



## CITY COUNCIL MEETING AGENDA

**Monday, May 12, 2025 at 6:15 PM**

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

BE IT KNOWN THAT a City of Richwood City Council will meet Monday, May 12, 2025, beginning at 6:15 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. PROCLAMATION
  - [A.](#) Police Week Proclamation - May 11-17, 2025
- V. RECOGNITIONS
  - A. Recognition of Outgoing Council Member  
Mike Challenger, Position 2 | 2023-2025
- VI. CANVASS THE RESULTS OF THE MAY 3, 2025 ELECTION
  - [A.](#) Discuss and consider Ordinance 25-528 Canvassing the election returns and declaring the results of the May 3, 2025 election.
- VII. SWEAR IN COUNCIL MEMBERS
  - [A.](#) Michael Durham, Mayor
  - [B.](#) Mike Johnson, Position 2
  - [C.](#) Amanda Reynolds, Position 3
- VIII. CONSENT AGENDA
  - [A.](#) Budget Report, March 2024
  - [B.](#) Approval of minutes from regular meeting held April 14, 2025.
- IX. DISCUSSION AND ACTION ITEMS
  - [A.](#) Discuss and consider appointing Mayor Pro-Tem and Committee Liaison positions.
    - 1. Mayor Pro-Tem
    - 2. Crime Control & Prevention District
    - 3. Keep Richwood Beautiful
    - 4. Fire Department
  - [B.](#) Discuss and consider awarding a contract for Cypress Dr. and Misty Ct.. reconstruction to Matula and Matula for an amount not to exceed \$638,500.00
  - [C.](#) Discuss and consider approving resolution 2025-R-96, committing local funds to the Community Development Block Grant (CDBG) project through Brazoria County Housing and Urban Development (HUD) for the 2024 Cedar Street Water Main Replacement Project.

D. Discuss and consider approving Resolution 25-R-95, expressing support for a de-snagging project for Bastrop Bayou and Oyster Creek, committing local funds to match grant funding, and authorizing participation with Brazoria County and other jurisdictions.

E. Consider items removed from consent agenda

X. CAPITAL IMPROVEMENT PROJECTS UPDATE

XI. CITY MANAGER'S REPORT

XII. COUNCIL MEMBER COMMENTS & REPORTS

XIII. MAYOR'S REPORT

XIV. ITEMS OF COMMUNITY INTEREST

XV. FUTURE AGENDA ITEMS

XVI. 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 May 9, 2025 at 01:00 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

# Proclamation

I, Michael Durham, by virtue of the authority vested in me as Mayor of the City of Richwood, Texas, do hereby proclaim

**May 11-17, 2025**  
**“Police Week”**

in the City of Richwood and urge each and every citizen to honor the Richwood Police Officers for their dedicated service to the City of Richwood.

WHEREAS, In 1962, President Kennedy proclaimed May 15 as National Peace Officers Memorial Day and the calendar week in which May 15 falls as National Police Week; and;

WHEREAS, the members of the law enforcement agency of the City of Richwood play an important role in safeguarding the rights and freedoms of the citizens of our community and

WHEREAS, it is important that all citizens know and understand the problems, duties, and responsibilities of their police department and that members of our department recognize their duty to serve the people by safeguarding life and property, protecting them against violence or disorder, and protecting the innocent against deception and the weak against oppression or intimidation; and

WHEREAS, our Richwood Police Department has grown to be a modern and scientific law enforcement agency of 10 sworn officers who unceasingly provide a vital public service;

THEREFORE, we, the Mayor and the City Council of the City of Richwood, do hereby proclaim **May 11-17, 2025 as Police Week** in the City of Richwood and urge our citizens to join in commemorating law enforcement officers, past and present, who by their faithful and loyal devotion to their communities, have established for themselves the rights and security of all citizens.

In Testimony whereof, witness my hand and the seal of  
the City of Richwood, this 13<sup>th</sup> day of May, A.D. 2024.

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Mayor

**ORDINANCE 25-528**

**AN ORDINANCE CANVASSING THE ELECTION RETURNS AND DECLARING THE RESULTS OF THE MAY 3, 2025, GENERAL AND SPECIAL ELECTIONS, FOR THE PURPOSE OF ELECTING THE MAYOR, COUNCIL MEMBER POSITION 2, AND COUNCIL MEMBER POSITION 3; AND REGARDING THE ADOPTION OF THREE (3) PROPOSED AMENDMENTS TO THE EXISTING CITY OF RICHWOOD HOME RULE CHARTER**

**WHEREAS**, the City Council of the City of Richwood, Texas (the “City”) ordered an election to be held in the City on May 3, 2025, for the purpose of electing a Mayor and Council Members to Position 2 and 3 for a term of two (2) years; and

**WHEREAS**, the City Council of the City of Richwood, Texas (the “City”) also held a special election on May 3, 2025, for the purpose of submitting to the qualified voters of the City of Richwood, three (3) amendments to the City of Richwood Home Rule Charter, PROPOSITIONS hereinafter stated; and

**WHEREAS**, the City Council of the City (the “Council”) has investigated all matters pertaining to said election, including the ordering, giving notice, officers, holding, and making returns of said election; and

**WHEREAS**, the election officers who held said election have duly made the returns of the result thereof, and the returns have been duly delivered to the Council;

**WHEREAS**, the City Council officially finds and determines that the following votes were cast at said election for the Position of Mayor, Council Member Position 2, and Council Member Position Number 3:

<b>Mayor</b>				
<b>Choice Party</b>	<b>Absentee</b>	<b>Early Voting</b>	<b>Election Day</b>	<b>Total</b>
Michael W. Durham	3	85	58	146

<b>Council, Position 2</b>				
<b>Choice Party</b>	<b>Absentee</b>	<b>Early Voting</b>	<b>Election Day</b>	<b>Total</b>
Mike Johnson	3	53	47	103
Elizabeth Cooper	0	34	15	49

<b>Council, Position 3</b>				
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Choice Party	Absentee	Early Voting	Election Day	Total
Amanda Reynolds	3	80	51	134

**WHEREAS**, the Council officially finds and determines that the following votes were cast at said election on the submitted PROPOSITIONS by the resident, qualified electors of the City, who voted at the election:

**Proposition A**

Shall Section 3.01 be amended to allow individuals who have been termed out of an elected position to apply for a vacancy should there be no other applications for an appointment?

	Absentee	Early Voting	Election Day	Total
YES	3	70	36	109
NO	0	23	30	53

**Proposition B**

Shall Section 3.06 be amended to require the Mayor Pro Tem to move into the position of Mayor in the instance of a vacancy and the Council to appoint a replacement for the Council Member moving to the Mayor's position?

	Absentee	Early Voting	Election Day	Total
YES	1	70	42	113
NO	2	22	21	45

**Proposition C**

Shall Section 3.12 be amended to allow council members to inquire into the conduct of other elected or appointed officials?

	Absentee	Early Voting	Election Day	Total
YES	3	76	48	127
NO	0	16	17	33

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

1. The City Council officially finds and determines that said election was duly ordered; proper notice of said election was duly given; proper election officers were duly appointed prior to said election; said election was duly held; the City has complied with applicable law including the Texas Election Code; due returns of the result of said election have been made and delivered; and the Council has duly canvassed said returns, all in accordance with law and the Ordinance calling said election.

2. The City Council officially finds and determines that the following persons are hereby elected to their respective offices of the positions of Mayor, Council Position 2 and Council Position 3 by the resident, qualified electors of the City, who voted at the election:

<b>Position</b>	<b>Elected Official</b>
Mayor	Michael W. Durham
Council, Position 2	Mike Johnson
Council, Position 3	Amanda Reynolds

3. The City Council officially declares the adoption of the amendments to the charter in accordance with Amendments A – C. The text of the newly amended sections of the City Charter is attached hereto and incorporated herein for all purposes as Attachment A.

4. The Council officially finds, determines, and declares the result of said election to be that all of the PROPOSITIONS so submitted have received a favorable majority vote in all respects and have carried.

PASSED AND APPROVED by the Council of the City of Richwood on the 12<sup>th</sup> day of May, 2025.

\_\_\_\_\_  
Mayor

ATTEST:

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

## ATTACHMENT "A"

**PROPOSITION A:****Section 3.01. - Number, selection and term.**

The legislative and governing body of the City shall consist of a Mayor and five council members and shall be known as the "City Council of the City of Richwood."

(1) The Mayor shall be elected from the City at large. The election of members of the City Council shall be by position from the City at large, designating council positions as position one through position five, inclusive, authorizing qualified voters to vote on a candidate for each council position and providing for interim determination of council positions by lot.

(2) The Mayor shall be the presiding officer of the City Council and shall be recognized as the head of the City government for all ceremonial purposes and by the governor for purposes of military law, but shall have no regular administrative duties. The Mayor shall be entitled to vote only in the event it becomes necessary to break a tie vote.

(3) In each odd-numbered year two council members and a Mayor shall be elected, and in each even-numbered year three council members shall be elected.

(4) The Mayor and each council member shall hold office for a period of two years and until his/her successor is elected and qualified. No person shall serve as Mayor or council member for more than three (3) consecutive terms in any position. One must be removed from City Council for a period of one (1) year to reapply. **However, should a position or vacancy go unfilled, termed out individuals may apply for an appointment within one (1) year.** All elections shall be held in the manner provided in [article 5](#) of this Charter.

(5) All members of the City Council shall be subject to removal from office under the terms and conditions of the recall provisions of this Charter.

**PROPOSITION B:****Section 3.06. - Vacancies.**

When a vacancy occurs in the City Council, the remaining members of the council, shall, within thirty (30) days (except within sixty (60) days of a regular City election or during a run-off election period), appoint a qualified person to fill the unexpired term. However, the City Council shall not appoint more than two council members in any twelve (12) month period, and in case a vacancy has been filled by the City Council within the twelve (12) month period prior to the subsequent vacancy, or if more than two (2) vacancies occur at the same time or before a prior vacancy has been filled, the City Council shall call a special election within thirty (30) days from the date the last vacancy occurred, to be held within fifty (50) days thereafter, for the purpose of electing the successor or successors to the office or offices vacated. **When a vacancy occurs in the Mayor's position, the Mayor Pro Tem will serve as Mayor for the remainder of the term and the City Council will follow the provision of this section to fill the vacancy left by Mayor Pro Tem.**

**PROPOSITION C:****Section 3.12. - Investigation by the City Council.**

The City Council shall have the power to inquire into the conduct of any office, department, agency, officer, employee, **or elected/appointed officials** of the City and to make investigations as to municipal affairs, and for that purpose may subpoena witnesses, administer oaths and compel the production of books, papers, and other evidence. Failure to obey such subpoena or to produce books, papers or other evidence as ordered under the provisions of this section shall constitute a misdemeanor and shall be punishable by fine not to exceed \$500.00.



In the name and by the authority of

# The State of Texas

THIS IS TO CERTIFY, that at a general election held on

May 3, 2025

*Michael Durham*

was duly elected

Mayor

of the City of Richwood.

In testimony whereof, I have hereunto signed my name and caused the Seal of the City of Richwood to be affixed this 12 day of May, 2025.

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Mayor/City Secretary





In the name and by the authority of

# The State of Texas

THIS IS TO CERTIFY, that at a general election held on

May 3, 2025

*Mike Johnson*

was duly elected

Council Member - Position 2

of the City of Richwood.

In testimony whereof, I have hereunto signed my name and caused the Seal of the City of Richwood to be affixed this 12 day of May, 2025.

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Mayor/City Secretary



In the name and by the authority of

# The State of Texas

THIS IS TO CERTIFY, that at a general election held on

May 3, 2025

*Amanda Reynolds*

was duly elected

Council Member - Position 3

of the City of Richwood.

In testimony whereof, I have hereunto signed my name and caused the Seal of the City of Richwood to be affixed this 12 day of May, 2025.

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Mayor/City Secretary



AGENDA MEMORANDUM – MAY 12, 2025  
ITEM # CONSENT

**CONTACT:** Patricia Ditto, Finance Director  
**SUBJECT:** Monthly Budget Summary Report  
**SUMMARY:** Receive and/or approve the March 2025 Budget Report

**BACKGROUND INFORMATION:**

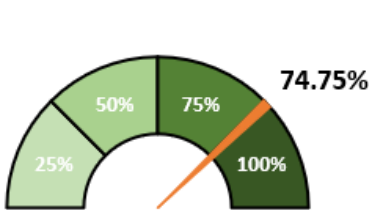
The information provided is for the FY 2024-2025 budget period, month ending March 31, 2025. This summary highlights several key points related to the current month’s activity for the General Fund and for the Water and Sewer Enterprise Fund. The attached report is unaudited, and this month may include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

**DISCUSSION:**

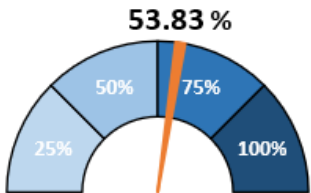
Attached is the budget report for March 2025, which is the sixth month of Fiscal Year 2025. 50% of the year has passed. The report reflects the original budget as approved for FY25 as well as the revised budget reflecting all budget amendments approved by council since the original budget was approved. *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 March 31, 2025, General Fund revenues total \$2,740,572. General Fund expenditures total \$1,871,24.



General Fund Revenue as % of Budget



General Fund Expenditures as % of Budget

**Revenue (GF)**

Total Revenue collected in the General fund is 74.75% of budget projection.

- M & O (Maintenance and Operations) Property tax (including current, delinquent and penalties) received through the end of January is \$2,186,312, 90.61% of projected property taxes for the year. Property tax revenue comes in throughout the year, but the majority comes in during the months of December and January.

# City of Richwood

TEXAS

- Sales Tax revenue received in March was earned in January. 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. Therefore, we have four month of Sales Tax revenue showing. We are ahead of last year by approximately \$33,000 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				0.00
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				0.00
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				0.00
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				0.00
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				0.00
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				0.00
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				0.00
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	244,774.81	61,193.71	61,370.57	367,339.09

- Permits and Licenses revenues total \$5,209 this month for a total of \$47,469. This is compared to \$35,916 collected at this time last year.
- Inspection fees collected are \$18,100 year to date. Of this amount, \$12,920 has been paid to Safebuilt for inspections.
- Municipal Court revenue for the month of March is \$12,095, \$40,660 to date. This compares to \$45,257 at this time last year.
- Interest revenue is \$5,787 this month for a total of \$30,113 year to date.
- The Ambulance fee collected year to date is \$50,612.

### Expenditures (GF)

Expenditures in the General Fund are currently shown at \$1,871,241, 53.83% of budget. We have two line items that are over budget. City Maintenance and Repair is over \$40,604. This is due to the City Hall roof. A portion may be reimbursed by FEMA. Emergency/Disaster is \$47,855 over budget. A portion of this is set for reimbursement or has been reimbursed by FEMA. Any remaining overages at year end will be included in a Budget Amendment.

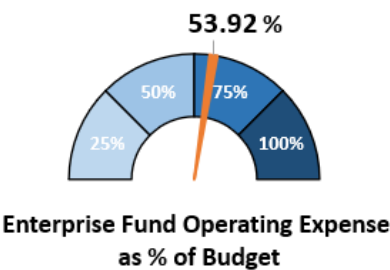
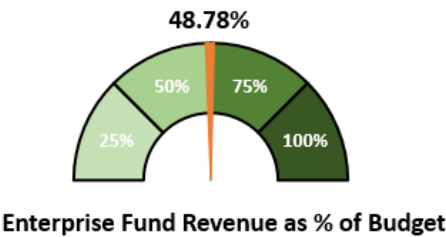


Transfers (GF)

Interfund transfers have been completed. The budget shows additional transfers coming from the General Fund fund balance, but this is not a transfer that happens until year end.

30-Water, Sewer, and Solid Waste Fund

Operating Revenues in March total \$1,496,237 year to date. Operating expenses are \$1,283,853.



- There have been two Water Impact fees collected this year for a total of \$12,114. All Impact Fees are posted to Fund 32 Utility Capital Improvements and do not show in this budget report.
- 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 to approve March 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 -03/31/2025**

10 General Fund	Prior YTD	Current Period	Current YTD	Original Budget	Revised Budget	Remaining Budget	% Earned/Used
<b>Revenue</b>							<b>50% of year</b>
Taxes	2,367,986.69	119,508.25	2,514,806.30	3,258,935.00	3,258,935.00	744,128.70	77.17%
Property taxes, including delinquent & penalties	2,070,098.34	64,603.39	2,186,311.89	2,412,935.00	2,412,935.00		90.61%
Franchise Taxes	86,479.85	0.00	83,719.60	196,000.00	196,000.00		42.71%
Sales Tax	211,408.50	54,904.86	244,774.81	650,000.00	650,000.00		37.66%
Licenses and permits	35,916.40	5,209.24	47,468.68	75,150.00	75,150.00	27,681.32	63.17%
Intergovernmental revenue	8,372.68	0.00	8,671.72	10,000.00	10,000.00	1,328.28	86.72%
Charges for services - Municipal Bldg Rental	3,960.00	475.00	4,300.00	7,000.00	7,000.00	2,700.00	61.43%
Municipal Court Revenue	45,256.64	12,094.96	40,659.52	110,000.00	110,000.00	69,340.48	36.96%
Special Revenues	4,862.00	0.00	5,200.25	1,050.00	1,050.00	(4,150.25)	Ahead of Budget
Interest	43,020.44	5,787.11	30,113.06	55,000.00	55,000.00	24,886.94	54.75%
Miscellaneous revenue	80,645.08	13,667.50	89,352.60	149,400.00	149,400.00	60,047.40	59.81%
Inspection Fees	18,495.00	3,140.00	18,100.00	30,000.00	30,000.00		
Miscellaneous Income	9,164.08	2,110.00	20,290.57	13,000.00	13,000.00		
Parks & Recreation - Park Pavillion Rentals	1,825.00	0.00	(150.00)	3,500.00	3,500.00		
Parks & Recreation - Sports Field Rental	600.00	0.00	500.00	1,400.00	1,400.00		
Ambulance Fee Revenue	50,561.00	8,417.50	50,612.03	101,500.00	101,500.00		
<b>Total Revenue</b>	<b>2,590,019.93</b>	<b>156,742.06</b>	<b>2,740,572.13</b>	<b>3,666,535.00</b>	<b>3,666,535.00</b>	<b>925,962.87</b>	<b>74.75%</b>
<b>Expenditures</b>							
<b>General Government Administration</b>							
Personnel & Benefits	279,032.69	46,205.59	290,858.56	599,119.00	599,119.00	308,260.44	48.55%
Supplies	6,457.78	314.48	7,397.31	19,500.00	19,500.00	12,102.69	37.93%
Maintenance & Repair	3,105.24	419.99	12,315.64	16,480.00	16,480.00	4,164.36	74.73%
Utilities	7,823.73	1,368.68	10,891.19	15,300.00	15,300.00	4,408.81	71.18%
Professional Services	118,297.68	20,222.36	158,194.29	402,062.00	402,062.00	243,867.71	39.35%
Other Services	42,529.53	2,417.97	43,935.66	107,351.00	107,351.00	63,415.34	40.93%
Capital Equipment	3,531.55	221.95	2,093.00	7,155.00	7,155.00	5,062.00	29.25%
<b>Total Administration</b>	<b>460,778.20</b>	<b>71,171.02</b>	<b>525,685.65</b>	<b>1,166,967.00</b>	<b>1,166,967.00</b>	<b>641,281.35</b>	<b>45.05%</b>
<b>Judicial</b>							
Personnel & Benefits	38,066.29	958.36	6,125.72	10,501.00	10,501.00	4,375.28	58.33%
Supplies	0.00	0.00	(0.44)	300.00	300.00	300.44	-0.15%
Professional Services	12,210.00	472.50	11,555.00	18,950.00	18,950.00	7,395.00	60.98%
Other Services	55.00	75.00	185.00	500.00	500.00	315.00	37.00%
<b>Total Judicial</b>	<b>50,331.29</b>	<b>1,505.86</b>	<b>17,865.28</b>	<b>30,251.00</b>	<b>30,251.00</b>	<b>12,385.72</b>	<b>59.06%</b>
<b>Permitting &amp; Inspections</b>							
Personnel & Benefits	15,483.00	2,975.00	12,920.00	35,000.00	35,000.00	22,080.00	36.91%
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>15,483.00</b>	<b>2,975.00</b>	<b>12,920.00</b>	<b>36,000.00</b>	<b>36,000.00</b>	<b>23,080.00</b>	<b>35.89%</b>
<b>Special Revenue Expenditures</b>							
Supplies	495.00	0.00	425.00	1,500.00	1,500.00	1,075.00	28.33%
<b>Total Special Revenue Expenditures</b>	<b>495.00</b>	<b>0.00</b>	<b>425.00</b>	<b>1,500.00</b>	<b>1,500.00</b>	<b>1,075.00</b>	<b>28.33%</b>
<b>Total General Government</b>	<b>527,087.49</b>	<b>75,651.88</b>	<b>556,895.93</b>	<b>1,234,718.00</b>	<b>1,234,718.00</b>	<b>677,822.07</b>	<b>45.10%</b>
<b>Public Safety</b>							
<b>Police Department</b>							
Personnel & Benefits	420,910.98	68,659.54	457,271.24	960,447.00	960,447.00	503,175.76	47.61%
Supplies	23,798.93	2,673.68	24,429.19	46,700.00	46,700.00	22,270.81	52.31%
Maintenance & Repair	18,411.85	903.28	24,176.04	24,100.00	24,100.00	(76.04)	Over Budget
Utilities	10,715.65	641.97	4,012.44	19,500.00	19,500.00	15,487.56	20.58%
Professional Services	71,753.87	0.00	140,324.71	228,716.00	228,716.00	88,391.29	61.35%
Other Services	15,131.76	0.00	14,392.86	15,213.00	15,213.00	820.14	94.61%
Capital Equipment	6,063.10	491.64	2,168.54	1,827.00	1,827.00	(341.54)	Over Budget
<b>Total Police Department</b>	<b>566,786.14</b>	<b>73,370.11</b>	<b>666,775.02</b>	<b>1,296,503.00</b>	<b>1,296,503.00</b>	<b>629,727.98</b>	<b>51.43%</b>
<b>Fire Department</b>							
Personnel & Benefits	11,398.00	7,644.00	22,305.50	42,200.00	42,200.00	19,894.50	52.86%
Supplies	4,471.03	577.95	4,186.21	18,000.00	18,000.00	13,813.79	23.26%
Maintenance & Repair	20,652.01	0.00	16,499.97	47,000.00	47,000.00	30,500.03	35.11%
Utilities	3,029.53	554.38	3,284.04	6,150.00	6,150.00	2,865.96	53.40%
Professional Services	38,746.00	40,000.00	125,120.00	160,000.00	160,000.00	34,880.00	78.20%

10 General Fund	Prior YTD	Current Period	Current YTD	Original Budget	Revised Budget	Remaining Budget	Percentage
Other Services	20,394.72	0.00	21,061.70	50,646.00	50,646.00	29,584.30	41.59%
Capital Equipment	32,954.89	0.00	32,712.17	59,712.00	59,712.00	26,999.83	54.78%
<b>Total Fire Department</b>	<b>131,646.18</b>	<b>48,776.33</b>	<b>225,169.59</b>	<b>383,708.00</b>	<b>383,708.00</b>	<b>158,538.41</b>	<b>58.68%</b>
<b>Code Enforcement</b>							
Personnel & Benefits	35,760.91	6,278.07	38,672.86	82,559.00	82,559.00	43,886.14	46.84%
Supplies	1,425.56	57.78	699.24	6,200.00	6,200.00	5,500.76	11.28%
Maintenance & Repair	35.75	0.00	10.25	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	607.97	70.00	642.59	809.00	809.00	166.41	79.43%
<b>Total Code Enforcement</b>	<b>37,830.19</b>	<b>6,405.85</b>	<b>40,024.94</b>	<b>91,568.00</b>	<b>91,568.00</b>	<b>50,553.31</b>	<b>43.71%</b>
<b>Total Public Safety</b>	<b>736,262.51</b>	<b>128,552.29</b>	<b>931,969.55</b>	<b>1,771,779.00</b>	<b>1,771,779.00</b>	<b>839,809.45</b>	<b>52.60%</b>
<b>Public Works</b>							
<b>City Maintenance</b>							
Personnel & Benefits	61,382.27	18,986.40	108,418.43	209,482.00	209,482.00	101,063.57	51.76%
Supplies	7,880.75	694.86	7,727.60	21,700.00	21,700.00	13,972.40	35.61%
Maintenance & Repair	45,174.63	(21,869.00)	97,464.30	56,860.00	56,860.00	(40,604.30)	Over Budget
Utilities	20,337.44	3,610.76	23,481.62	42,130.00	42,130.00	18,648.38	55.74%
Other Services	5,897.96	0.00	6,801.80	19,774.00	19,774.00	12,972.20	34.40%
Capital Equipment	185,781.80	0.00	60,635.16	65,000.00	65,000.00	4,364.84	93.28% *
<b>Total City Maintenance</b>	<b>326,454.85</b>	<b>1,423.02</b>	<b>304,528.91</b>	<b>414,946.00</b>	<b>414,946.00</b>	<b>110,417.09</b>	<b>73.39%</b>
<b>Parks and Recreation</b>							
Supplies	1,637.93	175.05	2,969.26	4,800.00	4,800.00	1,830.74	61.86%
Maintenance & Repair	15,188.26	4,148.49	17,291.18	27,000.00	27,000.00	9,708.82	64.04%
Utilities	1,696.68	255.56	1,542.26	3,600.00	3,600.00	2,057.74	42.84%
Other Services	6,838.03	806.98	8,189.70	19,568.00	19,568.00	11,378.30	41.85%
<b>Total Parks and Recreation</b>	<b>25,360.90</b>	<b>5,386.08</b>	<b>29,992.40</b>	<b>54,968.00</b>	<b>54,968.00</b>	<b>24,975.60</b>	<b>54.56%</b>
<b>Emergency/Disaster</b>							
Personnel & Benefits	0.00	0.00	9,000.00	0.00	0.00	(9,000.00)	
Supplies	0.00	0.00	3,825.00	0.00	0.00	(3,825.00)	
Maintenance & Repair	0.00	0.00	32,129.53	0.00	0.00	(32,129.53)	
Professional Services	0.00	0.00	2,900.00	0.00	0.00	(2,900.00)	
<b>Total Emergency/Disaster</b>	<b>0.00</b>	<b>0.00</b>	<b>47,854.53</b>	<b>0.00</b>	<b>0.00</b>	<b>(47,854.53)</b>	Over Budget
Miscellaneous	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
<b>Total Expenditures</b>	<b>1,615,165.75</b>	<b>211,013.27</b>	<b>1,871,241.32</b>	<b>3,476,411.00</b>	<b>3,476,411.00</b>	<b>1,605,169.68</b>	<b>53.83%</b>
<b>Other Financing Sources and Uses</b>							
<b>Sources</b>							
Transfers In	25,000.00	0.00	75,500.00	980,000.00	980,000.00	904,500.00	100.00%
<b>Total Sources</b>	<b>25,000.00</b>	<b>0.00</b>	<b>75,500.00</b>	<b>980,000.00</b>	<b>980,000.00</b>	<b>904,500.00</b>	<b>7.70%</b>
<b>Uses</b>							
Transfers Out	334,000.00	0.00	395,000.00	1,095,000.00	1,095,000.00	700,000.00	36.07%
<b>Total Uses</b>	<b>334,000.00</b>	<b>0.00</b>	<b>395,000.00</b>	<b>1,095,000.00</b>	<b>1,095,000.00</b>	<b>700,000.00</b>	<b>36.07%</b>
<b>Total Other Financing Sources and Uses</b>	<b>(309,000.00)</b>	<b>0.00</b>	<b>(319,500.00)</b>	<b>(115,000.00)</b>	<b>(115,000.00)</b>	<b>204,500.00</b>	
<b>Total - 10 GENERAL FUND</b>	<b>665,854.18</b>	<b>(54,271.21)</b>	<b>549,830.81</b>	<b>75,124.00</b>	<b>75,124.00</b>	<b>(474,706.81)</b>	



City of Richwood Operational Budget Report 10/1/2024 -03/31/2025							
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>50% of year</b>
Sewer Department	502,630.79	81,115.02	509,295.66	1,049,551.00	1,049,551.00	540,255.34	48.53%
Water Department	756,325.17	126,843.63	785,562.59	1,617,799.00	1,617,799.00	832,236.41	48.56%
Solid Waste Department	183,126.80	33,361.50	198,378.71	394,000.00	394,000.00	195,621.29	50.35%
<b>Total Operating income</b>	<b>1,442,082.76</b>	<b>241,320.15</b>	<b>1,493,236.96</b>	<b>3,061,350.00</b>	<b>3,061,350.00</b>	<b>1,568,113.04</b>	<b>48.78%</b>
<b>Operating expense</b>							
<b>Sewer Department</b>							
Personnel & Benefits	75,930.08	11,846.25	103,172.87	210,174.00	210,174.00	107,001.13	49.09%
Supplies	4,086.80	638.19	3,941.54	9,800.00	9,800.00	5,858.46	40.22%
Maintenance & Repair	11,385.65	2,598.02	152,980.32	66,040.00	66,040.00	(86,940.32)	Over Budget
Professional Services	179,314.05	38,025.00	279,218.25	485,000.00	485,000.00	205,781.75	57.57%
Other Services (insurance)	13,303.36	0.00	5,742.35	5,802.00	5,802.00	59.65	98.97%
<b>Total Sewer Department</b>	<b>284,019.94</b>	<b>53,107.46</b>	<b>545,055.33</b>	<b>776,816.00</b>	<b>776,816.00</b>	<b>231,760.67</b>	<b>70.17%</b>
<b>Water Department</b>							
Personnel & Benefits	135,646.34	27,413.85	164,909.47	344,731.00	344,731.00	179,821.53	47.84%
Supplies	19,736.95	1,663.86	23,034.98	38,500.00	38,500.00	15,465.02	59.83%
Maintenance & Repair	97,061.07	19,263.42	50,837.42	133,220.00	133,220.00	82,382.58	38.16%
Utilities	46,834.63	8,075.70	53,852.46	77,683.00	77,683.00	23,830.54	69.32%
Professional Services	20,049.30	1,311.25	39,067.48	85,500.00	85,500.00	46,432.52	45.69%
Other Services	182,249.32	34,119.52	226,033.41	544,824.00	544,824.00	318,790.59	41.49%
Capital Equipment	1,804.62	605.31	3,651.86	3,655.00	3,655.00	3.14	99.91%
<b>Total Water Department</b>	<b>503,382.23</b>	<b>92,452.91</b>	<b>561,387.08</b>	<b>1,228,113.00</b>	<b>1,228,113.00</b>	<b>666,725.92</b>	<b>45.71%</b>
<b>Solid Waste Department</b>							
Professional Services	171,549.49	29,730.51	177,411.06	376,000.00	376,000.00	198,480.94	47.18%
<b>Total Solid Waste Department</b>	<b>171,549.49</b>	<b>29,730.51</b>	<b>177,411.06</b>	<b>376,000.00</b>	<b>376,000.00</b>	<b>198,588.94</b>	<b>47.18%</b>
<b>Total Operating expense</b>	<b>958,951.66</b>	<b>175,290.88</b>	<b>1,283,853.47</b>	<b>2,380,929.00</b>	<b>2,380,929.00</b>	<b>1,097,075.53</b>	<b>53.92%</b>
<b>Total Net Operating Income (Loss)</b>	<b>483,131.10</b>	<b>66,029.27</b>	<b>209,383.49</b>	<b>680,421.00</b>	<b>680,421.00</b>	<b>471,037.51</b>	<b>30.77%</b>
<b>Non-Operating Items</b>							
<b>Non-operating income</b>							
Interest income	1,459.70	1,368.51	9,852.65	0.00	0.00	(9,852.65)	Ahead of Budget
Other income	1,288.26	18.50	366.25	2,412.00	2,412.00	2,045.75	15.18%
Transfers In	70,000.00	0.00	0.00	0.00	0.00	0.00	At Budget
<b>Total Non-operating income</b>	<b>72,747.96</b>	<b>1,387.01</b>	<b>10,218.90</b>	<b>2,412.00</b>	<b>2,412.00</b>	<b>7,806.90</b>	<b>423.67%</b>
<b>Non-operating expense</b>							
Debt Service	184,754.81	0.00	112,172.50	360,405.00	360,405.00	248,232.50	31.12%
Transfers Out	56,000.00	0.00	275.00	56,000.00	56,000.00	55,725.00	0.49%
<b>Total Non-operating expense</b>	<b>240,754.81</b>	<b>0.00</b>	<b>112,447.50</b>	<b>416,405.00</b>	<b>416,405.00</b>	<b>303,957.50</b>	<b>27.00%</b>
Depreciation Expense	0.00	0.00	0.00	325,000.00	325,000.00	325,000.00	0.00%
<b>Total Non-Operating Items</b>	<b>(168,006.85)</b>	<b>1,387.01</b>	<b>(102,228.60)</b>	<b>(738,993.00)</b>	<b>(738,993.00)</b>	<b>636,764.40</b>	<b>Ahead of Budget</b>
<b>Total - 30 Water &amp; Sewer Enterprise Fund</b>	<b>315,124.25</b>	<b>67,416.28</b>	<b>107,154.89</b>	<b>(58,572.00)</b>	<b>(58,572.00)</b>	<b>165,726.89</b>	<b>Ahead of Budget</b>

Budget Amendments:



# MINUTES

## RICHWOOD CITY COUNCIL MEETING

Section VIII, Item B.

**Monday, April 14, 2025 at 6:00 PM**

BE IT KNOWN THAT a City of Richwood City Council will meet Monday, April 14, 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 Challenger, Position 2:	Absebt
Amanda Reynolds, Position 3:	Present
William Yearsin, Position 4:	Present
Jeremy Fountain, Position 5:	Present, arrived at 6:12 p.m

Others present were Eric Foerster, City Manager; Clif Custer, Public Works Director; Kirsten Garcia, City Secretary; Tricia Ditto, Finance Director; and Matt Allen, City Attorney.

V. PUBLIC COMMENTS

There was no public comment.

VI. PROCLAMATION

A. Fair Housing Month, April 2025

Mayor Durham read the proclamation.

VII. CONSENT AGENDA

A. Budget Report, February 2025

B. Fiscal Year 2025 Investment Report, Quarter 2

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

***Motion to approve consent agenda.***

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

***Voting Yea: Paul Stallberg, Amanda Reynolds, William Yearsin***

***Motion carried.***

# VIII. DISCUSSION AND ACTION ITEMS

- A. Discuss and consider entering into an agreement with Power Field Services for annual preventative maintenance of Richwood's backup power generators.

Eric Foerster, City Manager, presented.

***Motion to approve an agreement with Power Field Services for annual preventative maintenance of Richwood's backup power generators.***

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

***Voting Yea: Paul Stallberg, Amanda Reynolds, William Yearsin***

***Motion carried.***

- B. Consider items removed from consent agenda

No items were removed from the consent agenda.

# IX. CAPITAL IMPROVEMENT PROJECTS UPDATE

Clif Custer, Public Works Director, gave report.

# X. CITY MANAGER'S REPORT

Eric Foerster gave a report.

He also gave a reminder about the City's annual Easter Egg Hunt on Wednesday evening at 6:00 p.m.

# XI. COUNCIL MEMBER COMMENTS & REPORTS

Paul Stallberg spoke regarding the weather getting nicer. He reminded everyone to do maintenance on grills, advising that they aren't allowed on apartment balconies. He also reminded everyone that school is soon to be out; watch out for kids.

Amanda Reynolds spoke regarding the upcoming elections, reminding everyone to come out and vote.

Will Yearsin advised all to be careful at the beach or on the road and look after each other.

# XII. MAYOR'S REPORT

The mayor expressed Happy Easter to all and seconded the election comment, urging everyone to research who you vote for. He also expressed thanks to staff.

# XIII. ITEMS OF COMMUNITY INTEREST

Easter Egg Hunt at 6:00 p.m.

May Elections

KRB workday this weekend

Jeremy Fountain arrived at 6:12 p.m.

Jeremy Fountain advised that April is distracted driving awareness month.

# XIV. FUTURE AGENDA ITEMS

Canvass elections

Fee schedule amendment

XV. ADJOURNMENT

Being there no further business, the meeting was adjourned at 6:14 p.m.

**These minutes were read and approved on the 12th day of May, 2025.**

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

**ATTEST:**

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



## AGENDA MEMORANDUM

**CONTACT:** Kirsten Garcia, City Secretary

**SUBJECT:** Appointment of Mayor Pro-Tem and Committee Liaisons

**SUMMARY:** Discuss and consider the appointment of Mayor Pro-Tem and Committee Liaisons.

### BACKGROUND INFORMATION:

The council need to appoint a member from within as Mayor Pro-Tem and also needs to appoint liaisons for the following boards/committees:

KRB  
CCPD  
RWVFD

With recent amendments to the Charter, it is important to remember that should a vacancy occur in the Mayor's position, the mayor pro tem will serve for the remainder of the term, and the City Council will follow the Charter's provision to fill the vacancy left by the mayor pro tem.

Note, the committee liaisons and/or Mayor Pro-Tem may remain the same if the current liaison wishes to continue serving with that committee and the Council agrees.

Thank you,

A handwritten signature in blue ink that reads "K. Garcia".

Kirsten Garcia



## Agenda Memo

### Contact:

Clif Custer

### Subject:

Construction Contract Award (Cypress Dr. & Misty Ct. Reconstruction)

### Summary:

The City Council approved \$700,000 in the FY 25 Budget for the reconstruction of Cypress Drive and Misty Ct.

### Background Information:

The Cypress Dr. and Misty Ct. Reconstruction Project was advertised with The Facts on 4/15 and 4/22 as well as being posted on CivCast. At a bid opening held on 4/30 Richwood received two bid submittals for the project.

Matula and Matula, Inc. = \$584,102.40

HTI Construction = \$597,977.00

Both submitted bids for the Cypress Dr. and Misty Ct. Reconstruction Project have been reviewed by Strand Associates for accuracy. Neither bid showed any deficiencies within their construction calculations with Matula and Matula being the apparent low bidder. Total engineering services for the project included basic design and bidding services, topographical survey, and part-time RPR services at a cost of \$61,500.00. This leaves a remainder of \$638,500.00 for construction.

### Issue:

**Fiscal Impact:**

**Recommendation:**

Award construction contract for Cypress Dr. and Misty Ct. reconstruction to Matula and Matula for an amount not to exceed \$638,500.00.



**Strand Associates, Inc.**  
 1906 Niebuhr Street  
 Brenham, TX 77833  
 (P) 979.836.7937  
[www.strand.com](http://www.strand.com)

**CITY OF RICHWOOD, TEXAS**  
**2024 CEDAR COURT WATER MAIN REPLACEMENT**  
**ENGINEER'S OPINION OF PROBABLE PROJECT COST**  
 May 10, 2024

ITEM NO.	DESCRIPTION	ESTIMATED QUANTITY		UNIT COST	TOTAL COST
CONSTRUCTION					
1.	Mobilization.	1	LS	\$ 5,000.00	\$ 5,000.00
2.	Furnish and install 8-inch American Water Works Association (AWWA) C-900 dimension ratio (DR) 18 polyvinyl chloride (PVC) water main, by open cut.	1,430	LF	\$ 60.00	\$ 85,800.00
3.	Furnish and install 8-inch AWWA C-900 DR 18 PVC water main, by bore.	390	LF	\$ 75.00	\$ 29,250.00
4.	Furnish and install a standard fire hydrant unit.	1	EA	\$ 6,000.00	\$ 6,000.00
5.	Furnish and connect new 8-inch water line to the existing 8-inch line (wet connection).	2	EA	\$ 2,500.00	\$ 5,000.00
6.	Replace Service Lines—Short side (1-inch polyethylene tubing with U-branch and two curb stops).	16	EA	\$ 1,000.00	\$ 16,000.00
7.	Replace Service Lines—Long side (1-inch polyethylene tubing with U-branch, two curb stops, and bore).	10	EA	\$ 1,250.00	\$ 12,500.00
8.	Abandon water mains (including valve box obliteration).	1	EA	\$ 2,000.00	\$ 2,000.00
9.	Trench safety.	1	LS	\$ 2,000.00	\$ 2,000.00
10.	Asphalt repair.	10	LF	\$ 200.00	\$ 2,000.00
11.	Site restoration, seeding, and cleanup.	1	LS	\$ 6,000.00	\$ 6,000.00
12.	Erosion control.	1	LS	\$ 2,000.00	\$ 2,000.00
13.	Traffic control according to the Texas Manual on Uniform Traffic Control Devices.	1	LS	\$ 2,000.00	\$ 2,000.00
Subtotal Construction Cost (Rounded):					\$ 176,000.00
15% Contingency (Rounded):					\$ 27,000.00
TOTAL CONSTRUCTION COST:					\$ 203,000.00
ENGINEERING					
1.	Basic Services—Design, bidding, and construction-related services.				\$ 36,000.00
2.	Topographic survey (construction staking by contractor).				\$ 4,000.00
3.	Part-time construction observation (1 day every 2 weeks for 2 months).				\$ 5,000.00
4.	Geotechnical and construction materials testing services.				\$ -
TOTAL ENGINEER'S OPINION OF PROBABLE PROJECT COST:					\$ 248,000.00

*CDBG Available Funding*  
*\$ 162,800*

Ryan D. Tinsley, P.E., ENV SP  
 Strand Associates, Inc.® (TBPE No. F-8405)  
 1906 Niebuhr Street  
 Brenham, TX 77833



*[Signature]*  
 5/10/2024



## Agenda Memorandum

**Contact:**

Clif Custer

**Subject:**

Council Resolution (2024 Cedar St. Water Main Replacement)

**Summary:**

Richwood's allocated CDBG funding for the project year of 2024 is not sufficient to complete the remainder of water main and water service replacement on Cedar St. To complete the project, local funds will be required.

**Background Information:**

In summer of 2024, the project for replacing the remainder of Cedar Street's water mains was submitted to Brazoria County HUD. The Cedar St. water main replacement was submitted as part of a continuation of a CDBG water infrastructure replacement project that began in 2021 on Walnut and Cedar. Public Works' main goal with this project is to replace problematic water infrastructure within CDBG qualifying areas which has the added benefit of replacing all water service fittings to achieve a zero-lead standard.

Initially this project had a baseline opinion of construction costs totaling \$176,000.00. Richwood's standard CDBG allocation in the past project years has totaled \$180,000.00. Unfortunately, due to legislation funding allocations were reduced for participating cities within Brazoria County. Richwood's overall funding was reduced from \$180,000.00 to \$165,000.00. After the required environmental study performed by Brazoria County of the project area, Richwood has a remaining \$162,800.00 of funding for construction. If Council wishes not to commit local funds for the completion of this project, alternate options are as follows:



1. Reimburse Brazoria County for the environmental study for the project (Appr. \$2,300.00) and decline to perform a project with the 2024 round of funding.
2. Develop an alternate project to better fit the existing funding. ***This would most likely be a simple drainage project like replacing culverts, grading ditches, and providing asphalt overlay on driveways for a portion of the houses on Cedar St.***

I am requesting a local funding commitment of \$40,200.00. This amount is representative of the difference between the total opinion of probable cost for construction, inclusive of a 15% contingency and Richwood's available CDBG funding for the 2024 project year.

**Issue:**

**Fiscal Impact:**

\$40,200.00

**Recommendation:**

Motion to approve a resolution committing local funds to complete the 2024 CDBG Cedar St. Water Main Replacement Project.

**RESOLUTION 2025-R-96**

**A RESOLUTION OF THE CITY COUNCIL OF RICHWOOD COMMITTING LOCAL FUNDS FOR THE COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PROJECT THROUGH BRAZORIA COUNTY HOUSING AND URBAN DEVELOPMENT (HUD) FOR THE 2024 CEDAR STREET WATER MAIN REPLACEMENT.**

**WHEREAS**, the City of Richwood desires to participate in the Community Development Block Grant (CDBG) Program administered through Brazoria County Housing and Urban Development (HUD); and

**WHEREAS**, the City of Richwood recognizes the need for infrastructure improvements to maintain safe and reliable water service to residents along Cedar Street; and

**WHEREAS**, completion of this project requires a commitment from local funds to cover the overage in construction costs;

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

1. That the City commits up to \$41,000.00 from its General Fund towards the completion of the Cedar Street Water Main Replacement Project.
2. That the local funds committed to the CDBG grant will be used in accordance with all applicable federal, state, local, and programmatic requirements, including but not limited to procurement, environmental review, labor standards, real property acquisition, and civil rights requirements.

**PASSED AND APPROVED** on this 12th day of May 2025

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

**ATTEST:**

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



## AGENDA MEMORANDUM

**CONTACT:** ERIC FOERSTER

**SUBJECT:** DE SNAGGING PROJECT

### SUMMARY:

On 04/30/2025, Clif and I met with the Brazoria County engineering team to discuss cost sharing for a possible de-snagging project for Bastrop Bayou and Oyster Creek. The county has obtained possible funding for a 75/25 match for this county wide project to de-snag both Oyster Creek and Bastrop Bayou. The overall project cost is about 5.5 million dollars which includes both design and construction funding. The local jurisdictions would be asked to come up with their portions of the match. The matching portions are calculated on waterway mileage through the jurisdiction of responsibility. The Richwood portion would be as follows:

Oyster Creek: 18,624.06

Bastrop Bayou: 28,169.73

The total for both projects: **46,793.79**

Portions of this are split as follows: **Oyster Creek** is 25% Richwood, 25% Clute or Lake Jackson, depending on geographic boundaries, and VDD 50% (Velasco Drainage District)

**Bastrop Bayou** is 25% Richwood, Brazoria County 25%, ADD 25% (Angleton Drainage District), and VDD 25% (Velasco Drainage District)

This funding could possibly be spread out over the next two budgets.

This initial meeting was without several stakeholders, one of which was the Velasco Drainage District. Velasco Drainage District would have a significant portion of the matching shares throughout the municipalities involved. If Velasco decides not to be included in the process, Richwood will then absorb a higher portion of the cost through Richwood. Richwood shares jurisdiction right now with Clute and Lake Jackson on certain portions of the waterways and the Velasco Drainage District manages the entire waterway. If Velasco doesn't participate, the Richwood cost share would then go up to about **80,000**. This is all very preliminary at this point. Staff is seeking verbal approval to include this in the FY26 budget and to let Brazoria County know that we are interested in participating in the project, so they know we are a willing partner in this project.

**BACKGROUND INFORMATION:** These were last de snagged in 2020 by way of grant funds.

**ISSUE:** Matching funds for de snagging of Oyster Creek and Bastrop Bayou

**FISCAL IMPACT: 46,000- 90,000 depending on jurisdictional participation.**

**RECOMMENDATION:** Staff is seeking verbal approval to include this in the FY26 budget and to let Brazoria County know that we are interested in participating in the project, so they know we are a willing partner in this project.

	Funding	NRCS	Local Sponsor	Cost per Mile
Construction Funding	\$ 5,103,126.00	\$ 3,827,344.50	\$ 1,275,781.50	\$ 76,701.16
Design Funding	\$ 383,000.00	\$ 383,000.00	\$ 425,548.00	\$ 8,906.40
Total Funding	\$ 5,486,126.00	\$ 4,210,344.50	\$ 1,701,329.50	\$ 35,607.57

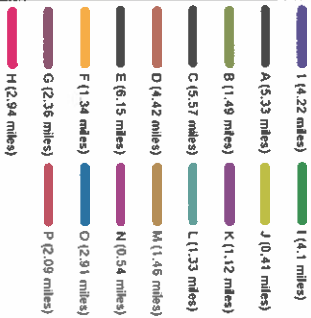
Oyster Creek

Section	Jurisdiction/%	Mileage	Total Design Fee \$	Total Construction Fee \$	Total Fee \$	BC	HL	BP	ADD	U	CL	VDD	RI	BC	HL	BP	ADD	U	CL	VDD	RI
A	BC/100	5.33	\$ 47,471.14	\$ 142,317.19	\$ 189,788.33	\$ 47,471.14	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 142,317.19	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
B	BC/75, HL/25	1.49	\$ 13,270.54	\$ 39,784.73	\$ 53,055.27	\$ 9,952.91	\$ 3,317.64	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 29,838.55	\$ 9,946.18	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
C	BC/100	5.57	\$ 49,608.67	\$ 148,725.47	\$ 198,334.14	\$ 49,608.67	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 148,725.47	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
D	BC/50, BP/50	4.42	\$ 39,366.31	\$ 118,019.13	\$ 157,385.44	\$ 19,683.15	\$ -	\$ 19,683.15	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 59,009.57	\$ -	\$ 59,009.57	\$ -	\$ -	\$ -	\$ -	\$ -
E	BC/100	6.15	\$ 54,774.39	\$ 164,212.14	\$ 218,986.53	\$ 54,774.39	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 164,212.14	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
F	BC/50, ADD/50	1.34	\$ 11,934.58	\$ 35,779.56	\$ 47,714.14	\$ 5,967.29	\$ -	\$ -	\$ 5,967.29	\$ -	\$ -	\$ -	\$ -	\$ 17,889.78	\$ -	\$ -	\$ 17,889.78	\$ -	\$ -	\$ -	\$ -
G	BC/50, U/50	2.36	\$ 21,019.11	\$ 63,014.74	\$ 84,033.86	\$ 10,509.56	\$ -	\$ -	\$ -	\$ 10,509.56	\$ -	\$ -	\$ -	\$ 31,507.37	\$ -	\$ -	\$ -	\$ 31,507.37	\$ -	\$ -	\$ -
H	BC/25, U/50, VDO/25	2.94	\$ 26,184.83	\$ 78,501.42	\$ 104,686.24	\$ 6,546.21	\$ -	\$ -	\$ -	\$ 13,092.41	\$ -	\$ -	\$ -	\$ 19,625.35	\$ -	\$ -	\$ -	\$ 2,736.87	\$ -	\$ 54,737.38	\$ -
I	U/50, VDO/50	4.10	\$ 36,516.26	\$ 109,474.76	\$ 145,991.02	\$ -	\$ -	\$ -	\$ -	\$ 18,258.13	\$ -	\$ 18,258.13	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 54,737.38	\$ -	\$ 54,737.38	\$ -
J	U/25, VDO/50, CL/25	0.41	\$ 3,651.63	\$ 10,947.48	\$ 14,599.10	\$ -	\$ -	\$ -	\$ -	\$ 912.91	\$ 912.91	\$ 1,825.81	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 14,952.65	\$ -	\$ 5,473.74	\$ -
K	U/50, VDO/50	1.12	\$ 9,975.17	\$ 29,905.30	\$ 39,880.47	\$ -	\$ -	\$ -	\$ -	\$ 4,987.59	\$ -	\$ 4,987.59	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 8,878.14	\$ -	\$ 14,952.65	\$ -
L	U/25, VDO/50, RI/25	1.33	\$ 11,845.52	\$ 35,512.54	\$ 47,358.06	\$ -	\$ -	\$ -	\$ -	\$ 2,961.38	\$ -	\$ 5,922.76	\$ 2,961.38	\$ -	\$ -	\$ -	\$ -	\$ 8,878.14	\$ -	\$ 17,756.27	\$ 8,878.14
M	CL/25, VDO/50, RI/25	1.46	\$ 13,003.35	\$ 38,983.70	\$ 51,987.05	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,250.84	\$ 6,501.68	\$ 3,250.84	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 9,745.92	\$ 19,491.85	\$ 9,745.92
N	BC/25, VDO/50, CL/25	0.54	\$ 4,809.46	\$ 14,418.63	\$ 19,228.09	\$ 1,202.36	\$ -	\$ -	\$ -	\$ -	\$ 1,202.36	\$ 2,404.73	\$ -	\$ 3,604.66	\$ -	\$ -	\$ -	\$ -	\$ 3,604.66	\$ 7,209.31	\$ -
O	BC/50, VDO/50	2.91	\$ 25,917.64	\$ 77,700.38	\$ 103,618.02	\$ 12,958.82	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 12,958.82	\$ -	\$ 38,850.19	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 38,850.19	\$ -
P	BC/25, VDO/50, CL/25	2.09	\$ 18,614.39	\$ 55,805.43	\$ 74,419.81	\$ 4,653.60	\$ -	\$ -	\$ -	\$ -	\$ 4,653.60	\$ 9,307.19	\$ -	\$ 13,951.36	\$ -	\$ -	\$ -	\$ -	\$ 13,951.36	\$ 27,902.71	\$ -
Subtotal1 =		43.56	\$ 387,962.97	\$ 1,163,102.60	\$ 1,551,065.57	\$ 223,328.09	\$ 3,317.64	\$ 19,683.15	\$ 5,967.29	\$ 50,721.97	\$ 10,019.70	\$ 68,712.91	\$ 6,212.22	\$ 669,531.63	\$ 9,946.18	\$ 59,009.57	\$ 17,889.78	\$ 152,063.12	\$ 30,038.81	\$ 205,999.46	\$ 18,624.06

Bastrop Bayou																					
Section	Jurisdiction/%	Mileage	Total Design Fee \$	Total Construction Fee \$	Total Fee \$	BC	HL	BP	ADD	U	CL	VDD	RI	BC	HL	BP	ADD	U	CL	VDD	RI
1	BC/25, RI/25, ADD/25, VDO/25	4.22	\$ 37,585.03	\$ 112,678.90	\$ 150,263.93	\$ 9,396.26	\$ -	\$ -	\$ 9,396.26	\$ -	\$ -	\$ 9,396.26	\$ 9,396.26	\$ 28,169.73	\$ -	\$ -	\$ 28,169.73	\$ -	\$ -	\$ 28,169.73	\$ 28,169.73
Subtotal2 =		4.22	\$ 37,585.03	\$ 112,678.90	\$ 150,263.93	\$ 9,396.26	\$ -	\$ -	\$ 9,396.26	\$ -	\$ -	\$ 9,396.26	\$ 9,396.26	\$ 28,169.73	\$ -	\$ -	\$ 28,169.73	\$ -	\$ -	\$ 28,169.73	\$ 28,169.73
Total =		47.78	\$ 425,548.00	\$ 1,275,781.50	\$ 1,701,329.50	\$ 232,724.35	\$ 3,317.64	\$ 19,683.15	\$ 15,363.55	\$ 50,721.97	\$ 10,019.70	\$ 78,109.17	\$ 15,608.47	\$ 697,701.35	\$ 9,946.18	\$ 59,009.57	\$ 46,059.50	\$ 152,063.12	\$ 30,038.81	\$ 234,169.19	\$ 46,793.79

Brazoria County: BC  
 City of Lake Jackson: UJ  
 City of Clute: CL  
 City of Richwood: RI  
 City of Holiday Lakes: HL  
 City of Baileys Prairie: BP  
 Angleton Drainage District: ADD  
 Velasco Drainage District: VDD



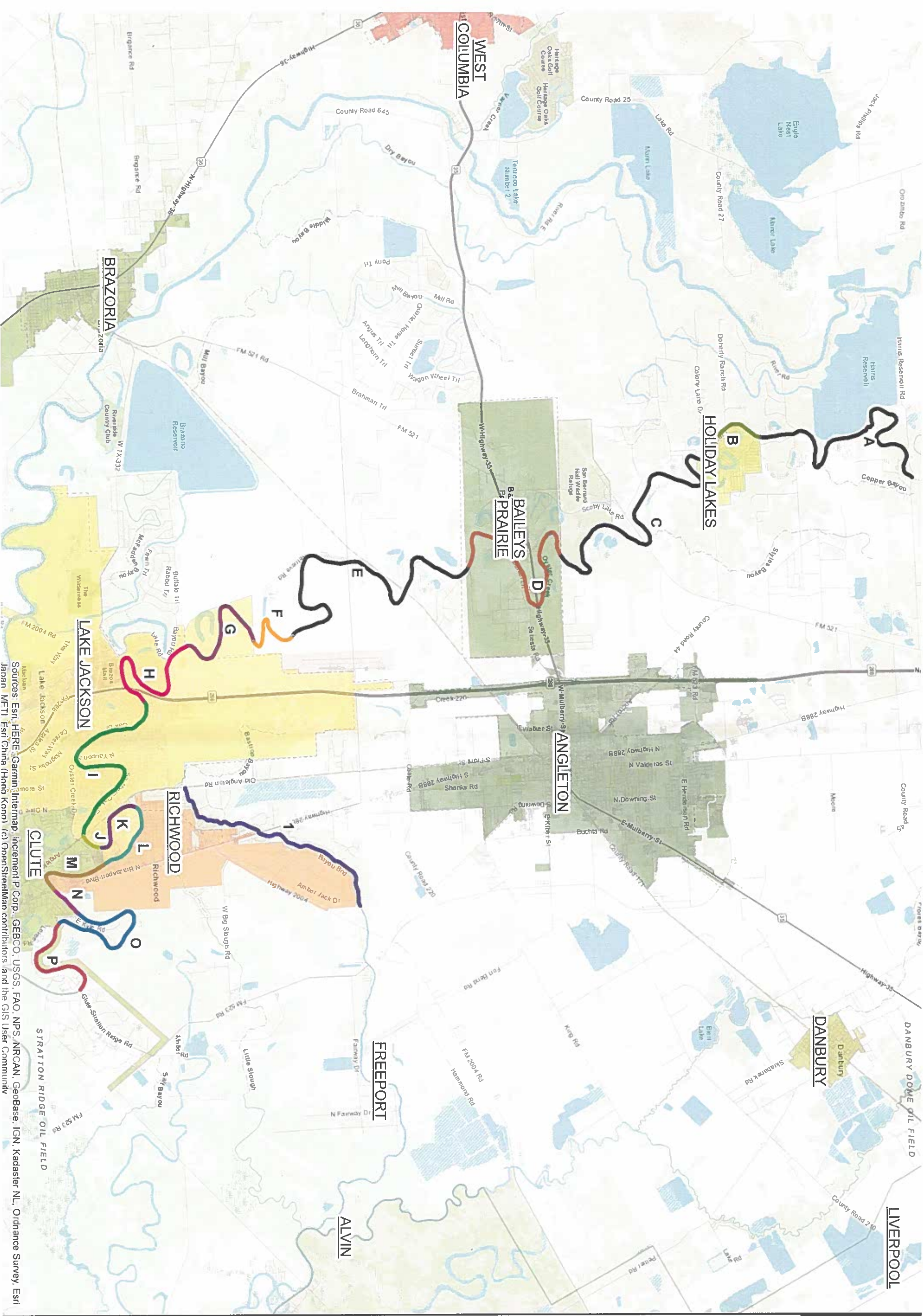


Brazoria County  
Engineering

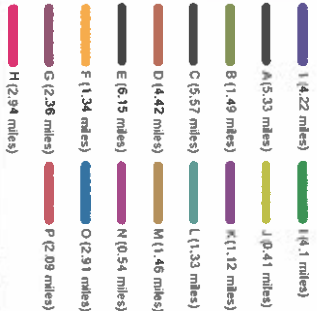
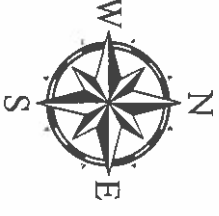


Oyster Creek

Date:	
4/30/2025	







**Brazoria County  
Engineering**



## Oyster Creek

Date:

4/30/2025

Sources: Esri, HERE, Garmin, Intermap, increment P Corp., GEBCO, USGS, FAO, NPS, NRCAN, Geobase, IGN, Kadaster NL, Ordnance Survey, Esri Japan, METI, Esri China (Hong Kong), (c) OpenStreetMap contributors, and the GIS User Community

**RESOLUTION NO. 25-R-95****A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF RICHWOOD, TEXAS, EXPRESSING SUPPORT FOR A DESNAGGING PROJECT FOR BASTROP BAYOU AND OYSTER CREEK; COMMITTING LOCAL FUNDS TO MATCH GRANT FUNDING; AUTHORIZING PARTICIPATION WITH BRAZORIA COUNTY AND OTHER JURISDICTIONS; AND PROVIDING FOR AN EFFECTIVE DATE.**

**WHEREAS**, the City of Richwood recognizes the importance of regular maintenance and flood mitigation efforts along Bastrop Bayou and Oyster Creek to protect public health, property, and the environment; and

**WHEREAS**, Brazoria County has secured the opportunity for grant funding to support a county-wide desnagging project of both Bastrop Bayou and Oyster Creek; and

**WHEREAS**, the estimated total project cost is approximately \$5.5 million, inclusive of design and construction, with the required local matching contributions calculated based on the waterway mileage within each jurisdiction's area of responsibility; and

**WHEREAS**, preliminary calculations estimate the City of Richwood's matching portion to be \$18,624.06 for Oyster Creek and \$28,169.73 for Bastrop Bayou, for a total projected commitment of \$46,793.79; and

**WHEREAS**, funding responsibilities are shared among multiple stakeholders, including the Velasco Drainage District (VDD), Angleton Drainage District (ADD), and neighboring municipalities such as Clute and Lake Jackson; and

**WHEREAS**, the City understands that the final cost share may fluctuate depending on the participation of partner jurisdictions, particularly the Velasco Drainage District, which manages a significant portion of the waterways involved; and

**WHEREAS**, staff has recommended including this expenditure in the FY26 budget, with the potential to spread the financial commitment over two fiscal years, and has requested authorization to inform Brazoria County of Richwood's intent to participate as a willing partner; and

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

1. The City Council hereby expresses its support for Brazoria County's proposed desnagging project for Bastrop Bayou and Oyster Creek and acknowledges the importance of inter-jurisdictional cooperation in regional flood mitigation.
2. The City of Richwood commits to participating in the project and preliminarily agrees to contribute a local match in the estimated amount of \$46,793.79, understanding that the total may range up to \$90,000 depending on final stakeholder participation.
3. The City Council authorizes staff to include the project in the FY26 budget planning process, with flexibility to phase expenditures across multiple fiscal years if needed.
4. The Mayor or their designee is authorized to communicate the City's willingness to partner with Brazoria County and other stakeholders, and to execute any necessary



interlocal agreements or memoranda of understanding, subject to future Council approval.

5. This Resolution shall become effective immediately upon its adoption.

**PASSED AND APPROVED** ON THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 2021.

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

**ATTEST:**

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