

City of Richwood — TEXAS —

CITY COUNCIL MEETING AGENDA

Monday, December 08, 2025 at 6:00 PM

Richwood City Hall, 1800 Brazosport Blvd. N.

BE IT KNOWN THAT a City of Richwood City Council will meet Monday, 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
- II. INVOCATION
- III. PLEDGES OF ALLEGIANCE
- IV. ROLL CALL OF COUNCIL MEMBERS
- V. PUBLIC COMMENTS
- VI. EMPLOYEE SERVICE AWARD
 - [A.](#) Sgt. Nadia Nelson, Police Department - 5 Years
- 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.
- 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.
 - B. Consider items removed from 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
- X. ACTION AS A RESULT OF EXECUTIVE SESSION
- XI. CAPITAL IMPROVEMENT PROJECTS UPDATE
- XII. CITY MANAGER'S REPORT
- XIII. COUNCIL MEMBER COMMENTS & REPORTS
- XIV. MAYOR'S REPORT
- XV. ITEMS OF COMMUNITY INTEREST
- XVI. FUTURE AGENDA ITEMS
- XVII. 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 December 2, 2025 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.

Kirsten Garcia, City Secretary
City of Richwood

Service Award

This certificate is awarded to

Sgt. Nadia Nelson

In appreciation of **5 years** of dedicated service

to the **City of Richwood.**



Michael Durham
Mayor

Eric Foerster
City Manager

Issued October 13, 2025



AGENDA MEMORANDUM – DECEMBER 8, 2025

ITEM # CONSENT

CONTACT: Patricia Ditto, Finance Director

SUBJECT: Monthly Budget Summary Report

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

BACKGROUND INFORMATION:

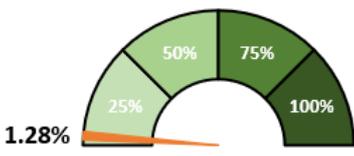
The information provided is for the FY 2025-2026 budget period, month ending October 31, 2025. This summary highlights several key points related to the current month’s activity for the General Fund and for the Water and Sewer Enterprise Fund. The attached report is unaudited, and this month may include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

DISCUSSION:

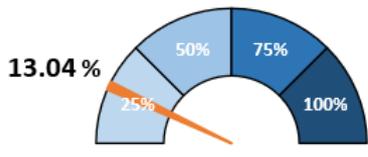
Attached is the budget report for October 2025, which is the first month of Fiscal Year 2026. 8.3% of the year has passed. The report reflects the original budget as approved for FY26 as well as the revised budget reflecting all budget amendments approved by council since the original budget was approved. 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 October 31, 2025, General Fund revenues total \$49,361. General Fund expenditures total \$446,366.



General Fund Revenue as % of Budget



General Fund Expenditures as % of Budget

Revenue (GF)

Total Revenue collected in the General fund is 1.28% of budget projection.

- M & O (Maintenance and Operations) Property tax (including current, delinquent and penalties) received through the end of October is \$4,488, 0.18% 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 October was earned in August. 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.

MONTH RECEIVED	FY 2023				FY 2024				FY 2025			
	GENERAL FUND	TRANS FUND	CCPD	TOTAL	GENERAL FUND	TRANS FUND	CCPD	TOTAL	GENERAL FUND	TRANS FUND	CCPD	TOTAL
DEC	44,369.52	11,092.39	10,760.96	66,222.87	50,390.06	12,597.52	12,174.92	75,162.50	63,965.34	15,991.34	15,454.48	95,411.16
JAN	52,644.29	13,161.07	12,957.41	78,762.77	51,357.01	12,839.25	12,379.34	76,575.60	60,852.21	15,213.05	14,755.29	90,820.55
FEB	55,858.64	13,964.65	13,634.73	83,458.02	62,500.92	15,625.23	15,222.16	93,348.31	65,052.40	16,263.10	15,706.32	97,021.82
MAR	56,308.72	14,077.18	13,767.76	84,153.66	47,160.51	11,383.28	11,790.13	70,333.92	54,904.86	13,726.22	13,212.84	81,843.92
APR	51,255.32	12,813.83	12,475.55	76,544.70	53,116.00	13,279.00	12,889.00	79,284.00	53,365.40	13,341.35	12,795.21	79,501.96
MAY	58,663.20	14,665.80	14,074.45	87,403.45	60,982.24	15,245.56	14,768.02	90,995.82	61,002.35	15,250.59	14,690.90	90,943.84
JUN	47,805.40	11,951.34	11,489.95	71,246.69	59,244.38	14,811.10	14,220.19	88,275.67	54,327.00	13,581.65	13,209.66	81,118.31
JUL	56,403.73	14,100.94	13,673.07	84,177.74	58,811.21	14,702.80	14,080.90	87,594.91	59,642.15	14,910.54	14,590.19	89,142.88
AUG	55,897.00	13,974.00	13,604.00	83,475.00	60,287.46	15,071.86	14,348.07	89,707.39	56,417.70	14,104.42	13,805.39	84,327.51
SEPT	50,036.00	12,509.00	15,295.00	77,840.00	83,755.58	20,943.90	20,354.70	125,054.18	55,289.31	13,822.33	13,468.69	82,580.33
OCT*	67,678.00	16,919.00	16,418.00	101,015.00	63,965.34	15,991.34	15,454.48	95,411.16	49,798.70	12,449.67	12,221.33	74,469.70
NOV*	43,116.91	10,779.23	10,341.29	64,237.43	60,852.21	15,213.05	14,755.29	90,820.55	57,108.76	14,277.19	14,173.32	85,559.27
YEAR TOTAL	640,036.73	160,008.43	158,492.17	958,537.33	712,422.92	177,703.89	172,437.20	1,062,564.01	691,726.18	172,931.45	168,083.62	1,032,741.25

We ended FY25 behind FY24 sales tax revenue but ahead of budgeted projections, as shown below:

	General Fund	Transportation Fund	CCPD
Budget	650,000	160,000	160,000
Earned	691,726	172,931	168,084
	41,726	12,931	8,084

- Permits and Licenses revenues total \$4,480 this month.
- Municipal Court revenue for the month of October is \$4,850.
- Interest revenue is \$1,999 this month.

Expenditures (GF)

Expenditures in the General Fund are currently shown at \$446,366, 13.04% of budget.

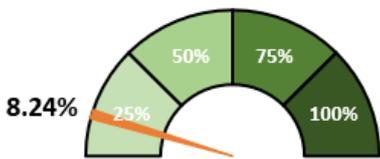


Transfers (GF)

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 October total \$259,178. Operating expenses are \$337,032.



Enterprise Fund Revenue as % of Budget



Enterprise Fund Operating Expense as % of Budget

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

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

10 General Fund	Prior YTD	Current Period	Current YTD	Original Budget	Revised Budget	Remaining Budget	% Earned/Used
Revenue							8.3% of year
Taxes	17,201.29	25,550.56	25,550.56	3,463,644.00	3,463,644.00	3,438,093.44	0.74%
Property taxes, including delinquent & penalties	6,444.16	4,487.62	4,487.62	2,557,644.00	2,557,644.00		0.18%
Franchise Taxes	10,757.13	21,062.94	21,062.94	196,000.00	196,000.00		10.75%
Sales Tax	0.00	0.00	0.00	710,000.00	710,000.00		0.00%
Licenses and permits	3,575.00	4,480.44	4,480.44	81,150.00	81,150.00	76,669.56	5.52%
Intergovernmental revenue	148.66	0.00	0.00	10,000.00	10,000.00	10,000.00	0.00%
Charges for services - Municipal Bldg Rental	1,125.00	825.00	825.00	8,000.00	8,000.00	7,175.00	10.31%
Municipal Court Revenue	5,178.38	4,849.76	4,849.76	95,000.00	95,000.00	90,150.24	5.11%
Special Revenues	0.00	12.42	12.42	0.00	0.00	(12.42)	Ahead of Budget
Interest	6,240.31	1,998.78	1,998.78	55,000.00	55,000.00	53,001.22	3.63%
Miscellaneous revenue	19,145.74	11,644.50	11,644.50	154,000.00	154,000.00	142,355.50	7.56%
Inspection Fees	2,920.00	2,530.00	2,530.00	35,000.00	35,000.00		
Miscellaneous Income	7,895.24	505.00	505.00	15,000.00	15,000.00		
Parks & Recreation - Park Pavillion Rentals	(150.00)	150.00	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	8,480.50	8,459.50	8,459.50	101,500.00	101,500.00		
Total Revenue	52,614.38	49,361.46	49,361.46	3,866,794.00	3,866,794.00	3,817,432.54	1.28%
Expenditures							
General Government							
Administration							
Personnel & Benefits	38,447.75	83,506.56	83,506.56	626,171.00	626,171.00	542,664.44	13.34%
Supplies	705.03	551.19	551.19	15,500.00	15,500.00	14,948.81	3.56%
Maintenance & Repair	288.01	230.49	230.49	6,000.00	6,000.00	5,769.51	3.84%
Utilities	3,889.17	1,322.91	1,322.91	17,900.00	17,900.00	16,577.09	7.39%
Professional Services	12,817.71	22,783.12	22,783.12	232,515.00	232,515.00	209,731.88	9.80%
Other Services	33,697.61	36,028.67	36,028.67	95,019.00	95,019.00	58,990.33	37.92%
Capital Equipment	374.21	304.54	304.54	7,155.00	7,155.00	6,850.46	4.26%
Total Administration	90,219.49	144,727.48	144,727.48	1,000,260.00	1,000,260.00	855,532.52	14.47%
Judicial							
Personnel & Benefits	881.92	583.00	583.00	12,129.00	12,129.00	11,546.00	4.81%
Supplies	(0.44)	0.00	0.00	150.00	150.00	150.00	0.00%
Professional Services	9,170.00	307.50	307.50	18,150.00	18,150.00	17,842.50	1.69%
Other Services	0.00	75.00	75.00	500.00	500.00	425.00	15.00%
Total Judicial	10,051.48	965.50	965.50	30,929.00	30,929.00	29,963.50	3.12%
Permitting & Inspections							
Personnel & Benefits	2,265.00	1,395.00	1,395.00	35,000.00	35,000.00	33,605.00	3.99%
Supplies	0.00	0.00	0.00	500.00	500.00	500.00	0.00%
Total Permitting & Inspections	2,265.00	1,395.00	1,395.00	35,500.00	35,500.00	34,105.00	3.93%
Special Revenue Expenditures							
Supplies	0.00	0.00	0.00	1,500.00	1,500.00	1,500.00	0.00%
Total Special Revenue Expenditures	0.00	0.00	0.00	1,500.00	1,500.00	1,500.00	0.00%
Total General Government	102,535.97	147,087.98	147,087.98	1,068,189.00	1,068,189.00	921,101.02	13.77%
Public Safety							
Police Department							
Personnel & Benefits	58,808.59	79,064.60	79,064.60	1,064,732.00	1,064,732.00	985,667.40	7.43%
Supplies	2,501.76	2,330.82	2,330.82	41,650.00	41,650.00	39,319.18	5.60%
Maintenance & Repair	3,169.02	(2,093.09)	(2,093.09)	32,100.00	32,100.00	34,193.09	-6.52%
Utilities	709.80	812.40	812.40	6,600.00	6,600.00	5,787.60	12.31%
Professional Services	100,035.11	39,582.36	39,582.36	225,716.00	225,716.00	186,133.64	17.54%
Other Services	11,533.13	13,482.68	13,482.68	15,570.00	15,570.00	2,087.32	86.59%
Capital Equipment	339.38	152.28	152.28	3,654.00	3,654.00	3,501.72	4.17%
Total Police Department	177,096.79	133,332.05	133,332.05	1,390,022.00	1,390,022.00	1,256,689.95	9.59%
Fire Department							
Personnel & Benefits	5,113.00	2,323.00	2,323.00	41,323.00	41,323.00	39,000.00	5.62%
Supplies	294.20	230.22	230.22	15,500.00	15,500.00	15,269.78	1.49%
Maintenance & Repair	14,513.54	0.00	0.00	49,000.00	49,000.00	49,000.00	0.00%
Utilities	649.80	532.15	532.15	5,900.00	5,900.00	5,367.85	9.02%

10 General Fund	Prior YTD	Current Period	Current YTD	Original Budget	Revised Budget	Remaining Budget	% Earned, 2020
Professional Services	45,120.00	42,384.00	42,384.00	177,569.00	177,569.00	135,185.00	23.87%
Other Services	19,598.48	21,308.04	21,308.04	44,460.00	44,460.00	23,151.96	47.93%
Capital Equipment	32,712.17	0.00	0.00	57,712.00	57,712.00	57,712.00	0.00%
Total Fire Department	118,001.19	66,777.41	66,777.41	391,464.00	391,464.00	324,686.59	17.06%
Code Enforcement							
Personnel & Benefits	4,959.13	5,615.55	5,615.55	87,222.00	87,222.00	81,606.45	6.44%
Supplies	49.17	148.73	148.73	3,900.00	3,900.00	3,751.27	3.81%
Maintenance & Repair	0.00	449.50	449.50	500.00	500.00		
Professional Services	0.00	0.00	0.00	1,000.00	1,000.00	1,000.00	0.00%
Other Services	510.98	433.94	433.94	811.00	811.00	377.06	53.51%
Total Code Enforcement	5,519.28	6,647.72	6,647.72	93,433.00	93,433.00	86,734.78	7.11%
Total Public Safety	300,617.26	206,757.18	206,757.18	1,874,919.00	1,874,919.00	1,668,161.82	11.03%
Public Works							
City Maintenance							
Personnel & Benefits	17,237.67	13,038.22	13,038.22	207,358.00	207,358.00	194,319.78	6.29%
Supplies	1,106.63	1,827.03	1,827.03	23,700.00	23,700.00	21,872.97	7.71%
Maintenance & Repair	5,255.14	3,016.05	3,016.05	57,860.00	57,860.00	54,843.95	5.21%
Utilities	5,618.42	3,405.91	3,405.91	45,050.00	45,050.00	41,644.09	7.56%
Other Services	6,482.80	6,602.54	6,602.54	16,855.00	16,855.00	10,252.46	39.17%
Capital Equipment	60,635.16	57,980.55	57,980.55	75,000.00	75,000.00	17,019.45	77.31%
Total City Maintenance	96,335.82	85,870.30	85,870.30	425,823.00	425,823.00	339,952.70	20.17%
Parks and Recreation							
Supplies	925.44	11.87	11.87	5,250.00	5,250.00	5,238.13	0.23%
Maintenance & Repair	3,137.71	1,231.50	1,231.50	27,000.00	27,000.00	25,768.50	4.56%
Utilities	386.12	223.33	223.33	3,200.00	3,200.00	2,976.67	6.98%
Other Services	6,467.43	5,183.34	5,183.34	17,588.00	17,588.00	12,404.66	29.47%
Total Parks and Recreation	10,916.70	6,650.04	6,650.04	53,038.00	53,038.00	46,387.96	12.54%
Emergency/Disaster							
Personnel & Benefits	0.00	0.00	0.00	0.00	0.00	0.00	
Supplies	3,825.00	0.00	0.00	0.00	0.00	0.00	
Maintenance & Repair	2,129.53	0.00	0.00	0.00	0.00	0.00	
Professional Services	0.00	0.00	0.00	0.00	0.00	0.00	
Total Emergency/Disaster	5,954.53	0.00	0.00	0.00	0.00	0.00	0.00%
Miscellaneous	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
Total Expenditures	516,360.28	446,365.50	446,365.50	3,421,969.00	3,421,969.00	2,975,603.50	13.04%
Other Financing Sources and Uses							
Sources							
Transfers In	60,500.00	0.00	0.00	90,000.00	90,000.00	90,000.00	100.00%
Total Sources	60,500.00	0.00	0.00	90,000.00	90,000.00	90,000.00	0.00%
Uses							
Transfers Out	0.00	0.00	0.00	434,825.00	434,825.00	434,825.00	0.00%
Total Uses	0.00	0.00	0.00	434,825.00	434,825.00	434,825.00	0.00%
Total Other Financing Sources and Uses	60,500.00	0.00	0.00	(344,825.00)	(344,825.00)	(344,825.00)	
Total - 10 GENERAL FUND	(403,245.90)	(397,004.04)	(397,004.04)	100,000.00	100,000.00	(497,004.04)	

Notes:

City of Richwood Operational Budget Report 10/1/2025 -09/30/2026							
30 Water & Sewer Enterprise Fund	Prior YTD	Current Period	Current YTD	Annual Budget	Revised Budget	Remaining Budget	% Earned/Used
Net Operating Income (Loss)							
Operating income							8.3% of year
Sewer Department	83,277.42	89,727.90	89,727.90	1,047,118.00	1,047,118.00	957,390.10	8.57%
Water Department	128,065.14	136,171.89	136,171.89	1,698,999.00	1,698,999.00	1,562,827.11	8.01%
Solid Waste Department	31,783.86	33,278.50	33,278.50	398,000.00	398,000.00	364,721.50	8.36%
Total Operating income	243,126.42	259,178.29	259,178.29	3,144,117.00	3,144,117.00	2,884,938.71	8.24%
Operating expense							
Sewer Department							
Personnel & Benefits	16,480.92	18,186.35	18,186.35	224,768.00	224,768.00	206,581.65	8.09%
Supplies	566.49	1,156.02	1,156.02	9,000.00	9,000.00	7,843.98	12.84%
Maintenance & Repair	1,551.24	23,077.57	23,077.57	114,340.00	114,340.00	91,262.43	20.18%
Professional Services	1,531.25	136,975.20	136,975.20	485,000.00	485,000.00	348,024.80	28.24%
Other Services (insurance)	5,742.35	5,562.68	5,562.68	5,681.00	5,681.00	118.32	97.92%
Total Sewer Department	25,872.25	184,957.82	184,957.82	838,789.00	838,789.00	653,831.18	22.05%
Water Department							
Personnel & Benefits	18,905.26	29,460.46	29,460.46	365,866.00	365,866.00	336,405.54	8.05%
Supplies	7,291.71	3,753.27	3,753.27	33,900.00	33,900.00	30,146.73	11.07%
Maintenance & Repair	5,799.92	17,205.57	17,205.57	283,320.00	283,320.00	266,114.43	6.07%
Utilities	12,648.73	8,163.67	8,163.67	104,550.00	104,550.00	96,386.33	7.81%
Professional Services	5,561.78	19,605.53	19,605.53	95,500.00	95,500.00	75,894.47	20.53%
Other Services	55,744.81	56,578.51	56,578.51	525,141.00	525,141.00	468,562.49	10.77%
Capital Equipment	605.31	304.54	304.54	3,655.00	3,655.00	3,350.46	8.33%
Total Water Department	106,557.52	135,071.55	135,071.55	1,411,932.00	1,411,932.00	1,276,860.45	9.57%
Solid Waste Department							
Professional Services	11,447.89	17,002.67	17,002.67	360,000.00	360,000.00	342,997.33	4.72%
Total Solid Waste Department	11,447.89	17,002.67	17,002.67	360,000.00	360,000.00	342,997.33	4.72%
Total Operating expense	143,877.66	337,032.04	337,032.04	2,610,721.00	2,610,721.00	2,273,688.96	12.91%
Total Net Operating Income (Loss)	99,248.76	(77,853.75)	(77,853.75)	533,396.00	533,396.00	611,249.75	-14.60%
Non-Operating Items							
Non-operating income							
Interest income	1,704.69	1,334.63	1,334.63	12,000.00	12,000.00	10,665.37	11.12%
Other income	0.00	18.48	18.48	2,500.00	2,500.00	2,481.52	0.74%
Transfers In	0.00	0.00	0.00	177,000.00	177,000.00	0.00	
Total Non-operating income	1,704.69	1,353.11	1,353.11	191,500.00	191,500.00	13,146.89	0.71%
Non-operating expense							
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%
Total Non-operating expense	275.00	0.00	0.00	375,615.00	416,405.00	416,405.00	0.00%
Depreciation Expense	0.00	0.00	0.00	300,000.00	300,000.00	300,000.00	0.00%
Total Non-Operating Items	1,429.69	1,353.11	1,353.11	(484,115.00)	(524,905.00)	526,258.11	Ahead of Budget
Total - 30 Water & Sewer Enterprise Fund	100,678.45	(76,500.64)	(76,500.64)	49,281.00	8,491.00	84,991.64	Ahead of Budget

Budget Amendments:

MINUTES

RICHWOOD CITY COUNCIL MEETING

Monday, November 10, 2025 at 6:05 PM

BE IT KNOWN THAT a City of Richwood City Council will meet Monday, November 10, 2025, beginning at 6:05 PM at Richwood City Hall, located at 1800 Brazosport Blvd. N., Richwood, Texas 77531 with the following agenda:

I. CALL TO ORDER

The meeting was called to order. at 606

II. ROLL CALL OF COUNCIL MEMBERS

Michael Durham, Mayor:	Present
Paul Stallberg, Position 1:	Absent
Mike Johnson, Position 2:	Present
Amanda Reynolds, Position 3:	Absent
William Yearsin, Position 4:	Present
Jeremy Fountain, Position 5:	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; Matt Allen, City Attorney.

III. PUBLIC COMMENTS

No public comment.

IV. CONSENT AGENDA

- A. Minutes from regular meeting held October 13, 2025.
- B. Minutes from special meeting held October 20, 2025.
- C. Budget Report, September 2025
- D. Investment report, FY 2025 Q4
- E. Appoint Bob Page to the Crime Control and Prevention District Board.
- F. Consideration and possible action to approve Resolution No. 25-R-103, amending the City of Richwood Purchasing Policy to align with recent legislative changes, and adopting the amended policy.
- G. Approval of the City of Richwood Financial Policies and Procedures, as required for grant funding.

Motion to approve consent agenda.

Motion made by Jeremy Fountain, no second.

Motion died for lack of second.

Motion to approve the consent agenda without items F and G.

Motion made by Mike Johnson, Seconded by William Yearsin.

Voting Yea: Mike Johnson, William Yearsin, Jeremy Fountain

Motion carried.

V. DISCUSSION AND ACTION ITEMS

- A. Discuss, consider and approve resolution 25-R-104 and appoint representatives for the 2026 H-GAC Board.

Kirsten Garcia, City Secretary, presented.

Motion to appoint Jeremy Fountain as primary, William Yearsin as secondary.

Motion made by William Yearsin, Seconded by Jeremy Fountain.

Voting Yea: Mike Johnson, William Yearsin, Jeremy Fountain

Motion carried.

- B. Consideration and possible action authorizing Public Works to proceed with storm water infrastructure repairs on Wisteria Street.

Clif Custer, Public Works Director, presented.

Discussion held on costs.

Discussion held on materials.

Discussion held on options for repairs.

Motion to authorizing Public Works to proceed with storm water infrastructure repairs on Wisteria Street for the section that crosses, not to exceed \$30k

Motion made by William Yearsin, Seconded by Jeremy Fountain.

Voting Yea: Mike Johnson, William Yearsin, Jeremy Fountain

Motion carried.

- C. Consider items removed from consent agenda

F. Consideration and possible action to approve Resolution No. 25-R-103, amending the City of Richwood Purchasing Policy to align with recent legislative changes, and adopting the amended policy.

Tricia Ditto, Finance Director, presented.

Discussion held on changes.

Motion to approve.

Motion made by Mike Johnson, Seconded by William Yearsin.

Voting Yea: Mike Johnson, William Yearsin, Jeremy Fountain

Motion carried.

G. Approval of the City of Richwood Financial Policies and Procedures, as required for grant funding.

Tricia Ditto, Finance Director, presented.

Discussion held on policies.

Motion to approve.

Motion made by William Yearsin, Seconded by Jeremy Fountain.

Voting Yea: Mike Johnson, William Yearsin, Jeremy Fountain

Motion carried.

VI. CAPITAL IMPROVEMENT PROJECTS UPDATE

Clif Custer, Public Works Director, presented.

VII. CITY MANAGER'S REPORT

Same report as Friday, all events from the weekend were completed.

VIII. COUNCIL MEMBER COMMENTS & REPORTS

Councilmember Johnson – Recognized Veterans Day and expressed appreciation for all veterans. Thanked the individuals responsible for placing the flags, noting they looked very nice.

Councilmember Yearsin – Spoke about the distinction between Veterans Day and Memorial Day.

Councilmember Fountain – Echoed previous comments and extended well wishes for a happy Veterans

IX. MAYOR'S REPORT

The Mayor wished everyone a happy Veterans Day and extended well-wishes for the health and recovery of council members who were absent. He also highlighted recent events that staff participated in. The Mayor concluded by wishing everyone a happy Thanksgiving.

X. ITEMS OF COMMUNITY INTEREST

Shop with a Cop

KRB Meeting and need for volunteers.

Fire Department Christmas event

Letters to Santa

XI. FUTURE AGENDA ITEMS

Budget amendment

Funding resolution for MIT-MOD

XII. ADJOURNMENT

Being there no further business, the meeting was adjourned at 6:39 p.m.

These minutes were read and approved on December 8, 2025.

Mayor

ATTEST:

City Secretary

City of Richwood — TEXAS —

AGENDA MEMORANDUM NOVEMBER 10, 2025 ITEM # 25-R-

CONTACT: Patricia Ditto, Finance Director

SUBJECT: Approval of a budget amendment to allow for spending above appropriations in the fiscal year 2024-2025 budget

SUMMARY: Consider approving a resolution to amend the appropriate departmental budgets to bring spending within appropriated amounts.

BACKGROUND INFORMATION:

The city staff set a budget for fiscal year 2024-2025 allowing for all expected and projected spending. Through the year certain costs have exceeded these appropriations on a line-item basis. 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.

General Fund – Budgeted Expenditures increase of \$191,714	
City Maintenance Buildings & Grounds M&R	\$104,873
- City Hall Roof and A/C	
Emergency/Disaster Building & Grounds M&R	\$ 61,414
Professional Services	\$ 2,900
- Ellis Park Pavilion	
Water & Sewer Fund – Budgeted Expenditures increase of \$185,473	
Sewer Department increase of \$135,000	
Sewer Lines M&R	\$ 135,000
- LS #6 Force Main Replacement	
Water Department increase of \$50,473.00	
Water Lines M&R	\$ 25,644
- BRA Lift Station Repair 9,800; Well #6 Repair 11,970;	
Walden Driveway Repair 3,874	
Water Electricity	\$ 18,624
Water Engineering	\$ 6,205
- On Call Engineering services not in original budget	

RECOMMENDATION: Council to approve Resolution amending the FY24-25 budget.

RESOLUTION 25-R-105

A RESOLUTION AMENDING THE FISCAL YEAR 2024-2025 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 2024-2025 in September 2024;

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 requests that the council approve the budget amendment as outlined below to bring the spending within budgeted appropriations for FY24-25

NOW THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF RICHWOOD, TEXAS HEREBY AMENDS THE FISCAL YEAR 2024-2025 BUDGET AS FILED WITH THE CITY SECRETARY AS FOLLOWS:

General Fund

Increase to Budget Expenditures – City Maintenance	\$ 104,873
Increase to Budget Expenditures – Emergency/Disaster	\$ 68,139
Increase to Budget Expenditures – Parks & Recreation	\$ 18,702
Net Increase to General Fund Expenditures	\$ 191,714

Water & Sewer Fund

Increase to Budget Expenditures – Sewer	\$ 135,000
Increase to Budget Expenditures – Water	\$ 50,473
Net Increase to Water & Sewer Expenditures	\$ 185,473

PASSED AND APPROVED on this th day of 8th day of December 2025.

Michael Durham, Mayor

ATTEST:

Kirsten Garcia, City Secretary