



## CITY COUNCIL MEETING AGENDA

Monday, January 13, 2025 at 6:00 PM

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

BE IT KNOWN THAT a City of Richwood City Council will meet Monday, January 13, 2025 beginning at 6:00 PM at Richwood City Hall, located at 1800 Brazosport Blvd. N., Richwood, Texas 77531 with the following agenda:

- I. CALL TO ORDER
- II. INVOCATION
- III. PLEDGES OF ALLEGIANCE
- IV. ROLL CALL OF COUNCIL MEMBERS
- V. PUBLIC COMMENTS
- VI. CONSENT AGENDA
  - [A.](#) Budget Report, November 2024
  - [B.](#) Minutes from regular meeting held December 9, 2024.
- VII. PRESENTATION
  - [A.](#) 2024 Charter Review Report - presented by Charter Review Commission Chairman, Lauren LaCount.
- VIII. DISCUSSION AND ACTION ITEMS
  - [A.](#) Discuss and consider Ordinance 25-524, calling the May 3, 2025 General Election and approving a joint election agreement with Brazoria County.
  - B. Discuss and consider Ordinance 25-525, calling a special election for May 3, 2025 for the consideration of proposed amendments to the Richwood City Charter.
  - C. Consider items removed from consent agenda
- IX. EXECUTIVE SESSION

Pursuant to Chapter 551.071, Consultation with Counsel on legal matters:

  1. Consultation with City Attorney, Matt Allen, pursuant to Texas Government Code Section 551.071
- X. ACTION AS A RESULT OF EXECUTIVE SESSION
- XI. CAPITAL IMPROVEMENT PROJECTS UPDATE
- XII. CITY MANAGER'S REPORT
- XIII. COUNCIL MEMBER COMMENTS & REPORTS
- XIV. MAYOR'S REPORT
- XV. ITEMS OF COMMUNITY INTEREST
- XVI. FUTURE AGENDA ITEMS
- XVII. ADJOURNMENT

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

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

I, Kirsten Garcia, do hereby certify that I did, on January 9, 2025 at 5:00 PM post this notice of meeting on the bulletin board at 1800 N. Brazosport Blvd., Richwood, TX, in compliance with the Texas Open Meetings Law.

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Kirsten Garcia, City Secretary  
City of Richwood



# AGENDA MEMORANDUM – JANUARY 13, 2025

## ITEM # CONSENT

**CONTACT:** Patricia Ditto, Finance Director

**SUBJECT:** Monthly Budget Summary Report

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

### BACKGROUND INFORMATION:

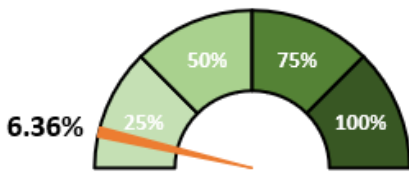
The information provided is for the FY 2024-2025 budget period, month ending November 30, 2024. This summary highlights several key points related to the current month’s activity for the General Fund and for the Water and Sewer Enterprise Fund. The attached report is unaudited, and this month may include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

### DISCUSSION:

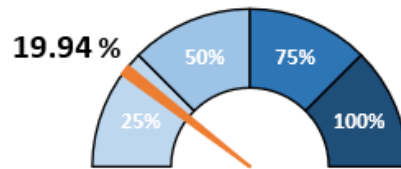
Attached is the budget report for November 2024, which is the first month of Fiscal Year 2025. 16.7% of the year has passed. The report reflects the original budget as approved for FY25 as well as the revised budget reflecting all budget amendments approved by council since the original budget was approved. *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 November 30, 2024, General Fund revenues total \$233,090. General Fund expenditures total \$693,286.



General Fund Revenue as % of Budget



General Fund Expenditures as % of Budget

### Revenue (GF)

Total Revenue collected in the General fund is 6.36% of budget projection.

- M & O (Maintenance and Operations) Property tax (including current, delinquent and penalties) received through the end of November is \$163,010, 5% 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 November 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.

# City of Richwood TEXAS

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 will not show any revenue in the current fiscal year until December.

- Permits and Licenses revenues total \$7,440 this month. This is compared to \$3,522 collected at this time last year.
- Inspection fees collected are \$5,600 year to date. Of this amount, \$2,265 has been paid to Safebuilt for inspections.
- Municipal Court revenue for the month of November is \$10,537. This compares to \$12,903 at this time last year.
- Interest revenue is \$4,568 this month for a total of \$10,808 year to date.
- The Ambulance fee collected year to date is \$16,898.

## Expenditures (GF)

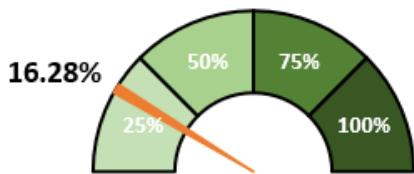
Expenditures in the General Fund are currently shown at \$693,286, 19.94% of budget.

## Transfers (GF)

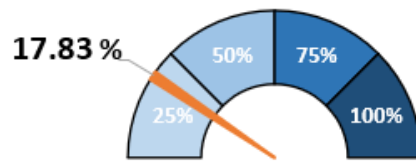
Interfund transfers have not yet been made. They will be processed after more revenue comes in to negate the need to take from investments as we are keeping a minimal amount in pooled cash.

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

Operating Revenues in November total \$498,497 year to date. Operating expenses are \$424,626.



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 November 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 -11/30/2024**

10 General Fund	Prior YTD	Current Period	Current YTD	Original Budget	Revised Budget	Remaining Budget	% Earned/Used
<b>Revenue</b>							<b>16.7% of year</b>
Taxes	106,686.11	145,808.59	163,009.88	3,258,935.00	3,258,935.00	3,095,925.12	5.00%
Property taxes, including delinquent & penalties	79,869.17	121,289.20	127,733.36	2,412,935.00	2,412,935.00		5.29%
Franchise Taxes	26,816.94	24,519.39	35,276.52	196,000.00	196,000.00		18.00%
Sales Tax	0.00	0.00	0.00	650,000.00	650,000.00		0.00%
Licenses and permits	3,522.00	3,865.00	7,440.00	75,150.00	75,150.00	67,710.00	9.90%
Intergovernmental revenue	1,372.68	1,515.21	1,663.87	10,000.00	10,000.00	8,336.13	16.64%
Charges for services - Municipal Bldg Rental	1,160.00	525.00	1,650.00	7,000.00	7,000.00	5,350.00	23.57%
Municipal Court Revenue	12,903.02	5,358.98	10,537.36	110,000.00	110,000.00	99,462.64	9.58%
Special Revenues	1,106.00	3,290.00	3,290.00	1,050.00	1,050.00	(2,240.00)	Ahead of Budget
Interest	14,394.11	4,567.89	10,808.20	55,000.00	55,000.00	44,191.80	19.65%
Miscellaneous revenue	24,904.20	17,118.02	34,690.38	149,400.00	149,400.00	114,709.62	23.22%
Inspection Fees	6,295.00	2,680.00	5,600.00	30,000.00	30,000.00		
Miscellaneous Income	1,645.70	6,020.52	12,342.38	13,000.00	13,000.00		
Parks & Recreation - Park Pavillion Rentals	125.00	0.00	(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	16,838.50	8,417.50	16,898.00	101,500.00	101,500.00		
<b>Total Revenue</b>	<b>166,048.12</b>	<b>182,048.69</b>	<b>233,089.69</b>	<b>3,666,535.00</b>	<b>3,666,535.00</b>	<b>3,433,445.31</b>	<b>6.36%</b>
<b>Expenditures</b>							
<b>General Government Administration</b>							
Personnel & Benefits	77,642.14	45,853.22	84,119.97	599,119.00	599,119.00	514,999.03	14.04%
Supplies	1,934.80	100.00	(481.97)	19,500.00	19,500.00	19,981.97	-2.47%
Maintenance & Repair	1,484.88	10,669.00	10,717.01	16,480.00	16,480.00	5,762.99	65.03%
Utilities	3,340.38	1,436.34	4,123.51	15,300.00	15,300.00	11,176.49	26.95%
Professional Services	40,779.74	20,613.42	33,431.13	402,062.00	402,062.00	368,630.87	8.31%
Other Services	33,025.32	466.58	32,828.19	107,351.00	107,351.00	74,522.81	30.58%
Capital Equipment	2,167.63	374.21	748.42	7,155.00	7,155.00	6,406.58	10.46%
<b>Total Administration</b>	<b>160,374.89</b>	<b>79,512.77</b>	<b>165,486.26</b>	<b>1,166,967.00</b>	<b>1,166,967.00</b>	<b>1,001,480.74</b>	<b>14.18%</b>
<b>Judicial</b>							
Personnel & Benefits	11,012.04	668.22	1,050.14	10,501.00	10,501.00	9,450.86	10.00%
Supplies	0.00	0.00	(33.44)	300.00	300.00	333.44	-11.15%
Professional Services	8,300.00	660.00	9,830.00	18,950.00	18,950.00	9,120.00	51.87%
Other Services	0.00	0.00	0.00	500.00	500.00	500.00	0.00%
<b>Total Judicial</b>	<b>19,312.04</b>	<b>1,328.22</b>	<b>10,846.70</b>	<b>30,251.00</b>	<b>30,251.00</b>	<b>19,404.30</b>	<b>35.86%</b>
<b>Permitting &amp; Inspections</b>							
Personnel & Benefits	5,455.00	0.00	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>5,455.00</b>	<b>0.00</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>185,141.93</b>	<b>80,840.99</b>	<b>178,597.96</b>	<b>1,234,718.00</b>	<b>1,234,718.00</b>	<b>1,056,120.04</b>	<b>14.46%</b>
<b>Public Safety</b>							
<b>Police Department</b>							
Personnel & Benefits	128,403.43	67,383.78	126,192.37	960,447.00	960,447.00	834,254.63	13.14%
Supplies	6,294.06	0.00	775.76	46,700.00	46,700.00	45,924.24	1.66%
Maintenance & Repair	6,692.56	(487.72)	2,301.30	24,100.00	24,100.00	21,798.70	9.55%
Utilities	3,611.30	1,065.93	1,775.73	19,500.00	19,500.00	17,724.27	9.11%
Professional Services	71,743.66	0.00	100,035.11	228,716.00	228,716.00	128,680.89	43.74%
Other Services	12,878.76	0.00	11,423.13	15,213.00	15,213.00	3,789.87	75.09%
Capital Equipment	5,314.70	339.38	678.76	1,827.00	1,827.00	1,148.24	37.15%
<b>Total Police Department</b>	<b>234,938.47</b>	<b>68,301.37</b>	<b>243,182.16</b>	<b>1,296,503.00</b>	<b>1,296,503.00</b>	<b>1,053,320.84</b>	<b>18.76%</b>
<b>Fire Department</b>							
Personnel & Benefits	2,278.00	575.40	5,688.40	42,200.00	42,200.00	36,511.60	13.48%
Supplies	509.83	0.00	204.20	18,000.00	18,000.00	17,795.80	1.13%
Maintenance & Repair	11,268.49	330.00	8,051.13	47,000.00	47,000.00	38,948.87	17.13%
Utilities	1,038.65	512.16	1,161.96	6,150.00	6,150.00	4,988.04	18.89%
Professional Services	38,311.00	0.00	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	Percentage
Other Services	19,422.72	0.00	18,613.48	50,646.00	50,646.00	32,032.52	36.75%
Capital Equipment	32,712.17	0.00	32,712.17	59,712.00	59,712.00	26,999.83	54.78%
<b>Total Fire Department</b>	<b>105,540.86</b>	<b>1,417.56</b>	<b>111,551.34</b>	<b>383,708.00</b>	<b>383,708.00</b>	<b>272,156.66</b>	<b>29.07%</b>
<b>Code Enforcement</b>							
Personnel & Benefits	10,289.99	6,233.12	11,192.25	82,559.00	82,559.00	71,366.75	13.56%
Supplies	412.09	0.00	(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	0.00	510.98	809.00	809.00	298.02	63.16%
<b>Total Code Enforcement</b>	<b>11,224.32</b>	<b>6,233.12</b>	<b>11,342.40</b>	<b>91,568.00</b>	<b>91,568.00</b>	<b>79,225.60</b>	<b>12.39%</b>
<b>Total Public Safety</b>	<b>351,703.65</b>	<b>75,952.05</b>	<b>366,075.90</b>	<b>1,771,779.00</b>	<b>1,771,779.00</b>	<b>1,405,703.10</b>	<b>20.66%</b>
<b>Public Works</b>							
<b>City Maintenance</b>							
Personnel & Benefits	19,443.84	16,957.77	34,195.44	209,482.00	209,482.00	175,286.56	16.32%
Supplies	3,206.92	756.38	1,814.01	21,700.00	21,700.00	19,885.99	8.36%
Maintenance & Repair	5,640.73	13,825.89	17,354.37	56,860.00	56,860.00	39,505.63	30.52%
Utilities	6,719.92	3,510.03	9,128.45	42,130.00	42,130.00	33,001.55	21.67%
Other Services	5,876.32	0.00	6,482.80	19,774.00	19,774.00	13,291.20	32.78%
Capital Equipment	97,789.38	0.00	60,635.16	65,000.00	65,000.00	4,364.84	93.28%*
<b>Total City Maintenance</b>	<b>138,677.11</b>	<b>35,050.07</b>	<b>129,610.23</b>	<b>414,946.00</b>	<b>414,946.00</b>	<b>285,335.77</b>	<b>31.24%</b>
<b>Parks and Recreation</b>							
Supplies	297.48	0.00	925.44	4,800.00	4,800.00	3,874.56	19.28%
Maintenance & Repair	4,698.48	2,429.72	4,556.43	27,000.00	27,000.00	22,443.57	16.88%
Utilities	470.21	187.69	573.81	3,600.00	3,600.00	3,026.19	15.94%
Other Services	4,982.03	0.00	6,467.43	19,568.00	19,568.00	13,100.57	33.05%
<b>Total Parks and Recreation</b>	<b>10,448.20</b>	<b>2,617.41</b>	<b>12,523.11</b>	<b>54,968.00</b>	<b>54,968.00</b>	<b>42,444.89</b>	<b>22.78%</b>
<b>Emergency/Disaster</b>							
Supplies	0.00	0.00	3,825.00	0.00	0.00	(3,825.00)	
Maintenance & Repair	0.00	0.00	(246.47)	0.00	0.00	246.47	
Professional Services	0.00	2,900.00	2,900.00	0.00	0.00	(2,900.00)	
<b>Total Emergency/Disaster</b>	<b>0.00</b>	<b>2,900.00</b>	<b>6,478.53</b>	<b>0.00</b>	<b>0.00</b>	<b>(6,478.53)</b>	Over Budget
Miscellaneous	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
<b>Total Expenditures</b>	<b>685,970.89</b>	<b>197,360.52</b>	<b>693,285.73</b>	<b>3,476,411.00</b>	<b>3,476,411.00</b>	<b>2,783,125.27</b>	<b>19.94%</b>
<b>Other Financing Sources and Uses</b>							
<b>Sources</b>							
Transfers In	25,000.00	0.00	60,500.00	980,000.00	980,000.00	919,500.00	100.00%
<b>Total Sources</b>	<b>25,000.00</b>	<b>0.00</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>0.00</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>(828,922.77)</b>	<b>(15,311.83)</b>	<b>(399,696.04)</b>	<b>75,124.00</b>	<b>75,124.00</b>	<b>(474,820.04)</b>	

City of Richwood Operational Budget Report 10/1/2024 -11/30/2024							
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>16.7% of year</b>
Sewer Department	168,777.99	86,876.79	170,154.21	1,049,551.00	1,049,551.00	879,396.79	16.21%
Water Department	241,987.46	134,983.12	263,048.26	1,617,799.00	1,617,799.00	1,354,750.74	16.26%
Solid Waste Department	56,278.30	33,510.70	65,294.56	394,000.00	394,000.00	328,705.44	16.57%
<b>Total Operating income</b>	<b>467,043.75</b>	<b>255,370.61</b>	<b>498,497.03</b>	<b>3,061,350.00</b>	<b>3,061,350.00</b>	<b>2,562,852.97</b>	<b>16.28%</b>
<b>Operating expense</b>							
<b>Sewer Department</b>							
Personnel & Benefits	24,002.62	18,628.37	35,109.29	210,174.00	210,174.00	175,064.71	16.70%
Supplies	1,795.29	442.54	943.03	9,800.00	9,800.00	8,856.97	9.62%
Maintenance & Repair	6,845.12	1,857.59	3,148.83	66,040.00	66,040.00	62,891.17	4.77%
Professional Services	36,906.50	92,524.86	129,981.11	485,000.00	485,000.00	355,018.89	26.80%
Other Services (insurance)	7,334.36	0.00	5,742.35	5,802.00	5,802.00	59.65	98.97%
<b>Total Sewer Department</b>	<b>76,883.89</b>	<b>113,453.36</b>	<b>174,924.61</b>	<b>776,816.00</b>	<b>776,816.00</b>	<b>601,891.39</b>	<b>22.52%</b>
<b>Water Department</b>							
Personnel & Benefits	42,182.49	24,642.10	43,240.36	344,731.00	344,731.00	301,490.64	12.54%
Supplies	8,432.88	8,777.42	15,843.13	38,500.00	38,500.00	22,656.87	41.15%
Maintenance & Repair	37,555.20	8,194.40	10,488.32	133,220.00	133,220.00	122,731.68	7.87%
Utilities	14,787.02	7,721.85	20,370.58	77,683.00	77,683.00	57,312.42	26.22%
Professional Services	5,561.78	0.00	5,561.78	85,500.00	85,500.00	79,938.22	6.51%
Other Services	40,600.17	38,498.65	93,955.46	544,824.00	544,824.00	450,868.54	17.25%
Capital Equipment	601.54	605.31	1,210.62	3,655.00	3,655.00	2,444.38	33.12%
<b>Total Water Department</b>	<b>149,721.08</b>	<b>88,439.73</b>	<b>190,670.25</b>	<b>1,228,113.00</b>	<b>1,228,113.00</b>	<b>1,037,442.75</b>	<b>15.53%</b>
<b>Solid Waste Department</b>							
Professional Services	56,939.96	29,574.78	59,031.09	376,000.00	376,000.00	316,860.91	15.70%
<b>Total Solid Waste Department</b>	<b>56,939.96</b>	<b>29,574.78</b>	<b>59,031.09</b>	<b>376,000.00</b>	<b>376,000.00</b>	<b>316,968.91</b>	<b>15.70%</b>
<b>Total Operating expense</b>	<b>283,544.93</b>	<b>231,467.87</b>	<b>424,625.95</b>	<b>2,380,929.00</b>	<b>2,380,929.00</b>	<b>1,956,303.05</b>	<b>17.83%</b>
<b>Total Net Operating Income (Loss)</b>	<b>183,498.82</b>	<b>23,902.74</b>	<b>73,871.08</b>	<b>680,421.00</b>	<b>680,421.00</b>	<b>606,549.92</b>	<b>10.86%</b>
<b>Non-Operating Items</b>							
<b>Non-operating income</b>							
Interest income	67.03	1,671.71	3,376.40	0.00	0.00	(3,376.40)	Ahead of Budget
Other income	220.18	(128.15)	(128.15)	2,412.00	2,412.00	2,540.15	-5.31%
Transfers In	70,000.00	0.00	0.00	0.00	0.00	0.00	At Budget
<b>Total Non-operating income</b>	<b>70,287.21</b>	<b>1,543.56</b>	<b>3,248.25</b>	<b>2,412.00</b>	<b>2,412.00</b>	<b>836.25</b>	<b>134.67%</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>(295,841.08)</b>	<b>1,543.56</b>	<b>3,248.25</b>	<b>(738,993.00)</b>	<b>(738,993.00)</b>	<b>742,241.25</b>	<b>Ahead of Budget</b>
<b>Total - 30 Water &amp; Sewer Enterprise Fund</b>	<b>(112,342.26)</b>	<b>25,446.30</b>	<b>77,119.33</b>	<b>(58,572.00)</b>	<b>(58,572.00)</b>	<b>135,691.33</b>	<b>Ahead of Budget</b>

Budget Amendments:

# MINUTES

## RICHWOOD CITY COUNCIL MEETING

### Monday, December 09, 2024 at 6:00 PM

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

The meeting was called to order at 6:00 PM.

II. INVOCATION

III. PLEDGES OF ALLEGIANCE

IV. ROLL CALL OF COUNCIL MEMBERS

Michael Durham, Mayor:	Present
Paul Stallberg, Position 1:	Present
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. Budget Report, October 2024
- B. Approval of minutes from meeting held November 6, 2024.

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

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

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

***Motion carried.***

VII. DISCUSSION AND ACTION ITEMS

- A. Discussion and possible action considering options for repair of the city hall roof and the Ellis Park Pavilion.

Eric Foerster, City Manager, presented.

Discussion was held on options for repair.

***Motion to approve repairs to the roof of city hall and Ellis Park pavilion as estimated by Jayco for \$59284.04.***



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

**Voting Yea: Paul Stallberg, Mike Challenger, Amanda Reynolds, William Yearsin, Jeremy Fountain  
Motion carried.**

- 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.

Kirsten Garcia, City Secretary, presented.

**Motion to adopt Ordinance 24-522 as presented.**

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

**Voting Yea: Paul Stallberg, Mike Challenger, Amanda Reynolds, William Yearsin, Jeremy Fountain  
Motion carried.**

- C. Discuss and consider adopting Ordinance 24-533, an ordinance amending the provisions of the Code of Ordinance for itinerant merchants, peddlers, solicitors, etc.

Discussion was held on city limits signs and possibly no solicitation signage within the city.

**Motion to adopt Ordinance 24-533 as presented.**

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

**Voting Yea: Paul Stallberg, Mike Challenger, Amanda Reynolds, William Yearsin, Jeremy Fountain  
Motion carried.**

- D. Consider items removed from consent agenda

VIII. CAPITAL IMPROVEMENT PROJECTS UPDATE

Clif Custer, Public Works Director, presented his update.

IX. CITY MANAGER'S REPORT

Eric Foerster, City Manager, presented his report.

X. COUNCIL MEMBER COMMENTS & REPORTS

Paul Stallberg encouraged everyone to keep an eye on the weather and to bring their pets and plants inside.

Amanda Reynolds thanked the public who attended the meeting.

Will Yearsin spoke regarding the construction work on the bridge, stating it was quick and very well taken care of. He also urged all to be safe while travelling for the holidays.

Jeremy Fountain spoke regarding the weather, encouraging all to make sure their heater is maintained.

XI. MAYOR'S REPORT

Mayor wished everyone a Merry Christmas, hoping to see everyone at the holiday party.

He also encouraged council to help with Shop with a Cop.

He mentioned the Christmas light contest, encouraging the public to participate.

XII. ITEMS OF COMMUNITY INTEREST

Shop with a Cop

XIII. FUTURE AGENDA ITEMS

Elections

XIV. ADJOURNMENT

Being there no further business, the meeting was adjourned at 6:45 PM.

**These minutes were read and approved on the 13th day of January 2025.**

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**Mayor**

**ATTEST:**

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

**CITY OF RICHWOOD  
CHARTER REVIEW COMMISSION 2024**

**MEMBERS:**

- Lauren LaCount – Chair
- Matthew Yarborough - Member
- Mike Johnson – Member
- Bob Page – Member
- Lindsie Yearsin - Member

**Staff Liaisons:** Kirsten Garcia, City Secretary

**General Comments:**

The 2024 Charter Review Commission was appointed in October 2024. They met as available in three separate meetings beginning October 23, 2024, through November 18, 2024. The Commission was supported by administrative staff.

**Recommendations:**

**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.

*Rationale*

The proposed amendment allows individuals who have termed out of an elected position to apply for a vacancy appointment should there be no other applications for appointment.

**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.**

*Rationale*

The proposed amendment requires the Mayor Pro Tem to move into the position of Mayor in the instance of a vacancy and Council to appoint a replacement for the Council Member moving to the Mayors position.

**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.

*Rationale*

The proposed amendment allows council members to inquire into the conduct of other elected or appointed officials.

This report and recommendation are hereby presented to the City Council on December 9, 2024.

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Lauren LaCount, Chair

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Matthew Yarborough

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Mike Johnson

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Bob Page

**ORDINANCE NO. 25-524**

**AN ORDINANCE ORDERING AN ELECTION TO BE HELD IN THE CITY OF RICHWOOD, ON SATURDAY, MAY 3, 2025, FOR THE PURPOSE OF ELECTING CERTAIN OFFICERS FOR THE CITY OF RICHWOOD; PROVIDING THAT ALL PERSONS DESIRING TO HAVE THEIR NAME PLACED ON THE OFFICIAL BALLOT AS A CANDIDATE FILE AN APPLICATION NOT LATER THAN FEBRUARY 14, 2025, PROVIDING THAT ALL DULY QUALIFIED RESIDENT ELECTORS SHALL BE QUALIFIED TO VOTE; APPROVING A JOINT ELECTION AGREEMENT WITH BRAZORIA COUNTY; AND PROVIDING FOR SEVERABILITY.**

WHEREAS, the City of Richwood is a home rule city acting under its charter adopted by the electorate pursuant to Article XI, Section 5 of the Texas Constitution and Chapter 9 of the Texas Local Government Code; and

WHEREAS, Section 41.001 of the Texas Election Code (the "Code") specifies that the first Saturday in May shall be a uniform election date; and

WHEREAS, all of the City of Richwood and its voting precincts are located within Brazoria County only; and

WHEREAS, by this Ordinance, it is the intention of the City Council to adopt all requirements of an Election Order and Notice of Election in accordance with state law, and authorize a contract with Brazoria County for joint election services.

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

**Section 1.** That an election is hereby ordered and shall be held in and throughout the City of Richwood, Texas, on the 3rd day of May, 2025, being the first Saturday in May, between the hours of 7 a.m. and 7 p.m.. Voting will be held at the Richwood City Hall, 1800 Brazosport Blvd., Richwood, Texas. Voting will also be conducted at all the Vote Centers in Brazoria County, Texas that are listed on Exhibit A.

**Section 2.** That early voting by personal appearance will begin on April 22, 2025 and end on April 29, 2025. Early voting locations are attached as Exhibit B.

**Section 3.** That the election is ordered for the purpose of electing the following officers for the City:  
**The Mayor and Council Member Positions two and three**

**Section 4.** That any person having the qualifications set out in Section 3.02 of the Charter of the City of Richwood for Mayor and Council member positions two and three may file an application to have his or her name placed on the official ballot as a candidate. Said application shall be accompanied by a loyalty affidavit of the candidate as prescribed by Section 141.031 of the Texas Election Code and said application shall be filed with the City Secretary as prescribed by Section 143.006 of the Texas Election Code not earlier than January 15, 2025 and not later than February 14, 2025.

**Section 5.** That said election shall be held in accordance with the Constitution and laws of the State of Texas and the Charter of the City of Richwood, and all duly qualified resident electors of the City of Richwood, Texas, shall be qualified to vote.

**Section 6. JOINT ELECTION AGREEMENT APPROVED:** The City Secretary is authorized to execute the Joint Election Agreement between Brazoria County and Richwood. In the event of a conflict between this Ordinance and the Contract, the Contract shall control.

**Section 7. NOTICES:** This Ordinance shall serve as the Order of Election (as required by Section 3.001 of the Texas Election Code).

**Section 8. NECESSARY ACTIONS:** The Mayor or the City Secretary of the City of Richwood, in consultation with the City Attorney as needed, are hereby authorized and directed to take any and all actions necessary to comply with the provisions of the Texas Election Code and the Contract in carrying out and conducting the election, whether or not expressly authorized herein.

**Section 9.** If any part or portion of this ordinance shall be invalid or unconstitutional, such invalidity or unconstitutionality shall not affect or impair any remaining portions or provisions of this ordinance.

**Section 10.** This ordinance shall be in full force and effective immediately after its passage.

**PASSED AND APPROVED** on this 13th day of January, 2025.

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**Michael Durham, Mayor**

**ATTEST:**

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**Kirsten Garcia, City Secretary**