



STATE OF TEXAS  
COUNTY OF FORT BEND  
CITY OF RICHMOND

The City Commission for the City of Richmond, Texas met in a Regular Scheduled City Commission Workshop on January 23, 2023, at 9:00 a.m.

The meeting was broadcast via video conference call. All members of the public may participate in the in-person meeting.

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- Via Zoom  
Alex BeMent, Commissioner P4  
Terri Vela, City Manager  
Howard Christian, Assistant City Manager "ACM"  
Gary Smith, City Attorney  
Lasha Gillespie, City Secretary

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

- A Quorum was determined, and Mayor Becky Haas proceeded to call the meeting to order at 9:00 a.m.

***\*\*Mayor Haas preceded to skip Agenda items A2-A6.***

**Agenda item A7.** Update on East Wastewater Treatment Plant.

- Similar questions about the study, such as what it is intended to accomplish and when the project's financial details will be provided, were raised by members of the City Commission. More historical data on demand and growth, as well as projections for future demand increase for expansion east of the river, were also requested in the report. Other information requested is how many additional users must there be on the current system before an upgrade or expansion of the current WWTP is required. ACM Howard Christian explained to the City Commission that this engineering study is preliminary. CM Vela added that they wanted to share information as the project progressed and more relevant information would be provided.

## Agenda item A8. Consent Agenda.

### Agenda Items Selected for Discussion

Commissioner Beard selected agenda items: 2, 4, 6, 7, 9, and 10.

Commissioner Gaul selected agenda item: 12. *Commissioner Gaul also pointed out that the spelling of Mr. Mata's last name needed to be corrected.*

Commissioner BeMent selected agenda item: **1 (relayed changes to CM Vela regarding the correct motion to A13 and A14)**

Mayor Haas selected agenda items: 3.

#### **Agenda item A8. (2) Fire**

- Commissioner Beard asked Fire Chief Youngblood why was there such a disparity in calls for assistance between Richmond and surrounding cities. Commissioner Beard went on to say that Richmond provided 93 calls for assistance to Rosenberg and Sugar Land, and they provided 34 calls to us. According to Fire Chief Youngblood, the reporting method is not entirely accurate. He reaffirmed that the department is still working to make improvements to the reporting system so that information is recorded in a way that more accurately reflects the job that mutual aid is doing. The cost of maintaining and repairing the firetrucks was the topic of a brief conversation between Commissioner Beard and FC Youngblood.

#### **A8. (3) Police**

- In her remarks, Mayor Haas stated that the residents had voiced their concerns to her regarding stray dogs on N. 4th St. and speeding on Riveredge Dr.

#### **A8. (4) Municipal**

- Commissioner Beard highlighted a program that will be implemented that will assist in lowering the number of outstanding warrants. CM Vela provided clarification stating that a team made up of herself and municipal court staff was being formed to come up with suggestions for how to carry out an ongoing warrant reduction program.

#### **A8. (6) Public Works**

- Commissioner Beard and ACM Christian had a brief conversation about the report that covered the Ongoing Projects Updates Report. Commissioner Beard then asked about the stall on Richmond Parkway. CM Vela indicated that substandard contractor (managed by Fort Bend County) provided concrete for the Richmond Pkwy project that was rejected by both the city and Fort Bend County. CM Vela continued by stating that she spoke with Fort Bend County and requested further details regarding the precise timing of the concrete removal. She added that she hoped to give an update on the County's plans for moving forward during this evening's meeting.

#### **A8. (7) Planning**

- Commissioner Beard asked about a predevelopment meeting that was held regarding the property at 1019 N. 10th St. He continued by bringing up the inconsistency that the planning department had noted in the report regarding the deed. Planning Director Garcia stated the comments were noted because the property may have been divided and the applicant will need to replat. Commissioner Beard continued by advising Economic Development and Planning to collaborate to forward the effort involving the desired industry list.

#### **A8. (9) Code Enforcement**

- To determine how many of the same addresses are mentioned more than once per month, Mayor Haas asked that the open cases be sorted by addresses. Building Official Fajkus indicated he can provide the information in the requested format. She then requested that the status of the code violations on Morton St. be provided.
- Commissioner Beard then commended the department for the photos showing the properties' before and after improvements in the report. He continued by saying that demonstrates to our community how we are addressing issues and what the results are when code enforcement is uniformly implemented throughout the city.

#### **A8. (10) Emergency Management**

- Commissioner Beard confirmed with Emergency Management Coordinator Robert Oliver that he collaborates with Public Works as part of Emergency Management to make sure that city services are maintained in an unusual weather scenario like the most recent freeze we experienced.

**A8. (12) Review and consider taking action on a Final Plat – E Lox Biz Park – 3.7980 acres of land – 1 Block – 0 Lots – 2 Reserves. The subject site is located on the west side of F.M. 359 south of Blaisdale Rd.**

- Commissioner Gaul asked for more information regarding reserves A, B, C, and D. According to Planning Director Garcia, Reserves A and B still exist, but C and D have been reclassified to drainage and retention easements. PD Garcia continued by saying that he would give a Reserve A update this evening.

## REGULAR AGENDA

**A9.** Review and consider taking action on Ordinance No. 2023-02, granting a Conditional Use Permit to allow for a massage establishment. The subject site is located at 515 Austin Street, south of Austin Street and east of South 6th Street.

- Commissioner Gaul stated that the city had increased the regulations for massage establishments to ensure they were per their advertising, and he questioned as to whether the structure in question met the existing criteria. According to Planning Director Garcia, the department makes sure the specifications are satisfied throughout the site development phase. He continued by saying that during a pre-application discussion, the applicant was informed of all the prerequisites. CM Vela stated that during this process, staff realized that additional information regarding regulations may need to be posted more prominently on our website in order for applicants to fully understand the requirements of the city they are applying to conduct business in.
- Commissioner BeMent stated Ms. Miller (applicant) reached out to him and he spoke with her as a Commissioner not an Attorney. He also added that she expressed disagreement with the language in the ordinance that the city passed as being too restrictive. Commissioner BeMent went on to suggest the city reach out to Ms. Miller and invite her to this evening's meeting.
- Commissioner Beard inquired as to whether the UDC contains our ordinances. PD Garcia replied that it indeed reflects. The topic of Conditional Use Permits and whether they apply to the applicant, or the structure was then briefly discussed to provide clarification. PD Garcia replied that it extends to the structure.

**A10.** Update on the Memorandum of Understanding between the Police Department and the United States Marshals – six month performance update.

- Commissioner Beard asked Police Chief Craig about the 3 notable arrests listed on the report. Police Chief Craig explained that he wanted to draw attention to the three most notable arrests and explain the Police Department's request to participate in the program. Commissioner Beard continued by asking for details regarding their connection to Richmond specifically.
- Commissioner Gaul verified with Police Chief Craig the city committed one member of the Police Department to be assigned to task force and for how long. Police Chief Craig answered by saying until the department decides they no longer want to participate in the program.

**A11.** Review and consider taking action on the Monthly Financial Report and Quarterly Investment Report.

- There was discussion on the Monthly Financial report and Quarterly Investment report. Finance Director Alderete addressed questions from the City Commission regarding

property tax collection, contingency budgets and the Hotel Occupancy Tax.

*\*Mayor Haas relinquished the Chair to Mayor Pro Tem Alex BeMent to introduce Agenda items A12 and A13 due to the approaching Mayoral election.*

**A12.** Review and consider taking action on Ordinance No. 2023-01, calling a general election to elect the Mayor on May 6, 2023.

- There was no discussion regarding the agenda item.

**A13.** Review and consider taking action on Resolution No. 442-2023, Joint Election Agreement and Contract for Election Services with Fort Bend County.

- Commissioner Drozd advised that if the position is unopposed, we should make sure we receive reimbursement for election-related expenses.

*\*Mayor Pro Tem BeMent relinquished the chair to Mayor Haas.*

**A14.** Update on Timeline for annexation with Williams Way Partnership, LTD.

- City Manager Vela stated that this is an update on timing so that everyone is aware of it.
- Commissioner Beard verified with CM Vela that based on the timeline for annexation, these steps must take place before the annexation of the service station that is being proposed.

**A15.** Review and consider taking action on authorizing City Manager to negotiate a contract for Audit Services with Whitley Penn.

- Finance Director Alderete gave some insight stating there are 4 major audit companies that deal with municipal governments. Our current auditor Pattillo Brown & Hill have conducted their 5th consecutive audit at the end of this audit cycle. In accordance with the city charter, the city is required to change auditors after 5 consecutive annual audits by the same firm.
- Commissioner Gaul asked if the contract will be for five years or less. CM Vela responded that we are proposing a five-year contract.

**A16.** Review and consider taking action on authorizing City Manager to execute a contract for a Software update to City's supervisory control and data acquisition (SCADA) with Prime Controls Inc.

- There was extensive discussion regarding the cost of the software, services included, and security.


**A17.** Review and consider taking action on authorizing City Manager to execute a contract for a Utility Master Plan and Rate Analysis with KIT Professionals.

- ACM Christian presented the City Commission with KIT Professionals proposal and timeline.
- There was a brief discussion noting that the update will provide a review of information previously covered in terms of comprehending the factors influencing the amount and timing of additional wastewater. Finance Director continued by giving some information on the benefits of this analysis.

**C2.** Adjournment

- Mayor Haas adjourned the meeting at 10:45 a.m.

**APPROVED:**



Alex BeMent, Mayor Pro Tem

**ATTEST:**



Lasha Gillespie, City Secretary