

**RICHLAND HILLS CITY COUNCIL
REGULAR MEETING AGENDA
MARCH 22, 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 22nd. Your comment will be read aloud during Item 1B *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 816 1607 7077 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 816 1607 7077 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 Tarrant County 2021 Transportation Bond Program
3. Discuss Aquatics Feasibility Study Program Options
4. 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. Employee Service Award
- B. 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 March 8, 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 535-21 amending City Council Rules of Procedure

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

- A. None

6. OTHER ITEMS FOR CONSIDERATION

- A. None

7. REPORTS & DISCUSSIONS

- A. Fire Station Project Update
B. Police Station Project Update
C. Animal Services Center Improvements
D. Hike and Bike Trail Project Update
E. February 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 **18th 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.

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.

1. City Manager Review

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: Scott Mitchell, Director of Neighborhood Services

Date: March 22, 2021

Subject: Tarrant County 2021 Transportation Bond Program

Agenda Item:

Discuss Tarrant County 2021 Transportation Bond Program

Background Information:

The Tarrant County Commissioners Court is planning to call a \$400 million Transportation Bond Program in November to fund regional transportation projects. With voter approval, the program will increase mobility, reduce congestion, enhance safety and improve connectivity. Bonds will only be issued if the County has the capacity to repay the bonds without a tax rate increase. It is the goal of the Program to be open to a broad range of projects and to encourage participation from a broad range of public agencies. Priority funding will be given to “shovel ready” projects that are fully funded and can begin construction within five years from the date the bond election is approved.

The Program will be divided into three categories:

1. \$200 million for regional transportation projects submitted to the Commissioners Court for evaluation. These projects will need to be “shovel ready” within 5 years and will require a 50% cost share match from sponsoring agencies. Proposals are due to the County by April 16, 2021 for evaluation by a committee appointed by the Commissioners.
2. \$15 million for each Commissioner for discretionary spending in their precincts. The entire Court must approve the projects prior to release of funds. Local match is preferred but not required.
3. \$125 million for Countywide initiatives in conjunction with regional agencies (TXDOT, NCTCOG, etc.) as approved by the Tarrant County Office of Transportation Services. Some may be allocated to safe-routes-to-school and trail projects.

Staff, along with our city engineer, have evaluated the program criteria and recommend proposing three projects for the bond program.

1. Reconstruction of Glenview Drive from the east city limit with Hurst to Blvd. 26. This would involve pavement reconstruction, new curb and gutter, drainage improvement and new signalization.
2. Reconstruction of Booth Calloway from Glenview Drive to threshold of the new intersection as developed by TXDOT at Baker Blvd. / Loop 820. Would include pavement reconstruction, new curb and gutter, drainage improvements.
3. Reconstruction of Midway Road from Big Fossil Creek to Handley Ederville Road. This would include expansion to include a center turn lane, pavement reconstruction from asphalt to concrete, curb and gutter and drainage improvements.

Project proposals must include a City Council resolution supporting the projects and the funding match, along with a funding plan and conceptual drawings. The drawings and conceptual plans are currently being developed by Halff Engineering and future funding can be allocated from the Street Improvements Fund. Staff will be bringing a resolution to City Council for consideration at the April 12th Council meeting.

All three proposed projects have both local and regional impact on transportation and economic development. Staff is discussing partnership opportunities with our adjacent cities to improve more of these roadways and share costs. Even if only a single project is approved by the County, it will lead to improved transportation infrastructure with substantial savings to the city versus the full cost of the projects.

Financial Considerations:

Funding required for any street projects approved in the 2021 Transportation Bond Program would be allocated in the Street Improvements Fund during the annual budget process.

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: Jason Brown, Director of Parks and Recreation

Date: March 22, 2021

Subject: Aquatics Feasibility Study Program Options

Agenda Item:

Discuss Aquatics Feasibility Study Program Options

Background Information:

On December 14, 2020, George Deines with Counsilman-Hunsaker presented results from the aquatics facility survey that was conducted in the fall. Two hundred and fifty-four responses were received, with 35% of respondents being current members of The Link. Over 90% of respondents who are not current members of The Link indicated that an aquatic center (either indoor or outdoor) would be an enhancement to the facility and increase their likelihood of joining.

Based on feedback received from the community survey, Counsilman-Hunsaker has developed four conceptual program options – two indoor-only options, one indoor/outdoor option and one outdoor-only option. Mr. Deines will present the program options and associated cost estimates for each concept to Council. Staff will also be available to discuss potential impacts to the operating budget.

A follow-up discussion regarding the program options and capital and operational funding requirements will be held during the City Council Budget Workshop on March 26th.

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: Cathy Bourg, City Secretary

Date: March 22, 2021

Subject: Employee Service Award

Agenda Item:

Presentation of a 5-year Service Award to Jeff Stow, Fire Captain with the Richland Hills Fire Department.

Background Information:

Jeff started his fire service career as a junior firefighter at the age of 14 and volunteered in California before moving to Texas in 2011. He attended Northeast Texas Fire/EMS academy and was certified as an EMT and a firefighter. He served in several departments across DFW before coming to Richland Hills in January 2016. Jeff attended Paramedic school and promoted to Fire Engineer in 2017. He promoted to Fire Captain in August 2020. Jeff and his wife Christina have two kids, Lyla and Barrett. Jeff spends his free time working around his new home and property in Mineral Wells.

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: Cathy Bourg, City Secretary

Date: March 22, 2021

Subject: Minutes from the March 8, 2021 Regular City Council Meeting

Agenda Item:

Approval of minutes from the March 8, 2021 City Council Regular Meeting

Background Information:

N/A

Financial Considerations:

N/A

Legal Review:

N/A

Board/Citizen Input:

N/A

Attachments:

March 8, 2021 Draft Minutes

Council Action Requested:

Motion to approve the minutes from the March 8, 2021 Regular City Council meeting

**RICHLAND HILLS CITY COUNCIL
REGULAR MEETING
MARCH 8, 2021
DRAFT MINUTES**

Roll Call:

Council present

Edward Lopez, Mayor
Douglas Knowlton, Place 1

Curtis A Bergthold, Mayor Pro Tem
Javier Alvarez, Place 4
Athena Campbell, Place 5

Staff present

Candice Edmondson, City Manager
Cathy Bourg, City Secretary

Council present via Zoom

Stacey L. Morse, Place 2

Staff present via Zoom

Betsy Elam, City Attorney

The Work Session and Regular Session is 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*. 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.

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.

Motion: Motion was made by Councilmember Campbell and seconded by Councilmember Knowlton to convene into executive session. Time: 6:04 p.m.

Motion carried by a vote of 5-0.

Mayor Lopez reconvened into open session. Time: 6:56

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

None

Mayor Lopez called for a break at 6:56 p.m.

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

Invocation – Mayor Lopez

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.

Dustin Hamilton, 101 Andrea Ct., Lewisville on behalf of 7912 Leslie Dr., Richland Hills asked questions regarding the Building Code. Has the City of Richland Hills adopted the 2018 ICC Code? Does the City enforce the Code? Based on the photos provided, did the previous decking adhere to the 2018 ICC Code?

CONSENT AGENDA

2A. Approve minutes from the February 22, 2021 City Council Regular Meeting

Motion: Motion was made by Councilmember Knowlton and seconded by Councilmember Morse 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. 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

Mayor Lopez discussed 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.

Motion: Motion was made by Councilmember Alvarez and seconded by Councilmember Knowlton 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.

Motion carried by a vote of 5-0.

4B. Consider Resolution 534-21 Continuation of Declaration of Local Disaster – February 2021 Winter Storm

Candice Edmondson, City Manager presented Resolution 534-21, a Continuation of Declaration of Local Disaster – February 2021 Winter Storm. The Resolution recommends continuing the declaration until terminated by order of the City Council so that it remains in effect throughout the entire recovery process.

Motion: Motion was made by Councilmember Knowlton and seconded by Councilmember Morse to approve Resolution 534-21 continuing the Declaration of Local Disaster for the February 2021 Winter Storm.

Motion carried by a vote of 5-0.

CONTRACTS, AGREEMENTS, BID AWARDS AND OTHER RELATED ITEMS

5A. None

OTHER ITEMS FOR CONSIDERATION

6A. Consider approval of disaster relief assistance for citizens recovering from damages caused by the February 2021 winter storms

Candice Edmondson, City Manager presented recommendations for disaster relief assistance for citizens recovering from damages caused by the February 2021 winter storms. 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.

Mayor Pro Tem Bergthold addressed the Citizens of Richland Hills, Mayor, City Council and City Staff regarding social media post during the winter event with the following statement:

During the recent climate event experienced by all of us, numerous posts were made on social media regarding helpful measures, personal assistance, notifying residents as well as advice to drip water from household faucets to avoid plumbing lines from freezing.

Most of you experienced water and power outages that were down for an extended length of time. After about 22 hours electricity was restored, but water was not. As you know, the city ordered a boil water order for water. Eventually water was restored, but many residents experienced damage due to frozen pipes. My home was one that had to have repairs.

While social media can be a useful tool to get information out to our fellow citizens, it can also be used in a way that could compromise the process the city has in place to address this crisis.

On February 27, 2021, a comment was posted on Richland Hills Residents Page, Richland Hills Community Page and Richland Hills Alive Page and Nextdoor. The author of the post mentioned three city council members that would probably be in support of a plan to credit 2000 gallons of water for each residence.

People read this comment that was up for several days and some residents felt there was discussion between the city council members and the author. I contacted the author of the comment and said I had not been contacted prior to the words being written and posted. After consideration of what I said, the author removed the names. The problem is that the perception by many people was that we were probably in support of the authors plan to reduce the water bill of all residences by 2000 gallons to aid in their cost to drip water.

This is important: the fact is that according to the federal governments USGS department website if you have five faucets that drip 60 drips per minute you only use 28.5 gallons a day. If you dripped five faucets for three days, you would be using only 85.5 gallons total. This is very different than a forgiveness of 2000 gallons.

I was put in a position to go along with a plan that was not accurate and could potentially damage the plans the city has for infrastructure repair.

As a city council member, we are not allowed to discuss city business with more than one person on city council.

I want to make this point perfectly clear; I did not discuss this plan with any other city council members.

If you would like to discuss this, please see me after the meeting or contact me by phone or email which are on the city website.

Thank you.

Motion: Motion was made by Councilmember Bergthold and seconded by Councilmember Campbell 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.

Motion carried by a vote of 5-0.

REPORTS & DISCUSSIONS

7A. Street Improvement Projects Update

Scott Mitchell, Director of Neighborhood Services provided an update on street improvement projects. The current approved projects for FY 20-21 are approaching the end of the engineering phase. The following are the street projects:

- 3600 Block of Chaffin – minor utility work required; some roadbed reconstruction/grading required.
- Rosebud/Lavon from Pine Park to Cecil Dr. – all underground utilities must be replaced, drainage issues addressed, complete roadbed reconstruction. This will be most involved project this FY due to utilities and drainage.

- Vance Road – partner project with Tarrant County. This requires some underground utility replacement as well as roadbed reconstruction. Will require coordination with Tarrant County.
- Dreeben – Tarrant County / BISD project, but City will take an active oversight role to insure proper completion of the roadway. Scheduled for mid to late summer.

The previous timeline was for engineering to be completed, bid package to be put together with bids going out in March and bids let in April with a 30-day mobilization. Due to the impacts of Covid-19 and the addition of some utility work requirements on Vance, the timeline has been slightly delayed. Currently we plan to advertise the bids in early April with coming to Council the first meeting in May for award. Construction should begin in early June, with construction of the projects being completed by the end of the fiscal year barring any major weather (or other unforeseen) impacts.

The winter storm, as well as the COVID-19 pandemic, has slowed progress slightly, but the projects are still online to be complete by mid to late Fall, 2021.

7B. January Department Reports

Candice Edmondson, City Manager highlighted the following January Department Reports:

- Library – Nailed It! Baking Challenge
- Police – Officer Cristian Velasquez was hired and began mini-academy training and 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.
- Animal Services – Vax Shack Mobile Vet Clinic, 52 pets were spayed/neutered and additionally over 30 pets were vaccinated during the vaccination clinic.
- Community Development – Building Permits continue during pandemic as well as new business activity.
- Parks and Recreation – Camp Connect and Link Learner's Academy (LLA) and rentals have increased. Creek Trail Park will be receiving the new playground in March.

COMMUNITY INTEREST ITEMS

- Senior Lunch Bunch Curbside - Thursday, March 11th 12 noon – 1 PM; 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 Dickie's BBQ. Followed by Beep Beep Bingo at 1pm in The Link parking lot. 5 games will be played, so honk your horn if you win to get prizes.
- Tarrant County Food Pantry - Thursday, March 11th 5:30 PM – 7PM; The Link Parking Lot. Free groceries for any Tarrant County resident provided curbside at The Link's parking lot. Sponsored by Trinity Point Church.

- Easter EGGscursion - Friday, March 19th – Sunday, March 28; Find the giant eggs in our city parks and submit your Clue Coloring Card to be entered to win fun prizes. Each Entry 12 years old and younger receives a dozen Easter Eggs. Find more information at TheLinkRec.com.
 - Hippity Hop Car Stop - Saturday, March 27th 9 AM – 11:30 AM; The Link Parking Lot. Registration is now open. Advanced registration is required and spaces are limited. All time slots are filled with the exception of 9:00 AM and 9:30 AM. Registration is free.
 - Vax Shack at the Animal Shelter – March 25th - 4th Thursday of each month
 - Richland Hills COVID-19 Policy – There will be no changes to the Senior Programs. The City will amend its policy slightly while continuing to follow the recommendations of the CDC guidelines, but without the State mask mandate requirement. We will be going to a recommended mask wearing policy for visitors and guest at city facilities. Employees will still be required to wear mask, we will continue with our cleaning and sanitation, offering our sanitation stations and will continue to follow social distancing guidelines at all public meetings.
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 Bergthold 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 22, 2021

Subject: Amendment to City Council Rules of Procedure

Agenda Item:

Consider Resolution 535-21 amending City Council Rules of Procedure

Background Information:

Resolution 535-21 proposes an amendment to the City Council Rules of Procedure designating City Council meetings as campaign free zones. Comments made during City Council meetings may not contain campaign messages for or against the election of any candidate.

Section 255.003 of the Texas Election Code expressly prohibits the expenditure of city funds for political advertising. Resolution 535-21 cites rulings from the Texas Ethics Commission that determines the spending of public funds includes use of a political subdivision's resources including employees' work time, facilities, and equipment.

Proposed changes to the City Council Rules of Procedure are included in red on Page 8 and listed in the Resolution.

Financial Considerations:

N/A

Legal Review:

The City Attorney has reviewed the Resolution

Board/Citizen Input:

N/A

Attachments:

Amended City Council Rules of Procedure
Resolution 535-21

Council Action Requested:

Motion to approve Resolution 535-21 amending City Council Rules of Procedure

The City of Richland Hills City Council Rules of Procedure



**Adopted August 22, 1995
Amended March 13, 2001
Amended October 11, 2005 (Resolution 240-05)
Amended June 13, 2006
Amended June 27, 2006 (Resolution 272-06)
Amended March 8, 2011
Amended June 14, 2011
Amended September 13, 2011 (Resolution 385-11)
Amended January 24, 2012 (Resolution 389-12)
Amended June 24, 2019 (Resolution 511-19)
Amended March 22, 2021 (Resolution 535-21)**

CITY OF RICHLAND HILLS CITY COUNCIL RULES OF PROCEDURE

1. AUTHORITY

The following set of rules shall be in effect from and after the time of their adoption by the City Council and shall be subject to amendment or suspension by the City Council in the procedure set forth in these Rules.

2. GENERAL PROCEDURE

- A. Supplemental Rules of Order: Robert's Rules of Order Revised shall govern the proceedings of the City Council in all cases where not in conflict with these rules, or applicable law.
- B. Suspension of Rules: Any provision of these rules may be temporarily suspended or modified for limited purposes for a particular agenda item by a majority vote of all members of the City Council. Any provision of these rules may be suspended indefinitely by a unanimous vote of the City Council. At any future point, said suspension of a rule shall be halted at the request of any singular council member. Said request must be made during a council meeting.
- C. Amendment of Rules: These Rules may be amended or new rules adopted by a majority vote of all members of the City Council, provided that the proposed amendment or new rules shall have been introduced at a prior meeting of the City Council.

3. TYPES OF MEETINGS

- A. Regular Meetings: The City Council shall meet a minimum of one (1) time per month and more as needed. The Council will establish a regular time for beginning the meeting and may adjust the start time periodically for the convenience of the Council and the public. The Council may elect to have a pre-Council session at its discretion to receive staff briefings and discuss pertinent facts concerning the items listed on the agenda more informally, but no final decision or vote shall be taken during a pre-council session.
- B. Special Meetings: Special meetings may be called by the Mayor, the Mayor Pro Tem (when acting in the Mayor's absence) or by any two members of the City Council. The call for a special meeting shall be filed with the City Secretary in written form signed by the Mayor, Mayor Pro Tem or two City Council Members, so that the meeting may be publicly posted in accordance with state law. If any member of the City Council was not involved in the decision to call a special meeting, such member shall be given written notice by the City Secretary.

- C. Recessed Meetings: Any meeting of the City Council may be recessed to a later time by a majority vote of the City Council provided that no recess shall be for a longer period than until the next regular meeting.
- D. Workshops: City Council workshops may be called and held at such times and places as the Council may decide in its discretion and shall be posted in accordance with applicable law.

4. PRESIDING OFFICER

- A. Presiding Officer: The Mayor shall preside over the meetings of the City Council. In the absence of the Mayor the Mayor Pro Tem shall preside. In the absence of both the Mayor and the Mayor Pro Tem, the City Council shall select a member of the City Council to act as Presiding Officer for such meeting as the first order of business.
- B. Vote of the Presiding Officer: The Presiding Officer may participate in the discussion of all matters coming before the Council and shall be entitled to vote if so authorized by the City Charter.
- C. Failure of Presiding Officer to Maintain Order: In the event the Presiding Officer fails, ignores or refuses to carry out the responsibilities to maintain order and enforce the rules established herein, upon motion and approval by a majority of Council, the Presiding Officer shall be replaced, as if absent, and a new Presiding Officer named as provided in these rules shall take control of the meeting as the acting Presiding Officer. Such action shall not prevent the removed Presiding Officer from continuing to participate in the debate and otherwise performing the functions of that person's Council office at the meeting.

5. PROCEDURES AND RULES REGARDING CONDUCT OF BUSINESS

- A. Duties of the Presiding Officer: The Presiding Officer shall set aside personal bias and conduct all meetings in compliance with these Rules of Procedure, Roberts Rules of Order and applicable law, and maintain order, decorum and civility at all times. Such responsibility shall not limit the Presiding Officer from stating personal viewpoints as a member of the Council during debate in accordance with the authorities referenced above.
- B. Points of Order: Any member of Council may call a point of order if that member believes that any member of the Council, including the Presiding Officer, has violated these Rules of Procedure, Roberts Rules of Order or applicable law, or is otherwise out of order, or that the Presiding Officer has not applied the governing procedural rules fairly and equitably or failed to apply the governing procedural rules correctly. The Presiding Officer shall promptly rule on such point of error.

- C. Appeal: Any member of the Council may appeal a ruling of the Presiding Officer to the City Council. If the point of order or appeal is seconded, the member raising the issue shall briefly explain the basis of the point of order or appeal. There shall be no further debate. The Presiding Officer shall then put the question of whether the decision of the Presiding Officer should be sustained to a vote of the Council, and the majority vote of the Council shall control the question.
- D. Council Right to Speak: Any member of the City Council desiring to speak on any agenda item shall have the right to do so. A member of the Council desiring to speak shall first address the Presiding Officer and wait for recognition by the Presiding Officer before beginning to make remarks. The Presiding Officer shall recognize each member of the Council desiring to speak in the order the members have expressed a desire to speak, and shall not refuse to recognize a member of the Council nor limit the time or frequency a member of the Council may speak except as prescribed in these rules or in Robert's Rules of Order. Each member of the Council shall confine such member's remarks to the subject under consideration and avoid discussion of personalities and the use of profane, discourteous and offensive language, personal attacks and verbal abuse of other members of the Council and the public in general. A member of the Council, once recognized, shall not be interrupted while speaking unless called to order by the Presiding Officer, a point of order is raised by another member, or the speaker chooses to yield the floor to another member. If a question of order is raised while a member of the Council is speaking, that member shall cease speaking immediately until the question of order is determined. If ruled to be in order, the member shall be permitted to proceed. If ruled to be out of order, the member shall yield the floor.

6. ORDER OF BUSINESS

- A. Agenda: The order of business of each City Council meeting shall be contained in the Agenda prepared by the City Manager and shall generally be as follows:
 - I. CALL TO ORDER
 - II. INVOCATION AND PLEDGES OF ALLEGIANCE
 - III. PRESENTATIONS/RECOGNITIONS/PROCLAMATIONS
 - IV. PUBLIC INPUT OR PUBLIC COMMENTS
 - V. BOARD APPOINTMENTS AND RESIGNATIONS
 - VI. PUBLIC HEARINGS
 - VII. ACTION ITEMS
 - VIII. CONSENT AGENDA
 - IX. REPORTS

X. EXECUTIVE SESSION

XI. ADJOURNMENT

The Council may reorder the Agenda for a particular meeting or on a permanent basis, including individual agenda items, for the convenience of the Council, City staff, or the public on motion by majority vote.

- B. Submitting Request for Agenda: Any Council Member may direct the City Manager to place a particular item on the next available regularly scheduled agenda for Council deliberation and possible action. Any person desiring to present an item for consideration on the City Council Agenda may contact any member of the Council to discuss the item. The City Manager's Office will notify the person requesting placement of an item on the agenda of the meeting date at which the item will be discussed. A person may also appear at a Council Meeting under the Public Input or Public Comment portion of the agenda and request the City Council place an item on a future agenda. Any member of the Council at this time may direct the City Manager to place the item on the next regularly scheduled agenda or specify a date certain on which the item is to appear.
- C. Procedure for Hearing Citizen-Requested Agenda Items: Should a citizen who requested an item be placed on the agenda fail to appear at the City Council Meeting at which the item is to be considered by the City Council, such absence will not prevent the City Council from acting upon the item.

7. MOTIONS AND VOTING PROCEDURE

- A. Discussion and Motion: The City Council may consider and discuss any item on the Agenda without the necessity of a motion bringing the item before the Council. At the conclusion of the discussion, the Presiding Officer will entertain a motion, but the making of a motion for action shall not end discussion unless the question is called.
- B. Voting: All votes shall be by electronic or oral roll call vote and shall be recorded in the permanent record of the Council.

8. CONSIDERATION OF ORDINANCES AND RESOLUTIONS

- A. Form of Presentation: Each proposed ordinance or resolution shall be introduced in written, printed, or electronic form.
- B. Vote Required: A majority of the City Council Members holding numbered places shall constitute a quorum to do business, and the affirmative vote of at least three members shall be necessary to adopt any ordinance or resolution, unless applicable law or ordinance establishes a greater requirement.

9. BOARDS AND COMMISSIONS

The City Council may create permanent boards and commissions to assist in the conduct and operation of the City Government with such duties as the City Council may specify. Such boards and commissions shall be created by ordinance. Ad hoc boards or committees for special events or purposes and of limited duration may be created by Council action with no ordinance required.

10. RECONSIDERATION OF ITEMS

- A. Reconsideration Generally Prohibited: The City Council will reconsider an action taken only as provided herein. No item upon which the Council has taken final action will be placed back on the agenda except as provided herein.
- B. Request for Reconsideration: Either a Council Member who voted with the prevailing majority or side on any item upon which the Council has taken final action, or a Council Member who was absent from the meeting at which such item was considered, may make a motion or request to reconsider the item, provided such motion or request is made prior to the next succeeding regular meeting of the City Council.
 - (1) A motion or request to reconsider may be made at the meeting at which the action to be reconsidered was taken. In such event, the motion or request such a motion can be made, seconded, debated, and acted upon even though it is not on the formal agenda, and if the motion is approved as provided herein, the item to be reconsidered will be reopened immediately.
 - (2) A motion or request to reconsider may be made following the meeting at which the action to be reconsidered was taken, and before the next regular meeting has commenced. In such event, the City Manager shall add the motion to reconsider to the agenda for the first regularly scheduled meeting on which such item can legally be posted, or for a special meeting to be held prior to the next regularly scheduled meeting, if a special meeting has been called.
 - (3) A motion to reconsider may be seconded by any member of the Council.
 - (4) The affirmative vote of a majority of the Council (excluding any members who are absent, recuse themselves or who are disqualified from voting) shall be required for any motion to reconsider to carry.
 - (5) No question shall be reconsidered twice except by unanimous consent of the Council.
 - (6) If the Council votes to reconsider any matter which requires either notice by publication or a public hearing, an affirmative vote in favor of a motion

to reconsider shall have the effect of setting the matter for the next available Council meeting consistent with compliance with applicable notice requirements, and the City staff shall again comply with all applicable notice requirements.

- (7) Notwithstanding any provision of this section to the contrary, any member of the Council may place on the agenda any item acted upon by the Council prior to such member taking office, including for the purpose of reconsidering the Council's previous action.
- (8) Notwithstanding any provision of this section to the contrary, after one year has elapsed since an item was acted upon by the Council, any member of the Council may place such item back on the agenda, including for the purpose of reconsidering the Council's previous action.

C. Vested Rights: Reconsideration of any item shall not affect rights which have legally vested due to the action being reconsidered, provided, however, that this provision shall not prohibit the Council from taking any action within its power and authority.

D. Items Modified at Meeting:

- (1) When the City Council considers a proposed ordinance, resolution, agreement or other document, and approves such document with Council instruction, the item need not be placed on a future Council agenda for consideration and review except as provided herein.
- (2) The City Attorney will promptly make the changes as instructed by the Council and forward the revised document to the City Manager and the City Secretary, and the City Manager will forward a copy of the revised document to the Council for review.
- (3) The Council member will be given six (6) calendar days to review the document to determine if the changes made accurately reflect the Council's intent. During this period, the document will be held by the City Secretary unsigned.
- (4) If any member of the Council believes that the revisions made do not accurately reflect the Council's intent, that member shall notify the City Manager and City Secretary within such six (6) calendar days of receipt of such notice, and in such event, the City Secretary shall continue to hold the item without signature, and the City Manager will place the item back on the Council agenda for further consideration and discussion to resolve the alleged discrepancy.
- (5) If no member of the Council informs the City Manager and City Secretary within seven (7) days of receipt of any alleged discrepancy, the Council's action will be deemed final and the item will be considered finally adopted

and passed, and ready for signature.

- (6) This provision is in addition to any other right to request reconsideration provided in these rules.

11. CITIZENS AND OTHER VISITORS

- A. Open Meetings: Citizens and other visitors are welcome to attend all public meetings of the City Council and will be admitted to the City Council chamber or other room in which the City Council is meeting up to the fire safety capacity of the room.
- B. Prohibited Items: Citizens and other visitors attending the meeting shall:
 - (1) Not bring food, placards, banners, or signs into the City Council chamber or into any other room in which the City Council is meeting, except exhibits, displays, and visual aids intended to be used in connection with substantive presentations to the City Council on a listed agenda item; and chamber or into any other room in which the City Council is meeting, except exhibits, displays, and visual aids intended to be used in connection with substantive presentations to the City Council on a listed agenda item.
 - (2) Silence or turn off all cell phones and other mobile communication devices.
- C. Citizens Addressing Council: Any citizen wishing to speak before the City Council is entitled to be heard, subject to the limitations stated herein.
 - (1) The Council has established a standing agenda item entitled “Public Input” or “Public Comments” for the purpose of hearing citizen concerns. Any citizen may speak on any item not specifically identified on the agenda during the Public Comments portion of the agenda. The citizen shall provide their name and address prior to beginning to address the Council.
 - (2) Any citizen may speak during any public hearing. Upon being recognized, the citizen shall first provide their name and address. Comments must be confined to the subject matter of the public hearing.
 - (3) Any citizen may generally speak during the discussion of any agenda item. In order to be recognized, the citizen shall prior to the start of the Council meeting complete a Council communication card providing their name and address. Comments must be confined to the subject matter of the agenda item. The Council may, in its discretion, limit or prohibit public discussion on an agenda item in the interests of time.
 - (4) Council meetings are campaign free zones, and therefore citizen comments may not contain campaign messages for or against the election of any candidate.

D. Rules Regarding Presentations: In order that the City Council may properly consider each matter brought to it by citizens, speakers are asked to observe the following rules:

- (1) Only one person may approach the microphone at any one time, and only the person at the microphone will be allowed to speak.
- (2) During any of the foregoing opportunities to speak, the citizen shall limit their comments to three minutes, provided that the Presiding Officer, or the Council by motion, shall have the discretion to vary this limit as they determine appropriate.
- (3) The Council shall have the authority to limit repetitive presentations, including by limiting speakers to statements regarding their support or opposition to a particular issue before the Council once the Council determines that discussion has become redundant.
- (4) There will be no substitutions and/or pooling of speakers to increase speaking time.
- (5) Speakers may present copies of their remarks or supporting information to the City Secretary. The City Secretary will make the information available to the City Council and City Manager if requested.
- (6) During designated speaker times City Council Members may ask factual questions or, if legally permitted, make a brief response to speaker comments. Speakers will have one minute to respond. More time may be granted to the speaker for a response at the discretion of the Presiding Officer or by the Council by motion, which motion shall not be debated.

E. Public Decorum:

- (1) Citizens and other visitors shall observe the same rules of propriety, decorum and good conduct applicable to members of the City Council. Any person making impertinent, profane or slanderous remarks, or derogatory personal comments not germane and necessary to the subject matter being discussed, who engages in name-calling, becomes boisterous or unruly, or who makes remarks from the audience without being properly recognized, stamps their feet, whistles, yells, claps, gestures, makes other physical demonstrations, or brings into the meeting room any impertinent, profane or slanderous or derogatory personal signs, placards, or other written or graphic material shall be out-of-order and subject to removal or other action by the Presiding Officer, the Council, or the police.
- (2) The Presiding Officer is charged with primary authority and responsibility to immediately halt any improper behavior. As soon as such behavior

occurs, the Presiding Officer shall instruct the speaker or other person to cease the misconduct and admonish the person to refrain from further offensive behavior and warn the person that they may be removed from the meeting. The offending citizen will then generally be allowed to proceed so long as the offending citizen thereafter complies with the rules for decorum and civility; however, if a person's comments and/or actions are of such extremely derogatory nature and/or are highly offensive or inflammatory, the Presiding Officer shall order the citizen to immediately leave the meeting. In the absence of such an order by the Presiding Officer, the Council may, by motion, so order the citizen's removal from the meeting.

- (3) If the citizen is allowed to remain in a meeting after violating the rules for decorum and civility, either the Presiding Officer, or the Council by motion, may elect to refuse to allow the offending citizen to speak again on any other matter before the Council for the remainder of the meeting.

- F. In the event that the violation is determined to be of such severity or in the case of repeated violations by the same person, the Council, by motion may prohibit the offending person from speaking or attending meetings for a period of time to be determined by the Council. Any person so barred may submit written comments on any agenda items during this period for inclusion in the Council's records of the proceedings. If submitted at least one full day in advance of the meeting on the appropriate agenda item, such written will be reviewed by City staff prior to the meeting for compliance with these Rules of Procedure, Roberts Rules of Order and applicable law, and if determined to be compliant, such comments will be read by City staff or the Presiding Officer in lieu of allowing that person to speak during debate on the particular agenda item at issue after first identifying the author. In the event that submitted written comments are determined to also be in violation of these rules, they may be the basis for further action to enforce compliance with these rules.
- G. If ordered removed, the person ordered removed shall immediately leave the room, and shall be barred from further participation and attendance before the City Council during that agenda item or meeting as ordered. If the person so ordered refuses, they shall be trespassing and subject to forced removal and/or arrest by the police. Aggravated cases may also subject the violator to criminal prosecution on appropriate complaint signed by the Presiding Officer or any Council Member.

RESOLUTION 535-21

**A RESOLUTION OF THE RICHLAND HILLS CITY COUNCIL
AMENDING THE CITY COUNCIL RULES OF PROCEDURE BY
ADDING SUBSECTION 11.C.4., TO ESTABLISH COUNCIL MEETINGS
AS CAMPAIGN FREE ZONES; 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, Section 255.003 of the Texas Election Code expressly prohibits expending funds for political advertising; and

WHEREAS, in 2002 the Texas Ethics Commission issued several rulings defining situations that constitute the spending of public funds, and the Commission found that the “spending” of public funds includes the use of facilities maintained by a political subdivision. Opinion No. 443 (2002); and

WHEREAS, in 2020, the Commission determined that the spending of public funds includes use of a political subdivision’s resources, including employees’ work time, facilities, and equipment. Ethics Advisory Opinion No. 552; and

WHEREAS, the City Council meeting is a limited public forum; and

WHEREAS, the City Council deems it appropriate to make City Council meetings campaign free zones so as not to violate state law and to encourage orderly and efficient meetings.

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

**SECTION 1.
AMENDMENT**

Subsection 11.C.4., Section 11, “Citizens and Other Visitors,” of the City Council Rules of Procedure is added to read as follows:

- (4) Council meetings are campaign free zones, and therefore citizen comments may not contain campaign messages for or against the election of any candidate.

**SECTION 2.
REMAINDER OF RULES UNCHANGED**

The City Council Rules of Procedure previously approved and adopted by the City Council, except to the extent amended herein, shall remain unchanged.

**SECTION 3.
EFFECTIVE DATE**

This Resolution shall be effective upon its adoption.

Passed and approved this 22nd day of March, 2021

CITY OF RICHLAND HILLS, TEXAS

THE HONORABLE MAYOR EDWARD LOPEZ

ATTEST:

CATHY BOURG, CITY SECRETARY

APPROVED AS TO FORM AND LEGALITY:

BETSY ELAM, CITY ATTORNEY

Memorandum

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

From: C. Russell Shelley, Fire Chief

Date: March 22, 2021

Subject: Fire Station Project Update

Agenda Item:

Fire Station Project Update

Background Information:

Staff will provide a construction update for the new Fire Station.

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: Kimberly Sylvester, Chief of Police

Date: March 22, 2021

Subject: Police Station Project Update

Agenda Item:

Police Station Project Update

Background Information:

Staff will provide a construction update for the Police Station renovations.

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: Kimberly Sylvester, Chief of Police

Date: March 22, 2021

Subject: Animal Services Center Improvements

Agenda Item:

Animal Services Center Improvements

Background Information:

Staff will provide an update on Animal Services Center building improvements approved in the FY 2020 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: Jason Brown, Director of Parks and Recreation

Date: March 22, 2021

Subject: Hike and Bike Trail Project Update

Agenda Item:

Hike and Bike Trail Project Update

Background Information:

Staff will provide a construction update for the Hike and Bike Trail.

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 22, 2021

Subject: February Department Monthly Reports

Agenda Item:

February 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:

February Department Reports

Council Action Requested:

No Council Action

RICHLAND HILLS PUBLIC LIBRARY

FEBRUARY • 2021

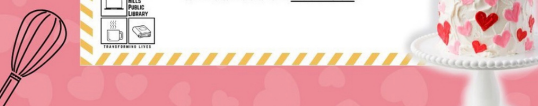


Nailed It!
Baking Challenge

Step 1:
To participate stop by Feb. 9th-12th to pick up your materials (picture, cake mix, icing, decorating supplies and pans).

Step 2:
Take a picture of the cake that you've re-created and DM us either on Facebook or Instagram your cake submission by Feb. 16th at 8PM.

Step 3:
The winner will be determined by the votes of City of Richland Hills Department Heads and announced on Feb. 19th!





**Nailed It! February
Baking Challenge Winner**



*February
Nailed It!
Baking Challenge*

IMPACT

Our "Nailed It" Take and Make program continues to be very popular! This month we had 15 participants make a Valentine themed cake.

AARP Tax Prep has started. Appointments are currently booked through the end of May.

KEY FACTS

- 491 Visitors
- 49 Library to Go users
- 102 ebook check-outs
- 109 Youtube video views
- 65 Computer Sessions
- 516 Questions Answered

Municipal Court – February 2021

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

None at this time.

Citation Summary		
	Current Month	YTD Total
Violations Filed	181	957
Completed Cases– Paid Fine & Before Judge	75	368
Other Completed - Dismissed deferred, DSC, proof, compliance, by Judge or Prosecutor, plea & bar, void	58	315
Number of Warrants Issued	0	63
Number of Warrants Cleared	51	227
Number of Outstanding Warrants	0	57
Value of Outstanding Warrants	\$.00	\$23,811.50
Total Fees Collected	\$24262.10	\$119,839.94

City Marshal Activity Report
Month of FEBRUARY 2021

March 22, 2021
7E - 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	0		18	\$ 8,320.65
Returned for Officer correction	0		2	\$ 652.10
Unable to locate - bad info	8	\$ 2,334.10	16	\$ 4,668.20
Paid/payment plan	6	\$ 3,394.56	14	\$ 6,588.09
Deceased	0			
Cleared-Found Incarcerated	3	\$ 1,217.00	21	\$ 7,285.30
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	31	\$ 11,014.50	143	\$ 51,460.90
Arrested by other agencies	34	\$ 13,081.00	143	\$ 55,362.30
Paid by defendant	0	\$ -	7	\$ 3,288.13
Released due to medical reasons	0	\$ -	6	\$ 2,846.00
Attorney bonds	0	\$ -	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	16	\$ 6,210.20	58	\$ 22,176.80
Other Duties				
Bank detail	5		37	
Traffic stops	0		0	
Insurance verifications	16		42	
Vehicles inspected	0		4	
Bailiff hours	6		25	
Training	8		12	
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	3		15	
Returned FTA notices	13		24	

Fire – February 2021

- On February 25, 2021, RHFD responded to perhaps the largest structure fire in the City's history. The fire at Advanced Foam Recycling consumed an almost 113,000 square foot building and destroyed all contents and equipment in the building. 19 fire departments used more than four million gallons of water to extinguish the fire over a period of 29 hours.
- Personnel completed **25** business inspections throughout the month.
- Members completed a combined **121** hours of training this month.
- The mutual aid agreement with Allegiance Ambulance resulted in one call being sent to them during February.
- The reserve engine has been out of service for a few weeks waiting on parts from the manufacturer.
- A total of **4** 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 February averaged **5 minutes 21 seconds** from receipt of call in dispatch to the first fire unit arriving on scene to assist.
- More than 27% of emergency calls in February were received while our crews were already addressing another emergency in the City. This number is almost double the normal monthly simultaneous call percentage. We attribute that to the severe weather we endured and the large commercial fire.
- 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 March.
- Staff received word in late January that we will be audited and inspected by the Texas Commission on Fire Protection in early 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 February 28, 2021		
	Current Month	FY2021 Total
Fire Calls	11	24
EMS/Major Accidents/ Rescues	79	338
Hazardous Conditions – No Fire	10	23
Public Assistance	18	59
Good Intent (No Service Rendered)	6	27
False Alarm	29	47
Severe Weather & Natural Disaster	0	1
Total Calls	153	655
Automatic / Mutual Aid		
	Current Month	YTD Total
Aid Received	23	72
Aid Given	20	80

Police – February 2021

- Sergeant Schmid completed the School of Police Supervision at the Institute for Law Enforcement Administration
- Winter Storm Uri Response
- 5 Alarm Fire Response on Handley Ederville
- Recruit Anthony Pratt graduated from the Police Academy and is now in field training
- Officer Velazquez was Sworn In as a Certified Officer and is now in field training

Service Calls			
	Previous Year	Current Month	YTD Total
Citizen Calls	455	376	758
Officer Initiated	1021	759	1655
Total Calls	1476	1135	2413
Part 1 Offenses			
	Previous Year	Current Month	YTD Total
Murder	0	0	0
Rape	0	1	1
Robbery	1	0	0
Aggravated Assault	2	1	1
Burglary	0	1	3
Theft	14	8	26
Motor Vehicle Theft	4	1	8
Total	21	12	39
Crashes & Injuries			
	Previous Year	Current Month	YTD Total
Crash Reports	14	6	20
Injuries	5	0	8
Killed	0	0	0
Criminal Investigations			
	Previous Year	Current Month	YTD Total
Assigned Cases - Active	2	4	17
Unfounded	1	0	1
Suspended	13	1	14
Exceptionally Cleared	0	1	2
Arrest - Case Filed	24	3	14
Arrest - Case Not Filed	9	4	29
On View Arrests	20	8	39
DWI / DUI	4	2	14
Cases Pending Submission	Not Available	4	16
Warrants Obtained (Felony)	6	4	5
Warrants Obtained (Misdemeanor)	3	5	8
Search Warrant Obtained	5	1	1
Warrants Served (Felony)	5	0	0
Warrants Served (Misdemeanor)	2	1	1
Probable Cause Determination	2	2	3
Family Violence Arrests	3	2	4
Active Protective Orders	Not Available	8	Not Applicable

Records		
	Current Month	YTD Total
Sex Offender Registrations	3	5
Open Records Requests	30	69
Property & Evidence		
	Current Month	YTD Total
Pieces of Property Received	81	226
Items Taken to Lab for Narcotics Testing	5	13
Items Taken to Lab for Blood Alcohol Content Testing	2	12
Crime Scene Call Outs (Richland Hills Police Department)	1	3
Crime Scene Call Outs (Haltom City Police Department)	0	4

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

ANIMAL SERVICES – February 2021

- Shelter closed for a week due to snow/ice/city closures
- Vax Shack Clinic: 38 Surgeries Performed and over 30 pets received immunizations during clinic
- Next Vax Shack will be March 25, 2021

Service Calls			
	Previous Year	Current Month	YTD Total
Total Dispatched Calls	53	33	73

IMPOUNDS			
	Previous Year	Current Month	YTD Total
DOGS	15	21	35
CATS	13	2	20
OTHER THAN DOGS/CATS	0	0	0
Total	28	23	55

INCIDENTS BY TYPE			
	Previous Year	Current Month	YTD Total
ANIMALS AT LARGE	21	15	26
AGGRESSIVE ANIMAL	4	1	2
ANIMAL COMPLAINTS	26	17	43
INJURED ANIMALS	2	0	2
Total	53	33	73

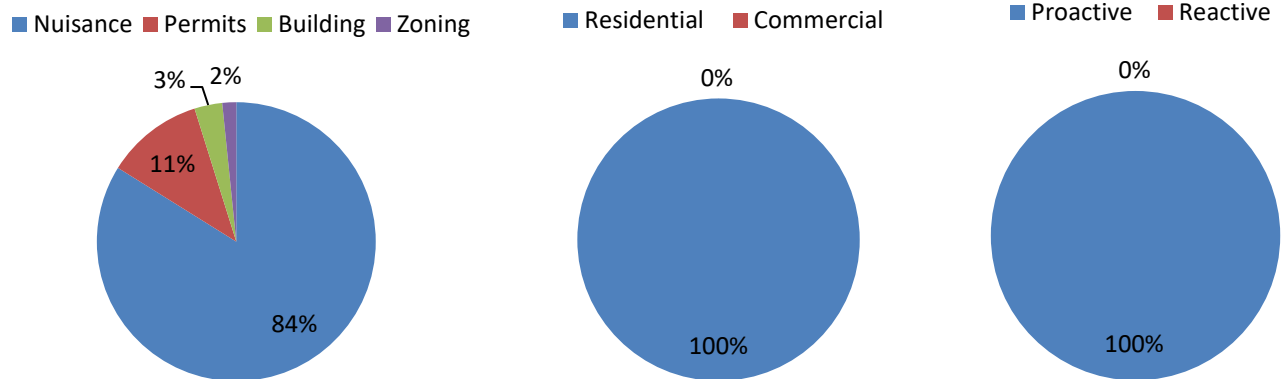
BITE REPORTS			
	Previous Year	Current Month	YTD Total
ANIMAL BITES	0	0	0
SHELTER QUARANTINE	0	0	0
HOME QUARANTINE	0	0	0
SUBMISSION TO AUSTIN	0	0	0
UNABLE TO LOCATE	0	0	0

DISPOSITIONED ANIMALS			
	Previous Year	Current Month	YTD Total
DOGS ADOPTED	13	12	17
CATS ADOPTED	17	6	17
RETURNED TO OWNER/YARD	13	4	11
TRANSFERRED/RESCUED	1	1	3
EUTHANIZED	0	1	1
LOST/DIED IN CARE	0	0	0

CITY LICENSE ISSUED			
	Previous Year	Current Month	YTD Total
ISSUED	17	2	3

CITATIONS/VIOLATIONS ISSUED			
	Previous Year	Current Month	YTD Total
ISSUED	8	0	0

Code Enforcement – February 2021



	Violations				
	Notices Issued	Pending Compliance	Compliance Obtained	Citations Issued	Abatement by City
Nuisance Violations	52	32	20	0	0
Building Violations	2	1	1	0	0
Zoning Issues	1	1	0	0	0
Permit Violations	7	1	6	0	0
Fiscal Year Totals	581	219	362	9	0

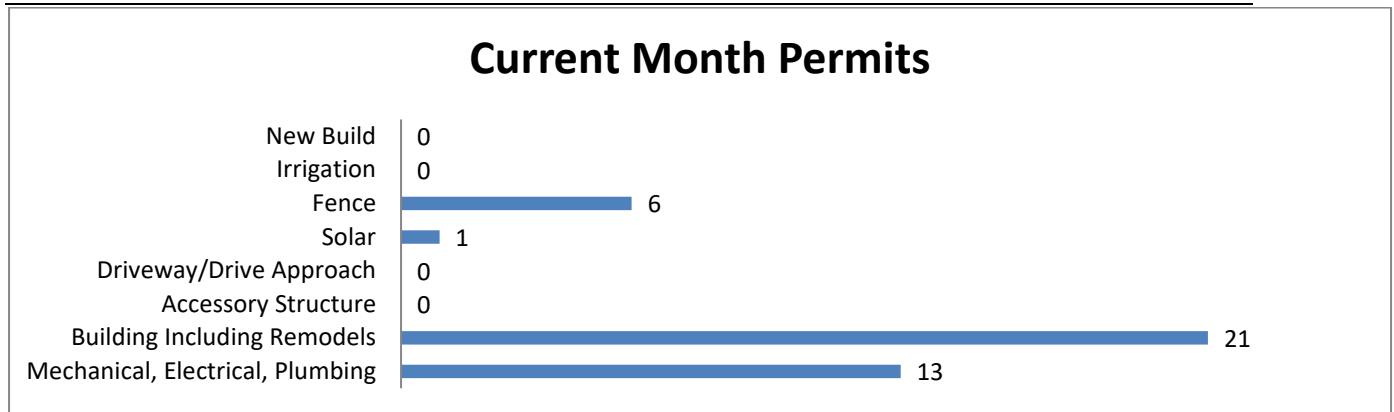
Current Month Nuisance Violations



Signs		
	Current Month	Fiscal Year 2020
Commercial Sign Violations	0	0
Bandit Sign Removal	3	18

Building Summary		
	Current Month	Fiscal Year 2020
Registered Vacant Building	2	13
Registered Rental CO's	4	25
Substandard Buildings	0	1

Community Development – February 2021



Permits								
	Mechanical Electrical Plumbing	Building Including Remodels	Accessory Structure	Driveway Drive Approach	Solar	Fence	Irrigation	New Build
Residential	8	20	0	0	1	6	0	0
Commercial	5	1	0	0	0	0	0	0
Fiscal Year Totals	87	136	7	5	8	23	3	1

	Current Month	Fiscal Year 2020
Sign Permit	4	12
ROW Permit	3	12
Garage Sale Permit	1	49
Zoning, SUP, Code Consults	3	3

Building Summary		
	Current Month	Fiscal Year 2020
Registered Rental CO's	4	25
Commercial CO's	2	23

New Business Activity

- Master Shield of Dallas – 7452 Dogwood Park – Office, warehouse (Gutter supplies and installations)
- Templar Protective Associates & Training Academy – 7415 Whitehall #102 – Office, professional (Security consultant and training)

PUBLIC WORKS MONTHLY REPORT- FEBRUARY 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.

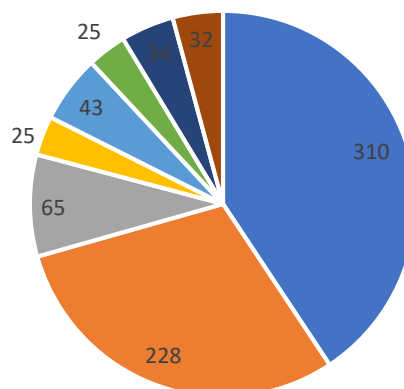
***All Public Works personnel were on Mandatory Emergency on call the week of Winter Storm.*

TASK		MAN HOURS
WATER MISC.	Prepared for winter storm; Received/responded to numerous calls at every hour of the day from dispatch for every water issue etc. due to winter storm; Multiple Main Breaks some due to winter storm; line repairs due to winter storm. set barricades for water jobs; dig ups for water jobs; back filled holes on water jobs; assisted contractors on water jobs; Checked for and repaired water meter leaks; Set water meters; Replaced fire hydrants; SCADA; Replace broken meter box lids; Back filled meter boxes; Replace Curb stops; check chlorine tanks.	310
STREET MISC.	Sanded roads during winter storm; set temporary stop signs on baker during winter storm due to traffic lights not working; Patrolled city; Fill potholes around City; Install street signs: filled dump truck with sand for winter weather; Filled sandbags; Barricade set up and take down for the Commercial fire on Handley-Ederville. Set up light tower to provide light for them working through the night.	228
SEWER MISC.	camera and jetted sewer line for sewer back up jobs. (sewer calls); manhole inspections, inspect sewer lines.	65
DRAINAGE MISC.	cleaned drainage ditches, worked calls for drainage issue. Storm drain/Inlet inspections; Storm drain/ Inlet cleanup;	25

PUBLIC WORKS MONTHLY REPORT- FEBRUARY 2021

CITY HALL WORK ORDERS	Completed work orders created by City Hall, initiated by customers or staff. Starts and Finals;	43
WATER SAMPLING/ TESTING	Public works-maintained entry point water sampling, DLQOR testing, Bac-T, and Nap Testing. Raw water testing	34
WELL READINGS	Well readings and sewer meter readings were done daily.	25
MAINTANANCE	Tool maintenance; vehicle maintenance; fueling up; supplies trips; take equip. to be serviced; drop trash at stockpile. Rehabbed equipment Clean shop yard.	32

MAN HOURS

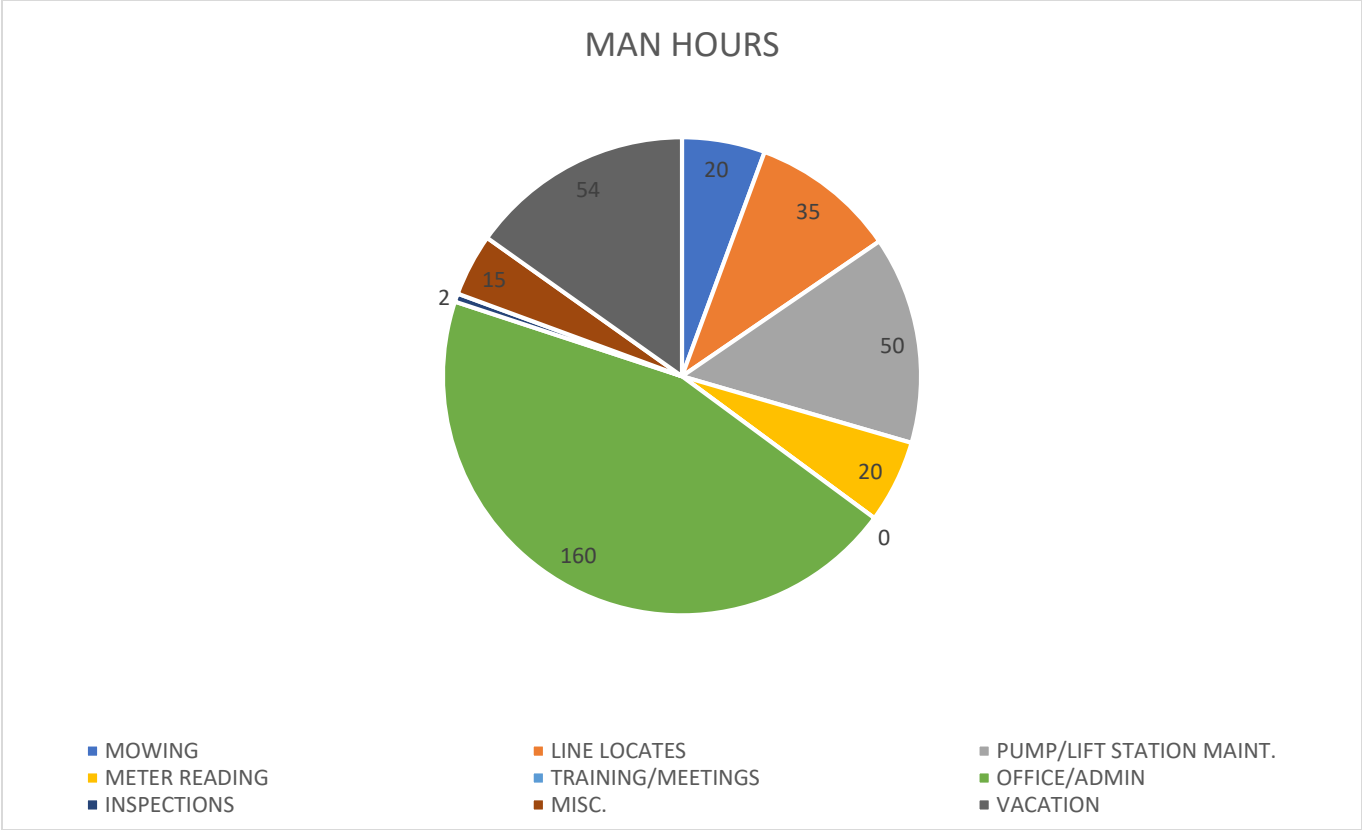


■ WATER MISC. ■ STREET MISC. ■ SEWER MISC. ■ DRAINAGE MISC. ■ CITY HALL WO ■ WELL READINGS ■ SAMPLING ■ MAINTENANCE

PUBLIC WORKS MONTHLY REPORT- FEBRUARY 2021

TASK		MAN HOURS
MOWING	Mowed and weeded city owned properties	20
LINE LOCATES	Located water and sewer lines for contractors/ emergency line locates	35
PUMP & LIFT STATION MAINT.	Worked to get well yards up and running after winter storm.	50
METER READING	Read meters for utility billing	20
TRAINING & MEETINGS		0
OFFICE/ADMIN	Office/Admin/Reports	160
INSPECTIONS	Concrete pour inspections; drive approach inspections; flat work inspections.	2
MISCELLANEOUS	Took light tower to Ft Worth to assist first responders; Meetings with contactors; various jobs; drove to pick up tank for saw.	15
HOLIDAY	Observed City Holiday	54

PUBLIC WORKS MONTHLY REPORT- FEBRUARY 2021



Parks and Recreation Director's Report

February 2021



Budget Analysis

Revenues were down in February, but a large portion of that is due to the 7 days of lost revenue and rescheduled events due to the Winter Weather event that closed city facilities. Some of that revenue was lost (childcare), some will be declared down the road (rescheduled events). All part-time positions were paid for scheduled shift during the closure, so cost savings (electrical) will be minimal.

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

Project/Program Updates

- **Memberships: \$4,212.03** This is a decrease in membership revenues compared to January. The Link sold 14 memberships, but that was offset with 11 terminations/cancellations. The Link currently has 335 active memberships. In February, The Link had 1,219 scans with 272 unique scanners.

The February fitness challenge was a Healthy Heart Challenge in honor of National Heart Health Month. We had 10 people sign up for the challenge and log cardio hours.

- Medicare programs brought in **\$872.00** in additional monthly fees from 87 active members.

- **Camp Connect and Link Learner's Academy (LLA): \$5,253.10** Again, there is a decrease in revenue due to no service for a week. We currently have 43 children in the afterschool program, with 8 of those being hosted in the morning. We saw 10 new children register in February.

- **Programs:** Karate is continuing to grow, and now hosts 10 children on Wednesdays and Saturdays. 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. All of the below programs increased in February.
 - 15 people in Pickleball Lessons
 - Pickleball players – 62
 - Volleyball players – 45
 - Staff is planning another Pickleball Tournament in April. We have new contact that feels confident that we will be able to sell it out.
 - The Link has started preliminary conversations with a location athletic group called Performance Experience. They currently operate in Euless, but will be expanding their

service starting in April at The Link. Their main service is athletic performance training and personal training. Their current client list includes elementary children all the way up to college athletes.

- To help advertise our partnership, The Link will be hosting an Open House on April 17th and offer tours to anyone new to The Link, including Performance Experiences current clients. We will have some games, activities and food to help elicit a bigger crowd.
- Additionally, the first paid event the Performance Experience will host is a 3-on-3 basketball tournament. It will include three age groups 13 and under, 17 and under and open. Each group will play in a different location; the Link parking lot, The Link, and Rosebud Park, respectively.
- **Special Events:** No events were hosted in February, however staff is continuing discussions and planning for this year's Easter event. The Hippity-Hop Car Stop is almost full with just around 40 spots remaining out of 200. The Eggscursion in the Parks and the Online Egg Scramble will begin in March. The Eggscursion is designed to get families out in the parks to find oversized plastic eggs. While the Egg Scramble is set up to get traffic to our website and expose the public to all of the programs and opportunities we have at The Link.
- **Pop-Up Events:** No pop-up events were scheduled in February, but the next one is being planned for June 5th – Pickle and Pops! The Link will host music, food and reservable pickleball courts for all of the pickle-fanatics to use.
- **Community Programs:** The Link, while designed to generate revenue, tries to find a balance with community programs that anyone can join.
 - Lunch Bunch – 92 attended, Beep, Beep Bingo was canceled due to cold weather
 - 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:** The Trail has largely been excavated on the Oncor easement. Cole Construction started at Glenview and has cut a swath offering a visual idea of the size and path of the trail. To date, they have worked their way down to just south of Brooks, then down by Latham. Cole has also begun to cut the new sidewalk on Dogwood. There are 2 driveways there that will need to be repoured to meet TxDOT specifications.
- **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. Update should be coming soon as David Burkett of Halff made some headway finding the right person to chat with at TxDOT.
- **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:** Ornamental grasses were cut in February. The mowing schedule will begin in March with biweekly service until the middle of April.
- **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: 2,139
 - Google Business Searches: 12,456
 - Yelp Views: 23
 - Instagram Reach: 1,033
 - Facebook engagements: 795
 - Twitter Impressions: 461
 - YouTube Views: 0
 - Nextdoor: 2,778
- **Rentals: \$6,439.00** The Link hosted 33 rentals this month. These numbers are down from January but can be attributed to the week-long closure. One of the rescheduled events was over \$1,000.

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. Counsilman-Hunsaker is creating a pro-forma for staff to review.
- Staff is developing a comparison of the city's park system as it relates to NRPA's standards.
- Chris Lewis, the Parks Supervisor, found another position and gave two-weeks notice. His last day will be at the end of February. The position has been reopened.
- The Link has had new mirrors installed in the weight room. Customers have been stopping by offering appreciation.
- The City is getting a new electronic monument sign at the corner of Baker Blvd. and Matthews Dr. The drawings have been approved, however, staff is stuck trying to find the electrical connection on the original plans. The goal is to have this completed by the summer.