



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:**

  
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Lasha Gillespie, City Secretary