

# CITY COUNCIL MEETING AGENDA

## Monday, August 08, 2022 at 6:30 PM

Richwood City Hall, 1800 Brazosport Blvd. N.

BE IT KNOWN THAT a City of Richwood City Council will meet Monday, August 8, 2022, beginning at 6:30 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. CONSENT AGENDA
  - A. Approval of minutes from regular meeting held July 11, 2022
  - B. Approval of minutes from special meeting held July 18, 2022.

#### VII. DISCUSSION AND ACTION ITEMS

- A. Discuss and consider adopting Ordinance 22-495, amending Appendix C Fee Schedule of the Code of Ordinances, adding replat fee schedule.
- <u>B.</u> Public hearing and action on FY 2022-2023 proposed budget of the Crime Control and Prevention District.
- Consider and record vote for proposed tax rate for the 2022-2023 Fiscal year of \$0.606810 which is a tax increase up to 2.9% above the No New Revenue Tax Rate for the City of Richwood, to be adopted at a future meeting.
- Discuss and consider approving a resolution setting the date and time for public hearing for FY 2023 proposed tax rate for September 12, 2022 at 6:00 p.m.
- E. Discuss and consider approving a resolution setting the date and time for the Public Hearing for FY 2022-2023 Annual Budget for September 12, 2022 at 6:00 p.m.
- F. Discussion regarding the City's water usage from Brazosport Water Authority.
- VIII. CAPITAL IMPROVEMENT PROJECTS UPDATE
- IX. CITY MANAGER'S REPORT
- X. COUNCIL MEMBER COMMENTS & REPORTS
- XI. MAYOR'S REPORT
- XII. FUTURE AGENDA ITEMS
- XIII. 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 August 3, 2022 at 12:00 p.m.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

## **MINUTES**

# RICHWOOD CITY COUNCIL MEETING

## Monday, July 11, 2022 at 6:20 PM

BE IT KNOWN THAT a City of Richwood City Council will meet Monday, July 11, 2022, beginning at 6:20 PM at Richwood City Hall, located at 1800 Brazosport Blvd. N., Richwood, Texas 77531 with the following agenda:

#### I. CALL TO ORDER

Called to order at 6:57 p.m.

#### II. ROLL CALL OF COUNCIL MEMBERS

Steve Boykin, Mayor:

Mike Johnson, Position 1:

Melissa Strawn, Position 2:

Matthew Yarborough, Position 3:

Rory Escalante, Position 4:

Carey Lankford, Position 5:

Present

Present

Present

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

#### III. PUBLIC COMMENTS

There was no public comment.

#### IV. CONSENT AGENDA

A. Approval of minutes from regular meeting held June 13, 2022.

Motion to approve minutes.

Motion made by Mike Johnson, Seconded by Matthew Yarborough.
Voting Yea: Mike Johnson, Matthew Yarborough, Rory Escalante, Carey Lankford

Motion carries.

#### V. PRESENTATION

A. Governor's Community Achievement Award, Keep Richwood Beautiful

Kimberly Mayer, Executive Director of Keep Richwood Beautiful presented.

Council expressed appreciation to KRB and to the late Garry Ellis for his service to the Committee.

#### VI. DISCUSSION AND ACTION ITEMS

A. Discuss and consider adoption of Ordinance 22-494, amending Appendix B - Section 7, Additional Provisions to include accessory structures.

Motion to adopt Ordinance 22-494, amending Appendix B - Section 7, Additional Provisions to include accessory structures.

Motion made by Matthew Yarborough, Seconded by Mike Johnson.

Voting Yea: Mike Johnson, Matthew Yarborough, Rory Escalante, Carey Lankford

Motion carries.

B. Discussion regarding current zoning ordinances.

Eric presented the discussion item.

Matthew Yarborough presented a proposed change to the zoning ordinance.

Discussion held on various zoning issues.

Staff will schedule a planning and zoning meeting to discuss further.

#### VII. CAPITAL IMPROVEMENT PROJECTS UPDATE

Clif Custer presented.

#### VIII. CITY MANAGER'S REPORT

Eric Foerster presented.

#### IX. COUNCIL MEMBER COMMENTS & REPORTS

Mike Johnson - KRB met last week, everything is good and he is very proud of them for their work. Mike added that All America night was a night success. Expressed appreciation to public works. Reiterated to keep Garry and Janet Ellis in their prayers. Expressed appreciation to Chief for his daily updates and to Fire Department for all of their hard work.

Rory Escalante - Would like more information on water issue.

#### X. MAYOR'S REPORT

Mayor reported on the future hearing for TCEQ on proposed sewage permit, gave update on hurricane season, urged residents to be prepared. Mayor gave kudos to Fire Department, Police Department and Public Works for their hard work.

#### XI. FUTURE AGENDA ITEMS

Water Usage

Zoning

#### XII. ADJOURNMENT

Being there no further business, the meeting was adjourned at 7:59 p.m.

These minutes were read and approved on this 08th day of August 2022.

	Mayor	
ATTEST:		
	·	
City Secretary		

Section VI, Item B.

## **MINUTES**

# RICHWOOD CITY COUNCIL BUDGET WORKSHOP

## Monday, July 18, 2022 at 6:00 PM

BE IT KNOWN THAT a City of Richwood City Council will meet Monday, July 18, beginning at 6:00 PM at Richwood City Hall, located at 1800 Brazosport Blvd. N., Richwood, Texas 77531 with the following agenda:

#### I. CALL TO ORDER

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

#### II. INVOCATION

Patricia Ditto, Finance Director, led the invocation.

#### III. PLEDGES OF ALLEGIANCE

Mayor Boykin led the pledges.

#### IV. ROLL CALL OF COUNCIL MEMBERS

Steve Boykin, Mayor:

Mike Johnson, Position 1:

Melissa Strawn, Position 2:

Matthew Yarborough, Position 3:

Rory Escalante, Position 4:

Carey Lankford, Position 5:

Present

Present

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

#### V. PUBLIC COMMENTS

There was no public comment.

#### VI. CONSENT AGENDA

A. Approve June 2022 Budget Report

Motion to approve.

Motion made by Rory Escalante, Seconded by Matthew Yarborough.

Voting Yea: Mike Johnson, Melissa Strawn, Matthew Yarborough, Rory Escalante, Carey Lankford

#### Motion carried.

#### VII. DISCUSSION AND ACTION ITEMS

A. Discuss and consider approval of amendment to the Professional Services Agreement with Strand Associates.

Clif Custer presented information.

Motion to approve amendment to the Professional Services Agreement with Strand Associates.

Motion made by Mike Johnson, Seconded by Carey Lankford.

Voting Yea: Mike Johnson, Melissa Strawn, Matthew Yarborough, Rory Escalante, Carey Lankford Motion carried.

## VIII. FY 2023 BUDGET WORKSHOP

A. I	Presentation	and	discussion	of FY	22-23	Proposed	l Budget
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Eric Foerster presented the proposed budget.

Discussion held on upcoming road repair and funding the project.

Discussion held on supplemental requests.

Discussion held on funding Code Enforcement position.

Discussion held on funding animal control issues.

Discussion held on cost of living raises for employees and current state of the economy.

#### IX. CITY MANAGER'S REPORT

No Report.

#### X. COUNCIL MEMBER COMMENTS & REPORTS

Matt - Went to CCPD meeting last htursday, they reviewed the budget and it was good to take a detailed look into their budget and what they provide the City. Ecouraged all to take part in the budget season.

#### XI. MAYOR'S REPORT

Mayor reported on the upcoming meeting regarding the TCEQ permit. Stated he was pleased with the work centerpoint did on the pole switch.

### XII. FUTURE AGENDA ITEMS

Replat Fee Amendment

## XIII. ADJOURNMENT

Being there no further business, the meeting was adjourned at 7:15 p.m.

These minutes were read and approved on this 08th day of August 2022.

	Mayor	
ATTEST:		
City Secretary		

#### **ORDINANCE NO. 22-495**

AN ORDINANCE BY THE COUNCIL OF THE CITY OF RICHWOOD, TEXAS AMENDING APPENDIX C – FEE SCHEDULE OF THE CODE OF ORDINANCES, ADDING REPLAT FEE SCHEDULE; REPEALING ALL ORDINANCES IN CONFLICT HEREWITH; PROVIDING FOR A SAVINGS CLAUSE; AND PROVIDING FOR AN EFFECTIVE DATE.

**WHEREAS**, The City's code of ordinances specifies that permitting and inspection fees should be adopted by ordinance; and

WHEREAS, The City of Richwood wishes add fees replats; and

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

**Section 1:** That APPENDIX C – Fee Schedule is hereby amended to include fees for plats and replats.

**Section 3:** That if any provision of this ordinance or application thereof to any person or circumstance is held invalid by any court, such holding shall not affect the validity of the remaining portions of this ordinance, and the City Council of the City of Richwood, Texas, hereby declares that it would have enacted such remaining portions despite any such invalidity.

**Section 4:** That all ordinances or parts of ordinances in conflict herewith are hereby repealed to the extent of the conflict only.

**Section 5:** That this ordinance shall be in effect immediately upon passage.

Passed and Approved on first and final reading this 8<sup>th</sup> day of August, 2022.

ATTEST:	Steve Boykin, Mayor
Kirsten Garcia, City Secretary	
APPROVED AS TO FORM:	
Philip Knop, City Attorney	

	Replat Filing Fees
Replat Fee - Includes recording, one conformed copy and plan review	\$200.00 Base Fee plus \$30 per lot / tax certificate filed.

Notes

replacement"

## City of Richwood Budgeting Worksheet

## 15 Crime Control and Prevention - 10/01/2022 to 09/30/2023

6/30/2022

	Account No. 2	LOID Actual 2	LUZU ACTUAL Z	LUZI ACTUAL Z	LUZZ ACTUAL	ZUZZ Duuget i	rioposeu buuget	Notes
Change in Fund Balance								
Revenue								
Taxes								
604117 Sales Tax	604117	119,642	138,250	158,402	103,589	170,000	185,000	annualized after 7 months = 177580 7% increase over prior year calculated FY23 with 5% increase"
Total Taxes		119,642	138,250	158,402	103,589	170,000	185,000	
Interest								
604110 Interest Earnings	604110	1,412	606	6	0	0	0	
Total Interest		1,412	606	6	0	0	0	
	_							•
Miscellaneous revenue								
604112 Miscellaneous Income	604112	137	0	0	0	0	0	
Total Miscellaneous revenue	_	137	0	0	0	0	0	· -
Total Revenue	_	121,191	138,856	158,408	103,590	170,000	185,000	
Expenditures								
Public Safety								
<b>Crime Control and Prevention</b>								
605103 Salaries & Wages	605103	57,794	60,722	-397	0	0	0	
605104 Overtime	605104	5,939	4,488	-26	0	0	0	
605105 Retirement	605105	7,435	8,277	-49	0	0	0	
605107 Medicare	605107	924	1,026	-6	0	0	0	
605115 Insurance	605115	8,295	4,058	-66	0	0	0	
605120 Unemployment Insurance	605120	320	9	0	0	0	0	
605130 Training & Travel	605130	5,093	908	410	4,754	5,000	15,000	
605175 Certification Pay	605175	550	0	0	0	0	0	
605190 Uniforms	605190	2,828	955	2,319	1,718	2,500	6 000	\$2,000 per new officer plus wear & tear replacement"

Account No. 2019 Actual 2020 Actual 2021 Actual 2022 Actual 2022 Budget Proposed Budget

## 15 Crime Control and Prevention - 10/01/2022 to 09/30/2023

6/30/2022

	Account No.	2019 Actual	2020 Actual	2021 Actual	2022 Actual	2022 Budget	<b>Proposed Budget</b>	Notes
605220 Tools	605220	0	0	0	0	0	19,000	Radar trailer 14,000; tint meter 300; portable breathalizer 700; thermo imager 2,000; bicycle patrol 2,000"
605287 Community Outreach	605287	0	5,687	6,771	5,970	10,000	10,000	All America Night & National Night Out"
605310 Building & Grounds M&R	605310	0	0	0	532	0	0	
605340 Vehicle M&R	605340	0	21,237	0	0	0	0	
605365 Other Equipment M&R	605365	14,265	912	0	0	0	0	
605920 Motor Vehicles	605920	0	0	114,366	34,050	120,000	40,000	uplifting of vehicles purchased in FY22"
605930 Equipment	605930	44,089	16,306	8,773	0	0	0	
Total Crime Control and Prevention		147,532	124,586	132,095	47,024	137,500	90,000	
Total Public Safety		147,532	124,586	132,095	47,024	137,500	90,000	
Total Expenditures		147,532	124,586	132,095	47,024	137,500	90,000	
Other Financing Sources and Uses								
Sources	074050		262		1 0		0	T
974959 Transfer from Fund Balance Total Sources	974959	0	1	0				
Total Sources			-203					-
Uses								
975960 Transfer to General Fund	975960	0	0	0	67,500	67,500	15,000	Overtime"
Total Uses	•	0	0	0	67,500	67,500	15,000	
Total Other Financing Sources and Uses		0	-263	0	-67,500	-67,500	-15,000	- -
Total Change in Fund Balance		-26,341	14,007	26,313	-10,934	-35,000	80,000	• •
				Fund Balanc	e as of 10/1/	2021	212,805	

# **Property Tax Rate Comparison**

	2022-2023	2021-2022
No New Revenue Tax Rate:	\$0.589833/100	\$0.611723/100
No New Revenue Maintenance & Operations Tax Rate:	\$0.473104/100	\$0.482539/100
Voter Approval Tax Rate:	\$0.606810/100	\$0.652278/100
Debt Rate:	\$0.116729/100	\$0.129184/100

1

Total debt obligation for CITY OF RICHWOOD secured by property taxes: \$ 492,613.

#### **RESOLUTION NO. 22-R-65**

WHEREAS, the City Manager of the City of Richwood submitted to the City Council on August 08, 2022, the appraisal roll showing the certified property values as received from the Brazoria County appraisal district showing the total appraised and taxable values of all property and the No New Revenue tax rate and Voter Approval tax rate as calculated by the Brazoria County Tax Assessor/Collector; and submitted the proposed tax rate for the City of Richwood Fiscal Year 2022-2023; and

**WHEREAS,** in accordance with the Texas Tax Code, Section 26.05, one public hearing must be held on the proposed tax rate increase and the City Council must provide for public notice of the date, time, and location of the hearing.

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

That a public hearing on the proposed Tax Rate of no more than \$0.606810, which would increase taxes above the No New Revenue tax rate by 2.9%, for the City of Richwood Fiscal Year 2022-2023 is set for September 12, 2022, at 6:00 p.m. at City Hall, 1800 N Brazosport Blvd, Richwood, Texas

The notice of such hearings shall be published as required by law.

And further, that the City Council of the City of Richwood will vote to adopt the proposed Tax Rate of \$0.652278, which would increase taxes above the No New Revenue tax rate by 6.63%, on September 12, 2022 at 6:00 p.m. at City Hall, 1800 N Brazosport Blvd, Richwood, Texas.

**PASSED AND APPROVED** this 8th day of August, 2022.

	Steve Boykin, Mayor
ATTEST:	
 Kirsten Garcia	

#### **RESOLUTION NO. 22-R-66**

**WHEREAS,** on August 08, 2022, the City Manager of the City of Richwood submitted the proposed Budget for the City of Richwood Fiscal Year 2022-2023 to the City Council; and

**WHEREAS,** on August 09, 2022, the City Manager of the City of Richwood filed with the City Secretary the proposed Budget for the City of Richwood Fiscal Year 2022-2023; and

**WHEREAS,** in accordance with the Texas Local Government Code, Section 102.006, the City Council must set a public hearing on the proposed Budget and the City Council must provide for public notice of the date, time and location of the hearing.

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

That a public hearing on the proposed Budget for the City of Richwood Fiscal Year 2022-2023 is set for September 12, 2022, at 6:00 p.m. at City Hall, 1800 N Brazosport Blvd, Richwood, Texas.

The notice of such hearing shall be published at least ten (10) days before the date of the public hearing.

That it is hereby officially found and determined that the meeting at which this resolution is passed is open to the public as required by law and that public notice of the time, place and purpose of said meeting was given as required.

**PASSED AND APPROVED** this 08<sup>th</sup> day of August 2022.

	Steve Boykin, Mayor	
ATTEST:		
Kirsten Garcia City Secretary		

Section VII, Item F.



## **AGENDA MEMORANDUM**

**CONTACT:** ERIC FOERSTER-CITY MANAGER

**SUBJECT:** WATER USAGE

SUMMARY: To share data and discuss water usage and billing summary with council

ISSUE: An increase in water usage has the City of Richwood above the threshold of water usage allowed by BWA.

Discuss possible causation and remedies that are possible.

FISCAL IMPACT: Possible increase in take water from BWA due to overage.

RECOMMENDATION: To share this information with the council and discuss possible solutions.

2019-2020	Well #5	Well #6	BWA	Avg. Daily Usage BWA	Total
August	5,773,800 <b>43</b> %	1,526,000 <b>11%</b>	5,978,000 <b>45</b> %	192,800	13,277,800
September	4,528,500 <b>38%</b>	2,437,600 <b>20</b> %	4,972,000 <b>42</b> %	165,700	11,938,100
October	3,544,900 <b>30</b> %	1,523,600 <b>13%</b>	6,693,000 <b>57</b> %	215,900	11,761,500
November	4,788,900 <b>41%</b>	932,500 <b>8%</b>	6,052,000 <b>51%</b>	201,700	11,773,400
December	5,204,300 <b>44</b> %	267,500 <b>2</b> %	6,443,000 <b>54</b> %	207,800	11,914,800
January	4,374,000 <b>37</b> %	596,000 <b>5</b> %	6,896,000 <b>58%</b>	222,500	11,866,000
February	3,581,900 <b>33</b> %	813,500 <b>7</b> %	6,473,000 <b>60%</b>	223,200	10,868,400
March	3,769,000 <b>30</b> %	1,454,900 <b>12%</b>	7,295,000 <b>58</b> %	235,300	12,518,900
April	3,447,900 <b>28</b> %	2,252,400 <b>18%</b>	6,782,000 <b>54</b> %	226,100	12,482,300
May	3,680,800 <b>31%</b>	1,643,500 <b>14%</b>	6,581,000 <b>55%</b>	212,300	11,905,300
June	3,001,400 <b>25</b> %	1,419,500 <b>12%</b>	7,477,000 <b>63%</b>	249,200	11,897,900
July	2,762,000 <b>23</b> %	1,137,500 <b>9</b> %	8,283,000 <b>68%</b>	267,200	12,182,500
Total	48,457,400 33.56%	16,004,500 11.08%	79,925,000 55.35%		144,386,900
				Annual Avg. BWA	Annual Avg Usage
EV 20				201,515	12,032,242

Section VII, Item F.

# Annual Budget Actual

Note: Started seeing 0 run times for Well #5 in June of 2020

2020-2021	Well #5	Well #6	BWA	Avg. Daily Usage BWA	Total
August	2,570,100 <b>19</b> %	1,287,400 <b>10</b> %	9,591,000 <b>71%</b>	309,400	13,448,500
September	3,536,000 <b>28</b> %	2,188,800 <b>17</b> %	6,824,000 <b>54%</b>	227,500	12,548,800
October	3,620,000 <b>31</b> %	2,148,300 <b>18%</b>	5,926,000 <b>51%</b>	192,300	11,694,300
November	2,045,500 <b>17</b> %	1,572,600 <b>13</b> %	8,147,000 <b>69</b> %	271,600	11,765,100
December	2,920,400 <b>26</b> %	2,214,300 <b>20</b> %	6,129,000 <b>54</b> %	197,700	11,263,700
January	3,919,900 <b>36</b> %	2,353,500 <b>21</b> %	4,766,000 <b>43</b> %	153,700	11,039,400
February	3,745,900 <b>32</b> %	2,107,300 <b>18%</b>	5,850,000 <b>50</b> %	208,900	11,703,200
March	3,413,500 <b>30</b> %	142,800 1%	7,672,000 <b>68%</b>	274,000	11,228,300
April	2,494,900 <b>24</b> %	9,700 <mark>0%</mark>	8,102,000 <b>76%</b>	270,100	10,606,600
May	1,805,100 <b>15</b> %	1,794,300 <b>15%</b>	8,191,000 <b>69%</b>	264,200	11,790,400
June	4,586,500 <b>37</b> %	947,700 <b>8%</b>	7,002,000 <b>56%</b>	233,400	12,536,200
July	2,997,300 <b>24</b> %	1,315,000 <b>11%</b>	8,073,000 <b>65</b> %	260,400	12,385,300
Total	37,655,100 26.52%	18,081,700 12.73%	86,273,000 60.75%		142,009,800
				Annual Avg. BWA	Annual Avg Usage
EV 21				220,246	11,834,150

# Annual Budget Actual

2021-2022	Well #5	Well #6	BWA	Avg. Daily Usage BWA	Total
August	3,337,500 <b>27</b> %	472,500 <b>4%</b>	8,385,000 <b>69%</b>	270,500	12,195,000
September	2,450,800 <b>21</b> %	4,500 <mark>0</mark> %	9,123,000 <b>79</b> %	304,100	11,578,300
October	0 0%	1,952,300 <b>16%</b>	10,025,500 <b>84</b> %	323,400	11,977,800
November	3,131,200 <b>25</b> %	757,300 <b>6%</b>	8,881,000 <b>70</b> %	296,000	12,769,500
December	3,001,900 <b>24</b> %	620,000 <b>5</b> %	8,969,000 <b>71</b> %	289,300	12,590,900
January	2,641,400 <b>21</b> %	98,900 <b>1%</b>	9,627,000 <b>78</b> %	310,500	12,367,300
February	1,826,300 <b>17</b> %	670,100 <b>6%</b>	8,343,000 <b>77</b> %	298,000	10,839,400
March	1,914,200 <b>17</b> %	461,200 <b>4%</b>	9,027,000 <b>79</b> %	291,200	11,402,400
April	2,509,600 <b>21</b> %	819,300 <b>7%</b>	8,571,000 <b>72</b> %	285,700	11,899,900
May	4,593,900 <b>31</b> %	616,900 <b>4%</b>	9,501,000 <b>65</b> %	306,500	14,711,800
June	3,396,800 <b>20</b> %	1,898,000 <b>11%</b>	11,848,000 <b>69%</b>	394,900	17,142,800
July	3,073,900 <b>19%</b>	2,237,800 <b>14%</b>	11,249,000 <b>68</b> %	260,400	16,560,700
Total	31,877,500 20.43%	10,608,800 6.80%	113,549,500 72.77%		156,035,800
				Annual Avg. BWA	Annual Avg Usage
EV 22				279,269	13,002,983

FY 22

Section VII, Item F.

# Annual Budget Actual