



# City of Richmond

*Where History Meets Opportunity*

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

**Richmond, Texas 77406**

Tuesday, January 19, 2021 at 4:30 P.M.

Join Zoom Meeting

<https://zoom.us/j/2240869784>

Meeting ID: 224 086 9784

One tap mobile

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Dial by your location

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Meeting ID: 224 086 9784

Find your local number: <https://zoom.us/u/acBbQaJ0xl>

Mayor Rebecca K. Haas

Commissioner Terry Gaul

Commissioner Barry Beard

Commissioner Carl Drozd

Commissioner Alex BeMent

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**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 [Iscarlato@ci.richmond.tx.us](mailto:Iscarlato@ci.richmond.tx.us); 2) delivering written comments to City Hall drop box**

*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

January 19, 2021

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**prior to the meeting; or 3) by notifying the City Secretary in advance that they 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. Moment of Silence honoring Anthony Pryor, Emergency Management Coordinator.
- A3. Public hearing to receive comments for or against a request by Vincent Ramos (owner of the subject site) for a Conditional Use Permit to allow the operation of a convenience store with sale of limited fresh produce and grocery at the subject site located at 1117 Powell Street and to the extent the Conditional Use Permit deviates from the Future Land Use Plan of the Comprehensive Master Plan, to provide for an amendment thereto. – (Applicant has requested to temporarily hold the application)
- A4. 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.)

### **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 December 21<sup>st</sup>, 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).

*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.*

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 Code Enforcement Report (a copy is enclosed).
11. Review and consider taking action on the Emergency Management Report (a copy is enclosed).
12. Review and consider taking action on a Preliminary Plat – Lamar CISD Maxine Phelan Elementary School – 15.835 acres of land – 0 Lots – 1 Block – 1 Reserve. The subject site is a proposed school site within Veranda Master Planned Development.
13. Review and consider taking action on a Preliminary Plat – Mandola Farms Section Two – 25.0 acres of land – 109 Lots – 3 Blocks – 3 Reserves. The subject site is a section within Mandola Farms Residential Development located on the south side of U.S. Highway 90A, demarcated by Hennessey Road, Edgewood Drive, and Damon Street.
14. Set date for next meetings. (Regular City Commission Workshop and Meeting on Monday, January 25<sup>th</sup> and February 15<sup>th</sup> at 9:00 a.m. and 4:30 p.m.)

#### **REGULAR AGENDA**

- A6. Review and discuss a policy related to reciting the Pledge of Allegiance to the United State flag and the Texas flag.

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- A7. Review and discuss a policy related to an Invocation before the opening of City Commission meetings.
- A8. Review and consider taking action on a replat of Lots 19 & 20 of Block 2, Estates at Lakes of Williams Ranch Sec. 1 as recorded in Plat No. 20180168 of the Fort Bend County Plat Records as Estates at Lakes of Williams Ranch Sec. 1, Partial Replat No. 4 – 1.016 acres of land – 1 Block – 1 Lot – 0 Reserves. The subject site is part of Lakes of Williams Ranch Residential subdivision and is located at the northwestern corner of the Alexandra Way Circle cul-de-sac.
- A9. Review and consider taking action on Resolution No. 353-2021, approving and authorizing Amendment No. 5 to the Water Supply and Wastewater Services Contract with Fort Bend County MUD No. 140 to clarify the maximum authorized purchase rate per connection.
- A10. Review and consider taking action on awarding and authorizing a contract for the exterior renovations of the old fire station and the Myrtle Street facilities.
- A11. Review and consider taking action on Resolution No. 354-2021 approving and authorizing a temporary resale of raw water under the System Water Availability Agreement with Brazos River Authority.
- A12. Review and consider taking action on Resolution No. 352- 2020 approving Interlocal Agreement with Fort Bend County on FM 762/10<sup>th</sup> Street Improvement.
- A13. Review and consider taking action on Ordinance No. 2020-31 abandoning a portion of 3<sup>rd</sup> Street to Fort Bend County.
- A14. Review and consider awarding and authorizing a contract for the installation of Wayside Horns.
- A15. Excuse from Attendance at Regular City Commission Meeting.
- A16. Consider taking action on requests for future agenda items.
- A17. 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

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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

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# City of Richmond

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## **Regular City Commission Meeting**

600 Morton Street

Monday, January 19, 2021 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, January 19, 2021 at 4:30 p.m.

A2. Moment of Silence honoring Anthony Pryor, Emergency

Anthony Jermaine Pryor  
1980-2021



Anthony Jermaine Pryor went to his final call on January 3, 2021. He was born on February 27, 1980 to Anthony W. and Mary Pryor. Anthony graduated from Del Valle High School in 1998 and resided in the Austin area most of his life.

Anthony was united in marriage to Julie Walthall on May 29, 2010 in League City, Texas on a voyage of a lifetime. Together they have one son, Anson.

Anthony had a passion for people and devoted his life to serving and protecting. At the age of 20, he graduated from the first Travis County Fire Control Fire Academy and started his professional career at Travis County Fire Control. Anthony was honored to be a part of the brotherhood and stand next to the men and women in the fire service. He then went on to serve as Lieutenant for the Manor and Leander Fire Departments. Before leaving Leander in 2013, Anthony transitioned in to the area of Fire Inspector/Investigator and continued this endeavor with the City of Victoria Fire Department. During this time, Anthony made it his mission to become a Peace Officer. He became a Deputy Chief with the Fort Bend County Fire Marshal's Office in 2014.

After many long hours and dedication, in April 2015, Anthony proudly completed the Police Course at San Antonio College. Being an avid learner, Anthony then graduated with his Bachelor's degree in Emergency Management from West Texas A&M in 2017. He often spoke on the importance of personal growth and higher education in the fire service, so this accomplishment was very important to him. Anthony had a calling to return to the Leander Fire Department for a short stint before becoming the City of Richmond's Emergency Management Coordinator in July 2019. Anthony was always ready to share his knowledge and lend a helping hand. He used his leadership and problem-solving skills to serve his community.

Anthony loved his family dearly and was devoted to them. He enjoyed playing video games with Anson, teaching him how to build Legos and shoot baskets. Anthony and Julie had a passion for traveling and took trips to many different destinations around the world. Anthony's storytelling and sense of humor would have your eyes watering and sides hurting. He was always available to provide a listening ear and solid advice. NFL Sunday was his favorite time of the week. He loved competing against his family and friends in Fantasy Football.

Anthony is survived by his wife Julie, son Anson, father Anthony W. Pryor and mother Mary Pryor, brother Marcus Pryor, sister in law LaToya and nieces Gabriella, Abigail and Aubrey, grandmother Ellen Pryor, and many aunts, uncles, cousins, in-laws and extended family that loved him dearly. Anthony is preceded in death by his grandparents Harry Lee Pryor Jr., James Clarence Sr. and Eula Clarence.

Due to the ongoing and unprecedented pandemic, the family is conducting a limited person memorial service. To view the service online, go to <https://www.facebook.com/sue.lyle.3>.

In lieu of flowers, the family asks that donations be made to a scholarship fund for Anson Pryor. If you choose to donate you may submit to [www.venmo.com/AnsonsCollegeFund](http://www.venmo.com/AnsonsCollegeFund), contact Chad Peschke at 713-725-7612, or make checks payable to Anson Pryor, 301 Standing Oaks Lane, Sealy, TX 77474.



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600 Morton Street

Monday, January 19, 2021 at 4:30 P.M

- A3. Public hearing to receive comments for or against a request by Vincent Ramos (owner of the subject site) for a Conditional Use Permit to allow the operation of a convenience store with sale of limited fresh produce and grocery at the subject site located at 1117 Powell Street and to the extent the Conditional Use Permit deviates from the Future Land Use Plan of the Comprehensive Master Plan, to provide for an amendment thereto. – (Applicant has requested to temporarily hold the application.

PUBLISHER'S AFFIDAVIT

1117 Powell St.

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:

1-3

\_\_\_\_\_, A.D. 2021

[Handwritten Signature]

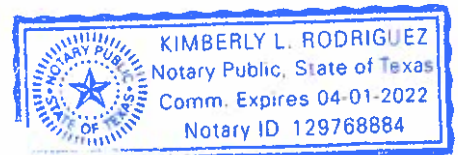
Lee Hartman
Publisher

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 4 day of January, A.D. 2021 to certify which witness my hand and seal of office.

[Handwritten Signature]
Notary Public, State of Texas



## NOTICE OF PUBLIC HEARING

**LOCATION/DATE:** The City Commission of the City of Richmond will hold a public hearing on Tuesday, January 19, 2021, at 4:30 p.m. In compliance with the recommendation of the CDC and other governmental agencies, to avoid the spread of the COVID19 Virus, the City Commission meeting will be held as a teleconference on Zoom virtual meeting platform.

Details to join the Zoom Meeting will be included on the Meeting Agenda posted on the City of Richmond Website; <https://www.richmondtx.gov> and on the City Hall Bulletin Board located at 402 Morton Street, Richmond, TX 77469.

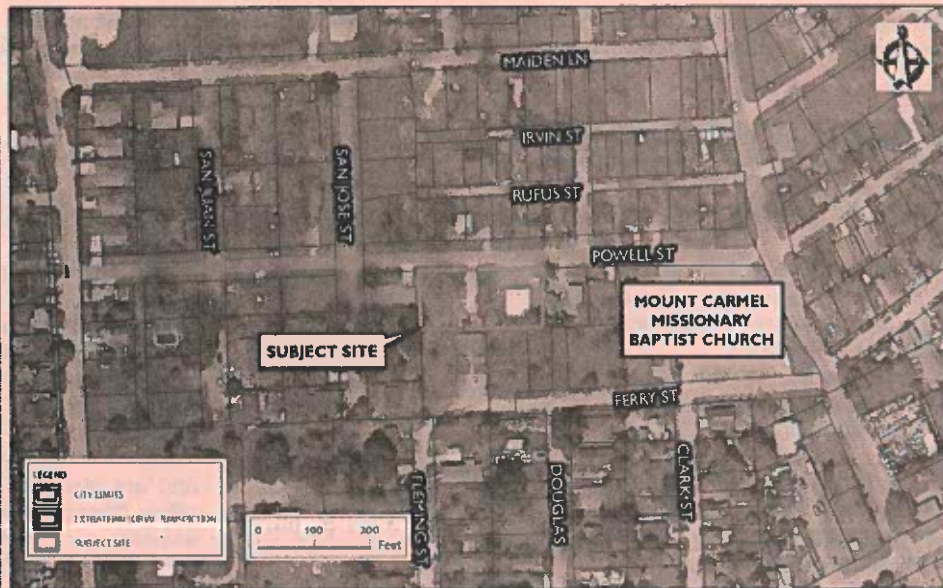
Comments may be submitted via email or request made to be contacted by phone during the meeting to make comments during the public hearing to the City Secretary at [lscarlato@richmondtx.gov](mailto:lscarlato@richmondtx.gov)

**PURPOSE:** To receive comments for or against a request by Vincent Ramos (owner of the subject site) for a Conditional Use Permit to allow the operation of a convenient store with sale of fresh produce and limited grocery at the subject site located at 1117 Powell Street and to the extent the Conditional Use Permit deviates from the Future Land Use Plan of the Comprehensive Master Plan, to provide for an amendment thereto.

**SITE LOCATION:** The subject site is located along the south side of Powell St at 1117 Powell Street. The existing building on the subject site was previously used as a store selling freshly made Tamales.

**SITE LEGAL DESCRIPTION:** A 0.49 acre tract of land described as Block 2, Lot 2, (W 239' of N 149' less (20 x 149') of Bordens Addition Sec 1.

**FOR MORE INFORMATION:** Additional information and a map of the subject site are available upon request for review. You may contact the City of Richmond Planning Department Office by email at [jabraham@richmondtx.gov](mailto:jabraham@richmondtx.gov) or by phone at 281-342-0559.





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## **Regular City Commission Meeting**

600 Morton Street

Monday, January 19, 2021 at 4:30 P.M

- A4. 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.)





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## Regular City Commission Meeting

600 Morton Street

Monday, January 19, 2021 at 4:30 P.M

### CONSENT AGENDA

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## 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 Workshop Session on December 21, 2020 at 9:00 a.m.

Mayor Becky Haas proceeded to call the meeting to order at 9:04 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:

Becky Haas, 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 - **Absent**

Mayor Haas introduced agenda item A2, Review and discuss agenda items on the **December 21, 2020 Regular City Commission Meeting.**

Agenda item A1. Call to order, Quorum Determined and Meeting Declared Open.

Agenda item A2. Discuss and recite Pledge of Allegiance and Invocation. There was a lengthy conversation regarding the guidelines for invocation and who would provide the invocation. Everyone provided their opinions and concerns. It was noted that all forms of groups would be allowed to provide prayers and the City should be prepared for small religious denominations, agnostic organizations and atheist groups. Mayor and Commission were favorable of reciting the Pledge of Allegiance.

Agenda item A3. Presentations:

- a. Employee Recognition for Service with the City of Richmond:
  1. Howard Christian, 5 years of service, Assistant City Manager/Public Works Department,
  2. Gary Smith, 5 years of service, City Attorney.

- b. Presentation and update of the Comprehensive Master Plan. Mayor Haas had various questions regarding infrastructure and detention issues at small developments. Also, the lack of communications and continuity from citizens with smaller projects. Historic Preservation needs to be enforced and a park proposed at Seguin School moved forward. There were no further comments from the Commissioners.
- c. Presentation on a New City Hall. Commissioner Beard expressed concerns of raising property taxes. Commissioner Drozd stated that any bond that raised taxes would need to be voted on by the citizens. Mayor Haas stated that the other departments within the City had been provided new facilities and taken care of except for City Hall. "The employees are very crowded", stated Mayor Haas. City Manager Vela stated that CoVid had made us more aware of the close proximity and has been challenging.
- d. Presentation on Sidewalk Assessment and Implementation of Plan. Mayor Haas stated there had been a letter to the editor in the Fort Bend Herald regarding the sidewalks especially in the downtown.

Agenda item A4. Public Comments. There were no citizens signed up to speak therefore, the agenda item was closed. **No comments.**

Agenda item A5. Public hearing to receive comments for or against text amendments to the Unified Development Code to revise land use allowance and site development requirements pertaining to animal boarding and veterinarian services for small animals (Pet boarding facilities); The specific sections include:

- 1) Table 2.2.203, Commercial Limited and Conditional Use Standards
- 2) Division 7.1.300, Definitions.

**No comments.**

Agenda item A6. CONSENT AGENDA

A6. 1. Minutes – Special, Regular and Workshop for November 9 and 16, 2020.

A6. 2. Fire Department Report

Commissioner Beard inquired what type of burning is permitted in the City. Chief Youngblood stated fires within fire pits or barbeque pits. No brush or burning on the ground is allowed. Commissioner Beard stated the calls were consistent through shifts and stations. The Fire Department level of training is impressive. Commissioner Drozd inquired if the City owned a drone and it was stated that they do and have a licensed operator. Mayor Haas indicated the importance of the Fire Marshal and Deputy Fire Marshal and encouraged the need to replace the former Fire Marshal Albert Cantu quickly. Mayor Haas also expressed the concern regarding the inspectors that are leaving the City. City Manager Vela stated the inspectors are under the Permits Department within Development Services. The Mayor will be provided an organization chart for reference.

A6. 3. Police Department Report

Commissioner Beard requested an explanation of the decline in arrests from 2019. Chief Craig stated the change in the way crimes are reported is making it difficult to compare 2019 to 2020. Also, CoVid has had an impact, not with any written policy, but out of consideration and caution. The lesser crimes were not arrested lessening the jail population. Commissioner Beard also made enquiries about the training of the Police Department. Mayor Haas commended the Chief for the new officers. It was requested if the Department has noticed multiple accidents at

certain locations. Chief Craig stated he would look at the accidents as well as the traffic patterns at Jane Long Elementary School.

#### A6. 4. Municipal Court Department Report

Commissioner BeMent inquired as to the indication that warrants would begin being issued last month and the report stated zero warrants were issued in November 2020. Court Coordinator Carol Trujillo stated that staff is attempting to contact offenders and allow for a second chance. Staff is required to allow first time offenders another opportunity. The process has been started.

#### A6. 5. Tax Assessor/Collector Report

#### A6. 6. Monthly Financial Report

Commissioner Beard inquired as to expenditures being less than what was budgeted. Also, the Utility Fund continues to be lag causing concern. Finance Director Justin reviewed the General Fund and Utility Fund with the Commission providing them explanations. Finance Director Alderete indicated the Cares Act funds that had been allocated to the City have been exhausted.

#### A6. 7. Public Works Report

Mayor Haas inquired what the term “cut-off” means and noted there were 110 in November. Assistant City Manager Howard Christian explained water is cut off for notice of end of service and/or non-payment. Finance Director Alderete stated the City makes every effort to work with the customer, offering payment plans, text messaging, alerts to cut offs. There was a discussion regarding the water tower rehab and also the traffic cones on Foster Drive being dangerous. Commissioner BeMent inquired about the convenience store on the north side with fresh produce and also why the Historical Commission didn’t have a meeting in December. It was stated by Planning Director Jose Abraham that the Historical Commission did not have a quorum due to conflicting schedules and also no action items to consider. The convenience store is seeking a conditional use permit due to rezoning.

#### A6. 8. Planning Department Report

Mayor Haas expressed her displeasure with the Anchor Bend Church moving to the former Tractor Supply location on FM 2218. The main concerns are traffic issues and parking. There was a lengthy discussion on this item.

#### A6. 9. Building Department Report

#### A6. 10. Code Enforcement Report

Commissioner Beard had concerns or questions regarding the report and which items are open and resolved. It was asked, “how do we enforce once the permits have been issued”. Code Compliance Supervisor Scott Fajkus who is new to the position, reported that updates are being made to a new system called Iworks and assured the Commission that progress is being made to revamp the report and focus is being placed on the older open violations. It was noted the next Building & Standards Commission meeting will be held January 25<sup>th</sup>. Mayor Haas stated she “has a lot of confidence in you in this new position”. Mayor Haas also expressed her appreciation for the map that was included in the report reflecting the locations of the violations.

#### A6. 11. Emergency Management Report

A6. 12. Review and consider taking action on a Preliminary Plat – OSP NW 359 Reserve “A” – 4.3164 acres of land – 0 Lots – 1 Block – 1 Reserve. The subject site is located on the west side of Mason Road, south of City of Richmond Fire Station 3. Commissioner Gaul inquired whether the City will be receiving sales tax from this property with regards to where it is located. City Planner Abraham stated the 4.3164 is located in the city limits of Richmond and zoned General Commercial.

A6. 13. Review and consider taking action on a Preliminary Plat – Veranda Section Thirty-Eight – 22.8 acres of land – 58 Lots – 2 Blocks – 4 Reserves. The subject site is a section with Veranda master planned community.

A6. 14. Review and consider taking action on a Preliminary Plat – Veranda Section 39/40 – 26.1 acres of land – 93 Lots – 3 Blocks – 6 Reserves. The subject site is a section with Veranda master planned community. Commissioner Gaul inquired about the contours that are reflected for Lots 1-7 on the Plat making them unusable. Planning Director Abraham stated the Plat reflect the existing Lots, not as they are proposed. There are existing ponds but will be filled when the infrastructure is completed.

A6. 15. Review and consider taking action on a Final Plat – Kingdom Heights Section Six – 34.1375 acres of land – 100 Lots – 7 Blocks – 7 Reserves. The subject site is a section with Kingdom Heights master planned community.

A6. 16. Set date for next meetings. (Regular City Commission Workshop and Meeting on Tuesday, January 19<sup>th</sup> at 9:00 a.m. and 4:30 p.m.)

## **REGULAR AGENDA**

Agenda item A7. Review and consider taking action on a replat of Lots 7,8 & 9 of Block 2, Estates at Lakes of Williams Ranch Sec. 1 as recorded in Plat No. 20180168 of the Fort Bend County Plat Records as Estates at Lakes of Williams Ranch Sec. 1, Partial Replat No. 3 – 1.324 acres of land – 1 Block – 2 Lots – 0 Reserves. Commissioner Gaul stated there are three lots being combined into two lots and are restricted to residential use. Planning Director Abraham confirmed the statement was correct and added the Homeowners Association has deed restrictions and enforce the use of the lots.

Agenda item A8. Review and consider taking action on Ordinance No. 2020-30 adopting text amendments to the Unified Development Code to revise land use allowance and site development requirements pertaining to animal boarding and veterinarian services for small animals (Pet boarding facilities); The specific sections include:

- 1) Table 2.2.203, Commercial Limited and Conditional Use Standards
- 2) Division 7.1.300, Definitions.

Commissioner Gaul and Drozd spoke on the item expressing concern if the noise restrictions would be adequate and if sound barrier building materials were being required. Planning Director Abraham stated that boarding facilities have changed over the years and that consideration for different zoning designations and consideration for adjoining properties were all being contemplated.

Agenda item A9. Review and consider taking action on Resolution No. 349-2020, appointment of Planning & Zoning Commission members. City Manager Vela indicated that the Board Member Ernie Hogue has requested to step down due to health reasons. Commissioner Beard affirmed that Mr. Hogue was the first member of the original Charter Committee to suggest zoning and has been a valuable asset to the City over the years. Commissioner Gaul spoke regarding this item stating the Planning & Zoning Board is one of considerable importance and the members selected should be reviewed with additional scrutiny. Having alternates and then moving them up to positions was discussed along with creating a pool that contains applicants that have been trained in a leadership program. Amending the Rules of Commission as to how applicants are appointed or chosen was conversed.

Agenda item A10. Review and consider taking action on Resolution No. 350-2020, appointing a member to the Fort Bend Subsidence District. Commissioner Gaul asked if there was feedback on his performance with the Subsidence District. City Manager Vela indicated that Mr. Karl Baumgartner has served on the board for many years and provides an excellent voice for the City of Richmond. The Board consists of 12 members with representatives for all the surrounding cities. City Manager Vela stated Mr. Baumgartner has expressed the desire to continue to serve. Commissioner Beard indicated it would be helpful to have Mr. Baumgartner attend a Commission meeting. Commissioner Beard also stated he has served with him on other boards and is a very intelligent individual.

Agenda item A11. Review and consider taking action on scheduling a workshop meeting to review and discuss City Charter and Commission Rules of Procedure. It was proposed to have a workshop to discuss the rules, proposed changes and refresher of the rules. There was a brief discussion.

Agenda item A12. Review and consider taking action on Resolution No. 351-2020 approving an extension of the Agreement Concerning Provision of Garbage Collection Services with MUD 187. City Manager Vela provided the background stating the garbage contract has been in effect for a number of years and is expiring April 30, 2021. The purpose of this resolution is to extend the Del Webb MUD 187 contract due to it expiring before the provider contract, allowing all parties to be aligned. The City will be reaching out for bids insuring a more robust contract with updated services. There were various Commissioner comments and direction.

Agenda item A13. Review and consider taking action on awarding an Engineering contract for the North Richmond Water Line Replacement Project through the Fort Bend County Community Development Block Grant, Phase XII. Commissioner Gaul inquired about the scoring process of the bids with several questions. Assistant City Manager Christian indicated for professional services, only qualifications are received, not proposals. ACM Christian stated that all nine bidders could perform the project, however it is based on what vendor went the extra mile with pictures, surveys but all meet the minimum qualifications. Commissioner Beard questioned the process of soliciting bids and the analyzation process. City Manager Vela stated that CDBG funds can only be used in specific areas of the City that are eligible.

Agenda item A14. Review and consider taking action on awarding an Engineering contract for the Clay Street Drainage Improvement and Sidewalk Project.



Commission Gaul inquired what were the remaining funds from Phase I. ACM Christian stated there was \$200,000 remaining that was applied to this project. The remainder of the funding will be through a County Mobility Bond, second request from the Foundation and inline grant funding. Commissioner Drozd requested that drainage be considered for future development of the Proler property. ACM Christian stated drainage studies have been completed and plans made for future development.

Agenda item A15. Review and consider taking action on Resolution No. 352-2020 approving Interlocal Agreement with Fort Bend County on FM 762/10<sup>th</sup> Street Improvement. Mayor Haas stated the information was very difficult to understand and read, requesting a workshop with the Richmond Commission and the County Commissioners. City Manager Vela provided the history of the proposed project dating back to 2010. Property has been purchased on FM 762. The concerns were that the negotiations and discussions occurred prior to the election of the current Mayor and Commissioners. Commissioner Gaul suggested an executive summary be created to provide guidance. Commissioner Drozd advocated for the movement forward of the Interlocal Agreement to maintain momentum and control. There was a lengthy discussion with numerous comments and concerns.

Agenda item A16. Review and consider taking action on Ordinance No. 2020-31 abandoning a portion of 3<sup>rd</sup> Street to Fort Bend County. There were concerns expressed from the Commission with regards to this item that coincided with agenda item A15.

Agenda item A17. Review and consider taking action on Ordinance No. 2020-26, establishing regulations of the placement and maintenance of donation boxes. Commissioner Gaul stated the document is significantly better than the earlier drafts with one concern that the process from violation to revoking permit is adequate. There was a brief discussion.

Agenda item A18. Review and consider taking action on Consulting Agreement to assist us on legislative activity. City Manager Vela provided the background of the need for the legislative consultant and that he was active with the hotel legislation in 2019. Commissioner Gaul requested language for a termination clause and accountability. Commissioner Beard requested to interface with Mr. Marcell to provide guidance. Commissioner Drozd requested payment clarification with regards to expenses, conflict of interest language and clarification of who directs the consultant to avoid conflicting direction. That being the City Manager or the Mayor and Commission.

Agenda item A19. Excuse from Attendance at Regular City Commission Meeting.

Agenda item A20. Consider taking action on requests for future agenda items.

Before adjournment, City Manager Vela requested Building Official Lori Bownds to provide the answer that was posed earlier in the meeting to Mayor Haas regarding the permitting by the County for demolition of the EMS Building. Building Official Bownds stated the County did obtain a demolition permit for the existing EMS Building.

With no further business to discuss, Mayor Haas declared the meeting adjourned at 1:02 p.m.

**APPROVED:**

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Becky K. Haas, Mayor

**ATTEST:**

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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 Regular Session on December 21, 2020 at 4:30 p.m.

Mayor Becky Haas 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:

Becky Haas, 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 - Absent

Mayor Haas introduced agenda item A2, Discuss and recite Pledge of Allegiance and Invocation. Commissioner BeMent made the motion to postpone agenda item A2 until the January 19<sup>th</sup> meeting for further discussion and to receive additional information. Commissioner Beard seconded the motion.

Agenda item A3. Presentations:

- a. Employee Recognition for Service with the City of Richmond:
  1. Howard Christian, 5 years of service, Assistant City Manager/Public Works Department,
  2. Gary Smith, 5 years of service, City Attorney.

Mayor Haas recognized both Howard Christian and Gary Smith, thanking them for their service to the City.

- b. Presentation and update of the Comprehensive Master Plan.

Planning Director Jose Abraham provided the presentation. The Plan was adopted in 2014 and over the past six years, the City has used it as a guide for the future of our community. The top six action steps; annexation, land development regulations, mobility, neighborhoods and amenities, business support, and ongoing essential municipal functions were reviewed. In the future, staff will research options to conduct public engagement exercises using virtual platforms for listening sessions and focus group discussions if gatherings continue to be restricted. There was a brief question and answer period and the item was closed.

c. Presentation on a New City Hall.

City Manager Vela introduced Assistant City Manager Christian to discuss the proposed City Hall. Based on a 2016 needs assessment study, between the current City Hall and the City Hall Annex, there is a total of 13,000 sq. ft. At that time, the existing need was projected to be 19,000 sq. ft. The anticipation for 2025 is 24,000 sq. ft. It would allow for growth of staff and for the citizens to conduct their transactions under one roof. Finance Director Justin Alderete stated that in 2018, the estimated project cost was \$14 million with land purchases at \$2 million. For discussion, \$20 million would be the projected cost, Finance Director Alderete reviewed the annual debt service and net taxable value. The total required taxable value is estimated to be \$769.5 million. This would require a \$0.21 cents property tax rate increase or to offset the tax increase a new assessed value of \$179.5 million. The Commission stated the price is only going to increase over time and that the needs are there. The general consensus was to be creative with the financing with the least impact to the citizens and to begin a solid plan to begin the process.

d. Presentation on Sidewalk Assessment and Implementation of Plan.

City Manager Vela introduced Assistant City Manager Christian to provide the status of the City sidewalks. It was also stated the press release in December was triggered by an article in the newspaper warranting a response. In 2018, the City's Street Department took over the process of repairing or replacing the City sidewalks. Since then, 2,200 linear feet of sidewalk has been repaired or replaced. Also 6,700 linear feet were constructed on Collins Road. There are three categories of priorities with the top being a trip hazard of greater than two inches. All the priorities were determined based on safety, not aesthetics. With regard to the downtown sidewalks, there are a lot of cracks and sub slab on top of very old material. There are several concerns to be considered. One option that has been discussed, is on Third Street where there is a significant drop-off, installing handrails for safety. There is also the timing issue with the downtown merchants coordinating the work so as not to interrupt the flow of business. There was a brief discussion with the Commission with Assistant City Manager Christian indicating the Street Department is very close to moving to the second tier of sidewalk priorities.

Agenda item A4. Public Comments. There were no citizens signed up to speak therefore, the agenda item was closed.

Agenda item A5. Public hearing to receive comments for or against text amendments to the Unified Development Code to revise land use allowance and site development requirements pertaining to animal boarding and veterinarian services for small animals (Pet boarding facilities); The specific sections include:

- 1) Table 2.2.203, Commercial Limited and Conditional Use Standards
- 2) Division 7.1.300, Definitions.

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

Consent agenda item A6, Mayor Haas asked if there were any items to be pulled for discussion. All Commissioners indicated their questions were addressed at the morning workshop. Therefore, no items were pulled for discussion. Commissioner Gaul made the motion to approve agenda items A6. 1-16 Consent Agenda with Commissioner Beard seconding the motion.

- A6. 1. Minutes – Special, Regular and Workshop for November 9 and 16, 2020.
- A6. 2. Fire Department Report
- A6. 3. Police Department Report
- A6. 4. Municipal Court Department Report
- A6. 5. Tax Assessor/Collector Report
- A6. 6. Monthly Financial Report
- A6. 7. Public Works Report
- A6. 8. Planning Department Report
- A6. 9. Building Department Report
- A6. 10. Code Enforcement Report
- A6. 11. Emergency Management Report

A6. 12. Review and consider taking action on a Preliminary Plat – OSP NW 359 Reserve “A” – 4.3164 acres of land – 0 Lots – 1 Block – 1 Reserve. The subject site is located on the west side of Mason Road, south of City of Richmond Fire Station 3.

A6. 13. Review and consider taking action on a Preliminary Plat – Veranda Section Thirty-Eight – 22.8 acres of land – 58 Lots – 2 Blocks – 4 Reserves. The subject site is a section with Veranda master planned community.

A6. 14. Review and consider taking action on a Preliminary Plat – Veranda Section 39/40 – 26.1 acres of land – 93 Lots – 3 Blocks – 6 Reserves. The subject site is a section with Veranda master planned community.

A6. 15. Review and consider taking action on a Final Plat – Kingdom Heights Section Six – 34.1375 acres of land – 100 Lots – 7 Blocks – 7 Reserves. The subject site is a section with Kingdom Heights master planned community.

A6. 16. Set date for next meetings. (Regular City Commission Workshop and Meeting on Tuesday, January 19<sup>th</sup> at 9:00 a.m. and 4:30 p.m.)

## REGULAR AGENDA

Agenda item A7. Review and consider taking action on a replat of Lots 7,8, & 9 of Block 2, Estates at Lakes of Williams Ranch Sec. 1 as recorded in Plat No. 20180168 of the Fort Bend County Plat Records as Estates at Lakes of Williams Ranch Sec. 1, Partial Replat No. 3 – 1.324 acres of land – 1 Block – 2 Lots – 0 Reserves. There was no discussion with Commissioner Drozd making the motion to approve the replat of Lots 7, 8, & 9 of Block 2, Estates at Lakes of Williams Ranch Sec. 1 as recorded in Plat No. 20180168 of the Fort Bend County Plat Records as Estates of Lakes of Williams Ranch Sec. 1, Partial Replat No. 3 – 1.324 acres of land – 1 Block – 2 Lots – 0 Reserves with the conditions of the staff recommendations as listed. Commissioner BeMent seconded the motion and the vote was unanimous to approve.

Agenda item A8. Review and consider taking action on Ordinance No. 2020-30 adopting text amendments to the Unified Development Code to revise land use allowance and site development requirements pertaining to animal boarding and veterinarian services for small animals (Pet boarding facilities); The specific sections include:

- 1) Table 2.2.203, Commercial Limited and Conditional Use Standards
- 2) Division 7.1.300, Definitions.

There was a discussion and questions regarding noise and odor issues. City Attorney Gary Smith cited sections of the Code of Ordinances that addressed both issues. Commissioner Beard made the motion to approve Ordinance No. 2020-30 adopting text amendments to the Unified Development Code to revise land use allowance and site development

requirements pertaining to animal boarding and veterinarian services for small animals (Pet boarding facilities); The specific sections include:

- 1) Table 2.2.203, Commercial Limited and Conditional Use Standards
- 2) Division 7.1.300, Definitions.

Commissioner Gaul seconded the motion and the vote was unanimous to approve.

Agenda item A9. Review and consider taking action on Resolution No. 349-2020, appointment of Planning & Zoning Commission members. City Manager Vela stated there was a lengthy discussion at the morning workshop with regard to implementing a process or policy to appoint board members. Director Ernie Hogue has expressed his desire to resign from the board but will continue to serve until his replacement is named. Commissioner Beard made the motion to table the appointment of the Planning & Zoning Commission member until further discussion of the process for which members are appointed. Commissioner BeMent seconded the motion and the vote was unanimous to approve.

Agenda item A10. Review and consider taking action on Resolution No. 350-2020, appointing a member to the Fort Bend Subsidence District. City Manager Vela stated this is a reappointment to represent the City of Richmond. Per the discussion at the Workshop, this individual will be invited to a future meeting so that the goals of the Commission can be discussed. Mayor Haas nominated Karl Baumgartner to serve as a member of the Fort Bend Subsidence District. All four Commissioners approved the nomination. Commissioner Beard made the motion to approve Resolution No. 350-2020, appointing Karl Baumgartner to the Fort Bend Subsidence District with Commissioner Drozd seconding the motion. The vote was unanimous to approve.

Agenda item A11. Review and consider taking action on scheduling a workshop meeting to review and discuss City Charter and Commission Rules of Procedure. City Manager Vela stated it had been suggested to have a workshop on January 25<sup>th</sup> at 4:30 p.m. Commissioner Gaul suggested that the City Manager solicit the suggested changes prior to the workshop to expedite the meeting. Commissioner BeMent requested the suggested changes be submitted by January 19<sup>th</sup> allowing for time to review. Commissioner BeMent made the motion to approve a Workshop to review and discuss the City Charter and Commission Rules of Procedure on January 25<sup>th</sup>, 2021 at 4:30 p.m. with submission of proposed changes by January 19<sup>th</sup>, 2021. Commissioner Beard seconded the motion and the vote was unanimous to approve.

Agenda item A12. Review and consider taking action on Resolution No. 351-2020 approving an extension of the Agreement Concerning Provision of Garbage Collection Services with MUD 187. City Manager Vela explained the resolution is to extend the garbage services contract for MUD 187 in order for the City to be able to bid on an updated more robust contract that will expire in March 2021. This would allow all the MUD's to be on the same cycle. Commissioner BeMent made the motion to approve Resolution No. 351-2020, approving an extension of the Agreement Concerning Provision of Garbage Collection Services with MUD 187. Commissioner Gaul seconded the motion and the vote was unanimous to approve.

Agenda item A13. Review and consider taking action on awarding an Engineering contract for the North Richmond Water Line Replacement Project through the Fort Bend County Community Development Block Grant, Phase XII.



Field Operations Superintendent Clifton Holik addressed the Commission as to this agenda item. It was stated that the project for the water main for north Richmond and downtown received nine bids. The project is to be funded by the CDBG Grant for Phase XII. This project is the first phase of a \$5.1 million grant from the Henderson Wessendorff Foundation. Staff is recommending Jones and Carter be awarded the contract with City Manager Terri Vela authorized to execute. Commissioner Gaul stated the bid process was a good system for review and ranking the vendors. With no further discussion, Commissioner Drozd made the motion to award the Engineering contract for the North Richmond Water Line Replacement Project through the Fort Bend County Community Development Block Grant, Phase XII and authorizing the City Manager to execute the contract on behalf of the City in the amount of \$213,991. Commissioner Beard seconded the motion and the vote was unanimous to approve.

Agenda item A14. Review and consider taking action on awarding an Engineering contract for the Clay Street Drainage Improvement and Sidewalk Project. Assistant City Manager Howard Christian addressed the item stating the pedestrian/bicycle pathway will be installed on Clay Street from Collins to Second Street, approximately 3,300 ft. of 8-foot sidewalk. This project is Phase 2 of a 3-step process. The funding is the balance of the grant received from the Wessendorff Foundation in the amount of \$2 million. Nine bids were received and based on the scoring and Cobb Fendley was chosen to complete the project. Staff recommends awarding the contract to Cobb Fendley with authorization of the City Manager to execute the contract. Commissioner Drozd made the motion to approve awarding the Engineering Services Contract to Cobb Fendley for the Clay Street Drainage Improvement and Sidewalk Project in the amount of \$299,950 and authorizing the City Manager to execute the contract. Commissioner Gaul seconded the motion and the vote was unanimous to approve.

Agenda item A15. Review and consider taking action on Resolution No. 352-2020 approving Interlocal Agreement with Fort Bend County on FM 762/10<sup>th</sup> Street Improvement. Following a lengthy discussion, Commissioner Gaul made the motion to approve Resolution No. 352-2020 Interlocal Agreement with Fort Bend County on FM 762/10<sup>th</sup> Street Improvement with modification that **Section 15. Execution the verbiage “remain in effect until \_\_\_\_\_ or” be removed and an “and” be placed between “party and until” Also to remove “whichever is sooner” with a period after fulfilled. The sentence would then read as follows, “This Agreement shall become effective on the date executed by the final party and until the Project is complete and the obligations under Sections 4 and 5 of this Agreement are fulfilled.”** Commissioner Gaul seconded the motion and the vote was unanimous to approve.

Agenda item A16. Review and consider taking action on Ordinance No. 2020-31 abandoning a portion of 3<sup>rd</sup> Street to Fort Bend County. Commissioner Beard requested that it be on record that *“the City is not going to allow the County to not follow the UDC Guidelines of the City on projects within our jurisdiction as he believes they have done in the past”*. Commissioner Gaul made the motion to approve Ordinance No. 2020-31 abandoning a portion of 3<sup>rd</sup> Street to Fort Bend County with modifications to Section 1 to indicate that said abandonment is contingent on the receipt of the signed Interlocal Agreement with Fort Bend County. Commissioner BeMent seconded the motion and the vote was unanimous to approve.

Agenda item A17. Review and consider taking action on Ordinance No. 2020-26, establishing regulations of the placement and maintenance of donation boxes. City Manager Terri Vela stated this ordinance has been reviewed at the past several meetings and per the Commissions instructions, the insurance provision has been removed as well as

other suggestions from the Commission being taken into account. There was no further discussion. Commissioner Drozd made the motion to approve Ordinance No. 2020-26, establishing regulations of the placement and maintenance of donation boxes. Commissioner Beard seconded the motion and the vote was unanimous to approve,

Agenda item A18. Review and consider taking action on Consulting Agreement to assist us on legislative activity.

City Manager Vela stated that additional language had been added to the agreement per the Commission's request. There was a lengthy discussion with Marvin Marcell, the proposed Government Relations Consultant providing insight as to what is going on with Congress and the needs that he feels the City would benefit. Commissioner Beard made the motion to approve with the modification upon termination by either party with 30 days written notice with Mr. Marcell being paid for all services through the termination date. Commission Gaul seconded the motion and the vote was unanimous to approve.

Agenda item A19. Excuse from Attendance at Regular City Commission Meeting. No absences to review.

Agenda item A20. Consider taking action on requests for future agenda items. The process of nominating board members will be discussed during the Workshop for Rules of Commission Procedure. Therefore, there were no future items to note.

At 7:32 p.m. the Mayor adjourned to Executive Session, as authorized by Texas Government Code, Section 551.072, Deliberation Regarding Real Estate.

The Commission reconvened at 8:04 p.m.

There was no action taken in Executive Session as announced by Mayor Haas.

With no further business to discuss, Mayor Haas declared the meeting adjourned at 8:05 p.m.

**APPROVED:**

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Becky K. Haas, Mayor

**ATTEST:**

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Laura Scarlato, City Secretary





## CONSENT AGENDA

2. Fire Department Report.



**RICHMOND**  
**FIRE DEPARTMENT**  
*...WE'LL BE THERE*



*“HERE TO SERVE”*

**Richmond Fire Department**  
**Monthly Report**  
**December 2020**

Mike Youngblood – Fire Chief  
Derek Brown – Asst. Chief  
Aaron Hafer – Division Chief Training



# Richmond Fire Department

Chief's report,

To: City Commission  
From: Michael Youngblood Fire Chief  
CC: Terri Vela, City Manager, File  
Date: January 1, 2021  
Re: Monthly Report December 2020

Chief's report,

As we close out 2020, although there were many challenges and demands at all levels of service, somehow, we managed to get through it with the unified help from all departments in the City and the collective Governing Body and City Management Team. For all those who supported the efforts, the Richmond Fire Department sends our heartfelt gratitude. The Fire Department could not have done it without all of you. We finished out the year with a record number of calls for service; 5143. The increase validates the increase in population of our service district as well the pains of a growing City.

This Pandemic is not through distributing hardships, adversity, sickness, and death. We must remain cautious and practice safe measures. We currently have sufficient COVID-19 resources on hand.



# Richmond Fire Department

## Saying Farewell

On January 3, 2021 Richmond lost a Friend. Anthony Pryor, Emergency Management Coordinator and Friend to the City of Richmond, finished his Earthly responsibilities. Anthony served in many capacities during his career, I knew him as a dedicated Peace Officer, Arson Investigator, Inspector, and as Emergency Management Coordinator, with the City of Richmond. Anthony came to Richmond ready to accept the challenges facing a growing city. Anthony managed his office with a calm but direct manner. During the COVID-19 outbreak, Anthony kept information flowing and acquired supplies needed for us to continue to serve our citizens. Our department never lacked for supplies, provisions, or support for our responders. Anthony was a comforter and seemed to have the right words at the right time.

*“Like apples of gold in silver carvings, is a word spoken at the right time.”*

Ancient Proverb



**City of Richmond**

*WHERE HISTORY MEETS OPPORTUNITY*

## **Divisional Reports**

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

**Fire Marshal's Report  
December 2020**

January 5, 2021

Mayor and Commissioners,

Fire Prevention activities include conducting fire inspections regularly as well as making preparations to develop and produce monthly safety videos.

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

AOD- Police/Fire/EMS*	2
CE- Assist	1
Citations	0
Convenience Store	5
Fire Alarm Insp.	0
Fire Inspections	16
Fire Inspection Follow-ups	2
Fire Sprinkler Insp.	1
Fire Suppression Insp. (Kitchen Hood)	0
Firework Calls	0
Investigations	3
Media Posts	0
Meetings Attended	2
Meetings Attended (zoom)	0
Knox	2
Commercial Occupancy Inspections	1
Residential Occupancy Inspection	2
Operation Inspections	1
Plan Review*	12
Pre-construction Meeting	0
Property check	3
Public Relations	1
Stop work order	0
Training*	8
Warnings*	1
<b>Total</b>	<b>63</b>

## AOD-Police/Fire/EMS

When	Assisted who	Where	
12/21/2020	PD	2216 Thompson Hwy	City Ord Violation/Warning Issued
12/22/2020	PD	1806 Thompson Hwy	Assist With Traffic Control

## Plan Review (completed in house)

Permit #	Address
20202562	5400 POINT WEST CIRCLE
2020847	1910 Teakwood
20202608	311 S 11th St
20202546	311 Fort St

## Training

NFPA 1033 and your career / CFI TRAINER	2
Managing Complex Fire Scene Investigation/CFI Trainer	4
Into to Youth- Set Fires/ CFI Trainer	3
NFPA 921 and 1033 2014 Editions: Important Revisions/ CFI Trainer	3
Arc Mapping Basics /CFI TRAINER	4
Emerging Technologies in Fire Investigation/CFI Trainer	3
Preventing Occupational Exposures to Carcinogens at the Fire Scene/CFI Trainer	3
Fire Flow Analysis /CFI Trainer	3
<b>Total</b>	<b>25</b>

## Warnings

Date	Address	Purpose of Warning
12/15/2020	210 Collins Rd	Tamper with water meter
12/21/2020	2216 Thompson Hwy	City Ord. Violation / Camera system not working

Statistics prepared by: Amanda Lopez  
Fire Investigator/Inspector

*“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 2020-12-01 and 2020-12-31

## Total Calls by District

District	2020-12-01	
City of Richmond Station #1	116	
City of Richmond Station #2	12	
City of Richmond Station #3	11	
Fort Bend County Station #1	26	
Fort Bend County Station #2	89	
Fort Bend County Station #3	95	
Northeast	3	
Fulshear	1	
Rosenberg	8	
Sugar Land	4	
Katy	1	
Thompsons	2	
Pecan Grove	7	
<b>Total</b>	<b>376</b>	





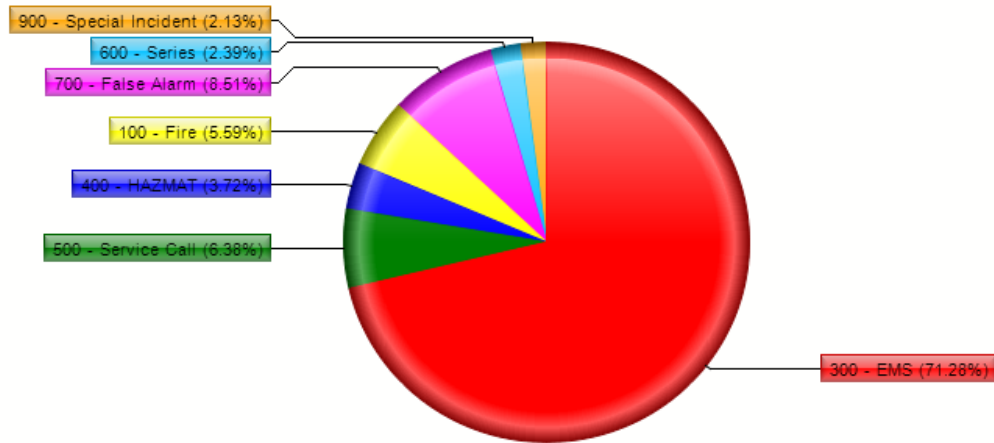
# Richmond Fire Department

Derek L. Brown  
Operations Division



Alarm Date between 2020-12-01 and 2020-12-31

Incident Type Group	2020-11-01
300 - EMS	268
600 - Series	9
700 - False Alarm	32
100 - Fire	21
500 - Service Call	24
400 - HAZMAT	14
900 - Special Incident	8
<b>Monthly Total</b>	<b>376</b>





# Richmond Fire Department

Derek L. Brown  
Operations Division



Alarm Date between 2020-12-01 and 2020-12-31

<b>Incident Type Details</b>	<b>2020-12-01</b>	<b>Total</b>
320 - Emergency medical service incident, other	247	<b>247</b>
500 - Service Call, other	6	<b>6</b>
445 - Arcing, shorted electrical equipment	1	<b>1</b>
113 - Cooking fire, confined to container	2	<b>2</b>
700 - False alarm or false call, other	13	<b>13</b>
400 - Hazardous condition, other	1	<b>1</b>
100 - Fire, other	4	<b>4</b>
4121 - Smell of Gas	4	<b>4</b>
322 - Motor vehicle accident with injuries	10	<b>10</b>
531 - Smoke or odor removal	1	<b>1</b>
520 - Water problem, other	1	<b>1</b>
412 - Gas leak (natural gas or LPG)	3	<b>3</b>
1111 - Residential Fire	9	<b>9</b>
745 - Alarm system activation, no fire - unintentional	8	<b>8</b>
735 - Alarm system sounded due to malfunction	4	<b>4</b>
511 - Lock-out	4	<b>4</b>
323 - Motor vehicle/pedestrian accident (MV Ped)	2	<b>2</b>
600 - Good intent call, other	8	<b>8</b>
733 - Smoke detector activation due to malfunction	3	<b>3</b>
324 - Motor vehicle accident with no injuries.	8	<b>8</b>
410 - Combustible/flammable gas/liquid condition, other	2	<b>2</b>
9001 - City Ordinance Violation	3	<b>3</b>
510 - Person in distress, other	3	<b>3</b>
571 - Cover assignment, standby, moveup	1	<b>1</b>
3221 - Motor vehicle accident w/ extrication and injuries	1	<b>1</b>
551 - Assist police or other governmental agency	1	<b>1</b>
744 - Detector activation, no fire - unintentional	3	<b>3</b>
5531 - Install/check smoke detector	1	<b>1</b>
550 - Public service assistance, other	3	<b>3</b>
5511 - Assist Public Works	1	<b>1</b>
111 - Building fire	3	<b>3</b>
651 - Smoke scare, odor of smoke	1	<b>1</b>
900 - Special type of incident, other	5	<b>5</b>
440 - Electrical wiring/equipment problem, other	2	<b>2</b>
420 - Toxic condition, other	1	<b>1</b>
710 - Malicious, mischievous false call, other	1	<b>1</b>
522 - Water or steam leak	1	<b>1</b>



# Richmond Fire Department



Derek L. Brown  
Operations Division

<u>Incident Type Details</u>	2020-12-01	Total
143 - Grass fire	1	1
131 - Passenger vehicle fire	1	1
5112 - Occupant Locked in Vehicle	1	1
1311 - Passenger Vehicle Fire w/ Motor Vehicle Collision		

Alarm Date between 2020-12-01 and 2020-12-31

## Total Calls by Shift

A-Shift	128
B-Shift	118
C-Shift	130

## Total Calls by Station

Station	Total
Station 1	150
Station 2	107
Station 3	119

## Total Calls Year to Date

Total Calls YTD 2020	5,143
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# Richmond Fire Department

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Derek L. Brown  
Operations Division





# Richmond Fire Department

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Aaron Hafer  
Training Division



January 4, 2021

Re: Activity Report for December 2020

Mayor and Commissioners,

During the month of December, the Training Division focused on closing out the calendar year and preparing for 2021.

Several members began their discipline specific CE (continuing education) hours required for the upcoming year. These CE hours include but are not limited to training in EMS, hazardous materials, fire investigation, and wildland firefighting. Beginning these courses early will help these individuals get a head start on completing all their training requirements in a timely manner.

Members also worked to complete internal training programs with their immediate supervisors. Currently, the department has three firefighters in the Ride-Up Lieutenant Program and one firefighter in the Driver/Operator Training Program. These internal training programs prepare trainees for their next role in the department and create a line of succession for the when such positions may come available.

The department logged 274.75 hours of training for the month of December. Looking forward to the month of January, the Training Division will begin the 2021 shift training schedule. The first shift training is scheduled for January 12<sup>th</sup> and shifts will participate in training over vehicle fires.

Respectfully,

Aaron Hafer

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

200 HOUSTON STREET ~ RICHMOND, TEXAS 77469 ~ 281.238.1210



# Richmond Fire Department

Aaron Hafer  
Training Division



## Richmond Fire Department Training Hours by Category

Category	December 2020
INV: General Fire Investigation	4
INV: Juvenile Investigations	3
INV: Law & Code Updates	5
FIRE: Hazmat Awareness & Operations	9
FIRE: Structural Collapse/Technical Rescue	3
INV: Building Survey & Fire Scene Diagrams	4
FIRE: Forcible Entry	5
INSP: Fire Suppression/Sprinkler Systems	5
ADMIN: Career Development	5
FIRE: Pump Operations	17
FIRE: Apparatus Operation/Driver Training	17
GEN: Territory & Response Districts	16
FIRE: Small Engine Operations	8
INSP: Building Construction	15
FIRE: Fire Behavior	3
HZMT: Spill Prevention & Control	2
INV: Fire Chemistry & Behavior	3
WFF: Wildland Fire Behavior	2
WFF: Wildland Firefighter Safety	2
FIRE: Firefighter Safety	3
HZMT: Highway & Rail Cargo Tank Emergencies	1
FIRE: Ropes, Knots & Hitches	8
FIRE: Hose Streams & Hydraulics	10
FIRE: Drafting	9
FIRE: Fire Ground Safety	6
FIRE: Report Writing	3
FIRE: Tactics & Strategies	12
INSP: Pre-Plans & Emergency Planning	12
LAW ENFORCEMENT	40
<b>TOTALS:</b>	<b>231</b>



# Richmond Fire Department

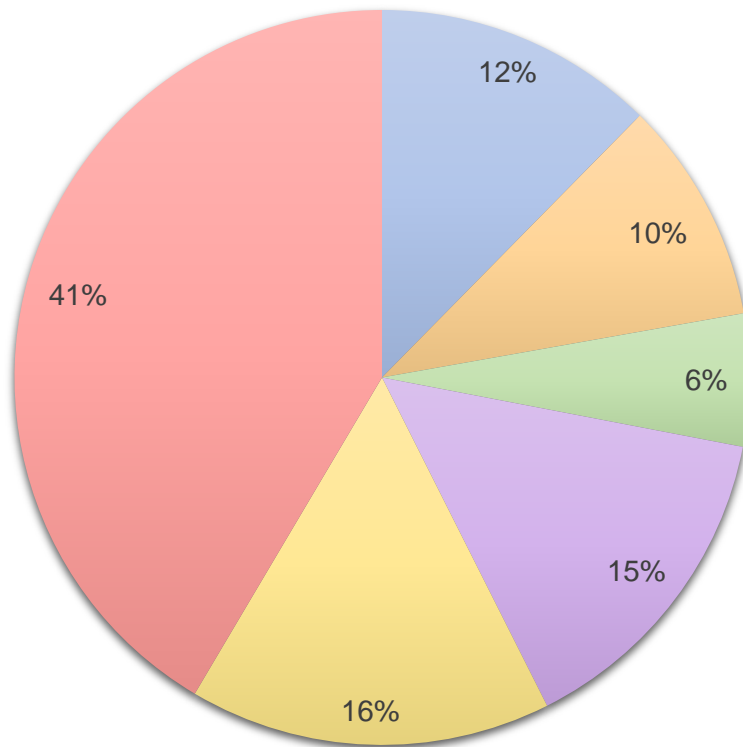
Aaron Hafer  
Training Division



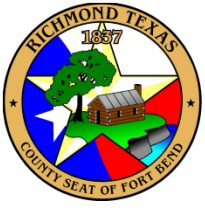
## Richmond Fire Department EMS Training Hours by Category

Category	November 2020
EMS: Airway Management & Ventilation	10
EMS: Medical	16
EMS: Operations	0
EMS: Patient Assessment	0
EMS: Pediatrics	0
EMS: Preparatory	0
EMS: Special Considerations	2
EMS: Trauma	13.75
EMS: Electives	2
<b>TOTALS:</b>	<b>43.75</b>

## Training Breakdown



- Pump Ops/Driver Training
- Response Districts
- EMS Training
- Building Construction/Pre-Plans
- Law Enforcement
- Other Fire Related Training



## CONSENT AGENDA

### 3. Police Department Report.





# Richmond Police Department

Monthly Report  
December 2020

*Jeff Craig*  
Chief of Police

**Together  
We Can Make a Difference**

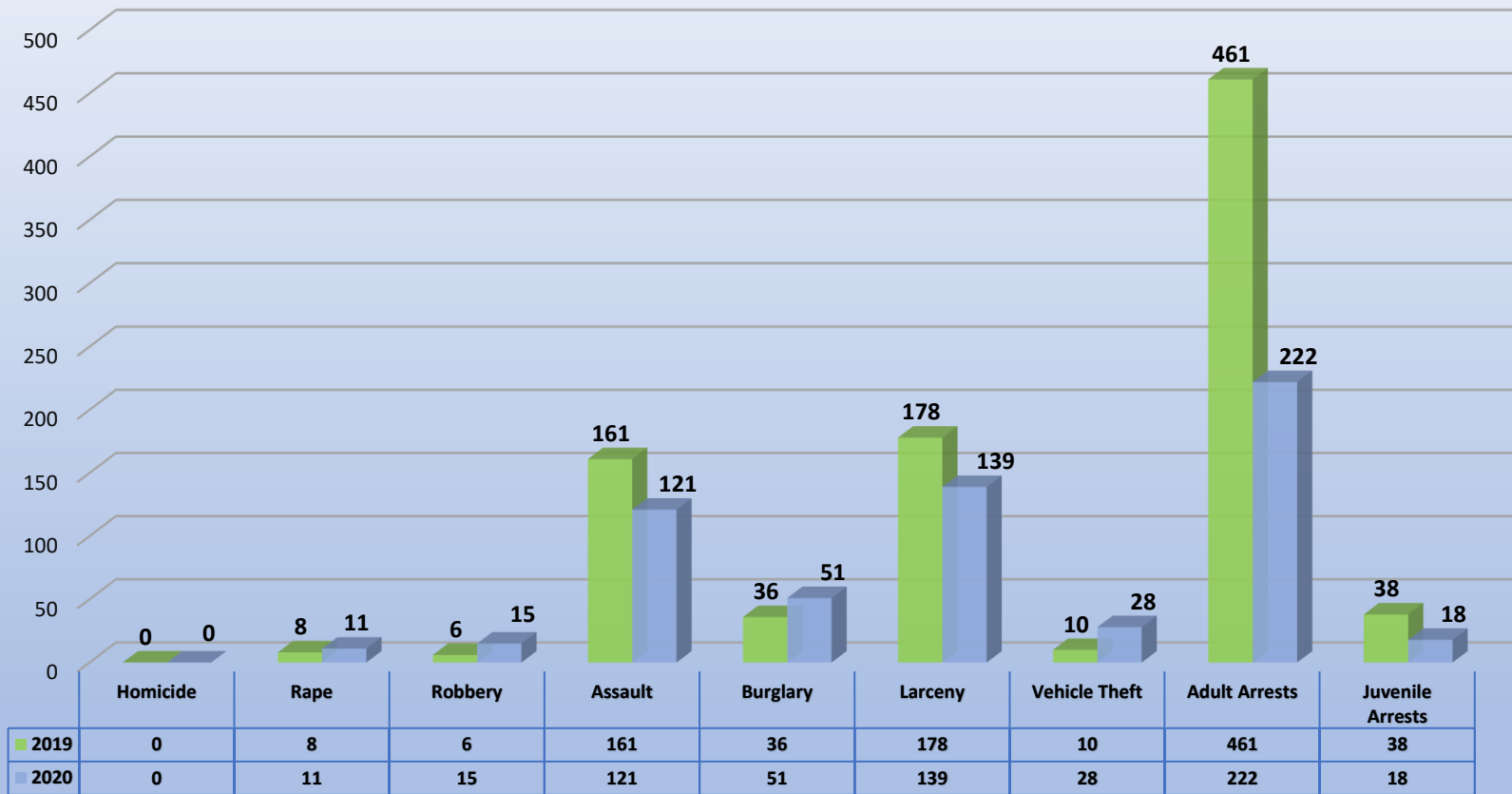
## 2019 Crime Reports

		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Yr/Date
<b>Criminal Homicide</b>														
	<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
<b>Rape</b>														
	<i>Rape</i>	1	0	1	1	1	0	1	0	0	0	2	0	7
	<i>Attempted Rape</i>	0	0	0	0	0	0	0	0	0	1	0	0	1
<b>Robbery</b>														
	<i>Firearm</i>	1	0	0	0	0	0	0	0	0	0	1	0	2
	<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	1	0	4
<b>Assault</b>														
	<i>Gun</i>	0	1	2	0	1	0	0	0	0	0	0	1	5
	<i>Other Dangerous Weapon</i>	1	0	2	2	2	2	0	1	1	2	7	1	21
	<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	14	10	13	130
<b>Burglary</b>														
	<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	1	1	0	30
<b>Larceny</b>		3	19	17	21	17	20	10	16	14	19	15	7	178
<b>Motor Vehicle Theft</b>														
	<i>Autos</i>	1	2	0	1	2	0	0	0	0	1	0	1	8
	<i>Trucks &amp; 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
<b>Arrests</b>														
	<i>Adult</i>	58	43	42	55	43	36	45	47	39	24	12	17	461
	<i>Juvenile</i>	5	3	8	6	3	2	2	1	2	1	2	3	38
<b>Traffic Crashes</b>		17	14	17	20	23	16	14	16	15	19	11	12	194

## 2020 Crime Reports

		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Yr/Date
<b>Criminal Homicide</b>														
	<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
<b>Rape</b>														
	<i>Rape</i>	1	0	2	1	1	1	1	0	1	0	2	0	10
	<i>Attempted Rape</i>	0	0	0	0	1	0	0	0	0	0	0	0	1
<b>Robbery</b>														
	<i>Firearm</i>	2	0	1	1	0	1	1	0	0	0	1	2	9
	<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	1	6
<b>Assault</b>														
	<i>Gun</i>	0	0	1	1	2	1	1	1	0	1	0	1	9
	<i>Other Dangerous Weapon</i>	1	1	2	2	1	0	0	0	0	2	5	1	15
	<i>Hands,Fist,Feet, Etc-Aggravated</i>	0	2	4	2	2	3	0	0	0	0	0	2	15
	<i>Other Assaults - Not Aggravated</i>	10	7	7	4	8	7	7	8	4	6	7	7	82
<b>Burglary</b>														
	<i>Residential</i>	0	2	0	1	0	2	1	1	4	2	1	1	15
	<i>Non-Residential</i>	2	1	1	1	0	4	0	5	10	5	5	2	36
<b>Larceny</b>		13	10	11	15	15	12	7	14	8	13	12	9	139
<b>Motor Vehicle Theft</b>														
	<i>Autos</i>	2	2	2	2	3	1	2	5	1	2	1	3	26
	<i>Trucks &amp; 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
<b>Arrests</b>														
	<i>Adult</i>	31	24	23	15	17	9	11	25	15	17	23	12	222
	<i>Juvenile</i>	1	4	3	1	0	2	0	1	0	2	0	4	18
<b>Traffic Crashes</b>		18	24	16	7	12	25	15	10	22	19	16	10	194

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



December

■ 2019

■ 2020

# Memorandum



**DATE:** January 13, 2021  
**TO:** City Commission  
**CC:** Terri Vela, City Manager  
**FROM:** Jeff Craig, Chief of Police  
**SUBJECT: Monthly Report – December 2020**

---

City Commission,

During the month of December, the Police Department hired one new Police Officer and two new Police Cadets:

1. Christian Wertheimer
2. Colton Haynes
3. Heather Christian

Officer Wertheimer is now assigned to Patrol. For the first time ever, the Richmond Police Department has two Police Cadets attending the Fort Bend County Sheriff's Office Law Enforcement Academy. Both Police Cadets will graduate in June of this year and will begin serving our community.

During the month of December and into January the Police Department was faced with significant COVID challenges. Despite this, all police department core services were maintained.

# Richmond Police Department

## Monthly Patrol Division Activity Report

December 2020

To: Chief J.J. Craig  
Date: January 5, 2021

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

### Patrol Division

#### TOTALS: Productivity

Shifts Worked	214
Calls Answered	632
Reports	38
Citations	39
Warnings	73
Arrests	15
Charges	40
Warrants	22
Beat Contacts	46
Mileage	8160

#### Payroll

Regular Hours	3315.25
Comp Time Hours Earned	92.25
Overtime Hours Paid In Cash	11.50
Comp Hours Paid in Cash	5.0
Combined Total	3555.0
Vacation Hours Taken	106.25
Sick Hours Taken	326.0
Comp Hours Taken	223.25
Floating Holiday Taken	96.0
Holiday (Shows in Comp Earned)	504.0
Combined Total	1255.50
Total Hours	4810.50

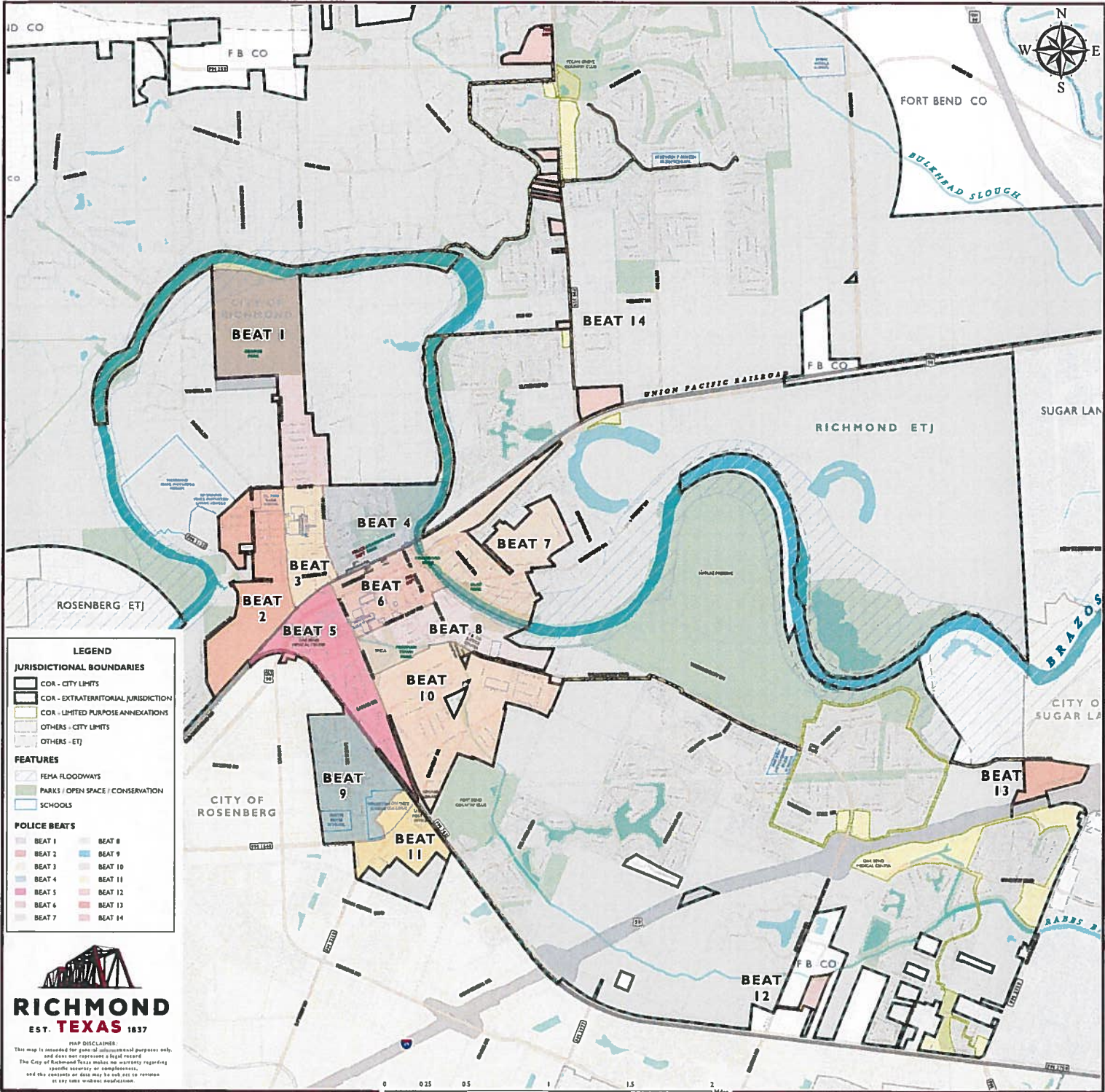
#### Training:

OFFICER	COURSE	LOCATION	HOURS
B. McNeal	TCOLE Instructor	Gus George Academy	40

Total Training  
Hours: 40



# RICHMOND POLICE DEPARTMENT BEATS MAP





## Monthly Activity Report

Beat: 01

Officer: R. Molnoskey

December 2020

### Description of Beat:

Beat 1 is a residential area located on the far north end of the City. The boundaries are all residences between Collins Road and Jenny Lane, as well as everything north of Clay Street, up to and including George Park. There is a convenience store commonly known as Heights Mini Mart, addressed as 1308 Clay Street. Texana Center, which is a non-profit behavioral healthcare facility, is also located in Beat 1 and is addressed as 1818 Collins Road.

### Narrative:

This month in Beat 1, I made three new Beat contacts. On December 17, I met with Rebecca Martinez. Ms. Martinez said that she has lived in her residence since 1998; first with her parents, and then later with her husband and children. Ms. Martinez said that she likes the neighborhood, but has problem with a neighbor who likes to speed on the street. Ms. Martinez has my phone number, so I advised her to call me when the problems occurs. On this same date, I met Francisco Patino. Because Mr. Patino is Spanish speaking, I was assisted by Rebecca Martinez. Through Ms. Martinez, Mr. Patino advised that he has resided in the neighborhood for about twenty years. Mr. Patino said that he does not have any problems and likes the neighborhood. I told him that if any problems do arise, that he could contact Ms. Martinez and that she could call me. On December 23, I met with Crystal Alcalá. Ms. Alcalá is a manager at Walgreens Pharmacy in Richmond. Ms. Alcalá said her main concern is foot traffic up and down her street believing it may be drug related. I advised her I would patrol more when I was on duty to try and deter any possible drug related activities.

There are no new streetlights out in Beat 1, but the two that I reported in October are still out. (1300 block of Clay Street, just east of Heights Mini Mart; pole #718394 & the other located on Clay Street, about 75 feet east of Jenny Lane pole #509710).

There are still no sex-offenders in Beat 1.

### Public Safety Contacts:

<u>Public Safety Contacts:</u>	<u>Address</u>	<u>Date</u>
Rebecca Martinez	1108 Fair Oaks	12/17/2020
Francisco Patino	1111 Fair Oaks	12/17/20
Crystal Alcalá	1101 Winchester	12/23/2020

CV5X279

1208 Trenton

### Goals Accomplished:

I received an email that Richmond Code Enforcement Locator, Kay Moss, located a junk vehicle at 1208 Trenton. The registration returns to a red, 2004 Honda, registered in the name of Julian Dominguez out of Needville. I made several attempts to speak to the resident. On two occasions, I observed lights inside the residence and believe someone to be home, but no one answered the door. I am considering placing an abandoned vehicle sticker on. Maybe that will make the residents comply and if not, it may an abandoned vehicle.

### Goals Next Month:

Follow-up on junk vehicle and locate another junk vehicle. I will continue to locate streetlights that are out in my Beat and throughout the City.



**Statistical Information**

<b>Shifts</b>	<b>Calls</b>	<b>Reports</b>	<b>Beat Contacts</b>	<b>Community Activity Hours</b>
17	54	5	3	6.7

**Violator Contacts**

<b>Citations</b>	<b>Written Warnings</b>	<b>Field Interviews Taken</b>	<b>Criminal Trespass Warnings Given</b>
5	7	0	1

**Arrest Information**

<b>Narcotics</b>	<b>DWI</b>	<b>Domestic Violence</b>	<b>City Warrants</b>	<b>All Other</b>	<b>Total Arrests</b>	<b>Total Charges</b>
0	0	1	9	3	3	12



**Monthly Activity Report**

**Beat: 02**

**Officer: V. Golovine**

**December 2020**

**Description of Beat:**

Beat 2 is also known as "Brazos Terrace Subdivision" and it is located in the north side of the City of Richmond. The boundary lines are west of Collins, South of Pink Blvd, north of the Union Pacific Railroad, and east of the Richmond State School (which is outside the City Limits and Beat Two). Beat 2 is mainly a residential area, working class family residences mixed with several single wide mobile home parks. Within Beat 2, Pink Elementary (Lamar Consolidated School District) and Baker-Rilley preschool are also located. There is a convenience store located at 611 Pultar and a gas station/convenience store at 205 Collins Road. Beat 2 is home to 3 apartment complexes, 1930 Rocky Falls, 2020 Rocky Falls and 1001 Pultar Road.

**Narrative:**

During the holidays I met with Robert Solis and Moe Rivera, who are neighbors on Rochelle Street. We spoke about Christmas and time off from work. I also met David Lopez, who is a long-time resident of Mellon Street and owns a small roofing company. We spoke about crime and some of his family members.

I travelled through Beat 2 and discovered three vehicles that were not in compliance with the City of Richmond Junk Vehicle Ordinance had been removed from 1800 Preston #41 and #29. Under the same ordinance written notices were left at 316 Mellon, 2000 Gammon, 2003 Gammon, and 2010 Gammon.

Following up on my November contact with Mr. Armstrong, I travelled to his residence of Branch Street. Mr. Armstrong was not home but I noticed that Mr. Armstrong had purchased temporary paper plates for the vehicles that were not in compliance.

Since 1996 I have been involved with the "Santa Behind the Badge" Christmas family charity program sponsored by the Richmond Police Department. Due to COVID-19 this event had been postponed until next year. However, for the last fifteen years a wealthy business owner, who chooses to remain anonymous, purchases groceries for some of the families selected for this Christmas project. Despite that the Christmas event was postponed I acted as a liaison between two families and the anonymous business owner.

I was able to do the monthly check on the two registered sex offenders within Beat 2 (Mr. Gentry and Mr. Davis). I also continued the business checks within Beat 2 that allowed me to visit, at a safe distance, with some of the Beat residents

**Public Safety Contacts:**

<u>Public Safety Contacts:</u>	<u>Address:</u>	<u>Date:</u>
Robert Solis	231 Rochelle	12/30/20
Moe Rivera	218 Rochelle	12/30/20
David Lopez	309 Mellon	12/30/20
Paper license plate	2000 Gammon	12/30/20
Paper license plate	2010 Gammon	12/30/20
CKY-3710	2003 Gammon	12/30/20
SVS-511	2010 Gammon	12/30/20
CM4-V841	316 Mellon	12/30/20

**Goals Accomplished:**

Checked on the registered sex offender within Beat 2.  
Slowly and at a safe distance beat activity restarted.

**Goals Next Month:**

Make contact with Mr. Armstrong on Branch Street. Continue to leave junk vehicle notices

**Statistical Information**

Shifts	Calls	Reports	Beat Contacts	Community Activity Hours
22	80	4	14	3.0

**Violator Contacts**

Citations	Written Warnings	Field Interviews Taken	Criminal Trespass Warnings Given
7	1	0	2

**Arrest Information**

Narcotics	DWI	Domestic Violence	City Warrants	All Other	Total Arrests	Total Charges
0	0	0	0	0	0	0



**Monthly Activity Report**

**Beat: 03**

**Officer: D. Evans**

**December 2020**

**Description of Beat:**

**Beat 3 is the mostly residential area between Preston St, N. Tenth St, Clay St, and Collins Rd.**

**Narrative:**

**For the month of December, I frequently drove through my Beat at different times of the afternoon, and night, to show police presence. I was made aware of a burglary and the following citizen complaint of vagrants loitering on a vacant private property on Preston St. Throughout the month I frequently conducted property checks on the property.**

**I spoke to three residents in my Beat this month.**

**I first spoke to Mr. Hernandez while he sat on his porch. He voiced a concern about subjects speeding through and running the stop sign in front of his residence. I advised him to call if he observes it again and that I would patrol the area more frequently.**

**I then spoke to Ms. Cruz who stated she did not have any concerns currently. She was given my card and advised to call if she does.**

**Lastly, I spoke to Ms. Enriquez who stated she did not have any concerns because her street was quiet.**

**I also located a junk vehicle at 1103 Jerry St. It was a gold Chevrolet Trailblazer LP GFJ3355 with an expired registration and insurance. The vehicle does not appear to have been recently moved. A junk vehicle notice was left on the vehicle. I also followed up on my junk vehicle from last month at an address on Center St and it had been moved.**

**I also made contact with the registered sex offender in my Beat, Alan Moreno and he was up to compliance.**

**Due to the holiday season I also frequently conducted business checks at Wal Mart to deter thefts.**

**Public Safety Contacts:**

**Alan Moreno**

**Address:**

**406 San Juan St**

**Date:**

**12/29/2020**

**John Hernandez**

**1102 Leonard Ave**

**Monica Cruz**

**1005 Center St**

**12/21/2020**

**Mary Enriquez**

**407 San Juan St**

**12/28/2020**

**GFJ3355**

**1103 Jerry St**

**12/29/2020**

**Goals Accomplished:**

**My goal for last month was to follow up on complaints I was made aware of in my Beat. I have not received any more complaints.**

**Goals Next Month:**

**My goal for next month is to attempt to make contact with more organizations that are active in the community.**

**Statistical Information**

<b>Shifts</b>	<b>Calls</b>	<b>Reports</b>	<b>Beat Contacts</b>	<b>Community Activity Hours</b>
13	48	3	3	.5

**Violator Contacts**

<b>Citations</b>	<b>Written Warnings</b>	<b>Field Interviews Taken</b>	<b>Criminal Trespass Warnings Given</b>
0	4	0	

**Arrest Information**

<b>Narcotics</b>	<b>DWI</b>	<b>Domestic Violence</b>	<b>City Warrants</b>	<b>All Other</b>	<b>Total Arrests</b>	<b>Total Charges</b>
0	0	0	0	1	1	1



## Monthly Activity Report

Beat: 04

Officer: A. Escobar

December 2020

### Description of Beat:

This Beat is a residential area. This Beat includes Wessendorff Park, Morton Cemetery, and the Richmond Police Department. The boundaries of Beat 4 are as follows: from the intersection of the 200 block of North Second Street and 500 block of Preston Street to the intersection of the 800 block of North Second Street and the 100 block of Clay Street. From this intersection to the intersection of Clay Street and the 1000 block of North Tenth Street. From this intersection to the intersection of the 200 block of North Tenth Street and Preston Street, and back to the intersection of North Second Street and Preston Street.

### Narrative:

This month I conducted numerous patrols and responded to several burglary alarms in the city. Fortunately, the burglary alarms were all false alarms. I attempted to contact a Registered Sex Offender (RSO) in my Beat but the RSO was not at home. I notated the attempt to contact the RSO in the appropriate paperwork.

I made contact with Esmeralda Diaz who resides at 503 Clay Street. Ms. Diaz was concerned about a family matter and I was able to give her some advice. I also made public contact with Ruby Bentancur this month. Ms. Bentancur was nice and introduced me to her family. Ms. Bentancur has lived in the city most of her life and she stated she enjoys the area where she resides. She did not have any problems to report to me at this time. I also made contact with Alexis Navarro. Mr. Navarro was concerned about a family member involved in an incident recently. I explained to Mr. Navarro that I was his Beat officer and I told him that if he has any future concerns, he can contact me so I can address them.

I located one junk vehicle in the 700 block of North Third Street, it is described as a 2007 black in color, Honda-4 door passenger car, bearing TXLP/ MCB7495. The black in color, Honda – 4 door passenger car had a registration tag of 05/20. I could not make contact with the owner, but I will attempt to make contact with the owner in the month of January.

### Public Safety Contacts:

<u>Public Safety Contacts:</u>	<u>Address</u>	<u>Date</u>
Esmeralda Diaz	503 Clay Street	12/19/2020
Ruby Bentancur	809 Collins Street	12/27/2020
Alexis Navarro	503 North Third Street	12/27/2020

### Goals Accomplished:

I conducted at least three public contacts.

### Goals Next Month:

In the month of January, I will conduct at least three more public contacts and continue building rapport with the community. I will also follow up on my past junk vehicles to check the status of them.

**Statistical Information**

<b>Shifts</b>	<b>Calls</b>	<b>Reports</b>	<b>Beat Contacts</b>	<b>Community Activity Hours</b>
16	40	4	3	1.25

**Violator Contacts**

<b>Citations</b>	<b>Written Warnings</b>	<b>Field Interviews Taken</b>	<b>Criminal Trespass Warnings Given</b>
0	0	0	6

**Arrest Information**

<b>Narcotics</b>	<b>DWI</b>	<b>Domestic Violence</b>	<b>City Warrants</b>	<b>All Other</b>	<b>Total Arrests</b>	<b>Total Charges</b>
0	0	0	0	0	0	0



**Monthly Activity Report**

**Beat: 05**

**Officer: B. McNeal**

**December 2020**

**Description of Beat:**

The boundaries of Beat 5 are east of the BNSF railroad tracks to South Eleventh/FM 762/Thompson Highway and north of FM 1640 to the Union Pacific railroad tracks.

**Narrative:**

During the month of December, I met three residents in my Beat. I met Edward Polacios, Ryan Lichaczewski, and Bryanna Molina. I met Edward Polacios while conducting a property check at 2010 Thompson Hwy. Mr. Polacios states he has lived at his residence for three years. Mr. Polacios states he had no issues to discuss with me.

I met Ryan Lichaczewski, while conducting a property check at 1600 Jackson. Ryan has been an employee of the business for one year. I explained to Ryan that I was the Beat officer for the area, and he could contact me any time. Ryan stated he has had no issues.

I also met Bryanna Molina while conducting a property check at 1705 Jackson. Ms. Molina has been an employee of the business for the last three years. Ms. Molina states she has had no issues to be discussed at this time.

During this month, I was able to locate a junk vehicle inside my Beat at 1314 Dudley St. I spoke with the owner of the vehicle about the violations. I will check next month to see if the issues have been corrected.

Also, during this month, I assisted with handing toys out during a toy drive with the Los Carnales/ La Familia Motorcycle Clubs. I escorted the clubs to various residential areas throughout the city so they could give out toys that had been donated for the occasion.

**Public Safety Contacts:**

<u>Public Safety Contacts:</u>	<u>Address</u>	<u>Date</u>
Edward Polacios	2010 Thompson Hwy	12/14/20
Ryan Lichaczewski	1600 Jackson	12/15/20
Bryanna Molina	1705 Jackson	12/19/20
Reynaldo Martinez	1406 Lamar	1/2/20
David Hittle	1903 Long Dr.	12/26/20
CHN8972	1314 Dudley St.	12/29/20

**Goals Accomplished:**

Met with three new Contacts.

**Goals Next Month:**

Conduct three new citizen contacts within my Beat.



**Statistical Information**

<b>Shifts</b>	<b>Calls</b>	<b>Reports</b>	<b>Beat Contacts</b>	<b>Community Activity Hours</b>
<b>11</b>	<b>32</b>	<b>2</b>	<b>3</b>	<b>2.75</b>

**Violator Contacts**

<b>Citations</b>	<b>Written Warnings</b>	<b>Field Interviews Taken</b>	<b>Criminal Trespass Warnings Given</b>
<b>4</b>	<b>3</b>	<b>0</b>	<b>0</b>

**Arrest Information**

<b>Narcotics</b>	<b>DWI</b>	<b>Domestic Violence</b>	<b>City Warrants</b>	<b>All Other</b>	<b>Total Arrests</b>	<b>Total Charges</b>
<b>0</b>	<b>0</b>	<b>0</b>	<b>2</b>	<b>0</b>	<b>1</b>	<b>2</b>



**Monthly Activity Report**

**Beat: 07**

**Officer: K. Pena**

**December 2020**

**Description of Beat:**

Beat 7 is both a commercial and residential area. The boundaries of Beat 7 are the residential blocks of Riveredge Dr. up to Damon St. Beat 7 also includes the small local businesses in the 100 – 300 block of US 90EB.

**Narrative:**

During the month of December, I met three residents in my Beat. I met with was Kristen. Kristen is an employee at Circle K gas station, which is located at 207 Hwy 90. Kristen is a clerk who works the night shift. I met and have spoken with Kristen numerous times while on a business check at Circle K. Kristen advised she has been working at Circle K for approximately six months. Kristen stated she enjoys working at Circle K and gets along well with RPD, and other, Officers that go into the gas station. I took the time to speak with Kristen quite a bit about her time working in the City of Richmond and she had all positive feedback. Kristen advised that she was recently promoted and is now an Assistant Manager for Circle K Gas Station. I advised Kristen that I was the Beat Officer for the area, and she could contact me at any time with questions or concerns.

I also met with Sunil. Sunil is an employee at Riveredge Groceries. Sunil stated he has been working at Riveredge Groceries since 2007. Sunil said he enjoys working in this area and has not had any problems with residents that shop there. Sunil said he is known to many residents as Ernesto due to knowing Spanish and being able to communicate with them very well. Sunil stated Beat 7 is a very calm beat and the residents that live here are also calm. I gave Sunil my business card and advised him that I was the Beat officer for the area, and he could contact me at any time with questions or concerns.

This month I met with Tony Lerma. Mr. Lerma advised he does not live in Beat 7 but has a friend who lives in the 100 block of Grayless and shops at Riveredge Groceries often. Mr. Lerma stated he has lived outside the city limits of Richmond his whole life but is very familiar with the area and knows many residents as well. Mr. Lerma stated he has not had any issues in Beat 7 other than some residents on Grayless getting in their trucks and squealing their tires on the weekends after they have get together and become intoxicated. I advised Mr. Lerma that I will make sure to drive around the area on Friday and Saturday nights when I am on duty to attempt to locate those subjects and make contact with them. I also advised Mr. Lerma to contact RPD whenever those subjects are out and he has complaints. I gave Mr. Lerma my business card and advised him to contact me at any time with questions or concerns.

I located one junk vehicle at 610 Riveredge Dr. The vehicle was a 1995 Dodge pick-up bearing TXLP AM90452. The vehicle has an expired registration since June 2015. The junk vehicle notice was left in the mailbox due to locating the vehicle at 5AM.

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

**Public Safety Contacts:**

	<u>Address</u>	<u>Date</u>
Kristen	207 US 90EB	12/05/20
Sunil	110 Hwy 90A	12/31/20
Tony Lerma	110 Hwy 90A	12/31/20

**Goals Accomplished:**

I was unable to meet my December 2020 goal and plan to make it my January 2021 goal.

**Goals Next Month:**

My goal for January 2021 is to make more of a presence at Riveredge Groceries and do the same for the residents that I may not come across at other businesses in the city.

**Statistical Information**

<b>Shifts</b>	<b>Calls</b>	<b>Reports</b>	<b>Beat Contacts</b>	<b>Community Activity Hours</b>
10	30	1	1	3.25

**Violator Contacts**

<b>Citations</b>	<b>Written Warnings</b>	<b>Field Interviews Taken</b>	<b>Criminal Trespass Warnings Given</b>
3	6	0	0

**Arrest Information**

<b>Narcotics</b>	<b>DWI</b>	<b>Domestic Violence</b>	<b>City Warrants</b>	<b>All Other</b>	<b>Total Arrests</b>	<b>Total Charges</b>
0	0	0	0	0	0	0



**Monthly Activity Report**

**Beat: 08**

**Officer: P. Jackson**

**December 2020**

**Description of Beat:**

My Beat is mainly residential with only one commercial business which is Robinson Tax Service. The boundaries of Beat 8 are located south of Austin/Loop FM 762 to the bayou and east of South Eleventh to the Brazos River. This area of town is commonly known as Freeman Town.

**Narrative:**

During the month of December, I meet three residents in my Beat. I met with Mr. Edward Pertida. Mr. Pertida has been living at his residence for thirty five years. Mr. Pertida was walking around checking the backyard of his property as he stated that he does every night before he goes to sleep. I gave Mr. Pertida a business card and told him that if he had any problems to give me a call. I also met with Mr. Daniel Hixon. Mr. Hixon was getting out of his car when I met him. Mr. Hixon advised that he has been living at her residence for four months. Mr. Hixon stated that he and his girlfriend have been having relationship problems and the police had to be called. Mr. Hixon stated that things have gotten better, and they are continuing to work on things. Mr. Hixon and I talked for several minutes and I gave him a business card and told him to give me a call if I can help him in any way. I also met with Anthony Hernandez. Mr. Hernandez was walking his dog when I met him. Mr. Hernandez was in the process of moving in his house when I met him. I observed a U-Haul backed in the yard. I gave Mr. Hernandez a card and told him to give me a call if he had any problems or concerns.

I conducted business checks at Walgreens, and Wal-Mart in an attempt to deter theft during the heightened holiday season. I also escorted employees to their vehicles after Walgreens closed to ensure that they did not have any problems.

I located a junk vehicle at 910 S Third Street. The vehicle was a gray 2007 Pontiac displaying TXLP: CNW0565. The vehicle has an expiration date of August 2020. I left a junk vehicle notice to advise the driver that the vehicle had to be repaired or removed.

I met with a registered sex offender in my Beat. Ricardo Valdez resides at 405 Travis Street and he is in compliance with his address, and vehicle.

**Public Safety Contacts:**

<u>Public Safety Contacts:</u>	<u>Address</u>	<u>Date</u>
Edward Pertida	508 Fannin St	12/09/20
Daniel Hixon	717 Barrett St Apt. C	12/15/20
Anthony Hernandez	501 Travis St	12/29/20

**Goals Accomplished:**

I conducted more patrols in my Beat in an attempt to deter crime and I also kept an eye out on business throughout the City.

**Goals Next Month:**

My plan for next month is to do more checks on the elderly in my Beat to see if there are any needs or wants that they may have.

**Statistical Information**

<b>Shifts</b>	<b>Calls</b>	<b>Reports</b>	<b>Beat Contacts</b>	<b>Community Activity Hours</b>
17	29	0	3	1.50

**Violator Contacts**

<b>Citations</b>	<b>Written Warnings</b>	<b>Field Interviews Taken</b>	<b>Criminal Trespass Warnings Given</b>
5	8	0	0

**Arrest Information**

<b>Narcotics</b>	<b>DWI</b>	<b>Domestic Violence</b>	<b>City Warrants</b>	<b>All Other</b>	<b>Total Arrests</b>	<b>Total Charges</b>
0	0	0	0	0	0	0



**Monthly Activity Report**

**Beat: 09**

**Officer: V. Horelica**

**December 2020**

**Description of Beat:**

Beat 9 is a predominantly residential area, with mostly single-family residences. There are two apartment complexes and an elementary school within the Beat. The boundaries of Beat 9 are the BNSF railroad tracks along the eastern side, the Rosenberg city limits along the northern and western side, and FM 1640 along the southern side.

**Narrative:**

I was able to make three new Beat contacts within Beat 9 during the month of December. I met a male subject who lives in the 1500 block of Hawthorn Drive. The subject did not wish to give me his name, but had no complaints or issues within the Beat. The subject did state that he was a retired coach from LCISD. I met with Mrs. Carol McBride who lives on East Laurel Oaks Drive. Mrs. McBride had no complaints or problems but wanted to wish everyone at the Department Happy Holidays. I also met with Mr. Carlos Rozo, who lives on Holly Circle. Mr. Rozo was also very happy in the Beat, but has not been a resident for very long.

I located a white 2011 Dodge Avenger 4-door bearing Texas license plate #MKN2508, parked along the roadway in the 1800 block of Laurel Oaks Drive. The registration had expired in August of 2020 and was last registered to a subject in Houston, Texas. The vehicle had flat tires and the driver's window was down. The vehicle had not been reported as stolen. I was unable to locate an owner, so a Junk Vehicle warning was left on the windshield. I was flagged down by a citizen in my Beat regarding another disabled vehicle on Holly Circle. I investigated the matter but was unable to locate an owner. A 48 hour warning sticker was placed on the vehicle and it was later towed. I did not make any school visits in December as I had originally planned. I was told not to do so due to Covid case increases. I made contact with the single registered sex offender in my Beat and confirmed that all information was current and correct.

<b><u>Public Safety Contacts:</u></b>	<b><u>Address:</u></b>	<b><u>Date:</u></b>
Unknown male	1505 Hawthorn	12-23-20
Carol McBride	1606 E. Laurel Oaks	12-24-20
Carlos Rozo	1510 Holly Circle	12-28-20
MKN2508	1800 Laurel Oaks	

**Goals Accomplished:**

I was unable to complete my listed goal of resuming school visits, as I was directed not to due to a rise in Covid cases.

**Goals Next Month:**

Re-initiate school visits while still maintaining Covid safety precautions.

**Statistical Information**

<b>Shifts</b>	<b>Calls</b>	<b>Reports</b>	<b>Beat Contacts</b>	<b>Community Activity Hours</b>
<b>18</b>	<b>57</b>	<b>1</b>	<b>3</b>	<b>3</b>

**Violator Contacts**

<b>Citations</b>	<b>Written Warnings</b>	<b>Field Interviews Taken</b>	<b>Criminal Trespass Warnings Given</b>
<b>0</b>	<b>2</b>	<b>0</b>	<b>0</b>

**Arrest Information**

<b>Narcotics</b>	<b>DWI</b>	<b>Domestic Violence</b>	<b>City Warrants</b>	<b>All Other</b>	<b>Total Arrests</b>	<b>Total Charges</b>
<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>



**Monthly Activity Report**

**Beat: 10**

**Officer: C. Okafor**

**December 2020**

**Description of Beat:**

Beat 10 is a mainly commercial and non-profit area which also involves multiple residence in the area. The boundaries of Beat 10 are south of the YMCA to the city limits and east of FM 762/Thompson Highway to the Brazos River.

**Narrative:**

I made contact with Dave Wilkerson and Jim Sprouse, who both reside in my Beat. They stated that they have lived at their residence for about six years. They stated that the neighborhood has been very quiet and friendly. They stated that they enjoying seeing families walking their dogs and kids around in the neighborhood and enjoying nature. They were advised to contact me if the ever had any problems or concerns.

I'd further like to highlight the Crazy Egg Café, 1800 Richmond Parkway (Liberty Center), Ms. Tan and the Chef took time out of their families busy holiday schedule to make the Richmond Police Department a big, nice meal for Christmas Day. My fellow Patrol officers and I, enjoyed the food. On behalf of the Richmond Police Department I would like to thank Ms. Tan and the Chef for their kindness.

Due to being out the majority of the month. I was unable to make any further Beat contacts.

**Public Safety Contacts:**

<u>Public Safety Contacts:</u>	<u>Address</u>	<u>Date</u>
Dave Wilkerson	1936 Golden Creek	12/27/2020
Jim Sprouse	1936 Golden Creek	12/27/2020
Ms. Tan	1800 Richmond Pkwy	12/27/2020

**Goals Accomplished:**

I was unable to accomplish my goals this month due to being out of the office for the majority of the month.

**Goals Next Month:**

I was unable to accomplish any goals this month due to being out of the office for the majority of the month of December. My next month goal is to be able to meet with the citizens in my Beat.

**Statistical Information**

<b>Shifts</b>	<b>Calls</b>	<b>Reports</b>	<b>Beat Contacts</b>	<b>Community Activity Hours</b>
<b>9</b>	<b>34</b>	<b>0</b>	<b>3</b>	<b>18</b>

**Violator Contacts**

<b>Citations</b>	<b>Written Warnings</b>	<b>Field Interviews Taken</b>	<b>Criminal Trespass Warnings Given</b>



6	6	0	0
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**Arrest Information**

<b>Narcotics</b>	<b>DWI</b>	<b>Domestic Violence</b>	<b>City Warrants</b>	<b>All Other</b>	<b>Total Arrests</b>	<b>Total Charges</b>
0	0	0	0	0	0	0



## Monthly Activity Report

Beat: 11

Officer: C. Petty

December 2020

### Description of Beat:

Beat 11 is known as the business district of Richmond. Beat 11 covers businesses such as the Post Office, Whataburger, Wall Mart, and WCJC. Everything west of the railroad tracks on FM 1640 to Lamar Dr. Beat 11 also covers the businesses in the 1200-1400 block of FM 2218 which includes business of the Richmond Food Mart, Papa John's Pizza and Happy You You.

### Narrative:

In the month of December, I met three people in my Beat. I met with Lillan Odikpo at her place of employment. Ms. Odikpo is currently a sales manager at IBC Bank and has been with the bank since 2012. Ms. Odikpo stated she started out as a bank teller and worked her way to a salesperson, then to a sales manager. Ms. Odikpo said she loves her job and her co-workers. Ms. Odikpo stated business is steady but it does have slow moments during this pandemic. Ms. Odikpo said she has not had any problems at the bank other than some upset customers from time to time.

I met with Dean Mohammad at Richmond Food Mart. Mr. Mohammad was behind the cashier on this date helping his friend out. Mr. Mohammad stated he is friends with the owner and was visiting and helping him out at the register. Mr. Mohammad said he owns his own business, which is a dry cleaner business in Rosenberg, TX off Highway 36, for over sixteen years. Mr. Mohammad said his business has been very slow for the year of 2020 and believes it is because of the pandemic. Mr. Mohammad said he enjoys coming to Richmond Food Mart, helping his "buddy" out and having someone to talk with during the day.

I met with Mary Gonzalez at her place of employment. Ms. Gonzalez works in the kitchen of the Richmond Food Mart and has been with the company since the owner opened the store in 2016. Ms. Gonzalez said business is always busy, especially during the week for breakfast time. Ms. Gonzalez enjoys cooking for the community of the Richmond/Rosenberg area. Ms. Gonzalez said she has not had any problems at the store while she has been there and did not have any complaints at this time.

This month Officer McNeal and I assisted with the Los Carnales/La Familia motorcycle club in passing out toys to the children around the city of Richmond. We passed out gifts to the trailer park on Jenny Lane, the trailer park at 1800 Preston St., the apartments at 2020 Rocky Falls, Lamar Park apartments, Mustang Crossing apartments and Town and County apartments. It was such an exciting day to see the joy on all the children's faces when receiving gifts.

I was out most of the month with an illness so I did not get a chance to follow up on the junk vehicle I located in the month of November, so in the month of January I will follow up with the junk vehicle.

### Public Safety Contacts

<u>Public Safety Contacts</u>	<u>Address</u>	<u>Date</u>
Lillan Odikpo	5250 FM 1640	12/21/2020
Dean Mohammad	1212 FM 2218	12/21/2020
Mary Gonzalez	1212 FM 2218	12/27/2020

### Goals Accomplished:





**Monthly Activity Report**

**Beat: 13**

**Officer: E. Smith**

**December 2020**

**Description of Beat:**

Beat 13 includes the restaurants and businesses located off the Southwest Freeway (US 59) and the apartment complex located on Pointe West Circle. My beat also includes Town and Country Richmond (TCR) Apartments and Thompson Square Apartments, located off Thompson Highway (FM762).

**Narrative:**

During this month I made contact with Mr. Martinez. Mr. Martinez was taking out his trash. I made contact with Mr. Martinez and introduced myself to him as his Beat Officer. Mr. Martinez stated he moved to Richmond, from California. Mr. Martinez stated he has been living in Richmond for about three or four months. Mr. Martinez stated he has no concerns at the moment. Mr. Martinez mentioned he is a detention Officer and was glad to meet me. Mr. Martinez was given my business card. I then met with Robert. Robert stated he has lived in Richmond for about a year. Mr. Robert has no concerns at the apartment complex he is living in. Robert asked me why I was asking him questions. I explained to Robert that as his Beat Officer, I wanted to reach out to the citizens in my Beat so they can express any concerns or problems. I met with Mr. Flaherty. Mr. Flaherty has been living in Richmond for four years. Mr. Flaherty had no concerns.

I located a junk vehicle, described as a white 2007 Chevrolet Impala two door passenger car, bearing TXLP/GWN2991. The vehicle has an expired registration as of January 2017. I will make contact with the owner at a later date.

<b><u>Public Safety Contacts:</u></b>	<b><u>Address</u></b>	<b><u>Date</u></b>
Luis Martinez	2111 Thompson Hwy	12/31/2020
Robert	5200 Pointe West Circle	12/31/2020
Owen Flaherty	5200 Pointe West Circle	12/31/2020
TXLP/GWN2991	510 Collins Road	12/31/2020

**Goals Accomplished:**

I did not accomplish my goal of making contact with the business owner of the new business located at 705 Front Street.

**Goals Next Month:**

My goal for next month is to provide all the knowledge that I have to my assigned Probationary Police Officer, so she can pass to the next training phase.

**Statistical Information**

<b>Shifts</b>	<b>Calls</b>	<b>Reports</b>	<b>Beat Contacts</b>	<b>Community Activity Hours</b>
<b>12</b>	<b>17</b>	<b>2</b>	<b>3</b>	<b>0.15</b>

**Violator Contacts**

<b>Citations</b>	<b>Written Warnings</b>	<b>Field Interviews Taken</b>	<b>Criminal Trespass Warnings Given</b>
<b>1</b>	<b>2</b>	<b>0</b>	<b>1</b>

**Arrest Information**

<b>Narcotics</b>	<b>DWI</b>	<b>Domestic Violence</b>	<b>City Warrants</b>	<b>All Other</b>	<b>Total Arrests</b>	<b>Total Charges</b>
<b>0</b>	<b>0</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>3</b>



**Monthly Activity Report**

**Beat: 14**

**Officer: T. Anderson**

**December 2020**

**Description of Beat:**

**Beat 14 is all property within the Richmond City Limits along FM 359.**

**Narrative:**

During the month of December, I followed up with a previous junk vehicle that I mentioned in my previous Beat report. During the month of November, I located a gray in color Honda TXLP: 84561K9. Upon returning to check up on the vehicle, I observed the violation to be corrected. I conducted multiple business and property checks in Beat #14 and in the City of Richmond. During the month of December, I had the privilege to eat lunch at a local restaurant known as Mimi's New Orleans addressed as 1833 Richmond Pkwy, Ste 2100. Being an officer that loves Creole food, I can say their food is delicious. I spoke to the staff of the business, who stated they have no concerns at this time.

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

During the month of December, I met three new residents. I spoke with Joann Franke, Sandra Halbrucker and Yvonne Cagle.

Ms. Joann has lived in the city of Richmond for approximately four years. Ms. Joann stated she has no concerns at this time. I spoke with Ms. Sandra who has also lived in the city for approximately four years. Ms. Sandra stated she is pleased with the city of Richmond and the Police Department. Ms. Sandra stated the only concern she had at the time was vehicle speeding on FM 359. I advised Ms. Sandra the street is patrolled by Fort Bend County Sheriff. I informed her I would let the FBCSO know of her concern. I also met with Ms. Yvonne, who has lived in the city of Richmond for approximately a year. Ms. Yvonne stated she has no concerns at this time. Ms. Yvonne stated she is hoping the Covid 19 pandemic will be over soon, because she is missing a lot of activities with her friends and family.

During the month, I made contact with several other residents as well. I advised them I was the Beat officer for the area and provided them with my business card. I also provided them with additional cards to provide to others. I advised them if they had any questions, comments or concerns to contact the Richmond Police Department. They stated they all had no concerns at this time. I further observed all streetlights in my beat to be functioning.

<b><u>Public Safety Contacts:</u></b>	<b><u>Address:</u></b>	<b><u>Date:</u></b>
Joann Franke	1717 FM 359	12/4/20
Sandra Halbrucker	1717 FM 359	12/12/20
Yvonne Cagle	1717 FM 359	12/19/20
LP 5NLSW	1800 FM 1640	11/13/20

**Goals Accomplished:**

**I increased officer presence in Beat 3 by conducting several patrols there throughout the month.**

**Goals Next Month:**

**My Goals for the month of January is introduce myself to fifteen residents in my new assigned Beat 6**

**Statistical Information**

<b>Shifts</b>	<b>Calls</b>	<b>Reports</b>	<b>Beat Contacts</b>	<b>Community Activity Hours</b>
<b>15</b>	<b>52</b>	<b>4</b>	<b>15</b>	<b>19</b>

**Violator Contacts**

<b>Citations</b>	<b>Written Warnings</b>	<b>Field Interviews Taken</b>	<b>Criminal Trespass Warnings Given</b>
<b>2</b>	<b>11</b>	<b>0</b>	<b>2</b>

**Arrest Information**

<b>Narcotics</b>	<b>DWI</b>	<b>Domestic Violence</b>	<b>City Warrants</b>	<b>All Other</b>	<b>Total Arrests</b>	<b>Total Charges</b>
<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>3</b>	<b>3</b>	<b>4</b>



Monthly Activity Report  
Beat: Mustang/ Lamar Apartments  
Officer: R. Robles

December 2020

**Description of Beat:**

My Beat is two apartment complexes Mustang Crossing Apartments and Lamar Park Apartments that are located in Beat 9. Mustang Crossing apartments has three addresses which are: 2000 Lamar Drive, 1800 Mustang Drive and 1818 Mustang Drive. Lamar Park Apartment has two addresses which are: 1720 FM 1640 and 1800 FM 1640.

**Narrative:**

During the month of December, I met four residents that reside in my Beat. I met with Jonathan Rodriguez while conducting a property check of the apartments. Mr. Rodriguez was sitting in his vehicle after returning home when I made contact with him. Mr. Rodriguez stated he has not had any issues in the area and has been living at his residence for four years. Mr. Rodriguez stated that all of his family are doing well and no one has gotten Covid19. Mr. Rodriguez also stated many of the Hispanic population are afraid to call the police because they don't have legal residency. I explained to Mr. Rodriguez to tell his neighbors not to be afraid to call the police because we are here to help even if they don't have their residency. I then gave Mr. Rodriguez my card and advised him to email or give me a call if he has any issues.

I then made contact with Victor Perez while he was throwing out his trash. Mr. Perez stated he does not have any issues, except for one time when a man and his son tried to steal his bikes. Mr. Perez stated he did not call the police because the subjects ran off and they did not take anything. I advised Mr. Perez he should have contacted the police so we could have identified the subjects in case they would have stolen something else in the area. Mr. Perez then stated that his friend had his catalytic converter stolen and it was reported. I advised Mr. Perez that has been happening a lot in Fort Bend County and that is why if he sees anyone suspicious, he needs to call the Police Department. Mr. Perez stated he has been living at his residence for about four years. I then gave Mr. Perez my card and told him to give me a call or email me if he has any issues.

I then made contact with Kay Moss who worked for the Richmond Code Compliance Department. Ms. Moss stated she was retiring and moving away with her new husband. Ms. Moss stated she has been living at her current residence for about two years and has not had any issues. I then wished Ms. Moss a safe travel to the new city she is moving to.

I then made contact with Jose Catalan who had just returned home and was pulling into a parking spot while I was conducting a property check of the complex. Mr. Catalan stated that he has lived at his current residence for a year. Mr. Catalan stated that he does not have any issues, but then began to talk about a man that was walking around with a gun looking for someone to fight about a month ago. I asked Mr. Catalan if he called the police and he stated he did not, he only told the manager. I advised Mr. Catalan that in a situation like that he needs to call the police so no one gets hurt and that he could remain anonymous. I then gave Mr. Catalan my card and advised him to give me a call or email me if he has any issues.

I located one junk vehicle this month at 1800 Mustang Dr. near building #13. The vehicle is a tan 1997 Chevrolet 1500 pickup, displaying no LP but has a registered TXLP BL36249. The vehicle has a registration that is expired since July 2019. The vehicle is registered to an Allan R Buzek. 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 also checked on last month junk vehicles and the Dodge Magnum was brought up to code displaying a valid registration. The Honda Civic was removed from the property.

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

**Public Safety Contacts**

**Address**

**Date**



Junk Vehicle LP #BL36249	1800 Mustang Dr. Building #13	12/27/20
Jonathan Rodriguez	1818 Mustang Dr. #2506	12/28/20
Victor Perez	1800 mustang Dr. #1719	12/29/20
Kay Moss	1800 Mustang Dr. #1615	12/29/20
Jose Catalan	1800 FM 1640 #115	12/29/20

**Goals Accomplished:**

Last month's junk vehicles were removed and brought up to code.

**Goals Next Month:**

Next month's goal is to make contact with the apartment managers of the apartment complexes to attempt to locate owners of my junk vehicles, which are on their properties and are not register to any apartments address. Another goal is to make contact with a business. My last goal is to have all recent junk vehicle brought up to code or removed.

**Statistical Information**

Shifts	Calls	Reports	Beat Contacts	Community Activity Hours
13	22	2	4	2.25

**Violator Contacts**

Citations	Written Warnings	Field Interviews Taken	Criminal Trespass Warnings Given
0	8	0	0

**Arrest Information**

Narcotics	DWI	Domestic Violence	City Warrants	All Other	Total Arrests	Total Charges
0	0	0	0	0	0	0

# CID MONTHLY ACTIVITY

**December 2020**

	Felony Cases	Misdemeanor Cases	Runaway/ Missing Person	Other Non-Criminal	Cases Cleared
<b>Lt. Diana Butinski</b>	<b>01</b>	<b>00</b>	<b>00</b>	<b>00</b>	<b>00</b>
<b>Det. John Dawson</b>	<b>05</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>01</b>
<b>Det. David Childs</b>	<b>00</b>	<b>04</b>	<b>00</b>	<b>01</b>	<b>08</b>
<b>Det. Andrew Runge</b>	<b>12</b>	<b>10</b>	<b>01</b>	<b>01</b>	<b>04</b>
<b>TOTALS</b>	<b>18</b>	<b>17</b>	<b>01</b>	<b>02</b>	<b>13</b>

## DISTRICT ATTORNEY INTAKE REPORTS

	Cases Submitted to District Attorney			Cases Rejected by District Attorney	
	Felonies	Misdemeanors	Runaways	Felonies	Misdemeanors
<b>Lt. Diana Butinski</b>	<b>01</b>	<b>00</b>	<b>00</b>	<b>00</b>	<b>00</b>
<b>Det. John Dawson</b>	<b>04</b>	<b>00</b>	<b>00</b>	<b>00</b>	<b>00</b>
<b>Det. David Childs</b>	<b>10</b>	<b>04</b>	<b>00</b>	<b>00</b>	<b>00</b>
<b>Det. Andrew Runge</b>	<b>05</b>	<b>08</b>	<b>00</b>	<b>00</b>	<b>00</b>
<b>TOTALS</b>	<b>20</b>	<b>12</b>	<b>00</b>	<b>00</b>	<b>00</b>

## IDENTIFICATION / CRIME SCENE UNIT

### **Investigator Chad Dzierzanowski**

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

### **Investigator Elizabeth Neal**

Latent Prints Evaluated	
Latent Prints Identified	<b>00</b>
Evidence Processed	<b>00</b>
Property Returned to Owner	<b>07</b>
Destruction Orders Filed	<b>13</b>
Destruction Orders Compiled	<b>00</b>
Evidence Items Destroyed (By Order)	<b>230</b>
Crime Scene Responses	<b>01</b>
Forensic Phone Analysis	<b>00</b>
CODIS Hits	<b>00</b>

## MISCELLANEOUS

	Training Hours	Special Projects and Community Activities
<b>Lt. Diana Butinski</b>	<b>00</b>	<b>Brazos Bend Villa; Evidence / Property Inventory</b>
<b>Det. John Dawson</b>	<b>00</b>	
<b>Det. David Childs</b>	<b>00</b>	
<b>Det. Andrew Runge</b>	<b>48</b>	<b>Instructor Course</b>
<b>Inv. Chad Dzierzanowski</b>	<b>00</b>	<b>Evidence / Property Inventory</b>
<b>Inv. Elizabeth Neal</b>	<b>00</b>	<b>Evidence / Property Inventory</b>

## NARCOTICS

Total Narcotics Arrests	<b>00</b>
Total Amount of Cocaine Seized	<b>00</b>
Total Amount of Marijuana Seized (marijuana plants included)	<b>00</b>
Total Amount of other drugs seized (Kush) (Xanax) (Meth) (Ecstasy)	<b>00</b>



## CONSENT AGENDA

4. Municipal Court Report.

# **Richmond Municipal Court**



**Monthly Report**  
**DECEMBER 2020**



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

	Dec-20	Dec-19
NEW CASES FILED	103	129
WARRANTS ISSUED	151	42
WARRANTS CLEARED	42	50
WARRANTS OUTSTANDING TOTAL	4,015	4,118

**CASE DISMISSED BY:**

COMPLIANCE	4	10
DRIVER SAFETY COURSE	3	19
AFTER DEFERRED DISPOSITION	11	20
PROOF OF FINANCIAL RESPONSIBILITY	1	2

	Dec-20	Dec-19
STATE(REMIT TO STATE QUARTERLY)	\$ 4,116.87	\$ 6,602.23
COLLECTIONS/OMNIBASE(REMIT UPON INVOICE)	\$ 1,288.35	\$ 1,820.02
COURT SECURITY/TECHNOLOGY FUND	\$ 558.45	\$ 592.87
LOCAL FINES/FEES	\$ 9,439.03	\$ 16,577.16
<b>TOTAL COLLECTED</b>	<b>\$ 15,402.70</b>	<b>\$ 25,592.28</b>

PHONE CALLS	502
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**CURRENT MONTH STATISTICS**

	APPEARANCE	OFF DOCKET APPEARANCE	NO SHOWS	VIRTUAL
ARRAIGNMENT HEARING	0	0	15	38
2ND CHANCE HEARING	0	0	49	10
PRE TRIAL HEARING	0	0	13	13
SHOW CAUSE HEARING (DEFAULT)	0	0	24	1
SHOW CAUSE HEARING (COMPLIANCE)	0	0	2	5
INDIGENCE HEARING	0	0	0	0
RECONSIDERATION HEARING	0	0	0	1
<b>TOTAL</b>	<b>0</b>	<b>0</b>	<b>103</b>	<b>68</b>

**YEAR-TO-DATE (YTD) STATISTICS**

	OFF DOCKET			
	APPEARANCE	APPEARANCE	NO SHOWS	VIRTUAL
	2021 YTD	2021 YTD	2021 YTD	2021 YTD
ARRAIGNMENT HEARING	0	0	44	106
2ND CHANCE HEARING	0	0	49	10
PRE TRIAL HEARING	0	0	28	75
SHOW CAUSE HEARING (DEFAULT)	0	0	171	63
SHOW CAUSE HEARING (COMPLIANCE)	0	0	5	11
INDIGENCE HEARING	0	0	0	0
RECONSIDERATION HEARING	0	0	0	4
<b>TOTAL</b>	<b>0</b>	<b>0</b>	<b>297</b>	<b>269</b>

**PRIOR YEAR-TO-DATE (YTD) STATISTICS**

	OFF DOCKET			
	APPEARANCE	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
<b>TOTAL</b>	<b>328</b>	<b>111</b>	<b>597</b>	<b>295</b>

**CITY OF RICHMOND  
MUNICIPAL COURT  
MONTHLY REPORT 2020-2021**

	Oct-20	Nov-20	Dec-20	Jan-21	Feb-21	Mar-21	Apr-21	May-21	Jun-21	Jul-21	Aug-21	Sep-21	TOTAL
Gross Income	\$14,669.30	\$15,699.83	\$15,402.70	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$45,771.83
No. Cases Filed	46	102	103	0	0	0	0	0	0	0	0	0	251
Warrants	3832	3929	3906	0	0	0	0	0	0	0	0	0	11667
Issued	137	0	151	0	0	0	0	0	0	0	0	0	288
Served	40	23	42	0	0	0	0	0	0	0	0	0	105
Outstanding for Month	97	-23	109	0	0	0	0	0	0	0	0	0	183
Total Outstanding	3929	3906	4015	0	0	0	0	0	0	0	0	0	
	1ST QUARTER			2ND QUARTER			3RD QUARTER			4TH QUARTER			
	\$45,771.83			\$0.00			\$0.00			\$0.00			





10-5180-40010  
50 X \$110.00= \$5500.00

Phyllis A. Ross  
Attorney at Law  
P.O. Box 16512  
Sugar Land, Texas 77496  
(713) 249-5869



December 10, 2020

November 2, 2020 Signed Orders	1.0 Hours
November 4, 2020 Presiding Judge for Pre-Trials and Show Cause Hearings; Signed Court Orders, Etc.	5.5 Hours
November 5, 2020 Presiding Judge for Arraignment Hearings; Signed Orders, Etc.	5.5 Hours
November 6, 2020 Signed Court Orders	2.0 Hours
November 8, 2019 Performed Magistrate Duties at Jail	2.0 Hours
November 9, 2020 Performed Magistrate Duties	1.5 Hours
November 10, 2020 Signed Court Orders	1.0 Hours
November 12, 2020 Presiding Judge for Arraignment Hearings; Signed Orders, Etc.	4.5 Hours
November 13, 2020 Performed Magistrate Duties at Jail; Signed Orders	2.0 Hours
November 15, 2020 Signed Court Orders, Etc.	1.0 Hours
November 16, 2020 Performed Magistrate Duties; Signed Orders, Etc.	2.0 Hours
November 17, 2020 Signed Orders, Etc.	1.5 Hours
November 19, 2020 Presiding Judge for Arraignment Hearings; Signed Court Orders, Etc.	4.0 Hours
November 20, 2020 Signed Court Orders, Etc.	2.0 Hours
November 21, 2020 Signed Orders	1.5 Hours
November 22, 2020 Performed Magistrate Duties at Jail	2.0 Hours
November 23, 2020 Signed Orders	1.5 Hours
November 24, 2020 Signed Orders	2.0 Hours
November 1-30, 2020 Daily Calls to FBCO Jail to check on Inmate Status	7.5 Hours

**TOTAL HOURS: 50.00**



## CONSENT AGENDA

5. Tax Assessor/Collector Report.



**PROPERTY TAX COLLECTION REPORT  
December 31, 2020**

<b>TAXES DUE AT CERTIFICATION</b>	3,956,589.14
Adjustments to Date	80,763.79
<b>TOTAL TAX LEVY</b>	<b>4,037,352.93</b>

**2020 Tax Collections**

	<b>Base</b>	<b>Penalties &amp; Interest</b>	<b>Total</b>
October	0.00	0.00	0.00
November	80,145.92	0.00	80,145.92
December	1,460,129.78	0.00	1,460,129.78
January			0.00
February			0.00
March			0.00
April			0.00
May			0.00
June			0.00
July (Delinquent as of July 1, 2021)			0.00
August			0.00
September			0.00
<b>TOTAL</b>	<b>1,540,275.70</b>	<b>0.00</b>	<b>1,540,275.70</b>

	<b>% Collected</b>	38.15%	<b>Last Year % Collected</b>	39.88%
<b>TRANSFERRED TO DELINQUENT ROLL</b>				
	<b>July, Aug, and Sept Payments</b>	0.00		

<b>2020 TAXES OUTSTANDING</b>	2,497,077.23	
	<b>% Current Outstanding</b>	61.85%

**DELINQUENT COLLECTIONS**

	<b>Base</b>	<b>Penalties &amp; Interest</b>	<b>Total</b>
October	4,289.28	1,113.42	5,402.70
November	4,099.74	988.02	5,087.76
December	2,423.66	1,451.75	3,875.41
January			0.00
February			0.00
March			0.00
April			0.00
May			0.00
June			0.00
July			0.00
August			0.00
September			0.00
<b>TOTAL</b>	<b>10,812.68</b>	<b>3,553.19</b>	<b>14,365.87</b>

<b>DELINQUENT TAXES OUTSTANDING</b>	314,148.72
<b>TOTAL TAXES OUTSTANDING</b>	<b>2,811,225.95</b>

**SUMMARY MONTHLY REPORT OF PROPERTY TAXES**

COLLECTED BY CARMEN P. TURNER, MPA, TAX ASSESSOR-COLLECTOR OF FT. BEND COUNTY, TEXAS DURING THE MONTH OF DECEMBER 2020

I, CARMEN P. TURNER, MPA, 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 DECEMBER 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	163,641,220.22	-	(40,611.55)	44,952.00	(1,101.91)	-	163,644,458.76	-	-	163,644,458.76	167,460,613.60
DRAINAGE	6,487,636.09	-	(1,589.95)	1,630.71	(43.17)	-	6,487,633.68	64,876.33	-	6,422,757.35	6,638,319.09
LR & FC	-	-	0.06	-	-	-	0.06	-	-	0.06	0.06
W C JR COLL	782,170.63	-	4,124.92	1,075.21	(4.93)	-	787,365.83	-	-	787,365.83	814,826.75
FEES-ATTORNEY	-	-	187,877.35	-	-	-	187,877.35	-	-	187,877.35	677,492.20
FB PKW	-	-	-	-	-	-	-	-	-	-	0.26
KATY ISD	140,344,929.92	-	467,651.22	34,555.63	(523.16)	-	140,846,613.61	-	-	140,846,613.61	144,445,409.54
ENCLAVE @ RIVER PARK PID	48,720.00	-	-	-	-	-	48,720.00	-	-	48,720.00	49,287.98
LAMAR CISD	126,245,566.36	-	124,572.38	37,207.37	(630.36)	-	126,406,715.75	-	-	126,406,715.75	129,368,011.81
KENDLETON ISD	-	-	641.78	885.95	-	-	1,527.73	-	-	1,527.73	1,527.73
FORT BEND ESD #4	5,496,957.74	-	2,844.96	584.46	(12.25)	-	5,500,374.91	-	-	5,500,374.91	5,644,715.74
FORT BEND ESD #3	71,779.07	-	175.82	42.98	(0.51)	-	71,997.36	-	-	71,997.36	74,350.36
FULSHEAR	2,725,490.62	-	(402.50)	49.20	(7.50)	-	2,725,129.82	-	-	2,725,129.82	2,792,902.15
RICHMOND	1,460,129.78	-	2,423.66	1,492.50	(40.75)	-	1,464,005.19	-	-	1,464,005.19	1,554,641.57
FBISD	270,865,347.06	-	47,935.59	74,316.94	(1,418.67)	-	270,986,180.92	-	-	270,986,180.92	277,712,790.46
FBISD INACTIVE & CED INAC	-	-	-	-	-	-	-	-	-	-	0.00
FORT BEND MUD #46	1,028,622.12	-	23.19	5.33	(8.61)	-	1,028,642.03	-	-	1,028,642.03	1,074,748.44
UNL RDS	-	-	-	-	-	-	-	-	-	-	0.00
BEASLEY	56,082.30	-	-	-	(9.90)	-	56,072.40	-	-	56,072.40	57,618.09
ROSENBERG	5,020,781.40	-	7,282.43	3,007.12	(60.63)	-	5,031,010.32	-	-	5,031,010.32	5,182,716.65
ARCOLA	277,517.43	-	684.71	406.09	(1.23)	-	278,607.00	-	-	278,607.00	310,023.97
ORCHARD	33,907.60	-	(77.14)	0.04	-	-	33,830.50	-	-	33,830.50	35,397.90
KENDLETON	76,371.25	-	7,001.10	6,001.49	(3.03)	-	89,370.81	-	-	89,370.81	95,259.54
HARRIS FT BD ESD #100	2,295,912.34	-	(1,313.31)	450.99	(10.07)	-	2,295,039.95	-	-	2,295,039.95	2,340,942.43
MEADOWS PLACE	1,455,033.07	-	6,339.37	2,058.67	(7.88)	-	1,463,423.23	-	-	1,463,423.23	1,597,211.98
NEEDVILLE	417,864.42	-	1,149.76	328.53	(6.20)	-	419,336.51	-	-	419,336.51	432,292.14
SIMONTON	61,982.98	-	840.70	241.33	(1.08)	-	63,063.93	-	-	63,063.93	66,201.46
FT BD WATER SUPPLY#1	846,713.85	-	11,357.09	3,708.21	(32.31)	-	861,746.84	-	-	861,746.84	956,384.08
FT BD E S D #1	191,113.72	-	(154.99)	(1.57)	(0.08)	-	190,957.08	-	-	190,957.08	199,223.78
FT BD W C I D #2	2,587,989.30	-	6,876.68	1,831.29	(86.21)	-	2,596,611.06	-	-	2,596,611.06	2,680,564.23
H C C - STAFFORD	721,653.80	-	959.97	370.78	(27.46)	-	722,957.09	-	-	722,957.09	743,370.05
STAFFORD MSD	8,185,696.12	-	15,848.09	4,719.47	(334.67)	-	8,205,929.01	-	-	8,205,929.01	8,449,901.13
CITY OF STAFFORD	-	-	-	-	-	-	-	-	-	-	0.00
NEEDVILLE ISD & CED	7,181,126.97	-	38,333.03	10,607.66	(51.39)	-	7,230,016.27	-	-	7,230,016.27	7,463,495.28
FT BD E S D # 2	3,988,339.23	-	(2,129.08)	359.82	(13.76)	-	3,986,556.21	-	-	3,986,556.21	4,080,260.62
ESD #5	2,946,398.75	-	(513.67)	422.16	(10.25)	-	2,946,296.99	-	-	2,946,296.99	3,017,650.64
FT BD M U D # 134-C	6,387,274.23	-	(13,681.40)	288.42	(11.78)	-	6,373,869.47	-	-	6,373,869.47	6,551,211.71
FT BD M U D #41	726,802.26	-	(80.80)	45.70	-	-	726,767.16	-	-	726,767.16	745,191.85
WILLOWFORK DRAINAGE	4,153,937.12	-	(2,546.38)	587.69	(19.84)	-	4,151,958.59	-	-	4,151,958.59	4,230,732.14
CINCO M U D #9	951,047.18	-	(1,304.23)	4.66	(2.12)	-	949,745.49	-	-	949,745.49	958,643.54
CITY OF MISSOURI CITY	22,029,040.54	-	51,743.45	16,863.07	(154.57)	-	22,097,492.49	-	-	22,097,492.49	22,570,889.17
H C C - MISSOURI CITY	2,921,649.08	-	1,330.63	1,698.37	(23.58)	-	2,924,654.50	-	-	2,924,654.50	2,975,922.13
FBC FRESH WATER #2	166,923.15	-	35.95	303.04	(4.11)	-	167,258.03	-	-	167,258.03	180,608.43
CINCO MUD # 2	1,041,890.11	-	(90.17)	8.63	(5.67)	-	1,041,802.90	-	-	1,041,802.90	1,064,927.70
CINCO MUD #5	405,362.58	-	(27.90)	(1.03)	(3.60)	-	405,330.05	-	-	405,330.05	414,618.26
CINCO MUD #7	1,010,456.61	-	961.86	57.28	(4.37)	-	1,011,471.38	-	-	1,011,471.38	1,025,394.07
PID#2 ASSESSMENT	473,109.10	-	34.68	7.29	-	-	473,151.07	-	-	473,151.07	487,841.85



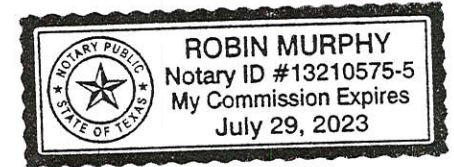
PID#4 ASSESSMENT	343,709.85	-	-	-	-	-	343,709.85	-	-	343,709.85	347,612.80
CITY OF SUGAR LAND	23,296,808.00	-	(19,082.98)	3,736.71	(246.18)	-	23,281,215.55	-	-	23,281,215.55	23,872,701.76
FORT BEND MUD #1	-	-	-	-	-	-	-	-	-	-	0.00
ELDRIDGE ROAD MUD	-	-	-	-	-	-	-	-	-	-	0.00
FORT BEND MUD #134B	5,789,051.39	-	2,585.50	664.90	(3.68)	-	5,792,298.11	-	-	5,792,298.11	5,944,377.75
FORT BEND MUD #162	1,564,367.20	-	164.12	32.00	-	-	1,564,563.32	-	-	1,564,563.32	1,571,617.94
FORT BEND MUD #155	3,024,869.01	-	149.28	43.16	(0.13)	-	3,025,061.32	-	-	3,025,061.32	3,065,281.96
RENDITION PENALTY (INC SI	-	-	-	-	-	4,994.01	4,994.01	-	-	4,994.01	5,728.35
FIRST COLONY LID #2	519,705.84	-	-	-	(0.02)	-	519,705.82	-	-	519,705.82	530,910.13
NSF CK CHGES & TAX CERTII	3,970.00	-	270.00	-	-	-	4,240.00	-	-	4,240.00	6,690.00
CITY OF KATY	4,146,274.85	-	29,065.91	950.23	(43.56)	-	4,176,247.43	-	-	4,176,247.43	4,283,206.84
FORT BEND ESD #6	330,754.95	-	662.41	111.71	(4.69)	-	331,524.38	-	-	331,524.38	340,035.85
FORT BEND ESD #8	119,781.30	-	902.17	280.40	(3.10)	-	120,960.77	-	-	120,960.77	128,816.69
FORT BEND LID #14	336,219.75	-	(10.61)	(0.76)	-	-	336,208.38	-	-	336,208.38	345,946.97
FORT BEND LID #12	1,184,669.11	-	463.72	189.50	(2.08)	-	1,185,320.25	-	-	1,185,320.25	1,207,648.84
FORT BEND ESD #7	1,325,619.53	-	3,351.40	944.88	(3.23)	-	1,329,912.58	-	-	1,329,912.58	1,362,906.53
DEFINED AREA #1	207,539.80	-	-	-	-	-	207,539.80	-	-	207,539.80	207,539.80
FORT BEND MUD #67	-	-	-	-	-	-	-	-	-	-	0.00
FORT BEND MUD #68	-	-	-	-	-	-	-	-	-	-	0.00
FORT BEND MUD #69	-	-	-	-	-	-	-	-	-	-	0.00
FORT BEND MUD #112	-	-	-	-	-	-	-	-	-	-	0.00
FORT BEND MUD #111	-	-	-	-	-	-	-	-	-	-	0.00
FORT BEND MUD #108	-	-	-	-	-	-	-	-	-	-	0.00
FORT BEND MUD #109	-	-	-	-	-	-	-	-	590.60	590.60	(590.60)
FORT BEND MUD #106	-	-	-	-	-	-	-	-	-	-	0.00
FORT BEND MUD #117	-	-	-	-	-	-	-	-	-	-	0.00
FORT BEND LID #15	5,110,571.06	-	(371.00)	-	(9.68)	-	5,110,190.38	-	-	5,110,190.38	5,263,984.04
FORT BEND LID #19	2,465,618.06	-	358.38	32.23	-	-	2,466,008.67	-	-	2,466,008.67	2,558,225.20
FORT BEND MUD #129	1,045,674.66	-	-	-	(0.05)	-	1,045,674.61	-	-	1,045,674.61	1,079,330.59
<b>TOTAL</b>	<b>846,625,750.46</b>	<b>0.00</b>	<b>943,035.66</b>	<b>258,158.44</b>	<b>(4,994.01)</b>	<b>4,994.01</b>	<b>847,826,944.56</b>	<b>64,876.33</b>	<b>590.60</b>	<b>847,762,658.83</b>	<b>869,346,104.00</b>

TAX ASSESSOR-COLLECTOR, FORT BEND COUNTY, TEXAS

SUBSCRIBED AND SWORN BEFORE ME, THIS 8th DAY OF Jan, 2021

BY

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**

<b>DATE</b>	<b>BEGINNING BALANCE</b>	<b>CURRENT PAYMENTS</b>	<b>PREVIOUS YR PAYMENTS</b>		<b>CURRENT LEVY ADJ.</b>	<b>PREVIOUS YR LEVY ADJ.</b>	<b>2020 TAXES</b>	<b>TOTAL</b>	
12/01/2020	4,242,253.44	(22,041.27)	(63.99)					4,220,148.18	
12/02/2020	4,220,148.18	(19,514.41)	(135.09)					4,200,498.68	
12/03/2020	4,200,498.68	(68,963.78)	(98.16)			(718.52)		4,130,718.22	
12/04/2020	4,130,718.22	(48,326.68)	58.62			(868.51)		4,081,581.65	
12/07/2020	4,081,581.65	(18,620.06)	2,284.09			(3,751.49)		4,061,494.19	
12/08/2020	4,061,494.19	(39,198.15)	(47.68)					4,022,248.36	
12/09/2020	4,022,248.36	(35,948.81)	(118.85)					3,986,180.70	
12/10/2020	3,986,180.70	(22,341.22)	(114.16)					3,963,725.32	
12/11/2020	3,963,725.32	(18,836.17)	(112.08)					3,944,777.07	
12/14/2020	3,944,777.07	(38,140.63)			36,828.58			3,943,465.02	
12/15/2020	3,943,465.02	(51,929.79)	(183.43)					3,891,351.80	
12/16/2020	3,891,351.80	(24,875.34)	(191.22)		35.89			3,866,321.13	
12/17/2020	3,866,321.13	(42,944.83)	(16.24)					3,823,360.06	
12/18/2020	3,823,360.06	(22,446.42)						3,800,913.64	
12/21/2020	3,800,913.64	(98,042.07)						3,702,871.57	
12/22/2020	3,702,871.57	(53,301.81)	(6.31)					3,649,563.45	
12/23/2020	3,649,563.45	(23,933.48)	(862.00)					3,624,767.97	
12/28/2020	3,624,767.97	(661,582.25)	(485.85)					2,962,699.87	
12/29/2020	2,962,699.87	(71,320.05)						2,891,379.82	
12/30/2020	2,891,379.82	(45,889.81)	(537.27)					2,844,952.74	
12/31/2020	2,844,952.74	(31,932.75)	(1,794.04)					2,811,225.95	
<b>TOTAL</b>		(1,460,129.78)	(2,423.66)	0.00	0.00	36,864.47	(5,338.52)	0.00	0.00

01/02/2021 01:13:49 3657739  
 TC298-D SELECTION: DEPOSIT  
 RECEIPT DATE: ALL  
 LOCATION: ALL

TAX COLLECTION SYSTEM  
 DEPOSIT DISTRIBUTION  
 FROM: 12/01/2020 THRU 12/31/2020  
 JURISDICTION: 0042 CITY OF RICHMOND

YEAR	FUND	TAX RATE	LEVY PAID	DISCOUNT GIVEN	PENALTY INTEREST	TIF AMOUNT	DISBURSE TOTAL	ATTORNEY	OTHER FEES	REFUND AMOUNT	PAYMENT AMOUNT
2020	M & O	.505658	1,073,504.50	.00	.00	.00	1,073,504.50	.00	.00	.00	1,073,504.50
	I & S	.182114	386,625.28	.00	.00	.00	386,625.28	.00	.00	.00	386,625.28
	TOTAL	.687772	1,460,129.78	.00	.00	.00	1,460,129.78	.00	.00	.00	1,460,129.78
2019	M & O	.525400	1,129.43	.00	767.36	.00	1,896.79	1,094.87	.00	.00	2,991.66
	I & S	.174500	375.09	.00	254.88	.00	629.97	.00	.00	.00	629.97
	TOTAL	.699900	1,504.52	.00	1,022.24	.00	2,526.76	1,094.87	.00	.00	3,621.63
2018	M & O	.540300	260.61	.00	112.95	.00	373.56	110.73	.00	.00	484.29
	I & S	.159600	76.96	.00	33.38	.00	110.34	.00	.00	.00	110.34
	TOTAL	.699900	337.57	.00	146.33	.00	483.90	110.73	.00	.00	594.63
2017	M & O	.565200	411.59	.00	191.71	.00	603.30	151.58	.00	.00	754.88
	I & S	.144800	105.43	.00	49.12	.00	154.55	.00	.00	.00	154.55
	TOTAL	.710000	517.02	.00	240.83	.00	757.85	151.58	.00	.00	909.43
2011	M & O	.546700	37.64	.00	44.80	.00	82.44	23.72	.00	.00	106.16
	I & S	.239800	16.51	.00	19.64	.00	36.15	.00	.00	.00	36.15
	TOTAL	.786500	54.15	.00	64.44	.00	118.59	23.72	.00	.00	142.31
2006	M & O	.528800	6.96	.00	12.48	.00	19.44	5.82	.00	.00	25.26
	I & S	.261200	3.44	.00	6.18	.00	9.62	.00	.00	.00	9.62
	TOTAL	.790000	10.40	.00	18.66	.00	29.06	5.82	.00	.00	34.88
ALL	M & O		1,075,350.73	.00	1,129.30	.00	1,076,480.03	1,386.72	.00	.00	1,077,866.75
ALL	I & S		387,202.71	.00	363.20	.00	387,565.91	.00	.00	.00	387,565.91
ALL	TOTAL		1,462,553.44	.00	1,492.50	.00	1,464,045.94	1,386.72	.00	.00	1,465,432.66
DLQ	M & O		1,846.23	.00	1,129.30	.00	2,975.53	1,386.72	.00	.00	4,362.25
DLQ	I & S		577.43	.00	363.20	.00	940.63	.00	.00	.00	940.63
DLQ	TOTAL		2,423.66	.00	1,492.50	.00	3,916.16	1,386.72	.00	.00	5,302.88
CURR	M & O		1,073,504.50	.00	.00	.00	1,073,504.50	.00	.00	.00	1,073,504.50
CURR	I & S		386,625.28	.00	.00	.00	386,625.28	.00	.00	.00	386,625.28
CURR	TOTAL		1,460,129.78	.00	.00	.00	1,460,129.78	.00	.00	.00	1,460,129.78

## FORT BEND COUNTY

### Rendition Commission Distribution Detail from 12/01/2020 to 12/31/2020

Date: 01/07/2021 14:07:44

County Code: 79

Tax Unit Page: 1 of 2

Tax Unit: 42 CITY OF RICHMOND

Account No.	Year	Deposit	Levy Collected	Rendition Penalty	P & I Collected	Rendition P & I	Appraisal Commission	Disbursement Amount
9960132180024901	2020	L201222	6.20	0.56	0.00	0.00	0.03	6.17
9960000128000901	2020	O201201Y1	18.91	1.72	0.00	0.00	0.09	18.82
9960010940005901	2020	L201203	31.17	2.83	0.00	0.00	0.14	31.03
9960192020050901	2020	L201203A	61.66	5.61	0.00	0.00	0.28	61.38
9960182100019901	2020	CC201201	30.26	2.75	0.00	0.00	0.14	30.12
9960182130019901	2020	L201203A	13.62	1.24	0.00	0.00	0.06	13.56
9960190970039901	2020	O201221W1	250.94	22.81	0.00	0.00	1.14	249.80
9960200890049901	2020	L201209	286.96	26.09	0.00	0.00	1.30	285.66
9960182120027901	2020	L201208	60.97	5.54	0.00	0.00	0.28	60.69
9960082020031901	2020	L201208	20.43	1.86	0.00	0.00	0.09	20.34
9960080930030901	2020	L201217	282.57	25.69	0.00	0.00	1.28	281.29
9960192040023901	2020	O201229AF1	28.00	2.55	0.00	0.00	0.13	27.87
9960122170036901	2020	L201203A	39.34	3.58	0.00	0.00	0.18	39.16
9960032170071901	2020	L201221	56.74	5.16	0.00	0.00	0.26	56.48
9960022080022901	2020	L201214	43.51	3.96	0.00	0.00	0.20	43.31
9960202190013901	2020	EK201204	99.33	9.03	0.00	0.00	0.45	98.88
9960062060012901	2020	EK1301202	32.15	2.92	0.00	0.00	0.15	32.00
9960182160069901	2020	EK1301202	60.15	5.47	0.00	0.00	0.27	59.88
9960132100062901	2020	J201215BW2	2,005.39	182.31	0.00	0.00	9.12	1,996.27
9960072120056901	2020	L201209	70.36	6.40	0.00	0.00	0.32	70.04
9960162060066901	2020	O201228K1	103.72	9.43	0.00	0.00	0.47	103.25
9960132200025901	2020	L201207	232.64	21.15	0.00	0.00	1.06	231.58
9960062170116901	2020	O201228G1	4.16	0.38	0.00	0.00	0.02	4.14



**FORT BEND COUNTY**

**Rendition Commission Distribution Detail  
from 12/01/2020 to 12/31/2020**

Date: 01/07/2021 14:07:44

County Code: 79

Tax Unit Page: 2 of 2

Tax Unit: 42 CITY OF RICHMOND

Account No.	Year	Deposit	Levy Collected	Rendition Penalty	P & I Collected	Rendition P & I	Appraisal Commission	Disbursement Amount
9960032160107901	2020	EK1301202	66.20	6.02	0.00	0.00	0.30	65.90
9960020870023901	2020	L201228A	62.04	5.64	0.00	0.00	0.28	61.76
9960192060022901	2020	O201221W1	13.62	1.24	0.00	0.00	0.06	13.56
9960160980011901	2020	EK401201	1,514.91	137.72	0.00	0.00	6.89	1,508.02
9960192180166901	2020	O201221BL1	108.19	9.84	0.00	0.00	0.49	107.70
9960162020032901	2020	L201228A	284.38	25.85	0.00	0.00	1.29	283.09
Total for 2020			5,888.52	535.35	0.00	0.00	26.77	5,861.75
Account No.	Year	Deposit	Levy Collected	Rendition Penalty	P & I Collected	Rendition P & I	Appraisal Commission	Disbursement Amount
9960092060002901	2019	O201228AB1	394.66	279.09	90.77	0.00	13.95	471.48
9960132180024901	2019	L201222	6.31	0.57	1.45	0.00	0.03	7.73
Total for 2019			400.97	279.66	92.22	0.00	13.98	479.21
Total for Tax Unit 42 CITY OF RICHMOND			6,289.49	815.01	92.22	0.00	40.75	6,340.96

FISCAL START: 10/01/2020 END: 09/30/2021 JURISDICTION: 0042 CITY OF RICHMOND

	CERT TAXABLE VALUE	ADJUSTMENTS	ADJ TAX VALUE	TAX RATE	TAX LEVY	PAID ACCTS
CURRENT YEAR	575,276,327	11,139,447	586,415,774	00.687772	4,037,352.93	2,102

YEAR	TAXES DUE	MONTH ADJ	ADJUSTMENT YTD	LEVY PAID	PAID YTD	BALANCE	COLL %	YTD UNCOLL
2020	3,956,589.14	36,864.47	80,763.79	1,460,129.78	1,540,275.70	2,497,077.23	38.15	0.00
2019	108,430.56	3,751.49-	2,549.59-	1,504.52	8,297.32	97,583.65	7.84	0.00
2018	41,104.64	868.51-	931.44-	337.57	932.21	39,240.99	2.32	0.00
2017	26,085.44	718.52-	718.52-	517.02	1,262.48	24,104.44	4.98	0.00
2016	21,152.20	.00	0.00	0.00	207.40	20,944.80	.98	0.00
2015	20,029.82	.00	0.00	0.00	0.00	20,029.82		0.00
2014	16,627.27	.00	0.00	0.00	0.00	16,627.27		0.00
2013	12,924.36	.00	0.00	0.00	48.72	12,875.64	.38	0.00
2012	11,824.30	.00	0.00	0.00	0.00	11,824.30		0.00
2011	13,656.68	.00	0.00	54.15	54.15	13,602.53	.40	0.00
2010	10,404.29	.00	0.00	0.00	0.00	10,404.29		0.00
2009	8,453.44	.00	0.00	0.00	0.00	8,453.44		0.00
2008	6,807.74	.00	0.00	0.00	0.00	6,807.74		0.00
2007	6,394.62	.00	0.00	0.00	0.00	6,394.62		0.00
2006	4,799.57	.00	0.00	10.40	10.40	4,789.17	.22	0.00
2005	5,337.47	.00	0.00	0.00	0.00	5,337.47		0.00
2004	3,396.95	.00	0.00	0.00	0.00	3,396.95		0.00
2003	3,034.45	.00	0.00	0.00	0.00	3,034.45		0.00
2002	2,024.02	.00	0.00	0.00	0.00	2,024.02		0.00
2001	1,374.52	.00	0.00	0.00	0.00	1,374.52		0.00
2000	1,349.81	.00	0.00	0.00	0.00	1,349.81		0.00
1999	3,948.80	.00	0.00	0.00	0.00	3,948.80		0.00
****	4,285,750.09	31,525.95	76,564.24	1,462,553.44	1,551,088.38	2,811,225.95		0.00

FORT BEND COUNTY  
PERCENTAGE OF LEVY COLLECTED

Tax Units : ALL  
From 10/01/2013 To 12/31/2020

42 -CITY OF RICHMOND

Tax Year	Taxes Due	Adjustments	Levy Paid	Balance	% Collected
2013	2,925,150.84	175,871.80	3,088,147.00	12,875.64	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	3,614,237.47	20,944.80	99.42%
2017	3,658,431.33	-48,975.91	3,585,350.98	24,104.44	99.33%
2018	3,627,758.33	8,883.66	3,597,401.00	39,240.99	98.92%
2019	3,897,914.58	23,472.96	3,823,803.89	97,583.65	97.51%
2020	3,956,589.14	80,763.79	1,540,275.70	2,497,077.23	38.15%



## CONSENT AGENDA

6. Monthly Financial Report.

A Charming Past. A Soaring Future.

WELCOME  
TO  
*Historic*  
RICHMOND



**CITY OF RICHMOND, TEXAS**  
**Monthly Financial Report**  
For the period ending  
December 31, 2020

**FY2021**



# Monthly Financial Report

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## 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 December 31, 2020, which represents 25.0% of the 2021 fiscal year.

## Property Tax (General Fund & Debt Service)

Property tax is allocated between both the General Fund and the Debt Service Fund. Property tax collections total \$1,554,641.57 through the period, which represents 38.15% of total adjusted current year tax levy. The City budgeted \$4,161,585 in property tax collections, which includes, current, delinquent and penalty and interest (this represents a 98% collection rate). Taxes become delinquent on February 1<sup>st</sup> 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 accounted for in another fund type.

## Summary of Revenues

In the General Fund, revenues total \$4,898,347 through the period, which is 29.0% of budget. Projects for CARES Act funding have been submitted to Fort Bend County for reimbursement. It's anticipated that funding will be received within the second quarter of fiscal year 2021 at which point a budget amendment will be presented to appropriate carryover funding from FY20.

## 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 in line with budget, and over the prior year's collections.

## Sales Tax - Overview

Through the period, the City has collected \$2,185,914 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 \$1,513,351 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
<b>Q1</b>								
1 - October	605,058	113,297	58,907	467,391	-54,390	413,000	417,444	137,667
2 - November	761,170	118,749	61,508	585,188	-57,240	527,947	452,569	175,982
3 - December	819,687	117,471	60,988	628,886	-56,483	572,403	443,077	190,801
<b>Total</b>	<b>2,185,914</b>	<b>349,517</b>	<b>181,403</b>	<b>1,681,464</b>	<b>-168,114</b>	<b>1,513,351</b>	<b>1,313,089</b>	<b>504,450</b>
<b>Total</b>	<b>2,185,914</b>	<b>349,517</b>	<b>181,403</b>	<b>1,681,464</b>	<b>-168,114</b>	<b>1,513,351</b>	<b>1,313,089</b>	<b>504,450</b>

## 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 21.50% higher than the prior year and is 15.25% over 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 (%)
<b>Q1</b>									
1 - October	543,165	605,058	11.39%	369,807	413,000	11.68%	417,444	-4,443	-1.06%
2 - November	631,586	761,170	20.52%	439,720	527,947	20.06%	452,569	75,379	16.66%
3 - December	624,289	819,687	31.30%	432,794	572,403	32.26%	443,077	129,326	29.19%
<b>Total</b>	<b>1,799,040</b>	<b>2,185,914</b>	<b>21.50%</b>	<b>1,242,321</b>	<b>1,513,351</b>	<b>21.82%</b>	<b>1,313,089</b>	<b>200,261</b>	<b>15.25%</b>
<b>Total</b>	<b>1,799,040</b>	<b>2,185,914</b>	<b>21.50%</b>	<b>1,242,321</b>	<b>1,513,351</b>	<b>21.82%</b>	<b>1,313,089</b>	<b>200,261</b>	<b>15.25%</b>

## Property Taxes

Property taxes are the second largest and most stable revenue stream in the General Fund. Property tax collections through the period total \$1,143,286. Collections in FY21 are 37.6% 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 \$184,154 or 21.3% of budget. Collections through the period in FY20 were \$203,369.

## 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 \$183,187 through the period, or 27.5% of budget. Collections through the period in FY20 were \$164,632.





# Monthly Financial Report

Court Fines are \$32,314 for the period, or 8.7% of budget. Collections through the period in FY20 were \$81,812.

## 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 \$3,913,019, or 21.5% of budget.

## Utility Fund Summary

The Utility Fund is an Enterprise Fund type. It accounts for all 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 and temperature, the City budgets based on an average expected year.

In the Utility Fund, Water and Sewer collection revenues through the period are \$1,656,394, or 18.9% of budget.

## Summary of Expenditures

Utility Fund expenditures are incurred as 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 \$1,809,648, or 20.1% 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 **December 2020** are:

# Monthly Financial Report

	December FY20	December FY21	YTD	% Change
<b>Utilities</b>				
Customers Billed:				
Water Accounts	7,701	8,700	25,845	12.97%
Sewer Accounts	7,356	8,361	24,832	13.66%
Garbage Accounts	6,207	6,569	19,538	5.83%
<b>Utility Services</b>				
Connects - New Customers	100	189	476	89.00%
Disconnects - Closed Accts	34	92	212	170.59%
<b>Online Payments</b>	1,556	2,393	6,996	53.79%

## General and Utility Fund Summary

Fund	Revenues	% Budget	Expenditures	% Budget	Revenues Less Expenditures
<b>General</b>	4,898,347	29.0%	3,913,019	21.5%	985,328
<b>Utility</b>	1,656,394	18.9%	1,809,648	20.1%	(153,254)
			<b>Total</b>		<b>832,074</b>

**Interim (Unaudited)**  
**General Fund Income Statement**  
**As of 12/31/2020**

Category	Prior YTD		% of Fiscal Year Elapsed 25.00%	
	Actuals	Current Budget	Current YTD Actuals	% of Budget
<b>Revenue</b>				
<b>Operating</b>				
Sales Tax	1,384,933	5,400,000	1,681,464	31.1%
Property Tax	601,543	3,038,632	1,143,286	37.6%
Other Taxes	203,369	862,700	184,154	21.3%
Charges for Service	686,644	2,881,000	809,523	28.1%
License\Permits\Fees	164,632	666,000	183,187	27.5%
Intergovernmental	-	7,160	-	0.0%
Fines & Forfeitures	81,812	370,000	32,314	8.7%
Other	2,617	64,000	15,427	24.1%
Interest	16,867	50,000	1,497	3.0%
<b>Operating Total</b>	<b>3,142,417</b>	<b>13,339,492</b>	<b>4,050,852</b>	<b>30.4%</b>
<b>Non-Operating</b>				
Transfers In	854,558	3,439,311	846,865	24.6%
Other	-	100,000	630	0.6%
<b>Non-Operating Total</b>	<b>854,558</b>	<b>3,539,311</b>	<b>847,495</b>	<b>23.9%</b>
<b>Revenue Total</b>	<b>3,996,974</b>	<b>16,878,803</b>	<b>4,898,347</b>	<b>29.0%</b>
<b>Expenditure</b>				
<b>Operating</b>				
Salaries & Benefits	2,870,578	12,715,847	2,575,859	20.3%
Supplies	472,387	1,366,968	154,964	11.3%
Professional Services	33,622	210,093	19,691	9.4%
Repairs & Maintenance	57,739	457,480	61,634	13.5%
Purchased Services	373,577	1,339,119	652,399	48.7%
Capital Items/Other	7,583	21,683	4,380	20.2%
<b>Operating Total</b>	<b>3,815,484</b>	<b>16,111,190</b>	<b>3,468,926</b>	<b>21.5%</b>
<b>Non-Operating</b>				
Capital Items/Other	43,070	750,000	187,500	25.0%
Transfers Out	-	337,000	84,250	25.0%
Non-Departmental	37,311	999,062	172,343	17.3%
<b>Non-Operating Total</b>	<b>80,381</b>	<b>2,086,062</b>	<b>444,093</b>	<b>21.3%</b>
<b>Expenditure Total</b>	<b>3,895,865</b>	<b>18,197,252</b>	<b>3,913,019</b>	<b>21.5%</b>
<b>Grand Total</b>	<b>101,110</b>	<b>(1,318,449)</b>	<b>985,328</b>	

**Interim (Unaudited)**  
**General Fund Departmental Expenditures**  
**As of 12/31/2020**

Category	Prior YTD Actuals	Current Budget	% of Fiscal Year Elapsed	
			Current YTD Actuals	25.00% % of Budget
<b>Expenditure</b>				
General Government	419,655	1,462,565	365,962	25.0%
Human Resources	67,510	399,810	76,270	19.1%
Public Works	117,318	483,391	91,445	18.9%
Code Enforcement		225,189	26,008	11.5%
Vehicle Maintenance	50,210	249,130	46,460	18.6%
Information Technology	52,776	271,939	37,975	14.0%
Streets	606,641	1,505,369	241,263	16.0%
Police	1,012,486	4,890,500	919,040	18.8%
Emergency Management	37,886	127,605	491,302	385.0%
Fire Marshall	85,649	301,515	58,665	19.5%
Building Permits	112,655	520,940	107,256	20.6%
Parks	82,091	480,967	83,848	17.4%
Facilities	50,147	373,975	54,213	14.5%
Planning	69,451	317,580	63,755	20.1%
Municipal Court	83,499	340,546	73,939	21.7%
Fire Department	1,047,891	4,497,170	927,406	20.6%
Non-Departmental		1,749,062	248,212	14.2%
<b>Expenditure Total</b>	<b>3,895,865</b>	<b>18,197,252</b>	<b>3,913,019</b>	<b>21.5%</b>
<b>Grand Total</b>	<b>3,895,865</b>	<b>18,197,252</b>	<b>3,913,019</b>	

**Interim (Unaudited)**  
**Utility Fund Income Statement**  
**As of 12/31/2020**

Category	Prior YTD Actuals	Current Budget	% of Fiscal Year Elapsed 25.00%	
			Current YTD Actuals	% of Budget
<b>Revenue</b>				
<b>Operating</b>				
Charges for Service	1,485,275	8,217,390	1,499,257	18.2%
Other	52,231	100,000	58,800	58.8%
Interest	5,680	5,000	612	12.2%
License\Permits\Fees	90,387	360,400	97,725	27.1%
<b>Operating Total</b>	<b>1,633,574</b>	<b>8,682,790</b>	<b>1,656,394</b>	<b>19.1%</b>
<b>Non-Operating</b>				
Other	-	100,000	-	0.0%
<b>Non-Operating Total</b>	<b>-</b>	<b>100,000</b>	<b>-</b>	<b>0.0%</b>
<b>Revenue Total</b>	<b>1,633,574</b>	<b>8,782,790</b>	<b>1,656,394</b>	<b>18.9%</b>
<b>Expenditure</b>				
<b>Operating</b>				
Salaries & Benefits	515,423	2,591,719	522,968	20.2%
Supplies	201,160	1,021,675	169,632	16.6%
Professional Services	3,465	20,980	-	0.0%
Repairs & Maintenance	61,873	451,630	21,105	4.7%
Purchased Services	217,874	811,112	134,579	16.6%
Capital Items/Other	21,195	-	-	0.0%
<b>Operating Total</b>	<b>1,020,989</b>	<b>4,897,117</b>	<b>848,283</b>	<b>17.3%</b>
<b>Non-Operating</b>				
Capital Items/Other	-	88,000	22,000	25.0%
Transfers Out	808,750	3,416,205	923,954	27.0%
Non-Departmental	13,485	597,791	15,411	2.6%
<b>Non-Operating Total</b>	<b>822,235</b>	<b>4,101,996</b>	<b>961,364</b>	<b>23.4%</b>
<b>Expenditure Total</b>	<b>1,843,224</b>	<b>8,999,113</b>	<b>1,809,648</b>	<b>20.1%</b>
<b>Grand Total</b>	<b>(209,650)</b>	<b>(216,323)</b>	<b>(153,254)</b>	

**Interim (Unaudited)**  
**Utility Fund Departmental Expenses**  
**As of 12/31/2020**

Category			% of Fiscal Year Elapsed	25.00%
	Prior YTD Actuals	Current Budget	Current YTD Actuals	% of Budget
<b>Expenditure</b>				
Wastewater Collection	64,383	392,822	68,667	17.5%
Water Production	164,200	654,880	140,757	21.5%
Accounting & Collecting	232,279	1,026,076	157,105	15.3%
Customer Service	73,633	281,959	59,461	21.1%
Meter Department	54,358	365,668	78,244	21.4%
Non-Departmental	808,750	3,717,996	865,370	23.3%
Wastewater Treatment	293,097	1,715,207	299,696	17.5%
Water Distribution	152,523	844,505	140,347	16.6%
<b>Expenditure Total</b>	<b>1,843,224</b>	<b>8,999,113</b>	<b>1,809,648</b>	<b>20.1%</b>
<b>Grand Total</b>	<b>1,843,224</b>	<b>8,999,113</b>	<b>1,809,648</b>	

**Interim (Unaudited)  
General Fund Forecast  
As of 12/31/2020**

Category	Current Budget	Forecast	Current YTD		% of Budget
			Actuals	Forecast Variance	
Revenue	16,878,803	2,706,421	4,898,347	2,191,926	29.0%
Expenditure	18,197,252	4,787,304	3,913,019	(874,285)	21.5%
<b>Grand Total</b>	<b>(1,318,449)</b>	<b>(2,080,883)</b>	<b>985,328</b>	<b>3,066,211</b>	

**Interim (Unaudited)**  
**Utility Forecast**  
**As of 12/31/2020**

Category	Current Budget	Forecast	Current YTD Actuals	Forecast Variance	% of Budget
Revenue	8,782,790	1,606,299	1,656,394	50,094	18.9%
Expenditure	8,999,113	2,200,170	1,809,648	(390,522)	20.1%
<b>Grand Total</b>	<b>(216,323)</b>	<b>(593,871)</b>	<b>(153,254)</b> ✓	<b>440,617</b>	



### **Footnotes to Preliminary Income and Expense Statements**

- 1) 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.
- 2) Current budget reflects the original budget plus budget adjustments.
- 3) 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.

A Charming Past. A Soaring Future.

**WELCOME  
TO**  
*Historic*  
**RICHMOND**



**CITY OF RICHMOND, TEXAS**  
**Monthly Sales Tax Analysis**

For the period ending  
December 31, 2020

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**FY2021**

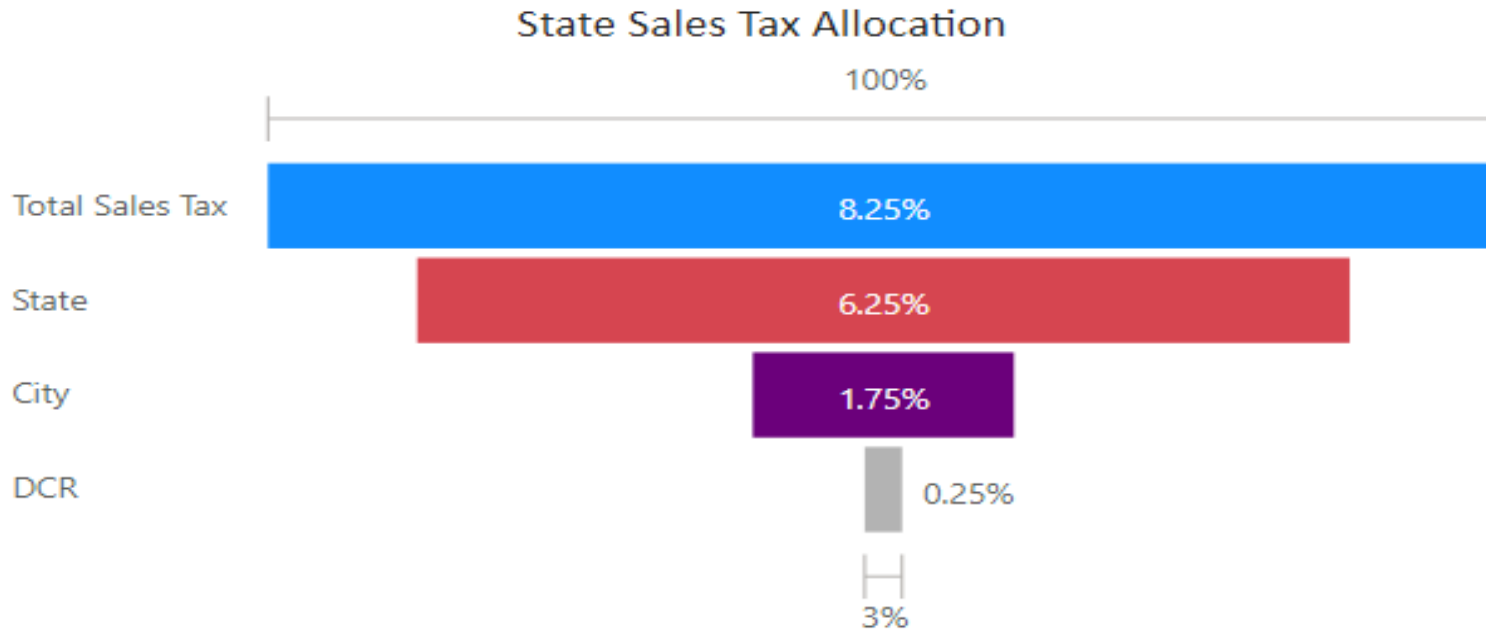
# Sales Tax Analysis

## 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.

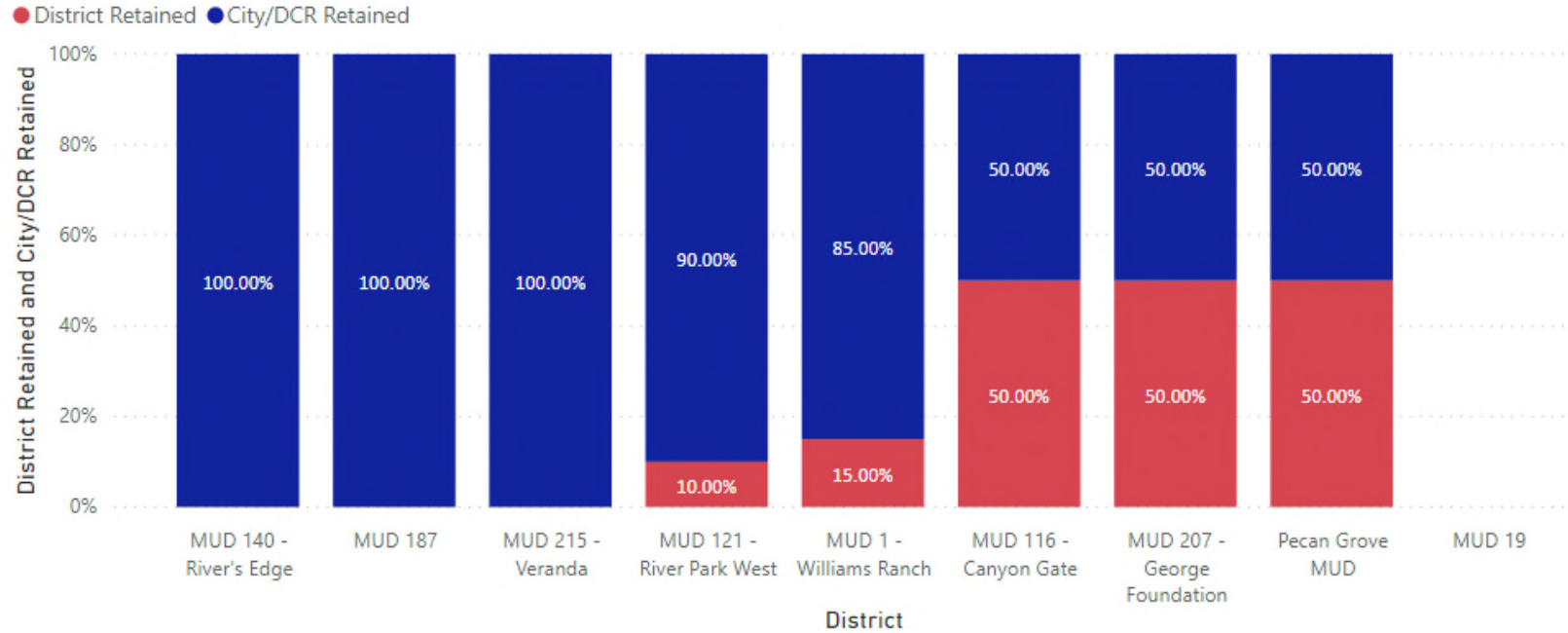
In Texas, the State Comptroller's Office receives sales tax two months before it is remitted to the City, as a result there is a two-month timing difference between the State collection of revenue and the revenue sent to the City. This report covers sales tax payments received by the City from the Texas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

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

- December Collection:
  - Total Net Collections: \$819,687
  - One-Time Negative Audit Adjustment: \$26,940
  - Outlook: Positive

### City Sales Tax

- December Collection:
  - Total Net Collections are \$572,403
- December Compared to Budget:
  - Current month: 29.19%
  - Average Year to date: 15.25%

# 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
<b>Q1</b>								
1 - October	605,058	113,297	58,907	467,391	-54,390	413,000	417,444	137,667
2 - November	761,170	118,749	61,508	585,188	-57,240	527,947	452,569	175,982
3 - December	819,687	117,471	60,988	628,886	-56,483	572,403	443,077	190,801
<b>Total</b>	<b>2,185,914</b>	<b>349,517</b>	<b>181,403</b>	<b>1,681,464</b>	<b>-168,114</b>	<b>1,513,351</b>	<b>1,313,089</b>	<b>504,450</b>
<b>Total</b>	<b>2,185,914</b>	<b>349,517</b>	<b>181,403</b>	<b>1,681,464</b>	<b>-168,114</b>	<b>1,513,351</b>	<b>1,313,089</b>	<b>504,450</b>

## 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 (%)
<b>Q1</b>									
1 - October	543,165	605,058	11.39%	369,807	413,000	11.68%	417,444	-4,443	-1.06%
2 - November	631,586	761,170	20.52%	439,720	527,947	20.06%	452,569	75,379	16.66%
3 - December	624,289	819,687	31.30%	432,794	572,403	32.26%	443,077	129,326	29.19%
<b>Total</b>	<b>1,799,040</b>	<b>2,185,914</b>	<b>21.50%</b>	<b>1,242,321</b>	<b>1,513,351</b>	<b>21.82%</b>	<b>1,313,089</b>	<b>200,261</b>	<b>15.25%</b>
<b>Total</b>	<b>1,799,040</b>	<b>2,185,914</b>	<b>21.50%</b>	<b>1,242,321</b>	<b>1,513,351</b>	<b>21.82%</b>	<b>1,313,089</b>	<b>200,261</b>	<b>15.25%</b>

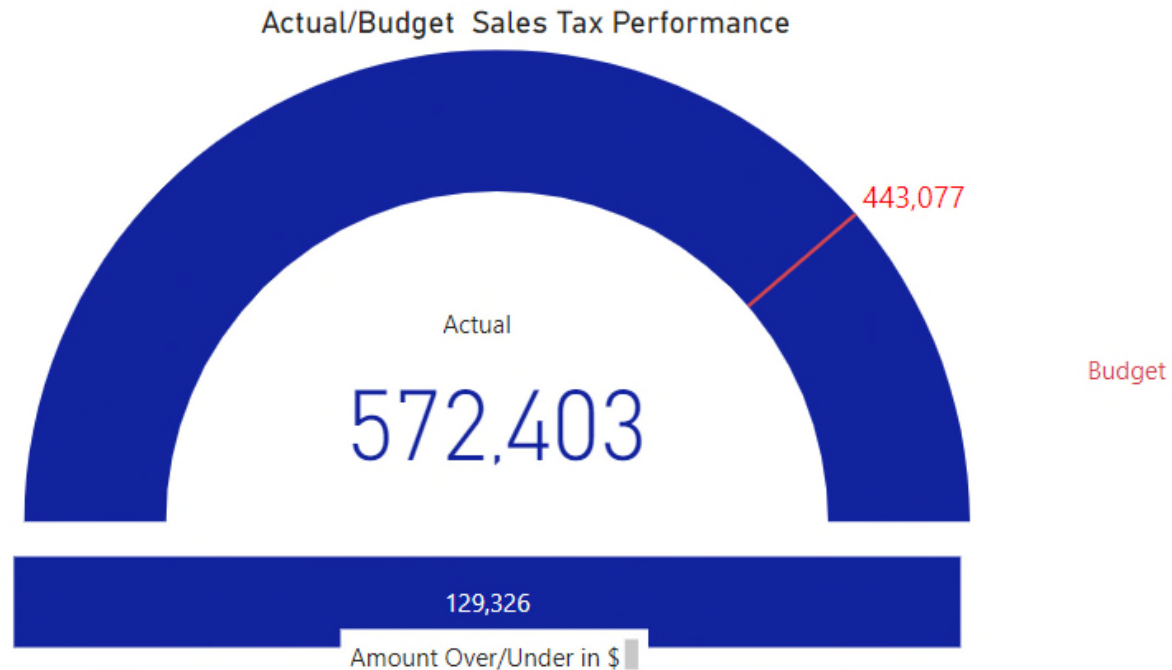
# Sales Tax Analysis

## 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 (%)
<b>Q1</b>									
1 - October	543,165	605,058	11.39%	123,269	137,667	11.68%	128,712	8,955	6.50%
2 - November	631,586	761,170	20.52%	146,573	175,982	20.06%	139,542	36,440	20.71%
3 - December	624,289	819,687	31.30%	144,265	190,801	32.26%	136,615	54,186	28.40%
<b>Total</b>	<b>1,799,040</b>	<b>2,185,914</b>	<b>21.50%</b>	<b>414,107</b>	<b>504,450</b>	<b>21.82%</b>	<b>404,869</b>	<b>99,581</b>	<b>19.74%</b>
<b>Total</b>	<b>1,799,040</b>	<b>2,185,914</b>	<b>21.50%</b>	<b>414,107</b>	<b>504,450</b>	<b>21.82%</b>	<b>404,869</b>	<b>99,581</b>	<b>19.74%</b>

## City Current Month at a Glance

The graphs below indicate that City sales tax collections are \$572,403 in December, compared to the budget allocation of \$443,077. The total collections are over budget by \$129,326, which is 29.19% higher than expected. This month a one-time negative audit adjustment in the amount \$26,940 was received.



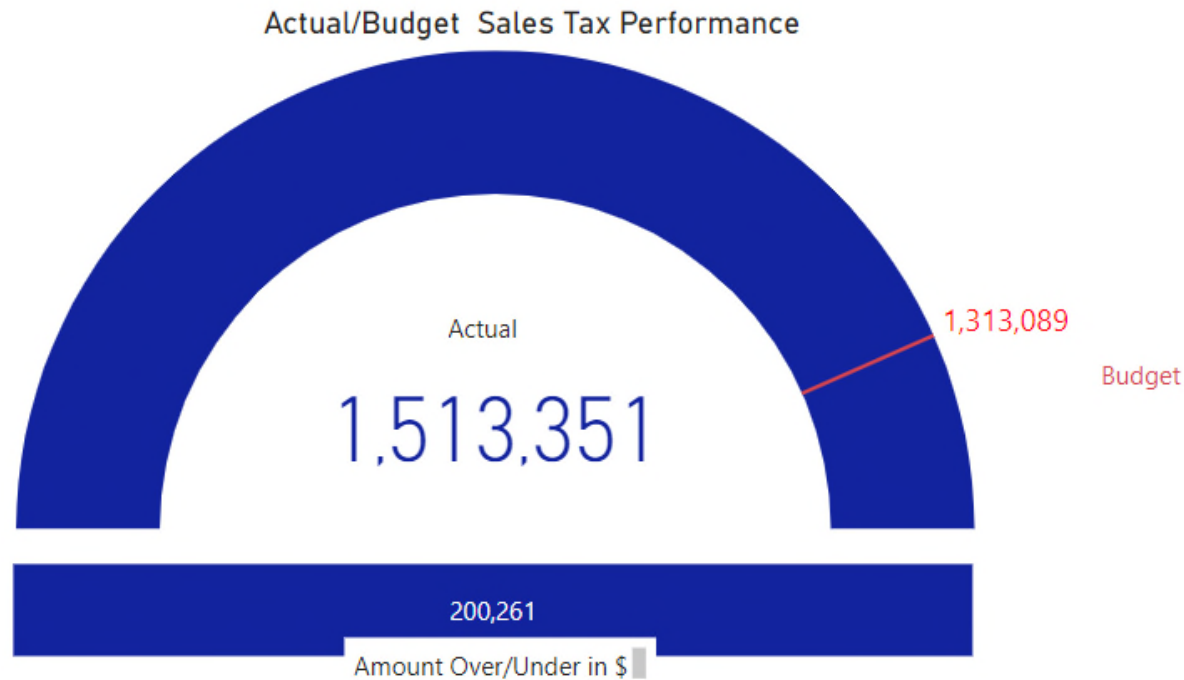


# Sales Tax Analysis

## City Year-to-Date at a Glance

The graphs below indicate that total sales tax collections are \$1,513,351 for the fiscal year, compared to the budgeted sales tax of \$1,313,089. December is the third month in the 2021 fiscal year, therefore collections will continue to increase with the passing of each subsequent month.

The City will accumulate and monitor any 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

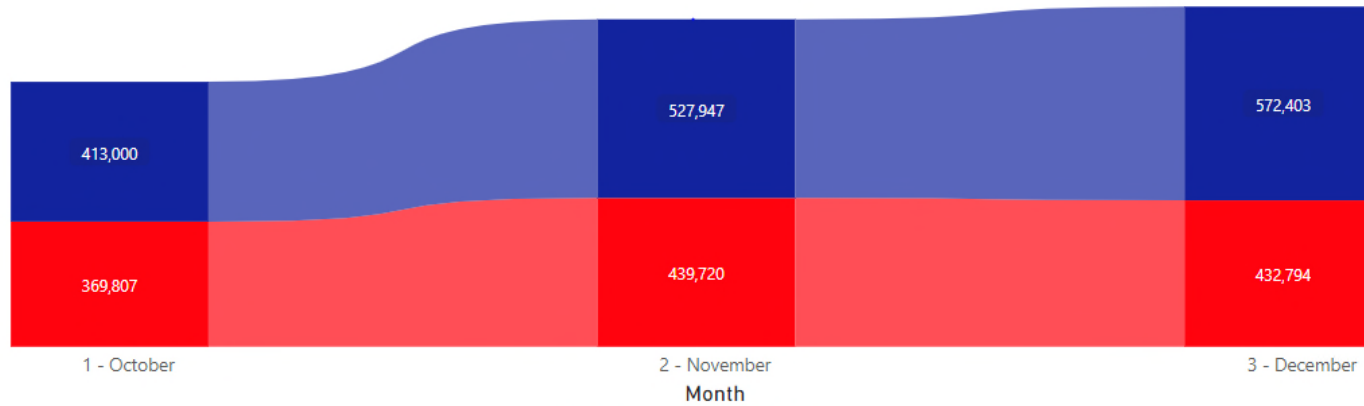
## City Historical Performance

YOY Sales Tax Performance

● Prior Year City Retained ● City Retained

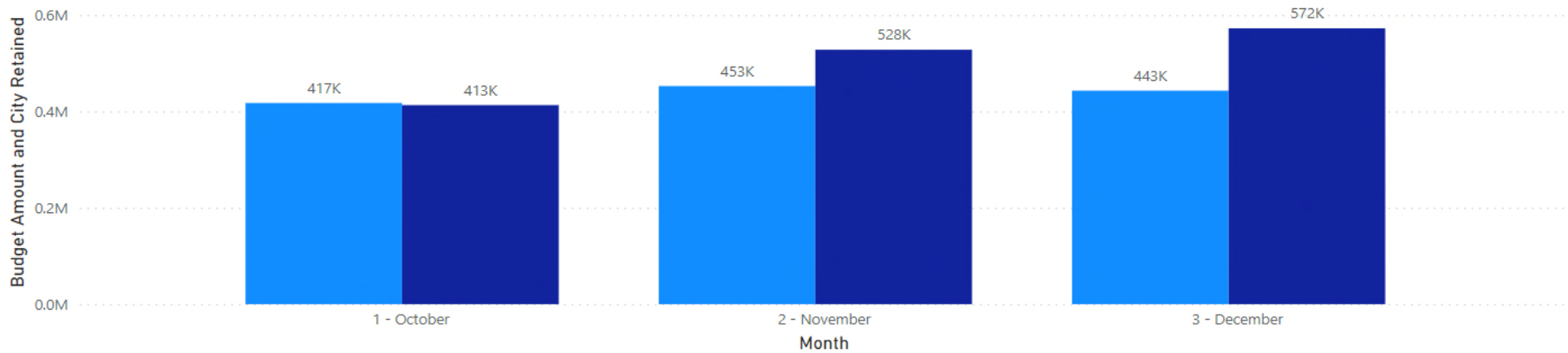
10/1/2020

12/31/2020



Actual/Budget Sales Tax Performance

● Budget Amount ● City Retained





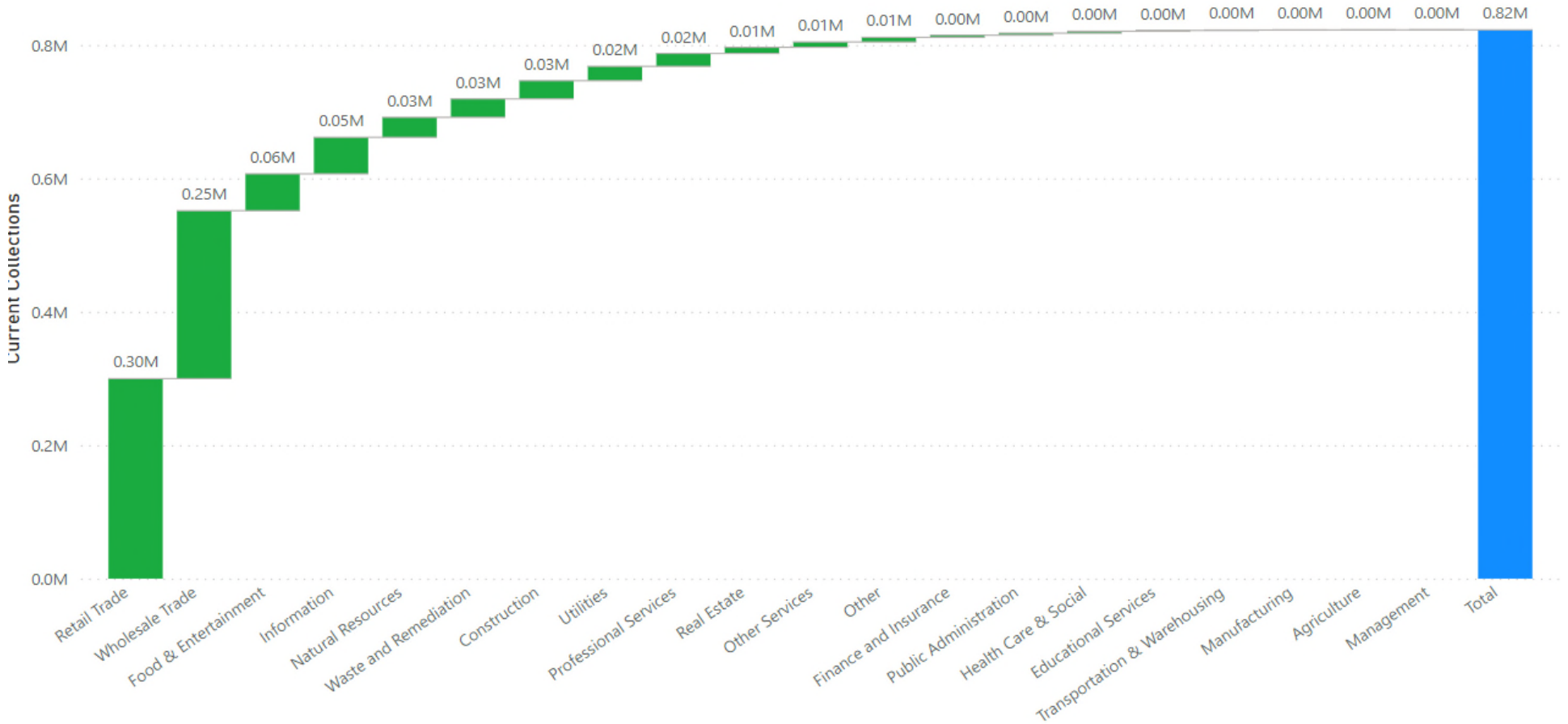
# Sales Tax Analysis

## Monthly Payment Allocation by Sector

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

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

Month-to-Date (MTD) Sales Tax Waterfall by Sector



## 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 16.94% 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 Clothing and Non-store subsectors.

**Food & Entertainment:** The Food & Entertainment sector decreased by 6.03% when compared to the same period in the prior year. All subsectors were tracking slightly under the previous year's collections.

**Information:** The Information sector increased by 29.67% when compared to the same period in the prior year. The increase is primarily in the Telecommunications subsector where there has been continued volatility throughout the year as a result of timing.

**Natural Resources:** The Natural Resources sector decreased by 41.85% 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. Collections in this sector should be treated as one-time collections due to the volatility of the subsectors' collections.

**Professional Services:** The Professional Services sector decreased by -45.52% when compared to the same period in the prior year. The decrease in collections is related to services businesses in the online services space.

**Utilities:** The Utility sector decreased by 1.70% when compared to the same period in the prior year.

**Wholesale Trade:** The Wholesale Trade sector increased 1146.47% when compared to the same period in the prior year. The increase in this sector is tied to the Electronics subsector from a business dealing in warehouse equipment. Staff continues to monitor this sector, as there appears to be one-time payments, which may be subject to later adjustment by the Comptroller.

**Waste & Remediation:** The Waste & Remediation sector decreased by 17.58% when compared to the same period in the prior year. The decrease in collections occurred primarily in the Waste Management subsector.

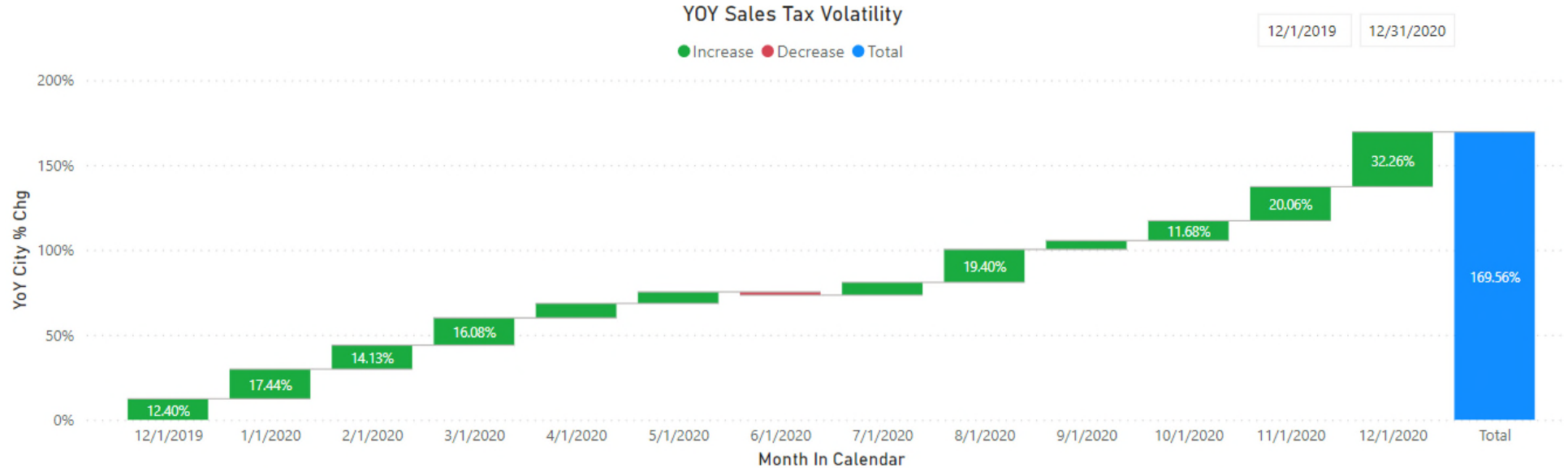
**Manufacturing:** The Manufacturing sector decreased by 99.25% when compared to the same period in the prior year. The decrease in collections occurred primarily in the Mineral subsectors from a one-time negative audit adjustment.

\* 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.

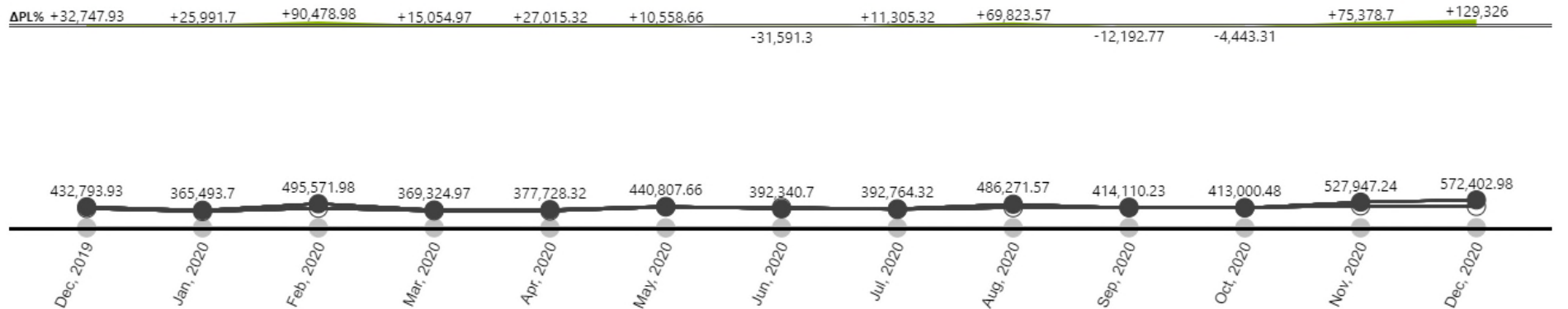
# Sales Tax Analysis

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

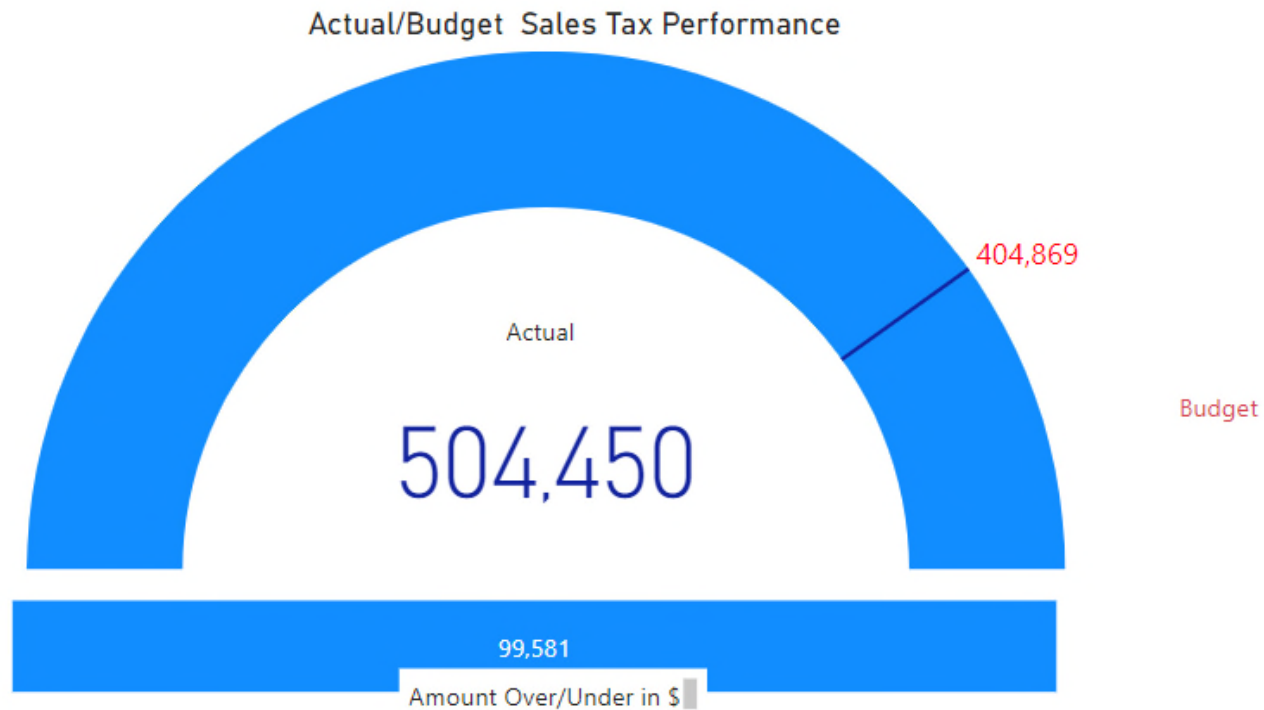


# Sales Tax Analysis

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 December Collection:**
  - Total collections are \$504,450
- **December Compared to Budget:**
  - Current month: Up 28.40%
  - Average Year to date: Up 19.74%
- **Year-over-Year Sales Tax Performance:**
  - Current month: Up 32.26%
  - Year to date: Up 21.82%



# Sales Tax Analysis

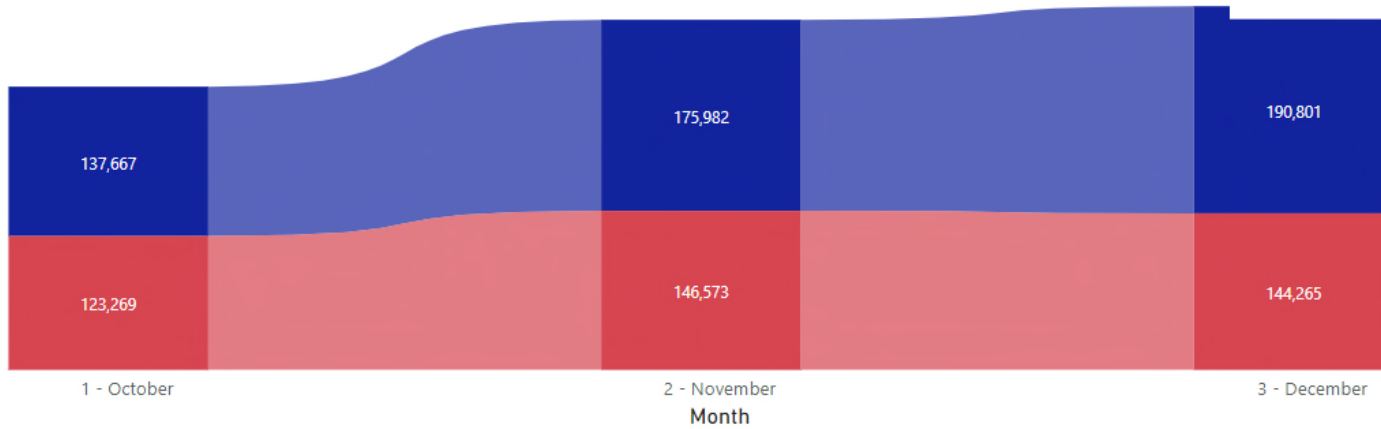
YOY Sales Tax Performance

DateKey

10/1/2020

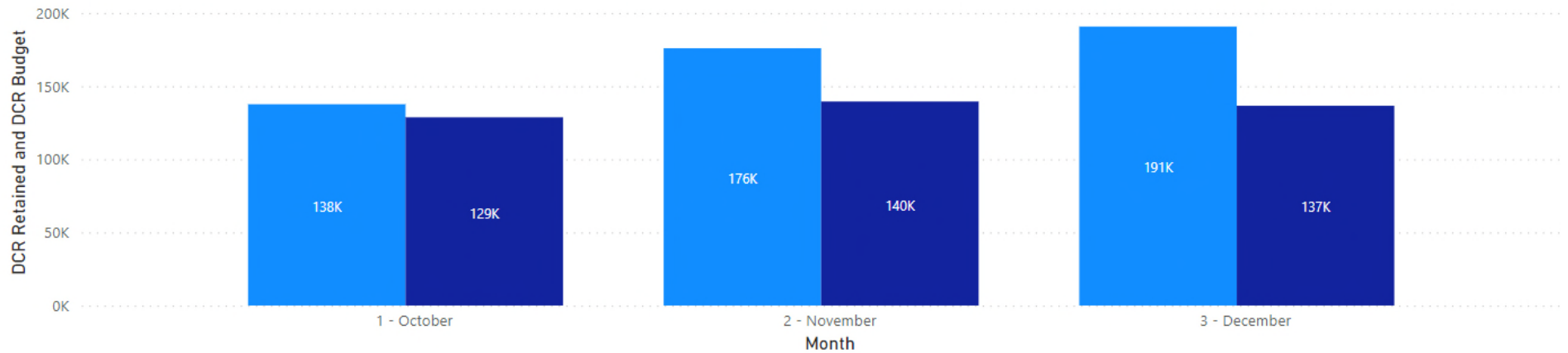
12/31/2020

● DCR Retained ● DCR Prior Retained



Actual/Budget Sales Tax Performance

● DCR Retained ● DCR Budget



## Sales Tax Background

Sales tax is an important but volatile revenue stream for the City, and it is closely monitored and analyzed.

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 of an approximate 3% increase from the previous budget to maintain modest fiscal expectations.

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 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 is 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, thus greater attention should be paid to the year-to-date collections and budget.

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

<b>GROSS</b> (Includes Dev. Corp & SPAs)			<b>GENERAL FUND ALLOCATION</b>		<b>GENERAL FUND BUDGET</b>		<b>Year-to-Date Target to Budget</b>
<b>Prior Year %</b>			<b>Actual Income</b>		<b>Budgeted Income</b>		
<b>Total Received</b>	<b>Increase (Decrease) Month to Month</b>		<b>Monthly</b>	<b>Total Received Year-to-Date</b>	<b>Monthly</b>	<b>Total Budget Year-to-Date</b>	
0	0%						<b>100% = Budget</b>

**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%

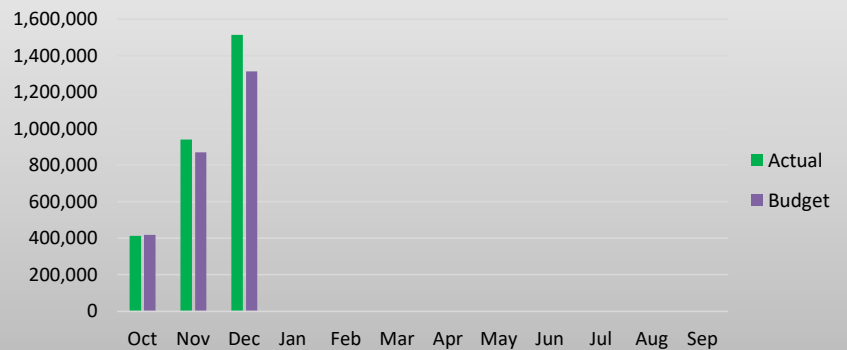
**Fiscal Year 2021**

Oct	605,058	11%	413,000	413,000	417,444	417,444	98.94%
Nov	761,170	21%	527,947	940,948	452,569	870,013	108.15%
Dec	819,687	31%	572,403	1,513,351	443,077	1,313,090	115.25%
Jan	0		0		409,926	1,723,016	
Feb	0		0		529,089	2,252,105	
Mar	0		0		382,976	2,635,081	
Apr	0		0		434,419	3,069,500	
May	0		0		479,227	3,548,727	
Jun	0		0		440,480	3,989,207	
Jul	0		0		438,400	4,427,607	
Aug	0		0		511,315	4,938,922	
Sep	0		0		461,078	5,400,000	

**MONTHLY COLLECTIONS**



**YEAR-TO-DATE COLLECTIONS**



CITY OF RICHMOND  
SUMMARY OF CURRENT INVESTMENTS  
1ST QUARTER FISCAL YEAR 2021: OCTOBER - DECEMBER

%	Par	Weighted Average Maturity	Weighted Average Yield	Purchase Price	Beginning Book Value	Beginning Market Value	Ending Book Value	Ending Market Value
<b>TexPool</b>								
10.08%	\$ 3,009,469	1	0.41%	\$ 3,009,469	\$ 3,008,118	\$ 3,008,118	\$ 3,009,469	\$ 3,009,469
<b>Texas CLASS</b>								
11.06%	\$ 3,300,380	1	0.46%	3,300,380	3,299,092	3,299,092	3,300,380	3,300,380
<b>Texas CLASS Gov</b>								
33.51%	\$ 10,003,947	1	0.12%	10,003,947	10,001,128	10,001,128	10,003,947	10,003,947
<b>Cash/Sweep Account Ending Balance</b>								
43.75%	\$ 13,061,569	1	0.37%	13,061,569	12,243,117	12,243,117	13,061,569	13,061,569
<b>Cash/Depository</b>								
1.60%	\$ 476,818	1	0.17%	476,818	476,801	476,801	476,818	476,818
<b>Total Portfolio</b>								
100.0%	\$ 29,852,183	1	0.30%	\$ 29,852,183	\$ 29,028,257	\$ 29,028,257	\$ 29,852,183	\$ 29,852,183

Total Weighted Average Maturity in Days 1  
Total Weighted Average Yield to Maturity 0.30%

<b>Benchmark Yields</b>	
3 Mo. T Bill	0.090%
6 Mo. T Bill	0.090%

**Cash & Investment activity for the period:**

	<b>Book</b>	<b>Market</b>
Beginning Total Portfolio Value	\$ 29,028,257	\$ 29,028,257
Net Change in Cash	823,927	823,927
Portfolio Ending Value with Accrued Interest	29,852,183	29,852,183

**Interest Earnings:**

	<b>Book</b>	<b>Market</b>
Sweep/Accrued Interest	\$ 223	\$ 223
Depository Interest	157	157
TexPool	1,350	1,350
Texas CLASS	1,288	1,288
Texas CLASS Gov	2,819	2,819
	\$ 5,836	\$ 5,836

**Interest Earnings:**

	<b>Book</b>	<b>Market</b>
Sweep/Accrued Interest	\$ 223	\$ 223
Depository Interest	157	157
TexPool	1,350	1,350
Texas CLASS	1,288	1,288
Texas CLASS Gov	2,819	2,819
	\$ 5,836	\$ 5,836

**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: January 13, 2021



Investment Officer



Investment Officer





## CONSENT AGENDA

7. Public Works Report.

# Public Works Report

January 2021



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

**Water Tap**

- New Meter Installation – 45

**Main Breaks**

- Main Repair – 3

**Excavated Service Repairs**

- Service Repair (Backhoe Excavation) – 5
- Service Repair (Hand Excavation) – 2
- Leak Investigation – 86

**Total Meter Swap Outs**

- Meter Change Out (Stuck/Broken) – 5
- Change Out (Meter Program) – 0
- New Meter w/Existing Service Lead – 83

**Main Line Valve Maintenance**

- Valve Maintenance – 3
- Hydrant and Valve Repair – 4

**Water Quality Complaints**

- Water Quality Complaint (Low Pressure, Odor, Dirty) – 7

**Dead-end/Main Flushing**

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

**Monthly Cut Offs**

- City limits – 91
- MUDS – 35

**Special Project**

- Service Request – 13
- Special Projects – 29
- Preventive Maintenance (Hydrants) – 3

**Billing Related Work Orders**

- Billing Related Work Orders – 359
- Meter Box Maintenance – 11

**Preventive Maintenance Line Cleaning & Collection System Inspection**

- Preventive Maintenance Line Video – 0'
- Preventive Maintenance Line Cleaning – 0'
- Preventive Maintenance (Manhole inspections) – 50
- Manhole / Clean Out Repair – 8

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

**Excavated Sewer Service/Main Repair – 0**

**Sanitary Sewer Stoppage**

- Sewer Stoppage (City Line) – 9
- Sewer Stoppage (Private Line) – 6

**Man Hours to Other Division – 0 hrs**

**Cleaning**

- Cleaning Shop, Equipment and Mow – 8 hrs
- Meeting/Training – 7:30am - 8:30am



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

<b>Richmond Regional WWTF</b>	<b>January</b>	<b>February</b>	<b>March</b>	<b>April</b>	<b>May</b>	<b>June</b>	<b>July</b>	<b>August</b>	<b>September</b>	<b>October</b>	<b>November</b>	<b>December</b>	<b>Calendar YTD</b>	<b>Measurement</b>
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	53,742,000	40,536,000	52,278,000	555,725,000	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	1,733,613	1,397,793	1,686,387	1,518,374	Gallons
Percent Capacity	51.35%	54.87%	49.56%	48.04%	48.72%	46.78%	46.99%	46.16%	51.04%	57.79%	45.59%	56.21%	50.61%	
Sludge Disposal	360	600	450	600	600	600	420	570	180	300	450	420	5,550	Cubic Yards
Reclaimed water usage (In plant usage)	0	0	0	0	0	0	0	0	0	0	53000	0	53,000	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	1,000	12,705,000	-	41,033,000	Gallons
Wet Haul	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	Gallons

<b>Richmond South WWTF</b>	<b>January</b>	<b>February</b>	<b>March</b>	<b>April</b>	<b>May</b>	<b>June</b>	<b>July</b>	<b>August</b>	<b>September</b>	<b>October</b>	<b>November</b>	<b>December</b>	<b>Calendar YTD</b>	<b>Measurement</b>
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	10,502,000	10,878,000	11,996,000	128,924,000	Gallons
Average Daily	339,516	335,103	337,935	321,000	341,065	339,677	358,452	351,935	379,129	338,774	362,600	386,968	352,251	Gallons
Percent Capacity	35.74%	35.27%	35.57%	33.79%	35.90%	35.76%	37.73%	37.05%	39.91%	35.66%	38.17%	40.73%	37.08%	
Sludge Disposal	-	195,000	108,000	-	-	144,000	-	-	-	108,000	-	-	555,000	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	3,685,200	3,468,600	3,163,700	34,336,300	Gallons

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

**City of Richmond - Ground Water Production**

Permit (400 MG) Oct. 2019 - Sept. 2020	October	November	December
Monthly Production	57,144,000	48,222,000	33,528,000
Permit to Date	57,144,000	105,366,000	138,894,000
Percent to Date	11.43%	26.34%	34.72%

**GRP (Non-City) - Ground Water Production**

Permit Amount (442 MG)	October	November	December
Monthly Production	39,850,520	25,275,440	24,073,390
Permit to Date	39,850,520	65,125,960	89,199,350
Percent to Date	8.92%	14.73%	20.18%

**Total GRP - City of Richmond Plus GRP**

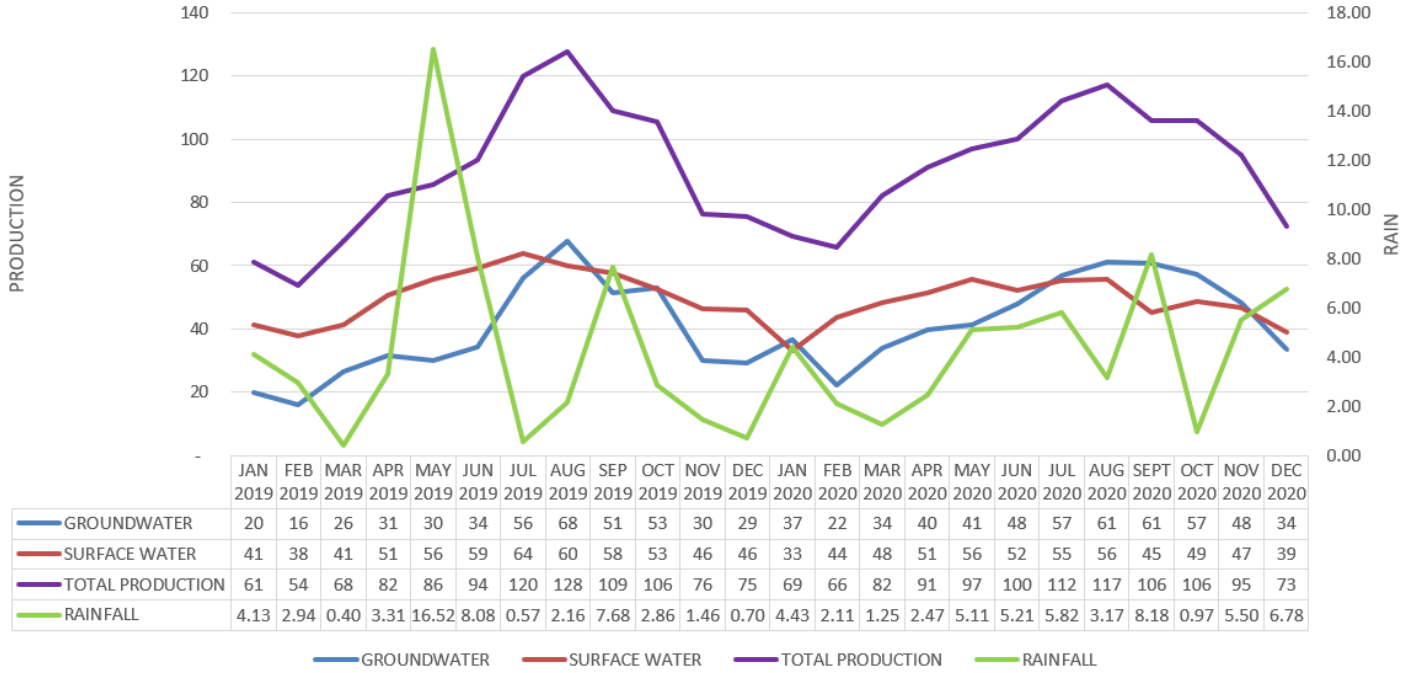
Permit Amount (842 MG)	October	November	December
Monthly Production	96,994,520	73,497,440	57,601,390
Permit to Date	96,994,520	170,491,960	228,093,350
Permit / Percent to Date	10.24%	20.25%	27.09%

**Alternative Water - Reclaimed Wastewater**

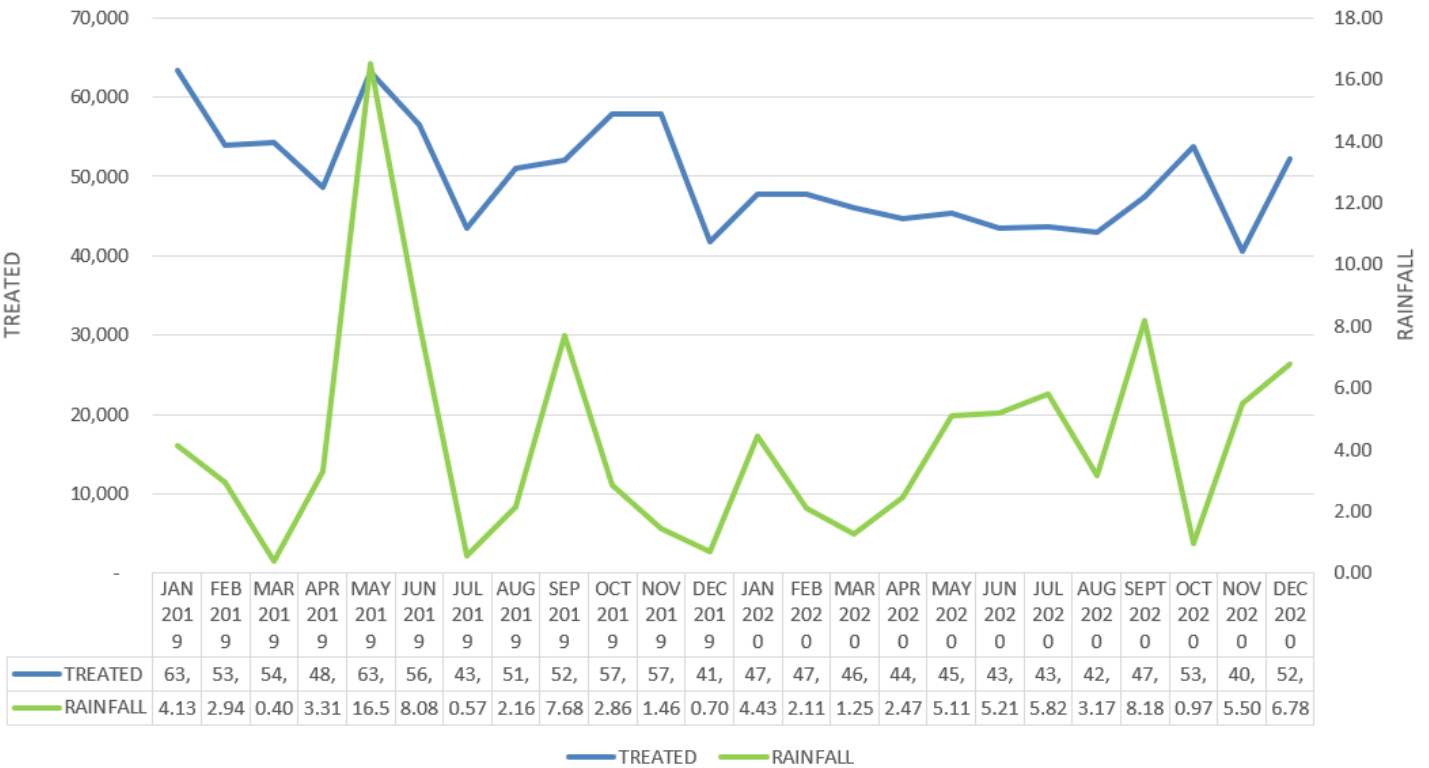
Permit to Date	October	November	December
Monthly Total Re-Use	0	12,705,000	0
Monthly Surface Water	48,686,000	46,776,000	39,009,000
Monthly Total NPW	3,685,200	3,521,600	3,163,700
Total Alternative Water	52,371,200	63,002,600	42,172,700
Total Demand	149,365,720	136,500,040	99,774,090
Monthly Conversion Percentage	35.06%	46.16%	42.27%
Monthly Conversion Credits	9,404,084	30,165,888	13,822,323
Total Cumulative Credits TD	1,376,135,127	1,406,301,015	1,420,123,338
Years Worth of Credits @ 30%	5.29	5.41	5.46
Years Worth of Credits @ 60%	2.65	2.70	2.73

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

**2019 - 2020 WATER PRODUCTION**



**2019 - 2020 WASTEWATER TREATED**



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

**Work Orders**

- 105
- Total for the year – 1,246

**Regulatory Signs**

- Maintenance and repair of 101 regulatory signs

**Ditch Cutting**

- George Park, N Park Rd 420 feet
- Fannin Street at Richmond Parkway 50 feet
- Total – 814 feet

**Tree Trimming**

- None

**Potholes Patched**

- 62
- Total for the year – 783

**Striping**

- Pitts Road, 5400 feet
- Morton Street, 3894 feet
- Railroad Crossings, 13 feet

**New Driveway Installation**

- 20 feet of 12 inch at 815 Center Street

**Sidewalk Repair**

- 2000 Tangle Lane, 60 feet
- 1903 Shady Lane, 60 feet
- Morton Street, 5 feet
- 652' Total for the year
- 245 Total yards of concrete for the year

**Curb and Gutter Repair**

- None

**Special Projects**

- Remove old asphalt for the new generator site



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

**George Park**

- Cleaned parking lots, and restrooms, shop, vehicles and equipment
- Picked up trash, and tree trimming
- Replaced volleyball nets on both courts

**Wessendorff Park**

- Cleaned fountain and restrooms
- Applied herbicide, edged all sidewalks, mowed park and removed dead tree

**Shooting Range**

- Mowed

**City Hall Park**

- Cleaned leaves

**Crawford Park**

- None

**Clay Park**

- Applied ant bait, picked up trash and removed dead tree
- Cleaned and power washed pavilion

**Freeman Town Park**

- Mowed park

**Special Projects**

<b>DATE</b>	<b>JOB DESCRIPTION</b>
12/3/2020	Mowed PD Impound Lot
12/3/2020	Mowed Richmond Parkway
12/21/2020	Removed hedges at Old Fire Station 1
12/22/2020	Removed hedges at Old Fire Station 1
12/29/2020	Removed dead Trees and limbs from behind PD

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

**Total Park Man Hours**

<b>PARK NAME</b>	<b>TOTAL MAN HOURS</b>
George Park	370
Wessendorff Park	181.50
Shooting Range	3
Crawford Park	0
Clay Park	47
Freeman Town Park	2
City Hall Park	10
Special Projects	58
<b>TOTAL</b>	<b>671.50</b>

<b>FISCAL YEAR/FY 21</b>	<b>TOTAL MAN HOURS</b>
October	599.80
November	613.50
December	671.50
<b>TOTAL</b>	<b>1884.80</b>

**Total Trash Pick Up in Cubic Yards**

<b>PARK NAME</b>	<b>CUBIC/YARDS</b>
George Park	39.74
Wessendorff Park	3.34
Shooting Range	0
Crawford Park	0
Clay Park	9.35
Freeman Town Park	0
City Hall Park	0
Special Projects	0
<b>TOTAL</b>	<b>52.43</b>

<b>FISCAL YEAR/FY 21</b>	<b>TOTAL MAN HOURS</b>
October	103.72
November	134.47
December	52.43
<b>TOTAL</b>	<b>290.62</b>

**PUBLIC WORKS  
ONGOING PROJECT UPDATES  
DECEMBER REPORT**

**WATER PROJECT UPDATES**

WA2102 – CDBG – North Richmond Water Line Project

- Notice to proceed will be issued to Jones and Carter for design, late January.

WA2101 – Elevated Storage Tank Rehab

- Under design with Kimley Horn for a January bid advertisement and February bid opening.

**STREET PROJECT UPDATES**

ST001 – 10th Street Extension

- Fort Bend County Mobility Project 10th Street – Preliminary engineering complete, working through details of inter local agreement with the County

**PARK PROJECT UPDATES**

PK007 – Clay Street Drainage and Sidewalk Project

- Cobb Fendley Engineering to begin design in January.

**DRAINAGE PROJECT UPDATES**

DR006 – WCJC Detention Pond

- Preliminary Engineering Report complete.

**OTHER PROJECT UPDATES**

MU002 – Quiet Zone

- BNSF quiet zone – Notice of Establishment sent to BNSF for quiet zone on 1/11. BNSF has 21 days to process the “no train horn” request. The train engineers have 30 days after that to comply with the established quiet zone.

MU006 – Wayside Horn Project

- Contract to Rio Tech Railway (formerly CTC) for installation of wayside horn equipment to the Commission in January for consideration.

MU2003 – Police Department – Window Sealing and Atrium Repair

- Project bidding end of January 21

MU2005 – Emergency Generators (Water and Street facilities)

- Contract awarded to McDonald Electric on 11/16 and notice to proceed issued 12/9 for 160-day contract.

Former Fire Station and Myrtle Shell Rehabilitation

- Contract to City Commission for consideration in January

**PROJECTS PENDING FOR FY21 (Budget Approval)**

ST2101 – Street Rehab – Design SOQ in January

WW2101 – Lift Station Rehab

**PUBLIC WORKS  
ONGOING PROJECT UPDATES  
DECEMBER REPORT**

**Monthly Safety Meeting** – None

**TxDOT Updates**

**90 Overpass Project**

1. Waiting on approval from the UP as to working within their right-of-way for the installation of the storm sewer. Also waiting for the approval to bore under the tracks for the storm sewer.

**I-69 Project**

1. The completion date for the section of the project from 99 to Reading Road has been moved to May 7, 2021 due to additional change orders.

**City Projects**

1. Wayfinding sign cabinet installation project is moving forward. Contractor to add cabinets to existing signs. Completion scheduled for completion is January 22 weather permitting.
2. Installing passive COVID-19 temperature stations at City facilities (15 total).
3. Street sweeping to begin in March for areas that have curb and gutter streets (approximately 54 curb miles).

Rebecca Haas  
Mayor

Barry C. Beard  
Alex BeMent  
Carl Drozd  
Terry Gaul

Commissioners

City of Richmond  
Public Works Department  
City Hall Annex  
600 Morton Street  
Richmond, Texas 77469  
281.342.0559  
FAX: 281.232.0704  
www.richmondtx.gov



January 11, 2021

Paul Cristina, P.E.  
Director – Public Projects  
BNSF Railway Company  
2500 Lou Menk  
Fort Worth, TX 76131

**Subject: Notice of Establishment for a Railroad Quiet Zone (21 day notice): BNSF Railway Company (BNSF), Galveston Subdivision, Richmond, TX.**

This letter and the attachments are a Notice of Establishment (NOE) for the creation of a quiet zone under 49 CFR 222.43. As required by the Federal Railroad Administration under 49 CFR 222.43, the following information is provided to you and other parties. A notice of Intent (NOI) was issued by the City of Richmond on March 23, 2020.

**LIST OF GRADE CROSSINGS WITHIN THE QUIET ZONE – 222.43(B)(v)(iv)**

All public, private, and pedestrian grade crossings to be included within the quiet zone are:

<u>Street Name</u>	<u>DOT No.</u>	<u>Location on Street</u>	<u>Improvement</u>
FM 1640 (Avenue I)	022682X	100 Block	SSM – Concrete Medians
Private Drive	022683E	100 Block	Private Crossing - Advance Warning Signs
Austin Street	022685T	100 Block	Private Crossing Closure

**TIME PERIOD FOR HORN RESTRICTION - 222.43(B)(iv)**

The quiet zone shall restrict the routine sounding of locomotive horns 24 hours a day.

**IMPROVEMENTS COMPLETED- 222.43(b)(2)(iii)**

**FM 1640 - Avenue I (SSM Concrete Median)**

This crossing is equipped with flashing lights, gates, bells, power out indicator and a constant warning time device. The City coordinated with the Agency to install SSM-compliant concrete median on each approach. The diagnostic team determined that the existing flashing lights and bells are sufficient for pedestrian warning and had no further recommendations.

**Private Drive (Private Crossing – Stop Signs/AWS)**

This crossing is equipped with Private crossing signs and stop signs. The City installed Private crossing signs, stop signs and Advance Warning Signs with supplemental No Train Horn signs.

**Austin Street (Private Crossing Closure)**

This crossing was equipped with passive warning devices. The City coordinated with BNSF to install street closure signs. The City is aware that trains will continue to sound their horn until the crossing is removed.

**COMPLIANCE MONITORING PROJECT POINT OF CONTACT - 222.43(b)(2)(iv)**

Name and title of person who will act as point of contact during the quiet zone development process:

Howard Christian  
Public Works Director  
City of Richmond  
600 Morton Street  
Richmond, TX 77469

Phone: 832-759-5021  
Email: [hchristian@richmondtx.gov](mailto:hchristian@richmondtx.gov)

**NOTICE OF ESTABLISHMENT - 222.43**

There have been no comments about the proposed quiet zone to the public authority during the 60-day period after the date on which the Notice of Intent was mailed on March 23, 2020.

Please consider this notice as the beginning date of the required 21-day period in the Quiet Zone process. The 21-day period for this Quiet Zone Establishment notice will end on February 1, 2021.

**LIST OF PARTIES RECEIVING NOTIFICATION - 222.43(b)(2)(v)**

The list of parties receiving notification is provided in Attachment A.

If you have any questions, feel free to contact me.

Respectfully submitted,



Howard Christian  
Public Works Director  
City of Richmond  
[hchristian@richmondtx.gov](mailto:hchristian@richmondtx.gov)

**Attachments:**

Attachment A: List of Parties Receiving Notification

**PUBLIC WORKS  
CALLS RECEIVED  
DECEMBER REPORT**

Public Works	Calls for December 2020	%
Facilities	3	1%
Inquiry	263	51%
Parks	1	0%
Solid Waste	165	32%
Street	15	3%
Traffic	0	0%
Water	64	13%
<b>Total</b>	<b>511</b>	<b>100%</b>

Public Works Breakdown	No. of Calls	%
Inquiry	47	18%
Internal Calls	0	0%
Out of City Limits	73	28%
Sales	12	5%
Street Lights	4	2%
Transfer Calls	74	28%
Transfer Calls to Customer Service	43	16%
Transfer Calls to Permits	8	3%
Transfer Calls to Code Enforcement	2	1%
<b>Total</b>	<b>263</b>	<b>100%</b>

**PUBLIC WORKS TOTAL CALLS RECEIVED FOR FISCAL YEAR**

FY21 - Month	Total Calls
Oct	605
Nov	471
Dec	511
<b>TOTAL</b>	<b>1587</b>

**PUBLIC WORKS  
AFTER HOURS ONCALL SERVICE  
DECEMBER 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 December:

<b>CATEGORY</b>	<b>CALLS</b>
Customer Service	9
Human Resources	1
Out of City Limits	14
Permits	1
Public Works	2
Solid Waste	2
Streets	1
Utilities	18
<b>Total</b>	<b>48</b>

**PUBLIC WORKS AFTER HOUR CALLS RECEIVED FOR FISCAL YEAR**

<b>FY21 - MONTH</b>	<b>TOTAL CALLS</b>
October	19
November	48
December	48
<b>Total</b>	<b>115</b>



**PUBLIC WORKS  
PROJECT REVIEW  
DECEMBER REPORT**

The following have been submitted to the Permits Department for Public Works, Planning and the City Engineer to review. Once the review is complete, a comment letter is sent to the applicant.

**TOTAL REVIEWS FOR FISCAL YEAR**

FY21 - MONTH	TOTAL REVIEWS
October	23
November	21
December	19
<b>Total</b>	<b>63</b>

**PLANS REVIEW**

DATE	PROJECT NAME	Plan Type
12/3/2020	Anchor Bend Church New Campus 1400 FM 2218	Comm Building
12/3/2020	1860 FM 359 - ATM	Site Plan
12/8/2020	1106 Golfview Dr	Comm Building
12/8/2020	Blaschk's - 4th Submittal	Site Plan
12/9/2020	OSP NW 359 Reserve A	Site Plan
12/10/2020	Biz Park Warehouse	PI & Grading
12/17/2020	ESG Facility 1011 E HWY 90A	Site Plan
12/17/2020	Castro Tire Shop - 311 South Eleventh St	Site

**PUBLIC WORKS COORDINATION REVIEW**

DATE	PROJECT NAME	WORK DESCRIPTION
12/2/2020	1106 Golfview Dr	Adding to existing building
12/2/2020	Damon and Ave B	Mandola Farms Approach (S)
12/2/2020	Hennessey Dr	Mandola Farms Approach (N)
12/15/2020	1308 Trenton St	AT&T - ROW - Small cell node cabinet
12/15/2020	307 Fort St	Fort Bend EOC
12/21/2020	2221 Richmond Pkwy	Comcast
12/21/2020	515 N 3rd Street	Culvert
12/30/2020	1924 Teakwood	Driveway

**PUBLIC WORKS  
PROJECT REVIEW  
DECEMBER REPORT**

**PUBLIC WORKS PLAT REVIEW**

DATE	PROJECT NAME
12/8/2020	Estates at Lakes of Williams Ranch Sec. 1 Partial Replat No. 4
12/8/2020	LCISD Maxine Phelan Elementary School - Preliminary Plat (Veranda)
12/23/2020	Mandola Farms Sec 2 Preliminary Plat - Filing & Submittal

**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
11/20/2020	Huntington at Richmond - 3 <sup>rd</sup> Submittal	Site Plan
11/23/2020	Veranda Multi Family - 2627 FM 762 - 2 <sup>nd</sup> Submittal	Site Plan
11/30/2020	CISD Foster HS - 4400 Farm to Market 723 - 4 <sup>th</sup> Submittal	Site Plan
11/30/2020	CISD Wertheimer MS - 4240 Farm to Market 723 - 4 <sup>th</sup> Submittal	Site Plan
12/3/2020	1860 FM 359 – ATM *	Site Plan

\* Final was signed by Planning Director



## CONSENT AGENDA

8. Planning Department Report.



**A5.8 PLANNING DEPARTMENT REPORT TO THE CITY COMMISSION**  
**DECEMBER 2020 / JANUARY 2021**

The following table provides an overview of Planning Department activities from December 22, 2020 through January 13, 2021:

<b>DEVELOPMENT PROJECTS</b>		
<b>Project Type</b>	<b>Total</b>	<b>Description</b>
• Sign Permit Reviews	5	<i>Includes new walls signs and freestanding signs.</i>
• Inspections	2	<i>Sign and Site Final inspections</i>
• Development Plan Review	6	<p><i>Site development plans and interior build-out plans. Projects include:</i></p> <ul style="list-style-type: none"> <li>▪ <b>1011 E Hwy 90A:</b> <i>The subject site is proposed to be developed to include an office warehouse building. The plans for the proposed development were first submitted in September 2019.</i></li> <li>▪ <b>311 11<sup>th</sup> Street (Old Sonic building):</b> <i>Staff is reviewing plans for a proposed tire shop to be located at the subject site. The applicant is proposing addition on the sides of the existing building. Staff met with the applicant in August 2020 to discuss the proposed project.</i></li> <li>▪ <b>3415 FM 762, Richmond Town Plaza:</b> <i>Staff is reviewing a site development plan for a 16,000 sq. ft. shell building and associated site improvements at the subject site. The plans were first submitted in August 2020.</i></li> <li>▪ <b>700 Jackson St, Wells Fargo Bank:</b> <i>Staff is reviewing plans for proposed upgrades to exterior lighting for the subject site.</i></li> <li>▪ <b>1840 FM 359, Fossum Family Dental Care:</b> <i>Staff is reviewing plans for a proposed dental office to be located at the subject site. The applicant is proposing addition on the rear of the existing building along with associated site improvements. The plans were previously approved, and the applicant is proposing some revisions.</i></li> <li>▪ <b>1400 FM 2218, Anchor Bend Church:</b> <i>The subject site was previously the location of a Tractor Supply. The building will be updated for a proposed church use with associated site improvements. Building permit and Site Development Plans are currently under review.</i></li> </ul>
• Plat Application Review	5	<i>3 plats for January 2021 agenda and 2 plats for the February 2021 Agenda</i>

• Plat Variance	0	<i>One the plat applications for the month of February 2021 Agenda could potentially include a request for a variance.</i>
• Zoning Variance Request	0	<b>Note:</b> The owner of the 9ers Barbeque on FM 359 has expressed their intent to apply for a sign variance to be considered by the Zoning Board of Adjustments.
• UDC Text Amendment Request	0	Staff is currently reviewing specific sections of the UDC to identify areas needing text amendment.
• Pre-application conferences	1	<i>A Zoom meeting was held to discuss allowance, regulations, and permitting process. (Details in the following section)</i>
• Zoning Change	1	A Conditional Use Permit request by Vincent Ramos (owner of the subject site) was received to allow the operation of a convenient store with sale of fresh produce and limited grocery at the subject site located at 1117 Powell Street. This request was presented at the January 2021 regular Planning and Zoning Commission, however, after the meeting, the applicant requested to hold off the application. Based on conversations with the applicant, it appears that the applicant is considering a different use for the subject site as part of the Conditional Use Permit. Staff is awaiting a revised application from the property owner.

### OTHER PLANNING DEPARTMENT PROJECTS & UPDATES

**Pre-application Conference**

- **401 Austin St:** The subject site is zoned OT, Olde Town district and is located at the southwest corner of S 4<sup>th</sup> St and Austin St intersection. The applicant met with staff to discuss the possibility of developing the subject site to be developed for single family attached or multi-family development. The applicant was advised that the subject site is not zoned to allow a multi-family development.

**Richmond Historical Commission**

**314 Morton St:** A new wall sign for Sandy McGee’s Restaurant located in the Downtown District will be presented to the Richmond Historical Commission at the January 2021 Regular meeting.

### GIS PROJECTS AND INITIATIVES

Project / Initiatives	Description
Fort Bend Central Appraisal District (FBCAD) Data Updates	<ul style="list-style-type: none"> <li>• <i>Received quarterly GIS data updates from the Fort Bend Central Appraisal District (FBCAD).</i></li> <li>• <i>Reviewed and curated data for accuracy and completion.</i></li> <li>• <i>Geoprocessed key datasets—such as parcel and roads layer—for integration with existing GIS data.</i></li> <li>• <i>Organized geodatabases following processing of updated datasets.</i></li> </ul>

<p>ArcGIS Online Web Application Maintenance</p>	<ul style="list-style-type: none"> <li>• <i>Updated feature and tile layers hosted on ArcGIS Online and subsequent map applications.</i></li> <li>• <i>Updated data includes parcel and roads feature layers.</i></li> <li>• <i>Uploaded utilities feature classes as feature and tile layers as a means of exploring different methods of hosting data.</i></li> </ul>
<p>Geodatabase Design &amp; Maintenance</p>	<ul style="list-style-type: none"> <li>• <i>Routine reassessment of the design and organization of feature classes and datasets stored in SDE geodatabase.</i></li> <li>• <i>Identify potential new datasets and sources.</i></li> <li>• <i>Implement QA/QC workflows to define SDE geodatabase domains and attributes.</i></li> </ul>

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



## CONSENT AGENDA

9. Building Department Report.



# CITY OF RICHMOND

## OFFICE OF THE BUILDING OFFICIAL

**SUBJECT: Monthly Status December 2020, submitted January 2021 by Lori Bownds.**

**Certificate of Occupancy Issued:**

- Business - Suites to be built out – 2117 Lamar Drive

**Plan Reviews: Significant:**

- Fort Bend County EOC – Sent to International Code Council for review – 307 Fort Street
- Smoke Shop- build out – 1531 FM 359 Suite200
- New single-family residence – 712 Lettie Street
- Fitness Center build out – 5400 Pointe West Circle Suite 100
- Church – build out – 1400 FM 2218
- Tire Shop 3<sup>rd</sup> review – 311 South 11th
- Roof Top Solar Panels – 2208 N. Belmont
- New single-family residence – 508 Center Street
- Generator Install – 1210 Ironwood

**Health Inspections:**

*Health Inspections are now included in Code Enforcement's Monthly Report*

**Inspections:**

- |              |     |
|--------------|-----|
| • Plumbing   | 408 |
| • Building   | 11  |
| • Driveway   | 9   |
| • Electrical | 12  |
| • Mechanical | 16  |
| • Occupancy  | 4   |



**Contacts Permit Desk:**

- Inspections scheduled, rescheduled or canceled 451
- Applications submitted for review 37
- Applications processed 192
- License processed 43

We are currently renewing the annual Mobile Home Park License

END OF REPORT



## CONSENT AGENDA

### 10. Code Enforcement Report



# **Code Enforcement**

## **December 2020**

**For  
Mayor Rebecca Haas**

**Commissioners  
Barry Beard  
Alex BeMent  
Carl Drozd  
Terry Gaul**

## CODE ENFORCEMENT DECEMBER REPORT

### Monthly Code Enforcement Violations

Case Number	Case Date	Property Address	Description of Violation	Status
20200781	12/2/2020	City Wide	Sign Violations	Closed
20200780	12/9/2020	809 Morton	Garbage and Rubbish	Closed
20200779	12/9/2020	208 Fleming	Garbage and Rubbish	Open
20200786	12/11/2020	602 Burnet	No Permit	Open
20200785	12/11/2020	712 Center St	Permit Required	Closed
20200784	12/11/2020	1104 South Third	Dangerous Structure	Open
20200783	12/11/2020	507 Travis (Rear)	Dangerous Structure	Open
20200782	12/11/2020	406 Burnet	Dangerous Structure	Open
20200787	12/15/2020	1100 Trenton	Junked Vehicle	Open

### Properties Assigned to Building & Standards Commission

The Building and Standards Commission will be meeting via Zoom on January 25, 2021 at 4:30 p.m. to discuss these sites and make recommendations.

Case Number	Case Date	Property Address	Description of Violation	Status
20200535	6/22/2020	2002 Gammon St.	Dangerous Structure	Open
20200218	3/4/2020	906 Fields St.	Dangerous Structure	Open
20190562	11/19/2019	311 Mellon	Dangerous Structure	Open
20190548	11/5/2019	2002 Gammon St.	Accessory Structure	Open
20190472	9/24/2019	1000 Calhoun St.	Dangerous Structure	Open
20190269	7/15/2019	602 Mabel	Dangerous Structure	Open
20190264	7/11/2019	601 Pultar	Dangerous Structure	Open
20190088	3/28/2019	1315 Newlin	Dangerous Structure	Open
20190032	2/14/2019	703 Newton Dr.	Property Maintenance-Exterior	Open
20180428	11/1/2018	1101 Jerry St.	Dangerous Structure	Open
20180069	3/29/2018	1110 Rufus	Dangerous Structure	Open
20180018	2/19/2018	1616 George Ave.	Dangerous Structure	Open

### Website Updates

Staff will begin to design a dedicated webpage for Code Enforcement.

## CODE ENFORCEMENT - OPEN CASES

1/1/2017 - 12/31/2020

Case #	Case Date	Address of Violation	Description of Violation	Status
20200220	3/4/2020	206 Collins Rd.	Accessory Structures	Open
20190423	9/5/2019	1610 George	Address Identification	Open
20200760	11/10/2020	809 Leonard St.	Address Identification	Open
20200758	11/10/2020	800 Collins St.	Address Identification	Open
20200763	11/16/2020	821 Cub Ln.	Address Identification	Open
20200731	10/22/2020	231 Rochelle St	Address Identification	Open
20200686	9/15/2020	1505 Carver	Business in Residence	Open
20200453	6/4/2020	1007 Preston St	Dangerous Fence	Open
20180069	3/29/2018	1110 Rufus	Dangerous Structure	Open
20180428	11/1/2018	1101 Jerry Street	Dangerous Structure	Open
20190088	3/28/2019	1315 Newlin	Dangerous Structure	Open
20190264	7/11/2019	601 Pultar	Dangerous Structure	Open
20190312	8/14/2019	608 Travis	Dangerous Structure	Open
20190472	9/24/2019	1000 Calhoun St	Dangerous Structure	Open
20190562	11/19/2019	311 Mellon	Dangerous Structure	Open
20200218	3/4/2020	906 Fields St.	Dangerous Structure	Open
20200535	6/22/2020	2002 Gammon St.	Dangerous Structure	Open
20200784	12/11/2020	1104 South Third	Dangerous Structure	Open
20200783	12/11/2020	507 Travis (Rear)	Dangerous Structure	Open
20200782	12/11/2020	406 Burnet	Dangerous Structure	Open
20190526	10/30/2019	304 Riveredge Dr	Garbage and Rubbish	Open
20200454	6/4/2020	1007 Preston	Garbage and Rubbish	Open
20200466	6/10/2020	217 Collins	Garbage and Rubbish	Open
20200695	9/22/2020	1215 Main St.	Garbage and Rubbish	Open
20200746	11/9/2020	2103 George Ave.	Garbage and Rubbish	Open
20200779	12/9/2020	208 Fleming	Garbage and Rubbish	Open
20190635	12/17/2019	315 Burnett St.	Junked Vehicle	Open
20200204	3/4/2020	1804 George St.	Junked Vehicle	Open
20200735	11/5/2020	1605 Paloma	Junked Vehicle	Open
20200733	11/5/2020	206 Mellon	Junked Vehicle	Open
20200764	11/16/2020	810 Lettie	Junked Vehicle	Open
20200787	12/15/2020	1100 Trenton	Junked Vehicle	Open
20200786	12/11/2020	602 Burnet	No Permit	Open
20200219	3/4/2020	206 Collins Rd.	Property Maintenance (Exterior)	Open

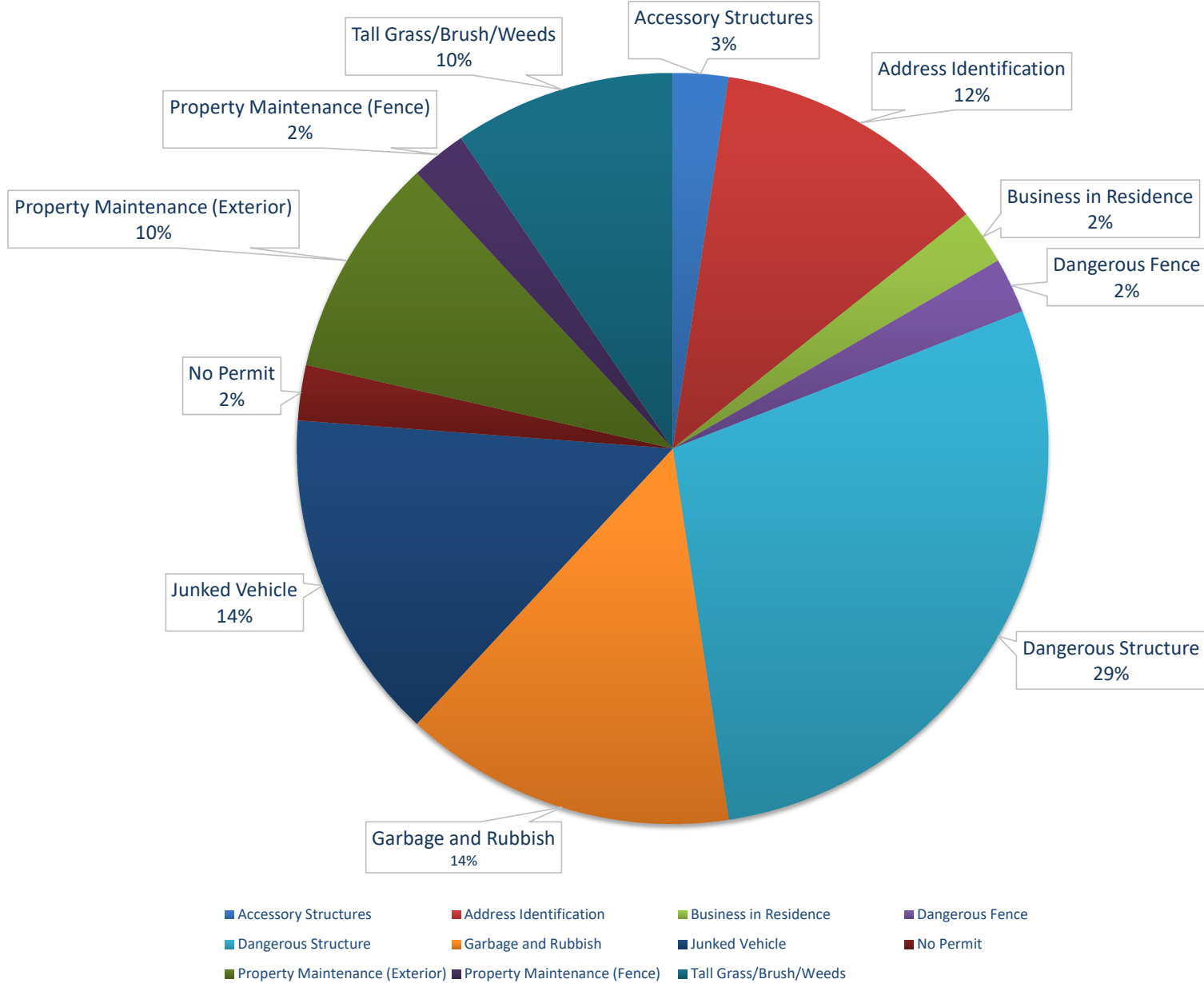
## CODE ENFORCEMENT - OPEN CASES

1/1/2017 - 12/31/2020

Case #	Case Date	Address of Violation	Description of Violation	Status
20200627	7/29/2020	508 North Third St.	Property Maintenance (Exterior)	Open
20200693	9/22/2020	215 Clark St.	Property Maintenance (Exterior)	Open
20200766	11/16/2020	401 North Tenth St	Property Maintenance (Exterior)	Open
20200734	11/5/2020	1804 Paloma	Property Maintenance (Fence)	Open
20200455	6/4/2020	1007 Preston	Tall Grass/Brush/Weeds	Open
20200623	7/29/2020	810 Ferry St.	Tall Grass/Brush/Weeds	Open
20200622	7/29/2020	808 Ferry St.	Tall Grass/Brush/Weeds	Open
20200774	11/16/2020	1003 Preston St.	Tall Grass/Brush/Weeds	Open

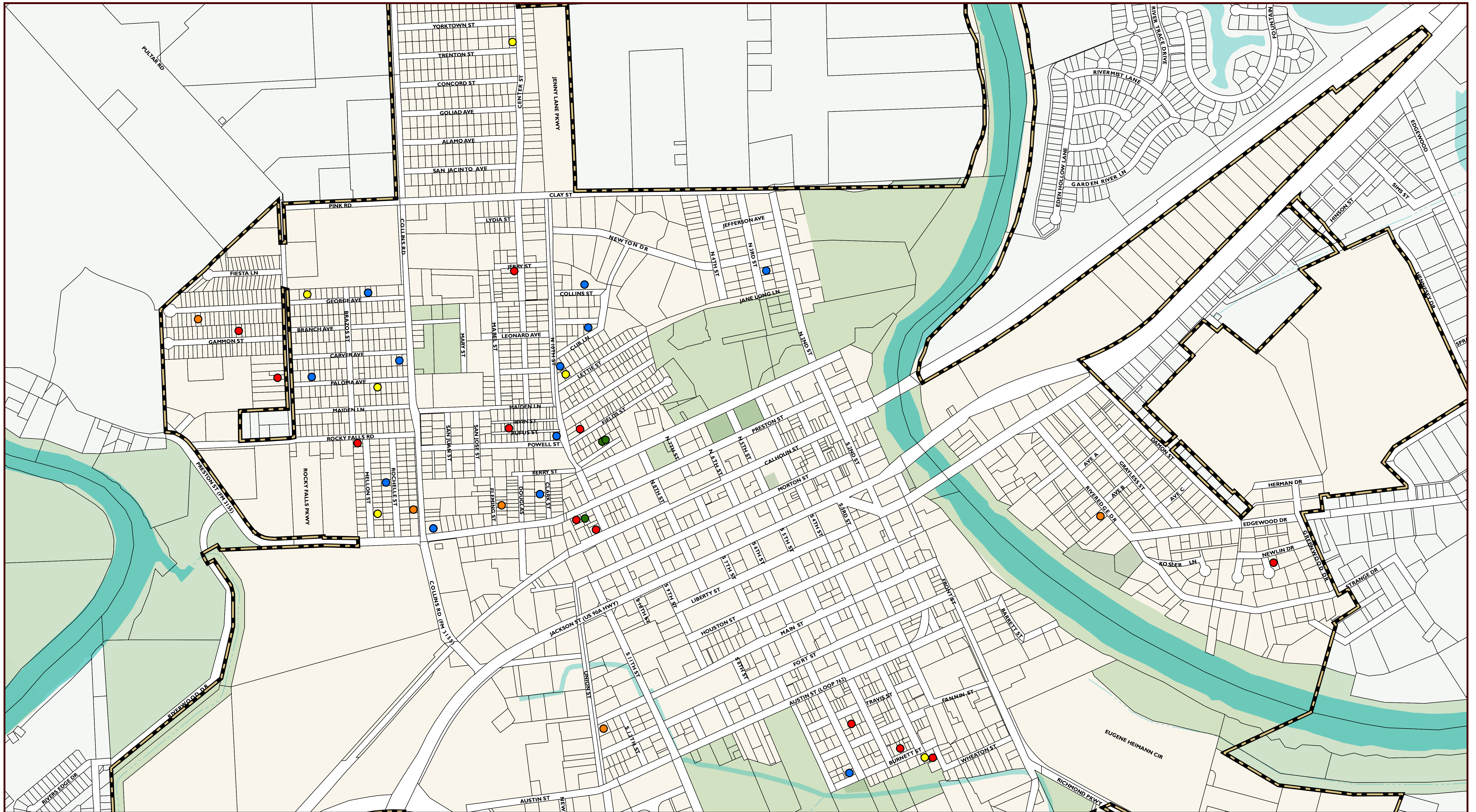
Total Records: 42

### CODE ENFORCEMENT OPEN CASES











# CITY OF RICHMOND CODE ENFORCEMENT - OPEN VIOLATIONS (DECEMBER 2020)



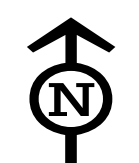
### BOUNDARIES

-  CITY LIMITS
-  EXTRATERRITORIAL JURISDICTION

### CODE ENFORCEMENT - OPEN VIOLATIONS

-  DANGEROUS STRUCTURE
-  GARBAGE AND RUBBISH
-  JUNKED VEHICLE
-  TALL GRASS / BRUSH / WEEEDS
-  OTHER

### LEGEND



0 500 1,000 Feet

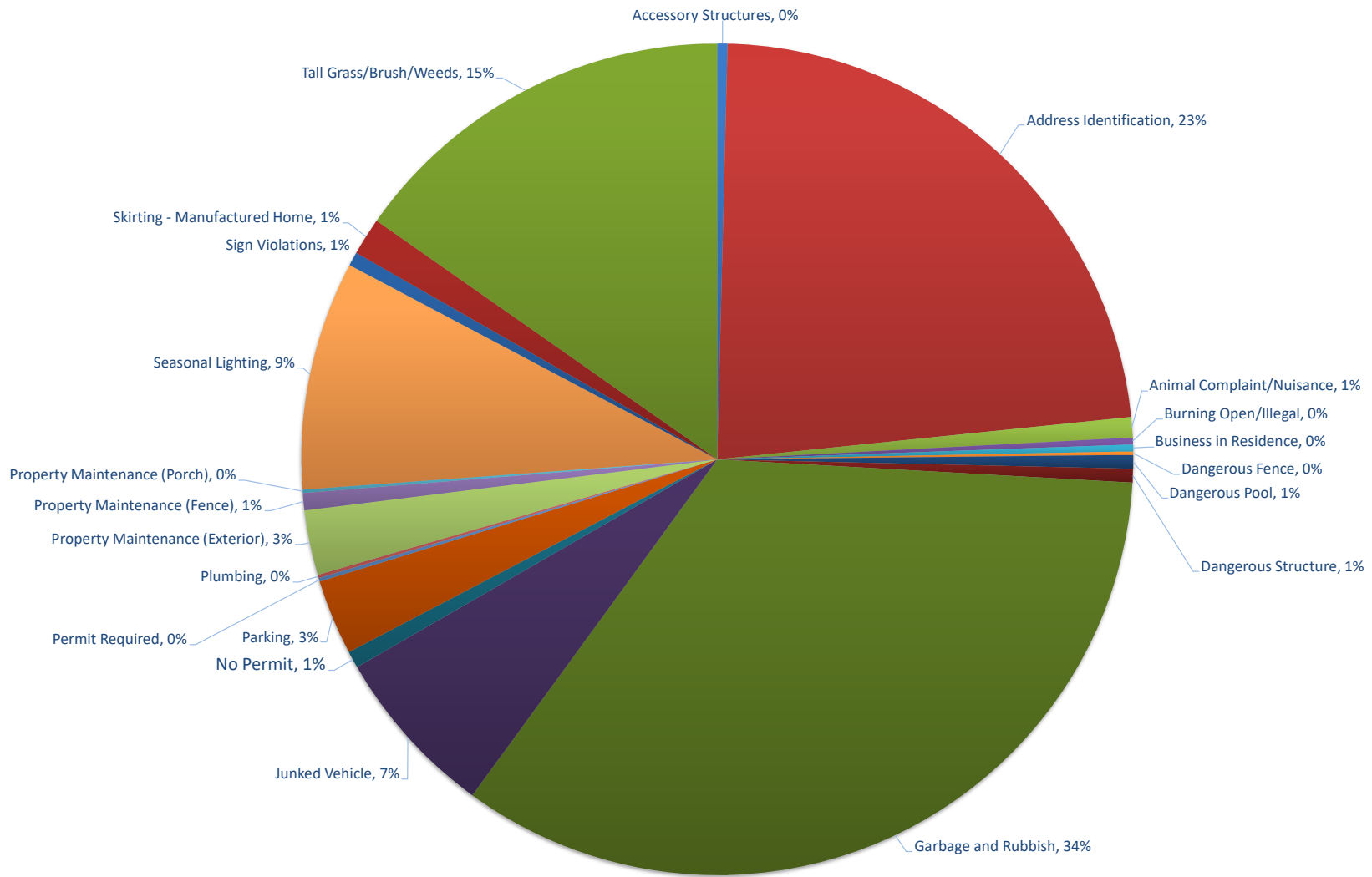
MAP DISCLAIMER:  
This map is intended for general informational purposes only, and does not represent a legal record. The City of Richmond, Texas makes no warranty regarding specific accuracy or completeness, and the contents or data may be subject to revision at any time without notification.



**CODE ENFORCEMENT - CLOSED CASES**  
**1/1/2020 - 12/31/2020**

Description of Violation	QTY
Accessory Structures	3
Address Identification	173
Animal Complaint/Nuisance	6
Burning Open/Illegal	2
Business in Residence	2
Dangerous Fence	1
Dangerous Pool	4
Dangerous Structure	4
Garbage and Rubbish	257
Junked Vehicle	50
No Permit	5
Parking	22
Permit Required	1
Plumbing	1
Property Maintenance (Exterior)	19
Property Maintenance (Fence)	5
Property Maintenance (Porch)	1
Seasonal Lighting	67
Sign Violations	4
Skirting - Manufactured Home	11
Tall Grass/Brush/Weeds	115
<b>Total</b>	<b>753</b>

## CODE ENFORCEMENT - CLOSED CASES (1/1/2020-12/31/2020)



- |                                   |                                |                                |                        |                         |                                |                          |
|-----------------------------------|--------------------------------|--------------------------------|------------------------|-------------------------|--------------------------------|--------------------------|
| ■ Accessory Structures            | ■ Address Identification       | ■ Animal Complaint/Nuisance    | ■ Burning Open/Illegal | ■ Business in Residence | ■ Dangerous Fence              | ■ Dangerous Pool         |
| ■ Dangerous Structure             | ■ Garbage and Rubbish          | ■ Junked Vehicle               | ■ No Permit            | ■ Parking               | ■ Permit Required              | ■ Plumbing               |
| ■ Property Maintenance (Exterior) | ■ Property Maintenance (Fence) | ■ Property Maintenance (Porch) | ■ Seasonal Lighting    | ■ Sign Violations       | ■ Skirting - Manufactured Home | ■ Tall Grass/Brush/Weeds |



## CONSENT AGENDA

11. Emergency Management Report.

# Emergency Management

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## Monthly Report



December 2020

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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 December, the Office of Emergency Management stayed busy with the EOC upgrade project, several zoom meetings and trainings. Staying up to date with new COVID-19 advances and regulations.

## **Processes and systems being monitored by The Emergency Management Team**

### **Cares ACT Funds;**

- The EOC Update Project continues to move along. The new computers have been set up which is the last phase of the EOC Update.
- Looking into Omnilert to review their alerting system to see how the city and citizens might benefit from the program.
- Looking at locations within City buildings to install the Protect 98 system to monitor temperatures of employees as well as guests.

### **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 (cold weather this time instead of a hurricane).
- Attended the WebEOC Work Group Meeting where we discussed issues from each jurisdiction and gave feedback/ suggestions on how to correct the current process.
- Attended jurisdictional calls with Fort Bend County to discuss any needs as Election Day approaches.
- Attended the Fort Bend Recovers November Meeting via Zoom.
- Attended the Department Head Meeting to discuss City updates and any other departmental needs.
- Attended the COVID-19 Vaccine Update Meeting to discuss distribution.
- Attended the City of Richmond Commission workshop and meeting.

### **Summary;**

This month like last continued to be busy with virtual meetings, public events, and the EOC Update Project. Holiday season is here, and 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

- 12) Review and consider taking action on a Preliminary Plat – Lamar CISD Maxine Phelan Elementary School – 15.835 acres of land – 0 Lots – 1 Block – 1 Reserve. The subject site is a proposed school site within Veranda Master Planned Development.



**CITY COMMISSION  
AGENDA ITEM COVER MEMO**

**DATE: January 19, 2021**

**Staff Review:**

City Manager \_\_\_\_\_  
City Attorney \_\_\_\_\_  
Finance \_\_\_\_\_  
Fire Department \_\_\_\_\_  
Police Department \_\_\_\_\_  
Public Works \_\_\_\_\_

**AGENDA ITEM: A5.12**

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

**SYNOPSIS**

**Review and consider taking action on a Preliminary Plat of Lamar CISD Maxine Phelan Elementary School, 15.835 acres of land, 0 Lots, 1 Reserve, and 1 Block.**

**The Planning and Zoning Commission recommended approval of this Preliminary Plat at their January 4, 2021, meeting.**

**COMPREHENSIVE PLAN 2014 GOALS ADDRESSED**

**D.4. Set aside a balanced mix of residential, civic, and commercial land uses to meet the lifestyle needs of all residents and business owners.**

**D.12. Locate schools, parks and recreation amenities, and daily conveniences within close proximity and safe access to neighborhoods, if not within or at its edges.**

**BACKGROUND**

- The subject site is located on the eastern side of Great Blue Heron Lane within the Veranda Master planned Residential Subdivision.**
- The subject site is owned by Lamar Consolidated Independent School District and is the location for a new elementary school. The proposed use of the subject site for a school was approved by the City Commission through a General Plan amendment in March 2018.**
- The proposed subdivision includes One (1) reserve and (1) block.**



**BUDGET ANALYSIS**

<b>FUNDING SOURCE</b>	<b>ACCOUNT NUMBER</b>	<b>PROJECT CODE/NAME</b>	<b>FY 2020-2021 FUNDS BUDGETED</b>	<b>FY 2020-2021 FUNDS AVAILABLE</b>	<b>AMOUNT REQUESTED</b>
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**

**CONDITIONAL APPROVAL: Staff recommends approval of this Preliminary Plat.**

City Manager Approval: \_\_\_\_\_



# RICHMOND TEXAS

EST. 1837

## CITY COMMISSION

*Final Report: Plat Application*

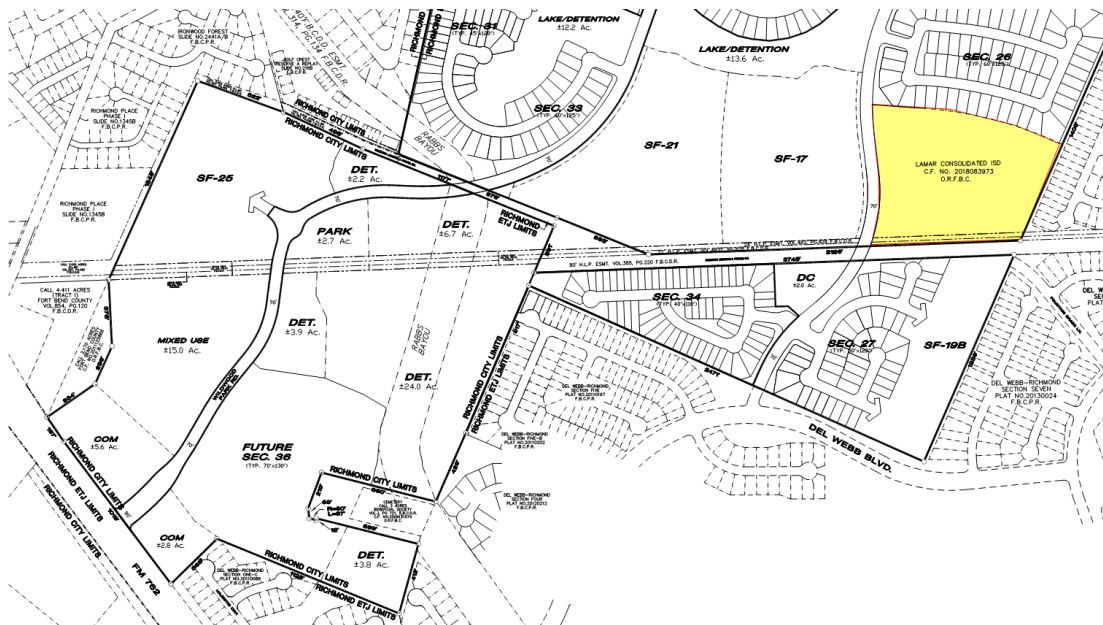
**Agenda Date:** January 19, 2021  
**Agenda Item:** A5.12

**Plat Name:** Lamar CISD Maxine Phelan Elementary School – Preliminary Plat  
**Applicant:** Brad L. Schodek | Kaluza, Inc.  
**Project Description:** A subdivision of 15.835 acre tract of land located in the Jane H. Long League, A-55, Fort Bend County, Texas.  
**Project Location:** The subject site is a proposed school site within Veranda Master Planned Development.  
**Zoning Designation:** NA / ETJ (Development Agreement)

**P&Z Commission Mtg.:** January 4, 2021  
**Project Planner:** Jose Abraham, Planning Director

### Background/Review Notes

- The subject site is located on the eastern side of Great Blue Heron Lane within the Veranda Master planned Residential Subdivision (location shown below).
- The subject site is owned by Lamar Consolidated Independent School District and is the location for a new elementary school. The proposed use of the subject site for a school was approved by the City Commission through a General Plan amendment in March 2018.
- The proposed subdivision includes One (1) reserve and One (1) block.

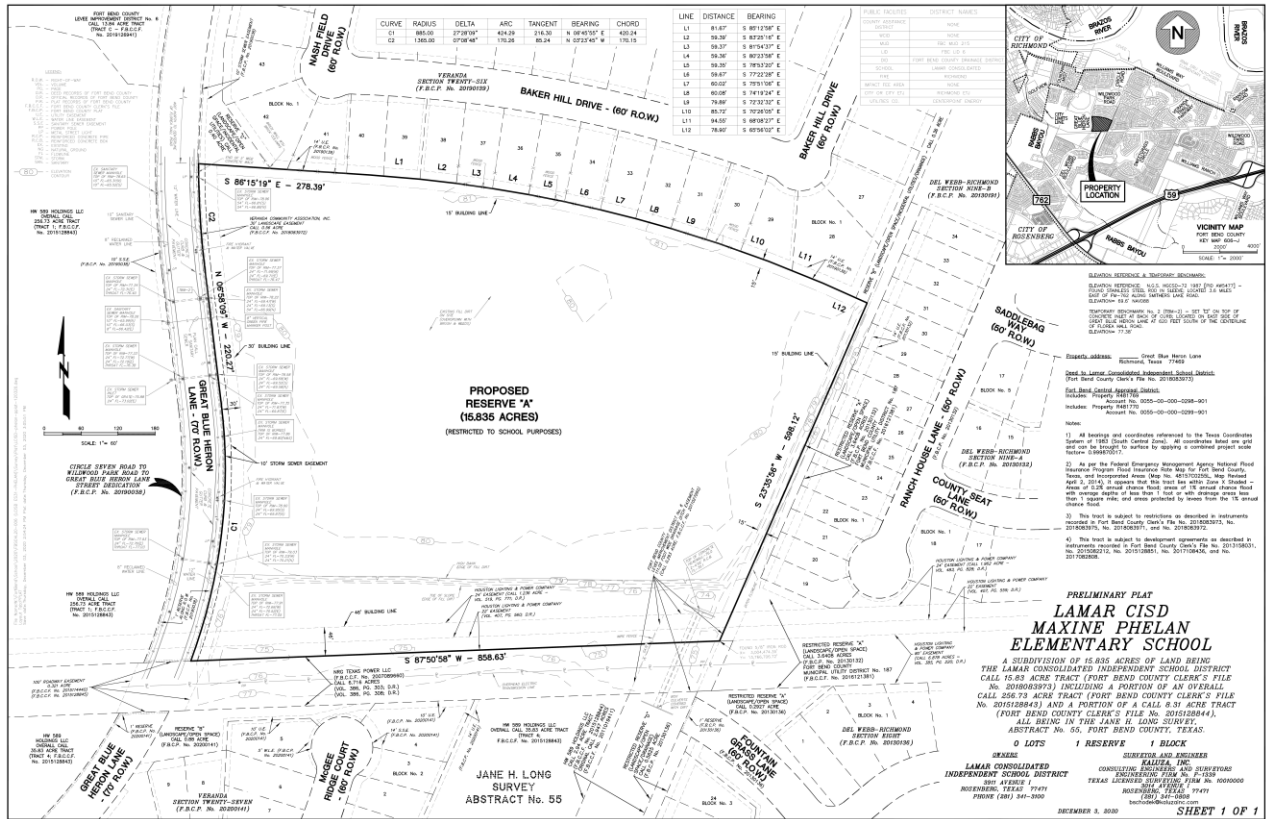


**Staff Recommendation**

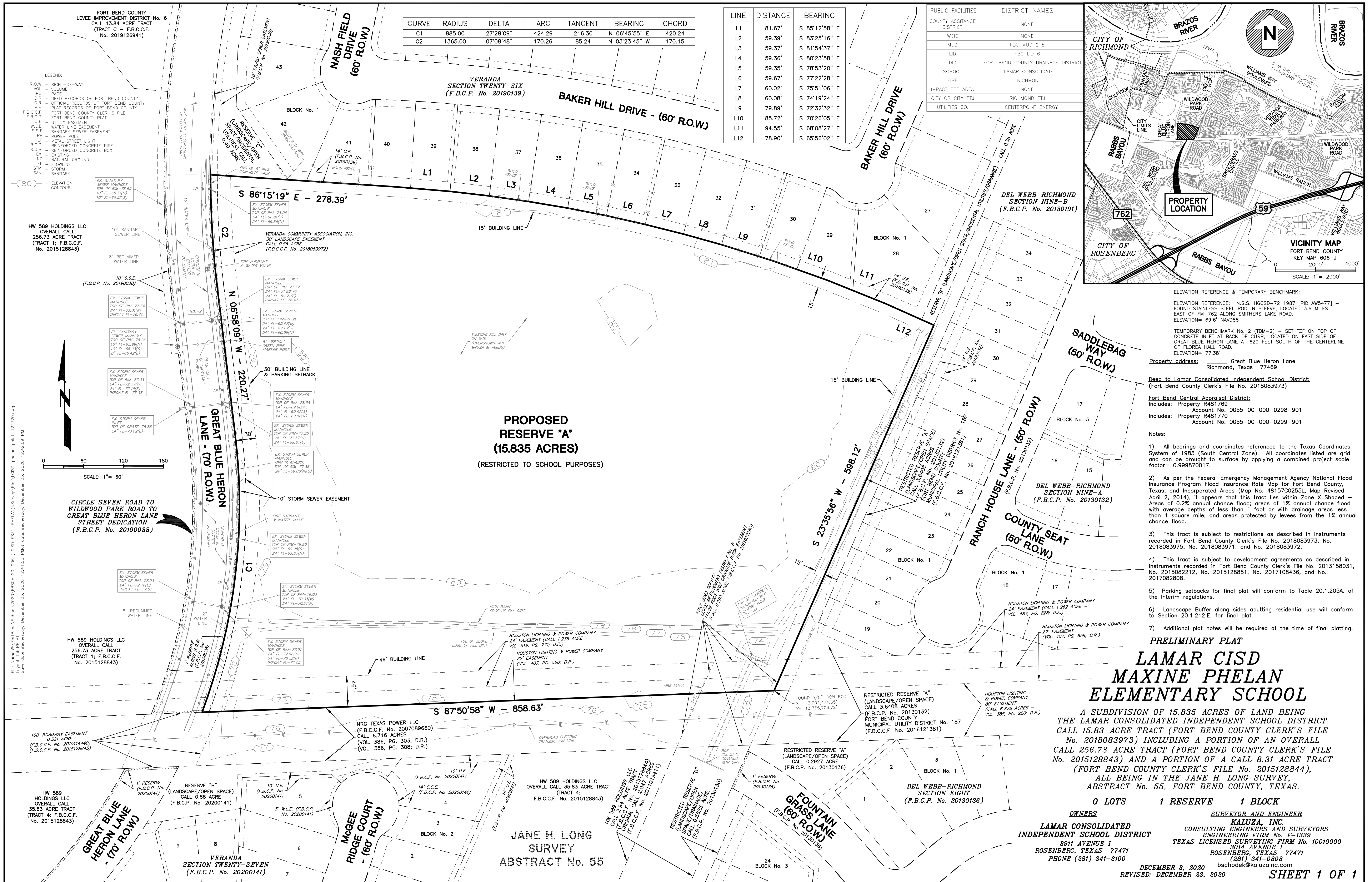
**APPROVAL:** Staff recommends approval of this Preliminary Plat.

**Planning and Zoning Commission Recommendation**

**APPROVAL:** Planning and Zoning Commission recommends approval of this Preliminary Plat.



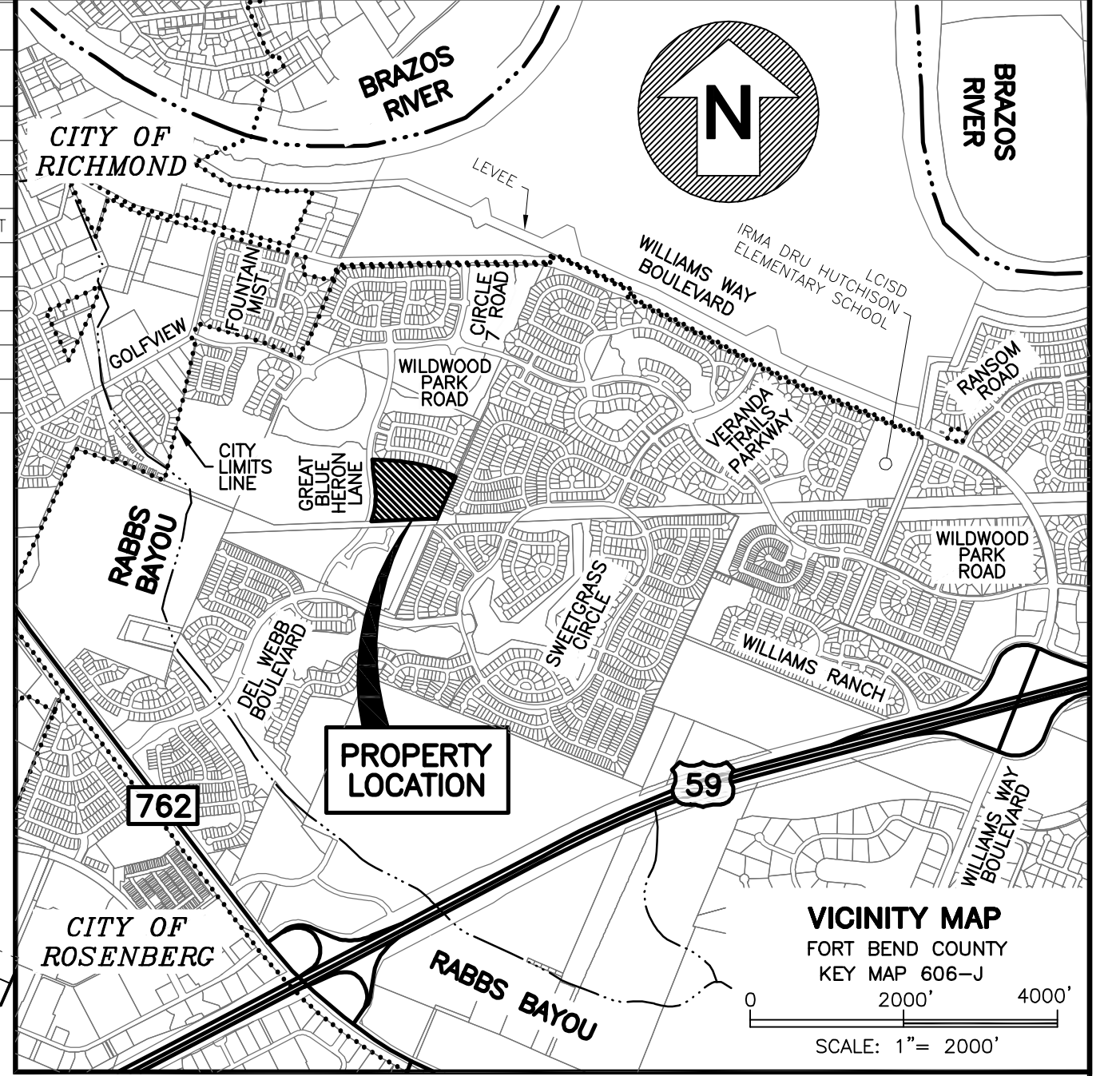




CURVE	RADIUS	DELTA	ARC	TANGENT	BEARING	CHORD
C1	885.00	27°28'09"	424.29	216.30	N 06°45'55" E	420.24
C2	1365.00	07°08'48"	170.26	85.24	N 03°23'45" W	170.15

LINE	DISTANCE	BEARING
L1	81.67'	S 85°12'58" E
L2	59.39'	S 83°25'16" E
L3	59.37'	S 81°54'37" E
L4	59.36'	S 80°23'58" E
L5	59.35'	S 78°53'20" E
L6	59.67'	S 77°22'28" E
L7	60.02'	S 75°51'06" E
L8	60.08'	S 74°19'24" E
L9	79.89'	S 72°32'32" E
L10	85.72'	S 70°26'05" E
L11	94.55'	S 68°08'27" E
L12	78.90'	S 65°56'02" E

PUBLIC FACILITIES	DISTRICT NAMES
COUNTY ASSISTANCE DISTRICT	NONE
WCD	NONE
MUD	FBC MUD 215
LID	FBC LID 6
DID	FORT BEND COUNTY DRAINAGE DISTRICT
SCHOOL	LAMAR CONSOLIDATED
FIRE	RICHMOND
IMPACT FEE AREA	NONE
CITY OR CITY ETJ	RICHMOND ETJ
UTILITIES CO.	CENTERPOINT ENERGY



**ELEVATION REFERENCE & TEMPORARY BENCHMARK:**  
 ELEVATION REFERENCE: N.G.S. HGCS0-72 1987 [PID AW5477] - FOUND STAINLESS STEEL ROD IN SLEEVE LOCATED 3.6 MILES EAST OF FM-762 ALONG SMITHERS LAKE ROAD. ELEVATION= 69.6 NAVD88  
 TEMPORARY BENCHMARK No. 2 (TBM-2) - SET "T" ON TOP OF CONCRETE INLET AT BACK OF CURB; LOCATED ON EAST SIDE OF GREAT BLUE HERON LANE AT 620 FEET SOUTH OF THE CENTERLINE OF FLOREA HALL ROAD. ELEVATION= 77.38'

Property address: \_\_\_\_\_ Great Blue Heron Lane  
 Richmond, Texas 77469  
 Deed to Lamar Consolidated Independent School District:  
 (Fort Bend County Clerk's File No. 2018083973)  
 Fort Bend Central Appraisal District:  
 Includes: Property R481769 Account No. 0055-00-000-0298-901  
 Includes: Property R481770 Account No. 0055-00-000-0298-901

- Notes:
- 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= 0.999870017.
  - As per the Federal Emergency Management Agency National Flood Insurance Program Flood Insurance Rate Map for Fort Bend County, Texas, and Incorporated Areas (Map No. 48157C0255L, Map Revised April 2, 2014), it appears that this tract lies within Zone X Shaded - Areas of 0.25% annual chance flood; areas of 1% annual chance 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 1% annual chance flood.
  - This tract is subject to restrictions as described in instruments recorded in Fort Bend County Clerk's File No. 2018083973, No. 2018083975, No. 2018083971, and No. 2018083972.
  - This tract is subject to development agreements as described in instruments recorded in Fort Bend County Clerk's File No. 20158031, No. 2015082212, No. 2015128851, No. 2017108436, and No. 2017082808.
  - Parking setbacks for final plat will conform to Table 20.1.205A of the Interim regulations.
  - Landscape Buffer along sides abutting residential use will conform to Section 20.1.212.E. for final plat.
  - Additional plat notes will be required at the time of final platting.

**PRELIMINARY PLAT  
 LAMAR CISD  
 MAXINE PHELAN  
 ELEMENTARY SCHOOL**

A SUBDIVISION OF 15.835 ACRES OF LAND BEING THE LAMAR CONSOLIDATED INDEPENDENT SCHOOL DISTRICT CALL 15.83 ACRE TRACT (FORT BEND COUNTY CLERK'S FILE No. 2018083973) INCLUDING A PORTION OF AN OVERALL CALL 256.73 ACRE TRACT (FORT BEND COUNTY CLERK'S FILE No. 2015128843) AND A PORTION OF A CALL 8.31 ACRE TRACT (FORT BEND COUNTY CLERK'S FILE No. 2015128844), ALL BEING IN THE JANE H. LONG SURVEY, ABSTRACT No. 55, FORT BEND COUNTY, TEXAS.

0 LOTS 1 RESERVE 1 BLOCK  
**OWNERS**  
 LAMAR CONSOLIDATED INDEPENDENT SCHOOL DISTRICT  
 3911 AVENUE I  
 ROSENBERG, TEXAS 77471  
 PHONE (281) 341-3100  
**SURVEYOR AND ENGINEER**  
 KALUZA, INC.  
 CONSULTING ENGINEERS AND SURVEYORS  
 ENGINEERING FIRM No. F-1339  
 TEXAS LICENSED SURVEYING FIRM No. 10010000  
 3014 AVENUE I  
 ROSENBERG, TEXAS 77471  
 (281) 341-0808  
 bschodek@kaluzainc.com  
 DECEMBER 3, 2020  
 REVISED: DECEMBER 23, 2020  
**SHEET 1 OF 1**

File Name: W:\FortBend\Survey\2020\FBSC20-006 (LCSD E531-PHELAN)\Survey\Plot\LCSD-phelan-ppat-12220.dwg  
 Save Date: Wednesday, December 23, 2020 12:42:09 PM



## CONSENT AGENDA

- 13.) Review and consider taking action on a Preliminary Plat – Mandola Farms Section Two – 25.0 acres of land – 109 Lots – 3 Blocks – 3 Reserves. The subject site is a section within Mandola Farms Residential Development located on the south side of U.S. Highway 90A, demarcated by Hennessey Road, Edgewood Drive, and Damon Street.



**CITY COMMISSION  
AGENDA ITEM COVER MEMO**

**DATE: January 19, 2021**

**Staff Review:**

City Manager \_\_\_\_\_  
City Attorney \_\_\_\_\_  
Finance \_\_\_\_\_  
Fire Department \_\_\_\_\_  
Police Department \_\_\_\_\_  
Public Works \_\_\_\_\_

**AGENDA ITEM: A5.13**

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

**SYNOPSIS**

**Review and consider taking action on a Preliminary Plat for Mandola Farms Section Two, approximately 25 acres of land, 109 Lots, 3 Reserves, and 3 Blocks.**

**The Planning and Zoning Commission recommended approval of this Preliminary Plat at their January 4, 2021, meeting with a condition that following comments will be addressed:**

- 1) Revise to indicate the ownership and maintenance responsibility of the proposed reserves; 2) Revise to clearly indicate that Reserve areas between Lots 52 and 53 and Lots 7 and 8 of Block 1 are part of Reserve A.**

**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 proposed subdivision is located within Mandola Farms Residential Development which is governed by a Service and Development Agreement between the City of Richmond and Meritage Homes.**
- The proposed preliminary plat is in conformance with the approved General Plan for Mandola Farms Master Planned Community.**
- The proposed plat includes a total of 109 lots. The proposed plat includes typical 50' and 55' wide single-family residential lots.**
- Section One of Mandola Farms Residential development was approved and recorded in August 2020. Section One included drainage facilities and parks to serve the overall development. (Please see approved General Plan on Page 3 of 3).**

- Access to the proposed Mandola Farms development (9th Street also known as Plummer Street) was annexed into the City limits recently in November 2020. (Ordinance No 2020-29).

**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**

**CONDITIONAL APPROVAL:** Staff recommends approval of this Preliminary Plat conditioned upon addressing the comments listed below: 1) Revise to indicate the ownership and maintenance responsibility of the proposed reserves; 2) Revise to clearly indicate that Reserve areas between Lots 52 and 53 and Lots 7 and 8 of Block 1 are part of Reserve A.

City Manager Approval: \_\_\_\_\_





**RICHMOND**  
EST. **TEXAS** 1837

**CITY COMMISSION**

*Final Report: Plat Application*

**Agenda Date:** January 19, 2021

**Agenda Item:** A5.13

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**Plat Name:** Mandola Farms Section Two – Preliminary Plat

**Applicant:** Dan Valdez | Meta Planning + Design LLC.

**Project Description:** A subdivision of 25.0 acre tract of land located in the William Morton Survey, A-62, Fort Bend County, Texas.

**Project Location:** Mandola Farms is located on the south side of U.S. Highway 90A. It is a large tract of land with the boundary of Hennessey Road, Edgewood Drive, and Damon Street.

**Zoning Designation:** GR, General Residential

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**P&Z Commission Mtg.:** January 4, 2021

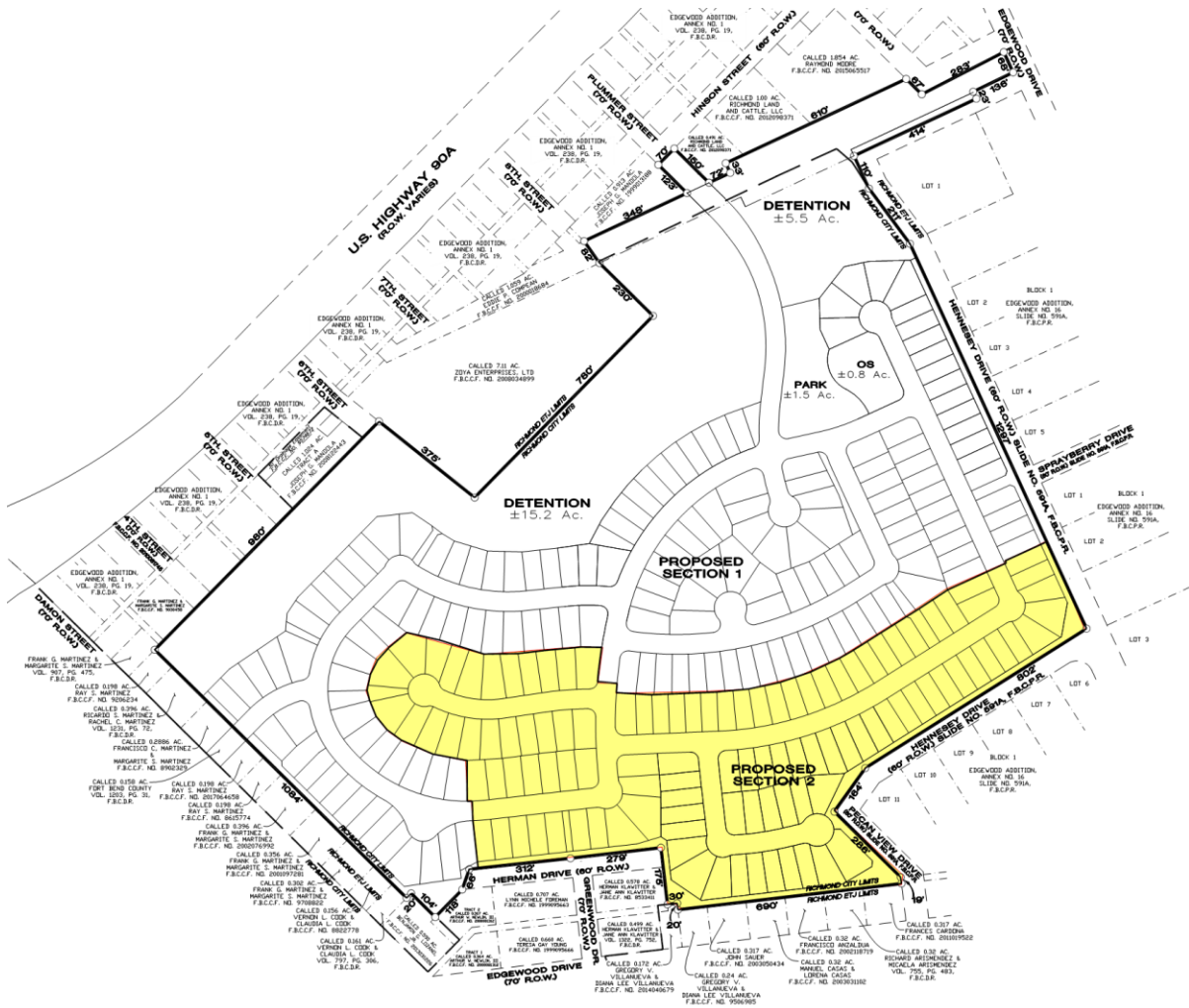
**Project Planner:** Jose Abraham, Planning Director

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**Background/Review Notes**

- *The proposed subdivision is located within Mandola Farms Residential Development which is governed by a Service and Development Agreement between the City of Richmond and Meritage Homes.*
- *The proposed preliminary plat is in conformance with the approved General Plan for Mandola Farms Master Planned Community.*
- *The proposed plat includes a total of 109 lots. The proposed plat includes typical 50' and 55' wide single-family residential lots.*
- *Section One of Mandola Farms Residential development was approved and recorded in August 2020. Section One included drainage facilities and parks to serve the overall development. (Please see approved General Plan on Page 3 of 3).*
- *Access to the proposed Mandola Farms development (9th Street also known as Plummer Street) was annexed into the City limits recently in November 2020. (Ordinance No 2020-29)*





General Plan for Reference

**Staff Recommendation**

**CONDITIONAL APPROVAL:** Staff recommends approval of this Preliminary Plat conditioned upon addressing the comments listed below:

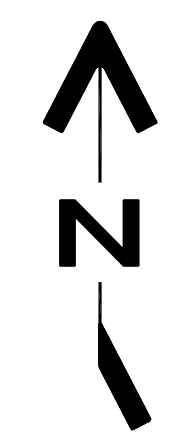
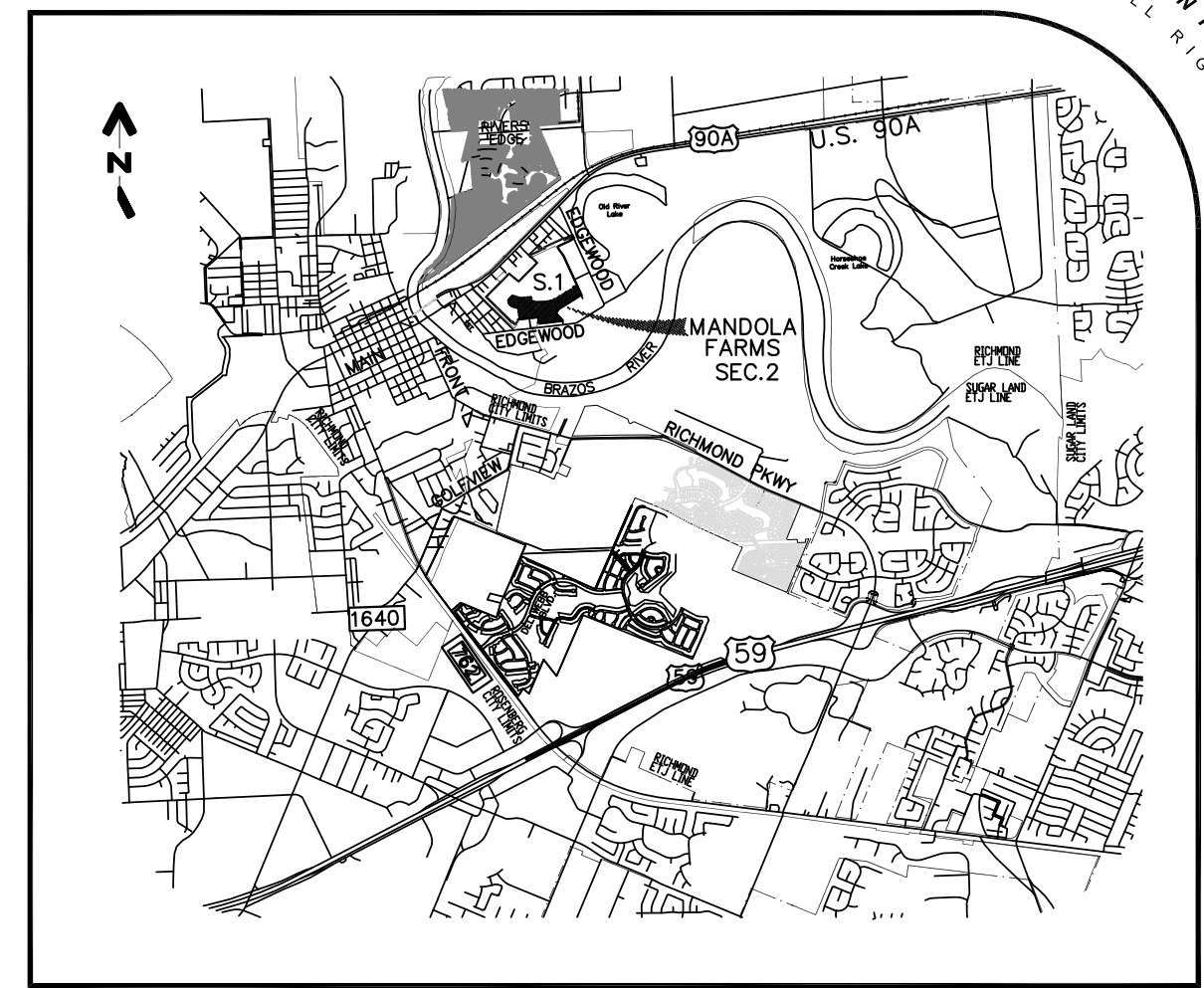
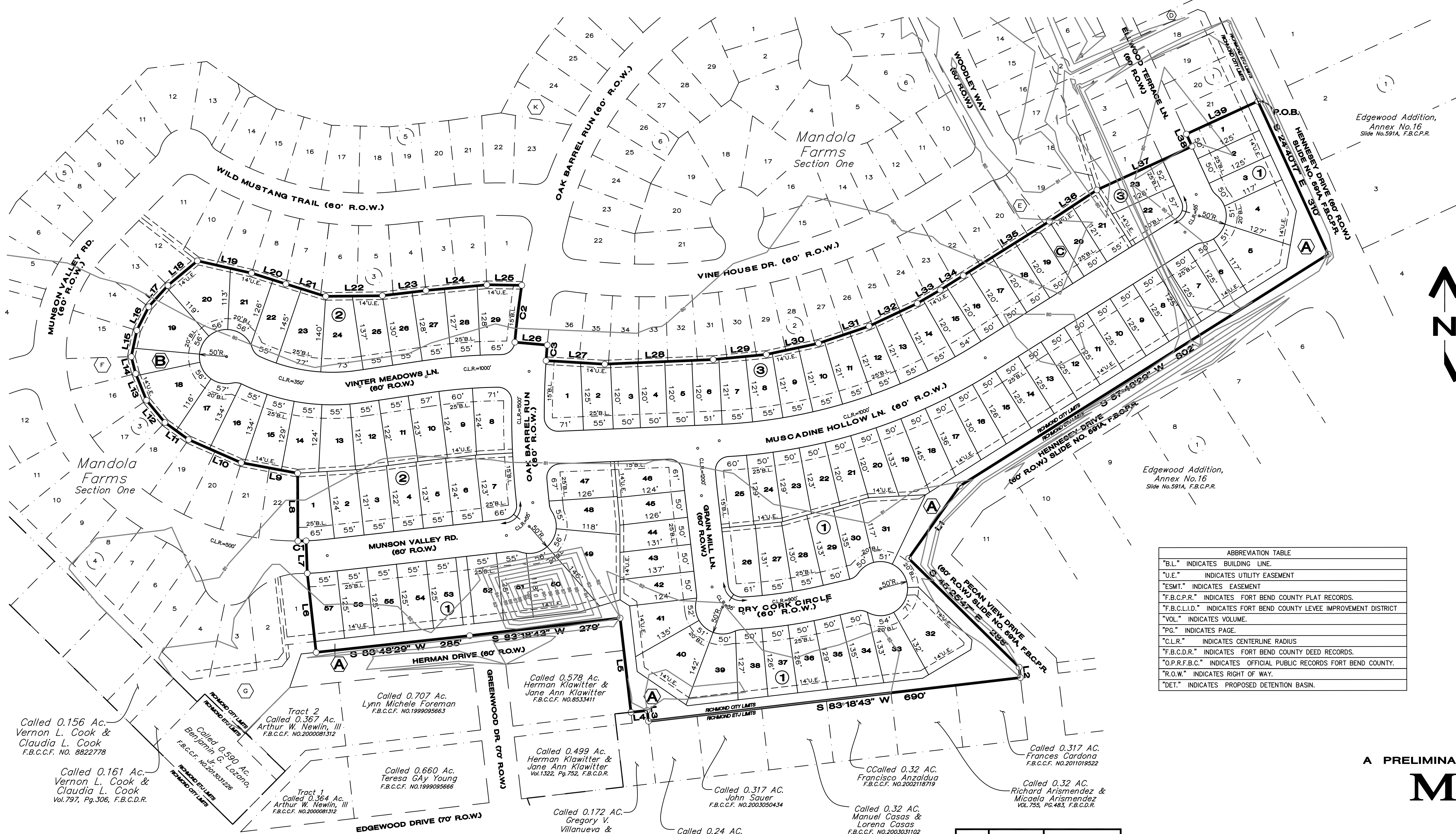
1. Revise to indicate the ownership and maintenance responsibility of the proposed reserves.
2. Revise to clearly indicate that Reserve areas between Lots 52 and 53 and Lots 7 and 8 of Block 1 are part of Reserve A.

**Planning and Zoning Commission Recommendation**

**CONDITIONAL APPROVAL:** Planning and Zoning Commission recommends approval conditioned upon addressing staff’s comments listed above.







- GENERAL NOTE:
- 1) "1" RES." INDICATES ONE FOOT RESERVE. Dedicated to the public in fee as a buffer separation between the side or end of streets where such streets abut adjacent acreage tracts, the condition of such dedication being that when the adjacent property is 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 rest in the dedicator, his heirs assigns, or successors.
  - 2) ALL PROPERTY LINE DIMENSIONS ARE APPROXIMATE.
  - 3) ALL LOT WIDTH AND DEPTH DIMENSIONS ARE APPROXIMATE, AND LOT WIDTHS ARE MEASURED AT THE FRONT BUILDING LINE, AND OR THE REAR BUILDING PAD LINE.
  - 4) ALL LOTS SHALL HAVE A MINIMUM 5-FOOT SIDEYARD SETBACK.
  - 5) NO PIPELINE OR PIPELINE EASEMENTS EXIST WITHIN THE BOUNDARIES OF THIS PLAT, EXCEPT AS SHOWN.
  - 6) THE TOP OF ALL FLOOR SLABS SHALL BE A MINIMUM OF 18 INCHES ABOVE MEAN SEA LEVEL; THE TOP OF SLAB ELEVATION AT ANY POINT ON THE PERIMETER OF THE SLAB SHALL NOT BE LESS THAN EIGHTEEN (18) INCHES ABOVE NATURAL GRADE.
  - 7) IN ACCORDANCE WITH THE FEDERAL EMERGENCY MANAGEMENT AGENCY FLOOD INSURANCE RATE MAP NO.481570255L, FORT BEND COUNTY, TEXAS, MAP REVISED APRIL 2, 2014, THE PROPERTY CONTAINED WITHIN THE BOUNDARIES OF THIS PRELIMINARY PLAT LIES WITHIN AN AREA SHOWN AS BEING PROTECTED FROM THE 1-PERCENT ANNUAL CHANCE OR GREATER FLOOD HAZARD BY A LEVEE SYSTEM.
  - 8) COORDINATES SHOWN HEREON ARE TEXAS STATE PLANE, SOUTH CENTRAL ZONE, NAD 83 (GRID).
  - 9) THIS PROPERTY LIES WITHIN LIGHTING ZONE LZ3 ACCORDING TO THE "ORDERS FOR REGULATION OF OUTDOOR LIGHTING" OF FORT BEND COUNTY.
  - 10) ALL DRAINAGE EASEMENTS TO BE KEPT CLEAR OF FENCES, BUILDINGS, VEGETATION, AND OTHER OBSTRUCTIONS TO THE OPERATION AND MAINTENANCE OF THE DRAINAGE FACILITY.
  - 11) ALL PROPERTY TO DRAIN INTO THE DRAINAGE EASEMENT ONLY THROUGH AN APPROVED DRAINAGE STRUCTURE.
  - 12) THIS PLAT LIES WHOLLY WITHIN FORT BEND COUNTY, THE LAMAR CONSOLIDATED INDEPENDENT SCHOOL DISTRICT, THE CITY OF RICHMOND, TEXAS, AND THE GENERAL RESIDENTIAL ZONE OF THE CITY OF RICHMOND.
  - 13) ELEVATIONS USED FOR DELINEATING CONTOUR LINES ARE BASED ON NAVD 1988. CONTROL BENCHMARK: NGS MONUMENT H0CSD72; STAINLESS STEEL IRON ROD IN PVC SLEEVE LOCATED ON SMITHERS LAKE ROAD. ELEVATION 69.6, NAVD-88.

ABBREVIATION TABLE

"B.L." INDICATES BUILDING LINE.
"U.E." INDICATES UTILITY EASEMENT
"ESMT." INDICATES EASEMENT
"F.B.C.P.R." INDICATES FORT BEND COUNTY PLAT RECORDS.
"F.B.C.L.I.D." INDICATES FORT BEND COUNTY LEVEE IMPROVEMENT DISTRICT
"VOL." INDICATES VOLUME.
"PG." INDICATES PAGE.
"C.L.R." INDICATES CENTERLINE RADIUS
"F.B.C.D.R." INDICATES FORT BEND COUNTY DEED RECORDS.
"O.P.R.F.B.C." INDICATES OFFICIAL PUBLIC RECORDS FORT BEND COUNTY.
"R.O.W." INDICATES RIGHT OF WAY.
"DET." INDICATES PROPOSED DETENTION BASIN.

Called 0.156 Ac.  
Vernon L. Cook &  
Claudia L. Cook  
F.B.C.C.F. No. 8822778

Called 0.367 Ac.  
Arthur W. Newlin, III  
F.B.C.C.F. No. 2000081312

Called 0.660 Ac.  
Teresa GAY Young  
F.B.C.C.F. No. 199909566

Called 0.499 Ac.  
Herman Klawitter &  
Jane Ann Klawitter  
Vol. 132, Pg. 726, F.B.C.D.R.

Called 0.317 Ac.  
John Sauer  
F.B.C.C.F. No. 200350434

Called 0.32 Ac.  
Francisco Anzaldya  
F.B.C.C.F. No. 2010101952

- NOTE:
- A** RESTRICTED RESERVE "A" LANDSCAPE/OPEN SPACE ±1.81 ACRES
  - B** RESTRICTED RESERVE "B" LANDSCAPE/OPEN SPACE ±0.09 ACRE
  - C** RESTRICTED RESERVE "C" LANDSCAPE/OPEN SPACE ±0.07 ACRE

CURVE	RADIUS	ARC	TANGENT	BEARING	CHORD
C1	470'	16'	8'	S 88°52'30" W	16'
C2	1630'	106'	63'	S 06°57'26" W	106'
C3	1470'	29'	14'	N 04°24'48" E	29'

LINE	DISTANCE	BEARING
L1	164'	S 36°14'38" W
L2	19'	N 06°44'24" E
L3	20'	S 06°37'17" E
L4	30'	S 83°18'43" W
L5	175'	N 06°37'17" W
L6	147'	S 06°24'07" E
L7	60'	S 02°03'06" E
L8	125'	N 00°11'54" W
L9	106'	N 79°28'59" W
L10	106'	N 66°17'47" W
L11	64'	N 69°42'09" E
L12	63'	N 39°39'09" W
L13	63'	N 22°03'37" W
L14	32'	S 14°33'58" E
L15	49'	N 11°52'52" E
L16	49'	N 26°37'16" E
L17	53'	N 42°07'43" E
L18	49'	N 69°42'09" E
L19	77'	S 77°12'45" W
L20	66'	N 72°27'38" W
L21	77'	S 72°38'56" E
L22	106'	N 69°17'49" E
L23	81'	N 83°10'20" E
L24	113'	N 84°38'35" E
L25	65'	S 89°10'59" E
L26	60'	N 85°01'24" W
L27	108'	S 86°37'08" E
L28	200'	N 87°33'48" E
L29	98'	N 84°33'32" E
L30	98'	N 77°56'00" E
L31	98'	N 71°18'13" E
L32	98'	N 64°40'27" E
L33	49'	N 69°42'09" E
L34	60'	N 67°48'59" E
L35	188'	N 67°48'29" E
L36	105'	N 66°34'54" E
L37	193'	N 65°19'43" E
L38	25'	N 24°40'17" W
L39	145'	N 65°19'43" E

A PRELIMINARY PLAT OF  
**MANDOLA FARMS SECTION TWO**

BEING 25.0± ACRES OF LAND CONTAINING 109 LOTS (50'/55' X 120' TYP.) AND THREE RESERVES IN THREE BLOCKS.

OUT OF THE WILLIAM MORTON SURVEY, A-62 CITY OF RICHMOND, FORT BEND COUNTY, TEXAS

OWNER:  
**MERITAGE HOMES**  
3250 BRIARPARK, SUITE 100A  
HOUSTON, TEXAS 77042  
ATTN. SHANNON WIESEPAPE, (713) 690-1166

OWNER:  
**MHI**  
7670 WOODWAY DR., SUITE 104  
HOUSTON, TEXAS 77063  
ATTN. TREY THOMPSON, (713) 952-6767

PLANNER:



24275 KATY FREEWAY, SUITE 200  
KATY, TEXAS 77494  
Tel: 281-810-1422

SCALE: 1" = 100'  
0 50 100 200

DECEMBER 7, 2020  
MTA# 23006

DISCLAIMER AND LIMITED WARRANTY  
THIS PRELIMINARY SUBDIVISION PLAT HAS BEEN PREPARED IN ACCORDANCE WITH THE PROVISIONS OF THE CITY OF RICHMOND UNIFIED DEVELOPMENT CODE AND WAS PREPARED ALONG WITH ANY VARIANCE OR VARIANCES TO THE PROVISIONS OF THE AFOREMENTIONED ORDINANCE WHICH ARE SUBSEQUENTLY GRANTED BY THE CITY OF RICHMOND. THIS PRELIMINARY PLAT WAS PREPARED FOR THE LIMITED PURPOSE OF GUIDANCE IN THE PREPARATION OF ACTUAL ENGINEERING AND DEVELOPMENT PLANS. THIS LIMITED WARRANTY IS MADE IN LIEU OF ALL OTHER WARRANTIES, EXPRESS OR IMPLIED, AND NEITHER META PLANNING + DESIGN LLC, NOR ANY OF ITS OFFICERS, OR DIRECTORS, OR EMPLOYEES MAKE ANY OTHER WARRANTIES OR REPRESENTATIONS, EXPRESS OR IMPLIED CONCERNING THE DESIGN, LOCATION, QUALITY, CHARACTER OF ACTUAL UTILITIES OR OTHER FACILITIES IN, ON, OVER, OR UNDER THE PREMISES INDICATED IN THE PRELIMINARY SUBDIVISION PLAT.



## CONSENT AGENDA

14.) Cover Set Dates for Next Meetings



## **CONSENT AGENDA**

**Set date for next meetings. (Regular City Commission Workshop and Meeting on Monday, January 25<sup>th</sup> and February 15<sup>th</sup> at 9:00 a.m. and 4:30 p.m.)**



# City of Richmond

*Where History Meets Opportunity*

## **Regular City Commission Meeting**

600 Morton Street

Monday, January 19, 2021 at 4:30 P.M

- A6. Review and discuss a policy related to reciting the Pledge of Allegiance to the United States flag and the Texas flag.



## CITY OF RICHMOND

### Policy—Pledges of Allegiance to the U.S. and Texas Flags

The City Commission adopts this policy and procedure for reciting the Pledges of Allegiance to the U.S. flag and the Texas flag during meetings of the City Commission and other Commissions, Boards, and Committees.

The Pledges may be led by individuals or by members of youth groups, social groups, veteran groups. The City Secretary shall post an invitation on the City's website asking members of the community to volunteer to lead the Pledges at City meetings. From the responses, the City Secretary shall prepare a list of such volunteers and the meeting date the person or groups has requested to lead the Pledges. If no person or group volunteers, the Chairperson may request that a Commissioner or member of the commission, board, or committee; a staff member; or a member of the public lead the Pledges.

The Chairperson shall announce the agenda item for the Pledges of Allegiance to the U.S. flag and the Texas flag.

The Chairperson shall request all persons participating to stand, as they are able, and face the flag.

The Chairperson shall introduce the person(s) to lead the assembly in the Pledges.

If applicable, the person(s) leading the Pledges may present the colors.

All persons participating in reciting the Pledges should, during the presentation of the colors, Pledge, and retirement of the colors: stand at attention facing the flag with the right hand over the heart; if not in uniform men should remove any non-religious headdress with their right hand and hold it at the left shoulder, the hand being over the heart; if in uniform should remain silent, face the flag, and render the military salute; or members of the Armed Forces not in uniform and veterans may render the military salute in the manner provided for persons in uniform.

The person(s) leading the assembly in reciting the Pledge to the U.S. flag shall recite the Pledge as provided in 4 US Code Sec. 4: "I pledge allegiance to the Flag of the United States of America, and to the Republic for which it stands, one Nation under God, indivisible, with liberty and justice for all."

At the conclusion of the Pledge to the U.S. flag, the person(s) shall lead the assembly in reciting the Pledge to the Texas flag as provided in Texas Government Code, Section

3100.101: "Honor the Texas flag; I pledge allegiance to thee, Texas, one state under God, one and indivisible."

At the conclusion of the Pledges, the participants should stand while the colors are retired, if applicable.

At the conclusion of the Pledges or after the colors are retired, the assembly may be seated and the meeting will continue with the next agenda item.



## **The Pledge of Allegiance**

**I pledge allegiance to the flag of the United States of America**

**And to the Republic for which it stands,  
one Nation**

**Under God, indivisible, with liberty and  
justice for all.**

## **Pledge to the Texas Flag**

**Honor the Texas flag; I pledge allegiance to  
thee, Texas, one state under God, one and  
indivisible.**



# City of Richmond

*Where History Meets Opportunity*

## **Regular City Commission Meeting**

600 Morton Street

Monday, January 19, 2021 at 4:30 P.M

A7. Review and discuss a policy related to an invocation before the opening of City Commission meetings.



## POLICY REGARDING OPENING INVOCATIONS BEFORE MEETINGS OF THE CITY COMMISSION

---

The City Commission of Richmond, Texas (“the Commission”) is the elected legislative and deliberative public body of the City of Richmond, Texas and serving the citizens of Richmond, Texas.

The Commission recognizes the long-maintained tradition of solemnizing legislative and deliberative proceedings by allowing for an invocation before each meeting, for the benefit and blessing of the Commission.

The Commission wishes to participate in the tradition of solemnizing its proceedings by allowing for an invocation before each meeting, for the benefit and blessing of the Commission, its deliberations and proceedings.

The Commission now desires to adopt this formal, written policy to clarify and codify its invocation practices; and

Our country’s Founders recognized that we possess certain rights that cannot be awarded, surrendered, nor corrupted by human power, and the Founders explicitly attributed the origin of these, our inalienable rights, to a Creator. These rights ultimately ensure the self-government manifest in our Legislature, upon which we desire to invoke divine guidance and blessing.

Such prayer before deliberative public bodies has been consistently upheld as constitutional by American courts, including the United States Supreme Court.

In *Marsh v. Chambers*, 463 U.S. 783 (1983), the United States Supreme Court rejected a challenge to the Nebraska Legislature's practice of opening each day of its sessions with a prayer by a chaplain paid with taxpayer dollars, and specifically concluded, "The opening of sessions of legislative and other deliberative public bodies with prayer is deeply embedded in the history and tradition of this country. From colonial times through the founding of the Republic and ever since, the practice of legislative prayer has coexisted with the principles of disestablishment and religious freedom." *Id.*, at 786.

The Commission desires to avail itself of the Supreme Court's recognition that it is constitutionally permissible for a public body to "invoke divine guidance" on its work. *Id.*, at 792. Such invocation "is not, in these circumstances, an 'establishment' of religion or a step toward establishment; it is simply a tolerable acknowledgment of beliefs widely held among the people of this country." *Id.*

The Supreme Court affirmed in *Lynch v. Donnelly*, 465 U.S. 668 (1984), "Our history is replete with official references to the value and invocation of Divine guidance in deliberations and pronouncements of the Founding Fathers and contemporary leaders." *Id.*, at 675.

The Supreme Court further stated, that "government acknowledgments of religion serve, in the only ways reasonably possible in our culture, the legitimate secular purposes of solemnizing public occasions, expressing confidence in the future, and encouraging the recognition of what is worthy of appreciation in society. For that reason, and because of their history and ubiquity, those practices are not understood as conveying government approval of particular religious beliefs." *Id.*, at 693 (O'Connor, J., concurring).

The Supreme Court also famously observed in *Zorach v. Clauson*, 343 U.S. 306, (1952), "We are a religious people whose institutions presuppose a Supreme Being." *Id.*, at 313-14.

The Supreme Court acknowledged in *Holy Trinity Church v. United States*, 143 U.S. 457 (1892), that the American people have long followed a "custom of opening sessions of all deliberative bodies and most conventions with prayer..." *Id.*, at 471.

The Supreme Court has determined, "The content of [such] prayer is not of concern to judges where ... there is no indication that the prayer opportunity has been exploited to proselytize or advance any one, or to disparage any other, faith or belief." *Marsh*, 463 U.S. at 794-795.

The Supreme Court also proclaimed that it should not be the job of the courts or deliberative public bodies "to embark on a sensitive evaluation or to parse the content of a particular prayer" offered before a deliberative public body. *Id.*

The Supreme Court has counseled against the efforts of government officials to affirmatively screen, censor, prescribe and/or proscribe the specific content of public prayers offered by private speakers, as such government efforts would violate the First Amendment rights of those speakers. *See, e.g., Lee v. Weisman*, 505 U.S. 577, 588-589 (1992).

In *Simpson v. Chesterfield County Bd. of Supervisors*, 404 F.3d 276 (4th Cir. 2004), *cert. denied*, the United States Court of Appeals for the Fourth Circuit reviewed and specifically approved as constitutional the prayer policy of a county board, and made a number of key findings about said policy.

The Commission is not bound by decisions of the Fourth Circuit, but hereby acknowledges the general guidance provided by the most important of that court's findings in *Simpson*, including the facts that the policy there:

- (1) Allowed for invocations for the benefit of the legislative body itself "rather than for the individual leading the invocation or for those who might also be present," *Id.*, at 284; and
- (2) Established a practice of compiling a list of local monotheistic congregations, "with addresses taken primarily from the phone book," whereto the county clerk would send an invitation each December addressed to the "religious leader" of each congregation, *Id.*, at 279; and
- (3) Required the county clerk to schedule respondents to the invitation "to give

the invocation on a first-come, first-serve basis," *Id.*; and

(4) Thus, "made plain that [the county board] was not affiliated with any one specific faith by opening its doors to a wide pool of clergy." *Id.*, at 286.

The Fourth Circuit showed little concern that the prayers before board meetings in *Simpson* were "traditionally made to a divinity that is consistent with the Judeo- Christian tradition," *Id.*, at 280, because *Marsh* also considered, and found constitutionally acceptable, the fact that the prayers in question fit broadly within 'the Judeo-Christian tradition.'" *Id.*, at 283 (quoting *Marsh*, 463 U.S. at 793).

In *Pelphrey v. Cobb County*, 547 F.3d 1263, 1278 (11th Cir. 2008), the United States Court of Appeals for the Eleventh Circuit followed the rationale and reasoning of *Marsh* and *Simpson* and upheld the constitutionality of a county commission's invocation policy.

The Eleventh Circuit in *Pelphrey* specifically rejected the argument that the Establishment Clause permits only nonsectarian prayers at legislative meetings, holding instead that prayers are permitted as long as "there is no indication the that prayer opportunity has been exploited to proselytize or advance any one, or to disparage any other, faith or belief," *Id.*, at 1266.

The Third Circuit in *Fields v Speaker of Pennsylvania House of Representatives*, 936 F3d 142 (3<sup>rd</sup> Cir. 2019) supports restricting prayers to clergy of theistic religions, *Id.*, at 155; and prohibits requiring participation, *Id.*, at 161.

The Commission intends to adopt a policy that does not proselytize or advance any faith or show any purposeful preference of one religious view to the exclusion of others.

The Commission recognizes its constitutional duty to interpret, construe, and amend its policies and ordinances to comply with constitutional requirements as they are announced.

The Commission accepts as binding the applicability of general principles of law and all the rights and obligations afforded under the United States and Texas Constitutions and statutes.

In order to solemnize proceedings of the City Commission of Richmond, Texas, it is the policy of the Commission to allow for, but not to mandate, an invocation or prayer to be offered before its meetings for the benefit of the Commission.

1. The prayer shall not be listed or recognized as an agenda item for the meeting or as part of the public business.
2. No member of the Commission, employee of the City, or any other person in attendance at the meeting shall be required to participate in any prayer that is offered.
3. The prayer shall be voluntarily delivered by an eligible member of the clergy in Richmond. To ensure that such person (the "invocation speaker") is selected from among a wide pool of clergy in the Richmond community, on a rotating basis, the invocation speaker shall be selected according to the following procedure:

- a. The City Secretary shall compile and maintain a database (the "Congregations List") of the religious congregations with an established presence in the local community of the City of Richmond, Texas.
- b. The Congregations List shall be compiled by referencing the listing for "churches," "congregations," "mosques," "temples," or other religious assemblies from research from the Internet and consultation with the local chambers of commerce. All religious congregations with an established presence in the local community of the City of Richmond, Texas are eligible to be included in the Congregations List, and any such congregation can confirm its inclusion by specific written request to the City Secretary.
- c. The Congregations List shall also include the name and contact information of any chaplain who may serve one or more of the Richmond Fire Department or Police Department.
- d. The Congregations List shall be updated, by reasonable efforts of the City Secretary, in November of each calendar year.
- e. Within thirty (30) days of the effective date of this policy, and on or about December 1 of each calendar year thereafter, the City Secretary shall mail an invitation addressed to the "religious leader" of each congregation listed on the Congregations List, as well as to the individual chaplains included on the Congregations List.
- f. The invitation shall be dated at the top of the page, signed by the City Secretary at the bottom of the page, and read as follows:

*Dear religious leader,*

*The City Commission of Richmond, Texas makes it a policy to invite members of the clergy in Richmond to voluntarily offer a prayer before the beginning of its meetings, for the benefit and blessing of the Commission. As the leader of one of the religious congregations with an established presence in the local community, or in your capacity as a chaplain for one of the Richmond Fire Department or Police Department, you are eligible to offer this important service at an upcoming meeting of the Commission.*

*If you are willing to assist the Commission in this regard, please send a written reply at your earliest convenience to the City Secretary at the address included on this letterhead. Clergy are scheduled in the order the responses are received. The dates of the Commission's scheduled meetings for the upcoming year are listed on the following, attached page. If you have a preference among the dates, please state that request in your written reply.*

*This opportunity is voluntary, and you are free to offer the invocation according to the dictates of your own conscience. To maintain a spirit of respect and ecumenism, the Commission requests only that the prayer opportunity not be exploited as an effort to convert others to the particular faith of the invocation speaker, nor to disparage any faith or belief different than that of the invocation speaker.*

*On behalf of the City Commission of Richmond, Texas, I thank you in advance for considering this invitation.*

*Sincerely,  
City Secretary*

- g. As the invitation letter indicates, the persons responding to the invitation shall be scheduled to deliver the prayers in the order the person's response is received.
4. If no eligible member of the clergy is available to provide the invocation, a member of the Commission may deliver the invocation. The designated Commission member shall deliver the prayer or invocation in his or her capacity as a private citizen, and according to the dictates of his or her own conscience.
5. No guidelines or limitations shall be issued regarding an invocation's content, except that the Commission shall request by the language of this policy that no prayer should proselytize or advance any faith or disparage the religious faith or non-religious views of others.
6. No invocation speaker shall receive compensation for his or her service.
7. The City Secretary shall make every reasonable effort to ensure that a variety of eligible invocation speakers are scheduled for the Commission meetings. In any event, no invocation speaker shall be scheduled to offer a prayer at consecutive meetings of the Commission or at more than three (3) Commission meetings in any calendar year.
8. Neither the Commission nor the City Secretary shall engage in any prior inquiry, review of, or involvement in, the content of any prayer to be offered by an invocation speaker.
9. Shortly before the opening gavel that officially begins the meeting and the agenda/business of the public, the Mayor, chairperson, or presiding officer of the Commission meeting shall introduce the invocation speaker and invite only those who wish to do so to stand for those observances of and for the Commission.
10. This policy is not intended, and shall not be implemented or construed in any way, to affiliate the Commission with, nor express the Commission's preference for, any faith

or religious denomination. Rather, this policy is intended to acknowledge and express the Commission's respect for the diversity of religious denominations and faiths represented and practiced among the citizens of Richmond, Texas.

This policy shall become effective upon adoption by the City Commission.



**December 2018  
Legal Q&A**

**Paloma Dominguez, TML Law Clerk**

**Q. Is an invocation allowed at a city council meeting?**

A. Many Texas cities, as well as other governmental entities, open their meetings with a brief prayer. Is this a violation of the doctrine of the separation of church and state? Not usually. Below is a summary of the law relating to prayer at a governmental body's meetings. Of course, each city should consult with local legal counsel regarding whether to open meetings with a prayer.

**Q. What is "legislative prayer" and how is it analyzed under the law?**

A. A prayer used to open the session of a governmental body is known as "legislative prayer." Legislative prayer is treated as a special issue under the United States Constitution's "Establishment Clause." The Establishment Clause is the part of the First Amendment that reads: "Congress shall make no law respecting an establishment of religion, or prohibiting the free exercise thereof..." U.S. CONST., amend I. Usually, the United States Supreme Court (Court) uses a three-part test, known as the *Lemon* test, to determine whether a governmental action violates the Establishment Clause. *Lemon v. Kurtzman*, 403 U.S. 602 (1971). However, in the case of legislative prayer, the Court did not use the *Lemon* test but rather studied the role of legislative prayer in our country's history. In *Marsh v. Chambers*, the governing decision on the issue, the Court upheld the State of Nebraska's practice of opening each day during the legislative session with a prayer. *Marsh v. Chambers*, 463 U.S. 783 (1983).

**Q. Why is legislative prayer different?**

A. The Court based its reasoning in *Marsh* on the perceived intent of the writers of the Establishment Clause. *Marsh*, 463 U.S. at 790-92. According to the Court, the first Congress passed the First Amendment, including the Establishment Clause, in the same week that a chaplain was hired for the Congress. *Id.* at 790. In the eyes of the Court, this action indicated that legislative prayer was excepted from the Establishment Clause. *Id.* The Court held that legislative prayer created no more government entanglement with religion than: (1) bus transportation to parochial schools (citing *Everson v. Board of Education*, 330 U.S. 1 (1946)); (2) beneficial grants for higher education (citing *Tilton v. Richardson*, 403 U.S. 672 (1971)); or (3) tax exemptions for religious organizations (citing *Walz v. Tax Comm'n*, 397 U.S. 664 (1970)). *Marsh*, 463 U.S. at 791. The Court noted that the content of the prayer itself should be of no concern to judges unless it is proselytizing or is disparaging to other faiths. *Id.* at 794-95.

**Q. How is legislative prayer different from school prayer?**

A. If legislative prayer is acceptable, why is prayer at school graduations or assemblies often successfully challenged? First, those involved in city council meetings are usually adults. Therefore, courts consider them to be less impressionable and susceptible to religious

indoctrination than children. *Marsh*, 463 U.S. at 795. Second, schools expect children to attend and participate in all aspects of school graduations or assemblies, and stepping out discreetly is difficult, if not impossible. *Lee v. Weisman*, 505 U.S. 577, 597 (1992). In contrast, adults attending a city council meeting may step out quietly for any reason without calling too much attention to themselves, thus choosing not to participate. *Id.*

**Q. Can a city be sure that its legislative prayer is appropriate?**

A: Previously, it was difficult for cities to determine whether their legislative prayer practices were appropriate. However, after the Court's decision in *Town of Greece v. Galloway*, cities have some clarification that may aid them in gauging whether their legislative prayer practices are appropriate. *Town of Greece v. Galloway*, 572 U.S. 565, 134 S.Ct. 1811 (2014). That being said, it may still be impossible for a city to be **completely** certain, and a city should defer to local legal counsel in adopting a legislative prayer policy.

**Q: What changed in the aftermath of *Town of Greece v. Galloway*?**

A: In 2014, the United States Supreme Court addressed the question of whether prayers preceding town council meetings violated the First Amendment's Establishment Clause. At the time the Court took up the *Town of Greece* case, a conflict existed among the circuits regarding the scope of the *Marsh* holding and whether and to what extent sectarian prayers before council meetings were constitutionally permissible. In a 5-4 vote, the Court held that the sectarian prayers do not violate the United States Constitution, and are perfectly permissible. *Town of Greece*, 134 S.Ct. at 1828.

**Q. What guidance did *Town of Greece v. Galloway* offer regarding legislative prayer?**

A: The *Town of Greece* opinion contained guidance regarding when a prayer is and is not constitutional. As a rule, legislative prayer should be assumed constitutional so long as it:

- Is given at the session opening to lend gravity to the occasion;
- Reflects the values of the nation;
- Is given in a solemn and respectful tone;
- Invites lawmakers to reflect on shared ideals and common ends; and
- Is non-discriminatory among faiths.

On the other hand, legislative prayer will most likely not be constitutionally permissible if there is a pattern of:

- Denigrating/disparaging any religion;
- Threatening damnation;
- Preaching conversion; or
- Proselytizing or advancing any faith or belief. *Id.* at 1823-24.

Inquiries about the constitutionality of a prayer should be looked at in terms of the prayer opportunity as a whole, and should not focus on the content of a single prayer. The exact point at which a prayer becomes unconstitutional is uncertain. For instance, the Court did not establish a

bright line rule as to how extensive the denigration or proselytization has to be for a prayer situation to be unconstitutional.

**Q: What should a city council avoid if it engages in legislative prayer practices?**

A: A city council should avoid:

- Directing the public to participate;
- Singling out dissidents for criticism;
- Indicating that decisions might be influenced by acquiescence in the prayer opportunity;
- Classifying citizens based on religious views;
- Chastising dissenters;
- Attempting “lengthy disquisition on religious dogma;”
- Refusing a request to offer a prayer; and
- Scheduling prayer in temporal proximity to administrative or quasi-judicial activities. *Id.* at 1826-27, 1829.

**Q. Should a city make an instruction booklet for religious leaders?**

A. No. When a governmental entity tells religious leaders how to pray, even if the intention is to be helpful, that action violates the Establishment Clause. The Supreme Court held that a booklet given to religious leaders outlining what was and was not appropriate for a prayer at a school graduation was effectively a composition of the prayer by the government. *Lee v. Weisman*, 505 U.S. 577, 588 (1992). In the words of the Court, “it is no part of the business of government to compose official prayers of any group of the American people to recite as part of a religious program carried on by government.” *Id.* (quoting *Engel v. Vitale*, 370 U.S. 421, 425 (1962)).

**Q: What can a city do to update its “prayer policy” if it does engage in legislative prayer practices?**

A: A city council that engages in legislative prayer should consider adopting a policy setting out their prayer practices. Policies might include the following information:

- A statement setting out the purpose of the prayer (examples of purposes are, “to lend gravity to public proceedings,” to “acknowledge the place religion holds in the lives of many private citizens,” and “to invite lawmakers to reflect upon shared ideals and common ends before they embark on the business of governing”);
- An explanation of the types of prayers that are allowed, and a statement that those offering prayers shall not proselytize or disparage any other faith or belief;
- A statement that no one is required to participate and that members of the public are free to join the meeting after the prayer or leave the meeting during the prayer;
- A statement that members of the public will not be treated differently based on whether they participate in the prayer; and
- A description of the process used to select who gives an invocation and how to become an invocation giver. ALLISON E. BURNS, LEGISLATIVE PRAYER POLICIES IN THE WAKE OF TOWN OF GREECE V. GALLOWAY (2014), available at: <https://texascityattorneys.org/2014-summer-conference-speaker-materials/>.

The Supreme Court stated that, “So long as the town maintains a policy of nondiscrimination, the Constitution does not require it to search beyond its borders for non-Christian prayer givers in an effort to achieve religious balancing.” This means that a city council does not have to actively seek out potential prayer-givers. *Town of Greece*, 134 S.Ct. at 1814.

**Q: What if atheists or other small religious denominations want to offer an invocation?**

A: Cities must be prepared to consider requests from any group that may want to give an invocation, including small religious denominations, agnostic organizations, and atheist groups.

**Q: Can city council members offer prayers at city council meetings?**

A: This is still unclear. The Supreme Court chose not to address that particular question in the legal precedent described above. Thus, a city council that wishes to have a member offer or lead the prayer should consult with local legal counsel prior to doing so.



# City of Richmond

*Where History Meets Opportunity*

## **Regular Scheduled City Commission Meeting**

600 Morton Street

Monday, January 19, 2021 at 4:30 P.M

- A8. Review and consider taking action on a replat of Lots 19 & 20 of Block 2, Estates at lakes of Williams Ranch Sec. 1 as recorded in Plat No. 20180168 of the Fort Bend County Plat Records as Estates at Lakes of Williams Ranch Sec. 1, Partial Replat No. 4 – 1.106 acres of land – 1 Lot – 0 Reserves. The subject site is part of Lakes of Williams Ranch Residential subdivision and is located at the northwestern corner of the Alexandra Way Circle cul-de-sac.



**CITY COMMISSION  
AGENDA ITEM COVER MEMO**

**DATE: January 19, 2021**

**Staff Review:**

City Manager \_\_\_\_\_  
City Attorney \_\_\_\_\_  
Finance \_\_\_\_\_  
Fire Department \_\_\_\_\_  
Police Department \_\_\_\_\_  
Public Works \_\_\_\_\_

**AGENDA ITEM: A8.**

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

**SYNOPSIS**

**Review and consider taking action on a Replat of Estates at Lakes of Williams Ranch Section 1 Partial Replat No. 4, 1.016 acres of land, 1 Lot, 0 Reserves, and 1 Block.**

**The Planning and Zoning Commission recommended approval of this replat at their January 4, 2021, meeting with a condition that following comments will be addressed: 1) Fort Bend Municipal Utility District No. 116 is still pending payment. Provide a copy of paid tax certificate.**

**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 part of Lakes of Williams Ranch Residential subdivision and is located at the northwestern corner of the Alexandra Way Circle cul-de-sac.**
- The proposed replat will combines two lots, Lot 19 and Lot 20 of Estates at Lakes of Williams Ranch Section 1 into one (1) lot.**
- A Final Plat for Estates at Lakes of Williams Ranch Section 1 was approved by the City Commission on August 21, 2017. Estates at lakes of Williams Ranch Section 1 is situated south of U.S 59 and east of Williams Way Boulevard.**
- Public hearing requirements for this proposed replat have been met and notice of the public hearing was published in the Fort Bend Herald on Thursday, December 17, 2020.**

**BUDGET ANALYSIS**

<b>FUNDING SOURCE</b>	<b>ACCOUNT NUMBER</b>	<b>PROJECT CODE/NAME</b>	<b>FY 2020-2021 FUNDS BUDGETED</b>	<b>FY 2020-2021 FUNDS AVAILABLE</b>	<b>AMOUNT REQUESTED</b>
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**

**CONDITIONAL APPROVAL: Staff recommends approval of this Replat conditioned upon addressing the comment listed below: 1) Fort Bend Municipal Utility District No. 116 is still pending payment. Provide a copy of paid tax certificate.**

City Manager Approval: \_\_\_\_\_



**CITY COMMISSION**  
*Final Report: Plat Application*

**Agenda Date:** January 19, 2021

**Agenda Item:** A8.

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**Plat Name:** Estates at Lakes of Williams Ranch Section 1 Partial Replat No. 4

**Applicant:** Randy McClendon | Tejas Surveying, Inc.

**Project Description:** A subdivision of 1.016 acre tract of land in the Joseph Kuykendahl League, A-49, Fort Bend County Texas, being a replat of lots 19 & 20, Block 2, Estates at Lakes of Williams Ranch Section 1, as Recorded in Plat No. 20180168, F.B.C.P.R.

**Project Location:** The subject site is part of Lakes of Williams Ranch Residential subdivision and is located at the northwestern corner of the Alexandra Way Circle cul-de-sac.

**Zoning Designation:** NA / ETJ

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**P&Z Commission Mtg.:** Jan 4, 2021

**Project Planner:** Mason Garcia, Associate Planner

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**Background / Review Notes**

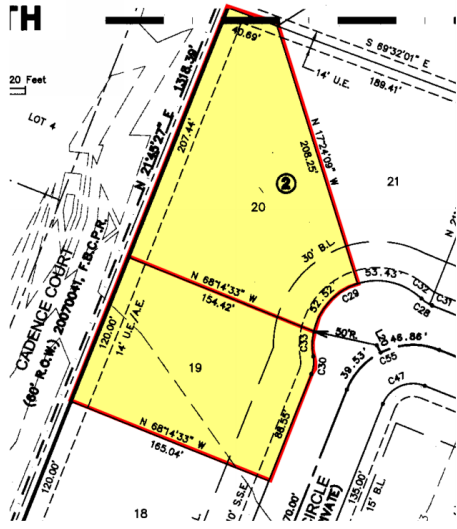
- *The proposed replat will combine two lots, Lot 19 and Lot 20 of Estates at Lakes of Williams Ranch Section 1 into one (1) lot.*
- *A Final Plat for Estates at Lakes of Williams Ranch Section 1 was approved by the City Commission on August 21, 2017. Estates at Lakes of Williams Ranch Section 1 is situated south of U.S 59 and east of Williams Way Boulevard.*
- *Public hearing requirements for this proposed replat have been met and notice of the public hearing was published in the Fort Bend Herald on Thursday, December 17, 2020.*

**Staff Recommendation**

**CONDITIONAL APPROVAL:** Staff recommends approval of this Replat conditioned upon addressing the comments listed below:

1. Fort Bend Municipal Utility District No. 116 is still pending payment. Provide a copy of paid tax certificate.





Existing Lot Layout



Proposed Lot Layout

**Planning and Zoning Commission Recommendation**

**CONDITIONAL APPROVAL:** Planning and Zoning Commission recommends approval conditioned upon addressing staff's comment listed above.

**GRAPHIC SCALE**  
1" = 50' FT.

**ESTATES AT LAKES OF WILLIAMS RANCH SECTION 1 PARTIAL REPLAT NO. 4**  
A SUBDIVISION OF 1.06 ACRES  
BY THE PROSPECT ENTERPRISES, INC.  
FILED 01/19/2021 AT 10:00 AM  
BY THE COUNTY CLERK  
LAKES OF WILLIAMS RANCH SECTION 1, 22, 23, 24  
PARTIAL REPLAT NO. 4  
BY ORDER OF THE CITY COMMISSION  
1. DATE 01/19/2021 2. TIME 10:00 AM  
3. PLACE 1000 WEST 10TH STREET, RICHMOND, TEXAS 75277  
4. BY THE COUNTY CLERK  
5. BY THE CITY COMMISSION  
6. BY THE CITY COMMISSION

**NOTICE TO THE PUBLIC**  
THIS PLAT OF ESTATES AT LAKES OF WILLIAMS RANCH SECTION 1 PARTIAL REPLAT NO. 4, IS A PARTIAL REPLAT OF THE CITY OF RICHMOND, TEXAS, AND IS SUBJECT TO THE CITY OF RICHMOND, TEXAS, ZONING ORDINANCES AND CITY COMMISSION RESOLUTIONS. THE CITY OF RICHMOND, TEXAS, CITY COMMISSION HAS REVIEWED THIS PLAT AND HAS DETERMINED THAT IT IS IN ACCORDANCE WITH THE CITY OF RICHMOND, TEXAS, ZONING ORDINANCES AND CITY COMMISSION RESOLUTIONS. THE CITY OF RICHMOND, TEXAS, CITY COMMISSION HAS REVIEWED THIS PLAT AND HAS DETERMINED THAT IT IS IN ACCORDANCE WITH THE CITY OF RICHMOND, TEXAS, ZONING ORDINANCES AND CITY COMMISSION RESOLUTIONS.





# City of Richmond

*Where History Meets Opportunity*

## **Regular Scheduled City Commission Meeting**

600 Morton Street

Monday, January 19, 2021 at 4:30 P.M

- A9. Review and consider taking action on Resolution No. 353-2021, approving and authorizing Amendment No. 5 to the Water Supply and Wastewater Services Contract with Fort Bend County MUD No. 140 to clarify the maximum authorized purchase rate per connection.





## RESOLUTION NO. 353-2021

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF RICHMOND, TEXAS, APPROVING AND AUTHORIZING AMENDMENT NUMBER 5 TO THE WATER SUPPLY AND WASTEWATER SERVICES CONTRACT BETWEEN THE CITY OF RICHMOND, TEXAS AND FORT BEND COUNTY MUNICIPAL UTILITY DISTRICT NO. 140

The City of Richmond, Texas (“City”) and Fort Bend County Municipal Utility District No. 140 (“District”) entered into an Amended and Restated Water Supply and Wastewater Services Contract dated July 1, 2004 (“Contract”).

The Texas Commission on Environmental Quality sent a notice of violation to the District dated October 8, 2020 (the “Notice of Violation”), alleging, among other things, that the Contract does not authorize the purchase of enough water to meet the monthly or annual needs of the District.

The City and the District have determined that the alleged violation refers to the maximum rate at which water must be supplied by the City to the District to meet customer demand during peak usage.

The City and the District desire to amend the Contract to address the issue raised by the Notice of Violation, Now, Therefore,

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

Section 1. The facts and recitations set forth in the preamble of this Resolution are hereby found to be true and correct.

Section 2. The City Commission of the City of Richmond approves and authorizes the Mayor to sign Amendment No. 5 to the Water Supply and Wastewater Services Contract between the City of Richmond, Texas and Fort Bend County Municipal Utility District No. 140 as attached in Exhibit “A.”

Section 3. Effective Date. This Resolution shall be effective from and after its adoption.

PASSED AND APPROVED on this the 19<sup>th</sup> day of January 2021.

---

Rebecca K. Haas, Mayor

ATTEST:

APPROVED AS TO FORM:

---

Laura Scarlato, City Secretary

---

Gary W. Smith, City Attorney

## Exhibit “A”

**AMENDMENT NO. 5 TO THE  
WATER SUPPLY AND WASTEWATER SERVICES CONTRACT  
BETWEEN  
THE CITY OF RICHMOND, TEXAS  
AND  
FORT BEND COUNTY MUNICIPAL UTILITY DISTRICT NO. 140**

This AMENDMENT NO. 5 (“Amendment”) to the AMENDED AND RESTATED WATER SUPPLY AND WASTEWATER SERVICES CONTRACT dated July 1, 2004 (“Contract”) is entered into between THE CITY OF RICHMOND, TEXAS (“City”) and FORT BEND COUNTY MUNICIPAL UTILITY DISTRICT NO. 140 (“District”) effective the 1<sup>st</sup> day of January 2021.

**Background**

The Texas Commission on Environmental Quality sent a notice of violation to the District dated October 8, 2020 (the “Notice of Violation”), alleging, among other things, that the Contract does not authorize the purchase of enough water to meet the monthly or annual needs of the District.

The City and the District have determined that the alleged violation refers to the maximum rate at which water must be supplied by the City to the District to meet customer demand during peak usage.

The District and the City now desire to amend the Contract to address the issue raised by the Notice of Violation.

**AGREEMENT**

NOW, THEREFORE, in consideration of the mutual promises, obligations, and benefits contained herein, the City and the District, agree as follows:

**SECTION 1.** Section 3.3 of the Contract shall be amended to read as follows:

3.3. **Maximum Number of Gallons.** The City agrees to provide up to four hundred fifty thousand four hundred and fifty (450,450) Gpd of Water to the District. The maximum authorized purchase rate per connection shall be equal to 0.49 gallons per minute and such figure shall automatically be adjusted to be consistent with the City’s then-current system requirements pursuant to Texas Administrative Code §290.45(f)(4), including any Alternative Capacity Requirements approved by the Commission.

**SECTION 2.** The following typographical errors are hereby corrected in Amendment No. 1 to the Contract dated September 19, 2005, (“Amendment No. 1”) and Amendment No. 3 to the Contract dated July 16, 2007 (“Amendment No. 3”):

- I. References to Section 2.3 of the Contract in Section 2 of Amendment No.1 are hereby corrected to refer to Section 3.3 of the Contract.
- II. References to Section 2.3 of the Contract in Section 1 of Amendment No.3 are hereby corrected to refer to Section 3.3 of the Contract.

**SECTION 3.** All other terms and conditions of the Contract, including any amendments thereto, shall remain in full force and effect.

[Signature pages follow]





**FORT BEND COUNTY MUNICIPAL  
UTILITY DISTRICT NO. 140**

*David Smith*

By: [David Smith \(Jan 12, 2021 13:46 CST\)](#)

---

David Smith, President

(DISTRICT SEAL)

**CITY OF RICHMOND, TEXAS**

By: \_\_\_\_\_  
Rebecca K. Haas, Mayor

ATTEST:

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

Name: \_\_\_\_\_

Title: \_\_\_\_\_



# City of Richmond

*Where History Meets Opportunity*

## **Regular Scheduled City Commission Meeting**

600 Morton Street

Monday, January 19, 2021 at 4:30 P.M

- A10. Review and consider taking action on awarding and authorizing a contract for the exterior renovations of the old fire station and the Myrtle Street facilities.



**CITY COMMISSION  
AGENDA ITEM COVER MEMO**

**DATE: January 19, 2021**

**Staff Review:**

City Manager \_\_\_\_\_  
City Attorney \_\_\_\_\_  
Finance \_\_\_\_\_  
Fire Department \_\_\_\_\_  
Police Department \_\_\_\_\_  
Public Works \_\_\_\_\_

**AGENDA ITEM: Shell Rehabilitation – Old Fire Station 1 and Myrtle Street Facilities**

**SUBMITTED BY: Jim Whitehead, Assistant Public Works Director**

**SYNOPSIS**

Last year, the City hired AutoArch Architects to complete facility assessments of the Old Fire Station 1 on Jackson at Second Street and the strip office building at 1116 Myrtle. Due to the total cost and undetermined ultimate use of the facilities, the City decided to address the exterior aesthetics of both location's as a first phase of rehabilitation.

**COMPREHENSIVE PLAN 2019 GOALS ADDRESSED**

Rehabilitate and preserve Richmond's existing neighborhoods and community assets.

**BACKGROUND**

Both facilities have had most of the interiors cleared and asbestos abatements completed for future build out. Plans for the exterior rehabilitation have been reviewed and approved by the City's Historical Commission. On November 19, 2020, ten (10) bids were received for the proposed rehabilitation projects. The low qualified bidder for each property was Premier Worldwide, Inc. with a combined bid of \$309,264.

The scope of work for Myrtle street location includes:

- Painting of exterior brick.
- Replacement of existing metal wall panel at rear exterior walls and parapet.
- Replacement of existing metal roof.
- Replacement of metal gutters and downspouts.
- Painting of existing metal panel fascia and soffits building front and sides.

The scope of work for the Old Fire Station includes:

- Painting of existing brick.
- Painting of exterior doors not removed.

- Provide new prefinished aluminum standing seam metal roof with ice and water shield over existing plywood substrate.
- Replacing the wood fascia and soffit around the building with a cementitious fascia and soffit board.
- Replacing exterior metal panel.
- Replacing aluminum storefront entry doors and window.
- Replacing aluminum storefront windows.
- Replacing half glass hollow metal doors with new flush hollow metal doors in existing steel frames.
- Replacing sectional doors with glass aluminum sectional doors.

The estimated construction time is 90 days from notice to proceed.

After reviewing the bids and checking references; the project architect, AutoArch Architects, is recommending approval of the base bid.

**BUDGET ANALYSIS**

FUNDING SOURCE	ACCOUNT NUMBER	PROJECT CODE/NAME	FY 2021 FUNDS BUDGETED	FY 2021 FUNDS AVAILABLE	AMOUNT REQUESTED

BUDGET AMENDMENT REQUIRED? YES \_\_\_\_\_ NO \_\_\_\_\_

Requested Amendment:  
 Budgeted funds estimated for FY 2021:

Purchasing Review:  
**Financial/Budget Review:**

FORM CIQ: \_\_\_\_\_

FORM 1295 \_\_\_\_\_

**SUPPORTING MATERIALS**

**Architect's Letter of Recommendation and Bid Tabs**

**Architect's renderings**

**Project Location Map**

**STAFF'S RECOMMENDATION**

**It is Staff's recommendation to authorize the City Manager to execute a construction contract with Premier Worldwide, Inc. in the amount of \$309,264 for the exterior renovations of the Old Fire Station 1 and Myrtle street facilities.**

City Manager Approval: \_\_\_\_\_

**AUTOARCH**  
ARCHITECTS

December 21, 2020

City of Richmond  
City Hall Annex  
600 Morton Street  
Richmond, Tx 77469

Attn: Howard Christian – Public Works Director

RE: Letter of Recommendation

Dear Mr. Christian,

Per our participation in the proposal review & our walk to the site with the lower bidder Premiere to confirm his understanding to the scope.

Based on his proposal as the lowest bid, his experience, & the complexity of the scope. We recommend Premiere, the lowest bidder to perform the construction of this project.

Please let us know if you have any questions and advice with the next step moving forward.

Respectfully,



Lina Sabouni, AIA  
Principal In Charge

## Old Fire Station 1

BIDDERS:	▼ BASE BID	▼ Alternates No. 1	▼ Alternates No. 2
Premier Worldwide, Inc.	\$ 222,894.00		
Gutier, LLC	\$ 354,964.00		
Portfolio Builders	\$ 380,000.00	\$ 6,900.00	\$ 36,000.00
CZS Developers, LLC	\$ 389,209.00		
Construction Managers of Southeast Texas, LLC	\$ 687,000.00		
54 Construction, LLC	\$ 794,294.00		

## Myrtle Street Facility

BIDDERS:	▼ BASE BID	▼ Alternates No. 1	▼ Alternates No. 2
Premier Worldwide, Inc.	\$ 86,370.00	\$ (5,700.00)	\$ (8,600.00)
Environmental & Construction Services, Inc.	\$ 133,122.20	\$ (10,000.00)	\$ 20,000.00
General Petro Chem Industrial, Inc.	\$ 134,327.00	\$ 30,978.00	\$ 32,329.00
Frost Construction Company, Inc.	\$ 167,000.00	\$ 17,600.00	\$ 22,000.00
Heights Builders	\$ 179,833.00	\$ 19,950.00	\$ 20,000.00
CZS Developers, LLC	\$ 235,482.00	\$ 15,840.00	\$ 21,384.00
Gutier, LLC	\$ 248,059.00	\$ 12,285.00	\$ 6,000.00
Construction Managers of Southeast Texas, LLC	\$ 515,000.00	\$ 19,500.00	\$ 24,000.00
54 Construction, LLC	\$ 748,687.00	\$ 49,586.00	\$ 9,987.00



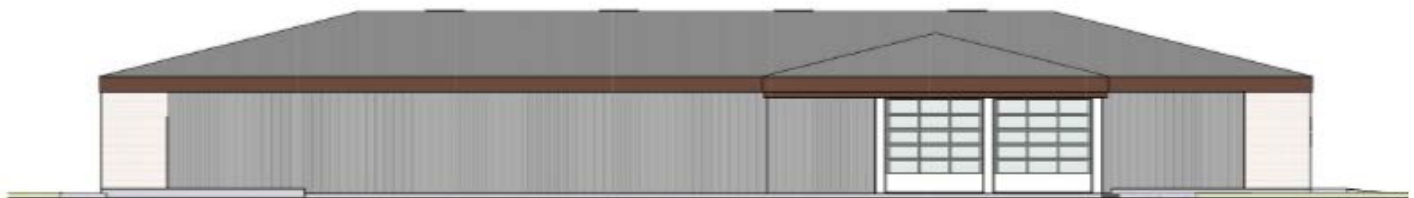
# Old Fire Station 1

## *New Elevations:*

*Replace OH Doors with Aluminum Storefront Facing 2<sup>nd</sup> Street, Renovate & Replace Deteriorated Wood Facia & Metal Siding, Install Skylight & Standing Seam Metal Roof System.*



**01 STREET ELEVATION**



**02 BACK ELEVATION**



**AUTOARCH**  
ARCHITECTS

# Myrtle Street Facility

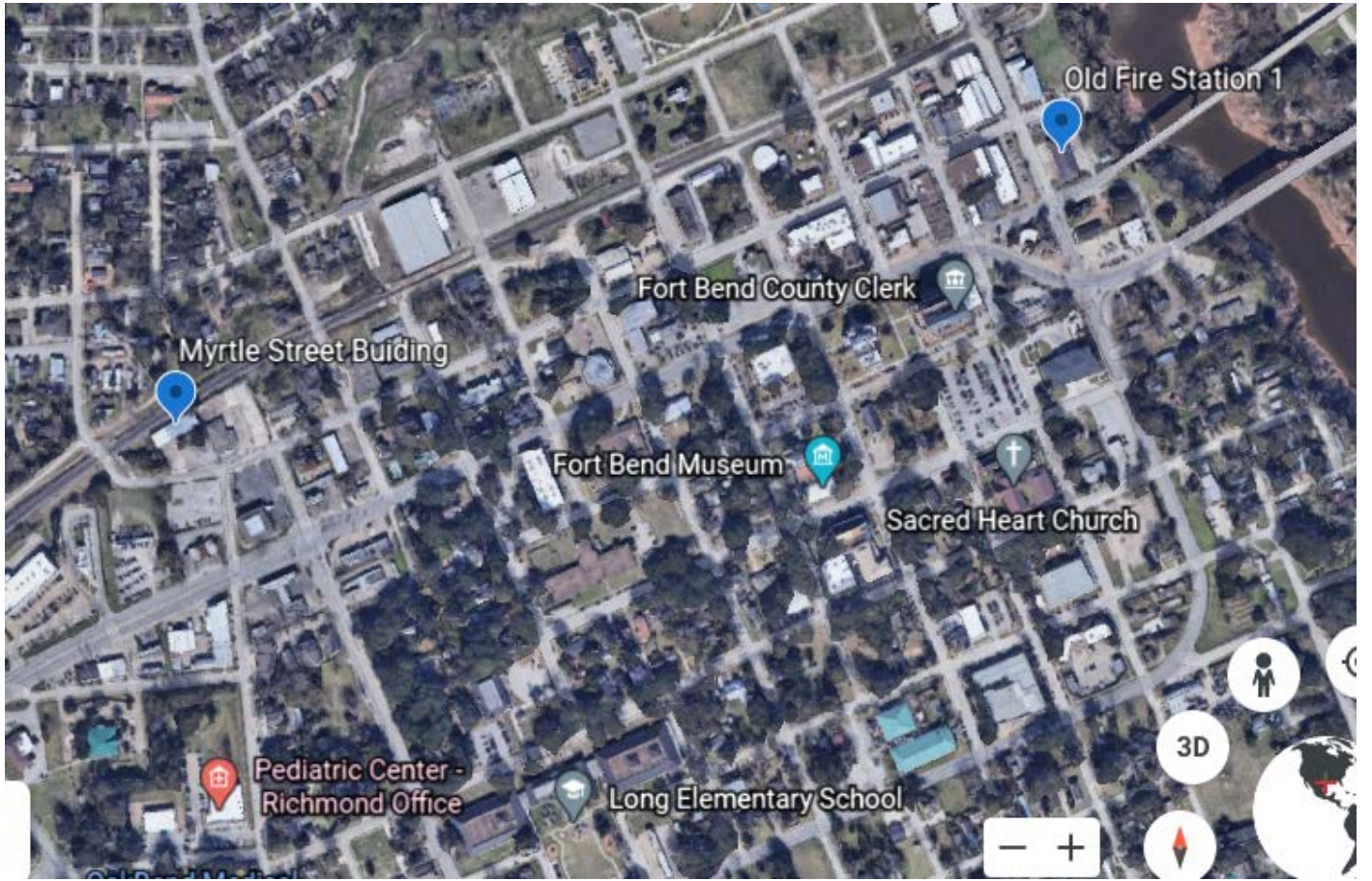
## *Six Tenants:*

*Keep & Rehab Existing Windows - Replace Doors & HW - Paint Brick- New Metal Facia*



**AUTOARCH**  
ARCHITECTS

# Project Locations





# City of Richmond

*Where History Meets Opportunity*

## **Regular Scheduled City Commission Meeting**

600 Morton Street

Monday, January 19, 2021 at 4:30 P.M

A11. Review and consider taking action on Resolution No. 354-2021 approving and authorizing a temporary resale of raw water under the System Water Availability Agreement with Brazos River Authority.



## RESOLUTION NO. 354-2021

### A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF RICHMOND, TEXAS, AUTHORIZING A TEMPORARY RESALE OF WATER TO THE DOW CHEMICAL COMPANY

The Brazos River Authority (BRA) and the City of Richmond (Richmond) entered into the System Water Availability Agreement with effective date of September 1, 2019, whereby BRA agreed to make available and Richmond agreed to purchase 2,773 acre-feet of raw water per fiscal year.

Richmond has requested to temporarily resell 2,773 acre-feet of water under the Agreement to The Dow Chemical Company, the Resale Purchaser.

BRA has agreed to consent to such resale of water.

The City Commission of the City of Richmond deems it in the public interest to authorize a temporary resale of 2,773 acre-feet of water to The Dow Chemical Company under the System Water Availability Agreement with BRA; NOW, THEREFORE,

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

Section 1. The facts and recitations set forth in the preamble of this Resolution are hereby found to be true and correct.

Section 2. The City Commission of the City of Richmond authorizes a temporary resale of 2,773 acre-feet of water to The Dow Chemical Company under the System Water Availability Agreement with the Brazos River Authority as attached in Exhibit "A."

Section 3. The assignment will in no way relieve the City of Richmond from any of its obligations under the System Water Availability Agreements.

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

PASSED AND APPROVED on this the 19<sup>th</sup> day of January 2021.

\_\_\_\_\_  
Rebecca K. Haas, Mayor

ATTEST:

APPROVED AS TO FORM:

\_\_\_\_\_  
Laura Scarlato, City Secretary

\_\_\_\_\_  
Gary W. Smith, City Attorney

## Exhibit “A”

**TEMPORARY RESALE AMENDMENT TO SYSTEM WATER  
AVAILABILITY AGREEMENT BETWEEN BRAZOS RIVER AUTHORITY AND CITY OF  
RICHMOND**

This Temporary Resale Amendment ("Amendment") is entered into to be effective as of the \_\_\_\_ day of \_\_\_\_\_, 2020 ("Effective Date"), by and between Brazos River Authority ("BRA"), a river authority of the State of Texas, City of Richmond ("Purchaser"), and The Dow Chemical Company ("Resale Purchaser"), (collectively, the "Parties").

**RECITALS**

**WHEREAS**, BRA and Purchaser entered into a System Water Availability Agreement ("Agreement") with an effective date of September 1, 2019, whereby BRA agreed to make available and Purchaser agreed to purchase 2,773 acre-feet of raw water per Fiscal Year for municipal purposes; and

**WHEREAS**, in accordance with Section 33 of the Agreement, Purchaser has requested to temporarily resale 2,773 acre-feet of raw water made available under the Agreement to Resale Purchaser; and

**WHEREAS**, to facilitate this resale, Purchaser requires the addition of temporary diversion points from which Resale Purchaser may access water made available under the Agreement and the authorization to use the water for industrial purposes.

**NOW, THEREFORE**, in consideration of the mutual promises contained herein, the Parties agree to temporarily amend the Agreement as follows:

**AMENDMENTS**

1. The BRA hereby consents to the temporary resale of 2,773 acre-feet of water under the Agreement to the Resale Purchaser. Unless terminated earlier consistent with the terms of this Amendment, this consent shall be effective from the Effective Date to August 31, 2023 (the "Termination Date") with an option to extend an additional two year period from the Termination Date with 30 days' written notice provided to BRA by Purchaser. In the event Purchaser exercises the option for an additional two year period, the terms and conditions of this Amendment shall remain in effect until August 31, 2025.
2. Until the Termination Date, Resale Purchaser may divert raw water made available under the Agreement at the locations shown on Exhibit "A-1", attached hereto and incorporated by reference herein.
3. Resale Purchaser may utilize the water for industrial purposes.
4. Until the Termination Date, any reference to Exhibit "A" in the Agreement shall also be deemed a reference to Exhibit "A-1".
5. Resale Purchaser hereby agrees to abide by all of the terms and conditions contained in the Agreement and accepts any and all liability for any failure to do so.

6. Resale Purchaser shall be responsible for all coordination with BRA and the Brazos Watermaster related to ordering and stopping releases, coordinating run-of-river diversions if applicable, as well as reporting, metering, and notification requirements under the Agreement, and notwithstanding the foregoing, Resale Purchaser agrees to comply with all BRA water reporting requirements, water conservation plans, drought contingency plans and TCEQ Brazos Watermaster requirements.
7. This Amendment shall in no way relieve Purchaser from any of its obligations, including payment, under the Agreement, and Purchaser shall be responsible for ensuring that Resale Purchaser complies with all the terms and conditions contained therein and accepts any and all liability for any failure to do so.
8. BRA reserves the right to withdraw its consent of the resale at any time and for any cause without penalty or liability. Upon receipt of such written withdrawal of consent from BRA, Resale Purchaser shall immediately cease diverting BRA water made available under this Amendment.
9. In the event the amount of water made available to Purchaser under the Agreement is reduced for any reason, Resale Purchaser agrees that such reduction shall also result in a reduced amount available under this Amendment.
10. The address for Resale Purchaser, for the purposes of Section 28 of the Agreement, shall be as follows:

The Dow Chemical Company  
2301 Brazosport Boulevard  
B-3501  
Freeport, Texas 77541

11. Capitalized terms used but not defined herein shall have the respective meanings given to them in the Agreement.
12. This Amendment shall commence on the Effective Date and shall continue until the Termination Date. This Amendment shall no longer be of any force or effect after the Termination Date, and the terms and conditions of the Agreement shall be as they were prior to the execution of this Amendment, and Exhibit "A-1" shall be deleted in its entirety. Following the Termination Date, BRA and Purchaser shall be the only parties to the Agreement.

**This Amendment shall be deemed a part of the Agreement and shall be binding on the parties. Except as amended herein, the terms and conditions of the Agreement remain in full force and effect.**

*[SIGNATURES APPEAR ON THE FOLLOWING PAGE.]*



**IN WITNESS WHEREOF**, the parties have caused this Amendment to be duly executed, intending to be bound thereby.

**BRAZOS RIVER AUTHORITY**

By: \_\_\_\_\_  
**DAVID COLLINSWORTH**  
Title: **GENERAL MANAGER/CEO**  
Date: \_\_\_\_\_  
Attest: \_\_\_\_\_

**CITY OF RICHMOND**

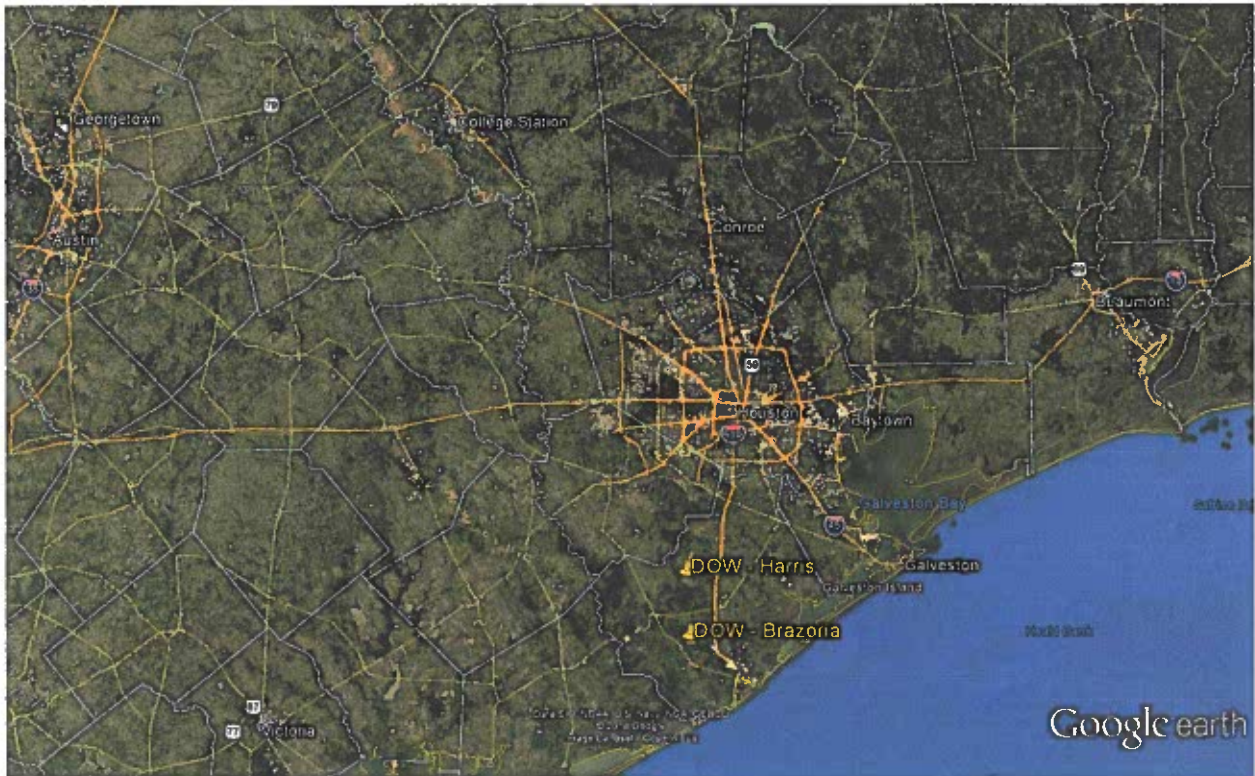
By: \_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_  
Attest: \_\_\_\_\_



**THE DOW CHEMICAL COMPANY**

By: \_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_  
Attest: \_\_\_\_\_

## EXHIBIT A-1



### **RESALE with CITY OF RICHMOND**

### **EXHIBIT A-1: DOW CHEMICAL COMPANY, 2,773-ACFT (IN)**

Contract ID: RICHMOND-DOW 21

Diversion ID: RICHMOND-DOW 21

#### **RICHMOND – DOW-Brazoria**

N29.052426 W95.552414, ROST2 ROST2 (1110), Main Stem Brazos River

Lower Basin, Brazoria County, WAP Reach: Richmond Gage to Gulf – Dow Brazoria

#### **RICHMOND – DOW-Harris**

N29.243325 W95.562173, ROST2 ROST2 (1110), Main Stem Brazos River

Lower Basin, Brazoria County, WAP Reach: Richmond Gage to Gulf – Dow Harris

Prepared by: Julie Andress, Water Accounting Specialist, updated 12/2/2020



# City of Richmond

*Where History Meets Opportunity*

## **Regular Scheduled City Commission Meeting**

600 Morton Street

Monday, January 19, 2021 at 4:30 P.M

A12. Review and consider taking action on Resolution No. 352-2020 approving Interlocal Agreement with Fort Bend Count on FM 762/10<sup>th</sup> Street Improvement.

THE STATE OF TEXAS                    §  
  §  
COUNTY OF FORT BEND               §

**KNOW ALL MEN BY THESE PRESENTS:**

**INTERLOCAL AGREEMENT FOR COUNTY-MANAGED ROAD CONSTRUCTION PROJECT  
FORT BEND COUNTY MOBILITY PROJECT NO. 13106 – FM 762/10<sup>th</sup> STREET**

This Agreement is made and entered into pursuant to the Interlocal Cooperation Act, Chapter 791 of the TEXAS GOVERNMENT CODE and Section 251.012 of the TEXAS TRANSPORTATION CODE, by and between the City of Richmond, a municipal corporation and home-rule city of the State of Texas, situated in Fort Bend County, acting by and through its City Commission, (“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, (“County”).

**RECITALS**

WHEREAS, the County is authorized to participate with other local governmental entities to fund certain regional street and road improvements and associated drainage facilities that are funded in part by the state or federal government; and

WHEREAS, the Project, hereinafter defined and contemplated in this Agreement is the construction of roadway improvements that will enhance the traffic flow/circulation and drainage in the service area, and such Project is desired by the City and the County; and

WHEREAS, the County may not expend proceeds of bond issues or taxes levied pursuant to Article III, Section 52 (b) or (c) of the Texas Constitution on city streets that are not integral parts of or connecting links with county roads or state highways in accordance with Section 251.012 of the TEXAS TRANSPORTATION CODE; and

WHEREAS, the parties assert that the Project is part of a city street that is an integral part of or a connecting link with county roads or state highways in accordance with Section 251.012 of the TEXAS TRANSPORTATION CODE; and

WHEREAS, the Commissioners Court of Fort Bend County finds that the Project contemplated in this Agreement serves a County purpose; and

WHEREAS, the County is in the process of acquiring property for the creation of and expansion of the County Emergency Operations Center campus and has requested that the City abandon the Third Street right-of-way between Fort Street and Austin Street; and

WHEREAS, the City and the County agree to participate in this Project according to the terms of this Agreement; and

WHEREAS, the governing bodies of the City and 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. Purpose**

The purpose of this Agreement is to outline the funding obligations related to the proposed improvements to FM 762/10<sup>th</sup> Street in the City of Richmond, Texas.

### **Section 2. Definitions**

- A. **City** means the City of Richmond, Texas.
- B. **County** means Fort Bend County, Texas.
- C. **Project** means the improvements to FM 762/10<sup>th</sup> Street Extension from US 90A to Clay Street, as provided in the preliminary design with at-grade crossing of Union Pacific Railroad (UPRR), Mobility Bond Project #13106, CFA Project No. 1511-003-01, including right-of-way acquisition, outfall drainage improvements and utility relocations; to plan and construct a four-lane concrete roadway with curbs; expand the road right-of-way to 120 feet (or as otherwise determined jointly by City and County to be needed to meet the ultimate mobility needs for the Richmond area); to improve mobility in north Richmond as the first phase of a long-range project to provide an access bridge of the Brazos River; and improving roadway drainage with the construction of an underground storm drain system.
- D. **Eligible Project Costs** means costs, as determined by County in its sole discretion, for construction of roadway improvements, project related drainage facilities, utility and pipeline conflicts, approved traffic control devices, and sidewalks up to five feet (5') wide consistent with current City Infrastructure Standards. Eligible Project Costs shall include costs for engineering design and services related to the completion of Plans, Specifications and Estimates ("PS&E"); the costs of County's right-of-way acquisition for the Project; and construction related services for such roadway improvements. Eligible Project Costs shall exclude design and construction costs related to landscaping; ornamental lighting; irrigation; hike and bike trails; and the oversizing of water, wastewater, and drainage utilities outside the project boundaries. Eligible Project Costs shall include resolution of utility conflicts created by the construction of Project elements and similar facilities proposed to be part of the Project.

### **Section 3. Incorporation of Recitals**

The representations, covenants and recitations set forth in the foregoing recitals are material to this Agreement and are incorporated into this Agreement.

#### **Section 4. County Rights and Obligations**

##### **A. Design and Right of Way Acquisition**

1. The County is responsible for managing the design of the Project in accordance the applicable state and federal laws related to this Project.
2. The County will submit the plans for the Project to the City for review and comment to ensure the Project is designed in accordance with the current City design standards applicable to roadways, lighting, signage, and drainage, as identified by the City prior to County proceeding with design of the Project. The street name signs shall be installed in accordance with the City's standards and the Texas Manual on Uniform Traffic Control Devices.
3. The County agrees to acquire the remaining right-of-way for the full 120 feet right-of-way width, other than Parcel 1 described on Exhibit A hereof, necessary for construction of the Project in the name of the Public for public purposes, specifically for use as a public street and right of way for public utilities.

##### **B. Construction of the Project**

1. The County shall bid and construct the Project in accordance with approved specifications and compliance with the applicable state and federal laws related to the Project. This responsibility shall include the management of the relocation of utilities, including gas, overhead power and telecommunications, and entering into a contract for engineering design and construction project phase services and inspections.
2. Prior to the award of the contract for construction of the Project by the County, the County will consider written comments provided by the City related to the low bidder for the Project. The contract to construct the Project shall also include:
  - a) The construction of the twelve-inch (12") and six-inch (6") water lines to replace existing 12" and 6" water lines, as required due to conflicts created by the construction of Project elements and similar facilities proposed to be part of the Project; and
  - b) The construction of an eight-inch (8") sewer line to replace the existing four-inch (4") sewer line, as required due to conflicts created by the construction of Project elements and similar facilities proposed to be part of the Project.

C. 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.

D. During the work on the Project, the County shall provide the City the opportunity to review all documents, maps, plats, records, photographs, reports and drawings affecting the construction and to inspect the work in progress. The County, with input from the City, shall oversee the construction and completion of the Project. Any deficiencies brought to the attention of County by the City shall be promptly addressed by the County. If the County Engineer determines that the deficiencies are actionable under the terms of the construction contract, the County will work with the construction contractor to correct any City identified deficiencies. Notwithstanding the foregoing, all final decisions related to the construction contract performance shall be at the County's sole discretion.

E. The County shall submit reports to the City describing in sufficient detail the progress of the Project. These reports shall be submitted to City at increments agreed to between the parties as appropriate for the various phases of the Project. Reports received by the County from contractor and/or consultants detailing the progress of the Project shall suffice for the requirements of this section, so long as the County has reviewed such reports and confirmed accuracy of the contractor's report.

F. County will coordinate with the Texas Department of Transportation to obtain the necessary approvals and permits for the intersection improvements and connection to FM 762 and US 90A.

G. The County may elect to forego construction of the Project at any time. The County shall provide written notice to the City of its decision to forego construction and pay to the City all amounts previously paid by City related to the acquisition of Parcel 1 described on Exhibit A, cost and associated fees and other consideration required by UPRR for 10<sup>th</sup> Street to cross the UPRR rail corridor, any enhancements and improvements that are not Eligible Project Costs, and \$250,000 for the abandoned 3<sup>rd</sup> Street right of way between Fort Street and Austin Street upon sixty (60) days of said notice to the City.

H. Upon completion of construction of the Project, but no later than ninety (90) calendar days after final payments to all vendors, the County will furnish the City with a full accounting of the funds expended on the Project and an electronic copy of the record drawings showing the Project. The City may review the County's records regarding this Project to confirm the accuracy of the full accounting.

I. The County agrees and commits to the acquisition of at least fifty percent (50%) of the right of way for the Project within twenty-four (24) months of approval of the Agreement by the Commissioners Court. The Parties may agree to an extension of the twenty-four (24) month period if circumstances, unique to the acquisition of the right of way, prevent the acquisition of the above-stated percentage of right of way.

## **Section 5. City Rights and Obligations**

A. Prior to award the Project for construction by the County, the City shall pay the

County for all costs to be reimbursed by the City to the County, including additional funds due from the City for enhancements and improvements that are not Eligible Project Costs, required to satisfy the City's obligation under this Agreement.

B. The City shall request and secure the rights for 10<sup>th</sup> Street to cross the UPRR rail corridor. The County shall be responsible for any and all associated fees and other considerations required by UPRR, including the maintenance or re-establishment of the 10<sup>th</sup> Street crossing as part of the City's wayside horn system on the UPRR rail line, up to an amount not to exceed one million dollars and no/100 (\$1,000,000.00). Any and all associated fees and costs for other considerations required by UPRR to secure the rights for 10<sup>th</sup> to cross the rail corridor in excess of one million dollars and no/100 (\$1,000,000.00) shall be paid by the City.

C. Within thirty (30) calendar days of the execution of this Agreement, the City shall provide the required construction details, design standards and technical specifications applicable to roadways and drainage in which the Project should be designed to meet. Prior to the County initiating final design of the Project, the City shall provide the County Engineer with written approval of the preliminary engineering report. Upon transmittal of the construction plans by the County, the City shall review and comment on the County's construction plans within two (2) weeks of receipt of by the City. All project design and construction comments shall be directed to the County Engineer or his designated representative for dissemination to the County's contractors, consultants and employees.

D. During the work on the Project, City shall have the right to review all documents, maps, plats, records, photographs, reports and drawings affecting the construction and to inspect the work in progress. Any deficiencies shall be provided in writing to the County Engineer. The City agrees that the County is the contracted party and the City shall not provide any direction to the consultant or the contractor, except with concurrence of the County Engineer.

E. The City has acquired the parcel necessary for construction of the Project identified as Parcel 1 ("City Acquisition Parcel") on Exhibit A. The City will make available for the Project, all right of way, easements and parcels acquired in the vicinity of and necessary for the Project owned, acquired and or controlled by the City at no cost to the County.

F. The City shall fund any and all Project enhancements and all upgrades to the Project requested by the City and all items determined not to be Eligible Project Costs as defined in Section 1. Such Project enhancements and upgrades to Project enhancements shall include, but are not limited to, landscaping; ornamental lighting; irrigation; hike and bike trails; and the oversizing of water, sewer and drainage facilities, as determined by the County. The City shall provide written confirmation of the scope of enhancements and improvements determined not to be Eligible Project Costs as defined in this Agreement that are requested by the City to be included in the Project. The City's costs for such Project enhancements shall be the incremental costs exceeding the costs for such unenhanced facilities that are included in the Eligible Project Costs and for oversizing of water, sewer, and drainage facilities shall be the increase in costs relating to



such oversizing (such as the larger standard size pipe diameter, trench size, etc.).

G. Upon completion, the City agrees to accept the Project into its maintenance system, including water, sewer, and drainage improvements for continued operation and maintenance by the City.

H. As additional consideration for the Project, upon submission of a petition for abandonment that is sufficient pursuant to Sec. 28-301 of the Richmond Code, the City agrees to consider action to abandon the street right-of-way of Third Street between Fort Street and Austin Street, subject to reservation of easements for existing utilities. Such easement reservations may be subject to modification and alteration as the County replats the property as the Emergency Operations Center campus.

#### **Section 6. Liability**

The City and County are entitled to the immunities and defenses of the Texas Tort Claims Act.

#### **Section 7. Maintenance**

Upon completion of the Project, each party shall maintain that portion of the Project within its own jurisdiction.

#### **Section 8. Limit of Appropriation**

A. Prior to the execution of this Agreement, the County has been advised by the City, and the County clearly understands and agrees, such understanding and agreement being of the absolute essence to this Agreement, that the City shall have available the total maximum amount of \$600,000 and contribute the required portion of Parcel 1 as its total contribution, pursuant to Section 5. E., and any amounts in excess of that amount for Project enhancements and improvements as determined in Section 5.F, specifically allocated to fully discharge any and all liabilities that may be incurred by the City for the Project. Except for the City's costs related to the City Acquisition Parcels in accordance with Section 5. E. and adjustments in cost due to improvements requested by the City in accordance with Section 5.F.; City shall not be obligated to pay any additional amount.

B. The County does further understand and agree, said understanding and agreement also being of the absolute essence of this Agreement, that the total maximum funding that the County may become entitled to hereunder and the total maximum amount that the City will reimburse the County hereunder will not under any condition, circumstance or interpretation hereof exceed the amount contributed by the City to the Project in accordance with Sections 5.E and F.

C. Each party paying for the performance of its obligations under this Agreement shall make

those payments from current revenues available to that party.

**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).

C. 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, 1<sup>st</sup> Floor  
Richmond, Texas 77469

With a copy to: Fort Bend County Engineering Department  
Attn: County Engineer  
301 Jackson Street  
Richmond, Texas 77469

City: City of Richmond, Texas  
Attn: Terri Vela, City Manager 402

Morton Street  
Richmond, Texas 77469

**Section 13. Phase 2 Memorandum of Understanding**

A. The Parties agree that this Agreement is the first phase of a project to include the planning, funding, design, development and completion of Phase 2 of the FM 762 Extension/10<sup>th</sup> Street Project (extension from Clay Street, across the Brazos River, along McCrary Road to FM 359).

- B. Each Party pledges to use its best efforts to reach agreement for Phase 2 including the following:
1. the preferred funding options;
  2. the timeline for right-of-way designation and acquisition;
  3. estimated dates for the commencement of major activities, i.e. plan development, bidding, construction; and
  4. effectuation of the project.

**Section 14. 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 15. 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, ~~remain in effect until \_\_\_\_\_ or and~~ until the Project is complete and the obligations under Sections 4 and 5 of this Agreement are fulfilled, ~~whichever is sooner.~~

[THE REMAINDER OF THIS PAGE IS INTENTIONALLY LEFT BLANK.]

FORT BEND COUNTY, TEXAS

CITY OF RICHMOND, TEXAS

\_\_\_\_\_  
KP George, County Judge

\_\_\_\_\_  
Rebecca K. Haas, Mayor

Date: \_\_\_\_\_

Date: \_\_\_\_\_

ATTEST:

ATTEST:

\_\_\_\_\_  
Laura Richard, County Clerk

\_\_\_\_\_  
Laura Scarlato, City Secretary

APPROVED:

\_\_\_\_\_  
J. Stacy Slawinski, P.E., County Engineer

APPROVED AS TO LEGAL FORM:

\_\_\_\_\_  
Marcus D. Spencer, First Assistant County Attorney

**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

# EXHIBIT A

Description of Parcel 1: (Signed Metes & Bounds Description as attachment.)

THE STATE OF TEXAS                    §  
  §  
COUNTY OF FORT BEND               §

**KNOW ALL MEN BY THESE PRESENTS:**

**INTERLOCAL AGREEMENT FOR COUNTY-MANAGED ROAD CONSTRUCTION PROJECT  
FORT BEND COUNTY MOBILITY PROJECT NO. 13106 – FM 762/10<sup>th</sup> STREET**

This Agreement is made and entered into pursuant to the Interlocal Cooperation Act, Chapter 791 of the TEXAS GOVERNMENT CODE and Section 251.012 of the TEXAS TRANSPORTATION CODE, by and between the City of Richmond, a municipal corporation and home-rule city of the State of Texas, situated in Fort Bend County, acting by and through its City Commission, (“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, (“County”).

**RECITALS**

WHEREAS, the County is authorized to participate with other local governmental entities to fund certain regional street and road improvements and associated drainage facilities that are funded in part by the state or federal government; and

WHEREAS, the Project, hereinafter defined and contemplated in this Agreement is the construction of roadway improvements that will enhance the traffic flow/circulation and drainage in the service area, and such Project is desired by the City and the County; and

WHEREAS, the County may not expend proceeds of bond issues or taxes levied pursuant to Article III, Section 52 (b) or (c) of the Texas Constitution on city streets that are not integral parts of or connecting links with county roads or state highways in accordance with Section 251.012 of the TEXAS TRANSPORTATION CODE; and

WHEREAS, the parties assert that the Project is part of a city street that is an integral part of or a connecting link with county roads or state highways in accordance with Section 251.012 of the TEXAS TRANSPORTATION CODE; and

WHEREAS, the Commissioners Court of Fort Bend County finds that the Project contemplated in this Agreement serves a County purpose; and

WHEREAS, the County is in the process of acquiring property for the creation of and expansion of the County Emergency Operations Center campus and has requested that the City abandon the Third Street right-of-way between Fort Street and Austin Street; and

WHEREAS, the City and the County agree to participate in this Project according to the terms of this Agreement; and

WHEREAS, the governing bodies of the City and 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. Purpose**

The purpose of this Agreement is to outline the funding obligations related to the proposed improvements to FM 762/10<sup>th</sup> Street in the City of Richmond, Texas.

### **Section 2. Definitions**

- A. **City** means the City of Richmond, Texas.
- B. **County** means Fort Bend County, Texas.
- C. **Project** means the improvements to FM 762/10<sup>th</sup> Street Extension from US 90A to Clay Street, as provided in the preliminary design with at-grade crossing of Union Pacific Railroad (UPRR), Mobility Bond Project #13106, CFA Project No. 1511-003-01, including right-of-way acquisition, outfall drainage improvements and utility relocations; to plan and construct a four-lane concrete roadway with curbs; expand the road right-of-way to 120 feet (or as otherwise determined jointly by City and County to be needed to meet the ultimate mobility needs for the Richmond area); to improve mobility in north Richmond as the first phase of a long-range project to provide an access bridge of the Brazos River; and improving roadway drainage with the construction of an underground storm drain system.
- D. **Eligible Project Costs** means costs, as determined by County in its sole discretion, for construction of roadway improvements, project related drainage facilities, utility and pipeline conflicts, approved traffic control devices, and sidewalks up to five feet (5') wide consistent with current City Infrastructure Standards. Eligible Project Costs shall include costs for engineering design and services related to the completion of Plans, Specifications and Estimates ("PS&E"); the costs of County's right-of-way acquisition for the Project; and construction related services for such roadway improvements. Eligible Project Costs shall exclude design and construction costs related to landscaping; ornamental lighting; irrigation; hike and bike trails; and the oversizing of water, wastewater, and drainage utilities outside the project boundaries. Eligible Project Costs shall include resolution of utility conflicts created by the construction of Project elements and similar facilities proposed to be part of the Project.

### **Section 3. Incorporation of Recitals**

The representations, covenants and recitations set forth in the foregoing recitals are material to this Agreement and are incorporated into this Agreement.

#### **Section 4. County Rights and Obligations**

##### **A. Design and Right of Way Acquisition**

1. The County is responsible for managing the design of the Project in accordance the applicable state and federal laws related to this Project.
2. The County will submit the plans for the Project to the City for review and comment to ensure the Project is designed in accordance with the current City design standards applicable to roadways, lighting, signage, and drainage, as identified by the City prior to County proceeding with design of the Project. The street name signs shall be installed in accordance with the City's standards and the Texas Manual on Uniform Traffic Control Devices.
3. The County agrees to acquire the remaining right-of-way for the full 120 feet right-of-way width, other than Parcel 1 described on Exhibit A hereof, necessary for construction of the Project in the name of the Public for public purposes, specifically for use as a public street and right of way for public utilities.

##### **B. Construction of the Project**

1. The County shall bid and construct the Project in accordance with approved specifications and compliance with the applicable state and federal laws related to the Project. This responsibility shall include the management of the relocation of utilities, including gas, overhead power and telecommunications, and entering into a contract for engineering design and construction project phase services and inspections.
2. Prior to the award of the contract for construction of the Project by the County, the County will consider written comments provided by the City related to the low bidder for the Project. The contract to construct the Project shall also include:
  - a) The construction of the twelve-inch (12") and six-inch (6") water lines to replace existing 12" and 6" water lines, as required due to conflicts created by the construction of Project elements and similar facilities proposed to be part of the Project; and
  - b) The construction of an eight-inch (8") sewer line to replace the existing four-inch (4") sewer line, as required due to conflicts created by the construction of Project elements and similar facilities proposed to be part of the Project.

C. 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.



D. During the work on the Project, the County shall provide the City the opportunity to review all documents, maps, plats, records, photographs, reports and drawings affecting the construction and to inspect the work in progress. The County, with input from the City, shall oversee the construction and completion of the Project. Any deficiencies brought to the attention of County by the City shall be promptly addressed by the County. If the County Engineer determines that the deficiencies are actionable under the terms of the construction contract, the County will work with the construction contractor to correct any City identified deficiencies. Notwithstanding the foregoing, all final decisions related to the construction contract performance shall be at the County's sole discretion.

E. The County shall submit reports to the City describing in sufficient detail the progress of the Project. These reports shall be submitted to City at increments agreed to between the parties as appropriate for the various phases of the Project. Reports received by the County from contractor and/or consultants detailing the progress of the Project shall suffice for the requirements of this section, so long as the County has reviewed such reports and confirmed accuracy of the contractor's report.

F. County will coordinate with the Texas Department of Transportation to obtain the necessary approvals and permits for the intersection improvements and connection to FM 762 and US 90A.

G. The County may elect to forego construction of the Project at any time. The County shall provide written notice to the City of its decision to forego construction and pay to the City all amounts previously paid by City related to the acquisition of Parcel 1 described on Exhibit A, cost and associated fees and other consideration required by UPRR for 10<sup>th</sup> Street to cross the UPRR rail corridor, any enhancements and improvements that are not Eligible Project Costs, and \$250,000 for the abandoned 3<sup>rd</sup> Street right of way between Fort Street and Austin Street upon sixty (60) days of said notice to the City.

H. Upon completion of construction of the Project, but no later than ninety (90) calendar days after final payments to all vendors, the County will furnish the City with a full accounting of the funds expended on the Project and an electronic copy of the record drawings showing the Project. The City may review the County's records regarding this Project to confirm the accuracy of the full accounting.

I. The County agrees and commits to the acquisition of at least fifty percent (50%) of the right of way for the Project within twenty-four (24) months of approval of the Agreement by the Commissioners Court. The Parties may agree to an extension of the twenty-four (24) month period if circumstances, unique to the acquisition of the right of way, prevent the acquisition of the above-stated percentage of right of way.

#### **Section 5. City Rights and Obligations**

A. Prior to award the Project for construction by the County, the City shall pay the

County for all costs to be reimbursed by the City to the County, including additional funds due from the City for enhancements and improvements that are not Eligible Project Costs, required to satisfy the City's obligation under this Agreement.

B. The City shall request and secure the rights for 10<sup>th</sup> Street to cross the UPRR rail corridor. The County shall be responsible for any and all associated fees and other considerations required by UPRR, including the maintenance or re-establishment of the 10<sup>th</sup> Street crossing as part of the City's wayside horn system on the UPRR rail line, up to an amount not to exceed one million dollars and no/100 (\$1,000,000.00). Any and all associated fees and costs for other considerations required by UPRR to secure the rights for 10<sup>th</sup> to cross the rail corridor in excess of one million dollars and no/100 (\$1,000,000.00) shall be paid by the City.

C. Within thirty (30) calendar days of the execution of this Agreement, the City shall provide the required construction details, design standards and technical specifications applicable to roadways and drainage in which the Project should be designed to meet. Prior to the County initiating final design of the Project, the City shall provide the County Engineer with written approval of the preliminary engineering report. Upon transmittal of the construction plans by the County, the City shall review and comment on the County's construction plans within two (2) weeks of receipt of by the City. All project design and construction comments shall be directed to the County Engineer or his designated representative for dissemination to the County's contractors, consultants and employees.

D. During the work on the Project, City shall have the right to review all documents, maps, plats, records, photographs, reports and drawings affecting the construction and to inspect the work in progress. Any deficiencies shall be provided in writing to the County Engineer. The City agrees that the County is the contracted party and the City shall not provide any direction to the consultant or the contractor, except with concurrence of the County Engineer.

E. The City has acquired the parcel necessary for construction of the Project identified as Parcel 1 ("City Acquisition Parcel") on Exhibit A. The City will make available for the Project, all right of way, easements and parcels acquired in the vicinity of and necessary for the Project owned, acquired and or controlled by the City at no cost to the County.

F. The City shall fund any and all Project enhancements and all upgrades to the Project requested by the City and all items determined not to be Eligible Project Costs as defined in Section 1. Such Project enhancements and upgrades to Project enhancements shall include, but are not limited to, landscaping; ornamental lighting; irrigation; hike and bike trails; and the oversizing of water, sewer and drainage facilities, as determined by the County. The City shall provide written confirmation of the scope of enhancements and improvements determined not to be Eligible Project Costs as defined in this Agreement that are requested by the City to be included in the Project. The City's costs for such Project enhancements shall be the incremental costs exceeding the costs for such unenhanced facilities that are included in the Eligible Project Costs and for oversizing of water, sewer, and drainage facilities shall be the increase in costs relating to

such oversizing (such as the larger standard size pipe diameter, trench size, etc.).

G. Upon completion, the City agrees to accept the Project into its maintenance system, including water, sewer, and drainage improvements for continued operation and maintenance by the City.

H. As additional consideration for the Project, upon submission of a petition for abandonment that is sufficient pursuant to Sec. 28-301 of the Richmond Code, the City agrees to consider action to abandon the street right-of-way of Third Street between Fort Street and Austin Street, subject to reservation of easements for existing utilities. Such easement reservations may be subject to modification and alteration as the County replats the property as the Emergency Operations Center campus.

#### **Section 6. Liability**

The City and County are entitled to the immunities and defenses of the Texas Tort Claims Act.

#### **Section 7. Maintenance**

Upon completion of the Project, each party shall maintain that portion of the Project within its own jurisdiction.

#### **Section 8. Limit of Appropriation**

A. Prior to the execution of this Agreement, the County has been advised by the City, and the County clearly understands and agrees, such understanding and agreement being of the absolute essence to this Agreement, that the City shall have available the total maximum amount of \$600,000 and contribute the required portion of Parcel 1 as its total contribution, pursuant to Section 5. E., and any amounts in excess of that amount for Project enhancements and improvements as determined in Section 5.F, specifically allocated to fully discharge any and all liabilities that may be incurred by the City for the Project. Except for the City's costs related to the City Acquisition Parcels in accordance with Section 5. E. and adjustments in cost due to improvements requested by the City in accordance with Section 5.F.; City shall not be obligated to pay any additional amount.

B. The County does further understand and agree, said understanding and agreement also being of the absolute essence of this Agreement, that the total maximum funding that the County may become entitled to hereunder and the total maximum amount that the City will reimburse the County hereunder will not under any condition, circumstance or interpretation hereof exceed the amount contributed by the City to the Project in accordance with Sections 5.E and F.

C. Each party paying for the performance of its obligations under this Agreement shall make

those payments from current revenues available to that party.

**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).

C. 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, 1<sup>st</sup> Floor  
Richmond, Texas 77469

With a copy to: Fort Bend County Engineering Department  
Attn: County Engineer  
301 Jackson Street  
Richmond, Texas 77469

City: City of Richmond, Texas  
Attn: Terri Vela, City Manager 402

Morton Street  
Richmond, Texas 77469

**Section 13. Phase 2 Memorandum of Understanding**

A. The Parties agree that this Agreement is the first phase of a project to include the planning, funding, design, development and completion of Phase 2 of the FM 762 Extension/10<sup>th</sup> Street Project (extension from Clay Street, across the Brazos River, along McCrary Road to FM 359).

- B. Each Party pledges to use its best efforts to reach agreement for Phase 2 including the following:
1. the preferred funding options;
  2. the timeline for right-of-way designation and acquisition;
  3. estimated dates for the commencement of major activities, i.e. plan development, bidding, construction; and
  4. effectuation of the project.

**Section 14. 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 15. 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 until the Project is complete and the obligations under Sections 4 and 5 of this Agreement are fulfilled.

[THE REMAINDER OF THIS PAGE IS INTENTIONALLY LEFT BLANK.]

FORT BEND COUNTY, TEXAS

CITY OF RICHMOND, TEXAS

\_\_\_\_\_  
KP George, County Judge

\_\_\_\_\_  
Rebecca K. Haas, Mayor

Date: \_\_\_\_\_

Date: \_\_\_\_\_

ATTEST:

ATTEST:

\_\_\_\_\_  
Laura Richard, County Clerk

\_\_\_\_\_  
Laura Scarlato, City Secretary

APPROVED:

\_\_\_\_\_  
J. Stacy Slawinski, P.E., County Engineer

APPROVED AS TO LEGAL FORM:

\_\_\_\_\_  
Marcus D. Spencer, First Assistant County Attorney

**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

# EXHIBIT A

Description of Parcel 1: (Signed Metes & Bounds Description as attachment.)



## RESOLUTION NO. 352-2020

**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 FORT BEND COUNTY MOBILITY PROJECT NO. 13106—FM 762/10<sup>TH</sup> STREET; AND PROVIDING AN EFFECTIVE DATE.**

The City of Richmond is authorized by the Interlocal Cooperation Act, Chapter 791, Texas Government Code, and Section 251.012, Texas Transportation Code, to enter into an agreement with Fort Bend County to fund certain regional street and road improvements and associated drainage facilities that are funded in part by the state or federal governments.

The City and County desire to enter into an Interlocal Agreement for the construction of roadway improvements that will enhance the traffic flow/circulation and drainage along the FM 762/10<sup>th</sup> Street corridor.

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 such construction of improvements to the FM 762/10<sup>th</sup> Street corridor; **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 Fort Bend County Mobility Project No. 13106—FM 762/10<sup>th</sup> Street to fund and construct roadway and drainage improvements, 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 19<sup>th</sup> day of January, 2021.

**The City of Richmond, Texas**

---

Rebecca K. Haas, Mayor



ATTEST:

---

Laura Scarlato, City Secretary

APPROVED AS TO FORM:

---

Gary W. Smith, City Attorney

## EXHIBIT A



# City of Richmond

*Where History Meets Opportunity*

## **Regular Scheduled City Commission Meeting**

600 Morton Street

Monday, January 19, 2021 at 4:30

A13. Review and consider taking action on Ordinance No. 2020-31 abandoning a portion of 3<sup>rd</sup> Street to Fort Bend County.



## ORDINANCE NO. 2020-31

**AN ORDINANCE OF THE CITY OF RICHMOND, TEXAS VACATING AND ABANDONING CERTAIN DESCRIBED STREET RIGHT-OF-WAY PREVIOUSLY DEDICATED TO THE PUBLIC THROUGH PLAT OF THE TOWN OF RICHMOND RECORDED IN THE REAL PROPERTY RECORDS OF FORT BEND COUNTY, TEXAS; DECLARING THAT SUCH RIGHT-OF-WAY IS UNNECESSARY FOR USE BY THE PUBLIC; AUTHORIZING THE MAYOR TO EXECUTE A DEED WITHOUT WARRANTY RELEASING AND ASSIGNING THE REAL PROPERTY TO FORT BEND COUNTY; PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING AN EFFECTIVE DATE.**

The City of Richmond, Texas (“the City”) is a home rule city acting under its power adopted by the electorate pursuant to Article XI, Section 5 of the Texas Constitution and Chapter 9 of the Local Government Code.

In early 1837, Robert Eden Handy and William Lusk platted the town of Richmond dedicating street rights-of-way, specifically, the portion of Third Street between Fort Street and Austin Street, between Blocks 50 and 51 of the City of Richmond, (“the right-of-way to be abandoned”), to the Public through a plat recorded at Volume A, Page 62 of the Deed Records of Fort Bend County, Texas.

Fort Bend County has requested that such portion of Third Street be abandoned for use in the campus of the County’s proposed Emergency Operations Center.

The City Commission of the City of Richmond, after careful study and consideration, has determined that the use as a part of the County’s Emergency Operation Center campus would better serve the public.

In order to remove any question as to the continued interest in the right-of-way to be abandoned, the City desires to execute a deed without warranty releasing and assigning all title and control in the right-of-way to be abandoned to the Fort Bend County; **NOW, THEREFORE,**

**BE IT ORDAINED BY THE CITY COMMISSION OF THE CITY OF RICHMOND, TEXAS:**

**SECTION 1.** Contingent on Fort Bend County’s approval of the Interlocal Agreement for 10<sup>th</sup> Street, the City Commission finds that the street right-of-way described in the legal description attached to this Ordinance as Exhibit A (“the right-of-way to be abandoned”), which is a portion of the Third Street right-of-way dedicated to the Public through a plat

recorded at Volume A, Page 62 of the Deed Records of Fort Bend County, Texas, Texas, will better serve the public as a portion of the campus of the Fort Bend County Emergency Operations Center.

**SECTION 2.** The Mayor of the City of Richmond, Texas, is hereby authorized and empowered, upon receipt of the signed Interlocal Agreement for the improvements to Tenth Street, to execute a deed without warranty to the right-of-way to be abandoned, which deed is attached to this Ordinance as Exhibit B, to the Fort Bend County.

**SECTION 3.** After the deed without warranty is executed, the City Secretary is authorized and instructed to file it in the deed records of Fort Bend County, Texas.

**SECTION 4.** It is hereby declared to be the intention of the City Council that the phrases, clauses, sentences, paragraphs and sections of this ordinance are severable, and if any phrase, clause, sentence, paragraph or section of this ordinance shall be declared unconstitutional by the valid judgment or decree of any court of competent jurisdiction, such unconstitutionality shall not affect any of the remaining phrases, clauses, sentences, paragraphs and sections of this ordinance, since the same would have been enacted by the City Council without the incorporation in this ordinance of any such unconstitutional phrase, clause, sentence, paragraph or section.

**SECTION 5.** This Ordinance shall be in full force and effect from and its passage, and approval.

**PASSED AND APPROVED** on this 19<sup>th</sup> day of January, 2021.

\_\_\_\_\_  
Rebecca K. Haas, Mayor

ATTEST:

\_\_\_\_\_  
Laura Scarlato, City Secretary

\_\_\_\_\_  
Gary W. Smith, City Attorney

## Exhibit A

That portion of Third Street right-of-way lying between the south right-of-way line of Fort Street and the north right-of-way line of Austin Street, and lying between Blocks 50 and 51 of the City of Richmond, Fort Bend County, Texas, according to the plat of the town of Richmond recorded at Vol. A, Page 62, of the Deed Records of Fort Bend County, Texas.

Exhibit B

**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 AN INTEREST IN REAL PROPERTY BEFORE IT IS FILED FOR RECORD IN THE PUBLIC RECORDS: YOUR SOCIAL SECURITY NUMBER OR YOUR DRIVER'S LICENSE NUMBER.**

**Deed Without Warranty**

**Date:** January \_\_\_\_, 2021

**Grantor:** CITY OF RICHMOND, TEXAS, a Texas municipal corporation

**Grantor's Mailing Address:**

City of Richmond  
402 Morton Street  
Richmond, Fort Bend County, Texas 77469  
Attn: City Manager

**Grantee:** FORT BEND COUNTY, TEXAS

**Grantee's Mailing Address:**

Fort Bend County  
301 Jackson Street  
Richmond, Fort Bend County, Texas 77469  
Attn: County Judge

**Consideration:**

Cash and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged.

**Property (including any improvements):**

That portion of Third Street right-of-way lying between the south right-of-way line of Fort Street and the north right-of-way line of Austin Street, and lying between Blocks 50 and 51 of the City of Richmond, Fort Bend County, Texas, according to the plat of the town of Richmond recorded at Vol. A, Page 62, of the Deed Records of Fort Bend County, Texas.

**Reservations from Conveyance:**

None

**Exceptions to Conveyance and Warranty:**

Validly existing easements, rights-of-way, and prescriptive rights, whether of record or not; all presently recorded and validly existing instruments, other than conveyances of the surface fee estate, that affect the Property; and taxes for 2019, which Grantee assumes and agrees to pay, but not subsequent assessments for that and prior years due to change in land usage, ownership, or both, the payment of which Grantor assumes.

Grantor, for the Consideration and subject to the Reservations from Conveyance and the Exceptions to Conveyance, grants, sells, and conveys to Grantee the Property, together with all and singular the rights and appurtenances thereto in any way belonging, to have and to hold it to Grantee and Grantee's successors and assigns forever, without express or implied warranty. All warranties that might arise by common law as well as the warranties in section 5.023 of the Texas Property Code (or its successor) are excluded.

This conveyance is intended to include any property interests obtained by after-acquired title.

When the context requires, singular nouns and pronouns include the plural.

**CITY OF RICHMOND, TEXAS**, a Texas municipal corporation,

\_\_\_\_\_  
Rebecca K. Haas, Mayor

STATE OF TEXAS )

COUNTY OF FORT BEND )

This instrument was acknowledged before me on January \_\_\_\_, 2021, by Rebecca K. Haas, in her capacity as Mayor of the City of Richmond, as the act and deed of the City of Richmond.

\_\_\_\_\_  
Notary Public  
Printed Name: \_\_\_\_\_

My commission expires: \_\_\_\_\_



AFTER RECORDING RETURN TO:

City of Richmond  
402 Morton Street  
Richmond, Texas  
Attn: City Manager



# City of Richmond

*Where History Meets Opportunity*

## **Regular Scheduled City Commission Meeting**

600 Morton Street

Monday, January 19, 2021 at 4:30 P.M

A14. Review and consider awarding and authorizing a contract for the installation of Wayside Horns.



**CITY COMMISSION  
AGENDA ITEM COVER MEMO**

**DATE: January 19, 2021**

**Staff Review:**

City Manager \_\_\_\_\_  
City Attorney \_\_\_\_\_  
Finance \_\_\_\_\_  
Fire Department \_\_\_\_\_  
Police Department \_\_\_\_\_  
Public Works \_\_\_\_\_

**AGENDA ITEM: Wayside Horn Installation**

**SUBMITTED BY: Howard Christian, Assistant City Manager**

**SYNOPSIS**

The City has been working to establish quiet zones for the last four years with two different Railroad entities, Burlington Northern Santa Fe (BNSF) and Union Pacific (UP). BNSF quiet zone involved median improvements and signage which has been completed and the notice of establishment has been sent in January of this year. UP rail crossings involve a median upgrade on Collins and additional curbing and wayside horn installations at 6 other locations. The median upgrade on Collins and additional curbing has been completed. This agenda request is for the construction and installation of the wayside horns.

**COMPREHENSIVE PLAN 2019 GOALS ADDRESSED**

Rehabilitate and preserve Richmond's existing neighborhoods and community assets.

**BACKGROUND**

In 2017, the City in conjunction with Fort Bend County and Rosenberg, completed a diagnostic study with CTC, Inc. to determine what additional safety measures would be needed to establish quiet zones for BNSF and UP rail lines that run through Richmond. In 2018, the city hired TransSystems Engineering to complete the design for both quiet zones based on the outcome of the diagnostic study. The resulting design was broken up into basically two projects, the concrete median and curbing work and installation of the wayside horns. As mentioned, the concrete portion of the project is completed, and wayside horn installations and signage are remaining.

The City solicited a sole source proposal from RioTech (formerly CTC. Inc.) to install the wayside horn installations at Douglas, 10<sup>th</sup>, 8<sup>th</sup>, 6<sup>th</sup>, 4<sup>th</sup>, and Second street. UP is working in parallel to upgrade their equipment and circuitry to accommodate the new wayside horns. RioTech works closely with the rail lines and has installed the other wayside horn systems in the County.

The proposal to install six (6) wayside horn installations is \$398,724.60 and the estimated construction time is 180 days from notice to proceed.

## BUDGET ANALYSIS

FUNDING SOURCE	ACCOUNT NUMBER	PROJECT CODE/NAME	FY 2021 FUNDS BUDGETED	FY 2021 FUNDS AVAILABLE	AMOUNT REQUESTED

BUDGET AMENDMENT REQUIRED? YES \_\_\_\_\_ NO \_\_\_\_\_

Requested Amendment:

Budgeted funds estimated for FY 2021:

Purchasing Review:

**Financial/Budget Review:**

FORM CIQ: \_\_\_\_\_

FORM 1295 \_\_\_\_\_

## SUPPORTING MATERIALS

**Contractor's Sole Source Letter**

**Contractor's Proposal**

**Wayside Horn Installation Example**

## STAFF'S RECOMMENDATION

It is Staff's recommendation to authorize the City Manager to execute a construction contract with RioTech, Inc. in the amount of \$398,724.60 for the installation of wayside horn equipment per design at Douglas, 10th Street, 8th Street, 6th Street, 4th Street and 2nd Street.

City Manager Approval: \_\_\_\_\_



# RIO GRANDE PACIFIC

TECHNOLOGY

June 9, 2020

Mr. Howard Christian  
Assistant City Manager  
City of Richmond  
[hchristian@richmondtx.gov](mailto:hchristian@richmondtx.gov)

**RE: Sole Source letter for installation of six (6) Wayside Horn Systems**

Howard,

Riotech (formerly CTC Inc.) is the sole source for the Wayside Horn System that was spec'd to the City of Richmond by CTC Inc. Being the sole source for the horn system allows Riotech to provide the best possible service for material procurement, material lead times, precision installation and technical support.

Riotech will supply all material and labor necessary to design, build, install and test six (6) Wayside Horn Systems at the following locations.

- 2<sup>nd</sup> Street / 4<sup>th</sup> Street / 6<sup>th</sup> Street / 8<sup>th</sup> Street / 10<sup>th</sup> Street / Myrtle-Douglas Street

If you have any questions or concerns, please feel free to contact me at 817-886-8230. Thank you.

Sincerely,

Dan Fregia  
V.P. of Operations  
Riotech



# Quotation

**Date:** Wednesday, January 13, 2021

**Prepared for:**  
 City of Richmond  
 Attn: Howard Christian  
 402 Morton Street  
 Richmond, TX. 77469

**Description:** Quotation for 6 Wayside Horn Systems Rev 1

LINE	DESCRIPTION	QTY	UOM	SALES PRICE	TOTAL
1	Turnkey Wayside Horn System at 2nd Street	1	EA	\$65,640.52	\$65,640.52
2	Turnkey Wayside Horn System at 4th Street	1	EA	\$65,758.62	\$65,758.62
3	Turnkey Wayside Horn System at 6th Street	1	EA	\$65,661.52	\$65,661.52
4	Turnkey Wayside Horn System at 8th Street	1	EA	\$67,562.42	\$67,562.42
5	Turnkey Wayside Horn System at 10th Street	1	EA	\$70,173.40	\$70,173.40
6	Turnkey Wayside Horn System at Myrtle Street	1	EA	\$63,928.12	\$63,928.12
					\$0.00
					\$0.00
					\$0.00
					\$0.00
					\$0.00
					\$0.00
					\$0.00
					\$0.00
					\$0.00
				<b>TOTAL</b>	<b>\$398,724.60</b>

**Offered by:** Sam Silva / Bonnie Campbell

**Note:**

Thank you for the opportunity to submit a proposal to you. Please reference this quotation when placing order. If you have any questions, please call or send an email to me.

**This quote is valid for 90 days.**

Sales Tax not included  
 Bonding is included per location  
 All amounts in U.S. Currency

9601 Camp Bowie West  
 Fort Worth, TX. 76116  
 Phone: (817) 886-8243  
 Cell: (817) 470-7838





# City of Richmond

*Where History Meets Opportunity*

## **Regular Scheduled City Commission Meeting**

600 Morton Street

Monday, January 19, 2021 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, January 19, 2021 at 4:30 P.M

A16. Consider taking action on requests for future agenda items.



# City of Richmond

*Where History Meets Opportunity*

## **Regular Scheduled City Commission Meeting**

600 Morton Street

Monday, January 19, 2021 at 4:30 P.M

A17. Adjournment.