

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 20, 2015 at 6:00 p.m. Mayor Moore called the meeting to order at 6:00 p.m. A quorum was present, with the following members in attendance:

Evalyn W. Moore, Mayor
Glen Gilmore, Commissioner
Jesse Torres, Commissioner
Terri Vela, City Manager
Laura Scarlato, City Secretary

Mayor Moore declared the meeting open.

Mayor Moore introduced agenda item number A2, presentation of awards and announcements.

Mayor Moore recognized the Richmond Fire Department for receiving the Award of Achievement in recognition of outstanding dedication in providing Exemplary Fire Protection to the Community by the Texas State Fire Marshal's Office, ISO Class 2. Chief Youngblood was present to define the different ISO Class ratings and identified which cities in the area also have a Class 2 rating and that the rating is used for insurance purposes by residents.

Angela Griffin from the Police Department was recognized for her fifteen years of service to the City of Richmond. Ms. Griffin was present to receive her plaque and congratulated for her dedication.

Mayor Moore introduced agenda item A3, Public comments. She asked for any public comments. There were no comments; therefore the agenda item was closed.

Mayor Moore introduced the consent agenda; A4 with the following items, Consent Agenda items 1, 2, and 3 were pulled for further discussion. Commission

Gilmore made the motion to approve items 4 through 8 with Commissioner Torres seconded the motion. The vote was unanimous to approve.

1. Review and approve the minutes for the meeting June 15, 2015 Commission Meeting.
2. Review and approve the Fire Department Report.
3. Review and approve the Police Department Report.
4. Review and approve the Municipal Court Report.
5. Review and approve the Tax Assessor/Collector Report.
6. Review and approve the Monthly Financial Report.
7. Review and approve the Public Works Report.
8. Set the date for the next two meetings to be Monday, August 17th @ 6:00p.m.

Consent Agenda item no. 1 the Mayor pointed out that on the last page there was a correction to the minutes regarding Torres seconding the motion to adjourn. Commissioner Torres was not present at the meeting.

Consent Agenda item no. 2 the Mayor asked Lori Bownds about the Permits Valuation and why the permits are down. Ms. Bownds stated that the city doesn't have any big projects at this time.

Consent Agenda item no. 3 Commissioner Torres requested from the Police Department a list of streets from Beat 3 so that he can reference the Celebration of National Night Out.

Following this discussion, Commissioner Gilmore made the motion to approve agenda items 1, 2, and 3 and Commissioner Torres seconded the motion. The vote was unanimous to approve.

Mayor Moore introduced agenda item A5 which was a Quarterly Update from the Richmond Historical Commission. Becky Haas was present in place of President Cindy Drabek to report the Historical Commission meets monthly and the various projects the RHC has been working on. Ms. Haas encouraged everyone to attend the meetings. Mayor Moore inquired as to the design of the wayside signs. Jessica Duet the city planner responded that they were still deciding on the design of the sign.

Agenda item A6, an update of the Surface Water Treatment Plant was introduced by Mayor Moore. City Manager, Terri Vela gave a brief synopsis and then handed the update presentation over to Jordan Hibbs with Enprotec Hibbs and Todd. Mr. Hibbs stated that the mass grading had been completed as well as the final design of the Water Treatment Plant which has been submitted to TCEQ. Mr. Hibbs reviewed the calendar pertaining to the project and where each segment is in the process. The Ground Storage Tank plans have been approved by TCEQ and will go out for bids in July. They are currently working on the field notes and exhibits for the Easement Acquisitions. Also discussing options with NRG but no agreement has been reached at this time. The plans and specifications have been submitted for the Distribution Line and have been approved by TCEQ. Regarding the Chloramine Conversion, all survey data has been obtained and processed. The on-site field inspections have taken place, the design of the systems have begun and are on target to go out for bids in late summer. The mayor thanked Mr. Hibbs for coming and the agenda item was closed.

Agenda item A7 to review and consider taking action regarding the Recommendation for procurement of Pall Membrane for the Surface Water Treatment Plant. Mr. Hibbs with EHT was available for questions regarding the agenda item as well as City Manager Terri Vela. It was indicated that Pall offers a Pall Aria Microfiltration System is a highly reliable and cost effective water treatment system. Commissioner Gilmore motioned to approve the Recommendation for procurement of Pall Membrane for the Surface Water Treatment Plant and Commissioner Torres seconded the motion. The vote was two "ayes" and no "nays" to approve. The agenda item passed and the item was closed.

Mayor Moore introduced agenda item A8 to review and consider taking action regarding Resolution No. 99-2015, Appointments for the Building and Standards Commission – 5 Member Board with two (2) Alternates. City Manager Terri Vela explained the Commission established this board via Ordinance No. 2014-11 effective July 21, 2014. This resolution will appoint the members of the board that were previously held by staff members. Commissioner Gilmore motioned to approve Resolution No. 99-2015 Appointments for the Building and Standards Commission. Commissioner Torres seconded the motion and the vote was unanimous to approve. The Building and Standards Commission:

Bobby Reyes

David Reese

Norma Cavazos

Jim Jackson

Adan Perez

Albert Davis (Alternate A)

Catherine Joseph (Alternate B)

Agenda item A9 to review and consider taking action regarding Resolution No. 100-2015, Appointments for the Parks and Recreation Advisory Board – 9 Member Board. City Manager Vela indicated this board was formed in 1988 to serve in an advisory capacity to the City Commission. Since that time it has been dormant or non-existent. Mayor Moore indicated that Commissioner Torres niece was being considered for this board therefore, he would not be allowed to vote. Commissioner Gilmore motioned to approve the Resolution No. 100-2015 Appointments for the Parks and Recreation Advisory Board. Mayor Moore seconded the vote with Commissioner Torres abstaining. There were two “aye” votes and no “nays” and the resolution was approved.

The Parks and Recreation Board:

Robert Haas	Mary Doetterl	Klip Morefield
Robert Hodge	Pat Pittman	Barbara Johnson
Steve Host	Barry Beard	Veronica Torres

Mayor Moore introduced agenda item A10 to review and consider taking action regarding Ordinance No. 2015-15, establishing the Board of Adjustments to carry out the intent and purposes of its zoning regulation. City Manager Vela explained the process of the Board of Adjustments and how the appeals procedure works and the role of this particular board and its importance. Commissioner Torres motioned to approve the Ordinance No. 2015-15 establishing the Board of Adjustments with Commissioner Gilmore seconding the motion. The votes were two “ayes” and no “nays” to approve the ordinance.

Agenda item A11 was introduced by Mayor Moore to review and consider taking action regarding Resolution No. 104- 2015, Appointments for Board of Adjustment – 5 Member Board. City Manager Vela explained this was a five member board that would meet when there was an appeal to their purpose was to carry out the intent and purposes of the zoning regulations. Commissioner Torres motioned to approve the Resolution No. 104-2015 Appointments for Board of Adjustments and Commissioner Gilmore seconded the motion. The vote was unanimous to approve. The Board of Adjustment Board:

Joe Benes	Stephen Doggett
Roland Adamson	J.J. Martinez
Elizabeth Drozd	

Mayor Moore introduced agenda item A12 to review and consider taking action regarding Ordinance No. 2015-13. Adoption and enacting of the City of Richmond Unified Development Code that incorporates zoning, subdivisions, signs, landscaping, permitting and development ordinances. City Manager Vela presented the history of what has transpired with the ordinance and stated that she was very proud of the staff and the countless hours that have gone into preparing this document. The UDC will be effective October 1, 2015 to coincide with the fiscal year for ease of recall. Commissioner Gilmore motioned to approve Ordinance No. 2015-13 Unified Development Code and Commissioner Torres seconded the motion. The vote was unanimous to approve.

At this time, Commissioner Gilmore wished to take a moment to thank everyone who stepped up and submitted their applications to serve on the boards that were just voted on for the upcoming years. The City of Richmond appreciates your time and service to the City.

Mayor Moore introduced agenda item A13 to review and consider taking action regarding award of Collection Services for the Municipal Court. Finance Director Susan Lang was present to discuss the RFP process. Ms. Lang recommended that the City retain their contract with Perdue, Brandon, Fielder, Collins & Mott, and LLP with new terms. Commissioner Torres noted that he had looked at the information and was impressed. Commissioner Torres motioned to award the Collection Services for Municipal Court Contract to Perdue, Brandon, Fielder, Collins & Mott, and LLP. Commissioner Gilmore seconded the motion and the vote was unanimous.

Agenda item A14 to review and consider taking action regarding 10/20 Year Write Off per Texas Property Tax Code Section 33.05, "limitation on collection of Taxes." City Manager Vela indicated this was annual requirement from Fort Bend County. Finance Director Lang recommended that we write off the amounts listed on the report as it is a good practice to write off the uncollectible accounts. Commissioner Gilmore made the motion to Write Off the 10/20 Year Texas Property Tax Code Section 33.05 with Commissioner Torres seconding the motion. There were two "ayes" and no "nays" regarding this agenda item.

Mayor Moore introduced agenda item A15 to review and consider taking action regarding Partial Replat No. 4, Lakes of Williams Ranch Section 1, .445 acres of land, Fort Bend Municipal Utility District No. 116, Fort Bend County, Texas. Kelly Kaluza with Kelly Kaluza and Associates was present to review the plat with the

Mayor and Commissioners. Mr. Kaluza offered his recommendations to the Commission and suggested approval with those recommendations. Commissioner Torres motioned to approve the Partial Replat No. 4, Lakes of Williams Ranch Section 1, .445 acres of land, MUD 116 with Commissioner Gilmore seconding the motion. The vote was two "ayes" and no "nays" to approve the partial replat.

Mayor Moore introduced agenda item no. A16 to review and consider taking action regarding award of the Construction Contract for Community Development Block Grant, Sanitary Sewer System Rehabilitation Phase VI. City Manager Terri Vela introduced the item and stated that the City had received a total of five bids. After consideration and an endorsement from City Engineer Kelly Kaluza & Associates, the City has been advised to bring to the Mayor and Commissioners the recommendation of Nerie Construction, LLC to be awarded the Contract. Their bid was \$178,395.00 at 58 total calendar days. Vela indicated the total grant money received for this project was \$220,000 and any excess would be used for the engineering portion of this project. Following a brief discussion, Commissioner Gilmore made the motion to award the Construction Contract for the Community Development Block Grant Sanitary Sewer System Rehabilitation Phase VI to Nerie Construction, LLC and Commissioner Torres seconded the motion. The vote was unanimous to approve. The agenda item was closed.

Agenda item A17 was introduced by Mayor Moore to review and consider taking action regarding Amended Cooperation Agreement with Fort Bend County to include updates due to changes in program polices and regulations. City Manager Vela provided an explanation of the background of this agreement and how it contains an automatic renewal provision. However, due to updates in the program policies and regulations, the county has requested the city execute the agreement. Vela stated that the City Attorney, Frank Garza has reviewed the document and has no changes. Commissioner Gilmore motioned to approve the Amended Cooperation Agreement with Fort Bend County and Commissioner Torres seconded the motion. The vote was unanimous to approve.

Mayor Moore introduced agenda item A18 to review and consider taking action regarding Resolution No. 103-2015, the Interlocal Cooperation Agreement with the City of Allen for outsourcing of printing utility bills. City Manager Vela conveyed to the Commission that the City was offered the opportunity to piggyback off of the City of Allen in order to receive the same prices and to sort, mail, print and handle our water bills in a regular size envelope consequently saving the City money. The City would upload a file to Dataprose and they would mail directly from Houston.

Commissioner Gilmore made the motion to approve Resolution No. 103-2015, Interlocal Cooperation Agreement with the City of Allen. Commissioner Torres seconded the motion and the votes were two "ayes" and no "nays" to approve.

Mayor Moore announced that the Commission would now meet in Executive Session at 6:51 p.m., as authorized by Texas Government Code Section 551.074; Personnel Matters. Mayor Moore announced that the City Commission adjourns into executive session, closed meeting.

The Commission reconvened into Open Session at 7:32 p.m.

Commissioner Gilmore stated the City Manager's contract would be modified by a second amendment. The motion was made to raise the number of vacation days per year to reflect the days for city employees based on years employed to 17 days, plus 10 days per year as a supervisory contract employee for a grand total of 27 days of vacation. This would add two (2) days due to a miscalculation in the earlier contract.

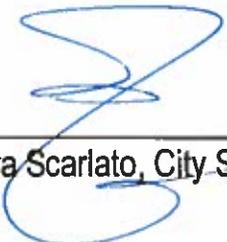
Based on The commission's evaluation of City Manager, Terri Vela's performance, it was decided to raise her salary by 12% effective October 1, 2015.

There being no further business to be brought before the Commission, Commissioner Gilmore motioned for the meeting to be adjourned. Commissioner Torres seconded and the Commission adjourned. The meeting was adjourned at 7:34 p.m.

APPROVED:


Evalyn W. Moore, Mayor

Attest:



Laura Scarlato, City Secretary