



# City of Richmond

*Where History Meets Opportunity*

## Regular Scheduled City Commission Meeting

(in person)

600 Morton Street

Richmond, Texas 77469

Monday, April 15, 2024 at 4:30 P.M.

And

Join Zoom Meeting

<https://us06web.zoom.us/j/2240869784?omn=88449145709>

+13462487799,,2240869784# US (Houston)

Dial by your location

• +1 346 248 7799 US (Houston)

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:  
John Dawson – 30 years – Police Department.  
  
**Proclamations:**  
Child Abuse Prevention Month.  
Autism Awareness Month.  
Lemonade Day 2024.  
National Public Safety Telecommunicators Week, April 14<sup>th</sup>-20<sup>th</sup>.
- 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).

*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

April 15, 2024

Page 1 of 4

No Deliberations with the Commission. Time may not be given to another speaker.)

- A6. Staff Update on Scenic Texas and Application of Livable Center Program.
- A7. Water usage and wastewater treatment reports over the last 5 year with charts and graphs.

### **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 March 18, 2024 (copies are enclosed).
  - 2. Review and consider taking action on the Fire Department report (a copy is enclosed).
  - 3. Review and consider taking action on the Police Department report (a copy is enclosed).
  - 4. Review and consider taking action on the Municipal Court report (a copy is enclosed).
  - 5. Review and consider taking action on the Tax Assessor/Collector Report (a copy is enclosed).
  - 6. Review and consider taking action on the Public Works Report (a copy is enclosed).
  - 7. Review and consider taking action on Planning Department Report (a copy is enclosed).
  - 8. Review and consider taking action on the Building Department Report (a copy is enclosed).
  - 9. Review and consider taking action on the Code Enforcement Report (a copy is enclosed).

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10. Review and consider taking action on the Emergency Management Report (a copy is enclosed).
11. Review and consider taking action on the Development Corporation of Richmond Report (a copy is enclosed).
12. Set date for next meeting. (Regular City Commission Meeting on Monday, May 20th at 4:30 p.m.)

### **REGULAR AGENDA**

- A9. Review and consider taking action on Ordinance No. 2024-06, permitting/allowing golf carts on roadways, shared use paths and sidewalks.
- A10. Review and consider taking action on Quarterly Monthly Financial Report and Quarterly Investment Report. (copies are enclosed)
- A11. Review and consider taking action Resolution No. 480-2024, submit application for Community Development Block Grant, Phase XV, North Richmond Sanitary Sewer Improvements.
- A12. Review and consider taking action on Resolution No. 481-2024, support beautification of the Richmond Garden Club, located at Hwy 90A and 6<sup>th</sup> St.
- A13. Review and consider taking action on Resolution No. 482-2024, approving interlocal cooperation contract for failure to appear program with our Municipal Court.
- A14. Review and consider taking action on Resolution No. 483-2024, adopting Municipal Court Confidential Policy.
- 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, Sections 551.071, Attorney Consultation, 551.072, Deliberation of Real Estate Discussions; and 551.087, Economic Development Negotiations

### **EXECUTIVE SESSION**

*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.*

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;" Sec. 551.072, Deliberation Regarding Real Estate; Sec. 551.087, Economic Development Negotiations; Sec. 551.071, Consultation with attorney, Sec. 551.074, Personnel Matters.

- E1. Executive Session for Deliberation Regarding Real Estate and Economic Development.
- E2. Executive Session for consultation with attorney—Del Webb reuse water and sidewalk.
- E3. Executive Session for Personnel Matters.

### **OPEN MEETING**

- C1. Reconvene into Open Meeting, and take action on items, if necessary.
  - A. Real Estate
- C2. Adjournment.

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

### **NOTICE OF ASSISTANCE AT THE PUBLIC MEETING**

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

If you have any questions, please let me know.  
Terri Vela

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## **Regular Scheduled City Commission Meeting**

**600 Morton Street**

**Richmond, Texas 77469**

Monday, April 15, 2024 at 4:30 P.M.

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

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# City of Richmond

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A2. Call to Order, Quorum Determined, Meeting Declared Open

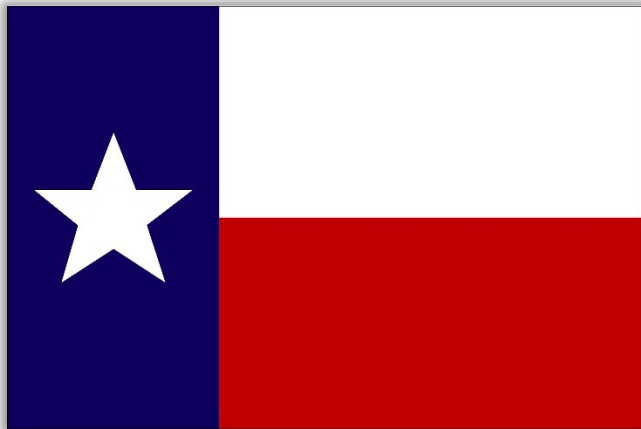
*Any item on this posted agenda may be discussed in Executive Session provided it is within one of the permitted categories under Chapter 551 of the Texas Government Code.*

## 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.



# City of Richmond

*Where History Meets Opportunity*

## Regular Scheduled City Commission Meeting

600 Morton Street

Richmond, Texas 77469

Monday, April 15, 2024 at 4:30 P.M.

- A3. Employee Recognition for Service with the City of Richmond:  
John Dawson – 30 years – Police Department.

### **Proclamations:**

- Child Abuse Prevention Month.
- Autism Awareness Month.
- Lemonade Day 2024.
- National Public Safety Telecommunicators Week, April 14<sup>th</sup>-20<sup>th</sup>.





## Proclamation

### Child Abuse Prevention Month April 2024

**Whereas**, the future well-being of the City of Richmond depends on the healthy development of our children, and the prevention of child abuse and neglect is a community responsibility where families, schools, faith communities, healthcare providers, law enforcement agencies, and businesses can play a significant role; and

**Whereas**, Child Abuse Prevention Month in April is a time to acknowledge the importance of families and communities working together to prevent child abuse and neglect through awareness, education, and support; and

**Whereas**, the City of Richmond recognizes the blue ribbon as the international symbol for child abuse prevention, representing our collective commitment to the safety and welfare of our children; and

**Whereas**, Mayor Becky Haas, along with the City Council and community partners, pledge to work together to increase public understanding of the importance of early intervention and prevention efforts that can bring hope and provide a safe environment for all children;

**Now, Therefore**, I, Becky Haas, Mayor of the City of Richmond, Texas, do hereby proclaim April 2024 as Child Abuse Prevention Month in Richmond and urge all citizens to observe this month with programs and activities that help prevent child abuse and support children and families.



In Witness whereof, I have hereunto  
Set forth my hand and caused the seal of  
The City of Richmond, Texas to be  
Affixed this 15th day of April 2024

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**Rebecca K. Haas, Mayor Richmond TX**



# Proclamation

## Autism Awareness Month April 2024

**Whereas**, Autism Spectrum Disorder (ASD) is a developmental disability affecting many individuals in our community and across the globe, influencing communication, behavior, and social interactions in diverse ways; and

**Whereas**, early diagnosis and appropriate supports can significantly improve the quality of life for those on the autism spectrum and their families; and

**Whereas**, the City of Richmond is committed to fostering an inclusive community that recognizes the strengths and contributions of all its members, including those with ASD; and

**Whereas**, Autism Awareness Month is an opportunity to raise public awareness about autism, to celebrate the unique talents of those with autism, and to highlight the need for a greater understanding and support within the community;

**Now, Therefore**, I, Becky Haas, Mayor of the City of Richmond, Texas, do hereby proclaim April 2024 as **Autism Awareness Month in Richmond**.

I encourage all residents to learn more about autism, to show support for individuals with ASD and their families, and to promote inclusion and awareness in all aspects of community life.

In Witness whereof, I have hereunto  
Set forth my hand and caused the seal of  
The City of Richmond, Texas to be  
Affixed this 15th day of April 2024

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**Rebecca K. Haas, Mayor Richmond TX**



# Proclamation

## Recognizing Lemonade Day - May 11, 2024

**Whereas**, the Central Fort Bend Chamber of Commerce diligently supports and inspires the young citizens of Richmond, Texas, helping them blossom into tomorrow's business leaders, social advocates, and community volunteers through engaging and practical experiences; and

**Whereas**, the entrepreneurial spirit and community involvement are fundamental to fostering a prosperous future, cultivating creativity, responsibility, and a strong work ethic among our youth; and

**Whereas**, "Lemonade Day" is a celebrated initiative that introduces our youth to business through the simple and accessible act of running a lemonade stand, teaching them to plan, prepare, and succeed in their very own entrepreneurial ventures;

**Now therefore**, I, Rebecca K. Haas, Mayor of the City of Richmond, do hereby proclaim May 11, 2024, as "**Lemonade Day**" In the City of Richmond.

Furthermore, I urge my fellow citizens to participate in and support Lemonade Day, thereby nurturing the potential of our young people one lemonade stand at a time.

In Witness whereof, I have hereunto  
Set forth my hand and caused the seal of  
The City of Richmond, Texas to be  
Affixed this 15th day of April 2024

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**Rebecca K. Haas, Mayor Richmond TX**



## National Public Safety Telecommunicators Week April 14-20, 2024

**Whereas**, emergencies that require police, fire, or emergency medical services can occur at any time; and,

**Whereas**, when an emergency occurs the prompt response of police officers, firefighters, and paramedics is critical to the protection of life and preservation of property; and,

**Whereas**, the safety of our police officers, firefighters, and paramedics is dependent upon the quality and accuracy of information obtained from citizens who contact the Richmond Police Department emergency communications center; and,

**Whereas**, Public Safety Telecommunicators are the first and most critical contact our citizens have with emergency services; and,

Public Safety Telecommunicators are the single vital link for our police officers, firefighters, and paramedics by monitoring their activities by radio, providing them information, and ensuring their safety; and,

**Whereas**, Public Safety Telecommunicators of the Richmond Police Department have contributed substantially to the apprehension of criminals, suppression of fires, and treatment of patients; and,

**Whereas**, each dispatcher has exhibited compassion, understanding, and professionalism during the performance of their job in the past year.

**Now therefore**, I, Rebecca K. Haas, Mayor of the City of Richmond, do hereby declare the week of April 14 through 20, 2024, to be National Public Safety Telecommunicators Week in the City of Richmond, in honor of the men and women whose diligence and professionalism keep our city and citizens safe.

In Witness whereof, I have hereunto  
Set forth my hand and caused the seal of  
The City of Richmond, Texas to be  
Affixed this 15th day of April 2024

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**Rebecca K. Haas, Mayor Richmond TX**



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## **Regular Scheduled City Commission Meeting**

**600 Morton Street**

**Richmond, Texas 77469**

**Monday, April 15, 2024 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.)



# City of Richmond

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## **Regular Scheduled City Commission Meeting**

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Monday, April 15, 2024 at 4:30 P.M.

A6. Staff Update on Scenic Texas and Application of Livable Center Program.

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**CITY COMMISSION  
AGENDA ITEM COVER MEMO**

**DATE: April 15, 2024**

**Staff Review:**

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

**AGENDA ITEM:**

**SUBMITTED BY: Mason A. Garcia, Planning Director  
Planning Department**

**SYNOPSIS**

The City of Richmond is committed to adopting and implementing the Best Practices for Beautification and prioritization of up-to-date plans and studies within the City and specific areas of the City. The City of Richmond participates in the Scenic City Certification Program (SCCP), one of the programs run by Scenic Texas. Richmond has been a part of the SCCP since 2016 with an original award of Bronze with a rank up to Platinum in 2019. The City is also exploring the option of preparing a submittal to the Livable Centers Program, selected candidates participate in a study which identifies and considers quality of life adjustments for ways an area such as increase options for modes of transportation, improve environmental quality, pedestrian safety, promote economic development and housing diversity.

**COMPREHENSIVE PLAN 2014 GOALS ADDRESSED**

The Comprehensive Master Plan recommends the implementation of beautification objectives and priorities.

**C. Strengthen transportation connections and increase choices between ways to travel.**

**F. Rehabilitate and preserve Richmond’s existing neighborhoods and community assets.**

**I. Enhance and preserve Richmond’s natural amenities.**

**BACKGROUND**

**SCENIC TEXAS**

SCCP has been developed and applied to put in place a foundation of scenic standards and planning practices that may advance sustainability via environmental education, conservation and ecosystem management. By following the best practices as identified in the SCCP the result is the improvement of outdoor spaces and overall well-being citizens of Texas.



To evaluate applications for recognition by Scenic Texas as a Scenic Certified City, ten (10) areas (Visual Tenets) are reviewed for conformance to Best Practices<sup>2</sup> in the following areas:

### **10 Visual Tenets Definitions and Key Elements**

- 1) Streetscape Enhancements**
- 2) Parks, Trails and Public Space**
- 3) Lighting Standards**
- 4) Design Integrity**
- 5) Landscaping**
- 6) Sign Control: (on and off premises)**
- 7) Litter and Graffiti Prohibition**
- 8) Utility and Cable Line Programs**
- 9) Dumpster Screening**
- 10) Unique Municipal Features and Special Programs**

In 2023 Richmond submitted an application for the Scenic City of the Year. The City of Richmond was in the top 13 cities out of all applications. Staff will be submitting an application for year 2024 for the opportunity to showcase the City of Richmond.

### **Livable Centers Study**

Livable Centers are defined as places where people can live work and play with less reliance on cars. The concept is based on the encouragement of complementary mix of land uses designed for walkability, connectivity and accessibility via expanded modes of transportation from bikes, buses, foot traffic, as well as automobiles.

The livable Centers Program contains four (4) Goals which are the following:

- **Create multi-modal travel choices that improve connectivity between existing neighborhoods and activity centers using multiple modes of transportation.**

- **Create resilient quality places** that integrate enjoyable green spaces and preserve natural resources while considering elements of hazard recovery, mitigation, and resiliency.
- **Promote safe and equitable infrastructure** that reduces the negative impacts of defined barriers to pedestrians and bicyclists (e.g. intersections, highways, railroads, water ways, network gaps, etc.).
- **Promote economic development and housing diversity** by increasing walkability near activity centers and connecting existing infrastructure to serve as a catalyst for investment/development.

### **STUDY TYPES**

The program offers two (2) separate study types:

- **Livable Centers Study**
- **Focused Livable Centers Study**

The Livable Centers Study serves as a small area plan to carry out all four Livable Centers Program goals. The goals are assessed on a community-wide scale that is defined by the study sponsors and may include larger neighborhoods or series of neighborhoods in a single service area. The study areas can define multiple locations or nodes of interest including areas that have been identified for future land-use improvements.

Focused Livable Centers Study are targeted, community node studies that must meet two (2) Livable Centers Program goals to create multi-modal travel choices, resilient places, and one additional Livable Centers goal that best fits the needs of the study sponsor.

### **PROPOSED LIVABLE CENTER STUDY AREA**

#### **BOUNDARIES**

- **2nd Street north from Jackson Street to Clay Street**
- **Clay Street west to Pultar Road**
- **Pultar Road south to Preston Road**
- **Preston Road east to Collins Road**
- **Collins Road south to Jackson Street**
- **Jackson Street to 2nd Street**

**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**

**Provide guidance on the Livable Centers Application.**

**Staff recommends submitting an application for the Livable Centers Program to engage in a study area shown on report. A notice of intent to apply is due by May 9, 2024.**

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



## CITY COMMISSION

### *Staff Update: Scenic Texas and Application of Livable Center Program*

**Agenda Date:** April 15, 2024

**Agenda Item:**

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**Agenda Item Subject:** Livable Centers Planning Study

**Project Description:** This report is intended to provide information on Scenic Texas and an Application Livable Centers Planning Study.

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**Presenter:** Mason A. Garcia, Planning Director

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### INTRODUCTION

The City of Richmond is working on the continued participation in the Scenic City Certification Program. For continuance of the Platinum rank status the Planning Department will complete and submit recertification this month. Additionally, Staff is working on an application for the Livable Centers Program, under the Houston Galveston Area Council, the program is to allow for additional modes of transportation within an area by analyzing auto-centric infrastructure, policies, and programs.

### SCENIC CITY CERTIFICATION PROGRAM

Scenic Texas is a statewide 501(c)(3) non-profit organization dedicated to preserving and enhancing Texas' visual environment<sup>1</sup>. The non-profit has a number of programs and initiatives aimed at preserving and enhancing Texas' visual environment. The City of Richmond participates in the Scenic City Certification Program (SCCP), one of the programs run by Scenic Texas. Richmond has been a part of the SCCP since 2016 with an original award of Bronze with a rank up to Platinum in 2019. The SCCP provides a tool for cities within Texas to assess, evaluate and be provided recognition for development standards.

Texas cities may apply for the Scenic City Certification Program to be assessed on applicable municipal ordinances. The applications will be assessed and receive a grade which will indicate compliance with Best Practices as identified by the SCCP. SCCP has been developed and applied to put in place a foundation of scenic standards and planning practices that may advance sustainability via environmental education, conservation and ecosystem management. By following the best practices as identified in the SCCP the result is the improvement of outdoor spaces and overall well-being citizens of Texas.

The application process has been crafted in a way that provides cities the opportunity to ensure they are adopting strong and enforceable ordinances to prioritize outcomes in the municipality. An application is submitted with the current language and existing ordinances which is preliminarily reviewed by a qualified third party. Once a review has been completed the applicant is provided with a score and feedback on the submitted documentation. The city then has a chance to consider provided feedback before submission of

a final application. This process allows improvement for the city to provide modifications for a final score in which the city may craft future ordinances and regulations to the Best Practices as identified by the SCCP.

To evaluate applications for recognition by Scenic Texas as a Scenic Certified City, ten (10) areas (Visual Tenets) are reviewed for conformance to Best Practices<sup>2</sup> in the following areas:

#### 10 Visual Tenets Definitions and Key Elements<sup>2</sup>

##### 1) Streetscape Enhancements:

Streetscapes that are designed for all users including pedestrians, bikers, and motor traffic.

- Trees and landscaping along major roadways, streets, and medians.
- Pedestrian friendly sidewalks.

##### 2) Parks, Trails and Public Space:

A connected system of green space that is available and accessible to all community members.

- A comprehensive system of parks, greenbelts, and open space that is accessible to residents.
- Parks include natural and manmade amenities that align with community preferences.
- Park land dedication for future developments.
- Limited impervious cover in open space areas.

##### 3) Lighting Standards:

Lighting that promotes public safety and limits light pollution that is undesirable to humans and harmful to wildlife.

- Selection of lighting location and equipment that provide visibility, safety, and security.
- Adequate illumination for level of use.
- Lighting program that emphasizes directional lighting.
- Cost-sharing program between city and electric provider to upgrade fixtures.

##### 4) Design Integrity:

A clearly defined sense of place that sets a framework for incoming business and residential developments to abide by to maintain the existing community character.

- Clearly stated design standards that are in place to ensure coordination of individual efforts.
- Storefront design standards based on shapes and materials.
- Signage limitation for on-premises displays.
- Exterior design and landscaping requirements.

##### 5) Landscaping:

Well placed and selected plants to enhance beauty, separation of use, and stormwater control.

- Appropriately scaled landscaping to screen parking areas.
- Required landscaping in islands with curbs.
- If paving around trees, used porous pavement.
- Plant selection must be appropriate for climate region.

##### 6) Sign Control: (on and off premises)

Signage restrictions intended to protect the community character and wildlife while not overburdening businesses.

- Thoughtful limits on size, placement, and quantity of signs for businesses.
- Require permits for permanent signage.

- Restrict wind devices, roof, and portable signage.
- Restrict electronic signage.
- Plan to bring grandfathered signage into conformity with code.
  - Management of existing signs and removal of signage when damaged or otherwise appropriate.
  - No new outdoor off-premises signs, no relocation of existing off-premises signs.
  - No vehicles placed for the primary purpose of advertising.
  - No advertisements on right-of-way amenities or public properties.
  - No tree-cutting or clearing to better view of off-premises signage.

7) Litter and Graffiti Prohibition:

Appropriate management and removal of litter and graffiti.

- Littering is prohibited and penalized.
- Graffiti is prohibited and penalized.
- Dumping is prohibited and penalized.
- Clean-up efforts.
- Public trash receptacles available and include protective lid.
- Trash placed for collection only 15 hours before or after specific collection days.

8) Utility and Cable Line Programs:

Program in place to ensure that new and replaced utility and cable lines are placed underground when possible.

- New utility lines to be installed underground when possible.
- Replacement of damaged utility lines should be installed underground.

9) Dumpster Screening:

Dumpsters are effectively screened and constructed of masonry material.

- All trash and bulk containers require screening.
- Be constructed from masonry material.
- The opening of screen be faced away from sidewalks and streets.

10) Unique Municipal Features and Special Programs:

Adopted ordinances, plans, or programs that contribute to scenic standards but fall outside the boundaries of the SCCP application. These may include, but are not limited to:

- historic districts or historic preservation program
- a scenic program related to a unique geographic feature
- a natural environment enhancement program
- storm runoff collectors
- innovative programs above and beyond the criteria in any of the certification categories
- active chapter in good standing with Keep Texas Beautiful
- current participation in Texas Historical Commission's Texas Main Street Program

Certification as part of the SCCP provides several benefits to participating cities. These benefits include expert evaluation of existing standards and ordinances, exceptional regulations that provide a foundation for the review and approval of development plans, use as a platform for educating citizens regarding the influence regulations exert on a community. Cities recognized by this program are able to communicate and expand on ideas to promote scenic standards across a region.

As a Platinum member of SCCP the City of Richmond is exhibiting exceptional ordinances and applications of the Best Practices identified by the Scenic City Certification Program. The Comprehensive Master Plan objectives state “Establish a .... vision that guides the future growth and enhancement of the community.” By utilizing the Best Practices from the Scenic City Certification Program the City of Richmond is in alignment with the Comprehensive Master Plan objective stated above and the Unified Development Code Section 1.1.102.3.f *Enhancing the visual character of the City through the regulation of design where such design is appropriate*. The City of Richmond is working on a recertification submittal to be completed and submitted this month for continuance of the Platinum rank status. Continued participation in the Scenic City Certification Program exhibits the City of Richmond’s commitment to maintain exemplary standards for outdoor spaces.

In 2023 Richmond submitted an application for the Scenic City of the Year. The City of Richmond was in the top 13 cities out of all applications. Staff will be submitting an application for year 2024 for the opportunity to showcase the City of Richmond.

### **LIVABLE CENTERS PROGRAM**

Livable Centers Program was established in 2008 under the Houston Galveston Area Council. The program looks to re-envision auto-centric infrastructure, policies and programs to allow for additional modes of transportation within an area. Livable Centers are defined as places where people can live work and play with less reliance on their cars. The concept is based on the encouragement of complementary mix of land uses designed for walkability, connectivity and accessibility via expanded modes of transportation from bikes, buses, foot traffic, as well as automobiles.

The Livable Centers Program is part of a Houston Galveston Area Councils initiative to address H-GACs 2045 Regional Transportation Plan. As part of the initiative, reduction in vehicular trips is an area of focus to reduce the burden on the region’s transportation network. The livable Centers Program contains four (4) Goals which are the following:

- **Create multi-modal travel choices** that improve connectivity between existing neighborhoods and activity centers using multiple modes of transportation.
- **Create resilient quality places** that integrate enjoyable green spaces and preserve natural resources while considering elements of hazard recovery, mitigation, and resiliency.
- **Promote safe and equitable infrastructure** that reduces the negative impacts of defined barriers to pedestrians and bicyclists (e.g. intersections, highways, railroads, water ways, network gaps, etc.).
- **Promote economic development and housing diversity** by increasing walkability near activity centers and connecting existing infrastructure to serve as a catalyst for investment/development.<sup>4</sup>

The program partners with local communities to identify specific recommendations including walking, biking and other modes of transportation to help the creation of livable centers. This is completed by conducting a study which will have participation from City Staff, sponsor officials, the local community, and potential project partners.

### **STUDY COMPONENTS**

- Existing Conditions
- Market Analysis
- Community Engagement Events
- Steering Committee
- Agency Meetings
- Concept/ Design Developments
- Implementation Plan
- Program Tracker

### **KEY DATES**

- May 9, 2024 / Notice of Intent to Apply Due
- July 8, 2024 / Study Sponsor Application Due
- Fall 2024 / Study Sponsor Application Evaluation & Selections
- Release Request for Consultant Proposals

### **STUDY TYPES**

The program offers two (2) separate study types:

- Livable Centers Study
- Focused Livable Centers Study

The Livable Centers Study serves as a small area plan to carry out all four (4) Livable Centers Program goals. The goals are assessed on a community-wide scale that is defined by the study sponsors and may include larger neighborhoods or series of neighborhoods in a single service area. The study areas can define multiple locations or nodes of interest including areas that have been identified for future land-use improvements.

Focused Livable Centers Study are targeted, community node studies that must meet two (2) Livable Centers Program goals to create multi-modal travel choices, resilient places, and one additional Livable Centers goal that best fits the needs of the study sponsor.<sup>3</sup>

### **Studies In the Area**

- **Rosenberg/U.S. 90A Corridor Livable Centers Planning Study (2015)**
- **Central Sugar Land Livable Centers Study (ongoing)**



## CONTRIBUTION REQUIREMENTS

### Demonstration of financial commitment

- Based on Sponsor Estimate
- Required for Intent to Apply
- May Be modified for application.

### Livable Centers Need Index

- Equitable distribution of funds
- Need determined by LCNI
  - Measures
    - Households without cars, single parent households, elderly population, school age population, presence of schools, income levels, English proficiency, housing tenure, access to transit, presence of sidewalks or trails, unemployment rate, education level, population density, etc.

Based on the Livable Centers Need Index the Cash contribution required for the study will be determined.

- Score Above 75: 0% Cash Contribution
- Score between 75-50: 10% Cash Contribution
- Score below 50: 20% Cash Contribution

## SUPPORT DOCUMENTATION REQUIRED

Mandatory Letters of Support:

- Texas House of Representatives
  - If the study area encompasses multiple Texas House Districts, a letter is required from each Representative.
- Sponsor Agency and other study partners
  - If the sponsoring agency is not the primary owner of the streets or sidewalks for study in the project area, include a letter of support from the owning agency. Application will not be considered eligible if this requirement is not met.

Local Sponsor Matching Fund Commitment (if required)

- Letter from the chief elected official or chief executive of the sponsoring entity that has the authority to commit to the local cash contribution.

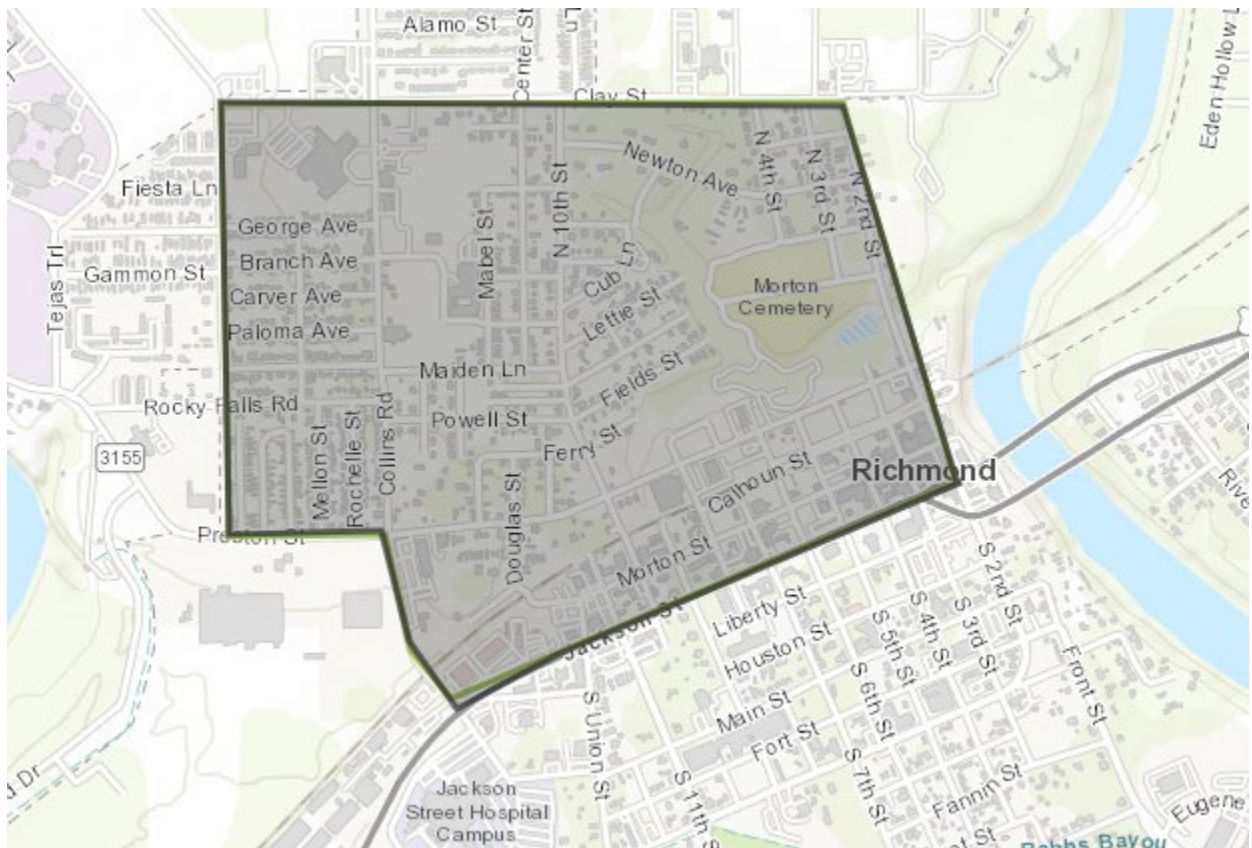
Optional Letter(s) of Support

- Community or neighborhood groups, partner agencies, local businesses, or other stakeholders are strongly encouraged.

**PROPOSED LIVABLE CENTER STUDY AREA**

**BOUNDARIES**

- 2nd Street north from Jackson Street to Clay Street
- Clay Street west to Pultar Road
- Pultar Road south to Preston Road
- Preston Road east to Collins Road
- Collins Road south to Jackson Street
- Jackson Street to 2nd Street



**STAFF RECCOMENDATION**

Staff recommends submitting an application for the Livable Centers Program to engage in a study in the above shown area. A notice of intent to apply is due by May 9, 2024.

**References**

1. *About us & our mission*. Scenic Texas. (2023a, December 23). <https://www.scenictexas.org/about-us>
2. Bernacki, S. J. (2021, August). Scenic City Certification Program Best Practices Resource Guide.
3. *Livable Centers Live, Work, Play*. Houston Galveston Area Council . (2024, February). [https://www.h-gac.com/getmedia/b6c4ec90-d871-4329-be00-7c0f0157c7e7/LC-Fact-Sheet\\_2024](https://www.h-gac.com/getmedia/b6c4ec90-d871-4329-be00-7c0f0157c7e7/LC-Fact-Sheet_2024)
4. Osorio, S. (2024). *Pre-Submitting Meeting: Livable Centers Cycle 7 Call for Sponsors*. Houston Galveston Area Council . <https://www.h-gac.com/getmedia/6e4753ae-e3ac-48dd-af35-de4a0b085b30/Livable-Centers-Call-for-Sponsors-Pre-Submittal-meeting-3142024>

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



# City of Richmond

*Where History Meets Opportunity*

## **Regular Scheduled City Commission Meeting**

**600 Morton Street**

**Richmond, Texas 77469**

Monday, April 15, 2024 at 4:30 P.M.

- A7. Water usage and wastewater treatment reports over the last 5 year with charts and graphs.



**CITY COMMISSION  
AGENDA ITEM COVER MEMO**

**DATE: April 15, 2024**

**Staff Review:**

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

**AGENDA ITEM: Water Conservation Discussion**

**SUBMITTED BY: Joe Reyes, Water Quality Coordinator**

**SYNOPSIS**

**Five Year Target Goal: In the next five (5) years, the City expects continued population growth and development. Water conservation is a priority of our public education efforts. The City expects a 1% reduction in current gallons per capita day (gpcd) usage. Based on a five (5) year potable consumption average of 111 gpcd, this translates to an approximate per capita reduction of 1.0 gpcd and 110 gpcd at the five (5) year target mark.**

**COMPREHENSIVE PLAN 2016 GOALS ADDRESSED**

**BACKGROUND**

## BUDGET ANALYSIS

FUNDING SOURCE	ACCOUNT NUMBER	PROJECT CODE/NAME	FY 2024 FUNDS BUDGETED	FY 2024 FUNDS AVAILABLE	AMOUNT REQUESTED

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

Requested Amendment:

Budgeted funds estimated for FY 2024:

Purchasing Review:

**Financial/Budget Review:**

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

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

### SUPPORTING MATERIALS

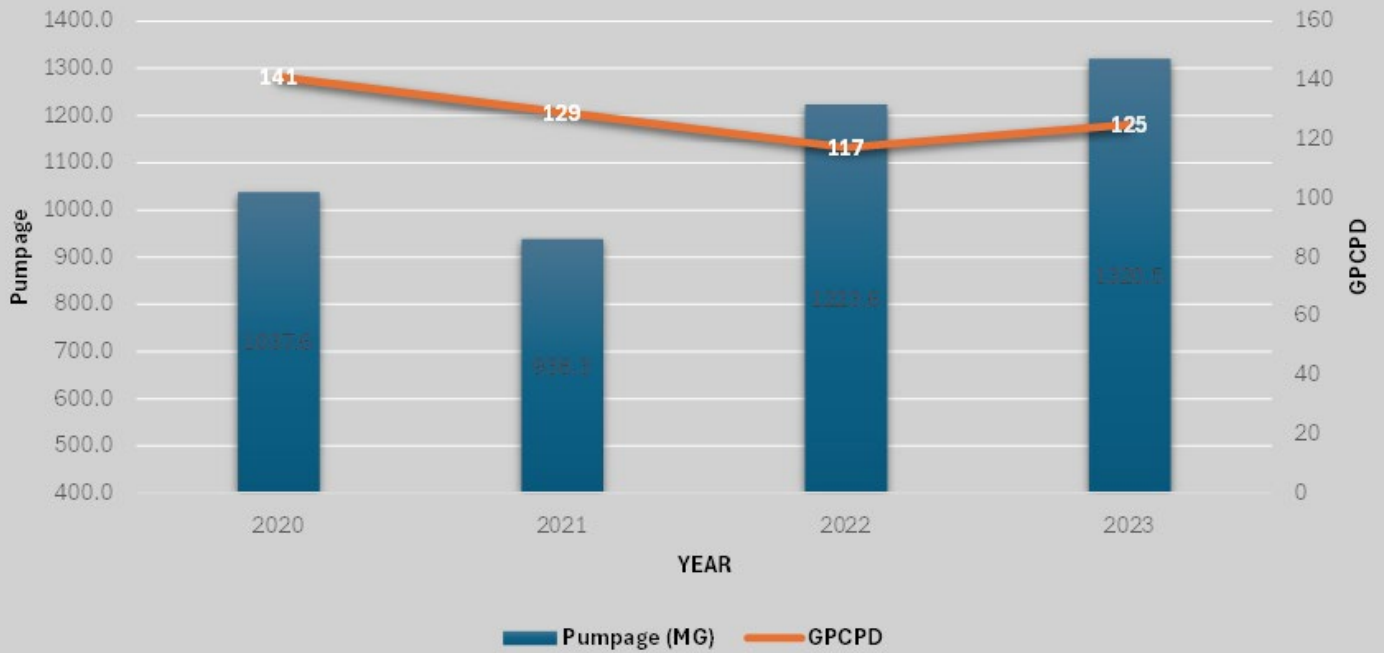
**Water/wastewater gpcd graph**

### STAFF'S RECOMMENDATION

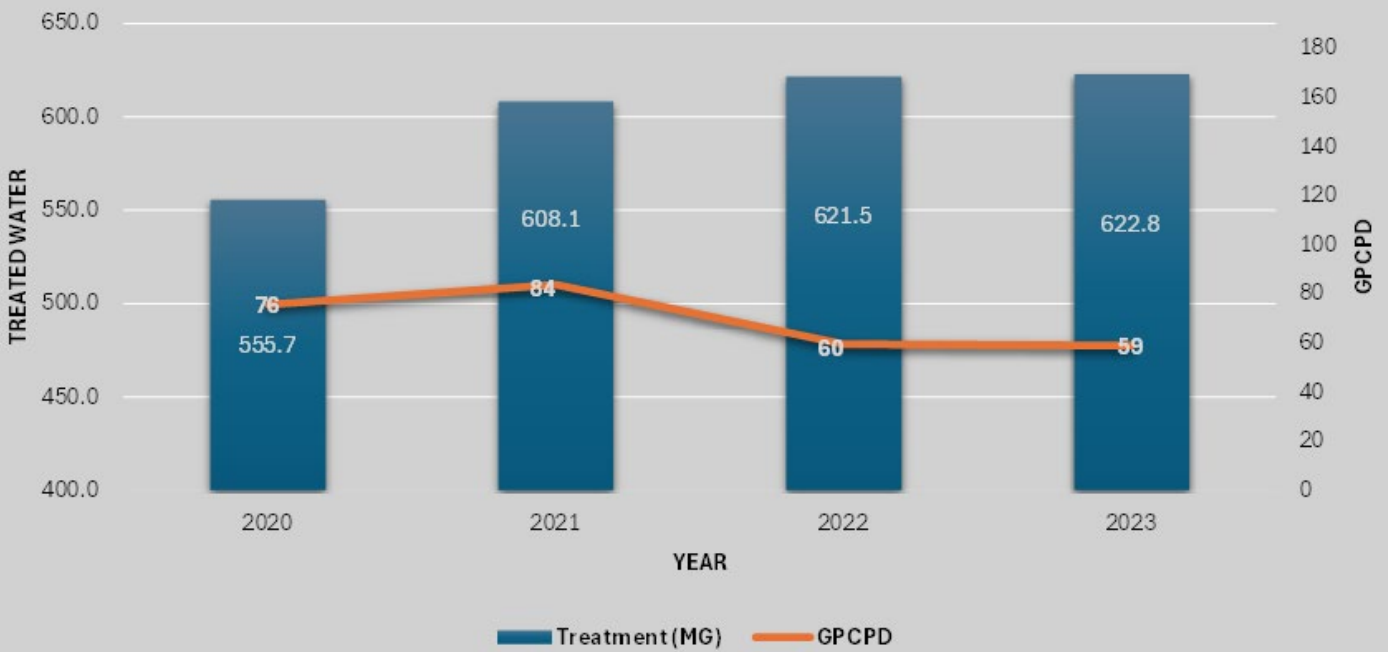
**Review and discuss.**

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

## Water Production



## Wastewater Treatment





# City of Richmond

*Where History Meets Opportunity*

## Regular Scheduled City Commission Meeting

600 Morton Street

Richmond, Texas 77469

Monday, April 15, 2024 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 of the Regular City Commission Meeting and the Workshop held on March 18, 2024 (copies are enclosed).
  2. Review and consider taking action on the Fire Department report (a copy is enclosed).
  3. Review and consider taking action on the Police Department report (a copy is enclosed).
  4. Review and consider taking action on the Municipal Court report (a copy is enclosed).
  5. Review and consider taking action on the Tax Assessor/Collector Report (a copy is enclosed).
  6. Review and consider taking action on the Public Works Report (a copy is enclosed).
  7. Review and consider taking action on Planning Department Report (a copy is enclosed).
  8. Review and consider taking action on the Building Department Report (a copy is enclosed).
  9. Review and consider taking action on the Code Enforcement Report (a copy is enclosed).
  10. Review and consider taking action on the Emergency Management Report (a copy is enclosed).
  11. Review and consider taking action on the Development Corporation of Richmond 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.*





# City of Richmond

*Where History Meets Opportunity*

(a copy is enclosed).

12. Set date for next meeting. (Regular City Commission Meeting on Monday, April 15<sup>th</sup> at 4:30 p.m.)



# City of Richmond

*Where History Meets Opportunity*

**Regular Scheduled City Commission Meeting**

**600 Morton Street**

**Richmond, Texas 77469**

Monday, April 15, 2024 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 Regular Session on March 18, 2024, at 9:00 a.m. Mayor Becky Haas proceeded to call the meeting to order at 9:02 a.m. The meeting was broadcast 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-not in attendance  
Terri Vela, City Manager  
Howard Christian, Assistant City Manager  
Gary Smith, City Attorney  
Lasha Gillespie, City Secretary

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

- Mayor Haas called the meeting to order at 9:02 a.m

*Mayor Haas skipped to the Consent Agenda*

**A8. Consent Agenda**

Commissioner Beard- selected Police, Municipal, Finance, Public Works, Planning, and Code Enforcement departments

- **PD-** The discussion included the issue of traffic being redirected from Richmond Parkway, leading to increased speeding on Dowling. Assistant Police Chief Brzozowski mentioned that efforts would be made to install a portable speed limit monitor today. Additionally, there were questions about possible ongoing SA investigations and the report on confiscated narcotics report, which will be covered in a separate discussion.
- **Muni-** Court Administrator Carol Trujillo provided an update on the Safe Harbor event. She reported that 53 cases were addressed during the event and mentioned that she would share more details in the next meeting.
- **Finance-** Finance Director Preza mentioned that a detailed conversation on sales tax is scheduled for the Spring Retreat. Additionally, there was a short discussion about the potential development of a policy concerning the sales tax revenue collected by the city.
- **PW-** An update on the East Water Treatment Plant is expected to be provided in the future. Additionally, there was mention of a potential meeting initiated by the Executive Director of the Fort Bend History Association to explore opportunities related to Decker Park. Commissioner Beard suggested that Kending-Keast should participate in this meeting.
- **Planning-** Commissioner Beard requested that commercial and residential information be clearly distinguished. Additionally, he recommended including potential job creation estimates for new commercial projects in the pre-development phase information.
- **Code Enforcement-** An update was requested concerning the building on Dowling Drive, which is presently

involved in a municipal case and may pose a potential hazard. The conversation also touched on the issue of dead trees, which staff will provide Commissioner Beard with the policy on dead trees.

### **Regular Agenda**

**A9. Review and consider taking action on Resolution No. 476-2024, adopting Emergency Operations Plan.**

- This resolution aims to ensure the city aligns with Fort Bend County's emergency operations plan. There was a conversation to understand the process for approving this resolution without an updated version from Fort Bend County. One idea proposed was to consider a temporary approval. City Manager Vela mentioned she would look into the matter further and offer more details before tonight's meeting.

**A10. Review and consider taking action on Ordinance No. 2024-04, canceling a general election for the purpose of electing a Commissioner to Position 1 and electing a Commissioner to Position 3 and Declaring the Unopposed Candidates Elected.**

- No discussion. Both Commissioners will be appointed for another 3-year term.

**A11. Review and consider taking action on a Final Plat – 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, on the east side of FM 359 between Del Aqua Drive and Rio Vista Drive intersections along FM 359.**

- Commissioner Beard emphasized his earlier point about adding an estimate of the number of people to be employed at commercial projects. The staff indicated they would include this detail in future pre-development applications. Additionally, there was a conversation about whether the city faces challenges in collecting sales tax from leased spaces. CM Vela clarified that the State Comptroller's office is informed about businesses that are annexed both within and outside city boundaries to ensure awareness. This office has the duty of ensuring that these businesses comply with sales tax regulations.

**A12. Review and consider taking action on replat an approximate 2.3135 acres of land — SCI DGV Richmond Commercial — 1 Block – 0 Lot – 1 Reserve, being a replat of Lots 1-10, Block 85, City of Richmond, recorded under Volume 8, Page 2, Deed of Records of Fort Bend County and adjoining acreage as recorded by deed under County Clerk's File No. 2018017279, all of lots 11-14 of said Block 85 as recorded by deed under County Clerk's File No. 2020061769, all of Tract 3: 0.158 acres, part of Front Street and Houston Road as recorded by deed under County Clerk's File No.2018017279, all of Tract 4: Block 84 (S PT) as recorded by deed under County Clerk's File No.201817279, said 2.1448 acre tract lying in the W. Morton Survey, Abstract 63 and J.H. Long Survey, Abstract 55 as recorded in the Fort Bend County Deed Records. The proposed subdivision is located at 405-407 Richmond Parkway and 109 Liberty Street, on the east side of Richmond Parkway and south of Liberty Street/US 90A.**

- Following discussion regarding the fair market value of the subject site, staff stated they would provide a copy of the appraisal done by Gary Brown and Associates. Additionally, staff will ensure documentation of the property's transfer.

**A13. Review and consider taking action on Resolution No. 477-2024, accepting the Traffic Impact Analysis as part of the Conditional Approval for a Conditional Use Permit for an approximate 2.3135 acre tract of land.**

- City Engineer Duane Whitehead provided supplemental illustrations that represent different scenarios of the Traffic Impact Analysis. He further stated that, according to the study, he does not anticipate the proposed development will majorly disrupt traffic flow, and he regards the conducted analysis as a thorough examination.

**A14. Review and consider taking action on Ordinance No. 2024-05, a request by Scott Reeve, Core Land Surveying, representing property owner DGV Group 1 Richmond LLC to close and abandon the following public right-of-way:**

- Exhibit “A”  
a 0.1329 acre (5,789 square feet) tract of land situated in the W. Morton Survey, Abstract No. 63 of Fort Bend County, Texas and being out of a the Remainder of Front Street, recorded under Volume 8, Page 2 Deed Records of Fort Bend County, Texas (D.R. F.C.T.)
- Exhibit “B”  
a 0.0358 acre (1,559 square feet) tract of land situated in the W. Morton Survey, Abstract No. 63 of Fort Bend County, Texas and being out of a the Remainder of Front Street, recorded under Volume 8, Page 2 Deed Records of Fort Bend County, Texas (D.R. F.C.T.)
  - No discussion. Questions and responses with staff members for the purpose of clarification.

**A15. Review and consider taking action on authorizing City Manager to execute contract for utilities project on 90A.**

- Concerns were raised regarding the notably low bid for the project. Staff indicated the bidding company has a full understanding of the project's requirements. Further discussion was held regarding the potential annexation into the city of properties located along this project's route, which are presently within our Extraterritorial Jurisdiction (ETJ), upon their connection to the utility services. Following a thorough discussion about the annexation process and the need for a clear policy, CM Vela mentioned that staff would present a draft policy for the City Commission to review.

**A16. Review and consider taking action on Resolution No. 479-2024, adopting updated Water Conservation and Drought Contingency Plan.**

- *The link included in the packet was incorrect, directing to the existing Water Conservation and Drought Contingency Plan instead. The correct link to the proposed plan will be distributed prior to this afternoon's meeting.*
- Joe Reyes, the Water Quality Coordinator, explained that the new plan updates the 2019 version, with the revisions mainly consisting of statistical data about the City's utility system and updated maps. The only changes to the Drought Contingency Plan are the inclusion of updated maps, reflecting new subdivisions that have been added in the past five years. Additionally, there was a request for a high-level comparison of water consumption and wastewater usage between the previous five-year plan and the current one to analyze the trends and implications. ACM stated this information can be included in the next Utility Master Plan.

**A17. Review and discuss Ordinance No. 2024-06, permitting/allowing golf carts on roadways, shared use paths, and sidewalks.**

- This item is currently under discussion to ensure it aligns properly with the development of an ordinance. The conversation addressed possible areas for the use of golf carts, electric vehicles, and off-highway vehicles. This included their use on public pathways, off-road areas, sidewalks, and public streets, as well as the establishment of specific crossing points. Additionally, there was a request for maps indicating street speed limits. Assistant Police Chief Brzozowski mentioned that Chief Craig would provide further details in this afternoon's meeting.

**A18. Review and discuss agenda packet, identify key elements and crucial information that should be included in the information.**

- This request was from the previous meeting to discuss the agenda packet and how to make it more manageable within the review timeframe. Input from the City Commission was requested on how to streamline the packet's contents. Recommendations included the addition of executive summaries prepared by staff and the early distribution of supplementary materials.

**C2. Adjournment.**

- With no further business to discuss, Mayor Haas adjourned the meeting at 11:08 a.m.

**APPROVED:**

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Becky K. Haas, Mayor

**ATTEST:**

---

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 Regular Session on March 18, 2024, at 4:30 p.m. Mayor Becky Haas proceeded to call the meeting to order at 4:30 p.m. The meeting was broadcast 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  
Gary Smith, City Attorney  
Lasha Gillespie, City Secretary

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

- Mayor Haas called the meeting to order at 4:30 p.m.

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

- Recited pledges.

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

- Jorge Coria – 15 years – Water Department.
- Corey Gless – 20 years – Fire Department.

**Proclamations:**

Proclamation Recognizing the Induction of Dave Scott, III in the Texas Cowboy Hall of Fame.

- Dave Scott was present to receive.

Women's History Month Proclamation.

- Women from various departments were present to receive.

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

- Mayor Haas shared that she was invited to join a celebrity shootout organized by the Lone Star Gunslingers in Richmond, Texas, where she secured third place and also received a gun as a prize.

**A5. Public comments.**

- None

**A6. Public hearing to receive comments for or against a request by Scott Reeve, Core Land Surveying, to replat an approximate 2.3135 acres of land — SCI DGV Richmond Commercial — 1 Block – 0 Lot – 1 Reserve, being a replat of Lots 1-10, Block 85, City of Richmond, recorded under Volume 8, Page 2, Deed of Records of Fort Bend County and adjoining acreage as recorded by deed under County Clerk's File No. 2018017279, all of lots 11-14 of said Block 85 as recorded by deed under County Clerk's File No. 2020061769, all of Tract 3: 0.158 acres, part of Front Street and Houston Road as recorded by deed under County Clerk's File No.2018017279, all of Tract 4: Block 84 (S PT) as recorded by deed under County Clerk's File No.201817279, said 2.1448 acre tract lying in the W. Morton Survey, Abstract 63 and J.H. Long Survey, Abstract 55 as**

recorded into the Fort Bend County Deed Records. The proposed subdivision is located at 405-407 Richmond Parkway and 109 Liberty.

- None

**A7. Public hearing to receive comments for or against a request by Scott Reeve, Core Land Surveying, representing property owner DGV Group 1 Richmond LLC to close and abandon the following public right-of-way:**

- Exhibit "A"  
a 0.1329 acre (5,789 square feet) tract of land situated in the W. Morton Survey, Abstract No. 63 of Fort Bend County, Texas and being out of a the Remainder of Front Street, recorded under Volume 8, Page 2 Deed Records of Fort Bend County, Texas (D.R. F.C.T.)
- Exhibit "B"  
a 0.0358 acre (1,559 square feet) tract of land situated in the W. Morton Survey, Abstract No. 63 of Fort Bend County, Texas and being out of a the Remainder of Front Street, recorded under Volume 8, Page 2 Deed Records of Fort Bend County, Texas (D.R. F.C.T.)

- None

**A8. Consent Agenda.**

- Commissioner Gaul made a motion to approve the Consent Agenda in its entirety. Commissioner Beard seconded.

**Regular Agenda**

**A9. Review and consider taking action on Resolution No. 476-2024, adopting Emergency Operations Plan.**

- Commissioner Drozd moved to approve Resolution No. 476-2024, approving the readoption of the Emergency Operations Plan, as modified and distributed via email this afternoon. Commissioner Gaul seconded. Motion passes unanimously.

**A11. Review and consider taking action on a Final Plat – 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, 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 final plat at their March 4, 2024, meeting. Staff recommend approval of this final plat.
- Commissioner BeMent moved to approve a Final Plat – 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, on the east side of FM 359 between Del Aqua Drive and Rio Vista Drive intersections along FM 359. Commissioner Beard seconded. Motion passes unanimously.

**A12. Review and consider taking action on replat an approximate 2.3135 acres of land — SCI DGV Richmond Commercial — 1 Block – 0 Lot – 1 Reserve, being a replat of Lots 1-10, Block 85, City of Richmond, recorded under Volume 8, Page 2, Deed of Records of Fort Bend County and adjoining acreage as recorded by deed under County Clerk's File No. 2018017279, all of lots 11-14 of said Block 85 as recorded by deed under County Clerk's File No. 2020061769, all of Tract 3: 0.158 acres, part of Front Street and Houston Road as recorded by deed under County Clerk's File No.2018017279, all of Tract 4: Block 84 (S PT) as recorded by deed under County Clerk's File No.201817279, said 2.1448 acre tract lying in the W. Morton Survey,**



**Abstract 63 and J.H. Long Survey, Abstract 55 as recorded in the Fort Bend County Deed Records. The proposed subdivision is located at 405-407 Richmond Parkway and 109 Liberty Street, on the east side of Richmond Parkway and south of Liberty Street/US 90A.**

The Planning and Zoning Commission recommended approval of this plat at their August 7, 2023, meeting with a condition that following comments will be addressed:

1. The property owner is required to pay to the City the fair market value of the property released by the city in any action involving the closure, reduction or alteration of any public street, alley, or other public way, pursuant to Municipal Code Chapter 28, Article V, Section 28-301 (c).
- Commissioner BeMent moved to approve the replat an approximate 2.3135 acres of land — SCI DGV Richmond Commercial — 1 Block – 0 Lot – 1 Reserve, being a replat of Lots 1-10, Block 85, City of Richmond contingent upon meeting all specified conditions. Commissioner Beard seconded. Motion passes unanimously.

**A13. Review and consider taking action on Resolution No. 477-2024, accepting the Traffic Impact Analysis as part of the Conditional Approval for a Conditional Use Permit for an approximate 2.3135 acre tract of land.**

- City Engineer Duane Whitehead went over the details of the Traffic Impact Analysis and confirmed that this study is satisfactory and that he does not believe there will be a negative impact on traffic flow. Staff also confirmed that all conditions have been addressed.
- Commissioner BeMent made a motion to approve Resolution No. 477-2024, accepting the Traffic Impact Analysis as part of the Conditional Approval for a Conditional Use Permit for an approximate 2.3135 acre tract of land. Commissioner Gaul seconded. Motion passes 3-1. Votes as follow:

*Commissioner BeMent- aye*

*Commissioner Drozd- aye*

*Commissioner Gaul- aye*

*Commissioner Beard- no*

**A14. Review and consider taking action on Ordinance No. 2024-05, a request by Scott Reeve, Core Land Surveying, representing property owner DGV Group 1 Richmond LLC to close and abandon the following public right-of-way:**

- **Exhibit "A"**  
a 0.1329 acre (5,789 square feet) tract of land situated in the W. Morton Survey, Abstract No. 63 of Fort Bend County, Texas and being out of a the Remainder of Front Street, recorded under Volume 8, Page 2 Deed Records of Fort Bend County, Texas (D.R. F.C.T.)
- **Exhibit "B"**  
a 0.0358 acre (1,559 square feet) tract of land situated in the W. Morton Survey, Abstract No. 63 of Fort Bend County, Texas and being out of a the Remainder of Front Street, recorded under Volume 8, Page 2 Deed Records of Fort Bend County, Texas (D.R. F.C.T.)
  - This item is a part of A-12 which was unanimously approved.
  - Commissioner Gaul moved to approve Ordinance No. 2024-05, a request by Scott Reeve, Core Land Surveying, representing property owner DGV Group 1 Richmond LLC to close and abandon the following public right-of-way as defined in Exhibit "A" and Exhibit "B" subject to the condition that the property owner pay to the City the fair market value of the property released by the city in any action involving the closure, reduction or alteration of any public street, alley, or other public way, pursuant to Municipal Code Chapter 28, Article V, Section 28-301 (c). Commissioner Beard seconded. Motion passes unanimously.

**A15. Review and consider taking action on authorizing City Manager to execute contract for utilities project on 90A.**

- The HWY 90 Utility Construction Project received four bids, with Vera Industries LLC being the lowest qualified bidder at \$873,369.50. Concerns about the low bid were addressed; the contractor's ownership of equipment and positive reviews were noted, alongside advice to monitor the project's progress. Staff also verified the bid amount as correct.
- Commissioner Drozd moved to authorize the City Manager to execute a Construction Services Contract with Vera Industries, LLC in the amount of \$873,369.50 for the City of Richmond Highway 90A Commercial Utilities Project.

**A16. Review and consider taking action on Resolution No. 479-2024, adopting updated Water Conservation and Drought Contingency Plan.**

- Joe Reyes presented stating the city must update its Water Conservation and Drought Contingency Plan every five years. The proposed Water Conservation Plan and resolution are due to the TCEQ by May 1, 2024. The update primarily includes statistical data about the City's utility system and revisions to the Drought Contingency Plan include new subdivisions added within the last five years. The updated plan was distributed to the City Commission today. It was reiterated from this morning's meeting to have a comparison of water consumption and wastewater usage between the previous five-year plan and the current one to analyze the trends and implications. Also, a statement was made to indicate for next year that the City Commission vote on enforcement techniques to manage water usage during drought conditions. Additionally, it was proposed that, in the coming year, the City Commission consider voting on and implementing enforcement strategies aimed at regulating water consumption during periods of drought. a future agenda item to compare the last five years' water and drought plans with current ones, highlighting any changes.
- Commissioner Gaul moved to accept Resolution No. 479-2024, adopting an updated Water Conservation and Drought Contingency Plan. Commissioner Drozd seconded. Motion passes unanimously.

**A17. Review and discuss Ordinance No. 2024-06, permitting/allowing golf carts on roadways, shared use paths, and sidewalks.**

- Chief Craig discussed this Ordinance aimed at promoting wider mobility choices by allowing the regulated use of certain vehicles on specified city streets. He received feedback from the City Commission and noted that the topic, including a map highlighting key areas of interest regarding cross-streets and restricted access zones, would be revisited in next month's meeting. No action was taken.

**A18. Review and discuss agenda packet, identify key elements and crucial information that should be included in the information.**

- The City Commission was asked for suggestions to improve the packet's efficiency. Ideas proposed were to deliver the agenda packet earlier, incorporate executive summaries, condense and target the content to what is essential for decision-making, and consider creating a secondary, public-accessible packet. No action taken.

**A19. Excuse from Attendance at Regular City Commission Meeting.**

- None

**A20. Consider taking action on requests for future agenda items.**

- Commissioner Gaul made a motion to have a future agenda item to compare the last five years' water usage and wastewater treatment reports over the last 5 years with charts and graphs. Commissioner

BeMent seconded. Motion passes unanimously.

- Commissioner Beard made a motion to have an update on the East WWTP as a future agenda item. Commissioner BeMent seconded. Motion passes unanimously.

**A21. Adjourn to Executive Session.**

- Mayor Haas adjourned the meeting to Executive Session at 5:40 p.m.

**C2. Adjournment.**

- With no further business to discuss, Mayor Haas adjourned the meeting at 9:13 p.m.

**OPEN MEETING**

C1. Reconvene into Open Meeting.

- No action.

C2. Adjournment.

- With no further business to discuss, Mayor Haas adjourned the meeting at 6:15 p.m.

**APPROVED:**

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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, April 15, 2024 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**  
**March 2024**

**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 2024-03-01 and 2024-03-31.

### Total Calls by District

District	03-2024	YTD
City of Richmond Station #1	130	419
City of Richmond Station #2	10	25
City of Richmond Station #3	3	15
Fort Bend County Station #1	45	130
Fort Bend County Station #2	130	426
Fort Bend County Station #3	152	453
Mutual Aid Given	03-2024	YTD
Northeast	1	8
Fulshear	0	2
Rosenberg (Automatic Aid)	1	15
Sugar Land	3	8
Pleak	0	1
Beasley	0	3
Thompsons	6	10
Pecan Grove	0	4
Missouri City	0	0
Stafford	0	4
Orchard	0	0
Fairchilds	1	1
Harris County ESD 48	0	0
Community	0	0
Needville	0	1
Fresno	0	0
Damon	0	0
<b>Total</b>	<b>12</b>	<b>57</b>



# Richmond Fire Department

Derek L. Brown  
Operations Division



Alarm Date between 2024-03-01 and 2024-03-31.

Mutual Aid Received	03-2024	YTD
Northeast	0	0
Fulshear	0	2
Rosenberg (Automatic Aid)	7	14
Sugar Land	4	6
Pleak	0	0
Beasley	0	0
Thompsons	0	0
Pecan Grove	7	10
Missouri City	0	0
Stafford	1	1
Orchard	0	0
Fairchilds	0	0
Harris County ESD 48	0	0
Community	1	2
Needville	0	0
Willowfork	1	1
Fort Bend County Hazmat	2	4
<b>Total</b>	<b>23</b>	<b>40</b>



# Richmond Fire Department

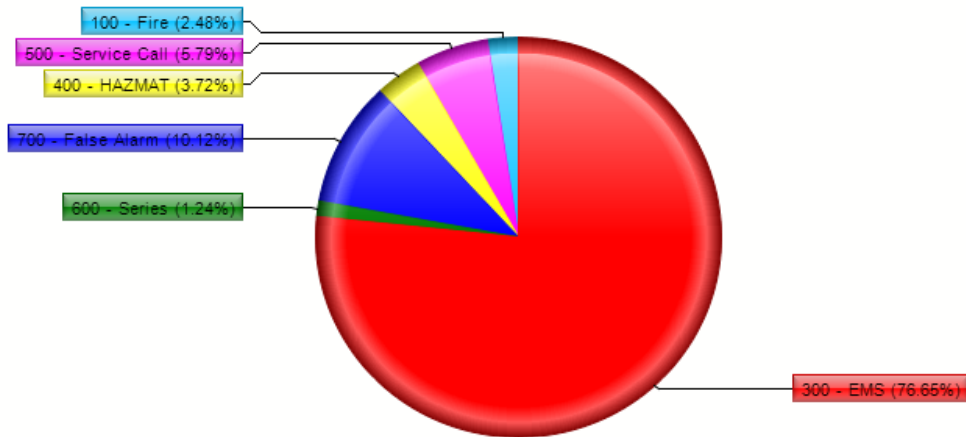
Derek L. Brown  
Operations Division



Alarm Date between 2024-03-01 and 2024-03-31

Incident Type Group	03-2024	YTD
300 - EMS	371	1143
600 – Good Intent Call, other	6	24
700 - False Alarm	49	151
100 - Fire	12	61
500 - Service Call	28	88
400 - HAZMAT	18	65
900 – Special Incident	0	1
800-Natural Disaster	0	0
200- Explosion, Rupture, or Fireworks	0	0
<b>Monthly Total</b>	<b>484</b>	<b>1,533</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>2024-03-01</b>	<b>Total</b>
320 - Emergency medical service incident, other	342	<b>342</b>
651 - Smoke scare, odor of smoke	4	<b>4</b>
700 - False alarm or false call, other	17	<b>17</b>
324 - Motor vehicle accident with no injuries.	9	<b>9</b>
4121 - Smell of Gas	4	<b>4</b>
424 - Carbon monoxide incident	2	<b>2</b>
550 - Public service assistance, other	4	<b>4</b>
553 - Public service	2	<b>2</b>
745 - Alarm system activation, no fire - unintentional	22	<b>22</b>
5531 - Install/check smoke detector	8	<b>8</b>
5111 - Lock-out of Residence	1	<b>1</b>
510 - Person in distress, other	6	<b>6</b>
440 - Electrical wiring/equipment problem, other	1	<b>1</b>
741 - Sprinkler activation, no fire - unintentional	1	<b>1</b>
551 - Assist police or other governmental agency	1	<b>1</b>
130 - Mobile property (vehicle) fire, other	1	<b>1</b>
113 - Cooking fire, confined to container	1	<b>1</b>
744 - Detector activation, no fire - unintentional	6	<b>6</b>
735 - Alarm system sounded due to malfunction	2	<b>2</b>
322 - Motor vehicle accident with injuries	14	<b>14</b>
323 - Motor vehicle/pedestrian accident (MV Ped)	1	<b>1</b>
353 - Removal of victim(s) from stalled elevator	2	<b>2</b>
600 - Good intent call, other	2	<b>2</b>
3221 - Motor vehicle accident w/ extrication and injuries	1	<b>1</b>
4003 - Wires Down	2	<b>2</b>
350 - Extrication, rescue, other	1	<b>1</b>
1111 - Residential Fire	4	<b>4</b>
542 - Animal rescue	1	<b>1</b>
118 - Trash or rubbish fire, contained	1	<b>1</b>
4001 - Wash Down	1	<b>1</b>
151 - Outside rubbish, trash or waste fire	1	<b>1</b>
412 - Gas leak (natural gas or LPG)	4	<b>4</b>
571 - Cover assignment, standby, moveup	1	<b>1</b>
131 - Passenger vehicle fire	1	<b>1</b>
500 - Service Call, other	1	<b>1</b>
411 - Gasoline or other flammable liquid spill	1	<b>1</b>
140 - Natural vegetation fire, other	1	<b>1</b>
1112 - Commercial Fire	1	<b>1</b>



# Richmond Fire Department



Derek L. Brown  
Operations Division

<b>Incident Type Details</b>	<b>2024-03-01</b>	<b>Total</b>
441 - Heat from short circuit (wiring), defective/worn	1	1
445 - Arcing, shorted electrical equipment	1	1
400 - Hazardous condition, other	1	1
331 - Lock-in (if lock out , use 511 )	1	1
522 - Water or steam leak	1	1
531 - Smoke or odor removal	1	1
733 - Smoke detector activation due to malfunction	1	1
1702 - Mulch Fire	1	1
511 - Lock-out	1	1
<b>Total</b>	<b>484</b>	<b>484</b>

Alarm Date between 2024-03-01 and 2024-03-31.

### Total Calls by Shift

<b>Shift</b>	<b>03-2024</b>	<b>YTD</b>
A-Shift	146	478
B-Shift	173	543
C-Shift	165	506
FMO	0	6

### Total Calls by Station

<b>Station</b>	<b>03-2024</b>	<b>YTD</b>
Station 1	175	578
Station 2	158	484
Station 3	151	465
Fire Marshal's Office	0	6

### March Truck Maintenance

E41 at Performance truck for more engine repairs.



# Richmond Fire Department

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Derek L. Brown  
Operations Division





# Richmond Fire Marshal's Office

## Monthly Report March 2024



Mayor and Commissioners,

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

2024	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
Annual Fire Inspections	62	58	25										145
Annual Operational Permit Checks	0	0	3										3
AOD-Police/Fire/EMS	7	1	1										9
Certificate of Occupancy (Final) Inspections	3	2	5										10
Complaints & Red Tag /Yellow Tag Inspections	17	14	24										55
Fire Alarm Inspections	1	0	1										2
Fire & Arson Investigations	1	3	0										4
Fire Marshal's Orders	3	0	0										0
Fire Sprinkler Inspections	2	1	1										4
Fireworks & Open Burning Calls	1	1	0										2
Mobile Food Truck Inspections	0	3	4										7
Plan Reviews	9	6	7										22
Pre-Construction Meetings	6	4	13										23
Public Relations	1	1	1										3
Site Visits & On-Site Meetings	9	11	11										31
Training Hours	136	48	28										212
Warnings & Citations	0	0	0										0
Other Inspections*	0	2	0										2

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.



**City of Richmond**

*Where History Meets Opportunity*

## Divisional Reports

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



# RICHMOND FIRE DEPARTMENT

TRAINING DIVISION

MONTHLY ACTIVITY REPORT



April 4, 2024

Re: Activity Report for March 2024

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 March, the Training Division began the FTO for Probationary Firefighters Abraham Melgar and Bryar Blair. The Orientation portion of the FTO was held the week of March 4<sup>th</sup> prior to the new hires being assigned to shift. Both firefighters performed during the orientation phase and have a great work ethic that will be a welcome addition to the fire department. Phase 2 of their FTO will begin on March 10<sup>th</sup> where they will continue to complete their FTO Task Book while gaining on the job experience under close supervision from their assigned lieutenant.

The department sent a few chief officers to the Texas Fire Chief's Annual Conference. The conference delivered updates on new regulations and provided an atmosphere where fellow fire service leaders could ask questions and seek advice on how to handle developing situations. Some of these situations included staffing issues, best practices, leadership development, and EMS in the fire service.

The Training Division also conducted another firefighter hiring process to fill vacancies within the operations division. The department received three applicants. Of the three applicants, only one showed to participate in the assessment process. At the conclusion of the assessment process, the applicant did not receive a job offer due to the outcome of the assessment. Eight vacancies remain in the operations division.

The department logged 799 hours of training for the month of March. Looking forward to the month of April, the Training Division will participate in a county wide RIT/Mayday training drill. The Training Division is also preparing to send four members to FDIC to experience new technology within the fire service and to attend training courses offered by nationally recognized instructors.

Respectfully,

Aaron Hafer

*Attachments: Training Analysis Report for March 2024 – ESO (Fire) & Career Cert (EMS)*

200 HOUSTON STREET ~ RICHMOND, TEXAS 77469 ~ 281.238.1210



# RICHMOND FIRE DEPARTMENT

TRAINING DIVISION

MONTHLY ACTIVITY REPORT



## Richmond Fire Department Training Hours by Category

Category	March 2024
FIRE: Aerial Operations	12
FIRE: Fire Ground Overview	15
FIRE: Rapid Intervention Teams	26
FIRE: Hose Handling	101
FIRE: Search & Rescue	39
ADMIN: Administrative Procedures	16
ADMIN: Fire Department Organization / Structure	13
ADMIN: Personnel Management	13
GEN: Policies & Procedures	4
FIRE: Report Writing	13
FIRE: Apparatus Operation / Driver Training	91
FIRE: Ropes, Haul Systems, Knots & Hitches	18
FIRE: PPE Inspection, Care & Cleaning	2
FIRE: SCBA Inspection, Care & Cleaning	3
FIRE: SCBA Donning & Doffing	5
FIRE: PPE Donning & Doffing	16
FIRE: Hose Loads / Hose Deployment	16
FIRE: Air Bag Operations	5
FIRE: Tactics & Strategies	37
FIRE: Vehicle Extrication	21
FIRE: Ventilation (Horizontal)	5
FIRE: Ventilation (Vertical)	30
FIRE: Vehicle Fires	14
FIRE: Mayday & Firefighter Survival	6
FIRE: SCBA Overview	6
FIRE: Foam Operations	6
FIRE: Forward & Reverse Lays / Catching a Hydrant	6
FIRE: Apparatus Familiarization	18
GEN: Territory & Response Districts	12
FIRE: Firefighter Safety	5
FIRE: SCBA Consumption Drill	4
FIRE: Emergency Communication	6
ADMIN: Compliance & Standards	9
ADMIN: Leadership Development	9



# RICHMOND FIRE DEPARTMENT

TRAINING DIVISION

MONTHLY ACTIVITY REPORT



ADMIN: Intergovernmental / Departmental Relations	12
FIRE: High Rise Operations & Tactics	40
FIRE: Pump Operations	53
HZMT: Radiation Detection	18
<b>TOTALS:</b>	<b>724</b>

## Richmond Fire Department EMS Training Hours by Category

Category	March 2024
EMS: Airway Management & Ventilation	2
EMS: Medical	28.5
EMS: Operations	18
EMS: Patient Assessment	0
EMS: Pediatrics	0
EMS: Preparatory	4
EMS: Special Considerations	8
EMS: Trauma	9.5
EMS: Electives	5
<b>TOTALS:</b>	<b>75</b>





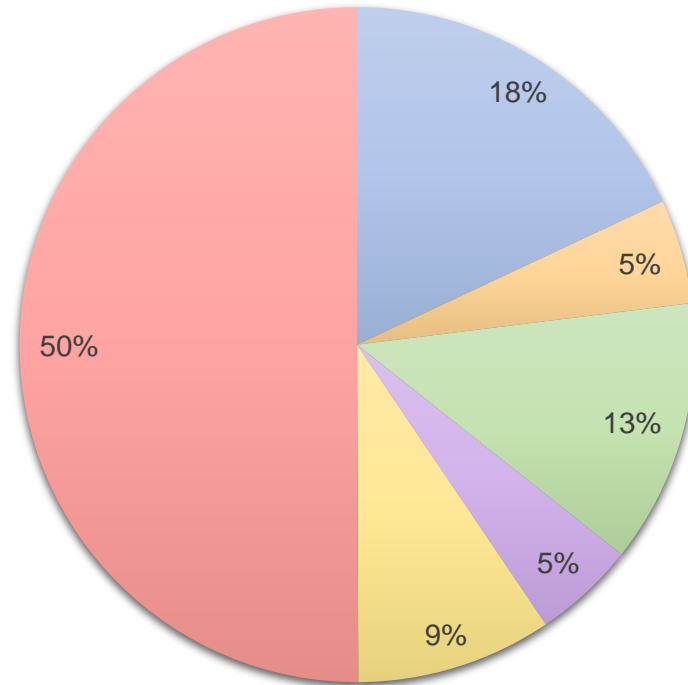
# RICHMOND FIRE DEPARTMENT

TRAINING DIVISION

MONTHLY ACTIVITY REPORT



### Training Breakdown



- Apparatus / Pump Operations
- Hose Handling
- EMS Training
- High Rise Operations / Tactics
- Search & Rescue
- Other Fire Related Training



# City of Richmond

*Where History Meets Opportunity*

**Regular Scheduled City Commission Meeting**

**600 Morton Street**

**Richmond, Texas 77469**

Monday, April 15, 2024 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>March 2023</b>	<b>March 2024</b>	<b>5 Year Avg for March</b>	<b>Jan-Mar. 2023</b>	<b>Jan-Mar. 2024</b>	<b>Numerical Change</b>	<b>Percent Change</b>
<i>Murder</i>	0	0	0	1	0	-1	-100.00%
<i>Rape</i>	1	0	1.6	3	1	-2	-66.67%
<i>Aggravated Assault</i>	0	2	2	11	5	-6	-54.55%
<i>Robbery</i>	2	1	1.2	4	1	-3	-75.00%
<i>Burglary</i>	3	2	1.4	8	7	-1	-12.50%
<i>Theft</i>	0	15	11.8	30	46	16	53.33%
<i>Motor Vehicle Theft</i>	1	0	1.20	3	1	-2	-66.67%
<b><i>Grand Total</i></b>	<b>7</b>	<b>20</b>	<b>19.2</b>	<b>60</b>	<b>61</b>	<b>1</b>	<b>1.67%</b>

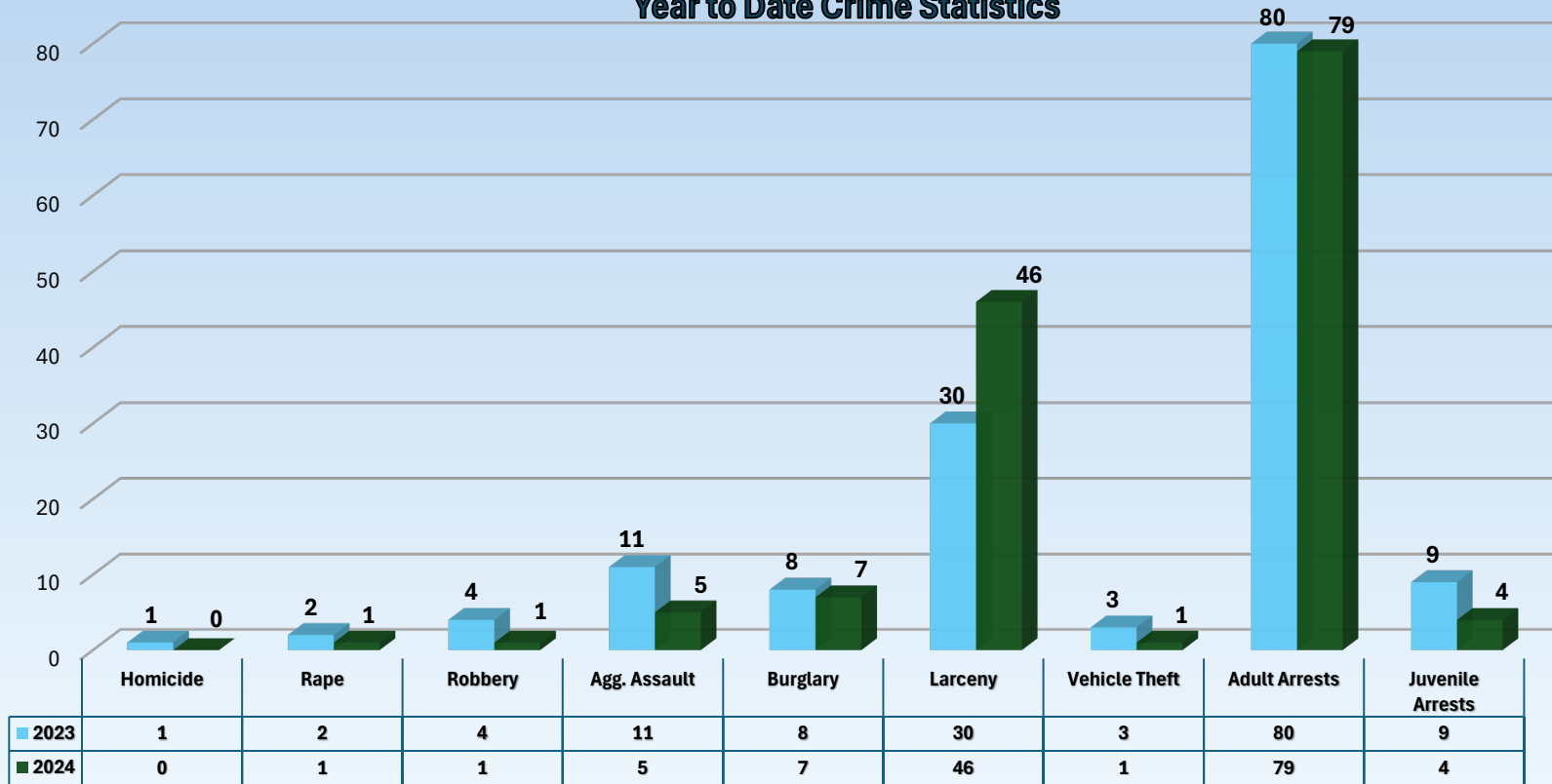
## Crime Report 2024

		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	0	0	0	0	0	0	0	0	0	0	1
	<i>Attempted Rape</i>	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Robbery</b>														
	<i>Firearm</i>	0	0	0	0	0	0	0	0	0	0	0	0	0
	<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	1	0	0	0	0	0	0	0	0	0	1
<b>Assault</b>														
	<i>Gun</i>	0	1	1	0	0	0	0	0	0	0	0	0	2
	<i>Other Dangerous Weapon</i>	1	1	1	0	0	0	0	0	0	0	0	0	3
	<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>	9	15	0	0	0	0	0	0	0	0	0	0	24
<b>Burglary</b>														
	<i>Residential</i>	1	3	1	0	0	0	0	0	0	0	0	0	5
	<i>Non-Residential</i>	1	0	1	0	0	0	0	0	0	0	0	0	2
<b>Larceny</b>		10	21	15	0	0	0	0	0	0	0	0	0	46
<b>Motor Vehicle Theft</b>														
	<i>Autos</i>	1	0	0	0	0	0	0	0	0	0	0	0	1
	<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>	20	30	29	0	0	0	0	0	0	0	0	0	79
	<i>Juvenile</i>	0	2	2	0	0	0	0	0	0	0	0	0	4
<b>Traffic Crashes</b>		20	16	26	0	0	0	0	0	0	0	0	0	62

## 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	0	0	1
<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	0	0	0	0	0	2
<i>Attempted Rape</i>	0	1	0	0	0	0	0	0	0	0	0	0	1
<b>Robbery</b>													
<i>Firearm</i>	1	1	2	0	0	0	0	0	0	0	0	0	4
<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	0	0	0	0	0	0	0	0	4
<i>Other Dangerous Weapon</i>	5	2	0	0	0	0	0	0	0	0	0	0	7
<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	15	7	0	0	0	0	0	0	0	0	0	33
<b>Burglary</b>													
<i>Residential</i>	1	1	2	0	0	0	0	0	0	0	0	0	4
<i>Non-Residential</i>	0	3	1	0	0	0	0	0	0	0	0	0	4
<b>Larceny</b>													
	22	8	0	0	0	0	0	0	0	0	0	0	30
<b>Motor Vehicle Theft</b>													
<i>Autos</i>	1	0	1	0	0	0	0	0	0	0	0	0	2
<i>Trucks &amp; Buses</i>	0	0	0	0	0	0	0	0	0	0	0	0	0
<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	0	0	0	0	0	0	0	0	0	80
<i>Juvenile</i>	4	3	2	0	0	0	0	0	0	0	0	0	9
<b>Traffic Crashes</b>													
	12	19	17	0	0	0	0	0	0	0	0	0	12

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



March

2023

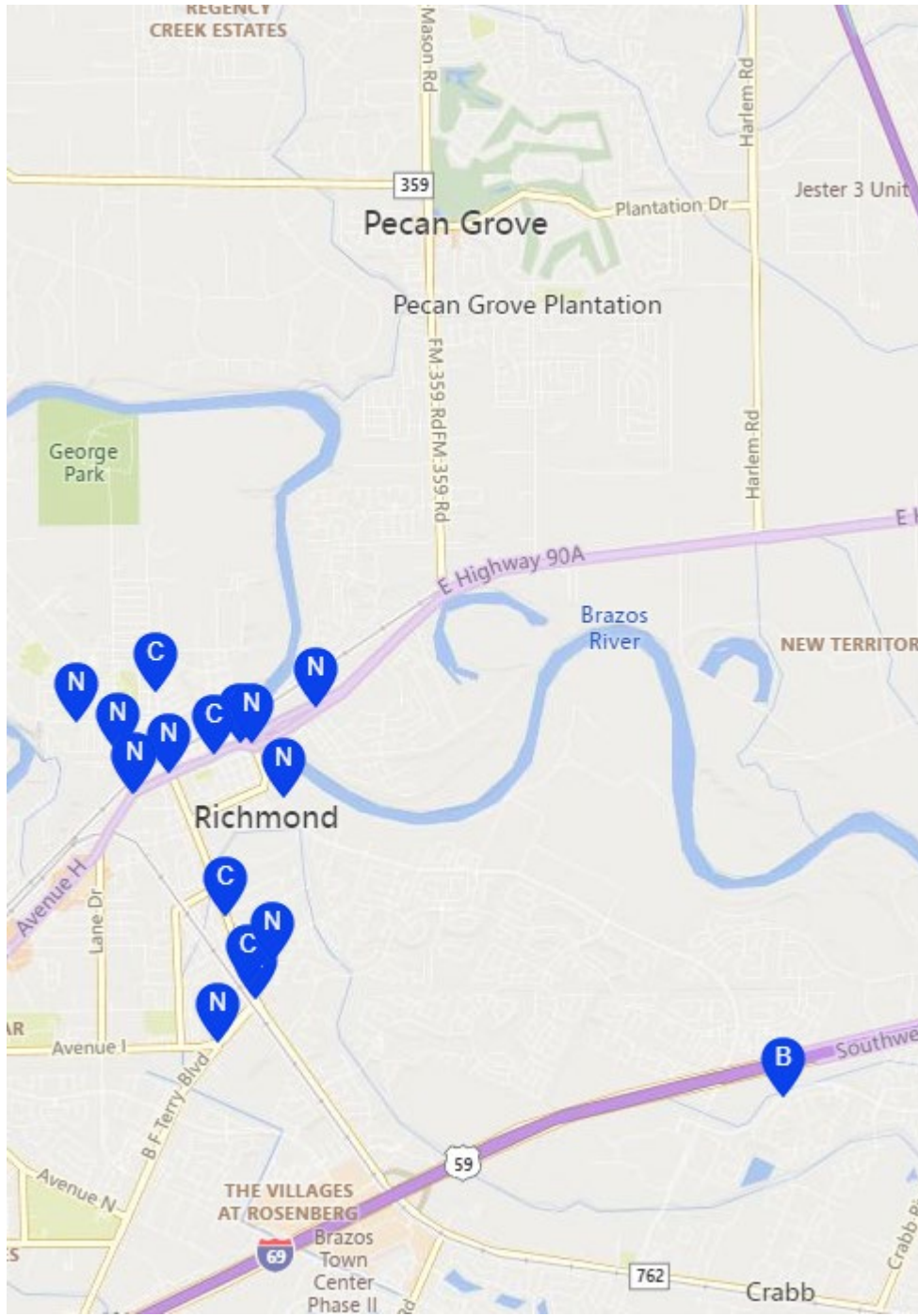
2024

**MARCH CRASH REPORT**

Crash ID	Crash Date	City	County	Case ID
4925148	2024/03/29	RICHMOND	FORT BEND	202400003780
20102434	2024/03/29	RICHMOND	FORT BEND	2024-00003764
20102444	2024/03/28	RICHMOND	FORT BEND	202400003719
20102449	2024/03/28	RICHMOND	FORT BEND	202400003743
20096321	2024/03/26	RICHMOND	FORT BEND	202400003648
20096332	2024/03/26	RICHMOND	FORT BEND	202400003645
20096284	2024/03/25	RICHMOND	FORT BEND	202400003606
4916908	2024/03/25	RICHMOND	FORT BEND	202400003612
4924554	2024/03/24	RICHMOND	FORT BEND	202400003574
20096253	2024/03/23	RICHMOND	FORT BEND	202400003511
20088371	2024/03/22	RICHMOND	FORT BEND	202400003441
20086608	2024/03/20	RICHMOND	FORT BEND	24-10988
20098520	2024/03/19	RICHMOND	FORT BEND	202400003357
20102440	2024/03/18	RICHMOND	FORT BEND	202400003305
20078160	2024/03/16	RICHMOND	FORT BEND	202400003231
20078076	2024/03/15	RICHMOND	FORT BEND	202400003168
20071930	2024/03/12	RICHMOND	FORT BEND	202400003033
20078049	2024/03/11	RICHMOND	FORT BEND	202400003005
20071040	2024/03/11	RICHMOND	FORT BEND	202400002992
20084153	2024/03/10	RICHMOND	FORT BEND	202400002964
20071356	2024/03/07	RICHMOND	FORT BEND	202400002809
20071348	2024/03/06	RICHMOND	FORT BEND	202400002769
20062800	2024/03/06	RICHMOND	FORT BEND	202400002772
20066782	2024/03/05	RICHMOND	FORT BEND	202400002677
20078045	2024/03/05	RICHMOND	FORT BEND	202400002693
20102436	2024/03/03	RICHMOND	FORT BEND	202400002545



**CRIS**



# MARCH 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	18	51	9	0	18	7	5	11	3	947	3	1
Cpl. R. Robles	14	60	9	6	38	14	0	0	0	790	3	0.75
Ofc. V. Golovine	9	39	2	4	33	2	3	5	0	303	20	2.5
Ofc. A. Feliciano	14	41	1	0	22	33	0	0	0	805	3	3
Ofc. A. Gutierrez	20	66	1	4	49	20	1	2	1	1000	3	9
<b>Total</b>	<b>75</b>	<b>257</b>	<b>22</b>	<b>14</b>	<b>160</b>	<b>76</b>	<b>9</b>	<b>18</b>	<b>4</b>	<b>3845</b>	<b>32</b>	<b>16.25</b>

## SHIFT: Evenings

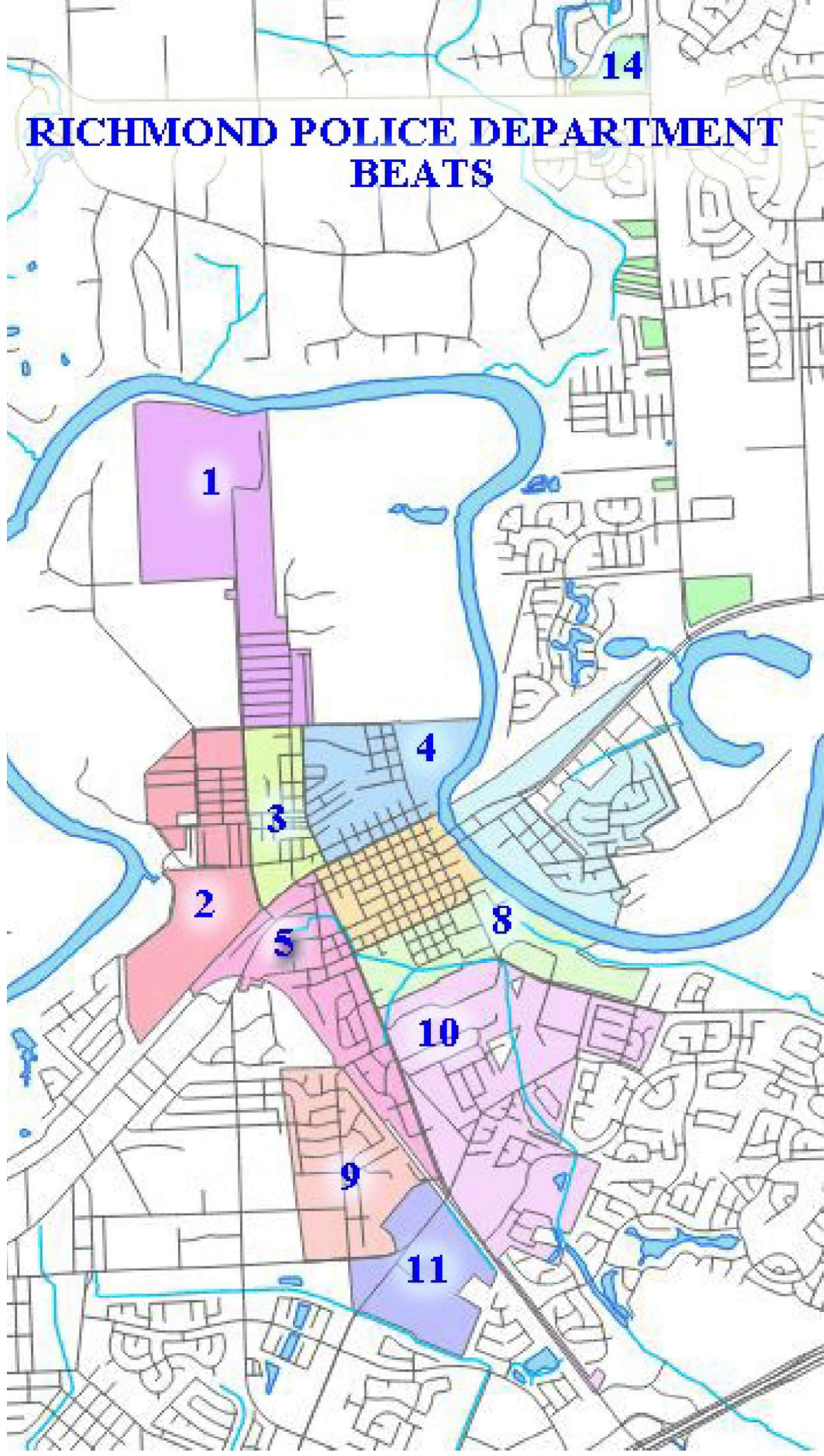
Officer	Shifts	Calls	Reports	Crash	Citations	Warnings	Arrest Information			Miles	Beat Activity	Community Activity Hours
							Total Arrests	Total Charges	City Warrants			
Sgt. J. Williams	19	89	7	2	12	26	7	11	4	450		5
Ofc. R. Molnoskey	0	0	0	0	0	0	0	0	0	0	0	0
Ofc. E. Boone	18	102	6	6	22	14	3	9	9	726	3	3
Ofc. M. Bertasz	18	66	11	0	33	25	8	11	2	100	2	0
Ofc. T. Olivett	19	83	8	3	6	15	3	4	2	1299	3	2.5
<b>Total</b>	<b>74</b>	<b>340</b>	<b>32</b>	<b>11</b>	<b>73</b>	<b>80</b>	<b>21</b>	<b>35</b>	<b>17</b>	<b>2575</b>	<b>8</b>	<b>10.5</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	11	16	2	0	18	9	1	1	0	665	0	1
Cpl. T Anderson	21	30	3	0	22	30	0	0	0	959	21	17
Ofc. N. Benitez	16	26	0	3	11	13	0	0	0	748	3	1
Ofc. M. Palmer	16	24	6	0	52	29	4	8	3	659	3	3
Ofc. C. Brignac	18	61	5	1	22	40	2	3	0	818	3	1
<b>Total</b>	<b>82</b>	<b>157</b>	<b>16</b>	<b>4</b>	<b>125</b>	<b>121</b>	<b>7</b>	<b>12</b>	<b>3</b>	<b>3849</b>	<b>30</b>	<b>23</b>

	Shifts	Calls	Reports	Crash	Citations	Warnings	Arrests	Charges	Warrants	Miles	Activity	Hours
<b>Grand Totals</b>	<b>231</b>	<b>754</b>	<b>70</b>	<b>29</b>	<b>358</b>	<b>277</b>	<b>37</b>	<b>65</b>	<b>24</b>	<b>10269</b>	<b>70</b>	<b>49.75</b>

# **RICHMOND POLICE DEPARTMENT BEATS**





**Monthly Activity Report**

**Beat: 01**

**Officer: Emily Boone**

**March 2024**

**Description of Beat:**

Beat 1 is in the North Richmond area. Beat 1 is everything North of Clay Street within the City limits. 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 March, I met with three people within my beat. While conducting business checks at Heights Mini Mart, I met with Mayra. Mayra stated she lives at 1202 Trenton St. and has been living in her residence for about 11 years. Marya was advised if she has any issues or concerns to contact the police department.

I then met with Julian Medrano at George Park while doing a property check. Mr. Medrano stated he likes to come to the park and play soccer. Mr. Medrano also stated in his free time, he likes to work on his truck. I asked Mr. Medrano if he has any issues in the City and he stated no. Mr. Medrano was advised to call for any issues within the city.

Lastly, I met with Osvaldo, while he was outside with his kids. Osvaldo stated he has been living in Richmond for about a month now and loves it so far. Osvaldo was advised he can call anytime for concerns or any questions he may have about the City of Richmond.

I do not have any sex offender(s) in my beat.

**Public Safety Contacts**

<u>Public Safety Contacts</u>	<u>Address</u>	<u>Date</u>
Marya	1202 Trenton	03/14/2024
Julian Medrano	2155 Collins Rd.	03/26/2024
Osvaldo	1100 Clay St.	03/26/2024

**Goals Accomplished:**

I accomplished my goal by going to the park in my beat and showing the police presence. I also conducted multiple property checks within the beat.

**Goals Next Month:**

My goal for the next few months is to conduct more property checks within the neighborhoods.

### Statistical Information

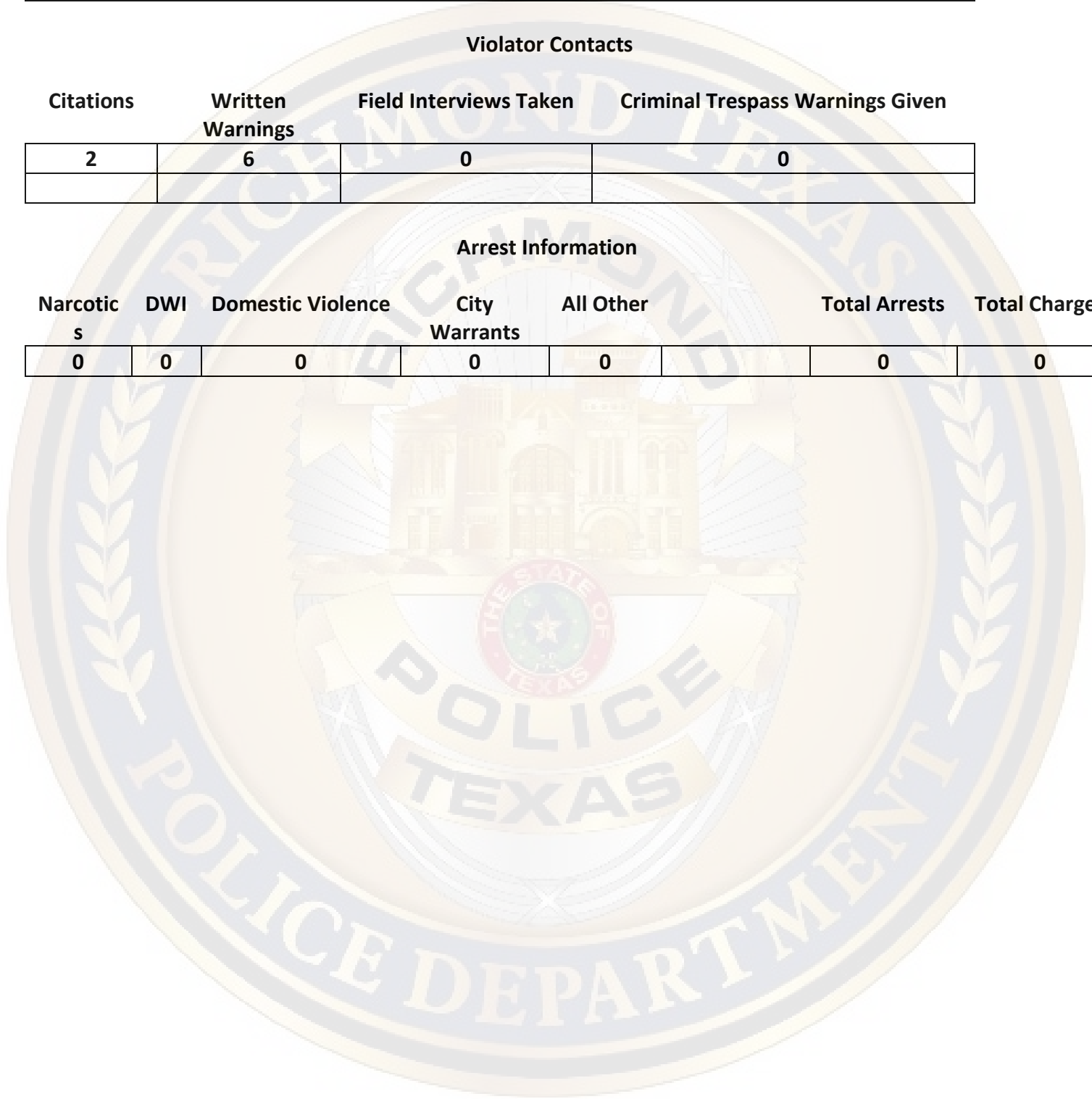
Shifts	Calls	Reports	Beat Contacts	Community Activity Hours
18	31	1	3	3

### Violator Contacts

Citations	Written Warnings	Field Interviews Taken	Criminal Trespass Warnings Given
2	6	0	0

### Arrest Information

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





**Monthly Activity Report**

**Beat: 02**

**Officer: Golovine**

**March 2024**

**Description of Beat:**

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

**Narrative:**

During the month of March, I drove through Beat 2 and met Mark Trevino, who resides in the mobile home park, located on Gammon Avenue. Mr. Trevino chose Richmond to raise his family because the area is nice. We spoke about crime in the neighborhood, and he had questions about the parking laws in Richmond. I also met Griselda Rodriguez, who resides in the mobile home located at 1800 Preston. We spoke in Spanish about her life as a single mother in Richmond. Finally, I met Ismael Luna, who is a long-time resident of Richmond. Mr. Luna who was home due to the Easter weekend, shared with me in Spanish, that he enjoys his quiet life in Richmond and that he has no complaints.

During the month of March, Joe Ramirez, a registered sex offender, established his residency at 225 Collins. It has now become my new responsibility to conduct the monthly registry check. This monthly check was accomplished, along with all other sex offender checks for other registered sex offenders in Beat 2.

**Public Safety Contacts:**

**Address:**

**Date:**

<b>Mark Trevino</b>	<b>2001 Gammon</b>	<b>03-28-2024</b>
<b>Griselda Rodriguez</b>	<b>1800 Preston #50</b>	<b>03-28-2024</b>
<b>Ismael Luna</b>	<b>2105 Gammon</b>	<b>03-28-2024</b>
<b>Anthony Davis</b>	<b>1717 Branch</b>	<b>03-25-2024</b>
<b>Bernardino Perez</b>	<b>316 Rocky Falls</b>	<b>03-25-2024</b>
<b>Richard Jimenez</b>	<b>209 Mellon</b>	<b>03-25-2024</b>
<b>Joe Ramirez</b>	<b>225 Collins (rear)</b>	<b>03-25-2024</b>

**Goals Accomplished:**

Checked on the registered sex offender within Beat Two.

**Goals Next Month:**

Continue to conduct checks on the registered sex offenders within this beat.

**Statistical Information**

Shifts	Calls	Reports	Beat Contacts	Community Activity Hours
9	39	2	20	2.5

**Violator Contacts**

Citations	Written Warnings	Field Interviews Taken	Criminal Trespass Warnings Given
33	2	0	3

**Arrest Information**

Narcotics	DWI	Domestic Violence	City Warrants	All Other	Total Arrests	Total Charges
0	0	0	0	5	3	5



## Monthly Activity Report

Beat: 03

Officer: Amador Gutierrez

March 2024

### Description of Beat:

I patrol Beat 3, which consists of the area south of Clay St., west of N. Tenth St., east of Collins Rd., and north of the BNSF railroad tracks. Known main buildings within Beat 3 include the Juan Seguin Early Childhood Center, Friends of North Richmond, Rosenberg-Richmond Helping Hands, and the Collin's Shopping Center with the attached washateria.

### Narrative:

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

During the month of March, I met with three residents that reside in the city. I met Jose Cartagena, while patrolling my beat. Jose stated he has lived in Richmond for about 5 years. Jose stated that he is a heavy equipment mechanic. Jose stated that he does not have any issues. I further advised Jose to contact me or the police department if he has any issues or questions.

I then made contact with Tania Artegon while patrolling my beat. Tania stated that she recently moved to Richmond about a year ago from South Carolina. Tania stated that she has noticed vehicles driving in circles around the neighborhood in the morning, when dropping her kids off at the bus stop. Tania stated she has no further issues. Tania was advised to call the police department if she noticed any suspicious activities or had any issues.

Next, I made contact with Christine Saenz, while conducting a property check at the local Walgreens. She stated she has lived in Richmond almost her entire life. She stated that she does not have any issues. I then advised her to contact me or the police department if she had any issues or concerns.

I made contact with the RSO in my beat and turned in the proper paperwork.



**Public Safety Contacts**

Jose Cartagena  
Tania Artegon  
Christine Saenz

**Address**

107 N 10<sup>th</sup> St  
700 Center St  
805 Center St

**Date**

3/14/2024  
3/17/2024  
3/31/2024

**Goals Accomplished:**

I patrolled known high crime areas and talked to younger members of the community.

**Goals Next Month:**

My goal is to interact with 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. I also want to keep checking our known high crime areas.

**Statistical Information**

Shifts	Calls	Reports	Beat Contacts	Community Activity Hours
20	66	1	3	40

**Violator Contacts**

Citations	Written Warnings	Field Interviews Taken	Criminal Trespass Warnings Given
49	20	0	0

**Arrest Information**

Narcotics	DWI	Domestic Violence	City Warrants	All Other	Total Arrests	Total Charges
0	0	0	1	0	1	2



## Monthly Activity Report

Beat: 04

Officer: M. Palmer

March 2024

### Description of Beat:

Beat 4 is a mainly residential area. This 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 N. 10th Street., to N. 2nd Street.

### Narrative:

During the month of March, I met with three residents in my beat. I met with Melissa Chavero who lives at 511 N. 10<sup>th</sup> Street. I explained to Chavero that I am a new officer with the Richmond Police Department and that I am the Officer for Beat 4. I asked Chavero if she had any problems in the area that she would like me to address. Chavero stated that she did not. I provided Chavero with a Richmond Police Department business card and ended the contact.

I met with Gilbert Velez who lives at 811 Leonard. I introduced myself to Velez and told him that I am the Officer for Beat 4. I explained to Velez what a Beat Officer does. I asked Velez if there were any issues in the beat that he needed me to address. Velez stated that he did not. I provided Velez a Richmond Police Department business card and told him to contact me if he ran into any problems.

I also met with Arsheal Woods, who lives at 1114 Powell Street. I identified myself to Woods and explained to her that I am the Officer assigned to Beat 4. Woods stated that she did not have any issues. I provided Woods a Richmond Police Department business card and told her to contact me if she ran into any problems.

This month I was able to make contact with the sex offender in my beat.

**Public Safety Contacts**

Melissa Chavero  
Gilbert Velez  
Arsheal Woods  
Larry Hernandez

**Address**

511 N10th St  
811 Leonard Ave  
1114 Powell St  
600 Lettie St

**Date**

3/15/24  
3/15/24  
3/15/24  
3/31/24

**Goals Accomplished:**

I have conducted several property checks in and around Beat 4. I have conducted several traffic stops while patrolling Beat 4 and District 1. I attempted two registered sex offender checks but made contact with only one subject. The other subject was still shown to be hospitalized.

**Statistical Information**

Shifts	Calls	Reports	Beat Contacts	Community Activity Hours
16	24	5	3	.30

**Violator Contacts**

Citations	Written Warnings	Field Interviews Taken	Criminal Trespass Warnings Given
52	29	1	0

**Arrest Information**

Narcotics	DWI	Domestic Violence	City Warrants	All Other	Total Arrests	Total Charges
2	0	0	3		5	8



**Monthly Activity Report**

**Beat: 05**

**Officer: C. Brignac**

**March 2024**

**Description of Beat:**

Beat 5 is in the southwest part of the city, the area east of Long Dr. to Thompson Hwy. This area is commonly referred to as Winston Terrace II.

**Narrative:**

During the month of March, I talked to three beat contacts. While patrolling Beat 5, I spoke to Timothy. Timothy's main concern is the lack of lights on some streets. I knew Cpl. Anderson was working on the streetlight assessment so I brought it to his attention. Timothy had no other concerns.

I also met with Trina. Trina said that she has been in the neighborhood for a long time. Trina also advised she has not had any problems and has liked living in the community.

I then met Fernando. He advised that he hasn't had any recent issues in the area besides speeders at night. I told Fernando that I was going to keep an eye on the area for speeders in the early morning hours.

I advised each of my beat contacts that when needed, for them not to hesitate to call us to report any activity they are unsure about. All the streetlights in my beat were working properly.

I made contact with the sex offender in my beat.

**Public Safety Contacts**

<u>Public Safety Contacts</u>	<u>Address</u>	<u>Date</u>
Trina	1312 Lamar Dr	03/30/2024
Fernando	1814 Long Dr	03/29/2024
Timothy	1404 Winston Dr	03/30/2024
David Hittle	1903 Long Dr	03/24/2024

**Goals Accomplished:**

My goals accomplished for this month was to pass through the area at night more often! I have noticed that interacting with residents makes them more comfortable living in the City of Richmond.

**Goals Next Month:**

My goals for the next month is to patrol more often during the night in Beat 5 and conduct traffic enforcement. I have noticed that a common concern is speeding throughout the neighborhood. Another goal is to make residents who live in my beat feel comfortable calling the department when needed, or even to stop us when in the area just to have a friendly talk.

**Statistical Information**

Shifts	Calls	Reports	Beat Contacts	Community Activity Hours
18	61	5	3	1

**Violator Contacts**

Citations	Written Warnings	Field Interviews Taken	Criminal Trespass Warnings Given
22	40		

**Arrest Information**

Narcotics	DWI	Domestic Violence	City Warrants	All Other	Total Arrests	Total Charges
0	0	0			2	3



**Monthly Activity Report**

**Beat: 06**

**Officer: T. Olivett**

**March 2024**

**Description of Beat:**

The boundaries of Beat Six are east of S. 11<sup>th</sup> Street, to the Brazos River, and south of the Union Pacific railroad tracks to Austin/Loop FM 762. This area is commonly referred to as the Historic and Olde Town Districts of the City of Richmond.

**Narrative:**

During the month of March, I met with three residents that reside in my beat. I met with Sheila Deleon while patrolling in Beat Six, and she was outside with her family. DELEON stated she did not have any issues at this time. DELEON and I then spoke about how her twin grandkids birthday party which was happening in the back yard. I then gave DELEON my business card and advised her to email me or give me a call if she has any issues or questions.

I then met Yaslyn Griffin, who was raking leaves on her front lawn. GRIFFIN stated she did not have any issues at this time. While talking to GRIFFIN she brought to my attention that years ago stuff like cash would go missing from her car. I advised her that if she noticed that again to contact the police department. I then spoke to GRIFFIN about how she knew her last Beat Officer. I then gave GRIFFIN my business card and told her to email me or give me a call if he has any issues or questions.

I then made contact with Dario Salazar, while he was walking to his house. SALAZAR stated he did not have any issues at this time. I then spoke to SALAZAR about him working as an equipment operator for the business Dollar Tree. I then shared that I worked there doing the same job prior to getting into law enforcement. 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.

**Public Safety Contacts**

Sheila Deleon

Yaslyn Griffin

Dario Salazar

**Address**

709 Houston St.

705 S. 7<sup>th</sup> St.

711 S. 7<sup>th</sup> St.

**Date**

3/2/24

3/16/24

3/16/24

**Business Contact**

Lit book bar

**Address**

611 Jackson St. Suite B

**Date**

3/8/24

**Goals Accomplished:**

This month I accomplished one of my goals, which was making contacts with new persons within my new beat.

**Goals Next Month:**

My goal is to make contact with more businesses in the strip center, located at 611 Jackson. Also, to ensure we have them update their business contact information. Another goal is to continue to interact with younger members of the community, to encourage them to call police when they see something and to show them law enforcement are not bad people. The last goal I have, is to inform Richmond citizens of strategies for crime prevention.

**Statistical Information**

Shifts	Calls	Reports	Beat Contacts	Community Activity Hours
19	80	8	3	2.5

**Violator Contacts**

Citations	Written Warnings	Field Interviews Taken	Criminal Trespass Warnings Given
8	15	0	0

**Arrest Information**

Narcotics	DWI	Domestic Violence	City Warrants	All Other	Total Arrests	Total Charges
0	1	0	2	0	3	3



## Monthly Activity Report

Beat: 08

Officer: Michael Bertasz

March 2024

### Description of Beat:

Beat eight encompasses a few businesses to include Bail Bond companies, Chevron gas station, Legal Services and Ducks Unlimited. Beat eight also includes the Fort Bend County Jail and Freeman Town which is a residential area. Beat eight 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:

This month is local business and environmental conversation month in beat 8. I spent a little time with a couple local organizations this month and learned quite a bit.

The first stop this month was at Ducks Unlimited located at 915 Richmond Parkway. I have driven by the building for quite a while and I have always been curious about how Ducks Unlimited was using the location. When I stopped by, I met with Taylor. Taylor is a biologist with Ducks Unlimited. Taylor explained the location at 915 Richmond Parkway is the regional field office responsible for Texas, Oklahoma and New Mexico. The regional field office is responsible for technical and scientific aspects of conservation efforts in those three states. The location houses engineers, surveyors and biologists. Last year the technical expertise at this location was responsible for 18 million dollars in conservation projects in Texas alone.

My second stop was at the Robinson Tax and Insurance Agency. I was fortunate enough to meet with Obdulia. Obdulia explained how her family built the building at 601 Austin Street for their business about 9 years ago. She also explained how their insurance business was sold during COVID and they have been focused on bail bonds since then. The great news is she and her family will be re-entering the insurance business soon.

It was great to stop by these two businesses to introduce myself and get to know some of the businesses and organizations that serve our city.



**Registered Sex Offenders:**

Gentry, Jakob (DOB:01/21/2000, TXID:41018627)  
411 Travis Street  
Richmond, Texas 77649

**Statistical Information**

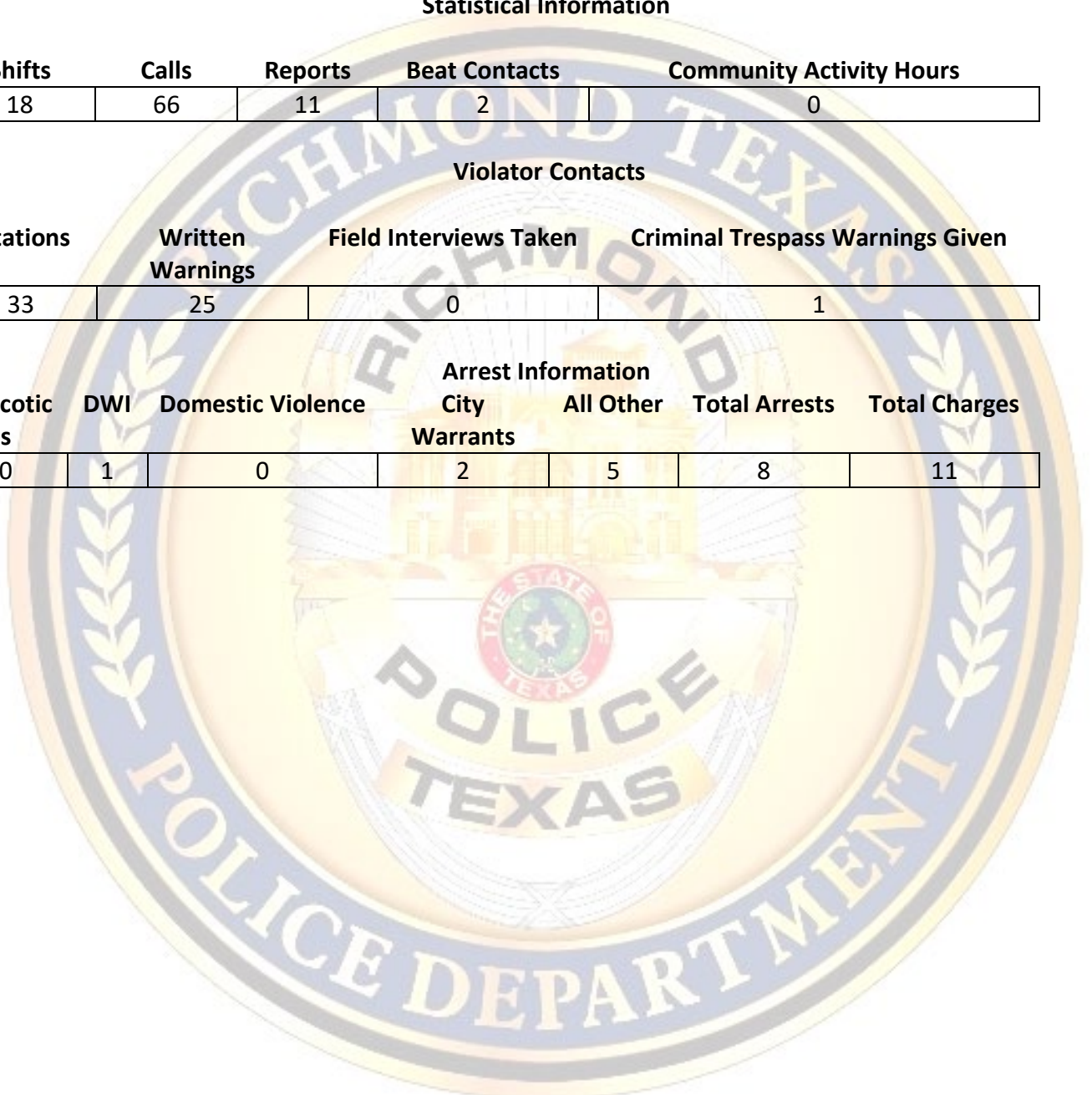
Shifts	Calls	Reports	Beat Contacts	Community Activity Hours
18	66	11	2	0

**Violator Contacts**

Citations	Written Warnings	Field Interviews Taken	Criminal Trespass Warnings Given
33	25	0	1

**Arrest Information**

Narcotics	DWI	Domestic Violence	City Warrants	All Other	Total Arrests	Total Charges
0	1	0	2	5	8	11





**Monthly Activity Report**

**Beat: 09**

**Officer: Feliciano**

**March 2024**

**Description of Beat:**

Beat 9 is predominantly a residential area, with mostly single-family residences. There are two apartment complexes and an elementary school within Beat 9. 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. This area is commonly known as Lamar Estates.

**Narrative:**

During the month of March, I met with three residents who live in my beat. I met Edwin Landaverde who was in the front yard of his residence. Mr. Landaverde stated he has been living at his current residence for a little over a year. Mr. Landaverde stated he has no issues at this time and the neighborhood is quiet. 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.

I then spoke with Larry Troyeads, who was washing his truck in the driveway of his residence. Mr. Troyeads stated he did not have any issues at this time. Mr. Troyeads stated he has been living at his current residence since October of 2022. I gave Troyeads my business card and advised him to email me or give me a call if he has any issues or questions.

I later met Cody Stublaski who was working in the front yard of his residence when I met him. Mr. Stublaski said he moved to his residence last year. Mr. Stublaski stated he has no issues at this time. I gave Mr. Stublaski 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 enjoy the cool breeze and warm sun. While patrolling my beat I did see people outside their homes enjoying the weather.

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

**Public Safety Contacts**

Edwin Landaverde  
Larry Troyeads  
Cody Stublaski

**Address**

1914 Teakwood Dr.  
1704 Laurel Oaks Dr.  
1808 E. Laurel Oaks Dr.

**Date**

03/01/24  
03/09/24  
03/15/24

**Goals Next Month:**

My goal is to continue to interact with 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. My goal is also to patrol my beat and show officer presence in the area.

**Statistical Information**

Shifts	Calls	Reports	Beat Contacts	Community Activity Hours
14	41	1	3	3

**Violator Contacts**

Citations	Written Warnings	Field Interviews Taken	Criminal Trespass Warnings Given
22	33	0	0

**Arrest Information**

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



## **Monthly Activity Report**

**Beat: 10**

**Officer: Benitez**

**March 2024**

### **Description of Beat:**

Beat 10 is a mainly commercial and non-profit area which also involves multiple subdivisions residences in the area. The boundaries of Beat 10 are south of the Y.M.C.A. to the city limits and east of FM 762/Thompson Highway to the Brazos River. The common names for the subdivisions in this area are Hillcrest Estates, Country Club Estates, Bayou Estates, Ironwood Forest, Bonham Acres, Jane Long Farms, and a portion of Veranda.

During the month of March, I met three new beat contacts. While patrolling Beat 10, I met with David. I explained to David that I am the newly assigned Beat Officer for the area. I asked David if he has had any issues living in the Richmond area, he states he did not. David advised that he has enjoyed living in the city peacefully and has never had issues. Mr. David was advised if he ever had any issues to not hesitate to contact us.

I also met Ms. Cook, I explained to Ms. Cook that I am the newly assigned Beat Officer for the area. I asked Ms. Cook if she had any issues living in Richmond. Ms. Cook said that she enjoys living in the City of Richmond and she has not had any problems. I advised Ms. Cook if she had any issues, she could contact the police department and I provided her with a business card along with my information.

Lastly, I met Ms. Hamdan. I advised Ms. Hamdan that I am the newly assigned Beat Officer assigned to Beat 10. I asked Ms. Hamdan if she had any issues living in the area, to which she stated no. Ms. Hamdan advised she enjoys living in the city and feels comfortable in the area. Ms. Hamdan was given a business card and was advised to stop me for any questions or if she wished to just say hello.

**Public Safety Contacts**

Davis Greeson  
Reba Cook  
Hamdan

**Address**

600 Country Club Dr.  
2210 Cherry Hill Ct.  
2102 Tanglelane St.

**Date**

03/29/2024  
03/31/2024  
03/31/2024

**Goals Accomplished:**

My goals accomplished for the month were to engage more with residents in my Beat. I have noticed that interacting with residents makes them comfortable living in the city of Richmond.

**Goals Next Month:**

My goal for next month is to interact with the kids around Beat 10, so they are comfortable enough to say hello 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**

Shifts	Calls	Reports	Beat Contacts	Community Activity Hours
16	25	0	3	1

**Violator Contacts**

Citations	Written Warnings	Field Interviews Taken	Criminal Trespass Warnings Given
11	13	1	0

**Arrest Information**

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



## Monthly Activity Report

Beat: 11

Corporal Timothy Anderson #5198

March 2024

### Description of Beat:

Beat 11 is known as the “Business District” of Richmond. Beat 11 covers businesses such as USPS, Whataburger, Walmart, and Wharton County Junior College. Beat 11 includes everything west of the BNSF railroad tracks on FM 1640 to Lamar Dr., and businesses in the 1200-1600 block of FM 2218 which includes the businesses of the Richmond Food Mart, Papa John’s Pizza, and China One. Awaam Urgent Care Clinic, and Wall Street Village, a new subdivision, with homes being built at a quick pace, has recently joined Beat 11.

### Narrative:

During the month of March, 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. Due to the new subdivision being built in Beat 11, extra patrols have been conducted in the area to deter theft.

For the month of March, I would like to spotlight a local business known as XL Parts, located at 1315 Market Street. XL Parts is an automotive parts store located in the business district of the City of Richmond. XL Parts provides reasonable pricing compared to other competitors. With the friendly and knowledgeable staff, you’re sure to get the right part or tool for the job the first time. Being located next door to a local church and overshadowed by Walmart, this hidden gem gets overlooked. When in the area for auto parts, stop in at XL Parts where the customers’ services and satisfaction are always XL.

During the month of March, I met three (3) residents. I spoke with Calvin Solar, Sean Merovitch, and Alfredo Ramirez.

I spoke with Mr. Solar who has lived in the Richmond/Rosenberg area for six years now. Mr. Solar was shopping at a local department store. Mr. Solar asked me if the City of Richmond would be doing a large easter egg hunt at Wessendorff Park. I advised Mr. Solar I don't believe so. Mr. Solar advised that where his daughter lives in Pasadena Texas, they do a large easter egg hunt every year for the small children. Mr. Solar stated he believes this will be a good idea to get the community together. I advised Mr. Solar of a City Commissioner's meeting where he can bring that information to light. Mr. Solar stated he has no concerns at this time.

I spoke with Mr. Merovitch who has lived in the Richmond/Rosenberg area his entire life. Mr. Merovitch stated he has seen the city grow over the years and is looking forward to the continued growth of the city. Mr. Merovitch stated he has no concerns at this time.

I spoke with Mr. Ramirez who has lived in the city of Richmond for over 10 years. Mr. Ramirez advised he lives in Beat 9, and has a concern with people speeding down Lamar Drive during evening times. Mr. Ramirez stated when he is walking his dog, he sees multiple vehicles speeding and is concerned someone may be hit. I advised Mr. Ramirez to let his Beat Officer know of his concern and to inform the officer(s) on the evening shift of the speeders. Mr. Ramirez states he has no other concerns at this time.

During this month, I made contact with several other residents and businesses in my beat. I advised them I was the new Beat Officer for the area and provided them with my business card. I also provided them with additional cards to provide to others. I advised them if they had any questions, comments, or concerns to contact the Richmond Police Department. They stated they all had no concerns at this time. I did not observe any streetlights out in my beat this month.

<u>Public Safety Contacts:</u>	<u>Address:</u>	<u>Date:</u>
Calvin Solar	5330 FM 1640	3/5/2024
Sean Merovitch	5330 FM 1640	3/24/2024
Alfredo Ramirez	5330 FM 1640	3/31/2024

**Goals Accomplished:**

I increased my officer presence in Beat 11, during the nighttime hours.

**Goals Next Month:**

My goals for the month of April 2024 is to continue introducing myself to residents in my assigned Beat 11 and increase traffic enforcement and officers' presence within my beat.







## Monthly Activity Report

Beat: 14

Corporal Ruben Robles

March 2024

### Description of Beat:

Beat 14 encompasses 18 businesses and one senior apartment complex located on the west and east side of FM 359, ranging from the 500 block to the 1700 block. Two businesses are located off Mason Road. Currently a new building is being erected which will house International Leadership of Texas – Richmond, which is a charter school.

### Narrative:

During the month of March, I met with three employees from businesses located within my beat. I met Tina who is an Assistant Manager at CVS on Mason Road. Tina stated she has been working at this location for three years but has been with CVS for about 20 years. Tina stated that the only issue they have been having is people stealing. I asked Tina if they had contacted the police about the theft and she said no, because it happens so quickly and then they are gone. Tina was advised that next time she needed to call the police so we could see if the subject was known to us or to document the incident. I then gave her 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 Charles who runs the gift shop inside ACE hardware on Mason Road. Charles stated he did not have any issues at this time. Charles has been working at this location, going on for two years. I gave Charles my business card and told him to email me or give me a call if he has any issues or questions. I also spoke with his coworkers, who were all excited that we were there checking up on them.

I then made contact with Maria Ruiz who works at Ranchero's Taco, located inside the Shell Gas station on FM 359. Ruiz stated she has been with the company for eight years. Ruiz stated she did not have any issue at this time. I then gave her my business card and told her to email me or give me a call if she has any issues or questions.

Beat 14 does not have any register sex offenders.

**Public Safety Contacts**

<u>Public Safety Contacts</u>	<u>Address</u>	<u>Date</u>
Tina	11950 Mason Rd	3/23/24
Charles	11818 Mason Rd	3/26/24
Maria Ruiz	1385 FM 359	3/26/24

**Goals Accomplished:**

This month I did not accomplish my goals as I am training a new officer and concentrated on improving the officer's skills in traffic enforcement and learning the areas of the City of Richmond.

**Goals Next Month:**

My goal is to make contact with more businesses and have them update their contact information. Another goal is to continue to interact with 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**

Shifts	Calls	Reports	Beat Contacts	Community Activity Hours
14	60	9	3	.75

**Violator Contacts**

Citations	Written Warnings	Field Interviews Taken	Criminal Trespass Warnings Given
38	14	0	1

**Arrest Information**

Narcotics	DWI	Domestic Violence	City Warrants	All Other	Total Arrests	Total Charges
1	0	1	1	9	5	12

# CID MONTHLY ACTIVITY

**March 2024**

	Felony Cases	Misdemeanor Cases	Runaway/ Missing Person	Other Non-Criminal	Cases Cleared
<b>Lt. Jesse Martin</b>	----	----	----	----	----
<b>Det. John Dawson</b>	6	9	0	1	10
<b>Det. David Childs</b>	2	8	1	1	7
<b>Det. Kristi Pena</b>	8	7	3	2	3
<b>TOTALS</b>	16	24	4	4	20

## 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>	4	6	0	0	0
<b>Det. David Childs</b>	2	6	0	0	4
<b>Det. Kristi Pena</b>	5	7	3	1	4
<b>TOTALS</b>	11	19	3	1	8

## IDENTIFICATION / CRIME SCENE UNIT

### Investigator Elizabeth Neal

Latent Prints Evaluated	0
Latent Prints Identified	0
Evidence Processed	12
Property Returned to Owner	1
Destruction Orders Filed	16
Destruction Orders Compiled	16
Evidence Items Destroyed (By Order)	1
Crime Scene Responses	1
Forensic Phone Analysis	0
CODIS Hits	0

### Investigator David Evans

Latent Prints Evaluated	8
Latent Prints Identified	0
Evidence Processed	29
Property Returned to Owner	3
Destruction Orders Filed	0
Destruction Orders Compiled	25
Evidence Items Destroyed (By Order)	0
Crime Scene Responses	2
Forensic Phone Analysis	0
CODIS Hits	0

## MISCELLANEOUS

	Training Hours	Special Projects and Community Activities
<b>Lt. Jesse Martin</b>	08	TCOLE Legal update
<b>Det. John Dawson</b>	00	
<b>Det. David Childs</b>	00	
<b>Det. Kristi Pena</b>	00	Assisted FBC w/ 2 ICAC Search Warrants
<b>Det. Andrew Runge</b>	00	Assigned to GCVOTF
<b>Inv. Elizabeth Neal</b>	00	
<b>Inv. David Evans</b>	00	

## NARCOTICS

Total Narcotics Arrests	9
Total Amount of Cocaine Seized	.2 gms
Total Amount of Marijuana Seized (marijuana plants included)	17.1 oz
Total Amount of other drugs seized (Kush) (Xanax) (Meth)	493.8 gms

# USMS Gulf Coast Violent Offender & Fugitive Task Force

Special Detective Andrew Runge

Richmond Police Department

## March Stats 2024

Total Arrests: 18

(Includes six (6) out of state fugitives located in Texas)

### List of charges (warrants cleared):

Murder	1
Agg. Assault DW (2MS)	7
Agg. Robbery	2
Cont. Sexual Assault Child	1
Agg. Promotion of Prostitution	1
Compelling Promotion of Prostitution	1
Interference with child custody/kidnapping (UT)	1
Delinquent Minor (IL)	1
Probation Violation (Minor poss of gun) (IL)	1
FTA (MOB action/force 2+) (IL)	1
Parole Violation (Agg. Assault)	1
Parole Violation (CS in Prison)	2
Federal Probation Violation (Mail Theft)	2
Murder 2 <sup>nd</sup> degree (LA)	5
Armed Robbery (LA)	2
Criminal Conspiracy (LA)	2
False Imprisonment (LA)	2
Conspiracy to unlawfully dist/disp CS	1
Unlawful intent dist/disp CS	1

Unlawful carry of weapon	1
UUMV	1
Evading with vehicle	2
ICE Detainer	1
Richmond PD cases:	0
Weapons recovered:	12 handguns    3 rifles
	\$13,000 seized

Class:

# Memorandum



**DATE: 04/01/2024**

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

**FROM: Lieutenant Lowell Neinast**

**SUBJECT: Professional Development Monthly Report**

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## **Professional Development Monthly Report**

**March 2024**

03/07/2024 / Sergeant Rychlik completed the 88<sup>th</sup> Session State and Federal Law Update Course #3188 on MyTCOLE (4 Hour Course)

03/08/2024 / Officer Palmer completed the ALERRT Level 1 Course at Gus George Law Enforcement Academy (16 Hour Course)

03/08/2024 / Telecommunicator Miller-Bell completed the TDD/TTY Course #412 on MyTCOLE (4 Hour Course)

03/11/2024 / Officer Ganey completed the 88<sup>th</sup> Session State and Federal Law Update Course #3188 on MyTCOLE (4 Hour Course)

03/13/2024 / Officer Ganey completed the Informed Response – Sexual Assault/Violence Mandated Course #470 on MyTCOLE (8 Hour Course)

03/17/2024 / Lieutenant Martin completed the 88<sup>th</sup> Session State and Federal Law Update Course #3188 on MyTCOLE (4 Hour Course)

03/18/2024 / Telecommunicator Lopez-Lozania completed the Field Training Officer Course #3702 on OSS Academy (24 Hour Course)

03/22/2024 / Officer Boone completed the Crime Scene investigation Intermediate Course #2106 at the Gus George Law Enforcement Academy (40 Hour Course)

03/28/2024 / Sergeant Vasquez completed the 88<sup>th</sup> Session State and Federal Law Update Course #3188 at the Brazoria County Sheriff's Academy (4 Hour Course)

03/25-28/2024 / Chief Craig and Assistant Chief Brzozowski attended the Texas Police Chief's Association Annual Conference in Galveston, Texas.

03/29/2024 / Sergeants Rychlik and Vasquez completed the Tactical Leadership for Law Enforcement Course through Calibre Press at the Harris County Sheriff's Academy (8 Hour Course)



# City of Richmond

*Where History Meets Opportunity*

## **Regular Scheduled City Commission Meeting**

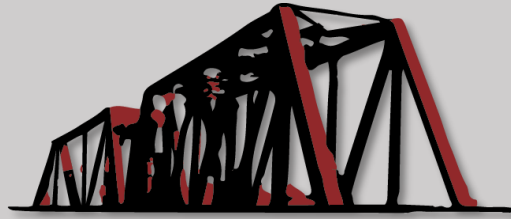
**600 Morton Street**

**Richmond, Texas 77469**

Monday, April 15, 2024 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**  
**MARCH 2024**





**CITY OF RICHMOND  
MUNICIPAL COURT  
MONTHLY REPORT MARCH 2024**

<b>CASES FILED:</b>	<b>Mar-24</b>	<b>Mar-23</b>
BY POLICE DEPARTMENT	370	202
BY CODE ENFORCEMENT	0	9
BY MUNICIPAL COURT	37	13
<b>TOTAL NEW CASES FILED</b>	<b>407</b>	<b>224</b>

<b>WARRANTS:</b>		
ACTIVE WARRANTS BEGINNING OF MONTH	3,848	4,241
WARRANTS ISSUED THIS MONTH	55	60
WARRANTS CLEARED BY ARREST	44	36
WARRANTS CLEARED BY OTHER	77	85
ACTIVE WARRANTS END OF MONTH	3,782	4,180

<b>CASE DISMISSED BY:</b>		
COMPLIANCE	57	28
DRIVER SAFETY COURSE	26	13
AFTER DEFERRED DISPOSITION	26	9
PROOF OF FINANCIAL RESPONSIBILITY	1	0

<b>REVENUE:</b>	<b>Mar-24</b>	<b>Mar-23</b>
STATE(REMIT TO STATE QUARTERLY)	\$ 19,186.91	\$ 11,699.55
COLLECTIONS/OMNIBASE(REMIT UPON INVOICE)	\$ 2,848.60	\$ 3,624.03
COURT SECURITY/TECHNOLOGY FUND	\$ 3,274.31	\$ 1,865.11
LOCAL FINES/FEES	\$ 39,868.94	\$ 25,306.69
<b>TOTAL COLLECTED</b>	<b>\$ 65,178.76</b>	<b>\$ 42,495.38</b>

**CURRENT MONTH STATISTICS**

	APPEARANCE	OFF DOCKET APPEARANCE	NO SHOWS
ARRAIGNMENT HEARING	152	0	90
2ND CHANCE HEARING	3	3	56
PRE TRIAL HEARING	15	0	0
SHOW CAUSE HEARING (DEFAULT)	2	0	7
SHOW CAUSE HEARING (COMPLIANCE)	2	3	8
INDIGENCE HEARING	0	0	0
ARREST WARRANTS	27	0	0
CAPIAS PRO FINE WARRANTS	4	0	0
RECONSIDERATION HEARINGS	3	0	0
<b>TOTAL</b>	<b>208</b>	<b>6</b>	<b>161</b>

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

	OFF DOCKET		
	APPEARANCE	APPEARANCE	NO SHOWS
	2023 YTD	2023 YTD	2023 YTD
ARRAIGNMENT HEARING	824	47	470
2ND CHANCE HEARING	29	3	296
PRE TRIAL HEARING	73	0	3
SHOW CAUSE HEARING (DEFAULT)	54	5	106
SHOW CAUSE HEARING (COMPLIANCE)	24	19	50
INDIGENCE HEARING	19	0	0
ARREST WARRANTS	45	0	0
CAPIAS PRO FINE WARRANTS	6	0	0
RECONSIDERATION HEARING	6	0	0
<b>TOTAL</b>	<b>1080</b>	<b>74</b>	<b>925</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 2023-2024**

	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	\$30,634.60	\$34,469.50	\$49,258.20	\$65,178.76	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$269,407.86
No. Cases Filed	238	302	265	311	322	407	0	0	0	0	0	0	1,845
Warrants	4073	3971	3930	3851	3852	3848	0	0	0	0	0	0	23525
Issued	33	67	32	77	69	55	0	0	0	0	0	0	333
Cleared	135	108	111	76	73	121	0	0	0	0	0	0	624
Total Outstanding	3971	3930	3851	3852	3848	3782	0	0	0	0	0	0	
	1ST QUARTER			2ND QUARTER			3RD QUARTER			4TH QUARTER			
	\$120,501.40			\$148,906.46			\$0.00			\$0.00			



<b>GRAND TOTAL</b>		\$ 40,097.90	\$ 49,768.90	\$ 30,634.60	\$ 34,469.50	\$ 49,258.20	\$ 65,178.76	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 269,407.86
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# Safe HARBOR WARRANT DAYS

RICHMOND MUNICIPAL COURT

Thursday, February 22, 2024 1 PM - 4:30 PM

Friday, February 23, 2024 9 AM - Noon



## RESOLUTION CAMPAIGN

	<u>WARRANTS CLEARED</u>	<u>AMOUNT COLLECTED</u>
2/22/2024	17	\$ 3,902.90
2/23/2024	10	\$ 1,200
2/24-29/2024	26	\$ 2,129.50
<b>TOTAL</b>	<b>53</b>	<b>\$ 7,232.40</b>

## ENFORCEMENT WEEK MARCH 2-8, 2024

	<u>WARRANTS CLEARED</u>	<u>AMOUNT COLLECTED</u>
3/1/2024	3	\$ 449.80
3/3/2024	5	\$0
3/4/2024	1	\$372.70
3/5/2024	18	\$4,190.26
3/6/2024	14	\$3,307.00
3/7/2024	11	\$0
3/8/2024	1	\$319.80
<b>TOTAL</b>	<b>53</b>	<b>\$8,639.56</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 MARCH 2024**

<u>Date of Service</u>	<u>Description of Service</u>	<u>Number of Hours</u>
03/29/24	Call-in to Fort Bend County Jail to ascertain whether any prisoners to be magistrated.	15 Minutes
03/30/24	Call-in to Fort Bend County Jail and travel to Fort Bend County Jail to magistrate (2) prisoners.	1 hour 30 Minutes
03/31/24	Call-in to Fort Bend County Jail to ascertain whether any prisoners to be magistrated.	15 Minutes
<b>TOTAL</b>		<b><u>2 Hours 0 Minutes</u></b>

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

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

MARCH 24 CITY OF RICHMOND

**Contact Not Assigned To Staff**

<b><u>SUMMARY</u></b>	Previous balance:	\$0.00
	New charges:	500.00
	Payments applied to cases:	0.00
	<hr/>	
<b>TOTAL DUE FOR ALL CASES:</b>		<b>\$500.00</b>



<b>CASE SUMMARY FOR ASSOCIATE JUDGE</b>	<b>Previous balance:</b>	<b>\$0.00</b>
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<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>
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<b>Date</b>	<b>Description</b>	<b>Charges</b>	<b>Amount</b>
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3/03/24	TIM WILLIAMS 10/11/76 10/6/1882	CHARLES HARRIS	\$100.00
3/16/24	PERHAYE SMALLWOOD		100.00
3/17/24	JIMMY BARRA		100.00
3/23/24	CHARLES PENA		100.00
3/24/24	LUIS QUIRICO MAKAYLIA WARD		100.00

<b>Total charges:</b>	<b>\$500.00</b>
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# Lora Jean D. Lenzsch

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

# Invoice

Invoice Number March 2024  
 Invoice Date 4/1/2024  
 Service Period 3/1/2024 - 3/29/2024

Bill to: City of Richmond  
 Attn: Accounts Payable  
 accounts payable@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
3/7/2024	Pretrial docket and show cause docket. Reviewed and granted or denied motions to dismiss, pleas, request for continuances, summons and warrants.	3.50	\$612.50		\$0.00	Yes	\$50.00
3/14/2024	Pretrial docket, show cause docket and failure to appear docket. Reviewed and granted or denied motions to dismiss, pleas, request for continuances, summons and warrants. Discussion with prosecutor re.dangerous dog procedure pursuant to city ordinance.	4.00	\$700.00		\$0.00	Yes	\$50.00
3/21/2024	Pretrial docket, attorney docket, show cause docket. Jury trial docket. Reviewed and granted or denied motions to dismiss, pleas, requests for continuances, summons and warrants.	5.00	\$875.00		\$0.00	Yes	\$50.00
3/28/2024	Pretrial docket, show cause docket, warrant docket and attorney docket. Reviewed and granted or denied motions to dismiss, pleas, requests for continuance, summons and warrants.	5.00	\$875.00		\$0.00	Yes	\$50.00
3/1/2024	Daily magistrate duties.		\$0.00	1.00	\$175.00	No	\$0.00
3/4/2024	Daily magistrate duties		\$0.00	1.00	\$175.00	No	\$0.00
3/5/2024	Daily magistrate duties		\$0.00	1.00	\$175.00	No	\$0.00
3/6/2024	Daily magistrate duties		\$0.00	1.00	\$175.00	No	\$0.00
3/7/2024	Daily magistrate duties		\$0.00	1.00	\$175.00	No	\$0.00
3/8/2024	Daily magistrate duties		\$0.00	1.00	\$175.00	No	\$0.00
3/11/2024	Daily magistrate duties		\$0.00	1.00	\$175.00	No	\$0.00
3/12/2024	Daily magistrate duties		\$0.00	1.00	\$175.00	No	\$0.00
3/13/2024	Daily magistrate duties		\$0.00	1.00	\$175.00	No	\$0.00
3/14/2024	Daily magistrate duties		\$0.00	1.00	\$175.00	No	\$0.00
3/15/2024	Daily magistrate duties		\$0.00	1.00	\$175.00	No	\$0.00
3/18/2024	Daily magistrate duties		\$0.00	1.00	\$175.00	No	\$0.00
3/19/2024	Daily magistrate duties		\$0.00	1.00	\$175.00	No	\$0.00
3/20/2024	Daily magistrate duties		\$0.00	1.00	\$175.00	No	\$0.00
3/21/2024	Daily magistrate duties		\$0.00	1.00	\$175.00	No	\$0.00
3/22/2024	Daily magistrate duties		\$0.00	1.00	\$175.00	No	\$0.00
3/25/2024	Daily magistrate duties		\$0.00	1.00	\$175.00	No	\$0.00
3/26/2024	Daily magistrate duties		\$0.00	1.00	\$175.00	No	\$0.00
3/27/2024	Daily magistrate duties		\$0.00	1.00	\$175.00	No	\$0.00
3/28/2024	Daily magistrate duties		\$0.00	1.00	\$175.00	No	\$0.00
3/29/2024	Daily magistrate duties		\$0.00	1.00	\$175.00	No	\$0.00
<b>Total</b>		<b>17.50</b>	<b>\$3,062.50</b>	<b>21.00</b>	<b>\$3,675.00</b>		<b>\$200.00</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>\$6,937.50</b>
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# City of Richmond

*Where History Meets Opportunity*

**Regular Scheduled City Commission Meeting**

**600 Morton Street**

**Richmond, Texas 77469**

Monday, April 15, 2024 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.*

No report has been received yet.

It will be included in the agenda for the May  
20th meeting.



# City of Richmond

*Where History Meets Opportunity*

## **Regular Scheduled City Commission Meeting**

**600 Morton Street**

**Richmond, Texas 77469**

Monday, April 15, 2024 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 March 2024





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

<b>Richmond Regional WWTF</b>	<b>Jan</b>	<b>Feb</b>	<b>Mar</b>	<b>Calendar YTD</b>	<b>Measurement</b>
Wastewater Treated	72,255,000	67,916,000	57,318,000	197,489,000	Gallons
Average Daily	2,330,806	2,341,931	1,848,968	21,170,209	Gallons
Percent Capacity	77.69%	78.06%	61.63%	72.34%	Percent
Sludge Disposal	420	330	240	990	Cubic Yards
Reclaimed water usage (In plant usage)	0.00	0.00	0.00	0.00	Gallons
Reclaimed water production (For distribution outside of plant)	-	-	-	-	Gallons
Wet Haul	0.00	0.00	0.00	0.00	Gallons

<b>Richmond South WWTP</b>	<b>Jan</b>	<b>Feb</b>	<b>Mar</b>	<b>Calendar YTD</b>	<b>Measurement</b>
Wastewater Treated	12,052,000	9,937,000	11,895,000	33,884,000	Gallons
Average Daily	388,774	342,655	383,710	372,352	Gallons
Percent Capacity	40.92%	36.07%	40.39%	39.19	Percent
Sludge Disposal	54,000	54,000	-	54,000	Gallons
Reclaimed Water Usage (In plant Usage)	100	-	500	600	Gallons



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

**City of Richmond - Ground Water Production (Includes Updated Permit Amount)**

Permit Amt - Oct. 2023 - Sept. 2024 675,000,000 Gallons	October	November	December	January	February	March
Monthly Production	67,327,000	58,736,000	43,264,000	37,137,000	27,650,000	40,664,000
Permit to Date	67,327,000	126,063,000	169,327,000	206,464,000	234,114,000	274,778,000
Permit to Date	9.97%	18.68%	25.09%	30.59%	34.68%	40.71%

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

Permit Amt - Oct. 2023 - Sept. 2024 457,000,000 Gallons	October	November	December	January	February	March
Monthly Production	48,222,500	38,916,800	33,902,710	27,711,910	27,253,300	34,265,100
Permit to Date	48,222,500	87,139,300	121,042,010	148,753,920	176,007,220	210,272,320
Permit to Date	10.55%	19.07%	26.49%	32.55%	38.51%	46.01%

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

Total Permit Amt - Oct. 2023 - Sept. 2024 1,132,000,00	October	November	December	January	February	March
Monthly Production	115,549,500	97,652,800	77,166,710	64,848,910	54,903,300	74,929,100
Permit to Date	115,549,500	213,202,300	290,369,010	355,217,920	410,121,220	485,050,320
Permit / Percent to Date	11.59%	18.83%	25.65%	31.38%	36.23%	42.85%

**Alternative Water - Reclaimed Wastewater**

Permit to Date (Gallons)	October	November	December	January	February	March
Monthly Total Re-Claimed	6,136,113	0	0	0	0	0
Monthly Surface Water	52,137,000	46,953,000	47,945,000	45,545,000	48,352,000	61,715,000
Monthly Total NPW (washdown at plant)	900	15,000	8,400	100	0	0
Total Alternative Water (Surface plus reclaim)	58,274,013	46,968,000	47,953,400	45,545,100	48,352,000	61,715,000
Total Demand (Total Ground + Total Alternative)	173,823,513	144,620,800	125,120,110	110,394,010	103,253,300	136,644,100
Monthly Conversion Percentage	33.52%	32.48%	38.33%	41.26%	46.83%	45.16%
Monthly Conversion Credits	9,195,466	3,589,260	10,421,567	12,426,947	17,375,410	20,721,770
Total Cumulative Credits on Oct 1, 2022	2,068,686,000	2,068,686,000	2,068,686,000	2,068,686,000	2,068,686,000	2,068,686,000
30% of Total GRP Permit Amount	339,600,000	339,600,000	339,600,000	339,600,000	339,600,000	339,600,000
60% of Total GRP Permit Amount	679,200,000	679,200,000	679,200,000	679,200,000	679,200,000	679,200,000
Years Worth of Credits @ 30%	6.09	6.09	6.09	6.09	6.09	6.09
Years Worth of Credits @ 60%	3.05	3.05	3.05	3.05	3.05	3.05

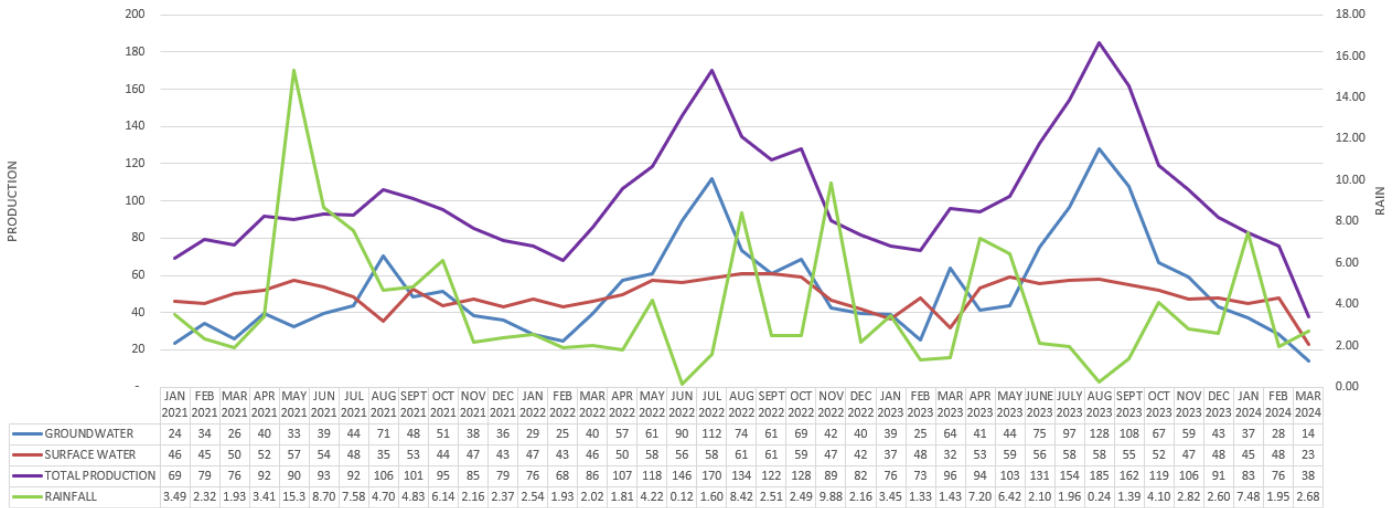
Percent Reduction required by FBSD - 30% of Total GRP in Gallons	
30% of Total GRP Permit Amount in Gallons	339,600,000
60% of Total GRP Permit Amount in Gallons	679,200,000

**Groundwater and Surface Water Production**

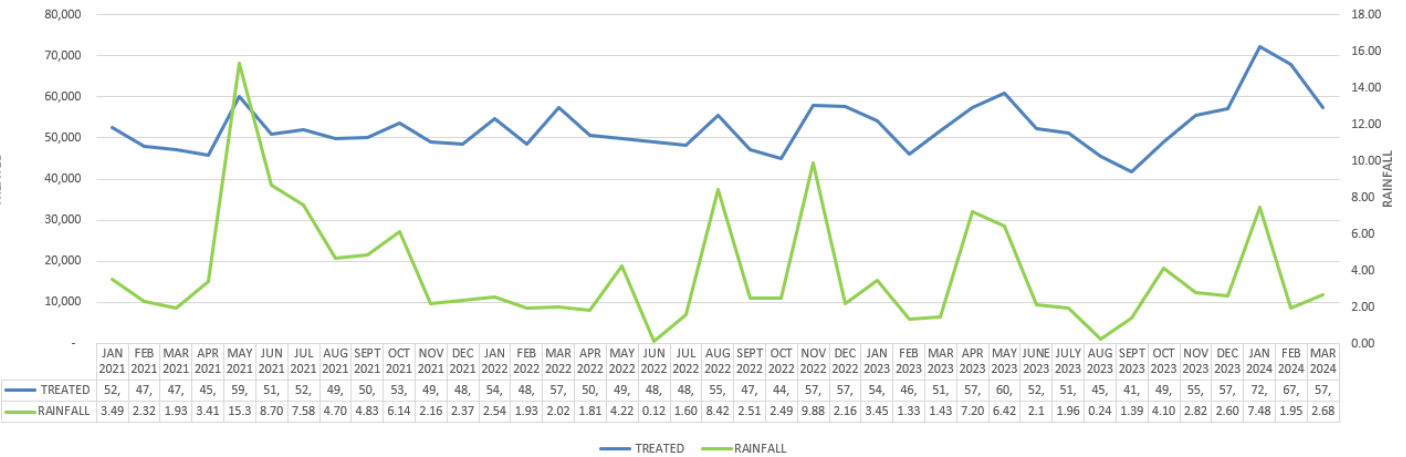
Average Daily (MGD)	3.523
Minimum	2.622
Maximum	4.844

# WATER UTILITIES DIVISION WATER PRODUCTION AND WASTEWATER TREATMENT MARCH REPORT

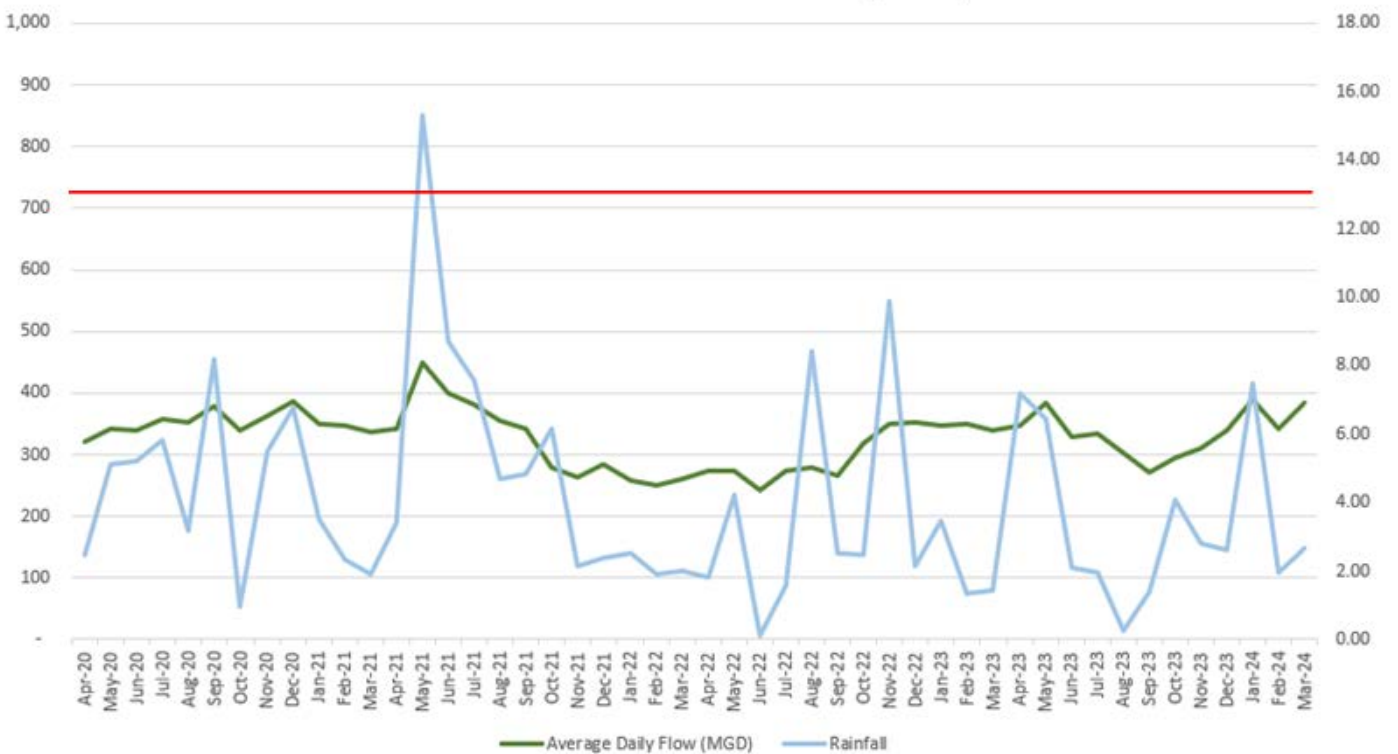
### 2021 - 2024 WATER PRODUCTION



### 2021 - 2024 WASTEWATER TREATED



### South Wastewater Treatment Plant - Average Daily Flow



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

<b>Streets - 2024</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>
Workorders		94	89	88									271
Regulatory Signs - Maintenance and Repair		92	130	139									361
Ditch Cutting		25	30	30									85
Potholes Patched		32	23	21									76
Striping (Feet)		0	0	0									0
Sidewalk Repair		0	0	0									0
Sidewalk Repair - Concrete (Yards)		0	0	0									0
Curb and Gutter Repair (Feet)		12	0	0									12
Curb and Gutter Repair - Concrete (Feet)		0	0	0									0
Street Asphalt Overlay (Miles)		0	0	0									0
Street Asphalt Overlay (Tons of Asphalt))		0	0	0									0

**Ditch Cutting**

1705 Branch

**Tree Trimming**

Removed down tree George Cul-de-sac

Removed down tree 612 Burnett

Limb down Courtney @ Winston

**Special Projects**

Safety Meeting – Snake safety

Wessendorff sidewalk project

Bust out cement in Myrtle St. parking lot Island and fill in with 6 loads of top soil

Set up and work movie night. 3/1/2024 and 3/3/29/2024

Set up and monitor farmers market.

Made 22 “A” frames for farmer’s market.

**New Driveway Installation**

1617 Carver

**Sidewalk Repair**

Wessendorff Sidewalk Project

**Utility Patches**

Myrtle St. Parking lot

Pultar @ George

**PUBLIC WORKS  
PARKS DEPARTMENT  
MARCH REPORT**

<b>Parks Manhours - 2024</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	444.0	425.0	454.0										1323.0
Wessendorff Park	50.0	128.0	111.0										289.0
Shooting Range	0.0	0.0	14.0										14.0
Crawford Park	0.0	6.0	5.0										11.0
Clay Park	0.0	8.0	13.0										21.0
Freeman Town Park	0.0	14.0	13.0										27.0
City Hall Park	51.0	46.0	34.0										131.0
Special Projects	270.0	202.0	167.0										639.0
<b>Grand Total</b>	<b>815.0</b>	<b>829.0</b>	<b>811.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>2455.0</b>

<b>Parks Trash Collection</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	29.3	13.0	74.1										116.3
Wessendorff Park	0.0	0.0	0.0										0.0
Shooting Range	0.0	0.0	0.0										0.0
Crawford Park	0.0	0.0	0.0										0.0
Clay Park	0.0	0.0	0.0										0.0
Freeman Town Park	0.0	0.0	0.0										0.0
City Hall Park	0.0	0.0	0.0										0.0
Special Projects	0.0	0.0	0.0										0.0
<b>Grand Total</b>	<b>29.3</b>	<b>13.0</b>	<b>74.1</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>116.3</b>

**Special Projects**

Cleaned flower beds at City Hall Park

Cleaned Shop

Cleaned Storage Area

Installed Mower Top

Installed plants at Hwy 90 monument sign

Mowed Lot at 1116 Myrtle St

Mowed old firestation

Mowed Street Barn

Mulched playground at George Park

Safety Meeting

Serviced Equipment

Sharpen mower blades

Washed and cleaned vehicles

**PUBLIC WORKS  
ONGOING PROJECT UPDATES  
MARCH REPORT**

**STREET PROJECT UPDATES**

ST001 – 10th Street Extension

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

**FRONT STREET PROJECT UPDATES**

Front Street

- Contractor is back on the job and detour is in place for work on Richmond Parkway. Contractor has been locating underground conflicts with proposed storm sewer construction.

**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 end of April. 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. Staff and consultant are considering alternate routes for outfall.

ST2201 – Street Rehabilitation

- 100% design has been submitted for review. City has 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.

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 has mobilized at the WWTP.

Utility Expansion for Development on Williams Way

- Water line is complete, lift station is approximately 85% complete.

WW2201 – Wastewater Reuse Expansion

- Construction contract awarded in October. Contractor submitting final submittals for review. Construction staking to begin in April.

**PUBLIC WORKS  
ONGOING PROJECT UPDATES  
MARCH REPORT**

MU2305 - City Hall Generator

- Construction Contract approved in October, generator slab and underground have been installed. Generator due in November of 2024.

WW2205 Winston Water Well Rehabilitation

- Contractor mobilizing and rehabilitation work has begun and should be back on line late April-early May.

**OTHER PROJECT UPDATES**

MU2036 – Morton Street Parking

- Construction contract approved in October; project is complete with only landscaping to finish by city staff. Irrigation will be installed in April.

**PROJECTS PENDING FOR FY23**

WA2202 – Water Well Rehabilitation

- Approximate start date November 2024.

**Monthly Safety Meeting** – Texas Parks and Wildlife "Critter Safety"

**TxDOT Updates**

**90 Overpass Project**

- Project to be re-bid second quarter of 2024.

**City Projects Other**

Myrtle Street Renovation

- Construction is approximately 95% complete.

Downtown Sidewalks

- Reviewing proposal for Grant writer, it would appear that the City is not a likely candidate for the grant from TxDOT.

**Grant Projects**

**ARPA projects:**

Downtown Water line – Project complete.

Winston Water Well – Construction project awarded in November. Project completion late April.

Wastewater Plant Rehab – Design plans are approximately 90% Complete. Anticipate bidding in May

**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.







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

Date	Address	In City /Subdivision - MUD	Problem	Department
29-Mar	206 Collins	In City	Requested to speak to Code Enforcement	Code Enforcement
2-Mar	1342 Wild Mustang	Mandola Farms	Billing inquiry	Customer Service
9-Mar	21903 Oleaster Springs	Del Webb - MUD 187	Requesting an extension on water bill	Customer Service
16-Mar	1302 Dudley	In City	No water	Customer Service
20-Mar	22503 Strathmore Dr	Williams Ranch - WR MUD 1	No water due to non payment	Customer Service
20-Mar	435 Emory Peak	Del Webb - MUD 187	No water due to non payment	Customer Service
1-Mar	21011 Pineda	Long Meadows	Water hydrant damaged	Outside City Limits
1-Mar	7202 Grants Hollow	Grand Mission	Water outage	Outside City Limits
3-Mar	19803 Norfolk Ridge	Waterview	Water leak	Outside City Limits
7-Mar	20900 FM 1093 #4106	Cinco MUD 8	No water	Outside City Limits
7-Mar	20900 FM 1093 #4106	Cinco MUD 8	No water	Outside City Limits
7-Mar	20900 FM 1093	Cinco MUD 8	No water	Outside City Limits
7-Mar	20900 FM 1093	Cinco MUD 8	No water	Outside City Limits
7-Mar	20900 FM 1093 #312	Cinco MUD 8	No water	Outside City Limits
7-Mar	20900 FM 1093	Cinco MUD 8	No water	Outside City Limits
8-Mar	20900 FM 1093	Cinco MUD 8	Brown water	Outside City Limits
11-Mar	7714 Katy Gaston Rd	Bella Tara	Water leak	Outside City Limits
16-Mar	1700 Bissonnet St	Fort Bend MUD 206	Water has a bad odor	Outside City Limits
16-Mar	22607 Sutherland Bend Ln	Veranda - MUD 215	Water in backyard not draining properly after landscaping	Outside City Limits
16-Mar	1400 Winder	Richmond VA	Water pipe busted	Outside City Limits
19-Mar	16527 Oasis Glade	Oasis At Clodine	No water	Outside City Limits
22-Mar	6 Tapoan Rd	Richmond VA	Low water pressure	Outside City Limits
24-Mar	503 Pearlstone	Riversedge - MUD 140	Skinny fire hydrant is leaking	Outside City Limits
30-Mar	7103 Northchase Ln	Sunrise Meadows	Water leak	Outside City Limits
31-Mar	George Park	In City	Rented the pavilion but the area is dirty, requested someone to take out trash	Parks
18-Mar	809 Newton	In City	Missed trash collections	Solid Waste
22-Mar	612 Burnett St	In City	Tree in the road	Streets
24-Mar	213 S 2nd	In City	Mattress in the middle of highway	Streets
26-Mar	500 Liberty	In City	Tree split in parking lot and street	Streets
31-Mar	Mellon St	In City	Branch in roadway	Streets
3-Mar	1414 Travis	In City	Sewer backing up	Utilites
9-Mar	1910 Palmetto Glen Ln	RPW - MUD 121	Water leak	Utilites
13-Mar	1902 W Laurel Oaks	In City	Sewer backing up	Utilites
19-Mar	609 Front #13	In City	No water	Utilites
26-Mar	1007 Majestic Oak	Del Webb - MUD 187	Emergency shut off	Utilites

Category	Count	%
Out of City Limits	18	51%
In City	12	34%
Muds	5	14%
Total	35	100%





# City of Richmond

*Where History Meets Opportunity*

**Regular Scheduled City Commission Meeting**

**600 Morton Street**

**Richmond, Texas 77469**

Monday, April 15, 2024 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.*



### C3. DEVELOPMENT UPDATES TO THE CITY COMMISSION

MARCH 2024

The following table provides an overview of Planning Department activities from March 1, 2024 through March 28, 2024:

<b>PRE-APPLICATION CONFERENCES</b>				
LOCATION	LAND USE	TARGET INDUSTRY	TAX EXEMPTION	DESCRIPTION
<ul style="list-style-type: none"> <li>▪ 907 Morton St (OT District and WFBMD)</li> </ul>	<p><b>Institutional</b> Church, Public Assembly</p>	No	Yes	<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 the intended uses for the subject site (Church, Public Assembly, Office Space). The applicant is proposing the primary use on the first floor to serve as a church space. The Second floor to be used are offices. Public assembly events to be held outside with the white tent. Staff provided feedback on parking requirements, parking dimension, existing nonconformities, entrance points. Follow-up comments for the meeting were provided to the applicant.</i></li> </ul>
<ul style="list-style-type: none"> <li>▪ 1500 Branch Ave (GR District)</li> </ul>	<p><b>Institutional</b> Church, Public Assembly</p>	No	Yes	<ul style="list-style-type: none"> <li>▪ <i>The subject site is located in the southeast corner, along the north of Branch Ave and East of Collins Rd. Staff met with the applicant to discuss a proposed church of approximately 6,000 sf. Staff discussed replating, parking requirements, landscaping, buffering, setbacks, access points, and potential detention. Follow-up comments for the meeting were provided to the applicant.</i></li> </ul>
<ul style="list-style-type: none"> <li>▪ 1809 FM 359 &amp;</li> </ul>	<p><b>Commercial:</b> Randalls</p>	No	No	<ul style="list-style-type: none"> <li>▪ <i>The subject site is located along the east of FM 359 and south of plantation Dr. Staff met with</i></li> </ul>



Plantation Dr (ETJ and WFBMD)				<i>the applicants to discuss proposed improvements will be consistent with the material used, parking sizes and medians, and landscaping to remain or replaced elsewhere if removed. Follow-up comments for the meeting were provided to the applicant.</i>
▪ Williams Way Blvd. & US 59 (ETJ)	<b>Residential:</b> Multifamily development	No	No	▪ <i>The subject site is located at Williams Way &amp; US 59 (south of US 59 &amp; east of Williams Way). Staff met with the applicant to discuss proposed multifamily development consisting of 290 units. Staff discussed existing development agreement, requirements of mixed-use districts, rezoning process, and minimum development standards Follow-up comments for the meeting were provided to the applicant.</i>
▪ 1812 Maiden Ln (GR District)	<b>Institutional:</b> Foster Home	No	Yes	▪ <i>The subject site lot located North of Maiden Ln and East of Pultar Rd. The staff discussed house occupancy for a proposed 24 hour foster home care, consisting of 5 bedrooms and potentially up to 10 kids and 2 employees. Staff discussed parking requirements, fire dept. requirements, the replating process for any potential new development, and necessary licensing. Follow-up comments for the meeting were provided to the applicant.</i>
▪ 406 S 11 <sup>th</sup> St (GR District and WFBMD)	<b>Institutional:</b> Church, Public Assembly	No	Yes	▪ <i>The subject site is West of South 11<sup>th</sup> St and South of Hwy 90. The applicant proposed a church of approximately 30 members. Staff discussed limited use standards, minimum building standards, parking requirements, and the use of manufactured homes. Staff</i>

				<i>discussed the platting process. Follow-up comments for the meeting were provided to the applicant.</i>
<ul style="list-style-type: none"> <li>509 FM359 (ETJ and WFBMD)</li> </ul>	<b>Commercial:</b> Commercial Sales	No	No	<ul style="list-style-type: none"> <li><i>The subject site is located East of FM 359 and North of South Shadow Grove Ln. The applicant is proposing a signage &amp; lighting company relocating from Stafford of approximately 13,500 sf. Staff discussed outdoor storage regulations, CCR regulations, and MUD 140 utilities availability. Follow-up comments for the meeting were provided to the applicant.</i></li> </ul>
<ul style="list-style-type: none"> <li>Hwy 90A (R.E. Smith Property) (ETJ and WFBMD)</li> </ul>	<b>Residential:</b> Neighborhood	No	No	<ul style="list-style-type: none"> <li><i>The subject site is located South of Highway 90A a bounded by New Territory in the east Brazos river in the South and Brazos River Center in the west. The applicants are proposing residential development of high density residential of 2,000 lots of single-family homes and approximately 11.2 acres of commercial development. Staff discussed residential standards, nonresidential and mixed-use standards, and general requirements for development design. The applicants want to explore further discussions of a development agreement to provide flexibility in development standards and lot sizes, also want inside city MUD. Follow-up comments for the meeting were provided to the applicant.</i></li> </ul>



<ul style="list-style-type: none"> <li>2216 Thompson Rd (GC District and WFBMD)</li> </ul>	<p><b>Commercial:</b> Dealership</p>	<p>No</p>	<p>No</p>	<ul style="list-style-type: none"> <li>The subject site is located East of Thompsons Rd and North of FM 2218. The applicant is proposing either a small car dealership (5 cars) or retail grocery store. Staff discussed limited use standards, parking requirements, the replat process, detention, and parking setbacks. Follow-up comments for the meeting were provided to the applicant.</li> </ul>
<ul style="list-style-type: none"> <li>2006 Thompsons Rd (SC and WFBMD)</li> </ul>	<p><b>Commercial:</b> General Offices</p>	<p>Yes Healthcare and Life Sciences</p>	<p>No</p>	<ul style="list-style-type: none"> <li>The subject site is located East of Thompsons Rd and South of Inwood Dr. The applicant is proposing a certificate of occupancy for behavioral health care counseling offices of approximately 600 sf and 3 offices. Staff discussed details of applicants' medical assessments, parking requirements, and signage. Follow-up comments for the meeting were provided to the applicant.</li> </ul>
<ul style="list-style-type: none"> <li>313 Fannin St (OT District)</li> </ul>	<p><b>Residential:</b> Single Family House</p>	<p>No</p>	<p>No</p>	<ul style="list-style-type: none"> <li>The subject site is located East of South 4<sup>th</sup> St and South of Fannin St. The applicant is proposing moving their house to conform with side setback lines). Staff discussed Residential permits, interior setbacks, necessary surveys, and utility service connections. Follow-up comments for the meeting were provided to the applicant.</li> </ul>
<ul style="list-style-type: none"> <li>311 South 11<sup>th</sup> St (GC District and WFBMD)</li> </ul>	<p><b>Commercial:</b> Sign company</p>	<p>No</p>	<p>No</p>	<ul style="list-style-type: none"> <li>The subject site is located East of South 11<sup>th</sup> St and South of Jackson St. The applicant is proposing changes to the existing structure for various mechanical vehicles and trailers. Staff discussed additions to nonconforming structures, limited use</li> </ul>

				<i>standards, buffering and landscape, and structure dimensions. Follow-up comments for the meeting were provided to the applicant.</i>
<ul style="list-style-type: none"> <li>100 Damon St (GC District and WFBMD)</li> </ul>	<b>Commercial:</b> Retail Sales	No	No	<ul style="list-style-type: none"> <li><i>The subject site is located West of Damon St and South of Hwy 90A. The applicant is proposing a boutique store and possibly using a compact sized antique trailer for special events. Staff discussed signage requirements, and temporary use permits. Follow-up comments for the meeting were provided to the applicant.</i></li> </ul>

SITE DEVELOPMENT PLAN REVIEWS			
LOCATION	LAND USE	TAX EXEMPTION	DESCRIPTION
<ul style="list-style-type: none"> <li>1221 FM 359 (SC &amp; WFBMD)</li> </ul>	Snap Fitness - Water Line and Sanitary Sewer Line Design	<ul style="list-style-type: none"> <li>No</li> </ul>	<ul style="list-style-type: none"> <li><i>The subject site is located along F.M. 359, adjacent to the Richmond Water Tower (south of the site) and Westco Donut and Plantation Furniture (north of the site). Staff reviewed the first submittal of a Water Line and Sanitary Sewer Line Design. Staff provided comments to the submitted plans.</i></li> </ul>
<ul style="list-style-type: none"> <li>105 Liberty Street (OT District, Historic Overlay, and WFBMD)</li> </ul>	SCI DGV Commercial Richmond	<ul style="list-style-type: none"> <li>No</li> </ul>	<ul style="list-style-type: none"> <li><i>The subject site is located at the southeast corner of Liberty Street/US 90A and Richmond Parkway/FM762. Staff reviewed the first submittal of a coffee shop with a drive-thru and retail space and restaurant. Staff provided comments to the submitted plans.</i></li> </ul>
<ul style="list-style-type: none"> <li>2631 FM 762 (MU and WFBMD)</li> </ul>	Mixed Use Development	<ul style="list-style-type: none"> <li>No</li> </ul>	<ul style="list-style-type: none"> <li><i>The subject site is located at the northeast corner of FM 762 Road and Wildwood Park Road. The subject property is next to Veranda Sec. 36 and Del Webb Richmond Sec. 1. Staff reviewed the 2nd submittal of a proposed 11,550 square foot office/restaurant and a 6,000 square foot C-store</i></li> </ul>



			<i>with fueling station. Staff provided comments to the submitted plans.</i>
<ul style="list-style-type: none"> <li>▪ 22235 Southwe st Frwy (GC and WFBMD)</li> </ul>	<ul style="list-style-type: none"> <li>▪ Pit Stop Express C-Store w/Carwash</li> </ul>	<ul style="list-style-type: none"> <li>▪ No</li> </ul>	<ul style="list-style-type: none"> <li>▪ <i>The subject site is located south of U.S. 59 and west of Williams Way Blvd. Staff reviewed the 4<sup>th</sup> submittal of a proposed C-Store with a drive-thru car wash and a two-story retail center. Staff provided comments to the submitted plans.</i></li> </ul>

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



# City of Richmond

*Where History Meets Opportunity*

**Regular Scheduled City Commission Meeting**

**600 Morton Street**

**Richmond, Texas 77469**

Monday, April 15, 2024 at 4:30 P.M.

## **Building Department Report**

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**RICHMOND**

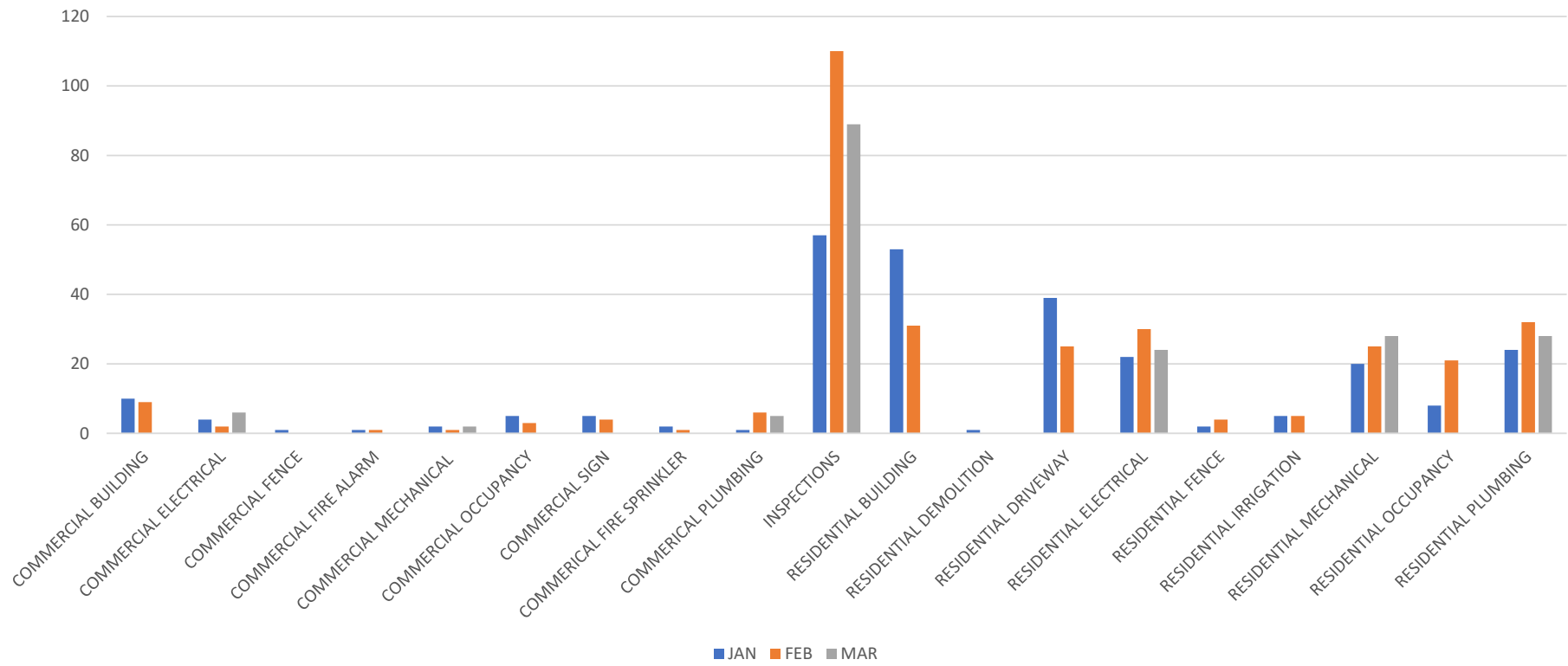
EST. **TEXAS** 1837

# **Building Permits Report**

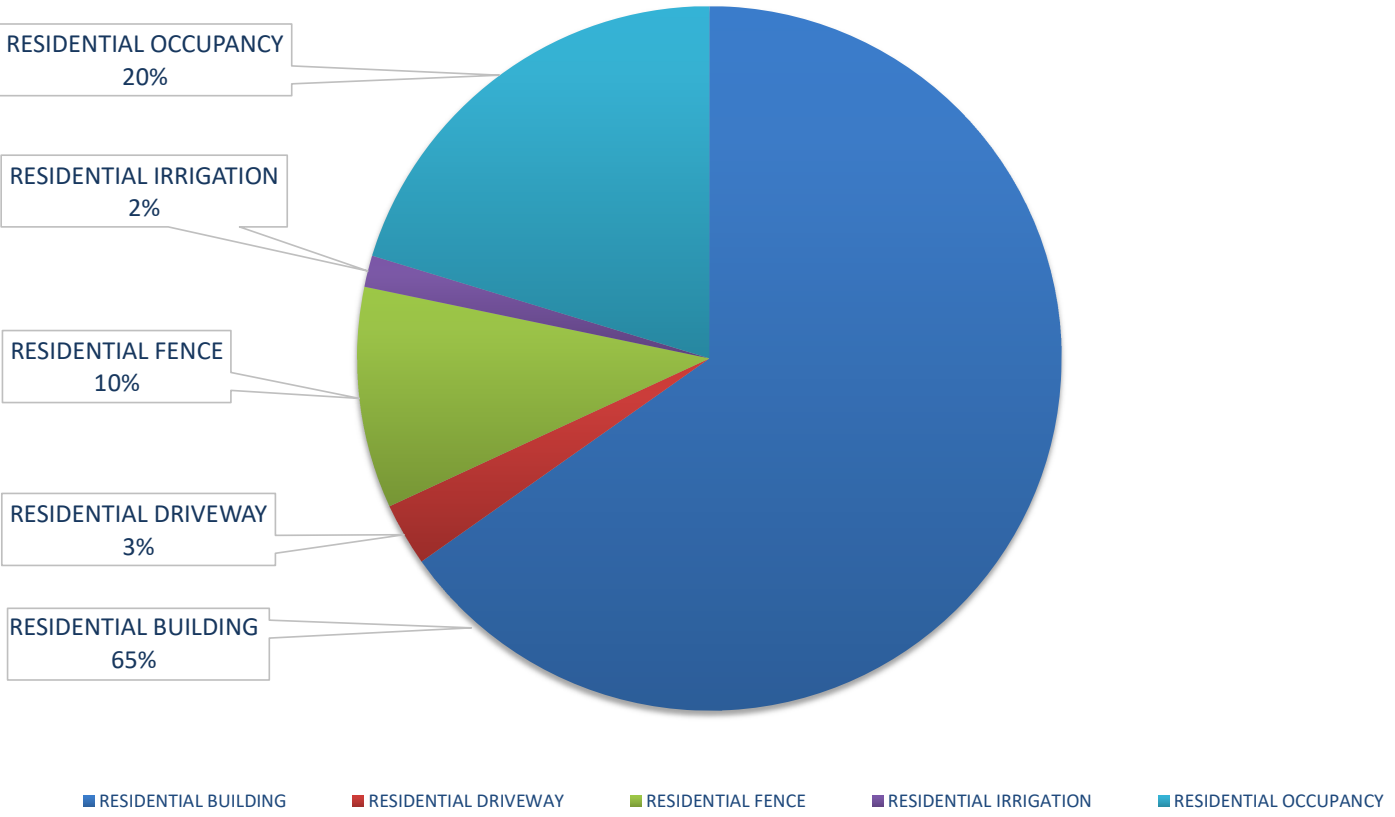
**March 2024**



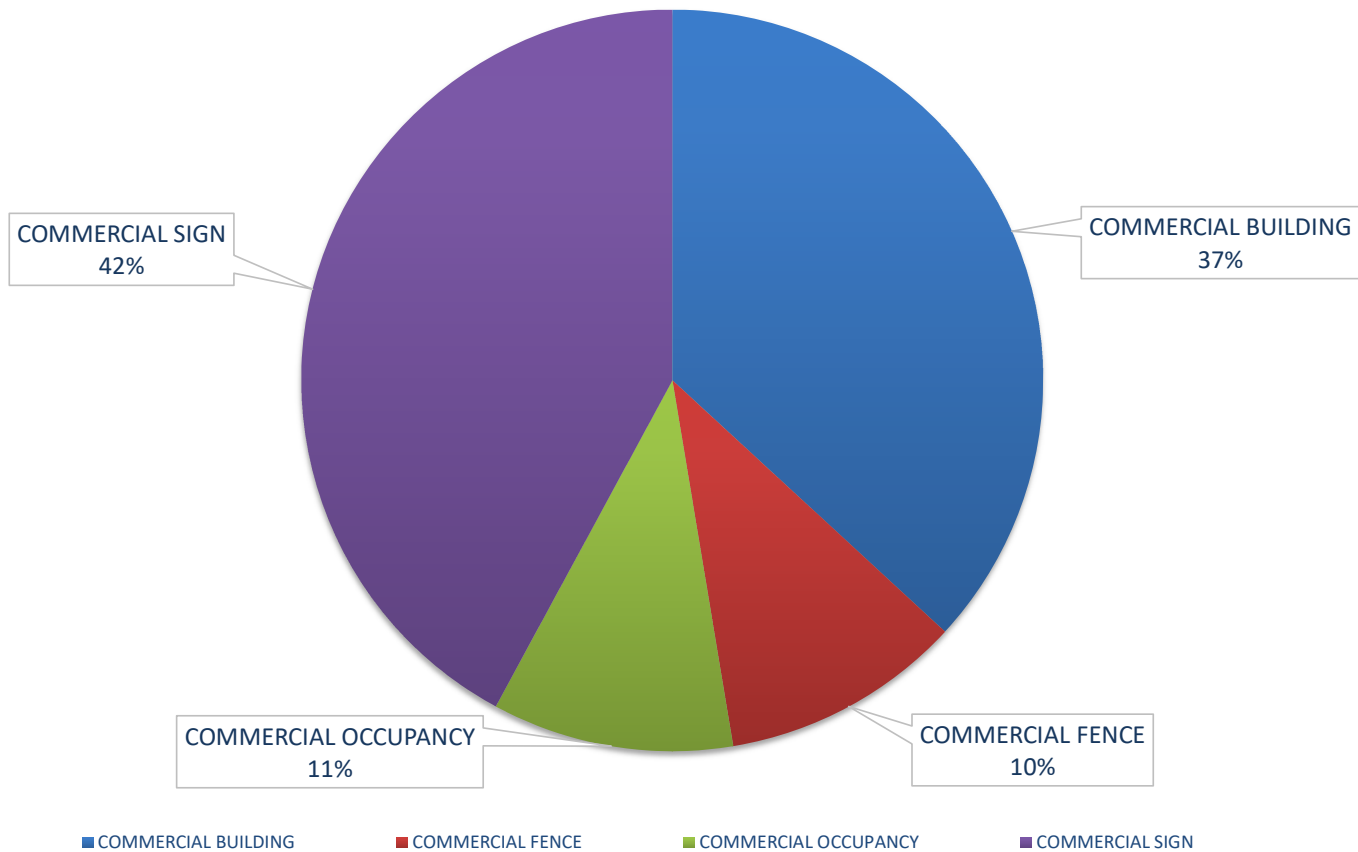
### BUILDING PERMITS SUMMARY



### RESIDENTIAL PERMITS ISSUED



## COMMERCIAL INSPECTIONS



**BUILDING REPORT  
COMMERCIAL AND RESIDENTIAL SUMMARY**

Project ID	Description	Name	Address 1	City	Property	Applied Date
20240471	COMMERCIAL ELECTRICAL	ARROWHEAD ELECTRIC INC	11170 TX-75 NORTH	WILLIS	20400 SOUTHWEST FREEWAY #100	3/1/2024
20240543	COMMERCIAL ELECTRICAL	AA ELECTRIC LLC	15435 N BRENTWOOD ST	CHANNELVIEW	103 SOUTH THIRD ST	3/12/2024
20240561	COMMERCIAL ELECTRICAL	TEXAS MAN ELECTRIC INC	8515 LEAFDALE DR	HUMBLE	111 EAST HIGHWAY 90A	3/15/2024
20240599	COMMERCIAL ELECTRICAL	BOSS ELECTRICAL SYSTEMS INC	3405 PARK SHADOW LN	DEER PARK	1106 GOLFVIEW DR	3/21/2024
20240627	COMMERCIAL ELECTRICAL	FORNER ELECTRICAL SERVICES	403 W GRAND PKWY S UNIT #STE F	KATY	806 THOMPSON RD	3/22/2024
20240641	COMMERCIAL ELECTRICAL	PEREZ ELECTRIC	4613 GREENWOOD	ROSENBERG	300 MORTON ST 150	3/26/2024
20240486	COMMERCIAL MECHANICAL	PREMIER AIR CONDITIONING & HE	2109 LOU ELLEN	HOUSTON	20400 SOUTHWEST FREEWAY #100	3/4/2024
20240542	COMMERCIAL MECHANICAL	STATE COOL	407 REMINGTON BEND CT	HOUSTON	103 SOUTH THIRD ST	3/12/2024
20240530	COMMERCIAL PLUMBING	FOX PLUMBING	12902 HAYNES RD SUITE D	HOUSTON	806 THOMPSON RD	3/8/2024
20240536	COMMERCIAL PLUMBING	AVAILABLE PLUMBING	10813 W HARDY RD	HOUSTON	20400 SOUTHWEST FREEWAY #100	3/11/2024
20240556	COMMERCIAL PLUMBING	BIG STATE PLUMBING	11510 TX 36	NEEDVILLE	1106 GOLFVIEW DR	3/13/2024
20240624	COMMERCIAL PLUMBING	JR PLUMBING	325 HENNESSEY RD	RICHMOND	1500 JACKSON ST #100	3/22/2024
20240628	COMMERCIAL PLUMBING	BEST PLUMBING	7802 FARNSWORTH	HOUSTON	1517 THOMPSON RD	3/22/2024
20240482	RESIDENTIAL ELECTRIC	LANDMARK ELECTRIC	11713 S GARDEN #B	HOUSTON	3015 RAILWAY LANE	3/4/2024
20240483	RESIDENTIAL ELECTRIC	LANDMARK ELECTRIC	11713 S GARDEN #B	HOUSTON	6446 SUGARCANE LN	3/4/2024
20240504	RESIDENTIAL ELECTRIC	LANDMARK ELECTRIC	11713 S GARDEN #B	HOUSTON	6443 BRAZOS TRAIL DRIVE	3/6/2024
20240505	RESIDENTIAL ELECTRIC	LANDMARK ELECTRIC	11713 S GARDEN #B	HOUSTON	3019 RAILWAY LANE	3/6/2024
20240506	RESIDENTIAL ELECTRIC	LANDMARK ELECTRIC	11713 S GARDEN #B	HOUSTON	3023 RAILWAY LANE	3/6/2024
20240510	RESIDENTIAL ELECTRIC	LANDMARK ELECTRIC	11713 S GARDEN #B	HOUSTON	6342 BUFFALO BEND LANE	3/6/2024
20240511	RESIDENTIAL ELECTRIC	LANDMARK ELECTRIC	11713 S GARDEN #B	HOUSTON	6330 BUFFALO BEND LANE	3/6/2024
20240518	RESIDENTIAL ELECTRIC	LANDMARK ELECTRIC	11713 S GARDEN #B	HOUSTON	3031 RAILWAY LANE	3/7/2024
20240519	RESIDENTIAL ELECTRIC	LANDMARK ELECTRIC	11713 S GARDEN #B	HOUSTON	3027 RAILWAY LANE	3/7/2024
20240540	RESIDENTIAL ELECTRIC	MCNUTT ELECTRIC, INC.	3212 AVENUE R	ROSENBERG	600 FOSTER DR	3/12/2024
20240548	RESIDENTIAL ELECTRIC	LANDMARK ELECTRIC	11713 S GARDEN #B	HOUSTON	6458 BRAZOS TRAIL DRIVE	3/13/2024
20240552	RESIDENTIAL ELECTRIC	JOE SWARTZ ELECTRIC CO	PO BOX 16430	HOUSTON	1327 VINTER MEADOWS LN	3/13/2024
20240553	RESIDENTIAL ELECTRIC	JOE SWARTZ ELECTRIC CO	PO BOX 16430	HOUSTON	1422 MUNSON VALLEY RD	3/13/2024
20240554	RESIDENTIAL ELECTRIC	JOE SWARTZ ELECTRIC CO	PO BOX 16430	HOUSTON	1334 VINTER MEADOWS LN	3/13/2024
20240585	RESIDENTIAL ELECTRIC	LANDMARK ELECTRIC	11713 S GARDEN #B	HOUSTON	6442 BRAZOS TRAIL DR	3/20/2024
20240586	RESIDENTIAL ELECTRIC	LANDMARK ELECTRIC	11713 S GARDEN #B	HOUSTON	6446 BRAZOS TRAIL DR	3/20/2024
20240587	RESIDENTIAL ELECTRIC	LANDMARK ELECTRIC	11713 S GARDEN #B	HOUSTON	6450 BRAZOS TRAIL DR	3/20/2024
20240588	RESIDENTIAL ELECTRIC	LANDMARK ELECTRIC	11713 S GARDEN #B	HOUSTON	6439 BRAZOS TRAIL DRIVE	3/20/2024
20240612	RESIDENTIAL ELECTRIC	ROJAS PRO ELECTICAL LLC	2705 CORBO DR	RICHMOND	722 RIVEREDGE DR	3/22/2024
20240634	RESIDENTIAL ELECTRIC	NEW HEIGHTS ELECTRIC	6702 GREENHURST ST	HOUSTON	1800 FM 1640 1404	3/25/2024
20240635	RESIDENTIAL ELECTRIC	NEW HEIGHTS ELECTRIC	6702 GREENHURST ST	HOUSTON	1800 FM 1640 1403	3/25/2024
20240636	RESIDENTIAL ELECTRIC	NEW HEIGHTS ELECTRIC	6702 GREENHURST ST	HOUSTON	1800 FM 1640 1402	3/25/2024
20240637	RESIDENTIAL ELECTRIC	NEW HEIGHTS ELECTRIC	6702 GREENHURST ST	HOUSTON	1800 FM 1640 1401	3/25/2024
20240639	RESIDENTIAL ELECTRIC	TEXAS SOLAR INTEGRATED	5631 UNIVERSITY HEIGHTS BLVD.	SAN ANTONIO	135 LONG CANYON LN	3/25/2024
20240497	RESIDENTIAL MECHANICAL	L & S MECHANICAL	1101 E. ARAPAHO SUITE 190	RICHARDSON	6342 BUFFALO BEND LANE	3/6/2024
20240498	RESIDENTIAL MECHANICAL	L & S MECHANICAL	1101 E. ARAPAHO SUITE 190	RICHARDSON	6330 BUFFALO BEND LANE	3/6/2024
20240499	RESIDENTIAL MECHANICAL	L & S MECHANICAL	1101 E. ARAPAHO SUITE 190	RICHARDSON	6402 BUFFALO BEND LANE	3/6/2024
20240500	RESIDENTIAL MECHANICAL	L & S MECHANICAL	1101 E. ARAPAHO SUITE 190	RICHARDSON	6426 SUGARCANE LANE	3/6/2024
20240501	RESIDENTIAL MECHANICAL	L & S MECHANICAL	1101 E. ARAPAHO SUITE 190	RICHARDSON	6414 SUGARCANE LN	3/6/2024



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Project ID	Description	Name	Address 1	City	Property	Applied Date
20240502	RESIDENTIAL MECHANICAL	L & S MECHANICAL	1101 E. ARAPAHO SUITE 190	RICHARDSON	6402 SUGARCANE LANE	3/6/2024
20240520	RESIDENTIAL MECHANICAL	L & S MECHANICAL	1101 E. ARAPAHO SUITE 190	RICHARDSON	6406 SUGARCANE LANE	3/7/2024
20240521	RESIDENTIAL MECHANICAL	L & S MECHANICAL	1101 E. ARAPAHO SUITE 190	RICHARDSON	6418 SUGARCANE LANE	3/7/2024
20240523	RESIDENTIAL MECHANICAL	L & S MECHANICAL	1101 E. ARAPAHO SUITE 190	RICHARDSON	6422 SUGARCANE LANE	3/7/2024
20240524	RESIDENTIAL MECHANICAL	L & S MECHANICAL	1101 E. ARAPAHO SUITE 190	RICHARDSON	6410 SUGARCANE LANE	3/7/2024
20240525	RESIDENTIAL MECHANICAL	L & S MECHANICAL	1101 E. ARAPAHO SUITE 190	RICHARDSON	6430 SUGARCANE LANE	3/7/2024
20240528	RESIDENTIAL MECHANICAL	BIG TEX A/C	9341 N GREEN RIVER	HOUSTON	315 AVENUE B	3/8/2024
20240579	RESIDENTIAL MECHANICAL	BIG TEX A/C	9340 N GREEN RIVER	HOUSTON	510 MANDOLA FARMS DR	3/19/2024
20240590	RESIDENTIAL MECHANICAL	L & S MECHANICAL	1101 E. ARAPAHO SUITE 190	RICHARDSON	6438 SUGARCANE LANE	3/20/2024
20240591	RESIDENTIAL MECHANICAL	L & S MECHANICAL	1101 E. ARAPAHO SUITE 190	RICHARDSON	6434 SUGARCANE LANE	3/20/2024
20240592	RESIDENTIAL MECHANICAL	L & S MECHANICAL	1101 E. ARAPAHO SUITE 190	RICHARDSON	6442 SUGARCANE LANE	3/20/2024
20240593	RESIDENTIAL MECHANICAL	L & S MECHANICAL	1101 E. ARAPAHO SUITE 190	RICHARDSON	6446 SUGARCANE LN	3/20/2024
20240594	RESIDENTIAL MECHANICAL	L & S MECHANICAL	1101 E. ARAPAHO SUITE 190	RICHARDSON	3027 RAILWAY LANE	3/20/2024
20240595	RESIDENTIAL MECHANICAL	L & S MECHANICAL	1101 E. ARAPAHO SUITE 190	RICHARDSON	6451 BRAZOS TRAIL DRIVE	3/20/2024
20240601	RESIDENTIAL MECHANICAL	L & S MECHANICAL	1101 E. ARAPAHO SUITE 190	RICHARDSON	6447 BRAZOS TRAIL DR	3/21/2024
20240661	RESIDENTIAL MECHANICAL	L & S MECHANICAL	1101 E. ARAPAHO SUITE 190	RICHARDSON	3015 RAILWAY LANE	3/27/2024
20240662	RESIDENTIAL MECHANICAL	L & S MECHANICAL	1101 E. ARAPAHO SUITE 190	RICHARDSON	6446 BRAZOS TRAIL DR	3/27/2024
20240663	RESIDENTIAL MECHANICAL	L & S MECHANICAL	1101 E. ARAPAHO SUITE 190	RICHARDSON	3031 RAILWAY LANE	3/27/2024
20240664	RESIDENTIAL MECHANICAL	L & S MECHANICAL	1101 E. ARAPAHO SUITE 190	RICHARDSON	3019 RAILWAY LANE	3/27/2024
20240665	RESIDENTIAL MECHANICAL	L & S MECHANICAL	1101 E. ARAPAHO SUITE 190	RICHARDSON	6454 BRAZOS TRAIL DR	3/27/2024
20240666	RESIDENTIAL MECHANICAL	L & S MECHANICAL	1101 E. ARAPAHO SUITE 190	RICHARDSON	6458 BRAZOS TRAIL DRIVE	3/27/2024
20240667	RESIDENTIAL MECHANICAL	L & S MECHANICAL	1101 E. ARAPAHO SUITE 190	RICHARDSON	6443 BRAZOS TRAIL DRIVE	3/27/2024
20240668	RESIDENTIAL MECHANICAL	L & S MECHANICAL	1101 E. ARAPAHO SUITE 190	RICHARDSON	3023 RAILWAY LANE	3/27/2024
20240478	RESIDENTIAL PLUMBING	MTW PIPEWORKS, LLC	16236 CYPRESS ROSEHILL RD	CYPRESS	3019 RAILWAY LANE	3/4/2024
20240479	RESIDENTIAL PLUMBING	MTW PIPEWORKS, LLC	16236 CYPRESS ROSEHILL RD	CYPRESS	3015 RAILWAY LANE	3/4/2024
20240480	RESIDENTIAL PLUMBING	MTW PIPEWORKS, LLC	16236 CYPRESS ROSEHILL RD	CYPRESS	6443 BRAZOS TRAIL DRIVE	3/4/2024
20240509	RESIDENTIAL PLUMBING	MTW PIPEWORKS, LLC	16236 CYPRESS ROSEHILL RD	CYPRESS	3023 RAILWAY LANE	3/6/2024
20240517	RESIDENTIAL PLUMBING	MTW PIPEWORKS, LLC	16236 CYPRESS ROSEHILL RD	CYPRESS	3027 RAILWAY LANE	3/7/2024
20240527	RESIDENTIAL PLUMBING	MTW PIPEWORKS, LLC	16236 CYPRESS ROSEHILL RD	CYPRESS	3031 RAILWAY LANE	3/8/2024
20240531	RESIDENTIAL PLUMBING	MTW PIPEWORKS, LLC	16236 CYPRESS ROSEHILL RD	CYPRESS	6458 BRAZOS TRAIL DRIVE	3/11/2024
20240541	RESIDENTIAL PLUMBING	VILLAGE PLUMBING AND AIR	10644 WEST LITTLE YORK	HOUSTON	1306 SAN JACINTO	3/12/2024
20240545	RESIDENTIAL PLUMBING	MTW PIPEWORKS, LLC	16236 Cypress Rosehill Rd	CYPRESS	6454 BRAZOS TRAIL DR	3/12/2024
20240551	RESIDENTIAL PLUMBING	MTW PIPEWORKS, LLC	16236 CYPRESS ROSEHILL RD	CYPRESS	6450 BRAZOS TRAIL DR	3/13/2024
20240558	RESIDENTIAL PLUMBING	MTW PIPEWORKS, LLC	16236 CYPRESS ROSEHILL RD	CYPRESS	6446 BRAZOS TRAIL DR	3/14/2024
20240562	RESIDENTIAL PLUMBING	MTW PIPEWORKS, LLC	16236 CYPRESS ROSEHILL RD	CYPRESS	6442 BRAZOS TRAIL DR	3/18/2024
20240564	RESIDENTIAL PLUMBING	D & E PLUMBING	7710T CHERRY PARK BX240	HOUSTON	1327 VINTER MEADOWS LN	3/18/2024
20240566	RESIDENTIAL PLUMBING	D & E PLUMBING	7710T CHERRY PARK BX240	HOUSTON	1422 MUNSON VALLEY RD	3/18/2024
20240567	RESIDENTIAL PLUMBING	MTW PIPEWORKS, LLC	16236 Cypress Rosehill Rd	CYPRESS	6411 BRAZOS TRAIL DRIVE	3/18/2024
20240568	RESIDENTIAL PLUMBING	MTW PIPEWORKS, LLC	16236 Cypress Rosehill Rd	CYPRESS	6423 BRAZOS TRAIL DRIVE	3/18/2024
20240569	RESIDENTIAL PLUMBING	MTW PIPEWORKS, LLC	16236 Cypress Rosehill Rd	CYPRESS	6427 BRAZOS TRAIL DRIVE	3/18/2024
20240570	RESIDENTIAL PLUMBING	MTW PIPEWORKS, LLC	16236 Cypress Rosehill Rd	CYPRESS	6431 BRAZOS TRAIL DR	3/18/2024
20240571	RESIDENTIAL PLUMBING	MTW PIPEWORKS, LLC	16236 Cypress Rosehill Rd	CYPRESS	6435 BRAZOS TRAIL DRIVE	3/18/2024

**BUILDING REPORT  
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Project ID	Description	Name	Address 1	City	Property	Applied Date
20240572	RESIDENTIAL PLUMBING	MTW PIPEWORKS, LLC	16236 Cypress Rosehill Rd	CYPRESS	6415 BRAZOS TRAIL DR	3/18/2024
20240573	RESIDENTIAL PLUMBING	MTW PIPEWORKS, LLC	16236 Cypress Rosehill Rd	CYPRESS	6426 BUFFALO BEND LANE	3/18/2024
20240574	RESIDENTIAL PLUMBING	MTW PIPEWORKS, LLC	16236 Cypress Rosehill Rd	CYPRESS	6407 BRAZOS TRAIL DR	3/18/2024
20240575	RESIDENTIAL PLUMBING	MTW PIPEWORKS, LLC	16236 Cypress Rosehill Rd	CYPRESS	6419 BRAZOS TRAIL DR	3/18/2024
20240576	RESIDENTIAL PLUMBING	MTW PIPEWORKS, LLC	16236 Cypress Rosehill Rd	CYPRESS	6439 BRAZOS TRAIL DRIVE	3/18/2024
20240596	RESIDENTIAL PLUMBING	TEXAS TECH PLUMBING	11130 HANNING LN	HOUSTON	1612 GEORGE AVE	3/20/2024
20240643	RESIDENTIAL PLUMBING	BILLY'S PLUMBING, INC	2918 FAIRCHILD AVE	NEEDVILLE	1508 LONG DR	3/26/2024
20240656	RESIDENTIAL PLUMBING	UNITED MECHANICAL	PO BOX 862	RICHMOND	806 SOUTH FIFTH ST	3/27/2024
20240674	RESIDENTIAL PLUMBING	D & E PLUMBING	7710T CHERRY PARK BX240	HOUSTON	1334 VINTER MEADOWS LN	3/27/2024

**BUILDING REPORT**  
**RESIDENTIAL OTHER PERMITS SUMMARY**

Project ID	Description	Name	Address 1	City	Property	Applied Date
20240273	RESIDENTIAL BUILDING	FORT BEND RAMPS	519 GRAND FIR LN	RICHMOND	1217 HERMAN DR	2/8/2024
20240282	RESIDENTIAL BUILDING	RESENDIZ CONST. & HOME REMODEL	1214 GEORGE ST.	ROSENBERG	306 SAN JUAN ST	2/27/2024
20240473	RESIDENTIAL BUILDING	VN PYRAMID GROUP LLC	6201 BONHOMME RD STE 202N	HOUSTON	819 COLLINS ST	3/4/2024
20240494	RESIDENTIAL BUILDING	TEX SHED	8709 HWY 59 S	BEASLEY	609 FRONT 10	3/5/2024
20240532	RESIDENTIAL BUILDING	DFH CONVENTRY LLC	7676 WOODWAY #104	HOUSTON	1330 VINTER MEADOWS	3/11/2024
20240539	RESIDENTIAL BUILDING	MCNUTT ELECTRIC, INC.	3212 AVENUE R	ROSENBERG	600 FOSTER DR	3/12/2024
20240549	RESIDENTIAL BUILDING	ATLAS FOUNDATION REPAIR	8945 SOLON	HOUSTON	2100 TANGLELANE	3/13/2024
20240565	RESIDENTIAL BUILDING	CROCODILE CUSTOM BUILDERS	6410 RAMBLE RIDGE DR	HOUSTON	1800 LONG DR	3/18/2024
20240577	RESIDENTIAL BUILDING	TEXAS SHEDS & CABINS	102 VANDEL ST	HOUSTON	108 RIVEREDGE DR	3/18/2024
20240583	RESIDENTIAL BUILDING	JOSIAH HOGAN	1124 COURTNEY ST	RICHMOND	1124 COURTNEY ST	3/20/2024
20240597	RESIDENTIAL BUILDING	KLEIN ELECTRIC LLC	15602 EASTERN MEADOWLAR WAY	CYPRESS	722 RIVEREDGE DR	3/21/2024
20240602	RESIDENTIAL BUILDING	SANCHEZ SEAMLESS GUTTER & ROOF	4639 OAKSIDE DR	HOUSTON	1124 COURTNEY ST	3/21/2024
20240603	RESIDENTIAL BUILDING	MERITAGE HOMES	3250 BRIARPARK DR SUITE 100	HOUSTON	6338 BRAZOS TRAIL DR	3/21/2024
20240605	RESIDENTIAL BUILDING	MERITAGE HOMES	3250 BRIARPARK DR SUITE 100	HOUSTON	6342 BRAZOS TRAIL DR	3/21/2024
20240607	RESIDENTIAL BUILDING	AO1 ROOFING	5041 SPENCER HWY #207	PASADENA	902 COUNTRY CLUB DR	3/21/2024
20240608	RESIDENTIAL BUILDING	MERITAGE HOMES	3250 BRIARPARK DR SUITE 100	HOUSTON	6350 BRAZOS TRAIL DR	3/21/2024
20240609	RESIDENTIAL BUILDING	MERITAGE HOMES	3250 BRIARPARK DR SUITE 100	HOUSTON	6422 BUFFALO BEND LANE	3/22/2024
20240610	RESIDENTIAL BUILDING	MERITAGE HOMES	3250 BRIARPARK DR SUITE 100	HOUSTON	6418 BUFFALO BEND LANE	3/22/2024
20240611	RESIDENTIAL BUILDING	MERITAGE HOMES	3250 BRIARPARK DR SUITE 100	HOUSTON	6414 BUFFALO BEND LN	3/22/2024
20240613	RESIDENTIAL BUILDING	J & M ALL-PRO ROOFING & CONSTRUCTI	126 ANGEL HOLLOW LN	RICHMOND	225 ROCHELLE ST	3/22/2024
20240614	RESIDENTIAL BUILDING	MERITAGE HOMES	3250 BRIARPARK DR SUITE 100	HOUSTON	6410 BUFFALO BEND LANE	3/22/2024
20240615	RESIDENTIAL BUILDING	MERITAGE HOMES	3250 BRIARPARK DR SUITE 100	HOUSTON	6406 BUFFALO BEND LANE	3/22/2024
20240616	RESIDENTIAL BUILDING	MERITAGE HOMES	3250 BRIARPARK DR SUITE 100	HOUSTON	6438 BRAZOS TRAIL DR	3/22/2024
20240621	RESIDENTIAL BUILDING	MERITAGE HOMES	3250 BRIARPARK DR SUITE 100	HOUSTON	6434 BRAZOS TRAIL DR	3/22/2024
20240622	RESIDENTIAL BUILDING	MERITAGE HOMES	3250 BRIARPARK DR SUITE 100	HOUSTON	6430 BRAZOS TRAIL DR	3/22/2024
20240631	RESIDENTIAL BUILDING	VARGAS CUSTOM REPAIR AND REMODEL	2210 CHERRY HILL CT	RICHMOND	1304 CENTER ST	3/25/2024
20240633	RESIDENTIAL BUILDING	ARISTA JR DESIGN & REMODELING	13115 VISTA BROOKS DR	HOUSTON	106 EMERALD LOCH LN	3/25/2024
20240638	RESIDENTIAL BUILDING	TEXAS SOLAR INTEGRATED	5631 UNIVERSITY HEIGHTS BLVD.	SAN ANTONIO	135 LONG CANYON LN	3/25/2024
20240647	RESIDENTIAL BUILDING	MERITAGE HOMES	3250 BRIARPARK DR SUITE 100	HOUSTON	6426 BRAZOS TRAIL DR	3/26/2024
20240648	RESIDENTIAL BUILDING	MERITAGE HOMES	3250 BRIARPARK DR SUITE 100	HOUSTON	6422 BRAZOS TRAIL DR	3/26/2024
20240649	RESIDENTIAL BUILDING	MERITAGE HOMES	3250 BRIARPARK DR SUITE 100	HOUSTON	6418 BRAZOS TRAIL DR	3/26/2024
20240650	RESIDENTIAL BUILDING	MERITAGE HOMES	3250 BRIARPARK DR SUITE 100	HOUSTON	6414 BRAZOS TRAIL DR	3/26/2024
20240653	RESIDENTIAL BUILDING	J.C. CONTRACTOR	14602 ALKAY ST	HOUSTON	608 SOUTH UNION ST	3/27/2024
20240654	RESIDENTIAL BUILDING	J.C CONTRACTOR	14602 ALKAY ST	HOUSTON	608 SOUTH UNION ST	3/27/2024
20240655	RESIDENTIAL BUILDING	MERITAGE HOMES	3250 BRIARPARK DR SUITE 100	HOUSTON	6410 BRAZOS TRAIL DR	3/27/2024
20240657	RESIDENTIAL BUILDING	MERITAGE HOMES	3250 BRIARPARK DR SUITE 100	HOUSTON	6406 BRAZOS TRAIL DR	3/27/2024
20240658	RESIDENTIAL BUILDING	MERITAGE HOMES	3250 BRIARPARK DR SUITE 100	HOUSTON	3003 LONG-SMITH COTTAGE C	3/27/2024
20240659	RESIDENTIAL BUILDING	MERITAGE HOMES	3250 BRIARPARK DR SUITE 100	HOUSTON	6402 BRAZOS TRAIL DR	3/27/2024
20240669	RESIDENTIAL BUILDING	MERITAGE HOMES	3250 BRIARPARK DR SUITE 100	HOUSTON	6354 BRAZOS TRAIL DR	3/27/2024
20240670	RESIDENTIAL BUILDING	MERITAGE HOMES	3250 BRIARPARK DR SUITE 100	HOUSTON	6346 BRAZOS TRAIL DR	3/27/2024
20240671	RESIDENTIAL BUILDING	MERITAGE HOMES	3250 BRIARPARK DR SUITE 100	HOUSTON	3006 LONG-SMITH COTTAGE C	3/27/2024
20240672	RESIDENTIAL BUILDING	JUJ CONSTRUCTION LLC	2110 COMANCHE BLVD	ROSENBERG	1103 TRENTON	3/27/2024
20240673	RESIDENTIAL BUILDING	MERITAGE HOMES	3250 BRIARPARK DR SUITE 100	HOUSTON	3010 LONG-SMITH COTTAGE C	3/27/2024
20240675	RESIDENTIAL BUILDING	MERITAGE HOMES	3250 BRIARPARK DR SUITE 100	HOUSTON	3002 LONG-SMITH COTTAGE C	3/27/2024

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Project ID	Description	Name	Address 1	City	Property	Applied Date
20240676	RESIDENTIAL BUILDING	MERITAGE HOMES	3250 BRIARPARK DR SUITE 100	HOUSTON	3007 LONG-SMITH COTTAGE C	3/27/2024
20240522	RESIDENTIAL DRIVEWAY	JACOB PUSTEJOVSKY	P.O. BOX 96	BEASLEY	1800 WILLOW DR	3/7/2024
20240533	RESIDENTIAL DRIVEWAY	DFH CONVENTRY LLC	7676 WOODWAY #104	HOUSTON	1330 VINTER MEADOWS	3/11/2024
20240007	RESIDENTIAL FENCE	HOGUE FENCE COMPANY	3414 FORT RICHMOND	RICHMOND	1407 AUSTIN ST	1/2/2024
20240240	RESIDENTIAL FENCE	SELECT ROOFING LLC	6605 COLLEYVILLE BLVD	COLLEYVILLE	1613 PALOMA AVE	2/1/2024
20240584	RESIDENTIAL FENCE	JOSIAH HOGAN	1124 COURTNEY ST	RICHMOND	1124 COURTNEY ST	3/20/2024
20240619	RESIDENTIAL FENCE	ALL-PRO FENCE LLC	15550 VOSS RD #1155	SUGARLAND	1119 CLAY	3/22/2024
20240620	RESIDENTIAL FENCE	ROBERTO CURIEL	2014 GAMMON ST	RICHMOND	2014 GAMMON ST	3/22/2024
20240651	RESIDENTIAL FENCE	WINSTON GUTIERREZ	11539 VALLEY PIKE CT	SUGAR LAND	1012 POWELL ST	3/26/2024
20240652	RESIDENTIAL FENCE	SUPERIOR FENCE&RAIL OF SW HOUSUST	1111 COON DR	ROSENBERG	310 SOUTH SIXTH ST	3/27/2024
20240538	RESIDENTIAL IRRIGATION	JAIME'S LANDSCAPING	P.O. BOX 430371	HOUSTON	1322 MUNSON VALLEY ROAD	3/11/2024
20240470	RESIDENTIAL OCCUPANCY	CHRIS REYES	6923 NAVIDAD	HOUSTON	1210 PRESTON ST	3/1/2024
20240474	RESIDENTIAL OCCUPANCY	ABDUL HANNAN	1342 WILD MUSTANG TRL	RICHMOND	1342 WILD MUSTANG TRAIL	3/4/2024
20240476	RESIDENTIAL OCCUPANCY	ALAN HERNANDEZ	9203 BONHOMME	HOUSTON	806 CENTER ST	3/4/2024
20240481	RESIDENTIAL OCCUPANCY	JULIO ADALID MARTINEZ	1109 JENNY LN	RICHMOND	1109 JENNY LN	3/4/2024
20240495	RESIDENTIAL OCCUPANCY	MICHAEL MORIN	1016 POWELL ST	RICHMOND	1018 POWELL	3/5/2024
20240503	RESIDENTIAL OCCUPANCY	JESUS ARTURO LEDESMA	1215 FORT ST	RICHMOND	1215 FORT ST	3/6/2024
20240537	RESIDENTIAL OCCUPANCY	RICKY LEMONS	210 COLLINS	RICHMOND	210 COLLINS RD	3/11/2024
20240557	RESIDENTIAL OCCUPANCY	WILLIE LEE JR PIERSON	125 EMERALD LOCH LN	RICHMOND	125 EMERALD LOCH LN	3/14/2024
20240559	RESIDENTIAL OCCUPANCY	RAMA MUZO	607 ELLWOOD TERRACE LN	RICHMOND	607 ELLWOOD TERRACE LN	3/14/2024
20240560	RESIDENTIAL OCCUPANCY	FIDENCIO CERVANTES	1704 CYPRESS DR	RICHMOND	1704 CYPRESS DR	3/14/2024
20240581	RESIDENTIAL OCCUPANCY	THELMA CALLES D SALAZAR	506 CENTER ST	RICHMOND	506 CENTER ST	3/19/2024
20240589	RESIDENTIAL OCCUPANCY	HONG KOOI LOO	5910 METAPHOR WAY	ROSENBERG	206 MELLON ST	3/20/2024
20240629	RESIDENTIAL OCCUPANCY	TAYLOR BR'NEA ROOKS	806 SOUTH FIFTH ST	RICHMND	806 SOUTH FIFTH ST	3/25/2024
20240630	RESIDENTIAL OCCUPANCY	ANGEL ESPINOSA	11569 S HWY 6 #236	SUGARLAND	1203 VINE HOUSE DR	3/25/2024

**BUILDING REPORT  
COMMERCIAL OTHER PERMITS SUMMARY**

Project ID	Description	Name	Address 1	City	Property	Applied Date
20231435	COMMERCIAL BUILDING	TODAYS CONSTRUCTION LLC	363 N HOUSTON PKWY E SL	HOUSTON	1500 JACKSON ST #100	8/3/2023
20240305	COMMERCIAL BUILDING	MARLENE DAME	103 S 3rd St	RICHMOND	103 SOUTH THIRD ST	2/12/2024
20240516	COMMERCIAL BUILDING	GEMSTAR CONSTRUCTION	21707 INVERNESS FOREST B	HOUSTON	1800 FM 1640 #303	3/7/2024
20240526	COMMERCIAL BUILDING	PREFERRED CONTRACTING SERVIC	P.O. BOX 2860	CYPRESS	1601 MAIN 500	3/7/2024
20240546	COMMERCIAL BUILDING	DOAN & ASSOCIATES	10101 SOUTHWEST FREEW/	HOUSTON	2631 FM 762	3/12/2024
20240547	COMMERCIAL BUILDING	DOAN & ASSOCIATES	10101 SOUTHWEST FREEW/	HOUSTON	2635 FM 762	3/12/2024
20240598	COMMERCIAL BUILDING	CONCEPT E & Y LLC	6161 SAVOY DT STE 1111	HOUSTON	1101 JACKSON ST	3/21/2024
20240029	COMMERCIAL FENCE	MARKS MASONRY & CONSTRUCTI	TO BE DETERMINED	RICHMOND	1500 JACKSON ST #100	1/5/2024
20240472	COMMERCIAL FENCE	BACKWATER FENCE	11603 N. HOUSTON ROSSLY	HOUSTON	2014 LAMAR DR	3/1/2024
20240484	COMMERCIAL OCCUPANCY	DANIEL RAZZAQI	1008 MORTON ST	RICHMOND	1008 MORTON ST	3/4/2024
20240600	COMMERCIAL OCCUPANCY	GEARHEAD PRECISION	2003 CRESTWOOD DR	RICHMOND	2003 CRESTWOOD DR	3/21/2024
20240302	SIGN	HARDMAN SIGNS LP	9980 BAMMEL NORTH HOU	HOUSTON	3232 MANFORD BLVD	2/12/2024
20240323	SIGN	MR. SIGN			1833 RICHMOND PARKWAY 1500	2/14/2024
20240491	SIGN	TEXAS REPUBLIC SIGNS LLC	2025 FM 359 # 150	RICHMOND	2025 FM 359	3/5/2024
20240492	SIGN	TEXAS REPUBLIC SIGNS LLC	2025 FM 359 # 150	RICHMOND	2025 FM 359 150	3/5/2024
20240496	SIGN	ARIA SIGNS & DESIGNS LLC	14409 REEVESTON RD.	HOUSTON	1106 GOLFVIEW DR	3/5/2024
20240529	SIGN	SIGNARAMA	1523 VANDER WILT LN	KATY	600 MAIN ST	3/8/2024
20240582	SIGN	FAST SIGNS	28000 SW FREEWAY #H-1	ROSENBERG	610 SOUTH ELEVENTH ST NEW	3/19/2024
20240604	SIGN	M3 GRAPHICS INC.	11730 SOUTH WILCREST DR	HOUSTON	4120 RICHMOND PARKWAY	3/21/2024

**BUILDING REPORT  
COMMERCIAL AND RESIDENTIAL FIRE PERMITS SUMMARY**

Project ID	Description	Name	Address 1	City	Property	Applied Date
FM002401	COMMERCIAL FIRE SPRINKLER	FIRE TRON INC	P.O. BOX 1604	STAFFORD	309 SOUTH FOURTH ST	3/15/2024



# City of Richmond

*Where History Meets Opportunity*

**Regular Scheduled City Commission Meeting**

**600 Morton Street**

**Richmond, Texas 77469**

Monday, April 15, 2024 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**

## **March 2024**

**For  
Mayor Rebecca Haas**

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



# CODE ENFORCEMENT MARCH REPORT

## **Activity Summary for Code Enforcement**

The Code Compliance Department opened 24 new cases and closed 8 cases. The department closed out in March with 229 open cases. A total of 16 cases are pending with the municipal court. Staff is working with MGO to fully build out the new software program for permitting and code enforcement. Staff has submitted all the necessary changes that need to be completed. Our timeline to start testing the updated new software is May, provided that the updates are complete. The next Building and Standards Commission meets on June 4, 2024, at 5:00 pm.

See attached reports:

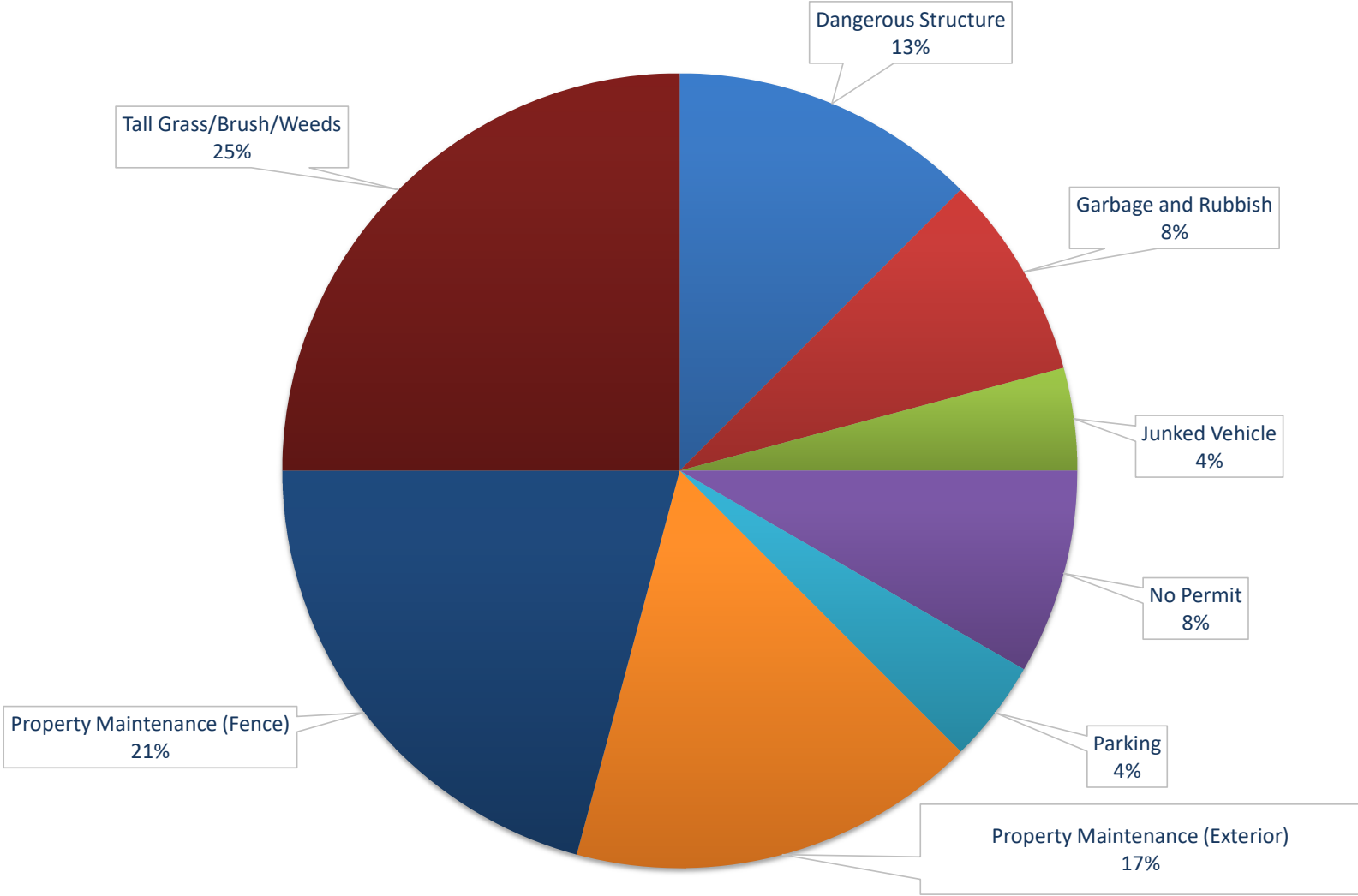
- New Open Cases
- Dangerous Structures
- Closed Cases
- Municipal Cases
- Total Open
- Health Inspection Report

## CODE ENFORCEMENT MARCH REPORT

### New Open Cases

DATE	REPORT NUMBER	Description of Violation	Column5
3/25/2024 8:39	CE-24-87-CV	Dangerous Structure	1111 Lydia ST
3/12/2024 17:03	CE-24-72-CV	Dangerous Structure	206 Collins RD
3/25/2024 12:15	CE-24-88-CV	Dangerous Structure	204 Douglas ST
3/13/2024 8:59	CE-24-74-CV	Garbage and Rubbish	1504 Maiden LN
3/19/2024 9:39	CE-24-81-CV	Garbage and Rubbish	1102 Leonard AVE
3/25/2024 12:17	CE-24-89-CV	Junked Vehicle	204 Douglas ST
3/19/2024 14:31	CE-24-84-CV	No Permit	1124 Courtney DR
3/7/2024 15:20	CE-24-70-CV	No Permit	716 S Union ST
3/7/2024 15:19	CE-24-69-CV	Parking	1012 Powell ST
3/18/2024 9:05	CE-24-75-CV	Property Maintenance (Exterior)	2018 Thompson RD
3/19/2024 9:36	CE-24-80-CV	Property Maintenance (Exterior)	208 Collins RD
3/12/2024 14:49	CE-24-71-CV	Property Maintenance (Exterior)	210 Collins RD
3/7/2024 14:08	CE-24-68-CV	Property Maintenance (Exterior)	1016 Powell ST
3/19/2024 9:57	CE-24-82-CV	Property Maintenance (Fence)	1012 Powell ST
3/27/2024 17:36	CE-24-92-CV	Property Maintenance (Fence)	2009 Fiesta LN #14
3/19/2024 8:14	CE-24-78-CV	Property Maintenance (Fence)	1502 Lamar DR
3/19/2024 7:31	CE-24-77-CV	Property Maintenance (Fence)	1504 Lamar DR
3/19/2024 9:05	CE-24-79-CV	Property Maintenance (Fence)	1017 Winston DR
3/18/2024 11:51	CE-24-76-CV	Tall Grass/Brush/Weeds	1506 Lamar DR
3/12/2024 17:04	CE-24-73-CV	Tall Grass/Brush/Weeds	1406 Preston ST
3/25/2024 17:28	CE-24-90-CV	Tall Grass/Brush/Weeds	Calhoun ST
3/19/2024 11:18	CE-24-83-CV	Tall Grass/Brush/Weeds	605 Center ST
3/22/2024 8:28	CE-24-85-CV	Tall Grass/Brush/Weeds	215 Rochelle ST
3/22/2024 11:51	CE-24-86-CV	Tall Grass/Brush/Weeds	818 Mabel ST

### CODE ENFORCEMENT MARCH OPENED CASES



- Dangerous Structure
- Garbage and Rubbish
- Junked Vehicle
- No Permit
- Parking
- Property Maintenance (Exterior)
- Property Maintenance (Fence)
- Tall Grass/Brush/Weeds

## CODE ENFORCEMENT MARCH REPORT

### Dangerous Structures

Case #	Case Date	Address of Violation
20220188	4/21/2022	209 Calhoun St
20220240	6/1/2022	1205 Preston St
20220450	8/12/2022	304 Riveredge DR
20220620	10/27/2022	215 Clark St
20220680	12/29/2022	1717 Paloma Ave
20230158	3/22/2023	308 Riveredge Dr
20230157	3/22/2023	312 Riveredge Dr
20230379	6/29/2023	816 Mabel St
20230474	8/25/2023	336 Rocky Falls PKWY, SPC #42,
20230476	8/29/2023	1103 Preston ST

### Closed Cases

Case #	Address	Case Opened	Description
CE-24-14-CV	1407 Austin ST	1/8/2024 8:24	Occupied property. Fence built w/o a permit. Wrought iron fence on front lawn added. New privacy fence.
CE-24-15-CV	1813 Branch AVE	1/8/2024 8:52	Drainage Easement, Rubbish, Weeds
CE-24-8-CV	1511 Chestnut LN	1/4/2024 7:21	Pile of tree limbs on front lawn & h/w on r/s.
CE-24-18-CV	Mabel ST	1/9/2024 10:38	Dead Tree, Rubbish
20220455	204 Douglas ST, Richmond, TX 77469	8/16/2022 0:00	Junked Vehicle
20220459	204 Douglas ST, Richmond, TX 77469	8/17/2022 0:00	Trees, Weeds, Rubbish
20230286	704 S 10th ST	5/17/2023 0:00	Parking
20230208	210 Collins RD	4/4/2023 0:00	Trees, Weeds, Rubbish

## CODE ENFORCEMENT MARCH REPORT

### Municipal Cases

Case #	Date	Address	Description
CE-24-11-CV	1/4/2024 10:34	Dowling DR	Lot r/s of 2103 with h/w & trash, including in ditch. Utility building has holes in roof.
CE-24-8-CV	1/4/2024 7:21	1511 Chestnut LN	Pile of tree limbs on front lawn & h/w on r/s.
20230453	8/14/2023 0:00	Highway 90A	Trees, Weeds, Rubbish
20230379	6/29/2023 0:00	816 Mabel ST	Dangerous Structure
20230234	4/20/2023 0:00	Travis ST	Trees, Weeds, Rubbish
20230213	4/6/2023 0:00	1505 Carver AVE	Accessory Buildings and Structures, No Permit
20230202	4/4/2023 0:00	Preston ST	Trees, Weeds, Rubbish
20230194	3/28/2023 0:00	1604 George AVE	Trees, Weeds, Rubbish
20230191	3/27/2023 0:00	1513 Maiden LN	Junked Vehicle
20230133	3/13/2023 0:00	1312 Jenny Ln SPC #72	Trees, Weeds, Rubbish
20230089	2/28/2023 0:00	611 Maiden LN	Trees, Weeds, Rubbish
20230079	2/22/2023 0:00	Douglas ST	Accessory Structures
20230062	2/15/2023 0:00	1105 Center ST	Trees, Weeds, Rubbish
20220582	9/29/2022 0:00	1512 Paloma AVE	Trees, Weeds, Rubbish
20220463	8/22/2022 0:00	803 Fields ST	Trees, Weeds, Rubbish
20220454	8/16/2022 0:00	611 N 3rd ST	Property Maintenance (Exterior)

# CODE ENFORCEMENT MARCH REPORT

## Municipal Court Cont.

Citation #	Name	Status	Status Date/Time	Offense	Viol Location
<a href="#">CE23-0202</a>	BARRIENTOS, BRENDA M & ABRIL JANETH	HP	03/14/2024	UNSANITARY CONDITIONS-ATTRACT OR HARBORMOSQUITOES, RODENTS,	PRESTON ST
<a href="#">CE23-0202</a>	BARRIENTOS, BRENDA M & ABRIL JANETH	HP	03/14/2024	ILLEGAL DUMPING- GARBAGE, RUBBISH, UNSANITARY MATTER	PRESTON ST
<a href="#">CE23-0213</a>	GARCIA, DORA A	HP	03/14/2024	ACCESSORY BUILDINGS AND STRUCTURES-ALL USES	The 1505 block of CARVER AVENUE
<a href="#">CE23-0213</a>	GARCIA, DORA A	HP	03/14/2024	PERMIT REQUIRED	The 1505 block of CARVER AVENUE
<a href="#">CE23-0062</a>	GREEN, QUARDALE	HP	03/14/2024	NUISANCE-RUBBISH ON PROPERTY	The 1105 block of CENTER STREET
<a href="#">CE23-0062</a>	GREEN, QUARDALE	HP	03/14/2024	ILLEGAL DUMPING- GARBAGE, RUBBISH, UNSANITARY MATTER	The 1105 block of CENTER STREET
<a href="#">CE23-0062</a>	GREEN, QUARDALE	HP	03/14/2024	BUILDING ADDRESS IDENTIFICATION	The 1105 block of CENTER STREET
<a href="#">CE23-0062</a>	GREEN, QUARDALE	HP	03/14/2024	UNSANITARY CONDITIONS-ATTRACT OR HARBORMOSQUITOES, RODENTS,	The 1105 block of CENTER STREET
<a href="#">CE23-0062</a>	GREEN, QUARDALE	HP	03/14/2024	PERMITS & PROCEDURES-FENCE PERMIT	The 1105 block of CENTER STREET
<a href="#">CE23-0062</a>	GREEN, QUARDALE	HP	03/14/2024	FAIL TO MAINTAIN ACCESSORY STRUCTURE(S)	The 1105 block of CENTER STREET
<a href="#">CE23-0453</a>	MIDWAY 90 INVESTMENTS LLC	HP	03/14/2024	NUISANCES-WEEDS OR BRUSH	HIGHWAY 90
<a href="#">CE23-0191</a>	LUNA, ROBERT	HP	03/14/2024	NUISANCE-RUBBISH ON PROPERTY	The 1513 block of MAIDEN LANE
<a href="#">CE23-0191</a>	LUNA, ROBERT	HP	03/14/2024	ILLEGAL DUMPING- GARBAGE, RUBBISH, UNSANITARY MATTER	The 1513 block of MAIDEN LANE
<a href="#">CE23-0191</a>	LUNA, ROBERT	HP	03/14/2024	MOTOR VEHICLE-IMPROPER STORAGE	The 1513 block of MAIDEN LANE
<a href="#">CE23-0191</a>	LUNA, ROBERT	HP	03/14/2024	PARKING FOR RESIDENTIAL DEVELOPMENT A	The 1513 block of MAIDEN LANE
<a href="#">CE23-0191</a>	LUNA, ROBERT	HP	03/14/2024	JUNK VEHICLE	The 1513 block of MAIDEN LANE
<a href="#">CE23-0191</a>	LUNA, ROBERT	HP	03/14/2024	UNSANITARY CONDITIONS-ATTRACT OR HARBORMOSQUITOES, RODENTS,	The 1513 block of MAIDEN LANE
<a href="#">CE23-0191</a>	LUNA, ROBERT	HP	03/14/2024	PARKING FOR RESIDENTIAL DEVELOPMENT C	The 1513 block of MAIDEN LANE
<a href="#">CE23-0194</a>	IGLESIA DE RESTAURACION INC, MISION ELIM INTERNACIONAL	HP	03/14/2024	NUISANCE-RUBBISH ON PROPERTY	The 1604 block of GEORGE AVENUE
<a href="#">CE23-0194</a>	IGLESIA DE RESTAURACION INC, MISION ELIM INTERNACIONAL	HP	03/14/2024	UNSANITARY CONDITIONS-ATTRACT OR HARBORMOSQUITOES, RODENTS,	The 1604 block of GEORGE AVENUE
<a href="#">CE23-0194</a>	IGLESIA DE RESTAURACION INC, MISION ELIM INTERNACIONAL	HP	03/14/2024	ILLEGAL DUMPING- GARBAGE, RUBBISH, UNSANITARY MATTER	The 1604 block of GEORGE AVENUE
<a href="#">CE23-0234</a>	SALLING, JO NELL	HP	03/14/2024	NUISANCES-WEEDS OR BRUSH	TRAVIS STREET
<a href="#">CE23-0234</a>	SALLING, JO NELL	HP	03/14/2024	NUISANCE-RUBBISH ON PROPERTY	TRAVIS STREET
<a href="#">CE23-0234</a>	SALLING, JO NELL	HP	03/14/2024	UNSANITARY CONDITIONS-ATTRACT OR HARBORMOSQUITOES, RODENTS,	TRAVIS STREET
<a href="#">CE23-0234</a>	SALLING, JO NELL	HP	03/14/2024	ILLEGAL DUMPING- GARBAGE, RUBBISH, UNSANITARY MATTER	TRAVIS STREET
<a href="#">CE23-0234</a>	SALLING, JO NELL	HP	03/14/2024	PARKING FOR RESIDENTIAL DEVELOPMENT A	TRAVIS STREET
<a href="#">CE23-0234</a>	SALLING, JO NELL	HP	03/14/2024	PARKING FOR RESIDENTIAL DEVELOPMENT B	TRAVIS STREET

CODE ENFORCEMENT  
MARCH REPORT  
TOTAL OPEN CASES

Case #	Date	Address	Description
20220052	2/9/2022 0:00	909 Fields ST	Dangerous Structure
20220188	4/21/2022 0:00	209 Calhoun ST	Dangerous Structure
20220240	6/1/2022 0:00	1205 Preston ST	Dangerous Structure
20220273	6/13/2022 0:00	207 Clark ST, Richmond, TX 77469	Parking
20220378	7/20/2022 0:00	1600 Rocky Falls RD, Richmond, TX 77469	Dangerous Structure
20220396	7/26/2022 0:00	308 Calhoun ST	Trees, Weeds, Rubbish
20220395	7/26/2022 0:00	310 Calhoun ST	Trees, Weeds, Rubbish
20220450	8/12/2022 0:00	304 Riveredge DR	Dangerous Structure
20220486	8/24/2022 0:00	110 N Union ST	Dangerous Structure
20220515	9/8/2022 0:00	1007 Ferry ST	Trees, Weeds, Rubbish
20220513	9/8/2022 0:00	211 N 10th ST	Trees, Weeds, Rubbish
20220573	9/28/2022 0:00	615 Center ST	Property Maintenance (Exterior)
20220574	9/28/2022 0:00	808 Lettie ST	Trees, Weeds, Rubbish
20220589	10/6/2022 0:00	620 N 10th St	Trees, Weeds, Rubbish
20220591	10/6/2022 0:00	800 N 10th St	Trees, Weeds, Rubbish
20220590	10/6/2022 0:00	823 Collins ST	Trees, Weeds, Rubbish
20220608	10/20/2022 0:00	303 S 2nd ST	Permit Required
20220620	10/27/2022 0:00	215 Clark ST, Richmond, TX 77469	Dangerous Structure
20220629	11/9/2022 0:00	300 Morton St STE 100	Property Maintenance (Exterior)
20220626	11/9/2022 0:00	301 Morton ST	Property Maintenance (Exterior)
20220627	11/9/2022 0:00	309 Morton ST, Richmond, TX 77469	Property Maintenance (Exterior)
20220628	11/9/2022 0:00	314 Morton ST	Property Maintenance (Exterior)
20220625	11/9/2022 0:00	315 Morton ST, Richmond, TX 77469	Property Maintenance (Exterior)
20220631	11/10/2022 0:00	202 Morton ST	Property Maintenance (Exterior)
20220632	11/10/2022 0:00	206 Morton ST, Richmond, TX 77469	Property Maintenance (Exterior)
20220630	11/10/2022 0:00	300 MORTON ST	Property Maintenance (Exterior)
20220633	11/14/2022 0:00	205 Clark ST, Richmond, TX 77469	Parking
20220680	12/29/2022 0:00	1717 Paloma AVE	Dangerous Structure
20230006	1/10/2023 0:00	1103 Maiden LN, Richmond, TX 77469	Junked Vehicle
20230012	1/13/2023 0:00	514 Riveredge DR, Richmond, TX 77406	Accessory Structures
20230017	1/23/2023 0:00	1212 FM 2218 RD, Richmond, TX 77469	Sign Violations
20230061	2/15/2023 0:00	1110 Clay ST	Trees, Weeds, Rubbish
20230063	2/15/2023 0:00	1612 George AVE	Dangerous Structure
20230059	2/15/2023 0:00	812 N Center ST	Trees, Weeds, Rubbish
20230064	2/15/2023 0:00	Collins RD	Trees, Weeds, Rubbish

CODE ENFORCEMENT  
MARCH REPORT  
TOTAL OPEN CASES

20230056	2/15/2023 0:00	Ferry ST	Trees, Weeds, Rubbish
20230081	2/22/2023 0:00	2116 Gammon ST #24, Richmond, TX 77469	Accessory Structures
20230115	3/6/2023 0:00	300 MORTON ST	Property Maintenance (Exterior)
20230142	3/21/2023 0:00	1314 Dudley ST, Richmond, TX 77469	Trees, Weeds, Rubbish
20230154	3/21/2023 0:00	304 Riveredge DR, Richmond, TX 77406	Trees, Weeds, Rubbish
20230153	3/21/2023 0:00	306 Riveredge DR, Richmond, TX 77406	Trees, Weeds, Rubbish
20230158	3/22/2023 0:00	308 Riveredge DR	Dangerous Structure
20230175	3/23/2023 0:00	Riveredge DR, Richmond, TX 77406	Trees, Weeds, Rubbish
20230176	3/24/2023 0:00	206 Riveredge DR, REAR, Richmond, TX 77406	Junked Vehicle
20230200	4/3/2023 0:00	703 Country Club DR	Garbage and Rubbish
20230209	4/4/2023 0:00	212 Collins RD	Trees, Weeds, Rubbish
20230215	4/6/2023 0:00	701 Collins ST	No Permit
20230214	4/6/2023 0:00	701 Collins ST	No Permit
20230212	4/6/2023 0:00	812 Newton DR	Trees, Weeds, Rubbish
20230211	4/6/2023 0:00	819 Newton DR	Trees, Weeds, Rubbish
20230217	4/10/2023 0:00	1007 Bonham CIR	No Permit
20230226	4/13/2023 0:00	1717 George AVE	Trees, Weeds, Rubbish
20230233	4/19/2023 0:00	106 Riveredge DR #A1	Property Maintenance (Exterior)
20230243	5/2/2023 0:00	303 S 2nd ST	Property Maintenance (Exterior)
20230244	5/3/2023 0:00	415 Clay ST	Dangerous Structure
20230251	5/4/2023 0:00	1315 Newlin DR, Richmond, TX 77406	Address Identification
20230254	5/4/2023 0:00	2012 Gammon ST	No Permit
20230257	5/5/2023 0:00	519 Riveredge DR, Richmond, TX 77406	Dangerous Fence
20230259	5/5/2023 0:00	602 Riveredge DR, Richmond, TX 77406	Property Maintenance (Exterior)
20230260	5/9/2023 0:00	308 DAMON ST, RICHMOND, TX 77406	Property Maintenance (Exterior)
20230264	5/11/2023 0:00	140 COLLINS RD #500	Food Establishment Violation
20230277	5/12/2023 0:00	1102 Alamo Ave, Richmond, TX 77469	Trees, Weeds, Rubbish
20230275	5/12/2023 0:00	1111 Alamo Ave, Richmond, TX 77469	Trees, Weeds, Rubbish
20230274	5/12/2023 0:00	1208 Fair Oaks DR	Weeds
20230272	5/12/2023 0:00	1209 Winchester Dr, Richmond, TX 77469	Trees, Weeds, Rubbish
20230276	5/12/2023 0:00	1302 Alamo Ave, Richmond, TX 77469	Trees, Weeds, Rubbish
20230270	5/12/2023 0:00	1506 Lamar Dr. , Richmond, TX. 77469	Trees, Weeds, Rubbish



CODE ENFORCEMENT  
MARCH REPORT  
TOTAL OPEN CASES

20230266	5/12/2023 0:00	2018 Long DR, Richmond, TX 77469	Trees, Weeds, Rubbish
20230265	5/12/2023 0:00	2020 Long Dr	Trees, Weeds, Rubbish
20230279	5/12/2023 0:00	809 Newton Dr, Richmond, TX 77469	Trees, Weeds, Rubbish
20230284	5/16/2023 0:00	815 Hillcrest DR	Garbage and Rubbish
20230285	5/17/2023 0:00	606 Fannin ST	Trees, Weeds, Rubbish
20230286	5/17/2023 0:00	704 S 10th ST	Parking
20230291	5/18/2023 0:00	1412 Jenny Ln	Trees, Weeds, Rubbish
20230297	6/1/2023 0:00	1307 Jenny Ln # 17	Garbage and Rubbish
20230303	6/5/2023 0:00	1201 Goliad Ave	Garbage and Rubbish
20230304	6/5/2023 0:00	1205 Goliad AVE, Richmond, TX 77469	Trees, Weeds, Rubbish
20230302	6/5/2023 0:00	1309 Goliad Ave, Richmond, TX 77469	Garbage and Rubbish
20230307	6/5/2023 0:00	401 N 10th ST	Trees, Weeds, Rubbish
20230300	6/5/2023 0:00	502 Burnet ST	Parking
20230309	6/6/2023 0:00	800 Leonard AVE	Address Identification
20230315	6/7/2023 0:00	407 Fannin St, Richmond, TX 77469	Garbage and Rubbish
20230314	6/7/2023 0:00	507 Travis St, Richmond, TX 77469	Garbage and Rubbish
20230313	6/7/2023 0:00	605 Austin St, Richmond, TX 77469	Parking
20230317	6/8/2023 0:00	1404 Preston ST	Sanitary Drainage System, Rubbish, Parking, Fence Permit, Cert. of Occupancy, Building Permit, Acces (...)
20230319	6/12/2023 0:00	Richmond PKWY, Richmond, TX 77469	Trees, Weeds, Rubbish
20230324	6/13/2023 0:00	1505 Mistletoe Cir, Richmond, TX 77469	Trees, Weeds, Rubbish
20230322	6/13/2023 0:00	1605 George AVE	Junked Vehicle
20230325	6/13/2023 0:00	1908 W Laurel Oaks Dr, Richmond, TX 77469	Garbage and Rubbish
20230330	6/13/2023 0:00	2009 Lamar Dr	Trees, Weeds, Rubbish
20230331	6/13/2023 0:00	5250 FM 1640	Garbage and Rubbish
20230327	6/13/2023 0:00	803 Collins ST	Motor Vehicles, Junked Vehicle,
20230334	6/14/2023 0:00	1104 S 3rd ST, Richmond, TX 77469	Trees, Weeds, Rubbish
20230336	6/16/2023 0:00	1703 Willow DR, Richmond, TX 77469	Property Maintenance (Fence)
20230351	6/21/2023 0:00	1110 Rufus St	Trees, Weeds, Rubbish
20230340	6/21/2023 0:00	1205 Preston ST	Garbage and Rubbish
20230343	6/21/2023 0:00	140 Collins RD #500	Garbage and Rubbish
20230341	6/21/2023 0:00	1601-1631 Austin ST, Richmond, TX 77469	Smoke Detector
20230344	6/21/2023 0:00	Powell ST	Property Maintenance (Fence)

CODE ENFORCEMENT  
MARCH REPORT  
TOTAL OPEN CASES

20230358	6/22/2023 0:00	1927 TEAKWOOD DR	Garbage and Rubbish
20230355	6/22/2023 0:00	302 Damon ST, Richmond, TX 77406	Property Maintenance (Interior)
20230356	6/22/2023 0:00	706 FAIRWAY DR, RICHMOND, TX 77469	Smoke Detector
20230378	6/29/2023 0:00	913 N 10TH ST, RICHMOND, TX 77469	Property Maintenance (Exterior)
20230384	7/5/2023 0:00	1310 Newlin Dr SPC # 7	Skirting - Manufactured Home
20230391	7/10/2023 0:00	1921 Teakwood Dr	Trees, Weeds, Rubbish
20230390	7/10/2023 0:00	2001 Crestwood DR	Junked Vehicle
20230393	7/11/2023 0:00	2207 S Belmont DR	Accessory Buildings and Structures, Permit
20230396	7/12/2023 0:00	601 Pultar RD	No Permit
20230397	7/13/2023 0:00	1007 Jackson ST, Richmond, TX 77469	No Permit
20230398	7/13/2023 0:00	20440 SOUTHWEST FWY	No Permit
20230405	7/17/2023 0:00	1100 San Jacinto AVE, Richmond, TX 77469	No Permit
20230407	7/17/2023 0:00	1301 Goliad Ave, Richmond, TX 77469	Junked Vehicle
20230412	7/17/2023 0:00	1302 Jenny Ln	Garbage and Rubbish
20230418	7/26/2023 0:00	311 AUSTIN ST	Junked Vehicle
20230417	7/26/2023 0:00	Austin ST, Richmond, TX 77469	Trees, Weeds, Rubbish
20230424	7/31/2023 0:00	2112 Gammon ST, Richmond, TX 77469	Trees, Weeds, Rubbish
20230427	8/1/2023 0:00	709 Hillcrest Dr	No Permit
20230428	8/2/2023 0:00	1009 S 7th St	Garbage and Rubbish
20230436	8/2/2023 0:00	1117 Powell ST, Richmond, TX 77469	Permit Required
20230432	8/2/2023 0:00	1500 Jackson ST, Richmond, TX 77469	Permit Required
20230429	8/2/2023 0:00	231 Rochelle ST	Trees, Weeds, Rubbish
20230431	8/2/2023 0:00	231 Rochelle ST	Exterior Walls, Protective Treatments. Means of Egress, Permit
20230444	8/2/2023 0:00	5250 FM 1640	Permit Required
20230442	8/2/2023 0:00	5400 FM 1640, Richmond, TX 77469	Permit Required
20230447	8/3/2023 0:00	1001 N 10th ST	Property Maintenance (Exterior)
20230448	8/8/2023 0:00	1900 GEORGE AVE	Trees, Weeds, Rubbish
20230456	8/15/2023 0:00	500 Houston ST	No Permit
20230458	8/21/2023 0:00	105 Grayless ST, Richmond, TX 77406	No Permit
20230457	8/21/2023 0:00	1809 Paloma AVE, Richmond, TX 77469	Trees, Weeds, Rubbish
20230466	8/22/2023 0:00	1501 Hawthorn Dr, Richmond, TX 77469	Garbage and Rubbish

CODE ENFORCEMENT  
MARCH REPORT  
TOTAL OPEN CASES

20230464	8/22/2023 0:00	1704 Laurel Oaks DR	Trees, Weeds, Rubbish
20230463	8/22/2023 0:00	1710 Laurel Oaks DR	Accessory Structures
20230465	8/22/2023 0:00	1808 Laurel Oaks Dr, Richmond, TX 77469	Garbage and Rubbish
20230461	8/22/2023 0:00	1940 Haven Springs LN, Richmond, TX 77469	Junked Vehicle
20230462	8/22/2023 0:00	2002 Haven Springs LN, Richmond, TX 77469	Garbage and Rubbish
20230471	8/23/2023 0:00	1103 Goliad AVE, Richmond, TX 77469	Garbage and Rubbish
20230472	8/23/2023 0:00	1107 Goliad AVE, Richmond, TX 77469	Junked Vehicle
20230469	8/23/2023 0:00	304 Grayless ST, Richmond, TX 77406	Trees, Weeds, Rubbish
20230473	8/24/2023 0:00	1800 Mustang Dr	Garbage and Rubbish
20230475	8/25/2023 0:00	1810 Preston ST, Richmond, TX 77469	Trees, Weeds, Rubbish
20230474	8/25/2023 0:00	336 Rocky Falls PKWY, SPC #42	Dangerous Structure
20230476	8/29/2023 0:00	1103 Preston ST	Dangerous Structure
20230478	8/30/2023 0:00	2000 Fiesta LN #25 25	Property Maintenance (Interior)
CE-23-16-CV	9/13/2023 14:50	1500 Jenny Ln	Wood pallets and debris stored in front of mobile home.
CE-23-18-CV	9/15/2023 14:42	1509 Chestnut Ln	Chopped wood and branches being stored on the front lawn.
CE-23-21-CV	9/18/2023 13:17	1305 Elm ST	Bulk trash and rubbish being stored at the curb on a non-trash day.
CE-23-22-CV	9/19/2023 7:27	311 S 11th ST	Sign violation
CE-23-23-CV	9/20/2023 8:33	908-910 S 3rd ST	Broken fence gate leaning against fence
CE-23-24-CV	9/20/2023 16:06	1308 Yorktown ST	Occupied home has no running water/fees need to paid to reconnect.
CE-23-26-CV	9/21/2023 13:12	209 Clark ST	No Permit-New structure built w/o a permit.
CE-23-30-CV	11/30/2023 7:46	215 Rochelle ST	Garage converted into bedroom without permits submitted & approved. Plumbing & electrical work perfo (...)
CE-23-32-CV	12/4/2023 13:41	107 S 3rd ST	Lic. # 1361 Expired on 10/31/23.
CE-23-35-CV	12/5/2023 16:45	202 Jane Long LN	Exterior Walls, Glazing, Motor Vehicles, Roof and Drainage,
CE-23-36-CV	12/18/2023 15:08	819 Collins ST	Dangerous Building, No Permit, Weeds, Rubbish, Address Identification, Roof and Drainage, Stairways, (...)

CODE ENFORCEMENT  
MARCH REPORT  
TOTAL OPEN CASES

CE-23-37-CV	12/19/2023 7:27	1505 Maiden LN	Fence Permit
CE-23-40-CV	12/27/2023 9:25	Highway 90A	Vacant lot l/s of 1141 E Highway 90A with multiple piles of dirt. It appears the lot is being cleared (...)
CE-24-7-CV	1/3/2024 16:44	2015 Lamar DR	Garage door needs painting, fence pickets being stored on the side and back of home, high grass and (...)
CE-24-9-CV	1/4/2024 7:35	1500 Holly CIR	Junk vehicle, rubbish near the front door and scattered throughout the front and side yard, and high (...)
CE-24-13-CV	1/8/2024 8:08	816 Mabel ST	Unoccupied dwelling not registered as residential rental.
CE-24-14-CV	1/8/2024 8:24	1407 Austin ST	Occupied property. Fence built w/o a permit. Wrought iron fence on front lawn added. New privacy fence (...)
CE-24-16-CV	1/8/2024 9:17	500 N 8th ST	Drainage Easements, Trees, Weeds
CE-24-17-CV	1/8/2024 9:46	N 8th ST	Roofs & Drainage, Exterior Walls, Weeds, Rubbish, Residential Rental Registration, Certificate of Oc (...)
CE-24-21-CV	1/11/2024 10:58	Highway 90A	Rubbish, Weeds
CE-24-22-CV	1/11/2024 16:25	1800 FM 1640	
CE-24-23-CV	1/11/2024 16:53	1605 Paloma AVE	Drainage Easement, Vacant Structures and Land, Weeds
CE-24-24-CV	1/22/2024 12:29	912 Thompson RD	Trees, Rubbish, Weeds
CE-24-26-CV	1/23/2024 16:48	1100 Travis ST	Accessory Structures, Rubbish, Fence Permit
CE-24-27-CV	1/24/2024 8:12	901 Winston DR	Accessory Structures, Junked Vehicle, Motor Vehicles, Weeds
CE-24-28-CV	1/26/2024 7:52	1605 Branch AVE	Accessory Structures, Certificate of Occupancy, Exterior Walls, Fence Permit, JMV, Motor Vehicles, (...)
CE-24-29-CV	1/26/2024 11:54	1613 Paloma AVE	Driveways, Fences and Walls, Fence Permit
CE-24-30-CV	1/26/2024 12:22	1613 Paloma AVE	Accessory Structures
CE-24-31-CV	1/29/2024 7:27	1617 Paloma AVE	JMV, Motor Vehicles, Rubbish, Fences and Walls, Fence Permit
CE-24-32-CV	1/29/2024 14:38	2103 Dowling DR	Rubbish
CE-24-33-CV	1/30/2024 15:38	301 Rochelle ST	No Bldg. Permit, Open storage of rubbish.
CE-24-34-CV	1/30/2024 16:44	305 Rochelle ST	Open storage of rubbish

CODE ENFORCEMENT  
MARCH REPORT  
TOTAL OPEN CASES

CE-24-35-CV	2/1/2024 8:52 1503 Austin St	Jmv, Rubbish
CE-24-36-CV	2/5/2024 9:11 1513 chestnut	Rubbish
CE-24-38-CV	2/5/2024 16:21 1207 Elm St	No Fence Permit
CE-24-39-CV	2/5/2024 16:31 1209 Winston Dr	Fence Permit, Fences and Walls
CE-24-40-CV	2/7/2024 14:46 703 Newton DR	Dangerous Building
CE-24-41-CV	2/9/2024 14:19 1208 Trenton ST	Accessory Structures, Fence Permit, Junked Vehicle, Rubbish, Weeds, Accessory Buildings and Structur (...)
CE-24-42-CV	2/9/2024 14:43 1502 center	Open Storage of Rubbish
CE-24-43-CV	2/12/2024 15:36 803 Collins ST	Rubbish
CE-24-44-CV	2/13/2024 10:30 1505 Carver AVE	Open Storage of Rubbish, Home Business
CE-24-45-CV	2/14/2024 8:49 715 Maiden LN	Weeds, Rubbish
CE-24-47-CV	2/14/2024 11:01 2014 Gammon ST	Accessory structure
CE-24-48-CV	2/14/2024 12:16 1504-1600 George AVE	
CE-24-49-CV	2/14/2024 13:16	test
CE-24-50-CV	2/15/2024 15:13 Highway 90A	High Weeds, Rubbish
CE-24-51-CV	2/15/2024 15:34 1716 Branch AVE	
CE-24-52-CV	2/19/2024 10:34 1100 San Jacinto AVE	JMV, Motor Vehicles, Rubbish
CE-24-53-CV	2/19/2024 10:36 1110 San Jacinto Ave	JMV, Motor Vehicles, Weeds
CE-24-54-CV	2/19/2024 10:37 1208 San Jacinto AVE	Motor Vehicles, Parking, Rubbish
CE-24-55-CV	2/19/2024 10:39 1202 San Jacinto AVE	Rubbish
CE-24-56-CV	2/19/2024 11:22 1108 San Jacinto AVE	Trash
CE-24-57-CV	2/19/2024 11:29 1106 San Jacinto Ave	Rubbish
CE-24-58-CV	2/19/2024 12:01 1101 Alamo AVE	Rubbish
CE-24-60-CV	2/19/2024 12:27 1303 Alamo AVE	Rubbish, Fence Permit

CODE ENFORCEMENT  
MARCH REPORT  
TOTAL OPEN CASES

CE-24-61-CV	2/19/2024 16:26 2217 S Belmont DR	Rubbiss.
CE-24-62-CV	2/19/2024 16:54 2217 N Belmont DR	Motor Vehicles, JMV
CE-24-63-CV	2/21/2024 9:03 811 Lettie ST	
CE-24-64-CV	2/21/2024 14:21 1107 Alamo AVE	Rubbish
CE-24-66-CV	2/21/2024 14:44 1305 Trenton	JMV, Motor Vehicles
CE-24-67-CV	2/21/2024 14:58 1109 Fair Oaks DR	
CE-24-68-CV	3/7/2024 14:08 1016 Powell ST	
CE-24-69-CV	3/7/2024 15:19 1012 Powell ST	
CE-24-70-CV	3/7/2024 15:20 716 S Union ST	
CE-24-71-CV	3/12/2024 14:49 210 Collins RD	Protective Treatments, Exterior Walls, Stairways, Decks, Porches and Balconies, Handrails and Guards (...)
CE-24-72-CV	3/12/2024 17:03 206 Collins RD	Dangerous Structures, Accessory Structures, Exterior Walls, Glazing, Weeds, Trees, Drainage easement (...)
CE-24-73-CV	3/12/2024 17:04 1406 Preston ST	Rubbish, Weeds, Drainage easements and surface discharge of sewage
CE-24-74-CV	3/13/2024 8:59 1504 Maiden LN	Rubbish
CE-24-75-CV	3/18/2024 9:05 2018 Thompson RD	Accessory Structures, Fence Permit, Swimming Pools
CE-24-76-CV	3/18/2024 11:51 1506 Lamar DR	Fence Permit, Weeds
CE-24-77-CV	3/19/2024 7:31 1504 Lamar DR	Fence Permit
CE-24-78-CV	3/19/2024 8:14 1502 Lamar DR	Fence Permit
CE-24-79-CV	3/19/2024 9:05 1017 Winston DR	Fence Permit, Fences and Walls
CE-24-80-CV	3/19/2024 9:36 208 Collins RD	Protective Treatments, Exterior Walls, Stairways, Decks, Porches and Balconies, Handrails and Guards (...)
CE-24-81-CV	3/19/2024 9:39 1102 Leonard AVE	Rubbish, Receptacles
CE-24-82-CV	3/19/2024 9:57 1012 Powell ST	Drainage easements and surface discharge of sewage, Fence Permit, Fences and Walls
CE-24-83-CV	3/19/2024 11:18 605 Center ST	WEEDS

CODE ENFORCEMENT  
MARCH REPORT  
TOTAL OPEN CASES

CE-24-84-CV	3/19/2024 14:31 1124 Courtney DR	
CE-24-85-CV	3/22/2024 8:28 215 Rochelle ST	Weeds, Drainage easements and surface discharge of sewage
CE-24-86-CV	3/22/2024 11:51 818 Mabel ST	Weeds, Rubbish
CE-24-87-CV	3/25/2024 8:39 1111 Lydia ST	Dangerous Structure, Exterior Walls, Glazing, Weeds, Offensive Odors, Drainage Easement, Protective (...)
CE-24-88-CV	3/25/2024 12:15 204 Douglas ST	Dangerous Structures, Exterior Walls, Weeds, Drainage Easement, Permits
CE-24-89-CV	3/25/2024 12:17 204 Douglas ST	
CE-24-90-CV	3/25/2024 17:28 Calhoun ST	Weeds
CE-24-92-CV	3/27/2024 17:36 2009 Fiesta LN #14 14	Fence Permit

**CODE ENFORCEMENT  
MARCH REPORT  
HEALTH REPORT**

<b>LICENSE NO.</b>	<b>BUSINESS NAME</b>	<b>ADDRESS</b>	<b>DATE EXPIRED</b>	<b>DATE INSPECTED</b>	<b>SCORE</b>
2435	RICHMOND LEARNING ACADEMY	1500 MAIN	2/25/2025	3/14/2024	99
2584	JESSICA'S EXPRESS	140 COLLINS RD #500	3/12/2025	3/14/2024	89





# City of Richmond

*Where History Meets Opportunity*

**Regular Scheduled City Commission Meeting**

**600 Morton Street**

**Richmond, Texas 77469**

Monday, April 15, 2024 at 4:30 P.M.

## **Emergency Management 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.*

## City of Richmond OEM Monthly Report – March 2024

Mayor and Commissioners,

The month of March was a busy 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 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. Stayed up to date with the weather system we had come through our area.
- Completed on-line training courses.
- Completed in person training courses.
- Took the High-Water Vehicle to Calvary Episcopal Preparatory School to show several different classes and age groups.
- Signed up for several upcoming training courses and this year's Emergency Management Conference in May.
- Attended safety meeting held at the City Street Department.
- 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 will also continue to monitor and prepare for any other weather events that may impact on our area. The City fared well with the weather system we had come through in the middle of the month. Other than a downed tree in Freeman Town, there were no other major issues.

Prepared by: Robert Oliver



# City of Richmond

*Where History Meets Opportunity*

**Regular Scheduled City Commission Meeting**

**600 Morton Street**

**Richmond, Texas 77469**

Monday, April 15, 2024 at 4:30 P.M.

## **Development Corporation of Richmond 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.*



Director's Report Provided By: Jerry W. Jones Jr.  
March 2024

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

### HREDA March Meeting with Governor's Economic Development Team

The HREDA meeting was an opportunity for the Governors office to discuss how to process RFI documents on their website and how they were going across the state to tout receiving the Governors Cup for the 12<sup>th</sup> year in a row signifying the states dominance in Economic Development.

### Richmond Small Business Breakfast

The registration reached 150, however 75 were in attendance. We have heard from several businesses who were in attendance that Janis Burke, CEO President of Harris County Houston Sports Authority did a fantastic job speaking about the history of the sports economy in Greater Richmond.

There are businesses who have already signed up to receive information from the sports authority on the next vending opportunity. Our next Small Breakfast Meeting is scheduled for September 18<sup>th</sup>. More information to come.

### Coffee @ the BLOCK

Coffee at the BLOCK was a huge success. Businesses continue to come and network at this event. We have seen county officials come over and meet business and civic leaders as well as just citizens interested in networking within Richmond. The next Coffee at the BLOCK will be held on May 8<sup>th</sup> at 1600 Myrtle St.(Morton St.) Nearly 50 participants were in attendance.

### Meeting with Allison McFarlane

We met Allison during a Small Business Association event. At the time, she was Vice President of Business Development Banker for Capital One. She specialized in Commercial lending and Business Development.

She recently created her consulting firm, Allison McFarlane Inc., which provides high-quality services in strategic planning, marketing, and related fields, guided by a team with deep expertise. They provide every client with distinctiveness and deliver custom solutions to meet their goals.

Allison has attended several Develop Richmond-sponsored events and resides within the Richmond area. We discussed how she could assist with our efforts to grow businesses in Richmond and how she could grow her own business as well.

## **Business Retention and Recruitment**

### Meeting with Amanda Sparks

Amanda is the Marketing and Sales Manager for Home2 Suites by Hilton Rosenberg Sugar Land Area. We discussed the occupancy rate. What do their numbers look like on weekdays versus weekends? What type of visitors do they see? The importance of the Smart Financial Center vs. The Epicenter. Are other area attractions, like travel ball and historic sites, leading to visitation? In conclusion, Home 2 Suites is performing exceptionally well and exceeding expectations when compared to other hotels' performances nearby.

### Meeting with Amy Morales

Amy and I continue to meet to work through the nuisance of the agreement and the scope of work and funding. We hope to have something to consider before the board within the coming months.

### Meeting with Kimberly Bernshausen

We met with Kimberly Bernshausen, President of Prosperity Bank, who manages both banking locations in Richmond and Rosenberg. Kim and I are Central Fort Bend Leadership classmates. When small businesses are looking for banking assistance, we put them in contact with all of our banks in the area and allow them to develop their own relationships. You would be surprised that even after the pandemic, several businesses did not have a personal relationship with a banker.

I forwarded a prospective business owner to Kim and another banker. Kim is in discussions with the business owner, and they are working on helping with the idea of opening a restaurant/bed and breakfast in Richmond. We are continuing to nurture relationships and look forward to the future.

### Meeting with a Realtor representing a Developer

We met with a representative of a real estate firm. He wanted to meet to discuss how his client could navigate Richmond's detention and retention process. He cited the need for regional detention and how it burdens the property owner to lose valuable space that could provide more space to maximize space to make more money instead of using it to make a ditch or pond. We discussed incentives. However, the site is in a MUD, and although it is a great company that fits within our Industry Target Study, it may not be strongly favored because of its location and need for incentives. The realtor is providing us with additional information, which will allow us to give them a better idea of how to move forward.

### EDsuite meeting with Richmond

Staff met with the EDsuite team to discuss refreshing the website and training additional staff to input information on the site. Some updates are scheduled for completion towards the end of April/beginning of May. We are working with their team to address pages on the site to provide more up-to-date information for those who visit the site. We anticipate presenting the finished refresh during the June board meeting.

### Richmond's Farmers Market- March 29th

The relaunch and rebrand of the Richmond Farmers Market was a huge success. Both attendees and vendors raved about the new location and the setup. We have averaged 15 vendors in the past. On March 29th, we saw our vendor presence grow to 24! We appreciate our Market Manager, Stephanie Catlow, and look forward to future markets. The next market is scheduled for May 3rd.

## **Potential Investment and Job Creation Prospects**

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

Pre- Application Meetings: These are initial conversations; nothing is final. They are just gaining information on what would be needed to make the project happen.

Pre-Application Conference: Clay St (DRHorton)

Pre-Application Conference: 907 Morton St (various uses)

Pre-Application Conference (in-person): 1500 Branch Ave (church)

Pre-Application Conference: 1809 FM 359 (Randall's parking lot improvement)

Pre-Application Conference Williams Way and US 59 (multifamily)

Pre-Application Conference (in-person): 1812 Maiden Rd (foster home)

Pre-Application Conference: 406 S 11th St (church)

Pre-Application Conference (In-Person): Hwy 90A (R.E. Smith property / DRHorton)

Pre-Application Conference: 2216 Thompson Rd (dealership or retail)

Pre-Application Conference: 2006 Thompson Rd Suite #205 (office occupancy)

Pre-Application Conference: 311 S 11th St (refurbish parking)

Pre-Application Conference: 100 Damon St (boutique)

### **Past Networking Opportunities and Collaborations**

#### LIT BookBar Grand opening:

We received an invitation to participate in the LIT BookBar's grand opening. On March 7th, Richmond "started a new chapter in downtown."

Lit BookBar, a one-of-a-kind establishment, is making its debut in Richmond and Greater Fort Bend County. This unique venue offers the rare opportunity to enjoy an 'old fashion' and purchase a book, all in one place. Their announcement on our Facebook page was a sensation, garnering a staggering 59,205 post impressions, 55,873 post reaches, and 11,679 engagements, shared 102 times, 655 likes, 325 loves, and 321 comments.

### **Upcoming Events and Activities:**

**Event:**                   **Mega Square Ribbon Cutting Ceremony**  
4120 Richmond Parkway  
**Date:**                   April 25th  
**Time:**                   11am to 12:30 pm

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**Event:**                   **HAA State of Fort Bend County Speaking Engagement**  
Jerry is serving as a panelist for the Houston Apartment Association  
**Date:**                   April 30<sup>th</sup>

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**Event:**                   **Richmond Farmers Market**  
402 Morton St.  
**Date:**                   May 3<sup>rd</sup>

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**Event:**                   **Coffee @ the BLOCK**  
**Special Location:** New Office Building 1600 Myrtle St. (Morton St.)  
**Date:**                   May 8<sup>th</sup>

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**Event:**                   **DCR Board of Directors Meeting**  
**Date:**                   May 14th

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



# City of Richmond

*Where History Meets Opportunity*

## **Regular Scheduled City Commission Meeting**

**600 Morton Street**

**Richmond, Texas 77469**

Monday, April 15, 2024 at 4:30 P.M.

13. Set date for next meeting. (Regular City Commission Meeting on Monday, May 20th at 4:30 p.m.)





# City of Richmond

*Where History Meets Opportunity*

## **Regular Scheduled City Commission Meeting**

**600 Morton Street**

**Richmond, Texas 77469**

Monday, April 15, 2024 at 4:30 P.M.

- A9. Review and discuss Ordinance No. 2024-06, permitting/allowing golf carts on roadways, shared use paths and sidewalks.



**CITY COMMISSION  
AGENDA ITEM COVER MEMO**

**DATE: April 15, 2024**

**Staff Review:**

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

**AGENDA ITEM:** Review and consider taking action on Ordinance No. 2024-06 permitting/allowing and regulating the operation of Golf Carts, Neighborhood Electric Vehicles, and Off-Highway vehicles on certain public streets, shared use paths, and sidewalks.

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

**SYNOPSIS**

This agenda item and Ordinance seeks City Commission consideration in encouraging broader mobility options through the reasonable and responsible use of golf carts, neighborhood electric vehicles, and off-highway vehicles on designated streets within the city.

**COMPREHENSIVE PLAN GOALS ADDRESSED**

C. Strengthen transportation connections and increase choices between ways to travel.

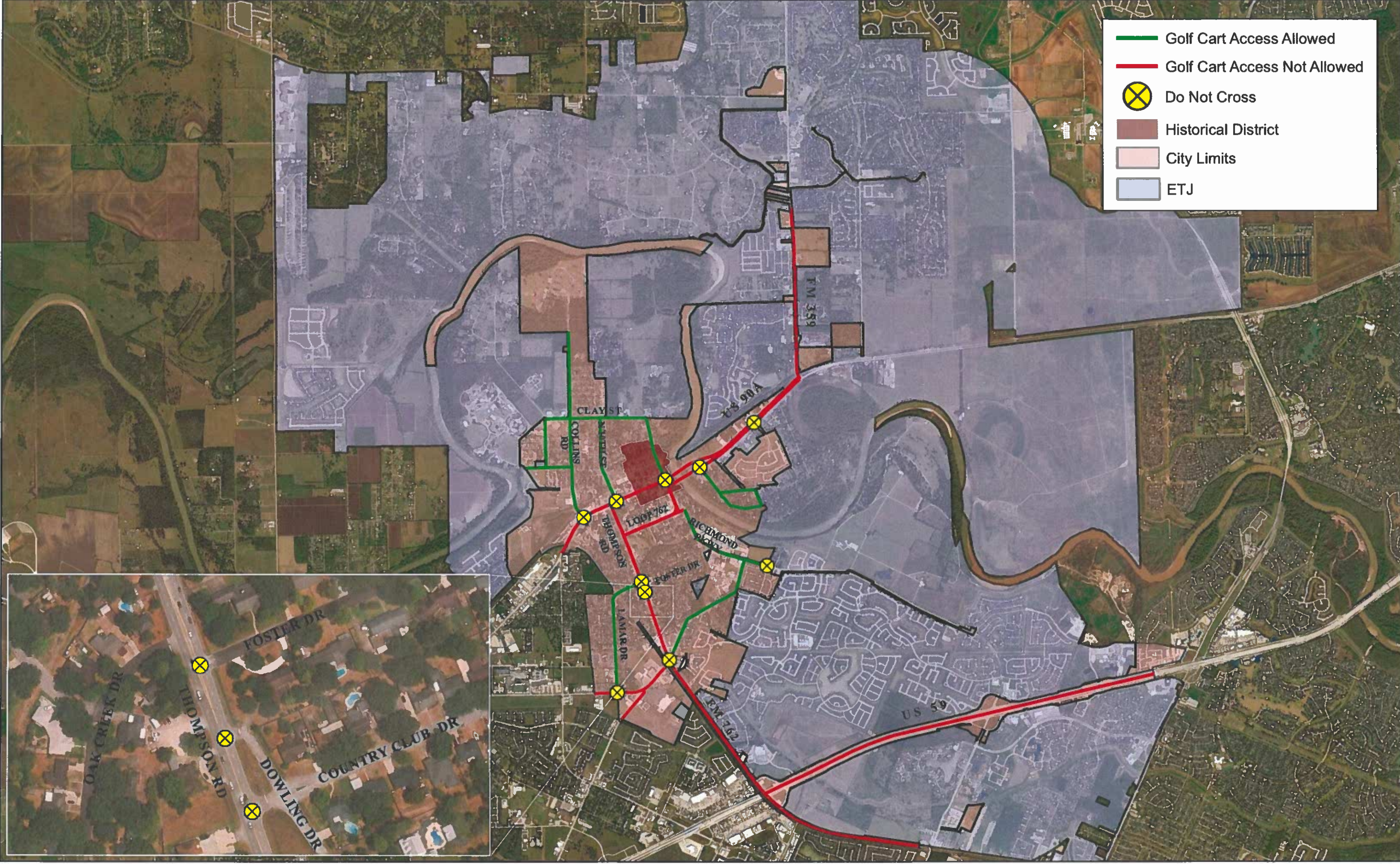
**BACKGROUND**

The Texas Transportation Code grants municipalities the authority to control the operation of motor vehicles using its streets and to prescribe reasonable and safe restrictions related to the operation, stopping, standing, and parking of vehicles.

Chapter 551A of the Texas Transportation Code authorizes a municipality to regulate the use of golf carts, Neighborhood Electric Vehicles (NEV), and off-highway vehicles.

The proposed ordinance identifies proper operation, equipment, state regulations, and prohibited vehicle operations due to safety considerations.

# City of Richmond: Golf Cart Access Map (City Limits and Extraterritorial Jurisdiction)



**ORDINANCE NO. 2024-06**

**AN ORDINANCE OF THE CITY OF RICHMOND, TEXAS, ADOPTING ARTICLE V “GOLF CARTS, NEIGHBORHOOD ELECTRIC VEHICLES, AND OFF-HIGHWAY VEHICLES” TO CHAPTER 32 “TRAFFIC AND VEHICLES,” OF THE CODE OF ORDINANCES, CITY OF RICHMOND, TEXAS, TO ALLOW AND REGULATE THE OPERATION OF GOLF CARTS, NEIGHBORHOOD ELECTRIC VEHICLES, AND OFF-HIGHWAY VEHICLES ON CERTAIN PUBLIC STREETS; REPEALING CONFLICTING ORDINANCES; PROVIDING A PENALTY CLAUSE; INCLUDING A SEVERABILITY CLAUSE; AND ESTABLISHING AN EFFECTIVE DATE**

The Texas Transportation Code grants to municipalities the authority to control the operation of motor vehicles using its streets and to prescribe reasonable and safe restrictions related to the operation, stopping, standing, and parking of vehicles.

Chapters 551A of the Texas Transportation Code authorizes a municipality to regulate the use of golf carts, Neighborhood Electric Vehicles, and off-highway vehicles.

The City of Richmond, as a Home-rule municipality, has authority to provide reasonable regulation of such vehicles in addition to the authority granted to all municipalities by such statutes.

The City Commission desires to encourage broader mobility options through the reasonable and responsible use of golf carts and off-highway vehicles on streets within the City with a posted speed limit not exceeding 35 miles per hour, and the use of Neighborhood Electric Vehicles on streets with a posted speed limit not exceeding 45 miles per hour except where the City Commission determines that prohibiting such operation is necessary in the interest of safety.

The City Commission of the City of Richmond, Texas finds that it is in the public interest to allow the operation of golf carts, Neighborhood Electric Vehicles, and off-highway vehicles in a manner consistent with state law and such use will not be contrary to the best interests of the public health, safety, and welfare; **NOW, THEREFORE,**

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

**Section 1.** The facts and recitations contained in the Preamble of this ordinance are hereby found and declared to be true and correct.

**Section 2.** Article V “Golf Carts, Neighborhood Electric Vehicles, and Off-Highway Vehicles,” 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 V. – GOLF CARTS, NEIGHBORHOOD ELECTRIC VEHICLES, AND OFF-HIGHWAY VEHICLES

#### Sec. 32-101. Purpose

The purpose of this Article is to encourage broader mobility options by providing alternate means of transportation under circumstances that are reasonable, to encourage responsible use of alternate transportation, and to provide reasonable restrictions on the use of such alternate transportation by allowing and regulating the use of Golf Carts, Neighborhood Electric Vehicles, and Off-Highway Vehicles on certain public streets within the City.

#### Sec. 32-102. Definitions

In this Article:

(a) *All-Terrain Vehicle or ATV* shall have the meaning provided in Section 551A.001(1), Texas Transportation Code, as amended, which, at the time of adoption of this Article, defines it as a motor vehicle that is:

(A) equipped with a seat or seats for the use of:

(i) the rider; and

(ii) a passenger if the motor vehicle is designed by the manufacturer to transport a passenger;

(B) designed to propel itself with three or more tires in contact with the ground;

(C) designed by the manufacturer for off-highway use;

(D) not designed by the manufacturer primarily for farming or lawn care; and

(E) not more than ~~50-74~~ inches wide.

(b) *City* means the City of Richmond, Texas.

(c) *Daytime* means the period beginning one-half hour before sunrise and ending one-half hour after sunset.

(d) *Driver* means a person driving or having physical control over a vehicle, including but not limited to a Golf Cart, Neighborhood Electric Vehicle, and Off-Highway Vehicle.

~~(e)~~ *Driver's license* means an authorization issued by the Department of Public Safety, or equivalent governmental entity for another state or country, for operation of a motor vehicle. The term includes a temporary license or instruction permit and an occupational license.

~~(e)~~(f) *Financial responsibility* has the meaning set forth in Texas Transportation Code § 601.051, as amended;

~~(f)~~(g) Golf Cart shall have the meaning provided in Section 551.401, Texas Transportation Code, as amended which, at the time of adoption of this Article, defines it as a motor vehicle designed by the manufacturer primarily for use on a golf course. The term does not include motorized conveyances commonly referred to as ATVs, off-road vehicles (also known as ORVs), four-wheelers, mules, gators and design-altered golf carts which have been altered to allow them to travel at a speed greater than 25 miles per hour.

~~(g)~~(h) Governmental purposes shall include the purposes set forth in Section 551A.058, Texas Transportation Code, and shall include other activities and purposes necessary or convenient to providing services from a governmental entity, such as, without limitation, street, drainage, water, wastewater, code enforcement, and public health functions.

~~(h)~~(i) Neighborhood Electric Vehicle (NEV) shall have the meaning provided in Section 551.301, Texas Transportation Code, as amended, which, at the time of adoption of this Article, defines it as a vehicle that can attain a maximum speed of 35 miles per hour on a paved level surface and otherwise complies with Federal Motor Vehicle Safety Standard 500 (49 C.F.R. Section 571.500). The term does not include motorized conveyances commonly referred to as ATVs, off-road vehicles (also known as ORVs), four-wheelers, mules, gators and design-altered golf carts which have been altered to allow them to travel at a speed greater than 35 miles per hour.

~~(i)~~(j) Nighttime means the period beginning one-half hour after sunset and ending one-half hour before sunrise.

~~(j)~~(k) Off-Highway Vehicle shall have the meaning provided in Section 551A.001(1-d), Texas Transportation Code, as amended, which, at the time of adoption of this Article, defines it as:

- (A) an All-Terrain Vehicle or Recreational Off-Highway Vehicle;
- (B) a Sand Rail; or
- (C) a Utility Vehicle.

~~(k)~~(l) Operate means to drive or have physical control over a vehicle on a street or in a public area designated for motor vehicle use.

~~(l)~~(m) Operator means any person driving and having physical control over a vehicle on a street or in a public area designated for motor vehicle use.

~~(m)~~(n) Recreational Off-Highway Vehicle shall have the meaning provided in Section 551A.001(5), Texas Transportation Code, as amended, which, at the time of adoption of this Article, defines it as a motor vehicle that is:

- (A) equipped with a seat or seats for the use of:
  - (i) the rider; and
  - (ii) a passenger or passengers, if the vehicle is designed by the manufacturer to transport a passenger or passengers;
- (B) designed to propel itself with four or more tires in contact with the ground;

(C) designed by the manufacturer for off-highway use by the Operator only; and

(D) not designed by the manufacturer primarily for farming or lawn care.

~~(n)~~(o) *Sand Rail* shall have the meaning provided in Section 551A.001(3), as amended, which, at the time of adoption of this Article, defines it as a vehicle that:

(A) is designed or built primarily for off-highway use in sandy terrains, including for use on sand dunes;

(B) has a tubular frame, an integrated roll cage, and an engine that is rear-mounted or placed midway between the front and rear axles of the vehicle; and

(C) has a gross vehicle weight, as defined by Section 541.401, of:

(i) not less than 700 pounds; and

(ii) not more than 2,000 pounds.

~~(e)~~(p) *Street* means a public roadway in the City by whatever name (e.g., road, alley, avenue, highway, route, boulevard, etc.) that is open to vehicular traffic.

~~(f)~~(q) *Utility Vehicle* shall have the meaning provided in Section 551A.001(6), Texas Transportation Code, as amended, which, at the time of adoption of this Article, defines it as a motor vehicle that is not a Golf Cart, as defined by Section 551.401, or lawn mower and is:

(A) equipped with side-by-side seating for the use of the Operator and a passenger;

(B) designed to propel itself with at least four tires in contact with the ground;

(C) designed by the manufacturer for off-highway use only; and

(D) designed by the manufacturer primarily for utility work and not for recreational purposes.

### **Sec. 32-103. Limited operation**

(a) Subject to the limitations and requirements of this Chapter, the operation of a Golf Cart is allowed on the streets of the City, designated shared use paths, and designated sidewalks.

(b) Subject to the limitations and requirements of this Chapter, an NEV and Off-Highway Vehicle may be operated on the streets of the City.

(c) The operation of a Golf Cart, NEV, or Off-Highway Vehicle shall be prohibited on any street or highway in the state highway system, regardless of the speed limit, including Farm-to-Market Roads located within the corporate boundaries of the City. The state highway system includes but is not limited to U.S. Highway 59/Interstate 69 (main lanes, frontage roads, and connector roads), U.S Highway 90A (main lanes, frontage roads, and connector roads), Farm-to-Market Road 1640, Farm-to-Market Road 2218, Farm-to-Market Road 359 (main lanes, frontage roads, and connector

roads), Farm-to-Market Road 3155 (~~Collins to~~ Preston to west city limits), Loop 762 (Austin Street) and Farm-to-Market Road 762 (Thompson Road). ~~For the purposes of this ordinance, \_\_\_\_\_ is not included in the prohibition.~~

(d) A Golf Cart may not be driven across intersections where the cross street does not have ~~electronic a~~ traffic controls device and has a posted speed limit of more than 35 miles per hour.

(e) An NEV or an Off-Highway Vehicle may drive across intersections where the cross street has a posted speed limit of more than 45 miles per hour even if the cross street is otherwise a prohibited street under this article.

(f) Nothing in this section shall apply to vehicles operating as permitted under Section 32-113 and Section 32-114 herein.

### **Sec. 32-104. Required equipment—Golf Cart**

(a) A Golf Cart operated under this article must be equipped at a minimum, with the following equipment as mandated by the Texas Transportation Code §551.4041, as amended, and/or required by the City to operate on permitted locations:

- (1) Operational headlamps;
- (2) Operational tail lamps;
- (3) Side reflectors;
- (4) Seat belts;
- (5) Operational parking brake;
- (6) Rearview mirror(s); and.
- (7) "slow-moving-vehicle emblem" as defined by Texas Transportation Code § 547.703.

(b) Equipment and its installation and maintenance must meet standards provided by the Texas Transportation Code or this ordinance, as amended.

### **Sec. 32-105. Required Equipment –NEV**

(a) A Neighborhood Electric Vehicle (NEV) must be equipped with the following equipment:

- (1) Operational headlamps;
- (2) Operational tail lamps;
- (3) Side reflectors;
- (4) Operational parking brake;



- (5) Rearview mirror(s);
- (6) Turn signals;
- (7) Horn;
- (8) Brake lights;
- (9) Seat belts;
- (10) Windshield; and
- (11) Vehicle identification number.

(b) Equipment and its installation and maintenance must meet standards provided by the Texas Transportation Code or this ordinance, as amended.

**Sec. 32-106. Required equipment—Off-Highway Vehicle**

(a) An Off-Highway Vehicle must be equipped with the following equipment as mandated by Texas Transportation Code § 551A.071, as amended, and/or required by the City, to operate on permitted locations:

- (1) a brake system maintained in good operating condition;
- (2) an adequate muffler system in good working condition;
- (3) a United States Forest Service Qualified spark arrester;
- (4) a lighted headlight and taillight during the period from one-half hour after sunset to one-half hour before sunrise, and at any time when visibility is reduced because of insufficient light or atmospheric conditions; and
- (5) attached to the back of the vehicle a triangular orange flat that is at least six feet above ground level.

(b) Equipment and its installation and maintenance must meet standards provided by the Texas Transportation Code or this ordinance, as amended.

**Sec. 32.107. Operator regulations**

(a) An Operator of a Golf Cart, NEV or Off-Highway Vehicle shall:

- (1) Be licensed to Operate a motor vehicle as provided by Texas Transportation Code § 521.021, as amended, and carry a valid Driver's license as provided by Texas Transportation Code § 521.025. All state law Driver's license permissions and restrictions shall apply to the operation of a Golf Cart, NEV or Off-Highway Vehicle;

- (2) Abide by all state and local traffic regulations applicable to vehicular traffic;
  - (3) Use standard hand signals for turning if the Operator's vehicle is not equipped with turn signals;
  - (4) Not operate or park on areas not designated for vehicle use within City Parks;
  - (5) Not use the vehicle to pull any object or person at any time;
  - (6) Not exceed the seating capacity of the vehicle as designed by the manufacturer;
  - (7) Wear a seat belt at all times while the vehicle is being operated;
  - (8) Require each occupant of the vehicle to wear a seat belt at all times while the vehicle is being operated;
  - (9) Remain seated at all times while the vehicle is in motion;
  - (10) Require each occupant of the vehicle to remain seated at all times while the vehicle is in motion;
  - (11) Not have or permit a passenger in the vehicle younger than eight years of age, or smaller than 4' 10" tall, without using an appropriate child safety seat system as defined by Texas Transportation Code § 545.412 (f)(I), except that a child allowed to use a booster seat in a passenger vehicle may be a passenger without a child restraint system (no booster seat required);
  - (12) Maintain financial responsibility ~~as defined in Texas Transportation Code § 601.051~~; and
  - (11) Not allow an unlicensed Operator to operate the vehicle.
- (b) While operating a Golf Cart, NEV, or Off-Highway Vehicle upon a street in the City, the Driver shall comply with all laws applicable to motor vehicles as set forth in this article, the Texas Transportation Code, as amended, and other state and local laws. Such compliance shall include, without limitation, compliance with applicable parking laws and regulations. The Driver shall be subject to a citation for all violations of this article, the Texas Transportation Code, and other applicable state law.
- (c) A Golf Cart, NEV, or Off-Highway Vehicle is entitled to full use of a lane on the authorized streets and parking areas of the City.
- (d) The Driver shall not operate a Golf Cart, NEV or Off-Highway Vehicle between lanes of traffic or between adjacent lines or rows of vehicles.

- (e) A Golf Cart, NEV, or Off-Highway Vehicle shall not be used for the purpose of towing a trailer or vehicle of any kind, or a person, including, without limitation, a person on roller skates, skateboard, bicycle, or other wheeled device.
- (f) A person operating another vehicle upon a public street or highway or parking area in the City shall not operate such other motor vehicle in such a manner to deprive any Golf Cart, NEV, or Off-Highway Vehicle of the full use of a lane.

**Sec. 32-108. Registration required.**

The Owner of a Golf Cart, an Off-Highway Vehicle, or an NEV shall pay a registration fee in the amount set forth in the City's Schedule of fees and register the Golf Cart, Off-Highway Vehicle, or NEV with the City on the form provided by the City and including the following information:

- (a) License plate number,
- (b) VIN/Serial number,
- (c) Name of Owner,
- (d) Email address of Owner,
- (e) Address of Owner,
- (f) Telephone number of Owner,
- (g) Driver's license number of Owner,
- (h) State issuing Owner's driver's license,
- (i) Make and model of vehicle,
- (j) Color of vehicle,
- (k) Address where vehicle is kept, and
- (l) Name, address, and telephone number for insurance company issuing policy covering vehicle and policy number or other proof of financial responsibility.

**Sec. 32-109. License plates required**

- (a) A Golf Cart shall display a license plate issued under Section 551.402, Texas Transportation Code when Operated on a Street in a manner authorized by this Article.
- (b) An Off-Highway Vehicle shall display a license plate issued under Section 551A.052, Texas Transportation Code when Operated on a Street in a manner authorized by this Article.
- (c) An NEV shall display a license plate issued under Section 551.302, Texas Transportation Code when Operated on a Street in a manner authorized by this Article.

**Sec. 32-110. Operation prohibited**

- (a) A person shall not operate a Golf Cart or an Off-Highway Vehicle on any Street with a posted speed limit in excess of 35 miles per hour.
- (b) A person shall not operate an NEV on any Street with a posted speed limit in excess of 45 miles per hour.

**Sec. 32-111. Speed limits**

- (a) A person shall not Operate a Golf Cart on any Street at a speed greater than the lesser of (1) the posted speed limit or (2) twenty-five (25) miles per hour.
- (b) A person shall not operate an NEV or an Off-Highway Vehicle on any Street at a speed greater than the lesser of (1) the posted speed limit or (2) thirty-five (35) miles per hour.

**Sec. 32-112. Hours of operation.**

A person may operate a Golf Cart, NEV, or Off-Highway Vehicle on any Street during daytime and shall not operate a Golf Cart, NEV, or Off-Highway Vehicle on any Street during nighttime.

**Sec. 32-113. Golf Carts, NEV, and Off-Highway Vehicles used for agriculture or utility purposes**

A person may operate an unregistered Golf Cart, NEV, or Off-Highway Vehicle on a Street for agricultural or utility purposes as provided by Texas Transportation Code, Section 551A.057, as amended.

**Sec. 32-114. Golf Carts, NEV, and Off-Highway Vehicles used for Governmental purposes**

A person may operate an unregistered Golf Cart, NEV, or Off-Highway Vehicle on a Street for Governmental purposes.

**Sec. 32-115. Liability**

Nothing in this Article shall be construed as an assumption of liability by the City for any injuries to persons, animals, or property which may result from the operations of a Golf Cart, an NEV, or an Off-Highway Vehicle. The Owner of the Golf Cart, the NEV, or the Off-Highway Vehicle is fully accountable for the actions of any individual that the Owner grants permission to operate and drive said Golf Cart, NEV, or Off-Highway Vehicle, whether on private or public property. This described liability responsibility also applies to personal injuries or property damage resulting from operation of the Golf Cart, the NEV, or the Off-Highway Vehicle by a person under the age of twenty-one (21) years.”

**Section 3. Repealer.** All ordinances and resolutions, or parts of ordinances and resolutions, in conflict with this Ordinance are hereby repealed, and are no longer of any force and effect.

**Section 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), as provided by Sec. 1-7, Richmond Code of Ordinances.

**Section 5. Severability.** If any provision of this Ordinance or application thereof to any person or circumstance, shall be held invalid, such invalidity shall not affect the other provisions, or application thereof, of this Ordinance which can be given effect without the invalid provision or application, and to this end the provisions of this Ordinance are hereby declared to be severable.

**Section 6. Effective Date.** This Ordinance shall become effective and be in full force and effect from and after its passage, approval, and publication.

PASSED AND APPROVED on this the \_\_\_<sup>th</sup> day of \_\_\_\_\_, 2024.

\_\_\_\_\_  
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, April 15, 2024 at 4:30 P.M.

- A10. Review and consider taking action on Quarterly Monthly Financial Report and Quarterly Investment Report. (copies are enclosed)



**FY2024**



**CITY OF RICHMOND, TEXAS**  
**Monthly Financial Report**  
**For the period ending**  
**March 31, 2024**

**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	3,143,835.87	3,934,538.49	3,900,312.94	4,205,180.00	94%	Timing
401 - Sales Tax	7,194,943.02	3,537,939.28	4,091,459.35	3,038,207.80	6,161,000.00	66%	Trending Higher
402 - Other Taxes	778,354.72	436,235.91	392,732.15	395,878.62	792,074.08	50%	In line
420 - Fines & Forfeitures	202,889.95	95,837.10	166,274.94	93,587.52	187,250.00	89%	Increased Activity
430 - License\Permits\Fees	965,697.75	444,983.33	584,892.24	373,109.76	746,518.25	78%	Increased Activity
440 - Charges for Service	4,123,189.73	2,197,142.23	1,992,043.28	2,218,915.02	4,439,606.00	45%	In LIne
450 - Miscellaneous	60,830.03	35,697.96	113,809.40	75,469.80	151,000.00	75%	Timing
460 - Interest Income	445,678.49	168,297.41	271,076.50	129,948.00	260,000.00	104%	Rising rates
470 - Intergovernmental	88,967.23	60,966.15	70,511.14	1,499.40	3,000.00	2350%	Timing
490 - Transfer From Other Funds	3,239,584.00	1,619,791.98	1,619,791.98	1,629,336.06	3,259,976.23	50%	In line
	<b>20,460,688.86</b>	<b>11,740,727.22</b>	<b>13,237,129.47</b>	<b>11,856,264.92</b>	<b>20,205,604.56</b>	<b>66%</b>	
<b>5 - Expense</b>							
50 - Salaries & Benefits	12,891,194.74	6,296,328.40	6,921,709.07	7,284,756.42	14,575,450.13	47%	In line
53 - Supplies	889,437.37	395,140.82	417,284.32	609,646.44	1,219,787.64	34%	Timing
54 - Professional Services	195,361.52	80,239.30	119,055.62	112,216.98	224,524.00	53%	In line
55 - Repairs & Maintenance	870,621.09	323,320.86	388,762.88	374,738.22	749,760.17	52%	In line
56 - Purchased Services	1,095,204.04	491,844.99	624,489.94	850,132.08	1,700,950.47	37%	Timing
57 - Capital Purchases	226,536.60	104,239.48	159,132.72	105,182.10	210,424.75	76%	Timing
58 - Non-Departmental	-	0	0	206,765.58	414,136.00	0%	Timing
59 - Intergovernmental	845,662.10	383,363.28	403,600.21	432,327.00	865,000.00	47%	In line
60 - Transfers Out	1,859,331.00	303,250.00	1,010,462.68	885,358.44	1,770,925.35	57%	In line
	<b>18,873,348.46</b>	<b>8,377,727.13</b>	<b>10,044,497.44</b>	<b>10,861,123.26</b>	<b>21,730,958.51</b>	<b>46%</b>	
<b>100 - GENERAL FUND Totals:</b>	<b>1,587,340.40</b>	<b>3,363,000.09</b>	<b>3,192,632.03</b>	<b>995,141.66</b>	<b>(1,525,353.95)</b>		

	FY2024 YTD Activity	FY2024 Total Budget
<b>Beginning Fund Balance</b>	<b>10,494,290.00</b>	<b>10,494,290.00</b>
<i>Less Accrued Taxes</i>	1,450,386.00	1,450,386.00
<b>Ending Fund Balance</b>	<b>12,236,536.03</b>	<b>7,518,550.05</b>
<i>Fund Balance in Days</i>	<b>Year to Date</b> 206	<b>Budget</b> 126
<i>Over/(Under) Policy (90 Days)</i>	116	36

**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





# Monthly Financial Report - Departmental Expenses

	FY2023 Activity	FY2024 Budget	FY2024 Activity	
<b>5 - Expense</b>				
6100 - City Administration	669,320	1,761,542	823,128	47%
6102 - Human Resources	186,791	481,462	201,545	42%
6106 - Information Technology	160,997	570,265	210,266	37%
6107 - Emergency Management	70,304	162,442	71,220	44%
6109 - Non-Departmental	506,377	2,091,796	1,183,280	57%
6110 - Public Works Administration	243,276	585,834	254,212	43%
6111 - Fleet Maintenance	91,681	233,249	106,478	46%
6112 - Streets	543,271	1,431,550	588,436	41%
6114 - Building Permits	345,344	798,468	347,786	44%
6115 - Parks	256,030	644,072	312,215	48%
6116 - Facilities	141,960	521,991	153,946	29%
6117 - Planning	152,933	397,075	163,244	41%
6120 - Police Administration	2,326,611	5,819,118	2,674,367	46%
6130 - Fire Administration	2,269,587	5,165,509	2,514,601	49%
6135 - Fire Marshal	205,760	454,547	195,163	43%
6156 - Municipal Court	207,486	612,039	244,611	40%
	<b>8,377,727</b>	<b>21,730,959</b>	<b>10,044,497</b>	<b>46%</b>



# 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	4,795,942.84	5,012,741.30	4,627,604.60	10,059,205.00	50%	In Line
450 - Miscellaneous	127,449.65	74,368.61	69,854.37	151,189.50	302,500.00	23%	Timing
460 - Interest Income	192,660.76	71,744.67	124,791.67	57,477.00	115,000.00	109%	Rising rates
490 - Transfer From Other Funds	81,754.32	194,912.50	110,320.19	194,834.52	389,825.00	28%	Timing
	<u>10,197,267.39</u>	<u>5,136,968.62</u>	<u>5,317,707.53</u>	<u>5,031,105.62</u>	<u>10,866,530.00</u>	<u>49%</u>	
<b>5 - Expense</b>							
50 - Salaries & Benefits	2,490,669.93	1,259,631.81	1,258,818.35	1,608,677.70	3,218,645.74	39%	Timing
53 - Supplies	1,063,658.51	456,595.64	500,105.97	721,971.18	1,444,500.27	35%	Timing
54 - Professional Services	24,590.00	19,130.00	60,660.00	10,485.78	60,980.00	99%	Timing
55 - Repairs & Maintenance	417,007.01	180,964.24	161,560.49	249,966.30	500,133.96	32%	Timing
56 - Purchased Services	862,352.56	410,431.85	494,592.48	573,006.54	1,146,473.50	43%	Timing
57 - Capital Purchases	2,628.67	1,866.44	346.05	24,584.10	49,187.99	1%	Timing
58 - Non-Departmental	36,000.00	36,000.00	0	249,900.00	500,000.00	0%	Timing
60 - Transfers Out	4,467,474.63	2,131,702.73	2,258,549.88	1,992,193.26	3,985,981.00	57%	In Line
	<u>9,364,381.31</u>	<u>4,496,322.71</u>	<u>4,734,633.22</u>	<u>5,430,784.86</u>	<u>10,905,902.46</u>	<u>44%</u>	
<b>300 - UTILITIES FUND Totals:</b>	<u>832,886.08</u>	<u>640,645.91</u>	<u>583,074.31</u>	<u>(399,679.24)</u>	<u>(39,372.46)</u>		
			FY2024 YTD Activity	FY2024 Total Budget			
<b>Beginning Fund Balance (Cash Equivalent)</b>			<b>4,335,218.00</b>	<b>4,335,218.00</b>			
<b>Ending Fund Balance</b>			<b>4,918,292.31</b>	<b>4,295,845.54</b>			
<i>Fund Balance in Days</i>		<i>Year to Date</i>	165	<i>Budget</i>	144		
<i>Over/(Under) Policy (90 Days)</i>			75		54		

**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.



# Monthly Financial Report - Departmental Expenses

	FY2023 Activity	FY2024 Budget	FY2024 Activity	
<b>5 - Expense</b>				
6250 - Accounting & Collecting	497,610	1,135,406	436,750	38%
6252 - Customer Service	159,018	433,563	198,848	46%
6261 - Meter Department	138,034	370,619	145,498	39%
6262 - Water Production	378,363	912,472	337,316	37%
6263 - Water Distribution	402,722	1,023,809	463,692	45%
6264 - Wastewater Collection	59,408	405,019	99,314	25%
6265 - Wastewater Treatment	683,811	1,980,933	759,460	38%
6269 - Non-Departmental	2,177,357	4,604,081	2,293,755	50%
	<b>4,496,323</b>	<b>10,865,902</b>	<b>4,734,633</b>	<b>44%</b>



# Pooled Cash Report

City of Richmond, TX  
For the Period Ending 3/31/2024

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	2,050,563.13	(208,768.32)	1,841,794.81
<a href="#">990-1302</a>	BROKERED AGENCIES	5,981,515.48	992,533.28	6,974,048.76
<a href="#">990-1303</a>	BROKERED CD'S	2,450,000.00	0.00	2,450,000.00
<a href="#">990-1320</a>	PC - TEXPOOL PRIME	22,939,312.28	106,943.17	23,046,255.45
<a href="#">990-1321</a>	CC - CLASS PRIME	30,289,657.99	640,885.44	30,930,543.43
<a href="#">990-1323</a>	CC - TEXPOOL PRIME	7,578,110.99	35,329.25	7,613,440.24
<a href="#">990-1399</a>	Mark to Market Adjustment	21,384.73	0.00	21,384.73
<a href="#">990-1470</a>	PREPAID INTEREST	49,298.62	437.50	49,736.12
<b>TOTAL: Cash in Bank</b>		<u>71,359,843.22</u>	<u>1,567,360.32</u>	<u>72,927,203.54</u>
<b>TOTAL CASH IN BANK</b>		<u>71,359,843.22</u>	<u>1,567,360.32</u>	<u>72,927,203.54</u>



**FY2024**



**CITY OF RICHMOND, TEXAS  
Monthly Sales Tax Analysis  
For the period ending  
March 31, 2024**

**A CHARMING PAST  
A SOARING FUTURE**



# Sales Tax Analysis

DateKey

10/1/2023

3/31/2024

## 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
3 - December	905,351	132,718	66,359	695,603	-66,359	629,244	494,036	209,748
<b>Total</b>	<b>2,663,297</b>	<b>389,823</b>	<b>194,911</b>	<b>2,046,200</b>	<b>-194,911</b>	<b>1,851,289</b>	<b>1,508,692</b>	<b>617,096</b>
<b>Q2</b>								
4 - January	892,126	130,634	65,317	685,424	-65,317	620,107	472,957	206,702
5 - February	1,007,800	154,485	77,243	775,161	-77,243	697,918	595,931	232,639
6 - March	757,523	132,258	66,129	584,675	-66,129	518,546	460,628	172,849
<b>Total</b>	<b>2,657,449</b>	<b>417,377</b>	<b>208,689</b>	<b>2,045,259</b>	<b>-208,689</b>	<b>1,836,570</b>	<b>1,529,516</b>	<b>612,190</b>
<b>Total</b>	<b>5,320,746</b>	<b>807,200</b>	<b>403,600</b>	<b>4,091,459</b>	<b>-403,600</b>	<b>3,687,859</b>	<b>3,038,208</b>	<b>1,229,286</b>



# Sales Tax Analysis

DateKey

10/1/2023

3/31/2024

## City Sales Tax

Quarter Label	Prior Year Net Payment	Net Payment	YoY Net % Chg	Prior Year City Retained	City Retained	YoY City % Chg	Budget Amount	Actual / Budget (\$)	Actual / Budget (%)
<b>Q1</b>									
1 - October	763,044	891,902	16.89%	526,568	613,960	16.60%	473,706	140,254	29.61%
2 - November	738,217	866,044	17.32%	502,908	608,085	20.91%	540,950	67,135	12.41%
3 - December	713,376	905,351	26.91%	484,741	629,244	29.81%	494,036	135,208	27.37%
<b>Total</b>	<b>2,214,637</b>	<b>2,663,297</b>	<b>20.26%</b>	<b>1,514,217</b>	<b>1,851,289</b>	<b>22.26%</b>	<b>1,508,692</b>	<b>342,597</b>	<b>22.71%</b>
<b>Q2</b>									
4 - January	779,887	892,126	14.39%	538,507	620,107	15.15%	472,957	147,150	31.11%
5 - February	956,893	1,007,800	5.32%	667,622	697,918	4.54%	595,931	101,987	17.11%
6 - March	638,047	757,523	18.73%	434,230	518,546	19.42%	460,628	57,918	12.57%
<b>Total</b>	<b>2,374,828</b>	<b>2,657,449</b>	<b>11.90%</b>	<b>1,640,359</b>	<b>1,836,570</b>	<b>11.96%</b>	<b>1,529,516</b>	<b>307,054</b>	<b>20.08%</b>
<b>Total</b>	<b>4,589,465</b>	<b>5,320,746</b>	<b>15.93%</b>	<b>3,154,576</b>	<b>3,687,859</b>	<b>16.91%</b>	<b>3,038,208</b>	<b>649,651</b>	<b>21.38%</b>

**DEVELOPMENT CORPORATION OF RICHMOND**

**SALES TAX REVENUE**

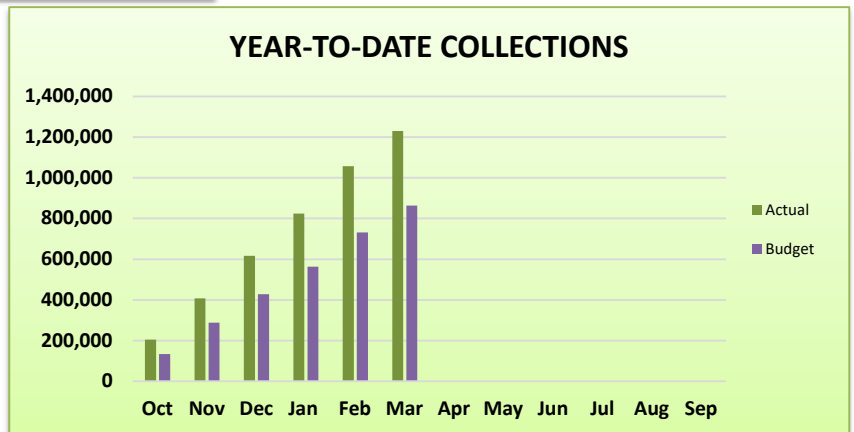
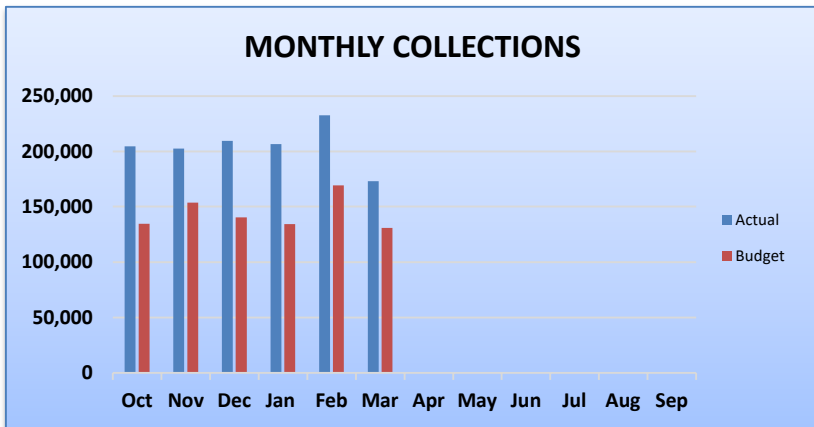
<b>GROSS</b> (Includes City & SPAs)			<b>DCR ALLOCATION</b>		<b>DCR BUDGET</b>		<b>Year-to-Date Target to Budget</b>  100% = Budget
<b>Prior Year %</b>		<b>Actual Income</b>		<b>Budgeted Income</b>			
<b>Total Received</b>	<b>Increase (Decrease) Month to Month</b>	<b>Monthly</b>	<b>Total Received Year-to-Date</b>	<b>Monthly</b>	<b>Total Budget Year-to-Date</b>		

**Fiscal Year 2023**

Oct	763,044	5%	175,523	175,523	125,450	125,450	139.91%
Nov	738,217	-18%	167,636	343,159	142,481	267,931	128.08%
Dec	713,376	-8%	161,580	504,739	131,051	398,982	126.51%
Jan	779,887	-11%	179,502	684,241	136,724	535,705	127.73%
Feb	956,893	11%	222,541	906,782	87,977	623,682	145.39%
Mar	638,047	-2%	144,743	1,051,525	115,942	739,625	142.17%
Apr	678,144	30%	152,169	1,203,694	119,342	858,966	140.13%
May	782,674	7%	177,308	1,381,002	148,945	1,007,911	137.02%
Jun	716,487	11%	163,304	1,544,306	134,832	1,142,743	135.14%
Jul	790,298	15%	178,565	1,722,871	135,785	1,278,528	134.75%
Aug	917,383	22%	210,274	1,933,145	152,327	1,430,855	135.10%
Sep	851,854	28%	198,218	2,131,363	136,812	1,567,667	135.96%

**Fiscal Year 2024**

Oct	891,902	17%	204,653	204,653	134,477	134,477	152.18%
Nov	866,044	17%	202,695	407,348	153,566	288,043	141.42%
Dec	905,351	27%	209,748	617,096	140,248	428,291	144.08%
Jan	892,126	14%	206,702	823,798	134,264	562,555	146.44%
Feb	1,007,800	5%	232,639	1,056,438	169,174	731,730	144.38%
Mar	757,523	19%	172,849	1,229,286	130,764	862,494	142.53%
Apr	0		0		136,839	999,334	
May	0		0		158,065	1,157,398	
Jun	0		0		145,360	1,302,758	
Jul	0		0		142,654	1,445,413	
Aug	0		0		156,963	1,602,376	
Sep	0		0		146,624	1,749,000	







Account	Name	Balance	
<b>Fund: 600 - TOURISM FUND</b>			
<b>Assets</b>			
<a href="#">600-1101</a>	CLAIM ON CASH - HOTEL/MOTEL	1,391,901.49	
<a href="#">600-1400</a>	HOT TAXES RECEIVABLE	0.00	
<a href="#">600-1423</a>	ACCOUNTS RECEIVABLE - INVOICED	0.00	
<a href="#">600-1472</a>	ACCRUED WORKERS COMP	0.00	
<a href="#">600-1473</a>	ACCRUED EXPENSES	0.00	
	<b>Total Assets:</b>	<b>1,391,901.49</b>	<b><u>1,391,901.49</u></b>
<b>Liability</b>			
<a href="#">600-2201</a>	DUE TO POOLED CASH	0.00	
	<b>Total Liability:</b>	<b>0.00</b>	
<b>Equity</b>			
<a href="#">600-2900</a>	FUND BALANCE	1,282,331.98	
	<b>Total Beginning Equity:</b>	<b>1,282,331.98</b>	
Total Revenue		109,569.51	
Total Expense		0.00	
<b>Revenues Over/Under Expenses</b>		<b>109,569.51</b>	
	<b>Total Equity and Current Surplus (Deficit):</b>	<b>1,391,901.49</b>	
	<b>Total Liabilities, Equity and Current Surplus (Deficit):</b>		<b><u>1,391,901.49</u></b>



**Report:** Summary Page  
**Date:** 12/01/2024 - 03/31/2024

Category	Portfolio %	Par	Weighted Average Maturity	Weighted Average Yield	Purchase Price	Beginning Book Value	Beginning Market Value	Ending Book Value	Ending Market Value
Texas Class	43.55%	30,930,543	1	5.83%	30,930,543	28,323,094	28,323,094	30,930,543	30,930,543
TexPool	43.17%	30,659,696	1	5.82%	30,659,696	28,845,869	28,845,869	30,659,696	30,659,696
Agency	9.83%	7,000,000	196	5.09%	6,943,063	6,979,138	6,981,118	6,981,017	6,980,405
CD	3.45%	2,450,000	112	4.78%	2,450,000	2,450,000	2,446,710	2,450,000	2,447,660
---	<b>100.00%</b>	<b>71,040,239</b>	<b>24</b>	<b>5.72%</b>	<b>70,983,302</b>	<b>66,598,101</b>	<b>66,596,791</b>	<b>71,021,256</b>	<b>71,018,304</b>

Benchmark Yields		Year-to-Date Interest	
		Book	Market
3 Mo. T Bill	5.283%		
6 Mo. T Bill	5.230%	\$ 1,717,643.44	\$ 1,717,643.44
3 Mo. Agency	5.388%		
12 Mo. Agency	5.300%		

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

Prepared By: Isaias Preza  
Date: 4/8/2024

*Isaias Preza*

Investment Officer

*Maritza Salazar*

Investment Officer



**Report: Detail by Investment**  
**Date: 12/01/2024 - 03/31/2024**

Category	Par	CUSIP	Purchase Date	Maturity Date	Days to Mature	Price	Yield (%)	Purchase Price	Ending Book Value	Ending Market Value
Agency	1,000,000	3133ENWP1	05/05/2023	05/16/2024	46	97.97	4.67%	979,682	997,534	996,598
Agency	1,000,000	3130ASDS5	06/23/2023	06/28/2024	89	97.50	5.31%	975,018	994,074	993,655
Agency	1,000,000	3130AWT59	10/12/2023	03/14/2025	348	99.85	5.22%	998,500	998,997	1,000,786
Agency	1,000,000	3130AXDV7	11/20/2023	10/02/2024	185	100.16	5.30%	1,001,569	1,000,911	1,002,223
Agency	1,000,000	3133EPW43	01/16/2024	10/30/2024	213	100.07	4.79%	1,000,728	1,000,536	998,525
Agency	1,000,000	3130B0AT6	02/29/2024	02/25/2025	331	100.01	5.05%	1,000,076	1,000,069	999,949
Agency	1,000,000	3135G0ZR7	03/12/2024	09/06/2024	159	98.75	5.28%	987,490	988,896	988,670
---	<b>7,000,000</b>	---	---	---	<b>196</b>	<b>694.31</b>	<b>5.09%</b>	<b>6,943,063</b>	<b>6,981,017</b>	<b>6,980,405</b>

Category	Par	CUSIP	Purchase Date	Maturity Date	Days to Mature	Price	Yield (%)	Purchase Price	Ending Book Value	Ending Market Value
CD	245,000	61690U5N6	05/10/2023	05/09/2024	39	100.00	5.10%	245,000.00	245,000.00	244,880
CD	245,000	90354KBM9	05/10/2023	05/09/2024	39	100.00	5.05%	245,000.00	245,000.00	244,866
CD	245,000	02007GRG0	05/19/2022	05/20/2024	50	100.00	2.95%	245,000.00	245,000.00	244,159
CD	245,000	14042RRG8	05/18/2022	05/20/2024	50	100.00	2.85%	245,000.00	245,000.00	244,124
CD	245,000	22766AMQ5	06/30/2023	04/01/2024	1	100.00	5.30%	245,000.00	245,000.00	244,996
CD	245,000	38150VPT0	11/28/2023	08/28/2024	150	100.00	5.35%	245,000.00	245,000.00	244,938
CD	245,000	33767GFQ6	11/27/2023	07/29/2024	120	100.00	5.40%	245,000.00	245,000.00	244,976
CD	245,000	06051V5S1	12/06/2023	12/05/2024	249	100.00	5.25%	245,000.00	245,000.00	244,911
CD	245,000	17312Q4J5	12/05/2023	12/04/2024	248	100.00	5.35%	245,000.00	245,000.00	245,071
CD	245,000	20415QJE0	12/29/2023	09/30/2024	183	100.00	5.15%	245,000.00	245,000.00	244,740
---	<b>2,450,000</b>	---	---	---	<b>113</b>	<b>1,000.00</b>	<b>4.78%</b>	<b>2,450,000</b>	<b>2,450,000</b>	<b>2,447,660</b>



# City of Richmond

*Where History Meets Opportunity*

## **Regular Scheduled City Commission Meeting**

**600 Morton Street**

**Richmond, Texas 77469**

Monday, April 15, 2024 at 4:30 P.M.

- A11. Resolution and consider taking action Resolution No. 480-2024, submit application for Community Development Block Grant, Phase XV, North Richmond Sanitary Sewer Improvements.



**CITY COMMISSION  
AGENDA ITEM COVER MEMO**

**DATE: April 15, 2024**

**Staff Review:**

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

**AGENDA ITEM: CDBG Phase XV Application**

**SUBMITTED BY: Clifton Holik, Utilities Superintendent**

**SYNOPSIS**

The City is always looking for opportunities to help fund much needed infrastructure upgrades. One that has been utilized by the City for many years is being a subrecipient to the County for Community Development Block Grant (CDBG) funding.

**COMPREHENSIVE PLAN 2016 GOALS ADDRESSED**

Leverage public investment to enhance the existing community and promote growth.

**BACKGROUND**

The Department will be submitting an application on behalf of the City for Community Block Grant Funding for year 2024 for infrastructure improvements. The U.S. Department of Housing and Urban Development (HUD) Grant Program is designed to provide assistance to wide ranging projects within neighborhoods that have low to moderate incomes. In Richmond, the only neighborhood that qualifies for this program is on the North side, census tract 6749. One of the categories eligible for funding assistance is infrastructure improvements. Projects are selected and coordinated through the Fort Bend County's Community Block Grant Development Department.

One of the Departments main concerns is Utility infrastructure. This month we will be submitting an application for grant funding for wastewater line rehabilitation. The grant request is for replacement of approximately 2,000 feet of gravity sewer line, new service leads for 47 homes, and replacement/rehab of 5 manholes on Douglas and Rochelle. These streets have been identified as problematic and susceptible to rainwater inflow and infiltration.

**If authorized, we will be submitting the application for these upgrades for a total cost of \$383,818.71. The City's matching funds would be for engineering and 10% construction contingency estimated to be \$80,404.71. If approved the request for qualifications from engineering firms to design this project would go out in August or September of this year.**

## BUDGET ANALYSIS

FUNDING SOURCE	ACCOUNT NUMBER	PROJECT CODE/NAME	FY 2024 FUNDS BUDGETED	FY 2024 FUNDS AVAILABLE	AMOUNT REQUESTED

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

Requested Amendment:

Budgeted funds estimated for FY 2024:

Purchasing Review:

**Financial/Budget Review:**

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

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

## SUPPORTING MATERIALS

Project area map

Resolution

## STAFF'S RECOMMENDATION

**It is Staff's recommendation that the City Commission authorize and approve Resolution 480-2024 to submit the CDBG Phase XV application for the City of Richmond.**

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

COMMUNITY DEVELOPMENT BLOCK GROUP (CDBG) PROJECT GRANT



**BOUNDARIES**  
 CITY LIMITS  
 EXTRATERRITORIAL JURISDICTION

**CDBG PROJECT GRANT**  
 DOUGLAS STREET (HOUSE COUNT: 19)  
 ROCHELLE STREET (HOUSE COUNT: 38)

LEGEND

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





## RESOLUTION 480-2024

### A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF RICHMOND AUTHORIZING THE SUBMISSION OF AN APPLICATION TO THE COMMUNITY DEVELOPMENT BLOCK GRANT FUND FOR PHASE XV – NORTH RICHMOND SANITARY SEWER IMPROVEMENTS PROJECT

The City Commission of the City of Richmond has determined that there are deficiencies with regard to adequate capacity in our sanitary sewer system and are resolved to address health and safety concerns of North Richmond citizens.

An aging and undersized infrastructure made of outdated materials exists within the described Project Area.

Problems have rapidly worsened as decomposition continues to occur in an aggressive way in decayed, substandard, and undersized sewer lines.

The City Commission of the City of Richmond ratifies the submission of the application to Fort Bend County Community Development Block Grant Fund to improve sewer collection system utilities for Phase XV - North Richmond Sanitary Sewer Improvements Project.

The City Commission of the City of Richmond ratifies the request for CDBG project funding for construction; with in-kind matching funds of 10% of project costs for Professional Fees/Contract Services, construction funds, and contingencies.

The City Commission of the City of Richmond designates Howard Christian, Assistant City Manager/Director of Public Works, to officially submit the application for Community Development Block Grant Funds - Phase XV - North Richmond Sanitary Sewer Improvements Project and sign all necessary documents.

The City Commission of the City of Richmond designates Howard Christian, Assistant City Manager/Director of Public Works, as the Contact Person and Designated Official, **Now Therefore**,

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

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

Section 2. The City Commission of the City of Richmond ratifies the submission of the application for Community Development Block Grant Funds – Phase XV – North Richmond Sanitary Sewer Improvements Project and authorizes Howard Christian,

Assistant City Manager/Director of Public Works, to sign all documents related to the application and acceptance of CDBG Funds - Phase XV - North Richmond Sanitary Sewer Improvements Project.

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

**PASSED AND APPROVED** this the 15<sup>th</sup> day of April, 2024.

**APPROVED:**

\_\_\_\_\_  
**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, April 15, 2024 at 4:30 P.M.

- A12. Review and consider taking action on Resolution No. 480-2024, support beautification of the Richmond Garden Club, located at Hwy 90A and 6<sup>th</sup> St.



**CITY COMMISSION  
AGENDA ITEM COVER MEMO**

**DATE: April 15, 2024**

**Staff Review:**

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

**AGENDA ITEM:**

**SUBMITTED BY: Mason A. Garcia, Planning Director  
Planning Department**

**SYNOPSIS**

The Richmond Garden Club was formed in 1957 by gardeners who want to share their expertise in gardening an urban environment. The Garden Club carries out beautification projects and has numerous volunteering opportunities for club members. Recently a proposed beautification project would place a concrete planter at the northwest corner of Us 90A and 6<sup>th</sup> street. The City of Richmond will be voting on a Resolution of Support for the aforementioned project.

**COMPREHENSIVE PLAN 2014 GOALS ADDRESSED**

The Comprehensive Master Plan recommends the implementation of beautification objectives and priorities.

**D. Elevate the appearance quality and compatibility of development.**

**J7. Prioritize community enhancements and encourage higher quality standards along Richmond's most visible and heavily used gateways, corridors and districts.**

**BACKGROUND**

The Richmond Garden Club is proposing a small beautification project at the northeast corner of Jackson Street and 6<sup>th</sup> Street. The Garden Club will be using proceeds from the annual bulb sale to fund the project. The location is a highly visible location within the City of Richmond and Highway 90A corridor. The applicant has received permission of the St. Johns UMC Board of Trustees for location of a 8' L x 4' W x 2.5' H planter box and is proposing to clean up the sidewalk at this corner. The proposed concrete planter will be placed behind the sidewalk along Jackson street and will mimic the Historic watering trough currently located at the City Hall Plaza at the corner of Morton and S. 5<sup>th</sup> Street.

## 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  \_\_\_\_\_

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 resolution has been submitted for review and approval by the Mayor and City Commission.**

## STAFF'S RECOMMENDATION

**No Action is required by City Commission.**

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



**RESOLUTION NO. 481-2024**

**A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF RICHMOND, TEXAS, SUPPORTING THE RICHMOND GARDEN CLUB'S PROPOSED BEAUTIFICATION PROJECT TO BE LOCATED AT HIGHWAY 90A AND 6<sup>TH</sup> STREET; AND PROVIDING AN EFFECTIVE DATE**

The Richmond Garden Club has proposed the beautification of the area on the northeast corner of the intersection of U.S. Highway 90A and 6<sup>th</sup> Street by the placement of a planter on the property of St. John's United Methodist Church.

The Board of Trustees of St. John's United Methodist Church has expressed its wholehearted support for the project.

The City Commission finds that the proposed project is in the public interest.

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

**Section 1.** That the City Commission of the City of Richmond, Texas, supports the beautification project proposed to be located at the northeast corner of the intersection of U.S. Highway 90A and 6<sup>th</sup> Street by the placement of a planter on the property of St. John's United Methodist Church subject to the submission of plans, as needed, reflecting compliance with City regulations, including the "sight triangle" requirements; an agreement with St. John's United Methodist Church for the use of its property and maintenance of the improvements; and approval of the project and issuance of a Certificate of Appropriateness by the Richmond Historical Commission.

**PASSED AND APPROVED** this the 15<sup>th</sup> day of April, 2024.

\_\_\_\_\_  
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, April 15, 2024 at 4:30 P.M.

- A13. Review and consider taking action on Resolution No. 482-2024, approving interlocal cooperation contract for failure to appear program with our Municipal Court.



**CITY COMMISSION  
AGENDA ITEM COVER MEMO**

**DATE: 4/15/2024**

**Staff Review:**

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

**AGENDA ITEM: A13. Review and consider taking action on Resolution No. 482-2024, approving interlocal cooperation contract for failure to appear program with our Municipal Court.**

**SUBMITTED BY: Carolina Trujillo, Municipal Court Administrator**

**SYNOPSIS**

Due to changes that occurred in the 88<sup>th</sup> Legislative session, changes to the FTA Program Interlocal Cooperation Contract had to be revised.

Changes to language and restructuring of the original Interlocal Cooperation Contract (ICC) to provide clarity regarding the specific responsibilities held by each party.

Inclusion of indigency into the program as mandated by House Bill 291, 88<sup>th</sup> Legislative session.

Language to account for future changes to the future statute ensuring that the ICC remains in compliance with the latest legal requirements.

**COMPREHENSIVE PLAN 2021 GOALS ADDRESSED**

**BACKGROUND**

Under the Failure to Appear / Failure to Pay Program the Department of Public Safety may deny the renewal of a driver license to those individuals who have failed to appear for a citation or failed to satisfy a judgment ordering the payment of a fine. Driver licenses may be denied renewal until the reported citations or violations are cleared and reported by the court(s) to the Department of Public Safety.

**BUDGET ANALYSIS**

FUNDING SOURCE	ACCOUNT NUMBER	PROJECT CODE/NAME	FY 2016 FUNDS BUDGETED	FY 2016 FUNDS AVAILABLE	AMOUNT REQUESTED




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

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

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

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

**SUPPORTING MATERIALS**

Draft Ordinance

**STAFF'S RECOMMENDATION**

Approval of Resolution No.482-2024

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



## CITY OF RICHMOND RESOLUTION NO. 482-2020

### A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF RICHMOND, TEXAS AUTHORIZING THE EXECUTION OF AN INTERLOCAL AGREEMENT WITH THE TEXAS DEPARTMENT OF PUBLIC SAFETY FOR PARTICIPATION IN THE FAILURE TO APPEAR PROGRAM.

Chapter 791 of the Texas Government Code authorizes state agencies and local governmental entities to enter into Interlocal Agreements for greater efficiency and effectiveness in the performance of their functions.

Chapter 706 of the Texas Transportation Code allows municipalities to contract with the Texas Department of Public Safety (DPS) to deny renewal of a driver license to a person who fails to appear for a complaint or citation or fails to pay or satisfy a judgment ordering payment of a fine and cost or in the manner ordered by the Court and such failure has been reported to DPS.

The City of Richmond and DPS desire to enter into an Interlocal Agreement for the Failure to Appear Program.

The City Commission of the City of Richmond deems it in the public interest to enter into the Interlocal Agreement with DPS for the Failure to Appear Program; **NOW, THEREFORE,**

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

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

Section 2. The City Commission of the City of Richmond approves the Interlocal Agreement with the Texas Department of Public Safety for the Failure to Appear Program and authorizes the City Manager to execute the same, a copy of which is attached hereto as Exhibit A.

Section 3. This Resolution shall repeal and replace Resolution No. 320-2020.

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

PASSED AND APPROVED on this the 15<sup>th</sup> day of April, 2024.

**CITY OF RICHMOND**

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

**ATTEST:**

**APPROVED AT TO FORM:**

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

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

## Exhibit A

### Interlocal Cooperation Contract Failure to Appear Program

State of Texas  
County of \_\_\_\_\_

#### I. PARTIES AND AUTHORITY

This Interlocal Cooperation Contract (Contract) is entered into between the Department of Public Safety of the State of Texas (DPS), an agency of the State of Texas and the \_\_\_\_\_ Court of the [City or County] of \_\_\_\_\_ (Court), a political subdivision of the State of Texas, referred to collectively in this Contract as the Parties, under the authority granted in Tex. Transp. Code Chapter 706 and Tex. Gov't Code Chapter 791 (the Interlocal Cooperation Act).

#### II. BACKGROUND

A peace officer authorized to issue citations within the jurisdiction of the Court must issue a written warning to each person to whom the officer issues a citation for a traffic law violation. This warning must be provided in addition to any other warnings required by law. The warning must state in substance that if the person fails to appear in court for the prosecution of the offense or if the person fails to pay or satisfy a judgment ordering the payment of a fine and cost in the manner ordered by the Court, the person may be denied renewal of the person's driver license.

As permitted under Tex. Transp. Code § 706.008, DPS contracts with a private vendor (Vendor) to provide and establish an automated Failure to Appear (FTA) system that accurately stores information regarding violators subject to the provisions of Tex. Transp. Code Chapter 706. DPS uses the FTA system to properly deny renewal of a driver license to a person who is the subject of an FTA system entry generated from an FTA Report.

An FTA Report is a notice sent by Court requesting a person be denied renewal of a driver's license in accordance with this Contract. The Court may submit an FTA Report to DPS's Vendor if a person fails to appear or fails to pay or satisfy a judgment as required by law. There is no requirement that a criminal warrant be issued in response to the person's failure to appear.

#### III. PURPOSE

This Contract applies to each FTA Report submitted by the Court to DPS or its Vendor and accepted by DPS or its Vendor.

#### IV. PERIOD OF PERFORMANCE

This Contract will be effective on the date of execution and terminate five years from that execution date unless terminated earlier in accordance with Section VII.C, *General Terms and Conditions, Termination*.

#### V. COURT RESPONSIBILITIES

##### A. FTA Report

For a matter involving any offense which a Court has jurisdiction of under Tex. Code Crim. Proc. Chapter 4, where a person fails to appear for a complaint or citation or fails to pay or

satisfy a judgment ordering payment of a fine and cost in the manner ordered by the Court, the Court will supply DPS, through its Vendor, an FTA report including the information that is necessary to deny renewal of the driver license of that person. The Court must make reasonable efforts to ensure that all FTA Reports are accurate, complete, and non-duplicative. The FTA Report must include the following information:

1. the jurisdiction in which the alleged offense occurred;
2. the name of the court submitting the report;
3. the name, date of birth, and Texas driver license number of the person who failed to appear or failed to pay or satisfy a judgment;
4. the date of the alleged violation;
5. a brief description of the alleged violation;
6. a statement that the person failed to appear or failed to pay or satisfy a judgment as required by law;
7. the date that the person failed to appear or failed to pay or satisfy a judgment; and
8. any other information required by DPS.

#### **B. Clearance Reports**

The Court that files the FTA Report has a continuing obligation to review the FTA Report and promptly submit appropriate additional information or reports to the Vendor. The clearance report must identify the person, state whether or not a fee was required, and advise DPS to lift the denial of renewal and state the grounds for the action. All clearance reports must be submitted immediately, but no later than two business days from the time and date that the Court receives appropriate payment or other information that satisfies the person's obligation to that Court.

To the extent that a Court uses the FTA system by submitting an FTA Report, the Court must collect the statutorily required \$10.00 reimbursement fee from the person who failed to appear, pay or satisfy a judgment ordering payment of a fine and cost in the manner ordered by the Court. If the person is acquitted of the underlying offense for which the original FTA Report was filed or found indigent by the court, the Court will not require payment of the reimbursement fee.

Court must submit a clearance report for the following circumstances:

1. the perfection of an appeal of the case for which the warrant of arrest was issued or judgment arose;
2. the dismissal of the charge for which the warrant of arrest was issued or judgment arose;
3. the posting of a bond or the giving of other security to reinstate the charge for which the warrant was issued;
4. the payment or discharge of the fine and cost owed on an outstanding judgment of the Court; or
5. other suitable arrangement to satisfy the fine and cost within the Court's discretion.

After termination of the Contract, the Court has a continuing obligation to report dispositions and collect fees for all violators in the FTA system at the time of termination. Failure to comply with the continuing obligation to report will result in the removal of all outstanding entries of the Court in the FTA Report, resulting in the lifting of any denied driver license renewal status from DPS.

**C. Quarterly Reports and Audits**

Court must submit quarterly reports to DPS in a format established by DPS.

Court is subject to audit and inspection at any time during normal business hours and at a mutually agreed upon location by the state auditor, DPS, and any other department or agency, responsible for determining that the Parties have complied with the applicable laws. Court must provide all reasonable facilities and assistance for the safe and convenient performance of any audit or inspection.

Court must correct any non-conforming transactions performed by the Court, at its own cost, until acceptable to DPS.

Court must keep all records and documents regarding this Contract for the term of this Contract and for seven years after the termination of this Contract, or until DPS or the State Auditor's Office (SAO) is satisfied that all audit and litigation matters are resolved, whichever period is longer.

**D. Accounting Procedures**

Court must keep separate, accurate, and complete records of the funds collected and disbursed and must deposit the funds in the appropriate municipal or county treasury. Court may deposit such fees in an interest-bearing account and retain the interest earned on such accounts for the Court.

Court will allocate \$6.00 of each \$10.00 reimbursement fee received for payment to the Vendor and \$4.00 for credit to the general fund of the municipal or county treasury.

**E. Non-Waiver of Fees**

Court will not waive the \$10.00 reimbursement fee for any person that has been submitted on an FTA Report, unless any of the requirements in Tex. Trans. Code § 706.006(a) or §706.006(d) are met.

Failure to comply with this section will result in: (i) termination of this Contract for cause; and (ii) the removal of all outstanding entries of the Court in the FTA Report, resulting in the lifting of any denied driver license renewal status from DPS.

**F. Litigation Notice**

The Court must make a good-faith attempt to immediately notify DPS in the event that the Court becomes aware of litigation in which this Contract or Tex. Transp. Code Chapter 706 is subject to constitutional, statutory, or common-law challenge, or is struck down by judicial decision.

**VI. DPS's RESPONSIBILITIES**

DPS will not continue to deny renewal of the person's driver license after receiving notice from the Court that the FTA Report was submitted in error or has been destroyed in accordance with the Court's record retention policy.

**VII. PAYMENTS TO VENDOR**

Court must pay the Vendor a fee of \$6.00 per person for each violation that has been reported to the Vendor and for which the Court has subsequently collected the statutorily required \$10.00 reimbursement fee. In the event that the fee has been waived by Tex. Trans. Code § 706.006(a) or §706.006(d), no payment will be made to the Vendor.

Court agrees that payment will be made to the Vendor no later than the last day of the month following the close of the calendar quarter in which the payment was received by the Court.

DPS will not pay Vendor for any fees that should have been submitted by a Court.

**VIII. GENERAL TERMS AND CONDITIONS**

- A. **Compliance with Law.** This Contract is governed by and construed under and in accordance with the laws of the State of Texas. The Court understands and agrees that it will comply with all local, state, and federal laws in the performance of this Contract, including administrative rules adopted by DPS.
- B. **Notice.** The respective party will send the other party notice as noted in this section. Either party may change its information by giving the other party written notice and the effective date of the change.

Court	Department of Public Safety
Attn.:	Enforcement & Compliance Service
Address:	5805 North Lamar Blvd., Bldg A
Address:	Austin, Texas 78752-0001
Fax:	(512) 424-5311 [fax]
Email:	<a href="mailto:Driver.Improvement@dps.texas.gov">Driver.Improvement@dps.texas.gov</a>
Phone:	(512) 424-7172

**C. Termination.**

Either party may terminate this Contract with 30 days' written notice.

DPS may also terminate this Contract for cause if Court doesn't comply with Section V.C., *Quarterly Reports and Audits* and V.E., *Non- Waiver of Fees*.

If either Party is subject to a lack of appropriations that are necessary for that Party's performance of its obligations under this Contract, the Contract is subject to immediate cancellation or termination, without penalty to either Party.

**D. Amendments.**

This contract may only be amended by mutual written agreement of the Parties.

**E. Miscellaneous.**

1. The parties shall use the dispute resolution process provided for in Chapter 2260 of the Texas Government Code to resolve any disputes under this Contract; provided

however nothing in this paragraph shall preclude either Party from pursuing any remedies available under Texas law.

- 2. This Contract shall not constitute or be construed as a waiver of any of the privileges, rights, defenses, remedies, or immunities available to either Party or the State of Texas.
- 3. Any alterations, additions, or deletions to the terms of the contract that are required by changes in federal or state law or regulations are automatically incorporated into the contract without written amendment hereto, and shall become effective on the date designated by such law or by regulation.

**CERTIFICATIONS**

The Parties certify that (1) the Contract is authorized by the governing body of each party; (2) the purpose, terms, rights, and duties of the Parties are stated within the Contract; and (3) each party will make payments for the performance of governmental functions or services from current revenues available to the paying party.

The undersigned signatories have full authority to enter into this Contract on behalf of the respective Parties.

<b>Court*</b>	<b>Department of Public Safety</b>
_____	_____
<b>Authorized Signatory</b>	<b>Driver License Division Chief or Designee</b>
_____	
<b>Title</b>	
_____	
<b>Date</b>	<b>Date</b>
_____	_____

\*An additional page may be attached if more than one signature is required to execute this Contract on behalf of the Court. Each signature block must contain the person's title and date.





# City of Richmond

*Where History Meets Opportunity*

## **Regular Scheduled City Commission Meeting**

**600 Morton Street**

**Richmond, Texas 77469**

Monday, April 15, 2024 at 4:30 P.M.

- A14. Review and consider taking action on Resolution No. 483-2024, adopting Municipal Court Confidential Policy.



**CITY COMMISSION  
AGENDA ITEM COVER MEMO**

**DATE: 4/15/2024**

**Staff Review:**

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

**AGENDA ITEM: A14. Review and consider taking action on Resolution No. 483-2024, adopting Municipal Court Confidential Policy.**

**SUBMITTED BY: Carolina Trujillo, Municipal Court Administrator**

**SYNOPSIS**

Effective March 1<sup>st</sup>, 2024, as required by Rule of Judicial Administration 7.1, every court must adopt a policy governing court confidentiality no later than May 1<sup>st</sup>, 2024.

**COMPREHENSIVE PLAN 2021 GOALS ADDRESSED**

**BACKGROUND**

The confidentiality policy must: (1) define who it applies to, (2) define confidential information, (3) impose a duty of confidentiality on all court staff that continues after employment at the court ends, (4) address when, if ever, the disclosure of confidential information is authorized, (5) provide the language of relevant laws, (6) address negligent or accidental disclosure of confidential information, (7) warn of potential penalties for improper disclosure, and (8) require all court staff to acknowledge receipt of the policy in writing.

The policy must be provided to all new court staff. Policy must be given to all court staff including judges, prosecutors, bailiffs, clerks and court administrator, every two years.

**BUDGET ANALYSIS**

FUNDING SOURCE	ACCOUNT NUMBER	PROJECT CODE/NAME	FY 2016 FUNDS BUDGETED	FY 2016 FUNDS AVAILABLE	AMOUNT REQUESTED


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

Purchasing Review:  
Financial/Budget Review:

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

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

**SUPPORTING MATERIALS**

**STAFF'S RECOMMENDATION**

Approval of Resolution No.483-2024

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



# CITY OF RICHMOND

## RESOLUTION NO. 483-2020

**A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF RICHMOND, TEXAS  
ADOPTING A COURT CONFIDENTIALITY POLICY FOR RICHMOND MUNICIPAL  
COURT.**

The Texas Supreme Court in the Texas Rules of Judicial Administration, Rule 7.1 requires all courts in Texas to adopt a Court Confidentiality Policy.

Municipal Court Judge Lenzsch has prepared a Court Confidentiality Policy that complies with the requirements of Rule 7.1.

The City Commission of the City of Richmond deems it in the public interest to adopt the Court Confidentiality Policy; **NOW, THEREFORE,**

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

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

Section 2. The City Commission of the City of Richmond approves and adopts the Court Confidentiality Policy for Richmond Municipal Court, a copy of which is attached hereto as Exhibit A.

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

PASSED AND APPROVED on this the 15<sup>th</sup> day of April, 2024.

**CITY OF RICHMOND**

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

**ATTEST:**

**APPROVED AT TO FORM:**

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

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

## **MUNICIPAL COURT OF RICHMOND, TEXAS**

### **Confidentiality Policy and Agreement**

Employees of this Court occupy positions of public trust. In the course of your duties, you will encounter confidential information about the prospective disposition of cases and the inner workings of the Court.

Preserving the confidentiality of the Court's documents and private deliberations is crucial to the Court's work. More specifically, confidentiality furthers the ability of judges and judicial staff to communicate openly and honestly and to reach the most legally correct outcomes for litigants. Confidentiality also builds public respect for the judiciary and impresses on others the gravity of the judicial process. Any breach of confidentiality would betray not only the Court and the individuals who work here, but also the public's interest in thorough, considered justice.

Confidentiality has long been an expectation within Texas courts. Canon 3B(10) of the Texas Code of Judicial Conduct demands that judges and court staff refrain from "public comment about a pending or impending proceeding which may come before the judge's court." Canon 3B(11) of the Texas Code of Judicial Conduct provides that "[t]he discussions, votes, positions taken, and writings of appellate judges and court personnel about causes are confidences of the court and shall be revealed only through a court's judgment, a written opinion or in accordance with Supreme Court guidelines for a court approved history project."

Texas Government Code Section 21.013 creates a Class A misdemeanor criminal offense for the unauthorized disclosure of non-public judicial work product, stating "[a] person with access to non-public judicial work product commits an offense if the person knowingly discloses, wholly or partly, the contents of any non- public judicial work product." Additionally, Texas Penal Code Section 39.06 criminalizes the misuse of official information by a public servant who "discloses or uses information for a nongovernmental purpose that: (1) he has access to by means of his office or employment; and (2) has not been made public", with penalties ranging from a Class C misdemeanor to a felony of the third degree.

This confidentiality policy incorporates the Canons as well as the statutory penalties of both Texas Government Code Section 21.013 and Texas Penal Code Section 39.06. This policy applies to all Court staff, including interns.

- 1. Protection of information.** Confidential information must not be shared with persons not employed within the Court, except as provided in Section 3 below. Employees must refrain from commenting about cases that are or may come before the Court to family, friends, or acquaintances.
  
- 2. Confidential information defined.** Confidential information includes:

- a) drafts of opinions not yet released, internal memoranda, emails between judges or staff, and any other document not intended for public use;
- b) conversations between judges or court staff about litigants or cases before, previously before, or expected to come before the Court;
- c) the private views of judges or court staff concerning the disposition of cases, litigants, anticipated cases, or each other;
- d) the authorship of per curiam opinions or orders, the timing of opinion or order release, and any other procedural mechanism not ordinarily public;
- e) documents properly filed under seal by litigants or counsel; and
- f) other information, however communicated, that is not authorized to be made public.

**3. Disclosures of confidential information.**

- a) **Intentional disclosure** of confidential information outside of the boundaries of (1) above may be met with maximum disciplinary action. See (5) below.
- b) **Negligent or accidental disclosure** is an extremely serious matter that may, but will not necessarily, be met with penalties as described in (5) below. Employees who accidentally disclose confidential information have a duty to promptly report the disclosure to their supervisor, appointing authority, or human resources department so that mitigation can be attempted.

Employees are expected to exercise their discretion and judgment to minimize the risk of inadvertent disclosure. For example, employees should refrain from communicating about sensitive matters in crowded or public spaces where others may overhear, even within the public areas of the Court. Employees should use court-issued, password-protected equipment to transmit confidential documents. Employees should be mindful of who can see their screen when working at home, on aircraft, public transit, or in public spaces. Employees should carefully keep track of and password protect electronic devices containing confidential information and immediately report any loss or theft of those devices.

- c) **Authorized disclosure** occurs when the Municipal Court Judge who supervises the employee authorizes the employee to share work product with a specific person or organization. For example, employees may be authorized to share draft rules or administrative orders with other judicial branch entities for review and comment before they are released to the public, and the Clerk of Court may be authorized to disclose information relating to case status as part of their job duties, provided the Court's internal, confidential deliberations are not disclosed.
- d) **Disclosure as necessary to report misconduct or illegal acts** is permitted. Employees may disclose confidential information when such disclosure is necessary to adequately report to an appropriate authority the misconduct or illegal acts of any person, including sexual or other forms of harassment.

**4. Continuing confidentiality obligation.** An employee's duty to preserve confidentiality survives the employee's departure from the Court. An employee who leaves the Court has the same ongoing duty to protect confidential information that they had during their employment.

Further, the duty to protect information related to the disposition of cases, such as the substance of the Court's deliberations, persists even after an opinion or order is publicly released. Employees asked about a decision of the Court should offer no comment beyond a referral to the released opinion or order.

Finally, employees who depart from Court employment may not retain confidential materials. Employees should return or securely dispose of materials, such as in designated Court shredding bins, prior to an anticipated departure, or as soon as possible after an unanticipated departure.

**5. Penalties for unauthorized disclosure:** In the event of an unauthorized disclosure of confidential information, the Court will investigate the circumstances and take appropriate disciplinary action, as necessary. Potential disciplinary actions may include but are not limited to:

- a) referral of the matter to the relevant law enforcement agency for investigation and prosecution. See Texas Government Code Section 21.013 and Texas Penal Code Section 39.06;
- b) termination of employment;
- c) for attorneys, referral to the State Bar of Texas or of other states for discipline and possible loss of the privilege to practice before Texas or other courts; and

d) for law students, referral to the Texas Board of Law Examiners for consideration in determining eligibility to practice law.

**6. Acknowledgement.** Please acknowledge your understanding and agreement to this policy by signing below.

---

Municipal Court Staff Signature

---

Date





# City of Richmond

*Where History Meets Opportunity*

## **Regular Scheduled City Commission Meeting**

**600 Morton Street**

**Richmond, Texas 77469**

Monday, April 15, 2024 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, April 15, 2024 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, April 15, 2024 at 4:30 P.M.

- A17. Adjourn to Executive Session, as authorized by Texas Government Code, Sections 551.071, Attorney Consultation, 551.072, Deliberation of Real Estate Discussions; and 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, April 15, 2024 at 4:30 P.M.

### **EXECUTIVE SESSION**

- E1. Executive Session for Deliberation Regarding Real Estate and Economic Development.
- E2. Executive Session for consultation with attorney—Del Webb reuse water and sidewalk.
- E3. Executive Session for Personnel Matters.

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



# City of Richmond

*Where History Meets Opportunity*

## Regular Scheduled City Commission Meeting

600 Morton Street

Richmond, Texas 77469

Monday, April 15, 2024 at 4:30 P.M.

### OPEN MEETING

- C1. Reconvene into Open Meeting, and take action on items, if necessary.
  - A. Real Estate
- C2. Adjournment.

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

### NOTICE OF ASSISTANCE AT THE PUBLIC MEETING

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

If you have any questions, please let me know.

Terri Vela

*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.*