



# City of Richmond

*Where History Meets Opportunity*

**Regular Scheduled City Commission Meeting  
via Video/Telephone Conference call  
(pursuant to Texas Government Code,  
Section 551.125) and In person at  
600 Morton Street  
Richmond, Texas 77406**

Monday, September 21, 2020 at 4:30 P.M.

Join Zoom Meeting

<https://zoom.us/j/97915479743>

Meeting ID: 979 1547 9743

One tap mobile

+13017158592,,97915479743# US (Germantown)

+13126266799,,97915479743# US (Chicago)

Dial by your location

+1 301 715 8592 US (Germantown)

+1 312 626 6799 US (Chicago)

+1 346 248 7799 US (Houston)

+1 669 900 6833 US (San Jose)

+1 929 205 6099 US (New York)

+1 253 215 8782 US (Tacoma)

Mayor Evalyn Moore

Commissioner Terry Gaul

Commissioner Barry Beard

Commissioner Carl Drozd

Commissioner Alex BeMent

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**In compliance with the recommendations of the CDC and other governmental agencies, to limit meetings to less than ten persons to limit the spread of the COVID-19 virus, members of the public will not be permitted to attend the meeting in person. However, members of the public may submit comments to the City Commission in any of the following ways: 1) emailing the City Secretary at [lscarlato@ci.richmond.tx.us](mailto:lscarlato@ci.richmond.tx.us); 2) delivering written comments to City Hall drop box prior to the meeting; or 3) by notifying the City Secretary in advance that they wish to be contacted by phone at 281-342-5456 option 2 during the meeting in order to make their comments during the comments from the audience for Agenda Items portion of the meeting.**

*Any item on this posted agenda may be discussed in Executive Session provided it is within one of the permitted categories under Chapter 551 of the Texas Government Code.*

City Commission Meeting Agenda

September 21, 2020

Page 1 of 4

## AGENDA

- A1. Call to Order, Quorum Determined and Meeting Declared Open.
- A2. Presentations:
  - a. Employee Recognition for Service with the City of Richmond:
    - 1. Troy Coffman, 15 years of service, Fire Department.
    - 2. Kay Moss, 20 years of service, Fire Department.
    - 3. Elizabeth Neal, 15 years of service, Police Department.
  - b. Proclamations:
    - 1. Childhood Cancer Awareness Month, September 2020.
    - 2. Breast Cancer Awareness Month, October 2020.
  - c. Report on Comprehensive Plan Update.
  - d. CARES Act Funding Update.
- A3. Public comments (Public comment is limited to a maximum of 3 minutes per item. No Deliberations with the Commission. Time may not be given to another speaker.) To address the City Commission, you must be present in person at the meeting.
- A4. Public Hearing on proposed 2021 Tax Rate, per Section 26.05 of the Tax Code. To address the City Commission on the tax rate you must be present in person at the meeting.

## CONSENT AGENDA

- A5. All consent agenda items listed are considered routine by the City Commission and will be enacted by one motion. There will be no separate discussion of these items unless a Commissioner so requests; in which event, the item will be removed from the Consent Agenda and considered in its normal sequence on the agenda. Information concerning consent agenda items is available for public review.
  - 1. Review and consider taking action on the minutes for the Special Commission Meeting and the Workshop held on August 24, 2020 (copies are enclosed).
  - 2. Review and consider taking action on the Fire Department report (a copy is enclosed).
  - 3. Review and consider taking action on the Police Department report (a copy is enclosed).

*Any item on this posted agenda may be discussed in Executive Session provided it is within one of the permitted categories under Chapter 551 of the Texas Government Code.*

4. Review and consider taking action on the Municipal Court report (a copy is enclosed).
5. Review and consider taking action on the Tax Assessor/Collector Report (a copy is enclosed).
6. Review and consider taking action on the Monthly Financial Report (a copy is enclosed).
7. Review and consider taking action on the Public Works Report (a copy is enclosed).
8. Review and consider taking action on Planning Department Report (a copy is enclosed).
9. Review and consider taking action on the Building Department Report (a copy is enclosed).
10. Review and consider taking action on the Emergency Management Report (a copy is enclosed).
11. Review and consider taking action on a Preliminary Plat – Pecan Grove Municipal Utility District Administration Building – 3.461 acres of land – 0 Lots – 1 Block – 1 Reserve. The subject site is located at 684 Pitts Rd.
12. Review and consider taking action on a Preliminary Plat – Veranda Section Thirty-Seven – 10.3 acres of land – 46 Lots – 2 Blocks – 1 Reserve. The subject site is a section within the Veranda master planned community.
13. Review and consider taking action on a Final plat and associated Site Development Plan – Veranda at 762 – 15.003 acres of land – 0 Lots – 1 Block – 1 Reserve. The subject site is proposed for a multi-family residential development and is a section within the Veranda Master Planned Community.
14. Set date for next meetings. (Regular City Commission Workshop and Meeting on Monday, October 19<sup>th</sup> at 9:00 a.m. and 4:30 p.m.)

#### **REGULAR AGENDA**

- A6. Review and consider taking action on Ordinance No. 2020-23, Adopting Proposed FY 2020-21 Budget for the City of Richmond.

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- A7. Review and consider taking action on Ordinance No. 2020-24, Adopting Proposed 2020 Tax Rate.
- A8. Review and consider taking action on Ordinance No. 2020-25, Ratifying the Property Tax Rate reflected in the 2020-21 Fiscal Year Budget.
- A9. Review and consider taking action on Resolution No. 337-2020, appointment of Board Members to the Building and Standards Commission.
- A10. Review and consider taking action on Resolution No. 338-2020, appointment of Board Members to the Richmond Historical Commission.
- A11. Review and consider authorizing the City Manager to convey certain personal property, furniture, and fixtures to Fort Bend History Association.
- A12. Excuse from Attendance at Regular City Commission Meeting.
- A13. Consider taking action on requests for future agenda items.
- A14. Adjournment.

If, during the course of the meeting covered by this Agenda, the Commission shall determine that an executive session of the Commission, should be held or is required in relation to any item included in this Agenda, then such executive session, as authorized by the Texas Open Meetings Act, will be held by the Board at the date, hour, and place given in this Agenda concerning any and all subjects and for any and all purposes permitted by Sections 551.071-551.090 of the Texas Government Code, including, but not limited to, Section 551.071 – for purpose of consultation with attorney, on any or all subjects or matters authorized by law.

#### **NOTICE OF ASSISTANCE AT THE PUBLIC MEETING**

The City of Richmond City Commission meetings are available to all persons regardless of disability. This facility is wheelchair accessible and accessible parking spaces are available. Requests for accommodations, should you require special assistance, must be made 48 hours prior to this meeting. Braille is not available. Please contact the City Secretary's office at (281) 342-5456 ex. 505 for needed accommodations.

If you have any questions please let me know.  
Terri Vela

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# City of Richmond

*Where History Meets Opportunity*

## Regular City Commission Meeting

600 Morton Street

Monday, September 21, 2020 at 4:30 P.M.

A1. Call to Order, Quorum Determined, Meeting Declared Open.



# City of Richmond

*Where History Meets Opportunity*

## **Regular City Commission Meeting**

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### A2. Presentations:

- a. Employee Recognition for Service with the City of Richmond:
  1. Troy Coffman, 15 years of service, Fire Department.
  2. Kay Moss, 20 years of service, Fire Department.
  3. Elizabeth Neal, 15 years of service, Police Department.
  
- b. Proclamations:
  1. Childhood Cancer Awareness Month, September 2020.
  2. Breast Cancer Awareness Month, October 2020.
  
- c. Report on Comprehensive Master Plan.
  
- d. CARES Act Funding Update.



# Proclamation

## To Honor Childhood Cancer Awareness Day

**WHEREAS**, Childhood cancers are rare, but it is the leading cause of death by disease in children and it is greater than all the childhood diseases combined, and

**WHEREAS**, 1 in 285 children in the United States will be diagnosed by their 20<sup>th</sup> birthday, and;

**WHEREAS**, 43 children per day or 15,780 children are diagnosed with cancer annually in the U.S. and

**WHEREAS**, every three minutes a family in the US learns they will be forced to fight an underfunded battle, and

**WHEREAS**, the average age of diagnosis is six years old, compared to 66 years for adults' cancer diagnosis,

**WHEREAS**, 80% of childhood cancer patients are diagnosed late and with metastatic disease, and

**WHEREAS**, on average there's been 0.6 percent increase in incidence per year since the mid 1970's resulting in an overall increase of 24 percent over the last 40 years, and

**WHEREAS**, in the last 20 years only four new drugs have been approved by FDA to specifically treat childhood cancer, and

**WHEREAS**, researchers and healthcare professionals work diligently dedicating their expertise to treat and cure children with cancer, and

**NOW THEREFORE, BE IT PROCLAIMED** that I, Evalyn W. Moore, Mayor of the City of Richmond do hereby proclaim September 22, 2020 in Richmond, Texas to be Childhood Cancer Awareness Day. We urge every resident to take time this day to honor children and families who are impacted by childhood cancer.... **because kids can't fight cancer alone!**

## Childhood Cancer Awareness Day September 22, 2020



In Witness whereof, I have hereunto  
Set forth my hand and caused the seal of  
The City of Richmond, Texas to be  
Affixed this 21st day of September, 2020

\_\_\_\_\_  
Evalyn W. Moore, Mayor Richmond TX



# *Proclamation*

## *Breast Cancer Awareness Month*

**WHEREAS**, National Breast Cancer Awareness Month is a chance to raise awareness about the importance of early detection of breast cancer; and

**WHEREAS**, Breast cancer is the second most common kind of cancer in women. Approximately one in every eight women born today in the United States will get breast cancer at some point in their lives. On average every two minutes a woman in the U.S. is diagnosed with breast cancer; and

**WHEREAS**, This October, the City of Richmond is proud to participate in National Breast Cancer Awareness Month. We are encouraging our employees and citizens to spread the word about mammograms and early detection; and

**WHEREAS**, Early detection is the key to being treated and the better chances of your breast cancer being cured. Of the cases that are diagnosed at a localized stage, 62% have a 99% five-year survival rate. Be aware of your family member's medical history and visit with your doctors; and

**NOW THEREFORE**, I, Evalyn W. Moore, Mayor of the City of Richmond, Texas do hereby proclaim

**October 2020**

*Breast Cancer Awareness Month*

And urge all our citizens and employees to **BE Tested!**



**IN TESTIMONY WHEREOF**

I have hereunto set forth my hand and caused to be affixed the seal of the City of Richmond, Texas on this 19<sup>th</sup> day of October 2020

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**Evalyn W. Moore, Mayor**



**CITY COMMISSION  
AGENDA ITEM COVER MEMO**

**DATE: September 21, 2020**

**Staff Review:**

City Manager \_\_\_\_\_  
City Attorney \_\_\_\_\_  
Finance \_\_\_\_\_  
Fire Department \_\_\_\_\_  
Police Department \_\_\_\_\_  
Public Works \_\_\_\_\_

**AGENDA ITEM:**

**SUBMITTED BY: Jose Abraham, Planning Director  
Planning Department**

**SYNOPSIS**

**This is an agenda request to discuss the Comprehensive Master Plan Update process. Staff intends to discuss the general process and provide a summary of community survey responses.**

**COMPREHENSIVE PLAN 2014 GOALS ADDRESSED**

**This is part of a Comprehensive Master Plan recommendation (*Page 7*).**

**BACKGROUND**

**This is an agenda request to discuss the Comprehensive Master Plan Update process. The Comprehensive Master Plan update process got delayed due to the ongoing pandemic. Listening sessions, which is a critical part of public engagement was scheduled to happen in March 2020, had to be cancelled. Following steps involved in the update process have been accomplished so far:**

- Receiving staff input on the current Comprehensive Master Plan Goals.**
- Visioning Exercise with the Planning and Zoning Commission and City Commission.**
- Community Survey available to Citizens and other stakeholders since March 2020. A total of 62 responses received to date.**

**A report is attached which includes a summary of the results of a community survey seeking input and feedback for the process.**

## BUDGET ANALYSIS

FUNDING SOURCE	ACCOUNT NUMBER	PROJECT CODE/NAME	FY 2019-2020 FUNDS BUDGETED	FY 2019-2020 FUNDS AVAILABLE	AMOUNT REQUESTED
N/A	N/A	N/A	N/A	N/A	N/A

BUDGET AMENDMENT REQUIRED? YES \_\_\_\_\_ NO   X  

Requested Amendment: N/A  
Budgeted funds estimated for FY 2019-2020: N/A

Purchasing Review: N/A  
Financial/Budget Review: N/A

FORM CIQ:   N/A  

FORM 1295   N/A  

## SUPPORTING MATERIALS

**A report has been submitted by the Planning Department for review by the Mayor and City Commission. The report provides a brief outline of the next steps and summary of the community survey responses.**

## STAFF'S RECOMMENDATION

**Staff requests City Commission's feedback and suggestions.**

City Manager Approval: \_\_\_\_\_



**CITY COMMISSION**  
*Comprehensive Master Plan Update -Discussion*

**Agenda Date:** September 21, 2020  
**Agenda Item:**  
**Agenda Item Subject:** Comprehensive Master Plan Update  
**Project Planner:** Jose Abraham, Planning Director

**INTRODUCTION**

This is an agenda request to discuss the Comprehensive Master Plan Update process. The Comprehensive Master Plan update process got delayed due to the ongoing pandemic. Listening sessions, which is a critical part of public engagement was scheduled to happen in March 2020 had to be cancelled. Following steps involved in the update process have been accomplished so far:

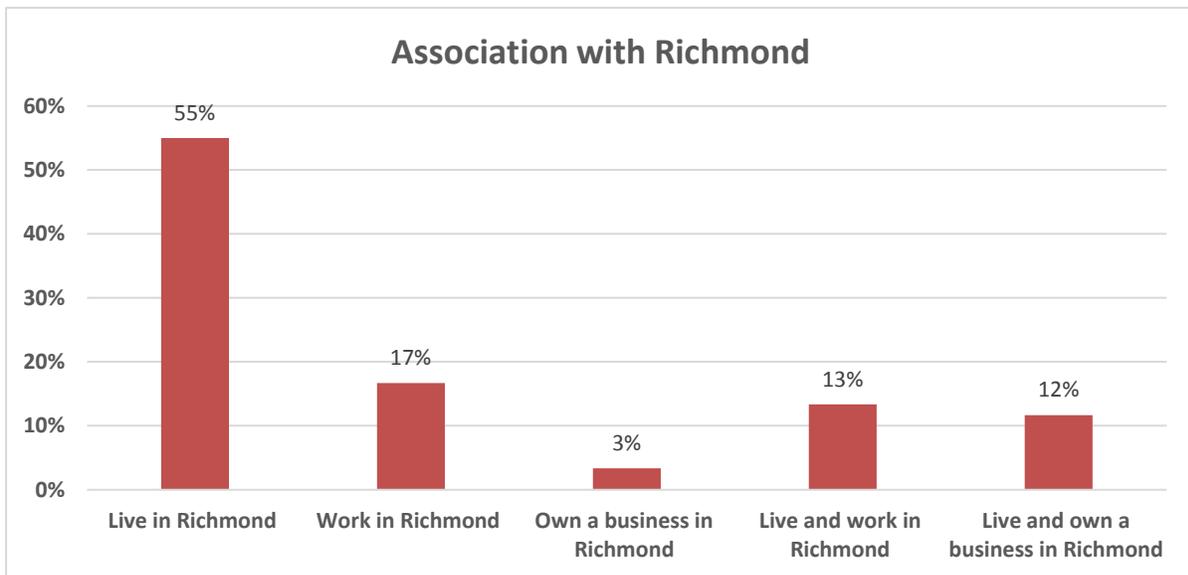
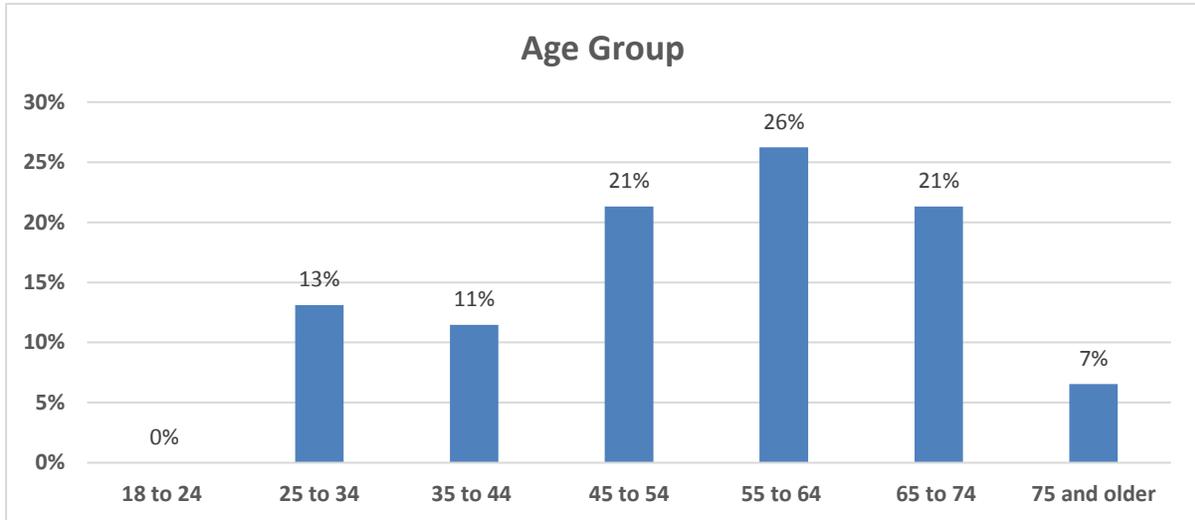
- Receiving staff input on the current Comprehensive Master Plan Goals.
- Visioning Exercise with the Planning and Zoning Commission and City Commission.
- Community Survey available to Citizens and other stakeholders since March 2020. A total of 62 responses received to date.

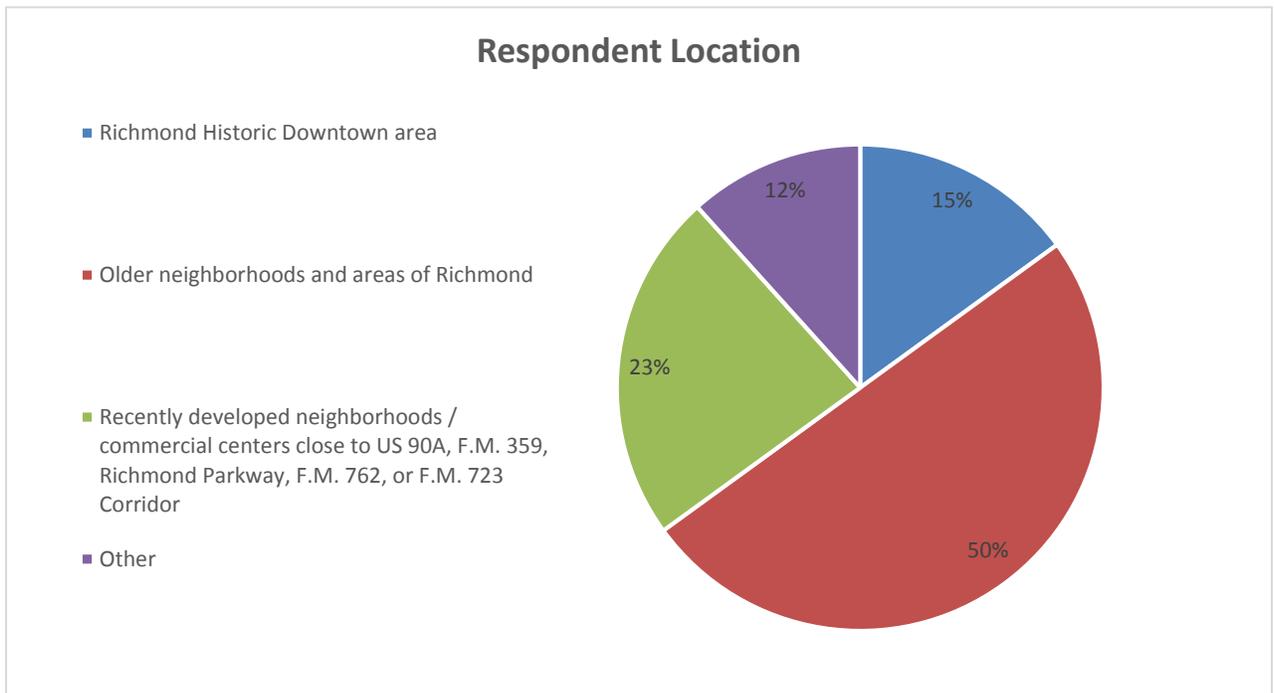
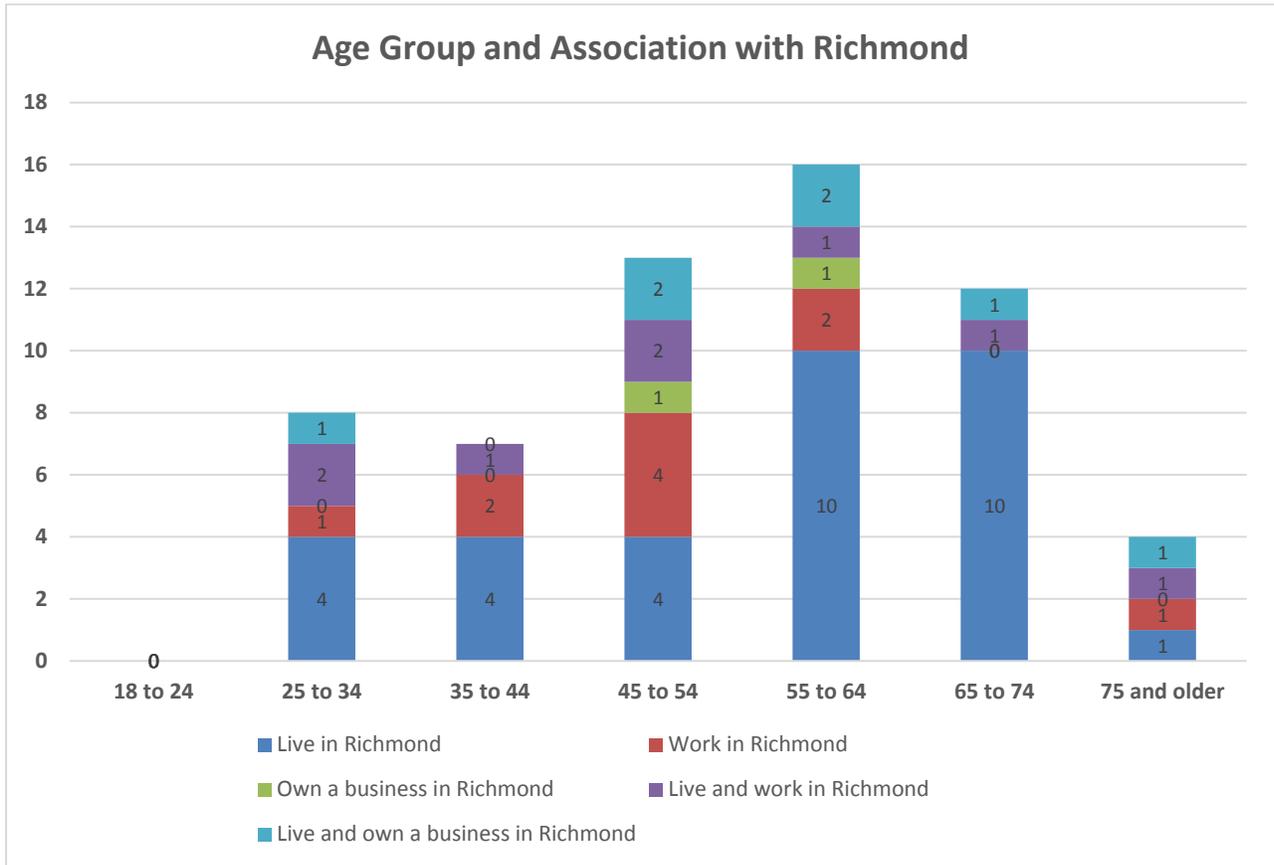
Staff is proposing the following steps to accomplish the Comprehensive Master Plan update process:

<b>ACTIVITY</b>	<b>TIME</b>
<b>Synthesis and Cross Tabulation of survey responses and detailed analysis</b>	<b>Sept 2020</b>
<b>Interdepartmental Discussion</b> <ul style="list-style-type: none"> <li>• <i>Meeting with Department heads to discuss survey results and department specific inputs.</i></li> </ul>	<b>Oct 2020</b>
<b>Virtual Listening Session (Zoom Meeting with Focus Group)</b> <ul style="list-style-type: none"> <li>• <i>Focus Group Discussion - Creative ideas, Landuse input, and suggestions for Top Priority discussion.</i></li> </ul>	<b>Oct – Nov 2020</b>
<b>Draft discussion P&amp;Z and City Commission Joint Workshop.</b> <i>Present Draft Document to P&amp;Z and City Commission for inputs</i>  <b>Adoption procedures at with P&amp;Z recommendation and City Commission Action.</b>	<b>Dec 2020 – Feb 2021</b>

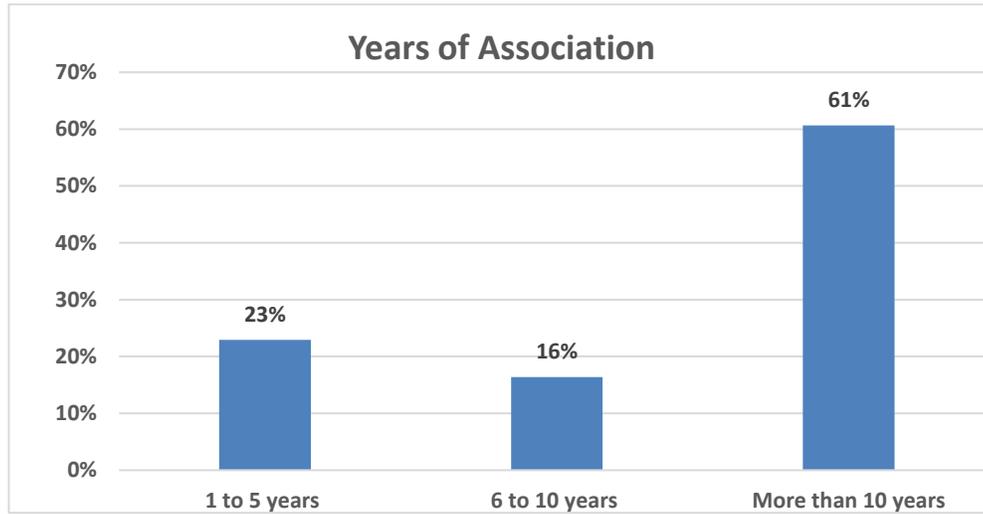
**SUMMARY OR SURVEY RESPONSES**

**RESPONDENT PROFILE:** A total of 62 respondents provided their input by participating in the Comprehensive Master Plan Update survey. We did not receive any respondent within the age group of 18-24 and 50% of the respondents live in the older area of Richmond. About 61% of the respondents have an association with Richmond for more than 10 years. Please note the following details about respondent profile in terms of age group, location and respondent’s association with Richmond.



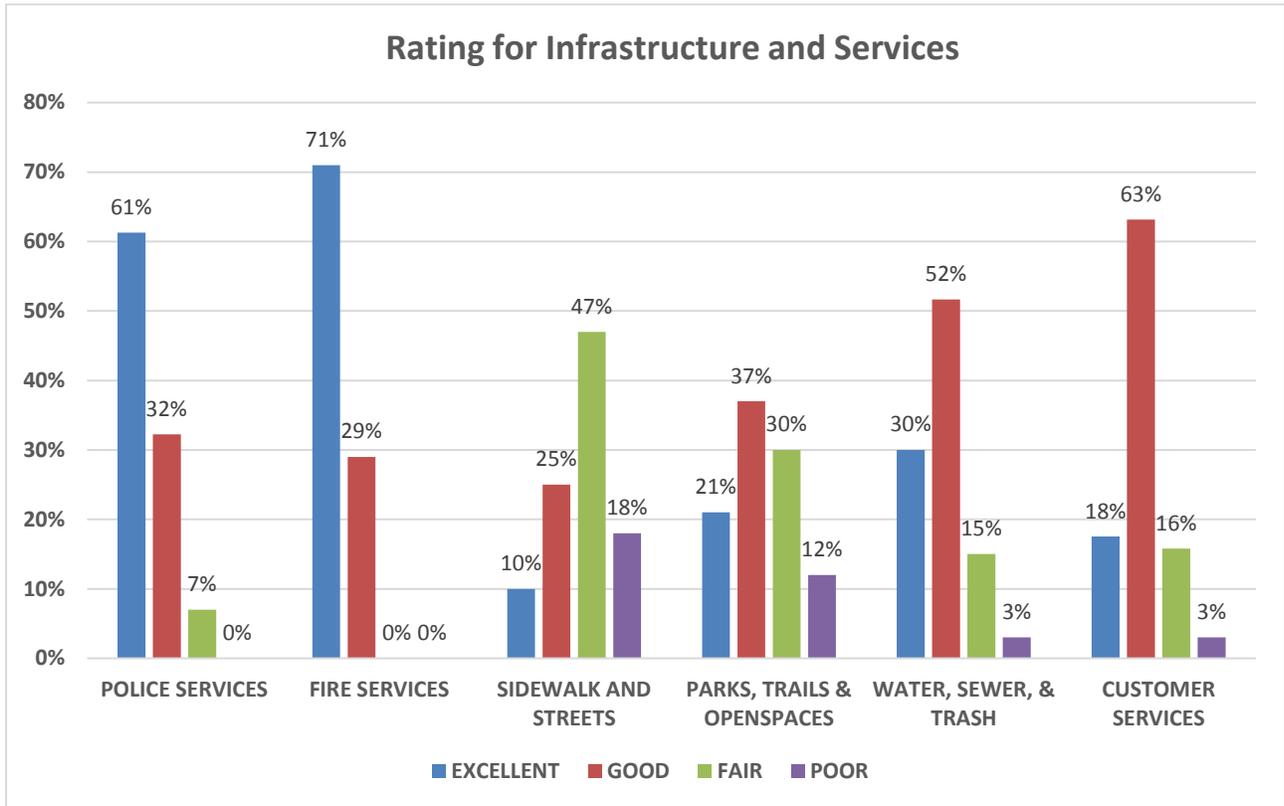


\* "Other" include following responses: *Unincorporated, Older neighborhood close to FM 359, Del Webb, ETJ, and outside the City Limits.*



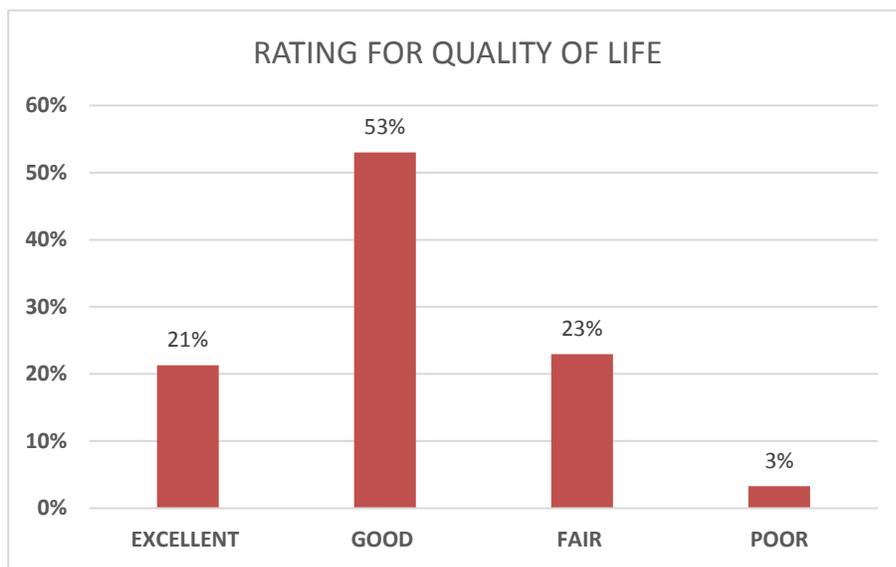
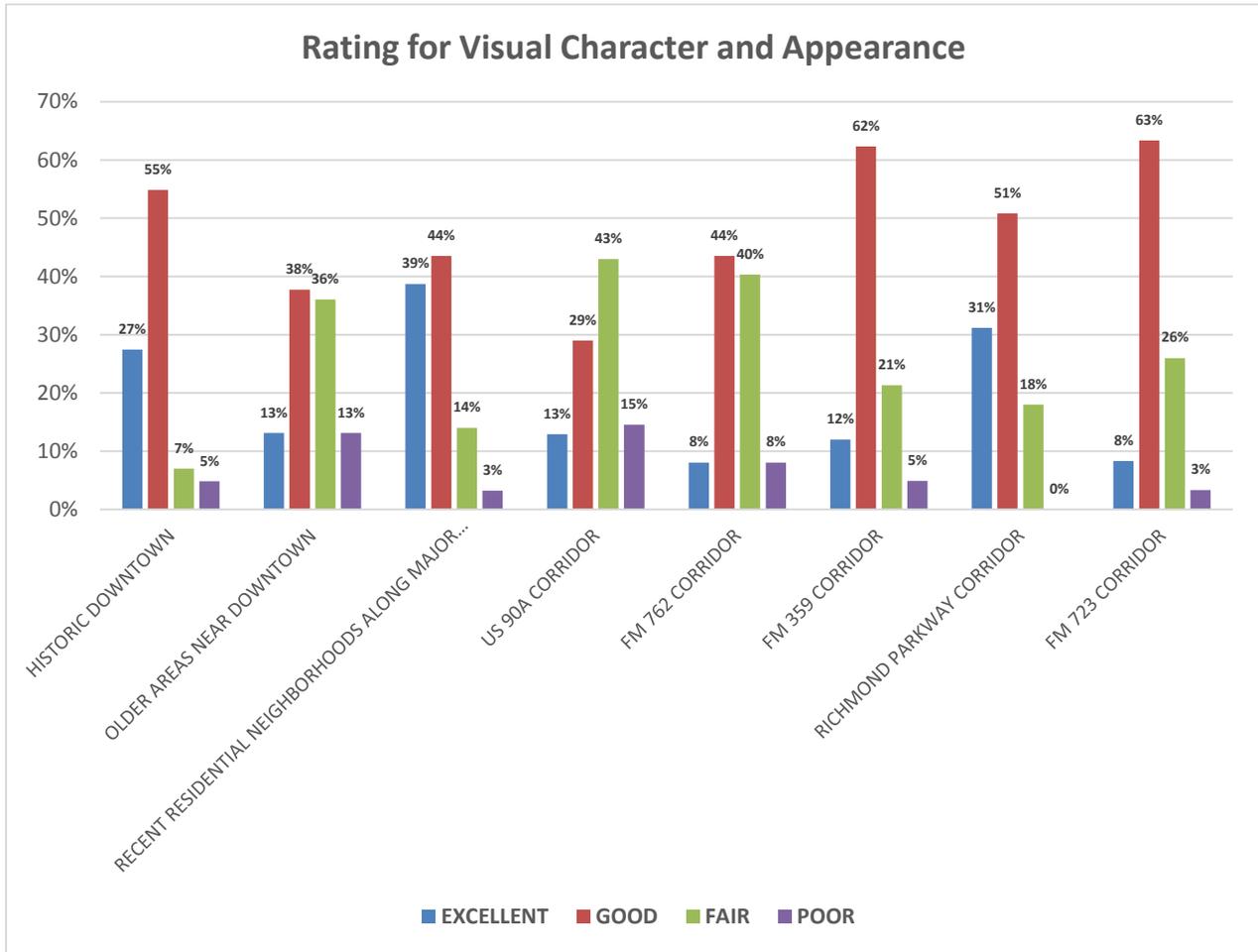
**COMMUNITY RATING BY RESPONDENT:** Respondents provided ratings (*on a scale of Excellent, Good, Fair, and Poor*) for various city services and general quality of life. Please note the following:

RATING FOR PUBLIC FACILITIES AND SERVICES				
	EXCELLENT	GOOD	FAIR	POOR
<b>POLICE SERVICES</b>	61%	32%	7%	0%
<b>FIRE SERVICES</b>	71%	29%	0%	0%
<b>SIDEWALK AND STREETS</b>	10%	25%	47%	18%
<b>PARKS, TRAILS &amp; OPENSACES</b>	21%	37%	30%	12%
<b>WATER, SEWER, &amp; TRASH</b>	30%	52%	15%	3%
<b>CUSTOMER SERVICES</b>	18%	63%	16%	3%



### Rating for Visual Character and Appearance

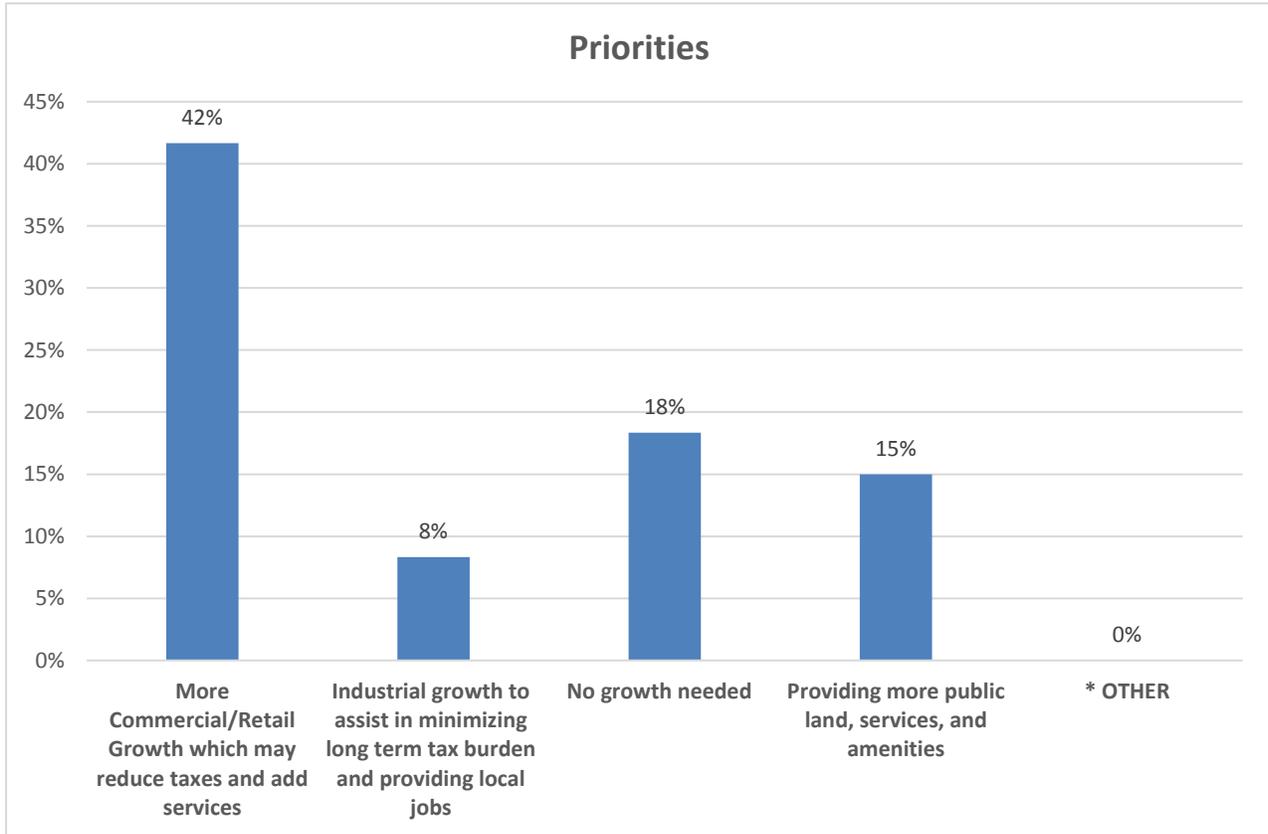
	EXCELLENT	GOOD	FAIR	POOR
<b>HISTORIC DOWNTOWN</b>	27%	55%	7%	5%
<b>OLDER AREAS NEAR DOWNTOWN</b>	13%	38%	36%	13%
<b>RECENT RESIDENTIAL NEIGHBORHOODS ALONG MAJOR CORRIDORS</b>	39%	44%	14%	3%
<b>US 90A CORRIDOR</b>	13%	29%	43%	15%
<b>FM 762 CORRIDOR</b>	8%	44%	40%	8%
<b>FM 359 CORRIDOR</b>	12%	62%	21%	5%
<b>RICHMOND PARKWAY CORRIDOR</b>	31%	51%	18%	0%
<b>FM 723 CORRIDOR</b>	8%	63%	26%	3%



**\*\* Quality of Life question focused on Health services, Lifestyle choices, Recreation, Entertainment choices, & Customer services).**

**PLANNING INPUTS FROM RESPONDENT:** Respondents provided comprehensive planning related inputs regarding their priorities for the plan update. Please note the following responses:

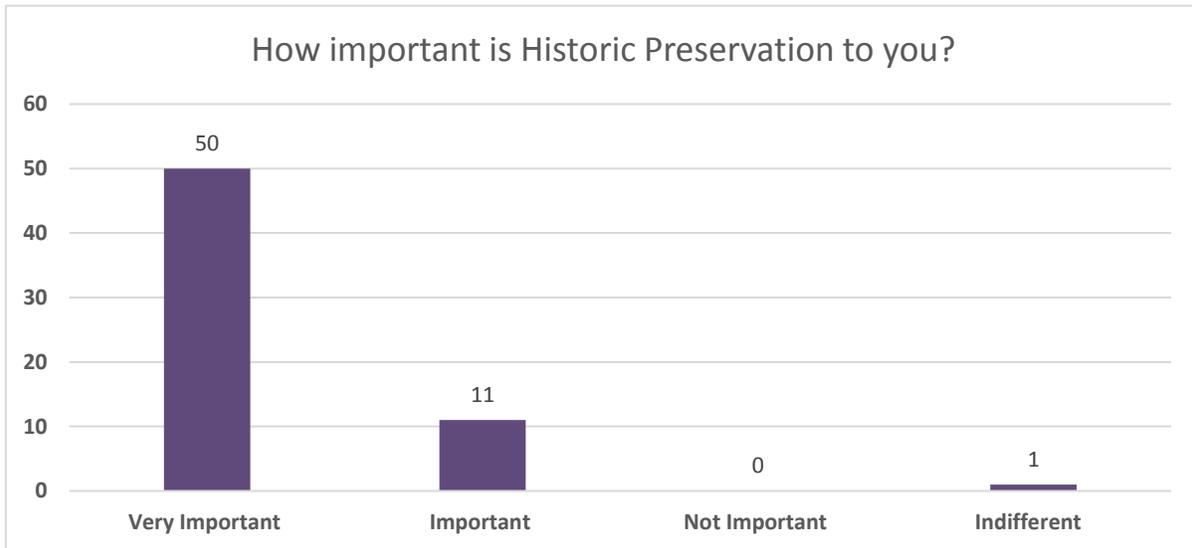
1) HIGHEST PRIORITY FOR THE FUTURE GROWTH AND DEVELOPMENT IN CITY OF RICHMOND



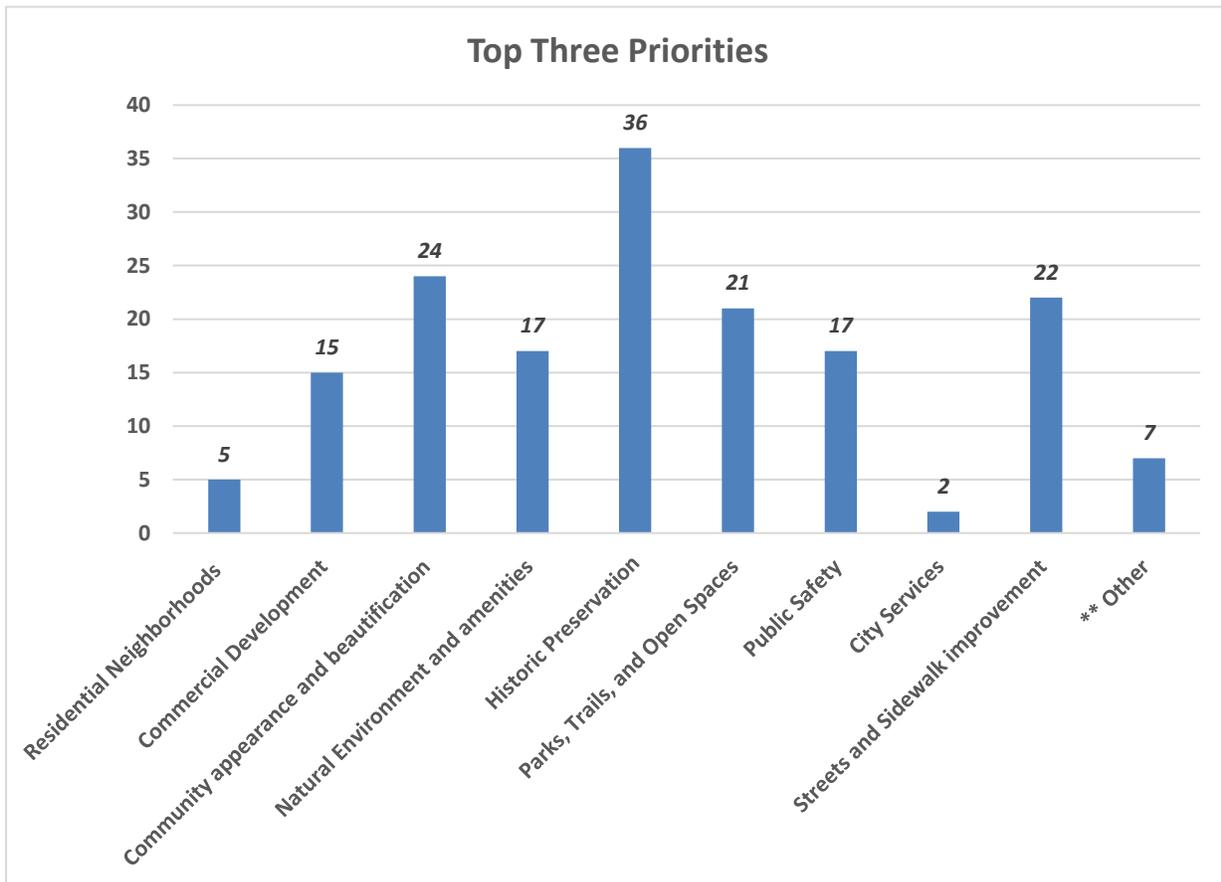
\*Other responses included the following:

- Law Enforcement
- Growth in all sectors
- Seguin Park enhancements
- Mixed use developments under a Public, Private Partnership that include commercial, residential, city tourism and community programs.
- Promoting and growing small businesses
- Thoughtful growth
- New Development must not add to flooding.

2) IMPORTANCE OF PRESERVING HISTORIC CHARACTER OF THE DOWNTOWN AND OLDER AREA



3) TOP THREE PRIORITIES FOR THE COMPREHENSIVE PLAN TO FOCUS ON

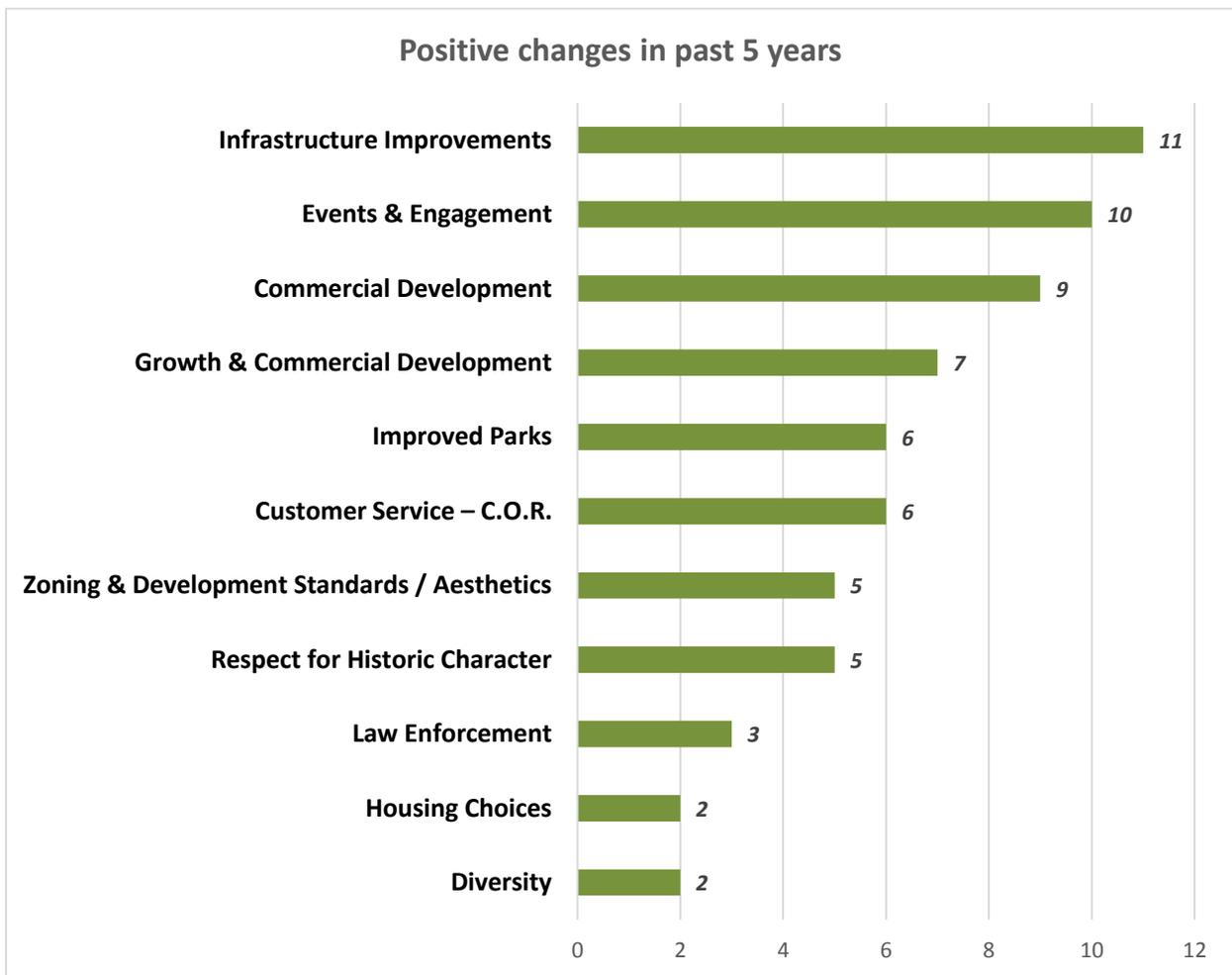


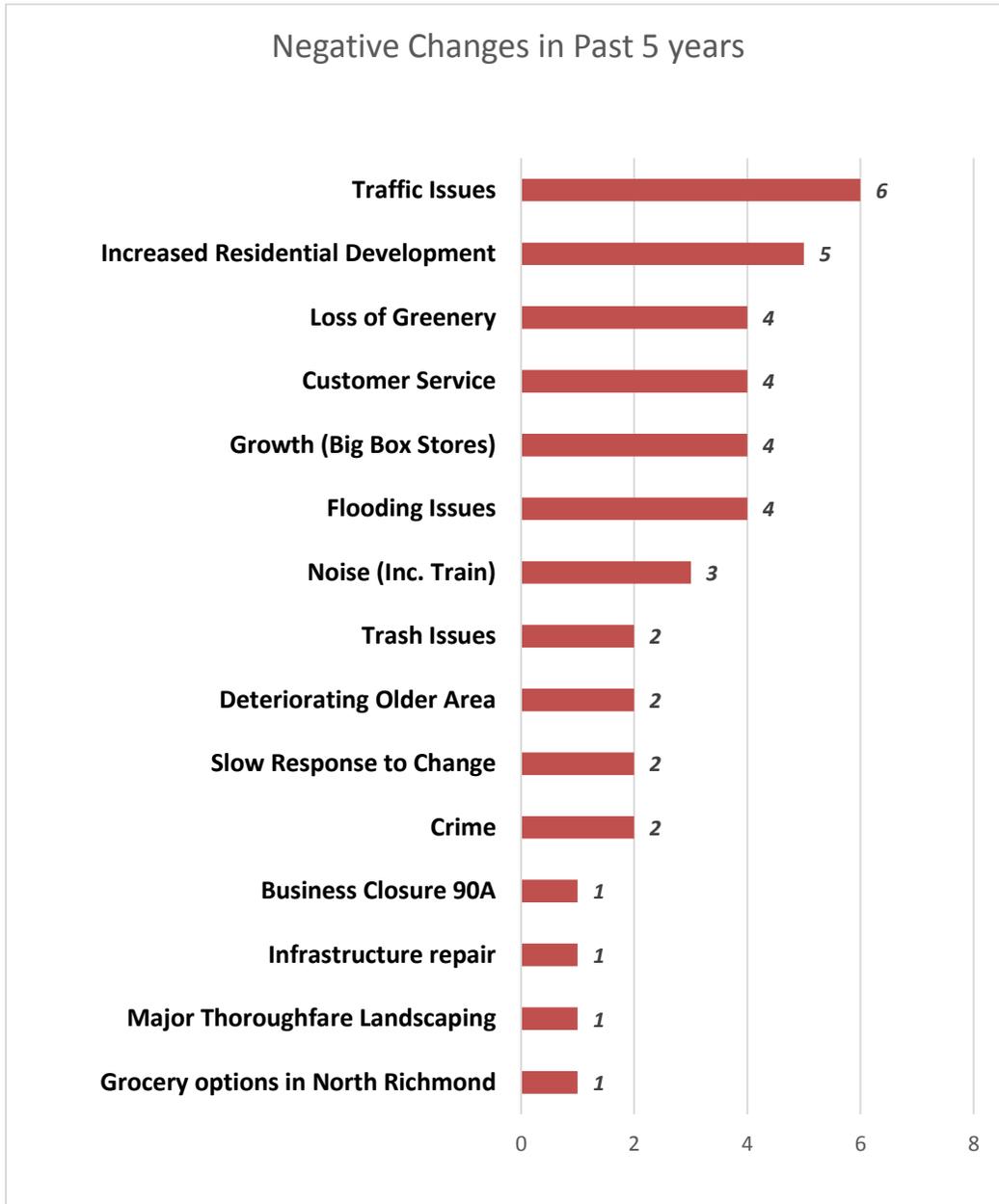
\*\*Other responses included the following:

- Don't flood existing homes;
- Parking;
- City attraction area with a master plan feel;
- Grocery stores in North Richmond;
- Any needs that meet State Cultural District Designation;
- Flood prevention with City Limits and ETJ;
- Industry.

4) POSITIVE AND NEGATIVE CHANGES IN THE LAST 5 YEARS

- Please note that all responses were summarized based on the categories indicated on the graph below.
- The count indicates the number of mentions about a feedback related to each category.

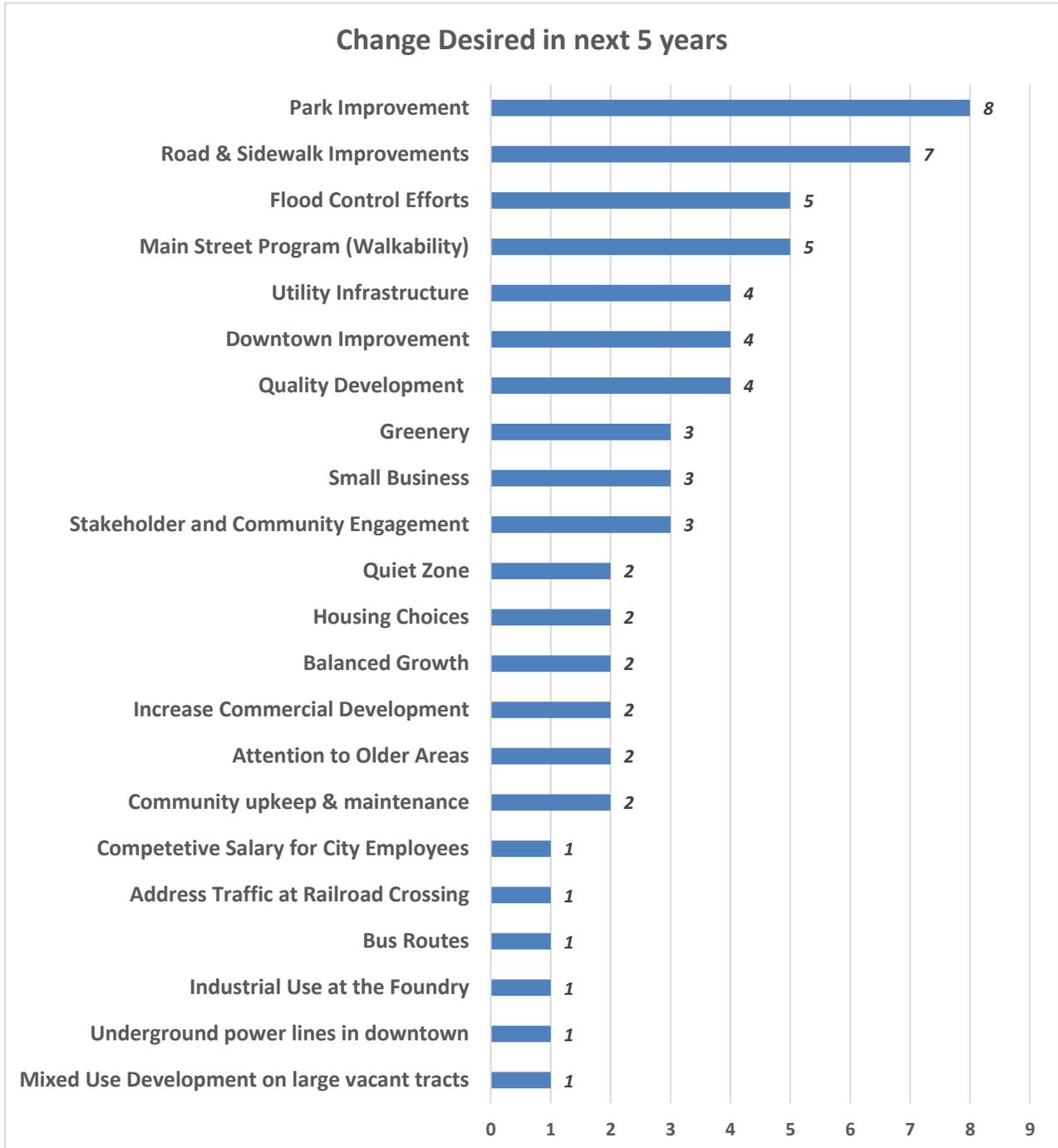




- Please note that all responses were summarized based on the categories indicated on the graph below. Feedback indicated mostly pertained to issues considered to be negative changes in the last 5 years or issues that needs attention.
- The count indicates the number of mentions about a feedback related to each category.

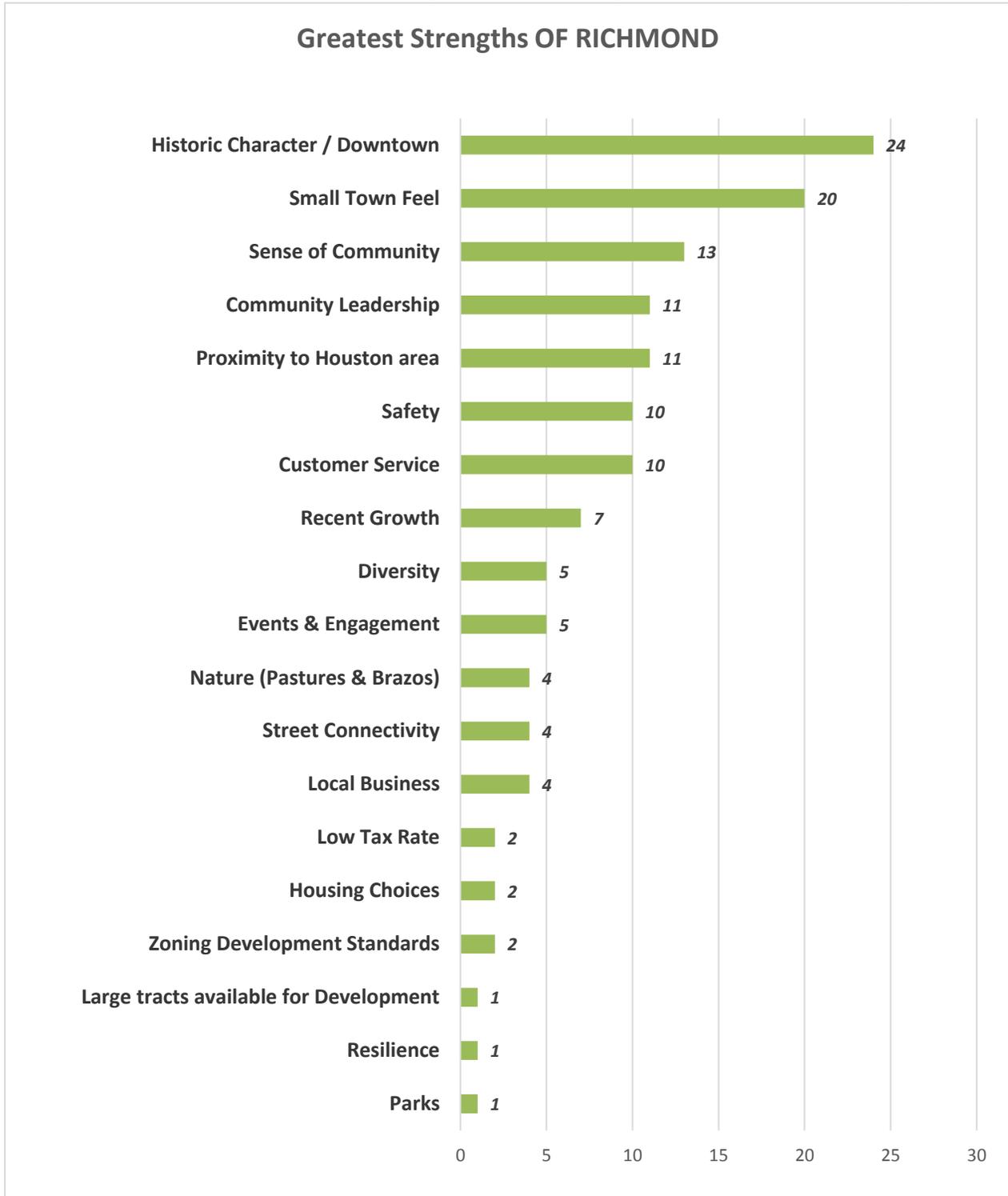
5) ONE IMPROVEMENT/ CHANGE DESIRED IN THE NEXT 5 YEARS

- Please note that all responses were summarized based on the categories indicated on the graph below.
- The count indicates the number of mentions about a feedback related to each category.



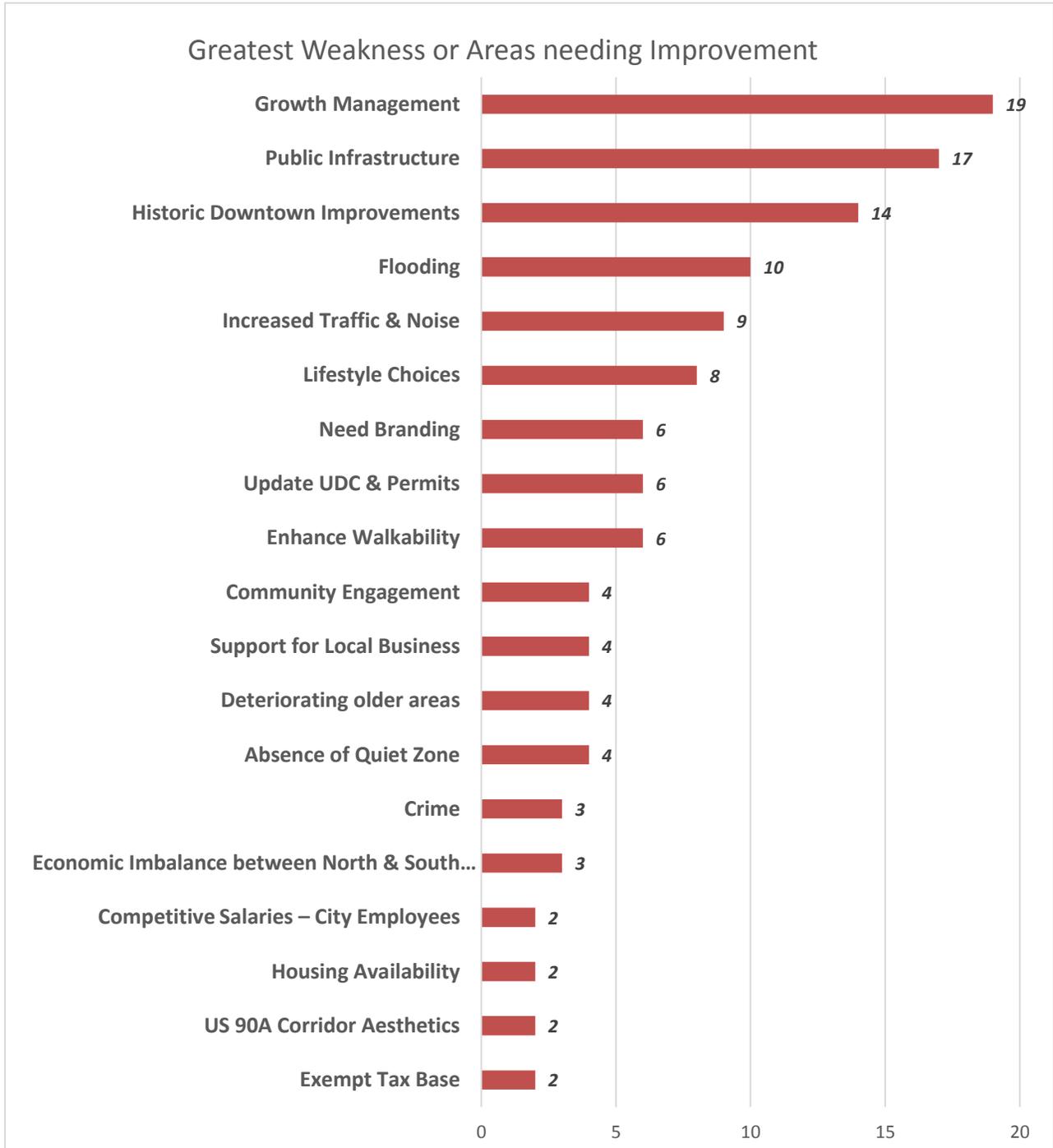
6) GREATEST STRENGTHS OF RICHMOND

- Please note that all responses were summarized based on the categories indicated on the graph below.
- The count indicates the number of mentions about a feedback related to each category.



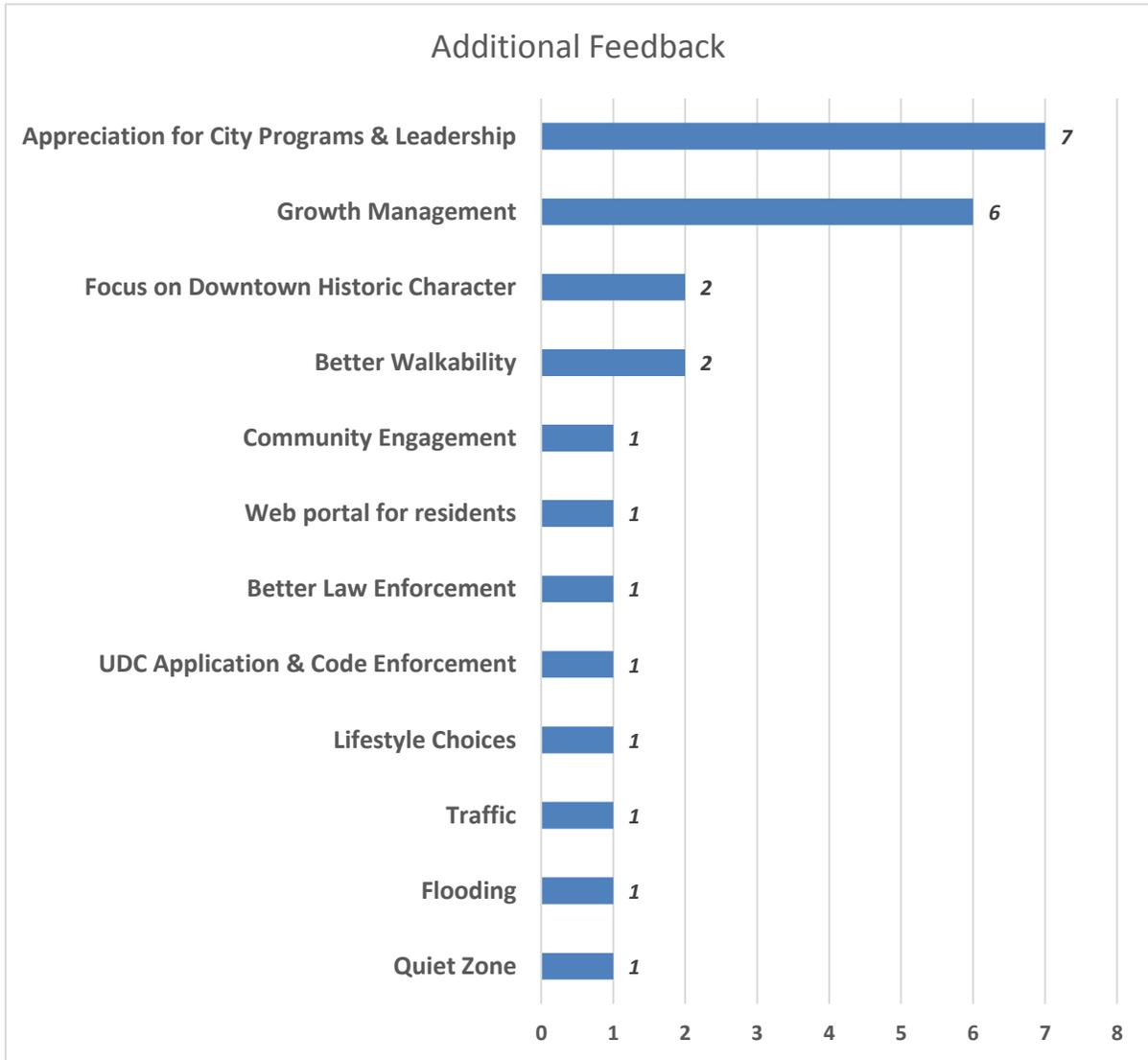
7) GREATEST WEAKNESSES OF RICHMOND OR AREAS NEEDING IMPROVEMENT

- Please note that all responses were summarized based on the categories indicated on the graph below.
- The count indicates the number of mentions about a feedback related to each category.



8) ADDITIONAL FEEDBACK

- Please note that all responses were summarized based on the categories indicated on the graph below.
- The count indicates the number of mentions about a feedback related to each category.




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*End of Report*

# CARES Act Update

Funding Analysis as of August 31, 2020



**RICHMOND**  
EST. **TEXAS** 1837

# Funding Overview



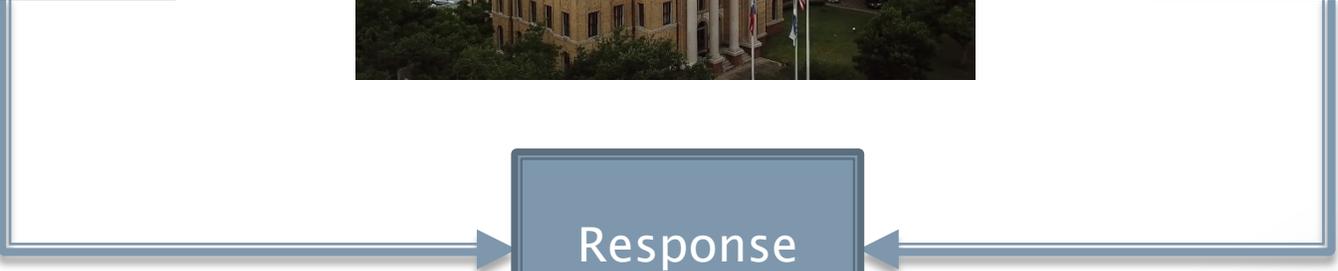
Operations



Preparation



Response



# Background

- ▶ **Fort Bend County was Awarded \$134,262,393 in CARES act funding**
  - **Terri Vela, City Manager served as the Liaison to the City working to secure the City's share of funds from the County**
  - **Richmond was allocated \$661,815, of the \$134M received by the county, which is \$55 per Capita (2019 census)**
  - **City must submit reimbursement requests to the County for all funds spent**
  - **For preparation items the City submits preliminary reviews for approval on potential funding**



**RICHMOND**  
EST. TEXAS 1837

# Background

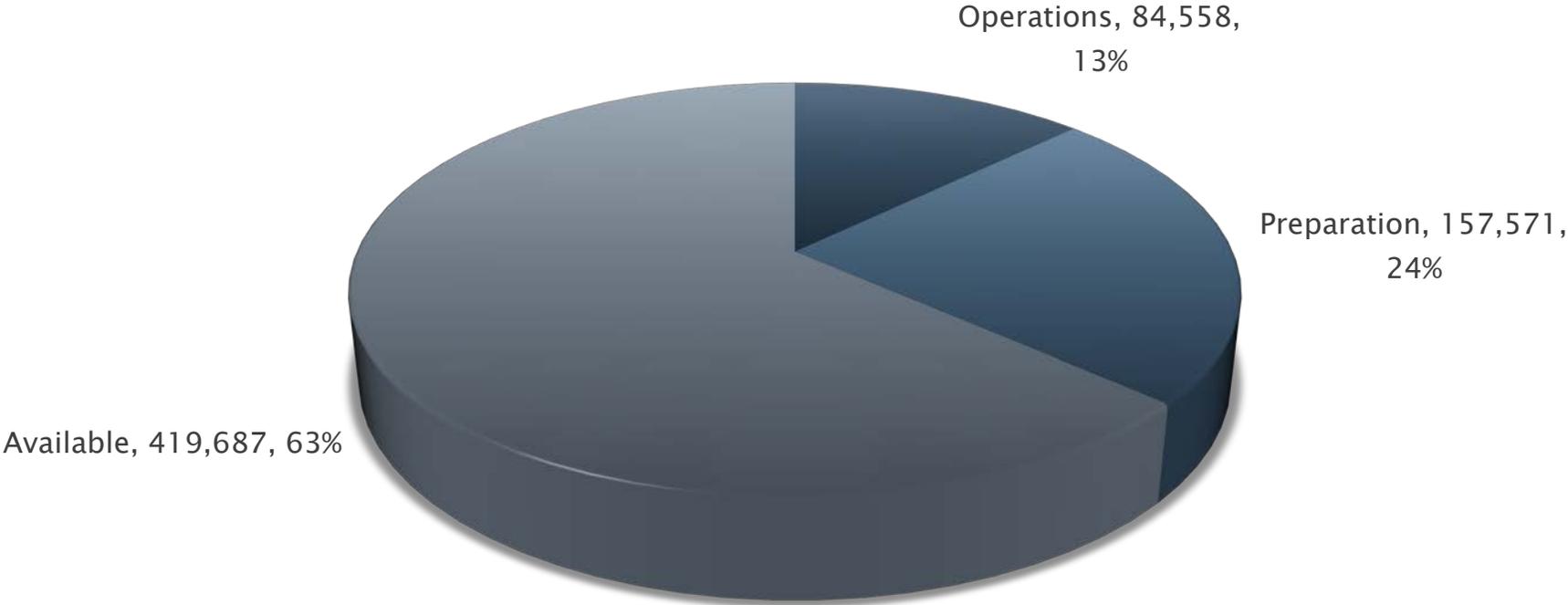
- ▶ **Broad areas addressed by CARES act funding**
  - **Safety of City Staff**
  - **Safety of Residents, Customers & Visitors**
  - **Continuity of Operations**



**RICHMOND**  
EST. **TEXAS** 1837

# Overview

## Funding Use



■ Operations ■ Preparation ■ Available



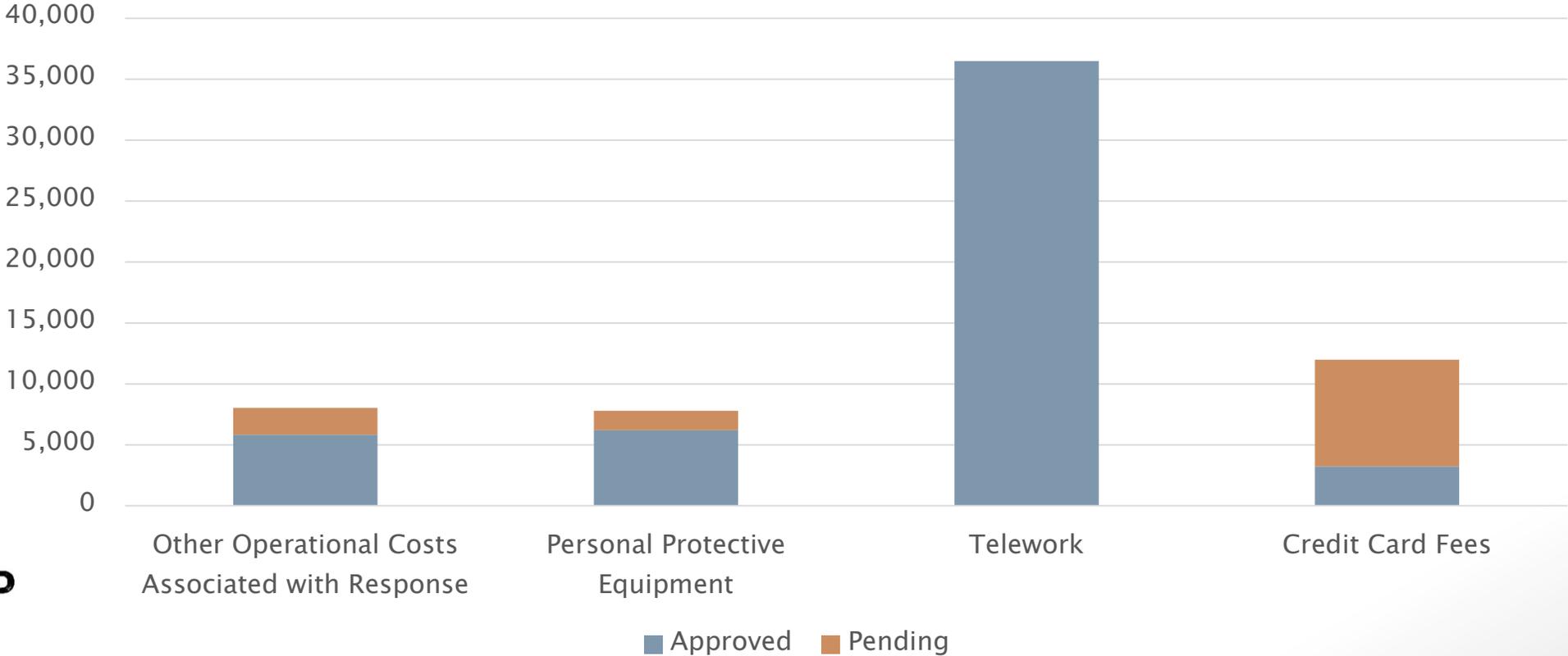
# Operations

- ▶ **Operational costs are divided into the following categories**
  - **Disinfection of Facilities & Equipment**
    - **Costs associated with cleaning and disinfecting City owned Facilities & Equipment**
  - **Personal Protective Equipment**
    - **Costs associated with the procurement of personal protective equipment, such as gloves and face coverings for first responders and employees**
  - **Telework**
    - **Technology necessary to allow remote work, such as laptops, cell phones, and cloud-based communications technology**
  - **Other Operational Costs Associated with Response**
    - **All other items not included in a specific category, such as thermometers, partitions, and printed notifications**
  - **Credit Card Fees**
    - **Paid on behalf of customers**



# Operations

Summary of Operations Cost Through August 31st



# Preparation

- ▶ **Preparation Projects**
  - **Building Access & Controls**
  - **Chamber Revisions**
  - **Queueing Software & Cameras**
  - **Emergency Operations Center Revisions**
  - **Cyber Security Assessment**



**RICHMOND**  
EST. **TEXAS** 1837

# Preparation

## ▶ Preparation Projects

### ○ Building Access & Controls

- **Building access and controls is a major part of the reopening process. This project will enable the City to control visitors into and out of City facilities while minimizing contact between visitors and staff.**
- **Walkthrough Metal Detector with Thermal Scan**
  - **Will limit physical screenings and check individuals' temperatures for signs of a fever prior to entering the Chamber**
- **Cameras & Intercom System**
  - **Will facilitate remote access to the police department lobby**



# Preparation

- ▶ **Preparation Projects**
  - **Chamber Revisions**
    - **The City has been operating under special provisions authorized by the Texas Attorney General to hold meetings via Zoom. The City is working toward a reopening plan that will allow in person meetings. This project will ensure adequate safe distancing, as well as new technology that will facilitate attendance and observance via overflow locations.**



**RICHMOND**  
EST. **TEXAS** 1837

# Preparation

- ▶ **Preparation Projects**
  - **Queueing Software & Cameras**
    - **The City maintains two primary locations where employees interact with customers and visitors (City Hall and the City Hall Annex). To limit access the City is preparing to implement a queuing software coupled with a camera system to monitor and control access to City Facilities.**
      - **City Hall – Customer Service**
      - **City Hall Annex – Municipal Court & Permits**



**RICHMOND**  
EST. TEXAS 1837

# Preparation

## ▶ Preparation Projects

### ○ Emergency Operations Center Revisions

- **The Emergency Operations Center is the core facility where staff are deployed to monitor and manage disasters. The existing configuration of the room at the City Hall Annex is not designed for social distancing and the technology does not support remote activity at the location.**
  - **New configuration for social distancing**
  - **Chairs & surfaces that can be easily disinfected**
  - **Upgraded technology that facilitates remote participation during events**



**RICHMOND**  
EST. TEXAS 1837

# Preparation

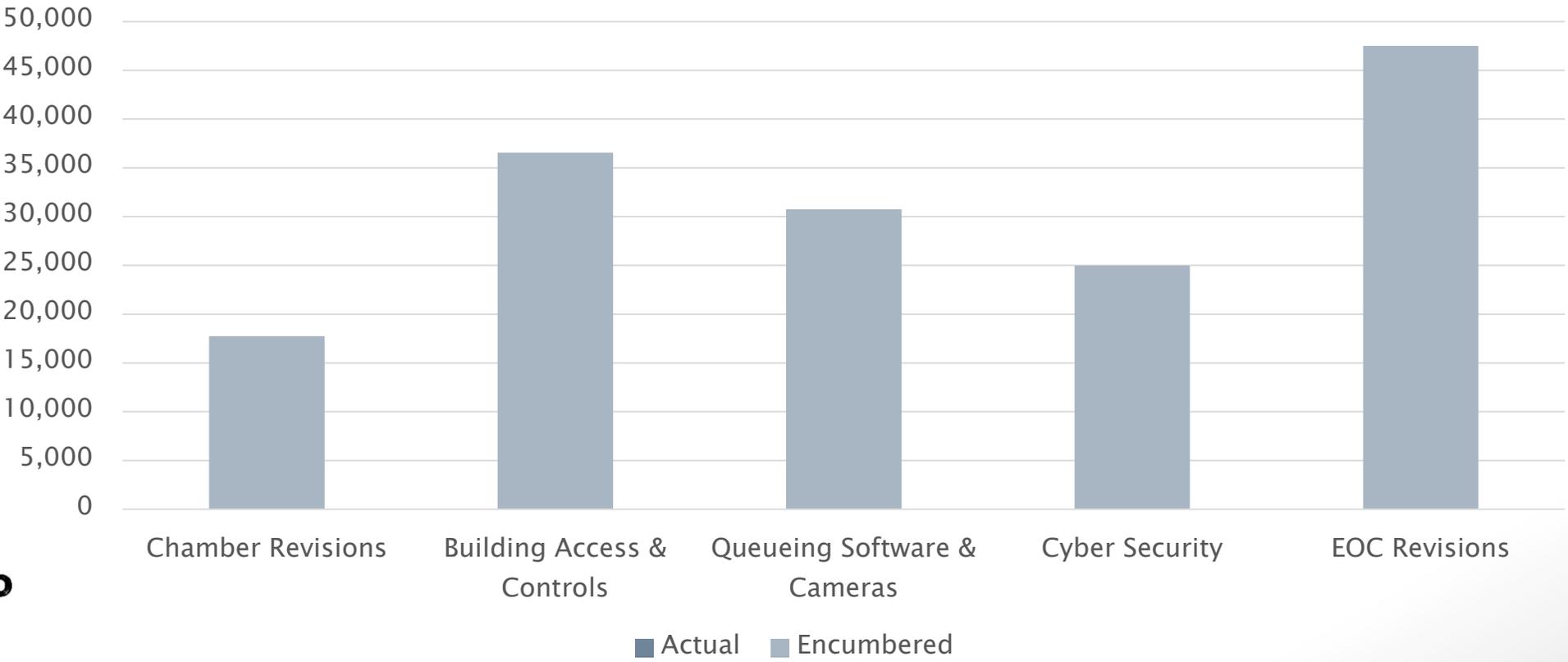
- ▶ **Preparation Projects**
  - **Cyber Security Assessment**
    - **The City was forced to rapidly transition to a low paper environment. This means more of the City's operations are occurring using digital means. The City needs to undergo a Cyber Security assessment to determine what its current exposure is and what steps it needs to take to harden its network and data.**



**RICHMOND**  
EST. **TEXAS** 1837

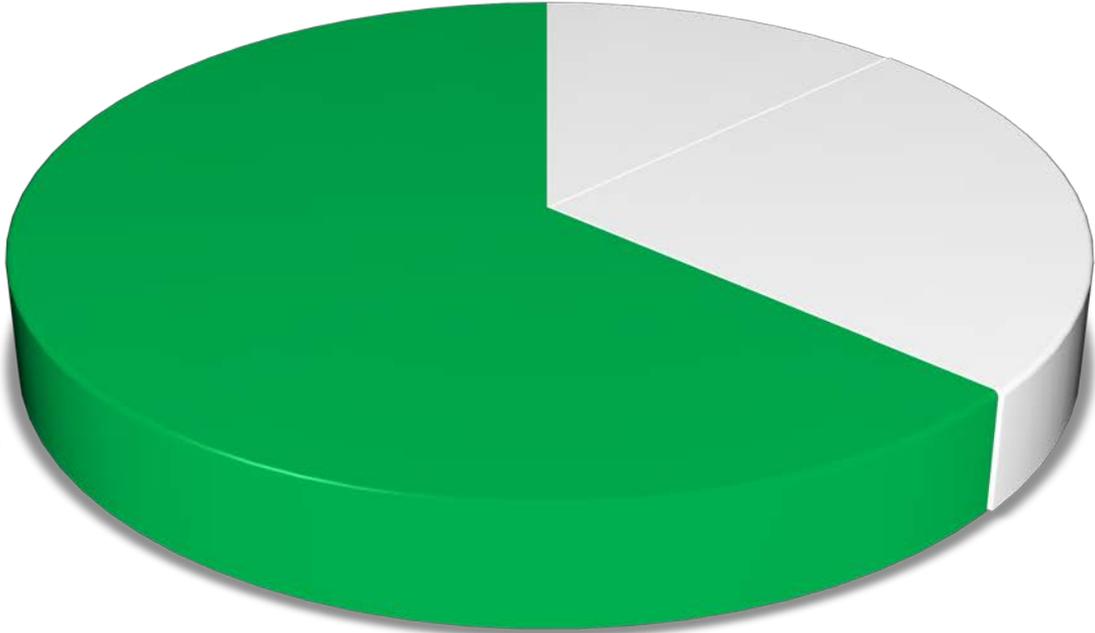
# Preparation

Projects in Progress



# Remaining Available Funding

Remaining as of August 31st



Available, 419,687, 63%



# Next Steps

- ▶ **Upcoming Projects**
  - **City Utility Assistance Program**
  - **Placeholder for Terri's List**



**RICHMOND**  
EST. **TEXAS** 1837

# Questions, Discussion or Comments



**RICHMOND**  
EST. **TEXAS** 1837



# City of Richmond

*Where History Meets Opportunity*

## **Regular City Commission Meeting**

600 Morton Street

Monday, September 21, 2020 at 4:30 P.M

- A3. Public comments (Public comment is limited to a maximum of 3 minutes per item. No Deliberations with the Commission. Time may not be given to another speaker.)



# City of Richmond

*Where History Meets Opportunity*

## **Regular City Commission Meeting**

600 Morton Street

Monday, September 21, 2020 at 4:30 P.M

- A4. Public hearing on proposed 2021 Tax Rate, per Section 26.05 of the Tax Code.

9-10

City of Richmond

# PUBLISHER'S AFFIDAVIT

Tax Increase

THE STATE OF TEXAS §  
COUNTY OF FORT BEND §

Before me, the undersigned authority, on this day personally appeared Lee Hartman who being by me duly sworn, deposes and says that he is the Publisher of *Fort Bend Herald* and that said newspaper meets the requirements of Section 2051.044 of the Texas Government Code, to wit:

1. it devotes not less than twenty-five percent (25%) of its total column lineage to general interest items;
2. it is published at least once each week;
3. it is entered as second-class postal matter in the county where it is published; and
4. it has been published regularly and continuously since 1959.
5. it is generally circulated within Fort Bend County.

(CLIPPING) (S)  
ON BACK

Publisher further deposes and says that the attached notice was published in said newspaper on the following date(s) to wit:

9-10

\_\_\_\_\_, A.D. 2020



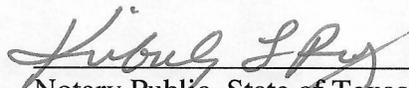
Lee Hartman  
Publisher

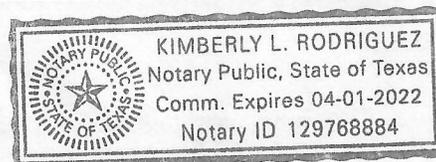
SUBSCRIBED AND SWORN BEFORE ME by Lee Hartman, who

a) is personally known to me, or

b) provided the following evidence to establish his/her identity, \_\_\_\_\_

on this the 15 day of September, A.D. 2020 to certify which witness my hand and seal of office.

  
Notary Public, State of Texas



# NOTICE OF PUBLIC HEARING ON TAX INCREASE

A tax rate of .687772 per \$100 valuation has been proposed by the governing body of City of Richmond.

PROPOSED TAX RATE	\$0.687772 per \$100
NO-NEW REVENUE TAX RATE	\$0.665283 per \$100
VOTER-APPROVAL TAX RATE	\$0.687773 per \$100
DE MINIMIS RATE	\$1.020156 per \$100

The no-new-revenue tax rate is the tax rate for the 2020 tax year that will raise the same amount of property tax revenue for City of Richmond from the same properties in both the 2019 tax year and the 2020 tax year.

The voter-approval tax rate is the highest tax rate that City of Richmond may adopt without holding an election to seek voter approval of the rate, unless the de minimis rate for City of Richmond exceeds the voter-approval tax rate for City of Richmond.

The de minimis rate is the rate equal to the sum of the no-new-revenue maintenance and operations rate for City of Richmond, the rate that will raise \$500,000, and the current debt rate for City of Richmond.

The proposed tax rate is greater than the no-new-revenue tax rate. This means that City of Richmond is proposing to increase property taxes for the 2020 tax year.

A public hearing on the proposed tax rate will be held on September 21, 2020 at 4:30 pm at 600 Morton Street Richmond TX 77469.

The proposed tax rate is not greater than the voter-approval tax rate. As a result, City of Richmond is not required to hold an election at which voters may accept or reject the proposed tax rate. However, you may express your support for or opposition to the proposed tax rate by contacting the members of the City Commission of City of Richmond at their offices or by attending the public meeting mentioned above.

## YOUR TAXES OWED UNDER ANY OF THE ABOVE RATES CAN BE CALCULATED AS FOLLOWS:

$$\text{property tax amount} = (\text{tax rate}) \times (\text{taxable value of your property}) / 100$$

The members of the governing body voted on the proposed tax increase as follows:

**FOR:**

- |                          |                          |
|--------------------------|--------------------------|
| Mayor Evalyn Moore       | Commissioner Barry Beard |
| Commissioner Alex BeMent | Commissioner Carl Drozd  |
| Commissioner Terry Gaul  |                          |

**AGAINST:**

None

**PRESENT and not voting:**

None

**ABSENT:**

None

The 86th Texas Legislature modified the manner in which the voter-approval tax rate is calculated to limit the rate of growth of property taxes in the state.

The following table compares the taxes imposed on the average residence homestead by City of Richmond last year to the taxes proposed to be imposed on the average residence homestead by City of Richmond this year:

	2019	2020	Change
Total Tax Rate (per \$100 of value)	\$0.699900	\$0.687772	decrease of -\$0.012128 OR -1.73%
Average homestead taxable value	\$132,626	\$136,682	increase of 3.05%
Tax on average homestead	\$928	\$940	increase of \$12 OR 1.29%
Total tax levy on all properties	\$3,913,211	\$4,057,740	increase of \$144,529 OR 3.69%

For assistance with tax calculations, please contact the tax assessor for City of Richmond at 281-341-3710 or [FBCTaxInfo@fortbendcountytx.gov](mailto:FBCTaxInfo@fortbendcountytx.gov), or visit [www.fortbendcountytx.gov/taxrates](http://www.fortbendcountytx.gov/taxrates) for more information.



# City of Richmond

*Where History Meets Opportunity*

**Regular City Commission Meeting**  
600 Morton Street  
Monday, September 21, 2020 at 4:30 P.M

## **CONSENT AGENDA**

- A5. All consent agenda items listed are considered routine by the City Commission and will be enacted by one motion. There will not be separate discussion of these items unless a Commissioner so requests; in which even, the item will be removed from the Consent Agenda and considered in its normal sequence on the agenda. Information concerning consent agenda items is available for public review.
- 1) Review and consider taking action on the minutes for the Regular Commission Meeting and the Workshop held on August 24 (copies are enclosed).
  - 2) Review and consider taking action on the Fire Department report (a copy is enclosed).
  - 3) Review and consider taking action on the Police Department report (a copy is enclosed).
  - 4) Review and consider taking action on the Municipal Court report (a copy is enclosed).
  - 5) Review and consider taking action on the Tax Assessor/Collector report (a copy is enclosed).
  - 6) Review and consider on the Monthly Financial Report and Quarterly Investment Report (copies are enclosed).
  - 7) Review and consider taking action on the Public Works Report (a copy is enclosed).
  - 8) Review and consider taking action on Planning Department Report (a copy is enclosed).
  - 9) Review and consider taking action on the Building Department Report (a copy is enclosed).

- 10) Review and consider taking action on the Emergency Management Report (a copy is enclosed).
- 11) Review and consider taking action on a Preliminary Plat – Pecan Grove Municipal Utility District Administration Building – 3.461 acres of land – 0 Lots – 1 Block 1 Reserve. The subject site is located at 684 Pitts Road.
- 12.) Review and consider taking action on Preliminary plat – Veranda Section Thirty-Seven – 10.3 acres of land – 46 Lots – 2 Blocks – 1 Reserves. The subject site is a section within Veranda Master Planned Community.
- 13.) Review and consider taking action on a Final plat – Veranda at 762 – 15.003 acres of land – 0 Lots – 1 Block – 1 Reserve. The subject site is proposed for a multi-family residential development and is a section within the Veranda Master Planned Community.
- 14.) Set date for next meetings. (Special Commission Meetings on Monday, August 3<sup>rd</sup>, August 10<sup>th</sup> and August 24<sup>th</sup> at 4:30 p.m.)



## CONSENT AGENDA

1. Meeting Minutes for Meetings listed on Agenda.



STATE OF TEXAS  
COUNTY OF FORT BEND  
CITY OF RICHMOND

The City Commission for the City of Richmond, Texas met in Special Session on August 24, 2020 at 9:00 a.m.

Mayor Pro Tem Drozd proceeded to call the meeting to order at 9:02 a.m. via video conference pursuant to Texas Government Code, Section 551.125, as amended, and as modified by the temporary suspension of various provisions thereof effective March 16, 2020, by the Governor of Texas in accordance with the Texas Disaster Act of 1975, all as related to the Governor's proclamation on March 13, 2020, certifying that the COVID-19 pandemic poses an imminent threat of disaster and declaring a state of disaster for all counties in Texas. All members of the public may participate in the meeting via video conference call.

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  
Alex BeMent, Commissioner P4  
Terri Vela, City Manager  
Gary Smith, City Attorney  
Howard Christian, Assistant City Manager  
Laura Scarlato, City Secretary

Prior to discussing the agenda items, Mayor Pro Tem Drozd requested that all gratuitous comments be reserved for the 4:30 meeting.

Mayor Pro Tem Drozd passed over Agenda items A2 and A3 then proceeded to Agenda item A4.

- a. Employee Recognition for Service with the City of Richmond -
  - Vladimir Golovine, 25 years of service, Police Department
  - Gregory Ross, 10 years of service, Building Department
- b. Recognize receipt of the Outstanding Cross Connection Control Award for 2020.
- c. Recognize receipt of the Outstanding Water Systems Award for 2020.
- d. Atlantic Housing Foundation, Inc. Workforce Housing Presentation.

Agenda item A3, Public Comments.

Agenda item A4, Mayor ProTem Drozd inquired if there were any Consent Agenda items to be discussed for agenda item A4. There were no items pulled for discussion.

Agenda item A5, to review and consider taking action on a replat – City of Richmond Morton Street Reserves – 1.646 acres of land – 0 Lots – 1 Blocks – 3 Reserves. The subject site can be described as a 1.646 acre of Land (Fort Bend County Clerk's File No. 2014013434) being a portion of Out Lot No. 15 of Randon's Addition to the Town of Richmond (Volume A, Page 484; Deed Records of Fort Bend County, Texas) and a portion of Lot No. 2, Section 2 of Borden's Lots Back of Richmond (Volume B, Page 758; Deed Records of Fort Bend County, Texas) including a portion of the original right-of-way of Union Street (30 feet wide, call 0.125 acre abandonment - Volume 481, Page 49; Deed Records of Fort Bend County, Texas), all being in the Jane H. Long Survey, Abstract No. 55 and in the John T. Edwards Survey, Abstract No. 23, Fort Bend County, Texas. The subject site is the old Thompson Clinic property, located north of the intersection of Morton St and Union St. Commissioner Gaul requested an explanation of the multiple parcels and how they are being redistributed. City Planner Jose Abraham stated the proposed replat combines all the existing lots to create three reserves in one block and dedicates a 15' wide strip of land along Myrtle Street for Road right-of-way purposes. The subject site is the Old Thompson Clinic Property and is currently vacant. City Manager stated these steps are to prepare for the road improvements. Following a brief discussion, the agenda item was closed.

Agenda item A6, To review and consider taking action on a replat – City of Richmond Block 107 Replat – 0.961 acres of land – 0 Lots – 1 Blocks – 1 Reserve. The subject site can be described as being all of Block No. One-Hundred Seven (107), including Lot No. 1 through 14, inclusive, save and except a State of Texas call 0.051 acre tract of land for road right-of-way (Parcel No. 1 - Volume 458, Page 165; Deed Records of Fort Bend County, Texas), of the City of Richmond (subdivision plat recorded in Volume A, Page 62; Deed Records of Fort Bend County, Texas) in the William Morton Survey, Abstract No. 63, Fort Bend County, Texas. The subject site is the old fire station property located on the northeast corner of S 2nd Street and Hwy 90A intersection. Commissioner Gaul clarified the number of reserves and lots. City Planner Abraham stated it was a typo and would be corrected. There was no discussion and the agenda item was closed.

Mayor Pro Tem Drozd introduced agenda item A7, to discuss practice and procedures related to election/campaign sign enforcement. The Commission requested the regulations for the election signs be visited. City Planner Abraham stated the City Attorney, City Manager, Assistant City Manager, and representatives from Code Enforcement, Building Department and Planning Department met to discuss the different codes and regulations to achieve a level of consistency. The UDC, Texas Election Code, and TXDOT regulations all need to be coherent. Planner Abraham reviewed the permitted sign duration of the different codes and also the maximum sign area. Commissioner Gaul requested the language be clear regarding the 60 days and 7 vs 10 after the election. Commissioner BeMent stated, “not a fan of the gotcha

approach” and the City needs to be uniform with the state. Mayor Pro Tem Drozd indicated the communication regarding the pickup and storage of signs needs to be conveyed to the candidates that after a certain time period the signs will be destroyed.

Agenda item A8, Update on Integrated Utility Master Plan and Financial Plan. City Manager Vela stated the agenda item was a request from Commissioner Beard and acknowledged Assistant City Manager (ACM) Howard Christian to provide the update. ACM provided the background and the projections for the future. Commissioner Gaul proposed including a chart that reflects the forecast of water demand versus time and the forecasted capacity versus timing of future projects. Commissioner Gaul also inquired if the City has supply capacity, does new development in the ETJ require them to use the City facility. City Manager replied that the development would need to go through certain steps to gain the consent from the City. ACM Christian stated it is cheaper to connect to the City than build their own facilities. Commissioner Beard requested clarification as the plan approved approximately a year ago and there has been no further discussion. Commissioner Beard expressed his concern of putting undue burden on citizens and requested a breakdown of the \$1 million costs. ACM Christian referenced the 10% growth in connections in the past two years and that development is happening. There was a lengthy question and answer period with references to irrigation lines, Mandola being ahead of the timeline and Meritage initiating preliminary engineering plans. The agenda item was closed.

Mayor Pro Tem Drozd introduced agenda item A9, review and consider taking action on a Temporary Facility Use Agreement between the City, Development Corporation and Fort Bend County. City Manager introduced the item requesting feedback for the agreement proposed to allow the County to utilize the old fire station as a venue for COVID-19 testing. Due to the Fort Bend County Fair (livestock shows) the County would like to close that testing site. Questions were fielded regarding the potential traffic congestion on 2<sup>nd</sup> St. and Hwy 90 and the possibility of setting up a tent on other land. It was suggested to include language with an Out Clause if the situation does not work. City Manager Vela stated they were hoping for climate control and visibility. The agenda item was closed.

Agenda item A10, Excuse from Attendance at Regular City Commission Meeting. There were no excuses to discuss, the agenda item was closed

Agenda item A11, to consider taking action on requests for future agenda items. There were no future discussion items suggested.

With no further business to discuss, Mayor Pro Tem Drozd declared the meeting adjourned at 10:01 a.m.

**APPROVED:**

---

Carl A. Drozd, Mayor Pro Tem

**ATTEST:**

---

Laura Scarlato, City Secretary



STATE OF TEXAS  
COUNTY OF FORT BEND  
CITY OF RICHMOND

The City Commission for the City of Richmond, Texas met in Special Session on August 24, 2020 at 4:30 p.m.

Mayor Moore proceeded to call the meeting to order at 4:30 p.m. via video conference pursuant to Texas Government Code, Section 551.125, as amended, and as modified by the temporary suspension of various provisions thereof effective March 16, 2020, by the Governor of Texas in accordance with the Texas Disaster Act of 1975, all as related to the Governor's proclamation on March 13, 2020, certifying that the COVID-19 pandemic poses an imminent threat of disaster and declaring a state of disaster for all counties in Texas. All members of the public may participate in the meeting via video conference call.

A quorum was present, with the following members in attendance:

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

Mayor Moore proceeded to make the following presentation for agenda item A2:

a. Employee Recognition for Service with the City of Richmond -

- Vladimir Golovine, 25 years of service, Police Department
- Gregory Ross, 10 years of service, Building Department

The plaques will be presented to the employees at a later time due to the teleconference meeting.

b. Recognize receipt of the Outstanding Cross Connection Control Award for 2020.

c. Recognize receipt of the Outstanding Water Systems Award for 2020.

A photograph of the individuals receiving the awards was provided to the Commission which included Assistant City Manager Howard Christian, Field Operation Superintendent Mike Moody, Field Operations Superintendent Clifton Holik and Utilities Coordinator Scott Fajkus.

d. Atlantic Housing Foundation, Inc. Workforce Housing Presentation.

Kent Foster, Director of Development and Acquisitions addressed the Commission

Mr. Foster discussed the four following topics:

- Parking allocation – The project has adjusted the parking allocation to allow for a 10% overflow. They have more than compensated for the amended parking in the UDC code.
- Area drainage – They are aware of the drainage issues in the past and assured the City there will be no adverse effects once the project is completed regarding drainage.
- Real estate taxes/PILOT – The company is a 501C3 therefore they receive a 50% tax reduction. However, the City is guaranteed to receive \$50,000 a year from Atlantic Housing.
- Next steps – The City, George Foundation and Atlantic Housing are securing a Development Agreement which will need to be executed by all three parties. Execute PSA on the 15.5-acre site. Demonstrate Land Control. Secure a “no objection letter” from the TX Bond Review Board.

The entrance gate was discussed with the it being confirmed there will be two gates leading to Pultar and Collins Streets. The gates will remain closed except for high traffic times.

### Agenda item A3, Public Comments.

Samantha Rodgers ~ 5807 Chaste Court, Rosenberg, Texas 77471

Philip Bartholomew – 2459 Hodges Bend Circle, Sugar Land, Texas 77479

Tres Davis – 2016 Haven Springs, Richmond, Texas 77469

Rose Pickens – 211 5<sup>th</sup> St., Rosenberg, Texas 77471

Barbara Jones – 2610 Little Lake Court, Richmond, Texas 77406

Rob Hodge – 809 Morton St. Apt #15, Richmond, Texas 77469

Andre Robinson – 601 Austin St. Richmond, Texas 77469

The individuals all spoke regarding the status of the Jaybird Monument. The results of the survey were presented at 62% for the combined relocated or destroy category and 38% for the modified or leave as is category. The comments all stressed to remove the statue from its current location due to the offensiveness as they view it is racist. One individual submitted a letter that City Manger Terri Vela wrote in support of modifying the monument to include the complete history. “Do the right thing”, was the consensus among the speakers.

Agenda item A4, Mayor Moore inquired if there were any Consent Agenda items to be discussed for agenda item A4. There were no items pulled for discussion. Commissioner Gaul made the motion to approve the Consent Agenda item A4 in its entirety with Commissioner Drozd seconding the motion. The vote was unanimous to approve.

Agenda item A5, to review and consider taking action on a replat – City of Richmond Morton Street Reserves – 1.646 acres of land – 0 Lots – 1 Blocks – 3 Reserves. The subject site can be described as a 1.646 acre of Land (Fort Bend County Clerk's File No. 2014013434) being a portion of Out Lot No. 15 of Randon's Addition to the Town of Richmond (Volume A, Page 484; Deed Records of Fort Bend County, Texas) and a portion of Lot No. 2, Section 2 of Borden's Lots Back of Richmond (Volume B, Page 758; Deed Records of Fort Bend County, Texas) including a portion of the original right-of-way of Union Street (30 feet wide, call 0.125 acre abandonment - Volume 481, Page 49; Deed Records of Fort Bend County, Texas), all being in the Jane H. Long Survey, Abstract No. 55 and in the John T. Edwards Survey, Abstract No. 23, Fort Bend County, Texas. The subject site is the old Thompson Clinic property, located north of the intersection of Morton St. and Union St. The item was presented by Jose Abraham, City Planner. The replat would combine all the existing lots to create three

reserves in one block and dedicates a 15' wide strip of land along Myrtle Street for Road right-of-way purposes. Commissioner Beard inquired as to how the City has comments for its own plat which Planner Abraham stated they are minor corrections that were inadvertently left off the plat. Commissioner Gaul made the motion to approve the replat as presented by Mayor Moore subject to the conditions listed under comments. Commissioner Beard seconded the motion and the vote was unanimous to approve.

Agenda item A6, To review and consider taking action on a replat – City of Richmond Block 107 Replat – 0.961 acres of land – 0 Lots – 1 Blocks – 1 Reserve. The subject site can be described as being all of Block No. One-Hundred Seven (107), including Lot No. 1 through 14, inclusive, save and except a State of Texas call 0.051 acre tract of land for road right-of-way (Parcel No. 1 - Volume 458, Page 165; Deed Records of Fort Bend County, Texas), of the City of Richmond (subdivision plat recorded in Volume A, Page 62; Deed Records of Fort Bend County, Texas) in the William Morton Survey, Abstract No. 63, Fort Bend County, Texas. The subject site is the old fire station property located on the northeast corner of S 2nd Street and Hwy 90A intersection. The subject site is owned by the Development Corporation of Richmond and constitutes several lots from the Town of Richmond Plat. There were no questions. Commissioner Beard made the motion to approve the City of Richmond Block 107 Replat – 0.961 acres of land – 0 Lots – 1 Block – 1 Reserve. Commissioner Gaul seconded the motion and the vote was unanimous to approve.

Mayor Moore introduced agenda item A7, to discuss practice and procedures related to election/campaign sign enforcement. City Planner Abraham provided the background for the agenda item with the Commission having requested staff to discuss and provide clarity. A discussion was led by the City Manager, Assistant City Manager along with representatives from the Building Department, Code Enforcement, and Planning Departments and their efforts were proactive. The goal is to provide consistency between the UDC, Texas Election Code, Fort Bend County, and TXDOT rights-of-way requirements. There are currently discrepancies between the size of the signs and the number of days the signs are permitted to be placed on property. There will be amendments provided to insure the consistency and efficiency of all regulatory agencies and its enforcement. Following a brief discussion, the agenda item was closed as no action was required.

Agenda item A8, Update on Integrated Utility Master Plan and Financial Plan. Assistant City Manager (ACM) Howard Christian provided the update to the Plan. The number of service connections has increased by 10% in the last two years. The Fort Bend Subsidence District (FBSD) will require the City to increase its alternative water capabilities from 30% to 60% by 2025. Regarding the Surface Water Plant Expansion, the City has secured the water rights for 2.0 MGD expansion which have been re-assigned to DOW Chemical until needed. The City also has 2.4 years' worth of water credits with the FBSD for a 60% conversion. There is a five-year capital improvements plan which includes the initiation of expansion when needed. The development of the Capital Improvement Plan (CIP) was based on the needs of the existing infrastructure

and address our future development. The next years CIP includes plans for TCEQ permitting, acquire easements and design 0.75 MGD East WWTP. The costs of the project were provided with the breakdown of each item as requested by Commissioner Beard. ACM Christian stated doing this up front work would put the City ahead of the curve since permitting is an 18 month process as well as other items that are time consuming. It was stated when following the predicted trajectory at 75% you have to be planning for the next expansion and at 90% by 2026, we need to be under construction. City Manager Vela stated the City had received a two-year extension from 2013 compliance date. Once the City received that extension the FBSD indicated they would consider pushing back or reducing the amount of the increase based on a study. The City has not received a copy of the report that would determine the impact of study. There was a lengthy question and answer period with the item being closed with no action since it was a discussion item only.

Mayor Moore introduced agenda item A9, review and consider taking action on a Temporary Facility Use Agreement between the City, Development Corporation and Fort Bend County. The item was provided by City Manager Vela requesting input from the Commission as to whether the City would enter into an agreement with Fort Bend County and the Development Corporation of Richmond for the County to use the old fire station facility as a drive-through venue for COVID-19 testing. Commissioner Gaul requested the volume experienced at the current testing site which is the Fort Bend County Fairgrounds be provided. There would need to be a traffic plan to ensure the safety of the residents and also emergency vehicles traveling on 2<sup>nd</sup> street or Hwy 90. City Manager Vela stated the comments would be considered and an agreement would be provided for consideration in the future. The agenda item was closed.

Agenda item A10, Excuse from Attendance at Regular City Commission Meeting. There were no excuses to approve, the agenda item was closed

Agenda item A11, to consider taking action on requests for future agenda items. There were no suggestions, the agenda item was closed.

Adjourn to Executive Session, as authorized by Texas Government Code, Section 551.071, Attorney Consultation; Section 551.076, Security Devices or Security Audits; and Section 551.074 Personnel Matters. The Mayor adjourned into Executive Session at 5:46 p.m.

The Commission reconvened into Open Session at 7:19 p.m. with no action taken in Executive Session.

Agenda C2. Discuss and consider taking action related to the obelisk located at the southeast corner of the City Hall property. Commissioner Gaul made the following motion, "I move that the mayor of the City of Richmond appoints an ad hoc committee with representation from the City, the County and the Fort Bend Historical Association, at a level commensurate with the significance of the issue related to the monument. This Committee will examine options for modifying and/or relocating the monument and

make a recommendation for approval by the Commission”. The motion was seconded by Commissioner Beard and the vote was unanimous to approve.

With no further business to discuss, Mayor Moore declared the meeting adjourned at 7:20 p.m.

**APPROVED:**

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Evalyn W, Moore, Mayor

**ATTEST:**

---

Laura Scarlato, City Secretary



## CONSENT AGENDA

2. Fire Department Report.



# RICHMOND FIRE DEPARTMENT

...WE'LL BE THERE

## Richmond Fire Department August Activity Report 2020





***Richmond***  
**Fire Department**

---

**Michael Youngblood**  
**Fire Chief**

To: City Commission  
From: Michael Youngblood Fire Chief  
CC: Terri Vela, City Manager, File  
Date: September 1, 2020  
Re: Monthly Report August 2020

Chief's report,

With Fire Prevention Month just around the corner (Begins October 1), attention will be devoted to finalizing our Fire Prevention Program to be delivered to schools and daycares. This year our plan is to conduct "Virtual Visits" presenting "Tours" of the stations and delivering "Safety Messages" by way of a video presentations that can be accessed from the City Website. The presentation will be filmed using our department members to provide that personal touch which will include Lady of course.

Video demonstrations that are designed and performed by the Fire Prevention staff will highlight actual video footage of the of how fires start and spread.

*"Virtual reality and augmented reality will change the way we live."* (slightly modified mly6112)

Michio Kaku



**City Of Richmond**

*WHERE HISTORY MEETS OPPORTUNITY*

## Divisional Reports

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- Fire Marshal's Fire Prevention Report
- Fire Operations Report
- Training & Education Report
- Code Enforcement Report

# CITY OF RICHMOND FIRE MARSHAL'S OFFICE

200 HOUSTON STREET • RICHMOND, TEXAS 77469

PHONE 281-238-1210 • FAX 281-238-1215

[www.richmondfd.com](http://www.richmondfd.com)



## Fire Marshal's Report August 2020

September 9, 2020

Mayor and Commissioners,

In the month of August, the Fire Prevention staff continued to concentrate on Fire & Safety Inspections. The Fire Prevention Staff conducted 94 initial inspections with 12 follow-ups. The staff continued to drive the city to check on the businesses to ensure that they were following the orders issued by the City Mayor, County Judge and Texas Governor. During this time no business were found to be in violation.

### Fire Marshal's Office activity report for August 2020 listed below:

ARME Inspections- 1

Division Meeting- 2

Knox Equipment- 2

Plan Review- 4

Code Enforcement Assist- 3

Fire & Safety Follow-up- 12

Property Checks- 2

Bandit Sign Removal- 12

Fire Sprinkler Inspections- 1

Occupancy Inspections- 19

Assist Other Agency- 1

Fire & Safety Inspections- 94

Meetings Attended- 7

Thanks,

A handwritten signature in blue ink that reads "Albert Cantu".

Albert Cantu,  
Fire Marshal

*"The Richmond Fire Marshal's Division is committed to providing our community with a professional fire and life safety program through comprehensive fire protection plan reviews, informative occupancy inspections, effective fire and life safety code enforcement in order to reduce the loss of life and property of the citizens of the City of Richmond. We will strive to maintain an unmatched level of professionalism and support to our community"*



# Richmond Fire Department

Derek L. Brown  
Operations Division



Alarm Date between 2020-08-01 and 2020-08-31

## Total Calls by District

District	2020-08-01	Total
Fort Bend County Station #3	121	121
Northeast	3	3
Fort Bend County Station #2	70	70
Fulshear	3	3
Fort Bend County Station #1	27	27
City of Richmond Station #1	137	137
Pecan Grove	1	1
Fort Bend County	4	4
Stafford	3	3
City of Richmond Station #2	12	12
City of Richmond Station #3	6	6
Rosenberg	2	2
Beasley	1	1
<b>Total</b>	<b>390</b>	<b>390</b>

## Total Calls by Station

Station	Total
Station 1	169
Station 2	86
Station 3	135



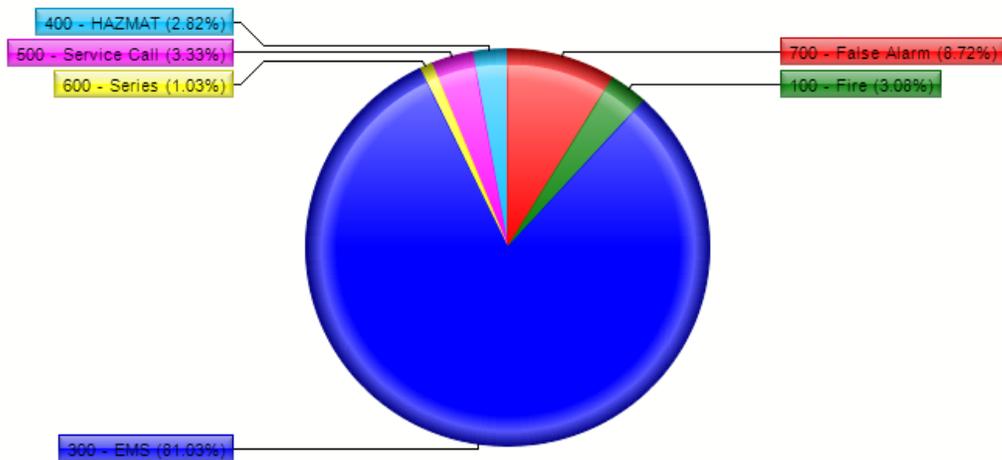
# Richmond Fire Department

Derek L. Brown  
Operations Division



Alarm Date between 2020-08-01 and 2020-08-31

Incident Type Group	2020-08-01	Total
700 - False Alarm	34	34
100 - Fire	12	12
300 - EMS	316	316
600 - Series	4	4
500 - Service Call	13	13
400 - HAZMAT	11	11
<b>Monthly Total</b>	<b>390</b>	<b>390</b>





# Richmond Fire Department

Derek L. Brown  
Operations Division



Alarm Date between 2020-08-01 and 2020-08-31

Incident Type Details	2020-08-01	Total
745 - Alarm system activation, no fire - unintentional	10	10
1111 - Residential Fire	5	5
320 - Emergency medical service incident, other	287	287
735 - Alarm system sounded due to malfunction	6	6
651 - Smoke scare, odor of smoke	2	2
324 - Motor vehicle accident with no injuries.	16	16
700 - False alarm or false call, other	8	8
511 - Lock-out	2	2
323 - Motor vehicle/pedestrian accident (MV Ped)	1	1
600 - Good intent call, other	2	2
412 - Gas leak (natural gas or LPG)	5	5
733 - Smoke detector activation due to malfunction	6	6
440 - Electrical wiring/equipment problem, other	3	3
553 - Public service	1	1
381 - Rescue or EMS standby	1	1
322 - Motor vehicle accident with injuries	8	8
1112 - Commercial Fire	1	1
4003 - Wires Down	1	1
571 - Cover assignment, standby, move-up	1	1
744 - Detector activation, no fire - unintentional	2	2
510 - Person in distress, other	5	5
5531 - Install/check smoke detector	1	1
4121 - Smell of Gas	1	1
353 - Removal of victim(s) from stalled elevator	1	1
113 - Cooking fire, confined to container	1	1
5112 - Occupant Locked in Vehicle	1	1
531 - Smoke or odor removal	1	1
151 - Outside rubbish, trash or waste fire	1	1
331 - Lock-in (if lock out , use 511 )	1	1
1702 - Mulch Fire	2	2
4002 - Trees Down	1	1
500 - Service Call, other	1	1
736 - CO detector activation due to malfunction	1	1
112 - Fires in structure other than in a building	1	1
340 - Search for lost person, other	1	1
143 - Grass fire	1	1
731 - Sprinkler activation due to malfunction	1	1
<b>Total</b>	<b>390</b>	



# Richmond Fire Department

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Derek L. Brown  
Operations Division



Alarm Date between 2020-08-01 and 2020-08-31

## Total Calls by Shift

A-Shift	138
B-Shift	98
C-Shift	154



# Richmond Fire Department

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Aaron Hafer  
Training Division



September 1, 2020

Re: Activity Report for August 2020

Mayor and Commissioners,

During the month of August, the Training Division concluded the FTO program for all 4 of our new hires. Each of the new firefighters made strides in their development and have become a contributing member of the department.

One big change for the fire department that began in August was the switch from FIREHOUSE to ESO. Utilizing a new reporting system has a few growing pains, but most of them were able to be overcome smoothly. The new reporting system also affected the Training Division in the way that training hours is recorded. Members in the department have trained on using the system, for both training hours and report writing, and continue to improve on learning the fine points of how the software inputs data and keeps track of vital information.

The Training Division has also collected 95% of all the training hours need for each discipline per TCFP requirements. The remaining hours should be collected in early September with plenty of time for all members to meet the renewal deadline.

Throughout the month, several individuals were able to complete their certification in various disciplines that had been placed on hold due to COVID-19. These individuals have been patiently waiting for testing centers to reopen and allow them to sit for the state exam from classes they began in January. Completing these certifications is part of their Career Development plan and will assist them in moving forward in their path in the fire service.

The department logged 201.25 hours of training for the month of August. Looking forward to the month of September, the Training Division will begin the renewal process for all the members' TCFP state certifications and prepare for the start of a new budget cycle.

Respectfully,

Aaron Hafer

*Attachments: Training Analysis Report for August 2020 – ESO (Fire) and CareerCert (EMS)*



# Richmond Fire Department

Aaron Hafer  
Training Division



## Richmond Fire Department Training Hours by Category

Category	2020-08-01	Category Total:
CODE ENFORCEMENT	6	6
EMS: Medical	6	6
FIRE: Apparatus Familiarization	10	10
FIRE: Boat Operations	6	6
FIRE: Fire Ground Overview	12	12
FIRE: Foam Operations	6	6
FIRE: Ground Ladders	3	3
FIRE: Hose Handling	6	6
FIRE: Hose Streams & Hydraulics	46	46
FIRE: Ignitable Liquid Fires	4	4
FIRE: Live Fire Training	3	3
FIRE: PPE Inspection, Care & Cleaning	6	6
FIRE: Search & Rescue	4	4
FIRE: Territory & Response Districts	26	26
HZMT: Hazmat IAP & Command Procedures	2	2
HZMT: Spill Prevention & Control	4	4
HZMT: Technician Refresher	10	10
INV: General Fire Investigation	2	2
WFF: Fire Shelter	3	3
<b>TOTALS:</b>	<b>165</b>	<b>165</b>

## Richmond Fire Department EMS Training Hours by Category

Category	2020-08-01	Category Total:
EMS: Airway Management & Ventilation	9	9
EMS: Medical	5	5
EMS: Operations	2	2
EMS: Patient Assessment	1	1
EMS: Pediatrics	0	0
EMS: Preparatory	4.75	4.75
EMS: Special Considerations	6	6
EMS: Trauma	6.5	6.5
EMS: Electives	2	2
<b>TOTALS:</b>	<b>36.5</b>	<b>36.5</b>

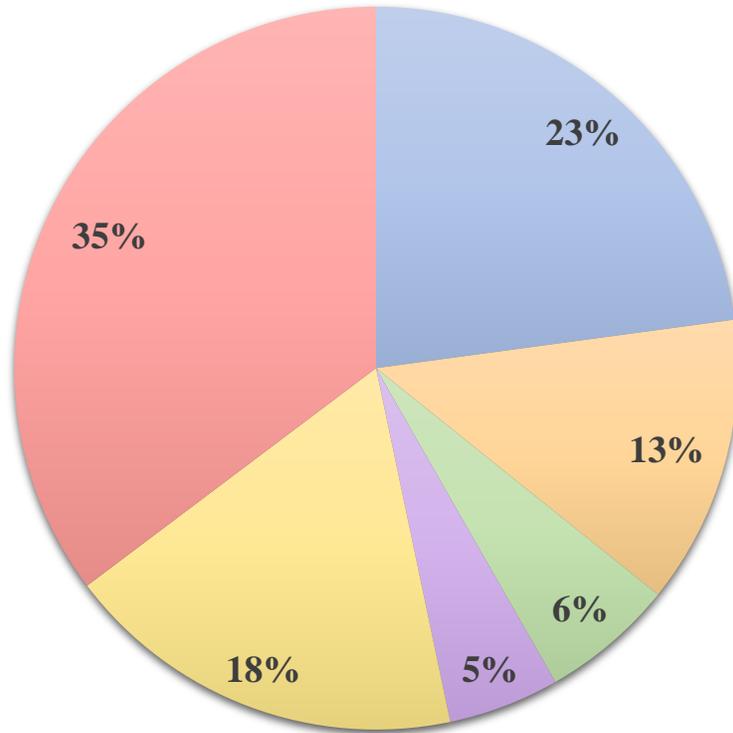


# Richmond Fire Department

Aaron Hafer  
Training Division



## Training Breakdown



- Hose Streams & Hydraulics
- Fire Ground Overview
- EMS Training
- Territory & Response Districts
- Hazardous Materials Training
- Fire Related Training



*OFFICE OF CODE COMPLIANCE*  
200 HOUSTON STREET, RICHMOND, TX 77469  
(281) 238-1210

# Code Compliance Cover

## Monthly Report August 2020

Kay Moss  
Code Compliance Office

*The Code Enforcement Division protects property values and improves the health, safety, and welfare of citizens by obtaining compliance with nuisance, building, zoning, land development, environmental and other codes and ordinances through effective, expeditious and equitable enforcement of the codes. The Division places an emphasis on achieving voluntary code compliance through education, communication and cooperation.*

# CODE COMPLIANCE WITH DISPOSITION

<u>Case #</u>	<u>Case Date</u>	<u>Address of Violation</u>	<u>Description of Violation</u>	<u>Status</u>	<u>Complied How</u>
20200631	8/24/2020	1205 Preston Street	Garbage and Rubbish	Open	
20200630	8/10/2020	5400 FM 1640 #100	Tall Grass/Brush/Weeds	Open	
20200629	8/4/2020	307 Preston	Tall Grass/Brush/Weeds	CLOSED	Courtesy Letter
20200628	7/29/2020	701 North Fourth	No Permit	CLOSED	Courtesy Letter
20200627	7/29/2020	508 North Third St.	Other	Open	
20200626	7/29/2020	612 North Third	Other	CLOSED	Courtesy Letter
20200625	7/29/2020	506 North Second St.	Other	CLOSED	Courtesy Letter
20200624	7/29/2020	5560 FM 1640	Tall Grass/Brush/Weeds	CLOSED	Courtesy Letter
20200623	7/29/2020	810 Ferry St.	Tall Grass/Brush/Weeds	Open	
20200622	7/29/2020	808 Ferry St.	Tall Grass/Brush/Weeds	Open	
20200621	7/29/2020	804 Ferry	Parking	CLOSED	Courtesy Letter
20200620	7/29/2020	804 Ferry St.	Tall Grass/Brush/Weeds	CLOSED	Courtesy Letter
20200619	7/29/2020	609 Austin St.	Tall Grass/Brush/Weeds	Open	
20200618	7/29/2020	800 Ferry	Tall Grass/Brush/Weeds	CLOSED	Courtesy Letter
20200617	7/20/2020	1310 Preston	Tall Grass/Brush/Weeds	CLOSED	Courtesy Letter
20200614	7/21/2020	721 Highway 90-A	Tall Grass/Brush/Weeds	Open	
20200613	7/21/2020	1141 Highway 90-A	Tall Grass/Brush/Weeds	CLOSED	Enforcement letter
20200612	7/21/2020	1101 Highway 90-A	Tall Grass/Brush/Weeds	CLOSED	Enforcement letter
20200611	7/21/2020	1015 Highway 90-A	Tall Grass/Brush/Weeds	CLOSED	Enforcement letter
20200610	7/21/2020	2117 Lamar Dr.	Tall Grass/Brush/Weeds	CLOSED	Courtesy Letter
20200609	7/21/2020	1104 Powell St.	Tall Grass/Brush/Weeds	Open	
20200608	7/16/2020	1410 Evergreen	Other (Address)	Open	Evaluating/COVID
20200607	7/16/2020	1409 Evergreen	Other (Address)	Open	Evaluating/COVID
20200606	7/16/2020	1411 Evergreen	Other	CLOSED	Courtesy Letter
20200605	7/16/2020	1601 Laurel Oaks	Other	CLOSED	Courtesy Letter
20200604	7/16/2020	1607 Laurel Oaks	Other	CLOSED	Courtesy Letter
20200603	7/16/2020	1604 Laurel Oaks	Other	CLOSED	Courtesy Letter
20200602	7/16/2020	1609 Laurel Oaks	Other	CLOSED	Courtesy Letter
20200601	7/16/2020	1606 Laurel Oaks	Other	CLOSED	Courtesy Letter

20200600	7/16/2020	1610 Laurel Oaks	Other	CLOSED	Courtesy Letter
20200599	7/16/2020	1615 Laurel Oaks	Other (Address)	Open	Evaluating/COVID
20200598	7/16/2020	1711 Laurel Oaks	Other (Address)	Open	Evaluating/COVID
20200597	7/16/2020	1710 Laurel Oaks	Other	CLOSED	Courtesy Letter
20200596	7/16/2020	1803 Laurel Oaks	Other	CLOSED	Courtesy Letter
20200595	7/15/2020	712 Lettie St.	Tall Grass/Brush/Weeds	CLOSED	Courtesy Letter
20200594	7/15/2020	603 Lettie St.	Tall Grass/Brush/Weeds	CLOSED	Courtesy Letter
20200593	7/14/2020	610 Lettie St.	No Permit	CLOSED	Courtesy Letter
20200592	7/14/2020	1804 Laurel Oaks	Other	CLOSED	Courtesy Letter
20200591	7/14/2020	1809 Laurel Oaks	Other	CLOSED	Courtesy Letter
20200590	7/14/2020	1815 Laurel Oaks	Other	CLOSED	Courtesy Letter
20200589	7/14/2020	1819 Laurel Oaks	Other	CLOSED	Courtesy Letter
20200588	7/14/2020	1821 Laurel Oaks	Other	CLOSED	Courtesy Letter
20200587	7/14/2020	1820 Laurel Oaks	Other	CLOSED	Courtesy Letter
20200586	7/14/2020	1822 Laurel Oaks	Other	CLOSED	Courtesy Letter
20200583	7/14/2020	1101 Jenny	Junked Vehicle	CLOSED	Courtesy Letter
20200582	7/14/2020	20430 Southwest FRWY	Tall Grass/Brush/Weeds	CLOSED	Enforcement letter
20200581	7/8/2020	1621 Chestnut	Other	CLOSED	Courtesy Letter
20200580	7/8/2020	1502 Chestnut	Other (Address)	Open	Evaluating/COVID
20200579	7/8/2020	1509 Chestnut	Other	CLOSED	Courtesy Letter
20200578	7/8/2020	1511 Chestnut	Other (Address)	Open	Evaluating/COVID
20200577	7/8/2020	1510 Chestnut	Other (Address)	Open	Evaluating/COVID
20200576	7/8/2020	1515 Chestnut	Other (Address)	Open	Evaluating/COVID
20200575	7/8/2020	1517 Chestnut	Other (Address)	Open	Evaluating/COVID
20200574	7/8/2020	1522 Chestnut	Other (Address)	Open	Evaluating/COVID
20200573	7/8/2020	1920 Teakwood	Other	CLOSED	Courtesy Letter
20200572	7/8/2020	1917 Teakwood	Other	CLOSED	Courtesy Letter
20200571	7/8/2020	1615 Chestnut	Other	CLOSED	Courtesy Letter
20200570	7/8/2020	1619 Chestnut	Other	CLOSED	Courtesy Letter
20200569	7/8/2020	2015 Lamar Dr.	Other	CLOSED	Courtesy Letter
20200568	7/8/2020	2001 Lamar Dr	Other	CLOSED	Courtesy Letter
20200567	7/7/2020	604 Fairway	Other	Open	
20200566	7/7/2020	Fields St	Other	CLOSED	Courtesy Letter
20200565	7/7/2020	Lydia St.	Garbage and Rubbish	CLOSED	Courtesy Letter

20200564	7/7/2020	211 Calhoun	Tall Grass/Brush/Weeds	CLOSED	Enforcement letter
20200563	7/7/2020	211 Calhoun St	Garbage and Rubbish	CLOSED	Enforcement letter
20200562	7/7/2020	903 Center	Tall Grass/Brush/Weeds	CLOSED	Courtesy Letter
20200561	7/7/2020	819 Fields	Other (Property Maintenance)	CLOSED	Courtesy Letter
20200560	7/7/2020	806 Barrett	No Permit	CLOSED	Face to Face
20200559	7/7/2020	1613 George Ave.	No Permit	CLOSED	Face to Face
20200558	7/1/2020	2001 Lamar Dr.	Other	CLOSED	Courtesy Letter
20200557	7/1/2020	2001 Crestwood	Other	CLOSED	Courtesy Letter
20200556	7/1/2020	2003 Crestwood	Other (Address)	Open	Evaluating/COVID
20200555	7/1/2020	2002 Crestwood	Other	CLOSED	Violation letter
20200554	7/1/2020	2008 Crestwood	Other	CLOSED	Courtesy Letter
20200553	7/1/2020	2012 Crestwood	Other	CLOSED	Courtesy Letter
20200552	7/1/2020	2015 Crestwood	Other (Address)	Open	Evaluating/COVID
20200551	7/1/2020	2116 Crestwood	Other	CLOSED	Courtesy Letter
20200550	7/1/2020	2114 Crestwood	Other	CLOSED	Courtesy Letter
20200549	7/1/2020	2111 Crestwood	Other	CLOSED	Courtesy Letter
20200548	7/1/2020	2106 Crestwood	Other	CLOSED	Courtesy Letter
20200547	7/1/2020	2104 Crestwood	Other	CLOSED	Courtesy Letter
20200546	7/1/2020	2100 Crestwood	Other (Address)	Open	Evaluating/COVID
20200545	7/1/2020	2101 Lamar Dr	Other	CLOSED	Violation letter
20200544	6/30/2020	2107 Lamar Dr	Other (Address)	Open	Evaluating/COVID
20200543	6/30/2020	2111 Lamar Dr	Other	CLOSED	Courtesy Letter
20200542	6/30/2020	2111 Lamar Dr	Other (Address)	Open	Evaluating/COVID
20200541	6/25/2020	2110 Dowling	Other	CLOSED	Face to Face
20200540	6/25/2020	1205 Goliad	Other	CLOSED	Courtesy Letter
20200539	6/25/2020	1606 Jenny	Other	CLOSED	Enforcement letter
20200538	6/25/2020	406 Collins	Other	CLOSED	Courtesy Letter
20200537	6/25/2020	411 Fannin St.	Other	CLOSED	Violation letter
20200536	6/12/2020	1800 Block Richmond Parkway	Tall Grass/Brush/Weeds	Open	Courtesy Letter
20200534	6/18/2020	1921 Teakwood	Other (Continued Animal Nuisance)	Open	
20200533	6/17/2020	115 Douglas	Other	CLOSED	Courtesy Letter
20200532	6/17/2020	605 North Second	Other	CLOSED	Courtesy Letter
20200531	6/17/2020	600 North Second St.	Other (Address)	Open	Evaluating/COVID
20200530	6/17/2020	507 North Second	Other (Address)	CLOSED	Courtesy Letter

20200529	6/17/2020	506 North Second St.	Other (Seasonal lighting)	CLOSED	Courtesy Letter
20200528	6/17/2020	506 North Second St.	Other (Address)	CLOSED	Courtesy Letter
20200527	6/17/2020	410 North Third	Other	CLOSED	Courtesy Letter
20200526	6/17/2020	515 North Third	Other	CLOSED	Courtesy Letter
20200525	6/17/2020	604 North Third	Other	CLOSED	Courtesy Letter
20200524	6/17/2020	612 North Third	Other	CLOSED	Courtesy Letter
20200523	6/17/2020	709 North Fourth	Other	CLOSED	Courtesy Letter
20200522	6/17/2020	707 North Fourth	Other	CLOSED	Courtesy Letter
20200521	6/17/2020	701 North Fourth	Other	CLOSED	Courtesy Letter
20200520	6/17/2020	609 North Fourth	Other (Address)	Open	Evaluating/COVID
20200519	6/17/2020	600 North Fourth St	Dangerous Pool	CLOSED	Courtesy Letter
20200518	6/17/2020	506 North Fourth St.	Other	CLOSED	Courtesy Letter
20200517	6/17/2020	615 Austin	Tall Grass/Brush/Weeds	CLOSED	Enforcement letter
20200516	6/17/2020	501 Travis	Other (Address)	CLOSED	Courtesy Letter
20200515	6/17/2020	503 Travis	Other (Address)	Open	Evaluating/COVID
20200514	6/17/2020	904 South Third	Evaluating/COVID	CLOSED	Courtesy Letter
20200513	6/17/2020	411 Travis St.	Evaluating/COVID	CLOSED	Courtesy Letter
20200512	6/17/2020	703 South Third	Tall Grass/Brush/Weeds	CLOSED	Courtesy Letter
20200511	6/17/2020	1400 FM 2218	Tall Grass/Brush/Weeds	CLOSED	Courtesy Letter
20200510	6/17/2020	541 Highway 90-A	Tall Grass/Brush/Weeds	CLOSED	Violation letter
20200509	6/17/2020	521 Highway 90-A	Tall Grass/Brush/Weeds	CLOSED	Violation letter
20200508	6/17/2020	1202 Jenny	Other	CLOSED	Courtesy Letter
20200507	6/17/2020	804 CENTER	Garbage and Rubbish	Open	
20200506	6/17/2020	804 CENTER	Tall Grass/Brush/Weeds	Open	
20200505	6/17/2020	703 Center	Other	CLOSED	Courtesy Letter
20200504	6/17/2020	1102 Leonard	Other	CLOSED	Courtesy Letter
20200503	6/17/2020	616 Center	Other	CLOSED	Courtesy Letter
20200502	6/17/2020	604 Center	Other	CLOSED	Courtesy Letter
20200501	6/16/2020	1205 Inwood	Parking	CLOSED	Door hanger
20200500	6/16/2020	1101 South Third	Tall Grass/Brush/Weeds	CLOSED	Force Mow
20200499	6/16/2020	205 Clark St.	Garbage and Rubbish	Open	
20200498	6/12/2020	1000 Richmond Parkway	Other	CLOSED	Courtesy Letter
20200497	6/12/2020	1513 Chestnut	Other	CLOSED	Violation letter
20200496	6/12/2020	1515 Chestnut	Animal Complaint/Nuisance	CLOSED	Face to Face

20200495	6/11/2020	203 Fannin	Other	CLOSED	Courtesy Letter
20200494	6/11/2020	203 Fannin	Other	CLOSED	Courtesy Letter
20200493	6/11/2020	307 Fannin	Other	CLOSED	Violation letter
20200492	6/11/2020	313 Fannin	Other	CLOSED	Enforcement letter
20200491	6/11/2020	407 Fannin	Other	CLOSED	Courtesy Letter
20200490	6/11/2020	407 Fannin	Other	CLOSED	Courtesy Letter
20200489	6/11/2020	409 Fannin	Other	CLOSED	Violation letter
20200488	6/11/2020	411 Fannin	Other	CLOSED	Courtesy Letter
20200487	6/11/2020	509 Fannin	Other	CLOSED	Enforcement letter
20200486	6/11/2020	907 South Sixth	Tall Grass/Brush/Weeds	CLOSED	Force Mow
20200485	6/11/2020	911 South Sixth	Tall Grass/Brush/Weeds	Open	
20200484	6/11/2020	1003 South Seventh	Other	Open	Evaluating/COVID
20200483	6/11/2020	1009 South Seventh St.	Other	CLOSED	Violation letter
20200482	6/11/2020	1009 South Seventh St.	Other	CLOSED	Violation letter
20200481	6/11/2020	1011 South Sixth	Other	CLOSED	Violation letter
20200480	6/10/2020	721 Lettie	Tall Grass/Brush/Weeds	CLOSED	Force Mow
20200479	6/10/2020	505 Burnet	Other	CLOSED	Violation letter
20200478	6/10/2020	502 Burnet	Tall Grass/Brush/Weeds	CLOSED	Violation letter
20200477	6/10/2020	413 Burnet	Other	CLOSED	Courtesy Letter
20200476	6/10/2020	404 Burnet	Other	CLOSED	Courtesy Letter
20200475	6/10/2020	400 Burnet	Tall Grass/Brush/Weeds	CLOSED	Courtesy Letter
20200474	6/10/2020	300 Burnet	Other	CLOSED	Violation letter
20200473	6/10/2020	1109 South Third	Other	Open	Evaluating/COVID
20200472	6/10/2020	1106 South Third	Tall Grass/Brush/Weeds	CLOSED	Courtesy Letter
20200471	6/10/2020	214 Wheaton	Dangerous Pool	CLOSED	Courtesy Letter
20200470	6/10/2020	209 Wheaton	Other	CLOSED	Violation letter
20200469	6/10/2020	203 Wheaton	Other	CLOSED	Violation letter
20200468	6/10/2020	111 Wheaton	Other	CLOSED	Courtesy Letter
20200467	6/10/2020	1202 Richmond Parkway	Tall Grass/Brush/Weeds	Open	
20200466	6/10/2020	217 Collins	Garbage and Rubbish	Open	
20200465	6/10/2020	817 Center St.	Tall Grass/Brush/Weeds	CLOSED	Courtesy Letter
20200464	6/10/2020	1008 South Sixth	Tall Grass/Brush/Weeds	CLOSED	Courtesy Letter
20200463	6/4/2020	219 CLark	Tall Grass/Brush/Weeds	CLOSED	Courtesy Letter
20200462	6/4/2020	603 Center	Tall Grass/Brush/Weeds	CLOSED	Enforcement letter

20200461	6/4/2020	610 Fields St	Tall Grass/Brush/Weeds	Open	
20200460	6/4/2020	810 Lettie	Junked Vehicle	CLOSED	Enforcement letter
20200459	6/4/2020	1310 Preston	Tall Grass/Brush/Weeds	CLOSED	Violation letter
20200458	6/4/2020	1400 Preston	Tall Grass/Brush/Weeds	CLOSED	Violation letter
20200457	6/4/2020	311 Austin	Junked Vehicle	CLOSED	Violation letter
20200456	6/4/2020	311 Austin	Garbage and Rubbish	CLOSED	Violation letter
20200455	6/4/2020	1007 Preston	Tall Grass/Brush/Weeds	Open	
20200454	6/4/2020	1007 Preston	Garbage and Rubbish	Open	
20200453	6/4/2020	1007 Preston St	Dangerous Fence	Open	
20200452	6/4/2020	419 Clay	Other	CLOSED	Courtesy Letter
20200451	6/3/2020	1502 Lamar	Garbage and Rubbish	CLOSED	Violation letter
20200450	6/3/2020	1110 Clay	Garbage and Rubbish	CLOSED	Courtesy Letter
20200449	6/3/2020	411 Clay	Other	CLOSED	Violation letter
20200448	6/3/2020	415 Clay	Other	CLOSED	Courtesy Letter
20200447	6/3/2020	421 Clay	Other	CLOSED	Courtesy Letter
20200446	6/3/2020	503 Clay	Other	CLOSED	Violation letter
20200445	6/3/2020	501 Clay	Tall Grass/Brush/Weeds	CLOSED	Courtesy Letter
20200444	6/3/2020	700 North Second	Other	CLOSED	Courtesy Letter
20200443	6/3/2020	315 Preston	Tall Grass/Brush/Weeds	CLOSED	Violation letter
20200442	6/3/2020	704 Fields	Tall Grass/Brush/Weeds	CLOSED	Enforcement letter
20200441	6/3/2020	808 Fields	Tall Grass/Brush/Weeds	Open	Violation letter
20200440	6/3/2020	1019 North Tenth	Tall Grass/Brush/Weeds	CLOSED	Courtesy Letter
20200439	6/3/2020	1101 San Jacinto	Dangerous Pool	CLOSED	Courtesy Letter
20200438	6/3/2020	1402 Center	Garbage and Rubbish	CLOSED	Courtesy Letter
20200437	6/3/2020	1202 Center	Junked Vehicle	CLOSED	Courtesy Letter
20200436	6/3/2020	1329 Edgewood	Other	CLOSED	Violation letter
20200435	6/3/2020	1301 Concord	Junked Vehicle	CLOSED	Courtesy Letter
20200434	6/3/2020	1200 Fair Oaks	Junked Vehicle	CLOSED	Courtesy Letter
20200433	6/1/2020	127 Emerald Loch	Animal Complaint/Nuisance	CLOSED	Courtesy Letter
20200432	6/1/2020	1203 Alamo	Garbage and Rubbish	CLOSED	Courtesy Letter
20200431	6/1/2020	1603 Jenny	Other	CLOSED	Violation letter
20200430	6/1/2020	1606 JENNY	Other	CLOSED	Courtesy Letter
20200429	6/1/2020	1312 Jenny	Other	CLOSED	Courtesy Letter
20200428	6/1/2020	715 Riveredge	Garbage and Rubbish	CLOSED	Courtesy Letter

20200427	6/1/2020	1703 Rocky Falls	Other	CLOSED	Courtesy Letter
20200426	6/1/2020	1616 Branch	Other	CLOSED	Courtesy Letter
20200425	6/1/2020	2116 Gammon	Other	Open	
20200424	6/1/2020	1813 George	Garbage and Rubbish	CLOSED	Courtesy Letter
20200423	6/1/2020	1600 George	Dangerous Structure	CLOSED	Courtesy Letter
20200422	5/29/2020	603 Maiden	Tall Grass/Brush/Weeds	CLOSED	Force Mow
20200421	5/29/2020	205 Clark St.	Junked Vehicle	Open	
20200420	5/29/2020	1100 Jenny Ln	Garbage and Rubbish	CLOSED	Enforcement letter
20200419	5/29/2020	709 Collins	Other	CLOSED	Courtesy Letter
20200418	5/29/2020	Rufus & Center St.	Garbage and Rubbish	CLOSED	Courtesy Letter
20200417	5/29/2020	1002 Rufus St.	Tall Grass/Brush/Weeds	CLOSED	Force Mow
20200416	5/29/2020	1008 Morton	Tall Grass/Brush/Weeds	CLOSED	Enforcement letter
20200415	5/29/2020	506 Mable ST	Garbage and Rubbish	Open	
20200414	5/29/2020	711 N. Fourth St.	Junked Vehicle	CLOSED	Courtesy Letter
20200413	5/29/2020	1101 Highway 90-A	Tall Grass/Brush/Weeds	CLOSED	Courtesy Letter
20200412	5/29/2020	1015 Highway 90-A	Tall Grass/Brush/Weeds	CLOSED	Violation letter
20200411	5/29/2020	721 Highway 90-A	Tall Grass/Brush/Weeds	CLOSED	Violation letter
20200410	5/29/2020	641 Highway 90-A	Tall Grass/Brush/Weeds	CLOSED	Enforcement letter
20200409	5/29/2020	621 Highway 90-A	Tall Grass/Brush/Weeds	CLOSED	Violation letter
20200408	5/29/2020	601 Highway 90-A	Tall Grass/Brush/Weeds	CLOSED	Violation letter
20200407	5/29/2020	1512 Rocky Falls	Tall Grass/Brush/Weeds	CLOSED	Enforcement letter
20200406	5/29/2020	1600 Rocky Falls	Tall Grass/Brush/Weeds	CLOSED	Enforcement letter
20200405	5/27/2020	606 Fairway	Other	CLOSED	Enforcement letter
20200404	5/27/2020	1111 Lydia	Junked Vehicle	CLOSED	Enforcement letter
20200403	5/27/2020	1117 Lydia ST.	Garbage and Rubbish	CLOSED	Courtesy Letter
20200402	5/27/2020	1117 Lydia ST.	Tall Grass/Brush/Weeds	CLOSED	Violation letter
20200401	5/26/2020	508 Center	Tall Grass/Brush/Weeds	CLOSED	Courtesy Letter
20200400	5/26/2020	509 Center	Other	CLOSED	Courtesy Letter
20200399	5/26/2020	714 Center	Other	Open	Evaluating/COVID
20200398	5/26/2020	1010 Lettie	Other	CLOSED	Enforcement letter
20200397	5/26/2020	1117 Lydia	Other	CLOSED	Courtesy Letter
20200396	5/26/2020	1109 Lydia	Other	CLOSED	Courtesy Letter
20200395	5/26/2020	1111 Lydia	Other	Open	Evaluating/COVID
20200394	5/26/2020	602 Center	Other	CLOSED	Courtesy Letter

20200393	5/26/2020	1012 Center	Garbage and Rubbish	CLOSED	Enforcement letter
20200392	5/26/2020	1005 Center	Other	CLOSED	Enforcement letter
20200391	5/26/2020	1200 Center	Other	CLOSED	Enforcement letter
20200390	5/26/2020	1204 Center	Other	CLOSED	Courtesy Letter
20200389	5/26/2020	1306 Center	Other	CLOSED	Courtesy Letter
20200388	5/26/2020	1406 Center St.	Other	CLOSED	Courtesy Letter
20200387	5/26/2020	1508 Center St	Other	Open	
20200386	5/26/2020	1104 Wincheter	Other	CLOSED	Courtesy Letter
20200385	5/26/2020	1303 Fair Oaks	Other	CLOSED	Courtesy Letter
20200384	5/26/2020	1106 Trenton	Other	CLOSED	Courtesy Letter
20200383	5/26/2020	1206 Fair Oaks	Other	CLOSED	Courtesy Letter
20200382	5/26/2020	1202 Trenton	Other	CLOSED	Courtesy Letter
20200381	5/26/2020	1204 goliad	Other	CLOSED	Courtesy Letter
20200380	5/26/2020	1201 Goliad	Other	CLOSED	Courtesy Letter
20200379	5/26/2020	1108 Goliad	Garbage and Rubbish	CLOSED	Courtesy Letter
20200378	5/26/2020	1105 Goliad	Tall Grass/Brush/Weeds	Open	
20200377	5/26/2020	1204 Alamo	Garbage and Rubbish	CLOSED	Courtesy Letter
20200376	5/26/2020	1300 Center	Other	CLOSED	Courtesy Letter
20200375	5/26/2020	1300 Alamo	Garbage and Rubbish	CLOSED	Courtesy Letter
20200374	5/26/2020	1300 Center	Other	CLOSED	Courtesy Letter
20200373	5/26/2020	1307 Alamo	Other (Seasonal lighting)	CLOSED	Courtesy Letter
20200372	5/20/2020	1301 San Jacinto	Other (Seasonal lighting)	CLOSED	Courtesy Letter
20200371	5/20/2020	1209 San Jacinto	Other (Seasonal lighting)	Open	
20200370	5/20/2020	1712 Jenny	Other (Seasonal lighting)	CLOSED	Enforcement letter
20200369	5/20/2020	1512 Jenny Ln.	Other (Address)	CLOSED	Double entry
20200368	5/20/2020	1510 Jenny	Other (Skirting)	CLOSED	Violation letter
20200367	5/20/2020	1508 Jenny	Other (Seasonal lighting)	CLOSED	Courtesy Letter
20200366	5/20/2020	1404 Jenny	Other (Seasonal lighting)	CLOSED	Enforcement letter
20200365	5/20/2020	1302 Jenny	Other (Seasonal lighting)	CLOSED	Courtesy Letter
20200364	5/20/2020	1206 Jenny Ln	Other (Skirting)	CLOSED	Courtesy Letter
20200363	5/20/2020	1103 Jenny	Other (Seasonal lighting)	CLOSED	Enforcement letter
20200362	5/20/2020	1101 jenny	Other (Skirting)	CLOSED	Enforcement letter
20200361	5/20/2020	1101 jenny	Other (Prop. Maintenance)	CLOSED	Enforcement letter
20200360	5/20/2020	1312 Lamar	Parking	CLOSED	Courtesy Letter

20200359	5/20/2020	508 Morton	Tall Grass/Brush/Weeds	CLOSED	Violation letter
20200358	5/20/2020	102 Main St.	Other (Seasonal lighting)	CLOSED	Courtesy Letter
20200357	5/20/2020	101 Main St.	Other (Seasonal lighting)	CLOSED	Violation letter
20200356	5/20/2020	208 Riveredge Drive	Junked Vehicle	CLOSED	Violation letter
20200355	5/20/2020	1310 Newlin #1	Parking	CLOSED	Violation letter
20200354	5/20/2020	1310 Newlin #1	Junked Vehicle	CLOSED	Violation letter
20200353	5/20/2020	802 Strange	No Permit	CLOSED	Courtesy Letter
20200352	5/20/2020	1323 Newlin	Garbage and Rubbish	CLOSED	Courtesy Letter
20200351	5/20/2020	402 Damon St.	Roof (Property Maintenance	Open	
20200350	5/20/2020	1401 Edgewood	Other (Address)	CLOSED	Courtesy Letter
20200349	5/20/2020	519 Riveredge	Other (Trailer & Boad)	CLOSED	Courtesy Letter
20200348	5/20/2020	603 Center	Garbage and Rubbish	CLOSED	Courtesy Letter
20200347	5/20/2020	604 Center	Garbage and Rubbish	CLOSED	Courtesy Letter
20200346	5/20/2020	1002 Center	Garbage and Rubbish	CLOSED	Courtesy Letter
20200345	5/20/2020	1304 Center St	Other (Address)	CLOSED	Courtesy Letter
20200344	5/20/2020	1208 Fair Oaks	Other (Seasonal lighting)	CLOSED	Courtesy Letter
20200343	5/20/2020	1113 Fair Oaks	Other (Seasonal lighting)	CLOSED	Courtesy Letter
20200342	5/20/2020	1112 Fair Oaks	Other (Seasonal lighting)	CLOSED	Courtesy Letter
20200341	5/20/2020	1103 YORKTOWN	Other (Seasonal lighting)	CLOSED	Courtesy Letter
20200340	5/20/2020	1105 Yorktown	Garbage and Rubbish	CLOSED	Courtesy Letter
20200339	5/20/2020	1203 Yorktown	Garbage and Rubbish	CLOSED	Courtesy Letter
20200338	5/20/2020	1202 Yorktown	Garbage and Rubbish	CLOSED	Courtesy Letter
20200337	5/20/2020	1304 Trenton	Garbage and Rubbish	CLOSED	Courtesy Letter
20200336	5/20/2020	1206 Concord	Garbage and Rubbish	CLOSED	Courtesy Letter
20200335	5/20/2020	1303 Goliad	Garbage and Rubbish	CLOSED	Courtesy Letter
20200334	5/20/2020	1311 Jenny Ln.	Other (Seasonal lighting)	CLOSED	Courtesy Letter
20200333	5/20/2020	1511 Jenny Ln.	Garbage and Rubbish	CLOSED	Courtesy Letter
20200332	5/20/2020	1512 Jenny Ln.	Other (Address)	Open	Evaluating/COVID
20200331	5/20/2020	1512 Jenny Ln.	Other (Seasonal lighting)	CLOSED	Courtesy Letter
20200330	5/20/2020	1308 Jenny	Tall Grass/Brush/Weeds	CLOSED	Courtesy Letter
20200329	5/20/2020	1300 Jenny	Garbage and Rubbish	CLOSED	Courtesy Letter
20200328	5/20/2020	1209 Jenny	Garbage and Rubbish	CLOSED	Courtesy Letter
20200327	5/20/2020	1105 Jenny	Garbage and Rubbish	CLOSED	Courtesy Letter
20200326	5/20/2020	202 Damon St.	Tall Grass/Brush/Weeds	CLOSED	Courtesy Letter

20200325	5/20/2020	706 Greenwood	Tall Grass/Brush/Weeds	<b>CLOSED</b>	Courtesy Letter
20200324	5/13/2020	508 Center	Garbage and Rubbish	<b>CLOSED</b>	Violation letter
20200323	5/13/2020	508 Center	Tall Grass/Brush/Weeds	<b>CLOSED</b>	Violation letter
20200272	5/12/2020	1006 FM 359	Sign Violations	<b>CLOSED</b>	Enforcement letter
20200220	3/4/2020	206 Collins Rd.	Other (Accessory structure)	Open	Extension/Covid
20200219	3/4/2020	206 Collins Rd.	Other (Prop. Maintenance)	Open	Extension/Covid
20200205	3/4/2020	1804 George St.	Garbage and Rubbish	Open	Enforcement
20200204	3/4/2020	1804 George St.	Junked Vehicle	Open	Enforcement
20200184	2/27/2020	202 Grayless	Other (Address)	Open	Evaluating/COVID
20200183	2/27/2020	201 Grayless	Other (Address)	Open	Evaluating/COVID
20200163	2/27/2020	103 Riveredge Dr. #3	Other (Address)	Open	Evaluating/COVID
20200149	2/13/2020	304 Riveredge Dr	Other (Prop. Maintenance)	Open	Secured watching for deterioration
20200116	2/13/2020	308 Riveredge Dr	Other (Prop. Maintenance)	Open	Secured watching for deterioration
20190635	12/17/2019	315 Burnett St.	Junked Vehicle	Open	Extension/Title search
20190530	11/4/2019	816 Leonard St	Tall Grass/Brush/Weeds	Open	Reoccurring
20190526	10/30/2019	304 Riveredge Dr	Garbage and Rubbish	Open	Tires recycling
20190423	9/5/2019	1610 George	Other (Prop. Maintenance)	Open	Multiple building violations

.....Closed Cases older than May 2020 have been deleted from the report, but not the file.

Legend

Green-Courtesy

Yellow-Violation

Orange-Enforcement

Red-Force Mow/Clean-Up

*\*\*Properties assigned to Building & Standards Commission (Blue)\*\**

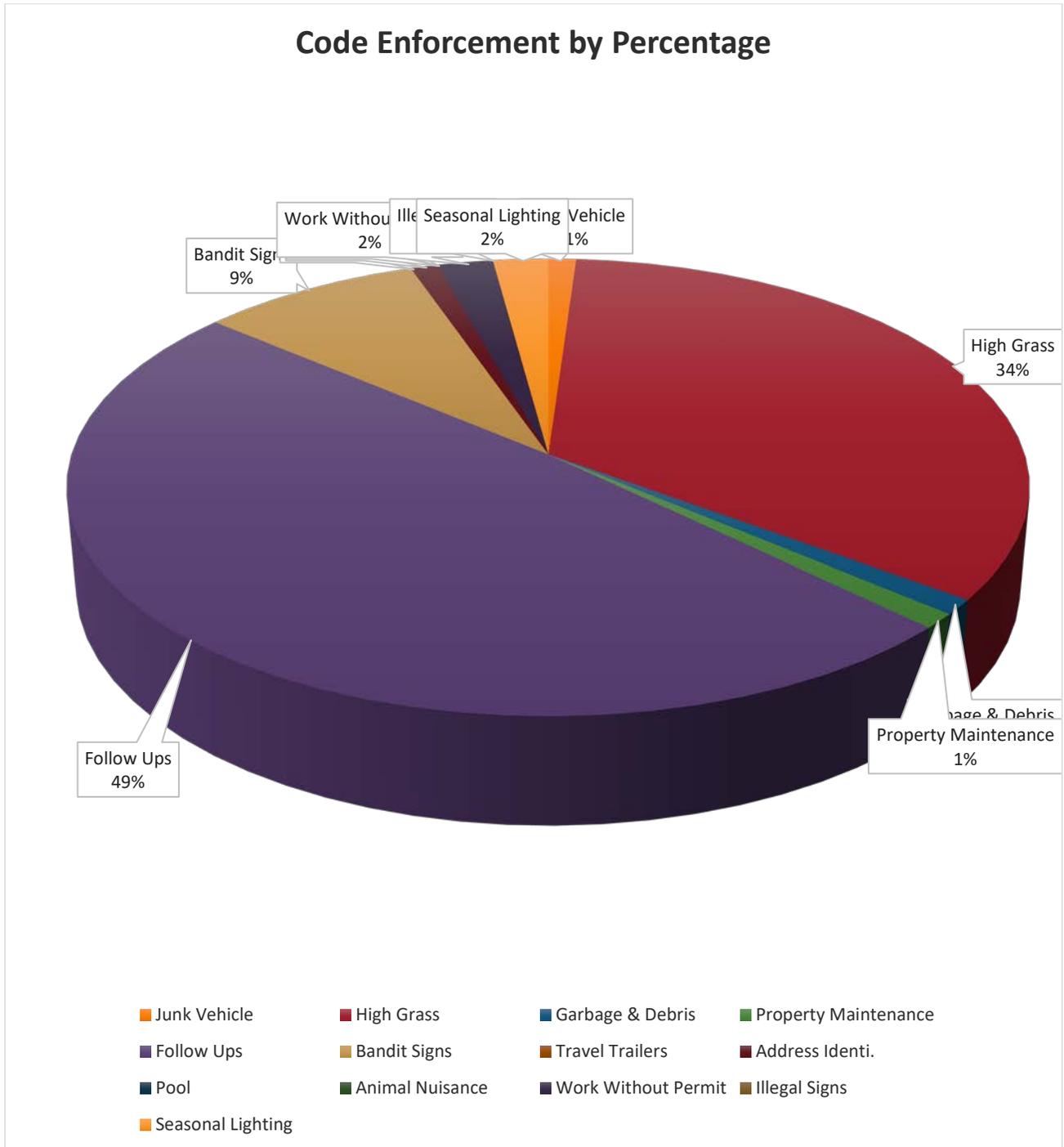
20200535	6/22/2020	2002 Gammon St.	Dangerous Structure	Open	Bldg & Stand Comm
20200218	3/4/2020	906 Fields St.	Dangerous Structure	Open	Bldg & Stand Comm
20190562	11/19/2019	311 Mellon	Dangerous Structure	Open	Bldg & Stand Comm

20190548	11/5/2019	2002 Gammon St.	Other (Prop. Maintenance)	Open	Bldg & Stand Comm
20190472	9/24/2019	1000 Calhoun St	Dangerous Structure	Open	Bldg & Stand Comm
20190269	7/15/2019	602 Mabel	Dangerous Structure	Open	Bldg & Stand Comm
20190264	7/11/2019	601 Pultar	Dangerous Structure	Open	Bldg & Stand Comm
20190088	3/28/2019	1315 Newlin	Dangerous Structure	Open	Bldg & Stand Comm
20190032	2/14/2019	703 Newton Drive	Other (Prop. Maintenance)	Open	Bldg & Stand Comm
20180428	11/1/2018	1101 Jerry Street	Dangerous Structure	Open	Bldg & Stand Comm
20180069	3/29/2018	1110 Rufus	Dangerous Structure	Open	Bldg & Stand Comm
20180018	2/19/2018	1616 George Ave.	Dangerous Structure	Open	Bldg & Stand Comm

# CODE COMPLIANCE

*AUGUST 2020*

*Report prepared by Kay Moss*





## CONSENT AGENDA

### 3. Police Department Report.



# Richmond Police Department

Monthly Report

August 2020

*Jeff Craig*

Chief of Police

**Together  
We Can Make a Difference**

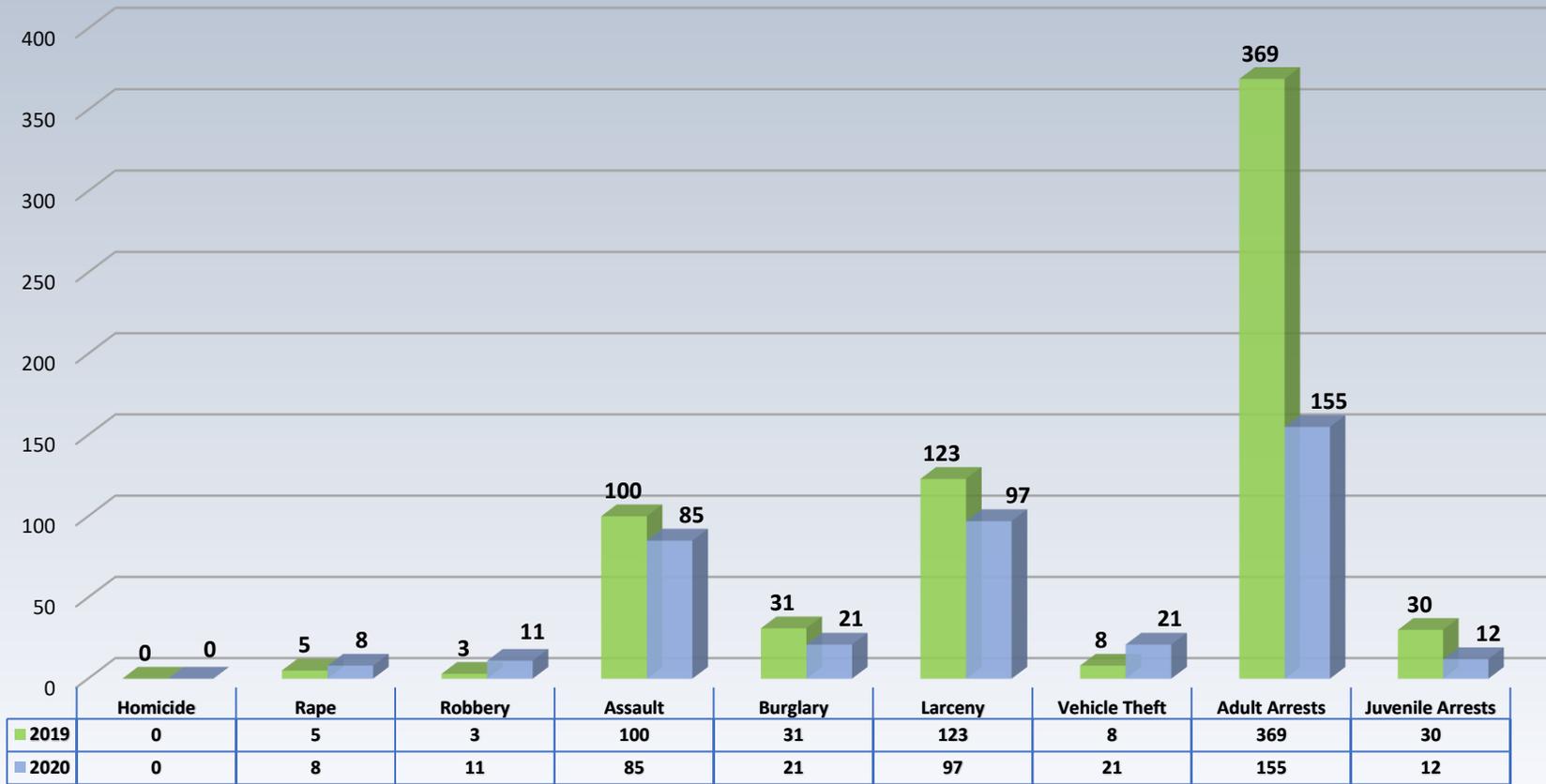
## 2019 Crime Reports

		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Yr/Date
<b>Criminal Homicide</b>														
	<i>Murder/Non Negligent Mansalughter</i>	0	0	0	0	0	0	0	0	0	0	0	0	0
	<i>Manslaughter by Negligence</i>	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Rape</b>														
	<i>Rape</i>	1	0	1	1	1	0	1	0	0	0	0	0	5
	<i>Attempted Rape</i>	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Robbery</b>														
	<i>Firearm</i>	1	0	0	0	0	0	0	0	0	0	0	0	1
	<i>Other Dangerous Weapon</i>	0	0	0	0	0	0	0	0	0	0	0	0	0
	<i>Strong Arm (Hands,Fist,Feet)</i>	0	0	0	1	0	0	0	1	0	0	0	0	2
<b>Assault</b>														
	<i>Gun</i>	0	1	2	0	1	0	0	0	0	0	0	0	4
	<i>Other Dangerous Weapon</i>	1	0	2	2	2	2	0	1	0	0	0	0	10
	<i>Hands,Fist,Feet, Etc- Aggravated</i>	0	1	0	0	0	0	0	4	0	0	0	0	5
	<i>Other Assaults - Not Aggravated</i>	11	7	9	7	17	11	8	11	0	0	0	0	81
<b>Burglary</b>														
	<i>Residential</i>	1	0	0	1	0	2	0	0	0	0	0	0	4
	<i>Non-Residential</i>	2	3	0	4	8	4	4	2	0	0	0	0	27
<b>Larceny</b>		3	19	17	21	17	20	10	16	0	0	0	0	123
<b>Motor Vehicle Theft</b>														
	<i>Autos</i>	1	2	0	1	2	0	0	0	0	0	0	0	6
	<i>Trucks &amp; Buses</i>	0	1	0	0	0	0	0	0	0	0	0	0	1
	<i>Other Vehicles</i>	0	1	0	0	0	0	0	0	0	0	0	0	1
<b>Arrests</b>														
	<i>Adult</i>	58	43	42	55	43	36	45	47	0	0	0	0	369
	<i>Juvenile</i>	5	3	8	6	3	2	2	1	0	0	0	0	30
<b>Traffic Crashes</b>		17	14	17	20	23	16	14	16	0	0	0	0	137

## 2020 Crime Reports

		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Yr/Date
<b>Criminal Homicide</b>														
	<i>Murder/Non Negligent Manslaughter</i>	0	0	0	0	0	0	0	0	0	0	0	0	0
	<i>Manslaughter by Negligence</i>	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Rape</b>														
	<i>Rape</i>	1	0	2	1	1	1	1	0	0	0	0	0	7
	<i>Attempted Rape</i>	0	0	0	0	1	0	0	0	0	0	0	0	1
<b>Robbery</b>														
	<i>Firearm</i>	2	0	1	1	0	1	1	0	0	0	0	0	6
	<i>Other Dangerous Weapon</i>	0	0	0	0	0	0	0	0	0	0	0	0	0
	<i>Strong Arm (Hands,Fist,Feet)</i>	0	0	0	1	2	0	0	2	0	0	0	0	5
<b>Assault</b>														
	<i>Gun</i>	0	0	1	1	2	1	1	1	0	0	0	0	7
	<i>Other Dangerous Weapon</i>	1	1	2	2	1	0	0	0	0	0	0	0	7
	<i>Hands,Fist,Feet, Etc-Aggravated</i>	0	2	4	2	2	3	0	0	0	0	0	0	13
	<i>Other Assaults - Not Aggravated</i>	10	7	7	4	8	7	7	8	0	0	0	0	58
<b>Burglary</b>														
	<i>Residential</i>	0	2	0	1	0	2	1	1	0	0	0	0	7
	<i>Non-Residential</i>	2	1	1	1	0	4	0	5	0	0	0	0	14
<b>Larceny</b>		13	10	11	15	15	12	7	14	0	0	0	0	97
<b>Motor Vehicle Theft</b>														
	<i>Autos</i>	2	2	2	2	3	1	2	5	0	0	0	0	19
	<i>Trucks &amp; Buses</i>	0	0	0	0	0	1	0	0	0	0	0	0	1
	<i>Other Vehicles</i>	0	0	0	0	0	0	1	0	0	0	0	0	1
<b>Arrests</b>														
	<i>Adult</i>	31	24	23	15	17	9	11	25	0	0	0	0	155
	<i>Juvenile</i>	1	4	3	1	0	2	0	1	0	0	0	0	12
<b>Traffic Crashes</b>		18	24	16	7	12	25	15	10	0	0	0	0	127

## Richmond Police Department National Incident-Based Reporting Year to Date Crime Statistics



August

2019

2020

# Richmond Police Department

## Monthly Patrol Division Activity Report

August 2020

To: Chief J.J. Craig  
Date: September 3, 2020

From: **J. Martin**  
Lieutenant, Patrol Division

### Patrol Division

#### **TOTALS: Productivity**

Shifts Worked	244
Calls Answered	817
Reports	75
Citations	21
Warnings	21
Arrests	19
Charges	25
Warrants	0
Beat Contacts	45
Mileage	9467

#### **Payroll**

Regular Hours	2509.50
Comp Time Hours Earned	44.50
Overtime Hours Paid In Cash	8.50
Comp Hours Paid in Cash	0
<b>Combined Total</b>	<b>2562.50</b>
Vacation Hours Taken	268.25
Sick Hours Taken	66.25
Comp Hours Taken	196.0
Funeral Hours Taken	0
Holiday (Shows in Comp Earned)	0
<b>Combined Total</b>	<b>530.50</b>
<b>Total Hours</b>	<b>3093.0</b>

#### **Training:**

**OFFICER**

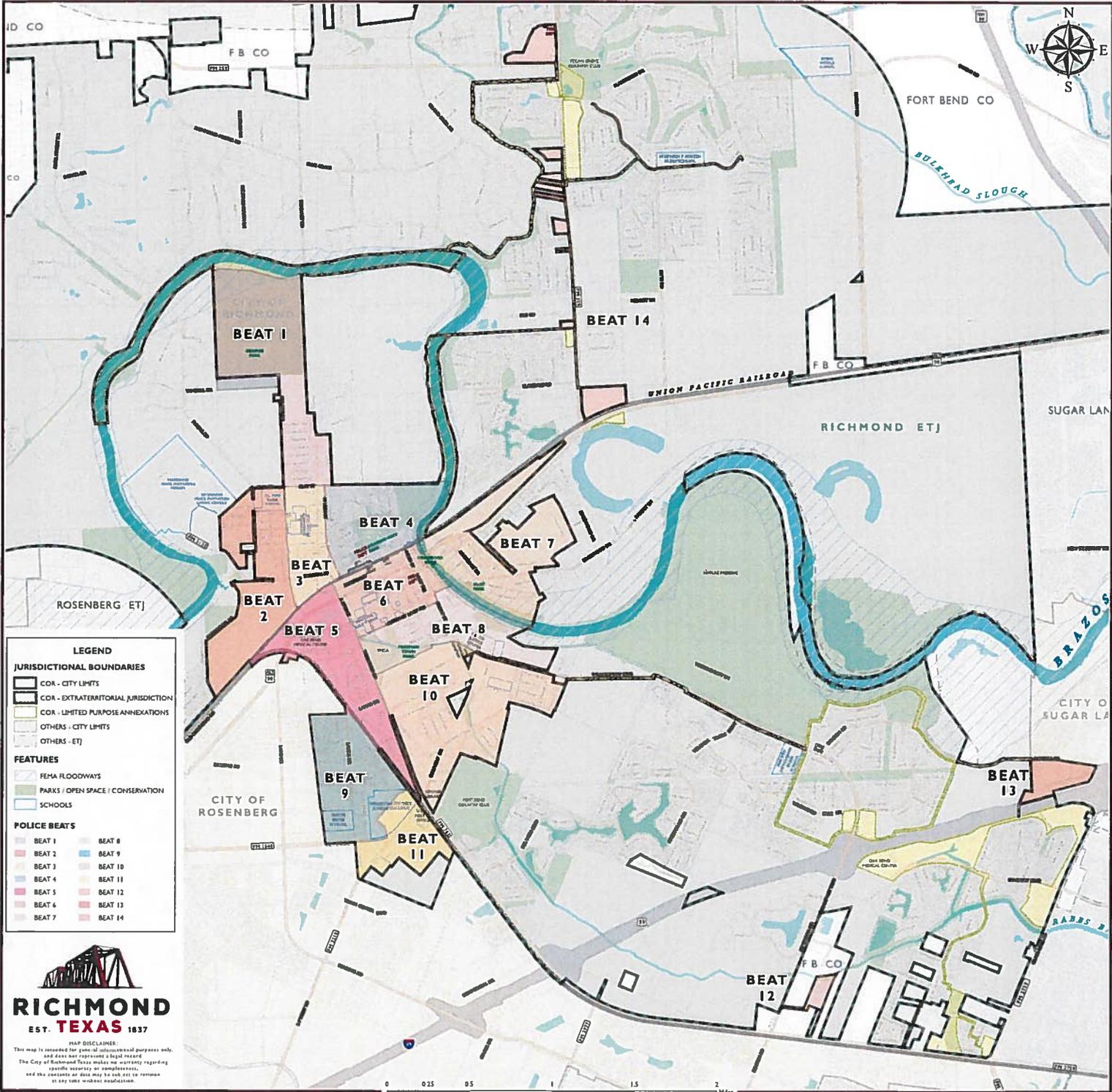
**COURSE**

**LOCATION**

**HOURS**

Total Training  
Hours: 0

# RICHMOND POLICE DEPARTMENT BEATS MAP



**Monthly Beat Report  
Beat 02  
Officer V. Golovine  
August 2020**

**The COVID-19 pandemic continued during the month of August. Because of this, I limited my Beat activities to daily visits to the convenience stores, other businesses in the City, and talking to residents while six feet away.**

**I do not have any registered sex offenders within this Beat for this month.**

**Beat Contacts                      Address**

**New Junk Vehicles              Address**

**Sex Offender Contact            Address**

**Monthly Beat Report  
Beat 03  
Officer D. Evans  
August 2020**

**This month I frequently checked local businesses throughout the City. I also looked for streetlights that needed to be repaired or replaced but did not locate any. Every hour or so, if possible, I drove through my Beat. Due to the corona virus, we are currently not making any new Beat contacts. I also conducted several property-checks on Morton Cemetery and City Hall.**

**I located a junk vehicle this month parked in front yard of 808 Mabel St. The vehicle is a blue 2003 Mitsubishi Gallant LP CH2H172. The vehicle does not have valid insurance, the registration expired 03/20, and it does not appear to have been recently moved. I left a junk vehicle warning. I also followed up on a junk vehicle LP BM7M018 at 1001 Leonard Ave. The maroon 2000 Ford Taurus has been moved.**

**Beat Contacts                      Address**

**New Junk Vehicles                      Address**

**CH2H172                      808 Mabel St.  
BM7M018                      1001 Leonard Ave.**

**Sex Offender Contact                      Address**

**Monthly Beat Report  
Beat 04  
Officer A. Escobar  
August 2020**

**During the month of August, I patrolled the city and answered calls for service. When I made contact with the public, I wore my mask to promote the prevention of COVID-19. I conducted property checks and foot patrols throughout my Beat and around the schools and businesses to prevent burglaries, criminal mischief, and theft. It should be noted, it is back to school season. School traffic will be monitored before and after school hours.**

**I located a junk vehicle in the 800 block of Collins Street. It is described as a gray in color, 2004 Mercury passenger car, bearing TXLP/ CC4B867. The vehicle had a registration tag of 12/19. I left a junk vehicle notice on the windshield of the vehicle. I will follow-up with the owner on a future date.**

**Beat Contacts                      Address**

**New Junk Vehicles              Address**

**CC4B867                              800 block of Collins Street**

**Sex Offender Contact        Address**

**Monthly Beat Report  
Beat 05  
Officer B. McNeal  
August 2020**

**During the month of August, due to COVID-19, and social distancing implementations, I did not make contact with any persons in my Beat. I was, however, able to conduct business checks at several businesses inside my Beat that have remained open. I also conducted checks at businesses that have recently reopened throughout the City. I also did not locate any junk vehicles in my Beat. All previous junk vehicle issues have been resolved inside my beat.**

**Beat Contacts      Address**

**New Junk Vehicles      Address**

**Sex Offender Contact      Address**

**Monthly Beat Report  
Beat 06  
Officer A. Freeman  
August 2020**

This month I conducted multiple property checks at 1010 Jackson Street and 502 South 5<sup>th</sup> Street. I did not observe anything out of the ordinary. I spoke with John Lockhart, who is the pastor for First Baptist Church, located at 502 South Fifth Street. Rev. Lockhart advised he enjoys working in the city of Richmond. Rev. Lockhart further advised that he was excited that businesses were opening back up. I advised Rev. Lockhart to contact me if he had any issues or questions. Also, this month I conducted multiple business and property checks in Beat 6 and throughout the City. I did not observe any road damage in my Beat. I further did not observe any streetlights to be out.

During the month of August, I followed up on a junk vehicle that I located from the previous month. The above-mentioned junk vehicle was a Chevrolet pickup truck, and it was located in the 1200 block of Yorktown Street. I observed the violation to be corrected.

I located one new junk vehicle this month. Late in the month I was advised that a green in color Army truck was located in the 1000 block of Country Club Drive and had been parked there for years without moving. I followed up on the truck and learned that the vehicle was equipped with a classic license plate. I further learned that the truck is used to pass through flood waters.

**Beat Contacts**                      **Address**

**New Junk Vehicles**                **Address**

**Classic Plates**                      **1001 Country Club**

**Sex Offender Contact**            **Address**

**Monthly Beat Report  
Beat 07  
Officer R. Molnoskey  
August 2020**

After being off work, due to surgery, and then several weeks of light duty assisting in CID, I am back on patrol! It would not be that bad if it weren't so hot. I can hardly wait for January when we get our two weeks of winter, before it turns hot again. I have been making a lot of stops at the convenience stores, and different business in town, and I have had several people coming up, speaking to me, and calling me by my first name. Since I have been out of patrol for a while, I don't recognize a lot of them, but then, with everyone wearing a mask nowadays, that doesn't help.

This month, I located a new junk vehicle in Beat 7. The vehicle is described as a green, 1981 Chevrolet pick-up. I spoke with the owner, Krishna Goptar, several years ago concerning the same vehicle. At that time, Mr. Goptar repaired it and had it running. Later, the truck broke down again. At the time, the owner was in poor health and could not repair it, but moved it to the back of the property, out of view. The owner has since passed away and the vehicle is back under the carport, covered with a tarp. I found out that the new owners of the property are Mr. Goptar's siblings. One supposedly resides in California, the other in Trinidad. A neighbor told me that he could locate a phone number for one of the owners and would get back with me. Also, the same location is unkept and overgrowth covers the property. I spoke with Richmond Fire Marshall Albert Cantu, who said that he would assist me in locating the owners and attempt to get the property cleaned up.

While I was out from patrol, I took several on-line classes, gaining hours toward my Master Peace Officer license. I plan to take several more.

All streets lights in Beat 7 are functioning properly. There are no registered sex-offenders in Beat 7 currently.

**Beat Contacts**

**Address**

**New Junk Vehicles**

**Address**

CA43192

1423 Edgewood Drive

**Sex Offender Contact**

**Address**

**Monthly Beat Report  
Beat 07  
Officer K. Pena  
August 2020**

During the month of August, I did not make any new Beat contacts due to the COVID-19 pandemic. However, throughout the month, I did conduct several property checks on the business throughout Beat 7 to deter burglaries.

I located one junk vehicle this month. The vehicle was a 2002 Nissan 4 door vehicle. The vehicle was parked at 107 Grayless and has an expiration since July 2020. I spoke with Michael Carcamo, the property owner, and I provided him with the junk vehicle notice. I also explained Richmond Municipal Ordinance #2002-17 to him. I will follow up on this vehicle next month.

I do not have a registered sex offender in my Beat.

<u>Beat Contacts</u>	<u>Address</u>
----------------------	----------------

<u>New Junk Vehicles</u>	<u>Address</u>
--------------------------	----------------

71638G9	107 Grayless
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<u>Sex Offender Contact</u>	<u>Address</u>
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None	
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**Monthly Beat Report  
Beat 08  
Officer P. Jackson  
August 2020**

During the month of August, I did not meet any new residents due to the Covid-19 pandemic. I did, however, conduct property checks throughout my Beat this month. I did not locate any problems or receive any concerns from any residents. I removed some bandit signs and located two electric poles with the lights not working. The first electric pole was located at 501 Travis Street and had pole #327073. The second pole was located at 809 Barrett Street but it did not have a pole number.

I located one junk vehicle this month. The vehicle was a gold Nissan Pathfinder with an expiration date of November 2019. I left a junk vehicle notice in the mailbox advising to get the registration updated.

I made contact via telephone with Ricardo Valdez a registered sex offender in the beat. Mr. Valdez is retired. Mr. Valdez is in compliance with his vehicle, address, and phone number as required by law.

<u>Beat Contacts</u>	<u>Address</u>
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<u>New Junk Vehicles</u>	<u>Address</u>
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CBT1769	308 Fannin St
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<u>Sex Offender Contact</u>	<u>Address</u>
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Ricardo Valdez	405 Travis St
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**Monthly Beat Report  
Beat 10  
Officer C. Okafor  
August 2020**

During the month of August, I located one new junk vehicle. The junk vehicle was parked at 106 Riveredge, a black in color, 1977, 2 door Lincoln bearing TXLP GL2-8KB, I was unable to contact the homeowner due to Covid-19 restrictions. I followed up on the junk vehicle from the month of June, BM22524 out of 2001 Shady Ln. I was unable to speak to the vehicle owner, but the vehicle was not in the premises.

Also, this month, I conducted several business checks around the City. I conducted several property-checks on Morton Cemetery and City Hall. All were checking clear. All the streetlights in my Beat are operational. I'm starting to notice more business opening and customers coming in which is a good thing for our local economy.

I do not have a Sex Offender in my Beat.

**Beat Contacts**                      **Address**

**New Junk Vehicles**              **Address**

**GL28KB**                              **106 Riveredge**

**Sex Offender Contact**          **Address**

**Monthly Beat Report  
Beat 11  
Officer C. Petty  
August 2020**

In the month of August, social distancing is still being enforced so I did not make any new Beat contacts this month. I did, however, conduct several business checks in my Beat this month. I also had some solicitor's in the parking lot of Wal Mart that I spoke with when conducting a property check of the businesses. I picked up several bandit garage sale signs in Beats 1 and 3 and disposed of them.

**Beat Contacts**                      **Address**

**New Junk Vehicle**                      **Address**

**Sex Offender Contact**                      **Address**

None

**Monthly Beat Report  
Beat #13  
Corporal E. Smith  
August 2020**

**During the month of August, I checked on the businesses located in Beat 13. All restaurants and essential businesses are complying with the COVID-19 pandemic order.**

**I located one junk vehicle this month, described as a green older model Honda Odyssey Van, with no license plates. The vehicle has remained inoperable for more than thirty consecutive days. I will follow up with the owner on a later date.**

**Beat Contacts                      Address**

**None**

**New Junk Vehicles                      Address**

**Honda Odyssey                      2006 Crestwood Drive**

**Sex Offender Contact                      Address**

**None**

**Monthly Beat Report  
Beat 14  
Officer T. Anderson  
August 2020**

During August, I followed up on a junk vehicle that I had located in my Beat. In July, I located a white in color, Lexus 2 door passenger car, bearing LP RBX591, at 406 Grayless. I am currently working with the registered owner to correct the violation. Also, this month I conducted multiple business and property checks in my Beat and throughout the rest of the City.

I located one new junk vehicle this month, a white in color Chevrolet Van bearing PL X24NPX. I was unable to make contact with the owner. I left a violation notice on the vehicle and will follow up on the vehicle next month.

I conducted multiple property checks at 1717 FM 359 due to the community being mostly senior citizens. I did not observe anything out of the ordinary. I did not observe any streetlights out in my Beat. I conducted a business check at 5330 FM 1640 and spoke with the manager. I was advised that, he was receiving multiple complaints from customers in reference to people parking in the handicap spot, without the correct parking permits. I advised the manager I and other officers, will increase officer presence in the parking lot.

**Beat Contacts**                      **Address**

**New Junk Vehicles**                      **Address**

X24NPX                                      400 Burnet St.

**Sex Offender Contact**                      **Address**

**Monthly Beat Report  
Mustang Crossing and Lamar Park Apartments  
Corporal R. Robles  
August 2020**

During the month of August, I did not meet any new residents in my Beat due to the COVID-19 pandemic. I did, however, conduct several property checks of my apartment complexes this month. I also located a streetlight that is out on the corner of Branch Ave. and Collins Rd. This month I noticed the City completed the sidewalk lights that lead up to George Park on Collins Rd. This provides a good source of light for residents who are walking at nighttime.

I located one junk vehicle this month. The vehicle was a red 1998 Chevrolet Metro2 door passenger car at 1800 FM 1640 in parking spot #505 that is registered to Courtney Castle. The vehicle has an expired Oklahoma LP from June 30, 2020. I left a junk vehicle notice along with a business card under the driver side windshield wiper. I will be following up with this vehicle next month. I also check on several of my previous junk vehicles and was unable to locate them.

I do not have a registered sex offender in my apartment complexes.

<u>Beat Contacts</u>	<u>Address</u>
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None

<u>New Junk Vehicles</u>	<u>Address</u>
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BZY478	1800 FM 1640 #505
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<u>Sex Offender Contact</u>	<u>Address</u>
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None

**Monthly Beat Report  
The Grand Villa  
Rocky Falls Apartments  
Brazos Bend Villa  
Cpl. J. Williams  
August 2020**

Due to ongoing COVID-19 pandemic, and efforts to prevent the spread, I did not make any new Beat contacts for the month of August. I did, however, conduct numerous business checks throughout the City again this month.

I located one new junk vehicle this month. I located a blue 2003 Mitsubishi passenger car, bearing TXLP CH2H172, located at 808 Mabel. The car had a flat tire and an expired registration of 3/20. I left a junk vehicle notification on the front windshield of the vehicle. I also followed up on last month's junk vehicle and observed the grass to be freshly cut. I was unable to tell if the car has been moved. The registration was still past due so I will follow up on the vehicle again next month.

I have one registered sex offender (RSO) assigned to me, Anthony Raul Davis, who resides at 1717 Branch Ave. I have not contacted Mr. Davis this month. Mr. Davis was given instruction to contact the PD so he could complete his portion of the monthly City of Richmond RSO form until further notification.

**Beat Contacts**

**Address**

**New Junk Vehicles**

**Address**

**CH2H172**

**808 Mabel**

**Sex Offender Contact**

**Address**

**Anthony Raul Davis**

**1717 Branch Ave**

# CID MONTHLY ACTIVITY

**August 2020**

	Felony Cases	Misdemeanor Cases	Runaway/ Missing Person	Other Non-Criminal	Cases Cleared
<b>Lt. Diana Butinski</b>	<b>00</b>	<b>00</b>	<b>00</b>	<b>00</b>	<b>70</b>
<b>Det. John Dawson</b>	<b>09</b>	<b>04</b>	<b>00</b>	<b>02</b>	<b>09</b>
<b>Det. David Childs</b>	<b>08</b>	<b>08</b>	<b>00</b>	<b>00</b>	<b>08</b>
<b>Det. Andrew Runge</b>	<b>11</b>	<b>04</b>	<b>02</b>	<b>03</b>	<b>20</b>
<b>TOTALS</b>	<b>28</b>	<b>16</b>	<b>02</b>	<b>05</b>	<b>107</b>

## DISTRICT ATTORNEY INTAKE REPORTS

	Cases Submitted to District Attorney			Cases Rejected by District Attorney	
	Felonies	Misdemeanors	Runaways	Felonies	Misdemeanors
<b>Lt. Diana Butinski</b>	<b>00</b>	<b>00</b>	<b>00</b>	<b>00</b>	<b>00</b>
<b>Det. John Dawson</b>	<b>04</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>00</b>
<b>Det. David Childs</b>	<b>07</b>	<b>13</b>	<b>00</b>	<b>00</b>	<b>00</b>
<b>Det. Andrew Runge</b>	<b>07</b>	<b>02</b>	<b>01</b>	<b>00</b>	<b>02</b>
<b>TOTALS</b>	<b>18</b>	<b>18</b>	<b>01</b>	<b>00</b>	<b>02</b>

## IDENTIFICATION / CRIME SCENE UNIT

### **Investigator Chad Dzierzanowski**

Sex Offender Registration	<b>00</b>
Latent Prints Evaluated	<b>03</b>
Latent Prints Identified	<b>00</b>
Evidence Processed	<b>10</b>
Property Returned to Owner	<b>17</b>
Destruction Orders Filed	<b>34</b>
Destruction Orders Compiled	<b>34</b>
Evidence Items Destroyed (By Order)	<b>30</b>
Crime Scene Responses	<b>01</b>
Forensic Phone Analysis	<b>00</b>
CODIS Hits	<b>00</b>

### **Investigator Elizabeth Neal**

Latent Prints Evaluated	<b>02</b>
Latent Prints Identified	<b>00</b>
Evidence Processed	<b>10</b>
Property Returned to Owner	<b>01</b>
Destruction Orders Filed	<b>44</b>
Destruction Orders Compiled	<b>44</b>
Evidence Items Destroyed (By Order)	<b>33</b>
Crime Scene Responses	<b>01</b>
Forensic Phone Analysis	<b>00</b>
CODIS Hits	<b>02</b>

## MISCELLANEOUS

	Training Hours	Special Projects and Community Activities
<b>Lt. Diana Butinski</b>	<b>01</b>	<b>Annual Property Room Eval, ASP Baton, Brazos Bend Villa</b>
<b>Det. John Dawson</b>	<b>00</b>	
<b>Det. David Childs</b>	<b>03</b>	<b>MDT Training</b>
<b>Det. Andrew Runge</b>	<b>03</b>	<b>MDT Training</b>
<b>Inv. Chad Dzierzanowski</b>	<b>00</b>	<b>Annual Property Room Evaluation &amp; Barcoding (520) Evidence Envelopes</b>
<b>Inv. Elizabeth Neal</b>	<b>00</b>	<b>Annual Property Room Evaluation</b>

## NARCOTICS

Total Narcotics Arrests	<b>01</b>
Total Amount of Cocaine Seized	<b>00</b>
Total Amount of Marijuana Seized (marijuana plants included)	<b>00</b>
Total Amount of other drugs seized (Kush) (Xanax) (Meth) (Ecstasy)	<b>0.06 gm</b>



## CONSENT AGENDA

4. Municipal Court Report.

# **Richmond Municipal Court**



**Monthly Report**  
**AUGUST 2020**



**CITY OF RICHMOND  
MUNICIPAL COURT  
MONTHLY REPORT AUGUST 2020**

	Aug-20	Aug-19
NEW CASES FILED	31	238
WARRANTS ISSUED	0	148
WARRANTS CLEARED	20	62
WARRANTS OUTSTANDING TOTAL	3,848	4,080

**CASE DISMISSED BY:**

COMPLIANCE	16	25
DRIVER SAFETY COURSE	3	16
AFTER DEFERRED DISPOSITION	8	32
PROOF OF FINANCIAL RESPONSIBILITY	0	3

	Aug-20	Aug-19
STATE(REMIT TO STATE QUARTERLY)	\$ 2,239.71	\$ 9,274.07
COLLECTIONS/OMNIBASE(REMIT UPON INVOICE)	\$ 1,064.90	\$ 707.15
COURT SECURITY/TECHNOLOGY FUND	\$ 277.34	\$ 883.29
LOCAL FINES/FEES	\$ 7,203.55	\$ 19,446.99
<b>TOTAL COLLECTED</b>	<b>\$ 10,785.50</b>	<b>\$ 30,311.50</b>

PHONE CALLS	483
NOTICES SENT BY MAIL	36

**CURRENT MONTH STATISTICS**

	APPEARANCE	OFF DOCKET APPEARANCE	NO SHOWS	VIRTUAL
ARRAIGNMENT HEARING	0	2	14	19
2ND CHANCE HEARING	0	0	0	0
PRE TRIAL HEARING	0	0	14	25
SHOW CAUSE HEARING (DEFAULT)	0	0	0	0
SHOW CAUSE HEARING (COMPLIANCE)	0	2	4	5
INDIGENCE HEARING	0	0	0	0
RECONSIDERATION HEARING	0	0	1	6
<b>TOTAL</b>	<b>0</b>	<b>4</b>	<b>33</b>	<b>55</b>

**YEAR-TO-DATE (YTD) STATISTICS**

	OFF DOCKET			
	APPEARANCE	APPEARANCE	NO SHOWS	VIRTUAL
	2020 YTD	2020 YTD	2020 YTD	2020 YTD
ARRAIGNMENT HEARING	131	90	191	118
2ND CHANCE HEARING	19	0	118	0
PRE TRIAL HEARING	117	1	69	72
SHOW CAUSE HEARING (DEFAULT)	42	8	126	5
SHOW CAUSE HEARING (COMPLIANCE)	13	10	45	25
INDIGENCE HEARING	6	2	0	0
RECONSIDERATION HEARING	0	0	5	23
<b>TOTAL</b>	<b>328</b>	<b>111</b>	<b>554</b>	<b>243</b>

**PRIOR YEAR-TO-DATE (YTD) STATISTICS**

	OFF DOCKET		
	APPEARANCE	APPEARANCE	NO SHOWS
	2019 YTD	2019 YTD	2019 YTD
ARRAIGNMENT HEARING			
2ND CHANCE HEARING			
PRE TRIAL HEARING			
SHOW CAUSE HEARING (DEFAULT)			
SHOW CAUSE HEARING (COMPLIANCE)			
INDIGENCE HEARING			
RECONSIDERATION HEARING			
<b>TOTAL</b>	<b>0</b>	<b>0</b>	<b>0</b>

**CITY OF RICHMOND  
MUNICIPAL COURT  
MONTHLY REPORT 2019-2020**

	Oct-19	Nov-19	Dec-19	Jan-20	Feb-20	Mar-20	Apr-20	May-20	Jun-20	Jul-20	Aug-20	Sep-20	TOTAL
Gross Income	\$35,768.30	\$21,813.37	\$25,592.28	\$28,065.70	\$39,941.38	\$29,430.25	\$14,533.13	\$16,703.48	\$20,347.30	\$18,337.16	\$10,785.50	\$0.00	\$261,317.85
No. Cases Filed	205	103	129	159	132	102	39	32	43	46	31	0	1,021
Warrants	4093	4106	4126	4118	4187	4102	4050	4032	3982	3909	3868	0	44573
Issued	92	107	42	285	53	0	0	0	0	0	0	0	579
Served	79	87	50	216	138	52	18	50	73	41	20	0	824
Outstanding for Month	13	20	-8	69	-85	-52	-18	-50	-73	-41	-20	0	-245
Total Outstanding	4106	4126	4118	4187	4102	4050	4032	3982	3909	3868	3848	0	44328
	1ST QUARTER			2ND QUARTER			3RD QUARTER			4TH QUARTER			
	\$83,173.95			\$97,437.33			\$51,583.91			\$29,122.66			

**CITY OF RICHMOND MUNICIPAL COURT**

STATE FEES		OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	YTD
JCPT	JUDICIAL/COURT PERSONNEL TRAINING	\$ 2.00	\$ 2.00	\$ -	\$ 8.00		\$ 2.00			\$ 2.00				\$ 14.00
LEOSE	LEO STANDARDS EDUCATION	\$ 1.00	\$ -	\$ -	\$ -									\$ -
LEMI	LAW ENFORCEMENT MANAGEMENT INSTITUTE	\$ 0.50	\$ -	\$ -	\$ -									\$ -
CVC	COMPENSATION TO VICTIMS OF CRIM	\$ 15.00	\$ 15.00	\$ -	\$ 60.00		\$ 15.00			\$ 15.00				\$ 105.00
CJP	CRIMINAL JUSTICE PLANNING	\$ 5.00	\$ -	\$ -	\$ -									\$ -
OCL	OPERATOR'S/CHAUFFUR'S LICENSE	\$ 75.00	\$ -	\$ -	\$ -									\$ -
CR	COMPREHENSIVE REHABILITATION	\$ 5.00	\$ -	\$ -	\$ -									\$ -
GR	GENERAL REVENUE	\$ 2.50	\$ -	\$ -	\$ -									\$ -
BAT	BREATH ALCOHOL TESTING	\$ -	\$ -	\$ -	\$ -									\$ -
LEOA	LEO ADMINISTRATIVE	\$ 1.00	\$ -	\$ -	\$ -									\$ -
LEOCE	LEO CONTINUING EDUCATION	\$ 2.00	\$ -	\$ -	\$ -									\$ -
CCC	CONSOLIDATED COURT COST	\$ 17.00	\$ 57.00	\$ -	\$ 228.00	\$ 40.00	\$ 49.95	\$ 80.00			\$ 57.00			\$ 511.95
FA	FUGITIVE APPREHENSION	\$ 5.00	\$ 5.00	\$ -	\$ 20.00		\$ 5.00				\$ 5.00			\$ 35.00
JCD	JUVENILE CRIME/DELINQUENCY	\$ 0.75	\$ 0.25	\$ -	\$ 2.00		\$ 0.25				\$ 0.50			\$ 3.00
CMI	CORRECTIONAL MANAGEMENT INSTITUTE	\$ 0.50	\$ 4.00	\$ -	\$ 2.00	\$ 4.00	\$ 3.29	\$ 8.00			\$ 0.50			\$ 21.79
STF 95%	STATE TRAFFIC FEE	\$ 30.00	\$ 928.34	\$ 459.11	\$ 394.16	\$ 534.50	\$ 281.90	\$ 415.24	\$ 202.00	\$ 152.48	\$ 356.79	\$ 138.34	\$ 43.15	\$ 3,906.01
CF	CCC04	\$ 40.00	\$ 5,377.30	\$ 3,413.90	\$ 3,004.28	\$ 2,743.25	\$ 3,627.80	\$ 2,140.64	\$ 1,140.96	\$ 873.57	\$ 1,622.14	\$ 1,136.11	\$ 701.53	\$ 25,781.48
TPF	TRUANCY PREVENTION FUND	\$ 2.00	\$ 268.89	\$ 164.70	\$ 140.99	\$ 109.25	\$ 174.85	\$ 96.08	\$ 53.04	\$ 32.80	\$ 69.10	\$ 42.81	\$ 29.08	\$ 1,181.59
SIRF	STATE JURY FEE	\$ 4.00	\$ 537.75	\$ 341.39	\$ 300.43	\$ 274.32	\$ 362.76	\$ 214.06	\$ 114.10	\$ 87.34	\$ 162.22	\$ 113.60	\$ 70.15	\$ 2,578.12
IDF	INDIGENT DEFENSE FEE	\$ 2.00	\$ 268.87	\$ 170.69	\$ 150.21	\$ 137.16	\$ 181.41	\$ 107.03	\$ 57.04	\$ 43.68	\$ 81.10	\$ 56.80	\$ 35.08	\$ 1,289.07
JFCI	JUDICIAL FEE-CITY	\$ 0.60	\$ 81.28	\$ 51.20	\$ 45.06	\$ 41.73	\$ 54.44	\$ 32.60	\$ 17.72	\$ 13.09	\$ 24.34	\$ 17.03	\$ 10.51	\$ 389.00
JFCT	JUDICIAL FEE-COUNTY	\$ 3.40	\$ 6.80	\$ -	\$ -	\$ 3.40		\$ 2.80	\$ 3.40					\$ 16.40
JFCT2	JUDICIAL FEE-COUNTY	\$ 5.40	\$ 725.96	\$ 460.87	\$ 405.58	\$ 370.34	\$ 489.76	\$ 288.96	\$ 154.04	\$ 117.93	\$ 218.99	\$ 153.36	\$ 94.70	\$ 3,480.49
TLFTA1	OMNI FEE-STATE	\$ 20.00	\$ 383.33	\$ 260.00	\$ 460.00	\$ 580.00	\$ 1,203.47	\$ 500.00	\$ 257.53	\$ 260.00	\$ 500.00	\$ 320.00	\$ 260.00	\$ 4,984.33
CJFS	CIVIL JUSTICE FEE STATE	\$ 0.09	\$ 5.15	\$ 2.75	\$ 2.44	\$ 2.28	\$ 1.63	\$ 1.05	\$ 0.60	\$ 0.56	\$ 0.76	\$ 0.18	\$ 0.15	\$ 17.55
TP-S	TIME PAYMENT FEE-STATE	\$ 12.50	\$ 429.64	\$ 285.51	\$ 456.50	\$ 355.59	\$ 512.57	\$ 407.82	\$ 128.52	\$ 96.93	\$ 137.32	\$ 135.04	\$ 98.07	\$ 3,043.51
CCC20	CCC 2020	\$62.00				\$ 1,302.00	\$ 2,381.88	\$ 1,668.15	\$ 536.78	\$ 1,390.06	\$ 1,353.94	\$ 1,916.33	\$ 684.58	
STF19	STATE TRAFFIC FEE 94%	\$ 50.00	\$ 1,869.40	\$ 1,100.00	\$ 922.58	\$ 1,437.59	\$ 1,703.17	\$ 1,126.96	\$ 432.88	\$ 1,073.10	\$ 797.89	\$ 1,024.12	\$ 212.71	\$ 11,700.40
<b>TOTAL COLLECTED</b>		\$ 10,965.96	\$ 6,710.12	\$ 6,602.23	\$ 7,935.41	\$ 10,975.64	\$ 7,076.88	\$ 3,186.61	\$ 4,141.54	\$ 5,324.59	\$ 5,133.72	\$ 2,239.71	\$ -	\$ 59,058.69
<b>CONTRACT FEES</b>														
COLAGY	COLLECTIONS		\$ 962.95	\$ 519.57	\$ 1,682.02	\$ 1,457.80	\$ 3,673.89	\$ 3,283.62	\$ 1,536.46	\$ 1,659.12	\$ 1,546.18	\$ 1,305.85	\$ 986.90	\$ 18,614.36
TLFTA2	OMNI FEE-BASE	\$ 6.00	\$ 115.00	\$ 78.00	\$ 138.00	\$ 174.00	\$ 414.74	\$ 174.00	\$ 83.26	\$ 84.00	\$ 174.00	\$ 96.00	\$ 78.00	\$ 1,609.00
<b>TOTAL COLLECTED</b>			\$ 1,077.95	\$ 597.57	\$ 1,820.02	\$ 1,631.80	\$ 4,088.63	\$ 3,457.62	\$ 1,619.72	\$ 1,743.12	\$ 1,720.18	\$ 1,401.85	\$ 1,064.90	\$ 20,223.36
<b>FUNDS</b>														
MCBS	MUNICIPAL COURT BUILDING SECURITY FUND	\$ 3.00	\$ 413.51	\$ 259.03	\$ 254.10	\$ 211.75	\$ 272.08	\$ 166.00	\$ 91.58	\$ 65.51	\$ 121.66	\$ 91.19	\$ 52.61	\$ 1,999.02
CTF	COURT TECHNOLOGY FUND	\$ 4.00	\$ 551.41	\$ 345.39	\$ 338.77	\$ 282.32	\$ 362.76	\$ 221.35	\$ 122.10	\$ 87.34	\$ 162.22	\$ 121.60	\$ 70.15	\$ 2,665.41
LMCBSF	LOCAL BUILDING SECURITY FUND	\$4.90				\$ 102.90	\$ 188.25	\$ 131.84	\$ 42.42	\$ 109.86	\$ 107.01	\$ 151.45	\$ 54.10	\$ 887.83
LTPDF	LOCAL TRUANCY PREVENTION FUND	\$5.00				\$ 105.00	\$ 192.09	\$ 134.53	\$ 43.28	\$ 112.10	\$ 109.19	\$ 154.54	\$ 55.21	\$ 905.94
LMCTF	LOCAL COURT TECHNOLOGY FUND	\$4.00				\$ 84.00	\$ 153.67	\$ 107.62	\$ 34.64	\$ 89.68	\$ 87.35	\$ 123.64	\$ 44.17	\$ 724.77
LMJF	LOCAL MUNICIPAL JURY FUND	\$0.10				\$ 2.10	\$ 3.84	\$ 2.70	\$ 0.86	\$ 2.25	\$ 2.19	\$ 3.08	\$ 1.10	\$ 18.12
POL OVRT	POLICE OVERTIME		\$ -	\$ -	\$ -									
OP	OVER PAYMENT		\$ -	\$ -	\$ -									
NSF	RETURN CHECK FEE		\$ -	\$ -	\$ -									
UNK	UNKNOWN		\$ -	\$ -	\$ -									
<b>TOTAL COLLECTED</b>			\$ 964.92	\$ 604.42	\$ 592.87	\$ 788.07	\$ 1,172.69	\$ 764.04	\$ 334.88	\$ 466.74	\$ 589.62	\$ 645.50	\$ 277.34	\$ 7,201.09
<b>LOCAL FINES &amp; FEES</b>														
CS2	CHILD SAFETY FEE	\$ 25.00	\$ 292.50	\$ 57.67	\$ 150.00	\$ 39.78	\$ 160.22	\$ 25.00	\$ 50.00	\$ 25.00	\$ 25.00			\$ 825.17
CJFC	CIVIL JUSTICE FEE COURT	\$ 0.01	\$ 0.58	\$ 0.31	\$ 0.27	\$ 0.25	\$ 0.18	\$ 0.12	\$ 0.07	\$ 0.06	\$ 0.09	\$ 0.02	\$ 0.01	\$ 1.96
TLFTA3	OMNI BASE FEE-LOCAL	\$ 4.00	\$ 76.67	\$ 52.00	\$ 92.00	\$ 116.00	\$ 276.49	\$ 116.00	\$ 55.51	\$ 56.00	\$ 116.00	\$ 64.00	\$ 52.00	\$ 1,072.67
TFC	TRAFFIC	\$ 3.00	\$ 202.97	\$ 111.90	\$ 100.77	\$ 139.71	\$ 130.39	\$ 109.13	\$ 46.18	\$ 79.63	\$ 81.56	\$ 75.28	\$ 17.07	\$ 1,094.59
ARR FEE	ARREST FEE	\$ 5.00	\$ 600.43	\$ 367.02	\$ 345.46	\$ 400.07	\$ 574.80	\$ 376.56	\$ 164.74	\$ 194.95	\$ 251.95	\$ 256.55	\$ 117.90	\$ 3,650.43
WRNTFE	WARRANT FEE	\$ 50.00	\$ 671.43	\$ 405.70	\$ 815.70	\$ 1,088.00	\$ 1,450.00	\$ 821.00	\$ 478.60	\$ 741.00	\$ 1,150.00	\$ 792.67	\$ 600.00	\$ 9,014.10
CAPIAS	CAPIAS WARRANT FEE	\$ 50.00	\$ 165.82	\$ 50.00	\$ 427.86	\$ 200.00	\$ 955.61	\$ 1,146.95	\$ 465.87	\$ 279.69	\$ 418.69	\$ 381.31	\$ 150.00	\$ 4,641.80
AF	ADMIN FEE	\$ 10.00	\$ 10.00	\$ -	\$ -	\$ 20.00	\$ 10.00	\$ 30.00		\$ 10.00	\$ 10.00			\$ 90.00
TITLE 7	TRANS CODE FINE		\$ 3,291.90	\$ 1,376.80	\$ 2,005.20	\$ 2,663.25	\$ 1,958.58	\$ 1,841.75	\$ 1,036.70	\$ 1,843.90	\$ 1,540.90	\$ 1,336.90	\$ 444.50	\$ 19,340.38
FINE			\$ 10,975.85	\$ 7,070.40	\$ 9,717.00	\$ 8,900.40	\$ 13,981.90	\$ 10,689.15	\$ 5,208.30	\$ 4,777.67	\$ 6,825.53	\$ 6,555.00	\$ 3,697.00	\$ 88,398.20
JF	JURY FEE	\$ 3.00	\$ 3.00	\$ -	\$ -		\$ 5.00							\$ 8.00
TP-L	TIME PAYMENT FEE-CITY	\$ 10.00	\$ 333.69	\$ 228.42	\$ 365.19	\$ 284.47	\$ 410.06	\$ 316.27	\$ 102.81	\$ 77.54	\$ 109.85	\$ 108.04	\$ 78.46	\$ 2,414.80
ADMIN	SPECIAL EXPENSE FEE		\$ 5,358.70	\$ 3,783.90	\$ 2,111.40	\$ 3,195.00	\$ 3,004.90	\$ 1,972.50	\$ 1,657.90	\$ 1,900.60	\$ 1,949.80	\$ 1,247.00	\$ 1,939.00	\$ 28,120.70
DSC FEE	DRIVING SAFETY COURSE FEE	\$ 10.00	\$ 310.00	\$ 100.00	\$ 80.00	\$ 146.17	\$ 170.00	\$ 80.00	\$ 20.00	\$ 80.00	\$ 50.00	\$ 80.00		\$ 1,116.17
TP-L-C	TIME PAYMENT FEE-JUDICIAL EFF.	\$ 2.50	\$ 85.93	\$ 57.14	\$ 91.31	\$ 71.10	\$ 102.55	\$ 81.56	\$ 25.69	\$ 16.92	\$ 27.46	\$ 27.03	\$ 19.62	\$ 606.31
TPRF	TIME PAYMENT REIMBURSEMENT FEE	\$15.00				\$ 71.07	\$ 223.74	\$ 285.72	\$ 129.55	\$ 49.12	\$ 111.08	\$ 105.96	\$ 62.99	\$ 1,039.23
AF2	\$20 ADMIN FEE	\$ 20.00	\$ 280.00	\$ 240.00	\$ 200.00	\$ 300.00	\$ 240.00	\$ 140.00		\$ 80.00	\$ 20.00	\$ 20.00		\$ 1,520.00
ACC	ACCIDENT FEE	\$ 25.00	\$ 100.00	\$ -	\$ 75.00	\$ 75.00	\$ 50.00	\$ 100.00		\$ 125.00	\$ 25.00	\$ 71.33	\$ 25.00	\$ 646.33
CSS	CHILD SAFETY SEAT	\$ 0.15	\$ -	\$ -	\$ -	\$ 0.15								\$ 0.15
<b>TOTAL COLLECTED</b>			\$ 22,759.47	\$ 13,901.26	\$ 16,577.16	\$ 17,710.42	\$ 23,704.42	\$ 18,131.71	\$ 9,391.92	\$ 10,352.08	\$ 12,712.91	\$ 11,156.09	\$ 7,203.55	\$ 163,600.99
<b>GRAND TOTAL</b>			\$ 35,768.30	\$ 21,813.37	\$ 25,592.28	\$ 28,065.70	\$ 39,941.38	\$ 29,430.25	\$ 14,533.13	\$ 16,703.48	\$ 20,347.30	\$ 18,337.16	\$ 10,785.50	\$ 261,317.85



## CONSENT AGENDA

5. Tax Assessor/Collector Report.



**PROPERTY TAX COLLECTION REPORT**  
**August 31, 2020**

<b>TAXES DUE AT CERTIFICATION</b>	3,897,914.58
Adjustments to Date	26,022.55
<b>TOTAL TAX LEVY</b>	3,923,937.13

**2019 Tax Collections**

	<b>Base</b>	<b>Penalties &amp; Interest</b>	<b>Total</b>
October	10,356.53	0.00	10,356.53
November	223,550.98	0.00	223,550.98
December	1,335,052.40	0.00	1,335,052.40
January	1,592,333.67	0.00	1,592,333.67
February	428,179.89	7,147.74	435,327.63
March	62,543.97	4,535.26	67,079.23
April	42,941.63	3,350.88	46,292.51
May	39,367.58	2,731.24	42,098.82
June	32,442.91	3,273.07	35,715.98
July (Delinquent as of July 1, 2019)			0.00
August			0.00
September			0.00
<b>TOTAL</b>	3,766,769.56	21,038.19	3,787,807.75

**Last Year %  
Collected**  
97.70%

**% Collected** 97.02%

**TRANSFERRED TO DELINQUENT ROLL**

**July, Aug, and Sept Payments** 40,419.57

**2019 TAXES OUTSTANDING**

116,748.00

**% Current Outstanding** 2.98%

**DELINQUENT COLLECTIONS**

	<b>Base</b>	<b>Penalties &amp; Interest</b>	<b>Total</b>
October	7,854.89	2,084.20	9,939.09
November	5,700.89	1,386.51	7,087.40
December	4,331.48	1,061.06	5,392.54
January	8,063.18	2,298.10	10,361.28
February	5,720.93	1,596.02	7,316.95
March	8,267.86	2,465.46	10,733.32
April	1,300.52	418.53	1,719.05
May	13,166.42	6,852.83	20,019.25
June	3,559.91	1,394.62	4,954.53
July	1,897.20	3,686.25	5,583.45
August	5,862.49	6,450.26	12,312.75
September			0.00
<b>TOTAL</b>	65,725.77	29,693.84	95,419.61

**DELINQUENT TAXES OUTSTANDING**

221,728.09

**TRANSFERRED TO DELINQUENT ROLL**

0.00

**TOTAL TAXES OUTSTANDING**

338,476.09



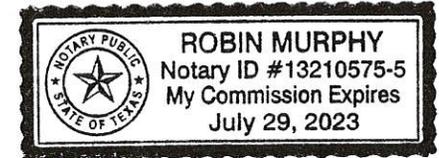
PID#4 ASSESSMENT	-	-	11,137.68	3,313.44	-	-	14,451.12	-	-	14,451.12	416,176.82
CITY OF SUGAR LAND	-	-	62,098.78	8,608.98	(18.82)	-	70,688.94	-	-	70,688.94	53,384,630.73
FORT BEND MUD #1	-	-	-	-	-	-	-	-	-	-	0.00
ELDRIDGE ROAD MUD	-	-	-	-	-	-	-	-	-	-	111.99
FORT BEND MUD #134B	-	-	(8,678.58)	116.31	-	-	(8,562.27)	-	12,552.21	3,989.94	7,994,682.38
FORT BEND MUD #162	-	-	520.20	100.70	-	-	620.90	-	-	620.90	1,683,896.22
FORT BEND MUD #155	-	-	6,681.12	664.00	(0.06)	-	7,345.06	-	-	7,345.06	3,443,839.25
RENDITION PENALTY (INC SI	-	-	-	-	-	543.46	543.46	-	-	543.46	37,607.68
FIRST COLONY LID #2	-	-	1,995.84	370.52	-	-	2,366.36	-	-	2,366.36	25,362.53
NSF CK CHGES & TAX CERTII	-	-	1,730.00	-	-	-	1,730.00	-	-	1,730.00	32,650.00
CITY OF KATY	-	-	12,272.42	2,687.91	(5.65)	-	14,954.68	-	-	14,954.68	9,860,986.47
FORT BEND ESD #6	-	-	1,571.15	237.50	(0.03)	-	1,808.62	-	-	1,808.62	506,956.58
FORT BEND ESD #8	-	-	2,319.86	535.95	-	-	2,855.81	-	-	2,855.81	296,594.89
FORT BEND LID #14	-	-	2,075.97	285.14	-	-	2,361.11	-	-	2,361.11	920,486.41
FORT BEND LID #12	-	-	1,035.43	134.27	(0.47)	-	1,169.23	-	-	1,169.23	1,902,982.94
FORT BEND ESD #7	-	-	7,085.66	1,253.50	-	-	8,339.16	-	-	8,339.16	1,877,155.45
DEFINED AREA #1	-	-	-	-	-	-	-	-	-	-	593,142.86
FORT BEND MUD #67	-	-	-	-	-	-	-	-	-	-	(1,623.75)
FORT BEND MUD #68	-	-	-	-	-	-	-	-	-	-	(41.39)
FORT BEND MUD #69	-	-	-	-	-	-	-	-	-	-	474.27
FORT BEND MUD #112	-	-	-	-	-	-	-	-	-	-	56.49
FORT BEND MUD #111	-	-	-	-	-	-	-	-	-	-	313.97
FORT BEND MUD #108	-	-	-	-	-	-	-	-	-	-	61.08
FORT BEND MUD #109	-	-	711.33	298.76	-	-	1,010.09	-	-	1,010.09	1,403.65
FORT BEND MUD #106	-	-	-	-	-	-	-	-	-	-	(198.37)
FORT BEND MUD #117	-	-	-	-	-	-	-	-	-	-	(324.53)
FORT BEND LID #15	-	-	18,284.31	2,392.31	(1.46)	-	20,675.16	-	-	20,675.16	109,361.59
FORT BEND LID #19	-	-	4,697.83	226.61	-	-	4,924.44	-	-	4,924.44	19,230.01
FORT BEND MUD #129	-	-	2,167.66	-	-	-	2,167.66	-	-	2,167.66	2,167.66
<b>TOTAL</b>	<b>0.00</b>	<b>0.00</b>	<b>2,840,820.57</b>	<b>446,786.64</b>	<b>(543.46)</b>	<b>543.46</b>	<b>3,287,607.21</b>	<b>173.62</b>	<b>19,099.01</b>	<b>3,306,532.60</b>	<b>1,603,717,993.27</b>

*Carrie Surratt*

TAX ASSESSOR-COLLECTOR, FORT BEND COUNTY, TEXAS

SUBSCRIBED AND SWORN BEFORE ME, THIS 8<sup>th</sup> DAY OF sep, 2020 BY \_\_\_\_\_

*Robin Murphy*  
NOTARY PUBLIC, STATE OF TEXAS



I, ROBERT E STURDIVANT, COUNTY AUDITOR OF FORT BEND COUNTY, DO HEREBY CERTIFY THAT I HAVE CAREFULLY EXAMINED THE ABOVE MENTIONED MONTHLY REPORT OF TAXES COLLECTED BY CARRIE SURRATT, TAX ASSESSOR-COLLECTOR OF SAID COUNTY, AND HAVE COMPARED SAID REPORT WITH STUBS FILED IN THIS OFFICE AND FIND THE SAME CORRECT.

\_\_\_\_\_  
COUNTY AUDITOR, FORT BEND COUNTY, TEXAS

**FORT BEND COUNTY TAX OFFICE  
TOTAL TAXES DUE - RECAP  
42 - CITY OF RICHMOND**

<b>DATE</b>	<b>BEGINNING BALANCE</b>	<b>CURRENT PAYMENTS</b>	<b>PREVIOUS YR PAYMENTS</b>	<b>CURRENT LEVY ADJ.</b>	<b>PREVIOUS YR LEVY ADJ.</b>	<b>2019 TAXES</b>	<b>TOTAL</b>
08/03/2020	353,214.79		(207.45)				353,007.34
08/04/2020	353,007.34		(1,646.45)				351,360.89
08/05/2020	351,360.89		(1,210.31)				350,150.58
08/06/2020	350,150.58		(1,389.25)				348,761.33
08/07/2020	348,761.33		(833.86)				347,927.47
08/10/2020	347,927.47						347,927.47
08/11/2020	347,927.47		(1,328.99)				346,598.48
08/12/2020	346,598.48		(80.18)				346,518.30
08/13/2020	346,518.30		(31.97)				346,486.33
08/14/2020	346,486.33		(70.34)				346,415.99
08/17/2020	346,415.99		(53.82)				346,362.17
08/18/2020	346,362.17		(260.51)				346,101.66
08/19/2020	346,101.66		(201.45)				345,900.21
08/20/2020	345,900.21		(661.85)		(41.99)		345,196.37
08/21/2020	345,196.37		(0.37)				345,196.00
08/24/2020	345,196.00		(299.77)				344,896.23
08/25/2020	344,896.23		(4,338.27)				340,557.96
08/26/2020	340,557.96		(464.60)				340,093.36
08/27/2020	340,093.36		(110.50)				339,982.86
08/28/2020	339,982.86		(762.48)				339,220.38
08/31/2020	339,220.38		(744.29)				338,476.09
<b>TOTAL</b>		<b>0.00</b>	<b>(14,696.71)</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

YEAR	FUND	TAX RATE	LEVY PAID	DISCOUNT GIVEN	PENALTY INTEREST	TIF AMOUNT	DISBURSE TOTAL	ATTORNEY	OTHER FEES	REFUND AMOUNT	PAYMENT AMOUNT
2019	M & O	.525400	6,631.66	.00	958.97	.00	7,590.63	1,519.76	.00	.00	9,110.39
	I & S	.174500	2,202.56	.00	318.52	.00	2,521.08	.00	.00	.00	2,521.08
	TOTAL	.699900	8,834.22	.00	1,277.49	.00	10,111.71	1,519.76	.00	.00	11,631.47
2018	M & O	.540300	1,099.15	.00	268.62	.00	1,367.77	270.81	.00	.00	1,638.58
	I & S	.159600	324.70	.00	79.35	.00	404.05	.00	.00	.00	404.05
	TOTAL	.699900	1,423.85	.00	347.97	.00	1,771.82	270.81	.00	.00	2,042.63
2017	M & O	.565200	357.36	.00	123.46	.00	480.82	104.67	.00	.00	585.49
	I & S	.144800	91.55	.00	31.64	.00	123.19	.00	.00	.00	123.19
	TOTAL	.710000	448.91	.00	155.10	.00	604.01	104.67	.00	.00	708.68
2016	M & O	.525200	369.38	.00	141.32	.00	510.70	119.15	.00	.00	629.85
	I & S	.209800	147.56	.00	56.45	.00	204.01	.00	.00	.00	204.01
	TOTAL	.735000	516.94	.00	197.77	.00	714.71	119.15	.00	.00	833.86
2015	M & O	.529000	274.40	.00	107.83	.00	382.23	82.39	.00	.00	464.62
	I & S	.226000	117.22	.00	46.06	.00	163.28	.00	.00	.00	163.28
	TOTAL	.755000	391.62	.00	153.89	.00	545.51	82.39	.00	.00	627.90
2014	M & O	.542900	203.97	.00	134.96	.00	338.93	90.84	.00	.00	429.77
	I & S	.227100	85.32	.00	56.46	.00	141.78	.00	.00	.00	141.78
	TOTAL	.770000	289.29	.00	191.42	.00	480.71	90.84	.00	.00	571.55
2013	M & O	.543800	213.12	.00	165.49	.00	378.61	102.44	.00	.00	481.05
	I & S	.236200	92.55	.00	71.89	.00	164.44	.00	.00	.00	164.44
	TOTAL	.780000	305.67	.00	237.38	.00	543.05	102.44	.00	.00	645.49
2012	M & O	.543600	181.13	.00	163.32	.00	344.45	94.87	.00	.00	439.32
	I & S	.242900	80.93	.00	72.97	.00	153.90	.00	.00	.00	153.90
	TOTAL	.786500	262.06	.00	236.29	.00	498.35	94.87	.00	.00	593.22
2011	M & O	.546700	186.70	.00	190.74	.00	377.44	103.68	.00	.00	481.12
	I & S	.239800	81.89	.00	83.67	.00	165.56	.00	.00	.00	165.56
	TOTAL	.786500	268.59	.00	274.41	.00	543.00	103.68	.00	.00	646.68
2010	M & O	.539300	140.27	.00	160.14	.00	300.41	62.91	.00	.00	363.32
	I & S	.247200	64.30	.00	73.41	.00	137.71	.00	.00	.00	137.71
	TOTAL	.786500	204.57	.00	233.55	.00	438.12	62.91	.00	.00	501.03
2009	M & O	.529000	122.20	.00	154.17	.00	276.37	78.85	.00	.00	355.22
	I & S	.257500	59.48	.00	75.05	.00	134.53	.00	.00	.00	134.53
	TOTAL	.786500	181.68	.00	229.22	.00	410.90	78.85	.00	.00	489.75
2008	M & O	.579200	145.50	.00	201.03	.00	346.53	68.17	.00	.00	414.70
	I & S	.210800	52.95	.00	73.16	.00	126.11	.00	.00	.00	126.11
	TOTAL	.790000	198.45	.00	274.19	.00	472.64	68.17	.00	.00	540.81

08/31/2020 23:05:32 3569730  
 TC298-D SELECTION: DEPOSIT  
 RECEIPT DATE: ALL  
 LOCATION: ALL

TAX COLLECTION SYSTEM  
 DEPOSIT DISTRIBUTION  
 FROM: 08/01/2020 THRU 08/31/2020  
 JURISDICTION: 0042 CITY OF RICHMOND

YEAR	FUND	TAX RATE	LEVY PAID	DISCOUNT GIVEN	PENALTY INTEREST	TIF AMOUNT	DISBURSE TOTAL	ATTORNEY	OTHER FEES	REFUND AMOUNT	PAYMENT AMOUNT
2007	M & O	.552700	145.47	.00	218.45	.00	363.92	75.17	.00	.00	439.09
	I & S	.237300	62.46	.00	93.79	.00	156.25	.00	.00	.00	156.25
	TOTAL	.790000	207.93	.00	312.24	.00	520.17	75.17	.00	.00	595.34
2006	M & O	.528800	126.54	.00	205.22	.00	331.76	71.75	.00	.00	403.51
	I & S	.261200	62.51	.00	101.36	.00	163.87	.00	.00	.00	163.87
	TOTAL	.790000	189.05	.00	306.58	.00	495.63	71.75	.00	.00	567.38
2005	M & O	.500600	113.08	.00	196.95	.00	310.03	94.58	.00	.00	404.61
	I & S	.289400	65.38	.00	113.87	.00	179.25	.00	.00	.00	179.25
	TOTAL	.790000	178.46	.00	310.82	.00	489.28	94.58	.00	.00	583.86
2004	M & O	.462700	95.30	.00	175.32	.00	270.62	87.49	.00	.00	358.11
	I & S	.327300	67.41	.00	124.00	.00	191.41	.00	.00	.00	191.41
	TOTAL	.790000	162.71	.00	299.32	.00	462.03	87.49	.00	.00	549.52
2003	M & O	.460200	81.14	.00	160.78	.00	241.92	60.38	.00	.00	302.30
	I & S	.329800	58.14	.00	115.23	.00	173.37	.00	.00	.00	173.37
	TOTAL	.790000	139.28	.00	276.01	.00	415.29	60.38	.00	.00	475.67
2002	M & O	.435800	67.46	.00	141.78	.00	209.24	55.21	.00	.00	264.45
	I & S	.354200	54.83	.00	115.23	.00	170.06	.00	.00	.00	170.06
	TOTAL	.790000	122.29	.00	257.01	.00	379.30	55.21	.00	.00	434.51
2001	M & O	.000000	.00	.00	.00	.00	.00	50.85	.00	.00	50.85
	I & S	.000000	.00	.00	.00	.00	.00	.00	.00	.00	.00
	OTHER	.000000	108.31	.00	240.63	.00	348.94	.00	.00	.00	348.94
	TOTAL	.000000	108.31	.00	240.63	.00	348.94	50.85	.00	.00	399.79
2000	M & O	.000000	.00	.00	.00	.00	.00	47.57	.00	.00	47.57
	I & S	.000000	.00	.00	.00	.00	.00	.00	.00	.00	.00
	OTHER	.000000	97.57	.00	228.47	.00	326.04	.00	.00	.00	326.04
	TOTAL	.000000	97.57	.00	228.47	.00	326.04	47.57	.00	.00	373.61
1999	M & O	.000000	.00	.00	.00	.00	.00	66.25	.00	.00	66.25
	I & S	.000000	.00	.00	.00	.00	.00	.00	.00	.00	.00
	OTHER	.000000	131.06	.00	322.62	.00	453.68	.00	.00	.00	453.68
	TOTAL	.000000	131.06	.00	322.62	.00	453.68	66.25	.00	.00	519.93
1998	M & O	.000000	.00	.00	.00	.00	.00	17.90	.00	.00	17.90
	I & S	.000000	.00	.00	.00	.00	.00	.00	.00	.00	.00
	OTHER	.000000	34.20	.00	88.30	.00	122.50	.00	.00	.00	122.50
	TOTAL	.000000	34.20	.00	88.30	.00	122.50	17.90	.00	.00	140.40



**FORT BEND COUNTY**

**Rendition Commission Distribution Detail  
from 08/01/2020 to 08/31/2020**

Date: 09/04/2020 14:52:44

County Code: 79

Tax Unit Page: 1 of 1

**Tax Unit: 42 CITY OF RICHMOND**

Account No.	Year	Deposit	Levy Collected	Rendition Penalty	P & I Collected	Rendition P & I	Appraisal Commission	Disbursement Amount
9960012180124901	2019	O200807AF1	33.65	3.06	6.39	0.00	0.15	39.89
9960062070022901	2019	CC200820	34.65	3.15	6.58	0.00	0.16	41.07
Total for 2019			68.30	6.21	12.97	0.00	0.31	80.96
Account No.	Year	Deposit	Levy Collected	Rendition Penalty	P & I Collected	Rendition P & I	Appraisal Commission	Disbursement Amount
9960122160051901	2018	J200812AW2	22.92	2.10	7.11	0.00	0.11	29.92
Total for 2018			22.92	2.10	7.11	0.00	0.11	29.92
Total for Tax Unit 42 CITY OF RICHMOND			91.22	8.31	20.08	0.00	0.42	110.88

TAX COLLECTION SYSTEM  
 TAX COLLECTOR MONTHLY REPORT  
 FROM 08/01/2020 TO 08/31/2020

FISCAL START: 10/01/2019 END: 09/30/2020 JURISDICTION: 0042 CITY OF RICHMOND

	CERT TAXABLE VALUE	ADJUSTMENTS	ADJ TAX VALUE	TAX RATE	TAX LEVY	PAID ACCTS
CURRENT YEAR	556,297,037	3,687,398	559,984,435	00.699900	3,923,937.13	4,899

YEAR	TAXES DUE	MONTH ADJ	ADJUSTMENT YTD	LEVY PAID	PAID YTD	BALANCE	COLL %	YTD UNCOLL
2019	3,897,914.58	41.99-	26,022.55	8,834.22	3,807,189.13	116,748.00	97.02	0.00
2018	78,709.87	.00	840.93-	1,423.85	36,180.73	41,688.21	46.46	0.00
2017	36,540.51	.00	351.88-	448.91	9,733.32	26,455.31	26.90	0.00
2016	25,257.85	.00	100.11-	516.94	3,991.34	21,166.40	15.87	0.00
2015	23,521.11	.00	54.42	391.62	3,545.71	20,029.82	15.04	0.00
2014	18,472.15	.00	139.18	289.29	1,984.06	16,627.27	10.66	0.00
2013	14,286.21	.00	86.47	305.67	1,432.70	12,939.98	9.97	0.00
2012	12,993.99	.00	25.56-	262.06	1,144.13	11,824.30	8.82	25.56-
2011	14,792.65	.00	25.56-	268.59	1,110.41	13,656.68	7.52	25.56-
2010	11,481.08	.00	25.56-	204.57	1,051.23	10,404.29	9.18	25.56-
2009	12,009.87	.00	2,673.82-	181.68	882.61	8,453.44	9.45	25.56-
2008	7,767.83	.00	106.26-	198.45	853.83	6,807.74	11.14	25.68-
2007	7,292.30	.00	25.68-	207.93	872.00	6,394.62	12.00	25.68-
2006	5,617.62	.00	25.68-	189.05	792.37	4,799.57	14.17	25.68-
2005	6,060.08	.00	0.00	178.46	722.61	5,337.47	11.92	0.00
2004	3,975.72	.00	0.00	162.71	578.77	3,396.95	14.56	0.00
2003	3,173.73	.00	0.00	139.28	139.28	3,034.45	4.39	0.00
2002	2,174.36	.00	0.00	122.29	150.34	2,024.02	6.91	0.00
2001	1,510.88	.00	0.00	108.31	136.36	1,374.52	9.03	0.00
2000	1,475.43	.00	0.00	97.57	125.62	1,349.81	8.51	0.00
1999	1,209.27	.00	119.44-	131.06	143.91	945.92	13.20	0.00
1998	3,171.76	.00	0.00	34.20	154.44	3,017.32	4.87	0.00
****	4,189,408.85	41.99-	21,982.14	14,696.71	3,872,914.90	338,476.09		179.28-

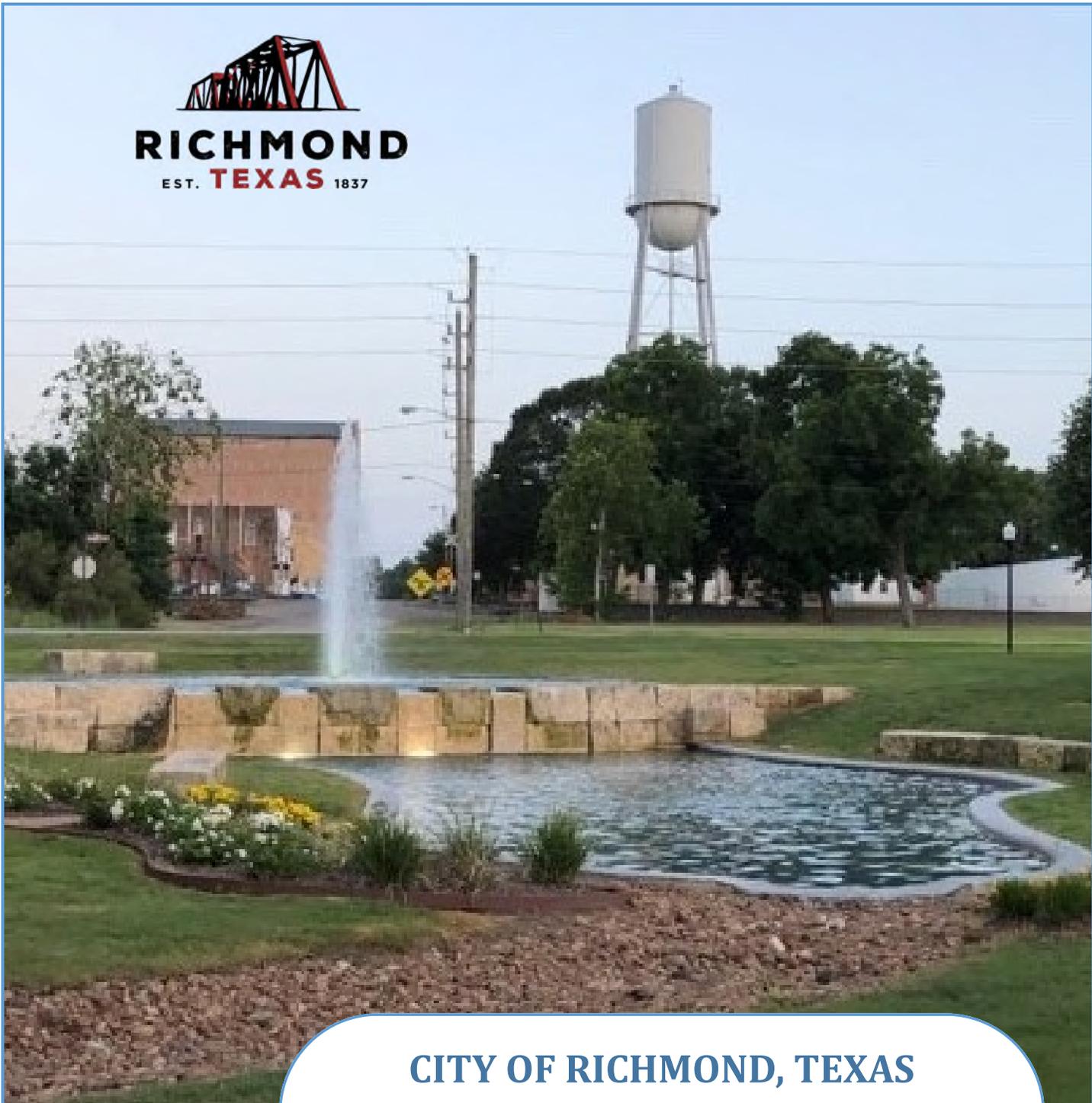
**FORT BEND COUNTY  
PERCENTAGE OF LEVY COLLECTED****Tax Units : ALL  
From 10/01/2013 To 08/31/2020****42 -CITY OF RICHMOND**

<b>Tax Year</b>	<b>Taxes Due</b>	<b>Adjustments</b>	<b>Levy Paid</b>	<b>Balance</b>	<b>% Collected</b>
2013	2,925,150.84	175,871.80	3,088,082.66	12,939.98	99.58%
2014	3,143,469.21	88,068.19	3,214,910.13	16,627.27	99.49%
2015	3,454,310.21	92,944.83	3,527,225.22	20,029.82	99.44%
2016	3,552,312.14	82,870.13	3,614,015.87	21,166.40	99.42%
2017	3,658,431.33	-48,257.39	3,583,718.63	26,455.31	99.27%
2018	3,627,758.33	9,815.10	3,595,885.22	41,688.21	98.85%
2019	3,897,914.58	26,022.55	3,807,189.13	116,748.00	97.02%
2020		0.00	0.00		



## CONSENT AGENDA

6. Monthly Financial Report.



**CITY OF RICHMOND, TEXAS**  
**Monthly Financial Report**  
**For the period ending August 31, 2020**





# Monthly Financial Report

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## Introduction

The following monthly financial report for the City of Richmond provides an overview of the City's financial position as of a point in time. This report details activity in the respective funds and where appropriate highlights key statistical information that may help indicate trends impacting financial condition. Information in this report is through August 31, 2020, which represents 91.67% of the fiscal year.

## Property Tax (General Fund & Debt Service)

Property tax is allocated between both the General Fund and the Debt Service Fund. Property tax collections total \$3,828,227 through the period, which represents 97.02% of total adjusted tax levy. The City budgeted \$4,001,105 in property tax collections, which includes, current, delinquent and penalty and interest (this represents a 98% collection rate). Taxes become delinquent on February 1<sup>st</sup> and are assessed six percent for first month or portion of month, plus 1 percent for each additional month delinquent. Taxes unpaid after July 1st will be assessed (12%) for penalty and interest and the percentage stops increasing.

## General Fund Summary

The General Fund is a governmental fund type and is the primary operating fund for the City. The General Fund accounts for all activity not properly accounted for in another fund type.

## Summary of Revenues

In the General Fund, revenues total \$16,962,292 through the period, which is 89.6% of budget. Revenues appear lower than the current budget as a result of CARES Act funding. Projects for CARES Act funding are anticipated to carry over into FY21.

## Sales Tax

Sales tax is the largest revenue stream in the General Fund, but it is also the most volatile, therefore it is budgeted conservatively. Sales tax collections through the period are trending both above budget, and over the prior year's collections.

## Sales Tax - Overview

Through the period, the City has collected \$6,636,925 in sales tax payments. The City has entered into agreements with several Municipal Utility Districts (MUDs) for limited purpose annexation. Through these limited purpose annexations, the City and the MUDs share the sales tax collected within the jurisdictions. In addition to limited purpose annexation, the City has adopted economic development sales tax. Through the Richmond Development Corporation (RDC), the City transfers 25% of the total sales tax collected for the purpose of economic development. After distributing sales tax to participating entities, the City has retained \$4,562,624 in General Fund Sales Tax through the period. The table below show the distribution of the net sales tax payment received from the Comptroller.



# Monthly Financial Report

Quarter Label	Net Payment	SPA Collections	City Retained SPA	Gross City Collections	MUD Expense SPA	City Retained	Budget Amount	DCR Retained
<b>Q1</b>								
1 - October	543,165	104,362	54,274	419,895	-50,088	369,807	329,433	123,269
2 - November	631,586	94,288	48,995	485,013	-45,293	439,720	387,551	146,573
3 - December	624,289	98,637	51,406	480,025	-47,231	432,794	400,046	144,265
<b>Total</b>	<b>1,799,040</b>	<b>297,287</b>	<b>154,675</b>	<b>1,384,933</b>	<b>-142,612</b>	<b>1,242,321</b>	<b>1,117,030</b>	<b>414,107</b>
<b>Q2</b>								
4 - January	533,734	96,678	50,269	411,903	-46,409	365,494	339,502	121,831
5 - February	710,813	104,276	54,225	545,623	-50,051	495,572	405,093	165,191
6 - March	536,909	92,612	48,137	413,801	-44,476	369,325	354,270	123,108
<b>Total</b>	<b>1,781,456</b>	<b>293,566</b>	<b>152,631</b>	<b>1,371,326</b>	<b>-140,935</b>	<b>1,230,391</b>	<b>1,098,865</b>	<b>410,130</b>
<b>Q3</b>								
7 - April	551,969	100,409	52,077	426,060	-48,331	377,728	350,713	125,909
8 - May	643,006	115,028	59,766	496,070	-55,262	440,808	430,249	146,936
9 - June	571,790	101,334	52,665	441,010	-48,669	392,341	423,932	130,780
<b>Total</b>	<b>1,766,765</b>	<b>316,770</b>	<b>164,507</b>	<b>1,363,140</b>	<b>-152,263</b>	<b>1,210,877</b>	<b>1,204,894</b>	<b>403,626</b>
<b>Q4</b>								
10 - July	581,742	120,391	62,335	450,820	-58,056	392,764	381,459	130,921
11 - August	707,921	123,246	63,687	545,831	-59,559	486,272	416,448	162,091
<b>Total</b>	<b>1,289,663</b>	<b>243,637</b>	<b>126,022</b>	<b>996,651</b>	<b>-117,615</b>	<b>879,036</b>	<b>797,907</b>	<b>293,012</b>
<b>Total</b>	<b>6,636,925</b>	<b>1,151,260</b>	<b>597,835</b>	<b>5,116,050</b>	<b>-553,425</b>	<b>4,562,624</b>	<b>4,218,696</b>	<b>1,520,875</b>

## Sales Tax – General Fund Performance

The table below highlights the City's sales tax performance compared to budget and year-over-year (YoY). Through the period, the City is 11.35% higher than the prior year and is 8.15% higher than budget. It's important to note that the budget is based on a normal probability distribution of funds throughout the year. Changes within that distribution, as a result of prepayments, and audit adjustments may skew the budgeted amounts.

Quarter Label	Prior Year Net Payment	Net Payment	YoY Net % Chg	Prior Year City Retained	City Retained	YoY City % Chg	Budget Amount	Actual / Budget (\$)	Actual / Budget (%)
<b>Q1</b>									
1 - October	512,771	543,165	5.93%	347,004	369,807	6.57%	329,433	40,374	12.26%
2 - November	526,021	631,586	20.07%	368,231	439,720	19.41%	387,551	52,169	13.46%
3 - December	568,389	624,289	9.83%	385,048	432,794	12.40%	400,046	32,748	8.19%
<b>Total</b>	<b>1,607,181</b>	<b>1,799,040</b>	<b>11.94%</b>	<b>1,100,283</b>	<b>1,242,321</b>	<b>12.91%</b>	<b>1,117,030</b>	<b>125,291</b>	<b>11.22%</b>
<b>Q2</b>									
4 - January	443,939	533,734	20.23%	311,230	365,494	17.44%	339,502	25,992	7.66%
5 - February	624,297	710,813	13.86%	434,229	495,572	14.13%	405,093	90,479	22.34%
6 - March	464,107	536,909	15.69%	318,177	369,325	16.08%	354,270	15,055	4.25%
<b>Total</b>	<b>1,532,343</b>	<b>1,781,456</b>	<b>16.26%</b>	<b>1,063,635</b>	<b>1,230,391</b>	<b>15.68%</b>	<b>1,098,865</b>	<b>131,526</b>	<b>11.97%</b>
<b>Q3</b>									
7 - April	523,728	551,969	5.39%	348,146	377,728	8.50%	350,713	27,015	7.70%
8 - May	578,016	643,006	11.24%	412,786	440,808	6.79%	430,249	10,559	2.45%
9 - June	591,217	571,790	-3.29%	400,045	392,341	-1.93%	423,932	-31,591	-7.45%
<b>Total</b>	<b>1,692,961</b>	<b>1,766,765</b>	<b>4.36%</b>	<b>1,160,977</b>	<b>1,210,877</b>	<b>4.30%</b>	<b>1,204,894</b>	<b>5,983</b>	<b>0.50%</b>
<b>Q4</b>									
10 - July	526,121	581,742	10.57%	365,224	392,764	7.54%	381,459	11,305	2.96%
11 - August	588,859	707,921	20.22%	407,262	486,272	19.40%	416,448	69,824	16.77%
<b>Total</b>	<b>1,114,980</b>	<b>1,289,663</b>	<b>15.67%</b>	<b>772,485</b>	<b>879,036</b>	<b>13.79%</b>	<b>797,907</b>	<b>81,129</b>	<b>10.17%</b>
<b>Total</b>	<b>5,947,465</b>	<b>6,636,925</b>	<b>11.59%</b>	<b>4,097,381</b>	<b>4,562,624</b>	<b>11.35%</b>	<b>4,218,696</b>	<b>343,928</b>	<b>8.15%</b>

## Property Taxes

Property taxes are the second largest and most stable revenue stream in the General Fund. Property tax collections through the period total \$3,019,474. Collections in FY20 is 100.5% of budget. Note that property tax is recorded both in the General Fund and the Debt Service fund. This portion of property tax reflects the General Fund Collections only.

## Utility Gross Receipts

Utility Gross Receipts consist of revenue generated from franchise agreements that the City maintains for the exclusive use of its right of ways for electric, phone, cable, and natural gas providers. Utility Gross Receipts through the period are \$669,907 or 94.6% of budget. Collections through the period in FY19 were \$692,578.

## Other Operating Revenues

Other Operating Revenues are derived from a variety of revenue streams and are necessary to support operating expenditures. License and Permit Fees are \$618,401 for the year, or 81.2% of budget. Collections through the period in FY19 were \$630,898.

- Garbage collections are \$1,516,232 for the year, or 81.3% of budget. Collections through the period in FY19 were \$1,472,790.
- Court Fines are \$254,866 for the year, or 59.3% of budget. Collections through the period in FY19 were \$401,454.

## Summary of Expenditures

Operating expenditures are those expenditures that are the direct result of providing City services and include a variety of costs. A few examples of the types of expenditures included in this category include salaries & benefits, supplies, purchased services, repairs and maintenance, and capital.

Expenditures in the General Fund for the year total \$14,799,508, or 77.7% of budget.

## Utility Fund Summary

The Utility Fund is an Enterprise Fund type. It accounts for all of the activity associated with delivering safe, high quality water to all customers. Enterprise Fund types are different than governmental funds, because enterprise funds act more like a business. The services that Enterprise funds provide are typically supported by charges for service and other fees. The Utility fund is self-supporting and it is not supported by property taxes.



# Monthly Financial Report

## Summary of Revenues

Water revenues have a direct correlation with the weather. As rainfall increases, the total usage decreases. In order to manage the volatility associated with precipitation, the City budgets based on an average expected year.

In the Utility Fund, revenues through the period are \$7,059,739, or 82.6% of budget.

- Water collections through the period are \$3,462,469, or 84.9% of budget.
- Sewer/Other collections through the period are \$3,201,363, or 81.4% of budget.

## Summary of Expenditures

Utility Fund Expenditures are those expenditures that are the direct result of providing water production, distribution, and collection and treatment services and include a variety of costs. Expenditures in the Utility Fund for the year are \$6,853,026, or 80.2% of budget.

## Activity Report for Utilities

This report identifies performance measures of the Utility Billing Department and tracks their respective achievements for the current month compared to last year. A few items to note for **August 2020** are:

	August FY19	August FY20	YTD	% Increase
<b>Utilities</b>				
Customers Billed:				
Water Accounts	8,003	8,513	90,910	6.37%
Sewer Accounts	7,660	8,168	85,873	6.63%
Garbage Accounts	6,077	6,386	67,918	5.08%
<b>Utility Services</b>				
Connects - New Customers	155	144	1,474	-7.10%
Disconnects - Closed Accts	58	106	576	82.76%
<b>Online Payments</b>	1,339	2,106	18,859	57.28%

# Monthly Financial Report

## General and Utility Fund Summary

Fund	Revenues	% Budget	Expenditures	% Budget	Revenues Less Expenditures
<b>General</b>	16,962,292	89.6%	14,799,508	77.7%	2,162,785
<b>Utility</b>	7,059,739	82.6%	6,853,026	80.2%	206,712
				<b>Total</b>	<b>2,369,497</b>

**Interim (Unaudited)**  
**General Fund Income Statement**  
**As of 8/31/2020**

Category	Prior YTD		% of Fiscal Year Elapsed 91.67%	
	Actuals	Current Budget	Current YTD Actuals	% of Budget
<b>Revenue</b>				
Operating				
Sales Tax	4,659,463	5,245,000	5,116,136	97.5%
Property Tax	2,864,381	3,004,201	3,019,474	100.5%
Other Taxes	692,578	708,500	669,907	94.6%
Charges for Service	1,472,790	1,865,797	1,516,232	81.3%
Fire Protection Fees	2,339,729	2,642,145	2,577,354	97.5%
License\Permits\Fees	630,898	761,600	618,401	81.2%
Intergovernmental	516,272	1,601,269	756,766	47.3%
Fines & Forfeitures	401,454	430,000	254,866	59.3%
Other	59,735	70,038	44,330	63.3%
Interest	11,424	42,792	51,648	120.7%
<b>Operating Total</b>	<b>13,648,723</b>	<b>16,371,342</b>	<b>14,625,113</b>	<b>89.3%</b>
Non-Operating				
Transfers In	2,281,909	2,549,650	2,337,179	91.7%
<b>Non-Operating Total</b>	<b>2,281,909</b>	<b>2,549,650</b>	<b>2,337,179</b>	<b>91.7%</b>
<b>Revenue Total</b>	<b>15,930,632</b>	<b>18,920,992</b>	<b>16,962,292</b>	<b>89.6%</b>
<b>Expenditure</b>				
Operating				
Salaries & Benefits	10,134,818	12,378,365	9,998,221	80.8%
Supplies	811,290	1,270,587	715,773	56.3%
Professional Services	251,704	250,600	163,446	65.2%
Repairs & Maintenance	464,665	594,695	455,255	76.6%
Purchased Services	2,276,473	3,387,712	2,370,897	70.0%
Capital Items/Other	744,985	286,784	139,290	48.6%
<b>Operating Total</b>	<b>14,683,934</b>	<b>18,168,743</b>	<b>13,842,883</b>	<b>76.2%</b>
Non-Operating				
Non-Departmental	509,959	700,000	539,104	77.0%
Transfers Out	529,029	185,546	417,520	225.0%
<b>Non-Operating Total</b>	<b>1,038,988</b>	<b>885,546</b>	<b>956,624</b>	<b>108.0%</b>
<b>Expenditure Total</b>	<b>15,722,923</b>	<b>19,054,289</b>	<b>14,799,508</b>	<b>77.7%</b>
<b>Grand Total</b>	<b>207,709</b>	<b>(133,297)</b>	<b>2,162,785</b>	

**Interim (Unaudited)**  
**General Fund Departmental Expenditures**  
**As of 8/31/2020**

Category	Prior YTD Actuals	Current Budget	% of Fiscal Year Elapsed	
			Current YTD Actuals	91.67% % of Budget
<b>Expenditure</b>				
General Government	1,857,864	1,947,008	1,633,301	83.9%
Human Resources		392,793	263,399	67.1%
Public Works	242,836	483,202	401,909	83.2%
Vehicle Maintenance	224,492	222,046	179,647	80.9%
Information Technology	186,727	247,296	292,368	118.2%
Streets	1,476,132	1,659,189	1,099,176	66.2%
Solid Waste	1,401,157	1,554,480	1,342,824	86.4%
Police	3,920,713	4,607,095	3,624,463	78.7%
Fire - Central	4,226,502	4,632,855	3,846,934	83.0%
Emergency Management	84,954	781,622	191,210	24.5%
Fire Marshall	406,223	395,029	294,098	74.4%
Fire - Station 2	15,191	37,650	6,859	18.2%
Fire - Station 3	43,220	48,100	41,023	85.3%
Building Permits	332,662	497,547	420,627	84.5%
Parks	387,965	462,445	300,137	64.9%
Facilities	246,751	231,512	212,002	91.6%
Planning	229,325	305,242	261,518	85.7%
Municipal Court	440,209	549,178	388,013	70.7%
<b>Expenditure Total</b>	<b>15,722,923</b>	<b>19,054,289</b>	<b>14,799,508</b>	<b>77.7%</b>
<b>Grand Total</b>	<b>15,722,923</b>	<b>19,054,289</b>	<b>14,799,508</b>	

**Interim (Unaudited)**  
**Utility Fund Income Statement**  
**As of 8/31/2020**

Category	Prior YTD Actuals	Current Budget	% of Fiscal Year Elapsed <b>91.67%</b>	
			Current YTD Actuals	% of Budget
<b>Revenue</b>				
<b>Operating</b>				
Water Collections	3,143,030	4,080,000	3,462,469	84.9%
Other Charges for Service	159,981	172,500	107,924	62.6%
Other	2,946,010	3,932,000	3,201,363	81.4%
Interest	3,187	2,600	14,725	566.4%
License\Permits\Fees	250,572	360,400	273,258	75.8%
<b>Operating Total</b>	<b>6,502,779</b>	<b>8,547,500</b>	<b>7,059,739</b>	<b>82.6%</b>
<b>Revenue Total</b>	<b>6,502,779</b>	<b>8,547,500</b>	<b>7,059,739</b>	<b>82.6%</b>
<b>Expenditure</b>				
<b>Operating</b>				
Salaries & Benefits	2,070,660	2,664,655	1,943,686	72.9%
Supplies	726,310	1,098,330	738,636	67.3%
Professional Services	80,068	242,300	59,792	24.7%
Repairs & Maintenance	413,478	525,480	295,837	56.3%
Purchased Services	788,979	679,511	454,987	67.0%
Capital Items/Other	21,130	9,624	25,169	261.5%
<b>Operating Total</b>	<b>4,100,625</b>	<b>5,219,900</b>	<b>3,518,107</b>	<b>67.4%</b>
<b>Non-Operating</b>				
Non-Departmental	39,925	92,600	52,111	56.3%
Transfers Out	2,913,167	3,235,000	3,282,807	101.5%
<b>Non-Operating Total</b>	<b>2,953,091</b>	<b>3,327,600</b>	<b>3,334,919</b>	<b>100.2%</b>
<b>Expenditure Total</b>	<b>7,053,717</b>	<b>8,547,500</b>	<b>6,853,026</b>	<b>80.2%</b>
<b>Grand Total</b>	<b>(550,937)</b>	<b>-</b>	<b>206,712</b>	

**Interim (Unaudited)**  
**Utility Fund Departmental Expenses**  
**As of 8/31/2020**

Category			% of Fiscal	
	Prior YTD Actuals	Current Budget	Year Elapsed Current YTD Actuals	91.67% % of Budget
<b>Expenditure</b>				
Wastewater Collection	238,105	561,868	370,517	65.9%
Water Production	511,950	713,828	518,042	72.6%
Accounting & Collecting	795,558	996,480	649,542	65.2%
Customer Service	278,494	339,174	281,776	83.1%
Meter Department	239,941	304,708	232,689	76.4%
Non-Departmental	3,255,798	3,235,000	3,207,807	99.2%
Wastewater Treatment	1,073,306	1,564,887	1,016,501	65.0%
Water Distribution	660,454	831,555	576,151	69.3%
<b>Expenditure Total</b>	<b>7,053,607</b>	<b>8,547,500</b>	<b>6,853,026</b>	<b>80.2%</b>
<b>Grand Total</b>	<b>7,053,607</b>	<b>8,547,500</b>	<b>6,853,026</b>	

**Interim (Unaudited)  
General Fund Forecast  
As of 8/31/2020**

Category	Current YTD				
	Current Budget	Forecast	Actuals	Forecast Variance	% of Budget
Revenue	18,920,992	16,799,354	16,962,292	162,939	89.6%
Expenditure	19,054,289	16,549,156	14,799,508	(1,749,649)	77.7%
<b>Grand Total</b>	<b>(133,297)</b>	<b>250,198</b>	<b>2,162,785</b> 	<b>1,912,587</b>	

**Interim (Unaudited)**  
**Utility Forecast**  
**As of 7/31/2020**

Category	Current Budget	Forecast	Current YTD Actuals	Forecast Variance	% of Budget
Revenue	8,547,500	7,161,683	7,059,739	(101,945)	82.6%
Expenditure	8,547,500	7,713,587	6,853,026	(860,560)	80.2%
<b>Grand Total</b>	-	<b>(551,903)</b>	<b>206,712</b> 	<b>758,616</b>	

### **Footnotes to Preliminary Income and Expense Statements**

- 1) Sales Tax has been adjusted to reflect activity on a cash basis to present an apples-to-apples comparison of the actual cash received in the time frame. Additionally, as the City transitions to best practices with recording of revenues and expenditures, sales tax expenditures are recorded under Non-Departmental Activity as they are an expense to outside agencies. This approach will keep our internal accounting consistent with the Auditor's presentation of the CAFR.
- 2) Intergovernmental revenue has been adjusted to reflect activity on a cash basis to present an apples-to-apples comparison of the actual cash received in the time frame. This is the result of grant reimbursement activity that was received in Fiscal Year 2020, but belongs to Fiscal Year 2019 activity.
- 3) Fire Protection Fees revenue has been adjusted to reflect activity on a cash basis to present an apples-to-apples comparison of the actual cash received in the time frame.
- 4) Current budget reflects the original budget plus any Commission approved budget amendments.



**RICHMOND**  
EST. **TEXAS** 1837



## **CITY OF RICHMOND, TEXAS**

**Monthly Sales Tax Analysis**

**For the period ending August 31, 2020**

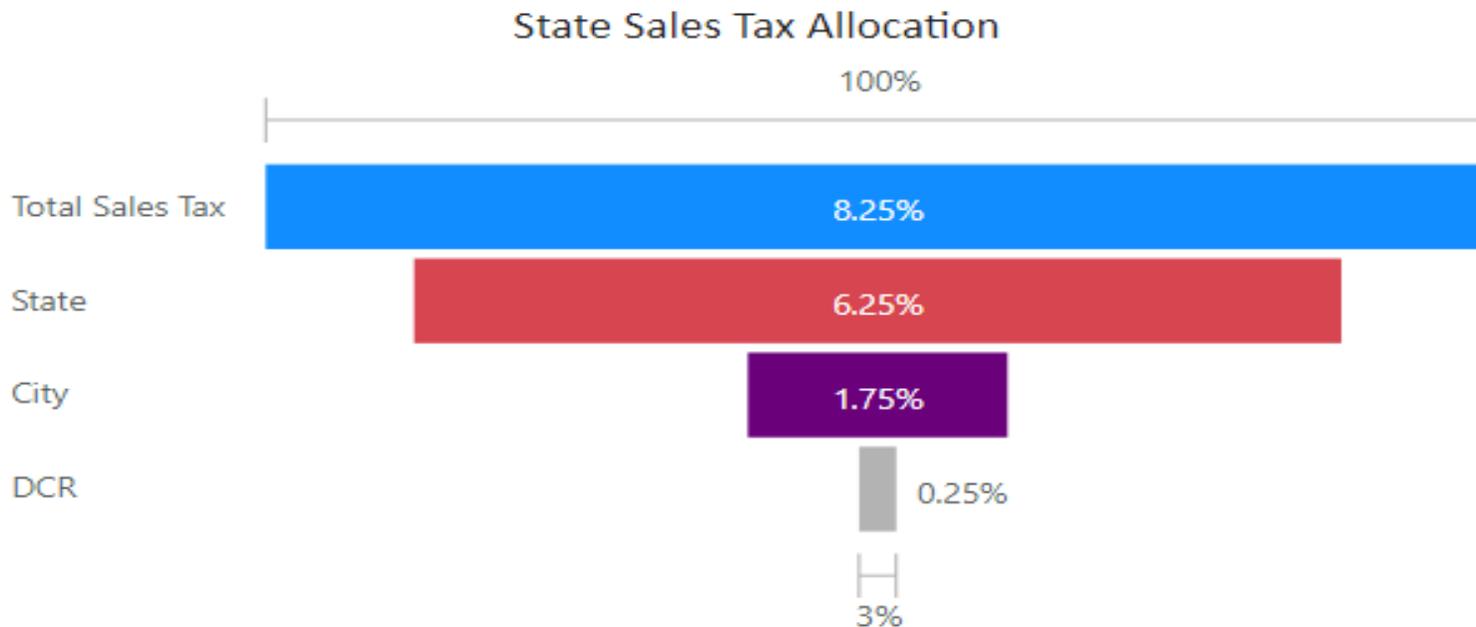
# Sales Tax Analysis

## Executive Summary

Sales tax is one of the most important revenue streams for the City, but it's also highly volatile and subject to risk. This analysis is intended to highlight the City's sales tax collections in comparison to its expected performance, which is the amount of revenue received compared to the budget.

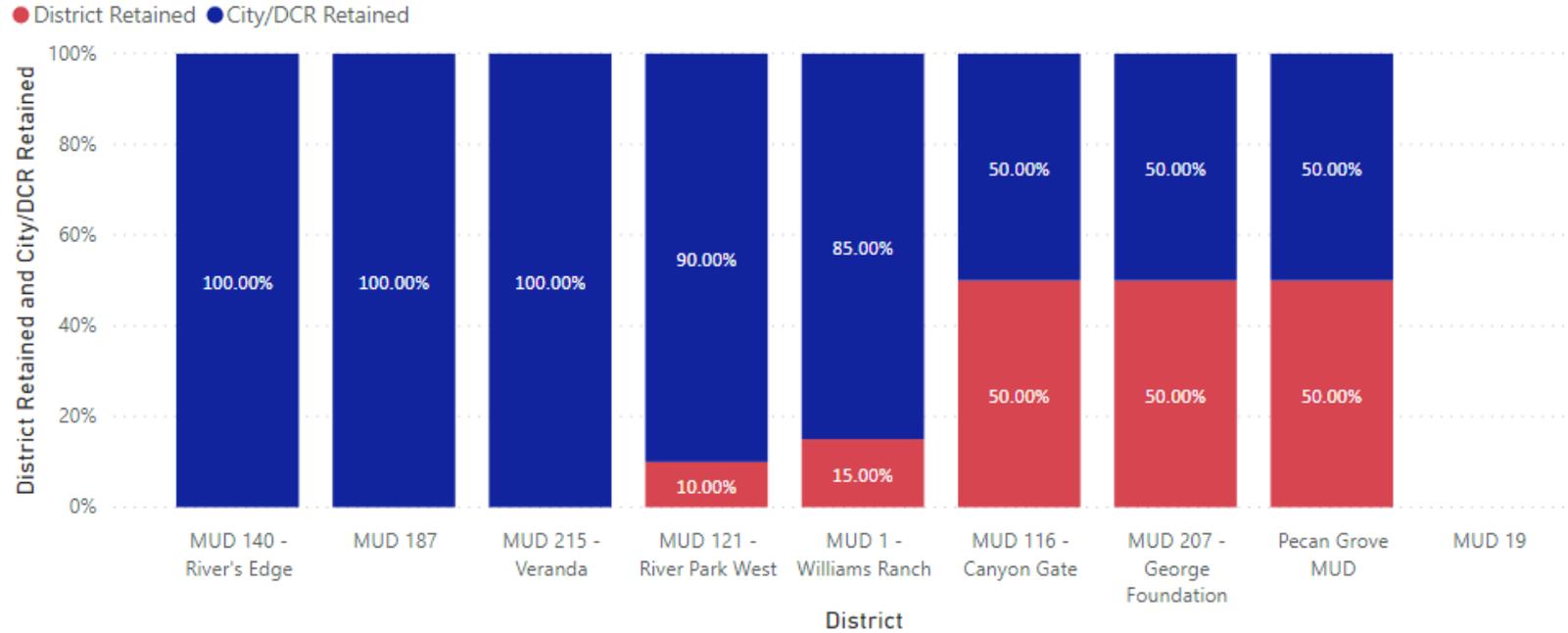
In Texas, the State Comptroller's Office receives sales tax two months before it is remitted to the City, as a result there is a two-month timing difference between the State collection of revenue and the revenue sent to the City. This report covers sales tax payments received by the City from the Texas Comptroller's Office in the month of **August**, which reflects sales tax collections for the month of **June**.

The total sales tax rate within Richmond is 8.25%, of that total, 6.25% is collected and retained by the Texas Comptroller's office, and the remaining 2% is remitted to the City. Consistent with the comprehensive master plan, the City has entered into several strategic partnership agreements (SPAs) that allow for limited purpose annexation and the collection of sales tax within certain municipal utility districts (MUDs). While the City receives 100% of the sales tax collected within the City, these strategic partnership agreements provide for, in most cases, some sharing of the sales tax revenue (between the City and MUDs). As a result of these agreements, after the City remits the MUDs proportional share of its sales tax, the City then remits 25% of the remaining sales tax to the Development Corporation and retains 75% in the General Fund.



# Sales Tax Analysis

District Sales Tax Allocation



## Key Statistics

### Net Sales Tax Payment

- August Collection:
  - Total Net Collections: \$707,921
  - One-Time Positive Audit Adjustment: \$12,953
  - Outlook: Positive

### City Sales Tax

- August Collection:
  - Total Net collections are \$486,272
- **August Compared to Budget**
  - Current month: Up 16.77%
  - Average Year to date: Up 8.15%

# Sales Tax Analysis

## Summary of Performance

Quarter Label	Net Payment	SPA Collections	City Retained SPA	Gross City Collections	MUD Expense SPA	City Retained	Budget Amount	DCR Retained
<b>Q1</b>								
1 - October	543,165	104,362	54,274	419,895	-50,088	369,807	329,433	123,269
2 - November	631,586	94,288	48,995	485,013	-45,293	439,720	387,551	146,573
3 - December	624,289	98,637	51,406	480,025	-47,231	432,794	400,046	144,265
<b>Total</b>	<b>1,799,040</b>	<b>297,287</b>	<b>154,675</b>	<b>1,384,933</b>	<b>-142,612</b>	<b>1,242,321</b>	<b>1,117,030</b>	<b>414,107</b>
<b>Q2</b>								
4 - January	533,734	96,678	50,269	411,903	-46,409	365,494	339,502	121,831
5 - February	710,813	104,276	54,225	545,623	-50,051	495,572	405,093	165,191
6 - March	536,909	92,612	48,137	413,801	-44,476	369,325	354,270	123,108
<b>Total</b>	<b>1,781,456</b>	<b>293,566</b>	<b>152,631</b>	<b>1,371,326</b>	<b>-140,935</b>	<b>1,230,391</b>	<b>1,098,865</b>	<b>410,130</b>
<b>Q3</b>								
7 - April	551,969	100,409	52,077	426,060	-48,331	377,728	350,713	125,909
8 - May	643,006	115,028	59,766	496,070	-55,262	440,808	430,249	146,936
9 - June	571,790	101,334	52,665	441,010	-48,669	392,341	423,932	130,780
<b>Total</b>	<b>1,766,765</b>	<b>316,770</b>	<b>164,507</b>	<b>1,363,140</b>	<b>-152,263</b>	<b>1,210,877</b>	<b>1,204,894</b>	<b>403,626</b>
<b>Q4</b>								
10 - July	581,742	120,391	62,335	450,820	-58,056	392,764	381,459	130,921
11 - August	707,921	123,246	63,687	545,831	-59,559	486,272	416,448	162,091
<b>Total</b>	<b>1,289,663</b>	<b>243,637</b>	<b>126,022</b>	<b>996,651</b>	<b>-117,615</b>	<b>879,036</b>	<b>797,907</b>	<b>293,012</b>
<b>Total</b>	<b>6,636,925</b>	<b>1,151,260</b>	<b>597,835</b>	<b>5,116,050</b>	<b>-553,425</b>	<b>4,562,624</b>	<b>4,218,696</b>	<b>1,520,875</b>

# Sales Tax Analysis

## City Sales Tax

Quarter Label	Prior Year Net Payment	Net Payment	YoY Net % Chg	Prior Year City Retained	City Retained	YoY City % Chg	Budget Amount	Actual / Budget (\$)	Actual / Budget (%)
<b>Q1</b>									
1 - October	512,771	543,165	5.93%	347,004	369,807	6.57%	329,433	40,374	12.26%
2 - November	526,021	631,586	20.07%	368,231	439,720	19.41%	387,551	52,169	13.46%
3 - December	568,389	624,289	9.83%	385,048	432,794	12.40%	400,046	32,748	8.19%
<b>Total</b>	<b>1,607,181</b>	<b>1,799,040</b>	<b>11.94%</b>	<b>1,100,283</b>	<b>1,242,321</b>	<b>12.91%</b>	<b>1,117,030</b>	<b>125,291</b>	<b>11.22%</b>
<b>Q2</b>									
4 - January	443,939	533,734	20.23%	311,230	365,494	17.44%	339,502	25,992	7.66%
5 - February	624,297	710,813	13.86%	434,229	495,572	14.13%	405,093	90,479	22.34%
6 - March	464,107	536,909	15.69%	318,177	369,325	16.08%	354,270	15,055	4.25%
<b>Total</b>	<b>1,532,343</b>	<b>1,781,456</b>	<b>16.26%</b>	<b>1,063,635</b>	<b>1,230,391</b>	<b>15.68%</b>	<b>1,098,865</b>	<b>131,526</b>	<b>11.97%</b>
<b>Q3</b>									
7 - April	523,728	551,969	5.39%	348,146	377,728	8.50%	350,713	27,015	7.70%
8 - May	578,016	643,006	11.24%	412,786	440,808	6.79%	430,249	10,559	2.45%
9 - June	591,217	571,790	-3.29%	400,045	392,341	-1.93%	423,932	-31,591	-7.45%
<b>Total</b>	<b>1,692,961</b>	<b>1,766,765</b>	<b>4.36%</b>	<b>1,160,977</b>	<b>1,210,877</b>	<b>4.30%</b>	<b>1,204,894</b>	<b>5,983</b>	<b>0.50%</b>
<b>Q4</b>									
10 - July	526,121	581,742	10.57%	365,224	392,764	7.54%	381,459	11,305	2.96%
11 - August	588,859	707,921	20.22%	407,262	486,272	19.40%	416,448	69,824	16.77%
<b>Total</b>	<b>1,114,980</b>	<b>1,289,663</b>	<b>15.67%</b>	<b>772,485</b>	<b>879,036</b>	<b>13.79%</b>	<b>797,907</b>	<b>81,129</b>	<b>10.17%</b>
<b>Total</b>	<b>5,947,465</b>	<b>6,636,925</b>	<b>11.59%</b>	<b>4,097,381</b>	<b>4,562,624</b>	<b>11.35%</b>	<b>4,218,696</b>	<b>343,928</b>	<b>8.15%</b>

# Sales Tax Analysis

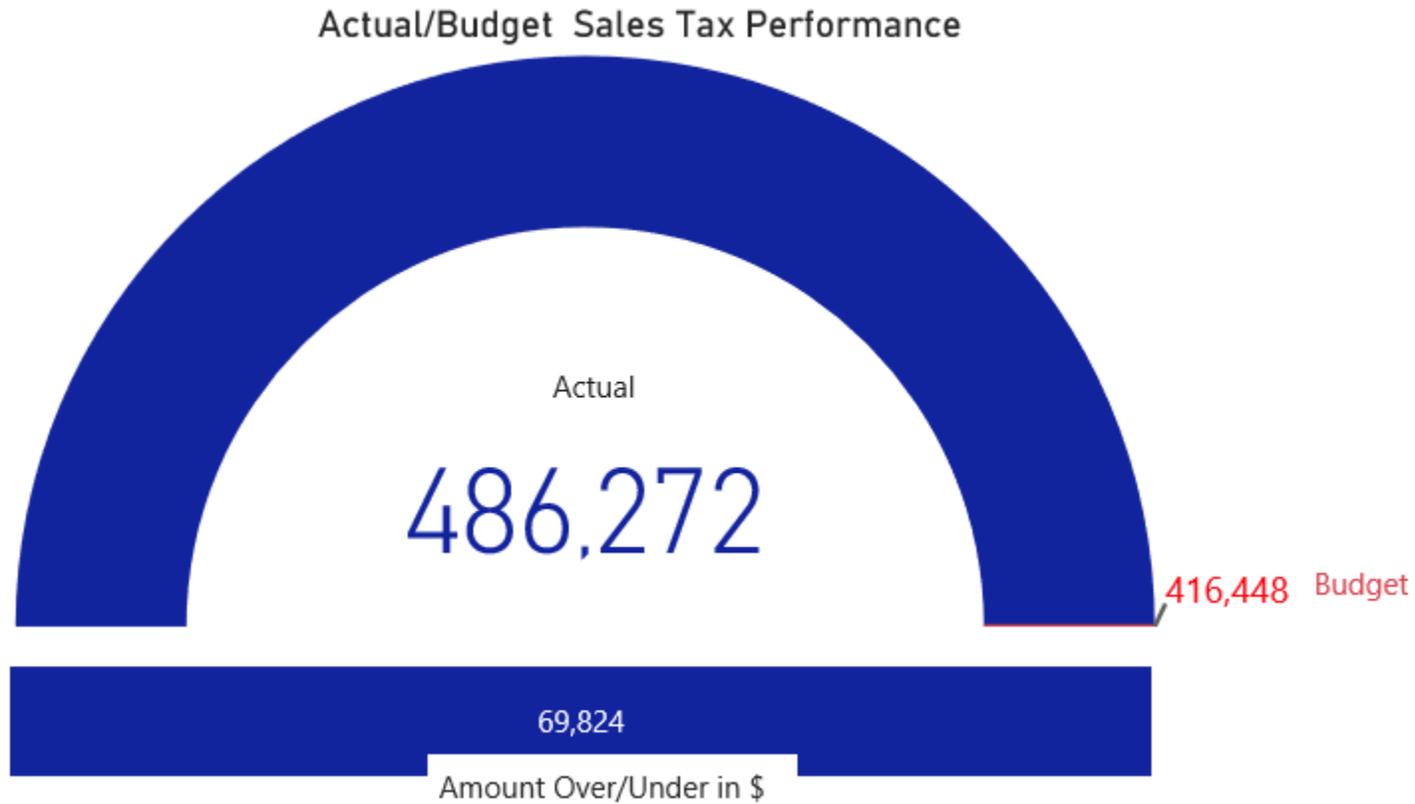
## DCR Sales Tax

Quarter Label	Prior Year Net Payment	Net Payment	YoY Net % Chg	DCR Prior Retained	DCR Retained	YoY DCR % Chg	DCR Budget	DCR Act/Bud (\$)	DCR Act/Bud (%)
<b>Q1</b>									
1 - October	512,771	543,165	5.93%	115,668	123,269	6.57%	107,057	16,212	13.15%
2 - November	526,021	631,586	20.07%	122,744	146,573	19.41%	125,944	20,629	14.07%
3 - December	568,389	624,289	9.83%	128,349	144,265	12.40%	130,004	14,261	9.89%
<b>Total</b>	<b>1,607,181</b>	<b>1,799,040</b>	<b>11.94%</b>	<b>366,761</b>	<b>414,107</b>	<b>12.91%</b>	<b>363,005</b>	<b>51,102</b>	<b>12.34%</b>
<b>Q2</b>									
4 - January	443,939	533,734	20.23%	103,743	121,831	17.44%	110,329	11,502	9.44%
5 - February	624,297	710,813	13.86%	144,743	165,191	14.13%	131,644	33,547	20.31%
6 - March	464,107	536,909	15.69%	106,059	123,108	16.08%	115,128	7,980	6.48%
<b>Total</b>	<b>1,532,343</b>	<b>1,781,456</b>	<b>16.26%</b>	<b>354,545</b>	<b>410,130</b>	<b>15.68%</b>	<b>357,101</b>	<b>53,029</b>	<b>12.93%</b>
<b>Q3</b>									
7 - April	523,728	551,969	5.39%	116,049	125,909	8.50%	113,972	11,937	9.48%
8 - May	578,016	643,006	11.24%	137,595	146,936	6.79%	139,819	7,117	4.84%
9 - June	591,217	571,790	-3.29%	133,348	130,780	-1.93%	137,767	-6,987	-5.34%
<b>Total</b>	<b>1,692,961</b>	<b>1,766,765</b>	<b>4.36%</b>	<b>386,992</b>	<b>403,626</b>	<b>4.30%</b>	<b>391,558</b>	<b>12,068</b>	<b>2.99%</b>
<b>Q4</b>									
10 - July	526,121	581,742	10.57%	121,741	130,921	7.54%	123,964	6,957	5.31%
11 - August	588,859	707,921	20.22%	135,754	162,091	19.40%	135,334	26,757	16.51%
<b>Total</b>	<b>1,114,980</b>	<b>1,289,663</b>	<b>15.67%</b>	<b>257,495</b>	<b>293,012</b>	<b>13.79%</b>	<b>259,298</b>	<b>33,714</b>	<b>11.51%</b>
<b>Total</b>	<b>5,947,465</b>	<b>6,636,925</b>	<b>11.59%</b>	<b>1,365,794</b>	<b>1,520,875</b>	<b>11.35%</b>	<b>1,370,962</b>	<b>149,913</b>	<b>9.86%</b>

# Sales Tax Analysis

## City Current Month at a Glance

The graphs below indicate that City sales tax collections are \$486,272 in August, compared to the budget of \$416,448. The total collections are over budget by \$69,824, which is 16.76% higher than expected. This month a one-time positive audit adjustment in the amount \$12,952.61 was received.

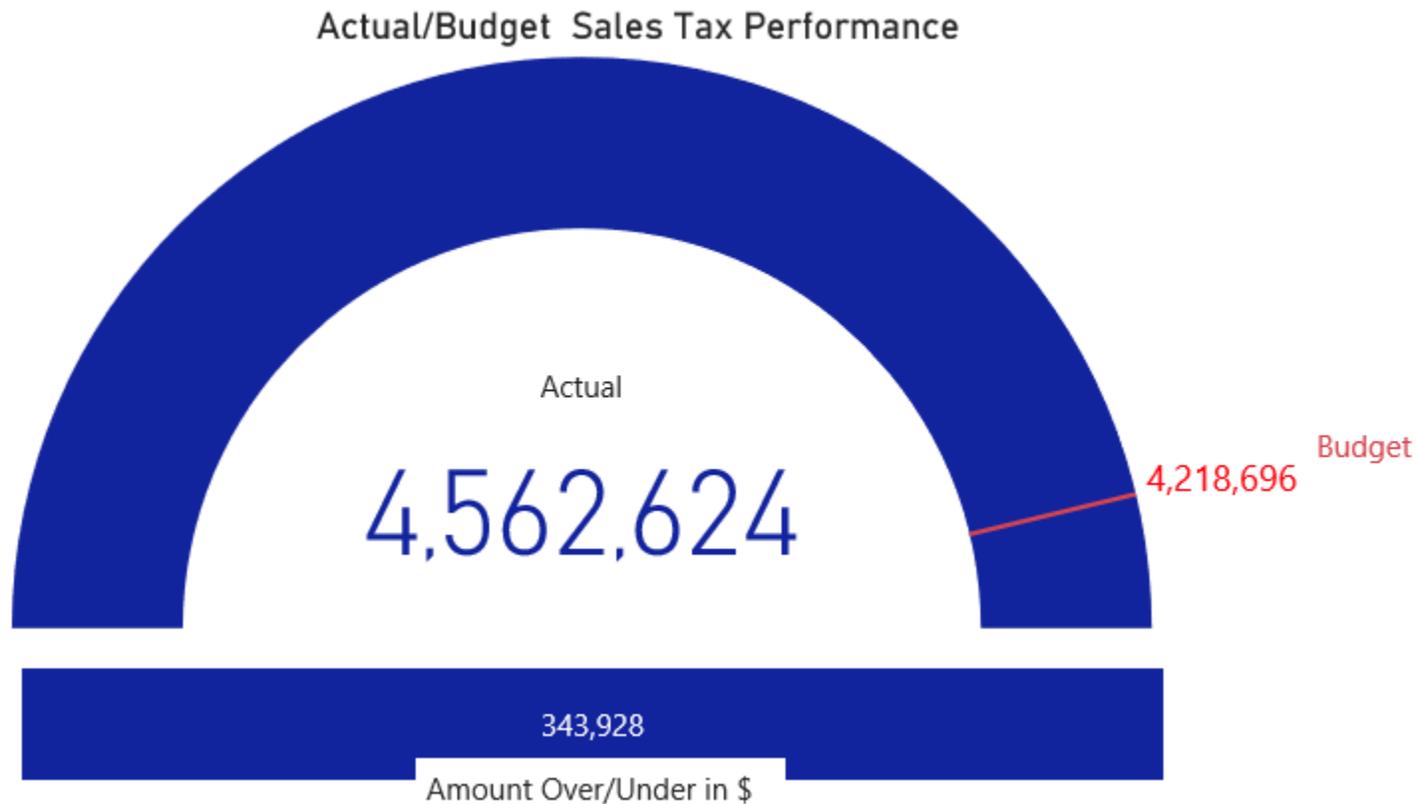


# Sales Tax Analysis

## City Year-to-Date at a Glance

The graphs below indicate that total sales tax collections are \$4.56M for the year, compared to the budgeted sales tax of \$4.22M. As a result, the City has accumulated approximately \$343,928 in additional sales tax revenue over the budgeted amount.

The City will accumulate and monitor excess sales tax revenue and will recognize any actual gains at the end of the year, once all revenues have been received. This approach helps minimize the month to month volatility of collections.



# Sales Tax Analysis

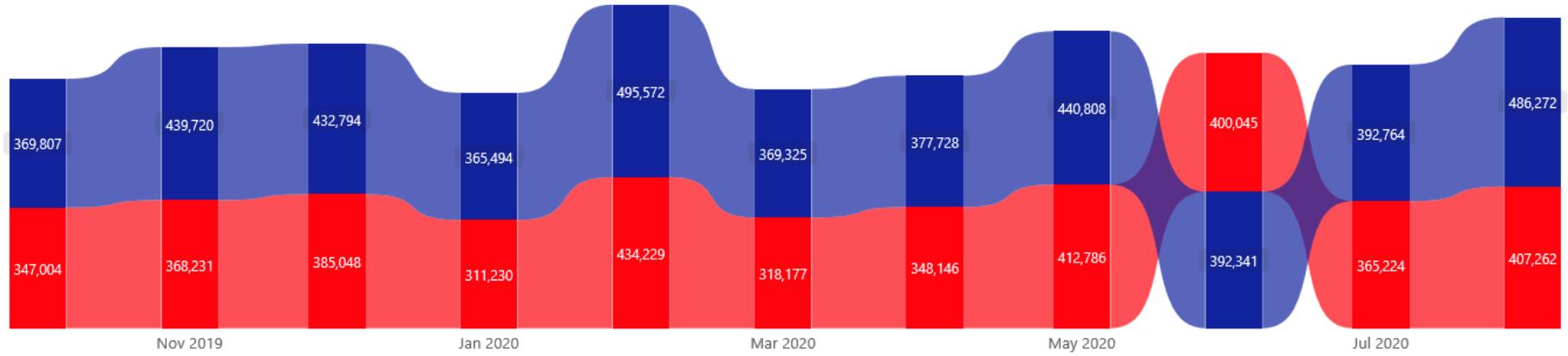
## City Historical Performance

YOY Sales Tax Performance

● Prior Year City Retained ● City Retained

10/1/2019

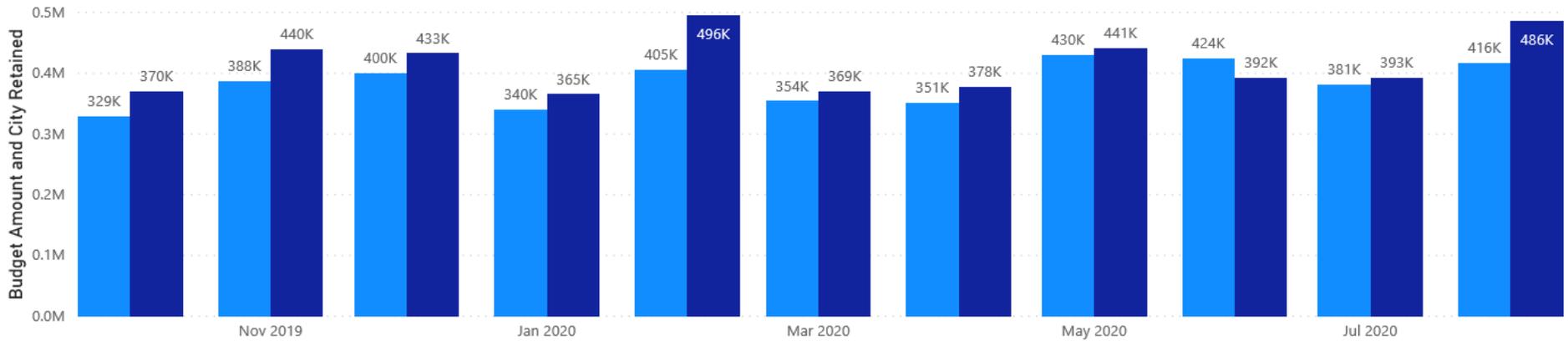
8/31/2020



Month In Calendar

Actual/Budget Sales Tax Performance

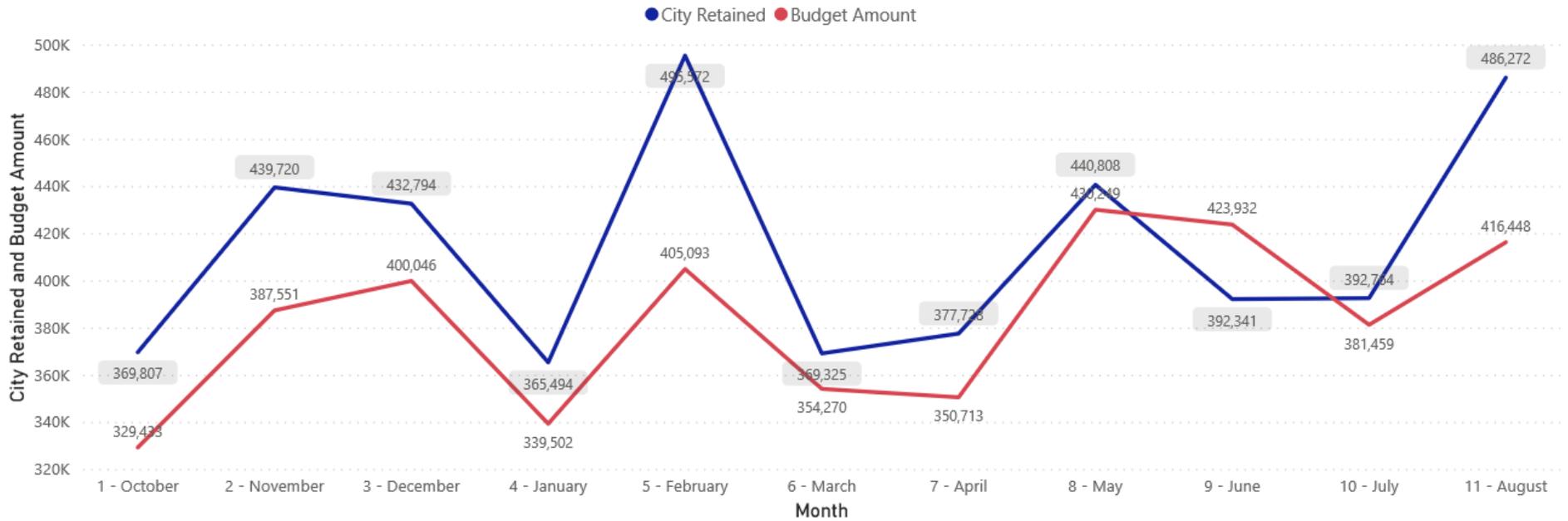
● Budget Amount ● City Retained



Month In Calendar

# Sales Tax Analysis

Sales Tax Performance Actual to Budget



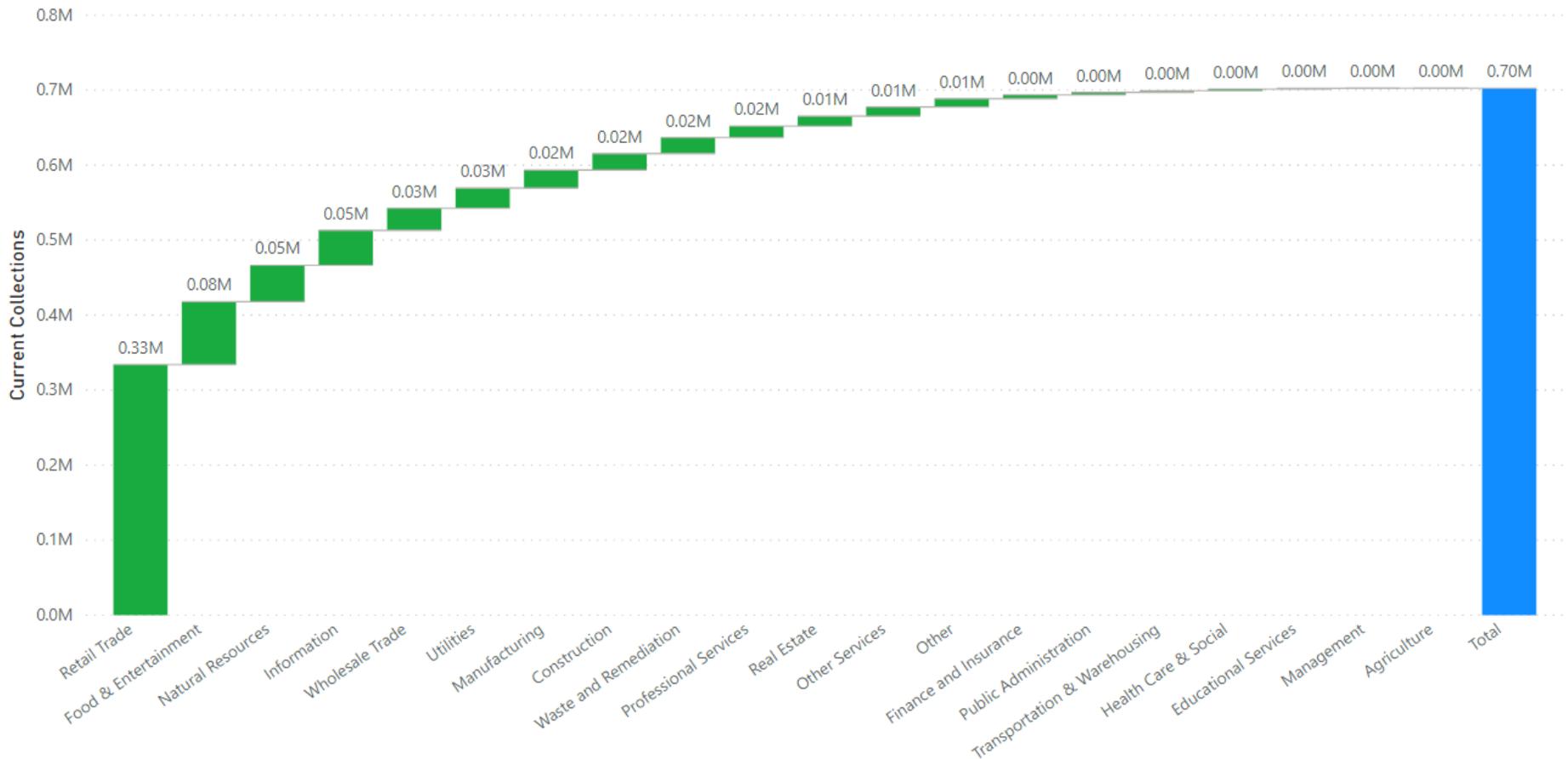
# Sales Tax Analysis

## Monthly Payment Allocation by Sector

This chart shows the makeup of this month's payment by sector.

For a monthly comparison to last year by sector, please see the written analysis below the chart.

Month-to-Date (MTD) Sales Tax Waterfall by Sector



## Monthly Analysis Compared to Prior Year

The Retail Trade and Food & Entertainment Sectors are the primary industry sectors for the City and combined make up approximately 55% of the total collections. The sectors described in this analysis below make-up approximately 90% of the total collections for the City.

**Retail:** The Retail sector increased by 28.08% when compared to the same period in the prior year. The increase is the result of timing and better performance year-over-year in the General Merchandise, Food & Beverage and Non-store subsectors.

**Food & Entertainment:** The Food & Entertainment sector increased by 14.78% when compared to the same period in the prior year. The increase is primarily in the Restaurants & Food Services subsector where we have seen stronger sales following the initial reopening from the COVID-19 pandemic.

**Information:** The Information sector increased by 1.49% when compared to the same period in the prior year. The increase is primarily in the Publishing and Other subsectors, which includes software and online cloud-based services. The Telecommunications and Broadcasting subsectors decreased but were offset by increases in other sectors.

**Natural Resources:** The Natural Resources sector increased by 58.38% when compared to the same period in the prior year. The increase in this sector is the result of an industry closely tied to construction. As a result, these collections will remain volatile since they are tied to residential and commercial construction in the Greater Houston Area (not just the City of Richmond). Collections in this sector should be treated as one-time collections.

**Professional Services:** The Professional Services sector increased by 13.30% when compared to the same period in the prior year. The increase in collections is likely the result of a one-time collection in professional services industry.

**Utilities:** The Utility sector increased by 35.71% when compared to the same period in the prior year. The is likely a combination of the summer heat driving a demand for power as well as increase in growth and development.

**Wholesale Trade:** The Wholesale Trade sector increased 22.91% when compared to the same period in the prior year. The increase in this sector is the result of a one-time collection by companies that do not have a physical presence in the City.

**Waste & Remediation:** The Waste & Remediation sector decreased by 15.25% when compared to the same period in the prior year. The decrease in collections is likely the result of the economic impact associated with the COVID-19 pandemic.

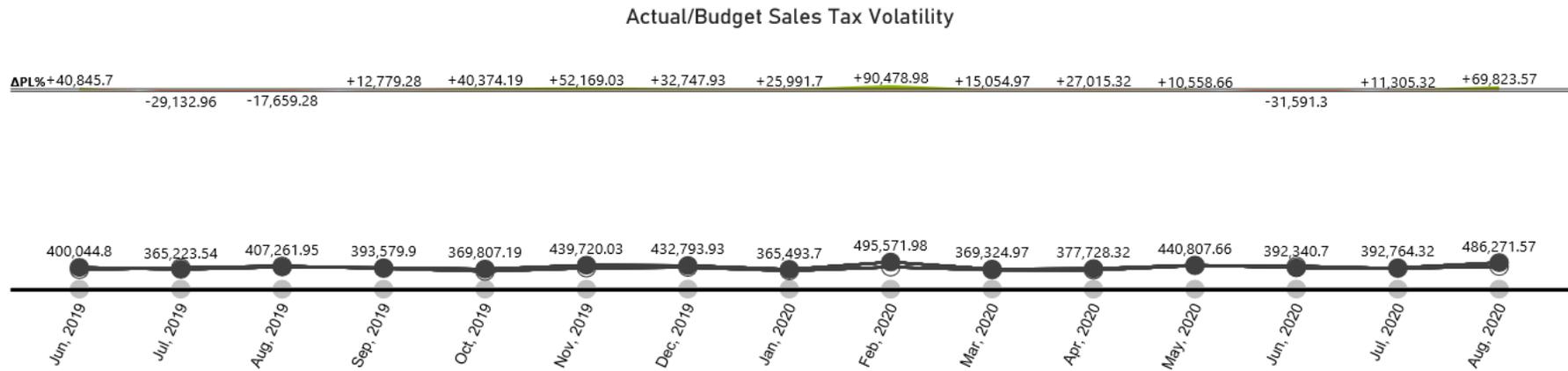
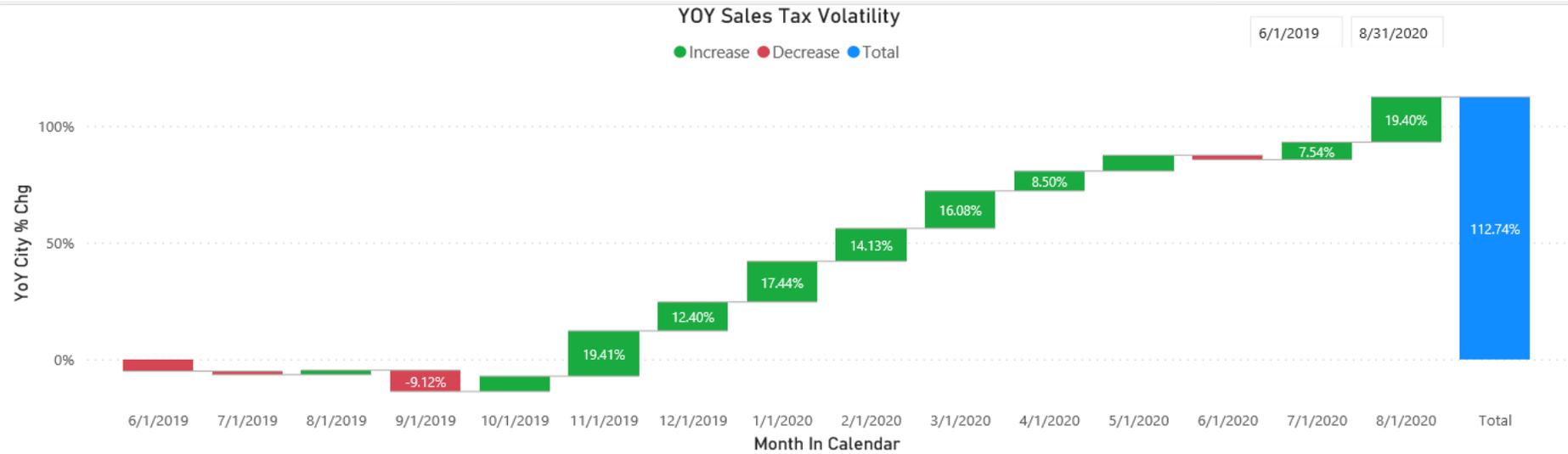
**Manufacturing:** The Manufacturing sector decreased by 17.70% when compared to the same period in the prior year. The decrease in collections is likely the result of the economic impact associated with the COVID-19 pandemic.

\* The collections by sector information is directly from the Confidentiality Report received from the Texas Comptroller's Office. The numbers reflected in the Confidentiality Report are unadjusted and will not match the Net Collections that the Comptroller publishes. The Net Collections published publicly include all tax payers, whereas the Confidentiality Report only includes tax payers that annually remit more than \$5,000, and does not include the other adjustments made to the Net Allocation. In order to remain confidential only the aggregate data by sector, and subsector can be reported.

# Sales Tax Analysis

THE INFORMATION PROVIDED TO THE CITY IS CONFIDENTIAL. It is not open to public inspection. A city may use the information only for the purpose of economic forecasting (Tex. Tax Code 321.3022(c)). Unauthorized distribution of confidential information is punishable by 6 months in jail and a \$1,000 fine (Tex. Govt Code sec. 552.352). As a result staff cannot answer specific questions about companies included within the aggregate sales tax number in this report.

## Monthly Sales Tax Volatility



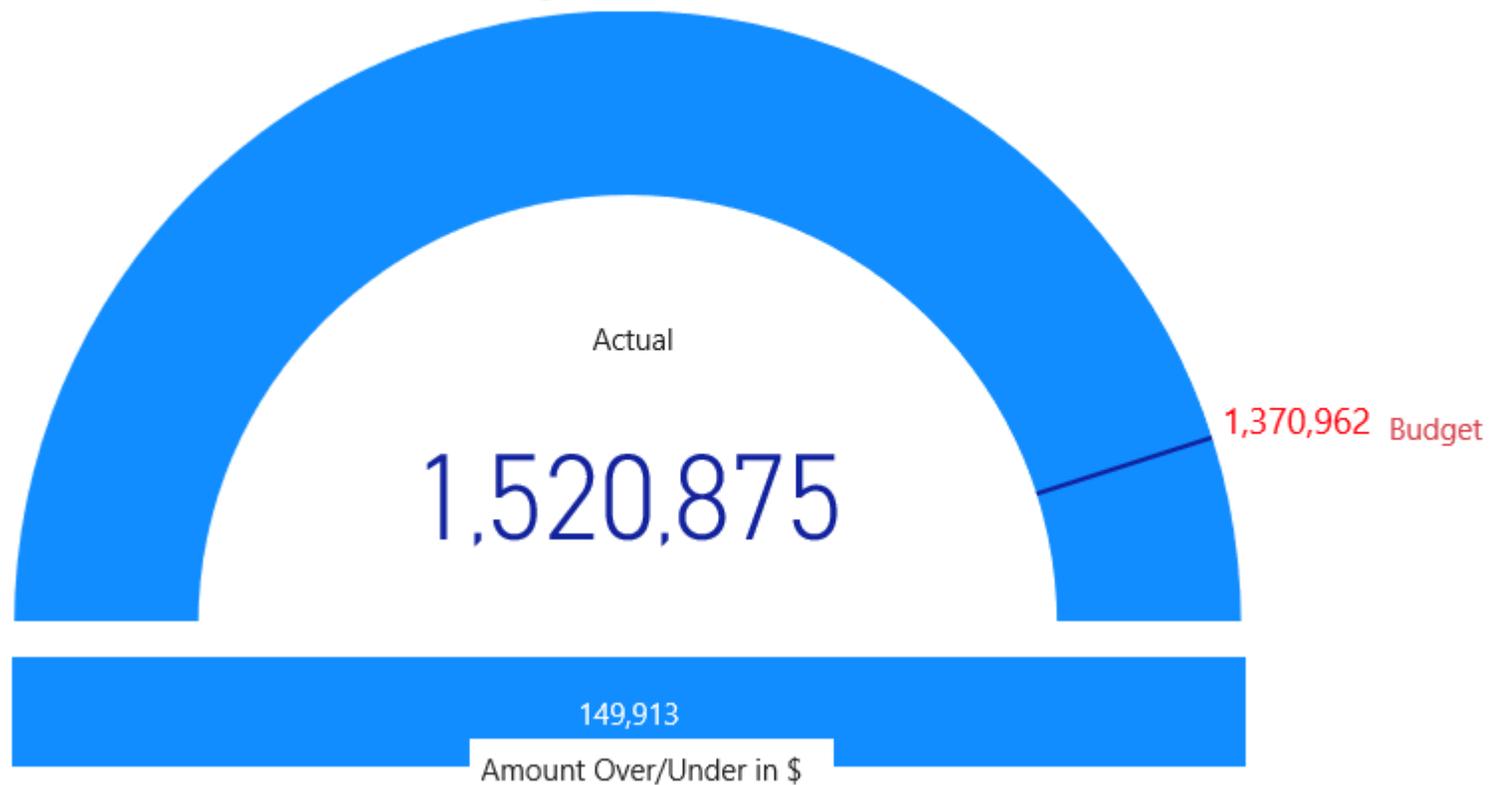
The City budgets sales tax on a conservative basis because collections are extremely volatile in nature. The graph above highlights the monthly volatility in sales tax.

# Sales Tax Analysis

## Development Corporation Sales Tax

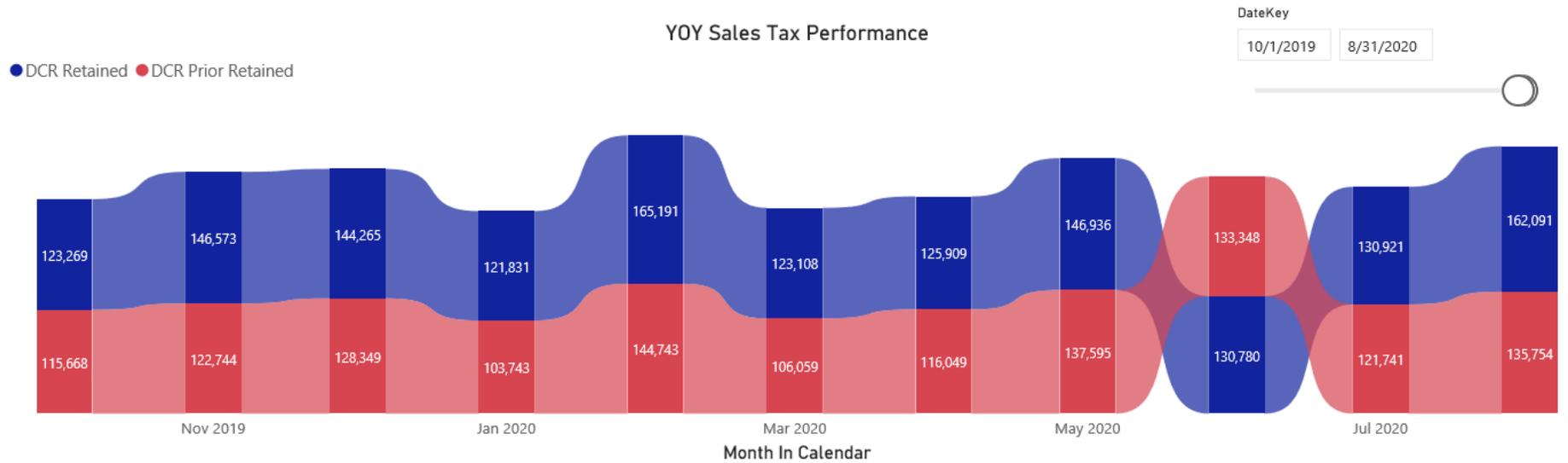
- Year-to-Date thru August Collection:
  - Total collections are \$1,520,875
- **August Compared to Budget**
  - Current month: Up 16.51%
  - Average Year to date: Up 9.86%
- **Year-over-Year Sales Tax Performance**
  - Current month: Up 19.40%
  - Year to date: Up 11.35%

### Actual/Budget Sales Tax Performance

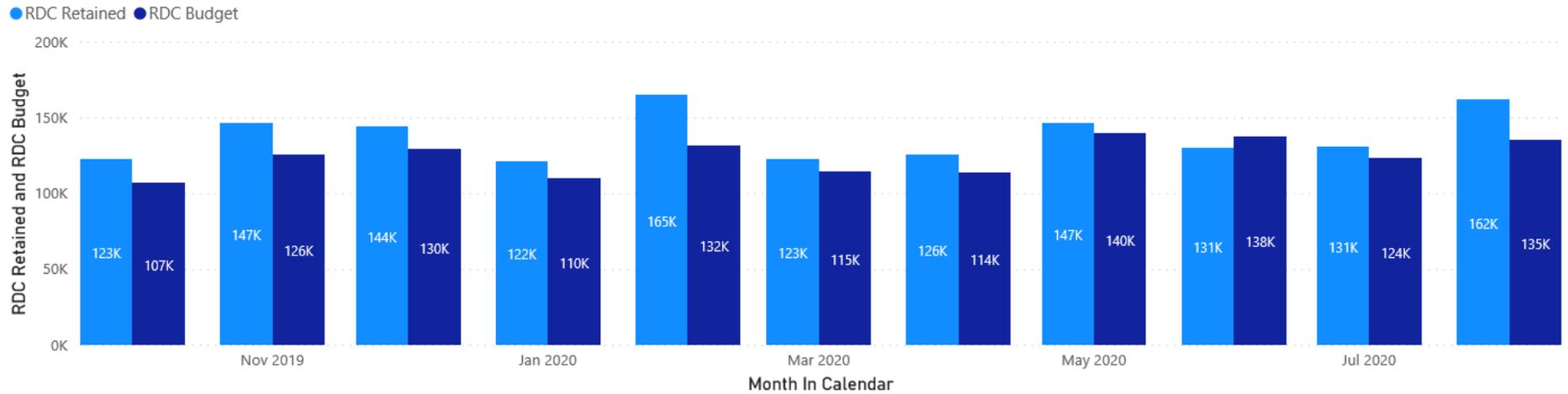


# Sales Tax Analysis

YOY Sales Tax Performance



Actual/Budget Sales Tax Performance



## Sales Tax Background

Understanding how the City develops the sales tax forecast is an important part of this publication. This year the sales tax forecast utilized a conservative approach to forecasting, and thus sales tax remained flat from the prior year's budget as those projections were not met.

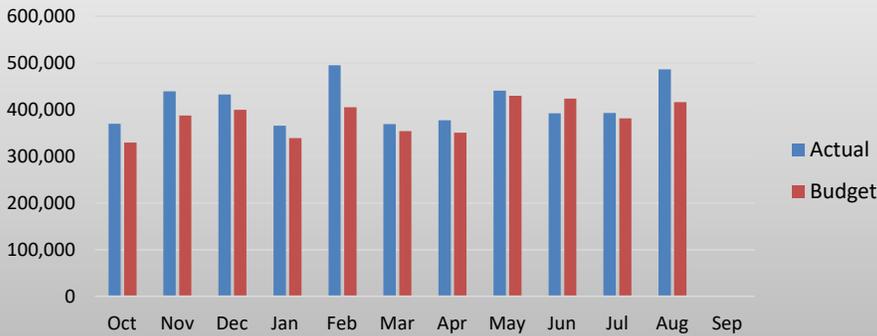
Once developed, the sales tax budget is distributed across the months based on the percentage of collections that month would historically receive. It's important to understand that there are factors that can cause peaks and valleys in this distribution. These peaks and valleys are caused because actual collections are extremely volatile. Actual historical collections can and do change as a result of the timing of the collection (i.e. when the business makes payment), the receipt of one-time collections, and audit adjustments, which can increase or decrease the actual collection. It's this volatility of the collections that make the comparison on a monthly basis a challenge. While sustained high or low monthly collections may signal a change in the trend, the individual monthly comparison will not provide a complete picture, and for this reason greater attention should be paid to the year-to-date collections and budget.

Because sales tax is such an important and volatile revenue stream for the City it is closely monitored and analyzed. One of the most important indicators for sales tax performance is the sales tax collected compared to the budget.

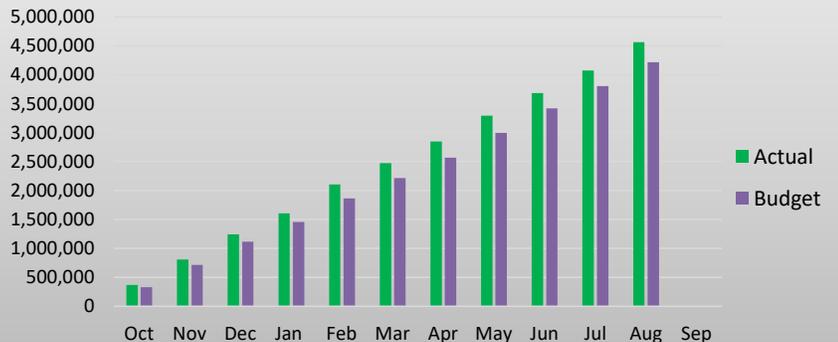
**CITY OF RICHMOND, TEXAS  
SALES TAX REVENUE**

	<b>GROSS</b> (Includes Dev. Corp & SPAs)		<b>GENERAL FUND ALLOCATION</b>		<b>GENERAL FUND BUDGET</b>		<b>Year-to-Date Target to Budget</b>
	<b>Prior Year %</b>		<b>Actual Income</b>		<b>Budgeted Income</b>		
	<b>Total Received</b>	<b>Increase (Decrease) Month to Month</b>	<b>Monthly</b>	<b>Total Received Year-to-Date</b>	<b>Monthly</b>	<b>Total Budget Year-to-Date</b>	
	0	0%					<b>100% = Budget</b>
<b>Fiscal Year 2018-19</b>							
Oct	512,771	26%	347,004	347,004	305,393	305,393	113.63%
Nov	526,021	-6%	368,231	715,235	416,422	721,815	99.09%
Dec	568,389	3%	385,048	1,100,283	413,405	1,135,220	96.92%
Jan	443,939	-12%	311,230	1,411,513	380,568	1,515,789	93.12%
Feb	624,297	23%	434,228	1,845,741	381,423	1,897,212	97.29%
Mar	464,107	-12%	318,177	2,163,918	395,012	2,292,223	94.40%
Apr	523,728	15%	348,146	2,512,064	334,101	2,626,324	95.65%
May	578,016	-7%	412,786	2,924,851	459,398	3,085,723	94.79%
Jun	591,217	0%	400,045	3,324,896	359,199	3,444,922	96.52%
Jul	526,121	-3%	365,224	3,690,119	394,356	3,839,278	96.11%
Aug	588,859	2%	407,262	4,097,381	424,921	4,264,199	96.09%
Sep	571,811	-8%	393,580	4,490,961	380,801	4,645,000	96.68%
<b>Fiscal Year 2019-2020</b>							
Oct	543,165	6%	369,807	369,807	329,433	329,433	112.26%
Nov	631,586	20%	439,720	809,527	387,551	716,984	112.91%
Dec	624,289	10%	432,794	1,242,321	400,046	1,117,030	111.22%
Jan	533,734	20%	365,494	1,607,815	339,502	1,456,532	110.39%
Feb	710,813	14%	495,572	2,103,387	405,093	1,861,625	112.99%
Mar	536,909	16%	369,325	2,472,712	354,270	2,215,895	111.59%
Apr	551,969	5%	377,728	2,850,440	350,713	2,566,608	111.06%
May	643,006	11%	440,808	3,291,248	430,249	2,996,857	109.82%
Jun	571,790	-3%	392,341	3,683,588	423,932	3,420,789	107.68%
Jul	581,742	11%	392,764	4,076,353	381,459	3,802,248	107.21%
Aug	707,921	20%	486,272	4,562,624	416,448	4,218,696	108.15%
Sep	0		0		426,303	4,644,999	

**MONTHLY COLLECTIONS**



**YEAR-TO-DATE COLLECTIONS**





## CONSENT AGENDA

7. Public Works Report.

# **Public Works Report**

## **August 2020**

**Prepared By  
Public Works  
Staff**

**For  
Mayor Evalyn W. Moore**

**Commissioners  
Barry Beard  
Alex BeMent  
Carl Drozd  
Terry Gaul**



### **HURRICANE PREPAREDNESS**

**WATER UTILITIES DIVISION  
WATER DISTRIBUTION AND WASTEWATER COLLECTION  
CLIFF HOLIK - UTILITIES FIELD SERVICES SUPERINTENDENT  
AUGUST REPORT**

**Water Tap**

- New Meter Installation – 35

**Main Breaks**

- Main Repair – 4

**Excavated Service Repairs**

- Service Repair (Backhoe Excavation) – 5
- Service Repair (Hand Excavation) – 8
- Leak Investigation – 68

**Total Meter Swap Outs**

- Meter Change Out (Stuck/Broken) – 28
- Change Out (Meter Program) – 14
- New Meter w/Existing Service Lead – 53

**Main Line Valve Maintenance**

- Valve Maintenance – 41
- Hydrant and Valve Repair – 5

**Water Quality Complaints**

- Water Quality Complaint (Low Pressure, Odor, Dirty) – 12

**Dead-end/Main Flushing**

- Dead End Flushing – 32 hrs
- New Construction Flushing – 10 hrs

**Monthly Cut Offs**

- City limits – 80
- MUDS – 5

**Special Project**

- Service Request – 4
- Special Projects – 6
- Preventive Maintenance (Hydrants) – 0

**Billing Related Work Orders**

- Billing Related Work Orders – 378
- Meter Box Maintenance – 16

**Preventive Maintenance Line Cleaning & Collection System Inspection**

- Preventive Maintenance Line Video – 0'
- Preventive Maintenance Line Cleaning – 15,328 ft
- Preventive Maintenance (Manhole inspections) – 50
- Manhole / Clean Out Repair – 5

**WATER UTILITIES DIVISION  
WATER DISTRIBUTION AND WASTEWATER COLLECTION  
CLIFF HOLIK - UTILITIES FIELD SERVICES SUPERINTENDENT  
AUGUST REPORT**

**Excavated Sewer Service/Main Repair – 2**

**Sanitary Sewer Stoppage**

- Sewer Stoppage (City Line) – 6
- Sewer Stoppage (Private Line) – 2

**Man Hours to Other Division – 0 hrs**

**Cleaning**

- Cleaning Shop, Equipment and Mow – 8 hrs

**WATER PRODUCTION AND WASTEWATER TREATMENT  
MIKE MOODY - UTILITIES FACILITIES SUPERINTENDENT  
AUGUST REPORT**

<b>Richmond Regional WWTF</b>	<b>January</b>	<b>February</b>	<b>March</b>	<b>April</b>	<b>May</b>	<b>June</b>	<b>July</b>	<b>August</b>	<b>Calendar YTD</b>
Wastewater Treated	47,755,000	47,741,000	46,092,000	44,681,000	45,307,000	43,504,000	43,701,000	42,925,000	361,706,000
Average Daily	1,540,484	1,646,241	1,486,839	1,441,323	1,461,516	1,403,355	1,409,710	1,384,677	1,482,402
Percent Capacity	51.35%	54.87%	49.56%	48.04%	48.72%	46.78%	46.99%	46.16%	49.41%
Sludge Disposal	360	600	450	600	600	600	420	570	4,200
Reclaimed water usage (In plant usage)	0	0	0	0	0	0	0	0	-
Reclaimed water production (For distribution outside of plant)	817,000	-	674,000	1,382,000	6,639,000	2,670,000	5,749,000	3,773,000	21,704,000
Wet Haul	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

<b>Richmond South WWTF</b>	<b>January</b>	<b>February</b>	<b>March</b>	<b>April</b>	<b>May</b>	<b>June</b>	<b>July</b>	<b>August</b>	<b>Calendar YTD</b>
Wastewater Treated	10,525,000	9,718,000	10,476,000	9,951,000	10,573,000	10,530,000	11,112,000	10,910,000	83,795,000
Average Daily	339,516	335,103	337,935	321,000	341,065	339,677	358,452	351,935	343,422
Percent Capacity	35.74%	35.27%	35.57%	33.79%	35.90%	35.76%	37.73%	37.05%	36.15%
Sludge Disposal	-	195,000	108,000	-	-	144,000	-	-	447,000
Reclaimed Water Usage (In plant Usage)	3,068,000	2,233,400	2,410,000	2,568,100	2,023,000	2,343,200	2,901,300	3,151,000	20,698,000

**City of Richmond - Ground Water Production**

Permit (400 MG) Oct. 2019 - Sept. 2020	October	November	December	January	February	March	April	May	June	July	August
Monthly Production	52,860,000	29,960,000	29,262,000	36,511,000	22,102,000	33,933,000	39,553,000	41,451,000	47,960,000	56,795,000	60,012,000
Permit to Date	52,860,000	82,820,000	112,082,000	148,593,000	170,695,000	204,628,000	244,181,000	285,632,000	333,592,000	390,387,000	450,399,000
Percent to Date	13.22%	20.71%	28.02%	37.15%	42.67%	51.16%	61.05%	71.41%	83.40%	97.60%	112.60%

**GRP (Non-City) - Ground Water Production**

Permit Amount (442 MG)	October	November	December	January	February	March	April	May	June	July	August
Monthly Production	31,317,700	22,806,500	23,921,500	23,406,100	22,275,000	27,647,000	38,878,000	32,442,100	35,002,100	38,324,400	41,614,820
Permit to Date	31,317,700	54,124,200	78,045,700	101,451,800	123,726,800	151,373,800	190,251,800	222,693,900	257,696,000	296,020,400	337,635,220
Percent to Date	7.09%	12.25%	17.66%	22.95%	27.99%	34.25%	43.04%	50.38%	58.30%	66.97%	76.39%

**Total GRP - City of Richmond Plus GRP**

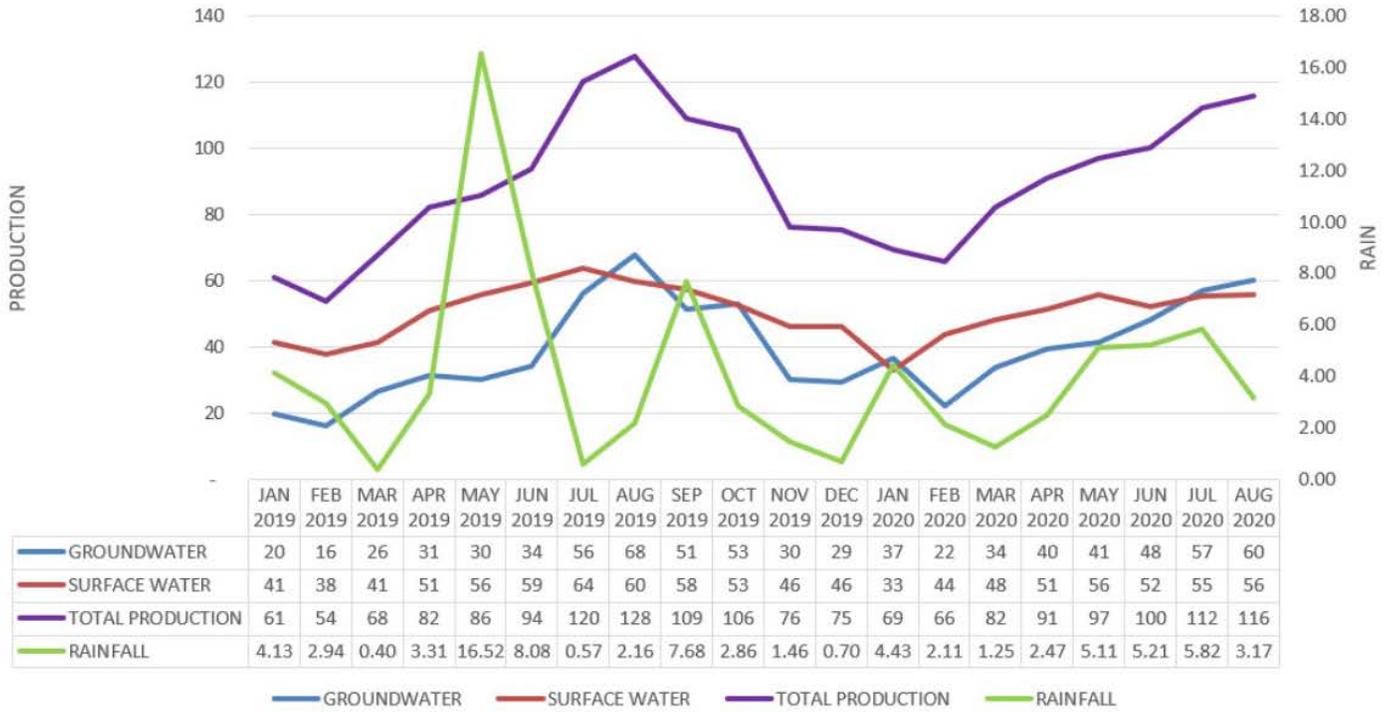
Permit Amount (842 MG)	October	November	December	January	February	March	April	May	June	July	August
Monthly Production	84,177,700	52,766,500	53,183,500	59,917,100	44,377,000	61,580,000	78,431,000	73,893,100	82,962,100	95,119,400	101,626,820
Permit to Date	84,177,700	136,944,200	190,127,700	250,044,800	294,421,800	356,001,800	434,432,800	508,325,900	591,288,000	686,407,400	788,034,220
Permit / Percent to Date	10.00%	16.26%	22.58%	29.70%	34.97%	42.28%	51.60%	60.37%	70.22%	81.52%	93.59%

**Alternative Water - Reclaimed Wastewater**

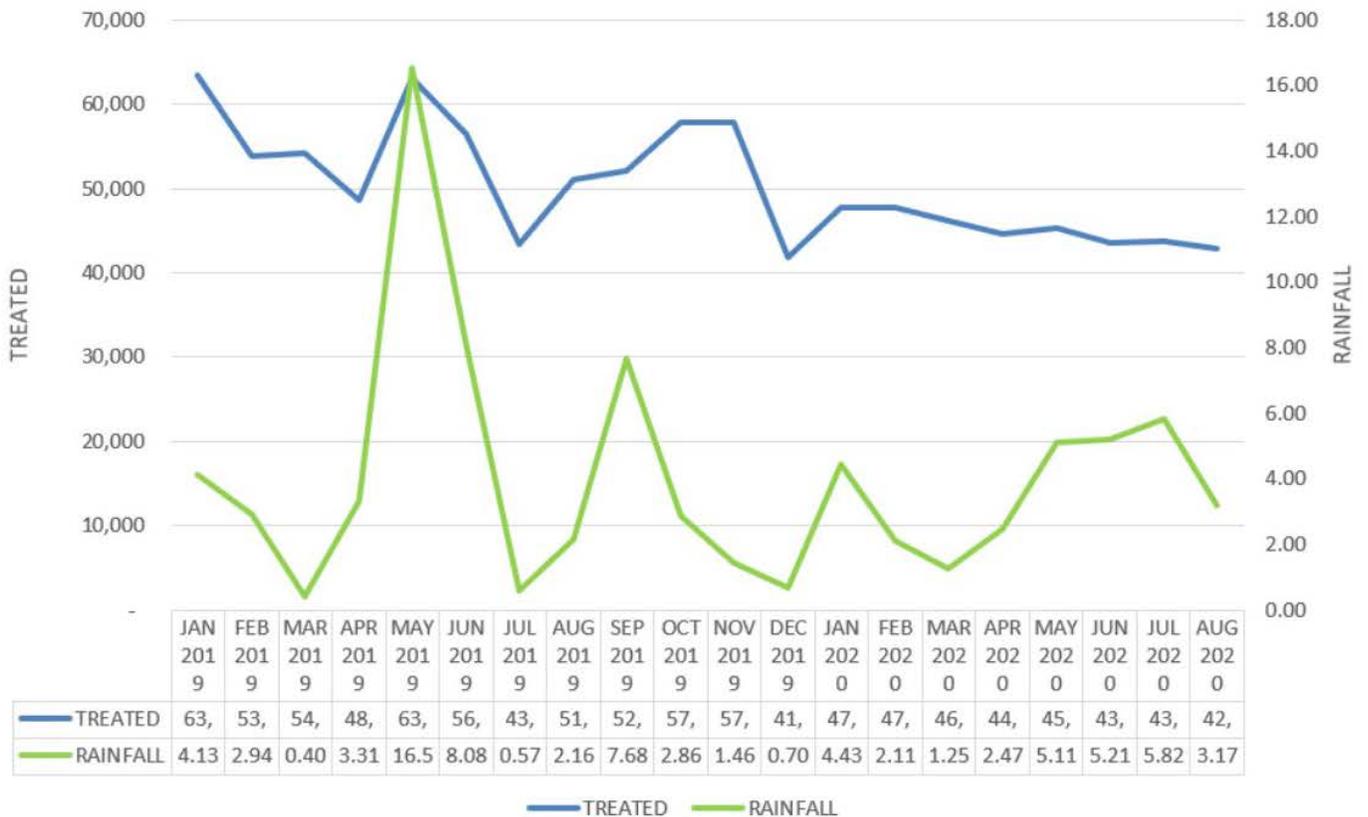
Permit to Date	October	November	December	January	February	March	April	May	June	July	August
Monthly Total Re-Use	586,000	14,000	4,913,000	817,000	0	674,000	1,382,000	6,639,000	2,670,000	5,749,000	3,151,000
Monthly Surface Water	52,707,000	45,054,000	53,816,300	32,951,000	43,678,000	48,134,000	51,418,000	55,651,000	52,036,000	55,282,000	55,837,000
Monthly Total NPW	2,837,400	3,092,556	2,768,300	3,068,000	3,068,000	2,417,000	2,568,000	2,023,000	2,343,000	2,901,300	3,773,000
Total Alternative Water	56,130,400	48,160,556	61,497,600	36,836,000	46,746,000	51,225,000	55,368,000	64,313,000	57,049,000	63,932,300	62,761,000
Total Demand	140,308,100	100,927,056	114,681,100	96,753,100	91,123,000	112,805,000	133,799,000	138,206,100	140,011,100	159,051,700	164,387,820
Monthly Conversion Percentage	40.01%	47.72%	53.62%	38.07%	51.30%	45.41%	41.38%	46.53%	40.75%	40.20%	38.18%
Monthly Conversion Credits	19,173,070	22,542,273	30,933,920	9,752,570	20,943,100	18,929,000	17,203,300	27,182,170	17,552,170	20,541,940	16,906,654
Total Cumulative Credits TD	1,087,731,496	1,110,273,769	1,141,207,689	1,150,960,259	1,171,903,359	1,190,832,359	1,208,035,659	1,235,217,829	1,252,769,999	1,273,311,939	1,290,218,593
Years Worth of Credits @ 30%	4.18	4.27	4.39	4.43	4.51	4.58	4.64	4.75	4.82	4.90	4.96
Years Worth of Credits @ 60%	2.09	2.13	2.19	2.21	2.25	2.29	2.32	2.37	2.41	2.45	2.48

**WATER PRODUCTION AND WASTEWATER TREATMENT  
MIKE MOODY - UTILITIES FACILITIES SUPERINTENDENT  
AUGUST REPORT**

**2019 - 2020 WATER PRODUCTION**



**2019 - 2020 WASTEWATER TREATED**



**PUBLIC WORKS  
KENNETH JANSKY – STREET SUPERINTENDENT  
TRAFFIC/STREET DEPARTMENT  
AUGUST REPORT**

**Work Orders**

- 110
- Total for the year – 827

**Regulatory Signs**

- Maintenance and repair of 130 regulatory signs

**Ditch Cutting**

- None

**Tree Trimming**

- N 10<sup>th</sup> Street
- Newton Street
- Alamo Street
- Center Street
- Austin Street
- Travis Street
- Goliad Street
- Country Club Drive

**Potholes Patched**

- 28
- Total for the year – 510

**Striping**

- None

**New Driveway Installation**

- 20' of 12" at 1100 Powell Street
- 20' of 15" at 602 Mable Street

**Sidewalk Repair**

- Total for the month – 212'
- 212' Total for the year
- 212 Total yards of concrete for the year

**Curb and Gutter Repair**

- None

**Special Projects**

- 12,710 feet of asphalt overlay. (Pictures below)
- Set up and take down the message board for the Quite Zone work.
- Clean up lot at 1108 Morton Street.
- Set 20' of 18" culverts at the Regional Sewer Plant.

**PUBLIC WORKS  
KENNETH JANSKY – STREET SUPERINTENDENT  
TRAFFIC/STREET DEPARTMENT  
AUGUST REPORT**

**Street Overlay Project**

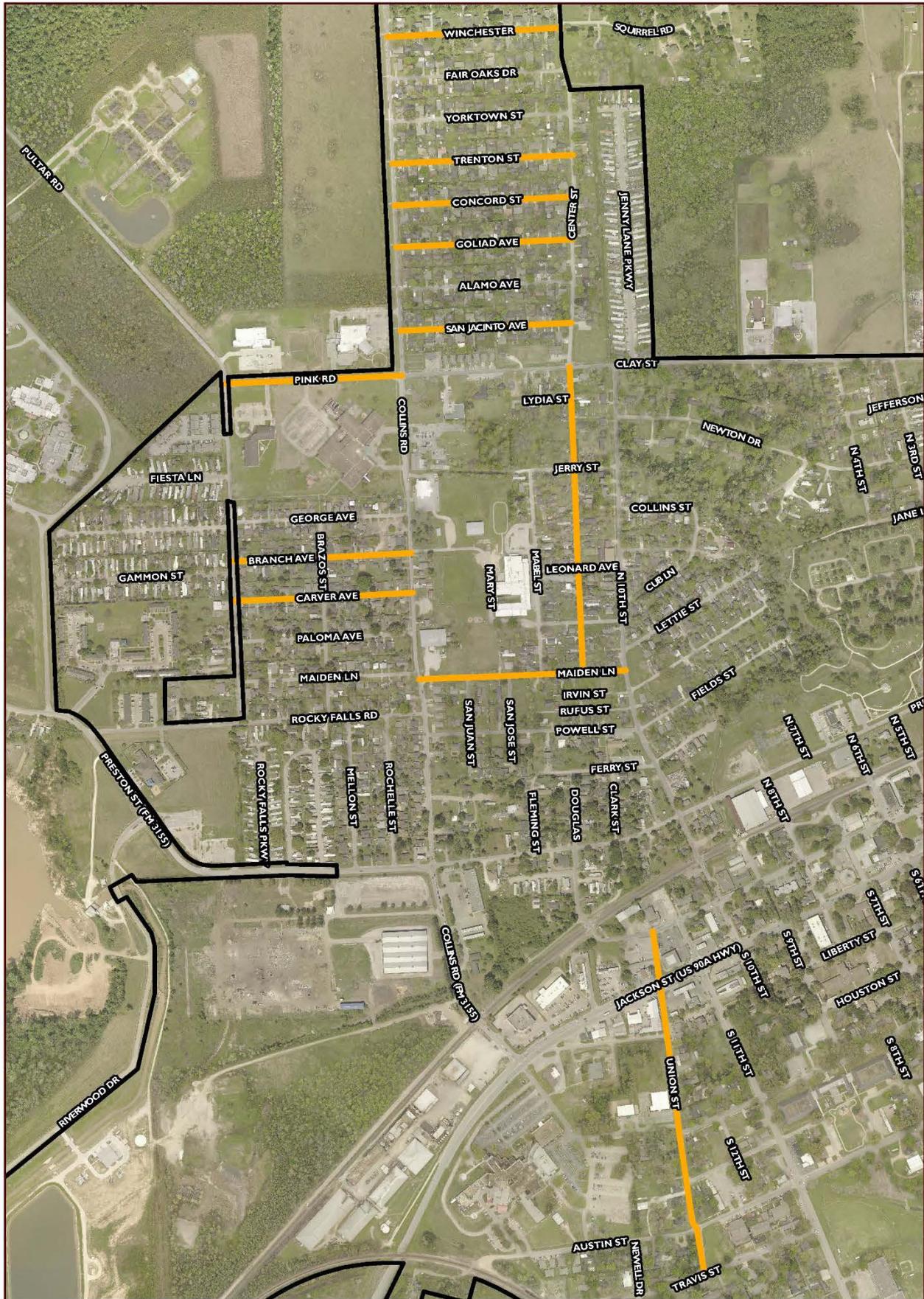
The list below are the streets that were overlaid this year with the equipment, trucks and labor from Fort Bend County Road and Bridge and the assistance of the Street Department. (Map and pictures are attached.)

**COUNTY LAY DOWN**

(\$47.00/TON + \$4.25/Delivery = \$51.25/ton)

Street Name	Beginning	End	Length	Width	Cost per Ton	Tons Total	Lay Down Cost
Center Street	Maiden Ln	Clay St	1810	22	51.25	608	\$ 31,160.00
Maiden Lane	N 10 St	Collins Rd	1210	22	51.25	406	\$ 20,807.50
Union Street	Hwy 90A	Austin St	1420	24	51.25	520	\$ 26,650.00
Winchester Street	Center St	Collins Rd	1020	24	51.25	374	\$ 19,167.50
Branch Street	Pultar	Collins Rd	1040	20	51.25	318	\$ 16,297.50
Carver Street	Pultar	Collins Rd	1040	20	51.25	318	\$ 16,297.50
Trenton Street	Center St	Collins Rd	1050	2	51.25	320	\$ 16,400.00
Concord Street	Center St	Collins Rd	1050	22	51.25	353	\$ 18,091.25
Goliad Street	Center St	Collins Rd	1030	22	51.25	346	\$ 17,732.50
Pink Blvd	Collins St	Pultar Rd	1040	23	51.25	365	\$ 18,706.25
San Jacinto Street	Center St	Collins Rd	1000	22	51.25	336	\$ 17,220.00
						<b>TOTAL</b>	<b>\$ 218,530.00</b>

# PAVED STREETS (FY 19-20)



**LEGEND**

<b>BOUNDARIES</b>	<b>STREETS</b>
CITY LIMITS	PAVED STREETS
EXTRATERRITORIAL JURISDICTION	

**MAP DISCLAIMER:**  
 This map is intended for general informational purposes only and does not represent a legal record. The City of Richmond, Texas makes no warranty regarding specific accuracy or completeness, and the contents or data may be subject to revision at any time without notification.

**PUBLIC WORKS  
KENNETH JANSKY – STREET SUPERINTENDENT  
TRAFFIC/STREET DEPARTMENT  
AUGUST REPORT**

**Street Overlay Project**



**PUBLIC WORKS  
KENNETH JANSKY – STREET SUPERINTENDENT  
TRAFFIC/STREET DEPARTMENT  
AUGUST REPORT**

**Street Overlay Project**



**PUBLIC WORKS  
KENNETH JANSKY – STREET SUPERINTENDENT  
TRAFFIC/STREET DEPARTMENT  
AUGUST REPORT**

**Street Overlay Project**



**PUBLIC WORKS  
JIM WHITEHEAD – ASSISTANT DIRECTOR OF PUBLIC WORKS  
PARKS DEPARTMENT  
AUGUST REPORT**

**George Park**

- Cleaned restrooms
- Mowed baseball, soccer, main road, picnic areas, rights-of-ways, and worked on mowing 35 acres
- Picked up trash, and tree trimming within the park

**Wessendorff Park**

- Applied Herbicide, Cleaned restrooms
- Mowed park, picked up trash, trimmed trees, weed control and weeded flower beds

**Shooting Range**

- Mowed

**Crawford Park**

- Mowed park

**Clay Park**

- Mowed park and picked up trash

**Freeman Town Park**

- Mowed park

**Special Projects**

<b>DATE</b>	<b>JOB DESCRIPTION</b>
8/3/2020	Mowed Old Fire Station 1
8/7/2020	Mowed Water Barn
8/7/2020	Mowed Police Department Impound Building
8/14/2020	Mowed 800 Richmond Parkway
8/14/2020	Mowed Collage St
8/14/2020	Mowed Old Fire Station 1
8/14/2020	Mowed Hillcrest Dr
8/14/2020	Mowed 1108 Morton St
8/20/2020	Job Interviews
8/21/2020	Mowed Street Department
8/21/2020	Mowed Water Barn
8/24/2020	Fueled Generators City Wide
8/25/2020	Prepare for Storm
8/26/2020	Places Utility Poles Around Soccer Fields
8/27/2020	Trimmed Trees At PD
8/28/2020	Cleaned Up Leaves at City Hall
8/28/2020	Mowed Street Department
8/28/2020	Mowed Water Barn
8/31/2020	Serviced Equipment

**PUBLIC WORKS  
JIM WHITEHEAD – ASSISTANT DIRECTOR OF PUBLIC WORKS  
PARKS DEPARTMENT  
AUGUST REPORT**

**Total Park Man Hours**

<b>PARK NAME</b>	<b>TOTAL MAN HOURS</b>
George Park	396
Wessendorff Park	112.5
Shooting Range	8
Crawford Park	2
Clay Park	10
Freeman Town Park	7
City Hall Park	0
Special Projects	94
<b>TOTAL</b>	<b>629.5</b>

<b>FISCAL YEAR</b>	<b>TOTAL MAN HOURS</b>
October	599.80
November	459.50
December	490.00
January	596.50
February	563.50
March	584.00
April	713.50
May	572.50
June	619.25
July	592.50
August	629.5
<b>TOTAL</b>	<b>6,420.55</b>

**Total Trash Pick Up in Cubic Yards**  
(Starting tracking in February)

<b>PARK NAME</b>	<b>CUBIC/YARDS</b>
George Park	51.234
Wessendorff Park	9.35
Shooting Range	0
Crawford Park	0
Clay Park	4.008
Freeman Town Park	0
City Hall Park	0
Special Projects	0
<b>TOTAL</b>	<b>64.592</b>

<b>FISCAL YEAR</b>	<b>CUBIC/YARDS</b>
February	92.84
March	71.87
April	49.49
May	38.80
June	111.23
July	117.90
August	64.592
<b>TOTAL</b>	<b>546.722</b>

**PUBLIC WORKS  
ONGOING PROJECT UPDATES  
HOWARD CHRISTIAN – ASSISTANT CITY MANAGER  
AUGUST REPORT**

**WATER PROJECT UPDATES**

**WA2102 – CDBG – North Richmond Water Line Project**

- CDBG - Award letter received. Advertising Sept 13 and 20, SOQ opening October 7, 2020.

**STREET PROJECT UPDATES**

**ST001 – 10th Street Extension**

- Fort Bend County Mobility Project 10th Street – Preliminary engineering complete – no change.

**PARK PROJECT UPDATES**

**PK006 – Northside Sidewalks – Wessendorff Grant/CDBG Phase X**

- The project is getting close to 99% complete. The contractor has poured approximately 5,000 feet of sidewalk. Waiting for CenterPoint to provide power to the light fixtures.

**PK007 – Clay Street Drainage and Sidewalk Project**

- Advertising Sept 13 and 20, SOQ opening October 7, 2020

**DRAINAGE PROJECT UPDATES**

**DR006 – WCJC Detention Pond**

- Preliminary Engineering Report complete.

**OTHER PROJECT UPDATES**

**MU002 – Quiet Zone**

- Sixty-day notice of intent to BNSF and Union Pacific. Sixty-day commence period is over in August. Quiet Zone project construction contract awarded to DVL Enterprises.

**MU006 – Wayside Horn Project**

- Union Pacific is designing the wayside horn circuitry, cabinet upgrades and RFP for construction to be issued late July or August.

**Police Department – Window Sealing and Atrium Repair**

- Bid opening in September.

**PROJECTS PENDING FOR FY21 (Budget Approval)**

MU2003 – Police Department Reno

MU2005 – Emergency Generators

ST2101 – Street Rehab

WA2101 – Elevated Storage Tank Rehab

WA2102 – Water Line Rehab

WW2101 – Lift Station Rehab

WW2102 – Regional WW Plant

**PUBLIC WORKS  
ONGOING PROJECT UPDATES  
HOWARD CHRISTIAN – ASSISTANT CITY MANAGER  
AUGUST REPORT**

**Monthly Safety Meeting** – Did not have due to COVID-19.

**TxDOT Updates**

**90 Overpass Project**

1. Waiting on a decision from the UP as to whether additional shoring will be required from the outfall back to North 10<sup>TH</sup> Street to install the storm sewer.

**I-69 Project**

1. As of 7/12/2020 the projected completion date for the section of the project from 99 to Reading Road is set for December 7, 2020.
2. Waiting on the City to sign and return the CO-AFA's to move forward on the Richmond Parkway signs.

**City Projects**

1. Quiet Zone is moving forward. The Collins Road part of the project has been completed. The private crossing located behind the hospital has been closed as per plans.
2. Going out for bids on repairing the windows at the Police department on the admin side. Also, windows in the atrium are going to be replaced.
3. Going over the plans for the updating and repairs to City owned buildings located at 1116 Myrtle Street and the old Fire Station 1 located at 112 Jackson St

**PUBLIC WORKS  
CALLS RECEIVED  
AUGUST REPORT**

Public Works	Calls for Aug 2020	%
Facilities	8	1%
Inquiry	404	52%
Parks	0	0%
Solid Waste	263	34%
Street	30	4%
Traffic	0	0%
Water	68	9%
<b>Total</b>	<b>773</b>	<b>100%</b>

Public Works Breakdown	No. of Calls	%
Inquiry	29	7%
Internal Calls	32	8%
Out of City Limits	106	26%
Sales	28	7%
Streetlights	8	2%
Transfer Calls	97	24%
Transfer Calls to Customer Service	75	19%
Transfer Calls to Permits	19	5%
Transfer Calls to Code Enforcement	10	2%
<b>Total</b>	<b>404</b>	<b>100%</b>

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**PUBLIC WORKS TOTAL CALLS RECEIVED FOR FISCAL YEAR**

Month	Total Calls
Oct 19	634
Nov 19	536
Dec 19	436
Jan 20	616
Feb 20	574
Mar 20	666
April 20	646
May 20	756
June 20	968
July 20	782
Aug 20	773
<b>TOTAL</b>	<b>7,387</b>

**PUBLIC WORKS  
AFTER HOURS ONCALL SERVICE  
AUGUST REPORT**

Customer Service calls are regarding the water being shut off due to non-payment. For the out of City limit calls, the residents are contacted by oncall personnel with the correct provider, and the Utilities calls are regarding water leaks to sewer stoppages. Street Department handles debris in roadway, roadway issues, sign issues, etc.

These are the calls received for August:

Category	Calls
Courts	0
Customer Service	11
Out of City Limits	5
Solid Waste	0
Streets	0
Utilities	9
<b>Total</b>	<b>25</b>

**PUBLIC WORKS AFTER HOUR CALLS RECEIVED FOR FISCAL YEAR**

Month	Total Calls
Oct 19	39
Nov 19	37
Dec 19	42
Jan 20	27
Feb 20	27
Mar 20	20
April 20	16
May 20	30
June 20	16
July 20	26
Aug 20	25
<b>Total</b>	<b>305</b>

**PUBLIC WORKS  
PROJECT REVIEW  
AUGUST REPORT**

The following have been submitted to the Permits Department for Public Works personnel to review. Personnel includes Cliff Holik, Mike Moody, Jim Whitehead, Kenneth Jansky and Mike Kruszynski. Once the review is complete, a comment letter is sent to the applicant.

**TOTAL REVIEWS FOR FISCAL YEAR**

Category	Calls
Oct 19	17
Nov 19	26
Dec 19	20
Jan 20	13
Feb 20	23
Mar 20	22
Apr 20	22
May 20	24
June 20	28
July 20	22
Aug 20	23
<b>Total</b>	<b>240</b>

**PLANS REVIEW**

DATE	PROJECT NAME	Plan Type
8/4/2020	Boys and Girls Club	Site Plan
8/18/2020	Mandola Farms Section 1 - 3rd Submittal	PI & Grading
8/18/2020	Jane Long Historic Gym Renovations - 907 Main St (Change to initial submittal)	Site Plan
8/18/2020	Brazos River Stabilization Project - FBC Mud 140 - 2nd Submittal	PI & Grading
8/24/2020	20007 Richmond Town Plaza - 3415 FM 762	Site Plan
8/27/2020	Veranda Section 36	PI & Grading

**PUBLIC WORKS COORDINATION REVIEW**

DATE	PROJECT NAME	WORK DESCRIPTION
8/5/2020	1100 Powell Street	Extend Driveway
8/3/2020	813 Barrett St (gave out 8/6 not notified this came in)	Driveway Approach
8/12/2020	217 Clark St @ Ferry St	CenterPoint Repair
8/24/2020	Preston	Extend culvert in open ditch
9/3/2020	Comcast 117 Legion Dr	Fiber Optics Install
9/4/2020	1202 Fort St - New Construction	New construction

**PUBLIC WORKS  
PROJECT REVIEW  
AUGUST REPORT**

**PUBLIC WORKS PLAT REVIEW**

<b>DATE</b>	<b>PROJECT NAME</b>
8/11/2020	Veranda Sec. 37 - Preliminary Plat
8/11/2020	Pecan Grove Mud Administration Building - Preliminary Plat
8/11/2020	Veranda at 762 - Final Plat
8/27/2020	Veranda Sec. 37 - Preliminary Plat
8/27/2020	Pecan Grove MUD Admin Building - Plat
8/27/2020	Veranda at 762 - Final Plat

**INTERNAL PLANS REVIEW**

<b>DATE</b>	<b>PROJECT NAME</b>
8/11/2020	Shell Rehabilitation for Former Office Building (1116 Myrtle St)
8/11/2020	Shell Rehabilitation for Former Fire Station (112 Jackson St)

**FINALS**

The process for receiving hard copies of Finals for signatures has been changed temporarily due to the COVID-19 situation. The Final is being electronically signed by signed by Duane H. Whitehead, P.E. and Terri Vela, City Manager then it is forwarded to the applicant.

<b>DATE</b>	<b>PROJECT NAME</b>
8/3/2020	Jones Creek Slope Protection

**Evalyn W. Moore**  
*Mayor*

**Barry C. Beard**  
**Alex BeMent**  
**Carl Drozd**  
**Terry Gaul**

*Commissioners*

**City of Richmond**  
**Public Works Department**  
**City Hall Annex**  
600 Morton Street  
Richmond, Texas 77469  
281.342.0559  
FAX: 281.232.0704  
[www.richmondtx.gov](http://www.richmondtx.gov)



September 9, 2020

Mr. Scott Wieghat  
Road Commissioner/Road & Bridge Department  
Fort Bend County, Texas  
P.O. Box 148  
Richmond, Texas 77406-0148

Dear Mr. Wieghat,

On behalf of the City of Richmond, I would like to express our appreciation for the County's assistance for road improvements completed in Richmond last month. The patch and overlay of almost 13,000 feet not only improved the aesthetics, but also, and more importantly, the mobility for area residents. Please extend our appreciation to the road crew(s) and supervisors as well.

Sincerely,

A handwritten signature in blue ink that reads "Howard Christian". The signature is written in a cursive style.

Howard Christian  
Assistant City Manager

cc: Vincent Morales, Fort Bend County Commissioner, Precinct 1  
Terri Vela, City Manager



## CONSENT AGENDA

8. Planning Department Report.



## PLANNING DEPARTMENT REPORT TO THE CITY COMMISSION

AUGUST 2020 / SEPTEMBER 2020

The following table provides an overview of Planning Department activities from August 20, 2020 through September 17, 2020:

<b>DEVELOPMENT PROJECTS</b>		
<b>Project Type</b>	<b>Total</b>	<b>Description</b>
• Sign Permit Reviews	3	<i>Includes new walls signs and freestanding signs.</i>
• Inspections	1	<i>Sign Final Inspection</i>
• Development Plan Review	10	<i>Site development plans and interior build-out plans. Projects include:</i> <ul style="list-style-type: none"> <li>▪ <i>Richmond Town Plaza 16,000 sq. ft. shell building and associated site improvements.</i></li> <li>▪ <i>Tennis Court within Veranda Development;</i></li> <li>▪ <i>Jane Long School Gym Modification to accommodate a new school program which includes counselling and making clothing available at reduced cost to qualifying students and families;</i></li> <li>▪ <i>1116 Myrtle Street building shell rehabilitation; and</i></li> <li>▪ <i>112 Jackson building (old Fire Station) shell rehabilitation;</i></li> <li>▪ <i>1840 FM 359, Fossum Family Dental Care – exterior and interior renovations and associated detention;</i></li> <li>▪ <i>4400 FM 723, Foster HS – Orchestra Building Addition;</i></li> <li>▪ <i>4240 FM 723 Wertheimer MS – Orchestra Building Addition;</i></li> <li>▪ <i>700 Jackson Street, Wells Fargo exterior upgrades and modifications; and</i></li> <li>▪ <i>2221 Richmond Parkway, Huntington at Richmond Senior Living.</i></li> </ul>
• Plat Application Review	4	<i>3 plats for September 2020 agenda and 1 plat for the October 2020 Agenda</i>
• Plat Variance	0	
• Zoning Variance Request	0	
• Pre-application conferences	3	<i>A Zoom meeting was held to discuss allowance, regulations, and permitting process. (Details in the following section)</i>
• Zoning Change	0	

**OTHER PLANNING DEPARTMENT PROJECTS & UPDATES**

**Richmond Historical District**

- Regular Richmond Historical Commission meeting was held on September 15, 2020.
- A Staff update was provided on 206 Morton St. which is currently undergoing exterior repairs and façade improvements including door and window installation and exterior finish repairs.
- A Staff update was provided on 112 Jackson St. which completed the site development review recently and will soon undergo exterior upgrades such as roof repair, siding refinishes and new overhead door installation

**Pre-application Conference**

- 20430 Pointe West Circle (GC): The subject site is located close to the HWY 59 Alt and HWY 99 intersection along the north side of HWY 59 and East of HWY 99. The site is currently vacant with fast food restaurants on both sides, the applicant discussed the use of the site as a small animal boarding facility and associated use.
- Veranda Multi-family (MU district): A final plat and Site Development Plan application has been submitted for consideration at the current regular meeting. Staff discussed grading, tree preservation and other site preparation related questions
- 25 Acre Tract at the NW Corner of FM 359 and Mason Rd (GC district): The subject site is located along the west side of Mason Rd; just north of the CVS Pharmacy at the corner of FM 359. Staff was contacted by representatives of Old South Plantation Inc. to discuss development regulations and requested a meeting as part of the due diligence process. Staff discussed a proposed utility layout and platting related questions with regards to a general plan.

**Comprehensive Master Plan update**

- Staff is working on making progress to the Comprehensive Master Plan update process. Currently staff is reviewing and synthesizing community survey responses and preparing for a virtual focus group discussion.

**GIS PROJECTS AND INITIATIVES**

Project / Initiatives	Description
City of Richmond Development Map & Guide	<ul style="list-style-type: none"> <li>• <i>Project initiative intended to support the Development Corporation of Richmond’s mission to promote economic growth in the City of Richmond.</i></li> <li>• <i>Continued progress towards the ongoing creation of a brochure style guide and map highlighting key target industries, commercial and residential developments, and overall community factors amenable to the growth and development of the City.</i></li> </ul>

<p>City of Richmond City Limits, Extraterritorial Jurisdiction, and Limited Purpose Annexation Map</p>	<ul style="list-style-type: none"> <li>• <i>Project update of the City of Richmond’s official charter map displaying all historical annexations and expansions within the City’s jurisdictional City Limits and Extraterritorial Jurisdiction.</i></li> <li>• <i>Reviewed the final map draft; provided finished product to City staff and personnel for feedback and approval.</i></li> </ul>
<p>SDE Geodatabase Administration &amp; Design</p>	<ul style="list-style-type: none"> <li>• <i>Database redesign and organization as part of the ongoing administration of the City’s GIS data and spatial datasets.</i></li> </ul>
<p>GIS Technical Software Assessment</p>	<ul style="list-style-type: none"> <li>• <i>Preliminarily researched and assessed the potential integration of GIS services supported with the City’s iWorq software license.</i></li> <li>• <i>Services include GIS Rest Services and asset capture or collection.</i></li> <li>• <i>Provided Public Works staff with findings.</i></li> </ul>

----- End of Report -----



## CONSENT AGENDA

9. Building Department Report.



# CITY OF RICHMOND

## OFFICE OF THE BUILDING OFFICIAL

**SUBJECT:** Monthly Status August 2020, submitted September 2020, by Lori Bownds.

**Certificate of Occupancy Issued:**

- Matthew Gubbels – 2116 Thompson Rd #H1
- Country Cleaners – 1531 FM 359 Suite 300
- Lice Clinics of America – 1531 FM 359 Suite 800

**Plan Reviews: Significant:**

- 601 Foster – Garage Extension
- Remodel -1601 Main Street Suite
- New Single-Family Residence – 815 Leonard 2<sup>nd</sup> Review
- New Single-Family Residence – 712 Lettie
- Enclosed Sunroom – 2211 Parr Ln.

**Health Inspections:**

**GRADE**

- |                             |    |
|-----------------------------|----|
| • Sandy McGee's             | 95 |
| • Freddy's                  | 80 |
| • Home 2 Suites             |    |
| • Walgreens                 |    |
| • Depelchin Children Center |    |
| • Wharton County Bookstore  |    |
| • Richmond Meat Market      |    |
| • Crazy Coffee and Egg Café | 97 |
| • Heights Mini Mart         |    |
| • Food Spot                 |    |

**Inspections:**

- |              |     |
|--------------|-----|
| • Plumbing   | 478 |
| • Building   | 15  |
| • Driveway   | 3   |
| • Electrical | 20  |
| • Mechanical | 8   |
| • Occupancy  | 25  |

**Contacts Permit Desk:**

- |  |     |
|--|-----|
| • Inspections scheduled, rescheduled or canceled | 586 |
| • Applications submitted for review              | 35  |
| • Applications processed                         | 185 |
| • License processed                              | 20  |

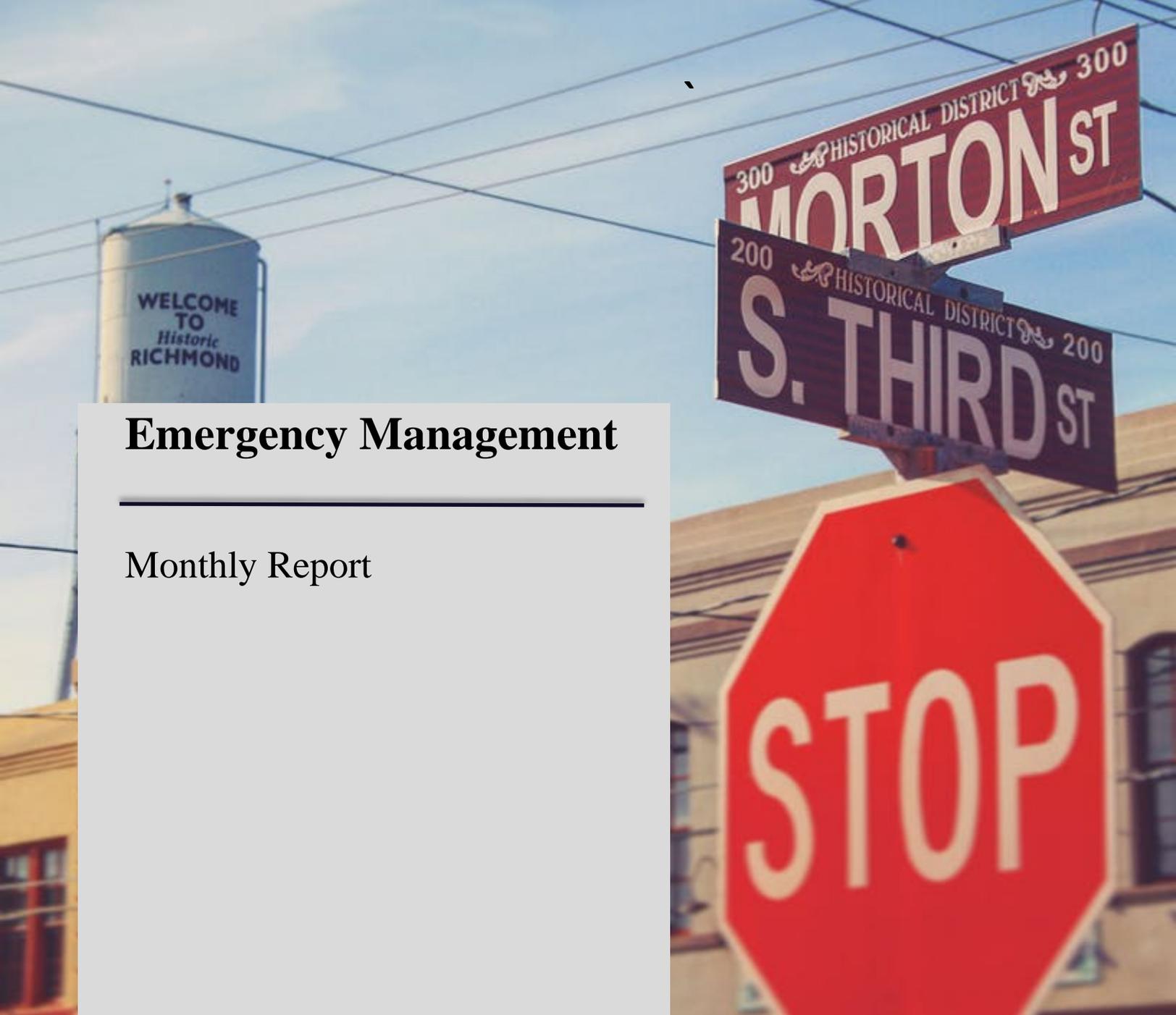
**Training:**

- Permit Specialist and Building Official attended four days of IWorq's training via Zoom. This seminar was originally scheduled for training in Utah at the IWorq's facility prior to COVID19 and was changed to Zoom training. This worked out well for us as we could all attend.



## CONSENT AGENDA

10. Emergency Management Report.



# Emergency Management

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## Monthly Report

AUGUST 2020

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City of Richmond

Prepared by: Anthony Pryor



# RICHMOND

EST. **TEXAS** 1837

A Charming Past. A Soaring Future.

# Monthly Report

Mayor and Commissioners,

For the month of August, the Office of Emergency continued to monitor the COVID-19 pandemic as Teachers and Students returned to school for both virtual and in person for some. This month gave us an opportunity to witness a rare instance where there were two tropical systems in the gulf at the same time and not be affected by either one of them. The city was fortunate to be able to use this experience as a small preparedness exercise. Next month we will be conducting an after actions review of Hurricane Laura and began holding monthly emergency management team meetings.

## **Processes and systems being monitored by The Emergency Management Team**

### **Cares ACT Funds;**

- New computers and furniture have been ordered for the Emergency Operation Center. The computers are being replaced to ensure the city stays in line with all precautions related to cybersecurity.

### **Activities;**

- Continue to track essential inventory and supplies for COVID-19 Response.
- Attended the Regular and Special City Commission Meetings.
- Attended the National Weather Service severe weather briefings for both Tropical Storm Marco and Hurricane Laura. Tropical Storm Marco never made landfall like it was projected to but paved way for Hurricane Laura who did most of her damage along the Texas Louisiana border.
- Ensured the readiness of the High-Water Vehicle in case it was need for recues during the potential hurricane weather event by starting and running it.
- Attended the City's Commission Special Workshop regarding the upcoming year's budget.
- Attended the Emergency Management Association of Texas webinar over the Department of Defense (DOD) Joint Task Force Civil Support; presented by David Morado – Senior Planner for the United States Army.
- Attended the City of Richmond Wellness Committee refresh/ update webinar to discuss plans for upcoming wellness actives and sub-committees.
- Prepared briefings for both Tropical Storm Marco and Hurricane Laura. During this time I moved the Emergency Operations Center from a Level IV (Normal Conditions) to a Level III (Increased Readiness).

### **Summary;**

This month presented some challenges; planning during the COVID-19 pandemic and two storms in the gulf at the same time. The Office of Emergency Management will continue to respond to the COVID-19 pandemic by staying informed and providing timely updates on current local, state, and federal events, incidents, and regulations that could affect the city and community. The safety of our employees and citizens is of the utmost importance.

*Preparation and regular honest assessment and evaluation of our process is the Key to successful Emergency Management.*



## CONSENT AGENDA

11. Review and consider taking action on a Preliminary Plat – Pecan Grove Municipal Utility District Administration Building – 3.461 acres of land – 0 Lots – 1 Block – 1 Reserve. The subject site is located at 684 Pitts Road.



**CITY COMMISSION  
AGENDA ITEM COVER MEMO**

**DATE: September 21, 2020**

**Staff Review:**

City Manager \_\_\_\_\_  
City Attorney \_\_\_\_\_  
Finance \_\_\_\_\_  
Fire Department \_\_\_\_\_  
Police Department \_\_\_\_\_  
Public Works \_\_\_\_\_

**AGENDA ITEM:**

**SUBMITTED BY: Mason Garcia, Associate Planner  
Planning Department**

**SYNOPSIS**

**Review and consider taking action on a Preliminary Plat for Pecan Grove Municipal Utility District Administration Building, 3.461 acres of land, 0 Lots, 1 Reserve, and 1 Block.**

**The Planning and Zoning Commission recommended approval of this preliminary plat at their September 8, 2020, meeting with a condition that following comments will be addressed: 1) Please include ETJ in the list of abbreviations; 2) The proposed plat does not meet the eligibility criteria of a Short Form Final Plat as provided by section 6.3.506 of the UDC and will be reviewed as a preliminary plat. Please do not include signature blocks within preliminary plat; 3) Provide Fort Bend County Drainage District approval of the plat; 4) Provide an updated City Planning Letter that reflects the new acreage of the plat; and 5) Show any existing easements on the plat. For example, there may be an easement for the existing sanitary sewer, parallel to the south property line or the lift station in the southeast corner of the site. a. If there isn't an existing easement for these examples, consider adding one to protect these utilities from conflicts and to help identify their location in the future.**

**COMPREHENSIVE PLAN 2014 GOALS ADDRESSED**

**D.3. Strategically locate higher intensity uses near areas that have sufficient transportation and utility infrastructure capacity to support them, such as commercial, industrial, civic, and multifamily uses.**

**D.4. Set aside a balanced mix of residential, civic, and commercial land uses to meet the lifestyle needs of all residents and business owners.**

**BACKGROUND**

- The proposed subdivision is located on the western side of Pitts Road and South of "The Grove" residential subdivision.**
- The subject site is proposed to be developed to include an office building for the Pecan Grove Municipal Utility District, with associated site improvements.**

- The proposed preliminary plat will create one (1) reserve in one (1) block

**BUDGET ANALYSIS**

FUNDING SOURCE	ACCOUNT NUMBER	PROJECT CODE/NAME	FY 2019-2020 FUNDS BUDGETED	FY 2019-2020 FUNDS AVAILABLE	AMOUNT REQUESTED
N/A	N/A	N/A	N/A	N/A	N/A

BUDGET AMENDMENT REQUIRED? YES \_\_\_\_\_ NO  X \_\_\_\_\_

Requested Amendment: N/A

Budgeted funds estimated for FY 2019-2020: N/A

Purchasing Review: N/A

**Financial/Budget Review: N/A**

FORM CIQ:   N/A  

FORM 1295   N/A  

**SUPPORTING MATERIALS**

A report has been submitted by the Planning Department for review by the Mayor and City Commission.

**STAFF'S RECOMMENDATION**

**CONDITIONAL APPROVAL:** Staff recommends approval of this preliminary plat conditioned upon addressing the comments listed below: 1) Please include ETJ in the list of abbreviations; 2) The proposed plat does not meet the eligibility criteria of a Short Form Final Plat as provided by section 6.3.506 of the UDC and will be reviewed as a preliminary plat. Please do not include signature blocks within preliminary plat; 3) Provide Fort Bend County Drainage District approval of the plat; 4) Provide an updated City Planning Letter that reflects the new acreage of the plat; and 5) Show any existing easements on the plat. For example, there may be an easement for the existing sanitary sewer, parallel to the south property line or the lift station in the southeast corner of the site. If there isn't an existing easement for these examples, consider adding one to protect these utilities from conflicts and to help identify their location in the future.

City Manager Approval: \_\_\_\_\_



**CITY COMMISSION**  
*Final Report: Plat Application*

**Agenda Date:** September 21, 2020

**Agenda Item:**

---

**Plat Name:** Pecan Grove Municipal Utility District Administration Building – Preliminary Plat

**Applicant:** Andrew Allemand | Beacon Land Services

**Project Description:** A subdivision of 3.461 acre tract of land located in the William Morton Survey, A-62, Fort Bend County, Texas.

**Zoning Designation:** N/A, ETJ

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**P&Z Commission Mtg.:** Sept. 8, 2020

**Project Planner:** Mason Garcia, Associate Planner

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**Background/Review Notes**

- *The proposed subdivision is located on the western side of Pitts Road and South of “The Grove” residential subdivision.*
- *The subject site is proposed to be developed to include an office building for the Pecan Grove Municipal Utility District, with associated site improvements.*
- *The proposed preliminary plat will create one (1) reserve in one (1) block.*

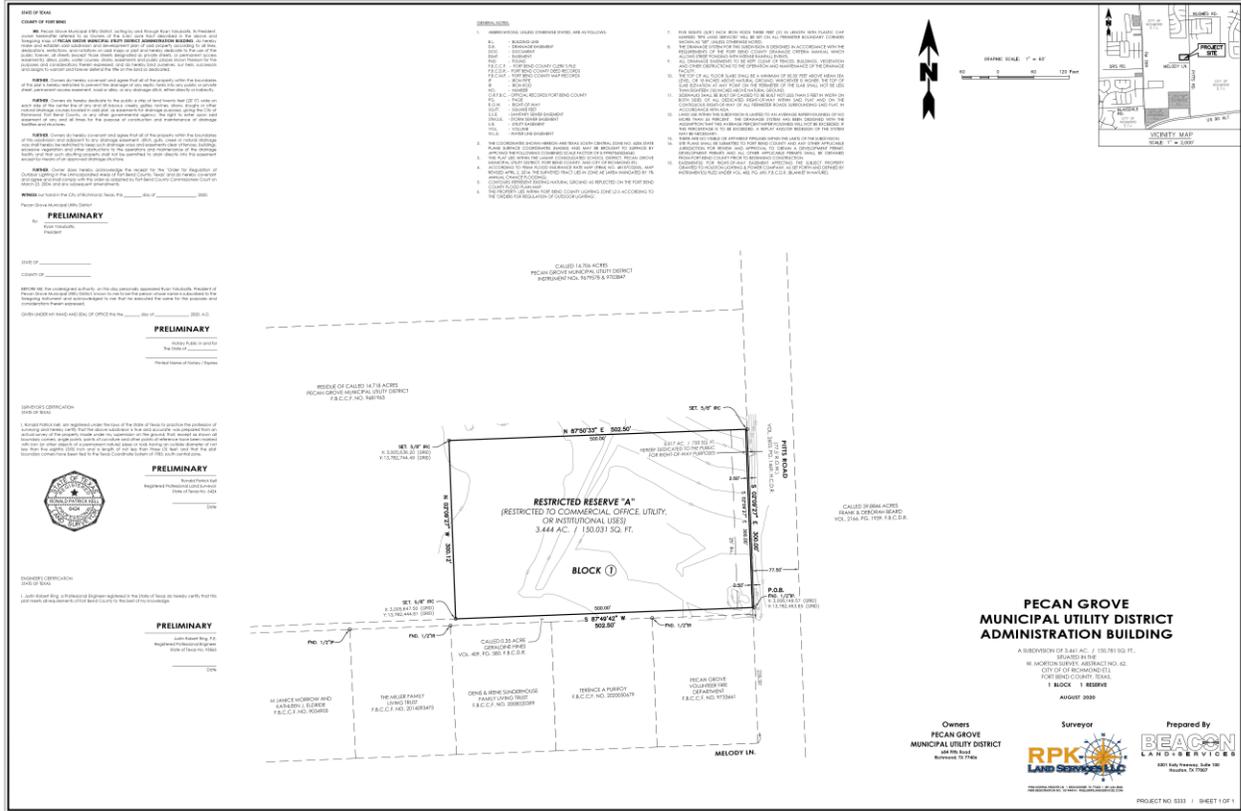
**Staff Recommendation**

**CONDITIONAL APPROVAL:** Staff recommends approval of this preliminary plat conditioned upon addressing the comments listed below:

1. Please include ETJ in the list of abbreviations.
2. The proposed plat does not meet the eligibility criteria of a Short Form Final Plat as provided by section 6.3.506 of the UDC and will be reviewed as a preliminary plat. Please do not include signature blocks within preliminary plat.
3. Provide Fort Bend County Drainage District approval of the plat.
4. Provide an updated City Planning Letter that reflects the new acreage of the plat.
5. Show any existing easements on the plat. For example, there may be an easement for the existing sanitary sewer, parallel to the south property line or the lift station in the southeast corner of the site.
  - a. If there isn't an existing easement for these examples, consider adding one to protect these utilities from conflicts and to help identify their location in the future.

**Planning and Zoning Commission Recommendation**

**CONDITIONAL APPROVAL:** Planning and Zoning Commission recommends approval conditioned upon addressing staff's comment listed above.



STATE OF TEXAS

COUNTY OF FORT BEND

WE Pecan Grove Municipal Utility District, acting by and through Ryan Yokubalis, its President, owner hereinafter referred to as Owners of the 3.461 acre tract described in this above and foregoing map of PECAN GROVE MUNICIPAL UTILITY DISTRICT ADMINISTRATION BUILDING, do hereby make and establish said subdivision and development plan of said property according to all lines, dedications, restrictions, and notations on said maps or plat and hereby dedicate to the use of the public forever, all streets (except those streets designated as private streets, or permanent access easements), alleys, parks, water courses, drains, easements and public places shown thereon for the purposes and considerations therein expressed; and do hereby bind ourselves, our heirs, successors and assigns to warrant and forever defend the title on the land so dedicated.

FURTHER, Owners do hereby covenant and agree that all of the property within the boundaries of this plat is hereby restricted to prevent the drainage of any septic tanks into any public or private street, permanent access easement, road or alley, or any drainage ditch, either directly or indirectly.

FURTHER, Owners do hereby dedicate to the public a strip of land twenty feet (20' 0") wide on each side of the center line of any and all bayous, creeks, gullies, ravines, draws, sloughs or other natural drainage courses located in said plat, as easements for drainage purposes, giving the City of Richmond, Fort Bend County, or any other governmental agency, the right to enter upon said easement at any and all times for the purpose of construction and maintenance of drainage facilities and structures.

FURTHER, Owners do hereby covenant and agree that all of the property within the boundaries of this subdivision and adjacent to any drainage easement, ditch, gully, creek or natural drainage way shall hereby be restricted to keep such drainage ways and easements clear of fences, buildings, excessive vegetation and other obstructions to the operations and maintenance of the drainage facility and that such abutting property shall not be permitted to drain directly into this easement except by means of an approved drainage structure.

FURTHER, Owner does hereby acknowledge the receipt for the Order for Regulation of Outdoor Lighting in the Unincorporated Areas of Fort Bend County, Texas and do hereby covenant and agree and shall comply with this order as adopted by Fort Bend County Commissioners Court on March 23, 2004, and any subsequent amendments.

WITNESS our hand in the City of Richmond, Texas, this \_\_\_\_\_ day of \_\_\_\_\_, 2020.

Pecan Grove Municipal Utility District

PRELIMINARY

By: Ryan Yokubalis, President

STATE OF \_\_\_\_\_

COUNTY OF \_\_\_\_\_

BEFORE ME, the undersigned authority, on this day personally appeared Ryan Yokubalis, President of Pecan Grove Municipal Utility District, known to me to be the person whose name is subscribed to the foregoing instrument and acknowledged to me that he executed the same for the purposes and considerations therein expressed.

GIVEN UNDER MY HAND AND SEAL OF OFFICE this the \_\_\_\_\_ day of \_\_\_\_\_, 2020, A.D.

PRELIMINARY

Notary Public in and for The State of \_\_\_\_\_

Printed Name of Notary / Expires

SURVEYOR'S CERTIFICATION STATE OF TEXAS

I, Ronald Patrick Kell, am registered under the laws of the State of Texas to practice the profession of surveying and hereby certify that the above subdivision is true and accurate; was prepared from an actual survey of the property made under my supervision on the ground; that, except as shown all boundary corners, angle points, points of curvature and other points of reference have been marked with iron (or other objects of a permanent nature) pipes or rods having an outside diameter of not less than five eighths (5/8) inch and a length of not less than three (3) feet; and that the plat boundary corners have been tied to the Texas Coordinate System of 1983, south central zone.

PRELIMINARY

Ronald Patrick Kell Registered Professional Land Surveyor State of Texas No. 6424

Date



ENGINEER'S CERTIFICATION STATE OF TEXAS

I, Justin Robert Ring, a Professional Engineer registered in the State of Texas do hereby certify that this plat meets all requirements of Fort Bend County to the best of my knowledge.

PRELIMINARY

Justin Robert Ring, P.E. Registered Professional Engineer State of Texas No. 95863

Date

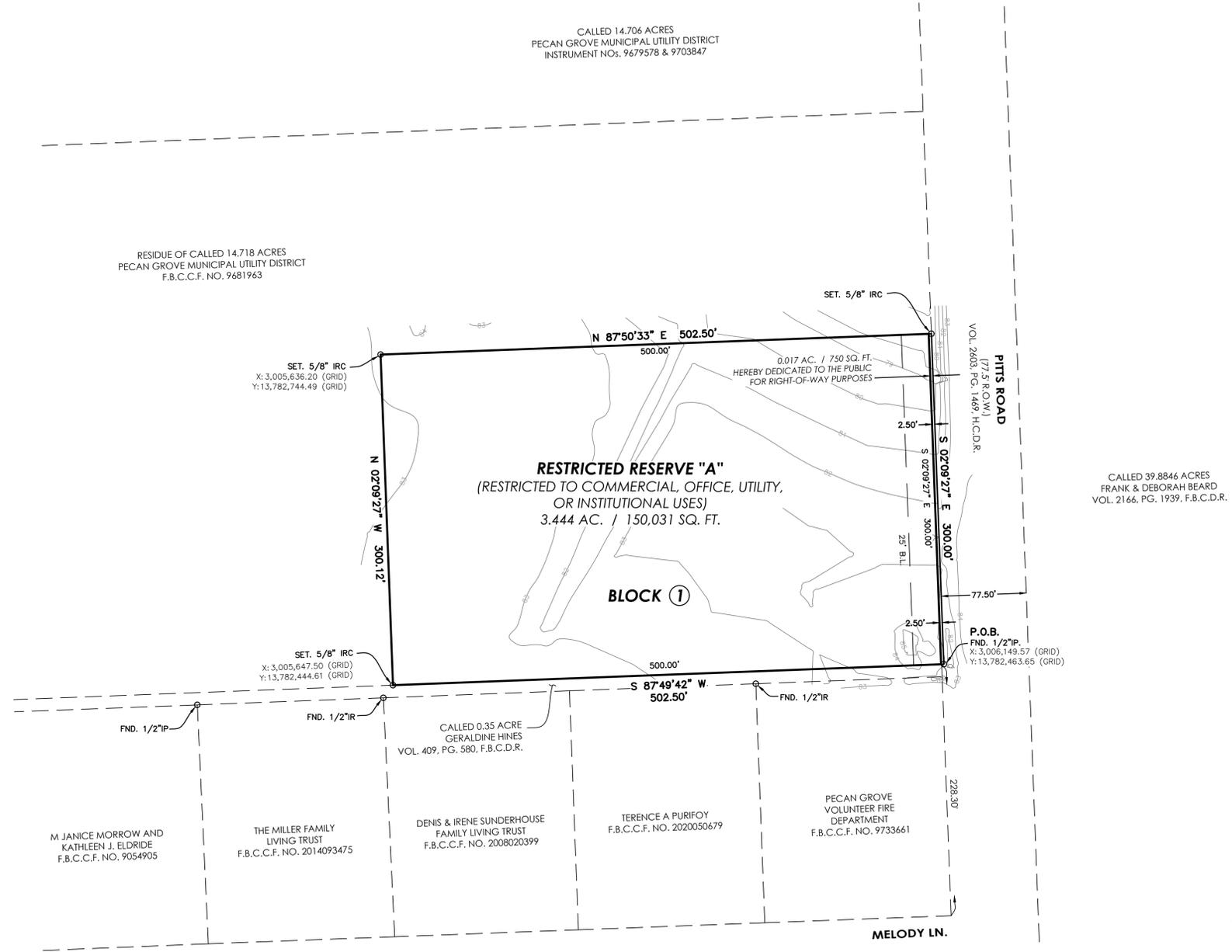
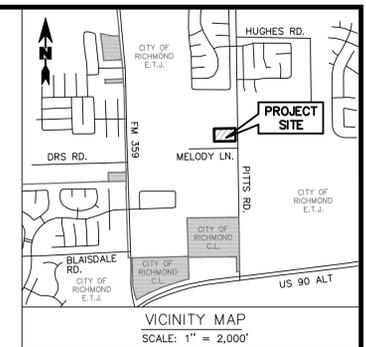
GENERAL NOTES:

1. ABBREVIATIONS, UNLESS OTHERWISE STATED, ARE AS FOLLOWS:

- B.L. - BUILDING LINE
D.E. - DRAINAGE EASEMENT
DOC - DOCUMENT
ESMT. - EASEMENT
FND - FOUND
F.B.C.C.F. - FORT BEND COUNTY CLERK'S FILE
F.B.C.D.R. - FORT BEND COUNTY DEED RECORDS
F.B.C.M.F. - FORT BEND COUNTY MAP RECORDS
IP - IRON PIPE
IR - IRON ROD
NO. - NUMBER
O.R.F.B.C. - OFFICIAL RECORDS FORT BEND COUNTY
PG. - PAGE
R.O.W. - RIGHT-OF-WAY
SQ.FT. - SQUARE FEET
S.S.E. - SANITARY SEWER EASEMENT
STM.S.E. - STORM SEWER EASEMENT
U.E. - UTILITY EASEMENT
VOL. - VOLUME
W.L.E. - WATER LINE EASEMENT

- 2. THE COORDINATES SHOWN HEREON ARE TEXAS SOUTH CENTRAL ZONE NO. 4204 STATE PLANE SURFACE COORDINATES (NAD83) AND MAY BE BROUGHT TO SURFACE BY APPLYING THE FOLLOWING COMBINED SCALE FACTOR OF 0.99987060026040.
3. THIS PLAT LIES WITHIN THE LAMAR CONSOLIDATED SCHOOL DISTRICT, PECAN GROVE MUNICIPAL UTILITY DISTRICT, FORT BEND COUNTY, AND CITY OF RICHMOND ETJ.
4. ACCORDING TO FEMA FLOOD INSURANCE RATE MAP (FIRM) NO. 48157C0255L, MAP REVISED APRIL 2, 2014, THE SURVEYED TRACT LIES IN ZONE AE (AREA INUNDATED BY 1% ANNUAL CHANCE FLOODING).
5. CONTOURS REPRESENT EXISTING NATURAL GROUND AS REFLECTED ON THE FORT BEND COUNTY FLOOD PLAIN MAP.
6. THIS PROPERTY LIES WITHIN FORT BEND COUNTY LIGHTING ZONE LZ-3 ACCORDING TO THE "ORDERS FOR REGULATION OF OUTDOOR LIGHTING".

- 7. FIVE EIGHTS (5/8) INCH IRON RODS THREE FEET (3') IN LENGTH WITH PLASTIC CAP MARKED "RPK LAND SERVICES" WILL BE SET ON ALL PERIMETER BOUNDARY CORNERS SHOWN AS SET, UNLESS OTHERWISE NOTED.
8. THE DRAINAGE SYSTEM FOR THIS SUBDIVISION IS DESIGNED IN ACCORDANCE WITH THE REQUIREMENTS OF THE FORT BEND COUNTY DRAINAGE CRITERIA MANUAL WHICH ALLOWS STREET PONDING WITH INTENSE RAINFALL EVENTS.
9. ALL DRAINAGE EASEMENTS TO BE KEPT CLEAR OF FENCES, BUILDINGS, VEGETATION AND OTHER OBSTRUCTIONS TO THE OPERATION AND MAINTENANCE OF THE DRAINAGE FACILITY.
10. THE TOP OF ALL FLOOR SLABS SHALL BE A MINIMUM OF 85.50' FEET ABOVE MEAN SEA LEVEL OR 18 INCHES ABOVE NATURAL GROUND, WHICHEVER IS HIGHER. THE TOP OF SLAB ELEVATION AT ANY POINT ON THE PERIMETER OF THE SLAB SHALL NOT BE LESS THAN EIGHTEEN (18) INCHES ABOVE NATURAL GROUND.
11. SIDEWALKS SHALL BE BUILT OR CAUSED TO BE BUILT NOT LESS THAN 5 FEET IN WIDTH ON BOTH SIDES OF ALL DEDICATED RIGHT-OF-WAY WITHIN SAID PLAT AND ON THE CONTIGUOUS RIGHT-OF-WAY OF ALL PERIMETER ROADS SURROUNDING SAID PLAT, IN ACCORDANCE WITH ADA.
12. LAND USE WITHIN THIS SUBDIVISION IS LIMITED TO AN AVERAGE IMPERVIOUSNESS OF NO MORE THAN 55 PERCENT. THE DRAINAGE SYSTEM HAS BEEN DESIGNED WITH THE ASSUMPTION THAT THIS AVERAGE PERCENT IMPERVIOUSNESS WILL NOT BE EXCEEDED. IF THIS PERCENTAGE IS TO BE EXCEEDED, A REPLAT AND/OR REDESIGN OF THE SYSTEM MAY BE NECESSARY.
13. THERE ARE NO VISIBLE OR APPARENT PIPELINES WITHIN THE LIMITS OF THE SUBDIVISION.
14. SITE PLANS SHALL BE SUBMITTED TO FORT BEND COUNTY AND ANY OTHER APPLICABLE JURISDICTION FOR REVIEW AND APPROVAL TO OBTAIN A DEVELOPMENT PERMIT, DEVELOPMENT PERMITS AND ALL OTHER APPLICABLE PERMITS SHALL BE OBTAINED FROM FORT BEND COUNTY PRIOR TO BEGINNING CONSTRUCTION.
15. EASEMENT(S) FOR RIGHT-OF-WAY EASEMENT AFFECTING THE SUBJECT PROPERTY GRANTED TO HOUSTON LIGHTING & POWER COMPANY, AS SET FORTH AND DEFINED BY INSTRUMENT(S) FILED UNDER VOL. 482, PG. 690, F.B.C.D.R. (BLANKET IN NATURE).



PECAN GROVE MUNICIPAL UTILITY DISTRICT ADMINISTRATION BUILDING

A SUBDIVISION OF 3.461 AC. / 150,781 SQ. FT., SITUATED IN THE W. MORTON SURVEY, ABSTRACT NO. 62, CITY OF RICHMOND ETJ, FORT BEND COUNTY, TEXAS. 1 BLOCK 1 RESERVE

AUGUST 2020

Owners PECAN GROVE MUNICIPAL UTILITY DISTRICT 684 Pitts Road Richmond, TX 77406



Prepared By BEACON LAND SERVICES 5301 Katy Freeway, Suite 100 Houston, TX 77007

9984 NORHILL HEIGHTS LN. | BROOKSHIRE, TX 77423 | 281.434.0044 FIRM REGISTRATION NO. 10116414 | PRELIM@RLANDSERVICES.COM



## CONSENT AGENDA

- 12) Review and consider taking action on Preliminary Plat – Veranda Section Thirty-Seven – 10.3 acres of land – 46 Lots – 2 Blocks – 1 Reserve. The subject site is a section within the Veranda master planned community.



**CITY COMMISSION  
AGENDA ITEM COVER MEMO**

**DATE: September 21, 2020**

**Staff Review:**

City Manager \_\_\_\_\_  
City Attorney \_\_\_\_\_  
Finance \_\_\_\_\_  
Fire Department \_\_\_\_\_  
Police Department \_\_\_\_\_  
Public Works \_\_\_\_\_

**AGENDA ITEM:**

**SUBMITTED BY: Mason Garcia, Associate Planner  
Planning Department**

**SYNOPSIS**

**Review and consider taking action on a Preliminary Plat for Veranda Section Thirty-Seven – 10.3 acres of land, 46 Lots, 1 Reserve, and 2 Blocks.**

**The Planning and Zoning Commission recommended approval of this preliminary plat at their September 8, 2020, meeting.**

**COMPREHENSIVE PLAN 2014 GOALS ADDRESSED**

**D.5. Guide the types, patterns, and designs of housing development using the Future Land Use Plan and development regulations.**

**H.6. Offer a variety of housing types, price points, and locations to meet the diverse needs of Richmond’s current and prospective employees.**

**BACKGROUND**

- The proposed plat is located within Veranda Residential Development which is governed by a Development Agreement between the City of Richmond and HW 589 Holdings LLC. This subdivision is located within the former country club tract, along the southeast side of Wildwood Park Rd.**
- The proposed subdivision includes 46 Lots that are minimum 50’ wide and 6,000 sq. ft., in 2 blocks.**
- The proposed preliminary plat is in conformance with the approved General Plan for the Veranda Master Planned Community.**

**BUDGET ANALYSIS**

<b>FUNDING SOURCE</b>	<b>ACCOUNT NUMBER</b>	<b>PROJECT CODE/NAME</b>	<b>FY 2019-2020 FUNDS BUDGETED</b>	<b>FY 2019-2020 FUNDS AVAILABLE</b>	<b>AMOUNT REQUESTED</b>
N/A	N/A	N/A	N/A	N/A	N/A

BUDGET AMENDMENT REQUIRED? YES \_\_\_\_\_ NO  X

Requested Amendment: N/A  
Budgeted funds estimated for FY 2019-2020: N/A

Purchasing Review: N/A  
**Financial/Budget Review: N/A**

FORM CIQ:  N/A

FORM 1295  N/A

**SUPPORTING MATERIALS**

**A report has been submitted by the Planning Department for review by the Mayor and City Commission.**

**STAFF'S RECOMMENDATION**

**Staff recommends approval of this preliminary plat.**

City Manager Approval: \_\_\_\_\_



**CITY COMMISSION**  
*Final Report: Plat Application*

**Agenda Date:** September 21, 2020

**Agenda Item:**

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**Plat Name:** Veranda Section Thirty-Seven – Preliminary Plat

**Applicant:** Dan Valdez | Meta Planning + Design

**Project Description:** A subdivision of 10.3 acre tract of land located in the Jane H. Long Survey, A-62, Fort Bend County, Texas.

**Zoning Designation:** N/A, ETJ

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**P&Z Commission Mtg.:** September 8, 2020

**Project Planner:** Mason Garcia, Associate Planner

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**Background/Review Notes**

- *The proposed plat is located within Veranda Residential Development which is governed by a Development Agreement between the City of Richmond and HW 589 Holdings LLC. This subdivision is located within the former country club tract, along the southeast side of Wildwood Park Rd.*
- *The proposed subdivision includes 46 Lots that are minimum 50’ wide and 6,000 sq. ft., in 2 blocks.*
- *The proposed preliminary plat is in conformance with the approved General Plan for the Veranda Master Planned Community.*

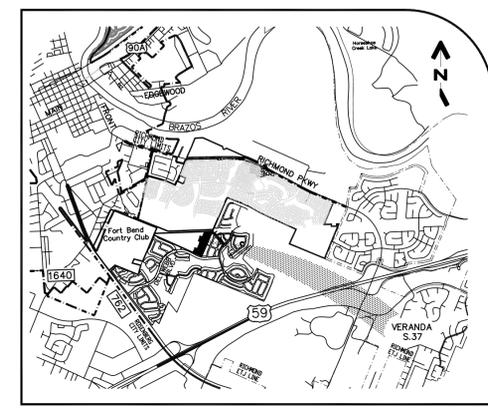
**Staff Recommendation**

**APPROVAL:** Staff recommends approval of this preliminary plat.

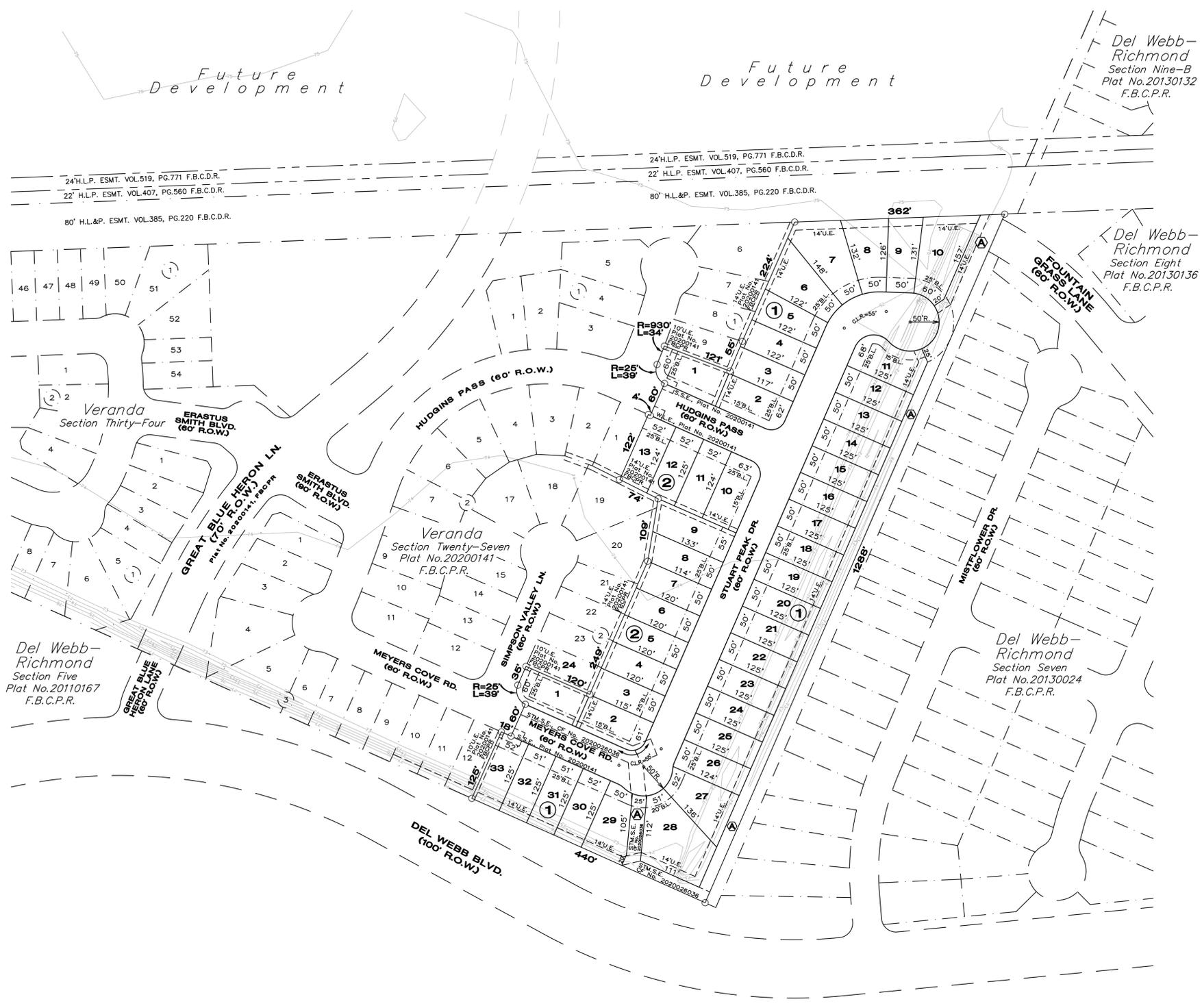
**Planning and Zoning Commission Recommendation**

**APPROVAL:** Planning and Zoning Commission recommends approval.





Vicinity Map  
N.T.S.



- GENERAL NOTE:
- 1) "1" RES." INDICATES ONE FOOT RESERVE.
  - 2) DEDICATED TO THE PUBLIC IN FEE AS A BUFFER SEPARATION BETWEEN THE SIDE OR END OF STREETS WHERE SUCH STREETS ADJACENT ACRES TRACTS, THE CONDITION OF SUCH DEDICATION BEING THAT WHEN THE ADJACENT PROPERTY IS SUBDIVIDED IN A RECORDED PLAT, THE ONE FOOT RESERVE SHALL THEREUPON BECOME WASTED IN THE PUBLIC FOR STREET RIGHT-OF-WAY PURPOSES AND THE FEE TITLE THERETO SHALL REVERT TO AND REVEST IN THE DEDICATOR, HIS HEIRS, ASSIGNS, OR SUCCESSORS.
  - 2) ALL PROPERTY LINE DIMENSIONS ARE APPROXIMATE.
  - 3) ALL LOT WIDTH AND DEPTH DIMENSIONS ARE APPROXIMATE, AND LOT WIDTHS ARE MEASURED AT THE FRONT BUILDING LINE, AND OR THE REAR BUILDING PAD LINE.
  - 4) ALL LOTS SHALL HAVE A MINIMUM 5-FOOT SIDEYARD SETBACK.
  - 5) NO PIPELINE OR PIPELINE EASEMENTS EXIST WITHIN THE BOUNDARIES OF THIS PLAT, EXCEPT AS SHOWN.
  - 6) THE TOP OF ALL FLOOR SLABS SHALL BE A MINIMUM OF \_\_\_\_\_ FEET ABOVE MEAN SEA LEVEL, THE TOP OF SLAB ELEVATION AT ANY POINT ON THE PERIMETER OF THE SLAB SHALL NOT BE LESS THAN EIGHTEEN (18) INCHES ABOVE NATURAL GRADE.
  - 7) IN ACCORDANCE WITH THE FEDERAL EMERGENCY MANAGEMENT AGENCY FLOOD INSURANCE RATE MAP NO.481570225L, FORT BEND COUNTY, TEXAS MAP REVISED APRIL 2, 2014, THE PROPERTY CONTAINED WITHIN THE BOUNDARIES OF THIS PRELIMINARY PLAT LIES WITHIN AN AREA SHOWN AS BEING PROTECTED FROM THE 1-PERCENT ANNUAL CHANCE OR GREATER FLOOD HAZARD BY A LEVEE SYSTEM.
  - 8) COORDINATES SHOWN HEREON ARE TEXAS STATE PLANE, SOUTH CENTRAL ZONE, NAD 83 (GRID).
  - 9) THIS PROPERTY LIES WITHIN LIGHTING ZONE LZ3 ACCORDING TO THE "ORDERS FOR REGULATION OF OUTDOOR LIGHTING" OF FORT BEND COUNTY.
  - 10) ALL DRAINAGE EASEMENTS TO BE KEPT CLEAR OF FENCES, BUILDINGS, VEGETATION, AND OTHER OBSTRUCTIONS TO THE OPERATION AND MAINTENANCE OF THE DRAINAGE FACILITY.
  - 11) ALL PROPERTY TO DRAIN INTO THE DRAINAGE EASEMENT ONLY THROUGH AN APPROVED DRAINAGE STRUCTURE.
  - 12) THIS PLAT LIES WHOLLY WITHIN FORT BEND COUNTY, FORT BEND MUD NO. 215, FORT BEND LID NO. 6, AND THE LAMAR CONSOLIDATED INDEPENDENT SCHOOL DISTRICT, AND THE CITY OF RICHMOND'S EXTRA TERRITORIAL JURISDICTION.
  - 13) ELEVATIONS USED FOR DELINEATING CONTOUR LINES ARE BASED ON NAVD 1988. CONTROL BENCHMARK: NIS MONUMENT HGS072; STAINLESS STEEL IRON ROD IN PVC SLEEVE LOCATED ON SMITHERS LAKE ROAD, ELEVATION 69.6, NAVD-88.

A PRELIMINARY PLAT OF  
**VERANDA**  
 SECTION THIRTY-SEVEN  
 BEING 10.3± ACRES OF LAND  
 CONTAINING 46 LOTS (50' X 120' TYP.)  
 AND ONE RESERVE IN TWO BLOCKS.

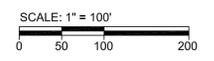
OUT OF THE  
**JANE H. LONG SURVEY, A-55**  
 FORT BEND COUNTY, TEXAS

OWNER:  
**HW 589 HOLDINGS LLC**  
 13131 S. DAIRY ASHFORD, SUITE 210  
 SUGAR LAND, TEXAS 77478  
 ATTN: MR. TREY REICHERT (281) 949-6401

PLANNER:



24275 KATY FREEWAY, SUITE 200  
 KATY, TEXAS 77494  
 Tel: 281-810-1422



AUGUST 11, 2020  
 MTA# 04110

NOTE:  
 RESTRICTED RESERVE "A"  
 LANDSCAPE/OPEN SPACE/  
 UTILITIES  
 ±0.81 ACRE

ABBREVIATION TABLE	
"U.E."	INDICATES UTILITY EASEMENT
"B.L."	INDICATES BUILDING LINE
"R.O.W."	INDICATES RIGHT OF WAY
"C.L.R."	INDICATES CENTERLINE RADIUS
"O.R.F.C."	INDICATES OFFICIAL RECORDS OF FORT BEND COUNTY
"F.B.C.P.R."	INDICATES FORT BEND COUNTY PUBLIC RECORDS
"F.B.C.C.F."	INDICATES FORT BEND COUNTY CLERK FILE
"C.F. NO."	INDICATES CLERK FILE NUMBER
"S.S.E."	INDICATES SANITARY SEWER EASEMENT
"S.M.S.E."	INDICATES STORM SEWER EASEMENT
"W.L.E."	INDICATES WATER LINE EASEMENT

DISCLAIMER AND LIMITED WARRANTY

THIS PRELIMINARY SUBDIVISION PLAT HAS BEEN PREPARED IN ACCORDANCE WITH THE PROVISIONS OF THE CITY OF RICHMOND INTERIM REGULATIONS IN EFFECT PER THE APPROVED DEVELOPMENT AGREEMENT AND WAS PREPARED ALONG WITH ANY VARIANCE OR VARIANCES TO THE PROVISIONS OF THE AFORESAID ORDINANCE WHICH ARE SUBSEQUENTLY GRANTED BY THE CITY OF RICHMOND. THIS PRELIMINARY PLAT WAS PREPARED FOR THE LIMITED PURPOSE OF GUIDANCE IN THE PREPARATION OF ACTUAL ENGINEERING AND DEVELOPMENT PLANS. THIS LIMITED WARRANTY IS MADE IN LIEU OF ALL OTHER WARRANTIES, EXPRESS OR IMPLIED, AND NEITHER META PLANNING + DESIGN LLC, NOR ANY OF ITS OFFICERS, OR DIRECTORS, OR EMPLOYEES MAKE ANY OTHER WARRANTIES OR REPRESENTATIONS, EXPRESS OR IMPLIED CONCERNING THE DESIGN, LOCATION, QUALITY, CHARACTER OF ACTUAL UTILITIES OR OTHER FACILITIES IN ON, OVER, OR UNDER THE PREMISES INDICATED IN THE PRELIMINARY SUBDIVISION PLAT.



## CONSENT AGENDA

- 13.) Review and consider taking action on Final Plat and associated Site Development Plan – Veranda at 762 – 15.003 acres of land – 0 Lots – 1 Block – 1 Reserve. The subject site is proposed for a multi-family residential development and is a section within the Veranda Master Planned Community.



**CITY COMMISSION  
AGENDA ITEM COVER MEMO**

**DATE: September 21, 2020**

**Staff Review:**

City Manager \_\_\_\_\_  
City Attorney \_\_\_\_\_  
Finance \_\_\_\_\_  
Fire Department \_\_\_\_\_  
Police Department \_\_\_\_\_  
Public Works \_\_\_\_\_

**AGENDA ITEM:**

**SUBMITTED BY: Jose Abraham, Planning Director  
Planning Department**

**SYNOPSIS**

**Review and consider taking action on a Final Plat for Veranda at 762, 15.003 acres of land, 0 Lots, 1 Reserve, and 1 Block.**

**At their September 8, 2020, meeting, the Planning and Zoning Commission recommended approval of this Final Plat and Site Development Plan with a condition that following comments will be addressed:**

**Final Plat:**

**1) Please reference City of Richmond within City Limits and ETJ jurisdiction line labels; 2) Revise to correct the typographic error in Wildwood Park Road label; 3) Revise City of Richmond signature blocks to identify Mayor, City Manager, and City Secretary. (Please visit the City's website for names); 4) The City Planning Letter does not provide the metes and bounds description of the 15.003 acre tract of land. It instead refers to the deed for the 115.10 acre tract of land the subject property is a part of. The CPL must be for the subject property. Please provide a correctly referenced CPL with the appropriate information regarding this plat. The previous comment simply requested that the CPL and the plat match, not that all information that does not match the plat be removed from the CPL. Suggest providing the metes & bounds description prepared by Pape-Dawson to the title company to prepare the appropriate CPL for this site; 5) The lien holder's information is incomplete. Follow the standard language listed in Appendix C of the Fort Bend County Regulations of Subdivisions found on the County's website, under the Engineering Department's Regulations page. A link to the document is as follows: <https://www.fortbendcountytexas.gov/home/showdocument?id=1324>; and 6) Keep the owner's and lien holder's acknowledgements separate, with separate notary public information for each.**

## **Site Development Plan:**

1) A resubmittal of the site development plan addressing comments listed below will be made for further administrative review and approval; and 2) A Building Permit Application and associated plans shall be submitted for review by the Building Department and Fire department.

### **Planning Department Comments:**

1) Please include a parking calculation on the site plan to demonstrate conformance to the parking requirements. (Section 4.2.101 of the UDC); 2) Please include an exhibit showing the open and landscaped areas with respective square footage included in the 269,424 sq. ft indicated on Sheet L1.00.02. (to demonstrate conformance to 30% open and landscaped area requirement of the DA); 3) Revise Sheet C2.00 to include details such as parking garage spaces, parking space layout under car ports, and number of units per building. Ensure that parking spaces meet the minimum size requirements; 4) Provide the location and details of proposed fences (perimeter wood fence as well as decorative fence); 5) Provide details of proposed dumpster enclosure and ensure that it meets the standards of Section 20.1.216 of the Interim Regulations; 6) Revise Photometric Plan to show illumination points extending 10 feet beyond property lines. Also clearly specify fixture height and ensure that it does not exceed 25 feet and provide cutsheets for all proposed fixtures. (Section 20.1.210.D & I of the Interim Regulations); 7) Please note that a Building permits is required prior to starting construction; and 8) Revise Landscape plan L1.00.01 to ensure that the Tree replacement calculations table is accurate. A simple table showing total number of trees claimed through preservation, total number of trees required for tree replacement could be helpful. Please contact staff ([jabraham@richmondtx.gov](mailto:jabraham@richmondtx.gov)) if you have any questions. It does appear that the proposed landscape plan conforms to the development standards, staff intends to ensure that the tables and calculations included on the plan are accurate and clear.

### **City Engineer Comments:**

1) Please note, a full site development plan application will need to be completed and reviewed for this project. All site plan related information provided with the plat, as required by the development agreement, has not been reviewed for permitting purposes, but rather only reviewed as it pertains to the plat and general concept. These comments are in no-way the start of the site development plan application review process, since these plans are not final design drawings; 2) The following has little to no effect on the plat. Before submitting for the site development plan review, please take the following comments into design consideration: a) All on-site utilities will be private, and not the responsibility of the City of Richmond or the MUD. A note to this regard should be on the

utility plans; b) If providing a single water line, provide each building with a separate backflow device to keep the fire line within each building from contaminating the domestic lines; c) Provide fire department connections, as required by the Fire Marshal. Suggest meeting with the Fire Marshal before submitting final plans for review, if it hasn't been done already; d) Provide a backflow preventer at the connection to the public line for any and all water lines; e) Provide a meter for all taps/connections to the public line. This can be a master meter that will be used for billing the development; f) Provide MUD approval of the plans – This can be reviewed at the same time, but MUD approval must be provided before the City can approve the site development plans; g) Since the UDC does not apply to the Veranda properties, we typically refer to the interim regulations, which can be found as chapter 20 in the UDC. Per 20.1.205.E, parking stalls should be 9' x 20'. However, they can be 9' x 18' if they abut a curb or edge of pavement provided there is a minimum 6' wide sidewalk or 8' wide landscape area; h) Richmond uses the International Fire Code, which requires a minimum inside radius of 28'. If required by the Fire Marshal to have a 26' wide fire lane, the inside radius should still meet the 28' minimum, unless otherwise approved by the Fire Marshal. If the 26' wide fire lane isn't required, then the 28' minimum radii can be counted wherever the minimum width required by the Fire Marshal (or 20' as required by the IFC) is met; i) You should provide the appropriate calculations for drainage to prove the system has capacity for whatever storm event is planned to be carried in the storm sewer, and an extreme event analysis showing sheet flow to the streets, if they are intended to carry the 100-year flows from this site to the detention ponds. If there isn't enough capacity in the system, including street surface drainage, on-site detention will need to be provided. It would be best to provide the drainage information from the master plan as part of the documents, so there is no confusion from any staff, board member, or anyone reviewing the plans as part of the approval process. The City of Richmond follows Fort Bend County Drainage District standards for drainage; and j) We do not recommend crossing water and sanitary lines when not necessary. The southernmost point of the site has water and sanitary crossing twice, which both crossings can be eliminated with a different water line configuration.

#### COMPREHENSIVE PLAN 2014 GOALS ADDRESSED

**D.5. Guide the types, patterns, and designs of housing development using the Future Land Use Plan and development regulations.**

**H.6. Offer a variety of housing types, price points, and locations to meet the diverse needs of Richmond's current and prospective employees.**

## BACKGROUND

- The proposed plat is located within Veranda Residential Development which is governed by a Development Agreement (DA) between the City of Richmond and HW 589 Holdings LLC. The proposed subdivision is located within the former Country Club tract, which was recently annexed into the city limits.
- The proposed subdivision conforms to the approved General Plan and Preliminary Plat.
- This subdivision includes a 15.003-acre tract for the development of a regular garden-style multi-family development. Site Development Plan is reviewed for conformance to the standards provided by the DA along with the Final Plat.
- The Development Agreement requires that a Site Development Plan be reviewed and approved along with the Final Plat for the proposed use. Please note that the DA requirements are based on older ordinances and interim regulations established prior to the UDC with variances to specific sections.
- Additional background and detailed information regarding the project are included on the attached report.

## BUDGET ANALYSIS

FUNDING SOURCE	ACCOUNT NUMBER	PROJECT CODE/NAME	FY 2019-2020 FUNDS BUDGETED	FY 2019-2020 FUNDS AVAILABLE	AMOUNT REQUESTED
N/A	N/A	N/A	N/A	N/A	N/A

BUDGET AMENDMENT REQUIRED? YES \_\_\_\_\_ NO   X  

Requested Amendment: N/A

Budgeted funds estimated for FY 2019-2020: N/A

Purchasing Review: N/A

Financial/Budget Review: N/A

FORM CIQ:   N/A  

FORM 1295   N/A  

## SUPPORTING MATERIALS

A report has been submitted by the Planning Department for review by the Mayor and City Commission. Additional background and detailed information regarding the project are included on the attached report.

## STAFF'S RECOMMENDATION

**CONDITIONAL APPROVAL:** Staff recommends approval of this Final Plat and Site Development Plan conditioned upon addressing the comments listed below:

### Final Plat:

1) Please reference City of Richmond within City Limits and ETJ jurisdiction line labels; 2) Revise to correct the typographic error in Wildwood Park Road label; 3) Revise City of Richmond signature blocks to identify Mayor, City Manager, and City Secretary. (Please visit the City's website for names); 4) The City Planning Letter does not provide the metes and bounds description of the 15.003 acre tract of land. It instead refers to the deed for the 115.10 acre tract of land the subject property is a part of. The CPL must be for the subject property. Please provide a correctly referenced CPL with the appropriate information regarding this plat. The previous comment simply requested that the CPL and the plat match, not that all information that does not match the plat be removed from the CPL. Suggest providing the metes & bounds description prepared by Pape-Dawson to the title company to prepare the appropriate CPL for this site; 5) The lien holder's information is incomplete. Follow the standard language listed in Appendix C of the Fort Bend County Regulations of Subdivisions found on the County's website, under the Engineering Department's Regulations page. A link to the document is as follows: <https://www.fortbendcountytexas.gov/home/showdocument?id=1324>; and 6) Keep the owner's and lien holder's acknowledgements separate, with separate notary public information for each.

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required by the Fire Marshal to have a 26' wide fire lane, the inside radius should still meet the 28' minimum, unless otherwise approved by the Fire Marshal. If the 26' wide fire lane isn't required, then the 28' minimum radii can be counted wherever the minimum width required by the Fire Marshal (or 20' as required by the IFC) is met; i) You should provide the appropriate calculations for drainage to prove the system has capacity for whatever storm event is planned to be carried in the storm sewer, and an extreme event analysis showing sheet flow to the streets, if they are intended to carry the 100-year flows from this site to the detention ponds. If there isn't enough capacity in the system, including street surface drainage, on-site detention will need to be provided. It would be best to provide the drainage information from the master plan as part of the documents, so there is no confusion from any staff, board member, or anyone reviewing the plans as part of the approval process. The City of Richmond follows Fort Bend County Drainage District standards for drainage; and j) We do not recommend crossing water and sanitary lines when not necessary. The southernmost point of the site has water and sanitary crossing twice, which both crossings can be eliminated with a different water line configuration.

City Manager Approval: \_\_\_\_\_

\*\* Please note that the Planning and Zoning Commission is forwarding staff's recommendation with no change.

**CITY COMMISSION**  
*Final Report: Plat Application*

**Agenda Date:** September 21, 2020

**Agenda Item:**

**Plat Name:** Veranda at 762 – Final Plat

**Applicant:** Celeste L. Berger | Pape-Dawson Engineers, Inc.

**Project Description:** A subdivision of 15.003acre tract of land located in the Jane H. Long League, A-55, Fort Bend County, Texas.

**Zoning Designation:** MU, Mixed Use (DA, Development Agreement)

**P&Z Commission Mtg.:** September 8, 2020

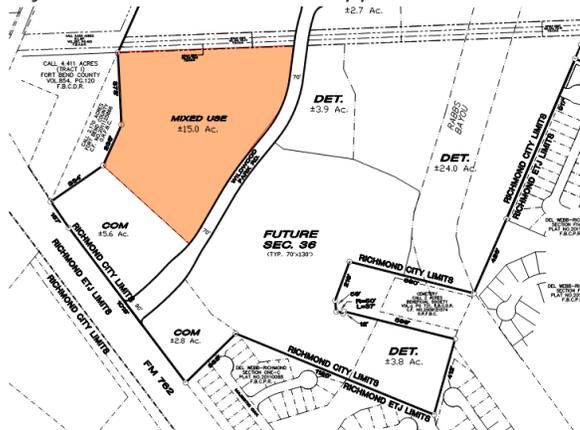
**Project Planner:** Jose Abraham, Planning Director

**Background/Review Notes**

- *The proposed plat is located within Veranda Residential Development which is governed by a Development Agreement (DA) between the City of Richmond and HW 589 Holdings LLC. The proposed subdivision is located within the former Country Club tract, which was recently annexed into the city limits.*
- *The proposed subdivision conforms to the approved General Plan and Preliminary Plat.*
- *This subdivision includes a 15.003-acre tract for the development of a regular garden-style multi-family development. Site Development Plan is reviewed for conformance to the standards provided by the DA along with the Final Plat.*
- *The Development Agreement requires that a Site Development Plan be reviewed and approved along with the Final Plat for the proposed use. Please note that the DA requirements are based on older ordinances and interim regulations established prior to the UDC with variances to specific sections.*

**LANDUSE AND DENSITY:**

- *The subject site is identified as Mixed Use on the approved General Plan (Please see below).*



- Veranda development was envisioned as a master planned mixed-use community with attached and detached single-family residential, multi-family residential, retail, commercial, office, educational, and recreational uses. Therefore, as per Section 2.01 of the DA, the proposed multi-family residential use is allowed within Veranda.
- The proposed development includes apartment buildings around an outdoor pool and amenity area with parking (garages and surface parking), and associated landscaping.
- The proposed development includes **184 one-bedroom units** (61%) and **116 two-bedroom units** (39%), with a total of **300 Units** (Please see attached Plans and drawings)
- In terms of density, the DA requires that multi-family residential developments within Veranda when combined shall not exceed 721 units. Also, the Development Agreement allows for a maximum of **three-story buildings** and allows **up to 300 units per development at a density of 20 units per acre.**
- The applicant is proposing Eight 3-story buildings for the proposed 300 units. The proposed density for the project is 20 units per acre, therefore, the proposed development conforms to the requirements of the DA in terms of height and density requirements.
- Also, total number of multi-family dwelling units (including previously approved Senior Living) within Veranda is 441 units (141 units at Huntington)

**PARKING:**

- The applicant is proposing a total of **537 parking spaces** at the rate of 1.8 spaces per unit with a combination of surface parking and garage parking. (Please see summary table below)

PARKING SUMMARY TABLE	
ATTACHED GARAGE	62
ATTACHED GARAGE (HANDICAP)	2
DETACHED GARAGE	46
DETACHED GARAGE (HANDICAP)	1
CARPORTS	42
SURFACE PARKING SPACES	371
SURFACE PARKING SPACES (HANDICAP)	13
<b>TOTAL</b>	<b>537</b>

- The minimum parking requirement for multi-family development is based on 1.5 parking spaces for one bedroom units and 2 spaces for Two bedroom units, with a minimum of 1.1 spaces per bedroom which would be a total of **508 parking spaces required for this development.** (Please see Parking calculation below)

Unit Type	Total Units	Total Bedroom	Requirement	Required Parking spaces
1 bed room	184	184	1.5 spaces per unit	276
2 bedroom	116	232	2 spaces per unit	232
<b>Total</b>	<b>300</b>	<b>416</b>		<b>508</b>
<b>1.1 space per bedroom = 458</b>				
<b>Total Parking Provided = 537 spaces</b>				

**OPEN SPACE, LANDSCAPING, and OUTDOOR LIGHTING**

- *The proposed development appears to meet the minimum requirement of 30% open space and landscaped area requirement. The applicant has provided a landscape plan showing the proposed planting and tree preservation for the development (Please see attached Plans and drawings). The proposed Landscape plan generally meets the requirements of the DA, however, certain clarifications are needed on the plans.*
- *Please note that the proposed development meets the front setback requirement of 25 feet and maintains sufficient setback and buffer yard from other property lines (The DA exempts the property from setback requirements for side and rear).*
- *The proposed Lighting Plan appears to generally meet the minimum standards and requirements of the DA. Revision to include additional details is necessary prior to approving the plan.*
- *The applicant has not provided details pertaining to proposed fences and dumpster enclosures.*

**BUILDING DESIGN**

- *The overall building design proposed, meets the standards provided in the DA. The design scheme used for the buildings are derived from the general theme used within Veranda development inspired from prominent historic buildings in Richmond area.*
- *The proposed exterior finish materials include masonry products such as brick veneer and fiber cement siding, and approved roofing systems (composition shingles and standing seam metal). (Graphic Renderings shown below)*



1 CLUBHOUSE - FRONT ELEVATION  
N.T.S.



① TYPICAL FRONT ELEVATION  
N.T.S.

### **Staff Recommendation**

#### **FINAL PLAT:**

**CONDITIONAL APPROVAL:** Staff recommends approval of this final plat conditioned upon addressing the comments listed below:

1. Please reference City of Richmond within City Limits and ETJ jurisdiction line labels.
2. Revise to correct the typographic error in Wildwood Park Road label.
3. Revise City of Richmond signature blocks to identify Mayor, City Manager, and City Secretary. (Please visit the City's website for names).
4. The City Planning Letter does not provide the metes and bounds description of the 15.003 acre tract of land. It instead refers to the deed for the 115.10 acre tract of land the subject property is a part of. The CPL must be for the subject property. Please provide a correctly referenced CPL with the appropriate information regarding this plat. The previous comment simply requested that the CPL and the plat match, not that all information that does not match the plat be removed from the CPL. Suggest providing the metes & bounds description prepared by Pape-Dawson to the title company to prepare the appropriate CPL for this site.
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<https://www.fortbendcountytx.gov/home/showdocument?id=1324>
6. Keep the owner's and lien holder's acknowledgements separate, with separate notary public information for each.

SITE DEVELOPMENT PLAN:

**CONDITIONAL APPROVAL:** Staff recommends approval of the general concept and site layout of the development as presented in the Site Development Plan with a condition that:

- 1) A resubmittal of the site development plan addressing comments listed below will be made for further administrative review and approval.
- 2) A Building Permit Application and associated plans shall be submitted for review by the Building Department and Fire department.

**Planning Department Comments:**

1. Please include a parking calculation on the site plan to demonstrate conformance to the parking requirements. (Section 4.2.101 of the UDC)
2. Please include an exhibit showing the open and landscaped areas with respective square footage included in the 269,424 sq. ft indicated on Sheet L1.00.02. (to demonstrate conformance to 30% open and landscaped area requirement of the DA)
3. Revise Sheet C2.00 to include details such as parking garage spaces, parking space layout under car ports, and number of units per building. Ensure that parking spaces meet the minimum size requirements.
4. Provide the location and details of proposed fences (perimeter wood fence as well as decorative fence).
5. Provide details of proposed dumpster enclosure and ensure that it meets the standards of Section 20.1.216 of the Interim Regulations.
6. Revise Photometric Plan to show illumination points extending 10 feet beyond property lines. Also clearly specify fixture height and ensure that it does not exceed 25 feet and provide cutsheets for all proposed fixtures. (Section 20.1.210.D & I of the Interim Regulations).
7. Please note that a Building permits is required prior to starting construction.
8. Revise Landscape plan L1.00.01 to ensure that the Tree replacement calculations table is accurate. A simple table showing total number of trees claimed through preservation, total number of trees required for tree replacement could be helpful. Please contact staff ([jabraham@richmondtx.gov](mailto:jabraham@richmondtx.gov)) if you have any questions. It does appear that the proposed landscape plan conforms to the development standards, staff intends to ensure that the tables and calculations included on the plan are accurate and clear.

**City Engineer Comments:**

1. Please note, a full site development plan application will need to be completed and reviewed for this project. All site plan related information provided with the plat, as required by the development agreement, has not been reviewed for permitting purposes, but rather only reviewed as it pertains to the plat and general concept. These comments are in no-way the start of the site development plan application review process, since these plans are not final design drawings.
2. The following has little to no effect on the plat. Before submitting for the site development plan review, please take the following comments into design consideration:

- a) All on-site utilities will be private, and not the responsibility of the City of Richmond or the MUD. A note to this regard should be on the utility plans.
- b) If providing a single water line, provide each building with a separate backflow device to keep the fire line within each building from contaminating the domestic lines.
- c) Provide fire department connections, as required by the Fire Marshal. Suggest meeting with the Fire Marshal before submitting final plans for review, if it hasn't been done already.
- d) Provide a backflow preventer at the connection to the public line for any and all water lines.
- e) Provide a meter for all taps/connections to the public line. This can be a master meter that will be used for billing the development.
- f) Provide MUD approval of the plans – This can be reviewed at the same time, but MUD approval must be provided before the City can approve the site development plans.
- g) Since the UDC does not apply to the Veranda properties, we typically refer to the interim regulations, which can be found as chapter 20 in the UDC. Per 20.1.205.E, parking stalls should be 9' x 20'. However, they can be 9' x 18' if they abut a curb or edge of pavement provided there is a minimum 6' wide sidewalk or 8' wide landscape area.
- h) Richmond uses the International Fire Code, which requires a minimum inside radius of 28'. If required by the Fire Marshal to have a 26' wide fire lane, the inside radius should still meet the 28' minimum, unless otherwise approved by the Fire Marshal. If the 26' wide fire lane isn't required, then the 28' minimum radii can be counted wherever the minimum width required by the Fire Marshal (or 20' as required by the IFC) is met.
- i) You should provide the appropriate calculations for drainage to prove the system has capacity for whatever storm event is planned to be carried in the storm sewer, and an extreme event analysis showing sheet flow to the streets, if they are intended to carry the 100-year flows from this site to the detention ponds. If there isn't enough capacity in the system, including street surface drainage, on-site detention will need to be provided. It would be best to provide the drainage information from the master plan as part of the documents, so there is no confusion from any staff, board member, or anyone reviewing the plans as part of the approval process. The City of Richmond follows Fort Bend County Drainage District standards for drainage.
- j) We do not recommend crossing water and sanitary lines when not necessary. The southernmost point of the site has water and sanitary crossing twice, which both crossings can be eliminated with a different water line configuration.

**Planning and Zoning Commission Recommendation**

**CONDITIONAL APPROVAL:** Planning and Zoning Commission recommends approval of the Final plat and the Site Development Plan conditioned upon addressing staff's comment listed above.

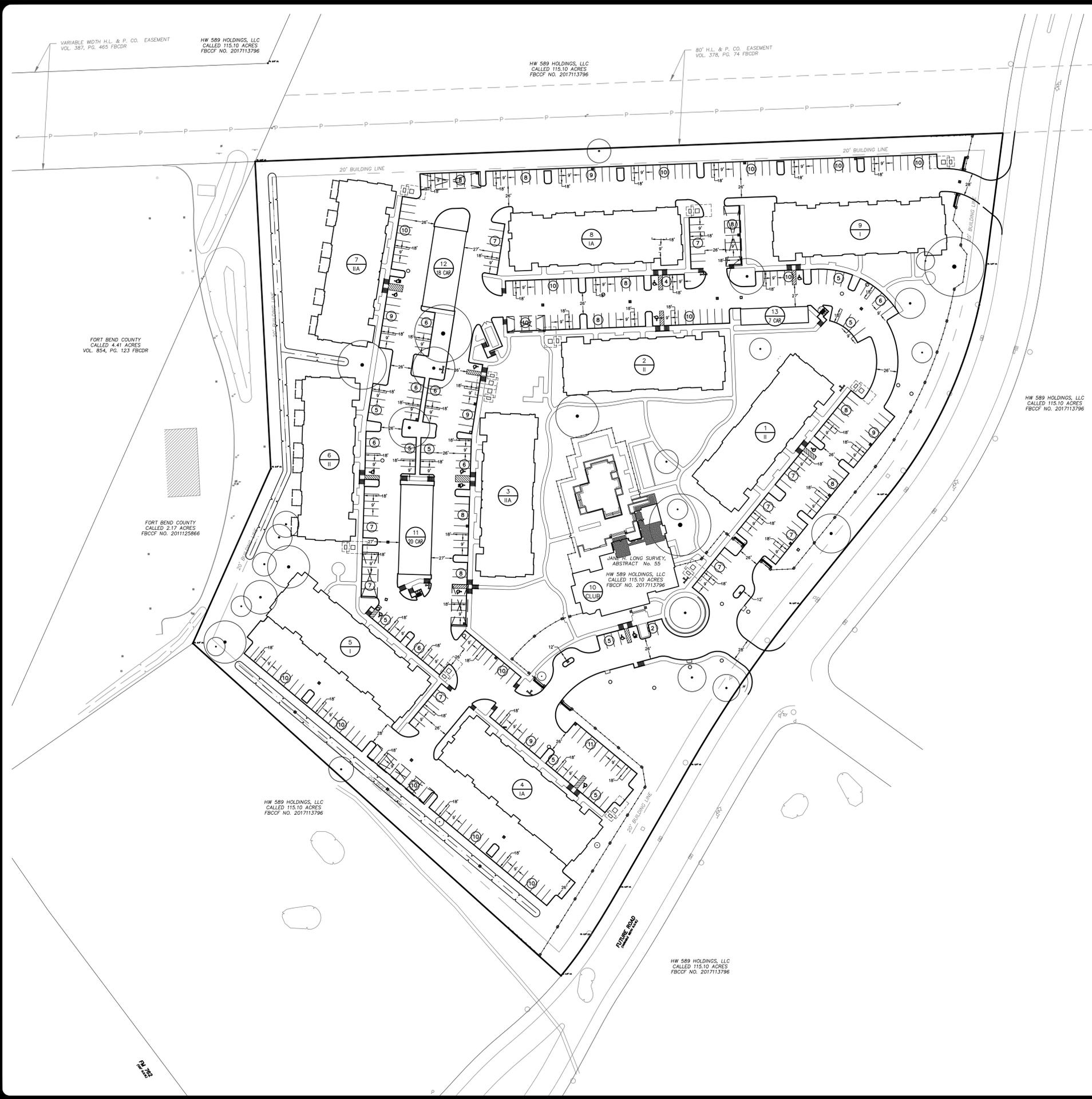








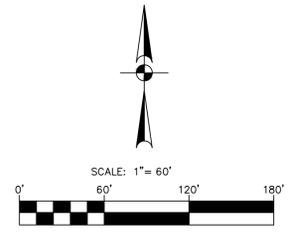
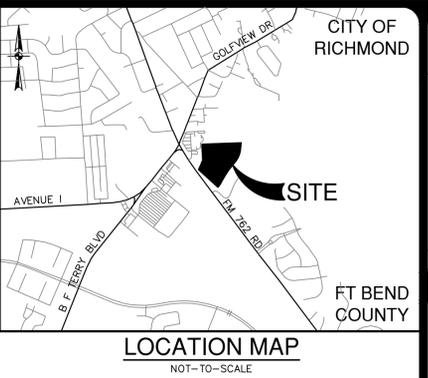
Date: Aug 25, 2020, 2:18pm User: ID: rwhb04  
 File: K:\Projects\108172\02-01-Design\2-1-Civil\2-00-04-087200.dwg



**BENCHMARK:**  
 NGS DESIGNATION E1212; PID AW4733  
 PUBLISHED ELEVATION: 99.90 NAVD88.

**TBM B:**  
 BOX CUT IN TOP OF THE 3RD INLET WEST OF IH-69  
 ON SOUTH SIDE FM 762.  
 ELEVATION: 91.68' NAVD88, 2001 ADJ.

**TBM C:**  
 BOX CUT IN TOP OF THE 9TH INLET WEST OF IH-69  
 ON SOUTH SIDE FM 762.  
 ELEVATION: 89.56' NAVD88, 2001 ADJ.



**LEGEND**

- PROPERTY LINE
- ADJACENT PROPERTY LINE
- EXISTING EASEMENT LINE
- BUILDING SETBACK LINE
- EXISTING OVERHEAD POWER LINE
- PROPOSED 6" CONCRETE CURB
- PROPOSED PARKING STRIPING
- PROPOSED TOP OF SWALE
- PROPOSED PARKING STRIPING
- EXISTING TREE TO REMAIN

**PARKING SUMMARY TABLE**

ATTACHED GARAGE	62
ATTACHED GARAGE (HANDICAP)	2
DETACHED GARAGE	46
DETACHED GARAGE (HANDICAP)	1
CARPORTS	42
SURFACE PARKING SPACES	371
SURFACE PARKING SPACES (HANDICAP)	13
<b>TOTAL</b>	<b>537</b>

NO.	REVISION	DATE

THIS DOCUMENT IS RELEASED FOR INTERM REVIEW UNDER THE AUTHORIZATION OF NATHAN C. BILLIOT, P.E. (#96488) AND IS NOT TO BE USED FOR CONSTRUCTION.

**PAPE-DAWSON ENGINEERS**

HOUSTON | SAN ANTONIO | AUSTIN | FORT WORTH | DALLAS  
 10350 RICHMOND AVE, STE 200 | HOUSTON, TX 77042 | 713.428.2400  
 TBP#E FIRM REGISTRATION #470 | TBP#S FIRM REGISTRATION #10193974

**VERANDA APARTMENTS**  
 2927 FM 762 ROAD, RICHMOND, TEXAS 77469  
**OVERALL SITE PLAN**

PLAT NO.	-
JOB NO.	40854-02
DATE	AUGUST 2020
DESIGNER	WB
CHECKED	CB DRAWN WB
SHEET	C2.00

THIS DOCUMENT HAS BEEN PRODUCED FROM MATERIAL THAT WAS STORED AND/OR TRANSMITTED ELECTRONICALLY AND MAY HAVE BEEN INADVERTENTLY ALTERED. RELY ONLY ON FINAL HARDCOPY MATERIALS BEARING THE CONSULTANT'S ORIGINAL SIGNATURE AND SEAL.

PLAN NOTES:  
 1. ALL PROPOSED UTILITIES SUCH AS WATER, SANITARY SEWER, STORM SEWER, ETC. ARE APPROXIMATE. REFER TO THE CIVIL ENGINEER DRAWINGS FOR ADDITIONAL INFORMATION AND EXACT LOCATIONS.  
 2. REFER TO CIVIL ENGINEER DRAWINGS FOR DEMOLITION AND REMOVAL OF EXISTING UTILITIES.

**WARNING:**  
 1. OVERHEAD POWER LINES MAY EXIST ON THE PROPERTY. TO AVOID INJURY AND REDUCE RISK ALL OVERHEAD POWER LINES SHOULD BE LOCATED ON SITE PRIOR TO CONSTRUCTION AND IN ACCORDANCE TO OSHA, LOCAL PREVAILING LAWS, AND GOVERNING CODES.  
 2. BURIED UTILITIES, SUCH AS GAS, WATER, ELECTRIC, AND SEWER MAY EXIST ON THIS PROPERTY. TO AVOID INJURY OR DAMAGE TO UTILITIES THE GENERAL CONTRACTOR AND/OR SUB-CONTRACTOR SHOULD CALL THE LOCAL UTILITY LOCATION COMPANY TO MARK ALL UNDERGROUND UTILITIES.  
**CALL BEFORE YOU DIG!!!**

PROJECT NAME:  
**VERANDA**

PROJECT LOCATION:  
 RICHMOND, TX

OWNER / DEVELOPER:  
 ALLEN HARRISON COMPANY  
 1800 AUGUSTA DR, STE 150  
 HOUSTON, TX 77057

PROJECT NO.: 20-274  
 SHEET LEGEND

ISSUES AND REVISIONS:  
 THIS SHEET MAY NOT HAVE BEEN PART OF ALL PREVIOUS MILESTONE PRINTINGS. THE DATE SHOWN BELOW IS FOR THE CURRENT ISSUE OF DRAWINGS AS INDICATED ON THE INDEX SHEET.  
 08/10/20 - ISSUE FOR PERMIT

LANDSCAPE ARCHITECT:



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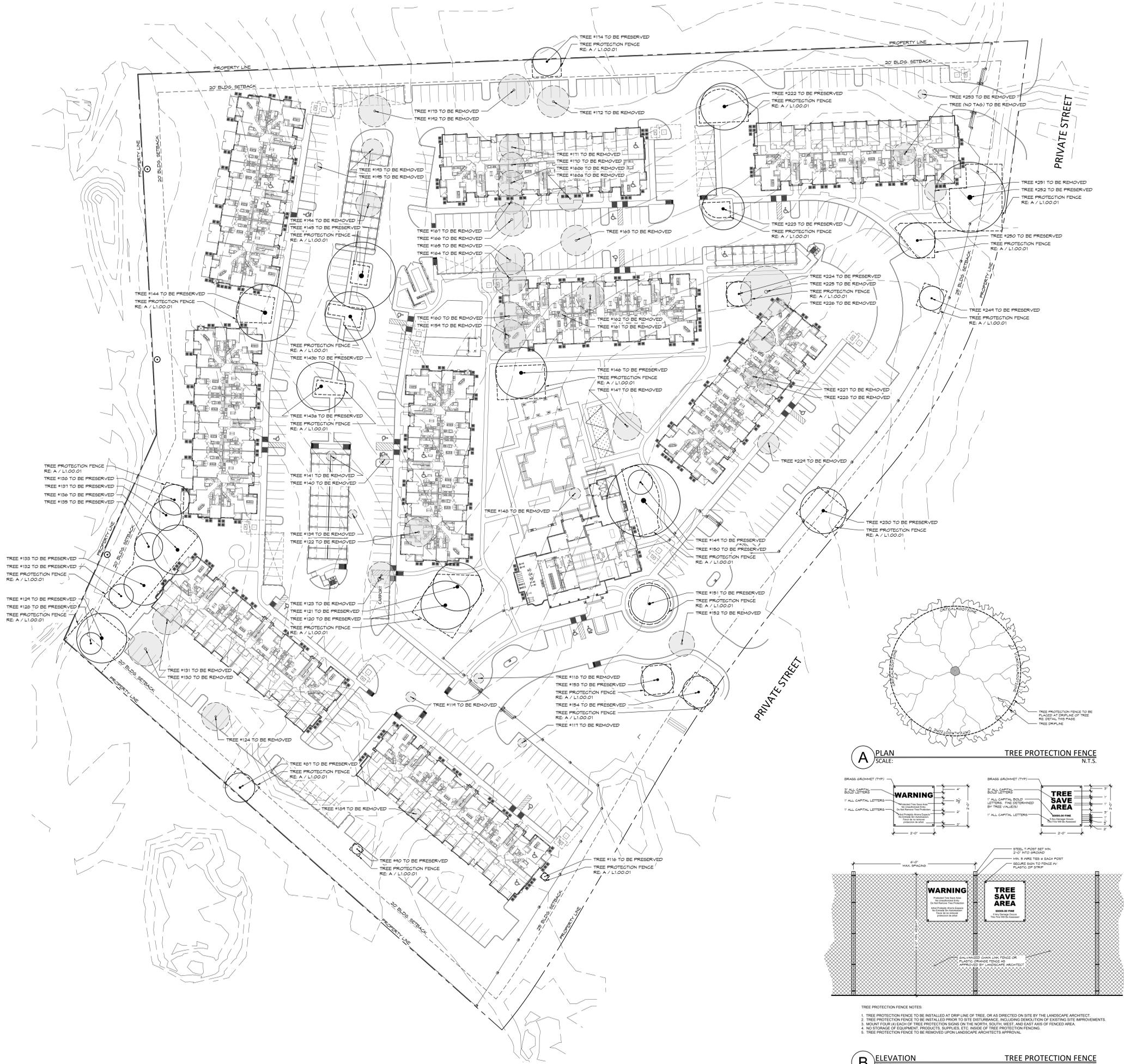
SHEET CONTENT:  
**EXISTING TREE DISPOSITION PLAN**

NORTH:



SCALE:  
 1" = 40'-0"

SHEET NUMBER:  
**L1.00.01**



**EXISTING TREES**  
 CHAPTER 4 SITE DESIGN  
 ARTICLE 4.4 TREE PRESERVATION, BUFFERING, AND LANDSCAPING, Division 4.4.200 Tree Preservation and Protection

**Protected Tree Replacement Requirements**

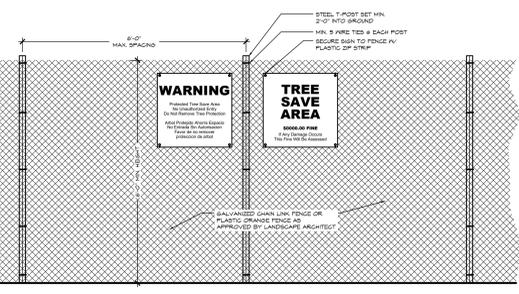
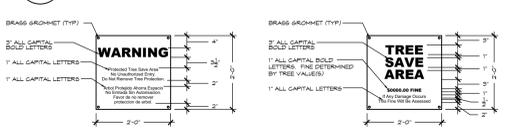
TREE #	SPECIES	Caliper Inches	Disposition		Mitigate	
			Preserve	Remove	Yes	No
87	OAK	23	•			
90	OAK	8	•			
116	OAK	5	•			
117	OAK	7		•	•	
118	OAK	8		•	•	
119	OAK	8		•	•	
120	OAK	38	•			
121	PECAN	38	•			
122	PINE	23		•	•	
123	PINE	21		•	•	
124	PINE	22		•	•	
128	PINE	17	•			
129	TALLOW	39	•			
130	PINE	27		•	•	
131	PINE	23		•	•	
132	PINE	19	•			
133	OAK	31	•			
135	PINE	22	•			
136	CREPEMYRTLE	39	•			
137	PINE	24	•			
138	PINE	24	•			
139	OAK	7		•	•	
140	OAK	8		•	•	
141	OAK	8		•	•	
143a	OAK	38	•			
143b	OAK	39	•			
144	OAK	45	•			
145	OAK	53	•			
146	OAK	40	•			
147	PINE	22		•	•	
148	OAK	9		•	•	
149	PINE	19	•			
150	OAK	57	•			
151	OAK	29	•			
152	OAK	20		•	•	
153	OAK	26	•			
154	OAK	25	•			
159	PINE	26		•	•	
160	PINE	23		•	•	
161	OAK	6		•	•	
162	PINE	22		•	•	
163	PINE	24		•	•	
164	PINE	26		•	•	
165	PINE	23		•	•	
166	PINE	26		•	•	
167	PINE	20		•	•	
168a	PINE	20		•	•	
168b	PINE	20		•	•	
170	PINE	20		•	•	
171	PINE	20		•	•	
172	PINE	25		•	•	
173	PINE	25		•	•	
174	PINE	22	•			
189	OAK	8		•	•	
192	PINE	25		•	•	
193	PINE	17		•	•	
194	PINE	20		•	•	
195	OAK	6		•	•	
222	OAK	37	•			
223	OAK	33	•			
224	CYPRESS	20	•			
225	UNKNOWN	40		•	•	
226	OAK	21		•	•	
227	PINE	16		•	•	
228	PINE	16		•	•	
229	OAK	17		•	•	
230	OAK	36	•			
249	OAK	19	•			
250	OAK	28	•			
251	OAK	17		•	•	
252	CEDAR	55	•			
253	OAK	7		•	•	
NO TAG	PINE	18		•	•	

TOTAL CALIPER INCHES EXISTING: 1,715  
 TOTAL CALIPER INCHES PROPOSED TO BE REMOVED: 767  
 TOTAL CALIPER INCHES PROPOSED TO BE PRESERVED: 948  
 TOTAL CALIPER INCHES REQUIRED WITH NEW TREES: 154  
 TOTAL CALIPER INCHES PROVIDED WITH NEW TREES: 501

**TREE REPLACEMENT CALCULATIONS**

DBH	MIN. DBH	UP TO, BUT NOT INCLUDING	# OF 3-IN TREES REQ'D.	QUANTITY REMOVED	QUANTITY REPLACED	TOTAL CALIPERS REPLACED
0	10 INCHES	1	11	11	11	
10	15 INCHES	2	0	0	0	
15	19 INCHES	3	6	6	18	
19	NO LIMIT	5	25	25	125	

**A PLAN SCALE: N.T.S.**  
**TREE PROTECTION FENCE**



- TREE PROTECTION FENCE NOTES:
- TREE PROTECTION FENCE TO BE INSTALLED AT DRIP LINE OF TREE, OR AS DIRECTED ON SITE BY THE LANDSCAPE ARCHITECT.
  - TREE PROTECTION FENCE TO BE INSTALLED PRIOR TO SITE DISTURBANCE, INCLUDING DEMOLITION OF EXISTING SITE IMPROVEMENTS.
  - MOUNT FOUR (4) EACH OF TREE PROTECTION SIGNS ON THE NORTH, SOUTH, WEST AND EAST ASPECTS OF FENCED AREA.
  - NO STORAGE OF EQUIPMENT, PRODUCTS, SUPPLIES, ETC. INSIDE OF TREE PROTECTION FENCING.
  - TREE PROTECTION FENCE TO BE REMOVED UPON LANDSCAPE ARCHITECT'S APPROVAL.

**B ELEVATION SCALE: N.T.S.**  
**TREE PROTECTION FENCE**

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**CALL BEFORE YOU DIG!!!**

PROJECT NAME:  
**VERANDA**

PROJECT LOCATION:  
RICHMOND, TX

OWNER / DEVELOPER:  
ALLEN HARRISON COMPANY  
1800 AUGUSTA DR, STE 150  
HOUSTON, TX 77057

PROJECT NO.: 20-274  
SHEET LEGEND

ISSUES AND REVISIONS:  
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08/10/20 - ISSUE FOR PERMIT

LANDSCAPE ARCHITECT:



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SHEET CONTENT:  
**CODE COMPLIANT LANDSCAPE PLAN**

NORTH:



SCALE:  
1" = 40'-0"

SHEET NUMBER:  
**L1.00.02**



**PLANTING NOTES:**  
1. PLANTING AREAS NOT DESIGNATED AS BUFFERYARDS, PARKING LOT LANDSCAPING, OR REQUIRED FOR PEDESTRIAN AND VEHICULAR ACCESS TO THE BUILDING SHALL BE, AT MINIMUM, LANDSCAPED MEETING THE REQUIREMENTS OF THE DEVELOPMENT GUIDELINES.  
2. AREAS AROUND TRANSFORMERS, TRASH ENCLOSURES, AND MECHANICAL EQUIPMENT SUCH AS A/C CONDENSERS AND METERS SHALL BE PROPERLY SCREENED.  
3. ALL PLANT MATERIAL SHALL BE OF GOOD QUALITY, CONTAINER GROWN OR BALLED AND BURLAPPED, AND MEET SIZE REQUIREMENTS PER DEVELOPMENT GUIDELINES.  
**TOTAL AREA: APPROX. 663,489 S.F.**  
**LANDSCAPE AREA: APPROX. 269,424 S.F.**  
(INCLUDING SHRUBS, GROUNDCOVERS, SOD, AND OTHER PERVIOUS MATERIALS)

PLAN SYM.	PLAN LABEL	BOTANICAL NAME	COMMON NAME	QTY.	SIZE	CONDITION	REMARKS
<b>LARGE TREES</b>							
ⓐ	P. TAEDA (2N)	PIRUS TAEDA	LOBLODY PINE (EVERGREEN)	31	MIN. 6' HT.	B&B	MIN. 2 IN. CALIPER, MIN. 8 FT. FT., MIN. 4 FT. SPED.
ⓑ	Q. MUEHLBERGII (3N)	QUERCUS MUEHLBERGII	CHINKAPIN OAK	4	MIN. 2.5"	B&B	MIN. 2.5 IN. CALIPER, MIN. 12 FT. FT., MIN. 5 FT. SPED.
ⓒ	Q. SHUMARDII (3N)	QUERCUS SHUMARDII	SHUMARD OAK	47	MIN. 2.5"	B&B	MIN. 2.5 IN. CALIPER, MIN. 12 FT. FT., MIN. 5 FT. SPED.
ⓓ	Q. VIRGINIANA (3N)	QUERCUS VIRGINIANA	LIVE OAK (EVERGREEN)	98	MIN. 2.5"	B&B	MIN. 2.5 IN. CALIPER, MIN. 12 FT. FT., MIN. 5 FT. SPED.
ⓔ	U. CRASSIFOLIA (3N)	ULMUS CRASSIFOLIA	CEDAR ELM	18	MIN. 2.5"	B&B	MIN. 2.5 IN. CALIPER, MIN. 12 FT. FT., MIN. 5 FT. SPED.
<b>SMALL TREES</b>							
ⓖ	C. CANADENSIS	CERCIS CANADENSIS	EASTERN REDBUD	3	MIN. 2" CAL.	B&B	MIN. 2 IN. CALIPER, MIN. 7 FT. FT., MIN. 4 FT. SPED.
ⓗ	V. AGNIUS-CASTUS	VITEX AGNIUS-CASTUS	CHASTE TREE (VITEX)	3	MIN. 2" CAL.	B&B	MIN. 2 IN. CALIPER, MIN. 8 FT. FT., MIN. 5 FT. SPED.
<b>PALMS</b>							
ⓙ	S. MINOR	SABAL MINOR	DOYAL PALMETTO	74	MIN. 5 GAL.	CONTAINER	MIN. 24 IN. HT., MIN. 30 IN. SPED.
<b>SHRUBS</b>							
ⓚ	A. ROSE CREEK	ABELIA X ROSE CREEK	ROSE CREEK ABELIA	199	MIN. 5 GAL.	CONTAINER	MIN. 24 IN. HT., MIN. 20 IN. SPED.
ⓛ	J. MESNYI	JASMINUM MESNYI	PRIMROSE JASMINE	52	MIN. 5 GAL.	CONTAINER	MIN. 36 IN. HT., MIN. 30 IN. SPED., FULL TO GROUND, FULL BODY
ⓓ	M. CERIFERA	MYRTICA CERIFERA	SOUTHERN WAX MYRTLE	191	MIN. 5 GAL.	CONTAINER	MIN. 5 FT. FT., MIN. 3" FT. SPED.
<b>GROUNDCOVERS</b>							
ⓔ	L. MONTEVIDENSIS	LANTANA MONTEVIDENSIS	PURPLE TRAILING LANTANA	778	1 GAL.	CONTAINER	FULL CONTAINERS, SPACED 18" O.C.

**LANDSCAPE DESIGN AND COMPLIANCE REVIEW SHEET**

**SEC. 20.1.212 LANDSCAPING, BUFFERING, AND TREE PRESERVATION**

**D. APPROVED PLANT LISTS**  
Only plants set out in Appendix D, Industrial Development and Redevelopment Standards Suggested Plant Palette, of the WFSMD District Standards count towards the landscape requirements of this section. The use of native, disease- and drought-resistant varieties of plant materials is strongly encouraged.  
**Size and Quantity Requirements (Sec. 20.1.212)**  
1. All plant materials shall be of good quality, container grown or balled and burlapped in accordance with the most current edition of the American Standard for Nursery Stock.  
2. Large trees shall be at least 2.5 inches caliper.  
3. Small trees shall be at least two inches caliper.  
4. Evergreen trees shall be six feet tall at the time of planting.  
5. Shrubs shall be in five gallon containers at planting.

**E. BUFFERING**  
**1. Bufferyard Options**  
Landscape only bufferyards are the preferred option and use a higher density of plant material to screen abutting properties.  
The minimum planting requirements for each type and composition of bufferyard are set out in Table 20.1.212A, Bufferyard Classifications below.

Type (Opacity)	Width	Required Plantings per 100 Linear Feet			Height of Berm, Wall or Fence	
		Large Trees	Small Trees	Evergreen Trees	Shrubs	
<b>Option 1: Landscape Only Bufferyard</b>						
Type B (25%)	15'	2	1	3	10	N/A

**2. Use Bufferyards**  
Set out in Table 20.1.212B, Use Bufferyards, are the required bufferyards between properties (delineated by types of uses) that are not separated by a public or private street.  
The rows show the use of the parcel proposed for development and columns show the use of the abutting land. Two letters are shown for each condition. The bufferyard required for the parcel proposed for development is listed first. The letter listed second is the buffer that is or may be required on the abutting property when it is developed, redeveloped, or substantially improved in the future. Where "N" is found there is no use bufferyard required.

Use of Parcel Proposed for Development	Use of Abutting Parcel				
	Agriculture	Residential	Mixed-Use and Nonresidential	Nonresidential	Public / Institutional
Mixed-Use, Nonresidential, and Multi-Family	C/-	C/B	-/-	B/C	B/B

**F. DEVELOPMENT LANDSCAPING**  
In addition to the buffering requirements set out in Subsection E, above, all nonresidential, mixed-use, and multi-family, and public/institutional uses shall be landscaped per the requirements set out in Subsection F.1., Parking Lot Landscaping, and Subsection F.2., Site Landscaping, of this Section.

**1. Parking Lot Landscaping**  
Parking lot landscaping is required within and around nonresidential, mixed-use, and multi-family parking lots that contain more than five parking spaces; Required parking lot planting requirements are set out in Table 20.1.212C, Parking Lot Planting Requirements.

**2. Site Landscaping**  
**a. Planting Location.** All areas not designated as bufferyards, parking lot landscaping, or required for pedestrian and vehicular access to the building shall be, at minimum, landscaped meeting the requirements of this subsection.  
**b. Planting Requirements.** The required planting area shall be planted as follows:  
1. Front Yard and Street Side Yard.  
**a.** Trees: One large tree, or three small trees grouped or planted with irregular spacing, shall be planted within the front and street side planting areas for each 30 linear feet of frontage measured parallel to the building or portion thereof.  
**b.** Shrubs: Five shrubs shall be planted within the front and street side planting areas for each 30 linear feet of frontage measured parallel to the building, or portion thereof. The shrubs may be planted in a continuous line or in groupings. Ornamental grasses may be used to meet up to 25 percent of the shrubbery requirement.  
**c.** Groundcover: All remaining ground surface not covered by Subsection F.2.b.1.a. and F.2.b.1.b. above, shall be groundcover, which shall include sod, ornamental grasses, mulch, or perennial or seasonal plantings.  
2. Interior Side Yard.  
**a.** Trees: One large tree, or two small trees, shall be planted with a maximum spacing of 20 feet between the primary trunk or from the center of the root ball, as applicable, along the entire length of the side; and  
**b.** Shrubs: Shrubs shall be planted as set out in Subsection F.2.b.1.b. above; and  
**c.** Groundcover: All remaining ground surface not covered by Subsection F.2.b.1.a. and F.2.b.1.b. above, shall be groundcover, which shall include sod, ornamental grasses, mulch, or perennial or seasonal plantings.

**BUFFERYARD LANDSCAPE PROVIDED**

West Property Line with Adjacent Public/Institutional Land Use						
Type (Opacity)	Width	614.33 Total Linear Feet (per 100)			Height of Berm, Wall or Fence	
		Large Trees	Small Trees	Evergreen Trees	Shrubs	
<b>Option 1: Landscape Only Bufferyard</b>						
Required	15'	12	6	18	61	N/A
Provided	15'	12	6	18	61	6' HT. WOOD FENCE

**FRONT YARD LANDSCAPE PROVIDED**

STREET NAME	LENGTH OF STREET FRONTAGE	LARGE TREES REQUIRED	LARGE TREES PROVIDED
		(1 per 30 Linear Feet)	(EXISTING TREES, SEE PLANS)
PRIVATE STREET	1,194 LINEAR FEET	40	32*(20)**
		SHRUBS REQUIRED	SHRUBS PROVIDED
		(5 per 30 Linear Feet)	199

**INTERIOR SIDE YARD LANDSCAPE PROVIDED**

NORTH ABUTTING PROPERTY	LENGTH OF STREET FRONTAGE	LARGE TREES REQUIRED	LARGE TREES PROVIDED
		(1 per 20 Linear Feet)	(EXISTING TREES, SEE PLANS)
PUBLIC EASEMENT	925.5 LINEAR FEET	46	11*(5)**
		SHRUBS REQUIRED	SHRUBS PROVIDED
		(5 per 30 Linear Feet)	154

\* Denotes tree preservation credits included in the buffer requirements.  
\*\* Denotes additional trees not required per Tree Replacement Calculations Table on Sheet L1.00.01.

**SOUTH ABUTTING PROPERTY**

COMMERCIAL	LENGTH OF STREET FRONTAGE	LARGE TREES REQUIRED	LARGE TREES PROVIDED
		(1 per 20 Linear Feet)	(EXISTING TREES, SEE PLANS)
	612.25 LINEAR FEET	31	25*(9)**
		SHRUBS REQUIRED	SHRUBS PROVIDED
		(5 per 30 Linear Feet)	102

\* Denotes tree preservation credits included in the buffer requirements.  
\*\* Denotes additional trees not required per Tree Replacement Calculations Table on Sheet L1.00.01.



**Jordan & Skala  
Engineers**

10375 Richmond Avenue • Suite 300  
Houston, TX 77042  
p. 281.617.3200 • f. 281.617.3207  
Texas Registered Engineering Firm F-4990

THIS DRAWING IS THE PROPERTY OF JORDAN & SKALA ENGINEERS INC. AND IS NOT TO BE REPRODUCED IN WHOLE OR IN PART WITHOUT WRITTEN PERMISSION BY JORDAN & SKALA ENGINEERS.

# VERANDA APARTMENTS

RICHMOND, TEXAS

PRINT RECORD

DATE	ISSUED FOR
07/10/2020	SD SET
08/14/2020	DD SET

REVISIONS

DATE	DESCRIPTION

Project Number: 2060338

Drawn By: **RBC** Checked By: **RKM**

SHEET TITLE

**SITE PLAN PHOTOMETRICS  
- ELECTRICAL**

SHEET NUMBER

**E1-01**

NOT ISSUED FOR CONSTRUCTION



**1** SITE PLAN - PHOTOMETRICS  
SCALE: 1" = 50'-0"



## CONSENT AGENDA

14.) Set date for the Next Meetings,



# City of Richmond

*Where History Meets Opportunity*

Meeting Date:

Monday, October 19<sup>th</sup>, 2020 ~ Workshop Meeting  
@ 9:00 a.m.

Monday, October 19<sup>th</sup>, 2020 –Regular Meeting @  
4:30 p.m.



# City of Richmond

*Where History Meets Opportunity*

## Regular City Commission Meeting

600 Morton Street

Monday, September 21, 2020 at 4:30 P.M

- A6. Review and consider taking action on Ordinance No. 2020-23, Adopting Proposed FY 2020-21 Budget for the City of Richmond.

# Budget & Tax Rate Adoption

Fiscal Year 2021



**RICHMOND**  
EST. **TEXAS** 1837

City of Richmond, Texas

# Summary of Budget

- ▶ **Maintain Existing Service Levels**
- ▶ **Decrease in the Property Tax Rate**
- ▶ **Modest sales tax growth of approximately 3%**
- ▶ **No increase in Water or Sewer Rates**
- ▶ **No new positions**
- ▶ **No general salaries increase (retain flexibility to implement)**
- ▶ **Maintain existing service level expectations**
- ▶ **Increase to health insurance 7%**
- ▶ **Texas Municipal Retirement System (TMRS) 15.31%**
- ▶ **Targeted Expenditures**
  - **Capital Projects**
  - **Maintenance of Existing Assets (Fleet)**
  - **Emergency Preparedness**



**RICHMOND**  
EST. TEXAS 1837

# FY2021 Budget

## Inclusive of all Funds, Net of Interfund Transfers

Fund	Annual Budget
General Fund	18,075,586
Debt Service Fund	1,575,844
Utilities Fund	9,016,742
Solid Waste Fund	1,750,000
Development Corporation Fund	3,471,046
Surface Water Fund	4,757,650
Special Revenue Funds	1,068,417
Internal Service Funds	2,812,000
<b>Operating Budget</b>	<b>42,527,286</b>
Transfers Out	(4,826,213)
Employer Benefits Contribution	(2,058,384)
<b>Total Budget, Net of Interfund Transfers</b>	<b>35,642,689</b>



**RICHMOND**  
EST. TEXAS 1837

# Budget Adoption

- ▶ **Staff recommends the Commission adopt the budget in accordance with section 102.007 Local Government Code, and City Charter Section 7.06.**
  - **Section 102.007 Local Government Code requires the vote on the adoption to be a record vote**



**RICHMOND**  
EST. **TEXAS** 1837

# Tax Rate Public Hearing

- ▶ **Staff recommends the Commission hold a public hearing on the Tax Rate in accordance with Chapter 26 of the Texas Tax Code.**



**RICHMOND**  
EST. **TEXAS** 1837

# Tax Rate Adoption

- ▶ **Staff recommends the Commission adopt the tax rate in accordance with Chapter 26.05 of the Texas Tax Code.**
  - **Tax rate vote must be a record vote & pass by 60%**
  - **Tax rate must be adopted in 2 parts**
    - **M&O: \$0.505658**
    - **Debt Service: \$0.182114**
- ▶ **The tax code requires the motion to be made as follows:**
  - **“I move that the property tax rate be increased by the adoption of a tax rate of \$0.687772, which is effectively a 3.38 percent increase in the tax rate”**



# Budget Ratification

- ▶ **Section 102.007(c) of the Texas Local Government Code requires the City Commission to take a separate vote to ratify the property tax increase reflected in the fiscal year 2021 budget because it raises more revenue from property taxes than the preceding year**
- ▶ **Staff recommends the Commission take a record vote to ratify the property tax reflected in the Fiscal Year 2021 budget**



**RICHMOND**  
EST. **TEXAS** 1837

# Questions, Discussion or Comments



**RICHMOND**  
EST. **TEXAS** 1837



## ORDINANCE NO. 2020-23

AN ORDINANCE OF THE CITY OF RICHMOND, TEXAS MAKING APPROPRIATIONS FOR THE SUPPORT OF THE CITY OF RICHMOND FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2020 AND ENDING SEPTEMBER 30, 2021, AND ADOPTING THE ANNUAL BUDGET OF THE CITY OF RICHMOND FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2020 AND ENDING SEPTEMBER 30, 2021; PROVIDING FOR THE INTER-DEPARTMENT AND FUND TRANSFERS; AUTHORIZING THE MAYOR AND CITY MANAGER TO SIGN DOCUMENTS AND DECLARING AN EFFECTIVE DATE

Section 7 of the City Charter requires that the:

- 1) City Manager of the City of Richmond, Texas file with the City Secretary the proposed budget for the ensuing fiscal year prior to August 15<sup>th</sup>
- 2) Proposed budget contains a message from the City Manager explaining the budget in fiscal terms and work programs
- 3) Proposed budget contains financial policies and describes important features of the budget, indicates any major changes from the current year in financial policies, expenditures and revenues together with the reasons for such changes, summarize the City's debt position and include such other material as the City Manager deems desirable
- 4) Notices of the public hearing on the proposed budget for the City of Richmond, Texas, for fiscal year 2021 were heretofore published and posted at least ten (10) days in advance of said public hearing in accordance with the law and such other notice was given in accordance with all applicable laws
- 5) Proposed budget has attached to it a five (5) year capital program.

Chapter 102 of the Texas Local Government Code requires that the:

- 1) City manager file the proposed budget with the city secretary before the 30th day before the date the city commission makes its tax levy for the fiscal year; and
- 2) City Commission hold a public hearing on the proposed budget at least fifteen days after the date the budget is filed with the city secretary but before the date the city commission makes its tax levy, notice of which hearing is to be published as required by law.

All the requirements of the City's Charter and State law have or will be met upon passage of this ordinance; **NOW, THEREFORE,**

**BE IT ORDAINED BY THE CITY COMMISSION OF THE CITY OF RICHMOND, TEXAS:**

**Section 1.** The findings set forth in the preamble of this Ordinance are found to be true and correct and are incorporated by reference into the body of this Ordinance as if fully set forth herein.

**Section 2.** That the budget of the City of Richmond, Texas, for the fiscal year beginning October 1, 2020, and ending September 30, 2021, as shown in <https://www.richmondtx.gov/home/showdocument?id=13538>, is adopted and the amounts specified therein for the programs, services, and activities of the City's various departments are appropriated as shown therein.

**Section 3.** That the Capital Improvements Program for the fiscal years 2021 - 2025, as set forth in <https://www.richmondtx.gov/home/showdocument?id=13536>, is adopted.

**Section 4.** That the budget as approved be filed with the City Secretary who in turn is authorized and directed to comply with all filing, publication and other requirements set forth in the City Charter and Chapter 102, Texas Local Government Code, including filing copies of this ordinance and the budget with the County Clerk of Fort Bend County, Texas, and including posting the cover page, record vote, property tax rates and such other information on the City's website as may be legally required.

**Section 5.** The City Manager or designee is hereby authorized to make inter-department and fund transfers during the fiscal year as become necessary.

**Section 6.** The City Commission hereby authorizes the Mayor and the City Manager to sign documents authorizing the payment of funds and to make public expenditures that have been expressly approved and appropriated in this budget.

**Section 7.** Effective date. This ordinance shall be effective from and after its approval and adoption.

PASSED AND APPROVED on this the 21<sup>st</sup> day of September, 2020.

---

Evalyn W. Moore, Mayor

ATTEST:

APPROVED AS TO FORM:

\_\_\_\_\_  
Laura Scarlato, City Secretary

\_\_\_\_\_  
Gary W. Smith, City Attorney

**Record Vote:**

**For**

**Against**

Commissioner Gaul:

\_\_\_\_\_

\_\_\_\_\_

Commissioner Beard:

\_\_\_\_\_

\_\_\_\_\_

Commissioner Drozd

\_\_\_\_\_

\_\_\_\_\_

Commissioner BeMent

\_\_\_\_\_

\_\_\_\_\_

Mayor Moore

\_\_\_\_\_

\_\_\_\_\_



# City of Richmond

*Where History Meets Opportunity*

## **Regular City Commission Meeting**

600 Morton Street

Monday, September 21, 2020 at 4:30 P.M

- A7. Review and consider taking action on Ordinance No. 2020-24, Adopting Proposed 2020 Tax Rate.



## ORDINANCE NO. 2020-24

### AN ORDINANCE OF THE CITY OF RICHMOND, TEXAS, LEVYING A PROPERTY TAX RATE FOR THE YEAR 2020; AND DIRECTING THE TAX ASSESSOR-COLLECTOR TO ASSESS, ACCOUNT FOR, AND DISTRIBUTE THE PROPERTY TAXES AS HEREIN LEVIED.

The Texas Code requires by:

- 1) Section 26.05 (a) of the Tax Code: taxing authorities to adopt a property tax rate before the later of September 30 of each year or the 60th day after the date of receipt of the certified appraisal roll; and
- 2) Section 26.05 (a) of the Tax Code: the property tax rate be approved separately in two components: (1) Maintenance and Operations; and (2) Debt Service; and
- 3) Section 26.05 (b) of the Tax Code: that the vote on the ordinance setting a tax rate that exceeds the no-new-revenue tax rate must be a record vote and at least 60 percent of the members of the governing body must vote in favor of the ordinance; and
- 4) Section 26.05 (b) of the Tax Code: that a motion to adopt an ordinance setting a tax rate that exceeds the no-new-revenue tax rate must be made in the following form:

"I move that the property tax rate be increased by the adoption of a tax rate of \$0.687772, which is effectively a 3.38 percent increase in the tax rate"; and

- 5) Section 26.05 (b) of the Tax Code further requires that if the ordinance sets a tax rate that, if applied to the total taxable value, will impose an amount of taxes to fund maintenance and operation expenditures of the taxing unit that exceeds the amount of taxes imposed for that purpose in the preceding year, the taxing unit must include in the ordinance in type larger than the type used in any other portion of the ordinance the following statement:

**"THIS TAX RATE WILL RAISE MORE TAXES FOR MAINTENANCE AND OPERATIONS THAN LAST YEAR'S TAX RATE";**

And if the tax rate exceeds the no-new-revenue maintenance and operations rate, the following statement:

"THE TAX RATE WILL EFFECTIVELY BE RAISED BY \_\_ PERCENT AND WILL RAISE TAXES FOR MAINTENANCE AND OPERATIONS ON A \$100,000 HOME BY APPROXIMATELY \$\_\_\_";

**NOW, THEREFORE, BE IT ORDAINED BY THE CITY COMMISSION OF THE CITY OF RICHMOND, TEXAS:**

**Section 1.** The findings set forth in the preamble of this Ordinance are found to be true and correct and are incorporated by reference into the body of this Ordinance as if fully set forth herein.

**Section 2.** The property tax rate per \$100.00 valuation for the City of Richmond for tax year 2020 is adopted as follows:

Maintenance and Operations	\$0.505658
Debt Service	\$0.182114
Tax Rate	\$0.687772

**Section 3.** The proposed maintenance & operations tax rate does not exceed the no-new-revenue maintenance & operations tax rate of \$0.753294.

**Section 4.** The tax assessor/collector is hereby authorized to assess and collect the taxes of the City employing the above tax rate.

**Section 5. Severability.** In the event any section, paragraph, subdivision, clause, phrase, provision, sentence or part of this Ordinance or the application of the same to any person or circumstance shall for any reason be adjudged invalid or held unconstitutional by a court of competent jurisdiction, it shall not affect, impair, or invalidate this Ordinance as a whole or any part or provision hereof other than the part declared to be invalid or unconstitutional; and the City Commission of the City of Richmond, Texas, declares that it would have passed each and every part of the same notwithstanding the omission of any such part thus declared to be invalid or unconstitutional, or whether there be one or more parts.

**Section 6. Effective date.** This ordinance shall be effective from and after its approval and adoption.

**Section 7.** The record vote of the City Commission adopting this ordinance is:

<b>Record Vote:</b>	<b>For</b>	<b>Against</b>
Commissioner Gaul:	_____	_____
Commissioner Beard:	_____	_____
Commissioner Drozd	_____	_____
Commissioner BeMent	_____	_____
Mayor Moore	_____	_____

**PASSED AND APPROVED on this the 21<sup>st</sup> day of SeptemberA8 2020.**

\_\_\_\_\_  
Evalyn W. Moore, Mayor

ATTEST:

APPROVED AS TO FORM:

\_\_\_\_\_  
Laura Scarlato, City Secretary

\_\_\_\_\_  
Gary W. Smith, City Attorney



# City of Richmond

*Where History Meets Opportunity*

## **Regular Scheduled City Commission Meeting**

600 Morton Street

Monday, September 21, 2020 at 4:30 P.M

- A8. Review and consider taking action on Ordinance No. 2020-25, Ratifying the Property Tax Rate reflected in the 2020-21 Fiscal Year Budget.



## ORDINANCE NO. 2020-25

AN ORDINANCE OF THE CITY OF RICHMOND, TEXAS, RATIFYING THE PROPERTY TAX REFLECTED IN THE 2020-2021 FISCAL YEAR BUDGET FOR THE CITY OF RICHMOND; AND PROVIDING AN EFFECTIVE DATE

The budget for the City of Richmond, Texas, for the fiscal year beginning October 1, 2020 and ending September 30, 2021 and adopted by Ordinance No. 2020-23 will raise more revenue from property taxes than in the budget for the City of Richmond, Texas, for the fiscal year beginning October 1, 2020 and ending September 30, 2021.

Section 102.007(c) of the Texas Local Government Code requires the City Commission to take a separate vote to ratify the property tax increase reflected in the 2020-2021 fiscal year budget if it will require raising more revenue from property taxes than was required by the preceding year's budget; Now, Therefore,

BE IT ORDAINED BY THE CITY COMMISSION OF THE CITY OF RICHMOND, TEXAS:

Section 1. The findings set forth in the preamble of this Ordinance are found to be true and correct and are incorporated by reference into the body of this Ordinance as if fully set forth herein.

Section 2. The City Commission ratifies the property tax reflected in the budget for the City of Richmond for the fiscal year beginning October 1, 2020 and ending September 30, 2021. This budget will raise more revenue from property taxes than last year's budget by an amount of \$132,681 which is a 3.38 percent increase from last year's budget. The property tax revenue to be raised from new property added to the tax roll this year is \$14,478. The total tax rate is \$0.687772 reduced from last year's tax rate of \$0.699900 per \$100 of taxable value.

Section 3. *Effective date.* This ordinance shall be effective from and after its approval and adoption.

**PASSED AND APPROVED on this the 21<sup>st</sup> day of September, 2020.**

\_\_\_\_\_  
Evalyn W. Moore, Mayor

ATTEST:

APPROVED AS TO FORM:

\_\_\_\_\_  
Laura Scarlato, City Secretary

\_\_\_\_\_  
Gary W. Smith, City Attorney

<b>Record Vote:</b>	<b>For</b>	<b>Against</b>
Commissioner Gaul:	_____	_____
Commissioner Beard:	_____	_____
Commissioner Drozd	_____	_____
Commissioner BeMent	_____	_____
Mayor Moore	_____	_____



# City of Richmond

*Where History Meets Opportunity*

## **Regular Scheduled City Commission Meeting**

600 Morton Street

Monday, September 21, 2020 at 4:30 P.M

- A9. Review and consider taking action on Resolution No. 337-2020, appointment of Board Members to the Building and Standards Commission.

# Building And Standards Commission



## Contact Information

### Albert Cantu, Fire Marshal

200 Houston Street  
Richmond, Texas 77469

Phone: (281) 238-1210

Fax: (281) 239-3996

E-mail [acantu@richmondtx.gov](mailto:acantu@richmondtx.gov)

## Building and Standards Board Members

Board Member Name	Board Position	Term Start Date	Term Expiration Date	Place
Bobbie A. Williams	Member	October 16, 2019	October 16, 2021	Position 1
Elise Kaufman	Member	September 30, 2018	September 30, 2020	Position 2
Joe Garcia	Member	November 18, 2019	October 16, 2021	Position 3
Albert Davis	Member	September 30, 2018	September 30, 2020	Position 4
Alice Bijarro	Member	October 16, 2019	October 16, 2021	Position 5
Robert Hodge	Member	October 16, 2019	October 16, 2021	Alternate A
Damacio Sanchez	Member	November 18, 2019	September 30, 2020	Alternate B

## Building and Standards Board

Established by Ordinance No. 2014-11, July 21, 2014

The Building and Standards Board is made up of 5 members and 2 alternates. Board members are appointed for a two year term and expire based on places assigned on odd and even numbered places.

**Purpose:** This Board hears and decides appeals of orders, decisions, or determinations made by the building inspector relative to application and interpretation of the adopted codes, and to assist in the review and make recommendations to the City Commission on items related to buildings and building standards.

## Building and Standards Commission Meeting Agendas and Minutes

[2020 Building and Standards Agenda and Minutes](#)

[2019 Building and Standards Agenda and Minutes](#)

## Laura Scarlato

---

**From:** Albert Cantu  
**Sent:** Monday, August 24, 2020 10:10 AM  
**To:** Laura Scarlato  
**Subject:** FW: Buildings and Standards Commission

---

**From:** Albert Davis <dbros2@sbcglobal.net>  
**Sent:** Tuesday, August 18, 2020 4:53 PM  
**To:** Albert Cantu <acantu@richmondtx.gov>  
**Subject:** Buildings and Standards Commission

Albert,

This note is to confirm that I am interested in staying on the Buildings and Standards Commission for the City of Richmond for another term.

Thank you.

Albert J. Davis

Davis Bros Auto Supply #2  
2811 Ave H  
Rosenberg, TX 77471  
w. 281-232-7707  
f. 281-232-0271  
c. 281-682-1692



**CITY OF RICHMOND  
BOARD, COMMITTEE & COMMISSION APPLICATION  
832-342-5456 or 281-232-8626 (Fax)**

**THIS INFORMATION WILL BECOME PUBLIC RECORD**

Name: Albert J Davis  
(First) (Middle Initial) (Last)

Mailing Address: 1709 Willow Dr Richmond TX 77469

Resident of Richmond: 11 (Years) 8 (Months)

Phone: 281-682-1692 DOB: 5/7/71

Registered to Vote:  Yes  No

E-mail Address: dbros2@sbglobal.net

Occupation: Owner - Davis Bros Auto Supply

Education: MBA - Sam Houston State University 1995

Civic / Church / Community / Involvement: Officer - Rosenberg Masonic Lodge,

Lamar High School Auto Tech Advisory Board Chairman, Fort Bend CCA

Hobbies / Interests: my kids, hunting, fishing, woodworking

On which Board / Commission / Committee would you like to serve (please explain):

Building Appeals Committee

Do you have time to commit to this service? That is: to attend meetings, study the matters to be brought before this board, commission or committee and participate in all its activities?

YES       NO

If you have been a member of a Richmond Board, Commission or Committee before, please indicate the board, commission or committee and approximate dates of service: \_\_\_\_\_

\_\_\_\_\_

Have you ever been convicted of a felony or misdemeanor involving moral turpitude? Yes /  No

(please explain): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Please list any civic or community endeavors in which you have been involved: Austin Elementary

PTO Treasurer, Past Master & current treasurer Rosario Masonic Lodge,

Lamar High Auto Tech Advisory Board chairman, Fort Bend CCA Treasurer

Are you related, by marriage or blood, to any member of the City Commission or City Manager?  
NO

If you are related within the second degree by marriage or third degree by blood, you may be prohibited from serving on a committee. Prohibited degrees of relationship are defined as follows:  
(Blood) First Degree: Father, Mother, Son, or Daughter. Second Degree: Brother, Sister, Grandfather, Grandmother, Granddaughter, or Grandson. Third Degree: Aunt, Uncle, Nephew, Niece, Great Grandfather, Great Grandmother, Great Granddaughter, or Great Grandson (and the spouses of the above persons are also included in the prohibited degree of relationship).  
(Marriage) First Degree: Father, Mother, Son, Daughter. Second Degree: Brother, Sister, Grandfather, Grandmother, Granddaughter, Grandson.

Are you currently in arrears on City Taxes, water service charges, or other obligations owed to the City? If so, please explain: NO

\_\_\_\_\_

I hereby affirm the information provided herein is true and correct to the best of my knowledge.

Signature: Albert Davis Date: 6/17/15

Printed Name: Albert J Davis

## Laura Scarlato

---

**From:** Albert Cantu  
**Sent:** Monday, August 24, 2020 10:10 AM  
**To:** Laura Scarlato  
**Subject:** FW: Building Standards Commission Board

**From:** Elise Kaufman <elise@attackpoverty.org>  
**Sent:** Tuesday, August 18, 2020 4:36 PM  
**To:** Albert Cantu <acantu@richmondtx.gov>; Albert Cantu <acantu@richmondtx.gov>  
**Subject:** Building Standards Commission Board

Hi Albert,

It was great to talk with you earlier this week about the Building Standards Commission Board. As I shared as we talked, I would like to continue to be part of this board.

Please let me know if there is anything else I need to do to renew my term.

Grace and peace,

Elise Kaufman | *Director*  
**Friends of North Richmond**  
1305 Clay Street | Richmond, TX 77469  
cell: 832.472.3392 | [attackpoverty.org](https://attackpoverty.org)



<https://attackpoverty.org/5k/>  
Register today!

AM 12:18 PM 12-45



City of Richmond  
402 Morton Street  
Richmond, Texas 77469  
Office: 281.342.5456  
Fax: 281.232.8626

THIS APPLICATION WILL BECOME PUBLIC RECORD

Board Application \_\_\_\_\_  
Committee Application \_\_\_\_\_  
Commission Application X

Name: Elise W Kaufman  
(First) (Middle Initial) (Last)

Mailing Address: 1712 Rocky Falls Road, Richmond TX 77469

Resident of Richmond: 3 (Years) 0 (Months)

Phone: 832-472-3392 DOB: 09/16/1991

Registered to Vote:  Yes  No

E-mail Address: elise@attackpoverty.org

Occupation: Director at Friends of North Richmond

Education: Bachelors in Psychology and Spanish

Civic / Church / Community / Involvement: Small group leader for youth at the Sanctuary Fellowship; on staff and Friends of North Richmond

Hobbies / Interests: outdoor activities, environmental care

On which Board / Commission / Committee would you like to serve (please explain):

Building & Standards Commission is the commission I would like to serve; due to the nature of my job and the work we do with home repairs and flood recovery, I have knowledge in this area.

Do you have time to commit to this service? That is: to attend meetings, study the matters to be brought before this Board, Commission or Committee and participate in all its activities?

YES     NO

If you have been a member of a Richmond Board, Commission or Committee before, please indicate the Board, Commission or Committee and approximate dates of service: I have not

previously been a member of a board, commission, or committee.

Have you ever been convicted of a felony or misdemeanor involving moral turpitude? Yes  No

(please explain): \_\_\_\_\_

Please list any civic or community endeavors in which you have been involved: Fort Bend

Receivers; Friends of North Richmond

Are you related, by marriage or blood, to any member of the City Commission or City Manager?

no

If you are related within the second degree by marriage or third degree by blood, you may be prohibited from serving on a committee. Prohibited degrees of relationship are defined as follows: (Blood) First Degree: Father, Mother, Son, or Daughter. Second Degree: Brother, Sister, Grandfather, Grandmother, Granddaughter, or Grandson. Third Degree: Aunt, Uncle, Nephew, Niece, Great Grandfather, Great Grandmother, Great Granddaughter, or Great Grandson (and the spouses of the above persons are also included in the prohibited degree of relationship). (Marriage) First Degree: Father, Mother, Son, Daughter. Second Degree: Brother, Sister, Grandfather, Grandmother, Granddaughter, Grandson.

I HEREBY AFFIRM THE INFORMATION PROVIDED HEREIN IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.

Signature: 

Date: 1/18/18

Printed Name: Elise Kaufman

**Please Note: All applications will be retained until the end of the calendar year. A new application is required each calendar year to indicated your continued interest in service on a board, committee or commission.**

Damacio Sanchez  
1500 Rocky Falls  
Richmond, TX 77469  
281-342-2006

RE: City of Richmond  
Building and Standards Commission

To whom it may concern,

I Damacio Sanchez, would like to remain on the Building and Standards Commission.

Sincerely,

Damacio Sanchez

DAMACIO SANCHEZ

Print Name

Damacio Sanchez

Signature

01/24/20

Date



City Limits  
Registered To Vote  
VUID: 1098776359  
Prec # 1040

NOV 12 19 28 9:13

City of Richmond  
402 Morton Street  
Richmond, Texas 77469  
Office: 281.342.5456  
Fax: 281.232.8626

\*\*\* THIS APPLICATION WILL BECOME PUBLIC RECORD \*\*\*

Board Application \_\_\_\_\_  
Committee Application \_\_\_\_\_  
Commission Application

Name: DAMACIO P. SANCHEZ  
(First) (Middle Initial) (Last)

Mailing Address: 1500 Rocky Falls

Resident of Richmond: 42 (Years) 5 (Months)

Phone: 281-342-2006 DOB: 08/21/46

Registered to Vote:  Yes  No

E-mail Address: J D SANCHEZ 9368 @ATT.NET

Occupation: RETIRED WELDER

Education: G.E.D.

Civic / Church / Community / Involvement: \_\_\_\_\_

Hobbies / Interests: Reading

On which **specific** Board / Commission / Committee would you like to serve (please explain):

Building & Standards Commission

Do you have time to commit to this service? That is: to attend meetings, study the matters to be brought before this Board, Commission or Committee and participate in all its activities?

YES     NO

If you have been a member of a Richmond Board, Commission or Committee before, please indicate the Board, Commission or Committee and approximate dates of service: \_\_\_\_\_

Have you ever been convicted of a felony or misdemeanor involving moral turpitude? Yes / No  
(please explain): \_\_\_\_\_

Please list any civic or community endeavors in which you have been involved: \_\_\_\_\_

Are you related, by marriage or blood, to any member of the City Commission or City Manager?

NO

If you are related within the second degree by marriage or third degree by blood, you may be prohibited from serving on a committee. Prohibited degrees of relationship are defined as follows: (Blood) First Degree: Father, Mother, Son, or Daughter. Second Degree: Brother, Sister, Grandfather, Grandmother, Granddaughter, or Grandson. Third Degree: Aunt, Uncle, Nephew, Niece, Great Grandfather, Great Grandmother, Great Granddaughter, or Great Grandson (and the spouses of the above persons are also included in the prohibited degree of relationship). (Marriage) First Degree: Father, Mother, Son, Daughter. Second Degree: Brother, Sister, Grandfather, Grandmother, Granddaughter, Grandson.

I HEREBY AFFIRM THE INFORMATION PROVIDED HEREIN IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.

Signature: Damacio P. Sanchez Date: 11/04/19

Printed Name: DAMACIO P. SANCHEZ

**Please Note: All applications will be retained for the balance of the calendar year or so long as a person has been appointed. A new application is required each calendar year to indicate your continued interest in appointment to a board, committee or commission.**

**Voter Registration Certificate**

Your Precinct is 1040

[Back to Voter Database Search](#)

[Precinct Map \(PDF\)](#)

[Early Voting Sites](#)

[Election Day Voting Sites](#)

[Elected Officials for your Precinct and District](#)

 <b>VOTER REGISTRATION CERTIFICATE FORT BEND COUNTY</b>			CONGRESS	ST SEN	ST REP	COMM	JP
			22	18	85	1	1
VOID	Gender	Valid From	SCHOOL	CITY	MUD	LID	ESD
1098776359	M	1/1/1998					
Birth Date Information	Prec. No	Thru	L3	RI			
	1040	12/31/2020					
<b>Name and Permanent Residence Address:</b>			<b>Alternate Mailing Address:</b>				
SANCHEZ, DAMACIO PEREZ			SANCHEZ, DAMACIO PEREZ				
1500 ROCKY FALLS RD			1500 ROCKY FALLS RD				
RICHMOND TX 77469			RICHMOND TX 77469				
<b>Status: * ACTIVE *</b>							

**Status Codes**

**ACTIVE** - Voter is registered and eligible to vote.

**SUSPENSE** - Voter is still eligible to vote in Fort Bend County, but must submit verification of address at the polls during an upcoming Election Day or by contacting the Elections Administration office in writing.



## City of Richmond Resolution No. 337-2020

**A RESOLUTION OF THE CITY OF RICHMOND, TEXAS PROVIDING FOR THE APPOINTMENT OF THE BOARD MEMBERS AND AN ALTERNATE OF THE BUILDING AND STANDARDS COMMISSION; PROVIDING AN EFFECTIVE DATE; AND MAKING SUCH OTHER FINDINGS AND PROVISIONS RELATED HERETO.**

**WHEREAS**, the Richmond City Commission established a Building and Standards Commission to hear and decide cases concerning substandard structures; and

**WHEREAS**, P&Z shall consist of five (5) members and two (2) alternate members each being a resident of Richmond, Texas; and

**WHEREAS**, the terms are expiring for Positions 2, Elise Kaufman, and 4, Albert Davis, and Alternate B, Damacio Sanchez on the Building and Standards Commission.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF RICHMOND, TEXAS, THAT:**

**Section 1.** City Commission hereby appoints the following members and their respective terms as members and offices held as follows:

<b>POSITION</b>	<b>NAME</b>	<b>TERM</b>
<u>2</u>	_____	September 30, 2022
<u>4</u>	_____	September 30, 2022
<u>Alternate B</u>	_____	September 30, 2022

**Section 2. Effective Date.** This resolution shall be effective from and after its approval and passage in accordance with the Texas Local Government Code and the city charter

**Section 3.** That it is hereby officially found and determined that the meeting at which this resolution is passed was open to the public as required and that public notice of the time, place, and purpose of said meeting was given as required by the Open Meetings Act, Chapter 551, Local Government Code

**PASSED AND APPROVED on this 21<sup>st</sup> day of September, 2020.**

**THE CITY OF RICHMOND, TEXAS**

BY: \_\_\_\_\_

Evalyn W. Moore, Mayor

ATTEST:

\_\_\_\_\_  
Laura Scarlato, City Secretary



# City of Richmond

*Where History Meets Opportunity*

## **Regular Scheduled City Commission Meeting**

600 Morton Street

Monday, September 21, 2020 at 4:30 P.M

- A10. Review and consider taking action on Resolution No. 338-2020, appointment of Board Members to the Richmond Historical Commission.

# Richmond Historical Commission



## Contact Information

**Jose Abraham, Historic Preservation Officer**

600 Morton Street

Richmond, TX 77469

Phone: (281) 342-0559

Email: [jabraham@richmondtx.gov](mailto:jabraham@richmondtx.gov)

## Commission Meetings

Every Third Tuesday of the Month at 8:00 a.m. at 600 Morton Street (City Hall Annex), Richmond, TX 77469

## Commission Members

Place	Member	Member Bio	Term	Term Begins	Term Ends
1	Karen Bleil	<a href="#">Bio</a>	3 - Years	09/30/2019	09/30/2022
2	Lonnie Meadows	<a href="#">Bio</a>	3 - Years	09/30/2017	09/30/2020
3	Cindy Drabek	<a href="#">Bio</a>	3 - Years	09/30/2019	09/30/2022
4	Carol Edwards	Bio	3 - Years	09/30/2017	09/30/2020
5	Mary Jane Kocurek		3 - Years	09/30/2019	09/30/2022

**Claire Rogers**, Representative from the FBCHC, non-voting ex-officio (No Term Limit)

**Jess Stuart**, Representative from the FBCHC, non-voting ex-officio (No Term Limit)

**Jose Abraham**, Historic Preservation Officer, non-voting

**Laura Scarlato**

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**Subject:** FW: RHC term Ending - September 2020

**From:** Jose Abraham <[jabraham@richmondtx.gov](mailto:jabraham@richmondtx.gov)>  
**Sent:** Wednesday, September 2, 2020 12:04 PM  
**To:** Laura Scarlato <[lscarlato@richmondtx.gov](mailto:lscarlato@richmondtx.gov)>  
**Subject:** FW: RHC term Ending - September 2020

Laura,

Please see confirmation from Ms. Carol (below) to continue serving on the RHC

Thanks

**Jose Abraham**

*Planning Director*

**City of Richmond**

600 Morton Street

Richmond, Texas 77469

Ph. (281) 342-0559 ext.128 Office

**From:** Carol Edwards <[cedwards005@comcast.net](mailto:cedwards005@comcast.net)>  
**Sent:** Tuesday, September 01, 2020 12:57 PM  
**To:** Jose Abraham <[jabraham@richmondtx.gov](mailto:jabraham@richmondtx.gov)>  
**Subject:** Re: RHC term Ending - September 2020

Dear Jose,

I would be pleased and honored to continue as a member of the Richmond Historical Commission.

Carol V. Edwards

Realtor

Senior Real Estate Specialist

On Sep 1, 2020, at 12:31 PM, Jose Abraham <[jabraham@richmondtx.gov](mailto:jabraham@richmondtx.gov)> wrote:

Ms. Carol.

I wish him improved health and speedy recovery, and hope he feels better soon.

Thanks

**Jose Abraham**

*Planning Director*



City Limits - Resident  
VUID 1098824806  
Proc # 1001  
GR - General Resident  
SEP 27 10 PM '15

City of Richmond  
402 Morton Street  
Richmond, Texas 77469  
Office: 281.342.5456  
Fax: 281.232.8626

\*\*\* THIS APPLICATION WILL BECOME PUBLIC RECORD \*\*\*

Board Application \_\_\_\_\_  
Committee Application \_\_\_\_\_  
Commission Application

Name: CAROL V. EDWARDS  
(First) (Middle Initial) (Last)

Mailing Address: 705 Dog Leg Ct, Richmond, TX 77469

Resident of Richmond: 7 Years (Months)

Phone: 713/703-7236 DOB: 3/3/53

Registered to Vote:  Yes  No

E-mail Address: cedwards005@comcast.net

Occupation: Real Estate

Education: BS, MS University of Tennessee

Civic / Church / Community / Involvement: St John's Lume - Choir, Sunday School Teacher, Stewardship Committee

Hobbies / Interests: Gardening, Theater, Grandchildren's events

On which **specific** Board / Commission / Committee would you like to serve (please explain):  
Historical Commission

SEP 27 10 AM '18

Do you have time to commit to this service? That is: to attend meetings, study the matters to be brought before this Board, Commission or Committee and participate in all its activities?

YES     NO

If you have been a member of a Richmond Board, Commission or Committee before, please indicate the Board, Commission or Committee and approximate dates of service: Richmond

Charter Commission

Have you ever been convicted of a felony or misdemeanor involving moral turpitude? Yes /  No

(please explain): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please list any civic or community endeavors in which you have been involved: TWDavis V Board, Ft. Bend Women's Chr Board, Ft Bend Co Fair

Are you related, by marriage or blood, to any member of the City Commission or City Manager?  
No

If you are related within the second degree by marriage or third degree by blood, you may be prohibited from serving on a committee. Prohibited degrees of relationship are defined as follows: (Blood) First Degree: Father, Mother, Son, or Daughter. Second Degree: Brother, Sister, Grandfather, Grandmother, Granddaughter, or Grandson. Third Degree: Aunt, Uncle, Nephew, Niece, Great Grandfather, Great Grandmother, Great Granddaughter, or Great Grandson (and the spouses of the above persons are also included in the prohibited degree of relationship). (Marriage) First Degree: Father, Mother, Son, Daughter. Second Degree: Brother, Sister, Grandfather, Grandmother, Granddaughter, Grandson.

I HEREBY AFFIRM THE INFORMATION PROVIDED HEREIN IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.

Signature: Carol V Edwards      Date: 9/25/18

Printed Name: CAROL V EDWARDS

**Please Note: All applications will be retained for a twelve month period. A new application is required each calendar year to indicate your continued interest in service on a board, committee or commission. Per the City of Richmond Rules and Regulations to be considered, an application must be submitted and filed with the City Secretary at least 7 days immediately preceding the regularly scheduled City Commission meeting in which the nominee is to be considered.**

**Laura Scarlato**

---

**Subject:** FW: RHC Term End - Sept 2020

**From:** Jose Abraham <jabraham@richmondtx.gov>  
**Sent:** Wednesday, September 2, 2020 12:05 PM  
**To:** Laura Scarlato <lscarlato@richmondtx.gov>  
**Subject:** FW: RHC Term End - Sept 2020

Laura,

Email confirmation from Lonnie stating he would like to continue serving on RHC.

Thanks

**Jose Abraham**

*Planning Director*  
**City of Richmond**  
600 Morton Street  
Richmond, Texas 77469  
Ph. (281) 342-0559 ext.128 Office

**From:** Lonnie Meadows <lonniemeadows1974@gmail.com>  
**Sent:** Tuesday, September 01, 2020 1:06 PM  
**To:** Jose Abraham <jabraham@richmondtx.gov>  
**Subject:** Re: RHC Term End - Sept 2020

Thanks

Jose. I would welcome the opportunity to remain on the committee. Lonnie  
Sent from my iPhone

On Sep 1, 2020, at 8:52 AM, Jose Abraham <jabraham@richmondtx.gov> wrote:

Mr. Meadows,

You Richmond Historical Commission Term ends in September. We appreciate all the time and valuable inputs you have given us during this term.

If you would like to continue serving, please reply to this email indicating so.

Thanks

**Jose Abraham**

*Planning Director*  
**City of Richmond**  
600 Morton Street  
Richmond, Texas 77469



City Limits  
VOID:

SEP 16 '20 PM 1:29

City of Richmond  
402 Morton Street  
Richmond, Texas 77469  
Office: 281.342.5456  
Fax: 281.232.8626

\*\*\* THIS APPLICATION WILL BECOME PUBLIC RECORD \*\*\*

Board Application \_\_\_\_\_  
Committee Application \_\_\_\_\_  
Commission Application \_\_\_\_\_

Name: Lonnie E Meadows  
(First) (Middle Initial) (Last)

Mailing Address: 205 Hillcrest Drive

Resident of Richmond: 59 (Years) 6 (Months)

Phone: 713-703-6323 DOB: 3-16-1951

Registered to Vote:  Yes  No

E-mail Address: lonniemeadows1974@gmail.com

Occupation: Retired Insurance Management & Sales

Education: MASTERS in Education Denver

Civic / Church / Community / Involvement: condint - St. Johns - United Methodist Church Richmond  
Pastor - Pres, Dist - Richmond Rotary club Fort Bend Historical Museum - Trustee - Hays J. Hall  
Chairman 2015 Board committee Archdiocese of Houston - 2015 Board of Directors - Richmond Police Academy

Hobbies / Interests: Gardening - Fishing - Family Time - Volunteering

On which specific Board / Commission / Committee would you like to serve (please explain):

Richmond Historical Board Committee

Do you have time to commit to this service? That is: to attend meetings, study the matters to be brought before this Board, Commission or Committee and participate in all its activities?  
 YES     NO

If you have been a member of a Richmond Board, Commission or Committee before, please indicate the Board, Commission or Committee and approximate dates of service: Richmond Historical Commission 2013 til present

Have you ever been convicted of a felony or misdemeanor involving moral turpitude? Yes  No   
(please explain): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please list any civic or community endeavors in which you have been involved: Please see list on page one

Are you related, by marriage or blood, to any member of the City Commission or City Manager?  
NO

If you are related within the second degree by marriage or third degree by blood, you may be prohibited from serving on a committee. Prohibited degrees of relationship are defined as follows:  
(Blood) First Degree: Father, Mother, Son, or Daughter. Second Degree: Brother, Sister, Grandfather, Grandmother, Granddaughter, or Grandson. Third Degree: Aunt, Uncle, Nephew, Niece, Great Grandfather, Great Grandmother, Great Granddaughter, or Great Grandson (and the spouses of the above persons are also included in the prohibited degree of relationship).  
(Marriage) First Degree: Father, Mother, Son, Daughter. Second Degree: Brother, Sister, Grandfather, Grandmother, Granddaughter, Grandson.

I HEREBY AFFIRM THE INFORMATION PROVIDED HEREIN IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.

Signature: Lonnie E. Meadows Date: 9-16-20  
Printed Name: Lonnie E. Meadows

**Please Note: All applications will be retained for the balance of the calendar year or so long as a person has been appointed. A new application is required each calendar year to indicate your continued interest in appointment to a board, committee or commission.**



City of Richmond  
Resolution No. 338-2020

**A RESOLUTION OF THE CITY OF RICHMOND, TEXAS  
PROVIDING FOR THE APPOINTMENT OF MEMBERS TO  
THE RICHMOND HISTORICAL COMMISSION AND  
PROVIDING FOR AN EFFECTIVE DATE.**

**WHEREAS**, the City Charter authorizes the City Commission to create boards, commissions, and committees as it deems necessary to carry out the functions and obligations of the City; and

**WHEREAS**, the Richmond Historical Commission was established by the City Commission for the administration of Richmond Historic District; and

**WHEREAS**, the Richmond Historical Commission shall consist of five voting members, four of whom shall be residents of the City and one may be a resident of the City’s extraterritorial jurisdiction, to be appointed, upon application and demonstration of their qualifications, by the City Commission; and

**WHEREAS**, the City Commission wishes to appoint two board members due to the expiration of the terms for positions 2, Lonnie Meadows, and 4, Carol Edwards; **NOW THEREFORE**,

**BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF RICHMOND, TEXAS:**

**SECTION 1.** The Richmond City Commission hereby appoints the following members to the Richmond Historical Commission and their respective terms as follows:

<u>PLACE</u>	<u>MEMBER</u>	<u>TERM BEGINS</u>	<u>TERM ENDS</u>
<u>2</u>	_____	<b>September 30, 2020</b>	<b>September 30, 2023</b>
<u>4</u>	_____	<b>September 30, 2020</b>	<b>September 30, 2023</b>

**SECTION 2.** Severability: If any portion of this Resolution shall, for any reason, be declared invalid, such invalidity shall not affect the remaining provisions thereof.

**SECTION 3.** This Resolution shall be effective upon adoption by the City Commission.

PASSED AND APPROVED this 21<sup>st</sup> day of September, 2020.

APPROVED:

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Evalyn W. Moore, Mayor

ATTEST:

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Laura Scarlato, City Secretary



# City of Richmond

*Where History Meets Opportunity*

## **Regular Scheduled City Commission Meeting**

600 Morton Street

Monday, September 21, 2020 at 4:30 P.M

- A11. Review and consider authorizing the City Manager to convey certain personal property, furniture, and fixtures to Fort Bend History Association.

## GIFT OF PERSONALTY

IN CONSIDERATION of FORT BEND HISTORY ASSOCIATION, of Richmond, Fort Bend County, Texas, (Donee) maintaining and preserving the personal property, furniture, and fixtures listed below, the receipt and sufficiency of which is here by acknowledged by the CITY OF RICHMOND, TEXAS, of Richmond, Fort Bend County, Texas (Donor), Donor GIVES, GRANTS, CONVEYS, and DELIVERS to Donee to be maintained and preserved as the heritage of the community of Richmond, Fort Bend County, Texas the following personal property, furniture, and fixtures:

Catalogue No.	Description
1997.007.001	Chair with needlework upholstery
1997.007.002	Side table with oval marble top
1997.007.003	Side table with rectangular marble top
1997.007.004	Fire screen with brown tapestry center
1997.007.005	Pink velvet upholstered settee
1997.007.006	Pink velvet upholstered side chair
1997.007.007	Pink velvet upholstered side chair
1997.007.008	Pink velvet upholstered side chair
1997.007.009a-c	Oil lamp with marble base, metal figure, spherical glass globe and glass chimney
1997.007.010	Old Paris porcelain mantel vase
1997.007.011	Old Paris porcelain mantel vase
1997.007.012	Large Louis XV pier mirror

Donor warrants that the personal property, furniture, and fixtures conveyed are free of liens, encumbrances, and claims; that Donor is the legal owner and has full right and authority to grant the same to Donee.

Donee accepts the personal property, furniture, and fixtures "as is." Donor disclaims any implied warranty as to fitness for a particular purpose and any implied warranty of merchantability.

Dated this \_\_\_\_ day of \_\_\_\_\_, 2020.

Donor:  
City of Richmond

Accepted:  
Donee:  
Fort Bend History Association

\_\_\_\_\_  
Name, Title  
Date:

\_\_\_\_\_  
Name, Title  
Date:

# **CONDITIONS GOVERNING THE LOAN OF OBJECTS TO THE FORT BEND HISTORY ASSOCIATION**

## **Care and Preservation**

1. The Association will give the same care and protection to borrowed objects as it does to objects in its own collection.
2. Evidence of damage at the time of receipt or while in the Association's custody will be promptly reported to the lender.
3. The Association will not clean, repair, restore, or otherwise alter the objects without the Lender's written permission.
4. The Lender certifies that the objects lent are in good condition and able to withstand the ordinary strains of packing, shipping, and handling.

## **Insurance**

1. Unless otherwise noted, the Association will insure borrowed objects through its insurance agent for the replacement value of the objects.
2. If the Lender elects to provide his/her own insurance, any failure of the Lender to provide the agreed upon insurance constitutes a complete release of the Association from any liability for damage to or loss of the property placed on loan.
3. If insurance is waived by the Lender, this constitutes a complete release of the Association from any liability arising from the loan.
4. If a valuation is not provided by the Lender, the Lender shall agree to accept an insurance value set by the Association. This value is not to be considered an appraisal.

## **Reproduction and Credit**

1. Unless otherwise notified by the Lender, the Association may photograph or reproduce by other conventional means borrowed objects for educational, publication, and/or publicity purposes.
2. It is understood by the Lender that the Association does not restrict the use of cameras by the general public in its exhibition areas.
3. Borrowed objects will be credited as per Lender's request (See page One).

## **Return of the Loan**

1. Unless otherwise notified in writing, the Association will release borrowed objects only to the Lender or their legal representative.
2. Unless otherwise agreed to in writing, the loan will terminate on the date specified in the loan agreement.
3. If the Association's effort to return the borrowed objects is unsuccessful, then at the end of fifteen (15) years following the expiration date of the loan and after proper notice is given, the Association reserves the right to treat the loaned property as a gift to the Association.

Loan  
Extension  
Agreement



Loan #: 1997.007

**Borrower: Fort Bend History Association**

(Department): Collections  
(Street): PO Box 460  
(City, State, Zip, Country): Richmond, TX 77406  
Responsible Official (Borrower): Chris Godbold  
Shipping Address (if different): 500 Houston St., Richmond, TX 77469

Telephone: 281-343-0218 x237  
Fax: 281-342-3782  
email: cgodbold@fbhistory.org

**Lender: City of Richmond**

(Department):  
(Street): 402 Morton Street  
(City, State, Zip, Country): Richmond, TX 77469  
Responsible Official (Lender):

Telephone: 281-342-5456  
Fax:  
email:

Purpose of Loan:

- Exhibit  Study  Conservation  
 Exhibit Preparation  Storage

**Loan Period:**

From: 8/15/2020 To: 8/15/2021

**Borrowed Objects**

Catalog #	Description
1997.007.001	Chair with needlework upholstery
1997.007.002	Side table with oval marble top
1997.007.003	Side table with rectangular marble top
	See attachment for additional objects

\_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_  
(Borrower/Lender) (Title) (Date)

Approved for the Fort Bend History Association

Chris Godbold, Chief Curator of Collections 8/18/2020  
(Museum's Authorized Agent) (Title) (Date)

Return of Loan Date: \_\_\_\_\_ Received: \_\_\_\_\_, Title \_\_\_\_\_  
Condition of Return:



fortbend**history**  
ASSOCIATION

Preserve. Educate. Inspire.

August 18, 2020

Terri Vela  
City Manager  
City of Richmond  
402 Morton St.  
Richmond, TX 77469

Dear Ms. Vela:

Greetings from the Fort Bend History Association. The year has flown by and it is time again to renew the loan of the 14 pieces of furniture from the City of Richmond to the Association, numbered L1997.007. I apologize for being slightly behind with this paperwork.

I have enclosed 2 copies of a loan renewal form to extend the loan for another year. If the City is amenable, please have the appropriate person sign both copies of the form and return one to me in the envelope provided. The other copy is for your records. However, if the City would prefer to end the loan or transfer the items to a donation then please contact me at 281-343-0218 x237 or [cgodbold@fbhistory.org](mailto:cgodbold@fbhistory.org) in order to make the appropriate arrangements. Feel free to get in touch if you have any questions.

The Fort Bend History Association thanks the City of Richmond for allowing it to have the furniture for so long and for its long support of the Association's programs and collections. We look forward to continuing our partnership in the future.

Sincerely,



Chris Godbold  
Chief Curator of Collections



# **CONDITIONS GOVERNING THE LOAN OF OBJECTS TO THE FORT BEND HISTORY ASSOCIATION**

## **Care and Preservation**

1. The Association will give the same care and protection to borrowed objects as it does to objects in its own collection.
2. Evidence of damage at the time of receipt or while in the Association's custody will be promptly reported to the lender.
3. The Association will not clean, repair, restore, or otherwise alter the objects without the Lender's written permission.
4. The Lender certifies that the objects lent are in good condition and able to withstand the ordinary strains of packing, shipping, and handling.

## **Insurance**

1. Unless otherwise noted, the Association will insure borrowed objects through its insurance agent for the replacement value of the objects.
2. If the Lender elects to provide his/her own insurance, any failure of the Lender to provide the agreed upon insurance constitutes a complete release of the Association from any liability for damage to or loss of the property placed on loan.
3. If insurance is waived by the Lender, this constitutes a complete release of the Association from any liability arising from the loan.
4. If a valuation is not provided by the Lender, the Lender shall agree to accept an insurance value set by the Association. This value is not to be considered an appraisal.

## **Reproduction and Credit**

1. Unless otherwise notified by the Lender, the Association may photograph or reproduce by other conventional means borrowed objects for educational, publication, and/or publicity purposes.
2. It is understood by the Lender that the Association does not restrict the use of cameras by the general public in its exhibition areas.
3. Borrowed objects will be credited as per Lender's request (See page One).

## **Return of the Loan**

1. Unless otherwise notified in writing, the Association will release borrowed objects only to the Lender or their legal representative.
2. Unless otherwise agreed to in writing, the loan will terminate on the date specified in the loan agreement.
3. If the Association's effort to return the borrowed objects is unsuccessful, then at the end of fifteen (15) years following the expiration date of the loan and after proper notice is given, the Association reserves the right to treat the loaned property as a gift to the Association.





# City of Richmond

*Where History Meets Opportunity*

## **Regular Scheduled City Commission Meeting**

600 Morton Street

Monday, September 21, 2020 at 4:30 P.M

A12. Excuse from Attendance at Regular City Commission Meeting.



# City of Richmond

*Where History Meets Opportunity*

## **Regular Scheduled City Commission Meeting**

600 Morton Street

Monday, September 21, 2020 at 4:30 Fort Bend County.

A13. Consider taking action on requests for future agenda items.



# City of Richmond

*Where History Meets Opportunity*

## **Regular Scheduled City Commission Meeting**

600 Morton Street

Monday, September 21, 2020 at 4:30 P.M

A14. Adjournment.