

Richwood City Council Seeks Applicants for the Position of City Councilmember

Council Vacancy - Position #3 Councilmember by Appointment **ANNOUNCEMENT**

The City of Richwood is seeking applications from citizens interested in serving an unexpired term for Richwood City Council Position #3, which expires in May of 2027.

An eligible applicant must be a registered voter in Brazoria County and have resided within the Richwood City limits continuously for at least one (1) year and be at least twenty-one (21) years of age.

The City Council meets regularly on the second Monday of each month. Meetings begin at 6:00 P.M. and continue until all agenda items have been discussed.

City Councilmembers will hold workshops and other time obligations in addition to the City Council meetings.

Applications for appointment to City Council Position #3 are available at City Hall, 1800 Brazosport Blvd N., Richwood, TX 77531 or on the website at www.richwoodtx.gov.

To be considered, original signed applications must be received at the address noted below no later than 2:00 pm on Thursday, May 28, 2026

**City of Richwood
City Manager
1800 Brazosport Blvd N.
Richwood, TX 77531**

To request additional information, please contact
City Manager, Kirsten Garcia at 979-265-2082 or kgarcia@richwoodtx.gov

Richwood City Council Information

Council-Manager Form of Government

Richwood adopted the council-manager plan in 2013. Under this form of government, the elected officials are responsible for the legislative function of the city such as establishing policy, adopting local ordinances, approval of the budget and developing an overall vision.

The council appoints a professional city manager to implement its policies and serves as the chief administrator for the day-to-day operations.

Richwood Municipal Code

ARTICLE 3. THE CITY COUNCIL

- **Section 3.01. Number, selection and term.**

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

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

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

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

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

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

(Ord. No. 19-452, § 4, 5-13-2019; Ord. No. 21-477, § 3(Exh. A), 5-10-2021; Ord. No. 25-528, § 3(Exh. A), 5-12-2025)

- **Section 3.02. Qualifications.**

Each member of the City Council shall be a resident citizen of the City of Richwood, shall be a qualified voter of the State of Texas, shall be at least twenty-one (21) years of age, shall have been such resident citizen of the City of Richwood for a period of not less than one (1) year immediately preceding his/her election, and shall not be indebted to the City of Richwood, provided, however, that any person with the above qualifications except as to residence, who shall have been a resident for a period of not less than one (1) year immediately preceding his/her election, of any of the territory not formerly within the

corporate limits of said City, but which is annexed under the provisions of section 1.03 of this Charter, shall be eligible for said office. If the Mayor or any council member fails to maintain the foregoing qualifications or shall be absent from three regularly scheduled meetings in a one (1) year period without valid excuse, the City Council may, at its next regular meeting, declare a vacancy as set forth in section 3.06 of this Charter. For this section, "absent" shall be defined as not being present during a regularly scheduled meeting in which a vote was taken on an agenda item.

(Ord. No. 19-452, § 4, 5-13-2019)

- **Section 3.03. Council to be judge of election qualification.**

The City Council shall be the judge of the election and qualification of its own members and other elected officials of the City and of the ground for forfeiture of their office. A member charged with conduct constituting grounds for forfeiture of office shall be entitled to a public hearing on written demand to the Mayor, and notice of such hearing shall be published in one or more newspapers of general circulation in the City at least one week in advance of the hearing.

- **Section 3.04. Compensation.**

The City Council shall fix the compensation, if any, to be received by its members for attendance at its meetings with any changes in compensation subject to voter approval by a simple majority at the next regular election.

- **Section 3.05. Mayor pro tem.**

The City Council, at its first meeting after each annual City election, or as soon as thereafter practicable, shall elect one of its members Mayor pro tem, and he/she shall perform all the duties of the mayor in the absence or disability of the Mayor. In the event that the office of the Mayor pro tem becomes vacant for any reason, the City Council shall elect a new Mayor pro tem to fill the unexpired term.

- **Section 3.06. Vacancies.**

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

(Ord. No. 19-452, § 4, 5-13-2019; Ord. No. 25-528, § 3(Exh. A), 5-12-2025)

- **Section 3.07. Powers of the City Council.**

1. Establish, consolidate, or abolish departments;
2. Adopt the budget of the City;
3. Authorize the issuance of bonds by a bond ordinance;
4. Inquire into the conduct of any office, department or agency of the City and make investigations as to municipal affairs;
5. Remove from any office or position of employment in the City government, any officer or employee or member of any board or commission, unless that person is a department head, reports to a department head or is employed in one of the departments under the direction of the City Manager.

The power of removal shall be a concurrent power with other individuals as authorized by this Charter and other written and duly authorized City policies;

6. Provide for such additional boards and commissions, not otherwise provided for in this Charter, as may be deemed necessary, and to appoint, or remove the members of all such boards and commissions. Such boards and commissions shall have all powers and duties now or hereafter conferred and created by this Charter, by City ordinance or by law;
7. Adopt and modify the zoning plan and the building codes of the City;
8. Adopt and modify the official map of the City;
9. Regulate, license and fix the charges and fares made by any person, firm or corporation owning, operating, or controlling any vehicle of any character used for the carrying of passengers for hire or the transportation of freight for hire on the public streets and alleys of the City;
10. Provide for the establishment and designation of fire limits and prescribe the kind and character of buildings or structures or improvements to be erected therein and provide for the erection of fireproof buildings within said limits, and provide for the condemnation of dangerous structures or buildings or dilapidated buildings, or buildings calculated to increase the fire hazard and prescribe the manner of their removal and destruction within said limits;
11. Fix the salaries and compensation of the City officers and employees;
12. Provide for a sanitary sewer and water system and require property owners to connect their premises with sewer system and provide for penalties for failure to make sanitary sewer connections;
13. Provide for sanitary garbage disposal, and set fees and charges thereof, and provide penalties for failure to pay such fees and charges;
14. Exercise exclusive dominion, control and jurisdiction in, upon, over and under the public streets, avenues, sidewalks, alleys, highways, boulevards and public grounds of the City and provide for the improvement of same as provided by Texas law, as now or hereafter amended;
15. Compromise and settle any and all claims and lawsuits of every kind and character in favor of or against the City of Richwood;
16. And such other and further powers as have been or may from time to time hereafter be delegated to home rule cities by the legislature of the State of Texas, including the powers incident to the exercise thereof;
17. All powers of this Charter are vested in the City Council. The council shall conduct all business in public meetings. No member of the council shall have any power to act or make appointments without the specific authorization of the council in a meeting.

(Ord. No. 19-452, § 4, 5-13-2019)

- ***Section 3.08. Meetings of the City Council.***

The City Council shall hold at least one regular meeting each month, and may hold as many additional meetings during the month as may be necessary for the transaction of the business of the City and its citizens. All meetings of the City Council shall be public and shall be held at the City hall, except that the City Council may designate another place for such meetings after publishing due notice thereof in one issue of a newspaper in general circulation in the City of Richwood. The Mayor or any member of council may call special meetings of the City Council at any time, but said special meetings shall require a quorum of the total City Council in order to proceed.

- ***Section 3.09. Rules of procedure.***

The City Council shall determine its own rules of procedure and may compel the attendance of its members. A majority of the qualified members of the City Council shall constitute a quorum for the

transaction of business. Approval of a measure shall require the affirmative vote of a majority of the members who are present and qualified to vote on the measure, but not less than three votes, unless otherwise authorized by this Charter. Minutes of the proceedings of all meetings of the City Council shall be kept, to which any citizen may have access to at all reasonable times and which shall constitute one of the archives of the City. The vote upon the passage of all ordinances and resolutions shall be taken by the "ayes" and "nays" and entered upon the minutes, and every ordinance or resolution, upon its final passage, shall be recorded in a book kept for that purpose and shall be authenticated by the signature of the presiding officer and the person performing the duties of the City Secretary.

(Ord. No. 19-452, § 4, 5-13-2019)

- ***Section 3.10. Procedure for passing of ordinances.***

Every ordinance shall be introduced in written or printed form and, upon passage, shall take effect at the time indicated therein, provided that any ordinance imposing a penalty, fine or forfeiture for a violation of its provisions shall become effective not less than ten days from the date of its passage, subject to the provisions of article 7 of this Charter. The City Secretary shall give notice of the passage of every ordinance imposing a penalty, fine, or forfeiture for a violation of the provisions thereof, by causing the caption or title, including the penalty, of any such ordinance to be published in the official newspaper of the City of Richwood at least once within ten days after the passage of said ordinance. He/she shall note on every ordinance the caption of which is hereby required to be published and on the record thereof, the fact that same has been published as required by the Charter and the date of such publication, which shall be prima facie evidence of the legal publication and promulgation of such ordinance, provided that the provisions of this section shall not apply to the correction, amendment, revisions and codification of the ordinances of the City for publication in book, pamphlet or electronic form. Except as otherwise provided by article 7 of this Charter, it shall not be necessary to the validity of any ordinance that it shall be read more than one time or considered at more than one session of the City Council. Every ordinance shall be authenticated by the signature of the Mayor and City Secretary and shall be systematically recorded and indexed in an ordinance book in a manner approved by the City Council. It shall only be necessary to record the caption or title of ordinances in the minutes or journal of City Council meetings. The City Council shall have the power to cause ordinances of the City to be corrected, amended, revised, codified and printed in code form as often as the City Council deems advisable, and such printed code, when adopted by the City Council, shall be in full force and effect without the necessity of publishing the same or any part thereof in a newspaper. Such printed code shall be admitted in evidence in all courts and places without further proof.

- ***Section 3.11. Official bonds for City employees.***

The City Manager and the designated City Treasurer and such other officers and employees as the City Council may require, shall, before entering the duties of their office, enter into a good and sufficient fidelity bond in a sum to be determined by the City Council payable to the City of Richwood and conditioned upon the faithful discharge of the duties of such persons and upon the faithful accounting of all monies, credits, and things of value coming into the hands of such persons, and such bonds shall be signed as surety by some company authorized to do business under the laws of the State of Texas, and the premium of such bonds shall be paid by the City of Richwood, and such bonds must be acceptable to the City Council.

(Ord. No. 19-452, § 4, 5-13-2019)

- ***Section 3.12. Investigation by the City Council.***

The City Council shall have the power to inquire into the conduct of any office, department, agency, officer, employee, or elected/appointed officials of the City and to make investigations as to municipal affairs, and for that purpose may subpoena witnesses, administer oaths and compel the production of books, papers, and other evidence. Failure to obey such subpoena or to produce books, papers or other

evidence as ordered under the provisions of this section shall constitute a misdemeanor and shall be punishable by fine not to exceed \$500.00.

(Ord. No. 25-528, § 3(Exh. A), 5-12-2025)

- ***Section 3.13. Audit and examination of City books and accounts.***

The City Council shall cause an annual audit to be made of the books, accounts, records and accounting systems of each and every department of the City. At the close of each fiscal year, a complete audit shall be made by a certified public accountant, who shall be selected by the City Council, and such audit shall include a recapitulation of all audits made during the course of the fiscal year, and all audit reports shall be filed with the City Council, shall be available for public inspection and shall be made a part of the archives of the City. Such accountant, so selected, shall not maintain or keep any of the City's accounts or records.

City of Richwood
Appointment Application
Council Vacancy – Position #3

1800 Brazosport Blvd N., Richwood TX 77531 | PH: 979-265-2082 | FAX: 979-265-7345

APPLICANT INFORMATION

NAME: _____ PHONE NUMBER: _____

STREET ADDRESS: _____

MAILING ADDRESS (if different than above): _____

EMAIL ADDRESS: _____

ADDITIONAL INFORMATION

Are you a registered voter in Brazoria County, Texas? Yes No

Do you reside within the City of Richwood? Yes No If yes, how long? ____ Years ____ Months

Have you previously served on a board or commission? Yes No If yes, please describe:

Please list any public service activities you have been involved in the last three (3) years not including any religious affiliation:

Do you or any family member residing in your household have a financial interest in, or are you an employee or officer of any business or agency which conducts business with the City of Richwood? Yes No If yes, please explain:

TIME COMMITMENT

Appointment to the City Council will require your attendance at regularly scheduled and special meetings that can occur in the evening, on weekends, and/or during the weekday.

The City Council meets regularly on the second Monday of each month. Meetings begin at 6:00 P.M. and continue until all agenda items have been discussed. Council members also serve on committees, regional boards and commissions, and represent the City Council at various community functions.

SUPPLEMENTAL QUESTIONS

The City of Richwood operates under the Council-Manager Plan of Government. What do you consider the most important roles and responsibilities of the city council in this form of government?

What do you hope to accomplish as a member of City Council?

What city services do you see as most important for citizens and why?

Describe how you would advocate for a position the city council adopted but you voted against.

How would you describe the City of Richwood to someone not familiar with the community?

What economic development opportunities do you envision for the future of Richwood?

What do you think are the major challenges the City of Richwood will face in the next few years? How would you, as a member of council, address these challenges?

Serving on city council requires a substantial time commitment – attending regularly scheduled and special meetings, reading and researching issues, engaging with the community, and serving in liaison position to other boards and commissions. How will you incorporate this time commitment in your schedule?

How would you go about balancing competing goals and priorities with limited budget resources?

As an elected official, you may be approached by citizens and business owners who are upset about an issue. How would you handle these situations?

ELIGIBILITY REQUIREMENTS, NOTIFICATION AND SIGNATURE

Councilmembers for the City of Richwood must reside within the City limits continuously for a period of one year prior to appointment and be a registered voter in Brazoria County, Texas.

I declare that the information provided is true, that I am a registered voter residing at the address listed above, that I am a candidate for the council position listed above, and that, at the time of filing this declaration, I am legally qualified to assume office. I swear, or affirm, that I will support the Constitution and laws of the United States, and the Constitution and laws of the State of Texas and the laws of the City of Richwood.

Signature	Date
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As an applicant for appointment to public office, the information provided in this application will be available to the public in compliance with public disclosure laws.

Thank you for your interest in serving the City of Richwood as a member of City Council.

This institution is an equal opportunity provider and employer.