

**RICHLAND HILLS CITY COUNCIL
REGULAR MEETING AGENDA
MARCH 8, 2021
CITY HALL, 3200 DIANA DRIVE**

The Work Session and Regular Session are open to the public and citizens are welcome to attend. However, due to the current Coronavirus (COVID-19) outbreak in our area and in an effort to abide by social distancing recommendations, we encourage citizens wishing to participate in the meeting to email your comment to City Secretary Cathy Bourg at cbourg@richlandhills.com by 5:00 p.m. on Monday, March 8th. Your comment will be read aloud during Item 1A *Citizen Appearances/Public Comments*.

Some members of the City Council may be unable to attend and will be participating by video conference or phone. If you would like to join and participate in the meeting by video conference or phone, you may do so via the following options:

- **Online via Zoom:** Go to zoom.us, Join a Meeting, and enter Meeting ID 890 3297 1698 and the host will allow you to enter the virtual meeting. The host will ask you what item you would like to speak on, and you will be called upon when that item is presented to address the City Council.
- **By Phone:** Please call (346) 248-7799 and enter Meeting ID 890 3297 1698 and provide your name and address. The host will ask you what item you would like to speak on, and you will be called upon when that item is presented to address the City Council.

Like all City Council meetings, the Work Session and Regular Session will be broadcast live over the City of Richland Hills website for those who wish to watch from home.

CITY COUNCIL WORK SESSION – 6:00 PM

1. Executive Session: Pursuant to the Open Meetings Act, Chapter 551, Texas Government Code, Sec. 551.071, Sec. 551.072, Sec. 551.073, Sec. 551.074, Sec. 551.076, Sec. 551.087 and Sec. 418.0183 (f) and 418.106 (d) & (e) of the Texas Government Code (Texas Disaster Act). Refer to posted list attached hereto and incorporated herein.
2. Discuss items and presentations listed on tonight's City Council Agenda.

REGULAR SESSION – 7:00 PM

CALL TO ORDER

INVOCATION AND PLEDGES OF ALLEGIANCE

1. PRESENTATIONS

A. Citizen Appearances/Public Comments

Citizen comments emailed to Cathy Bourg (cbourg@richlandhills.com) on an item either listed on this agenda or not listed on this agenda will be heard at this time. Citizens in attendance at the meeting who have signed a card to speak to the City Council will also be heard at this time. In compliance with the Texas Open Meetings Act, unless the subject matter of the presentation is on the agenda, the city staff and City Council members are prevented from discussion of the subject and may respond only with statements of factual information or existing city policy. Public comment will not be taken on items that the Council has previously considered in a public hearing.

2. CONSENT AGENDA

All items listed below are considered to be routine by the City Council and will be enacted with one motion. There will be no separate discussion of the consent agenda items, unless a Councilmember or citizen so requests, in which event the item will be removed from the consent agenda and considered in its normal sequence. Approval of the consent agenda authorizes the City Manager to implement each item in accordance with staff recommendations.

- A. Approve minutes from the February 22, 2021 City Council Regular Meeting

3. PUBLIC HEARINGS, MEETINGS, AND OTHER RELATED ITEMS

- A. None

4. ORDINANCES & RESOLUTIONS AND OTHER RELATED ITEMS

- A. Consider Resolution 533-21 to the Texas State Legislature in support of legislation to prohibit electricity providers from selectively disrupting or discontinuing power supply to other critical infrastructure such as assisted living, skilled nursing and long-term care facilities; regional water districts; water treatment plants; sewer treatment plants; pump stations; sewer lift stations; and other public water systems
- B. Consider Resolution 534-21 Continuation of Declaration of Local Disaster – February 2021 Winter Storm

5. CONTRACTS, AGREEMENTS, BID AWARDS AND OTHER RELATED ITEMS

- A. None

6. OTHER ITEMS FOR CONSIDERATION

- A. Consider approval of disaster relief assistance for citizens recovering from damages caused by the February 2021 winter storms

7. REPORTS & DISCUSSIONS

- A. Street Improvement Projects Update
- B. January Department Reports

8. COMMUNITY INTEREST ITEMS

This is a standing item on the agenda of every regular meeting of the City Council. (The Texas Open Meetings Act effective September 1, 2009, provides that *“a quorum of the city council may receive from municipal staff, and a member of the governing body may make, a report regarding items of community interest during a council meeting without having given notice of the subject of the report, provided no action is taken or discussed.”* The Open Meetings Act does not allow Council to discuss an item concerning pending City Council business unless it is specifically, appropriately posted on the agenda.) An “item of community interest” includes the following:

- information regarding holiday schedules;
- honorary recognitions of city officials, employees, or other citizens;
- reminders about upcoming events sponsored by the city or other entity that is scheduled to be attended by a city official or city employee; and
- announcements involving imminent public health and safety threats to the city

9. EXECUTIVE SESSION

Executive Session: Pursuant to the Open Meetings Act, Chapter 551, Texas Government Code, Sec. 551.071, Sec. 551.072, Sec. 551.073, Sec. 551.074, Sec. 551.076, Sec. 551.087 and Sec. 418.0183 (f) and 418.106 (d) & (e) of the Texas Government Code (Texas Disaster Act). Refer to posted list attached hereto and incorporated herein. **Executive Session may be held, under these exceptions, at any time during the meeting that a need arises for the City Council to seek advice from the City Attorney as to the posted subject matter of this City Council meeting.**

Reconvene into open session for possible action resulting from any items posted and legally discussed in Executive Session.

10. ADJOURNMENT

CERTIFICATE

I hereby certify that the above agenda was posted on this the **5th day of March 2021 by 5:30 p.m.**, on the official bulletin board at the Richland Hills City Hall, 3200 Diana Drive, Richland Hills, Texas.

Cathy Bourg

Cathy Bourg
City Secretary



ACCESSIBILITY STATEMENT

The Facility is wheelchair accessible. If you plan to attend this meeting and you have a disability that requires special arrangements at the meeting, please notify the City Secretary 48 hours in advance of the meeting so that reasonable accommodations can be made. City of Richland Hills (817) 616-3810.

EXECUTIVE SESSION: Pursuant to the Open Meetings Act, Chapter 551, Texas Government Code, executive session may be held under one or more of Sections 551.071, 551.072, 551.073, 551.074, 551.076, 551.087, 413.183 (f) and 418.106 (d) & (e), either at the end of the Regular Session or at any time during the meeting on any item on the agenda if a need arises for the City Council to seek advice from the City Attorney or otherwise convene in closed session as permitted by such sections of the Open Meetings Act. The City Council may take action on any agenda item listed for executive session consideration upon reconvening in open session. Please refer to agenda for the items posted. The sections referenced above are generally described as follows:

Section 551.071: Consultation with Attorney

The City Council may conduct a private consultation with its attorney when the City Council seeks the advice of its attorney concerning any item on this agenda, about pending and contemplated litigation, or a settlement offer, or on a matter in which the duty of the attorney to the City Council under the Texas Disciplinary Rules of Professional Conduct of the State Board of Texas clearly conflicts with Chapter 551.

1. Regulation of Single-Family Residences
2. Open Meetings Act & Quorum Requirements

Section 551.072: Deliberation regarding real property

The City Council may conduct a closed meeting to deliberate the purchase, exchange, lease or value of real property.

Section 551.073: Deliberation regarding Prospective Gift or Donation

The City Council may conduct a closed meeting to deliberate a negotiated contract for a prospective gift or donation to the City.

Section 551.074: Deliberation regarding Personnel Matters

The City Council may deliberate the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of public officers, including the City Manager, City Secretary, City Attorney, Municipal Judge, and non-advisory city boards and commission members. A complete list of the city boards and commissions and the membership of those boards and commissions is on file in the City Secretary's Office.

Section 551.076: Deliberation regarding Security Devices

The City Council may deliberate the deployment, or specific occasions for implementation of security personnel or devices.

Section 551.087: Deliberation regarding Economic Development Negotiations

The City Council may discuss or deliberate regarding commercial or financial information received from a business prospect that the city seeks to have locate, stay or expand in or near the city and which the City is conducting economic development negotiations or to deliberate the offer of a financial or other incentive to a business prospect; particularly, discussion with economic development specialist regarding potential economic incentive agreement for development of real property.

Section 418.183(f): Texas Disaster Act

The City Council may deliberate information: (1) for purposes of preventing, investigating, or responding to an act of terrorism or related criminal activity and involving emergency response providers, their staffing, contact information and tactical plans; (2) that relates to the risk or vulnerability of persons or property, including infrastructure, to an act of terrorism; (3) that relates to the assembly of an explosive weapon, the location of a material that may be used in a chemical, biological or radioactive weapon, or unpublished information pertaining to vaccines or devices to detect biological agents or toxins; (4) that relates to details of the encryption codes or security keys for a public communication system; (5) that relates to a terrorism-related report to an agency of the United States; (6) that relates to technical details of particular vulnerabilities of critical infrastructure to an act of terrorism; (7) that relates to information regarding security measures or security systems intended to protect public and private property from an act of terrorism; or (8) any other topic subject to discussion in closed session pursuant to the Texas Disaster Act.

Section 418.106(d) & (e): Local Meetings to Discuss Emergency Management Plans regarding Pipeline Safety

The City Council may discuss emergency management plans providing for disaster mitigation, preparedness, response and recovery in executive session when those plans contain sensitive information relating to critical infrastructure or facilities, and the safety or security of the infrastructures or facilities could be jeopardized by disclosure of the emergency management plan.

Memorandum

To: Honorable Mayor Edward Lopez and Richland Hills City Council Members

From: Cathy Bourg, City Secretary

Date: March 8, 2021

Subject: Minutes from the February 22, 2021 Regular City Council Meeting

Agenda Item:

Approval of minutes from the February 22, 2021 City Council Regular Meeting

Background Information:

N/A

Financial Considerations:

N/A

Legal Review:

N/A

Board/Citizen Input:

N/A

Attachments:

February 22, 2021 Draft Minutes

Council Action Requested:

Motion to approve the minutes from the February 22, 2021 Regular City Council meeting

**RICHLAND HILLS CITY COUNCIL
REGULAR MEETING
FEBRUARY 22, 2021
DRAFT MINUTES**

Roll Call:

Council present

Edward Lopez, Mayor
Douglas Knowlton, Place 1
Stacey L. Morse, Place 2
Curtis A Bergthold, Mayor Pro Tem
Javier Alvarez, Place 4
Athena Campbell, Place 5

Council absent

Staff present

Candice Edmondson, City Manager
Cathy Bourg, City Secretary

Staff present via Zoom

James Donovan, City Attorney

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CITY COUNCIL WORK SESSION – 6:00 PM

1. **Executive Session:** Pursuant to the Open Meetings Act, Chapter 551, Texas Government Code, Sec. 551.071, Sec. 551.072, Sec. 551.073, Sec. 551.074, Sec. 551.076, Sec. 551.087 and Sec. 418.0183 (f) and 418.106 (d) & (e) of the Texas Government Code (Texas Disaster Act). Refer to posted list attached hereto and incorporated herein.

None

2. Winter Storm Recap

Candice Edmondson, City Manager presented the following winter storm recap:

Winter Storm Uri was forecasted to impact the Dallas-Fort Worth area from February 13 – February 17. The storm was expected to bring record low temperatures, blizzard like conditions and several inches of snow and ice accumulation.

In preparation for the event, staff took measures to winterize our city facilities, pump houses, fleet vehicles and equipment. All water tanks were filled, plans were in place to clear and sand roadways, and accommodations were made for first responders to stay at local hotels, so that they would not have to travel back and forth in the inclement weather. City staff sent notice to several of our large property management companies and reminded them to keep the heat on in their buildings for the next week in an effort to keep the fire suppression systems from freezing. In addition, staff coordinated with Haltom City on the opening of a warming shelter at the Christian Center that would be available to individuals in our communities who needed a warm place to stay.

Winter Storm Uri blew into our area overnight on Sunday, February 14 with a heavy snow falling throughout the day. By Monday morning, most of the state was blanketed in heavy snow and ice that was putting pressure on our power grid and electric systems. ERCOT announced the initiation of rolling blackouts to try to stabilize the state's energy grid. Non-emergency city facilities were closed on Monday in observance of the President's Day holiday, but we received numerous reports of rolling blackouts and prolonged power outages across our community including at the city complex and our well sites. We also received notice that Fort Worth had lost power to the water plant at Eagle Mountain Lake and that the water plant at Village Creek, which helps supplement our water system, was experiencing icing issues. Cities across the metroplex started opening additional warming centers to help shelter the influx of residents who were now without power and facing exposure risks due to the dangerously low temperatures. Our Police and Fire personnel responded to several calls from residents needing assistance getting to a warming center. North Fort Worth and their customer cities that rely on the Eagle Mountain plant had to issue boil water notices due to the power loss to their water system.

The situation continued to deteriorate on Tuesday with more residents and businesses experiencing prolonged power outages and facing record breaking low wind chills. The city complex and our well sites were still without power, and the Fire Station and Police Department were working off emergency backup generators. Road conditions were hazardous with icy patches along the roadways and traffic signals were out across the city due to the power outages. Due to the continued threat imposed by the low temperatures, warming centers opened at the Masonic Lodge and Calvary Lutheran Church to help shelter residents without power.

The city started to experience a decrease in water pressure with the water pumps being down and unable to push water from our wells through the system. In addition, Fort Worth

was decreasing the water supply to their customers in an effort to keep their water systems functioning; therefore, we could not get more water from Fort Worth to supplement our needs. Due to the low water pressure, we issued a precautionary Boil Water Notice for the entire city. Though there was no evidence of water contamination, any time a water system experiences low water pressure (measured at less than 20psi) there is a chance that the water pipes have been exposed to ground water intrusion. Boiling water is the only way to ensure it is safe for consumption. While staff had added additional heaters to the well pump houses trying to keep the pumps, valves and pipes from freezing, the prolonged power outages at these sites severely impacted our ability to supply water to the Richland Hills community. Staff requested generator's through the state's emergency response system, but because of the storm's statewide impact, none were available. The city's well sites cannot run off portable backup generators but require large, industrial sized generators in order to operate.

A second round of winter weather hit our area Tuesday evening into Wednesday morning. This brought additional snow, ice and low temperatures already impacting hard hit areas. Power was starting to be restored to some areas of Richland Hills including the city complex, but many areas including our well sites, remained without power. Staff was in continual communication with our Oncor representative, but they couldn't provide much of an update as to when power would be fully restored. The Boil Water Notice issued on Tuesday had been posted on the City's website, social media pages and shared with local media channels. However, since many were still without power, the Police Department coordinated a door-to-door effort to inform residents and businesses of the boil water requirement. On Wednesday, February 17, Mayor Lopez issued a Declaration of Local Disaster due to the impacts of Winter Storm Uri. This followed the disaster declarations issued by Governor Abbott and Tarrant County Judge Glen Whitley. The declaration of local disaster will assist Richland Hills in securing the supplies and equipment needed to effectively respond to and recover from this severe weather event.

By Wednesday evening, a couple of our well sites were receiving a little bit of power but were still not operating at full strength. This was allowing some water to flow back into our system. Fort Worth was also starting to increase the water flow from their system which was helping to restock our water tanks. We were seeing power restored to more properties across the city, but this also resulted in more reports of water leaks and fire suppression system breaks. This was to be expected as the temperatures warmed and water in the pipes began to expand and contract.

Public Works staff continued their efforts in getting the water system restored on Thursday. With our water tanks slowing filling up, crews were preparing to start the sanitization process in order to collect samples to send to the labs for testing. The city was able to secure cases of bottled water and the Fire Department began water distribution to our residents. Temperatures remained below freezing and some roadways were still covered in ice, so non-emergency city facilities remained closed for the rest of the week.

Public Works staff completed final preparations for water testing on Friday. With storage tanks full, staff was able to work overnight Friday on sanitizing the system. Preliminary

water samples were taken on Saturday and submitted to the labs for testing. The Fire Department acquired additional pallets of bottled water and continued water distribution to our residents on Friday and Sunday.

On Sunday around 12:30 PM, the city was notified that our water samples were clear, and we could lift the Boil Water Notice. The rescinded notice was posted on the City's website and social media pages.

Communication about the winter weather event and impacts to city services was posted on the homepage of the City's website and Facebook page. Updates about the water system issues and boil water notice were posted daily on the City's Facebook page. We are thankful to the many residents and councilmembers who helped share this information on personal and community social media pages. I would also like to thank members of our Police Department and city staff who went door-to-door to help distribute the boil water notice during the power outages.

City staff is in the process of finalizing a community alert system that will allow us to call, email and text residents with important information during emergency incidents. The Nixel system was acquired several months ago and staff is at the point where they are ready to start collecting contact information from citizens to be added to the system. Unfortunately, this severe weather event occurred before the system was up and running, but you will be seeing more information about how to sign up for notifications within the next month.

This was a very challenging week for our city, but we were not alone in these issues. Cities across the state were dealing with severe winter weather, freezing temperatures, prolonged power outages and water shortages. Many cities across the metroplex had to issue boil water notices as their water infrastructure struggled under the extreme temperatures and loss of power.

As always, our first responders rose to the call during this emergency event rendering aide to those in need and making sure our residents were healthy and safe. Our Police Department helped residents get to warming centers, monitored the weather and road conditions, conducted welfare checks, and went door to door passing out boil water notices during the power outages.

Our Fire Department responded to over 100 emergency calls, assisted businesses with fire suppression system leaks, and organized and distributed bottled water to those in need.

Our Public Works Department, the true heroes of this winter weather event, worked day and night getting our water system operational. They worked tirelessly trying to get power back to our well sites, repairing broken pumps and water lines, responding to emergency water breaks, and sanitizing and testing our entire system. And when they weren't focused on our water issues, they were clearing and sanding the roadways to make them safe. During this time, Public Works crews have responded to over 400 service calls for

water shut offs due to damaged pipes with more expected in the coming days as temperatures continue to rise.

City Manager Edmondson concluded her recap by stating that it was a really hard week, but this is why we do this job. We are called to serve our communities, help others, improve the places we live. I am forever grateful to the men and women I serve with every day. Words cannot express how proud I am of the work they did this week.

Mayor Lopez read aloud the following emailed comments and questions from John Skier: I want to thank everyone who contributed to restoring the city water supply and to those who contributed to keeping our community safe providing water, power, and outreach. Questions the event has raised: A) The boil water notice suggest we have 3 wells, but website says different how many wells do we have, how many work? B) When did we stop getting water from Ft Worth? C) Do we have a policy for communicating updates to citizens via website or social media? If so, what is it? D) Why did the city abandon a notification system to notify residents of issues. E) Not RH Specific, why do the mains break when they are well below frost line? Welcome your responses and again thank you to all everyone who took action during this event to protect lives and property. John Skier 7016 Park Place Dr., Richland Hills.

Candice Edmondson, City Manager and Scott Mitchell, Director of Neighborhood Services provided information regarding the Mr. Skiers questions.

Stacy Reddy, 7012 Hardisty Street made comments regarding last week's weather event. She volunteered in the efforts to deliver boil water notices to residents and covered five blocks. She congratulated staff for all their hard work during the winter storm.

Mayor Lopez discussed the rolling blackouts and power outages experienced and expressed that the City's water well sites and nursing homes should not be affected by power outages. He discussed the need to partner with other cities to voice our concerns to our local representatives. Mayor Lopez would like to have a Resolution drafted in support of legislation to prohibit electricity providers from discontinuing power to nursing homes, city water well sites and other critical infrastructure.

Council discussed ways to improve communication with our citizens and other agencies during an event such as Winter Storm Uri.

3. Discuss items and presentations listed on tonight's City Council Agenda.

Candice Edmondson, City Manager presented the following agenda item:

7C. Discuss Budget Workshop Date

At the February 8, 2020 meeting, City Council selected Saturday, March 27th as the best date for the Budget Workshop. As noted later in the meeting, this is the date of the City's Easter event. City Council and staff discussed other possible dates and decided on Friday, March 26th from 9:00 a.m. to noon.

Mayor Lopez called for a break at 6:37 p.m.

REGULAR SESSION – Mayor Lopez Called to Order – Time 7:00 p.m.

Invocation – Councilmember Knowlton

1. PRESENTATIONS

A. Employee Service Awards

Candice Edmondson, City Manager presented the bio for a 10-year Service Award for Stephanie Flores, Library Public Service Manager.

Mayor Lopez presented 5-year Service Awards to Christian Gayton, Patrol Sergeant and Diane Schmid, Sergeant.

B. Life-Saving Awards

Mayor Lopez presented Life-Saving Awards to Officer Nestor Escalante, Officer Daniel Winchester and Officer Daniel Sawyer for their heroic efforts and service to the community.

C. Citizen Appearances/Public Comments

Citizen comments emailed to Cathy Bourg (cbourg@richlandhills.com) on an item either listed on this agenda or not listed on this agenda will be heard at this time. Citizens in attendance at the meeting who have signed a card to speak to the City Council will also be heard at this time. In compliance with the Texas Open Meetings Act, unless the subject matter of the presentation is on the agenda, the city staff and City Council members are prevented from discussion of the subject and may respond only with statements of factual information or existing city policy. Public comment will not be taken on items that the Council has previously considered in a public hearing.

None

CONSENT AGENDA

2A. Approve minutes from the February 8, 2021 City Council Regular Meeting

Motion: Motion was made by Councilmember Knowlton and seconded by Councilmember Bergthold to approve the consent agenda.

Motion carried by a vote of 5-0.

PUBLIC HEARINGS, MEETINGS, AND OTHER RELATED ITEMS

3A. None

ORDINANCES & RESOLUTIONS AND OTHER RELATED ITEMS

4A. None

CONTRACTS, AGREEMENTS, BID AWARDS AND OTHER RELATED ITEMS

5A. None

OTHER ITEMS FOR CONSIDERATION

6A. Consider acceptance of Comprehensive Annual Financial Report for Fiscal Year ended September 30, 2020.

Daniel Hungerford of George, Morgan and Sneed, P.C. presented the Comprehensive Annual Financial Report (CAFR) of the City of Richland Hills, Texas, for the fiscal year ended September 30, 2020.

Motion: Motion was made by Councilmember Campbell and seconded by Councilmember Knowlton to acceptance of Comprehensive Annual Financial Report for Fiscal Year ended September 30, 2020.

Motion carried by a vote of 5-0.

Candice Edmondson, City Manager acknowledged Terry Leake, Interim Finance Director for her efforts in maintaining the financial stability and status if the City's funds. This will be Terry's last week with the City, and she will be greatly missed.

City Manager Edmondson thanked Council for their direction, guidance and policies put in place to help create a strong fund and financial position for the City.

REPORTS & DISCUSSIONS

7A. Fire Station Project Update

Russel Shelley, Fire Chief presented a construction update on the Fire Station Project.

Recent Progress

- CMU block for the truck bays is complete
- Structural steel and roof decking for the living quarters is complete
- Brick on south end of the building is complete
- Framing of exterior walls in the living quarters is underway

Next Steps (March)

- Structural steel in truck bays
- Roof decking in truck bays
- Interior wall framing

- MEP rough in work
- Install the roof

Project Budget

- The pay application for January totaled: \$402,864
- To date, we have expended \$1,878,437
- This is 34.5% of the Guaranteed Maximum Price of \$5,445,843

7B. Police Station Project Update

Kim Sylvester, Police Chief provided a construction update on the Police Station Project.

Project Updates

- Door frames being installed
- Finishing out power and data revisions
- Above ceiling inspection this week or next and then ceiling tiles will be installed
- Tape and bedding has began
- Tile flooring starting this week or next
- Cabinets being delivered soon
- No damage from winter weather but sprinkler lines were drained as a precaution and need to be recharged
- Preliminary date of May 25, 2021 for building turn-over

Project Funds Paid

- \$35,982.43 on 11-16-2020
- \$36,835.82 on 12-14-2020
- \$145,334.65 on 01-25-2021
- \$95,152.46 on 02-08-2021

7C. Discuss Budget Workshop Date

Item was discussed during the Work Session under item #2.

COMMUNITY INTEREST ITEMS

- Senior Lunch Bunch Curbside – Rescheduled from February 11 to this Thursday, February 25; 12 noon – 1 PM in The Link Parking Lot. Free for seniors 55 and older. Advanced registration is required and spots are limited. Times are 12 noon to 12:30 PM or 12:30 PM to 1PM. Serving Chick-Fil-A. Beep Beep Bingo will follow, weather permitting.
- Tarrant County Food Pantry - Thursday, March 11; 5:30 PM – 7PM in The Link Parking Lot. Free groceries for any Tarrant County resident provided curbside at The Link's parking lot. Sponsored by Trinity Point Church.
- Hippy Hope Car Stop - Saturday, March 27, 9 AM – 11:30 AM in The Link Parking Lot. Registration is now open for this year's City Easter Event. Advanced registration is required, and spaces are limited so please sign-up soon. Registration is free.

- Vax Shack at the Animal Shelter – 4th Thursday of each month
- Council thanked City Manager Edmondson for keeping expenses down during the pandemic and for doing an excellent job in handling the Winter Storm Uri event.

8. **Executive Session: Pursuant to the Open Meetings Act, Chapter 551, Texas Government Code, Sec. 551.071, Sec. 551.072, Sec. 551.073, Sec. 551.074, Sec. 551.076, Sec. 551.087 and Sec. 418.0183 (f) and 418.106 (d) & (e) of the Texas Government Code (Texas Disaster Act).**

None

9. **A motion was made by Councilmember Knowlton and seconded by Councilmember Morse to adjourn.**

Motion carried by a vote of 5-0.

There being no further business to come before the City Council, Mayor Lopez declared the meeting adjourned at 7:40 p.m.

ATTEST

APPROVED

Cathy Bourg, City Secretary

Edward Lopez, Mayor

Memorandum

To: Honorable Mayor Edward Lopez and Richland Hills City Council Members

From: Candice Edmondson, City Manager

Date: March 8, 2021

Subject: Resolution 533-21 – Critical Infrastructure Legislation

Agenda Item:

Consider Resolution 533-21 to the Texas State Legislature in support of legislation to prohibit electricity providers from selectively disrupting or discontinuing power supply to other critical infrastructure such as assisted living, skilled nursing and long-term care facilities; regional water districts; water treatment plants; sewer treatment plants; pump stations; sewer lift stations; and other public water systems

Background Information:

On February 14, 2021 the first of two winter storms hit the Dallas-Fort Worth Metroplex. The storm system stretched across the state bringing record low temperatures, blizzard like conditions, and several inches of snow and ice to many areas. The state's energy grid started collapsing under the severe weather conditions and the Electric Reliability Council of Texas (ERCOT) began initiating rolling blackouts to stabilize the grid. The blackouts, in conjunction with electric equipment failures, left millions of Texans without power for prolonged periods of time.

In Richland Hills, residents and businesses suffered through prolonged power outages including our assisted living facilities and public water system. As a result, healthcare personnel were challenged to support the life-sustaining equipment used in the assisted living facilities and the City was unable to provide water to our citizens. Once the water system was restored, it had to be boiled for several days to ensure it was safe for consumption.

Resolution 533-21 documents the Richland Hills City Council's desire to see legislation passed that will prohibit electricity providers from selectively disrupting or discontinuing power supply to assisted living, skilled nursing and long-term care facilities; regional water districts; water treatment plants; sewer treatment plants; pump stations; sewer lift stations; and other public water systems

Financial Considerations:

N/A

Legal Review:

The City Attorney as reviewed the Resolution.

Board/Citizen Input:

N/A

Attachments:

Resolution 533-21

Council Action Requested:

Motion to approve Resolution 533-21 in support of legislation to prohibit electricity providers from selectively disrupting or discontinuing power supply to other critical infrastructure such as assisted living, skilled nursing and long-term care facilities; regional water districts; water treatment plants; sewer treatment plants; pump stations; sewer lift stations; and other public water systems

RESOLUTION NO. 533-21

A RESOLUTION OF THE CITY OF RICHLAND HILLS, TEXAS TO THE TEXAS STATE LEGISLATURE IN SUPPORT OF LEGISLATION TO PROHIBIT ELECTRICITY PROVIDERS FROM SELECTIVELY DISRUPTING OR DISCONTINUING POWER SUPPLY TO OTHER CRITICAL INFRASTRUCTURE SUCH AS ASSISTED LIVING, SKILLED NURSING AND LONG-TERM CARE FACILITIES; REGIONAL WATER DISTRICTS; WATER TREATMENT PLANTS; SEWER TREATMENT PLANTS; PUMP STATIONS; SEWER LIFT STATIONS; AND OTHER PUBLIC WATER SYSTEMS; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City of Richland Hills is a home rule city acting under its charter adopted by the electorate pursuant to Article XI, Section 5, of the Texas Constitution and Chapter 9 of the Local Government Code; and

WHEREAS, the City of Richland Hills recognizes the importance of weatherizing, overseeing, and otherwise protecting the infrastructure that generates and delivers power to homes and businesses in Texas, and which may, from time to time, require the implementation of rotating blackouts across the region and/or the State when there is an inadequate supply to meet demand; and

WHEREAS, the City also recognizes the importance of maintaining the public health and safety of the community it serves, including ensuring the uninterrupted provision of electrical power to health care services for our elderly and medically-compromised citizens and the provision of safe drinking water and adequate sanitary sewer services; and

WHEREAS, the City wishes to request the passage of legislation prioritizing assisted living, skilled nursing, and long-term care facilities as critical parts of the State's healthcare system, and thereby prohibiting Electric Reliability Council of Texas ("ERCOT"), Oncor Electric Delivery Company, LLC ("Oncor"), or any other service provider from interrupting or discontinuing electric service to assisted living, skilled nursing, and long-term care facilities, as a means of reducing load on its system; and

WHEREAS, the City recognizes that providing a clean and safe water source is a fundamental human need and wishes to request the passage of legislation prioritizing water and sanitary sewer services as part of the State's critical infrastructure system, and thereby prohibiting ERCOT, Oncor, or any other service provider from interrupting or discontinuing electric service to critical water and sewer infrastructure, as a means of reducing load on its system; and

WHEREAS, the City wishes to express its disappointment that ERCOT, Oncor, or any other service provider would permit—whether knowingly or through insufficient emergency planning—the interruption and discontinuation of electric service to critical water and sewer infrastructure during a global pandemic, particularly when proper hygiene has proven to be one of the most effective methods of preventing the spread of a deadly virus; and

WHEREAS, the City is acutely aware that many of the water suppliers that serve the Dallas-Fort Worth area were forced to issue boil water notices as a result of an interruption in electric service; and

WHEREAS, the City recognizes that almost all methods of communicating the need to boil water prior to using it for hygiene or consumption require access to electricity, and that boiling water also requires access to electricity; and

WHEREAS, the City wishes to request the passage of legislation mandating systematic reforms to safeguard the State's power grid, including weatherization of power generating units and facilities and the maintenance of adequate energy reserves to offset shortfalls and prevent the need for dangerous rotating or rolling blackouts in the future.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF RICHLAND HILLS, TEXAS:

SECTION 1.

That the Texas Legislature immediately pass legislation that prohibits ERCOT, Oncor, or any other electric service provider from disrupting or discontinuing electric service to critical assisted living, skilled nursing, and long-term care facilities and to water and sewer infrastructure.

SECTION 2.

That the City Manager is hereby authorized and directed to make this Resolution available to all members of the Senate and House of Representatives on behalf of the City of Richland Hills, Texas.

SECTION 3.

The resolution shall take effect immediately from and after its passage.

PASSED AND APPROVED ON THIS 8th DAY OF MARCH, 2021.

Edward Lopez, Mayor

ATTEST:

Cathy Bourg, City Secretary

APPROVED AS TO FORM:

Betsy Elam, City Attorney

Memorandum

To: Honorable Mayor Edward Lopez and Richland Hills City Council Members

From: Candice Edmondson, City Manager

Date: March 8, 2021

Subject: Resolution 534-21 Continuation of Declaration of Local Disaster – February 2021 Winter Storm

Agenda Item:

Consider Resolution 534-21 Continuation of Declaration of Local Disaster – February 2021 Winter Storm

Background Information:

On February 12, 2021 Governor Greg Abbott issued a Declaration of State of Disaster due to severe winter weather posing an imminent threat of widespread and severe property damage, injury, and loss of life due to prolonged freezing temperatures, heavy snow and freezing rain statewide. The state of disaster was declared for all 254 Texas counties.

The first of two winter storms hit Richland Hills on February 14, 2021 bringing record low temperatures, blizzard like conditions and several inches of snow and ice. Many residents and businesses experienced prolonged power outages due to damages caused by the storm, and the City lost the ability to supply water to customers when the well sites were without power for several days.

On February 17, 2021 Mayor Lopez issued a Declaration of Local Disaster in order to protect the health, safety and welfare of the Richland Hills community experiencing the devastating effects of the winter storm. That Declaration terminated on February 24, 2021.

Due to ongoing recovery efforts from damages caused by the storm, the Mayor is issuing a new Declaration of Local Disaster to ensure all recovery, rehabilitation and aid programs are made available to the City.

Pursuant to Section 418.108(b) of the Texas Government Code, the declaration by the Mayor can only be in effect for a period of seven days, unless the same is continued with the consent of the Richland Hills City Council. Resolution No. 534-21 recommends continuing the declaration until terminated by order of the City Council so that it remains in effect throughout the entire recovery process.

Financial Considerations:

N/A

Legal Review:

The City Attorney has reviewed the Resolution

Board/Citizen Input:

N/A

Attachments:

March 4, 2021 Declaration of Local Disaster
Resolution 534-21

Council Action Requested:

Motion to approve Resolution 534-21 continuing the Declaration of Local Disaster for the February 2021 Winter Storm

**DECLARATION OF LOCAL DISASTER BY
PROCLAMATION OF THE MAYOR OF THE CITY OF RICHLAND HILLS**

WHEREAS, on February 12, 2021, Governor Greg Abbott issued a Declaration of State of Disaster due to severe winter weather posing an imminent threat of widespread and severe property damage, injury, and loss of life due to prolonged freezing temperatures, heavy snow and freezing rain statewide and declaring a state of disaster in all 254 Texas counties pursuant to §418.017 of the Texas Government Code; and

WHEREAS, as set forth in the Governor's February 12, 2021 Declaration of State Disaster, pursuant to Section 418.016 of the Texas Government Code, any regulatory statute prescribing the procedure for conduct of state business or any order or rule of a state agency that would in any way prevent, hinder, or delay necessary action in coping with this disaster shall be suspended upon written approval of the Office of the Governor. However, to the extent that the enforcement of any state statute or administrative rule regarding contracting or procurement would impede any state agency's emergency response that is necessary to protect life or property threatened by this declared disaster, the Governor ordered the suspension of such statutes and rules for the duration of the disaster; and

WHEREAS, as set forth in the Governor's February 12, 2021 Declaration of State Disaster, and pursuant to Section 418.017 of the Government Code, Governor Abbott authorized the use of all available resources of state government and of political subdivisions that are reasonably necessary to cope with this disaster; and

WHEREAS, the Texas Disaster Act of 1975 (Chapter 418 of the Government Code) authorizes the declaration of a state of disaster if a threat of disaster is imminent; and

WHEREAS, §418.109 and §418.020 of the Government Code authorizes a local government to provide mutual aid assistance in accordance with its policies and procedures and may make arrangements necessary to acquire, prepare, or equip sites for temporary housing; and

WHEREAS, the City of Richland Hills experienced extreme cold temperatures not seen in decades which caused a loss of essential services such as electricity and water, and which may result in the imminent threat of widespread and severe property damage, injury, and loss of life to residents; and

WHEREAS, the extreme cold began on February 14, 2021, and lasted for several more days; and

WHEREAS, I, Edward Lopez, the Mayor of the City of Richland Hills issued a Declaration of Local Disaster on February 17, 2021, which terminated by operation of law on February 24, 2021; and

WHEREAS, due to continuing and ongoing recovery efforts necessary from the damages resulting from the extreme cold temperatures, it is necessary to issue this disaster declaration in order to protect the health, safety and welfare of our residents.

NOW THEREFORE, I, EDWARD LOPEZ, MAYOR OF THE CITY OF RICHLAND HILLS, HEREBY PROCLAIM AND DECLARE:

SECTION 1. That a state of disaster is declared for the City of Richland Hills, pursuant to Section 418.108(a) of the Texas Government Code.

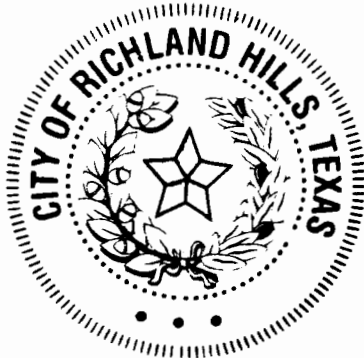
SECTION 2. That this declaration of local disaster shall be in effect for seven days from this date unless the same is continued by the City Council of the City of Richland Hills, Texas, pursuant to section 418.108(b) of the Texas Government Code

SECTION 3. That this declaration activates the recovery and rehabilitation aspects of all applicable local or interjurisdictional emergency management plans and authorizes the furnishing of all aid and assistance as deemed necessary or desirable by those administering such plans, and activates the preparedness and response aspects of such plans as provided therein.

SECTION 4. That this declaration shall be filed promptly with the City Secretary, and shall be given prompt and general publicity, pursuant to section 418.108(c) of the Texas Government Code.

SECTION 5. That this proclamation shall take effect immediately from and after its issuance.

SO DECLARED AND ORDERED this the 4th day of March 2021



Edward Lopez
Mayor, City of Richland Hills

ATTEST:

Cathy Bourg
City Secretary

RESOLUTION 534-21

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF RICHLAND HILLS, TEXAS, RATIFYING AND EXTENDING THE DECLARATION OF LOCAL DISASTER (WINTER WEATHER EVENT).

WHEREAS, on March 4, 2021 the Mayor issued a Declaration of Local Disaster for the City of Richland Hills, Texas, as a result of extreme cold temperatures which caused a loss of essential services, and may result in the imminent threat of widespread and severe property damage, injury, and loss of life to residents, and due to continuing and ongoing recovery efforts necessary from the damages of the winter weather event, and

WHEREAS, the conditions necessitating a declaration of a state of disaster continue to exist, and

WHEREAS, §418.108(b) of the Texas Government Code provides that a local state of disaster may not be continued for a period in excess of seven days without the consent of the governing body of the political subdivision.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF RICHLAND HILLS, TEXAS:

The Declaration of Local Disaster proclaimed for the City of Richland Hills by the Mayor on March 4, 2021 shall continue until terminated by order of the City Council.

PASSED AND APPROVED BY THE CITY COUNCIL OF THE CITY OF RICHLAND HILLS, TEXAS ON THIS 8TH DAY OF MARCH, 2021.

Edward Lopez
Mayor, City of Richland Hills

ATTEST:

Cathy Bourg,
City Secretary

Memorandum

To: Honorable Mayor Edward Lopez and Richland Hills City Council Members

From: Candice Edmondson, City Manager

Date: March 8, 2021

Subject: Winter Storm Disaster Relief Assistance

Agenda Item:

Consider approval of disaster relief assistance for citizens recovering from damages caused by the February 2021 winter storms

Background Information:

On February 14, 2021 the first of two winter storms hit the Dallas-Fort Worth Metroplex bringing record low temperatures, blizzard like conditions and several inches of snow and ice. The storms strained the state's electrical grid and rolling blackouts were initiated to preserve the system. In addition, the storms damaged electrical equipment across the state resulting in more power outages. The record low temperatures and prolonged power outages caused immense damage to critical water infrastructure in many cities.

In Richland Hills, water service was disrupted when the City lost power to its well sites and could not pump water through the system. In addition, the City of Fort Worth, who supplements the Richland Hills water system, significantly reduced the amount of water available to its customers to stabilize its own system. As a result, the City of Richland Hills could not provide a sufficient water supply to our residents and businesses. The City had to issue a boil water notice and citizens were required to boil water for 5 days while repairs were made, and the system was restored.

In addition, Public Works crews responded to over 400 service calls for water main and residential line breaks during the winter storms. The City lost one of its pump stations and several other sites were damaged. Over 20 commercial properties reported breaks in their fire suppression systems.

As a result of the property damage caused by the winter storms, staff has prepared recommendations for disaster relief assistance for Council consideration.

Recommendations include:

- waiving plumbing, inspection and fire suppression system repair permit fees (with proof of repair submitted to Utility Billing)
- postponing water disconnects
- waiving utility bill late fees

The fee waivers and water disconnects would be available through April 16, 2021.

As part of standard operating procedures, Utility Billing already offers payment plans to any customer who is unable to pay their utility bill in full. The City also has a Leak Adjustment Policy allowing for adjustments to customer accounts due to high water usage caused by an underground leak or anomaly. Any customer experiencing a high utility bill that meets the criteria of the Leak Adjustment Policy would be eligible for an adjustment to their account. The policy has been attached to this memo for your review.

Financial Considerations:

N/A

Legal Review:

N/A

Board/Citizen Input:

N/A

Attachments:

Leak Adjustment Policy

Council Action Requested:

Motion to approve the disaster relief assistance outlined in the staff memo dated March 8, 2021 for citizens recovering from damages caused by the February 2021 winter storms



Utility Customer Service Policy and Procedures Leak Adjustments

Purpose: City of Richland Hills policy and procedures regarding adjustments to customer account due to high water usage caused by an underground leak or anomaly.

Definition: Normal usage - Determined by averaging six months prior to the leak occurring, or same time last year.

Leaks that qualify for an adjustment:

Underground pipes or hidden leaks - Leak adjustments will apply up to two consecutive months billing that is affected by the leak. The time lapse between when the meter is read to when the customer receives their bill may cause the billing to be affected for two months. This does not include toilet or faucet leaks.

Procedure:

- 1) The adjustment will be calculated on the excess usage above normal usage times the charge per 1,000 gallons for the range 2001-4000 gallons.
- 2) Adjustments will be issued only after receipt of plumbing repair bills or receipts for parts purchased for repair. The account could be subject to inspection to verify that the leak was repaired.
- 3) If water customer has verified with a plumber that no leak exists, but there is an abnormal reading, the City Manager may apply an adjustment to the account. Under an abnormal reading adjustment, only one month may be adjusted in any 24 month period. Adjustments will only be considered if the following circumstances exist:
 - a. The City tests the meter and finds it to be functioning properly.
 - b. There have been no late payments on the account for the previous 12 months.
 - c. There have been no billing adjustments to the account for the previous 24 months.

Memorandum

To: Honorable Mayor Edward Lopez and Richland Hills City Council Members

From: Scott Mitchell, Director of Neighborhood Services

Date: March 8, 2021

Subject: Street Improvement Projects Update

Agenda Item:

Street Improvement Projects Update

Background Information:

Staff will provide an update on the street improvement projects approved in the FY 2021 Budget.

Financial Considerations:

N/A

Legal Review:

N/A

Board/Citizen Input:

N/A

Attachments:

N/A

Council Action Requested:

No Council Action

Memorandum

To: Honorable Mayor Edward Lopez and Richland Hills City Council Members

From: Candice Edmondson, City Manager

Date: March 8, 2021

Subject: January Department Monthly Reports

Agenda Item:

January Department Reports

Background Information:

Attached are the monthly Department Reports. If you have any questions regarding the reports, please contact me or the appropriate Department Head.

Financial Considerations:

N/A

Board/Citizen Input:

N/A

Legal Review:

N/A

Attachments:

January Department Reports

Council Action Requested:

No Council Action

RICHLAND HILLS PUBLIC LIBRARY

JANUARY • 2021



IMPACT

We started a new "Nailed It!" take and make program series in January. To participate patrons came by and picked up a kit with everything they needed to recreate a cake. The January cake was a winter polar bear theme and we had 6 participants. Interest in the program was high and we will be continuing the series.

KEY FACTS

- 654 Visitors
- 58 Library to Go users
- 124 ebook check-outs
- 197 Youtube video views
- 242 Computer Sessions
- 2101 Total Items Checked Out

Municipal Court – January 2021

Department Narrative of Significant Actions, Results, and Pending Items:

None at this time.

Citation Summary		
	Current Month	YTD Total
Violations Filed	240	776
Completed Cases– Paid Fine & Before Judge	63	295
Other Completed - Dismissed deferred, DSC, proof, compliance, by Judge or Prosecutor, plea & bar, void	105	550
Number of Warrants Issued	61	63
Number of Warrants Cleared	47	176
Number of Outstanding Warrants	56	58
Value of Outstanding Warrants	\$23,655.00	\$24,142.50
Total Fees Collected	\$18,108.87	\$95,577.84

City Marshal Activity Report
Month of January 2021

March 8, 2021
7B - 4

Department Narrative of Significant Actions, Results, and Pending items:

	Current Month # Cleared	Current Month \$ Amt Cleared	YTD Number	YTD Dollar Amount
Warrant Service by Marshal in office				
Turned self in	0		5	\$ 817.00
Attorney bonds	3	\$ 1,460.03	18	\$ 8,320.65
Returned for Officer correction	0		2	\$ 652.10
Unable to locate - bad info	8	\$ 2,334.10	8	\$ 2,334.10
Paid/payment plan	2	\$ 594.00	8	\$ 3,193.53
Deceased	0			
Cleared-Found Incarcerated	6	\$ 2,191.10	18	\$ 6,068.30
Warrant Service by Marshal in field				
Arrests - transfer to jail	0	\$ -		
Payment plan rather than jailed	0	\$ -		
Attorney bonds rather than jailed	0	\$ -		
Paid rather than jailed	0	\$ -		
Warrant Service - Other				
Time Served	28	\$ 9,184.60	112	\$ 40,446.40
Arrested by other agencies	26	\$ 10,165.50	109	\$ 42,281.30
Paid by defendant	2	\$ 698.53	7	\$ 3,288.13
Released due to medical reasons	3	\$ 1,423.00	6	\$ 2,846.00
Attorney bonds	7	\$ 2,709.34	10	\$ 3,963.85
Prisoner Transfers				
Number of defendants transferred	0	\$ -		
Total hours spent on transfers	0	\$ -		
Total miles driven on transfers	0	\$ -		
Teletype - time serve/plea/court date	18	\$ 6,791.50	42	\$ 15,966.60
Other Duties				
Bank detail	7		32	
Traffic stops	0		0	
Insurance verifications	7		26	
Vehicles inspected	1		4	
Bailiff hours	2		19	
Training	2		4	
Serve summons - School	0		0	
Serve summons - Animal Control	0		0	
Serve summons - Code Enforcement	0		0	
Serve summons - Police	0		0	
Officer corrections on citations	2		12	
Returned FTA notices	6		11	

Fire – January 2021

- Personnel responded to a working structure fire in the city in January. The fire in the 2800 block of Dogwood Park resulted in significant damage. One resident was transported to the hospital with smoke inhalation and an extremity injury. No fire department injuries. The cause of the fire was accidental.
- Personnel completed **46** business inspections throughout the month.
- Members completed a combined **171** hours of training this month.
- The mutual aid agreement with Allegiance Ambulance resulted in one non-emergency call being sent to them during January.
- All department vehicles are in service currently.
- A total of **11** development related meetings and inspections were conducted.
- The new Richland Middle School is progressing well, and all fire protection components have been permitted and approved for installation when the site is ready.
- Response times for December averaged **4 minutes 41 seconds** from receipt of call in dispatch to the first fire unit arriving on scene to assist.
- Crews are adjusting well to the restrictions imposed by the COVID 19 outbreak. Full PPE is being used on all suspected cases and equipment is being regularly sanitized after each response related to possible virus patients. Everyone is healthy and doing a great job in these extraordinary times!
- Fire station construction is progressing. An update will be provided at the second Council meeting in February.
- 15 Fire Department personnel received their second round of COVID 19 vaccine in January.
- Staff received word in late January that we will be audited and inspected by the Texas Commission on Fire Protection in March
- Our ambulance license through the Texas Department of State Health Services is due for renewal this Spring and we have begun gathering information for this very extensive process.

Service Calls – Through January 31, 2021		
	Current Month	FY2021 Total
Fire Calls	6	13
EMS/Major Accidents/ Rescues	95	259
Hazardous Conditions – No Fire	4	13
Public Assistance	12	41
Good Intent (No Service Rendered)	10	21
False Alarm	2	18
Severe Weather & Natural Disaster	0	1
Total Calls	129	502
Automatic / Mutual Aid		
	Current Month	YTD Total
Aid Received	16	49
Aid Given	23	60

Police – January 2021

- Officer Cristian Velasquez was hired and began mini-academy training.
- Jennifer Hilburn attended Microsoft for Law Enforcement to become more familiar with excel, access databases and other programs that will help formulate information.
- Officer Sawyer received a lifesaving nomination for his actions related to a house fire and injured resident that occurred on January 17, 2021.
- Patrol made two arrests relating to recent stolen vehicles and burglary of motor vehicle offenses. Since these offenders were taken into custody we have seen a decrease in these offenses.

Service Calls			
	Previous Year	Current Month	YTD Total
Citizen Calls	450	382	382
Officer Initiated	1280	896	896
Total Calls	1730	1278	1278
Part 1 Offenses			
	Previous Year	Current Month	YTD Total
Murder	0	0	0
Rape	0	0	0
Robbery	0	0	0
Aggravated Assault	1	0	0
Burglary	1	2	2
Theft	21	17	17
Motor Vehicle Theft	1	7	7
Total	24	26	26
Crashes & Injuries			
	Previous Year	Current Month	YTD Total
Crash Reports	14	14	14
Injuries	6	8	8
Killed	0	0	0
Criminal Investigations			
	Previous Year	Current Month	YTD Total
Assigned Cases - Active	7	13	13
Unfounded	0	1	1
Suspended	10	13	13
Exceptionally Cleared	2	1	1
Arrest - Case Filed	25	11	11
Arrest - Case Not Filed	6	25	25
On View Arrests	71	48	48
DWI / DUI	4	12	12
Cases Pending Submission	Not Available	12	12
Warrants Obtained (Felony)	0	1	1
Warrants Obtained (Misdemeanor)	1	3	3
Search Warrant Obtained	1	0	0
Warrants Served (Felony)	Not Available	0	0
Warrants Served (Misdemeanor)	Not Available	0	0
Probable Cause Determination	0	1	1

Family Violence Arrests	2	2	2
Active Protective Orders	Not Available	9	9
Records			
		Current Month	YTD Total
Sex Offender Registrations		2	2
Open Records Requests		39	39
Property & Evidence			
		Current Month	YTD Total
Pieces of Property Received		145	145
Items Taken to Lab for Narcotics Testing		8	8
Items Taken to Lab for Blood Alcohol Content Testing		10	10
Crime Scene Call Outs (Richland Hills Police Department)		2	2
Crime Scene Call Outs (Haltom City Police Department)		4	4

*The previous year category is a comparison of the previous year month totals to the current year month totals.

ANIMAL SERVICES – JANUARY 2021

- Vax Shack Mobile Vet Clinic, 52 pets were spayed/neutered and additionally over 30 pets were vaccinated during the vaccination clinic.

Service Calls			
	Previous Year	Current Month	YTD Total
Total Dispatched Calls	48	40	40

IMPOUNDS			
	Previous Year	Current Month	YTD Total
DOGS	17	14	14
CATS	8	18	18
OTHER THAN DOGS/CATS	1	0	0
Total	26	32	32

INCIDENTS BY TYPE			
	Previous Year	Current Month	YTD Total
ANIMALS AT LARGE	21	11	11
AGGRESSIVE ANIMAL	4	1	1
ANIMAL COMPLAINTS	23	26	26
INJURED ANIMALS	0	2	21
Total	48	40	40

BITE REPORTS			
	Previous Year	Current Month	YTD Total
ANIMAL BITES	0	0	0
SHELTER QUARANTINE	0	0	0
HOME QUARANTINE	0	0	0
SUBMISSION TO AUSTIN	0	0	0
UNABLE TO LOCATE	0	0	0

DISPOSITIONED ANIMALS			
	Previous Year	Current Month	YTD Total
DOGS ADOPTED	7	5	5
CATS ADOPTED	15	11	11

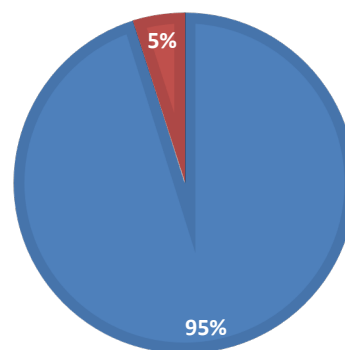
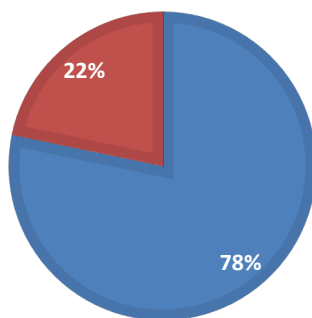
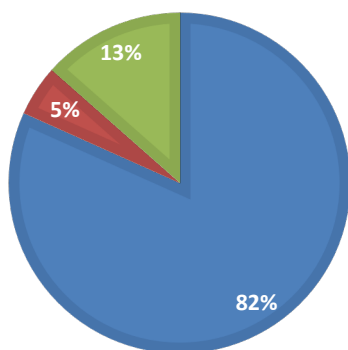
RETURNED TO OWNER/YARD	7	7	7
TRANSFERRED/RESCUED	1	2	2
EUTHANIZED	1	0	0
LOST/DIED IN CARE	0	0	0
CITY LICENSE ISSUED			
	Previous Year	Current Month	YTD Total
ISSUED	19	1	1
CITATIONS/VIOLATIONS ISSUED			
	Previous Year	Current Month	YTD Total
ISSUED	20	0	0

Code Enforcement – January 2021

■ Nuisance ■ Permits ■ Building

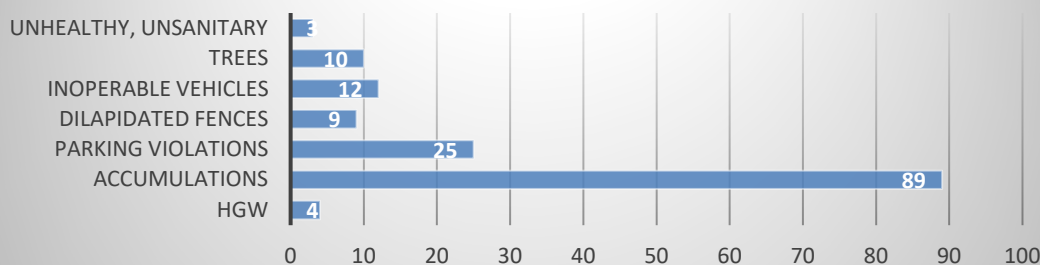
■ Residential ■ Commercial

■ Proactive ■ Reactive



	Violations				
	Notices Issued	Pending Compliance	Compliance Obtained	Citations Issued	Abatement by City
Nuisance Violations	152	54	98	6	0
Building Violations	25	12	13	1	0
Zoning Issues	0	0	0	0	0
Permit Violations	9	2	7	0	0
Fiscal Year Totals	519	184	335	9	0

Current Month Nuisance Violations



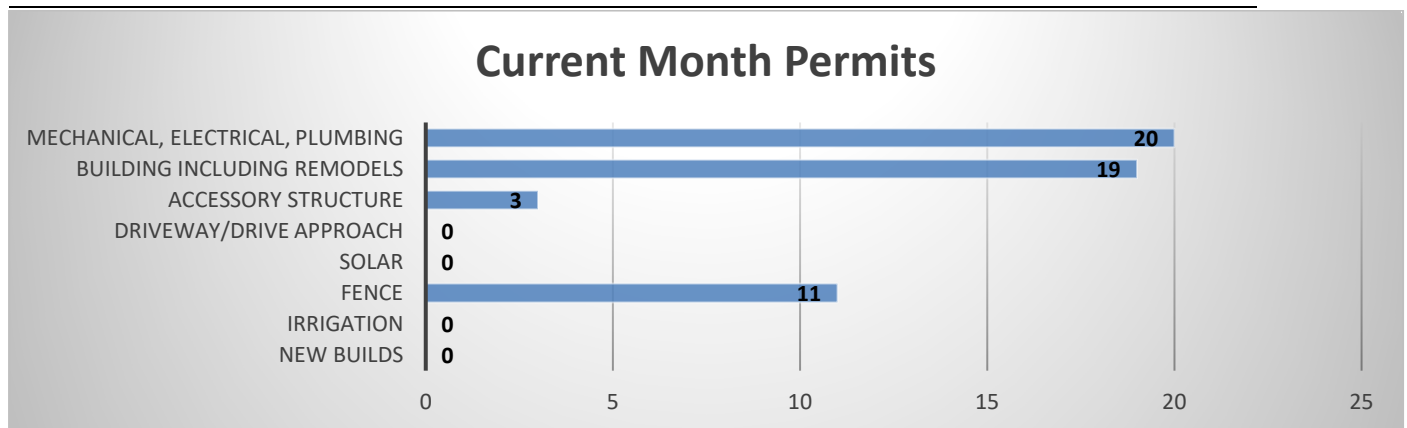
December 2020 Inspections

16 Inspections
Conducted

Signs		
	Current Month	Fiscal Year 2020
Commercial Sign Violations	0	0
Bandit Sign Removal	6	15

Building Summary		
	Current Month	Fiscal Year 2020
Registered Vacant Building	8	11
Registered Rental CO's	7	21
Substandard Buildings	1	1

Community Development – January 2021



Permits								
	Mechanical Electrical Plumbing	Building Including Remodels	Accessory Structure	Driveway Drive Approach	Solar	Fence	Irrigation	New Build
Residential	16	17	3	0	0	10	0	0
Commercial	4	2	0	0	0	1	0	0
Fiscal Year Totals	74	115	7	5	7	17	3	1

	Current Month	Fiscal Year 2020
Sign Permit	1	8
ROW Permit	2	9
Garage Sale Permit	0	48

Building Summary		
	Current Month	Fiscal Year 2020
Registered Rental CO's	7	21
Commercial CO's	8	21

New Business Activity

- Walter The Wizard Radford – 3201 Handley Ederville – Carpet Cleaning Service (moved suites)
- Boost Vape – 7017 Baker Blvd, Suite F – Smoke Shop
- Quail Cottage – 7277 Glenview Dr – Antique Shop (IN PROGRESS)
- Don's Furniture – 7410 Blvd 26, Suite 105 – Retail Furniture Store (IN PROGRESS)
- JT Edge – 7100 Blvd 26, Suite 208 – Office/Professional (Expanded to an additional suite)
- EZ Trip – 6940 Baker Blvd – Retail Convenience (IN PROGRESS)
- Gotcha Covered Contracting – 7108 Blvd 26 – Contracting office (Purchased building)
- Titan Entertainment – 7429 Tower - Warehouse Distribution (IN PROGRESS)

Public Works Monthly Report – January 2021

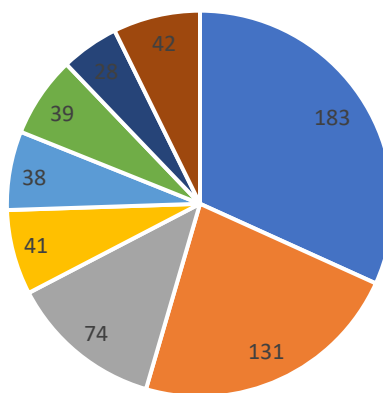
Public Works starts and ends their day by taking/logging their temperature as part of the COVID-19 monitoring program the City has set in place.

Public Works handled a wide range of tasks. Some coming from work orders initiated by residents or staff.

TASK		MAN HOURS
WATER MISC.	Main Breaks; set barricades for water jobs; dig ups for water jobs; back filled holes on water jobs; Tested water pressure; assisted contractors on water jobs; Checked for and repaired water meter leaks; Set water meters; Replaced fire hydrants; SCADA; install meter boxes; replace water service lines. replace broken meter box lids; Back filled meter boxes; Replace Curb stops; Dig for fire line at PD; Install valve stop at PD; check chlorine tanks.	183
STREET MISC.	Patrolled city; Fill potholes around City; Install street signs: filled dump truck with sand for winter weather; Filled sandbags; picked up/ set up street barricades for Jobs.	131
SEWER MISC.	camera and jetted sewer line. (sewer calls); manhole inspections, inspect sewer lines. Install clean out, sewer line cleaning; sewer repairs/ replacements.	74
DRAINAGE MISC.	cleaned drainage ditches, worked calls for drainage issue. Storm drain/Inlet inspections; Storm drain/ Inlet cleanup;	41

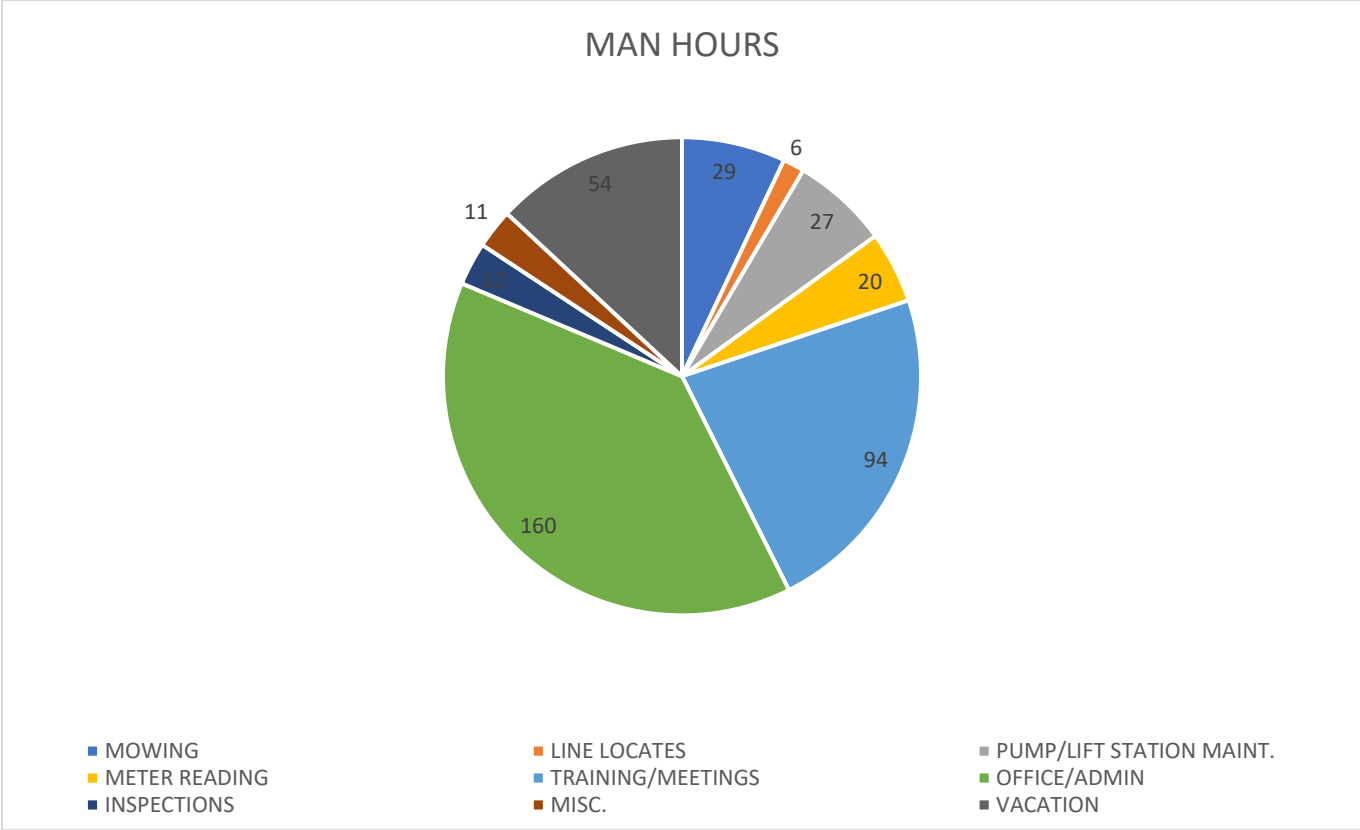
CITY HALL WORK ORDERS	Completed work orders created by City Hall, initiated by customers or staff. Starts and Finals;	38
WATER SAMPLING/ TESTING	Public works-maintained entry point water sampling, DLQOR testing, Bac-T, and Nap Testing. Raw water testing	39
WELL READINGS	Well readings and sewer meter readings were done daily.	28
MAINTANANCE	Tool maintenance; vehicle maintenance; fueling up; supplies trips; take equip. to be serviced; drop trash at stockpile. Rehabbed equipment Clean shop yard.	42

MAN HOURS



■ WATER MISC. ■ STREET MISC. ■ SEWER MISC. ■ DRAINAGE MISC. ■ CITY HALL WO ■ WELL READINGS ■ SAMPLING ■ MAINTENANCE

TASK		MAN HOURS
MOWING	Mowed and weeded city owned properties	29
LINE LOCATES	Located water and sewer lines for contractors/ emergency line locates	6
PUMP & LIFT STATION MAINT.	Grease pumps at well sites and Levee; Cleaned levee pump house and lift station; inspect levee and lift station; Well maintenance; well yard inspection; Check locks on pump house gates.	27
METER READING	Read meters for utility billing	20
TRAINING & MEETINGS	Crack Seal/ Mastic Training; Meeting with CM	94
OFFICE/ADMIN	Office/Admin/Reports	160
INSPECTIONS	Concrete pour inspections; drive approach inspections; flat work inspections.	12
MISCELLANEOUS	Meetings with contactors; various jobs	11
HOLIDAY	Observed City Holiday	54



Parks and Recreation Director's Report

January 2021



Budget Analysis

Revenues are not growing as fast as we had hoped. The annual December sale has not seen the same number of new members coming in as previous years. Staff is offsetting the lower revenue with decrease expenditures, including part-time hours.

The Link has not had any COVID related issues and no major outbreaks.

Project/Program Updates

- **Memberships: \$4,681.63** Small decrease in membership revenue in January. The Link sold 86 membership packets for the “New Year’s” sale. We had an additional new and renewed 213 Medicare assisted memberships (i.e. Silver Sneakers).

January’s fitness challenge was an indoor triathlon. We had 12 participants log time with the front desk.

- Medicare programs brought in **\$971.00** in additional monthly fees from 84 active members.
- **Camp Connect and Link Learner’s Academy (LLA): \$5,903.50** Second consecutive increase in revenue for our children’s programs. The Link is still hosting the Link Learner’s Academy (Afterschool Program), full-day camps when school is out, and virtual learning for IL Tx on Wednesdays. We currently have 33 children in the afterschool program, with 7 of those being hosted in the morning.
- **Programs:** Karate did begin again at The Link this month with 7 enrollees. Other programs information is below.
 - **Athletics:** The athletics at The Link includes free-play pickleball, volleyball, and basketball opportunities in the gymnasium. These options are open to members for free and the general public for a fee.
 - 9 people in Pickleball Lessons
 - Pickleball players – 55
 - Volleyball players – 38
 - **Special Events:** No events were hosted in January, however staff has begun discussions and planning for this year’s Easter event. Due to social distancing policies still in place due to COVID-19, the city will not have an Easter Egg Hunt. Instead, residents will be invited to a drive through event call Hippy Hop Car Stop. It will be hosted on the Saturday, the weekend prior to the Easter weekend.

- **Pop-Up Events:** No pop-up events were scheduled in January.
- **Community Programs:** The Link, while designed to generate revenue, tries to find a balance with community programs that anyone can join.
 - Lunch Bunch – 85 attended, with 16 staying for Beep, Beep Bingo
 - Lunch, Learn and Burn – cancelled
 - Tarrant Area Food Bank – in association with Center Point Church – 182 families were served
- **Senior Programs:** All other programs were canceled.
- **Trail Project:** Construction has begun on the northside of trail near Glenview. It has been discovered that the sidewalk parallel to Glenview is in disrepair and will likely need some repairs as it ties into the new trail. This cost should be minimal.
- **ROWS and Medians:** Parks staff is still waiting to hear back from TxDOT on the current round of Green Ribbon grants. If awarded, staff would be working with TxDOT to continuing improving the right-of-ways and medians on the eastern and western ends of Baker Blvd. No update as of January 31.
- **Parks:** Creek Trail will be receiving a new playground in March. The order has been placed and the structure is scheduled to arrive in early March. Staff is currently looking at opportunities to host events once current social distance policies are rescinded. The plan would include live music and food trucks.
- **Landscaping:** Basic upkeep was scheduled for January during the slow winter season.
- **Marketing:** The most recent Connection will be mailed out in January. We are producing them in-house and changing information monthly. The mailed selection was the now typical 1 page. Staff produced a full 12-page Connection in house for pick up.
 - Webpage visits: 1,825
 - Google Business Searches: 10,278
 - Yelp Views: 20
 - Instagram Reach: 1,579
 - Facebook engagements: 947
 - Twitter Impressions: 113
 - YouTube Views: 0
- **Rentals: \$7,534.00** The Link hosted 42 rentals this month. Both of these numbers are up from previous months. January was also the first month since March 2020 that The Link did not lose revenue to a canceled event due to COVID-19.

Valuable Information:

- The aquatic feasibility study is progressing. The Parks and Recreation Director and City Manager will be meeting with our vendor about proposed facilities.
- Staff is developing a comparison of the city's park system as it relates to NRPA's standards.

Finance

Fiscal Year 2020-2021, Period Ending 1/31/2021

Revenue and Expense Summary

	Approved Budget	Current Month Actual	YTD Actual	Available Budget	% YTD of Total Budget
General Fund (001)					
Revenue					
Taxes	\$ 6,164,363	\$ 1,143,048	\$ 2,758,863	\$ 3,405,500	45%
Fines & Forfeitures	\$ 465,150	\$ 12,972	\$ 70,291	\$ 394,859	15%
Licenses & Permits	\$ 148,130	\$ 13,293	\$ 58,838	\$ 89,292	40%
Service Charges	\$ 306,850	\$ 10,842	\$ 88,750	\$ 218,100	29%
Miscellaneous	\$ 57,000	\$ 269	\$ 8,291	\$ 48,709	15%
Total Revenues	\$ 7,141,493	\$ 1,180,424	\$ 2,985,033	\$ 4,156,460	42%
Expenditures					
Municipal Court	\$ 260,667	\$ 17,897	\$ 82,018	\$ 178,649	31%
Administration	\$ 610,611	\$ 55,059	\$ 183,055	\$ 427,556	30%
Police	\$ 1,750,292	\$ 125,143	\$ 572,862	\$ 1,177,430	33%
Fire	\$ 1,850,255	\$ 128,162	\$ 579,483	\$ 1,270,772	31%
Street	\$ 224,470	\$ 10,461	\$ 45,339	\$ 179,131	20%
Library	\$ 386,248	\$ 22,958	\$ 114,666	\$ 271,582	30%
Recreation	\$ 198,410	\$ 20,792	\$ 68,660	\$ 129,750	35%
Parks/Grounds	\$ 256,546	\$ 12,887	\$ 19,495	\$ 237,051	8%
Community Development	\$ 353,968	\$ 22,311	\$ 112,677	\$ 241,291	32%
Animal Control	\$ 174,125	\$ 11,177	\$ 48,111	\$ 126,014	28%
Legislative	\$ 185,722	\$ 7,222	\$ 38,868	\$ 146,854	21%
Shared Services	\$ 652,645	\$ 60,423	\$ 176,959	\$ 475,686	27%
Transfers out-Capital	\$ 379,690	\$ 142,270	\$ 142,270	\$ 237,420	37%
Total Expenditures	\$ 7,283,649	\$ 636,762	\$ 2,184,463	\$ 5,099,186	30%
Total Fund	\$ (142,156)	\$ 543,662	\$ 800,570	\$ (942,726)	
Revenue Fund (002)					
Revenue					
Water	\$ 2,180,826	\$ 203,704	\$ 848,589	\$ 1,332,237	39%
Sewer	\$ 1,800,000	\$ 151,095	\$ 599,151	\$ 1,200,849	33%
Miscellaneous	\$ 60,000	\$ 20,198	\$ 58,426	\$ 1,574	97%
Total Revenues	\$ 4,040,826	\$ 374,997	\$ 1,506,166	\$ 2,534,660	37%
Expenses					
Shared Services	\$ 330,011	\$ 39,942	\$ 106,189	\$ 223,822	32%
Administration	\$ 512,787	\$ 36,799	\$ 123,489	\$ 389,298	24%
Transfers/Debt Service	\$ 472,937	\$ -	\$ -	\$ 472,937	0%
Water Service	\$ 1,246,857	\$ 81,041	\$ 271,686	\$ 975,171	22%
Wastewater Service	\$ 1,415,868	\$ 166,468	\$ 271,625	\$ 1,144,243	19%
Total Expenses	\$ 3,978,460	\$ 324,250	\$ 772,989	\$ 3,205,471	19%
Total Fund	\$ 62,366	\$ 50,747	\$ 733,177	\$ (670,811)	
Link Operating Fund (098)					
Revenue					
Recreation	\$ 240,600	\$ 19,228	\$ 85,067	\$ 155,533	35%
Transfer in General Fund	\$ 237,420	\$ -	\$ -	\$ 237,420	0%
Total Revenue	\$ 478,020	\$ 19,228	\$ 85,067	\$ 392,953	
Expenditures					
Recreation	\$ 482,204	\$ 42,149	\$ 170,725	\$ 311,479	35%
Total Fund	\$ (4,184)	\$ (22,921)	\$ (85,658)	\$ (155,946)	

Investment Report
City of Richland Hills, Texas
Month Ending January 31, 2021
Inventory/Holdings

Description	Purchase Date	Maturity Date	Yield	Weighted Average Maturity	Par Value	Principal Invested	Beginning Book Value	Beginning Market Value	Net Deposits / (Withdrawals)	Ending Book Value	Ending Market Value	Interest Earnings/ Change in value
General Fund Portfolio												
CD	11/25/2020	5/22/2021	0.08%	180	\$ 169,267.30	\$ 169,267.30	\$ 169,267.30	\$ 169,267.30	\$ -	\$ 169,267.30	\$ 169,267.30	\$ 11.50
Texpool	1/1/2021	1/31/2021	0.08%	1	\$ 1,397,007.01	\$ 1,396,912.97	\$ 1,396,912.97	\$ 1,396,912.97	\$ -	\$ 1,397,007.01	\$ 1,397,007.01	\$ 94.04
Total General Portfolio					\$ 1,566,274.31	\$ 1,566,180.27	\$ 1,566,180.27	\$ 1,566,180.27	\$ -	\$ 1,566,274.31	\$ 1,566,274.31	\$ 105.54
Revenue Fund Portfolio												
Texpool	1/1/2021	1/31/2021	0.08%	1	\$ 1,294,600.01	\$ 1,294,512.85	\$ 1,294,512.85	\$ 1,294,512.85	\$ -	\$ 1,294,600.01	\$ 1,294,600.01	\$ 87.16
Total Revenue Portfolio					\$ 1,294,600.01	\$ 1,294,512.85	\$ 1,294,512.85	\$ 1,294,512.85	\$ -	\$ 1,294,600.01	\$ 1,294,600.01	\$ 87.16
Drainage Utility Fund Portfolio												
Texpool	1/1/2021	1/31/2021	0.08%	1	\$ 113,173.72	\$ 113,166.11	\$ 113,166.11	\$ 113,166.11	\$ -	\$ 113,173.72	\$ 113,173.72	\$ 7.61
Total Drainage Portfolio					\$ 113,173.72	\$ 113,166.11	\$ 113,166.11	\$ 113,166.11	\$ -	\$ 113,173.72	\$ 113,173.72	\$ 7.61
2019 General Obligation Bonds												
TexSTAR	1/1/2021	1/31/2021	0.06%	1	\$ 3,891,170.37	\$ 5,333,215.02	\$ 5,333,215.02	\$ 5,333,215.02	\$ (1,442,301.46)	\$ 3,891,170.37	\$ 3,891,170.37	\$ 256.81
Total General Obligation Bonds Portfolio					\$ 3,891,170.37	\$ 5,333,215.02	\$ 5,333,215.02	\$ 5,333,215.02	\$ (1,442,301.46)	\$ 3,891,170.37	\$ 3,891,170.37	\$ 256.81
2019 Tax Notes												
TexSTAR	1/1/2021	1/31/2021	0.06%	1	\$ 447,707.77	\$ 673,360.74	\$ 673,360.74	\$ 673,360.74	\$ (225,685.18)	\$ 447,707.77	\$ 447,707.77	\$ 32.21
Total Tax Notes Portfolio					\$ 447,707.77	\$ 673,360.74	\$ 673,360.74	\$ 673,360.74	\$ (225,685.18)	\$ 447,707.77	\$ 447,707.77	\$ 32.21

Total Investments at 1/31/2021 \$ 7,312,926.18
Weighed Average Maturity of Investments (Days) 5

Cash Holdings - Depository Bank	Value Date	Amount Held
General Operating	1/31/2021	\$ 9,894,565.47
Richland Hills Development Corp	1/31/2021	\$ 782,594.35
Crime Control District	1/31/2021	\$ 118,927.77
Total		\$ 10,796,087.59

Cash Holdings Allocation	Amount Held	% to Total of holdings
Total Certificates of Deposit	\$ 169,267.30	1%
Total Texpool Investment Pool	\$ 2,804,780.74	15%
Total TexSTAR Investment Pool	\$ 4,338,878.14	24%
Total Cash Holdings	\$ 10,796,087.59	60%
Total	\$ 18,109,013.77	100%

This report is in full compliance with the investment policy and strategy as established for the investment portfolio and the Public Funds Investment Act (Chapter 2256.023)

Tony Leake
Interim Finance Director

Benedetta Gualini
Accountant