

**RICHLAND HILLS CITY COUNCIL
REGULAR MEETING AGENDA
MAY 24, 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, May 24th. Your comment will be read aloud during Item 1BC *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 818 0779 4217 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 818 0779 4217 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 – 6:30 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

1A. ELECTION RELATED ITEMS

- A. Administer Oaths of Office to City Council Place 1, City Council Place 3 and City Council Place 5
- B. Election of Mayor Pro Tem

1B. PRESENTATIONS

- A. Employee Service Award
- B. Fire Department Badge Pinning Ceremony
- 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.

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 May 10, 2021 City Council Regular Meeting and the May 11, 2021 City Council Special Meeting
- B. Approve an Interlocal Agreement with Tarrant County for administration of the North East Tarrant County Vaccination Site
- C. Approve Resolution 539-21 denying Oncor Electric Delivery Company LLC's Application for Approval to Amend its Distribution Cost Recovery Factor to increase distribution rates

- D. Approve Resolution No. 540-21 authorizing the City Manager to execute an agreement with the Texas Department of Transportation for the temporary closure of a segment of State Highway 183 (Baker Blvd.) for the Red, White and You Parade

3. PUBLIC HEARINGS, MEETINGS, AND OTHER RELATED ITEMS

- A. None

4. ORDINANCES & RESOLUTIONS AND OTHER RELATED ITEMS

- A. None

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

- A. None

6. OTHER ITEMS FOR CONSIDERATION

- A. Consider appointments to Boards and Commissions
- B. Consider appointments to City Council Committees
- C. Consider appointments to Branding Committee

7. REPORTS & DISCUSSIONS

- A. Fire Station Project Update
- B. Police Station Project Update
- C. Street Improvement Projects Update
- D. Hike and Bike Trail Project Update
- E. Red, White and You Celebration
- F. April 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 **20th day of May 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.

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: Candice Edmondson, City Manager

Date: May 24, 2021

Subject: Administer Oaths of Office to City Council Place 1, City Council Place 3 and City Council Place 5

Agenda Item:

Administer Oaths of Office to City Council Place 1, City Council Place 3 and City Council Place 5

Background Information:

The City Secretary will administer the Oaths of Office to City Council Place 1, City Council Place 3 and City Council Place 5

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: May 24, 2021

Subject: Election of Mayor Pro Tem

Agenda Item:

Election of Mayor Pro Tem

Background Information:

As required in the City Charter, the City Council shall elect from among the members of the five (5) Council Member places a Mayor Pro Tem to serve for the coming year. The election shall take place at the first regular meeting following the general City election.

The Mayor Pro Tem fills in for the Mayor in instances where the Mayor is unavailable. This may include presiding over City Council meetings and representing the City at various events.

Financial Considerations:

N/A

Legal Review:

N/A

Board/Citizen Input:

N/A

Attachments:

N/A

Council Action Requested:

Motion to elect a Mayor Pro Tem

Memorandum

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

From: Cathy Bourg, City Secretary

Date: May 24, 2021

Subject: Employee Service Award

Agenda Item:

Presentation of a 10-year Service Award to Leon Turnage, Maintenance Technician

Background Information:

Lee Turnage began his time with the city in March of 2011. He started in Public Works assigned to the Drainage Maintenance Division and helped with storm water drainage maintenance as well as worked with street and water/wastewater personnel. In 2018, Lee transferred to a newly created area for the city, Building Services. As a Building Technician, Lee has helped all departments and city facilities with smaller maintenance tasks and cleaning duties. Lee also assists with parks maintenance as needed. Lee performs scheduled duties as well as helping with special projects, most recently helping with the move of the Police Department from temporary quarters back into the renovated Police Building. He is always willing to help when and where he can.

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: Russell Shelley, Fire Chief

Date: May 24, 2021

Subject: Fire Department Badge Pinning Ceremony – Mickey Hanes and Cory Graham

Agenda Item:

Presentation of Fire Department Badges to Mickey Hanes and Cory Graham

Background Information:

Mickey Hanes has been with the Department for about 2½ years. His badge pinning was delayed due to COVID 19. Mickey came to Richland Hills from the Benbrook FD where he served about three years. Mickey has been in Fire and EMS for about 12 years total. Mickey also works as a nurse in his time away from the fire department. Mickey is married and he and his wife have three young sons.

Cory Graham came to us from the Lucas FD. Cory has been in the fire service for more than 11 years. Cory enjoys time with family and working on cars and motorcycles in his time off. Cory and his wife have two young sons.

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: May 24, 2021

Subject: Minutes from the May 10, 2021 Regular City Council Meeting and the May 11, 2021 Special City Council Meeting

Agenda Item:

Approval of minutes from the May 10, 2021 City Council Regular Meeting and the May 11, 2021 Special City Council Meeting

Background Information:

N/A

Financial Considerations:

N/A

Legal Review:

N/A

Board/Citizen Input:

N/A

Attachments:

May 10, 2021 Draft Minutes

May 11, 2021 Draft Minutes

Council Action Requested:

Motion to approve the minutes from the May 10, 2021 Regular City Council Meeting and the May 11, 2021 Special City Council Meeting

**RICHLAND HILLS CITY COUNCIL
REGULAR MEETING
MAY 10, 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 present via Zoom

Staff present

Candice Edmondson, City Manager
Cathy Bourg, City Secretary
Betsy Elam, City Attorney

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- **Online via Zoom:** Go to zoom.us, Join a Meeting, and enter Meeting ID 872 5162 8645 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 872 5162 8645 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 – 6:30 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 Morse to convene into executive session. Time: 6:31 p.m.

Motion carried by a vote of 5-0.

Mayor Lopez reconvened into open session and called for a break. Time: 6:52 p.m.

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

None

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

Invocation – Mayor Lopez

1. PRESENTATIONS

A. Recognition of outgoing Councilmember Athena Campbell

Mayor and Council recognized outgoing Councilmember Athena Campbell.

B. Presentation of National Emergency Medical Services Week Proclamation

Mayor Lopez presented the National Emergency Medical Services Week Proclamation to the Richland Hills Fire Department.

C. Presentation of Professional Municipal Clerks Week Proclamation

Mayor Lopez presented the Professional Municipal Clerks Week Proclamation to Cathy Bourg, City Secretary.

D. 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.

Item was presented after item 3A

Mayor Lopez shared an email from Mike and Mary Witt, 7200 Hovenkamp Ave. regarding construction truck traffic on Popplewell, gun violence and crime in the City.

CONSENT AGENDA

2A. Approve minutes from the April 26, 2021 City Council Regular Meeting

2B. Approve Ordinance 1421-20A amending Article III “Food Service Establishments” of Chapter 18 “Businesses” amending section numbering of Division 2 – Mobile Food Vendors Operation Permit

Motion: Motion was made by Councilmember Bergthold 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. Consider Ordinance 1407-20A adopting the 2021 Standards of Care for youth programs provided by The Link Event & Recreation Center PUBLIC HEARING

Andrew Saxon, Recreation Supervisor presented Ordinance 1407-20 adopting the 2021 Standards of Care for youth programs provided by The Link Event & Recreation Center.

Mayor Lopez opened the Public Hearing: Time: 7:22 p.m.

None

Mayor Lopez closed the Public Hearing: Time: 7:23 p.m.

Motion: Motion was made by Councilmember Knowlton and seconded by Councilmember Morse to approve Ordinance 1407-20A adopting the 2021 Standards of Care for youth programs provided by The Link Event & Recreation Center

Motion carried by a vote of 5-0.

3B. Consider Ordinance 1434-21 a zoning text amendment to Chapter 90 of the Comprehensive Zoning Ordinance of the City of Richland Hills by amending Article 3 to allow for Boarding Houses to be an authorized use by right within specified zoning districts and by way of a Specific Use Permit in other specified zoning districts, to establish development standards for Boarding Houses, and to amend Article 8 to add a definition of Boarding House and amend the definition of Single Family PUBLIC HEARING

Candice Edmondson, City Manager presented Ordinance 1434-21 a zoning text amendment to Chapter 90 of the Comprehensive Zoning Ordinance of the City of Richland Hills by amending Article 3 to allow for Boarding Houses to be an authorized use by right within specified zoning districts and by way of a Specific Use Permit in other

specified zoning districts, to establish development standards for Boarding Houses, and to amend Article 8 to add a definition of Boarding House and amend the definition of Single Family.

It was recently brought to the city's attention that boarding houses were being established within the city limits. At the request of City Council, staff worked with the City Attorney to develop requirements that would help guide the use of boarding houses within the Richland Hills community. The proposed zoning text amendments for boarding houses are detailed below.

Amendment 1

The first amendment to Article 3, Section 3.02 "Use Chart" would allow Boarding Houses as an authorized use in the MF-2 - Multiple-Family Residential Medium Density and MF-3 - Multiple-Family Residential High Density zoning districts and by way of a Specific Use Permit (SUP) in the SF-E – Single-Family Residential Estate, SF-10 – Single-Family Residential, and SF-7– Single Family-Residential and MF-1–Two-Family (Duplex) Residential zoning districts by designating the SUP requirement within the Use Chart.

Amendment 2

The second amendment would add subsection (A)(21) under Article 3, Section 3.02.01 "Conditional Development Standards" providing certain requirements for Boarding Houses as listed below.

Boarding House - In addition to any requirements or regulations outlined within the specific use permit, boarding houses shall be subject to the following development standards:

- (a) There shall be no change in the outside appearance of the building or premises, or other visible evidence of the conduct of such boarding house.
- (b) No sign advertising a home occupation shall be placed on property where a boarding house is located.
- (c) One designated parking space must be provided on the premises for each sleeping unit. Tandem parking spaces are not permitted. A parking plan will be required with the Specific Use Permit request.
- (d) Register and receive annual inspections as outlined:
 - 1. All boarding houses shall be registered annually. If there is any change in occupancy of any sleeping unit longer than three weeks, registration shall be updated at that time.
 - 2. Inspections shall be required annually. It shall be the responsibility of the property owner to request and schedule an inspection at the time of annual registration.

3. The fees for registration and required annual inspection for each boarding house are as shown in the city's fee schedule."

Amendment 3

The third amendment to Article 8, Section 8.01 "Defined Terms" amends the definition of "Family" and adds a definition for "Boarding House".

Boarding House - A dwelling unit where sleeping units are let for a minimum of 28 days, with or without meals, and the dwelling is not occupied as a single-family dwelling. Occupants do not have exclusive access to kitchen and/or bathroom facilities and have limited or no access to non-common areas of the dwelling unit.

Family - One or more person related by blood, marriage, or adoption, or a group not to exceed four persons not all related by blood or marriage, adoption or guardianship, occupying a dwelling unit, but not a boarding house as defined by this code, and living as a single housekeeping unit."

The Planning and Zoning Commission considered the boarding house zoning text amendments at their April 15, 2021 meeting. The Commission expanded the SUP requirement to include the MF-1 Two-Family (Duplex) Residential district and included a minimum duration of 28 days to the definition of Boarding House. The Commission recommended approval 3-2.

Mayor Lopez opened the Public Hearing: Time: 7:32 p.m.

Lou Tennyson, 7036 Hardisty St. spoke against the ordinance.

Linda Gallant, 6713 Park Place spoke against the ordinance.

Stacy Reddy, 7012 Hardisty St. spoke against the ordinance.

Beverly Gotthardt, 7025 Hardisty St. spoke in favor of the ordinance.

Joyce Fiaccone, 3800 Labadie Dr. spoke against the ordinance and suggested tabling.

Randy Wells, 2748 Spruce Park spoke against the ordinance.

Mayor Lopez read emailed comments from Jason Butz, Willow Park who is against the ordinance.

Mayor Lopez read emailed comments from Joan and Roy Hudson, 7024 Hardisty St. who are against the ordinance.

Beverly Gotthardt, 7025 Hardisty St. made additional comments.

Joyce Fiaccone, 3800 Labadie Dr. made additional comments.

John Skier, 7016 Park Place spoke in favor of the ordinance.

Theresa Bledsoe, 2716 Spruce Park spoke in favor of the ordinance.

Don Obiedin, 6708 Park Place spoke against additional boarding houses.

Randy Wells, 2748 Spruce Park made additional comments.

Mayor Lopez closed the Public Hearing: Time: 8:20 p.m.

Council continued their discussion and asked question of the City Attorney.

Motion: Motion was made by Councilmember Knowlton and seconded by Councilmember Alvarez to approve Ordinance 1434-21 a zoning text amendment to Chapter 90 of the Comprehensive Zoning Ordinance of the City of Richland Hills by amending Article 3 to allow for Boarding Houses to be an authorized use by right within specified zoning districts and by way of a Specific Use Permit in other specified zoning districts, to establish development standards for Boarding Houses, and to amend Article 8 to add a definition of Boarding House and amend the definition of Single Family.

Councilmember Bergthold asked Councilmember Knowlton if he would like to amend his motion by adding insurance requirements by both the owner and all residents inside the house on the annual inspection. Councilmember Knowlton approved.

City Secretary called roll:

Councilmember Knowlton - yes
Councilmember Alvarez - yes
Councilmember Morse - yes
Councilmember Bergthold - yes
Councilmember Campbell - yes

Motion carried by a vote of 5-0.

ORDINANCES & RESOLUTIONS AND OTHER RELATED ITEMS

4A. None

CONTRACTS, AGREEMENTS, BID AWARDS AND OTHER RELATED ITEMS

5A. None

OTHER ITEMS FOR CONSIDERATION

6A. None

REPORTS & DISCUSSIONS

7A. Code Enforcement Procedures

Scott Mitchell, Director of Neighborhood Service gave a presentation on Code Enforcement Procedures. Mr. Mitchell outlined the purpose of code enforcement and the educational requirements for code enforcement officers. He provided details of code enforcement efforts, enforcement actions taken to gain compliance and reviewed some of the most common violations.

Don Obeidin, 6708 Park Place spoke regarding a ticket he received from code enforcement with no previous notice. He provided a copy of written comments to City Council.

8. COMMUNITY INTEREST ITEMS

- Link Membership Sale – Now – May 15
- Senior Lunch Bunch Curbside – Thursday, May 13; 12 noon – 1 PM; The Link Parking Lot
- Beep Beep Bingo - Thursday, May 13; 1 PM – 2 PM; The Link Parking Lot
- Tarrant County Food Pantry - Thursday, May 13; 5:30 PM – 7 PM; The Link Parking Lot. Sponsored by Trinity Point Church.
- Red, White & YOU! - Saturday, July 3, 9 AM – 12 Noon, The Link Plaza. Mark your calendars for Saturday, July 3 for the return of Red, White & YOU! including a patriotic parade and many FREE family activities in The Link Plaza.
- Vax Shack at the Animal Shelter – 4th Thursday of each month
- Bulk Waste Collection – May 17

9. 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

10. A motion was made by Councilmember Campbell 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 9:23 p.m.

ATTEST

APPROVED

Cathy Bourg, City Secretary

Edward Lopez, Mayor

**RICHLAND HILLS CITY COUNCIL
SPECIAL MEETING
MAY 11, 2021
DRAFT MINUTES**

Roll Call:

Council present

Stacey L. Morse, Place 2
Curtis A Bergthold, Mayor Pro Tem

Council absent

Edward Lopez, Mayor
Douglas Knowlton, Place 1

Javier Alvarez, Place 4
Athena Campbell, Place 5

Staff present

Candice Edmondson, City Manager
Cathy Bourg, City Secretary

The City Council Special Meeting 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 9:00 a.m. on Tuesday, May 11th. Your comment will be read aloud during Item 2 *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:

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

CITY COUNCIL SPECIAL MEETING – 10:00 PM

1. Call to order

Mayor Pro Tem Bergthold called the meeting to order at 10:00 a.m.

2. Public Comments

None

3. Approve Ordinance 1435-21 canvassing the results of the May 1, 2021 General Election for City Council Place 1, City Council Place 3 and City Council Place 5

Mayor Pro Tem Bergthold presented Ordinance 1435-21, declaring the results of the May 1, 2021 General Election for City Council Place 1, City Council Place 3 and City Council Place 5.

<u>City Council, Place 1</u>	<u>Number of Votes</u>
Stacy Reddy	225
Doug Knowlton	283
<u>City Council, Place 3</u>	<u>Number of Votes</u>
Curtis Bergthold	404
<u>City Council, Place 5</u>	<u>Number of Votes</u>
Travis Malone	238
G.W. Estep	262

The results of the vote are as follows:

Doug Knowlton
has been elected to City Council, Place 1

Curtis Bergthold
has been elected to City Council, Place 3

G.W. Estep
has been elected to City Council, Place 5

Motion: Motion was made by Councilmember Morse and seconded by Mayor Pro Tem Bergthold to approve Ordinance 1435-21, declaring the results of the May 1, 2021 General Election for City Council Place 1, City Council Place 3 and City Council Place 5.

Motion carried by a vote of 2-0.

4. ADJOURNMENT

There being no further business to come before the City Council, Mayor Pro Tem Bergthold declared the meeting adjourned at 10:02 a.m.

ATTEST

APPROVED

Cathy Bourg, City Secretary

Curtis Bergthold, Mayor Pro Tem

Memorandum

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

From: C. Russell Shelley, Fire Chief

Date: May 24, 2021

Subject: Interlocal Agreement with Tarrant County for Vaccination Clinic

Agenda Item:

Approve an Interlocal Agreement with Tarrant County for administration of the North East Tarrant County Vaccination Site

Background Information:

The Fire Department has been assisting at the North East Tarrant County vaccination clinic in Hurst since January of this year. The County received word from FEMA a few weeks ago that reimbursement funding would be available soon for staff hours spent assisting with the clinic. Staff recently completed a summary of hours spent assisting at the clinic and has submitted those hours to the County for inclusion in the reimbursement request. The County has now reached back out to all participating cities asking for a signed interlocal agreement with the County in order to meet FEMA guidelines for participation in the reimbursement process.

Financial Considerations:

A signed Interlocal Agreement with Tarrant County is required for the City to be eligible for reimbursement of staff payroll costs.

Legal Review:

The City Attorney has reviewed the Agreement

Board/Citizen Input:

N/A

Attachments:

Interlocal Agreement with Tarrant County

Council Action Requested:

Motion to approve an Interlocal Agreement with Tarrant County for administration of the North East Tarrant County Vaccination Site

**INTERLOCAL AGREEMENT BETWEEN TARRANT COUNTY
AND THE CITY OF RICHLAND HILLS**

This Interlocal Agreement (“Agreement”) is between TARRANT COUNTY, TEXAS (the “COUNTY”) and the CITY OF RICHLAND HILLS (the “CITY”) and shall be effective on January 12, 2021 (the “Effective Date”). The COUNTY and the CITY have reviewed the Agreement, and each make the following findings:

WHEREAS, on March 11, 2020, the World Health Organization declared COVID-19 a worldwide pandemic; and

WHEREAS, President Donald Trump, Governor Greg Abbott, and County Judge Whitley have issued Declarations of Disaster for the United States, the State of Texas, and the COUNTY, respectively; and

WHEREAS, the CITY desires to provide the COUNTY with a number of the CITY’s resources to help the COUNTY administer COVID-19 vaccinations; and

WHEREAS, this Agreement is made pursuant to the authority of Sections 791.001-792.029 of the Texas Government Code; and

WHEREAS, the expenses of any payments or performance required by this Agreement shall come from current revenues legally available to the parties; and

WHEREAS, the subject of this contract is necessary for the benefit of the public and each party has the legal authority to perform and to provide the governmental function or service which is the subject matter of this contract; and

NOW, THEREFORE, for and in consideration of the mutual undertaking hereinafter set forth and for adequate consideration given, the Parties agree to the following:

1. Scope of Services. The CITY shall assist the COUNTY in administering the North East Tarrant County Vaccination Site located at the Hurst Convention Center and other sites in the northeast portion of the county by assigning staff and resources to perform work for the COUNTY on COVID related activities. CITY staff will perform duties such as providing shots to citizens, first aid, security, traffic flow, and administrative support functions. The CITY shall provide the COUNTY with a point of contact for any issues that may arise with the identified employees. The County Public Health Director shall be the point of contact for the CITY and shall determine the tasks to be completed by the designated employees. The specific manner in which these tasks are completed shall be directed by the CITY. The CITY may also provide equipment, materials, and supplies to carry out the functions of the vaccination site as needed. These item categories may include digital signage, medical supplies, medical waste disposal, office supplies, information technology equipment, tents, and shuttle bus services.

2. Payment. The CITY will provide the COUNTY with reports of personnel and any other expenses incurred in support of the vaccination program. The Parties further agree that the consideration for this Agreement shall be the mutual benefit of providing the services outlined in Paragraph 1 for the residents of CITY and the COUNTY.

3. Designated Employees. The CITY shall be responsible for designating the agreed upon number of employees needed to assist the COUNTY.

4. Term and Termination. This Agreement shall begin on the Effective Date and remain in effect until June 30, 2021. Either party may terminate this Agreement with thirty (30) days written notice. If the COUNTY is not satisfied with the quality of services being provided by a specific individual, the COUNTY may request an immediate reassignment.

5. No Employment Relationship. The CITY shall control the manner that the designated employees complete their work. The CITY acknowledges that the designated employees remain employed with the CITY. The Parties further acknowledge that they do not have a joint employer relationship and that the CITY remains responsible for the continued payment of the designated employees and related taxes.

6. Not Debarred. The CITY represents that it is not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal or state department or agency.

7. Choice of Law. The venue for any legal proceeding arising out of this Agreement shall lie in a court of competent jurisdiction in Tarrant County, Texas. This Agreement shall be governed by the laws of the State of Texas. Governing law and venue shall survive termination of this Agreement.

8. Entire Understanding. This Agreement represents the entire understanding between the Parties and supersedes all prior representations.

EXECUTED by the duly authorized Parties below:

THE CITY OF RICHLAND HILLS

TARRANT COUNTY

By: _____
Name: Edward Lopez Date
Title: Mayor

By: _____
Name: B. Glen Whitley Date
Title: County Judge

APPROVED AS TO FORM:

Criminal District Attorney's Office*

*By law, the Criminal District Attorney's Office may only approve contracts for its clients. We reviewed this document as to form from our client's legal perspective. Other parties may not rely on this approval. Instead those parties should seek contract review from independent counsel.

CERTIFICATION OF FUNDS IN THE AMOUNT OF \$_____

_____ Date: _____
AUDITOR

Memorandum

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

From: Candice Edmondson, City Manager

Date: May 24, 2021

Subject: Oncor Request to Amend its Distribution Cost Recovery Factor

Agenda Item:

Approve Resolution No. 539-21 denying Oncor Electric Delivery Company LLC's Application for Approval to Amend its Distribution Cost Recovery Factor to increase distribution rates

Background Information:

The City of Richland Hills is an electric utility customer of Oncor Electric Delivery Company LLC. The Oncor Cities Steering Committee (OCSC), of which Richland Hills is a member, is a coalition of similarly situated cities served by Oncor that have joined together to review and respond to electric issues affecting rates charged in Oncor's service area in matters before the Public Utility Commission and the courts.

On April 8, 2021, Oncor filed an Application for Approval to Amend its Distribution Cost Recovery Factor (DCRF) with each of the cities retaining original jurisdiction and with the Public Utility Commission in Docket No. 51996. In the filing, Oncor is seeking an increase in total distribution revenue requirement by approximately \$97,826,277.

The purpose of the Resolution is to deny the DCRF amendment proposed by Oncor. The Resolution also authorizes the City to join with OCSC to evaluate the filing, determine whether the filing complies with law, and if lawful, to determine what further strategy, including settlement, to pursue.

Financial Considerations:

N/A

Legal Review:

Lloyd Gosselink Rochelle & Townsend, P.C., the firm that provides legal representation for OCSC, has reviewed Oncor's request and is recommending that cities deny the application.

Board/Citizen Input:

N/A

Attachments:

Resolution No. 539-21

Council Action Requested:

Motion to approve Resolution No. 539-21 denying Oncor Electric Delivery Company LLC's Application for Approval to Amend its Distribution Cost Recovery Factor to increase distribution rates

RESOLUTION NO. 539-21

A RESOLUTION OF THE CITY OF THE CITY OF RICHLAND HILLS, TEXAS FINDING THAT ONCOR ELECTRIC DELIVERY COMPANY LLC'S APPLICATION FOR APPROVAL TO AMEND ITS DISTRIBUTION COST RECOVERY FACTOR TO INCREASE DISTRIBUTION RATES WITHIN THE CITY SHOULD BE DENIED; AUTHORIZING PARTICIPATION WITH ONCOR CITIES STEERING COMMITTEE (OCSC); AUTHORIZING THE HIRING OF LEGAL COUNSEL AND CONSULTING SERVICES; FINDING THAT THE CITY'S REASONABLE RATE CASE EXPENSES SHALL BE REIMBURSED BY THE COMPANY; FINDING THAT THE MEETING AT WHICH THIS RESOLUTION IS PASSED IS OPEN TO THE PUBLIC AS REQUIRED BY LAW; REQUIRING NOTICE OF THIS RESOLUTION TO THE COMPANY AND LEGAL COUNSEL.

WHEREAS, the City of Richland Hills, Texas ("City") is an electric utility customer of Oncor Electric Delivery Company LLC ("Oncor" or "Company") with an interest in the rates and charges of Oncor; and

WHEREAS, the Steering Committee of Cities Served by Oncor ("OCSC") is a coalition of similarly situated cities served by Oncor that have joined together to efficiently and cost effectively review and respond to electric issues affecting rates charged in Oncor's service area in matters before the Public Utility Commission ("Commission") and the courts; and

WHEREAS, on or about April 8, 2021, Oncor filed with the Commission an Application for Approval to Amend its Distribution Cost Recovery Factor ("DCRF"), Commission Docket No. 51996, seeking to increase its total distribution revenue requirement by approximately \$97,826,277; and

WHEREAS, the City of Richland Hills will cooperate with OCSC in coordinating their review of Oncor's DCRF filing with designated attorneys and consultants, prepare a common response, negotiate with the Company, and direct any necessary litigation, to resolve issues in the Company's filing; and

WHEREAS, all electric utility customers residing in the City will be impacted by this ratemaking proceeding if Oncor's Application is granted; and

WHEREAS, working with the OCSC to review the rates charged by Oncor allows members to accomplish more collectively than each city could do acting alone; and

WHEREAS, OCSC's members and attorneys recommend that members who have retained original jurisdiction over electric utility rates deny Oncor's DCRF.

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

SECTION 1. That the City is authorized to participate with OCSC in Commission Docket No. 51996.

SECTION 2. That, subject to the right to terminate employment at any time, the City of Richland Hills hereby authorizes the hiring of the law firm of Lloyd Gosselink Rochelle & Townsend, P.C. and consultants to negotiate with the Company, make recommendations to the City regarding reasonable rates, and to direct any necessary administrative proceedings or court litigation associated with an appeal Oncor's DCRF application.

SECTION 3. That the rates proposed by Oncor to be recovered through its DCRF charged to customers located within the City limits should be denied.

SECTION 4. That the Company should continue to charge its existing rates to customers within the City.

SECTION 5. That the City's reasonable rate case expenses shall be reimbursed in full by Oncor within 30 days of the adoption of this Resolution, and within 30 days of presenting monthly bills to Oncor thereafter.

SECTION 6. That it is hereby officially found and determined that the meeting at which this Resolution is passed is open to the public as required by law and the public notice of the time, place, and purpose of said meeting was given as required.

SECTION 7. That a copy of this Resolution shall be sent to J. Michael Sherburne, Vice President – Regulatory, Oncor Electric Delivery Company LLC, 1616 Woodall Rodgers Freeway, Dallas, Texas 75202; to Tab R. Urbantke, Hunton Andrews Kurth LLP, 1445 Ross Avenue, Suite 3700, Dallas, Texas 7520; and to Thomas Brocato, General Counsel to OCSC, at Lloyd Gosselink Rochelle & Townsend, P.C., P.O. Box 1725, Austin, TX 78767-1725, or tbrocato@lglawfirm.com.

PASSED, APPROVED AND ADOPTED on this 24th day of May, 2021.

Mayor Edward Lopez

ATTEST:

City Secretary Cathy Bourg

APPROVED AS TO FORM:

City Attorney Betsy Elam

Memorandum

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

From: Candice Edmondson, City Manager

Date: May 24, 2021

Subject: Agreement with TxDOT for Temporary Closure of SH 183

Agenda Item:

Approve Resolution No. 540-21 authorizing the City Manager to execute an agreement with the Texas Department of Transportation for the temporary closure of a segment of State Highway 183 (Baker Blvd.) for the Red, White and You Parade

Background Information:

This year, the Red, White and You patriotic parade will require the temporary closure of a segment of State Highway 183 (Baker Blvd.) between Vance Road and Rufe Snow Drive. The State provides a means of cooperating with the City for the temporary closure, provided the closure is in accordance with the requirements of 43 TAC, section 22.12 and the City enters into an agreement for the temporary closure.

Resolution 540-21 authorizes the City Manager to sign the agreement (FORM TEA 30A), with the Texas Department of Transportation in connection with the closure of a segment of State Highway 183 (Baker Blvd.) associated with the Red, White and You Parade on July 3, 2021.

Financial Considerations:

N/A

Legal Review:

N/A

Board/Citizen Input:

N/A

Attachments:

Resolution No. 540-21

Agreement for the Temporary Closure of State Right of Way

Council Action Requested:

Motion to approve Resolution No. 540-21 authorizing the City Manager to execute an agreement with the Texas Department of Transportation for the temporary closure of a segment of State Highway 183 (Baker Blvd.) for the Red, White and You Parade

RESOLUTION NO. 540-21

A RESOLUTION OF THE CITY COUNCIL OF RICHLAND HILLS, TEXAS APPROVING AND AUTHORIZING THE CITY MANAGER TO EXECUTE AN AGREEMENT WITH THE STATE OF TEXAS, THROUGH THE DEPARTMENT OF TRANSPORTATION, FOR THE TEMPORARY CLOSURE OF A SEGMENT OF STATE HIGHWAY 183 (BAKER BLVD.) ASSOCIATED WITH THE RED, WHITE AND YOU PARADE; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Texas Department of Transportation operates certain state highways within the City limits of the City of Richland Hills, Texas; and

WHEREAS, the City Council of Richland Hills requests the temporary closure of State Highway 183 (Baker Blvd.) between Vance Road and Rufe Snow Drive for the purpose of the Red, White and You Parade, from 8:45 am Saturday, July 03, 2021 to 10:15 am Saturday, July 03, 2021; and

WHEREAS, the City has found that the Red, White and You Parade serves a public purpose; and

WHEREAS, the Texas Department of Transportation and the City of Richland Hills have agreed to certain terms and conditions regarding the temporary closure of a segment of the State highway system within the City of Richland Hills for the purpose of said closure; and

WHEREAS, the City Council of Richland Hills has considered the foregoing and aforesaid contract and have agreed to be bound by the provisions thereof for the purpose of closing said State highway for the Red, White and You Parade.

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

SECTION 1.

That the City Manager be authorized to sign the attached agreement (FORM TEA 30A), by and between the City of Richland Hills and the State of Texas, acting by and through the Texas Department of Transportation in connection with the closure of State Highway 183 (Baker Blvd.) between Vance Road and Rufe Snow Drive for the Red, White and You Parade.

SECTION 2.

This Resolution shall be effective immediately upon adoption.

PASSED AND APPROVED on this the 24th day of May 2021.

CITY OF RICHLAND HILLS

APPROVED:

Edward Lopez, Mayor

ATTEST:

Cathy Bourg, City Secretary

STATE OF TEXAS §
COUNTY OF TARRANT §

**AGREEMENT FOR THE TEMPORARY CLOSURE
OF STATE RIGHT OF WAY**

THIS AGREEMENT is made by and between the State of Texas, acting by and through the Texas Department of Transportation, hereinafter called the "State," and the City of Richland Hills, a municipal corporation, acting by and through its duly authorized officers, hereinafter called the "Local Government."

W I T N E S S E T H

WHEREAS, the State owns and operates a system of highways for public use and benefit, including SH-183 (Baker Blvd.) in Tarrant County; and

WHEREAS, the Local Government has requested the temporary closure of SH-183 (Baker Blvd.) between Vance Road and Rufe Snow Drive for the purpose of the Red, White and You Celebration and Parade, from 8:45 am Saturday, July 03, 2021 to 10:15 am Saturday, July 03, 2021 as described in the attached "Exhibit A," hereinafter identified as the "Event;" and

WHEREAS, the Event will be located within the Local Government's incorporated area; and

WHEREAS, the State, in recognition of the public purpose of the Event, wishes to cooperate with the Local Government so long as the safety and convenience of the traveling public is ensured and that the closure of the State's right of way will be performed within the State's requirements; and

WHEREAS, on the 24th day of May, 2021, the Richland Hills City Council passed Resolution No. 540-21, attached hereto and identified as "Exhibit B," establishing that the Event serves a public purpose and authorizing the Local Government to enter into this agreement with the State; and

WHEREAS, 43 TAC, Section 22.12 establishes the rules and procedures for the temporary closure of a segment of the State highway system; and

WHEREAS, this agreement has been developed in accordance with the rules and procedures of 43 TAC, Section 22.12;

NOW, THEREFORE, in consideration of the premises and of the mutual covenants and agreements of the parties hereto, to be by them respectively kept and performed as hereinafter set forth, it is agreed as follows:

A G R E E M E N T

Article 1. CONTRACT PERIOD

This agreement becomes effective upon final execution by the State and shall terminate upon completion of the Event or unless terminated or modified as hereinafter provided.

Article 2. EVENT DESCRIPTION

The physical description of the limits of the Event, including county names and highway numbers, the number of lanes the highway has and the number of lanes to be used, the proposed schedule of start and stop times and dates at each location, a brief description of the proposed activities involved, approximate number of people attending the Event, the number and types of animals and equipment, planned physical modifications of any man-made or natural features in or adjacent to the right of way involved shall be attached hereto along with a location map and identified as "Exhibit C."

Article 3. OPERATIONS OF THE EVENT

- A.** The Local Government shall assume all costs for the operations associated with the Event, to include but not limited to, plan development, materials, labor, public notification, providing protective barriers and barricades, protection of highway traffic and highway facilities, and all traffic control and temporary signage.
- B.** The Local Government shall submit to the State for review and approval the construction plans, if construction or modifications to the State's right of way is required, the traffic control and signing plans, traffic enforcement plans, and all other plans deemed necessary by the State. The State may require that any traffic control plans of sufficient complexity be signed, sealed and dated by a registered professional engineer. The traffic control plan shall be in accordance with the latest edition of the Texas Manual on Uniform Traffic Control Devices. All temporary traffic control devices used on state highway right of way must be included in the State's Compliant Work Zone Traffic Control Devices List. The State reserves the right to inspect the implementation of the traffic control plan and if it is found to be inadequate, the Local Government will bring the traffic control into compliance with the originally submitted plan, upon written notice from the State noting the required changes, prior to the event. The State may request changes to the traffic control plan in order to ensure public safety due to changing or unforeseen circumstances regarding the closure.
- C.** The Local Government will ensure that the appropriate law enforcement agency has reviewed the traffic control for the closures and that the agency has deemed them to be adequate. If the law enforcement agency is unsure as to the adequacy of the traffic control, it will contact the State for consultation no less than 10 workdays prior to the closure.
- D.** The Local Government will complete all revisions to the traffic control plan as requested by the State within the required timeframe or that the agreement will be terminated upon written notice from the State to the Local Government. The Local Government hereby agrees that any failure to cooperate with the State may constitute reckless endangerment of the public and that the Texas Department of Public Safety may be notified of the situation as soon as possible for the appropriate action, and failing to follow the traffic control plan or State instructions may result in a denial of future use of the right of way for three years.
- E.** The Local Government will not initiate closure prior to 24 hours before the scheduled Event and all barriers and barricades will be removed and the highway reopened to traffic within 24 hours after the completion of the Event.

F. The Local Government will provide adequate enforcement personnel to prevent vehicles from stopping and parking along the main lanes of highway right of way and otherwise prevent interference with the main lane traffic by both vehicles and pedestrians. The Local Government will prepare a traffic enforcement plan, to be approved by the State in writing at least 48 hours prior to the scheduled Event. Additionally, the Local Government shall provide to the State a letter of certification from the law enforcement agency that will be providing traffic control for the Event, certifying that they agree with the enforcement plan and will be able to meet its requirements.

G. The Local Government hereby assures the State that there will be appropriate passage allowance for emergency vehicle travel and adequate access for abutting property owners during construction and closure of the highway facility. These allowances and accesses will be included in the Local Government's traffic control plan.

H. The Local Government will avoid or minimize damage, and will, at its own expense, restore or repair damage occurring outside the State's right of way and restore or repair the State's right of way, including, but not limited to, roadway and drainage structures, signs, overhead signs, pavement markings, traffic signals, power poles and pavement, etc. to a condition equal to that existing before the closure, and, to the extent practicable, restore the natural and cultural environment in accordance with federal and state law, including landscape and historical features.

Article 4. OWNERSHIP OF DOCUMENTS

Upon completion or termination of this agreement, all documents prepared by the Local Government will remain the property of the Local Government. All data prepared under this agreement shall be made available to the State without restriction or limitation on their further use. At the request of the State, the Local Government shall submit any information required by the State in the format directed by the State.

Article 5. TERMINATION

A. This agreement may be terminated by any of the following conditions:

- (1) By mutual written agreement and consent of both parties.
- (2) By the State upon determination that use of the State's right of way is not feasible or is not in the best interest of the State and the traveling public.
- (3) By either party, upon the failure of the other party to fulfill the obligations as set forth herein.
- (4) By satisfactory completion of all services and obligations as set forth herein.

B. The termination of this agreement shall extinguish all rights, duties, obligations, and liabilities of the State and Local Government under this agreement. If the potential termination of this agreement is due to the failure of the Local Government to fulfill its contractual obligations as set forth herein, the State will notify the Local Government that possible breach of contract has occurred. The Local Government must remedy the breach as outlined by the State within ten (10) days from receipt of the State's notification. In the event the Local Government does not remedy the breach to the satisfaction of the State, the Local Government shall be liable to the State for the costs of remedying the breach and any additional costs occasioned by the State.

Article 6. DISPUTES

Should disputes arise as to the parties' responsibilities or additional work under this agreement, the State's decision shall be final and binding.

Article 7. RESPONSIBILITIES OF THE PARTIES

The State and the Local Government agree that neither party is an agent, servant, or employee of the other party and each party agrees it is responsible for its individual acts and deeds as well as the acts and deeds of its contractors, employees, representatives, and agents.

Article 8. INSURANCE

A. Prior to beginning any work upon the State's right of way, the Local Government and/or its contractors shall furnish to the State a completed "Certificate of Insurance" (TxDOT Form 1560, latest edition) and shall maintain the insurance in full force and effect during the period that the Local Government and/or its contractors are encroaching upon the State right of way.

B. In the event the Local Government is a self-insured entity, the Local Government shall provide the State proof of its self-insurance. The Local Government agrees to pay any and all claims and damages that may occur during the period of this closing of the highway in accordance with the terms of this agreement.

Article 9. AMENDMENTS

Any changes in the time frame, character, agreement provisions or obligations of the parties hereto shall be enacted by written amendment executed by both the Local Government and the State.

Article 10. COMPLIANCE WITH LAWS

The Local Government shall comply with all applicable federal, state and local environmental laws, regulations, ordinances and any conditions or restrictions required by the State to protect the natural environment and cultural resources of the State's right of way.

Article 11. LEGAL CONSTRUCTION

In case one or more of the provisions contained in this agreement shall for any reason be held invalid, illegal or unenforceable in any respect, such invalidity, illegality or unenforceability shall not affect any other provisions hereof and this agreement shall be construed as if such invalid, illegal or unenforceable provision had never been contained herein.

Article 12. NOTICES

All notices to either party by the other required under this agreement shall be delivered personally or sent by certified U.S. mail, postage prepaid, addressed to such party at the

following respective addresses:

Local Government:	State:
City of Richland Hills Attn: Candice Edmondson City Manager 3200 Diana Dr. Richland Hills, Texas 76118	Texas Department of Transportation Attn; David Neeley, P.E. Fort Worth District Engineer TxDOT – Fort Worth District 2501 S.W. Loop 820 Fort Worth, Texas 76133

All notices shall be deemed given on the date so delivered or so deposited in the mail, unless otherwise provided herein. Either party hereto may change the above address by sending written notice of such change to the other in the manner provided herein.

Article 13. SOLE AGREEMENT

This agreement constitutes the sole and only agreement between the parties hereto and supersedes any prior understandings or written or oral agreements respecting the within subject matter.

Each party is signing this agreement on the date stated beside that party's signature.

THE CITY OF RICHLAND HILLS

Executed on behalf of the Local Government by:

By _____ Date _____
Candice Edmondson
City Manager

THE STATE OF TEXAS

Executed for the Executive Director and approved for the Texas Transportation Commission for the purpose and effect of activating and/or carrying out the orders, established policies or work programs heretofore approved and authorized by the Texas Transportation Commission.

By _____ Date _____
David Neeley, P.E.
Fort Worth District Engineer

Exhibit A

Red, White and You Celebration and Parade

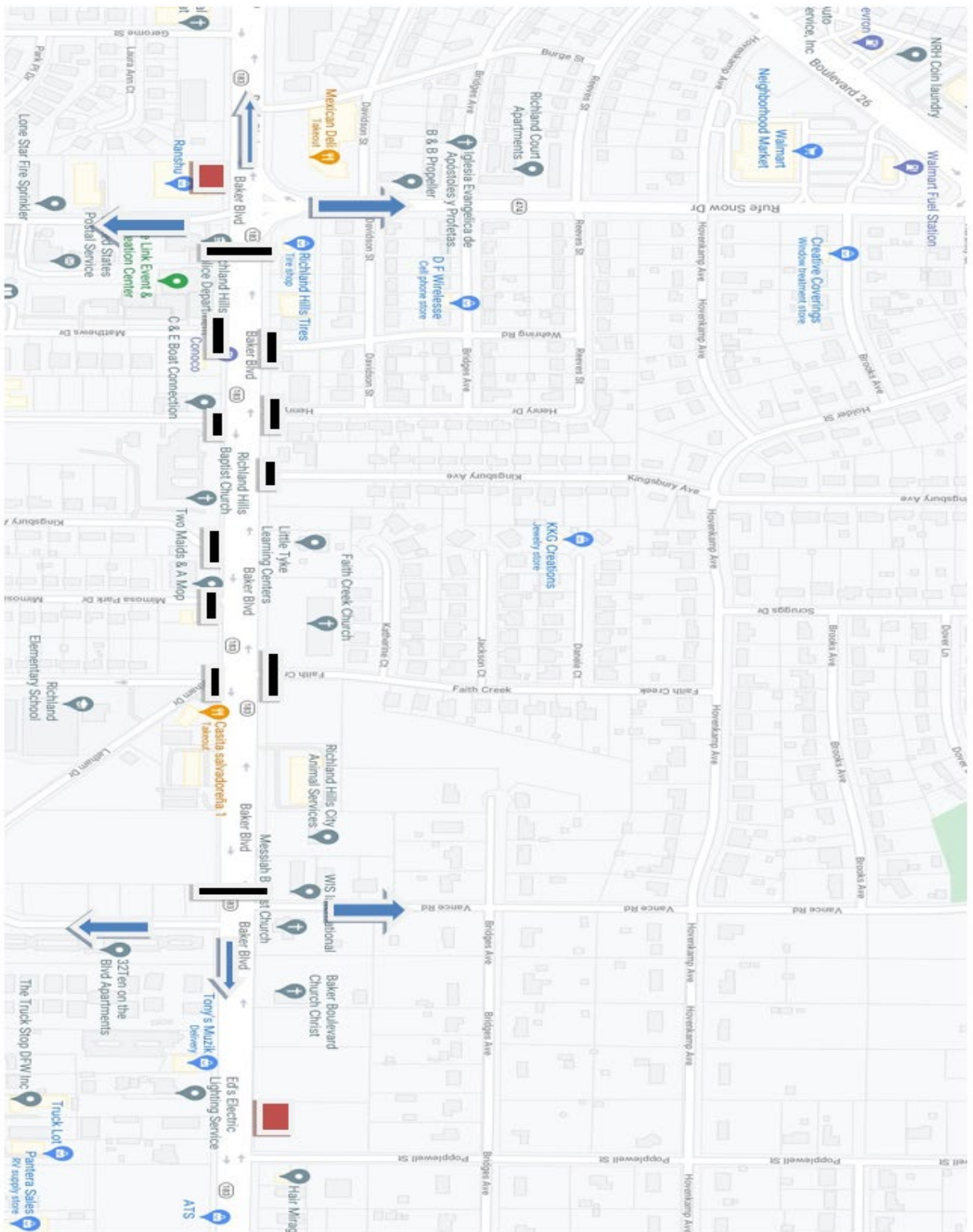
Event Description:

A temporary street closure of the following streets not to exceed 1.5 hours:

1. Baker Boulevard (SH-183) between Vance Rd. and Rufe Snow Dr.
2. Parade including floats, vehicles, and pedestrian traffic.
3. Parade will begin on July 3rd at approximately 9:00 am (ROW will close at 8:45 am to assure public safety prior to start).
4. Parade will conclude on July 3rd at approximately 9:45 am. (estimated 30 minutes of contingency has been included. ROW will open following immediate clearance of all parade participants).
5. Road Closure's will be manned and monitored by Richland Hills Police Department.

Exhibit B

Exhibit C



Memorandum

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

From: Cathy Bourg, City Secretary

Date: May 24, 2021

Subject: Consider appointments to Boards and Commissions

Agenda Item:

Consider appointments to Boards and Commissions.

Background Information:

Following the May 2021 General Election, G.W. Estep was elected to the City Council and may no longer serve in Place 5 on the Zoning Board of Adjustment. There are also vacancies in all four Alternate Places. We have received ZBA applications from Lisa Skier and Travis Malone for Council consideration.

The Richland Hills Development Corporation currently has two vacancies. There is a need to appoint a Councilmember to Place 4 (formerly held by Athena Campbell) and a Citizenmember to Place 6 (formerly held by Ricky Head).

Financial Considerations:

N/A

Legal Review:

N/A

Board/Citizen Input:

N/A

Attachments:

Zoning Board of Adjustment and Richland Hills Development Corporation Members

Council Action Requested:

See attached.

Zoning Board of Adjustment

Place	Name	Current Term	Term Expires
Place 1	Jorge Cisneros - Chair	2020 - 2022	2022
Place 2	Sanjay Mathew	2020 - 2022	2022
Place 3	Ashly Schilling	2020 - 2022	2022
Place 4	Chris Utchell	2020 - 2022	2022
Place 5	Vacant	2020 - 2022	2022
Alternate 1	Vacant	2020 - 2022	2022
Alternate 2	Vacant	2020 - 2022	2022
Alternate 3	Vacant	2020 - 2022	2022
Alternate 4	Vacant	2020 - 2022	2022

Consists of 5 Members and 4 Alternates

- (1) Organization. The board of adjustment shall consist of five members who are residents of the city, each to be appointed by the City Council for a term of two years and removable for cause by the appointing authority upon written charges and after public hearing. The City Council shall designate one member as chairperson.
- (2) Vacancies. Vacancies shall be filled for the unexpired term of any member whose place becomes vacant for any cause in the same manner as the original appointment was made; provided, however, that the City Council may appoint four alternate members of the Board of Adjustment who shall serve in the absence of one or more of the regular members when requested to do so by the Mayor or City Manager, as the case may be.
- (3) Quorum requirement. All cases to be heard by the Board of Adjustment shall be heard by a minimum of four members.
- (4) Alternate membership. These alternate members, when appointed, shall serve for the same period as the regular members, which is for a term of two years, and any vacancy shall be filled in the same manner as would be used to appoint a regular member, and they shall be subject to removal in the same manner as the regular members.

Council Action:

Places with a vacancy:

- Place 5 – G.W. Estep was elected to the City Council and may no longer serve on the ZBA. Any member of the City Council may nominate applicants for vacancy.
- Alternate Places 1-4 - Any member of the City Council may nominate applicants for vacancies.

We have Zoning Board of Adjustment applications on file from Lisa Skier and Travis Malone.

Richland Hills Development Corporation

Directors	Name	Current Term	Term Expires
Place 1	Edward Lopez - Chair	2020 - 2022	2022
Place 2	Curtis A Bergthold	2020 - 2022	2022
Place 3	Stacey L. Morse	2020 - 2022	2022
Place 4	Vacant (designated for Councilmember)	2020 - 2022	2022
Place 5	Bill Agan	2020 - 2022	2022
Place 6	Vacant (designated for Citizenmember)	2020 - 2022	2022
Place 7	Jorge Cisneros	2020 - 2022	2022

Consists of 7 Directors

- Places 1–4 are designated for Councilmember directors
- Places 5–7 are designated for Citizenmember directors

Officers

- President – Candice Edmondson
- Treasurer – Finance Director
- Secretary – Cathy Bourg

The chairman of the Board shall be the Mayor or Mayor Pro Tem.

Each director shall hold office for the term for which the director is appointed unless sooner removed or resigned. Each director, including the initial directors, shall be eligible for reappointment. Directors are removable by the City Council at will and must be appointed for a term of two (2) years. A vacancy occurring on the board of directors through death, resignation or otherwise shall be filled by appointment by the City Council for the remainder of the vacating member's term.

Council Action:

Places with a vacancy:

- Place 4 (Councilmember) – Any member of the City Council may nominate for vacancy.
- Place 6 (Citizenmember) – Any member of the City Council may nominate for vacancy.

Memorandum

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

From: Candice Edmondson, City Manager

Date: May 24, 2021

Subject: City Council Committees

Agenda Item:

Consider appointments to City Council Committees

Background Information:

The City Council has previously created City Council Committees to work with staff on important initiatives and projects. The committees consist of members of the City Council with meetings as needed. Appointments are being considered for the following committees:

- Development Committee
- Infrastructure Committee
- Finance Committee

Financial Considerations:

N/A

Legal Review:

N/A

Board/Citizen Input:

N/A

Attachments:

N/A

Council Action Requested:

Motion to appoint members to City Council Committees

Memorandum

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

From: Candice Edmondson, City Manager

Date: May 24, 2021

Subject: Branding Committee

Agenda Item:

Consider appointments to Branding Committee

Background Information:

As part of the FY 2021 Budget, City Council approved funding for a citywide branding initiative. The purpose of the branding initiative is to create a comprehensive brand strategy that will help Richland Hills tell its story. The brand should capitalize on what makes Richland Hills unique and will be the catalyst for the city's future marketing and economic development efforts.

In February the city released a Request for Proposal for city branding services. Eight agencies responded to the request with two being selected as finalists. Following an interview process, the selection committee chose CivicBrand to provide the branding services.

As we prepare to start the branding project, a committee of Richland Hills residents should be appointed to work with city staff and CivicBrand through the process. Ideally the Branding Committee would be made up of 5-6 individuals who are truly vested in the community, understand the history of Richland Hills and have a positive vision that will carry our community into the future.

Following is a list of individuals who have been recommended for the Branding Committee:

- Athena Campbell
- Joyce Zuefeldt Fiaccone
- Tamara Gorrell
- Todd Hamilton
- Kelle Jones
- Brian Kelley

- Ruth Klein
- Laura Liles
- Tamisha Magwood
- Stacy Reddy
- Ashly Schilling
- John Skier
- Lisa Skier
- Nelda Stroder
- Joni Wright
- Toby Wright

Financial Considerations:

N/A

Legal Review:

N/A

Board/Citizen Input:

N/A

Attachments:

N/A

Council Action Requested:

Motion to appoint members to the Branding Committee

Memorandum

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

From: C. Russell Shelley, Fire Chief

Date: May 24, 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: May 24, 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: Scott Mitchell, Director of Neighborhood Services

Date: May 24, 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: Jason Brown, Director of Parks and Recreation

Date: May 24, 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: Jason Brown, Director of Parks and Recreation

Date: May 24, 2021

Subject: Red, White and You Celebration

Agenda Item:

Red, White and You Celebration

Background Information:

Staff will discuss the upcoming Red, White and You Celebration.

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: May 24, 2021

Subject: April Department Monthly Reports

Agenda Item:

April 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:

April Department Reports

Council Action Requested:

No Council Action

RICHLAND HILLS PUBLIC LIBRARY

APRIL • 2021



IMPACT

The library sponsored a very successful Peeps Diorama Contest in April. Patrons picked up kits with peeps and foam board with instructions on creating a backdrop. The theme was "Peep into Texas Spring". After creating their diorama's participants posted photos on social media and tagged the library.

KEY FACTS (LAST YEAR)

- 806 Visitors (157)
- 2327 Items checked out (165)
- 955 Questions answered (256)
- 96 Program Attendance (43)
- 223 Computer sessions (0)

Municipal Court – April 2021

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

None at this time.

Citation Summary		
	Current Month	YTD Total
Violations Filed	180	1,338
Completed Cases– Paid Fine & Before Judge	129	641
Other Completed - Dismissed deferred, DSC, proof, compliance, by Judge or Prosecutor, plea & bar, void	26	441
Number of Warrants Issued	42	135
Number of Warrants Cleared	74	380
Number of Outstanding Warrants	37	110
Value of Outstanding Warrants	\$14,688.81	\$51,977.54
Total Fees Collected	\$52,708.40	\$239,525.21

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	1	\$ 857.00	7	\$ 1,970.00
Attorney bonds	5	\$ 2,958.80	23	\$ 11,279.45
Returned for Officer correction	0		2	\$ 652.10
Unable to locate - bad info	0		33	\$ 11,564.57
Paid/payment plan	22	\$ 12,239.82	54	\$ 29,109.14
Deceased	1	\$ 347.60	7	\$ 3,582.00
Cleared-Found Incarcerated	0	\$ -	24	\$ 8,410.30
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	39	\$ 12,980.20	208	\$ 74,505.90
Arrested by other agencies	26	\$ 9,627.30	190	\$ 72,992.90
Paid by defendant	9	\$ 4,795.70	29	\$ 14,841.49
Released due to medical reasons	0	\$ -	6	\$ 2,846.00
Attorney bonds	8	\$ 3,836.69	18	\$ 7,800.54
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	\$ 5,749.20	87	\$ 33,150.20
Other Duties				
Bank detail	9		56	
Traffic stops	0		0	
Insurance verifications	6		51	
Vehicles inspected	0		4	
Bailiff hours	6		31	
Training	32		44	
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	5		20	
Returned FTA notices	19		59	

Fire – April 2021

- More than 40 personnel from across the County participated in our After-Action Review of the Foam plant fire.
- Personnel completed **42** business inspections throughout the month.
- Members completed a combined **240** hours of training this month.
- The mutual aid agreement with Allegiance Ambulance resulted in no calls during March.
- A total of **14** 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 April averaged **4 minutes 33 seconds** from receipt of call in dispatch to the first fire unit arriving on scene to assist.
- More than **18.2%** of emergency calls in April were received while our crews were already addressing another emergency in the City.
- Fire station construction is progressing. An update will be provided at the second Council meeting in May.
- Staff received word in late April that our ambulance license renewal had passed review and our license was renewed for two more years.
- Smoke alarms continue to be available to those who need them. There is no cost and FD personnel will install them.
- Vial of Life emergency medical information pouches are available at the fire station.
- Medication disposal pouches are also available at the fire station. The box is mounted on the wall outside the front door of the fire station. Please help yourself.
- A small awards luncheon was held for FD personnel on April 22nd. The annual award winners were:

Jordan Bridges – Firefighter of The Year

Scott Newbury – EMS Provider of The Year

Michael Ferguson – Fire Chief's Award

		Current Month	April 2020	FY2021 Total
Fire Calls		8	3	42
EMS/Major Accidents/ Rescues		79	77	491
Hazardous Conditions – No Fire		4	7	29
Public Assistance		9	14	85
Good Intent (No Service Rendered)		9	3	56
False Alarm		6	9	63
Severe Weather & Natural Disaster		0	0	1
Total Calls		115	113	905
Automatic / Mutual Aid				
		Current Month	April 2020	YTD Total
	Aid Received	19	8	106
	Aid Given	20	6	113

Police – April 2021

- Animal Shelter Improvements completed in the breakroom, relocating the animal washing station to the sally port, creating a separate surgical area, and relocating the washer and dryer to the employee break area. New paint, cabinets and countertops were installed.
- Crime Watch meeting held at the Link for a neighborhood.
- Animal Shelter Advisory Board Meeting
- Chief Sylvester attended annual training for continuing education.

Service Calls			
	Previous Year	Current Month	YTD Total
Citizen Calls	367	496	1731
Officer Initiated	1048	1247	3805
Total Calls	1415	1743	5536
Part 1 Offenses			
	Previous Year	Current Month	YTD Total
Murder	0	0	0
Rape	0	1	2
Robbery	0	0	1
Aggravated Assault	0	1	3
Burglary	4	0	5
Theft	14	24	64
Motor Vehicle Theft	0	2	12
Total	18	28	87
Crashes & Injuries			
	Previous Year	Current Month	YTD Total
Crash Reports	5	18	46
Injuries	0	6	10
Killed	0	0	0
Criminal Investigations			
	Previous Year	Current Month	YTD Total
Assigned Cases - Active	31	4	31
Unfounded	0	0	2
Suspended	12	2	29
Exceptionally Cleared	3	3	11
Arrest - Case Filed	20	26	61
Arrest - Case Not Filed	Not Available	12	53
On View Arrests	11	20	101
DWI/DUI	4	8	34
Cases Pending Submission	Not Available	10	11
Warrants Obtained (Felony)	4	1	11
Warrants Obtained (Misdemeanor)	3	2	13
Search Warrants Obtained	1	2	6
Warrants Served (Felony)	3	0	3
Warrants Served (Misdemeanor)	3	2	4
Probable Cause Determination	0	1	6
Family Violence Arrests	2	2	9
Active Protective Orders	Not Available	8	8

Records		
	Current Month	YTD Total
Sex Offender Registrations	3	11
Open Records Requests	48	151
Property & Evidence		
	Current Month	YTD Total
Pieces of Property Received	149	495
Items Taken to Lab for Narcotics Testing	8	26
Items Taken to Lab for Blood Alcohol Content Testing	10	34
Crime Scene Call Outs (Richland Hills Police Department)	1	11
Crime Scene Call Outs (Haltom City Police Department)	1	5

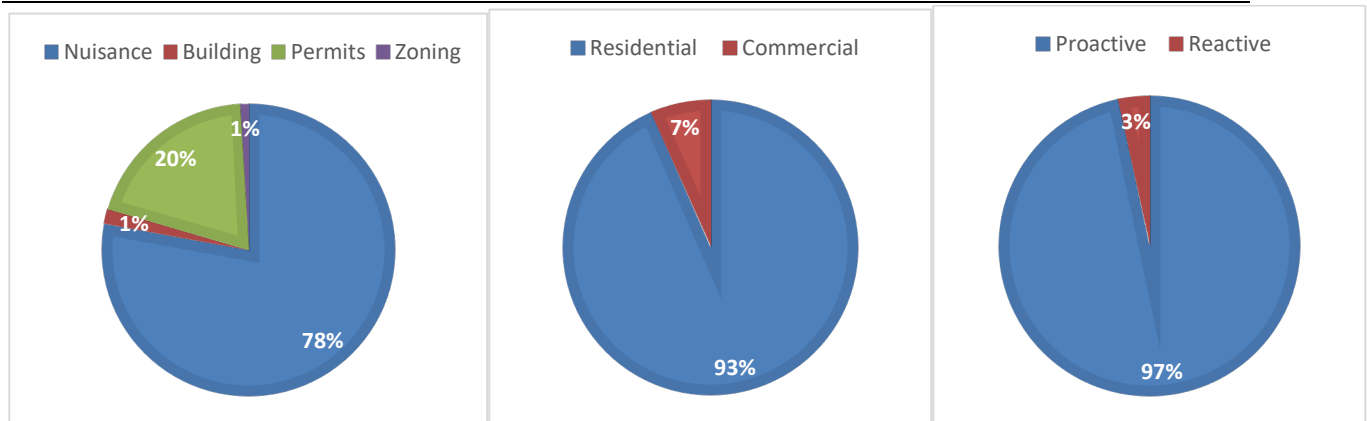
*The previous year category is a comparison of the previous year month totals to the current year month totals.

ANIMAL SERVICES – April 2021

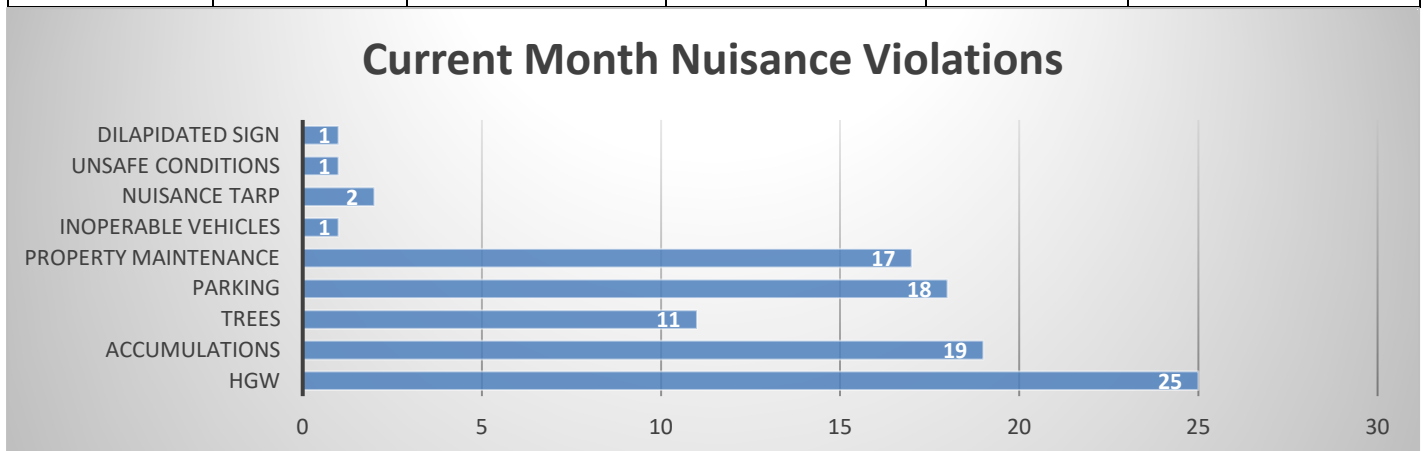
- Vax Shack held 04/22/2021 provided 45 spays and neuters; 72 pet immunizations during shot clinic
- Next shot clinic scheduled for 05/1/2021 10am-1pm, no appointment necessary
- Next Vax Shack scheduled for 05/27/2021 – by appointment only

Service Calls			
	Previous Year	Current Month	YTD Total
Total Dispatched Calls	51	49	167
IMPOUNDS			
	Previous Year	Current Month	YTD Total
DOGS	39	15	61
CATS	1	3	28
OTHER THAN DOGS/CATS	25	23	1
Total	40	19	90
INCIDENTS BY TYPE			
	Previous Year	Current Month	YTD Total
ANIMALS AT LARGE	22	22	64
AGGRESSIVE ANIMAL	2	4	6
ANIMAL COMPLAINTS	25	23	94
INJURED ANIMALS	2	0	3
Total	51	49	167
BITE REPORTS			
	Previous Year	Current Month	YTD Total
ANIMAL BITES	0	2	2
SHELTER QUARANTINE	0	2	2
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	14	2	27
CATS ADOPTED	3	4	28
RETURNED TO OWNER/YARD	25	9	29
TRANSFERRED/RESCUED	0	3	8
EUTHANIZED/DIED IN CARE	2	3	4
CITY LICENSE ISSUED			
	Previous Year	Current Month	YTD Total
CITY LICENSE ISSUED	17	2	16
CITATIONS/VIOLATIONS ISSUED			
	Previous Year	Current Month	YTD Total
CITATIONS SSUED	3	6	8

Code Enforcement – April 2021



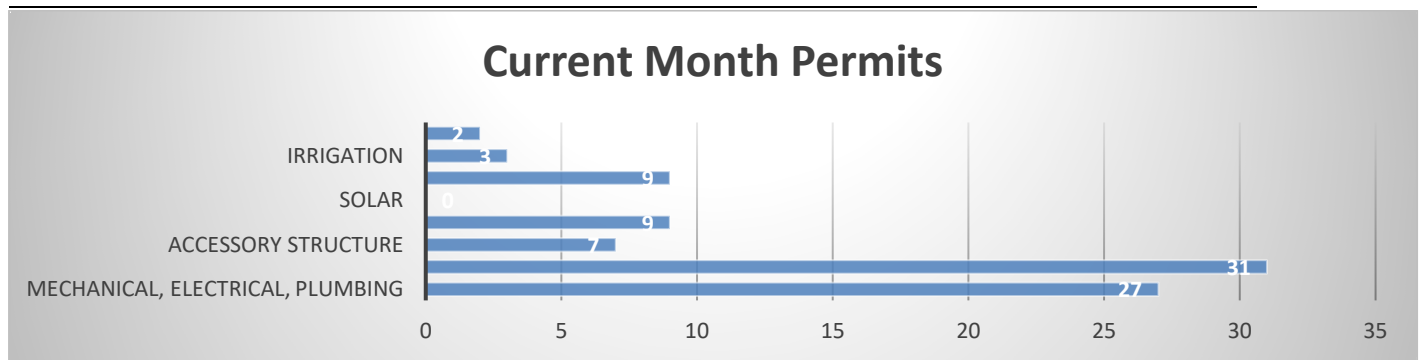
Current Month Violations					
	Notices Issued	Pending Compliance	Compliance Obtained	Citations Issued	Abatement by City
Nuisance Violations	95	23	72	0	0
Building Violations	2	2	0	0	0
Zoning Issues	1	1	0	0	0
Permit Violations	24	1	23	0	0
Fiscal Year Totals	1027	359	668	16	0



Signs		
	Current Month	Fiscal Year 2020
Commercial Sign Violations	1	1
Bandit Sign Removal	8	30

Building Summary		
	Current Month	Fiscal Year 2020
Registered Vacant Building	0	13
Registered Rental CO's	9	40
Substandard Buildings	0	1

Community Development – April 2021



Permits								
	Mechanical Electrical Plumbing	Building Including Remodels	Accessory Structure	Driveway Drive Approach	Solar	Fence	Irrigation	New Build
Residential	18	27	7	7	0	7	3	2
Commercial	9	4	0	2	0	2	0	0
Fiscal Year Totals	142	200	19	9	11	40	6	4

	Current Month	Fiscal Year 2020
Sign Permit	8	27
ROW Permit	6	25
Garage Sale Permit	18	78
Zoning, SUP, Code Consults	1	11
Pool Permits	1	5

Building Summary		
	Current Month	Fiscal Year 2020
Registered Rental CO's	9	40
Commercial CO's	5	35

New Business Activity

- Shalom Express – 6546 Baker Blvd – Drop Shipping (Retail/Service)
- One Way Express – 7352 Dogwood Park – Office/Warehouse
- DFW Move On Demand – 3333 Rufe Snow – Office
- Dee's Place Childcare & Creativity Center – 7530 Glenview Dr #B – Daycare
- Heat Transfer Solutions Inc – 7345 Airport Freeway – Office/Retail

2 New Commercial Buildings – Build in process – 2450 Austin & 2420 Midway

PUBLIC WORKS MONTHLY REPORT- APRIL 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.

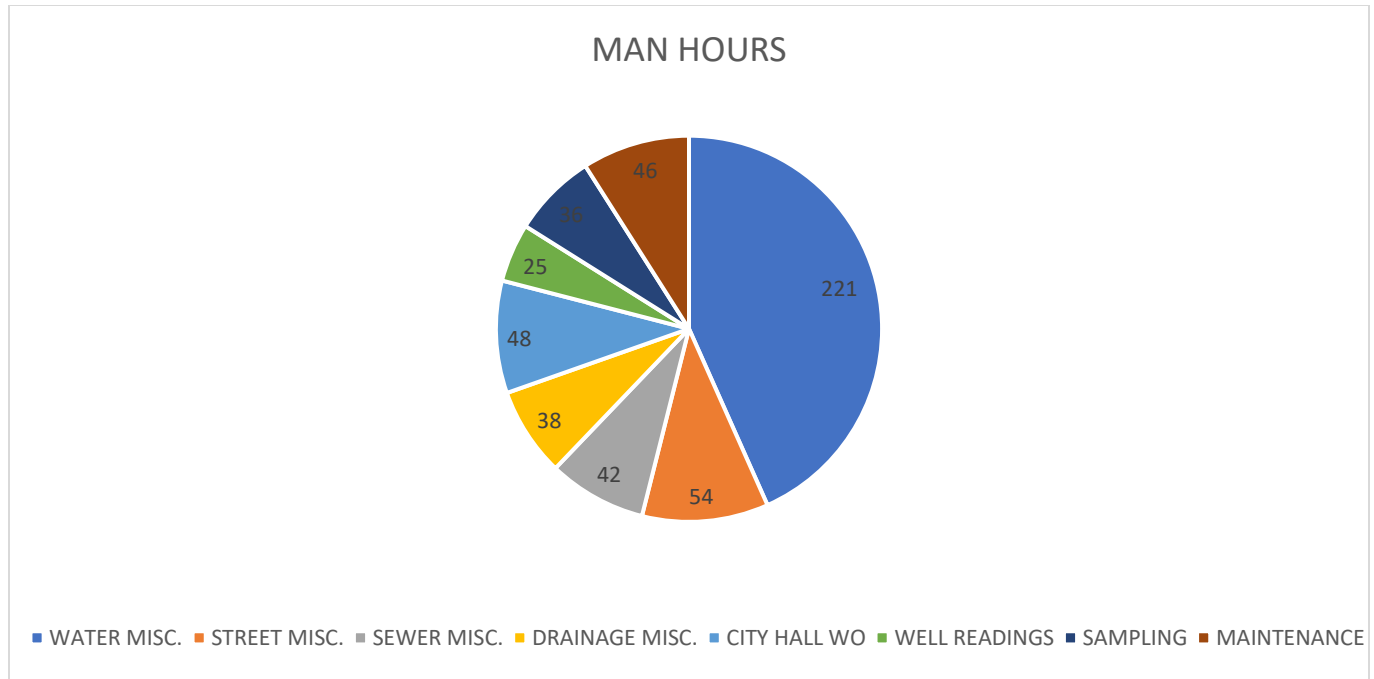
This time last year PW was also working two major projects- Midway Rd & PW/ Code building Renovations

TASK		MAN HOURS	YTD
WATER MISC.	Work on South 40 well yard project; Park well yard repair; 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; SCADA; Replace broken meter box lids; Back filled meter boxes; Replace Curb stops; check chlorine tanks. Replace fire hydrant @ Richlynn Terr/Popplewell. Ran pumps @ levy.	221	161
STREET MISC.	Filled some potholes around City; picked up/ set up street barricades for Jobs. Installed a couple new stop signs; cleaned road gutter line where needed; patrolled city for issues. returned Walmart shopping cart that was on street.	54	18
SEWER MISC.	camera and jetted sewer line for sewer back up jobs. (sewer calls); manhole inspections, inspect sewer lines. Worked sewer line on Dover. Checked sewer on Handley-Ederville.	42	5
DRAINAGE MISC.	cleaned drainage ditches, worked calls for drainage issue. Storm drain/Inlet inspections; Storm drain/ Inlet cleanup;	38	22

PUBLIC WORKS MONTHLY REPORT- APRIL 2021

CITY HALL WORK ORDERS	Completed work orders created by City Hall, initiated by customers or staff. Starts and Finals;	48	14
WATER SAMPLING/ TESTING	Public works-maintained entry point water sampling, DLQOR testing, Bac-T, and Nap Testing. Raw water testing	36	35
WELL READINGS	Well readings and sewer meter readings were done daily.	25	24
MAINTANANCE	Tool maintenance; vehicle maintenance; Mower Maintenance; fueling up; supplies trips; take equip. to be serviced; drop trash at stockpile. Organized around shop. Prep & pour concrete pad for Generator at shop.	46	42

PUBLIC WORKS MONTHLY REPORT- APRIL 2021

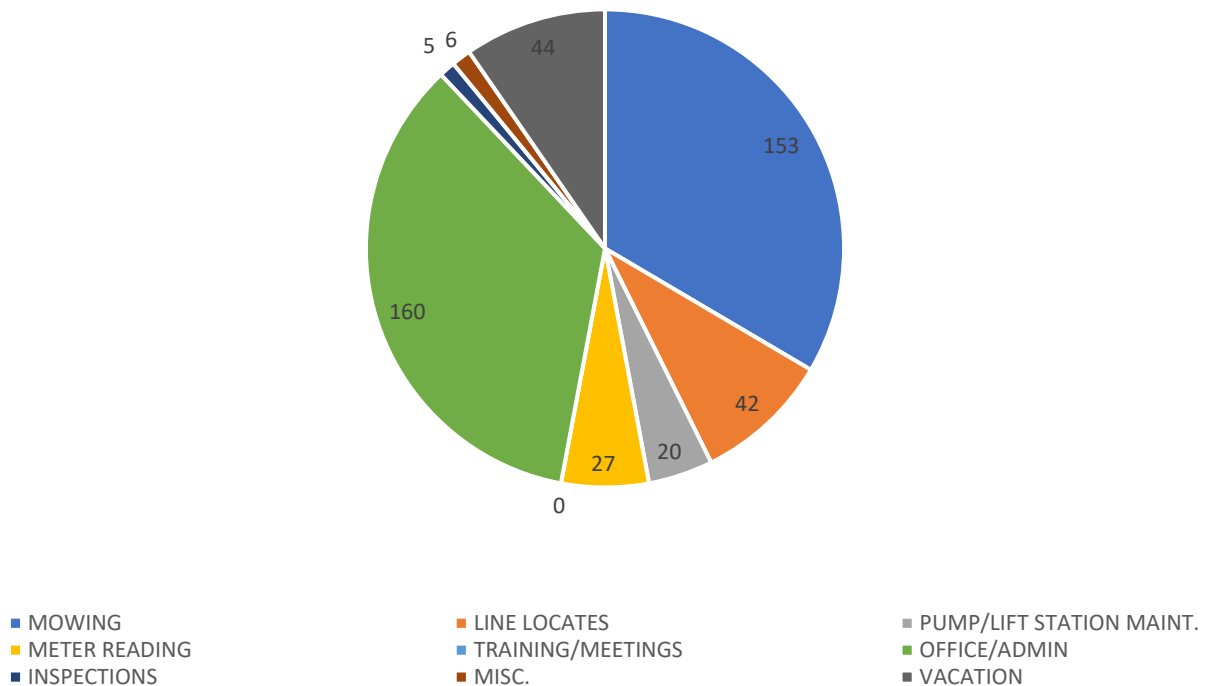


TASK		MAN HOURS	YTD
MOWING	Mowed and weeded city owned properties; cut low hanging trees on magnolia; Trim bushes @ shop/library;	153	263
LINE LOCATES	Located water and sewer lines for contractors/ emergency line locates	42	8
PUMP & LIFT STATION MAINT.	Cleaned levee pump house and lift station; inspect levee and lift station; Well maintenance; well yard inspection;	20	0
METER READING	Read meters for utility billing. (electronic and hand reads)	27	23
TRAINING & MEETINGS	Training & meetings	0	8

PUBLIC WORKS MONTHLY REPORT- APRIL 2021

OFFICE/ADMIN	Office/Admin/Reports	160	160
INSPECTIONS	Concrete pour inspections; drive approach inspections; flat work inspections.	5	9
MISCELLANEOUS	Meetings with contactors; various jobs	6	8
Vacation	Requested/Approved Vacation Time.	44	0

MAN HOURS



Parks and Recreation Director's Report

April 2021



Budget Analysis

April was another good month for revenue. Slightly better than March (by \$0.90), April shows a true rebounding trend of The Link's usage by the public in multiple avenues including childcare, rentals and memberships.

Project/Program Updates

- **Memberships: \$5,403.53** Another big jump from the previous month, over \$600 gain. The Link had a net loss of -26 memberships (Sells and Renewals – Cancelations and Terminations). The Link currently has 324 active memberships. In April, The Link had 1,792 scans with 304 unique scanners. The total number of memberships decreased while the revenue went up, due to the free months finally expiring from service months missed last spring.

The April fitness challenge was the “Hitting for the Cycle” challenge. We had 10 people sign up for the challenge and log cardio hours.

- Medicare programs brought in **\$1,285.50** in additional monthly fees from 110 active members.
- **Camp Connect and Link Learner's Academy (LLA): \$8,546.68** No real camp offered in April makes for lower revenue totals, but we are still hosting nearly 40 students from six area schools. The Link is beginning the process of recruiting new staff for the summer.
- **Programs:** Karate was a little smaller this month, but still going strong with eight registered participants.
 - **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 and again in March.
 - 21 people in Pickleball Lessons
 - Pickleball players – 68
 - Volleyball players – 43
 - The Pickleball tournament was canceled due to low registration. We will plan another one for the fall.
 - **Special Events:** The Link hosting its 4th annual Anniversary. This event was held in conjunction with an open house to help spotlight our new partner, Performance Experience. We had 17 vendors and over 140 people join the staff to help celebrate The Link.

- **Pop-Up Events:** No pop-up events were scheduled in April, 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 – 97 attended, with 21 staying for Beep, Beep Bingo
 - Lunch, Learn and Burn – cancelled
 - Tarrant Area Food Bank – in association with Center Point Church – 129 families were served
- **Senior Programs:** All other programs were canceled.
- **Trail Project:** The trail is about 95% poured at this point. Cole construction has also come back and added sod from Glenview to Baker. The trail is still on schedule to be completed in mid-July.
- **ROWS and Medians:** Staff is working with Yellowstone to ensure that all ROW areas are mowed in a timely fashion. Some areas have been skipped over the past couple of weeks. Some of the freeze damaged vegetation in the medians is beginning to come back. It will be time to clear out the dead parts soon.
- **Parks:** The Parks Supervisor position will be interviewed in the upcoming weeks. Staff will be hoping to have that individual at full force by the beginning of the summer season.
- **Landscaping:** Yellowstone has been contracted to mow all city property, except for pump and water storage areas. This change is short-term until the Public Works staff is at a full staffing. They have preformed an irrigation system check to get all of our zones working.
- **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: 2,912
 - Google Business Searches: 12,668
 - Yelp Views: 24
 - Instagram Reach: 828
 - Facebook engagements: 744
 - Twitter Impressions: 691
 - YouTube Views: 0
 - Nextdoor: 9,258
- **Rentals: \$6,092.00** The Link hosted 27 rentals this month.

Valuable Information:

- The new electronic sign is complete, and staff is registered for training on the software.

Link Revenue	April 2019	April 2020	April 2021	Fiscal Year 20-21 YTD
Classes	\$143.25	\$0	\$280.00	\$3,376.00
Link Membership	\$7,455.43	\$3,701.69	\$5,377.96	\$33,354.52
One Day Passes	\$522.00	\$0	\$297.00	\$1,918.00
Fitness Classes	\$899.61	\$531.78	\$387.92	\$2,676.29
Personal Training	\$250.00	\$0	\$0	\$2,325.00
Athletics	\$198.50	\$0	\$1,457.97	\$9,763.28
Camps	\$1,349.55	\$16.07	\$343.00	\$4,389.00
After School	\$9,153.40	\$4,227.92	\$8,203.68	\$41,776.90
Rentals	\$7,855.58	\$0	\$6,092.00	\$47,532.03
Medicare Membership	\$995.00	\$0	\$1,285.50	\$7,008.50
Total	\$28,822.32	\$8,477.46	\$23,725.03	\$154,119.52

Finance

Fiscal Year 2020-2021, Period Ending 4/30/2021

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	\$ 293,192	\$ 4,484,918	\$ 1,679,445	73%
Fines & Forfeitures	\$ 465,150	\$ 39,776	\$ 179,345	\$ 285,805	39%
Licenses & Permits	\$ 148,130	\$ 21,623	\$ 113,772	\$ 34,358	77%
Service Charges	\$ 306,850	\$ 22,925	\$ 162,796	\$ 144,054	53%
Miscellaneous	\$ 57,000	\$ 717	\$ 24,312	\$ 32,688	43%
Total Revenues	\$ 7,141,493	\$ 378,233	\$ 4,965,143	\$ 2,176,350	70%
Expenditures					
Municipal Court	\$ 260,667	\$ 18,142	\$ 139,824	\$ 120,843	54%
Administration	\$ 610,611	\$ 46,887	\$ 336,545	\$ 274,066	55%
Police	\$ 1,905,782	\$ 139,156	\$ 1,003,077	\$ 902,705	53%
Fire	\$ 1,850,255	\$ 187,204	\$ 1,040,975	\$ 809,280	56%
Street	\$ 224,470	\$ 9,916	\$ 83,152	\$ 141,318	37%
Library	\$ 386,248	\$ 27,630	\$ 193,092	\$ 193,156	50%
Recreation	\$ 198,410	\$ 10,257	\$ 109,629	\$ 88,781	55%
Parks/Grounds	\$ 256,546	\$ 997	\$ 22,796	\$ 233,750	9%
Community Development	\$ 353,968	\$ 27,484	\$ 184,876	\$ 169,092	52%
Animal Control	\$ 174,125	\$ 13,042	\$ 86,316	\$ 87,809	50%
Legislative	\$ 185,722	\$ 6,473	\$ 69,489	\$ 116,233	37%
Shared Services	\$ 684,924	\$ 58,077	\$ 323,419	\$ 361,505	47%
Transfers out-Capital	\$ 379,690	\$ 142,270	\$ 142,270	\$ 237,420	37%
Total Expenditures	\$ 7,471,418	\$ 687,536	\$ 3,735,459	\$ 3,735,959	50%
Total Fund	\$ (329,925)	\$ (309,303)	\$ 1,229,684	\$ (1,559,609)	
Revenue Fund (002)					
Revenue					
Water	\$ 2,180,826	\$ 202,534	\$ 1,412,620	\$ 768,206	65%
Sewer	\$ 1,800,000	\$ 149,628	\$ 1,049,710	\$ 750,290	58%
Miscellaneous	\$ 60,000	\$ 4,298	\$ 574	\$ 59,426	1%
Total Revenues	\$ 4,040,826	\$ 356,460	\$ 2,462,904	\$ 1,577,922	61%
Expenses					
Shared Services	\$ 330,011	\$ 40,092	\$ 183,358	\$ 146,653	56%
Administration	\$ 512,787	\$ 24,906	\$ 205,939	\$ 306,848	40%
Transfers/Debt Service	\$ 472,937	\$ -	\$ 50,969	\$ 421,969	11%
Water Service	\$ 1,246,857	\$ 71,524	\$ 565,228	\$ 681,629	45%
Wastewater Service	\$ 1,415,868	\$ 65,714	\$ 551,628	\$ 864,240	39%
Total Expenses	\$ 3,978,460	\$ 202,235	\$ 1,557,122	\$ 2,421,338	39%
Total Fund	\$ 62,366	\$ 154,225	\$ 905,782	\$ (843,416)	
Link Operating Fund (098)					
Revenue					
Recreation	\$ 240,600	\$ 25,430	\$ 157,529	\$ 83,071	65%
Transfer in General Fund	\$ 237,420	\$ -	\$ -	\$ 237,420	0%
Total Revenue	\$ 478,020	\$ 25,430	\$ 157,529	\$ 320,491	33%
Expenditures					
Recreation	\$ 482,204	\$ 39,545	\$ 294,389	\$ 187,815	61%
Total Fund	\$ (4,184)	\$ (14,115)	\$ (136,860)	\$ (104,744)	