



# City of Richmond

*Where History Meets Opportunity*

## Regular Scheduled City Commission Meeting (in person)

**600 Morton Street**

**Richmond, Texas 77469**

Monday, December 18, 2023 at 4:30 P.M.

And

via Video/Telephone Conference call  
(pursuant to Texas Government Code,  
Section 551.125)

Join Zoom Meeting

<https://us06web.zoom.us/j/2240869784?omn=87897579566>

Meeting ID: 224 086 9784

One tap mobile

+13462487799,,2240869784# US (Houston)

Dial by your location

- +1 346 248 7799 US (Houston)

Meeting ID: 224 086 9784

Mayor Rebecca K. Haas

Commissioner Terry Gaul

Commissioner Barry Beard

Commissioner Carl Drozd

Commissioner Alex BeMent

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### AGENDA

- A1. Call to Order, Quorum Determined and Meeting Declared Open.
- A2. Recite the Pledge of Allegiance to the U. S. Flag and the Texas Flag.
- A3. Employee Recognition for Service with the City of Richmond:  
Terri Vela – 20 Years – City Manager.

*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

December 18, 2023

Page 1 of 5

Proclamations/Recognition:

Certificate of Achievement for Excellence in Financial Reporting.

- A4. Mayor, City Commissioners and City Staff Announcements per Sec. 551.0415 of the Texas Government Code.
- A5. 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.)
- A6. Staff Update on Outstanding Grant Funds.
- A7. Insurance Service Office (ISO) ratings update.

**CONSENT AGENDA**

- A8. 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 the Special City Commission Meeting and the Workshop held on November 13, 2023 (copies are enclosed).
  - 2. Review and consider taking action on the Fire Department report (a copy is enclosed).
  - 3. Review and consider taking action on the Police Department report (a copy is enclosed).
  - 4. Review and consider taking action on the Municipal Court report (a copy is enclosed).
  - 5. Review and consider taking action on the Monthly Financial Report (a copy is enclosed).
  - 6. Review and consider taking action on the Tax Assessor/Collector Report (a copy is enclosed).

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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 the Development Corporation Report (a copy is enclosed).
13. Set date for next meeting. (Regular City Commission Meeting on Monday, January 22<sup>nd</sup> at 4:30 p.m.)

#### **REGULAR AGENDA**

- A9. Review and consider taking action on amending the Rules of Commission.
- A10. Review and consider taking action on Ordinance No. 2023-29, preventing traffic blocking in major thoroughfares.
- A11. Review and consider taking action on Ordinance No. 2023-30, establishing a speed zone.
- A12. Review and consider taking on a Preliminary Plat for Rio Vista Business Park Reserve, 10.0011 acres of land, 1 Block, 0 Lots, 1 Reserve. The subject site is located at 1006 FM 359 in the William Morton League Abstract No. 62, in Fort Bend County, Texas in Fort Bend County Clerk's File (F.B.C.C.F) Number (No.) 2021117052.
- A13. Review and consider taking action on Resolution No. 467-2023, adopting a Hotel Occupancy Tax Policy and application form.
- A14. Review and consider taking action on Resolution No. 468-2023, supporting a grant application to fund an overpass crossing of Union Pacific Railroad Tracks as a part of our FM 762/10<sup>th</sup> Street Mobility Project.

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- A15. Excuse from Attendance at Regular City Commission Meeting.
- A16. Consider taking action on requests for future agenda items.
- A17. Adjourn to Executive Session, as authorized by Texas Government Code, Section 551.087, Economic Development Negotiations.

### **EXECUTIVE SESSION**

In accordance with Chapter 551, Government Code, Vernon's Texas Code Annotated (V.T.C.A) (Open Meetings Law), "The City Commission may meet in a Closed Executive Meeting pursuant to provisions of the Open Meetings Law, Chapter 551, Government Code, V.T.C.A. in accordance with the authority contained in the following section;" 551.087, Deliberation Regarding Economic Incentives.

- E1. Executive Session for Deliberation Regarding Economic Incentives.
  - 1. Project Firehouse.
  - 2. Project Italy.
  - 3. Project Colodge.

### **OPEN MEETING**

- C1. Reconvene into Open Meeting, and take action on items, if necessary.
  - A. Project Firehouse.
  - B. Project Italy.
  - C. Project Colodge.
  
- C2. Adjournment.

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

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**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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**Monday, December 18, 2023 at 4:30 P.M.**

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



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**Monday, December 18, 2023 at 4:30 P.M.**

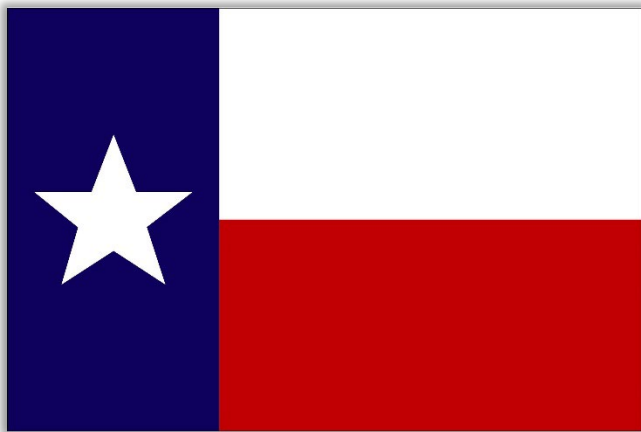
- A2. Recite the Pledge of Allegiance to the U. S. Flag and the Texas Flag.

## The US 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.



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Monday, December 18, 2023 at 4:30 P.M.

- A3. Employee Recognition for Service with the City of Richmond:  
Terri Vela – 20 Years – City Manager

Proclamations/Recognition:

Certificate of Achievement for Excellence in Financial Reporting.



GOVERNMENT FINANCE OFFICERS ASSOCIATION  
**NEWS RELEASE**

**FOR IMMEDIATE RELEASE**

11/15/2023

**For more information contact:**  
**Michele Mark Levine, Director/TSC**  
**Phone: (312) 977-9700**  
**Fax: (312) 977-4806**  
**Email: [mlevine@gfoa.org](mailto:mlevine@gfoa.org)**

(Chicago, Illinois)—Government Finance Officers Association of the United States and Canada (GFOA) has awarded the Certificate of Achievement for Excellence in Financial Reporting to **City of Richmond** for its annual comprehensive financial report for the fiscal year ended September 30, 2022. The report has been judged by an impartial panel to meet the high standards of the program, which includes demonstrating a constructive "spirit of full disclosure" to clearly communicate its financial story and motivate potential users and user groups to read the report.

The Certificate of Achievement is the highest form of recognition in the area of governmental accounting and financial reporting, and its attainment represents a significant accomplishment by a government and its management.

*Government Finance Officers Association (GFOA) advances excellence in government finance by providing best practices, professional development, resources, and practical research for more than 21,000 members and the communities they serve.*



Government Finance Officers Association

Certificate of  
Achievement  
for Excellence  
in Financial  
Reporting

Presented to

**City of Richmond  
Texas**

For its Annual Comprehensive  
Financial Report  
For the Fiscal Year Ended

September 30, 2022

*Christopher P. Morill*

Executive Director/CEO



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**Monday, December 18, 2023 at 4:30 P.M.**

- A4. Mayor, City Commissioners and City Staff Announcements per Sec. 551.0415 of the Texas Government Code

### **Section 551.0415 of the Texas Government Code**

The City Commission may receive from staff and a member of the City Commission may make a report about items of community interest during a meeting of the governing body without having given notice of the subject of the report and possible action is not discussed regarding the information provided in the report.

"Items of Community Interest" includes:

- (1) expressions of thanks, congratulations, or condolence;
- (2) information regarding holiday schedules;
- (3) an honorary or salutary recognition of a public official, public employee, or other citizen;
- (4) a reminder about an upcoming event organized or sponsored by the City Commission;
- (5) information regarding a social, ceremonial, or community event organized or sponsored by an entity other than the City that was attended or is scheduled to be attended by a member of the City Commission or an official or employee of the City; and
- (6) announcements involving an imminent threat to the public health and safety of people in the City that has arisen after the posting of the agenda.

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- A5. 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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**Monday, December 18, 2023 at 4:30 P.M.**

A6. Staff Update on Outstanding Grant Funds.



**CITY COMMISSION  
AGENDA ITEM COVER MEMO**

**DATE: 12/18/2023**

**Staff Review:**

City Manager \_\_\_\_\_

City Attorney \_\_\_\_\_

Finance \_\_\_\_\_

Fire Department \_\_\_\_\_

Police Department \_\_\_\_\_

Public Works \_\_\_\_\_

**AGENDA ITEM: ACTIVE GRANT PROJECTS UPDATE**

**SUBMITTED BY: Isaias Preza**

**SYNOPSIS**

**Status update on City projects being financed by grant funds.**

**COMPREHENSIVE PLAN GOALS ADDRESSED**

**Leverage public investments to enhance the existing community and promote growth.**

**BACKGROUND**

**Several City capital improvement program (CIP) projects are currently supported by grant funding. The grant funding for CIP projects originates from various sources such as the American Rescue Plan Act (ARPA), General Land Office (GLO), and the Henderson-Wessendorff Foundation.**

**The provided table displays the current financial status of active projects, detailing the grant budget amount, expenditures, encumbrances, and remaining budget. These financial figures are as of December 13th, 2023.**

**BUDGET ANALYSIS**

FUNDING SOURCE	ACCOUNT NUMBER	PROJECT CODE/NAME	FY2024 FUNDS BUDGETED	FY2024 FUNDS AVAILABLE	AMOUNT REQUESTED

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

Requested Amendment:

Budgeted funds estimated for FY2024:

Purchasing Review:

**Financial/Budget Review:**

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

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

**SUPPORTING MATERIALS**

Attached Resolution

**STAFF'S RECOMMENDATION**

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

**Active Capital Improvement Program (CIP) Projects With Grant Funding**

Grant Type	Project Name	Funding Received	Grant Budget	Expenditures	Encumbrance	Budget Remaining
ARPA	FY22 Water Line Rehab	Yes	1,065,019	1,052,199	227,306	-
ARPA	Ground Storage Tank Rehab	Yes	60,000	3,951	4,327	51,722
ARPA	Regional Wastewater Rehabilitation	Yes	1,056,632	69,575	76,190	910,867
ARPA	Water Rehab	Yes	605,000	403,811	60,953	140,236
ARPA	Well Rehab Winston WW	Yes	330,000	21,729	304,021	4,250
ARPA Total			3,116,651	1,551,265	672,797	1,107,075
GLO	Northside Drainage Improvements (GLO)	Reimbursement	7,647,605	388,609	1,937,384	6,290,304
GLO Total			7,647,605	388,609	1,937,384	6,290,304
County Mobility	Clay St Sidewalk & Drain	Reimbursement	4,010,000	-	-	4,010,000
County Mobility Total			4,010,000	-	-	4,010,000
Henderson Wessendorff	Clay St Sidewalk & Drain	Partial	3,260,000	259,922	9,244	3,000,078
Henderson Wessendorff Total			3,260,000	259,922	9,244	3,000,078
<b>Grand Total</b>			<b>18,034,256</b>	<b>2,199,796</b>	<b>2,619,424</b>	<b>14,407,457</b>



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## **Regular Scheduled City Commission Meeting**

**600 Morton Street**

**Richmond, Texas 77469**

**Monday, December 18, 2023 at 4:30 P.M.**

A7. Insurance Service Office (ISO) ratings update.



**CITY COMMISSION  
AGENDA ITEM COVER MEMO**

**DATE: November 5, 2023**

**Staff Review:**

City Manager \_\_\_\_\_

City Attorney \_\_\_\_\_

Finance \_\_\_\_\_

Fire Department  \_\_\_\_\_

Police Department \_\_\_\_\_

Public Works \_\_\_\_\_

**AGENDA ITEM: ISO Report**

**SUBMITTED BY: Michael Youngblood, Fire Chief**

**ISO Evaluation Report**

Below is information that is frequently asked about what the ISO is (Insurance Services Office) as well as how it affects residential and commercial insurance rates for our city.

The Insurance Services Office (ISO) is an organization that helps insurance companies with crafting policies, helps them meet statutory laws, and provides information based on data it has accumulated since its inception in 1971. Essentially, ISO is an extensive database that utilizes data to provide insight on best practices for businesses that handle risk.

ISO Ratings categorizes communities from 1 (the best) to 10 (the worst), based on how they score on the ISO Fire Suppression Rating Schedule (FSRS), which evaluates system features such as water distribution, fire department equipment and manpower, and fire alarm facilities. This rating is known as the Public Protection Classification (PPC) program. This rating schedule is used by the Insurance Services Office in all 50 states.

Most home and business insurers use PPC scores to determine insurance premiums. Businesses and individuals in a community with a good PPC score typically pay less for fire insurance.

- 1 means the community has superior property fire protection.
- 10 means the community's fire protection efforts don't meet ISO's minimum criteria.

ISO field representatives use the FSRS when reviewing a community's fire protection capability. Water distribution, fire department equipment and manpower, fire alarm facilities, and other factors are graded. This score is then converted into a Public Protection Classification (PPC). In Texas, a perfect score in the categories below is 109.76. (Most points available in each PPC category)

- 10 points – Emergency communications
- 50 points – Fire department review
- 40 points – Water supply review
- 5.5 points – Community risk reduction
- 4.26 points – Texas exceptions for training and technology

As noted above, classification descriptions range from 1-10. (Note descriptions below)

- **Class 1-8:** The fire suppression system includes an FSRS creditable dispatch center, fire department, and water supply.
- **Class 8B:** Is an exception for Class 9 areas that have a superior fire protection system but lack the FSRS minimum water criteria.
- **Class 9:** The fire suppression system includes a creditable dispatch center, fire department, but no FSRS minimum water supply.
- **Class 10:** Does not meet minimum FSRS criteria for recognition.

Richmond is classified with a Rating of 02/2X. What does this mean?

Many communities are affixed with a “Split” classification (Richmond has a rating of 2 for most areas (All areas inside the city limits receive a rating of 2). Areas outside of the city limits that fall in the classification of properties located beyond five road miles of a fire station have a rating of 2X. Therefore, Richmond is a 02/2X.

ISO recently changed and published the new classifications as “X” and “Y” – formerly the “9” and “8B” portion of the split classification.

**Example:**

- A community currently graded as a split 6/9 classification will now be a split 6/6X classification, with the “6X” denoting what was formerly classified as “9.”
- Similarly, a community currently graded as a split 6/8B classification will now be a split 6/6Y classification, the “6Y” denoting what was formerly classified as “8B.”

In Texas, the PPC program shows how well your community fire department responds to first-alarm structure fires and fire mitigation. Improving your community’s PPC score could reduce home, business, and fire insurance premiums in your area.

*(Any building more than five road miles from a fire station or outside the boundary of a city or volunteer fire department service area has a PPC score of 10. An exception is an area that has an automatic aid agreement with a recognized and rated fire department. In those cases, ISO assigns a score after evaluating the automatic aid agreement. The score will depend on how far individual buildings are from a fire station.)*

**Summary**

A good PPC score shows the community is working diligently to provide fire protection for property owners and citizens. The FSRS also helps to identify areas that need improvement and can help justify funding requests.

ISO ratings are typically calculated at least every four to five years, and PPC rating will be updated based on the findings. Following the evaluations, fire departments can make upgrades to their training and Operations to help improve scores during the next rating period.





# INSURANCE SERVICES OFFICE, INC.

1000 Bishops Gate Blvd., Suite 300, Mt. Laurel, NJ 08054-5404  
Phone: (800) 444-4554, option 2

December 1, 2023

Terri Vela, City Manager  
City of Richmond  
402 Morton Street  
Richmond, TX 77469  
[tvela@richmondtx.gov](mailto:tvela@richmondtx.gov)

RE: Public Protection Classification Results, Richmond / Richmond OPA, Fort Bend County, TX

Dear Ms. Vela,

We wish to thank you and the other community officials for your cooperation during our recent Public Protection Classification (PPC) survey. ISO is the leading supplier of statistical, underwriting and actuarial information for the property/casualty insurance industry. Most insurers use the PPC classifications for underwriting and calculating premiums for residential, commercial and industrial properties.

ISO has completed its analysis of the structure fire suppression delivery system provided in your community. We would like to report that ISO has recommended a classification of **02/2X** to the Texas Department of Insurance/State Fire Marshal's Office. Congratulations on this recognition of your commitment to serve the needs of your community's property owners and residents.

**Please note that this classification is not effective until the official letter is received from the Texas Department of Insurance/State Fire Marshal's Office listing the approved effective date.**

Enclosed is a summary of the ISO analysis of your fire suppression services.

As a reminder, through ongoing research and loss experience analysis, we identified additional differentiation in fire loss experience within our PPC program, which resulted in the revised classifications. We based the differing fire loss experience on the fire suppression capabilities of each community. The new classifications will improve the predictive value for insurers while benefiting both commercial and residential property owners. We've published the new classifications as "X" and "Y" – formerly the "9" and "8B" portion of the split classification, respectively. For example:

- A community currently graded as a split 6/9 classification will now be a split 6/6X classification; with the "6X" denoting what was formerly classified as "9."
- Similarly, a community currently graded as a split 6/8B classification will now be a split 6/6Y classification, the "6Y" denoting what was formerly classified as "8B."
- Communities graded with single "9" or "8B" classifications will remain intact.

If you would like to know how your community's classification could improve, or if you would like to learn about the potential effect of proposed changes to your fire suppression delivery system, please call the phone number listed below.

The PPC program is not intended to analyze all aspects of a comprehensive structure fire suppression delivery system program. It is not for purposes of determining compliance with any state or local law, nor is it for making recommendations about loss prevention or life safety.

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If you have any questions about your classification, please let us know.

Sincerely,

*Public Protection Department*

Insurance Services Office, Inc.  
Community Mitigation Services  
(800) 444-4554, Option 2 FAX: (800) 736-3289  
[www.isomitigation.com](http://www.isomitigation.com)

Encl.

cc w/encl: Mike Youngblood, Fire Chief - [myoungblood@richmondtx.gov](mailto:myoungblood@richmondtx.gov)  
Howard Christian, Water Superintendent - [hchristian@richmondtx.gov](mailto:hchristian@richmondtx.gov)  
Diana Butinski, Communications Supervisor - [dbutinski@richmondtx.gov](mailto:dbutinski@richmondtx.gov)  
William Glass, ISO PPC Field Representative - [William.Glass@verisk.com](mailto:William.Glass@verisk.com)

**Public Protection Classification  
(PPC®)  
Summary Report**

**Richmond**

**Texas**

**Prepared by**

**Insurance Services Office, Inc.  
1000 Bishop Gate Blvd,  
Suite 300  
Mount Laurel, NJ 085054  
1-800-444-4554**

## Background Information

### Introduction

ISO collects and evaluates information from communities in the United States on their structure fire suppression capabilities. The data is analyzed using our Fire Suppression Rating Schedule (FSRS) and then a Public Protection Classification (PPC®) grade is assigned to the community. The surveys are conducted whenever it appears that there is a possibility of a PPC change. As such, the PPC program provides important, up-to-date information about fire protection services throughout the country.

The FSRS recognizes fire protection features only as they relate to suppression of first alarm structure fires. In many communities, fire suppression may be only a small part of the fire department's overall responsibility. ISO recognizes the dynamic and comprehensive duties of a community's fire service, and understands the complex decisions a community must make in planning and delivering emergency services. However, in developing a community's PPC grade, only features related to reducing property losses from structural fires are evaluated. Multiple alarms, simultaneous incidents and life safety are not considered in this evaluation. The PPC program evaluates the fire protection for small to average size buildings. Specific properties with a Needed Fire Flow in excess of 3,500 gpm are evaluated separately and assigned an individual PPC grade.

A community's investment in fire mitigation is a proven and reliable predictor of future fire losses. Statistical data on insurance losses bears out the relationship between excellent fire protection – as measured by the PPC program – and low fire losses. So, insurance companies use PPC information for marketing, underwriting, and to help establish fair premiums for homeowners and commercial fire insurance. In general, the price of fire insurance in a community with a good PPC grade is substantially lower than in a community with a poor PPC grade, assuming all other factors are equal.

ISO is an independent company that serves insurance companies, communities, fire departments, insurance regulators, and others by providing information about risk. ISO's expert staff collects information about municipal fire suppression efforts in communities throughout the United States. In each of those communities, ISO analyzes the relevant data and assigns a PPC grade – a number from 1 to 10. Class 1 represents an exemplary fire suppression program, and Class 10 indicates that the area's fire suppression program does not meet ISO's minimum criteria.

ISO's PPC program evaluates communities according to a uniform set of criteria, incorporating nationally recognized standards developed by the National Fire Protection Association and the American Water Works Association. A community's PPC grade depends on:

- **Needed Fire Flows**, which are representative building locations used to determine the theoretical amount of water necessary for fire suppression purposes.
- **Emergency Communications**, including emergency reporting, telecommunicators, and dispatching systems.
- **Fire Department**, including equipment, staffing, training, geographic distribution of fire companies, operational considerations, and community risk reduction.
- **Water Supply**, including inspection and flow testing of hydrants, alternative water supply operations, and a careful evaluation of the amount of available water compared with the amount needed to suppress fires up to 3,500 gpm.

## Data Collection and Analysis

ISO has evaluated and classified over 48,000 fire protection areas across the United States using its FSRS. A combination of meetings between trained ISO field representatives and the dispatch center coordinator, community fire official, and water superintendent is used in conjunction with a comprehensive questionnaire to collect the data necessary to determine the PPC grade. In order for a community to obtain a grade better than a Class 9, three elements of fire suppression features are reviewed. These three elements are Emergency Communications, Fire Department, and Water Supply.

A review of the **Emergency Communications** accounts for 10% of the total classification. This section is weighted at **10 points**, as follows:

- Emergency Reporting 3 points
- Telecommunicators 4 points
- Dispatch Circuits 3 points

A review of the **Fire Department** accounts for 50% of the total classification. ISO focuses on a fire department's first alarm response and initial attack to minimize potential loss. The fire department section is weighted at **50 points**, as follows:

- Engine Companies 6 points
- Reserve Pumpers 0.5 points
- Pump Capacity 3 points
- Ladder/Service Companies 4 points
- Reserve Ladder/Service Trucks 0.5 points
- Deployment Analysis 10 points
- Company Personnel 15 points
- Training (CT + CTT) 9 points
- Operational considerations 2 points
- Community Risk Reduction 5.5 points (in addition to the 50 points above)
- Texas Addendum CAFS Credit 1 point (in addition to the 50 points above)

A review of the **Water Supply** system accounts for 40% of the total classification. ISO reviews the water supply a community uses to determine the adequacy for fire suppression purposes. The water supply system is weighted at **40 points**, as follows:

- Credit for Supply System 30 points
- Hydrant Size, Type & Installation 3 points
- Inspection & Flow Testing of Hydrants 7 points

There is one additional factor considered in calculating the final score – **Divergence**.

Even the best fire department will be less than fully effective if it has an inadequate water supply. Similarly, even a superior water supply will be less than fully effective if the fire department lacks the equipment or personnel to use the water. The FSRS score is subject to modification by a divergence factor, which recognizes disparity between the effectiveness of the fire department and the water supply.

The Divergence factor mathematically reduces the score based upon the relative difference between the fire department and water supply scores. The factor is introduced in the final equation.

### **PPC Grade**

The PPC grade assigned to the community will depend on the community's score on a 100-point scale:

<b>PPC</b>	<b>Points</b>
1	90.00 or more
2	80.00 to 89.99
3	70.00 to 79.99
4	60.00 to 69.99
5	50.00 to 59.99
6	40.00 to 49.99
7	30.00 to 39.99
8	20.00 to 29.99
9	10.00 to 19.99
10	0.00 to 9.99

The classification numbers are interpreted as follows:

- Class 1 through (and including) Class 8 represents a fire suppression system that includes an FSRS creditable dispatch center, fire department, and water supply.
- Class 8B is a special classification that recognizes a superior level of fire protection in otherwise Class 9 areas. It is designed to represent a fire protection delivery system that is superior except for a lack of a water supply system capable of the minimum FSRS fire flow criteria of 250 gpm for 2 hours.
- Class 9 is a fire suppression system that includes a creditable dispatch center, fire department but no FSRS creditable water supply.
- Class 10 does not meet minimum FSRS criteria for recognition, including areas that are beyond five road miles of a recognized fire station.

## New PPC program changes effective July 1, 2015 for Texas

We have revised the PPC program to capture the effects of enhanced fire protection capabilities that reduce fire loss and fire severity in Split Class 9 and Split Class 8B areas (as outlined below). This new structure benefits the fire service, community, and property owner.

### New classifications

Through ongoing research and loss experience analysis, we identified additional differentiation in fire loss experience within our PPC program, which resulted in the revised classifications. We based the differing fire loss experience on the fire suppression capabilities of each community. The new PPC classes will improve the predictive value for insurers while benefiting both commercial and residential property owners. Here are the new classifications and what they mean.

### Split classifications

When we develop a split classification for a community — for example 5/9 — the first number is the class that applies to properties within 5 road miles of the responding fire station and 1,000 feet of a creditable water supply, such as a fire hydrant, suction point, or dry hydrant. The second number is the class that applies to properties within 5 road miles of a fire station but beyond 1,000 feet of a creditable water supply. We have revised the classification to reflect more precisely the risk of loss in a community, replacing Class 9 and 8B in the second part of a split classification with revised designations.

### What's changed with the new classifications?

We've published the new classifications as "X" and "Y" — formerly the "9" and "8B" portion of the split classification, respectively. For example:

- A community currently displayed as a split 6/9 classification will now be a split 6/6X classification; with the "6X" denoting what was formerly classified as "9".
- Similarly, a community currently graded as a split 6/8B classification will now be a split 6/6Y classification, the "6Y" denoting what was formerly classified as "8B".
- Communities graded with single "9" or "8B" classifications will remain intact.

Prior Classification	New Classification
1/9	1/1X
2/9	2/2X
3/9	3/3X
4/9	4/4X
5/9	5/5X
6/9	6/6X
7/9	7/7X
8/9	8/8X
9	9

Prior Classification	New Classification
1/8B	1/1Y
2/8B	2/2Y
3/8B	3/3Y
4/8B	4/4Y
5/8B	5/5Y
6/8B	6/6Y
7/8B	7/7Y
8/8B	8/8Y
8B	8B

### **What's changed?**

As you can see, we're still maintaining split classes, but it's how we represent them to insurers that's changed. The new designations reflect a reduction in fire severity and loss and have the potential to reduce property insurance premiums.

### **Benefits of the revised split class designations**

- To the fire service, the revised designations identify enhanced fire suppression capabilities used throughout the fire protection area
- To the community, the new classes reward a community's fire suppression efforts by showing a more reflective designation
- To the individual property owner, the revisions offer the potential for decreased property insurance premiums

### **New water class**

Our data also shows that risks located more than 5 but less than 7 road miles from a responding fire station with a creditable water source within 1,000 feet had better loss experience than those farther than 5 road miles from a responding fire station with no creditable water source. We've introduced a new classification —10W— to recognize the reduced loss potential of such properties.

### **What's changed with Class 10W?**

Class 10W is property-specific. Not all properties in the 5-to-7-mile area around the responding fire station will qualify. The difference between Class 10 and 10W is that the 10W-graded risk or property is within 1,000 feet of a creditable water supply. Creditable water supplies include fire protection systems using hauled water in any of the split classification areas.

### **What's the benefit of Class 10W?**

10W gives credit to risks within 5 to 7 road miles of the responding fire station and within 1,000 feet of a creditable water supply. That's reflective of the potential for reduced property insurance premiums.

### **What does the fire chief have to do?**

Fire chiefs don't have to do anything at all. The revised classifications went in place automatically effective July 1, 2015.

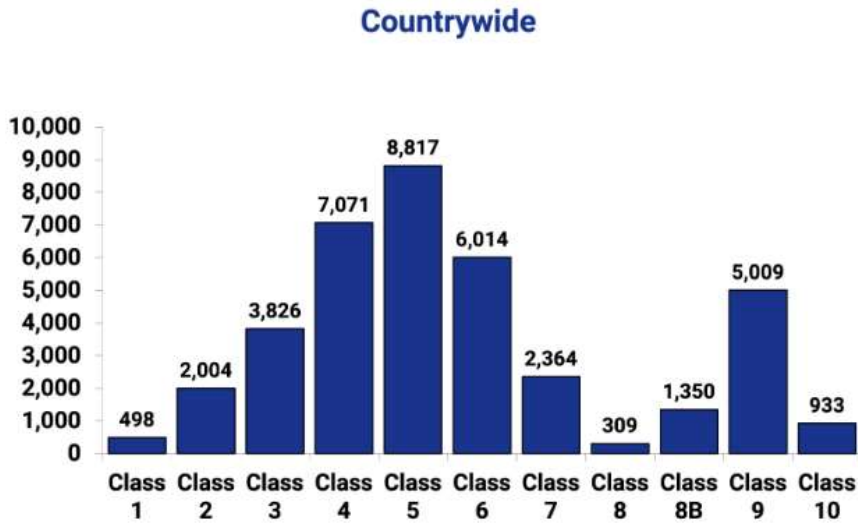
### **What if I have additional questions?**

Feel free to contact ISO at 800.444.4554 or email us at [PPC-Cust-Serv@iso.com](mailto:PPC-Cust-Serv@iso.com).

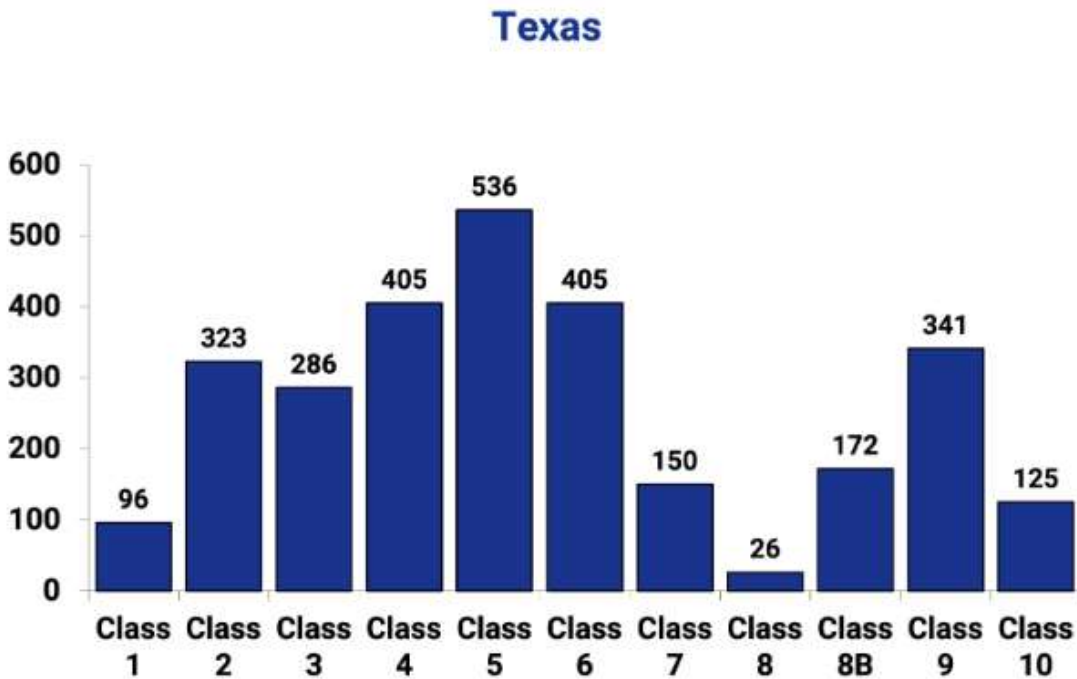


## Distribution of PPC Grades

The 2023 published countrywide distribution of communities by the PPC grade is as follows:



The 2023 published statewide distribution of communities by the Public Protection Classification number is as follows:



## Assistance

The PPC program offers help to communities, fire departments, and other public officials as they plan for, budget, and justify improvements. ISO is also available to assist in the understanding of the details of this evaluation.

The PPC program representatives can be reached by telephone at (800) 444-4554. The technical specialists at this telephone number have access to the details of this evaluation and can effectively speak with you about your questions regarding the PPC program. What's more, we can be reached via the internet at [www.isomitigation.com/talk/](http://www.isomitigation.com/talk/).

We also have a website dedicated to our Community Hazard Mitigation Classification programs at [www.isomitigation.com](http://www.isomitigation.com). Here, fire chiefs, building code officials, community leaders and other interested citizens can access a wealth of data describing the criteria used in evaluating how cities and towns are protecting residents from fire and other natural hazards. This website will allow you to learn more about the PPC program. The website provides important background information, insights about the PPC grading processes and technical documents. ISO is also pleased to offer Fire Chiefs Online — a special, secured website with information and features that can help improve your PPC grade, including a list of the Needed Fire Flows for all the commercial occupancies ISO has on file for your community. Visitors to the site can download information, see statistical results and also contact ISO for assistance.

In addition, on-line access to the FSRs and its commentaries is available to registered customers for a fee. However, fire chiefs and community chief administrative officials are given access privileges to this information without charge.

To become a registered fire chief or community chief administrative official, register at [www.isomitigation.com](http://www.isomitigation.com).

## PPC Review

ISO concluded its review of the fire suppression features being provided for Richmond. The resulting community classification is **Class 02/2X**.

If the classification is a single class, the classification applies to properties with a Needed Fire Flow of 3,500 gpm or less in the community. If the classification is a split class (e.g., 6/XX):

- The first class (e.g., “6” in a 6/XX) applies to properties within 5 road miles of a recognized fire station and within 1,000 feet of a fire hydrant or alternate water supply.
- The second class (XX or XY) applies to properties beyond 1,000 feet of a fire hydrant but within 5 road miles of a recognized fire station.
- Alternative Water Supply: The first class (e.g., “6” in a 6/10) applies to properties within 5 road miles of a recognized fire station with no hydrant distance requirement.
- Class 10 applies to properties over 5 road miles of a recognized fire station.
- Class 10W applies to properties within 5 to 7 road miles of a recognized fire station with a recognized water supply within 1,000 feet.
- Specific properties with a Needed Fire Flow in excess of 3,500 gpm are evaluated separately and assigned an individual classification.

<b>FSTRS Feature</b>	<b>Earned Credit</b>	<b>Credit Available</b>
<b>Emergency Communications</b>		
414. Credit for Emergency Reporting	<b>3.00</b>	<b>3</b>
422. Credit for Telecommunicators	<b>3.60</b>	<b>4</b>
432. Credit for Dispatch Circuits	<b>2.10</b>	<b>3</b>
<b>440. Credit for Emergency Communications</b>	<b>8.70</b>	<b>10</b>
<b>Fire Department</b>		
513. Credit for Engine Companies	<b>6.00</b>	<b>6</b>
523. Credit for Reserve Pumpers	<b>0.50</b>	<b>0.50</b>
532. Credit for Pump Capacity	<b>3.00</b>	<b>3</b>
549. Credit for Ladder Service	<b>4.00</b>	<b>4</b>
553. Credit for Reserve Ladder and Service Trucks	<b>0.27</b>	<b>0.50</b>
561. Credit for Deployment Analysis	<b>4.22</b>	<b>10</b>
571. Credit for Company Personnel	<b>9.17</b>	<b>15</b>
581. Credit for Training	<b>7.98</b>	<b>9</b>
580A. Credit for Texas State Training	<b>0.00</b>	<b>3.26*</b>
*Note: Maximum value for 581 + 580A = 9 points		
730. Credit for Operational Considerations	<b>2.00</b>	<b>2</b>
<b>590. Credit for Fire Department</b>	<b>37.14</b>	<b>50</b>
<b>Water Supply</b>		
616. Credit for Supply System	<b>27.00</b>	<b>30</b>
621. Credit for Hydrants	<b>2.88</b>	<b>3</b>
631. Credit for Inspection and Flow Testing	<b>7.00</b>	<b>7</b>
<b>640. Credit for Water Supply</b>	<b>36.88</b>	<b>40</b>
<b>Divergence</b>	<b>-3.58</b>	<b>--</b>
<b>1050. Community Risk Reduction</b>	<b>4.74</b>	<b>5.50</b>
<b>Texas Addendum Credit- CAFS</b>	<b>0.00</b>	<b>1</b>
<b>Total Credit</b>	<b>83.88</b>	<b>106.50</b>

## **Emergency Communications**

Ten percent of a community's overall score is based on how well the communications center receives and dispatches fire alarms. Our field representative evaluated:

- Communications facilities provided for the general public to report structure fires
- Enhanced 9-1-1 Telephone Service including wireless
- Computer-aided dispatch (CAD) facilities
- Alarm receipt and processing at the communication center
- Training and certification of telecommunicators
- Facilities used to dispatch fire department companies to reported structure fires

	<b>Earned Credit</b>	<b>Credit Available</b>
414. Credit Emergency Reporting	<b>3.00</b>	3
422. Credit for Telecommunicators	<b>3.60</b>	4
432. Credit for Dispatch Circuits	<b>2.10</b>	3
<b>Item 440. Credit for Emergency Communications:</b>	<b>8.70</b>	<b>10</b>

### **Item 414 - Credit for Emergency Reporting (3 points)**

The first item reviewed is Item 414 "Credit for Emergency Reporting (CER)". This item reviews the emergency communication center facilities provided for the public to report fires including 911 systems (Basic or Enhanced), Wireless Phase I and Phase II, Voice over Internet Protocol, Computer Aided Dispatch and Geographic Information Systems for automatic vehicle location. ISO uses National Fire Protection Association (NFPA) 1221, *Standard for the Installation, Maintenance and Use of Emergency Services Communications Systems* as the reference for this section.

<b>Item 410. Emergency Reporting (CER)</b>	<b>Earned Credit</b>	<b>Credit Available</b>
<p><b>A./B. Basic 9-1-1, Enhanced 9-1-1 or No 9-1-1</b></p> <p>For maximum credit, there should be an Enhanced 9-1-1 system, Basic 9-1-1 and No 9-1-1 will receive partial credit.</p>	<b>20.00</b>	<b>20</b>
<p><b>1. E9-1-1 Wireless</b></p> <p>Wireless Phase I using Static ALI (automatic location identification) Functionality (10 points); Wireless Phase II using Dynamic ALI Functionality (15 points); Both available will be 25 points</p>	<b>25.00</b>	<b>25</b>
<p><b>2. E9-1-1 Voice over Internet Protocol (VoIP)</b></p> <p>Static VoIP using Static ALI Functionality (10 points); Nomadic VoIP using Dynamic ALI Functionality (15 points); Both available will be 25 points</p>	<b>25.00</b>	<b>25</b>
<p><b>3. Computer Aided Dispatch</b></p> <p>Basic CAD (5 points); CAD with Management Information System (5 points); CAD with Interoperability (5 points)</p>	<b>15.00</b>	<b>15</b>
<p><b>4. Geographic Information System (GIS/AVL)</b></p> <p>The PSAP uses a fully integrated CAD/GIS management system with automatic vehicle location (AVL) integrated with a CAD system providing dispatch assignments.</p>	<b>15.00</b>	<b>15</b>
<p><b>Review of Emergency Reporting total:</b></p>	<b>100.00</b>	<b>100</b>

**Item 422- Credit for Telecommunicators (4 points)**

The second item reviewed is Item 422 “Credit for Telecommunicators (TC)”. This item reviews the number of Telecommunicators on duty at the center to handle fire calls and other emergencies. All emergency calls including those calls that do not require fire department action are reviewed to determine the proper staffing to answer emergency calls and dispatch the appropriate emergency response. NFPA 1221, *Standard for the Installation, Maintenance and Use of Emergency Services Communications Systems*, recommends that ninety-five percent of emergency calls shall be answered within 15 seconds and ninety-nine percent of emergency calls shall be answered within 40 seconds. In addition, NFPA recommends that eighty percent of emergency alarm processing shall be completed within 60 seconds and ninety-five percent of alarm processing shall be completed within 106 seconds of answering the call.

To receive full credit for operators on duty, ISO must review documentation to show that the communication center meets NFPA 1221 call answering and dispatch time performance measurement standards. This documentation may be in the form of performance statistics or other performance measurements compiled by the 9-1-1 software or other software programs that are currently in use such as Computer Aided Dispatch (CAD) or Management Information System (MIS).

<b>Item 420. Telecommunicators (CTC)</b>	<b>Earned Credit</b>	<b>Credit Available</b>
<p><b>A1. Alarm Receipt (AR)</b></p> <p>Receipt of alarms shall meet the requirements in accordance with the criteria of NFPA 1221</p>	<b>19.99</b>	<b>20</b>
<p><b>A2. Alarm Processing (AP)</b></p> <p>Processing of alarms shall meet the requirements in accordance with the criteria of NFPA 1221</p>	<b>20.00</b>	<b>20</b>
<p><b>B. Emergency Dispatch Protocols (EDP)</b></p> <p>Telecommunicators have emergency dispatch protocols (EDP) containing questions and a decision-support process to facilitate correct call categorization and prioritization.</p>	<b>20.00</b>	<b>20</b>
<p><b>C. Telecommunicator Training and Certification (TTC)</b></p> <p>Telecommunicators meet the qualification requirements referenced in NFPA 1061, <i>Standard for Professional Qualifications for Public Safety Telecommunicator</i>, and/or the Association of Public-Safety Communications Officials - International (APCO) <i>Project 33</i>. Telecommunicators are certified in the knowledge, skills, and abilities corresponding to their job functions.</p>	<b>10.00</b>	<b>20</b>
<p><b>D. Telecommunicator Continuing Education and Quality Assurance (TQA)</b></p> <p>Telecommunicators participate in continuing education and/or in-service training and quality-assurance programs as appropriate for their positions</p>	<b>20.00</b>	<b>20</b>
<p><b>Review of Telecommunicators total:</b></p>	<b>89.99</b>	<b>100</b>

### **Item 432 - Credit for Dispatch Circuits (3 points)**

The third item reviewed is Item 432 “Credit for Dispatch Circuits (CDC)”. This item reviews the dispatch circuit facilities used to transmit alarms to fire department members. A “Dispatch Circuit” is defined in NFPA 1221 as “A circuit over which an alarm is transmitted from the communications center to an emergency response facility (ERF) or emergency response units (ERUs) to notify ERUs to respond to an emergency”. All fire departments (except single fire station departments with full-time firefighter personnel receiving alarms directly at the fire station) need adequate means of notifying all firefighter personnel of the location of reported structure fires. The dispatch circuit facilities should be in accordance with the general criteria of NFPA 1221. “Alarms” are defined in this Standard as “A signal or message from a person or device indicating the existence of an emergency or other situation that requires action by an emergency response agency”.

There are two different levels of dispatch circuit facilities provided for in the Standard – a primary dispatch circuit and a secondary dispatch circuit. In jurisdictions that receive 730 alarms or more per year (average of two alarms per 24-hour period), two separate and dedicated dispatch circuits, a primary and a secondary, are needed. In jurisdictions receiving fewer than 730 alarms per year, a second dedicated dispatch circuit is not needed. Dispatch circuit facilities installed but not used or tested (in accordance with the NFPA Standard) receive no credit.

The score for Credit for Dispatch Circuits (CDC) is influenced by monitoring for integrity of the primary dispatch circuit. There are up to 0.90 points available for this Item. Monitoring for integrity involves installing automatic systems that will detect faults and failures and send visual and audible indications to appropriate communications center (or dispatch center) personnel. ISO uses NFPA 1221 to guide the evaluation of this item. ISO's evaluation also includes a review of the communication system's emergency power supplies.

### **Item 432 “Credit for Dispatch Circuits (CDC)” = 2.10 points**

## **Fire Department**

Fifty percent of a community's overall score is based upon the fire department's structure fire suppression system. ISO's field representative evaluated:

- Engine and ladder/service vehicles including reserve apparatus
- Equipment carried
- Response to reported structure fires
- Deployment analysis of companies
- Available and/or responding firefighters
- Training

	<b>Earned Credit</b>	<b>Credit Available</b>
513. Credit for Engine Companies	<b>6.00</b>	6
523. Credit for Reserve Pumpers	<b>0.50</b>	0.5
532. Credit for Pumper Capacity	<b>3.00</b>	3
549. Credit for Ladder Service	<b>4.00</b>	4
553. Credit for Reserve Ladder and Service Trucks	<b>0.27</b>	0.5
561. Credit for Deployment Analysis	<b>4.22</b>	10
571. Credit for Company Personnel	<b>9.17</b>	15
581. Credit for Training	<b>7.98</b>	9
580A. Supplemental Credit for Texas State Training	<b>0.00</b>	3.26*
*Note: Maximum value for CT + CTT = 9 points	-	-
730. Credit for Operational Considerations	<b>2.00</b>	2
<b>Item 590. Credit for Fire Department:</b>	<b>37.14</b>	<b>50</b>

## **Basic Fire Flow**

The Basic Fire Flow for the community is determined by the review of the Needed Fire Flows for selected buildings in the community. The fifth largest Needed Fire Flow is determined to be the Basic Fire Flow. The Basic Fire Flow has been determined to be 3500 gpm.



### **Item 513 - Credit for Engine Companies (6 points)**

The first item reviewed is Item 513 "Credit for Engine Companies (CEC)". This item reviews the number of engine companies, their pump capacity, hose testing, pump testing and the equipment carried on the in-service pumpers. To be recognized, pumper apparatus must meet the general criteria of NFPA 1901, *Standard for Automotive Fire Apparatus* which include a minimum 250 gpm pump, an emergency warning system, a 300 gallon water tank, and hose. At least 1 apparatus must have a permanently mounted pump rated at 750 gpm or more at 150 psi.

The review of the number of needed pumpers considers the response distance to built-upon areas; the Basic Fire Flow; and the method of operation. Multiple alarms, simultaneous incidents, and life safety are not considered.

The greatest value of A, B, or C below is needed in the fire district to suppress fires in structures with a Needed Fire Flow of 3,500 gpm or less: **3 engine companies**

- a) **3 engine companies** to provide fire suppression services to areas to meet NFPA 1710 criteria or within 1½ miles.
- b) **3 engine companies** to support a Basic Fire Flow of 3500 gpm.
- c) **3 engine companies** based upon the fire department's method of operation to provide a minimum two engine response to all first alarm structure fires.

The FSRS recognizes that there are **3 engine companies** in service.

The FSRS also reviews Automatic Aid. Automatic Aid is considered in the review as assistance dispatched automatically by contractual agreement between two communities or fire districts. That differs from mutual aid or assistance arranged case by case. ISO will recognize an Automatic Aid plan under the following conditions:

- It must be prearranged for first alarm response according to a definite plan. It is preferable to have a written agreement, but ISO may recognize demonstrated performance.
- The aid must be dispatched to all reported structure fires on the initial alarm.
- The aid must be provided 24 hours a day, 365 days a year.

FSRS Item 512.D "Automatic Aid Engine Companies" responding on first alarm and meeting the needs of the city for basic fire flow and/or distribution of companies are factored based upon the value of the Automatic Aid plan (up to 1.00 can be used as the factor). The Automatic Aid factor is determined by a review of the Automatic Aid provider's communication facilities, how they receive alarms from the graded area, inter-department training between fire departments, and the fire ground communications capability between departments.

For each engine company, the credited Pump Capacity (PC), the Hose Carried (HC), the Equipment Carried (EC) all contribute to the calculation for the percent of credit the FSRS provides to that engine company.

### **Item 513 "Credit for Engine Companies (CEC)" = 6.00 points**

### **Item 523 - Credit for Reserve Pumpers (0.50 points)**

The item is Item 523 “Credit for Reserve Pumpers (CRP)”. This item reviews the number and adequacy of the pumpers and their equipment. The number of needed reserve pumpers is 1 for each 8 needed engine companies determined in Item 513, or any fraction thereof.

**Item 523 “Credit for Reserve Pumpers (CRP)” = 0.50 points**

### **Item 532 – Credit for Pumper Capacity (3 points)**

The next item reviewed is Item 532 “Credit for Pumper Capacity (CPC)”. The total pump capacity available should be sufficient for the Basic Fire Flow of 3500 gpm. The maximum needed pump capacity credited is the Basic Fire Flow of the community.

**Item 532 “Credit for Pumper Capacity (CPC)” = 3.00 points**

### **Item 549 – Credit for Ladder Service (4 points)**

The next item reviewed is Item 549 “Credit for Ladder Service (CLS)”. This item reviews the number of response areas within the city with 5 buildings that are 3 or more stories or 35 feet or more in height, or with 5 buildings that have a Needed Fire Flow greater than 3,500 gpm, or any combination of these criteria. The height of all buildings in the city, including those protected by automatic sprinklers, is considered when determining the number of needed ladder companies. Response areas not needing a ladder company should have a service company. Ladders, tools and equipment normally carried on ladder trucks are needed not only for ladder operations but also for forcible entry, ventilation, salvage, overhaul, lighting and utility control.

The number of ladder or service companies, the height of the aerial ladder, aerial ladder testing and the equipment carried on the in-service ladder trucks and service trucks is compared with the number of needed ladder trucks and service trucks and an FSRS equipment list. Ladder trucks must meet the general criteria of NFPA 1901, *Standard for Automotive Fire Apparatus* to be recognized.

The number of needed ladder-service trucks is dependent upon the number of buildings 3 stories or 35 feet or more in height, buildings with a Needed Fire Flow greater than 3,500 gpm, and the method of operation.

The FSRS recognizes that there are **1 ladder companies** in service. These companies are needed to provide fire suppression services to areas to meet NFPA 1710 criteria or within 2½ miles and the number of buildings with a Needed Fire Flow over 3,500 gpm or 3 stories or more in height, or the method of operation.

The FSRS recognizes that there are **0 service companies** in service.

**Item 549 “Credit for Ladder Service (CLS)” = 4.00 points**

### **Item 553 – Credit for Reserve Ladder and Service Trucks (0.50 points)**

The next item reviewed is Item 553 “Credit for Reserve Ladder and Service Trucks (CRLS)”. This item considers the adequacy of ladder and service apparatus when one (or more in larger communities) of these apparatus are out of service. The number of needed reserve ladder and service trucks is 1 for each 8 needed ladder and service companies that were determined to be needed in Item 540, or any fraction thereof.

**Item 553 “Credit for Reserve Ladder and Service Trucks (CRLS)” = 0.27 points**

### **Item 561 – Deployment Analysis (10 points)**

Next, Item 561 “Deployment Analysis (DA)” is reviewed. This Item examines the number and adequacy of existing engine and ladder-service companies to cover built-upon areas of the city.

To determine the Credit for Distribution, first the Existing Engine Company (EC) points and the Existing Engine Companies (EE) determined in Item 513 are considered along with Ladder Company Equipment (LCE) points, Service Company Equipment (SCE) points, Engine-Ladder Company Equipment (ELCE) points, and Engine-Service Company Equipment (ESCE) points determined in Item 549.

Secondly, as an alternative to determining the number of needed engine and ladder/service companies through the road-mile analysis, a fire protection area may use the results of a systematic performance evaluation. This type of evaluation analyzes computer-aided dispatch (CAD) history to demonstrate that, with its current deployment of companies, the fire department meets the time constraints for initial arriving engine and initial full alarm assignment in accordance with the general criteria of in NFPA 1710, *Standard for the Organization and Deployment of Fire Suppression Operations, Emergency Medical Operations, and Special Operations to the Public by Career Fire Departments*.

A determination is made of the percentage of built upon area within 1½ miles of a first-due engine company and within 2½ miles of a first-due ladder-service company.

**Item 561 “Credit Deployment Analysis (DA)” = 4.22 points**

### **Item 571 – Credit for Company Personnel (15 points)**

Item 571 “Credit for Company Personnel (CCP)” reviews the average number of existing firefighters and company officers available to respond to reported first alarm structure fires in the city.

The on-duty strength is determined by the yearly average of total firefighters and company officers on-duty considering vacations, sick leave, holidays, “Kelley” days and other absences. When a fire department operates under a minimum staffing policy, this may be used in lieu of determining the yearly average of on-duty company personnel.

Firefighters on apparatus not credited under Items 513 and 549 that regularly respond to reported first alarms to aid engine, ladder, and service companies are included in this item as increasing the total company strength.

Firefighters staffing ambulances or other units serving the general public are credited if they participate in fire-fighting operations, the number depending upon the extent to which they are available and are used for response to first alarms of fire.

On-Call members are credited on the basis of the average number staffing apparatus on first alarms. Off-shift career firefighters and company officers responding on first alarms are considered on the same basis as on-call personnel. For personnel not normally at the fire station, the number of responding firefighters and company officers is divided by 3 to reflect the time needed to assemble at the fire scene and the reduced ability to act as a team due to the various arrival times at the fire location when compared to the personnel on-duty at the fire station during the receipt of an alarm.

The number of Public Safety Officers who are positioned in emergency vehicles within the jurisdiction boundaries may be credited based on availability to respond to first alarm structure fires. In recognition of this increased response capability the number of responding Public Safety Officers is divided by 2.

The average number of firefighters and company officers responding with those companies credited as Automatic Aid under Items 513 and 549 are considered for either on-duty or on-call company personnel as is appropriate. The actual number is calculated as the average number of company personnel responding multiplied by the value of AA Plan determined in Item 512.D.

The maximum creditable response of on-duty and on-call firefighters is 12, including company officers, for each existing engine and ladder company and 6 for each existing service company.

Chief Officers are not creditable except when more than one chief officer responds to alarms; then extra chief officers may be credited as firefighters if they perform company duties.

The FSRs recognizes **11.67 on-duty personnel** and an average of **0.00 on-call personnel** responding on first alarm structure fires.

**Item 571 “Credit for Company Personnel (CCP)” = 9.17 points**

**Item 581 – Credit for Training (9 points)**

<b>Training</b>	<b>Earned Credit</b>	<b>Credit Available</b>
<p><b>A. Facilities, and Use</b></p> <p>For maximum credit, each firefighter should receive 18 hours per year in structure fire related subjects as outlined in NFPA 1001.</p>	<b>32.55</b>	<b>35</b>
<p><b>B. Company Training</b></p> <p>For maximum credit, each firefighter should receive 16 hours per month in structure fire related subjects as outlined in NFPA 1001.</p>	<b>22.97</b>	<b>25</b>
<p><b>C. Classes for Officers</b></p> <p>For maximum credit, each officer should be certified in accordance with the general criteria of NFPA 1021. Additionally, each officer should receive 12 hours of continuing education on or off site.</p>	<b>12.00</b>	<b>12</b>
<p><b>D. New Driver and Operator Training</b></p> <p>For maximum credit, each new driver and operator should receive 60 hours of driver/operator training per year in accordance with NFPA 1002 and NFPA 1451.</p>	<b>3.67</b>	<b>5</b>
<p><b>E. Existing Driver and Operator Training</b></p> <p>For maximum credit, each existing driver and operator should receive 12 hours of driver/operator training per year in accordance with NFPA 1002 and NFPA 1451.</p>	<b>5.00</b>	<b>5</b>
<p><b>F. Training on Hazardous Materials</b></p> <p>For maximum credit, each firefighter should receive 6 hours of training for incidents involving hazardous materials in accordance with NFPA 472.</p>	<b>1.00</b>	<b>1</b>
<p><b>G. Recruit Training</b></p> <p>For maximum credit, each firefighter should receive 240 hours of structure fire related training in accordance with NFPA 1001 within the first year of employment or tenure.</p>	<b>5.00</b>	<b>5</b>
<p><b>H. Pre-Fire Planning Inspections</b></p> <p>For maximum credit, pre-fire planning inspections of each commercial, industrial, institutional, and other similar type building (all buildings except 1-4 family dwellings) should be made annually by company members. Records of inspections should include up-to date notes and sketches.</p>	<b>6.43</b>	<b>12</b>

**Item 580 “Credit for Training (CT)” = 7.98 points**

**Item 580A – Supplemental Credit for Texas State Training (3.26 points\*)**

This item provides specific recognition for fire department training conducted by the State Firemen's and Fire Marshal's Association, Texas A & M University, and the Texas Commission on Fire Protection. Item 580 applies only to local training activities.

$$CTT = \text{CERT} + \text{FTS} / \text{TOTAL \# IN FIRE DEPT} \times 3.26$$

CERT = Total number of volunteers certified through either: The State Firemen's and Fire Marshals' Association of Texas as basic, intermediate, or advanced firefighter (this excludes the introductory certification) OR The Texas Commission on Fire Protection as a volunteer firefighter.

FTS = Total number of firefighters in attendance of a prevention or suppression course at Firemen's Training School at Texas A & M University within the last 3 years.

TOTAL # IN FIRE DEPT. = Total number of firefighters (paid and/or volunteer) in the fire department.

\*Note: The maximum value for CT + CTT = 9 points

**Item 580A “Supplemental Credit for Texas State Training (CTT)” = 0.00 points**

**Item 730 – Operational Considerations (2 points)**

Item 730 “Credit for Operational Considerations (COC)” evaluates fire department standard operating procedures and incident management systems for emergency operations involving structure fires.

<b>Operational Considerations</b>	<b>Earned Credit</b>	<b>Credit Available</b>
<b>Standard Operating Procedures</b> The department should have established SOPs for fire department general emergency operations	<b>50</b>	<b>50</b>
<b>Incident Management Systems</b> The department should use an established incident management system (IMS)	<b>50</b>	<b>50</b>
<b>Operational Considerations total:</b>	<b>100</b>	<b>100</b>

**Item 730 “Credit for Operational Considerations (COC)” = 2.00 points**

## **Water Supply**

Forty percent of a community's overall score is based on the adequacy of the water supply system. The ISO field representative evaluated:

- the capability of the water distribution system to meet the Needed Fire Flows at selected locations up to 3,500 gpm.
- size, type and installation of fire hydrants.
- inspection and flow testing of fire hydrants.

	<b>Earned Credit</b>	<b>Credit Available</b>
616. Credit for Supply System	<b>27.00</b>	30
621. Credit for Hydrants	<b>2.88</b>	3
631. Credit for Inspection and Flow Testing	<b>7.00</b>	7
<b>Item 640. Credit for Water Supply:</b>	<b>36.88</b>	<b>40</b>

### **Item 616 – Credit for Supply System (30 points)**

The first item reviewed is Item 616 “Credit for Supply System (CSS)”. This item reviews the rate of flow that can be credited at each of the Needed Fire Flow test locations considering the supply works capacity, the main capacity and the hydrant distribution. The lowest flow rate of these items is credited for each representative location. A water system capable of delivering 250 gpm or more for a period of two hours plus consumption at the maximum daily rate at the fire location is considered minimum in the ISO review.

Where there are 2 or more systems or services distributing water at the same location, credit is given on the basis of the joint protection provided by all systems and services available.

The supply works capacity is calculated for each representative Needed Fire Flow test location, considering a variety of water supply sources. These include public water supplies, emergency supplies (usually accessed from neighboring water systems), suction supplies (usually evidenced by dry hydrant installations near a river, lake or other body of water), and supplies developed by a fire department using large diameter hose or vehicles to shuttle water from a source of supply to a fire site. The result is expressed in gallons per minute (gpm).

The normal ability of the distribution system to deliver Needed Fire Flows at the selected building locations is reviewed. The results of a flow test at a representative test location will indicate the ability of the water mains (or fire department in the case of fire department supplies) to carry water to that location.

The hydrant distribution is reviewed within 1,000 feet of representative test locations measured as hose can be laid by apparatus.

For maximum credit, the Needed Fire Flows should be available at each location in the district. Needed Fire Flows of 2,500 gpm or less should be available for 2 hours; and Needed Fire Flows of 3,000 and 3,500 gpm should be obtainable for 3 hours.

### **Item 616 “Credit for Supply System (CSS)” = 27.00 points**

**Item 621 – Credit for Hydrants (3 points)**

The second item reviewed is Item 621 “Credit for Hydrants (CH)”. This item reviews the number of fire hydrants of each type compared with the total number of hydrants.

There are a total of 925 hydrants in the graded area.

<b>620. Hydrants, - Size, Type and Installation</b>	<b>Number of Hydrants</b>
<b>A. With a 6 -inch or larger branch and a pumper outlet with or without 2½ - inch outlets</b>	<b>875</b>
<b>B. With a 6 -inch or larger branch and no pumper outlet but two or more 2½ -inch outlets, or with a small foot valve, or with a small barrel</b>	<b>0</b>
<b>C./D. With only a 2½ -inch outlet or with less than a 6 -inch branch</b>	<b>50</b>
<b>E./F. Flush Type, Cistern, or Suction Point</b>	<b>0</b>

**Item 621 “Credit for Hydrants (CH)” = 2.88 points**

**Item 630 – Credit for Inspection and Flow Testing (7 points)**

The third item reviewed is Item 630 “Credit for Inspection and Flow Testing (CIT)”. This item reviews the fire hydrant inspection frequency, and the completeness of the inspections. Inspection of hydrants should be in accordance with AWWA M-17, *Installation, Field Testing and Maintenance of Fire Hydrants*.

**Frequency of Inspection (FI):** Average interval between the 3 most recent inspections.

<b>Frequency</b>	<b>Points</b>
1 year	30
2 years	20
3 years	10
4 years	5
5 years or more	No Credit

**Note:** The points for inspection frequency are reduced by 10 points if the inspections are incomplete or do not include a flushing program. An additional reduction of 10 points are made if hydrants are not subjected to full system pressure during inspections. If the inspection of cisterns or suction points does not include actual drafting with a pumper, or back-flushing for dry hydrants, 20 points are deducted.

**Total points for Inspections = 4.00 points**



**Frequency of Fire Flow Testing (FF):** Average interval between the 3 most recent inspections.

<b>Frequency</b>	<b>Points</b>
5 years	40
6 years	30
7 years	20
8 years	10
9 years	5
10 years or more	No Credit

**Total points for Fire Flow Testing = 3.00 points**

**Item 631 “Credit for Inspection and Fire Flow Testing (CIT)” = 7.00 points**

**Divergence = -3.58**

The Divergence factor mathematically reduces the score based upon the relative difference between the fire department and water supply scores. The factor is introduced in the final equation.

**Texas Addendum Credit (1.00 points)**

Compressed Air Foam System, when carried and used in the extinguishment of all structure fires.

**“Texas Addendum Credit (CTX)” = 0.00**

**Community Risk Reduction**

	<b>Earned Credit</b>	<b>Credit Available</b>
1025. Credit for Fire Prevention and Code Enforcement (CPCE)	<b>1.80</b>	2.2
1033. Credit for Public Fire Safety Education (CFSE)	<b>1.84</b>	2.2
1044. Credit for Fire Investigation Programs (CIP)	<b>1.10</b>	1.1
<b>Item 1050. Credit for Community Risk Reduction</b>	<b>4.74</b>	<b>5.50</b>

<b>Item 1025 – Credit for Fire Prevention Code Adoption and Enforcement (2.2 points)</b>	<b>Earned Credit</b>	<b>Credit Available</b>
<b>Fire Prevention Code Regulations (PCR)</b> Evaluation of fire prevention code regulations in effect.	2.76	10
<b>Fire Prevention Staffing (PS)</b> Evaluation of staffing for fire prevention activities.	8.00	8
<b>Fire Prevention Certification and Training (PCT)</b> Evaluation of the certification and training of fire prevention code enforcement personnel.	6.00	6
<b>Fire Prevention Programs (PCP)</b> Evaluation of fire prevention programs.	16.00	16
<b>Review of Fire Prevention Code and Enforcement (CPCE) subtotal:</b>	<b>32.76</b>	<b>40</b>

<b>Item 1033 – Credit for Public Fire Safety Education (2.2 points)</b>	<b>Earned Credit</b>	<b>Credit Available</b>
<b>Public Fire Safety Educators Qualifications and Training (FSQT)</b> Evaluation of public fire safety education personnel training and qualification as specified by the authority having jurisdiction.	10.00	10
<b>Public Fire Safety Education Programs (FSP)</b> Evaluation of programs for public fire safety education.	23.50	30
<b>Review of Public Safety Education Programs (CFSE) subtotal:</b>	<b>33.50</b>	<b>40</b>

<b>Item 1044 – Credit for Fire Investigation Programs (1.1 points)</b>	<b>Earned Credit</b>	<b>Credit Available</b>
<b>Fire Investigation Organization and Staffing (IOS)</b> Evaluation of organization and staffing for fire investigations.	8.00	8
<b>Fire Investigator Certification and Training (IQT)</b> Evaluation of fire investigator certification and training.	6.00	6
<b>Use of National Fire Incident Reporting System (IRS)</b> Evaluation of the use of the National Fire Incident Reporting System (NFIRS) for the 3 years before the evaluation.	6.00	6
<b>Review of Fire Prevention Code and Enforcement (CPCE) subtotal:</b>	<b>20.00</b>	<b>20</b>

**Summary of PPC Review**  
**for**  
**Richmond**

FSRS Item	Earned Credit	Credit Available
<b>Emergency Communications</b>		
414. Credit for Emergency Reporting	3.00	3
422. Credit for Telecommunicators	3.60	4
432. Credit for Dispatch Circuits	2.10	3
<b>440. Credit for Emergency Communications</b>	<b>8.70</b>	<b>10</b>
<b>Fire Department</b>		
513. Credit for Engine Companies	6.00	6
523. Credit for Reserve Pumpers	0.50	0.5
532. Credit for Pumper Capacity	3.00	3
549. Credit for Ladder Service	4.00	4
553. Credit for Reserve Ladder and Service Trucks	0.27	0.5
561. Credit for Deployment Analysis	4.22	10
571. Credit for Company Personnel	9.17	15
581. Credit for Training	7.98	9
580A. Credit for Texas State Training	0.00	3.26*
*Note: Maximum value for 581 + 580A = 9 points		
730. Credit for Operational Considerations	2.00	2
<b>590. Credit for Fire Department</b>	<b>37.14</b>	<b>50</b>
<b>Water Supply</b>		
616. Credit for Supply System	27.00	30
621. Credit for Hydrants	2.88	3
631. Credit for Inspection and Flow Testing	7.00	7
<b>640. Credit for Water Supply</b>	<b>36.88</b>	<b>40</b>
<b>Divergence</b>	<b>-3.58</b>	<b>--</b>
<b>1050. Community Risk Reduction</b>	<b>4.74</b>	<b>5.50</b>
<b>Texas Addendum Credit- CAFS</b>	<b>0.00</b>	<b>1</b>
<b>Total Credit</b>	<b>83.88</b>	<b>106.5</b>

**Final Community Classification = 02/2X**



# Insurance Services Office, Inc.

## Texas State Exceptions

1000 Bishops Gate Blvd, Suite 300  
 Mount Laurel, NJ 08054  
 Phone: (800) 444-4554    FAX: (800) 736-3289

Community: <u>Richmond</u>	County: <u>Texas(Fort Bend)</u>
Evaluator: <u>Glass, William</u>	Date: <u>09/26/2023</u>
Training (CTT): <u>0</u>	Population: <u>28,487</u>
Texas Exceptions (CTX): <u>0</u>	BFF: <u>3,500</u>

**\*\*\*\* Texas Exceptions \*\*\*\***

The following CTX criteria pertaining to the CAFS applies specifically to the State of Texas.

TX-A: Compressed Air Foam Systems (CAFS)	1.0 (Maximum Credit)
CAFS:	0.00

Item 580 J: Supplemental Credit for Training (CTT)	3.26 (Maximum Credit)
CERT: <u>0</u> FTS: <u>0</u>	X 3.26                      CTT: <span style="border: 1px solid black; padding: 2px;">0.00</span>
Total # in Fire Dept: 39	

**\*\*\*\* Item 590 Credit for Fire Department \*\*\*\***

CEC + CRP + CPC + CLS + CRLS + CDA + CCP + CT + COC + CTT = CFD: 83.88  
 Note: Maximum value of CT + CTT = 9.00

CEC: <u>6.00</u>	CLS: <u>4.00</u>	CCP: <u>9.17</u>
CRP: <u>0.50</u>	CRLS: <u>0.27</u>	CTC: <u>7.98</u>
CPC: <u>3.00</u>	CD: <u>4.22</u>	COC: <u>2.00</u> CTT: <u>0.00</u>

**GRADING SUMMARY**  
**TEXAS STATE EXCEPTIONS TO THE FSRS**  
**Compressed Air Foam System (CAFS)**

Will at least one of the apparatus listed below be equipped with the CAFS Unit respond on all structure fires on first alarm assignment?

No
----

Note: Fire Pump has a minimum of 750 gpm  
 SCFM Air Compressor has a minimum of 120 SCFM permanently mounted  
 Class A Foam Pump concentrat has a minimum of 2.5 gpm  
 Class A Foam Tank capacity has a minimum of 20 gallons

Appartus	Type	Fire Pump	SCFM Air Compressor	Class A Foam Pump	Class A Foam Tank
E41	Engine	1500	0	0	0
TW41	Ladder	2000	0	0	0
E42	Engine	1500	0	0	0
E43	Engine	1500	0	0	0
E1	Engine	1500	0	0	0
Quint 2 CAFS	Ladder	1500	0	0	0
Reserve E2	Engine	1500	0	0	0



**INSURANCE SERVICES OFFICE, INC.**  
**Class 8B Eligibility**

Community: Richmond  
County: TEXAS(Fort Bend)  
Class: 02/2X

State: TEXAS  
Survey Date: 09/26/2023  
Eligible for Class 8B: **FALSE**

- 
- TRUE Does the combined primary fire department and automatic aid respond equal an average of 6 firefighters on first alarm responses to structure fires?
- TRUE Does the primary responding fire department (and automatic aid fire department(s), if applicable) conduct a minimum average of 24 hours of structural fire fighting training per year for each active firefighter?
- FALSE Can the fire department - on its own or with the help of automatic-aid fire departments deliver an uninterrupted fire flow of 200 gpm for 20 minutes, beginning within 5 minutes of the first arriving engine company to the built upon areas of their service area within five (all weather) road miles of a recognized fire station?
- TRUE Is the communication center(s) eligible for a credit of 4 points under item 440 (Credit for Emergency Communications)?
- TRUE Does the fire department respond with an apparatus equipped to at least 40% according to section 512; taking into considerable pumping capacity , hose quantity and major equipment?

INSURANCE SERVICES OFFICE, INC.  
**HYDRANT FLOW DATA SUMMARY**

Community Richmond

County Texas(Fort Bend)

State TEXAS (42)

Witnessed by: Insurance Services Office

Survey Date: 09/26/23

TEST NO.	TYPE DIST.*	TEST LOCATION	SERVICE	FLOW - GPM $Q=(29.83(C(d^2)p^{0.5}))$				PRESSURE PSI		FLOW -AT 20 PSI		REMARKS***	MODEL TYPE	FLOW TEST DATE
				INDIVIDUAL HYDRANTS			TOTAL	STATIC	RESID.	NEEDED **	AVAIL.			
1		8th and Liberty	Richmond Public Works, Main	810	820	0	1630	59	45	5500	2800		FTPC	05/17/2023
1.1		8th and Liberty	Richmond Public Works, Main	810	820	0	1630	59	45	4000	2800		FTPC	05/17/2023
1.2		8th and Liberty	Richmond Public Works, Main	810	820	0	1630	59	45	3000	2800		FTPC	05/17/2023
2		Center and George St	Richmond Public Works, Main	790	790	0	1580	63	52	3500	3300		FTPC	05/17/2023
3		Main and George St	Richmond Public Works, Main	0	0	0	900	62	45	4500	1500		CNMP	05/17/2023
3.1		Main and George St	Richmond Public Works, Main	0	0	0	900	62	45	3000	1500		CNMP	05/17/2023
4		Wall and FM 1460	Richmond Public Works, Main	770	790	0	1560	60	49	6000	3100		FTPC	05/17/2023
4.1		Wall and FM 1460	Richmond Public Works, Main	770	790	0	1560	60	49	3000	3100		FTPC	05/17/2023
5		Golfview Dr and Ironwood Forest Dr	Richmond Public Works, Main	820	840	0	1660	59	41	2250	2500		FTPC	05/17/2023
6		Oak barrel run and Harmon Rd.	Richmond Public Works, Main	730	730	0	1460	64	37	750	1900		FTPC	05/17/2023
7		Richmond Pwy and Legion Dr	Richmond Public Works, Main	890	870	0	1760	61	48	1000	3300		FTPC	05/17/2023
8		FM 762 an Hillcrest Dr	Richmond Public Works, Main	790	810	0	1600	64	51	2500	3100		FTPC	05/17/2023

THE ABOVE LISTED NEEDED FIRE FLOWS ARE FOR PROPERTY INSURANCE PREMIUM CALCULATIONS ONLY AND ARE NOT INTENDED TO PREDICT THE MAXIMUM AMOUNT OF WATER REQUIRED FOR A LARGE SCALE FIRE CONDITION.

THE AVAILABLE FLOWS ONLY INDICATE THE CONDITIONS THAT EXISTED AT THE TIME AND AT THE LOCATION WHERE TESTS WERE WITNESSED.

\*Comm = Commercial; Res = Residential.

\*\*Needed is the rate of flow for a specific duration for a full credit condition. Needed Fire Flows greater than 3,500 gpm are not considered in determining the classification of the city when using the Fire Suppression Rating Schedule.

\*\*\* (A)-Limited by available hydrants to gpm shown. Available facilities limit flow to gpm shown plus consumption for the needed duration of (B)-2 hours, (C)-3 hours or (D)-4 hours.





# City of Richmond

*Where History Meets Opportunity*

## Regular Scheduled City Commission Meeting

600 Morton Street

Richmond, Texas 77469

Monday, December 18, 2023 at 4:30 P.M.

### CONSENT AGENDA

- A8. 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 the Regular City Commission Meeting and the Workshop held on November 13, 2023 (copies are enclosed).
  2. Review and consider taking action on the Fire Department report (a copy is enclosed).
  3. Review and consider taking action on the Police Department report (a copy is enclosed).
  4. Review and consider taking action on the Municipal Court report (a copy is enclosed).
  5. Review and consider taking action on the Monthly Financial Report (a copy is enclosed).
  6. Review and consider taking action on the Tax Assessor/Collector Report (a copy is 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).

*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 of Richmond

*Where History Meets Opportunity*

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 the Development Corporation Report (a copy is enclosed).
13. Set date for next meeting. (Regular City Commission Meeting on Monday, January 22<sup>nd</sup> at 4:30 p.m.)

*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 of Richmond

*Where History Meets Opportunity*

## CONSENT AGENDA

**Regular Scheduled City Commission Meeting**

**600 Morton Street**

**Richmond, Texas 77469**

Monday, December 18, 2023 at 4:30 P.M.

**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 November 13, 2023, at 9:00 a.m.

Mayor Becky Haas proceeded to call the meeting to order at 9:04 a.m. The meeting was broadcast via video conference call. All members of the public may participate in the meeting and 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-not in attendance  
Carl Drozd, Commissioner P3  
Alex BeMent, Commissioner P4-not in attendance  
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.

*\*\*Mayor Haas proceeded to agenda item A6*

**Agenda item A6.** Staff Update on providing and receiving mutual aid in the Fire Department.

- The members of the City Commission received an overview in their agenda documents about the functioning of mutual aid.
- Commissioner Gaul shared some observations that were forwarded to Chief Youngblood, and these will be included in the update at this evening's meeting.

**Agenda item A7.** Consent Agenda

- No discussion.

**Regular Agenda**

**Agenda item A8.** Review and consider taking action on a Final Plat – PitStop Express Richmond Texas – 5.7412 acres of land – 1 Block – 0 Lots – 2 Reserves. The subject site is located at 22235 Southwest Freeway, south of US 59 and west of Williams Way Boulevard.

- City Manager Vela provided a brief background on the subject site. No discussion.

**Agenda item A9.** Review and consider taking action on a Short Form Final Plat – Veranda Montessori School – 1.8218 acres of land – 1 Block – 0 Lots – 1 Reserve. The subject site is located north of Richmond Parkway and west of Circle Seven Road.

- During the meeting, there was a discussion about traffic routing and queuing. Planning Director Garcia mentioned that they have informed the developer of the necessity to conduct a Traffic Impact study.

**Agenda item A10.** Review and consider taking action on a Final Plat – IL Texas - 22 acres of land – 1 Block – 0 Lots – 1 Reserve. The subject site is located along the east side of FM 359 and to the south of Plantation Place residential subdivision.

- General discussion regarding the subject site. Planning Director Garcia indicated that that plat meets all the requirements of the UDC and Texas Local Government Code. He went on to say that the City Commission has the discretion to deny without ramifications.

**Agenda item A11.** Review and consider taking action on amending the Rules of Commission.

- Discussion on some of the proposed changes to the Rules of Commission included:
  - ❖ The authority of the City Manager to cancel or reschedule meetings, an aspect not currently specified in the rules.
  - ❖ Official documentation of the existing practice where the City Secretary's office ensures the city's website is used for public postings.
  - ❖ Detailed description of the Chair's responsibilities.
  - ❖ Procedures related to voting.
  - ❖ Elimination of repetitive references to the "chair" in the section concerning the recording of votes.
  - ❖ Proposals to exclude items 8 and 9 from the Parliamentary procedures, with an alternative approach involving a City Commission member and the City Manager.

This requires two readings and action could be taken tonight. This is the second reading. The first reading was during the October 30th Special meeting.

Commissioner Gaul further stated that we could proceed with the current proposal, and if any problems arise, adjustments could be made.

**Agenda item A12.** Review and consider taking action on Ordinance No. 2023-29, preventing traffic blocking in major thoroughfares.

- Commissioner Drozd mentioned Article III, focusing on the concept of "standing". Following this, City Attorney Smith elaborated on the usage of this term, explaining its role as part of a larger context.
- Commissioner Gaul suggested considering ways to make the developer or business owner responsible for avoiding queuing problems, potentially through a process of conditional approval.

**Agenda item A13.** Review and consider taking action on authorize City Manager to execute a construction contract for well rehabilitation at Winston Water Plant.

- Commissioner Drozd inquired about the frequency of renovations for the well. City Manager Vela responded that this is the second renovation. Additional dialogue took place regarding the potential to discern a long-term trend in the well's sustainability. Assistant City Manager Christian noted that the current rehabilitation is expected to extend the well's lifespan by another 5 to 8 years.

**Agenda item A14.** Review and consider taking action on Resolution No. 460-2023 appointing the HGAC Representative and Official Alternate.

- CM Vela stated that annually, an HGAC Representative and an Official Alternate must be designated.

**Agenda item A15.** Review and consider taking action on Resolution No. 461-2023 casting ballots for Fort Bend Central Appraisal District Board Directors.

- The City Commission received a resume for each of the five candidates. The Resolution includes two votes for each candidate, continuing the practice established in previous instances.

**Agenda item A16.** Review and consider taking action on Resolution No. 462-2023, appointing the Investment Officers for the City.

- One of the previously appointed Investment Officers has taken a new role elsewhere. Consequently, Finance Director Preza is recommending the appointment of the city's Controller, Maritza Salazar, and City Manager Terri Vela, to ensure backup coverage for the finance team.

**Agenda item C2.** Adjournment.

- With no further business to discuss, Mayor Haas declared the meeting adjourned at 9:50 a.m.

**APPROVED:**

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Becky K. Haas, Mayor

**ATTEST:**

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Lasha Gillespie, City Secretary



STATE OF TEXAS  
COUNTY OF FORT BEND  
CITY OF RICHMOND

The City Commission for the City of Richmond, Texas met in Workshop Session on November 13, 2023, at 4:30 p.m.

Mayor Becky Haas proceeded to call the meeting to order at 4:32 p.m. The meeting was broadcast via video conference call. All members of the public may participate in the meeting and 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

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.

**Agenda item A2.** Recite the Pledge of Allegiance to the U. S. Flag and the Texas Flag.

**Agenda item A3.** Employee Recognition for Service with the City of Richmond:

- Christopher Clayton – 5 Years – Fire Marshals Department. – Will present at the December 18, 2023, Meeting.

Proclamations: None

**Agenda item A4.** Mayor, City Commissioners and City Staff Announcements per Sec. 551.0415 of the Texas Government Code.

- Commissioner Beard mentioned that the "Santa Behind the Badge" event will take place, organized by the Police Department, on December 14<sup>th</sup> at 6:30 p.m..
- Mayor Haas announced that the "Pecan Harvest" is scheduled for November 18th at 10 a.m., and the "Christmas Walk and Tree Lighting" event is set for December 1st.

**Agenda item A5.** 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.)

- A youth member with Reaching Richmond Collaborative addressed the City Commission about safety issues in the Heritage Heights neighborhood and on Pultar Road, focusing on the inadequate street lighting and the absence of sidewalks.

**Agenda item A6.** Staff Update on providing and receiving mutual aid in the Fire Department.

- Lieutenant Richard Munoz of the Fire Department explained the concept of a Mutual Aid Call, clarifying that such calls are counted in reports even if personnel do not leave the firehouse. During the meeting there were discussions about the noticeable differences in call volumes between Richmond and adjacent areas. Chief Youngblood addressed these concerns, attributing the discrepancy to the way calls are reported.

**Agenda item A7.** Consent Agenda

- Commissioner Beard selected the Municipal and PD reports for discussion. There was discussion

regarding both the accident and beat reports for the PD. He went on to commend the Municipal Court on the reduction of outstanding warrants.

- Commissioner Gaul moved to approve the Consent Agenda with the exception of the items related to Municipal Court and PD. Commissioner BeMent seconded the motion. Motion passed unanimously.
- Commissioner Beard moved to approve the Municipal and PD reports. Commissioner Gaul seconded the motion. Motion passes unanimously.

### Regular Agenda

**Agenda item A8.** Review and consider taking action on a Final Plat – PitStop Express Richmond Texas – 5.7412 acres of land – 1 Block – 0 Lots – 2 Reserves. The subject site is located at 22235 Southwest Freeway, south of US 59 and west of Williams Way Boulevard.

- The Planning and Zoning Commission recommended approval of this final plat at their November 6, 2023. Staff recommends approval of this final plat.
- Commissioner Gaul moved to approve Final Plat – PitStop Express Richmond Texas – 5.7412 acres of land – 1 Block – 0 Lots – 2 Reserves. The subject site is located at 22235 Southwest Freeway, south of US 59 and west of Williams Way Boulevard. Commissioner Beard seconded. Motion passes unanimously.

**Agenda item A9.** Review and consider taking action on a Short Form Final Plat – Veranda Montessori School – 1.8218 acres of land – 1 Block – 0 Lots – 1 Reserve. The subject site is located north of Richmond Parkway and west of Circle Seven Road.

- The Planning and Zoning Commission recommended approval of this plat at their November 6, 2023, meeting. Staff recommends approval of this short form final plat.
- Commissioner Gaul moved to approve a Short Form Final Plat – Veranda Montessori School – 1.8218 acres of land – 1 Block – 0 Lots – 1 Reserve. The subject site is located north of Richmond Parkway and west of Circle Seven Road. Commissioner Drozd seconded. Motion passed unanimously.

**Agenda item A10.** Review and consider taking action on a Final Plat – IL Texas - 22 acres of land – 1 Block – 0 Lots – 1 Reserve. The subject site is located along the east side of FM 359 and to the south of Plantation Place residential subdivision.

- The Planning and Zoning Commission recommended approval of this plat at their November 6, 2023, meeting with a 3-1 vote (1 member absent). Staff recommends approval of this final plat.
- Commissioner Drozd moved to approve a Final Plat – IL Texas - 22 acres of land – 1 Block – 0 Lots – 1 Reserve. The subject site is located along the east side of FM 359 and to the south of Plantation Place residential subdivision. Commissioner Beard seconded. Motion passes unanimously.

**Agenda item A11.** Review and consider taking action on amending the Rules of Commission.

- City Attorney Smith spoke to the City Commission about the suggested modifications to the Commission's Rules. Commissioner Beard requested further explanation on the changes to item I. 10, which pertains to the handling of written comments and the staff's role in summarizing these comments to aid the Commission.
- Commissioner BeMent moved to approve amending the Rules of Commission. Commissioner Beard seconded. Motion passes unanimously.

**Agenda item A12.** Review and consider taking action on Ordinance No. 2023-29, preventing traffic blocking in major thoroughfares.

- Following in-depth discussions about the inclusion of minor arterial streets, enforcement strategies, and assigning responsibility for traffic queuing, the City Commission and staff concluded that the proposal requires further review. As a result, no decision was made at this time.

**Agenda item A13.** Review and consider taking action on authorize City Manager to execute a construction contract for well rehabilitation at Winston Water Plant.

- Mike Moody addressed the City Commission stating Staff solicited a Buy Board Cooperative



purchasing bid from Weisinger Incorporated for the well rehabilitation. He went on to explain that this rehab should extend the life of the well 7-10 years. Staff's recommendation is to award the Winston water well rehabilitation construction contract to Weisinger Incorporated in the amount of \$280,226. After a brief question and answer session regarding the Buy Board Cooperative process, Commissioner Drozd moved to approve the Winston Water Well Rehabilitation construction contract to Weisinger Incorporated in the amount of \$280,226. Commissioner Drozd amended his motion to approve the City Manager to execute a construction contract for well rehabilitation at Winston Water Plant. Commissioner Beard seconded. Motion passes unanimously.

**Agenda item A14.** Review and consider taking action on Resolution No. 460-2023 appointing the HGAC Representative and Official Alternate.

- Commissioner Beard moved to approve taking action to appointing the HGAC Representative and Official Alternate. Commissioner Beard proceeded to amend his motion to approve a Resolution of the City Commission of the City of Richmond, Texas, designating its Representative and Official Alternate to the General Assembly of the Houston- Galveston Area Council; providing notice of such to the executive director of the Houston-Galveston Area Council; and establishing an effective date as clarified with Mayor Haas and Mayor Pro Tem BeMent. Commissioner then amended this motion to include Resolution No. No. 460-2023. Commissioner Drozd seconded. Motion passes unanimously.

**Agenda item A15.** Review and consider taking action on Resolution No. 461-2023 casting ballots for Fort Bend Central Appraisal District Board Directors.

- Commissioner Beard noted that this might be the final instance where this Board receives approval in its current form as future members are expected to be elected through a general election process.
- Commissioner Gaul moved to approve Resolution No. 461-2023 casting ballots for Fort Bend Central Appraisal District Board Directors as indicated. Commissioner Drozd seconded. Commissioner Beard abstained (Disagreed with the process). Motion passes 3-1.

**Agenda item A16.** Review and consider taking action on Resolution No. 462-2023, appointing the Investment Officers for the City.

- Finance Director Preza addressed the City Commission stating Management and staff recommend that the Commission designate Augusto Isaias Preza, Maritza Salazar, and Terri Vela as the City's Investment Officers in accordance with Texas Government Code Section 2256, and City Commission Policy CC100.
- Commissioner BeMent moved to approve Resolution No. 462-2023, appointing the Investment Officers for the City. Commissioner Beard seconded. Motion passes unanimously.

**Agenda item A17.** Excuse from Attendance at Regular City Commission Meeting.

- None

**Agenda item A18.** Consider taking action on requests for future agenda items.

- Commissioner Beard moved to have an update on all outstanding grant projects. Commissioner Gaul seconded. Motion passes unanimously.

**Agenda item A19.** Adjourn to Executive Session, as authorized by Texas Government Code, Sections 551.071 Consultation with Attorney; 551.074, Personnel Matters; and 551.087, Economic Development Negotiations.

- Mayor Haas adjourned the meeting to Executive Session at 5:55 p.m.

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

- Reconvened into Open Meeting at 6:46 p.m.
- Commissioner Beard moved to authorize the City Manager to address the personnel issue presented regarding time off without pay. Commissioner Gaul seconded. Motion passed unanimously.

**Agenda item C2.** Adjournment.

- With no further business to discuss, Mayor Haas declared the meeting adjourned at 6:47 p.m.

**APPROVED:**

\_\_\_\_\_  
Becky K. Haas, Mayor

**ATTEST:**

\_\_\_\_\_  
Lasha Gillespie, City Secretary



# City of Richmond

*Where History Meets Opportunity*

## **Regular Scheduled City Commission Meeting**

**600 Morton Street**

**Richmond, Texas 77469**

Monday, December 18, 2023 at 4:30 P.M.

## **Fire Department Report**

*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.*



# RICHMOND FIRE DEPARTMENT

...WE'LL BE THERE



## Richmond Fire Department Monthly Report November 2023

**Mike Youngblood – Fire Chief**  
**Derek Brown – Asst. Chief**  
**Aaron Hafer – Division Chief Training**  
**Christopher Legington – Fire Marshal**



# Richmond Fire Department

Derek L. Brown  
Operations Division



Alarm Date between 2023-11-01 and 2023-11-30

### Total Calls by District

District	11-2023	YTD
City of Richmond Station #1	122	1,318
City of Richmond Station #2	6	34
City of Richmond Station #3	3	73
Fort Bend County Station #1	54	618
Fort Bend County Station #2	131	1,273
Fort Bend County Station #3	146	1,376
	<b>462</b>	<b>4,692</b>
Mutual Aid Given	11-2023	YTD
Northeast	0	20
Fulshear	0	8
Rosenberg	4	66
Sugar Land	0	20
Pleak	0	3
Beasley	1	4
Thompsons	2	16
Pecan Grove	0	12
Missouri City	1	4
Stafford	2	8
Orchard	0	2
Fairchilds	0	0
Harris County ESD 48	0	0
Community	0	4
Needville	1	8
Fresno	0	2
Damon	0	1
<b>Total</b>	<b>11</b>	<b>178</b>



# Richmond Fire Department

Derek L. Brown  
Operations Division



Alarm Date between 2023-11-01 and 2023-11-30

Mutual Aid Received	11-2023	YTD
Northeast	2	8
Fulshear	0	6
Rosenberg	2	20
Sugar Land	2	13
Pleak	0	0
Beasley	0	0
Thompsons	0	0
Pecan Grove	3	12
Missouri City	1	1
Stafford	0	2
Orchard	0	0
Fairchilds	0	0
Harris County ESD 48	0	0
Community	2	2
Needville	0	0
Willowfork	1	1
Fort Bend County Hazmat	0	4
<b>Total</b>	<b>13</b>	<b>68</b>



# Richmond Fire Department

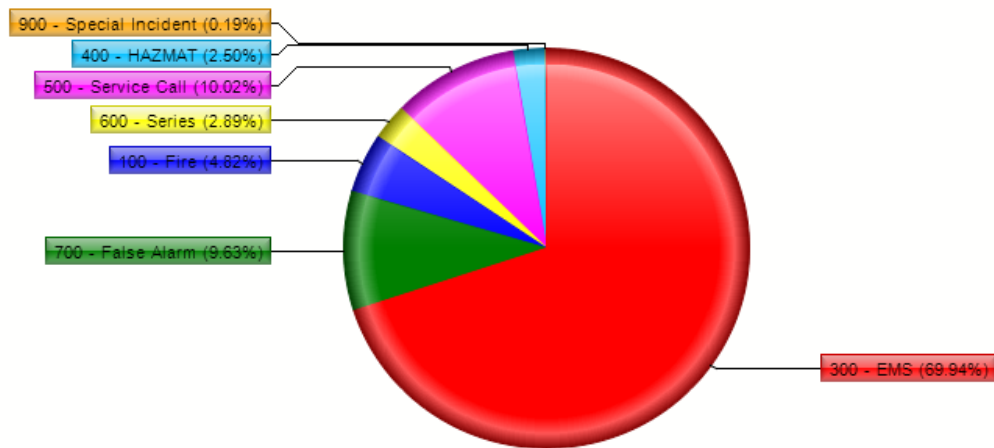
Derek L. Brown  
Operations Division



Alarm Date between 2023-11-01 and 2023-11-30

Incident Type Group	11-2023	YTD
300 - EMS	366	4,026
600 – Good Intent Call, other	9	132
700 - False Alarm	40	467
100 - Fire	16	208
500 - Service Call	22	361
400 - HAZMAT	19	152
900 – Special Incident	1	14
800-Natural Disaster	0	2
200- Explosion, Rupture, or Fireworks	0	6
<b>Monthly Total</b>	<b>473</b>	<b>5,371</b>

*Incident Type Detail is itemized on page three reflects the Incident Type Group.*





# Richmond Fire Department

Derek L. Brown  
Operations Division



*NFIRS numbers are highlighted in RED correspond with the Incident Type Group in the above chart and pie diagram.*

<b>Incident Type Details</b>	<b>2023-11-01</b>	<b>Total</b>
320 - Emergency medical service incident, other	339	<b>339</b>
745 - Alarm system activation, no fire - unintentional	7	<b>7</b>
1111 - Residential Fire	10	<b>10</b>
413 - Oil or other combustible liquid spill	1	<b>1</b>
1401 - Tree Fire	1	<b>1</b>
324 - Motor vehicle accident with no injuries.	13	<b>13</b>
744 - Detector activation, no fire - unintentional	5	<b>5</b>
700 - False alarm or false call, other	22	<b>22</b>
600 - Good intent call, other	5	<b>5</b>
500 - Service Call, other	2	<b>2</b>
900 - Special type of incident, other	1	<b>1</b>
550 - Public service assistance, other	4	<b>4</b>
331 - Lock-in (if lock out, use 511)	1	<b>1</b>
322 - Motor vehicle accident with injuries	10	<b>10</b>
733 - Smoke detector activation due to malfunction	3	<b>3</b>
4121 - Smell of Gas	15	<b>15</b>
510 - Person in distress, other	6	<b>6</b>
553 - Public service	2	<b>2</b>
511 - Lock-out	1	<b>1</b>
5531 - Install/check smoke detector	3	<b>3</b>
631 - Authorized controlled burning	1	<b>1</b>
381 - Rescue or EMS standby	1	<b>1</b>
551 - Assist police or other governmental agency	1	<b>1</b>
155 - Outside stationary compactor/compacted trash fire	1	<b>1</b>
735 - Alarm system sounded due to malfunction	3	<b>3</b>
571 - Cover assignment, standby, move up	2	<b>2</b>
3201 - Drowning/Near Drowning	1	<b>1</b>
353 - Removal of victim(s) from stalled elevator	1	<b>1</b>
440 - Electrical wiring/equipment problem, other	1	<b>1</b>
131 - Passenger vehicle fire	3	<b>3</b>
412 - Gas leak (natural gas or LPG)	2	<b>2</b>
651 - Smoke scare, odor of smoke	3	<b>3</b>
542 - Animal rescue	1	<b>1</b>
1112 - Commercial Fire	1	<b>1</b>
<b>Total</b>	<b>473</b>	<b>473</b>





# Richmond Fire Department

Derek L. Brown  
Operations Division



Alarm Date between 2023-11-01 and 2023-11-30

## Total Calls by Shift

Shift	11-2023	YTD
A-Shift	136	1,663
B-Shift	176	1,868
C-Shift	161	1,814
FMO	0	23

## Total Calls by Station

Station	11-2023	YTD
Station 1	184	2,222
Station 2	145	1,538
Station 3	144	1,588
Fire Marshal's Office	0	23

## November Truck Maintenance

- Engine 41 out of service, at Performance truck, engine rebuild. Estimated repair cost \$45,000.
- Tower 41 out of service, at Siddons Martin for array of repairs. Estimated repair cost \$
- Engine 45 out of service, at Stewart and Stevenson for injector issue. Estimated repair cost \$8,000



# Richmond Fire Marshal's Office

## Monthly Report November 2023



Mayor and Commissioners,

Below are the number of inspections, plan reviews, investigations, and other activities of the Fire Marshal's Office.

2023	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
Annual Fire Inspections	66	59	50	28	67	46	57	41	34	52	5		505
Annual Operational Permit Checks	2	3	7	0	9	4	2	2	0	1	0		30
AOD-Police/Fire/EMS	4	6	4	2	2	4	4	9	7	2	0		44
Certificate of Occupancy (Final) Inspections	6	3	4	4	7	3	5	5	2	0	7		46
Complaints & Red Tag /Yellow Tag Inspections	4	6	12	3	13	7	14	12	5	6	2		84
Fire Alarm Inspections	3	0	1	1	1	1	0	2	4	0	4		17
Fire & Arson Investigations	3	1	1	0	1	1	0	0	3	1	1		12
Fire Marshal's Orders	0	1	0	1	0	0	0	0	0	0	0		2
Fire Sprinkler Inspections	2	0	0	1	1	2	2	5	7	1	7		28
Fireworks & Open Burning Calls	2	0	0	1	1	0	6	0	0	0	0		10
Mobile Food Truck Inspections	1	1	4	3	3	2	2	1	2	2	4		25
Plan Reviews	9	5	4	4	13	10	8	8	13	12	6		92
Pre-Construction Meetings	4	2	3	3	3	6	4	1	2	5	6		39
Public Relations	1	0	0	1	1	0	1	0	0	1	0		5
Site Visits & On-Site Meetings	19	15	16	11	17	10	29	25	7	7	1		157
Training Hours	72	78	91	43	20	40	66	32	42	56	82		622
Warnings & Citations	0	0	0	0	0	0	0	0	0	0	0		0
Other Inspections*	1	1	1	2	1	1	0	2	0	0	2		11

Prepared by: Fire Marshal Christopher Legington

\*Other inspections are those that are conducted less frequently which include but are not limited to access control/gated access, key boxes, fuel system piping, and fire suppression system inspections. These inspections often coincide with the construction of new and/or remodeled facilities i.e., gas stations, restaurants, and multifamily developments.



# RICHMOND FIRE DEPARTMENT

TRAINING DIVISION

MONTHLY ACTIVITY REPORT



December 5, 2023

Re: Activity Report for November 2023

Mayor and Commissioners,

The Training Division strives to conduct a variety of trainings each month so that our members are prepared for any task or emergency. The trainings cover a broad area of the fire service including fire suppression, fire prevention, rescue operations, hazardous materials response, and emergency medical services. These educational opportunities are accomplished using combinations of department, shift, crew, and individual level instruction. The goal for all trainings is to provide a safe platform for our members to improve and advance their knowledge in the fire service that will better prepare the Richmond Fire Department for the future and to propel each member's career development forward.

During the month of November, the Training Division oversaw the lieutenant promotional process. The process consisted of a tactical and role play exercise followed by an interview and chief's interview. The department had nine internal candidates and was very competitive. Two new lieutenants were selected and will begin their duties and responsibilities as soon as possible.

Several members of the command staff attended a Fire Officer 3 course. The course is a TEEK Pro Board course that can lead to receiving a TCFP Chief Officer certification.

The department logged 309.5 hours of training for the month of November. Looking forward to the month of December, the Training Division will take part in a quarterly hazardous materials training with Fort Bend County Haz-Mat.

Respectfully,

Aaron Hafer

*Attachments: Training Analysis Report for November 2023 – ESO (Fire) & Career Cert (EMS)*



# RICHMOND FIRE DEPARTMENT

TRAINING DIVISION

MONTHLY ACTIVITY REPORT



## Richmond Fire Department Training Hours by Category

Category	November 2023
FIRE: Hose Handling	6
FIRE: Pump Operations	16
FIRE: Apparatus Familiarization	9
GEN: Territory & Response Districts	15
ADMIN: Leadership Development	4
FIRE: Fire Behavior	4
FIRE: Fire Ground Safety	4
FIRE: Tactics & Strategies	8
HZMT: Battery Emergencies	8
FIRE: Hazardous Environments	6
FIRE: Scene Size-Up	12
FIRE: Mayday & Firefighter Survival	9
ADMIN: Career Development	8
FIRE: Vehicle Extrication	15
	180
<b>TOTALS:</b>	<b>304</b>

## Richmond Fire Department EMS Training Hours by Category

Category	November 2023
EMS: Airway Management & Ventilation	3
EMS: Medical	2.5
EMS: Operations	0
EMS: Patient Assessment	0
EMS: Pediatrics	0
EMS: Preparatory	0
EMS: Special Considerations	0
EMS: Trauma	0
EMS: Electives	0
<b>TOTALS:</b>	<b>5.5</b>



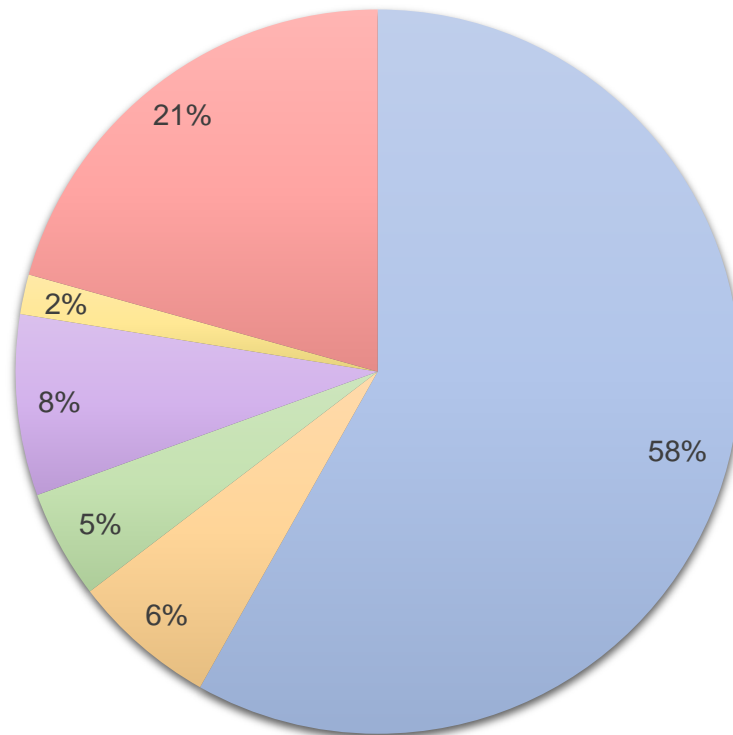
# RICHMOND FIRE DEPARTMENT

TRAINING DIVISION

MONTHLY ACTIVITY REPORT



### Training Breakdown



- Chief Officer
- Career Development
- EMS Training
- Scene Size-Up/Tactics
- Apparatus Operation/ Driver Training
- Other Fire Related Training



# City of Richmond

*Where History Meets Opportunity*

## **Regular Scheduled City Commission Meeting**

**600 Morton Street**

**Richmond, Texas 77469**

Monday, December 18, 2023 at 4:30 P.M.

## **Police Department Report**

*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.*



# Richmond Police Department

## Monthly Report

*Jeff Craig*

Chief of Police

**Together  
We Can Make a Difference**

**RICHMOND POLICE DEPARTMENT  
PART 1 CRIMES**

<b>OFFENSES</b>	<b>Nov. 2022</b>	<b>Nov. 2023</b>	<b>5 Year Avg for Nov.</b>	<b>Jan-Nov. 2022</b>	<b>Jan-Nov. 2023</b>	<b>Numerical Change</b>	<b>Percent Change</b>
<i>Murder</i>	0	1	1	0	2	2	200.00%
<i>Rape</i>	2	0	1.6	10	7	-3	-30.00%
<i>Aggravated Assault</i>	3	1	3	16	22	6	37.50%
<i>Robbery</i>	2	0	1	11	7	-4	-36.36%
<i>Burglary</i>	2	2	2.6	37	32	-5	-13.51%
<i>Theft</i>	16	54	23.6	227	204	-23	-10.13%
<i>Motor Vehicle Theft</i>	1	2	0.80	17	15	-2	-11.76%
<b><i>Grand Total</i></b>	<b>26</b>	<b>60</b>	<b>34</b>	<b>318</b>	<b>289</b>	<b>-29</b>	<b>-9.12%</b>



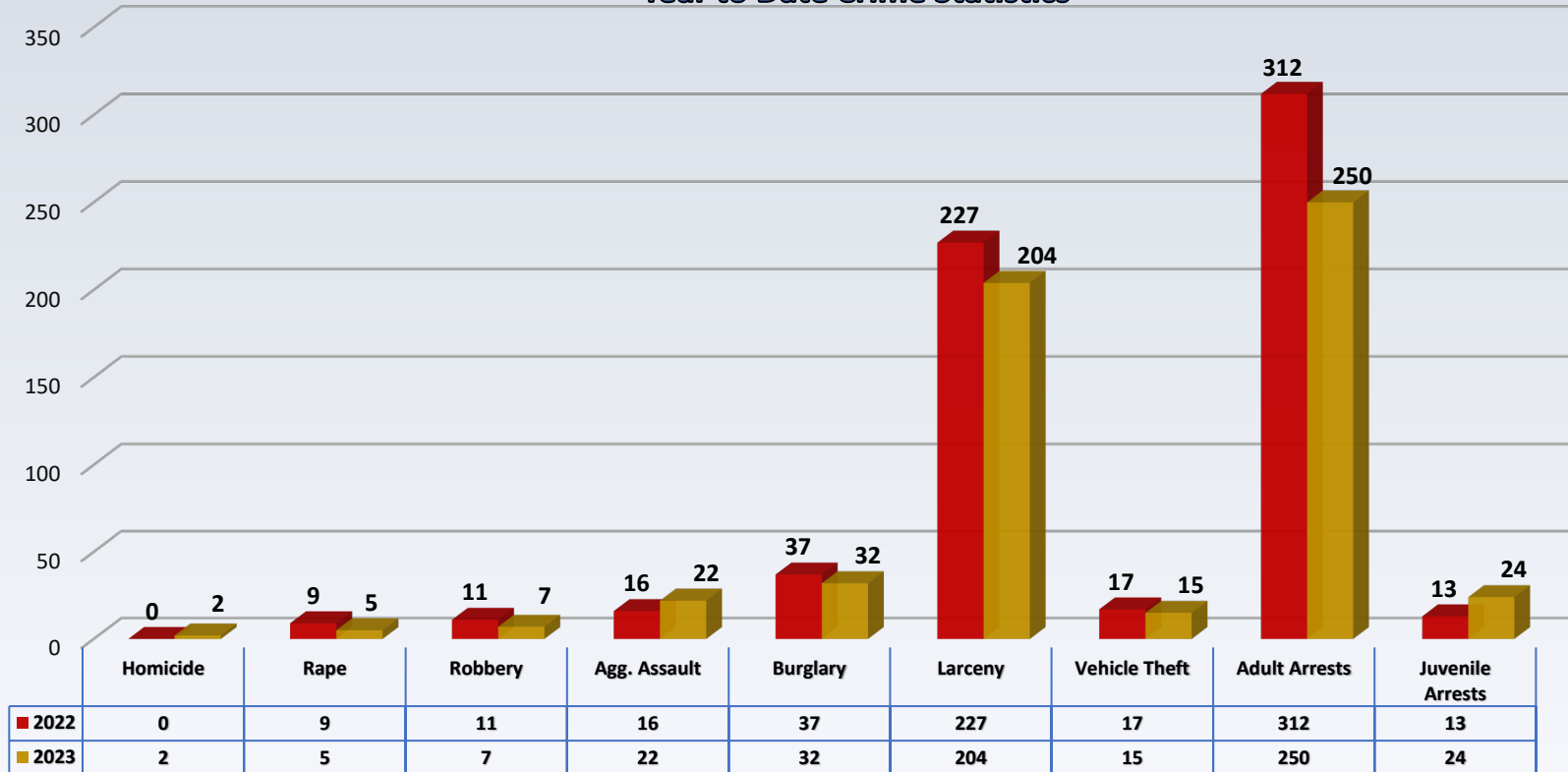
## Crime Report 2023

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Yr/Date
<b>Criminal Homicide</b>													
<i>Murder/Non Negligent Mansalughter</i>	1	0	0	0	0	0	0	0	0	0	1	0	2
<i>Manslaughter by Negligence</i>	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Rape</b>													
<i>Rape</i>	0	1	1	0	0	0	0	2	1	0	0	0	5
<i>Attempted Rape</i>	0	1	0	0	0	0	0	1	0	0	0	0	2
<b>Robbery</b>													
<i>Firearm</i>	1	1	2	0	2	0	0	0	1	0	0	0	7
<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	0	0	0	0	0	0	0	0	0	0
<b>Assault</b>													
<i>Gun</i>	2	2	0	0	1	1	0	0	0	0	0	0	6
<i>Other Dangerous Weapon</i>	5	2	0	2	1	1	0	0	0	0	1	0	12
<i>Hands,Fist,Feet, Etc-Aggravated</i>	0	0	0	0	0	0	0	0	1	3	0	0	4
<i>Other Assaults - Not Aggravated</i>	11	15	7	8	4	9	15	5	6	12	9	0	101
<b>Burglary</b>													
<i>Residential</i>	1	1	2	2	0	0	1	0	1	3	1	0	12
<i>Non-Residential</i>	0	3	1	2	2	3	2	3	3	0	1	0	20
<b>Larceny</b>	22	8	0	10	10	12	21	21	14	32	54	0	204
<b>Motor Vehicle Theft</b>													
<i>Autos</i>	1	0	1	1	1	2	1	2	0	1	1	0	11
<i>Trucks &amp; Buses</i>	0	0	0	0	0	0	1	0	1	0	1	0	3
<i>Other Vehicles</i>	1	0	0	0	0	0	0	0	0	0	0	0	1
<b>Arrests</b>													
<i>Adult</i>	24	22	34	28	21	8	16	16	19	24	38	0	250
<i>Juvenile</i>	4	3	2	9	1	1	2	0	1	1	0	0	24
<b>Traffic Crashes</b>	12	19	17	20	20	16	24	28	14	28	23	0	221

## Crime Report 2022

		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>	0	1	2	0	0	0	1	0	1	2	2	0	9
	<i>Attempted Rape</i>	0	1	0	0	0	0	0	0	0	0	0	0	1
<b>Robbery</b>														
	<i>Firearm</i>	1	0	1	0	0	1	1	0	0	0	2	0	6
	<i>Other Dangerous Weapon</i>	0	0	0	0	0	1	0	0	0	0	0	0	1
	<i>Strong Arm (Hands,Fist,Feet)</i>	0	0	0	0	2	0	0	1	0	1	0	0	4
<b>Assault</b>														
	<i>Gun</i>	2	0	0	0	0	1	1	0	0	2	2	0	8
	<i>Other Dangerous Weapon</i>	0	0	0	0	0	0	1	2	1	3	1	0	8
	<i>Hands,Fist,Feet, Etc-Aggravated</i>	0	0	0	0	0	0	0	0	0	0	0	0	0
	<i>Other Assaults - Not Aggravated</i>	11	4	11	7	7	13	7	7	7	12	1	0	87
<b>Burglary</b>														
	<i>Residential</i>	4	2	0	4	1	2	3	2	2	2	1	0	23
	<i>Non-Residential</i>	3	2	1	1	1	0	1	2	1	1	1	0	14
<b>Larceny</b>		15	12	15	27	23	21	23	19	28	28	16	0	227
<b>Motor Vehicle Theft</b>														
	<i>Autos</i>	3	0	1	3	2	1	1	4	0	1	1	0	17
	<i>Trucks &amp; Buses</i>	0	0	0	0	0	0	0	0	0	0	0	0	0
	<i>Other Vehicles</i>	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Arrests</b>														
	<i>Adult</i>	29	15	24	33	24	30	30	21	31	44	31	0	312
	<i>Juvenile</i>	1	2	0	1	3	2	0	1	0	2	1	0	13
<b>Traffic Crashes</b>		17	21	21	20	20	18	18	28	18	19	20	0	220

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

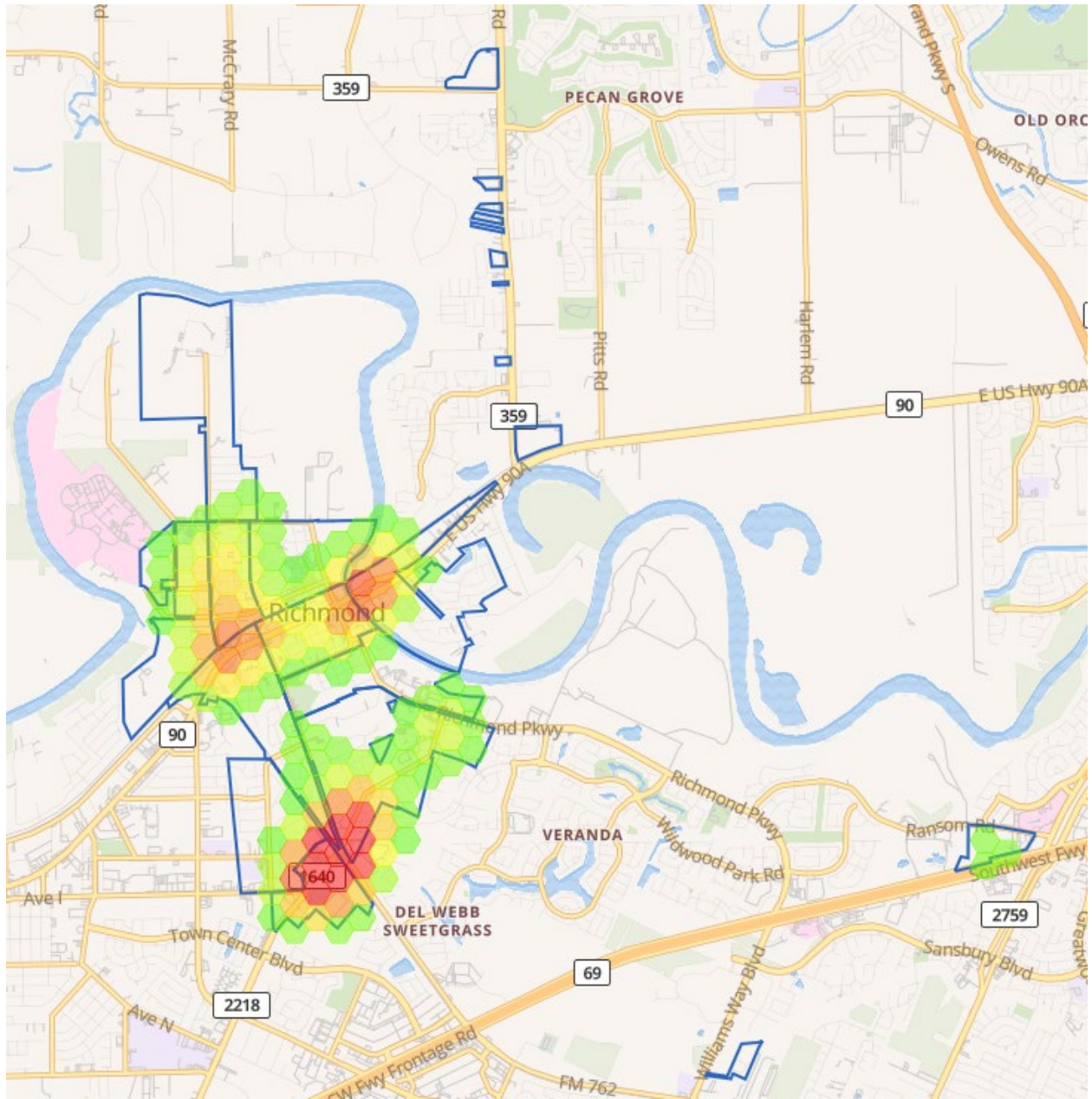


November      ■ 2022      ■ 2023

## November Crash Reports

Crash ID	Crash Date	City	County	Case ID
4749194	2023/11/28	RICHMOND	FORT BEND	202300011992
19891871	2023/11/28	RICHMOND	FORT BEND	202300011997
19889617	2023/11/27	RICHMOND	FORT BEND	202300011939
4747886	2023/11/26	RICHMOND	FORT BEND	202300011888
19886092	2023/11/25	RICHMOND	FORT BEND	202300011844
4743952	2023/11/25	RICHMOND	FORT BEND	202300011860
19884108	2023/11/22	RICHMOND	FORT BEND	202300011766
19884380	2023/11/22	RICHMOND	FORT BEND	202300011745
19881867	2023/11/21	RICHMOND	FORT BEND	202300011721
19890504	2023/11/21	RICHMOND	FORT BEND	202300011712
19890502	2023/11/19	RICHMOND	FORT BEND	202300011631
19884197	2023/11/16	RICHMOND	FORT BEND	202300011505
19872960	2023/11/15	RICHMOND	FORT BEND	202300011448
19872770	2023/11/13	RICHMOND	FORT BEND	202300011377
19858739	2023/11/09	RICHMOND	FORT BEND	202300011235
19881234	2023/11/09	RICHMOND	FORT BEND	202300011249
19883114	2023/11/08	RICHMOND	FORT BEND	202300011205
19874902	2023/11/06	RICHMOND	FORT BEND	202300011106
19854340	2023/11/05	RICHMOND	FORT BEND	202300011085
19858732	2023/11/04	RICHMOND	FORT BEND	202300011037
19862469	2023/11/03	RICHMOND	FORT BEND	202300011011
19845517	2023/11/01	RICHMOND	FORT BEND	202300010929
19854346	2023/11/01	RICHMOND	FORT BEND	202300010936

**ENTERPRISE**



# NOVEMBER SERGEANT'S MONTHLY ACTIVITY REPORT

## SHIFT: Days

Officer	Shifts	Calls	Reports	Crash	Citations	Warnings	Arrest Information			Miles	Beat Activity	Community Activity Hours
							Total Arrests	Total Charges	City Warrants			
Sgt. S. Rychlik	17	55	14	4	1	1	3	6	0	899	3	1
Cpl. R. Robles	16	58	10	6	32	25	4	4	0	670	5	1.25
Ofc. V. Golovine	14	45	4	1	53	5	1	1	0	381	42	6.5
Ofc. N. Benitez	17	57	15	2	8	6	4	5	0	912	3	1
<b>Total</b>	<b>64</b>	<b>215</b>	<b>43</b>	<b>13</b>	<b>94</b>	<b>37</b>	<b>12</b>	<b>16</b>	<b>0</b>	<b>2862</b>	<b>53</b>	<b>9.75</b>

## SHIFT: Evenings

Officer	Shifts	Calls	Reports	Crash	Citations	Warnings	Arrest Information			Miles	Beat Activity	Community Activity Hours
							Total Arrests	Total Charges	City Warrants			
Sgt. J. Williams	15	61	11	4	5	6	6	11	0	460		5
Ofc. A. Feliciano	17	68	9	2	3	16	6	17	12	430	0	3
Ofc. A. Gutierrez	17	74	3	3	15	3	2	2	0	720	0	6
Ofc. C. Brignac	7	26	8	0	13	13	4	6	4	250		2
Ofc. R. Molnoskey												
<b>Total</b>	<b>56</b>	<b>229</b>	<b>31</b>	<b>9</b>	<b>36</b>	<b>38</b>	<b>18</b>	<b>36</b>	<b>16</b>	<b>1860</b>	<b>0</b>	<b>16</b>

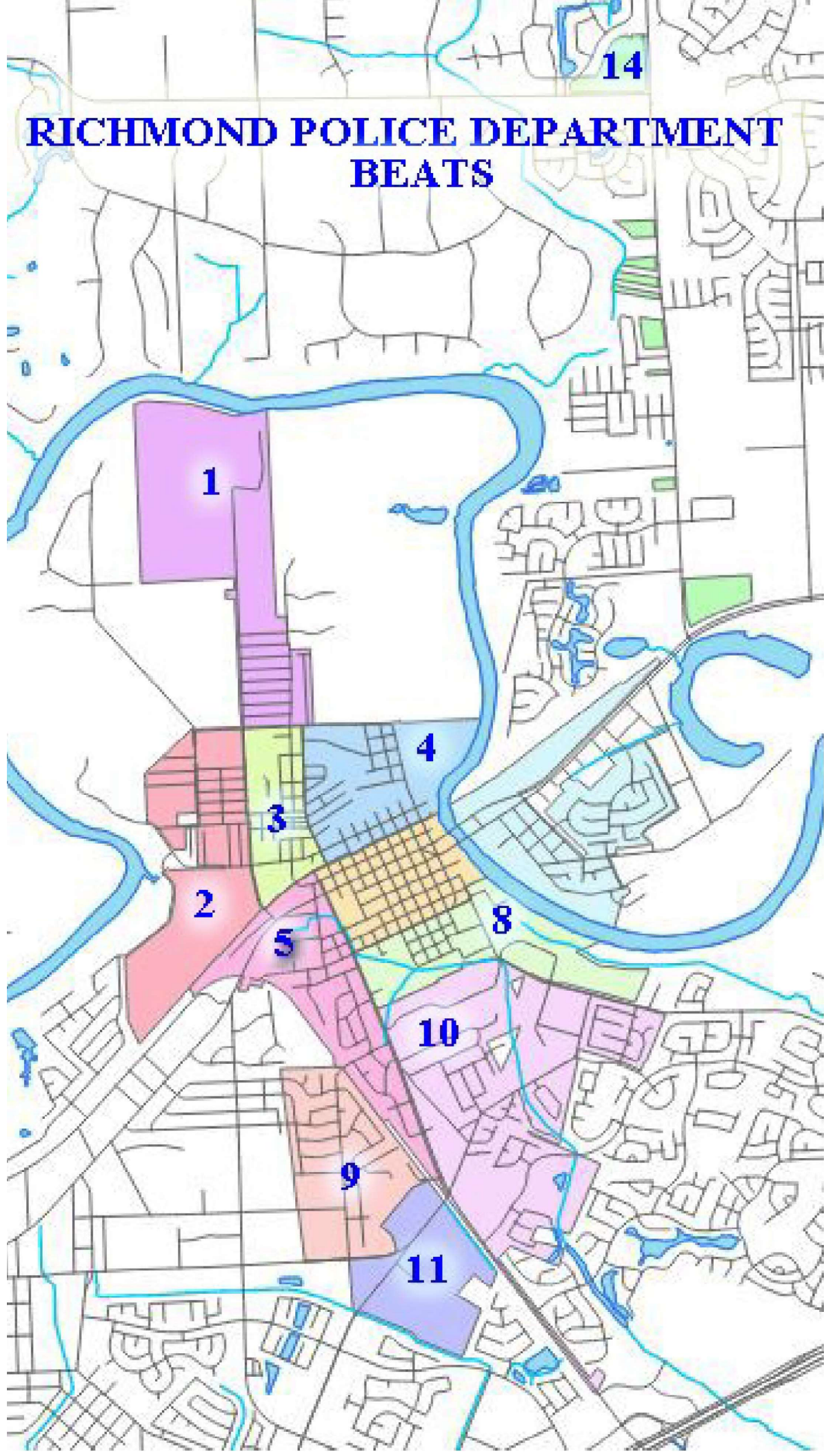
## SHIFT: Nights

Officer	Shifts	Calls	Reports	Crash	Citations	Warnings	Arrest Information			Miles	Beat Activity	Community Activity Hours
							Total Arrests	Total Charges	City Warrants			
Sgt. E. Vasquez	18	36	6	1	22	27	4	7	0	823	0	1.5
Cpl. T Anderson	15	23	2	1	24	34	1	5	1	584	15	11.5
Ofc. E. Boone	18	62	6	0	9	14	3	4	0	812	3	3
Ofc. M. Palmer	15	32	2	0	9	17	1	4	1	774	3	1
<b>Total</b>	<b>66</b>	<b>153</b>	<b>16</b>	<b>2</b>	<b>64</b>	<b>92</b>	<b>9</b>	<b>20</b>	<b>2</b>	<b>2993</b>	<b>21</b>	<b>17</b>

	Shifts	Calls	Reports	Crash	Citations	Warnings	Arrests	Charges	Warrants	Miles	Activity	Hours
<b>Grand Totals</b>	<b>186</b>	<b>597</b>	<b>90</b>	<b>24</b>	<b>194</b>	<b>167</b>	<b>39</b>	<b>72</b>	<b>18</b>	<b>7715</b>	<b>74</b>	<b>42.75</b>



# **RICHMOND POLICE DEPARTMENT BEATS**





**Monthly Activity Report**

**Beat:01**

**Officer: Emily Boone**

**November/2023**

**Description of Beat:**

Beat 1 is in the North Richmond area. Beat 1 is everything North of Clay Street, this area of town is commonly known as the Heights. This beat includes a business known as Heights Mini Mart and includes George Park.

**Narrative:**

During the month of November, I met with three residents that reside in my Beat. I met Gladys while conducting a property check through Beat 1 and she was in front of her house, heading to church. Gladys stated she has been living in Richmond, Tx for about 7 years. Gladys stated she loves to sew clothes in her free time. Gladys stated she only had one problem with her neighbors playing loud music. Gladys was advised she can call us for the loud music or for any issues she may have in the future.

I then met with Pedera while conducting property checks in Beat 1. Pedera stated she has been living in Richmond for 20 years now and is comfortable at her house. Pedera stated she is a nurse's assistant and likes to be at home on her days off. Pedera stated she is to herself and only waves at her neighbors. Pedera was advised to call us regarding any questions or concerns.

While conducting property checks in Beat 1, I met Tammy Martinez who was outside feeding her cats. Tammy stated she has lived in Richmond, Texas for about 2 years. Tammy stated she likes the Richmond area. Tammy stated the only problem she sees is that many people come to her neighborhood and dump dogs. Tammy was advised that she can call animal control or the police department regarding this matter. Tammy stated other than that she has no other concern. Tammy was advised to call us if she has any issues or questions.

I also located my family for Santa behind the badge, which is the Martinez family.

**Public Safety Contacts**

<u>Public Safety Contacts</u>	<u>Address</u>	<u>Date</u>
Gladys	1208 Jenny Ln	11/04/2023
Pedera	1101 Yorktown St	11/04/2023
Tammy Martinez	1708 Jenny Ln	11/10/2023

**Goals Accomplished:**

I accomplished my goals by locating the family for Santa behind the badge.

**Goals Next Month:**

My goal for next month is to conduct more property checks and meet new citizens in my beat.



### Statistical Information

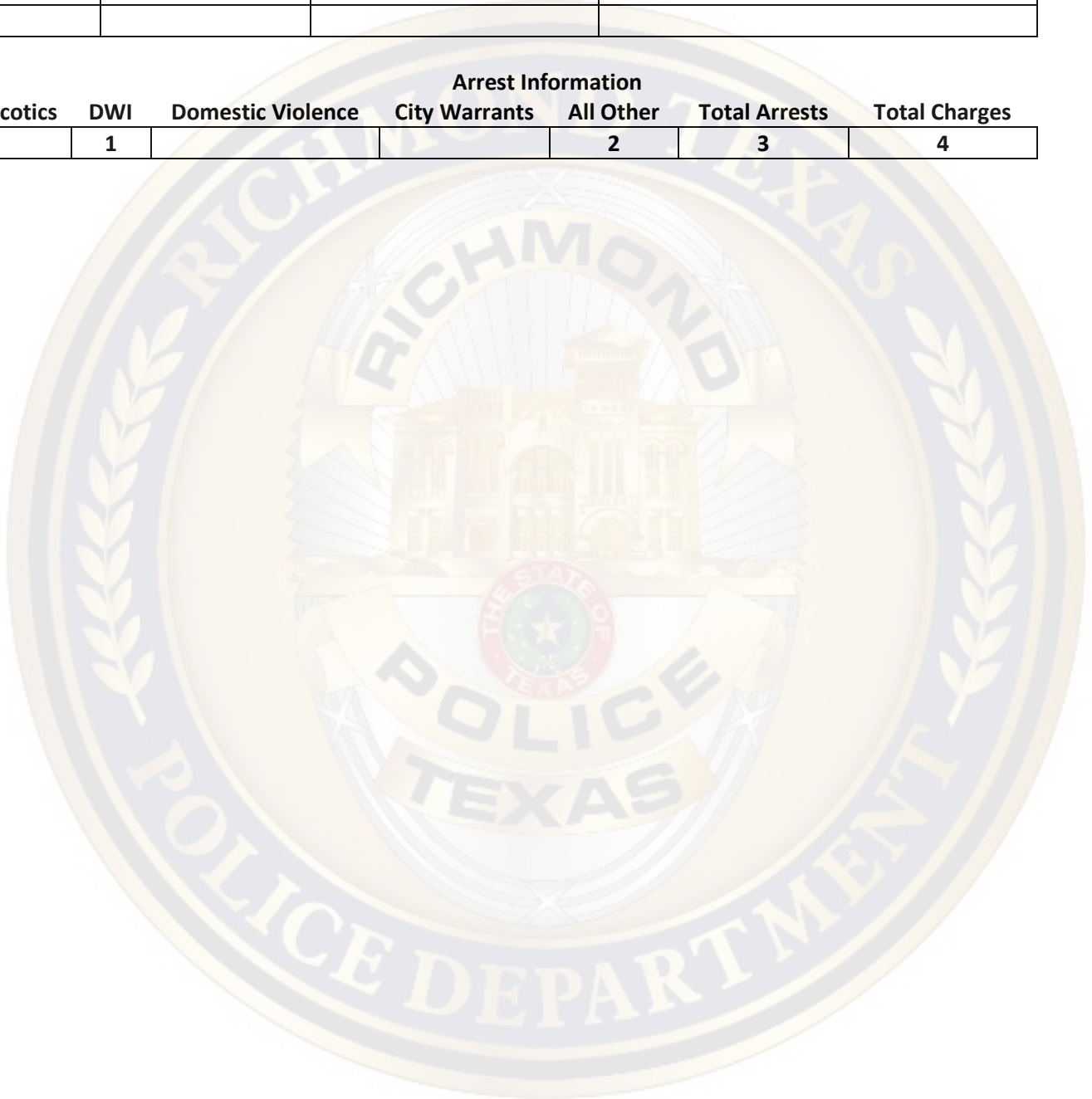
Shifts	Calls	Reports	Beat Contacts	Community Activity Hours
18	62	6	3	3

### Violator Contacts

Citations	Written Warnings	Field Interviews Taken	Criminal Trespass Warnings Given
9	14		

### Arrest Information

Narcotics	DWI	Domestic Violence	City Warrants	All Other	Total Arrests	Total Charges
	1			2	3	4





**Monthly Activity Report**  
**Beat 2**  
**Officer: Golovine**

**November 2023**

**Description of Beat:**

Beat 2 is also known as “Brazos Terrace Subdivision” and it is located within 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 2). 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:**

Preparations for the Santa Behind the Badge Christmas event continued during the month of November. Richmond Police Department Officers submitted applications for families in financial distress. I have contacted most of these families and it appears that at least 25 kids will attend this event, allowing them the chance to meet Santa Claus and receive some gifts.

While doing a sex offender monthly check on Rocky Falls Parkway, I met Franklin Aparicios, Jovita Bernal, and Jose Martinez. We spoke in Spanish about crime in the neighborhood and a registered sex offender residing in the neighborhood. The monthly check on the three registered sex offenders within Beat 2 were accomplished.

**Public Safety Contacts:**

**Address:**

**Date:**

Franklin Aparicios	321 Rocky Falls	11/15/2023
Jovita Bernal	324 Rocky Falls	11/15/2023
Jose Martinez	321 Rocky Falls	11/15/2023
Anthony Davis	1717 Branch	10-24--2023
Bernardino Perez	316 Rocky Falls	10-24--2023
Richard Jimenez	209 Mellon	10-31-2023

**Goals Accomplished:**

Checked on the registered sex offender within Beat 2.

**Goals Next Month:**

Continue to conduct checks on the registered sex offenders within this beat.  
Implement the Santa Behind the Badge event.

**Statistical Information**

Shifts	Calls	Reports	Beat Contacts	Community Activity Hours
14	45	4	42	6.5

**Violator Contacts**

Citations	Written Warnings	Field Interviews Taken	Criminal Trespass Warnings Given
53	4	0	1

**Arrest Information**

Narcotics	DWI	Domestic Violence	City Warrants	All Other	Total Arrests	Total Charges
1	0	0	0	0	1	1





Monthly Activity Report  
Beat 4  
Officer: Miles Palmer

November 2023

**Description of Beat:**

Beat 4 is a residential area. The Beat includes Wessendorff Park, Morton Cemetery, and Richmond Police Department. The boundaries of Beat 4 are South of Clay Street to the Union Pacific railroads tracks and East of North Tenth Street to North Second Street.

**Narrative:**

During my two weeks in November, I met with three residents in my Beat. I met Johnny Velez III who lives at 600 Lettie Street. I explained to Velez that I am a new officer with the Richmond Police Department and that I am the Beat Officer for Beat 4. I asked Velez if he had any problems in the area that he would like me to address. Velez stated that he did not. I provided Velez with a Richmond Police Department business card and ended the contact.

I met with Kenae Chatham who lives at 715 Lettie Street. I introduced myself to Chatham and told him that I am the Beat Officer for Beat 4. I explained to Chatham what a beat officer does. I asked Chatham if there were any issues in the Beat 4 that he needed me to address. He stated that he did not. I provided Chatham with a Richmond Police Department business card and told him to contact me if she ran into any problems.

I also met with Veronica Hernandez, who lives at 820 Collins Street. I identified myself to Hernandez and explained to her that I am the Beat Officer for Beat 4. Hernandez stated that she did not have any issues. I provided Hernandez with a Richmond Police Department business card and told her to contact me if she ran into any problems.

**Public Safety Contacts**

<u>Public Safety Contacts</u>	<u>Address</u>	<u>Date</u>
Johnny Velez III	600 Lettie Street	11/28/2023
Kenae Chatham	715 Lettie Street	11/28/2023
Veronica Hernandez	820 Collins Street	11/28/2023

**Goals Accomplished:**

I have conducted several property checks in and around Beat 4. in addition to that I've answered multiple calls for service throughout Beat 4. I have conducted several traffic stops while patrolling Beat 4 and District 1. I attempted to contact two registered sex offender checks but was unable to make contact with either subject.

**Statistical Information**

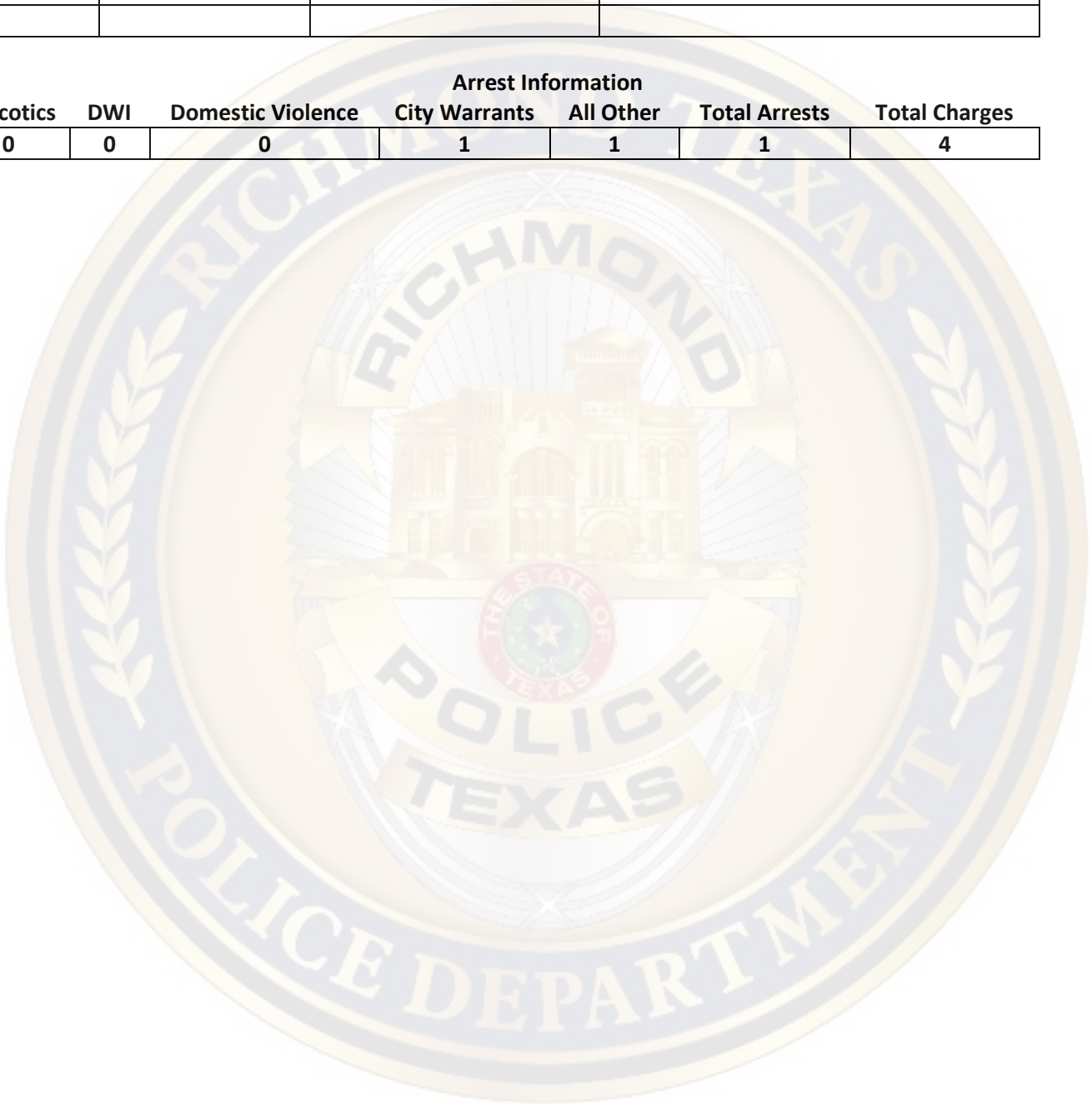
<b>Shifts</b>	<b>Calls</b>	<b>Reports</b>	<b>Beat Contacts</b>	<b>Community Activity Hours</b>
<b>15</b>	<b>32</b>	<b>2</b>	<b>3</b>	<b>1</b>

**Violator Contacts**

<b>Citations</b>	<b>Written Warnings</b>	<b>Field Interviews Taken</b>	<b>Criminal Trespass Warnings Given</b>
<b>9</b>	<b>17</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>1</b>	<b>1</b>	<b>1</b>	<b>4</b>





**Monthly Activity Report**

**Beat 6**

**Officer: Timothy Anderson #5198**

**November 2023**

**Description of Beat:**

The boundaries of Beat 6 are East of South Eleventh to the Brazos River and South of the Union Pacific railroad tracks to Austin/Loop FM 762.

**Narrative:**

During the month of November, I did not observe any major issues in my beat. I conducted multiple business and property checks in my beat during the nighttime hours, making sure business and properties were properly secured.

For the month of November, I would like to spotlight a local business commonly known as Mama Le addressed as 5400 Pointe West Cir #180. Mama Le is a Vietnamese Cuisine and Tea House located on the outskirts of the city limits. Mama Le offers flavorful Vietnamese cuisine made with only the finest ingredients. From the moment you walk into Mama Le, the atmosphere allows you to relax and enjoy the food without worry. And if you're just wanting something to drink, they have a large selection of teas which will quench your thirst.

During the month of November, I met three (3) residents. I spoke with Jean Metelus, Albert Taylor, and Chrystal Brigman.

I spoke with Mr. Metelus who has just moved to the City of Richmond 8 months ago. Mr. Metelus has recently started a new job with Fort Bend County. Mr. Metelus stated he enjoys the city and how quiet it is. Mr. Metelus stated he does not have any issues or concerns at this time.

I spoke with Mr. Taylor who has lived in the City of Richmond for 1 year. Mr. Taylor stated he is enjoying his first holiday in the City of Richmond. Mr. Taylor stated he has no issues at this time.

I spoke with Ms. Brigman who has lived in the City of Richmond for approximately 3 years. Ms. Brigman stated she went to the Farmer Market this month and really enjoyed herself. Ms. Brigman stated she purchased



a lot of items from the local vendors. Ms. Brigman stated she likes to support local small businesses. Ms. Brigman stated she has no issues at this time.

During the month, I contacted several other residents. I advised them I was the Beat Officer for their 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 did not observe any streetlights out in my beat this month.

<u>Public Safety Contacts:</u>	<u>Address:</u>	<u>Date:</u>
Jean Metelus	500 Liberty St	7/6/2023
Albert Taylor	806 Austin St	7/12/2023
Chrystal Brigman	400 Austin St	7/17/2023

**Goals Accomplished:**

I increased my officer presences in Beat 6, during the nighttime hours.

**Goals Next Month:**

My Goals for the month of December 2023 is continue introducing myself to residences in my assigned Beat 6 and increase traffic enforcement and officer presence in my beat.

**Statistical Information**

Shifts	Calls	Reports	Beat Contacts	Community Activity Hours
15	23	2	15	11.5

**Violator Contacts**

Citations	Written Warnings	Field Interviews Taken	Criminal Trespass Warnings Given
23	34	0	0

**Arrest Information**

Narcotics	DWI	Domestic Violence	City Warrants	All Other	Total Arrests	Total Charges
0	0	0	1	4	1	5



Monthly Activity Report  
Beat 7  
Officer: Natalie Benitez

November 2023

**Description of Beat:**

Beat 7 is in the northeast part of the city, the area between Riveredge Drive and Damon Street. It also includes the new neighborhood, Mandola Farms. There are several businesses that run along Hwy 90A that are in Beat 7.

**Narrative**

During the month of November, I met three beat contacts. While patrolling Beat 7, I met Melchor De Los Santos and his wife, Silvia. Mr. and Mrs. De Los Santos have been living in the City of Richmond for approximately 30 years. They both mentioned how much Richmond has changed over the years and they have seen so much growth. Mr. and Mrs. De Los Santos had been concerned about drivers not stopping at intersections and speeding. Overall Mr. and Mrs. De Los Santos have had no issues and love being a part of the Richmond community.

I also met with San Juana Rojas, who has lived in Richmond for approximately 24 years. She has loved living in the area and is comfortable around her neighbors. She likes to be familiar with who and what is around her, especially being close to her family.

Lastly, I met Mohammad A., he recently moved to Richmond two weeks ago and has enjoyed Richmond so far. Mohammad mentioned he moved down from New York to be in a less crowded environment/community and for the major opportunities here in Texas. Due to the limited amount of time Mohammad had lived in Richmond, he explained that he did not have many issues. Mohammad stated he looks forward to getting to know the area over time.

**Public Safety Contacts**

<u>Public Safety Contacts</u>	<u>Address</u>	<u>Date</u>
Melchor De Los Santos	208 Grayless St.	11.26.2023
Mohammad A.	1202 Muscadine Hollow Ln.	11.26.2023
San Juana Rojas	302 Grayless St.	11.26.2023

**Goals Accomplished:**

Patrolling my Beat more often has made residents more comfortable with being outside. The number of speeders has decreased.

**Goals Next Month:**

My goal for next month is to interact with the kids around Beat 7, so they are comfortable enough to say hi and interact with Police Officers. My goal will be to make them feel safe and feel that they can count on police at any time of need.

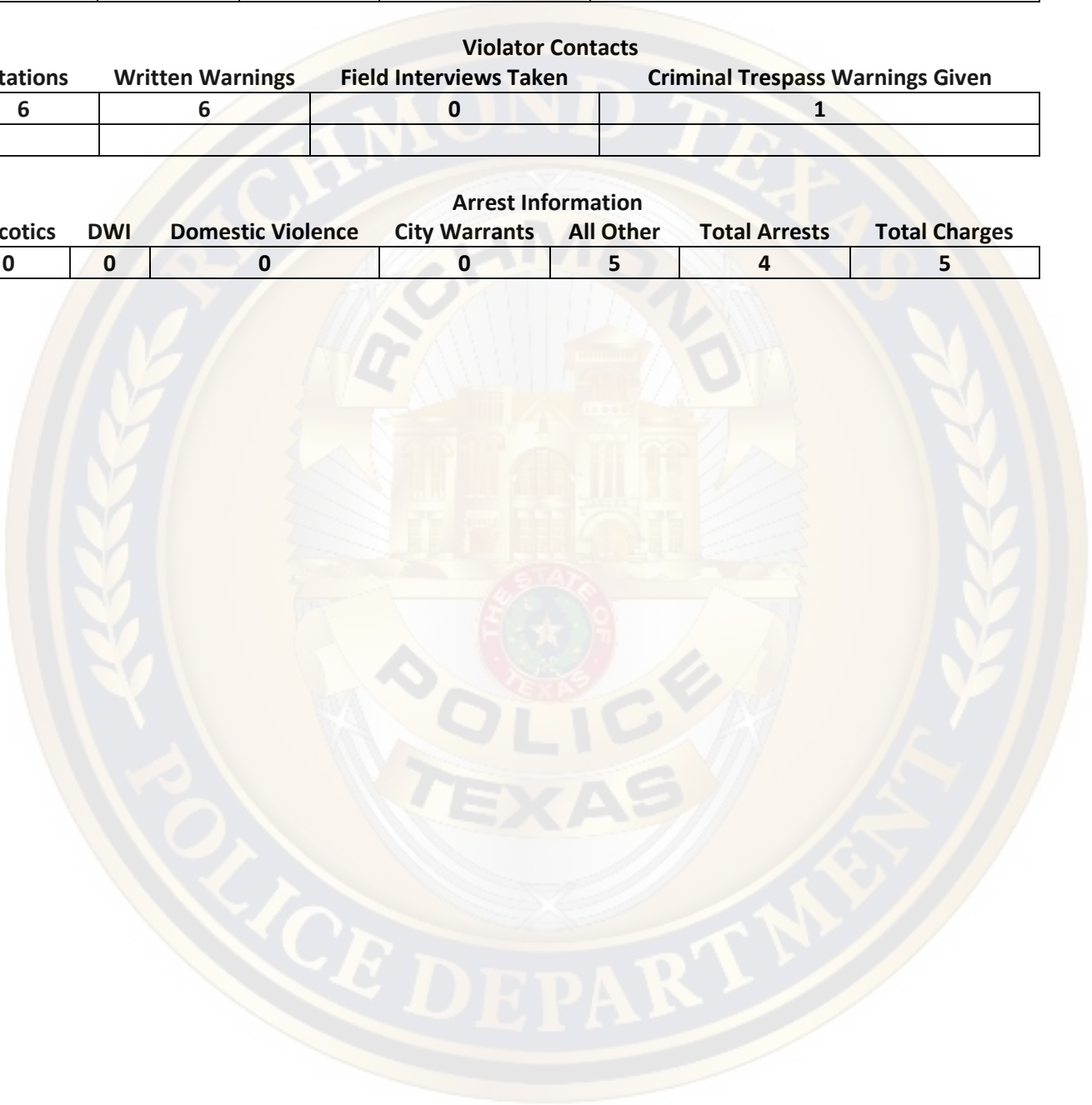


**Statistical Information**

<b>Shifts</b>	<b>Calls</b>	<b>Reports</b>	<b>Beat Contacts</b>	<b>Community Activity Hours</b>
<b>17</b>	<b>57</b>	<b>15</b>	<b>3</b>	<b>1.0</b>

<b>Violator Contacts</b>			
<b>Citations</b>	<b>Written Warnings</b>	<b>Field Interviews Taken</b>	<b>Criminal Trespass Warnings Given</b>
<b>6</b>	<b>6</b>	<b>0</b>	<b>1</b>

<b>Arrest Information</b>						
<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>5</b>	<b>4</b>	<b>5</b>





**Monthly Activity Report**  
**Beat 8**  
**Officer: Cpl. Ruben Robles**

**November 2023**

**Description of Beat:**

Beat 8 encompasses a few businesses to include bail bond companies, a Chevron gas station, Legal Services, and Ducks Unlimited. Beat 8 also includes the Fort Bend County Sheriff's Office and jail and Freeman Town which is a residential area. Beat 8 is located on the South side of the City of Richmond. The boundary lines are everything South of Austin Street from S. Seventh St to Richmond Parkway and East of Hillcrest Drive.

**Narrative:**

During the month of November, I met with three residents that reside in my Beat. I met with Nancy Hernandez while searching for a family to invite to Santa Behind the Badge. Hernandez did not have any issues at this time. Hernandez stated she has been living at her current residence for 4 months. Hernandez was a Spanish only speaker, so I did not speak to her much. I then gave Hernandez my business card and advised her to email me or give me a call if she has any issues or questions.

I then met with Jessica Monrrial who was another family I was trying to invite to Santa Behind the Badge as she had a large family since she took in a family member kids. Monrrial stated she did not have any issues. Monrrial stated she has been living at his current residence for 3 years. I gave Monrrial my business card and told her to email me or give me a call if she has any issues or questions.

I then contacted Andrew Alcantar while he was taking out his trash and I was conducting a property check in Beat 8. Alcantar stated he had an issue about stray dogs but nothing else. Alcantar then spoke to me about an incident that occurred last night where he was hit by a drunk driver near Needville and he was a little upset about how FBCSO handled the call. Alcantar stated he has lived at his current address for a year. I then gave him my business card and told him to email me or give me a call if he has any issues or questions.

Beat 8 no longer has a registered sex offender residing in the beat.

**Public Safety Contacts**

<u>Public Safety Contacts</u>	<u>Address</u>	<u>Date</u>
Nancy Hernandez	305 Travis St.	11/11/23
Jessica Monrrial	612 Burnett St	11/18/23
Andrew Alcantar	313 Fannin St.	11/26/23

**Goals Accomplished:**

This month I did make contact with multiple juveniles throughout the city and handed out sticker badges.

**Goals Next Month:**

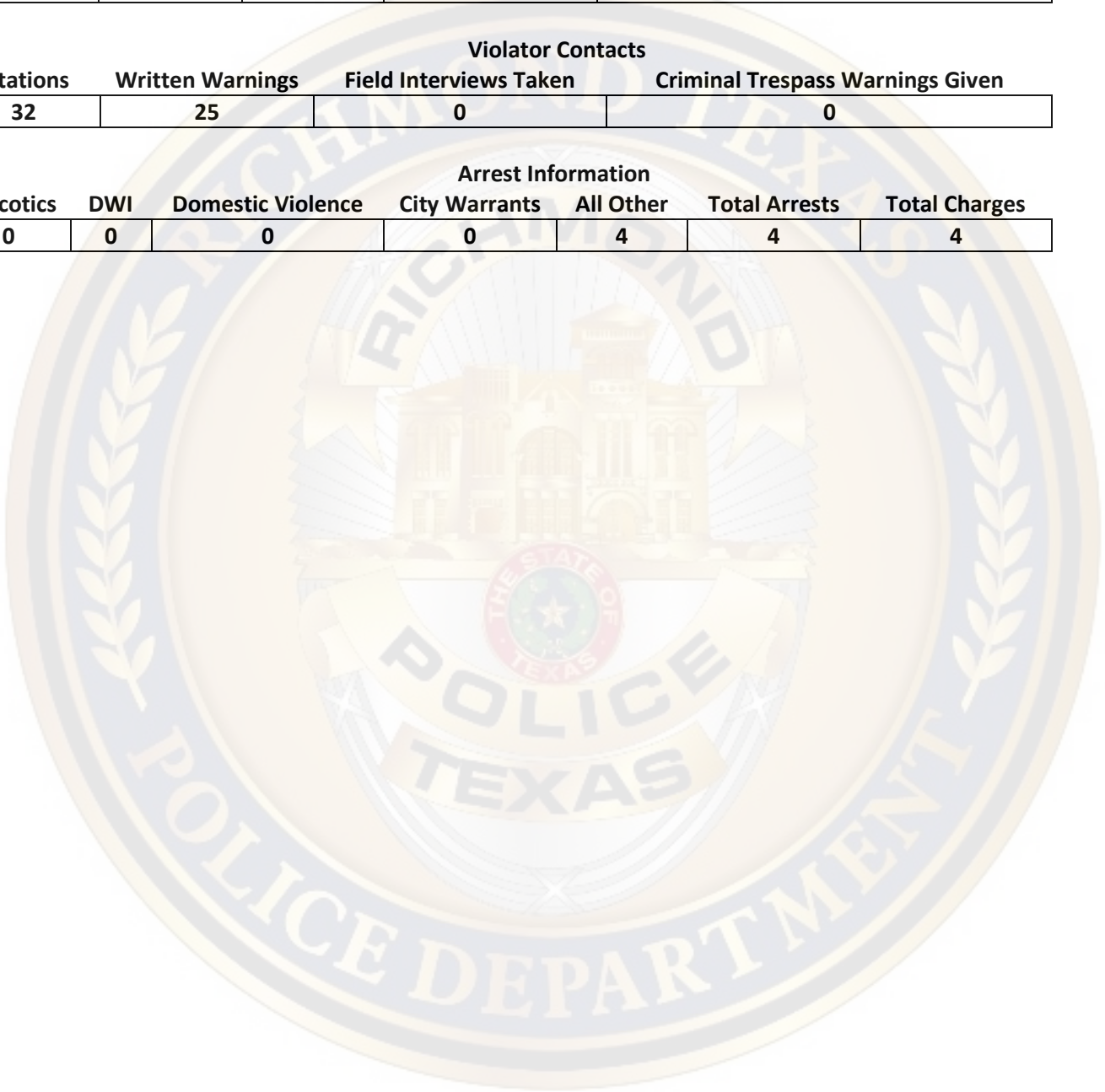
My goal is to contact more business and have them update their business contact information. Another goal is to continue to interact with more younger members of the community to encourage them to call the police when they see something and to show them law enforcement are not bad people.

**Statistical Information**

<b>Shifts</b>	<b>Calls</b>	<b>Reports</b>	<b>Beat Contacts</b>	<b>Community Activity Hours</b>
<b>16</b>	<b>58</b>	<b>10</b>	<b>3</b>	<b>1.25</b>

<b>Violator Contacts</b>			
<b>Citations</b>	<b>Written Warnings</b>	<b>Field Interviews Taken</b>	<b>Criminal Trespass Warnings Given</b>
<b>32</b>	<b>25</b>	<b>0</b>	<b>0</b>

<b>Arrest Information</b>						
<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>4</b>	<b>4</b>	<b>4</b>







Monthly Activity Report  
Beat 9  
Officer Feliciano

November 2023

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:

During the month of November, I met with three residents that reside in my beat. I met with Tom McNutt who was walking outside his residence. Mr. McNutt stated he has been living at his current residence for 44 years. Mr. McNutt stated he has no issues at this time. I gave Mr. McNutt my business card and told him to email me or give me a call if he has any issues or questions.

I then spoke with Eric Smith, who was walking in his driveway addressed as 1917 Teakwood Drive. Mr. Smith stated he did not have any issues at this time. Mr. Smith stated he has been living at her current residence for 14 years. I then gave Mr. Smith my business card and advised him to email me or give me a call if he has any issues or questions.

I then contacted Edwin Landaverde who was walking into his house addressed as 1914 Teakwood Drive. Mr. Landaverde said he moved to his residence one year ago. Mr. Landaverde stated he has no issues at this time. Mr. Landaverde said he was married for 27 years. I gave Mr. Landaverde my business card and told him to email me or give me a call if he has any issues or questions.

This is the time of year when the weather changes and people start to decorate their homes. While patrolling my Beat I did see people decorated their homes with Christmas decorations.

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

Public Safety Contacts

<u>Public Safety Contacts</u>	<u>Address</u>	<u>Date</u>
Tom McNutt	1704 Cedar Dr.	11/04/23
Eric Smith	1917 Teakwood Dr.	11/14/23
Edwin Landaverde	1914 Teakwood Dr.	11/27/23

Goals Next Month:

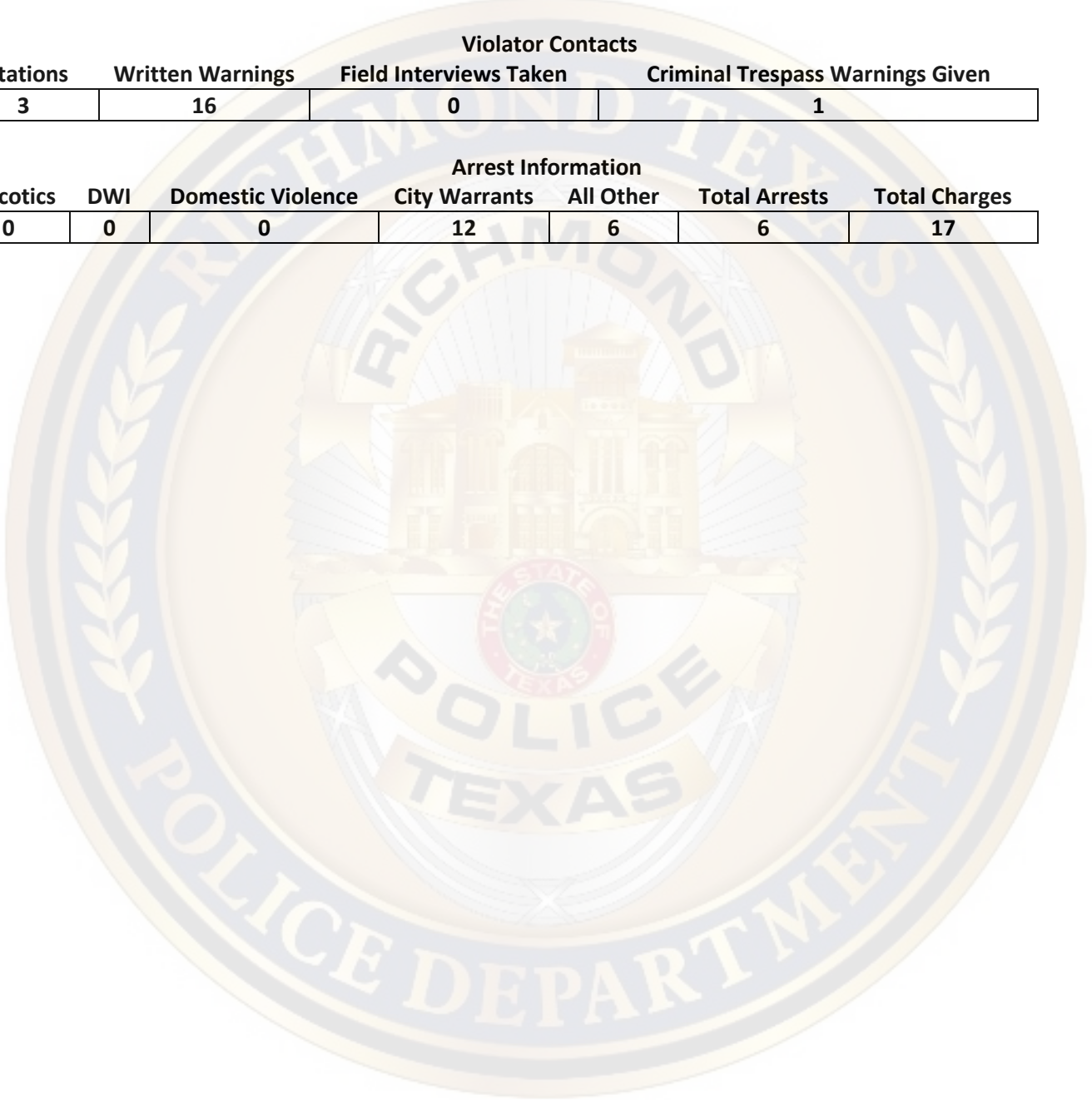
My goal is to contact another business and have them update their business contact information. Another goal is to continue to interact with more younger members of the community to encourage them to call the police when they see something and to show them law enforcement are not bad people.

**Statistical Information**

<b>Shifts</b>	<b>Calls</b>	<b>Reports</b>	<b>Beat Contacts</b>	<b>Community Activity Hours</b>
<b>17</b>	<b>68</b>	<b>9</b>	<b>3</b>	<b>3</b>

<b>Violator Contacts</b>			
<b>Citations</b>	<b>Written Warnings</b>	<b>Field Interviews Taken</b>	<b>Criminal Trespass Warnings Given</b>
<b>3</b>	<b>16</b>	<b>0</b>	<b>1</b>

<b>Arrest Information</b>						
<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>12</b>	<b>6</b>	<b>6</b>	<b>17</b>



# CID MONTHLY ACTIVITY

**November 2023**

	Felony Cases	Misdemeanor Cases	Runaway/ Missing Person	Other Non-Criminal	Cases Cleared
<b>Lt. Jesse Martin</b>	<b>1</b>	----	----	----	---
<b>Det. John Dawson</b>	<b>12</b>	<b>17</b>	<b>0</b>	<b>0</b>	<b>15</b>
<b>Det. David Childs</b>	<b>10</b>	<b>31</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Det. Kristi Pena</b>	<b>6</b>	<b>16</b>	<b>3</b>	<b>1</b>	<b>3</b>
<b>TOTALS</b>	<b>29</b>	<b>64</b>	<b>3</b>	<b>1</b>	<b>18</b>

## DISTRICT ATTORNEY INTAKE REPORTS

	Cases Submitted to District Attorney			Cases Rejected by District Attorney	
	Felonies	Misdemeanors	Runaways	Felonies	Misdemeanors
<b>Lt. Jesse Martin</b>	----	----	----	----	----
<b>Det. John Dawson</b>	<b>9</b>	<b>5</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Det. David Childs</b>	<b>1</b>	<b>16</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Det. Kristi Pena</b>	<b>1</b>	<b>6</b>	<b>3</b>	<b>1</b>	<b>2</b>
<b>TOTALS</b>	<b>11</b>	<b>27</b>	<b>3</b>	<b>1</b>	<b>2</b>

## IDENTIFICATION / CRIME SCENE UNIT

### Investigator Elizabeth Neal

Latent Prints Evaluated	<b>0</b>
Latent Prints Identified	<b>0</b>
Evidence Processed	<b>10</b>
Property Returned to Owner	<b>7</b>
Destruction Orders Filed	<b>15</b>
Destruction Orders Compiled	<b>15</b>
Evidence Items Destroyed (By Order)	<b>3</b>
Crime Scene Responses	<b>0</b>
Forensic Phone Analysis	<b>0</b>
CODIS Hits	<b>0</b>

### Investigator David Evans

Latent Prints Evaluated	<b>3</b>
Latent Prints Identified	<b>0</b>
Evidence Processed	<b>22</b>
Property Returned to Owner	<b>1</b>
Destruction Orders Filed	<b>0</b>
Destruction Orders Compiled	<b>12</b>
Evidence Items Destroyed (By Order)	<b>0</b>
Crime Scene Responses	<b>1</b>
Forensic Phone Analysis	<b>0</b>
CODIS Hits	<b>0</b>

## MISCELLANEOUS

	Training Hours	Special Projects and Community Activities
<b>Lt. Jesse Martin</b>	<b>00</b>	
<b>Det. John Dawson</b>	<b>00</b>	
<b>Det. David Childs</b>	<b>00</b>	
<b>Det. Kristi Pena</b>	<b>00</b>	<b>FTO Training with 5227</b>
<b>Det. Andrew Runge</b>	<b>00</b>	<b>Assigned to GCVOTF</b>
<b>Inv. Elizabeth Neal</b>	<b>00</b>	
<b>Inv. David Evans</b>	<b>00</b>	

## NARCOTICS

Total Narcotics Arrests	<b>5</b>
Total Amount of Cocaine Seized	<b>0</b>
Total Amount of Marijuana Seized (marijuana plants included)	<b>2.21 ozs</b>
Total Amount of other drugs seized (Kush) (Xanax) (Meth)	<b>8 gms</b>

# USMS Gulf Coast Violent Offenders Fugitive Task Force

Special Detective Andrew Runge

Richmond Police Department

## November Stats 2023

Total Arrests: 21

(Includes eight (8) out of state fugitives located in Texas)

### List of charges (warrants cleared):

Murder (1 FL, 2 LA)	4
Homicide (1 LA)	1
Agg. Assault DW	3
Agg. Robbery (1 FL, 1 NH)	3
Robbery (1 NH, 1 LA)	1
Manslaughter	1
Kidnapping (2 NH)	2
Agg. Sexual Assault child	1
Cont. Sexual Assault of Child < 14	1
Indecency with child by sexual contact	1
Fail to Register as Sex Offender Duties	1
Stalking	1
Retaliation	1
Unlawful poss firearm by felon	1
Evading arrest with vehicle	1
Theft < \$50K (1 IN)	1
Felony Theft (1 LA)	1
Aggravated Escape (1 LA)	1
Escape (1 LA)	1

Bail Jumping FTA	1	
Parole Violation (Agg. Assault)	1	
Probation Violation (weapons) (1 LA)	1	
Felon in Poss of firearm (1 LA)	1	
Federal Probation Violation (Drugs)	1	
Federal Probation Violation (Retaliation)	1	
Federal Probation Violation (Weapons)	1	
Conspiracy to possess CS	1	
Distribution of CS	1	
PCS PG1	1	
Richmond PD cases arrests:	0	
Weapons recovered:	3 handguns	1 rifles
Class:		



# DEPARTMENT OF PUBLIC SAFETY

## MONTHLY REPORT OF TYPE AND QUANTITY OF DRUGS SEIZED

UCR-84 (Rev. 2/17)

Pursuant to Health and Safety Code - 481.185  
 (16 oz = 1lb) (28 grms = 1 oz) (Dose Unit = 1 Pill, Tablet or Capsule)

Solid Pounds	Solid Ounces	Solid Grams	Liquid Ounces	Dose Units	Items
--------------	--------------	-------------	---------------	------------	-------

(PLEASE DO NOT WRITE IN SHADED AREAS.)

**A. Marijuana**

- 11. Packaged
- 12. Plants


**B. Marijuana Fields and Gardens**

- 21. Gardens
- 22. Wild Fields
- 23. Cultivated Fields
- 24. Greenhouses


**C. Hashish**

- 31. Liquid, Oil
- 32. Solids


**D. Opiates**

- 41. Morphine
- 42. Heroin
- 43. Codeine
- 44. Gum Opium


**E. Cocaine**

- 51. Solid
- 52. Liquid


**F. Hallucinogens**

- 61. LSD
- 62. PCP
- 63. Mushrooms
- 64. Peyote
- 65. Designer Drugs


**H. 71. Precursor Chemicals Seized**


**I. Other Drugs**

- 81. Barbiturates
- 82. Amphetamines
- 83. Methamphetamines
- 84. Tranquilizers
- 85. Synthetic Narcotics


**G. 90. Clandestine Labs**

- Type of Drug
- Manufactured
- By Each Lab


Lab 91	Lab 94
Lab 92	Lab 95
Lab 93	Lab 96

Month and Year: \_\_\_\_\_ Agency #: TX0790200 State: TX

Prepared By: Lt. J. Martin Agency Name: Richmond Police Department

# **Memorandum**

**DATE: 12/01/2023**

**TO: Chief J.J. Craig**

**FROM: Lieutenant Lowell Neinast**

**SUBJECT: Professional Development Monthly Report**

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## **Professional Development Monthly Report**

**November 2023**

11/08/2023 / Officer Brignac completed the Peace Officer Field Training Program through the Richmond Police Department FTOs (160 Hour Course)

11/30/2023 / Officers Amieiro, Gutierrez, and Sergeant Vasquez completed the Court Security Officer Certification Course on MyTCOLE (8 Hour Course)

11/30/2023 / Sergeant Williams completed the Finding Wellness-Building a Healthier Life Course on My TCOLE (4 Hour Course)

11/30/2023 / Lieutenant Neinast completed the Informed Response – Sexual Assault Violence Course on MyTCOLE (8 Hour Course)



# City of Richmond

*Where History Meets Opportunity*

## **Regular Scheduled City Commission Meeting**

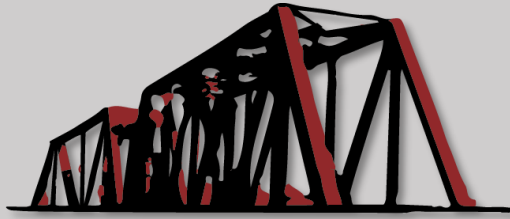
**600 Morton Street**

**Richmond, Texas 77469**

Monday, December 18, 2023 at 4:30 P.M.

## **Municipal Court Report**

*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.*



**RICHMOND**

EST. **TEXAS** 1837

**CITY OF RICHMOND**  
**MUNICIPAL COURT**

**MONTHLY REPORT**

**NOVEMBER 2023**

# Lora Jean D. Lenzsch

Attorney at Law  
 19714 Cardiff Park Ln.  
 Houston, TX 77094  
 (281) 782-3441

# Invoice

Invoice Number November 2023  
 Invoice Date 12/1/2023  
 Service Period 11-1 thru 11-30-2023

Bill to: City of Richmond  
 Attn: Accounts Payable  
 accountspayable@richmondtx.gov  
 402 Morton St  
 Richmond, TX 77469

Date	Description	Judge Hours*	Judge @ \$175/Hr	Magistrate Daily Duties	Magistrate Rate @ \$175/Day	Travel to Richmond? Yes or No	Travel Reimbursement
11/2/2023	Pretrial docket and show cause docket. Reviewed and granted motions to dismiss, pleas, summons and warrants.	4.00	\$700.00		\$0.00	Yes	\$50.00
11/9/2023	Pretrial docket and show cause docket. Reviewed and granted motions to dismiss, pleas, summons and warrants.	4.00	\$700.00		\$0.00	Yes	\$50.00
11/16/2023	Pretrial docket and show cause docket. Reviewed and granted motions to dismiss, pleas, summons and warrants.	3.50	\$612.50		\$0.00	Yes	\$50.00
11/27/2023	statutory mandatory security meeting	1.00	\$175.00		\$0.00	No	\$0.00
11/1/2023	Daily magistrate duties.		\$0.00	1.00	\$175.00	No	\$0.00
11/2/2023	Daily magistrate duties		\$0.00	1.00	\$175.00	No	\$0.00
11/3/2023	Daily magistrate duties		\$0.00	1.00	\$175.00	No	\$0.00
11/6/2023	Daily magistrate duties		\$0.00	1.00	\$175.00	No	\$0.00
11/7/2023	Daily magistrate duties		\$0.00	1.00	\$175.00	No	\$0.00
11/8/2023	Daily magistrate duties		\$0.00	1.00	\$175.00	No	\$0.00
11/9/2023	Daily magistrate duties		\$0.00	1.00	\$175.00	No	\$0.00
11/13/2023	Daily magistrate duties		\$0.00	1.00	\$175.00	No	\$0.00
11/14/2023	Daily magistrate duties		\$0.00	1.00	\$175.00	No	\$0.00
11/15/2023	Daily magistrate duties		\$0.00	1.00	\$175.00	No	\$0.00
11/16/2023	Daily magistrate duties		\$0.00	1.00	\$175.00	No	\$0.00
11/17/2023	Daily magistrate duties		\$0.00	1.00	\$175.00	No	\$0.00
11/20/2023	Daily magistrate duties		\$0.00	1.00	\$175.00	No	\$0.00
11/21/2023	Daily magistrate duties		\$0.00	1.00	\$175.00	No	\$0.00
11/22/2023	Daily magistrate duties		\$0.00	1.00	\$175.00	No	\$0.00
11/27/2023	Daily magistrate duties		\$0.00	1.00	\$175.00	No	\$0.00
11/28/2023	Daily magistrate duties		\$0.00	1.00	\$175.00	No	\$0.00
11/29/2023	Daily magistrate duties		\$0.00	1.00	\$175.00	No	\$0.00
11/30/2023	Daily magistrate duties		\$0.00	1.00	\$175.00	No	\$0.00
<b>Total</b>		<b>12.50</b>	<b>\$2,187.50</b>	<b>19.00</b>	<b>\$3,325.00</b>		<b>\$150.00</b>

\*Shall be limited to 40 hours per month unless permission is granted by the City Manager for additional hours, in advance.

<b>Invoice Total</b>	<b>\$5,662.50</b>
----------------------	-------------------

**JAMES GASCOYNE**  
77 Sugar Creek Center Blvd.  
Suite 280  
Sugar Land, Texas 77478  
Telephone (281) 340-7000  
Facsimile (281) 340-7001  
Houston Metro (713) 654-8800

**INVOICE FOR SERVICES RENDERED**  
**DURING NOVEMBER 2023**

<u>Date of Service</u>	<u>Description of Service</u>	<u>Number of Hours</u>
11/23/23	Call-in to Fort Bend County Jail to ascertain whether any prisoners to be magistrated.	15 Minutes
11/24/23	Call-in to Fort Bend County Jail and travel to Fort Bend County Jail to magistrate (1) prisoner.	1 Hour 15 Minutes
11/25/23	Call-in to Fort Bend County Jail to ascertain whether any prisoners to be magistrated.	15 Minutes
11/26/23	Call-in to Fort Bend County Jail to ascertain whether any prisoners to be magistrated.	15 Minutes
	<b>TOTAL</b>	<b>2 Hours</b>

**(BILLING RATE: \$100.00 Per Hour)**  
**(2 Hours @ \$100.00 per hour = \$200.00)**

<b>CASE SUMMARY FOR ASSOCIATE JUDGE</b>	<b>Previous balance:</b>	<b>\$0.00</b>
---	--------------------------	---------------

<b>Date</b>	<b>Description</b>	<b>Payments</b>	<b>Amount</b>
	No new payments received for this case		
<b>Total payments:</b>			<b>\$0.00</b>

<b>Date</b>	<b>Description</b>	<b>Charges</b>	<b>Amount</b>
11/04/23	NOE TORES AIVAREZ		\$100.00
<b>Total charges:</b>			<b>\$100.00</b>

STEVEN J. GILBERT ATTORNEY AT LAW  
PC.  
P.O. BOX 366  
403 SOUTH 5TH STREET  
Richmond, TX 77406  
Phone: 281-342-4116,

NOV 23 CITY OF RICHMOND,

# Pre-Bill !

**Contact Not Assigned To Staff**

## SUMMARY

Previous balance: \$0.00

New charges: 100.00

Payments applied to cases: 0.00

---

**TOTAL DUE FOR ALL CASES: \$100.00**



**Invoice**

Date

12/12/2023

**Steven D. Monk**

Attorney At Law

201 South Eleventh St.

Richmond, Texas 77469-3003

281-342-4040 PHONE 281-341-8458 FAX

**Bill To:****Accounts Payable City of Richmond**

402 Morton

Richmond, Texas 77469

**Magistrate Duty for Richmond; 0-01; accountspayable@richmondtx.gov;  
pross@richmondtx.gov; ctrujillo@richmondtx.gov**

<b>DATE</b>	<b>DESCRIPTION</b>	<b>AMOUNT</b>
11/10/2023	Magistrate Duty on Friday, November 10, 2023 in Richmond	\$ 100.00
11/12/2023	Magistrate Duty on Sunday, November 12, 2023 in Richmond	\$ 100.00
11/30/2023	Filling in for Richmond docket (4.5 hours @ \$100.00/hour)	\$ 450.00
<b>Total</b>		<b>\$ 650.00</b>

Due on Receipt



**CITY OF RICHMOND  
MUNICIPAL COURT  
MONTHLY REPORT NOVEMBER 2023**

<b>CASES FILED:</b>	<b>Nov-23</b>	<b>Nov-22</b>
BY POLICE DEPARTMENT	275	82
BY CODE ENFORCEMENT	4	5
BY MUNICIPAL COURT	23	23
<b>TOTAL NEW CASES FILED</b>	<b>302</b>	<b>110</b>

<b>WARRANTS:</b>		
ACTIVE WARRANTS BEGINNING OF MONTH	3,971	4,226
WARRANTS ISSUED THIS MONTH	67	63
WARRANTS CLEARED BY ARREST	32	8
WARRANTS CLEARED BY OTHER	76	18
ACTIVE WARRANTS END OF MONTH	3,930	4,263

<b>CASE DISMISSED BY:</b>		
COMPLIANCE	36	18
DRIVER SAFETY COURSE	18	9
AFTER DEFERRED DISPOSITION	26	16
PROOF OF FINANCIAL RESPONSIBILITY	2	1

<b>REVENUE:</b>	<b>Nov-23</b>	<b>Nov-22</b>
STATE(REMIT TO STATE QUARTERLY)	\$ 17,309.57	\$ 6,952.31
COLLECTIONS/OMNIBASE(REMIT UPON INVOICE)	\$ 1,544.90	\$ 1,065.00
COURT SECURITY/TECHNOLOGY FUND	\$ 2,555.02	\$ 1,038.96
LOCAL FINES/FEES	\$ 28,359.41	\$ 11,715.73
<b>TOTAL COLLECTED</b>	<b>\$ 49,768.90</b>	<b>\$ 20,772.00</b>

**CURRENT MONTH STATISTICS**

	APPEARANCE	OFF DOCKET APPEARANCE	NO SHOWS
ARRAIGNMENT HEARING	162	15	80
2ND CHANCE HEARING	10	0	64
PRE TRIAL HEARING	0	0	0
SHOW CAUSE HEARING (DEFAULT)	3	4	12
SHOW CAUSE HEARING (COMPLIANCE)	5	3	3
INDIGENCE HEARING	3	0	0
ARREST WARRANTS	4	0	0
CAPIAS PRO FINE WARRANTS	0	0	0
RECONSIDERATION HEARINGS	0	0	0
<b>TOTAL</b>	<b>187</b>	<b>22</b>	<b>159</b>

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

	OFF DOCKET		
	APPEARANCE	APPEARANCE	NO SHOWS
	2023 YTD	2023 YTD	2023 YTD
ARRAIGNMENT HEARING	316	15	135
2ND CHANCE HEARING	10	0	80
PRE TRIAL HEARING	21	0	0
SHOW CAUSE HEARING (DEFAULT)	29	4	49
SHOW CAUSE HEARING (COMPLIANCE)	9	3	7
INDIGENCE HEARING	3	0	0
ARREST WARRANTS	4	0	0
CAPIAS PRO FINE WARRANTS	0	0	0
RECONSIDERATION HEARING	0	0	0
<b>TOTAL</b>	<b>392</b>	<b>22</b>	<b>271</b>

**PRIOR YEAR TOTALS**

	OFF DOCKET			ZOOM	
	APPEARANCE	APPEARANCE	NO SHOWS	VIRTUAL	NO SHOWS
	2023	2023	2023	2023	2023
ARRAIGNMENT HEARING	655	65	472	0	0
2ND CHANCE HEARING	45	13	293	0	0
PRE TRIAL HEARING	231	12	75	1	0
SHOW CAUSE HEARING (DEFAULT)	70	8	130	0	0
SHOW CAUSE HEARING (COMPLIANCE)	25	8	48	0	0
INDIGENCE HEARING	1	0	0	0	0
ARREST WARRANTS	28	0	0	0	0
CAPIAS PRO FINE WARRANTS	21	0	0	0	0
RECONSIDERATION HEARING	0	0	0	0	0
<b>TOTAL</b>	<b>1076</b>	<b>106</b>	<b>1018</b>	<b>1</b>	<b>0</b>

**CITY OF RICHMOND  
MUNICIPAL COURT  
MONTHLY REPORT 2022-2023**

	Oct-22	Nov-22	Dec-22	Jan-23	Feb-23	Mar-23	Apr-23	May-23	Jun-23	Jul-23	Aug-23	Sep-23	TOTAL
Gross Income	\$40,097.90	\$49,768.90	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$89,866.80
No. Cases Filed	238	302	0	0	0	0	0	0	0	0	0	0	540
Warrants	4073	3971	0	0	0	0	0	0	0	0	0	0	8044
Issued	33	67	0	0	0	0	0	0	0	0	0	0	100
Cleared	135	108	0	0	0	0	0	0	0	0	0	0	243
Total Outstanding	3971	3930	0	0	0	0	0	0	0	0	0	0	
	1ST QUARTER			2ND QUARTER			3RD QUARTER			4TH QUARTER			
	\$89,866.80			\$0.00			\$0.00			\$0.00			







# City of Richmond

*Where History Meets Opportunity*

## **Regular Scheduled City Commission Meeting**

**600 Morton Street**

**Richmond, Texas 77469**

Monday, December 18, 2023 at 4:30 P.M.

## **Monthly Financial Report**

*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.*



**FY2024**



**CITY OF RICHMOND, TEXAS**  
**Monthly Financial Report**  
**For the period ending**  
**November 30, 2023**



**A CHARMING PAST**  
**A SOARING FUTURE**





# Monthly Financial Report

	FY2023 Full Year Activity	FY2023 YTD Activity	FY2024 YTD Activity	FY2024 YTD Budget	FY2024 Total Budget	% of Total Budget	Comments
<b>100 - GENERAL FUND</b>							
<b>4 - Revenue</b>							
400 - Property Tax	3,360,553.94	17,422.83	8,141.23	50,758.98	4,205,180.00	0%	Timing
401 - Sales Tax	7,194,943.02	1,158,102.61	1,350,597.52	1,014,655.60	6,161,000.00	22%	In line
402 - Other Taxes	778,354.72	152,824.54	149,219.07	131,959.54	792,074.08	19%	In line
420 - Fines & Forfeitures	202,889.95	28,424.45	53,017.69	31,195.84	187,250.00	28%	Increased Activity
430 - License\Permits\Fees	965,697.75	134,888.58	227,969.53	124,369.92	746,518.25	31%	Timing
440 - Charges for Service	4,123,189.73	481,887.27	487,853.07	739,638.34	4,439,606.00	11%	Timing
450 - Miscellaneous	60,830.03	9,436.41	16,881.99	25,156.60	151,000.00	11%	Timing
460 - Interest Income	445,678.49	40,744.09	83,046.72	43,316.00	260,000.00	32%	Rising rates
470 - Intergovernmental	88,967.23	16,666.66	0	499.8	3,000.00	0%	Timing
490 - Transfer From Other Funds	3,239,584.00	523,264.00	539,930.66	543,112.02	3,259,976.23	17%	In line
	<b>20,460,688.86</b>	<b>2,563,661.44</b>	<b>2,916,657.48</b>	<b>2,704,662.64</b>	<b>20,205,604.56</b>	<b>14%</b>	
<b>5 - Expense</b>							
50 - Salaries & Benefits	12,891,194.74	1,769,789.07	1,884,691.20	2,469,918.80	14,825,450.13	13%	In line
53 - Supplies	889,437.37	106,360.05	76,042.85	203,215.48	1,219,787.64	6%	Timing
54 - Professional Services	195,361.52	2,356.50	375	37,405.66	224,524.00	0%	Timing
55 - Repairs & Maintenance	870,621.09	64,072.20	77,533.27	121,410.70	728,747.92	11%	Timing
56 - Purchased Services	1,095,204.04	143,695.44	144,661.38	280,429.20	1,683,261.47	9%	Timing
57 - Capital Purchases	226,536.60	17,129.89	20,482.52	26,064.24	156,446.00	13%	In line
58 - Non-Departmental	-	0	0	251,035.18	1,506,816.00	0%	Timing
59 - Intergovernmental	845,662.10	128,626.71	128,552.26	144,109.00	865,000.00	15%	In line
60 - Transfers Out	1,859,331.00	0	0	86,786.16	520,925.35	0%	Timing
	<b>18,873,348.46</b>	<b>2,232,029.86</b>	<b>2,332,338.48</b>	<b>3,620,374.42</b>	<b>21,730,958.51</b>	<b>11%</b>	
<b>100 - GENERAL FUND Totals:</b>							
	<b>1,587,340.40</b>	<b>331,631.58</b>	<b>584,319.00</b>	<b>(915,711.78)</b>	<b>(1,525,353.95)</b>		
			FY2024 YTD Activity	FY2024 Total Budget			
Beginning Fund Balance			9,570,196.40	9,570,196.40			
Less Accrued Taxes			1,364,107.00	1,364,107.00			
Ending Fund Balance			8,790,408.40	6,680,735.45			
Fund Balance in Days		Year to Date	148	Budget	112		
Over/(Under) Policy (90 Days)			58		22		

**Footnotes:**

- 1) The Policy Requirement under Actuals is calculated using the fund balance, YTD Revenue Over/(Under) Expenditures and full Budgeted Expenditures.
- 2) Percentage of Budget is rounded to the nearest whole number.
- 3) Financial Statements at year-end are as of a point in time. Final accruals on revenues and expenditures will continue to take place to prepare the statements for the annual audit.
- 4) Accrued sales tax will be updated when available
- 5) Beginning fund balance is estimated from fiscal year-end 2023. The fiscal year has not been closed, and the numbers have not been audited



# Monthly Financial Report

	FY2023 Full Year Activity	FY2023 YTD Activity	FY2024 YTD Activity	FY2024 YTD Budget	FY2024 Total Budget	% of Total Budget	Comments
<b>300 - UTILITIES FUND</b>							
<b>4 - Revenue</b>							
440 - Charges for Service	9,795,402.66	1,715,664.64	1,800,739.47	1,662,700.08	10,059,205.00	18%	In Line
450 - Miscellaneous	127,449.65	18,873.27	13,805.78	50,396.50	302,500.00	5%	Timing
460 - Interest Income	192,660.76	19,517.43	43,191.11	19,159.00	115,000.00	38%	Rising rates
490 - Transfer From Other Funds	81,754.32	-	-	64,944.84	389,825.00	0%	Timing
	<u>10,197,267.39</u>	<u>1,754,055.34</u>	<u>1,857,736.36</u>	<u>1,797,200.42</u>	<u>10,866,530.00</u>	<u>17%</u>	
<b>5 - Expense</b>							
50 - Salaries & Benefits	2,490,669.93	344,953.06	343,728.08	536,225.90	3,218,645.74	11%	In Line
53 - Supplies	1,063,658.51	119,716.47	96,556.00	240,657.06	1,444,500.27	7%	Timing
54 - Professional Services	24,590.00	0	0	3,495.26	20,980.00	0%	Timing
55 - Repairs & Maintenance	417,007.01	54,548.38	28,016.74	83,322.10	500,133.96	6%	Timing
56 - Purchased Services	862,352.56	115,972.44	136,096.21	191,002.18	1,146,473.50	12%	In Line
57 - Capital Purchases	2,628.67	541.94	0	8,194.70	49,187.99	0%	Timing
58 - Non-Departmental	36,000.00	0	0	83,300.00	500,000.00	0%	Timing
60 - Transfers Out	4,467,474.63	626,766.62	731,599.96	664,064.42	3,985,981.00	18%	In Line
	<u>9,364,381.31</u>	<u>1,262,498.91</u>	<u>1,335,996.99</u>	<u>1,810,261.62</u>	<u>10,865,902.46</u>	<u>12%</u>	
<b>300 - UTILITIES FUND Totals:</b>	<u>832,886.08</u>	<u>491,556.43</u>	<u>521,739.37</u>	<u>(13,061.20)</u>	<u>627.54</u>		
			FY2024 YTD Activity	FY2024 Total Budget			
<b>Beginning Fund Balance (Cash Equivalent)</b>			<b>4,447,361.08</b>	<b>4,447,361.08</b>			
<b>Ending Fund Balance</b>			<b>4,969,100.45</b>	<b>4,447,988.62</b>			
<i>Fund Balance in Days</i>		<i>Year to Date</i>	<i>167</i>	<i>Budget</i>	<i>149</i>		
<i>Over/(Under) Policy (90 Days)</i>			<i>77</i>		<i>59</i>		

**Footnotes:**

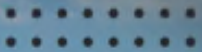
- 1) The Policy Requirement under Actuals is calculated using the cash equivalents for the Utility Fund, YTD Revenue Over/(Under) Expenditures and full Budgeted Expenditures.
- 2) Percentage of Budget is rounded to the nearest whole number.
- 3) Financial Statements at year-end are as of a point in time. Final accruals on revenues and expenditures will continue to take place to prepare the statements for the annual audit.
- 4) Beginning fund balance is estimated from fiscal year-end 2023. The fiscal year has not been closed, and the numbers have not been audited



# Pooled Cash Report

City of Richmond, TX  
For the Period Ending 11/30/2023

ACCOUNT #	ACCOUNT NAME	BEGINNING BALANCE	CURRENT ACTIVITY	CURRENT BALANCE
<b>CASH IN BANK</b>				
<b>Cash in Bank</b>				
<a href="#">990-1101</a>	POOLED CASH	2,133,688.47	2,496,417.73	4,630,106.20
<a href="#">990-1302</a>	BROKERED AGENCIES	5,954,921.12	1,009,167.95	6,964,089.07
<a href="#">990-1303</a>	BROKERED CD'S	1,960,000.00	0.00	1,960,000.00
<a href="#">990-1320</a>	PC - TEXPOOL PRIME	22,132,494.97	102,121.53	22,234,616.50
<a href="#">990-1321</a>	CC - CLASS PRIME	24,073,040.64	4,116,280.56	28,189,321.20
<a href="#">990-1323</a>	CC - TEXPOOL PRIME	7,439,885.25	34,328.34	7,474,213.59
<a href="#">990-1399</a>	Mark to Market Adjustment	21,384.73	0.00	21,384.73
<a href="#">990-1470</a>	PREPAID INTEREST	41,965.29	7,333.33	49,298.62
<b>TOTAL: Cash in Bank</b>		<u>63,757,380.47</u>	<u>7,765,649.44</u>	<u>71,523,029.91</u>
<b>TOTAL CASH IN BANK</b>		<u>63,757,380.47</u>	<u>7,765,649.44</u>	<u>71,523,029.91</u>



**FY2024**



**CITY OF RICHMOND, TEXAS**  
**Monthly Sales Tax Analysis**  
**For the period ending**  
**November 30, 2023**

**A CHARMING PAST**  
**A SOARING FUTURE**



# Sales Tax Analysis

DateKey

10/1/2023

11/30/2023



## 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	891,902	146,577	73,289	687,249	-73,289	613,960	473,706	204,653
2 - November	866,044	110,527	55,264	663,349	-55,264	608,085	540,950	202,695
<b>Total</b>	<b>1,757,946</b>	<b>257,105</b>	<b>128,552</b>	<b>1,350,598</b>	<b>-128,552</b>	<b>1,222,045</b>	<b>1,014,656</b>	<b>407,348</b>
<b>Total</b>	<b>1,757,946</b>	<b>257,105</b>	<b>128,552</b>	<b>1,350,598</b>	<b>-128,552</b>	<b>1,222,045</b>	<b>1,014,656</b>	<b>407,348</b>

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

<b>GROSS</b> <small>(Includes Dev. Corp &amp; SPAs)</small>			<b>GENERAL FUND ALLOCATION</b> <i>Actual Income</i>		<b>GENERAL FUND BUDGET</b> <i>Budgeted Income</i>		<b>Year-to-Date Target to Budget</b>  100% = Budget
<b>Total Received</b>	<b>Prior Year % 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>	

**Fiscal Year 2023**

Oct	763,044	5%	526,568	526,568	443,249	443,249	118.80%
Nov	738,217	-18%	502,908	1,029,476	503,425	946,674	108.75%
Dec	713,376	-8%	484,741	1,514,217	463,038	1,409,712	107.41%
Jan	779,887	-11%	538,507	2,052,724	483,082	1,892,794	108.45%
Feb	956,893	11%	667,622	2,720,346	310,847	2,203,641	123.45%
Mar	638,047	-2%	434,230	3,154,576	409,657	2,613,298	120.71%
Apr	678,144	30%	456,506	3,611,082	421,667	3,034,965	118.98%
May	782,674	7%	531,924	4,143,005	526,264	3,561,228	116.34%
Jun	716,487	11%	489,912	4,632,917	476,397	4,037,626	114.74%
Jul	790,298	15%	535,696	5,168,614	479,767	4,517,393	114.42%
Aug	917,383	22%	630,821	5,799,435	538,212	5,055,605	114.71%
Sep	851,854	28%	594,653	6,394,088	483,395	5,539,000	115.44%

**Fiscal Year 2024**

Oct	891,902	17%	613,960	613,960	473,706	473,706	129.61%
Nov	866,044	17%	608,085	1,222,045	540,950	1,014,656	120.44%
Dec	0		0		494,036	1,508,692	
Jan	0		0		472,957	1,981,649	
Feb	0		0		595,931	2,577,580	
Mar	0		0		460,628	3,038,208	
Apr	0		0		482,028	3,520,237	
May	0		0		556,796	4,077,033	
Jun	0		0		512,043	4,589,076	
Jul	0		0		502,512	5,091,588	
Aug	0		0		552,915	5,644,503	
Sep	0		0		516,497	6,161,000	

**MONTHLY COLLECTIONS**



**YEAR-TO-DATE COLLECTIONS**





# City of Richmond

*Where History Meets Opportunity*

**Regular Scheduled City Commission Meeting**

**600 Morton Street**

**Richmond, Texas 77469**

Monday, December 18, 2023 at 4:30 P.M.

## **Tax Assessor/Collector Report**

*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.*





**PROPERTY TAX COLLECTION REPORT**  
**November 30, 2023**

**TAXES DUE AT CERTIFICATION**

Adjustments to Date

TOTAL TAX LEVY

**2023 Tax Collections**

- October
- November
- December
- January
- February
- March
- April
- May
- June
- July (Delinquent as of July 1, 2023)
- August
- September

Pending  
 Reports from  
 County Tax  
 Assessor

Base Penalties & Interest Total

TOTAL	-	-	-
TRANSFERRED TO DELINQUENT FULL			
			-
			-

Last Year %  
 Collected  
 0.00%

**2023 TAXES OUTSTANDING**

% Current Outstanding

**DELINQUENT COLLECTIONS**

	Base	Penalties & Interest	Total
October			-
November			-
December			-
January			-
February			-
March			-
April			-
May			-
June			-
July			-
August			-
September			-
TOTAL	-	-	-

**DELINQUENT TAXES OUTSTANDING**  
**TOTAL TAXES OUTSTANDING**





# City of Richmond

*Where History Meets Opportunity*

## **Regular Scheduled City Commission Meeting**

**600 Morton Street**

**Richmond, Texas 77469**

Monday, December 18, 2023 at 4:30 P.M.

## **Public Works Report**

*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.*





**RICHMOND**

EST. **TEXAS** 1837

# Public Works Report NOVEMBER 2023





**WATER UTILITIES DIVISION  
WATER DISTRIBUTION AND WASTEWATER COLLECTION  
NOVEMBER REPORT**

Richmond Regional WWTF	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Calendar YTD	Measurement
Wastewater Treated	54,207,000	46,079,000	51,777,000	57,377,000	60,800,000	52,223,000	51,194,000	45,560,000	41,679,000	49,175,000	510,071,000	Gallons
Average Daily	1,748,613	1,706,630	1,670,226	1,850,871	1,961,290	1,684,613	1,651,419	1,469,677	1,344,484	1,586,290	1,672,364	Gallons
Percent Capacity	58.28%	56.89%	55.67%	61.70%	65.38%	56.15%	55.05%	48.99%	44.82%	52.88%	55.75%	Percent
Sludge Disposal	450	600	690	540	330	270	210	300	240	240	3,870	Cubic Yards
Reclaimed water usage (In plant usage)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	Gallons
Reclaimed water production (For distribution outside of plant)	-	-	-	-	-	117,972	3,039,029	10,394,749	105,257,16.00	613,611.3.00	30,213,579	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	Gallons

Richmond South WWTP	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Calendar YTD	Measurement
Wastewater Treated	10,797,000	9,775,000	10,498,000	10,711,000	11,905,000	10,188,000	10,393,000	9,349,000	8,361,000	9,162,000	101,139,000	Gallons
Average Daily	348,290	349,107	338,645	345,516	384,032	328,645	335,258	301,581	269,710	295,548	331,603	Gallons
Percent Capacity	36.66%	36.75%	35.65%	36.37%	40.42%	34.59%	35.29%	31.75%	28.39%	31.11%	34.91	Percent
Sludge Disposal	108,000	54,000	195,000	54,000	-	-	54,000	52,500	-	-	517,500	Gallons
Reclaimed Water Usage (In plant Usage)	2,228,900	2,498,900	2,273,600	42,700	19,000	71,500	17,900	22,500	8,300	900	7,184,200	Gallons

**PUBLIC WORKS  
WATER DISTRIBUTION AND WASTEWATER COLLECTION  
NOVEMBER REPORT**

<b>Water Distribution and Wastewater Collection - 2023</b>	<b>Jan</b>	<b>Feb</b>	<b>Mar</b>	<b>Apr</b>	<b>May</b>	<b>Jun</b>	<b>Jul</b>	<b>Aug</b>	<b>Sep</b>	<b>Oct</b>	<b>Nov</b>	<b>Dec</b>	<b>Yr/Date</b>
Water Tap	0	13	9	0	4	9	17	0	6	0	1	0	59
Main Breaks - Main Repairs	4	8	11	0	6	3	3	27	31	0	3	0	96
Excavated Service Repairs - Service Repair (Backhoe Excavation)	8	5	9	10	17	5	2	0	9	2	3	0	70
Excavated Service Repairs - Service Repair (Hand Excavation)	4	7	7	10	3	9	1	5	8	3	0	0	57
Excavated Service Repairs - Leak Investigations	88	105	127	68	102	98	112	190	145	152	85	0	1272
Total Meter Swap Outs - Meter Change Out (Stuck/Broken)	11	1	8	2	1	7	0	7	3	22	5	0	67
Total Meter Swap Outs - Change Out (Meter Program)	25	16	3	7	4	4	2	7	4	25	15	0	112
Total Meter Swap Outs - New Meter w/Existing Service Lead	33	46	26	47	8	10	23	39	47	27	12	0	318
Main Line Valve Maintenance - Valve Maintenance (Hours)	0	11	5	9	14	4	22	7	11	9	0	0	92
Main Line Valve Maintenance - Hydrant and Valve Repair	2	0	3	35	4	16	6	6	7	2	0	0	81
Water Quality Complaint (Low Pressure, Odor, Dirty)	0	3	5	11	3	5	4	9	8	17	6	0	71
Dead-end/Main Flushing - Dead End Flushing (Hours)	84	35	85	81	4	18	54	71	63	65	55	0	615
Dead-end/Main Flushing - New Construction Flushing (Hours)	9	0	0	0	0	59	6	0	1	0	0	0	75
Monthly Cut Offs - City Limits	25	50	38	22	0	0	0	22	41	37	135	0	370
Monthly Cut Offs - MUDs	24	16	20	87	0	12	0	23	40	80	43	0	345
Special Projects - Service Requests	35	26	41	67	19	11	14	41	28	32	34	0	348
Special Projects	7	63	49	44	41	22	42	51	31	43	44	0	437
Special Projects - Preventive Maintenance (Hydrants)	3	4	17	8	7	3	0	8	0	0	0	0	50
Billing Related Work Orders	487	570	622	453	441	405	431	568	446	475	414	0	5312
Billing Related Work Orders - Meter Box Maintenance	0	0	0	0	0	0	0	0	0	0	0	0	0
Preventive Maintenance Line Video (Feet)	0	2	75	0	0	0	0	0	0	0	0	0	77
Preventive Maintenance Line Cleaning (Feet)	0	0	0	0	0	0	0	0	0	3	0	0	3
Preventive Maintenance (Manhole inspections)	1	1	0	0	8	0	3	0	2	2	5	0	22
Manhole / Clean Out Repair	1	5	7	0	0	2	2	0	0	5	4	0	26
Excavated Sewer Service/Main Repair	11	3	9	0	0	9	12	5	0	0	0	0	49
Sanitary Sewer Stoppage - Sewer Stoppage (City Line)	12	18	12	6	15	11	5	9	6	11	27	0	132
Sanitary Sewer Stoppage - Sewer Stoppage (Private Line)	4	10	3	0	5	0	0	0	0	0	2	0	24
Man Hours to Other Divisions (Hours)	1	0	10	15	54	18	7	8	5	5	17	0	140
Cleaning Shop, and Equipment (Hours)	43	131	177	260	94	147	91	70	83	68	65	0	1229
Meeting/Training (Hours)	67	19	56	28	96	6	24	15	17	13	0	0	341
Grease Trap Inspections	0	68	4	0	68	0	0	65	0	0	69	0	274
High Free Ammonia Flushing (Hours)	0	8	2	0	0	0	0	0	0	0	0	0	10
<b>Total</b>	<b>989</b>	<b>1244</b>	<b>1440</b>	<b>1270</b>	<b>1018</b>	<b>893</b>	<b>883</b>	<b>1253</b>	<b>1042</b>	<b>1098</b>	<b>1044</b>	<b>0</b>	<b>12174</b>

**WATER UTILITIES DIVISION  
WATER PRODUCTION AND WASTEWATER TREATMENT  
NOVEMBER REPORT**

**City of Richmond - Ground Water Production**

**(Includes Updated Permit Amount)**

<b>Permit Amt - Oct. 2023 - Sept. 2024 675,000,000 Gallons</b>	<b>October</b>	<b>November</b>
Monthly Production	67,327,000	58,736,000
Permit to Date	67,327,000	126,063,000
Percent to Date	9.97%	18.68%

<b>Permit Amt - Oct. 2023 - Sept. 2024 457,000,000 Gallons</b>	<b>October</b>	<b>November</b>
Monthly Production	48,222,500	38,916,800
Permit to Date	48,222,500	87,139,300
Percent to Date	10.55%	19.07%

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

<b>Total Permit Amt - Oct. 2023 - Sept. 2024 1,132,000,00</b>	<b>October</b>	<b>November</b>
Monthly Production	115,549,500	97,652,800
Permit to Date	115,549,500	213,202,300
Permit / Percent to Date	11.59%	18.83%

**Alternative Water - Reclaimed Wastewater**

<b>Permit to Date (Gallons)</b>	<b>October</b>	<b>November</b>
Monthly Total Re-Claimed	6,136,113	0
Monthly Surface Water	52,137,000	46,953,000
Monthly Total NPW (washdown at plant)	900	15,000
Total Alternative Water (Surface plus reclaim)	58,274,013	46,968,000
Total Demand (Total Ground + Total Alternative)	173,823,513	144,620,800
Monthly Conversion Percentage	33.52%	32.48%
Monthly Conversion Credits	9,195,466	3,589,260
Total Cumulative Credits on Oct 1, 2022	2,068,686,000	2,068,686,000
30% of Total GRP Permit Amount	339,600,000	339,600,000
60% of Total GRP Permit Amount	679,200,000	679,200,000
Years Worth of Credits @ 30%	6.09	6.09
Years Worth of Credits @ 60%	3.05	3.05

**Percent Reduction required by FBSD - 30% of Total GRP in Gallons**

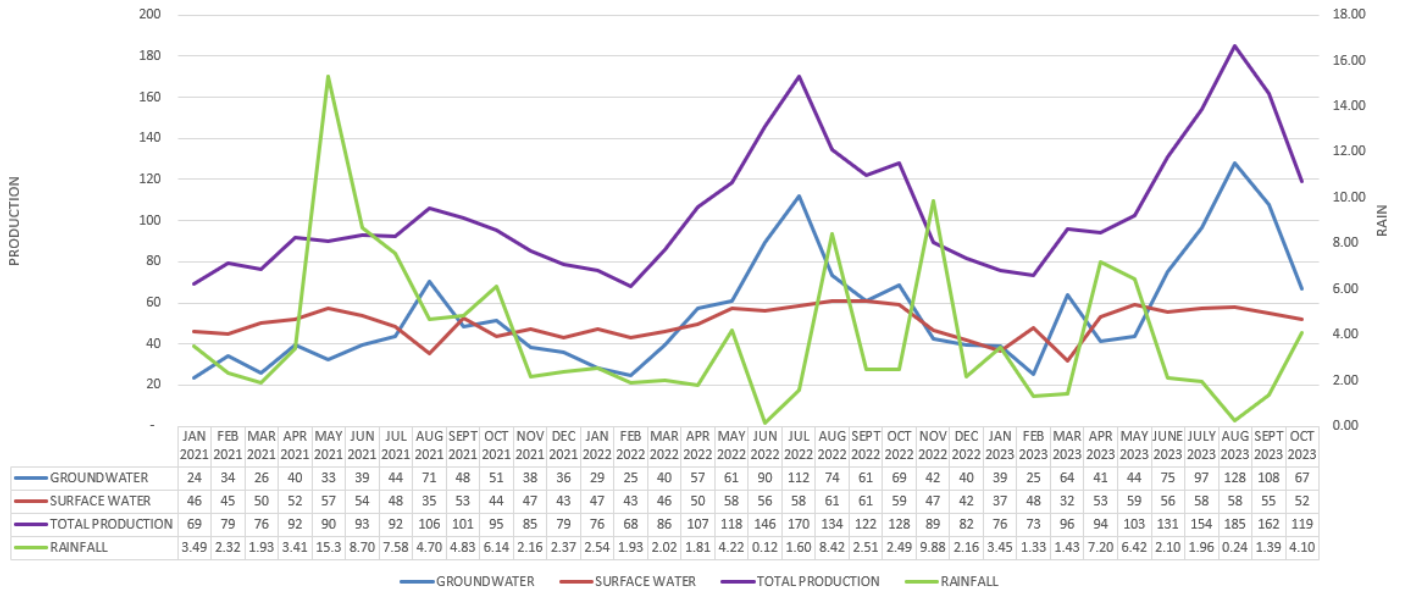
30% of Total GRP Permit Amount in Gallons	339,600,000
60% of Total GRP Permit Amount in Gallons	679,200,000

**Groundwater and Surface Water Production**

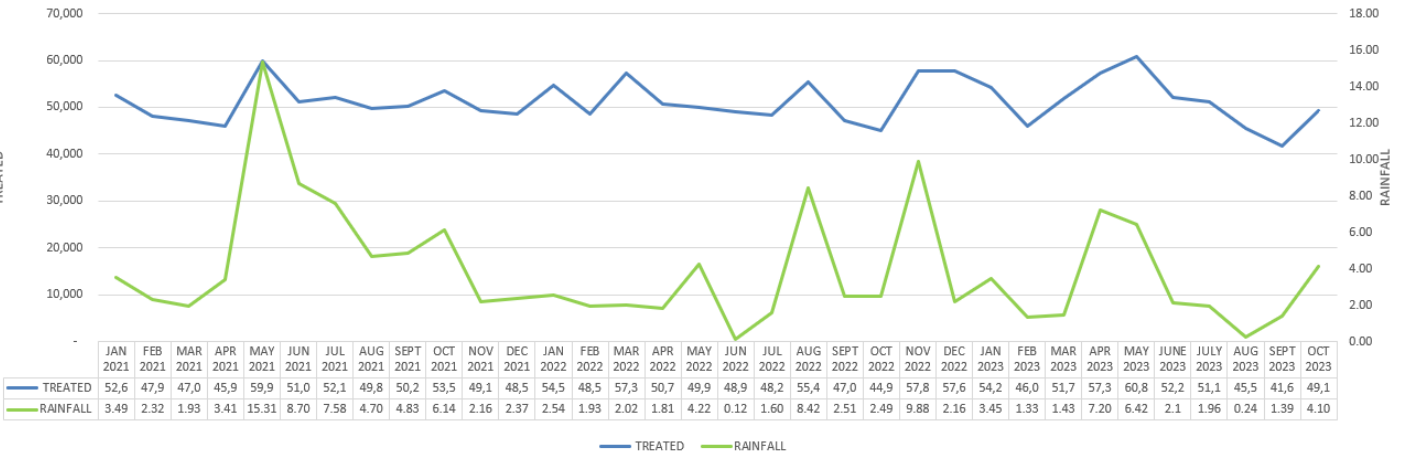
Average Daily (MGD)	3.523
Minimum	2.622
Maximum	4.844

# WATER UTILITIES DIVISION WATER PRODUCTION AND WASTEWATER TREATMENT NOVEMBER REPORT

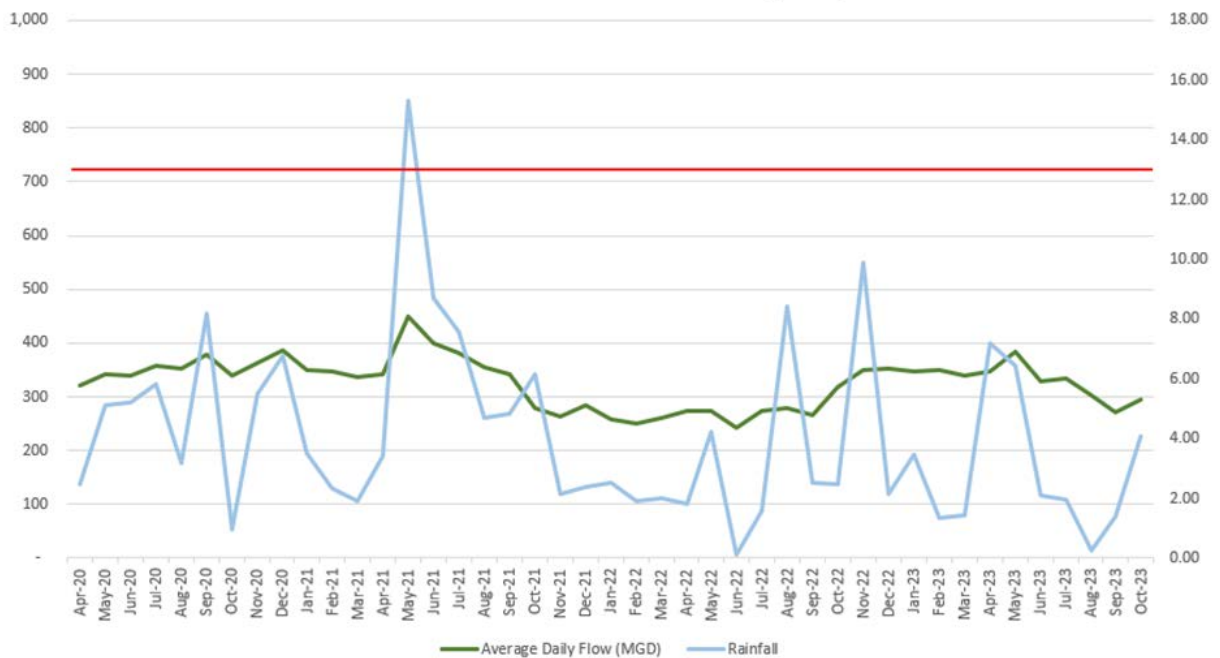
## 2021 - 2023 WATER PRODUCTION



## 2021 - 2023 WASTEWATER TREATED



## South Wastewater Treatment Plant - Average Daily Flow



**PUBLIC WORKS  
TRAFFIC/STREET DEPARTMENT  
NOVEMBER REPORT**

Streets - 2023	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Yr/Date
Workorders	118.0	112.0	131.0	106.0	121.0	100.0	116.0	114.0	116.0	115.0	98.0		1247.0
Regulatory Signs - Maintenance and Repair	69.0	85.0	113.0	113.0	105.0	103.0	59.0	181.0	73.0	131.0	112.0		1144.0
Ditch Cutting	100.0	1000.0	20.0	40.0	40.0	1200.0	150.0	300.0	200.0	0.0	0.0		3050.0
Potholes Patched	60.0	12.0	58.0	61.0	28.0	41.0	45.0	25.0	28.0	37.0	32.0		427.0
Striping (Feet)	1324.0	12.0	270.0	0.0	0.0	0.0	1763.0	236.0	0.0	0.0	2536.0		6141.0
Sidewalk Repair	0.0	0.0	0.0	198.0	100.0	165.0	65.0	0.0	0.0	0.0	0.0		528.0
Sidewalk Repair - Concrete (Yards)	0.0	0.0	0.0	10.5	7.0	11.0	4.0	0.0	0.0	0.0	0.0		32.5
Curb and Gutter Repair (Feet)	0.0	0.0	0.0	8.0	8.0	30.0	0.0	0.0	8.0	0.0	0.0		54.0
Curb and Gutter Repair - Concrete (Feet)	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	1.5	0.0	0.0		1.5
Street Asphalt Overlay (Miles)	0.0	2.2	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0		2.2
Street Asphalt Overlay (Tons of Asphalt))	0.0	3730.82	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0		3730.82

**Special Projects**

Safety Meeting – Winter Safety  
 Set up and work movie night.  
 Cleaned up after farmer’s market.  
 Change out lights downtown.  
 Pecan Festival  
 Christmas Declarations  
 Assist in hanging small lights downtown.

**Tree Trimming**

Behind old vehicle Maintenance Jane Long St. Victoria Dr. Newlin Dr. Travis St.

**Striping**

Downtown Morton St. parking and stop bars/crosswalks.

**Utility Patches**

Mable St.

**PUBLIC WORKS  
PARKS DEPARTMENT  
NOVEMBER REPORT**

<b>Parks Manhours - 2023</b>	<b>Jan</b>	<b>Feb</b>	<b>Mar</b>	<b>Apr</b>	<b>May</b>	<b>Jun</b>	<b>Jul</b>	<b>Aug</b>	<b>Sep</b>	<b>Oct</b>	<b>Nov</b>	<b>Dec</b>	<b>Yr/Date</b>
George Park	200.5	254.0	553.0	462.0	412.0	411.0	461.0	293.0	417.5	591.0	276.5		4331.5
Wessendorff Park	85.5	73.0	85.5	80.5	101.5	83.0	115.0	120.0	90.5	119.0	124.5		1078.0
Shooting Range	0.0	3.0	10.0	0.0	8.0	10.0	7.0	7.0	0.0	1.0	0.0		46.0
Crawford Park	0.0	4.0	8.0	14.0	8.0	6.0	7.0	5.0	12.0	8.0	7.0		79.0
Clay Park	60.0	0.0	22.0	14.0	14.0	82.0	9.0	12.0	22.0	11.0	16.0		262.0
Freeman Town Park	0.0	2.0	6.0	15.0	16.0	12.0	19.0	19.0	11.0	17.0	8.0		125.0
City Hall Park	23.0	4.0	14.0	10.0	10.0	10.0	13.0	8.0	9.0	14.0	18.0		133.0
Special Projects	128.0	333.0	87.0	131.0	260.0	262.0	102.0	448.0	9.0	66.0	240.0		2066.0
<b>Grand Total</b>	<b>497.0</b>	<b>673.0</b>	<b>785.5</b>	<b>726.5</b>	<b>829.5</b>	<b>876.0</b>	<b>733.0</b>	<b>912.0</b>	<b>571.0</b>	<b>827.0</b>	<b>690.0</b>	<b>0.0</b>	<b>8120.5</b>

<b>Parks Trash Collection - 2023</b>	<b>Column1</b>	<b>Column2</b>	<b>Column3</b>	<b>Column4</b>	<b>Column5</b>	<b>Column6</b>	<b>Column7</b>	<b>Column8</b>	<b>Column9</b>	<b>Column10</b>	<b>Column11</b>	<b>Column12</b>	<b>Yr/Date</b>
George Park	32.8	32.6	19.6	61.7	61.7	48.9	55.2	51.7	33.4	53.4	47.5		498.5
Wessendorff Park	0.0	0.0	0.0	3.3	0.0	0.0	0.0	0.0	0.0	0.0	0.0		3.3
Shooting Range	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0		0.0
Crawford Park	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	3.3	0.0	0.0		3.3
Clay Park	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0		0.0
Freeman Town Park	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0		0.0
City Hall Park	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0		0.0
Special Projects	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0		0.0
<b>Grand Total</b>	<b>32.8</b>	<b>32.6</b>	<b>19.6</b>	<b>65.0</b>	<b>61.7</b>	<b>48.9</b>	<b>55.2</b>	<b>51.7</b>	<b>36.7</b>	<b>53.4</b>	<b>47.5</b>	<b>0.0</b>	<b>505.1</b>

**Special Projects**

- Cleaned equipment and sharpened blades
- Cleaned out flower pots on Morton St
- Cleaned Shop
- Insurance meeting
- Mowed 1116 Myrtle St
- Mowed lot in the 500 blk of Preston St
- Mowed Street Department
- Mowed Water Department



**PUBLIC WORKS  
TOTAL CALLS RECEIVED  
NOVEMBER REPORT**

<b>Public Works Calls - 2023</b>	<b>Jan</b>	<b>Feb</b>	<b>Mar</b>	<b>Apr</b>	<b>May</b>	<b>Jun</b>	<b>Jul</b>	<b>Aug</b>	<b>Sep</b>	<b>Oct</b>	<b>Nov</b>	<b>Dec</b>	<b>Yr/Date</b>
Code Enforcement	44	32	48	49	43	33	31	68	25	20	10		403
Construction Inspection	7	4	4	2	6	2	7	8	2	3			45
Public Works Calls - General Info												284	284
Facilities	11	5	13	7	9	14	5	13	11	4	2		94
Inquiry	46	38	52	30	55	29	47	62	55	52			466
Out of City Limits	42	20	40	53	57	44	63	89	86	73			567
Parks	0	1	0	0	6	0	2	0	3	1			13
Sales Calls	17	5	24	18	19	25	14	19	13	8			162
Solid Waste	14	7	10	9	8	8	7	15	21	9	111		219
Solid Waste - GFL Residential Calls	46	36	66	56	46	56	61	64	67	77			575
Street	23	33	21	15	32	16	23	19	19	13	26		240
Street Lights	3	7	6	5	8	7	2	11	10	10			69
Traffic	0	0	0	0	0	0	0	0	0	0			0
Transfer Calls	47	37	45	47	36	44	47	43	32	26			404
Transfer Calls to Customer Service	24	20	20	29	20	22	20	22	41	21			239
Transfer Calls to Permits	25	29	30	37	29	22	22	30	15	22			261
Transfer Calls to Planning	36	30	29	30	33	22	36	46	52	25			339
Utility Calls	70	71	64	55	57	68	69	129	107	65	80		835
<b>Grand Total</b>	<b>455</b>	<b>375</b>	<b>472</b>	<b>442</b>	<b>464</b>	<b>412</b>	<b>456</b>	<b>638</b>	<b>559</b>	<b>429</b>	<b>513</b>	<b>0</b>	<b>5215</b>

**PUBLIC WORKS  
PROJECT REVIEW  
NOVEMBER 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.

**PLANS REVIEW**

<b>DATE</b>	<b>PROJECT NAME</b>	<b>Plan Type</b>
11/1/2023	Indigo Section 1 Revision Re-submittal//23-024-01//COR - Revision to Final - 3rd Sub	PI & Grading
11/3/2023	Grace Community Bible Church - 5121 FM 359 - 2nd Sub	Site Plan
11/13/2023	1221 E Hwy 90A - Castell Auto - 2nd Sub	Site Plan
11/14/2023	ILT Richmond K-8 - 1006 FM 359 - 6th Sub	Site Plan
11/17/2023	1421 Great Blue Heron - Veranda Montessori	Site Plan
11/21/2023	2455 1/2 Harlem Rd - Harvest Green WWTP Expansion to .95 MGD	PI & Grading
11/27/2023	Indigo Ultimate Detention	PI & Grading

**PLAT REVIEW**

<b>DATE</b>	<b>PROJECT NAME</b>
11/8/2023	Completeness Check Submittal - Richmond Plaza -Preliminary Plat
11/13/2023	Rio Vista Business Park Reserve – Preliminary Plat (Plat Variance)

**PUBLIC WORKS  
ONGOING PROJECT UPDATES  
NOVEMBER REPORT**

**WATER PROJECT UPDATES**

WA2102 – Water Rehabilitation

- Project complete.

**STREET PROJECT UPDATES**

ST001 – 10th Street Extension

- The County has closed on 23 properties out of 43. 3 Properties are in eminent domain proceedings. Demolition permits have been submitted to Code Enforcement

**FRONT STREET PROJECT UPDATES**

Front Street

- Some concrete has been poured but the contractor is in discussions with the county about outstanding change orders.

**PARK PROJECT UPDATES**

PK007 – Clay Street/Second street Drainage and Sidewalk Project

- Construction contract approved, work to begin in October. Long lead time for outfall equipment and notice to proceed will be January. Working with the County to include the roundabout into this contract.

**OTHER PROJECT UPDATES**

WW2102 - East Wastewater Plant

- Consultant working through permit process with TCEQ and design for expansion and property owner for easement acquisition. City staff will be assisting with the environmental evaluation by potholing potential easement locations. Still waiting on authorization signatures from property owners north of 90A. Staff and consultant are considering alternate routes.

ST2201 – Street Rehabilitation

- 100% design has been submitted for review. City preparing an inter local agreement with the County for mobility funds. Project is budgeted for bid next fiscal year.

SW2201 – New Groundwater Well

- Working with the design consultant to define the full scope of work. To be able to mix with surface water we will need to conduct a CT (contact time) study and revise to submit to the TCEQ for approval. One easement needed for the sanitary control located on adjacent property has been identified by the state as having contaminated groundwater. Staff is looking for alternative locations for the new well.

WA2201 – Motor Control Rehabilitation

- Project is complete.

WW2302 South WWTP

- TCEQ approved re-rating the facility to 1.22 MGD. Design for the full expansion 2.2 MGD is 100% complete. Construction contract awarded first of August and contractor is mobilizing at the WWTP.

Utility Expansion for Development on Williams Way

- Water line is complete, lift station is approximately 30% complete.

WW2201 – Wastewater Reuse Expansion

- Construction contract awarded in October.

MU2305 - City Hall Generator

- Construction Contract approved in October, notice to proceed issued in November.

**PUBLIC WORKS  
ONGOING PROJECT UPDATES  
NOVEMBER REPORT**

**OTHER PROJECT UPDATES**

MU2036 – Morton Street Parking

- Construction contract approved in October, Notice to proceed issued December 2<sup>nd</sup>.

**PROJECTS PENDING FOR FY23**

WW2205 and WA2202 – Water Well Rehabilitation

- Approximate start date November 2023.

**Monthly Safety Meeting** – Cold Safety

**TxDOT Updates**

**90 Overpass Project**

1. Have no updates on the 90 over pass project.

**City Projects Other**

Myrtle Street Renovation

- Construction is approximately 80% complete.

Downtown sidewalks

- Preliminary report due in December

**Grant Projects**

**ARPA projects:**

Downtown Water line – Project complete.

Winston Water Well – Construction project awarded in November.

Wastewater Plant Rehab – Design plans are approximately 70% Complete.

**GLO projects:**

Second Street Raising – Design is 30% complete.

Rabbs Bayou Improvements – Design is 30% complete.

Newton Dip Improvements – Design is 30% complete.

Greenwood Lift Station Improvements – Design is 60% complete.

Second Street Lift Station Improvements - Design is 60% complete.

North Seventh Street Lift Station improvements - Design is 60% complete.



# City of Richmond

*Where History Meets Opportunity*

**Regular Scheduled City Commission Meeting**

**600 Morton Street**

**Richmond, Texas 77469**

Monday, December 18, 2023 at 4:30 P.M.

## **Planning Department Report**

*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.*



## DEVELOPMENT UPDATES TO THE CITY COMMISSION

December 2023

The following table provides an overview of Planning Department activities from November 1, 2023 through November 30, 2023:

PRE-APPLICATION CONFERENCES			
LOCATION	LAND USE	TARGET INDUSTRY	DESCRIPTION
<ul style="list-style-type: none"> <li>▪ 907 Morton St (OT District and WFBMD)</li> </ul>	Professional offices, Single-family detached, duplex, and triplex	Yes  Business Services	<ul style="list-style-type: none"> <li>▪ <i>The subject site is located along the south of Morton Street in between South 9<sup>th</sup> Street and S 10<sup>th</sup> Street. Staff met with the applicant to discuss various uses for the subject site (professional office use, single-family detached, duplex and triplex). The applicant is proposing to occupy the Manor House for professional offices, single-family detached, duplex or triplex, take down the white tent to use as off-street parking for all uses, add an additional dwelling unit to the existing residential structure (make into a triplex) along South 10<sup>th</sup> Street, and remove swimming pool to add off-street parking lot for residential uses. Staff discussed the permitting process, off-street parking requirements for all proposed uses, and replatting. Follow-up comments for the meeting were provided to the applicant.</i></li> </ul>
<ul style="list-style-type: none"> <li>▪ 1827 Richmond Pkwy Ste 102 (GC District)</li> </ul>	Mailing center	Yes  Business Services	<ul style="list-style-type: none"> <li>▪ <i>The subject site is located along the north of Richmond Parkway and directly across Fort Bend County Sheriff's Office at the northwest corner of Richmond Parkway and Golfview Drive. Staff met with the applicant to discuss a proposed mailing and printing center (UPS drop-off and P.O. boxes). Staff discussed the permitting processes. Follow-up comments for the meeting were provided to the applicant.</i></li> </ul>
<ul style="list-style-type: none"> <li>▪ 2018 Thompson Rd (SC District and WFBMD)</li> </ul>	Church	No	<ul style="list-style-type: none"> <li>▪ <i>The subject site is located along the west of Thompson Road and corner of Long Drive. Staff met with the applicant to discuss the proposed church use for 15 fellowship members. Staff discussed off-street parking, tree removal permit and the permitting process. Follow-up comments for the meeting were provided to the applicant.</i></li> </ul>




<ul style="list-style-type: none"> <li>2216 Thompson Rd, Suite A (GC District and WFBMD)</li> </ul>	<p>HTX Auto Plex (car dealership or office for car dealership)</p>	<p>Yes Business Services</p>	<ul style="list-style-type: none"> <li>The subject site is located at the northwest corner of Thompson Road and FM 2218. Staff met with the applicant to discuss proposed car dealership on-site for 20-30 vehicles or office use for car dealership financing (no vehicles on-site). Staff discussed the permitting process and off-street parking requirements. Follow-up comments for the meeting were provided to the applicant.</li> </ul>
<ul style="list-style-type: none"> <li>303 N 10th Street (GR District)</li> </ul>	<p>Mount Carmel Baptist Church-Parking Lot Modifications</p>	<p>No</p>	<ul style="list-style-type: none"> <li>The subject site is located along the west of North 10<sup>th</sup> Street and in between Powell Street and Ferry Street. The applicant is proposing to demolish a structure on the west portion of the property and south of Powell Street to create a parking lot and rearrange the parking spaces for the church use due to the future expansion of 10<sup>th</sup> Street. Staff discussed the permitting process and off-street parking requirements. Follow-up comments for the meeting were provided to the applicant.</li> </ul>
<ul style="list-style-type: none"> <li>Indigo Section 2 (ETJ and Development Agreement)</li> </ul>	<p>Residential/ Mixed Use</p>	<p>No</p>	<ul style="list-style-type: none"> <li>The subject site is a section within the Indigo Master Planned Community located between Harlem Road and Grand Parkway, south of Owens Road. Staff met with the applicant to discuss proposed plat of Indigo Section 2 subdivision for a residential/ mixed-use development. Staff discussed the platting process. Follow-up comments for the meeting were provided to the applicant.</li> </ul>
<ul style="list-style-type: none"> <li>2055 Richmond Pkwy (GC District)</li> </ul>	<p>Mixed-use (commercial and apartments)</p>	<p>Yes Business Services</p>	<ul style="list-style-type: none"> <li>The subject site is located at the northeastern corner of Richmond Parkway and Golfview Drive intersection; with Jane Long Farms residential neighborhood to the south; residential lots on Ayala Court to the East; and Liberty Center to the West. The applicant is proposing to rezone the site from General Commercial (GC) to Mixed-Use (MU) to allow for the construction of 300 apartment units, a clubhouse measuring 5,500 sf, restaurant (3,000 sf), convenient store (6,000 sf), and retail (12,000 sf) on a 13+acres of land. Staff discussed development standards in the MU District, rezoning procedures and the platting and permitting process for the proposed use. Follow-up comments for the meeting were provided to the applicant.</li> </ul>

SITE DEVELOPMENT PLAN REVIEWS		
LOCATION	LAND USE	DESCRIPTION
<ul style="list-style-type: none"> <li>2406 FM 723 (SC &amp; WFBMD)</li> </ul>	Market at Kingdom Heights  C-store and gas station	<ul style="list-style-type: none"> <li>The subject site is east of FM 723 and within Kingdom Heights Section 1 subdivision. Staff reviewed the 4<sup>th</sup> submittal of a proposed Gas Station and C-store. The scope of work includes an approximate 6,000 square foot building along with 10 gas pumps.</li> </ul>
<ul style="list-style-type: none"> <li>0 Frost Lane (ETJ)</li> </ul>	Frost School Lane Entrance	<ul style="list-style-type: none"> <li>The subject site located at the northwest corner of Mason Road and Skinner Lane. Staff reviewed the first submittal of the widening and repaving of Frost School lane entrance at Skinner Lane.</li> </ul>
<ul style="list-style-type: none"> <li>1120 FM 359 (SC &amp; WFBMD)</li> </ul>	ILT Richmond K-8 School	<ul style="list-style-type: none"> <li>The subject site is located along the eastern side FM 359, across Richmond Tire and Automotive and north of Yoga on the Brazos. Staff reviewed the 5<sup>th</sup> submittal of a proposed 97,644 square foot charter school (K-8) with proposed detention and sports field.</li> </ul>
<ul style="list-style-type: none"> <li>Westcreek Subdivision (ETJ)</li> </ul>	Westcreek Subdivision Back Lot Drainage	<ul style="list-style-type: none"> <li>The subject site is located north of FM 359 in between McCrary Road and Precinct Line Road. Staff reviewed the first submittal of 8" drainage line to upgrade storm pipes with grates.</li> </ul>
<ul style="list-style-type: none"> <li>409 S 11<sup>th</sup> Street (OT and WFBMD)</li> </ul>	The Redeemed Evangelical Mission	<ul style="list-style-type: none"> <li>The subject site is located south of Highway 90A east of FM 762. Staff reviewed the 3<sup>rd</sup> submittal of a proposed 1,562 square foot church. The site currently includes a single structure and will be modified to include a new structure, parking and associated landscaping.</li> </ul>

**COMPREHENSIVE MASTER PLAN UPDATE EVENTS**

Comprehensive Master Plan Update Community Survey Online (open until January 7<sup>th</sup>, 2024)

Please scan QR Code Below for access to Survey







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



# City of Richmond

*Where History Meets Opportunity*

**Regular Scheduled City Commission Meeting**

**600 Morton Street**

**Richmond, Texas 77469**

Monday, December 18, 2023 at 4:30 P.M.

## **Building Department Report**

*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.*



**RICHMOND**

EST. **TEXAS** 1837

# **Building Permits Report November 2023**

PROJECT: 20231842 - COMMERCIAL BUILDING TYPE: CM-01 COMMERCIAL BUILDING  
PROPERTY: 103 SOUTH THIRD ST  
APPLIED DATE: 11/09/2023 ISSUED DATE: 11/09/2023 EXPIRATION DATE: 5/07/2024 COMPLETION DATE: 11/29/2023  
CONTRACTOR: ISSUED TO: FUENTES REMODELING SERVICES  
6714 PICKETT DR  
RICHMOND, TX 77469  
SQUARE FEET: 0  
DWELLING TYPE: PRIVATE UNITS: 0  
STATUS: COMPLETE BALANCE: 0.00

DESCRIPTION: REPAIRS OF WOOD & WINDOWS, DOORS - PER SCOTT NO PERMIT REQUIRED FOR THIS WORK.

PROJECT: 20231973 - COMMERCIAL BUILDING TYPE: CM-01 COMMERCIAL BUILDING  
PROPERTY: 611 JACKSON ST B  
APPLIED DATE: 11/01/2023 ISSUED DATE: 11/22/2023 EXPIRATION DATE: 4/21/2024 COMPLETION DATE: 0/00/0000  
CONTRACTOR: ISSUED TO: M6 BUILDERS  
2218 WINGED FOOT DR  
MISSOURI CITY, TX 77459  
SQUARE FEET: 0  
DWELLING TYPE: PRIVATE UNITS: 0  
STATUS: OPEN BALANCE: 0.00

DESCRIPTION: THE SPACE WILL BE A BOOKSTORE WITH A SMALL BAR AREA TO SERVE DRINKS & PRE-PACKAGED FOODS

PROJECT: 20231989 - COMMERCIAL BUILDING TYPE: CM-01 COMMERCIAL BUILDING  
PROPERTY: 206 MORTON ST  
APPLIED DATE: 11/06/2023 ISSUED DATE: 11/06/2023 EXPIRATION DATE: 5/04/2024 COMPLETION DATE: 0/00/0000  
CONTRACTOR: ISSUED TO: ATLAS FOUNDATION REPAIR  
8945 SOLON  
HOUSTON, TX 77064  
SQUARE FEET: 0  
DWELLING TYPE: PRIVATE UNITS: 0  
STATUS: OPEN BALANCE: 0.00

DESCRIPTION: FOUNDATION REPAIR - 7 EXTRIOR PILINGS

PROJECT: 20232076 - COMMERCIAL BUILDING TYPE: CM-01 COMMERCIAL BUILDING  
PROPERTY: 806 THOMPSON RD  
APPLIED DATE: 11/09/2023 ISSUED DATE: 11/09/2023 EXPIRATION DATE: 5/07/2024 COMPLETION DATE: 0/00/0000  
CONTRACTOR: ISSUED TO: AXIS BUILDERS, LLC  
10963 CUTTEN RD B102

PROJECTS: THRU ZZZZZZZZZZ

REPORT SEQUENCE: Project

PROJECT TYPE: Include: CM-01

CONTRACTOR CLASS: All - All Contractor Classes

CONTRACTORS: All

APPLIED DATES: 11/01/2023 THRU 11/30/2023

EXPIRE DATES: 0/00/0000 THRU 99/99/9999

STATUS INCLUDED: Opened, Complet

ISSUED DATES: 0/00/0000 THRU 99/99/9999

=====

PROJECT: 20232129 - COMMERCIAL BUILDING TYPE: CM-01 COMMERCIAL BUILDING

PROPERTY: 20400 SOUTHWEST FREEWAY #100

APPLIED DATE: 11/20/2023 ISSUED DATE: 11/20/2023 EXPIRATION DATE: 5/18/2024 COMPLETION DATE: 0/00/0000

CONTRACTOR: ISSUED TO: J.A GREENE CONSTRUCTION SERVIC  
11960 BARKER CYPRESS RD #440  
CYPRESS, TX 77433

SQUARE FEET: 0

DWELLING TYPE: PRIVATE UNITS: 0

STATUS: OPEN BALANCE: 1,320.20

DESCRIPTION: buildout for new dental office

TOTAL PRINTED: 5 PROJECTS TOTAL BALANCE: \$5,195.20

=====

PROJECT: 20231848 - RESIDENTIAL BUILDING TYPE: RES-01 RESIDENTIAL BUILDING  
PROPERTY: 1200 WINSTON DR  
APPLIED DATE: 11/13/2023 ISSUED DATE: 10/16/2023 EXPIRATION DATE: 4/15/2024 COMPLETION DATE: 0/00/0000  
CONTRACTOR: ISSUED TO: T MARTIN CONSTRUCTION GROUP  
5757 HAWD RD  
RICHMOND, TX 77469

SQUARE FEET: 0  
DWELLING TYPE: PRIVATE UNITS: 1  
STATUS: OPEN BALANCE: 0.00

DESCRIPTION: REMODEL, SIDING, MOVE WINDOWS, PATIO COVER

PROJECT: 20231960 - RESIDENTIAL BUILDING TYPE: RES-01 RESIDENTIAL BUILDING  
PROPERTY: 502 MANDOLA FARMS  
APPLIED DATE: 11/06/2023 ISSUED DATE: 11/06/2023 EXPIRATION DATE: 5/07/2024 COMPLETION DATE: 0/00/0000  
CONTRACTOR: ISSUED TO: DFH COVENTRY  
7676 WOODWAY #104  
HOUSTON, TX 77063

SQUARE FEET: 0  
DWELLING TYPE: PRIVATE UNITS: 1  
STATUS: OPEN BALANCE: 0.00

DESCRIPTION: RES NEW BUILD

PROJECT: 20231983 - RESIDENTIAL BUILDING TYPE: RES-01 RESIDENTIAL BUILDING  
PROPERTY: 421 CLAY ST  
APPLIED DATE: 11/02/2023 ISSUED DATE: 11/02/2023 EXPIRATION DATE: 5/03/2024 COMPLETION DATE: 0/00/0000  
CONTRACTOR: ISSUED TO: THE PRISMA GROUP  
421 CLAY ST  
RICHMOND, TX 77469

SQUARE FEET: 0  
DWELLING TYPE: PRIVATE UNITS: 1  
STATUS: OPEN BALANCE: 429.50

DESCRIPTION: REPAIRING HOME)- INTERIOR REMODELING, EXTERIOR RENOVATIONS, 3 BEDROOMS, 2 BATHS, FOUNDATION, & PORCH

PROJECT: 20231988 - RESIDENTIAL BUILDING TYPE: RES-01 RESIDENTIAL BUILDING  
PROPERTY: 1419 EDGEWOOD DR  
APPLIED DATE: 11/06/2023 ISSUED DATE: 11/06/2023 EXPIRATION DATE: 5/07/2024 COMPLETION DATE: 0/00/0000  
CONTRACTOR: ISSUED TO: SALAZAR, AUSTREBERTO  
1419 EDGEWOOD

PROJECTS: THRU ZZZZZZZZZZ REPORT SEQUENCE: Project  
PROJECT TYPE: Include: RES-01 CONTRACTOR CLASS: All - All Contractor Classes  
CONTRACTORS: All  
APPLIED DATES: 11/01/2023 THRU 11/30/2023 EXPIRE DATES: 0/00/0000 THRU 99/99/9999  
STATUS INCLUDED: Opened, Complet ISSUED DATES: 0/00/0000 THRU 99/99/9999

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PROJECT: 20232108 - RESIDENTIAL BUILDING TYPE: RES-01 RESIDENTIAL BUILDING  
PROPERTY: 1512 CARVER AVE  
APPLIED DATE: 11/16/2023 ISSUED DATE: 11/16/2023 EXPIRATION DATE: 5/17/2024 COMPLETION DATE: 11/28/2023  
CONTRACTOR: ISSUED TO: JOHNSON, ROSALINDA H.  
1512 CARVER AVE  
RICHMOND, TX 77469  
  
SQUARE FEET: 0  
DWELLING TYPE: PRIVATE UNITS: 1  
STATUS: COMPLETE BALANCE: 0.00

DESCRIPTION: ROOF

PROJECT: 20232123 - RESIDENTIAL BUILDING TYPE: RES-01 RESIDENTIAL BUILDING  
PROPERTY: 505 KOSLER LN  
APPLIED DATE: 11/17/2023 ISSUED DATE: 11/17/2023 EXPIRATION DATE: 5/16/2024 COMPLETION DATE: 0/00/0000  
CONTRACTOR: ISSUED TO: ATLANTIS CONSTRUCTION LLC  
318 EDGEWOOD DR  
RICHMOND, TX 77406  
  
SQUARE FEET: 0  
DWELLING TYPE: PRIVATE UNITS: 1  
STATUS: OPEN BALANCE: 1,129.30

DESCRIPTION: NEW CONSTRUCTION OF DUPLEX

PROJECT: 20232128 - RESIDENTIAL BUILDING TYPE: RES-01 RESIDENTIAL BUILDING  
PROPERTY: 1006 SOUTH FOURTH ST  
APPLIED DATE: 11/20/2023 ISSUED DATE: 11/20/2023 EXPIRATION DATE: 5/21/2024 COMPLETION DATE: 0/00/0000  
CONTRACTOR: ISSUED TO: ALMARAZ, JULIE  
1006 SOUTH FOURTH ST  
RICHMOND, TX 77469  
  
SQUARE FEET: 0  
DWELLING TYPE: PRIVATE UNITS: 1  
STATUS: OPEN BALANCE: 10.00

DESCRIPTION: FEES ARE TO BE DETERMINED BY SCOTT

PROJECT: 20232131 - RESIDENTIAL BUILDING TYPE: RES-01 RESIDENTIAL BUILDING  
PROPERTY: 1200 WINSTON DR  
APPLIED DATE: 11/20/2023 ISSUED DATE: 11/29/2023 EXPIRATION DATE: 5/28/2024 COMPLETION DATE: 0/00/0000  
CONTRACTOR: ISSUED TO: T MARTIN CONSTRUCTION GROUP  
5757 HAWD RD

PROJECTS: THRU ZZZZZZZZZZ REPORT SEQUENCE: Project  
PROJECT TYPE: Include: RES-01 CONTRACTOR CLASS: All - All Contractor Classes  
CONTRACTORS: All  
APPLIED DATES: 11/01/2023 THRU 11/30/2023 EXPIRE DATES: 0/00/0000 THRU 99/99/9999  
STATUS INCLUDED: Opened, Complet ISSUED DATES: 0/00/0000 THRU 99/99/9999

PROJECT: 20232140 - RESIDENTIAL BUILDING TYPE: RES-01 RESIDENTIAL BUILDING  
PROPERTY: 434 RICHMOND PLACE DR  
APPLIED DATE: 11/27/2023 ISSUED DATE: 11/27/2023 EXPIRATION DATE: 5/26/2024 COMPLETION DATE: 0/00/0000  
CONTRACTOR: ISSUED TO: OLSHAN FOUNDATION REPAIR  
5902 W 34TH ST  
HOUSTON, TX 77092  
SQUARE FEET: 0  
DWELLING TYPE: PRIVATE UNITS: 1  
STATUS: OPEN BALANCE: 0.00  
DESCRIPTION: FOUNDATION REPAIR - 21 EXTERIOR PILINGS

PROJECT: 20232146 - RESIDENTIAL BUILDING TYPE: RES-01 RESIDENTIAL BUILDING  
PROPERTY: 1300 SAN JACINTO AVE  
APPLIED DATE: 11/28/2023 ISSUED DATE: 11/28/2023 EXPIRATION DATE: 5/27/2024 COMPLETION DATE: 0/00/0000  
CONTRACTOR: ISSUED TO: RODRIGUEZ, RAYMOND  
213 VERA CRUZ DR  
ROSENBERG, TX 77471  
SQUARE FEET: 0  
DWELLING TYPE: PRIVATE UNITS: 1  
STATUS: OPEN BALANCE: 77.20  
DESCRIPTION: SHED

PROJECT: 20232161 - RESIDENTIAL BUILDING TYPE: RES-01 RESIDENTIAL BUILDING  
PROPERTY: 1327 WILD MUSTANG TRL  
APPLIED DATE: 11/30/2023 ISSUED DATE: 11/30/2023 EXPIRATION DATE: 5/31/2024 COMPLETION DATE: 0/00/0000  
CONTRACTOR: ISSUED TO: TEXAS SOLAR INTEGRATED  
5631 UNIVERSITY HEIGHTS BLVD.  
SAN ANTONIO, TX 78249  
SQUARE FEET: 0  
DWELLING TYPE: PRIVATE UNITS: 1  
STATUS: OPEN BALANCE: 285.63  
DESCRIPTION: (SOLAR PANELS) - INSTALLING SOLAR PANELS ON TO AN EXISTING RESIDENTIAL ROOFTOP. THIS HAS AN ELECTRICAL PERMIT CREATED AS WELL; PERMIT # 20232162 FOR ELECTRICAL.





# City of Richmond

*Where History Meets Opportunity*

**Regular Scheduled City Commission Meeting**

**600 Morton Street**

**Richmond, Texas 77469**

Monday, December 18, 2023 at 4:30 P.M.

## **Code Enforcement Report**

*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.*



# **Code Enforcement**

**NOVEMBER 2023**

**For  
Mayor Rebecca Haas**

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

# CODE ENFORCEMENT NOVEMBER REPORT

## **Activity Summary for Code Enforcement**

The Department for the month has been working on transitioning to the new software of MGO by designing workflows, code enforcement letter forms and general information. We should be able to start using the new software in December.

See attached reports:

- New Open Cases
- Dangerous Structures
- Municipal Cases
- Health Inspection Report

## CODE ENFORCEMENT NOVEMBER REPORT

### New Open Cases

Case #	Case Date	Address of Violation	Description of Other Violation
20230522	11/1/2023	5400 Point West Dr	Expired License
20230523	11/1/2023	107 S Third	Expired License
CE-30-CV	11/1/2023	215 Rochelle	No Permit

### Dangerous Structures

Case #	Case Date	Address of Violation
20210480	11/3/2021	103 South 3rd
20220486	8/24/2022	110 N Union St
20230476	8/29/2023	1103 Preston ST
20220240	6/1/2022	1205 Preston St
20220378	7/20/2022	1600 Rocky Falls Rd
20230063	2/15/2023	1612 George Ave
20220680	12/29/2022	1717 Paloma Ave
20220188	4/21/2022	209 Calhoun St
20220620	10/27/2022	215 Clark St
20220450	8/12/2022	304 Riveredge DR
20230158	3/22/2023	308 Riveredge Dr
20230474	8/25/2023	336 Rocky Falls PKWY, SPC #42,
20230244	5/3/2023	415 Clay St
20230379	6/29/2023	816 Mabel St
20230082	2/27/2023	818 Mabel St
20220052	2/9/2022	909 Fields St

### Municipal Cases

None were submitted for the month.

These are still pending.

Case #	Case Date	Address of Violation
20220580	9/29/2022	1605 Paloma Ave
20220573	9/28/2022	615 Center St
20220490	8/29/2022	802 S 3rd St
20220463	8/22/2022	803 Fields St
20220454	8/16/2022	611 N 3rd St.
20210113	4/7/2021	205 Clark St
20190526	10/30/2019	304 Riveredge Dr

## MONTHLY HEALTH INSPECTION REPORT

LICENSE NO.	BUSINESS NAME	ADDRESS	DATE EXPIRED	DATE INSPECTED	6 MONTH FOLLOW UP	PASSED/FAILED	SCORE
240	DEAF SMITH ELEMENTARY	2014 LAMAR DR.	9/26/2024	11/1/2023	6/19/2023	P	
239	JANE LONG ELEMENTARY	907 MAIN ST.	9/26/2024	11/1/2023	7/13/2023	P	
1907	WINGSTOP	5400 POINTE WEST #160	11/25/2024	11/2/2023	7/23/2023	P	96
414	RICHMOND MEAT MARKET	140 COLLINS RD #500	8/31/2024	11/6/2023	7/30/2023	P	96
33	LARRYS	116 HIGHWAY 90-A	10/31/2024	11/6/2023	9/2/2023	P	92
1361	THE TROUGH JUICE BAR	107 S. THIRD	10/31/2023	11/7/2023	9/7/2023	P	90
211	BUENA VISTA	100 LIBERTY ST	11/20/2023	11/7/2023	9/7/2023	P	90
2875	LOS GALLITOS	20420 SW FREEWAY	11/3/2024	11/7/2023	10/14/2023	P	91
3239	SEVILLAS TAQUERIA	140 COLLINS RD	11/3/2024	11/7/2023	12/15/2023	P	
4	PAPA JOHNS	1301 FM 2218 #300	11/30/2023	11/13/2023	12/15/2023	P	93
524	CVS	11950 MASON RD.	11/29/2024	11/13/2023	12/15/2023	P	
776	LONE STAR SALOON	102 SOUTH THIRD ST	11/29/2024	11/13/2023	12/27/2023	P	94
2710	BEE NUTRITION	301 S 9TH #111	4/6/2024	11/14/2023	12/27/2023	P	100
159	ST JOHNS METHODIST CHURCH	400 JACKSON ST	4/30/2024	11/14/2023	12/27/2023	P	100
2256	TEJAS MEXICAN GRILL	1517 JACKSON ST	5/16/2024	11/14/2023	12/27/2023	P	100
2757	MORRISON HEALTHCARE (OAK BEND)	1705 JACKSON ST	5/23/2024	11/14/2023	12/27/2023	P	100
171	RIVEREDGE GROCERY	110 HIGHWAY 90	5/31/2024	11/14/2023	1/10/2024	P	
241	SEGUIN ELEMENTARY	605 MABEL ST.	9/26/2024	11/14/2023	1/10/2024	P	100
2732	FRIENDS OF NORTH RICHMOND	1305 CLAY ST	5/1/2024	11/16/2023	1/11/2024	P	100
2276	DONER & GYROS	5400 POINTE WEST #140	5/21/2024	11/16/2023	1/11/2024	P	100
959	KEP FOOD STORE #2 - (Conv. Store Only)	1385 FM 359	5/31/2024	11/16/2023	1/12/2024	P	100
1040	KEP FOOD STORE #2 - RANCHEROS TA	1385 FM 359	7/31/2024	11/16/2023	1/14/2024	P	100
2730	D SPOT DAIQUIRI LOUNGE #2	1531 FM 359 #600	4/27/2024	11/17/2023	1/24/2024	P	100
3139	BIG CHICKEN	3415 FM 762 #100	8/16/2024	11/17/2023	2/9/2024	P	100
2959	TAQUERIA LEON	1212 FM 2218	2/6/2024	11/20/2023	2/11/2024	P	
2468	PULL OVER	1827 RICHMOND PARKWAY	3/29/2024	11/20/2023	2/11/2024	P	
1833	HELPING HANDS	902 COLLINS	4/24/2024	11/20/2023	2/11/2024	P	100
410	RICHMOND FOODS - Morton	512 MORTON ST	3/31/2024	11/21/2023	2/11/2024	P	



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## **Emergency Management Report**

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## City of Richmond OEM Monthly Report – November 2023

Mayor and Commissioners,

The month of November was a good month for the Office of Emergency Management. I stayed busy working on several on-going tasks.

### **Processes and systems being monitored by the Office of Emergency Management**

#### **Activities:**

- Continued to get City employees up to date on the ICS courses required by the City.
- Tested employees for Covid-19. (no positive results)
- Completed several Event Action Plans for City functions and other events within the City. After Action Reports were also completed for these events.
- Attended weather calls with surrounding jurisdictions, TDEM and the NWS.
- Created a PDF so other users will be able to create and send a message easily using CivicReady.
- Assisted with getting the City prepared and decorated for the December events (Tree lighting, Miracle on Morton, etc.).
- Attended safety meeting held at the City Street Department.
- Assisted with preparing lunch for a city-wide employee luncheon.
- Drove the City looking for any possible issue that may become problems during weather events. (Drains, trees. etc.)

#### **Summary:**

I stayed busy with virtual meetings, conference calls and the above-listed tasks. We have officially reached the end of hurricane season for this year. There is still a chance that a tropical storm could pop up, therefore we will remain vigilant in monitoring the Atlantic. We will also continue to monitor and prepare for any other weather events that may impact on our area.

Prepared by: Robert Oliver



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## **Development Corporation of Richmond Report**

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Director's Report Provided By: Jerry W. Jones Jr.  
October 2023

## **DCR's Mission and Strategic Priorities**

### **Born in the Bend interview**

I enjoyed my time on the latest episode of Born in the Bend. I had a chance to sit and sip (**Coffee**) with Emily and Aimee as we discussed big things on the horizon in our City. With exciting developments and new projects springing up all the time, we discussed my experience and expertise in cultivating Richmond's business community and working with creating people-centric places downtown. Listen to the episode wherever you get your podcasts, or in your browser at [www.borninthebend.com](http://www.borninthebend.com)."

### **Meeting with Lina Sabouni**

Lina and I met to discuss any future projects in Richmond. Lina is the Principal in charge at AUTOARCH Architects. She is an outgoing board member for Fort Bend EDC. We have spoken to one another in the past, but after the Indigo Development was presented at the EDC's member meeting, we scheduled a meeting to discuss the future.

### **Houston Regional Economic Development Alliance (HREDA)**

HREDA met at the Greater Houston Partnership office . We received a Legislative Update from Kaitlyn Murphy and heard from Crosby Brito who is the Employer Engagement manager, for Workforce Solutions. We exchange contact information and will be working with one another.

### **Meeting with Lou Mancinas, Senior Field Development Officer**

Met with Lou and received an update on TSTC. I shared with him that I would love for his team to come and share all the wonderful things happening there, especially the expansion of the TESLA Training program. We will have them on the agenda soon to discuss.

### **Coffee at the BLOCK**

Our October Coffee at the BLOCK was the largest attended Coffee at the BLOCK we have had to date! This networking event is hosted by Blockhouse Coffee & Kitchen in Downtown Richmond. The event is designed to connect community members and provide a platform for local businesses and organizations to showcase their products and services.

The event is typically held on the fourth Thursday of each month from 9:00 AM to 11:00 AM. Attendees can enjoy a free cup of coffee while networking with other members of the community.

Coffee at the BLOCK is a great opportunity to learn more about the Richmond community and support local businesses. It is also a fun and relaxed way to meet new people and make connections. Here are some of the benefits of attending Coffee at the BLOCK:

- **Support local businesses and organizations.**
- **Network with other businesses and community members.**
- **Learn more about the Richmond business community.**

## **Business Retention and Recruitment**

### **Economic Development Panel-Fort Bend Chamber Leadership Forum**

I was invited to the Fort Bend Chamber Leadership Forum's discussion on Economic Development along with my other colleagues throughout the region. We discussed our individual communities as well as what the region faced as it relates to job growth and attraction. There were some businesses there who needed assistance with some inquiries they had as they began to expand their business interest into the Richmond-Rosenberg area.

### **Texas Economic Development Council's Annual Conference**

TEDC Conference was held on October 11-13 at the J.W. Marriott. The signature discussions were:

- **Solutions to Texas' Water Crisis**
- **Planning for the Future: State of Texas Economic Development Strategic Plan Update**
- **Place-based Innovation: Connecting the Dots Between University Research and Economic Development**

The Water Crisis discussion was truly the center of focus this year along with other infrastructure conversations. Development appears to be gravely concerned with a potential water crisis.

### **Develop Richmond Access to Capital Series - Part III: Meet the Lender Panel Discussion**

This was part III of the series surrounding funding. Are you READY to pursue financing to start or grow your business? Join to meet 3 SBA approved lending representatives who will discuss how they make loan decisions and steps you can take to mitigate challenges to accessing capital.

- SBA Lenders Attending:
- Celtic Bank – Ahsen Khan
- Hanmi Bank – Paul Cheong
- PeopleFund – Cindy Urrutia
- The Bancorp – Irvin Williams

## **Promotes Availability of Sites/Buildings**

### **Pre-Application Conference(s)**

Pre-Application Conference: 1207 FM 359 (Certificate of Occupancy - Morales Brothers Construction)

Pre-Application Conference - 612 FM 359 (ETJ) (Manufacture Homes Community)

Pre-Application Conference (in-person): 301 S. 2nd Street (Graphic Design & Print Business)

Pre-Application Conference: 606 S 11th St (medical clinic)

Pre-Application Conference: 139 FM 359 (E Lox Biz Park warehouses)

Pre-Application Conference: 611 Jackson St, Ste B (Lit Bookbar - bookstore)

Pre-Application Conference: US 59 (Williams Ranch Multifamily Commercial)

Pre-Application Conference: 2116 Thompson Road Suite H1

Pre-Application Conference: 924 FM 359 (platting)

**Supporting documents are attached to this report**

### **Realtor(s) and Developers**

We met with one of our downtown business owners who is looking to purchase new space for a new business venture. We have begun to have conversations regarding the property and how we can assist with continuing to see growth.

## **Fort Bend Economic Development Council (FBEDC)**

### **Small Group Investor Golf & Lunch Outing w/ Houston Exponential**

Houston Exponential hosted a Golf and Lunch session with investors from Houston. They wanted to know about businesses in Fort Bend who would need Venture Capital. The Houston Exponential has begun to share with them that there is a budding group of entrepreneurs within the Fort Bend Community, and they expect to host more of these events soon.

### **Roundtable Economic Development Directors and TIP Strategies**

The Strategic Plan is complete and TIP Strategies is now meeting with both the County and the EDC to discuss their findings.

### **FAM Tour**

We are gearing up for next year's FAM Tour. Committee members are working to host another successful Fort Bend County Familiarization Tour scheduled for March 18-March 20, 2024. This event is an opportunity to highlight the region and cities within to site selectors on Why they should choose Fort Bend/Richmond. Here are some of the logistical items we are addressing:

**Goal:** Market assets of Fort Bend County region

- Establish a strong rapport and build relationships with nationally recognized site consultants that are selected by the regions involved.

- Share best practices, industry trends and competitive advantages with regional partners involved through a facilitated roundtable discussion and individual one-on-one time with site consultants.
- **Strategy:** Identify specific target markets to focus on during visit and avoid the “we have it all” approach. Select site consultants who fit within the identified target industries and build a program around those industries (for attraction), understanding we can revise those targeted industries in subsequent tours/programs of outreach. This year, we will focus on life sciences/biotechnology and do a single track with smaller breakout sections specific to the regions of the county

### **Points Across All Programming**

- Demonstrate diversity/inclusion- ESG and how it is being utilized with area companies/communities
- Emphasize the “why Fort Bend” versus “what we are”- ask questions of panelists to answer the why
- Be memorable in our intentional choices (driving, snacks, companies, participants)
- Highlight focused-industries approach (be less "we have it all" and focus on specific things in the region for this unique set of consultants)
- Use CEO/C-Suite as much as possible; less talk from staff/politicos
- Use time wisely and keep the energy level up; provide time for intentional breaks; less travel time
- Highlight regionalism/collaboration and a "clean", easy process
- Address political concerns (equality of exposure) across FBC cities

### **Draft Schedule**

#### **Monday - Travel Day/Arrival**

- Optional golf at MC golf course.
- Gift certificates for dinner in gift baskets
- Possible cocktail reception? We will need to get a sponsor; will begin to consider

#### **Tuesday**

- Breakfast/meet and greet at hotel or area in SLTC
  - Introductions of cities/EDDs and FBEDC; consultants' intros
  - Maps of county
  - Target Industries
  - Day's Schedule/Expectations
  - Speed Dating with cities/consultants (10 minutes per consultant)
- Roundtable Discussions-
  - CEO Roundtable with tour (Life Sciences/BioTech)
  - Snack

### **Ad Hoc Committee- Develop Richmond TX Strategic Plan.**

#### **Networking**

- CFBC Coffee and Convos

**\*\*\*There are properties below that I will highlight during our DCR board meeting and provide context on what the status of their sites are.\*\*\***



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13. Set date for next meeting. (Regular City Commission Meeting on Monday, January 22nd at 4:30 p.m.)



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## **Regular Scheduled City Commission Meeting**

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**Monday, December 18, 2023 at 4:30 P.M.**

- A9. Review and consider taking action on amending the Rules of Commission.



**CITY COMMISSION  
AGENDA ITEM COVER MEMO**

**DATE: 12/18/2023**

**Staff Review:**

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

**AGENDA ITEM: A9. Review and consider taking action on amending the Rules of Commission**

**SUBMITTED BY: Gary W. Smith, City Attorney**

**SYNOPSIS**

**This is the second reading of the proposed amendments to the Rules of the Commission. The proposed draft incorporates the changes expressed during the November 13 meetings of the Commission.**

**COMPREHENSIVE PLAN GOALS ADDRESSED**

**BACKGROUND**

**On November 13, 2023, the Commission considered proposed amendments to the Rules of the Commission.**

**The changes proposed conform the Rules to the practices of the City, including:**

- **The authority of the City Manager to cancel or reschedule meetings,**
- **The responsibility of the City Secretary's office to post all agendas, on the bulletin board and on the website,**
- **Clarification of the responsibilities of the person chairing a meeting,**
- **Clarification of procedures relating to voting, and**
- **Conforming the process for adjourning to and returning from executive session.**

During the meeting, the Commission requested clarification that any written comments be forwarded to the Commission without summarization by staff. The rules of decorum were made applicable to staff and the public.

**BUDGET ANALYSIS**

FUNDING SOURCE	ACCOUNT NUMBER	PROJECT CODE/NAME	FY2024 FUNDS BUDGETED	FY2024 FUNDS AVAILABLE	AMOUNT REQUESTED

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

Requested Amendment:  
Budgeted funds estimated for FY2024:

Purchasing Review:  
Financial/Budget Review:

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

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

**SUPPORTING MATERIALS**

Attached draft of Rules of Commission.

**STAFF'S RECOMMENDATION**

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



CITY OF RICHMOND  
RULES OF THE COMMISSION

The following rules and regulations are the rules of procedure of the Richmond City Commission. They shall remain in effect unless otherwise changed by formal approval by City Commission. Such action is authorized and is in keeping with Richmond City Charter, Article III, Section 3.12, which states, in part, that the City Commission may determine its rules of procedure.

The Mayor and City Commission will generally conduct each regular and special meeting of the City Commission in compliance with these Rules of the Commission and the provisions of Robert's Rules of Order stated herein; provided that the failure of the Mayor and/or the City Commission to follow these Rules or the applicable provisions of Robert's Rules of Order shall not create any right or violate any right of any member of the Commission or any third party, person or citizen, or create or give rise to any due process claim for or on behalf of any such member of the City Commission or any third party, person or citizen. These rules may be enforced exclusively by the Chair and/or majority vote of the City Commission.

A. **MEETING** - Three types of meetings are recognized:

1. Regular Meetings will be held on the date, time and place as set forth in Section 2-1, Richmond Code. The Commission or the City Manager may cancel or reschedule a regular meeting in response to an emergency, holiday schedules, or as useful for a more efficient accomplishment of the public business.
2. Special Meetings are subject to call by the Mayor or City Manager. Except in unusual circumstances, these meetings will be held at the City Hall Annex at a stated time. The purpose of such meeting is to act upon matters that should not be delayed until a Regular Meeting. Minutes of such meeting will be maintained as a Special Meeting.
3. Workshop Meetings are subject to call by the Mayor, City Manager, or Commission member, subject to a majority will. The time, place and purpose will be stated at each instance. The purpose of such meeting shall be to discuss in depth or to explore matters of interest to the City, such as a meeting with one of the City's appointed committees, or the Commission may wish to explore a matter in great detail.

B. **AGENDA** - The following stipulations relate to the Agenda for Meetings of the Commission:

1. Pursuant to Sec. 3.12(2), City Charter, the Mayor or Commission Members by motion at a Commission meeting may place items on the agenda of a future meeting. Upon approval of inclusion of an item on the agenda of a future meeting, the item shall be included on the specified agenda.

2. The Mayor or a Commission Member may submit agenda items to the City Manager for inclusion on the next City Commission meeting agenda. Unless deemed time sensitive or of an urgent nature, agenda items must reach the City Manager's Office at 5:00 p.m. seven (7) days prior to the Regular Meeting. The Mayor or a Commission Member may submit no more than three (3) agenda items per meeting. The City Manager will exercise the City Manager's best judgment in determining which business items are to be placed on the agenda and are the most needed, required, or important for placement on the agenda for consideration by the Commission.

When the Mayor or an individual Commission Member requests that an item be included on the meeting agenda, the City Manager and/or staff shall not be compelled to conduct any research or preparation for such agenda item. Any direction to the staff or request for information relative to said agenda item, other than public records, shall be provided by a majority of the Commission, subsequent to discussion of such item at the meeting. All such agenda items should be limited to issues that are within the authority and jurisdiction of the City.

3. Any Department Head wishing to have an item placed on the agenda shall submit that item to the City Manager's office for approval. Unless deemed time-sensitive or of an urgent nature, agenda items must reach the City Manager's Office at 5:00 P.M. seven (7) days prior to the Meeting. City Manager shall make the determination if an item is time-sensitive or of an urgent nature to be exempt from the seven-day requirement.

4. The City Manager will endeavor to provide a draft agenda to the Commission members on the 4<sup>th</sup> business day before each Regular and Special Meeting. For Special Meetings called with fewer than 4 business days' notice, the City Manager will endeavor to provide a draft agenda to the Commission members as soon as practicable. Such draft agenda may be changed as determined appropriate by the City Manager.

5. Commission Agenda Packets for all Regular Meetings will be developed and delivered to Commission members no less than three (3) days preceding meetings, except in the event of an emergency. This should afford ample opportunity for all Commission members to inquire into the nature of each matter to be discussed or personally investigate the matter so as to better inform himself/herself before a Commission Meeting.

6. Commission Agenda Packets shall be exclusively developed for and distributed to the Mayor, City Commission, and City Manager; and the appropriate staff as determined by the City Manager.

7. The City Secretary's Office will assume responsibility for posting a copy of each agenda advising the public of any public meeting as required by law and/or these rules. The agendas shall be posted at least seventy-two (72) hours prior to the time scheduled for the meetings. The agenda will be posted at the designated public site on the bulletin board at city hall and on the City's website. The agenda for an emergency meeting shall be posted not less than two hours prior to the scheduled meeting time, and whenever reasonably possible at least twenty-four (24) hours preceding the time of the meeting. The City

Manager and City Secretary will work jointly to assume responsibility for compliance with the Texas Open Meeting Law.

8. The purpose of Workshop Meetings is to explore or discuss city business without taking specific action. The general public can, of course, attend such meeting, if they wish, but the public may not participate in the proceedings unless invited to do so. Occasionally, public hearings may be held at Workshop Meetings for the convenience of the public.

9. Consent Agenda. A section in a City Commission meeting agenda containing routine items (i.e. approval of minutes, acceptance of staff reports) that can be grouped together as one item and passed as one. Any item listed on the Consent Agenda may be pulled by any member to be discussed separately.

**C. COMMISSION PROCEEDINGS** - These procedures shall apply to all meetings of the City Commission.

1. Chair - The Mayor shall be the presiding officer at all meetings of the City Commission and have a voice in all of its proceedings. In event of the absence of the Mayor, the Mayor Pro-Tem shall be the presiding officer. In the event of the absence of the Mayor and Mayor Pro-Tem, the assembled quorum of Commissioners may elect a presiding officer for that meeting. Such elected presiding officer shall preside over that meeting until the arrival of the Mayor or Mayor Pro-Tem or the adjournment of that meeting. The role and authority of the Mayor relating to the conduct of meetings shall be assigned to the person serving in the role of Mayor during a meeting.

2. Roll Call - The presiding officer shall take the Chair at the time appointed for Commission to meet and shall immediately call the City Commission to order. The roll shall then be taken by the City Secretary, who shall enter in the minutes of each meeting the names of members present. In the absence of a quorum at the time appointed for a meeting, the members present may, by a majority vote, take a recess or recesses and cause the City Secretary to inquire as to the attendance of the absent member(s).

3. Addressing the Chair - Commission members shall speak in Commission Meetings only upon being recognized by the Mayor, whose recognition shall not be withheld.

4. Voting - All members of the Commission present shall vote upon every issue, subject, or matter properly before the Commission and requiring a Commission vote; provided that, if any member of the Commission has a conflict of interest that fact shall be stated in the minutes, the appropriate affidavit shall be filed, and such member shall abstain from discussion and voting on the issue. If no conflict exists, upon stating the reason for the abstention, the Commissioner is allowed to abstain in accordance with *Richmond City Charter Article III, Section 3.11*, such Commissioner is considered as present and voting for the purposes of the tally. Except as otherwise provided by the Richmond City Charter and statutes, no ordinance, resolution, order, action, matter or issue, shall be passed, approved, adopted, taken or consented to except by a majority vote of the members of Commission present and voting, and not less than two (2) affirmative votes shall be required to pass, approve, adopt, take action on, or consent to any ordinance,

resolution, action, matter, issue, or motion (*Richmond City Charter, Article III, Section 3.09*).

5. Recordation of Vote - At the discretion of the Mayor or Chair, any vote on a qualifying motion may be recorded by either a simultaneous voice vote of Commission members or by individual roll call. A roll call vote shall be taken and duly recorded upon request by any member of the Commission or City Manager.

6. Excusal from Attendance - No member shall be excused from attendance at a Regular Commission meeting except by a vote of a majority of the members present in order to comply with *Richmond City Charter, Article III, Section 3.05 (2)*.

D. **PARLIAMENTARY PROCEDURE** - In conducting all meetings of City Commission, it shall be Commission's intent to follow Robert's Rules of Order to the extent reasonably applicable to a legislative body. The following commonly used procedures will be followed:

PARLIAMENTARY QUESTIONS, MOTIONS AND THEIR PRECEDENCE:

	Debatable	Amendable	A Majority Vote (of those present)
1. To take a recess	No	Yes	Yes
2. For the previous question	No	No	Yes
3. To continue to a time certain	Yes	Yes	Yes
4. To amend	Yes	Yes	Yes
5. To offer a substitute amendment	Yes	Yes	Yes
6. To postpone indefinitely	Yes	No	Yes
7. To table	Yes	No	Yes

1. Opening an Item for Discussion - The City Commission shall discuss agenda items prior to their formal consideration by motion. To initiate such discussion, the Mayor or City Manager shall introduce the agenda item by reading the agenda item, announcing the subject matter and agenda item number or the heading of the proposed legislation. After the Mayor or Chair has introduced the agenda item, he or she shall declare it open for discussion. Commission members shall then adhere to the procedures defined herein for general discussion or debate of the pending item.

2. Handling a Motion – The three steps by which a motion is normally brought before Commission are as follows: (1) A Commission member makes the motion, (2) another Commission member seconds the motion, and (3) the Mayor or Chair states the question on the motion. Neither the making nor the seconding of a motion places it before the Commission; only the Mayor can do that, by the third step. When the Mayor has stated the question, the motion is pending. It is then open to further debate (parliamentary name given to any form of discussion of merits of a motion), if necessary. Any Commission member who has made a motion that has been duly placed before Commission will have the right to speak first in debate, if so desired, after the Mayor has stated the question.

3. Amending a Motion - Amending a motion that is before Commission allows for additional clarification of action pending before Commission. After any motion is made and properly seconded, placing it before the Commission, the Mayor or Chair shall ask if there are any questions or further discussion. If, as a result of the ensuing discussion, the Commission member who made the motion wishes to amend, add to, and/or clarify the motion, he/she shall be permitted to do so before the vote is taken, upon its proper seconding by a Commission member, the amended motion shall be immediately put to a vote. If, as a result of the ensuing discussion, the Commission member who made the motion does not wish to amend the motion, another Commission member may move to amend the motion, upon its proper seconding by a Commission member, the amended motion shall be immediately put to a vote.

4. Close Debate to Vote - Any Commission member may call for the question on any matter being debated; the issue shall immediately be put to vote. This shall be done by the member calling for the previous question. Passage of the motion to address the previous question shall terminate debate on the motion, amendment, or amended motion, and the matter shall move on immediately. Debate shall normally be closed after every Commission member wishing to speak has been given every opportunity to speak and no Commission member has any additional comments to make. When the debate appears to have closed, the Mayor shall ask if any Commission member has a motion to make. Additionally, any Commission member may terminate debate by calling for the previous question. The effect of this motion is to immediately terminate debate on this motion, amendment, or amended motion and at once take a vote on the immediately pending question. If this is voted down, discussion continues.

5. Reconsider - Reconsidering previous Commission action enables a majority of Commission, within a limited time, to bring back for further consideration a motion that has already been voted on. The purpose of reconsidering a vote is to permit correction of hasty or erroneous action, or to take into account added information or a changed situation that has developed since the taking of the vote. The motion to reconsider has the following unique characteristics:

- a.) It can be made only by a member who voted with the prevailing side. In other words, a motion to reconsider can only be made by one who voted aye if the motion involved was adopted, or no if the motion was lost.

b.) In a session of one day, such as an ordinary meeting, the motion to reconsider can be made only on the same day the vote to be reconsidered was taken.

c) If the subject matter is one on which a motion to reconsider may be made at a subsequent Commission meeting, the motion to reconsider may be made only at the next regular or special meeting of the Commission. The motion to reconsider may not be made or considered unless it is on the agenda and the request to reconsider is made by a Commission member that previously voted on the prevailing side of the original motion and vote.

6. Steps for taking action. The process for taking action on an agenda item is described in the preceding sections. In summary, a motion, properly seconded, and approved by a majority of the quorum of the Commission present (unless a different majority is required) is the appropriate action on an item and shall apply whether specifically stated in these Rules.

7. Executive Session. The Mayor or Chair may announce that the Commission will retire to executive session. A Commissioner may request and the City Manager may suggest that the Commission retire to executive session. If the Mayor or Chair declines to announce the executive session, a Commissioner may appeal the ruling of the Mayor or Chair, upon seconding, a vote shall be taken.

8. Adjournment – Adjournment of the meeting is at the discretion of the Mayor or Chair.

**E. DEBATE**

1. Limit Debate - The Mayor and/or a majority of Commission may agree to limit debate on any business before it. That agreement must be formalized by Commission on a roll call vote.

2. Assignment of the Floor for Debate - When a measure is presented for consideration by the Commission, the Mayor or Chair shall recognize the appropriate individual to present the case. If the Commission member who made the motion that is immediately pending claims the floor and has not already spoken on the question, he/she is entitled to be recognized in preference to other members. When two or more Commission members wish to speak, the Mayor shall select the individual who is to speak first. A motion can be made only by that Commission member who has been recognized by the Mayor as having the floor.

3. The Mayor shall not be obligated to recognize any Commission member for a second comment on the subject or amendment until every Commission member wishing to speak has been allowed a first comment.

4. No Commission member who has already had the floor in debate on the immediately pending question is entitled to have the floor again on the same

question, so long as any member who has not spoken on that question claims the floor.

5. No member of the Commission shall interrupt another while speaking except to make a point of order or to make a point of personal privilege. When a Commission member has been assigned the floor and has begun to speak, he or she cannot be interrupted by another member or the Mayor except for one of the following purposes, and only then when the urgency of the situation justifies it:

- a.) a Call for the Orders of the Day (requiring Commission to conform to its agenda),
- b.) raising a question of privilege,
- c.) a Point of Order (calling of failure to observe these rules), or
- d.) an inquiry that requires an immediate response.

#### **F. DECORUM**

1. Dilatory & improper Motions -A motion is dilatory if it seeks to obstruct or thwart the will of the assembly as clearly indicated by the existing parliamentary situation. Parliamentary forms are designed to assist in the transaction of business. Even without adopting a rule on the subject, every deliberative assembly has the right to protect itself from the use of these forms for the opposite purpose. It is the duty of the Mayor or Chair to prevent Commission members from misusing the legitimate motions, merely to obstruct business. Whenever the Mayor becomes convinced that one or more members are using parliamentary forms for obstructive purposes, he or she should rule that such motions are out of order,

2. No Commission member and no member of staff shall be permitted to indulge in personalities, use language personally offensive, arraign motives of members, staff, or a member of the public, charge deliberate misrepresentation, or use language tending to hold a member of the City Commission, or a member of city staff, or a member of the public up to contempt.

#### **G. COMMITTEES OF THE CITY COMMISSION** - The following provisions relate to the formation and operation of committees that are authorized by the City Commission:

1. Standing Advisory Committees - The Mayor may propose and the City Commission may authorize the creation of standing advisory committees. Each standing advisory committee shall be authorized to study and make recommendation related to issues deemed appropriate. A standing advisory committee may not be created for the purpose of exercising the City Commission's police powers and investigatory authority expressly authorized in the City Charter, nor shall a standing advisory committee be created for any purpose assigned to the Ethics Committee in the City's Ethics Ordinance. A standing advisory committee is advisory in nature only.

The Mayor may name not more than two (2) City Commissioners to each standing advisory committee. The Mayor may nominate and the City Commission may approve up to three (3) members of the public to each standing advisory committee. Public members of each standing advisory committee, if any, serve at the will of the Mayor and City Commission; must be registered to vote in the City of Richmond, with no more than one a resident of the extraterritorial jurisdiction. To maximize citizen participation

on standing advisory committees, a public member may not concurrently be appointed to more than one standing advisory committee. A standing advisory committee may be dissolved by a majority vote of the City Commission.

A member of Commission serves a term on the standing advisory committee that is concurrent with the Commissioner's term of office. A Commission member serving on a standing advisory committee may voluntarily relinquish their appointment.

2. Ad hoc Advisory Committees - The Mayor may establish an Ad hoc Committee of no more than one Commission member and the City Manager or the City Manager's designee to study and make recommendations regarding a short-term or specific concern properly brought before the City Commission. The Mayor may appoint no more than two additional members of the public to an Ad hoc committee if the Mayor determines that an individual's expertise in the matter to be considered will substantially assist the committee in making a recommendation to the City Commission. An ad hoc committee is advisory in nature only and is dissolved immediately upon the committee reporting back to the full City Commission with a recommendation, unless further consideration is requested by the City Commission.
3. Interview Committees – The Mayor may appoint two Commission members to each Interview Committee to review applications for appointment to specified Boards, Commissions, or Committees. The term of each Interview Committee shall be from July 1 through June 30.

#### H. APPOINTMENTS TO BOARDS, COMMISSIONS AND COMMITTEES

CREATED BY STATUTE, CHARTER, OR ORDINANCE - The following provisions govern the procedures for making appointments to boards, commissions and committees created by statute, charter, or ordinance:

1. Submission of Application - The City Commission may adopt an application form that a member of the public is to complete for an appointment to any board, commission, or committee. Applications for appointment to any board, commission, or committee shall be advertised, solicited, collected, assembled, reviewed, and retained as provided in the Board, Commission, Committee Appointment Policy as adopted and amended by the City Commission.
2. Appointments to Boards, Commissions and Committees - The Interview Committee for each board, commission, or committee may nominate individuals for appointments to all boards, commissions, and committees. Appointments shall be by a simple majority vote of the City Commission. Such nominations, appointments, and reappointments shall be as provided in the Board, Commission, Committee Appointment Policy as adopted and amended by the City Commission.



I. **CITIZEN PARTICIPATION AT MEETINGS** - It is the policy of the Richmond City Commission to provide opportunities for comments and participation in such meetings by its citizens. The following procedures shall be utilized to provide for citizen participation:

1. All citizens wishing to speak during any Commission meeting shall be present at the meeting location, complete a "Request to Address Commission" form and state the subject they wish to discuss as provided prior to the meeting. Upon completion, said forms shall be submitted to either the City Secretary or the Mayor. Their names will be added to the minutes of said meeting by the City Secretary as a matter of record.

2. Richmond citizens are encouraged to request discussion of any pertinent issue by City Commission through the inclusion of said issues on meeting agendas in the manner discussed herein. It is the expressed desire of the City of Richmond to specifically address issues that are important to the general good and best interests of the community. However, said issues must be brought forward in a proper and constructive manner to assure their appropriate consideration.

3. A "Citizens Comments" section will be listed on each meeting agenda to allow for general comments on city issues from residents or citizens of the City of Richmond. When properly recognized by the Mayor under this agenda item, a citizen will be limited to three (3) minutes for comments on a given item. A citizen who requests to speak may not give her/his time to another citizen. A citizen who addresses the Commission through a translator shall be given at least six (6) minutes for comments on a given item.

4. As a general rule, Commission and/or the staff shall not respond to questions or comments submitted under the "Citizens Comments" section of any meeting. Responses to said discussion will be considered for proper reply at an appropriate time. Citizens should understand that State law very materially restricts the responses that may be made to such citizen communications.

5. Citizen comments may be about an item on the agenda or about a matter over which the City has jurisdiction and must be made prior to the close of the "Citizen Comments" period and prior to the City Commission beginning deliberation on the agenda item. Citizens who wish to address a matter not on the agenda at a meeting may do so, but only under "Citizens Comments" as described above.

6. A person involved in an agenda item, i.e., property owner for a plat or rezoning, contractor for a contract, etc., may, at the discretion of the Mayor or Chair of the meeting, participate in the discussion of the item of business in which the person has an interest.

7. The Mayor or Chair of said meeting may ask the citizens present if they wish to speak for or against any item as listed on the meeting agenda. If so, they may be given an opportunity to do so at the proper time, when duly recognized by the Mayor or Chair of the meeting.

8. As a general rule, citizens may not participate in the discussion of the Commission and staff at Workshop Meetings.

9. In the best interests of the City, the Mayor or Chair of the meeting may choose to alter some or all of these rules governing Citizen Participation, if deemed necessary to exact the appropriate information for consideration by Commission.

10. A person may submit written comments to the City Commission, however, such comments will not be read or entered into the minutes of the meeting. Written comments will be provided to the City Commission.

11. No member of the public addressing the City Commission shall be permitted to indulge in personalities, use language personally offensive; question motives of members, staff, or the public; charge deliberate misrepresentation; or use language tending to hold a member of Commission, staff, or the public up to contempt; or to utter loud, threatening, personal, or abusive language; or to engage in any other disorderly conduct that disrupts, disturbs, or otherwise impedes the orderly conduct of a Commission meeting. A complaint about a person shall not be made during Citizen Comments. This paragraph shall not be interpreted or applied to prohibit public criticism of the Commission, including criticism of any act, omission, policy, procedure, program, or service.

12. The Mayor, chair, or presiding officer shall request that a person who is breaching the rules of decorum or procedures for addressing the Commission, or who is in attendance at the meeting and is violating the rules set forth in I.10., be orderly and comply with the rules. If after receiving a warning from the Mayor, chair, or presiding officer, the person persists in violating the I.10. rules, the presiding officer may order him or her to leave the Commission meeting. If a person who is requested to leave the meeting does not leave the meeting, the Mayor, chair, or presiding officer may request any law enforcement officer who is on duty at the meeting or otherwise in attendance to remove that person from the Commission chamber. Any participant that threatens physical harm to another participant by words or actions may be removed from the meeting without first being warned. Any person who is removed from two meetings due to the person's violation of this section, and such removal is documented by reports of the Richmond Police Department, such person shall be prohibited from attending any public meeting of the City of Richmond for a period of six months.

#### **J. MISCELLANEOUS**

1. Amending these Rules -A majority vote of City Commission is required to alter, amend, rescind, or supplement these rules. Any proposed alterations, amendments, or supplements shall be submitted in writing at a public meeting and placed on the

agenda for a later public meeting. By majority recorded vote of all members elected to the Commission, such proposed alterations, amendments, or supplements may be adopted at the meeting after which the same were originally submitted.



# City of Richmond

*Where History Meets Opportunity*

## **Regular Scheduled City Commission Meeting**

**600 Morton Street**

**Richmond, Texas 77469**

Monday, December 18, 2023 at 4:30 P.M.

- A10. Review and consider taking action on Ordinance No. 2023-29, preventing traffic blocking in major thoroughfares.



**CITY COMMISSION  
AGENDA ITEM COVER MEMO**

**DATE: 12/18/2023**

**Staff Review:**

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

**AGENDA ITEM: A10. Review and consider taking action on Ordinance No. 2023-29 preventing traffic blocking on major thoroughfares.**

**SUBMITTED BY: Gary W. Smith, City Attorney**

**SYNOPSIS**

**The proposed ordinance addresses the queuing of traffic on major arterial streets.**

**COMPREHENSIVE PLAN GOALS ADDRESSED**

**BACKGROUND**

**On November 13, 2023, the Commission considered a draft ordinance that prohibited queuing of vehicles on a major arterial street. The Commission expressed concern that the proposed ordinance did not address the cause of the queuing, the entity or activity that the results in traffic stopped on the roadway.**

**The proposed ordinance has been revised to include a provision for consultation with the entity causing the queuing to seek a resolution to the blocking of traffic. If the consultation with the entity fails to result in a satisfactory resolution, the City Manager may bring, to the Commission, recommendations for resolving the issue.**

**If the City Manager determines that the queuing creates a traffic hazard, the area may be marked as a no queuing zone.**

**The proposed ordinance retains a provision for enforcement against the operator of the vehicle for blocking traffic in a designated no queuing zone.**



# CITY OF RICHMOND

## ORDINANCE NO. 2023-29

AN ORDINANCE OF THE CITY OF RICHMOND, TEXAS, ADOPTING SECTION 32-31 “QUEUING IN MAIN TRAVELED PART OF A PRINCIPAL ARTERIAL STREET ~~OR A MINOR ARTERIAL STREET~~ PROHIBITED,” OF THE CODE OF ORDINANCES, CITY OF RICHMOND, TEXAS; PROVIDING FOR REPEAL; PROVIDING FOR A PENALTY; PROVIDING FOR SEVERABILITY; AND CONTAINING OTHER PROVISIONS RELATING TO THE SUBJECT

The act of queuing of a vehicle in a main lane of a principal arterial street ~~or a minor arterial street~~ poses an unreasonable risk to the traveling public.

The City Commission of the City of Richmond, Texas, finds that it is in the public interest, safety, and welfare to prohibit queuing a vehicle in a main lane of a principal arterial street ~~or a minor arterial street~~; **Now Therefore,**

**BE IT ORDAINED BY THE CITY COMMISSION OF THE CITY OF RICHMOND, TEXAS:**

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

Section 2. Section 32-31 “Queuing in main traveled part of a principal arterial street or a minor arterial street prohibited,” of the Code of Ordinances, City of Richmond, Texas is hereby created to read as follows:

“CHAPTER 32

TRAFFIC AND VEHICLES

. . . .

ARTICLE III--STOPPING, STANDING, AND PARKING

. . . .

Sec. 32-31. Queuing in main traveled part of a principal arterial street ~~or a minor arterial street~~ prohibited.

(a) Queuing of vehicles on the main traveled part of a principal arterial street poses risks to pedestrians, vehicle operators, and others traveling upon the roadway. When the City Manager, or her designee, finds that a hazardous situation is created by such queuing of vehicles on a principal arterial street, notice of the condition will be reported to the entity whose operation is the primary cause of

the queuing. The entity and the City Manager, or designee, will work together to determine if a solution to such queuing can be found and implemented. If the entity fails to cooperate with the City Manager, or designee, and such queuing of vehicles continues to create a risk to public safety, the City Manager, or designee, may designate the area as a no queuing zone by posting or causing to be posted traffic signs prohibiting such queuing. The City Manager will report to the City Commission options to help resolve the issue of such queuing.

(b) ~~An~~ It shall be an offense for the operator of a vehicle ~~may notto~~ queue ~~the a~~ vehicle on the main traveled part of a principal arterial street ~~or minor arterial street~~ in a designated no queuing zone.

(c) It is not an offense under this section if the operator of the vehicle is stopped  
(1) in obedience to a traffic control signal or device,  
(2) in obedience to the direction of a police officer, or  
(3) due to an emergency, a stalled vehicle blocking the road, or a traffic accident.”

**Section 3. *Repeal.*** The provisions of this Ordinance shall be cumulative of all other ordinances or parts of ordinances governing or regulating the same subject matter as that covered herein; provided, however, that all prior ordinances or parts of ordinances in conflict with any of the provisions of this Ordinance are hereby expressly repealed to the extent that such inconsistency is apparent.

**Section 4. *Penalty.*** Any person who violates any provision of this Ordinance shall be deemed guilty of a misdemeanor and, upon conviction thereof, shall be fined in an amount not to exceed Five Hundred Dollars (\$500.00). Each day during which said violation shall exist or occur shall constitute a separate offense.

**Section 5. *Severability.*** It is hereby declared to be the intention of the City Commission that the sections, paragraphs, sentences, clauses and phrases of this Ordinance are severable and, if any phrase, sentence, paragraph or section of this Ordinance should be declared invalid by the final judgment or decree of any court of competent jurisdiction, such invalidity 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 Commission without the incorporation of this ordinance of any such invalid phrase, clause, sentence paragraph or section, If any provision of this Ordinance shall be adjudged by a court of competent jurisdiction to be invalid, the invalidity shall not affect other provisions or applications of this Ordinance which can be given effect without the invalid provision, and to this end the provisions of the Ordinance are declared to be severable.

Section 6. Publication. The Ordinance shall be effective immediately following its reading and publication in summary form in the official newspaper of the City in accordance with the City Charter.

PASSED AND APPROVED on this the 13<sup>th</sup> day of November, 2023.

---

Rebecca K. Haas, Mayor

ATTEST:

APPROVED AS TO FORM:

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Lasha Gillespie, City Secretary

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Gary W. Smith, City Attorney



## BUDGET ANALYSIS

FUNDING SOURCE	ACCOUNT NUMBER	PROJECT CODE/NAME	FY2024 FUNDS BUDGETED	FY2024 FUNDS AVAILABLE	AMOUNT REQUESTED

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

Requested Amendment:

Budgeted funds estimated for FY2024:

Purchasing Review:

**Financial/Budget Review:**

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

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

## SUPPORTING MATERIALS

Attached draft of ordinance.

## STAFF'S RECOMMENDATION

Adoption of Ordinance No 2023-29.

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



# City of Richmond

*Where History Meets Opportunity*

## **Regular Scheduled City Commission Meeting**

**600 Morton Street**

**Richmond, Texas 77469**

**Monday, December 18, 2023 at 4:30 P.M.**

- A11. Review and consider taking action on Ordinance No. 2023-30, establishing a speed zone.



**CITY COMMISSION  
AGENDA ITEM COVER MEMO**

**DATE: December 18, 2023**

**Staff Review:**

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

**AGENDA ITEM: Review and consider taking action on Proposed Ordinance 2023-30- Altering the prima facia speed limit for vehicles along FM 2218 from FM 1640 to the south city limit of the city.**

**SUBMITTED BY: Jeff Craig, Chief of Police**

**SYNOPSIS**

The proposed ordinance reduces the speed limit from 50 mph to 45 mph along FM 2218 from the intersection of FM 1640 to the south city limit of the City of Richmond under provisions of section 545.356 of the Texas Transportation Code.

**COMPREHENSIVE PLAN GOALS ADDRESSED**

N/A

**BACKGROUND**

The Texas Department of Transportation has notified the city of a recently completed Speed Zone Study along FM 2218 from the intersection of FM 1640 to the south city limits of the city, approximately 0.336 miles. The prima facia speed limit along FM 2218 prior to the study was 50 mph. The proposed reasonable and safe speed limit would be reduced to 45 mph.



P.O. BOX 1386 | HOUSTON, TEXAS 77251-1386 | (713) 802-5000 | WWW.TXDOT.GOV

October 16, 2023

The Honorable Rebecca "Becky" Haas  
Mayor  
City of Richmond  
402 Morton  
Richmond, Texas 77469

**RE: Request City Ordinance – FM 2218 – Fort Bend County**

Dear Mayor Haas:

Our office has completed a Speed Zone Study along FM 2218 within the City of Richmond.

Attached you will find a Speed Zone Strip Map numbered 5691 A and a prepared Speed Zone Ordinance suggested by the Texas League of Municipalities containing the recommended zone along FM 2218.

If you concur with the recommended zone, please furnish this office with a copy of your executed ordinance.

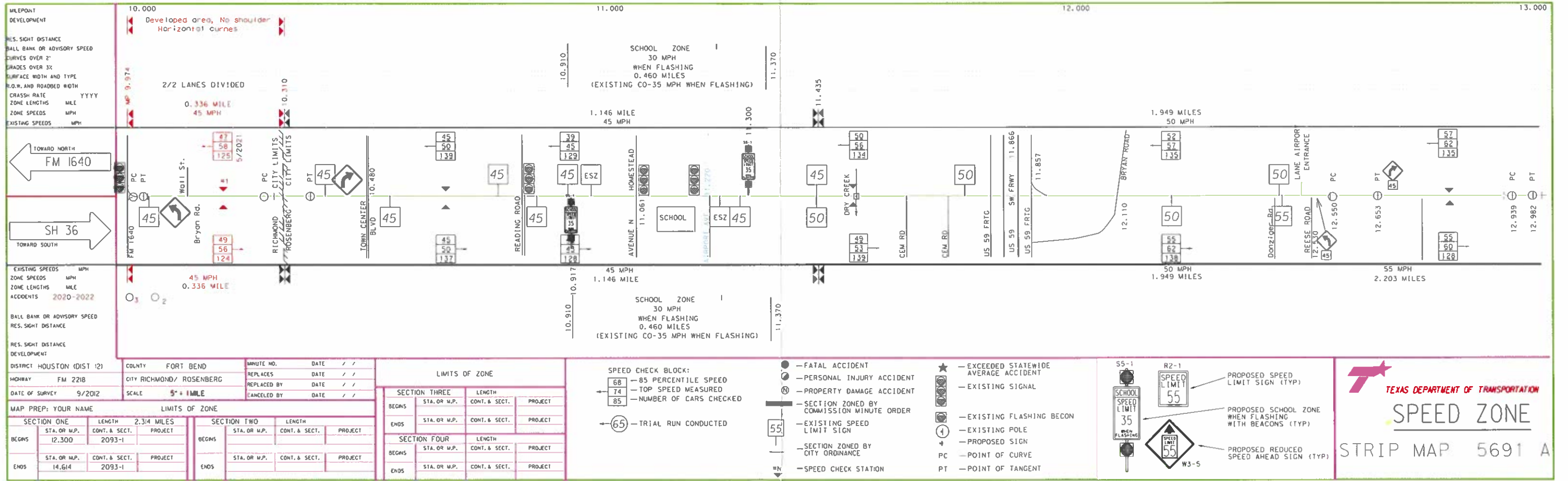
Should you have questions please contact Gaurang Pandit, Transportation Engineer Supervisor at (713) 802-5856.

Sincerely,

Ugonna U. Ughanze, P.E.  
Director of Transportation Operations  
Houston District

**Attachments**

cc: Lasha Gillespie – City Secretary City of Richmond  
Gaurang S. Pandit, P.E.



MILEPOINT  
 DEVELOPMENT  
 RES. SIGHT DISTANCE  
 BALL BANK OR ADVISORY SPEED  
 CURVES OVER 2"  
 GRADES OVER 3%  
 SURFACE WIDTH AND TYPE  
 R.O.W. AND ROADBED WIDTH  
 CRASH RATE  
 ZONE LENGTHS MILE  
 ZONE SPEEDS MPH  
 EXISTING SPEEDS MPH

EXISTING SPEEDS MPH  
 ZONE SPEEDS MPH  
 ZONE LENGTHS MILE  
 ACCIDENTS 2020-2022  
 BALL BANK OR ADVISORY SPEED  
 RES. SIGHT DISTANCE  
 DEVELOPMENT

DISTRICT HOUSTON (DIST 12)	COUNTY FORT BEND	MINUTE NO.	DATE / /
HIGHWAY FM 2218	CITY RICHMOND/ ROSENBERG	REPLACES	DATE / /
DATE OF SURVEY 9/2012	SCALE 5" = 1 MILE	REPLACED BY	DATE / /
MAP PREP: YOUR NAME	LIMITS OF ZONE	CANCELED BY	DATE / /

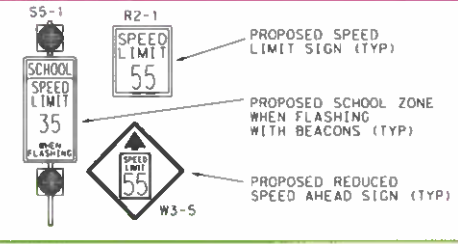
LIMITS OF ZONE			
SECTION ONE	LENGTH	SECTION TWO	
STA. OR M.P.	CONT. & SECT.	STA. OR M.P.	CONT. & SECT.
BEGNS 12.300	2.314 MILES	BEGNS	
ENDS 14.614	2093-1	ENDS	

LIMITS OF ZONE			
SECTION THREE	LENGTH	SECTION FOUR	
STA. OR M.P.	CONT. & SECT.	STA. OR M.P.	CONT. & SECT.
BEGNS		BEGNS	
ENDS		ENDS	

SPEED CHECK BLOCK:  
 68 - 85 PERCENTILE SPEED  
 74 - TOP SPEED MEASURED  
 85 - NUMBER OF CARS CHECKED  
 65 - TRIAL RUN CONDUCTED

- - FATAL ACCIDENT
- - PERSONAL INJURY ACCIDENT
- ⊖ - PROPERTY DAMAGE ACCIDENT
- ⊖ - SECTION ZONED BY COMMISSION MINUTE ORDER
- ⊖ - EXISTING SPEED LIMIT SIGN
- ⊖ - SECTION ZONED BY CITY ORDINANCE
- ⊖ - SPEED CHECK STATION
- ★ - EXCEEDED STATEWIDE AVERAGE ACCIDENT
- ⊖ - EXISTING SIGNAL
- ⊖ - EXISTING FLASHING BECON
- ④ - EXISTING POLE
- ⊖ - PROPOSED SIGN
- PC - POINT OF CURVE
- PT - POINT OF TANGENT



TEXAS DEPARTMENT OF TRANSPORTATION  
**SPEED ZONE**  
 STRIP MAP 5691 A

ORDINANCE NO. 2023-30

AN ORDINANCE OF THE CITY OF RICHMOND, TEXAS ALTERING THE PRIMA FACIE SPEED LIMITS ESTABLISHED FOR VEHICLES UNDER THE PROVISIONS OF SECTION 545.356, TEXAS TRANSPORTATION CODE, UPON THE BASIS OF AN ENGINEERING AND TRAFFIC INVESTIGATION, UPON CERTAIN STREETS AND HIGHWAYS, OR PARTS THEREOF, WITHIN THE CORPORATE LIMITS OF RICHMOND, AS SET OUT IN THIS ORDINANCE; AMENDING SECTION 32-1 "SPEED LIMITS, NO PARKING ZONES, ONE-WAY STREETS, STOP STREETS, AND STOP SIGNS," OF ARTICLE I "IN GENERAL," OF CHAPTER 32 "TRAFFIC AND VEHICLES" OF THE CITY OF RICHMOND CODE OF ORDINANCES, TO INCLUDE THIS ORDINANCE IN THE LIST OF ORDINANCES RELATING TO SPEED LIMITS; PROVIDING A PENALTY CLAUSE; PROVIDING A REPEALER CLAUSE; PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING FOR AN EFFECTIVE DATE

Section 545.356, Texas Transportation Code, provides that whenever the governing body of the City shall determine upon the basis of an engineering and traffic investigation that any prima facie speed therein set forth is greater or less than is reasonable or safe under the conditions found to exist at any intersection or other place or upon any part of a street or highway within the City taking into consideration the width and condition of the pavement and other circumstances on such portion of said street or highway, as well as the usual traffic thereon, said governing body may determine and declare a reasonable and safe prima facie speed limit thereat or thereon by the passage of an Ordinance, which shall be effective when appropriate signs giving notice thereof are erected at such intersection or other place or part of the street or highway.

The City Commission finds that upon the basis of an engineering and traffic investigation that the prima facie speed along FM 2218 from the intersection of FM 1640 to the south city limit of 45 MPH, is reasonable and safe and in the interest of public safety.

**NOW, THEREFORE, BE IT ORDAINED BY THE CITY COMMISSION OF THE CITY OF RICHMOND, TEXAS:**

Section 1. The findings and recitations in the preamble to this ordinance are found to be true and correct.

Section 2. Upon the basis of an engineering and traffic investigation heretofore made as authorized by the provisions of Sec. 545.356, Texas Transportation Code, the following prima facie speed limits hereafter indicated for vehicles are hereby determined and

declared to be reasonable and safe; and such speed limits are hereby fixed at the rate of speed indicated for vehicles traveling upon the named streets and highways, or parts thereof, described as follows:

Along FM 2218 from the intersection of FM 1640 to the south city limit of the City of Richmond, a distance of approximately 0.336 mile, the speed limit shall be 45 MPH.

Section 3. That Sec. 32-1 "Speed limits, no parking zones, one-way streets, stop streets, and stop signs," of Article I "In General," of Chapter 32 "Traffic and Vehicles" of the Code of Ordinances, City of Richmond, Texas is hereby adopted to read as follows:

## "CHAPTER 32 TRAFFIC AND VEHICLES

### ARTICLE I.—IN GENERAL

Sec. 32-1. Speed limits, no parking zones, one-way streets, stop streets, and stop signs.

Nothing in this Code or the ordinance adopting this Code affects the validity of any ordinance or portion of an ordinance that prescribes traffic regulations specifically applicable only for named locations in the city. Such ordinances include, but are not limited to, the following:

- (1) *Speed limits.*
  - a. Ordinances adopted on the following dates: 9-6-1955, 2-4-1958, 9-3-1958, 2-1-1960, 6-24-1963, 2-17-1964, 4-5-1965, 2-3-1969, 11-2-1970 and two ordinances adopted on 5-3-1976.
  - b. Ord. Nos. 92-11, 93-03, 93-15, 95-17, 96-03, 97-09, 98-07, 99-21, 2000-19, 2001-03, 2004-14, 2005-08, 2005-09, 2010-05, 2010-06, 2010-07, ~~and 2015-11,~~ and 2023-30.
- (2) *Parking.*
  - a. Ordinances adopted on the following dates: 2-2-1965 and 12-6-1976.
  - b. Ord. Nos. 86-10, 94-06, 98-08, 99-05, 99-06, 2000-15, 2001-13, 2002-11, 2003-14, 2008-06, 2009-08, 2009-19, 2010-01, 2010-02, 2010-03, 2015-06, 2015-07, 2015-08, 2015-09, 2017-06 and 2017-10.
- (3) *One-way streets.* Ord. Nos. 93-16, 94-02, 97-08, and 2001-08.
- (4) *Stop streets and stop signs.*
  - a. Ordinance adopted on the following date: 5-5-1958.

b. Ord. Nos. 93-17, 94-01, 94-25, 94-26, 94-27, 95-06, 95-11, 96-04, 96-08, 96-12, 96-15, 97-10, 97-17, 2000-03, 2000-13, 2003-07, 2005-03, 2009-09, 2009-13, 2010-04, 2014-18, 2015-10, 2015-21, 2015-25, 2015-26 and 2022-23.”

Section 4. Penalty. Any person who violates any provision of this Ordinance shall be deemed guilty of a misdemeanor and, upon conviction thereof, shall be fined in an amount not to exceed Two Hundred Dollars (200.00).

Section 5. Repealer. The provisions of this Ordinance shall be cumulative of all other ordinances or parts of ordinances governing or regulating the same subject matter as that covered herein; provided, however, that all prior ordinances or parts of ordinances in conflict with any of the provisions of this Ordinance are hereby expressly repealed to the extent that such inconsistency is apparent.

Section 6. Severability. It is hereby declared to be the intention of the City Commission that the sections, paragraphs, sentences, clauses, and phrases of this Ordinance are severable and if any phrase, sentence, paragraph, or section of this Ordinance should be declared invalid by the final judgment or decree of any court of competent jurisdiction, such invalidity 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 Commission without the incorporation of this ordinance of any such invalid phrase, clause, sentence, paragraph, or section. If any provision of this Ordinance shall be adjudged by a court of competent jurisdiction to be invalid, the invalidity shall not affect other provisions or applications of this Ordinance which can be given effect without the invalid provision, and to this end the provisions of the Ordinance are declared to be severable.

Section 7. Publication. The Ordinance shall be effective immediately following its reading and publication in summary form in the official newspaper of the City in accordance with the City Charter.

PASSED AND APPROVED on this the 18<sup>th</sup> day of December, 2023.

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

ATTEST:

APPROVED AS TO FORM:

\_\_\_\_\_  
Lasha Gillespie, City Secretary

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





# City of Richmond

*Where History Meets Opportunity*

## **Regular Scheduled City Commission Meeting**

**600 Morton Street**

**Richmond, Texas 77469**

Monday, December 18, 2023 at 4:30 P.M.

- A12. Review and consider taking on a Preliminary Plat for Rio Vista Business Park Reserve, 10.0011 acres of land, 1 Block, 0 Lots, 1 Reserve. The subject site is located at 1006 FM 359 in the William Morton League Abstract No. 62, in Fort Bend County, Texas in Fort Bend County Clerk's File (F.B.C.C.F) Number (No.) 2021117052.



**CITY COMMISSION  
AGENDA ITEM COVER MEMO**

**DATE: December 18, 2023**

**Staff Review:**

City Manager \_\_\_\_\_

City Attorney \_\_\_\_\_

Finance \_\_\_\_\_

Fire Department \_\_\_\_\_

Police Department \_\_\_\_\_

Public Works \_\_\_\_\_

**AGENDA ITEM:**

**SUBMITTED BY: Helen Landaverde, Planner II  
Planning Department**

**SYNOPSIS**

Review and consider taking action on a Preliminary Plat, 10.0011 acres of land, 0 Lots, 1 Reserve, and 1 Block. The subject site is located at 1006 FM 359, on the east side of FM 359 between Del Aqua Drive and Rio Vista Drive intersections along FM 359.

The Planning and Zoning Commission recommended approval of this plat at their December 4, 2023, meeting with a condition that following comments will be addressed:

1. Show West Fort Bend Management District interior building line of 10 feet and 6-foot parking setback for side property lines.

**COMPREHENSIVE PLAN 2014 GOALS ADDRESSED**

City Commission Goal: Provide a healthy business and economic atmosphere.

D. Elevate the appearance, quality, and compatibility of development.

D.3. Strategically locate higher intensity uses near areas that have sufficient transportation and utility infrastructure capacity to support them, such as commercial, industrial, civic, and multifamily uses.

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.

H.8. Embrace economic and cultural diversification, which is thriving in Fort Bend County, as the community promotes the growth of Richmond's businesses and neighborhoods.

**BACKGROUND**

- The subject site was annexed on August 15, 2022 (Ordinance No. 2022-26).

- The subject site was rezoned from General Residential (GR) to Suburban Commercial (SC) on September 19, 2022 (Ordinance No. 2022-32).
- The applicant is proposing to develop office warehouses down the center of the tract, with parking along the northern and southern sides of the property and a detention basin will be constructed on the east side (rear) of the property.

**BUDGET ANALYSIS**

FUNDING SOURCE	ACCOUNT NUMBER	PROJECT CODE/NAME	FY 2023-2024 FUNDS BUDGETED	FY 2023-2024 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 2023-2024: 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 plat conditioned upon addressing the comments listed below:

- 1. Show West Fort Bend Management District interior building line of 10 feet and 6-foot parking setback for side property lines.**

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

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

**Agenda Date:** December 18, 2023

**Agenda Item:**

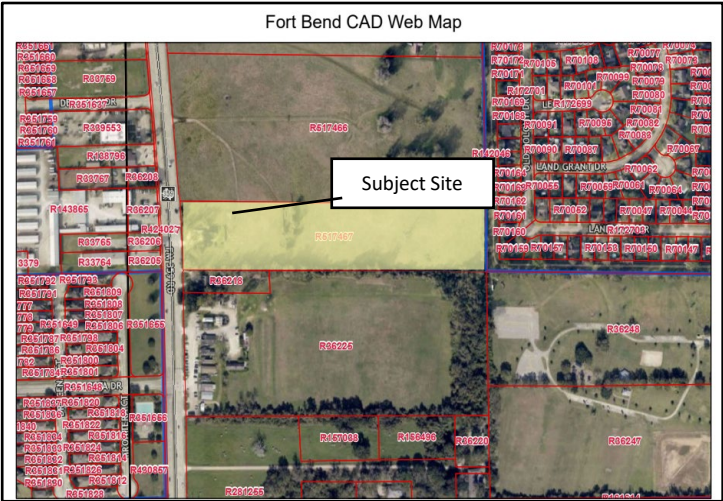
**Plat Name:** Rio Vista Business Park Reserve – Preliminary Plat  
**Applicant:** Daniel H. Massiatte | Century Engineering, Inc.  
**Project Location:** A subdivision of land containing 10.0011 acres, in the William Morton League, Abstract No. 62 (F.B.C.C.F. No. 2021117052), Fort Bend County, Texas.  
**Zoning Designation:** SC, Suburban Commercial District and West Fort Bend Management District (WFBMD)

**P&Z Commission Mtg:** December 4, 2023  
**Project Planner:** Helen Landaverde-Ripple, Planner II

**Background/Review Notes**

- *The proposed subdivision is located at 1006 FM 359, on the east side of FM 359 between Del Aqua Drive and Rio Vista Drive intersections along FM 359.*
- *The subject site was annexed on August 15, 2022 (Ordinance No. 2022-26).*
- *The subject site was rezoned from General Residential (GR) to Suburban Commercial (SC) on September 19, 2022 (Ordinance No. 2022-32).*
- *The proposed preliminary plat will create One (1) reserve in one (1) block.*
- *The applicant is proposing to develop office warehouses down the center of the site with parking along the northern and southern sides of the property and a detention basin will be constructed on the east side (rear) of the property.*

**Figure 1. Fort Bend CAD Web Map**



**The proposed plat conforms to:**

**Approved Preliminary Plat**

YES  NO  N/A

Approved by City Commission on

**Development Plan**

YES  NO  N/A

Approved by City Commission

**UDC Division 6.3.500 Subdivision and Plat Approvals**

YES  NO  N/A

**Staff Recommendation**

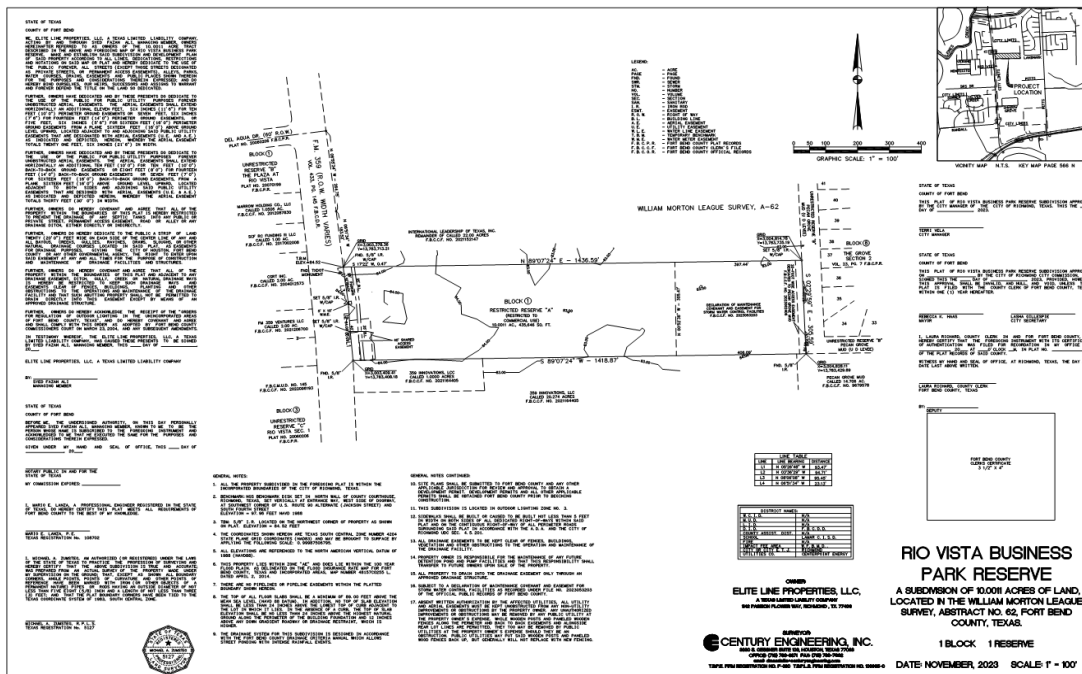
**CONDITIONAL APPROVAL:** Staff recommends approval of this preliminary plat conditioned upon addressing the comments listed below:

Comments to ensure accuracy, clarity and conformance to the West Fort Bend Management District Development Standards:

1. Show West Fort Bend Management District interior building line of 10 feet and 6-foot parking setback for side property lines.

**Planning and Zoning Commission Recommendation**

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





# City of Richmond

*Where History Meets Opportunity*

## **Regular Scheduled City Commission Meeting**

**600 Morton Street**

**Richmond, Texas 77469**

**Monday, December 18, 2023 at 4:30 P.M.**

- A13. Review and consider taking action on Resolution No. 467-2023, adopting a Hotel Occupancy Tax Policy and application form.



**CITY COMMISSION  
AGENDA ITEM COVER MEMO**

**DATE: 12/18/2023**

**Staff Review:**

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

**AGENDA ITEM: DRAFT HOTEL OCCUPANCY TAX (HOT) POLICY AND APPLICATION**

**SUBMITTED BY: Isaias Preza**

**SYNOPSIS**

Staff are seeking guidance on a draft hotel occupancy tax policy (HOT) and draft application form.

**COMPREHENSIVE PLAN GOALS ADDRESSED**

Leverage public investments to enhance the existing community and promote tourism growth.

**BACKGROUND**

On February 19th, 2007, the City enacted ordinance 2007-03, authorizing the collection of hotel occupancy tax. As of December 13th, 2023, the City has accrued \$1,313,172, comprising collections and accumulated interest.

Staff has developed a draft Hotel Occupancy Tax (HOT) policy and a draft application form to initiate the allocation of HOT funding. The primary objective is to bolster tourism measured by increasing hotel occupancy.

It's important to emphasize that this policy adheres to the mandatory regulations outlined in Texas Tax Code Chapter 351. Key aspects covered in the policy encompass:

- Policy purpose

- **Governing Authority**
- **Eligible expenditures**
- **Guidelines and funding goals**
- **Application process and timeline**
- **City review guidelines**
- **Administration processes**

**Furthermore, in accordance with the policy, a seven-member HOT evaluation committee will be established to approve the utilization of HOT funds. The application will serve as a tool for the evaluation committee to assess all submissions.**

**Staff are seeking guidance regarding both the HOT policy and the application process.**

—



**BUDGET ANALYSIS**

FUNDING SOURCE	ACCOUNT NUMBER	PROJECT CODE/NAME	FY2024 FUNDS BUDGETED	FY2024 FUNDS AVAILABLE	AMOUNT REQUESTED

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

Requested Amendment:

Budgeted funds estimated for FY2024:

Purchasing Review:

**Financial/Budget Review:**

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

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

**SUPPORTING MATERIALS**

Attached Resolution

**STAFF'S RECOMMENDATION**

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



## **Hotel Occupancy Tax Usage Policy**

### **Purpose**

The purpose of the policy is to outline certain policies and procedures associated with the allocation and use of Hotel Occupancy Tax (HOT) revenues by the City of Richmond.

The City of Richmond collects Hotel Occupancy Tax from qualifying hotels within the corporate limits and extraterritorial jurisdiction of the City of Richmond, Texas. The term “hotel” means any building or buildings in which the public may, for a consideration, obtain sleeping accommodations. The term “hotel” includes hotels, motels, tourist homes, tourist houses, tourist courts, lodging houses, inns, bed and breakfasts, rooming houses, or other buildings where rooms are provided for consideration of two dollars or more per day.

The term “hotel” does not include hospitals, sanitariums, or nursing homes. Nor shall the term “hotel” include dormitories or other housing facilities owned or leased and operated by an institution of higher education or a private or independent institution of higher education as those terms are defined by V.T.C.A., Education Code 61.003, used by the institution for the purpose of providing sleeping accommodations for persons engaged in an educational program or activity at the institution or an oilfield portable unit, as defined by V.T.C.A., Tax Code 152.001.

### **Governing Authority**

The primary governing authority for the City of Richmond’s Hotel Occupancy Tax Usage Policy is the Texas Tax Code Chapter 351. The City adopted the Hotel Occupancy Tax (HOT) on February 19, 2007, as part of Ordinance 2007-03, which mirrors the Texas Tax Code Chapter 351.

The City of Richmond has adopted a 7 percent tax rate. The City’s HOT rate of 7 percent is in addition to the State HOT rate of 6 percent.

### **Eligible Hotel Occupancy Tax Expenditures**

Chapter 351 of the Texas Tax Code limits the use of Hotel Occupancy Tax funds for uses which directly promote tourism and the convention and hotel industry, and that use is limited to the following:

**Criteria 1:** First, every expenditure must DIRECTLY enhance and promote tourism AND the convention and hotel industry.

- a. Tourism means: guidance or management of tourists.
- b. Tourist means: an individual who travels from the individual's residence to a DIFFERENT municipality, county, state, or country for pleasure, recreation, education, or culture.
- c. Hotel Occupancy Tax may not be used for general revenue purposes or general governmental operations, nor may it be used to pay for governmental expenses that are not directly related to increasing tourism and hotel and convention center activity.
  - a. Creative uses for sidewalks, restrooms, roads, landscaping, and recreation facilities would be prohibited. While these might indirectly promote tourism, they do not directly promote tourism.

**Criteria 2:** Every expenditure of the hotel occupancy tax must clearly fit into one of nine statutorily provided categories for expenditure of local hotel occupancy tax revenues:

**1. Convention centers and visitors centers:**

- a. Land acquisition
- b. Construction and enlarging
- c. Improvement and repairs
- d. Maintenance
- e. Equipment

**2. Registration of convention delegates:**

- a. Furnishing of facilities
- b. Personnel
- c. Materials related to registering delegates
- d. Administrative costs associated with the registration of delegates

**3. Advertising, solicitations, and promotions that DIRECTLY promote tourism and the hotel and convention industry:**

- a. Advertising
- b. Promotional programs to attract tourists, convention delegates, or convention registrants

Cities with populations of less than 125,000 must spend a minimum amount of hotel occupancy tax revenue on advertising and promotion, and that minimum depends on the hotel occupancy tax rate. For example, if a city has a hotel occupancy tax rate of 7 percent, then 1/7 of proceeds must be spent on advertising and promoting the city to tourists and convention delegates.

**4. Promotion of the arts:**

- a. Instrumental and vocal music, dance, drama, folk art, creative writing, architecture, design and allied fields, painting, sculpture, photography, graphic and craft arts, motion pictures, radio, television, tape and sound recording, and other arts.
  - i. The expenditures must directly promote tourism and the hotel and convention industry.

A city with a population under 125,000 may not expend more than the greater of either 15 percent of hotel occupancy tax proceeds or the amount of tax received by the city at the rate of 1 percent of the cost of a room on promotion of the arts.

**5. Historical restoration and preservation activities that directly promote tourism and the hotel and convention industry:**

- a. Historical restoration or preservation projects
- b. Advertising and solicitation to encourage tourists or convention delegates to visit historic sites or museums.

A city with a population of less than 200,000 may not use more than 50 percent of hotel occupancy taxes on historical preservation and restoration.

**6. Sporting event expenses that substantially increase economic activity at hotels:**

- a. Promotional expenses related to a sporting event in which the majority of participants are tourists. The event must substantially increase economic activity at hotels within the city or its vicinity.
- b. Event costs, including application fees related to recruiting sporting events to the city.
- c. Enhance and upgrade existing sports fields.
  - i. Baseball, softball, soccer, rodeos, and flag football fields are eligible. The city must own the sporting facility.

**7. Funding transportation systems for transporting tourists from hotels to and near the city to any of the following destinations:**

- a. The commercial center of the city
- b. A convention center in the city
- c. Other hotels in or near the city
- d. Tourists attractions in or near the city

The law specifically prohibits the use of local hotel tax to cover the costs of a transportation system that serves the general public.

**8. Signage:**

- a. Signage directing tourists to sights and attractions that are visited frequently by hotel guests in the city.

**9. Administrative costs for entities that manage activities funded by the hotel occupancy tax:**

- a. Salaries, supplies, office rental, travel expenses, and other administrative costs.
  - i. May be reimbursed only if the expenses are incurred in the promotion and servicing of expenditures authorized under hotel occupancy tax laws.
  - ii. The portion of administrative costs covered should not exceed the percentage of the cost that is attributable to the activity funded by the hotel occupancy tax.
  - iii. Examples: (1) securing personnel to administer funds on behalf of the city; (2) contracting a marketing agency to promote tourism to the city

**10. Passage of HB 4103 which extended the City's ability to incentivize development.**

**Guidelines and Funding Goals for Hotel Occupancy Tax Projects and Programs**

The City of Richmond Commission Board will consider requests for allocation of revenues derived from the Hotel Occupancy Tax in the same way it considers other budgetary requests. The only difference in this allocation process will be that when making funding decisions, the City Commission will consider the statutory requirements found in Chapter 351 of the Texas Tax Code, the passage of HB 4103 which extended the City's ability to incentivize development, and the policy requirements outlined in this document.

1. Eligible activities of the following types of individuals businesses, organizations or agencies may be funded using revenues from the Hotel Occupancy Tax:
  - a. Activities of other public agencies
  - b. Activities of non-profit organizations
  - c. Activities of for-profit businesses
  - d. Activities of individuals
2. Activities will only be funded if they take place within the City of Richmond or its extraterritorial jurisdiction (ETJ). If said activities take place outside Richmond, but within its ETJ, in order to be eligible for funding, the activity must promote tourism and the convention and hotel industry inside the City of Richmond.
3. The funding of ongoing operating costs of otherwise eligible activities under this policy will not be approved. This policy can only be waived by the City Commission if the Commission determines that the proposed activity provides a particularly significant

benefit to the City of Richmond, the Richmond community, and/or the Richmond hotel, convention and tourism industry.

4. The funding of total activities for any individual, business, organization or agency in an amount exceeding \$50,000 in any given fiscal year, will not be approved. This policy can only be waived by the City Commission if the Commission determines that the proposed activity provides a particularly significant benefit to the City of Richmond, the Richmond community and/or the Richmond hotel, convention and tourism industry.
5. If applicant is seeking the grant to make physical improvements, the improvements shall:
  - a. Be made in accordance with project drawings, specifications, and/or information provided by the applicant and having been previously approved by the City.
  - b. Receive the written approval of the City for any modifications to previously approved project drawings/specifications.
  - c. Obtain all applicable permits and inspections related to the improvement project.

Failure to adhere to these physical improvement conditions will render the applicant ineligible for funding.

6. The applicant must demonstrate that they are in good financial standing and that financial safeguards are in place to protect public funds.
7. Applicants that have outstanding financial obligations to the City of Richmond, including but not limited to liens, court fines, delinquent City utility bills, or delinquent taxes are not eligible.
8. Applicants that have an ongoing lawsuit or are in any way parties to litigation against the City of Richmond are not eligible.
9. Final determination of whether a proposed activity meets the requirements to be funded from Hotel Occupancy Tax revenues will be made solely by the City of Richmond Commission Board.

## **Application Process and Timeline**

City Commission consideration of requests for the use of revenues derived from Hotel Occupancy Tax (HOT) will take place once a year through a formal process. An Evaluation Committee will meet to review and recommend applications to City Commission after all applications have been submitted by or on the deadline in October as defined in the call for applications.

- A. The City of Richmond will provide a public notice of Hotel Occupancy Tax funding availability.

**Applications**

February	Call for applications (Public Notice)
March 1st	Application Deadline
April	HOT Evaluation Committee review and determination of proposed funding recommendation for City Council decision
May	City Council approval for funding; funds become available with executed funding agreement
September	Unexpended funds revert to the City

The City Commission will only process HOT funding requests and/or allocate HOT funds at other times during the year if the Commission determines that the proposed activity is for some reason urgent or time sensitive, and only if the Commission determines that the proposed activity to be funded provides a particularly significant benefit to the City of Richmond, the Richmond community, and/or the Richmond hotel, convention, and tourism industry.

**City Review Guidelines**

1. The HOT Evaluation Committee is comprised of seven (7) members total, to serve one-year terms, and shall include:
  - a. One (1) City Staff Member
  - b. Two (2) City Commission Members; and,
  - c. Four (4) Citizen residents or owners of businesses in Richmond
  
2. In order to document the City’s compliance with state law, whenever the City Commission approves an allocation of funding from Hotel Occupancy Tax revenues for an activity, approval will be documented with a City Commission resolution that will include in its recitals a finding of fact that the City Commission believes that the proposed activity to be funded will directly promote tourism and the convention and

hotel industry, and that it meets one of the other criteria for funding eligibility outlined in Chapter 351.101 of the Texas Tax Code.

3. In reviewing proposed uses for Hotel Occupancy Tax revenues, the Evaluation Committee and City Commission are encouraged, but not required, to give a high funding priority to proposed uses of HOT funds that will provide a significant benefit to the City of Richmond, the Richmond community, and/or the Richmond hotel, convention, and tourism industry.
4. In reviewing proposed uses for the Hotel Occupancy Tax revenues, the Evaluation Committee and City Commission are encouraged, but not required, to give a higher funding priority to funding requests that can be shown to quantify the number of overnight stays at Richmond hotels that can be expected to be generated by the proposed use and that the Commission believes will generate more overnight stays at Richmond hotels than to requests that the Commission believes will generate fewer overnight stays.
5. In reviewing proposed uses for the Hotel Occupancy Tax revenues, the Evaluation Committee and City Commission are encouraged, but not required, to give a higher funding priority to funding requests that propose matching funds from the organization applying.
6. The City Commission shall not fund activities with HOT revenues that the Commission itself does not believe will in some way meet the other. Non-tourism-related criteria described in Chapter 351.101 of the Texas Tax Code.
7. The City Commission shall not fund activities with HOT revenues that the Commission itself does not believe will in some way directly promote tourism and the convention and hotel industry.
8. Funding of City of Richmond activities that are administered by departments of the City are already under direct control of the City. Accordingly, no funding contract(s) or Hotel Occupancy Tax application will be required for such activities.

### **Administration of Hotel Occupancy Tax Revenue Allocations**

The City of Richmond has an obligation to ensure that funds allocated through its budgeting process are used in a manner that is consistent with City policy and consistent with all city, state, and federal laws. To assure that the City has sufficient influence over such funds after they are allocated, the following administrative procedures will be followed:



1. When HOT funding is provided for activities that are administered by outside individuals, businesses, organizations or agencies, such funding will be distributed, and the funding and activities will be regulated through the use of a Funding Agreement.
2. When the City Commission allocates HOT funding for outside individuals, businesses, organizations or agencies, the City Commission resolution authorizing said allocation of funds will include language directing the City of Richmond City Manager and his or her designee to negotiate and sign a Funding Agreement with said funding recipient(s) to assure that the funds are used in the manner intended by the City Commission, consistent with City policy, and consistent with all city, state, and federal laws.
3. Each funding Agreement will include different provisions based upon the different circumstances of each funded activity. Funding Agreements will also include provisions that will influence the funded party to the extent necessary to protect the City's interest, to assure that the funds are used in the manner intended by the City Council, consistent with City policy, and consistent with all City, state, and federal laws.
4. Each Funding Agreement will include a provision that the recipient acknowledges HOT funding is not to be aggregated with other programs operated by the City or the Richmond Development Corporation.

**HOTEL OCCUPANCY TAX USE GUIDELINES  
UNDER TEXAS STATE LAW  
FUNDING APPLICATION FORM**

**State Law:** By law of the State of Texas, the City of Richmond collects a Hotel Occupancy Tax (HOT) from hotels, bed & breakfasts, and other lodging facilities. Under state law, the revenue from the HOT may be used only to directly promote tourism and the hotel and convention industry. **Chapter 351 of the Tax Code states that the use of HOT funds is limited to:**

- a) **Convention Centers and Visitor Information Centers:** the acquisition of sites for and the construction, improvement, enlarging, equipping, repairing operation and maintenance of convention center facilities or visitor information centers, or both;
- b) **Registration of Convention Delegates:** the furnishing of facilities, personnel, and materials for the registration of convention delegates or registrants;
- c) **Advertising, Solicitations and Promotions that Directly Promote Tourism and the Hotel and Convention Industry:** advertising and conducting solicitations and promotional programs to attract tourists and convention delegates or registrants to the municipality or its vicinity;
- d) **Promotions of the Arts that Directly Promote Tourism and the Hotel and Convention Industry:** the encouragement, promotion, improvement, and application of the arts that can be shown to have some direct impact on tourism and the hotel/convention industry. The impact may be that the art facility or event can show hotel nights that are booked due to their events or that guests at hotels attend the arts event. Eligible forms of art include instrumental and vocal music, dance, drama, folk art, creative writing, architecture, design and allied fields, painting, sculpture photography, graphic and craft arts, motion picture, radio, television, tape and sound recording, and other arts related to the presentation, performance, execution, and exhibition of these major art forms.
- e) **Historical Restoration and Preservation Activities that Directly Promote Tourism and the Hotel and Convention Industry:** historical restoration and preservation projects or activities or advertising and conducting solicitation and promotional programs to encourage tourists and convention delegates to visit preserved historic sites or museums.
- f) **Sporting Event Expenses that Substantially Increase Economic Activity at Hotels:** Expenses including promotional expenses, directly related to a sporting event in which the majority of participants are tourists. The event must substantially increase economic activity at hotels within the city or its vicinity.
- g) **Funding transportation systems for transporting tourists from hotels to and near the city to any of the following destinations:**
  - 1. the commercial center of the city;
  - 2. a convention center in the city;
  - 3. other hotels in or near the city; or
  - 4. tourist attractions in or near the city.

The law specifically prohibits the use of the local hotel tax to cover the costs for general city transit costs to transport the general public.

- h) Signage directing tourists to sights and attractions that are visited frequently by hotel guests in the municipality.**

**City Policy:** The City of Richmond accepts applications from groups and businesses whose program fits into one or more of the above categories. All requests for funds should be submitted in writing accompanied by the official application by **September 1<sup>st</sup>**. The application will be reviewed by the HOT Evaluation Committee at the October regularly scheduled meeting. The applicant may be asked to be present at the meeting to answer any questions regarding the application. Applicants will be notified one week prior to the meeting of the time and place for the review.

*Based on the application, the HOT Evaluation Committee will make a recommendation to the City Commission. The City Commission will make the final decision on your request.*

**Eligibility and Priority for Hotel Tax Funds:** Priority will be given to those events and entities based on their ability to generate overnight visitors to Richmond. The amount that you are requesting should not exceed more than 25 percent of the gross amount of hotel night revenue that you are predicting will be created or sustained by your event. If an event will not generate any meaningful hotel night activity, it is not eligible for receipt of hotel occupancy tax funds. Events can prove this potential to generate overnight visitors by:

- a) historic information on the number of room nights used during previous years of the same events;**
- b) current information on the size of a room block that has been reserved at area hotels to accommodate anticipated overnight guests attending the funded event;**
- c) historical information on the number of guests at hotel or other lodging facilities that attended the funded event (through surveys, guest directories, or other sources; and/or**
- d) examples of the planned marketing of the programs and activities that will likely generate overnight visitors to local lodging properties from this event.**

**Use of Revenues from Event:** A portion of the revenues from any event and/or project receiving any type of funding assistance from the HOT funds should be channeled back into the future costs of operating that same event or the continued operation of the project. No other outside event(s), project, charity, etc., sponsored by the host organization may profit from the City of Richmond Commission's funding of a particular event.

**Supplemental Information Required With Application:** Along with the application, please submit the following:

\_\_\_\_\_ Proposed Marketing Plan for Funded Event

\_\_\_\_\_ Schedule of Activities or Events Relating to the Funded Project

Submit to:

**Application**

Date:

***Organization Information***

Name of Organization: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Contact Phone Number: \_\_\_\_\_

Web Site Address for Event or Sponsoring Entity: \_\_\_\_\_

Non-Profit or For-Profit status: \_\_\_\_\_ Tax ID #: \_\_\_\_\_

Entity's Creation Date: \_\_\_\_\_

Purpose of your organization:

\_\_\_\_\_  
\_\_\_\_\_

***Event Information***

Name of Event or Project: \_\_\_\_\_

Date of Event or Project: \_\_\_\_\_

Primary Location of Event or Project:

Amount Requested: \$ \_\_\_\_\_

How will the funds be used:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Primary Purpose of Funded Activity/Facility:

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**Percentage of Hotel Tax Support of Related Costs**

\_\_\_\_\_ Percentage of Total **Event Costs** Covered by Hotel Occupancy Tax

\_\_\_\_\_ Percentage of Total **Facility Costs** Covered by Hotel Occupancy Tax for the Funded Event

\_\_\_\_\_ Percentage of **Staff Costs** Covered by Hotel Occupancy Tax for the Funded Event

If staff costs are covered, estimate percentage of time staff spends annually on the funded event(s) compared to other activities \_\_\_\_\_ %

***Which Category or Categories Apply to Funding Request, and Amount Requested Under Each Category:***

**a) Convention Center or Visitor Information Center:** construction, improvement, equipping, repairing, operation, and maintenance of convention center facilities or visitor information centers, or both. Amount requested under this category: \$ \_\_\_\_\_

**b) Registration of Convention Delegates:** furnishing of facilities, personnel, and materials for the registration of convention delegates or registrants. Amount requested under this category: \$ \_\_\_\_\_

**c) Advertising, Solicitations, Promotional programs to attract tourists and convention delegates** or registrants to the municipality or its vicinity. Amount requested under this category: \$ \_\_\_\_\_

**d) Promotion of the Arts that Directly Enhance Tourism and the Hotel & Convention Industry:** the encouragement, promotion, improvement, and application of the arts that can be shown to have some direct impact on tourism and the hotel/convention industry. The impact may be that the art facility or event can show hotel nights that are booked due to their events or that guests at hotels attend the arts event. Eligible forms of art include instrumental and vocal music, dance, drama, folk art, creative writing, architecture, design and allied fields, painting, sculpture photography, graphic and craft arts, motion picture, radio, television, tape and sound recording,

and other arts related to the presentation, performance, execution, and exhibition of these major art forms : \$ \_\_\_\_\_

**e) Historical restoration and preservation projects or activities or advertising and conducting solicitation and promotional programs to encourage tourists and convention delegates to visit preserved historic sites or museums.** Amount requested under this category: \$ \_\_\_\_\_

**f) Expenses including promotional expenses, directly related to a sporting event in which the majority of participants are tourists. The event must substantially increase economic activity at hotels within the city or its vicinity.** Amount requested under this category:  
\$ \_\_\_\_\_

How many individuals are expected to participate in the sporting related event?

How many of the participants at the sporting related event are expected to be from another city or county? \_\_\_\_\_

Quantify how the sporting related event will substantially increase economic activity at hotels within the city or its vicinity?

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**g) Funding transportation systems for transporting tourists from hotels to and near the city to any of the following destinations: 1) the commercial center of the city; 2) a convention center in the city; 3) other hotels in or near the city; and 4) tourist attractions in or near the city.**

Amount requested under this category: \$ \_\_\_\_\_

**What sites or attractions will tourists be taken to by this transportation?** \_\_\_\_\_

**Will members of the general public (non-tourists) be riding on this transportation?** \_\_\_\_\_

**What percentage of the ridership will be local citizens?** \_\_\_\_\_

**h) Signage directing tourists to sights and attractions that are visited frequently by hotel guests in the municipality.** Amount requested under this category: \$ \_\_\_\_\_

**What tourist attractions will be the subject of the sign?**

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**Questions for All Funding Request Categories:**

1. How many years have you held this Event or Project: \_\_\_\_\_
2. Expected Attendance: \_\_\_\_\_
3. How many people attending the Event or Project will use City of Richmond hotels?  
Number of the people and how many nights will they stay: \_\_\_\_\_
4. Do you reserve a room block for this event at an area hotel and if so, for how many rooms and at which hotels:  
  
\_\_\_\_\_  
  
\_\_\_\_\_

5. List other years (over the last three years) that you have hosted your Event or Project with amount of assistance given from HOT and the number of hotel rooms used:

<b>Month/Year Held</b>	<b>Assistance Amount</b>	<b>Number of Hotel Rooms Used</b>
_____	_____	_____
_____	_____	_____
_____	_____	_____

6. How will you measure the impact of your event on area hotel activity (e.g.; room block usage information, survey of hoteliers, etc.)?  
  
\_\_\_\_\_  
  
\_\_\_\_\_

7. Please list other organization, government entities, and grants that have offered financial support to your project:



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8. Will the event charge admission? Do you anticipate a net profit from the event? If there is a net profit, what is the anticipated amount and how will it be used?

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9. Please list all promotion efforts your organization is coordinating, and the amount financially committed to each media outlet:

Newspaper:	\$ _____
Radio:	\$ _____
TV:	\$ _____
Other Paid Advertising:	\$ _____

Number of Press Releases to Media \_\_\_\_\_  
Number Direct Mailings to out-of-town recipients \_\_\_\_\_

Other Promotions

10. Will you include a link to the CVB or other source on your promotional handouts and in your website for booking hotel nights during this event? \_\_\_\_\_

11. Will you negotiate a special rate or hotel/event package to attract overnight stays?

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12. What new marketing initiatives will you utilize to promote hotel and convention activity for this event?

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13. What geographic areas does your advertising and promotion reach:

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14. How many individuals will your proposed marketing reach who are located in another city or county? \_\_\_\_\_

15. If the funding requested is related to a permanent facility (e.g. museum, visitor center):

Expected Attendance Monthly/Annually: \_\_\_\_\_

Percentage of those in attendance that are staying at area hotels/lodging facilities: \_ %

**Please Submit no later than September 1st to:**

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**RESOLUTION NO. 467-2023**

**A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF RICHMOND, TEXAS, ADOPTING A HOTEL OCCUPANCY TAX POLICY AND APPLICATION FORM.**

Pursuant to the Texas Tax Code, Chapter 351, provides for a city to impose, collect, use and allocation of a Hotel Occupancy Tax.

By Ordinance No. 2007-03, adopted on February 19, 2007, a Hotel Occupancy Tax was imposed in the City and its Extraterritorial jurisdiction.

The City Commission of the City of Richmond finds that it is in the public interest to adopt a Hotel Occupancy Tax policy and approve an application form; **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 adopts the Hotel Occupancy Tax policy and approves the application form attached hereto as Exhibit "A."

**Section 3.** This Resolution shall be effective from and after its approval and adoption.

PASSED, APPROVED and RESOLVED this 18<sup>th</sup> day of December, 2023.

**The City of Richmond, Texas**

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

ATTEST:

APPROVED AS TO FORM:

\_\_\_\_\_  
Lasha Gillespie, City Secretary

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

Exhibit "A"



# City of Richmond

*Where History Meets Opportunity*

## **Regular Scheduled City Commission Meeting**

**600 Morton Street**

**Richmond, Texas 77469**

Monday, December 18, 2023 at 4:30 P.M.

- A14. Review and consider taking action on Resolution No. 468-2023, supporting a grant application to fund an overpass crossing of Union Pacific Railroad Tracks as a part of our FM 762/10<sup>th</sup> Street Mobility Project.



## RESOLUTION NO. 468-2023

**A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF RICHMOND, TEXAS, SUPPORTING FORT BEND COUNTY FILING A GRANT APPLICATION BY FORT BEND COUNTY TO FUND AN OVERPASS CROSSING OF THE UNION PACIFIC RAILROAD TRACKS AS A PART OF FORT BEND COUNTY MOBILITY PROJECT NO. 13106—FM 762/10<sup>TH</sup> STREET; AND PROVIDING AN EFFECTIVE DATE.**

Pursuant to the Interlocal Cooperation Act, Chapter 791, Texas Government Code, and Section 251.012, Texas Transportation Code, the City of Richmond entered into an agreement with Fort Bend County to fund the construction of roadway improvements that will enhance the traffic flow/circulation and drainage along the FM 762/10<sup>th</sup> Street corridor.

Such Interlocal Agreement was authorized by Resolution No. 352-2020 on the 19<sup>th</sup> day of January, 2021.

The City Commission of the City of Richmond finds that it is in the public interest to support Fort Bend County filing a grant application to fund an overpass crossing of the Union Pacific Railroad tracks as a part of Fort Bend County Mobility Project No. 13106—FM 762/10<sup>th</sup> Street; **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 supports Fort Bend County filing a grant application to fund an overpass crossing of the Union Pacific Railroad tracks as a part of Fort Bend County Mobility Project No. 13106—FM 762/10<sup>th</sup> Street.

**Section 3.** This Resolution shall be effective from and after its approval and adoption.

PASSED, APPROVED and RESOLVED this 18<sup>th</sup> day of December, 2023.

**The City of Richmond, Texas**

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Rebecca K. Haas, Mayor

ATTEST:

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Lasha Gillespie, City Secretary

APPROVED AS TO FORM:

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Gary W. Smith, City Attorney



# City of Richmond

*Where History Meets Opportunity*

## **Regular Scheduled City Commission Meeting**

**600 Morton Street**

**Richmond, Texas 77469**

Monday, December 18, 2023 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**

**Richmond, Texas 77469**

Monday, December 18, 2023 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**

**Richmond, Texas 77469**

**Monday, December 18, 2023 at 4:30 P.M.**

A17. Adjourn to Executive Session, as authorized by Texas Government Code, Section 551.087, Economic Development Negotiations.

*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 of Richmond

*Where History Meets Opportunity*

## **Regular Scheduled City Commission Meeting**

**600 Morton Street**

**Richmond, Texas 77469**

**Monday, December 18, 2023 at 4:30 P.M.**

### **EXECUTIVE SESSION**

In accordance with Chapter 551, Government Code, Vernon's Texas Code Annotated (V.T.C.A) (Open Meetings Law), "The City Commission may meet in a Closed Executive Meeting pursuant to provisions of the Open Meetings Law, Chapter 551, Government Code, V.T.C.A. in accordance with the authority contained in the following section;" 551.087, Deliberation Regarding Economic Incentives.

- E1. Executive Session for Deliberation Regarding Economic Incentives.
1. Project Firehouse.
  2. Project Italy.
  3. Project Colodge.

*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 of Richmond

*Where History Meets Opportunity*

## Regular Scheduled City Commission Meeting

600 Morton Street

Richmond, Texas 77469

Monday, December 18, 2023 at 4:30 P.M.

### **OPEN MEETING**

- C1. Reconvene into Open Meeting, and take action on items, if necessary.
  - A. Project Firehouse.
  - B. Project Italy.
  - C. Project Colodge.
- C2. Adjournment.

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

### **NOTICE OF ASSISTANCE AT THE PUBLIC MEETING**

The City of Richmond City Commission meetings are available to all persons regardless of disability. This facility is wheelchair accessible and accessible parking spaces are available. Requests for accommodation, 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. 504 for needed accommodation.

If you have any questions, please let me know.

Terri Vela

*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.*