

STATE OF TEXAS

COUNTY OF FORT BEND

CITY OF RICHMOND

The City Commission for the City of Richmond, Texas met in Regular Session on July 18, 2016 at 4:30 p.m.

Mayor Moore proceeded to call the meeting to order at 4:31 p.m. A quorum was present with the following members in attendance:

Evalyn W. Moore, Mayor
Barry Beard, Commissioner
Jesse Torres, Commissioner
Terri Vela, City Manager
Gary W. Smith, City Attorney
Laura Scarlato, City Secretary – Absent

Mayor Moore introduced agenda item A2, Presentations with Employee Recognition for Service with the City. Christopher McAnally was recognized for his 10 years of service with the Fire Department. Larry Todd Ganey was recognized for his 10 years of service with the Police Department.

Mayor Moore introduced agenda item A3, Public comments. She asked for any public comments. There were no individuals signed up to speak, therefore the item was closed.

Mayor Moore introduced agenda item A4, Draw for candidate placement on September 10, 2016 Ballot. The drawing for Position 3 occurred first with the candidates drawing in order of their filing their applications. The result of the draw is as follows and their names will appear on the ballot for Position 3 in the following order:

1. Carlos Garcia (Drawn by Mayor Moore in his absence)
2. Ben Mund
3. Charles W. Yates, Jr.
4. Carl Drozd

The drawing for Position 4 was conducted with the candidates drawing in order of their filing their applications. City Manager Terri Vela confirmed that Tres Davis removed his name from the ballot via email on Friday, July 15, 2016. The result of the draw is as follows and their names will appear on the ballot for Position 4 in the following order:

1. Alice Bijarro (Drawn by Commissioner Torres in her absence)
2. Josh Lockhart (Drawn by Pastor Lockhart in his absence)

Mayor Moore asked if there was any discussion regarding the Consent Agenda. Items A5 1, 2, 3, 9, 10 and 15 were removed from the Consent Agenda. Commissioner

Torres moved approval of Consent Agenda items A5 4, 5, 6, 7, 8, 11, 12, 13, and 14. Commissioner Beard seconded the motion. The vote was unanimous to approve.

A5 1. Commissioner Beard requested that the spelling of Senator Cornyn's name be corrected in the announcements of the June 20, 2016 meeting minutes.

A5 2. Mayor Moore commended the Fire Department; Albert Cantu, Lori Bownds and Troy Coffman and staff for assisting Simonton after the May flood event, commended Ray Burciaga for the Incident Summary on the May flood event, and Chief Youngblood for his efforts and activity during the event. Commissioner Beard read the closing note from the report, "I wish to express how very proud I am of the Richmond Fire Department staff and how they exemplified the team effort. These people put personal and family matters on hold to serve as diplomats and ambassadors for the City of Richmond and they made a certain fire chief look pretty good." Commissioner Beard restated his thanks to the City employees for their work during the event and observed that he heard no complaints. Commissioner Torres commended staff on an outstanding job.

A5 3. Mayor Moore stated that we are all very proud of the Police Department. Commissioner Beard thanked the Police Department for its participation in the Pilgrim Journey event and Unity in the Community Event. Commissioner Torres stated that he had observed officers patrolling Collins and Preston Street and thanked them for their concern for the safety of the residents in the area.

A5 9 and 10. Mayor Moore stated concern that the General Plan and the Preliminary Plat for Riverwood Village included the name "Rivers Edge" that could cause confusion with the street River Edge. Staff responded that the issue had been raised with the developer and a new name would be selected.

A5 15. Mayor Moore asked that the proposed special meeting be scheduled for Tuesday, July 26, 2016 at 4:30 p.m. The Regular Commission Meeting scheduled meeting will be held August 15, 2016 at 4:30. Commissioner Torres stated he will not be present for the August meeting.

Commissioner Torres moved approval of Consent Agenda items A5 1, 2, 3, 9, 10 and 15 as amended. Commissioner Beard seconded the motion. The motion was approved unanimously.

Mayor Moore introduced agenda item A6, Receive and discuss report from Delinquent Tax Attorney on collection of property taxes. Charles A. "Chip" Sutton of Linebargar Goggan Blair & Sampson, LLP, delinquent tax attorneys for the City reported that the collection efforts begin with personal contact. The goal is to have the taxpayer agree to a payment plan. If they do not get a response or are not able to arrange a payment plan, then litigation is pursued. Approximately one-third of the tax delinquency for the City is from tax deferral, over 65 or disability cases. Mr. Sutton reviewed the number of cases and collections involved in litigation, the cases involved in bankruptcy

and the collections from payment agreements. The delinquency amount has declined between the 2014 Tax Year and the 2015 Tax Year by 5.84%.

Mayor Moore introduced agenda item A7, Review and consider taking action on the 10/20 Year Write Off per Texas Tax Code, Section 33.05 "Limitation on Collection of Taxes." Susan Lang, Finance Director, reported that the 10/20 Year Write Off list was submitted by Patsy Schultz, Tax Assessor Collector. Mr. Sutton helped explain that the list is reviewed by the tax attorneys to assure that only those properties that are double listed or do not exist as described are included. If the real property is covered with an account, litigation will be utilized to collect the taxes. If a case is pending, the property should not be on the Write Off list. The personal property in the business accounts are generally businesses that have gone out of business. If service cannot be effected or the corporation no longer exists, it is not likely that the taxes can be collected. The statute requires that the taxes be removed from the roll. Commissioner Torres moved approval of the 10/20 Year Write Off per Texas Tax Code, Section 33.05 "Limitation on Collection of Taxes." Commissioner Beard seconded the motion. The motion was approved unanimously.

Mayor Moore introduced agenda item A8 Receive and discuss report from the Parks & Recreation Board of progress made by Board. Robert Haas, chairperson of the Parks & Recreation Board reported on the activities of the board in reviewing development and maintenance of parks. He reported the progress on the development of the Parks Master Plan. He explained that the board is looking for projects that are easy to do and ready to start, referencing Freeman Town Park and sidewalks along Clay Street. He requested funding be included in the 2016 Fiscal Year budget for park improvements. Commissioner Beard commended Mr. Haas for his leadership and noted that the community survey reflected significant interest in trails. Terri Vela, City Manager stated the City adopted a Trail Master Plan which provides for future connectivity of the City and the funding. Mayor Moore stated support for the direction taken and the emphasis on several of the projects.

Mayor Moore introduced agenda item A9, Review and consider taking action on Resolution No. 148-2016 authorizing the Development Corporation of Richmond to expend up to \$50,000 on the Wayfinding Sign project, on the second and final reading. Ms. Vela stated that at the last regular meeting the program was described. Approval after this second reading allows the City to enter into a contract with National Sign Plaza for the project. Ms. Vela reported that staff is investigating application for additional funding through the Houston Galveston Area Council to maximize the program. Commissioner Beard moved approval of Resolution No. 148-2016 authorizing the Development Corporation of Richmond to expend up to \$50,000 on the Wayfinding Sign project, on the second and final reading. Commissioner Torres seconded the motion. The motion was approved unanimously.

Mayor Moore introduced agenda item A10, Review and consider taking action on authorizing a contract for a Space Needs Assessment for City Hall. Howard Christian,

Public Works Director, reported the advertising of a request for qualifications to perform an analysis of the needs for a new city hall. The selected firm will determine the needed space based on the number of employees and future growth, the firm will recommend potential locations for the facility and will provide estimated costs for the project. A four-person team reviewed the proposals and the recommended firm is PGAL. Ms. Vela stated that the funds for the Needs Assessment is budgeted up to \$35,000. Commissioner Beard moved authorizing staff to negotiate a contract for a Space Needs Assessment for City Hall with PGAL in an amount not to exceed \$35,000. Commissioner Torres seconded the motion. The motion was approved unanimously.

Mayor Moore introduced agenda item A11, Review and consider taking action on authorizing a contract for the construction of Sanitary Sewer Rehabilitation Project—Phase VII. Ms. Vela stated that funding is through Community Development Block Grant funds of up to \$276,500. Mr. Christian said that the project would be for pipe bursting of the sanitary sewer lines in the Preston Street area. The City's cost in the project is the design cost and the 10% contingency, or \$69,150. The apparent low bid was from IRP South Central, LLC in the amount of \$202,013.50. Commissioner Beard moved authorization of a contract to IRP South Central, LLC, for the construction of Sanitary Sewer Rehabilitation Project—Phase VII. Commissioner Torres seconded the motion. The motion was approved unanimously.

Mayor Moore introduced agenda item A12, Review and consider taking action on the purchase of chlorine monitors and chlorine gas detectors for the water treatment and distribution system. Mr. Christian said that the transition to surface water will also change the disinfection system to change from chlorine to chloramines. The chlorine level must be closely monitored as must the chlorine gas stored on-site. The system proposed uses white vinegar as the testing agent, therefore it is very inexpensive. In response to a question about the recommendation to purchase from the manufacturer, rather than locally, Mr. Christian explained that the cost was lower from the manufacturer and that the service would be provided locally. Staff recommends the purchase of 10 chlorine analyzers, 5 chlorine gas detectors, 5 chart recorders and chars from the low bid, Foxcroft Equipment and Services, Inc. for \$54,413. Commissioner Beard moved approval of the purchase of chlorine monitors and chlorine gas detectors for the water treatment and distribution system. Commissioner Torres seconded the motion. The motion was approved unanimously.

Mayor Moore introduced agenda item A13, Review and consider taking action on authorizing a contract for meter reading services. Mr. Christian explained that the City currently has a shortage of meter readers. To supplement meter reading, field personnel are utilized. Summer is the busiest time of year for the field personnel and the workload is negatively impacted. Outsourcing meter reading will ease the problem. Sugar Land recently bid meter reading services and received a good response. Staff recommends utilizing the bids received by Sugar Land through the Interlocal agreement with Sugar Land for purchasing of goods and services. Staff recommends a contract for

meter reading services with Severn Trent with pricing at \$0.97/meter/month for 6,755 accounts, plus 10 percent for anticipated growth in the extraterritorial jurisdiction for a yearly total of \$86,500. Commissioner Beard expressed his preference for giving local providers the opportunity to perform services for Richmond. Commissioner Torres moved authorizing a contract for meter reading services with Severn Trent by utilizing the Interlocal Agreement for purchasing with Sugar Land. Commissioner Beard seconded the motion. The motion was approved unanimously.

Mayor Moore introduced agenda item A14, Review and consider taking action on Resolution No. 151-2016 authorizing the application for and further actions related to JAG Vehicle Replacement Grant No. 3098401. Gary Adams, Chief of Police, explained that the Justice Assistance Grant will provide \$68,061 to purchase two patrol vehicles without City matching funds. Commissioner Torres moved approving Resolution No. 151-2016 authorizing the application for and further actions related to JAG Vehicle Replacement Grant No. 3098401. Commissioner Beard seconded the motion. The motion was approved unanimously.

Mayor Moore introduced agenda item A15, Review and consider taking action on Resolution No. 150-2016 authorizing the application for and taking further actions related to Body Worn Camera Grant No. 3180501. Chief Adams explained application had been made earlier and the Police Department was notified that the Governor's Office had awarded the grant (\$4,877.50). The City must provide a 25% match (\$3,292.50). Chief Adams expressed confidence that the cost to upgrade the City's servers would serve as the match. Commissioner Beard moved approval of Resolution No. 150-2016 authorizing the application for and taking further actions related to Body Worn Camera Grant No. 3180501. Commissioner Torres seconded the motion. The motion was approved unanimously.

Mayor Moore introduced agenda item A16, Review and consider taking action on Resolution No. 152-2016 adopting a written policy for naming City parks, facilities and streets. Ms. Vela explained that the City has received requests from citizens to name facilities. Staff researched policies of other cities and proposes a policy and procedure to guide the process. Mayor Moore asked if the policy would be included in the Unified Development Code as she would like for the public to be able to find the policy. Staff was directed to change the resolution to an ordinance so that it can be codified and the public can find the policy.


Mayor Moore introduced agenda item A17, Review and consider taking action electric utility easements with CenterPoint Energy Houston Electric, LLC for the surface water treatment plant. Ms. Vela explained that the easements are necessary for CenterPoint to run lines to the new surface water treatment plant facility to provide electricity. Commissioner Beard moved approval and ratification of the electric utility easements with CenterPoint Energy Houston Electric, LLC for the surface water treatment plant. Commissioner Torres seconded the motion. The motion was approved unanimously.

Agenda item A18 Mayor Moore announced that the City Commission was Adjourning to Executive Session, as authorized by Texas Government Code, Section 551.072, Real Estate at 6:13 p.m. to discuss detention land of Winston Estate Joint Venture for Lamar Drive discharge.

The Commission reconvened at 6:50 p.m. into open meeting and Commission Beard moved to authorize staff to acquire the acreage necessary for the detention facility and water transmission purposes from Winston Estate Joint Venture, II. Commissioner Torres seconded the motion. The motion was approved unanimously.

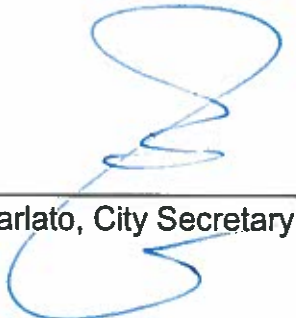
With no further business to conduct, Commissioner Torres moved to adjourn. Commissioner Beard seconded the motion. The motion was approved unanimously and the meeting adjourned at 6:52 p.m.

Approved:



Evalyn W. Moore, Mayor

Attest:



Laura Scarlato, City Secretary