



**RICHMOND CITY CORPORATION
90 SOUTH 100 WEST
RICHMOND, UTAH 84333**

AGENDA

Public Notice is given that the Richmond City Council will meet in a regularly scheduled meeting at 90 South 100 West, Richmond, Utah, on **Tuesday, November 18, 2025**. The meeting will begin at 6:30 PM.

Welcome and Opening Ceremonies by Joel Draxler.

1. Approval of the city council meeting minutes from October 16, 2025.
2. Update on the Utah Division of Water Quality grant application.
3. Discussion and possible approval of the water conservation plan.
4. Canvass the election results of the November 4, 2025, General Election.
5. Public Hearing for the purpose of discussing Ordinance 2025-14, an Ordinance amending the Richmond City Manual of Design & Construction Standards, Chapter 5.0 “Culinary Water System Design”, Chapter 5.01 “General”.
6. Discussion and possible vote on Ordinance 2025-14.
7. Staff reports and monthly financial review
8. Council Member and Mayor Reports

Adjournment

*****Items on the agenda may be considered earlier than shown on the agenda.*****

In accordance with the Americans with Disabilities Act, individuals needing special accommodation for this meeting should contact the City Office at (435) 258-2092, at least 3 days before the date of the meeting.

RICHMOND CITY COUNCIL

OCTOBER 16, 2025

The regular meeting of the Richmond City Council was held at the Park Community Center located at 90 South 100 West, Richmond, Utah on Thursday, October 16, 2025. The meeting began at 6:30 P.M.; Council Member Joel Draxler was in the chair. The opening remarks were made by Bryce Wood.

The following Council Members were in attendance: Amber Ervin, Joel Draxler, Bryce Wood and Daryl Black.

Lyle Bair and Mayor Paul Erickson were excused.

City Administrator HollyJo Karren, City Engineer Weston Bellon, and City Recorder Justin Lewis were also in attendance.

VISITORS: Terrie Wierenga, Fran Schumann, Cindy Allen, Craig Harris, Kalli Fitzgerald, Regan Fitzgerald, David Cavanaugh, Diana Cannell, Adrian Wall, John Harris, Jeff Young, Todd Smith, Melissa Titensor, Bryan Tolbert

APPROVAL OF THE CITY COUNCIL MEETING MINUTES FROM SEPTEMBER 18, 2025

A motion to approve the September 18, 2025 city council meeting minutes was made by Bryce, seconded by Amber and the vote was unanimous.

Yes Vote: Ervin, Draxler, Wood, Black

No Vote: None

Absent: Bair

AUDIT PRESENTATION FOR FISCAL YEAR 2025, WHICH IS THE PERIOD OF JULY 1, 2024 THROUGH JUNE 30, 2025, BY REPRESENTATIVES OF RICHEY MAY FORMERLY ALLRED JACKSON.

DIANA CANNELL: The audit document has a new look; we have a new name and more offices and opportunities. It is still the same team as before. I would like to thank Justin and the rest of the team for their help gathering all of the information. They give us what we need on a timely basis. I am going to provide a quick overview but happy to answer any questions you have. Page 17 shows the total assets of the city. There was approximately a three million dollar increase over last year from \$22,990,178 to \$25,939,504. There were a lot of improvements to infrastructure, buildings and some land purchases. Cash increased approximately 1.3 million dollars. Revenues were up over the previous year as well. Page 18 shows liabilities and they are down in total. Approximately \$334,000 in debt was paid off. Accounts payable was higher on June 30, 2024 than June 30, 2025. Equity increased from \$18,432,497 to \$21,888,076 over the last year. It was an equity increase of approximately 19% across all funds. Page 22 shows each fund separately. Revenue increased from \$2,636,168 to \$3,564,397. The majority of the increase coming from the COG (Cache County Council of Governments) grant for the new road. Revenues over expenditures increased from \$360,192 to \$629,257 over the last year. Enterprise fund revenue increased approximately \$200,000 due to usage and growth in adding new utility accounts. Expenses were up approximately \$682,000. There were significant funds spent purchasing membranes for the sewer system. Impact fee revenue for water and sewer totaled approximately \$1,300,000. Contributed capital was approximately \$470,000. As new subdivisions are built the roads, sidewalk, water and sewer infrastructure are eventually turned over to the city in most cases. This shows as revenue when accepted and then is capitalized over time. Page 46 shows the capital asset changes. Page 47 shows your debt and how much is owed over the next several years.

JOEL: For those in attendance I would like the staff to tell people some of the things we did at the sewer plant this last fiscal year.

BRYAN TOLBERT: The membranes cost approximately \$108 each and there are 4,800 in the plant. The bulk of the money spent was to purchase new ones. They needed to be replaced. When they are in good shape the capacity in the plant for water to flow through increases. We also made improvements to the HACH equipment, mixer and installed some flow meters to monitor the inflow to the plant.

JOEL: There was a bigger expense at the sewer plant than in the previous few years but there was a purpose behind every expenditure. We purchased some additional cassettes as well. We stocked up with what we could find to purchase. It was money well spent.

DIANA: Page 77 shows there was one minor finding for state compliance. The new requirements come out in May of each year and some new items were added for this year. The Fraud Risk Assessment is not new but how it is tested was changed this year. There are 40 hours of annual training required for the person in charge of finances and budgeting. We are required to review the documents showing the proof of training. I believe the training happened but there were not enough documents to show the 40 hours were completed. The training was scattered over time. Now that you know it is a requirement you can track it. We test around 60 state compliance items. One out of all of them is all that was found and it is minor.

JOEL: I work in banking. There are a lot of regulations. You can see things are great and then run into documentation issues. You know how to do the work but sometimes you cannot prove it on paper.

DIANA: I would be more concerned if it was a financial finding. We know this will be cured moving forward now you are aware of the requirement.

REVIEW OF THE WASTEWATER COLLECTION MASTER PLAN WITH REPRESENTATIVES OF J-U-B ENGINEERS.

JOEL: The sewer master plan and system matter a lot more now than I realized before I was involved with the city council. We are going to have Weston review the sewer collection master plan.

WESTON: The “20 Year Model Reserve Capacity” map shows the sewer collection system and the issues. The red is over capacity, then it shows areas nearing capacity and then areas which are good. Overall we are doing pretty well. There are only a couple of over capacity areas we are showing for the next 20 years. One of them is the sewer line leading into the MBR Plant and that project is in the design phase and will go out to bid soon. Another problem area shows an issue at approximately 200 South 400 West. Table 8-2 – CIP Projects shows the proposed projects over the next 20 years and a probable cost.

<u>Project Name</u>	<u>Implementation Timeframe</u>	<u>Opinion of Probable Cost</u>
Main Street Upsize Phase 1	0-10 years	\$413,000
S 800 W Pipe Upsize	10-20 years	\$547,000
Main Street Upsize Phase 2	10-20 years	\$581,000
W 100 N Relief	As needed with growth	\$632,000
Northern Trunkline Extension	As needed with growth	\$1,508,000
470 S Replacement	0-10 years	\$1,344,000

WESTON: The Main Street Upsize Phase 1 project is currently the one being worked on. The 470 South replacement project is Hill Haven. This is not a capacity problem project; it is because of the condition of the pipe. The 470 South project cannot be funded with impact fees as it is an operation and maintenance item.

AMBER: Can Hill Haven be done in phases?

WESTON: The city can do it in any manner it wants but it would be more efficient to do it all at once. No design or plan has been created in this regard. This is not an immediate need.

HOLLY: It is something we are aware of and need to plan for.

AMBER: I am glad there are not any emergency projects needed.

REVIEW OF THE CULINARY WATER MASTER PLAN WITH REPRESENTATIVES OF J-U-B ENGINEERS.

WESTON: Table 4 “Source Peak Day Flow Requirements” includes data from 2023. Right now there is sufficient supply. There will be a deficiency in 2033. The proposal will be to drill a new well/source in the southeast corner of the city. There are also water pressure problems in that area of the city as well. Figure 3 “Existing Peak Day” shows where we have high pressure problems in the northwest part of the city. Most of these areas are above 110psi but some are over 150psi. Pressure-reducing stations need to be installed to reduce and lower the pressure in this area. The life of the system will be extended if the pressure is reduced. High pressure is hard on the pipes and valves and is also difficult to work on. Table 7 “Recommended Project Summary” shows the list of projects needed over the

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next several years. They are expensive based on preliminary estimates. A new well is priority one and is listed to start in 2025-2027. The new well can be paid for with impact fee funds as it is needed for growth. A new water tank is included in that area of town as well. A new water tank would increase the pressure in that area of town and resolve that issue.

Project Type	Project Location	Year	Estimated Cost
New 500 GPM Well	South of 400 South and east of State Street	2025-2027	\$4,300,000
New 8" PRV	600 S east of State Street	2025-2027	\$350,000
New 1M Tank with PRV's	East of the south end of the city	2027-2030	\$3,500,000
Create lower pressure zone	West of 200 West	2030-2032	\$1,200,000

JEFF YOUNG: You mentioned a new well and tank in the southeastern portion of the city and this would help resolve pressure issues. How many homes are affected in that area with low pressure?

WESTON: Not very many at this time. It is the area around the Kade Smith home.

JEFF: So only a couple of homes.

WESTON: Yes. A new well is needed no matter where it is located.

JEFF: But the purpose is to help the pressure in just a few homes? There are not many homes in that area right now.

WESTON: A new water tank is needed by 2045 and that information is located in 3.2 "Water Storage".

JEFF: But you want to start this project within the next two years?

WESTON: The well is needed sooner and we are showing it needs to be online by 2033. It is a very long process to get a new well up and running. The intent is to start working on the project between 2025-2027. It will also help with projected deficiencies.

JEFF: So a new well is not needed for ten years?

WESTON: We don't know what development will do as a project like the Richmond Village would require us to need it sooner. Also, impact fees have to be spent within a certain amount of time or given back to the developer.

JEFF: Smithfield City recently drilled a new well. Justin what as the timeline?

JUSTIN: I don't recall the exact timeline but I would estimate it was around five years from concept to actually functioning. You have to work with a hydrologist for a couple of years to determine the best location to drill and then either purchase the land or make sure it can have a well drilled on it. Planning for a test well and then drilling it can take up to a year. Once the test well is good then you redrill the long term well to the proper size and install all of the components that are needed. Figure a year for the new well to be drilled and taken care of and then another year for the well house, generator, and connection to the water system. Impact fees can be used but not for a test well. If the test well fails those funds come out of the enterprise fund. Impact fees can only be used for the final product. The most important part is making sure you make the best possible decision of where to drill. There is no guarantee when you drill that it will be a good location or produce worthwhile flow but it will be expensive no matter what. It is a several year project from the process to start until a well is actually flowing water into a system.

DISCUSSION AND POSSIBLE APPROVAL OF THE EMERGENCY OPERATIONS PLAN.

DAVE CAVANAUGH: I am a ham radio operator. Every year we participate in The Great Utah ShakeOut. It is nationwide. About three years ago we were operating out of a little enclosed trailer. The mayor asked our group to make something official for the city. The radio room was funded and built in the Park Community Center. We utilize the room at least once a week if not more. We use it for drills. I have been working on an Emergency Operations Plan. The state requires us to have one and the Cache County plan is quite general in nature. Most cities in the county have adopted the county plan. Some cities have adopted a more robust plan. We looked for an old one for the city and could not find one in paper version or electronic. We started this from scratch. I worked with the Cache County Emergency Services Manager as well as other cities. They had some good information for us to utilize. It took about a year to put together. I know myself, the mayor, Holly and legal counsel have all reviewed it. Legal counsels comments were mainly to do with legislation. The Preface and Promulgation talk about why we are doing this plan. The NIMS (National Incident Management System) is discussed. The main part of the plan is the Concept of Operations. The duties of the elected officials are included in this section. This section talks about the city and who will be and be in charge of what areas and items. Please review what you would be required to do. The Annexes

are next and are labeled “A” through “M”. There are a lot of checklists included. Mutual aid agreements need to be finalized. The annexes are technical. Annex “L” is the Communications Plan. Annex “M” is the Bear River Association of Governments Pre-Disaster Mitigation Plan. There is also a section from the Richmond Stake Emergency Plan. Towards the end you will also find information on earthquakes, power outages, fire, flooding and more. This plan should not be provided to everyone as it contains personal and protected information on city employees, volunteers and others. This plan is also required if the city were to ask FEMA (Federal Emergency Management Act) for funding. Without this plan in place if we ask for funding and don’t have it, they won’t fund it. We need to add contact information for the schools and some of the local businesses. I am working with Will Lusk on this. Will is the Cache County Emergency Services Manager.

AMBER: I attended the Utah League of Cities and Towns meetings a while back and five cities made a presentation on this. They said their greatest failure was they did not have an emergency preparedness plan in place during COVID-19. They were all large sized cities. We need to know what to do, manage and support. The staff needs to know what to do. I like this plan. It will continually need to be updated. I commend you and the others who drafted this. This would not have been possible without volunteers.

DAVE: If this is adopted, we would be one of the few in the valley to have it. Smithfield, Hyde Park and Logan have one in place. Most of the other cities do not. I am currently working on an evacuation plan with the Logan City coordinator. This is a new position they recently created. We are also coordinating with the county. We are looking at evacuation zones in Richmond and Cove. We will continually need to update this document with local church information and businesses as they are always changing. The city cannot handle this alone. We need the help of others who can help out.

AMBER: How many ham radio operators do we have in the city or locally?

DAVE: There are around thirty licensed and fifteen active locally. Five of them participate with us on a regular basis. Josh Gerber, Kenlee Brown and myself are the most active. We had a new recruit join us yesterday. We have around twenty people we can call. Lewiston has some as well. Richmond and Lewiston share the same radio frequency. Lewiston will now need their own where the church stakes have been split. Most ham radio operators are older in age. We need some new young operators.

BRYCE: This is an awesome plan. It is good to have it.

DAVE: Eventually this will need to be signed when it is put into place.

A motion to adopt the Emergency Operations Plan was made by Amber, seconded by Bryce and the vote was unanimous.

Yes Vote: Ervin, Draxler, Wood, Black

No Vote: None

Absent: Bair

HOLLY: I have been working with Dave for 18 months. Dave has donated countless hours to the community. He has worked with the staff on the operation of the radios if needed. Thank you for your time and effort.

PUBLIC HEARING FOR THE PURPOSE OF DISCUSSING ORDINANCE 2025-12, AN ORDINANCE AMENDING THE RICHMOND CITY MUNICIPAL CODE, TITLE 3-000 “MUNICIPAL GOVERNMENT”, PARTS 3-110 “CAMPAIGN FINANCE DISCLOSURE”, 3-111 “GENERAL”, 3-112 “DEFINITIONS”, 3-113 “FILING OF DISCLOSURE REPORTS”, 3-114 “TIME OF FILING”, 3-115 “CONTENTS OF STATEMENT”, 3-116 “PUBLIC INFORMATION”, 3-117 “PENALTY FOR NONCOMPLIANCE”, ADDING PART 3-201 “SIX-MEMBER COUNCIL FORM OF MUNICIPAL GOVERNMENT”, AMENDING PARTS 3-210 “ELIGIBILITY FOR ELECTIVE OFFICE”, 3-220 “VACANCIES IN ELECTIVE OFFICE”, 3-221 “VACANCY IN OFFICE” AND 3-222 “VACANCY IN OFFICE OF MAYOR”.

JUSTIN: The proposed Ordinance is a housekeeping Ordinance to clean up a few sections of the code. The first update is to the financial disclosures required by the candidates during a municipal election. There are several deadlines and requirements that must be met by each candidate. I am sure they are tired of my repeated emails reminding them of upcoming deadlines and submittal dates. The update would remove the existing code and refer it to Utah Code Annotated 10-3-208 “Campaign finance disclosure in municipal election”. It does not state in our code we are six-member form of government which consists of a mayor and five council members. We would add this section and refer to Utah Code Annotated 10-3b “Forms of Municipal Government”. We would update the code

sections on eligibility for elected offices as well as what happens when a vacancy occurs. Eligibility would refer to Utah Code Annotated 10-3-301 “Notice – Eligibility and residency requirements for elected municipal office – Mayor and recorder limitations”. Vacancies would refer to Utah Code Annotated 20A-1-510 “Midterm vacancies in municipal offices”.

BRYCE: Will this Ordinance have any impact on the current election cycle or to the candidates?

JUSTIN: No.

A motion to close the regular council meeting and open the public hearing was made by Bryce, seconded by Amber and the vote was unanimous.

Yes Vote: Ervin, Draxler, Wood, Black

No Vote: None

Absent: Bair

The public hearing opened at 7:25 P.M.

There were not any comments or questions.

A motion to close the public hearing and reopen the regular council meeting was made by Daryl, seconded by Amber and the vote was unanimous.

Yes Vote: Ervin, Draxler, Wood, Black

No Vote: None

Absent: Bair

The public hearing closed at 7:26 P.M.

DISCUSSION AND POSSIBLE VOTE ON ORDINANCE 2025-12.

A motion to adopt Ordinance 202-12, an Ordinance amending the Richmond City Municipal Code, Title 3-000 “Municipal Government”, Parts 3-110 “Campaign Finance Disclosure”, 3-111 “General”, 3-112 “Definitions”, 3-113 “Filing Of Disclosure Reports”, 3-114 “Time Of Filing”, 3-115 “Contents Of Statement”, 3-116 “Public Information”, 3-117 “Penalty For Noncompliance”, adding Part 3-201 “Six-Member Council Form Of Municipal Government”, amending Parts 3-210 “Eligibility For Elective Office”, 3-220 “Vacancies In Elective Office”, 3-221 “Vacancy In Office” and 3-222 “Vacancy In Office Of Mayor” was made by Bryce, seconded by Daryl and the vote was unanimous.

Yes Vote: Ervin, Draxler, Wood, Black

No Vote: None

Absent: Bair

STAFF REPORTS AND MONTHLY FINANCIAL REVIEW.

WESTON: I don’t have any additional items tonight.

HOLLY: The Halloween Carnival had over 700 attendees. Thanks to the seniors, Lee’s Marketplace, the youth council, staff and more for making it happen. Pumpkins were painted by students at White Pine Elementary and North Cache Middle School. Now the event is over the kids can come in and pick them up and take them home. The Holiday Festival will be on Friday, December 5th and Saturday, December 6th. There will be more auction trees this year and we will have the Candy Cane Lane contest again. There was one zoning clearance in the last month and it was in the Johnson View Subdivision. The Peak View Subdivision plat is working its way through and in the Final Plat process.

JOEL: Please tell people where this is located.

HOLLY: It is on 400 West behind the Mike Harris residence. John Harris will be taking a culinary water distribution course soon. The sidewalk replacement on 200 East Main going north is now complete. The staff now needs to do

the backfill and clean up process. The sidewalk on 100 East will start after things dry up from the last rainstorm. We don't want to tear up the right-of-way any more than is needed. The community building roof project is about 70% complete. Ivan is working with John on the last remaining items. The contractor has been great to work with. The new handrails at the entrance to the Black & White Days pavilion have been installed. Two of the three trees in front of the post office have been removed. They were diseased. We plan to plant one new tree in the spring. The sweeper is out and active. The next movie night is planned for Friday, October 24th and is sponsored by the Brady Christensen family.

JOEL: Thanks to Holly and the staff for what they do. What recognize what is being done and the effort it takes.

JUSTIN: The ballots for the upcoming General Election started arriving at peoples homes this week. There is one big change this year. The ballots must be physically received by Tuesday, November 4th at 8:00 P.M. in order to be counted. Being postmarked before November 4th no longer works. Those that are voting in the last couple of days should put their ballot in the drop box located in the front of the Park Community Center to make sure it is received and counted. If people don't receive their ballot within the next week, they should contact the Cache County Elections Office by phone at (435) 755-1460 or via email at elections@cachecounty.gov. In regard to water impact fees we have on hand. As of June 30, 2025 the amount of impact fees available is \$1,175,139 and includes funds from Fiscal Year 2024 and Fiscal Year 2025. They have to be spent within five years of when received. We do not have any sewer impact fees on hand they have all been spent. Last month we received \$56,876 in sales tax revenue and \$31,112 for our first allocation of Class "C" Road funds. The library received a donation of \$5,000. We pay Smithfield City twice per year for our fire contract. We just paid for July through December 2025 in the amount of \$50,944. Water impact fee revenue through September totals \$56,690 and sewer impact fee revenue totals \$39,399. I am glad the audit is done for the year. It is always very stressful and takes a lot of time. There are hundreds of documents which we gather and provide. Some items require a tremendous amount of documentation such as impact fees. We provide everything from the zoning clearance to the payment to proof of where it was deposited in the bank. I already knew upfront the COG Grant application would be heavily scrutinized, as expected, as it totaled almost \$900,000 and was spread over two fiscal years. The city is in the best financial position it has ever been thanks to the current and former council and mayors. We have been able to save funds to pay cash for a lot of projects. Last year alone we spent several hundred thousand dollars on membranes for the sewer system and paid cash for them. I am proud of the position we are in financially. It has taken a lot of time and effort to get where we are at.

JOEL: The experience Justin brings to us from Smithfield City is a benefit to us. They are years ahead of us on some things and we will be following them as we grow. The knowledge he brings from how they are growing and doing things is a massive benefit to us. Thank you for all you do.

COUNCIL MEMBER AND MAYOR REPORTS

AMBER: I grew up here and remember when the city had four employees. The city has grown immensely since then. I was asked what makes Richmond different? I tell people I grew up in a Hallmark community where anyone could visit anyone at any time. That was my childhood. My kids had the same experience. We have done good things over the last four years. My life has been impacted. I am proud of who we are and what we stand for. We have a great staff. The community looks nice. We have employees who get things done. I want to thank the staff, council and those I work with. Adrian helped out at The Park Bench today as a fill in. If someone cannot be here someone else steps up to the plate. For the Halloween Carnival, the person in charge had a family emergency and had to leave. The staff had it covered and nobody knew. The Park Bench is growing and Gilberto is doing an amazing job in the kitchen. I deliver the meals in some cases. We sent out 60 meals recently and it is not enough for the community.

DARYL: I want to thank John for helping to oversee the community building roof project. I would like you to review the windows in the upper attic.

JOHN HARRIS: They need to be replaced.

DARYL: Let's get them taken care of. I asked Melissa a couple of months ago to help get bids for some pickleball courts. We have talked about it a lot in the past but it never went anywhere. I tasked her with getting the cost. We will eventually review the bids when received. The ball is rolling in obtaining costs. It would be for eight pickleball courts including the fencing and lights. It would use the existing footprint of our facility. A multi-use court would be created. I appreciate Dave taking care of the emergency preparedness plan. I am still working on the irrigation water metering project and know it is something we will have to address next summer.

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BRYCE: I am on the White Pine Elementary Community Council. There are some safety issues we are reviewing in crossing the road at 100 North State Street. We are working with the deputies to monitor that area closer. We are looking at some different solutions to consider. The youth council is in need of an additional adult leader. Lyndsey Bair had to step down as her employment situation changed. We need another volunteer. We also want to get more kids involved. Many of the older kids have graduated and moved on. We are going to hold an event that encourages recruitment.

AMBER: Did the kids go to Lagoon this year?

BRYCE: No, we didn't consider it this year and looked at other plans.

JOEL: I moved to the city about fifteen years ago in November 2010. My neighbor shoveled all of his snow into my driveway and I wanted to get even and put my snow in his driveway. My wife convinced me to do otherwise and long term we became good friends with the Hill family. I appreciate them and who they are. I love the community and the friendships. People want to do good. Some people have been sucked into not doing good. When interacting with neighbors or posting online please consider before you do, would you want what you are going to post to be said about your spouse, children, family or friends. If not, then don't post it. Talk to your neighbors. If their dog barks; talk to them. Find a way for a peaceful resolution. I hope we can all be better at being peacemakers. We all have a lot to deal with. Recently a 26-year-old family member took her own life. I would not want to be the cause of something like that. Stand up for what is right. Fight against what is not. As one last item, I was asked to remind everyone of the following. Utah code strictly prohibits the distribution of private records and personnel files. They are not to be released to the public and are a private record. We have very limited information we can share on employees. There is very little we can share other than their name, wage and if they work here or don't work here any longer.

A motion to adjourn was made by Bryce, seconded by Amber, and the vote was unanimous.

Yes Vote: Ervin, Draxler, Wood, Black

No Vote: None

Absent: Bair

Adjournment at 7:55 P.M.

RICHMOND CITY CORPORATION

Paul J. Erickson, Mayor

ATTEST:

Justin B. Lewis, City Recorder



Richmond Water Conservation Plan

October 2025

Prepared By:



J·U·B ENGINEERS, INC.

1047 S 100 W #180
Logan, UT 84321

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DRAFT

1. Introduction

In response to the continual growth that the State of Utah has seen statewide, Richmond City has become increasingly aware of the future cost and availability of finite supply of water. Similar concerns have been demonstrated by the state legislature as shown by the Water Conservation Plan Act described in Section 73-10-32 Utah Code Annotated. This document constitutes the Water Conservation Plan for Richmond City.

To develop this plan, Richmond City has commissioned J-U-B Engineers, Inc. The intent of this plan is to implement better management practices and conservation efforts which will aid in maintaining and conserving the city's water resources for the long term.

Richmond City recognizes the critical importance of maintaining and conserving water resources to meet the needs of its customers. As a result, protecting and maintaining the City's water sources and distribution system is a priority, ensuring a reliable and continuous water supply.

Currently there is no one fulfilling the role as the Water Conservation Coordinator for the City. Richmond City is a small community, and it would be a burden to have additional staff. Therefore, any conservation coordination will be accomplished by existing City Council members, city staff and the water system operator.

1.1 Definitions

The following definitions are provided to clarify commonly used terms in the report:

- Average Daily Flow: The average yearly demand volume expressed in a flow rate.
- Average Yearly Demand: The total volume of water used during a calendar year.
- Demand: The required flow rate or volume to satisfy consumer use.
- Distribution System: The network of pipes, valves and bends used to deliver water to the users.
- Drinking Water: Water suitable for human consumption. Sometimes referred to as culinary water or potable water.
- Equivalent Residential Connection: A measure used in comparing water demand from nonresidential connections to residential connections.
- Fire Flow Requirements: The rate of water delivery required to extinguish a particular fire. Usually given as a rate of flow (gallons per minute) for a specific period.

- Head loss: The amount of pressure lost in a distribution system under dynamic conditions due to the wall roughness and other physical characteristics of pipes and fittings.
- Peak Day: The day(s) of the year in which a maximum amount of water is used in a 24-hour period.
- Peak Day Demand: The average daily flow required to meet the needs imposed on a water system during the peak day(s) of the year.
- Peak Instantaneous Demand: The flow required to meet the needs imposed on a water system during maximum flow on a peak day.
- Pressure Reducing Valve (PRV): A valve used to reduce undesired pressure in a water distribution system.
- Pressure Zone: The area within a distribution system in which water pressure is maintained within specified limits.
- SCADA: Supervisory control and data acquisition software and hardware that allows for remote monitoring and control of system components.
- Service Area: The area for which users participate in the ownership, planning, design, construction, operation, and maintenance of a water system.

2. Water Conservation Goal and Implementation Plan

The primary water conservation goal is to reduce per capita water consumption by 18 % by the year 2030. This aligns with the regional water conservation goal set forth by the Utah Division of Water Resources for the Bear River Region. Richmond City aims to reduce the average daily water use per residential connection by 18% by the year 2030, using the current average of 358 gallons per day (outlined in section 6) as the baseline. This goal will be tracked using annual water use data and will be evaluated based on a five-year rolling average to account for seasonal and annual variability. Progresses will be monitored through metered residential usage and reported annually.

Implementation Strategy:

Progress towards the goal will be reviewed at the end of the year on a yearly basis. The implementation strategy aligns with the Best Management Practices outlined in Section 7.

- Launch community education program by January 1st 2026
 - Email Water conservation plan to all residents starting in May and yearly after that.

- During the months from June - August, send out monthly reminders to conserve water (only water lawn at night, don't water during the heat of the day (10am-6pm). This will be done every year on those months.
- Utilize resources from Slow The Flow, Water Resources, CWEL and WaterSense.
- Enforce and follow current Richmond City Code for water conservation practices 14-141, 14-142, and 14-143.
- Develop conservation policies by January 1st 2027
 - Recommend a waterwise demonstration garden.
 - Send out notices to users with high water usage.
 - Adopt new ordinance requiring water-efficient landscaping in all new commercial developments.

3. System Profile and Supply Information

Background information and assumptions were needed to complete this conservation plan. This section addresses the service area, projected growth, state requirements, and demands used in the analysis. The state requirements and demand analyses are separated into different components of the water system including the source and storage. The existing water system consists of two springs, two wells, three tanks, and nearly 30 miles of pipe.

3.1 Service Area

Richmond City, located in Cache County, Utah is experiencing steady population growth and development, increasing demand on its water supply and distribution systems. The Richmond City culinary water system provides water to approximately 3,268 residents, in addition to several commercial facilities. The culinary water system supplies water for both indoor and outdoor use. In addition to residential growth, Richmond City is also preparing for possible commercial growth. A service map from the Richmond Water Masterplan 2025 is shown in Figure 1.

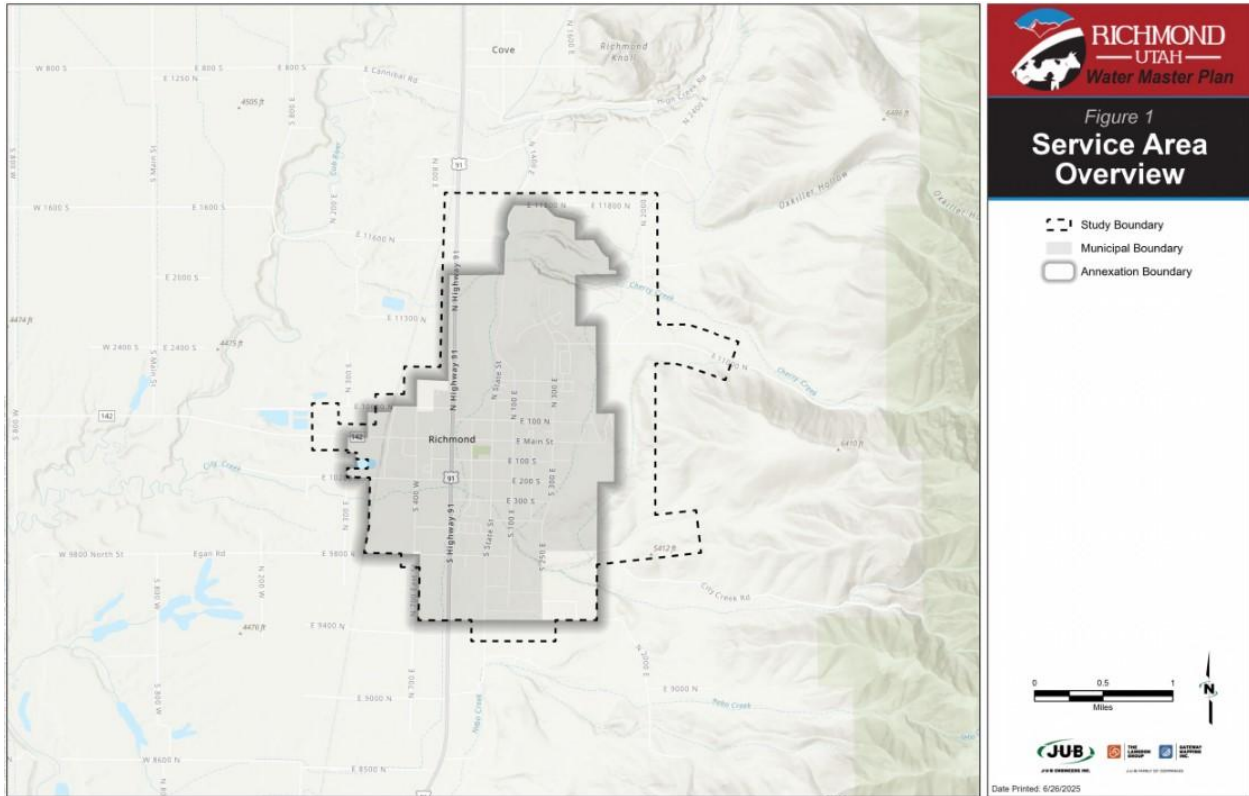


Figure 1. Service Area Overview Map

3.2 Connections

Richmond city submits an annual report to the state detailing the number of connections within its system. However, for the Richmond Water Masterplan 2025 and this Water conservation Plan, industrial connections have been grouped with commercial connections as a single category. The billing rate, outlined in section 4, has the same rate for all types of connections.

The number of residential connections is 962 while the number of commercial connections is 45 for a total of 1007 connections. The total number of ERC's for residential connections is 962 and the total number of commercial/industrial connections is 148 for a total of 1110 ERC's. A summary is outlined in Table 1.

Table 1. ERC Summary Table.

Type of Service	Number of Connections	Total ERC
Residential	962	962
Commercial/Industrial	45	148
Total	1007	1110

3.3 Sources

Richmond City currently has water rights through several sources. Those rights have been developed at the Cherry Creek Spring, City Creek Spring, WDCI Well, and Cherry Creek Well. Although the City has sufficient water rights to meet demand, the infrastructure restricts the volume of water that can be supplied to the system. The following sources produce the following volume of water: Cherry Creek Spring has a peak flow of 686 gpm which is equal to a yearly volume of 1,107 ac-ft. City Creek Spring has a peak flow of 80 gpm which is equal to a yearly volume of 129 ac-ft. The WDCI Well has a peak flow of 500 gpm which is equal to a yearly volume of 807 ac-ft. The Cherry Creek Well has a peak flow of 380 gpm which is equal to a yearly volume of 613 ac-ft. The developed sources have a combined peak day flow capacity of 2,397,600 gallons per day and a yearly volume capacity of 2,655 ac-ft. A summary of the sources is shown in Table 2.

Table 2. Source Peak Flow Capacity.

Source	WR #	Peak Flow (gpm)	Peak Flow (gpd)	Yearly Volume (gal)	Yearly Volume (ac-ft)
Cherry Creek Spring	25-3060	686	987,840	360,561,600	1,107
City Creek Spring	25-4764	80	115,200	42,048,000	129
WDCI Well	25-2330	500	720,000	262,800,000	807
Cherry Creek Well	25-6053	380	547,200	199,728,000	613
Total		1,646	2,370,240	865,137,600	2,655

3.4 Water Storage

Richmond City currently has three water tanks, the Main Tank which has a capacity of 500,000 gallons, the Cherry Creek Tank which has a capacity of 2,000,000 gallons, and a steel tank which

has a capacity of 500,000 gallons. These three tanks provide a combined storage of 3 million gallons.

3.5 System Demands and Water Budget

The water system demand includes the peak day flow rate and an annual volume required by the system. System demands are used to calculate the level of service that must be provided by the water sources. It is also used in the hydraulic modeling to determine the level of service provided by the delivery system.

Unless a secondary water system exists to provide water for outdoor use, the culinary system must provide water for both indoor and outdoor use. Some Richmond City residents have irrigation water provided through a mixture of pressurized irrigation and earthen canals that run through the area. It was assumed that approximately 30% of the connections use non-treated irrigation water for outdoor water use. Consequently, the culinary system must provide the remaining 70% of the system with water for outdoor irrigation needs. The future development of a secondary water system by the Richmond Irrigation and Power Company would have significant future impact on the demands of the culinary water system.

The outdoor and indoor demands used in the model were calculated for each home using data from individual water meters from the past three years. Richmond City has meters on springs, wells, and on individual customer connections. There are several considerations when using this data for use in the system analysis.

1. Customer meter readings do not account for system losses.
2. Monthly meter readings during peak months can only show the average daily flows for the peak month and don't reflect the higher peak daily flows that occur during that peak month.

System demands are based on flow rates per ERC. An ERC is used to equate nonresidential users to an equivalent number of residential users. Richmond City currently has 962 residential and 45 commercial connections, resulting in a total of 1110 ERC's as mentioned in section 3.2.

Richmond City's culinary water system is currently supplied by 2 springs and 2 wells as noted in section 3.3. The wells and springs produce a combined discharge of 1,646 gpm which is equal to a yearly volume of 2,655 ac-ft. The City's current water rights total 10.45 cfs (4690 gpm) or a yearly volume of 7565.5 ac-ft. Richmond City has sufficient municipal water rights to satisfy the projected system requirements. As part of the 2025 Richmond Water Masterplan, J-U-B is working on a 40-year water rights plan.

3.6 Future Supply Projections

Richmond City’s current culinary water supply and demand in gpm are shown in Figure 2. The reliable supply represents the peak flow produced by all sources. This peak flow is considered sufficient to meet the city’s water needs and is therefore used as a measure of reliable supply. The projected demand follows the state’s guidelines for indoor and outdoor use as specified in R309-510-7. A ERC growth rate of 2.75% was assumed based on the City’s expected ERC growth. Efficient use is using the Bear River Regional goal for an 18% reduction in water use.



Figure 2. Future Water Supply and Demand

Richmond City’s 20 year anticipated culinary water usage is summarized in Table 3. The usage is assumed to be the projected demand from the State’s guidance for indoor and outdoor use (R309-510-7).

Table 3. Anticipated Culinary Water Usage.

Year	Usage Volume (gpm)	Efficient Use (gpm)
2025	1755	1439
2045	2876	2359
2060	4166	3416

It is anticipated that Richmond City will need add an additional source to meet the current water demand. Richmond City is planning to drill a new well. The well will provide adequate flow to meet future demand. As outlined in Richmond’s Water Masterplan 2025, the projected cost for the new source and all necessary components to integrate it with the current infrastructure is \$4,300,000.

3.7 Projected Growth

The projected growth in the city was estimated based on current development and known future development. The engineer, through discussion with city officials and review of plans, determined that the ERC’s will have a growth rate of 2.75% over the next 20 years. The locations where the projected growth is expected to occur was decided using the current and future development plans as well as the future land uses designated in the city’s general plan.

Richmond City anticipates a rise in the number of ERCs due to increased density in planned subdivision. Unlike population growth, ERC growth follows a different trajectory. The city projects that as more land within Richmond is developed at higher densities, the ERC growth rate will differ from that of the population. A 2.75% average annual growth rate was used to project the ERC growth. The current ERC value for 2023 is 1095. The projected ERC value for the year 2033 is 1436. The projected ERC value for the year 2043 is 1884. Table 4 is a summary of the projected ERC values.

Table 4. Population and ERC Projections.

Year	Population	Total ERCs
2023	3127	1095
2033	3705	1436
2043	4196	1884

4. Billing

Richmond City’s current culinary water rate structure per month is shown in Table 5.

Table 5. Monthly Water Fee Schedule.

Type of Service	Amount	Price
Residential/Commercial	Base 10,000 gallons	\$64.00
Residential/Commercial	10,001 – 100,000	\$1.00 per 1000 gallons used
Residential/Commercial	100,001 +	\$2.00 per 1000 gallons used

It is projected that Richmond City will continue to increase the base rate (the first 10,000 gallons) by \$1 every year.

5. System Water Loss

The City shows a high amount of water loss in the data it reports to the Division of Drinking Water each year. The past three years of water loss are shown in Table 6. The water loss is the difference in the amount of water entering into the system through sources, and the water leaving the system through meters. The water loss in the system is assumed to be attributed to tank overflow, pipe leaks at fittings or connections, fire hydrant flushing, and malfunctioning meters.

Table 6, Historic Estimated Water Loss.

Year	Water from Sources (ac-ft)	Water Billed (ac-ft)	Estimated Water Loss
2022	550.1	473	14.0%
2023	572.4	477.2	16.6%
2024	640.9	495.8	22.6%

An analysis of the water entering and leaving the system revealed a high amount of water lost in 2024. It was discovered that a leak occurred between Cherry Creek Spring and the Main Tank for the majority of the year, resulting in an increase of estimated water loss.

All connections on Richmond City’s system are metered and read monthly. Richmond City utilizes SCADA and radio read meters to monitor volume of water captured and used. The 3-year average of total water volume from the sources is 587.2 ac-ft. The 3-year average of total water volume billed is 482 ac-ft. It is estimated that the 3-year water loss is about 105.8 ac-ft.

New developments in Richmond are required to install a dry secondary system. This system may be used in the future to reduce the use of outdoor watering on the culinary system.

6. Water Use and Measurement

6.1 Annual Estimated Usage

Table 7 shows the billing summary for January 1st through December 31st in 2024 indicates that a total of 161,567,066 gallons were metered during this period. The usage is summarized by connection type.

Table 7. Annual Estimated Usage.

Richmond City Culinary Water Usage 2024 (January 1 st – December 31 st)			
	Residential	Commercial	Total
Annual Metered Usage (gal)	125,634,820	35,932,246	161,567,066
Annual Usage (ac-ft)	385.5	110.3	495.8
Ave Daily Use (gal)	344,205	98,445	442,649
Ave Daily Use Per Capita (gal)	105	30	135

It should be noted that most of the culinary connection in Richmond City use culinary water for outdoor watering. The average daily use per residential connection is 358 gpd, and the average residential per capita use is 105 gpcd. The overall average daily use per ERC for the system (total usage divided by total ERC's) is 399 gpd.

7. Water Conservation Practices

7.1 New Best Management Practices (BMPs)

The following are new BMPs that Richmond City will implement in the next 5 years. The BMPs come from a list of suggestions provided by the State.

- Develop or utilize existing messaging from Slow The Flow, Water Resources, CWEL and WaterSense.
- Display educational materials & resources on agency website(s), social media and bills.
- Recommend a waterwise demonstration garden.
- Adopt an ordinance requiring water-efficient landscaping in all new commercial development.

- Utah SB28 requires water rates to rise for higher tiers of consumption.
- High water use notification.

7.2 Summary of Progress from Previous Water Conservation Plan

Richmond City’s previous Water Conservation plan from 2020 outlined a few BMPs. It is reported that the city accomplished the goals of the following:

- Radio-read meters installed to un-metered users, primarily City facilities.
- Continued efforts to resolve secondary water share attachments to specific properties though the Richmond Irrigation & Power Company.
- Richmond continued active efforts to move toward “purple pipe” effluent water from our Membrane Bioreactor (MBR) wastewater treatment plant into the culinary water system via water swap with the Richmond Irrigation Company.

7.3 Current Conservation BMP Practices

Richmond City has several City Codes addressing water conservation. The codes address actions the city can take in times of water scarcity. During water scarcity, the mayor can limit water usage through a proclamation, and its illegal to violate this proclamation. Users must avoid wasteful water practices; if they continue wasting water after being notified, the Richmond City Council may terminate their water service after a hearing.

7.4 Contact Information

Table 8. Contact Information.

Name	Position	Phone	Email
HollyJo Karren	City Administrator/City Treasurer	(435)258-2092	hkarren@richmondutah.gov
Austin Hinckley	Public Works Manager	(435)258-2092	ahinckley@richmondutah.gov

**RICHMOND CITY CORPORATION
90 S 100 W
RICHMOND, UT 84333**

General Election Canvass for November 4, 2025

Mavor – 4 Year Term

Amber Ervin	367
Jeff Young***	476
Total Votes Cast:	843

City Council – 4 Year Term (2 Elected)

Lyle R Bair***	574
Daryl Black***	563
Sharik L. Peck II	213
Craig Harris	228
Total Votes Cast:	1,578

City Council – 2 Year Term

Kayleen Bell	318
Fran Schumann***	519
Total Votes Cast:	837

***Elected

Total Registered Voters 1,696
Total Ballots Cast 849
Voting Percentage 50.06%

We the undersigned Board of Canvassers and City Recorder, hereby, certify the foregoing statement to be a true and correct tabulation of the November 4, 2025 Primary Election returns as derived from the Official Canvass of the votes.

Lyle Bair, City Council _____ Daryl Black, City Council _____

Amber Ervin, City Council _____ Justin B. Lewis, City Recorder _____

Joel Draxler, City Council _____

Bryce Wood, City Council _____

Date: November 18, 2025



2025 Municipal General Election Canvass Report & Official Statistics

Prepared for:
Richmond

Prepared By: Cache County Clerk's Office – Elections Division
Contact: elections@cachecounty.gov | (435) 755-1460

Introduction

This Canvass Report is provided pursuant to the requirements of Utah Code Title 20A, which establishes the statutory framework governing elections within the State of Utah, including municipal elections. The canvass serves as the official examination and certification of election returns, ensuring the accuracy, completeness, and legality of the vote totals reported.

Under interlocal agreements executed with participating municipalities, Cache County is responsible for administering municipal elections. This includes maintaining and providing access to the statewide voter registration database, managing vote-by-mail ballot distribution and processing, offering early and election day in-person voting, and providing the election infrastructure and equipment necessary for compliance with state law and best practices. Municipalities remain essential partners in this process through coordination, facilitation of candidate filings, and support in public notice & election oversight.

The County acknowledges and appreciates the cooperation of municipal officials and staff throughout the administration of the 2025 Municipal Election. From the execution of interlocal agreements and the conduct of the candidate filing period, through ballot distribution, voting, and the canvass process, the collaboration of our municipal partners has been indispensable to the lawful and effective administration of these elections.

Definitions

The following terms are used throughout this Canvass Report and are defined here for reference, with citations to the Utah Code where applicable:

Interlocal Agreement: A contract between Cache County and a municipality authorizing the County to administer the municipality's election. *Title 11, Chapter 13 (Interlocal Cooperation Act)*

Active Registered Voter: A voter who is registered and not designated inactive. §20A-2-305

Ballot Dropbox: A secure receptacle established for depositing voted ballots; subject to security and chain-of-custody requirements. §20A-5-400.5

In-Person Voting: Voting conducted at an official polling location during early voting or on Election Day. §§20A-3a-201, 20A-3a-601

UOCAVA Voter: A military or overseas voter covered by the Uniformed and Overseas Citizens Absentee Voting Act. §20A-16-403

Provisional Ballot: A ballot issued when a voter's eligibility cannot be immediately verified; counted only if eligibility is confirmed. §20A-4-107

Signature Verification Comparing the signature on a returned ballot envelope with the voter's signature on file. §20A-3a-202(5)

Ballot Cure Process: The process allowing a voter to resolve a missing or mismatched signature. §20A-3a-401

Ballot Return Deadline/Past Deadline: Ballots must be received by the election officer no later than 8:00 p.m. on Election Day. Postmarks no longer apply. § 20A-3a-204

Undeliverable Ballots: Mail ballots returned as undeliverable. Voter may be designated inactive until registration is updated. §20A-2-306

Richmond

2025 Municipal General Canvass

Official Results	
Active Registered Voters	1,696
Total Ballots Cast	849
Voter Turnout (%)	50.06%
Ballots Returned	
Dropbox	721
USPS	122
In Person	4
UOCAVA	1
Provisional	1
Total	849
Challenged Ballots	
Ballots with Signature Verification Issues	11
Ballots Cured	3
Not Cured	8
Rejected Ballots (Not Cureable)	
Past Deadline	7

Richmond

2025 Municipal General Canvass

Provisional Ballots	
Issued	1
Counted	1
Rejected: Insufficient ID	0
In-Person Voting	
Early	0
Election Day	4
Total	4
Undeliverable Ballots	
Undeliverable/No Forwarding	9
Temporarily Away	0
In-County Move	19
Out of County Move	5
Out of State Move	4
Total	37
UOCAVA Ballots	
Sent	4
Returned	1

STATISTICS

TOTAL

Registered Voters - Total	1,696
Ballots Cast - Total	849
Ballots Cast - Blank	1
Voter Turnout - Total	50.06%

Richmond Mayor

Vote For 1

	TOTAL
JEFF YOUNG	476
AMBER ERVIN	367
Total Votes Cast	843
Overvotes	0
Undervotes	6
Contest Totals	849

Richmond City Council - 4 Year

Vote For 2

	TOTAL
LYLE R BAIR	574
DARYL BLACK	563
CRAIG HARRIS	228
SHARIK L PECK II	213
Total Votes Cast	1,578
Overvotes	0
Undervotes	120
Contest Totals	1,698

Richmond City Council - 2 Year

Vote For 1

	TOTAL
FRAN SCHUMANN	519
KAYLEEN BELL	318
Total Votes Cast	837
Overvotes	0
Undervotes	12
Contest Totals	849

November 4, 2025

Cache County, UT

3RCH1:I

STATISTICS

	TOTAL
Registered Voters - Total	913
Ballots Cast - Total	454
Ballots Cast - Blank	1
Voter Turnout - Total	49.73%

Richmond Mayor

Vote For 1

	TOTAL
JEFF YOUNG	268
AMBER ERVIN	180
Total Votes Cast	448
Overvotes	0
Undervotes	6
Contest Totals	454

Richmond City Council - 4 Year

Vote For 2

	TOTAL
DARYL BLACK	325
LYLE R BAIR	301
CRAIG HARRIS	118
SHARIK L PECK II	102
Total Votes Cast	846
Overvotes	0
Undervotes	62
Contest Totals	908

3RCH1:I

Richmond City Council - 2 Year

Vote For 1

	TOTAL
FRAN SCHUMANN	290
KAYLEEN BELL	154
Total Votes Cast	444
Overvotes	0
Undervotes	10
Contest Totals	454

November 4, 2025

Cache County, UT

3RCH2:I

STATISTICS

	TOTAL
Registered Voters - Total	783
Ballots Cast - Total	395
Ballots Cast - Blank	0
Voter Turnout - Total	50.45%

Richmond Mayor

Vote For 1

	TOTAL
JEFF YOUNG	208
AMBER ERVIN	187
Total Votes Cast	395
Overvotes	0
Undervotes	0
Contest Totals	395

Richmond City Council - 4 Year

Vote For 2

	TOTAL
LYLE R BAIR	273
DARYL BLACK	238
SHARIK L PECK II	111
CRAIG HARRIS	110
Total Votes Cast	732
Overvotes	0
Undervotes	58
Contest Totals	790

3RCH2:I

Richmond City Council - 2 Year

Vote For 1

	TOTAL
FRAN SCHUMANN	229
KAYLEEN BELL	164
Total Votes Cast	393
Overvotes	0
Undervotes	2
Contest Totals	395

**RICHMOND CITY CORPORATION
ORDINANCE 2025-14**

WHEREAS, the City Council of Richmond has the responsibility for the general welfare of the City; and

WHEREAS, such responsibility includes but is not limited to, establishment of best management practices; and

WHEREAS, management practices may evolve over the passage of time:

NOW THEREFORE, the City Council of Richmond City, County of Cache, State of Utah, hereby adopts, passes and publishes the following:

AN ORDINANCE AMENDING THE RICHMOND CITY MANUAL OF DESIGN & CONSTRUCTION STANDARDS, CHAPTER 5.0 “CULINARY WATER SYSTEM DESIGN”, SECTION 5.01 “GENERAL”.

BE IT ORDAINED BY THE CITY COUNCIL OF RICHMOND CITY, CACHE COUNTY, UTAH AS FOLLOWS:

1. Sections shall be amended such that the **highlighted** areas below shall be added and the ~~strikeout~~ areas shall be deleted.

5.01 GENERAL

AH. All water service connections for residential and commercial use shall have an individual water meter per unit.

2. Should any section, clause, or provision of this Ordinance be declared by a court of competent jurisdiction to be invalid, in whole or in part, the same shall not affect the validity of the Ordinance as whole, or any other part thereof.
3. All ordinances, and the chapter, clauses, sections, or parts thereof in conflict with provisions of this ordinance are hereby repealed, but only insofar as is specifically provided for herein.
4. This ordinance shall become effective after the required public hearing and upon its posting as required by law.

THIS ORDINANCE shall be attached as an amendment to the Richmond City Municipal Code above referred to.

ADOPTED AND PASSED by the Richmond City Council on this 18th day of November, 2025.

RICHMOND CITY CORPORATION

Paul J. Erickson, Mayor

ATTEST:

Justin B. Lewis, City Recorder