



## CITY COUNCIL MEETING AGENDA

**Monday, October 13, 2025 at 6:10 PM**

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

BE IT KNOWN THAT a City of Richwood City Council will meet Monday, October 13, 2025, beginning at 6:10 PM at Richwood City Hall, located at 1800 Brazosport Blvd. N., Richwood, Texas 77531 with the following agenda:

- I. CALL TO ORDER
- II. ROLL CALL OF COUNCIL MEMBERS
- III. PUBLIC COMMENTS
- IV. EMPLOYEE SERVICE AWARD
  - [A.](#) Sgt. Jeremy Richards, Police Department - 10 Years
- V. PRESENTATION
  - [A.](#) Parks Master Plan, Strand Associates
- VI. CONSENT AGENDA
  - [A.](#) Budget Report, August 2025
  - [B.](#) Approval of minutes from regular meeting held September 8, 2025.
- VII. DISCUSSION AND ACTION ITEMS
  - [A.](#) Discuss and consider authorizing the City Manager to enter into a contractual agreement with Willdan Engineering for Building Official, Plan Review, and Inspection services, and to designate Willdan Engineering as the City's Building Official.
  - [B.](#) Consider awarding the City of Richwood's 2024 Community Development Block Grant (CDBG) Contract #B-UC-48-0005, CFDA #14.215 to Bull-G Construction, and authorizing the Mayor or his designee to execute all necessary documents.
  - [C.](#) Discuss and consider Ordinance No. 25-535 amending Appendix C – Fee Schedule of the Code of Ordinances to update building permit fees to align with the new agreement for Building Official, Plan Review, and Inspection services.
  - [D.](#) Consider approval of a replat of Lot 36, as recommended by the Planning and Zoning Commission, being 1.16 acres in the J.E. Groce Survey, Abstract 66, City of Richwood, Brazoria County, Texas.
  - E. Discuss and consider request to allow street closure of Audubon Woods Dr from North Mahan to Wisteria for the City of Richwood to host Trunk or Treat on October 24, 2025 from 5:00 P.M. to 9:00 P.M.
  - F. Consider items removed from consent agenda
- VIII. CAPITAL IMPROVEMENT PROJECTS UPDATE
- IX. CITY MANAGER'S REPORT
- X. COUNCIL MEMBER COMMENTS & REPORTS
- XI. MAYOR'S REPORT

XII. ITEMS OF COMMUNITY INTEREST

XIII. FUTURE AGENDA ITEMS

XIV. ADJOURNMENT

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

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

I, Kirsten Garcia, do hereby certify that I did, on October 7, 2025 at 2:00 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

# Service Award

This certificate is awarded to

# Sgt. Jeremy Richards

In appreciation of **10 years** of dedicated service  
to the **City of Richwood.**



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

Issued October 13, 2025

\_\_\_\_\_  
Eric Foerster  
City Manager



## Agenda Memorandum

**Contact:**

Clif Custer

**Subject:**

Parks Master Plan

**Summary:**

Parks Master Planning was approved by Council with the FY 25 Budget. Parks Master Planning is a tool used to assist Council with identifying maintenance and replacement needs of equipment and assets within Richwood's Parks.

**Background Information:**

**Issue:**

None

**Fiscal Impact:**

None

**Recommendation:**

None

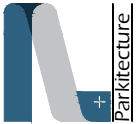
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- LEGEND**
- 1 Ex. Pavilion
  - 2 Ex. Restrooms
  - 3 Ex. Gazebo
  - 4 Ex. Splashpad
  - 5 Ex. Playground
  - 6 Ex. Walking Path
  - 7 Ex. Tennis Courts
  - 8 Ex. Parking

Section V, Item A.

**PARKITECTURE  
+ PLANNING**  
901 Deming Way, Suite 201  
Madison, WI 53717  
608.203.8203



Project Name:  
**RICHWOOD PARK IMPROVEMENTS**

**RICHWOOD, TX 77531**

Sheet Title:  
**EXISTING CONDITIONS - ELLIS PARK**

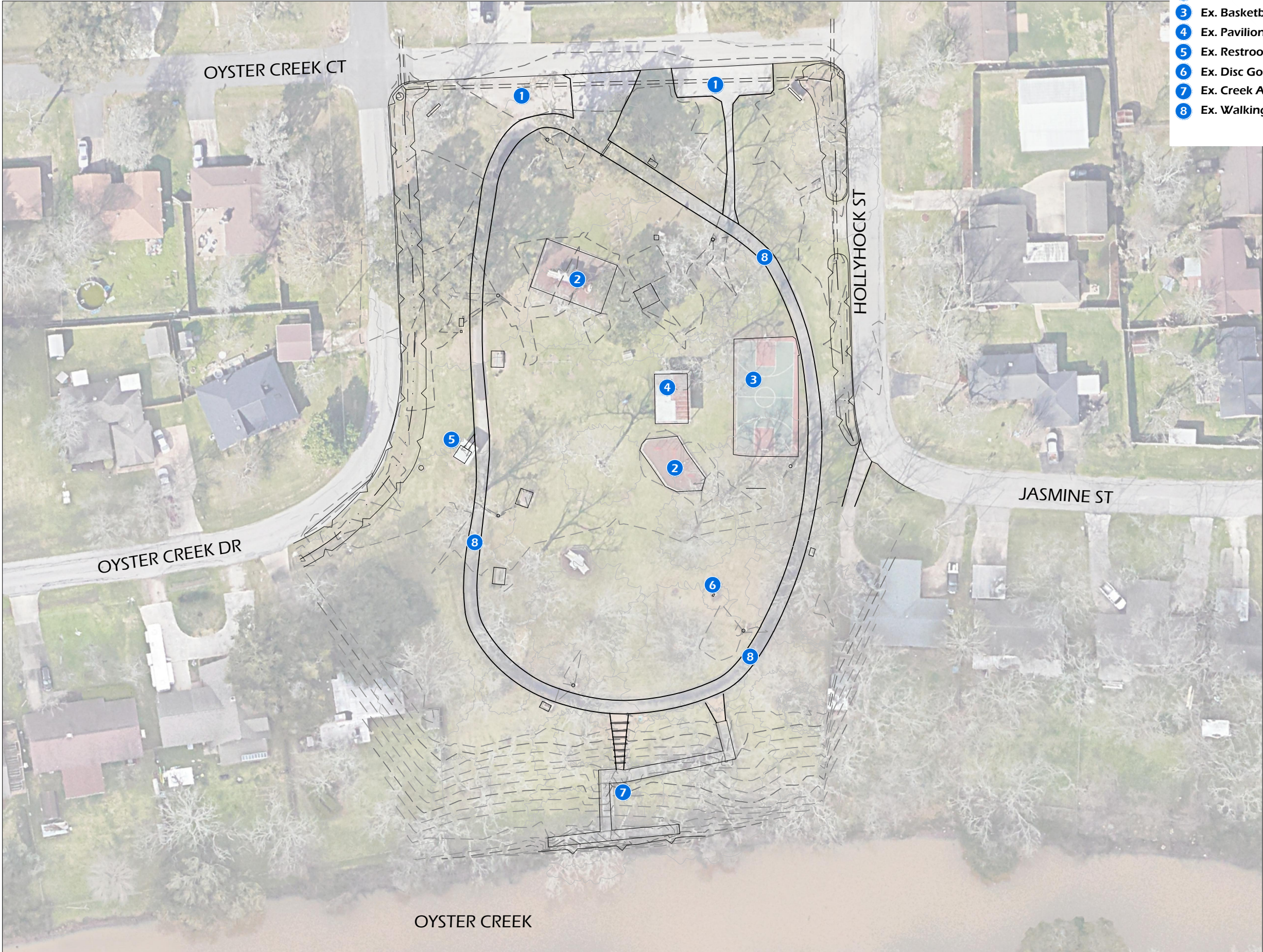
Revisions:

Project #: 25.037  
Issued For: REVIEW  
Date: 9/25/2025

Sheet Number

**C01** 5

File: P:\25.037 Richwood Texas Park MP\CAD\LW.dwg Layout: C011 User: Blake Thiesen Plotted: Sep 29, 2025 -- 8:22am



- LEGEND**
- 1 Ex. Parking
  - 2 Ex. Playground
  - 3 Ex. Basketball Court
  - 4 Ex. Pavilion
  - 5 Ex. Restrooms
  - 6 Ex. Disc Golf Course
  - 7 Ex. Creek Access/Pier
  - 8 Ex. Walking Path

Section V, Item A.



Project Name:  
**RICHWOOD PARK IMPROVEMENTS**

Revisions:

Project #:  
Issued For:  
Date:

25.037  
REVIEW  
9/25/2025

Sheet Title:  
**RICHWOOD, TX 77531**

Sheet Title:  
**EXISTING CONDITIONS - BOBBY FORD PARK**

Sheet Number  
**C01**

6

File: \\Nes3\projects\25.037 Richwood Texas Park\MP\CAD\W.dwg Layout: C100 User: Blake Plotted: Sep 25, 2025 - 6:10pm



- LEGEND**
- 1 Ex. Pavilion to Remain
  - 2 Ex. Restrooms to Remain
  - 3 Ex. Gazebo to Remain
  - 4 Ex. Splashpad to Remain
  - 5 Pr. Pavilion
  - 6 Pr. Playground (EWF)
  - 7 Pr. Playground (PIP)
  - 8 Pr. Shade Kite
  - 9 Pr. Sidewalk Connection
  - 10 Pr. Basketball Court
  - 11 Pr. Pickleball Courts
  - 12 Pr. Court Games Area
  - 13 Pr. Yard Games Area
  - 14 Pr. Open Space
  - 15 Pr. Path Expansion (10')
  - 16 Pr. Parking Expansion
  - 17 Pr. Disc Golf Course

Section V, Item A.

PARKITECTURE  
+ PLANNING

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Madison, WI 53717  
608.203.8203

SA  
STRAND  
ASSOCIATES

Project Name:  
**RICHWOOD PARK IMPROVEMENTS**

Richwood, TX 77531

Sheet Title:  
**CONCEPT PLAN - ELLIS PARK**

Revisions:

Project #:  
Issued For:  
Date:

25.037  
REVIEW  
9/25/2025

Sheet Number

C107

File: P:\25.037 Richwood Texas Park MP\CAD\LW.dwg Layout: C101 User: Blake Thiesen Plotted: Sep 29, 2025 -- 8:23am



- LEGEND**
- 1 Ex. Parking Lot to Expand
  - 2 Ex. Playground (Renovated)
  - 3 Pr. Parking Lot
  - 4 Pr. Restrooms/Pavilion
  - 5 Pr. Basketball Court Expansion
  - 6 Pr. Excercise Equip. Nodes
  - 7 Pr. Playground (EWF)
  - 8 Pr. Path Expansion (10')
  - 9 Pr. Sidewalk Connection
  - 10 Pr. Creek Overlook
  - 11 Pr. Pier/Kayak Launch
  - 12 Pr. Open Space
  - 13 Pr. Creek Access/Fishing

Section V, Item A.

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Project Name:  
**RICHWOOD PARK IMPROVEMENTS**

**RICHWOOD, TX 77531**

Sheet Title:  
**CONCEPT PLAN - BOBBY FORD PARK**

Revisions:

Project #: 25.037  
Issued For: REVIEW  
Date: 9/25/2025

Sheet Number

**C10** 8

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CREEK ACCESS POINT



FISHING PLATFORM



YARD GAMES



PICKLEBALL COURTS



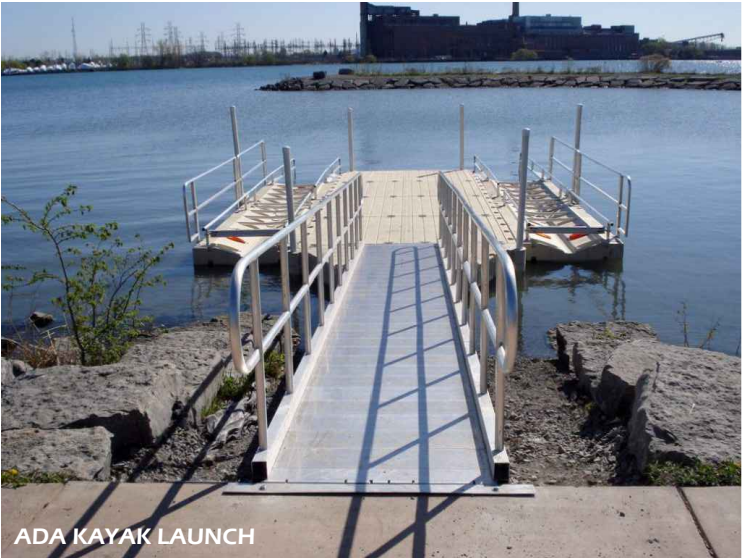
PIER AND ADA KAYAK LAUNCH



YARD GAMES



COMBINED COURT SPORTS AND GAMES AREA



ADA KAYAK LAUNCH



PAVED PARK PATHWAY

Section V, Item A.

**PARKITECTURE  
+ PLANNING**  
901 Deming Way, Suite 201  
Madison, WI 53717  
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Project Name: **RICHWOOD PARK IMPROVEMENTS**

**RICHWOOD, TX 77531**

Sheet Title: **INSPIRATION IMAGES**

Revisions:

Project #: 25.037  
Issued For: REVIEW  
Date: 9/25/2025

Sheet Number

**C80** 9

File: \\Nes3\projects\25.037\_Richwood\_Texas\_Park\_MP\CAD\P-IMAGE BOARDS.dwg Layout: C802 User: Blake Plotted: Sep 25, 2025 - 4:52pm



RAMPED PLAY STRUCTURE



TRADITIONAL PLAY STRUCTURES



ARTISTIC/CONTEMPORARY PLAY



TRADITIONAL RESTROOMS



RESTROOM/PAVILION COMBO



TRADITIONAL PAVILION



FITNESS EQUIPMENT



FITNESS EQUIPMENT



MODERN PAVILION



CREEK OVERLOOK

Section V, Item A.

**PARKITECTURE  
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608.203.8203

**SA  
STRAND  
ASSOCIATES®**

Project Name:  
**RICHWOOD PARK IMPROVEMENTS**

**RICHWOOD, TX 77531**

Sheet Title:  
**INSPIRATION IMAGES**

Revisions:

Project #: 25.037  
Issued For: REVIEW  
Date: 9/25/2025

Sheet Number  
**C80** 10



AGENDA MEMORANDUM – OCTOBER 13, 2025  
ITEM # CONSENT

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

**BACKGROUND INFORMATION:**

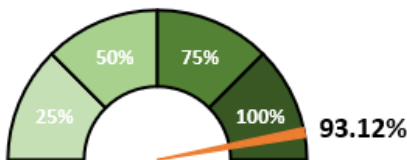
The information provided is for the FY 2024-2025 budget period, month ending August 31, 2025. This summary highlights several key points related to the current month’s activity for the General Fund and for the Water and Sewer Enterprise Fund. The attached report is unaudited, and this month may include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

**DISCUSSION:**

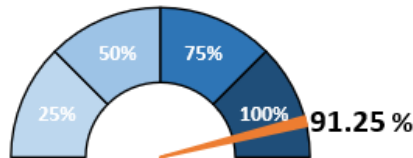
Attached is the budget report for August 2025, which is the eleventh month of Fiscal Year 2025. 91.7% of the year has passed. The report reflects the original budget as approved for FY25 as well as the revised budget reflecting all budget amendments approved by council since the original budget was approved. *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 August 31, 2025, General Fund revenues total \$3,414,439. General Fund expenditures total \$3,172,265.



General Fund Revenue as % of Budget



General Fund Expenditures as % of Budget

**Revenue (GF)**

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

- M & O (Maintenance and Operations) Property tax (including current, delinquent and penalties) received through the end of August is \$3,017,674, 92.6% of projected property taxes for the year. Property tax revenue comes in throughout the year, but the majority comes in during the months of December and January.

# City of Richwood

TEXAS

- Sales Tax revenue received in August was earned in May. Sales tax is received 2 months after it is earned. The revenue received in October and November 2024 was posted to revenue in FY24. Accordingly, the revenue earned in August and September 2025, will be posted as revenue for FY25 even though it will not be received by the city until October and November. Therefore, we have nine month of Sales Tax revenue showing. We are ahead of last year by \$27,442 in General Fund.

| MONTH RECEIVED | FY 2023      |            |            |            | FY 2024      |            |            |              | FY 2025      |            |            |            |
|----------------|--------------|------------|------------|------------|--------------|------------|------------|--------------|--------------|------------|------------|------------|
|                | GENERAL FUND | TRANS FUND | CCPD       | TOTAL      | GENERAL FUND | TRANS FUND | CCPD       | TOTAL        | GENERAL FUND | TRANS FUND | CCPD       | TOTAL      |
| DEC            | 44,369.52    | 11,092.39  | 10,760.96  | 66,222.87  | 50,390.06    | 12,597.52  | 12,174.92  | 75,162.50    | 63,965.34    | 15,991.34  | 15,454.48  | 95,411.16  |
| JAN            | 52,644.29    | 13,161.07  | 12,957.41  | 78,762.77  | 51,357.01    | 12,839.25  | 12,379.34  | 76,575.60    | 60,852.21    | 15,213.05  | 14,755.29  | 90,820.55  |
| FEB            | 55,858.64    | 13,964.65  | 13,634.73  | 83,458.02  | 62,500.92    | 15,625.23  | 15,222.16  | 93,348.31    | 65,052.40    | 16,263.10  | 15,706.32  | 97,021.82  |
| MAR            | 56,308.72    | 14,077.18  | 13,767.76  | 84,153.66  | 47,160.51    | 11,383.28  | 11,790.13  | 70,333.92    | 54,904.86    | 13,726.22  | 15,454.48  | 84,085.56  |
| APR            | 51,255.32    | 12,813.83  | 12,475.55  | 76,544.70  | 53,116.00    | 13,279.00  | 12,889.00  | 79,284.00    | 53,365.40    | 13,341.35  | 12,795.21  | 79,501.96  |
| MAY            | 58,663.20    | 14,665.80  | 14,074.45  | 87,403.45  | 60,982.24    | 15,245.56  | 14,768.02  | 90,995.82    | 61,002.35    | 15,250.59  | 14,690.90  | 90,943.84  |
| JUN            | 47,805.40    | 11,951.34  | 11,489.95  | 71,246.69  | 59,244.38    | 14,811.10  | 14,220.19  | 88,275.67    | 54,327.00    | 13,582.00  | 13,210.00  | 81,119.00  |
| JUL            | 56,403.73    | 14,100.94  | 13,673.07  | 84,177.74  | 58,811.21    | 14,702.80  | 14,080.90  | 87,594.91    | 59,642.15    | 14,910.54  | 14,590.19  | 89,142.88  |
| AUG            | 55,897.00    | 13,974.00  | 13,604.00  | 83,475.00  | 60,287.46    | 15,071.86  | 14,348.07  | 89,707.39    | 56,417.70    | 14,104.42  | 13,805.39  | 70,223.09  |
| SEPT           | 50,036.00    | 12,509.00  | 15,295.00  | 77,840.00  | 83,755.58    | 20,943.90  | 20,354.70  | 125,054.18   |              |            |            | 0.00       |
| OCT*           | 67,678.00    | 16,919.00  | 16,418.00  | 101,015.00 | 63,965.34    | 15,991.34  | 15,454.48  | 95,411.16    |              |            |            | 0.00       |
| NOV*           | 43,116.91    | 10,779.23  | 10,341.29  | 64,237.43  | 60,852.21    | 15,213.05  | 14,755.29  | 90,820.55    |              |            |            | 0.00       |
| YEAR TOTAL     | 640,036.73   | 160,008.43 | 158,492.17 | 958,537.33 | 712,422.92   | 177,703.89 | 172,437.20 | 1,062,564.01 | 529,529.41   | 118,278.19 | 130,462.26 | 778,269.86 |

- Permits and Licenses revenues total \$6,859 this month for a total of \$72,583. This is compared to \$63,993 collected at this time last year.
- Inspection fees collected are \$32,380 year to date. Of this amount, \$27,875 has been paid to Safebuilt for inspections.
- Municipal Court revenue for the month of August is \$10,106, \$86,342 to date. This compares to \$75,404 at this time last year.
- Interest revenue is \$5990 this month for a total of \$59,249 to date.
- The Ambulance fee collected year to date is \$92,917.

### Expenditures (GF)

Expenditures in the General Fund are currently shown at \$3,172,265, 91.25% of budget. There are line items showing as over budget. At year end, this will be analyzed, and any remaining overages will be included in a Budget Amendment. If a department has lines that are over, but their department is within allocations, there is no need to make a budget amendment for that department.

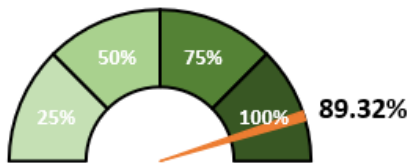


Transfers (GF)

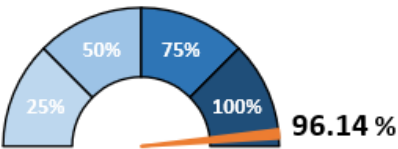
Interfund transfers have been completed. The budget shows additional transfers coming from the General Fund fund balance, but this is not a transfer that happens until year end.

30-Water, Sewer, and Solid Waste Fund

Operating Revenues in August total \$2,734,531 year to date. Operating expenses are \$2,288,985.



Enterprise Fund Revenue as % of Budget



Enterprise Fund Operating Expense as % of Budget

- Two water impact fees were collected during the month of August, totaling \$10,670, which is held in Fund 32 Utility Capital Improvement. One homeowner paid 50% of his fee with the remainder being due before a certificate of occupancy can be issued.
- There are some budget lines that are over what was allocated. Sewer Maintenance and Repair currently show as over budget due to the replacement of LS #6 Force Main. This was approved by council and will come as a budget amendment at year end.

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

**City of Richwood**  
**Fiscal Year 2025 Operational Budget Report**  
**10/1/2024 -08/31/2025**

| 10 General Fund                                  | Prior YTD           | Current Period    | Current YTD         | Original Budget     | Revised Budget      | Remaining Budget  | % Earned/Used        |
|--------------------------------------------------|---------------------|-------------------|---------------------|---------------------|---------------------|-------------------|----------------------|
| <b>Revenue</b>                                   |                     |                   |                     |                     |                     |                   | <b>91.7% of year</b> |
| Taxes                                            | 2,835,424.31        | 94,879.48         | 3,017,674.32        | 3,258,935.00        | 3,258,935.00        | 241,260.68        | 92.60%               |
| Property taxes, including delinquent & penalties | 2,156,647.72        | 5,608.08          | 2,312,958.22        | 2,412,935.00        | 2,412,935.00        |                   | 95.86%               |
| Franchise Taxes                                  | 174,926.42          | 32,853.70         | 175,187.07          | 196,000.00          | 196,000.00          |                   | 89.38%               |
| Sales Tax                                        | 503,850.17          | 56,417.70         | 529,529.03          | 650,000.00          | 650,000.00          |                   | 81.47%               |
| Licenses and permits                             | 63,992.62           | 6,858.96          | 72,583.24           | 75,150.00           | 75,150.00           | 2,566.76          | 96.58%               |
| Intergovernmental revenue                        | 12,126.66           | 0.00              | 11,556.91           | 10,000.00           | 10,000.00           | (1,556.91)        | Ahead of Budget      |
| Charges for services - Municipal Bldg Rental     | 7,235.00            | 925.00            | 7,825.00            | 7,000.00            | 7,000.00            | (825.00)          | Ahead of Budget      |
| Municipal Court Revenue                          | 75,403.88           | 10,106.19         | 86,341.55           | 110,000.00          | 110,000.00          | 23,658.45         | 78.49%               |
| Special Revenues                                 | 8,185.75            | 0.00              | 5,406.78            | 1,050.00            | 1,050.00            | (4,356.78)        | Ahead of Budget      |
| Interest                                         | 88,052.12           | 5,990.03          | 59,249.32           | 55,000.00           | 55,000.00           | (4,249.32)        | Ahead of Budget      |
| Miscellaneous revenue                            | 154,564.12          | 11,803.00         | 153,801.96          | 149,400.00          | 149,400.00          | (4,401.96)        | Ahead of Budget      |
| Inspection Fees                                  | 32,380.00           | 2,775.00          | 32,600.00           | 30,000.00           | 30,000.00           |                   |                      |
| Miscellaneous Income                             | 24,804.52           | 325.00            | 25,810.43           | 13,000.00           | 13,000.00           |                   |                      |
| Parks & Recreation - Park Pavillion Rentals      | 3,525.00            | 275.00            | 1,975.00            | 3,500.00            | 3,500.00            |                   |                      |
| Parks & Recreation - Sports Field Rental         | 1,000.00            | 0.00              | 500.00              | 1,400.00            | 1,400.00            |                   |                      |
| Ambulance Fee Revenue                            | 92,854.60           | 8,428.00          | 92,916.53           | 101,500.00          | 101,500.00          |                   |                      |
| <b>Total Revenue</b>                             | <b>3,244,984.46</b> | <b>130,562.66</b> | <b>3,414,439.08</b> | <b>3,666,535.00</b> | <b>3,666,535.00</b> | <b>252,095.92</b> | <b>93.12%</b>        |
| <b>Expenditures</b>                              |                     |                   |                     |                     |                     |                   |                      |
| <b>General Government Administration</b>         |                     |                   |                     |                     |                     |                   |                      |
| Personnel & Benefits                             | 531,355.04          | 46,717.05         | 544,263.61          | 599,119.00          | 599,119.00          | 54,855.39         | 90.84%               |
| Supplies                                         | 12,032.54           | 855.74            | 11,325.82           | 19,500.00           | 19,500.00           | 8,174.18          | 58.08%               |
| Maintenance & Repair                             | 5,273.80            | 686.82            | 14,977.87           | 16,480.00           | 16,480.00           | 1,502.13          | 90.89%               |
| Utilities                                        | 13,928.53           | 1,442.53          | 16,846.53           | 15,300.00           | 15,300.00           | (1,546.53)        | Over Budget          |
| Professional Services                            | 168,528.60          | 32,104.83         | 260,254.98          | 402,062.00          | 402,062.00          | 141,807.02        | 64.73%               |
| Other Services                                   | 94,874.01           | 254.82            | 96,145.91           | 107,351.00          | 107,351.00          | 11,205.09         | 89.56%               |
| Capital Equipment                                | 6,011.63            | 304.54            | 5,060.39            | 7,155.00            | 7,155.00            | 2,094.61          | 70.73%               |
| <b>Total Administration</b>                      | <b>832,004.15</b>   | <b>82,366.33</b>  | <b>948,875.11</b>   | <b>1,166,967.00</b> | <b>1,166,967.00</b> | <b>218,091.89</b> | <b>81.31%</b>        |
| <b>Judicial</b>                                  |                     |                   |                     |                     |                     |                   |                      |
| Personnel & Benefits                             | 54,732.09           | 666.66            | 10,677.27           | 10,501.00           | 10,501.00           | (176.27)          | Over Budget          |
| Supplies                                         | 0.00                | 0.00              | 230.24              | 300.00              | 300.00              | 69.76             | 76.75%               |
| Professional Services                            | 14,790.00           | 1,127.50          | 17,055.00           | 18,950.00           | 18,950.00           | 1,895.00          | 90.00%               |
| Other Services                                   | 110.00              | 0.00              | 224.50              | 500.00              | 500.00              | 275.50            | 44.90%               |
| <b>Total Judicial</b>                            | <b>69,632.09</b>    | <b>1,794.16</b>   | <b>28,187.01</b>    | <b>30,251.00</b>    | <b>30,251.00</b>    | <b>2,063.99</b>   | <b>93.18%</b>        |
| <b>Permitting &amp; Inspections</b>              |                     |                   |                     |                     |                     |                   |                      |
| Personnel & Benefits                             | 27,871.00           | 2,280.00          | 27,875.00           | 35,000.00           | 35,000.00           | 7,125.00          | 79.64%               |
| Supplies                                         | 232.57              | 0.00              | 0.00                | 1,000.00            | 1,000.00            | 1,000.00          | 0.00%                |
| <b>Total Permitting &amp; Inspections</b>        | <b>28,103.57</b>    | <b>2,280.00</b>   | <b>27,875.00</b>    | <b>36,000.00</b>    | <b>36,000.00</b>    | <b>8,125.00</b>   | <b>77.43%</b>        |
| <b>Special Revenue Expenditures</b>              |                     |                   |                     |                     |                     |                   |                      |
| Supplies                                         | 495.00              | 0.00              | 425.00              | 1,500.00            | 1,500.00            | 1,075.00          | 28.33%               |
| <b>Total Special Revenue Expenditures</b>        | <b>495.00</b>       | <b>0.00</b>       | <b>425.00</b>       | <b>1,500.00</b>     | <b>1,500.00</b>     | <b>1,075.00</b>   | <b>28.33%</b>        |
| <b>Total General Government</b>                  | <b>930,234.81</b>   | <b>86,440.49</b>  | <b>1,005,362.12</b> | <b>1,234,718.00</b> | <b>1,234,718.00</b> | <b>229,355.88</b> | <b>81.42%</b>        |
| <b>Public Safety</b>                             |                     |                   |                     |                     |                     |                   |                      |
| <b>Police Department</b>                         |                     |                   |                     |                     |                     |                   |                      |
| Personnel & Benefits                             | 744,730.84          | 72,247.21         | 843,814.93          | 960,447.00          | 960,447.00          | 116,632.07        | 87.86%               |
| Supplies                                         | 41,846.38           | 1,094.34          | 39,726.68           | 46,700.00           | 46,700.00           | 6,973.32          | 85.07%               |
| Maintenance & Repair                             | 27,828.18           | 1,109.46          | 43,070.17           | 24,100.00           | 24,100.00           | (18,970.17)       | Over Budget          |
| Utilities                                        | 15,621.81           | 806.24            | 8,098.39            | 19,500.00           | 19,500.00           | 11,401.61         | 41.53%               |
| Professional Services                            | 156,166.19          | 107.18            | 221,652.10          | 228,716.00          | 228,716.00          | 7,063.90          | 96.91%               |
| Other Services                                   | 15,131.76           | 0.00              | 14,392.86           | 15,213.00           | 15,213.00           | 820.14            | 94.61%               |
| Capital Equipment                                | 7,150.88            | 152.28            | 3,706.08            | 1,827.00            | 1,827.00            | (1,879.08)        | Over Budget          |
| <b>Total Police Department</b>                   | <b>1,008,476.04</b> | <b>75,516.71</b>  | <b>1,174,461.21</b> | <b>1,296,503.00</b> | <b>1,296,503.00</b> | <b>122,041.79</b> | <b>90.59%</b>        |
| <b>Fire Department</b>                           |                     |                   |                     |                     |                     |                   |                      |
| Personnel & Benefits                             | 22,351.42           | 2,122.28          | 25,190.42           | 42,200.00           | 42,200.00           | 17,009.58         | 59.69%               |
| Supplies                                         | 24,910.69           | 1,078.95          | 10,938.23           | 18,000.00           | 18,000.00           | 7,061.77          | 60.77%               |
| Maintenance & Repair                             | 26,384.94           | 165.00            | 25,151.65           | 47,000.00           | 47,000.00           | 21,848.35         | 53.51%               |
| Utilities                                        | 5,517.60            | 458.78            | 5,937.27            | 6,150.00            | 6,150.00            | 212.73            | 96.54%               |
| Professional Services                            | 158,311.00          | 0.00              | 165,120.00          | 160,000.00          | 160,000.00          | (5,120.00)        | Over Budget          |

| 10 General Fund                               | Prior YTD           | Current Period     | Current YTD         | Original Budget     | Revised Budget      | Remaining Budget   | Percentage         |
|-----------------------------------------------|---------------------|--------------------|---------------------|---------------------|---------------------|--------------------|--------------------|
| Other Services                                | 45,746.78           | (729.00)           | 41,814.52           | 50,646.00           | 50,646.00           | 8,831.48           | 82.56%             |
| Capital Equipment                             | 32,954.89           | 0.00               | 32,712.17           | 59,712.00           | 59,712.00           | 26,999.83          | 54.78%             |
| <b>Total Fire Department</b>                  | <b>316,177.32</b>   | <b>3,096.01</b>    | <b>306,864.26</b>   | <b>383,708.00</b>   | <b>383,708.00</b>   | <b>76,843.74</b>   | <b>79.97%</b>      |
| <b>Code Enforcement</b>                       |                     |                    |                     |                     |                     |                    |                    |
| Personnel & Benefits                          | 68,164.39           | 6,278.07           | 72,728.87           | 82,559.00           | 82,559.00           | 9,830.13           | 88.09%             |
| Supplies                                      | 3,465.67            | 63.01              | 1,762.36            | 6,200.00            | 6,200.00            | 4,437.64           | 28.43%             |
| Maintenance & Repair                          | 60.75               | 0.00               | 163.20              | 1,000.00            | 1,000.00            |                    |                    |
| Professional Services                         | 680.00              | 0.00               | 0.00                | 1,000.00            | 1,000.00            | 1,000.00           | 0.00%              |
| Other Services                                | 662.97              | 0.00               | 702.59              | 809.00              | 809.00              | 106.41             | 86.85%             |
| <b>Total Code Enforcement</b>                 | <b>73,033.78</b>    | <b>6,341.08</b>    | <b>75,357.02</b>    | <b>91,568.00</b>    | <b>91,568.00</b>    | <b>15,374.18</b>   | <b>82.30%</b>      |
| <b>Total Public Safety</b>                    | <b>1,397,687.14</b> | <b>84,953.80</b>   | <b>1,556,682.49</b> | <b>1,771,779.00</b> | <b>1,771,779.00</b> | <b>215,096.51</b>  | <b>87.86%</b>      |
| <b>Public Works</b>                           |                     |                    |                     |                     |                     |                    |                    |
| <b>City Maintenance</b>                       |                     |                    |                     |                     |                     |                    |                    |
| Personnel & Benefits                          | 118,001.30          | 15,499.41          | 191,684.96          | 209,482.00          | 209,482.00          | 17,797.04          | 91.50%             |
| Supplies                                      | 23,257.79           | 788.41             | 20,395.32           | 21,700.00           | 21,700.00           | 1,304.68           | 93.99%             |
| Maintenance & Repair                          | 71,417.39           | 3,389.43           | 135,113.46          | 56,860.00           | 56,860.00           | (78,253.46)        | Over Budget        |
| Utilities                                     | 38,837.46           | 3,164.14           | 40,663.82           | 42,130.00           | 42,130.00           | 1,466.18           | 96.52%             |
| Other Services                                | 15,832.62           | 0.00               | 16,716.78           | 19,774.00           | 19,774.00           | 3,057.22           | 84.54%             |
| Capital Equipment                             | 271,096.80          | 0.00               | 60,635.16           | 65,000.00           | 65,000.00           | 4,364.84           | 93.28% *           |
| <b>Total City Maintenance</b>                 | <b>538,443.36</b>   | <b>22,841.39</b>   | <b>465,209.50</b>   | <b>414,946.00</b>   | <b>414,946.00</b>   | <b>(50,263.50)</b> | <b>Over Budget</b> |
| <b>Parks and Recreation</b>                   |                     |                    |                     |                     |                     |                    |                    |
| Supplies                                      | 5,033.04            | 580.40             | 4,918.68            | 4,800.00            | 4,800.00            | (118.68)           | Over Budget        |
| Maintenance & Repair                          | 27,627.38           | 3,430.02           | 44,688.31           | 27,000.00           | 27,000.00           | (17,688.31)        | Over Budget        |
| Utilities                                     | 3,078.73            | 357.37             | 3,465.98            | 3,600.00            | 3,600.00            | 134.02             | 96.28%             |
| Other Services                                | 13,546.81           | 0.00               | 14,799.15           | 19,568.00           | 19,568.00           | 4,768.85           | 75.63%             |
| <b>Total Parks and Recreation</b>             | <b>49,285.96</b>    | <b>4,367.79</b>    | <b>67,872.12</b>    | <b>54,968.00</b>    | <b>54,968.00</b>    | <b>(12,904.12)</b> | <b>Over Budget</b> |
| <b>Emergency/Disaster</b>                     |                     |                    |                     |                     |                     |                    |                    |
| Personnel & Benefits                          | 1,180,049.13        | 0.00               | 9,000.00            | 0.00                | 0.00                | (9,000.00)         |                    |
| Supplies                                      | 7,304.85            | 0.00               | 3,825.00            | 0.00                | 0.00                | (3,825.00)         |                    |
| Maintenance & Repair                          | 4,362.06            | 0.00               | 61,413.57           | 0.00                | 0.00                | (61,413.57)        |                    |
| Professional Services                         | 300.00              | 0.00               | 2,900.00            | 0.00                | 0.00                | (2,900.00)         |                    |
| <b>Total Emergency/Disaster</b>               | <b>1,192,016.04</b> | <b>0.00</b>        | <b>77,138.57</b>    | <b>0.00</b>         | <b>0.00</b>         | <b>(77,138.57)</b> | <b>Over Budget</b> |
| Miscellaneous                                 | 0.00                | 0.00               | 0.00                | 0.00                | 0.00                | 0.00               | 0.00%              |
| <b>Total Expenditures</b>                     | <b>4,107,667.31</b> | <b>198,603.47</b>  | <b>3,172,264.80</b> | <b>3,476,411.00</b> | <b>3,476,411.00</b> | <b>304,146.20</b>  | <b>91.25%</b>      |
| <b>Other Financing Sources and Uses</b>       |                     |                    |                     |                     |                     |                    |                    |
| <b>Sources</b>                                |                     |                    |                     |                     |                     |                    |                    |
| Transfers In                                  | 396,431.90          | 0.00               | 159,661.25          | 980,000.00          | 980,000.00          | 820,338.75         | 100.00%            |
| <b>Total Sources</b>                          | <b>396,431.90</b>   | <b>0.00</b>        | <b>159,661.25</b>   | <b>980,000.00</b>   | <b>980,000.00</b>   | <b>820,338.75</b>  | <b>16.29%</b>      |
| <b>Uses</b>                                   |                     |                    |                     |                     |                     |                    |                    |
| Transfers Out                                 | 334,000.00          | 0.00               | 395,000.00          | 1,095,000.00        | 1,095,000.00        | 700,000.00         | 36.07%             |
| <b>Total Uses</b>                             | <b>334,000.00</b>   | <b>0.00</b>        | <b>395,000.00</b>   | <b>1,095,000.00</b> | <b>1,095,000.00</b> | <b>700,000.00</b>  | <b>36.07%</b>      |
| <b>Total Other Financing Sources and Uses</b> | <b>62,431.90</b>    | <b>0.00</b>        | <b>(235,338.75)</b> | <b>(115,000.00)</b> | <b>(115,000.00)</b> | <b>120,338.75</b>  |                    |
| <b>Total - 10 GENERAL FUND</b>                | <b>(800,250.95)</b> | <b>(68,040.81)</b> | <b>6,835.53</b>     | <b>75,124.00</b>    | <b>75,124.00</b>    | <b>68,288.47</b>   |                    |

| <b>City of Richwood</b><br><b>Operational Budget Report</b><br><b>10/1/2024 -08/31/2025</b> |                     |                       |                     |                      |                       |                         |                        |
|---------------------------------------------------------------------------------------------|---------------------|-----------------------|---------------------|----------------------|-----------------------|-------------------------|------------------------|
| <b>30 Water &amp; Sewer Enterprise Fund</b>                                                 | <b>Prior YTD</b>    | <b>Current Period</b> | <b>Current YTD</b>  | <b>Annual Budget</b> | <b>Revised Budget</b> | <b>Remaining Budget</b> | <b>% Earned/Used</b>   |
| <b>Net Operating Income (Loss)</b>                                                          |                     |                       |                     |                      |                       |                         |                        |
| <b>Operating income</b>                                                                     |                     |                       |                     |                      |                       |                         | <b>91.7% of year</b>   |
| Sewer Department                                                                            | 926,820.67          | 85,001.29             | 934,262.21          | 1,049,551.00         | 1,049,551.00          | 115,288.79              | 89.02%                 |
| Water Department                                                                            | 1,403,210.70        | 127,486.66            | 1,434,590.19        | 1,617,799.00         | 1,617,799.00          | 183,208.81              | 88.68%                 |
| Solid Waste Department                                                                      | 341,535.39          | 33,260.00             | 365,678.71          | 394,000.00           | 394,000.00            | 28,321.29               | 92.81%                 |
| <b>Total Operating income</b>                                                               | <b>2,671,566.76</b> | <b>245,747.95</b>     | <b>2,734,531.11</b> | <b>3,061,350.00</b>  | <b>3,061,350.00</b>   | <b>326,818.89</b>       | <b>89.32%</b>          |
| <b>Operating expense</b>                                                                    |                     |                       |                     |                      |                       |                         |                        |
| <b>Sewer Department</b>                                                                     |                     |                       |                     |                      |                       |                         |                        |
| Personnel & Benefits                                                                        | 163,717.52          | 18,276.48             | 190,054.50          | 210,174.00           | 210,174.00            | 20,119.50               | 90.43%                 |
| Supplies                                                                                    | 9,906.11            | 15.99                 | 7,393.89            | 9,800.00             | 9,800.00              | 2,406.11                | 75.45%                 |
| Maintenance & Repair                                                                        | 32,019.90           | 499.93                | 196,172.54          | 66,040.00            | 66,040.00             | (130,132.54)            | Over Budget            |
| Professional Services                                                                       | 552,996.64          | 0.00                  | 450,083.43          | 485,000.00           | 485,000.00            | 34,916.57               | 92.80%                 |
| Other Services (insurance)                                                                  | 13,303.36           | 0.00                  | 5,742.35            | 5,802.00             | 5,802.00              | 59.65                   | 98.97%                 |
| <b>Total Sewer Department</b>                                                               | <b>771,943.53</b>   | <b>18,792.40</b>      | <b>849,446.71</b>   | <b>776,816.00</b>    | <b>776,816.00</b>     | <b>(72,630.71)</b>      | <b>Ahead of Budget</b> |
| <b>Water Department</b>                                                                     |                     |                       |                     |                      |                       |                         |                        |
| Personnel & Benefits                                                                        | 259,486.46          | 23,186.13             | 310,657.17          | 344,731.00           | 344,731.00            | 34,073.83               | 90.12%                 |
| Supplies                                                                                    | 36,004.75           | 165.72                | 37,412.13           | 38,500.00            | 38,500.00             | 1,087.87                | 97.17%                 |
| Maintenance & Repair                                                                        | 176,274.57          | 1,687.93              | 87,015.05           | 133,220.00           | 133,220.00            | 46,204.95               | 65.32%                 |
| Utilities                                                                                   | 83,828.58           | 7,734.32              | 94,243.94           | 77,683.00            | 77,683.00             | (16,560.94)             | Over Budget            |
| Professional Services                                                                       | 109,582.80          | 8,143.75              | 99,434.79           | 85,500.00            | 85,500.00             | (13,934.79)             | Over Budget            |
| Other Services                                                                              | 420,944.30          | 33,519.52             | 478,288.02          | 544,824.00           | 544,824.00            | 66,535.98               | 87.79%                 |
| Capital Equipment                                                                           | 3,613.01            | 304.54                | 5,495.33            | 3,655.00             | 3,655.00              | (1,840.33)              | Over Budget            |
| <b>Total Water Department</b>                                                               | <b>1,089,734.47</b> | <b>74,741.91</b>      | <b>1,112,546.43</b> | <b>1,228,113.00</b>  | <b>1,228,113.00</b>   | <b>115,566.57</b>       | <b>90.59%</b>          |
| <b>Solid Waste Department</b>                                                               |                     |                       |                     |                      |                       |                         |                        |
| Professional Services                                                                       | 316,401.24          | 30,085.68             | 326,992.08          | 376,000.00           | 376,000.00            | 48,899.92               | 86.97%                 |
| <b>Total Solid Waste Department</b>                                                         | <b>316,401.24</b>   | <b>30,085.68</b>      | <b>326,992.08</b>   | <b>376,000.00</b>    | <b>376,000.00</b>     | <b>49,007.92</b>        | <b>86.97%</b>          |
|                                                                                             |                     |                       |                     |                      |                       |                         |                        |
| <b>Total Operating expense</b>                                                              | <b>2,178,079.24</b> | <b>123,619.99</b>     | <b>2,288,985.22</b> | <b>2,380,929.00</b>  | <b>2,380,929.00</b>   | <b>91,943.78</b>        | <b>96.14%</b>          |
| <b>Total Net Operating Income (Loss)</b>                                                    | <b>493,487.52</b>   | <b>122,127.96</b>     | <b>445,545.89</b>   | <b>680,421.00</b>    | <b>680,421.00</b>     | <b>234,875.11</b>       | <b>65.48%</b>          |
| <b>Non-Operating Items</b>                                                                  |                     |                       |                     |                      |                       |                         |                        |
| <b>Non-operating income</b>                                                                 |                     |                       |                     |                      |                       |                         |                        |
| Interest income                                                                             | 9,571.69            | 1,392.91              | 16,724.85           | 0.00                 | 0.00                  | (16,724.85)             | Ahead of Budget        |
| Other income                                                                                | 1,768.44            | 620.68                | 5,810.16            | 2,412.00             | 2,412.00              | (3,398.16)              | Ahead of Budget        |
| Transfers In                                                                                | 70,000.00           | 0.00                  | 0.00                | 0.00                 | 0.00                  | 0.00                    |                        |
| <b>Total Non-operating income</b>                                                           | <b>81,340.13</b>    | <b>2,013.59</b>       | <b>22,535.01</b>    | <b>2,412.00</b>      | <b>2,412.00</b>       | <b>(20,123.01)</b>      | <b>Ahead of Budget</b> |
| <b>Non-operating expense</b>                                                                |                     |                       |                     |                      |                       |                         |                        |
| Debt Service                                                                                | 436,055.31          | 51,807.50             | 363,205.00          | 360,405.00           | 360,405.00            | (2,800.00)              | Over Budget            |
| Transfers Out                                                                               | 64,832.50           | 0.00                  | 56,275.00           | 56,000.00            | 56,000.00             | (275.00)                | Over Budget            |
| <b>Total Non-operating expense</b>                                                          | <b>500,887.81</b>   | <b>51,807.50</b>      | <b>419,480.00</b>   | <b>416,405.00</b>    | <b>416,405.00</b>     | <b>(3,075.00)</b>       | <b>Ahead of Budget</b> |
| Depreciation Expense                                                                        | 0.00                | 0.00                  | 0.00                | 325,000.00           | 325,000.00            | 325,000.00              | 0.00%                  |
| <b>Total Non-Operating Items</b>                                                            | <b>(419,547.68)</b> | <b>(49,793.91)</b>    | <b>(396,944.99)</b> | <b>(738,993.00)</b>  | <b>(738,993.00)</b>   | <b>342,048.01</b>       | <b>Ahead of Budget</b> |
| <b>Total - 30 Water &amp; Sewer Enterprise Fund</b>                                         | <b>73,939.84</b>    | <b>72,334.05</b>      | <b>48,600.90</b>    | <b>(58,572.00)</b>   | <b>(58,572.00)</b>    | <b>107,172.90</b>       | <b>Ahead of Budget</b> |

Budget Amendments:

# MINUTES

## RICHWOOD CITY COUNCIL MEETING

**Monday, September 08, 2025 at 6:00 PM**

BE IT KNOWN THAT the City of Richwood City Council will meet Monday, September 8, 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

|                              |         |
|------------------------------|---------|
| Michael Durham, Mayor:       | Present |
| Paul Stallberg, Position 1:  | Present |
| Mike Johnson, Position 2:    | Present |
| Amanda Reynolds, Position 3: | Absent  |
| William Yearsin, Position 4: | Present |
| Jeremy Fountain, Position 5: | Present |

Others present: Eric Foerster, City Manager; Clif Custer, Public Works Director; Kirsten Garcia, City Secretary; Tricia Ditto, Finance Director; Stephen Mayer, Chief of Police; Matt Allen, City Attorney.

- V. PUBLIC COMMENTS

There was no public comment.

- VI. PRESENTATION

- A. Center Point Energy update on service improvements.

Robert Tinnin presented.

- B. Streets Master Plan, Strand Engineering

Jared Engelke presented.

- VII. PROCLAMATION

- A. VOW 22 Day, September 13, 2025

Mayor Durham read the proclamation aloud.

- VIII. CONSENT AGENDA

- A. Budget Report, July 2025

- B. Approval of minutes from regular meeting held August 11, 2025.

- C. Approval of minutes from special meeting held August 19, 2025.

***Motion to approve.***

***Motion made by Mike Johnson, Seconded by William Yearsin.***

***Voting Yea: Paul Stallberg, Mike Johnson, William Yearsin, Jeremy Fountain***

***Motion carried.***

IX. PUBLIC HEARING ON PROPOSED 2025-2026 BUDGET

The public hearing was opened at 6:46 p.m.

There was no public comment.

The public hearing was closed at 6:47 p.m.

X. PUBLIC HEARING ON PROPOSED 2025-2026 TAX RATE

**Taxpayer Impact Statement**

In accordance with the Texas Tax Code and Local Government Code, the City of Richwood provides the following information for the median residence homestead:

Median taxable value of a homestead: \$250,000

Current tax rate: \$0.535799 per \$100 of value

Tax bill at current rate: \$1339.50

Tax bill under proposed budget (\$0.586493): \$1466.23

Tax bill at the no-new-revenue rate of \$0.544732: \$1361.83

Difference between current and no-new-revenue rates: \$22.33

The public hearing was opened at 6:47 p.m.

*Mike Challenger, a resident, addressed the council in opposition to raising the tax rate.*

The public hearing was closed at 6:50 p.m.

XI. DISCUSSION AND ACTION ITEMS

- A. Discuss and consider adopting Ordinance 25-532, an ordinance appropriating adopting a budget for the fiscal year beginning October 1, 2025 and ending September 30, 2026.

Tricia Ditto, Finance Director, presented.

Discussion held on any changes.

Discussion held on BWA impact.

Discussion held on ambulance service.

***Motion to adopt Ordinance 25-532, an ordinance appropriating and adopting a budget for the fiscal year beginning October 1, 2025, and ending September 30, 2026.***

***Motion made by Jeremy Fountain, Seconded by William Yearsin.***

***Voting Yea: Mike Johnson, William Yearsin, Jeremy Fountain***

***Voting Nay: Paul Stallberg***

***Motion carried.***

- B. Discuss and consider Ordinance 25-533, an ordinance adopting a tax rate and levying taxes for the use and support of the Municipal Government of the City of Richwood, Texas and providing for the interest and sinking fund of the taxable year 2025.

Tricia Ditto, Finance Director, presented.

Discussion held on a lower rate than previously passed in a record vote.

Discussion held on the uses of these funds and how we handle them.

***"I MOVE THAT THE PROPERTY TAX RATE BE INCREASED BY THE ADOPTION OF A TAX RATE OF \$0.557993, WHICH IS EFFECTIVELY A 4.1 PERCENT INCREASE IN THE TAX RATE."***

***Motion made by William Yearsin, Seconded by Mike Johnson.***

***Voting Yea: Mike Johnson, William Yearsin, Jeremy Fountain***

***Voting Nay: Paul Stallberg***

***Motion carried.***

- C. Consider approval of a Resolution authorizing the City Manager to execute an Interlocal Agreement with Brazoria County, Angleton Drainage District, Velasco Drainage District, City of Lake Jackson, City of Clute, Town of Holiday Lakes, and Village of Bailey's Prairie for debris removal from Oyster Creek and Bastrop Bayou, as part of the USDA Natural Resources Conservation Service EWP Project No. 5118 and DSR 48-14-24-5118-002.

***Wael Tabara with Brazoria County presented.***

***Motion to approve resolution 25-R-102.***

***Motion made by Mike Johnson, Seconded by William Yearsin.***

***Voting Yea: Paul Stallberg, Mike Johnson, William Yearsin, Jeremy Fountain***

***Motion carried.***

- D. Discuss and consider adopting Ordinance No. 25-531, amending exceptions as adopted by Ordinance No. 18-428 to modify base usage and amend fees for Recreational Vehicle (RV) Parks; repealing all ordinances in conflict; providing for a savings clause; and providing for an effective date.

Eric Foerster, City Manager, presented.

Councilman Yearsin presented information.

Mayor Durham spoke in opposition to this.

***Motion to adopt Ordinance No. 25-531, amending exceptions as adopted by Ordinance No. 18-428 to modify base usage and amend fees for Recreational Vehicle (RV) Parks; repealing all ordinances in conflict; providing for a savings clause; and providing for an effective date.***

***Motion made by William Yearsin, Seconded by Jeremy Fountain.***

***Voting Yea: Paul Stallberg, Mike Johnson, William Yearsin, Jeremy Fountain***

***Motion carried.***

- E. Discussion and possible action to call for a public hearing to consider whether the City should continue providing water and sewer service to an RV park located outside the city limits.

Kirsten Garcia, City Secretary, presented

Discussion held on monitoring impact annually.

***No action taken.***

- F. Consider items removed from consent agenda

No items were removed from the consent agenda.

**XII. CAPITAL IMPROVEMENT PROJECTS UPDATE**

Clif Custer, Public Works Director, presented.

**XIII. CITY MANAGER'S REPORT**

Eric Foerster gave report.

XIV. COUNCIL MEMBER COMMENTS & REPORTS

Councilmember Stallberg thanked staff for their hard work on the budget and expressed disappointment that a tax rate increase was necessary. He also mentioned the recent damage to the City’s speed trailer and thanked residents for attending the meeting, encouraging anyone with questions or concerns to reach out to him directly.

Councilmember Johnson thanked everyone who attended the meeting, noting that it helped clarify and dispel some rumors that had been circulating. He also reminded the community about the upcoming VOW 22 Hike taking place this Saturday at 8:00 a.m.

Councilmember Yearsin acknowledged that the budget process is never easy and commended staff for their efforts to manage it effectively.

Councilmember Fountain echoed previous comments, thanking staff for their work on the budget. He noted that this was the first time since he has served that a tax rate increase was necessary, emphasizing that such an outcome is never the Council’s goal.

XV. MAYOR'S REPORT

The Mayor commented on the recent weather and acknowledged the challenges of the budget process, thanking staff for their cooperation and hard work throughout the process. He also expressed appreciation to the residents who attended the meeting and participated in the discussion.

XVI. ITEMS OF COMMUNITY INTEREST

KRB Meeting tomorrow, they need help with volunteers and board members.

National Night Out is October 7, 2025, at 6:00 p.m.

Trunk or Treat, scheduled for October 24, 2025, from 6-8 p.m.

XVII. FUTURE AGENDA ITEMS

Parks Master Plan

XVIII. ADJOURNMENT

Being no further business, the meeting was adjourned at 8:07 p.m.

These minutes were read and approved on October 13, 2025.

\_\_\_\_\_  
Mayor

ATTEST:

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



## AGENDA MEMORANDUM

**DATED:** October 13, 2025

**CONTACT:** Patricia Ditto, Finance Director

**SUBJECT:** Authorize City Manager to enter into a contractual agreement with provider and appoint provider for Building Official/Plan Review/Inspection services

**SUMMARY:** Discuss options provided and staff recommendation. Approve City Manager to enter into contractual agreement and appoint Building Official.

We received and participated in presentations from two companies available and able to provide the needed services. After reviewing each company's offerings and prices, staff have determined that Willdan Engineering will be able to provide adequate services while remaining within pricing constraints.

Willdan Engineering is a member of the Choice Partners Coop, alleviating the city of the need to go out for bids through the RFP process.

### **BACKGROUND INFORMATION:**

Safebuilt issued a letter dated August 2, 2025, terminating our service contract with them in 90 days, ending November 10, 2025. Staff immediately began exploring options and met with representatives from Willdan Engineering and AOKA Engineering.

### **FISCAL IMPACT:**

Minimal fiscal impact, as Willdan will work within our price constraints.

**RECOMMENDATION:** Staff recommend that the City Manager be authorized to enter into a contractual agreement with Willdan Engineering and that council designate Willdan Engineering as the City Building Official.

Thank you,

Patricia Ditto, Finance Director



### CONTRACT FOR PROFESSIONAL SERVICES

This Contract is made and entered into this 10<sup>th</sup> day of September, 2025, by and between **WILLDAN ENGINEERING** ("Willdan"), a corporation, and **City of Richwood, Texas** a Municipality ("Client").

Recital: Client desires to employ Willdan to furnish certain professional services in connection with **Third Party Code Inspection Services under Choice Partners Coop Contract 24/053TC** (the "Project"). NOW, THEREFORE, in consideration of the mutual promises, the receipt and adequacy of which is hereby acknowledged and contained, the parties hereto agree as follows:

1. Services. Willdan shall provide professional services and advice on various issues affecting the decision of the Client described in detail in Exhibit "A", Description of Services, attached hereto and incorporated herein by this reference.

2. Compensation. Willdan shall be compensated, including reimbursements, for services rendered under Section 1, in accordance with the terms and conditions indicated in Exhibit "B," Compensation. Willdan may submit monthly statements for basic and additional services rendered. It is intended that payments to Willdan will be made by Client within ten (10) days of invoice.

3. Indemnification. Each party hereto agrees to save, keep, and hold harmless the other party hereto from all damages, costs, or expenses in law and equity including costs of suit to the extent resulting from its own negligent acts, errors, omissions, recklessness or willful misconduct. Neither party shall be required to defend the other party from any such claims, it being the intent of the parties that they shall each be responsible for the defense of its own negligence.

4. Hazardous Materials. Client acknowledges that Willdan's scope of services for this project does not include any work related in any way to asbestos and/or hazardous waste. Should Willdan or any other party encounter such materials on the job site, or should it in any other way become known that such materials are present or may be present on the job site or any adjacent or nearby areas which may affect Willdan's work, Willdan may, at its option, terminate work on the project until such time as Client retains a specialist contractor to abate and/or remove the asbestos and/or hazardous waste materials and warrant that the job site is free from any hazard which may result from the existence of such materials.

5. Insurance. Willdan shall obtain and shall require any subcontractors to obtain insurance of the types and in the amounts described below and satisfactory to the Client.

A. Commercial General Liability Insurance. Willdan shall maintain occurrence version commercial general liability insurance or equivalent form with a combined single limit of not less than \$1,000,000 per occurrence. If such insurance contains a general aggregate limit, it shall apply separately to this Contract or be no less than two times the occurrence limit. Such insurance shall:

1) Name the Client, its officials, officers, employees and agents as additional insureds with respect to performance of Services. Such insured status shall contain no special limitations on the scope of its protection to the above-listed insureds.

2) Be primary with respect to any insurance or self-insurance programs covering the Client, its officials, officers, employees, agents, and consultants.

3) Contain standard separation of insureds provisions.

B. Business Automobile Liability Insurance. Willdan shall maintain business automobile liability insurance or equivalent form with a combined single limit of not less than \$1,000,000 per



occurrence. Such insurance shall include coverage for owned, hired and non-owned automobiles and shall name Client as additional insureds; be primary with respect to any insurance; and contain standard separation of insureds provisions.

C. Workers' Compensation Insurance. Willdan shall maintain workers' compensation insurance with statutory limits and employers' liability insurance with limits of not less than \$1,000,000 per accident at any times during the term of this Contract during which Willdan may retain employees.

D. Certificates/Insurer Rating/Cancellation Notice.

1) Willdan shall, prior to commencement of the Services, furnish to the Client properly executed certificates of insurance, and certified copies of endorsements, and policies if requested by the Client, which shall clearly evidence all insurance required in this Section. Willdan shall not allow such insurance to be canceled or allowed to expire except on 30 days' prior to written notice to the Client.

2) Willdan shall maintain such insurance from the time the Services commence until the Services are completed, except as may be otherwise required by this Section.

3) Willdan shall place insurance with insurers with a current A.M. Best's Rating no less than A:VIII licensed to do business in Texas.

4) Willdan shall replace certificates, policies and endorsements for any insurance expiring prior to completion of the Services.

6. Independent Contractor Status. Willdan shall be an independent contractor and shall have responsibility for and control over the details and means of providing the services under this Contract.

7. Ownership and Maintenance of Documents. All materials and data, including data on magnetic media, prepared by Willdan under this Contract shall become the property of the Client upon the completion of the term of this Contract, except that Willdan shall have the right to retain copies of all such documents and data for its records. The Client shall not be limited in any way in their use of such data at any time, provided that any such use not within the purposes intended by this Contract shall be at the Client's sole risk and provided that Willdan shall be indemnified and defended against any damages resulting from such use, including the release of this material to third parties for a use not intended by this Contract. Should Willdan, either during or following termination of this Contract, desire to use any materials prepared in connection with this Agreement, it shall first obtain the written approval of the Client.

Willdan's records, documents, calculations, test information, and all other instruments of service shall be kept on file in legible form for a period of not less than three years after completion of the services covered in this Contract.

8. Suspension of Work. Client may, at any time, by fifteen (15) days written notice, suspend further performance by Willdan. All suspensions shall extend the time schedule for performance in a mutually satisfactory manner and Willdan shall be paid for all services performed and reimbursable expenses incurred prior to the suspensions date.



9. Termination. Either party may terminate this Contract at any time by giving fifteen (15) days written notice to the other party of such termination. If this Contract is terminated as provided herein, Willdan will be compensated, including reimbursement, for the services actually performed at the agreed Rates.

10. Compliance with Law. Each party will use reasonable care to comply with applicable laws in effect at the time the services are performed which to the best of their knowledge, information and belief apply to their respective obligations under this Contract.

11. Successors and Assigns. This Agreement shall be binding on the successors and assigns of the parties, but it shall not be assigned by either party without written consent of the other party.

12. Attorney's Fees. If either party commences an action against the other party arising out of or in connection with this Contract, the prevailing party in such litigation shall be entitled to have and recover from the losing party reasonable attorney's fees and costs of suits.

13. Dispute Resolution. If a dispute arises between the parties relating to this Contract, the parties agree to use the following procedure prior to either party pursuing other available remedies:

A. A meeting shall be held promptly between the parties, attended by individuals with decision-making Client, to attempt in good faith to negotiate a settlement of the dispute.

B. If unsuccessful, the parties should seek a mutually acceptable mediator to mediate the dispute with the next 45 days.

C. If A and B have failed, the dispute shall be litigated in Brazoria County, State of Texas.

14. Records. Willdan shall maintain complete and accurate records with respect to costs incurred under this Contract. All such records shall be clearly identifiable. Willdan shall allow a representative of the Client during normal business hours to examine, audit, and make transcripts or copies of such records and any other documents created pursuant to this Contract. Willdan shall allow inspection of all work, data, documents, proceedings, and activities related to the Contract for a period of three (3) years from the date of final payment under this Contract.

15. Insolvency of Client. Willdan shall be entitled to immediately, and without notice, suspend the performance of any and all of its obligations pursuant to this Contract if Client files a voluntary petition seeking relief under the United States Bankruptcy Code or if there is an involuntary bankruptcy petition filed against Client in the United States Bankruptcy Court, and that petition is not dismissed within fifteen (15) days of its filing. Any suspension of services made pursuant to the provisions of this paragraph shall continue until such time as this Contract has been fully and properly assumed in accordance with the applicable provisions of the United States Bankruptcy Code and in compliance with the final order or judgment issued by the Bankruptcy Court.

16. Miscellaneous Provisions. This Contract is subject to the following special provisions:

A. The titles used in this Contract are for general reference only and are not a part of the Contract.

B. This Contract shall be interpreted as though prepared by both parties.

C. Any provision of this Contract held to violate any law shall be deemed void, and all remaining provisions shall continue in full force and effect.

D. This Contract comprises a final and complete repository of the understandings between the parties and supersedes all prior or contemporary communications, representations or agreements, whether oral or written, relating to the subject matter of this Contract.



E. Any notices given pursuant to this Contract shall be effective on the third business day after posting by first class mail, postage prepaid, to the address appearing immediately after the signatures below.

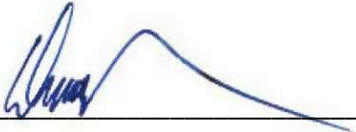
F. Willdan shall not be liable for damages resulting from the actions or inactions of governmental agencies including, but not limited to, permit processing, environmental impact reports, dedications, general plans and amendments thereto, zoning matters, annexations or consolidations, use or conditional use permits, project or plan approvals, and building permits unless caused by Willdan's negligence or wrongful conduct.

G. Waiver by either of any term, condition, or covenant, or breach of any term, condition, or covenant, shall not constitute the waiver of any subsequent breach of any other term, condition or covenant.

IN WITNESS WHEREOF, the parties hereto have executed the Contract on the day first hereinabove written.

**Willdan Engineering**

**City of Richwood, Texas**

By: 

By: \_\_\_\_\_

Daren Raskin, PE, CBO  
Deputy Director of Building and Safety  
Date: 9/10/2025

Eric Foerster  
City Manager  
Date: \_\_\_\_\_



**EXHIBIT "A"**  
**DESCRIPTION OF SERVICES**

1) Building Code Permit **Plan Review, Inspections and Building Official Services**

Inspections include all standard Building Code required inspections. Inspections will typically be performed on the next City scheduled inspection day after request (currently Monday, Wednesday & Fridays). Services will be billed monthly as noted in Exhibit "B".

Building Code Permit services will be performed for Building, Mechanical, Electrical, Plumbing and Energy Code compliance based on the City of Richwood adopted codes (Primarily the ICC I-Codes, Edition as directed by City).

Additional services may be provided, as needed and requested by the City, based on Choice Partners Coop (Harris County Department of Education) hourly rates included in Exhibit "B".

**EXHIBIT "B"**  
**COMPENSATION**

| Building Inspections                    | Fee           |
|-----------------------------------------|---------------|
| Minimum Charge (includes 2 stops)       | \$105         |
| Fee for additional stops in excess of 2 | \$45 per stop |

| Plan Review Services                                                                 | Fee                                                              |
|--------------------------------------------------------------------------------------|------------------------------------------------------------------|
| Commercial Plan Review (\$150,000 valuation or lower)                                | \$125 per review                                                 |
| Commercial Plan Review (less than \$1,000,000 and more than \$150,000 valuation)     | 30% of Permit Fee                                                |
| Commercial Plan Review (\$1,000,000 valuation and over)                              | 25% of Permit Fee                                                |
|                                                                                      |                                                                  |
| New Residence (includes pool houses and accessory structures with conditioned space) | \$150 per review                                                 |
|                                                                                      |                                                                  |
| Misc. Permit Review                                                                  | \$75 per review                                                  |
|                                                                                      |                                                                  |
| Residential Master Plan Review                                                       | \$85 per review (repeat models)<br>\$150 per review (new models) |

See following 5 pages for hourly rates under Choice Partners Coop contract for services not included above.

In accordance with the HCDE responses to Q&A, Willdan has submitted additional rate information for services provided by our firm in the 'Response Attachments' section in HCDE eBid. Willdan applies a 1.5 multiplier for staff hours worked over 40 in a week, expressed here as a 150% multiplier in the eBid format. Subcontractor fees show multiplier markup only of 15% as requested. (The following fees have been increased from our original contract term by 2.4% due to inflation based on the Consumer Price Index.)

RESPONSE TOTAL \$ .00

| #        | Specification                                                                             | Quantity | UOM | Response | Extended | Add Notes |
|----------|-------------------------------------------------------------------------------------------|----------|-----|----------|----------|-----------|
| 1        | Principal Hourly Billing Rate                                                             | N/A      | EA  | \$194.56 |          |           |
| 2        | Principal - Multiplier for hours worked over 40 in a week.                                | N/A      | EA  | 1.5      | 150%     |           |
| 3        | Construction Manager Hourly Billing Rate                                                  | N/A      | EA  | \$163.84 |          |           |
| 4        | Construction Manager - Multiplier for hours worked over 40 in a week.                     | N/A      | EA  | 1.5      | 150%     |           |
| 5        | Senior Inspector Hourly Billing Rate                                                      | N/A      | EA  | \$102.40 |          |           |
| 6        | Senior Inspector - Multiplier for hours worked over 40 in a week.                         | N/A      | EA  | 1.5      | 150%     |           |
| 7        | Inspector Hourly Billing Rate                                                             | N/A      | EA  | \$92.16  |          |           |
| 8        | Inspector - Multiplier for hours worked over 40 in a week.                                | N/A      | EA  | 1.5      | 150%     |           |
| 9        | Administration/Document Control Hourly Billing Rate                                       | N/A      | EA  | \$71.68  |          |           |
| 10       | Administration/Document Control - Multiplier for hours worked over 40 in a week.          | N/A      | EA  | 1.5      | 150%     |           |
| 11       | Subcontractor Fees - Multiplier for hours worked over 40 in a week.                       | N/A      | EA  | .15      | 15%      |           |
| <b>1</b> | <b>Residential Inspection Services</b>                                                    |          |     |          |          |           |
|          | a. Residential Building Inspector Hourly Billing Rate                                     | N/A      | EA  | \$92.16  |          |           |
|          | <i>Residential Building Inspector - Multiplier for hours worked over 40 in a week.</i>    | N/A      | EA  | 1.5      | 150%     |           |
|          | b. Residential Electrical Inspector Hourly Billing Rate                                   | N/A      | EA  | \$92.16  |          |           |
|          | <i>Residential Electrical Inspector - Multiplier for hours worked over 40 in a week.</i>  | N/A      | EA  | 1.5      | 150%     |           |
|          | c. Residential Plumbing Inspector Hourly Billing Rate                                     | N/A      | EA  | \$107.52 |          |           |
|          | <i>Residential Plumbing Inspector - Multiplier for hours worked over 40 in a week.</i>    | N/A      | EA  | 1.5      | 150%     |           |
|          | d. Residential Mechanical Inspector Hourly Billing Rate                                   | N/A      | EA  | \$92.16  |          |           |
|          | <i>Residential Mechanical Inspector - Multiplier for hours worked over 40 in a week.</i>  | N/A      | EA  | 1.5      | 150%     |           |
|          | e. Residential Combination Inspector Hourly Billing Rate                                  | N/A      | EA  | \$92.16  |          |           |
|          | <i>Residential Combination Inspector - Multiplier for hours worked over 40 in a week.</i> | N/A      | EA  | 1.5      | 150%     |           |
| <b>2</b> | <b>Commercial Inspection Services</b>                                                     |          |     |          |          |           |
|          | a. Commercial Building Inspector Hourly Billing Rate                                      | N/A      | EA  | \$102.40 |          |           |



| #        | Specification                                                                             | Quantity | UOM | Response | Extended | Add Notes |
|----------|-------------------------------------------------------------------------------------------|----------|-----|----------|----------|-----------|
|          | <i>Commercial Building Inspector - Multiplier for hours worked over 40 in a week.</i>     | N/A      | EA  | 1.5      | 150%     |           |
|          | b. Commercial Electrical Inspector Hourly Billing Rate                                    | N/A      | EA  | \$102.40 |          |           |
|          | <i>Commercial Electrical Inspector - Multiplier for hours worked over 40 in a week.</i>   | N/A      | EA  | 1.5      | 150%     |           |
|          | c. Commercial Plumbing Inspector Hourly Billing Rate                                      | N/A      | EA  | \$107.52 |          |           |
|          | <i>Commercial Plumbing Inspector - Multiplier for hours worked over 40 in a week.</i>     | N/A      | EA  | 1.5      | 150%     |           |
|          | d. Commercial Mechanical Inspector Hourly Billing Rate                                    | N/A      | EA  | \$102.40 |          |           |
|          | <i>Commercial Mechanical Inspector - Multiplier for hours worked over 40 in a week.</i>   | N/A      | EA  | 1.5      | 150%     |           |
|          | e. Commercial Combination Inspector Hourly Billing Rate                                   | N/A      | EA  | \$102.40 |          |           |
|          | <i>Commercial Combination Inspector - Multiplier for hours worked over 40 in a week.</i>  | N/A      | EA  | 1.5      | 150%     |           |
| <b>3</b> | <b>Plans Examiner Services</b>                                                            |          |     |          |          |           |
|          | a. Building Plans Examiner Hourly Billing Rate                                            | N/A      | EA  | \$128.00 |          |           |
|          | <i>Building Plans Examiner - Multiplier for hours worked over 40 in a week.</i>           | N/A      | EA  | 1.5      | 150%     |           |
|          | b. Electrical Plans Examiner Hourly Billing Rate                                          | N/A      | EA  | \$128.00 |          |           |
|          | <i>Electrical Plans Examiner - Multiplier for hours worked over 40 in a week.</i>         | N/A      | EA  | 1.5      | 150%     |           |
|          | c. Plumbing Plans Examiner Hourly Billing Rate                                            | N/A      | EA  | \$128.00 |          |           |
|          | <i>Plumbing Plans Examiner - Multiplier for hours worked over 40 in a week.</i>           | N/A      | EA  | 1.5      | 150%     |           |
|          | d. Combination Plans Examiner Hourly Billing Rate                                         | N/A      | EA  | \$128.00 |          |           |
|          | <i>Combination Plans Examiner - Multiplier for hours worked over 40 in a week.</i>        | N/A      | EA  | 1.5      | 150%     |           |
|          | e. Residential Energy Plans Examiner Hourly Billing Rate                                  | N/A      | EA  | \$128.00 |          |           |
|          | <i>Residential Energy Plans Examiner - Multiplier for hours worked over 40 in a week.</i> | N/A      | EA  | 1.5      | 150%     |           |
|          | f. Commercial Energy Plans Examiner Hourly Billing Rate                                   | N/A      | EA  | \$128.00 |          |           |
|          | <i>Commercial Energy Plans Examiner - Multiplier for hours worked over 40 in a week.</i>  | N/A      | EA  | 1.5      | 150%     |           |
|          | g. Plan Check Engineer (P.E.) Hourly Billing Rate                                         | N/A      | EA  | \$148.48 |          |           |
|          | <i>Plan Check Engineer (P.E.) - Multiplier for hours worked over 40 in a week.</i>        | N/A      | EA  | 1.5      | 150%     |           |



| #        | Specification                                                                                          | Quantity | UOM | Response | Extended | Add Notes |
|----------|--------------------------------------------------------------------------------------------------------|----------|-----|----------|----------|-----------|
| <b>4</b> | <b>Energy Inspection Services</b>                                                                      |          |     |          |          |           |
|          | a. Residential Energy Inspector Hourly Billing Rate                                                    | N/A      | EA  | \$92.16  |          |           |
|          | <i>Residential Energy Inspector - Multiplier for hours worked over 40 in a week.</i>                   | N/A      | EA  | 1.5      | 150%     |           |
|          | b. Commercial Energy Inspector Hourly Billing Rate                                                     | N/A      | EA  | \$102.40 |          |           |
|          | <i>Commercial Energy Inspector - Multiplier for hours worked over 40 in a week.</i>                    | N/A      | EA  | 1.5      | 150%     |           |
| <b>5</b> | <b>Fire Code Services</b>                                                                              |          |     |          |          |           |
|          | a. Fire Inspector I Hourly Billing Rate                                                                | N/A      | EA  | \$97.28  |          |           |
|          | <i>Fire Inspector I - Multiplier for hours worked over 40 in a week.</i>                               | N/A      | EA  | 1.5      | 150%     |           |
|          | b. Fire Inspector II Hourly Billing Rate                                                               | N/A      | EA  | \$107.52 |          |           |
|          | <i>Fire Inspector II - Multiplier for hours worked over 40 in a week.</i>                              | N/A      | EA  | 1.5      | 150%     |           |
|          | c. Fire Plans Examiner Hourly Billing Rate                                                             | N/A      | EA  | \$128    |          |           |
|          | <i>Fire Plans Examiner - Multiplier for hours worked over 40 in a week.</i>                            | N/A      | EA  | 1.5      | 150%     |           |
|          | d. Certified Fire Marshal Hourly Billing Rate                                                          | N/A      | EA  | \$148.48 |          |           |
|          | <i>Certified Fire Marshal - Multiplier for hours worked over 40 in a week.</i>                         | N/A      | EA  | 1.5      | 150%     |           |
| <b>6</b> | <b>Specialized Inspection Services</b>                                                                 |          |     |          |          |           |
|          | a. Reinforced Concrete Special Inspector Hourly Billing Rate                                           | N/A      | EA  | \$107.52 |          |           |
|          | <i>Reinforced Concrete Special Inspector - Multiplier for hours worked over 40 in a week.</i>          | N/A      | EA  | 1.5      | 150%     |           |
|          | b. Pre-Stressed Concrete Special Inspector Hourly Billing Rate                                         | N/A      | EA  | \$107.52 |          |           |
|          | <i>Pre-Stressed Concrete Special Inspector - Multiplier for hours worked over 40 in a week.</i>        | N/A      | EA  | 1.5      | 150%     |           |
|          | c. Structural Steel and Bolting Special Inspector Hourly Billing Rate                                  | N/A      | EA  | \$107.52 |          |           |
|          | <i>Structural Steel and Bolting Special Inspector - Multiplier for hours worked over 40 in a week.</i> | N/A      | EA  | 1.5      | 150%     |           |
|          | d. Structural Welding Special Inspector Hourly Billing Rate                                            | N/A      | EA  | \$107.52 |          |           |
|          | <i>Structural Welding Special Inspector - Multiplier for hours worked over 40 in a week.</i>           | N/A      | EA  | 1.5      | 150%     |           |
|          | e. Spray-applied Fireproofing Special Inspector Hourly Billing Rate                                    | N/A      | EA  | \$107.52 |          |           |
|          | <i>Spray-applied Fireproofing Special Inspector - Multiplier for hours worked over 40 in a week.</i>   | N/A      | EA  | 1.5      | 150%     |           |
|          | f. Structural Masonry Special Inspector Hourly Billing Rate                                            | N/A      | EA  | \$107.52 |          |           |
|          | <i>Structural Masonry Special Inspector - Multiplier for hours worked over 40 in a week.</i>           | N/A      | EA  | 1.5      | 150%     |           |



| #        | Specification                                                                                         | Quantity | UOM | Response | Extended | Add Notes |
|----------|-------------------------------------------------------------------------------------------------------|----------|-----|----------|----------|-----------|
| <b>7</b> | <b>Code Enforcement Services</b>                                                                      |          |     |          |          |           |
|          | a. Permit Technician Hourly Billing Rate                                                              | N/A      | EA  | \$71.68  |          |           |
|          | <i>Permit Technician - Multiplier for hours worked over 40 in a week.</i>                             | N/A      | EA  | 1.5      | 150%     |           |
|          | b. Accessibility Inspector Hourly Billing Rate                                                        | N/A      | EA  | \$107.52 |          |           |
|          | <i>Accessibility Inspector - Multiplier for hours worked over 40 in a week.</i>                       | N/A      | EA  | 1.5      | 150%     |           |
|          | c. Accessibility Plans Examiner Hourly Billing Rate                                                   | N/A      | EA  | \$128.00 |          |           |
|          | <i>Accessibility Plans Examiner - Multiplier for hours worked over 40 in a week.</i>                  | N/A      | EA  | 1.5      | 150%     |           |
|          | d. Zoning Inspector Hourly Billing Rate                                                               | N/A      | EA  | \$76.80  |          |           |
|          | <i>Zoning Inspector - Multiplier for hours worked over 40 in a week.</i>                              | N/A      | EA  | 1.5      | 150%     |           |
|          | e. Property Maintenance and Housing Inspector Hourly Billing Rate                                     | N/A      | EA  | \$76.80  |          |           |
|          | <i>Property Maintenance and Housing Inspector - Multiplier for hours worked over 40 in a week.</i>    | N/A      | EA  | 1.5      | 150%     |           |
|          | f. Coastal and Floodplain Construction Inspector Hourly Billing Rate                                  | N/A      | EA  | \$102.40 |          |           |
|          | <i>Coastal and Floodplain Construction Inspector - Multiplier for hours worked over 40 in a week.</i> | N/A      | EA  | 1.5      | 150%     |           |
|          | g. Disaster Response Inspector Hourly Billing Rate                                                    | N/A      | EA  | \$102.40 |          |           |
|          | <i>Disaster Response Inspector - Multiplier for hours worked over 40 in a week.</i>                   | N/A      | EA  | 1.5      | 150%     |           |
| <b>8</b> | <b>General Inspection Services</b>                                                                    |          |     |          |          |           |
|          | a. Building Inspector Hourly Billing Rate                                                             | N/A      | EA  | \$102.40 |          |           |
|          | <i>Building Inspector - Multiplier for hours worked over 40 in a week.</i>                            | N/A      | EA  | 1.5      | 150%     |           |
|          | b. Electrical Inspector Hourly Billing Rate                                                           | N/A      | EA  | \$102.40 |          |           |
|          | <i>Electrical Inspector - Multiplier for hours worked over 40 in a week.</i>                          | N/A      | EA  | 1.5      | 150%     |           |
|          | c. Plumbing Inspector Hourly Billing Rate                                                             | N/A      | EA  | \$107.52 |          |           |
|          | <i>Plumbing Inspector - Multiplier for hours worked over 40 in a week.</i>                            | N/A      | EA  | 1.5      | 150%     |           |
|          | d. Mechanical Inspector Hourly Billing Rate                                                           | N/A      | EA  | \$102.40 |          |           |
|          | <i>Mechanical Inspector - Multiplier for hours worked over 40 in a week.</i>                          | N/A      | EA  | 1.5      | 150%     |           |
|          | e. Combination Inspector Hourly Billing Rate                                                          | N/A      | EA  | \$102.40 |          |           |
|          | <i>Combination Inspector - Multiplier for hours worked over 40 in a week.</i>                         | N/A      | EA  | 1.5      | 150%     |           |
|          | f. Elevator Inspector Hourly Billing Rate                                                             | N/A      | EA  | \$       |          |           |
|          | <i>Elevator Inspector - Multiplier for hours worked over 40 in a week.</i>                            | N/A      | EA  |          |          |           |
| <b>9</b> | <b>Code Official Services</b>                                                                         |          |     |          |          |           |
|          | a. Certified Building Official Hourly Billing Rate                                                    | N/A      | EA  | \$153.60 |          |           |
|          | <i>Certified Building Official - Multiplier for hours worked over 40 in a week.</i>                   | N/A      | EA  | 1.5      | 150%     |           |



| # | Specification                                                                              | Quantity | UOM | Response | Extended | Add Notes |
|---|--------------------------------------------------------------------------------------------|----------|-----|----------|----------|-----------|
|   | b. Certified Building Code Official Hourly Billing Rate                                    | N/A      | EA  | \$153.60 |          |           |
|   | <i>Certified Building Code Official - Multiplier for hours worked over 40 in a week.</i>   | N/A      | EA  | 1.5      | 150%     |           |
|   | c. Certified Electrical Code Official Hourly Billing Rate                                  | N/A      | EA  | \$153.60 |          |           |
|   | <i>Certified Electrical Code Official - Multiplier for hours worked over 40 in a week.</i> | N/A      | EA  | 1.5      | 150%     |           |
|   | d. Certified Plumbing Code Official Hourly Billing Rate                                    | N/A      | EA  | \$153.60 |          |           |
|   | <i>Certified Plumbing Code Official - Multiplier for hours worked over 40 in a week.</i>   | N/A      | EA  | 1.5      | 150%     |           |
|   | e. Certified Mechanical Code Official Hourly Billing Rate                                  | N/A      | EA  | \$153.60 |          |           |
|   | <i>Certified Mechanical Code Official - Multiplier for hours worked over 40 in a week.</i> | N/A      | EA  | 1.5      | 150%     |           |
|   | f. Certified Housing Code Official Hourly Billing Rate                                     | N/A      | EA  | \$133.12 |          |           |
|   | <i>Certified Housing Code Official - Multiplier for hours worked over 40 in a week.</i>    | N/A      | EA  | 1.5      | 150%     |           |
|   | g. Certified Fire Code Official Hourly Billing Rate                                        | N/A      | EA  | \$153.60 |          |           |
|   | <i>Certified Fire Code Official - Multiplier for hours worked over 40 in a week.</i>       | N/A      | EA  | 1.5      | 150%     |           |
|   | h. Master Code Professional Hourly Billing Rate                                            | N/A      | EA  | \$143.36 |          |           |
|   | <i>Master Code Professional - Multiplier for hours worked over 40 in a week.</i>           | N/A      | EA  | 1.5      | 150%     |           |

Proposed hourly rates include a discount of from 20% to 38% below our standard Schedule of Hourly Rates (attached).





## Agenda Memorandum

**Contact:**

Clif Custer

**Subject:**

Construction Contract Award

**Summary:**

Richwood's 2024 CDBG Project for 2025 Fiscal Year received five bid submissions with Bull-G Construction being the lowest at \$109,866.90. The bid was reviewed by Strand Associates and Bull-G has deemed a responsive and responsible bidder.

**Background Information:**

**Issue:**

None

**Fiscal Impact:**

None

**Recommendation:**

Motion to award Construction Contract HUD #B-UC-48-0005, CFDA #14.218 to Bull-G Construction.



October 2, 2025

Mr. Clif Custer, Director of Public Works  
City of Richwood  
1800 Brazosport Boulevard North  
Richwood, TX 77531

Re: 2025 CDBG Cedar Street Water Main Replacement  
HUB#B-24-UC-48-0005, CFDA#14.218  
Contract 2-2025  
City of Richwood, Texas

Dear Mr. Custer:

Bids for the above-referenced Project were opened on September 25, 2025. Five Bids were received with the resulting Bid tabulation enclosed. The low Bid of \$109,866.90 was less than ENGINEER's opinion of probable construction cost.

Bull-G Construction, LLC of Houston, Texas, was the apparent low Bidder at \$109,866.90. The Bid included a Bid Bond for 5 percent. The Bid is deemed to be responsive.

Strand Associates, Inc.<sup>®</sup> has previously worked with Bull-G Construction, LLC on projects for the City of Cleveland, Texas, and the City of Liberty, Texas. For those projects, the owners determined Bull-G Construction, LLC to be responsible.

If you determine that Bull-G Construction, LLC is a responsible Bidder after your evaluation of their qualifications, we recommend proceeding with award of the Contract in accordance with Article 18 of the Instructions to Bidders.

Sincerely,

STRAND ASSOCIATES, INC.<sup>®</sup>

Morgan E. Ruiz, P.E.

Enclosure

Bids Received: 1:30 P.M.  
September 25, 2025

STRAND ASSOCIATES, INC.®  
TBPE No. F-8405  
TBPLS No. 10030000  
1906 Niebuhr Street  
Brenham, TX 77833

CITY OF RICHWOOD  
RICHWOOD, TEXAS  
2025 CDBG CEDAR STREET WATER MAIN REPLACEMENT  
HUD#B-24-UC-48-0005, CFDA#14.218  
CONTRACT 2-2025

BID TABULATION SUMMARY

| Bidder<br>and<br>Address                                                                | Bid Bond<br>or<br>Guarantee | Addenda<br>Acknowledged | Computed<br>Total Bid |
|-----------------------------------------------------------------------------------------|-----------------------------|-------------------------|-----------------------|
| Bull-G Construction, LLC<br>8519 Cedel Drive<br>Houston, TX 77055                       | 5%                          | NA                      | \$109,866.90          |
| Matula & Matula Construction, Inc.<br>122 West Way, Suite 325<br>Lake Jackson, TX 77566 | 5%                          | NA                      | \$194,008.60          |
| JTM Construction, LLC<br>2709 Cottonwood School Road<br>Rosenberg, TX 77471             | 5%                          | NA                      | \$196,076.00          |
| ISJ Underground Utilities, LLC<br>526 South Pine Street<br>Arcola, TX 77583             | 5%                          | NA                      | \$200,592.00          |
| Teca Construction, LLC<br>203 County Road 698A<br>Angleton, TX 77515                    | 5%                          | NA                      | \$225,824.61          |

Reviewed by: 



Bids Received: 1:30 P.M., September 25, 2025

STRAND ASSOCIATES, INC.®  
 TBPE No. F-8405  
 TBPLS No. 10030000  
 1906 Niebuhr Street  
 Brenham, TX 77833

CITY OF RICHWOOD  
 RICHWOOD, TEXAS  
 2025 CDBG CEDAR STREET WATER MAIN REPLACEMENT  
 HUD#B-24-UC-48-0005, CFDA#14.218  
 CONTRACT 2-2025

BID TABULATION BREAKDOWN

|     |                                                                                                                                                 |          |      | Bull-G Construction, LLC<br>8519 Cedel Drive<br>Houston, TX 77055 |              | Matula & Matula Construction, Inc.<br>122 West Way, Suite 325<br>Lake Jackson, TX 77566 |              | JTM Construction, LLC<br>2709 Cottonwood School Road<br>Rosenberg, TX 77471 |              | ISJ Underground Utilities, LLC<br>526 South Pine Street<br>Arcola, TX 77583 |              | Teca Construction, LLC<br>203 County Road 698A<br>Angleton, TX 77515 |              |
|-----|-------------------------------------------------------------------------------------------------------------------------------------------------|----------|------|-------------------------------------------------------------------|--------------|-----------------------------------------------------------------------------------------|--------------|-----------------------------------------------------------------------------|--------------|-----------------------------------------------------------------------------|--------------|----------------------------------------------------------------------|--------------|
| No. | Description                                                                                                                                     | Quantity | Unit | Unit Price                                                        | Total Price  | Unit Price                                                                              | Total Price  | Unit Price                                                                  | Total Price  | Unit Price                                                                  | Total Price  | Unit Price                                                           | Total Price  |
| 1.  | Mobilization<br>(Not to Exceed 10 Percent of the Project Cost, EXCL Mobilization)                                                               | 1        | LS   | \$ 9,987.90                                                       | \$ 9,987.90  | \$ 15,000.00                                                                            | \$ 15,000.00 | \$ 15,385.00                                                                | \$ 15,385.00 | \$ 18,000.00                                                                | \$ 18,000.00 | \$ 15,398.50                                                         | \$ 15,398.50 |
| 2.  | Furnish and Install 8-IN American Water Works Association (AWWA) C-900 Dimension Ratio (DR) 18 Polyvinyl Chloride (PVC) Water Main, by Open Cut | 1,280    | LF   | \$ 42.00                                                          | \$ 53,760.00 | \$ 62.60                                                                                | \$ 80,128.00 | \$ 71.00                                                                    | \$ 90,880.00 | \$ 68.50                                                                    | \$ 87,680.00 | \$ 77.46                                                             | \$ 99,148.80 |
| 3.  | Furnish and Install 8-IN AWWA C-900 DR 18 Water Main by Bore                                                                                    | 140      | LF   | \$ 51.00                                                          | \$ 7,140.00  | \$ 116.20                                                                               | \$ 16,268.00 | \$ 138.00                                                                   | \$ 19,320.00 | \$ 163.00                                                                   | \$ 22,820.00 | \$ 113.03                                                            | \$ 15,824.20 |
| 4.  | Furnish and Install 8-IN Gate Valve and Valve Box                                                                                               | 2        | EA   | \$ 2,100.00                                                       | \$ 4,200.00  | \$ 3,820.60                                                                             | \$ 7,641.20  | \$ 3,107.00                                                                 | \$ 6,214.00  | \$ 6,735.50                                                                 | \$ 13,471.00 | \$ 3,714.41                                                          | \$ 7,428.82  |
| 5.  | Remove and Dispose of Existing Fire Hydrant Assembly                                                                                            | 1        | EA   | \$ 500.00                                                         | \$ 500.00    | \$ 680.90                                                                               | \$ 680.90    | \$ 474.00                                                                   | \$ 474.00    | \$ 250.00                                                                   | \$ 250.00    | \$ 689.61                                                            | \$ 689.61    |
| 6.  | Furnish and Install New Fire Hydrant Assembly with Gate Valve                                                                                   | 1        | EA   | \$ 7,000.00                                                       | \$ 7,000.00  | \$ 9,678.20                                                                             | \$ 9,678.20  | \$ 3,600.00                                                                 | \$ 3,600.00  | \$ 21,686.00                                                                | \$ 21,686.00 | \$ 9,622.17                                                          | \$ 9,622.17  |

|     |                                                                                                     |          |      | Bull-G Construction, LLC<br>8519 Cedel Drive<br>Houston, TX 77055 |             | Matula & Matula Construction, Inc.<br>122 West Way, Suite 325<br>Lake Jackson, TX 77566 |              | JTM Construction, LLC<br>2709 Cottonwood School Road<br>Rosenberg, TX 77471 |              | ISJ Underground Utilities, LLC<br>526 South Pine Street<br>Arcola, TX 77583 |              | Teca Construction, LLC<br>203 County Road 698A<br>Angleton, TX 77515 |              |
|-----|-----------------------------------------------------------------------------------------------------|----------|------|-------------------------------------------------------------------|-------------|-----------------------------------------------------------------------------------------|--------------|-----------------------------------------------------------------------------|--------------|-----------------------------------------------------------------------------|--------------|----------------------------------------------------------------------|--------------|
| No. | Description                                                                                         | Quantity | Unit | Unit Price                                                        | Total Price | Unit Price                                                                              | Total Price  | Unit Price                                                                  | Total Price  | Unit Price                                                                  | Total Price  | Unit Price                                                           | Total Price  |
| 7.  | Furnish and Install Wet Connection to Existing 8-IN line                                            | 2        | EA   | \$ 2,230.00                                                       | \$ 4,460.00 | \$ 1,550.80                                                                             | \$ 3,101.60  | \$ 3,922.00                                                                 | \$ 7,844.00  | \$ 3,519.00                                                                 | \$ 7,038.00  | \$ 1,828.61                                                          | \$ 3,657.22  |
| 8.  | Furnish and Install Wet Connection to Existing 2-IN line                                            | 1        | EA   | \$ 2,454.00                                                       | \$ 2,454.00 | \$ 2,467.60                                                                             | \$ 2,467.60  | \$ 4,913.00                                                                 | \$ 4,913.00  | \$ 1,684.00                                                                 | \$ 1,684.00  | \$ 1,728.70                                                          | \$ 1,728.70  |
| 9.  | Replace Service Lines—Short Side (Open Cut 1-IN Polyethylene Tubing W/ U-Branch and Two Curb Stops) | 4        | EA   | \$ 900.00                                                         | \$ 3,600.00 | \$ 1,572.20                                                                             | \$ 6,288.80  | \$ 1,574.00                                                                 | \$ 6,296.00  | \$ 966.00                                                                   | \$ 3,864.00  | \$ 1,480.23                                                          | \$ 5,920.92  |
| 10. | Replace Service Lines—Short Side (Open Cut 1-IN Polyethylene Tubing and One Curb Stop)              | 5        | EA   | \$ 800.00                                                         | \$ 4,000.00 | \$ 1,381.20                                                                             | \$ 6,906.00  | \$ 1,213.00                                                                 | \$ 6,065.00  | \$ 776.00                                                                   | \$ 3,880.00  | \$ 952.99                                                            | \$ 4,764.95  |
| 11. | Replace Service Lines—Long Side (Bore 1-IN Polyethylene Tubing and One Curb Stop)                   | 6        | EA   | \$ 1,000.00                                                       | \$ 6,000.00 | \$ 1,767.30                                                                             | \$ 10,603.80 | \$ 2,508.00                                                                 | \$ 15,048.00 | \$ 2,239.00                                                                 | \$ 13,434.00 | \$ 1,886.77                                                          | \$ 11,320.62 |
| 12. | Asphalt Repair                                                                                      | 15       | LF   | \$ 67.00                                                          | \$ 1,005.00 | \$ 149.10                                                                               | \$ 2,236.50  | \$ 208.00                                                                   | \$ 3,120.00  | \$ 75.00                                                                    | \$ 1,125.00  | \$ 662.18                                                            | \$ 9,932.70  |
| 13. | Abandon Water Mains (INCL Valve Box Obliteration)                                                   | 1        | LS   | \$ 2,000.00                                                       | \$ 2,000.00 | \$ 1,815.60                                                                             | \$ 1,815.60  | \$ 3,317.00                                                                 | \$ 3,317.00  | \$ 100.00                                                                   | \$ 100.00    | \$ 10,890.76                                                         | \$ 10,890.76 |
| 14. | Trench Safety                                                                                       | 960      | LF   | \$ 1.00                                                           | \$ 960.00   | \$ 1.10                                                                                 | \$ 1,056.00  | \$ 1.00                                                                     | \$ 960.00    | \$ 1.00                                                                     | \$ 960.00    | \$ 1.03                                                              | \$ 988.80    |
| 15. | Site Restoration, Sodding, and Cleanup                                                              | 1        | LS   | \$ 1,500.00                                                       | \$ 1,500.00 | \$ 24,546.30                                                                            | \$ 24,546.30 | \$ 7,401.00                                                                 | \$ 7,401.00  | \$ 2,000.00                                                                 | \$ 2,000.00  | \$ 15,965.43                                                         | \$ 15,965.43 |
| 16. | Erosion Control                                                                                     | 1        | LS   | \$ 800.00                                                         | \$ 800.00   | \$ 2,723.40                                                                             | \$ 2,723.40  | \$ 663.00                                                                   | \$ 663.00    | \$ 100.00                                                                   | \$ 100.00    | \$ 2,499.91                                                          | \$ 2,499.91  |

|                                                    |                                                                                  |          |      | Bull-G Construction, LLC<br>8519 Cedel Drive<br>Houston, TX 77055 |               | Matula & Matula Construction, Inc.<br>122 West Way, Suite 325<br>Lake Jackson, TX 77566 |               | JTM Construction, LLC<br>2709 Cottonwood School Road<br>Rosenberg, TX 77471 |               | ISJ Underground Utilities, LLC<br>526 South Pine Street<br>Arcola, TX 77583 |               | Teca Construction, LLC<br>203 County Road 698A<br>Angleton, TX 77515 |               |
|----------------------------------------------------|----------------------------------------------------------------------------------|----------|------|-------------------------------------------------------------------|---------------|-----------------------------------------------------------------------------------------|---------------|-----------------------------------------------------------------------------|---------------|-----------------------------------------------------------------------------|---------------|----------------------------------------------------------------------|---------------|
| No.                                                | Description                                                                      | Quantity | Unit | Unit Price                                                        | Total Price   | Unit Price                                                                              | Total Price   | Unit Price                                                                  | Total Price   | Unit Price                                                                  | Total Price   | Unit Price                                                           | Total Price   |
| 17.                                                | Traffic Control According to the Texas Manual on Uniform Traffic Control Devices | 1        | LS   | \$ 500.00                                                         | \$ 500.00     | \$ 2,866.70                                                                             | \$ 2,866.70   | \$ 4,576.00                                                                 | \$ 4,576.00   | \$ 2,500.00                                                                 | \$ 2,500.00   | \$ 10,042.50                                                         | \$ 10,042.50  |
| ENGINEER'S COMPUTED TOTAL ITEMS NO. 1 THROUGH 17   |                                                                                  |          |      |                                                                   | \$ 109,866.90 |                                                                                         | \$ 194,008.60 |                                                                             | \$ 196,076.00 |                                                                             | \$ 200,592.00 |                                                                      | \$ 225,824.61 |
| CONTRACTOR'S COMPUTED TOTAL ITEMS NO. 1 THROUGH 17 |                                                                                  |          |      |                                                                   | \$ 109,866.90 |                                                                                         | \$ 194,008.60 |                                                                             | \$ 196,076.00 |                                                                             | \$ 200,592.00 |                                                                      | \$ 225,824.61 |

Reviewed by 



**ORDINANCE NO. 25-535**

**AN ORDINANCE BY THE COUNCIL OF THE CITY OF RICHWOOD, TEXAS AMENDING APPENDIX C – FEE SCHEDULE OF THE CODE OF ORDINANCES TO AMEND PERMIT FEES; REPEALING ALL ORDINANCES IN CONFLICT HERewith; PROVIDING FOR A SAVINGS CLAUSE; AND PROVIDING FOR AN EFFECTIVE DATE.**

**WHEREAS**, the City’s code of ordinances specifies fees should be adopted by ordinance; and

**WHEREAS**, the City wishes to amend the current fee schedule to amend permit fees.

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

**Section 1:** That APPENDIX C – Fee Schedule is hereby amended as follows:

| <b>Business Related Fees</b>                                                          |                                                             |
|---------------------------------------------------------------------------------------|-------------------------------------------------------------|
| <b>Contractor Registration</b>                                                        | <b>\$25.00</b>                                              |
| Itinerant merchant application fee                                                    | \$75.00                                                     |
| Garage sale permit                                                                    | \$5.00                                                      |
| Annual inspection and license fee for amusement redemption machine games, per machine | \$250.00                                                    |
| Reinstatement of revoked license for machine game room operation                      | \$1,000.00                                                  |
| Tree trimming <b>contractor</b> permit <b>(annual)</b>                                | \$25.00                                                     |
| Donation drop box permit                                                              | \$50.00                                                     |
| Oil and gas well permit fee, plus any applicable consulting fees                      | \$1,000.00                                                  |
| Seismic survey permit fee, per linear foot                                            | \$0.25                                                      |
| Amended application permit fee                                                        | \$500.00                                                    |
| Appeal fee                                                                            | \$500.00                                                    |
| Wrecker business operation permit, annually                                           | \$50.00, plus \$25.00 for each truck to be used in rotation |
| Maximum fee for vehicle towing, exclusive of special equipment which may be required  | \$130.00                                                    |
| Storage, per day                                                                      | \$20.00                                                     |
| Impound fee                                                                           | \$20.00                                                     |
| Truck re-inspection                                                                   | \$25.00                                                     |
| Nonconsent tow wrecker business inspection fee                                        | \$100.00                                                    |

|                                                                                                                   |                                                                       |
|-------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------|
| <del>Processing fee (all permits subject to)</del>                                                                | <del>\$50.00</del>                                                    |
| Permit reinstatement fee                                                                                          | \$100.00                                                              |
| Resubmittal fee (after two submissions)                                                                           | \$100.00                                                              |
| Major revision of approved plans                                                                                  | \$100.00 h/r                                                          |
| Major revision of approved drainage plans                                                                         | \$200.00 h/r                                                          |
| Plan review fee (New Residential or Commercial)                                                                   | <del>50% of permit fee \$500.00</del>                                 |
| <b>Plan review fee (all other permits)</b>                                                                        | <b>\$100.00</b>                                                       |
| <b>Building Permit Fees</b><br><b>(Permit fee will be doubled if work is started prior to obtaining a permit)</b> |                                                                       |
| Type of Permit                                                                                                    | Fee                                                                   |
| New Residence* ( includes pool houses and accessory structures with conditioned space)                            | \$0.48/sq. ft.                                                        |
| Additions* (patio covers, carports, additional rooms)                                                             | \$150.00 or \$0.48/sq. ft., whichever is greater                      |
| Remodels (total square-footage of space, area or room)*                                                           | \$100.00 or \$0.48/sq. ft., whichever is greater                      |
| Swimming pools*                                                                                                   | \$350.00                                                              |
| Spas (cast in place concrete only)*                                                                               | \$100.00                                                              |
| Accessory buildings* (storage shed, detached garage or any other structure without conditioned space)             | \$150.00                                                              |
| Re-roofing                                                                                                        | \$50.00                                                               |
| Flatwork (driveway, sidewalk patio slab extension)                                                                | \$50.00                                                               |
| Demolition                                                                                                        | \$50.00                                                               |
| Foundation repair*                                                                                                | \$50.00                                                               |
| Generator*                                                                                                        | \$100.00                                                              |
| Carport*                                                                                                          | \$100.00                                                              |
| Re-inspection                                                                                                     | <del>\$60.00</del> \$65.00                                            |
| Partial inspection                                                                                                | <del>\$60.00</del> \$65.00                                            |
| Same day or off schedule inspection                                                                               | \$130.00                                                              |
| Alarm systems installed in dwelling units, annually                                                               | \$24.00                                                               |
| Alarm systems installed in any other premises, annually                                                           | \$48.00                                                               |
| Multifamily dwelling complex, inspection fee per unit, monthly (charged on the water bill of each complex)        | \$2.50                                                                |
| Single-family unit inspection fee, annually                                                                       | \$25.00                                                               |
| Third and subsequent charges for multifamily and single-family dwelling unit inspections                          | \$25.00                                                               |
| Manufactured home park permit                                                                                     | \$100.00                                                              |
| Manufactured home park permit renewal                                                                             | \$50.00                                                               |
| Manufactured home park permit transfer                                                                            | \$50.00                                                               |
| Outdoor advertising display sign permit                                                                           | \$10.00, per permit application accepted by the public works director |
| Spectacular sign permit renewal                                                                                   | \$2.00                                                                |

|                                                                                                              |                                                                                                                                                          |
|--------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------|
| Excavation of paved streets                                                                                  | \$2.00 per linear foot of paving cut for a standard trench, with a minimum charge of \$5.00 per trench.                                                  |
| Excavation of dirt or gravel streets                                                                         | \$0.70 per linear foot of street cut, measured from the outside edge of the shoulder, for a standard trench, with a minimum charge of \$5.00 per trench. |
| Fee-in-lieu of parkland dedication, per residential dwelling                                                 | \$950.00                                                                                                                                                 |
| Development fee, per residential unit                                                                        | \$750.00                                                                                                                                                 |
| *Subject to plan review fee                                                                                  |                                                                                                                                                          |
| <del>All permits are subject to the processing fee</del>                                                     | <del>\$50.00</del>                                                                                                                                       |
| <b>Electrical Permit Fees</b><br>(Permit fee will be doubled if work is started prior to obtaining a permit) |                                                                                                                                                          |
| Type of Permit                                                                                               | Fee                                                                                                                                                      |
| <del>Annual electrician's license fee</del>                                                                  | <del>\$25.00</del>                                                                                                                                       |
| New residence                                                                                                | <del>\$100.00</del> \$150.00                                                                                                                             |
| Remodel/addition/pool                                                                                        | \$100.00                                                                                                                                                 |
| Accessory structure                                                                                          | \$100.00                                                                                                                                                 |
| Minimum permit fee                                                                                           | \$50.00                                                                                                                                                  |
| Re-inspection                                                                                                | \$65.00                                                                                                                                                  |
| Partial inspections                                                                                          | \$65.00                                                                                                                                                  |
| Same day or off schedule inspection                                                                          | \$130.00                                                                                                                                                 |
| <del>All permits are subject to the processing fee</del>                                                     | <del>\$50.00</del>                                                                                                                                       |
| <b>Mechanical Permit Fees</b><br>(Permit fee will be doubled if work is started prior to obtaining a permit) |                                                                                                                                                          |
| Type of Permit                                                                                               | Fee                                                                                                                                                      |
| New residence                                                                                                | \$150.00                                                                                                                                                 |
| Remodel/addition                                                                                             | \$100.00                                                                                                                                                 |
| Accessory structure                                                                                          | \$100.00                                                                                                                                                 |
| HVAC repair or replacement                                                                                   | \$50.00                                                                                                                                                  |
| Minimum permit fee                                                                                           | \$50.00                                                                                                                                                  |
| Re-inspection                                                                                                | \$65.00                                                                                                                                                  |
| Partial inspections                                                                                          | \$65.00                                                                                                                                                  |
| Same day or off schedule inspection                                                                          | \$130.00                                                                                                                                                 |
| <del>All permits are subject to the processing fee</del>                                                     | <del>\$50.00</del>                                                                                                                                       |
| <b>Plumbing Permit Fees</b><br>(Permit fee will be doubled if work is started prior to obtaining a permit)   |                                                                                                                                                          |
| Type of Permit                                                                                               | Fee                                                                                                                                                      |
| New residence                                                                                                | \$150.00                                                                                                                                                 |
| Remodel/addition/pool                                                                                        | \$100.00                                                                                                                                                 |
| Accessory structure                                                                                          | \$100.00                                                                                                                                                 |
| Water tap                                                                                                    | \$1,000.00                                                                                                                                               |
| Bored water tap                                                                                              | \$1,500.00                                                                                                                                               |

|                                                          |                    |
|----------------------------------------------------------|--------------------|
| Sewer tap                                                | \$1,300.00         |
| Bored sewer tap                                          | \$2,600.00         |
| Irrigation systems*                                      | \$50.00            |
| Remodel/addition                                         | \$100.00           |
| Water heater replacement                                 | \$50.00            |
| Minimum permit fee                                       | \$50.00            |
| Re-inspection                                            | \$65.00            |
| Partial inspections                                      | \$65.00            |
| Same day or off schedule inspection                      | \$130.00           |
| *Subject to plan review fee                              |                    |
| <del>All permits are subject to the processing fee</del> | <del>\$50.00</del> |

**Section 5:** That if any provision of this ordinance or application thereof to any person or circumstance is held invalid by any court, such holding shall not affect the validity of the remaining portions of this ordinance, and the City Council of the City of Richwood, Texas, hereby declares that it would have enacted such remaining portions despite any such invalidity.

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

**Section 7:** That this ordinance shall be effective October 1, 2025 upon passing.

Passed and Approved on this 20th day of August, 2025.

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

**ATTEST:**

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



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: Jan Pettey Date: 7/21/25  
Address: 101 W Mahan, Richwood TX 77531  
Home Phone: 979-292-9474 Business Phone: \_\_\_\_\_

### SUBJECT PROPERTY:

Address of property in question: Richwood (A0066JE GROCE)  
Legal Description of property: Lot 36 Acres 1.16 (W Mahan)  
Current Zone: Residential  
Zone being requested: Residential

**PURPOSE OF THE REPLAT** (be specific): Property ID: 242451  
Replat. Later build.

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.

Jan Petter  
Name of Applicant

Jan Petter  
Signature of Applicant

7/21/25  
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.

BRAZORIA COUNTY TEXAS

THE STATE OF TEXAS  
COUNTY OF BRAZORIA

I, JAN PETTEY, OWNER OF THE PROPERTY SUBDIVIDED IN THE ABOVE AND FOREGOING MAP OF THE JAN PETTEY SUBDIVISION, DO HEREBY MAKE SUBDIVISION OF SAID PROPERTY ACCORDING TO THE LINES, STREETS, ALLEYS, PARKS, AND EASEMENTS THEREIN SHOWN, AND DESIGNATE SAID SUBDIVISION AS JAN PETTEY SUBDIVISION IN THE JARED E. GROCE SURVEY, ABSTRACT 66, BRAZORIA COUNTY, TEXAS; AND DEDICATE TO PUBLIC USE, AS SUCH, THE STREETS, ALLEYS, PARKS AND EASEMENTS SHOWN THEREON FOREVER; AND DO HEREBY WAIVE ANY CLAIMS FOR DAMAGES OCCASIONED BY THE ESTABLISHING OF GRADES AS APPROVED FOR THE STREETS AND ALLEYS DEDICATED, OR OCCASIONED BY THE ALTERATION OF THE SURFACE OF ANY PORTION OF STREETS OR ALLEYS TO CONFORM TO SUCH GRADES AND DO HEREBY BIND MYSELF, MY SUCH HEIRS AND ASSIGNS TO WARRANT AND FOREVER DEFEND THE TITLE TO THE LAND SO DEDICATED. THERE IS ALSO DEDICATED FOR UTILITIES AN UNRESTRICTED EASEMENT, FIFTEEN (15) FEET WIDE FROM A PLANE TWENTY (20) FEET ABOVE GROUND UPWARD LOCATED AS SHOWN HEREON. WE HAVE ALSO COMPLIED WITH ALL REGULATIONS HERETO BEFORE ADOPTED BY THE COMMISSIONER'S COURT OF BRAZORIA COUNTY, TEXAS.

WITNESS MY HAND IN \_\_\_\_\_ COUNTY, TEXAS, THIS  
THE \_\_\_\_ DAY OF \_\_\_\_\_, 2025.

JAN PETTEY, OWNER

NOTARY PUBLIC  
STATE OF TEXAS  
COUNTY OF BRAZORIA

BEFORE ME, THE UNDERSIGNED AUTHORITY, ON THIS DAY PERSONALLY APPEARED, JAN PETTEY, KNOWN TO ME TO BE THE PERSON WHOSE NAME IS SUBSCRIBED TO THE FOREGOING INSTRUMENT, AND ACKNOWLEDGED TO ME THAT SHE EXECUTED THE SAME FOR THE PURPOSES AND CONSIDERATION THEREIN SET FORTH, GIVEN UNDER MY HAND AND SEAL OF OFFICE, THIS \_\_\_\_ DAY OF \_\_\_\_\_, 2025.

NOTARY PUBLIC  
BRAZORIA COUNTY, TEXAS

DATE

ALL THAT CERTAIN 1.796 ACRE of land being Lot 1, Block 1 of the above and foregoing Jan Pettey Subdivision and being composed of a called 1.15 acre tract conveyed to Jan R. Pettey in County Clerk's File 2024030509 of the Brazoria County Official Records and a called 0.67 acre tract conveyed to Jan Pettey in County Clerk's File 2019006170 of the Brazoria County Official Records and situated in the Jared E. Groce Survey, Abstract 66, Brazoria County Texas and being more particularly described by metes and bounds, using survey terminology which refers to the Texas State Plane Coordinate System, South Central Zone (NAD83), in which the directions are Lambert grid bearings and the distances are surface level horizontal lengths as follows:

BEGINNING at a found 1/2" iron pipe in the south right-of-way line of West Mahan Street and marking the northwest corner of said Pettey 1.15 acre tract, same being the northeast corner of said Pettey 0.67 acre tract;

THENCE North 74°18'22" East, along the south right-of-way line of West Mahan Street, same being the north line of said Pettey 1.15 acre tract, a distance of 211.52 feet to a found P.K. nail for corner;

THENCE South 61°17'02" East, along the southwest right-of-way line of West Mahan Street, same being the northeast line of said Pettey 1.15 acre tract, a distance of 21.13 feet to a found P.K. nail for corner;

THENCE South 15°52'11" East, along the west right-of-way line of West Mahan Street, same being the east line of said Pettey 1.15 acre tract, a distance of 185.51 feet to a found 1/2" iron rod for corner in the north line of a called 1.516 acre tract conveyed to Jackie Earl Hendrix in County Clerk's File 1992002062 of the Brazoria County Official Records;

THENCE South 74°07'28" West, coincident with the north line of said Hendrix 1.516 acre tract, same being the south line of said Pettey 1.15 acre tract, a distance of 273.40 feet to a found 1/2" iron rod for corner in the east line of the aforementioned Pettey 0.67 acre tract;

THENCE South 2°45'18" East, coincident with the west line of said Hendrix 1.516 acre tract, same being the east line of said Pettey 0.67 acre tract, a distance of 55.31 feet to a point for corner in the left descending bank of Oyster Creek;

THENCE along the bank of Oyster Creek with the following meanders:  
North 59°01'40" West, a distance of 46.69 feet,  
North 60°34'58" West, a distance of 101.12 feet and,  
North 66°13'19" West, a distance of 39.49 feet to a point for corner marking the southeast corner of a called 0.519 acre tract conveyed to Joseph S. Garrett and Denise D. Garrett in County Clerk's File 2004055145 of the Brazoria County Official Records;

THENCE North 23°39'14" East, coincident with the west line of said Pettey 0.67 acre tract, same being the east line of said Garrett 0.519 acre tract, a distance of 218.22 feet to a found 1/2" iron rod for corner in the south right-of-way line of West Mahan Street;

THENCE South 66°20'46" East, along the south right-of-way line of West Mahan Street, same being the north line of said Pettey 0.67 acre tract, a 70.00 feet to the POINT OF BEGINNING, containing 1.796 acre of land, more or less.

STATE OF TEXAS  
COUNTY OF BRAZORIA

I, CHRISTOPHER C. WACHSTETTER, REGISTERED PROFESSIONAL LAND SURVEYOR OF THE STATE OF TEXAS, DO HEREBY CERTIFY THAT THE ABOVE JAN PETTEY SUBDIVISION, OUT OF THE JARED E. GROCE SURVEY, ABSTRACT 66, BRAZORIA COUNTY TEXAS, WAS PREPARED FROM AN ACTUAL SURVEY ON THE GROUND AND THAT THIS PLAT CORRECTLY REPRESENTS THAT SURVEY MADE BY ME.

CHRISTOPHER C. WACHSTETTER  
REGISTERED PROFESSIONAL LAND SURVEYOR  
TEXAS REGISTRATION NUMBER 6587

CITY COUNCIL

THIS IS TO CERTIFY THAT THE CITY COUNCIL OF THE CITY OF RICHWOOD, TEXAS, HAS APPROVED THIS PLAT AND SUBDIVISION OF JAN PETTEY AS SHOWN HEREIN.

IN TESTIMONY WHEREOF, WITNESS THE OFFICIAL SIGNATURES OF THE MAYOR, CITY COUNCIL AND CITY SECRETARY OF THE CITY OF RICHWOOD, TEXAS, THIS THE \_\_\_\_ DAY OF \_\_\_\_\_, 2025.

MICHAEL DURHAM, MAYOR

AMANDA REYNOLD, POSITION 3

PAUL STALLBERG, POSITION 1

WILLIAM YEARSIN, POSITION 4

MIKE JOHNSON, POSITION 2

JEREMY FOUNTAIN, POSITION 5

KRISTEN GARCIA,  
CITY SECRETARY

CITY PLANNING COMMISSION

THIS IS TO CERTIFY THAT THE PLANNING AND ZONING COMMISSION OF THE CITY OF RICHWOOD, TEXAS, HAS APPROVED THIS PLAT AND SUBDIVISION OF JAN PETTEY 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 \_\_\_\_\_, 2025.

CHAIRMAN

CITY SECRETARY

SAFEbuilt.  
Approved for permit issuance

Remove note  
prior to  
recording.

PRELIMINARY

THIS DOCUMENT SHALL NOT BE  
RECORDED FOR ANY PURPOSE.

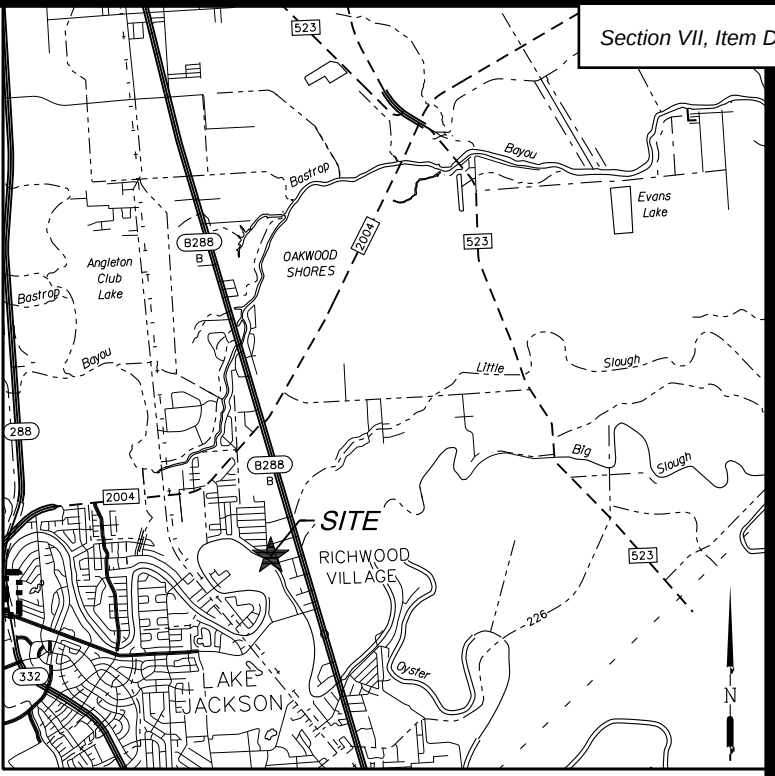
JARED E. GROCE SURVEY  
ABSTRACT 66

COUNTY CLERK

I, JOYCE HUDMAN, CLERK OF THE COUNTY OF BRAZORIA, DO HEREBY CERTIFY THAT THE WITHIN INSTRUMENT WITH ITS CERTIFICATE OF AUTHENTICATION WAS FILED FOR REGISTRATION IN MY OFFICE ON \_\_\_\_\_, 20\_\_\_\_ AT \_\_\_\_\_ O'CLOCK AND IN COUNTY CLERK'S FILE \_\_\_\_\_ OF THE BRAZORIA COUNTY PLAT RECORDS.

WITNESS MY HAND AND SEAL OF OFFICE, AT ANGLETON, THE DAY AND DATE LAST ABOVE WRITTEN.

JOYCE HUDMAN  
COUNTY CLERK



VELASCO DRAINAGE DISTRICT

VELASCO DRAINAGE DISTRICT ACCEPTED THIS THE \_\_\_\_ DAY OF \_\_\_\_\_, 2025. THE BOARD OF SUPERVISORS OF THE VELASCO DRAINAGE DISTRICT DOES NOT WARRANT, REPRESENT, OR GUARANTEE:

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

THE DISTRICT REVIEW IS BASED SOLELY ON THE DOCUMENTATION SUBMITTED FOR REVIEW, AND ON THE RELIANCE OF THE REPORT SUBMITTED BY THE TEXAS REGISTERED PROFESSIONAL ENGINEER.

THE DISTRICT'S REVIEW IS NOT INTENDED NOR WILL SERVE AS A SUBSTITUTION OF THE OVERALL RESPONSIBILITY AND/OR DECISION MAKING POWER OF THE PARTY SUBMITTING THE PLAT OR PLAN HEREIN, THEIR OR ITS PRINCIPALS AND AGENTS.

STUART HERBST - CHAIRMAN  
(AREA 3)

WILL J. BROOKS - VICE CHAIRMAN  
(AREA 1)

BILLY P. CRAIN - SECRETARY  
(AREA 2)

GENERAL NOTES:

1. ALL COORDINATES AND BEARINGS ARE RELATIVE TO THE TEXAS STATE PLANE COORDINATE SYSTEM, SOUTH CENTRAL ZONE (NAD 83).
2. ALL DISTANCES SHOWN HEREON ARE HORIZONTAL SURFACE LEVEL LENGTHS. (S.F. = 0.999875160)
3. THE SUBJECT TRACT IS LOCATED WITHIN THE LIMITS OF ZONE "C" (SHADED), AS SHOWN ON FLOOD INSURANCE MAP NUMBER 48039C0620K, DATED: DECEMBER 30, 2020.
4. NO TITLE COMMITMENT WAS PROVIDED FOR THIS SURVEY, THERE MAY BE ITEMS OF RECORD WHICH AFFECT THIS PROPERTY, NOT SHOWN HEREON.
5. THIS PROPERTY MAY BE SUBJECT TO BUILDING RESTRICTIONS RECORDED IN VOLUME 768, PAGE 358 B.C.D.R., VOLUME 4, PAGE 88 B.C.P.R. AND THE CITY OF RICHWOOD.
6. THIS PROPERTY MAY BE SUBJECT TO A 1' WIDE EASEMENT ALONG THE NORTH, EAST AND WEST BOUNDARY LINES OF LOT 1, BLOCK 13, DAVIDSON SLATER PLACE, WITH THE USUAL RIGHT OF INGRESS AND EGRESS, FOR THE PURPOSE OF PLACING, MAINTAINING AND SERVICING UTILITIES PER VOLUME 768, PAGE 358 B.C.D.R.
7. ALL DRAINAGE AND MAINTENANCE EASEMENTS SHOWN HEREON SHALL BE KEPT CLEAR OF FENCES, BUILDINGS, FOUNDATIONS, PLANTINGS AND OTHER OBSTRUCTIONS, TO THE OPERATION AND MAINTENANCE OF THE DRAINAGE FACILITIES. ALL PROPERTY SHALL DRAIN INTO THE DRAINAGE EASEMENT ONLY THOUGH AN APPROVED DRAINAGE STRUCTURE.
8. ALL DRAINAGE FACILITIES WITHIN DRAINAGE AND DETENTION EASEMENTS AND RESERVES SHOWN ON THIS PLAT WILL BE MAINTAINED BY THE HOMEOWNER'S ASSOCIATION AND/OR ADJACENT LOT OWNERS. HOWEVER, ANY GOVERNMENTAL ENTITY MAY ENTER ONTO THE EASEMENTS TO MAINTAIN THESE DRAINAGE FACILITIES IF NECESSARY.
9. THE PURPOSE OF THIS PLAT IS TO COMBINE A CALLED 0.67 ACRE TRACT AND A CALLED 1.15 ACRE TRACT INTO ONE LOT (LOT 1A).
10. THERE IS NO EVIDENCE OF A WATER WELL LOCATED ON THE SUBJECT PROPERTY.
11. ALL ELEVATIONS ARE RELATIVE TO THE NATIONAL GEODETIC SURVEY, NORTH AMERICAN VERTICAL DATUM 1988 (NAVD 88) AND REFERENCED TO N.G.S. MONUMENT "JUN A" AT ELEVATION 23.00 FEET.
12. BENCHMARK SET BRIDGE SPIKE IN A POWER POLE, NEAR THE NORTHWEST CORNER OF LOT 1, BLOCK 13, DAVIDSON SLATER PLACE AT ELEVATION 20.00 FEET.

JAN PETTEY SUBDIVISION

A ONE LOT SUBDIVISION  
BEING COMPOSED OF

A CALLED 1.15 ACRE TRACT

RECORDED IN

COUNTY CLERK'S FILE 2024030509

OF THE

BRAZORIA COUNTY OFFICIAL RECORDS

AND

A CALLED 0.67 ACRE TRACT

RECORDED IN

COUNTY CLERK'S FILE 2019006170

OF THE

BRAZORIA COUNTY OFFICIAL RECORDS

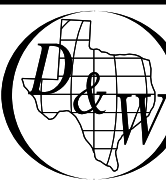
IN THE

JARED E. GROCE SURVEY  
ABSTRACT 66

CITY OF RICHWOOD  
BRAZORIA COUNTY, TEXAS

JULY 2025

1 LOT - 1 BLOCK



Doyle & Wachtstetter, Inc.  
Surveying and Mapping GPS/GIS

131 COMMERCE STREET, CLUTE, TEXAS 77531

OFFICE: 979.265.3622 FIRM: 10024500 FAX: 979.265.9940

SURVEYOR:  
DOYLE & WACHSTETTER, INC.  
131 COMMERCE STREET  
CLUTE, TEXAS 77531  
(979) 265-3622

OWNER:  
JAN PETTEY  
101 W. MAHAN STREET  
RICHWOOD, TEXAS 77531  
(979) 292-9474