



CITY COUNCIL SPECIAL MEETING AGENDA

Wednesday, April 22, 2026 at 6:00 PM

Richwood City Hall, 1800 Brazosport Blvd. N.

BE IT KNOWN THAT a City of Richwood City Council will meet Weekday, Wednesday, April 22, 2026, 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.

Pledge of Allegiance and Texas Pledge

IV. ROLL CALL OF COUNCIL MEMBERS

V. PUBLIC COMMENTS

Citizens are invited to address the City Council on agenda items prior to action being taken. All comments are subject to the following rules: Speakers must be recognized by the Chair and shall direct all remarks to the Chair. Comments must pertain to matters before the City Council, City business, or issues of community interest. Speakers are limited to three (3) minutes and may speak only once per agenda item. A designated representative of a group may be allowed up to five (5) minutes. Time may not be transferred to another speaker. Speakers shall conclude their remarks when their time has expired. Profane, vulgar, or abusive language and personal attacks will not be tolerated.

In accordance with the Texas Open Meetings Act, the City Council will not engage in discussion or take action on items not posted on the agenda; however, the Mayor may direct staff to follow up as appropriate.

VI. DISCUSSION AND ACTION ITEMS

A. Discussion and possible action to review the City's comprehensive fee schedule, including all applicable fees (including impact fees), and provide direction to staff.

VII. EXECUTIVE SESSION

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

1. City Secretary

VIII. ACTION AS A RESULT OF EXECUTIVE SESSION

IX. CAPITAL IMPROVEMENT PROJECTS UPDATE

X. CITY MANAGER'S REPORT

XI. COUNCIL MEMBER COMMENTS & REPORTS

XII. MAYOR'S REPORT

XIII. ITEMS OF COMMUNITY INTEREST

Pursuant to Section 551.0415 of the Texas Government Code, Items of Community Interest may include expressions of thanks, congratulations, or condolences; information regarding holiday schedules; honorary or salutary recognition of public officials, employees, or citizens; reminders about upcoming events; and announcements involving an imminent threat to public health and safety. No discussion or action will be taken on these items.

XIV. FUTURE AGENDA ITEMS

XV. 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 Thursday, April 16, 2026 at 5:00 PM post this notice of meeting on the bulletin board at 1800 N. Brazosport Blvd., Richwood, TX, in compliance with the Texas Open Meetings Law.

Kirsten Garcia, City Secretary
City of Richwood

Appendix B FEE SCHEDULE¹

New/Revised Park and Facility Rental Fees		
<i>Facility</i>	<i>Rental Fee (*add \$50.00 if alcohol will be served)</i>	<i>Deposit</i>
James Vera Ball Field/Soccer Fields Stop 1—3	\$300.00—per season (January—June/July—December)	\$100.00
PK Forrest Building	\$150.00/day—residents*	\$100.00
	\$175.00/day—nonresidents*	
Richwood Municipal Pavilion	\$125.00/day—residents*	\$100.00
	\$150.00/day—nonresidents*	
Bobby Ford Park	\$75.00/day—residents*	\$50.00
	\$100.00/day—nonresidents*	
Moonwalk Waterslide Inflation (liability insurance must be provided)	\$25.00 each	N/A
Police security fee	\$35.00/hour/officer	
Additional Parks and Facility Related Fees		
Cancellation or change of booking	\$12.00	

Recreational Vehicles	
Recreational vehicle park application fee	\$25.00
Annual permit/license fee	\$25.00, plus \$2.50 for each unit
Recreational vehicle permit	\$60.00

Animal Fees	
Animal permit fee, per head of livestock	\$35.00
Animal permit fee, per fowl	\$35.00
Processing fee	\$10.00

Business Related Fees	
Contractor registration	\$25.00
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

¹Editor's note(s)—The schedule of fees for the city is printed herein. These fees should be checked against ordinances and resolutions on file in city hall; any conflict should be resolved in favor of the most recent applicable ordinance or resolution pertaining to a specific fee or charge.

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Section VI, Item A.

Tree trimming contractor permit (annual)	\$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

Annual Food Establishment Permit	
1—6 employees	\$200.00
7—15 employees	\$250.00
16—25 employees	\$300.00
26—35 employees	\$350.00
36—50 employees	\$400.00
51—75 employees	\$450.00
76—100 employees	\$500.00
Roadside/mobile vendor	\$200.00
School food service	Based on number of employees as set above

Licensed Day Care Facilities	
1—20 children	\$150.00
21—30 children	\$175.00
31—50 children	\$200.00
51—75 children	\$225.00
76—100 children	\$250.00
101—150 children	\$275.00
151—200 children	\$300.00
Late fee (if permit not renewed prior to expiration date)	\$50.00
Reinstatement fee of suspended permit	\$75.00
Re-inspection fee	\$75.00
Itinerant restaurant/temporary food establishment	\$40.00
Late fee	\$40.00

Application and Processing Fee (All Permits)	
Permit reinstatement fee	\$100.00

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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)	\$500.00
Plan review fee (all other permits)	\$100.00
Building Permit Fees	
(Permit fee will be doubled if work is started prior to obtaining a permit)	
<i>Type of Permit</i>	<i>Fee</i>
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	\$65.00
Partial inspection	\$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.

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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	
Electrical Permit Fees (Permit fee will be doubled if work is started prior to obtaining a permit)	
<i>Type of Permit</i>	<i>Fee</i>
New residence	\$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
Mechanical Permit Fees (Permit fee will be doubled if work is started prior to obtaining a permit)	
<i>Type of Permit</i>	<i>Fee</i>
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
Plumbing Permit Fees (Permit fee will be doubled if work is started prior to obtaining a permit)	
<i>Type of Permit</i>	<i>Fee</i>
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

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Re-inspection	\$65.00
Partial inspections	\$65.00
Same day or off schedule inspection	\$130.00
*Subject to plan review fee	

Commercial Building Permit Fees	
\$1,000.00 & less	\$20.00 base fee
\$1,001.00 to \$50,000.00	\$20.00 for the first \$1,000.00, plus \$5.00 for each additional thousand or fraction thereof
\$50,001.00 to \$100,000.00	\$260.00 for the first \$50,000.00, plus \$4.00 for each additional thousand or fraction thereof
\$100,001.00 to \$500,000.00	\$460.00 for the first \$100,000.00, plus \$3.00 for each additional thousand or fraction thereof
\$500,001.00 and up	\$1,660.00 for the first \$500,000.00, plus \$2.00 for each additional thousand or fraction thereof

New/Revised Subdivision Permit Fees	
<i>Plan Review Fees</i>	
\$1,500.00	Up to 10 sheets
\$150.00	Per sheet above 10 sheets
50% of original fee	Review fees after 3 submittals
<i>Traffic Impact Analysis</i>	
\$2,000.00	100—5,000 trips generated
\$3,000.00	5,001—15,000 trips generated
\$4,000.00	For greater than 15,000 trips generated
<i>Public Infrastructure Inspection Fees</i>	
\$150.00 per hour	8:00 a.m. to 5:00 p.m.
\$250.00 per hours	After hours, weekend, or holiday inspections
<i>Civil Engineering Service Fees</i>	
\$250.00 per hour	

Replat Filing Fees	
Replat fee—includes recording, one conformed copy and plan review	\$200.00 base fee, plus \$30.00 per lot/tax certificate filed

Traffic and Vehicles	
Golf cart or neighborhood electric vehicle registration fee	\$25.00

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Utility (Water, Sewer, Solid Waste) Fees	
<i>Utility Deposits and Fees</i>	
Application fee	\$50.00
Commercial/residential (owner) deposit	\$100.00
Residential (tenant/renter) deposit	\$150.00
Disconnect fee	\$40.00
After hours reconnect fee	\$100.00
NSF—returned item fee	\$25.00
Water reconnect fee, when disconnected for violation of drought contingency plan conditions	\$150.00
Water meter repair, three-fourths-inch service	\$250.00
New private water well drilling application	\$200.00
14-Day Temporary Clean Out	\$50.00 plus usage in excess of 1,000 gallons at a rate of \$6.40 per each additional 1,000 gallons of water usage and \$5.05 per each additional 1,000 gallons of sewer usage.
There shall be imposed an additional fee of thirty percent (30%) on all debts and accounts receivable, i.e.: fines, fees, restitution, other debts, and costs, that are more than sixty (60) days past due and have been referred to a private firm for collection, and that relate to delinquent utility accounts owed to the City.	
<i>Water Rate Fees and Charges</i>	
Gallons included in base rate	2,000
Per month, minimum monthly charge	\$42.43
Monthly usage in excess of 2,000 gallons but below 20,000 gallons	\$6.49 per each additional 1,000 gallons of usage
Monthly usage in excess of 20,000 gallons	\$7.22 per each additional 1,000 gallons of usage
<i>Sewer Rate Fees and Charges</i>	
Gallons included in base rate	2,000
Per month, minimum monthly charge	\$30.76
Amounts in excess of 2,000 gallons	\$5.30 per each additional 1,000 gallons of usage
Swimming pool fill sewer credit	One per calendar year
<i>Solid Waste Collection Fees</i>	
Per month, includes one garbage and one recycle bin	\$22.00
Additional bin charge per month	\$12.50
Accumulation of bulk waste in excess of 5 cubic yards	\$20.00 per cubic yard
<i>Solid Waste Franchisee Fee</i>	
The franchisee shall be required to pay a yearly franchise fee such fee to be \$100.00 for the first customer and \$50.00 for each additional customer that the franchisee is servicing.	
<i>Water and Sewer Base Discount</i>	
Over 65 discount	40% off base bill amount
Any person who meets the criteria of a voting member of the Richwood Volunteer Fire Department as defined by their constitution and bylaws will receive the first 4,000 gallons free and then be charged \$6.94 per each additional 1,000 gallons of usage	

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Solid Waste Collection Discount	
Over 65 discount	\$2.00
Multi-Unit Water/Sewer Fees and Charges	
Multiple Dwelling or Commercial Units (e.g., Mobile Home Parks, Trailer Parks, Apartment Houses, Duplexes)	If service is furnished through a single meter to multiple dwelling units or commercial units, the billing rate follows the standard schedule. The minimum fee is based on 2,000 gallons times the number of units (dwelling or commercial). Each 2,000-gallon allotment is charged at the monthly base rate, and usage over 2,000 gallons per unit is charged at the standard variable rate.
Additional Fees and Voluntary Donations	
<i>Type of Fee</i>	<i>Fee</i>
Transportation fee (required as per Ordinance No. 378)	\$5.00
Beautification (voluntary donation)	\$1.00
Fire department (voluntary donation)	\$1.50
Ambulance fee	\$3.50

Water Impact Fee

Water Meter Size (inch)	Meter Type	Continuous Duty Maximum Flow Rate (gpm)	Ratio to 5/8-Inch Meter	Assessment and Collection Water Impact Fee
5/8	Displacement Type	10	1	\$3,880
5/8 x 3/4	Displacement Type	10	1	\$3,880
3/4	Displacement Type	15	1.5	\$5,820
1	Displacement Type	25	2.5	\$9,700
1.5	Displacement Type	50	5	\$19,400
2	Displacement Type	80	8	\$31,040
2	Compound	80	8	\$31,040
3	Compound	175	17.5	\$67,900
3	Turbine Vertical Shaft	220	22	\$85,360

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3	Turbine High Velocity	350	35	\$135,800
4	Compound	300	30	\$116,400
4	Turbine Vertical Shaft	420	42	\$162,960
4	Turbine High Velocity	650	65	\$252,200
6	Compound	675	67.5	\$261,900
6	Turbine Vertical Shaft	865	86.5	\$335,620
6	Turbine High Velocity	1,400	140	\$543,200
8	Compound	900	90	\$349,200
8	Turbine High Velocity	2,400	240	\$931,200
10	Turbine High Velocity	3,500	350	\$1,358,000
12	Turbine High Velocity	4,400	440	\$1,707,200

Wastewater Impact Fee

Water Meter Size (inch)	Meter Type	Continuous Duty Maximum Flow Rate (gpm)	Ratio to 5/8-Inch Meter	Assessment and Collection Wastewater Impact Fee
5/8	Displacement Type	10	1	\$2,739
5/8 x 3/4	Displacement Type	10	1	\$2,739
3/4	Displacement Type	15	1.5	\$4,109
1	Displacement Type	25	2.5	\$6,848
1.5	Displacement Type	50	5	\$13,695
2	Displacement Type	80	8	\$21,912
2	Compound	80	8	\$21,912
3	Compound	175	17.5	\$47,933
3	Turbine Vertical Shaft	220	22	\$60,258

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3	Turbine High Velocity	350	35	\$95,865
4	Compound	300	30	\$82,170
4	Turbine Vertical Shaft	420	42	\$115,038
4	Turbine High Velocity	650	65	\$178,035
6	Compound	675	67.5	\$184,883
6	Turbine Vertical Shaft	865	86.5	\$236,924
6	Turbine High Velocity	1,400	140	\$383,460
8	Compound	900	90	\$246,510
8	Turbine High Velocity	2,400	240	\$657,360
10	Turbine High Velocity	3,500	350	\$958,650
12	Turbine High Velocity	4,400	440	\$1,205,160

(Ord. No. 18-428, § 1, 7-9-2018; Ord. No. 18-436, § 4, 9-10-2018; Ord. No.19-460, § 1, 7-8-2019; Ord. No.19-462, § 1, 8-12-2019; Ord. No.19-465, § 1, 10-23-2019;Ord. No. 19-459, §§ 5, 6, 8-12-2019;Ord. No. 21-483, § 1(att. A), 11-8-2021Ord. No. 21-479, § 1(Att.), 6-14-2021;Ord. No. 22-489, § 1(Att.), 4-11-2022; Ord. No. 22-491, § 1, 6-13-2022; Ord. No. 22-495, § 1, 8-8-2022; Ord. No. 23-505, § 1, 3-13-2023; Ord. No. 23-508, § 1, 8-14-2023; Ord. No. 23-512, § 1, 9-11-2023; Ord. No. 24-517, 8-12-2024; Ord. No. 25-526, § 1, 2-10-2025; Ord. No. 25-529, § 1, 6-9-2025; Ord. No. 25-530, § 1, 8-20-2025; Ord. No. 25-535, § 1, 8-20-2025)