23,700.00	23,700.00	20,006.00	15.59%
Maintenance & Repair	19,081.03	15,147.57	18,163.62	57,860.00	57,860.00	39,696.38	31.39%
Utilities	9,128.45	3,795.74	7,201.65	45,050.00	45,050.00	37,848.35	15.99%
Other Services	6,482.80	0.00	6,602.54	16,855.00	16,855.00	10,252.46	39.17%
Capital Equipment	60,635.16	0.00	57,980.55	75,000.00	75,000.00	17,019.45	77.31%
<b>Total City Maintenance</b>	<b>131,885.41</b>	<b>32,824.18</b>	<b>118,694.48</b>	<b>425,823.00</b>	<b>425,823.00</b>	<b>307,128.52</b>	<b>27.87%</b>
<b>Parks and Recreation</b>							
Supplies	925.44	288.54	300.41	5,250.00	5,250.00	4,949.59	5.72%
Maintenance & Repair	5,587.42	1,060.85	2,292.35	27,000.00	27,000.00	24,707.65	8.49%
Utilities	573.81	266.38	489.71	3,200.00	3,200.00	2,710.29	15.30%
Other Services	7,339.60	3,929.44	9,112.78	17,588.00	17,588.00	8,475.22	51.81%
<b>Total Parks and Recreation</b>	<b>14,426.27</b>	<b>5,545.21</b>	<b>12,195.25</b>	<b>53,038.00</b>	<b>53,038.00</b>	<b>40,842.75</b>	<b>22.99%</b>
<b>Emergency/Disaster</b>							
Personnel & Benefits	3,825.00	0.00	0.00	0.00	0.00	0.00	
Supplies	2,129.53	0.00	0.00	0.00	0.00	0.00	
Maintenance & Repair	2,900.00	0.00	0.00	0.00	0.00	0.00	
Professional Services	0.00	0.00	0.00	0.00	0.00	0.00	
<b>Total Emergency/Disaster</b>	<b>8,854.53</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00%</b>
Miscellaneous	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
<b>Total Expenditures</b>	<b>733,248.17</b>	<b>229,929.01</b>	<b>689,254.50</b>	<b>3,421,969.00</b>	<b>3,421,969.00</b>	<b>2,732,714.50</b>	<b>20.14%</b>
<b>Other Financing Sources and Uses</b>							
<b>Sources</b>							
Transfers In	60,500.00	0.00	0.00	90,000.00	90,000.00	90,000.00	100.00%
<b>Total Sources</b>	<b>60,500.00</b>	<b>0.00</b>	<b>0.00</b>	<b>90,000.00</b>	<b>90,000.00</b>	<b>90,000.00</b>	<b>0.00%</b>
<b>Uses</b>							
Transfers Out	0.00	0.00	0.00	434,825.00	434,825.00	434,825.00	0.00%
<b>Total Uses</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>434,825.00</b>	<b>434,825.00</b>	<b>434,825.00</b>	<b>0.00%</b>
<b>Total Other Financing Sources and Uses</b>	<b>60,500.00</b>	<b>0.00</b>	<b>0.00</b>	<b>(344,825.00)</b>	<b>(344,825.00)</b>	<b>(344,825.00)</b>	
<b>Total - 10 GENERAL FUND</b>	<b>(441,987.62)</b>	<b>(41,733.46)</b>	<b>(451,697.49)</b>	<b>100,000.00</b>	<b>100,000.00</b>	<b>(551,697.49)</b>	

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
<b>Net Operating Income (Loss)</b>							
<b>Operating income</b>							<b>16.7% of year</b>
Sewer Department	169,939.02	90,536.70	180,264.60	1,047,118.00	1,047,118.00	866,853.40	17.22%
Water Department	262,959.97	141,206.36	277,378.25	1,698,999.00	1,698,999.00	1,421,620.75	16.33%
Solid Waste Department	65,250.56	33,376.00	66,654.50	398,000.00	398,000.00	331,345.50	16.75%
<b>Total Operating income</b>	<b>498,149.55</b>	<b>265,119.06</b>	<b>524,297.35</b>	<b>3,144,117.00</b>	<b>3,144,117.00</b>	<b>2,619,819.65</b>	<b>16.68%</b>
<b>Operating expense</b>							
<b>Sewer Department</b>							
Personnel & Benefits	35,109.29	19,831.41	38,017.76	224,768.00	224,768.00	186,750.24	16.91%
Supplies	1,703.83	775.93	1,931.95	9,000.00	9,000.00	7,068.05	21.47%
Maintenance & Repair	3,408.83	3,871.90	26,949.47	114,340.00	114,340.00	87,390.53	23.57%
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%
<b>Total Sewer Department</b>	<b>140,020.41</b>	<b>24,479.24</b>	<b>209,437.06</b>	<b>838,789.00</b>	<b>838,789.00</b>	<b>629,351.94</b>	<b>24.97%</b>
<b>Water Department</b>							
Personnel & Benefits	43,655.60	37,070.78	66,531.24	365,866.00	365,866.00	299,334.76	18.18%
Supplies	17,110.20	1,352.90	5,276.17	33,900.00	33,900.00	28,623.83	15.56%
Maintenance & Repair	14,231.15	75,747.35	92,952.92	283,320.00	283,320.00	190,367.08	32.81%
Utilities	20,370.58	8,791.17	16,954.84	104,550.00	104,550.00	87,595.16	16.22%
Professional Services	5,561.78	170.00	31,246.53	95,500.00	95,500.00	64,253.47	32.72%
Other Services	94,251.98	41,178.75	97,757.26	525,141.00	525,141.00	427,383.74	18.62%
Capital Equipment	1,210.62	304.54	609.08	3,655.00	3,655.00	3,045.92	16.66%
<b>Total Water Department</b>	<b>196,391.91</b>	<b>164,615.49</b>	<b>311,328.04</b>	<b>1,411,932.00</b>	<b>1,411,932.00</b>	<b>1,100,603.96</b>	<b>22.05%</b>
<b>Solid Waste Department</b>							
Professional Services	41,022.67	29,674.26	46,676.93	360,000.00	360,000.00	313,323.07	12.97%
<b>Total Solid Waste Department</b>	<b>41,022.67</b>	<b>29,674.26</b>	<b>46,676.93</b>	<b>360,000.00</b>	<b>360,000.00</b>	<b>313,323.07</b>	<b>12.97%</b>
<b>Total Operating expense</b>	<b>377,434.99</b>	<b>218,768.99</b>	<b>567,442.03</b>	<b>2,610,721.00</b>	<b>2,610,721.00</b>	<b>2,043,278.97</b>	<b>21.74%</b>
<b>Total Net Operating Income (Loss)</b>	<b>120,714.56</b>	<b>46,350.07</b>	<b>(43,144.68)</b>	<b>533,396.00</b>	<b>533,396.00</b>	<b>576,540.68</b>	<b>-8.09%</b>
<b>Non-Operating Items</b>							
<b>Non-operating income</b>							
Interest income	3,376.40	1,321.19	2,655.82	12,000.00	12,000.00	9,344.18	22.13%
Other income	(109.43)	18.55	37.03	2,500.00	2,500.00	2,462.97	1.48%
Transfers In	0.00	0.00	0.00	177,000.00	177,000.00	0.00	
<b>Total Non-operating income</b>	<b>3,266.97</b>	<b>1,339.74</b>	<b>2,692.85</b>	<b>191,500.00</b>	<b>191,500.00</b>	<b>11,807.15</b>	<b>1.41%</b>
<b>Non-operating expense</b>							
Debt Service	0.00	0.00	0.00	319,615.00	360,405.00	319,615.00	0.00%
Transfers Out	275.00	0.00	0.00	56,000.00	56,000.00	56,000.00	0.00%
<b>Total Non-operating expense</b>	<b>275.00</b>	<b>0.00</b>	<b>0.00</b>	<b>375,615.00</b>	<b>416,405.00</b>	<b>416,405.00</b>	<b>0.00%</b>
Depreciation Expense	0.00	0.00	0.00	300,000.00	300,000.00	300,000.00	0.00%
<b>Total Non-Operating Items</b>	<b>2,991.97</b>	<b>1,339.74</b>	<b>2,692.85</b>	<b>(484,115.00)</b>	<b>(524,905.00)</b>	<b>527,597.85</b>	<b>Ahead of Budget</b>
<b>Total - 30 Water &amp; Sewer Enterprise Fund</b>	<b>123,706.53</b>	<b>47,689.81</b>	<b>(40,451.83)</b>	<b>49,281.00</b>	<b>8,491.00</b>	<b>48,942.83</b>	<b>Ahead of Budget</b>

Budget Amendments:

# MINUTES

## RICHWOOD CITY COUNCIL MEETING

Monday, December 08, 2025 at 6:00 PM

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

Mayor Michael Durham called the meeting to order at 6:00 PM.

II. INVOCATION

Tricia Ditto, Finance Director, led the invocation.

III. PLEDGES OF ALLEGIANCE

Mayor Durham led the pledges.

IV. ROLL CALL OF COUNCIL MEMBERS

**Present:**

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

A quorum was present.

**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.

V. PUBLIC COMMENTS

There were no public comments.

VI. EMPLOYEE SERVICE AWARD

A. Sgt. Nadia Nelson, Police Department - 5 Years

Chief Mayer and Mayor Durham recognized Sgt. Nadia Nelson for five years of service with the Police Department and presented her with a service award.

VII. CONSENT AGENDA

A. Appoint Edward Garcia to the Keep Richwood Beautiful Commission.

B. Budget Report, October 2025

C. Approval of minutes from regular meeting held November 10, 2025.

A motion was made by Councilmember Mike Johnson and seconded by Councilmember William Yearsin to approve the consent agenda as presented.

Voting Yea: Stallberg, Johnson, Reynolds, Yearsin, Fountain

***Motion carried.***

VIII. DISCUSSION AND ACTION ITEMS

- A. Discuss and consider approving Resolution 25-R-105 amending the FY 2024-2025 budget to allow for unbudgeted expenditures.

Staff presented the proposed budget amendment. Council discussed the need for the amendment to align expenditures with budgeted appropriations.

A motion was made by Councilmember Mike Johnson and seconded by Councilmember Amanda Reynolds to approve Resolution No. 25-R-105.

**Voting Yea:** Stallberg, Johnson, Reynolds, Yearsin, Fountain  
**Motion carried.**

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

IX. 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:

- 1. Chief of Police

The City Council convened in executive session pursuant to Chapter 551.074 of the Texas Government Code to deliberate personnel matters related to the Chief of Police.

X. ACTION AS A RESULT OF EXECUTIVE SESSION

The City Council reconvened in open session at 8:25 PM.  
No action was taken.

XI. CAPITAL IMPROVEMENT PROJECTS UPDATE

Public Works Director, Clif Custer, provided an update on current and upcoming capital improvement projects.

XII. CITY MANAGER'S REPORT

City Manager, Eric Foerster, provided an update on ongoing City operations and activities.

XIII. COUNCIL MEMBER COMMENTS & REPORTS

**Councilmember Stallberg** expressed appreciation for Councilmember Reynolds' return and wished everyone happy holidays.

**Councilmember Johnson** wished everyone happy holidays and thanked staff for their efforts related to City activities.

**Councilmember Reynolds** expressed appreciation for the well wishes, wished everyone happy holidays, and encouraged time with family.

**Councilmember Yearsin** wished everyone happy holidays and encouraged courtesy and understanding toward others.

**Councilmember Fountain** wished everyone a Merry Christmas and Happy New Year and encouraged residents to stay safe during the holidays.

XV. MAYOR'S REPORT

Mayor Durham thanked City staff for their continued work and dedication. He noted the upcoming Shop with a Cop event and mentioned Keep Richwood Beautiful's review of holiday lighting.

XVI. ITEMS OF COMMUNITY INTEREST

Fire Department Open House was announced.

XVII. FUTURE AGENDA ITEMS

CCPD Budget Amendment

Executive Session – City Manager

XVIII. ADJOURNMENT

With no further business, the meeting was adjourned at 8:33 PM.

**These minutes were read and approved on January 12, 2026.**

\_\_\_\_\_  
**Mayor**

**ATTEST:**

\_\_\_\_\_  
**City Secretary**



**AGENDA MEMORANDUM  
ITEM # 2025-R-**

**CONTACT:** Patricia Ditto, Finance Director

**SUBJECT:** Richwood Financial Management Policy

**SUMMARY:** A revised Richwood Financial Management Policy reflecting changes/additions recommended by the Finance Director includes the following:

- Pg. 3 Section 1.8 Change title from Director of Administrative Services to Finance Director
- Pg. 4 Section 2.6 Change number of days after fiscal year end from 120 to 180
- Pg. 4 Section 2.8 Change title from Ddirector of Administrative Services to Finance Director
- Pg. 5 Section 2.10 Change title from Director of Administrative Services to Finance Director
- Change number of days after fiscal year end from 120 to 180
- Pg. 7 Section 4.6 Add verbiage to contain required language for the City’s Cyber Insurance Policy

**BACKGROUND INFORMATION:** The Richwood Financial Management Policy is to be reviewed annually, with the revised version brought for City Council approval before implementation.

The included changes:

- A “housecleaning” change for the title of Director of Administrative Services to Finance Director.
- A change in the number of days before the annual audit report is due to council. The State of Texas requires that governmental bodies receive a report from the Auditor of the financial records and an Annual Comprehensive Financial Report no later than 180 days after the end of the fiscal year. The previous policy had it at 120 days.
- To align our policy with requirements of our Cyber Insurance policy, brought to light after a recent potential loss to a fraudulent ACH transaction.

**FISCAL IMPACT:**

None

**RECOMMENDATION:** Staff recommends that council approve all attached policies as written.

Thank you,

Patricia Ditto, Finance Director

**Financial Management Policies**  
**Effective date January 12, 2026**

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The intent of these Financial Policies is to enable the City of Richwood, Texas to achieve a long-term, stable and positive financial condition while conducting its operations consistent with the Council-Manager form of government as established by the City Charter. The more specific purpose of the Financial Policies and Administrative Procedures is to provide guidelines for the financial management staff in planning and directing the City's day-to-day financial affairs and in developing recommendations to the City Manager and to the City Council.

The scope of these policies spans:

- Operating Budget Management
- Accounting and Financial Reporting
- Revenue Management
- Expenditure Control
- Financial Position and Fund Balances
- Cash Management and Internal Controls
- Debt Management
- Capital Assets Policy
- Internal Control

These are designed to help the City by:

Presenting fairly and with full disclosure the financial position and results of financial operations of the City in conformity to GAAP, and

Determining and demonstrating compliance with finance-related legal and contractual issues in accordance with provisions of the Texas Local Government Code, the City Charter and other pertinent legal documents and mandates.

**General Implementation and Compliance Guidelines**

**Oversight Responsibility.** An oversight committee should be designated to perform the function of:

- Fiscal Policy Review
- Auditor Selection Recommendation
- Investment Policy Review and Guidance
- Annual Review

Based upon the results and recommendations of the Committee review, the Council will annually approve the fiscal policies.

**Implementation and Compliance.** The Director of Finance will be accountable for implementing these policies and will to the best of her or his knowledge make the City Manager and the City Council aware of any variances in practice from these policies or

any other deviation from prudent financial practices in accordance with GAAP, the City Charter, the Texas Local Government Code and other state laws or ethics of the profession.

## **1. Operating Budget Management**

### **1.1 Overview**

Budgeting is an essential element of the financial planning, control, and evaluation process of municipal government. The City's operating budget is the City's annual financial operating plan.

### **1.2 Preparation**

The Budget Director, in conjunction with the Finance Director, shall prepare expanded budget preparation and management procedures as part of the Finance Department Standard Operating Procedures Manual. These procedures shall be within the guidelines as provided in the policies stated below and shall be reviewed on an annual basis and updated, as necessary.

The budget shall include the six basic segments for review and evaluation listed below:

1. Salaries and Benefit costs
2. Professional Services and Supplies
3. Maintenance and Repair
4. Capital purchases and supplemental projects/programs
5. Debt
6. Projected Revenues

A combined budget summary shall be included with schedule interfund transfers. Fund balances will be identified as restricted, unrestricted, designated and/or undesignated.

### **1.3 Duties of City Manager - Budget Execution and Financial Management**

The budget is prepared by the Finance Director with the cooperation of all City departments and is submitted to the City Manager who makes necessary changes and transmits the documents to the City Council. The budget should be presented to the City Council on or before the first day of the eleventh month of the fiscal year.

In accordance with the City Charter:

The City Manager shall submit to the Council a budget for the ensuing fiscal year and an accompanying message.

The City Manager's budget message shall include:

1. An outline of the proposed financial programs for the next fiscal year with explanations of any changes from previous years in expenditures and major changes of policy and a complete statement regarding the financial condition of the City.
2. An estimate of all revenue from taxes and other sources, including the present tax structure rates and property evaluations for the ensuing year.
3. A carefully itemized list of proposed expenditures by fund, department, and category of expenditure (salaries and benefits, services and supplies, maintenance

and repairs, capital outlay, debt, and miscellaneous) for the budget year, as compared to actual expenditures of the last ended fiscal year, and an estimate of final expenditures for the current fiscal year.

4. A description of all outstanding bond indebtedness, showing amount date of issue, rate of interest and maturity date, as well as any other indebtedness which the City has incurred, and which remains outstanding.
5. A projection of revenues and expenditures together with a list of capital projects that should be considered within the next five years.

#### **1.4 Includes All Operating Funds**

The City's budget will include all operating funds of the City including, but not limited to, the General Fund, Utility Fund, and Debt Service Funds and Capital Project Funds.

#### **1.5 Amendments to Budget Formally Approved by the Council**

In accordance with Section 9.16 of the City Charter:

Under conditions which may arise, and which could not reasonably have been foreseen in the normal process of planning the budget, the Council may, by a majority vote of the full elected membership, amend or change the budget to provide for any additional expense in which the general welfare of the citizenry is involved. These amendments shall be by ordinance and shall become an attachment to the original budget.

#### **1.6 Budget Due Date**

In accordance with Section 9.02 of the City Charter:

On or before the first day of the eleventh month of the fiscal year, the City Manager shall submit to the Council a budget for the ensuing fiscal year and an accompanying message.

#### **1.7 Balanced Budget**

The operating budget will be balanced with current revenues inclusive of beginning resources, greater than or equal to current expenditures/expenses.

#### **1.8 Periodic Monitoring of Budget Performance**

Periodic financial reports will be prepared to enable the department managers to manage their budgets and to enable the ~~Director of Administrative Services Finance~~ **Director** to monitor and control the budget as authorized by the City Manager.

### **Accounting and Financial Reporting**

#### **2.1 Financial Practices and Reporting**

The City strives to present fairly and with full disclosure the financial position operations of the City. The City's financial reporting shall conform to Generally Accepted Accounting Principles (GAAP) as promulgated by the Governmental Accounting Standards Board (GASB), and Government Finance Officers Association (GFOA).

#### **2.2 Awards**

- A Budget Presentation book will be presented to the Government Finance Officer's Association (GFOA) for evaluation and consideration for the

Distinguished budget Presentation Award. It is the goal of the City to receive this award annually.

- The Certificate of Achievement for Excellence in Financial Reporting (COA) for the preparation of an Annual Comprehensive Financial Report shall be considered for submission.
- Texas Transparency Stars assure our citizenry that we are doing all we can to maintain financial transparency. Five areas of eligibility are Traditional Finances, Contracts and Procurement, Economic Development, Public Pensions, and Debt Obligations. The Finance department is encouraged to apply for, receive and maintain these awards.

**2.3 Timely Interim Financial Reports**

On a monthly basis, the financial director shall prepare a written summary of the City's financial affairs and submit it to the City Manager. Each such report shall accurately reflect the City's revenue and expenditure/expense performance as well as any additional information that reflects the City's fiscal policies.

**2.4 Independent Audit**

The Council shall provide for an independent annual audit of all City accounts and other evidence of the financial transactions of the City. The Council may provide for more frequent audits as it deems necessary.

**2.5 Qualifications of the Auditor**

Audits shall be made by a Certified Public Accountant (CPA) or firm of such accountants who have no personal interest, direct or indirect, in the fiscal affairs of the City or of any of its officers. The auditor must demonstrate that it has competent staff to conduct the City's audit in accordance with generally accepted auditing standards and contractual requirements. The auditor must be registered as a partnership or corporation of certified public accountants, holding a license under Article 41a-1, Section 9, of the Civil Statutes of Texas, capable of demonstrating that it has sufficient staff which will enable it to conduct the City's audit in accordance with generally accepted auditing standards as required by the City Charter and applicable state and federal laws.

**2.6 Auditor Timing**

The Auditor's report on the City's financial statements will be completed within 120 180 days of the City's fiscal year end.

**2.7 Auditor Rotation and Evaluation**

The City will not require an auditor rotation, however, per GFOA guidelines, an auditor rotation shall occur no less than every 5 years, at which time the Council may circulate requests for proposals for auditor services.

**2.8 Management Letter**

The auditor will prepare and will jointly review the Management Letter with the City Council within thirty days of its receipt by the staff. Within days of this joint review, the ~~Director of Administrative Services~~ Finance Director shall respond in writing to the City Manager and City Council regarding the auditor's Management Letter addressing the issues contained therein. The Council shall schedule its formal acceptance of the auditor's report upon the resolution of any issues resulting from the joint review.

**2.9 Timely Accounts Payable Processing**

The City will follow the Texas Prompt Payment Act for timely accounts payable processing and will strive to uphold those rules and regulations.

**2.10 Timely CFR Submittal**

The ACFR shall be prepared in accordance with GAAP. The ACFR shall be presented to the Council within **420 180** calendar days of the City's fiscal year end. If City staffing limitations preclude such timely reporting, the ~~Director of Administrative Services~~ **Finance Director** will inform the City Council of the delay and reasons, therefore.

**Revenue Management**

**3.1 Simplicity**

The City, where possible and without sacrificing accuracy, will strive to keep the revenue system simple in order to reduce compliance costs and to make it more understandable to the taxpayer or service recipient. The City will avoid nuisance taxes, fees or charges as revenue sources.

**3.2 Certainty**

A knowledge and understanding of revenue sources increase the reliability of the revenue system. The City will understand its revenue sources and enact consistent collection policies to provide assurances that the revenue base will materialize according to budgets and plans.

**3.3 Equity**

The City shall make every effort to maintain equity in its revenue system structure. The City shall seek to minimize or eliminate all forms of subsidization between entities, funds, services, utilities, and customers. The City shall require that there be a balance in the revenue system. The revenue base will have the characteristic of fairness and neutrality as it applies to cost of service, willingness to pay and ability to pay.

**3.4 Diversification and Stability**

In order to protect ourselves from fluctuations in a revenue source due to fluctuations in the economy and variations in weather, a diversified revenue system will be maintained which has a stable source of income.

**3.5 Non-Recurring Revenues**

One-time or non-recurring revenues will not be used to finance current ongoing operations. Non-recurring revenues should be used only for one-time expenditures such as long-lived capital needs. They will not be used for budget balancing purposes.

**3.6 Property Tax Revenues**

All real and business personal property located within the City shall be valued at 100% of the fair market value for any given year based on the current appraisal supplied to the City by the Brazoria County Appraisal District. A 99% collection rate shall serve each year as a goal for tax collections. All delinquent taxes shall be aggressively pursued each year. Tax accounts delinquent greater than 150 days shall be turned over to the Delinquent Tax Attorney as provided in the agreement between the Brazoria County Tax Assessor/Collector and the City. A penalty shall be assessed to compensate the attorney as allowed by State law, and in accordance with the attorney's contract.

**3.7 Interest Income**

Interest earned from the investment of the City's idle cash balances, whether pooled or not, will be distributed to the funds in accordance with the operating and capital budgets, which, wherever possible, will be in accordance with the equity balance of the fund from which monies were provided to be invested.

**3.8 Utility Rates**

The city will review and adopt utility rates in a manner consistent with legal guidelines for such rates that will generate revenues required to fully cover operating expenditures, meet the legal restrictions of all applicable bond covenants, and provide for an adequate level of working capital needs. This policy does not preclude drawing down cash balances to finance current operations. However, it is considered best that any extra cash balances be used instead to finance capital projects. Components of Utility Rates will include debt and transfers to the General Fund for an administrative fee, which will be charged to the Utility Fund for services of general overhead, such as administration, finance, personnel, data processing and legal counsel. This fee will be documented each year as a part of the annual budgetary process.

**3.9 Revenue Monitoring**

Revenues actually received will be regularly compared to budgeted revenues and variances will be investigated. This process will be summarized in the appropriate budget report.

**Expenditure Control**

**4.1 Appropriations**

The level of budgetary control is the fund level in all funds. When budget transfers between funds are necessary, these must be approved by the Council. Unused appropriation may be transferred to any item required for the same general purpose.

**4.2 Purchasing**

The Finance Director shall develop, in conjunction with the City Manager, purchasing procedures. These procedures shall be a part of the Standard Operating Procedures maintained by the Finance Department. These policies will address compliance with all applicable State bid law requirements. A copy of this policy shall be distributed to all Department Directors, who will be responsible for monitoring compliance within their department.

The City Council may approve an ordinance giving the City Manager general authority to contract expenditures without further approval of the Council, for all budgeted items not exceeding limits set by the Council. All contracts for expenditures involving more than the set limits must be expressly approved in advance by the Council. All contracts or purchases involving more than the limits set by the Council shall be let to the lowest bidder whose submittal is among those responsive to the competitive bidding as provided by law or ordinance. The City Council, or City Manager in such cases as he is authorized to contract for the City, shall have the right to reject any and all bids.

**4.4 Prompt Payments**

All invoices approved for payment by the proper City authorities shall be paid by the Finance Department within thirty (30) calendar days of receipt in accordance with the provisions of Article 601F, Section 2 of the State of Texas Civil Statutes.

**4.5 Reporting**

Monthly reports will be prepared showing actual expenditures compared to budgeted expenditures. Any deficits within the year will be adjusted.

**4.6 Risk Management**

The City will aggressively pursue every opportunity to provide for the public's and City employee's safety and to manage its risks. The goal shall be to minimize the risk of loss of resources through liability claims with an emphasis of safety programs. All reasonable options will be investigated to finance risks. Such options may include risk transfer, insurance, and risk retention. Where risk is retained, reserves will be established based upon actuarial determinations and not be used for purposes other than for financing losses.

**Accounts Payable Security Protocol**

**Change of Account Requests**

A reasonable effort must be made to verify, but not through email, the authenticity of any "change of account request" with:

- a. The "client" or "vendor" purporting to have issued the "change of account request"; or
- b. An "authorized person", but not the "authorized person" purporting to have issued the "change of account request";

and contemporaneously document the result of your effort before transferring any property.

**Transfer Instructions**

You must make a reasonable effort to verify, but not through email, the authenticity of any "transfer instruction" with:

- a. The "client" or "vendor" purporting to have issued the "transfer instruction";
- b. An "authorized person", but not the "authorized person" purporting to have issued the "transfer instruction";

and contemporaneously document the result of your effort before transferring any property.

**4.7 Contingency Account Expenditures**

In accordance with Section 7.08 Contingent Appropriation:

Provisions shall be made in the annual budget and the appropriation ordinance for a contingent appropriation in an amount not more than ten percent (10%) of the total general fund expenditures, to be used in case of unforeseen items of expenditures. The contingent appropriation shall apply to current operating expenses and shall not include any reserve funds of the City. Such contingent appropriation shall be under the control of the City Manager and distributed by him only after prior approval by the City Manager. The proceeds of the contingent appropriation shall be disbursed only by transfer to other departmental appropriation, the spending of which shall be charged to the department or activities for which the appropriations are made.

## **Financial Position and Fund Balances**

### **5.1 Overview**

Enterprise funds are used to account for operations that are financial and operated in a manner similar to private business enterprises where the intent of the City Council is that the costs of providing goods or services to the general public on a continuing basis be financed or recovered primarily through user charges; or where the City Council has decided that periodic determination of net income is appropriate for accountability purposes. The City uses only one enterprise fund - the Utility Fund.

### **5.2 General Fund**

The general fund reserve balance shall be established over a period of time through use of conservative forecasting and budgeting of revenue sources and efficient management and control of expenditures. The general fund is the primary fund of the City. This fund is used to account for all financial resources not accounted for in other funds.

### **5.3 Debt Service Fund**

The City's debt service fund, sometimes called a "sinking fund," accounts for the accumulation of financial resources for the payment of principal and interest of the City's general obligation (property tax supported) debt, including lease purchases not financed by proprietary funds.

### **5.4 Utility Fund**

This fund is used to account for water and wastewater system services provided for residents of the City, including administration, operations maintenance, debt service and billing and collecting.

## **Internal Controls**

### **6.1 Written Procedures**

The Finance Director is responsible for developing citywide written guidelines for accounting, cash handling and other financial matters, which will be approved by the City Manager. The Finance Department will assist department directors as needed in tailoring these guidelines into detailed written procedures to fit each department's requirements.

### **6.2 Departmental Internal Control Responsibility**

Each department director is responsible to the City Manager to ensure that good internal controls are followed throughout his or her department and that all guidelines on accounting and internal control recommendations are addressed.

**6.3 Staff Training**

The City will support the continuing education efforts of all financial staff including the investment in time and materials for maintaining a current perspective concerning financial issues. Staff will be held accountable for communicating, teaching, and sharing with other staff members all information and training materials acquired from seminars, conferences and related education efforts.

**6.4 Adequacy of Staff**

Staffing levels will be adequate for the fiscal functions of the City to function effectively. Overtime shall be used only to address temporary or seasonal demands that require excessive hours. Workload shedding alternatives will be explored before adding staff.

**6.5 Centralized Cash Collections Points**

The City will establish central locations in order to collect cash.

**6.6 Projection of Cash Needs**

The Finance Director will work closely with the Director of Public Works to project cash requirements in conjunction with the issuance of bonds and investment of bond proceeds.

**6.7 Investments Management**

The underlying theme will be that idle cash will be invested with the intent to: 1) safeguard assets, 2) maintain liquidity and 3) maximize return. Where legally permitted, pooling of investments will be done.

The City Manager and Finance Director or designee shall promptly invest all City funds with the City's Depository Bank in accordance with the provisions of the current Depository agreement or in any negotiable instrument that the Council has authorized under the provisions of the Public Funds Investment Act of 1987, and in accordance with the City Council approved investment policy.

**6.8 Cash Management**

The City's cash flow will be managed to maximize the cash available to invest. Such cash management will entail the centralization of cash collections, where feasible, including property tax payments, utility bills, building and related permits and licenses, and other collection offices as appropriate.

The Finance Department personnel shall, on payments authorized by the Council, use the facsimile check signing software, bearing signatures of the City Manager and the City Assistant City Manager, and/or City Secretary.

The Finance Department may transfer funds, via electronic transfer, through instructions to the City's Depository bank only for payment of properly authorized obligations of the City. Electronic payments shall be made in accordance with the conditions and control procedures as set forth in the current Depository contract and in the Finance Department Standard Operating Procedures.

### **6.9 Quarterly Financial and Investment Reports**

Within 30 days of the end of each quarter, a report on investment performance will be provided to the Council. This report shall be prepared in the manner set forth in the Investment policy adopted by the City Council.

### **6.10 Safeguarding of Cash and Other Liquid Assets**

These assets will be reasonably safeguarded and properly accounted for, and prudently insured. Responsibility for the safeguarding of the City's fixed assets lies with the head of the department in which the fixed asset is assigned. The Finance Department shall supervise the process of affixing numbered property tags and shall maintain the permanent records of the City's fixed assets. These records shall include description, cost, and department of responsibility, date of acquisition, depreciation and expected useful life.

The Finance Department shall also perform an annual inventory of assets using an appropriate sampling method. Such inventory shall be performed by the Finance Director or her or his designated agent in the presence of designated department personnel from the department of responsibility.

### **6.11 Periodic Reviews of Control Procedures**

The City shall conduct periodic reviews of control procedures.

## **Debt Management**

### **7.1 Annual Five Year Debt Capacity Analysis**

The City will complete, annually, a five (5) year debt capacity analysis. In accordance with recommendations made by the Government Finance Officers Association (GFOA), this debt capacity analysis should include:

Statutory or constitutional limitations affecting the amount that can be used, such as:

- Legally authorized debt limits, and
- Tax or expenditure ceilings
- Other legal limitations, such as coverage requirements or additional bond test imposed by bond covenants.

Measures of the tax and revenue base, such as:

- Projections of key, relevant economic variables,
- Population trends,
- Utilization trends for services underlying revenues, and
- Factors affecting tax collections, assessment practices and collection rates

Debt service obligations, such as

- Existing debt service requirements, and
- Debt service as a percentage of expenditures, or tax or system revenues

Measures of debt burden on the community, such as:

- Debt per capita,
- Debt as a percentage of personal income,
- Debt as a percentage of full or equalized assessed property value, and
- Overlapping or underlying debt

Tax-exempt market factors affecting interest costs, such as:

- Interest rates,
- Market receptivity,
- Credit rating

## **7.2 Rating Agency Presentations**

Full disclosure of operations and open lines of communication shall be made to the rating agencies. City staff, with the assistance of financial advisors, shall prepare the necessary materials and presentation to the rating agencies.

## **7.3 Bond Counsel and Financial Advisor**

The staff will maintain open lines of communication with the City's Bond Counsel, along with the Financial Advisor, in order to periodically assess the City's use of debt as an appropriate method of financing and the financing options available to the City.

## **7.4 Long Term Debt Schedules**

The Finance Department shall maintain up to date schedules of long-term debt schedules, which include payment dates, payment amounts split between principal and interest and paying agent(s) for the issue.

## **7.5 Debt Policy**

The City's Debt Policy will strive to be in compliance with the recommendations set forth by GFOA.

- The purposes for which debt may be issued.
- Legal debts limitations or limitations established by policy, including limitations on the pledge of the issuer's general credit.
- Use of moral obligations pledges.
- Type of debt permitted to be issued and criteria for issuance of:
  - ⇒ Short-term and long-term debt
  - ⇒ General obligation and revenue debt
  - ⇒ Fixed and variable rate debt
  - ⇒ Lease-backed debt
  - ⇒ Special obligation and revenue debt
  - ⇒ Conduit issues
  - ⇒ Taxable debt
- Structural features that may be considered, such as:
  - ⇒ Maturity of the debt
  - ⇒ Setting the maturities of the debt equal or less than the useful life of the project
  - ⇒ Use of zero-coupon bonds, capital appreciation bonds, deep discount bonds or premium bonds
  - ⇒ Redemption provisions
  - ⇒ Use of credit enhancement
  - ⇒ Use of senior lien and junior lien obligations
  - ⇒ Use of derivative products
- Credit objectives, such as:
  - ⇒ Maintenance of specific credit ratings
  - ⇒ Adherence to benchmark direct and overall debt ratios and other affordability targets

- Method of selecting outside finance professionals
- Policy on refunding of debt
- Compliance with federal tax law provisions

## Capital Asset Policy

The City shall recognize all real or personal property that is purchased, constructed, or donated to the City and that has a value equal to or greater than the capitalization threshold for the particular classification of the asset and an estimated life of greater than one year.

### 8.1 Classifications

#### Land and Improvements

- Land consists of site, preparation, and site improvements other than buildings that ready land for its intended use. All costs associated are added to the cost of the land.
- Land and improvements are inexhaustible assets and do not depreciate overtime.
- All acquisitions of land and improvements will be capitalized.

#### Buildings and Improvements

- Buildings are structures that are permanently attached to the land. Building improvements materially extend the useful life of a building and will be recorded as an addition of value to the existing building if the expenditure for the improvement is at the capitalization threshold or increases the life or value of the building by 25% of the original life period or cost.
- Buildings shall have an estimated useful life of at least 50 years and subsequent improvements that change the use or function of the building shall be depreciated.
- The capitalization threshold for buildings and improvements is \$100,000.

#### Infrastructure and Improvements

- Infrastructure assets are linear and continuous in nature, such as, streets, water lines, sewer lines, drainage lines, etc. Improvements shall materially extend the useful life or increase the value of the infrastructure, or both. Additions and improvements shall increase the capacity of the asset. (Example: adding additional lanes to a highway would be capitalized)
- Infrastructure shall have an estimated useful life of at least 50 years.
- The capitalization threshold for infrastructure is \$500,000.

#### Equipment

- All purchases of equipment that is used for operations and meets the minimum capitalization threshold shall be capitalized.
- Equipment shall have an estimated useful life from 5-8 years.
- The capitalization threshold for equipment is \$10,000.

#### Construction in Progress

- Construction in progress is the construction activity of buildings, infrastructure, systems, additions, reconstruction, installations, and repairs, which are substantially incomplete.
- Depreciation is not applicable while assets are accounted for as Construction in Progress. See appropriate capital asset category.
- Construction in progress shall be capitalized to their appropriate capital asset categories upon the execution of completion contract documents, occupancy, or when the asset is placed into service.

**8.2 Written Procedures**

The Finance Department is responsible for developing citywide guidelines for the accounting, tagging, disposition and reporting of all capital assets.

**8.3 Annual Review**

This policy shall be reviewed annually by the Director of Finance and in conjunction with the City's annual financial audit. The City's external auditors shall review the City's policy and compliance with said policy.



1800 Brazosport Blvd  
Richwood, TX 77531  
(979)265-2082 (979)265-7345 (fax)

**APPLICATION FOR REPLAT REQUEST**

**PLEASE NOTE:** The following questions must be answered completely. If additional space is needed, attach extra pages to the application. Contact the City of Richwood at (979) 265-2082 for clarification of terms or for specific zone district requirements.

**DATA ON APPLICANT AND OWNER:**

Name: Ramior Celedon Date: 7-1-25

Address: 76 Artic Angleton, Tx. 77515

Home Phone: 979-319-9232 Business Phone: \_\_\_\_\_

**SUBJECT PROPERTY:**

Address of property in question: County Road 223, Richwood, Tx

Legal Description of property: Part Lot 5, Blk. 2, Cochran + McClure, Ab. 66

Current Zone: Residential

Zone being requested: Residential

**PURPOSE OF THE REPLAT** (be specific): \_\_\_\_\_

To divide subject 4.02 Acre tract  
into two Tracts

I (we) certify that all of the above statements and the statements contained in any papers or plans submitted herewith are true and accurate to the best of my knowledge and belief. I also hereby give permission for the members of the City of Richwood Planning and Zoning and City Staff to access the property in question for the purpose of gathering information to make an informed decision on this request.

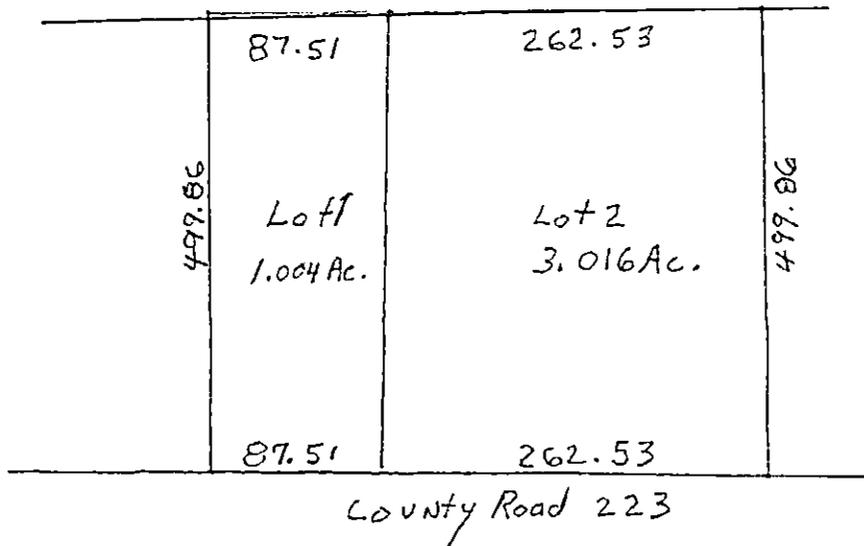
Ramior Celedon  
Name of Applicant

Ramior M. Celedon  
Signature of Applicant

7-3-2025  
Date

**IMPORTANT:**

A drawing, including all dimensions and structures, must be attached along with the applicable fee, to be considered. Failure to include both will result in automatic denial of application.



**OWNER'S DEDICATION**

STATE OF TEXAS  
 COUNTY OF BRAZORIA

NOW, THEREFORE, KNOW ALL MEN BY THESE PRESENTS:

I, RAMIOR CELEDON, OWNER OF A CALLED 4.02 ACRE TRACT, OUT OF LOT 5, BLOCK 26 OF THE COCHRAN AND McCLURE SUBDIVISION (UNRECORDED), IN THE JARED E. GROCE 5 LEAGUE GRANT, BRAZORIA COUNTY, TEXAS, CITY OF RICHWOOD, BEING EVIDENCED BY THAT CERTAIN DEED AS RECORDED IN CLERK'S FILE NO. 2018-010569 OF THE BRAZORIA COUNTY OFFICIAL RECORDS, DO HEREBY DEDICATE TO THE PUBLIC USE ALL STREETS, EASEMENTS AND RIGHTS-OF-WAY SHOWN HEREON, FOR THEIR USE FOREVER; AND DO HEREBY WAIVE ANY CLAIMS FOR DAMAGES OCCASIONED BY THE ESTABLISHING OF GRADES AS APPROVED FOR THE STREETS OR ALLEYS, OR OCCASIONED BY THE ALTERATION OF THE SURFACE OF ANY PORTION OF STREETS OR ALLEYS TO CONFORM TO SUCH GRADES, AND DO HEREBY BIND OURSELVES, OUR HEIRS, SUCCESSORS AND ASSIGNS, TO WARRANT AND DEFEND THE TITLE OF THE LAND SO DEDICATED.

WITNESS MY HAND IN THE CITY OF BRAZORIA COUNTY, TEXAS, THIS THE \_\_\_\_ DAY OF \_\_\_\_\_, 2025.

RAMIOR CELEDON  
 OWNER

NOTARY PUBLIC  
 STATE OF TEXAS  
 COUNTY OF BRAZORIA

BEFORE ME, THE UNDERSIGNED AUTHORITY, ON THIS DAY PERSONALLY APPEARED, RAMIOR CELEDON, KNOWN TO ME TO BE THE PERSON WHOSE NAME IS SUBSCRIBED TO THE FOREGOING INSTRUMENT, AND ACKNOWLEDGED TO ME THAT HE EXECUTED THE SAME FOR THE PURPOSES AND CONSIDERATION THEREIN SET FORTH.

GIVEN UNDER MY HAND AND SEAL OF OFFICE, THIS \_\_\_\_ DAY OF \_\_\_\_\_, 2025.

NOTARY PUBLIC IN AND FOR THE STATE OF TEXAS  
 MY COMMISSION EXPIRES \_\_\_\_\_, 20\_\_.

**METES & BOUNDS:**

ALL THAT CERTAIN 4.02 acres, out of Lot 5, Block 26 of the Cochran and McClure Subdivision (Unrecorded), in the Jared E. Groce 5 League Grant, Abstract 66, Brazoria County, Texas, and said called 4.02 acre tract being the same tract as described in Clerk's File No. 2018-010569 of the Official Records of Brazoria County, Texas, and more particularly described by metes and bounds using survey terminology which refers to the Texas State Plane Coordinate System, South Central Zone, NAD 83;

Beginning at a found 1/2" iron rod with cap at the Northeast corner of said called 4.02 acre tract, same being the Southeast corner of a called 1.61 acre tract, conveyed to Abdjel & Andrea Donas, as described in Clerk's File No. 2016059351 of the Official Records of Brazoria County, Texas;

Thence South 87°17'36" West coincident with the North line of said called 4.02 acre tract, and said called 1.61 acre tract, a distance of 350.04 feet to a found 1/2" iron rod for the Northwest corner of herein described 4.02 acre tract;

Thence South 02°42'24" East, coincident with a called 13.11 acre tract, conveyed to Ramon Aguilar & Celia Mata Garcia, as described in Clerk's File No. 2013-048620 of the Official Records of Brazoria County, Texas, a distance of 499.86 feet to a found 1/2" iron rod (pent) for the Southwest corner of herein described 4.02 acre tract, same being the Southeast corner of said called 13.11 acre tract, and being located in the North right-of-way line of County Road 233;

Thence North 87°17'36" East, coincident with the North right-of-way line of said County Road 233, a distance of 350.04 feet to a found 1/2" iron rod for the Southeast corner of herein described 4.02 acre tract;

Thence North 02°42'24" West, coincident with Richwood Acres, Section One, as described in Volume 16, Pages 373-374 of the Plat Records of Brazoria County, Texas, a distance of 499.86 feet to the PLACE OF BEGINNING and containing 4.02 acres more or less.

**VELASCO DRAINAGE DISTRICT**

VELASCO DRAINAGE DISTRICT ACCEPTED THIS THE \_\_\_\_ DAY OF \_\_\_\_\_, 2025. THE BOARD OF SUPERVISORS OF THE VELASCO DRAINAGE DISTRICT DOES NOT WARRANT, REPRESENT, OR GUARANTEE:

1. THAT THE FACILITIES OUTSIDE THE BOUNDARIES OF THE SUBDIVISION ARE AVAILABLE TO RECEIVE RUNOFF FROM THE FACILITIES DESCRIBED IN THIS PLAT.
2. THAT DRAINAGE FACILITIES DESCRIBED IN THIS PLAT ARE ADEQUATE FOR RAINFALL IN EXCESS OF VELASCO DRAINAGE DISTRICT MINIMUM REQUIREMENTS.
3. THAT BUILDING ELEVATION REQUIREMENTS HAVE BEEN DETERMINED BY THE VELASCO DRAINAGE DISTRICT.
4. THAT THE DISTRICT ASSUMES ANY RESPONSIBILITY FOR CONSTRUCTION, OPERATION, OR MAINTENANCE OF SUBDIVISION DRAINAGE FACILITIES.

THE DISTRICT REVIEW IS BASED SOLELY ON THE DOCUMENTATION SUBMITTED FOR REVIEW, AND ON THE RELIANCE OF THE REPORT SUBMITTED BY THE TEXAS REGISTERED PROFESSIONAL ENGINEER.

THE DISTRICT'S REVIEW IS NOT INTENDED NOR WILL SERVE AS A SUBSTITUTION OF THE OVERALL RESPONSIBILITY AND/OR DECISION MAKING POWER OF THE PARTY SUBMITTING THE PLAT OR PLAN HEREIN, THEIR OR ITS PRINCIPALS AND AGENTS.

STUART HERBST - CHAIRMAN (AREA 3) WILL J. BROOKS - VICE CHAIRMAN (AREA 1)

BILLY P. CRAIN - SECRETARY (AREA 2)

RAMON AGUILAR GARCIA & CELIA MATA GARCIA  
 CALLED 13.11 ACRES  
 C.F. NO. 2013-048620  
 B.C.O.R.

ABDJEL & ANDREA DONAS  
 CALLED 1.61 ACRES  
 C.F. NO. 2016-059351  
 B.C.O.R.

(NORMA LOUVIER)  
 HOWARD H. LOUVIER  
 CALLED 4.05 ACRES  
 C.F. NO. 2009-056712  
 B.C.O.R.

RICHWOOD ACRES  
 SECTION ONE  
 VOLUME 16, PAGES 373-374  
 B.C.P.R.  
 LOT 1

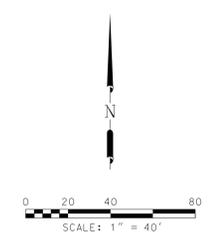
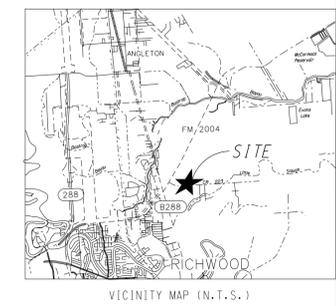
RAMIOR CELEDON  
 CALLED 4.02 ACRES  
 C.F. NO. 2018-010569  
 B.C.O.R.

RICHWOOD ACRES  
 SECTION ONE  
 VOLUME 16, PAGES 373-374  
 B.C.P.R.

NOE & MARIA ELENA MEDRANO  
 CALLED 4.0166 ACRES  
 C.F. NO. 2019-032031  
 B.C.O.R.

SUBJECT LOT 1  
 (1.004 ACRE)

SUBJECT LOT 2  
 (3.016 ACRE)



**CITY COUNCIL**

I HEREBY CERTIFY THAT THE ABOVE AND FOREGOING REPLAT OF A CALLED 4.02 ACRE TRACT, WAS APPROVED THIS THE \_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_, BY THE CITY COUNCIL OF RICHWOOD.

MAYOR \_\_\_\_\_

SAID REPLAT SHALL BE SUBJECT TO ALL REQUIREMENTS OF THE CODE OF ORDINANCES OF THE CITY OF RICHWOOD, TEXAS.

WITNESS MY HAND THIS THE \_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_.

CITY SECRETARY \_\_\_\_\_

**CITY PLANNING COMMISSION**

I HEREBY CERTIFY THAT THE ABOVE AND FOREGOING REPLAT OF A CALLED 4.02 ACRE TRACT, WAS APPROVED THIS THE \_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_, BY THE CITY PLANNING COMMISSION OF RICHWOOD.

CHAIRMAN \_\_\_\_\_

WITNESS MY HAND THIS THE \_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_.

CITY SECRETARY \_\_\_\_\_

**GENERAL NOTES:**

1. ALL COORDINATES AND BEARINGS ARE RELATIVE TO THE TEXAS STATE PLANE COORDINATE SYSTEM, SOUTH CENTRAL ZONE (NAD 83), NORTH ARROW SHOWN IS A GRAPHIC REPRESENTATION OF TEXAS STATE PLANE GRID NORTH.
2. ALL DISTANCES SHOWN HEREON ARE HORIZONTAL SURFACE LEVEL LENGTHS. (S.F. = 0.99987700886)
3. THE SUBJECT TRACT IS LOCATED WITHIN THE LIMITS OF ZONE "AE". SPECIAL FLOOD HAZARD AREAS WITH BASE FLOOD ELEVATION DETERMINED TO BE 12 FEET, AS SHOWN ON FLOOD INSURANCE MAP NUMBER 48039C0010K, DATED: DECEMBER 30, 2020.
4. NO TITLE COMMITMENT WAS PROVIDED FOR THIS SURVEY. THERE MAY BE ITEMS OF RECORD WHICH AFFECT THIS PROPERTY, NOT SHOWN HEREON.
5. ALL DRAINAGE AND MAINTENANCE EASEMENTS SHOWN HEREON SHALL BE KEPT CLEAR OF FENCES, BUILDINGS, FOUNDATIONS, PLANTINGS AND OTHER OBSTRUCTIONS, TO THE OPERATION AND MAINTENANCE OF THE DRAINAGE FACILITIES. ALL PROPERTY SHALL DRAIN INTO THE DRAINAGE EASEMENT ONLY THROUGH AN APPROVED DRAINAGE STRUCTURE.
6. ALL DRAINAGE FACILITIES WITHIN DRAINAGE AND DETENTION EASEMENTS AND RESERVES SHOWN ON THIS PLAT WILL BE MAINTAINED BY THE HOMEOWNER'S ASSOCIATION AND/OR ADJACENT LOT OWNERS. HOWEVER, ANY GOVERNMENTAL ENTITY MAY ENTER ONTO THE EASEMENTS TO MAINTAIN THESE DRAINAGE FACILITIES IF NECESSARY.
7. THE PURPOSE OF THIS SURVEY IS TO DIVIDE THE 4.02 ACRE TRACT INTO TWO LOTS.
8. ● DENOTES A FOUND IRON PIPE/ROD.
9. ○ SET 1/2" I.R. W/ TRS CAP.

**CELEDON ACRES**  
 BEING A REPLAT OF A  
**CALLED 4.02 ACRE TRACT**

AND TO BE REPLATED AS  
**2 LOTS, 1 BLOCK**  
 SAID CALLED 4.02 ACRE TRACT BEING A PART OF  
**LOT 5, BLOCK 26**  
 OF  
**COCHRAN AND McCLURE**  
**SUBDIVISION (UNRECORDED)**  
 AND BEING THAT SAME TRACT AS RECORDED AND DESCRIBED IN  
 COUNTY CLERK'S FILE NO. 2018-010569  
 OF THE  
 BRAZORIA COUNTY OFFICIAL RECORDS  
 IN THE  
**JARED E. GROCE 5 LEAGUE GRANT**  
**ABSTRACT 66**  
 CITY OF RICHWOOD  
 BRAZORIA COUNTY, TEXAS

JUNE 2025



Terry Singletary  
 TERRY SINGLETARY  
 REGISTERED PROFESSIONAL LAND SURVEYOR  
 TEXAS REGISTRATION NUMBER 4808

I, TERRY SINGLETARY, REGISTERED PROFESSIONAL LAND SURVEYOR DO HEREBY CERTIFY THAT THE ABOVE PLAT IS A TRUE REPRESENTATION OF A SURVEY MADE UNDER MY SUPERVISION, ON THE GROUND, AND THAT THERE ARE NO EXCESSES NOR INTRUSIONS ON THIS PROPERTY, EXCEPT AS SHOWN. DATE SURVEYED: SEPTEMBER 12, 2022.



1800 Brazosport Blvd  
Richwood, TX 77531  
(979)265-2082 (979)265-7345 (fax)

**APPLICATION FOR REPLAT REQUEST**

**PLEASE NOTE:** The following questions must be answered completely. If additional space is needed, attach extra pages to the application. Contact the City of Richwood at (979) 265-2082 for clarification of terms or for specific zone district requirements.

**DATA ON APPLICANT AND OWNER:**

Name: Doyle & Wachtstetter, Inc. Date: 10-23-2025

Address: 131 Commerce Street, Clute, TX 77534

Home Phone: \_\_\_\_\_ Business Phone: 979-265-3622 (Ext 1001)

**SUBJECT PROPERTY:**

Address of property in question: 2802 & 2810 Oakwood Trail

Legal Description of property: Oakwood Shores, Block 3, Lots 111 & 112

Current Zone: Residential

Zone being requested: Residential

**PURPOSE OF THE REPLAT** (be specific): The purpose of this replat is to combine

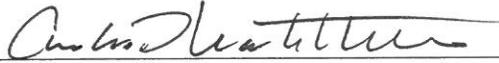
Lots 111 & 112, Block 3, of Oakwood Shore into one lot, Lot 111A.

Owner : Michael & Daisy Vasu, 2810 Oakwood Trail, Richwood, TX 77531

I (we) certify that all of the above statements and the statements contained in any papers or plans submitted herewith are true and accurate to the best of my knowledge and belief. I also hereby give permission for the members of the City of Richwood Planning and Zoning and City Staff to access the property in question for the purpose of gathering information to make an informed decision on this request.

Charles D. Wachtstetter, RPLS 4547  
Doyle & Wachtstetter, Inc.

\_\_\_\_\_  
Name of Applicant

  
\_\_\_\_\_  
Signature of Applicant

10-23-25  
\_\_\_\_\_  
Date

\_\_\_\_\_  
**IMPORTANT:**

A drawing, including all dimensions and structures, must be attached along with the applicable fee, to be considered. Failure to include both will result in automatic denial of application.

**OWNER'S DEDICATION**

STATE OF TEXAS  
COUNTY OF \_\_\_\_\_  
NOW, THEREFORE, KNOW ALL MEN BY THESE PRESENTS:

WE, DAISY AND MICHAEL VASU, OWNERS OF LOT 111 & 112, BLOCK 3, OF THE OAKWOOD SHORES SUBDIVISION, AS RECORDED IN CLERK'S FILE NO. 2008-019216 OF THE BRAZORIA COUNTY OFFICIAL RECORDS, IN THE JARED E. GROCE SURVEY, ABSTRACT 66, BRAZORIA COUNTY, DO HEREBY DEDICATE TO PUBLIC USE, THE STREETS, ALLEYS, PARKS AND EASEMENTS SHOWN HEREON FOR THEIR USE FOREVER; AND DO HEREBY WAIVE ANY CLAIMS FOR DAMAGES OCCASIONED BY THE ESTABLISHING OF GRADES AS APPROVED FOR THE STREETS AND ALLEYS DEDICATED, OR OCCASIONED BY THE ALTERATION OF THE SURFACE OF ANY PORTION OF STREETS OR ALLEYS TO CONFORM TO SUCH GRADES, AND DO HEREBY BIND OURSELVES, OUR HEIRS, SUCCESSORS AND ASSIGNS TO WARRANT AND FOREVER DEFEND THE TITLE TO THE LAND SO DEDICATED.

WITNESS MY HAND IN \_\_\_\_\_  
THIS THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_.

DAISY VASU \_\_\_\_\_ MICHAEL VASU \_\_\_\_\_

NOTARY PUBLIC  
STATE OF \_\_\_\_\_  
COUNTY OF \_\_\_\_\_

BEFORE ME, THE UNDERSIGNED AUTHORITY, ON THIS DAY PERSONALLY APPEARED DAISY VASU, KNOWN TO ME TO BE THE PERSON WHOSE NAME IS SUBSCRIBED TO THE FOREGOING INSTRUMENT, AND ACKNOWLEDGED TO ME THAT SHE EXECUTED THE SAME FOR THE PURPOSES AND CONSIDERATION THEREIN SET FORTH, GIVEN UNDER MY HAND AND SEAL OF OFFICE, THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_.

NOTARY PUBLIC \_\_\_\_\_ DATE \_\_\_\_\_

NOTARY PUBLIC  
STATE OF \_\_\_\_\_  
COUNTY OF \_\_\_\_\_

BEFORE ME, THE UNDERSIGNED AUTHORITY, ON THIS DAY PERSONALLY APPEARED MICHAEL VASU, KNOWN TO ME TO BE THE PERSON WHOSE NAME IS SUBSCRIBED TO THE FOREGOING INSTRUMENT, AND ACKNOWLEDGED TO ME THAT HE EXECUTED THE SAME FOR THE PURPOSES AND CONSIDERATION THEREIN SET FORTH, GIVEN UNDER MY HAND AND SEAL OF OFFICE, THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_.

NOTARY PUBLIC \_\_\_\_\_ DATE \_\_\_\_\_

**CITY PLANNING COMMISSION**

THIS IS TO CERTIFY THAT THE ABOVE AND FOREGOING REPLAT OF LOTS 111 & 112, BLOCK 3, OF THE OAKWOOD SHORES SUBDIVISION WAS APPROVED THIS THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_ BY THE CITY PLANNING COMMISSION OF RICHWOOD.

CHAIRMAN \_\_\_\_\_

WITNESS MY HAND THIS THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_.

**CITY SECRETARY**

**GENERAL NOTES:**

- ALL COORDINATES AND BEARINGS ARE RELATIVE TO THE TEXAS STATE PLANE COORDINATE SYSTEM, SOUTH CENTRAL ZONE (NAD83) NORTH ARROW SHOWN IS A GRAPHIC REPRESENTATION OF TEXAS STATE PLANE GRID NORTH.
- ALL DISTANCES SHOWN HEREON ARE HORIZONTAL SURFACE LEVEL LENGTHS (S.L. = H.S. + 0.99991579).
- THE SUBJECT TRACT IS LOCATED WITHIN THE LIMITS OF ZONE "AE", SPECIAL FLOOD HAZARD AREAS WITH A BASE FLOOD ELEVATION DETERMINED TO BE 12 FEET, AS SHOWN ON FEMA FLOOD INSURANCE RATE MAP NUMBER 48039C0610K, DATED: DECEMBER 30, 2020.
- THIS SURVEY RELIED ON A TITLE COMMITMENT OF LOT 111, BLOCK 3, OF THE OAKWOOD SHORES SUBDIVISION FROM STEWART TITLE COMPANY, S.F. NO. 2713970, EFFECTIVE DATE: AUGUST 19, 2025, ISSUED DATE: AUGUST 29, 2025, AND LOT 112, BLOCK 3, OF THE OAKWOOD SHORES SUBDIVISION FROM STEWART TITLE COMPANY, S.F. NO. 2528453-CLHD, EFFECTIVE DATE: AUGUST 6, 2025, ISSUED DATE: AUGUST 13, 2025, FOR ALL ITEMS OF RECORD.
- THE EASEMENTS AND BUILDING LINES SHOWN HEREON ARE AS THEY APPEAR ON THE PLAT OF OAKWOOD SHORES, AS RECORDED IN CLERK'S FILE NO. 2008-019216 OF THE B.C.O.R., HOWEVER, THIS PROPERTY MAY BE SUBJECT TO ADDITIONAL EASEMENTS, BUILDING LINES, RESTRICTIONS AND COVENANTS DEFINED IN CLERK'S FILE NO. 2008-02301, 2009-03878, 2010-02326, 2011-04107, 2012-04324, 2013-03295, 2013-061375, 2015-014180, 2017-045299, 2017-065320, 2017-027617, 2018-004233, 2019-016322, 2019-016334, 2021-060370, 2022-011271, 2022-011779, 2022-054032, AND 2023-023588 OF THE B.C.O.R. AND REFERENCED IN ITEM 10, 11, AND 12 OF SCHEDULE 'B' OF THE TITLE COMMITMENT. BUILDING RESTRICTIONS AND REQUIREMENTS ARE SUBJECT TO THE CITY OF RICHWOOD CODE OF ORDINANCES.
- THIS PROPERTY IS SUBJECT TO AN UNOBTAINED AERIAL EASEMENT AS DEFINED IN NOTE 11 OF THE PLAT OF OAKWOOD SHORES, AS RECORDED IN CLERK'S FILE NO. 2008-019216 OF THE B.C.O.R.
- THIS PROPERTY MAY BE SUBJECT TO THE AGREEMENT FOR UNDERGROUND ELECTRIC SERVICE RECORDED IN CLERK'S FILE NO. 2008-033199 OF THE B.C.O.R. AND REFERENCED IN ITEM 10 C OF SCHEDULE 'B' OF THE TITLE COMMITMENT. (FILE 2713970)
- THIS PROPERTY MAY BE SUBJECT TO THE AGREEMENT FOR DOW HYDROCARBONS AND RESOURCES LLC AND MADELYN INTERESTS LTD RECORDED IN CLERK'S FILE NO. 2017-045299 OF THE B.C.O.R. AND REFERENCED IN ITEM 10 G OF SCHEDULE 'B' OF THE TITLE COMMITMENT. (FILE 2713970)
- ALL DRAINAGE AND MAINTENANCE EASEMENTS SHOWN HEREON SHALL BE KEPT CLEAR OF ALL BUILDINGS, FOUNDATION PLANTINGS AND OTHER OBSTRUCTIONS, TO THE OPERATION AND MAINTENANCE OF THE DRAINAGE FACILITIES. ALL PROPERTY SHALL DRAIN INTO THE DRAINAGE EASEMENT ONLY THROUGH AN APPROVED DRAINAGE STRUCTURE.
- ALL DRAINAGE FACILITIES WITHIN DRAINAGE AND DETENTION EASEMENTS AND RESERVOIRS SHOWN ON THIS PLAT MAY BE OBTAINED BY THE HOMEOWNER'S ASSOCIATION AND/OR ADJACENT LOT OWNERS. HOWEVER, ANY GOVERNMENTAL ENTITY MAY ENTER ONTO THE EASEMENTS TO MAINTAIN THESE DRAINAGE FACILITIES IF NECESSARY.
- A TEMPORARY BENCHMARK WAS ESTABLISHED ON SITE. A BRIDGE SPIKE WAS SET IN A POWER POLE AT ELEVATION 11.00 FEET, NAVD 88 BASED ON NGS BENCHMARK LJA A.

**CURVE TABLE**

CURVE #	DELTA	RADIUS	ARC LENGTH	CHORD BEARING	CHORD LENGTH
C1	90°00'00"	25.00'	39.27'	S 71°01'49" W	35.36'
C2	45°05'36"	25.00'	19.67'	N 41°24'49" W	19.17'
C3	69°30'43"	60.00'	72.79'	N 53°37'28" W	68.41'

**VELASCO DRAINAGE DISTRICT**

THE BOARD OF SUPERVISORS OF THE VELASCO DRAINAGE DISTRICT DOES NOT WARRANT, REPRESENT OR GUARANTEE:

- THAT DRAINAGE FACILITIES OUTSIDE THE BOUNDARIES OF THIS SUBDIVISION ARE AVAILABLE TO RECEIVE RUNOFF FROM THE FACILITIES DESCRIBED ON THIS PLAT.
- THAT DRAINAGE FACILITIES DESCRIBED IN THIS SUBDIVISION ARE ADEQUATE FOR RAINFALL IN EXCESS OF VELASCO DRAINAGE DISTRICT MINIMUM REQUIREMENTS (10 YEAR FREQUENCY).
- THAT BUILDING ELEVATION REQUIREMENTS HAVE BEEN DETERMINED BY THE VELASCO DRAINAGE DISTRICT.
- THAT THE DISTRICT ASSUMES RESPONSIBILITY FOR CONSTRUCTION, OPERATION OR MAINTENANCE OF SUBDIVISION DRAINAGE FACILITIES.

THE DISTRICT REVIEW IS SOLELY BASED ON THE DOCUMENTATION SUBMITTED FOR REVIEW AND A RELIANCE ON SUBMISSION OF THE REPORT BY THE TEXAS PROFESSIONAL ENGINEER. THE DISTRICT'S REVIEW IS NOT INTENDED AND SHALL NOT SERVE AS A SUBSTITUTION OF THE OVERALL RESPONSIBILITY AND/OR DECISION MAKING POWER OF THE PARTY MAKING THE PLAN OR PLAT HEREIN, THEIR OR ITS PRINCIPALS OR AGENTS.

**CITY COUNCIL**

THIS IS TO CERTIFY THAT THE ABOVE AND FOREGOING REPLAT OF LOTS 111 & 112, BLOCK 3, OF THE OAKWOOD SHORES SUBDIVISION WAS APPROVED THIS THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_ BY THE CITY COUNCIL OF RICHWOOD.

**MAYOR**

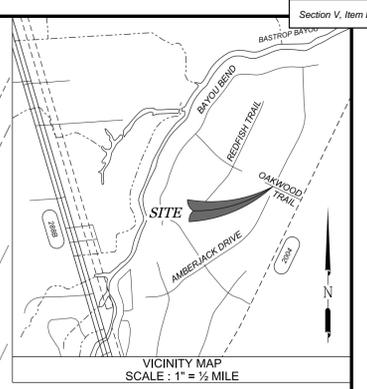
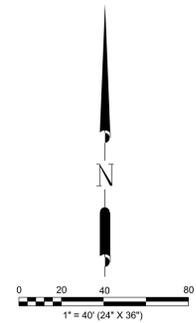
SAID REPLAT SHALL BE SUBJECT TO ALL REQUIREMENTS OF THE CODE OF ORDINANCES OF THE CITY OF RICHWOOD, TEXAS.

WITNESS MY HAND THIS THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_.

**CITY SECRETARY**

STUART HERBST, CHAIRMAN (AREA 3)  
WILL J. BROOKS, VICE CHAIRMAN (AREA 1)  
R. E. GARTMAN, SECRETARY (AREA 2)  
DATE: \_\_\_\_\_

LOT 109



**METES AND BOUNDS DESCRIPTION**

ALL THAT CERTAIN 4.288 ACRE TRACT OF LAND LYING AND SITUATED IN THE JARED E. GROCE SURVEY, ABSTRACT 66, BRAZORIA COUNTY, TEXAS, BEING ALL THAT CERTAIN LOTS 111 AND 112, BLOCK 3, OF THE OAKWOOD SHORES SUBDIVISION, SAID SUBDIVISION BEING RECORDED IN CLERK'S FILE NO. 2008-019216 OF THE BRAZORIA COUNTY OFFICIAL RECORDS (B.C.O.R.), SAID LOT 111 BEING CONVEYED TO DAISY AND MICHAEL VASU IN CLERK'S FILE NO. 2025-046294 OF THE B.C.O.R. AND SAID LOT 112 BEING CONVEYED TO DAISY AND MICHAEL VASU IN CLERK'S FILE NO. 2025-042710 OF THE B.C.O.R. SAID 4.288 ACRE TRACT OF LAND BEING MORE PARTICULARLY DESCRIBED BY METES AND BOUNDS USING SURVEY TERMINOLOGY WHICH REFERS TO THE TEXAS STATE PLANE COORDINATE SYSTEM, SOUTH CENTRAL ZONE (NAD83), IN WHICH THE DIRECTIONS ARE LAMBERT GRID BEARINGS AND THE DISTANCES ARE SURFACE LEVEL HORIZONTAL LENGTHS (S.F. = 0.99981579)S FOLLOWS:

BEGINNING AT A 1/2" IRON ROD FOUND IN THE NORTH RIGHT-OF-WAY LINE OF THE OAKWOOD TRAIL, CUL-DE-SAC MARKING THE SOUTHWEST CORNER OF SAID LOT 112, SAME BEING THE SOUTHWEST CORNER OF LOT 113, BLOCK 3 OF THE SAID OAKWOOD SHORES SUBDIVISION;

THENCE NORTH 15°09'24" WEST, COINCIDENT WITH THE COMMON LINE BETWEEN SAID LOTS 112 AND 113, AT A DISTANCE OF 452.27 FEET PASS A FOUND 1/2" IRON ROD FOR REFERENCE AND CONTINUE TO A TOTAL DISTANCE OF 505.42 FEET TO A POINT FOR CORNER IN THE CENTERLINE OF AN 80 FEET WIDE DRAINAGE EASEMENT;

THENCE SOUTH 63°58'11" EAST, COINCIDENT WITH THE COMMON LINE BETWEEN SAID LOT 112 AND THE SOUTHWEST LINE OF LOT 110, BLOCK 3 OF THE SAID OAKWOOD SHORES SUBDIVISION, SAME BEING THE CENTERLINE OF THE SAID 80 FEET WIDE DRAINAGE EASEMENT, AT 417.83 FEET PASS THE NORTH CORNER OF SAID LOT 111 AND CONTINUE TO A TOTAL DISTANCE OF 645.50 FEET TO A POINT FOR CORNER IN THE NORTHWEST RIGHT-OF-WAY OF AMBERJACK DRIVE;

THENCE SOUTH 26°01'49" WEST, COINCIDENT WITH THE NORTHWEST RIGHT-OF-WAY LINE OF AMBERJACK DRIVE, SAME BEING THE SOUTHWEST LINE OF SAID LOT 111, AT A DISTANCE OF 40.00 FEET PASS A FOUND 1/2" IRON ROD FOR REFERENCE AND CONTINUE TO A TOTAL DISTANCE OF 373.00 FEET TO A FOUND 1/2" IRON ROD WITH SURVEY CAP FOR CORNER, MARKING THE POINT OF CURVATURE OF A CURVE TO THE RIGHT;

THENCE IN A SOUTHWESTERLY DIRECTION ALONG SAID CURVE TO THE RIGHT HAVING A RADIUS OF 25.00 FEET AND A CENTRAL ANGLE OF 90°00'00" FOR AN ARC LENGTH OF 39.27 FEET TO A FOUND 1/2" IRON ROD FOR CORNER IN THE NORTHEAST RIGHT-OF-WAY LINE OF OAKWOOD TRAIL (THE CHORD OF SAID CURVE HAVING A BEARING OF SOUTH 71°01'49" WEST AND A DISTANCE OF 35.36 FEET);

THENCE NORTH 63°58'11" WEST, COINCIDENT WITH THE NORTHEAST RIGHT-OF-WAY LINE OF OAKWOOD TRAIL, SAME BEING THE SOUTHWEST LINE OF SAID LOT 111, AT A DISTANCE OF 202.67 FEET TO A FOUND 3/8" IRON ROD FOR CORNER MARKING THE POINT OF CURVATURE OF A CURVE TO THE RIGHT;

THENCE IN A NORTHWESTERLY DIRECTION ALONG SAID CURVE TO THE RIGHT HAVING A RADIUS OF 25.00 FEET AND A CENTRAL ANGLE OF 45°05'36" FOR AN ARC LENGTH OF 19.67 FEET TO A FOUND 1/2" IRON ROD FOR CORNER IN THE NORTHEAST RIGHT-OF-WAY LINE OF THE OAKWOOD TRAIL, CUL-DE-SAC (THE CHORD OF SAID CURVE HAVING A BEARING OF NORTH 41°24'49" WEST AND A DISTANCE OF 19.17 FEET);

THENCE IN A NORTHWESTERLY DIRECTION ALONG A CURVE TO THE LEFT HAVING A RADIUS OF 60.00 FEET AND A CENTRAL ANGLE OF 69°30'43" FOR AN ARC LENGTH OF 72.79 FEET TO THE POINT OF BEGINNING, CONTAINING 4.288 ACRES OF LAND, MORE OR LESS, (THE CHORD OF SAID CURVE HAVING A BEARING OF NORTH 53°37'28" WEST AND A DISTANCE OF 68.41 FEET).

**LIEN HOLDER'S ACKNOWLEDGEMENT**

WE, CENTRAL NATIONAL BANK, HOLDERS OF TWO LIENS AGAINST THE PROPERTY DESCRIBED IN THE REPLAT OF LOTS 111 AND 112, BLOCK 3 OAKWOOD SHORES SUBDIVISION, AN BEING EVIDENCED BY A GENERAL WARRANTY DEED RECORDED IN COUNTY CLERK'S FILE 2025046294 AND A WARRANTY DEED WITH VENDOR'S LIEN RECORDED IN COUNTY CLERK'S FILE 2025042710 OF THE BRAZORIA COUNTY OFFICIAL RECORDS, DO HEREBY SUBORDINATE OUR INTEREST IN SAID PROPERTY TO THE PURPOSES AND EFFECTS OF SAID PLAT AND WE HEREBY CONFIRM THAT WE ARE THE PRESENT OWNER OF SAID LIEN AND HAVE NOT ASSIGNED THE SAME NOR ANY PART THEREOF.

WITNESS MY HAND IN \_\_\_\_\_ COUNTY, TEXAS  
THIS THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_.

REPRESENTATIVE  
CENTRAL NATIONAL BANK

BEFORE ME, THE UNDERSIGNED AUTHORITY, ON THIS DAY PERSONALLY APPEARED, \_\_\_\_\_ REPRESENTATIVE OF CENTRAL NATIONAL BANK, KNOWN TO ME TO BE THE PERSON WHOSE NAME IS SUBSCRIBED TO THE FOREGOING INSTRUMENT, AND ACKNOWLEDGED TO ME THAT HE EXECUTED THE SAME FOR THE PURPOSES AND CONSIDERATION THEREIN SET FORTH.

GIVEN UNDER MY HAND AND SEAL OF OFFICE, THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_.

NOTARY PUBLIC  
STATE OF \_\_\_\_\_  
COUNTY OF \_\_\_\_\_

NOTARY PUBLIC \_\_\_\_\_ DATE \_\_\_\_\_

**REPLAT OF**  
**LOTS 111 AND 112, BLOCK 3,**  
**OAKWOOD SHORES SUBDIVISION**

**BEING COMPOSED OF LOTS 111 AND 112,**  
**BLOCK 3, OAKWOOD SHORES SUBDIVISION,**  
**AS RECORDED IN CLERK'S FILE NO. 2008-019216**  
**OF THE BRAZORIA COUNTY OFFICIAL RECORDS**  
**IN THE JARED E. GROCE SURVEY, ABSTRACT 66**  
**BRAZORIA COUNTY, TEXAS**

PROPERTY OWNER:  
MICHAEL VASU AND DAISY VASU  
2811 OAKWOOD TRAIL  
RICHWOOD, TX 77531

OCTOBER 2025

PREPARED BY:

**Doyle & Wachtstetter, Inc.**  
Surveying and Mapping GPS/GIS  
131 COMMERCE STREET, CLUTE, TEXAS 77531  
OFFICE: 979.265.3622 FAX: 979.265.9940 FIRM NO.: 10024500

I, CHARLES D. WACHTSTETTER, REGISTERED PROFESSIONAL LAND SURVEYOR DO HEREBY CERTIFY THAT THE ABOVE PLAT IS A TRUE REPRESENTATION OF A SURVEY MADE UNDER MY SUPERVISION, ON THE GROUND, AND THAT THERE ARE NO EXCESSES OR INTRUSIONS ON THIS PROPERTY, EXCEPT AS SHOWN, DATE SURVEYED: SEPTEMBER 18, 2025

**PRELIMINARY**

CHARLES D. WACHTSTETTER  
REGISTERED PROFESSIONAL LAND SURVEYOR  
TEXAS REGISTRATION NUMBER 4547



## Agenda Memorandum

**Contact:** Clif Custer

**Subject:** Resolution 26-R-02

**Summary:**

A Council Resolution authorizing use of local funds to cover construction overages for the CDBG MIT MOD Project, Contract NO. 24-065-013-E170.

**Background Information**

Overages primarily result from the changing of construction specifications to include sod rather than hydro-seeding on private property for purposes of property restoration.

**Issue:**

**Fiscal Impact:**

\$15,813.40

**Recommendation:**

Motion approving Resolution 26-R-02

**RESOLUTION 26-R-02**

**A RESOLUTION OF THE CITY COUNCIL FOR THE CITY OF RICHWOOD, TEXAS, AUTHORIZING THE REVISION OF CONTRACT NO. 24-065-013-E170 WITH THE TEXAS GENERAL LAND OFFICE (GLO) RELATED TO COMMUNITY DEVELOPMENT BLOCK GRANT - MITIGATION (CDBG-MIT) REGIONAL METHOD OF DISTRUBUTION (MOD) PROGRAM.**

**WHEREAS**, the City of Richwood has received a Community Development Block Grant award to provide infrastructure improvements; and

**WHEREAS**, construction change orders for this project exceeded available grant funds by \$15,813.40; and

**WHEREAS**, the improvements to Central Richwood Drainage infrastructure are vital to the City’s disaster mitigation and resiliency.

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

1. That Community Development Block Grant – Mitigation (CDBG-MIT) Regional Method of Distribution (MOD) program contract #24-065-013-E170 is hereby revised by the City of Richwood.
2. That the total work to be performed will address drainage improvements to Briarcreek Street, Four Oaks Street, and Quail Run Drive.
3. That the contract be for \$2,456,500.00 of grant funds to provide for drainage improvements to Central Richwood Drainage infrastructure.
4. The City of Richwood is allocating additional local contribution in the amount of \$15,813.40 for construction of the CDBG-MIT Regional MOD project bringing total local contributions to \$2,017,117.75.
5. That the total project cost is \$2,472,313.40 to include construction, engineering, and administration services.
6. That all funds will be used in accordance with all applicable federal, state, local and programmatic requirements including but not limited to procurement, environmental review, labor standards, real property acquisition, fair housing, and civil rights requirements.

**PASSED AND APPROVED** on this 12th day of January, 2026

\_\_\_\_\_  
**Michael Durham, Mayor**

**ATTEST:**

\_\_\_\_\_  
**Kirsten Garcia, City Secretary**

# City of Richwood — TEXAS —

## AGENDA MEMORANDUM JANUARY 12, 2026 ITEM # 26-R-##

**CONTACT:** Patricia Ditto, Finance Director

**SUBJECT:** Approval of a budget amendment to allow for spending above appropriations in the fiscal year 2025-2026 CCPD budget

**SUMMARY:** Consider approving a resolution to amend the CCPD budget to bring spending within appropriated amounts.

**BACKGROUND INFORMATION:**

The CCPD board set a budget for fiscal year 2025-2026 allowing for all expected and projected spending. Certain costs have exceeded/will exceed these appropriations and were approved at the December 4, 2025 CCPD board meeting. It is required that spending that exceeds appropriations on a fund level basis be brought to council for consideration and approval.

**FISCAL IMPACT:**

All increases in budgeted expenditures will affect fund balance as a reduction.

15-60-5920 Motor Vehicles	\$20,000 Increase to reflect additional cost to purchase a police vehicle based on quotes received
15-60-5220 Tools	\$30,000 for unbudgeted cost of Axon contract
15-60-5550 IT Services	\$4,000 for the purchase of Power DMS software

Total Additional Appropriations                      \$54,000 approved by CCPD board on 12/4/2025

**RECOMMENDATION:** Council to approve Resolution amending the FY25-26 CCPD budget.

Thank you,

Patricia Ditto, Finance Director

**RESOLUTION 26-R-01**

**A RESOLUTION AMENDING THE FISCAL YEAR 2024-2025 CCPD BUDGET TO ALLOW FOR UNBUDGETED EXPENDITURES**

**WHEREAS**, the City of Richwood City Council adopted a budget for the City of Richwood, Texas, for the fiscal year 2025-2026 in September 2025;

**WHEREAS**, the City of Richwood Finance Director Patricia Ditto has reviewed annual spending as compared to the budget and has found items that have differed from original appropriations;

**WHEREAS**, staff and the board of CCPD requests that the council approve the budget amendment as outlined below to bring the spending within budgeted appropriations for FY2025-2026

**NOW THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF RICHWOOD, TEXAS HEREBY AMENDS THE FISCAL YEAR 2025-2026 CCPD BUDGET AS FILED WITH THE CITY SECRETARY AS FOLLOWS:**

**Crime Control and Prevention**

Increase to 15-60-5920 Motor Vehicles	\$ 20,000
Increase to 15-60-5220 Tools	\$ 30,000
Increase to 15-60-5550 IT Services	\$ 4,000

**Net Increase to CCPD Expenditures \$ 54,000**

**PASSED AND APPROVED** on this 12th day of January 2026.

\_\_\_\_\_  
**Michael Durham, Mayor**

**ATTEST:**

\_\_\_\_\_  
**Kirsten Garcia, City Secretary**

**ORDINANCE NO. 26-536**

**AN ORDINANCE ORDERING AN ELECTION TO BE HELD IN THE CITY OF RICHWOOD, ON SATURDAY, MAY 2, 2026, FOR THE PURPOSE OF ELECTING CERTAIN OFFICERS FOR THE CITY OF RICHWOOD; PROVIDING THAT ALL PERSONS DESIRING TO HAVE THEIR NAME PLACED ON THE OFFICIAL BALLOT AS A CANDIDATE FILE AN APPLICATION NOT LATER THAN FEBRUARY 13, 2026, PROVIDING THAT ALL DULY QUALIFIED RESIDENT ELECTORS SHALL BE QUALIFIED TO VOTE; APPROVING A JOINT ELECTION AGREEMENT WITH BRAZORIA COUNTY; AND PROVIDING FOR SEVERABILITY.**

WHEREAS, the City of Richwood is a home rule city acting under its charter adopted by the electorate pursuant to Article XI, Section 5 of the Texas Constitution and Chapter 9 of the Texas Local Government Code; and

WHEREAS, Section 41.001 of the Texas Election Code (the "Code") specifies that the first Saturday in May shall be a uniform election date; and

WHEREAS, all of the City of Richwood and its voting precincts are located within Brazoria County only; and

WHEREAS, by this Ordinance, it is the intention of the City Council to adopt all requirements of an Election Order and Notice of Election in accordance with state law, and authorize a contract with Brazoria County for joint election services.

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

**Section 1.** That an election is hereby ordered and shall be held in and throughout the City of Richwood, Texas, on the 2nd day of May 2026, being the first Saturday in May, between the hours of 7 a.m. and 7 p.m. Voting will be held at the Richwood City Hall, 1800 Brazosport Blvd., Richwood, Texas. Voting will also be conducted at all the Vote Centers in Brazoria County, Texas listed on Exhibit A.

**Section 2.** That early voting by personal appearance will begin on April 20, 2026 and end on April 28, 2026. Early voting locations are attached as Exhibit B.

**Section 3.** That the election is ordered for the purpose of electing the following officers for the City:

**Council Member Positions One, Four, and Five**

**Section 4.** That any person having the qualifications set out in Section 3.02 of the Charter of the City of Richwood for Council member positions one, four and five may file an application to have his or her name placed on the official ballot as a candidate. Said application shall be accompanied by a loyalty affidavit of the candidate as prescribed by Section 141.031 of the Texas Election Code and said application shall be filed with the City Secretary as prescribed by Section 143.006 of the Texas Election Code not earlier than January 14, 2026 and not later than February 13, 2026.

**Section 5.** That said election shall be held in accordance with the Constitution and laws State of Texas and the Charter of the City of Richwood, and all duly qualified resident electors of the City of Richwood, Texas, shall be qualified to vote.

**Section 6. JOINT ELECTION AGREEMENT APPROVED:** The City Secretary is authorized to execute the Joint Election Agreement between Brazoria County and Richwood. In the event of a conflict between this Ordinance and the Contract, the Contract shall control.

**Section 7. NOTICES:** This Ordinance shall serve as the Order of Election (as required by Section 3.001 of the Texas Election Code).

**Section 8. NECESSARY ACTIONS:** The Mayor or the City Secretary of the City of Richwood, in consultation with the City Attorney as needed, are hereby authorized and directed to take any and all actions necessary to comply with the provisions of the Texas Election Code and the Contract in carrying out and conducting the election, whether or not expressly authorized herein.

**Section 9.** 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 10.** This ordinance shall be in full force and effective immediately after its passage.

**PASSED AND APPROVED** on this 12th day of January, 2026.

\_\_\_\_\_  
**Michael Durham, Mayor**

**ATTEST:**

\_\_\_\_\_  
**Kirsten Garcia, City Secretary**

**EXHIBIT A**

<i>CITY (CIUDAD)</i>	<i>POLLING PLACE (SITIO DE VOTACIÓN)</i>	<i>ADDRESS (DIRECCIÓN)</i>
Alvin	Alvin Library	105 S Gordon
Alvin	Heights Baptist Church	1591 County Road 144
Alvin	Nolan Ryan Center	3110 Mustang Rd
Angleton	East Annex (Old Walmart) Room 144	1524 E Mulberry
Angleton	West Annex	451 N Velasco
Bonney	Bonney Annex Building	19025 FM 521
Brazoria	Brazoria Library	620 S Brooks
Brazoria	Greater Mount Zion Event Center	6437 FM 521
Brookside Village	Brookside Village Community Center	6243 Brookside Rd
Clute	Clute Event Center	100 Parkview Dr
Damon	Damon Elementary School	1211 Mulcahy
Danbury	Danbury Community Center	6115 5th St
Freeport	Freeport Library	410 Brazosport Blvd
Holiday Lakes	Holiday Lakes City Hall	195 N Texas Ave
Iowa Colony	Alvin ISD Heritage Complex	10855 Iowa Colony Blvd
Jones Creek	Jones Creek Community House	7207 Stephen F Austin Rd
Lake Jackson	Lake Jackson Annex Courtroom	202 Peach St
Lake Jackson	Lake Jackson Civic Center	333 Hwy 332 East
Liverpool	Liverpool City Hall	8901 County Road 171
Manvel	ESD No. 3 Station	6931 Masters Rd
Manvel	North Annex	7313 Corporate Dr
Manvel	Pct. 4 North Annex	3633 County Road 58
Oyster Creek	Oyster Creek City Hall	3210 FM 523
Pearland	Delores Fenwick Nature Center	5750 Magnolia Pkwy
Pearland	Drainage Dist No. 4 Building	4813 W Broadway
Pearland	First Church of Pearland	1850 E Broadway
Pearland	New Harvest Christian Fellowship	12216 Broadway
Pearland	Pearland Recreation Center	4141 Bailey Rd
Pearland	Shadycrest Baptist Church	3017 Yost Blvd
Pearland	Silverlake Church	1865 Cullen Blvd
Pearland	Silverlake Recreation Center	2715 Southwyck Pkwy
Pearland	Tom Reid Library	3522 Liberty Dr
Pearland	West Pearland Community Center	2150 Countryplace Pkwy
Richwood	Richwood City Hall	1800 Brazosport Blvd N
Sandy Point	Sandy Point Bible Church	119 County Road 42
Surfside Beach	Surfside Beach City Hall	1304 Monument Dr
Sweeny	Sweeny Community Center	205 Ashley Wilson Rd
West Columbia	Precinct 4 Building #2	121 N 10th St

EARLY VOTING BRANCH POLLING PLACES  
LOS SITIOS DE VOTACIÓN AUXILIARES PARA VOTACIÓN ADELANTADA

Early voting by personal appearance will be conducted at the following locations:  
*La votación adelantada en persona se llevará a cabo en los siguientes sitios de esta manera:*

- Angleton (Main) .....East Annex, 1524 E Mulberry
- Alvin .....Alvin Library, 105 S Gordon
- Brazoria .....Brazoria Library, 620 S Brooks
- Freeport .....Freeport Library, 410 Brazosport Blvd
- Lake Jackson .....Lake Jackson Library, 250 Circle Way
- Manvel .....North Annex, 7313 Corporate Dr
- Pearland East .....Tom Reid Library, 3522 Liberty Dr
- Pearland West .....Westside Event Center, 2150 Countryplace Pkwy
- Shadow Creek .....Pearland Westside Library, 2803 Business Center Dr #101
- Sweeny .....Sweeny Community Center, 205 W Ashley Wilson Rd
- West Columbia .....Precinct 4 Building 2, 121 N 10<sup>th</sup> St

**DATES AND HOURS:**

- April 19-23 ..... 8 AM – 5 PM
- April 24 ..... 7 AM – 7 PM
- April 26-27 ..... 7 AM – 7 PM



## AGENDA MEMORANDUM

**CONTACT:** Kirsten Garcia, City Secretary

**SUBJECT:** Discussion and Review of City Staff Roles, Responsibilities, and Governance Authority Framework

**SUMMARY:** At the request of the Mayor, Council will receive and discuss a presentation prepared by the City Manager outlining the general roles and responsibilities of City staff positions, as well as an overview of governance authority and administrative alignment within the City of Richwood. The presentation is intended to provide Council with a comprehensive understanding of operational structure, reporting relationships, and governance boundaries.

**BACKGROUND INFORMATION:** At the request of the Mayor, the City Manager has prepared a position-by-position overview describing the general purpose, duties, and reporting relationships of key City staff positions, along with a governance framework clarifying the respective roles of City Council, the City Manager, and City staff. The material also addresses authority alignment, information flow, and administrative responsibility as they relate to municipal operations and risk management.

This item is intended to support Council's understanding of how City operations are structured and administered under the Council-Manager form of government. Any changes to staffing, individual job duties, compensation, or personnel actions would require separate consideration and action, as applicable, and must comply with state law and adopted City policies.

**ISSUE:** The Mayor has requested that Council review and discuss City staff roles, responsibilities, and governance structure in order to better understand current operations and expectations. This discussion may inform future policy direction but does not, by itself, authorize changes to personnel duties or administrative structure.

**FISCAL IMPACT:** None. This item is informational and discussion-based only.

**RECOMMENDATION:** Staff recommends that Council receive the presentation, discuss the information provided, and give direction, if any, for future consideration.

Thank you,

*K. Garcia*

Kirsten Garcia

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# City Manager

## General Purpose

Serves as the chief administrative officer of the municipality, responsible for the efficient, ethical, and lawful operation of all city departments and the implementation of policies established by the governing body.

## Duties and Responsibilities

- Directs, coordinates, and evaluates the activities of all municipal departments, either directly or through department heads.
- Implements ordinances, resolutions, policies, and directives adopted by the City Council.
- Prepares and administers the annual operating and capital budgets; monitors revenues and expenditures; recommends financial strategies to the governing body.
- Appoints, supervises, disciplines, and, when necessary, removes department heads and other employees in accordance with law and adopted personnel policies.
- Advises the City Council on municipal operations, financial condition, legal risk, and policy alternatives.
- Represents the City in intergovernmental relations, negotiations, and professional forums.
- Ensures compliance with all applicable federal, state, and local laws, regulations, and contractual obligations.
- Develops and enforces internal controls, risk management practices, and performance standards.
- Serves as the primary public information conduit for administrative matters, unless otherwise delegated.

---

# Public Works Director

## General Purpose

Plans, directs, and oversees the construction, maintenance, and operation of the City's public infrastructure and related services.

## Duties and Responsibilities

- Manages public works functions including streets, drainage, water and wastewater systems, solid waste coordination, fleet maintenance, and facilities maintenance, as applicable.
- Develops and implements infrastructure maintenance programs and capital improvement projects.
- Prepares departmental budgets and manages expenditures within approved appropriations.
- Ensures compliance with engineering standards, environmental regulations, and safety requirements.

- Oversees contract administration for public works projects, including procurement, inspection, and performance monitoring.
- Supervises and evaluates public works staff; ensures appropriate training and certification.
- Responds to citizen inquiries and complaints related to infrastructure and public works services.
- Coordinates with engineers, consultants, utilities, and regulatory agencies.
- Provides technical advice and recommendations to the City Manager and City Council.

---

## Finance Director

### General Purpose

Serves as the City's chief financial officer, responsible for financial integrity, reporting, and internal controls.

### Duties and Responsibilities

- Directs all financial operations including accounting, budgeting, treasury, purchasing, payroll, and financial reporting.
- Prepares the annual budget and long-range financial forecasts in coordination with the City Manager.
- Maintains accurate accounting records in accordance with generally accepted accounting principles (GAAP).
- Oversees cash management, debt administration, investments, and grant financial compliance.
- Prepares and presents periodic financial reports to the City Manager and City Council.
- Coordinates annual audits and serves as liaison with external auditors.
- Establishes and enforces internal controls to safeguard City assets.
- Ensures compliance with state laws, bond covenants, and financial disclosure requirements.
- Supervises finance department staff and ensures professional development.

---

## Chief of Police

### General Purpose

Serves as the chief law enforcement officer of the City, responsible for the protection of life and property and the enforcement of laws and ordinances.

### Duties and Responsibilities

- Plans, directs, and administers all police department operations and personnel.
- Enforces federal, state, and local laws and City ordinances.

- Develops departmental policies, procedures, and training programs consistent with best practices and legal standards.
- Prepares and administers the police department budget.
- Ensures compliance with constitutional policing standards, use-of-force policies, and risk management requirements.
- Oversees internal discipline, internal affairs investigations, and professional standards.
- Coordinates with other law enforcement agencies and the criminal justice system.
- Advises the City Manager on public safety issues, liability risks, and operational needs.
- Engages with the community to promote public trust and crime prevention.

---

## City Secretary

### General Purpose

Serves as the official custodian of City records and supports the governing body in its legislative and administrative functions.

### Duties and Responsibilities

- Prepares agendas, minutes, and official records for City Council meetings and boards or commissions.
- Maintains custody of ordinances, resolutions, contracts, and other official documents.
- Oversees records management in compliance with state retention and public information laws.
- Administers municipal elections in accordance with applicable law.
- Coordinates posting and notice requirements for public meetings.
- Serves as the City's public information officer for records requests, unless otherwise assigned.
- Administers oaths of office and maintains official bonds and affidavits.
- Provides administrative support to the City Council and City Manager.
- Supervises clerical staff assigned to the City Secretary's office.

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## Human Resources Director

### General Purpose

Plans, directs, and administers the City's human resources programs to ensure compliance, consistency, and effective workforce management.

### Duties and Responsibilities

- Oversees recruitment, hiring, classification, compensation, benefits, and employee relations.
- Develops and administers personnel policies and procedures.
- Ensures compliance with federal and state employment laws and regulations.

- Manages employee performance evaluation systems and disciplinary processes.
- Oversees training, professional development, and succession planning.
- Administers workers' compensation, leave programs, and risk-related personnel matters.
- Serves as advisor to the City Manager and department heads on employment and labor issues.
- Maintains confidential personnel records and HR information systems.
- Coordinates investigations of workplace complaints and misconduct.

---

## **Court Administrator**

### **General Purpose**

Manages the administrative operations of the municipal court in accordance with state law and judicial standards.

### **Duties and Responsibilities**

- Oversees court clerks and daily court operations.
- Ensures compliance with state laws, Supreme Court rules, and judicial ethics requirements.
- Manages court records, case processing, fines, fees, and reporting requirements.
- Prepares and administers the court budget.
- Coordinates court schedules and provides administrative support to the municipal judge.
- Ensures proper handling of warrants, subpoenas, and judicial documents.
- Oversees customer service functions related to defendants and the public.
- Implements internal controls to protect court funds and sensitive information.
- Serves as liaison with law enforcement, prosecutors, and state reporting agencies

# Governance Framework: Authority Alignment

## City Council Authority (Collective Body Only)

The City Council, acting as a body and not through individual members:

- Establishes municipal policy, ordinances, and resolutions.
- Adopts the annual budget, tax rate, and capital improvement plan.
- Appoints, evaluates, and removes the **City Manager, City Attorney, Municipal Judge(s), and City Secretary** (if so provided by charter).
- Provides strategic direction and sets performance expectations for the City Manager.
- Exercises quasi-judicial authority where required by law.
- Does **not** direct or supervise City employees other than those expressly appointed by Council.

## City Manager Authority

The City Manager is the **sole administrative authority** over City operations and personnel, except where state law assigns independence (e.g., Municipal Court judiciary).

- Executes and enforces Council-adopted policy.
- Supervises all department heads and employees.
- Controls day-to-day operations, internal procedures, and discipline.
- Prepares and administers the budget.
- Acts as the primary risk manager and compliance officer.
- Serves as the Council's chief professional advisor.

---

# Position-by-Position Authority Alignment

## City Manager

**Reports To:** City Council

**Council Authority Over Position:**

- Appointment, evaluation, compensation, and removal.
- Establishment of performance goals and expectations.

**City Manager Authority:**

- Full administrative authority over all departments and personnel.
- Authority to hire, discipline, and terminate department heads (unless otherwise required by charter).
- Authority to issue administrative directives and operating procedures.
- Authority to represent the City in operational, intergovernmental, and contractual matters (subject to Council approval where required).
- Responsibility to inform Council of material risks, liabilities, and policy implications.

**Governance Boundary:**

- Council sets *what* is to be done; City Manager determines *how* it is done.
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## Public Works Director

**Reports To:** City Manager

**Council Authority:**

- Approves budgets, capital projects, and contracts.
- Adopts ordinances and policies affecting infrastructure standards and funding.

**City Manager Authority:**

- Appoints, evaluates, disciplines, and removes the Public Works Director.
- Assigns duties, priorities, and performance standards.
- Directs implementation of Council-approved infrastructure policies and projects.

**Operational Role:**

- Executes infrastructure programs under City Manager direction.
  - No independent authority to respond to Council direction except through the City Manager.
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## Finance Director

**Reports To:** City Manager

**Council Authority:**

- Adopts the annual budget, tax rate, debt issuances, and financial policies.
- Receives financial reports and audit results.

**City Manager Authority:**

- Appoints and supervises the Finance Director.
- Directs financial administration, internal controls, and reporting.
- Assigns financial priorities consistent with Council policy.

**Operational Role:**

- Serves as chief financial advisor to the City Manager.
  - Provides financial information to Council **through** the City Manager unless otherwise requested in a public meeting.
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## **Chief of Police**

**Reports To:** City Manager

**Council Authority:**

- Adopts ordinances, public safety policy, and budget allocations.
- May set strategic public safety goals through the City Manager.

**City Manager Authority:**

- Appoints, evaluates, disciplines, and removes the Chief of Police.
- Directs departmental priorities, staffing levels, and policy implementation.
- Exercises administrative oversight to mitigate liability and ensure compliance.

**Operational Role:**

- Full operational command of the police department, subject to City Manager oversight.
  - No independent reporting or directive relationship with individual Council members.
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## **City Secretary**

**Reports To:** City Manager (administratively)

**Appointed By:** City Council (if provided by charter or ordinance)

**Council Authority:**

- Appointment and removal if charter-assigned.
- Relies on City Secretary for official records, agendas, and minutes.

**City Manager Authority:**

- Day-to-day supervision and administrative direction.
- Performance evaluation (unless charter specifies otherwise).
- Assignment of staff and administrative priorities.

**Governance Boundary:**

- City Secretary serves the Council in its legislative capacity while remaining administratively accountable to the City Manager.
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## **Human Resources Director**

**Reports To:** City Manager

**Council Authority:**

- Adopts personnel policies, pay plans, and benefits.
- Sets overall employment philosophy and risk tolerance.

**City Manager Authority:**

- Appoints and supervises the HR Director.
- Directs employee relations, discipline systems, and compliance strategy.
- Final administrative authority on personnel matters.

**Operational Role:**

- Advises the City Manager and department heads.
  - Does not independently adjudicate employment disputes involving Council policy without City Manager direction.
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## **Court Administrator**

**Reports To:** Municipal Judge (judicial matters)

**Reports To:** City Manager (administrative matters)

**Council Authority:**

- Appoints Municipal Judge(s).
- Adopts court budget and establishes court by ordinance.

**City Manager Authority:**

- Administrative oversight for staffing, budgeting, facilities, and support services.
- No authority over judicial decisions or case outcomes.

**Judicial Independence:**

- Court Administrator must maintain neutrality and independence in judicial functions, insulated from Council and City Manager influence.

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# Key Governance Rules for Clarity and Risk Reduction

1. **No Individual Council Member Authority**
  - Council members have no authority to direct staff or demand action outside a duly posted meeting.
2. **Single Point of Administrative Control**
  - All operational direction flows through the City Manager.
3. **Information Flow**
  - Staff communicate with Council at public meetings or as authorized by the City Manager.
4. **Discipline and Personnel Matters**
  - Exclusively within City Manager authority, except for positions appointed by Council.
5. **Risk Management**
  - City Manager is responsible for identifying and mitigating operational and legal risk; department heads execute controls.