

# City of Richwood — TEXAS —

## CITY COUNCIL MEETING AGENDA

Monday, December 09, 2024 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 9, 2024, 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. CONSENT AGENDA
  - [A.](#) Budget Report, October 2024
  - [B.](#) Approval of minutes from meeting held November 6, 2024.
- VII. DISCUSSION AND ACTION ITEMS
  - [A.](#) Discussion and possible action considering options for repair of the city hall roof and the Ellis Park Pavilion.
  - [B.](#) Discuss and consider adopting Ordinance 24-522, an ordinance amending the additional standards provision of Chapter 2, Article IX, Code of Ethics of the Richwood Code of Ordinances.
  - [C.](#) Discuss and consider adopting Ordinance 24-533, an ordinance amending the provisions of the Code of Ordinance for the itinerant merchants, peddlers, solicitors, etc.
  - D. Consider items removed from consent agenda
- VIII. CAPITAL IMPROVEMENT PROJECTS UPDATE
- IX. CITY MANAGER'S REPORT
- X. COUNCIL MEMBER COMMENTS & REPORTS
- XI. MAYOR'S REPORT
- XII. ITEMS OF COMMUNITY INTEREST
- XIII. FUTURE AGENDA ITEMS
- XIV. ADJOURNMENT

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

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

I, Kirsten Garcia, do hereby certify that I did, on December 6, 2024 at 4:00 PM post this notice of meeting on the bulletin board at 1800 N. Brazosport Blvd., Richwood, TX, in compliance with the Texas Open Meetings Law.

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Kirsten Garcia, City Secretary  
City of Richwood



# AGENDA MEMORANDUM – DECEMBER 9, 2024

## ITEM # CONSENT

**CONTACT:** Patricia Ditto, Finance Director

**SUBJECT:** Monthly Budget Summary Report

**SUMMARY:** Receive and/or approve the October 2024 Budget Report

### BACKGROUND INFORMATION:

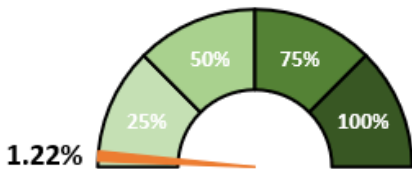
The information provided is for the FY 2024-2025 budget period, month ending October 31, 2024. This summary highlights several key points related to the current month’s activity for the General Fund and for the Water and Sewer Enterprise Fund. The attached report is unaudited, and this month may include corrections from prior months.

### DISCUSSION:

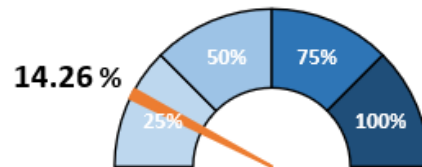
Attached is the budget report for October 2024, which is the first month of Fiscal Year 2025. 8.3% of the year has passed. The report reflects the original budget as approved for FY25 as well as the revised budget reflecting all budget amendments approved by council since the original budget was approved. *This budget report is a preliminary report reflecting current year-to-date figures that are unaudited and may be adjusted at a future time.*

### 10-General Fund

As of October 31, 2024, General Fund revenues total \$44,807. General Fund expenditures total \$495,838.



**General Fund Revenue as % of Budget**



**General Fund Expenditures as % of Budget**

### Revenue (GF)

Total Revenue collected in the General fund is 1.22% of budget projection.

- M & O (Maintenance and Operations) Property tax (including current, delinquent and penalties) received through the end of October is \$6,444, .27% 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.
- 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 2024 was posted to revenue in FY24. Accordingly, the revenue earned in August and October 2025, will be posted as revenue for FY25 even

# City of Richwood TEXAS

though it will not be received by the city until October and November. Therefore, we will not show any revenue in the current fiscal year until December.

- Permits and Licenses revenues total \$3,575 this month. This is compared to \$2,940 collected at this time last year.
- Inspection fees collected are \$2,920 year to date. Of this amount, \$2,265 has been paid to Safebuilt for inspections.
- Municipal Court revenue for the month of October is \$5,178. This compares to \$7,161 at this time last year.
- Interest revenue is at \$5,128.49 this month.
- The Ambulance fee collected year to date is \$8,481.

### Expenditures (GF)

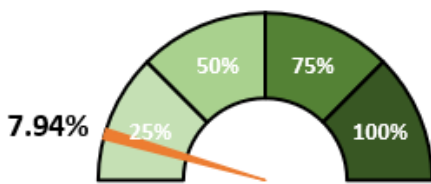
Expenditures in the General Fund are currently shown at \$495,838, 14.26% of budget. It is expected to have expenditures at a higher percentage as many are paid at the first of the fiscal year.

### Transfers (GF)

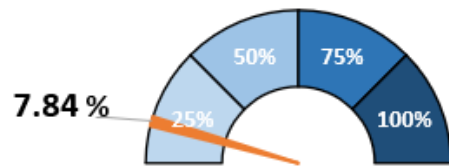
Interfund transfers have not yet been made. They will be processed after more revenue comes in to negate the need to take from investments as we are keeping a minimal amount in pooled cash.

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

Operating Revenues in October total \$243,126 year to date. Operating expenses are \$186,623.



**Enterprise Fund Revenue as % of Budget**



**Enterprise Fund Operating Expense as % of Budget**

- There has been 1 Water Impact fee collected this year. All Impact Fees are posted to Fund 32 Utility Capital Improvements and do not show in this budget report.

**RECOMMENDATION:** Council to approve October 2024 Budget Summary Report for General Fund and the Water & Sewer Enterprise Fund.

**City of Richwood  
Fiscal Year 2025 Operational Budget Report  
10/1/2024 -10/31/2024**

10 General Fund	Prior YTD	Current Period	Current YTD	Original Budget	Revised Budget	Remaining Budget	% Earned/Used
<b>Revenue</b>							<b>8.3% of year</b>
Taxes	2,731.56	17,201.29	17,201.29	3,258,935.00	3,258,935.00	3,241,733.71	0.53%
Property taxes, including delinquent & penalties	2,727.61	6,444.16	6,444.16	2,412,935.00	2,412,935.00		0.27%
Franchise Taxes	3.95	10,757.13	10,757.13	196,000.00	196,000.00		5.49%
Sales Tax	0.00	0.00	0.00	650,000.00	650,000.00		0.00%
Licenses and permits	2,940.00	3,575.00	3,575.00	75,150.00	75,150.00	71,575.00	4.76%
Intergovernmental revenue	1,372.68	148.66	148.66	10,000.00	10,000.00	9,851.34	1.49%
Charges for services - Municipal Bldg Rental	810.00	1,125.00	1,125.00	7,000.00	7,000.00	5,875.00	16.07%
Municipal Court Revenue	7,160.69	5,178.38	5,178.38	110,000.00	110,000.00	104,821.62	4.71%
Special Revenues	6.00	0.00	0.00	1,050.00	1,050.00	1,050.00	0.00%
Interest	7,263.20	5,128.49	5,128.49	55,000.00	55,000.00	49,871.51	9.32%
Miscellaneous revenue	12,384.07	17,572.36	17,572.36	149,400.00	149,400.00	131,827.64	11.76%
Inspection Fees	2,985.00	2,920.00	2,920.00	30,000.00	30,000.00		
Miscellaneous Income	853.07	6,321.86	6,321.86	13,000.00	13,000.00		
Parks & Recreation - Park Pavillion Rentals	125.00	(150.00)	(150.00)	3,500.00	3,500.00		
Parks & Recreation - Sports Field Rental	0.00	0.00	0.00	1,400.00	1,400.00		
Ambulance Fee Revenue	8,421.00	8,480.50	8,480.50	101,500.00	101,500.00		
<b>Total Revenue</b>	<b>34,668.20</b>	<b>49,929.18</b>	<b>49,929.18</b>	<b>3,666,535.00</b>	<b>3,666,535.00</b>	<b>3,616,605.82</b>	<b>1.36%</b>
<b>Expenditures</b>							
<b>General Government Administration</b>							
Personnel & Benefits	35,741.26	38,266.75	38,266.75	599,119.00	599,119.00	560,852.25	6.39%
Supplies	105.52	(581.97)	(581.97)	19,500.00	19,500.00	20,081.97	-2.98%
Maintenance & Repair	1,012.08	48.01	48.01	16,480.00	16,480.00	16,431.99	0.29%
Utilities	1,613.46	2,687.17	2,687.17	15,300.00	15,300.00	12,612.83	17.56%
Professional Services	17,390.71	12,817.71	12,817.71	402,062.00	402,062.00	389,244.29	3.19%
Other Services	32,233.20	32,361.61	32,361.61	107,351.00	107,351.00	74,989.39	30.15%
Capital Equipment	1,826.65	374.21	374.21	7,155.00	7,155.00	6,780.79	5.23%
<b>Total Administration</b>	<b>89,922.88</b>	<b>85,973.49</b>	<b>85,973.49</b>	<b>1,166,967.00</b>	<b>1,166,967.00</b>	<b>1,080,993.51</b>	<b>7.37%</b>
<b>Judicial</b>							
Personnel & Benefits	4,856.56	381.92	381.92	10,501.00	10,501.00	10,119.08	3.64%
Supplies	0.00	(33.44)	(33.44)	300.00	300.00	333.44	-11.15%
Professional Services	7,700.00	9,170.00	9,170.00	18,950.00	18,950.00	9,780.00	48.39%
Other Services	0.00	0.00	0.00	500.00	500.00	500.00	0.00%
<b>Total Judicial</b>	<b>12,556.56</b>	<b>9,518.48</b>	<b>9,518.48</b>	<b>30,251.00</b>	<b>30,251.00</b>	<b>20,732.52</b>	<b>31.47%</b>
<b>Permitting &amp; Inspections</b>							
Personnel & Benefits	2,615.00	2,265.00	2,265.00	35,000.00	35,000.00	32,735.00	6.47%
Supplies	0.00	0.00	0.00	1,000.00	1,000.00	1,000.00	0.00%
<b>Total Permitting &amp; Inspections</b>	<b>2,615.00</b>	<b>2,265.00</b>	<b>2,265.00</b>	<b>36,000.00</b>	<b>36,000.00</b>	<b>33,735.00</b>	<b>6.29%</b>
<b>Special Revenue Expenditures</b>							
Supplies	0.00	0.00	0.00	1,500.00	1,500.00	1,500.00	0.00%
<b>Total Special Revenue Expenditures</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>1,500.00</b>	<b>1,500.00</b>	<b>1,500.00</b>	<b>0.00%</b>
<b>Total General Government</b>	<b>105,094.44</b>	<b>97,756.97</b>	<b>97,756.97</b>	<b>1,234,718.00</b>	<b>1,234,718.00</b>	<b>1,136,961.03</b>	<b>7.92%</b>
<b>Public Safety</b>							
<b>Police Department</b>							
Personnel & Benefits	61,518.30	58,808.59	58,808.59	960,447.00	960,447.00	901,638.41	6.12%
Supplies	3,066.88	775.76	775.76	46,700.00	46,700.00	45,924.24	1.66%
Maintenance & Repair	1,283.25	2,789.02	2,789.02	24,100.00	24,100.00	21,310.98	11.57%
Utilities	1,765.15	709.80	709.80	19,500.00	19,500.00	18,790.20	3.64%
Professional Services	71,738.74	100,035.11	100,035.11	228,716.00	228,716.00	128,680.89	43.74%
Other Services	12,878.76	11,423.13	11,423.13	15,213.00	15,213.00	3,789.87	75.09%
Capital Equipment	187.10	339.38	339.38	1,827.00	1,827.00	1,487.62	18.58%
<b>Total Police Department</b>	<b>152,438.18</b>	<b>174,880.79</b>	<b>174,880.79</b>	<b>1,296,503.00</b>	<b>1,296,503.00</b>	<b>1,121,622.21</b>	<b>13.49%</b>
<b>Fire Department</b>							
Personnel & Benefits	2,278.00	5,113.00	5,113.00	42,200.00	42,200.00	37,087.00	12.12%
Supplies	269.83	204.20	204.20	18,000.00	18,000.00	17,795.80	1.13%
Maintenance & Repair	4,894.09	7,721.13	7,721.13	47,000.00	47,000.00	39,278.87	16.43%
Utilities	503.84	649.80	649.80	6,150.00	6,150.00	5,500.20	10.57%
Professional Services	0.00	45,120.00	45,120.00	160,000.00	160,000.00	114,880.00	28.20%

10 General Fund	Prior YTD	Current Period	Current YTD	Original Budget	Revised Budget	Remaining Budget	
Other Services	19,422.72	18,613.48	18,613.48	50,646.00	50,646.00	32,032.52	36.75%
Capital Equipment	32,712.17	32,712.17	32,712.17	59,712.00	59,712.00	26,999.83	54.78%
<b>Total Fire Department</b>	<b>60,080.65</b>	<b>110,133.78</b>	<b>110,133.78</b>	<b>383,708.00</b>	<b>383,708.00</b>	<b>273,574.22</b>	<b>28.70%</b>
<b>Code Enforcement</b>							
Personnel & Benefits	4,449.98	4,959.13	4,959.13	82,559.00	82,559.00	77,599.87	6.01%
Supplies	26.00	(360.83)	(360.83)	6,200.00	6,200.00	6,560.83	-5.82%
Maintenance & Repair	0.00	0.00	0.00	1,000.00	1,000.00		
Professional Services	0.00	0.00	0.00	1,000.00	1,000.00	1,000.00	0.00%
Other Services	522.24	510.98	510.98	809.00	809.00	298.02	63.16%
<b>Total Code Enforcement</b>	<b>4,998.22</b>	<b>5,109.28</b>	<b>5,109.28</b>	<b>91,568.00</b>	<b>91,568.00</b>	<b>85,458.72</b>	<b>5.58%</b>
<b>Total Public Safety</b>	<b>217,517.05</b>	<b>290,123.85</b>	<b>290,123.85</b>	<b>1,771,779.00</b>	<b>1,771,779.00</b>	<b>1,481,655.15</b>	<b>16.37%</b>
<b>Public Works</b>							
<b>City Maintenance</b>							
Personnel & Benefits	9,933.49	17,237.67	17,237.67	209,482.00	209,482.00	192,244.33	8.23%
Supplies	1,518.81	1,057.63	1,057.63	21,700.00	21,700.00	20,642.37	4.87%
Maintenance & Repair	550.00	3,528.48	3,528.48	56,860.00	56,860.00	53,331.52	6.21%
Utilities	3,341.75	5,618.42	5,618.42	42,130.00	42,130.00	36,511.58	13.34%
Other Services	5,876.32	6,482.80	6,482.80	19,774.00	19,774.00	13,291.20	32.78%
Capital Equipment	12,117.00	60,635.16	60,635.16	65,000.00	65,000.00	4,364.84	93.28%*
<b>Total City Maintenance</b>	<b>33,337.37</b>	<b>94,560.16</b>	<b>94,560.16</b>	<b>414,946.00</b>	<b>414,946.00</b>	<b>320,385.84</b>	<b>22.79%</b>
<b>Parks and Recreation</b>							
Supplies	164.74	925.44	925.44	4,800.00	4,800.00	3,874.56	19.28%
Maintenance & Repair	2,947.22	2,103.04	2,103.04	27,000.00	27,000.00	24,896.96	7.79%
Utilities	218.63	386.12	386.12	3,600.00	3,600.00	3,213.88	10.73%
Other Services	4,704.40	6,467.43	6,467.43	19,568.00	19,568.00	13,100.57	33.05%
<b>Total Parks and Recreation</b>	<b>8,034.99</b>	<b>9,882.03</b>	<b>9,882.03</b>	<b>54,968.00</b>	<b>54,968.00</b>	<b>45,085.97</b>	<b>17.98%</b>
<b>Emergency/Disaster</b>							
Supplies	0.00	3,825.00	3,825.00	0.00	0.00	(3,825.00)	
Maintenance & Repair	0.00	(309.86)	(309.86)	0.00	0.00	309.86	
<b>Total Emergency/Disaster</b>	<b>0.00</b>	<b>3,515.14</b>	<b>3,515.14</b>	<b>0.00</b>	<b>0.00</b>	<b>(3,515.14)</b>	Over Budget
Miscellaneous	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
<b>Total Expenditures</b>	<b>363,983.85</b>	<b>495,838.15</b>	<b>495,838.15</b>	<b>3,476,411.00</b>	<b>3,476,411.00</b>	<b>2,980,572.85</b>	<b>14.26%</b>
<b>Other Financing Sources and Uses</b>							
<b>Sources</b>							
Transfers In	25,000.00	60,500.00	60,500.00	980,000.00	980,000.00	919,500.00	100.00%
<b>Total Sources</b>	<b>25,000.00</b>	<b>60,500.00</b>	<b>60,500.00</b>	<b>980,000.00</b>	<b>980,000.00</b>	<b>919,500.00</b>	<b>6.17%</b>
<b>Uses</b>							
Transfers Out	334,000.00	0.00	0.00	1,095,000.00	1,095,000.00	1,095,000.00	0.00%
<b>Total Uses</b>	<b>334,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>1,095,000.00</b>	<b>1,095,000.00</b>	<b>1,095,000.00</b>	<b>0.00%</b>
<b>Total Other Financing Sources and Uses</b>	<b>(309,000.00)</b>	<b>60,500.00</b>	<b>60,500.00</b>	<b>(115,000.00)</b>	<b>(115,000.00)</b>	<b>(175,500.00)</b>	
<b>Total - 10 GENERAL FUND</b>	<b>(638,315.65)</b>	<b>(385,408.97)</b>	<b>(385,408.97)</b>	<b>75,124.00</b>	<b>75,124.00</b>	<b>(460,532.97)</b>	

City of Richwood Operational Budget Report 10/1/2024 -10/31/2024							
30 Water & Sewer Enterprise Fund	Prior YTD	Current Period	Current YTD	Annual Budget	Revised Budget	Remaining Budget	% Earned/Used
<b>Net Operating Income (Loss)</b>							
<b>Operating income</b>							<b>8.3% of year</b>
Sewer Department	88,791.67	83,277.42	83,277.42	1,049,551.00	1,049,551.00	966,273.58	7.93%
Water Department	130,864.84	128,065.14	128,065.14	1,617,799.00	1,617,799.00	1,489,733.86	7.92%
Solid Waste Department	27,658.29	31,783.86	31,783.86	394,000.00	394,000.00	362,216.14	8.07%
<b>Total Operating income</b>	<b>247,314.80</b>	<b>243,126.42</b>	<b>243,126.42</b>	<b>3,061,350.00</b>	<b>3,061,350.00</b>	<b>2,818,223.58</b>	<b>7.94%</b>
<b>Operating expense</b>							
<b>Sewer Department</b>							
Personnel & Benefits	12,223.93	16,480.92	16,480.92	210,174.00	210,174.00	193,693.08	7.84%
Supplies	782.14	500.49	500.49	9,800.00	9,800.00	9,299.51	5.11%
Maintenance & Repair	2,563.18	1,291.24	1,291.24	66,040.00	66,040.00	64,748.76	1.96%
Professional Services	0.00	37,456.25	37,456.25	485,000.00	485,000.00	447,543.75	7.72%
Other Services (insurance)	7,334.36	5,742.35	5,742.35	5,802.00	5,802.00	59.65	98.97%
<b>Total Sewer Department</b>	<b>22,903.61</b>	<b>61,471.25</b>	<b>61,471.25</b>	<b>776,816.00</b>	<b>776,816.00</b>	<b>715,344.75</b>	<b>7.91%</b>
<b>Water Department</b>							
Personnel & Benefits	19,219.29	18,598.26	18,598.26	344,731.00	344,731.00	326,132.74	5.40%
Supplies	1,136.23	530.86	530.86	38,500.00	38,500.00	37,969.14	1.38%
Maintenance & Repair	31,289.87	2,293.92	2,293.92	133,220.00	133,220.00	130,926.08	1.72%
Utilities	7,091.02	12,648.73	12,648.73	77,683.00	77,683.00	65,034.27	16.28%
Professional Services	5,561.78	5,561.78	5,561.78	85,500.00	85,500.00	79,938.22	6.51%
Other Services	11,876.51	55,456.81	55,456.81	544,824.00	544,824.00	489,367.19	10.18%
Capital Equipment	300.77	605.31	605.31	3,655.00	3,655.00	3,049.69	16.56%
<b>Total Water Department</b>	<b>76,475.47</b>	<b>95,695.67</b>	<b>95,695.67</b>	<b>1,228,113.00</b>	<b>1,228,113.00</b>	<b>1,132,417.33</b>	<b>7.79%</b>
<b>Solid Waste Department</b>							
Professional Services	28,439.83	29,456.31	29,456.31	376,000.00	376,000.00	346,435.69	7.83%
<b>Total Solid Waste Department</b>	<b>28,439.83</b>	<b>29,456.31</b>	<b>29,456.31</b>	<b>376,000.00</b>	<b>376,000.00</b>	<b>346,543.69</b>	<b>7.83%</b>
<b>Total Operating expense</b>	<b>127,818.91</b>	<b>186,623.23</b>	<b>186,623.23</b>	<b>2,380,929.00</b>	<b>2,380,929.00</b>	<b>2,194,305.77</b>	<b>7.84%</b>
<b>Total Net Operating Income (Loss)</b>	<b>119,495.89</b>	<b>56,503.19</b>	<b>56,503.19</b>	<b>680,421.00</b>	<b>680,421.00</b>	<b>623,917.81</b>	<b>8.30%</b>
<b>Non-Operating Items</b>							
<b>Non-operating income</b>							
Interest income	0.00	0.00	0.00	0.00	0.00	0.00	At Budget
Grants	0.00	0.00	0.00	0.00	0.00	0.00	At Budget
Other income	9.75	0.00	0.00	2,412.00	2,412.00	2,412.00	0.00%
Transfers In	70,000.00	0.00	0.00	0.00	0.00	0.00	At Budget
<b>Total Non-operating income</b>	<b>70,009.75</b>	<b>0.00</b>	<b>0.00</b>	<b>2,412.00</b>	<b>2,412.00</b>	<b>2,412.00</b>	<b>0.00%</b>
<b>Non-operating expense</b>							
Debt Service	0.00	0.00	0.00	360,405.00	360,405.00	360,405.00	0.00%
Transfers Out	56,000.00	0.00	0.00	56,000.00	56,000.00	56,000.00	0.00%
<b>Total Non-operating expense</b>	<b>56,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>416,405.00</b>	<b>416,405.00</b>	<b>416,405.00</b>	<b>0.00%</b>
Depreciation Expense	310,128.29	0.00	0.00	325,000.00	325,000.00	325,000.00	0.00%
<b>Total Non-Operating Items</b>	<b>(296,118.54)</b>	<b>0.00</b>	<b>0.00</b>	<b>(738,993.00)</b>	<b>(738,993.00)</b>	<b>738,993.00</b>	<b>Ahead of Budget</b>
<b>Total - 30 Water &amp; Sewer Enterprise Fund</b>	<b>(176,622.65)</b>	<b>56,503.19</b>	<b>56,503.19</b>	<b>(58,572.00)</b>	<b>(58,572.00)</b>	<b>115,075.19</b>	<b>Ahead of Budget</b>

Budget Amendments:

# MINUTES

## RICHWOOD CITY COUNCIL MEETING

Wednesday, November 06, 2024 at 6:00 PM

BE IT KNOWN THAT a City of Richwood City Council will meet Wednesday, November 6 2024, beginning at 6:00 PM at Richwood City Hall, located at 1800 Brazosport Blvd. N., Richwood, Texas 77531 with the following agenda:

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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:	Absent
Mike Challenger, Position 2:	Present
Amanda Reynolds, Position 3:	Present
William Yearsin, Position 4:	Present
Jeremy Fountain, Position 5:	Present

Others present were Eric Foerster, City Manager; Clif Custer, Public Works Director; Kirsten Garcia, City Secretary; Tricia Ditto, Finance Director; Police Chief Stephen Mayer; and Phillip Knop, City Attorney.

V. PUBLIC COMMENTS

There was no public comment.

VI. CONSENT AGENDA

- A. Approval of minutes from regular meeting held October 14, 2024.
- B. Budget Report, September 2024
- C. Investment Report, Q4 FY 2024
- D. Appoint Kai York to the Crime Control and Prevention District Board.
- E. Appoint Kimberly Garcia to the Keep Richwood Beautiful Committee.
- F. Appoint Lindsie Yearsin to the Charter Review Committee.
- G. Fire Department Year End Report, FY 2024

**Motion to approve.**

**The motion was made by Amanda Reynolds and seconded by Jeremy Fountain.**

**Voting Yea: Mike Challenger, Amanda Reynolds, Jeremy Fountain**

**Voting Abstaining: William Yearsin**



VII. DISCUSSION AND ACTION ITEMS

- A. Discuss and Consider possible amendments to Chapter 2, Article IX, Code of Ethics of the City of Richwood Code of Ordinances.

Eric Foerster, City Manager, presented.

Discussion was held on possible additions.

***Motion to add "Practice civility and decorum in discussions and debate. Difficult questions, tough challenges to a particular point of view, and criticism of ideas and information are legitimate elements of free democracy. This does not allow, however, public officials to make belligerent, personal, impertinent, slanderous, threatening, abusive, profane, or disparaging comments.***

***Treat all staff as professionals. Clear, honest communication that respects each individual's abilities, experience, and dignity is expected. Poor behavior towards staff is not acceptable."***

***Motion made by William Yearsin, Seconded by Amanda Reynolds.***

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

***Motion to add "not allow for intentional manipulation, intimidation, distraction, coercion, or deception in order to achieve a favorable outcome."***

***Motion made by Mike Challenger, Seconded by Amanda Reynolds.***

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

City Secretary Kirsten Garcia will prepare an adoption ordinance to amend the Code of Ethics at next month's meeting.

- B. Discuss and consider approving Resolution 24-R-94 amending the FY 2023 - 2024 budget to allow for unbudgeted expenditures.

Tricia Ditto, Finance Director, presented.

Discussion held on items.

Discussion held on emergency expenditures.

***Motion to approve Resolution 24-R-94 amending the FY 2023 - 2024 budget to allow for unbudgeted expenditures.***

***Motion made by Amanda Reynolds, Seconded by William Yearsin.***

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

- C. Discuss and consider adopting a Prohibited Technologies Security Policy as required by Senate Bill 1893.

Kirsten Garcia, City Secretary, presented.

***Motion to adopt Prohibited Technologies Security Policy as required by Senate Bill 1893.***

***Motion made by Amanda Reynolds, Seconded by Jeremy Fountain.***

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

- D. Consider items removed from consent agenda

No items were removed from the consent agenda.

VIII. CAPITAL IMPROVEMENT PROJECTS UPDATE

Clif Custer, Public Works Director, presented.

IX. CITY MANAGER'S REPORT

Eric Foerster, City Manager, presented his report.

X. COUNCIL MEMBER COMMENTS & REPORTS

Mike Challenger encouraged everyone to enjoy the nice weather.

Amanda Reynolds reminded everyone to sign up for city alerts on the eve of a potential storm.

Will Yearsin stated he appreciated hard work on the trunk or treat; it was a great turnout.

Jeremy Fountain recognized and thanked all election poll workers who worked yesterday. He also poked fun at the election.

XI. MAYOR'S REPORT

The mayor thanked the city and staff for trunk or treat, adding that it was an excellent event.

He wished everyone a Happy Thanksgiving.

He also added that he would like everyone to be careful at the intersection 2004/288B, as he has seen people running the light.

XII. ITEMS OF COMMUNITY INTEREST

Shop with a cop

Toys for tots

Food Drive

Soft Plastics Recycling

Dream Center needs help

XIII. FUTURE AGENDA ITEMS

Ethics Ordinance

Maybe charter review

Debris removal

XIV. ADJOURNMENT

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

**These minutes were read and approved on the 6th day of November 2024.**

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

**ATTEST:**

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



**AGENDA MEMORANDUM**

**CONTACT:** CLIF CUSTER

**SUBJECT:** HURRICANE BERYL DAMAGE REPAIRS- CITY HALL AND ELLIS PARK PAVILION

**SUMMARY:** Breakdown of damages and estimates for repair of City Hall and the Ellis Park Pavilion after Hurricane Beryl.

**BACKGROUND INFORMATION:**

**Damage estimates for the roof at city hall are as follows:**

- Re-roof by Brazosport roofing: \$118,930.00
- Re-Roof by Jayco roofing: \$88,068
- Brazos Commercial Roofing: \$181,742
- Richwood Force Account labor using purchased materials for coating: \$35,000

**We should recover 75% of the cost of the repair of the roof minus the deductible. We still do not have a determination of the insurance coverage for this. I am assuming that insurance will NOT pay for a re-roof of the entire city hall.**

**Damage estimate for the Pavilion at Ellis Park are as follows:**

- Storm repair: 14,823.52
- Rebuild for the rest of damages: 44,460.52
- Total repair: \$59,284.04

**The pavilion repair was based on the storm damage only:  
14,823.52**

**The pavilion also suffered from prior damage such as footing that have rotted out due to rust, rusted roof purlins and rusted roof panels. ( This will not be covered by FEMA ).  
44,460.52**

**ISSUE:** Staff is requesting council choose an appropriate method for the repair of the pavilion and city hall.

**FISCAL IMPACT:** Possibly 94,284 out of pocket prior to insurance and any FEMA reimbursement.

**RECOMMENDATION: To discuss and consider options for repair of the city hall roof and the Ellis Park Pavilion.**

**ORDINANCE NO. 24-522**

**AN ORDINANCE AMENDING CHAPTER 2 ADMINISTRATION ARTICLE IX CODE OF ETHICS OF THE RICHWOOD CODE OF ORDINANCES FOR THE PURPOSE OF AMENDING THE ADDITIONAL STANDARDS, THEREFORE PROVIDING A SAVINGS CLAUSE AND PROVIDING THAT THIS ORDINANCE SHALL TAKE EFFECT AND BE IN FORCE IMMEDIATELY UPON ITS PASSAGE.**

**WHEREAS**, The City of Richwood finds it necessary to amend the code of ethics provisions.

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

**Section 1.** Section 2-254. – Additional standards is hereby amended to read:

- (a) No member of the city council who is on the board of a nonprofit organization may vote on any funding request by that nonprofit organization, unless the nonprofit organization has a board of directors or trustees appointed in whole or in part by the city council.
- (b) With the exception of those proceedings allowed under this article, no member of the city council shall personally appear in such person's own behalf before the city council, or any city board, commission, corporation or committee but may designate and be represented by a person of such person's choice in any such personal matter.
- (c) No member of the city council, the planning and zoning commission or board of adjustment shall participate in, or vote on, any land use matter in which such officer has a substantial interest in any real property within 200 feet of the real property, the subject of the land use matter. For purposes of this subsection, the term "land use matter" means zoning, plat approval, site plan or other development approvals or permits, variances or exceptions. The term "land use matter" does not include studies or similar matters that are for the benefit of the city and which are not unique to real property within 200 feet of the real property, the subject of the land use matter, in which the officer has a substantial interest.
- (d) Practice civility and decorum in discussions and debates. Difficult questions, tough challenges to a particular point of view, and criticism of ideas and information are legitimate elements of free democracy. However, this does not allow public officials to make belligerent, personal, impertinent, slanderous, threatening, abusive, profane, or disparaging comments.
- (e) Treat all staff as professionals. Clear, honest communication that respects each individual's abilities, experience, and dignity is expected. Poor behavior towards staff is not acceptable.
- (f) Intentional manipulation, intimidation, distraction, coercion, or deception is not allowed to achieve a favorable outcome.

**Section 2.** 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 3.** That all ordinances or parts of ordinances in conflict herewith are hereby repealed to the extent of the conflict only.

**Section 4.** That this ordinance shall be effective immediately upon adoption.

Passed and adopted on this 9<sup>th</sup> day of December, 2024.

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

ATTEST:

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

APPROVED AS TO FORM:

\_\_\_\_\_  
City Attorney

**ORDINANCE NO. 24-523**

**AN ORDINANCE AMENDING CHAPTER 8 BUSINESSES AND BUSINESS REGULATIONS, ARTICLE II ITINERANT MERCHANTS, PEDDLERS, SOLICITORS, ETC. OF THE RICHWOOD CODE OF ORDINANCES FOR THE PURPOSE OF AMENDING HOURS OF OPERATION AND EXPIRATION AND ADDING A CLAUSE FOR NO SOLICITING SIGNAGE AND PERMIT REVOCATION, THEREFORE PROVIDING A SAVINGS CLAUSE AND PROVIDING THAT THIS ORDINANCE SHALL TAKE EFFECT AND BE IN FORCE IMMEDIATELY UPON ITS PASSAGE.**

**WHEREAS**, The City of Richwood finds it necessary to amend the provisions of the Code of Ordinance for the itinerant merchants, peddlers, solicitors, etc.

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

**Section 1.** Section 8-24 – Hours of operation is hereby amended to read:

The only times that peddlers or itinerant *merchants* may operate within the city are between the hours of ~~8:00 a.m. and 8:00 p.m.~~ **9:00 a.m. and 5:00 p.m.**, Monday through Friday.

**Section 2.** Section 8-25 – No soliciting signage is hereby added to read:

**Soliciting at a location posted as “NO SOLICITING” or a similar sign is cause for immediate revocation of the permit and possible criminal charges.**

**Section 3.** Section 8-56 – Fee, expiration is hereby amended to read:

- (a) The city secretary shall issue a license required by this division upon the payment of the fee by the applicant **and satisfactory results from a local records check. This process could take up to five business days.**
- (b) All licenses to be issued pursuant to this division shall be valid for a period of ~~12-months~~ **3 months** from the date of issuance.
- (c) The city secretary shall issue a license without the payment of a fee in those situations requiring registration only, such situations being:
  - (1) Persons engaged in interstate commerce.
  - (2) Sales made in the usual course of business.
  - (3) Vendors of dairy or farm products.
  - (4) Charitable or philanthropic purposes.

**Section 4.** Section 8-57 – Revocation of permit is hereby added to read:

Permits may be revoked for violation of this article or by cause deemed justifiable by the City Secretary. Applicants or companies whose certificates are revoked are not eligible for reapplication for six months from the date of the revocation. The revocation of certification twice in a twenty-four-month period will prevent issuance for one year from the date of the last revocation.

**Section 5.** 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 6.** That all ordinances or parts of ordinances in conflict herewith are hereby repealed to the extent of the conflict only.

**Section 7.** The City Secretary shall publish the caption of this ordinance within ten (10) days of the final passage in the City's official newspaper. This ordinance shall take effect immediately after adoption.

Passed and adopted on this 9<sup>th</sup> day of December 2024.

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

ATTEST:

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

APPROVED AS TO FORM:

\_\_\_\_\_  
City Attorney