



City of Richmond

Where History Meets Opportunity

Regular Scheduled City Commission Meeting via Video/Telephone Conference call (pursuant to Texas Government Code, Section 551.125)

Richmond, Texas 77406

Monday, October 19, 2020 at 4:30 P.M.

Join Zoom Meeting

<https://zoom.us/j/98198766672>

Meeting ID: 981 9876 6672

One tap mobile

+13462487799,,98198766672# US (Houston)

+12532158782,,98198766672# US (Tacoma)

Dial by your location

+1 346 248 7799 US (Houston)

+1 253 215 8782 US (Tacoma)

+1 669 900 6833 US (San Jose)

+1 301 715 8592 US (Germantown)

+1 312 626 6799 US (Chicago)

+1 929 205 6099 US (New York)

Meeting ID: 981 9876 6672

Find your local number: <https://zoom.us/u/acexNZkwbx>

Mayor Evalyn Moore

Commissioner Terry Gaul

Commissioner Carl Drozd

Commissioner Barry Beard

Commissioner Alex BeMent

In compliance with the recommendations of the CDC and other governmental agencies, to limit meetings to less than ten persons to limit the spread of the COVID-19 virus, members of the public will not be permitted to attend the meeting in person. However, members of the public may submit comments to the City Commission in any of the following ways: 1) emailing the City Secretary at lscarlato@ci.richmond.tx.us; 2) delivering written comments to City Hall drop box prior to the meeting; or 3) by notifying the City Secretary in advance that they

Any item on this posted agenda may be discussed in Executive Session provided it is within one of the permitted categories under Chapter 551 of the Texas Government Code.

City Commission Meeting Agenda

October 19, 2020

Page 1 of 5

wish to be contacted by phone at 281-342-5456 option 2 during the meeting in order to make their comments during the comments from the audience for Agenda Items portion of the meeting.

AGENDA

- A1. Call to Order, Quorum Determined and Meeting Declared Open.
- A2. Presentations:
 - a. Employee Recognition for Service with the City of Richmond:
 - 1. Gabriel Carranza, 10 years of service, Water Production Department.
 - 2. Jeffry Daley, 5 years of service, Street Department.
 - 3. Manuel Flores, 5 years of service, Fire Department.
 - b. Proclamations:
 - 1. Fire Prevention Month, October 2020.
 - 2. Men's Health Awareness Month, November 2020.
- A3. Public comments (Public comment is limited to a maximum of 3 minutes per item. No Deliberations with the Commission. Time may not be given to another speaker.)
- A4. Public hearing to receive comments for or against requests by Fort Bend County, Meritage Homes of Texas, LLC, Richmond Land & Cattle, LLC, and Joseph Mandola (owners of the subject sites) to annex the existing right of way of 9th Street, also known as Plummer Street, and the expansion and extension thereof to serve as the primary entry to the Mandola Farms development from US Highway 90A to the northern boundary of the Mandola Farms development.

CONSENT AGENDA

- A5. All consent agenda items listed are considered routine by the City Commission and will be enacted by one motion. There will be no separate discussion of these items unless a Commissioner so requests; in which event, the item will be removed from the Consent Agenda and considered in its normal sequence on the agenda. Information concerning consent agenda items is available for public review.
 - 1. Review and consider taking action on the minutes for the Regular City Commission Meeting and the Workshop held on September 21, 2020 (copies are enclosed).

Any item on this posted agenda may be discussed in Executive Session provided it is within one of the permitted categories under Chapter 551 of the Texas Government Code.

2. Review and consider taking action on the Fire Department report (a copy is enclosed).
3. Review and consider taking action on the Police Department report (a copy is enclosed).
4. Review and consider taking action on the Municipal Court report (a copy is enclosed).
5. Review and consider taking action on the Tax Assessor/Collector Report (a copy is enclosed).
6. Review and consider taking action on the Monthly Financial Report and Quarterly Investment Report (copies are enclosed).
7. Review and consider taking action on the Public Works Report (a copy is enclosed).
8. Review and consider taking action on Planning Department Report (a copy is enclosed).
9. Review and consider taking action on the Building Department Report (a copy is enclosed).
10. Review and consider taking action on the Emergency Management Report (a copy is enclosed).
11. Review and consider taking action on the 2021 Holiday Schedule.
12. Review and consider taking action on a Preliminary Plat – Kingdom Heights Section Six – 34.137 acres of land – 100 Lots – 7 Blocks – 6 Reserves. The subject site is located on the east side of FM 723 and is a section within the Kingdom Heights Residential Development.
13. Set date for next meetings. (Regular City Commission Workshop and Meeting on Monday, November 16th at 9:00 a.m. and 4:30 p.m.)

REGULAR AGENDA

- A6. Review and consider taking action on Resolution No. 339–2020, adopting the City’s Investment Policy regarding the investment of its funds and funds under its control.

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- A7. Review and consider taking action on Resolution No. 340–2020, adopting the City’s Investment Strategy.
- A8. Review and consider taking action on Resolution No. 345-2020, designating the City’s Investment Officers.
- A9. Review and consider taking action on Resolution No. 341–2020, appointment of Planning & Zoning Commission Members.
- A10. Review and consider taking action on Resolution No. 342–2020, dedicating for public right of way purposes property necessary for the Front Street project and conveying right of way to the Texas Department of Transportation for the Front Street project.
- A11. Review and consider taking action on Resolution No. 343–2020, approving and authorizing an Interlocal Agreement with Fort Bend County for relocation of the article known as the Jaybird Monument.
- A12. Review and consider taking action on Resolution No. 344–2020, approving and authoring the conveyance of the article known as the Jaybird Monument to Hodges Bend Cemetery Association, Inc.
- A13. Review and consider taking action on Ordinance No. 2020-26, establishing regulations of the placement and maintenance of donation boxes.
- A14. Review and consider taking action on Interlocal Agreement for the WaterWise Program in the 2020-2021 year.
- A15. Excuse from Attendance at Regular City Commission Meeting.
- A16. Consider taking action on requests for future agenda items.
- A17. Adjourn to Executive Session, as authorized by Texas Government Code, Section 551.074, Personnel Matters.

EXECUTIVE SESSION

In accordance with Chapter 551, Government Code, Vernon’s Texas Code Annotated (V.T.C.A) (Open Meetings Law), “The City Commission may meet in a Closed Executive Meeting pursuant to provisions of the Open Meetings Law, Chapter 551, Government Code, V.T.C.A. in accordance with the authority contained in the following sections”; Sections 551.074, Personnel Matters.

Any item on this posted agenda may be discussed in Executive Session provided it is within one of the permitted categories under Chapter 551 of the Texas Government Code.

E1. Executive Session for Personnel Matters.

1. Discuss City Manager's duties and responsibilities, Section 4.01 (6) of the City Charter.
2. Discuss City Attorney's duties and responsibilities, Section 4.04 (2) of the City Charter.

OPEN MEETING

C1. Reconvene into Open Meeting, and take action on items, if necessary.

C2. Adjournment.

If, during the course of the meeting covered by this Agenda, the Commission shall determine that an executive session of the Commission, should be held or is required in relation to any item included in this Agenda, then such executive session, as authorized by the Texas Open Meetings Act, will be held by the Board at the date, hour, and place given in this Agenda concerning any and all subjects and for any and all purposes permitted by Sections 551.071-551.090 of the Texas Government Code, including, but not limited to, Section 551.071 – for purpose of consultation with attorney, on any or all subjects or matters authorized by law.

NOTICE OF ASSISTANCE AT THE PUBLIC MEETING

The City of Richmond City Commission meetings are available to all persons regardless of disability. This facility is wheelchair accessible and accessible parking spaces are available. Requests for accommodations, should you require special assistance, must be made 48 hours prior to this meeting. Braille is not available. Please contact the City Secretary's office at (281) 342-5456 ex. 505 for needed accommodations.

If you have any questions please let me know.

Terri Vela



City of Richmond

Where History Meets Opportunity

Regular City Commission Meeting

600 Morton Street

Monday, October 19, 2020 at 4:30 P.M.

A1. Call to Order, Quorum Determined, Meeting Declared Open.



City of Richmond

Where History Meets Opportunity

Regular City Commission Meeting

600 Morton Street

Monday, October 19, 2020 at 4:30 p.m.

A2. Presentations:

- a. Employee Recognition for Service with the City of Richmond:
 1. Gabriel Carranza, 10 years of service, Water Production Department.
 2. Jeffry Daley, 5 years of service, Street Department.
 3. Manuel Flores, 5 years of service, Fire Department.

- b. Proclamations:
 1. Fire Prevention Month, October 2020.
 2. Men's Health Awareness Month, November 2020.



Proclamation

To Honor Fire Prevention Month

WHEREAS, the city of Richmond, Texas is committed to ensuring the safety and security of all those living in and visiting Richmond; as fire is a serious public safety concern both locally and nationally, and homes are the locations where people are at the greatest risk from fire; and

WHEREAS, Every 24 seconds, a fire department in the United States responds to a fire somewhere in the nation, according to the National Fire Protection Association (NFPA) that has been an official sponsor since 1922; and

WHEREAS, U.S. home fires resulted in 3,700 civilian deaths, 16,600 civilian injuries, and \$14.8 billion in property damage; and

WHEREAS, Cooking is the leading cause of home fires in the United States. Two of every five home fires start in the kitchen with 50.7% of these fires resulting from unattended cooking; and more than HALF of reported non-fatal home cooking fire injuries occurred when the victims tried to fight the fire themselves; and

WHEREAS, Children under five face a higher risk of non-fire burns associated with cooking than being burned in a cooking fire; and residents should stay in the kitchen when frying food on the stovetop, keep a three-foot kid-free zone around cooking areas and keep anything that can catch fire away from stove tops; and

WHEREAS, Working smoke alarms cut the risk of dying in reported home fires in half; and our first responders are dedicated to reducing the occurrence of home fires through prevention and protection education; and

WHEREAS, the 2020 Fire Prevention theme, "Serve Up Fire Safety in the Kitchen!!" effectively serving to remind us to stay clear and use caution when cooking to reduce the risk of kitchen fires.

THEREFORE, I Evalyn W. Moore Mayor of Richmond do hereby proclaim October 2020, as Fire Prevention Month throughout this city, and I urge all the citizens of Richmond to observe our actions and to support the many public safety activities and efforts of Richmond's fire and emergency services.

October 2020 ~ Fire Prevention Month



In Witness whereof, I have hereunto
Set forth my hand and caused the seal of
The City of Richmond, Texas to be
Affixed this 19th day of October 2020

Evalyn W. Moore, Mayor Richmond TX



Proclamation

Men's Health Awareness Month

WHEREAS, Men's Health Awareness Month is when brave and selfless men around the world grow a moustache to raise awareness for men's health and the chance to raise awareness about the health concerns of men, specifically prostate cancer, testicular cancer and mental health and suicide prevention; and

WHEREAS, Prostate cancer is the leading cause of non-skin cancer in the U.S. and the second leading cause worldwide. Approximately 1 in 9 men will be diagnosed with prostate cancer at some point in their lifetime. Prostate cancer incidences increase with age with nearly 60% of all prostate cancer being diagnosed in men over the age of 65; and

WHEREAS, Testicular cancer is not common: about 1 of every 250 males will develop testicular cancer at some point during their lifetime. The average age at the time of diagnosis is approximately age 33. This is largely a disease of young and middle-aged men, but 6% of cases occur in children and teens; and

WHEREAS, Suicide is the 10th leading cause of death in the U.S. The highest rate of suicide risk is middle-aged white men. Accounting for 69.67% of all suicide deaths. On average there are 132 suicide deaths per day. Suicide by firearm accounted for 50.57%. With these deaths being tragic, there are an estimated 1.4 million suicide attempts each year. The suicide rate is 1.5 times higher for veterans than for non-veteran adults over the age of 18; and

WHEREAS, We are all encouraged to be aware of the risks and warnings signs of our loved ones, coworkers and friends to decrease the tragedy of suicide; and

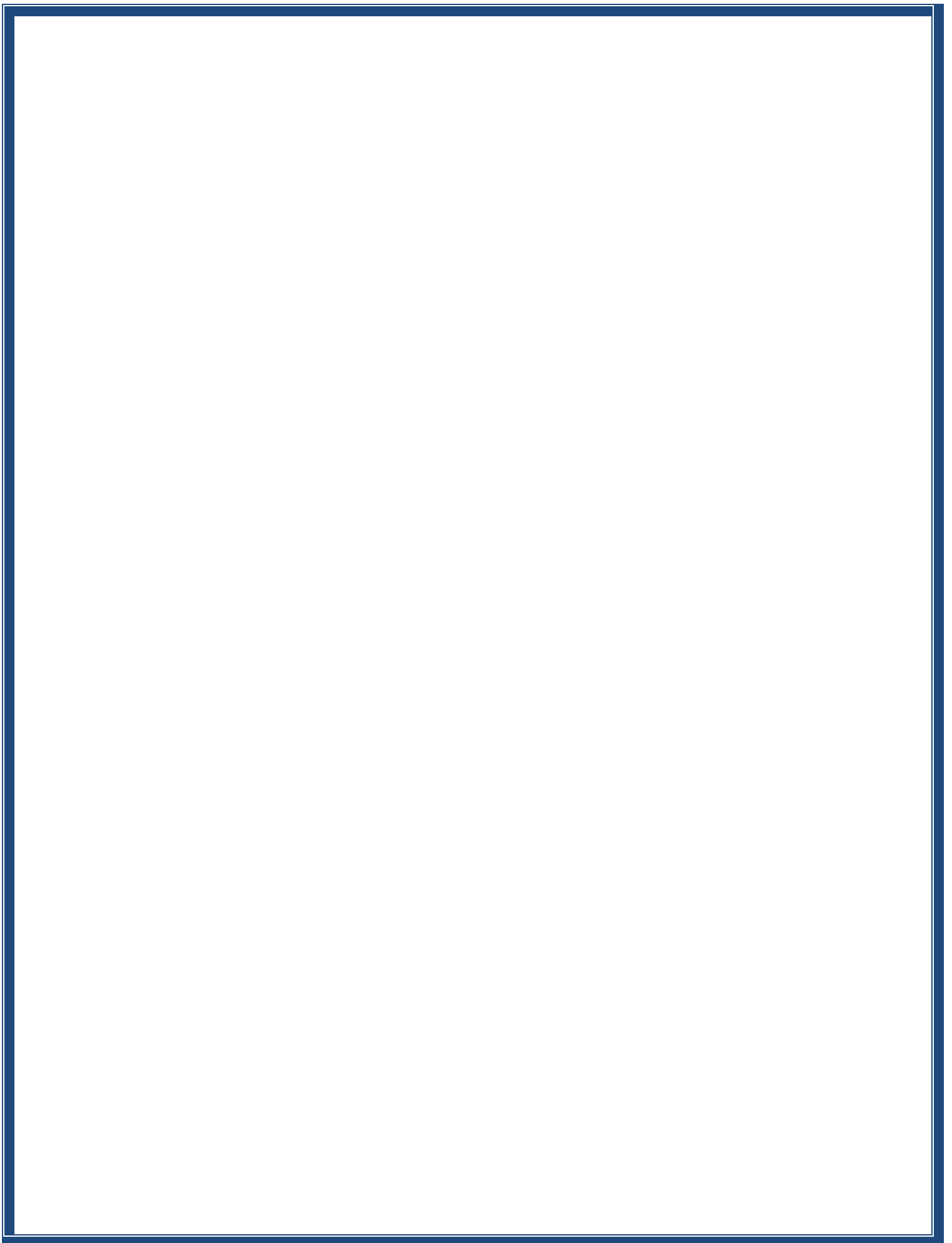
NOW THEREFORE, I, Evalyn W. Moore, Mayor of the City of Richmond, Texas do hereby proclaim November 2020 as Men's Health Awareness Month and urge all citizens and individuals; to raise awareness, get involved, grow a moustache, and get tested early.

Men's Health Awareness Month



IN TESTIMONY WHEREOF
I have hereunto set forth my hand and
caused to be affixed the seal of the
City of Richmond, Texas
on this 16th day of November 2020

Evalyn W. Moore, Mayor





City of Richmond

Where History Meets Opportunity

Regular City Commission Meeting

600 Morton Street

Monday, October 19, 2020 at 4:30 P.M

- A3. Public comments (Public comment is limited to a maximum of 3 minutes per item. No Deliberations with the Commission. Time may not be given to another speaker.) To address the City Commission, you must be present in person at the meeting.



City of Richmond

Where History Meets Opportunity

Regular City Commission Meeting

600 Morton Street

Monday, October 19, 2020 at 4:30 P.M

- A4. Public hearing to receive comments for or against requests by Fort Bend County, Meritage Homes of Texas, LLC, Richmond Land & Cattle, LLC, and Joseph Mandola (owners of the subject sites) to annex the existing right of way of 9th Street, also known as Plummer Street, and the expansion and extension thereof to serve as the primary entry to the Mandola Farms development from US Highway 90A to the northern boundary of the Mandola Farms development.



**CITY COMMISSION
AGENDA ITEM COVER MEMO**

DATE: October 19, 2020

Staff Review:

City Manager _____
City Attorney _____
Finance _____
Fire Department _____
Police Department _____
Public Works _____

AGENDA ITEM: A4.

**SUBMITTED BY: Jose Abraham, Planning Director
Planning Department**

SYNOPSIS

This is a public hearing for the proposed annexation of:

tracts or parcels of land known as 9th Street (also known as Plummer Street) and the widening and extension thereof from US Hwy 90A to the Mandola Farms development in the William Morton Survey, A-62, Fort Bend County, Texas.

Planning and Zoning Commission was informed about this proposed annexation at the October 5, 2020 regular meeting.

COMPREHENSIVE PLAN 2014 GOALS ADDRESSED

A.2. Promote compact, contiguous, and predictable growth and annexation patterns that result in the efficient use of infrastructure systems and public safety services.

BACKGROUND

The owners of the tract of land being developed as the entry road to the new Mandola Farms subdivision have requested annexation of the entry road by the City of Richmond. The subject site is located south of US 90A and includes the existing 9th Street right-of-way (also known as Plummer Street) and its extension to the new subdivision. A portion of the subject site proposed for annexation is the 9th Street Right-of-way owned by Fort Bend County. A second public hearing pertaining to this portion of the subject site will be held on Monday, October 26, 2020 at City Commission Special meeting. The remaining port of the subject site is the extension of the existing 9th Street and is under private ownership. This portion is not required to have a second public hearing.

Staff will present the proposed annexation ordinance to the City Commission on November 16, 2020 regular City Commission meeting for consideration.

BUDGET ANALYSIS

FUNDING SOURCE	ACCOUNT NUMBER	PROJECT CODE/NAME	FY 2020 – 2021 FUNDS BUDGETED	FY 2020 – 2021 FUNDS AVAILABLE	AMOUNT REQUESTED
N/A	N/A	N/A	N/A	N/A	N/A

BUDGET AMENDMENT REQUIRED? YES _____ NO X

Requested Amendment: N/A
Budgeted funds estimated for FY 2020 - 2021: N/A

Purchasing Review: N/A
Financial/Budget Review: N/A

FORM CIQ: N/A

FORM 1295 N/A

SUPPORTING MATERIALS

A report has been submitted by the Planning Department for review by the Mayor and City Commission.

STAFF'S RECOMMENDATION

Staff recommends annexing the subject site into the City Limits at the time of reading of annexation Ordinance.

City Manager Approval: _____

CITY COMMISSION
Proposed Annexation: Public Hearing

Agenda Date: October 19, 2020

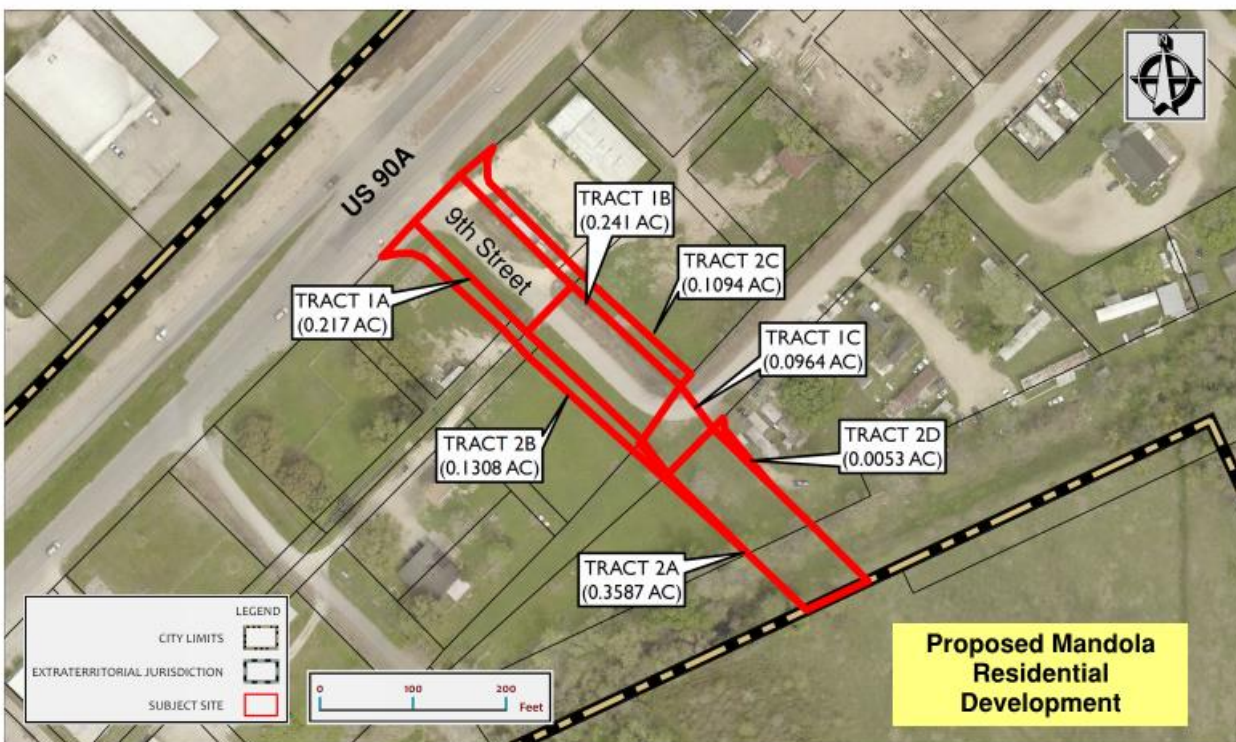
Agenda Item: A4.

Agenda Item Subject: Public hearing for the proposed annexation of tracts or parcels of land known as 9th Street (also known as Plummer Street) and the widening and extension thereof from US Hwy 90A to the Mandola Farms development in the William Morton Survey, A-62, Fort Bend County, Texas.

SUMMARY

This is a public hearing for the proposed annexation of:

tracts or parcels of land known as 9th Street (also known as Plummer Street) and the widening and extension thereof from US Hwy 90A to the Mandola Farms development in the William Morton Survey, A-62, Fort Bend County, Texas (*Vicinity Map below*).



- The owners of the tract of land being developed as the entry road to the new Mandola Farms subdivision have requested annexation of the entry road by the City of Richmond. The subject site is located south of US 90A and includes the existing 9th Street right-of-way (also known as Plummer Street) and its extension to the new subdivision.



- A portion of the subject site (Tract 1A, 1B, and 1C on the vicinity map) proposed for annexation is the 9th Street Right-of-way owned by Fort Bend County. A second public hearing pertaining to this portion of the subject site will be held on Monday, October 26, 2020 at City Commission Special meeting.
- The remaining port of the subject site (Tract 2A, 2B, 2C, and 2D on the vicinity map) is the extension of the existing 9th Street and is under private ownership. This portion is not required to have a second public hearing.
- The petitions from property owners requesting annexation is attached to this report.
- Staff will present the proposed annexation ordinance to the City Commission on November 16, 2020 regular City Commission meeting for consideration.

-----*End of Report*-----



COUNTY JUDGE
Fort Bend County, Texas

The Honorable KP George
County Judge

(281) 341-8608
Fax (281) 341-8609

May 5, 2020

City Commission
City of Richmond, Texas
402 Morton Street
Richmond, Texas 77469

RE: Request for Annexation – 9th Street

Mayor and Commissioners:

Fort Bend County is the political subdivision responsible for maintaining the streets dedicated to public use within the maps and plats of: Edgewood Addition Annex No. 4 to the City of Richmond, Fort Bend County, Texas recorded in in Volume 254, Page 304; and Edgewood Addition Sec 9 in Volume 288, Page 146, both of the Official Public Records of Fort Bend County, Texas.

The streets dedicated in the dedications mentioned above include the following relevant portions of 9th Street (the “**Property**”) described as:

- Parcel ID 2855-04-000-0003-901, a 0.217 acre tract of land (Exhibit A)
- Parcel ID 2855-09-000-0001-901, a 0.241 acre tract of land (Exhibit B)
- A portion of Parcel ID 2855-09-000-0003-901, a 0.964 acre tract of land (Exhibit C)

Pursuant to Section 43.1055 of the Texas Local Government Code, Fort Bend County Commissioners Court requests the annexation of the Property into the City of Richmond, Texas. The Property is contiguous to the City of Richmond, the annexing municipality.

Fort Bend County Commissioners Court hereby requests the City Commission of Richmond, Texas to annex the Property.

If additional information is required to process this request, please feel free to contact the undersigned.

FORT BEND COUNTY

By: 
KP George, County Judge

ATTEST:


Laura Richard, County Clerk

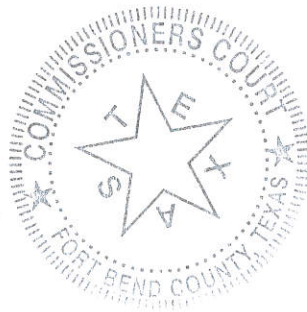
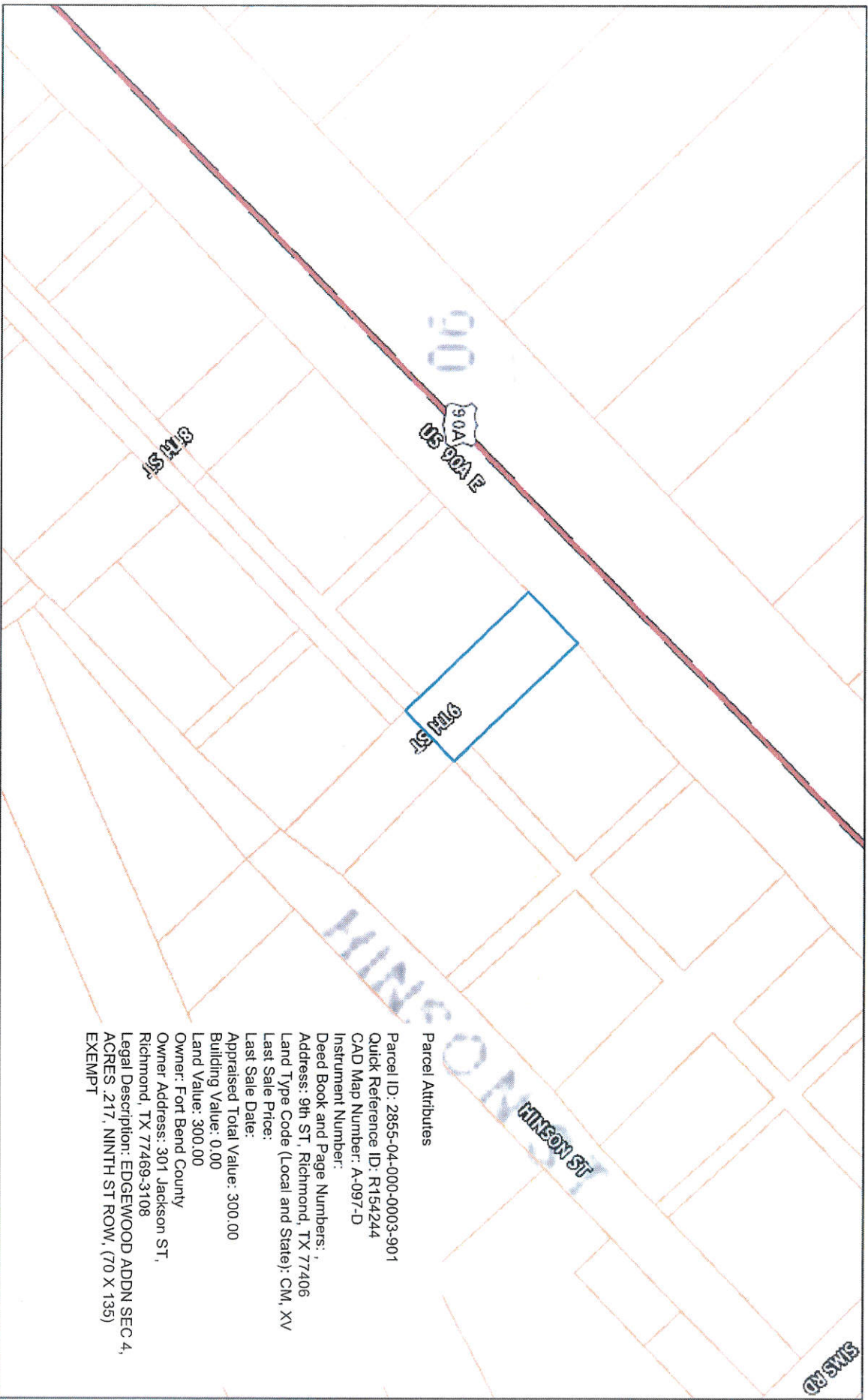


EXHIBIT A

Fort Bend County



February 14, 2020

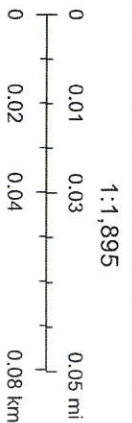
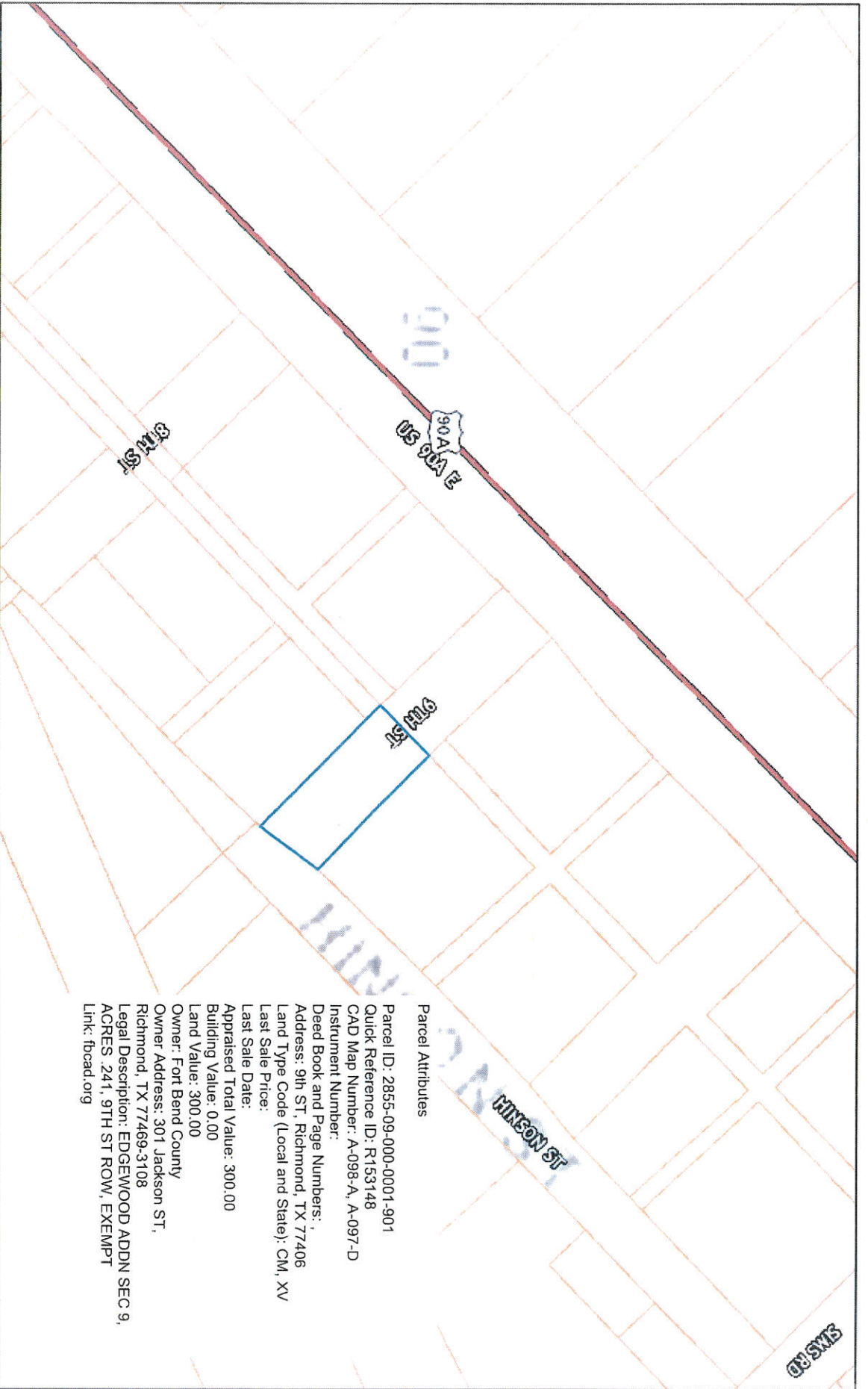


EXHIBIT B

Fort Bend County



Parcel Attributes

Parcel ID: 2855-09-000-0001-901
Quick Reference ID: R153148
CAD Map Number: A-098-A, A-097-D
Instrument Number:
Deed Book and Page Numbers: ,
Address: 9th St, Richmond, TX 77406
Land Type Code (Local and State): CM, XV
Last Sale Price:
Last Sale Date:
Appraised Total Value: 300.00
Building Value: 0.00
Land Value: 300.00
Owner: Fort Bend County
Owner Address: 301 Jackson St,
Richmond, TX 77469-3108
Legal Description: EDGEWOOD ADDN SEC 9,
ACRES .241, 9TH ST ROW, EXEMPT
Link: fbcad.org

February 14, 2020

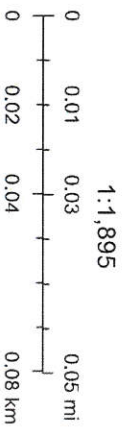


EXHIBIT C

County: Fort Bend
Project: Mandola Farms
M.S.G. No.: 201076
Job Number: 3918-BDY

FIELD NOTES FOR 0.0964 ACRE

Being a tract of land containing 0.0964 acre (4,200 square feet), located in the William Morton Survey, Abstract Number (No.) 62, in Fort Bend County, Texas; said 0.0964 acre tract being a portion of 9th Street (called 70-foot wide per Volume 309, Page 328, Fort Bend County Deed Records (F.B.C.D.R.)); said 0.0964 acre tract being more particularly described by metes and bounds as follows (all bearings based upon the Texas Coordinate System of 1983, South Central Zone per GPS observations);

BEGINNING at 1/2-inch iron pipe found for the south corner of Tract 1, recorded in the name of Joe Mandola in Volume 2565, Page 2454, F.B.C.D.R., at the north corner of a called 0.913 acre tract recorded in the name of Joseph G. Mandola in Fort Bend County Clerk's File Number (F.B.C.C.F. No.) 1999013188, and being on the southwest right-of-way (R.O.W.) line of said 9th Street;

THENCE, through and across said 9th Street, North 44 degrees 29 minutes 33 seconds East, a distance of 70.00 feet to an angle point at the south corner of a tract recorded in the name of Joseph G. Mandola in F.B.C.C.F. No. 2003082548, and being at the intersection of the northeast R.O.W. of said 9th Street (Volume 309, Page 328, F.B.C.D.R.) with the northwest R.O.W. of 9th Street (60-foot wide per Volume 254, Page 146-146, F.B.C.D.R.), for the north corner of the herein described tract; from which a found 1/2-inch iron pipe found bears North 14 degrees 03 minutes West, a distance of 0.7 feet;

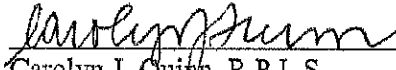
THENCE, through and across said 9th Street, South 45 degrees 30 minutes 27 seconds East, a distance of 60.00 feet to an angle point at the west corner of a called 0.491 acre tract (Tract 2) recorded in the name of Richmond Land And Cattle, LLC, in F.B.C.C.F. No. 2012098371, a north corner of a called 52.799 acre tract recorded in the name of Meritage Homes of Texas, LLC, in F.B.C.C.F. No. 2019056813, and being on the southeast terminus line of said 9th Street (Volume 309, Page 328, F.B.C.D.R.), for the east corner of the herein described tract; from which a 5/8-inch iron rod with B&G cap found bears North 66 degrees 31 minutes West, 1.3 feet;

THENCE, with the southeast terminus line of said 9th Street (Volume 309, Page 328, F.B.C.D.R.), being a northwest line of said 52.799 acre tract, South 44 degrees 29 minutes 33 seconds West, a distance of 70.00 feet to a 3/4-inch iron pipe found at a northerly corner of said 52.799 acre tract, being on the northeast line of said 0.913 acre tract and the southwest R.O.W. line of said 9th Street (Volume 309, Page 328, F.B.C.D.R.), for the south corner of the herein described tract;

THENCE, with the northeast line of said 0.913 acre tract, being the southwest R.O.W. line of said 9th Street (Volume 309, Page 328, F.B.C.D.R.), North 45 degrees 30 minutes 27 seconds West, a distance of 60.00 feet to the **POINT OF BEGINNING** and containing 0.0964 acre of land.

Exhibit _____, Page 2 of 3 Pages

An exhibit of the subject tract has been prepared by Miller Survey Group and accompanies this description.



Carolyn J. Quinn, R.P.L.S.
Texas Registration No. 6033



MILLER SURVEY GROUP

Texas Firm Registration No. 10047100

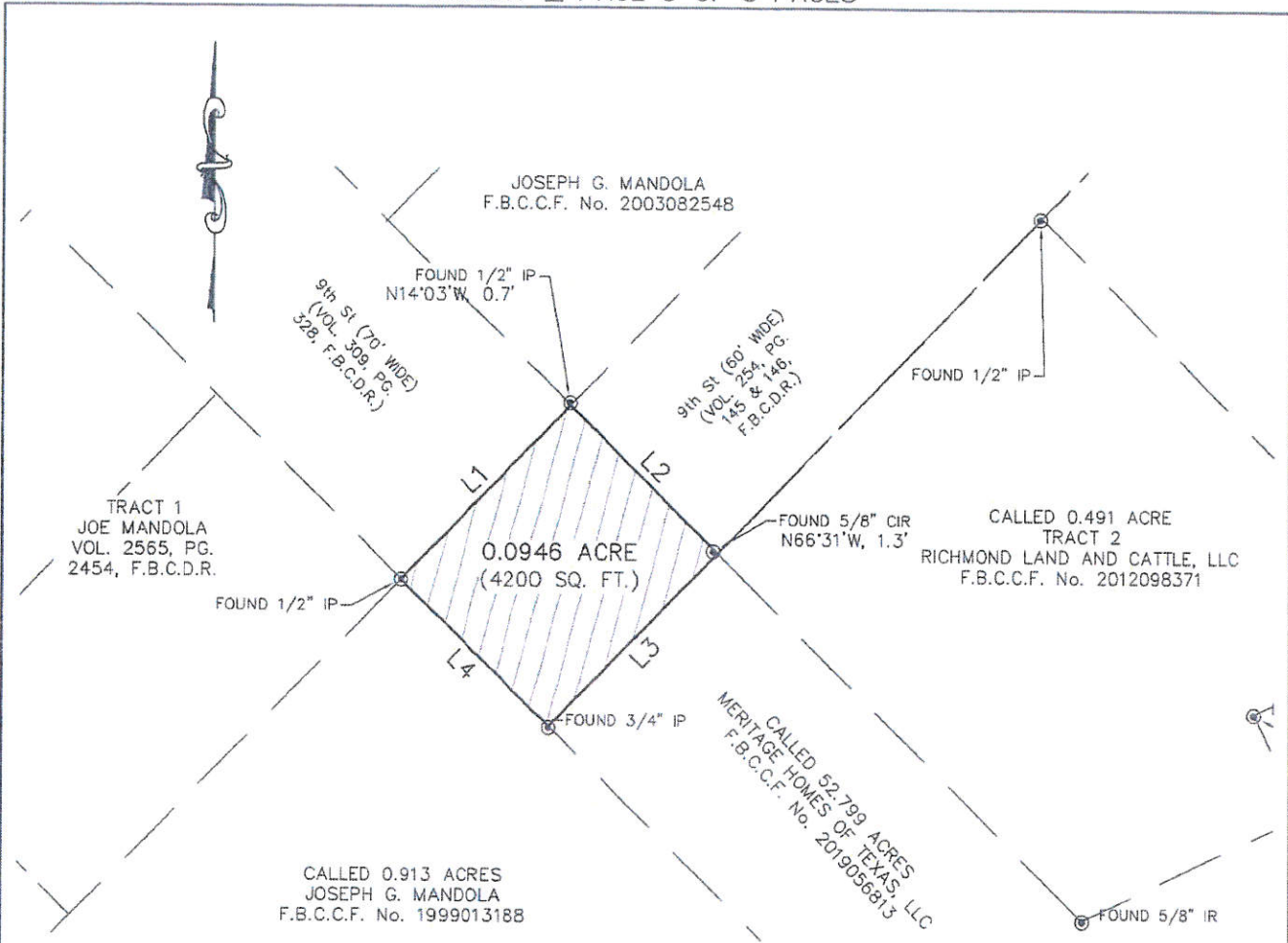
Ph: (713) 413-1900

M&B No. 201076

Job No. 3918-BDY

Dwg No.: 3918-EXH1

Date: February 12, 2020



Line Table		
Line	Length	Direction
L1	70.00	N44°29'33"E
L2	60.00	S45°30'27"E
L3	70.00	S44°29'33"W
L4	60.00	N45°30'27"W

- NOTES:
1. ALL BEARINGS SHOWN HEREON ARE BASED ON THE TEXAS COORDINATE SYSTEM OF 1983, SOUTH CENTRAL ZONE PER GPS OBSERVATIONS.
 2. A METES AND BOUNDS DESCRIPTION OF THE SUBJECT TRACT HAS BEEN PREPARED BY MILLER SURVEY GROUP AND ACCOMPANIES THIS EXHIBIT.

LEGEND

F.B.C.C.F. = FORT BEND COUNTY CLERK'S FILE
F.B.C.P.R. = FORT BEND COUNTY PLAT RECORDS
F.B.C.D.R. = FORT BEND COUNTY DEED RECORDS
FND = FOUND
No. = NUMBER
IR = IRON ROD
P.O.B. = POINT OF BEGINNING
P.O.C. = POINT OF COMMENCEMENT
R.O.W. = RIGHT-OF-WAY
S.F. = SQUARE FEET
PG. = PAGE
VOL. = VOLUME
⊙ = FOUND 5/8-INCH IRON ROD (UNLESS OTHERWISE NOTED)
• = ANGLE POINT

EXHIBIT

BEING A 0.0964 ACRE TRACT
LOCATED IN THE
WILLIAM MORTON SURVEY, A-62
FORT BEND COUNTY, TEXAS

MILLER
SURVEY*GROUP
www.millersurvey.com
1760 WEST SAM HOUSTON PARKWAY NORTH *HOUSTON, TEXAS 77043
PHONE 713-413-1900 *FAX 713-413-1944
TEXAS FIRM REGISTRATION No. 10947100

JOB No.: 3918-BDY	SCALE: 1"=50'	DATE: 02/12/2020	FIELD BOOK: N/A
DWG. No.: 3918-EXH1	DRAWN BY: JRC	CHK. BY: CJQ	M&B No.: 201076

H:\A_08 FOLDER\3918-MANDOLA\TARMS\DWG\3918-EXH1.DWG 2/12/20 Carolyn Jardine

September 11, 2020

City Commission
City of Richmond, Texas
402 Morton Street
Richmond, Texas 77469

Re: Request for Annexation

Mayor and Commissioners:

Joseph G. Mandola, Individually, Richmond Land & Cattle, LLC, and Meritage Homes of Texas, LLC (the “**Owners**”) are the owners of the tracts of land described on Exhibit A to this letter (the “**Property**”). Pursuant to Subchapter C-3, Chapter 43 of the Texas Local Government Code, the Owners are requesting the annexation of the Property into the City of Richmond, Texas, and contracting with the City of Richmond, Texas, to provide the municipal services to the Property as set forth in the Municipal Services Plan attached hereto as Exhibit B.

The Property is contiguous to the City of Richmond, the annexing municipality.

The Owners hereby request the City Commission of Richmond, Texas to annex the Property and to provide the municipal services as set forth in the Municipal Services Plan attached hereto.

If additional information is required to process this request, please feel free to contact the undersigned.

SIGNATURE PAGES

Joseph G. Mandola, Individually

By: Joseph G. Mandola
Joseph G. Mandola

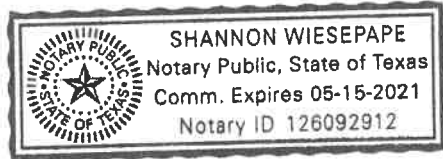
STATE OF TEXAS

§
§
§

COUNTY OF FORT BEND

This instrument was acknowledged before me on the 18 day of September, 2020
by Joseph G. Mandola.

Shannon Wiesepepe
Notary Public, State of Texas



Richmond Land & Cattle, LLC.

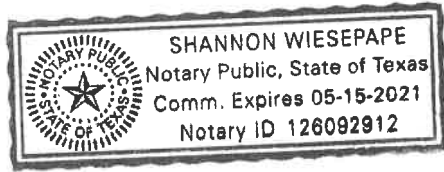
By: Joseph G. Mandola
Joseph G. Mandola, Manager

STATE OF TEXAS

§
§
§


COUNTY OF FORT BEND

This instrument was acknowledged before me on the 18 day of September, 2020 by Joseph G. Mandola, Manager of Richmond Land & Cattle, LLC., as the act and deed of said corporation.



Shannon Wiesepepe
Notary Public, State of Texas

Meritage Homes of Texas, LLC

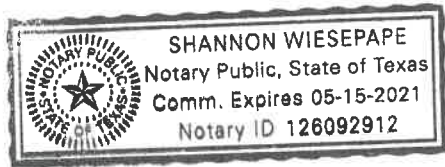
By: 
David Jordan, Sr. Vice President of Land

STATE OF TEXAS

§
§
§

COUNTY OF Fort Bend

This instrument was acknowledged before me on the 18 day of September, 2020 by David Jordan, Sr. Vice President of Land of Meritage Homes of Texas, LLC, as the act and deed of said corporation.





Notary Public, State of Texas

EXHIBIT A

Exhibit _____, Page 1 of 4 Pages

County: Fort Bend
Project: Mandola Farms
M.S.G. No.: 201212
Job Number: 3918-PL

FIELD NOTES FOR 0.3587 ACRE

Being a tract of land containing 0.3587 acre (15,624 square feet), located in the William Morton Survey, Abstract Number (No.) 62, in Fort Bend County, Texas; said 0.3587 acre tract being out of a called 52.799 acre tract recorded in the name of Meritage Homes of Texas, LLC., in Fort Bend County Clerks File Number (F.B.C.C.F. No.) 2019056813; said 0.3587 acre tract being more particularly described by metes and bounds as follows (all bearings based upon the Texas Coordinate System of 1983, South Central Zone per GPS observations):

BEGINNING at a 3/4-inch iron pipe found on the northeasterly line of a called 0.913 acre tract recorded in the name of Joseph Mandola, in F.B.C.C.F. No. 1999013188, being on the southwest right-of-way (R.O.W.) line of 9th Street (called 70-foot wide per Volume (Vol.), Page (Pg.) 328, Fort Bend County Deed Records (F.B.C.D.R.)), for a northerly northwest corner of a said 52.799 acre tract;

THENCE, with the south R.O.W. line of said 9th Street and northwest line of said 52.799 acre tract, North 44 degrees 29 minutes 40 seconds East, a distance of 70.00 feet to a 5/8-inch iron rod with Miller Survey Group (M.S.G.) cap set (from which a 5/8-inch iron rod with cap found bears North 66 degrees 31 minutes West, a distance of 1.3 feet), for the most northeasterly corner of said 52.799 acre tract and the northwest corner of a called 0.491 acre tract (Tract 2) recorded in the name of Richmond Land And Cattle, LLC, in F.B.C.C.F. No. 2012098371;

THENCE, with the line common to said 52.799 acre tract and said 0.491 acre tract, South 45 degrees 30 minutes 21 seconds East, at a distance of 149.51 feet pass a 5/8-inch iron rod found for the southwest corner of said 0.491 acre tract, continuing through and across said 52.799 acre tract a total distance of 206.62 feet to a 5/8-inch iron rod with M.S.G. cap set at the beginning of a curve to the right;


THENCE, 29.54 feet along the arc of said curve to the right, having a radius of 635.00 feet, a central angle of 02 degrees 39 minutes 57 seconds, and a chord that bears South 44 degrees 10 minutes 23 seconds East, a distance of 29.54 feet to a 5/8-inch iron rod with M.S.G. cap set for the southeast corner of the herein described tract;

THENCE, continuing through and across said 52.799 acre tract, South 64 degrees 58 minutes 03 seconds West, a distance of 73.99 feet to a 5/8-inch iron with M.S.G. cap set for the southwest corner of the herein described tract;

Exhibit _____, Page 2 of 4 Pages

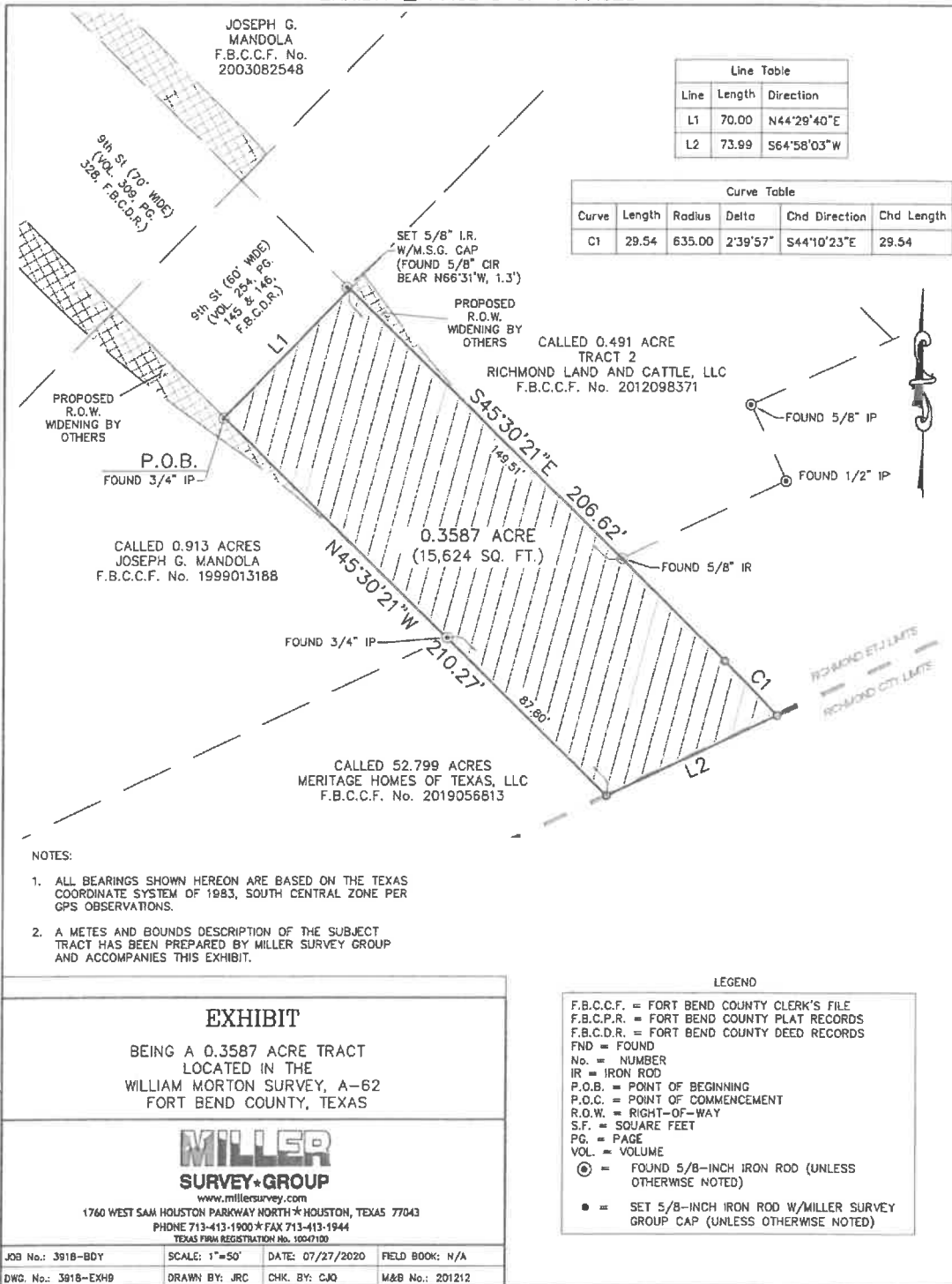
THENCE, continuing through and across said 52.799 acre tract and with the line common of said 52.799 acre tract and said 0.913 acre tract, North 45 degrees 30 minutes 21 seconds West, at a distance of 87.80 feet pass a 3/4-inch iron pipe found for the southeast corner of said 0.913 acre tract, for a total distance of 210.27 feet to the **POINT OF BEGINNING** and containing 0.3587 acre of land.

An exhibit of the subject tract has been prepared by Miller Survey Group and accompanies this description.

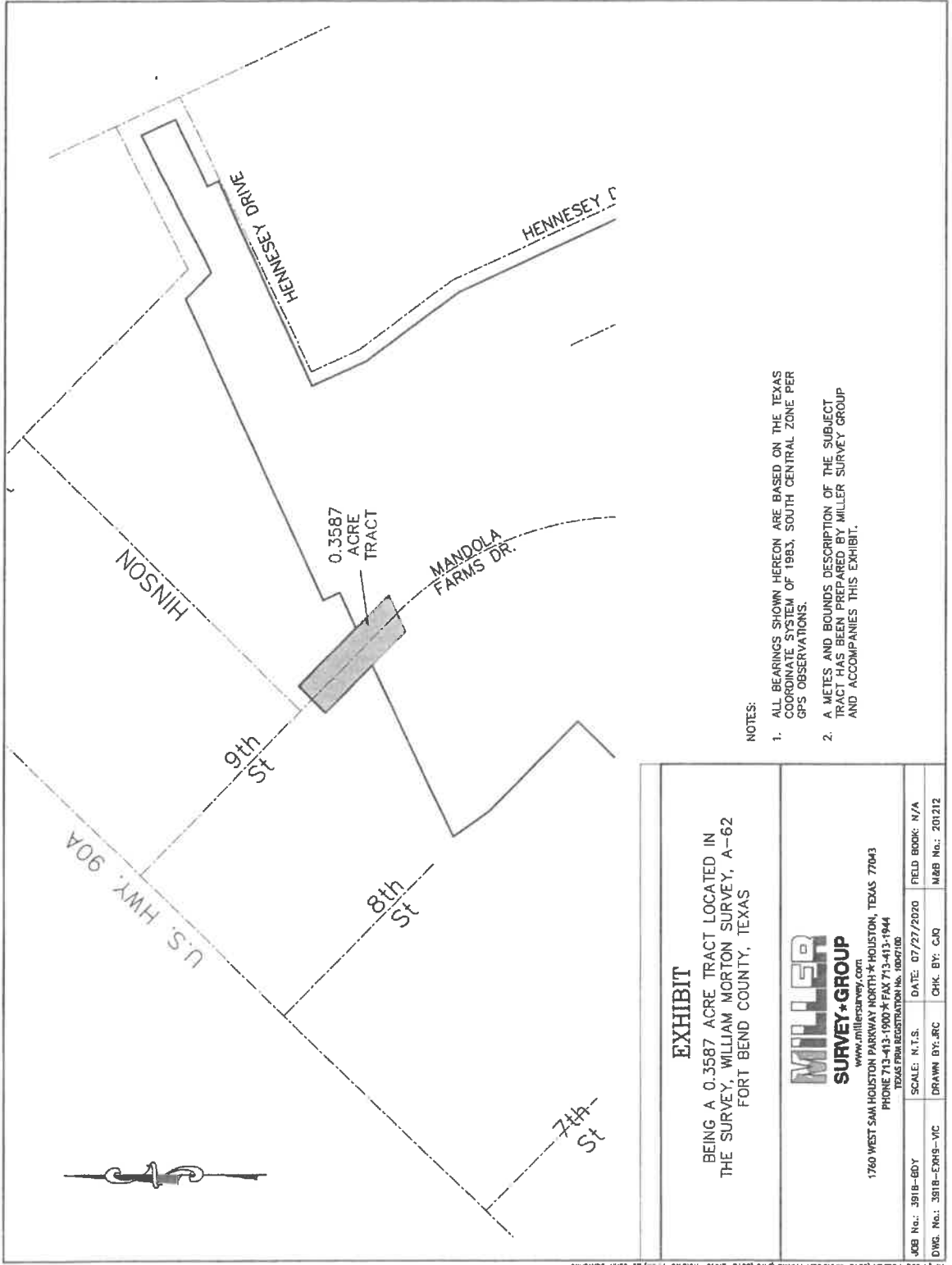

Carolyn J. Quinn, R.P.L.S.
Texas Registration No. 6033



MILLER SURVEY GROUP
Texas Firm Registration No. 10047100
Ph: (713) 413-1900
M&B No. 201212
Job No. 3918-PL
Dwg No.: 3918-EXH9
Date: July 28, 2020



R.V. JOB TOLBERT\3118-MANDOLA FARMS\DWG\3118-EXHIBIT.DWG 8/7/20 John Cantrell



NOTES:

1. ALL BEARINGS SHOWN HEREON ARE BASED ON THE TEXAS COORDINATE SYSTEM OF 1983, SOUTH CENTRAL ZONE PER GPS OBSERVATIONS.
2. A METES AND BOUNDS DESCRIPTION OF THE SUBJECT TRACT HAS BEEN PREPARED BY MILLER SURVEY GROUP AND ACCOMPANIES THIS EXHIBIT.

EXHIBIT

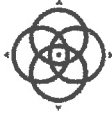
BEING A 0.3587 ACRE TRACT LOCATED IN THE SURVEY, WILLIAM MORTON SURVEY, A-62 FORT BEND COUNTY, TEXAS



www.millersurvey.com
 1760 WEST SAH HOUSTON PARKWAY NORTH * HOUSTON, TEXAS 77063
 PHONE 713-413-1900 * FAX 713-413-1944
 TEXAS PLSM REGISTRATION No. 009710B

JOB No.: 391B-BDY	SCALE: N.T.S.	DATE: 07/27/2020	FIELD BOOK: N/A
DWG. No.: 391B-EXHIB-1VC	DRAWN BY: JRC	CHK. BY: C/D	M&B No.: 201212

H:\A JOB FOLDER\391B-MANDOLA FARMS\DWG\391B-EXHIB-1VC.DWG 7/28/20 John Campbell



WINDROSE

LAND SURVEYING | PLATTING

DESCRIPTION OF 0.1308 ACRES OR 5,696 SQ. FT.

A TRACT OR PARCEL CONTAINING 0.1308 ACRES OR 5,696 SQUARE FEET OF LAND SITUATED IN THE WILLIAM MORTON SURVEY, ABSTRACT NO. 62, FORT BEND COUNTY, TEXAS, BEING OUT OF BLOCK 2, EDGEWOOD ADDITION ANNEX #4, MAP OR PLAT THEREOF RECORDED UNDER VOLUME (VOL.) 254, PAGE (PG.) 304 OF THE FORT BEND COUNTY DEED RECORDS (F.B.C.D.R.) AND BLOCK 2, EDGEWOOD ADDITION ANNEX #10, MAP OR PLAT THEREOF RECORDED UNDER VOL. 309, PG. 328, F.B.C.D.R., ALSO BEING OUT OF A TRACT OF LAND CONVEYED TO JOE MANDOLA AS RECORDED UNDER FORT BEND COUNTY CLERKS FILE (F.B.C.C.F.) NO. 9358333, A TRACT OF LAND CONVEYED TO JOSEPH G. MANDOLA, DVM AS RECORDED UNDER F.B.C.C.F. NO. 9524587 AND A CALLED 0.913 ACRE TRACT OF LAND CONVEYED TO JOSEPH G. MANDOLA AS RECORDED UNDER F.B.C.C.F. NO. 1999013188, WITH SAID 0.1308 ACRE TRACT BEING MORE PARTICULARLY DESCRIBED BY METES AND BOUNDS AS FOLLOWS, WITH ALL BEARINGS BASED ON THE TEXAS STATE PLANE COORDINATE SYSTEM, SOUTH CENTRAL ZONE (NAD 83):

BEGINNING AT A 1/2 INCH IRON PIPE FOUND ON THE SOUTHWESTERLY RIGHT-OF-WAY LINE (R.O.W.) OF PLUMMER STREET (70' WIDTH, VOL. 254, PG. 304, VOL. 288, PG. 146 AND VOL. 309, PG. 328, F.B.C.D.R.) MARKING THE NORTHERLY CORNER OF SAID 0.913 ACRE TRACT, FOR THE EASTERLY CORNER OF SAID BLOCK 2, EDGEWOOD ADDITION ANNEX #10;

THENCE, SOUTH 45 DEG. 30 MIN. 21 SEC. EAST ALONG SAID SOUTHWESTERLY R.O.W. LINE OF PLUMMER STREET, PASSING AT A DISTANCE OF 60.00 FEET A CAPPED 5/8 INCH IRON ROD STAMPED "WINDROSE" FOUND MARKING THE WESTERLY CORNER OF A CALLED 0.212 ACRE TRACT OF LAND CONVEYED TO JOSEPH G. MANDOLA AS RECORDED UNDER F.B.C.C.F. NO. 1999013188 AND THE INTERSECTION OF SAID SOUTHWESTERLY R.O.W. OF PLUMMER STREET AND THE SOUTHEASTERLY R.O.W. LINE OF HINSON STREET (60' WIDTH, VOL. 288, PG. 146, F.B.C.D.R.), CONTINUING ALONG THE COMMON LINE OF SAID 0.913 ACRE TRACT AND SAID 0.212 ACRE TRACT FOR A TOTAL DISTANCE OF 148.16 FEET TO A POINT FOR THE SOUTHEASTERLY CORNER OF THE HEREIN DESCRIBED TRACT;

THENCE, IN A NORTHWESTERLY DIRECTION, WITH A NON-TANGENT CURVE TO THE LEFT, HAVING A RADIUS OF 500.00 FEET, A CENTRAL ANGLE OF 09 DEG. 56 MIN. 11 SEC., AN ARC LENGTH OF 86.71 FEET, AND A CHORD BEARING AND DISTANCE OF NORTH 50 DEG. 28 MIN. 27 SEC. WEST, - 86.60 FEET TO A POINT OF REVERSE CURVATURE;

THENCE, WITH A CURVE TO THE RIGHT, HAVING A RADIUS OF 500.00 FEET, A CENTRAL ANGLE OF 09 DEG. 56 MIN. 11 SEC., AN ARC LENGTH OF 86.71 FEET, AND A CHORD BEARING AND DISTANCE OF NORTH 50 DEG. 28 MIN. 27 SEC. WEST, - 86.60 FEET TO A POINT OF TANGENCY;

THENCE, NORTH 45 DEG. 30 MIN. 21 SEC. WEST, A DISTANCE OF 250.61 FEET TO A POINT OF CURVATURE;

THENCE, WITH A CURVE TO THE LEFT, HAVING A RADIUS OF 30.00 FEET, A CENTRAL ANGLE OF 90 DEG. 00 MIN. 00 SEC., AN ARC LENGTH OF 47.12 FEET, AND A CHORD BEARING AND DISTANCE OF SOUTH 89 DEG. 29 MIN. 39 SEC. WEST, - 42.43 FEET TO A POINT ON THE SOUTHEASTERLY R.O.W. LINE OF U. S. HIGHWAY 90A (WIDTH VARIES), FOR THE WESTERLY CORNER OF THE HEREIN DESCRIBED TRACT;

THENCE, NORTH 44 DEG. 29 MIN. 39 SEC. EAST ALONG SAID SOUTHEASTERLY R.O.W. LINE OF U. S. HIGHWAY 90A, A DISTANCE OF 45.00 FEET TO A POINT AT THE INTERSECTION OF SAID SOUTHEASTERLY R.O.W. LINE OF U. S. HIGHWAY 90A AND SAID SOUTHWESTERLY RIGHT-OF-WAY LINE OF PLUMMER STREET FOR THE NORTHERLY CORNER OF SAID BLOCK 2, EDGEWOOD ADDITION ANNEX #4 AND THE HEREIN DESCRIBED TRACT;

THENCE, SOUTH 45 DEG. 30 MIN. 21 SEC. EAST ALONG SAID SOUTHWESTERLY R.O.W. OF PLUMMER STREET, A DISTANCE OF 305.00 FEET TO THE PLACE OF BEGINNING AND CONTAINING 0.1308 ACRES OR 5,696 SQUARE FEET OF LAND, AS SHOWN ON JOB NO. 54171-ROW-1, PREPARED BY WINDROSE.

ROBERT KNESS
R.P.L.S. NO. 6486
STATE OF TEXAS
FIRM REGISTRATION NO. 10108800



03-21-19
DATE:

SHEET 2 OF 2



NORTH

SCALE 1" = 60'

GENERAL NOTES

1. SURVEYOR DID NOT ABSTRACT SUBJECT PROPERTY, THIS SURVEY WAS PREPARED WITHOUT THE BENEFIT OF A CURRENT TITLE REPORT OR ABSTRACTORS CERTIFICATE AND WOULD BE SUBJECT TO ANY AND ALL CONDITIONS OR RESTRICTIONS THAT A CURRENT TITLE REPORT OR ABSTRACTORS CERTIFICATE MAY DISCLOSE.
2. BEARINGS WERE BASED ON THE TEXAS STATE PLANE COORDINATE SYSTEM, SOUTH CENTRAL ZONE. (NAD83)
3. THIS EXHIBIT IS ACCOMPANIED BY A SEPARATE METES AND BOUNDS DESCRIPTION.
4. THIS EXHIBIT DOES NOT IMPLY TO BE A LAND TITLE SURVEY OF THE SUBJECT PROPERTY AND IS NOT INTENDED TO BE USED FOR TITLE CONVEYANCE PURPOSES.

CURVE CHART					
CURVE	RADIUS	DELTA	LENGTH	BEARING	CHORD
C1	500.00'	9°56'11"	86.71'	N 50°28'27" W	86.60'
C2	500.00'	9°56'11"	86.71'	N 50°28'27" W	86.60'
C3	30.00'	90°00'00"	47.12'	S 89°29'39" W	42.43'

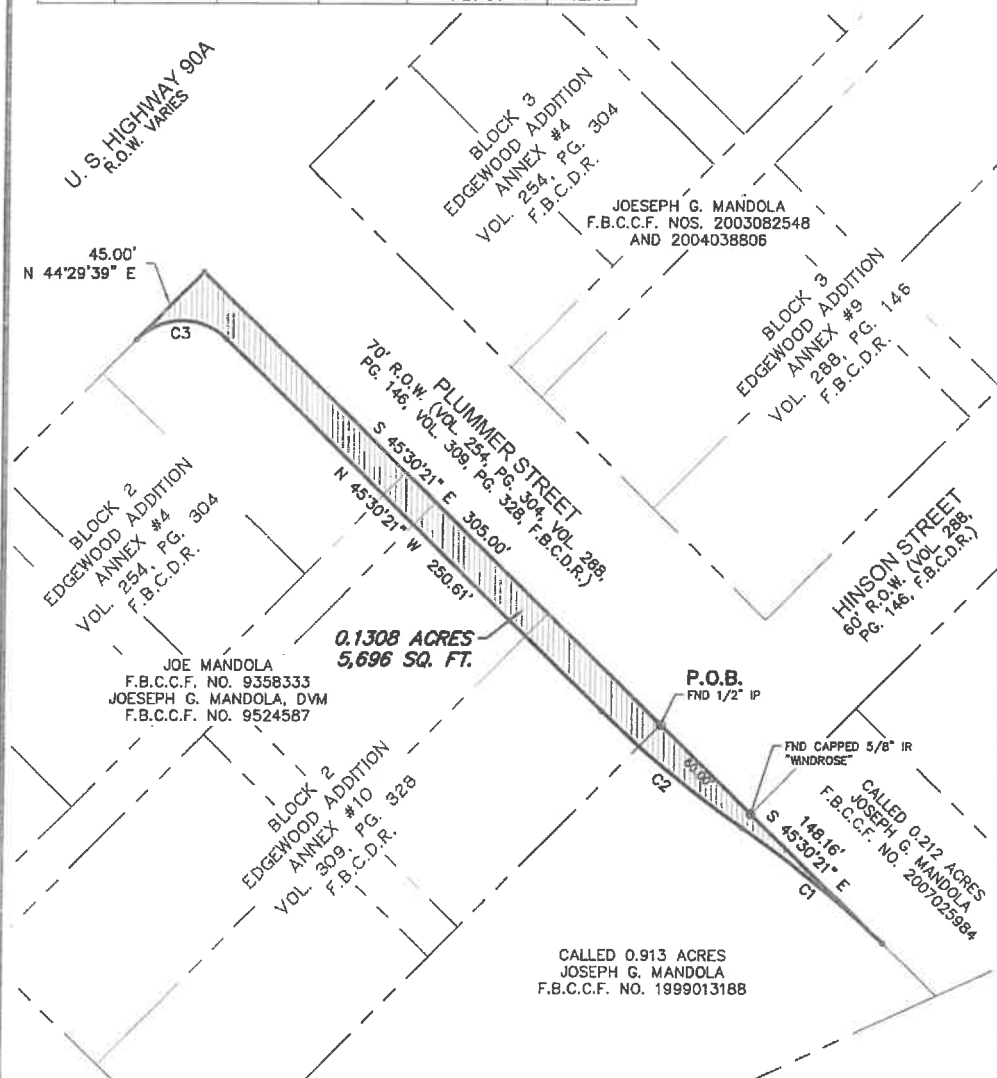
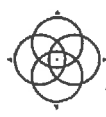


EXHIBIT OF
0.1308 ACRES OR 5,696 SQ. FT.
SITUATED IN THE
WILLIAM MORTON SURVEY, A-62
FORT BEND COUNTY, TEXAS

FIELD BY:	-	DATE:	03-21-19
DRAWN BY:	TW	REV:	
CHECKED BY:	RK	REV:	
JOB NO.	54171-ROW-1	REV:	
SHEET 1 OF 2		REV:	



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FIRM REGISTRATION NO. 10108800 | WINDROSESERVICES.COM



WINDROSE

LAND SURVEYING | PLATTING

DESCRIPTION OF 0.1094 ACRES OR 4,763 SQ. FT.

A TRACT OR PARCEL CONTAINING 0.1094 ACRES OR 4,763 SQUARE FEET OF LAND SITUATED IN THE WILLIAM MORTON SURVEY, ABSTRACT NO. 62, FORT BEND COUNTY, TEXAS, BEING OUT OF BLOCK 3, EDGEWOOD ADDITION ANNEX #4, MAP OR PLAT THEREOF RECORDED UNDER VOLUME (VOL.) 254, PAGE (PG.) 304 OF THE FORT BEND COUNTY DEED RECORDS (F.B.C.D.R.) AND BLOCK 3, EDGEWOOD ADDITION ANNEX #9, MAP OR PLAT THEREOF RECORDED UNDER VOLUME (VOL.) 288, PAGE (PG.) 146, F.B.C.D.R., ALSO BEING OUT OF A TRACT OF LAND CONVEYED TO JOSEPH G. MANDOLA AS RECORDED UNDER FORT BEND COUNTY CLERKS FILE (F.B.C.C.F.) NO. 2003082548 AND A TRACT OF LAND CONVEYED TO JOSEPH G. MANDOLA AS RECORDED UNDER FORT BEND COUNTY CLERKS FILE (F.B.C.C.F.) NO. 2004038806, WITH SAID 0.1094 ACRE TRACT BEING MORE PARTICULARLY DESCRIBED BY METES AND BOUNDS AS FOLLOWS, WITH ALL BEARINGS BASED ON THE TEXAS STATE PLANE COORDINATE SYSTEM, SOUTH CENTRAL ZONE (INAD 83):

COMMENCING AT A CAPPED 5/8 INCH IRON ROD STAMPED "WINDROSE" FOUND SOUTHEASTERLY RIGHT-OF-WAY (R.O.W.) LINE OF HINSON STREET (60' WIDTH, VOL. 288, PG. 146, F.B.C.D.R.) MARKING THE COMMON NORTHWESTERLY CORNER OF A CALLED 0.212 ACRE TRACT OF LAND CONVEYED TO JOSEPH G. MANDOLA AS RECORDED UNDER F.B.C.C.F. NO. 1999013188 AND A CALLED 0.491 ACRE TRACT OF LAND CONVEYED TO RICHMOND LAND AND CATTLE, LLC AS RECORDED UNDER F.B.C.C.F. NO. 2012098371, FROM WHICH A CAPPED 5/8 INCH IRON ROD STAMPED "WINDROSE" FOUND MARKING THE WESTERLY CORNER OF SAID 0.212 ACRE TRACT AND THE INTERSECTION OF SAID SOUTHEASTERLY R.O.W. LINE OF HINSON STREET AND THE SOUTHWESTERLY R.O.W. OF PLUMMER STREET (70' WIDTH, VOL. 254, PG. 304, VOL. 288, PG. 146 AND VOL. 309, PG. 328, F.B.C.D.R.) BEARS SOUTH 44 DEG. 29 MIN. 39 SEC. WEST - 70.00 FEET;

THENCE, NORTH 45 DEG. 30 MIN. 21 SEC. WEST, A DISTANCE OF 60.00 FEET TO THE INTERSECTION OF THE NORTHWESTERLY R.O.W. LINE OF SAID HINSON STREET AND THE NORTHEASTERLY R.O.W. LINE OF SAID PLUMMER STREET, FOR THE POINT OF BEGINNING AND SOUTHERLY CORNER OF SAID BLOCK 3, EDGEWOOD ADDITION ANNEX #9 AND THE HEREIN DESCRIBED TRACT;

THENCE, NORTH 45 DEG. 30 MIN. 21 SEC. WEST ALONG SAID NORTHEASTERLY R.O.W. LINE OF SAID PLUMMER STREET, A DISTANCE OF 305.00 FEET TO A POINT AT THE INTERSECTION OF SAID NORTHEASTERLY R.O.W. LINE OF SAID PLUMMER STREET AND THE SOUTHEASTERLY R.O.W. LINE OF U. S. HIGHWAY 90A (WIDTH VARIES), FOR THE WESTERLY CORNER OF SAID BLOCK 3, EDGEWOOD ADDITION ANNEX #4 AND THE HEREIN DESCRIBED TRACT;

THENCE, NORTH 44 DEG. 29 MIN. 39 SEC. EAST ALONG SAID SOUTHEASTERLY R.O.W. LINE OF U. S. HIGHWAY 90A, A DISTANCE OF 45.00 FEET TO A POINT FOR THE NORTHERLY CORNER OF THE HEREIN DESCRIBED TRACT;

THENCE, IN A SOUTHERLY DIRECTION, WITH A NON-TANGENT CURVE TO THE LEFT, HAVING A RADIUS OF 30.00 FEET, A CENTRAL ANGLE OF 90 DEG. 00 MIN. 00 SEC., AN ARC LENGTH OF 47.12 FEET, AND A CHORD BEARING AND DISTANCE OF SOUTH 00 DEG. 30 MIN. 21 SEC. EAST, - 42.43 FEET TO A POINT OF TANGENCY;

THENCE, SOUTH 45 DEG. 30 MIN. 21 SEC. EAST, A DISTANCE OF 250.61 FEET TO A POINT OF CURVATURE;

THENCE, WITH A CURVE TO THE RIGHT, HAVING A RADIUS OF 500.00 FEET, A CENTRAL ANGLE OF 02 DEG. 47 MIN. 47 SEC., AN ARC LENGTH OF 24.40 FEET, AND A CHORD BEARING AND DISTANCE OF SOUTH 44 DEG. 06 MIN. 28 SEC. EAST, - 24.40 FEET TO A POINT ON SAID NORTHWESTERLY R.O.W. LINE OF HINSON STREET;

THENCE, SOUTH 44 DEG. 29 MIN. 39 SEC. WEST ALONG SAID NORTHWESTERLY R.O.W. LINE OF HINSON STREET, A DISTANCE OF 14.40 FEET TO THE PLACE OF BEGINNING AND CONTAINING 0.1094 ACRES OR 4,763 SQUARE FEET OF LAND, AS SHOWN ON JOB NO. 54171-ROW-2, PREPARED BY WINDROSE.

ROBERT KNESS
R.P.L.S. NO. 6486
STATE OF TEXAS
FIRM REGISTRATION NO. 10108800



03-21-19
DATE:



NORTH
SCALE: 1" = 80'

GENERAL NOTES

1. SURVEYOR DID NOT ABSTRACT SUBJECT PROPERTY, THIS SURVEY WAS PREPARED WITHOUT THE BENEFIT OF A CURRENT TITLE REPORT OR ABSTRACTORS CERTIFICATE AND WOULD BE SUBJECT TO ANY AND ALL CONDITIONS OR RESTRICTIONS THAT A CURRENT TITLE REPORT OR ABSTRACTORS CERTIFICATE MAY DISCLOSE.
2. BEARINGS WERE BASED ON THE TEXAS STATE PLANE COORDINATE SYSTEM, SOUTH CENTRAL ZONE. (NAD83)
3. THIS EXHIBIT IS ACCOMPANIED BY A SEPARATE METES AND BOUNDS DESCRIPTION.
4. THIS EXHIBIT DOES NOT IMPLY TO BE A LAND TITLE SURVEY OF THE SUBJECT PROPERTY AND IS NOT INTENDED TO BE USED FOR TITLE CONVEYANCE PURPOSES.

CURVE CHART					
CURVE	RADIUS	DELTA	LENGTH	BEARING	CHORD
C1	30.00'	90°00'00"	47.12'	S 00°30'21" E	42.43'
C2	500.00'	2°47'47"	24.40'	S 44°06'28" E	24.40'

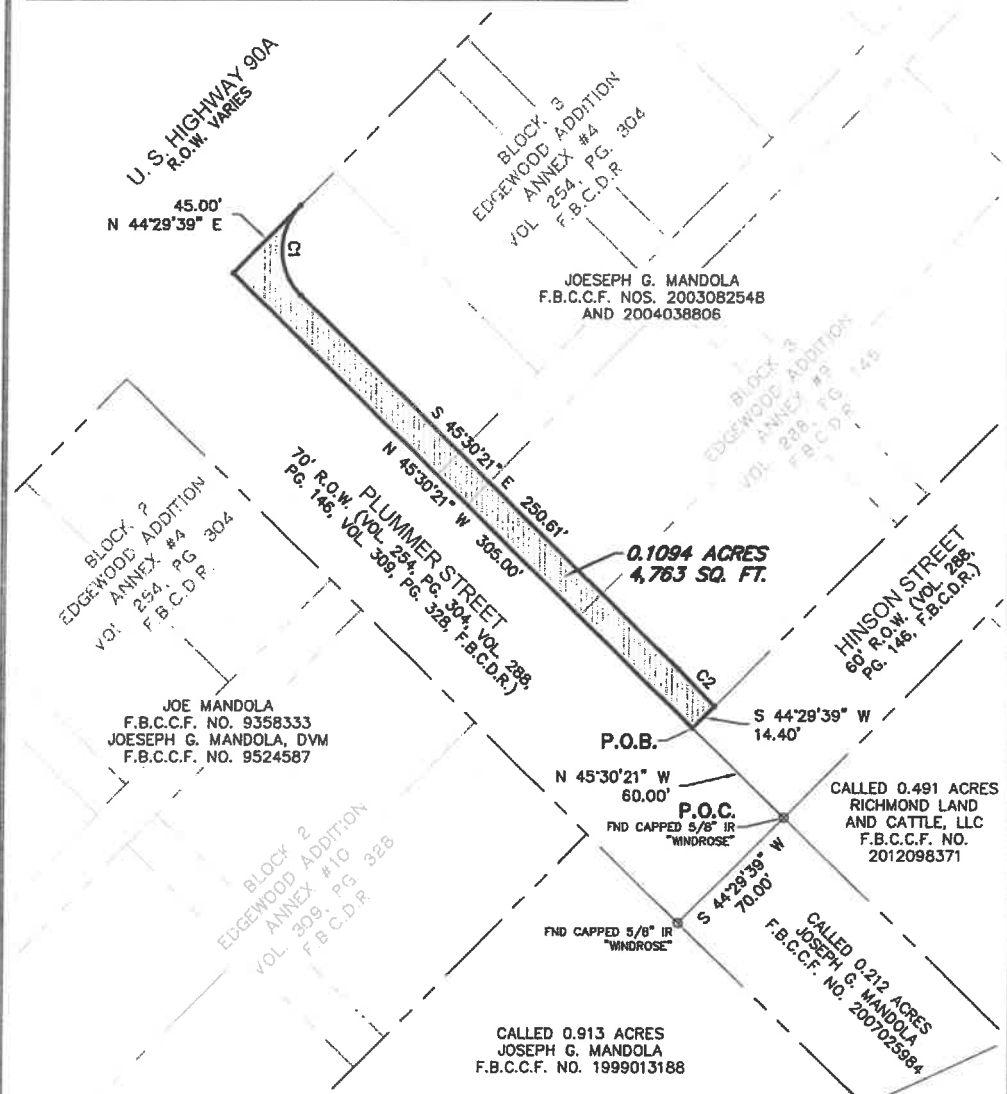
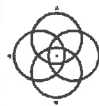


EXHIBIT OF
0.1094 ACRES OR 4,763 SQ. FT.
SITUATED IN THE
WILLIAM MORTON SURVEY, A-62
FORT BEND COUNTY, TEXAS

FILED BY:	-	DATE:	03-21-19
DRAWN BY:	TW	REV:	
CHECKED BY:	RK	REV:	
JOB NO.	54171-ROW-2	REV:	
SHEET 1 OF 2		REV:	



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FIRM REGISTRATION NO. 10108800 | WINDROSESERVICES.COM



WINDROSE

LAND SURVEYING | PLATTING

DESCRIPTION OF 0.0053 ACRES OR 229 SQ. FT.

A TRACT OR PARCEL CONTAINING 0.0053 ACRES OR 229 SQUARE FEET OF LAND SITUATED IN THE WILLIAM MORTON SURVEY, ABSTRACT NO. 62, FORT BEND COUNTY, TEXAS, BEING OUT OF A CALLED 0.491 ACRE TRACT OF LAND CONVEYED TO RICHMOND LAND AND CATTLE, LLC AS RECORDED UNDER FORT BEND COUNTY CLERKS FILE [F.B.C.C.F.] NO. 2012098371, WITH SAID 0.0053 ACRE TRACT BEING MORE PARTICULARLY DESCRIBED BY METES AND BOUNDS AS FOLLOWS, WITH ALL BEARINGS BASED ON THE TEXAS STATE PLANE COORDINATE SYSTEM, SOUTH CENTRAL ZONE (NAD 83):

BEGINNING AT A CAPPED 5/8 INCH IRON ROD STAMPED "WINDROSE" FOUND SOUTHEASTERLY RIGHT-OF-WAY (R.O.W.) LINE OF HINSON STREET (60' WIDTH, VOLUME 288, PAGE 146, OF THE FORT BEND COUNTY DEED RECORDS) MARKING THE COMMON NORTHWESTERLY CORNER OF A CALLED 0.212 ACRE TRACT OF LAND CONVEYED TO JOSEPH G. MANDOLA AS RECORDED UNDER F.B.C.C.F. NO. 1999013188 AND SAID 0.491 ACRE TRACT, FROM WHICH A CAPPED 5/8 INCH IRON ROD STAMPED "WINDROSE" FOUND MARKING THE WESTERLY CORNER OF SAID 0.212 ACRE TRACT AND THE INTERSECTION OF SAID SOUTHEASTERLY R.O.W. LINE OF HINSON STREET AND THE SOUTHWESTERLY R.O.W. OF PLUMMER STREET (70' WIDTH, VOLUME 254, PAGE 304, VOLUME 288, PAGE 146 AND VOLUME 309, PAGE 328 OF THE FORT BEND COUNTY DEED RECORDS) BEARS SOUTH 44 DEG. 29 MIN. 39 SEC. WEST - 70.00 FEET;

THENCE, NORTH 44 DEG. 29 MIN. 39 SEC. EAST ALONG SAID SOUTHEASTERLY R.O.W. LINE OF HINSON STREET, A DISTANCE OF 7.83 FEET TO A POINT FOR THE NORTHERLY CORNER OF THE HEREIN DESCRIBED TRACT;

THENCE, IN A SOUTHEASTERLY DIRECTION, WITH A NON-TANGENT CURVE TO THE RIGHT, HAVING A RADIUS OF 500.00 FEET, A CENTRAL ANGLE OF 00 DEG. 13 MIN. 09 SEC., AN ARC LENGTH OF 1.91 FEET, AND A CHORD BEARING AND DISTANCE OF SOUTH 35 DEG. 40 MIN. 45 SEC. EAST, - 1.91 FEET TO A POINT OF REVERSE CURVATURE;

THENCE, WITH A CURVE TO THE LEFT, HAVING A RADIUS OF 500.00 FEET, A CENTRAL ANGLE OF 09 DEG. 56 MIN. 11 SEC., AN ARC LENGTH OF 86.71 FEET, AND A CHORD BEARING AND DISTANCE OF SOUTH 40 DEG. 32 MIN. 16 SEC. EAST, - 86.60 FEET TO A POINT ON THE COMMON LINE OF SAID 0.491 ACRE TRACT AND SAID 0.212 ACRE TRACT, FOR THE SOUTHEASTERLY CORNER OF THE HEREIN DESCRIBED TRACT;

THENCE, NORTH 45 DEG. 30 MIN. 21 SEC. WEST ALONG THE COMMON LINE OF SAID 0.491 ACRE TRACT AND SAID 0.212 ACRE TRACT, A DISTANCE OF 88.16 FEET TO THE PLACE OF BEGINNING AND CONTAINING 0.0053 ACRES OR 229 SQUARE FEET OF LAND, AS SHOWN ON JOB NO. 54171-ROW-3, PREPARED BY WINDROSE.

ROBERT KNESS
R.P.L.S. NO. 6486
STATE OF TEXAS
FIRM REGISTRATION NO. 10108800



03-21-19
DATE:

SHEET 2 OF 2



NORTH

SCALE: 1" = 60'

GENERAL NOTES

1. SURVEYOR DID NOT ABSTRACT SUBJECT PROPERTY. THIS SURVEY WAS PREPARED WITHOUT THE BENEFIT OF A CURRENT TITLE REPORT OR ABSTRACTORS CERTIFICATE AND WOULD BE SUBJECT TO ANY AND ALL CONDITIONS OR RESTRICTIONS THAT A CURRENT TITLE REPORT OR ABSTRACTORS CERTIFICATE MAY DISCLOSE.
2. BEARINGS WERE BASED ON THE TEXAS STATE PLANE COORDINATE SYSTEM, SOUTH CENTRAL ZONE. (NAD83)
3. THIS EXHIBIT IS ACCOMPANIED BY A SEPARATE METES AND BOUNDS DESCRIPTION.
4. THIS EXHIBIT DOES NOT IMPLY TO BE A LAND TITLE SURVEY OF THE SUBJECT PROPERTY AND IS NOT INTENDED TO BE USED FOR TITLE CONVEYANCE PURPOSES.

CURVE CHART					
CURVE	RADIUS	DELTA	LENGTH	BEARING	CHORD
C1	500.00'	0°13'09"	1.91'	S 35°40'45" E	1.91'
C2	500.00'	9°56'11"	86.71'	S 40°32'16" E	86.60'

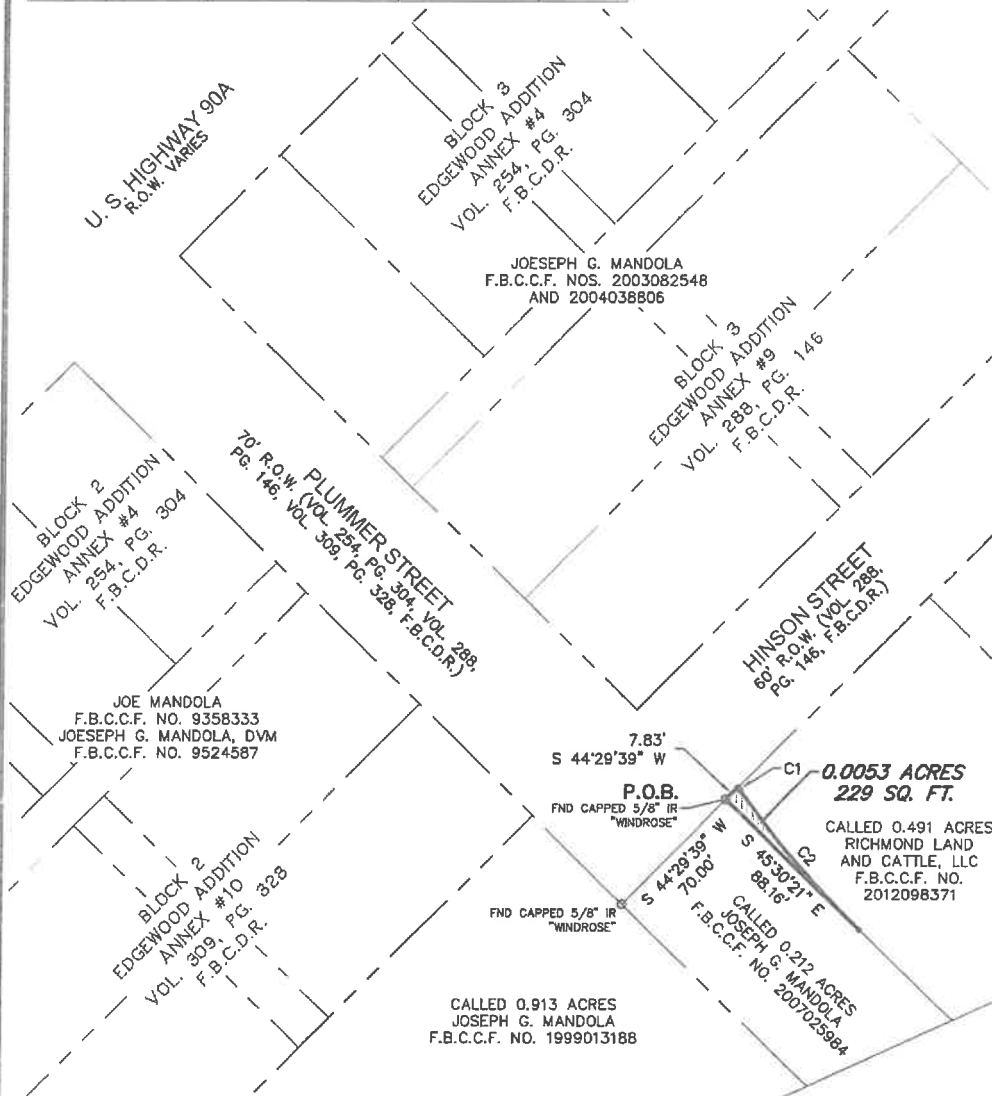
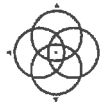


EXHIBIT OF
0.0053 ACRES OR 229 SQ. FT.
SITUATED IN THE
WILLIAM MORTON SURVEY, A-62
FORT BEND COUNTY, TEXAS

FIELD BY:	-	DATE:	03-21-19
DRAWN BY:	TW	REV:	
CHECKED BY:	RK	REV:	
JOB NO.	54171-ROW-3	REV:	
SHEET 1 OF 2		REV:	



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STATE OF TEXAS)
)
COUNTY OF FORT BEND)

CHAPTER 43, SUBCHAPTER C-3 TEXAS LOCAL GOVERNMENT CODE
MUNICIPAL SERVICES AGREEMENT

THIS AGREEMENT IS ENTERED INTO PURSUANT TO SECTIONS 43.0672 OF THE TEXAS LOCAL GOVERNMENT CODE BY AND BETWEEN THE CITY OF RICHMOND, TEXAS (THE "CITY") AND THE UNDERSIGNED PROPERTY OWNER(S) (THE "OWNER"). THE TERM "OWNER" INCLUDES ALL OWNERS OF THE PROPERTY.

WHEREAS, THE OWNER OWNS A PARCEL OF REAL PROPERTY (THE "PROPERTY") IN FORT BEND COUNTY, TEXAS, WHICH IS MORE PARTICULARLY AND SEPARATELY DESCRIBED IN THE ATTACHED EXHIBIT "A" ABOVE; AND

WHEREAS, PURSUANT TO SUBCHAPTER C-3 OF CHAPTER 43, TEXAS LOCAL GOVERNMENT CODE, THE OWNER OF THE PROPERTY HAS REQUESTED THE CITY'S ANNEXATION THE OWNER'S PROPERTIES; AND

WHEREAS, THE OWNER AND THE CITY HAVE NEGOTIATED THE PROVISION OF MUNICIPAL SERVICES IN THE AREA; AND

WHEREAS, THE OWNER AND THE CITY DESIRE TO ENTER INTO THIS AGREEMENT FOR MUNICIPAL SERVICES; AND

WHEREAS, THE CITY HAS SCHEDULED A PUBLIC HEARING ON THE REQUESTED ANNEXATION TO BE HELD OCTOBER 19, 2020; AND

WHEREAS, THE OWNERS AND THE CITY ACKNOWLEDGE THAT THIS AGREEMENT IS BINDING UPON THE CITY AND THE OWNER AND THEIR RESPECTIVE SUCCESSORS AND ASSIGNS FOR THE TERM (DEFINED BELOW) OF THIS AGREEMENT; AND

WHEREAS, THIS MUNICIPAL SERVICES AGREEMENT IS TO BE RECORDED IN THE REAL PROPERTY RECORDS OF FORT BEND COUNTY, TEXAS.

NOW, THEREFORE, IN CONSIDERATION OF THE MUTUAL COVENANTS CONTAINED HEREIN, THE PARTIES HERETO AGREE AS FOLLOWS:

SECTION 1. UPON THE EFFECTIVE DATE OF THE ANNEXATION, THE CITY WILL PROVIDE THE FOLLOWING SERVICES:

- FIRE
- POLICE
- BUILDING INSPECTION
- PLANNING AND ZONING
- STREET MAINTENANCE
- HEALTH AND CODE ENFORCEMENT
- PARKS AND PLAYGROUNDS.

SECTION 2. FOR SERVICES NOT PROVIDED ON THE EFFECTIVE DATE OF THE ANNEXATION, THE CITY WILL PROVIDE THE FOLLOWING SERVICES WITHIN THE PERIODS SET FORTH FOR EACH SERVICE:

- WATER SERVICE, UPON CONSTRUCTION, COMPLETION, ACCEPTANCE AND EXPIRATION OF WARRANTY PERIOD
- WASTEWATER SERVICE, UPON CONSTRUCTION, COMPLETION, ACCEPTANCE AND EXPIRATION OF WARRANTY PERIOD
- STREET LIGHTING, THE CITY WILL COORDINATE REQUESTS FOR ADDITIONAL STREET LIGHTS
- STORM WATER MANAGEMENT, UPON CONSTRUCTION, COMPLETION, ACCEPTANCE AND EXPIRATION OF WARRANTY PERIOD
- SOLID WASTE SERVICE, UPON OCCUPANCY OF THE PREMISES, SOLID WASTE SERVICE WILL BE PROVIDED BY THE CITY'S CONTRACTOR.

SECTION 3. THIS AGREEMENT SHALL RUN WITH THE PROPERTY AND BE RECORDED IN THE REAL PROPERTY RECORDS OF FORT BEND COUNTY, TEXAS.

SECTION 4. IF A COURT OF COMPETENT JURISDICTION DETERMINES THAT ANY COVENANT OF THIS AGREEMENT IS VOID OR UNENFORCEABLE, INCLUDING THE COVENANTS REGARDING INVOLUNTARY ANNEXATION, THEN THE REMAINDER OF THIS AGREEMENT SHALL REMAIN IN FULL FORCE AND EFFECT.

SECTION 5. THIS AGREEMENT MAY BE ENFORCED BY ANY OWNER OR THE CITY BY ANY PROCEEDING AT LAW OR IN EQUITY. FAILURE TO DO SO SHALL NOT BE DEEMED A WAIVER TO ENFORCE THE PROVISIONS OF THIS AGREEMENT THEREAFTER.

SECTION 6. NO SUBSEQUENT CHANGE IN THE LAW REGARDING ANNEXATION SHALL AFFECT THE ENFORCEABILITY OF THIS AGREEMENT OR THE CITY'S

ABILITY TO ANNEX THE PROPERTIES COVERED HEREIN PURSUANT TO THE TERMS OF THIS AGREEMENT.

SECTION 7. VENUE FOR THIS AGREEMENT SHALL BE IN FORT BEND COUNTY, TEXAS.

SECTION 8. THIS AGREEMENT MAY BE SEPARATELY EXECUTED IN INDIVIDUAL COUNTERPARTS AND, UPON EXECUTION, SHALL CONSTITUTE ONE AND SAME INSTRUMENT.

(SIGNATURE PAGES FOLLOW)

JOSEPH G. MANDOLA

Joseph G. Mandola

JOSEPH G. MANDOLA

DATED: 9/18/2020

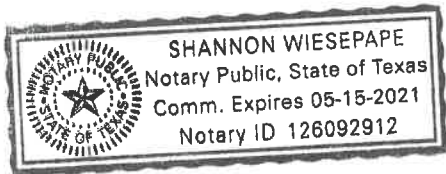
STATE OF TEXAS §

§

COUNTY OF FORT BEND §

THIS INSTRUMENT WAS ACKNOWLEDGED BEFORE ME ON THE 18th DAY OF September, 2020, BY JOSEPH G. MANDOLA, OWNER.

Shannon Wiesepepe
NOTARY PUBLIC, STATE OF TEXAS

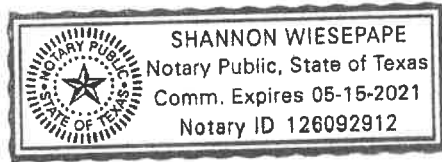


RICHMOND LAND & CATTLE, LLC.

Joseph G. Mandola
JOSEPH G. MANDOLA, MANAGER
DATED: 9/18/2020

STATE OF TEXAS §
§
COUNTY OF FORT BEND §

THIS INSTRUMENT WAS ACKNOWLEDGED BEFORE ME ON THE 18th DAY OF September, 2020 BY JOSEPH G. MANDOLA, AS MANAGER OF RICHMOND LAND & CATTLE, LLC., A TEXAS LIMITED LIABILITY CORPORATION, ON BEHALF OF SAID LIMITED LIABILITY CORPORATION.



Shannon Wiesepepe
NOTARY PUBLIC, STATE OF TEXAS

MERITAGE HOMES OF TEXAS, LLC.

David Jordan

DAVID JORDAN, SR. VICE PRESIDENT OF LAND

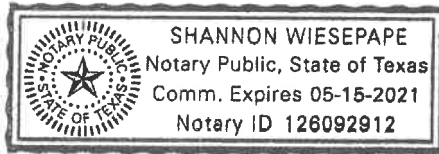
DATED: 9/18/2020

STATE OF TEXAS §

§

COUNTY OF FORT BEND §

THIS INSTRUMENT WAS ACKNOWLEDGED BEFORE ME ON THE 18 DAY OF September, 2020 BY DAVID JORDAN AS SR. VICE PRESIDENT OF LAND OF MERITAGE HOMES OF TEXAS, L.L.C., AN ARIZONA LIMITED LIABILITY COMPANY, ON BEHALF OF SAID LIMITED LIABILITY COMPANY.



Shannon Wiesepepe
NOTARY PUBLIC, STATE OF TEXAS

CITY OF RICHMOND, TEXAS

EVALYN W. MOORE, MAYOR

DATED: _____

ATTEST:

LAURA SCARLATO, CITY SECRETARY

STATE OF TEXAS §

§

COUNTY OF FORT BEND §

THIS INSTRUMENT WAS ACKNOWLEDGED BEFORE ME ON THE ___ DAY OF _____, 2020 BY EVALYN W. MOORE AS MAYOR OF CITY OF RICHMOND, TEXAS, ON BEHALF OF SAID CITY.

NOTARY PUBLIC, STATE OF TEXAS

10-4

City of Richmond

PUBLISHER'S AFFIDAVIT

Public Hearing

THE STATE OF TEXAS §
COUNTY OF FORT BEND §

Before me, the undersigned authority, on this day personally appeared Lee Hartman who being by me duly sworn, deposes and says that he is the Publisher of *Fort Bend Herald* and that said newspaper meets the requirements of Section 2051.044 of the Texas Government Code, to wit:

1. it devotes not less than twenty-five percent (25%) of its total column lineage to general interest items;
2. it is published at least once each week;
3. it is entered as second-class postal matter in the county where it is published; and
4. it has been published regularly and continuously since 1959.
5. it is generally circulated within Fort Bend County.

(CLIPPING) (S)
ON Back

Publisher further deposes and says that the attached notice was published in said newspaper on the following date(s) to wit:

10-4

_____, A.D. 2020



Lee Hartman
Publisher

SUBSCRIBED AND SWORN BEFORE ME by Lee Hartman, who

X a) is personally known to me, or

_____ b) provided the following evidence to establish his/her identity, _____

on this the 6 day of October, A.D. 2020
to certify which witness my hand and seal of office.



Notary Public, State of Texas



NOTICE OF PUBLIC HEARING

NOTICE IS HEREBY GIVEN TO ALL INTERESTED PERSONS, THAT:

The City of Richmond Texas proposes to institute annexation proceedings to enlarge and extend the boundary limits of said city to include the following described territory, to-wit:

Those tracts or parcels of land known as 9th Street (also known as Plummer Street) and the widening and extension thereof from US Hwy 90A to the Mandola Farms development in the William Morton Survey, A-62, Fort Bend County, Texas, as depicted on the map below.

A public hearing will be held by and before the City Commission of the City of Richmond, Texas on the 19th day of October, 2020 at 4:30 p.m. for all persons interested in the above proposed annexation. Due to the current state of emergency, the meetings will be by video conference as posted on the meeting agenda. At said time all such persons shall have the right to appear and be heard. Of all said matters and things, all persons interested in the things and matters herein mentioned, will take notice.

The completed annexation of the area will not expand Richmond's extraterritorial jurisdiction. The following area will be newly included in Richmond's extraterritorial jurisdiction—none;

The purpose of including the area within Richmond's Extra Territorial Jurisdiction is to promote and protect the general health, safety, and welfare of persons residing in and adjacent to Richmond;

The following ordinances will be applicable in the area that would be newly included in Richmond's extraterritorial jurisdiction:

Unified Development Code, including plat approvals, access management, regulation of groundwater, negotiation and execution of development agreements, regulations of signs, regulation of parking, landscaping and architecture, and regulation of fireworks, regulation of rendering plants, and regulation of nuisances; Hotel occupancy tax; Water and Wastewater Impact Fees; and Utility franchises.

Laura Scariato, City Secretary





City of Richmond

Where History Meets Opportunity

Regular City Commission Meeting

600 Morton Street

Monday, October 19, 2020 at 4:30 P.M

CONSENT AGENDA

- A5. All consent agenda items listed are considered routine by the City Commission and will be enacted by one motion. There will not be separate discussion of these items unless a Commissioner so requests; in which even, the item will be removed from the Consent Agenda and considered in its normal sequence on the agenda. Information concerning consent agenda items is available for public review.
- 1) Review and consider taking action on the minutes for the Regular Commission Meeting and the Workshop held on September 21, 2020 (copies are enclosed).
 - 2) Review and consider taking action on the Fire Department report (a copy is enclosed).
 - 3) Review and consider taking action on the Police Department report (a copy is enclosed).
 - 4) Review and consider taking action on the Municipal Court report (a copy is enclosed).
 - 5) Review and consider taking action on the Tax Assessor/Collector report (a copy is enclosed).
 - 6) Review and consider on the Monthly Financial Report and Quarterly Investment Report (copies are enclosed).
 - 7) Review and consider taking action on the Public Works Report (a copy is enclosed).
 - 8) Review and consider taking action on Planning Department Report (a copy is enclosed).
 - 9) Review and consider taking action on the Building Department Report (a copy is enclosed).

- 10) Review and consider taking action on the Emergency Management Report (a copy is enclosed).
- 11) Review and consider taking action on the 2021 Holiday Schedule.
- 12.) Review and consider taking action on a Preliminary Plat – Kingdom Heights Section Six – 34.137 acres of land – 100 Lots – 7 Blocks – 6 Reserves. The subject site is located on the east side of FM 723 and is a section within the Kingdom Heights Residential Development.
- 13.) Set date for next meetings. (Regular City Commission Workshop and Meeting on Monday, November 16th at 9:00 a.m. and 4:30 p.m.)



CONSENT AGENDA

1. Meeting Minutes for Meetings listed on Agenda.



STATE OF TEXAS
COUNTY OF FORT BEND
CITY OF RICHMOND

The City Commission for the City of Richmond, Texas met in Special Session on September 21, 2020 at 9:00 a.m.

Mayor Pro Tem Drozd proceeded to call the meeting to order at 9:00 a.m. via video conference pursuant to Texas Government Code, Section 551.125, as amended, and as modified by the temporary suspension of various provisions thereof effective March 16, 2020, by the Governor of Texas in accordance with the Texas Disaster Act of 1975, all as related to the Governor's proclamation on March 13, 2020, certifying that the COVID-19 pandemic poses an imminent threat of disaster and declaring a state of disaster for all counties in Texas. All members of the public may participate in the meeting via video conference call.

A quorum was present, with the following members in attendance:

Evalyn W. Moore, Mayor - **Absent**
Terry Gaul, Commissioner P1
Barry Beard, Commissioner P2
Carl Drozd, Commissioner P3
Alex BeMent, Commissioner P4
Terri Vela, City Manager
Gary Smith, City Attorney
Howard Christian, Assistant City Manager
Laura Scarlato, City Secretary

Mayor Pro Tem Drozd passed over Agenda items A2, A3, and A4 then proceeded to Agenda item A5.

- a. Employee Recognition for Service with the City of Richmond -
 - Troy Coffman, 15 years of service, Fire Department
 - Kay Moss, 20 years of service, Fire Department
 - Elizbeth Neal, 15 years of service, Police Department
- b. Proclamations:
 - Childhood Cancer Awareness Month, September 2020.
 - Breast Cancer Awareness Month, October 2020.
- c. Report on Comprehensive Plan Update.
- d. CARES Act Funding Update.

Agenda item A3, Public Comments.

Agenda A4, Public Hearing on proposed 2021 Tax Rate, per Section 26.05 of the Tax Code. To address the City Commission on the tax rate you must be present in person at the meeting.

Agenda item A5, Mayor Pro Tem Drozd inquired if there were any Consent Agenda items to be discussed for agenda item A4. Commissioner Beard stated he had questions and/or comments for the majority of the items.

Agenda item A5. (2) Fire Department Report. Commissioner Beard wished to address the Code Enforcement Report. There are projects on the report that are greater than two years. The Commissioner is concerned with having long term safety issues or the issues having no disposition. Fire Chief Mike Youngblood responded that some of the concerns go in and out of compliance because they are a reoccurring problem (i.e. tall grass). The majority of the issues are forwarded to the Building and Standards Commission. Another problem is determining and locating the property owner. Code Enforcement follows the Dallas model in tracking the issues. Commissioner Beard specifically inquired about 206 Collins which is noted with extension due to COVID-19. Commissioner Beard is concerned about the location and the extension. City Manager Vela stated that the department may need to be more consistent with wording. There were no more comments and the agenda item was closed.

Agenda item A5. (3) Police Department Report. Commissioner Beard stated the Beat Reports are dwindling down to no information and although he realizes the contacts are limited due to COVID-19, we don't want to lose the community involvement and the valuable information obtained from the report. Police Chief Craig agreed the decline in citizen contacts is 100% related to COVID-19 but he is confident that reports will improve and be more comprehensive reporting. Commissioner Beard stated the reports "give me a sense of comfort in the community". City Manager Vela mentioned the National Night Out and inquired about the status. Chief Craig stated there is a lot of questions surrounding the event this year such as crowd size and safety. City Manager Vela stated the Fort Bend County Sheriff's office is doing a parade type event. There were no additional comments or questions, the agenda item was closed.

Agenda item A5. (6). Finance Report. Commissioner Beard requested an explanation of the budget versus actual for salaries and benefits being significantly lower. Finance Director Justin Alderete addressed the question stating the City has not been impacted by the pandemic as expected and the same level of services has continued to be provided. The savings the City has obtained from vacant positions not being filled has allowed the City to fund one-time projects. The city has adopted a new concept titled Salary Savings which is an account budget for since it is known that the City is going to have vacancies throughout the year. Therefore, not a full salary for 12 months. City Manager Vela stated the Police and Fire Departments are difficult to remain fully staffed. Commissioner BeMent requested an explanation of the CARES Act Funding. City Manager Vela stated there would be a presentation provided at the

4:30 meeting. Finance Director Alderete explained there an anticipated \$664,000 from the CARES Act. The budget seems higher because those funds have not all been received yet. More detailed information will be provided this afternoon.

Agenda item A5. (7). Public Works Report. Commissioner Beard stated he would like to bring attention to the Street Overlay Projects that have been completed by Street Department. There has been 13,000 feet of asphalt overlay has been applied with 11,000 feet being laid on the north side of Richmond. "This was a great project and the coordination with Fort Bend County Road and Bridge which hopefully we can continue," stated Commissioner Beard. Commissioner Drozd questioned if the lights on Collins Street had been installed which it was stated they will be installed very soon.

Agenda item A5. (10). Emergency Operations Report (EOC). Commissioner Beard stated it had been a very active month with Hurricane Laura and now Tropical Storm Beta which provided the opportunity to run the exercises of the EOC. Emergency Management Coordinator Anthony Pryor stated that staff had met recently to review the events and discuss future training events. Great feedback was provided to Emergency Management Coordinator Pryor. City Manager Vela stated that the elected officials also need emergency training. It was also stated there will be additional training for events such as hazmat, train derailment, pandemics as well as a hurricane. Commissioner Beard inquired about the military truck that is in a private driveway at the Fort Bend County Club. Emergency Management Coordinator Pryor stated the City has its own vehicle but would follow-up. City Manager Vela stated it is privately owned and if we were to utilize would need to be inspected among other things. With no further questions or concerns, the agenda item was closed.

Agenda item A5. (13). Review and consider taking action on a Final plat and associated Site Development Plan – Veranda at 762 – 15.003 acres of land – 0 Lots – 1 Block – 1 Reserve. The subject site is proposed for a multi-family residential development and is a section within the Veranda Master Planned Community. Commissioner Beard probed as to why the Commission is reviewing a Final plat that has numerous conditions. There was a lengthy discussion with information provided by City Planner Jose Abraham and City Attorney Gary Smith. The procedure of how plat are presented to the Commission and the timing involved. Additional information will be provided before the 4:30 meeting and it will be discussed again at that time. The agenda item was closed.

Agenda item A5. (14). Meeting dates. City Manager stated in addition to the regular meeting there will be special meetings called to address the annexation requests.

Agenda item A6. Ordinance No. 2020-23, Adopting FY 2020-21 Budget. There was no discussion.

Agenda item A7. Ordinance NO. 2020-24, Adopting Proposed Tax Rate. Commissioner Gaul inquired if there was a particular statement that would need to be

made. Commissioner Gaul stated he is uncomfortable with the way it is stated, it is no longer a rate. Commissioner BeMent stated the tax rate, even though it lower appears to increase because the property values have increased. With no other questions or concerns, the agenda item was closed.

Agenda item A8. Ordinance No. 2020-25, Ratifying the Property Tax Rate reflected in the 2020-2021 Fiscal Year Budget. Commissioner Beard complimented staff for being able to lower the tax rate while being in a growth mode. The City will receive an additional \$132,681 in revenue from the property taxes which is a 3.38% increase from last years budget. The total tax rate is \$0.687772 reduced from last year's tax rate of \$0.699900 per \$100 tax value. With no other questions or comments, the agenda item was closed.

Agenda item A9. Resolution No. 337-2020, Appointment of Board Members to the Building and Standards Commission. Commission Gaul inquired if there were any additional applicants besides the incumbents that have expressed a desire to continue to serve. Commissioner Drozd stated the Mayor nominates and the Commission approves the nominees. There was a brief discussion and the agenda item was closed.

Agenda item A10. Resolution 338-2020, Appointment of Board Members to the Richmond Historical Commission. There was no discussion regarding this item.

Agenda item A11. Authorize the City Manager to convey property to the Fort Bend History Association. City Manager Vela stated that the City annually receives a letter from the association to renew the loan of 14 items which has been in place since 1997. The City does not have a facility currently available to display the items therefore its more favorable for the association to house and display them. Commissioner Drozd inquired about the rules as far as property, gifting and selling. City Attorney Smith stated the Local Government Code does not address the issue. There were various questions as to the origin of the items as well as appraised value. With no further questions or comments, the agenda item was closed.

Agenda item A12. Excuse from Attendance. None.

Agenda item A13. Future Agenda Items. None.

Before the meeting was adjourned, Commissioner Gaul inquired if the dates for the upcoming special meetings had been determined. City Manager Vela stated they had not been.

With no further business to discuss, Mayor Pro Tem Drozd declared the meeting adjourned at 10:34 a.m.

APPROVED:

Carl A. Drozd, Mayor Pro Tem

ATTEST:

Laura Scarlato, City Secretary



STATE OF TEXAS
COUNTY OF FORT BEND
CITY OF RICHMOND

The City Commission for the City of Richmond, Texas met in Special Session on September 21, 2020 at 4:30 p.m.

Mayor Moore proceeded to call the meeting to order at 4:30 p.m. via video conference pursuant to Texas Government Code, Section 551.125, as amended, and as modified by the temporary suspension of various provisions thereof effective March 16, 2020, by the Governor of Texas in accordance with the Texas Disaster Act of 1975, all as related to the Governor's proclamation on March 13, 2020, certifying that the COVID-19 pandemic poses an imminent threat of disaster and declaring a state of disaster for all counties in Texas. All members of the public may participate in the meeting via video conference call.

A quorum was present, with the following members in attendance:

Evalyn W. Moore, Mayor
Terry Gaul, Commissioner – P1
Barry Beard, Commissioner P2
Carl Drozd, Commissioner P3
Alex BeMent, Commissioner P4
Terri Vela, City Manager
Gary Smith, City Attorney
Howard Christian, Assistant City Manager
Laura Scarlato, City Secretary

Mayor Moore proceeded the Presentations:

- a. Employee Recognition for Service with the City of Richmond -
 - Troy Coffman, 15 years of service, Fire Department – Not present.
 - Kay Moss, 20 years of service, Fire Department – Not present.
 - Elizabeth Neal, 15 years of service, Police Department – Not present.
- b. Proclamations:
 - Childhood Cancer Awareness Month, September 2020.
 - Breast Cancer Awareness Month, October 2020.

The Mayor read both proclamations encouraging citizens to be more aware and to be checked regularly.

- c. Report on Comprehensive Plan Update. City Planner Jose Abraham provided a presentation which reviewed the background of the plan and the steps. A community survey was provided with 62 responses. Input from those responses were given with both positive and negative input. The City

will host listening sessions for community focus groups to obtain additional wants and needs from the citizens. City Planner Abraham stated that the process has been delayed due to CoVid but hopefully the updated plan will be completed by the end of 2020 or beginning of 2021. The goal is to maximize outreach and get a broad representation of the community.

d. CARES Act Funding Update. Financial Director Justin Alderete provided a presentation and reviewed the funding process with the county. Fort Bend County received \$134.26 million of which the City of Richmond was allocated \$661,815 equating to \$55 per person. The funding occurs on a reimbursement basis. Large projects are submitted to the county for reimbursement approval before the City spends the money. The various items and projects that are related to CoVid were reviewed with the Commission. One large endeavor is modifications to the Emergency Operations Center with updated technology, maintaining social distancing and a system that would notify staff where people are located. There was a lengthy discussion with questions and concerns.

Agenda item A3, Public Comments. There were no citizens signed up to speak therefore, the agenda item was closed.

Agenda A4, Public Hearing on proposed 2021 Tax Rate, per Section 26.05 of the Tax Code. To address the City Commission on the tax rate you must be present in person at the meeting. There were no citizens signed up to speak, therefore the agenda item was closed.

Agenda item A5, Mayor Moore inquired if there were any Consent Agenda items to be discussed for agenda item A5. Commissioner Beard pulled agenda items A5. (7) and A5. (13). Commissioner Drozd made the motion to approve the remaining Consent Agenda items A5. (1) – (6) and A5. (8) – (12) and A5. (14). Commissioner Beard seconded the motion and the vote was unanimous to approve.

Agenda item A5. (7). Public Works Report. Commissioner Beard stated he would like to highlight the Street Overlay Projects that have been completed by the Street Department. There has been 13,000 feet of asphalt overlay has been applied with 11,000 feet being laid on the north side of Richmond. Commissioner Beard stated that working with the County resulted in a huge benefit to the City and hopefully we can work together in the future. Assistant City Manager Howard Christian assured the Commission he would pass along their positive comments to staff.

Agenda item A5. (13). Review and consider taking action on a Final plat and associated Site Development Plan – Veranda at 762 – 15.003 acres of land – 0 Lots – 1 Block – 1 Reserve. The subject site is proposed for a multi-family residential development and is a section within the Veranda Master Planned Community. City Planner Abraham provided additional information from the morning meeting. It was a very detailed presentation. There was a discussion with comments from Commissioner Beard and Commissioner Gaul. City Planner Abraham stated the applicant would be notified that although the Final plat is approved, it is not in final form.

Commissioner Gaul made the motion to approve agenda items A5. (7). and A5. (13). Commissioner Drozd seconded the motion and the vote was unanimous to approve.

Agenda item A6. Review and consider taking action on Ordinance No. 2020-23, Adopting FY 2020-21 Budget for the City of Richmond. There was no discussion. The record vote is as follows:

Mayor Moore For
Commissioner Gaul For Commissioner Beard For
Commissioner Drozd For Commissioner BeMent For

Agenda item A7. Review and consider taking action on Ordinance No. 2020-24, Adopting Proposed 2020 Tax Rate. There was no discussion. Commissioner BeMent made the motion to move that the property tax rate be increased by the adoption of a tax rate of \$0.687772, which is effectively a 3.38 percent increase in the tax rate. Commissioner Beard seconded the motion. The record vote is as follows:

Mayor Moore For
Commissioner Gaul For Commissioner Beard For
Commissioner Drozd For Commissioner BeMent For

Agenda item A8. Review and consider taking action on Ordinance No. 2020-25, Ratifying the Property Tax Rate reflected in the 2020-2021 Fiscal Year Budget. There was no discussion. Commissioner Drozd made the motion to approve Ordinance No. 202-25, Ratifying the Property Tax Rate reflected on the 2020-2021 Fiscal Year Budget for the City of Richmond and Providing and Effective Date. Commissioner Beard seconded the motion. The record vote is as follows:

Mayor Moore For
Commissioner Gaul For Commissioner Beard For
Commissioner Drozd For Commissioner BeMent For

Agenda item A9. Review and consider taking action on Resolution No. 337-2020, appointment of Board Members to the Building and Standards Commission. Mayor Moore nominated Elise Kaufman for Position 2. The vote was unanimous to approve. Mayor Moore nominated Albert Davis for Position 4. The vote was unanimous to approve. Mayor Moore nominated Damacio Sanchez for Alternate Position B. The vote was unanimous to approve. The board members will serve from September 30, 2020 until September 30, 2022. The agenda item was closed.

Agenda item A10. Review and consider Resolution 338-2020, Appointment of Board Members to the Richmond Historical Commission. Mayor Moore nominated Lonnie Meadows for Position 2. The vote was unanimous to approve. Mayor Moore nominated Carol Edwards for Position 4. The vote was unanimous to approve. The board members will serve from September 30, 2020 until September 30, 2023. The agenda item was closed.

Agenda item A11. Review and consider authorizing the City Manager to convey certain personal property, furniture, and fixtures to the Fort Bend History Association.

City Manager Vela requested the agenda item be tabled. Additional information will be provided at a future meeting. The agenda item was closed.

Agenda item A12. Excuse from Attendance. None.

Agenda item A13. Future Agenda Items. None.

With no further business to discuss, Mayor Moore declared the meeting adjourned at 5:59 p.m.

APPROVED:

Evalyn W. Moore, Mayor

ATTEST:

Laura Scarlato, City Secretary



CONSENT AGENDA

2. Fire Department Report.



RICHMOND FIRE DEPARTMENT

...WE'LL BE THERE

Richmond Fire Department September Activity Report 2020





Richmond
Fire Department

Michael Youngblood
Fire Chief

To: City Commission
From: Michael Youngblood Fire Chief
CC: Terri Vela, City Manager, File
Date: October 1, 2020
Re: Monthly Report September 2020

Chief's report,

During September, the department hosted lunch for the Texas Brotherhood on their annual ride respecting lives lost on September 11, 2001 and in the Line of Duty. During the ride the Texas Brotherhood makes stops to recognize Firefighters and Police Officers that have died in the line of duty. This year one of our own, Emergency Management Coordinator Ray Burciaga was honored. Ray served the City of Richmond and the Fort Bend County in many capacities, Volunteer Firefighter, Paid Firefighter, Arson Investigator (Peace Officer), Inspector, and completed his public service work as the Emergency Management Coordinator for our city. Ray's influence traveled way beyond the borders of Richmond. His inspiration and encouragement continue to be felt throughout Fort Bend County and beyond. Even those he met during his cancer treatments have commented on Ray's positive attitude and willingness to serve others.

The department also noted the historically significant day of 9/11 by posting The Richmond Fire Department Memorial Flag to be flown at half-staff during the week of the 11th. Along with hosting the Texas Brotherhood Ride, Dispatch made an announcement for a "Moment of Silence" at the time that the first plane struck the Towers.

Our focus now turns to Fire Prevention Month. Attention will be devoted to sharing our Fire Prevention Program as we deliver it "Virtually" to schools, daycares, senior living and others. The presentation will feature department members and Lady to provide a personal touch.

September 11, 2001 *"As Firefighters, we use the remembrance of that day to remind how quickly lives along with our innocence can be lost, and the World can be changed in an instant."* Mly6112



City Of Richmond

WHERE HISTORY MEETS OPPORTUNITY

Divisional Reports

- Fire Marshal's Fire Prevention Report
- Fire Operations Report
- Training & Education Report
- Code Enforcement Report

CITY OF RICHMOND FIRE MARSHAL'S OFFICE

200 HOUSTON STREET • RICHMOND, TEXAS 77469

PHONE 281-238-1210 • FAX 281-238-1215

www.richmondffd.com



Fire Marshal's Report September 2020

October 6, 2020

Mayor and Commissioners,

In the month of September, the Fire Prevention staff continued to concentrate on Fire & Safety Inspections. The Fire Prevention Staff conducted 27 initial inspections with 13 follow-ups. The staff continued to drive the city to check on the businesses to ensure that they were following the orders issued by the City Mayor, County Judge and Texas Governor. During this time no business were found to be in violation. It should also be known that the Fire Prevention division also had a fire and safety video made to prepare for the upcoming Fire Prevention Month.

Fire Marshal's Office activity report for September 2020 listed below:

ARME Inspections- 4

Division Meeting- 2

Fire Sprinkler Inspections- 5

Occupancy Inspections- 9

Assist Other Agency- 1

Fire & Safety Inspections- 27

Property Checks- 5

Bandit Sign Removal- 15

Fire Alarm Inspection- 6

Knox Equipment- 3

Plan Review- 9

Code Enforcement Assist- 4

Fire & Safety Follow-up- 13

Training- 3

Thanks,

A handwritten signature in blue ink that reads "Albert Cantu".

Albert Cantu,
Fire Marshal

"The Richmond Fire Marshal's Division is committed to providing our community with a professional fire and life safety program through comprehensive fire protection plan reviews, informative occupancy inspections, effective fire and life safety code enforcement in order to reduce the loss of life and property of the citizens of the City of Richmond. We will strive to maintain an unmatched level of professionalism and support to our community"



Richmond Fire Department

Derek L. Brown
Operations Division



Alarm Date between 2020-09-01 and 2020-09-30

Total Calls by District

District	2020-09-01	Total
City of Richmond Station #1	139	139
Fort Bend County Station #2	72	72
Fort Bend County Station #1	14	14
Fort Bend County Station #3	97	97
City of Richmond Station #3	14	14
Northeast	7	7
City of Richmond Station #2	7	7
Fulshear	2	2
Rosenberg	3	3
Stafford	1	1
Missouri City	1	1
Thompsons	1	1
Total	358	358



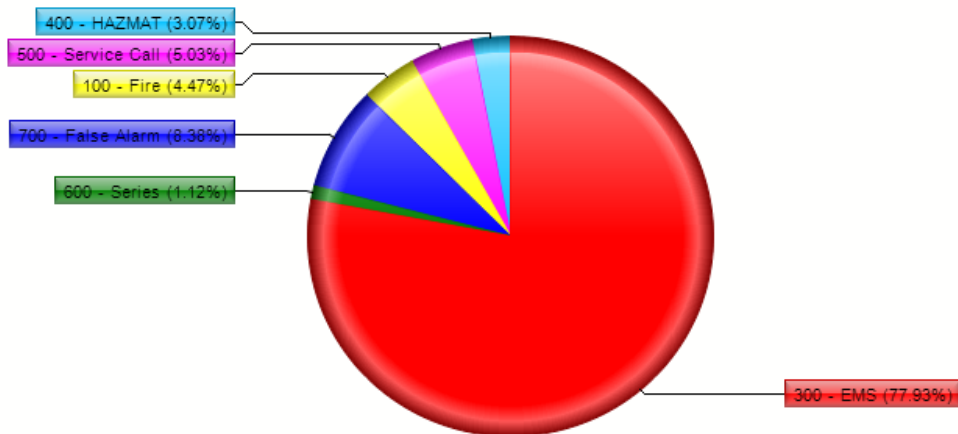
Richmond Fire Department

Derek L. Brown
Operations Division



Alarm Date between 2020-09-01 and 2020-09-30

Incident Type Group	2020-09-01	Total
300 - EMS	279	279
600 - Series	4	4
700 - False Alarm	30	30
100 - Fire	16	16
500 - Service Call	18	18
400 - HAZMAT	11	11
Monthly Total	358	358





Richmond Fire Department

Derek L. Brown
Operations Division



Alarm Date between 2020-09-01 and 2020-09-30

Incident Type Details	2020-09-01	Total
320 - Emergency medical service incident, other	262	262
342 - Search for person in water	2	2
324 - Motor vehicle accident with no injuries.	9	9
322 - Motor vehicle accident with injuries	6	6
600 - Good intent call, other	3	3
733 - Smoke detector activation due to malfunction	2	2
1111 - Residential Fire	7	7
700 - False alarm or false call, other	10	10
1001 - Electrical Fire	1	1
500 - Service Call, other	2	2
745 - Alarm system activation, no fire - unintentional	10	10
5531 - Install/check smoke detector	1	1
4003 - Wires Down	1	1
5112 - Occupant Locked in Vehicle	2	2
1112 - Commercial Fire	3	3
735 - Alarm system sounded due to malfunction	4	4
510 - Person in distress, other	3	3
424 - Carbon monoxide incident	1	1
460 - Accident, potential accident, other	1	1
131 - Passenger vehicle fire	1	1
744 - Detector activation, no fire - unintentional	3	3
512 - Ring or jewelry removal	1	1
4121 - Smell of Gas	3	3
461 - Building or structure weakened or collapsed	1	1
412 - Gas leak (natural gas or LPG)	1	1
511 - Lock-out	4	4
140 - Natural vegetation fire, other	1	1
1621 - Utility Pole / Transformer (Electrical) Fire	1	1
553 - Public service	2	2
400 - Hazardous condition, other	1	1
440 - Electrical wiring/equipment problem, other	2	2
651 - Smoke scare, odor of smoke	1	1
5111 - Lock-out of Residence	1	1
100 - Fire, other	1	1
736 - CO detector activation due to malfunction	1	1
151 - Outside rubbish, trash or waste fire	1	1
550 - Public service assistance, other	1	1
531 - Smoke or odor removal	1	1
Total	358	



Richmond Fire Department

Derek L. Brown
Operations Division



Alarm Date between 2020-09-01 and 2020-09-30

Total Calls by Shift

A-Shift	104
B-Shift	121
C-Shift	133

Total Calls by Station

Station	Total
Station 1	156
Station 2	82
Station 3	120

Total Calls Year to Date

Total Calls YTD 2020	3,999
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Richmond Fire Department

Derek L. Brown
Operations Division





Richmond Fire Department

Aaron Hafer
Training Division



October 1, 2020

Re: Activity Report for September 2020

Mayor and Commissioners,

During the month of September, the Training Division began the renewal process for all TCFP state certifications. Every member of the department completed their continuing education with time to spare and have all been renewed for another year.

The new reporting system that began last month has been going well and training hours are being recorded with few delays. Members in the department have continued to gain an understanding of the system, for both training hours and report writing. This system has several features that allow you to customize the way information is recorded and how to generate reports which will benefit the department when having to report statistics to different governing agencies.

In a carryover from last month, more individuals were able to complete new certifications from class that were taken pre-COVID-19. The testing procedures had been placed on hold due to the pandemic but are slowly opening back up which allows for these courses to be completed. Many of these courses were in the context of the department's career development plan and will assist those individuals moving forward in their career path.

The department logged 437 hours of training for the month of September. Looking forward to the month of October, the Training Division will assist with fire prevention month and opening a new budget cycle. Several training opportunities are becoming available for next year with several members expressing their interest.

Respectfully,

Aaron Hafer

Attachments: Training Analysis Report for September 2020 – ESO (Fire) & Career Cert (EMS)



Richmond Fire Department

Aaron Hafer
Training Division



Richmond Fire Department Training Hours by Category

Category	September 2020
ADMIN: Career Development	100
FIRE: Boat Operations	33
FIRE: Forcible Entry	3
FIRE: Ropes, Knots & Hitches	8
FIRE: Search & Rescue	8
EMS: Additional/Elective	2
FIRE: Ventilation (Vertical)	2
FIRE: Water Supplies	4
FIRE: Vehicle Extrication	26
FIRE: Drafting	6
FIRE: Hose Loads	12
EMS: Operations	6
FIRE: Apparatus Familiarization	3
FIRE: Foam Operations	18
FIRE: Air Bag Operations	8
FIRE: Fire Behavior	4
FIRE: Hose Handling	20
FIRE: Hose Streams & Hydraulics	2
FIRE: Territory & Response Districts	8
INSP: Fire Suppression/Sprinkler Systems	4
FIRE: Fire Ground Safety	6
FIRE: Tactics & Strategies	5
FIRE: Pump Operations	25
FIRE: Aerial Operations	8
TOTALS:	320



Richmond Fire Department

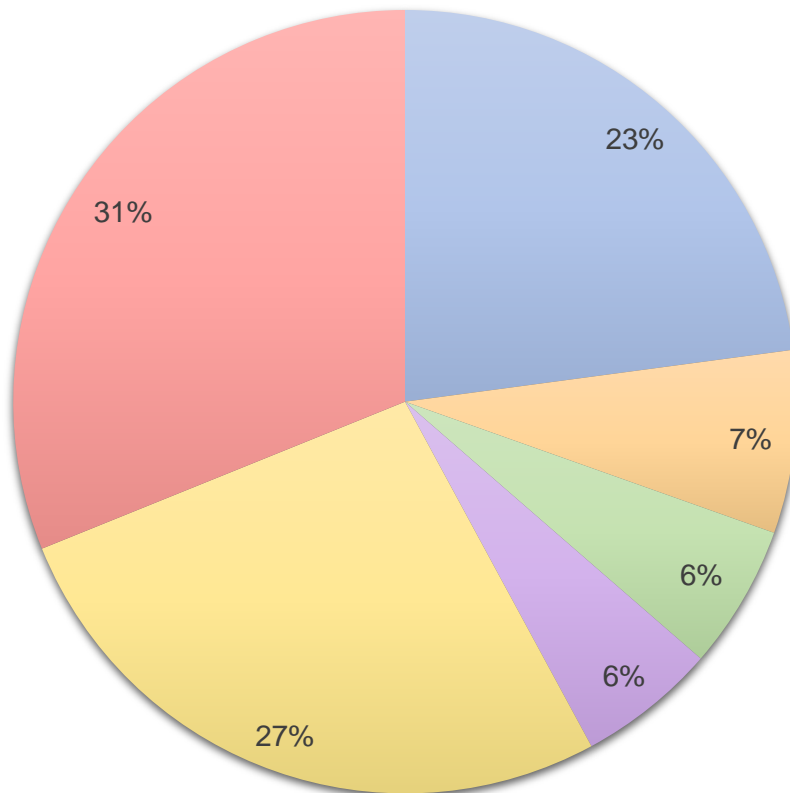
Aaron Hafer
Training Division



Richmond Fire Department Training Hours by Category

Category	September 2020
EMS: Airway Management & Ventilation	10.5
EMS: Medical	39.5
EMS: Operations	11
EMS: Patient Assessment	4
EMS: Pediatrics	6
EMS: Preparatory	7
EMS: Special Considerations	16.5
EMS: Trauma	19
EMS: Electives	3.5
TOTALS:	117

Training Breakdown



- Career Development
- Boat Operations
- Vehicle Extrication
- Pump Operations
- EMS Training
- Fire Related Training

Code Compliance Report

Sep-20

<u>Case #</u>	<u>Case Date</u>	<u>Address of Violation</u>	<u>Description of Violation</u>	<u>Status</u>	
20200687	9/15/2020	1910 Gammon St.	Tall Grass/Brush/Weeds	Open	
20200686	9/15/2020	1505 Carver	Other	Open	
20200685	9/15/2020	1505 Carver	No Permit	Open	
20200684	9/15/2020	1141 Highway 90-A	Tall Grass/Brush/Weeds	CLOSED	Enforcement letter
20200683	9/15/2020	1101 Highway 90-A	Tall Grass/Brush/Weeds	CLOSED	Enforcement letter
20200682	9/15/2020	641 Highway 90-A	Tall Grass/Brush/Weeds	CLOSED	Enforcement letter
20200681	9/15/2020	621 Highway 90-A	Tall Grass/Brush/Weeds	CLOSED	Enforcement letter
20200680	9/15/2020	601 Highway 90-A	Tall Grass/Brush/Weeds	CLOSED	Enforcement letter
20200679	9/15/2020	541 Highway 90-A	Tall Grass/Brush/Weeds	CLOSED	Enforcement letter
20200678	9/15/2020	521 Highway 90-A	Tall Grass/Brush/Weeds	CLOSED	Enforcement letter
20200677	9/15/2020	100-500 Block of HWY 90	Tall Grass/Brush/Weeds	Open	
20200676	9/9/2020	709 North Fourth	Garbage and Rubbish	CLOSED	Courtesy Letter
20200675	9/9/2020	511 Center	Garbage and Rubbish	CLOSED	Courtesy Letter
20200674	9/9/2020	602 Fields St.	Other	CLOSED	Courtesy Letter
20200673	9/9/2020	602 Fairway Dr.	Other	CLOSED	Courtesy Letter
20200672	9/3/2020	1100 Jenny Ln	Tall Grass/Brush/Weeds	CLOSED	Courtesy Letter
20200671	9/2/2020	2009 Fiesta	Other	CLOSED	Courtesy Letter
20200670	9/2/2020	1608 Rocky Falls	Tall Grass/Brush/Weeds	CLOSED	Violation letter
20200669	9/2/2020	503 Clay	Junked Vehicle	CLOSED	Courtesy Letter
20200668	9/2/2020	1312 Jenny Ln.	Tall Grass/Brush/Weeds	CLOSED	Violation letter
20200667	9/2/2020	1208 Trenton	Dangerous Pool	Open	
20200666	9/2/2020	1700 Center	Junked Vehicle	CLOSED	Violation letter
20200665	9/2/2020	210 Riveredge	Garbage and Rubbish	CLOSED	Courtesy Letter
20200664	9/2/2020	606 Riveredge	Tall Grass/Brush/Weeds	Open	
20200663	9/1/2020	711 N. Third	Garbage and Rubbish	CLOSED	Courtesy Letter
20200662	9/1/2020	1400 Preston	Tall Grass/Brush/Weeds	CLOSED	Courtesy Letter
20200661	9/1/2020	1210 Preston	Garbage and Rubbish	CLOSED	Courtesy Letter
20200660	9/1/2020	502 N. Second St.	Garbage and Rubbish	CLOSED	Courtesy Letter
20200659	9/1/2020	312 Riveredge Dr.	Tall Grass/Brush/Weeds	CLOSED	Courtesy Letter

20200658	9/1/2020	1111 Lydia	Other	Open	
20200657	9/1/2020	705 N. Fourth St.	Junked Vehicle	CLOSED	Courtesy Letter
20200656	9/1/2020	712 N. Fourth	Tall Grass/Brush/Weeds	CLOSED	Courtesy Letter
20200655	9/1/2020	102 Main St.	Tall Grass/Brush/Weeds	CLOSED	Courtesy Letter
20200654	9/1/2020	712 N. Fourth	Tall Grass/Brush/Weeds	CLOSED	Violation letter
20200653	9/1/2020	315 Preston	Tall Grass/Brush/Weeds	CLOSED	Violation letter
20200652	8/31/2020	209 Calhoun	Tall Grass/Brush/Weeds	CLOSED	Courtesy Letter
20200651	8/25/2020	2110 Tangle Ln	Dangerous Fence	CLOSED	Violation letter
20200650	8/25/2020	Clay ST.	Tall Grass/Brush/Weeds	CLOSED	Courtesy Letter
20200649	8/25/2020	808 Fields	Tall Grass/Brush/Weeds	CLOSED	Courtesy Letter
20200648	8/25/2020	1019 North Tenth	Tall Grass/Brush/Weeds	CLOSED	Violation letter
20200647	8/25/2020	811 North Tenth	Garbage and Rubbish	Open	
20200646	8/25/2020	618 Center	Tall Grass/Brush/Weeds	CLOSED	Courtesy Letter
20200645	8/25/2020	615 Center	Garbage and Rubbish	CLOSED	Violation letter
20200644	8/25/2020	609 Center	Junked Vehicle	CLOSED	Courtesy Letter
20200643	8/25/2020	609 Center St.	Tall Grass/Brush/Weeds	CLOSED	Courtesy Letter
20200642	8/25/2020	603 Center	Tall Grass/Brush/Weeds	CLOSED	Enforcement letter
20200641	8/25/2020	1000 Block Maiden Ln.	Tall Grass/Brush/Weeds	CLOSED	Violation letter
20200640	8/25/2020	800 Maiden Ln.	Garbage and Rubbish	CLOSED	Courtesy Letter
20200639	8/25/2020	806 Maiden	Garbage and Rubbish	CLOSED	Courtesy Letter
20200638	8/25/2020	602 Fields	Garbage and Rubbish	CLOSED	Courtesy Letter
20200637	8/25/2020	1108 Lamar	Garbage and Rubbish	CLOSED	Enforcement letter
20200636	8/25/2020	704 Fields	Tall Grass/Brush/Weeds	CLOSED	Enforcement letter
20200635	8/25/2020	1008 Morton	Tall Grass/Brush/Weeds	CLOSED	Enforcement letter
20200634	8/25/2020	1007 Bonham	Garbage and Rubbish	CLOSED	Violation letter
20200633	8/25/2020	2008 Dowling	Other Property Mani. (Tarps)	Open	Extension(mly)
20200632	8/25/2020	2008 Dowling St.	Tall Grass/Brush/Weeds	CLOSED	Courtesy Letter
20200631	8/24/2020	1205 Preston Street	Garbage and Rubbish	Open	
20200630	8/10/2020	5400 FM 1640 #100	Tall Grass/Brush/Weeds	CLOSED	Courtesy Letter
20200629	8/4/2020	307 Preston St.	Tall Grass/Brush/Weeds	CLOSED	Courtesy Letter
20200627	7/29/2020	508 North Third St.	Other	Open	In force mow process(my)
20200623	7/29/2020	810 Ferry St.	Tall Grass/Brush/Weeds	Open	In force mow process(my)
20200622	7/29/2020	808 Ferry St.	Tall Grass/Brush/Weeds	Open	In force mow process(my)
20200544	6/30/2020	2107 Lamar Dr	Other (Address)	Open	Evaluating/COVID

20200536	6/12/2020	1800 Block Richmond Parkway	Tall Grass/Brush/Weeds	Open	
20200534	6/18/2020	1921 Teakwood	Other (Continued Animal Nuisance)	Open	
20200515	6/17/2020	503 Travis	Other (Address)	Open	Evaluating/COVID
20200499	6/16/2020	205 Clark St.	Garbage and Rubbish	Open	
20200484	6/11/2020	1003 South Seventh	Other	CLOSED	Enforcement letter
20200467	6/10/2020	1202 Richmond Parkway	Tall Grass/Brush/Weeds	Open	In force mow process(my)
20200466	6/10/2020	217 Collins	Garbage and Rubbish	Open	
20200455	6/4/2020	1007 Preston	Tall Grass/Brush/Weeds	Open	In force mow process(my)
20200454	6/4/2020	1007 Preston	Garbage and Rubbish	Open	Force cleanup process(my)
20200453	6/4/2020	1007 Preston St	Dangerous Fence	Open	
20200441	6/3/2020	808 Fields	Tall Grass/Brush/Weeds	CLOSED	Courtesy Letter
20200220	3/4/2020	206 Collins Rd.	Other (Accessory structure)	Open	
20200219	3/4/2020	206 Collins Rd.	Other (Prop. Maintenance)	Open	
20200205	3/4/2020	1804 George St.	Garbage and Rubbish	Open	
20200204	3/4/2020	1804 George St.	Junked Vehicle	Open	
20200184	2/27/2020	202 Grayless	Other (Address)	Open	Evaluating/COVID
20200183	2/27/2020	201 Grayless	Other (Address)	Open	Evaluating/COVID
20200163	2/27/2020	103 Riveredge Dr. #3	Other (Address)	CLOSED	Enforcement letter
20200149	2/13/2020	304 Riveredge Dr	Other (Prop. Maintenance)	CLOSED	Secured monitoring for deterioration
20200116	2/13/2020	308 Riveredge Dr	Other (Prop. Maintenance)	CLOSED	Secured monitoring for deterioration
20190635	12/17/2019	315 Burnett St.	Junked Vehicle	Open	Extension/Title search
20190530	11/4/2019	816 Leonard St	Tall Grass/Brush/Weeds	CLOSED	Force Mow Complete
20190526	10/30/2019	304 Riveredge Dr	Garbage /Rubish/(TIRES)	Open	Extension/Tire recycling by County
20190423	9/5/2019	1610 George	Other (Prop. Maintenance)	Open	Multiple building violations

811 N. 10th some progress on clean up

Closed Cases older than August have been deleted from report but not the file.

Due to COVID-19 Some violation entries have been offered extensions to arrange compliance during COVID restrictions

Most entries noted as Evaluating/COVID are for placing addresses on front of residence.

Entries that do not indicate a resolution or disposition are in the "Notification" process

Some entries that show Enforcement Letter early in the process indicates habitual violators over many months

Closed/Secured watching for deterioration indicates the violation was resolved with securing the property but we have it on the radar.

Properties assigned to Building & Standards Commission (Blue)

Properties in the Building and Standards Commission process are subject to the decisions of the Building and Standards Commission.

20200535	6/22/2020	2002 Gammon St.	Dangerous Structure	Open	Bldg & Stand Comm
20200218	3/4/2020	906 Fields St.	Dangerous Structure	Open	Bldg & Stand Comm
20190562	11/19/2019	311 Mellon	Dangerous Structure	Open	Bldg & Stand Comm
20190548	11/5/2019	2002 Gammon St.	Other (Prop. Maintenance)	Open	Bldg & Stand Comm
20190472	9/24/2019	1000 Calhoun St	Dangerous Structure	Open	Bldg & Stand Comm
20190269	7/15/2019	602 Mabel	Dangerous Structure	Open	Bldg & Stand Comm
20190264	7/11/2019	601 Pultar	Dangerous Structure	Open	Bldg & Stand Comm
20190088	3/28/2019	1315 Newlin	Dangerous Structure	Open	Bldg & Stand Comm
20190032	2/14/2019	703 Newton Drive	Other (Prop. Maintenance)	Open	Bldg & Stand Comm
20180428	11/1/2018	1101 Jerry Street	Dangerous Structure	Open	Bldg & Stand Comm
20180069	3/29/2018	1110 Rufus	Dangerous Structure	Open	Bldg & Stand Comm
20180018	2/19/2018	1616 George Ave.	Dangerous Structure	Open	Bldg & Stand Comm



CONSENT AGENDA

3. Police Department Report.



Richmond Police Department

Monthly Report
September 2020

Jeff Craig
Chief of Police

**Together
We Can Make a Difference**

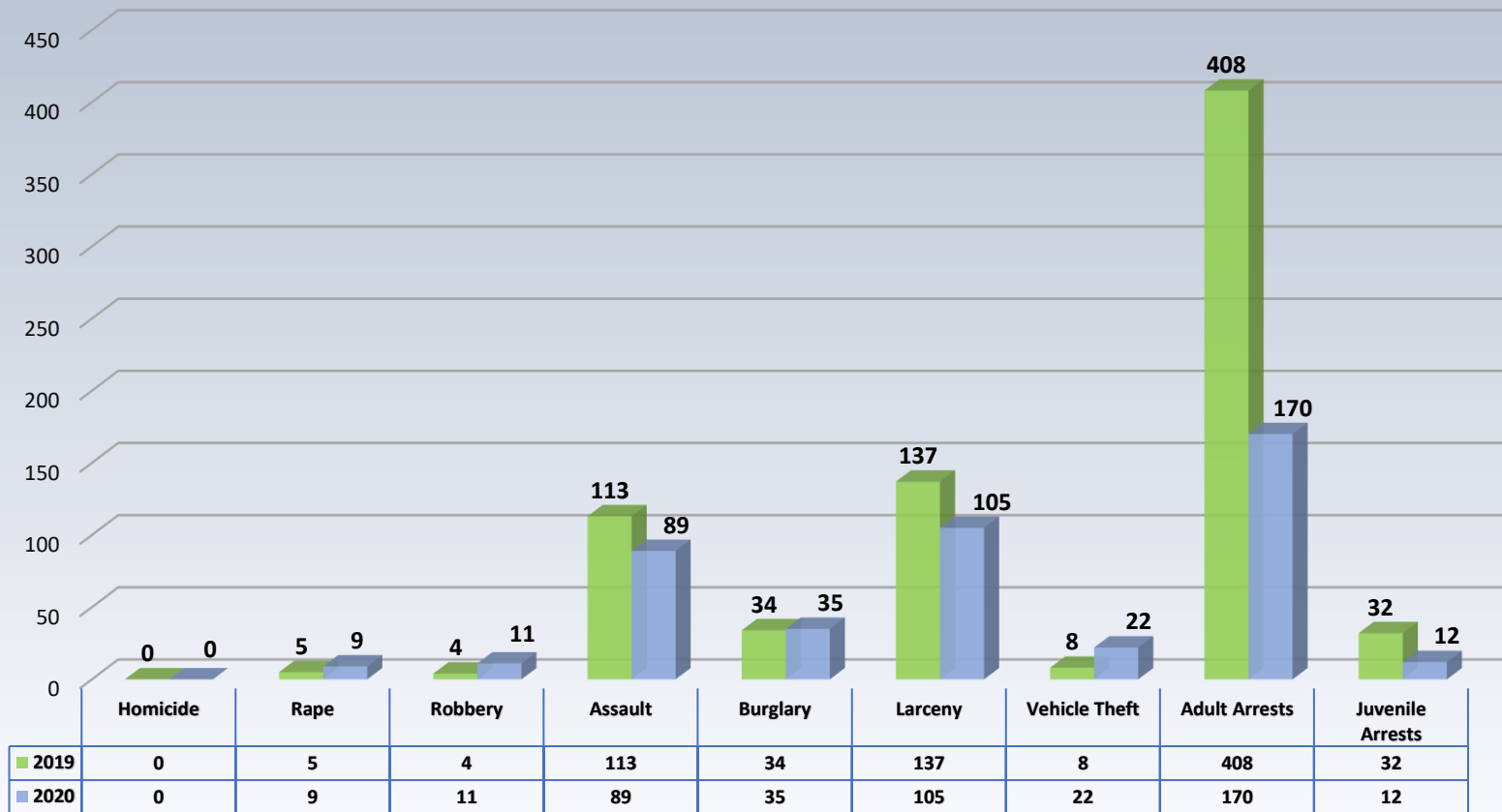
2019 Crime Reports

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Yr/Date
Criminal Homicide													
<i>Murder/Non Negligent Mansalughter</i>	0	0	0	0	0	0	0	0	0	0	0	0	0
<i>Manslaughter by Negligence</i>	0	0	0	0	0	0	0	0	0	0	0	0	0
Rape													
<i>Rape</i>	1	0	1	1	1	0	1	0	0	0	0	0	5
<i>Attempted Rape</i>	0	0	0	0	0	0	0	0	0	0	0	0	0
Robbery													
<i>Firearm</i>	1	0	0	0	0	0	0	0	0	0	0	0	1
<i>Other Dangerous Weapon</i>	0	0	0	0	0	0	0	0	0	0	0	0	0
<i>Strong Arm (Hands,Fist,Feet)</i>	0	0	0	1	0	0	0	1	1	0	0	0	3
Assault													
<i>Gun</i>	0	1	2	0	1	0	0	0	0	0	0	0	4
<i>Other Dangerous Weapon</i>	1	0	2	2	2	2	0	1	1	0	0	0	11
<i>Hands,Fist,Feet, Etc-Aggravated</i>	0	1	0	0	0	0	0	4	0	0	0	0	5
<i>Other Assaults - Not Aggravated</i>	11	7	9	7	17	11	8	11	12	0	0	0	93
Burglary													
<i>Residential</i>	1	0	0	1	0	2	0	0	2	0	0	0	6
<i>Non-Residential</i>	2	3	0	4	8	4	4	2	1	0	0	0	28
Larceny	3	19	17	21	17	20	10	16	14	0	0	0	137
Motor Vehicle Theft													
<i>Autos</i>	1	2	0	1	2	0	0	0	0	0	0	0	6
<i>Trucks & Buses</i>	0	1	0	0	0	0	0	0	0	0	0	0	1
<i>Other Vehicles</i>	0	1	0	0	0	0	0	0	0	0	0	0	1
Arrests													
<i>Adult</i>	58	43	42	55	43	36	45	47	39	0	0	0	408
<i>Juvenile</i>	5	3	8	6	3	2	2	1	2	0	0	0	32
Traffic Crashes	17	14	17	20	23	16	14	16	15	0	0	0	152

2020 Crime Reports

		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Yr/Date
Criminal Homicide														
	<i>Murder/Non Negligent Mansalughter</i>	0	0	0	0	0	0	0	0	0	0	0	0	0
	<i>Manslaughter by Negligence</i>	0	0	0	0	0	0	0	0	0	0	0	0	0
Rape														
	<i>Rape</i>	1	0	2	1	1	1	1	0	1	0	0	0	8
	<i>Attempted Rape</i>	0	0	0	0	1	0	0	0	0	0	0	0	1
Robbery														
	<i>Firearm</i>	2	0	1	1	0	1	1	0	0	0	0	0	6
	<i>Other Dangerous Weapon</i>	0	0	0	0	0	0	0	0	0	0	0	0	0
	<i>Strong Arm (Hands,Fist,Feet)</i>	0	0	0	1	2	0	0	2	0	0	0	0	5
Assault														
	<i>Gun</i>	0	0	1	1	2	1	1	1	0	0	0	0	7
	<i>Other Dangerous Weapon</i>	1	1	2	2	1	0	0	0	0	0	0	0	7
	<i>Hands,Fist,Feet, Etc-Aggravated</i>	0	2	4	2	2	3	0	0	0	0	0	0	13
	<i>Other Assaults - Not Aggravated</i>	10	7	7	4	8	7	7	8	4	0	0	0	62
Burglary														
	<i>Residential</i>	0	2	0	1	0	2	1	1	4	0	0	0	11
	<i>Non-Residential</i>	2	1	1	1	0	4	0	5	10	0	0	0	24
Larceny		13	10	11	15	15	12	7	14	8	0	0	0	105
Motor Vehicle Theft														
	<i>Autos</i>	2	2	2	2	3	1	2	5	1	0	0	0	20
	<i>Trucks & Buses</i>	0	0	0	0	0	1	0	0	0	0	0	0	1
	<i>Other Vehicles</i>	0	0	0	0	0	0	1	0	0	0	0	0	1
Arrests														
	<i>Adult</i>	31	24	23	15	17	9	11	25	15	0	0	0	170
	<i>Juvenile</i>	1	4	3	1	0	2	0	1	0	0	0	0	12
Traffic Crashes		18	24	16	7	12	25	15	10	22	0	0	0	149

Richmond Police Department National Incident-Based Reporting Year to Date Crime Statistics



September ■ 2019 ■ 2020

Richmond Police Department

Monthly Patrol Division Activity Report

September 2020

To: Chief J.J. Craig
Date: October 5, 2020

From: **J. Martin**
Lieutenant, Patrol Division

Patrol Division

TOTALS: Productivity

Shifts Worked	234
Calls Answered	661
Reports	50
Citations	33
Warnings	27
Arrests	13
Charges	16
Warrants	0
Beat Contacts	48
Mileage	9222

Payroll

Regular Hours	3221.75
Comp Time Hours Earned	72.50
Overtime Hours Paid In Cash	17.50
Comp Hours Paid in Cash	76.0
Combined Total	3387.75
Vacation Hours Taken	148.50
Sick Hours Taken	117.75
Comp Hours Taken	219.25
Funeral Hours Taken	0
Holiday (Shows in Comp Earned)	296.0
Combined Total	781.50
Total Hours	4169.25

Training:

OFFICER
All Officers

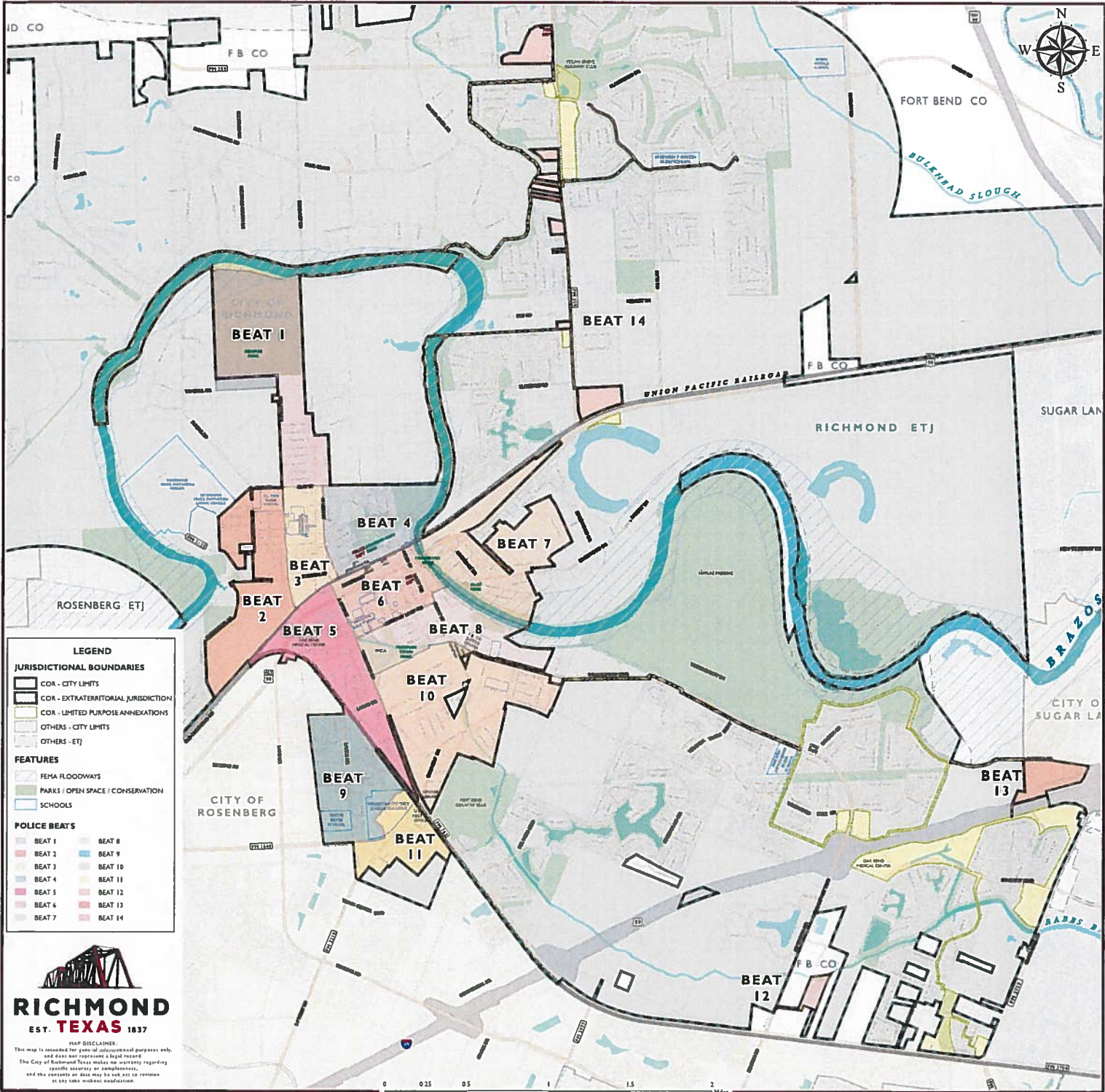
COURSE
Baton Training

LOCATION
Richmond PD

HOURS
34

Total Training
Hours: 34

RICHMOND POLICE DEPARTMENT BEATS MAP



**Monthly Beat Report
Beat 02
Officer V. Golovine
September 2020**

The COVID-19 pandemic continued during the month of September and as such, I did not make any new Beat contacts. I was contacted by several Beat residents about National Night Out. With great sadness I advised them that it will be postponed until next year.

There are no registered sex offenders within this Beat for this month.

Beat Contacts Address

New Junk Vehicles Address

Sex Offender Contact Address

**Monthly Beat Report
Beat 03
Officer D. Evans
September 2020**

This month I frequently checked local businesses around the City. I also looked for streetlights that needed to be changed but did not locate any. Every hour or so, if possible, I drove through my Beat.

I located a junk vehicle this month parked in front yard of 505 Mabel St. The vehicle is a white 2000 Ford van with TX LP CBK2172. The vehicle does not have valid insurance, the registration is expired, and it does not appear to have been recently moved. I left a junk vehicle warning. I also followed up on a junk vehicle LP CH2H172 at 808 Mabel St. The vehicle has been moved.

Beat Contacts Address

New Junk Vehicles Address

CBK2172 505 Mabel St.

Sex Offender Contact Address

**Monthly Beat Report
Beat 04
Officer A. Escobar
September 2020**

During the month of September, I patrolled the city and answered calls for service. I did not make any new Beat contacts this month due to the COVID-19 pandemic. When I made contact with the public, I wore my mask to promote the prevention of COVID-19. During my shifts this month, I conducted multiple property checks, and foot patrols, around businesses to prevent burglaries, criminal mischief, and theft. I would like to add, it is encouraged for people to make nightly routines of securing their vehicles and take out their belongings. Make sure valuables are not in plain view and look out for suspicious activity. If you do see suspicious activity, please call the Richmond Police Department at any time.

This month I located one new junk vehicle in the 700 block of North Fourth Street. It is described as a 1991, white in color, pick-up truck, bearing TXLP/ DTW2087. The white in color, pick-up truck had a registration tag of 8/15. I made contact with the owner and provided the owner a junk vehicle warning notification form.

Beat Contacts **Address**

New Junk Vehicles **Address**

DTW2087 700 block of North Fourth Street

Sex Offender Contact **Address**

**Monthly Beat Report
Beat 05
Officer B. McNeal
September 2020**

During the Month of September, due to Covid 19 and social distancing implementations, I did not meet any new persons in my Beat. I was able, however, to conduct business checks at several businesses inside my Beat that have remained open. I also conducted business checks at businesses that have recently reopened throughout the City I also did not locate any new junk vehicles in my Beat. All previous junk vehicle issues have been resolved inside my Beat.

Beat Contacts Address

New Junk Vehicles Address

Sex Offender Contact Address

**Monthly Beat Report
Beat 07
Officer K. Pena
September 2020**

During the month of September, I did not make any new Beat contacts due to COVID-19. I did patrol through my Beat and the rest of the City conducting property checks on businesses. I also patrolled through residential areas to try and prevent and deter burglaries.

I located one new junk vehicle this month. The vehicle was a 1995 Lexus 2 door vehicle. The vehicle was parked at 406 Grayless and has an expiration of January 2016. I left a junk vehicle notice with the vehicle and I will follow up on it next month.

I do not have a registered sex offender in my Beat.

<u>Beat Contacts</u>	<u>Address</u>
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<u>New Junk Vehicles</u>	<u>Address</u>
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RBX 591	406 Grayless
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<u>Sex Offender Contact</u>	<u>Address</u>
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None	
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**Monthly Beat Report
Beat 08
Officer P. Jackson
September 2020**

During the month of September, I did not meet any new residents in my Beat due to the Covid-19 pandemic. I conducted property checks throughout my Beat this month and did not locate any problems or receive any concerns from any residents. I removed some more bandit signs and also observed that the two streetlights, with the lights not working, have still not been repaired. The first electric pole was located at 501 Travis Street pole #327073. The second pole was located at 809 Barrett Street and it does not have a pole number.

I located one new junk vehicle this month. The vehicle was a gray Chevrolet Suburban with an expiration date of June 2019. I spoke to the owner of the vehicle and he told me that he was getting the vehicle removed from the property.

I made contact, via telephone, with Ricardo Valdez a registered sex offender in the Beat. Mr. Valdez is retired. Mr. Valdez is in compliance with his vehicle, address, and phone number as required by law.

<u>Beat Contacts</u>	<u>Address</u>
<u>New Junk Vehicles</u>	<u>Address</u>
BC44031	407 Fannin St
<u>Sex Offender Contact</u>	<u>Address</u>
Ricardo Valdez	405 Travis St

**Monthly Beat Report
Beat 09
Officer V. Horelica
September 2020**

In the month of September, I was not able to make any new Beat contacts in Beat 9, due to restrictions with the Covid-19 protocol. I did not make any school visits, also due to Covid-19 concerns. I did not make contact with the single registered sex offender in Beat 9 due to the Covid-19 protocol.

I was able to locate a gold 2002 Toyota Camry four-door, bearing Texas license plate number KRF-9136, which was in violation of the junk vehicle ordinance, parked in the yard of the residence at 1703 Cypress. The vehicle was covered in dust and clearly had not moved in some time. The registration had expired in March of 2010 and it was registered to a subject in Rosenberg. I was unable to make contact with anyone at that residence, so I issued a junk vehicle warning and placed it on the front windshield.

<u>Beat Contacts</u>	<u>Address</u>
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<u>New Junk Vehicles</u>	<u>Address</u>
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KRF-9136	1703 Cypress
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<u>Reg. Sex Offenders</u>	<u>Address</u>
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Peter Yanone	1701 E. Laurel Oaks
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**Monthly Beat Report
Beat 10
Officer C. Okafor
September 2020**

During the month of September, I located one new junk vehicle in my Beat. The junk vehicle was parked at 1517 Thompson, and is described as a white in color, 2006 Chevy Monte Carlo DWP4957. I was unable to contact the homeowner due to Covid-19 restrictions. I left a Junk Vehicle notice on the vehicle. I followed up on the junk vehicle for the month of August, but the vehicle was not on location.

This month I also followed up on a complaint from my Beat. Those complaints were followed up on and they complied. I conducted several business checks around the City. I also conducted traffic enforcement throughout the City. All my Beat area streetlights are operational.

I do not have a sex offender in my Beat.

<u>Beat Contacts</u>	<u>Address</u>
<u>New Junk Vehicles</u>	<u>Address</u>
DWP4957	1517 Thompson
<u>Sex Offender Contact</u>	<u>Address</u>
None	

**Monthly Beat Report
Beat 11
Officer C. Petty
September 2020**

In the month of September, I continued to make business checks throughout my Beat, and the city, to check on the businesses and employees. I gathered some garage sales signs that I located in both Beats 1 and 9, and I disposed them due to it being a violation of city ordinance. I did not make any new Beat contacts this month due to social distancing still being enforced.

Beat Contacts Address

New Junk Vehicle Address

Sex Offender Contact Address

None

**Monthly Beat Report
Beat 13
Corporal E. Smith
September 2020**

During the month of September, I checked on the businesses located in Beat 13. All restaurants/essential businesses are complying with the COVID-19 pandemic order.

I located one new junk vehicle this month. It is described as a tan 2005 Pontiac G6 four door passenger car bearing TXLP/GXL5394. The vehicle has remained inoperable for more than thirty consecutive days. I will follow up with the owner on a later date

Beat Contacts Address

New Junk Vehicles Address

GXL5394 225 Collins Road

Sex Offender Contact Address

None

**Monthly Beat Report
Beat 14
Officer T. Anderson
September 2020**

During the month of September, I followed up on junk vehicles from prior months. During the month of July, I had located a white in color Lexus 2-door passenger vehicle bearing LP: RBX591 at 406 Grayless Street. I observed the violation to be corrected by the owner. During the month of August, I had located a white in color Chevrolet van bearing TXLP: X24NPX at 400 Burnet Street. I'm currently working with the registered owner to correct the violation. I conducted multiple business and property checks in Beat 14 and throughout the City.

I located one new junk vehicle this month, a black in color Ford SUV TXLP: 5NLSW. I was unable to make contact the owner. I left a violation notice on the vehicle and will follow up on the vehicle next month.

I conducted multiple property checks at 1717 FM 359 due to the community being mostly senior citizens. I did not observe anything out of the ordinary. I did not observe any streetlights out in my Beat. During the month of September, I conducted traffic enforcement on Golfview Drive due to receiving multiple complaints in reference to citizens speeding on the street.

Beat Contacts **Address**

New Junk Vehicles **Address**

5NLSW 1717 FM 359

Sex Offender Contact **Address**

**Monthly Beat Report
The Grand Villa
Rocky Falls Apartments
Brazos Bend Villa
Cpl. J. Williams
September 2020**

Due to the COVID 19 and efforts to prevent the spread, I did not make any new Beat contacts for the month of September. I have conducted numerous business checks throughout the month.

I located one new junk vehicle this month. I located a yellow 1987 Dodge pickup truck, bearing TXLP BR78569, located at 500 Fannin. The truck had an expired registration of 5/18. I spoke with registered owner regarding the truck. He advised me that he was on a fixed income and he was disabled. The registered owner stated he no longer drives the truck and will see if a family member would take possession of it. I followed up on last month's junk vehicle and observed the vehicle moved.

I have one registered sex offender (RSO) assigned to me. Anthony Raul Davis who resides at 1717 Branch Ave. I have not contacted Mr. Davis this month. Mr. Davis was given instruction to contact the PD so he could complete his portion of the monthly City of Richmond RSO form until further notification.

<u>Beat Contacts</u>	<u>Address</u>
<u>New Junk Vehicles</u>	<u>Address</u>
BR78569	500 Fannin
<u>Sex Offender Contact</u>	<u>Address</u>
Anthony Raul Davis	1717 Branch Ave

**Monthly Beat Report
Mustang Crossing and Lamar Park Apartments
Corporal R. Robles
September 2020**

During the month of September, I did not meet any new residents again this month due to the Covid-19. However, I did make several property checks of my apartment complexes this month.

I located one new junk vehicle at 2000 Lamar Dr near building #6. The vehicle is a red 2001 Pontiac Sunfire two door passenger car, bearing TXLP KCG-6797. The vehicle has a registration that is expired since 2019. I left a junk vehicle notice along with my business card under the driver side window wiper. I will be following up with this vehicle next month.

I have no registered sex offenders in my Beat.

<u>Beat Contacts</u>	<u>Address</u>
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<u>New Junk Vehicles</u>	<u>Address</u>
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KCG-6797	2000 Lamar Dr. near building #6
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<u>Sex Offender Contact</u>	<u>Address</u>
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None

CID MONTHLY ACTIVITY

September 2020

	Felony Cases	Misdemeanor Cases	Runaway/ Missing Person	Other Non-Criminal	Cases Cleared
Lt. Diana Butinski	00	00	00	00	03
Det. John Dawson	02	05	00	00	02
Det. David Childs	07	12	02	00	10
Det. Andrew Runge	06	10	00	01	16
TOTALS	15	27	02	01	31

DISTRICT ATTORNEY INTAKE REPORTS

	Cases Submitted to District Attorney			Cases Rejected by District Attorney	
	Felonies	Misdemeanors	Runaways	Felonies	Misdemeanors
Lt. Diana Butinski	00	00	00	01	01
Det. John Dawson	01	05	00	00	00
Det. David Childs	03	03	01	02	02
Det. Andrew Runge	01	03	01	00	00
TOTALS	05	11	02	03	03

IDENTIFICATION / CRIME SCENE UNIT

Investigator Chad Dzierzanowski

Sex Offender Registration	02
Latent Prints Evaluated	15
Latent Prints Identified	00
Evidence Processed	13
Property Returned to Owner	02
Destruction Orders Filed	08
Destruction Orders Compiled	08
Evidence Items Destroyed (By Order)	22
Crime Scene Responses	03
Forensic Phone Analysis	00
CODIS Hits	00

Investigator Elizabeth Neal

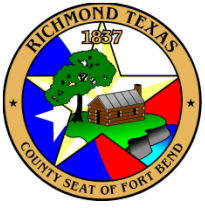
Latent Prints Evaluated	02
Latent Prints Identified	00
Evidence Processed	12
Property Returned to Owner	01
Destruction Orders Filed	05
Destruction Orders Compiled	00
Evidence Items Destroyed (By Order)	41
Crime Scene Responses	01
Forensic Phone Analysis	00
CODIS Hits	02

MISCELLANEOUS

	Training Hours	Special Projects and Community Activities
Lt. Diana Butinski	02	ASP Baton; Brazos Bend Villa; Evidence / Property Inventory
Det. John Dawson	02	ASP Baton
Det. David Childs	02	ASP Baton
Det. Andrew Runge	06	ASP Baton; SRG
Inv. Chad Dzierzanowski	00	Evidence / Property Inventory; Completed Latent Barcoding
Inv. Elizabeth Neal	00	Evidence / Property Inventory; Completed Homicide Barcoding

NARCOTICS

Total Narcotics Arrests	01
Total Amount of Cocaine Seized	00
Total Amount of Marijuana Seized (marijuana plants included)	00
Total Amount of other drugs seized (Kush) (Xanax) (Meth)	4.70 gm



CONSENT AGENDA

4. Municipal Court Report.

Richmond Municipal Court



Monthly Report
SEPTEMBER 2020



**CITY OF RICHMOND
MUNICIPAL COURT
MONTHLY REPORT SEPTEMBER 2020**

	Sep-20	Sep-19
NEW CASES FILED	48	181
WARRANTS ISSUED	1	102
WARRANTS CLEARED	17	89
WARRANTS OUTSTANDING TOTAL	3,832	4,093

CASE DISMISSED BY:

COMPLIANCE	2	11
DRIVER SAFETY COURSE	4	15
AFTER DEFERRED DISPOSITION	14	23
PROOF OF FINANCIAL RESPONSIBILITY	0	2

	Sep-20	Sep-19
STATE(REMIT TO STATE QUARTERLY)	\$ 4,329.66	\$ 8,600.49
COLLECTIONS/OMNIBASE(REMIT UPON INVOICE)	\$ 726.43	\$ 1,464.26
COURT SECURITY/TECHNOLOGY FUND	\$ 600.74	\$ 776.88
LOCAL FINES/FEES	\$ 11,985.30	\$ 19,155.20
TOTAL COLLECTED	\$ 17,642.13	\$ 29,996.83

PHONE CALLS	467
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CURRENT MONTH STATISTICS

	APPEARANCE	OFF DOCKET APPEARANCE	NO SHOWS	VIRTUAL
ARRAIGNMENT HEARING	0	0	28	11
2ND CHANCE HEARING	0	0	0	0
PRE TRIAL HEARING	0	0	2	22
SHOW CAUSE HEARING (DEFAULT)	0	0	0	0
SHOW CAUSE HEARING (COMPLIANCE)	0	0	13	18
INDIGENCE HEARING	0	0	0	0
RECONSIDERATION HEARING	0	0	0	1
TOTAL	0	0	43	52

YEAR-TO-DATE (YTD) STATISTICS

	APPEARANCE	OFF DOCKET APPEARANCE	NO SHOWS	VIRTUAL
	2020 YTD	2020 YTD	2020 YTD	2020 YTD
ARRAIGNMENT HEARING	131	90	219	129
2ND CHANCE HEARING	19	0	118	0
PRE TRIAL HEARING	117	1	71	94
SHOW CAUSE HEARING (DEFAULT)	42	8	126	5
SHOW CAUSE HEARING (COMPLIANCE)	13	10	58	43
INDIGENCE HEARING	6	2	0	0
RECONSIDERATION HEARING	0	0	5	24
TOTAL	328	111	597	295

PRIOR YEAR-TO-DATE (YTD) STATISTICS

	APPEARANCE	OFF DOCKET APPEARANCE	NO SHOWS
	2019 YTD	2019 YTD	2019 YTD
ARRAIGNMENT HEARING			
2ND CHANCE HEARING			
PRE TRIAL HEARING			
SHOW CAUSE HEARING (DEFAULT)			
SHOW CAUSE HEARING (COMPLIANCE)			
INDIGENCE HEARING			
RECONSIDERATION HEARING			
TOTAL	0	0	0

**CITY OF RICHMOND
MUNICIPAL COURT
MONTHLY REPORT 2019-2020**

	Oct-19	Nov-19	Dec-19	Jan-20	Feb-20	Mar-20	Apr-20	May-20	Jun-20	Jul-20	Aug-20	Sep-20	TOTAL
Gross Income	\$35,768.30	\$21,813.37	\$25,592.28	\$28,065.70	\$39,941.38	\$29,430.25	\$14,533.13	\$16,703.48	\$20,347.30	\$18,337.16	\$10,785.50	\$17,642.13	\$278,959.98
No. Cases Filed	205	103	129	159	132	102	39	32	43	46	31	48	1,069
Warrants	4093	4106	4126	4118	4187	4102	4050	4032	3982	3909	3868	3848	48421
Issued	92	107	42	285	53	0	0	0	0	0	0	1	580
Served	79	87	50	216	138	52	18	50	73	41	20	17	841
Outstanding for Month	13	20	-8	69	-85	-52	-18	-50	-73	-41	-20	-16	-261
Total Outstanding	4106	4126	4118	4187	4102	4050	4032	3982	3909	3868	3848	3832	
	1ST QUARTER			2ND QUARTER			3RD QUARTER			4TH QUARTER			
	\$83,173.95			\$97,437.33			\$51,583.91			\$46,764.79			

CITY OF RICHMOND MUNICIPAL COURT

STATE FEES		OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	YTD	
JCPT	JUDICIAL/COURT PERSONNEL TRAINING	\$ 2.00	\$ 2.00	\$ -	\$ 8.00		\$ 2.00				\$ 2.00		\$ 2.00	\$ 16.00	
LEOSE	LEO STANDARDS EDUCATION	\$ 1.00	\$ -	\$ -	\$ -									\$ -	
LEMI	LAW ENFORCEMENT MANAGEMENT INSTITUTE	\$ 0.50	\$ -	\$ -	\$ -									\$ -	
CVC	COMPENSATION TO VICTIMS OF CRIM	\$ 15.00	\$ 15.00	\$ -	\$ 60.00		\$ 15.00			\$ 15.00			\$ 15.00	\$ 120.00	
CJP	CRIMINAL JUSTICE PLANNING	\$ 5.00	\$ -	\$ -	\$ -									\$ -	
OCL	OPERATOR'S/CHAUFFUR'S LICENSE	\$ 75.00	\$ -	\$ -	\$ -									\$ -	
CR	COMPREHENSIVE REHABILITATION	\$ 5.00	\$ -	\$ -	\$ -									\$ -	
GR	GENERAL REVENUE	\$ 2.50	\$ -	\$ -	\$ -									\$ -	
BAT	BREATH ALCOHOL TESTING	\$ -	\$ -	\$ -	\$ -									\$ -	
LEOA	LEO ADMINISTRATIVE	\$ 1.00	\$ -	\$ -	\$ -									\$ -	
LEOCE	LEO CONTINUING EDUCATION	\$ 2.00	\$ -	\$ -	\$ -									\$ -	
CCC	CONSOLIDATED COURT COST	\$ 17.00	\$ 57.00	\$ -	\$ 228.00	\$ 40.00	\$ 49.95	\$ 80.00			\$ 57.00		\$ 17.00	\$ 528.95	
FA	FUGITIVE APPREHENSION	\$ 5.00	\$ 5.00	\$ -	\$ 20.00		\$ 5.00				\$ 5.00		\$ 5.00	\$ 40.00	
JCD	JUVENILE CRIME/DELINQUENCY	\$ 0.75	\$ 0.25	\$ -	\$ 2.00		\$ 0.25				\$ 0.50		\$ 0.50	\$ 3.50	
CMJ	CORRECTIONAL MANAGEMENT INSTITUTE	\$ 0.50	\$ 4.00	\$ -	\$ 2.00	\$ 4.00	\$ 3.29	\$ 8.00			\$ 0.50		\$ 0.50	\$ 22.29	
STF 95%	STATE TRAFFIC FEE	\$ 30.00	\$ 928.34	\$ 459.11	\$ 394.16	\$ 534.50	\$ 281.90	\$ 415.24	\$ 202.00	\$ 152.48	\$ 356.79	\$ 138.34	\$ 43.15	\$ 163.14	\$ 4,069.15
CF	CCC04	\$ 40.00	\$ 5,377.30	\$ 3,413.90	\$ 3,004.28	\$ 2,743.25	\$ 3,627.80	\$ 2,140.64	\$ 1,140.96	\$ 873.57	\$ 1,622.14	\$ 1,136.11	\$ 701.53	\$ 939.11	\$ 26,720.59
TPF	TRUANCY PREVENTION FUND	\$ 2.00	\$ 268.89	\$ 164.70	\$ 140.99	\$ 109.25	\$ 174.85	\$ 96.08	\$ 53.04	\$ 32.80	\$ 69.10	\$ 42.81	\$ 29.08	\$ 36.96	\$ 1,218.55
SIRF	STATE JURY FEE	\$ 4.00	\$ 537.75	\$ 341.39	\$ 300.43	\$ 274.32	\$ 362.76	\$ 214.06	\$ 114.10	\$ 87.34	\$ 162.22	\$ 113.60	\$ 70.15	\$ 93.92	\$ 2,672.04
IDF	INDIGENT DEFENSE FEE	\$ 2.00	\$ 268.87	\$ 170.69	\$ 150.21	\$ 137.16	\$ 181.41	\$ 107.03	\$ 57.04	\$ 43.68	\$ 81.10	\$ 56.80	\$ 35.08	\$ 46.96	\$ 1,336.03
JFCI	JUDICIAL FEE-CITY	\$ 0.60	\$ 81.28	\$ 51.20	\$ 45.06	\$ 41.73	\$ 54.44	\$ 32.60	\$ 17.72	\$ 13.09	\$ 24.34	\$ 17.03	\$ 10.51	\$ 14.10	\$ 403.10
JFCT	JUDICIAL FEE-COUNTY	\$ 3.40	\$ 6.80	\$ -	\$ -	\$ 3.40		\$ 2.80	\$ 3.40					\$ 16.40	
JFCT2	JUDICIAL FEE-COUNTY	\$ 5.40	\$ 725.96	\$ 460.87	\$ 405.58	\$ 370.34	\$ 489.76	\$ 288.96	\$ 154.04	\$ 117.93	\$ 218.99	\$ 153.36	\$ 94.70	\$ 126.77	\$ 3,607.26
TLFTA1	OMNI FEE-STATE	\$ 20.00	\$ 383.33	\$ 260.00	\$ 460.00	\$ 580.00	\$ 1,203.47	\$ 500.00	\$ 257.53	\$ 260.00	\$ 500.00	\$ 320.00	\$ 260.00	\$ 300.00	\$ 5,284.33
CJFS	CIVIL JUSTICE FEE STATE	\$ 0.09	\$ 5.15	\$ 2.75	\$ 2.44	\$ 2.28	\$ 1.63	\$ 1.05	\$ 0.60	\$ 0.56	\$ 0.76	\$ 0.18	\$ 0.15	\$ 0.31	\$ 17.86
TP-S	TIME PAYMENT FEE-STATE	\$ 12.50	\$ 429.64	\$ 285.51	\$ 456.50	\$ 355.59	\$ 512.57	\$ 407.82	\$ 128.52	\$ 96.93	\$ 137.32	\$ 135.04	\$ 98.07	\$ 83.18	\$ 3,126.69
CCZ0	CCC 2020	\$62.00				\$ 1,302.00	\$ 2,381.88	\$ 1,668.15	\$ 536.78	\$ 1,390.06	\$ 1,353.94	\$ 1,916.33	\$ 684.58	\$ 1,901.65	
STF19	STATE TRAFFIC FEE 94%	\$ 50.00	\$ 1,869.40	\$ 1,100.00	\$ 922.58	\$ 1,437.59	\$ 1,703.17	\$ 1,126.96	\$ 432.88	\$ 1,073.10	\$ 797.89	\$ 1,024.12	\$ 212.71	\$ 583.56	\$ 12,283.96
TOTAL COLLECTED			\$ 10,965.96	\$ 6,710.12	\$ 6,602.23	\$ 7,935.41	\$ 10,975.64	\$ 7,076.88	\$ 3,186.61	\$ 4,141.54	\$ 5,324.59	\$ 5,133.72	\$ 2,239.71	\$ 4,329.66	\$ 61,486.70
CONTRACT FEES															
COLAGY	COLLECTIONS		\$ 962.95	\$ 519.57	\$ 1,682.02	\$ 1,457.80	\$ 3,673.89	\$ 3,283.62	\$ 1,536.46	\$ 1,659.12	\$ 1,546.18	\$ 1,305.85	\$ 986.90	\$ 624.43	\$ 19,238.79
TLFTA2	OMNI FEE-BASE	\$ 6.00	\$ 115.00	\$ 78.00	\$ 138.00	\$ 174.00	\$ 414.74	\$ 174.00	\$ 83.26	\$ 84.00	\$ 174.00	\$ 96.00	\$ 78.00	\$ 102.00	\$ 1,711.00
TOTAL COLLECTED			\$ 1,077.95	\$ 597.57	\$ 1,820.02	\$ 1,631.80	\$ 4,088.63	\$ 3,457.62	\$ 1,619.72	\$ 1,743.12	\$ 1,720.18	\$ 1,401.85	\$ 1,064.90	\$ 726.43	\$ 20,949.79
FUNDS															
MCBS	MUNICIPAL COURT BUILDING SECURITY FUND	\$ 3.00	\$ 413.51	\$ 259.03	\$ 254.10	\$ 211.75	\$ 272.08	\$ 166.00	\$ 91.58	\$ 65.51	\$ 121.66	\$ 91.19	\$ 52.61	\$ 73.44	\$ 2,072.46
CTF	COURT TECHNOLOGY FUND	\$ 4.00	\$ 551.41	\$ 345.39	\$ 338.77	\$ 282.32	\$ 362.76	\$ 221.35	\$ 122.10	\$ 87.34	\$ 162.22	\$ 121.60	\$ 70.15	\$ 97.92	\$ 2,763.33
LMCBSF	LOCAL BUILDING SECURITY FUND	\$4.90			\$ 102.90	\$ 188.25	\$ 131.84	\$ 42.42	\$ 109.86	\$ 107.01	\$ 151.45	\$ 54.10	\$ 150.29	\$ 1,038.12	
LTPDF	LOCAL TRUANCY PREVENTION FUND	\$5.00			\$ 105.00	\$ 192.09	\$ 134.53	\$ 43.28	\$ 112.10	\$ 109.19	\$ 154.54	\$ 55.21	\$ 153.35	\$ 1,059.29	
LMCTF	LOCAL COURT TECHNOLOGY FUND	\$4.00			\$ 84.00	\$ 153.67	\$ 107.62	\$ 34.64	\$ 89.68	\$ 87.35	\$ 123.64	\$ 44.17	\$ 122.67	\$ 847.44	
LMJF	LOCAL MUNICIPAL JURY FUND	\$0.10			\$ 2.10	\$ 3.84	\$ 2.70	\$ 0.86	\$ 2.25	\$ 2.19	\$ 3.08	\$ 1.10	\$ 3.07	\$ 21.19	
POL OVRT	POLICE OVERTIME	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
OP	OVER PAYMENT	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
NSF	RETURN CHECK FEE	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
UNK	UNKNOWN	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
TOTAL COLLECTED			\$ 964.92	\$ 604.42	\$ 592.87	\$ 788.07	\$ 1,172.69	\$ 764.04	\$ 334.88	\$ 466.74	\$ 589.62	\$ 645.50	\$ 277.34	\$ 600.74	\$ 7,801.83
LOCAL FINES & FEES															
CS2	CHILD SAFETY FEE	\$ 25.00	\$ 292.50	\$ 57.67	\$ 150.00	\$ 39.78	\$ 160.22	\$ 25.00	\$ 50.00	\$ 25.00	\$ 25.00		\$ 50.00	\$ 875.17	
CJFC	CIVIL JUSTICE FEE COURT	\$ 0.01	\$ 0.58	\$ 0.31	\$ 0.27	\$ 0.25	\$ 0.18	\$ 0.12	\$ 0.07	\$ 0.06	\$ 0.09	\$ 0.02	\$ 0.01	\$ 0.04	\$ 2.00
TLFTA3	OMNI BASE FEE-LOCAL	\$ 4.00	\$ 76.67	\$ 52.00	\$ 92.00	\$ 116.00	\$ 276.49	\$ 116.00	\$ 55.51	\$ 56.00	\$ 116.00	\$ 64.00	\$ 52.00	\$ 68.00	\$ 1,140.67
TFC	TRAFFIC	\$ 3.00	\$ 202.97	\$ 111.90	\$ 100.77	\$ 139.71	\$ 130.39	\$ 109.13	\$ 46.18	\$ 79.63	\$ 81.56	\$ 75.28	\$ 117.07	\$ 51.33	\$ 1,145.92
ARR FEE	ARREST FEE	\$ 5.00	\$ 600.43	\$ 367.02	\$ 345.46	\$ 400.07	\$ 570.89	\$ 376.56	\$ 164.74	\$ 194.95	\$ 251.95	\$ 117.90	\$ 227.45	\$ 3,877.88	
WRNTE	WARRANT FEE	\$ 50.00	\$ 671.43	\$ 405.70	\$ 815.70	\$ 1,088.00	\$ 1,450.00	\$ 821.00	\$ 478.60	\$ 741.00	\$ 1,150.00	\$ 792.67	\$ 600.00	\$ 750.00	\$ 9,764.10
CAPAS	CAPAS WARRANT FEE	\$ 50.00	\$ 165.82	\$ 50.00	\$ 427.86	\$ 200.00	\$ 955.61	\$ 1,146.95	\$ 465.87	\$ 279.69	\$ 418.69	\$ 381.31	\$ 150.00	\$ 100.00	\$ 4,741.80
AF	ADMIN FEE	\$ 10.00	\$ 10.00	\$ -	\$ -	\$ 20.00	\$ 30.00	\$ 30.00	\$ 30.00	\$ 10.00	\$ 10.00	\$ 10.00	\$ 10.00	\$ 90.00	
TITLE 7	TRANS CODE FINE		\$ 3,291.90	\$ 1,376.80	\$ 2,005.20	\$ 2,663.25	\$ 1,958.58	\$ 1,841.75	\$ 1,036.70	\$ 1,843.90	\$ 1,540.90	\$ 1,336.90	\$ 444.50	\$ 1,453.30	\$ 20,793.68
FINE			\$ 10,975.85	\$ 7,070.40	\$ 9,717.00	\$ 8,900.40	\$ 13,981.90	\$ 10,689.15	\$ 5,208.30	\$ 4,777.67	\$ 6,825.53	\$ 6,555.00	\$ 3,697.00	\$ 4,608.40	\$ 93,006.60
JF	JURY FEE	\$ 3.00	\$ 3.00	\$ -	\$ -	\$ -	\$ 5.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 8.00	
TP-L	TIME PAYMENT FEE-CITY	\$ 10.00	\$ 333.69	\$ 228.42	\$ 365.19	\$ 284.47	\$ 410.06	\$ 316.27	\$ 102.81	\$ 77.54	\$ 109.85	\$ 108.04	\$ 78.46	\$ 66.54	\$ 2,481.34
ADMIN	SPECIAL EXPENSE FEE		\$ 5,358.70	\$ 3,783.90	\$ 2,111.40	\$ 3,195.00	\$ 3,004.90	\$ 1,972.50	\$ 1,657.90	\$ 1,900.60	\$ 1,949.80	\$ 1,247.00	\$ 1,939.00	\$ 4,174.00	\$ 32,294.70
DSC FEE	DRIVING SAFETY COURSE FEE	\$ 10.00	\$ 310.00	\$ 100.00	\$ 80.00	\$ 146.17	\$ 170.00	\$ 80.00	\$ 20.00	\$ 80.00	\$ 50.00	\$ 80.00	\$ 10.00	\$ 10.00	\$ 1,126.17
TP-L-C	TIME PAYMENT FEE-JUDICIAL EFF.	\$ 2.50	\$ 85.93	\$ 57.14	\$ 91.31	\$ 71.10	\$ 102.55	\$ 81.56	\$ 25.69	\$ 16.92	\$ 27.46	\$ 27.03	\$ 19.62	\$ 16.64	\$ 622.95
TPRF	TIME PAYMENT REIMBURSEMENT FEE	\$15.00			\$ 71.07	\$ 223.74	\$ 285.72	\$ 129.55	\$ 49.12	\$ 111.08	\$ 105.96	\$ 62.99	\$ 194.60	\$ 1,233.83	
AF2	\$20 ADMIN FEE	\$ 20.00	\$ 280.00	\$ 240.00	\$ 200.00	\$ 300.00	\$ 240.00	\$ 140.00	\$ 80.00	\$ 20.00	\$ 20.00	\$ 20.00	\$ 20.00	\$ 40.00	\$ 1,560.00
ACC	ACCIDENT FEE	\$ 25.00	\$ 100.00	\$ -	\$ 75.00	\$ 75.00	\$ 50.00	\$ 100.00	\$ 125.00	\$ 25.00	\$ 71.33	\$ 25.00	\$ 175.00	\$ 821.33	
CSS	CHILD SAFETY SEAT	\$ 0.15	\$ -	\$ -	\$ -	\$ 0.15								\$ 0.15	
TOTAL COLLECTED			\$ 22,759.47	\$ 13,901.26	\$ 16,577.16	\$ 17,710.42	\$ 23,704.42	\$ 18,131.71	\$ 9,391.92	\$ 10,352.08	\$ 12,712.91	\$ 11,156.09	\$ 7,203.55	\$ 11,985.30	\$ 175,586.29
GRAND TOTAL			\$ 35,768.30	\$ 21,813.37	\$ 25,592.28	\$ 28,065.70	\$ 39,941.38	\$ 29,430.25	\$ 14,533.13	\$ 16,703.48	\$ 20,347.30	\$ 18,337.16	\$ 10,785.50	\$ 17,642.13	\$ 278,959.98



CONSENT AGENDA

5. Tax Assessor/Collector Report.



PROPERTY TAX COLLECTION REPORT
September 30, 2020

TAXES DUE AT CERTIFICATION	3,897,914.58
Adjustments to Date	26,022.55
TOTAL TAX LEVY	3,923,937.13

2019 Tax Collections

	Base	Penalties & Interest	Total
October	10,356.53	0.00	10,356.53
November	223,550.98	0.00	223,550.98
December	1,335,052.40	0.00	1,335,052.40
January	1,592,333.67	0.00	1,592,333.67
February	428,179.89	7,147.74	435,327.63
March	62,543.97	4,535.26	67,079.23
April	42,941.63	3,350.88	46,292.51
May	39,367.58	2,731.24	42,098.82
June	32,442.91	3,273.07	35,715.98
July (Delinquent as of July 1, 2019)			0.00
August			0.00
September			0.00
TOTAL	3,766,769.56	21,038.19	3,787,807.75

**Last Year %
Collected**
97.84%

% Collected

97.24%

TRANSFERRED TO DELINQUENT ROLL

July, Aug, and Sept Payments 48,737.01

2019 TAXES OUTSTANDING

108,430.56

% Current Outstanding

2.76%

DELINQUENT COLLECTIONS

	Base	Penalties & Interest	Total
October	7,854.89	2,084.20	9,939.09
November	5,700.89	1,386.51	7,087.40
December	4,331.48	1,061.06	5,392.54
January	8,063.18	2,298.10	10,361.28
February	5,720.93	1,596.02	7,316.95
March	8,267.86	2,465.46	10,733.32
April	1,300.52	418.53	1,719.05
May	13,166.42	6,852.83	20,019.25
June	3,559.91	1,394.62	4,954.53
July	1,897.20	3,686.25	5,583.45
August	5,862.49	6,450.26	12,312.75
September	997.70	1,968.24	2,965.94
TOTAL	66,723.47	31,662.08	98,385.55

DELINQUENT TAXES OUTSTANDING

220,730.39

TRANSFERRED TO DELINQUENT ROLL

0.00

TOTAL TAXES OUTSTANDING

329,160.95

SUMMARY MONTHLY REPORT OF PROPERTY TAXES

COLLECTED BY CARRIE SURRATT, TAX ASSESSOR-COLLECTOR OF FT. BEND COUNTY, TEXAS DURING THE MONTH OF SEPTEMBER 2020

I, CARRIE SURRATT, TAX ASSESSOR-COLLECTOR OF FORT BEND COUNTY, DO SOLEMNLY SWEAR THAT THE WITHIN ATTACHED SHEETS ARE A TRUE

AND CORRECT REPORT OF ALL PROPERTY TAXES COLLECTED DURING THE MONTH OF SEPTEMBER 2020, SHOWING THE TOTAL COLLECTIONS AS FOLLOWS, VIZ:

	CURRENT PAYMENTS	CURRENT P & I	DELINQUENT PAYMENTS	DELINQUENT P&I	RENDITION PENALTY	REN PEN DISTRIB	TAX COLLECTION TOTAL	JURIS COMM	JURIS DEPOSITS	DISBURSED TOTAL	TAX COLLECTION YTD TOTAL
STATE	-	-	-	-	-	-	-	-	-	-	0.00
COUNTY	-	-	241,552.74	74,048.82	(101.78)	-	315,499.78	-	-	315,499.78	314,048,463.25
DRAINAGE	-	-	7,649.70	2,716.39	(3.60)	-	10,362.49	103.62	-	10,258.87	10,722,332.30
LR & FC	-	-	0.47	-	-	-	0.47	-	-	0.47	6.62
W C JR COLL	-	-	3,697.80	818.00	(0.69)	-	4,515.11	-	-	4,515.11	1,706,185.91
FEES-ATTORNEY	-	-	364,163.77	-	-	-	364,163.77	-	-	364,163.77	3,051,934.02
FB PKW	-	-	0.08	0.05	-	-	0.13	-	-	0.13	0.81
KATY ISD	-	-	174,531.22	36,042.35	(41.49)	-	210,532.08	-	-	210,532.08	253,150,496.07
ENCLAVE @ RIVER PARK PID	-	-	-	-	-	-	-	-	-	-	103,558.73
LAMAR CISD	-	-	(47,083.89)	60,364.74	(108.93)	-	13,171.92	-	68,412.27	81,584.19	227,452,411.61
KENDLETON ISD	-	-	3.08	3.20	-	-	6.28	-	-	6.28	2,674.93
FORT BEND ESD #4	-	-	4,143.32	863.20	(1.48)	-	5,005.04	-	-	5,005.04	8,302,621.13
FORT BEND ESD #3	-	-	155.93	43.19	-	-	199.12	-	-	199.12	152,440.76
FULSHEAR	-	-	1,900.23	374.40	(1.84)	-	2,272.79	-	-	2,272.79	3,869,069.49
RICHMOND	-	-	9,315.14	1,968.65	(0.41)	-	11,283.38	-	-	11,283.38	3,934,930.31
FBISD	-	-	579,711.94	126,090.33	(191.66)	-	705,610.61	-	-	705,610.61	521,668,771.41
FBISD INACTIVE & CED INAC	-	-	-	-	-	-	-	-	-	-	0.00
FORT BEND MUD #46	-	-	69.68	46.69	-	-	116.37	-	-	116.37	64,661.38
UNL RDS	-	-	-	-	-	-	-	-	-	-	0.00
BEASLEY	-	-	111.22	22.24	-	-	133.46	-	-	133.46	133,441.59
ROSENBERG	-	-	34,890.52	8,794.57	(5.06)	-	43,680.03	-	-	43,680.03	11,299,437.92
ARCOLA	-	-	6,013.15	1,354.94	(0.43)	-	7,367.66	-	-	7,367.66	970,314.70
ORCHARD	-	-	-	-	-	-	-	-	-	-	82,984.03
KENDLETON	-	-	1,454.47	349.46	(0.10)	-	1,803.83	-	-	1,803.83	140,802.09
HARRIS FT BD ESD #100	-	-	2,322.42	375.93	(1.55)	-	2,696.80	-	-	2,696.80	4,351,016.00
MEADOWS PLACE	-	-	292.47	10.08	-	-	302.55	-	26,352.11	26,654.66	3,059,862.53
NEEDVILLE	-	-	1,534.56	617.64	-	-	2,152.20	-	-	2,152.20	808,300.06
SIMONTON	-	-	905.89	132.64	-	-	1,038.53	-	-	1,038.53	171,070.77
FT BD WATER SUPPLY#1	-	-	18,354.50	3,971.38	(0.80)	-	22,325.08	-	-	22,325.08	3,719,932.49
FT BD E S D #1	-	-	14.33	2.30	-	-	16.63	-	-	16.63	394,079.53
FT BD W C I D #2	-	-	14,960.55	3,169.86	(9.41)	-	18,121.00	-	-	18,121.00	8,487,960.39
H C C - STAFFORD	-	-	5,960.38	1,228.82	(2.21)	-	7,186.99	-	1,744.21	8,931.20	2,844,937.79
STAFFORD MSD	-	-	74,821.97	15,439.29	(27.60)	-	90,233.66	-	33,980.48	124,214.14	32,083,755.37
CITY OF STAFFORD	-	-	30.45	83.72	-	-	114.17	1.14	-	113.03	114.17
NEEDVILLE ISD & CED	-	-	36,391.09	9,577.09	(7.29)	-	45,960.89	-	-	45,960.89	15,888,054.10
FT BD E S D # 2	-	-	3,172.93	589.94	(1.07)	-	3,761.80	-	-	3,761.80	6,980,738.49
ESD #5	-	-	6,402.72	1,559.03	(0.08)	-	7,961.67	-	-	7,961.67	4,914,195.11
FT BD M U D # 134-C	-	-	10,373.97	1,122.84	-	-	11,496.81	-	-	11,496.81	10,436,004.96
FT BD M U D #41	-	-	2,976.84	604.84	-	-	3,581.68	-	-	3,581.68	1,403,067.98
WILLOWFORK DRAINAGE	-	-	4,419.99	920.75	(0.38)	-	5,340.36	-	-	5,340.36	7,784,408.63
CINCO M U D #9	-	-	517.81	47.41	(0.11)	-	565.11	-	-	565.11	1,546,782.97
CITY OF MISSOURI CITY	-	-	49,575.42	11,380.44	(23.75)	-	60,932.11	-	-	60,932.11	44,484,252.72
H C C - MISSOURI CITY	-	-	5,573.45	1,257.69	(3.68)	-	6,827.46	-	-	6,827.46	5,711,620.69
FBC FRESH WATER #2	-	-	16,452.88	6,139.62	(0.28)	-	22,592.22	-	-	22,592.22	987,599.57
CINCO MUD # 2	-	-	396.72	178.14	(1.45)	-	573.41	-	1,145.61	1,719.02	2,145,712.43
CINCO MUD #5	-	-	58.44	9.35	-	-	67.79	-	-	67.79	915,554.60
CINCO MUD #7	-	-	109.04	15.26	-	-	124.30	-	-	124.30	1,940,419.00
PID#2 ASSESSMENT	-	-	158.36	29.90	-	-	188.26	-	-	188.26	702,755.78

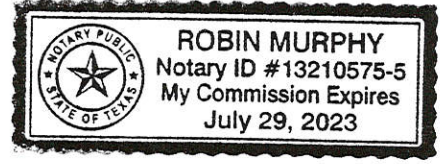
PID#4 ASSESSMENT	-	-	-	-	-	-	-	-	-	416,176.82	
CITY OF SUGAR LAND	-	-	42,305.54	7,891.28	(7.97)	-	50,188.85	-	50,188.85	53,434,819.58	
FORT BEND MUD #1	-	-	-	-	-	-	-	-	-	0.00	
ELDRIDGE ROAD MUD	-	-	-	-	-	-	-	-	-	111.99	
FORT BEND MUD #134B	-	-	14,513.13	2,297.15	(0.48)	-	16,809.80	-	16,809.80	8,011,492.18	
FORT BEND MUD #162	-	-	147.44	25.07	-	-	172.51	-	172.51	1,684,068.73	
FORT BEND MUD #155	-	-	3,592.12	619.35	-	-	4,211.47	-	4,211.47	3,448,050.72	
RENDITION PENALTY (INC SI	-	-	-	-	-	556.68	556.68	-	556.68	38,164.36	
FIRST COLONY LID #2	-	-	466.98	88.73	-	-	555.71	-	555.71	25,918.24	
NSF CK CHGES & TAX CERTII	-	-	1,350.00	-	-	-	1,350.00	-	1,350.00	34,000.00	
CITY OF KATY	-	-	6,634.10	1,587.18	(9.52)	-	8,211.76	-	8,211.76	9,869,198.23	
FORT BEND ESD #6	-	-	938.06	146.09	-	-	1,084.15	-	1,084.15	508,040.73	
FORT BEND ESD #8	-	-	2,267.86	530.68	(0.02)	-	2,798.52	-	2,798.52	299,393.41	
FORT BEND LID #14	-	-	-	-	-	-	-	-	-	920,486.41	
FORT BEND LID #12	-	-	780.66	123.11	(0.15)	-	903.62	-	903.62	1,903,886.56	
FORT BEND ESD #7	-	-	3,195.67	664.72	-	-	3,860.39	-	3,860.39	1,881,015.84	
DEFINED AREA #1	-	-	-	-	-	-	-	-	-	593,142.86	
FORT BEND MUD #67	-	-	-	-	-	-	-	-	-	(1,623.75)	
FORT BEND MUD #68	-	-	-	-	-	-	-	-	-	(41.39)	
FORT BEND MUD #69	-	-	-	-	-	-	-	9.60	9.60	474.27	
FORT BEND MUD #112	-	-	-	-	-	-	-	-	-	56.49	
FORT BEND MUD #111	-	-	-	-	-	-	-	-	-	313.97	
FORT BEND MUD #108	-	-	-	-	-	-	-	-	-	61.08	
FORT BEND MUD #109	-	-	-	-	-	-	-	-	-	1,403.65	
FORT BEND MUD #106	-	-	-	-	-	-	-	-	-	(198.37)	
FORT BEND MUD #117	-	-	-	-	-	-	-	-	-	(324.53)	
FORT BEND LID #15	-	-	14,911.52	2,636.69	(1.41)	-	17,546.80	-	17,546.80	126,908.39	
FORT BEND LID #19	-	-	2,289.15	434.94	-	-	2,724.09	-	2,724.09	21,954.10	
FORT BEND MUD #129	-	-	-	-	-	-	-	-	-	2,167.66	
TOTAL	0.00	0.00	1,731,449.98	389,410.17	(556.68)	556.68	2,120,860.15	104.76	131,644.28	2,252,399.67	1,605,838,853.42

Carrie Surratt

TAX ASSESSOR-COLLECTOR, FORT BEND COUNTY, TEXAS

SUBSCRIBED AND SWORN BEFORE ME, THIS 7th DAY OF Oct, 2020 BY *[Signature]*

Robin Murphy
NOTARY PUBLIC, STATE OF TEXAS



I, ROBERT E STURDIVANT, COUNTY AUDITOR OF FORT BEND COUNTY, DO HEREBY CERTIFY THAT I HAVE CAREFULLY EXAMINED THE ABOVE MENTIONED MONTHLY REPORT OF TAXES COLLECTED BY CARRIE SURRATT, TAX ASSESSOR-COLLECTOR OF SAID COUNTY, AND HAVE COMPARED SAID REPORT WITH STUBS FILED IN THIS OFFICE AND FIND THE SAME CORRECT.

COUNTY AUDITOR, FORT BEND COUNTY, TEXAS

**FORT BEND COUNTY TAX OFFICE
TOTAL TAXES DUE - RECAP
42 - CITY OF RICHMOND**

DATE	BEGINNING BALANCE	CURRENT PAYMENTS	PREVIOUS YR PAYMENTS	CURRENT LEVY ADJ.	PREVIOUS YR LEVY ADJ.	2019 TAXES	TOTAL
09/01/2020	338,476.09		(480.41)				337,995.68
09/02/2020	337,995.68						337,995.68
09/03/2020	337,995.68		(1,058.37)				336,937.31
09/04/2020	336,937.31		(51.54)				336,885.77
09/08/2020	336,885.77		(334.49)				336,551.28
09/09/2020	336,551.28		(197.20)				336,354.08
09/10/2020	336,354.08		(233.53)				336,120.55
09/11/2020	336,120.55						336,120.55
09/14/2020	336,120.55		(631.54)				335,489.01
09/15/2020	335,489.01		(593.66)				334,895.35
09/16/2020	334,895.35		(790.93)				334,104.42
09/17/2020	334,104.42		(658.57)				333,445.85
09/18/2020	333,445.85						333,445.85
09/21/2020	333,445.85		(2,109.03)				331,336.82
09/22/2020	331,336.82		(772.60)				330,564.22
09/23/2020	330,564.22		(278.75)				330,285.47
09/24/2020	330,285.47		(15.62)				330,269.85
09/28/2020	330,269.85		(548.72)				329,721.13
09/29/2020	329,721.13		(162.36)				329,558.77
09/30/2020	329,558.77		(397.82)				329,160.95
TOTAL		0.00	(9,315.14)	0.00	0.00	0.00	0.00

FORT BEND COUNTY

**Rendition Commission Distribution Detail
from 09/01/2020 to 09/30/2020**

Date: 10/01/2020 16:29:43

Tax Unit Page: 1 of 1

Tax Unit: 42 CITY OF RICHMOND

Account No.	Year	Deposit	Levy Collected	Rendition Penalty	P & I Collected	Rendition P & I	Appraisal Commission	Disbursement Amount
9960042180011901	2019	O200917N1	90.08	8.19	18.02	0.00	0.41	107.69
Total for 2019			90.08	8.19	18.02	0.00	0.41	107.69
Total for Tax Unit 42 CITY OF RICHMOND			90.08	8.19	18.02	0.00	0.41	107.69

TAX COLLECTION SYSTEM
 TAX COLLECTOR MONTHLY REPORT
 FROM 09/01/2020 TO 09/30/2020

FISCAL START: 10/01/2019 END: 09/30/2020 JURISDICTION: 0042 CITY OF RICHMOND

	CERT TAXABLE VALUE	ADJUSTMENTS	ADJ TAX VALUE	TAX RATE	TAX LEVY	PAID ACCTS
CURRENT YEAR	556,297,037	3,687,398	559,984,435	00.699900	3,923,937.13	4,924

YEAR	TAXES DUE	MONTH ADJ	ADJUSTMENT YTD	LEVY PAID	PAID YTD	BALANCE	COLL %	YTD UNCOLL
2019	3,897,914.58	.00	26,022.55	8,317.44	3,815,506.57	108,430.56	97.24	0.00
2018	78,709.87	.00	840.93-	583.57	36,764.30	41,104.64	47.21	0.00
2017	36,540.51	.00	351.88-	369.87	10,103.19	26,085.44	27.92	0.00
2016	25,257.85	.00	100.11-	14.20	4,005.54	21,152.20	15.92	0.00
2015	23,521.11	.00	54.42	0.00	3,545.71	20,029.82	15.04	0.00
2014	18,472.15	.00	139.18	0.00	1,984.06	16,627.27	10.66	0.00
2013	14,286.21	.00	86.47	15.62	1,448.32	12,924.36	10.08	0.00
2012	12,993.99	.00	25.56-	0.00	1,144.13	11,824.30	8.82	25.56-
2011	14,792.65	.00	25.56-	0.00	1,110.41	13,656.68	7.52	25.56-
2010	11,481.08	.00	25.56-	0.00	1,051.23	10,404.29	9.18	25.56-
2009	12,009.87	.00	2,673.82-	0.00	882.61	8,453.44	9.45	25.56-
2008	7,767.83	.00	106.26-	0.00	853.83	6,807.74	11.14	25.68-
2007	7,292.30	.00	25.68-	0.00	872.00	6,394.62	12.00	25.68-
2006	5,617.62	.00	25.68-	0.00	792.37	4,799.57	14.17	25.68-
2005	6,060.08	.00	0.00	0.00	722.61	5,337.47	11.92	0.00
2004	3,975.72	.00	0.00	0.00	578.77	3,396.95	14.56	0.00
2003	3,173.73	.00	0.00	0.00	139.28	3,034.45	4.39	0.00
2002	2,174.36	.00	0.00	0.00	150.34	2,024.02	6.91	0.00
2001	1,510.88	.00	0.00	0.00	136.36	1,374.52	9.03	0.00
2000	1,475.43	.00	0.00	0.00	125.62	1,349.81	8.51	0.00
1999	1,209.27	.00	119.44-	0.00	143.91	945.92	13.20	0.00
1998	3,171.76	.00	0.00	14.44	168.88	3,002.88	5.32	0.00
****	4,189,408.85	.00	21,982.14	9,315.14	3,882,230.04	329,160.95		179.28-

TAX COLLECTION SYSTEM
OVERPAYMENT REFUNDS
REFUND ALLOCATION DETAIL SCHEDULE
JURISDICTION: 0042 CITY OF RICHMOND

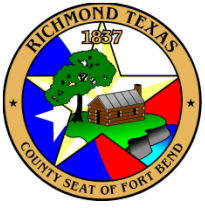
TU	ACCOUNT	YEAR	ESCROW AMOUNT	AGENT	PAYER / AGENT	OWNER
0042	2280-00-000-0150-901	2019	69.11	21382417	DAVID G PEAKE	SOTELLO THOMAS & ANITA
0042	2280-00-000-0150-901	2019	46.13	1689093	DAVID G PEAKE	SOTELLO THOMAS & ANITA
JURISDICTION TOTAL			115.24			

FORT BEND COUNTY
PERCENTAGE OF LEVY COLLECTED

Tax Units : ALL
From 10/01/2013 To 09/30/2020

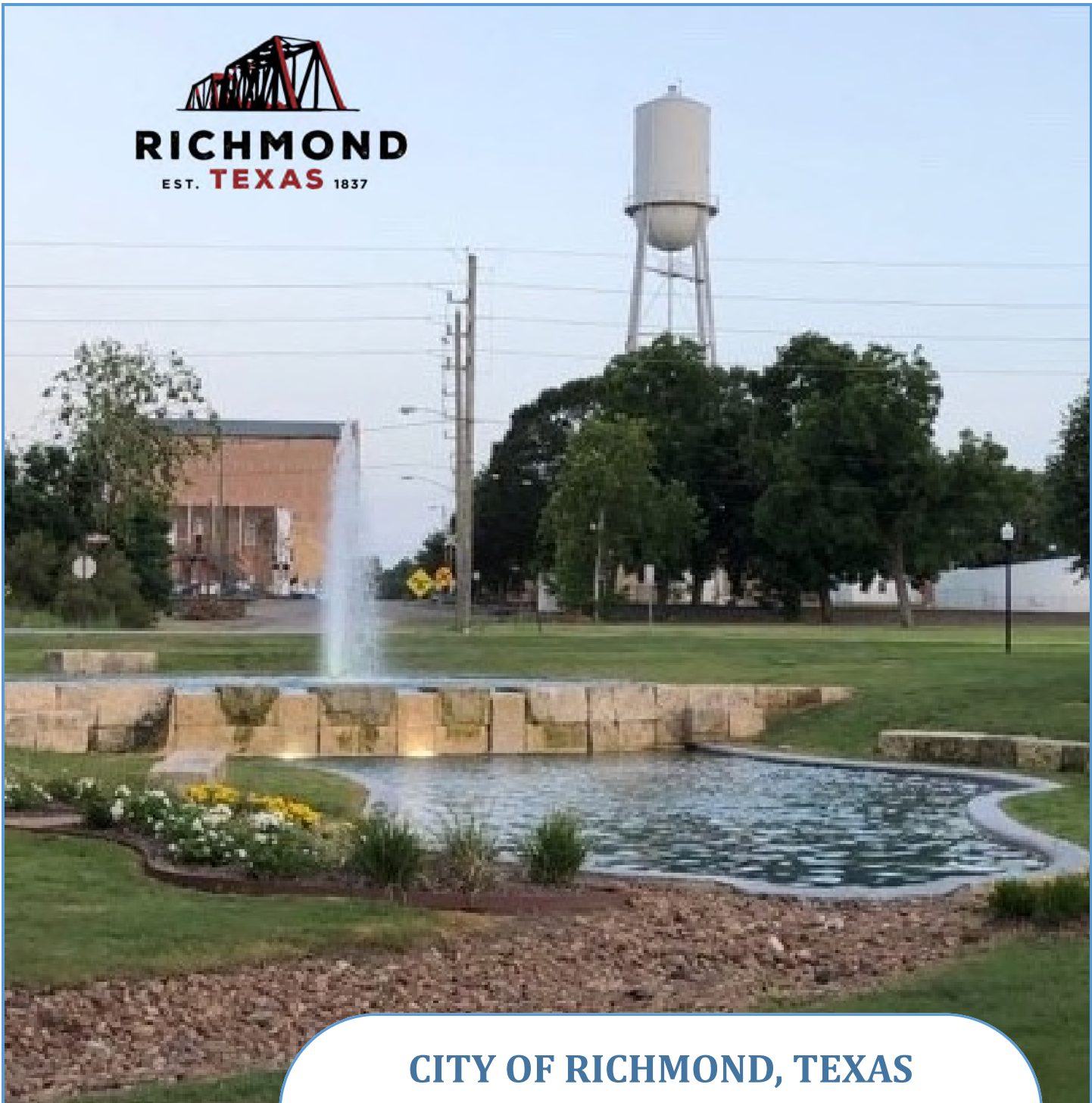
42 -CITY OF RICHMOND

Tax Year	Taxes Due	Adjustments	Levy Paid	Balance	% Collected
2013	2,925,150.84	175,871.80	3,088,098.28	12,924.36	99.58%
2014	3,143,469.21	88,068.19	3,214,910.13	16,627.27	99.49%
2015	3,454,310.21	92,944.83	3,527,225.22	20,029.82	99.44%
2016	3,552,312.14	82,870.13	3,614,030.07	21,152.20	99.42%
2017	3,658,431.33	-48,257.39	3,584,088.50	26,085.44	99.28%
2018	3,627,758.33	9,815.10	3,596,468.79	41,104.64	98.87%
2019	3,897,914.58	26,022.55	3,815,506.57	108,430.56	97.24%
2020		0.00	0.00		

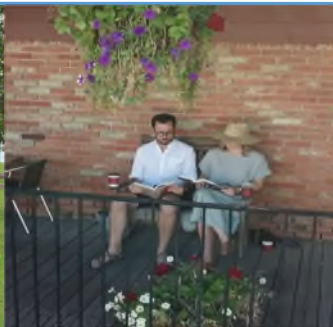


CONSENT AGENDA

6. Monthly Financial Report.



CITY OF RICHMOND, TEXAS
Monthly Financial Report
For the period ending September 30, 2020





Monthly Financial Report

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Monthly Financial Report

Introduction

The following monthly financial report for the City of Richmond provides an overview of the City's financial position as of a point in time. This report details activity in the respective funds and where appropriate highlights key statistical information that may help indicate trends impacting financial condition. Information in this report is through September 30, 2020, which represents 100% of the fiscal year. It is important to note that accounting activity typically continues to recognize expenditures for up to 60 days following the end of the period. Additionally, year-end accruals will be in process until the finalization of the annual audit.

Property Tax (General Fund & Debt Service)

Property tax is allocated between both the General Fund and the Debt Service Fund. Property tax collections total \$3,836,545 through the period, which represents 97.24% of total adjusted tax levy. The City budgeted \$4,001,105 in property tax collections, which includes, current, delinquent and penalty and interest (this represents a 98% collection rate). Taxes become delinquent on February 1st and are assessed six percent for first month or portion of month, plus 1 percent for each additional month delinquent. Taxes unpaid after July 1st will be assessed (12%) for penalty and interest and the percentage stops increasing.

General Fund Summary

The General Fund is a governmental fund type and is the primary operating fund for the City. The General Fund accounts for all activity not properly accounted for in another fund type.

Summary of Revenues

In the General Fund, revenues total \$18,114,516 through the period, which is 95.7% of budget. Revenues appear lower than the current budget as a result of CARES Act funding. Projects for CARES Act funding are anticipated to carry over into FY21.

Sales Tax

Sales tax is the largest revenue stream in the General Fund, but it is also the most volatile, therefore it is budgeted conservatively. Sales tax collections through the period are trending both above budget, and over the prior year's collections.

Sales Tax - Overview

Through the period, the City has collected \$7,236,184 in sales tax payments. The City has entered into agreements with several Municipal Utility Districts (MUDs) for limited purpose annexation. Through these limited purpose annexations, the City and the MUDs share the sales tax collected within the jurisdictions. In addition to limited purpose annexation, the City has adopted economic development sales tax. Through the Richmond Development Corporation (RDC), the City transfers 25% of the total sales tax collected for the purpose of economic development. After distributing sales tax to participating entities, the City has retained \$4,976,735 in General Fund Sales Tax through the period. The table below shows the distribution of the net sales tax payment received from the Comptroller.

Quarter Label	Net Payment	SPA Collections	City Retained SPA	Gross City Collections	MUD Expense SPA	City Retained	Budget Amount	DCR Retained
Q1								
1 - October	543,165	104,362	54,274	419,895	-50,088	369,807	329,433	123,269
2 - November	631,586	94,288	48,995	485,013	-45,293	439,720	387,551	146,573
3 - December	624,289	98,637	51,406	480,025	-47,231	432,794	400,046	144,265
Total	1,799,040	297,287	154,675	1,384,933	-142,612	1,242,321	1,117,030	414,107
Q2								
4 - January	533,734	96,678	50,269	411,903	-46,409	365,494	339,502	121,831
5 - February	710,813	104,276	54,225	545,623	-50,051	495,572	405,093	165,191
6 - March	536,909	92,612	48,137	413,801	-44,476	369,325	354,270	123,108
Total	1,781,456	293,566	152,631	1,371,326	-140,935	1,230,391	1,098,865	410,130
Q3								
7 - April	551,969	100,409	52,077	426,060	-48,331	377,728	350,713	125,909
8 - May	643,006	115,028	59,766	496,070	-55,262	440,808	430,249	146,936
9 - June	571,790	101,334	52,665	441,010	-48,669	392,341	423,932	130,780
Total	1,766,765	316,770	164,507	1,363,140	-152,263	1,210,877	1,204,894	403,626
Q4								
10 - July	581,742	120,391	62,335	450,820	-58,056	392,764	381,459	130,921
11 - August	707,921	123,246	63,687	545,831	-59,559	486,272	416,448	162,091
12 - September	599,259	98,457	51,344	461,223	-47,112	414,110	426,303	138,037
Total	1,888,923	342,094	177,366	1,457,874	-164,728	1,293,146	1,224,210	431,049
Total	7,236,184	1,249,717	649,180	5,577,272	-600,538	4,976,735	4,644,999	1,658,912

Sales Tax – General Fund Performance

The table below highlights the City's sales tax performance compared to budget and year-over-year (YoY). Through the period, the City is 10.82% higher than the prior year and is 7.14% higher than budget. It's important to note that the budget is based on a normal probability distribution of funds throughout the year. Changes within that distribution, as a result of prepayments, and audit adjustments may skew the budgeted amounts.

Quarter Label	Prior Year Net Payment	Net Payment	YoY Net % Chg	Prior Year City Retained	City Retained	YoY City % Chg	Budget Amount	Actual / Budget (\$)	Actual / Budget (%)
Q1									
1 - October	512,771	543,165	5.93%	347,004	369,807	6.57%	329,433	40,374	12.26%
2 - November	526,021	631,586	20.07%	368,231	439,720	19.41%	387,551	52,169	13.46%
3 - December	568,389	624,289	9.83%	385,048	432,794	12.40%	400,046	32,748	8.19%
Total	1,607,181	1,799,040	11.94%	1,100,283	1,242,321	12.91%	1,117,030	125,291	11.22%
Q2									
4 - January	443,939	533,734	20.23%	311,230	365,494	17.44%	339,502	25,992	7.66%
5 - February	624,297	710,813	13.86%	434,229	495,572	14.13%	405,093	90,479	22.34%
6 - March	464,107	536,909	15.69%	318,177	369,325	16.08%	354,270	15,055	4.25%
Total	1,532,343	1,781,456	16.26%	1,063,635	1,230,391	15.68%	1,098,865	131,526	11.97%
Q3									
7 - April	523,728	551,969	5.39%	348,146	377,728	8.50%	350,713	27,015	7.70%
8 - May	578,016	643,006	11.24%	412,786	440,808	6.79%	430,249	10,559	2.45%
9 - June	591,217	571,790	-3.29%	400,045	392,341	-1.93%	423,932	-31,591	-7.45%
Total	1,692,961	1,766,765	4.36%	1,160,977	1,210,877	4.30%	1,204,894	5,983	0.50%
Q4									
10 - July	526,121	581,742	10.57%	365,224	392,764	7.54%	381,459	11,305	2.96%
11 - August	588,859	707,921	20.22%	407,262	486,272	19.40%	416,448	69,824	16.77%
12 - September	571,811	599,259	4.80%	393,580	414,110	5.22%	426,303	-12,193	-2.86%
Total	1,686,792	1,888,923	11.98%	1,166,065	1,293,146	10.90%	1,224,210	68,936	5.63%
Total	6,519,276	7,236,184	11.00%	4,490,961	4,976,735	10.82%	4,644,999	331,736	7.14%

Property Taxes

Property taxes are the second largest and most stable revenue stream in the General Fund. Property tax collections through the period total \$3,032,523. Collections in FY20 are 100.9% of budget. Note that property tax is recorded both in the General Fund and the Debt Service fund. This portion of property tax reflects the General Fund Collections only.

Utility Gross Receipts

Utility Gross Receipts consist of revenue generated from franchise agreements that the City maintains for the exclusive use of its right of ways for electric, phone, cable, and natural gas providers. Utility Gross Receipts through the period are \$705,263 or 99.5% of budget. Collections through the period in FY19 were \$829,786.

Other Operating Revenues

Other Operating Revenues are derived from a variety of revenue streams and are necessary to support operating expenditures. License and Permit Fees are \$695,973 for the year, or 91.4% of budget. Collections through the period in FY19 were \$644,963.

- Garbage collections are \$1,671,301 for the year, or 89.6% of budget. Collections through the period in FY19 were \$1,694,392.
- Court Fines are \$271,746 for the year, or 63.2% of budget. Collections through the period in FY19 were \$430,262.

Summary of Expenditures

Operating expenditures are those expenditures that are the direct result of providing City services and include a variety of costs. A few examples of the types of expenditures included in this category include salaries & benefits, supplies, purchased services, repairs and maintenance, and capital.

Expenditures in the General Fund for the year total \$16,763,572, or 88.0% of budget.

Utility Fund Summary

The Utility Fund is an Enterprise Fund type. It accounts for all of the activity associated with delivering safe, high quality water to all customers. Enterprise Fund types are different than governmental funds, because enterprise funds act more like a business. The services that Enterprise funds provide are typically supported by charges for service and other fees. The Utility fund is self-supporting and it is not supported by property taxes.

Summary of Revenues

Water revenues have a direct correlation with the weather. As rainfall increases, the total usage decreases. In order to manage the volatility associated with precipitation, the City budgets based on an average expected year.

In the Utility Fund, revenues through the period are \$7,784,905, or 91.1% of budget.

- Water collections through the period are \$3,871,815, or 94.9% of budget.
- Sewer/Other collections through the period are \$3,488,248, or 88.7% of budget.

Summary of Expenditures

Utility Fund Expenditures are those expenditures that are the direct result of providing water production, distribution, and collection and treatment services and include a variety of costs. Expenditures in the Utility Fund for the year are \$7,459,930, or 87.3% of budget.

Activity Report for Utilities

This report identifies performance measures of the Utility Billing Department and tracks their respective achievements for the current month compared to last year. A few items to note for **September 2020** are:

Monthly Financial Report

	September FY19	September FY20	YTD	% Increase
Utilities				
Customers Billed:				
Water Accounts	8,012	8,551	99,461	6.73%
Sewer Accounts	7,669	8,209	94,082	7.04%
Garbage Accounts	5,969	6,435	74,353	7.81%
Utility Services				
Connects - New Customers	136	167	1,641	22.79%
Disconnects - Closed Accts	60	116	692	93.33%
Online Payments	1,089	2,040	20,899	87.33%

General and Utility Fund Summary

Fund	Revenues	% Budget	Expenditures	% Budget	Revenues Less Expenditures
General	18,114,516	95.7%	16,763,572	88.0%	1,350,944
Utility	7,784,905	91.1%	7,459,930	87.3%	324,975
			Total		1,675,919

Interim (Unaudited)
General Fund Income Statement
As of 9/30/2020

Category	Prior YTD		% of Fiscal Year Elapsed 100.00%	
	Actuals	Current Budget	Current YTD Actuals	% of Budget
Revenue				
Operating				
Sales Tax	6,420,528	5,245,000	5,577,359	106.3%
Property Tax	2,843,564	3,004,201	3,032,523	100.9%
Other Taxes	829,786	708,500	705,263	99.5%
Charges for Service	1,694,392	1,865,797	1,671,301	89.6%
Fire Protection Fees	2,746,316	2,642,145	2,749,560	104.1%
License\Permits\Fees	644,963	761,600	695,973	91.4%
Intergovernmental	735,774	1,601,269	759,806	47.5%
Fines & Forfeitures	430,262	430,000	271,746	63.2%
Other	75,010	70,038	48,951	69.9%
Interest	12,255	42,792	52,384	122.4%
Operating Total	16,432,851	16,371,342	15,564,866	95.1%
Non-Operating				
Transfers In	2,489,355	2,549,650	2,549,650	100.0%
Non-Operating Total	2,489,355	2,549,650	2,549,650	100.0%
Revenue Total	18,922,206	18,920,992	18,114,516	95.7%
Expenditure				
Operating				
Salaries & Benefits	11,371,620	12,378,365	11,190,928	90.4%
Supplies	970,788	1,270,587	988,797	77.8%
Professional Services	302,367	250,600	196,148	78.3%
Repairs & Maintenance	543,221	594,695	497,703	83.7%
Purchased Services	2,663,461	3,387,712	2,637,508	77.9%
Capital Items/Other	857,776	286,784	140,140	48.9%
Operating Total	16,709,232	18,168,743	15,651,225	86.1%
Non-Operating				
Non-Departmental	1,072,551	700,000	587,750	84.0%
Transfers Out	529,029	185,546	524,598	282.7%
Non-Operating Total	1,601,580	885,546	1,112,348	125.6%
Expenditure Total	18,310,812	19,054,289	16,763,572	88.0%
Grand Total	611,393	(133,297)	1,350,944	

Interim (Unaudited)
General Fund Departmental Expenditures
As of 9/30/2020

Category			% of Fiscal	100.00%
	Prior YTD Actuals	Current Budget	Year Elapsed Current YTD Actuals	% of Budget
Expenditure				
General Government	2,592,415	1,947,008	1,801,058	92.5%
Human Resources	1,461	392,793	301,037	76.6%
Public Works	273,443	483,202	462,156	95.6%
Vehicle Maintenance	253,553	222,046	199,291	89.8%
Information Technology	299,235	247,296	327,687	132.5%
Streets	1,674,858	1,659,189	1,469,936	88.6%
Solid Waste	1,653,855	1,554,480	1,476,223	95.0%
Police	4,383,692	4,607,095	4,078,993	88.5%
Fire - Central	4,685,600	4,632,855	4,283,868	92.5%
Emergency Management	99,195	781,622	205,645	26.3%
Fire Marshall	441,671	395,029	342,143	86.6%
Fire - Station 2	21,867	37,650	8,003	21.3%
Fire - Station 3	45,513	48,100	44,518	92.6%
Building Permits	383,614	497,547	475,859	95.6%
Parks	445,700	462,445	335,497	72.5%
Facilities	277,648	231,512	232,668	100.5%
Planning	258,141	305,242	294,680	96.5%
Municipal Court	519,351	549,178	424,311	77.3%
Expenditure Total	18,310,812	19,054,289	16,763,572	88.0%
Grand Total	18,310,812	19,054,289	16,763,572	


Interim (Unaudited)
Utility Fund Income Statement
As of 9/30/2020

Category	Prior YTD		% of Fiscal Year Elapsed	
	Actuals	Current Budget	Current YTD Actuals	100.00% % of Budget
Revenue				
Operating				
Water Collections	3,865,688	4,080,000	3,871,815	94.9%
Other Charges for Service	171,377	172,500	123,871	71.8%
Other	3,523,004	3,932,000	3,488,248	88.7%
Interest	3,415	2,600	14,963	575.5%
License\Permits\Fees	236,859	360,400	286,008	79.4%
Operating Total	7,800,343	8,547,500	7,784,905	91.1%
Non-Operating				
Transfers In	3,447,641			
Non-Operating Total	3,447,641			
Revenue Total	11,247,984	8,547,500	7,784,905	91.1%
Expenditure				
Operating				
Salaries & Benefits	2,451,254	2,664,655	2,190,983	82.2%
Supplies	835,918	1,098,330	799,673	72.8%
Professional Services	89,084	242,300	62,364	25.7%
Repairs & Maintenance	494,441	525,480	323,139	61.5%
Purchased Services	982,815	679,511	504,024	74.2%
Capital Items/Other	-	9,624	25,169	261.5%
Operating Total	4,853,512	5,219,900	3,905,351	74.8%
Non-Operating				
Non-Departemental	88,448	92,600	59,611	64.4%
Transfers Out	3,178,000	3,235,000	3,494,968	108.0%
Non-Operating Total	3,266,448	3,327,600	3,554,579	106.8%
Expenditure Total	8,119,961	8,547,500	7,459,930	87.3%
Grand Total	3,128,023	-	324,975	


Interim (Unaudited)
Utility Fund Departmental Expenses
As of 9/30/2020

Category	Prior YTD		% of Fiscal Year Elapsed 100.00%	
	Actuals	Current Budget	Current YTD Actuals	% of Budget
Expenditure				
Wastewater Collection	263,873	561,868	402,305	71.6%
Water Production	704,061	713,828	571,117	80.0%
Accounting & Collecting	883,040	996,480	859,422	86.2%
Customer Service	312,975	339,174	312,868	92.2%
Meter Department	251,419	304,708	261,670	85.9%
Non-Departmental	3,687,788	3,235,000	3,235,000	100.0%
Wastewater Treatment	1,285,266	1,564,887	1,182,828	75.6%
Water Distribution	731,538	831,555	634,720	76.3%
Expenditure Total	8,119,961	8,547,500	7,459,930	87.3%
Grand Total	8,119,961	8,547,500	7,459,930	

**Interim (Unaudited)
General Fund Forecast
As of 9/30/2020**

Category	Current Budget	Forecast	Current YTD		% of Budget
			Actuals	Forecast Variance	
Revenue	18,920,992	18,870,903	18,114,516	(756,386)	95.7%
Expenditure	19,054,289	18,342,386	16,763,572	(1,578,813)	88.0%
Grand Total	(133,297)	528,517	1,350,944 	822,427	

Interim (Unaudited)
Utility Forecast
As of 9/30/2020

Category	Current Budget	Forecast	Current YTD Actuals	Forecast Variance	% of Budget
Revenue	8,547,500	8,547,500	7,784,905	(762,595)	91.1%
Expenditure	8,547,500	8,547,501	7,459,930	(1,087,571)	87.3%
Grand Total	-	(1)	324,975 	324,976	

Footnotes to Preliminary Income and Expense Statements

- 1) Sales Tax has been adjusted to reflect activity on a cash basis to present an apples-to-apples comparison of the actual cash received in the time frame. Additionally, as the City transitions to best practices with recording of revenues and expenditures, sales tax expenditures are recorded under Non-Departmental Activity as they are an expense to outside agencies. This approach will keep our internal accounting consistent with the Auditor's presentation of the CAFR.
- 2) Intergovernmental revenue has been adjusted to reflect activity on a cash basis to present an apples-to-apples comparison of the actual cash received in the time frame. This is the result of grant reimbursement activity that was received in Fiscal Year 2020, but belongs to Fiscal Year 2019 activity.
- 3) Fire Protection Fees revenue has been adjusted to reflect activity on a cash basis to present an apples-to-apples comparison of the actual cash received in the time frame.
- 4) Current budget reflects the original budget plus any Commission approved budget amendments.
- 5) The Utility fund is presented in the prior year with adjustments for fixed assets. The Utility Fund is an enterprise fund and is finalized through the audit on a full accrual basis.



RICHMOND
EST. **TEXAS** 1837



CITY OF RICHMOND, TEXAS

Monthly Sales Tax Analysis

For the period ending September 30, 2020

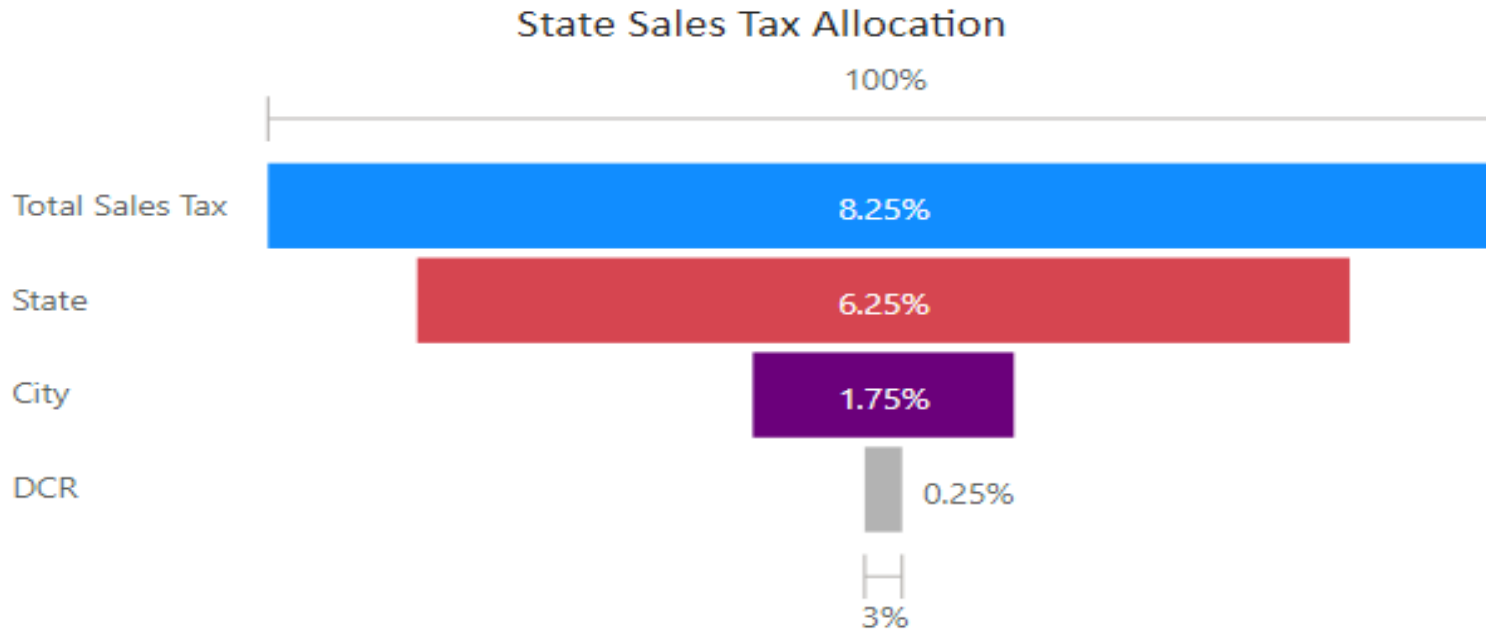
Sales Tax Analysis

Executive Summary

Sales tax is one of the most important revenue streams for the City, but it's also highly volatile and subject to risk. This analysis is intended to highlight the City's sales tax collections in comparison to its expected performance, which is the amount of revenue received compared to the budget.

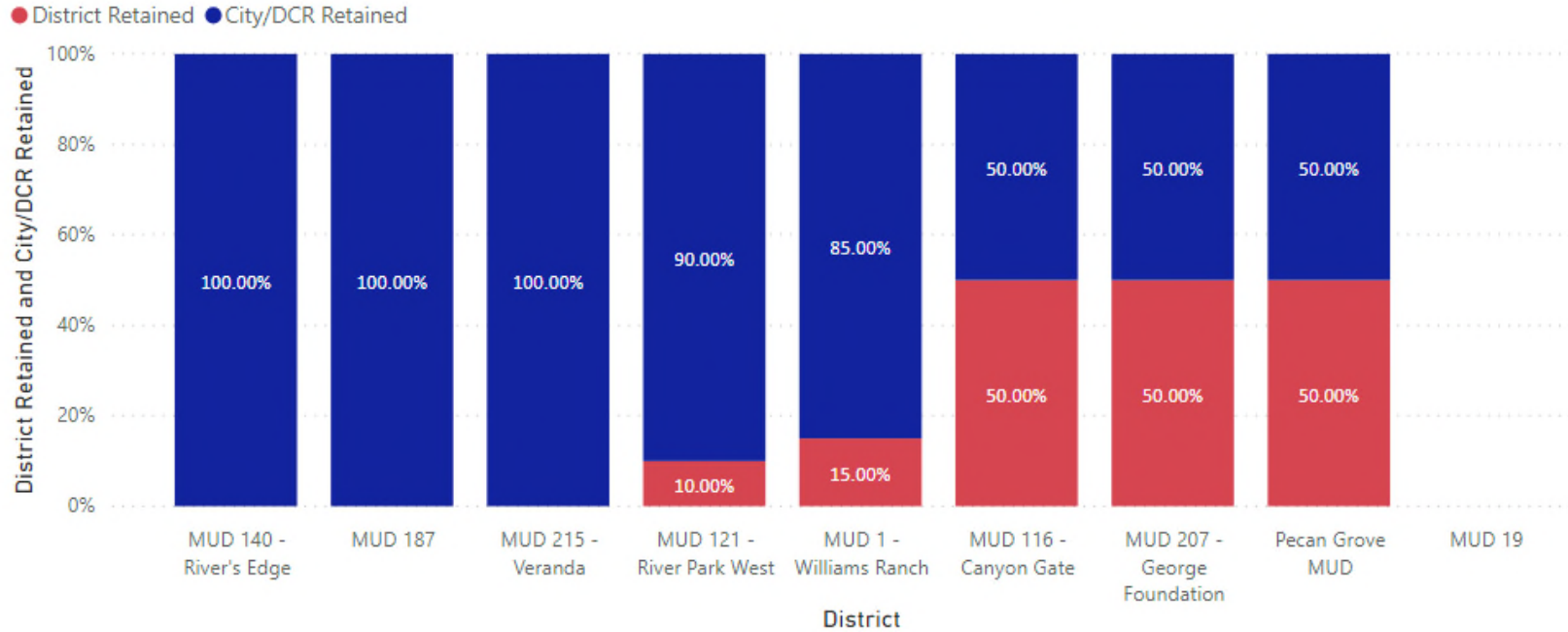
In Texas, the State Comptroller's Office receives sales tax two months before it is remitted to the City, as a result there is a two-month timing difference between the State collection of revenue and the revenue sent to the City. This report covers sales tax payments received by the City from the Texas Comptroller's Office in the month of **September**, which reflects sales tax collections for the month of **July**.

The total sales tax rate within Richmond is 8.25%, of that total, 6.25% is collected and retained by the Texas Comptroller's office, and the remaining 2% is remitted to the City. Consistent with the comprehensive master plan, the City has entered into several strategic partnership agreements (SPAs) that allow for limited purpose annexation and the collection of sales tax within certain municipal utility districts (MUDs). While the City receives 100% of the sales tax collected within the City, these strategic partnership agreements provide for, in most cases, some sharing of the sales tax revenue (between the City and MUDs). As a result of these agreements, after the City remits the MUDs proportional share of its sales tax, the City then remits 25% of the remaining sales tax to the Development Corporation and retains 75% in the General Fund.



Sales Tax Analysis

District Sales Tax Allocation



Key Statistics

Net Sales Tax Payment

- September Collection:
 - Total Net Collections: \$599,259
 - One-Time Positive Audit Adjustment: \$18,163
 - Outlook: Positive

City Sales Tax

- September Collection:
 - Total Net collections are \$414,109
- September Compared to Budget
 - Current month: Up -2.86%
 - Average Year to date: Up 7.14%

Sales Tax Analysis

Summary of Performance

Quarter Label	Net Payment	SPA Collections	City Retained SPA	Gross City Collections	MUD Expense SPA	City Retained	Budget Amount	DCR Retained
Q1								
1 - October	543,165	104,362	54,274	419,895	-50,088	369,807	329,433	123,269
2 - November	631,586	94,288	48,995	485,013	-45,293	439,720	387,551	146,573
3 - December	624,289	98,637	51,406	480,025	-47,231	432,794	400,046	144,265
Total	1,799,040	297,287	154,675	1,384,933	-142,612	1,242,321	1,117,030	414,107
Q2								
4 - January	533,734	96,678	50,269	411,903	-46,409	365,494	339,502	121,831
5 - February	710,813	104,276	54,225	545,623	-50,051	495,572	405,093	165,191
6 - March	536,909	92,612	48,137	413,801	-44,476	369,325	354,270	123,108
Total	1,781,456	293,566	152,631	1,371,326	-140,935	1,230,391	1,098,865	410,130
Q3								
7 - April	551,969	100,409	52,077	426,060	-48,331	377,728	350,713	125,909
8 - May	643,006	115,028	59,766	496,070	-55,262	440,808	430,249	146,936
9 - June	571,790	101,334	52,665	441,010	-48,669	392,341	423,932	130,780
Total	1,766,765	316,770	164,507	1,363,140	-152,263	1,210,877	1,204,894	403,626
Q4								
10 - July	581,742	120,391	62,335	450,820	-58,056	392,764	381,459	130,921
11 - August	707,921	123,246	63,687	545,831	-59,559	486,272	416,448	162,091
12 - September	599,259	98,457	51,344	461,223	-47,112	414,110	426,303	138,037
Total	1,888,923	342,094	177,366	1,457,874	-164,728	1,293,146	1,224,210	431,049
Total	7,236,184	1,249,717	649,180	5,577,272	-600,538	4,976,735	4,644,999	1,658,912

Sales Tax Analysis

City Sales Tax

Quarter Label	Prior Year Net Payment	Net Payment	YoY Net % Chg	Prior Year City Retained	City Retained	YoY City % Chg	Budget Amount	Actual / Budget (\$)	Actual / Budget (%)
Q1									
1 - October	512,771	543,165	5.93%	347,004	369,807	6.57%	329,433	40,374	12.26%
2 - November	526,021	631,586	20.07%	368,231	439,720	19.41%	387,551	52,169	13.46%
3 - December	568,389	624,289	9.83%	385,048	432,794	12.40%	400,046	32,748	8.19%
Total	1,607,181	1,799,040	11.94%	1,100,283	1,242,321	12.91%	1,117,030	125,291	11.22%
Q2									
4 - January	443,939	533,734	20.23%	311,230	365,494	17.44%	339,502	25,992	7.66%
5 - February	624,297	710,813	13.86%	434,229	495,572	14.13%	405,093	90,479	22.34%
6 - March	464,107	536,909	15.69%	318,177	369,325	16.08%	354,270	15,055	4.25%
Total	1,532,343	1,781,456	16.26%	1,063,635	1,230,391	15.68%	1,098,865	131,526	11.97%
Q3									
7 - April	523,728	551,969	5.39%	348,146	377,728	8.50%	350,713	27,015	7.70%
8 - May	578,016	643,006	11.24%	412,786	440,808	6.79%	430,249	10,559	2.45%
9 - June	591,217	571,790	-3.29%	400,045	392,341	-1.93%	423,932	-31,591	-7.45%
Total	1,692,961	1,766,765	4.36%	1,160,977	1,210,877	4.30%	1,204,894	5,983	0.50%
Q4									
10 - July	526,121	581,742	10.57%	365,224	392,764	7.54%	381,459	11,305	2.96%
11 - August	588,859	707,921	20.22%	407,262	486,272	19.40%	416,448	69,824	16.77%
12 - September	571,811	599,259	4.80%	393,580	414,110	5.22%	426,303	-12,193	-2.86%
Total	1,686,792	1,888,923	11.98%	1,166,065	1,293,146	10.90%	1,224,210	68,936	5.63%
Total	6,519,276	7,236,184	11.00%	4,490,961	4,976,735	10.82%	4,644,999	331,736	7.14%

Sales Tax Analysis

DCR Sales Tax

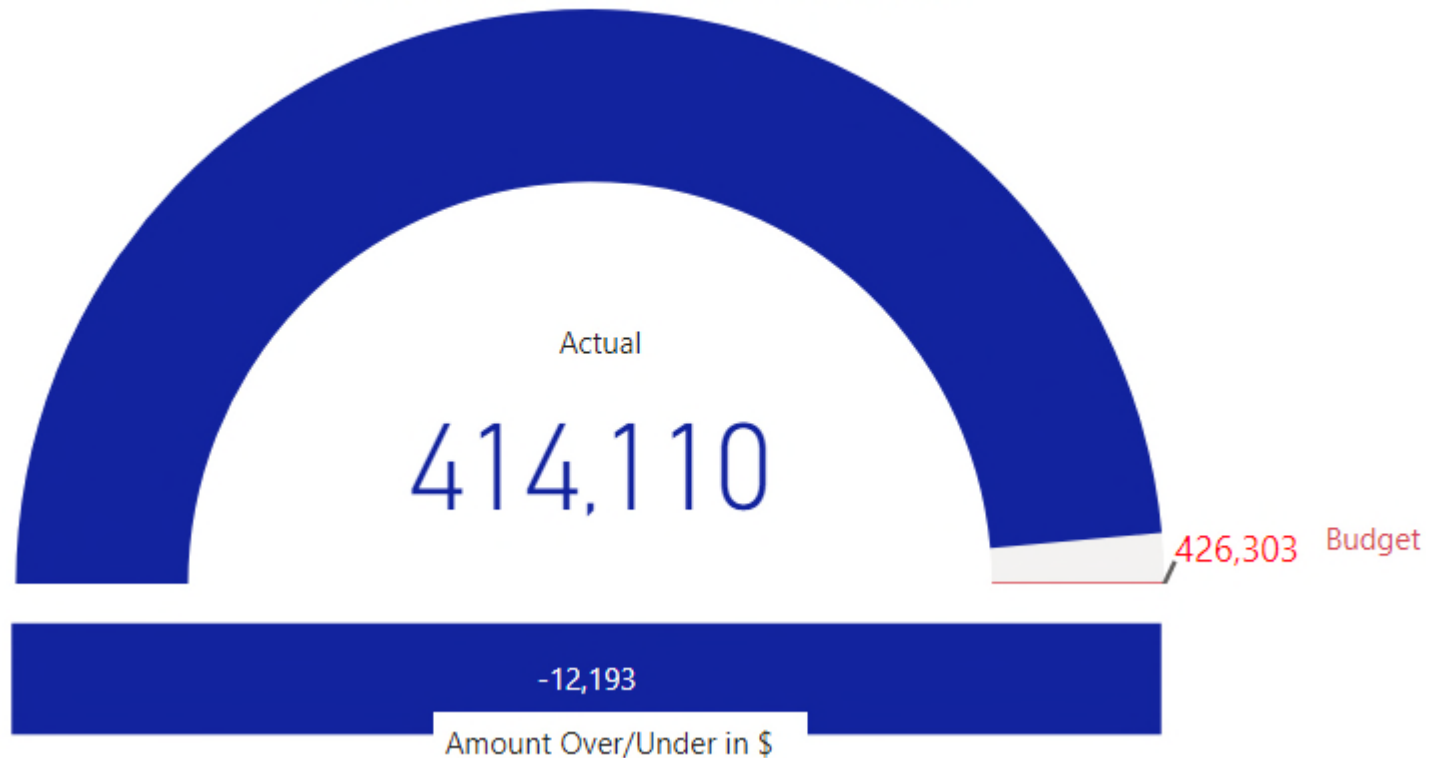
Quarter Label	Prior Year Net Payment	Net Payment	YoY Net % Chg	DCR Prior Retained	DCR Retained	YoY DCR % Chg	DCR Budget	DCR Act/Bud (\$)	DCR Act/Bud (%)
Q1									
1 - October	512,771	543,165	5.93%	115,668	123,269	6.57%	107,057	16,212	13.15%
2 - November	526,021	631,586	20.07%	122,744	146,573	19.41%	125,944	20,629	14.07%
3 - December	568,389	624,289	9.83%	128,349	144,265	12.40%	130,004	14,261	9.89%
Total	1,607,181	1,799,040	11.94%	366,761	414,107	12.91%	363,005	51,102	12.34%
Q2									
4 - January	443,939	533,734	20.23%	103,743	121,831	17.44%	110,329	11,502	9.44%
5 - February	624,297	710,813	13.86%	144,743	165,191	14.13%	131,644	33,547	20.31%
6 - March	464,107	536,909	15.69%	106,059	123,108	16.08%	115,128	7,980	6.48%
Total	1,532,343	1,781,456	16.26%	354,545	410,130	15.68%	357,101	53,029	12.93%
Q3									
7 - April	523,728	551,969	5.39%	116,049	125,909	8.50%	113,972	11,937	9.48%
8 - May	578,016	643,006	11.24%	137,595	146,936	6.79%	139,819	7,117	4.84%
9 - June	591,217	571,790	-3.29%	133,348	130,780	-1.93%	137,767	-6,987	-5.34%
Total	1,692,961	1,766,765	4.36%	386,992	403,626	4.30%	391,558	12,068	2.99%
Q4									
10 - July	526,121	581,742	10.57%	121,741	130,921	7.54%	123,964	6,957	5.31%
11 - August	588,859	707,921	20.22%	135,754	162,091	19.40%	135,334	26,757	16.51%
12 - September	571,811	599,259	4.80%	131,193	138,037	5.22%	138,537	-500	-0.36%
Total	1,686,792	1,888,923	11.98%	388,688	431,049	10.90%	397,835	33,214	7.71%
Total	6,519,276	7,236,184	11.00%	1,496,987	1,658,912	10.82%	1,509,499	149,413	9.01%

Sales Tax Analysis

City Current Month at a Glance

The graphs below indicate that City sales tax collections are \$414,110 in September, compared to the budget of \$426,303. The total collections are under budget by \$12,193, which is 2.86% lower than expected. This month a one-time positive audit adjustment in the amount \$18,163 was received.

Actual/Budget Sales Tax Performance

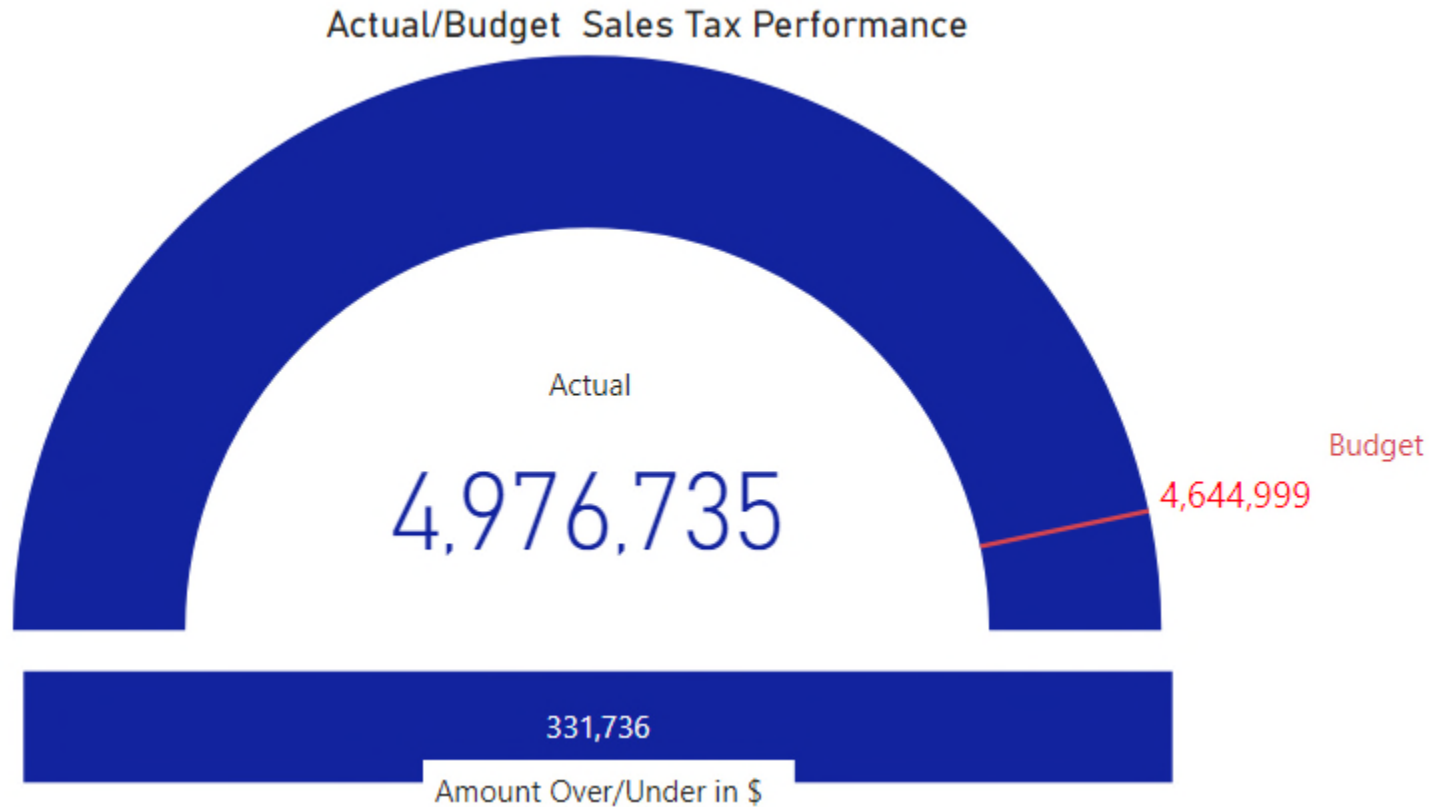


Sales Tax Analysis

City Year-to-Date at a Glance

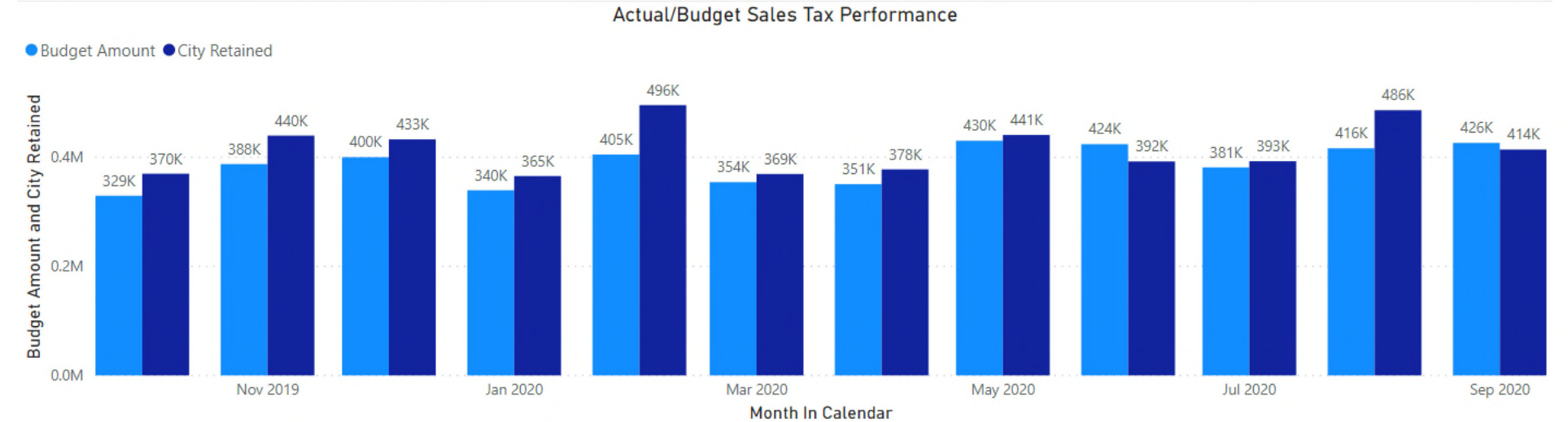
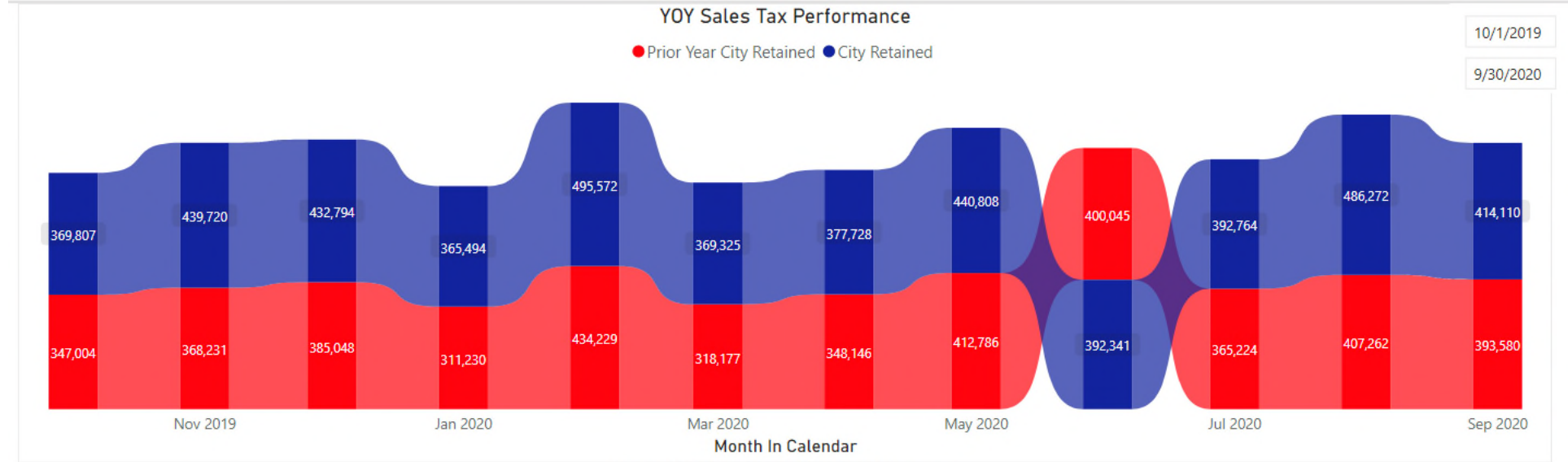
The graphs below indicate that total sales tax collections are \$4.98M for the year, compared to the budgeted sales tax of \$4.64M. As a result, the City has accumulated approximately \$331,736 in additional sales tax revenue over the budgeted amount.

The City will accumulate and monitor excess sales tax revenue and will recognize any actual gains at the end of the year, once all revenues have been received. This approach helps minimize the month to month volatility of collections.

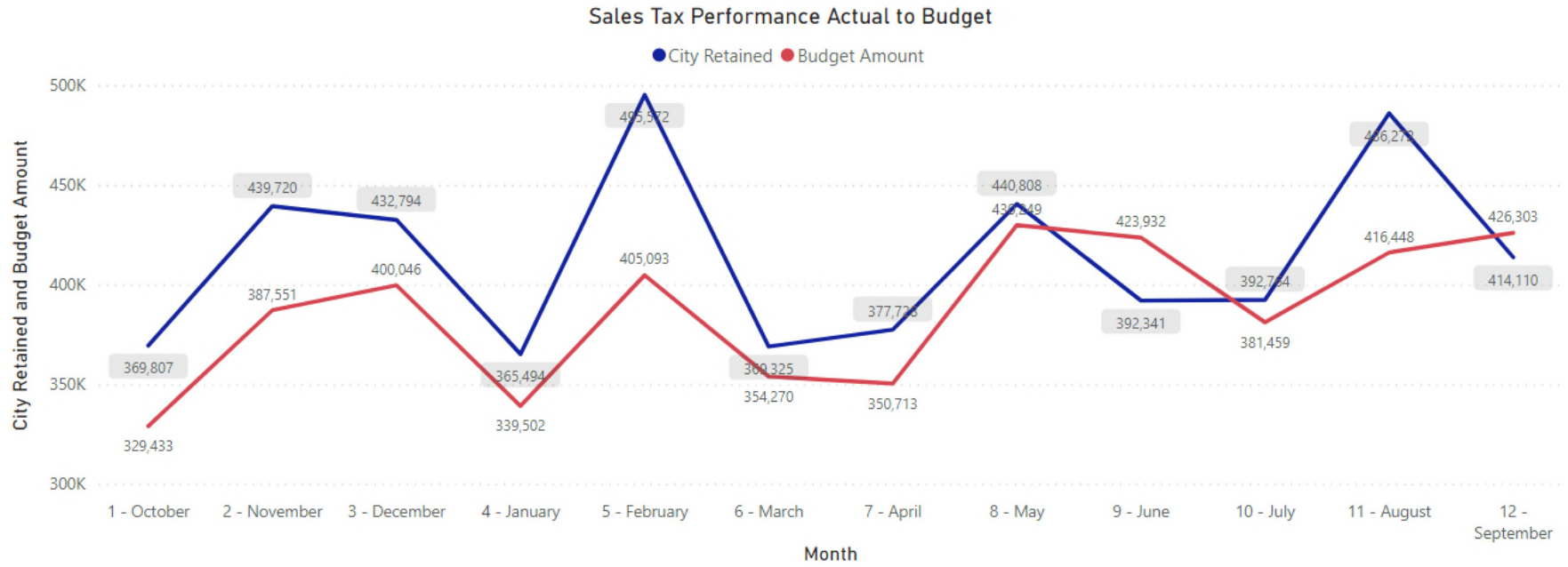


Sales Tax Analysis

City Historical Performance



Sales Tax Analysis

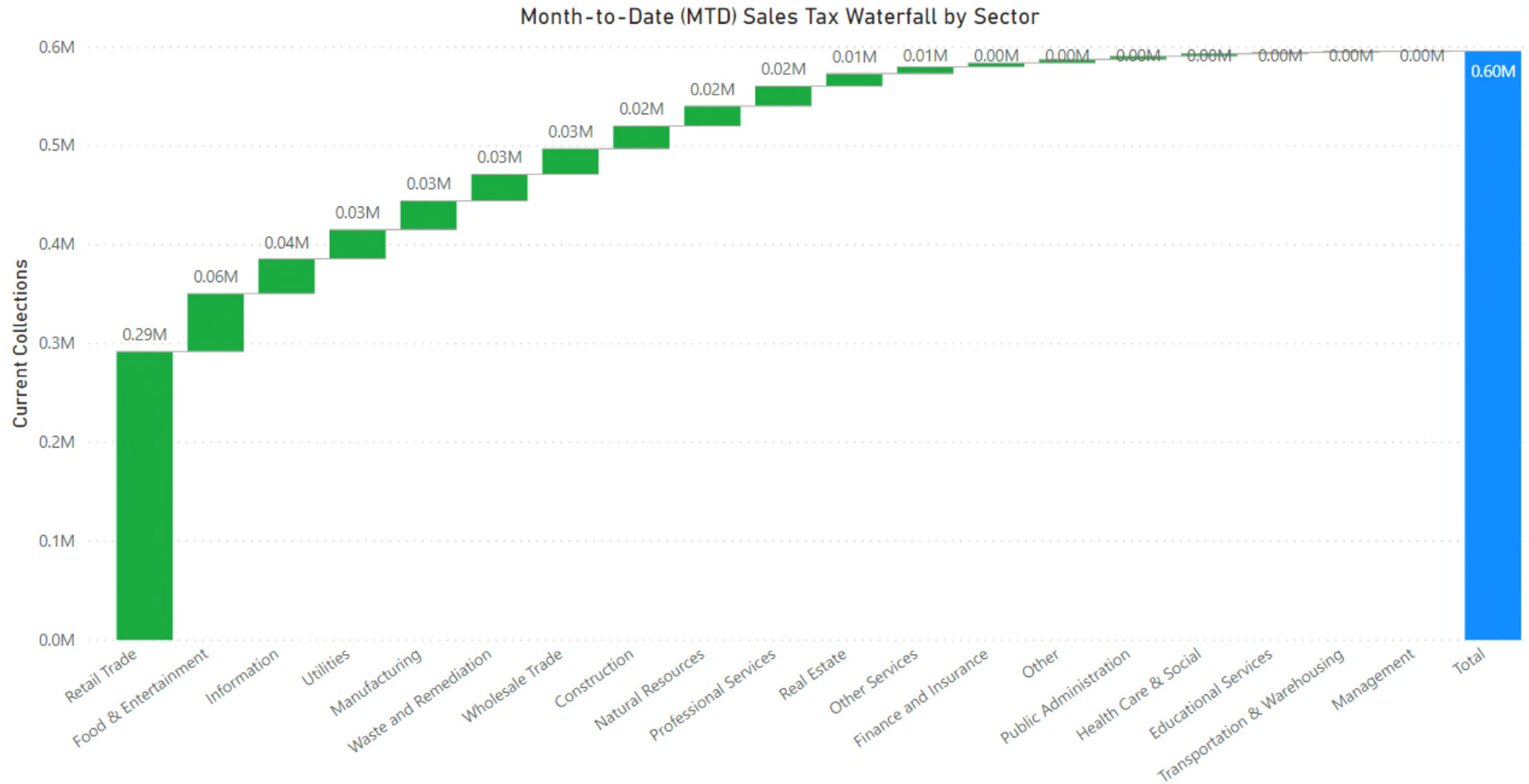


Sales Tax Analysis

Monthly Payment Allocation by Sector

This chart shows the makeup of this month's payment by sector.

For a monthly comparison to last year by sector, please see the written analysis below the chart.



Monthly Analysis Compared to Prior Year

The Retail Trade and Food & Entertainment Sectors are the primary industry sectors for the City and combined make up approximately 55% of the total collections. The sectors described in this analysis below make-up approximately 90% of the total collections for the City.

Retail: The Retail sector increased by 14.22% when compared to the same period in the prior year. The increase is the result of timing and better performance year-over-year in the Furniture and Non-store subsectors.

Food & Entertainment: The Food & Entertainment sector decreased by 3.71% when compared to the same period in the prior year. The decrease is in all major subsectors. In particular, collections from some of the major restaurant chains are down year-over-year.

Information: The Information sector decreased by 27.22% when compared to the same period in the prior year. The decrease is primarily in Telecommunications and Broadcasting subsectors. The Telecommunications subsector was nearly 50% lower than the prior year's collections for most major telecommunication companies.

Natural Resources: The Natural Resources sector decreased by 62.73% when compared to the same period in the prior year. The decrease in this sector is the result of an industry closely tied to construction. As a result, these collections will remain volatile since they are tied to residential and commercial construction in the Greater Houston Area (not just the City of Richmond). Collections in this sector should be treated as one-time collections.

Professional Services: The Professional Services sector increased by 39.94% when compared to the same period in the prior year. The increase in collections is likely the result of economic development related activity initiated on the part of the City.

Utilities: The Utility sector increased by 35.71% when compared to the same period in the prior year. The is likely a combination of the summer heat driving a demand for power as well as increase in growth and development.

Wholesale Trade: The Wholesale Trade sector increased 17.28% when compared to the same period in the prior year. The increase in this sector is the result of a one-time collection by companies that do not have a physical presence in the City.

Waste & Remediation: The Waste & Remediation sector decreased by 6.23% when compared to the same period in the prior year. The increase in collections occurred primarily in the Waste Management subsector.

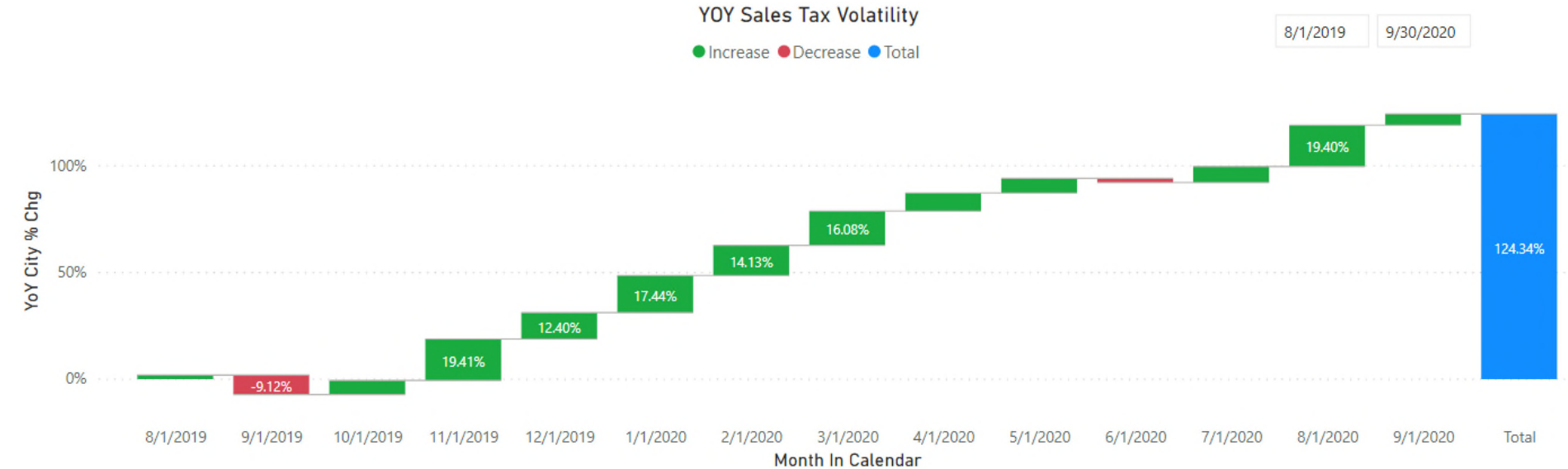
Manufacturing: The Manufacturing sector increased by 15.14% when compared to the same period in the prior year. The increase in collections occurred primarily in the Mineral subsector and is closely tied to construction activity.

* The collections by sector information is directly from the Confidentiality Report received from the Texas Comptroller's Office. The numbers reflected in the Confidentiality Report are unadjusted and will not match the Net Collections that the Comptroller publishes. The Net Collections published publicly include all tax payers, whereas the Confidentiality Report only includes tax payers that annually remit more than \$5,000, and does not include the other adjustments made to the Net Allocation. In order to remain confidential only the aggregate data by sector, and subsector can be reported.

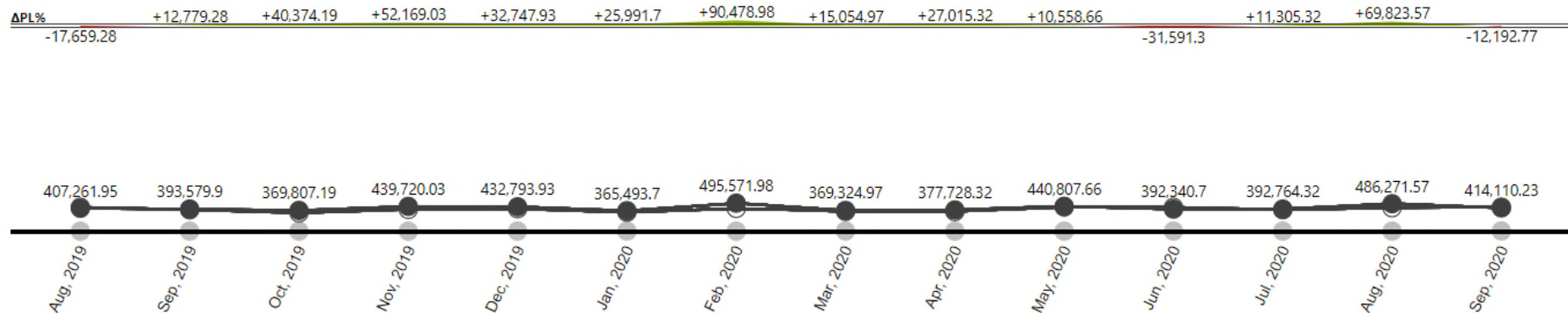
Sales Tax Analysis

THE INFORMATION PROVIDED TO THE CITY IS CONFIDENTIAL. It is not open to public inspection. A city may use the information only for the purpose of economic forecasting (Tex. Tax Code 321.3022(c)). Unauthorized distribution of confidential information is punishable by 6 months in jail and a \$1,000 fine (Tex. Govt Code sec. 552.352). As a result staff cannot answer specific questions about companies included within the aggregate sales tax number in this report.

Monthly Sales Tax Volatility



Actual/Budget Sales Tax Volatility

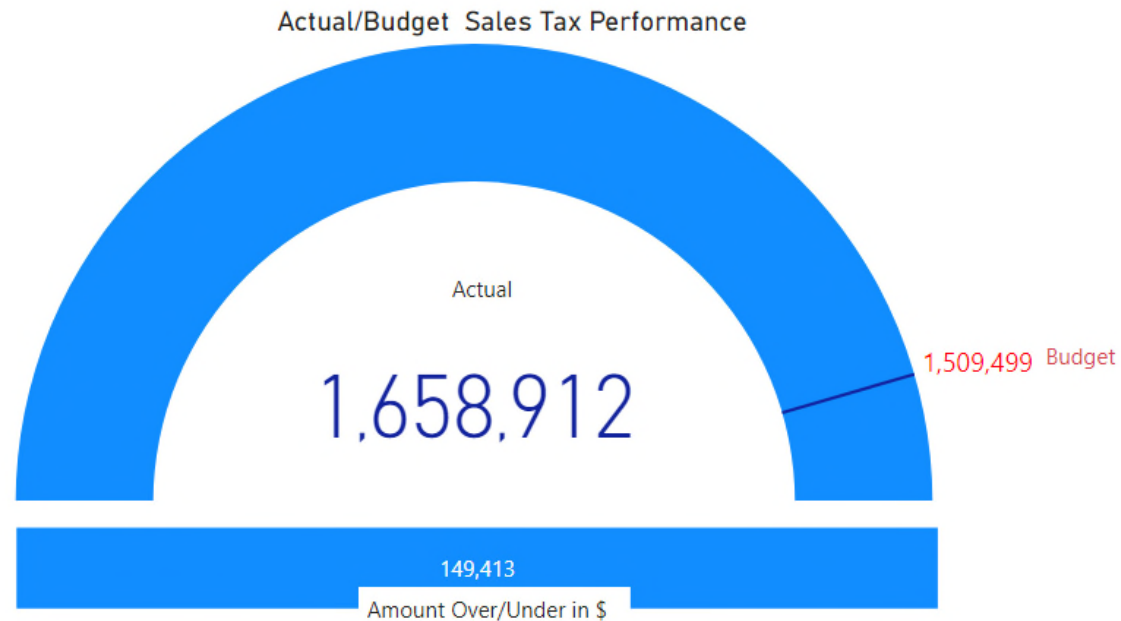


Sales Tax Analysis

The City budgets sales tax on a conservative basis because collections are extremely volatile in nature. The graph above highlights the monthly volatility in sales tax.

Development Corporation Sales Tax

- Year-to-Date thru September Collection:
 - Total collections are \$1,658,912
- **September Compared to Budget**
 - Current month: Down 0.36%
 - Average Year to date: 7.71%
- **Year-over-Year Sales Tax Performance**
 - Current month: Up 5.22%
 - Year to date: Up 10.82%



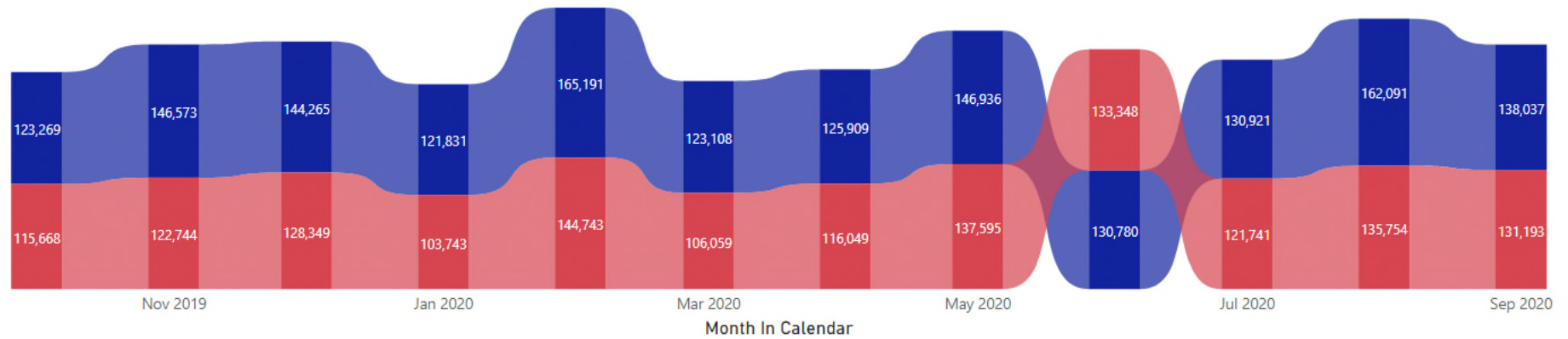
Sales Tax Analysis

YOY Sales Tax Performance

DateKey

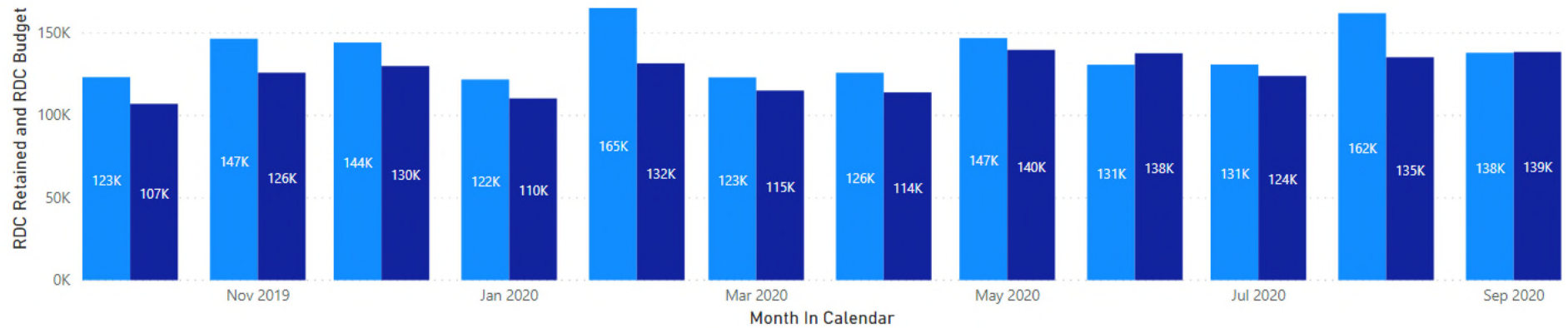
10/1/2019 9/30/2020

● DCR Retained ● DCR Prior Retained



Actual/Budget Sales Tax Performance

● RDC Retained ● RDC Budget



Sales Tax Background

Understanding how the City develops the sales tax forecast is an important part of this publication. This year the sales tax forecast utilized a conservative approach to forecasting, and thus sales tax remained flat from the prior year's budget as those projections were not met.

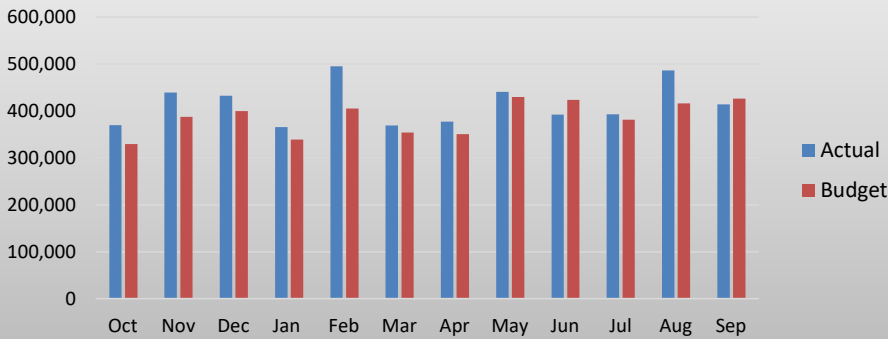
Once developed, the sales tax budget is distributed across the months based on the percentage of collections that month would historically receive. It's important to understand that there are factors that can cause peaks and valleys in this distribution. These peaks and valleys are caused because actual collections are extremely volatile. Actual historical collections can and do change as a result of the timing of the collection (i.e. when the business makes payment), the receipt of one-time collections, and audit adjustments, which can increase or decrease the actual collection. It's this volatility of the collections that make the comparison on a monthly basis a challenge. While sustained high or low monthly collections may signal a change in the trend, the individual monthly comparison will not provide a complete picture, and for this reason greater attention should be paid to the year-to-date collections and budget.

Because sales tax is such an important and volatile revenue stream for the City it is closely monitored and analyzed. One of the most important indicators for sales tax performance is the sales tax collected compared to the budget.

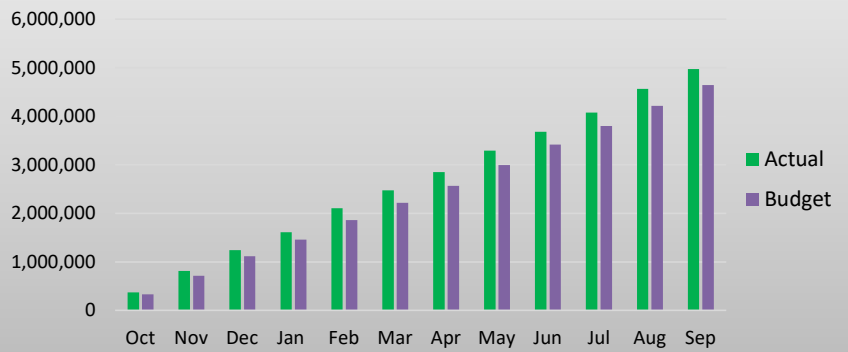
**CITY OF RICHMOND, TEXAS
SALES TAX REVENUE**

	GROSS (Includes Dev. Corp & SPAs)		GENERAL FUND ALLOCATION		GENERAL FUND BUDGET		Year-to-Date Target to Budget
	Prior Year %		Actual Income		Budgeted Income		
	Total Received	Increase (Decrease) Month to Month	Monthly	Total Received Year-to-Date	Monthly	Total Budget Year-to-Date	
	0	0%					100% = Budget
Fiscal Year 2018-19							
Oct	512,771	26%	347,004	347,004	305,393	305,393	113.63%
Nov	526,021	-6%	368,231	715,235	416,422	721,815	99.09%
Dec	568,389	3%	385,048	1,100,283	413,405	1,135,220	96.92%
Jan	443,939	-12%	311,230	1,411,513	380,568	1,515,789	93.12%
Feb	624,297	23%	434,228	1,845,741	381,423	1,897,212	97.29%
Mar	464,107	-12%	318,177	2,163,918	395,012	2,292,223	94.40%
Apr	523,728	15%	348,146	2,512,064	334,101	2,626,324	95.65%
May	578,016	-7%	412,786	2,924,851	459,398	3,085,723	94.79%
Jun	591,217	0%	400,045	3,324,896	359,199	3,444,922	96.52%
Jul	526,121	-3%	365,224	3,690,119	394,356	3,839,278	96.11%
Aug	588,859	2%	407,262	4,097,381	424,921	4,264,199	96.09%
Sep	571,811	-8%	393,580	4,490,961	380,801	4,645,000	96.68%
Fiscal Year 2019-2020							
Oct	543,165	6%	369,807	369,807	329,433	329,433	112.26%
Nov	631,586	20%	439,720	809,527	387,551	716,984	112.91%
Dec	624,289	10%	432,794	1,242,321	400,046	1,117,030	111.22%
Jan	533,734	20%	365,494	1,607,815	339,502	1,456,532	110.39%
Feb	710,813	14%	495,572	2,103,387	405,093	1,861,625	112.99%
Mar	536,909	16%	369,325	2,472,712	354,270	2,215,895	111.59%
Apr	551,969	5%	377,728	2,850,440	350,713	2,566,608	111.06%
May	643,006	11%	440,808	3,291,248	430,249	2,996,857	109.82%
Jun	571,790	-3%	392,341	3,683,588	423,932	3,420,789	107.68%
Jul	581,742	11%	392,764	4,076,353	381,459	3,802,248	107.21%
Aug	707,921	20%	486,272	4,562,624	416,448	4,218,696	108.15%
Sep	599,259	5%	414,109	4,976,734	426,303	4,644,999	107.14%

MONTHLY COLLECTIONS



YEAR-TO-DATE COLLECTIONS



CITY OF RICHMOND
SUMMARY OF CURRENT INVESTMENTS
4th QUARTER FISCAL YEAR 2020: JULY - SEPTEMBER

%	Par	Weighted Average Maturity	Weighted Average Yield	Purchase Price	Beginning Book Value	Beginning Market Value	Ending Book Value	Ending Market Value
TexPool								
10.36%	\$ 3,008,118	1	0.53%	\$ 3,008,118	\$ 3,005,535	\$ 3,005,535	\$ 3,008,118	\$ 3,008,118
Texas CLASS								
11.37%	\$ 3,299,092	1	0.60%	3,299,092	\$ 13,289,633	\$ 13,289,633	3,299,092	3,299,092
Texas CLASS Gov								
34.45%	\$ 10,001,128	1	0.14%	10,001,128	\$ -	\$ -	10,001,128	10,001,128
Cash/Sweep Account Ending Balance								
42.18%	\$ 12,243,117	1	0.45%	12,243,117	11,544,347	11,544,347	12,243,117	12,243,117
Cash/Depository								
1.64%	\$ 476,801	1	0.17%	476,801	476,782	476,782	476,801	476,801
Total Portfolio								
100.0%	\$ 29,028,257	1	0.37%	\$ 29,028,257	\$ 28,316,297	\$ 28,316,297	\$ 29,028,257	\$ 29,028,257

Total Weighted Average Maturity in Days 1
Total Weighted Average Yield to Maturity 0.37%

Benchmark Yields	
3 Mo. T Bill	0.110%
6 Mo. T Bill	0.120%

Cash & Investment activity for the period:

	Book	Market
Beginning Total Portfolio Value	\$ 28,316,297	\$ 28,316,297
Net Change in Cash	711,960	711,960
Portfolio Ending Value with Accrued Interest	29,028,257	29,028,257

Interest Earnings:

	Book	Market
Sweep/Accrued Interest	\$ 433	\$ 433
Depository Interest	327	327
TexPool	2,584	2,584
Texas CLASS	9,459	9,459
Texas CLASS Gov	1,128	1,128
	\$ 13,931	\$ 13,931

Interest Earnings:

	Book	Market
Sweep/Accrued Interest	\$ 180,030	\$ 180,030
Depository Interest	5,494	5,494
TexPool	8,118	8,118
Texas CLASS	39,493	39,493
Texas CLASS Gov	1,128	1,128
	\$ 234,263	\$ 234,263

Notes:

- 1) Cash/Sweep includes Pooled Cash, Credit Cards & Development Corporation funds
- 2) Depository/Cash includes DCR Interest & Sinking, Farmers Market, Construction II, and Narcotics Funds

This report is in full compliance with the Richmond's investment policy and strategy as established for the of investment funds and the Public Funds Investment Act (Chapter 2256).

Prepared By: Tyson Lopez
Date: October 15, 2020



Investment Officer



Investment Officer



CONSENT AGENDA

7. Public Works Report.

Public Works Report

September 2020

Prepared By
Public Works Staff

For
Mayor Evalyn W. Moore

Commissioners
Barry Beard
Alex BeMent
Carl Drozd
Terry Gaul



**WATER UTILITIES DIVISION
WATER DISTRIBUTION AND WASTEWATER COLLECTION
CLIFF HOLIK - UTILITIES FIELD SERVICES SUPERINTENDENT
SEPTEMBER REPORT**

Water Tap

- New Meter Installation – 21

Main Breaks

- Main Repair – 4

Excavated Service Repairs

- Service Repair (Backhoe Excavation) – 7
- Service Repair (Hand Excavation) – 6
- Leak Investigation – 74

Total Meter Swap Outs

- Meter Change Out (Stuck/Broken) – 7
- Change Out (Meter Program) – 0
- New Meter w/Existing Service Lead – 28

Main Line Valve Maintenance

- Valve Maintenance – 30
- Hydrant and Valve Repair – 3

Water Quality Complaints

- Water Quality Complaint (Low Pressure, Odor, Dirty) – 5

Dead-end/Main Flushing

- Dead End Flushing – 32 hrs
- New Construction Flushing – 10 hrs

Monthly Cut Offs

- City limits – 150
- MUDS – 55

Special Project

- Service Request – 4
- Special Projects – 3
- Preventive Maintenance (Hydrants) – 0

Billing Related Work Orders

- Billing Related Work Orders – 570
- Meter Box Maintenance – 19

Preventive Maintenance Line Cleaning & Collection System Inspection

- Preventive Maintenance Line Video – 0'
- Preventive Maintenance Line Cleaning – 16,385 ft
- Preventive Maintenance (Manhole inspections) – 50
- Manhole / Clean Out Repair – 5

**WATER UTILITIES DIVISION
WATER DISTRIBUTION AND WASTEWATER COLLECTION
CLIFF HOLIK - UTILITIES FIELD SERVICES SUPERINTENDENT
SEPTEMBER REPORT**

Excavated Sewer Service/Main Repair – 3

Sanitary Sewer Stoppage

- Sewer Stoppage (City Line) – 8
- Sewer Stoppage (Private Line) – 4

Man Hours to Other Division – 0 hrs

Cleaning

- Cleaning Shop, Equipment and Mow – 8 hrs

**WATER PRODUCTION AND WASTEWATER TREATMENT
MIKE MOODY - UTILITIES FACILITIES SUPERINTENDENT
SEPTEMBER REPORT**

Richmond Regional WWTF	January	February	March	April	May	June	July	August	September	Calendar YTD	Measurement
Wastewater Treated	47,755,000	47,741,000	46,092,000	44,681,000	45,307,000	43,504,000	43,701,000	42,925,000	47,463,000	409,169,000	Gallons
Average Daily	1,540,484	1,646,241	1,486,839	1,441,323	1,461,516	1,403,355	1,409,710	1,384,677	1,531,065	1,493,318	Gallons
Percent Capacity	51.35%	54.87%	49.56%	48.04%	48.72%	46.78%	46.99%	46.16%	51.04%	49.78%	
Sludge Disposal	360	600	450	600	600	600	420	570	180	4,380	Cubic Yards
Reclaimed water usage (In plant usage)	0	0	0	0	0	0	0	0	0	-	Gallons
Reclaimed water production (For distribution outside of plant)	817,000	-	674,000	1,382,000	6,639,000	2,670,000	5,749,000	3,773,000	6,623,000	28,327,000	Gallons
Wet Haul	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	Gallons

Richmond South WWTF	January	February	March	April	May	June	July	August	September	Calendar YTD	Measurement
Wastewater Treated	10,525,000	9,718,000	10,476,000	9,951,000	10,573,000	10,530,000	11,112,000	10,910,000	11,753,000	95,548,000	Gallons
Average Daily	339,516	335,103	337,935	321,000	341,065	339,677	358,452	351,935	379,129	348,715	Gallons
Percent Capacity	35.74%	35.27%	35.57%	33.79%	35.90%	35.76%	37.73%	37.05%	39.91%	36.71%	
Sludge Disposal	-	195,000	108,000	-	-	144,000	-	-	-	447,000	Gallons
Reclaimed Water Usage (In plant Usage)	3,068,000	2,233,400	2,410,000	2,568,100	2,023,000	2,343,200	2,901,300	3,151,000	3,320,800	24,018,800	Gallons

**WATER PRODUCTION AND WASTEWATER TREATMENT
MIKE MOODY - UTILITIES FACILITIES SUPERINTENDENT
SEPTEMBER REPORT**

City of Richmond - Ground Water Production

Permit (400 MG) Oct. 2019 - Sept. 2020	October	November	December	January	February	March	April	May	June	July	August	September
Monthly Production	52,860,000	29,960,000	29,262,000	36,511,000	22,102,000	33,933,000	39,553,000	41,451,000	47,960,000	56,795,000	60,012,000	60,766,000
Permit to Date	52,860,000	82,820,000	112,082,000	148,593,000	170,695,000	204,628,000	244,181,000	285,632,000	333,592,000	390,387,000	450,399,000	511,165,000
Percent to Date	13.22%	20.71%	28.02%	37.15%	42.67%	51.16%	61.05%	71.41%	83.40%	97.60%	112.60%	127.79%

GRP (Non-City) - Ground Water Production

Permit Amount (442 MG)	October	November	December	January	February	March	April	May	June	July	August	September
Monthly Production	31,317,700	22,806,500	23,921,500	23,406,100	22,275,000	27,647,000	38,878,000	32,442,100	35,002,100	38,324,400	41,614,820	33,663,910
Permit to Date	31,317,700	54,124,200	78,045,700	101,451,800	123,726,800	151,373,800	190,251,800	222,693,900	257,696,000	296,020,400	337,635,220	371,299,130
Percent to Date	7.09%	12.25%	17.66%	22.95%	27.99%	34.25%	43.04%	50.38%	58.30%	66.97%	76.39%	84.00%

Total GRP - City of Richmond Plus GRP

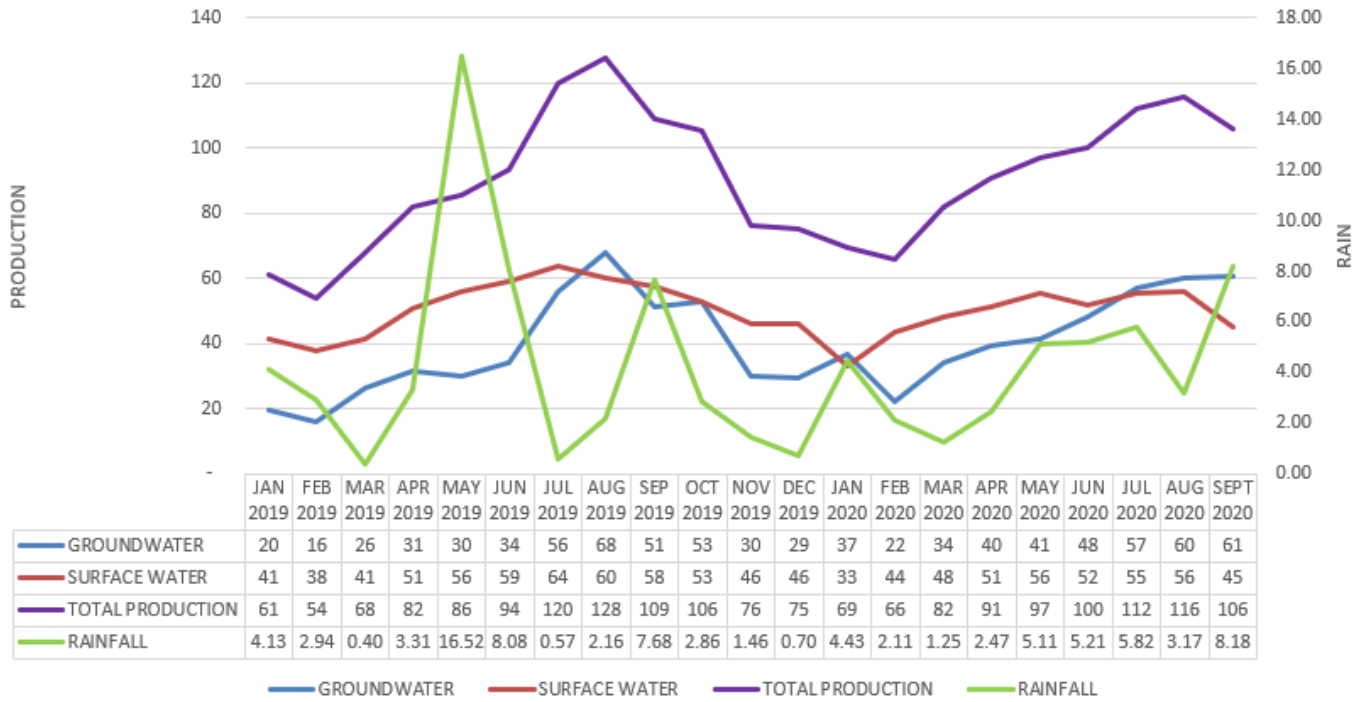
Permit Amount (842 MG)	October	November	December	January	February	March	April	May	June	July	August	September
Monthly Production	84,177,700	52,766,500	53,183,500	59,917,100	44,377,000	61,580,000	78,431,000	73,893,100	82,962,100	95,119,400	101,626,820	94,429,910
Permit to Date	84,177,700	136,944,200	190,127,700	250,044,800	294,421,800	356,001,800	434,432,800	508,325,900	591,288,000	686,407,400	788,034,220	882,464,130
Permit / Percent to Date	10.00%	16.26%	22.58%	29.70%	34.97%	42.28%	51.60%	60.37%	70.22%	81.52%	93.59%	104.81%

Alternative Water - Reclaimed Wastewater

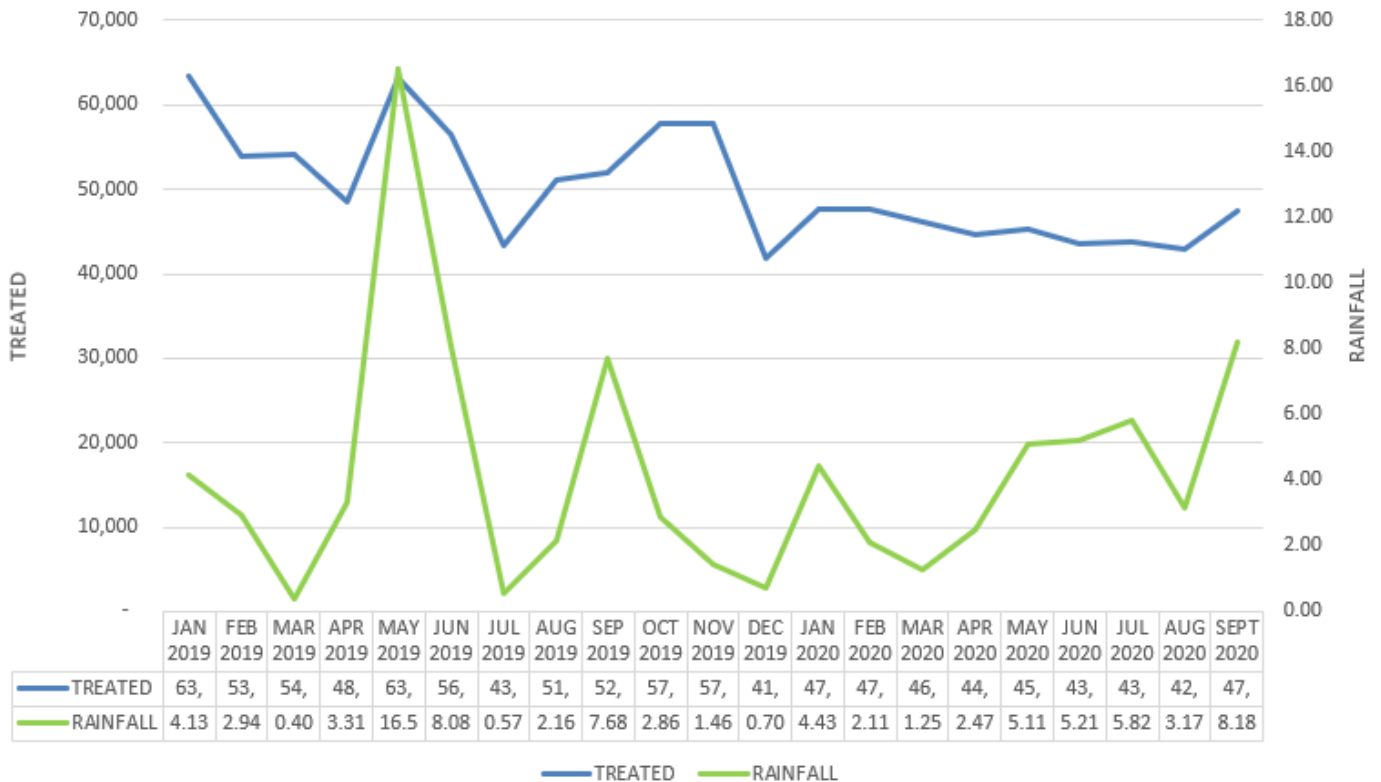
Permit to Date	October	November	December	January	February	March	April	May	June	July	August	September
Monthly Total Re-Use	586,000	14,000	4,913,000	817,000	0	674,000	1,382,000	6,639,000	2,670,000	5,749,000	3,151,000	6,623,000
Monthly Surface Water	52,707,000	45,054,000	53,816,300	32,951,000	43,678,000	48,134,000	51,418,000	55,651,000	52,036,000	55,282,000	55,837,000	45,180,000
Monthly Total NPW	2,837,400	3,092,556	2,768,300	3,068,000	3,068,000	2,417,000	2,568,000	2,023,000	2,343,000	2,901,300	3,773,000	3,320,800
Total Alternative Water	56,130,400	48,160,556	61,497,600	36,836,000	46,746,000	51,225,000	55,368,000	64,313,000	57,049,000	63,932,300	62,761,000	55,123,800
Total Demand	140,308,100	100,927,056	114,681,100	96,753,100	91,123,000	112,805,000	133,799,000	138,206,100	140,011,100	159,051,700	164,387,820	149,553,710
Monthly Conversion Percentage	40.01%	47.72%	53.62%	38.07%	51.30%	45.41%	41.38%	46.53%	40.75%	40.20%	38.18%	36.86%
Monthly Conversion Credits	19,173,070	22,542,273	30,933,920	9,752,570	20,943,100	18,929,000	17,203,300	27,182,170	17,552,170	20,541,940	16,906,654	15,229,587
Total Cumulative Credits TD	1,087,731,496	1,110,273,769	1,141,207,689	1,150,960,259	1,171,903,359	1,190,832,359	1,208,035,659	1,235,217,829	1,252,769,999	1,273,311,939	1,290,218,593	1,305,448,180
Years Worth of Credits @ 30%	4.18	4.27	4.39	4.43	4.51	4.58	4.64	4.75	4.82	4.90	4.96	5.02
Years Worth of Credits @ 60%	2.09	2.13	2.19	2.21	2.25	2.29	2.32	2.37	2.41	2.45	2.48	2.51

**WATER PRODUCTION AND WASTEWATER TREATMENT
MIKE MOODY – UTILITIES FACILITIES SUPERINTENDENT
SEPTEMBER REPORT**

2019 - 2020 WATER PRODUCTION



2019 - 2020 WASTEWATER TREATED



**PUBLIC WORKS
KENNETH JANSKY – STREET SUPERINTENDENT
TRAFFIC/STREET DEPARTMENT
SEPTEMBER REPORT**

Work Orders

- 103
- Total for the year – 930

Regulatory Signs

- Maintenance and repair of 189 regulatory signs

Ditch Cutting

- None

Tree Trimming

- 9th at Main Street
- Country Club Drive
- Front Street

Potholes Patched

- 56
- Total for the year – 566

Striping

- None

New Driveway Installation

- 40' of 15" RCP at 1015 Preston Street

Sidewalk Repair

- 2006 Shady Lane - 60'
- Lamar Drive at Willow Street - 40'
- Total for the month – 100'
- 312' Total for the year
- 222 Total yards of concrete for the year

Curb and Gutter Repair

- None

Special Projects

- Clean Preston Ditch with dozer.
- Install 20' of 36" ADS pipe in the outfall on Preston Street ditch.
- Clean and haul off debris on the Myrtle Street - City owned lot.

**PUBLIC WORKS
JIM WHITEHEAD – ASSISTANT DIRECTOR OF PUBLIC WORKS
PARKS DEPARTMENT
SEPTEMBER REPORT**

George Park

- Cleaned restrooms, cleaned shop and equipment
- Mowed baseball, soccer, main road, picnic areas, rights-of-ways, and worked on mowing 35 acres
- Picked up trash, and tree trimming within the park

Wessendorff Park

- Applied Herbicide, Cleaned restrooms
- Mowed park, picked up trash, and weeded flower beds

Shooting Range

- Mowed

Crawford Park

- Removed banner poles and mowed

Clay Park

- Mowed park and picked up trash

City Hall Park

- Mulched flower beds and around trees

Freeman Town Park

- Mowed park and weeded flower beds

Special Projects

DATE	JOB DESCRIPTION
9/9/2020	Mowed Collage St
9/9/2020	Mowed Old Fire Station
9/11/2020	Mowed Richmond Parkway and Triangle
9/18/2020	Mowed Street Department
9/18/2020	Mowed Water Department
9/18/2020	Mowed PD Impound
9/21/2020	Fueled Generators
9/30/2020	Mowed Old Fire Station

**PUBLIC WORKS
JIM WHITEHEAD – ASSISTANT DIRECTOR OF PUBLIC WORKS
PARKS DEPARTMENT
SEPTEMBER REPORT**

Total Park Man Hours

PARK NAME	TOTAL MAN HOURS
George Park	367
Wessendorff Park	109
Shooting Range	2
Crawford Park	14
Clay Park	6
Freeman Town Park	12
City Hall Park	14
Special Projects	31
TOTAL	555

FISCAL YEAR	TOTAL MAN HOURS
October	599.8
November	459.5
December	490
January	596.5
February	563.5
March	584
April	713.5
May	572.5
June	619.25
July	592.5
August	629.5
September	555
TOTAL	6,975.55

**Total Trash Pick Up in Cubic Yards
(Starting tracking in February)**

PARK NAME	CUBIC/YARDS
George Park	79.01
Wessendorff Park	6.48
Shooting Range	0
Crawford Park	0
Clay Park	4.67
Freeman Town Park	0
City Hall Park	0
Special Projects	0
TOTAL	90.16

FISCAL YEAR	CUBIC/YARDS
February	92.84
March	71.87
April	49.49
May	38.80
June	111.23
July	117.90
August	64.59
September	90.16
TOTAL	636.88

**PUBLIC WORKS
ONGOING PROJECT UPDATES
HOWARD CHRISTIAN – ASSISTANT CITY MANAGER
SEPTEMBER REPORT**

WATER PROJECT UPDATES

WA2102 – CDBG – North Richmond Water Line Project

- CDBG - Award letter received. Advertising Sept 13 and 20, SOQ opening October 7, 2020.

WA2101 – Elevated Storage Tank Rehab

- Under design with Kimley Horn for a late December bid

STREET PROJECT UPDATES

ST001 – 10th Street Extension

- Fort Bend County Mobility Project 10th Street – Preliminary engineering complete – no change.

PARK PROJECT UPDATES

PK006 – Northside Sidewalks – Wessendorff Grant/CDBG Phase X

- The project is complete

PK007 – Clay Street Drainage and Sidewalk Project

- Advertising Sept 13 and 20, SOQ opening October 7, 2020

DRAINAGE PROJECT UPDATES

DR006 – WCJC Detention Pond

- Preliminary Engineering Report complete.

OTHER PROJECT UPDATES

MU002 – Quiet Zone

- BNSF quiet zone – construction is complete and will be sending a notice of implementation to BNSF in October

MU006 – Wayside Horn Project

- Union Pacific included additional requirements for the wayside horn project. The Federal Railroad Administration and UP ask for additional traffic control measures for each of the wayside horn locations. These additional items required the City to submit another Notice of Intent which gives them another 60 days to review and comment. Once we receive the OK from the second submittal, we will be prepared to move forward with a construction contract with Rio Grande Pacific to install the wayside horn equipment. The 60-day notice will conclude December 6th.

MU2003 – Police Department – Window Sealing and Atrium Repair

- Agenda request for contract approval to Commission in October.

PROJECTS PENDING FOR FY21 (Budget Approval)

MU2005 – Emergency Generators (water and street facilities) – advertise in October

ST2101 – Street Rehab – Design SOQ in January

WW2101 – Lift Station Rehab

**PUBLIC WORKS
ONGOING PROJECT UPDATES
HOWARD CHRISTIAN – ASSISTANT CITY MANAGER
SEPTEMBER REPORT**

Monthly Safety Meeting – Did not have due to COVID-19.

TxDOT Updates

90 Overpass Project

1. Waiting on a decision from the UP as to whether additional shoring will be required from the outfall back to North 10TH Street to install the storm sewer.

I-69 Project

1. As of 7/12/2020 the projected completion date for the section of the project from 99 to Reading Road is set for December 7, 2020.
2. TXDOT to install Richmond Parkway signs on I69, no ETA given

City Projects

1. Quiet Zone is moving forward. The Collins Road part of the project has been completed. The private crossing located behind the hospital has been closed as per plans.
2. Going over the plans for the updating and repairs to City owned buildings located at 1116 Myrtle Street and the old Fire Station 1 located at 112 Jackson St. Project should bid in November.

**PUBLIC WORKS
CALLS RECEIVED
SEPTEMBER REPORT**

Public Works	Calls for Sept 2020	%
Facilities	28	4%
Inquiry	453	60%
Parks	2	0%
Solid Waste	166	22%
Street	22	3%
Traffic	0	0%
Water	84	11%
Total	755	100%

Public Works Inquiry Breakdown	No. of Calls	%
Inquiry	32	7%
Internal Calls	27	6%
Out of City Limits	121	27%
Sales	34	8%
Street Lights	5	1%
Transfer Calls	106	23%
Transfer Calls to Customer Service	93	21%
Transfer Calls to Permits	29	6%
Transfer Calls to Code Enforcement	6	1%
Total	453	100%

PUBLIC WORKS TOTAL CALLS RECEIVED FOR FISCAL YEAR

Month	Total Calls
Oct 19	634
Nov 19	536
Dec 19	436
Jan 20	616
Feb 20	574
Mar 20	666
April 20	646
May 20	756
June 20	968
July 20	782
Aug 20	773
Sept 20	755
TOTAL	8,142

**PUBLIC WORKS
AFTER HOURS ONCALL SERVICE
SEPTEMBER REPORT**

Customer Service calls are regarding the water being shut off due to non-payment. For the out of City limit calls, the residents are contacted by oncall personnel with the correct provider, and the Utilities calls are regarding water leaks to sewer stoppages. Street Department handles debris in roadway, roadway issues, sign issues, etc.

These are the calls received for September:

CATEGORY	CALLS
Courts	0
Customer Service	20
Out of City Limits	10
Permits	1
Solid Waste	3
Streets	3
TCEQ Advisory on 9/26	23
Utilities	22
Total	82

This month we had a usual high call volume.

- Customer Service - 20 Calls: These calls were regarding setting up new water service, paying water bills, and water cutoff's due to nonpayment.
- TCEQ Advisory - 23 Calls: On Saturday, 9/26, twenty-three (23) calls were received from residents regarding the TCEQ Water Advisory "Do not use water advisory issued for Brazosport Water Authority Users". Residents were calling in to see if this affected City of Richmond residents.
- Utilities - 9 Calls: Nine (9) of the Utility calls were received from a private leak that occurred on Jenny Lane. Other calls were regarding sewer stoppages, and water leaks.
- We had 2 holidays this month which accounted for:
 Labor Day – Monday, September 7th: 3 calls
 Fair Parade Day – Friday, September 25th: 23 calls

PUBLIC WORKS AFTER HOUR CALLS RECEIVED FOR FISCAL YEAR

MONTH	TOTAL CALLS
Oct 19	39
Nov 19	37
Dec 19	42
Jan 20	27
Feb 20	27
Mar 20	20
Apr 20	16
May 20	30
June 20	16
July 20	26
Aug 20	25
Sept 20	82
Total	387

**PUBLIC WORKS
PROJECT REVIEW
SEPTEMBER REPORT**

The following have been submitted to the Permits Department for Public Works personnel to review. Personnel includes Cliff Holik, Mike Moody, Jim Whitehead, Kenneth Jansky and Mike Kruszynski. Once the review is complete, a comment letter is sent to the applicant.

TOTAL REVIEWS FOR FISCAL YEAR

MONTH	REVIEWS
Oct 19	17
Nov 19	26
Dec 19	20
Jan 20	13
Feb 20	23
Mar 20	22
April 20	22
May 20	24
June 20	28
July 20	22
Aug 20	23
Sept 20	28
Total	268

PLANS REVIEW

DATE	PROJECT NAME	PLAN TYPE
9/2/2020	Mandola Section 1 - 4th Submittal	PI & Grading
9/2/2020	Old Blue Park - 3rd Submittal	Site Plan
9/3/2020	Fossum Dental - 1840 FM 359 Revised from Final	Site Plan
9/11/2020	CISD Foster HS - 4400 Farm to Market 723	Site Plan
9/11/2020	CISD Foster HS - 4240 Farm to Market 723	Site Plan
9/15/2020	Huntington at Richmond	Site Plan
9/15/2020	Kingdom Heights Section 6	PI & Grading
9/17/2020	LCISD Jane Long Gym - 907 Main - 2nd Sub	Site Plan
9/17/2020	Mandola Farm - Sec 1 Entry, Sitework & Hardscape	Site Plan
9/17/2020	Mandola Farm - Landscape and Irrigation	Site Plan
9/21/2020	Old Blue Park - 4th Submittal	Site Plan
9/21/2020	Harvest Green Section 25B - Landscape Parking	PI & Grading
9/23/2020	Veranda Section 37	PI & Grading
9/24/2020	Fort Bend Museum - 500 Houston - 4th Submittal	Site Plan
9/24/2020	2120 Thompson - Blaschk's	Site Plan
9/24/2020	Waterline Loop Extension along FM 762	PI & Grading
9/28/2020	CISD Foster HS - 4400 Farm to Market 723 - 2nd Submittal	Site Plan
9/28/2020	CISD Foster HS - 4240 Farm to Market 723 - 2nd Submittal	Site Plan

**PUBLIC WORKS
PROJECT REVIEW
SEPTEMBER REPORT**

PUBLIC WORKS COORDINATION REVIEW

DATE	PROJECT NAME	WORK DESCRIPTION
9/3/2020	Comcast 117 Legion Drive	Fiber Optics Install
9/4/2020	1202 Fort St - New Construction	New construction
9/14/2020	806 Barrett Street	Driveway
9/15/2020	1404 Preston	New Home
9/15/2020	1606 Richmond Pkwy	Comcast
9/15/2020	600 Morton at 7th Street	CenterPoint
9/23/2020	605 Houston	Property is changing from residential to commercial.
9/24/2020	2120 Thompson - Blaschk's	Needed meter sizes for impact fee cost
9/30/2020	417 Damon Street	Driveway

PUBLIC WORKS PLAT REVIEW

DATE	PROJECT NAME
9/9/2020	Kingdom Heights Sec. 6 - Preliminary Plat

FINALS

The process for receiving hard copies of Finals for signatures has been changed temporarily due to the COVID-19 situation. The Final is being electronically signed by signed by Duane H. Whitehead, P.E. and Terri Vela, City Manager then it is forwarded to the applicant.

DATE	PROJECT NAME	PLAN TYPE
9/2/2020	Mandola Section 1 - 4th Submittal	PI & Grading
9/17/2020	LCISD Jane Long Gym - 907 Main - 2nd Sub	Site Plan
9/21/2020	Old Blue Park - 4th Submittal	Site Plan
9/21/2020	Harvest Green Section 25B - Landscape Parking	PI & Grading



CONSENT AGENDA

8. Planning Department Report.



PLANNING DEPARTMENT REPORT TO THE CITY COMMISSION

SEPTEMBER 2020 / OCTOBER 2020

The following table provides an overview of Planning Department activities from September 18, 2020 through October 14, 2020:

DEVELOPMENT PROJECTS		
Project Type	Total	Description
• Sign Permit Reviews	3	<i>Includes new walls signs and freestanding signs.</i>
• Inspections	1	<i>Sign Final Inspection</i>
• Development Plan Review	10	<p><i>Site development plans and interior build-out plans. Projects include:</i></p> <ul style="list-style-type: none"> ▪ <i>Tennis Court within Veranda Development;</i> ▪ <i>Jane Long School Gym Modification to accommodate a new school program which includes counselling and making clothing available at reduced cost to qualifying students and families;</i> ▪ <i>2120 Thompson Rd—The subject site had an old bank building that was recently demolished and a proposed gas station with convenient store branded as “Blaschkes” is proposed.</i> ▪ <i>Fort Bend Museum renovation at 500 Houston St,</i> ▪ <i>4400 FM 723, Foster HS – Orchestra Building Addition;</i> ▪ <i>4240 FM 723 Wertheimer MS – Orchestra Building Addition;</i> ▪ <i>605 Houston Street, Conversion of a residential home to an office within the OT, Olde Town district.</i> ▪ <i>Veranda at 762, Garden style Apartment—Building permit related submittal review and resubmittal of Site Development plan addressing the comments received as part of the Plat submittal was received.</i>
• Plat Application Review	4	<i>1 plat for October 2020 agenda and 5 plats for the November 2020 Agenda</i>
• Plat Variance	0	
• Zoning Variance Request	1	<i>Staff has received a request for setback related variances to allow a “Pet suites” – a Small animal boarding facility at 20430, Southwest Freeway (Vacant tract west of Alicia’s Mexican Grille).</i>
• Pre-application conferences	2	<i>A Zoom meeting was held to discuss allowance, regulations, and permitting process. (Details in the following section)</i>
• Zoning Change	0	

OTHER PLANNING DEPARTMENT PROJECTS & UPDATES

Pre-application Conference

- 603 Calhoun St (OT): The subject site is located south of the Union Pacific train tracks and north of the City of Richmond Annex (Sunset Salon property). The owner is proposing to develop the site for a nanobrewery. Staff met with the owners of the property and the architect for the project to discuss development regulations. This site is within the Historic Overlay District and will be reviewed for conformance to applicable regulations within said district.
- 1400 FM 2218 (Old Tractor Supply Co.) (GC district): The subject site is located on the north side of FM 2218 and Wall street intersection. The subject site with an existing retail building is proposed to be redeveloped as a church campus. Staff met the design team to discuss zoning related regulations and requirements. The proposed redevelopment would mostly be interior remodeling with minor site modifications. The design team expressed their intention to make aesthetic improvements to the existing building and the over site through building design features and landscaping.

GIS PROJECTS AND INITIATIVES

Project / Initiatives	Description
Development Corporation of Richmond -Development Map & Guide	<ul style="list-style-type: none"> • <i>Continued progress of the Development Corporation of Richmond’s Development Map & Guide, a brochure style guide and map highlighting key target industries, commercial and residential developments, and overall community factors amenable to the City of Richmond’s growth and development.</i> • <i>Received layout design options presented by Eisenberg and Associates, the creative design firm contracted to produce the Development Map & Guide.</i> • <i>Reviewed layout design, features, and themes with City of Richmond staff.</i>
Planning Department’s Development Projects Map	<ul style="list-style-type: none"> • <i>Completed the third update of 2020 for the Planning Department’s Development Projects map highlighting major development projects, plat applications, sign permit applications, and annexations.</i> • <i>The newest update chronicles development projects reviewed during the months of July through September.</i> <i>See attachment to this report for the Planning Department’s Development Projects Map.</i>
Fort Bend Central Appraisal District (FBCAD) Data Updates	<ul style="list-style-type: none"> • <i>Received quarterly GIS data updates from the Fort Bend Central Appraisal District (FBCAD).</i> • <i>Reviewed and assessed data for accuracy and completion.</i> • <i>Geoprocessed key datasets—such as parcel and roads layer—for integration with existing GIS data.</i> • <i>Organized geodatabases following processing of updated datasets.</i>

<p>ArcGIS Urban Technical Workshop</p>	<ul style="list-style-type: none"> • <i>Attended a virtual technical workshop hosted by ESRI and ViewPro GIS providing an overview of ArcGIS Urban, and cloud-based mapping platform designed for urban planners and GIS professionals alike.</i>
<p>ESRI’s “Going Places with Spatial Analysis” Massive Open Online Course (MOOC)</p>	<ul style="list-style-type: none"> • <i>Completed course work and materials for ESRI’s six week “Going Places with Spatial Analysis” MOOC.</i> • <i>The MOOC provided lessons intended to direct users on to maximize the full extent of spatial analysis tools and functionality within the ArcGIS Online platform.</i>

----- End of Report -----

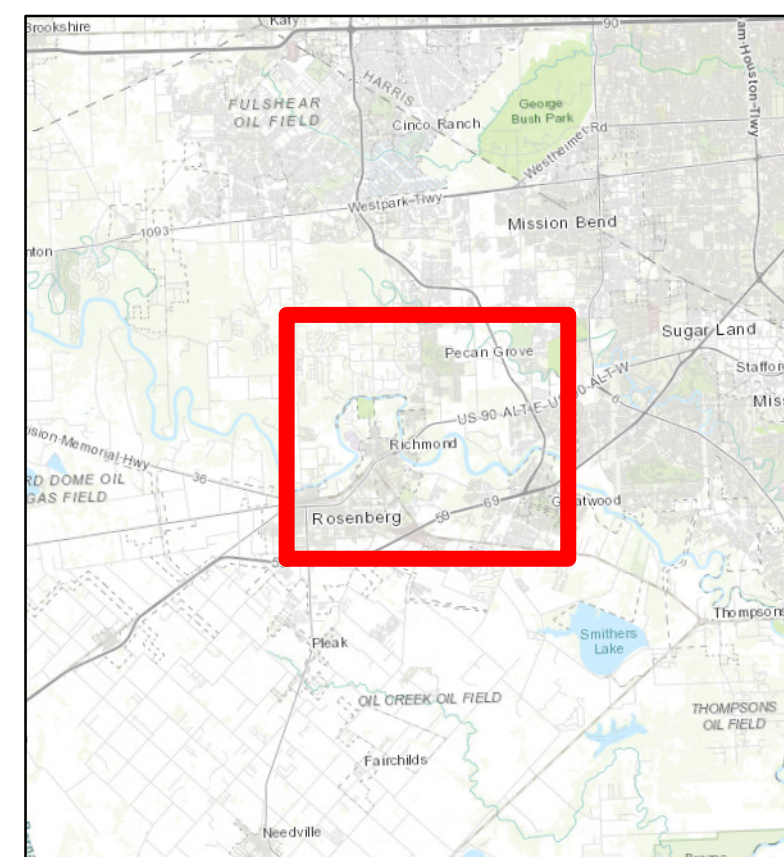
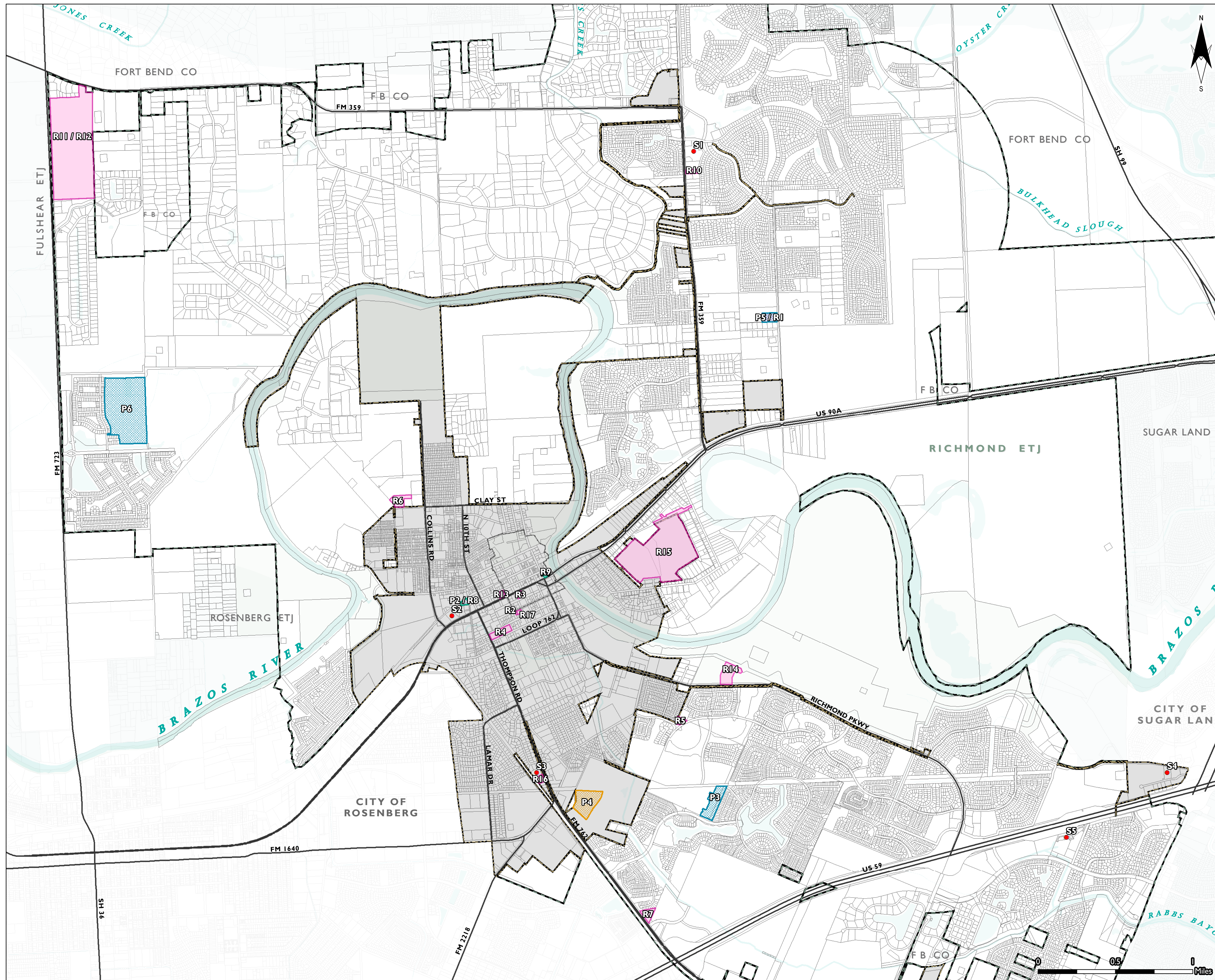
CITY OF RICHMOND PLANNING DEPARTMENT - DEVELOPMENT PROJECTS MAP (JULY - SEPTEMBER 2020)

MAP KEY

PLATS	
ID #	PROJECT NAME
P1	CITY OF RICHMOND BLOCK 107 REPLAT
P2	CITY OF RICHMOND MORTON STREET RESERVES
P3	VERANDA SECTION THIRTY-SEVEN
P4	VERANDA AT 762
P5	PECAN GROVE MUD ADMINISTRATION BUILDING
P6	KINGDOM HEIGHTS SECTION SIX

SIGN APPLICATIONS	
ID #	PROJECT NAME
S1	RANDALLS
S2	RICHROSE DENTAL
S3	MULTI-TENANT FREESTANDING SIGN (2116 THOMPSON RD)
S4	SUREPOINT SELF-STORAGE
S5	MEMORIAL HERMANN SURGERY CENTER

SITE PLAN REVIEWS	
ID #	PROJECT NAME
R1	PECAN GROVE MUD ADMINISTRATION BUILDING
R2	ACCESSORY DWELLING UNIT (611 HOUSTON STREET)
R3	FORT BEND COUNTY MUSEUM ADDITION & ALTERATION
R4	JANE LONG HISTORIC GYM
R5	VERANDA - OLD BLUE PARK
R6	BOYS & GIRLS CLUB OF GREATER HOUSTON
R7	RICHMOND TOWN CENTER
R8	BUILDING MAINTENANCE - EXTERIOR OF FORMER OFFICER BUILDING
R9	BUILDING MAINTENANCE - EXTERIOR OF FORMER FIRE STATION
R10	FOSSUM FAMILY DENTAL CARE
R11	LAMAR CISD FOSTER HS ORCHESTRA ADDITION
R12	LAMAR CISD WERTHEIMER MS ORCHESTRA ADDITION
R13	WELLS FARGO
R14	HUNTINGTON AT RICHMOND
R15	MANDOLA FARMS ENTRY SITE WORK, HARDSCAPING & LANDSCAPING
R16	BLASCHKE'S
R17	INTERIOR REMODEL (605 HOUSTON STREET)



LEGEND

- BOUNDARIES**
- CITY LIMITS
 - EXTRATERRITORIAL JURISDICTION
 - HISTORIC OVERLAY DISTRICT

DEVELOPMENT PROJECTS

- PLATS**
- PRELIMINARY PLAT
 - REPLAT
 - FINAL PLAT

- SIGN APPLICATIONS**
- SIGNS

- SITE PLAN REVIEWS**
- SITE PLANS



RICHMOND
EST. TEXAS 1837

MAP DISCLAIMER:
This map is intended for general informational purposes only, and does not represent a legal record. The City of Richmond Texas makes no warranty regarding specific accuracy or completeness, and the contents or data may be subject to revision at any time without notification.



CONSENT AGENDA

9. Building Department Report.



CITY OF RICHMOND

OFFICE OF THE BUILDING OFFICIAL

SUBJECT: Monthly Status September 2020, submitted October 2020, by Lori

Bownds.

Certificate of Occupancy Issued:

- Enterprise Rent A Car – 20400 Southwest Freeway #140
- @ The Well Gifts & Apparel – 307 South Second Suite C
- Joel Sudario – 913 Victoria
- Kids Heaven Daycare & Learning – 2119 Thompson Rd
- AB Nutrition – 301 South 9th Street

Plan Reviews: Significant:

- Jane Long Gym Remodel Resubmittal – 907 Main Street
- Veranda – Site Plan Review – 2627 FM 762
- New Single-Family Residence – 1202 Fort
- Professional Building Remodel; – 1601 Main Suite 504
- New Single-Family Residence – 1404 Preston Street
- Shade Structure Mandola Farms – Park area
- Underground Fuel Tanks – 1827 Richmond Parkway
- Possible Single-Family Remodel or new construction – 1000 Calhoun St

Health Inspections:

GRADE

- | | |
|--|----|
| • Subway | 92 |
| • Richmond Exxon | |
| • Mimi's New Orleans | 95 |
| • Circle K | |
| • Richmond Shell | |
| • Texas Food Mart & Cellular | |
| • Texanna Behavior Treatment – Willow | |
| • Texanna Behavior Treatment – Pin Oak | |
| • Pink Elementary | |
| • Sequin Elementary | |

Inspections:

- | | |
|--------------|-----|
| • Plumbing | 535 |
| • Building | 32 |
| • Driveway | 6 |
| • Electrical | 26 |
| • Mechanical | 5 |
| • Occupancy | 8 |

Contacts Permit Desk:

- Inspections scheduled, rescheduled or canceled 561
- Applications submitted for review 63
- Applications processed 241
- License processed 22

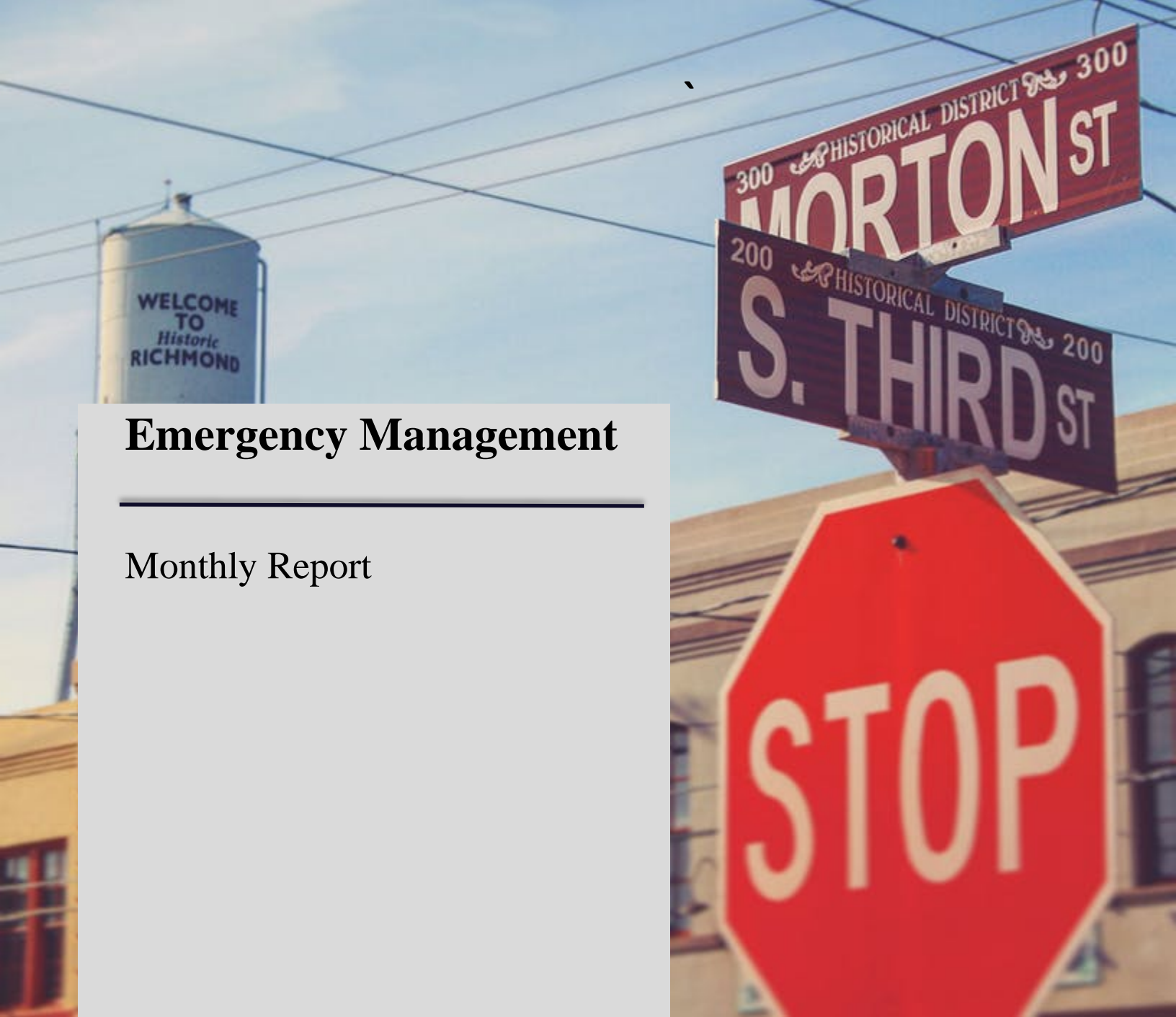
Training:

- Plumbing Inspectors completed the Plumbing Inspectors CE course. This is required to maintain their Plumbing Inspectors License.
- Lori Bownds and Greg Ross are currently enrolled in an Egress and Framing class. This class an online course.



CONSENT AGENDA

10. Emergency Management Report.



Emergency Management

Monthly Report

September 2020

City of Richmond

Prepared by: Anthony Pryor



RICHMOND

EST. **TEXAS** 1837

A Charming Past. A Soaring Future.

Monthly Report

Mayor and Commissioners,

For the month of September, the Office of Emergency Management stayed busy with prepping during a pandemic for not just storms but public events, and the City's first in-person Commission Meeting since COVID-19 started. While each of these presented challenges, the city worked through them as a team.

Processes and systems being monitored by The Emergency Management Team

Cares ACT Funds;

- The new EOC furniture is scheduled for delivery the first part of October

Activities;

- Continue to track essential inventory and supplies for COVID-19 and stay up to date with any new recommendations from the CDC.
- Attended the National COVID-19 Briefing Calls with State, Local, and Tribal Officials.
- Attended the National Weather Service Conference calls to discuss potential severe weather that could impact Texas.
- Attended the WebEOC Work Group Meeting.
- Met with the City Manager to discuss the Office Emergency Management, projects and the future.
- Attended jurisdictional calls with Fort Bend County to discuss any needs or wants.
- Attended the City of Richmond Commission workshop.
- Put together an Event Action Plan for the Rally at Wessendorff Park in collaboration with PD, FD, and Public Works.
- Assisted with setting up for a Bike Rally where lunch for those participating at Fire Station 1. This year Ray Burciaga was honored.
 - Attended the GLO's Hurricane Harvey and Mitigation Update Conference Call.
 - Conducted a Hurricane Laura After Action Review with all Section Chiefs.
 - Held a Monthly Emergency Management Meeting and working lunch with the Team.
 - Conducted a Post Elevation inspection at 1307 Newlin Drive.
 - Attended a meeting to discuss setup for the in-person commission meeting.
 - Attended the Regional Introduction to Integrated Preparedness Plan meeting.
 - Attended a meeting with the Planning Department and Architect to discuss a future project located in the floodplain.

Summary;

This month like last continued to be busy with active storms in the gulf, virtual meetings, and prepping during a pandemic. As we find our new norm, The Office of Emergency Management will continue to respond to the COVID-19 pandemic by staying informed and providing timely updates on current local, state, and federal events, incidents, and regulations that could affect the city and community. The safety of our employees and citizens is of the utmost importance.

Preparation and regular honest assessment and evaluation of our process is the Key to successful Emergency Management.



CONSENT AGENDA

11. Review and consider taking action on the 2021 Holiday Schedule.



HOLIDAY SCHEDULE JANUARY – DECEMBER 2021

New Year’s Day	Friday	January 1, 2021
Martin Luther King	Monday	January 18, 2021
Good Friday	Friday	April 2, 2021
Memorial Day	Monday	May 31, 2021
Independence Day	Monday	July 5, 2021
Labor Day	Monday	September 6, 2021
Fort Bend County Fair Day	Friday	September 24, 2021
Patriot Day ⁽¹⁾	Friday	September 10, 2021
Veterans Day	Thursday	November 11, 2021
Thanksgiving Day	Thursday	November 25, 2021
Day after Thanksgiving	Friday	November 26, 2021
Christmas Eve Day	Thursday	December 23, 2021
Christmas	Friday	December 24, 2021
Floating Holiday		

** If a holiday falls on a Saturday, the preceding Friday will be observed as a holiday, and if the holiday falls on a Sunday, the following Monday is observed as a holiday. The City reserves the right to change paid official holidays for any year and will publish a current list of paid official holidays in January of each year.*

** In addition to the cities regular paid holidays, full-time regular employees receive one Floating Holiday per year. The Floating Holiday may be used for religious or cultural holidays, employee birthdays, or other state or federal holidays during which the City remains open.*

The Floating Holiday will be available at the beginning of each calendar year for all current full-time employees. A new employee hired before the end of the calendar year will receive a Floating Holiday upon hire.

Employees can request their Floating Holiday, to be used at a time approved by the Supervisor. The Floating Holiday may not be carried over to the next calendar year, nor may it be cashed out if not taken or paid upon termination of employment.

All City-observed holidays including the Floating Holiday, shall be paid, taken or accrued in increments consistent with the employee's regular assigned schedule/shift.

- *8 hours for an employee on a traditional 8 hours schedule.*
- *8 hours for an employee on a 9/80 schedule.*
- *11.20 Fire 48/96 schedule.*
- *8 hours for an employee on a 4/10 schedule.*

An employee who schedules a Floating Holiday with a supervisor and is later required to work on that day will be paid at their regular base pay for the actual day worked and will be allowed to select a different Floating Holiday.

ADMINISTRATION OF Patriot Day

- (1) ** Note: House Bill 2113 established September 11th as a holiday for all firefighters in lieu of Labor Day.*



CONSENT AGENDA

- 12) Review and consider taking action on a Preliminary Plat – Kingdom Heights Section Six – 34.137 acres of land – 100 Lots – 7 Blocks – 6 Reserves. The subject site is located on the east side of FM 723 and is a section within the Kingdom Heights Residential Development.



**CITY COMMISSION
AGENDA ITEM COVER MEMO**

DATE: October 19, 2020

Staff Review:

City Manager _____
 City Attorney _____
 Finance _____
 Fire Department _____
 Police Department _____
 Public Works _____

AGENDA ITEM: A5.12.

**SUBMITTED BY: Mason Garcia, Associate Planner
Planning Department**

SYNOPSIS

Review and consider taking action on a preliminary plat of Kingdom Heights Section Six, 34.1375 acres of land, 100 Lots, 6 Reserves, and 7 Blocks.

The Planning and Zoning Commission recommended approval of this preliminary plat at their October 5, 2020 meeting.

COMPREHENSIVE PLAN 2014 GOALS ADDRESSED

D.5. Guide the types, patterns, and designs of housing development using the Future Land Use Plan and development regulations.

H.6. Offer a variety of housing types, price points, and locations to meet the diverse needs of Richmond’s current and prospective employees.

BACKGROUND

- The subject site is located on the east side of FM 723 and is a section within the Kingdom Heights Residential Development.
- The proposed plat conforms to the approved Kingdom Heights General Plan.
- The subject site is proposed to contain 100 lots, 7 blocks and 6 reserves with regular 50’ wide lots.

BUDGET ANALYSIS

FUNDING SOURCE	ACCOUNT NUMBER	PROJECT CODE/NAME	FY 2020-2021 FUNDS BUDGETED	FY 2020-2021 FUNDS AVAILABLE	AMOUNT REQUESTED
N/A	N/A	N/A	N/A	N/A	N/A

BUDGET AMENDMENT REQUIRED? YES _____ NO _____ X _____

Requested Amendment: N/A

Budgeted funds estimated for FY 2020-2021: N/A

Purchasing Review: N/A

Financial/Budget Review: N/A

FORM CIQ: N/A

FORM 1295 N/A

SUPPORTING MATERIALS

A report has been submitted by the Planning Department for review by the Mayor and City Commission.

STAFF'S RECOMMENDATION

Staff recommends approval of this preliminary plat.

City Manager Approval: _____



RICHMOND
EST. **TEXAS** 1837

CITY COMMISSION

Final Report: Plat Application

Agenda Date: October 19, 2020

Agenda Item: A5.12.

Plat Name: Kingdom Heights Section Six – Preliminary Plat

Applicant: Ryan Moeckel | Texas Engineering and Mapping

Project Description: A subdivision of 34.1375 acre tract of land located in the William Andrews League, A-3, Fort Bend County, Texas.

Zoning Designation: NA / ETJ

P&Z Commission Mtg.: October 5, 2020

Project Planner: Mason Garcia, Associate Planner

Background/Review Notes

- *The subject site is located on the east side of FM 723 and is a section within the Kingdom Heights Residential Development.*
- *The proposed plat conforms to the approved Kingdom Heights General Plan.*
- *The subject site is proposed to contain 100 lots, 7 blocks and 6 reserves with regular 50' wide lots.*

Staff Recommendation

APPROVAL: Staff recommends approval of this preliminary plat.

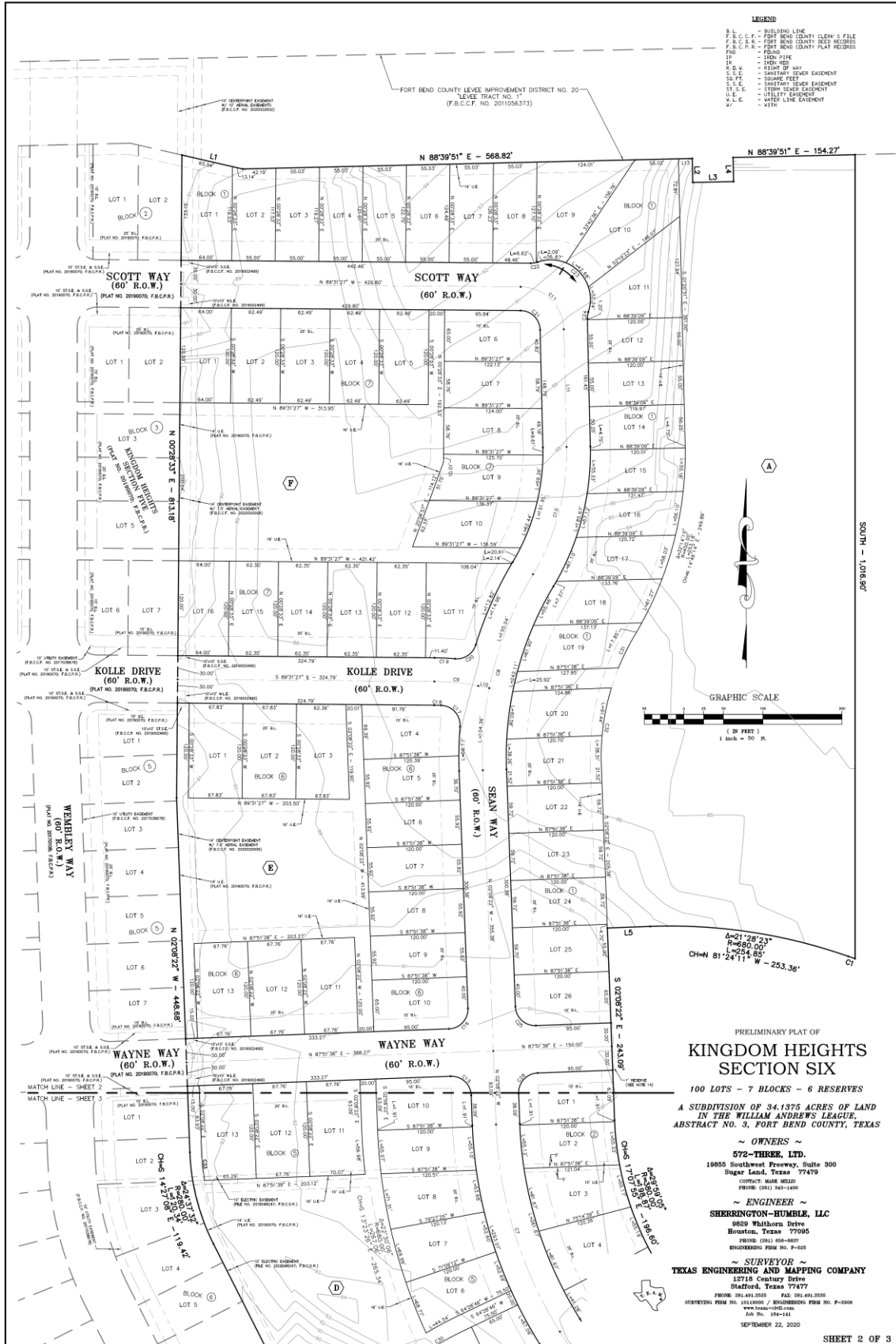
Planning and Zoning Commission Recommendation

APPROVAL: Planning and Zoning Commission recommends approval of this preliminary plat.



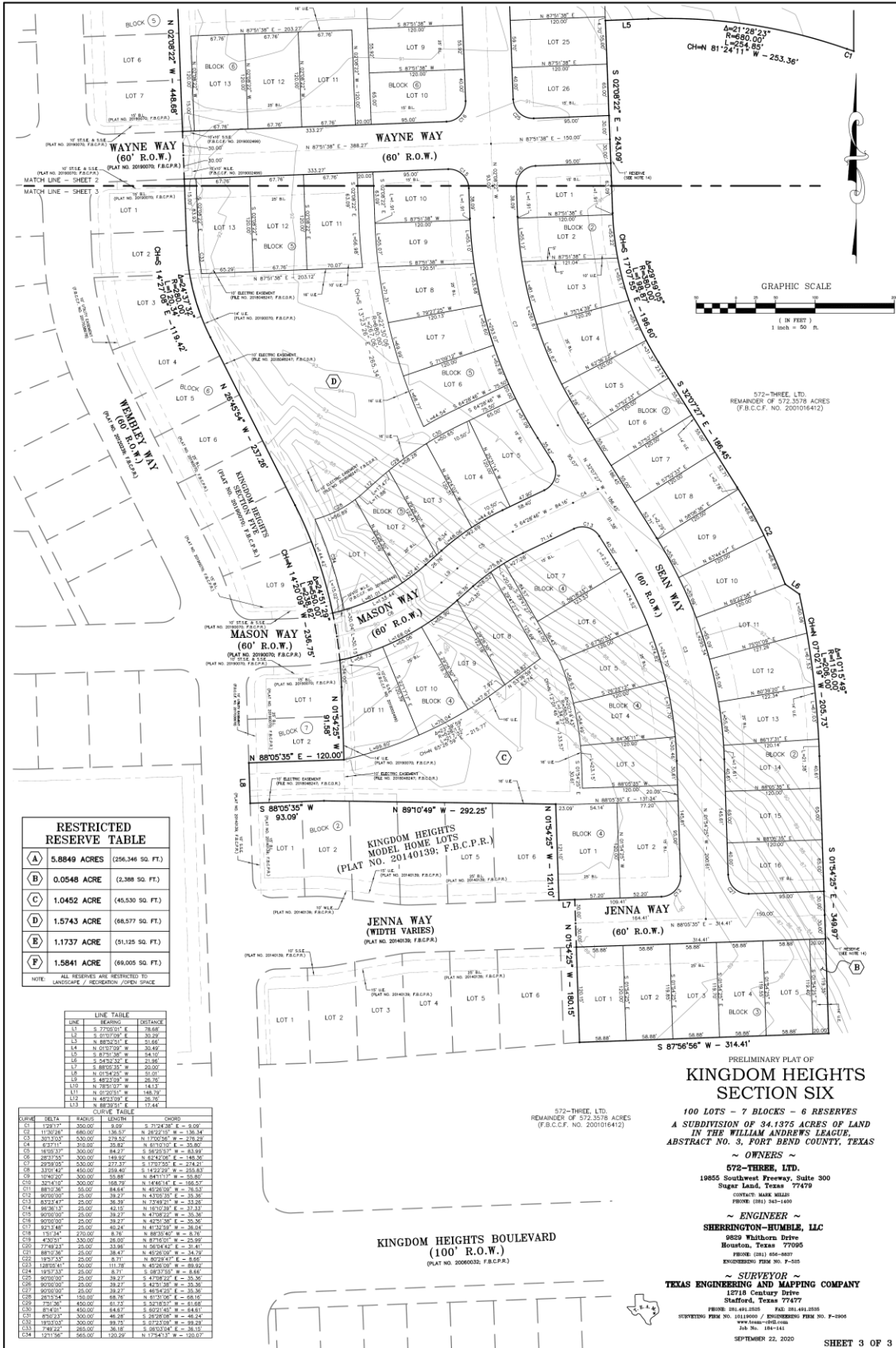
RICHMOND
EST. TEXAS 1837

Final Report to City Commission
Kingdom Heights Section Six – Preliminary Plat
October 19, 2020





RICHMOND
EST. TEXAS 1837



RESTRICTED RESERVE TABLE

A	5.8849 ACRES (256,349 SQ. FT.)
B	0.0548 ACRE (2,388 SQ. FT.)
C	1.0452 ACRE (45,530 SQ. FT.)
D	1.5743 ACRE (68,577 SQ. FT.)
E	1.1737 ACRE (51,125 SQ. FT.)
F	1.5841 ACRE (69,005 SQ. FT.)

NOTE: ALL RESERVES ARE RESTRICTED TO LANDSCAPE & RECREATION ZONING SPACE

LINE TABLE

LINE	BEARING	DISTANCE
L1	S 77°00'01" E	78.88
L2	S 01°00'00" E	30.99
L3	N 88°20'31" E	51.68
L4	N 01°00'00" E	30.99
L5	S 87°30'38" W	54.10
L6	S 24°52'01" E	72.90
L7	S 88°52'35" W	20.00
L8	N 01°04'20" E	50.00
L9	S 48°23'09" W	20.70
L10	N 78°20'00" E	148.37
L11	N 01°00'01" E	148.79
L12	N 84°20'00" E	20.00
L13	N 88°20'31" E	17.44

CURVE TABLE

CHORD	BELETA	RADIUS	ARC LENGTH	CHORD
C1	1281.17	250.00	14.91	S 71°42'08" E = 51.00
C2	1170.28	480.00	18.57	N 20°22'33" W = 138.34
C3	305.93	530.00	23.92	N 17°00'00" E = 19.20
C4	627.11	310.00	39.82	N 81°30'00" E = 35.80
C5	1893.37	300.00	69.81	E 86°12'00" E = 31.89
C6	2871.55	300.00	133.92	N 81°42'08" E = 148.50
C7	2929.29	330.00	217.87	N 37°30'00" E = 154.20
C8	3350.42	450.00	291.40	S 14°22'38" W = 205.83
C9	1092.90	300.00	68.85	N 88°20'31" E = 19.20
C10	521.61	300.00	168.79	N 34°46'18" E = 166.57
C11	880.58	300.00	184.81	N 21°00'00" E = 35.80
C12	8050.00	25.00	39.47	N 43°00'00" E = 35.80
C13	8232.42	25.00	61.82	N 43°00'00" E = 35.80
C14	8836.13	25.00	61.15	N 43°00'00" E = 35.80
C15	9000.00	25.00	61.15	N 43°00'00" E = 35.80
C16	8000.00	25.00	39.47	N 43°00'00" E = 35.80
C17	931.84	25.00	61.82	N 43°00'00" E = 35.80
C18	131.34	250.00	8.76	N 88°30'49" E = 5.76
C19	4302.71	330.00	132.00	N 37°30'00" E = 154.20
C20	7749.23	25.00	33.98	N 26°34'42" E = 31.41
C21	4851.71	25.00	38.47	N 42°30'00" E = 35.80
C22	1973.53	25.00	6.71	N 80°24'49" E = 8.65
C23	1388.64	25.00	6.71	N 80°24'49" E = 8.65
C24	1973.53	25.00	6.71	S 88°33'38" W = 8.65
C25	8000.00	25.00	39.47	S 43°00'00" E = 35.80
C26	8000.00	25.00	39.47	S 43°00'00" E = 35.80
C27	8000.00	25.00	39.47	S 43°00'00" E = 35.80
C28	2633.54	150.00	69.76	N 41°30'00" E = 68.15
C29	739.98	450.00	117.72	S 37°30'00" E = 154.20
C30	814.01	450.00	84.67	S 80°21'55" E = 84.61
C31	8202.23	300.00	184.81	N 21°00'00" E = 35.80
C32	1993.03	300.00	69.76	S 87°23'00" E = 89.28
C33	748.82	360.00	98.16	S 80°33'44" E = 88.10
C34	1271.95	360.00	130.29	N 17°54'13" W = 130.07

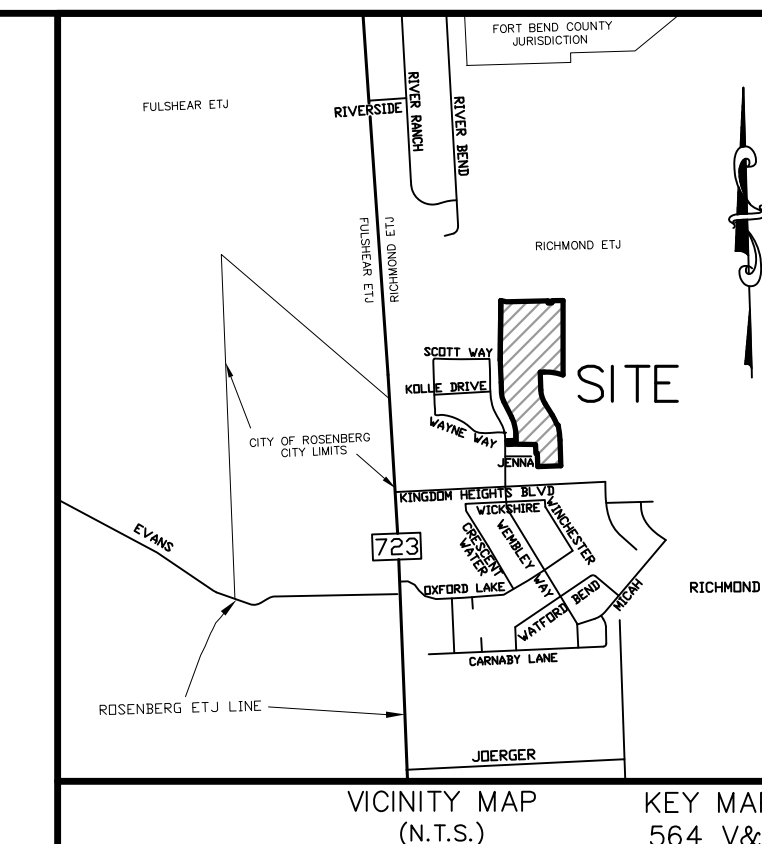
PRELIMINARY PLAT OF
KINGDOM HEIGHTS SECTION SIX
100 LOTS - 7 BLOCKS - 6 RESERVES
A SUBDIVISION OF 34,173 ACRES OF LAND
IN THE WILLIAM ANDREWS LEAGUE,
ABSTRACT NO. 3, FORT BEND COUNTY, TEXAS

~ OWNERS ~
572-THREE, LTD.
1985 Southwest Freeway, Suite 300
Sugar Land, Texas 77478

~ ENGINEER ~
SHERIDAN-BUMBLE, LLC
9819 Withorn Drive
Houston, Texas 77055
PHONE: (281) 468-8077
ENGINEERING PERM NO. P-260

~ SURVEYOR ~
TEXAS ENGINEERING AND MAPPING COMPANY
12718 Century Drive
Stafford, Texas 77477
PHONE: 281.491.2828 FAX: 281.491.2828
SURVEYING PERM NO. 01110000 ENGINEERING PERM NO. P-2006
JOB NO. 1814141

SEPTEMBER 22, 2020
SHEET 3 OF 3



PRELIMINARY PLAT OF KINGDOM HEIGHTS SECTION SIX

NOTES:

- 1.) BEARINGS AND DISTANCES SHOWN HEREON ARE BASED ON A NORTH LINE OF KINGDOM HEIGHTS SECTION ONE, ACCORDING TO THE MAP OR PLAT RECORDED UNDER PLAT NO. 20060032 OF THE FORT BEND COUNTY PLAT RECORDS, THE BEARING BEING SOUTH 87° 51' 25" WEST.
- 2.) THE MINIMUM FINISHED SLAB ELEVATION SHALL BE 92.6 FEET ABOVE MEAN SEA LEVEL, OR 24 INCHES ABOVE NATURAL GROUND, WHICHEVER IS HIGHER. THE TOP OF SLAB ELEVATION AT ANY POINT ON THE PERIMETER OF THE SLAB SHALL NOT BE LESS THAN TWENTY-FOUR (24) INCHES ABOVE NATURAL GROUND.
- 3.) FORT BEND COUNTY MARKER NO. 374: A BRONZE DISK SET IN THE NORTHEAST CORNER OF A C-INLET LOCATED ON THE WEST SIDE OF WEMBLEY WAY APPROXIMATELY 165 FEET NORTH OF KINGDOM HEIGHTS BOULEVARD.
- 4.) ALL OF THE PROPERTY SUBDIVIDED IN THE FOREGOING PLAT IS WHOLLY WITHIN THE LAMAR CONSOLIDATED INDEPENDENT SCHOOL DISTRICT, FORT BEND COUNTY MUNICIPAL UTILITY DISTRICT NO. 176, FORT BEND COUNTY LEVEE IMPROVEMENT DISTRICT 20, THE CITY OF RICHMOND'S EXTRA TERRITORIAL JURISDICTION, AND FORT BEND COUNTY, TEXAS.
- 5.) THE DRAINAGE SYSTEM FOR THIS SUBDIVISION WITHIN FORT BEND COUNTY IS DESIGNED IN ACCORDANCE WITH THE FORT BEND DRAINAGE CRITERIA MANUAL WHICH ALLOWS STREET PONDING WITH INTENSE RAINFALL EVENTS.
- 6.) ALL INTERNAL DRAINAGE DITCHES, DETENTION LAKES, AND PARK AREAS SHALL BE MAINTAINED BY EITHER FORT BEND COUNTY MUD NO. 176 OR KINGDOM HEIGHTS HOMEOWNERS ASSOCIATION, INC.
- 7.) ALL DRAINAGE EASEMENTS TO BE KEPT CLEAR OF FENCES, BUILDINGS, VEGETATION AND OTHER OBSTRUCTIONS TO THE OPERATION AND MAINTENANCE OF THE DRAINAGE FACILITY.
- 8.) ALL PROPERTY TO DRAIN INTO THE DRAINAGE EASEMENT ONLY THROUGH AN APPROVED DRAINAGE STRUCTURE.
- 9.) SIDEWALKS TO BE BUILT OR CAUSED TO BE BUILT (NOT LESS THAN 5 FEET IN WIDTH) ON BOTH SIDES OF ALL DEDICATED RIGHT-OF-WAYS WITHIN SAID PLAT AND ON THE CONTIGUOUS RIGHT-OF-WAY OF ALL PERIMETER ROADS SURROUNDING SAID PLAT, IN ACCORDANCE WITH THE AMERICAN DISABILITIES ACT (A.D.A.).
- 10.) 5 FEET BUILDING SETBACK LINES ON ALL SIDE PROPERTY LINES.
- 11.) 15 FEET BUILDING SETBACKS LINES ON ALL REAR PROPERTY LINES.
- 12.) A MINIMUM OF 10 FEET SHALL BE MAINTAINED BETWEEN RESIDENTIAL DWELLINGS.
- 13.) THIS PLAT LIES IN FORT BEND COUNTY LIGHTING ZONE 3 (LZ3).
- 14.) ACCORDING TO THE FEDERAL EMERGENCY MANAGEMENT AGENCY'S FLOOD INSURANCE RATE MAP FOR FORT BEND COUNTY, TEXAS, AND INCORPORATED AREAS, COMMUNITY PANEL NO. 48157-C-0235 L, EFFECTIVELY DATED APRIL 2, 2014, THE LIMITS OF THIS TRACT LIE PARTIALLY WITHIN SHADED ZONE "X", AN AREA DETERMINED TO BE OF THE 500-YEAR FLOOD, AN AREA OF THE 100-YEAR FLOOD WITH AVERAGE DEPTHS OF LESS THAN 1 FOOT OR WITH DRAINAGE AREAS LESS THAN 1 SQUARE MILE, AND AREAS PROTECTED BY LEVEES FROM THE 100-YEAR FLOOD AND PARTIALLY WITHIN ZONE "AE", SPECIAL FLOOD HAZARD AREAS INUNDATED BY THE 1% ANNUAL CHANCE FLOOD EVENT WITH BASE FLOOD ELEVATIONS DETERMINED.
- 15.) ONE FOOT RESERVE DEDICATED FOR BUFFER PURPOSES TO THE PUBLIC IN FEE AS A BUFFER SEPARATION BETWEEN THE SIDE OR END OF STREETS WHERE SUCH STREETS ABUT ADJACENT PROPERTY. THE CONDITION OF SUCH DEDICATION BEING THAT WHEN THE ADJACENT PROPERTY IS SUBDIVIDED OR RE-SUBDIVIDED IN A RECORDED PLAT, THE ONE FOOT RESERVE SHALL THEREUPON BECOME VESTED IN THE PUBLIC FOR STREET RIGHT-OF-WAY PURPOSES AND THE FEE TITLE THERETO SHALL REVERT TO AND REVEST IN THE DEDICATOR, HIS HEIRS, ASSIGNS, OR SUCCESSORS.
- 16.) • - INDICATES A SET 5/8" IRON ROD WITH CAP STAMPED: "T.E.A.M. - 281-491-2525", UNLESS OTHERWISE NOTED.
- 17.) THERE ARE NO KNOWN PIPELINES OR ABOVE GROUND EVIDENCE THAT PIPELINES CROSS THIS TRACT.
- 18.) MAINTENANCE OF RESTRICTED RESERVES "A", "B", "C", "D", "E" AND "F" (DEDICATED HEREON) SHALL BE THE RESPONSIBILITY OF EITHER FORT BEND COUNTY MUD NO. 176 OR KINGDOM HEIGHTS HOMEOWNER ASSOCIATION, INC; HOWEVER, FORT BEND COUNTY RESERVES THE RIGHT TO MAINTAIN THE RESTRICTED RESERVES, IF NECESSARY.
- 19.) SIDEWALKS SHALL BE BUILT OR CAUSED TO BE BUILT PER SECTION 4.5.201 OF THE CITY OF RICHMOND UNIFIED DEVELOPMENT CODE "UDC" WITHIN ALL ROAD RIGHTS-OF-WAY DEDICATED TO THE PUBLIC.
- 20.) SITE PLANS SHALL BE SUBMITTED TO FORT BEND COUNTY AND ANY OTHER APPLICABLE JURISDICTIONS FOR REVIEW AND APPROVAL. DEVELOPMENT PERMITS AND ALL OTHER APPLICABLE PERMITS SHALL BE OBTAINED FROM FORT BEND COUNTY PRIOR TO BEGINNING CONSTRUCTION.

PRELIMINARY PLAT OF KINGDOM HEIGHTS SECTION SIX

100 LOTS - 7 BLOCKS - 6 RESERVES

**A SUBDIVISION OF 34.1375 ACRES OF LAND
IN THE WILLIAM ANDREWS LEAGUE,
ABSTRACT NO. 3, FORT BEND COUNTY, TEXAS**

~ OWNERS ~

572-THREE, LTD.
19855 Southwest Freeway, Suite 300
Sugar Land, Texas 77479
CONTACT: MARK MILLIS
PHONE: (281) 343-1400

~ ENGINEER ~

SHERRINGTON-HUMBLE, LLC
9829 Whithorn Drive
Houston, Texas 77095
PHONE: (281) 656-8837
ENGINEERING FIRM NO. F-525

~ SURVEYOR ~

TEXAS ENGINEERING AND MAPPING COMPANY
12718 Century Drive
Stafford, Texas 77477

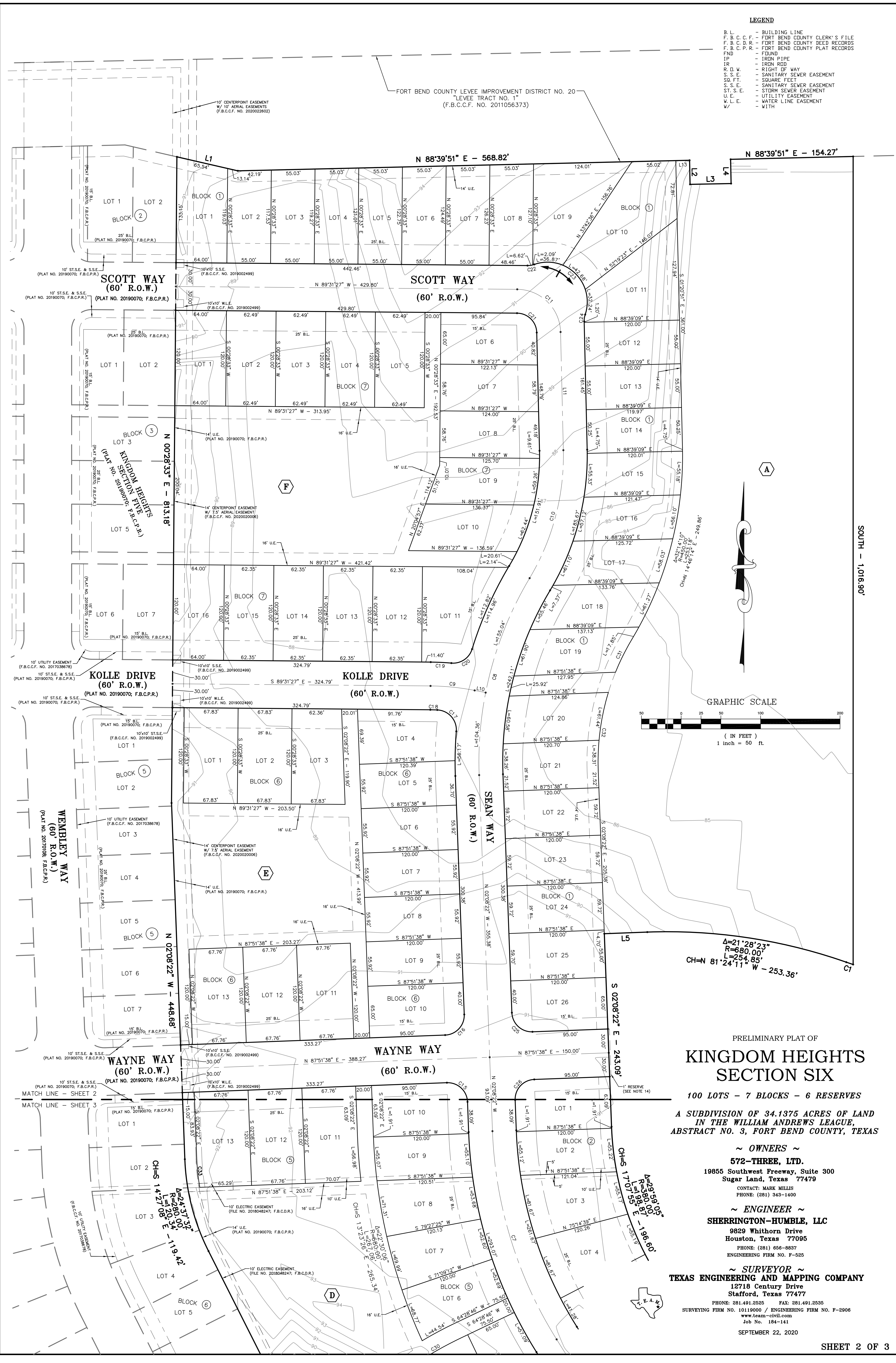
PHONE: 281.491.2525 FAX: 281.491.2535
SURVEYING FIRM NO. 10119000 / ENGINEERING FIRM NO. F-2906
www.team-civil.com
Job No. 184-141

SEPTEMBER 22, 2020



LEGEND

- B.L. - BUILDING LINE
- F.B.C.F. - FORT BEND COUNTY CLERK'S FILE
- F.B.C.P.R. - FORT BEND COUNTY DEED RECORDS
- F.B.C.P.R. - FORT BEND COUNTY PLAT RECORDS
- FND - FOUND
- IP - IRON PIPE
- IR - IRON ROD
- R.D.W. - RIGHT OF WAY
- S.S.E. - SANITARY SEWER EASEMENT
- S.F. - SQUARE FEET
- S.S.E. - SANITARY SEWER EASEMENT
- ST.S.E. - STORM SEWER EASEMENT
- U.E. - UTILITY EASEMENT
- W.L.E. - WATER LINE EASEMENT
- W - WITH

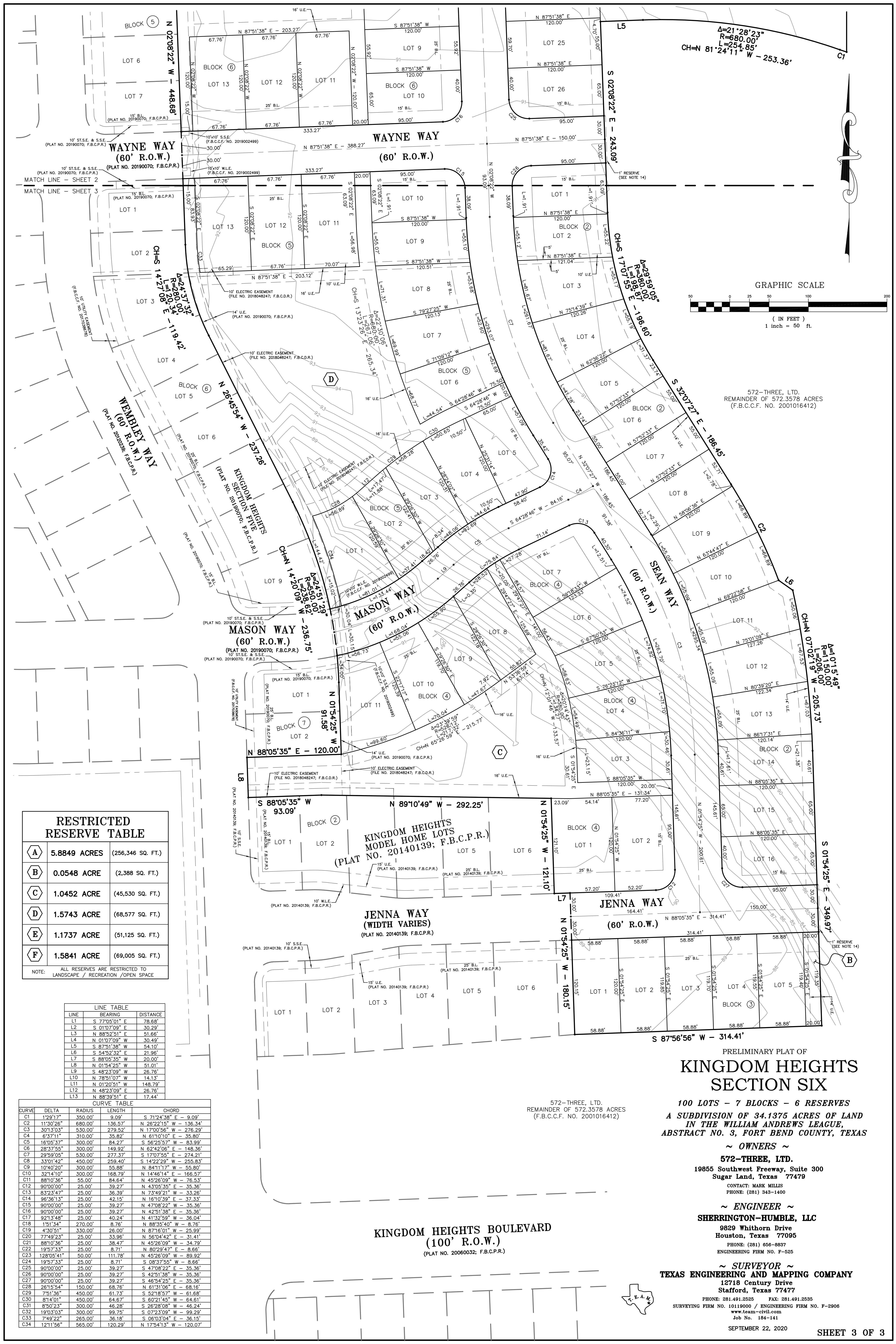


PRELIMINARY PLAT OF
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 SECTION SIX**
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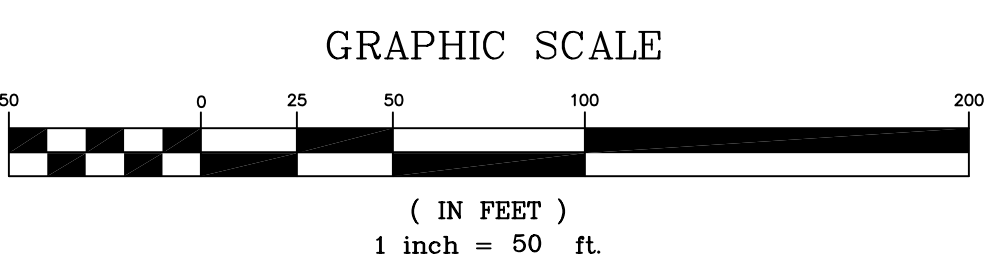
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 1985 Southwest Freeway, Suite 300
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 Job No. 184-141
 SEPTEMBER 22, 2020



$\Delta=21^{\circ}28'23''$
 $R=680.00'$
 $L=254.85'$
 $CH=N 81^{\circ}24'11'' W - 253.36'$



572-THREE, LTD.
 REMAINDER OF 572.3578 ACRES
 (F.B.C.C.F. NO. 2001016412)

RESTRICTED RESERVE TABLE	
A	5.8849 ACRES (256,346 SQ. FT.)
B	0.0548 ACRE (2,388 SQ. FT.)
C	1.0452 ACRE (45,530 SQ. FT.)
D	1.5743 ACRE (68,577 SQ. FT.)
E	1.1737 ACRE (51,125 SQ. FT.)
F	1.5841 ACRE (69,005 SQ. FT.)

NOTE: ALL RESERVES ARE RESTRICTED TO LANDSCAPE / RECREATION / OPEN SPACE

LINE TABLE		
LINE	BEARING	DISTANCE
L1	S 77°05'01" E	78.68'
L2	S 01°07'09" E	30.29'
L3	N 88°52'51" E	51.66'
L4	N 01°07'09" W	30.49'
L5	S 87°51'38" W	54.10'
L6	S 54°52'32" E	21.96'
L7	S 88°05'35" W	20.00'
L8	N 01°54'25" W	51.01'
L9	S 48°23'09" W	26.76'
L10	N 78°51'07" W	14.13'
L11	N 01°20'51" W	148.79'
L12	N 48°23'09" E	26.76'
L13	N 88°39'51" E	17.44'

CURVE TABLE			
CURVE	DELTA	RADIUS	CHORD
C1	1°29'17"	350.00'	S 71°24'38" E - 9.09'
C2	11°30'26"	680.00'	N 26°22'15" W - 136.34'
C3	30°13'03"	530.00'	N 17°00'56" W - 276.29'
C4	6°37'11"	310.00'	N 61°10'10" E - 35.80'
C5	18°05'37"	300.00'	S 56°25'57" W - 83.99'
C6	28°37'55"	300.00'	N 62°42'06" E - 148.36'
C7	29°59'05"	530.00'	S 17°07'55" E - 274.21'
C8	33°01'42"	450.00'	S 14°22'29" W - 255.83'
C9	10°40'20"	300.00'	N 84°11'17" W - 55.80'
C10	32°14'10"	300.00'	N 14°46'14" E - 166.57'
C11	88°10'36"	55.00'	N 45°26'09" W - 76.53'
C12	90°00'00"	25.00'	N 43°05'35" E - 35.36'
C13	83°23'47"	25.00'	N 73°49'21" W - 33.26'
C14	96°36'13"	25.00'	N 16°10'39" E - 37.33'
C15	90°00'00"	25.00'	N 47°08'22" E - 35.36'
C16	90°00'00"	25.00'	N 42°51'38" E - 35.36'
C17	92°13'48"	25.00'	N 41°32'59" W - 36.04'
C18	1°51'34"	270.00'	N 88°35'40" W - 8.76'
C19	4°30'51"	330.00'	N 87°16'01" W - 25.99'
C20	7°49'23"	25.00'	N 56°04'42" E - 31.41'
C21	88°10'36"	25.00'	N 45°26'09" W - 34.79'
C22	19°57'33"	25.00'	N 80°29'47" E - 8.66'
C23	128°05'41"	50.00'	N 45°26'09" W - 89.92'
C24	19°57'33"	25.00'	S 08°37'55" W - 8.66'
C25	90°00'00"	25.00'	S 47°08'22" E - 35.36'
C26	90°00'00"	25.00'	S 42°51'38" W - 35.36'
C27	90°00'00"	25.00'	S 46°54'25" E - 35.36'
C28	26°15'54"	150.00'	N 61°31'06" E - 68.16'
C29	7°51'36"	450.00'	S 52°18'57" W - 61.68'
C30	87°4'01"	450.00'	S 60°21'45" W - 64.61'
C31	8°50'23"	300.00'	S 26°28'08" W - 46.24'
C32	10°03'03"	300.00'	S 99°75'51" W - 99.29'
C33	7°49'22"	285.00'	S 06°03'04" E - 36.15'
C34	12°11'56"	565.00'	N 17°54'13" W - 120.07'

PRELIMINARY PLAT OF
KINGDOM HEIGHTS SECTION SIX

100 LOTS - 7 BLOCKS - 6 RESERVES
 A SUBDIVISION OF 34.1375 ACRES OF LAND
 IN THE WILLIAM ANDREWS LEAGUE,
 ABSTRACT NO. 3, FORT BEND COUNTY, TEXAS

~ OWNERS ~
572-THREE, LTD.
 19855 Southwest Freeway, Suite 300
 Sugar Land, Texas 77479

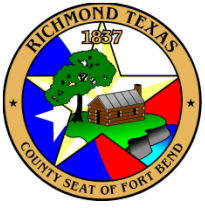
~ ENGINEER ~
SHERRINGTON-HUMBLE, LLC
 9829 Whithorn Drive
 Houston, Texas 77095
 PHONE: (281) 656-8837
 ENGINEERING FIRM NO. F-525

~ SURVEYOR ~
TEXAS ENGINEERING AND MAPPING COMPANY
 12718 Century Drive
 Stafford, Texas 77477

PHONE: 281.491.2525 FAX: 281.491.2536
 SURVEYING FIRM NO. 10119000 / ENGINEERING FIRM NO. F-2906
 www.team-civil.com
 Job No. 184-141

SEPTEMBER 22, 2020

SHEET 3 OF 3



CONSENT AGENDA

13.) Set date for the next Meetings



City of Richmond

Where History Meets Opportunity

Meeting Date:

Monday, November 16, 2020 ~ Workshop Meeting
@ 9:00 a.m.

Monday, November 16, 2020 –Regular Meeting @
4:30 p.m.



City of Richmond

Where History Meets Opportunity

Regular City Commission Meeting

600 Morton Street

Monday, October 19, 2020 at 4:30 P.M

- A6. Review and consider taking action on Resolution No. 339 - 2020, adopting the City's Investment Policy regarding the investment of its funds and funds under its control.



RESOLUTION NO. 339-2020

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF RICHMOND, TEXAS, ADOPTING RULES GOVERNING THE INVESTMENT OF FUNDS OF THE CITY OF RICHMOND; AND PROVIDING FOR REPEAL.

Section 2256.005 of the Texas Government Code requires the governing body of an investing entity to adopt a written investment policy regarding the investment of its funds and funds under its control.

On November 18, 2019, by Resolution No. 305-2019, the City Commission reviewed, approved, and adopted a written Investment Policy for the City of Richmond regarding the investment of public funds ("Investment Policy").

The City Commission of the City of Richmond has reviewed the City of Richmond Investment Policy and finds changes to the existing Investment Policy are not necessary; **Now, Therefore,**

BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF RICHMOND, TEXAS:

Section 1. The facts and recitals set forth in the preamble of this Resolution are hereby found to be true and correct and are in all things incorporated herein and made a part hereof.

Section 2. In accordance with the Public Funds Investment Act, Chapter 2256 of the Texas Government Code (the "Public Funds Investment Act"), the City Commission of the City of Richmond ("City Commission") has reviewed the City of Richmond investment policy and hereby recommends and adopts rules governing the investment of City of Richmond, and all subordinate units including the Development Corporation of Richmond, funds as set forth in the Investment Policy attached hereto as Exhibit "A" and made a part hereof for all purposes.

Section 3. City of Richmond Resolution No. 305-2019, adopted November 18, 2019, and all other resolutions in conflict herewith, are hereby repealed.

PASSED, APPROVED and RESOLVED this 19th day of October, 2020.

Evalyn W. Moore, Mayor

ATTEST:

APPROVED AS TO FORM:

Laura Scarlato, City Secretary

Gary W. Smith, City Attorney

**EXHIBIT A
CITY OF RICHMOND**

CITY COMMISSION POLICY

**POLICY NUMBER: CC100
Effective Date: 10/19/2020**

INVESTMENT POLICY

PURPOSE

To establish and provide specific policy and guidelines for the conduct of the investment program of the City of Richmond and its subordinate entities, including the Development Corporation of Richmond. It is the policy of the City of Richmond that all City funds and the funds of subordinate entities, including the Development Corporation of Richmond, will be invested in compliance with state statutes, City Charter and Ordinances, and all related Governmental Accounting Standards Board Statements, and related financial accounting standards.

DELEGATION OF AUTHORITY

The City of Richmond is required by the Public Funds Investment Act (Chapter 2256, Texas Government Code) to adopt by resolution, a written investment policy regarding the investment of its funds and funds under its control.

Authority to manage the City of Richmond's investment program is derived by Resolution. Procedures include explicit delegation of authority to persons responsible for investment transactions. The Finance Director is responsible for the management of the investment program. The Investment Officer(s) are responsible for the daily operation of the investment function. A person may not deposit,

withdraw, invest, transfer, or manage in any other manner funds of the City without written authority of City Commission, as delegated within this policy. When practicable all investments should be approved in writing by two Investment Officers. Authority granted to a person(s) to deposit, withdraw, invest, transfer, or manage the City's funds is effective until rescinded by City Commission or until termination of the person's employment. The Finance Director shall be responsible for all transactions undertaken and shall establish a system of controls to regulate the activities of subordinate officials. Controls shall include, but may not be limited to an annual review of selected transactions by an external auditor. The reviews will provide internal control by ensuring compliance with policies and procedures.

SCOPE

The investment policy applies to all financial assets of the City of Richmond [as reported in the City of Richmond's Comprehensive Annual Financial Report] and includes the following funds:

- 1) General Fund
- 2) Special Revenue Funds
- 3) Capital Project Funds
- 4) Enterprise Funds
- 5) Trust and Agency Funds
- 6) Debt Service Funds
- 7) Internal Service Funds
- 8) Component Units, including the Development Corporation of Richmond
- 9) Any other funds or component units as created by the City.

References to the City of Richmond or City shall include all component subordinate units, including the Development Corporation of Richmond.

PRUDENCE

Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion, and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived.

In determining whether an Investment Officer has exercised prudence with respect to an investment decision, the determination shall be made taking into consideration:

1. the investment of all funds under the City's control over which the officer had responsibility rather than a consideration as to the prudence of a single investment; and
2. whether the investment decision was consistent with the written investment policy of the city.

The Finance Director and the Investment Officer(s) are not personally liable for changes in the market.

OBJECTIVES

It is the City's full intent, at the time of purchase, to hold all investments until maturity in order to ensure the return of all invested principal. The primary objectives, in priority order, of the City of Richmond's investment activities shall be:

Safety. Safety of principal is the foremost objective of the investment program. Investments of the City of Richmond shall be undertaken in a manner that seeks to ensure preservation of capital in the overall portfolio. To attain this objective, diversification is required in order that potential losses on individual securities do not exceed the income generated from the remainder of the portfolio, investments are limited to the safest types of securities, and pre-qualification is required for broker/dealers, financial institutions, and advisors with which the City will do business.

Liquidity. The City of Richmond's investment portfolio will remain sufficiently liquid to enable the City of Richmond to meet all operating requirements, which might be reasonably anticipated. Liquidity shall be achieved by matching investment maturities with budgetary and economic cycles and forecasted cash flow requirements. A portion of the portfolio will be maintained in liquid short-term securities that can be converted to cash if necessary to meet disbursement requirements. Investment pools and no-load money market mutual funds provide daily liquidity and may be utilized as a competitive yield alternative to fixed maturity investments.

Return on Investment (Yield). The City of Richmond's investment portfolio shall be designed with the objective of attaining a market rate of return throughout budgetary and economic cycles, taking into account the City of Richmond's investment risk constraints and the cash flow characteristics of the portfolio. Return on Investment is of secondary importance compared to safety and liquidity objectives. The City shall attempt to obtain an acceptable return provided that the requirements of safety and liquidity are first met. The yields of the three- and six-month Treasury bill shall be the yield objectives or "benchmarks." The portfolio shall also be benchmarked against an agency note with approximately the same maturity as the weighted average maturity of the portfolio.

The City of Richmond shall strive to maintain the level of investment of all fund balances, reserves and bond funds as close to 100% as possible. While the objectives of safety and liquidity must first be met, it is recognized that portfolio assets represent a potential source of significant revenues. It is to the benefit of the City that these assets be managed to produce optimum revenues, consistent with state statutes and local ordinances.

STRATEGY

The governing body shall adopt a written investment strategy for each of the funds or pooled group of funds under its control. The strategy shall be reviewed on an annual basis with formal action by the City Commission stating that the strategy has been reviewed and recording any changes made.

ETHICS AND CONFLICT OF INTEREST

The investment officers and elected officials shall refrain from personal business relationships that could conflict with the proper execution of the investment program, or which could impair their ability to make impartial investment decisions. An elected official or an investment officer who has a personal business relationship with a business organization offering to engage in an investment transaction with the City shall file a statement disclosing that personal business interest. An elected official or an investment officer who is related within the second degree by affinity or consanguinity, as determined by Texas Government Code, Chapter 573, to an individual seeking to sell an investment to the City shall file a statement disclosing that relationship. A statement required by this paragraph must be filed with the Texas Ethics Commission and the City Commission.

For purposes of this section, an investment officer or elected official has a personal business relationship with a business organization if:

1. the official owns 10 percent or more of the voting stock or shares of the business organization or owns \$5,000 or more of the fair market value of the business organization;
2. funds received by the official from the business organization exceed 10 percent of the official's gross income for the previous year; or
3. the official has acquired from the business organization during the previous year investments with a book value of \$2,500 or more for the personal account of the official.

For elected officials, this requirement is in addition to the Conflict Disclosure filings required under Local Government Code Chapter 176. Investment Officers and the City Commission members shall subordinate their personal investment transactions to those of the City of Richmond, particularly with regard to timing of purchases and sales.

INVESTMENT TRAINING

The Investment Officer(s) shall take (a) 10 hours of training within twelve (12) months after taking office or assuming duties and (b) not less than ten (10) hours of training every (2) two years, relating to their investment responsibilities. The two year training cycle begins on October 1st and ends two years later. Training must include education in investment controls, security risks, strategy risks, market risks, diversification, and compliance. The training must be provided by an independent source approved by the City Commission or designated investment committee. For these purposes, courses or seminars offered by the Government Finance Officers Association, Government Finance Officers Association of Texas, Texas Municipal League, University of North Texas, Texas Association of Counties, Treasury Management Association, the Government Treasurers Organization of Texas, or the TexPool Academy will satisfy the training requirements. Documentation of training hours shall be reviewed annually by an external auditor.

QUALITY AND CAPABILITY OF INVESTMENT MANAGEMENT

Investment Officers shall at all times be cognizant of the standard of care and the investment objectives as set forth in the Public Funds Investment Act and the City's investment policy. The City shall provide investment training in compliance with the Public Funds Investment Act to ensure the quality and capability of investment management. The Finance Director sets the standard of training required, which may be

over and above the (10) ten hours as required by the Public Funds Investment Act.

SELECTION AND COMPLIANCE OF FINANCIAL INSTITUTION / BROKER/DEALERS INVESTMENT BROKER/DEALERS

Selection Process

The Investment Officer(s) will maintain a list of financial institutions, primary broker/dealers authorized by the City Commission to provide investment services to the City. Investment Officers shall not conduct business with any firm not approved by City Commission. As required under Texas Government Code, Sec. 2256.025, this list shall be reviewed and approved annually by City Commission.

The City will prepare a Request for Investment Services every two years or as practicable. The City shall follow the RFQ process to solicit the broker qualifications. All financial institutions and broker/dealers who desire to become qualified bidders for investment services must submit the required documents to the City by the stated day and time. After review of all qualified submissions, a list of selected broker/dealers will be prepared by the Investment Officers and approved by City Commission. The following will be required with the application: most recent audited financial statements, proof of FINRA certification, trading resolution, proof of state registration, completed broker/dealer questionnaire, a list of local government clients and statements of qualifications.

Criteria used in the selection of authorized broker/dealers will include, but are not limited to material litigation against the firm, regulatory status of the dealer, completed packet, references from local government clients, background and expertise in investment of public funds.

The top six firms/banks shall be selected to appear on the City's approved broker/dealer list. If, after a firm is selected, they no longer qualify to appear on the City's approved dealer list, or provide services inconsistent with acceptable levels, the Investment Officers may recommend to City Commission to remove the firm from the approved list and replace it with the next qualified candidate based on the latest RFQ evaluation. The City may also approve one firm or bank to manage brokered CD purchases in addition to firms appearing on the approved broker/dealer listing.

CERTIFICATES OF DEPOSIT

The City may purchase Certificates of Deposit from banks within United States through a broker/dealer on the City's approved broker/dealer list who has an office located in the state of Texas. To avoid the additional collateral requirement, the amount invested in each CD will not exceed \$250,000 (FDIC insurance coverage) and to avoid the duplicate purchase of same CD, the City will utilize only one broker/dealer.

CERTIFICATION

A copy of the investment policy shall be presented to all authorized financial institutions, broker/dealers, and investment pools annually. The qualified representative of the business/institution shall execute a written instrument stating that the qualified representative has:

1. Received and thoroughly reviewed the investment policy
2. Acknowledged that the business organization has implemented reasonable procedures and controls in an effort to preclude investment transactions conducted between the City and the organization that are not authorized by the City's investment policy, except to the extent that this authorization is dependent on an analysis of the makeup of the City's entire portfolio or requires an interpretation of subjective standards.

The Investment Officers may not buy any securities from an organization that has not delivered to the City such an instrument. The instrument must be signed annually by the qualified representative. For authorized financial institutions, broker/dealers, and investment pools, a current audited financial statement will be required to be on file in the City's files.

COMPETITIVE BIDDING REQUIREMENT

As deemed practicable by the investment officer, purchases of investments will be placed after receiving competitive quotes from at least three financial institutions, broker/dealers, or any combination thereof. Quotes will be accepted either written or electronically, or a combination thereof. General exceptions to this practice may be made when time limitations preclude the bidding process such as rapidly changing market conditions, or if the security to be purchased is a "new issue" (offered in the primary market) with a future settlement date or brokered Certificates of Deposit. New issues should be compared to securities available in the secondary market of similar characteristics (maturity date, type, etc).

Funds may be invested in an authorized investment pool without receiving competitive bids in order to facilitate the investment of City funds.

The investment will be made with the broker/dealer offering the greatest return and quality to the City within the specified maturity window. Other than Certificates of Deposit, evaluations of investments purchased should have the signature of at least two Investment Officers as practicable.

AUTHORIZED AND SUITABLE INVESTMENTS

The City of Richmond is empowered by state statute and City resolution to invest in the following types of securities and/or Public Investment Pools:

Obligations of or Guaranteed by Governmental Entities

1. Direct obligations of the United States or its agencies and instrumentalities.
2. Direct obligations of the State of Texas or its agencies and instrumentalities.
3. Other obligations, the principal and interest of which are unconditionally guaranteed or insured by, or backed by the full faith and credit of the State of Texas or the United States or their respective agencies and instrumentalities.
4. Interest-bearing banking deposits that are guaranteed or insured by the Federal Deposit Insurance Corporation or its successor, or the National Credit Union Share Insurance Fund or its successor.
5. Interest-bearing banking deposits, other than those guaranteed or insured by the Federal Deposit Insurance Corporation or its successor, or the National Credit Union Share Insurance Fund or its successor, if:
 - a. the funds invested in the banking deposits are invested through:
 - i. a broker with a main office or branch office in this state that the City selects from a list the City Commission or designated investment committee of the entity adopts as required by Government Code Section 2256.025; or
 - ii. a depository institution with a main office or branch office in this state that the City selects;
 - b. the broker or depository institution selected as described by Paragraph (5)(A) above arranges for the deposit of the funds in the banking deposits in one or more federally insured depository institutions, regardless of where located, for the City's account;
 - c. the full amount of the principal and accrued interest of the banking deposits is insured by the United States or an

- instrumentality of the United States; and
- d. the City appoints as the City's custodian of the banking deposits issued for the City's account:
 - i. the depository institution selected as described by Paragraph (5)(a) above;
 - ii. a state or national bank that:
 1. is designated by the comptroller as a state depository;
 2. has its main office or a branch office in this state; and
 3. has a capital stock and permanent surplus of \$5 million or more;
 - iii. the Texas Treasury Safekeeping Trust Company;
 - iv. a Federal Reserve Bank or a branch of a Federal Reserve Bank;
 - v. a federal home loan bank;
 - vi. a financial institution authorized to exercise fiduciary powers that is designated by the comptroller as a custodian pursuant to Government Code Section 404.031(e);
 - vii. an entity described by Government Code Section 2257.041(d); or
 - viii. a clearing broker dealer registered with the Securities and Exchange Commission and operating under Securities and Exchange Commission Rule 15c3-3 (17 C.F.R. Section 240.15c3-3).

Certificates of Deposit

Authorized investment if the certificate of deposit is issued by a depository institution that has its main office or a branch office in this state, or purchased through a broker/dealer located in this state, and is:

1. Guaranteed or insured by the Federal Deposit Insurance Corporation or its successor

2. Secured by obligations in any manner and amount provided by law for deposits of the city

CD's purchased through a broker shall meet criteria for maturity and interest rates determined by the City's investment officers in advance of purchase. The City must appoint an entity or the broker/dealer as custodian with respect to the CD's issued for the account of the City. The custodian shall provide monthly reports of CD's owned by the City.

Repurchase Agreements

Repurchase agreements may only be made with a Master Repurchase Agreement in place between the City and the financial institution. Authorized investments:

1. Must have a defined termination date
2. Can be secured either by: obligations described in Obligations of, or Guaranteed by, Governmental Entities, or cash held by a third party
3. Must be pledged to the City, held in the City's name, and deposited at the time the investment is made with a third party approved by the City
4. Must be placed through a primary government securities dealer, as defined by the Federal Reserve, or a financial institution doing business in this state

Bankers' Acceptances

Bankers' Acceptances is an authorized investment if they:

1. Have a stated maturity of 270 days or fewer from the date of issuance
2. Can be liquidated in full at maturity
3. Are eligible for collateral for borrowing from a Federal Reserve

Bank

4. Are accepted by a bank organized and existing under the laws of the United States, if the short-term obligations of the bank are rated not less than A-1 or P-1 or an equivalent rating by at least one nationally recognized credit rating agency

Mutual Funds

A no-load money market mutual fund is an authorized investment if the mutual fund:

1. Is registered and regulated by the Securities and Exchange Commission
2. Has a dollar-weighted average stated maturity of 90 days or fewer
3. Includes in its investment objectives the maintenance of a stable net asset value of \$1 for each share

A no-load mutual fund is an authorized investment if the mutual fund:

1. Is registered with the Securities and Exchange Commission
2. Has an average weighted maturity of less than two (2) years
3. Is invested exclusively in obligations and investment pools as approved in the City's investment policy
4. Is continually rated as investment quality by at least one nationally recognized investment rating firm of not less than AAA or its equivalent

The City will be provided with a prospectus and other information required by the Securities Exchange Act of 1934.

Investment Pools

The City may invest its funds and funds under its control through eligible investment pools if the City Commission by resolution authorizes participation in the particular pool. The investment pool(s) must furnish a circular or disclosure document, which contains specific and detailed

information. A listing of requirements is contained in Chapter 2256.016(b) of the Government Code. Investment pools must provide detailed monthly transaction and performance reports as outlined in Chapter 2256.016 (c) & (e).

A public funds investment pool created to function as a money market mutual fund must mark its portfolio to market daily and, to the extent possible, stabilize at a \$1 net asset value. If the ratio of the market value of the portfolio divided by the book value of the portfolio is less than 0.995 or greater than 1.005, holdings shall be sold as necessary to maintain the ratio between 0.995 and 1.005. The monthly statement for a pool that invests in money market mutual funds must include a statement on how the yield on the pool is calculated.

A public fund investment pool must be continuously rated no lower than AAA or AAAM or no lower than investment grade by at least one nationally recognized rating service and have a weighted average maturity no greater than 90 days.

Investment pools created under Chapter 791 and managed by a state agency or private investment manager shall establish an advisory board composed equally of participants in the pool and other persons who do not have a business relationship with the pool.

Investments with Required Ratings

Investments with minimum required ratings such as investment pools, no-load mutual funds, and bankers' acceptances do not qualify as authorized investments during the period the investment does not have the minimum rating. The City shall take all prudent measures that are consistent with its investment policy to liquidate an investment that does not have the minimum rating.

If an investment receives a change in rating that makes it no longer acceptable under the City's investment policy or PFIA, the City shall

liquidate the investment at the earliest opportunity and reinvest the funds in an acceptably rated alternative investment.

UNAUTHORIZED INVESTMENTS

1. Collateralized mortgage obligations, including but not limited to principal only strips, interest only strips, mortgage obligations with a stated final maturity date of greater than 10 years, and obligations with an inverse floating interest rate,
2. All swaps including but not limited to even-basis swaps, interest rate swaps,
3. Forwards and futures,
4. Options,
5. Foreign exchange,
6. Planned amortization classes (PAC),
7. Regular floaters tied to government securities,
8. Investments with various interest rate caps, floors, and collars,
9. Investment pools in which the City would own more than 10% of the market value of the pool, and
10. Any other investments that are not on the authorized investments list.

ELECTRONIC FUNDS TRANSFER

The City may use electronic means to transfer or invest all funds collected or controlled by the City.

COLLATERALIZATION

Collateralization will be required on demand deposits, repurchase agreements, and all accrued interest. In order to anticipate market changes and provide a level of security for all funds, the market value of collateral pledged must be at least 102% of the ledger balance of demand deposits and repurchase agreements, and all accrued interest net of FDIC insurance coverage Pledged securities shall be marked-to-market at least monthly.

A written collateral agreement must be executed, approved by the Board of Directors, an official record since the agreements inception, and executed contemporaneously with the acquisitions of the asset.

The City chooses to accept collateral based on the list of investments authorized under the Public Funds Investment Act. The right of collateral substitution is granted with the approval of the Finance Director. The Finance Director may approve and release pledged collateral.

The City shall request additional collateral in the event Investment Officers deem that deposits or investments are not sufficiently protected by the pledged collateral.

Collateral will always be held in the City's name by an independent third party with whom the City or bank has a current custodial agreement. A clearly marked evidence of ownership (safekeeping receipt) must be supplied to the City and will be retained in the office of the Investment Officer. City staff will monitor deposit balances daily, and will request increases in collateral pledged if deposits are reasonably anticipated to exceed the current collateral pledged.

SAFEKEEPING AND CUSTODY

All security transactions, including collateral for repurchase agreements, entered into by the City shall be conducted on a delivery-versus-payment (DVP) basis. Securities will be held in the name of the City by a third-party custodian designated by the City and evidenced by safekeeping receipts. Safekeeping receipts shall be maintained by the Investment Officers.

DIVERSIFICATION

The City of Richmond will diversify its investments by security type, institution and broker/dealer. Requests for bids/offers from broker/dealers shall rotate among approved broker/dealers to ensure that the same brokers are not solicited for every bid/offer request, and to ensure competition among broker/dealers.

With the exception of U.S. Treasury securities, and a money market sweep account provided by the depository bank, no more than 75% of the City's total investment portfolio will be invested in a single security type. If the City elects to participate in more than one investment pool, the total percent invested in all pools shall not exceed the maximum percent allowed.

Diversification requirements are as follows:

<u>Investment Type</u>	<u>Maximum Investment %</u>
Repurchase Agreements	up to 50%
Certificates of Deposit	up to 50%
Commercial Paper	up to 25%
U.S. Treasury Bills/Notes	up to 100%
Local Government Investment Pools	up to 100%
Other U.S. Government Securities	up to 75%
Authorized Investment Pools	up to 75% total
Flexible Repurchase Agreements	Up to 50%
Bankers' Acceptances	up to 25%
No Load Money Market Mutual Funds	up to 100%
No Load Mutual Funds	up to 50%

MAXIMUM MATURITIES

To the extent possible, the City will attempt to match its investments with anticipated cash flow requirements. The City will not directly invest in securities maturing more than three (3) years or 1,095 days from date of purchase. The settlement date is considered the date of purchase. However, the City may collateralize its certificates of deposits and

repurchase agreements using longer-dated investments not to exceed thirty (30) years.

The targeted weighted average maturity allowed, based on the stated maturity date for the portfolio, is 548 days or 18 months.

INTERNAL CONTROL AND ANNUAL AUDIT

The Finance Director or designee shall establish a system of internal controls. The controls shall be designed to prevent losses of public funds arising from fraud, employee error, misrepresentation of third parties, or imprudent actions by employees or Investment Officers of the City.

Controls and managerial emphasis deemed most important include the following:

Imperative Controls:

- A. Safekeeping receipts records management,
- B. Documentation of investment bidding,
- C. Written confirmations,
- D. Reconciliation and comparisons of security receipts with investment and bank records,
- E. Compliance with investment policies,
- F. Accurate and timely reporting, and
- G. Adequate training and development of Investment Officers.

Controls Where Practical:

- A. Control of collusion,
- B. Segregation of duties,
- C. Clear delegation of authority, and
- D. Staying informed about market conditions, changes and trends that require adjustments in investment strategies.

The City, in conjunction with its annual financial audit, shall perform a compliance audit of management controls on investments and adherence to the City's established investment policies. This annual audit will be performed by an external auditor and will include formal review of the quarterly reports.

PERFORMANCE STANDARDS

The investment portfolio will be designed to obtain market rate of return during budgetary and economic cycles, taking into account the City of Richmond's investment risk constraints and cash flow needs.

Market Yield Benchmark

The basis used to determine whether market yields are being achieved shall be the 3-month U.S. Treasury Bill. The portfolio will also be tracked against the 6-month U.S. Treasury Bill, as well as an agency note with maturity approximately equal to the weighted average maturity of the portfolio for that month. In a changing interest rate environment, the change in portfolio yield shall be monitored against the change in benchmark yield, and stated as a basis point increase or decrease from the prior reporting period.

ARBITRAGE

The Tax Reform Act of 1986 issued regulations related to the City's investing of tax-exempt bond proceeds and debt service income. Arbitrage rebate provisions require that the City compute earnings on investments from each issue of bonds on an annual basis to determine if a rebate to the IRS is required. To determine the City's arbitrage position, the City is required to perform specific calculations relative to the actual yield earned on the investment of the funds and the yield that could have been earned if the funds had been invested at a rate equal to the yield on the bonds sold by the City. The rebate provision states that periodically (not less than once every five years, and not later than sixty days after maturity of the bonds), the City is required to pay

the IRS a rebate of any excess earnings (positive arbitrage). The regulations require extreme precision in the monitoring and recording facets of investments as a whole, and particularly as it relates to yields and computations so as to insure compliance. Failure to comply can dictate that the bonds become taxable, retroactively from the date of issuance, or subject the City to severe penalties.

The City's investment position as it relates to arbitrage regulations is as follows: Investments on bond proceeds will be made with safety of principal and liquidity in mind, but with a competitive rate of return. When project timing and cash flows allow, bond proceeds may be invested in authorized investments. It is preferable to purchase investments solely with individual bond proceeds, and not commingle with operating funds or multiple issues; however, it is recognized that this is not always feasible. It is preferable to commingle funds from multiple issues or other capital projects funds before commingling with operating funds. Investments of bond funds should match maturities with project cash flows as closely as possible. All investments purchased with bond funds shall be documented clearly and reported to the City's arbitrage consultant for tracking and review. Arbitrage rebate calculations will be performed annually on all debt issues and funds set aside annually for any positive arbitrage. Arbitrage will be rebated to the IRS, as necessary.

REPORTING

The City Manager and the City Commission will receive a quarterly report listing the investments, collateralization, and interest earnings prepared jointly and signed by all Investment Officers. The reports will be prepared in compliance with generally accepted accounting principles and include fully accrued interest for the reporting period. The reports shall provide the following:

- 1) Investments by fund and in total;

- 2) Investment by maturity date;
- 3) Collateral amounts;
- 4) Beginning Book and Market Value in Summary and by Investment;
- 5) Additions/Changes to the Market Value in Summary;
- 6) Ending Book and Market Value in Summary and by Investment, Where Book Value = Purchase Value, Purchase Value = Par Value x Purchase Price, Where Market Value = Par Value x Market Price, and Market Value will be reported as of the last business day of the period and be obtained from the City's custodian bank;
- 7) Beginning and Ending Accrued Interest;
- 8) Coupon/Discount and Earnings Rate;
- 9) Percentage of the portfolio represented by each investment category;
- 10) Average weighted yield to maturity of portfolio as compared to benchmark;
- 11) Statement of compliance with the investment policy, strategy, and Public Funds Investment Act; and
- 12) Signature of Investment Officers.

Year-End General Ledger Adjustments

In order to ensure compliance with Government Accounting Standards Board Statements #31 and #72, the City shall use the market values of the investments from the City's custodian bank, and if necessary, adjust the market values of the investments in the General Ledger as part of the year-end process.

INVESTMENT POLICY

The City of Richmond's investment policy shall be adopted by resolution by the City Commission. The policy shall be reviewed annually by the Finance Director, City Manager, and City Commission. The City Commission shall annually evidence its review of the investment policy

by resolution and any modifications made thereto must be approved by the City Commission and documented by formal action.

DECLARATORY BROKERS OR DEALERS

In addition to the list of broker dealers authorized to do business with the City of Richmond through the use of a competitive bidding process, the following entities will be considered authorized brokers, dealers, and investments:

- A. Any public funds act compliant Texas Investment Pool and
- B. Any Public Funds Investment Act compliant product offered by the City's Current Depository Bank.



City of Richmond

Where History Meets Opportunity

Regular City Commission Meeting

600 Morton Street

Monday, October 19, 2020 at 4:30 P.M

- A7. Review and consider taking action on Resolution No. 340-2020, adopting the City's Investment Strategy.



RESOLUTION NO. 340-2020

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF RICHMOND, TEXAS ADOPTING THE CITY OF RICHMOND'S INVESTMENT STRATEGY IN ACCORDANCE WITH THE PUBLIC FUNDS INVESTMENT ACT; AND PROVIDING AN EFFECTIVE DATE.

Chapter 2256, Texas Government Code, the Public Funds Investment Act ("Act"), requires the City to review and adopt an investment policy annually for its funds and funds under its control [Sec. 2256.005(e) of the Act].

Section 2256.005(d) of the Act requires the City Commission to adopt, as part of its investment policy, a separate written investment strategy for the funds or group of funds under its control; and requires the investment strategy to describe the investment objectives for the particular fund using the following priorities in order of importance:

1. understanding of the suitability of the investment to the financial requirements of the entity;
2. preservation and safety of principal;
3. liquidity;
4. marketability of the investment if the need arises to liquidate the investment before maturity;
5. diversification of the investment portfolio; and
6. yield.

Section 2256.005(e) of the Act requires that the City Commission adopt a written instrument by ordinance or resolution stating that it has reviewed the investment policy and investment strategy and that the written instrument so adopted shall record any changes made to either the investment policy or investment strategy; **Now, Therefore:**

BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF RICHMOND, TEXAS:

Section 1. That the facts and recitations set forth in this Resolution are declared true and correct.

Section 2. That, as required by Sec. 2256.005(e) of the Act, the City Commission has reviewed the attached City of Richmond Investment Strategy, as shown in Exhibit A.

Section 3. That the attached City of Richmond Investment Strategy above shows, by comparison to the prior version, all changes made to the Investment Strategy since it was adopted last year.

Section 4. That the City Commission adopts the attached City of Richmond Investment Strategy, for the City of Richmond and all subordinate units, including the Development Corporation of Richmond, as shown in Exhibit A.

Section 5. That the adopted Investment Strategy applies to all funds under its control.

Section 6. City of Richmond Resolution No. 306-2019, adopted November 18, 2019, and all other resolutions in conflict herewith, are hereby repealed.

PASSED AND APPROVED on this the 19th day of October, 2020.

Evalyn W. Moore, Mayor

ATTEST:

APPROVED AS TO FORM:

Laura Scarlato, City Secretary

Gary W. Smith, City Attorney

Exhibit A
CITY OF RICHMOND

POLICY NUMBER: CC100

Exhibit "A"

INVESTMENT STRATEGY

I. Suitability

Investments are to be purchased based on the financial requirements of the City. The City of Richmond shall strive to maintain the level of investment of all fund balances, reserves and bond funds as close as possible to 100%. Any investment eligible in the Investment Policy is suitable for all City funds, including component units.

II. Safety of Principal

Investments of the City shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio. All investments shall be of high quality with no perceived default risk. It is the City's full intent, at the time of purchase, to hold all investments until maturity in order to ensure the return of all invested principal.

III. Liquidity

The City's investment portfolio will remain sufficiently liquid to enable the City to meet all operating requirements that might be reasonably anticipated. Liquidity shall be achieved by matching investment maturities with budgetary and economic cycles, and forecasted cash flow requirements. A portion of the portfolio will be maintained in liquid short-term securities that can be converted to cash if necessary to meet disbursement requirements. Investment pools and money market mutual funds provide daily liquidity and may be utilized as a competitive yield alternative to fixed maturity investments.

IV. Marketability

The City shall invest in securities that, if the need arises, can be liquidated before maturity. Investments will never be prematurely sold at less than book value plus accrued interest, without approval of the Finance Director.

V. Diversification

The City will diversify its investments by security type, broker/dealer, and institution. Investments shall be diversified in accordance with the approved Investment Policy.

VI. Yield

The investment portfolio shall obtain a competitive rate of return throughout budgetary and economic cycles, commensurate with the investment risk constraints and the cash flow needs. The City shall attempt to obtain an acceptable return provided that the requirements of safety and

liquidity are first met. The yields of the three and six month Treasury bill shall be the yield objectives or "benchmarks". The portfolio yield shall also be benchmarked against an agency note with maturity approximately equal to the weighted average maturity of the portfolio.



City of Richmond

Where History Meets Opportunity

Regular Scheduled City Commission Meeting

600 Morton Street

Monday, October 19, 2020 at 4:30 P.M

- A8. Review and consider taking action on Resolution No. 345-2020, designating the City's Investment Officers.



RESOLUTION NO. 345-2020

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF RICHMOND, TEXAS DESIGNATING INVESTMENT OFFICERS

Section 2256.005(f) of the Texas Government Code requires the City to designate one or more investment officers to be responsible for the investment of its funds consistent with the investment policy by the City Commission; **Now, Therefore:**

BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF RICHMOND, TEXAS:

Section 1. That the facts and recitations set forth in this Resolution are declared true and correct.

Section 2. That the Finance Director and Comptroller are designated as the City's Investment Officers. Each Investment Officer's term is contemporaneous with his or her term of office as Finance Director or as Comptroller, respectively. Whenever an Investment Officer ceases to hold the named position, the person succeeding him or her in office will automatically be appointed to serve as a successor Investment Officer.

Section 3. That pursuant to Section 2256.005(f) of the Texas Government Code, the authority granted to the City's investment officers is effective until rescinded by the City Commission or until the person's employment with the City terminates.

PASSED AND APPROVED on this the 19th day of October, 2020.

Evalyn W. Moore, Mayor

ATTEST:

APPROVED AS TO FORM:

Laura Scarlato, City Secretary

Gary W. Smith, City Attorney



City of Richmond

Where History Meets Opportunity

Regular Scheduled City Commission Meeting

600 Morton Street

Monday, October 19, 2020 at 4:30 P.M

- A9. Review and consider taking action on Resolution No. 341-2020, appointment of Planning & Zoning Commission Members.



City of Richmond Resolution No. 341-2020

A RESOLUTION OF THE CITY OF RICHMOND, TEXAS APPOINTING MEMBERS OF THE PLANNING AND ZONING COMMISSION; PROVIDING AN EFFECTIVE DATE; AND MAKING SUCH OTHER FINDINGS AND PROVISIONS RELATED HERETO.

The Richmond City Commission established a Planning and Zoning Commission to undertake a continuing planning program for the physical, social, and economic growth, development, and redevelopment of the City and extraterritorial jurisdiction, as may be statutorily applicable. The plans and programs must be designed to promote public health, safety, morals, or the general welfare, as well as the efficiency and economy of its area of jurisdiction.

P&Z shall consist of five (5) members each being a resident of Richmond, Texas.

The terms are expiring for Positions 2 and 4 on Planning and Zoning Commission. **Now, Therefore**

BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF RICHMOND, TEXAS, THAT:

Section 1. City Commission hereby appoints the following members and their respective terms as members and offices held as follows:

POSITION	NAME	TERM
<u>2</u>	_____	October 31, 2022
<u>4</u>	_____	October 31, 2022

Section 2. Effective Date. This Resolution shall be effective from and after its approval and passage in accordance with the Texas Local Government Code and the city charter

Section 3. That it is hereby officially found and determined that the meeting at which this Resolution is passed was open to the public as required and that public notice of the time, place, and purpose of said meeting was given as required by the Open Meetings Act, Chapter 551, Local Government Code.

PASSED AND APPROVED on this 19th day of October , 2020.

THE CITY OF RICHMOND, TEXAS

BY: _____
Evalyn W. Moore, Mayor

ATTEST:

Laura Scarlato, City Secretary



*I like The City
Lim. 30
Can't lead up
Vote Reg @ this
Tina*

City of Richmond
402 Morton Street
Richmond, Texas 77469
Office: 281.342.5456
Fax: 281.232.8626

*** THIS APPLICATION WILL BECOME PUBLIC RECORD ***

Board Application _____
Committee Application X
Commission Application _____

Name: Melissa J Schultz
(First) (Middle Initial) (Last)

Mailing Address: 415 Richmond Place Dr. Richmond, Texas 77469

Resident of Richmond: 3 (Years) _____ (Months)

Phone: 308-249-0471 DOB: 02/17/1966

Registered to Vote: Yes No

E-mail Address: mlisfbrowne@gmail.com

Occupation: Planning and Design Retail VP

Education: BA Public Relations

Civic / Church / Community / Involvement: Extensive volunteer hours in my former residence in Nebraska with the city of Sidney and Sidney Public Schools.

Hobbies / Interests: Camping and Golf

On which **specific** Board / Commission / Committee would you like to serve (please explain):
 Richmond Planning and Zoning

Do you have time to commit to this service? That is: to attend meetings, study the matters to be brought before this Board, Commission or Committee and participate in all its activities?

YES NO

If you have been a member of a Richmond Board, Commission or Committee before, please indicate the Board, Commission or Committee and approximate dates of service: N/A

Have you ever been convicted of a felony or misdemeanor involving moral turpitude? Yes / No
(please explain): No

Please list any civic or community endeavors in which you have been involved: _____

Are you related, by marriage or blood, to any member of the City Commission or City Manager?
No

If you are related within the second degree by marriage or third degree by blood, you may be prohibited from serving on a committee. Prohibited degrees of relationship are defined as follows:
(Blood) First Degree: Father, Mother, Son, or Daughter. Second Degree: Brother, Sister, Grandfather, Grandmother, Granddaughter, or Grandson. Third Degree: Aunt, Uncle, Nephew, Niece, Great Grandfather, Great Grandmother, Great Granddaughter, or Great Grandson (and the spouses of the above persons are also included in the prohibited degree of relationship).
(Marriage) First Degree: Father, Mother, Son, Daughter. Second Degree: Brother, Sister, Grandfather, Grandmother, Granddaughter, Grandson.
N/A

I HEREBY AFFIRM THE INFORMATION PROVIDED HEREIN IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.

Signature: Melissa Schultz Date: 10/15/20

Printed Name: Melissa Schultz

Please Note: All applications will be retained for the balance of the calendar year or so long as a person has been appointed. A new application is required each calendar year to indicate your continued interest in appointment to a board, committee or commission.

Thank you for taking the time to complete this application. It will be helpful to the Richmond City Commission in making appointments.

Please return this form to the address below:

**CITY OF RICHMOND
CITY SECRETARY'S OFFICE
ATTN: LAURA SCARLATO
402 MORTON STREET
RICHMOND, TX 77469
lscarlato@ci.richmond.tx.us**



City of Richmond

Where History Meets Opportunity

Regular Scheduled City Commission Meeting

600 Morton Street

Monday, October 19, 2020 at 4:30 P.M

- A10. Review and consider taking action on Resolution No. 342-2020, dedicating for public right of way purposes property necessary for the Front Street project and conveying right of way to the Texas Department of Transportation for the Front Street project.



RESOLUTION NO. 342-2020

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF RICHMOND, TEXAS, APPROVING THE DEDICATION OF STREET RIGHT-OF-WAY AND THE CONVEYANCE OF STREET RIGHT-OF-WAY TO THE TEXAS DEPARTMENT OF TRANSPORTATION FOR THE FRONT STREET PROJECT AND AUTHORIZING THE MAYOR TO EXECUTE THE DEDICATION INSTRUMENT AND DEED RELATED THERETO; AND PROVIDING AN EFFECTIVE DATE.

On August 14, 2018, the City of Richmond and Fort Bend County entered into an Interlocal Agreement for the acquisition of right-of-way and for the construction of the Front Street improvement project.

The City agreed to acquire and did acquire certain tracts at the intersections of Front Street and Austin Street and at Austin Street and Loop 762.

In compliance with the Interlocal Agreement, the City will convey the property acquired at Austin Street and Loop 762 to the Texas Department of Transportation and dedicate the required right-of-way at Austin Street and Front Street to the public for use as public right-of-way.

The City Commission of the City of Richmond finds that it is in the public interest to so dedicate and convey the tracts for public right-of-way; **Now, Therefore,**

BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF RICHMOND, TEXAS:

Section 1. The facts and recitals set forth in the preamble of this Resolution are hereby found to be true and correct and are in all things incorporated herein and made a part hereof.

Section 2. The City Commission approves the dedication of the tract described the Right-of-Way Dedication attached hereto as Exhibit A and authorizes the Mayor to execute the same.

Section 3. The City Commission approves the conveyance of the tract described in the Special Warranty Deed to the Texas Department of Transportation attached hereto as Exhibit B and authorizes the Mayor to execute the same.

Section 4. This Resolution shall be effective from and after its approval and adoption.

PASSED, APPROVED and RESOLVED this 19th day of October, 2020.

The City of Richmond, Texas

Evalyn W. Moore, Mayor

ATTEST:

APPROVED AS TO FORM:

Laura Scarlato, City Secretary

Gary W. Smith, City Attorney

EXHIBIT A

Notice of Confidentiality Rights: If you are a natural person, you may remove or strike any of the following information from this instrument before it is filed for record in the public records: your Social Security Number or your Driver's License Number.

Form ROW-N-14
(Rev. 07/13)
Page 1 of 8

DEED

TxDOT ROW CSJ: 0543-06-006

TxDOT Parcel No.: 100

Grantor(s), whether one or more:
City of Richmond, Texas, a Texas Home Rule municipality

Grantor's Mailing Address (including county):
402 Morton Street
Richmond, Fort Bend County, Texas 77469

Grantee:

The State of Texas, acting by and through the Texas Transportation Commission

Grantee's Authority:

The Texas Transportation Commission is authorized under the Texas Transportation Code to purchase land and such other property rights (including requesting that counties and municipalities acquire highway right of way) deemed necessary or convenient to a state highway or turnpike project to be constructed, reconstructed, maintained, widened, straightened, or extended, or to accomplish any purpose related to the location, construction, improvement, maintenance, beautification, preservation, or operation of a state highway or turnpike project.

The Texas Transportation Commission is also authorized under the Texas Transportation Code, Chapter 203 to acquire or request to be acquired such other property rights deemed necessary or convenient for the purposes of operating a state highway or turnpike project, with control of access as necessary to facilitate the

flow of traffic and promote the public safety and welfare on both non-controlled facilities and designated controlled access highways and turnpike projects.

Grantee's Mailing Address (including county):

Texas Department of Transportation

125 E. 11th Street

Austin, Texas 78701

(Travis County)

Consideration:

This dedication and conveyance by Grantee is for the benefit of the public by improved transportation within the City of Richmond, which consideration is hereby acknowledged as sufficient, and for which no lien is retained, either expressed or implied.

Property:

All of that certain tract or parcel of land in Fort Bend County, Texas, being more particularly described in the attached Exhibit A (the "Property").

Reservations from and Exceptions to Conveyance and Warranty:

This conveyance is made by Grantor and accepted by Grantee subject to the following:

1. Visible and apparent easements not appearing of record.
2. Any discrepancies, conflicts, or shortages in area or boundary lines or any encroachments or any overlapping of improvements which a current survey would show.
3. Easements, restrictions, reservations, covenants, conditions, oil and gas leases, mineral severances, and encumbrances for taxes and assessments (other than liens and conveyances) presently of record in the Official Public Records of Fort Bend County, Texas, that affect the property, but only to the extent that said items are still valid and in force and effect at this time.

Grantor reserves all of the oil, gas, sulfur in and under the Property but waives all rights of ingress and egress to the surface thereof for the purpose of exploring, developing, mining or drilling for same; however, nothing in this reservation shall

affect the title and rights of the Grantee, its successors and assigns, to take and use all other minerals and materials thereon, therein and thereunder.

Grantor is retaining title to the following improvements (“Retained Improvements”) located on the Property, to wit: N/A

Grantor covenants and agrees to remove the Retained Improvements from the Property by N/A day of N/A, 2020, subject to such extensions of time as may be granted by Grantee in writing. In the event Grantor fails, for any reason, to remove the Retained Improvements within the time prescribed, then, without further consideration, title to all or part of such Retained Improvements not so removed shall pass to and vest in Grantee, its successors and assigns, forever.

Access on and off Grantor’s remaining property to and from the State highway facility shall be permitted except to the extent that such access is expressly prohibited by the provisions set out in Exhibit “A”. Grantor acknowledges that such access on and off the State highway facility is subject to regulation as may be determined by the Texas Department of Transportation to be necessary in the interest of public safety or by applicable local municipal or county zoning, platting or permitting requirements.

GRANTOR, for the Consideration and subject to the Reservations from Conveyance and the Exceptions to Conveyance and Warranty, dedicates, donates, and conveys to Grantee the Property, together with all and singular the rights and appurtenances thereto in anywise belonging, to have and to hold it to Grantee and Grantee’s successors and assigns forever. Grantor binds Grantor and Grantor’s successors and assigns to Warrant and Forever Defend all and singular the Property to Grantee and Grantee’s successors and assigns against every person whomsoever lawfully claiming or to the claim the same or any part thereof when the claim is by, through, or under Grantor but not otherwise, except as to the Reservations from Conveyance and the Exceptions to Conveyance and Warranty.

(Signature page follows)

EXECUTED on the date(s) of acknowledgement indicated below.

GRANTOR:

Evalyn W. Moore, Mayor

Acknowledgment

**State of Texas
County of Fort Bend**

This instrument was acknowledged before me on October ____, 2020, by Evalyn W. Moore, Mayor of City of Richmond, Texas, a Home Rule municipality, on behalf of said entity.

Notary Public's Signature

EXHIBIT A

County: Fort Bend
Highway: Loop 762
Project Limits: FM 762 at Austin/Front Street Intersection
Account No:
CSJ: 0543-06-006

Property Description for Parcel 100

A FIELD NOTE DESCRIPTION of 0.339 acre of Land overall (14,754 square feet) being the remainder of an original call 0.33 acre tract (portion of 2nd Street right-of-way – Fort Bend County Clerk's File No. 2018132073 and Volume 1807, Page 882; Official Records of Fort Bend County, Texas) together with a call 0.0092 acre portion of Lot No. Seven (7), Block No. Forty-Nine (49) (Tract 1A; Fort Bend County Clerk's File No. 2018132074) and together with a call 0.0736 acre portion of Lot Nos. One, Two, and Three (1, 2, & 3) of Block No. Fifty (50) (Tract 1B; Fort Bend County Clerk's File No. 2018132074), all-inclusive being in the City of Richmond (subdivision plat recorded in Volume A, Page 62; Deed Records of Fort Bend County, Texas) in the Jane H. Long Survey, Abstract No. 55, City of Richmond, Fort Bend County, Texas.

BEGINNING at a five-eighths inch diameter iron rod with plastic cap (labelled "T.E.A.M.") found for the Northwest corner of said Block No. 49 in the intersection of the Northeasterly right-of-way line of said 2nd Street (70 feet wide) with the Southeasterly right-of-way line of Fort Street (70 feet wide); Said corner being the Northeast corner of said original call 0.33 acre tract, bears North 65 degrees, 12 minutes, 32 seconds East – 82.35 feet across said 2nd Street from a three-quarter inch inside diameter iron pipe found for the most Northerly Northwest corner of a call 0.29 acre tract of Land for road right-of-way (Volume 195, Page 154; Deed Records of Fort Bend County, Texas) in the intersection of the Northwesterly line of said Block No. 50 with the Westerly right-of-way line of State Highway Loop 762 (width varies); Said beginning corner being the Northeast corner of this 0.339 acre tract and having Grid Coordinates of **X= 2,998,734.65 feet and Y= 13,772,604.09 feet**. [The bearing basis for this description is referenced to the Texas Coordinates System of 1983 (South Central Zone). All coordinates listed are Grid and can be brought to Surface by applying a combined scale factor= 0.99987328677];

- 1) **THENCE;** South 24 degrees, 49 minutes, 48 seconds East – 181.70 feet along the proposed Easterly right-of-way line of said State Highway Loop 762 along the Easterly line of said original call 0.33 acre tract with the Southwesterly line of said Block No. 49 to a five-eighths inch diameter iron rod with plastic cap (T.E.A.M.) found for interior corner of this tract; Said corner being the West corner of said call 0.0092 acre tract;

- 2) **THENCE;** South 69 degrees, 41 minutes, 35 seconds East – 39.98 feet crossing into said Lot No. 7 along a cut-back corner in the proposed Easterly right-of-way line of said State Highway Loop 762 to a five-eighths inch diameter iron rod with plastic cap (T.E.A.M.) found for the Southeast corner of this tract; Said corner being the East corner of said call 0.0092 acre tract;
- 3) **THENCE;** South 65 degrees, 10 minutes, 12 seconds West, at 28.20 feet pass a point for the South corner of said call 0.0092 acre tract, for the Southwest corner of said Block No. 49, and for the East corner of said original call 0.33 acre tract, at 98.20 feet pass a point for the East corner of said call 0.0736 acre tract and for the Southeast corner of said Block No. 50, at 164.2 feet pass a point for the Southeast corner of said call 0.29 acre road right-of-way, in all 178.00 feet along the Northerly right-of-way line of Austin Street (width varies; approximately 70 feet wide at this point) to a five-eighths inch diameter iron rod with plastic cap set (labelled "1943 4349 5829") for the Southwest corner of this tract; Said corner being the Southwest corner of said call 0.0736 acre tract and being the South corner of said original call 0.33 acre tract; Said corner bears South 24 degrees, 49 minutes, 48 seconds East – 8.03 feet and then North 65 degrees, 10 minutes, 12 seconds East – 134.30 feet along the Southwesterly line and then along the Southeasterly line of said Block No. 50 from a three-quarter inch inside diameter iron pipe found for the most Westerly Northwest corner of said call 0.29 acre road right-of-way in the intersection of the Westerly right-of-way line of said State Highway Loop 762 with the Northeasterly right-of-way line of 3rd Street (70 feet wide);
- 4) **THENCE;** Northerly, crossing said Block No. 50 and then crossing into said 2nd Street along the Westerly line of said original call 0.33 acre tract being along the Easterly line of State Highway Loop 762 as occupied on the ground (width varies) with the following courses and distances:

North 22 degrees, 8 minutes, 53 seconds East – 59.36 feet to a point for interior angle point corner of this tract;
- 5) **THENCE;** North 12 degrees, 59 minutes, 3 seconds East – 59.37 feet to a point for interior angle point corner of this tract; Said corner being the North corner of said call 0.0736 acre tract in the Northeasterly line of said Block No. 50 and being in the Easterly line of said call 0.29 acre road right-of-way;
- 6) **THENCE;** North 3 degrees, 41 minutes, 30 seconds East – 59.33 feet to a point for interior angle point corner of this tract;
- 7) **THENCE;** North 6 degrees, 15 minutes, 3 seconds West – 59.19 feet to a point for interior angle point corner of this tract;

- 8) **THENCE;** North 14 degrees, 48 minutes, 3 seconds West – 14.64 feet to a point for the Northwest corner of this tract; Said corner being the Northwest corner of said call 0.33 acre tract;
- 9) **THENCE;** North 65 degrees, 12 minutes, 32 seconds East – 20.26 feet along the Northerly line of said call 0.33 acre tract being along a projection of the Southeasterly line of said Fort Street to the **PLACE OF BEGINNING** and containing 0.339 acre of Land.

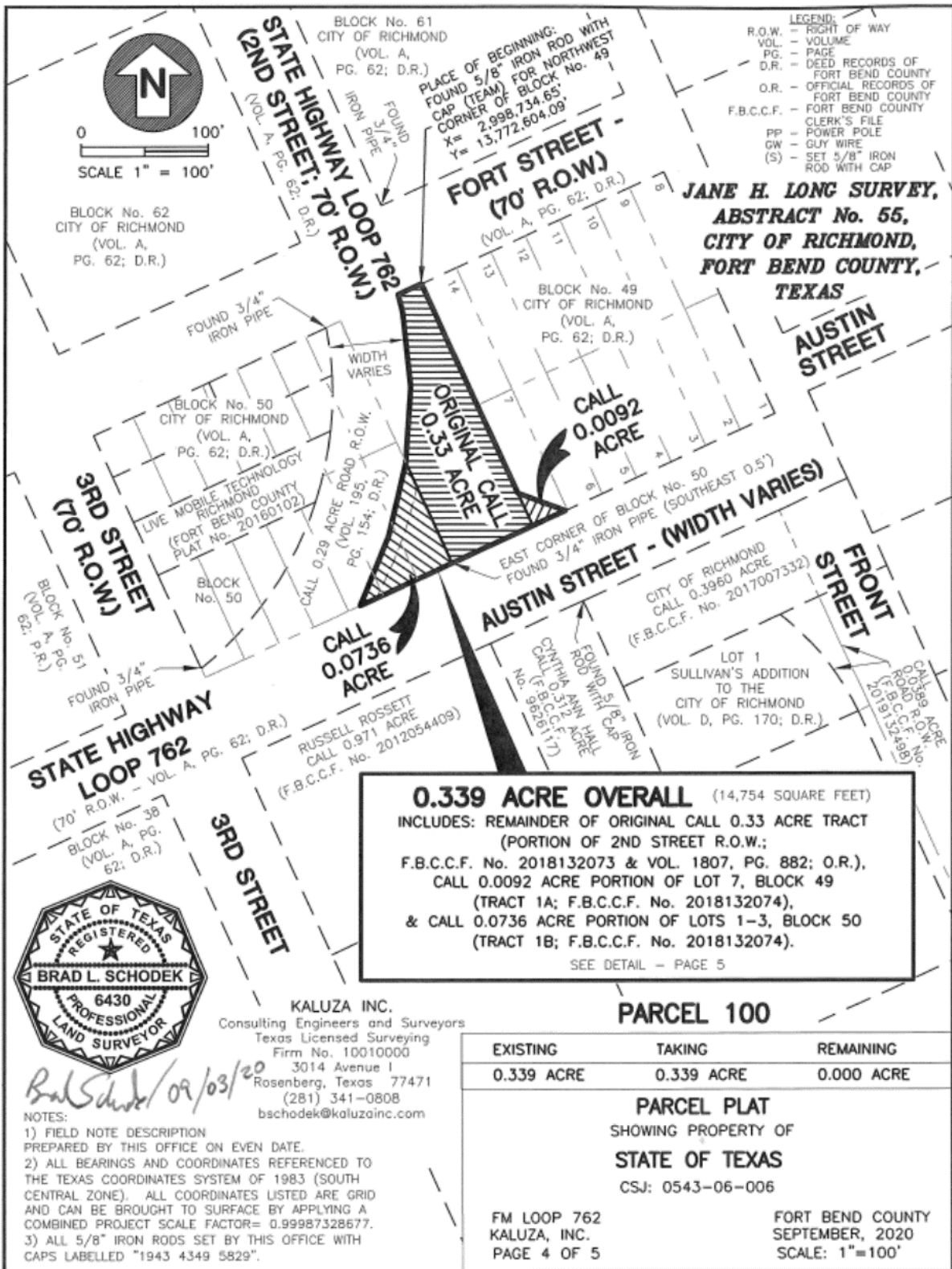
I, Brad L. Schodek, a Registered Professional Land Surveyor, hereby certify that the property description hereon and the accompanying plat of even date represent an actual survey made on the ground under my supervision.



Brad L. Schodek, R.P.L.S. No. 6430

KALUZA INC.
Consulting Engineers and Surveyors
Texas Licensed Surveying
Firm No. 10010000
3014 Avenue I
Rosenberg, Texas 77471
(281) 341-0808
bschodek@kaluzainc.com





0.339 ACRE OVERALL (14,754 SQUARE FEET)
 INCLUDES: REMAINDER OF ORIGINAL CALL 0.33 ACRE TRACT
 (PORTION OF 2ND STREET R.O.W.;
 F.B.C.C.F. No. 2018132073 & VOL. 1807, PG. 882; O.R.),
 CALL 0.0092 ACRE PORTION OF LOT 7, BLOCK 49
 (TRACT 1A; F.B.C.C.F. No. 2018132074),
 & CALL 0.0736 ACRE PORTION OF LOTS 1-3, BLOCK 50
 (TRACT 1B; F.B.C.C.F. No. 2018132074).
 SEE DETAIL - PAGE 5



Brad Schodek / 09/03/20

KALUZA INC.
 Consulting Engineers and Surveyors
 Texas Licensed Surveying
 Firm No. 10010000
 3014 Avenue I
 Rosenberg, Texas 77471
 (281) 341-0808
 bschodek@kaluzainc.com

- NOTES:
- 1) FIELD NOTE DESCRIPTION PREPARED BY THIS OFFICE ON EVEN DATE.
 - 2) ALL BEARINGS AND COORDINATES REFERENCED TO THE TEXAS COORDINATES SYSTEM OF 1983 (SOUTH CENTRAL ZONE). ALL COORDINATES LISTED ARE GRID AND CAN BE BROUGHT TO SURFACE BY APPLYING A COMBINED PROJECT SCALE FACTOR= 0.99987328677.
 - 3) ALL 5/8" IRON RODS SET BY THIS OFFICE WITH CAPS LABELLED "1943 4349 5829".

PARCEL 100		
EXISTING	TAKING	REMAINING
0.339 ACRE	0.339 ACRE	0.000 ACRE
PARCEL PLAT SHOWING PROPERTY OF STATE OF TEXAS CSJ: 0543-06-006		
FM LOOP 762 KALUZA, INC. PAGE 4 OF 5		FORT BEND COUNTY SEPTEMBER, 2020 SCALE: 1"=100'

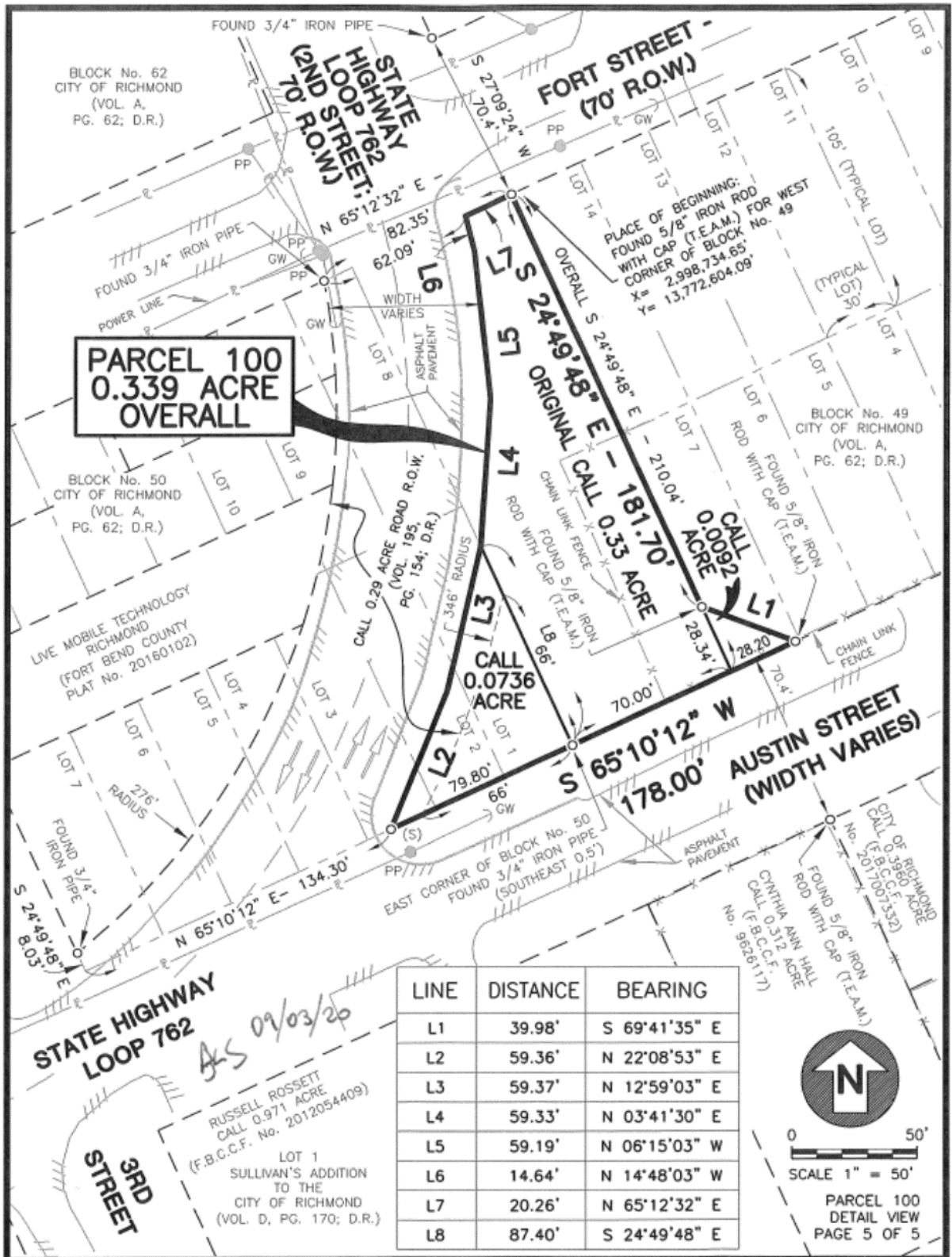


EXHIBIT B

CITY OF RICHMOND RIGHT-OF-WAY DEDICATION

NOTICE OF CONFIDENTIALITY RIGHTS: IF YOU ARE A NATURAL PERSON, YOU MAY REMOVE OR STRIKE ANY OR ALL OF THE FOLLOWING INFORMATION FROM ANY INSTRUMENT THAT TRANSFERS AND INTEREST IN REAL PROPERTY BEFORE IT IS FILED FOR RECORD IN THE PUBLIC RECORDS: YOUR SOCIAL SECURITY NUMBER OR YOUR DRIVER'S LICENSE NUMBER.

**STATE OF TEXAS §
COUNTY OF FORT BEND §**

The City of Richmond, Texas, a Texas Home rule municipality in Fort Bend County, Texas, with its address at 402 Morton Street, Richmond, Fort Bend County, Texas, for the benefit of the public, as owner of that certain 0.231-acre tract of land in Richmond, Fort Bend County, Texas described by metes and bounds description and depicted by drawing in Exhibit "A," attached hereto and incorporated herein for all purposes of this dedication, do hereby dedicate same to the Public for the use and benefit of the public as a perpetual right-of-way and easement for the passage and accommodation of vehicular and pedestrian traffic, and the construction, operation, use, maintenance, inspection, repair, alteration, and replacement of a paved road within the boundaries of the right-of-way and easement area, and for all other purposes for which a public street and right-of-way is commonly used, including installing, repairing, maintaining, altering, replacing, relocating and operating utilities in, into, upon, over, across, and under said right-of-way, and including but not limited to all such uses permitted by the Laws of the State of Texas and the Ordinances and Charter of the City of Richmond, Texas.

It is further intended that the use of the tract should cease to be used as a right-of-way and easement for the passage and accommodation of vehicular and pedestrian traffic, this said dedication shall terminate and title to the property shall no longer encumbered by this right-of-way and easement dedication in the City of Richmond.

IN WITNESS WHEREOF, this dedication instrument is executed this ___ day of October, 2020.

CITY OF RICHMOND, TEXAS

BY: _____

EVALYN W. MOORE, MAYOR

ATTEST:

BY: _____
LAURA SCARLATO, CITY SECRETARY

ACKNOWLEDGEMENT

THE STATE OF TEXAS

COUNTY OF FORT BEND

This instrument was acknowledged before me on the ____ day of October, 2020, by Evalyn W. Moore, Mayor of the City of Richmond, as the act and deed of the City.

Notary Public, State of Texas

My commission expires: _____

**After recording return to:
City of Richmond
402 Morton Street
Richmond, Texas 77469**

EXHIBIT A

KALUZA INC

Consulting Engineers & Surveyors

Engineering Firm No. F-1339 | Surveying Firm No. 10010000

3014 Avenue I, Rosenberg, Texas 77471

(281) 341-0808 • FAX (281) 341-6333

September 17, 2020

A FIELD NOTE DESCRIPTION of 0.231 acre of Land (10,061 square feet) for road right-of-way for Front Street (width varies) being the Northeasterly portion of the City of Richmond call 0.3960 acre tract (Fort Bend County Clerk's File No. 2017007332) out of Lot No. One of Sullivan's Addition to the Town of Richmond (Volume B, Page 387 and Volume D, Page 170; Deed Records of Fort Bend County, Texas), being in the Jane H. Long Survey, Abstract No. 55, City of Richmond, Fort Bend County, Texas. The bearing basis for this description is referenced to the Texas Coordinates System of 1983 (South Central Zone) and was determined by Global Positioning System methods.

BEGINNING at a 5/8 inch diameter iron rod with plastic cap (labelled T.E.A.M.) found for the Northwest corner of said call 0.3960 acre tract in the South right-of-way line of Austin Street (width varies; approximately 70 feet wide at this point); Said corner being the Northeast corner of a call 0.312 acre tract (Tract One; Fort Bend County Clerk's File No. 9626117) and being the Northwest corner of a call 0.163 acre remainder tract surveyed this day; Said corner bears North 24 degrees, 50 minutes, 11 seconds West – 75.00 feet from a one-half inch inside diameter iron pipe in concrete found for the Southwest corner of said call 0.3960 acre tract and for the Northwest corner of a call 0.371 acre tract (Tract Two; Fort Bend County Clerk's File No. 9626117); Said beginning corner being the Northwest corner of this 0.231 acre tract;

THENCE; North 65 degrees, 14 minutes, 53 seconds East, at 170.00 feet pass a three-quarter inch inside diameter iron pipe found for reference in the intersection of the South right-of-way line of said Austin Street with the existing West right-of-way line of said Front Street as occupied on the ground (approximately 60 feet wide at this point, no dedication information available), in all 229.53 feet along the Northwesterly line of said call 0.3960 acre tract with the South right-of-way line of said Austin Street and then crossing said existing Front Street to a point for the Northeast corner of this tract; Said corner being the Northeast corner of said call 0.3960 acre tract;

THENCE; South 24 degrees, 9 minutes, 29 seconds East – 75.00 feet along the Northeasterly line of said call 0.3960 acre tract with the existing East right-of-way line of said Front Street as occupied on the ground being along the West line of Lot No. One and Lot No. Two of Covell's Brazos View Subdivision (Volume 271, Page 253; Deed Records of Fort Bend County, Texas) to a point for the Southeast corner of this tract; Said corner being the Southeast corner of said call 0.3960 acre tract;

THENCE; South 65 degrees, 14 minutes, 53 seconds West, at 58.56 feet pass a one-half inch inside diameter iron pipe found for the Northeast corner of said call 0.371 acre tract and for the North corner of a call 0.0389 acre tract of Land for road right-of-way for said Front Street (width varies - R.O.W. Tract 3; Fort Bend County Clerk's File No. 2019132498), at 92.65 feet pass a 5/8 inch diameter iron rod with plastic cap (T.E.A.M.) found for the West corner of said call 0.0389 acre road right-of-way tract, in all 94.31 feet crossing said existing Front Street along the Southeasterly line of said call 0.3960 acre tract to a 5/8 inch diameter iron rod with plastic cap (labelled "1943 4349 5829", typical) set for the most Southerly corner of this tract in the proposed West right-of-way line of Front Street; Said corner being the East corner of said 0.163 acre remainder tract in the Northwesterly line of said call 0.371 acre tract;

A Field Note Description of
0.231 Acre of Land
September 17, 2020
Page 2

THENCE; Northwestly, crossing said call 0.3960 acre tract along the proposed West right-of-way line of Front Street along a non-tangent curve to the left, the radius point bears South 33 degrees, 33 minutes, 30 seconds West, with the following curve data:

Radius: 158.00 feet
Delta: 58 degrees, 18 minutes, 37 seconds
Length: 160.80 feet
Tangent: 88.14 feet
Chord: North 85 degrees, 35 minutes, 48 seconds West – 153.95 feet to the **PLACE OF BEGINNING** and containing 0.231 acre of Land of which 0.102 acre is located within the existing right-of-way of Front Street as occupied on the ground.



Brad L. Schodek, R.P.L.S. No. 6430

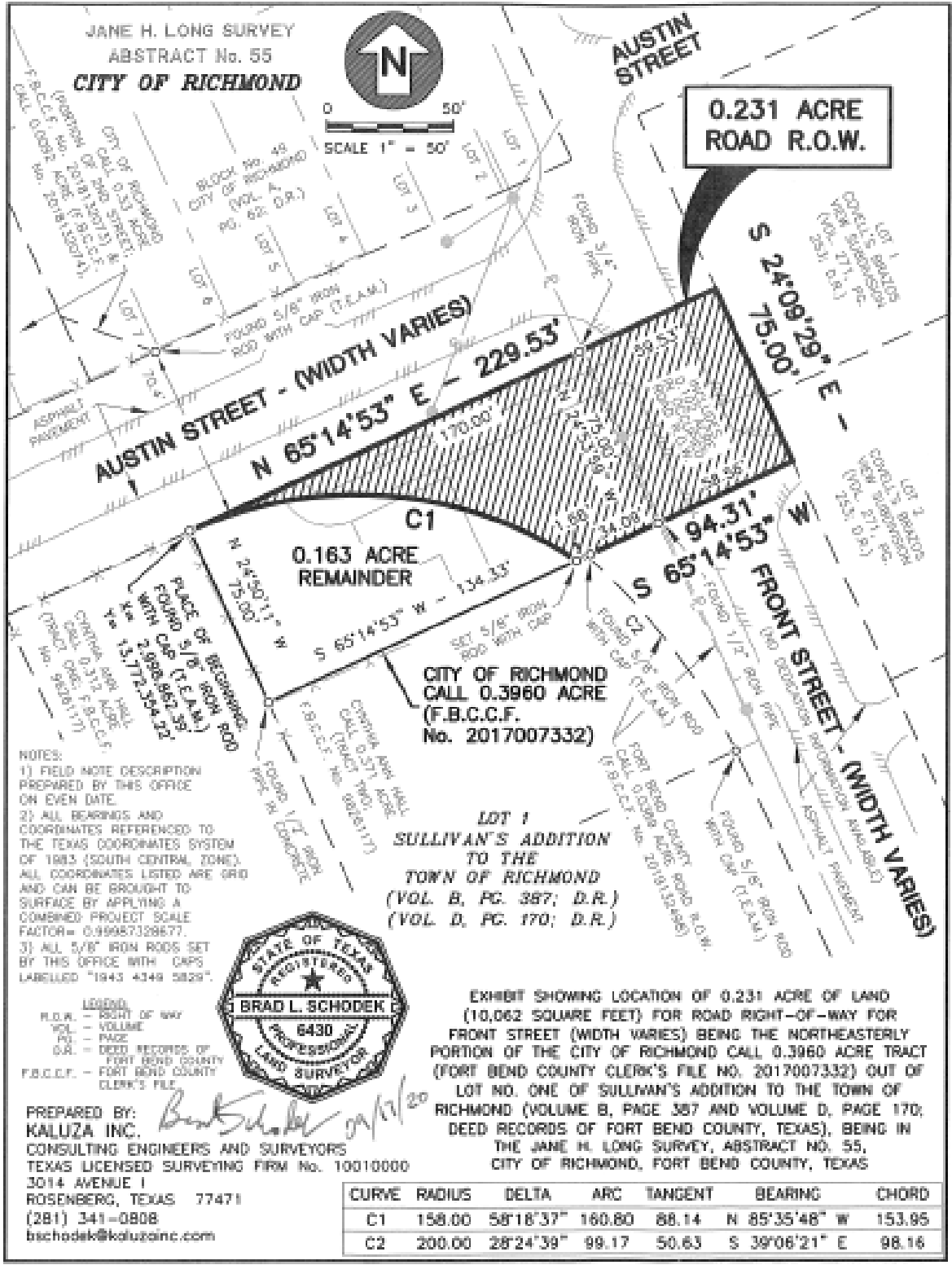


This description prepared in conjunction with survey exhibit by this office of even date.

JANE H. LONG SURVEY
 ABSTRACT No. 55
CITY OF RICHMOND



**0.231 ACRE
 ROAD R.O.W.**



- NOTES:
 1) FIELD NOTE DESCRIPTION PREPARED BY THIS OFFICE ON EVEN DATE.
 2) ALL BEARINGS AND COORDINATES REFERENCED TO THE TEXAS COORDINATES SYSTEM OF 1983 (SOUTH CENTRAL ZONE). ALL COORDINATES LISTED ARE GRID AND CAN BE BROUGHT TO SURFACE BY APPLYING A COMBINED PROJECT SCALE FACTOR = 0.999957328677.
 3) ALL 5/8" IRON RODS SET BY THIS OFFICE WITH CAPS LABELLED "1943 4349 5829".



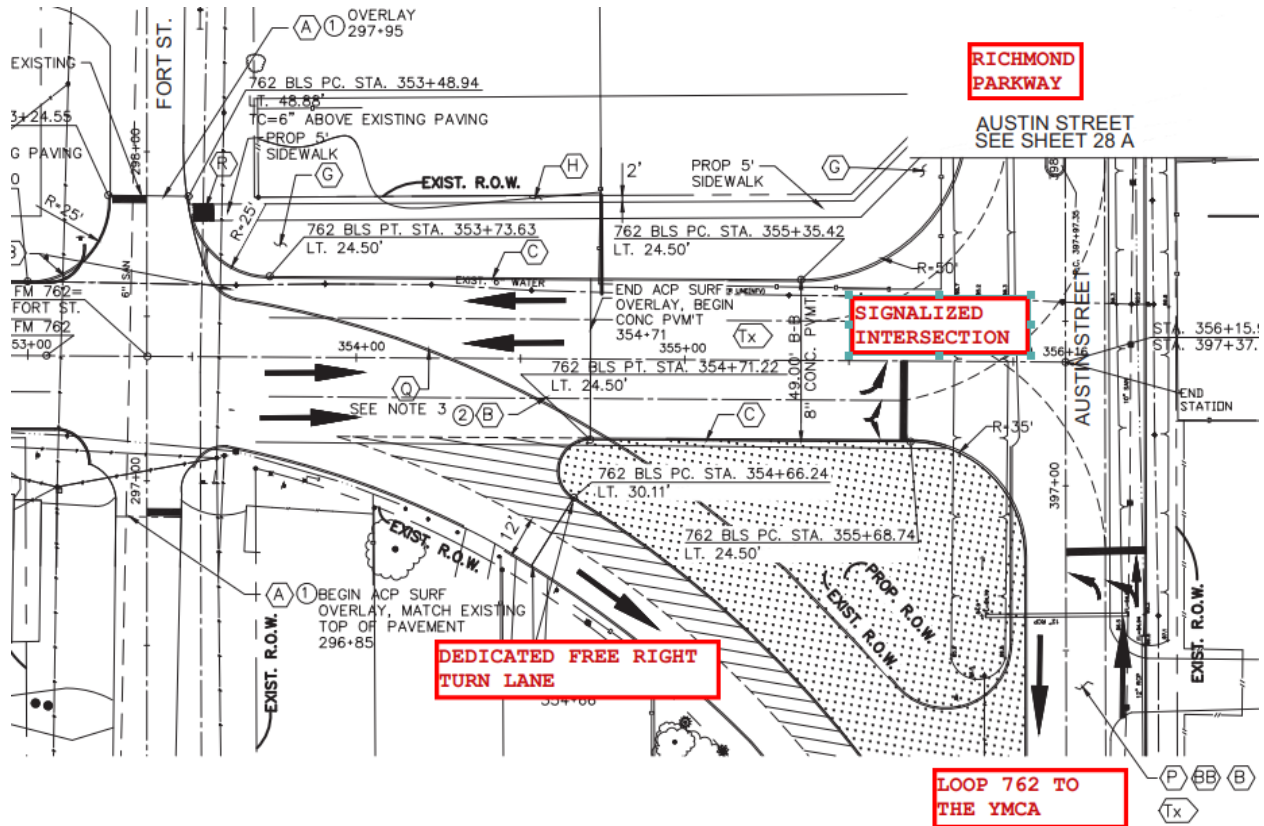
LEGEND:
 R.O.W. - RIGHT OF WAY
 VOL. - VOLUME
 PG. - PAGE
 D.R. - DEED RECORDS OF
 F.B.C.C.F. - FORT BEND COUNTY CLERK'S FILE

PREPARED BY:
KALUZA INC.
 CONSULTING ENGINEERS AND SURVEYORS
 TEXAS LICENSED SURVEYING FIRM No. 10010000
 3014 AVENUE I
 ROSENBERG, TEXAS 77471
 (281) 341-0808
 bschodek@kaluzainc.com

EXHIBIT SHOWING LOCATION OF 0.231 ACRE OF LAND (10,062 SQUARE FEET) FOR ROAD RIGHT-OF-WAY FOR FRONT STREET (WIDTH VARIES) BEING THE NORTHEASTERLY PORTION OF THE CITY OF RICHMOND CALL 0.3960 ACRE TRACT (FORT BEND COUNTY CLERK'S FILE NO. 2017007332) OUT OF LOT NO. ONE OF SULLIVAN'S ADDITION TO THE TOWN OF RICHMOND (VOLUME B, PAGE 387 AND VOLUME D, PAGE 170; DEED RECORDS OF FORT BEND COUNTY, TEXAS), BEING IN THE JANE H. LONG SURVEY, ABSTRACT NO. 55, CITY OF RICHMOND, FORT BEND COUNTY, TEXAS

CURVE	RADIUS	DELTA	ARC	TANGENT	BEARING	CHORD
C1	158.00	58°18'37"	160.80	88.14	N 85°35'48" W	153.95
C2	200.00	28°24'39"	99.17	50.63	S 39°06'21" E	98.16

ROW Drawing of Dedication FM 762 (Austin Street/2nd Street) Project
Final Pavement Alignment is the T-Intersection with a Free Right Turn





City of Richmond

Where History Meets Opportunity

Regular Scheduled City Commission Meeting

600 Morton Street

Monday, October 19, 2020 at 4:30 P.M

- A11. Review and consider taking action on Resolution No. 343-2020, approving and authorizing an Interlocal Agreement with Fort Bend County for relocation of the article known as the Jaybird Monument.



RESOLUTION NO. 343-2020

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF RICHMOND, TEXAS, APPROVING AND AUTHORIZING THE MAYOR TO EXECUTE AN INTERLOCAL AGREEMENT WITH FORT BEND COUNTY FOR THE RELOCATION OF THE MONUMENT LOCATED AT THE NORTHWEST CORNER OF FOURTH AND MORTON STREETS; AND PROVIDING AN EFFECTIVE DATE.

Members of the public have expressed concern over the continue prominent placement of the article commonly known as the Jaybird Monument located on the former site of the Fort Bend County courthouse.

Mayor Moore and the Richmond City Commission formed and directed an ad hoc committee to consider a resolution of the issue of the article through a review of the history of the article and its impact on the community and to make recommendations to the City Commission.

Fort Bend County has offered to enter into an Interlocal Agreement with the City to fund and provide for the relocation of the article.

On October 8, 2020, the ad hoc committee received public input and reviewed a draft of the proposed Interlocal Agreement and recommended approval of the Interlocal Agreement contingent upon the City reaching an agreement with Hodges Bend Cemetery Association, Inc. to accept the article, place it within Hodges Bend Cemetery, and to maintain and preserve the article and contingent upon the County funding a plaque or marker giving historic context to the article from the funding proposed for the relocation.

The City Commission of the City of Richmond finds that it is in the public interest enter into the Interlocal Agreement with Fort Bend County for the relocation of the article to Hodges Bend Cemetery; **Now, Therefore,**

BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF RICHMOND, TEXAS:

Section 1. The facts and recitals set forth in the preamble of this Resolution are hereby found to be true and correct and are in all things incorporated herein and made a part hereof.

Section 2. The City Commission approves the Interlocal Agreement with Fort Bend County for the relocation of the article commonly known as the Jaybird Monument, attached hereto as Exhibit A, and authorizes the Mayor to execute the same.

Section 3. This Resolution shall be effective from and after its approval and adoption.

PASSED, APPROVED and RESOLVED this 19th day of October, 2020.

The City of Richmond, Texas

Evalyn W. Moore, Mayor

ATTEST:

APPROVED AS TO FORM:

Laura Scarlato, City Secretary

Gary W. Smith, City Attorney

EXHIBIT A

INTERLOCAL AGREEMENT FOR JOINT PARTICIPATION
TO RELOCATE THE JAYBIRD MONUMENT

STATE OF TEXAS §
 §
COUNTY OF FORT BEND §

This Interlocal Agreement for Joint Participation to Relocate the Jaybird Monument (“Agreement”) is made and entered into pursuant to the Interlocal Cooperation Act, Chapter 791 of the Texas Government Code, by and between the City of Richmond, a municipal corporation and home-rule city of the State of Texas, acting by and through its City Commission, (the “City”), and Fort Bend County, a body corporate and politic under the laws of the State of Texas, acting by and through its Commissioners Court, (the “County”). The City and the County may be referred to herein individually as a “Party” or collectively as the “Parties”.

RECITALS

WHEREAS, a monument referencing H. H. Frost, L. E. Gibson and J. M. Shamblin, commonly referred to as the Jaybird Monument (the “Monument”), currently sits on the southeast corner of the City Hall site at 402 Morton Street,

WHEREAS, the Monument, as consented by Commissioners Court on October 14, 1895, was erected on the site being the former Fort Bend County Courthouse by the Jay Bird Democratic Association of Fort Bend County on March 18, 1896;

WHEREAS, the County conveyed the courthouse land to the City, as the high bidder at a public auction, subject to an easement covering the portion of the land on which the Monument was located in 1940;

WHEREAS, the County released the easement as part of a land exchange in 2013;

WHEREAS, the Parties recognize the public concern of such controversial monuments located in public places and desire to jointly participate in the relocation of the Monument (the “Project”);

WHEREAS, the Commissioners Court finds that the Project contemplated in this Agreement serves a public purpose;

WHEREAS, the City and the County agree to participate in the Project according to the terms of this Agreement; and

WHEREAS, the governing bodies of the City and the County have authorized this Agreement.

NOW, THEREFORE, for and in consideration of the mutual covenants, agreements and benefits to both Parties, it is agreed as follows:

AGREEMENT

Section 1. Incorporation of Recitals

The recitations and recitals set forth above are declared true and correct and are hereby incorporated as part of this Agreement.

Section 2. Purpose

The purpose of this Agreement is to outline the obligations related to the relocation of the Monument (the "Project").

Section 3. Ownership

The City asserts that, by virtue of the Monument's long-term and continued presence on property owned by the City and the resulting possession, care, and control of the Monument for the benefit of the Public, the City has sufficient authority to allow the County, its employees, contractors, or other duly authorized agents, to enter 402 Morton Street, Richmond, Texas 77469 to perform the obligations under this Agreement. The City, as trustee of the public interest, includes the authority to convey the Monument to a third party for the purpose of preserving the Monument.

Section 4. Right of Entry

Further, upon ten (10) days' notice, the City hereby authorizes the County, its employees, contractors, or other duly authorized agents to enter 402 Morton Street, Richmond, Texas 77469 to enter the City-owned property and relocate the monument to Hodges Bend Cemetery (the "Cemetery"), a third party that has expressed an interest in accepting and has agreed to accept the Monument for relocation.

Section 5. Project

A. The County is responsible for managing the Project in accordance with approved specifications and compliance with the applicable laws. This responsibility shall include the management of the disassembly, transportation and reassembly of the Monument at the final destination. The County will engage a contractor to enter the property and perform the relocation obligations under this Agreement, at its sole cost and expense. The County may, in its sole discretion, engage a contractor to install certain structures, equipment and/or devices around the Monument to provide security at the final destination. The City acknowledges and accepts the fact that County is obligated to follow Chapter 262 of the Texas Local Government Code as it relates to the award of the contract.

B. The County agrees to fund up to ten thousand dollars and no/100 (\$10,000.00) to provide the historical context of the events related to the Monument, in a

manner determined by the County, in its sole discretion and in cooperation with the Fort Bend County Historical Commission.

C. The obligations under this Agreement are contingent in nature and intended to become effective upon the City executing an Agreement with the Cemetery to accept the Monument after delivery by the County by actual conveyance of all interest in the Monument by the City to the Cemetery.

D. During the work on the Project, the City shall have the right to review and to inspect the work in progress. However, the City agrees that the County is the contracted party and the City shall not provide any direction to the contractor.

E. The County shall have no obligation to restore the ground surface after disassembly and removal of the Monument.

Section 6. Liabilities

The City and County are entitled to the immunities and defenses of the Texas Tort Claims Act. Specifically, the County is not liable for any damage to the Monument that may occur during the Project.

Section 7. Maintenance

The County shall have no obligation to maintain the Monument. The terms of the Cemetery's acceptance of the monument shall provide for allocating the maintenance obligations between the City and the Cemetery.

Section 8. Limit of Appropriation

The City clearly understands and agrees, such understanding and agreement being of the absolute essence of this Agreement, that the County shall have available the total maximum sum of one hundred thousand dollars and no/100 (\$100,000.00) specifically allocated to fully discharge any and all liabilities County may incur.

Section 9. Insurance Requirements

County agrees that it will require Contractor's insurance policies name City as well as County as additional insureds on all policies except for Workers' Compensation and Professional Liability. Any such insurance policies shall include at least the following minimum coverage:

A. Worker's Compensation in the amount required by law. The policy shall include the All States Endorsement.

B. Comprehensive General Liability Insurance including contractual liability insurance, \$1,000,000 per occurrence, \$2,000,000 aggregate (defense costs excluded from face amount of policy).

Comprehensive Automobile Liability Insurance, including owned, non- owned and hired

vehicles used for the Project, with bodily injury and property damage with a combined limit of not less than \$1,000,000 each occurrence.

Section 10. Assignment

No party hereto shall make, in whole or in part, any assignment of this Agreement or any obligation hereunder without the prior written consent of the other party.

Section 11. No Third Party Beneficiaries

The parties do not intend that any specific third party obtain a right by virtue of the execution or performance of this Agreement.

Section 12. Notices

All notices and communications under this Agreement shall be mailed by certified mail, return receipt requested, or delivered to the following addresses:

County: Fort Bend County
Attn: County Judge
401 Jackson Street, 1st Floor
Richmond, Texas 77469

City: City of Richmond, Texas
Attn: Terri Vela, City Manager
402 Morton Street
Richmond, Texas 77469

Section 13. Entire Agreement

This Agreement contains the entire agreement between the parties relating to the rights granted and the obligations assumed. Any modifications concerning this instrument shall be of no force or effect, unless a subsequent modification in writing is signed by all parties hereto.

Section 14. Execution

This Agreement has been executed by the City and the County upon and by the authority of their respective governing bodies. This Agreement shall become effective on the date executed by the final party and remain in effect until the Project is complete.

[EXECUTION PAGE FOLLOWS.]

FORT BEND COUNTY, TEXAS

CITY OF RICHMOND, TEXAS

KP George, County Judge

Evalyn W. Moore, Mayor

Date: _____

Date: _____

ATTEST:

ATTEST:

Laura Richard, County Clerk

Laura Scarlato, City Secretary

AUDITOR'S CERTIFICATE

I hereby certify that funds are available in the amount of \$ _____ to accomplish and pay the obligation of Fort Bend County under this contract.

Robert Ed Sturdivant, County Auditor



City of Richmond

Where History Meets Opportunity

Regular Scheduled City Commission Meeting

600 Morton Street

Monday, October 19, 2020 at 4:30 P.M

- A12. Review and consider taking action on Resolution No. 344 - 2020, approving and authoring the conveyance of the article known as the Jaybird Monument to Hodges Bend Cemetery Association, Inc.



RESOLUTION NO. 344-2020

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF RICHMOND, TEXAS, APPROVING AND AUTHORIZING THE CITY MANAGER TO EXECUTE A CONVEYANCE TO HODGES BEND CEMETERY ASSOCIATION, INC. OF THE MONUMENT LOCATED AT THE NORTHWEST CORNER OF FOURTH AND MORTON STREETS; AND PROVIDING AN EFFECTIVE DATE.

Members of the public have expressed concern over the continue prominent placement of the article commonly known as the Jaybird Monument located on the former site of the Fort Bend County courthouse.

Mayor Moore and the Richmond City Commission formed and directed an ad hoc committee to consider a resolution of the issue of the article through a review of the history of the article and its impact on the community and to make recommendations to the City Commission.

Hodges Bend Cemetery Association, Inc. has agreed to accept the article and to place it within the Hodges Bend Cemetery and to preserve and maintain the article.

On October 8, 2020, the ad hoc committee received public input and reviewed a draft of the proposed Interlocal Agreement and recommended approval of the Interlocal Agreement contingent upon the City reaching an agreement with Hodges Bend Cemetery Association, Inc. to accept the article, place it within Hodges Bend Cemetery, and to maintain and preserve the article and contingent upon the County funding a plaque or marker giving historic context to the article from the funding proposed for the relocation.

The City Commission of the City of Richmond finds that it is in the public interest to authorize the City Manager to convey the article to Hodges Bend Cemetery Association, Inc.; **Now, Therefore,**

BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF RICHMOND, TEXAS:

Section 1. The facts and recitals set forth in the preamble of this Resolution are hereby found to be true and correct and are in all things incorporated herein and made a part hereof.

Section 2. The City Commission approves the conveyance to Hodges Bend Cemetery Association, Inc. of the article commonly known as the Jaybird Monument, attached hereto as Exhibit A, and authorizes the City Manager to execute the same.

Section 3. This Resolution shall be effective from and after its approval and adoption.

PASSED, APPROVED and RESOLVED this 19th day of October, 2020.

The City of Richmond, Texas

Evalyn W. Moore, Mayor

ATTEST:

APPROVED AS TO FORM:

Laura Scarlato, City Secretary

Gary W. Smith, City Attorney

EXHIBIT A

BILL OF SALE

STATE OF TEXAS

COUNTY OF FORT BEND

IN CONSIDERATION of HODGES BEND CEMETERY ASSOCIATION, INC., a Texas not for profit corporation, whose address is 16814 Rippling Mill, Sugar Land, Fort Bend County, Texas 77498, (Cemetery) receiving, accepting, maintaining and preserving the Jaybird Monument, originally erected on the southeast corner of the former Fort Bend County Courthouse site, commonly known as 402 Morton Street, Richmond, Fort Bend County, Texas, the receipt and sufficiency of which is hereby acknowledged by the CITY OF RICHMOND, TEXAS, of Richmond, Fort Bend County, Texas (City), City, GRANTS, SELLS, and CONVEYS to Cemetery to the Monument be maintained and preserved as the heritage of the community of Fort Bend County, Texas

City warrants that the Monument conveyed is free of liens, encumbrances, and claims; that City as the Public's trustee and for the public interest has full right and authority to grant the same to Cemetery.

Cemetery accepts the Monument "as is" upon delivery and erection of Monument by Fort Bend County, as agreed by Cemetery at the Cemetery location 17245, Old Richmond Road, Sugar Land, Fort Bend County, Texas. Donor disclaims any implied warranty as to fitness for a particular purpose and any implied warranty of merchantability.

Dated this ____ day of _____, 2020.

City of Richmond

Accepted:
Hodges Bend Cemetery Association, Inc.

Terri L. Vela, City Manager
Date:

Kevin Clarke, Director
Date:



City of Richmond

Where History Meets Opportunity

Regular Scheduled City Commission Meeting

600 Morton Street

Monday, October 19, 2020 at 4:30

- A13. Review and consider taking action on Ordinance No. 2020-26, establishing regulations of the placement and maintenance of donation boxes.



ORDINANCE NO. 2020-26

AN ORDINANCE CREATING ARTICLE IX "DONATION BOXES," OF CHAPTER 18 "LICENSES AND BUSINESS REGULATIONS," OF THE CODE OF ORDINANCES OF THE CITY OF RICHMOND, TEXAS; PROVIDING REGULATIONS FOR DONATION BOXES AND ESTABLISHING REQUIREMENTS FOR PERMITS ALLOWING THE PLACEMENT OF DONATION BOXES; PROVIDING FOR SEVERABILITY; PROVIDING A PENALTY CLAUSE; PROVIDING FOR PUBLICATION AND AN EFFECTIVE DATE; AND CONTAINING OTHER PROVISIONS RELATING TO THE SUBJECT

The number of donation boxes for the collection of clothing and household products for charitable purposes has led to the proliferation of donation boxes in various areas of the City and the code enforcement staff is not always able to accurately identify the owners of the donation boxes or to establish contact with the owners, which has resulted in decreased accountability on the part of donation box owners.

The failure of owners of the donation boxes to promptly and properly empty and clean the donation boxes and surrounding areas has resulted in the unsightly and littered appearance near said donation boxes.

The City Commission finds that regulating the placement and use of donation boxes is necessary for the health, safety, and welfare of the general public, the promotion of consistent land uses and development, and the protection of landowners and residents of the City of Richmond; **NOW THEREFORE,**

BE IT ORDAINED BY THE CITY COMMISSION OF THE CITY OF RICHMOND, TEXAS:

Section 1. The facts and recitations set forth in the preamble of this Ordinance are hereby found to be true and correct.

Section 2. Article IX "Donation Boxes," of Chapter 18 "Licenses and Business Regulations," of the Code of Ordinances is hereby created to read as follows:

**"CHAPTER 18
LICENSES AND BUSINESS REGULATIONS**

....

ARTICLE IX—DONATION BOXES

Division 1 – GENERAL PROVISIONS

Section 18-501. Title

This Article IX of Chapter 18 of the Code of Ordinances of the City of Richmond is hereby designated and shall be known and referred to as the “Donation Boxes” Article of the Richmond Code of Ordinances.

Section 18-502. Purpose

The purpose of this Article is to protect the public health, safety and welfare of Richmond residents by requiring the registration and permitting of donation boxes on private property within the City limits of the City of Richmond. This Article further serves to protect the aesthetic well-being of the community and promote the tidy and ordered appearance of developed property. The provisions included herein are intended to provide efficient legal remedies for unpermitted or poorly maintained donation boxes that threaten the orderly development of the City. These provisions are cumulative of all City ordinances.

Section 18-503. Applicability

The requirements of this Article shall apply to all donation boxes regardless of whether said boxes were placed prior to the effective date of these regulations. No previously placed donation boxes shall be granted any legally non-conforming rights under this Article or the “Unified Development Code” of the City of Richmond, Texas, as amended.

Division 2—DEFINITIONS

Section 18-511. Definitions

“**Administrator**” means the director of the department designated by the City Manager to enforce and administer this Article, including the Director’s designees.

“**City Appeal Officer**” means the authorized person designated by the City Manager to hear appeals from denials or revocations of permits.

“**Donation Box**” means any drop-off box, container, trailer or other receptacle that is intended for use as a collection point for accepting donated textiles, clothing, shoes, books, toys, dishes, household items, or other salvageable items of personal property.

“**Fluorescent**” means a color that appears very bright, vivid, or glowing to the human eye.

“Front Side” means the side of a donation box that contains the opening that allows the depositing of donated items.

“GPS” means global positioning system.

“Maintain” or “Maintenance” means keeping and preserving a donation box in a structurally sound condition; in compliance with the requirements of this Article; free from deterioration, rot, or rust; or with the protective coating free from chipping, blistering, or peeling.

“Person” includes an individual, sole proprietorship, corporation, association, nonprofit corporation, partnership, joint venture, a limited liability company, estate, trust, public or private organization, or any other legal entity.

“Real Property Owner” means the person reflected in the real property records of Fort Bend County as the owner of the real property, the lessee, the manager of the property, or the person with the right of possession of the property.

Division 3—REGISTRATION

Section 18-521. Donation Box – General Provisions

- A. It shall be unlawful for any person to place or maintain, or allow to be placed or maintained, a donation box at any location within the City of Richmond, without a valid permit and decal issued in accordance with this Division.
- B. Any donation box located within the jurisdiction of the City of Richmond that does not have a current, valid permit shall be subject to impoundment by the City. Any donation box impounded by the City shall be released to the owner upon payment of all applicable impoundment and storage fees. If a donation box is impounded for longer than ten (10) calendar days, it shall be considered abandoned property subject to disposal or sale at the City’s sole discretion.
- C. Donation boxes shall only be permitted to be placed on real property located within the following zoning districts as set forth in the Unified Development Code and depicted on the Zoning District Map: Suburban Commercial (SC), General Commercial (GC), Business Park (BP), Public/Institutional (PI), and Industrial (IN). Donation boxes shall not be permitted to be placed on real property located within any other zoning districts.
- D. A donation box that is in use in the Olde Town (OT) District on the date of adoption of this Article will be allowed to remain in use provided that the owner of the donation box applies for a permit within ninety (90) days of the date of adoption of this Article. The use of the donation box at the permitted location may continue for as long as the donation

box owner continues to receive a donation box permit and decal.

Section 18-522. Donation Box Permit and Decal Required

It shall be unlawful for any Real Property Owner within the City of Richmond, to authorize or allow any donation box to be placed on or remain on the person's real property without a valid permit decal in compliance with the provisions of this Division.

Section 18-523. Permit Requirements

- A. Permit required. A permit and decal to allow a donation box to be placed and used at a designated location is to be issued by the Administrator within sixty (60) days of receipt of a completed application after determining that all the requirements of this Section are satisfied.
- B. Authorization for use. A written authorization allowing the donation box on the property shall be required from the Real Property Owner.
- C. Requirement to keep clean. A permit holder shall be responsible for collecting the contents of the donation box to prevent overflow and littering. A permit holder shall keep the real property, on which the donation box is located, clean and free of trash, debris, broken glass, coat hangers, clothes, clothing accessories, or excess donations. A permit holder that fails to maintain the cleanliness of the surrounding real property may receive a notice of violation from the City. If the City elects to send a notice of violation to the email address on file for the permit holder, the permit holder shall have forty-eight (48) hours to remedy the complaint. Failure to comply with a notice of violation may result in the issuance of a citation by the City. A permit holder who is issued a citation within the one-year term of a donation box permit is subject to revocation of the associated donation box permit.
- D. Number of Boxes Allowed. No more than one (1) donation box may be permitted for placement on any one lot. In the case of a shopping center or office development that consists of multiple platted lots, the Administrator shall treat the shopping center or office development as if it is only one contiguous lot.
- E. Maximum Size of the Box. No donation box shall exceed 150 cubic feet in size.
- F. Construction Material for the Box. Each donation box shall be constructed of a weather-proof material and sealed to prevent moisture deteriorating the donation box.
- G. Color of the Box. Each donation box shall be painted one solid color. Trade dress color schemes or corporate logos will be allowed. No fluorescent colors shall be used for a donation box or its associated signage.

- H. GPS Coordinates. No donation box shall be permitted without a valid set of GPS coordinates identifying the placement location of the donation box.
- I. The current permit decal for the specific donation box must be affixed and displayed at all times on the outside of the donation box on the front side.
- J. Placement on Site. No donation box shall be permitted within the required parking area adjacent to street right-of-way unless an existing landscape setback is present in good condition and the donation box placement shall not reduce available parking to less than the required parking and shall not remove or reduce landscaping required by the Unified Development Code. If there is no existing landscape setback, a donation box shall not be placed less than forty (40) feet from the adjacent street right-of-way or within twenty-five (25) feet from an adjoining property.
- K. Donation Box enclosure. Each donation box shall be enclosed on three sides by a wooden fence of, at least, equal height as the donation box. The open side of the enclosure shall not face an adjoining street or adjoining residential property.
- L. Notice to donators. Each donation box shall clearly indicate in writing on the front side of each box that all donations must fit into and be placed within the donation box. The size of lettering for the notice shall not be less than two inches (2") in height and in a contrasting color from the color of the box.
- M. Contact information. The permit holder placing or maintaining the donation box shall display current contact information including name of permit holder and owner of donation box, street address website address, email address, phone number, and alternate contact information on the donation box. Said information must be readable and clearly visible to the public from the front side of the box. The size of lettering for the contact information shall not be less than one-half inch in height. The permit holder shall revise the contact information listed above within ten (10) days of the change of any such contact information.

Section 18-524. Applications for Permits

- A. Applicants for permits under this Division shall file a written, sworn application with the Administrator. The application shall include:
 - 1. The name of the applicant;
 - 2. The street address of the applicant,
 - 3. The contact information of the applicant, including telephone number, email address, and website address;
 - 4. Alternate contact information for the applicant;
 - 5. The name of the donation box owner;

6. The street address of the donation box owner;
 7. The contact information of the donation box owner, including telephone number, email address, and website address;
 8. Alternate contact information for the donation box owner;
 9. The name of the property owner;
 10. The street address of the property owner;
 11. The contact information of the Property Owner, including telephone number, email address, and website address;
 12. the written authorization of the Real Property Owner or the Property Owner's manager allowing the donation box on the property; and
 13. A site plan depicting the exact proposed location (with GPS coordinates indicated) of the donation box shall be submitted with each application.
- B. The applicant shall notify the Administrator within ten (10) calendar days of any change in the information required to be provided by A above.
- C. A separate permit and application shall be required for each donation box regardless of the ownership thereof. Permits issued under the provisions of this Division shall be valid only at the address and GPS coordinates stated on the permit.
- D. An annual permit fee for each donation box shall be required. Each permit shall expire on December 31 of the year of issuance.
- E. Any person denied a permit shall have the right to appeal such action in accordance with the provisions of Section 18-529.

Section 18-525. Transfer of permit prohibited

No permit issued under the provisions of this Article shall be transferrable. The authority a permit confers is conferred only on the permit holder named therein.

Section 18-526. Maintenance and Upkeep

- A. The permit holder and the Real Property Owner are jointly and severally liable and responsible for the maintenance, upkeep, and servicing of the donation box and clean up and removal of any donations left on the property outside of the donation box.
- B. The City shall have the authority to abate any property in violation of this Division that is deemed a public nuisance under the procedures contained in Chapter 22 "Nuisances" of the Richmond Code, as amended. This provision does not exclude or limit the use of any other provision in this Article, the Richmond Code, or the laws of the State of Texas.

- C. The visual and structural integrity of the donation box must be maintained continuously.
- D. The placement of the donation box shall not impede traffic nor visually impair any motor vehicle operation within a parking lot, driveway, or street.
- E. The donation box shall not be located in a required landscape or building setback, drainage easement, floodplain, driveway, utility easement, or fire lane.
- F. In addition to the parking required by the UDC, at least one (1) stacking or parking space must be provided for use of persons accessing the donation box.
- G. The donation box must not be located in, or block public access to, any required off-street parking spaces, access easements, or stacking lanes serving a structure on the property, fire lane, or fire hydrant.
- H. The current permit decal for the specific donation box must be affixed and displayed at all times on the outside of the donation box on the front side.
- I. The donation box shall only be used for the solicitation and collection of clothing and household items. All donation materials must fit into and be placed inside the donation box. The collection or storage of any materials outside the container is strictly prohibited.
- J. No donation box shall be permitted to be placed or remain placed within 200 feet from a residential dwelling use district or property occupied for a residential purpose. Said distance shall be measured from a donation box to a residential lot line.
- K. The donation box shall be continuously maintained in compliance with all requirements imposed by Section 18-523, Permit Requirements, as amended.

Section 18-527. Revocation of permit

- A. Grounds. Any permit issued hereunder may be revoked by the Administrator if the permit holder has (1) received a citation for a violation of this Article or any other provision of the Richmond Code within the preceding 12-month time period; (2) has knowingly made a false material statement in the application; or (3) has otherwise become disqualified for the issuance of a permit under the terms of this Article.
- B. Notice. Notice of the revocation shall be given to the permit holder in writing, with the reasons for the revocation specified in the notice, served either by personal service or by certified United States mail to the permit holder's address listed in the permit application, as revised by the permit holder. The revocation shall become effective the day following personal service or if mailed, three (3) days from the date of mailing.

- C. Appeal; hearing. The permit holder shall have ten (10) days from the date of such revocation in which to file notice with the Administrator of the permit holder's appeal from the order revoking said permit. The Administrator shall provide for a hearing on the appeal in accordance with the provisions of Section 18-529 herein.
- D. Removal of Box; Impoundment. Upon finalization of any revocation, the permit holder shall remove said donation box no later than ten (10) days after said final decision. Upon expiration of this 10-day removal period, the donation box shall acquire noncompliant status and be subject to immediate impoundment without further notice. Any donation box impounded by the City shall be released to the owner upon payment of all applicable impoundment and storage fees. If a donation box is impounded for longer than ten calendar days, it shall be considered abandoned property subject to disposal or sale at the City's sole discretion.
- E. One-Year Waiting Period. In the event a donation box permit of any permit holder is revoked by the Administrator, no second or additional permit shall be issued to such person within one year of the date such permit was revoked.

Section 18-528. Fees

All fees established by this Article shall be in an amount set by resolution of the City Commission.

Section 18-529. Administrative Appeals of Denial or Revocation of Permit

- A. Upon denial or revocation of a permit for a donation box, the Administrator, or designee, shall notify the applicant or permit holder, in writing, of the reason for which the permit is subject to denial or revocation. The applicant or permit holder shall file a written request for a hearing with the Administrator within ten (10) days following service of such notice. If no written request for hearing is filed within ten (10) days, the denial or revocation is final.
- B. The appeal shall be conducted within twenty (20) days of the date on which the notice of appeal was filed with the Administrator.
- C. The hearings provided for in this Section shall be conducted by the Administrator or a designated hearing officer at a time and place designated by the Administrator or the hearing officer. Based upon the evidence submitted at such hearing, the Administrator or the designated hearing officer shall sustain, modify, or rescind any notice or order considered at the hearing. A recording of the hearing will be made. A written report of the hearing decision shall be furnished to the applicant or permit holder requesting the hearing. A permit may be denied, modified, or revoked if the Administrator or designated hearing officer determines that such action is necessary to protect the health,

safety, or welfare of the general public.

- D. After such hearing, an applicant that has had a permit denied or revoked by the Administrator may appeal to the City Appeal Officer designated by the City Manager to hear such appeals.
- E. An appeal shall not stay the denial or suspension of the permit unless otherwise directed by the Administrator.

Section 19-530. Appeals of Administrator Decision

- A. All appeals to the City Appeal Officer must be made in writing and received no less than ten (10) days after any final decision made by the Administrator or the designated hearing officer in accordance with Section 18-529 above.
- B. The City Appeal Officer shall schedule the appeal hearing for no less than twenty (20) days from receipt of the appellant's appeal.
- C. If the City Appeal Officer finds by preponderance of the evidence that the denial or revocation of the donation box permit was necessary to protect the health, safety, or welfare of the general public, the City Appeal Officer shall affirm the denial or revocation of appellant's donation box application or permit.
- D. The City Appeal Officer may consider any or all of the following factors when reaching a decision on the merits of the appeal:
 - 1. The number of violations, convictions, or liability findings;
 - 2. The number of previous revocations;
 - 3. The number of violations by appellant at the same location;
 - 4. The degree to which previous violations endangered the public health, safety or welfare; or
 - 5. Any pending action or investigation by another agency.
- E. After the hearing, the City Appeal Officer shall issue a written order. The order shall be provided to the appellant by personal service or by certified mail, return receipt requested.
- F. The City Appeal Officer may affirm or reverse the denial or revocation of the donation box permit. If affirmed, the order issued must state that the appellant is not eligible to receive a new donation box permit sooner than one year after the date of the order. If reversed, the donation box permit shall be reinstated immediately (in the case of a revocation) or within three (3) business days (in the case of a denial).
- G. The determination of the City Appeal Officer shall be final on the date the order is signed.

- H. An appeal to the City Appeal Officer does not stay the effect of a denial or revocation or the use of any enforcement measure unless specifically ordered by the Administrator or the City Appeal Officer.

Division 4—ENFORCEMENT AND PENALTIES

Section 18-540. Offense/Penalty

- A. A person who violates any provision of this Article by performing an act prohibited or by failing to perform an act required is guilty of a misdemeanor punishable by a fine not to exceed Five Hundred Dollars and No Cents (\$500.00). Each day the violation continues shall be a separate offense.
- B. A culpable mental state is not required for the commission of an offense under this Article.
- C. Nothing in this Article shall limit the remedies available to the City in seeking to enforce the provisions of this Article.
- D. All other legal remedies are reserved by the City if necessary to enforce the provisions of this Article. This shall be in addition to, and not in lieu of, the criminal penalties provided for in this Article.

Section 3. *Penalty.* Any person, firm, corporation, agent or employee thereof who violates any of the provisions of this ordinance shall be guilty of a misdemeanor and upon conviction thereof shall be fined an amount not to exceed Five Hundred Dollars and No Cents (\$500.00) for each offense. Each day that a violation is permitted to exist shall constitute a separate offense.

Section 4. *Repealer.* All ordinances and resolutions, or parts of ordinances and resolutions, in conflict with this Ordinance are hereby repealed, and are no longer of any force and effect.

Section 5. *Severability.* In the event any section, paragraph, subdivision, clause, phrase, provision, sentence, or part of this Ordinance or the application of the same to any person or circumstance shall for any reason be adjudged invalid or held unconstitutional by a court of competent jurisdiction, it shall not affect, impair, or invalidate this Ordinance as a whole or any part or provision hereof other than the part declared to be invalid or unconstitutional; and the City Commission of the City of Richmond, Texas, declares that it would have passed each and every part of the same notwithstanding the omission of any such part thus declared to be invalid or unconstitutional, or whether there be one or more parts.

Section 6. *Effective Date.* This Ordinance shall become effective and be in full force

and effect on January 1, 2021, after its passage, approval, and publication.

PASSED AND APPROVED on this the 19th day of October, 2020.

Evalyn Moore, Mayor

ATTEST:

APPROVED AS TO FORM:

Laura Scarlato, City Secretary

Gary W. Smith, City Attorney



City of Richmond

Where History Meets Opportunity

Regular Scheduled City Commission Meeting

600 Morton Street

Monday, October 19, 2020 at 4:30 P.M

A14. Review and consider taking action on Interlocal Agreement for the WaterWise Program in the 2020-2021 year.



FORT BEND SUBSIDENCE DISTRICT

301 JACKSON STREET – SUITE 638, RICHMOND TEXAS, 77469
(281) 342-3273

10/9/2020

Re: Interlocal Agreement for The City of Richmond

Dear Student Sponsor:

Attached please find the Interlocal Agreement for the WaterWise program in the 2020-2021 year.

As we look towards next school year, we are committed to implementing the WaterWise School Program despite the uncertainty surrounding schools due to the COVID-19 pandemic. We working to adapt our program for online and remote presentation delivery. We have also responded to Sponsor feedback and modified our Interlocal Agreement to allow sponsorship of the District's Water Conservation Education Program, should schools closures disrupt the program.

Thus, we will allow you 1,000 sponsorships. However, should there be school closures that prevent delivery of the program or the school does not enroll and we are unable to fulfill your sponsorship, your sponsorship will be allocated to the District's Water Conservation Education Program. All revenue received through sponsorships are restricted for use only within the Water Conservation Education Program, which consists of the WaterWise school program, the competitive Water Conservation Grant Program, and the operation and maintenance of the Water My Yard program; which in cooperation with the Texas A&M AgriLife Extension provides education on efficient outdoor water use.

We also ask that you please complete the contact form included with this letter. The Subsidence District would like to thank you for your continued participation as a sponsor in the Subsidence District's Water Conservation Education Program. If you have any questions, please feel free to call me at (281) 956-2190.

Sincerely,

A handwritten signature in blue ink that reads "Kristi Pierce".

Kristi Pierce, Water Conservation Education Coordinator
(281) 956-2190

Enclosure

**Contact Information Update
Fort Bend Subsidence District**

Mailing Address and Contact for Invoicing:

Business Name: Terri Burke City of Richmond
Contact Person: Terri Burke Terri Burke
Address: 402 Morton St
City, State, Zip Code: Richmond Tx 77469
Phone number: 281 682 9209
Email Address: tburke@richmondtx.gov

Mailing Address and Contact for Groundwater Credits:

Business Name: City of Richmond
Contact Person: Scott Fajkus
Address: 600 Morton St.
City, State, Zip Code: Richmond Tx 77469
Phone number: 281 342 0559
Email Address: sfajkus@richmondtx.gov

STATE OF TEXAS §
 §
COUNTY OF FORT BEND §

INTERLOCAL AGREEMENT

This Interlocal Agreement ("Agreement") entered into by and between the Fort Bend Subsidence District, a body corporate and politic under the laws of the State of Texas ("Subsidence District") and The City of Richmond, also a body corporate and politic under the laws of the State of Texas ("Sponsor").

WITNESSETH:

WHEREAS, the Subsidence District is the regulatory agency responsible for preventing subsidence through reduction of groundwater withdrawals governed by Chapter 8834, Special District Local Laws Code, which specifically provides that the Subsidence District may cooperate with "any local government to establish water conservation goals, guidelines, and plans to be used within the district"; and

WHEREAS, the Subsidence District cannot achieve water conservation goals without the cooperation and assistance of the public water supply systems; and

WHEREAS, the Subsidence District has designed a Water Conservation Education Program to increase water conservation awareness and activity primarily through education of elementary and intermediate students along with other water conservation program objectives and initiatives; and

WHEREAS, education in water conservation methods and technology has been demonstrated as an effective means of reducing water demand in households and businesses; and

WHEREAS, the education of elementary and intermediate students, "Be a Water Detective - Learning to be WaterWise" has been tested in several area schools; and

WHEREAS, the plumbing retrofit devices used as part of the elementary and intermediate school education program have been tested in the Harris County Municipal Utility District No. 55, jointly sponsored by that district, the Texas Water Development Board, and the Subsidence District, and have demonstrated an average savings of 1,400 gallons of water per month per kit utilized and properly installed; and

WHEREAS, the Sponsor is also dedicated to conserving water supplies and providing outstanding service to their customers and taxpayers; and

WHEREAS, the governing bodies of the Subsidence District and the Sponsor have duly authorized this Agreement; and

WHEREAS, this Agreement is made pursuant to Chapter 791, Tex. Gov. Code, the Interlocal Cooperation Act.

NOW THEREFORE, for and in consideration of the mutual promises and representations herein contained, the parties hereby agree as follows:

I.

PROGRAM ADMINISTRATION

1.01 The Subsidence District will coordinate the Program by establishing and maintaining programs designed to achieve reductions in water demand in municipal, industrial, commercial, educational, agricultural, recreational, and household use. In-school water conservation education programs may include:

- (A) providing school curriculum and home retrofit kits, including the teacher's guide, teaching aids, internet supporting materials, and mobile applications, to area schools.
- (B) providing in-service training to teachers and all support functions such as slide presentations, video presentations, publications, and program outlines;
- (C) conducting an evaluation of the program, collecting and analyzing voluntarily provided evaluation forms from teachers, students, administrators, and parents, and provide the evaluation results to the Sponsor;
- (D) providing information related to other water conservation program objectives and initiatives;

and

(E) providing all necessary documentation to the Texas Education Agency, Texas Water Development Board, and Texas Commission on Environmental Quality.

1.02 The Subsidence District shall provide water conservation credits as follows:

(A) The Sponsor shall receive a Certificate of Deposit water conservation credit equal to 84,000 gallons of groundwater for each Program sponsorship.

(B) The Sponsor may hold, transfer, sell, or redeem the Certificates of Deposit at any time, provided, however, that the Certificates of Deposit will be honored by the Subsidence District for no longer than 20 years after the date the Certificate of Deposit is issued.

(C) Redemption of the Certificate of Deposit requires the Subsidence District to increase the redeemer's permitted groundwater allocation by the amount of the water conservation credit by a maximum of 30% of the permittee's total water demand. This absolute right to increase the groundwater allocation by up to 30% of the permittee's total water demand does not in any way affect the other terms and conditions of the groundwater permit and all groundwater withdrawals will be subject to the permit fees and other rules of the Subsidence District in effect at the time of the permit.

1.03 The Subsidence District shall perform all coordination activities without additional charge to the Sponsor.

II. PAYMENT

2.01 The Sponsor agrees to 1,000 sponsorships for the Program for one year from the date of the execution of this Agreement.

2.02 The Sponsor hereby agrees to pay to the Subsidence District, promptly upon receipt of an invoice from the Subsidence District, the total amount due, which is equal to \$36.46 per sponsorship. The above payment shall provide sponsorship for one year.

2.03 Upon renewal of this Agreement, the Sponsor may seek to adjust the number of sponsorships by providing a written request to the Subsidence District.

2.04 The Sponsor warrants that funds to support this program have been budgeted for the current fiscal year and will continue to be budgeted each year this Agreement is renewed.

2.05 This cost represents the sole monetary obligation of the Sponsor in exchange for and in consideration of the Subsidence District's obligations hereunder.

**III.
TERM AND TERMINATION**

3.01 The term of this Agreement shall be from the effective date hereof until termination by non-renewal by the Sponsor or termination of the program by the Subsidence District. This Agreement may be renewed annually with written authorization of the Sponsor and approval of that authorization by the General Manager of the Subsidence District.

3.02 The Certificates of Deposit in the Groundwater Bank shall be transferred to the custody of the Sponsor upon receipt of payment from Sponsor, and shall be honored by the Subsidence District for no longer than 20 years after the date the Certificate of Deposit is issued.

**IV.
MISCELLANEOUS**

4.01 Subsidence District is engaged as an independent contractor, and all of the services provided for herein shall be accomplished by Subsidence District in such capacity. The Sponsor will have no control or supervisory powers as to the detailed manner or method of the Subsidence District's performance of the subject matter of this Agreement. All personnel supplied or used by the Subsidence District shall be deemed employees or subcontractors of the Subsidence District and will not be considered employees, agents or subcontractors of the Sponsor for any purpose whatsoever.

4.02 Each party to the contract is paying for the performance of the contract from current revenues and will pay for each subsequent year this Agreement continues from the revenues budget for that year. The parties agree that each party is paying fair compensation for the services or products rendered.

4.03 This Agreement merges the prior negotiations and understandings of the parties hereto and embodies the entire agreement of the parties, and there are no other agreements, assurances, conditions, covenants (expressed or implied) or other terms with respect to the Project, whether written or verbal, antecedent or contemporaneous with the execution hereof.

4.04 The Subsidence District may not assign or delegate any portion of its performance under this Agreement without the written consent of the Sponsor.

4.05 The Subsidence District shall remain obligated under all clauses of this Agreement that expressly or by their nature extend beyond the expiration or termination of this Agreement, including the obligation to honor Certificates of Deposit in the Groundwater Bank as provided in Section 1.02.

IN WITNESS WHEREOF, the parties put their hands to this Agreement on the dates indicated below. This Agreement shall be effective on the date of the last signature hereto.

SPONSOR

By: _____ (Title)

ATTEST:

By: _____
(Title)


Date: _____

FORT BEND SUBSIDENCE DISTRICT



By: Tina Petersen, Deputy General Manager

ATTEST:


By: Gregory M. Ellis, General Counsel



City of Richmond

Where History Meets Opportunity

Regular Scheduled City Commission Meeting

600 Morton Street

Monday, October 19, 2020 at 4:30 P.M

A15. Excuse from Attendance at Regular City Commission Meeting.



City of Richmond

Where History Meets Opportunity

Regular Scheduled City Commission Meeting

600 Morton Street

Monday, October 19, 2020 at 4:30 P.M

A16. Consider taking action on requests for future agenda item



City of Richmond

Where History Meets Opportunity

Regular Scheduled City Commission Meeting

600 Morton Street

Monday, October 19, 2020 at 4:30 P.M

A17. Adjourn to Executive Session, as authorized by Texas Government Code, Section 551.074, Personnel Matters.



City of Richmond

Where History Meets Opportunity

Regular Called City Commission Meeting

600 Morton Street

Monday, October 19, 2020 at 4:30 P.M.

EXECUTIVE SESSION

In accordance with Chapter 551, Government Code, Vernon's Texas Code Annotated (V.T.C.A.) (Open Meetings Law), "The City Commission may meet in a Closed Executive Meeting pursuant to provisions of the Open Meetings Law, Chapter 551, Government Code, V.T.C. A. in accordance with the authority contained in the following sections"; Sections 551.074, Personnel Matters.



City of Richmond

Where History Meets Opportunity

Regular Scheduled City Commission Meeting

600 Morton Street

Monday, October 19, 2020 at 4:30 P.M

E1. Executive Session for Personnel Matters.

Open Meeting

C1. Reconvene into Open Meeting, and take action on items, if necessary.

C2. Adjournment.

If, during the course of the meeting covered by this Agenda, the Commission shall determine that an executive session of the Commission, should be held or is required in relation to any item included in this Agenda, then such executive session, as authorized by the Texas Open Meetings Act, will be held by the Board at the date, hour, and place given in this Agenda concerning any and all subjects and for any and all purposes permitted by Sections 551.071-551.090 of the Texas Government Code, including, but not limited to, Section 551.072 – for purpose of deliberating regarding real property on any or all subjects or matters authorized by law.