

**RICHLAND HILLS CITY COUNCIL
REGULAR MEETING AGENDA
DECEMBER 13, 2021
CITY HALL, 3200 DIANA DRIVE**

The Work Session and Regular Session are open to the public. If Executive Session is required, it will be held in the Council Conference Room, and is closed to the public. Please note that although the Council will generally consider the items on the agenda in the order shown below, they may elect to re-order items in order to accommodate the needs of the Council, city staff, presenters, or the public generally. Therefore, members of the public interested in any agenda item are encouraged to be in attendance at the start of the meeting.

A quorum of the City Council will be present at City Hall. However, some members of the Council may be unable to attend and will be participating by video conference. Like all City Council meetings, the Work Session and Regular Session will be broadcast live over the City of Richland Hills website for those who wish to watch from home.

CITY COUNCIL WORK SESSION – 6:00 PM

1. **Executive Session:** Pursuant to the Open Meetings Act, Chapter 551, Texas Government Code, Sections 551.071, 551.072, 551.073, 551.074, 551.076, 551.087, 418.183(f) and 418.106(d) & (e). 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.**
2. Recognize Fire Department Coloring Contest Winners
3. Discuss items listed on tonight's City Council agenda. No action will be taken and each item will be considered during the Regular Session.

REGULAR SESSION – 7:00 PM

CALL TO ORDER

INVOCATION AND PLEDGES OF ALLEGIANCE

1. PRESENTATIONS

- A. Business Spotlight: Bridal Gallery
- B. Fire Department Badge Pinning
- C. Recognition of outgoing 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.

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 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 November 8, 2021 City Council Regular Meeting
- B. Approve Ordinance 1442-21 reappointing J. Stewart Bass as Municipal Court Judge and Lorraine Irby and Wendy Cooper as Associate Municipal Court Judges for two-year terms to expire December 31, 2023
- C. Approve extension of Bank Depository Contract with JPMorgan Chase Bank, N.A. for a ninety (90) day period

3. PUBLIC HEARINGS, MEETINGS, AND OTHER RELATED ITEMS

- A. Consider Ordinance 1441-21 a zoning change request from MF-1 Two-Family (Duplex) Residential to Planned Development for the properties described as lot 5, Block 3, McCoy Addition to Richland Hills, Tarrant County, Texas otherwise known as 3800 Cagle Drive, Richland Hills, Texas 76118 and 3802 Cagle Drive, Richland Hills, Texas 76118 **PUBLIC HEARING**
- B. Consider a replat for the property described as Lot 5, Block 3, McCoy Addition to Richland Hills, Tarrant County, Texas otherwise known as 3800 Cagle Drive, Richland Hills, Texas 76118 and 3802 Cagle Drive, Richland Hills, Texas 76118 **PUBLIC HEARING**

- C. Consider Ordinance 1439-21 a zoning change on the property described as Popplewell, S Survey Abstract 1241 Tract 1E, Tarrant County, Texas otherwise known as 7100 Baker Boulevard, Richland Hills, Texas 76118 and Greenfield Subdivision-RchInd Lots 4, 5, 6 and 7, Tarrant County, Texas otherwise known as 3209 Ash Park Drive, Richland Hills, Texas 76118 from Mixed Use (MX) to Planned Development No. 2021-0639 with MF-2 multiple family residential medium density uses and with certain modifications to the Code of Ordinances **PUBLIC HEARING** (Developer has requested to table item until January 10, 2022)
- D. Consider Resolution 547-21 regarding the City of Richland Hills participation in Tarrant County's Community Development Block Grant program in response to the COVID-19 pandemic **PUBLIC HEARING**

4. ORDINANCES & RESOLUTIONS AND OTHER RELATED ITEMS

- A. Consider Resolution 546-21 authorizing the casting of the City of Richland Hills' allocated votes for appointment on the Tarrant Appraisal District Board of Directors

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

- A. Consider appointment of City Secretary
- B. Consider Development Agreement for the Baker Landing Planned Development (PD) at 7100 Baker Boulevard and 3209 Ash Park Drive Richland Hills, Texas 76118 (Developer has requested to table item until January 10, 2022)
- C. Consider contract renewal with Yellowstone Landscaping, LLC for citywide landscape services

6. OTHER ITEMS FOR CONSIDERATION

- A. None

7. REPORTS & DISCUSSIONS

- A. Street Improvement Projects Update
- B. October Department Reports
- C. November 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, Sections 551.071, 551.072, 551.073, 551.074, 551.076, 551.087, 418.183(f) and 418.106(d) & (e). 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 9th day of December 2021 by 5:30 p.m., on the official bulletin board at the Richland Hills City Hall, 3200 Diana Drive, Richland Hills, Texas, pursuant to the Texas Government Code, Chapter 551.

Cathy Bourg

Cathy Bourg
City Secretary



ACCESSIBILITY STATEMENT

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

EXECUTIVE SESSION

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: Russell Shelley, Fire Chief

Date: December 13, 2021

Subject: Coloring Contest Winners

Agenda Item:

Recognize Fire Department Coloring Contest Winners

Background Information:

The Fire Department held a coloring contest as part of its grand opening activities for the new fire station. Participants were split into four age groups and we had three age groups that returned completed pictures for consideration. The winners will receive a certificate and a \$25 gift card provided by the Fire Chief. The contest winners are:

3-5 years: Sofia Fuentes, Age 5, International Leadership of Texas - NRH

6-8 years: Lyla Stow, Age 6, Lamar Elementary School – Mineral Wells

11-12 years: Isabelle Gunter, Age 11, Alice Carlson Applied Learning Center – Ft. Worth

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: Logan Thatcher, Assistant to the City Manager

Date: December 13, 2021

Subject: Business Spotlight: Bridal Gallery

Agenda Item:

Business Spotlight: Bridal Gallery

Background Information:

Angela Campbell Zier will be in attendance to introduce her business. Bridal Gallery is located at 7255 Glenview Drive and has been in business for over 50 years.

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: December 13, 2021

Subject: Fire Department Badge Pinning

Agenda Item:

Fire Department Badge Pinning

Background Information:

Following the promotion of Fire Marshal Shelby Brock, it became necessary to hold promotional processes for Fire Captain and Fire Engineer. Engineer testing was completed on November 2nd and Firefighter Michael Stephens finished at the top of the list. Engineer Stephens has been with the Department since 2019 and has more than 10 years total experience in the fire service. Engineer Stephens will serve on B shift under Captain Irizarry.

Captain testing was completed on November 4th and Engineer John Daniel topped the list and was promoted to the rank of Fire Captain. Captain Daniel has been with the Department since 2016 and he will oversee all operations on A Shift.

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: December 13, 2021

Subject: Recognition of Cathy Bourg

Agenda Item:

Recognition of outgoing City Secretary

Background Information:

Mayor Lopez and the Richland Hills City Council will recognize the service of City Secretary Cathy Bourg who is retiring from the City of Richland Hills at the end of the month.

Cathy started her career in the City Secretary's Office with the City of Burleson in October 2000, as the Records and Information Specialist. In 2006 she was promoted to Deputy City Secretary and served in that position for 8 years.

Cathy was appointed to the position of Richland Hills City Secretary in July 2014 and has served in that position for 7 years. She is retiring with 21 years of municipal service.

Cathy has been married to Conrad Bourg for 37 years and they have 2 daughters and 4 grandchildren. She is looking forward to retirement and spending more time with family.

Cathy is honored to have served the citizens of Richland Hills and is so grateful to the past and present Mayor and Council for the opportunity to serve this great community.

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: December 13, 2021

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

Agenda Item:

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

Background Information:

N/A

Financial Considerations:

N/A

Legal Review:

N/A

Board/Citizen Input:

N/A

Attachments:

November 8, 2021 Draft Minutes

Council Action Requested:

Motion to approve the minutes from the November 8, 2021 Regular City Council Meeting

**RICHLAND HILLS CITY COUNCIL
REGULAR MEETING
NOVEMBER 8, 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
G.W. Estep, Place 5

Council absent

Staff present

Candice Edmondson, City Manager
Karen Evans, Human Resource Specialist
Betsy Elam, City Attorney

CITY COUNCIL WORK SESSION – 6:01 PM

- 1. Executive Session:** Pursuant to the Open Meetings Act, Chapter 551, Texas Government Code, Sections 551.071, 551.072, 551.073, 551.074, 551.076, 551.087, 418.183(f) and 418.106(d) & (e). 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.**

Motion: Motion was made by Councilmember Bergthold and seconded by Councilmember Alvarez to convene into Executive Session. Time: 6:02 p.m.

Motion carried by a vote of 3-0. Councilmember Knowlton and Councilmember Estep absent from Chamber.

- 2. Discuss Items listed on tonight's City Council agenda. No action will be taken and each item will be considered during the Regular Session.**

None

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

Invocation – Mayor Lopez

PRESENTATIONS

1A. New Business Spotlight: Primerica

Hannah Meeks and Rushel Jester introduced their business, Primerica located at 7083 Baker Boulevard.

1B. Employee Service Award

Mayor Lopez presented a 5-year Service Award to Chantele Hancock, Library Director.

1C. 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.

Ron Avery, 2716 Ash Park spoke regarding potholes on the service road and other areas of the city.

CONSENT AGENDA

2A. Approve minutes from the October 25, 2021 City Council Regular Meeting

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

Motion carried by a vote of 5-0.

PUBLIC HEARINGS, MEETINGS, AND OTHER RELATED ITEMS

3A. Consider a final plat of Lot 9, Block 10, Richland Hills Addition, an addition to the City of Richland Hills, Tarrant County, Texas otherwise known as 7116 Dover Lane, Richland Hills, Texas 76118. Texas PUBLIC

Logan Thatcher, Assistant to the City Manager presented a final plat of Lot 9, Block 10, Richland Hills Addition, an addition to the City of Richland Hills, Tarrant County, Texas otherwise known as 7116 Dover Lane, Richland Hills, Texas 76118.

The property at 7116 Dover Lane is a 35,683 square foot lot owned by Thi Sua Vang. Mr. Vang purchased the property in 2015.

Lot 9 was previously platted as one full lot in 1948. However, through metes and bounds, the top portion has been sold numerous times without a proper plat being filed at that time of the portion being divided.

Mr. Vang would like to build a main structure on his property. With the lot being platted it would leave his lot at 0.819 of an acre. This lot is currently zoned as SF-E. Mr. Vang will not be able to meet the minimum lot size of 1 acre. He is requesting a variance along with the replat.

City Council discussed and asked questions of staff.

Mayor Lopez opened the Public Hearing: Time: 7:16 p.m.

Trey Fowler, 7117 Hovenkamp spoke against the final plat.

The applicant Thi Sua Vang spoke regarding his request and answered questions.

Mayor Lopez closed the Public Hearing: Time: 7:25 p.m.

City Council discussed and asked questions of staff and the City Attorney.

Motion: Motion was made by Councilmember Estep and seconded by Councilmember Knowlton to approve a final plat of Lot 9, Block 10, Richland Hills Addition, an addition to the City of Richland Hills, Tarrant County, Texas otherwise known as 7116 Dover Lane, Richland Hills, Texas 76118.

Motion carried by a vote of 5-0.

3B. Consider Ordinance 1439-21 a zoning change on the property described as Popplewell, S Survey Abstract 1241 Tract 1E, Tarrant County, Texas otherwise known as 7100 Baker Boulevard, Richland Hills, Texas 76118 and Greenfield Subdivision-Rchlnl Lots 4, 5, 6 and 7, Tarrant County, Texas otherwise known as 3209 Ash Park Drive, Richland Hills, Texas 76118 from Mixed Use (MX) to Planned Development No. 2021-0639 with MF-2 multiple family residential medium density uses and with certain modifications to the Code of Ordinances PUBLIC HEARING (Developer has requested to table item until December 13, 2021)

Item tabled at the request of the applicant.

ORDINANCES & RESOLUTIONS AND OTHER RELATED ITEMS

4A. Consider Resolution 545-21 authorizing the City Manager to execute Global Opioid Settlement Documents and adopting the Texas Term Sheet

Kim Sylvester, Police Chief presented Resolution 545-21 authorizing the City Manager to execute Global Opioid Settlement Documents and adopting the Texas Term Sheet.

The State of Texas, along with a broad coalition of states and subdivisions, has reached final agreements with four companies to resolve legal claims for their roles in the opioid crisis. One agreement is with opioid manufacturer Johnson & Johnson (J&J). The other is three major pharmaceutical distributors: AmerisourceBergen, Cardinal Health, and McKesson.

The two agreements provide for \$26 billion in payments over 18 years, with \$23.9 billion available in opioid abatement and significant amounts front loaded. Funding will be distributed to states according to the allocation agreement reached among the Attorneys General.

Subdivisions can only participate in the agreement if their state participates. Texas' combined share is almost \$1.5 billion: \$1.17 billion from the distributors and \$268 million from J&J. Distribution within Texas is handled through an intrastate agreement between the state and litigating subdivisions. The funding must be used to support strategies to fight the ongoing opioid crisis.

Texas has agreed to participate and is asking subdivisions to join in on the settlement agreement. The dollar amount to the State of Texas will rely on the amount of participating subdivisions. If Texas receives maximum funds from all parties, Richland Hills has the potential to receive up to \$24,438 through these agreements based on the calculations of the term sheet.

This payment would be allocated for purposes that shared a nexus with opioid abatement or enforcement which could include, for example, law enforcement or emergency services. The Texas Opioid Council has developed an approved list of abatement strategies based on, but not limited to, the existing national list of opioid abatement strategies.

City Council discussed and asked questions of staff.

Motion: Motion was made by Councilmember Morse and seconded by Councilmember Knowlton to approve Resolution 545-21 authorizing the City Manager to execute Global Opioid Settlement Documents and adopting the Texas Term Sheet.

Motion carried by a vote of 5-0.

4B. Consider Resolution 546-21 authorizing the casting of the City of Richland Hills' allocated votes for appointment on the Tarrant Appraisal District Board of Directors

Motion: Motion was made by Councilmember Bergthold and seconded by Councilmember Knowlton to table the item to the December 13, 2021 meeting.

Motion carried by a vote of 5-0.

CONTRACTS, AGREEMENTS, BID AWARDS AND OTHER RELATED ITEMS

- 5A. Consider Development Agreement for the Baker Landing Planned Development (PD) at 7100 Baker Boulevard and 3209 Ash Park Drive Richland Hills, Texas 76118 (Developer has requested to table item until December 13, 2021)**

Item tabled at the request of the applicant.

- 5B. Consider insurance renewal with United Healthcare for annual Group Health and MetLife for annual Dental and Vision Insurance for FY 2022**

Dawn Brinson with Brinson Benefits and Patricia Albrecht, Director of Finance and Administration Services presented the insurance renewal for FY 2022.

Group Health Insurance

On October 19, 2021, the City received the medical insurance renewal from UnitedHealthcare (UHC) for the plan year beginning January 1, 2022 and bids from AMWINS, The Health Plan and Texas Municipal League (TML). Our current provider, UHC, presented an 18% increase in premiums to renew our current plan. Neither AMWINS nor The Health Plan were competitive in rates, but Texas Municipal League did present a competitive bid. With the TML rate in mind, staff requested Brinson, our benefits broker, go back to UHC and negotiate a more competitive rate and/or provide alternative plan options.

After renegotiating, UHC provided a renewal of 10% for our current plan and four (4) alternative plan options, as well as a premium holiday credit worth one (1) month's premium payment (discount of around \$50,000). After thorough analysis of both the UHC and TML plan options, staff selected UHC Alternate 1 which was a 2.6% increase in premiums. Alternate 1 does include changes across all three (3) medical plan options the City provides, but it also allowed staff to consider additional contributions to dependent medical benefits which is a strategy included in the Compensation Plan adopted by City Council.

As a reminder, the City pays 100% of employee only medical benefits and, in the past, has contributed additional funds towards dependent coverage based on the premium rate of the highest employee only plan. That allowed for a variety of percentage contributions (from less than 1% to 30%) across the various medical plan options. In a continued effort to achieve more internal equity across our compensation plan and to be more competitive in the market, staff has taken the approach of contributing the same percentage to all dependent medical plans. The proposed renewal includes a 50% contribution from the City to dependent medical coverage, a significant benefit towards retaining and recruiting quality employees.

Based on our employee census at the time of renewal, the estimated cost to the City for group medical insurance, including the 50% contribution to dependent medical coverage, is \$532,063 or a 13.8% increase for the year. After adjusting for the premium holiday

credit offered by UHC, the estimated cost for group medical insurance is \$483,000 or a 6% increase for the year.

Dental and Vision Insurance

On October 19, 2021, the City also received the dental insurance renewal from MetLife for the plan year beginning January 1, 2022 and bids from Standard, Principal and Guardian. MetLife offered a one-year renewal for a 0.27% increase. The renewal was packaged with vision, basic life and disability insurance, so the City would be committing to renewing those benefits with MetLife as well.

Based on our employee census at the time of renewal, the estimated cost to the City is \$32,388. The City would continue to offer two (2) dental plans and pay the employee only portion of the benefit. Employees would pay the premium to enroll their family members. The vision benefit will continue to be a voluntary benefit paid by the employee.

Life and Disability Insurance

MetLife offered a renewal at the same rate the City is currently paying, \$8,817 for life insurance and \$10,371 for disability insurance bundled with dental and vision benefits.

Summary

In summary, staff recommends remaining with UHC as the City's group medical insurance provider offering three (3) medical plan options and providing a 50% contribution to dependent coverage. Staff also recommends remaining with MetLife as our dental insurance provider offering two (2) dental plan options, and as our vision, life and disability insurance provider.

Motion: Motion was made by Councilmember Bergthold and seconded by Councilmember Morse to approve the insurance renewal with UnitedHealthcare for annual Group Medical Insurance and MetLife for annual Dental, Vision, Life and Disability Insurance for 2022.

Motion carried by a vote of 5-0.

OTHER ITEMS FOR CONSIDERATION

6A. Consider purchase of 2022 Caterpillar 926M Wheel Loader

Scott Mitchell, Director of Neighborhood Services presented the purchase of a 2022 Caterpillar 926M Wheel Loader.

Richland Hills Public Works currently operates a 2003 Case 521D Wheel Loader for use on construction and repair projects. It is also utilized by other City departments for heavy lifting utilizing fork attachments. This machine is at the end of its life cycle, requiring significant ongoing repairs to maintain its operability. The machine also does not have the standard safety features that are included with newer models.

This proposal is to purchase a new wheel loader with a slightly larger weight carrying capacity than the current machine. MSRP for the new wheel loader is \$241,304. Utilizing

Sourcewell Cooperative Purchasing Contract 032119, the City will receive a \$57,913 discount. In addition, Holt Caterpillar is offering a customer loyalty discount of \$8,464 reducing the total price of the new wheel loader to \$174,927. Holt Caterpillar has also offered a \$33,000 trade-in allowance for the City's current machine, leaving a balance of \$141,928.

Holt advised that the delivery time is estimated at 16 weeks from placement of the order. The old wheel loader will remain in service until the new machine is delivered

Motion: Motion was made by Councilmember Knowlton and seconded by Councilmember Morse to approve the purchase of 2022 Caterpillar 926M Wheel Loader from Holt Caterpillar in the amount of \$141,928 utilizing Sourcewell Contract 032119.

Motion carried by a vote of 5-0.

REPORTS & DISCUSSIONS

7A. Street Improvement Projects Update

Scott Mitchell, Director of Neighborhood Services presented a Street Improvement Project Update and answered questions from City Council.

COMMUNITY INTEREST ITEMS

- Richland Hills Literary Society Adult Book Club –Tuesday, November 9th; 6:30 PM
- Veterans Day Ceremony & Patriotic Picnic – Thursday, November 11th; 11:00 AM – 1:00 PM; Veterans Memorial & Link Plaza Pavilion
- Senior Lunch Bunch – Indoor Seating & To Go Orders - Thursday, November 11th; 12 noon – 1 PM; The Link
- Tarrant County Food Pantry - Thursday, November 11th; 5:30 PM – 7PM; The Link Parking Lot
- Library Family Programming – Every Thursday, 6:30 PM; The Link Pavilion
- Christmas Tree Lighting Event – Friday, December 3rd, 6:00 PM – 9:00 PM; The Link Plaza

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

None

9. **A motion was made by Councilmember Bergthold and seconded by Councilmember Knowlton 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 8:28 p.m.

ATTEST

Cathy Bourg, City Secretary

APPROVED

Edward Lopez, Mayor

Memorandum

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

From: Patricia Albrecht, Director of Finance and Administrative Services

Date: December 13, 2021

Subject: Municipal Court Judge Appointments

Agenda Item:

Consider Ordinance 1442-21 reappointing J. Stewart Bass as Municipal Court Judge and Lorraine Irby and Wendy Cooper as Associate Municipal Court Judges for two-year terms to expire December 31, 2023

Background Information:

The current terms of the Municipal Court Judge and Associate Judges will expire on December 31, 2021. The original appointment dates for all Judges are as follows:

- J. Stewart Bass, Municipal Court Judge - June 13, 2006
- Lorraine Irby, Associate Judge – January 10, 2012
- Wendy Cooper, Associate Judge – June 13, 2006

Staff has spoken to all three (3) judges and they have indicated their desire to be reappointed.

Financial Considerations:

N/A

Legal Review:

N/A

Board/Citizen Input:

N/A

Attachments:

Ordinance 1442-21

Council Action Requested:

Motion to approve Ordinance 1442-21 reappointing J. Stewart Bass as Municipal Court Judge and Lorraine Irby and Wendy Cooper as Associate Municipal Court Judges for two-year terms to expire December 31, 2023

ORDINANCE NO. 1442-21

AN ORDINANCE OF THE CITY OF RICHLAND HILLS, TEXAS APPOINTING THE JUDGE OF THE RICHLAND HILLS MUNICIPAL COURT OF RECORD; PROVIDING THAT THIS ORDINANCE SHALL BE CUMULATIVE OF ALL ORDINANCES; PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING AN EFFECTIVE DATE.

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

WHEREAS, the City Council has created a municipal court of record pursuant to Chapter 30 of the Texas Government Code; and

WHEREAS, pursuant to Chapter 30 of the Texas Government Code, the City Council has the authority to name judges and/or associate judges to preside over the judicial functions for the Richland Hills Municipal Court of Record; and

WHEREAS, Section 574.001, Texas Government Code requires that a finding be made by the governing body to the effect that a person who serves as a officer in more than on appointed position has satisfied Article XVI, Section 40, of the Texas Constitution; and

WHEREAS, the City Council has determined that there is no conflict between the office of municipal judge of the City of Richland Hills and the office of municipal judge or associate municipal judge in any other municipality in the State of Texas.

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

SECTION 1.

It is hereby found that the office of municipal judge and associate judge of the City of Richland Hills is of benefit to the State of Texas and to the City of Richland Hills.

SECTION 2.

J. Stewart Bass is hereby reappointed as municipal judge of the Richland Hills Municipal Court of Record for a two-year term to expire December 31, 2023. At the expiration of said term, in accordance with Article 16, Section 17 of the Texas Constitution, Judge Bass shall continue to serve until his successor shall be duly qualified. The City Council shall have the authority to remove the municipal judge as provided by City Charter.

SECTION 3.

Lorraine Irby and Wendy Cooper are hereby reappointed as associate judges of the Richland Hills Municipal Court of Record for a two-year term to expire December 31, 2023. At the expiration of said term, in accordance with Article 16, Section 17 of the Texas Constitution, Judge Irby and Judge Cooper shall continue to serve until their successors shall be duly qualified. The City Council shall have the authority to remove the associate judges as provided by City Charter.

SECTION 4.

This Ordinance shall be cumulative of all provisions of ordinances and of the Code of Ordinances of the City of Richland Hills, Texas, as amended, except where the provisions of this Ordinance are in direct conflict with the provisions of such ordinances and such Code, in which event the conflicting provisions of such ordinances and such Code are hereby repealed.

SECTION 5.

It is hereby declared to be the intention of the City Council that the phrases, clauses, sentences, paragraphs, and sections of this Ordinance are severable, and if any phrase, clause sentence, paragraph or section of this Ordinance shall be declared unconstitutional by the valid judgment or decree of any court of competent jurisdiction, such unconstitutionality shall not affect any of the remaining phrases, clauses, sentences, paragraphs and sections of this Ordinance, since the same would have been enacted by the City Council without the incorporation in this Ordinance of any such unconstitutional phrase, clause, sentence, paragraph or section.

SECTION 6.

This Ordinance shall be in full force and effect from and after its passage and publication as required by law, and it is so ordained.

PASSED AND APPROVED ON THIS 13th DAY OF DECEMBER 2021.

THE HONORABLE EDWARD LOPEZ, MAYOR

ATTEST:

CATHY BOURG, CITY SECRETARY

APPROVED AS TO FORM AND LEGALITY:

CITY ATTORNEY

Memorandum

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

From: Patricia Albrecht, Director of Finance and Administrative Services

Date: December 13, 2021

Subject: Bank Depository Contract Extension

Agenda Item:

Approve extension of Bank Depository Contract with JPMorgan Chase Bank, N.A. for a ninety (90) day period

Background Information:

In December 2017, the City Council approved an ordinance designating a depository for City funds for an initial three-year term with two possible one-year extensions, and authorized the City Manager to execute the bank contract with JPMorgan Chase Bank, N.A.

On January 25, 2021, City Council authorized a one-year extension with JPMorgan Chase Bank that will end on December 31, 2021. Staff reviewed the current contract and opted to advertise a request for applications (RFA) from surrounding banks on November 19, 2021 for the purpose of awarding a new depository contract beginning February 1, 2022.

Staff recommends that the current option to extend the contract with JPMorgan Chase be for a period of ninety (90) days, and not twelve (12) months, to allow for the transition, if any, to a new depository bank. Staff has contacted JPMorgan Chase to give notice of City's intent to issue RFAs and to invite incumbent bank to submit an application.

Current contract with JPMorgan Chase will remain unchanged for the 90-day renewal period.

Financial Considerations:

There is funding included in the adopted FY 2022 Budget for any fees above the bank balances earnings credit rate offset in the General Fund and Utility Fund.

Legal Review:

The City Attorney previously reviewed the RFP and contract with JPMorgan Chase Bank

Board/Citizen Input:

N/A

Attachments:

Original Bank Depository Contract with JPMorgan Chase

Council Action Requested:

Motion to approve extension of Bank Depository Contract with JPMorgan Chase Bank, N.A. for a ninety (90) day period

DEPOSITORY BANK SERVICES AGREEMENT

THIS DEPOSITORY BANK SERVICES AGREEMENT hereinafter called the "Agreement", is made and entered into on the date last herein written by and between the City of Richland Hills, Texas, hereinafter called the "City", and JPMORGAN CHASE BANK, N.A. a national banking association, organized under the law of the United States and authorized by law to do banking business in the State of Texas, hereinafter called the "Bank", and provides as follows:

1. **Designation of Depository.** The City, through action of the City Council, on December 11, 2017, hereby designates Bank as a primary depository bank for the period beginning January 1, 2018, and continuing through December 31, 2020, with the option for two (2) one-year extensions under terms and conditions that are mutually agreed to by both parties.
2. **General.** All services rendered to City by Bank under this Agreement shall be performed in accordance with accepted commercial banking standards for public fund organizations and under the overall direction and instructions of City pursuant to Bank's standard operations, policies, procedures, and Bank's account terms and service terms. Notwithstanding anything to the contrary herein, Bank shall perform services in accordance with "ordinary care" standard of care imposed upon banks under the Uniform Commercial Code.
3. **Scope of Services.** Bank agrees to provide those services as described in the City of Richland Hills, Texas Request for Proposal for Depository Bank Services released on October 19, 2017 hereinafter referred to as the "RFP". The RFP and Bank's response to the RFP, hereinafter referred to as the "Application", are incorporated herein by reference. Bank acknowledges that all services performed by Bank are subject to the approval of City.
4. **City Representatives.** During the term of this Agreement, City will, through appropriate action of its City Council, designate the officer, or officers, who singly or jointly will be authorized to represent and act on behalf of City in any and all matters of every kind arising under this Agreement and to (a) appoint and designate, from time to time, a person or persons who may request withdrawals, orders for payment or transfer on behalf of City in accordance with the electronic funds or funds transfer agreement and addenda, and (b) make withdrawals or transfer by written instrument.
5. **Custodian.** City and Bank, by execution of this Agreement, hereby designate Federal Reserve Bank as custodian, hereinafter called "Custodian", to hold in trust, , the collateral described and pledged by Bank in accordance with the provisions of this Agreement.
6. **Custodian Fees.** Any and all fees associated with Custodian's holding of collateral for the benefit of City will be paid by Bank and City will have no liability therefore.
7. **Entire Agreement.** The entire agreement between Bank and City shall consist of this Agreement, City's RFP (except to the extent Bank took specific exceptions in the Bank's Application), Bank's Application, the Custodial Agreement with Custodian, Bank's Global Account Terms and Service Terms, the Continuing Deposit Security Agreement between City and Bank dated September 27, 2006, as amended (the "Continuing Deposit Security Agreement"), and other such bank service agreements, policies and documents as may be required and approved by the parties (together, the "Banking Agreements"), each incorporated by reference as they presently exist and each listed in governing order of precedence in the event of conflict among the documents. This Agreement supersedes any and all prior representations, statements, and agreements, whether written or oral. The terms and provisions of this Agreement may not be amended, altered, or waived except by mutual agreement evidenced by a written instrument signed by duly authorized representatives of both parties.
8. **Collateralization.** All funds on deposit with Bank to the credit of City shall be secured by

collateral as provided for in the Public Funds Investment Act (Chapter 2256 of the Texas Government Code as amended), the Public Funds Collateral Act (Chapter 2257 of the Texas Government Code), and Bank's Application.

If marketable securities are pledged, the total market value of the securities securing such deposits will be in an amount at least equal to the minimum required amount as per the Continuing Deposit Security Agreement between City and Bank dated September 27, 2006, as amended. The market value of any pledged securities (collateral) will be obtained from non-Bank-affiliated sources. Bank will monitor and maintain the required collateral margins and levels. The City will inform the Bank of changes in the amount or activity of deposits, that may exceed the entity's current Collateral value, within a reasonable time before the change occurs.

Bank has heretofore, or will promptly hereafter, deliver to Custodian collateral of the kind and character above mentioned of sufficient amount and market value to provide adequate collateral for the funds of City deposited with Bank. Said collateral or substitute collateral, as hereinafter provided for, shall be kept and retained by Custodian in trust so long as deposits of City remain with Bank. Bank hereby grants a security interest in such collateral to City.

If at any time the collateral in the hands of Custodian shall have a market value in excess of the required balances, City may authorize the withdrawal of a specified amount of collateral.

If surety bonds or letters of credit are utilized, City shall agree as to the issuer and form of contract prior to the pledge. The amount of surety bonds or letters of credit will be at least equal to the minimum required amount as per City's Investment Policy.

9. **Successors.** This Agreement shall be binding upon and inure to the benefit of the parties hereto and their respective successors and assigns. Whenever a reference is made herein to either party, such reference shall include the party's successors and assigns.

10. **Compensation.** City and Bank agree that any compensation for the performance of all duties and services is set forth in the Application accepted by City. Except as may otherwise be provided in the Banking Agreements, said compensation shall constitute full payment for all services, liaison, products, materials, and equipment required to provide the professional banking services, including services, materials, training, equipment, travel, overhead, and expenses. Fees shall be fixed for the term of the Banking Agreements, including all extensions.

11. **Consideration.** The Banking Agreements are executed by the parties hereto without coercion or duress and for substantial consideration, the sufficiency of which is forever confessed.

12. **Counterparts.** The Banking Agreements may be executed in a number of identical counterparts, each of which shall be deemed an original for all purposes. A facsimile signature will also be deemed to constitute an original if properly executed.

13. **Authority to Execute.** The individuals executing the Banking Agreements on behalf of the respective parties below represent to each other and to others that all appropriate and necessary action has been taken to authorize the individual who is executing the Banking Agreements to do so for and on behalf of the party for which his or her signature appears, that there are no other parties or entities required to execute the Banking Agreements in order for the same to be an authorized and binding on the party for whom the individual is signing and that each individual affixing his or her signature hereto is authorized to do so.

14. **Governing Law and Venue.** This Agreement shall be governed by the laws of the State of Texas, to the extent pre-empted by Federal law, in which case Federal law shall govern. Tarrant County

will be the venue for any lawsuit arising out of this Agreement, unless federal jurisdiction applies.

15. **Notices.** Except as may otherwise be specified in the applicable service-level agreements and/or set-up forms, any demand, notice, request, instruction, designation, or other communication(s) required in writing under this Agreement shall be personally delivered or sent certified mail, return receipt requested, to the other party as follows:

Bank: J.P.Morgan Chase Bank, N.A
420 Throckmorton, 4th Floor
Fort Worth, TX 76102

City: City Manager
City of Richland Hills
3200 Diana Drive
Richland Hills, TX 76118

Changes to notice information may be made by either party with written notification to the other party.

16. **Severability.** If any provision of this Agreement is held to be illegal, invalid, or unenforceable by a court of competent jurisdiction, the parties, shall, if possible, agree on a legal, valid, and enforceable substitute provision that is as similar in effect to the illegal, invalid, or unenforceable provision as possible. The remaining portion of the Agreement not declared illegal, invalid, or unenforceable shall remain valid and in full force and effect for the term remaining.

17. **Binding Commitment.** Bank hereby acknowledges itself duly and firmly bound for the faithful performance of all the duties and obligations required by applicable law, including the Government Code and Local Government Code, such that all funds deposited with it as depository shall be faithfully kept by it and accounted for according to law.

18. **Continuation.** Unless this Agreement is terminated sooner, Bank's designation as the primary City Depository will remain continuously in effect through December 31, 2020 subject to execution of the extension options if applicable.

19. **Default and Termination.**

- a. The Bank shall be in default if it fails to pay all or part of a demand deposit, a matured time deposit, or a matured certificate of deposit, including accrued but unpaid interest, at a specified maturity date. The Bank shall also be in default if ruled "bankrupt", "insolvent" or "failed" by a federal or state banking regulator, or if a receiver is appointed for the Bank.
- b. In the event of a default, failure or insolvency of the Bank, the City shall be deemed to have vested full title to all securities pledged under this Agreement. The City is empowered to take possession of and transfer and or sell any and all securities. If the security is liquidated, any proceeds over the defaulted amount, plus expenses related to liquidation, shall be returned to the Bank. This power is in addition to other remedies which the City may have under this Agreement and without prejudice to its rights to maintain any suit in any court for redress of injuries sustained by the City

under this Agreement.

- c. The City may terminate this Agreement if, in the City's sole discretion, the Bank is not satisfactorily meeting its service requirements as specified herein. The City shall provide written notice of areas of non-performance and allow the Bank sixty (60) days to remedy the problems. If after this sixty (60) day period the Bank has not rectified all problems in a manner satisfactory to the City, the City may, at its option, terminate this Agreement by providing Bank written notice of its intention to terminate and the effective date of such termination.
- d. Bank may terminate this Agreement upon not less than 60 days written notice to the City if the City breaches its obligations under the Banking Agreements and fails to cure the same within such timeframe or as otherwise provided therein.

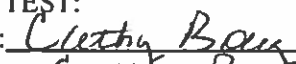
20. **Non-assignability.** This Agreement is not assignable in whole or in part but is binding on the parties, their successors and assigns.

Executed by the undersigned duly authorized officers of the parties hereto:

CITY OF RICHLAND HILLS, TEXAS

By: 
Name: Eric Stray
Title: City Manager
Date: 1-8-18

ATTEST:

By: 
Name: Clethy B. B. B. B.
Title: City Secretary

JPMORGAN CHASE BANK, N.A.

By: 
Name: Glenn S. Forbes
Title: Authorized Officer
Date: 1/22/18

ATTEST:

By: _____
Name: _____
Title: _____

Memorandum

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

From: Logan Thatcher, Assistant to the City Manager

Date: December 13, 2021

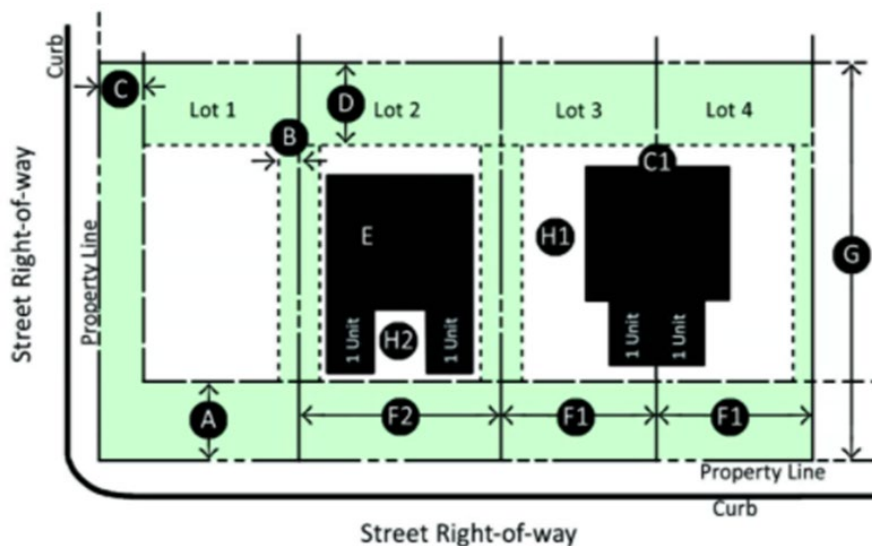
Subject: 3800 & 3802 Cagle Drive Zoning Change (PUD 2021-0922)

Agenda Item:

Consider Ordinance 1441-21 a zoning change request from MF-1 Two-Family (Duplex) Residential to Planned Development for the properties described as lot 5, Block 3, McCoy Addition to Richland Hills, Tarrant County, Texas otherwise known as 3800 Cagle Drive, Richland Hills, Texas 76118 and 3802 Cagle Drive, Richland Hills, Texas 76118 **PUBLIC HEARING**

Background Information:

Items 3A and 3B are related to the same request. The property described as Lot 5, Block 3, McCoy Addition is a duplex co-owned by Louisa Magee and Gemma Parrish. Ms. Magee owns 3802 Cagle Drive while Ms. Parrish owns 3800 Cagle Drive. They are requesting a zoning change from MF-1 Two-Family (Duplex) Residential through a planned development to retain MF-1 Two-Family (Duplex) residential use. Ms. Magee would like to sell her property; however, the duplex is currently platted as one lot attached to Gemma Parrish's property. In order to sell the property, she does need to separate her side of the property that she owns. This is allowable within this zoning district (see below).



The other properties located off Evergreen that are duplexes in this zone are also platted separately. However, this property will not meet some of the area regulations for this zone once separated into two lots. Louisa Magee and Gemma Parrish have decided to pursue a planned development in order to make their properties conforming with the zoning ordinance for the replat to be approved.

Below are the standard regulations for MF-1 compared to each property in what they are proposing.

MF-1 Two-Family (Duplex) Residential		3800 Cagle Drive	3802 Cagle Drive
Height	2 Stories maximum	2 Stories maximum	2 Stories maximum
Front Yard	25' minimum	25' minimum	25' minimum
Side Yard - Interior	8' minimum	8' minimum	8' minimum
Side Yard - Street	15' minimum	15' minimum	15' minimum
Rear Yard	25' minimum	25' minimum	25' minimum
Building Size	1,200 sq. ft. minimum	1,020 sq. ft. minimum	1,020 sq. ft. minimum
Lot Width			
One Dwelling	40' minimum	40' minimum	40' minimum
Two Dwellings	70' minimum	70' minimum	70' minimum
Lot Depth	120' minimum	119.68' minimum	119.68' minimum
Lot Size			
One Dwelling	7,500 sq. ft. minimum	5,982 sq. ft. minimum	5,445 sq. ft. minimum
Two Dwellings	10,000 sq. Ft. minimum	10,000 sq. Ft. minimum	10,000 sq. Ft. minimum
Lot Coverage	50% maximum	50% maximum	50% maximum

Lot 5R1 (3802 Cagle Dr.) also does not meet the accessory structure setback of 5 feet from the property line. They are proposing an accessory structure setback of 4.7 feet. Because both accessory structures back up to each other both properties are proposing a zero-lot line setback for their accessory structures.

This is the process the applicant can go through in order to get the property conforming to meet the zoning code that will allow them to replat. The other option was to go forward to the zoning board of adjustment and request a variance for every item that did not meet our zoning ordinance before bringing forward the replat. The planned development process allows for an efficient process to bring nonconformance into compliance to allow the applicants to replat the property. City Council will be considering the replat in Item 3B.

Financial Considerations:

Approval of the zoning change will not require additional funding from the City.

Legal Review:

The City Attorney has reviewed the zoning change request and corresponding ordinance.

Board/Citizen Input:

The Planning and Zoning Commission considered the zoning change request at their November 30, 2021 meeting and recommended approval 5-0.

Attachments:

PD Application
Aerial Property Photo
Property Photo
Original Replat
Proposed Replat
Existing Improvements
Ordinance 1441-21

Council Action Requested:

Consider Ordinance 1441-21 a zoning change request from MF-1 Two-Family (Duplex) Residential to Planned Development for the properties described as lot 5, Block 3, McCoy Addition to Richland Hills, Tarrant County, Texas otherwise known as 3800 Cagle Drive, Richland Hills, Texas 76118 and 3802 Cagle Drive, Richland Hills, Texas 76118



City of Richland Hills Zoning Application

Application Type

- ☐ Specific Use Permit
- ☒ Planned Development
- ☐ Zoning Text Amendment
- ☐ Zoning Map Amendment

Applicant Information

Applicant's Name: Louisa Magee

Business Name: _____

Phone: 817-507-6224 Email: ironroz@sbcglobal.net

Property Information

Property Address 3802 Cagle Dr. Square Feet _____

Building Owner Louisa Magee Deed Date 1-29-2021

Company _____ Phone _____

Owner Address 3600 Maurice Av.

Owner's Phone # 817-507-6224 Owner's Email _____

Previous Occupant _____

Current Zoning MF-1 Gemma Parrish 682-472-4971
3800 Cagle Dr.

Zoning Request

Please describe the nature of your request

for replat to meet zoning requirements.

Signature

I certify that my answers are true and complete to the best of my knowledge and I understand that false or misleading information in my application may result in zoning violations.

Signature: Louisa Magee Date: 11-22-2021

Public Hearing Information

Planning &
Zoning
Hearing Date November 30, 2021 City Council
Hearing Date _____

This Zoning Case has been:

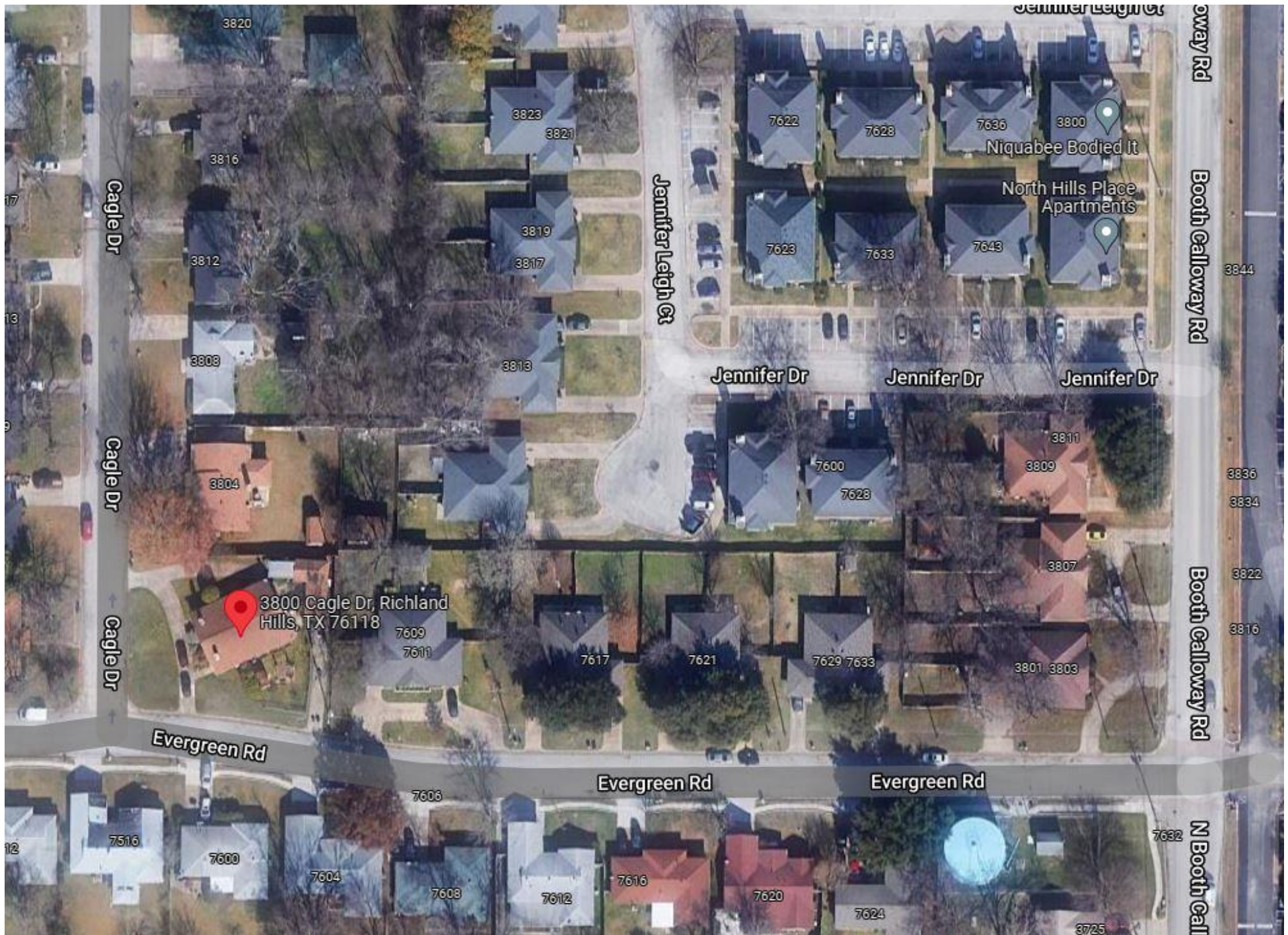
- ☐ Approved
☐ Denied
☐ Approved with amendments

Ordinance # _____

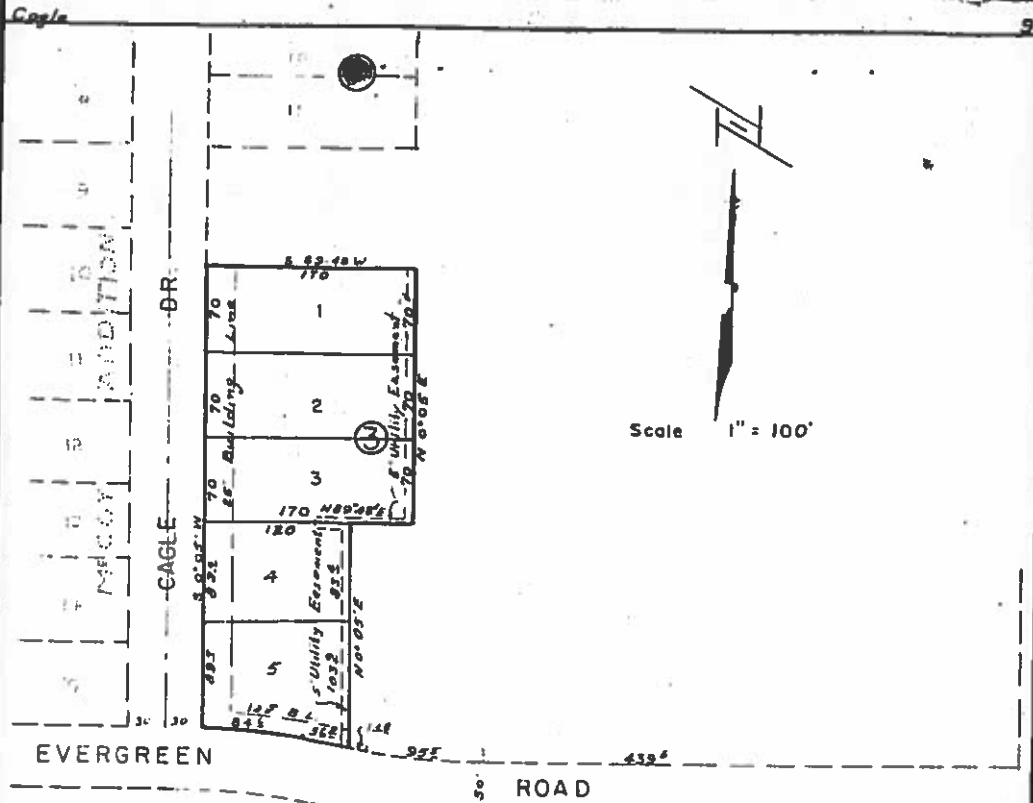
Notes

Permit # 20210922
Receipt # 333547 cc Date: 11-23-2021

Processed By VRangel







PLAT SHOWING:
LOTS 1 THRU 5, BLOCK 3, MCCOY
ADDITION TO RICHLAND HILLS,
TARRANT COUNTY, TEXAS
SURVEYED MAY, 1954
BY
FRANK H. PAYNE & ASSOCIATES
CIVIL ENGINEERS

CHIEF
COUNTY CLERK
BY A.C.
1-18-55

CITY PLAN COMMISSION
RICHLAND HILLS, TEXAS

APPROVED _____ 1954

BY _____
CHAIRMAN

BY _____
SECRETARY



Filed for Record _____ at _____ M.

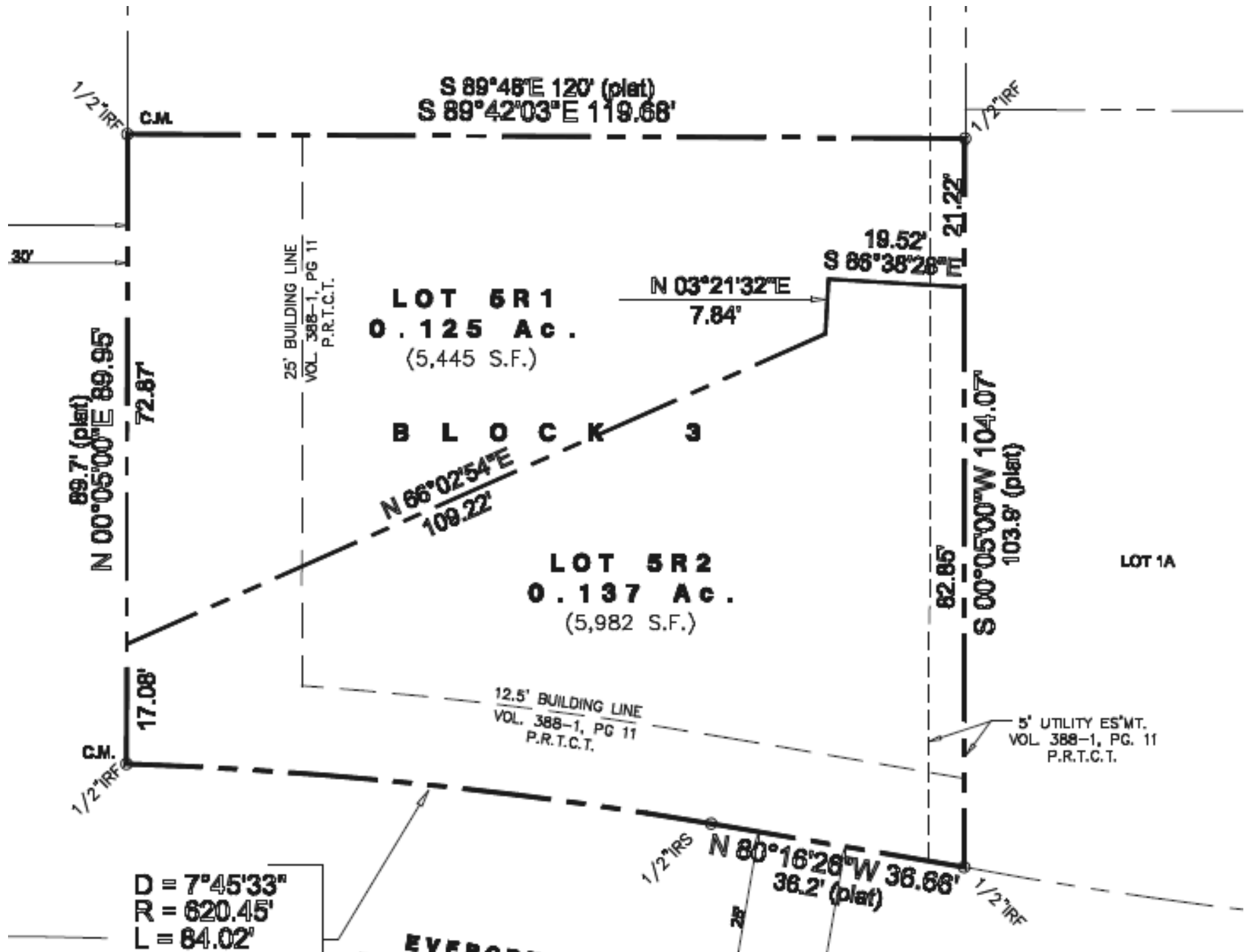
And Recorded _____ at _____ M.

Instrument No. 44059

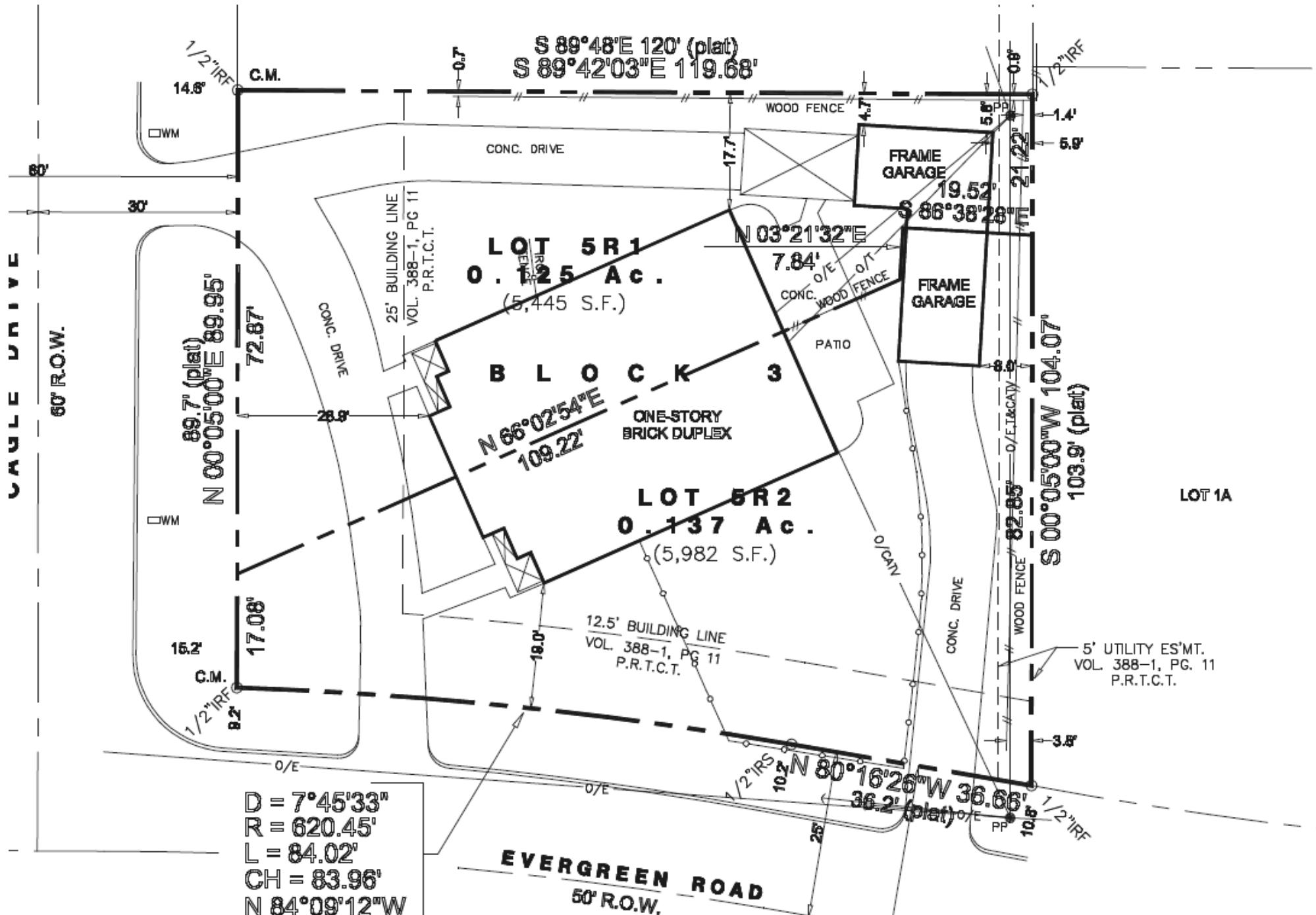
MELVIN "MEL" FAULK, County Clerk.
Tarrant County, Texas

By _____ Deputy

Proposed Replat



Existing Improvements



ORDINANCE NO. 1441-21

AN ORDINANCE AMENDING CHAPTER 90 OF THE RICHLAND HILLS CODE, AS AMENDED, THE ZONING ORDINANCE OF THE CITY OF RICHLAND HILLS, BY CHANGING THE ZONING OF CERTAIN PROPERTY, SPECIFICALLY LOT 5, BLOCK 3, MCCOY ADDITION, RICHLAND HILLS, TARRANT COUNTY, TEXAS, CURRENTLY ZONED AS MF-1 TWO-FAMILY (DUPLEX) RESIDENTIAL TO PD (PLANNED DEVELOPMENT) WITH MF-1 TWO-FAMILY (DUPLEX) RESIDENTIAL USES; PROVIDING FOR THE AMENDMENT OF THE OFFICIAL ZONING MAP TO REFLECT SUCH CHANGES; PROVIDING THAT THIS ORDINANCE SHALL BE CUMULATIVE OF ALL ORDINANCES; PROVIDING A PENALTY CLAUSE; PROVIDING A SAVINGS CLAUSE; PROVIDING A SEVERABILITY CLAUSE, PROVIDING FOR PUBLICATION IN THE OFFICIAL NEWSPAPER; AND PROVIDING AN EFFECTIVE DATE.

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

WHEREAS, pursuant to Chapter 211 of the Local Government Code, the City has adopted a Zoning Ordinance and map regulating the location and use of buildings, other structures, and land for business, industrial, residential, or other purposes, and providing for a method to amend said ordinance and map for the purpose of promoting the public health, safety, morals, and general welfare, all in accordance with a comprehensive plan; and

WHEREAS, changes in the zoning of the properties listed below was requested by persons or entities having a proprietary interest in those properties; and

WHEREAS, a public hearing was held at a meeting of the Planning and Zoning Commission on November 30, 2021, and the City Council on December 13, 2021, with respect to the proposed use changes described herein; and

WHEREAS, all requirements of law dealing with notice to other property owners, publication, and all procedural requirements have been complied with in accordance with the Zoning Ordinance and chapter 211 of the Local Government Code; and

WHEREAS, the City Council of the City does hereby deem it advisable and in the public interest to amend Chapter 90 of the Richland Hills Code, as amended, as described herein; and

WHEREAS, the proposed changes are consistent with the City's comprehensive land use plan.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF RICHLAND HILLS, TEXAS, THAT;

**SECTION 1
PROPERTY RE-ZONED**

Chapter 90, as amended, is hereby amended by rezoning the property located at 3800 and 3802 Cagle Drive, Richland Hills, Texas, being described as Lot 5, Block 3, McCoy Addition to Richland Hills, Tarrant County, Texas according to the plat recorded in Volume 388-1, Page 11 Map/Plat Records, Tarrant County, Texas, from MF-1 Two-Family (Duplex) Residential to PD (Planned Development) with MF-1 Two-Family (Duplex) Residential zoning district uses.

**SECTION 2
ACCORDANCE WITH COMPREHENSIVE PLAN AND PURPOSES OF ZONING**

The City Council finds that the changes to the zoning districts, boundaries, regulations, and uses as herein established have been made in accordance with the City's Zoning Ordinance and comprehensive plan for the purpose of promoting the health, safety, morals, and general welfare of the community. They have been designed to efficiently plan, control, and organize development; lessen congestion in the streets; secure safety from fire, panic, flood, and other dangers; provide adequate light and air; prevent overcrowding of land; avoid undue concentration of population; and facilitate the adequate provision of transportation, water, sewerage, parks, and other public requirements. They have been made after a full and complete hearing with reasonable consideration among other things of the character of the district and its peculiar suitability for the particular uses and with a view of conserving the value of the buildings and encouraging the most appropriate use of land throughout the community.

**SECTION 3
DIRECTION TO AMEND THE OFFICIAL ZONING MAP**

The City Secretary is hereby directed to amend the official zoning map to reflect the changes in uses approved herein.

**SECTION 4
PROPERTY SUBJECT TO ZONING ORDINANCE**

The use of the properties hereinabove described shall be subject to all the applicable regulations contained in the Zoning Ordinance and all other applicable and pertinent ordinances of the City of Richland Hills, Texas, for the zoning district into which they have been assigned. The Planned Development district created herein affecting above-referenced properties shall be specifically subject to the regulations applicable to the MF-1 Two-Family (Duplex) Residential zoning districts with the exception of those standards permitted in the Development Standards, attached hereto as Exhibit "A."

SECTION 5 ORDINANCE CUMULATIVE

This Ordinance shall be cumulative of all other ordinances of the City of Richland Hills affecting zoning and land use, and shall not repeal any of the provisions of such ordinances except in those instances where provisions of such ordinances are in direct conflict with the provisions of this Ordinance.

SECTION 6 PENALTY

Any person, firm, or corporation who violates, disobeys, omits, neglects, or refuses to comply with or who resists the enforcement of any of the provisions of this Ordinance shall be fined not more than Two Thousand Dollars (\$2,000.00) for each offense. Each day that a violation is permitted to exist shall constitute a separate offense. In addition, any person, firm, or corporation who violates, disobeys, omits, neglects, or refuses to comply with or who resists the enforcement of any of the provisions of this Ordinance may be subjected to such civil penalties as authorized by law.

SECTION 7 RESERVATION OF RIGHTS AND REMEDIES FOR ACCRUED VIOLATIONS

All rights or remedies of the City are expressly saved as to any and all violations of Chapter 90, as amended, or any other ordinance affecting zoning and land use that have accrued at the time of the effective date of this Ordinance and as to such accrued violations and all pending litigation, both civil and criminal, same shall not be affected by this Ordinance but may be prosecuted until final disposition by the courts.

SECTION 8 SEVERABILITY

It is hereby declared to be the intention of the City Council that the phrases, clauses, sentences, paragraphs, and sections of this Ordinance are severable, and if any phrase, clause, sentence, paragraph, or section of this Ordinance shall be declared unconstitutional by the valid judgment or decree of any court of competent jurisdiction, such unconstitutionality shall not affect any of the remaining phrases, clauses, sentences, paragraphs, and sections of this Ordinance, since the same would have been enacted by the City Council without the incorporation in this Ordinance of any such unconstitutional phrase, clause, sentence, paragraph, or section.

SECTION 9 PUBLICATION

The City Secretary of the City of Richland Hills is hereby directed to publish in the official newspaper of the City the caption, penalty clause, and effective date clause of this Ordinance as required by law.

SECTION 10
EFFECTIVE DATE

This Ordinance shall be in full force and effect from and after its passage and publication as required by law, and it is so ordained.

PASSED AND APPROVED ON THIS 13th DAY OF DECEMBER 2021.

THE HONORABLE MAYOR EDWARD LOPEZ

ATTEST:

CATHY BOURG, CITY SECRETARY

EFFECTIVE DATE: _____

APPROVED AS TO FORM AND LEGALITY:

BETSY ELAM, CITY ATTORNEY

Exhibit “A”

Development Standards

This Planned Development (PD) District shall adhere to all the conditions of the Richland Hills Code of Ordinances, as amended, and adopt a base district of MF-1 Two-Family (Duplex) Residential. The following regulations shall be specific to this PD District.

Lot dimensions and setbacks shall be as follows:

Standard	Lot 5R-1	Lot 5R-2
Front Yard (minimum)	25 feet	25 feet
Side Yard– Interior (minimum)	8 feet*	8 feet*
Side Yard – Street (minimum)	15 feet	15 feet
Rear Yard (minimum)	25 feet	25 feet
Building Size (minimum)	1020 sq. ft.	1020 sq. ft.
Lot Width (minimum)	40 feet	40 feet
Lot Depth (minimum)	119.68 feet	119.68 feet
Lot Size (minimum)	5,445 sq. ft.	5,982 sq. ft.
Lot Coverage	50% Maximum	50% Maximum
Accessory Structure Rear	5 feet	5 feet
Accessory Structure Side	4.7 feet*	5 feet*

* No Side Yard Setback when Duplex is located on Zero Lot Line. No Side Yard Setback is required for an Accessory Structure located on the same Zero Lot Line as the main structure.

Memorandum

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

From: Logan Thatcher, Assistant to the City Manager

Date: December 13, 2021

Subject: 3800 & 3802 Cagle Drive Replat

Agenda Item:

Consider a replat for the property described as Lot 5, Block 3, McCoy Addition to Richland Hills, Tarrant County, Texas otherwise known as 3800 Cagle Drive, Richland Hills, Texas 76118 and 3802 Cagle Drive, Richland Hills, Texas 76118 **PUBLIC HEARING**

Background Information:

Items 3A and 3B are related to the same request. The property described as Lot 5, Block 3, McCoy Addition is a duplex co-owned by Louisa Magee and Gemma Parrish. Ms. Magee would like to sell her half of the property which requires the property to be replatted into two (2) separate lots. This is allowable per the City's current Comprehensive Plan and Zoning Ordinance. However, once split, the properties would not meet standard regulations for the existing MF-1 Two-Family (Duplex) Residential and would need to be rezoned in order to bring the properties into compliance. City Council considered a zoning change request to planned development for this property in the previous item. This item is to approve the replat which triggered the zoning change.

Financial Considerations:

Approval of the replat will not require additional funding from the City.

Legal Review:

The City Attorney has reviewed the replat request.

Board/Citizen Input:

The Planning and Zoning Commission considered the replat at their November 30, 2021 meeting and recommended approval 5-0.

Attachments:

See attachments for Item 3A

Council Action Requested:

Consider a replat for the property described as Lot 5, Block 3, McCoy Addition to Richland Hills, Tarrant County, Texas otherwise known as 3800 Cagle Drive, Richland Hills, Texas 76118 and 3802 Cagle Drive, Richland Hills, Texas 76118

Memorandum

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

From: Kimberly Sylvester, Chief of Police

Date: December 13, 2021

Subject: Tarrant County CDBG-CV Program

Agenda Item:

Consider Resolution 547-21 regarding the City of Richland Hills participation in Tarrant County's Community Development Block Grant program in response to the COVID-19 pandemic **PUBLIC HEARING**

Background Information:

Staff is requesting City Council conduct a public hearing on December 13, 2021 to hear input from residents concerning a project proposal submission under the Community Development Block Grant program coordinated through Tarrant County.

On March 27, 2020, the Coronavirus Aid, Relief and Economic Security Act (CARES Act) made \$5 billion available in supplemental Community Development Block Grant funding to prevent, prepare for, and respond to COVID-19 (CDBG-CV).

Tarrant County has recently announced the availability of supplemental funds for public facilities and infrastructure projects (minimum \$75K to maximum \$250K) and for public service projects (minimum \$50K to maximum \$400K) that serve low to moderate-income residents for the purposes of preventing, preparing for, and/or responding to COVID-19.

Staff recommends a project proposal under this program that will provide broadband infrastructure for greater internet access to Richland Hills' residents and visitors in the qualifying HUD areas: Rosebud Park, Creek Trail Park and the City Hall Plaza area including surrounding City facilities, as well as incorporating security camera coverage in these same areas to enhance crime awareness and/or prevention. These projects are within the examples of eligible projects provided from Tarrant County, and if approved, will enhance the quality of life for residents in Richland Hills by providing readily available internet accessibility as well as increasing security awareness enhancements for public safety.

Upon completion of the public hearing, staff requests Council approve a resolution for participation in the Tarrant County CDBG-CV program. If approved, staff will move forward with the application and proposal as outlined.

Financial Considerations:

Total costs for the project proposal are estimated to be \$209,035 (\$171,326 for broadband infrastructure and \$37,709 for security cameras). The CDBG-CV grant funding maximum is \$250,000. Any costs not covered by the CDBG-CV program could be paid for with the City's disbursement of American Rescue Plan funds or included in the proposed FY 2023 Budget.

Legal Review:

N/A

Board/Citizen Input:

N/A

Attachments:

Tarrant County CDBG-CV Request for Proposal
Resolution 547-21

Council Action Requested:

Motion to approve Resolution 547-21 regarding the City of Richland Hills participation in Tarrant County's Community Development Block Grant program in response to the COVID-19 pandemic



Tarrant County, Texas

Request for Proposals (RFP) for CDBG-CV Available Funding

Overview

On March 27, 2020, the Coronavirus Aid, Relief and Economic Security Act (CARES Act) (Public Law 116-136), made \$5 billion available in supplemental Community Development Block Grant funding (CDBG-CV) to prevent, prepare for, and respond to COVID-19. Tarrant County received \$2,490,600 in the first round and another \$3,939,788 in the third round; only states received CDBG-CV funding in the second round.

Funding Availability

Tarrant County announces the availability of up to \$1,706,490 for public facilities and infrastructure projects (min. \$75,000 to max. \$250,000) and up to \$1,599,908 for public service projects (min. \$50,000 to max. \$400,000) that serve low- to moderate-income (LMI) residents for the purposes of preventing, preparing for, and/or responding to COVID-19. Funding availability will be dependent on the number of eligible proposals submitted, determined need, and project eligibility.

There is no guarantee that a project will be funded at the amount requested. In addition, Tarrant County staff reserves the right to reject any and all proposals.

Geography Served

For the purposes of this RFP, persons served with CDBG-CV funding must live in unincorporated Tarrant County or Tarrant County Consortium cities: Azle, Bedford, Benbrook, Blue Mound, Burleson, Colleyville, Crowley, Dalworthington Gardens, Euless, Everman, Forest Hill, Grapevine, Haltom City, Haslet, Hurst, Keller, Kennedale, Lakeside, Lake Worth, Mansfield, North Richland Hills, Pantego, Richland Hills, River Oaks, Saginaw, Sansom Park, Southlake, Watauga, Westworth Village, or White Settlement. Projects and programs for residents of Arlington, Fort Worth, or Grand Prairie are *not* eligible.

Population Served

The project must serve low- to moderate-income (LMI) residents as determined by either **area benefit** or **limited clientele** criteria. LMI residents are considered under 80 percent (80%) area median income (AMI) as determined by HUD.

The following limits for Tarrant County, TX are provided by HUD for the 2021 program year. Updated AMI limits can be found online: <https://www.huduser.gov/portal/datasets/il.html>. If you have questions about the population served or eligibility of a particular area, please contact Susan Au by email, sau@tarrantcounty.com.

	Household Size							
	1	2	3	4	5	6	7	8
Extremely Low (30%)	17,000	19,400	21,850	24,250	26,200	28,150	3,0100	32,050
Very Low (50%)	28,300	32,350	36,400	40,400	43,650	46,900	50,100	53,350
Very low (60%)	33,960	38,820	43,680	48,480	52,380	56,280	60,120	64,020
Low (80%)	45,300	51,750	58,200	64,650	69,850	75,000	80,200	85,350

Effective June 1, 2021

Area Benefit

The area benefit activity is one that benefits all residents in a particular area, where at least 51 percent (51%) of the residents are LMI persons and 70 percent (70%) of the area is considered residential. There are two ways to determine the LMI qualification of an area benefit service area:

- (1) The entire service area lies within a Census Block Group that has been designated as a LMI by HUD. Census qualified eligible areas must be 51 percent (51%) LMI; or
- (2) The households within the service area have been individually surveyed and it has been determined that at least 51 percent (51%) of household incomes are designated as LMI by HUD. Due to time constraints of this funding, surveys will not be executed.

Limited Clientele

A limited clientele activity is an activity which provides benefits to a specific group of persons rather than everyone in an area. It may benefit particular persons without regard to the area in which they reside (e.g. senior citizen center), or it may be an activity which provides benefit on an area basis but only to a specific group of persons who reside in the area (e.g. ADA barrier removal). To qualify under this subcategory, a limited clientele activity must meet one (1) of the following tests:

- (1) Exclusively benefit households who are *generally presumed to be LMI* by HUD (e.g. elderly, disabled, people experiencing homelessness, illiterate adults, abused children, migrant farm workers);
- (2) *Require information on family size and income* so that it is evident at that least 51 percent (51%) of those served are LMI; or
- (3) Be of *such nature and in such location* that it may be reasonably concluded that the activity's clientele will be LMI (e.g. childcare center within a public housing complex); or
- (4) Be an activity that *serves to remove material and architectural barriers to mobility or accessibility* of elderly persons or severely disabled adults (e.g. installing ADA ramps).

Please be aware that any activity in a public facility under the limited clientele classification will require proof of eligibility provided to Tarrant County staff annually for five (5) years after completion of the activity.

Examples of Eligible Projects

To be eligible for CDBG-CV funding, the activity must be categorized as a public facility improvement, public infrastructure improvement, or the provision of public services. As previously stated, all activities must serve LMI residents, *and* help prevent, prepare for, and/or respond to COVID-19.

Public Facilities and Public Infrastructure

Public infrastructure and public facility projects may construct, reconstruct, or rehabilitate a public facility or provide infrastructure in accordance with the eligibility described above.

Specific examples may include ADA barrier removal, construction or reconstruction to accommodate physical distancing, improved HVAC system to improve air quality, or adding Broadband infrastructure to provide greater Internet access. Improvements to facilities for persons with disabilities or other special populations, senior centers, youth centers, parks and recreation facilities, nonprofit child care centers, and health facilities are also potentially eligible.

Public Services

Applicants may provide a new or increased level of public service in accordance with the eligibility described above. Public service categories include services for youth, seniors, substance abuse, domestic violence, employment training, crime awareness and/or prevention, tenant/landlord counseling, childcare, healthcare, services for abused or neglected children, food banks, and fair housing.

Duplication of Benefit

Duplication of benefit is strictly prohibited. A duplication of benefit occurs when a person, household, business, government, or other entity receives financial assistance from multiple sources for the same purpose and the total assistance received for that purpose is more than the total need for assistance. CDBG-CV funds cannot be used to pay for eligible costs that have already been paid for or will be paid for by another federal program, insurance, or other sources. If this occurs, repayment of awarded funds is required.

Application Submittal & Deadline

Eligible applicants may submit one (1) proposal per organization. Please submit proposals to Susan Au via email, sau@tarrantcounty.com. Proposals may also be hand-delivered to Tarrant County Community Development, Attn: Susan Au, 1509 B S. University Dr., Ste. 276, Fort Worth, TX 76107. Due to anticipated delivery delays, mailing proposals is discouraged.

All applicants will receive confirmation of receipt via email. Please email sau@tarrantcounty.com prior to the Application Deadline if you have not received a confirmation. All applications must be submitted by **12:00 PM CST on November 12, 2021**. Applications received after the deadline will not be considered.

Project Deadline

All projects and programs, including infrastructure projects, must be completed and all funding must be **fully expended by April 30, 2023**.

Technical Assistance

Technical assistance will be held via GoToMeeting from **10:00 AM until 11:00 AM CST on September 30, 2021**. Applicants may access this training by clicking on the following link at the aforementioned date and time: <https://global.gotomeeting.com/join/325807397>. Technical assistance is not required, but is strongly encouraged.

Other Program Notices and Requirements

Award Announcement

An email and award letter will be sent by mid-December 2021 to the contact person designated in the application.

Contracts

Contracts will be processed as soon as possible. Costs for public services may be incurred as of December 1, 2021. All public service contracts will end on May 30, 2023 with potential extension or additional funds offered depending on availability of funding, program success, and need. Public facility and infrastructure projects will be executed the same as traditional CDBG projects where Tarrant County “owns” the project and the municipality must pay the balance to complete the project. Public facility and infrastructure contracts will end upon completion of the project.

Reporting Requirements

- Payments under subrecipient contracts are made on a reimbursement basis only.
- Reimbursement requests shall be submitted by the 10th of each month with all supporting documentation and required demographic information of those served.
- Annual reporting shall be submitted by the 15th of July each year.
- For public facility improvements, annual data submission is required for five (5) years after activity completion, including the number of people served at the improved facility.

Questions

Any technical questions should be addressed to Susan Au via email, sau@tarrantcounty.com.

Application Checklist

Please prepare a document that provides the following information regarding your program or project. If the item does not apply to you, please indicate so.

- Organization information
 - Website
 - Mailing address (including street, city, and zip)
- Primary contact information
 - Name
 - Email
 - Phone
- DUNS #
- Project name
- Project Location
 - Description (Address)
 - Attachment - Map
- Project type (select one)
 - Public facility
 - Public infrastructure
 - Public service
- Project description (must be detailed)
- Requested amount of CDBG-CV funding
 - **Note:** *Public facility and public infrastructure improvements may request a minimum of \$75,000 and up to \$250,000; public service contracts may request a minimum of \$50,000 and up to \$400,000.*
- Total project cost
- Amount leveraged (If City facility or infrastructure project)
- LMI requirement (select one)
 - Area benefit
 - Limited clientele
- Describe who will be served
- How many people or households will be served by this project?
- Is this a new or existing project? If existing, is this an expansion?
- What challenge will this project address?
- How will clients access the project?
- How does your project prevent, prepare for, and/or respond to the COVID-19 pandemic?
- Why is CDBG-CV funding needed?
- Is this a new or expanded project?
- Line-item budget
 - Attachment - Excel file

- Attachment – Sources and uses of funding
Note: *Funds must not supplant other local, state, or federal funds for the same program.*
- For area benefit only
 - Describe how you will collect data from each individual or household that captures key demographic, information, household structure, and special population information.
- For nonprofits with a Public Facility project type only
 - Attachment - Documentation that your facility will be open and available to the general public during regular business hours.
- For cities only
 - Attachment - Copy of public notice for public hearing
 - Attachment - Copy of minutes from the public hearing

RESOLUTION NO. 547-21

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
RICHLAND HILLS, TEXAS, APPROVING CITY PARTICIPATION IN
THE TARRANT COUNTY COMMUNITY DEVELOPMENT BLOCK
GRANT PROGRAM (CDBG-CV) IN RESPONSE TO THE COVID-19
PANDEMIC**

WHEREAS, on March 27, 2020, the Coronavirus Aid, Relief and Economic Security Act (CARES Act) made \$5 billion available in supplemental Community Development Block Grant funding to prevent, prepare for, and respond to COVID-19 (CDBG-CV); and

WHEREAS, Tarrant County has recently announced the availability of supplemental CDBG-CV funds and released a Request for Proposals for public facilities and infrastructure projects and for public service projects that serve low to moderate-income residents for the purposes of preventing, preparing for, and/or responding to COVID-19.

WHEREAS, a public hearing for the purpose of identifying and discussing eligible CDBG-CV projects has been held by the Richland Hills City Council; and,

WHEREAS, after said public hearing and due consideration, the City Council determined that the following project was eligible for funding under this Act, and approved the filing of application for said funding:

provide broadband infrastructure for greater internet access to Richland Hills' residents and visitors in the qualifying HUD areas: Rosebud Park, Creek Trail Park and the City Hall Plaza area including surrounding City facilities, as well as incorporating security camera coverage in these same areas to enhance crime awareness and/or prevention

WHEREAS, it is understood that any funds not expended on the specifically approved projects will revert to the Community Development Contingency Fund, and should any repayment of funds be required by HUD due to ineligible or non-refundable projects, the City would be responsible for repayment.

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

The proposed City of Richland Hills Community Development Block Grant project in response to the COVID-19 pandemic be approved and endorsed.

PASSED AND APPROVED by City Council of the City of Richland Hills, Texas, by a vote of ____ ayes, ____ nays, and ____ abstentions, on this the 13th day of December 2021.

APPROVED:

Edward Lopez
Mayor

ATTEST:

Cathy Bourg, City Secretary

Memorandum

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

From: Candice Edmondson, City Manager

Date: December 13, 2021

Subject: Tarrant Appraisal District Board of Directors Appointments

Agenda Item:

Consider Resolution 546-21 authorizing the casting of the City of Richland Hills' allocated votes for appointment on the Tarrant Appraisal District Board of Directors

Background Information:

The current two-year terms of the five voting members of the Tarrant Appraisal District Board of Directors will expire on December 31, 2021. All taxing units in the County are allotted a certain number of votes based on the population that they represent. The City of Richland Hills has up to five (5) votes to cast. These votes may be cast in any way the City Council deems appropriate. You may give one vote to five different people, five votes to one person, or any combination thereof.

Taxing units are not required to vote but, if they chose to do so, they may determine their votes only by a resolution adopted by the governing body. The resolution and completed ballot are due to the Tarrant Appraisal District by December 15, 2021.

The official ballot as well as the bios of the nominees are attached to this memo. The City did receive a letter of support from the City of Colleyville nominating and reelecting two (2) current board members Gary Losada and Richard DeOtte. A copy of the letter is attached to this memo.

Financial Considerations:

N/A

Legal Review:

N/A

Board/Citizen Input:

This item was tabled by City Council at the November 8, 2021 meeting to allow more time to review the nominees.

Attachments:

Official Ballot
Nominee Bios
City of Colleyville Letter
Resolution 546-21

Council Action Requested:

Motion to approve Resolution 546-21 authorizing the casting of the City of Richland Hills' allocated votes for appointment on the Tarrant Appraisal District Board of Directors



OFFICIAL BALLOT

**ELECTION OF MEMBERS TO THE BOARD OF DIRECTORS
TARRANT APPRAISAL DISTRICT**

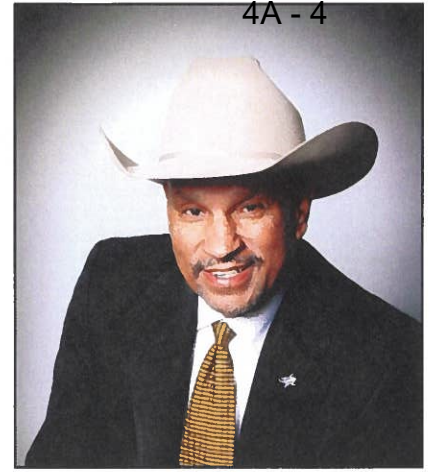
Following are the candidates for appointment to the five (5) voting positions on the Board, listed alphabetically with the taxing unit(s) that timely submitted the nominations for each.

Please indicate your taxing unit's vote(s) by entering the number of votes to the left of your candidate(s) of choice.

VOTES FOR	Nominees
	Mr. Jim Austin
	Mr. Wesley Bullock
	Mr. Rich DeOtte
	Mr. Rockie Gilley
	Mr. Jim Griffin
	Mr. Jungus Jordan
	Mr. Mike Leyman
	Mr. Gary Losada
	Mr. Joseph Ralph (J.R.) Martinez
	Mr. Tony Pompa
	Ms. Kathryn Wilemon

IMPORTANT: This ballot must be returned **before December 15, 2021** to Jeff Law, Chief Appraiser, Tarrant Appraisal District, **P. O. Box 185579, Fort Worth, Texas, 76181-0579**, by mail or by fax to (817) 595-6198 or by email to jwooddell@tad.org.

Please attach this ballot to the resolution passed by your taxing unit authorizing this vote.

James N. Austin, Jr.**Austin Company Commercial Real Estate Company**

James N. Austin, Jr., ("Jim"), is the owner/founder/broker of Austin Company Commercial Real Estate in Fort Worth, Texas. The Austin Company was established in 1981 and serves the Fort Worth-Dallas metro area with commercial real estate and property management services; after beginning in the business after training with industry veteran Sam McCall. Jim Austin is considered an expert in the commercial real estate field. He also speaks on the subject as a program presenter at workshops and associations as an invited professional. He currently serves on several appraisal boards for the right-of-way condemnations by the Texas Department of Transportation. Jim served on the Texas Real Estate Commission (1999-2008). He has put together over thirty investment groups (limited partnerships). Jim is also a recipient of the coveted Charles D. Tandy Commercial REALTOR® Award (2001). This award is presented annually to honor the member of the Society of Commercial REALTORS® who best exemplifies the highest professional standards of a commercial REALTOR®.

Austin made headlines as one of three members of a court-appointed commission that settled a land condemnation case for Santa Fe Pacific Corp.'s giant intermodal facility at Fort Worth Alliance Airport. Jim was also one of 10 asset managers for a major land auction by the Federal Deposit Insurance Corp. Austin handled 35 of the 125 assets offered in Tarrant County selling over 5 million. He is a past member of the Commercial Investment Division of the Greater Fort Worth Association of Realtors. He has worked for financial institutions including Woodhaven National Bank, Bank of North Texas and Team Bank as well as area hospitals. Jim has moved from the standard sales and leasing work into appraisals and auction management. Austin also served on the Texas Real Estate Commission, as a Commissioner for eight (8) years. He is a 1976 graduate of Howard University, Washington, D.C., receiving his BA in Business. Most recently Jim was selected to be a part of the Fort Worth Business Press 2017 Class of Minority Leaders in Business Award recipient, based on professional achievements, community contributions, philanthropy and other milestones and awards. (www.austincompany.com)

Jim Austin Online.com

One of Jim's strengths is his ability to network with people. His involvements include networking with business associates, social and fraternal friends and non-profit boards. Through this experience, he found that although he interfaced with diverse people with diverse interest, there were a great number of common interests and goals. Jim Austin Online (JAO) has proved to be a resounding success. Originated in the fall of 2008 with 200 friends signing up to receive the e-newsletter, JAO now has a community of over 20,000 members. In conjunction with the weekly newsletter, JAO offers benefits that are exclusively found on JAO website or e-newsletter such as monthly business lunches with high profile individuals as host such as gubernatorial candidates and other relevant business and political figures. JAO recently re-launched an updated website with additional content including Entertainment, Business, Dining, Community and Sports. (www.jimaustinonline.com)

Affiliations | Memberships | Recognition & Awards

Broker Memberships include National Association of REALTORS®; Greater Fort Worth Association of REALTORS®; Society of Commercial REALTORS®. Board affiliations include National Multicultural Western Heritage Museum | Founder & President; TCU Neeley School of Business | Neeley Entrepreneurship Center. Civic & Professional Memberships include Rotary International | Rotary Club of Fort Worth, Texas (42 years); National Sales Network | DFW Chapter. Fraternal Memberships include Kappa Alpha Psi® Fraternity Incorporated; Sigma Pi Phi Fraternity. Some of the awards and recognition he has received are Quest for Success - Dallas Morning News; YMCA, Fort Worth, Texas; Texas Association of Real Estate Brokers, Inc.; Kappa Alpha Psi Fraternity, Inc. - Metroplex Black Image Award. As a realtor, his community service rendered him national recognition from the National Association of Realtors® as a recipient of the coveted *Realtor® Magazine's* Good Neighbor Award in 2003. The *Good Neighbor Awards* recognize REALTORS® who've made an extraordinary commitment to improving the quality of life in their communities through volunteer efforts.

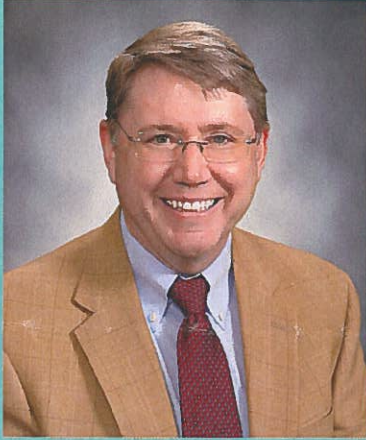
He and his wife, Gloria Reed Austin founded the National Multicultural Western Heritage Museum (in February 2001, that is in the historic Fort Worth Stockyards area. (www.nmwhm.org)

Wesley Bullock
PO Box 2227
Keller, TX 76244

Cell Phone: 817-988-2516
E-Mail: maravi@verizon.net

- Summary:** A dedicated professional with 20+ years combined experience in risk and strategic assessment. Specializing in risk related to cost and profit, contractual language, technical issues, scheduling, customer behavior and business environment.
- Skills:** Advanced user of Microsoft Excel. Proficient in Microsoft Word, Microsoft Access, Microsoft PowerPoint and Oracle OBIEE. Experience using Tableau and Knime. SAS. 6 Sigma Green Belt Certificate. Demonstrated ability to effectively summarize and communicate complex information derived from multiple sources.
- Experience:** **Independent Cost Analyst Senior Staff**
Lockheed Martin Corporation (Aeronautics Division)
Independent Cost Evaluation (ICE)
03/2002 - present
Act in a consulting role to the F-35 program directors and executive level corporate management.
Perform qualitative and quantitative research and analysis of historical data to identify and quantify risks in F-35 proposals for new business and Estimates to Complete for ongoing business. Risks identified pertain to cost, profitability, technical performance, return on sales, and contractual terms and conditions. Utilize combination of tools such as Microsoft Excel, Oracle OBIEE and Microsoft Access to perform statistical and predictive analytics concerning the F-35 program cost and schedule.
Develop metrics to measure ongoing accuracy of ICE estimates during contractual performance.
Use the results of data analysis to prepare and deliver formal presentations to the LM Aero Controller, CFO and LM corporate executives.
Serve as teacher and informal mentor to new employees and rotational employees.
- Prior Experience**
Lockheed Martin 1993 – 2002
General Dynamics 1984 - 1993
- Education:** **University of Dallas**
MBA
University of Texas at Arlington
BBA

RICHARD W. DEOTTE, P.E., CFM



EDUCATION:

- Texas A&M University, 1985; Bachelor of Science in Civil Engineering

LICENSES:

- Registered Professional Engineer, Texas No. 74232
- Nationally Accredited Certified Floodplain Manager #1586-09N

"As I have in all my public service, I will seek to provide Fairness, Transparency, Service and Quality as a Director on the Board of the Tarrant Appraisal District."

Personal

- Native Texan having lived in Tarrant County for 27 years and in Southlake for the last 14 years.
- Married for 34 years to Yvette.
- Three Children
- 1985 graduate of Texas A&M

Professional

- A Civil Engineer and land development consultant for 34 years.
- Majority owner in DeOtte, Inc. from 2000 to present, a civil engineering and development consulting firm in Keller, Texas serving governmental and private clients on a range of diverse projects but especially providing cost effective and innovative solutions to large scale drainage and erosion control projects, municipal infrastructure and exceptional residential developments in northeast Tarrant county.
- Expert consultant and expert witness on engineering related court cases over the last 20 years.
- Developed familiarity with TAD's operations and services and how those affect land development and infrastructure re-development.

Volunteer

- Served two years as the chairman of the Tarrant County Sheriff's Department Civil Service Commission. Initiated and led a much needed major re-write of the civil service rules which passed and were implemented.
- A regular public speaker on various issues including training on engineering ethics focusing on the aspect of personal happiness and how to achieve responsible professional standards.
- Served as an adult leader in Boy Scouts as Den Leader, Assistant Scout Master and as Scout Master.
- Taught physics for a year on a voluntary basis.
- Ham radio operator, Technician License, KG5FYB.
- Active in church throughout adult life chairing building committees, teaching Sunday school, preaching, leading worship, serving as a deacon, and chairing a deacon board.

I have a professional record solving technically complicated problems with large groups of people with diverse interests and engaging and assisting parties to work together to resolve issues. Throughout my personal, professional and volunteer life, my proficiency in bringing people together to find common ground to collaborate to find the right solution has been crucial.

Rockie Gilley

220 South Dick Price Rd.
Kennedale, Texas, 76060
817-240-6521
bulletslap@yahoo.com

QUALIFICATION HIGHLIGHTS

- 2021-present Member Kennedale TIRZ
 - 2017-2019 Kennedale City Council Place 1.
 - 2018-2019 Chairman Kennedale TIRZ.
 - 2017-2019 Member Kennedale MDD/TDD.
 - Tarrant County Republican Precinct 2029 Chairman (Acting) 1996
 - Texas Republican Convention Delegate 1992, 1994, 1996.
-

Rockie Gilley

220 South Dick Price Rd.
Kennedale, Texas, 76060
817-240-6521
bulletslap@yahoo.com

QUALIFICATION HIGHLIGHTS

- Specializes in Enterprise Hardware and Software sales support.
 - Specializes in acquisitions, migrations, and project management.
 - Understands highly technical situations and provides unique solutions.
 - Is very methodical and thorough.
-

AREAS OF STRENGTH

- Storage Management and Subsystem Tuning –16 years
 - Hardware modeling, tuning and configuration – 11 years
 - Assembly Language Program Development – 2 years
 - z/OS Problem Determination – 8 years
 - z/OS CICS System Programming – 2 years
 - Technical Consultant OEM Hardware and Software Product Analysis, Installation and Support – 8 years
 - IT Management and Acquisition – 7 years
-

PROFESSIONAL EXPERIENCE

2013 - 2020, Technical Consultant XOM

Headed XOM Storage Refresh Projects 2013-2014, 2016-2018, Houston DC relocation 2018-2020.

Developed Vendor evaluation criteria.

Participate in IT Performance "SWAT" Team.

Designed and executed Cyber Security Data Vaulting Project "PermaFrost."

2008 - 2012, Technical Consultant, EMC Corporation

Developed user training documentation and marketing material for EMC Storage Products

Developed pre-sales tools to analyze customer needs.

Applied pre-sales software tools to design solutions for the EMC Sales Teams and Customers

1998 - 2012, Various Positions, Logical Resources Inc, Citigroup, Open Tech Software

As Staff Consultant, developed and delivered consulting services to customers in the following areas:

OS/390 parallel sysplex implementation

CICSplex implementation

CICSplex architecture design

OS/390 and CICS system programming, migrations and upgrades, and general support

Transparent Data Migration Facility (TDMF) services

CICS performance and tuning analyses

Problem determination and resolution

Various language coding projects

As Technical Marketing Systems Engineer:

Provided technical support to sales teams in the areas of parallel sysplex and CICSplex.

Assisted in bid preparation and responses to requests for pricing.

Conducted capacity and performance studies for customers and prospects.

Developed and delivered technical education to the marketing staff.

As Senior Software Support Engineer:

Served as third level customer contact for software compatibility issues.

Performed general software support for MVS, CICS, DB2, and OEM software products in the areas of problem determination, compatibility, configuration, and tuning.

1995 - 1998, Tech Services Manager, Tarrant County Hospital District

1990 - 1995, Senior Systems Programmer, The Ben E. Keith Corp

Installed and maintained MVS, CICS, and OEM products using SMP/E.

Designed, coded, and debugged Assembler Language (ALC) programs and exits to the operating system and OEM products.

Solved standalone dumps and SVC dumps using IPCS.

Performed DASD subsystem space management and performance tuning.

Maintained and regularly tested offsite reconstruction (disaster recovery) plan.

Completed conversion from Datacom/DC to CICS.

1987 - 1990, Systems Programmer, Burlington Northern Railway

Installed and maintained MVS, CICS and third party products.

Managed the MVS performance reporting and charge back team.

1976 - 1984, Systems Specialist, Gear-Hart Industries, ALCON Labs

Coded on-line and batch application programs using COBOL and ALC in the scheduling, sales records, account receivable, and purchasing systems.

EDUCATION

Information Systems- UTA

Speed Guru Certified EMC Corp.

Numerous industry-related classes.

Mr. Jim Griffin
817-456-7862 3808 Cambridge Cir W. Bedford, Tx 76021

Job History

37 years with Telecommunications Giant - GTE/Verizon

- Engineering
- Contract Negotiations
- Network Planning
- Business Consolidation

Political Career

- Served on Bedford 2000 Committee
- Served on Planning and Zoning Commission
- Served 8 years on Bedford City Council (2000 – 2006; 2010 - 2012)
- Mayor of Bedford (2012 – 2019)

Leadership Positions

- Treasurer – Tarrant County 911 Board
- Past President of Tarrant County Mayors Council
- Past Chair of Hurst Euless Bedford (HEB) ISD Education Foundation
- Past Chair of Northeast Leadership Forum
- Past Chair of Bedford Library Foundation
- Past Chair of the Hurst Euless Bedford Chamber of Commerce
- Chair-Elect of Tarrant Regional Transportation Coalition
- Board Member Regional Transportation Council (RTC)

Education

- High School – Hillsborough High School Tampa, FL
- College – AA Degree – Hillsborough Community College
 - BA Degree – University South Florida (1978)
 - Master's Degree – University South Florida

Background

- Born in Chicago, IL
- Raised in Tampa, FL
- Lived in Bedford TX since 1989
- Married, Dr. Wynette Griffin
- Daughter – Liz Griffin (teacher in BISD)
- Daughter adopted 2 boys (brothers) from CPS (2 years ago)
- Parents are deceased

Mr. Jim Griffin (continued)

Major Projects

- Mental Health Initiative in Tarrant County
 - I lead a steering committee that consists of all related and connected agencies/departments/organizations in Tarrant County connected to mental health
 - The agencies/departments/organizations involved in my effort are: Tarrant County Judge, Tarrant County Commissioners Court, Tarrant County DA, Tarrant County Sheriff, MHMR, JPS Hospital, THR, County Judges, Police Chiefs from FW, Arlington, Hurst, Euless, Bedford, Homeless Shelter Agencies, Mayors, etc...all dedicated to my vision of creating solutions to address mental health in our County.
 - We also have a working Stakeholder Committee of Representatives from all these agencies/departments/organizations dedicated to working on solutions that help address mental health in Tarrant County.
- Working through the Mayor's Council and NLF to foster a new Entrepreneurial focus for Tarrant County by promoting startup projects, capital fund raising and education about how Tarrant County can be more supportive of new entrepreneurial efforts.
- Focused on new, innovative, technology based transportations initiatives for entire region. We are spearheading a new mission/vision for TRTC to launch a collaborative technology based approach to addressing the transportation needs of Tarrant County into the future.

Jungus Jordan
5316 Starry Court
Fort Worth, Texas 76123
Phone: (817) 343-2978
jungusjordan@att.net

Currently, serving as a volunteer in public service as a Citizen on Patrol in the City of Fort Worth and as a community volunteer.

Jungus Jordan was elected to eight terms (16 years between 2005 and 2021) as the Fort Worth City Council Member and represented the City Council District 6 in the far south and southwest portions of Fort Worth.

He is a Fort Worth native who was born at Carswell Air Force Base, attended local public schools and earned a bachelor's degree in economics from TCU and a master's degree in management from Webster University. He is also a graduate of the Management Executive Program at Cornell University.

Jordan enjoyed a distinguished twenty-year career in the United States Air Force that included tours of duty in Vietnam, Germany and in Force Management and Personnel for the Office of the Secretary of Defense at the Pentagon. He is the recipient of more than 15 medals and commemorations, including the Defense Superior Service Medal, Meritorious Service Medal, Air Force Commendation Medal and the Vietnam Service Medal.

Upon his retirement from the Air Force as a lieutenant colonel, Jordan returned home to work as a development officer at TCU, then as vice-president of Marketing and Business Development for the Eurpac Service Company. He served careers as a financial advisor with two national financial services companies and as Corporate Alliance Advisor for Cook Children's Health Care System.

Jordan married his wife, Glenda, in 1970. They have two adult children, Shaun – a Captain firefighter/paramedic in Mesquite – and Samantha – Director of Marketing and Communications, Center for Human Identification, UNT Health Science Center. Shaun and his wife Sumer have two children, Sophie and Sawyer. The Jordans are members of Doxology Bible Church.

During his tenure on the Fort Worth City Council, Jordan represented Fort Worth as a board member of the National League of Cities and the North Texas Commission. He served as the President of the Texas Municipal League between 2013-2014 and served on the Texas Municipal League Executive Board, the Vice Chair of the North Central Texas Clean Air Steering Committee and is the former Chair of the North Central Texas Regional Transportation Council. He is past chair of the Texas Municipal League, Texas Mayors of Military Communities and serves on the Texas A&M Transportation Institute Advisory Council (TTI). In 2007 and 2008, Jordan was Chair of Rail North Texas and served as Chair of the Passenger Rail Working Group

and served on the Executive Board and past Chair of the Tarrant Regional Transportation Coalition.

He has also been an active civic volunteer, previously serving as chairman of Fort Worth's Zoning Commission and Process Improvement Committee. Other community involvement included service with numerous local charitable organizations such as the American Red Cross, Senior Citizens Services, Rotary Club, The Optimist Club and the VFW.

Most recent honors:

- Mayor Pro Tem Fort Worth City Council: 2020-2021
- Tabernacle Masonic Lodge of Woodway: Community Builder of the Year, 2019
- Morton Herman Service to Veterans Award: Jewish War Veterans Post 755, 2017
- O. Roy Stevenson Award, Rotary Club of Fort Worth, 2017
- Tarleton State University President's Legacy Award for Civility and Integrity, 2017
- Harmony Public Schools, Distinguished Service Award, in recognition and appreciation for outstanding service to Public Schools, 2016
- Greater Fort Worth Builders Association, Partnership Award, 2015
- Texas Department of Transportation, Road Hand Award, 2014
- Gama Phi Delta Sorority, Inc., Delta Phi Chapter, Award for Linking Minds to the Future through the Political Arena, 2014
- Harmony Public Schools, Friend of STEM Education Award, 2014
- National League of Cities Excellence in Transportation Award, 2009
- American Planning Association Midwest Section of the Texas Chapter Planning Advocate Award, 2009, 2004.
- North Texas Commission, North Texas Transportation Excellence Award in Mobility, 2009
- North Central Texas Council of Governments, William J. Pitstick Award, 2009, in recognition for his excellence in leadership for regional cooperation in North Texas

MIKE LEYMAN

CANDIDATE - TAD BOARD



214-808-6179



m.d.leyman@gmail.com



2310 Stonebridge Lane, Mansfield

GREETINGS,

You will be receiving your ballot from Tarrant Appraisal District (TAD) which will provide candidates appointed to the TAD Board of Directors effective January 1, 2022 for a two year term.

There are a total of 5,005 votes. The nominees who receive the most votes (the top 5) will be your new board. Your votes can be split among the nominees.

I believe that my differentiators are strong with the most important being fair and equal judgment. When you consider candidates you will see my experience is unparalleled. I have been serving citizens my entire career which is over 50 years now. I have seen a great deal and it's this broad base of knowledge and experience that makes it easier to make good decisions, it's easier to predict what will happen in the future. No matter what the situation is, **common sense** should always prevail which is the most important characteristic in a person who is going to make decisions for the people and that I have.

I want to thank you in advance for your consideration and would appreciate your support. Attached you'll find my profile. You may contact me for any further information.



MIKE LEYMAN

CANDIDATE



214-808-6179



m.d.leyman@gmail.com



2310 Stonebridge Lane, Mansfield

PERSONAL PROFILE

I have a total of 42 years of Texas Law Enforcement experience and am a previous and current City Councilman & Mayor Pre Tem City of Mansfield (May 2007 to August, 2011 and November 2020 to June 2021) with a strong history of voting for Citizens concerning Tax Payer issues. Previous Board member for Tarrant Appraisal District 2018-2019.

ABOUT ME

I began my law enforcement career in Arlington in 1969. I was a "street officer" for four years, a detective in both the Crimes Against Persons and Burglary and Theft Sections for five years and was the Crime Analyst for one year.

Was selected as Chief of Police by the city of Mansfield in 1979 and served in that capacity until accepting a position as Deputy Chief of Police with the city of Richardson, Texas in 1986. I served in this position until honorably retiring in 2002.

In 2005 I accepted the position of Chief of Police for Mansfield ISD and served until honorably retiring in 2013.

- Proud Veteran, U.S. Marine Corp
- Former Chief of Police for Mansfield ISD and the City of Mansfield
- Graduate, FBI National Academy, 133rd Session
- Past Tejas District Chairman for Tarrant County for the Boys Scouts of America

My Differentiators are:

- Obviously my past and current service experience
- Common sense approach to problem solving
- Fair and equal judgment

Gary M. Losada

Southlake, Texas

214-405-1416
glosada@sbcglobal.net

EXPERIENCE:

- Testified before Texas Senate Property Tax Reform Committee Hearing April 27, 2016
- Tarrant County Appraisal Review Board
- President of Office Liquidation Center and Aztec Glass
- Served on Blue Chip Review Committees for Arlington Independent School District
- Director of Human Resources, LTV Kentron International
- Assistant to Superintendent, Santa Rosa City Schools, Santa Rosa, California
- Assistant to City Manager Palo Alto, California

EDUCATION:

- M.A. Degree Education /Organization Administration, Stanford University 1974
- B.A. Degree Sociology/ Business Minor, University of San Francisco 1973

Residences:

- Southlake, Tx 2013 – Present
- Arlington, Tx 1990 – 2013

Tarrant Appraisal District – Board of Directors

2020-2021

Governing body for Central Appraisal District

Tarrant Co. Appraisal Review Board

2009 - 2015

Served as hearings committee chair all six years. Responsible for conducting hearings between Tarrant Appraisal District and taxpayers. Included residential, commercial and personal property taxes. Opined on various exemptions and valuations of real estate.

President – GMPL Corporation

Purchased raw land for development. Presented various planned developments to city government/council and planning and zoning.

President – Office Liquidation Center/Aztec Glass Company

Purchased and sold new and used office furniture. Purchased and distributed wholesale glass imported from Mexico to florists and grocery chains.

Director of Administration – Dallas Area Rapid Transit

Hired in second year of operation in order to organize and establish various departments such as human resources, purchasing, data processing, building and office management as well as policy development.

Director of Human Resources – LTV Kentron International/Oil States Ind.

Chief Labor negotiator, responsible for corporate wide staffing and training.

Assistant to Superintendent – Santa Rosa City Schools, Santa Rosa, California

Responsible for pupil transportation, data processing, Board policy implementation and labor relations.

Assistant to City Manager – Palo Alto, California

Responsible for budget preparation, policy implementation public relations, special assignments by City Manager.

JOE RALPH (J.R.) MARTINEZ

2844 May Street
Fort Worth, Texas 76110
(817)455-6422
jr@kennethjones.com

CAREER

- Background:* 33 years **Sales / Marketing** experience including
Over 15 years within the **Communications / Advertising Industry**
- Professional Strengths:*
- Excellent communication and interpersonal skills; able to build and maintain strong, long-term business relationships.
 - Demonstrated ability to generate increased revenues through exceptional lead generation, development of existing customer base, and budget expansion.
- Areas of Expertise:*
- Market Research and Analysis
 - Prospecting / Networking for New Accounts
 - Identifying Customer Needs
 - Developing and Delivering Effective Sales Presentations for Senior Level Management
 - Overcoming Objections / Closing the Sale

EDUCATION

Education: TEXAS WESLEYAN UNIVERSITY
Fort Worth, TX
Bachelor of Science and Humanities
Major: **Mass Communications (Radio / TV)**
Undeclared Minor: **Advertising / Public Relations**

LEADERSHIP

Affiliations: National Association Of Hispanic Real Estate Professional (NAHREP) –
Board Of Directors – 2011 – 2015 2014 Secretary

NAHREP Fort Worth – Board Of Directors – 2017 - 2018

NAHREP North Texas – Board Of Directors – 2013 – 2016

VAREP Member – 2018 – Present

Fort Worth Independent School District Board Of Trustees – 2012 -2013

City Of Fort Worth Building Standards Commission – Commissioner
2009 – 2012

City Of Fort Worth Board Of Adjustment Residential – Commissioner –
2015 - Present

Greater Fort Worth Association Of Realtors (GFWAR) – Past President -
Board Of Directors 2012 – 2019

Texas Association Of Realtors Board Of Directors – 2018 – Present

FWISD Redistricting Committee, 2011

FWISD Advisory Committee 2005 – 2009

Si Se Puede Stay In School Conference – Volunteer Committee
(Many Years Participation)

Tarrant County Aids Interfaith Network – Past Board Member

Shakespeare In The Park/Stage West – Past Board Member

Allied Theatre Group – Past President

Texas Wesleyan University Alumni Association - Board of Directors
- President, 1995 to 1996

Lambda Chi Alpha Fraternity Advisor at TWU

Mentor - Trinity River Mission in Dallas

Boy Scouts of America
Aguilar District - Past Chairman
Scout Reach District Chair – 2016 - Present

Nolan Catholic High School Alumni Association – Past Chair
J.M.S.L. Neighborhood Past President

DFW National Association Of Hispanic Real Estate Professionals
- Past President

HUD/City Of Ft. Worth Housing Summit Committee

PROFESSIONAL EXPERIENCE

9/10 – Present

Kenneth Jones Real Estate – Ft. Worth, Texas
Licensed Broker Associate
Executive Vice – President

Responsibilities include residential and commercial market research for clients. Develop marketing strategies for sellers to aid in selling real estate and representing buyers in a transaction.

10/05 – 9/10

J.J. Robb Real Estate Services – Ft. Worth, Texas
Licensed Realtor

Responsibilities include residential and commercial market research for clients. Develop marketing strategies for sellers to aid in selling real estate and representing buyers in a transaction.

7/89 – 1/05

KFWD-TV 52 - Dallas, Texas
Local Sales Supervisor (12/03 – 1/05)
Senior Account Executive (11/93 – 12/03)
Account Executive (7/89 - 11/93)

Responsibilities included media research, media sales service, client research and service. Duties also include ratings analysis, competitive station analysis, and product category research, as well as public relations. All these responsibilities geared toward final goal of generating revenue for the station.

Accomplishments:

- Developed / implemented training program for new account executives.
- Improved public awareness by matching customer needs with time slots and programs targeted toward viewing audiences ... end result - significant revenues for customers and KFWD.

7/87 - 7/89

TROPICAL GREENERY NURSERY - N. Richland Hills, Texas
Salesperson/Plant Maintenance

INTERNSHIPS/ADDITIONAL WORK EXPERIENCE

1/89 - 5/89

KTVT-TV 11 - Fort Worth, Texas

Sales Department

Responsibilities included media research, media sales service, client research, client service, rating analysis, competitive station analysis, product category research, and sales assistance.

5/87 - 8/87

HALTOM CITY CABLE TASK FORCE - Fort Worth, Texas
Performed camera work and editing.

AWARDS

Recipient of the 2017 Texas Realtors Strike Force Award

Recipient of the 2013 NAHREP North Texas Ernie Reyes Award

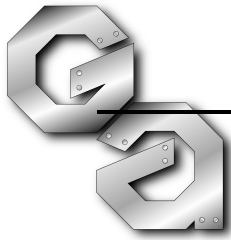
Recipient of the 2009 DFW NAHREP President's Award

Eagle Scout - 1985

DESIGNATIONS

Graduate REALTOR Institute, Accredited Buyers Representative, Seller Representative Specialist, Graduate Of Texas REALTOR Leadership

REFERENCES AVAILABLE UPON REQUEST



General Assembly

Tony Pompa - President
Julie Pompa – Vice President

Hi my name is Tony Pompa. My wife and I are the proud parents of five wonderful daughters and one feisty English Pointer boy. I am the president of Pompa's General Assembly, Inc. It is a business based here in Arlington that we started more than 25 years ago, while still in college, to provide product assembly services to large national retailers such as Home Depot, Lowe's, Sears and Wal-Mart. We provide services to retail locations throughout the Southwest. In 2019, we also launched All Cargo Express which is a delivery service partner for Amazon. We deliver about 100,000 Amazon packages a week in the Ft. Worth area.

Since arriving in Arlington in 1998, Julie and I have dedicated ourselves to raising our five girls, growing our business and serving the community. I have served on the Miller Elementary PTA, coached several YMCA Girls soccer teams from ages five to twelve, served as president of our Home Owners Association for two years, worked on the Futures 2025 committee, the Future Financial Committee for the AISD, the Superbowl Planning Committee and the AISD Bond Election Committee and was in the Leadership Arlington graduating class of 2008, BEST CLASS EVER!!! I served as an Arlington ISD Trustee from 2011 to 2014. I currently serve on the following boards: Lena Pope Home, Inc., North Texas Higher Education Authority and the Deer Wood Park HOA as VP. I am a current member of Downtown Arlington Rotary and a former co-chair of the Santa Fe International Folk Art Market at Arlington.

On the business side, I have served on the Arlington Chamber of Commerce and the Arlington Hispanic Chamber of commerce boards and in various committees within those organizations. I was also a founding board member of the Ft. Worth chapter of The Entrepreneur's Organization.

I graduated with Magna Cum Laude honors from St. Edward's University in Austin, TX. I majored in Psychology and served as Vice President of the Psychology Association on campus. I also was accepted into the Honors program my sophomore year and received the Dean's list recognition for every semester of my college career. After graduating from St. Edward's, I continued my involvement with the school by serving on the Alumni Association board of directors from 2001 to 2005

Sincerely,
Tony Pompa.

Kathryn Wilemon

1318 Viridian Park Lane
Arlington, TX 76005
817.994.5129 cell
kawilemon@aol.com

- Education:** Arlington High School
- Attended Arlington State College
- Southwestern Graduate School of Banking at SMU
- Professional:** Trust Officer- Texas Commission Bank (now JP Morgan) 1970-1977
- Currently Serving:** Tarrant Appraisal District- Chair
- Alliance for Children- Executive Committee
- Restore Hope- Board Member
- Tarrant County Transportation Coalition- Member
- Arlington Civic League- Member
- Greater Arlington Chamber of Commerce- Transportation Committee
- Past Service:** Arlington City Council 2003-2019
- Arlington Housing Finance Corporation- Board of Directors
- Arlington Tomorrow Foundation- Chair of the Board
- National League of Cities- Transportation and Infrastructure Steering Committee
- NCTCOG- Regional Transportation Council, Chair
- NCTCOG- Executive Board Committee Member and Chair 2011-2019
- Tarrant County Hospital District- Board Member 1987-1995
- Tarrant Regional Transportation- Former Chair
- Texas Municipal League-Vice Chair General Government Committee;
Legislative Policy Committee on Utilities & Transportation; Task Force
on Revenue & Taxation; Resolutions Committee

RESOLUTION 546-21

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF RICHLAND HILLS AUTHORIZING THE CASTING OF ITS ALLOCATED VOTES FOR APPOINTMENT ON THE TARRANT APPRAISAL DISTRICT BOARD OF DIRECTORS; AND PROVIDING AN EFFECTIVE DATE

WHEREAS, the City of Richland Hills has been advised by the Chief Appraiser of the Tarrant Appraisal District that it is entitled to cast five (5) votes for nominees for the Tarrant Appraisal District Board of Directors; and

WHEREAS, those five votes may be cast for one or more nominees appearing on the official ballot provided by the Tarrant Appraisal District.

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

SECTION 1.

That the Mayor of the City of Richland Hills is hereby authorized, on behalf of the City Council of the City of Richland Hills, to cast the City of Richland Hills allocated five (5) votes on the official ballot for the election of members to the Tarrant Appraisal District's Board of Directors.

SECTION 2.

A substantial copy of the official ballot is attached hereto and incorporated herein for all intents and purposes.

SECTION 3.

The City Secretary is hereby directed to forward a certified copy of this Resolution to Mr. Jeff Law, Chief Appraiser, Tarrant Appraisal District, 2500 Handley-Ederville Road, Fort Worth, Texas 76118.

PRESENTED AND PASSED on this the 13th day of December 2021, by a vote of ____ ayes and ____ nays at a regular meeting of the City Council of the City of Richland Hills, Texas.

Mayor, Edward Lopez

ATTEST:

City Secretary, Cathy Bourg



Communication ☆ Excellence ☆ Transparency ☆ Integrity

September 29, 2021

Mayor Edward Lopez
City of Richland Hills
3200 Diana Drive
Richland Hills, TX 76118

Dear Mayor Lopez:

It is once again time to elect the Tarrant Appraisal District (TAD) Board of Directors. Votes are to be submitted by each taxing unit by December 15, 2021. I am writing in support of nominating and reelecting board members Gary Losada and Richard DeOtte. Both are exceptional individuals who have served us well as TAD Board Members.

During their tenure on the TAD Board, Gary and Rich were instrumental in bringing about a change in board culture. They added the Pledge of Allegiance and invocation to the meeting agenda, provided for public broadcast of meetings, required board packet publication online for public viewing, amended spending policies to require board approval of expenditures over \$50,000.00, funded general counsel to advise board, and held the first comprehensive budget workshop since 2016. Each of these initiatives enhanced the transparency and accountability of the TAD board.

Before being elected to the TAD board in 2019, Gary served as a member of the Tarrant Appraisal Review Board from 2009-2015. With an undergraduate degree from the University of San Francisco and a Masters Degree from Stanford, Gary brings an analytical approach to the valuation process. Enclosed is a copy of Gary's resume.

Rich's desire to continue to serve on the TAD Board is driven by a desire to "provide fairness, transparency, service and quality" to those within the district. A graduate of Texas A&M, Rich has worked as a Civil Engineer and land development consultant for 34 years. As a business owner, Rich has first-hand knowledge of the challenges relating to property valuation and the impact on local property taxes. A copy of Rich's resume is also attached.

Since elected to the TAD board two years ago, Gary and Rich have shown themselves to be tireless advocates for accountability, transparency, and fairness. Please join me in supporting their reelection and assign your organization's votes to these exceptional candidates.

Sincerely,

A handwritten signature in black ink that reads "Richard Newton".

Richard Newton, Ph.D., P.E., PMP
Mayor, City of Colleyville

Enclosures: As stated

Memorandum

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

From: Candice Edmondson, City Manager

Date: December 13, 2021

Subject: City Secretary Appointment

Agenda Item:

Consider appointment of City Secretary

Background Information:

Current City Secretary Cathy Bourg will be retiring at the end of the month. In October, the City began the recruitment process for a new City Secretary. After reviewing applications from qualified candidates and conducting interviews, the City Council extended a conditional offer to Lindsay Wells. Ms. Wells accepted the conditional offer and will be appointed as City Secretary following formal approval by City Council.

Financial Considerations:

N/A

Legal Review:

N/A

Board/Citizen Input:

N/A

Attachments:

N/A

Council Action Requested:

Motion to appoint Lindsay Wells as City Secretary for the City of Richland Hills effective January 3, 2022.

Memorandum

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

From: Jason Brown, Director of Parks and Recreation

Date: December 13, 2021

Subject: Contract Renewal for Citywide Landscape Services

Agenda Item:

Consider contract renewal with Yellowstone Landscaping, LLC for citywide landscape services

Background Information:

In April 2019, the City of Richland Hills sent out a Request for Proposals (RFP) for citywide landscape services. Three companies responded to the RFP and Yellowstone Landscaping, LLC was awarded the contract based on overall best value.

The contract terms were twelve (12) months with the option to extend the contract for up to four (4) additional years in one (1) year intervals. City Council approved the first renewal in December 2020. Staff has been pleased with Yellowstone's performance this year and recommends renewal of the contract for another year. If approved by City Council, this would be the second renewal of the four (4) additional one (1) year options.

The original contract did include a 3% increase for the second additional year. That increase was included in additional landscape maintenance costs approved by City Council in the FY 2022 Budget.

Financial Considerations:

During the FY 2022 Budget process, City Council approved an additional \$34,000 in contract landscape maintenance to cover the 3% escalation and additional mowing services currently being provided by the Public Works Department. The Council also approved an additional \$16,000 for maintenance of the City's new hike/bike trail. The additional landscape maintenance funding increases the overall contract value with Yellowstone Landscaping, LLC to \$191,597.

Legal Review:

The City Attorney previously reviewed the contract.

Board/Citizen Input:

N/A

Attachments:

Contract renewal with Yellowstone Landscaping, LLC

Council Action Requested:

Motion to approve contract renewal for a second additional year with Yellowstone Landscaping, LLC for citywide landscape services in the amount of \$191,597

ARTICLE I

Identification of Parties

This Agreement, made this 13th day of December 2021, by and between Yellowstone Landscaping, LLC (hereinafter referred to as "Contractor"), having its principal office at 1839 Ryan Rd., Dallas, Texas 75220 and the City of Richland Hills, Texas (hereinafter referred to as "City"), having its principal office at 3200 Diana Drive, Richland Hills, Texas 76118.

The purpose of this Agreement is to have the Contractor provide the services identified in Article II.

ARTICLE II

Services to be Rendered

The Contractor agrees to perform Landscaping services for the City facilities as described in the Request for Proposal RFP 2019-01 documents, attached hereto Exhibit "A" and incorporated for all purposes (collectively the "Agreement"). The services to be rendered are fully described in the attached Exhibit "A". The time frames for the services to be performed at each facility are also described in the Exhibit "A".

ARTICLE III

Background and Criminal History Check

The Contractor and all contractor's employees servicing the City facilities must complete a background check and criminal history form provided by the City and any other documentation requested by the City to prove identity of the Contractor or the contractor's employees. The Contractor and the contractor's employee's background and criminal history must be approved by the City's Police Chief before the Contractor or the contractor's employees service any City facility. Failure of the Contractor or the contractor's employees to pass a background and criminal history check is cause for termination of the contract. The Services of Contractor are to be performed by one or more specified individuals within Contractor's organization; only the individuals so specified shall perform Services hereunder and their duties shall not be delegated to any other individual or entity without the written consent of the City.

ARTICLE IV

Term

The term of this contract is fully described in the attached Exhibit "A".

ARTICLE V

Payment

The payment obligations of the City are fully described in the attached Exhibit "A". If City objects to Contractor's invoice, City shall so advise Contractor in writing giving specific reasons. In the event of such dispute, only that portion so contested may be withheld from payment, and the undisputed portion will be paid. In the event of any termination of this Agreement, Contractor will be entitled to invoice City and will be paid for all Services performed through the effective date of termination.

ARTICLE VI
Miscellaneous

- A. Nature of Relationship and Insurance: The Contractor herein is an independent contractor. The Contractor shall provide proof of liability insurance and bond in amounts satisfactory to the City before commencement of the Contract. The Contractor shall not act as an agent for the City, nor shall it be deemed to be an employee of the City for any purpose whatsoever. The Contractor shall not enter into any agreement or incur any obligations on the City's behalf, or commit the City in any manner without the City's prior written consent.
- B. Contractor shall pay all of its employees, including any and all approved subcontractors, at least the legal minimum wages as determined by the United States Department of Labor and the United States Department of Housing and Urban Development and Department of Labor Prevailing Wage as Attached if applicable.
- C. Assignment: Neither party may assign or transfer any rights under or interest in this Agreement without the written consent of the other. Unless specifically stated to the contrary in any written consent to an assignment, no assignment will release or discharge the assignor from any duty or responsibility under this Agreement.
- C. Notices: Any notice required under this Agreement shall be in writing, addressed to the appropriate party at its address on the signature page and given personally, or by registered or certified mail, postage prepaid, or by a commercial courier service. All notices shall be effective upon the date of service.
- D. Waiver: Non-enforcement of any provision by either party shall not constitute a waiver of that provision, nor shall it affect the enforceability of that provision or of the remainder of this Agreement.
- G. Amendment: This Agreement constitutes the entire agreement to the parties with respect to the Services to be performed hereunder. No modification or amendment of any of the provisions hereof shall be binding unless in writing, and signed by duly authorized representatives of the parties.
- H. The parties agree that the laws of the State of Texas shall govern the interpretation, validity, performance and enforcement of this construction agreement, and that the exclusive venue for any legal proceeding involving this construction agreement shall be Tarrant County, Texas. No additional work shall be authorized or charged for unless authorized by a change order signed by a person authorized by the City to do so.

[REMAINDER OF PAGE LEFT INTENTIONALLY BLANK]

Signatures

In witness whereof, the parties hereto have caused this Agreement to be executed in
duplicate the _____ day of _____.

City of Richland Hills, Texas

Yellowstone Landscaping, LLC

By: _____
Candice Edmondson
City Administrator
3200 Diana Drive
Richland Hills, Texas 76118

By: 
Name: Pedro P. Berreles
Title: Branch Manager
3009 Sandy Lane
Fort Worth TX 76112
(Address)

Memorandum

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

From: Scott Mitchell, Director of Neighborhood Services

Date: December 13, 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 for FY 2021 and FY 2022.

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: December 13, 2021

Subject: October Department Monthly Reports

Agenda Item:

October 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:

October Department Reports

Council Action Requested:

No Council Action

RICHLAND HILLS PUBLIC LIBRARY

OCTOBER • 2021



IMPACT

We had a great program and outreach month in October! For Texas Night Out, library staff attended several parties around the city.

We also had good attendance at our recurring monthly programs. Although high winds prevented us from creating the haunted maze we envisioned for Haunted Stacks the event was highly successful with way over 1000 people in attendance!

KEY FACTS (LAST YEAR)

- 776 Visitors (685)
- 1411 Program Attendance (425)
- Unfortunately statistical information such as checkouts and computer usage have been delayed due to issues with the new library catalog system. We are working these out and hope that December will be back to normal.

Municipal Court – October 2021

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

None at this time.

Citation Summary		
	Current Month	YTD Total
Violations Filed	216	216
Completed Cases– Paid Fine & Before Judge	112	112
Other Completed - Dismissed deferred, DSC, proof, compliance, by Judge or Prosecutor, plea & bar, void	72	72
Number of Warrants Issued	235	235
Number of Warrants Cleared	50	50
Number of Outstanding Warrants	225	225
Value of Outstanding Warrants	\$88,769.00	\$88,769.00
Total Fees Collected	\$38,939.26	\$38,939.26

City Marshal Activity Report
Month of OCTOBER 2021

December 13, 2021
7B - 4

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

	Current Month # Cleared	Current Month \$ Amt Cleared	YTD Number	YTD Dollar Amount
Warrant Service by Marshal in office				
Turned self in	0	\$ -		
Attorney bonds	4	\$ 1,924.30	4	\$ 1,924.30
Returned for Officer correction	1	\$ 331.00	1	\$ 331.00
Unable to locate - bad info	0			\$ -
Paid/payment plan	10	\$ 4,820.86	10	\$ 4,820.86
Deceased	0			
Cleared-Found Incarcerated	0			
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	25	\$ 9,612.30	25	\$ 9,612.30
Arrested by other agencies	32	\$ 13,580.50	32	\$ 13,580.50
Paid by defendant	3	\$ 1,768.00	3	\$ 1,768.00
Released due to medical reasons	1	\$ 591.10	1	\$ 591.10
Attorney bonds	0	\$ -		
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	14	\$ 5,923.10	14	\$ 5,923.10
Other Duties				
Bank detail	11		11	
Traffic stops	0		0	
Insurance verifications	20		20	
Vehicles inspected	0		6	
Bailiff hours	8		8	
Training	0			
Serve summons - School	0		0	
Serve summons - Animal Control	0		0	
Serve summons - Code Enforcement	0			
Serve summons - Police	0		0	
Officer corrections on citations	14		14	
Returned FTA notices	42		42	

Fire – October 2021

Fire Operations:

- Personnel completed **38** business inspections throughout the month.
- Members completed a combined **206** hours of training this month.
- The mutual aid agreement with Allegiance Ambulance resulted in no calls during October.
- Response times for October averaged **4 minutes 42 seconds** from receipt of call in dispatch to the first fire unit arriving on scene to assist.
- More than **16.9%** of emergency calls in October were received while our crews were already addressing another emergency in the City.
- Fire Station construction has concluded except for minor punch list items. The Grand Opening event was attended by several hundred residents and visitors.
- 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 in the lobby of the new fire station. Please help yourself.

Service Calls – Through October 31, 2021			
	Current Month	October 2020	FY2022 Total
Fire Calls	2	3	2
EMS/Major Accidents/ Rescues	77	77	77
Hazardous Conditions – No Fire	10	6	10
Public Assistance	11	19	11
Good Intent (No Service Rendered)	8	4	8
False Alarm	8	6	8
Severe Weather & Natural Disaster	0	0	0
Total Calls	116	115	116
Automatic / Mutual Aid			
	Current Month	October 2020	YTD Total
Aid Received	14	10	14
Aid Given	19	15	19

Fire Marshal:

- CO Inspections: 4
- Fire Alarm Inspections: 1
- Fire Sprinkler Inspections: 1
- School Inspections: N/A
- Church Fire Inspections: N/A
- Plan Reviews: 3
- Code Consults: 1
- Business Info Updates: N/A
- DRC Meetings: 3
- P&Z Meeting: Begin in Jan. 2022
- Tarrant Co. Emergency Mgmt. Meeting: Starting in November.
- Building Walkthroughs: Begin in November.
- Uniforms: Order will be placed after promotions are announced, waiting on current orders for FM and Chief Shelley
- SCBA: Quarterly air sample is current. Batteries purchased for SCBA and Voice Amps. Getting quotes for sale of surplus SCBA packs.

Police - October 2021

- Officer Adam Atteberry promoted to Sergeant
- Texas Night Out was a success and continues to grow in participation
- Neighborhood Crime Watch meeting held at The Link
- Chief Sylvester attended the Texas Municipal League Conference
- Zoë Hansberger attended annual TAPEIT Conference for Property Room management continuing education
- Chaplain Frank Deleo and Jennifer Hilburn attended Peer Support and Resiliency training.
- Grand Opening Event for the PD Renovation and FD
- Officer May attended the Halloween Event at Fairfield Inn and LaQuinta Hotels
- Tricky Treat Trail was a success!
- Chief Sylvester and Professional Standards completed a mock assessment at Fort Worth PD for the Best Practices accreditation program on behalf of Texas Police Chiefs Association.

Service Calls			
	Previous Year	Current Month	YTD Total
Citizen Calls	460	441	4865
Officer Initiated	738	1430	11515
Total Calls	1198	1871	16380
Part 1 Offenses			
	Previous Year	Current Month	YTD Total
Murder	0	0	0
Rape	1	1	7
Robbery	0	0	1
Aggravated Assault	0	4	7
Burglary	2	1	15
Theft	33	9	139
Motor Vehicle Theft	2	4	25
Total	38	19	194
Crashes & Injuries			
	Previous Year	Current Month	YTD Total
Crash Reports	13	13	114
Injuries	2	5	35
Killed	0	0	0
Records			
		Current Month	YTD Total
Sex Offender Registrations		6	24
Open Records Requests		44	425
Property & Evidence			
		Current Month	YTD Total
Pieces of Property Received		111	1255
Items Taken to Lab for Narcotics Testing		4	102
Items Taken to Lab for Blood Alcohol Content Testing		5	63
Crime Scene Call Outs (Richland Hills Police Department)		1	26
Crime Scene Call Outs (Haltom City Police Department)		0	7
Criminal Investigations			
	Previous Year	Current Month	YTD Total

New Assigned Cases		47	606
Charges Filed with TCDA		28	352
Active Arrest Warrants		19	19
Arrest Warrants Obtained		0	59
Arrest Warrants Cleared		0	52
Search Warrants		1	17
CID After-hour Callouts		n/a	n/a
New Emergency Protective		0	8
Current Emergency Protective		2	
New Protective Orders		0	1
Current Protective Orders		5	
Arrest Statistics			
	Previous Year	Current Month	YTD Total
Adult Arrests		41	432
Warrant		18	128
Warrantless		23	229
DWI		7	71
Family Violence		1	34
Juvenile Arrests		0	1

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

ANIMAL SERVICES - October 2021

- Vax Shack held their Surgery day and completed 60 spays & neuters for the Oct 28th clinic day
- Vax Shack will hold the next surgery day on November 11, 2021 due to the Thanksgiving Holiday
- ACO Fisk will be attending the Texas Animal Conference Association Conference from Nov 6-11, 2021 for continuing education
- The new and updated Animal Code of Ordinances were approved by City Council on October 25, 2021

Service Calls			
	Previous Year	Current Month	YTD Total
Total Dispatched Calls	66	46	381
IMPOUNDS			
	Previous Year	Current Month	YTD Total
DOGS	26	17	158
CATS	16	9	124
OTHER THAN DOGS/CATS	0	0	1
TOTAL	42	26	283
INCIDENTS BY TYPE			
	Previous Year	Current Month	YTD Total
ANIMALS AT LARGE	34	17	172
AGGRESSIVE ANIMAL	6	0	12
ANIMAL COMPLAINTS	24	27	184
INJURED ANIMALS	2	2	13
TOTAL	66	46	381
BITE REPORTS			
	Previous Year	Current Month	YTD Total
ANIMAL BITES	0	2	8
SHELTER QUARANTINE	0	1	3

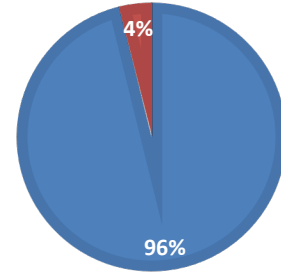
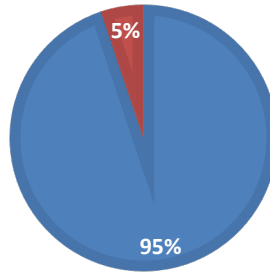
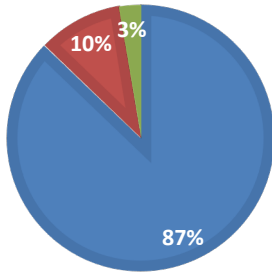
HOME QUARANTINE	0	1	5
SUBMISSION TO AUSTIN	0	0	0
UNABLE TO LOCATE	0	0	0
DISPOSITIONED ANIMALS			
	Previous Year	Current Month	YTD Total
DOGS ADOPTED	13	6	72
CATS ADOPTED	18	11	107
RETURNED TO OWNER/YARD	14	7	65
TRANSFERRED/RESCUED	2	1	27
EUTHANIZED/LOST/DIED IN CARE	1	1	80
CITY LICENSE ISSUED			
	Previous Year	Current Month	YTD Total
ISSUED	8	8	52
CITATIONS/VIOLATIONS ISSUED			
	Previous Year	Current Month	YTD Total
ISSUED	10	0	8

Code Enforcement – October 2021

■ Nuisance ■ Permits ■ Zoning

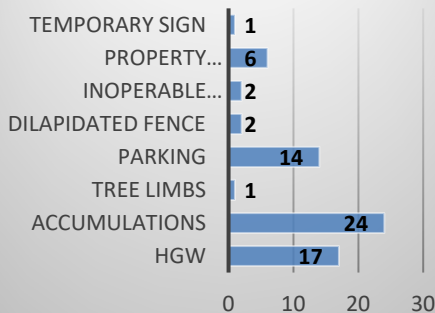
■ Residential ■ Commercial

■ Proactive ■ Reactive

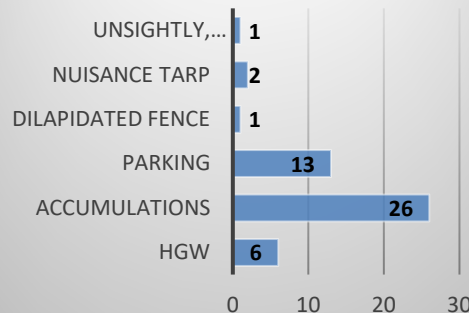


Current Month Violations					
	Notices Issued	Pending Compliance	Compliance Obtained	Citations Issued	Abatement by City
Nuisance Violations	68	37	31	0	0
Building Violations	0	0	0	0	0
Zoning Issues	2	1	1	0	0
Permit Violations	8	4	4	0	0
Fiscal Year Totals	78	42	36	0	0
Previous Fiscal Year Comparison	86	27	59	1	0

Current Month



Comparison Month



October 2021 Inspections

12 Inspections Conducted

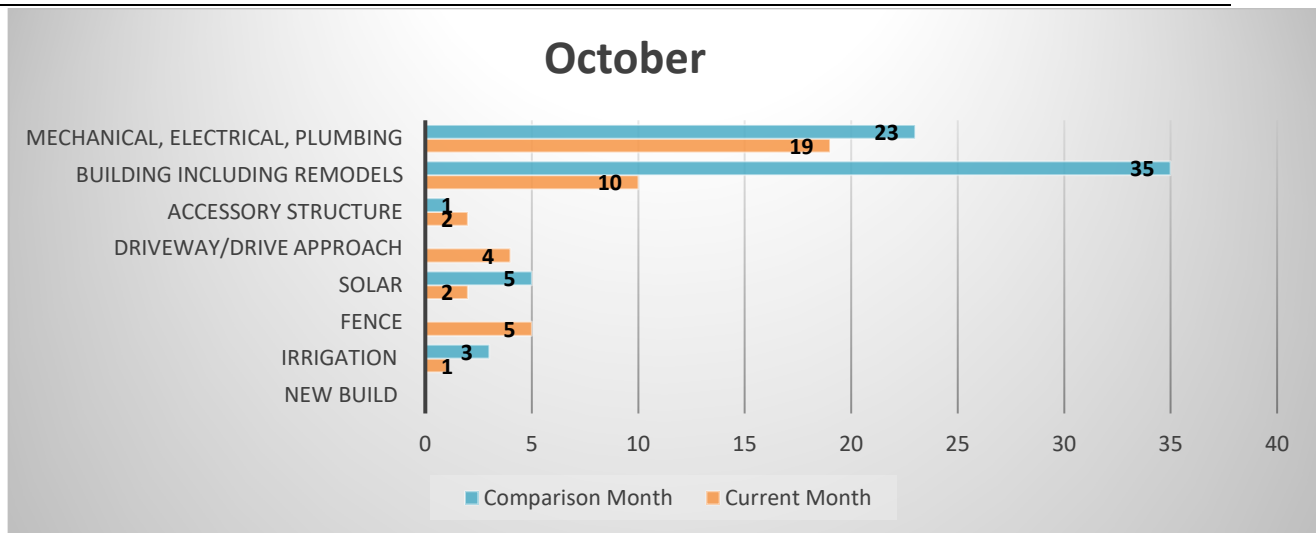
October 2021 Bulk

676 Residents Participated

Signs				
	Current Month	Comparison Month Previous Year	Fiscal Year 21/22	Previous Fiscal Year Comparison
Commercial Sign Violations	1	0	1	0
Bandit Sign Removal	65	0	65	0

Building Summary				
	Current Month	Comparison Month Previous Year	Fiscal Year 21/22	Previous Fiscal Year Comparison
Registered Vacant Building	0	0	0	0
Registered Rental CO's	6	5	6	5
Substandard Buildings	0	0	0	0

Community Development - October 2021



Permits								
	Mechanical Electrical Plumbing	Building Including Remodels	Accessory Structure	Driveway Drive Approach	Solar	Fence	Irrigation	New Build
Residential	16	10	2	4	2	5	0	0
Commercial	3	0	0	0	0	0	0	0
Fiscal Year 2021-2022	19	10	2	4	2	5	0	0
Comparison Fiscal Year 2020-2021	228	336	27	18	20	70	9	4

	Current Month	Comparison Month Previous Year	Fiscal Year To Date 2021-2022	Fiscal Year Comparison 2020-2021
Sign Permit	8	2	8	52
ROW Permit	4	2	4	45
Garage Sale Permit	34	24	34	162
Zoning, SUP, Code Consults	5	1	5	22
Pool Permits	1	2	1	8

	Building Summary			
	Current Month	Comparison Month Previous Year	Fiscal Year To Date 2020-2021	Fiscal Year Comparison 2019-2020
Registered Rental CO's	6	5	6	58
Commercial CO's	2	6	2	55
Mobile Food Vendor	0	0	0	2

Received Certificate of Occupancy

- Apostolic Kingdom Builder Embassy Inc – 3211 Norton Drive – Church, Temple, Synagogue, Mosque, or other place of worship
- Lochridge: Priest – 2960 Wesley Way – contractor; No outside Storage

PUBLIC WORKS MONTHLY REPORT- OCTOBER 2021

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

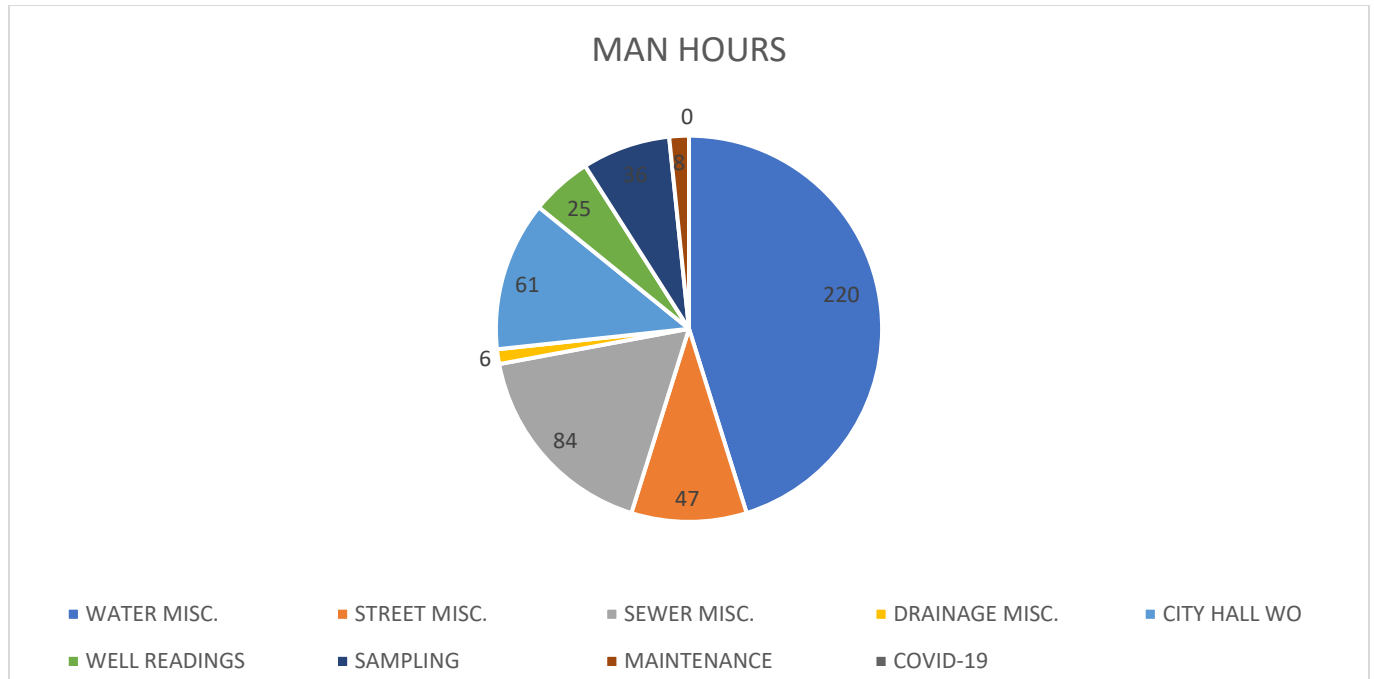
Yellowstone is contracted to mow some of the City's properties.

TASK		MAN HOURS	YTD
WATER MISC.	Water main breaks; dig ups for water jobs; back filled holes on water jobs; assisted contractors on water jobs; Checked for and repaired water meter leak; SCADA; water service line repair @ Dominos; Replace Curb stops; replace broken meter box lids;	220	148
STREET MISC.	Picked up/ set up street barricades for Jobs. Patrolled city for issues.. Pothole repairs. Assisted FD & PD on Glenview with downed power lines.	47	112
SEWER MISC.	camera and jetted sewer line for sewer back up jobs. (sewer calls); emergency sewer backup/ repair; ran sewer main, manhole inspections, inspect sewer lines. Dominoes sewer line repair.	84	58
DRAINAGE MISC.	cleaned drainage ditches, worked calls for drainage issue. Storm drain/Inlet inspections; Storm drain/ Inlet cleanup;	6	21

PUBLIC WORKS MONTHLY REPORT- OCTOBER 2021

CITY HALL WORK ORDERS	Completed work orders created by City Hall, initiated by customers or staff. Starts and Finals; water cuts.	61	24
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.	8	29
COVID- 19	COVID-19 related time off.	0	0

PUBLIC WORKS MONTHLY REPORT- OCTOBER 2021

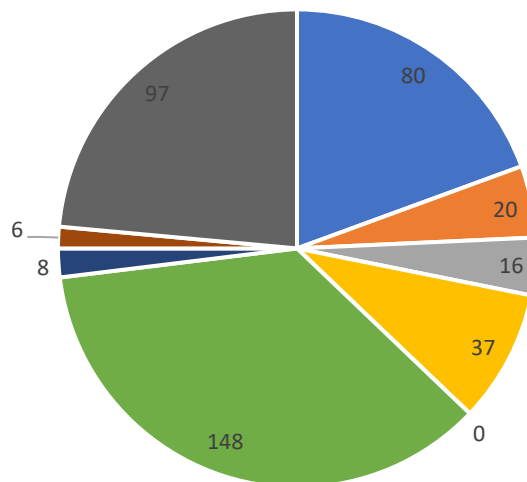


TASK		MAN HOURS	YTD
MOWING	Mowed and weeded city owned properties.	80	168
LINE LOCATES	Located water and sewer lines for contractors/ emergency line locates	20	1
PUMP & LIFT STATION MAINT.	Cleaned levee pump house and lift station; inspect levee and lift station; Well maintenance; well yard inspection	16	14
METER READING	Read meters for utility billing. (electronic and hand reads)	37	16
TRAINING & MEETINGS	Training & Meetings	0	1

PUBLIC WORKS MONTHLY REPORT- OCTOBER 2021

OFFICE/ADMIN	Office/Admin/Reports	148	160
INSPECTIONS	Concrete pour inspections; drive approach inspections; flat work inspections.	8	6
MISCELLANEOUS	Meetings with contactors; various jobs;	6	8
VACATION/ SICK	Vacation/ SICK TIME USED	97	111

MAN HOURS



■ MOWING
■ METER READING
■ INSPECTIONS

■ LINE LOCATES
■ TRAINING/MEETINGS
■ MISC.

■ PUMP/LIFT STATION MAINT.
■ OFFICE/ADMIN
■ VACATION

Parks and Recreation Director's Report

October 2021



Budget Analysis

The first month of the new fiscal year shows a continuation of high revenues for The Link. The main reason is rentals. The rest of the revenue streams display an up and down representation compared to the projected amounts. However, the rental line is about \$10,000 over, which is what the total is as well \$10,000.

Expenditures have been controlled for the month and will be accounted for next month. There was nothing out of the ordinary in the expense column.

Project/Program Updates

- **Memberships: \$5,424.23** Memberships are back up from the low in September. The fall is typically the slowest month for fitness memberships. We did have 1,585 scans from 290 unique active members. Total number of memberships is currently at 328.

The October membership challenge was Monster Miles. Members were challenged to collect as many miles as possible during the month on The Link's treadmills and track. There were only 4 participants with one winner getting a free month extension.

- Medicare programs brought in **\$1,269.00** in additional monthly fees from 110 active members.
- **Camp Connect and Link Learner's Academy (LLA): \$10,982.78** There was no camp during the month of October. The afterschool program is still full with 63 participants.
- **Programs:** The fall program base will offer six new classes, but most will not start until October or later. The Link now hosts, children's dance, photography, self-defense, dog-training, DJ-ing (audio engineering), and family camping.
 - **Classes:** Current classes
 - Karate – 9
 - Belly Dancing – 4
 - Family Camping – 19
 - **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.
 - Pickleball Lessons – 11
 - Pickleball players – 74
 - Volleyball players – 34

- PE – Volleyball – 0

- **Special Events:** The Link help host Texas Night Out with the Police Department early in October. There was hotdogs, drinks and popcorn given to the public, along with live music, lawn games and inflatable games for everyone to enjoy. There was around 120 people that came to participant.

Staff also assisted with the planning and execution of the Grand Opening of the Fire Station and Renovation of the Police Station. Live music, free food, inflatables, face painting, and a balloon artist were all provided by the recreation staff.

The annual Tricky Treat Trail and Haunted Stacks was hosted on October 29th. We estimate that 1,800 to 2,000 people came through the event. The event had 15 booths and 10 different game sites for tricky treaters to stop at.

Staff is now planning a Veteran's Day ceremony, a Planting event, and the Christmas Tree lighting for upcoming months.

- **Community Programs:** The Link, while designed to generate revenue, tries to find a balance with community programs that anyone can join.
 - Lunch Bunch – 59 attended, with 27 more signing up for a to-go meal
 - Tarrant Area Food Bank – in association with Center Point Church – 107 families were served.
- **Senior Programs:** The first trip of the month was to the Dallas Arboretum with 11 plant lovers. Later in the month, the bus made its way to Weston Gardens in Everman with 12 seniors joining staff.
- **Parks:** The Parks Supervisor has resigned so the city will open the position again and do interviews shortly. The Yellowstone contract is being recalculated with additional properties to meet the new budgeted amount.
- **Landscaping:** Nothing new for landscaping.
- **ROWs and Medians:** Nothing new for medians.
- **Marketing:** Preparing
 - Webpage visits: 4,020
 - Google Business Searches: 13,387
 - Yelp Views: 28
 - Instagram Reach: 548
 - Facebook engagements: 3,104
 - Twitter Impressions: 353
 - YouTube Views: 0
 - Nextdoor: 0
- **Rentals: \$25,007.50** The Link hosted 38 rentals this month generating \$16,343.50. Additional monies are from the new contract with the East Fort Montessori Academy.

Valuable Information:

- Indoor playground is scheduled to be completed around the beginning of the new year.

Link Revenue	October 2019	October 2020	October 2021	Fiscal Year 21-22 YTD
Classes	\$311.00	\$0	\$452.00	\$452.00
Link Membership	\$6,549.02	\$4,771.09	\$5,420.23	\$5,420.23
One Day Passes	\$577.00	\$264.00	\$274.00	\$274.00
Fitness Classes	\$773.48	\$391.92	\$584.91	\$584.91
Personal Training	\$0	\$0	\$1,461.87	\$1,461.87
Athletics	\$570.50	\$771.57	\$1,651.02	\$1,651.02
Camps	\$1,506.68	\$451.50	\$65.00	\$65.00
After School	\$8,037.53	\$5,754.70	\$10,917.78	\$10,917.78
Rentals	\$9,994.24	\$10,569.70	\$25,007.50	\$25,007.50
Medicare Membership	\$1,261.50	\$1,035.00	\$1,269.00	\$1,269.00

City of Richland Hills

Monthly Financial Reports

For the Month Ended

October 31, 2021

Finance

GENERAL FUND, UTILITY FUND AND LINK FUND

Fiscal Year 2021-2022, Period Ending 10/31/2021

Monthly Financial Report					
	Approved Budget	Current Month Actual	YTD Actual	Available Budget	% YTD of Total Budget
General Fund (001)					
Revenue					
Property Taxes	\$ 2,808,490	\$ 70,800	\$ 70,800	\$ 2,737,690	3%
Sales Tax	\$ 3,500,000			\$ 3,500,000	0%
Other Tax	\$ 1,750	\$ 281	\$ 281	\$ 1,469	16%
Franchise Fees	\$ 517,000	\$ 106	\$ 106	\$ 516,894	0%
Fines & Forfeitures	\$ 402,700	\$ 26,894	\$ 26,894	\$ 375,806	7%
Licenses & Permits	\$ 152,500	\$ 10,485	\$ 10,485	\$ 142,015	7%
Service Charges	\$ 275,850	\$ 20,082	\$ 20,082	\$ 255,768	7%
Miscellaneous	\$ 74,800	\$ 2,054	\$ 2,054	\$ 72,746	3%
Total Revenues	\$ 7,733,090	\$ 130,703	\$ 130,703	\$ 7,602,387	2%
Expenditures					
Municipal Court	\$ 273,050	\$ 10,515	\$ 10,515	\$ 262,535	4%
Administration	\$ 602,569	\$ 22,597	\$ 22,597	\$ 579,972	4%
Police	\$ 1,809,261	\$ 84,197	\$ 84,197	\$ 1,725,064	5%
Fire	\$ 2,054,793	\$ 81,043	\$ 81,043	\$ 1,973,750	4%
Street	\$ 291,129	\$ 5,705	\$ 5,705	\$ 285,424	2%
Library	\$ 384,827	\$ 12,888	\$ 12,888	\$ 371,939	3%
Recreation	\$ 276,213	\$ 8,071	\$ 8,071	\$ 268,142	3%
Parks/Grounds	\$ 249,655	\$ 1,256	\$ 1,256	\$ 248,399	1%
Community Development	\$ 384,427	\$ 6,746	\$ 6,746	\$ 377,681	2%
Animal Control	\$ 180,617	\$ 6,703	\$ 6,703	\$ 173,914	4%
Legislative (City Secretary)	\$ 177,156	\$ 4,093	\$ 4,093	\$ 173,063	2%
Shared Services	\$ 616,841	\$ 41,286	\$ 41,286	\$ 575,555	7%
Transfers Out	\$ 423,311			\$ 423,311	0%
Total Expenditures	\$ 7,723,849	\$ 285,099	\$ 285,099	\$ 7,438,750	4%
Rev/Exp	\$ 9,241	\$ (154,396)	\$ (154,396)		
Utility Fund (002)					
Revenue					
Water	\$ 2,504,521	\$ 262,508	\$ 262,508	\$ 2,242,013	10%
Sewer	\$ 1,800,000	\$ 151,419	\$ 151,419	\$ 1,648,581	8%
Misc. (incl. Garbage Billing)	\$ 130,000	\$ 44,765	\$ 44,765	\$ 85,235	34%
Total Revenues	\$ 4,434,521	\$ 458,692	\$ 458,692	\$ 3,975,829	10%
Expenses					
Shared Services	\$ 345,200	\$ 28,214	\$ 28,214	\$ 316,986	8%
Administration	\$ 551,719	\$ 30,347	\$ 30,347	\$ 521,372	6%
Water Services & Distr.	\$ 1,340,949	\$ 13,401	\$ 13,401	\$ 1,327,548	1%
Wastewater Service	\$ 1,504,869	\$ 11,145	\$ 11,145	\$ 1,493,724	1%
Trsfers/Debt Service/Non-Dept.	\$ 489,241			\$ 489,241	0%
Total Expenses	\$ 4,231,978	\$ 83,107	\$ 83,107	\$ 4,148,871	2%
Rev/Exp	\$ 202,543	\$ 375,585	\$ 375,585		
Link Operating Fund (098)					
Revenue					
Recreation	\$ 497,300	\$ 48,410	\$ 48,410	\$ 448,890	10%
Transfers in	\$ 165,000			\$ 165,000	0%
Total Revenue	\$ 662,300	\$ 48,410	\$ 48,410	\$ 613,890	7%
Expenditures					
Operating/Personnel	\$ 662,067	\$ 24,333	\$ 24,333	\$ 637,734	4%
Rev/Exp	\$ 233	\$ 24,077	\$ 24,077		

Finance

SPECIAL REVENUE FUNDS

Fiscal Year 2021-2022, Period Ending 10/31/2021

Monthly Financial Report					
	Approved Budget	Current Month Actual	YTD Actual	Available Budget	% YTD of Total Budget
Court Security Fund (24)					
Revenue	\$ 5,700	\$ 544	\$ 544	\$ 5,156	10%
Expenditures	\$ 4,000			\$ 4,000	0%
<i>Rev/Exp</i>	\$ 1,700	\$ 544	\$ 544		
Court Technology Fund (39)					
Revenue	\$ 6,500	\$ 480	\$ 480	\$ 6,020	7%
Expenditures	\$ -			\$ -	0%
<i>Rev/Exp</i>	\$ 6,500	\$ 480	\$ 480		
Crime Control District (65)					
Revenue					
Sales Tax	\$ 1,500,000			\$ 1,500,000	0%
Grants/Transfers	\$ 12,000			\$ 12,000	0%
Total Revenue	\$ 1,512,000	\$ -	\$ -	\$ 1,512,000	0%
Expenditures					
Public Safety	\$ 1,275,648	\$ 119,604	\$ 119,604	\$ 1,156,044	9%
Transfers Out	\$ 106,860			\$ 106,860	0%
Total Expenditures	\$ 1,382,508	\$ 119,604	\$ 119,604	\$ 1,262,904	9%
<i>Rev/Exp</i>	\$ 129,492	\$ (119,604)	\$ (119,604)		
Hotel Occupancy Tax (77)					
Revenue					
HOT (Taxes)	\$ 180,000			\$ 180,000	0%
Expenditures					
Operating Expense	\$ 91,255	\$ 1,583	\$ 1,583		
Debt Service	\$ 102,412			\$ 102,412	0%
Total Expenditures	\$ 193,667	\$ 1,583	\$ 1,583	\$ 102,412	1%
<i>Rev/Exp*</i>	\$ (13,667)	\$ (1,583)	\$ (1,583)		
TIF Fund (89)					
Revenue					
Property Tax Allocation	\$ 140,315			\$ 140,315	0%
Intergovernmental	\$ 43,511			\$ 43,511	0%
Sales Tax Transfer in	\$ 75,000			\$ 75,000	0%
Total Revenue	\$ 258,826	\$ -	\$ -	\$ 258,826	0%
Expenditures					
Operating	\$ 30,000			\$ 30,000	0%
Capital/Transfers Out	\$ 50,000			\$ 50,000	0%
Total Expenditures	\$ 80,000	\$ -	\$ -	\$ 80,000	0%
<i>Rev/Exp</i>	\$ 90,315	\$ -	\$ -		

*Any overages in these funds are covered by fund balance.

Finance

CAPITAL FUNDS

Fiscal Year 2021-2022, Period Ending 10/31/2021

Monthly Financial Report					
	Approved Budget	Current Month Actual	YTD Actual	Available Budget	% YTD of Total Budget
Oil & Gas Lease Fund (12)					
Revenue	\$ 35,000			\$ 35,000	0%
Expenditures	\$ 87,000	\$ 2,850	\$ 2,850	\$ 84,150	3%
<i>Rev/Exp*</i>	\$ (52,000)	\$ (2,850)	\$ (2,850)		
Capital Projects Fund (20)					
Revenue-Transfers In	\$ 888,311			\$ 888,311	0%
Expenditures					
Capital-Fac. Improv.	\$ 90,000			\$ 90,000	0%
Capital-Parks	\$ 640,000			\$ 640,000	0%
Capital-Lease Pymts	\$ 158,311			\$ 158,311	0%
Total Expenditures	\$ 888,311	\$ -	\$ -	\$ 888,311	0%
<i>Rev/Exp</i>	\$ -	\$ -	\$ -		
Road and Street Fund (25)					
Revenue					
Sales Tax	\$ 1,335,000			\$ 1,335,000	0%
Total Revenue	\$ 1,335,000	\$ -	\$ -	\$ 1,335,000	0%
Expenditures					
Project Appropriations	\$ 1,950,000			\$ 1,950,000	0%
Street R&M	\$ 100,000			\$ 100,000	0%
Total Expenditures	\$ 2,050,000	\$ -	\$ -	\$ 2,050,000	0%
<i>Rev/Exp*</i>	\$ (715,000)	\$ -	\$ -		
Vehicle Replace. Fund (30)					
Revenue					
Misc. Income	\$ 199,759			\$ 199,759	0%
Expenditures					
Capital-Lease/Purchases	\$ 186,060			\$ 186,060	0%
Operational	\$ 36,685			\$ 36,685	0%
Total Expenditures	\$ 222,745	\$ -	\$ -	\$ 222,745	0%
<i>Rev/Exp*</i>	\$ (22,986)	\$ -	\$ -		

*Any overages in these funds are covered by fund balance.

Finance

DEBT SERVICE FUND

Fiscal Year 2021-2022, Period Ending 10/31/2021

Monthly Financial Report

	Approved Budget	Current Month Actual	YTD Actual	Available Budget	% YTD of Total Budget
Debt Service Fund (10)					
Revenue					
Property Taxes	\$ 1,040,805	\$ 24,870	\$ 24,870	\$ 1,015,935	2%
Expenditures					
Debt Service	\$ 915,763	\$ 1,000	\$ 1,000	\$ 914,763	0%
Rev/Exp	\$ 125,042	\$ 23,870	\$ 23,870		

COMPONENT UNIT

Richland Hills EDC (26)					
Revenue					
Sales Tax	\$ 1,000,000			\$ 1,000,000	0%
Total Revenues	\$ 1,000,000	\$ -	\$ -	\$ 1,000,000	0%
Expenses					
Operating	\$ 227,325	\$ 5,485	\$ 5,485	\$ 221,840	2%
Transfers Out	\$ 640,000			\$ 640,000	0%
Debt Service	\$ 229,063			\$ 229,063	0%
Total Expenditures	\$ 1,096,388	\$ 5,485	\$ 5,485	\$ 1,090,903	1%
Rev/Exp*	\$ (96,388)	\$ (5,485)	\$ (5,485)		

*Any overages in these funds are covered by fund balance.

DRAINAGE

Drainage Fund (022)					
Revenue					
Billing	\$ 929,060	\$ 75,791	\$ 75,791	\$ 853,269	8%
Expenses					
Operating	\$ 574,238	\$ 5,322	\$ 5,322	\$ 568,916	1%
Debt Service	\$ 467,514			\$ 467,514	0%
Total Fund	\$ 1,041,752	\$ 70,468	\$ 70,468	\$ 284,354	7%
Rev/Exp*	\$ (112,692)	\$ 5,322	\$ 5,322		

*Any overages in these funds are covered by fund balance.

Memorandum

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

From: Candice Edmondson, City Manager

Date: December 13, 2021

Subject: November Department Monthly Reports

Agenda Item:

November 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:

November Department Reports

Council Action Requested:

No Council Action

RICHLAND HILLS PUBLIC LIBRARY

NOVEMBER • 2021



IMPACT

November marked a return to the normalcy of indoor programming. Due to colder weather we have moved our Storytimes and Library Lab programs back into the main room of the library in the Children's area.

The Richland Hills Literary Society adult book club are also meeting indoors near the DVD's

KEY FACTS (LAST YEAR)

- 604 Visitors (445)
- 46 Program Attendance (17)
- Unfortunately statistical information such as checkouts and computer usage have been delayed due to issues with the new library catalog system. We are working these out and hope that December will be back to normal.

Municipal Court – November 2021

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

None at this time.

Citation Summary		
	Current Month	YTD Total
Violations Filed	129	345
Completed Cases– Paid Fine & Before Judge	127	241
Other Completed - Dismissed deferred, DSC, proof, compliance, by Judge or Prosecutor, plea & bar, void	43	115
Number of Warrants Issued	85	320
Number of Warrants Cleared	65	115
Number of Outstanding Warrants	77	274
Value of Outstanding Warrants	\$29,489.11	\$107,600.11
Total Fees Collected	\$29,545.44	\$68,484.70

City Marshal Activity Report
Month of NOVEMBER 2021

December 13, 2021
7C - 4

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

	Current Month # Cleared	Current Month \$ Amt Cleared	YTD Number	YTD Dollar Amount
Warrant Service by Marshal in office				
Turned self in	0	\$ -		
Attorney bonds	0		4	\$ 1,924.30
Returned for Officer correction	3	\$ 954.00	4	\$ 1,285.00
Unable to locate - bad info	0			\$ -
Paid/payment plan	13	\$ 4,643.20	23	\$ 9,464.06
Deceased	0			
Cleared-Found Incarcerated	1	\$ 501.00	1	\$ 501.00
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	43	\$ 18,095.80	68	\$ 27,708.10
Arrested by other agencies	52	\$ 20,592.10	84	\$ 34,172.60
Paid by defendant	0		3	\$ 1,768.00
Released due to medical reasons	6	\$ 2,359.00	7	\$ 2,950.01
Attorney bonds	0	\$ -		
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	10	\$ 9,703.10	24	\$ 15,626.20
Other Duties				
Bank detail	11		22	
Traffic stops	0		0	
Insurance verifications	10		30	
Vehicles inspected	0		6	
Bailiff hours	6		14	
Training	0			
Serve summons - School	0		0	
Serve summons - Animal Control	0		0	
Serve summons - Code Enforcement	0			
Serve summons - Police	0		0	
Officer corrections on citations	15		29	
Returned FTA notices	35		77	

Fire - November 2021

Fire Operations:

- Personnel completed **27** business inspections throughout the month.
- Members completed a combined **217** hours of training this month.
- The mutual aid agreement with Allegiance Ambulance resulted in no calls during November.
- Response times for November averaged **4 minutes 34 seconds** from receipt of call in dispatch to the first fire unit arriving on scene to assist.
- More than **8.3%** of emergency calls in November were received while our crews were already addressing another emergency in the City.
- All employees completed the open enrollment process for benefits.
- A Captain promotional process was conducted on November 4th and Engineer John Daniel passed the process and was promoted.
- An Engineer promotional process was completed on November 2nd and Firefighter Michael Stephens finished on top of the list and was promoted.
- 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 in the lobby of the new fire station. Please help yourself.
- Calls in November 2021 were **18.8%** more than calls in November 2020.

Service Calls – Through November 30, 2021			
	Current Month	November 2020	FY2022 Total
Fire Calls	3	4	5
EMS/Major Accidents/ Rescues	98	87	175
Hazardous Conditions – No Fire	4	3	14
Public Assistance	19	10	30
Good Intent (No Service Rendered)	16	7	24
False Alarm	5	10	13
Severe Weather & Natural Disaster	0	1	0
Total Calls	145	122	261
Automatic / Mutual Aid			
	Current Month	November 2020	YTD Total
Aid Received	17	11	31
Aid Given	11	9	30

Fire Marshal:

- CO Inspections: 3
- Fire Alarm Inspections: 4
- Fire Sprinkler Inspections: 4
- School Inspections: N/A
- Church Fire Inspections: N/A
- Nursing Home Inspections – 3 complete; waiting on 3109 King's Ct.
- Plan Reviews: 2
- Code Consults: 2
- Business Info Updates: 4
- DRC Meetings: 1
- P&Z Meeting: Begin in Jan. 2022
- Tarrant Co. Emergency Mgmt. Meeting: Starting in December.
- Building Walkthroughs: N/A
- Uniforms: Order has been placed, waiting on current orders for FM and Chief Shelley. Some coming in already.
- SCBA: Quarterly air sample is current. Batteries purchased for SCBA and Voice Amps. Getting quotes for sale of surplus SCBA packs. Six new SCBA bottles in service.
- Training: Attended VFAI Class, scheduled for NIMS 300/400 courses January 10-14 in Arlington
- Current Open Permits: 7431 Dogwood (suppression install); 6500 Baker (fire alarm panel changeout)

Police - November 2021

- Eliza Margenau, Records Technician, attended the Texas Law Enforcement Records Association (TLERA) Conference. First time to have this conference in 2 years. She brought back valuable information to integrate into her processes in our Records Unit.
- Officer May completed replacement of the newly designed Neighborhood Crime Watch signs throughout the City.
- Captain McEachran and Zoë Hansberger attended the AXON conference for updates on the Body Worn Camera and Fleet Camera systems.
- Officer May attended Community Policing Training.
- Fairfield Inn and Suites Grand Opening attended by Command Staff.
- RHPD assisted with coverage in Haltom City while their officers attended services for Officer Hutchison who passed away from complications related to COVID.
- Chief Sylvester was selected as 2nd Vice President for the North Texas Police Chief's Association.

Service Calls			
	Previous Year	Current Month	YTD Total
Citizen Calls	410	463	5328
Officer Initiated	632	1607	13122
Total Calls	1042	2070	18450
Part 1 Offenses			
	Previous Year	Current Month	YTD Total
Murder	0	0	0
Rape	1	1	8
Robbery	0	0	1
Aggravated Assault	1	1	7
Burglary	5	1	16
Theft	10	6	146
Motor Vehicle Theft	4	2	27
Total	21	11	205
Crashes & Injuries			
	Previous Year	Current Month	YTD Total
Crash Reports	10	16	136
Injuries	0	1	36
Killed	0	0	0
Records			
		Current Month	YTD Total
Sex Offender Registrations		3	27
Open Records Requests		47	472
Property & Evidence			
		Current Month	YTD Total
Pieces of Property Received		72	1327
Items Taken to Lab for Narcotics Testing		5	107
Items Taken to Lab for Blood Alcohol Content Testing		9	7
Crime Scene Call Outs (Richland Hills Police Department)		4	30
Crime Scene Call Outs (Haltom City Police Department)		1	8
Criminal Investigations			
	Previous Year	Current Month	YTD Total
New Assigned Cases		146	752

Current Open Cases		58	
Charges Filed with TCDA		10	362
Active Arrest Warrants		7	26
Arrest Warrants Obtained		8	67
Arrest Warrants Cleared		1	53
Search Warrants		0	7
CID After-hour Callouts		3	
New Emergency Protective		2	10
Current Emergency Protective		2	
New Protective Orders (TCDA)		0	1
Current Protective Orders		0	6
Arrest Statistics			
	Previous Year	Current Month	YTD Total
Adult Arrests		34	434
Warrant		20	148
Warrantless		14	243
DWI		3	74
Family Violence		2	36
Juvenile Detentions		1	2

ANIMAL SERVICES - November 2021

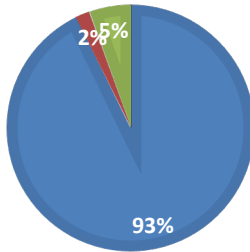
- Next Vax Shack Clinic Day – December 9, 2021
- ACO Fisk attended the Texas Animal Control Association Conference. Ms. Fisk completed her Animal Cruelty Investigator Renewal.
- All pet adoption fees have been waived through December 31, 2021 in hopes to encourage citizens to adopt.

Service Calls			
	Previous Year	Current Month	YTD Total
Total Dispatched Calls	39	44	425
Impounds			
	Previous Year	Current Month	YTD Total
DOGS	13	17	175
CATS	9	16	140
OTHER THAN DOGS/CATS	0	0	1
TOTAL	22	33	316
Incidents by Type			
	Previous Year	Current Month	YTD Total
ANIMALS AT LARGE	22	18	190
AGGRESSIVE ANIMAL	1	0	12
ANIMAL COMPLAINTS	16	22	206
INJURED ANIMALS	0	4	17
TOTAL	39	44	425
Bite Reports			
	Previous Year	Current Month	YTD Total
ANIMAL BITES	0	2	10
SHELTER QUARANTINE	0	1	4
HOME QUARANTINE	0	1	6
SUBMISSION TO AUSTIN	0	0	0
UNABLE TO LOCATE	0	0	0

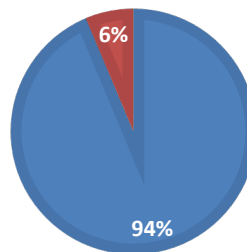
Dispositioned Animals			
	Previous Year	Current Month	YTD Total
DOGS ADOPTED	3	6	78
CATS ADOPTED	7	14	121
RETURNED TO OWNER/YARD	6	3	68
TRANSFERRED/RESCUED	1	1	28
EUTHANIZED/LOST/DIED IN	1	2	10
City License Issued			
	Previous Year	Current Month	YTD Total
ISSUED	4	2	54
Citations/Violations Issued			
	Previous Year	Current Month	YTD Total
ISSUED	4	11	19

Code Enforcement – November 2021

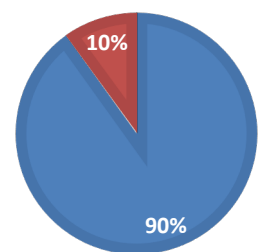
■ Nuisance ■ Building ■ Permits



■ Residential ■ Commercial

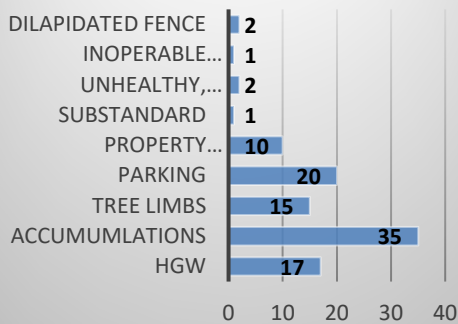


■ Proactive ■ Reactive

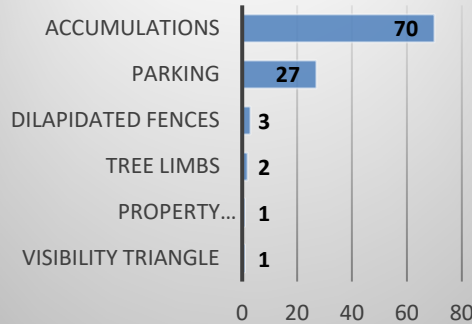


Current Month Violations					
	Notices Issued	Pending Compliance	Compliance Obtained	Citations Issued	Abatement by City
Nuisance Violations	103	34	69	1	0
Building Violations	2	1	1	0	0
Zoning Issues	0	0	0	0	0
Permit Violations	6	4	2	0	0
Fiscal Year Totals	189	81	108	1	0
Previous Fiscal Year Comparison	203	59	144	2	0

Current Month



Comparison Month



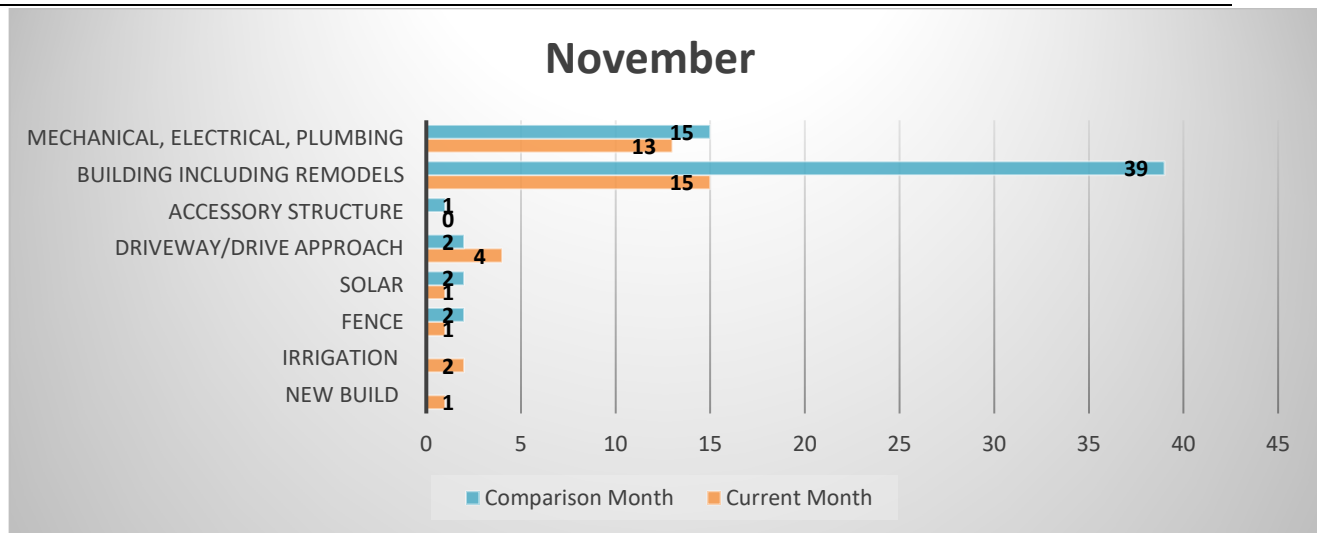
November 2021 Inspections

8 Inspections Conducted

Signs				
	Current Month	Comparison Month Previous Year	Fiscal Year 21/22	Previous Fiscal Year Comparison
Commercial Sign Violations	0	0	1	0
Bandit Sign Removal	51	7	116	7

Building Summary				
	Current Month	Comparison Month Previous Year	Fiscal Year 21/22	Previous Fiscal Year Comparison
Registered Vacant Building	0	0	0	0
Registered Rental CO's	3	6	9	11
Substandard Buildings	1	0	1	0

Community Development - November 2021



Permits								
	Mechanical Electrical Plumbing	Building Including Remodels	Accessory Structure	Driveway Drive Approach	Solar	Fence	Irrigation	New Build
Residential	9	12	0	3	1	0	0	1
Commercial	4	3	0	1	0	1	2	0
Fiscal Year 2021-2022	32	25	2	8	3	6	2	1
Comparison Fiscal Year 2020-2021	228	336	27	18	20	70	9	4

	Current Month	Comparison Month Previous Year	Fiscal Year To Date 2021-2022	Fiscal Year Comparison 2020-2021
Sign Permit	0	1	8	52
ROW Permit	4	2	8	45
Garage Sale Permit	24	17	58	162
Zoning, SUP, Code Consults	2	1	7	22
Pool Permits	1	2	2	8

	Building Summary			
	Current Month	Comparison Month Previous Year	Fiscal Year To Date 2020-2021	Fiscal Year Comparison 2019-2020
Registered Rental CO's	3	6	6	58
Commercial CO's	4	3	6	55
Mobile Food Vendor	0	0	0	2

Received Certificate of Occupancy

- Jimmy Adams Construction – 6811 Baker Blvd – Office, Showroom
- Omusha Firearms – 2450 Austin Rd – Warehouse/Distribution

PUBLIC WORKS MONTHLY REPORT- NOVEMBER 2021

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

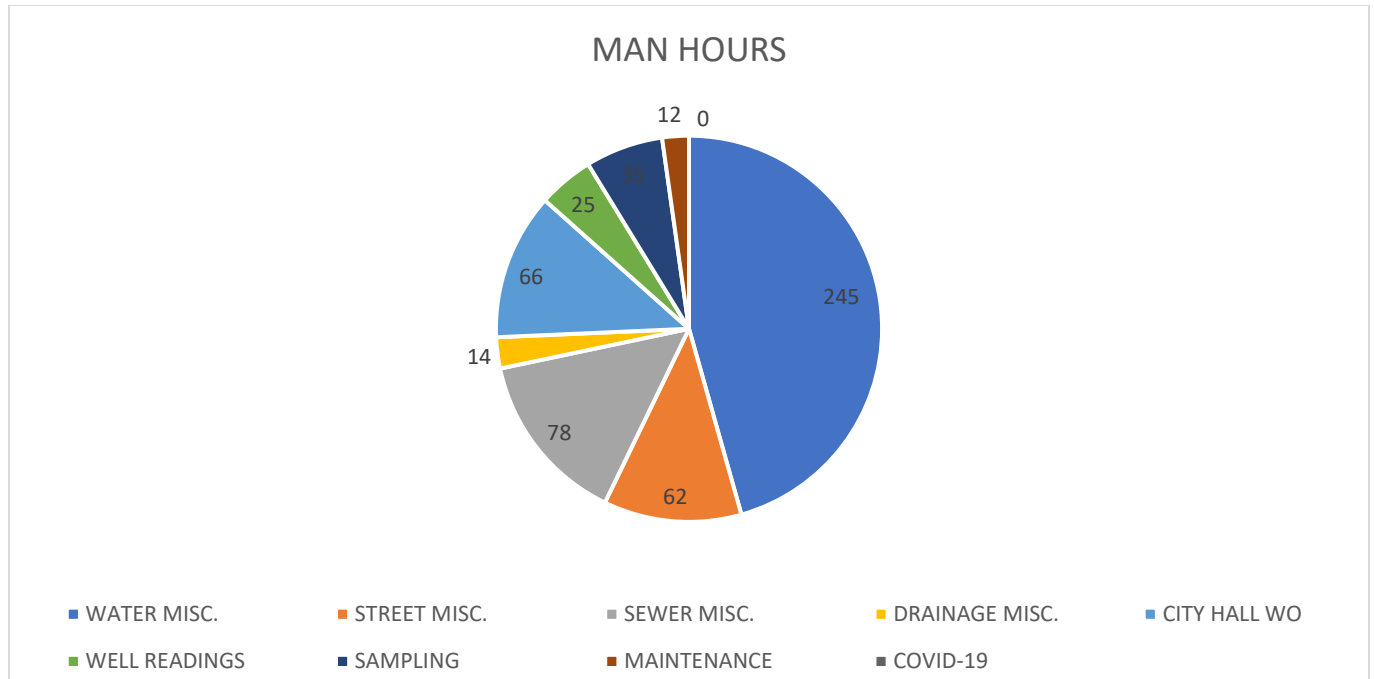
Yellowstone is contracted to mow some of the City's properties.

TASK		MAN HOURS	YTD
WATER MISC.	Water main breaks; dig ups for water jobs; back filled holes on water jobs; assisted contractors on water jobs; Checked for and repaired water meter leak; SCADA; Replace Curb stops; replace broken meter box lids;	245	293
STREET MISC.	Picked up/ set up street barricades for Jobs. Patrolled city for issues.. Pothole repairs. Picked up debris along Handley Ederville.	62	157
SEWER MISC.	camera and jetted sewer line for sewer back up jobs. (sewer calls); emergency sewer backups/ repairs; ran sewer main, manhole inspections, inspect sewer lines. Assisted Haltom City with sewer emergency.	78	63
DRAINAGE MISC.	cleaned drainage ditches, worked calls for drainage issue. Storm drain/Inlet inspections; Storm drain/ Inlet cleanup;	14	18

PUBLIC WORKS MONTHLY REPORT- NOVEMBER 2021

CITY HALL WORK ORDERS	Completed work orders created by City Hall, initiated by customers or staff. Starts and Finals; water cuts.	66	42
WATER SAMPLING/ TESTING	Public works-maintained entry point water sampling, DLQOR testing, Bac-T, and Nap Testing. Raw water testing	35	37
WELL READINGS	Well readings and sewer meter readings were done daily.	25	26
MAINTANANCE	Tool maintenance; vehicle maintenance; Mower Maintenance; fueling up; supplies trips; take equip. to be serviced; drop trash at stockpile.	12	19
COVID- 19	COVID-19 related time off.	0	27

PUBLIC WORKS MONTHLY REPORT- NOVEMBER 2021

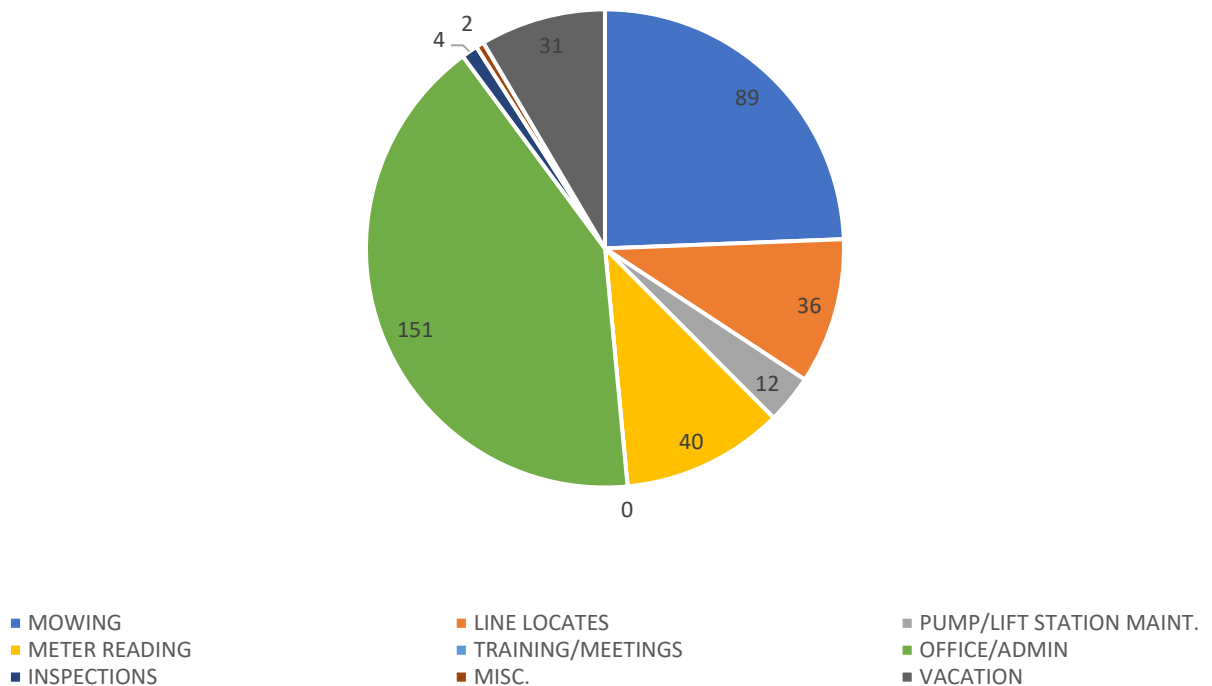


TASK		MAN HOURS	YTD
MOWING	Mowed and weeded city owned properties.	89	132
LINE LOCATES	Located water and sewer lines for contractors/ emergency line locates	36	2
PUMP & LIFT STATION MAINT.	Cleaned levee pump house and lift station; inspect levee and lift station; Well maintenance; well yard inspection	12	11
METER READING	Read meters for utility billing. (electronic and hand reads)	40	18
TRAINING & MEETINGS	Training & Meetings	0	8

PUBLIC WORKS MONTHLY REPORT- NOVEMBER 2021

OFFICE/ADMIN	Office/Admin/Reports	151	142
INSPECTIONS	Concrete pour inspections; drive approach inspections; flat work inspections.	4	3
MISCELLANEOUS	Meetings with contactors; various jobs;	2	5
VACATION/ SICK	Vacation/ Sick time used	31	0

MAN HOURS



Parks and Recreation Director's Report

November 2021



Budget Analysis

The Link brought in \$42,489.73 in November. That was \$7,714.73 over the projected amount for the month. Memberships, classes, personal training and athletics all increased in November. Afterschool program saw a decrease due to students being out of school for the Thanksgiving break, but that benefited our camp line. Slight overall decrease from October, with the biggest decrease in rentals.

Project/Program Updates

- **Memberships: \$5,731.89** Memberships did increase in November. We expect to continue that trend next month with the annual New Year's sale beginning. We did have 1,419 scans from 275 unique active members. Total number of memberships is currently at 349.

In November, The Link hosted the Wobble before you Gobble fitness challenge trying to get members to go to attend group exercise classes.

- Medicare programs brought in **\$1,184.00** in additional monthly fees from 99 active members.
- **Camp Connect and Link Learner's Academy (LLA): \$10,846.16** The 3-day Thanksgiving Camp hosted 31 students. This was our largest holiday camp. The afterschool program is still full with 60 participants. We actually have about 10 addition children on waiting lists.
- **Programs:** The new fall programs have struggled to draw large enough numbers to establish the class. We have postponed them to January after the holidays.
 - **Classes:** Current classes
 - Karate – 11
 - Belly Dancing – 4
 - Self-Defense – 2
 - **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.
 - Pickleball Lessons – 8
 - Pickleball players – 82
 - Volleyball players – 33
 - PE – Volleyball – 1

- **Special Events:** The Link sponsored a City-wide Veteran's Day event on November 11. Starting at the traditional 11 a.m. armistice signing time, the mayor welcomed more than 60 people before performances from the IL of TX MCNJROTC and Richland Hills Baptist Church Music Director, Joseph Lalrinmawia. After the ceremony, hotdogs were served at the Patriotic Picnic in the Plaza.

The Parks and Recreation Director also hosted a small planting event for wildflowers and pollinators along the trail while accepting cars at the shredding and electronic recycling drive-through.

- **Community Programs:** The Link, while designed to generate revenue, tries to find a balance with community programs that anyone can join.
 - Lunch Bunch – 59 attended, with 36 more signing up for a to-go meal
 - Tarrant Area Food Bank – in association with Center Point Church – 98 families were served.
- **Senior Programs:** The first trip of the month was to the Winstar Casino with 12 seniors. Later in the month, the bus made its way to the Sixth Floor Museum with 11 seniors joining staff.
- **Parks:** The Department Director is rewriting the Job Description for the Parks Supervisor and Maintenance positions to create more of an indoor/outdoor maintenance team for better support and efficiency. The Director is working on pricing for pavilions and restrooms for the parks.
- **Landscaping:** Nothing new for landscaping.
- **ROWs and Medians:** Nothing new for medians.
- **Marketing:** Preparing

○ Webpage visits: 1,361	○ Facebook engagements: 3,104
○ Google Business Searches: 13,381	○ Twitter Impressions: 217
○ Yelp Views: 22	○ YouTube Views: 0
○ Instagram Reach: 379	○ Nextdoor: 0
- **Rentals: \$20,320.94** The Link hosted 42 rentals this month generating \$12,634.60. Additional monies are from the new contract with the East Fort Worth Montessori Academy. EFWMA has requested to extend their rental into January and maybe February.

Valuable Information:

- Indoor playground is scheduled to be completed around the beginning of the new year.
- Getting pricing for pre-fab concrete restrooms and pavilions for the parks system.

Link Revenue	November 2019	November 2020	November 2021	Fiscal Year 21-22 YTD
Classes	\$200.00	\$1620.00	\$559.37	\$1,011.37
Link Membership	\$6,461.34	\$4,771.88	\$5,731.89	\$11,152.12
One Day Passes	\$529.00	\$225.00	\$169.00	\$443.00
Fitness Classes	\$735.39	\$388.27	\$509.13	\$1,094.04
Personal Training	\$0	\$225.00	\$1,818.81	\$3,280.68
Athletics	\$458.00	\$1,718.12	\$1,780.37	\$3,431.39
Camps	\$2,117.47	\$467.50	\$2,155.00	\$2,220.00
After School	\$5,585.54	\$4,602.40	\$8,691.16	\$19,608.94
Rentals	\$8,541.82	\$6,730.30	\$20,320.94	\$45,328.44
Medicare Membership	\$1,272.00	\$848.50	\$1,184.00	\$2,453.00