

City of Richwood — TEXAS —

CITY COUNCIL MEETING AGENDA

Monday, November 10, 2025 at 6:05 PM

Richwood City Hall, 1800 Brazosport Blvd. N.

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
- II. ROLL CALL OF COUNCIL MEMBERS
- III. PUBLIC COMMENTS
- 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.
- V. DISCUSSION AND ACTION ITEMS
 - [A.](#) Discuss, consider and approve resolution 25-R-104 and appoint representatives for the 2026 H-GAC Board.
 - [B.](#) Consideration and possible action authorizing Public Works to proceed with storm water infrastructure repairs on Wisteria Street.
 - C. Consider items removed from consent agenda
- VI. CAPITAL IMPROVEMENT PROJECTS UPDATE
- VII. CITY MANAGER'S REPORT
- VIII. COUNCIL MEMBER COMMENTS & REPORTS
- IX. MAYOR'S REPORT
- X. ITEMS OF COMMUNITY INTEREST
- XI. FUTURE AGENDA ITEMS
- XII. 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 November 4, 2024 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

MINUTES

RICHWOOD CITY COUNCIL MEETING

Monday, October 13, 2025 at 6:10 PM

BE IT KNOWN THAT a City of Richwood City Council will meet Monday, October 13, 2025, beginning at 6:10 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 6:10 p.m.

II. ROLL CALL OF COUNCIL MEMBERS

- Michael Durham, Mayor: Present
- Paul Stallberg, Position 1: Present
- Mike Johnson, Position 2: Present
- Amanda Reynolds, Position 3: Absent
- William Yearsin, Position 4: Absent
- 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. EMPLOYEE SERVICE AWARD

- A. Sgt. Jeremy Richards, Police Department - 10 Years
Mayor Durham presented Sgt. Richards with a certificate.

V. PRESENTATION

Parks Master Plan presented by Jared Engelke, Strand Associates.

Discussion held on grants, and possible funding opportunities.

- A. Parks Master Plan, Strand Associates

Jared Engelke, Strand Associates, presented.

VI. CONSENT AGENDA

- A. Budget Report, August 2025
- B. Approval of minutes from regular meeting held September 8, 2025.

Motion to approve consent agenda.

Motion made by Mike Johnson, Seconded by Jeremy Fountain.

Voting Yea: Paul Stallberg, Mike Johnson, Jeremy Fountain

Motion carried.

VII. DISCUSSION AND ACTION ITEMS

- A. Discuss and consider authorizing the City Manager to enter into a contractual agreement with Willdan Engineering for Building Official, Plan Review, and Inspection services, and to designate Willdan Engineering as the City’s Building Official.

Tricia Ditto, Finance Director, presented.

Darren, Frank and Vito with Willdan Engineering were present.

Discussion held on proximity to the city and how residents can maintain continuity of service.

Motion to authorize the City Manager to enter into a contractual agreement with Willdan Engineering for Building Official, Plan Review, and Inspection services, and to designate Willdan Engineering as the City’s Building Official.

Motion made by Jeremy Fountain, Seconded by Paul Stallberg.

Voting Yea: Paul Stallberg, Mike Johnson, Jeremy Fountain

Motion carried.

- B. Consider awarding the City of Richwood’s 2024 Community Development Block Grant (CDBG) Contract #B-UC-48-0005, CFDA #14.215 to Bull-G Construction, and authorizing the Mayor or his designee to execute all necessary documents.

Clif Custer, Public Works Director, presented.

Discussion held on where the company is from.

Discussion held on the project.

Motion to award the City of Richwood’s 2024 Community Development Block Grant (CDBG) Contract #B-UC-48-0005, CFDA #14.215 to Bull-G Construction, and authorizing the Mayor or his designee to execute all necessary documents.

Motion made by Mike Johnson, Seconded by Jeremy Fountain.

Voting Yea: Paul Stallberg, Mike Johnson, Jeremy Fountain

Motion carried.

- C. Discuss and consider Ordinance No. 25-535 amending Appendix C – Fee Schedule of the Code of Ordinances to update building permit fees to align with the new agreement for Building Official, Plan Review, and Inspection services.

Tricia Ditto, Finance Director, presented.

Motion to approve Ordinance No. 25-535 amending Appendix C – Fee Schedule of the Code of Ordinances to update building permit fees to align with the new agreement for Building Official, Plan Review, and Inspection services.

Motion made by Jeremy Fountain, Seconded by Mike Johnson.

Voting Yea: Paul Stallberg, Mike Johnson, Jeremy Fountain

Motion carried.

- D. Consider approval of a replat of Lot 36, as recommended by the Planning and Zoning Commission, being 1.16 acres in the J.E. Groce Survey, Abstract 66, City of Richwood, Brazoria County, Texas.

Motion to approve replat of Lot 36, as recommended by the Planning and Zoning Commission, being 1.16 acres in the J.E. Groce Survey, Abstract 66, City of Richwood, Brazoria County, Texas.

**Motion made by Jeremy Fountain, Seconded by Paul Stallberg.
Voting Yea: Paul Stallberg, Mike Johnson, Jeremy Fountain**

Motion carried.

- E. Discuss and consider request to allow street closure of Audubon Woods Dr from North Mahan to Wisteria for the City of Richwood to host Trunk or Treat on October 24, 2025 from 5:00 P.M. to 9:00 P.M.

Kirsten Garcia, City Secretary, presented.

Motion to approve street closure of Audubon Woods Dr from North Mahan to Wisteria for the City of Richwood to host Trunk or Treat on October 24, 2025, from 5:00 P.M. to 9:00 P.M.

**Motion made by Mike Johnson, Seconded by Jeremy Fountain.
Voting Yea: Paul Stallberg, Mike Johnson, Jeremy Fountain**

Motion carried.

- F. Consider items removed from consent agenda.
No items removed from consent agenda.

VIII. CAPITAL IMPROVEMENT PROJECTS UPDATE

Clif Custer, Public Works Director, presented.

IX. CITY MANAGER'S REPORT

Eric Foerster, City Manager, gave report.

X. COUNCIL MEMBER COMMENTS & REPORTS

Councilmember Stallberg reported that National Night Out was successful and expressed appreciation to all volunteers and the Police Department for their efforts. Provided an update on his current health issues and requested continued thoughts and support.

Councilmember Johnson echoed positive feedback on National Night Out and noted he is looking forward to the upcoming Trunk or Treat event.

Councilmember Fountain reminded everyone that October is Fire Safety Month and encouraged residents to check their smoke alarms and heating equipment.

XI. MAYOR'S REPORT

Mayor Durham stated that National Night Out was an excellent event and expressed appreciation for the staff who participated. He looks forward to seeing everyone at Trunk or Treat, noting that Kirsten always organizes a great event for the children. The Mayor wished Council well in their recoveries and hoped Councilmember Yearsin is enjoying his vacation. He also extended thanks to the Police and Fire Departments for their participation in the parade.

XII. ITEMS OF COMMUNITY INTEREST

- Trunk or Treat
- Keep Richwood Beautiful Master Gardener Event

XIII. FUTURE AGENDA ITEMS

- HGAC Designation

XIV. ADJOURNMENT

Being there no further business, the meeting was adjourned at 7:09 p.m.

These minutes were read and approved on November 10, 2025.

Mayor

ATTEST:

City Secretary

MINUTES

RICHWOOD CITY COUNCIL SPECIAL MEETING

Monday, October 20, 2025 at 6:00 PM

BE IT KNOWN THAT a City of Richwood City Council will meet Monday, October 20, 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

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

II. INVOCATION

Tricia Ditto, Finance Director, led the invocation.

III. PLEDGES OF ALLEGIANCE

Mayor Durham led the pledges.

IV. ROLL CALL OF COUNCIL MEMBERS

Michael Durham, Mayor:	Present
Paul Stallberg, Position 1:	Present
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.

V. PUBLIC COMMENTS

Lauren LaCount, resident - spoke regarding the executive session and requested to be addressed along with former Fire Chief, Clint Kocurek.

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

Council recessed into executive session at 6:05 p.m.

VII. ACTION AS A RESULT OF EXECUTIVE SESSION

Council reconvened regular session at 8:48 p.m.

No action taken.

VIII. ADJOURNMENT

Being there no further business, the meeting was adjourned at 8:49 p.m.

These minutes were read and approved on November 10, 2025.

Mayor

ATTEST:

City Secretary

City of Richwood — TEXAS —

AGENDA MEMORANDUM – NOVEMBER 10, 2025

ITEM # CONSENT

CONTACT: Patricia Ditto, Finance Director

SUBJECT: Monthly Budget Summary Report

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

BACKGROUND INFORMATION:

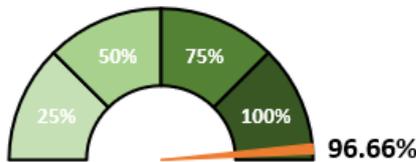
The information provided is for the FY 2024-2025 budget period, month ending September 30, 2025. This summary highlights several key points related to the current month’s activity for the General Fund and for the Water and Sewer Enterprise Fund. The attached report is unaudited, and this month may include corrections from prior months.

DISCUSSION:

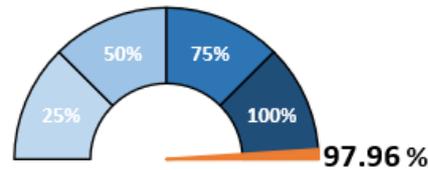
Attached is the budget report for September 2025, which is the twelfth month of Fiscal Year 2025. 100% of the year has passed. The report reflects the original budget as approved for FY25 as well as the revised budget reflecting all budget amendments approved by council since the original budget was approved. *This budget report is a preliminary report reflecting current year-to-date figures that are unaudited and may be adjusted at a future time.* 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 September 30, 2025, General Fund revenues total \$3,544,124. General Fund expenditures total \$3,405,350.



General Fund Revenue as % of Budget



General Fund Expenditures as % of Budget

Revenue (GF)

Total Revenue collected in the General fund is 93.12% of budget projection.

- M & O (Maintenance and Operations) Property tax (including current, delinquent and penalties) received through the end of September is \$2,317,240, 96.03% 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. The year ended with property tax revenue \$95,692 below projection.

City of Richwood TEXAS

- Sales Tax revenue received in September was earned in June. Sales tax is received 2 months after it is earned. The revenue received in October and November 2024 was posted to revenue in FY24. Accordingly, the revenue earned in August and September 2025, will be posted as revenue for FY25 even though it will not be received by the city until October and November. When this report was completed, the October revenue had been received and booked as 9/30/2025 revenue, with a corresponding receivable, which will be reversed when the revenue is deposited in October. Therefore, we have eleven month of Sales Tax revenue showing. We are behind last year at the same time by about \$17,000 in General Fund.

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	15,454.48	84,085.56
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	13,582.00	13,210.00	81,119.00
JUL	56,403.73	14,100.94	13,673.07	84,177.74	58,811.21	14,702.80	14,080.90	87,594.91	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	70,223.09
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	13,468.69	13,822.33	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				0.00
YEAR TOTAL	640,036.73	160,008.43	158,492.17	958,537.33	712,422.92	177,703.89	172,437.20	1,062,564.01	634,617.42	144,196.55	156,505.92	935,319.89

- Permits and Licenses revenues total \$6,558 this month for a total of \$79,141. This is compared to \$72,835 collected at this time last year and ahead of projection by \$3,991.
- Inspection fees collected are \$35,455 year to date. Of this amount, \$31,130 has been paid to Safebuilt for inspections.
- Municipal Court revenue for the month of September is \$7,779, \$94,120 to date. This compares to \$78,482 at this time last year but is almost \$16,000 behind projection.
- Interest revenue is \$5,712 this month for a total of \$64,962 to date. Last year we received \$94,575. Projection for FY25 was \$55,000.
- The Ambulance fee collected year to date is \$101,387.

Expenditures (GF)

Expenditures in the General Fund are currently shown at \$3,405,350, 97.96% of budget. Any departments that are over budget or any line items with substantial overage will be addressed in the budget amendment to be presented to council at the 11/10/25 meeting.



Transfers (GF)

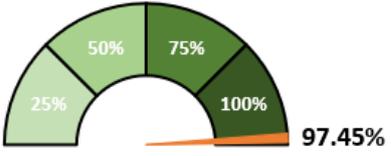
Interfund transfers have been completed.

25-Transportation Fund

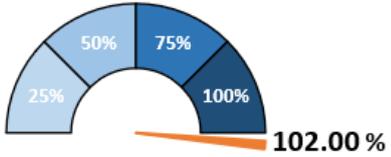
The Transportation Fund included a budget for Capital Expenditures – Streets for the reconstruction of Cypress Drive & Misty Court. \$700,000 was transferred from General Fund to cover this cost. However, at the time of this report, only \$189,163 has been expended. The remaining costs will be incurred in FY26. The funds will be held in Transportation Fund Balance until they are spent.

30-Water, Sewer, and Solid Waste Fund

Operating Revenues in September total \$2,983,336 year to date. Operating expenses are \$2,428,559.



Enterprise Fund Revenue as % of Budget



Enterprise Fund Operating Expense as % of Budget

- One water impact fee was collected during the month of September, totaling \$5,820, which is held in Fund 32 Utility Capital Improvement.
- There are some budget lines that are over what was allocated. Sewer Maintenance and Repair currently show as over budget due to the replacement of LS #6 Force Main. This was approved by council and will come as a budget amendment at year end.

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

**City of Richwood
Fiscal Year 2025 Operational Budget Report
10/1/2024 -09/30/2025**

10 General Fund	Prior YTD	Current Period	Current YTD	Original Budget	Revised Budget	Remaining Budget	% Earned/Used
Revenue							100% of year
Taxes	3,040,117.98	59,570.67	3,127,043.69	3,258,935.00	3,258,935.00	131,891.31	95.95%
Property taxes, including delinquent & penalties	2,170,138.68	4,281.36	2,317,239.58	2,412,935.00	2,412,935.00		96.03%
Franchise Taxes	174,926.42	0.00	175,187.07	196,000.00	196,000.00		89.38%
Sales Tax	695,052.88	55,289.31	634,617.04	650,000.00	650,000.00		97.63%
Licenses and permits	72,835.42	6,557.72	79,140.96	75,150.00	75,150.00	(3,990.96)	Ahead of Budget
Intergovernmental revenue	12,940.64	157.36	11,714.27	10,000.00	10,000.00	(1,714.27)	Ahead of Budget
Charges for services - Municipal Bldg Rental	7,385.00	1,000.00	8,825.00	7,000.00	7,000.00	(1,825.00)	Ahead of Budget
Municipal Court Revenue	78,481.85	7,778.62	94,120.17	110,000.00	110,000.00	15,879.83	85.56%
Special Revenues	3,360.75	(5,190.00)	216.78	1,050.00	1,050.00	833.22	20.65%
Interest	94,575.20	5,712.37	64,961.69	55,000.00	55,000.00	(9,961.69)	Ahead of Budget
Miscellaneous revenue	166,858.62	4,792.52	158,101.48	149,400.00	149,400.00	(8,701.48)	Ahead of Budget
Inspection Fees	34,975.00	2,855.00	35,455.00	30,000.00	30,000.00		
Miscellaneous Income	25,352.02	(6,525.48)	18,784.95	13,000.00	13,000.00		
Parks & Recreation - Park Pavillion Rentals	3,800.00	0.00	1,975.00	3,500.00	3,500.00		
Parks & Recreation - Sports Field Rental	1,400.00	0.00	500.00	1,400.00	1,400.00		
Ambulance Fee Revenue	101,331.60	8,463.00	101,386.53	101,500.00	101,500.00		
Total Revenue	3,476,555.46	80,379.26	3,544,124.04	3,666,535.00	3,666,535.00	122,410.96	96.66%
Expenditures							
General Government Administration							
Personnel & Benefits	605,080.74	57,026.93	601,290.54	599,119.00	599,119.00	(2,171.54)	Over Budget
Supplies	13,894.22	422.39	11,748.21	19,500.00	19,500.00	7,751.79	60.25%
Maintenance & Repair	5,504.10	475.49	15,453.36	16,480.00	16,480.00	1,026.64	93.77%
Utilities	15,645.41	1,341.69	18,230.77	15,300.00	15,300.00	(2,930.77)	Over Budget
Professional Services	182,230.51	(1,549.10)	273,239.87	402,062.00	402,062.00	128,822.13	67.96%
Other Services	96,436.35	3,529.13	99,752.04	107,351.00	107,351.00	7,598.96	92.92%
Capital Equipment	7,356.17	329.22	5,389.61	7,155.00	7,155.00	1,765.39	75.33%
Total Administration	926,147.50	61,575.75	1,025,104.40	1,166,967.00	1,166,967.00	141,862.60	87.84%
Judicial							
Personnel & Benefits	59,340.17	596.91	11,274.18	10,501.00	10,501.00	(773.18)	Over Budget
Supplies	33.88	0.00	230.24	300.00	300.00	69.76	76.75%
Professional Services	15,135.00	1,102.50	18,157.50	18,950.00	18,950.00	792.50	95.82%
Other Services	110.00	0.00	224.50	500.00	500.00	275.50	44.90%
Total Judicial	74,619.05	1,699.41	29,886.42	30,251.00	30,251.00	364.58	98.79%
Permitting & Inspections							
Personnel & Benefits	30,728.80	3,255.00	31,130.00	35,000.00	35,000.00	3,870.00	88.94%
Supplies	232.57	0.00	0.00	1,000.00	1,000.00	1,000.00	0.00%
Total Permitting & Inspections	30,961.37	3,255.00	31,130.00	36,000.00	36,000.00	4,870.00	86.47%
Special Revenue Expenditures							
Supplies	495.00	0.00	425.00	1,500.00	1,500.00	1,075.00	28.33%
Total Special Revenue Expenditures	495.00	0.00	425.00	1,500.00	1,500.00	1,075.00	28.33%
Total General Government	1,032,222.92	66,530.16	1,086,545.82	1,234,718.00	1,234,718.00	148,172.18	88.00%
Public Safety							
Police Department							
Personnel & Benefits	857,219.71	87,472.09	931,287.02	960,447.00	960,447.00	29,159.98	96.96%
Supplies	45,449.55	(4,155.17)	38,245.82	46,700.00	46,700.00	8,454.18	81.90%
Maintenance & Repair	28,896.51	1,128.70	55,920.73	24,100.00	24,100.00	(31,820.73)	Over Budget
Utilities	16,888.87	806.24	8,904.63	19,500.00	19,500.00	10,595.37	45.66%
Professional Services	188,312.19	1,426.97	224,137.47	228,716.00	228,716.00	4,578.53	98.00%
Other Services	15,241.76	0.00	14,392.86	15,213.00	15,213.00	820.14	94.61%
Capital Equipment	7,490.26	(1,514.25)	2,191.83	1,827.00	1,827.00	(364.83)	Over Budget
Total Police Department	1,159,498.85	85,164.58	1,275,080.36	1,296,503.00	1,296,503.00	21,422.64	98.35%
Fire Department							
Personnel & Benefits	29,661.41	8,400.00	33,590.42	42,200.00	42,200.00	8,609.58	79.60%
Supplies	39,932.50	493.76	11,593.58	18,000.00	18,000.00	6,406.42	64.41%
Maintenance & Repair	28,952.71	8,079.20	33,230.85	47,000.00	47,000.00	13,769.15	70.70%
Utilities	6,299.58	534.79	6,518.38	6,150.00	6,150.00	(368.38)	Over Budget
Professional Services	158,311.00	0.00	165,120.00	160,000.00	160,000.00	(5,120.00)	Over Budget

10 General Fund	Prior YTD	Current Period	Current YTD	Original Budget	Revised Budget	Remaining Budget	Percentage
Other Services	46,731.78	612.00	42,426.52	50,646.00	50,646.00	8,219.48	83.77%
Capital Equipment	32,954.89	0.00	32,712.17	59,712.00	59,712.00	26,999.83	54.78%
Total Fire Department	342,843.87	18,119.75	325,191.92	383,708.00	383,708.00	58,516.08	84.75%
Code Enforcement							
Personnel & Benefits	78,799.87	7,537.81	80,266.68	82,559.00	82,559.00	2,292.32	97.22%
Supplies	3,104.99	171.74	1,934.10	6,200.00	6,200.00	4,265.90	31.20%
Maintenance & Repair	60.75	0.00	163.20	1,000.00	1,000.00		
Professional Services	680.00	0.00	0.00	1,000.00	1,000.00	1,000.00	0.00%
Other Services	662.97	25.45	728.04	809.00	809.00	80.96	89.99%
Total Code Enforcement	83,308.58	7,735.00	83,092.02	91,568.00	91,568.00	7,639.18	90.74%
Total Public Safety	1,585,651.30	111,019.33	1,683,364.30	1,771,779.00	1,771,779.00	88,414.70	95.01%
Public Works							
City Maintenance							
Personnel & Benefits	146,342.90	15,693.97	207,378.93	209,482.00	209,482.00	2,103.07	99.00%
Supplies	25,381.80	2,157.35	22,912.18	21,700.00	21,700.00	(1,212.18)	Over Budget
Maintenance & Repair	75,049.46	728.94	135,842.40	56,860.00	56,860.00	(78,982.40)	Over Budget
Utilities	42,545.64	3,412.78	44,076.60	42,130.00	42,130.00	(1,946.60)	Over Budget
Other Services	15,832.62	0.00	16,716.78	19,774.00	19,774.00	3,057.22	84.54%
Capital Equipment	275,872.75	0.00	60,635.16	65,000.00	65,000.00	4,364.84	93.28%
Total City Maintenance	581,025.17	21,993.04	487,562.05	414,946.00	414,946.00	(72,616.05)	Over Budget
Parks and Recreation							
Supplies	4,986.79	575.81	5,494.49	4,800.00	4,800.00	(694.49)	Over Budget
Maintenance & Repair	29,213.96	2,026.54	46,714.85	27,000.00	27,000.00	(19,714.85)	Over Budget
Utilities	3,226.23	264.82	3,730.80	3,600.00	3,600.00	(130.80)	Over Budget
Other Services	13,546.81	0.00	14,799.15	19,568.00	19,568.00	4,768.85	75.63%
Total Parks and Recreation	50,973.79	2,867.17	70,739.29	54,968.00	54,968.00	(15,771.29)	Over Budget
Emergency/Disaster							
Personnel & Benefits	1,004,444.02	0.00	9,000.00	0.00	0.00	(9,000.00)	
Supplies	5,010.35	0.00	3,825.00	0.00	0.00	(3,825.00)	
Maintenance & Repair	6,947.40	0.00	61,413.57	0.00	0.00	(61,413.57)	
Professional Services	300.00	0.00	2,900.00	0.00	0.00	(2,900.00)	
Total Emergency/Disaster	1,016,701.77	0.00	77,138.57	0.00	0.00	(77,138.57)	Over Budget
Miscellaneous	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
Total Expenditures	4,266,574.95	202,409.70	3,405,350.03	3,476,411.00	3,476,411.00	71,060.97	97.96%
Other Financing Sources and Uses							
Sources							
Transfers In	907,774.16	0.00	1,059,661.25	980,000.00	980,000.00	(79,661.25)	100.00%
Total Sources	907,774.16	0.00	1,059,661.25	980,000.00	980,000.00	(79,661.25)	Over Budget
Uses							
Transfers Out	334,000.00	700,000.00	1,095,000.00	1,095,000.00	1,095,000.00	0.00	100.00%
Total Uses	334,000.00	700,000.00	1,095,000.00	1,095,000.00	1,095,000.00	0.00	100.00%
Total Other Financing Sources and Uses	573,774.16	(700,000.00)	(35,338.75)	(115,000.00)	(115,000.00)	(79,661.25)	
Total - 10 GENERAL FUND	(216,245.33)	(822,030.44)	103,435.26	75,124.00	75,124.00	(28,311.26)	

Notes:

¹ Included in Budget Amendment to be presented at Council Meeting 11/10/2025

City Maintenance 104,873.00
 Emergency/disaster 68,139.00
 Parks & Recreation 18,702.00

191,714.00 will be added to expenditures budgeted when approved.

² Transfer from Fund Balance of \$900,000 will take place at yearend closeout. Shown here to demonstrate funds allocated.

City of Richwood Operational Budget Report 10/1/2024 -09/30/2025							
25 Transportation Fund	Prior YTD	Current Period	Current YTD	Annual Budget	Revised Budget	Remaining Budget	% Earned/Used
Revenue							
404126 Sales Tax - Streets	173,763.23	13,822.33	146,204.59	160,000.00	160,000.00	13,795.41	91.38%
404125 Transportation Fee	144,299.49	12,075.00	144,656.46	144,000.00	144,000.00	-656.46	Ahead of Budget
404110 Interest Earnings	13,450.69	854.49	9,841.91	18,000.00	18,000.00	8,158.09	54.68%
Total Revenue	331,513.41	26,751.82	300,702.96	322,000.00	322,000.00	21,297.04	93.39%
Expenditures							
Maintenance & Repair							
405380 Streets M&R	60,621.24	0.00	189,163.13	208,000.00	208,000.00	18,836.87	90.94%
405382 Sidewalks M&R	0.00	0.00	0.00	48,000.00	48,000.00	48,000.00	0.00%
405385 Drainage M&R	19,293.24	2,841.03	18,433.67	48,000.00	48,000.00	29,566.33	38.40%
Total Maintenance & Repair	79,914.48	2,841.03	207,596.80	304,000.00	304,000.00	96,403.20	68.29%
Capital Improvements*							
405915 Capital Expenditures - Streets	264,989.43	158,447.76	158,447.76	700,000.00	700,000.00	541,552.24	22.64%
405916 Capital Expenditures - Sidewalks	0.00	0.00	0.00				
405917 Capital Expenditures - Drainage	0.00	0.00	0.00				
Total Capital Improvements	264,989.43	158,447.76	158,447.76	700,000.00	700,000.00	541,552.24	22.64%
Total Expenditures	344,903.91	161,288.79	366,044.56	1,004,000.00	1,004,000.00	637,955.44	36.46%
Other Financing Sources and Uses							
Sources							
Transfers In							
404127 Transfer from General Fund	0.00	700,000.00	700,000.00	700,000.00	0.00	0.00	
Total Transfers In	0.00	700,000.00	700,000.00	700,000.00	0.00	0.00	
Total Sources	0.00	700,000.00	700,000.00	700,000.00	0.00	0.00	
Total Other Financing Sources and Uses	0.00	700,000.00	700,000.00	700,000.00	0.00	0.00	
Total - 25 Transportation	-13,390.50	565,463.03	634,658.40	18,000.00			

City of Richwood Operational Budget Report 10/1/2024 -09/30/2025							
30 Water & Sewer Enterprise Fund	Prior YTD	Current Period	Current YTD	Annual Budget	Revised Budget	Remaining Budget	% Earned/Used
Net Operating Income (Loss)							
Operating income							100% of year
Sewer Department	1,002,011.47	81,488.97	1,015,798.06	1,049,551.00	1,049,551.00	33,752.94	96.78%
Water Department	1,521,938.53	133,223.93	1,568,376.70	1,617,799.00	1,617,799.00	49,422.30	96.95%
Solid Waste Department	373,320.91	33,441.00	399,161.71	394,000.00	394,000.00	(5,161.71)	Ahead of Budget
Total Operating income	2,897,270.91	248,153.90	2,983,336.47	3,061,350.00	3,061,350.00	78,013.53	97.45%
Operating expense							
Sewer Department							
Personnel & Benefits	189,250.63	23,500.37	213,554.87	210,174.00	210,174.00	(3,380.87)	Over Budget
Supplies	10,583.33	702.45	8,815.36	9,800.00	9,800.00	984.64	89.95%
Maintenance & Repair	69,568.37	1,828.43	198,000.97	66,040.00	66,040.00	(131,960.97)	Over Budget
Professional Services	766,667.64	0.00	414,158.43	485,000.00	485,000.00	70,841.57	85.39%
Other Services (insurance)	13,303.36	0.00	5,742.35	5,802.00	5,802.00	59.65	98.97%
Total Sewer Department	1,049,373.33	26,031.25	840,271.98	776,816.00	776,816.00	(63,455.98)	Ahead of Budget
Water Department							
Personnel & Benefits	296,910.44	33,572.83	344,639.26	344,731.00	344,731.00	91.74	99.97%
Supplies	40,961.22	1,415.89	39,717.04	38,500.00	38,500.00	(1,217.04)	Over Budget
Maintenance & Repair	200,169.24	23,681.87	111,371.84	133,220.00	133,220.00	21,848.16	83.60%
Utilities	92,405.13	7,996.88	102,407.12	77,683.00	77,683.00	(24,724.12)	Over Budget
Professional Services	88,733.55	8,235.00	107,669.79	85,500.00	85,500.00	(22,169.79)	Over Budget
Other Services	505,011.37	32,438.52	510,726.54	544,824.00	544,824.00	34,097.46	93.74%
Capital Equipment	4,218.32	(2,894.57)	2,600.76	3,655.00	3,655.00	1,054.24	71.16%
Total Water Department	1,228,409.27	104,446.42	1,219,132.35	1,228,113.00	1,228,113.00	8,980.65	99.27%
Solid Waste Department							
Professional Services	345,932.31	60,171.36	369,155.02	376,000.00	376,000.00	6,736.98	98.18%
Total Solid Waste Department	345,932.31	60,171.36	369,155.02	376,000.00	376,000.00	6,844.98	98.18%
Total Operating expense	2,623,714.91	190,649.03	2,428,559.35	2,380,929.00	2,380,929.00	(47,630.35)	Ahead of Budget
Total Net Operating Income (Loss)	273,556.00	57,504.87	554,777.12	680,421.00	680,421.00	125,643.88	81.53%
Non-Operating Items							
Non-operating income							
Interest income	10,949.29	1,320.68	18,045.53	0.00	0.00	(18,045.53)	Ahead of Budget
Other income	1,784.20	18.59	5,828.75	2,412.00	2,412.00	(3,416.75)	Ahead of Budget
Transfers In	70,000.00	0.00	0.00	0.00	0.00	0.00	
Total Non-operating income	82,733.49	1,339.27	23,874.28	2,412.00	2,412.00	(21,462.28)	Ahead of Budget
Non-operating expense							
Debt Service	147,192.31	(220,000.00)	143,205.00	360,405.00	360,405.00	217,200.00	39.73%
Transfers Out	65,107.22	0.00	56,275.00	56,000.00	56,000.00	(275.00)	Over Budget
Total Non-operating expense	212,299.53	(220,000.00)	199,480.00	416,405.00	416,405.00	216,925.00	47.91%
Depreciation Expense	293,646.17	0.00	0.00	325,000.00	325,000.00	325,000.00	0.00%
Total Non-Operating Items	(423,212.21)	221,339.27	(175,605.72)	(738,993.00)	(738,993.00)	563,387.28	Ahead of Budget
Total - 30 Water & Sewer Enterprise Fund	(149,656.21)	278,844.14	379,171.40	(58,572.00)	(58,572.00)	437,743.40	Ahead of Budget

Budget Amendments:

City of Richwood, Texas
Quarterly Investment Report
Fiscal Year 2025, Quarter 4
7/1/2025 - 9/30/2025

Portfolio	June 30, 2025		September 30, 2025	
	Book Value	Market Value	Book Value	Market Value
Cash	1,137,787.29	1,137,787.29	655,191.48	655,191.48
Investment Pools	4,245,654.02	4,245,654.02	4,245,654.02	4,245,654.02
Certificates of Deposits	109,822.59	109,822.59	109,822.59	109,822.59
TOTAL INVESTMENTS	5,493,263.90	5,493,263.90	5,010,668.09	5,010,668.09

Quarterly Investment Income 52,947.08
Weighted Average Yield 1.22%
Simplified calculation for information only

Items of Note:

The attached information comprises the quarterly investment report for the City of Richwood, Texas for the period ended September 30, 2025. The undersigned acknowledge that the City's investment portfolio has been and is in compliance with the policies and strategies as contained in the City's Investment Policy and also in compliance with the Public Funds Investment Act of the State of Texas (Chapter 2256, Texas Government Code).



Patricia Ditto
Finance Director



Eric Foerster
City Manager

INVESTMENTS as of 9/30/2025

Q4 FY 2025

	TOTAL	GENERAL 10	REPLCMT 13	CCPD 15	CONTY 16	KRB 20	TRANSP 25	IS&I 28	WS 30-30	UTIL Cap Proj 32	40	70	EARNINGS YTD	EARNINGS QTR
TEX	948,633.69	-8,600.15	8,447.70	297,996.59	650,789.55								47,427.86	12,794.19
TEXPOOL	278,494.11	78,494.11					200,000.00						12,033.98	2,989.92
TEXPOOL PRIME	2,413,921.62	172,394.54	92,312.38		895,763.99	45,662.17	500,000.00	83,612.35	369,867.59	228,561.16	998.55	24,748.90	79,917.68	27,664.63
LOGIC - UTIL CAP PROJ	90.74									90.74			3.71	0.92
LOGIC - GF	604,513.86	221,406.13	142,194.19				240,913.54						39,895.20	9,362.19
CERTIFICATES OF DEPOSIT:														
BNB 601286	109,822.59	54,911.29							54,911.30				539.94	135.23
TOTAL	4,355,476.61	518,605.92	242,954.27	297,996.59	1,546,553.54	45,662.17	940,913.54	83,612.35	424,778.88	228,651.90	998.55	24,748.90	179,818.37	52,947.08

Issue date 2/14/90 - 3 mos - Sept 4

CITY OF RICHWOOD, TEXAS
Cash and Investment Schedule

Section IV, Item D.

Description	Investment	Purchase Date	Maturity Date	6/30/2025	Deposits / Purchases	Withdrawal / Maturities	Interest this quarter	9/30/2025	Interest Rate end of quarter	% of total Cash/Investments
Total Pools				4,245,654.02	-	767,431.00	52,811.85	4,245,654.02		84.7323%
Brazos National Bank	CD-601286		11/6/2025	109,822.59			135.06	109,822.59	0.0500%	2.19%
Total Certificates of Deposits				109,822.59	-	-	135.06	109,822.59		2.1918%
Total Investment Accounts				4,355,476.61	-	767,431.00	52,946.91	4,355,476.61		86.9241%
Cash Accounts										
Pooled Cash-NOW ACCT	First Natl -3073			1,130,219.39			20.22	650,851.32	0.0100%	12.99%
Seizure Fund -NOW ACCT	First Natl -5076			4,339.81			0.35	4,340.16	0.0100%	0.09%
Total Cash Accounts				1,137,787.29	-	-	20.57	655,191.48		13.0759%
Total Cash and Investments				5,493,263.90	-	767,431.00	52,967.48	5,010,668.09		100.00%

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

City of Richwood
Finance Department
POLICY AND PROCEDURES

Purchasing Policy
Effective date: November 10, 2025

It is the policy of the City of Richwood, Texas to provide cost effective methods for acquiring goods, meet operational needs, and encourage competitiveness on the part of vendors.

RESPONSIBILITY. Department Directors are ultimately responsible for ensuring that all policies and procedures are followed. The City’s purchasing system is considered de-centralized (each departments’ responsibility) except for those goods, services, and equipment that qualify or are designated otherwise.

It is the responsibility of each employee:

- ✓ To understand and comply with the procedures and guidelines described in this policy and to adhere to appropriate departmental operational procedures for purchasing goods and services on behalf of the City.
- ✓ To understand that no purchase made by an employee shall bind the City to receive and or pay for the goods or service procured, unless authorized by the appropriate Department Director.
- ✓ To have specific authorization or prior approval to incur expenses chargeable to the City of Richwood.
- ✓ To forward all applicable paperwork to the Finance Department as promptly as possible to expedite processing.

DELEGATION OF PURCHASING AUTHORITY. The City Manager as authorized by the City Council of Richwood, is delegated the authority to procure materials and services for the City of Richwood. The City Manager has also granted this authority to certain City employees.

AUTHORITY AND APPROVALS. The City Manager or his designee must approve all invoices that exceed \$1,000. Any procurement made that will exceed \$50,000 must be approved by the City Council. The City Manager has established the following approval levels:

Department Designee	\$0>	\$ 2,500
Department Director	\$0>	\$ 5,000
Finance Director	\$0>	\$10,000
City Manager	\$0>	\$50,000
City Manager with City Council (resolution)	over	\$50,000

TYPES OF PURCHASES.

With limited exceptions, all contracts greater than \$100,000 shall be awarded by competitive sealed bidding. When the City determines that the use of competitive sealed bidding is either not practicable or advantageous to the City, a contract may be entered into by use of the sealed proposals method. Section 252.022 (a)(7) of the Local Government Code allows an exemption from bidding procedure for the procurement of items that are available from only one source. Credit cards are also issued to individual employees and at the discretion of the City Manager. For more info, see City of Richwood, Texas Credit Card Policy and Procedures.

The city does not have to comply with competitive procurement requirements for certain expenditures, even if the expenditure is over **\$100,000**. The most common exemptions are as follows (see Section 252.022(a) of the Local Government Code for a complete list of exemptions):

- a procurement made because of a public calamity that requires the immediate appropriation of money to relieve the necessity of the municipality's residents or to preserve the property of the municipality;
- a procurement necessary to preserve or protect the public health or safety of the municipality's residents;
- a procurement necessary because of unforeseen damage to public machinery, equipment, or other property;
- a procurement for personal, professional, or planning services;
- a purchase of land or a right-of-way;
- a procurement of items that are available from only one source, including.

COMPETITIVE BIDDING IN RELATION TO HISTORICALLY UNDERUTILIZED BUSINESS

A municipality, in making an expenditure of more than \$3,000 but less than \$50,000, shall contact at least two historically underutilized businesses on a rotating basis, based on information provided by the comptroller pursuant to Chapter 2161, Government Code. If the list fails to identify a historically underutilized business in the county in which the municipality is situated, the municipality is exempt from this section.

SELECTION OF INSURANCE BROKER

The municipality may select a licensed insurance broker as the sole broker of record to obtain proposals and coverages for excess or surplus insurance that provides necessary coverage and adequate limits of coverage in structuring layered excess coverages in all areas of risk requiring special consideration, including public official liability, police professional liability, and airport liability. The broker may be retained only on a fee basis and may not receive any other remuneration from any other source.

LOCAL VENDORS. To provide for the purchase of goods and services by the City, if price and quality are equal, preference shall be given to local vendors and local products.

VENDOR INFORMATION. Departments are available to meet with vendor representatives between 8:00a.m. and 5:00p.m. Monday through Friday. Meetings should be by appointment.

The City staff will assist vendors in understanding the City's purchasing and payment processing procedures. New vendors are required to submit a "vendor payment form", a completed W-9 form, and a "Conflict of Interest" form prior to invoices being submitted for payment.

- ✓ The Finance Department shall maintain a database vendor file of Richwood vendors and assign vendor numbers. All user departments are encouraged to utilize this list when soliciting or placing orders.
- ✓ Any vendor that has not been used in the past 24 months will be considered inactive and dropped from the vendor database. Vendors that are dropped shall be considered new vendors and required to fill out vendor forms again.

INVOICES are prepared by the vendor and sent to the Finance Department at 1800 Brazosport Blvd N, Richwood, Texas 77531. The information provided by the vendor must match our current vendor file. (Note: All invoices should be date stamped upon receipt by Finance.)

PAYMENT PROCEDURES. Due to the volume of invoices received by the Finance Department, it is important to verify all goods received as soon as possible. This prompt receipting of goods and the subsequent preparation of the payment documents ensures that the payment will be processed in a timely manner, allowing the City to maximize discount terms. If there is a problem with the merchandise, i.e. damaged items, an incomplete order, incorrect items received or any other problem,

the vendor should be notified, and the problem corrected before the payment is prepared. If the problem cannot be corrected, contact the Finance Department for assistance.

ADVANCE PAYMENTS. Advance payments by the City are permitted but discouraged and shall be made only when necessary and approved by the City Manager and/or Finance Director. Agreements containing provisions for advance payments shall provide for periodic payments that are tied to delivered goods or services, rather than total contract price or lump sum advances.

CUT OFF DATE. The check process is run weekly. Invoices are due in Finance no later than noon on each Wednesday in order to be processed for the check run. The Finance Department reserves the right to control the processing of invoices for any reason.

CHECK PREPARATION. The Finance Department prepares a check for each vendor and verifies total invoices to the check amount for accuracy. Any errors are corrected, and a final check register is run and archived. Checks are sent to the vendors via US mail or customer pick up.

BANK DRAFTS. The Finance Director may set up recurring bank drafts. These drafts may be set up for any recurring fee or charge.

ACH REMITTANCE.

The Finance Department may pay a vendor through the ACH system if the vendor prefers this payment method. Vendors must provide their banking information, which will be entered into the accounts payable system. The ACH file will be transmitted to the bank and the payments will be made directly from our account.

PROBLEM AREAS IN PAYMENT PROCESSING. Several problems on a payment document can cause a payment to be delayed. For example:

- ✓ No authorized signature included on the invoice. All invoices must be signed-off for payment by the department designee, Director, Finance Director, or City Manager.
- ✓ Invoices or other documentation do not match the payment documentation.
- ✓ The vendor information on file does not match the vendor information on the invoice.

RESOLUTION NO. 25-R-103

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF RICHWOOD, TEXAS, AMENDING THE CITY’S PURCHASING POLICY TO ALIGN WITH RECENT LEGISLATIVE CHANGES; PROVIDING FOR SEVERABILITY; AND ESTABLISHING AN EFFECTIVE DATE.

WHEREAS, the City of Richwood, Texas (“City”) is a general law municipality organized under the laws of the State of Texas; and

WHEREAS, the City has previously adopted a Purchasing Policy to establish uniform procedures for the procurement of goods and services by all departments; and

WHEREAS, the Texas Legislature has enacted statutory amendments affecting municipal purchasing requirements, including revisions to Chapter 252 of the Texas Local Government Code and related statutes, which modify competitive bidding thresholds and authorized procurement methods; and

WHEREAS, the City Council of the City of Richwood (“Council”) finds it necessary and appropriate to amend the City’s Purchasing Policy to ensure continued compliance with current state law and to promote fair, transparent, and efficient purchasing practices; and

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

SECTION 1. AMENDMENT OF PURCHASING POLICY.

The City Council hereby adopts the amended *City of Richwood Purchasing Policy*, attached hereto as Attachment A and incorporated herein by reference for all purposes. The amended policy shall supersede any prior versions of the City’s Purchasing Policy and shall reflect all updates necessary to align with current provisions of the Texas Local Government Code and other applicable purchasing statutes.

SECTION 2. ADMINISTRATION AND IMPLEMENTATION.

The City Manager, or their designee, is authorized and directed to implement and enforce the amended Purchasing Policy and to update related administrative procedures, forms, and internal controls as necessary to ensure compliance with this resolution and state law.

SECTION 3. SEVERABILITY.

If any section, paragraph, clause, or provision of this Resolution or the attached policy is held invalid or unconstitutional by a court of competent jurisdiction, such invalidity shall not affect the remaining portions, which shall continue in full force and effect.

SECTION 4. EFFECTIVE DATE.

This Resolution shall take effect immediately upon its passage and approval.

PASSED AND APPROVED on this the 10 day of November, 2025.

THE CITY OF RICHWOOD, TEXAS

ATTEST:

Michael Durham, Mayor

Kirsten Garcia, City Secretary



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

CONTACT: Patricia Ditto, Finance Director

SUBJECT: Financial Policies & Procedures for Grant Expenditures

SUMMARY: GLO required verbiage within policy on Grant Expenditures Payments

BACKGROUND INFORMATION:

Our grant administrators from Public Management have given us the information needed to create this policy for grant expenditures that is required by GLO for our MIT MOD grant.

FISCAL IMPACT:

None – the processes in this policy are being utilized currently.

RECOMMENDATION: Staff recommends that this policy be approved.

Thank you,

Patricia Ditto, Finance Director

City of Richwood Financial
Policies and Procedures

INTRODUCTION

The purpose of financial management policies is to provide sound guidelines in planning the City’s financial future. The City of Richwood considers the expenditure of funds to be an important responsibility and requires all persons involved with the purchase of goods or services to exercise good judgment in spending taxpayers’ money.

SCOPE OF AUTHORITY

The City Manager is responsible for the expenditure of all City funds.

Financials

A. Bank Depository

The City maintains funds in a Bank, designated as its depository for banking services. The City Council reviews the selection every two years unless circumstances deem otherwise.

B. Accounts Payable

Two (2) individuals are authorized to sign checks written on the bank depository account: Mayor, and City Secretary. All checks require two authorized signatures. No exceptions.

C. Accounting

The City Manager and Finance Director are responsible for establishing the structure for the chart of Accounts and for assuring that procedures are in place to properly record financial transactions and report the City’s financial position. The Finance Director shall provide financial reports to the City Council monthly.

D. Audit of Accounts

An independent audit of the City accounts is performed annually. The Independent Auditor is retained by and is accountable directly to the City Council. The City Council reviews the selection every five years unless circumstances deem otherwise.

PROCEDURES

1. Input invoices into Record Keeping System

What type of system is utilized for tracking invoices? Do you log them into an excel or track on a ledger? The City utilizes Pelorus Systems.

2. Review of Invoice

Who reviews invoices and recommends payment?
Finance Director and/or City Manager

3. Timeline for Payment

What is the City’s standard timeframe for issuing payment?
10 days

4. Issue Payment

Finance Director approves checks, which are then signed by two (2) authorized signatories. Grant payments are approved within 5 days of receipt of funding for reimbursement.

5. Payment Reconciliation

Who reconciles the Bank Statement? Finance Director

PROCEDURES FOR GRANT PAYMENTS

1. Invoice is received and, if necessary, a request for payment is prepared by grant consultant and proper signatures obtained from the City Manager or City Secretary as authorized in original grant approval. The Finance office reviews the invoice and compares it to the grant budget.
2. Invoice must be approved by a City official in the grant implementation or the City Manager.
3. Once grant funds are received and invoice approval acknowledged by signature on the original invoice, a demand check is entered into the system by the Finance office, then printed and disbursed by the Accounting Clerk. At least two (2) signatures appear on the approved checks from Mayor, or City Secretary. Checks are then disbursed to the appropriate vendors. The Finance Director is responsible for ensuring that checks are signed and disbursed within five (5) working days of receiving grant funds.
4. Copies of the request for payment, invoice, canceled check copy and bank statement showing receipt of grant money is retained in the grant file in the Finance office.

The Finance Director authorizes payments and issues of checks. Two signatures are required on each check, from the Mayor and City Secretary. The Finance Director is responsible for reconciling the monthly bank statements.

ADVANCE PAYMENT PROCEDURES

All advanced payments using federal grant funds will be disbursed within five (5) working days from the date of the transfer of funds in accordance with 2 CFR 200.305(b)(1), and in accordance with the provisions in the contract with the vendor. Advance payments of federal grant funds will be deposited and maintained in a separate insured account.

The Policies and Procedures are implemented through the City of Richwood’s administrative team of the City Manager, Finance Director and City Secretary.

Michael Durham, Mayor

Date

RESOLUTION 25-R-104

A RESOLUTION DESIGNATING REPRESENTATIVE AND ALTERNATE TO SERVE ON THE HOUSTON-GALVESTON AREA COUNCIL 2025 GENERAL ASSEMBLY BOARD OF DIRECTORS

BE IT RESOLVED, by the Mayor and the City Council of Richwood, Texas, that _____ be, and is hereby designated as its Representative to the GENERAL ASSEMBLY of the Houston-Galveston Area Council for the year 2026.

FURTHER, that the Official Alternate authorized to serve as the voting representative should the hereinabove name representative become ineligible, or should he/she resign, is _____.

AND FURTHER MORE, that the Executive Director of the Houston-Galveston Area Council be notified of the designation of the hereinabove named representative and alternate.

PASSED AND APPROVED this 10th day of November 2025.

Michael Durham, Mayor

ATTEST:

Kirsten Garcia, City Secretary

City of Richwood — TEXAS —

AGENDA MEMORANDUM

CONTACT: CLIF CUSTER

SUBJECT: WISTERIA DRAINAGE REPAIR

SUMMARY:

Wisteria St. has sustained a drainage failure in the form of a collapsed tin horn pipe that serves at the stormwater transfer line from the south side to north side of the street.

BACKGROUND INFORMATION:

Within the past year complaints of stormwater backing up on Wisteria have become more frequent. Upon further investigation, a collapsed 18-inch tin horn stormwater transfer pipe was discovered in the vicinity of 319 Wisteria. Public Works attempted to clean the line utilizing Richwood’s jetter trailer to promote stormwater flow only to discover that the collapse was severe enough not to allow the 4-inch culvert cleaning attachment to pass through the collapsed section of pipe.

ISSUE:

If the issue is left without being repaired, it is assumed the issue will get worse over time causing further stormwater backup on Wisteria.

FISCAL IMPACT:

To be discussed

RECOMMENDATION:

Motion to allow Public Works to pursue a repair of the stormwater transfer line located between 319 and 314 Wisteria.

Motion to allow Public Works to pursue a repair of stormwater drainage infrastructure on Wisteria between 319 Wisteria and the East Ditch.



The south red X indicator represents the approximate location of the partial pipe collapse. The north X indicator represents an in-depth repair due to line and drain box failure that was made by PW earlier in the year.

