



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 19th 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 19th 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 25th 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 19th 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 25th, 2021 at 4:30 p.m. with submission of proposed changes by January 19th, 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 762/10th 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 762/10th 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 3rd 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 3rd 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.

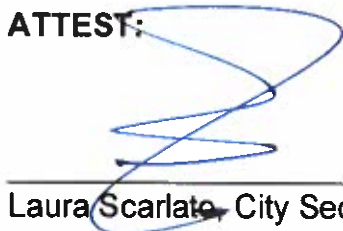
With no further business to discuss, Mayor Haas declared the meeting adjourned at 8:05 p.m.

APPROVED:



Becky K. Haas, Mayor

ATTEST:



Laura Scarlate, City Secretary