



STATE OF TEXAS
COUNTY OF FORT BEND
STATE OF TEXAS

The City Commission for the City of Richmond, Texas met in Workshop Session on December 16, 2019 at 9:00 a.m.

At the suggestion of the City Manager Terri Vela, the attending Commissioners concurred in Commissioner Beard chairing the meeting.

Commissioner Beard proceeded to call the meeting to order at 9:00 a.m. A quorum was present, with the following members in attendance:

Evalyn W. Moore, Mayor – **Absent**
Terry Gaul, Commissioner P1
Barry Beard, Commissioner P2
Carl Drozd, Commissioner P3 - **Absent**
Alex BeMent, Commissioner P4
Terri Vela, City Manager
Gary Smith, City Attorney
Laura Scarlato, City Secretary

Proclamations and Recognitions – No comments or questions.

Public comments – none.

Commissioner Beard proceeded to ask if the members had any questions regarding the Consent Agenda.

- Commissioner Gaul has submitted corrections to the City Secretary, they will be reviewed and corrected minutes will be sent out before the Commission meeting at 4:30.
- Fire Department Report/Code Compliance – Commissioner Beard inquired about the iworksQ app and how it is being rolled out to the public. It is different than the 311 call. Chief Youngblood stated it will be on the website with a code for the public to access. City Manager Vela stated the app has not been made public yet. Modifications are still being made to the app.
- Police Department – No comments.
- Court Report – Court Administrator Carol Trujillo was present to discuss the

changes to the Municipal Court Report. The process has become much more complicated due to the changes by the Legislature. Commissioner Gaul inquired what the purpose of the changes are and the additional burdens placed on staff. Trujillo stated the goal is to keep poor people out of jail by offering more hearings, community service and jail being the last resort. The City does not want to look like a “debtor’s court”. There is a lot more tracking involved because the cases are staying open longer. Court has to track if the individual performed the community service hours and track the number of settings of cases. There was a lengthy discussion regarding this item.

- Property Tax Collection Report – No comments or questions.
- Monthly Financial Report - Commissioner Gaul stated he would like to see the projected income stream as well as the forecasted expenditures on a month to month basis at the beginning of the budget year. Then also, show monthly the actual income and expenditures compared to what we anticipated in the budget forecast. Finance Director Alderete explained the spreadsheets and the information provided. These reports can be used to predict what months will be higher and coordinate with the DCR Director to plan for peaks and valleys or traffic issues that could affect the higher months. (i.e. August/back to school). There was a lengthy discussion regarding the reports. Finance Director reviewed the Sales Tax Analysis reports. Assist with business retention. The level of detail of the reports to the Commission was reviewed.
- Public Works – There were questions regarding the wastewater treatment plant, capacity and the City’s ability to accommodate demand. Assistant City Manager Howard Christian stated the City does not have any opportunity for storage and no surge capacity. In the event of rain, the manholes are checked periodically. The long-term plan is the recent purchase of the acreage on Pitts Road to pull the overflow to the new plant. At 70-75% capacity, the City needs to be in design mode. City Manager Vela stated although we have not received any notices from TCEQ, this is the level that we would receive notice from TCEQ to be in design mode. Commissioner Beard inquired as to how the individual plans such as the trails, parks feed into the overall Comprehensive Master Plan.
- Planning Department – Commission inquired about the sign inventory effort and the non-conforming signs. City Planner Jose Abraham discussed the grant program initiated by the Development Corporation to encourage monument signs and updates.
- Building Department – No comments.
- Emergency Management – EOC Director Anthony Pryor invited all to tour the

high water rescue vehicle. City Manager Vela encouraged everyone to view it by appointment only.

- Mandola Farms Section One – Preliminary Plat. Commission Gaul inquired whether the two exits have adequate capacity. The number of residential properties, signalization, and additional drainage were also discussed. City Planner Abraham stated TxDOT and Engineering are both involved in the development.
- Veranda Section Twenty – Seven – No comments
- Texas Sunset Ranch Reserve – The Commission just inquired as to its location. City Manager displayed on the map that it is on Pitts Road.
- Meeting Times – City Manager Vela stated there possibly could be a special meeting prior to January 21st.

A5. Commissioner Gaul indicated concern that the entire agreement was encapsulated in the ordinance. Finance Director Justin Alderete stated that this is a parameter sale ordinance. The agreement sets the parameters of the bonds within the ordinance. Once the parameters are met, the bonds are free to be sold. This is a refinancing of existing bonds and was generated by our bond council. The savings will afford approximately \$200,000 for the City. Commissioner Beard asked for confirmation as to who the pricing officer would be which Director Alderete stated the City Manager or the Mayor.

A6. City Manager Vela stated a representative from Fort Bend County would be attending the meeting to provide an update on the Fort/Front St/Williams Way Street Widening Project.

A7. City Manager Vela stated the wrong sign was put in place. The City has a change order submitted with TxDOT to switch out the signs. Staff attends meetings on a monthly basis.

A8. According to City Manager Vela, she and the City Attorney Gary Smith met with Union Pacific and have received a document to start the reviewing process. The railroad has a Memorandum of Understanding (MOU) on another project that will need the cities cooperation. The item will most likely be tabled but staff would welcome comments in writing from the Commission.

A9. Agenda item 9 to review and discuss the process of the Comprehensive Master Plan Update. City Manager Vela stated that Planning and Zoning has had discussion on the process that this is to provide an outline as to how it should move forward and update the Commission. It will be provided at the Commission Meeting.

A10. No discussion.

A11. No discussion.

City Manager Terri Vela assisted Staff with all of the agenda items with comments and suggestions. The Commissioners had questions and comments on most of the items.

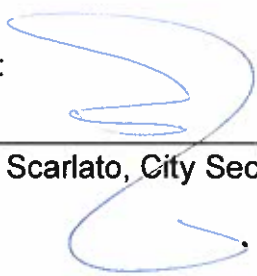
With no further discussion, the workshop was adjourned at 10.30 a.m.

APPROVED:



Carl A. Drozd, Mayor Pro Tem

Attest:



Laura Scarlato, City Secretary