

STATE OF TEXAS

COUNTY OF FORT BEND

CITY OF RICHMOND



The Building and Standards Commission for the City of Richmond, Texas met on November 18, 2015 at 4:30 p.m.

Albert Cantu, Fire Marshall called the meeting to order at 4:33 p.m. A quorum was present, with the following members in attendance:

Board Members Present:

Bobby Reyes  
Jim Jackson  
David Reese  
Adan Perez  
Norma Cavazos  
Albert Davis – Alternate

Albert Cantu – Fire Marshall and City Liaison  
City Manager – Terri Vela  
Attorney – Non present

Albert Cantu introduced agenda item number A2, presentation on responsibilities and duties of the Building and Standards Commission, discuss the City Ordinance creating the Commission and Relevant Texas Law. Steve Pena provided a presentation or workshop. He stated there are approximately 60 homes that are problematic within the city limits of Richmond. The Building and Standards Commission is a “*Quasi-Judicial*” Administrative Agency. As defined below:

An administrative agency is a body of government created by a legislature and charged with supervision and regulation of a particular area of governmental concern. Part of the regulatory power given to an administrative agency is the power of adjudication. Under the Administrative Procedure Act (60 Stat. 237 [5 U.S.C.A. § 551 et seq.]), an agency engages in adjudication when it follows a process for the formulation of an order. With the exception of rulemaking, any decision by an agency that has a legal effect is a quasi-judicial action.

Mr. Pena recommended the board meet on a quarterly basis; however the board decided to meet monthly until they develop a routine.

The agenda item A3 was introduced by Albert Cantu to consider taking action on nominating the Chairman of the Buildings and Standards Commission. Norma Cavazos was nominated for the Chairman of the board and a motion was made by Bobby Reyes to elect Ms. Cavazos. The motion was seconded by Jim Jackson. A motion was made to elect Bobby Reyes as the co-chair of the board with a second from Albert Davis. The votes were unanimous for both the Chairman and Co-chairman.

Agenda item A4 was to consider taking action on setting the next meeting dates and time. The next meeting will be held January 11, 2016 at 4:30 p.m. and February 8, 2016 at 4:30 p.m.

There being no further business to be brought before the Commission, Board Member Jim Jackson motioned for the meeting to be adjourned. Albert Davis seconded and the Commission adjourned. The meeting was adjourned at 6:00 p.m.

APPROVED:

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Albert Cantu

Attest:

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Terri Vela, City Manager