

# City of Richwood TEXAS

## CITY COUNCIL MEETING AGENDA

Monday, December 11, 2023 at 6:10 PM

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

BE IT KNOWN THAT a City of Richwood City Council will meet Monday, December 11, 2023, beginning at 6:10 PM at Richwood City Hall, located at 1800 Brazosport Blvd. N., Richwood, Texas 77531 with the following agenda:

- I. CALL TO ORDER
- II. ROLL CALL OF COUNCIL MEMBERS
- III. PUBLIC COMMENTS
- IV. CONSENT AGENDA
  - [A.](#) Approval of minutes from regular meeting held November 13, 2023.
  - [B.](#) Approval of minutes from special called meeting held November 17, 2023.
  - [C.](#) Budget Report, October 2023
  - [D.](#) Budget Report, November 2023
- V. DISCUSSION AND ACTION ITEMS
  - [A.](#) Final review and action on re-plat of lots 65 & 66; block 1 of Oakwood Shores Subdivision section 1 also known as 32234 Bayou Bend.
  - [B.](#) Discussion, on-site inspection, and possible action regarding the City of Richwood service center and P.K. Forrest Building.  
  
(The City Council will travel to 720 N. Mahan to inspect the service center and community building.)
  - [C.](#) Discuss and consider appointing Marcus Smith as the City of Richwood Fire Marshal.
  - [D.](#) Discuss and consider adopting Ordinance 23-513, amending Chapter 4, Article 1, Section 4-2 (Referenced Codes) of the City of Richwood Code of Ordinances, establishing minimum standards for for continued use and occupancy that apply to all buildings regardless of the date of construction.
  - E. Consider items removed from consent agenda
- VI. EXECUTIVE SESSION

Pursuant to Chapter 551.0745, Personnel Matters to deliberate the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of a public officer or employee, or to hear a complaint or charge against an officer or employee:

  1. Stephen Mayer, Chief of Police
  2. Eric Foerster, City Manager

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

  1. Texas Municipal League Intergovernmental Risk Pool
- VII. ACTION AS A RESULT OF EXECUTIVE SESSION
- 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 8, 2023 at 10:30 AM 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

# MINUTES

## RICHWOOD CITY COUNCIL MEETING

Monday, November 13, 2023 at 6:00 PM

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BE IT KNOWN THAT a City of Richwood City Council will meet Monday, November 13, 2023, 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
Mike Johnson, Position 1:	Present
Mike Challenger, Position 2:	Present
Amanda Reynolds, Position 3:	Present
Rory Escalante, Position 4:	Present
Jeremy Fountain, Position 5:	Present

Others present: Eric Foerster, City Manager; Kirsten Garcia, City Secretary; Tricia Ditto, Finance Director; Cliff Custer, Public Works Director;

V. PUBLIC COMMENTS

There was no public comment.

VI. EMPLOYEE SERVICE AWARDS

A. Laura Tyner, Utility Billing - 5 Years

Mayor Durham presented Laura Tyner with a service award.

VII. CONSENT AGENDA

A. Investment Report, Q4 FY 2023

B. Budget Report, September 2023

C. Approval of Minutes from regular meeting held October 9, 2023.

**Motion to approve consent agenda.**

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

**Voting Yea: Mike Johnson, Mike Challenger, Amanda Reynolds, Rory Escalante, Jeremy Fountain**

**Motion carried.**

VIII. DISCUSSION AND ACTION ITEMS

A. Presentation of Fire Department Year End Report, FY 2023

Clint Kocurek, Fire Chief, and, Mark Guthrie, Asst. Fire Chief, presented.

Discussion held on future reports.

Discussion held on spending.

Discussion held on benefits of joining.

Discussion was held on efforts to attract more volunteers.

Discussion held on volunteer’s time.

Leslie Klug, KRB ED, stated her board stands behind the FD and will help in any way with fundraising and efforts.

- B. Discuss and consider approving the development of a GIS mapping system in an amount not to exceed \$20,000.00.

Clif Custer, Public Works Director, presented.

Discussion held on possible savings for future engineering.

Discussion held on the process for creating maps and alternatives to GIS mapping.

**Motion to Approve the development of a GIS mapping system in an amount not to exceed \$20,000.00.**

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

**Voting Yea: Mike Johnson, Mike Challenger, Amanda Reynolds, Rory Escalante, Jeremy Fountain**

**Motion carried.**

- C. Discussion and consider approval of resolution 23-R-81, adopting Rules of Procedure for elected and appointed officials.

Kirsten Garcia, presented.

Discussion held as to need of Rules of Procedure. The City Charter was cited as “Section 3.09. - Rules of procedure. The City Council shall determine its own rules of procedure and may compel the attendance of its members.

**Motion to approve Resolution 23-R-81, adopting Rules of Procedure for elected and appointed officials.**

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

**Voting Yea: Mike Johnson, Amanda Reynolds, Rory Escalante, Jeremy Fountain**

**Voting Nay: Mike Challenger**

**Motion carried.**

- D. Consider items removed from consent agenda

No items were removed from the consent agenda.

IX. CAPITAL IMPROVEMENT PROJECTS UPDATE

Clif Custer, Public Works Director, presented.

X. CITY MANAGER'S REPORT

Eric Foerster, City Manager, reported on the ambulance agreement, support beams at Ellis Park pavilion, status of the community building / city barn, water quality, and insurance.

XI. COUNCIL MEMBER COMMENTS & REPORTS

Mike Johnson reported on the CCPD meeting held last week, that it went well, and they will possibly be bringing things to council. He also thanked KRB for a great trunk or treat.

Amanda Reynolds stated that Trunk or treat was a success with a fantastic turn out. She stated things seem to work great to hold events in tandem with Polk Elementary. She also expressed thanks to the staff for participating.

Rory Escalante expressed thanks to the fire department for the presentation, adding he didn't realize how expensive it is to operate. He also made a comment regarding the playground auction and requested staff to explore other options should it not sell.

XII. MAYOR'S REPORT

Mayor thanked the Veterans for their service, thanked Leslie Klug and KRB for trunk or treat, thanked Laura Tyner for her 5 years, and thanked Clif Custer for his work.

Mayor wished everyone a happy Thanksgiving.

XIII. ITEMS OF COMMUNITY INTEREST

Kirsten Garcia, City Secretary, presented information on the shop with a cop program.

XIV. FUTURE AGENDA ITEMS

- Insurance
- executive sessions security
- Water
- Replat
- Bidding process
- business opportunities
- noise ordinances for chickens

XV. ADJOURNMENT

Being there no further business, the meeting was adjourned at 7:42 p.m.

**These minutes were read and approved on the 11th day of December 2023.**

\_\_\_\_\_  
Mayor

ATTEST:

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

# MINUTES

## RICHWOOD CITY COUNCIL MEETING SPECIAL MEETING

### Friday, November 17, 2023 at 5:00 PM

BE IT KNOWN THAT a City of Richwood City Council will meet Friday, November 17, 2023, beginning at 5:00 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 5:00 p.m.

II. INVOCATION

Tricia Ditto, Finance Director, led the invocation.

III. PLEDGES OF ALLEGIANCE

Rory Escalante, Mayor ProTem, led the pledges.

IV. ROLL CALL OF COUNCIL MEMBERS

Michael Durham, Mayor:	Absent
Mike Johnson, Position 1:	Present
Mike Challenger, Position 2:	Present
Amanda Reynolds, Position 3:	Present
Rory Escalante, Mayor Pro Tem:	Present
Jeremy Fountain, Position 5:	Absent

Others present: Eric Foerster, City Manager; Kirsten Garcia, City Secretary; Tricia Ditto, Finance Director; Clif Custer, Public Works Director.

V. PUBLIC COMMENTS

There was no public comment.

VI. DISCUSSION AND ACTION ITEMS

A. Discussion consider authorizing the City Manager to execute agreement for employee health benefits.

Eric Foerster, City Manager, presented insurance information, advising staff is recommending we go with Blue Cross Blue Shield for coverage.

Discussion was held on coverage levels.

Discussion was held on the possibility of offering alternate plans to employees to choose to cover the difference.

Discussion held on employees covering costs of their insurance.

**Motion to authorize the City Manager to execute an agreement for employee health benefits.**

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

**Voting Yea: Mike Johnson, Mike Challenger, Amanda Reynolds**

**Motion carried.**

VII. CITY MANAGER'S REPORT

Eric Foerster presented information regarding possible insurance issues, will bring as future agenda item.

VIII. COUNCIL MEMBER COMMENTS & REPORTS

Mike Johnson requested updates regarding the insurance and thanked staff for the Thanksgiving lunch.

Mike Challenger wished everyone a happy Thanksgiving.

Amanda Reynolds echoed Councilman Challengers wishes.

IX. MAYOR'S REPORT

No report.

X. FUTURE AGENDA ITEMS

Fire marshall

Zoning codes

Signage for solicitation in the city

Replat

Insurance - 6 months from now

Service center field trip

XI. ADJOURNMENT

Being there no further business, the meeting was adjourned at 5:33 p.m.

**These minutes were read and approved on the 11th day of December 2023.**

\_\_\_\_\_  
Mayor

ATTEST:

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



# AGENDA MEMORANDUM – DECEMBER 11, 2023

## ITEM # CONSENT

**CONTACT:** Patricia Ditto, Finance Director

**SUBJECT:** Monthly Budget Summary Report

**SUMMARY:** Receive and/or approve the October 2023 Budget Report

### BACKGROUND INFORMATION:

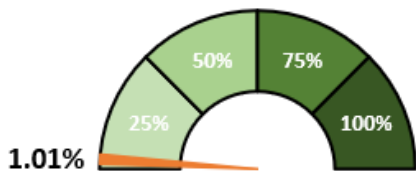
The information provided is for the FY 2023-2024 budget period, month ending October 31, 2023. This summary highlights several key points related to the current month’s activity for the General Fund and for the Water and Sewer Enterprise Fund. The attached report is unaudited, and this month may include corrections from prior months.

### DISCUSSION:

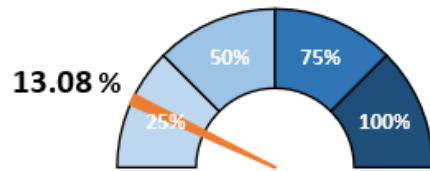
Attached is the budget report for October 2023, which is the first month of Fiscal Year 24. 8.3% of the year has passed. The report reflects the original budget as approved for FY24 as well as the revised budget reflecting all budget amendments approved by council since the original budget was approved. *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, 2023, General Fund revenues total \$34,668. General Fund expenditures total \$384,353.



**General Fund Revenue as % of Budget**



**General Fund Expenditures as % of Budget**

### Revenue (GF)

Total Revenue collected in the General fund is at 1.01% of budget projection.

- M & O (Maintenance and Operations) Property tax (including current, delinquent and penalties) received through the end of September is \$2,728, .12% of projected property taxes for the year. The majority of Ad Valorum revenue for the current year will be received beginning in November through February.



# City of Richwood TEXAS

- Sales Tax revenue received in October was earned in August and was recorded as revenue in FY23. The November 2023 budget report will show the total received for FY23 for your information but the FY24 figures will not be known until the first installment is received in December.
- Permits and Licenses revenues total \$2,940 this month. This is compared to \$13,965 collected at this time last year. Inspection fees collected are \$2,985.
- There have been no Water Impact fees collected this year. All Impact Fees are posted to Fund 32 Utility Capital Improvements and do not show in this budget report.
- Municipal Court revenue for the month of October is \$7,161. This compares to \$9,181 at this time last year.
- Interest revenue is at \$7,263 this month
- The Ambulance fee, new this fiscal year, saw \$8,421 with the October billing.
- Credit Card Fees will begin in January.

### Expenditures (GF)

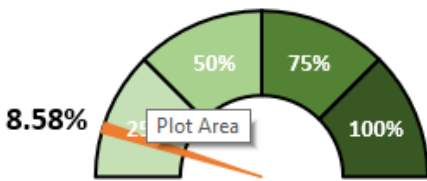
Expenditures in the General Fund are currently shown at \$384,353, 13.08% of budget.

### Transfers (GF)

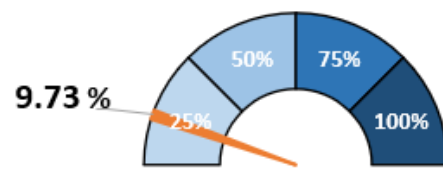
All approved interfund transfers have been completed.

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

Operating Revenues in October total \$247,315. Operating expenses are \$240,323.



Enterprise Fund Revenue as % of Budget



Enterprise Fund Operating Expense as % of Budget

**RECOMMENDATION:** Council to approve October 2023 Budget Summary Report for General Fund and the Water & Sewer Enterprise Fund.

**City of Richwood**  
**Fiscal Year 2024 Operational Budget Report**  
**10/1/2023 -10/31/2023**

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	3,129.34	2,731.56	2,731.56	3,045,188.00	3,045,188.00	3,042,456.44	0.09%
Property taxes, including delinquent & penalties	3,129.34	2,727.61	2,727.61	2,209,188.00	2,209,188.00		0.12%
Franchise Taxes	0.00	3.95	3.95	196,000.00	196,000.00		0.00%
Sales Tax	0.00	0.00	0.00	640,000.00	640,000.00		0.00%
Licenses and permits	13,964.64	2,940.00	2,940.00	54,150.00	54,150.00	51,210.00	5.43%
Intergovernmental revenue	0.00	1,372.68	1,372.68	1,100.00	1,100.00	(272.68)	Ahead of Budget
Charges for services - Municipal Bldg Rental	475.00	810.00	810.00	9,000.00	9,000.00	8,190.00	9.00%
Municipal Court Revenue	9,180.92	7,160.69	7,160.69	130,000.00	130,000.00	122,839.31	5.51%
Special Revenues	0.00	6.00	6.00	1,050.00	1,050.00	1,044.00	0.57%
Interest	3,396.78	7,263.20	7,263.20	50,000.00	50,000.00	42,736.80	14.53%
Miscellaneous revenue	3,173.96	12,384.07	12,384.07	149,152.00	149,152.00	136,767.93	8.30%
Inspection Fees	2,530.00	2,985.00	2,985.00	30,000.00	30,000.00		
Miscellaneous Income	143.96	853.07	853.07	10,000.00	10,000.00		
Parks & Recreation - Park Pavillion Rentals	500.00	125.00	125.00	3,500.00	3,500.00		
Parks & Recreation - Sports Field Rental	0.00	0.00	0.00	3,600.00	3,600.00		
Credit Card Fee Revenue	0.00	0.00	0.00	1,000.00	1,000.00		
Ambulance Fee Revenue	0.00	8,421.00	8,421.00	101,052.00	101,052.00		
<b>Total Revenue</b>	<b>33,320.64</b>	<b>34,668.20</b>	<b>34,668.20</b>	<b>3,439,640.00</b>	<b>3,439,640.00</b>	<b>3,404,971.80</b>	<b>1.01%</b>
<b>Expenditures</b>							
<b>General Government Administration</b>							
Personnel & Benefits	30,993.72	35,741.26	35,741.26	528,232.00	528,232.00	492,490.74	6.77%
Supplies	2,246.43	105.52	105.52	18,500.00	18,500.00	18,394.48	0.57%
Maintenance & Repair	334.99	1,012.08	1,012.08	5,900.00	5,900.00	4,887.92	17.15%
Utilities	1,190.64	1,613.46	1,613.46	11,550.00	11,550.00	9,936.54	13.97%
Professional Services	33,237.61	17,390.71	17,390.71	152,800.00	152,800.00	135,409.29	11.38%
Other Services	23,786.50	32,233.20	32,233.20	94,000.00	94,000.00	61,766.80	34.29%
Capital Equipment	3,314.25	1,826.65	1,826.65	7,600.00	7,600.00	5,773.35	24.03%
<b>Total Administration</b>	<b>95,104.14</b>	<b>89,922.88</b>	<b>89,922.88</b>	<b>818,582.00</b>	<b>818,582.00</b>	<b>728,659.12</b>	<b>10.99%</b>
<b>Judicial</b>							
Personnel & Benefits	4,795.18	4,856.56	4,856.56	79,311.00	79,311.00	74,454.44	6.12%
Supplies	0.00	0.00	0.00	1,300.00	1,300.00	1,300.00	0.00%
Professional Services	8,260.00	7,700.00	7,700.00	19,500.00	19,500.00	11,800.00	39.49%
Other Services	0.00	0.00	0.00	500.00	500.00	500.00	0.00%
<b>Total Judicial</b>	<b>13,055.18</b>	<b>12,556.56</b>	<b>12,556.56</b>	<b>100,611.00</b>	<b>100,611.00</b>	<b>88,054.44</b>	<b>12.48%</b>
<b>Permitting &amp; Inspections</b>							
Personnel & Benefits	0.00	50.00	50.00	30,000.00	30,000.00	29,950.00	0.17%
Supplies	0.00	0.00	0.00	1,000.00	1,000.00	1,000.00	0.00%
Professional Services	0.00	0.00	0.00	1,000.00	1,000.00	1,000.00	0.00%
<b>Total Permitting &amp; Inspections</b>	<b>0.00</b>	<b>50.00</b>	<b>50.00</b>	<b>32,000.00</b>	<b>32,000.00</b>	<b>31,950.00</b>	<b>0.16%</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>108,159.32</b>	<b>102,529.44</b>	<b>102,529.44</b>	<b>952,693.00</b>	<b>952,693.00</b>	<b>850,163.56</b>	<b>10.76%</b>
<b>Public Safety</b>							
<b>Police Department</b>							
Personnel & Benefits	67,451.30	61,518.30	61,518.30	929,557.00	929,557.00	868,038.70	6.62%
Supplies	3,347.73	3,066.88	3,066.88	52,000.00	52,000.00	48,933.12	5.90%
Maintenance & Repair	1,730.69	1,153.25	1,153.25	29,900.00	29,900.00	28,746.75	3.86%
Utilities	1,157.69	1,765.15	1,765.15	19,500.00	19,500.00	17,734.85	9.05%
Professional Services	70,880.96	66,189.28	66,189.28	198,085.00	198,085.00	131,895.72	33.41%
Other Services	14,232.16	12,878.76	12,878.76	20,200.00	20,200.00	7,321.24	63.76%
Capital Equipment	187.10	187.10	187.10	7,249.00	7,249.00	7,061.90	2.58%
<b>Total Police Department</b>	<b>158,987.63</b>	<b>146,758.72</b>	<b>146,758.72</b>	<b>1,256,491.00</b>	<b>1,256,491.00</b>	<b>1,109,732.28</b>	<b>11.68%</b>
<b>Fire Department</b>							
Personnel & Benefits	2,961.00	2,278.00	2,278.00	35,200.00	35,200.00	32,922.00	6.47%

10 General Fund	Prior YTD	Current Period	Current YTD	Original Budget	Revised Budget	Remaining Budget	% Earned / Used
Supplies	599.58	269.83	269.83	17,500.00	17,500.00	17,230.17	1.54%
Maintenance & Repair	447.00	4,894.09	4,894.09	34,500.00	34,500.00	29,605.91	14.19%
Utilities	295.51	503.84	503.84	6,150.00	6,150.00	5,646.16	8.19%
Professional Services	38,311.00	0.00	0.00	161,000.00	161,000.00	161,000.00	0.00%
Other Services	13,243.24	19,422.72	19,422.72	32,000.00	32,000.00	12,577.28	60.70%
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>88,569.50</b>	<b>60,080.65</b>	<b>60,080.65</b>	<b>346,062.00</b>	<b>346,062.00</b>	<b>285,981.35</b>	<b>17.36%</b>
<b>Code Enforcement</b>							
Personnel & Benefits	0.00	4,449.98	4,449.98	69,421.00	69,421.00	64,971.02	6.41%
Supplies	0.00	26.00	26.00	2,200.00	2,200.00	2,174.00	1.18%
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	0.00	522.24	522.24	900.00	900.00	377.76	58.03%
<b>Total Code Enforcement</b>	<b>0.00</b>	<b>4,998.22</b>	<b>4,998.22</b>	<b>74,521.00</b>	<b>74,521.00</b>	<b>68,522.78</b>	<b>6.71%</b>
<b>Total Public Safety</b>	<b>247,557.13</b>	<b>211,837.59</b>	<b>211,837.59</b>	<b>1,677,074.00</b>	<b>1,677,074.00</b>	<b>1,465,236.41</b>	<b>12.63%</b>
<b>Public Works</b>							
<b>City Maintenance</b>							
Personnel & Benefits	5,216.99	9,933.49	9,933.49	121,689.00	121,689.00	111,755.51	8.16%
Supplies	1,749.82	30,218.81	30,218.81	25,825.00	25,825.00	(4,393.81)	Over Budget
Maintenance & Repair	1,589.44	550.00	550.00	29,860.00	29,860.00	29,310.00	1.84%
Utilities	2,670.29	3,341.75	3,341.75	38,400.00	38,400.00	35,058.25	8.70%
Other Services	2,753.67	5,876.32	5,876.32	22,800.00	22,800.00	16,923.68	25.77%
Capital Equipment	29,212.00	12,117.00	12,117.00	0.00	0.00	(12,117.00)	Over Budget
<b>Total City Maintenance</b>	<b>43,192.21</b>	<b>62,037.37</b>	<b>62,037.37</b>	<b>238,574.00</b>	<b>238,574.00</b>	<b>176,536.63</b>	<b>26.00%</b>
<b>Parks and Recreation</b>							
Supplies	22.15	164.74	164.74	5,100.00	5,100.00	4,935.26	3.23%
Maintenance & Repair	889.28	2,861.10	2,861.10	32,000.00	32,000.00	29,138.90	8.94%
Utilities	310.89	218.63	218.63	3,500.00	3,500.00	3,281.37	6.25%
Other Services	3,788.82	4,704.40	4,704.40	17,100.00	17,100.00	12,395.60	27.51%
<b>Total Parks and Recreation</b>	<b>5,011.14</b>	<b>7,948.87</b>	<b>7,948.87</b>	<b>57,700.00</b>	<b>57,700.00</b>	<b>49,751.13</b>	<b>13.78%</b>
<b>Emergency/Disaster</b>							
Contract Labor	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
<b>Total Emergency/Disaster</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00%</b>
Miscellaneous	0.00	0.00	0.00	12,960.00	12,960.00	12,960.00	0.00%
Development Agreements	0	0	0	12,960.00	12,960.00	12,960.00	0.00%
<b>Total Expenditures</b>	<b>403,919.80</b>	<b>384,353.27</b>	<b>384,353.27</b>	<b>2,939,001.00</b>	<b>2,939,001.00</b>	<b>2,554,647.73</b>	<b>13.08%</b>
<b>Other Financing Sources and Uses</b>							
<b>Sources</b>							
Transfers In	15,000.00	25,000.00	25,000.00	25,000.00	25,000.00	0.00	Over Budget
<b>Total Sources</b>	<b>15,000.00</b>	<b>25,000.00</b>	<b>25,000.00</b>	<b>25,000.00</b>	<b>25,000.00</b>	<b>0.00</b>	<b>100.00%</b>
<b>Uses</b>							
Transfers Out	329,000.00	334,000.00	334,000.00	334,000.00	334,000.00	0.00	100.00%
<b>Total Uses</b>	<b>329,000.00</b>	<b>334,000.00</b>	<b>334,000.00</b>	<b>334,000.00</b>	<b>334,000.00</b>	<b>0.00</b>	<b>100.00%</b>
<b>Total Other Financing Sources and Uses</b>	<b>(314,000.00)</b>	<b>(309,000.00)</b>	<b>(309,000.00)</b>	<b>(309,000.00)</b>	<b>(309,000.00)</b>	<b>0.00</b>	
<b>Total - 10 GENERAL FUND</b>	<b>(684,599.16)</b>	<b>(658,685.07)</b>	<b>(658,685.07)</b>	<b>191,639.00</b>	<b>191,639.00</b>	<b>(850,324.07)</b>	

City of Richwood Operational Budget Report 10/1/2023 -10/31/2023							
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	87,456.70	88,791.67	88,791.67	981,504.00	981,504.00	892,712.33	9.05%
Water Department	112,161.85	130,864.84	130,864.84	1,519,867.00	1,519,867.00	1,389,002.16	8.61%
Solid Waste Department	28,296.69	27,658.29	27,658.29	381,000.00	381,000.00	353,341.71	7.26%
<b>Total Operating income</b>	<b>227,915.24</b>	<b>247,314.80</b>	<b>247,314.80</b>	<b>2,882,371.00</b>	<b>2,882,371.00</b>	<b>2,635,056.20</b>	<b>8.58%</b>
<b>Operating expense</b>							
<b>Sewer Department</b>							
Personnel & Benefits	12,801.64	12,223.93	12,223.93	212,594.00	212,594.00	200,370.07	5.75%
Supplies	566.11	686.85	686.85	8,500.00	8,500.00	7,813.15	8.08%
Maintenance & Repair	1,387.02	2,563.18	2,563.18	67,740.00	67,740.00	65,176.82	3.78%
Professional Services	0.00	87,417.09	87,417.09	715,000.00	715,000.00	627,582.91	12.23%
Other Services	3,872.72	7,334.36	7,334.36	4,650.00	4,650.00	(2,684.36)	Over Budget
<b>Total Sewer Department</b>	<b>18,627.49</b>	<b>110,225.41</b>	<b>110,225.41</b>	<b>1,008,484.00</b>	<b>1,008,484.00</b>	<b>898,258.59</b>	<b>10.93%</b>
<b>Water Department</b>							
Personnel & Benefits	17,593.50	19,219.29	19,219.29	262,978.00	262,978.00	243,758.71	7.31%
Supplies	1,988.30	1,136.23	1,136.23	27,600.00	27,600.00	26,463.77	4.12%
Maintenance & Repair	23,169.66	31,289.87	31,289.87	146,720.00	146,720.00	115,430.13	21.33%
Utilities	5,208.63	7,091.02	7,091.02	66,600.00	66,600.00	59,508.98	10.65%
Professional Services	38,061.78	5,561.78	5,561.78	230,500.00	230,500.00	224,938.22	2.41%
Other Services	47,469.23	37,058.92	37,058.92	433,040.00	433,040.00	395,981.08	8.56%
Capital Equipment	300.77	300.77	300.77	3,610.00	3,610.00	3,309.23	8.33%
<b>Total Water Department</b>	<b>133,791.87</b>	<b>101,657.88</b>	<b>101,657.88</b>	<b>1,171,048.00</b>	<b>1,171,048.00</b>	<b>1,069,390.12</b>	<b>8.68%</b>
<b>Solid Waste Department</b>							
Professional Services	0.00	28,439.83	28,439.83	290,000.00	290,000.00	261,452.17	9.81%
<b>Total Solid Waste Department</b>	<b>0.00</b>	<b>28,439.83</b>	<b>28,439.83</b>	<b>290,000.00</b>	<b>290,000.00</b>	<b>261,560.17</b>	<b>9.81%</b>
<b>Total Operating expense</b>	<b>152,419.36</b>	<b>240,323.12</b>	<b>240,323.12</b>	<b>2,469,532.00</b>	<b>2,469,532.00</b>	<b>2,229,208.88</b>	<b>9.73%</b>
<b>Total Net Operating Income (Loss)</b>	<b>75,495.88</b>	<b>6,991.68</b>	<b>6,991.68</b>	<b>412,839.00</b>	<b>412,839.00</b>	<b>405,847.32</b>	<b>1.69%</b>
<b>Non-Operating Items</b>							
<b>Non-operating income</b>							
Interest income	7.26	0.00	0.00	2,500.00	2,500.00	2,500.00	0.00%
Grants	0.00	0.00	0.00	0.00	0.00	0.00	At Budget
Other income	225.44	9.75	9.75	3,000.00	3,000.00	2,990.25	0.33%
Transfers In	0.00	70,000.00	70,000.00	70,000.00	70,000.00	0.00	At Budget
<b>Total Non-operating income</b>	<b>232.70</b>	<b>70,009.75</b>	<b>70,009.75</b>	<b>75,500.00</b>	<b>75,500.00</b>	<b>5,490.25</b>	<b>92.73%</b>
<b>Non-operating expense</b>							
Debt Service	0.00	0.00	0.00	435,981.00	435,981.00	435,981.00	0.00%
Transfers Out	56,000.00	56,000.00	56,000.00	56,000.00	56,000.00	0.00	At Budget
<b>Total Non-operating expense</b>	<b>56,000.00</b>	<b>56,000.00</b>	<b>56,000.00</b>	<b>491,981.00</b>	<b>491,981.00</b>	<b>435,981.00</b>	<b>11.38%</b>
Depreciation Expense	23,668.48	0.00	0.00	300,000.00	300,000.00	300,000.00	0.00%
<b>Total Non-Operating Items</b>	<b>(79,435.78)</b>	<b>14,009.75</b>	<b>14,009.75</b>	<b>(716,481.00)</b>	<b>(716,481.00)</b>	<b>730,490.75</b>	<b>Ahead of Budget</b>
<b>Total - 30 Water &amp; Sewer Enterprise Fund</b>	<b>(3,939.90)</b>	<b>21,001.43</b>	<b>21,001.43</b>	<b>(303,642.00)</b>	<b>(303,642.00)</b>	<b>324,643.43</b>	<b>Ahead of Budget</b>

Budget Amendments:



# AGENDA MEMORANDUM – DECEMBER 11, 2023

## ITEM # CONSENT

**CONTACT:** Patricia Ditto, Finance Director

**SUBJECT:** Monthly Budget Summary Report

**SUMMARY:** Receive and/or approve the November 2023 Budget Report

### BACKGROUND INFORMATION:

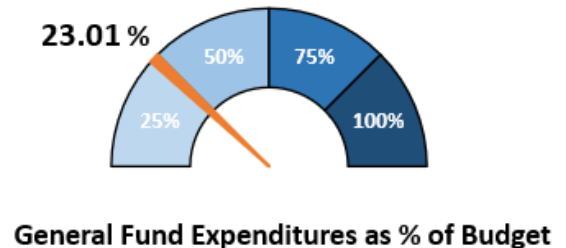
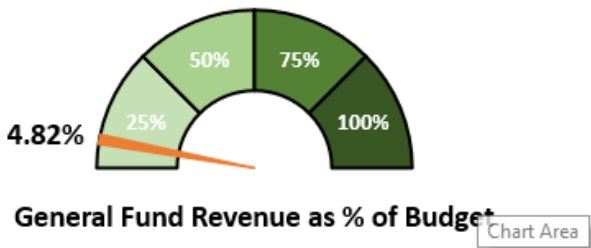
The information provided is for the FY 2023-2024 budget period, month ending November 30, 2023. This summary highlights several key points related to the current month’s activity for the General Fund and for the Water and Sewer Enterprise Fund. The attached report is unaudited, and this month may include corrections from prior months.

### DISCUSSION:

Attached is the budget report for November 2023, which is the second month of Fiscal Year 24. 16.6% of the year has passed. The report reflects the original budget as approved for FY24 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, 2023, General Fund revenues total \$165,873. General Fund expenditures total \$676,215.



### Revenue (GF)

Total Revenue collected in the General fund is at 4.82% of budget projection.

- M & O (Maintenance and Operations) Property tax (including current, delinquent and penalties) received through the end of September is \$79,869, 3.62% of projected property taxes for the year. The majority of Ad Valorem revenue for the current year will be received beginning in November through February.

# City of Richwood TEXAS

- Sales Tax revenue received in November was earned in September and was recorded as revenue in FY23. We ended Fiscal Year 2023 \$139,280 behind Fiscal Year 2022.

MONTH RECEIVED	FY 2022				FY 2023			
	GENERAL FUND	TRANS FUND	CCPD	TOTAL	GENERAL FUND	TRANS FUND	CCPD	TOTAL
DEC	53,567.31	13,391.83	13,217.46	<b>80,176.60</b>	44,369.52	11,092.39	10,760.96	<b>66,222.87</b>
JAN	56,126.12	14,031.53	13,925.95	<b>84,083.60</b>	52,644.29	13,161.07	12,957.41	<b>78,762.77</b>
FEB	57,614.76	14,403.69	14,521.54	<b>86,539.99</b>	55,858.64	13,964.65	13,634.73	<b>83,458.02</b>
MAR	50,637.08	12,659.27	12,646.82	<b>75,943.17</b>	56,308.72	14,077.18	13,767.76	<b>84,153.66</b>
APR	51,434.48	12,858.61	12,824.76	<b>77,117.85</b>	51,255.32	12,813.83	12,475.55	<b>76,544.70</b>
MAY	68,671.54	17,167.89	17,012.76	<b>102,852.19</b>	58,663.20	14,665.80	14,074.45	<b>87,403.45</b>
JUN	65,008.00	16,252.00	19,439.97	<b>100,699.97</b>	47,805.40	11,951.34	11,489.95	<b>71,246.69</b>
JUL	65,972.27	16,493.06	16,490.53	<b>98,955.86</b>	56,403.73	14,100.94	13,673.07	<b>84,177.74</b>
AUG	64,814.44	16,203.61	16,172.78	<b>97,190.83</b>	55,897.00	13,974.00	13,604.00	<b>83,475.00</b>
SEPT	54,061.24	13,515.30	13,440.49	<b>81,017.03</b>	50,036.00	12,509.00	15,295.00	<b>77,840.00</b>
OCT*	76,500.74	19,125.18	18,947.42	<b>114,573.34</b>	67,678.00	16,919.00	16,418.00	<b>101,015.00</b>
NOV*	65,732.13	16,502.16	16,433.03	<b>98,667.32</b>	43,116.91	10,779.23	10,341.29	<b>64,237.43</b>
YEAR TOTAL	730,140.11	182,604.13	185,073.51	<b>1,097,817.75</b>	640,036.73	160,008.43	158,492.17	<b>958,537.33</b>

- Permits and Licenses revenues total \$582 this month, year to date total of \$3,522. This is compared to \$14,823 collected at this time last year. Inspection fees collected are \$6,295.
- There have been no Water Impact fees collected this year. All Impact Fees are posted to Fund 32 Utility Capital Improvements and do not show in this budget report.
- Municipal Court revenue for the month of November is \$5,742, for a total year to date of \$12,903. This compares to \$18,706 at this time last year.
- Interest revenue is at \$7,131 this month, \$14,394 year to date.
- The Ambulance fee, new this fiscal year, saw \$16,839 with the November billing.
- Credit Card Fees will begin in January.

### Expenditures (GF)

Expenditures in the General Fund are currently shown at \$676,215, 23.01% of budget.

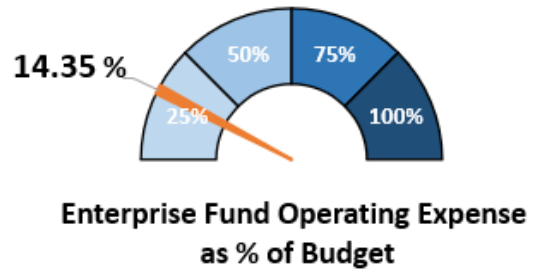
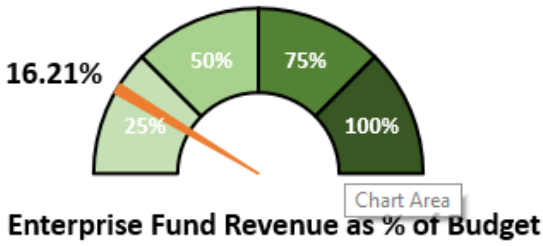
### Transfers (GF)

All approved interfund transfers have been completed.



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

Operating Revenues in November total \$467,209 year to date. Operating expenses are \$112,835.



**RECOMMENDATION:** Council to approve November 2023 Budget Summary Report for General Fund and the Water & Sewer Enterprise Fund.



**City of Richwood**  
**Fiscal Year 2024 Operational Budget Report**  
**10/1/2023 -11/30/2023**

10 General Fund	Prior YTD	Current Period	Current YTD	Original Budget	Revised Budget	Remaining Budget	% Earned/Used
<b>Revenue</b>							<b>16.6% of year</b>
Taxes	127,215.46	103,954.55	106,686.11	3,045,188.00	3,045,188.00	2,938,501.89	3.50%
Property taxes, including delinquent & penalties	99,984.49	77,141.56	79,869.17	2,209,188.00	2,209,188.00		3.62%
Franchise Taxes	27,230.97	26,812.99	26,816.94	196,000.00	196,000.00		13.68%
Sales Tax	0.00	0.00	0.00	640,000.00	640,000.00		0.00%
Licenses and permits	14,822.64	582.00	3,522.00	54,150.00	54,150.00	50,628.00	6.50%
Intergovernmental revenue	0.00	0.00	1,372.68	1,100.00	1,100.00	(272.68)	Ahead of Budget
Charges for services - Municipal Bldg Rental	675.00	350.00	1,160.00	9,000.00	9,000.00	7,840.00	12.89%
Municipal Court Revenue	18,705.81	5,742.33	12,903.02	130,000.00	130,000.00	117,096.98	9.93%
Special Revenues	500.00	1,100.00	1,106.00	1,050.00	1,050.00	(56.00)	Ahead of Budget
Interest	7,492.03	7,130.91	14,394.11	50,000.00	50,000.00	35,605.89	28.79%
Miscellaneous revenue	6,378.77	12,345.13	24,729.20	149,152.00	149,152.00	124,422.80	16.58%
Inspection Fees	5,060.00	3,310.00	6,295.00	30,000.00	30,000.00		
Miscellaneous Income	818.77	617.63	1,470.70	10,000.00	10,000.00		
Parks & Recreation - Park Pavillion Rentals	500.00	0.00	125.00	3,500.00	3,500.00		
Parks & Recreation - Sports Field Rental	0.00	0.00	0.00	3,600.00	3,600.00		
Credit Card Fee Revenue	0.00	0.00	0.00	1,000.00	1,000.00		
Ambulance Fee Revenue	0.00	8,417.50	16,838.50	101,052.00	101,052.00		
<b>Total Revenue</b>	<b>175,789.71</b>	<b>131,204.92</b>	<b>165,873.12</b>	<b>3,439,640.00</b>	<b>3,439,640.00</b>	<b>3,273,766.88</b>	<b>4.82%</b>
<b>Expenditures</b>							
<b>General Government Administration</b>							
Personnel & Benefits	68,291.19	41,100.30	76,841.56	528,232.00	528,232.00	451,390.44	14.55%
Supplies	3,615.20	984.77	1,090.29	18,500.00	18,500.00	17,409.71	5.89%
Maintenance & Repair	944.88	224.25	1,236.33	5,900.00	5,900.00	4,663.67	20.95%
Utilities	1,316.04	1,726.92	3,340.38	11,550.00	11,550.00	8,209.62	28.92%
Professional Services	53,801.53	8,951.00	26,341.71	152,800.00	152,800.00	126,458.29	17.24%
Other Services	27,126.88	179.09	32,412.29	94,000.00	94,000.00	61,587.71	34.48%
Capital Equipment	32,079.21	340.98	2,167.63	7,600.00	7,600.00	5,432.37	28.52%
<b>Total Administration</b>	<b>187,174.93</b>	<b>53,507.31</b>	<b>143,430.19</b>	<b>818,582.00</b>	<b>818,582.00</b>	<b>675,151.81</b>	<b>17.52%</b>
<b>Judicial</b>							
Personnel & Benefits	10,799.18	6,080.48	10,937.04	79,311.00	79,311.00	68,373.96	13.79%
Supplies	0.00	0.00	0.00	1,300.00	1,300.00	1,300.00	0.00%
Professional Services	8,400.00	0.00	7,700.00	19,500.00	19,500.00	11,800.00	39.49%
Other Services	0.00	0.00	0.00	500.00	500.00	500.00	0.00%
<b>Total Judicial</b>	<b>19,199.18</b>	<b>6,080.48</b>	<b>18,637.04</b>	<b>100,611.00</b>	<b>100,611.00</b>	<b>81,973.96</b>	<b>18.52%</b>
<b>Permitting &amp; Inspections</b>							
Personnel & Benefits	4,840.00	0.00	50.00	30,000.00	30,000.00	29,950.00	0.17%
Supplies	0.00	0.00	0.00	1,000.00	1,000.00	1,000.00	0.00%
Professional Services	0.00	0.00	0.00	1,000.00	1,000.00	1,000.00	0.00%
<b>Total Permitting &amp; Inspections</b>	<b>4,840.00</b>	<b>0.00</b>	<b>50.00</b>	<b>32,000.00</b>	<b>32,000.00</b>	<b>31,950.00</b>	<b>0.16%</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>211,214.11</b>	<b>59,587.79</b>	<b>162,117.23</b>	<b>952,693.00</b>	<b>952,693.00</b>	<b>790,575.77</b>	<b>17.02%</b>
<b>Public Safety</b>							
<b>Police Department</b>							
Personnel & Benefits	140,387.45	66,877.96	128,396.26	929,557.00	929,557.00	801,160.74	13.81%
Supplies	8,794.38	(56.83)	3,010.05	52,000.00	52,000.00	48,989.95	5.79%
Maintenance & Repair	2,281.28	5,396.31	6,549.56	29,900.00	29,900.00	23,350.44	21.90%
Utilities	2,762.85	1,466.33	3,231.48	19,500.00	19,500.00	16,268.52	16.57%
Professional Services	73,022.96	0.00	66,189.28	198,085.00	198,085.00	131,895.72	33.41%
Other Services	14,232.16	0.00	12,878.76	20,200.00	20,200.00	7,321.24	63.76%
Capital Equipment	374.20	5,127.60	5,314.70	7,249.00	7,249.00	1,934.30	73.32%
<b>Total Police Department</b>	<b>241,855.28</b>	<b>78,811.37</b>	<b>225,570.09</b>	<b>1,256,491.00</b>	<b>1,256,491.00</b>	<b>1,030,920.91</b>	<b>17.95%</b>
<b>Fire Department</b>							
Personnel & Benefits	3,711.00	0.00	2,278.00	35,200.00	35,200.00	32,922.00	6.47%



10 General Fund	Prior YTD	Current Period	Current YTD	Original Budget	Revised Budget	Remaining Budget	% Earned/Used
Supplies	1,507.63	0.00	269.83	17,500.00	17,500.00	17,230.17	1.54%
Maintenance & Repair	447.00	4,785.71	9,679.80	34,500.00	34,500.00	24,820.20	28.06%
Utilities	631.58	534.81	1,038.65	6,150.00	6,150.00	5,111.35	16.89%
Professional Services	38,311.00	38,311.00	38,311.00	161,000.00	161,000.00	122,689.00	23.80%
Other Services	13,243.24	0.00	19,422.72	32,000.00	32,000.00	12,577.28	60.70%
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>90,563.62</b>	<b>43,631.52</b>	<b>103,712.17</b>	<b>346,062.00</b>	<b>346,062.00</b>	<b>242,349.83</b>	<b>29.97%</b>
<b>Code Enforcement</b>							
Personnel & Benefits	1,669.99	5,308.49	9,758.47	69,421.00	69,421.00	59,662.53	14.06%
Supplies	0.00	0.00	26.00	2,200.00	2,200.00	2,174.00	1.18%
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	0.00	0.00	522.24	900.00	900.00	377.76	58.03%
<b>Total Code Enforcement</b>	<b>1,669.99</b>	<b>5,308.49</b>	<b>10,306.71</b>	<b>74,521.00</b>	<b>74,521.00</b>	<b>63,214.29</b>	<b>13.83%</b>
<b>Total Public Safety</b>	<b>334,088.89</b>	<b>127,751.38</b>	<b>339,588.97</b>	<b>1,677,074.00</b>	<b>1,677,074.00</b>	<b>1,337,485.03</b>	<b>20.25%</b>
<b>Public Works</b>							
<b>City Maintenance</b>							
Personnel & Benefits	14,027.91	9,510.35	19,443.84	121,689.00	121,689.00	102,245.16	15.98%
Supplies	3,706.12	554.80	30,773.61	25,825.00	25,825.00	(4,948.61)	Over Budget
Maintenance & Repair	7,230.40	3,429.62	3,979.62	29,860.00	29,860.00	25,880.38	13.33%
Utilities	8,125.46	3,333.40	6,675.15	38,400.00	38,400.00	31,724.85	17.38%
Other Services	2,753.67	0.00	5,876.32	22,800.00	22,800.00	16,923.68	25.77%
Capital Equipment	15,000.00	85,672.38	97,789.38	0.00	0.00	(97,789.38)	Over Budget
<b>Total City Maintenance</b>	<b>50,843.56</b>	<b>102,500.55</b>	<b>164,537.92</b>	<b>238,574.00</b>	<b>238,574.00</b>	<b>74,036.08</b>	<b>68.97%</b>
<b>Parks and Recreation</b>							
Supplies	82.08	18.97	183.71	5,100.00	5,100.00	4,916.29	3.60%
Maintenance & Repair	1,862.30	1,751.26	4,612.36	32,000.00	32,000.00	27,387.64	14.41%
Utilities	310.89	251.58	470.21	3,500.00	3,500.00	3,029.79	13.43%
Other Services	4,356.77	0.00	4,704.40	17,100.00	17,100.00	12,395.60	27.51%
<b>Total Parks and Recreation</b>	<b>6,612.04</b>	<b>2,021.81</b>	<b>9,970.68</b>	<b>57,700.00</b>	<b>57,700.00</b>	<b>47,729.32</b>	<b>17.28%</b>
<b>Emergency/Disaster</b>							
Contract Labor	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
<b>Total Emergency/Disaster</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00%</b>
Miscellaneous	0.00	0.00	0.00	12,960.00	12,960.00	12,960.00	0.00%
Development Agreements	0	0	0	12,960.00	12,960.00	12,960.00	0.00%
<b>Total Expenditures</b>	<b>602,758.60</b>	<b>291,861.53</b>	<b>676,214.80</b>	<b>2,939,001.00</b>	<b>2,939,001.00</b>	<b>2,262,786.20</b>	<b>23.01%</b>
<b>Other Financing Sources and Uses</b>							
<b>Sources</b>							
Transfers In	15,000.00	0.00	25,000.00	25,000.00	25,000.00	0.00	Over Budget
<b>Total Sources</b>	<b>15,000.00</b>	<b>0.00</b>	<b>25,000.00</b>	<b>25,000.00</b>	<b>25,000.00</b>	<b>0.00</b>	<b>100.00%</b>
<b>Uses</b>							
Transfers Out	329,000.00	0.00	334,000.00	334,000.00	334,000.00	0.00	100.00%
<b>Total Uses</b>	<b>329,000.00</b>	<b>0.00</b>	<b>334,000.00</b>	<b>334,000.00</b>	<b>334,000.00</b>	<b>0.00</b>	<b>100.00%</b>
<b>Total Other Financing Sources and Uses</b>	<b>(314,000.00)</b>	<b>0.00</b>	<b>(309,000.00)</b>	<b>(309,000.00)</b>	<b>(309,000.00)</b>	<b>0.00</b>	
<b>Total - 10 GENERAL FUND</b>	<b>(740,968.89)</b>	<b>(160,656.61)</b>	<b>(819,341.68)</b>	<b>191,639.00</b>	<b>191,639.00</b>	<b>(1,010,980.68)</b>	

City of Richwood Operational Budget Report 10/1/2023 -11/30/2023							
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>16.6% of year</b>
Sewer Department	167,586.45	80,102.92	168,894.59	981,504.00	981,504.00	812,609.41	17.21%
Water Department	228,212.30	111,191.21	242,056.05	1,519,867.00	1,519,867.00	1,277,810.95	15.93%
Solid Waste Department	56,492.61	28,600.10	56,258.39	381,000.00	381,000.00	324,741.61	14.77%
<b>Total Operating income</b>	<b>452,291.36</b>	<b>219,894.23</b>	<b>467,209.03</b>	<b>2,882,371.00</b>	<b>2,882,371.00</b>	<b>2,415,161.97</b>	<b>16.21%</b>
<b>Operating expense</b>							
<b>Sewer Department</b>							
Personnel & Benefits	27,167.69	11,402.66	23,626.59	212,594.00	212,594.00	188,967.41	11.11%
Supplies	1,299.50	56.97	743.82	8,500.00	8,500.00	7,756.18	8.75%
Maintenance & Repair	7,421.34	2,274.32	4,837.50	67,740.00	67,740.00	62,902.50	7.14%
Professional Services	91,249.53	36,906.50	124,323.59	715,000.00	715,000.00	590,676.41	17.39%
Other Services	3,872.72	0.00	7,334.36	4,650.00	4,650.00	(2,684.36)	Over Budget
<b>Total Sewer Department</b>	<b>131,010.78</b>	<b>50,640.45</b>	<b>160,865.86</b>	<b>1,008,484.00</b>	<b>1,008,484.00</b>	<b>847,618.14</b>	<b>15.95%</b>
<b>Water Department</b>							
Personnel & Benefits	37,911.37	20,602.03	39,821.32	262,978.00	262,978.00	223,156.68	15.14%
Supplies	5,102.37	4,184.18	5,320.41	27,600.00	27,600.00	22,279.59	19.28%
Maintenance & Repair	47,115.62	2,216.70	33,506.57	146,720.00	146,720.00	113,213.43	22.84%
Utilities	8,181.84	7,606.44	14,697.46	66,600.00	66,600.00	51,902.54	22.07%
Professional Services	38,061.78	0.00	5,561.78	230,500.00	230,500.00	224,938.22	2.41%
Other Services	74,118.23	0.00	37,058.92	433,040.00	433,040.00	395,981.08	8.56%
Capital Equipment	601.54	300.77	601.54	3,610.00	3,610.00	3,008.46	16.66%
<b>Total Water Department</b>	<b>211,092.75</b>	<b>34,910.12</b>	<b>136,568.00</b>	<b>1,171,048.00</b>	<b>1,171,048.00</b>	<b>1,034,480.00</b>	<b>11.66%</b>
<b>Solid Waste Department</b>							
Professional Services	48,769.66	28,500.13	56,939.96	290,000.00	290,000.00	232,952.04	19.63%
<b>Total Solid Waste Department</b>	<b>48,769.66</b>	<b>28,500.13</b>	<b>56,939.96</b>	<b>290,000.00</b>	<b>290,000.00</b>	<b>233,060.04</b>	<b>19.63%</b>
<b>Total Operating expense</b>	<b>390,873.19</b>	<b>114,050.70</b>	<b>354,373.82</b>	<b>2,469,532.00</b>	<b>2,469,532.00</b>	<b>2,115,158.18</b>	<b>14.35%</b>
<b>Total Net Operating Income (Loss)</b>	<b>61,418.17</b>	<b>105,843.53</b>	<b>112,835.21</b>	<b>412,839.00</b>	<b>412,839.00</b>	<b>300,003.79</b>	<b>27.33%</b>
<b>Non-Operating Items</b>							
<b>Non-operating income</b>							
Interest income	73.96	67.03	67.03	2,500.00	500.00	2,432.97	2.68%
Grants	54,874.03	0.00	0.00	0.00	0.00	0.00	At Budget
Other income	234.77	200.70	210.45	3,000.00	1,000.00	2,789.55	7.02%
Transfers In	0.00		70,000.00	70,000.00	37,000.00	0.00	At Budget
<b>Total Non-operating income</b>	<b>55,182.76</b>	<b>267.73</b>	<b>70,277.48</b>	<b>75,500.00</b>	<b>38,500.00</b>	<b>31,777.48</b>	<b>93.08%</b>
<b>Non-operating expense</b>							
Debt Service	0.00	0.00	0.00	435,981.00	363,615.00	435,981.00	0.00%
Transfers Out	56,000.00		56,000.00	56,000.00	56,000.00	0.00	At Budget
<b>Total Non-operating expense</b>	<b>56,000.00</b>	<b>0.00</b>	<b>56,000.00</b>	<b>491,981.00</b>	<b>419,615.00</b>	<b>363,615.00</b>	<b>11.38%</b>
Depreciation Expense	47,336.96	0.00	0.00	300,000.00	300,000.00	300,000.00	0.00%
<b>Total Non-Operating Items</b>	<b>(48,154.20)</b>	<b>267.73</b>	<b>14,277.48</b>	<b>(716,481.00)</b>	<b>(681,115.00)</b>	<b>695,392.48</b>	<b>Ahead of Budget</b>
<b>Total - 30 Water &amp; Sewer Enterprise Fund</b>	<b>13,263.97</b>	<b>106,111.26</b>	<b>127,112.69</b>	<b>(303,642.00)</b>	<b>(268,276.00)</b>	<b>395,388.69</b>	<b>Ahead of Budget</b>

Budget Amendments:



1800 Brazosport Blvd  
Richwood, TX 77531  
(979)265-2082 (979)265-7345 (fax)

**APPLICATION FOR REPLAT REQUEST**

**PLEASE NOTE:** The following questions must be answered completely. If additional space is needed, attach extra pages to the application. Contact the City of Richwood at (979) 265-2082 for clarification of terms or for specific zone district requirements.

**DATA ON APPLICANT AND OWNER:**

Name: Allyson Cooper & Kenneth Waybright Date: 09/25/23

Address: 32234 Bayou Bend, Richwood, Texas 77531

Home Phone: 979-299-1010 Business Phone: \_\_\_\_\_

**SUBJECT PROPERTY:**

Address of property in question: 32234 & 32242 Bayou Bend, Richwood, Texas

Legal Description of property: Oakwood Shores (A0030-A0333) Richwood, Blk 1, Lot 65 & 66

Current Zone: R4

Zone being requested: R4

**PURPOSE OF THE REPLAT** (be specific): \_\_\_\_\_

Combine 2 lots into 1 lot to build a home  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I (we) certify that all of the above statements and the statements contained in any papers or plans submitted herewith are true and accurate to the best of my knowledge and belief. I also hereby give permission for the members of the City of Richwood Planning and Zoning and City Staff to access the property in question for the purpose of gathering information to make an informed decision on this request.

Allyson Cooper

\_\_\_\_\_  
Name of Applicant

*Allyson Cooper*

\_\_\_\_\_  
Signature of Applicant

09/26/2023

\_\_\_\_\_  
Date

**IMPORTANT:**

A drawing, including all dimensions and structures, must be attached along with the applicable fee, to be considered. Failure to include both will result in automatic denial of application.

*Charter Title Company*

845 Texas Avenue, Suite 3910, Houston, Texas 77002  
(713) 222-6060

**CITY PLANNING SEARCH REPORT**

August 29, 2023

City of Richwood  
1800 Brazosport Blvd N  
Richwood, Texas 77531

We, Charter Title Company duly incorporated and doing business under the laws of the State of Texas, hereby certify that we have made a careful search of the Real Property Records BRAZORIA County, Texas, as of August 23, 2023, insofar as they pertain to:

**REPLAT OF LOTS 65 & 66, BLOCK 1, OF OAKWOOD SHORES, A SUBDIVISION IN BRAZORIA COUNTY, TEXAS, ACCORDING TO THE MAP OR PLAT THEREOF, RECORDED UNDER CLERK'S FILE NO. 2008019216 OF THE OFFICIAL PUBLIC RECORDS OF BRAZORIA COUNTY, TEXAS.**

And find the following:

**RECORD TITLE APPEARS TO BE VESTED IN:**

**ALLYSON COOPER**

**EASEMENTS AND OTHER ENCUMBRANCES:**

Road Easement and Drainage Easement 10 feet wide along the front property line, as set forth by plat recorded in/under Clerk's File No. 2008019216 of the Official Public Records of Brazoria County, Texas.

Utility easement 16 feet wide Northwesterly of, adjacent to and adjoining the above described 10 foot road and drainage easement along the front property line, as set forth by plat recorded in/under Clerk's File No. 2008019216 of the Official Public Records of Brazoria County, Texas.

Drainage and Utility easement 7.5 feet wide along the side and rear lot lines, together with a 30 foot aerial easement, extending horizontally 15 feet on each side of the lot line from a plane 16 feet above the ground level upward as set forth by plat recorded in/under Clerk's File No.

2008019216 of the Plat Records of Brazoria County, Texas. (Note No. 11)  
Building setback line, 100 feet in width, along the front and rear property lines, as set forth on the recorded plat and dedication.

Building setback line, 15 feet in width, along the side property line, as set forth on the recorded plat and dedication. (Note No. 9)

As effected by Minutes of Richwood City Council recorded under Clerk's File No. 2017027617 of the Official Public Records of Brazoria County, Texas. Said Minutes state that the 15 foot side building line is changed to a 7.5 foot side building line.

Building setback line, 25 feet in width, along the rear property line, as set forth on the recorded plat and dedication. (Note No. 9)

That portion of Bastrop Bayou lying within subject property along the rear property line as reflected by the recorded plat.

Agreement for the installation, operation and maintenance of an underground/overhead electrical service distribution system, as set forth in instrument recorded in/under Clerk's File No. 2008033199 of the Official Public Records of Brazoria County, Texas.

Affidavit recorded in/under Clerk's File No. 2020015655 of the Official Public Records of Brazoria County, Texas, giving notice of on-site sewage facilities located on the subject property and the terms and conditions pertaining thereto.

**RESTRICTIONS:**

Those recorded in/under Clerk's File No.(s) 2008019216 (PLAT), 2008023001, 2009038879, 2010029285, 2011041607, 2013032347, 2013038295, 2013061375, 2015014190, 2011005320, 2018004233, 2019016322, 2019016334, 2021060370, 2022011271, 2022011779, 2022054032 and 2023023588 of the Official Public Records of Brazoria County, Texas;

**LIENS:**

None of Record.

No examination has been made as to Abstract of Judgments, state or federal tax liens, the status of taxes, tax suits, or paving assessments.

This certificate is issued for the use of and shall inure to the benefit of City of Richmond; and liability of Charter Title Company hereunder for mistakes and/or errors in this certificate is limited to the cost of said certificate.

This company does not undertake to give or express any opinion as to the validity of the title to the property above described, nor the validity or effect of the instruments listed, and this certificate is neither a guaranty nor warranty of title.

Prepared by:  
Charter Title Company

BY: *Yolanda Mercado*  
Yolanda Mercado, Examiner.

August 29, 2023

**Oakwood Shores Property Owners Association, Inc.**

**ARCHITECTURAL REVIEW RESPONSE**

2002 W Grand Parkway N, Ste. 100

Katy TX 77449

281-870-0585

modifications@inframark.com

Section V, Item A.

October 23, 2023

Allyson Cooper  
32234 Bayou Bend  
Richwood TX 77531

RE: Inframark IMS  
Architectural Submittal for 32234 Bayou Bend  
**Combining of Lots - CONDITIONAL APPROVAL**

Dear Homeowner,

This letter shall evidence receipt of your application in compliance with the architectural review process for the construction and/or placement of the proposed improvement(s) referenced above.

Your application has been reviewed as to conformity with the architectural restrictions set forth in the Declaration, and guidelines adopted by the Association, and harmony of the external design and location with respect to adjacent structures and the overall community. The Committee's review and conclusions are detailed below:

**CONDITIONAL APPROVAL** is granted for the construction of **Combining of Lots** per your application subject to it complying with the documents of the Association as well as the following condition(s):

**Condition(s):**

**CONDITIONAL APPROVAL IS GRANTED FOR THE LOT CONSOLIDATION AT SECTION 1, BLOCK 1, LOTS 65-66 AFTER RECEIVING APPROVAL FROM THE CITY OF RICHWOOD. PLEASE RETURN A COPY OF THE PERMIT TO INFRAMARK FOR OUR RECORDS. PLEASE BE AWARE THAT THE ASSESSMENT FEE FOR EACH ORIGINAL LOT IS STILL REQUIRED TO BE PAID EACH YEAR.**

This conditional approval is solely granted to the modification specifically requested in the application submitted for Combining of Lots. Should you choose to incorporate additional modifications to your project, you are required to submit an application with all required supporting documentation.

This approval is not in lieu of any other jurisdictional regulations, current or future, which are or may be imposed by any other governmental authority. This is valid for up to six (6) months from the date of this letter.

In the event it is determined that improvement(s) are made without compliance to specific standards provided by the Committee or in contrast to the specifications provided within an application that has been approved, those improvements may be subject to reconstruction and/or the request to remove such improvements. All costs related to the enforcement of this shall be the sole expense of the Owner in violation. The Committee recommends that you retain this correspondence and your request form permanently should a need arise to produce documentation of our communications regarding noted improvement(s).

Should you have any questions, please do not hesitate to contact our office. Your community support and cooperation is very much appreciated, as is your cooperation toward maintaining property values within your community.



Best regards,

Oakwood Shores Property Owners Association, Inc.  
ARCHITECTURAL REVIEW COMMITTEE

Section V, Item A.

SURVEYORS NOTES

BEING A 2.014 ACRE TRACT OF LAND LOCATED WITHIN THE J.E. GROCE SURVEY, ABSTRACT NO. 66, BRAZORIA COUNTY, TEXAS, BEING ALL OF LOTS 65 AND 66, BLOCK 1, OF THE OAKWOOD SHORES SUBDIVISION, AS RECORDED IN COUNTY CLERK'S FILE NO. (C.C.F.N.) 2008019216 OF THE OFFICIAL PUBLIC RECORDS, BRAZORIA COUNTY, TEXAS (O.P.R.B.C.T.), REFERRED TO HEREINAFTER AS THE ABOVE REFERENCED TRACT OF LAND, SAID 2.014 ACRE TRACT BEING MORE PARTICULARLY DESCRIBED BY METES AND BOUNDS AS FOLLOWS (BEARINGS ARE BASED ON THE TEXAS COORDINATE SYSTEM OF 1983, (NAD83) SOUTH CENTRAL ZONE, PER GPS OBSERVATIONS):

BEGINNING AT A 5/8-INCH IRON ROD WITH CAP STAMPED "1973" FOUND FOR CORNER, BEING THE SOUTH CORNER OF SAID LOT 66, SAME BEING THE EAST CORNER OF LOT 67 OF SAID OAKWOOD SHORES SUBDIVISION, SAME BEING ON THE NORTHWEST RIGHT-OF-WAY (R.O.W.) LINE OF BAYOU BEND (60' R.O.W.);

THENCE NORTH 43°45'18" WEST, ALONG THE SOUTH LINE OF SAID LOT 66, SAME BEING THE NORTH LINE OF SAID LOT 67, PASSING AT A DISTANCE OF 405.74 FEET A 5/8-INCH IRON ROD WITH CAP STAMPED "1943" FOUND FOR REFERENCE, CONTINUING FOR A TOTAL DISTANCE OF 436.00 FEET TO A POINT FOR CORNER, BEING ON THE EAST EDGE OF BASTROP BAYOU;

THENCE NORTH 46°14'42" EAST, ALONG THE WEST LINE OF THE ABOVE REFERENCED TRACT, SAME BEING THE EAST EDGE OF BASTROP BAYOU, A DISTANCE OF 10.06 FEET TO A POINT FOR CORNER;

THENCE NORTH 40°17'24" EAST, CONTINUING ALONG THE WEST LINE OF THE ABOVE REFERENCED TRACT, SAME BEING THE EAST EDGE OF BASTROP BAYOU, A DISTANCE OF 138.74 FEET TO A POINT FOR CORNER, BEING THE NORTH CORNER OF SAID LOT 65, SAME BEING THE WEST CORNER OF LOT 64 OF SAID OAKWOOD SHORES SUBDIVISION;

THENCE SOUTH 57°12'20" EAST, ALONG THE NORTH LINE OF SAID LOT 65, SAME BEING THE SOUTH LINE OF SAID LOT 64, PASSING AT A DISTANCE OF 45.32 FEET A 5/8-INCH IRON ROD WITH CAP STAMPED "1943" FOUND FOR REFERENCE, CONTINUING FOR A TOTAL A DISTANCE OF 435.88 FEET TO A 5/8-INCH IRON ROD WITH CAP STAMPED "1943" FOUND FOR CORNER, BEING THE EAST CORNER OF SAID LOT 65, SAME BEING THE SOUTH CORNER OF SAID LOT 64, SAME BEING ON THE NORTHWEST R.O.W. LINE OF SAID BAYOU BEND;

THENCE, ALONG THE SOUTHEAST LINE OF THE ABOVE REFERENCED TRACT, SAME BEING THE NORTHWEST R.O.W. LINE OF SAID BAYOU BEND, SAME BEING A NON-TANGENT CURVE TO THE RIGHT, AN ARC DISTANCE OF 226.55 FEET TO A 5/8-INCH IRON ROD WITH CAP STAMPED "1943" FOUND FOR CORNER, SAID CURVE HAVING A RADIUS OF 964.71 FEET, A CENTRAL ANGLE OF 01°27'18", A CHORD WHICH BEARS SOUTH 39°31'10" WEST A DISTANCE OF 226.03 FEET;

THENCE SOUTH 46°14'42" WEST, CONTINUING ALONG THE SOUTHEAST LINE OF THE ABOVE REFERENCED TRACT, SAME BEING THE NORTHWEST R.O.W. LINE OF SAID BAYOU BEND, A DISTANCE OF 24.97 FEET TO THE POINT OF BEGINNING OF THE HEREIN DESCRIBED TRACT OF AND CONTAINING 2.014 ACRES OF LAND, MORE OR LESS.

STATE OF TEXAS  
COUNTY OF BRAZORIA

KNOW ALL MEN BY THESE PRESENTS THAT:

I, KENNETH WAYBRIGHT AND ALLYSON COOPER OWNERS OF THE PROPERTY IN THE FOREGOING REPLAT OF LOTS 65 & 66, OAKWOOD SHORES, BLOCK 1, AS RECORDED IN C.C.F.N. 2008019216 OF THE O.P.R.B.C.T., DO HEREBY MAKE PLAT ACCORDING TO THE LOT LINES, STREETS AND EASEMENTS SHOWN HEREON AND DESIGNATE SAID AND DO HEREBY DEDICATE TO THE PUBLIC USE OF ALL STREETS, EASEMENTS AND RIGHTS OF WAY SHOWN HEREON FOR THEIR USE FOREVER, AND BIND OURSELVES, OUR HEIRS AND ASSIGNS TO WARRANT AND DEFEND THE TITLE TO THE LAND SO DEDICATED.

WITNESS MY HAND THIS THE \_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_.

KENNETH WAYBRIGHT

ALLYSON COOPER

STATE OF TEXAS  
COUNTY OF BRAZORIA

BEFORE ME THE UNDERSIGNED AUTHORITY ON THIS DAY PERSONALLY APPEARED KENNETH WAYBRIGHT, KNOWN TO ME TO BE THE PERSON WHOSE NAME IS SUBSCRIBED TO THE FOREGOING INSTRUMENT, AND ACKNOWLEDGED TO ME THAT THE SAME WAS THE ACTING OWNER FOR THE PURPOSES AND CONSIDERATION THEREIN EXPRESSED AND IN THE CAPACITY THEREIN STATED.

GIVEN UNDER MY HAND AND SEAL OF OFFICE THIS THE \_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_.

NOTARY PUBLIC IN AND FOR THE STATE OF TEXAS

STATE OF TEXAS  
COUNTY OF BRAZORIA

BEFORE ME THE UNDERSIGNED AUTHORITY ON THIS DAY PERSONALLY APPEARED ALLYSON COOPER, KNOWN TO ME TO BE THE PERSON WHOSE NAME IS SUBSCRIBED TO THE FOREGOING INSTRUMENT, AND ACKNOWLEDGED TO ME THAT THE SAME WAS THE ACTING OWNER FOR THE PURPOSES AND CONSIDERATION THEREIN EXPRESSED AND IN THE CAPACITY THEREIN STATED.

GIVEN UNDER MY HAND AND SEAL OF OFFICE THIS THE \_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_.

NOTARY PUBLIC IN AND FOR THE STATE OF TEXAS

VELASCO DRAINAGE DISTRICT

THE BOARD OF SUPERVISORS OF THE VELASCO DRAINAGE DISTRICT DOES NOT WARRANT, REPRESENT OR GUARANTEE:

- 1. THAT DRAINAGE FACILITIES OUTSIDE THE BOUNDARIES OF THIS SUBDIVISION ARE AVAILABLE TO RECEIVE RUNOFF FROM THE FACILITIES DESCRIBED ON THIS PLAT.
2. THAT DRAINAGE FACILITIES DESCRIBED IN THIS SUBDIVISION ARE ADEQUATE FOR RAINFALL IN EXCESS OF VELASCO DRAINAGE DISTRICT MINIMUM REQUIREMENTS (10 YEAR FREQUENCY).
3. THAT BUILDING ELEVATION REQUIREMENTS HAVE BEEN DETERMINED BY THE VELASCO DRAINAGE DISTRICT.
4. THAT THE DISTRICT ASSUMES RESPONSIBILITY FOR CONSTRUCTION, OPERATION OR MAINTENANCE OF SUBDIVISION DRAINAGE FACILITIES.

THE DISTRICT REVIEW IS SOLELY BASED ON THE DOCUMENTATION SUBMITTED FOR REVIEW AND A RELIANCE ON SUBMISSION OF THE REPORT BY THE TEXAS PROFESSIONAL ENGINEER. THE DISTRICT'S REVIEW IS NOT INTENDED AND SHALL NOT SERVE AS A SUBSTITUTION OF THE OVERALL RESPONSIBILITY AND/OR DECISION MAKING POWER OF THE PARTY MAKING THE PLAN OR PLAT HEREIN, THEIR OR ITS PRINCIPALS OR AGENTS.

STUART HERBST - CHAIRMAN DATE: \_\_\_\_\_

WILL BROOKS - VICE CHAIRMAN DATE: \_\_\_\_\_

CHRIS OLDHAM - SECRETARY DATE: \_\_\_\_\_

CITY COUNCIL APPROVALS

I CERTIFY THAT THE ABOVE AND FOREGOING PLAT OF THE REPLAT OF LOTS 65 & 66, OAKWOOD SHORES, BLOCK 1, WAS APPROVED THIS THE \_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_ BY THE CITY COUNCIL OF THE CITY OF RICHWOOD, TEXAS.

MICHAEL DURHAM, MAYOR AMANDA REYNOLDS - POSITION 3

MIKE JOHNSON - POSITION 1 RORY ESCALANTE - POSITION 4

MIKE CHALLENGER - POSITION 2 JEREMY FOUNTAIN - POSITION 5

PLANNING AND ZONING COMMISSION APPROVALS

THIS IS TO CERTIFY THAT THE PLANNING AND ZONING COMMISSION (OR THE CITY COUNCIL IF THERE IS NO PLANNING AND ZONING COMMISSION) OF THE CITY OF RICHWOOD, TEXAS, HAS APPROVED THIS PLAT AND SUBDIVISION OF THE REPLAT OF LOTS 65 & 66, OAKWOOD SHORES, BLOCK 1, AS SHOWN HEREIN, IN TESTIMONY WHEREOF, WITNESS THE OFFICIAL SIGNATURES OF THE CHAIRMAN AND SECRETARY OF THE PLANNING AND ZONING COMMISSION, THIS THE \_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_.

CHAIRMAN SECRETARY

BRAZORIA COUNTY, TEXAS

JARED E. GROCE SURVEY  
ABSTRACT NO. 66

CHARLES AND ANNA JOHNS  
CALLED 1.00 ACRE  
C.C.F.N. 1998025298  
O.P.R.B.C.T.

KYLE AND MARY PURVIS  
JOHN AND JAN KENNY  
LOT 63  
C.C.F.N. 2008038964  
O.P.R.B.C.T.

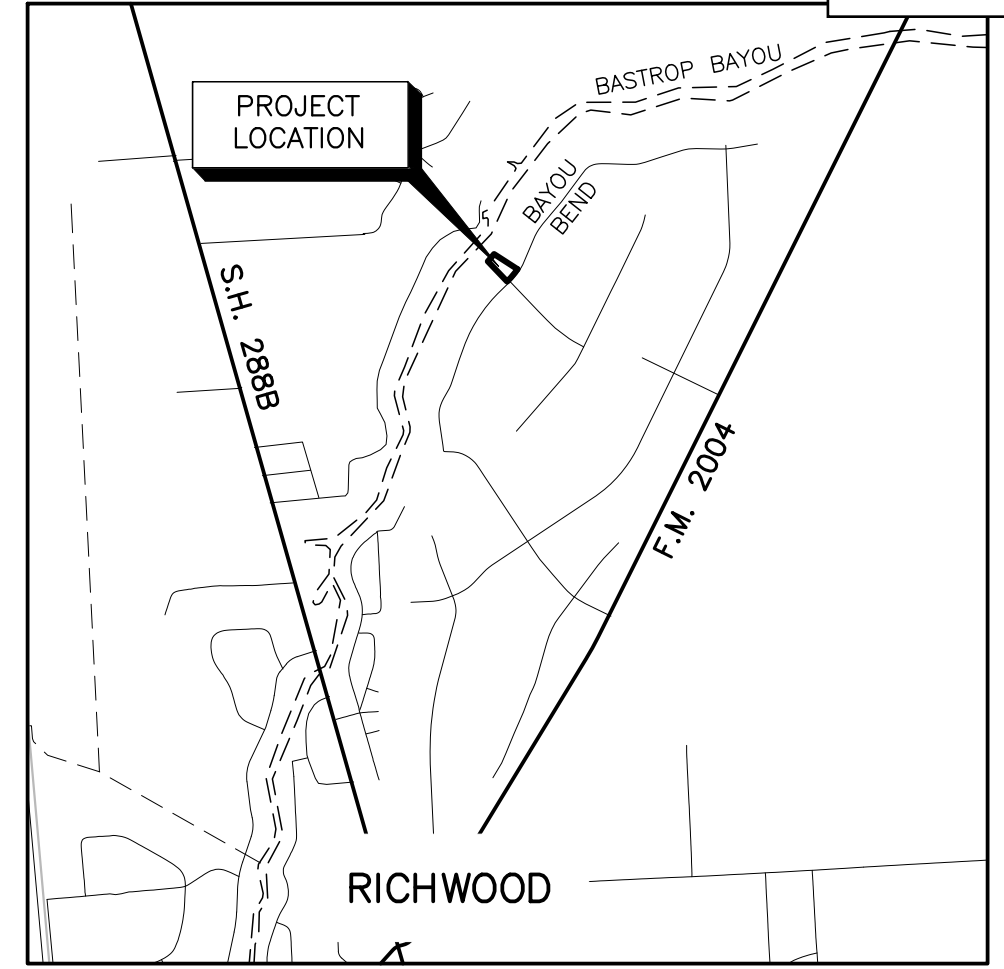
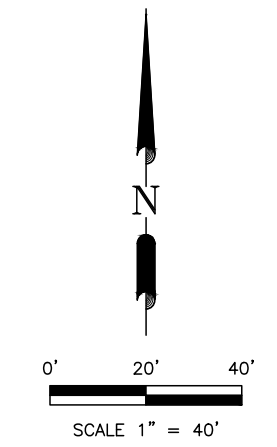
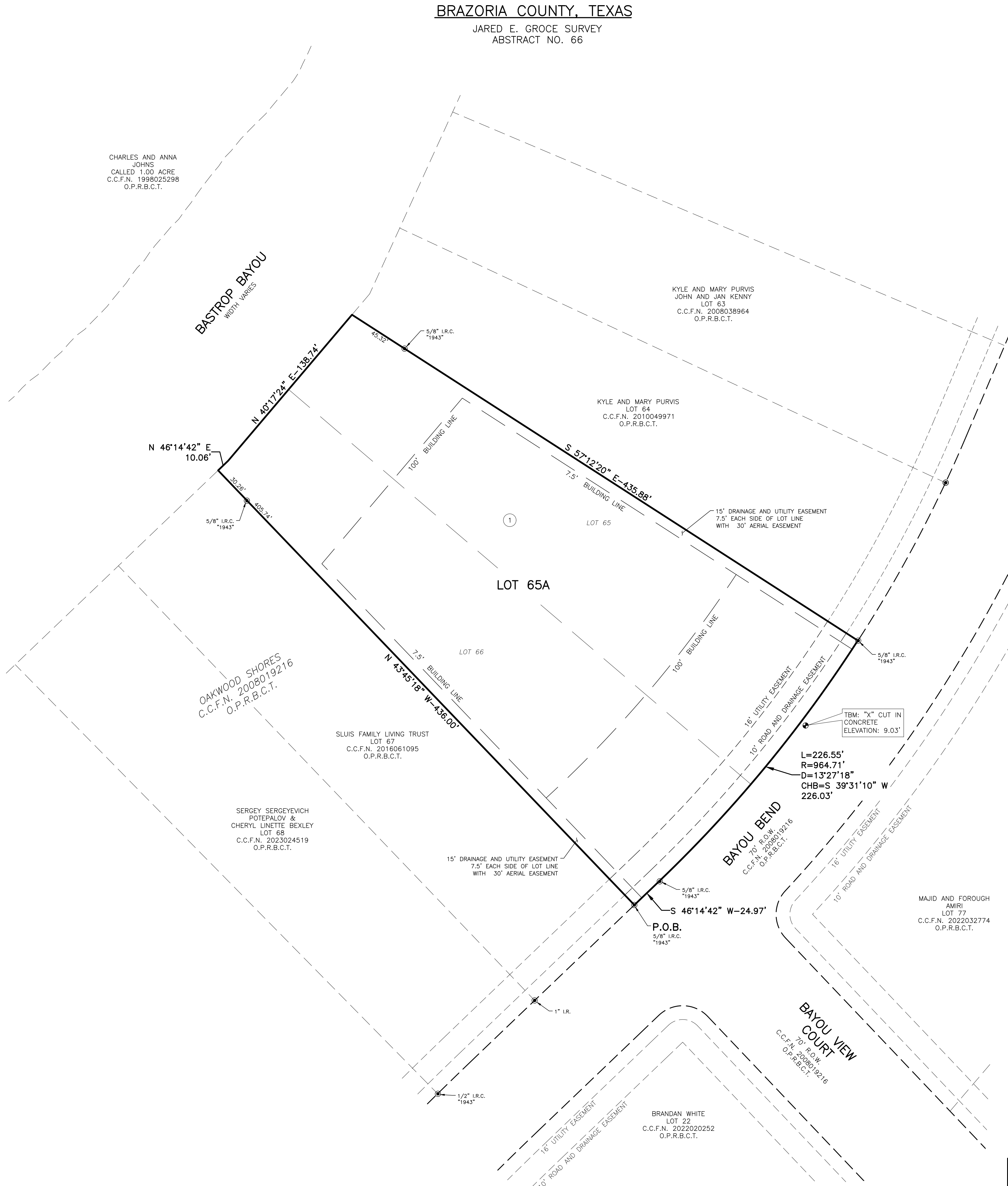
KYLE AND MARY PURVIS  
LOT 64  
C.C.F.N. 2010049971  
O.P.R.B.C.T.

SLUIS FAMILY LIVING TRUST  
LOT 67  
C.C.F.N. 2016061095  
O.P.R.B.C.T.

SERGEY SERGEYEVICH  
POTEPALOV &  
CHERYL LINETTE BEXLEY  
LOT 68  
C.C.F.N. 2023024519  
O.P.R.B.C.T.

MAJID AND FORUGH  
AMIRI  
LOT 77  
C.C.F.N. 2022032774  
O.P.R.B.C.T.

BRANDAN WHITE  
LOT 22  
C.C.F.N. 2022020252  
O.P.R.B.C.T.



VICINITY MAP  
SCALE: 1"=2,500'

LEGEND

- O.P.R.B.C.T. = OFFICIAL PUBLIC RECORDS BRAZORIA COUNTY, TEXAS
D.R.B.C.T. = DEED RECORDS BRAZORIA COUNTY, TEXAS
P.R.B.C.T. = PLAT RECORDS BRAZORIA COUNTY, TEXAS
C.C.F.N. = COUNTY CLERK'S FILE NUMBER
FND = FOUND
I.R. = IRON ROD
I.R.C. = IRON ROD WITH CAP
I.P. = IRON PIPE
P.O.B. = POINT OF BEGINNING
P.O.C. = POINT OF COMMENCEMENT
R.O.W. = RIGHT-OF-WAY
VOL., PG. = VOLUME, PAGE
o = SET 5/8" I.R. W/CAP
"BAKER & LAWSON" = FOUND MONUMENT (AS NOTED)

CITY PLANNING LETTER NOTES

- 1. 10' ROAD EASEMENT AND DRAINAGE EASEMENT ALONG THE FRONT PROPERTY LINE, C.C.F.N. 2008019216, O.P.R.B.C.T. - PLOTTED HEREON.
2. 16' UTILITY EASEMENT ADJACENT TO 10 FOOT ROAD AND DRAINAGE EASEMENT ALONG THE FRONT PROPERTY LINE, C.C.F.N. 2008019216, O.P.R.B.C.T. - PLOTTED HEREON.
3. 7.5' DRAINAGE AND UTILITY EASEMENT ALONG THE SIDE AND REAR LOT LINES, WITH A 30 FOOT AERIAL EASEMENT, EXTENDING HORIZONTALLY 15 FEET ON EACH SIDE OF THE LOT LINE FROM A PLANE 16 FEET ABOVE THE GROUND LEVEL UPWARD, C.C.F.N. 2008019216, O.P.R.B.C.T. - PLOTTED HEREON.
4. 100' BUILDING SETBACK LINE, ALONG THE FRONT AND REAR PROPERTY LINES, C.C.F.N. 2008019216, O.P.R.B.C.T. - PLOTTED HEREON.
5. 15' BUILDING SETBACK LINE ALONG THE SIDE PROPERTY LINES, C.C.F.N. 2008019216, O.P.R.B.C.T. - DOES NOT APPLY. SEE ITEM NO. 6.
6. MINUTES OF RICHWOOD CITY COUNCIL RECORDED, C.C.F.N. 2017027617, O.P.R.B.C.T., CHANGED SIDE BUILDING LINES TO 7.5' - PLOTTED HEREON.
7. 25' BUILDING SETBACK LINE, ALONG THE REAR PROPERTY LINE, C.C.F.N. 2008019216, O.P.R.B.C.T., DOES NOT APPLY AS THIS IS A NOTE IN PLAT DEDICATION (NOTE NO. 9), THE FACE OF PLAT SHOWS A 100' BUILDING SETBACK LINE.
8. AGREEMENT FOR UNDERGROUND ELECTRIC SERVICE, CENTERPOINT ENERGY HOUSTON ELECTRIC, LLC, C.C.F.N. 2008033199 OF THE O.P.R.B.C.T. - NOT PLOTTABLE.

SURVEYORS NOTES

- 1. THIS SURVEY WAS PREPARED WITHOUT THE BENEFIT OF A COMMITMENT FOR TITLE INSURANCE WITH REGARD TO ANY RECORDED EASEMENTS, RIGHTS-OF-WAYS, SETBACKS, RESTRICTIONS OR OTHER ENCUMBRANCES AFFECTING THE SURVEYED PROPERTY. NO ADDITIONAL RESEARCH WAS PERFORMED BY THE SURVEYOR, ANY OF THESE ITEMS MAY EXIST THAT ARE NOT SHOWN HEREON.
2. ALL BEARINGS SHOWN HEREON ARE BASED ON THE TEXAS COORDINATE SYSTEM OF 1983, (NAD83) SOUTH CENTRAL ZONE, PER GPS OBSERVATIONS.
3. ACCORDING TO THE FEDERAL EMERGENCY MANAGEMENT AGENCY (FEMA) FLOOD INSURANCE RATE MAP NO. 48039C0610K, REVISED DECEMBER 30, 2020, THE SURVEYED PROPERTY LIES WITHIN ZONE "AE".
4. AN AERIAL EASEMENT MAY EXIST ADJACENT TO ANY EASEMENTS OR OVERHEAD UTILITIES.
5. REASON FOR RE-PLAT: COMBINE 2 LOTS INTO 1 LOT.
6. ELEVATION NAVD88, REF BM: NGS MONUMENT: TXAG REF MON 1 (PID: DR8248)

I HEREBY CERTIFY THAT THIS SURVEY WAS MADE ON THE GROUND, THAT THIS PLAT CORRECTLY REPRESENTS THE FACTS FOUND AT THE TIME OF THE SURVEY AND THAT THIS PROFESSIONAL SERVICE CONFORMS TO THE CURRENT TEXAS SOCIETY OF PROFESSIONAL SURVEYORS STANDARDS AND SPECIFICATIONS.



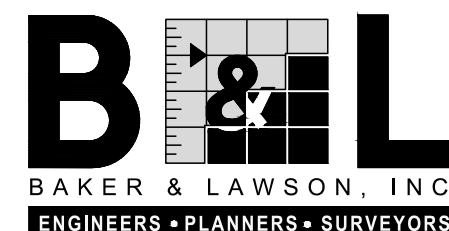
DARREL HEIDRICH DATE  
REGISTERED PROFESSIONAL LAND SURVEYOR  
TEXAS REGISTRATION NO. 5378

REPLAT  
OF LOTS 65 & 66  
BLOCK 1  
OAKWOOD SHORES

AS RECORDED IN  
C.C.F.N. 2008019216  
O.P.R.B.C.T.

J. E. GROCE SURVEY  
ABSTRACT NO. 66  
BRAZORIA COUNTY, TEXAS

OWNER:  
KENNETH WAYBRIGHT  
AND ALLYSON COOPER  
32234 BAYOU BEND  
RICHWOOD, TX 77531



Baker & Lawson, Inc.  
4005 Technology Dr., Suite 1530  
Angleton, TX 77515  
Phone # 979-849-6681  
www.bakerlawson.com  
Licensed Surveying Firm No. 10052500

Table with 4 columns: JOB NO., SCALE, DRAWN BY, CHECKED BY, DRAWING NO., DATE, REVISION NO.

# City of Richwood — TEXAS —

## **AGENDA MEMORANDUM**

**CONTACT:** ERIC FOERSTER- CITY MANAGER

**SUBJECT:** COUNCIL INSPECTION- PUBLIC WORKS BARN AND CIVIC CENTER

**SUMMARY:** Council will convene at 720 N. Mahan for inspection of the public works barn and the civic center. This trip is to familiarize council with both properties for future planning and discussion.

**BACKGROUND INFORMATION:** Council needs to see these properties for future planning and discussion.

**ISSUE:** None

**FISCAL IMPACT:** none

**RECOMMENDATION:** This is for evaluation purposes

# City of Richwood — TEXAS —

## AGENDA MEMORANDUM

**CONTACT:** ERIC FOERSTER- CITY MANAGER

**SUBJECT:** REQUEST FOR APPOINTMENT- FIRE MARSHAL POSITION

**SUMMARY:** The City Council has previously created the position of Fire Marshal. The position has been vacant for some time. The City Manager has determined that Marcus Smith meets the qualifications of the position of Fire Marshal.

The City Manger reached out to the Texas Commission on Fire Protection (TCFP) and applied for, and received, permission to have Richwood registered as a Regulated Fire Marshal's Office through the TCFP.

It was also requested that the Richwood Fire Marshal's office be appointed as the administrator of the FIDO account.

The position will be used to conduct fire inspections, fire education programs, plan reviews for fire safety, and some fire investigations related to life/safety issues.

**BACKGROUND INFORMATION:** City Council had previously created the position of Fire Marshal and it has been vacant for several years. We have had to pay outside agencies to fill this void.

**ISSUE:** Vacant position

**FISCAL IMPACT:** To be determined by council. Staff recommends an additional 5,000 per year to Marcus Smith for the assumption of the Fire Marshal duties.

**RECOMMENDATION:** To discuss and possibly approve Marcus Smith as the Fire Marshal for the City of Richwood as per the TCFP guidelines.

Marcus Smith has a diverse and extensive career in the field of emergency services, code enforcement, and disaster management. Here's a summary of his career experience:

**Current Position:**

**Code Enforcement Officer**

- *City of Richwood, Texas*
- *Nov 2022 - Present (1 yr 1 mo)*
- Enforcing codes and ordinances to maintain health and safety standards in the community.

**Previous Positions:**

**Fire/EMS Academy Instructor**

- *Brownsville and Los Fresnos Independent School Districts*
- *2016 - Present (7 yrs +)*
- Instructing Fire/EMS career programs, preparing students for certifications in firefighting and emergency medical services.

**Disaster Program Manager**

- *American Red Cross Texas Gulf Coast Region*
- *May 2021 - Jun 2023 (2 yrs 2 mos)*
- Managing disaster programs with a focus on risk assessment, healthcare, quality assurance, and program management.

**Fire/EMS Chief**

- *TERLINGUA FIRE & EMS INC*
- *2019 - May 2021 (2 yrs)*

**Fire Chief/Emergency Management Coordinator**

- *Town of Laguna Vista*
- *Jan 2016 - Jun 2019 (3 yrs 6 mos)*
- Coordinating fire and EMS education and training, ensuring compliance with state requirements.

**Fire Chief**

- *City of South Padre Island*
- *Mar 2013 - Jan 2016 (2 yrs 11 mos)*

**Fire Chief - Code Enforcement Officer**

- *City of Wilmer, TX*
- *May 2005 - Mar 2013 (7 yrs 11 mos)*
- Managing the transition of a volunteer fire department to an all-paid department, updating and enforcing city ordinances.

**Fire Captain/Training Officer**

- *City of Lancaster, TX*
- *Oct 1984 - Mar 2013 (28 yrs 6 mos)*
- Overseeing emergency responses, community education, and events for a civil service fire department.

**Key Skills:**

- **Risk Assessment**
- **Healthcare**
- **Hazardous Waste Management**
- **Quality Assurance**
- **Program Management**
- **Emergency Medicine**
- **Cardiac Monitoring**

Marcus Smith's career showcases a wealth of experience in leadership, emergency services, and program management across various roles in different municipalities and organizations.

# Marcus Smith

Richwood, Texas, United States 77531  
(979) 265-2082  
msmith@richwoodtx.gov

## Curriculum Vitae

### State of Texas Certified Career Fire Department Administrator

#### Education

the University of Texas Health Science Center Dallas

Paramedicine

Multiple college hours through the American College of Education related to qualifying certification programs.

#### Honors and Awards

Firefighter of the Year – Lancaster Fire Department

Firefighter of the Year – Wilmer Fire Department

Multiple Outstanding Service awards

#### Organizations

APPOINTED TO THE GOVERNORS EMS AND TRAUMA ADVISORY COUNCIL DISASTER PREPAREDNESS AND RESPONSE  
COMMITTEE (GETAC) 2021 - 2024

#### Rio Grande Region/ Brewster County Hazard Mitigation Committee

Appointed 03/2021

#### National Association of Fire Investigators, International

Member

#### Rio Grande Valley Emergency Training Alliance

Board Member

#### Texas Fire Chiefs Association

Member

#### Texas Firemans and Fire Marshals Association

Member

#### International Code Council

Member

#### National Volunteer Fire Council

Member

#### International Fire Chiefs Association

Member

#### Texas Child Fatality Review Team - Texas Department of State Health Services

Member

The organization seeks to understand the cause and incidence of child death in Texas. The research will be used to reduce the number of preventable child deaths, promote public awareness and make recommendations to the governor and the legislature for changes in law, policy and practice to reduce the number of preventable child deaths.

#### National Safety Council

Member

**North Central Texas Trauma Regional Advisory Council**  
Member  
January 1999 – January 2011

## **FIRE CERTIFICATIONS**

Texas Commission on Fire Protection (TCFP)

### **Head of Fire Suppression Organization**

Texas Commission on Fire Protection, License Current

### **Fire Service Chief Executive Officer - Texas A&M Mays Business School**

Texas A&M Engineering Extension Service, License Current

### **Advanced Fire Inspector**

Texas Commission on Fire Protection, License Current

### **Advanced Firefighter**

Texas Commission on Fire Protection, License Current

### **Hazardous Material Technician**

Texas Commission on Fire Protection, License Current

### **Driver/Operator Pumper**

Texas Commission on Fire Protection, License Current

### **Fire Officer IV**

Texas Commission on Fire Protection, License Current

### **Fire Instructor II**

Texas Commission on Fire Protection, License Current

### **Fire Investigator**

Texas Commission on Fire Protection, License Current

### **Fire Plans Examiner**

International Fire Service Accreditation Congress, License Current

### **Fire Service Financial Management July 2020**

National I Fire Academy, Emmitsburg, Maryland.

### **Effective Leadership Skills for Fire and EMS Organizations**

FEMA - National Fire Academy, Emmitsburg, Maryland - July 2015

### **Managing Public Information for All-Hazards Incidents (MPI) 12/2019**

FEMA /DHS- Center for Domestic Preparedness - Anniston, Alabama

### **Instructor Training Course ITC PER-266 11/2018**

FEMA /DHS- Center for Domestic Preparedness - Anniston, Alabama

### **Fire Chief Development,**

FEMA - National Fire Academy, Emmitsburg, Maryland - January 2016

### **Fire Service Executive Planning**

FEMA - National Fire Academy, Emmitsburg, Maryland - June 2018

### **Fire Inspector II**

International Fire Service Accreditation Congress, License Current

### **Master Firefighter**

State Firefighters and Fire Marshals Association of Texas

### **Fire Chief Development Program**

State Firefighters and Fire Marshals Association of Texas

### **Fire Service Certification Coordinator**

State Firemans and Fire Marshals Association of Texas



**EMERGENCY MEDICAL SERVICE CERTIFICATIONS**

Texas Department of State Health Services

**EMS Service Administrator of Record**

**EMT- Paramedic-** License Number 50878

Texas Department of State Health Services, License Current Expires 11/30/2026

**Emergency Medical Service Instructor** – ID 101105 Document 20643

Texas Department of State Health Services, License Current Expires 01/31/1027

**All required National Incident Management System certifications**

FEMA, License Current

**EMERGENCY PREPAREDNESS CERTIFICATIONS****Jurisdictional Threat and Hazard Identification and Risk Assessment**

Texas A&M Engineering Extension Service, 10/2017 License Current

**Critical Asset Risk Management**

Texas A&M Engineering Extension Service, 11/2017 License Current

**Advanced Critical Infrastructure Protection LS-MGT-414-233**

Certification Date Feb 2018 – Present

**Physical and Cybersecurity for Critical Infrastructure NE-MGT-452**

Certification Date Feb 2018 – Present

**Critical Infrastructure Security and Resilience Awareness LS-AWR-213-333**

Certification Date 2018 – Present

**CODE ENFORCEMENT CERTIFICATIONS****Hazardous Materials Code Enforcement**

National Fire Academy, Emmitsburg Maryland – October 2023

**Code Enforcement Officer – TDLR** License number 4317

Texas Department of Licensing and Regulation, Expires 06/30/2025

**Code Enforcement Officer II**

Texas A&M Engineering Extension Service, License Current

**Intermediate Code Enforcement Officer**

Texas A&M Engineering Extension Service, License Current

**International Property Maintenance Code**

Texas A&M Engineering Extension Service

**ADDITIONAL CERTIFICATIONS****Tactical Medic**

Trained at the US Marshals training facility in Dallas

**FIRE MARSHAL/INSPECTOR- City of Richwood**

**DEFINITION:**

Under general supervision, enforce all laws of the State of Texas fire codes and ordinances of the City of Richwood. Conducts inspections of residential, educational, institutional, commercial, hazardous and industrial properties to determine and enforce compliance with fire safety laws and ordinances. Works with business owners, managers, and employees in a cooperative manner to gain and maintain compliance with all fire codes and ordinances with the goal of providing a safe environment in which to work, learn, and live.

This is a single-incumbent classification. Employee reports to the City Manager.

**DUTIES AND RESPONSIBILITIES:**

*The duties listed below represent the various types of work that may be performed. The omission of specific statements of duties does not exclude them if the work is related or a logical assignment to this class.*

- Participates in residential, commercial, and public building inspections to determine and enforce adherence to safety laws and ordinances, including the Fire and Life Safety Code.
- Participates in fire prevention and educational programs through the media, schools, civic groups, businesses and the public.
- Participates in community service activities.
- Participates in the Public Education efforts of the Richwood Volunteer Fire Department.
- Ensure all high and medium hazard occupancies are inspected every year and low hazard occupancies are inspected at least every 2 years.
- Provides monthly records and reports on all inspections, code violations, violation notices given, and follow-up inspections that were required.
- Maintain accurate files and records.
- Able to work independently on a daily basis to coordinate, schedule, and complete inspections within targeted area.
- Meets with, informs, instructs and educates members of the business community and the public on hazards of fires and on fire safety practices.
- Perform other duties as assigned.

**EMPLOYMENT STANDARDS:**

**Knowledge of:**

- Common fire hazards
- Methods and techniques of report preparation.
- Operations, services and activities of the city.
- Pertinent Federal, State and local laws, codes and regulations.

**Ability to:**

- Interpret and apply applicable codes and ordinances to various commercial, industrial, and residential facilities.
- Recognize fire hazards common to public facilities, and of manufacturing and residential structures.
- Make detailed inspections, analyze findings, and prepare reports and recommendations.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain cooperative working relationships with those contacted in the course of work.

**PHYSICAL AND MENTAL DEMANDS:**

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Physical Demands:**

While performing the duties of this job, the employee is regularly required to sit, walk and stand; talk and hear; use hands to handle, feel or operate objects, tools or controls; reach with hands and arms; and perform repetitive movements of hands or wrists; climb ladders as needed. The employee is frequently required to lift or move moderately heavy objects.

Specific vision abilities required for this job include close vision and the ability to adjust focus.

**Mental Demands:**

While performing the duties of this class, an employee uses written and oral communication skills; reads and interprets data, information and documents; analyzes and solves problems; uses math and mathematical reasoning; performs highly detailed work; deals with multiple concurrent tasks; and interacts with others encountered in the course of work, including frequent contact with customers and/or the public and dissatisfied/abusive individuals.

**Work Environment:**

The employee works in an office environment with frequent travel from site to site; exposure to computer screens; field conditions for inspections. Certain assignments within the classification may require availability to work flexible schedule.

**Requirements**

**MINIMUM QUALIFICATIONS:**

**Education, Training, and Experience:**

- High School Diploma or GED required.
- Supplemental training or experience in the fire industry preferred.

**LICENSES AND CERTIFICATES:**

A valid Class C State driver license is required at the time of appointment and must be maintained throughout employment. Possession of or ability to obtain and maintain a Basic Inspector certificate issued by the Texas Commission on Fire Protection within 6 months of employment.

**SPECIAL REQUIREMENTS:**

Possession of, or ability to obtain, appropriate Fire Inspector Certificate issued by the Texas Commission on Fire Protection within 6 months of employment.

ORDINANCE NO. 23-513

AN ORDINANCE OF THE CITY OF RICHWOOD, TEXAS AMENDING CHAPTER 4, ARTICLE 1, SECTION 4-2 – REFERENCED CODES; ESTABLISHING MINIMUM STANDARDS FOR CONTINUED USE AND OCCUPANCY THAT APPLY TO ALL BUILDINGS REGARDLESS OF DATE OF CONSTRUCTION; PROVIDING FOR PROPER NOTICE TO THE PROPERTY OWNER; PROVIDING FOR PUBLIC HEARING; PROVIDING FOR A PENALTY CLAUSE.

WHEREAS, the City Council of the City of Richwood, Texas, enacted Ordinance 203B on the 13th day of May 2002, thereby adopting the International Building Code, International Mechanical Code, International Plumbing Code, International Fire Code, International Fuel Gas Code, National Electric Code and for one- and two-family dwellings the International Residential Code, as they existed at that time and as amended;

WHEREAS, the City Council of the City of Richwood, Texas, enacted Ordinance 203D on the 12th day of October 2015, establishing a process for adopting updated International Codes.

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF RICHWOOD, BRAZORIA COUNTY, TEXAS:

**Section 1:** Chapter 4, Article 1, Section 4-2 of the Code of Ordinances of the City of Richwood is hereby amended to read as follows:

Section 4-2. – Referenced codes.

(a) Adoption of International codes: It is hereby officially adopted by the City of Richwood, Texas, in reference to building construction, the following standards:

2021 INTERNATIONAL ZONING CODE;

2021 INTERNATIONAL BUILDING CODE;

2021INTERNATIONAL MECHANICAL CODE

2021 INTERNATIONAL PLUMBING CODE

2021 INTERNATIONAL FIRE CODE

2021 INTERNATIONAL FUEL GAS CODE

2021 NATIONAL ELECTRIC CODE

For one and two-family dwellings, 2021 INTERNATIONAL RESIDENTIAL CODE as it now exists.

(b) Amendments to International Codes: Amendments to the INTERNATIONAL ZONING CODE, INTERNATIONAL BUILDING CODE, INTERNATIONAL MECHANICAL CODE, INTERNATIONAL PLUMBING CODE, INTERNATIONAL FIRE CODE, INTERNATIONAL FUEL GAS CODE, NATIONAL ELECTRIC CODE, and for one- and two-family dwellings, INTERNATIONAL RESIDENTIAL CODE shall be adopted only after review and approval by the City Council of the City of Richwood, Texas and memorialized as an amendment to this ordinance.

**Section 7:** That this ordinance shall be effective January 1, 2024, upon passing.

Passed and Approved on this 11<sup>th</sup> day of December 2023.

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

**ATTEST:**

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