RICHLAND HILLS CITY COUNCIL
REGULAR MEETING AGENDA
JULY 25, 2022
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.

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). **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. Richland Hills Branding Project Update

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: Farmer's Insurance

   B. Citizen Appearances/Public Comments

Citizen comments emailed to Lindsay Wells (lwells@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. Consider approval of minutes from the June 27, 2022 City Council Regular Meeting

B. Consider approval of Resolution 559-22, Investment Policy and Investment Strategies

C. Consider approval of a final plat for 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-Rchlnd Lots 4, 5, 6 and 7, Tarrant County, Texas, otherwise known as 3209 Ash Park Drive, Richland Hills, Texas 76118

3. PUBLIC HEARINGS, MEETINGS, AND OTHER RELATED ITEMS

A. Consider Ordinance 1453-22, a Specific Use Permit to permit a Guesthouse for the property described as Block 37 Lot 6 Richland Hills Addition, Richland Hills, Texas, otherwise known as 3662 Popplewell Street, Richland Hills, Texas 76118 **PUBLIC HEARING**

B. Consider Ordinance 1454-22, a Planned Development to construct Townhomes for the property described as Block L Lots 7 and 8A Richland Hills Addition, otherwise known as 7145 Baker Boulevard, Richland Hills, Texas 76118 and Block L Lot 6 Richland Hills Addition, otherwise known as 7151 Baker Boulevard, Richland Hills, Texas 76118 **PUBLIC HEARING**

4. ORDINANCES & RESOLUTIONS AND OTHER RELATED ITEMS

A. Consider Resolution 560-22 adopting a new Brand Design for Richland Hills

B. Consider Resolution 558-22 authorizing the City Manager to approve and accept grant funding provided by the Motor Vehicle Crime Prevention Authority (MAG) Grant for the purchase and installation of the Flock camera system

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

A. Consider Development Agreement for the property described as Block L Lots 7 and 8A Richland Hills Addition, otherwise known as 7145 Baker Boulevard, Richland Hills, Texas 76118 and Block L Lot 6 Richland Hills Addition, otherwise known as 7151 Baker Boulevard, Richland Hills, Texas 76118

B. Consider contract with Freedom Construction for improvements at the Animal Services Center

6. OTHER ITEMS FOR CONSIDERATION

A. None

7. REPORTS & DISCUSSIONS

A. Street Improvement Projects

B. 3rd Quarter Investment Report

C. June 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). **Executive Session may be held, under these exceptions, at any time during the meeting that a need arises for the City Council**

to seek advice from the City Attorney as to the posted subject matter of this City Council meeting.

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

10. ADJOURNMENT

CERTIFICATE

I hereby certify that the above agenda was posted on this the 20th day of July 2022 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.

Lindsay Wells

Lindsay Wells
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.

Memorandum

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

From: Candice Edmondson, City Manager

Date: July 25, 2022

Subject: Branding Project Update

Agenda Item:

Richland Hills Branding Project Update

Background Information:

CivicBrand completed the interview/data gathering process of the Branding Project in February. Based on the feedback received, CivicBrand developed a brand strategy that includes a brand story and brand principles. The brand strategy was presented to the Branding Committee on March 23, 2022 and City Council on April 11, 2022.

Since that time, CivicBrand has been working with the Branding Committee on a brand design. After several revisions, the Branding Committee has selected a new brand design that they believe best represents the Richland Hills community.

Brisa Byford with CivicBrand will be in attendance to present the brand design to City Council. Members of the Branding Committee will also be in attendance to answer questions as needed.

Following the Work Session presentation, City Council will be asked to formally adopt the new brand under Item 4A on the agenda.

Financial Considerations:

N/A

Legal Review:

N/A

Board/Citizen Input:

N/A

Attachments:

N/A

Council Action Requested:

No Action Requested

Memorandum

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

From: Logan Thatcher, Assistant to the City Manager

Date: July 25, 2022

Subject: Business Spotlight: Farmers Insurance

Agenda Item:

Business Spotlight: Farmers Insurance

Background Information:

Farmers Insurance is located at 6821 Baker Blvd Suite A. The business received its Certificate of Occupancy on June 29, 2022. Representatives from Farmers Insurance will be in attendance to introduce their business to City Council.

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: Lindsay Wells, City Secretary

Date: July 25, 2022

Subject: Minutes from the June 27, 2022 Regular City Council Meeting

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Agenda Item:

Approval of minutes from the June 27, 2022 Regular City Council Meeting

Background Information:

N/A

Financial Considerations:

N/A

Legal Review:

N/A

Board/Citizen Input:

N/A

Attachments:

June 27, 2022 Draft Minutes

Council Action Requested:

Motion to approve the minutes from the June 27, 2022 Regular City Council Meeting

RICHLAND HILLS CITY COUNCIL
REGULAR MEETING
JUNE 27, 2022
MINUTES

Roll Call:

Council present	Council absent
Edward Lopez, Mayor	
Curtis A. Bergthold, Mayor Pro Tem	
Douglas Knowlton, Place 1	
Travis Malone, Place 2	
Javier Alvarez, Place 4	
G.W. Estep, Place 5	

Staff present
Candice Edmondson, City Manager
Lindsay Wells, City Secretary
Larry Collister, City Attorney

CITY COUNCIL WORK SESSION – 6:02 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). 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.

None.

2. 7206 Latham Drive Development Update

Property owner Dan Boykin provided an update regarding his property located at 7206 Latham Drive following a City Council approved zoning change in April 2021. He discussed plans to open a sporting goods store as well as providing space for food vendors with an open-air concept and an overall face lift to the property.

3. Employee Recruitment and Retention Strategies

City Manager Candice Edmondson advised that a long-term goal of the City Council was to attract and retain quality employees and discussed the measures that have already been implemented including a compensation strategy, enhanced medical coverage, and improved telework opportunities.

She advised that recently neighboring cities have begun looking into a compressed work schedule allowing employees a greater work-life balance with a four-day work week.

Beginning Monday, July 11, 2022, City departments at City Hall, Public Works, and Police Records will have a new compressed four-day work schedule. Code Compliance, Parks and Facilities Maintenance, Animal Services, and Link Administration will work alternating four-day schedules. This new schedule will be on a trial basis through the end of September and staff will report the results to City Council at the September 26, 2022 City Council meeting.

Discussion ensued regarding promoting and advertising the change to residents and customers and the success in neighboring cities.

4. 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.

Mayor Lopez adjourned the work session at 6:47 p.m.

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

INVOCATION AND PLEDGES OF ALLEGIANCE – Mayor Lopez

<u>PRESENTATIONS</u>

1A. Parks and Recreation Month Proclamation

Mayor Lopez read a proclamation declaring July 2022, as "Parks and Recreation Month" in Richland Hills and presented it to Director of Parks and Recreation Jason Brown.

1B. Citizen Appearances/Public Comments

Citizen comments emailed to Lindsay Wells (lwells@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.

Thomas Nichols, 3537 Labadie Drive, Richland Hills, expressed concern regarding flooding issues near the intersection of Labadie Drive and Dover Lane during recent storms. He provided several proposed solutions to increase safety during storm and flooding events.

CONSENT AGENDA

2A. Approved minutes from the June 13, 2022 City Council Regular Meeting.

2B. Approved Resolution 555-22, suspending the August 1, 2022 effective date on Oncor Electric Delivery Company's requested rate change to permit the City time to study the request and to establish reasonable rates

2C. Approved Resolution 556-22, authorizing the City Manager to enter into a contract with Wendy Burgess, Tarrant County Tax Assessor, and Tarrant County for the assessment and collection of ad valorem taxes

Motion: Motion was made by Councilmember Malone and seconded by Councilmember Estep to approve the consent agenda.

Motion carried by a vote of 5-0.

PUBLIC HEARINGS, MEETINGS, AND OTHER RELATED ITEMS

None.

ORDINANCES & RESOLUTIONS AND OTHER RELATED ITEMS

4A. Approved Resolution 557-22, authorizing the City Manager to enter into an agreement with George, Morgan and Sneed for audit services for a period of five years

Finance Director Patricia Albrecht presented the item to the City Council and advised that George, Morgan, and Sneed (GMS) have been the City's auditing firm since 2016. The City's financial policy requires that the City rotate auditing firms every five years by publishing a request for proposals. On two different occasions, the City solicited via newspaper publication and direct email correspondence, requests for proposals for audit services. Requests for proposals were due on April 29, 2022 and May 31, 2022. The City did not receive any responses to either solicitation.

GMS did not submit a proposal since they have been providing audit services to the City for the past five years. However, they are interested in continuing their services for another five-year period for the fiscal years ending September 30, 2022 - September 30, 2026.

Motion: Motion was made by Councilmember Knowlton and seconded by Councilmember Estep to approve Resolution 557-22, authorizing the City Manager to enter into an agreement with George, Morgan and Sneed for audit services for a period of five years.

Motion carried by a vote of 5-0.

CONTRACTS, AGREEMENTS, BID AWARDS AND OTHER RELATED ITEMS

None.

OTHER ITEMS FOR CONSIDERATION

None.

REPORTS & DISCUSSIONS

7A. Red, White and YOU Celebration.

Director of Parks and Recreation Jason Brown presented an update regarding the upcoming Red, White and YOU Celebration to be held Monday, July 4, 2022. He advised of the parade route along Baker Boulevard and as well as family friendly activities.

7B. Street Improvement Projects

Director of Community Services Scott Mitchell provided a brief update on street improvement projects and advised that utilities along Rufe Snow Drive have been completed and Reliable Paving is onsite. He provided updates of projects on Magnolia Park Drive, Rosebud, Gumwood, and Handley Ederville Road as well.

7C. Animal Services Center Improvements

Police Chief Kimberly Sylvester provided an update of the renovation project at the Animal Services Center including a recap of what was accomplished in the FY21 renovation and the planned improvements as part of the FY22 renovation. She advised that the shelter lobby will be closed to the public beginning Saturday, July 16 to Monday, July 25, 2022, for construction. All adoptions during that period will be by appointment only and the shelter will not accept any walk-ins or pet surrenders during that period.

7D. May Department Reports

Finance Director Patricia Albrecht presented the financial report for May 2022 and advised that sales tax revenue is strong.

Director of Neighborhood Services Scott Mitchel presented the Public Works report and advised that Public Works hosted a Household Hazardous Waste collection event on Saturday, May 14, 2022, for the first time in two years.

Assistant to the City Manager Logan Thatcher presented an update on the Branding Committee and the new website and advised that the new site is tentatively set to go live on November 17, 2022.

COMMUNITY INTEREST ITEMS

8. Mayor Pro Tem Bergthold advised of several upcoming events:

- Thursday, June 30, 2022, Wild Things Zoofari at The Link, 4:00 p.m.;
- Monday, July 4, 2022, Red, White & YOU, The Link Plaza, 9:00 a.m. to 12:00 p.m.;
- Thursday, July 7, 2022,
    - Senior Lunch Bunch and Bingo, The Link, 12:00 to 2:00 p.m.;
    - Brett Roberts Bubble Show, The Link, 4:00 p.m.;
    - Tarrant County Food Pantry, The Link Parking Lot, 5:30 p.m. to 7:00 p.m.;
- Thursday, July 14, 2022, Snake Encounters, The Link, 4:00 p.m.;
- 1st and 3rd Thursday of the month, Storytime at the library, 6:30 p.m.;
- 2nd and 4th Thursday of the month, Library Lab, 6:30 p.m.; and
- Clear the Shelter for Summer with free adoptions during the month of June.

Additionally, he expressed his appreciation to the Police Department for their Vacation Watch program.

EXECUTIVE SESSION

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

None.

ADJOURNMENT

10. A motion was made by Councilmember Knowlton and seconded by Councilmember Malone 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 8:17 p.m.

ATTEST: **APPROVED:**

____
Lindsay Wells, City Secretary

____
Edward Lopez, Mayor

Memorandum

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

From: Patricia Albrecht, Director of Finance and Administration Services

Date: July 25, 2022

Subject: Annual Review of Investment Policy and Investment Strategies

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Agenda Item:

Consider approval of Resolution 559-22, Investment Policy and Investment Strategies

Background Information:

The Public Funds Investment Act, Government Code 2256, requires that public entities have an investment policy and have several provisions regarding permissible investments, diversification, ethics, training, and reporting. There is a requirement in the Public Funds Investment Act, Government Code 2256.005 that the governing body review and affirm the investment strategy annually. Below is the investment strategy by fund type (General Fund, Debt Service Funds, Special Revenue Funds and Proprietary Funds) as contained in the City's Investment Policy adopted by City Council on September 24, 2018 and reviewed and affirmed on September 13, 2021. There are no proposed changes to the City's Investment Policy.

INVESTMENT STRATEGIES:

A. General. The City will group investment instruments into a number of "pool investment groups". These groups will reflect characteristics of maturity limits, diversity, and liquidity, commensurate with the purpose for which investments are intended to ultimately fund. Under this approach various individual investment instruments will comprise the total pool type. Individual funds will share equity interest in the assets and earnings of each pool (or pools), equal to their proportionate contributions to the pool (or pools). A pooled investment approach should provide several advantages including yield enhancement, improved diversity and improved liquidity, over a system that seeks to procure specific investment instruments for specific fund types and financial resources.

B. Basic Pool Requirements. The City requires the following basic types of pools:

   a) Short Term/Operating Funds – Most of the City's fund types contain operating capital required to finance the particular activities for which the fund is responsible. Cash flows are reasonably predictable but occasional circumstances may require unforeseen or unpredicted cash requirements. Financial resources for this category should be maintained at relatively short levels. The weighted average maturity of operating funds may not exceed one (1) year. This pooled investment group includes the total of cash and investment available for current operations plus all required operating reserves of the following fund types:

- General Fund
- Debt Service Funds
- Special Revenue Funds
- Proprietary Funds

A key investment strategy for operating funds is to assure that anticipated cash flows are matched with adequate investment liquidity. Diversification among authorized investment options is not restricted and will be determined and approved by the Investment Officers in light of existing market conditions.

b) Long term/Non-Operating Funds – Various fund types may contain financial assets in excess of the amounts necessary to fund the sum of operating costs and operating reserves. Other financial assets may be designated for projects schedule to be implemented beyond the current operating period. The pool structured to invest these assets will require longer maximum maturity limit than the operating pool. The size of the pool may vary widely over time. The pool will expand rapidly with the receipt of bond fund proceeds and contract as the capital is used for project construction. The primary revenue source of this pooled investment group is bond proceeds (which are typically subject to arbitrage yield limitations). This category also includes any amount of cash and investments in excess of the estimated required operating reserves in the general fund, enterprise funds or debt service funds. The maximum weighted average maturity of the portfolio shall not exceed two (2) years. Diversification among authorized investment options is not restricted and will be determined and approved by the Investment Officers in light of existing market conditions.

c) Yield/Restricted Funds – Proceeds from bond issuances subject to arbitrage restrictions may necessitate yield restrictions under some market conditions. Length of investment maturity may be dependent on market conditions as well as cash flow needs. The Investment strategy for these funds is to limit investment yields to arbitrage ceilings. The maximum weighted average maturity of an individual investment shall not exceed two (2) years. Diversification among authorized investment options is not restricted and will be determined and approved by the Investment Officers in light of existing market conditions.

d) Debt Service Reserve Funds – These reserves are usually specifically defined in terms of amount and size. Bond covenants typically require that reserve balances be maintained with a third-party financial institution or paying agent. These institutions invest deposited reserves on behalf of the City and indirectly on the behalf of investors in whose interest the reserves are established. In such instances, the City may contract with such parties who will operate in the capacity of an investment advisor. These relationships will be approved by the City Council. The Investment advisors will be confined to the particular instruments and parameters specified as appropriate for this pool of funds. A primary investment strategy for debt service funds is to provide income to the reserve portions of revenue bonds. Because investments may be subject to arbitrage yield restrictions, the secondary investment strategy is to attempt to invest at a yield equal to the arbitrage limit applicable to the reserves. Diversification among authorized investment options is not restricted and will be determined and approved by the Investment Officers in light of existing market conditions.

e) Interest and Sinking Fund Reserve – These funds are usually specifically defined in terms of amount and size. The primary investment strategy for debt service sinking funds is to match investment maturities with debt service payment requirements. Diversification among authorized investment options is not restricted and will be determined and approved by the Investment Officers in light of existing market conditions.

Financial Considerations:

The investment strategy provides guidelines for the City to meet the two primary tenets of the Public Funds Investment Act: Safety and Liquidity

Legal Review:

The City's Investment Policy was previously reviewed by the City Attorney.

Board/Citizen Input:

N/A

Attachments:

Resolution No. 559-22
City of Richland Hills Investment Policy

Council Action Requested:

Motion to approve Resolution 559-22 and affirm the investment strategy contained in the City's investment policy

RESOLUTION NO. 559-22

A RESOLUTION APPROVING THE CITY OF RICHLAND HILLS INVESTMENT POLICY AND INVESTMENT STRATEGIES

WHEREAS, Chapter 2256 of the Texas Government Code, commonly known as the "Public Funds Investment Act," requires the city to adopt an investment policy by rule, order, ordinance, or resolution; and

WHEREAS, the Public Funds Investment Act requires the city to review its investment policy and investment strategies not less than annually; and

WHEREAS, investment and administration of the city's funds shall promote public confidence and trust based on an investment policy that promotes safety of principal and liquidity of funds; and be guided by investment strategies emphasizing preservation of principal, liquidity, marketability, diversification and yield; and

WHEREAS, the Public Funds Investment act requires the investment officers of the city to attend Public Fund Investment training as required by law; and

WHEREAS, the City Council has reviewed the attached investment policy and the city's investment strategies, as required by law; and

WHEREAS, the attached investment policy and incorporated revision (**EXHIBIT A**) comply with the Public Funds Investment Act, as amended, and authorize the investment of city funds in safe and prudent investments.

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

The City of Richland Hills has complied with the requirements of the Public Funds Investment Act, as amended, and the attached investment policy and investment strategies is hereby adopted as the investment policy of the city effective July 25, 2022.

APPROVED AND ADOPTED at a regular called meeting of the Richland Hills City Council on July 25, 2022, by a vote of _____ayes, _____nays, and _____abstentions.

APPROVED:	**ATTEST:**
______________________________	______________________________
The Honorable Mayor Edward Lopez	Lindsay Wells, City Secretary

CITY OF RICHLAND HILLS

INVESTMENT POLICY AND STRATEGIES

APPROVED AND AFFIRMED:

JULY 25, 2022

CITY OF RICHLAND HILLS

INVESTMENT POLICY AND STRATEGIES

I. POLICY STATEMENT

It is the Policy of the City of Richland Hills that the administration of its funds and the investment of those funds shall be handled at its highest public trust. Investments shall be made in a manner which will provide the maximum security of the principal through established limitations and diversification while meeting the daily cash flow needs of the City and conforming to all applicable state statutes governing the investment of public funds.

This Policy serves to satisfy the statutory requirements of defining and adopting a formal investment policy. The policy and investment strategies shall be reviewed annually by the City Council who will formally approve any modifications and legislative changes. This Investment Policy, as approved, is in compliance with all state laws and statutes which govern the investments of public funds, including but not by way of limitation, the Public Funds Investment Act (PFIA), Chapter 2256, Texas Government Code.

II. SCOPE

The Investment Policy applies to all the financial assets of the City of Richland Hills. These funds are accounted for in the City's Comprehensive Annual Financial Report (CAFR) and include:

- General Fund – used to account for resources traditionally associated with government, which are not required to be accounted for in another fund.
- Special Revenue Funds – used to account for the proceeds from specific revenue sources which are restricted to expenditures for specific purposes.
- Debt Service Funds – including reserves and sinking funds to the extent not required by law or existing contract to be kept segregated and managed separately and used to account for resources to be used for the payment of principal, interest and related costs on general obligation debt.
- Capital Projects Funds – used to account for resources to enable the acquisition or construction of major capital facilities which are not financed by enterprise funds, internal service funds, or trust funds.
- Proprietary Funds – used to account for operations that are financed and operated in a manner similar to private business enterprises.
- All Other Funds. Any new funds created by the City unless specifically exempted from this policy by the City or the law.

III. GENERAL OBJECTIVES

It is the policy of the City that, giving due regard to the safety and risk investments, all available funds shall be invested in conformance with State and Federal Regulations, applicable Bond Ordinance requirements, adopted Investment Policy and adopted Investment Strategies. In accordance with the Public Funds Investment Act Section 2256.005(d), the following prioritized objectives (in order of importance) apply to each of the City's investment strategies:

A. Suitability – Understanding the suitability of the investment to the financial requirements of the City is important. Any investment eligible in the Investment Policy is suitable for all City funds.

B. Preservation and Safety of Principal – Preservation and safety of principal are the foremost objective of the City. Investments of the City shall be undertaken in a manner that seeks to insure preservation of capital in the overall portfolio.

C. Liquidity – The City's investment portfolio will be based on a cash flow analysis of cash needs and will remain sufficiently liquid to enable it to meet all operating requirements which might be reasonably anticipated. Liquidity shall be achieved by matching investment maturities with estimated cash flow requirements and by investing in securities with active secondary markets.

D. Marketability – Securities with active and efficient secondary markets are necessary in the event of an unanticipated cash requirement. Historical market "spreads" between the bid and offer prices of a particular security type or less than a quarter of a percentage point shall define an efficient secondary market.

E. Diversification – Diversification of the portfolio will include diversification by maturity and market sector to protect against credit and market risk. The City will diversify its investments in an effort to avoid incurring unreasonable and avoidable risks regarding specific security types or individual financial institutions.

F. Yield – Attaining a competitive market yield, commensurate with the City's investment risk constraints and the cash flow characteristics of the portfolio, is the desired objective. The goal of the City's investment portfolio is to regularly meet or exceed the average rate of return on U.S. Treasury Bills at a maturity level comparable to the portfolio's weighted average in days. The yield of an equally weighted, six month Treasury Bill portfolio shall be the minimum yield objective or "benchmark". A secondary objective will be to obtain a yield equal to or in excess of a local government investment pool or money market mutual fund.

Applicable tax exempt debt proceeds shall attempt to achieve a return equal to the above unless that return exceeds applicable arbitrage yield limit on the debt. In certain interest rate environments the City may need to restrict yields in order not to exceed arbitrage limits.

IV. STANDARDS OF CARE

A. Prudent Person Rule. The City's Investment Officers will follow the "Prudent Person" statement relating to the standard of care that must be exercised when investing public funds as expressed in PFIA Sec. 2256.006(a-b):

"Investments shall be made with judgment and care, under prevailing circumstances, that a person of prudence, discretion, and intelligence would exercise in the management of the person's own affairs, not for speculation, but for investment, considering the probable safety of capital and the probable income to be derived".

Investment of funds shall be governed by the following investment objectives, in order of priority:

1. Preservation and safety of principal;
2. Liquidity; and
3. Yield.

The Investment Officers and those delegated investment authority under this Policy shall seek to act responsibly as custodians of the public trust. Investment participants shall avoid any transactions that might impair public confidence in the City's ability to govern effectively. The governing body recognizes that in a diversified portfolio, occasional measured losses due to market volatility are inevitable and must be considered within the context of the overall portfolio's investment rate of return, provided that adequate diversification has been implemented.

In determining whether an Investment Officer has exercised prudence with respect to an investment decision, the determination shall be made taking into consideration:

1. The investment of all funds, or funds under the entity's control, over which the officer had responsibility rather than a consideration as to the prudence of a single investment; and
2. Whether the investment decision was consistent with the written investment policy of the City.

The Investment Officers, when acting in accordance with the written procedures and due diligence, shall not be held personally responsible for market price changes, provided that deviations from expectations are reported in a timely manner and that appropriate action is taken to control adverse market effects. The governing body of the investing entity retains ultimate responsibility as fiduciaries of the assets of the entity.

B. Delegation of Investment Authority

The City Manager, or designated employee, and Director of Finance, acting on behalf of the City, are designated as the Investment Officers of the City and are responsible for investment management decisions and activities. The Investment Officers are also responsible for considering the quality and capability of staff, investment advisors, and consultants involved in investment management and procedures.

The Investment Officers shall develop and maintain written administrative procedures for the operation of the investment program which are consistent with this Investment Policy. The Investment Officers shall also designate a staff person as a liaison/deputy in the event circumstances require timely action and the Investment Officers are not available.

The Investment Officers shall be responsible for all transactions undertaken and shall establish a system of controls to regulate the activities of subordinate officials and staff. No officer or designee, shall engage in an investment transaction except as provided under the terms of this policy, the procedures established by the Finance Director and the explicit authorization by the City Manager to withdraw, transfer, deposit and invest the City's funds.

C. Internal Controls

The Investment Officers shall establish a system of written internal controls which will be reviewed annually with the City's independent auditors. The controls shall be designed to prevent loss of public funds due to fraud, employee error, misrepresentation by third parties, unanticipated market changes, or imprudent actions by employees. Controls deemed most important include: control of collusion, separation of duties, third party custodial safekeeping, avoidance of bearer-form securities, clear delegation of authority, specific limitations regarding securities losses and remedial action, written confirmation of telephone transactions, minimizing the number of authorized investment officials, and documentation and rationale for investment transactions.

D. Ethics and Conflicts of Interest

Officers and employees involved in the investment process shall refrain from personal business activities that could conflict with proper execution of the investment program or which could impair their ability to make impartial investment decisions. Investment Officers involved shall disclose in writing to the City Council any financial interest in financial institutions that conduct business with the City or any personal financial/investment position that could be related to the performance of the City.

The Investment policy requires the investment officers to file a disclosure statement with the Texas Ethics Commission and the governing body if the investment officer has a personal business relationship or is related within the second degree of affinity or consanguinity to an individual or organization seeking to sell an investment to the City. For purposes of this section, an investment officer has a personal relationship with a business organization if and as defined in PFIA 2256.005(i)(1-3):

1. The Investment officer owns 10% or more of the voting stock or shares of the business organization or owns $5,000 or more of the fair market value of the business organization;
2. Funds received by the investment officer from the business organization exceed 10% of the investment officer's gross income for the previous year; or
3. The Investment officer has acquired from the business organization during the previous year investments with a book value of $2,500 or more for the personal account of the investment officer.

E. Investment Training Requirements

The City of Richland Hills shall provide periodic training in investments for the investment personnel through courses and seminars offered by professional organizations and associations in order to ensure the quality and capability of the City's investment personnel making investment decisions in compliance with the PFIA 2256.008.

All Investment Officers shall attend ten (10) hours of training within twelve (12) months of taking office or assuming duties and eight (8) hours in each succeeding two year period as defined by PFIA. The training provider must be an independent source.

For purposes of this policy, an "independent source" from which investment training shall be obtained shall include a professional organization, an institute or higher learning or any other sponsor other than a business organization with whom the City of Richland Hills may engage in an investment transaction. Such training shall include education in investment controls, credit risk, market risk, investment strategies, and compliance with investment laws, including the State of Texas Public Funds Investment Act.

V. AUTHORIZED FINANCIAL DEALERS AND INSTITUTIONS

All investments made by the City will be made through either the City's banking services or an authorized broker/dealer.

A. Depository – The City Council shall, by ordinance, "select and designate one or more banking institutions as the depository for the monies and funds of the City" in accordance with PFIA. At least every five years a depository shall be selected through the City's banking services procurement process, which shall include a formal request for proposal (RFP). The selection of the depository will be determined by a competitive process and evaluated on the following criteria:

1. Qualified as a depository for public funds in accordance with state and local laws.
2. Provided requested information or financial statements for the periods specified.
3. Complied with all requirements in the banking RFP.
4. Completed responses to all required items on the proposal form.
5. Offered lowest net banking service cost, consistent with the ability to provide an appropriate level of service.
6. Met credit worthiness and financial standards.

<u>Investment Broker/Dealers</u> – When applicable, the City Council will, at least annually, review, revise and approve a list of authorized/qualified broker/dealers along with this investment policy. These firms may include:

1. All primary government securities dealers; and
2. Those regional broker/dealers who qualify under Securities and Exchange Commission rule 15C3 (Uniform Net Capital Rule), and who meet other financial criteria standards in the industry.

These firms will be selected based on their competitiveness, participation in agency selling groups, and experience and background of the salesperson handling the account.

B. <u>Signed Investment Policy Certification Form.</u>

A written copy of the investment policy shall be presented to any business organization offering to engage in an investment transaction with an investing entity. For purposes of this subsection and Subsection (l), "business organization" means an investment pool or investment management firm under contract with an investing entity to invest or manage the entity's investment portfolio that has accepted authority granted by the entity under the contract to exercise investment discretion in regard to the investing entity's funds.

Nothing in this subsection relieves the investing entity of the responsibility for monitoring the investments made by the investing entity to determine that they are in compliance with the investment policy. The qualified representative of the business organization offering to engage in an investment transaction with an investing entity shall execute a written instrument in a form acceptable to the investing entity and the business organization substantially to the effect that the business organization has:

1. received and reviewed the investment policy of the entity; and
2. acknowledged that the business organization has implemented reasonable procedures and controls in an effort to preclude investment transactions conducted between the entity and the organization that are not authorized by the entity's investment policy, except to the extent that this authorization:

   a) is dependent on an analysis of the makeup of the entity's entire portfolio;
   b) requires an interpretation of subjective investment standards; or
   c) relates to investment transactions of the entity that are not made through accounts or other contractual arrangements over which the business organization has accepted discretionary investment authority.

The investment officer of an entity may not acquire or otherwise obtain any authorized investment described in the investment policy of the investing entity from a business organization that has not delivered to the entity the instrument required. (PFIA 2256.005(k)-(l)).

C. All financial institutions and broker/dealers who desire to become qualified bidders for investment transactions must supply the investment officers with the following:

1. Audited financial statements;
2. Proof of National Association of Securities Dealers (NASD) certification, unless it is a bank;
3. Resumes of all sales representatives who will represent the financial institution or broker/dealer firm in dealings with the City, and
4. Any other document that should help evaluate the financial institution's and broker/dealers' soundness such as rating agency reports, review of call reports and analysis of management profitability, capitalization and assets quality.

D. Financial/Investment Advisor – The City may retain the services of an investment advisory firm registered under the Investment Advisers Act of 1940 or with the State Securities Board to assist in the review of cash flow requirements, the formulation of investment strategies, and the execution of security purchases, sales and deliveries. The investment advisory contract with the City may not be for a term longer than two years and its renewal or extension must be approved by the City Council by ordinance or resolution as required by PFIA 2256.003(b). If the City has contracted with an investment advisor, the advisor shall be responsible for performing financial due diligence on the City's behalf. On an annual basis, the advisor will provide the City with a list of its authorized broker/dealers as well as the written instrument above.

VI. SAFEKEEPING AND CUSTODY OF INVESTMENT ASSETS

A. As specified in PFIA 2256.005(b)(4)(E), the laws of the State of Texas and prudent treasury management require that all purchased securities be bought on a delivery versus payment (DVP) basis and be held in safekeeping by an independent third party financial institution, or the City's designated banking services depository. Funds shall not be wired or paid until verification has been made that the correct security was received by the safekeeping bank. The only exception to DVP settlement shall be wire transactions for money market funds and government investment pools. The safekeeping or custody bank is responsible for matching up instructions from the City's investment officers or an investment settlement with what is wired from the broker/dealer, prior to releasing the City's designated fund for a given purchase.

B. All safekeeping arrangements shall be approved by the Investment Officers and an agreement of the terms executed in writing. The third party custodian shall be required to issue safekeeping receipts to the City or its agent a listing of each specific security, rate, description, maturity, par value amount, CUSIP number and other pertinent information. Each safekeeping receipt will be clearly marked that the security is held for the City or pledge to the City.

C. All securities pledged to the City for certificates of deposit or demand deposits shall be held by an independent third party bank doing business in the State of Texas. The safekeeping bank may not be within the same holding company as the bank from whim the securities are pledged.

VII. SUITABLE AND AUTHORIZED INVESTMENTS

A. Acceptable investments under this policy shall be limited to the investments authorized by PFIA listed in Sections 2256.009-2256.016 and as shown below:

1. Obligations, including letters of credit, of the United States or its agencies and instrumentalities, including the Federal Home Loan Banks;
2. Direct obligations of the State of Texas or its agencies and instrumentalities;
3. Collateralized mortgage obligations directly issued by a federal agency or instrumentality of the United States, the underlying security for which is guaranteed by an agency or instrumentality of the United States;
4. Other obligations, the principal and interest of which are unconditionally guaranteed or insured by, or backed by the full faith and credit of, the State of Texas or the United States or their respective agencies and instrumentalities, including obligations that are fully guaranteed or insured by the Federal Deposit Insurance Corporation or by the explicit full faith and credit of the United States;
5. Obligations of states, agencies, counties, cities and other political subdivisions of any state rated not less than A or its equivalent;
6. Bonds issued, assumed, or guaranteed by the State of Israel;
7. Interest-bearing banking deposits that are guaranteed or insured by:
   a. The Federal Deposit Insurance Corporation or its successor; or
   b. The National Credit Union Share Insurance Fund or its successor; and

8. Interest-bearing banking deposits other than those described by Subdivision (7) if:
   a. the funds invested in the banking deposits are invested through:
      (i) a broker with a main office or branch office in this state that the investing entity selects from a list the governing body or designated investment committee of the entity adopts as required by Section 2256.025; or
      (ii) a depository institution with a main office or branch office in this state that the investing entity selects;
   b. the broker or depository institution selected as described by Paragraph (A) arranges for the deposit of the funds in the banking deposits in one or more federally insured depository institutions, regardless of where located, for the investing entity's account;
   c. the full amount of the principal and accrued interest of the banking deposits is insured by the United States or an instrumentality of the United States; and
   d. the investing entity appoints as the entity's custodian of the banking deposits issued for the entity's account:
      (i) the depository institution selected as described by Paragraph (a);
      (ii) an entity described by Section 2257.041(d); or
      (iii) a clearing broker dealer registered with the Securities and Exchange Commission and operating under Securities and Exchange Commission Rule 15c3-3.

If additional types of securities are approved for investment by public funds by state statue, they will not be eligible for investment by the City until this policy has been amended and the amended version approved by the City Council.

B. Investment instruments not authorized for purchase by the City of Richland Hills, including those specifically prohibited by PFIA 2256.009(b)(1-4), include:

1. Obligations whose payment represents the coupon payments on the outstanding principal balance of the underlying mortgage-backed security collateral and bears no interest, such as banker's acceptances;
2. Obligations whose payment represents the principal stream of cash flow from the underlying mortgage-backed security collateral and bears no interest, such as mutual funds;
3. Collateralized mortgage obligations that have a stated final maturity date of greater than 10 years; and
4. Collateralized mortgage obligations the interest rate of which is determined by an index that adjusts opposite to the changes in the market index.

C. Authorized Investments:

1. Certificates of Deposit and Share Certificates – authorized investment if the certificate is issued by a depository institution that has its main office or a branch office in the State of Texas and is (1) guaranteed or insured, (2) collateralized, or secured in accordance with Chapter 2257 (The Public Funds Collateral Act) or in any other manner and amount provided by law for deposits of the investing entity. (PFIA 2256.010)

In addition, an investment in certificates of deposit made in accordance with the following conditions is an authorized investment: (1) the funds are invested through a broker/depository institution that has its main office or a branch office in the state of Texas and (2) the broker/depository institution arranges for the deposit of funds in certificates of deposit in one or more federally insured depository institutions, wherever located, for the City's account.

2. Repurchase agreements – authorized investment as defined in Section 2256.11 if (1) has a defined termination date, (2) is secured by obligations in Section 2256.009(a)(1) and (3) requires third-party safekeeping and (4) is placed through a primary government securities dealer, as defined by the Federal Reserve, or a financial institution doing business in the State of Texas.

- Repurchase agreement means a simultaneous agreement to buy, hold for a specified time, and sell back at a future date.
- Reverse security repurchase agreement may not exceed 90 days.
- Investments acquired must mature no later than the expiration in the reverse security repurchase agreement.

3. Securities Lending Program – to qualify as an authorized investment under PFIA 2256-015:

- The value of the securities loaned under the program must not be less than 100%

collateralized, including accrued income;

- A loan under this program must allow for termination at any time;
- Must be secured by cash, letters of credit or securities described in PFIA 2256.009(a)(1);
- Collateral must be (1) pledge, (2) held in the City's name and (3) be deposited with a third party.
- A loan made under this program must be placed through a primary dealer or a financial institution doing business in the State of Texas.
- An agreement to lend securities executed under this section must have a term of one (1) year or less.

4. <u>Bankers' Acceptances</u> – authorized investment under PFIA 2256.012 if it has a stated maturity of 270 days or fewer; will be liquidated in full at maturity; is eligible for collateral for borrowing from a Federal Reserve Bank; and is accepted by a U.S. bank rated no less than A-1 or P-1 or an equivalent rating by at least one nationally recognized credit rating.

5. <u>Commercial Paper</u> – authorized investment under PFIA 2256.013 if the commercial paper has a stated maturity of 270 days or fewer and is rated not less than A-1 or P-1 or an equivalent rating by at least two nationally recognized credit rating agencies, or one credit rating agency and an irrevocable bank letter of credit.

6. <u>Mutual Funds</u>

a. A *no-load money market mutual fund* is an authorized investment under PFIA 2256.014 if:
   1. It is registered with and regulated by the Securities Exchange Commission (SEC);
   2. Provides a prospectus and other information required by the SEC Act of 1934 or the Investment Company Act of 1940;
   3. Complies with the federal Securities Exchange Commission Rule 2a-7 (17 C.F.R. Section 270.2a-7), promulgated under the Investment Company Act of 1940

b. In addition, to a no-load money market mutual fund permitted as an authorized investment in sub-section (a), a no-load mutual fund is an authorized investment under this subchapter if:
   1. It is registered with the SEC;
   2. Has an average weighted maturity of less than two years; and
   3. Either:

- Has a duration of one year or more and is invested exclusively in obligations approved this subchapter; or
- Has a duration of less than one year and the investment portfolio is limited to investment grade securities, excluding asset-backed securities.

c. An entity is <u>**not**</u> authorized by this section to:
   1. Invest in the aggregate more than 15 percent of its monthly average fund

balance, excluding bond proceeds and reserves and other funds held for debt service, in mutual funds described above;
2. Invest any portion of bond proceeds, reserves and funds held for debt service, in mutual funds described above; or
3. Investing entity may not own more than 10 percent of the mutual fund's total net assets.

7. Guaranteed Investment Contracts – authorized investment for bond proceeds under PFIA 2256.015 if the guaranteed investment contract:
- It has a defined termination date;
- Is secured by obligations described in PFIA 2256.009(a)(1);
- Is pledged to the entity and deposited with the entity or with a third-party selected and approved by the entity;
- Term may not exceed 5 years from date of bond issuance, excluding reserves and debt service funds;
- To be eligible as an authorized investment: (1) it must be specifically authorized when authorizing bond, (2) requires at least 3 bids from separate providers, (3) the entity must purchase the highest yielding guaranteed investment contract for which a qualifying bid is received, (4) must take into account the reasonably expected drawdown schedule for the bond proceeds to be invested, and (5) must have reasonable administrative costs expected to be paid to third parties in connection with the guaranteed investment contract.

8. Investment Pools – An entity may invest its funds and funds under its control through an eligible investment pool if the governing body of the entity by rule, order, ordinance, or resolution, as appropriate, authorizes investment in that particular pool. A pool must be continuously rated no lower than AAA or AAA-m or at an equivalent rating by at least one nationally recognized rating service. A public funds investment pool created to function as a money market mutual fund must mark to market daily and stabilize at a $1 net asset value. (PFIA 2256.016 and 2256.019)

The City shall take all prudent measures consistent with this Investment Policy to liquidate an investment that no longer meets the required minimum rating standards, as per PFIA 2256.021. The City is not required to liquidate investments that were authorized investments at the time of purchase. (PFIA 2256.017)

VIII. COLLATERALIZATION

A. Market Value

In order to anticipate market changes and provide a level of additional security for all funds, the market value of collateral will be maintained at 102% of total principal and accrued interest for cash balances in excess of the Federal Deposit Insurance Corporation (FDIC) or National Credit Union Share Insurance Fund (NCUSIF) insurance coverage. The City's depository will be contractually liable for monitoring and maintaining the collateral and margins at all times. The depository or custodian will also provide monthly reports to the City detailing the collateral and including current market values. Only an authorized City representative will approve and release all pledged collateral.

Collateral will be pledged under the terms of a written third-party depository agreement executed under the terms of the Financial Institutions Resource and Recovery Enforcement Act (if the custodian is the Federal Reserve the City will execute a Circular 7 form). The agreement will be approved by resolution of the bank's board or loan committee.

B. Collateral Substitution
Collateralized investments often require substitution of collateral. The safekeeping bank must contact the City for approval and settlement. The substitution will be approved if its value is equal to or greater than the required collateral value.

C. Collateral Reduction
Should the collateral's market value exceed the required amount, the Safekeeping bank may request approval from the City to reduce collateral. Collateral reductions may be permitted only if the collateral's market value exceeds the required amount.

D. Letters of Credit
Letters of credit are acceptable collateral for Certificates of Deposit. Upon the discretion of the City, a letter of credit can be acceptable collateral for City funds held by the City's bank depository.

E. Subject to Audit
All collateral shall be subject to inspection and audit by the City Manager, or designee, as well as the City's independent auditors.

IX. INVESTMENT PARAMETERS

A. Bidding Process for Investments
It is the Policy of the City of Richland Hills to require at least three (3) competitive bids or offers for all investment transactions (securities and CD's) except for:
1. Transactions with money market mutual funds and local government investment pools (which are deemed to be made at prevailing market rates); and
2. Treasury and agency securities purchased at issue through an approved broker/dealer.

B. Maximum Maturities
The maximum maturity for each fund group and instrument is set forth in the investment strategies under the Investment Strategies section of this Policy.

C. Maximum Dollar-Weighted Average Maturity
Under most market conditions, the composite portfolio will be managed to achieve a one (1) year or less dollar-weighted average maturity. However, under certain market

conditions investment officers may need to shorten or lengthen the average life or duration of the portfolio to protect the City. The maximum dollar-weighted average maturity based on the stated final maturity, authorized by this investment policy for the composite portfolio of the City is two (2) years.

D. Diversification
It is the policy of the City to diversify its investment portfolio. Invested funds shall be diversified to minimize risk or loss resulting from over-concentration of assets in a specific maturity, specific issuers, or specific class of securities. Diversification strategies shall be established and periodically reviewed. At a minimum, diversification standards by security type and issuer shall be:

Security Type	Max % of Portfolio
U.S. Treasury obligations	100%
U.S. Government agencies and instrumentalities	not to exceed 75%
Fully insured or collateralized CDs	not to exceed 30%
Limitation by individual bank	not to exceed 15%
Repurchase agreements	100%
Money market funds	not to exceed 75%
Local government Investment Pools	100%
Maximum percent ownership of Investment Pool	10%

The Investment Officer shall be required to diversify maturities. The Investment Officers, to the extent possible, will attempt to match investment with anticipated cash flow requirements. Matching maturities with cash flow dates will reduce the need to sell securities prior to maturity, thus reducing market risk.

Investments in eligible investment pools are "diversified" by the very nature of their inclusion in a very large and active pool of investments. Consequently, concentrations of investment pools represent a lower risk than concentrations in such individual instrument as agency discount notes or certificates of deposit.

The Investment officers shall review diversification strategies and establish or confirm guidelines on at least an annual basis regarding the percentages of the total portfolio that may be invested in securities other than U.S. Government obligations.

X. INVESTMENT STRATEGIES

A. General. The City will group investment instruments into a number of "pool investment groups". These groups will reflect characteristics of maturity limits, diversity and liquidity, commensurate with the underlying purpose for which investments are intended to ultimately fund. Under this approach various individual investment instruments will comprise the total pool type. Individual funds will share equity interest in the assets and earnings of each pool (or pools), equal to their proportionate contributions to the pool (or pools). A pooled investment approach should provide several advantages including yield enhancement, improved diversity and improved liquidity, over a system that seeks to procure specific investment instruments for specific fund types and financial resources.

B. Basic Pool Requirements. The City requires the following basic types of pools:

a. Short Term/Operating Funds – Most of the City's fund types contain operating capital required to finance the particular activities for which the fund is responsible. Cash flows are reasonably predictable but occasional circumstances may require unforeseen or unpredicted cash requirements. Financial resources for this category should be maintained at relatively short levels. The weighted average maturity of operating funds may not exceed one (1) year.

This pooled investment group includes the total of cash and investment available for current operations plus all required operating reserves of the following fund types:

- General Fund
- Debt Service Funds
- Special Revenue Funds
- Proprietary Funds

A key investment strategy for operating funds is to assure that anticipated cash flows are matched with adequate investment liquidity. Diversification among authorized investment options is not restricted and will be determined and approved by the Investment Officers in light of existing market conditions.

b. Long term/Non-Operating Funds – Various fund types may contain financial assets in excess of the amounts necessary to fund the sum of operating costs and operating reserves. Other financial assets may be designated for projects schedule to be implemented beyond the current operating period. The pool structured to invest these assets will require longer maximum maturity limit than the operating pool. The size of the pool may vary widely over time. The pool will expand rapidly with the receipt of bond fund proceeds and contract as the capital is used for project construction.

The primary revenue source of this pooled investment group is bond proceeds (which are typically subject to arbitrage yield limitations). This category also includes any amount of cash and investments in excess of the estimated required operating reserves in the general fund, enterprise funds or debt service funds. The maximum weighted average maturity of the portfolio shall not exceed two (2) years. Diversification among authorized investment options is not restricted and will be determined and approved by the Investment Officers in light of existing market conditions.

c. Yield/Restricted Funds – Proceeds from bond issuances subject to arbitrage restrictions may necessitate yield restrictions under some market conditions.

Length of investment maturity may be dependent on market conditions as well as cash flow needs.

The Investment strategy for these funds is to limit investment yields to arbitrage ceilings. The maximum weighted average maturity of an individual investment shall not exceed two (2) years. Diversification among authorized investment options is not restricted and will be determined and approved by the Investment Officers in light of existing market conditions.

d. Debt Service Reserve Funds – These reserves are usually specifically defined in terms of amount and size. Bond covenants typically require that reserve balances be maintained with a third party financial institution or paying agent. These institutions invest deposited reserves on behalf of the City and indirectly on the behalf of investors in whose interest the reserves are established. In such instances, the City may contract with such parties who will operate in the capacity of an investment advisor. These relationships will be approved by the City Council. The Investment advisors will be confined to the particular instruments and parameters specified as appropriate for this pool of funds.

A primary investment strategy for debt service funds is to provide income to the reserve portions of revenue bonds. Because investments may be subject to arbitrage yield restrictions, the secondary investment strategy is to attempt to invest at a yield equal to the arbitrage limit applicable to the reserves. Diversification among authorized investment options is not restricted and will be determined and approved by the Investment Officers in light of existing market conditions.

e. Interest and Sinking Fund Reserve – These funds are usually specifically defined in terms of amount and size. The primary investment strategy for debt service sinking funds is to match investment maturities with debt service payment requirements. Diversification among authorized investment options is not restricted and will be determined and approved by the Investment Officers in light of existing market conditions.

XI. PERFORMANCE EVALUATION AND REPORTING

A. Reporting. The Investment Officers shall submit an investment report at least quarterly to the City Council (PFIA 2256.023) containing sufficient information to permit and informed outside readers to evaluate the performance of the investment program and consistent with the Act's statutory requirements. All reports shall be in compliance with the Act. At a minimum the report shall include:

1. Description of each investment and depository position;
2. Book and market values at the end of the reporting period;
3. Be signed by all investment officers of the entity;
4. Changes to the market value and accrued interest during the period;

5. The maturity date of each separately invested asset;
6. The account, fund, or pooled group fund for which investment was acquired;
7. The earnings for the period; and
8. The overall yield for the portfolio in comparison to its benchmark yield for the period.

B. Marking to Market. The market value of the portfolio must be determined at least quarterly and included in the quarterly investment reports. Market prices for all public fund investments will be obtained and monitored through the use of a third party independent pricing source or by means of an on-line financial data service.

C. Annual Compliance Audit. If the City invests in other than money market mutual funds, investment pools or accounts offered by its depository bank in the form of certificates of deposit, or money market accounts or similar accounts, the reports prepared by the Investment Officers under this section shall be formally reviewed at least annually by an independent auditor, and the result of the review shall be reported to the governing body by that auditor.

The City shall, in conjunction with its annual financial audit, perform a compliance audit of management controls on investments and adherence to the City's Investment Policy.

D. Monitoring. The Investment officers shall monitor, on no less than a weekly basis, the credit rating on all authorized investments in the portfolio based upon independent information from a nationally recognized rating agency and/or approved broker/dealer. If any security falls below the minimum rating required by Policy, the investment officers shall immediately solicit bids for and sell the security, if possible, regardless of a loss of principal.

E. Policy Considerations. The City's Investment Policy and Strategies shall be reviewed, revised and adopted annually by the City Council. A written resolution approving that review will be passed and recorded by the City Council.

GLOSSARY OF INVESTMENT POLICY TERMS

Accrued Interest – The accumulated interest due on a bond as of the last interest payment made by the issuer.

Agency – A debt security issued by a federal or federally sponsored agency. Federal agencies are backed by the full faith and credit of the U.S. Government.

Arbitrage – The simultaneous purchase and sale of an asset in order to profit from a difference in the price (profiting from the mispricing in the market). Arbitrage exists as a result of market inefficiencies; it provides a mechanism to ensure prices do not deviate substantially from fair value for long periods of time.

Banker's Acceptance – A short-term debt instrument issued by a firm that is guaranteed by a commercial bank. Banker's acceptances are issued by firms as part of a commercial transaction. These instruments are similar to T-Bills and are frequently used in money market funds. Banker's acceptances are traded at a discount from face value on a secondary market, which can be an advantage because the banker's acceptance does not need to be held until maturity. The date of maturity typically ranges from between 30 and 180 days from the date of issue. Banker's acceptances are considered to be relatively safe investments, since the bank and the borrower are liable for the amount that is due when the instrument matures.

Bid – The anticipated price at which a buyer is willing to purchase a security or commodity.

Bond covenant – A legally binding term of an agreement between a bond issuer and a bond holder. Bond covenants are designed to protect the interest of both parties. Bond covenants may include restrictions on the issuer's ability to take on additional debt, requirements that the issuer provide audited financial statement to bond holders and limitations on the issuer's ability to make new capital investments. A common penalty for violating a bond covenant is the downgrading of a bond's rating, which could make it less attractive to investors and increase the issuer's borrowing costs.

Book value – The value at which a security is carried on the inventory lists or other financial records of an investor. The book value may differ significantly from the security's current value in the market.

Certificate of Deposit (CD) – A savings certificate entitling the bearer to receive interest; a promissory note issued by a bank. It is a time deposit that restricts holders from withdrawing funds on demand. Although it is still possible to withdraw the money, this action will often incur a penalty. A CD bears a maturity date, a specified fixed interest rate and can be issued in any denomination. CDs are generally issued by commercial banks and are insured by the FDIC. The term of a CD generally ranges from one month to five years.

Collateralization – Process by which a borrower pledges securities, property or other deposits for the purpose of securing the repayment of a loan and/or security.

Collateralized Mortgage Obligations (CMO's) – A type of mortgage backed security in which principal repayments are organized according to their maturities and into different classes based on risk. A collateralized mortgage obligation is a special purpose entity that receives the mortgage repayments and owns the mortgages it receives cash flows from (called a pool). The mortgages serve as collateral, and are organized into classes based on their risk profile. Income received from the mortgages is passed to investors based on a predetermined set of rules, and investors receive money based on the specified slice of mortgages invested in.

Commercial paper – An unsecured short-term promissory note issued by corporations, with maturities ranging from 2 to 270 days.

Coupon rate – The annual rate of interest received by an investor from the issuer of certain types of fixed-income securities. Also known as the "interest rate."

Delivery Versus Payment (DVP) – A type of securities transaction in which the purchaser pays for the securities when they delivered either to the purchaser or his/her custodian.

Discount – The amount by which the par value of a security exceeds the price paid for the security.

Diversification – A process of investing assets among a range of security types by sector, maturity, and quality rating.

Fair value – The amount at which an investment could be exchanged in a current transaction between willing parties, other than in a forced or liquidation sale.

Federal Funds (Fed Funds) – Funds placed in Federal Reserve banks by depository institutions in excess of current reserve requirements. These depository institutions may lend fed funds to each other overnight or on a longer basis. They may also transfer funds among each other on a same-day basis through the Federal Reserve banking system. Fed funds are considered to be immediately available funds.

Government Securities – An obligation of the U.S. government backed by the full faith and credit of the government. These securities are regarded as the highest quality of investment securities available in the U.S. securities market. See "Treasury Bills, Notes and Bonds."

Guaranteed Investment Contract – Insurance contract that guarantees the owner principal repayment and a fixed or floating interest rate for a predetermined period of time. Guaranteed investment contracts are typically issued by insurance companies and marketed to institutions that qualify for favorable tax status under federal laws. These products provide institutions with guaranteed returns.

Interest rate – See "Coupon Rate."

Internal Controls – An internal control structure designed to ensure that the assets of the entity are protected from loss, theft or misuse. The internal control structure is designed to provide reasonable assurance that these objectives are met. The concept of reasonable assurance recognizes that 1) the cost of a control should not exceed the benefits likely to be derived and 2) the valuation of costs and benefits requires estimates and judgment by management. Internal controls should address the following points:

1. Control of collusion – Collusion is a situation where two or more employees are working in conjunction to defraud their employer.
2. Separation of duties – By separating the person who authorizes or performs the transaction from the people who record or otherwise account for the transaction, a separation of duties is achieved.
3. Custodial safekeeping – Securities purchased by any bank or dealer including appropriate collateral (as defined by state law) shall be placed with an independent third party for custodial safekeeping.
4. Avoidance of physical delivery securities – Book entry securities are much easier to transfer and account for since actual delivery of a document never takes place. Delivered securities must be properly safeguarded against loss or destruction. The potential for fraud and loss increases with physically delivered securities.
5. Clear delegation of authority to subordinate staff members – Subordinate staff members must have a clear understanding of their authority and responsibilities to avoid improper actions. Clear delegation of authority also preserves the internal control structure that is contingent on the various staff positions and their respective responsibilities.
6. Written confirmation of transactions for investments and wire transfers – Due to the potential for error and improprieties arising from telephone and electronic transactions, all transactions should be supported by written communications and approved by the appropriate person. Written communications may be via fax if on letterhead and if the safekeeping institution has a list of authorized signatures.
7. Development of a wire transfer agreement with the lead bank and third party custodian – The designated official should ensure that an agreement will be entered into and will address the following points: control, security provisions, and responsibilities of each party making and receiving wire transfers.

Investment Policy – A concise and clear statement of the objectives and parameters formulated by an investor or investment manager for a portfolio of investment securities.

Letter of Credit – A letter from a bank guaranteeing that a buyer's payment to a seller will be received on time and for the correct amount. In the event that the buyer is unable to make payment on the purchase, the bank will be required to cover the full or remaining amount of the purchase.

Liquidity – An asset that can be converted easily and quickly into cash.

Local Government Investment Pool (LGIP) – An investment by local governments in which their money is pooled as a method for managing local funds.

Mark-to-market – The process whereby the book value or collateral value of a security is adjusted to reflect its current market value.

Market risk – The risk that the value of a security will rise or decline as a result of changes in market conditions.

Market value – Current market price of a security.

Maturity – The date on which payment of a financial obligation is due. The final stated maturity is the date on which the issuer must retire a bond and pay the face value to the bondholder. See "Weighted Average Maturity."

Money Market Mutual Fund – Mutual funds that invest solely in money market instruments (short-term instruments, such as Treasury bills, commercial paper, bankers' acceptances, repos, and federal funds).

Mutual Fund – An investment company that pools money and can invest in a variety of securities, including fixed-income securities and money market instruments. Mutual funds are regulated by the Investment Company Act of 1940 and must abide by the following Securities Exchange Commission (SEC) disclosure guidelines:
1. Report standardized performance calculations.
2. Disseminate timely and accurate information regarding the fund's holdings, performance, management and general investment policy.
3. Have the fund's investment policies and activities supervised by a board of trustees, which are independent of the adviser, administrator, or other vendor of the fund.
4. Maintain the daily liquidity of the fund's shares.
5. Value their portfolios on a daily basis.
6. Have all individuals who sells SEC-registered products licensed with a self-regulating organization (SRO) such as the National Association of Securities Dealers (NASD).
7. Have an investment policy governed by a prospectus which is updated and filed by the SEC annually.

National Association of Securities Dealers (NASD) – A self-regulatory organization (SRO) of brokers and dealers in the over-the-counter securities business. Its regulatory mandate includes authority over firms that distribute mutual fund shares as well as other securities.

Net Asset Value – The market value of one share of an investment company, such as a mutual fund. This figure is calculated by totaling a fund's assets which includes securities, cash, and any accrued interest earnings, subtracting this from the fund's liabilities and dividing this total by the number of shares outstanding. This is calculated once a day based on the closing price of each security in the fund's portfolio. (Total assets – liabilities/Number of shares outstanding)

No Load Fund – A mutual fund which does not levy a sales charge on the purchase of its shares.

Nominal Yield – The states rate of interest that a bond pays its current owner, based on par value of the security. It is also known as the "coupon," "coupon rate," or "interest rate."

Offer – An indicated price at which market participants are willing to sell a security or commodity. Also refer to as the "Ask price."

Par – Face value or principal value of a bond, typically $1,000 per bond.

Premium – The amount by which the price paid for a security exceeds the security's par value.

Primary Market – A market that issues new securities on an exchange. Companies, governments and other groups obtain financing through debt or equity based securities. Primary markets are facilitated by underwriting groups, which consists of investment banks that will set a beginning price range for a given security and then oversee its sale directly to investors. Also known as "New Issue Market" (NIM).

Prime rate – A preferred interest rate charged by commercial banks to their most creditworthy customers. Many interest rates are keyed to this rate.

Principal – The face value or par value of a debt instrument. Also may refer to the amount of capital invested in a given security.

Prospectus – A legal document that must be provided to any prospective purchaser of a new securities offering registered with the SEC. This can include information on the issuer, the issuer's business, the proposed used of proceeds, the experience of the issuer's management and certain certified financial statements.

Prudent Person Rule – An investment standard outlining the fiduciary responsibilities of public funds investors relating to investment practices.

Repurchase Agreement (Repo) – An agreement of one party to sell securities at a specified price to a second party and a simultaneous agreement of the first party to repurchase the securities at a specified price or at a specified later date.

Reverse Repurchase Agreement (Reverse Repo) – An agreement of one party to purchase securities at a specified price from a second party and a simultaneous agreement by the first party to resell the securities at a specified price to the second party on demand or at a specified date.

Safekeeping – Holding of assets, such as securities, by a financial institution.

Secondary Market – A market where investors purchase securities or assets from other investors, rather than from issuing companies themselves. The national exchanges, such as the New York Exchange and the NASDAQ are secondary markets. In any secondary market trade, the cash proceeds go to an investor rather than to the underlying company/entity directly. In the primary market prices are often set beforehand, whereas in the secondary market only basic forces like supply and demand determine the price of the security.

Security – A financial instrument that represents: an ownership position in a publicly traded corporation (stock), a creditor relationship with a governmental body or a corporation (bond), or rights to ownership as represented by an option. A security is a fungible, negotiable instrument that represents some type of financial value.

Securities Lending – The act of loaning a stock, derivative, other security to an investor firm. Securities lending requires the borrower to put up collateral, whether cash, security or a letter of credit. When a security is loaned, the title and the ownership is also transferred to the borrower. The borrower hopes to profit by selling the security and buying it back at a lower price. Since ownership has been transferred temporarily to the borrower, the borrower is liable to pay any dividends out to the lender.

Serial Bond – A bond issue, usually a municipality, with various maturity dates scheduled at regular intervals until the entire issue is retired.

Share Certificates – A share certificate is a written document signed on behalf of a corporation, and serves a legal proof of ownership of the number of share indicated. Also refer to as “stock certificate.”

Sinking Fund – Money accumulated on a regular basis in a separate custodial account that is used to redeem debt securities or preferred stock issues.

Treasury Bills – Short-term U.S. government non-interest bearing debt securities with maturities of no longer than one year and issued in minimum denominations of $10,000. Auctions of three- and six-month bills are weekly, while auctions of one-year bills are monthly. The yields on these bills are monitored closely in the money markets for signs of interest rate trends.

Treasury Notes – Intermediate U.S. government debt securities with maturities of one to 10 years and issued in denominations ranging from $1,000 to $1 million or more.

Treasury Bonds (T-bills) – Long-term U.S. government debt securities with maturities of ten years or longer and issued in minimum denominations of $1,000. Currently the longest outstanding maturity for such securities is 30 years.

Uniform Net Capital Rule – SEC Rule 15C3-1 outlining capital requirements for broker/dealers.

Weighted Average Maturity (WAM) – The average maturity of all the securities that comprise a portfolio. According to the SEC rule 2a-7, the WAM for SEC registered money market mutual funds may not exceed 90 days and no one security may have a maturity that exceeds 397 days.

Yield – The current rate of return on an investment security generally expressed as a percentage of the security's current price.

Yield-to-call (YTC) – The rate of return an investor earns from a bond assuming the bond is redeemed (called) prior to its nominal maturity date.

Yield-to-maturity – The rate of return yielded by a debt security held to maturity when both interest payments and the investor's potential capital gain or loss are included in the calculation of return.

Zero-coupon Securities – Security that is issued at a discount and makes no periodic interest payments. The rate of return consists of a gradual accretion of the principal of the security and is payable at par upon maturity.

Memorandum

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

From: Logan Thatcher, Assistant to the City Manager

Date: July 25, 2022

Subject: Final Plat - Baker Landing

Agenda Item:

Consider approval of a final plat for 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-Rchlnd Lots 4, 5, 6 and 7, Tarrant County, Texas, otherwise known as 3209 Ash Park Drive, Richland Hills, Texas 76118

Background Information:

The applicant for this final plat is the Skorburg Company. They are building a 69-unit townhome development known as Baker Landing at 7100 Baker Boulevard and 3209 Ash Park Drive Lots 4,5,6 and 7. The Planning and Zoning Commission and City Council previously approved a Planned Development for this project. Approval of the final plat is the next step in the planned development process.

The Development Review Committee has reviewed the final plat and recommends approval.

Financial Considerations:

Approval of the final plat will require no additional funding from the City.

Legal Review:

N/A

Board/Citizen Input:

The Planning and Zoning Commission considered the final plat at their June 28, 2022 meeting and recommended approval 5-0.

Attachments:

Plat Application
Final Plat

Council Action Requested:

Motion to approve final plat for 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-Rchlnd Lots 4, 5, 6 and 7, Tarrant County, Texas, otherwise known as 3209 Ash Park Drive, Richland Hills, Texas 76118

CITY OF RICHLAND HILLS, TEXAS

3200 DIANA DRIVE • RICHLAND HILLS, TEXAS 76118 •
PHONE (817) 616-3770 • FAX (817) 616-3752
NEIGBORHOOD SERVICES

Plat Application

Indicate application type

	Preliminary Plat		Final Plat		Amended Plat		Replat		Vacated Plat

Property Owner Information

Name	LAND LINK REALTY LLC
Address	2005 ROCK DOVE CT, WESTLAKE, TX 76262
Contact Number	817 715 3613
Contact E-Mail	FARRUKH_AZIM@HOTMAIL.COM

I, the undersigned owner or authorized agent of the following described real property, located in the City of Richland Hills, Texas, hereby make application for a plat request as indicated above. The property is legally described as, POPPLEWELL, S SURVEY Abstract 1241 Tract 1E

(Provide legal description of property on line above)

GREENFIELD SUBDIVISION – RCHLND LOT [1A, 2A, 3A, 4, 5, 6, 7]

Signature	Manager Land Link Realty LLC	5/4/2022 Date

Size/Dimension of Property

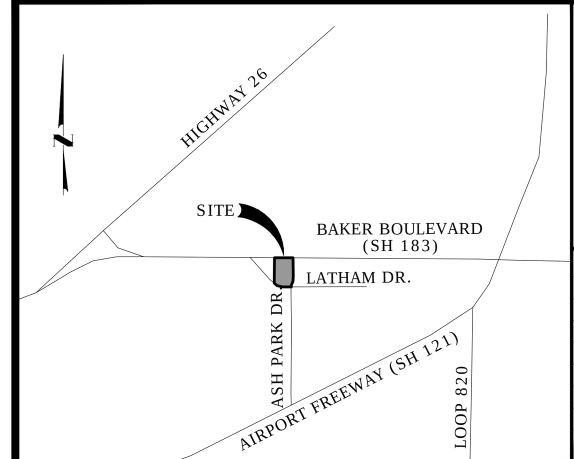
Area (square feet or acres)	Width (feet)	Length (feet)
7.106 Acres		

Applicant Information

Name	Carlos Casas, P.E.
Address	10003 Technology Blvd. Dallas, TX 75220
Contact Number	(972) 620-8204
Contact E-Mail	ccasas@strandae.com
Subject Site (Address)	Baker Boulevard and Ash Park Drive

For Official Use. Do not write below this line

Case Number	20220436	Date Received	06.24.2022
Accepted by	VRangel		
Comments	Receipt #350934 cc Received 06.24.2022		

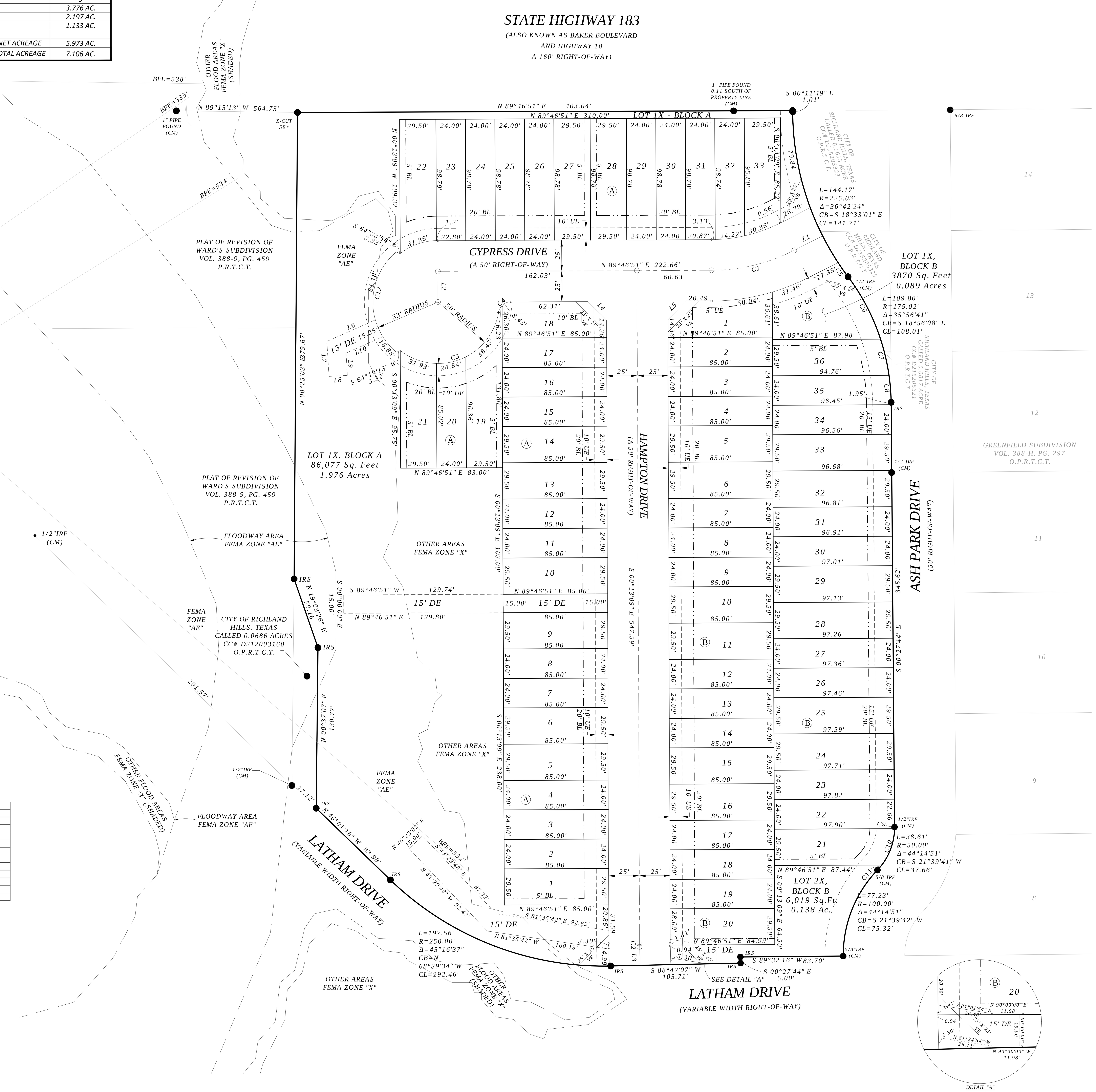


VICINITY MAP
(N.T.S.)

LEGEND:

O.P.R.T.C.T.	OFFICIAL PUBLIC RECORDS, TARRANT COUNTY, TEXAS
IRS	1/2" IRON ROD W/YELLOW CAP STAMPED "PIERCE-MURRAY" SET
BL	BUILDING LINE
UE	UTILITY EASEMENT DEDICATED VIA THIS PLAT
DE	DRAINAGE EASEMENT
OPE	OPEN SPACE EASEMENT
MIN. FFE	MINIMUM FINISHED FLOOR ELEVATION
AC.	ACRES

LAND USE TABLE	
RESIDENTIAL LOTS	69
NON-RESIDENTIAL LOTS	3
RESIDENTIAL ACREAGE	3.776 AC.
NON-RESIDENTIAL ACREAGE	2.197 AC.
RIGHT OF WAY DEDICATION	1.133 AC.
NET ACREAGE	5.973 AC.
TOTAL ACREAGE	7.106 AC.



LINE	BEARING	DISTANCE
L1	S 63°05'50" W	25.95'
L2	S 00°13'09" E	25.00'
L3	S 01°17'53" E	14.99'
L4	S 45°13'09" E	21.41'
L5	S 44°46'51" W	21.41'
L6	S 66°05'34" W	43.19'
L7	S 03°26'03" E	28.59'
L8	N 86°33'57" E	15.00'
L9	N 03°26'03" W	18.18'
L10	N 66°05'34" E	32.80'

CURVE	ARC LENGTH	RADIUS	DELTA ANGLE	CHORD BEARING	CHORD LENGTH
C1	69.86'	150.00'	26°41'02"	S 76°26'20" W	69.23'
C2	2.82'	150.00'	1°04'44"	S 00°45'31" E	2.82'
C3	226.90'	50.00'	260°00'20"	N 40°13'19" W	76.60'
C4	14.66'	10.50'	80°00'20"	N 49°46'41" E	13.50'
C5	14.23'	225.03'	3°37'20"	S 35°05'33" E	14.22'
C6	57.37'	175.02'	18°46'46"	S 27°31'05" E	57.11'
C7	30.31'	175.02'	9°55'18"	S 13°10'03" E	30.27'
C8	22.13'	175.02'	7°14'37"	S 04°35'06" E	22.11'
C9	1.34'	50.00'	1°31'50"	S 00°18'11" W	1.34'
C10	31.84'	50.00'	36°28'51"	S 19°18'31" W	31.30'
C11	5.44'	50.00'	6°14'11"	S 40°40'02" W	5.44'
C12	93.11'	53.00'	100°39'13"	S 00°01'49" E	81.59'

OWNER'S CERTIFICATE

STATE OF TEXAS §

COUNTY OF TARRANT §

WHEREAS LAND LINK REALTY, LLC IS THE SOLE OWNER OF A 7.106 TRACT OF LAND SITUATED IN THE SIMCOE POPPLEWELL SURVEY, ABSTRACT NUMBER 1241, TARRANT COUNTY, TEXAS AND BEING ALL OF THAT CERTAIN TRACT OF LAND (TRACT 2) DESCRIBED IN DEED TO PRD ASH PARK, L.L.C., AS RECORDED IN COUNTY CLERK'S FILE NUMBER D210177422, OFFICIAL PUBLIC RECORDS, TARRANT COUNTY, TEXAS, SAID TRACT 2 BEING BETTER DESCRIBED IN DEED RECORDED IN COUNTY CLERK'S FILE NUMBER D201251083, OFFICIAL PUBLIC RECORDS, TARRANT COUNTY, TEXAS AND BEING THE REMAINDER OF LOTS 1 THROUGH 3 AND ALL OF LOTS 4 THROUGH 7, GREENFIELD SUBDIVISION, AS RECORDED IN VOLUME 388-H, PAGE 297, PLAT RECORDS, TARRANT COUNTY, TEXAS AND BEING MORE PARTICULARLY DESCRIBED BY METES AND BOUNDS AS FOLLOWS:

BEGINNING AT A 5/8 INCH IRON ROD FOUND FOR THE SOUTHEAST CORNER OF SAID LOT 7, SAID IRON BEING AT THE INTERSECTION OF THE WEST RIGHT-OF-WAY LINE OF ASH PARK DRIVE (A 50' RIGHT-OF-WAY) AND THE EXISTING NORTH RIGHT-OF-WAY LINE OF LATHAM DRIVE (A VARIABLE WIDTH RIGHT-OF-WAY);

THENCE S 89°32'16"W A DISTANCE OF 83.70 FEET ALONG THE SOUTH LINE OF SAID LOT 7 AND THE NORTH LINE OF SAID EXISTING RIGHT-OF-WAY LINE TO A 1/2 INCH IRON ROD WITH CAP STAMPED "PIERCE MURRAY" SET, BEING THE SOUTHWEST CORNER OF SAID LOT 7 AND BEING IN THE EAST LINE OF SAID PRD ASH PARK TRACT;

THENCE S 00°27'44"E A DISTANCE OF 5.00 FEET ALONG THE EAST LINE OF SAID PRD ASH PARK TRACT AND CONTINUING ALONG SAID EXISTING RIGHT-OF-WAY LINE TO A 1/2 INCH IRON ROD WITH CAP STAMPED "PIERCE MURRAY" SET;

THENCE S 88°42'07"W, A DISTANCE OF 105.71 FEET ALONG SAID EXISTING RIGHT-OF-WAY LINE TO A 1/2 INCH IRON ROD WITH CAP STAMPED "PIERCE MURRAY" SET AT THE BEGINNING OF A CURVE TO THE RIGHT;

THENCE CONTINUING ALONG SAID EXISTING RIGHT-OF-WAY LINE AND WITH SAID CURVE, AN ARC DISTANCE OF 197.56 FEET, THROUGH A CENTRAL ANGLE OF 45°16'37", HAVING A RADIUS OF 250.00 FEET AND A LONG CHORD OF WHICH BEARS N 68°39'34"W, 192.46 FEET TO A 1/2 INCH IRON ROD WITH CAP STAMPED "PIERCE MURRAY" SET;

THENCE N 46°01'16"W, A DISTANCE OF 83.98 FEET CONTINUING ALONG SAID RIGHT-OF-WAY LINE TO A 1/2 INCH IRON ROD WITH CAP STAMPED "PIERCE MURRAY" SET AT THE SOUTHEAST CORNER OF THAT CERTAIN CALLED 0.0686 ACRE TRACT OF LAND DESCRIBED IN DEED TO THE CITY OF RICHLAND HILLS, TEXAS AS RECORDED IN COUNTY CLERK'S FILE NUMBER D212003160, OFFICIAL PUBLIC RECORDS, TARRANT COUNTY, TEXAS AND FROM WHICH A 1/2 IRON ROD FOUND FOR THE SOUTHWEST CORNER OF SAID CITY OF RICHLAND HILLS TRACT BEARS N 46°01'16"W, 27.12 FEET;

THENCE N 00°37'07"E, A DISTANCE OF 130.77 FEET DEPARTING SAID EXISTING RIGHT-OF-WAY LINE AND WITH THE EAST LINE OF SAID CALLED 0.0686 ACRE TRACT TO A 1/2 INCH IRON ROD WITH CAP STAMPED "PIERCE MURRAY" SET;

THENCE N 19°08'26"W, A DISTANCE OF 59.16 FEET CONTINUING ALONG SAID EAST LINE TO A 1/2 INCH IRON ROD WITH CAP STAMPED "PIERCE MURRAY" SET, BEING THE MOST NORTHERLY CORNER OF SAID CALLED 0.0686 ACRE TRACT AND BEING IN EAST LINE OF THE PLAT OF REVISION OF WARD'S SUBDIVISION, AS RECORDED IN VOLUME 388-9, PAGE 459, PLAT RECORDS, TARRANT COUNTY, TEXAS;

THENCE N 00°25'03"E, A DISTANCE OF 379.67 FEET ALONG THE EAST LINE OF SAID WARD'S SUBDIVISION TO A X-CUT SET IN THE SOUTH RIGHT-OF-WAY LINE OF STATE HIGHWAY 183 (ALSO KNOWN AS BAKER BOULEVARD AND HIGHWAY 10, A 160' RIGHT-OF-WAY), FROM WHICH A ONE INCH PIPE FOUND BEARS N 89°15'13"W, 564.75 FEET;

THENCE N 89°46'51"E, ALONG THE SAID SOUTH RIGHT-OF-WAY LINE, AT 355.00 FEET PASS A ONE INCH PIPE FOUND FOR THE NORTHWEST CORNER OF THE AFOREMENTIONED LOT 1, GREENFIELD SUBDIVISION, IN ALL A TOTAL DISTANCE OF 403.04 FEET TO A 1/2 INCH IRON ROD WITH CAP STAMPED "PIERCE MURRAY" SET, BEING THE NORTHEAST CORNER OF THE REMAINDER OF SAID LOT 1 AND BEING THE NORTHWEST CORNER OF THAT CERTAIN CALLED 0.1613 ACRE TRACT OF LAND DESCRIBED IN DEED TO THE CITY OF RICHLAND HILLS, TEXAS, AS RECORDED IN COUNTY CLERK'S FILE NUMBER D215205323, OFFICIAL PUBLIC RECORDS, TARRANT COUNTY, TEXAS AND SAID IRON BEING AT THE INTERSECTION OF SAID SOUTH RIGHT-OF-WAY LINE AND THE WEST RIGHT-OF-WAY LINE OF ASH PARK DRIVE;

THENCE THE FOLLOWING COURSES AND DISTANCES ALONG THE WEST RIGHT-OF-WAY LINE OF SAID ASH PARK DRIVE:

S 00°11'49"E, A DISTANCE OF 1.01 FEET TO A 1/2 INCH IRON ROD WITH CAP STAMPED "PIERCE MURRAY" SET AT THE BEGINNING OF A CURVE TO THE LEFT;

WITH SAID CURVE, AN ARC DISTANCE OF 144.17 FEET, THROUGH A CENTRAL ANGLE OF 36°42'24", HAVING A RADIUS OF 225.03 AND A LONG CHORD OF WHICH BEARS S 18°33'01"E, 141.71 FEET TO A 1/2 INCH IRON ROD FOUND AT THE BEGINNING OF A REVERSE CURVE TO THE RIGHT;

WITH SAID CURVE, AN ARC DISTANCE OF 109.80 FEET, THROUGH A CENTRAL ANGLE OF 35°56'41", HAVING A RADIUS OF 175.02 FEET AND A LONG CHORD OF WHICH BEARS S 18°56'08"E, A DISTANCE OF 108.01 FEET TO A 1/2 INCH IRON ROD WITH CAP STAMPED "PIERCE MURRAY" SET IN THE ORIGINAL WEST RIGHT-OF-WAY LINE OF SAID ASH PARK DRIVE AND BEING THE SOUTH CORNER OF THAT CERTAIN CALLED 0.0017 ACRE TRACT OF LAND DESCRIBED IN DEED TO THE CITY OF RICHLAND HILLS, TEXAS, AS RECORDED IN COUNTY CLERK'S FILE NUMBER D215205321, OFFICIAL PUBLIC RECORDS, TARRANT COUNTY, TEXAS;

S 00°27'44"E, AT A DISTANCE OF 57.08 FEET PASS A 1/2 INCH IRON ROD FOUND FOR THE COMMON CORNER OF THE SOUTHEAST CORNER OF SAID LOT 3 AND THE NORTHEAST CORNER OF SAID LOT 4, IN ALL A TOTAL DISTANCE OF 345.62 FEET TO A 1/2 INCH IRON ROD FOUND AT THE BEGINNING OF A CURVE TO THE RIGHT;

WITH SAID CURVE, AN ARC DISTANCE OF 38.61 FEET, THROUGH A CENTRAL ANGLE OF 44°14'51"E, HAVING A RADIUS OF 50.00 FEET AND A LONG CHORD OF WHICH BEARS S 21°39'41"W, 37.66 FEET TO A 5/8 INCH IRON ROD FOUND AT THE BEGINNING OF A REVERSE CURVE TO THE LEFT;

WITH SAID CURVE, AN ARC DISTANCE OF 77.23 FEET, THROUGH A CENTRAL ANGLE OF 44°14'51", HAVING A RADIUS OF 100.00 FEET AND A LONG CHORD OF WHICH BEARS S 21°39'42"W, 75.32 FEET RETURNING TO THE POINT OF BEGINNING AND CONTAINING 309,537 SQUARE FEET OR 7.106 ACRES OF LAND, MORE OR LESS.

NOW THEREFORE KNOW ALL PERSONS BY THIS PRESENTS:

THAT, LAND LINK REALTY, LLC, DO HEREBY ADOPT THIS PLAT BAKER LANDING: LOTS 1X AND LOTS 1-33, BLOCK A AND LOT 1X, 2X AND LOTS 1-36, BLOCK B, BEING 7.106 ACRES OF LAND SITUATED IN THE SIMCOE POPPLEWELL SURVEY, ABSTRACT NUMBER 1241, TARRANT COUNTY, TEXAS AND DO HEREBY DEDICATE TO THE PUBLIC'S USE FOREVER THE RIGHT-OF-WAY AND EASEMENTS SHOWN HEREON.

EXECUTED AT FORT WORTH, TEXAS, THIS THE ___________DAY OF _______________________, 2022.

LAND LINK REALTY, LLC

____
OWNER/DEVELOPER

STATE OF TEXAS §

COUNTY OF TARRANT §

BEFORE ME, THE UNDERSIGNED AUTHORITY, ON THIS DAY PERSONALLY APPEARED ____________________, FOR _____________________KNOWN TO BE THE PERSON WHOSE NAME IS SUBSCRIBED TO THE FOREGOING INSTRUMENT AND ACKNOWLEDGED TO ME THAT HE EXECUTED THE SAME FOR THE PURPOSE AND CONSIDERATION THEREIN EXPRESSED, IN THE CAPACITY THEREIN SATATED AND AS THE ACT AND DEED OF SAID CORPORATION.

WITNESSED UNDER MY HAND AND SEAL OF OFFICE THIS THE ___________, DAY OF _______________2022.

____
NOTARY PUBLIC IN AND FOR THE STATE OF TEXAS

CERTIFICATE OF APPROVAL OF PLANNING AND ZONING COMMISSION

THIS PLAT HAS BEEN SUBMITTED TO AND CONSIDERED BY THE PLANNING AND ZONING COMMISSION OF THE CITY OF RICHLAND HILLS, TEXAS, AND IS HEREBY APPROVED BY SUCH COMMISSION.

DATE THIS _______ DAY OF ________, 20___.

BY:______________________________
TITLE:

ATTEST:__________________________________
TITLE:

GENERAL NOTES

1. BEARINGS BASED ON TEXAS COORDINATE SYSTEM, NAD 83, NORTH CENTRAL ZONE 4202, VIA THE ALLTERRA RTKNET VRS NETWORK.

2. FLOODPLAIN INFORMATION SHOWN HEREON IS SCALED IN FROM THE NATIONAL FLOOD INSURANCE PROGRAM, FLOOD INSURANCE RATE MAP NUMBER 48439C0215L WITH A REVISION DATE OF MARCH 21, 2019.

SURVEYOR'S CERTIFICATION

I, CAMDEN D. PIERCE, THE UNDERSIGNED, A REGISTERED PROFESSIONAL LAND SURVEYOR IN THE STATE OF TEXAS, HEREBY CERTIFY THAT THIS PLAT IS TRUE AND CORRECT AND WAS PREPARED FROM AN ACTUAL SURVEY OF THE PROPERTY MADE UNDER MY SUPERVISION ON THE GROUND.

____
CAMDEN D. PIERCE, RPLS 6791
DATE: MARCH, 2022

800 TALLYHO CIRCLE
TYLER, TEXAS 75703
(817) 239-5646
(903) 539-2256
TBPELS FIRM REGISTRATION NO. 10194437

DEVELOPER
LAND LINK REALTY, LLC
2005 ROCK DOVE CT.
WESTLAKE, TX 76262
817-715-3613

ENGINEER
STRAND
10003 TECHNOLOGY BLVD. WEST
DALLAS, TX 75220

SURVEYOR
PIERCE-MURRAY LAND SOLUTIONS, LLC
800 TALLYHO CIR.
TYLER, TX 75703

FINAL PLAT

BAKER LANDING

LOT 1X AND LOTS 1-33, BLOCK A, AND LOTS 1X-2X, AND LOTS 1-36, BLOCK B, BEING 7.106 ACRES OF LAND SITUATED IN THE SIMCOE POPPLEWELL SURVEY, ABSTRACT NUMBER 1241, TARRANT COUNTY, TEXAS

THIS PLAT IS RECORDED IN DOCUMENT NUMBER_____________________________ , DATE:_________________________

Memorandum

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

From: Logan Thatcher, Assistant to the City Manager

Date: July 25, 2022

Subject: 3662 Popplewell Street SUP Request

Agenda Item:

Consider Ordinance 1453-22, a Specific Use Permit to permit a Guesthouse for the property described as Block 37 Lot 6 Richland Hills Addition, Richland Hills, Texas, otherwise known as 3662 Popplewell Street, Richland Hills, Texas 76118 **PUBLIC HEARING**

Background Information:

The property at 3662 Popplewell is a 42,000 square foot lot owned by Dora Valdez. The lot is currently zoned SF-10 Single-Family Residential.

The applicant is seeking a Specific Use Permit (SUP) for construction of a Guest House. A Specific Use Permit (SUP) is required to have a guest house in the SF-10 zoning district. City staff will confirm that all guest house requirements are met before approving plans and issuing permits for the guest house structure.

Financial Considerations:

Approval of the Specific Use Permit will not require additional funding from the City.

Legal Review:

N/A

Board/Citizen Input:

The Planning and Zoning Commission considered the Specific Use Permit at their June 28, 2022 meeting and recommended approval 5-0.

Attachments:

Specific Use Permit Application
Location Map
Property Photo
Proposed Plans
Guest House Requirements
Ordinance 1453-22

Council Action Requested:

Motion to approve Ordinance 1453-22, a Specific Use Permit to permit a Guesthouse for the property described as Block 37 Lot 6 Richland Hills Addition, Richland Hills, Texas, otherwise known as 3662 Popplewell Street, 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: Dora Valdez

Business Name:

Phone: 817 808 0530 Email dora1valdez@yahoo.com

Property Information

Property Address 3662 Popplewell St Square Feet 734

Building Owner Dora Valdez, Rebecca Aguirre Deed Date 04-03-2020

Company Phone

Owner Address 3662 Popplewell St

Owner's Phone # Owner's Email

Previous Occupant Mr&Mrs Jesse Hackfeld

Current Zoning

Zoning Request

Please describe the nature of your request

Guest House

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: Dora Valdez Date:

Public Hearing Information

Planning & Zoning Hearing Date ______________

City Council Hearing Date ______________

This Zoning Case has been:

- ☐ Approved
- ☐ Denied
- ☐ Approved with amendments

Ordinance # ______________

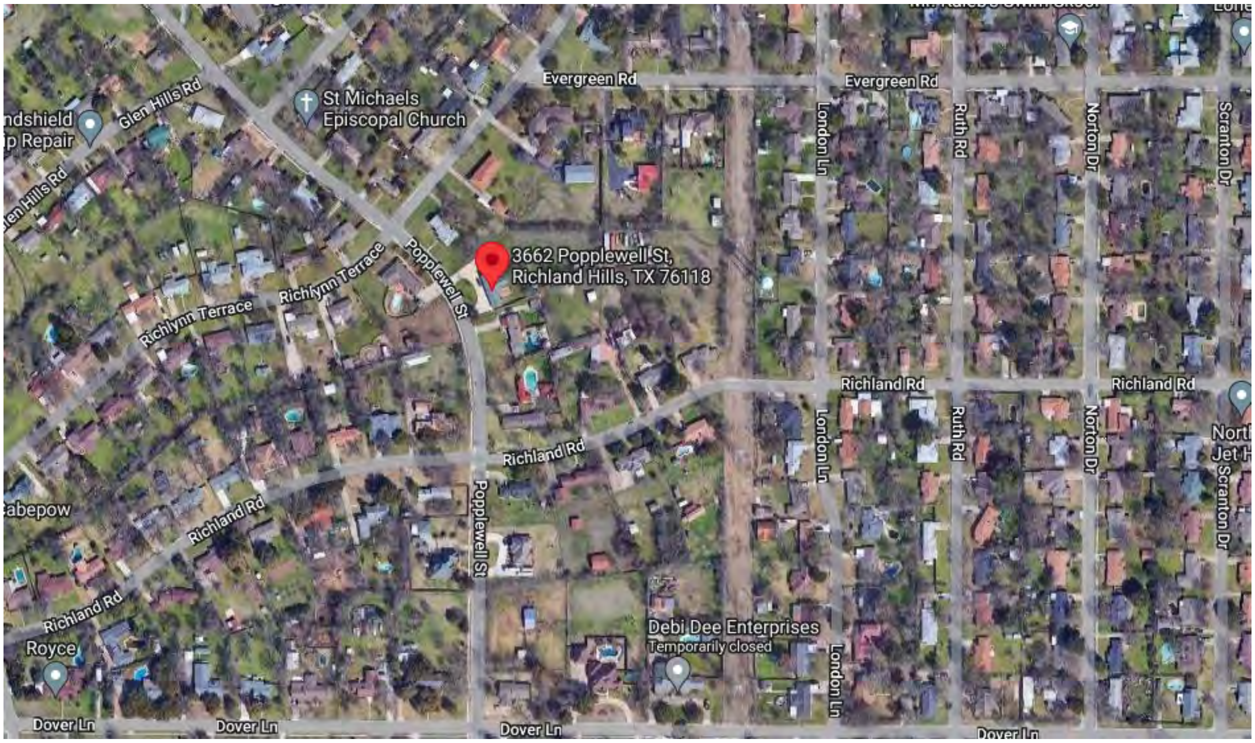
Notes

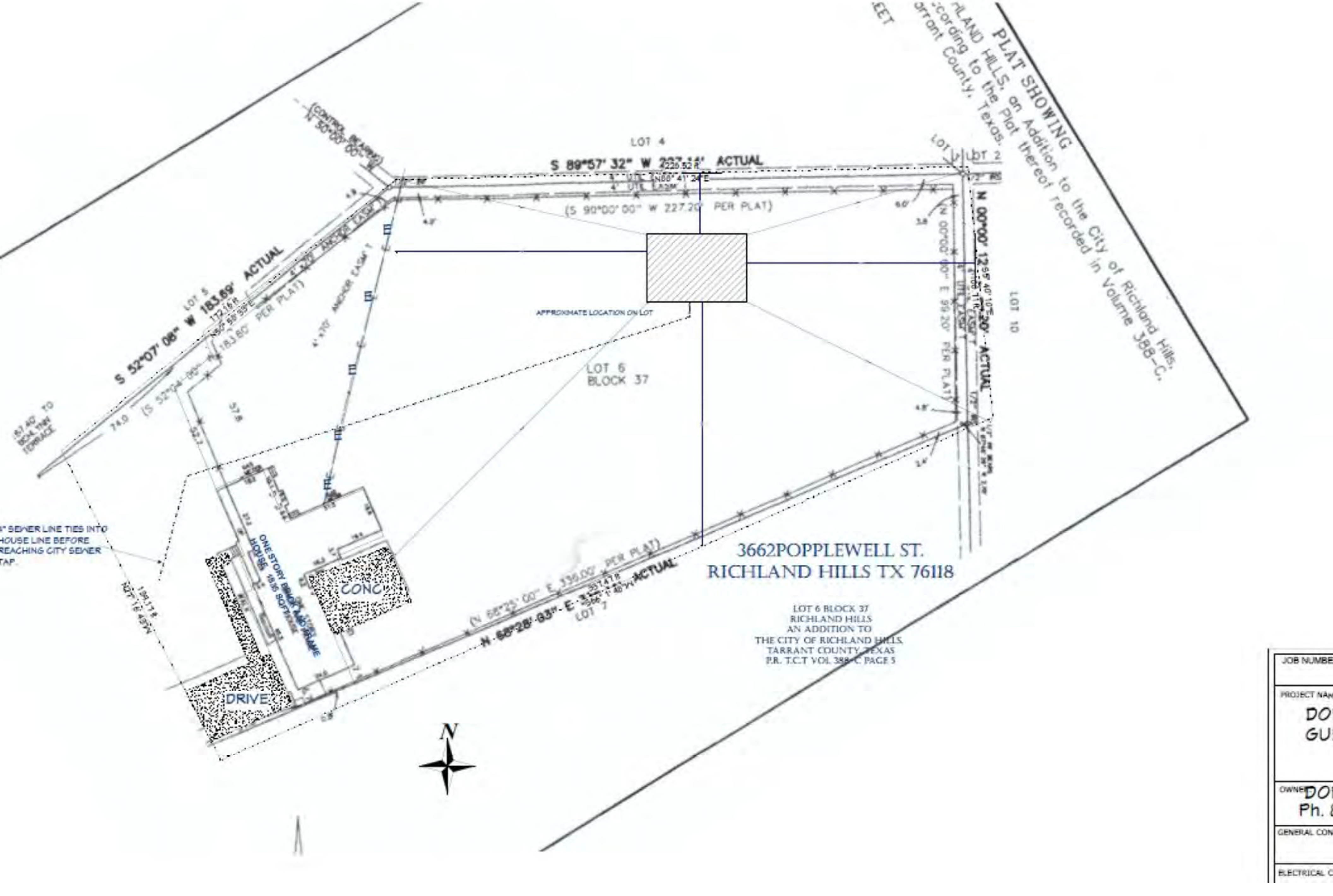
Permit # 20220309

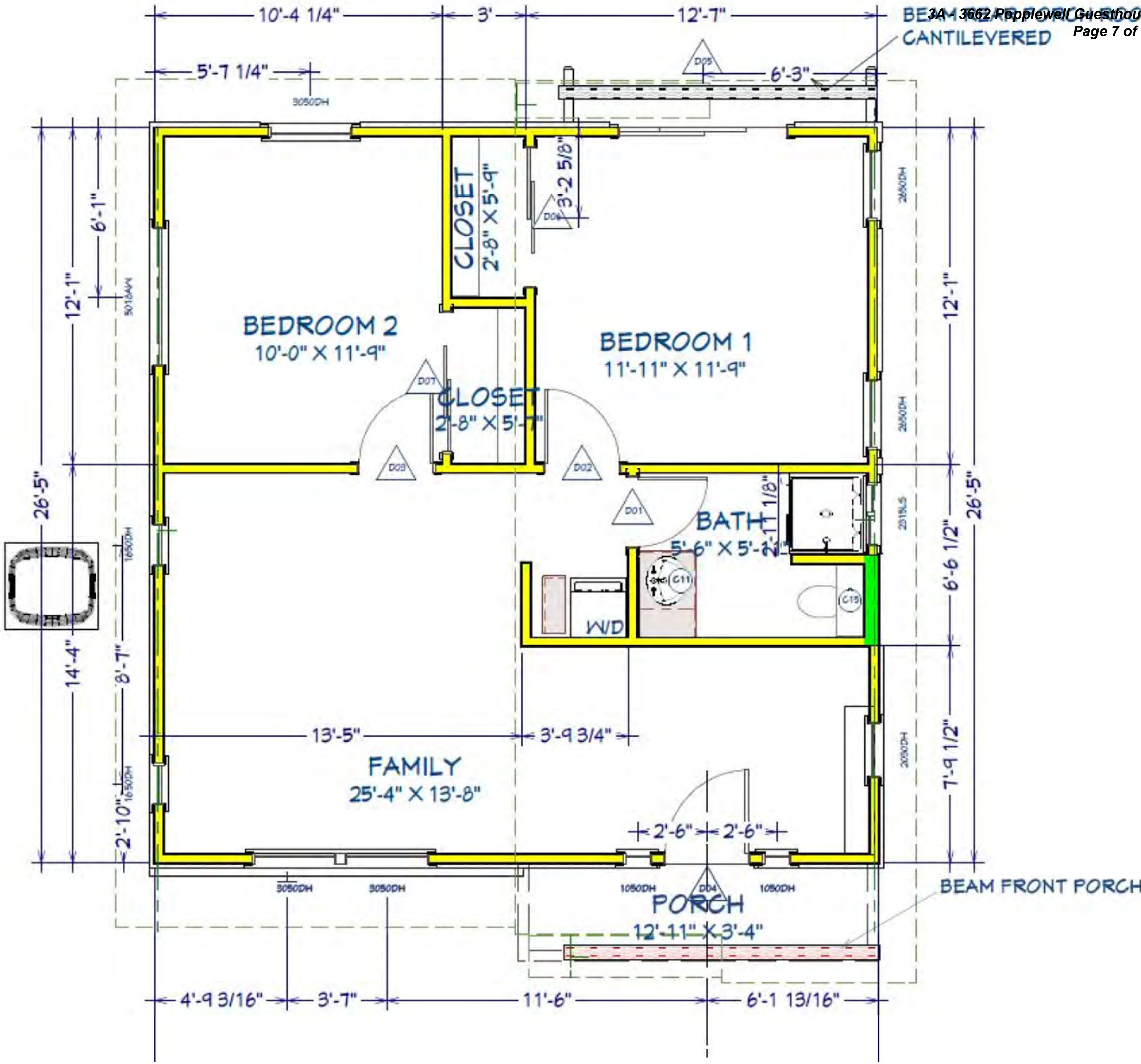
Receipt # 347561 cc

Processed By Vrangel

3662 Popplewell Street




PLAT SHOWING
LOT 4
S 89°57' 32" W 227.14' ACTUAL
(S 90°00' 00" W 227.20' PER PLAT)
S 52°07' 08" W 183.69' ACTUAL
183.60' PER PLAT
N 00°00' 12" W 99.20' ACTUAL
(N 00°00' 00" E 99.20' PER PLAT)
LOT 10
LOT 5
LOT 6
BLOCK 37
LOT 7
APPROXIMATE LOCATION ON LOT
(N 68°25' 00" E 336.00' PER PLAT)
N 68°28' 03" E ACTUAL
ONE STORY BRICK AND FRAME HOUSE
CONC
DRIVE
4" SEWER LINE TIES INTO HOUSE LINE BEFORE REACHING CITY SEWER TAP.
3662POPPLEWELL ST.
RICHLAND HILLS TX 76118
LOT 6 BLOCK 37
RICHLAND HILLS
AN ADDITION TO
THE CITY OF RICHLAND HILLS,
TARRANT COUNTY, TEXAS
P.R. T.C.T VOL 388-C PAGE 5
N
JOB NUMBE
PROJECT NA
GENERAL CON
ELECTRICAL C


BEAM REAR PORCH ROOF CANTILEVERED
BEDROOM 2
10'-0" X 11'-9"
BEDROOM 1
11'-11" X 11'-9"
CLOSET
2'-8" X 5'-9"
CLOSET
2'-8" X 5'-7"
BATH
5'-6" X 5'-11"
W/D
FAMILY
25'-4" X 13'-8"
PORCH
12'-11" X 3'-4"
BEAM FRONT PORCH
10'-4 1/4"
3'
12'-7"
5'-7 1/4"
6'-3"
3'-2 5/8"
26'-5"
12'-1"
6'-1"
14'-4"
8'-7"
2'-10"
6'-6 1/2"
7'-9 1/2"
13'-5"
3'-9 3/4"
2'-6"
2'-6"
4'-9 3/16"
3'-7"
11'-6"
6'-1 13/16"

Guest House Requirements

(19) Guest house. In addition to any requirements or regulations outlined within the specific use permit, guest houses shall be subject to the following development standards:

(a)Only one guest house shall be allowed on a single parcel of record.

(b)The guest house, along with the main dwelling, may not exceed the allowable site coverage for the zoning district.

(c)The guest house shall:

1.Not exceed 40 percent of the livable floor area of the main structure.

2.Not contain more than one bathroom facility.

3.Not contain a kitchen, including a range, stove or cooktop.

4.Be designed to ensure visual harmony, consistency, and compatibility with the main dwelling on the site and with other residential structures in the area, and meet all applicable masonry requirements.

5.Meet the setback requirements for accessory structures as stated in section 4.02.01 Residential Accessory Structures.

6.Not be separately rented or leased from the main dwelling, whether compensation is direct or indirect.

7.Not be sold separately from sale of the entire property, including the main structure, and the property shall not be replatted in a manner that would allow the accessory structure to become a main structure.

8.Register and receive annual inspections as outlined:

a. Each guest house shall be registered annually. If there is any change in occupancy of the structure longer than three weeks, registration shall be updated at that time.

b. Inspections shall be required annually. It shall be the responsibility of the property owner to request and schedule an inspection at the time of annual registration.

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

ORDINANCE NO. 1453-22

AN ORDINANCE AMENDING CHAPTER 90 OF THE CITY CODE, AS AMENDED, THE COMPREHENSIVE ZONING ORDINANCE OF THE CITY OF RICHLAND HILLS, BY GRANTING A SPECIFIC USE PERMIT PERMITTING A GUEST HOUSE ON CERTAIN PROPERTY LOCATED AT 3662 POPPLEWELL STREET, RICHLAND HILLS, TEXAS; 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 comprehensive zoning ordinance, codified as Chapter 90 of the City Code, and a comprehensive zoning 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, in accordance with the Comprehensive Zoning Ordinance, the owner of the property referenced below has filed an application for a Specific Use Permit for a Guesthouse in the “SF-10 Single-Family Residential” (SF-10) Zoning District; and

WHEREAS, a public hearing was duly held by the Planning and Zoning Commission of the City on June 28, 2022, and by the City Council of the City on July 25, 2022, with respect to the 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 comprehensive 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 grant such permit on the terms and conditions described herein.

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

SECTION 1.
SPECIAL USE PERMIT GRANTED

Chapter 90 of the City Code, as amended, is hereby amended so that a specific use permit is granted as shown and described below:

Applicant: Dora Valdez

Property Address: 3662 Popplewell Street, Richland Hills, Texas

Legal Description: Lot 6, Block 37, RICHLAND HILLS ADDITION, an Addition to the City of Richland Hills, Tarrant County, Texas, according to map or plat thereof recorded in Volume 388-C, Page 164, of the Map and/or Plat Records, Tarrant County, Texas.

Zoning Change: The property shall remain located in the “SF-10 Single-Family Residential” (SF-10) Zoning District, and a Specific Use Permit permitting a Guest House be place upon the property is hereby granted subject to the terms and conditions provided herein.

SECTION 2.
ACCORDANCE WITH COMPREHENSIVE PLAN AND PURPOSES OF ZONING

The zoning districts, boundaries, and uses as herein established herein have been made in accordance with the comprehensive plan for the purpose of promoting the health, safety, morals, and general welfare of the community. They have been designed to lessen congestion in the streets; to secure safety from fire, panic, flood, and other dangers; to provide adequate light and air; to prevent overcrowding of land; to avoid undue concentration of population; and to facilitate the adequate provisions 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.
ZONING ORDINANCE AND SPECIAL TERMS AND CONDITIONS APPLICABLE

The use of the property described herein shall be subject to all the applicable regulations contained in the Comprehensive Zoning Ordinance and all other applicable and pertinent ordinances of the City, for the zoning district into which they have been assigned.

SECTION 4.
ORDINANCE CUMULATIVE

This Ordinance shall be cumulative of all other ordinances of the City of Richland Hills affecting zoning and land use, as amended, 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 5.
PENALTY CLAUSE

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 6.
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 7.
SEVERABILITY CLAUSE

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 8.
PUBLICATION CLAUSE

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

SECTION 9.
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.

APPROVED AND ADOPTED at a regular meeting of the Richland Hills City Council on July 25, 2022, by a vote of _____ ayes, _____ nays, and _____ abstentions.

APPROVED:

____
THE HONORABLE MAYOR EDWARD LOPEZ

ATTEST:

____
LINDSAY WELLS, CITY SECRETARY

APPROVED AS TO FORM:

____
JAMES DONOVAN, CITY ATTORNEY

Memorandum

To: Honorable Mayor Edward Lopez and Richland Hills City Council

From: Logan Thatcher, Assistant to the City Manager

Date: July 25, 2022

Subject: PD 2022-0414 Richland Crossing

Agenda Item:

Consider Ordinance 1454-22, a Planned Development to construct Townhomes for the property described as Block L Lots 7 and 8A Richland Hills Addition, otherwise known as 7145 Baker Boulevard, Richland Hills, Texas 76118 and Block L Lot 6 Richland Hills Addition, otherwise known as 7151 Baker Boulevard, Richland Hills, Texas 76118 **PUBLIC HEARING**

Background Information:

The property at 7151 Baker Boulevard is currently zoned Planned Development with a base zoning of Single-Family Residential SF-7 and Multiple-Family Residential MF-2. Robert Maxey with MetroCom Properties, Inc. is requesting a zoning change to Planned Development with a base zoning of only Multiple-Family Residential MF-2. MetroCom Properties is proposing to build 51 townhomes on the property. The proposed name of the development is Richland Crossing.

A Planned Development for 24 single-family garden style homes and 24 townhomes called Richland Villas was previously approved for the property in November 2018 (see site plan attached to this memo). The developer for the project completed the platting process but ultimately decided not to move forward with development. MetroCom Properties is interested in creating a new Planned Development with a similar site plan as what was previously approved.

<u>Development Review Committee Comments</u>

The City's Development Review Committee has reviewed the Richland Crossing proposal on several occasions and worked with the developer on items to be addressed (see attached staff comment sheet). Included in their planned development package is a chart showing the current approved MF-2 standards for the property along with the proposal's new development standards. The Richland Crossings development, as presented, meets current City codes and regulations and does not present any health and safety concerns to surrounding properties.

<u>Surrounding Use & Future Land Use Considerations</u>

Across the street from the property there are 2 multi-family apartment complexes along with some retail. A new townhome development will soon be under construction at the corner of Baker Boulevard and Ash Park Drive. There is a church to the west of the property along with commercial to the east of it. Directly north of the property are single family homes.

The Future Land Use Plan shows the property developing as Light Commercial. Though the requested change is not consistent with the future land use designation, it is congruent with surrounding and future uses.

Below is information from the City's 2014 Comprehensive Plan which may provide some guidance as City Council considers this request:

Since the proposed project is a Planned Unit Development, and not a development by right, the Comprehensive Plan becomes an important part of evaluating whether this proposal fits with the City's long-term vision. Development proposals that are inconsistent with the Future Land Use Plan (or that do not meet its general intent) should be reviewed and evaluated based on the following questions:

- *Will the proposed change enhance the site and the surrounding area?*
- *Is the necessary infrastructure already in place?*
- *Is the proposed change a better use than that recommended by the Future Land Use Plan?*
- *Will the proposed use impact adjacent residential areas in a negative manner? Or, will the proposed use be compatible with, and/or enhance, adjacent residential areas?*
- *Are uses adjacent to the proposed use similar in nature in terms of appearance, hours of operation, and other general aspects of compatibility?*
- *Does the proposed use present a significant benefit to the public health, safety and welfare of the community? Would it contribute to the City's long-term economic wellbeing?*

It is important to recognize that proposals contrary to the 2014 Comprehensive Plan could be an improvement over the uses shown on the map for a particular area. This may be due to changing markets, the quality of proposed developments and/or economic trends that occur at some point in the future after the plan is adopted. If such changes occur, and especially if there is a significant benefit to the City, then these proposals should be approved, and the Future Land Use Map should be amended accordingly.

.

Financial Considerations:

MetroCom Properties is requesting financial participation for the project from the Baker Boulevard Tax Increment Reinvestment Zone (TIRZ). They are seeking $400,000 in reimbursements for public infrastructure improvements to be paid after completion and City acceptance of the public improvements. MetroCom Properties is also requesting an annual reimbursement equal to 35% of the contributions the townhome development will bring each year to the Baker Boulevard TIRZ up to a maximum contribution amount of $324,618.

The proposed financial request will be considered by both the Tax Increment Reinvestment Zone (TIRZ) Board and City Council on July 25, 2022. More specific details about the request can be found under Item 5A on this agenda.

Legal Review:

The City Attorney has reviewed the planned development ordinance.

Board/Citizen Input:

The Planning and Zoning Commission considered the Planned Development at their June 28, 2022 meeting and recommended to deny the request by a vote of 3-2. Some members of the Planning & Zoning Commission expressed concern that the proposal was not the best fit for the area and the property should be retained for commercial uses.

Attachments:

PD Application
Location Map
Property Photo
Richland Crossing Planned Development Proposal
Richland Villas Site Plan (previously approved Planned Development)
Development Review Committee Comments
Richland Hills Zoning Map
Richland Hills Future Land Use Map
Multiple-Family Development Regulations
Ordinance 1454-22

Council Action Requested:

Motion to approve Ordinance 1454-22, a Planned Development to construct Townhomes for the property described as Block L Lots 7 and 8A Richland Hills Addition, otherwise known as 7145 Baker Boulevard, Richland Hills, Texas 76118 and Block L Lot 6 Richland Hills Addition, otherwise known as 7151 Baker Boulevard, Richland Hills, Texas 76118

City of Richland Hills
Zoning Application

Application Type

- [ ] Specific Use Permit
- [x] Planned Development
- [ ] Zoning Text Amendment
- [ ] Zoning Map Amendment

Applicant Information

Applicant's Name: Robert Maxey

Business Name: MetroCom Properties, Inc.

Phone: 214-536-6345

Email maxey@metrocomproperties.com

Property Information

Property Address	7151 Baker Blvd.	Square Feet	216,493.20 (4.97 ac.)
Building Owner	John Gibson	Deed Date	6/12/2003
Company	183 Poppelwell, LLC	Phone	
Owner Address	1618 Syracuse Dr. Richardson, TX 75081		
Owner's Phone #	214-384-9299	Owner's Email	jwgib@aol.com
Previous Occupant	Project Richland Hills West		
Current Zoning	PD MF-2 and SF-7		

Zoning Request

Please describe the nature of your request

Rezone property from PD MF-2 and SF-7 to a PD MF-2 residential to construct 51 town home lots.

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: Robert Maxey

Date: 4/15/2022

Public Hearing Information

Planning & Zoning Hearing Date June 28th, 2022

City Council Hearing Date July 25th, 2022

This Zoning Case has been:

- ☐ Approved
- ☐ Denied
- ☐ Approved with amendments

Ordinance # ____________

Notes

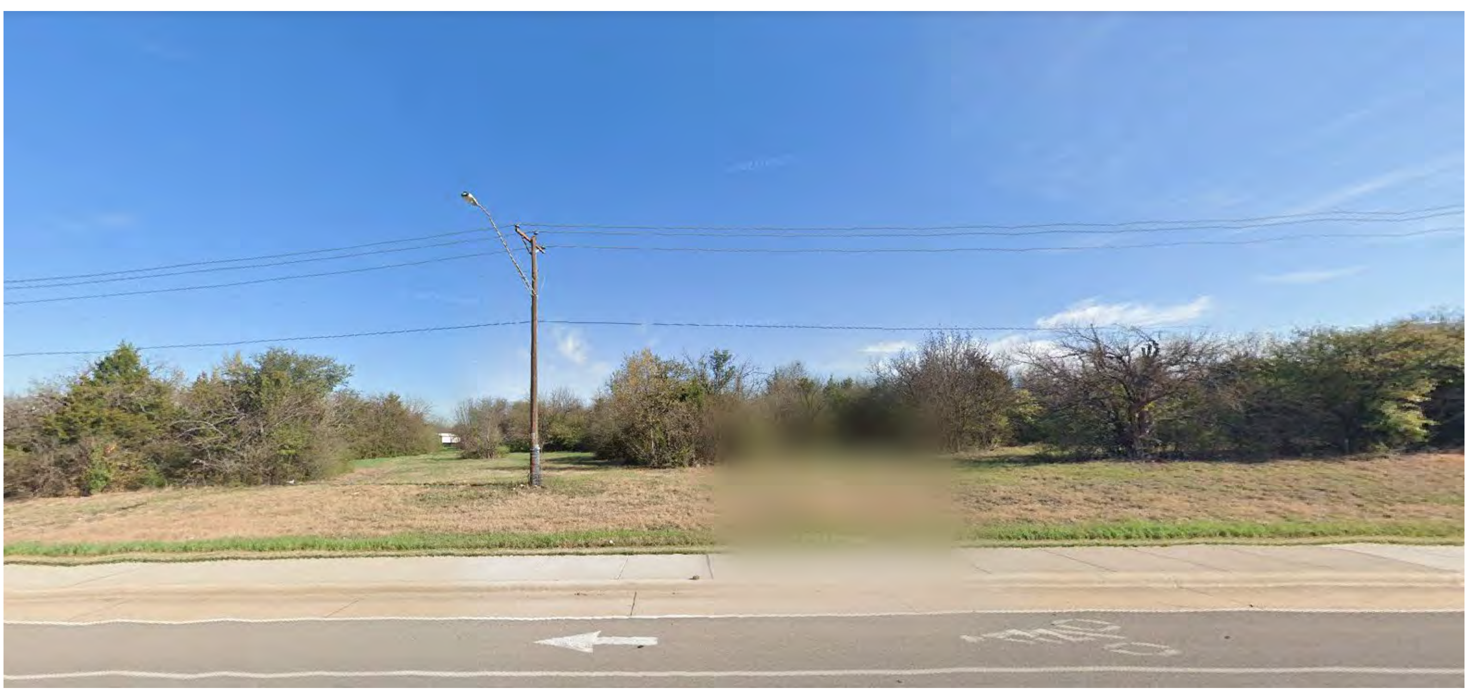
Permit # 20220414

Receipt # 350438 check

Received payment: 06·16·2022

Processed By VRangel


Bridges Ave
Bridges Ave
Bridges Ave
Bridges Ave
Bridges Ave
Bridges Ave
Vance Rd
Vance Rd
Popplewell St
Popplewell St
STC Applications
Temporarily closed
Richland Hills
Masonic Lodge
Messiah Baptist Church
Baker Boulevard
Church Christ
Hair Mirage
Best Care Home Health
Meadows
Baker Blvd
Baker Blvd
Baker Blvd
183
183
183



Richland Crossing Townhomes

NEIGHBORHOOD DESIGN

The proposed development for Richland Crossing Townhomes is designed to create an enhanced community of rear entry townhomes in the city of Richland Hills.

The existing land is currently zoned PD MF-2 and SF-7 and has always been vacant. We are requesting the zoning be changed to PD MF-2 Multi Family Residential which will include a mix of 4 unit, 5 unit and 6 unit rear entry buildings with a minimum of 1200 sqft per unit. There is an existing single- family development directly to the north, a church directly to the west and commercial to the east of Popplewell Street. Across Baker Blvd there is various commercial establishments and MF.

It is our desire to improve and enhance the existing land on the Northwest corner of Baker Boulevard and Popplewell by:

1. Addition of new landscape
2. Sidewalks and open green spaces
3. Attractive perimeter fencing
4. High quality townhome product with rear entry garage

This type of housing community is needed in Richland Hills as currently there is nothing similar available in the area. The market indicates there is a lack of smaller square foot, attractive, new and low maintenance yard homesites which empty nesters, first time home buyers and local Richland Hills professionals are looking for. Further it is highly desirable not only for the homeowner, but for the City of Richland Hills to embrace the beauty of a rear entry product. This allows for the home fronts to be free of parked vehicles in the driveways and the unsightly views into garages and instead provides an open and clear view of the beautifully designed front yard landscape and townhome elevations which will be seen from Baker Boulevard and within the community itself.

PROPOSED DEVELOPMENT STANDARDS

This Residential Planned Development (R-PD) District shall adhere to all the conditions of the Richland Hills Code of Ordinances, as amended, and adopt a base district of MF-2 Multiple Family Residential Medium Density. The following regulations shall be specific to the R-PD District.

A. Permitted Land Uses- Uses in this R-PD shall be limited to those permitted in the MF-2 Multiple Family Residential Medium Density, as amended, and subject to the following regulations as shown on the PD Concept Design Map.

B. Site Development Standards- Development of the property shall comply with the development standards of the MF-2 zoning district and the standards described below.

1. Lot dimensions and setbacks shall be as shown in the chart below:

STANDARD	MF-2 CURRENT REQUIREMENTS	PLANNED DEVELOPMENT STANDARDS
Height	3 stories maximum not to exceed 45’	2 stories not to exceed 45’
Front Yard (minimum)	25 feet	10 feet
Side Yard-Int (minimum)	8 feet	N/A
Side Yard-Street (minimum)	15 feet	5 feet
Rear Yard (minimum)	25 feet	20 feet of driveway
Building Size (minimum)	1 bedroom 600 SF 2 bedroom 900 SF 3 bedroom 1200 SF	3 bedroom 1200 SF
Lot Width (minimum)	75 feet	22 feet (single family lots)
Building Width (minimum)	Not specified	88 feet
Lot Depth (minimum)	120 feet	90 feet
Lot Size (minimum)	1-3 dwelling units 9000 SF Each additional dwelling unit 1500 SF	1980 SF
Lot Coverage	50% maximum	65% maximum
Density	Up to 16 units per gross acre	Up to 10.03 units per gross acre

2. The development shall include Open Space as follows:

a) Open Space 1.07 acres (21.5%)

b) 10’ landscape buffer 0.21 acres (4.2%)

c) Total Open Space approximately +/- 1.28 acres (25.8%)

All common open space areas and amenities shall be owned and maintained by a homeowner’s association to be established prior to the first certificate of occupancy being issued. The common open space areas shall generally comply with what is shown on the site plan (Exhibit A). Developer shall have the flexibility to move or adjust the size of the open space shown on the concept plan at the time of platting to accommodate design needs so long as the total square foot of open space shown does not decrease by more than 15%.

3. Unless approved otherwise by the City of Richland Hills, Richland Crossing shall be required to have an active and in good standing Homeowners Association in perpetuity that will own and maintain all open spaces, amenities and fencing as prescribed in this zoning ordinance.

a) All fencing located within and abutting HOA open spaces shall be maintained by the Homeowners Association.

b) The Homeowners Association shall maintain all sidewalks, landscaping, irrigation and any other amenities located within the boundaries of the HOA common area lots.

4. Fencing shall be designed and installed as shown on the Fencing Plan (Exhibit B to follow) which follow the city standards.

5. A minimum 4’ sidewalk shall be constructed adjacent to all internal streets.

6. The number of parking spaces provided shall exceed the minimum requirement of 2 spaces per dwelling unit plus 1 additional space per every 4 units for guest parking. All parking off of Blue Jay Way to be guest parking only. Residents must use their required parking for their home. (May be an HOA stipulation in bylaws)

7. The site plan and landscaping shall be in conformance with the site visibility standards set forth in the City ordinance.

8. All designated crosswalks shall be constructed of stamped and/or stained concrete.

9. The development shall include a cluster mailbox. The location and design shall be approved by the Development Review Committee and US Postal Service.

10. Decorative landscape shall be included in common area open spaces and street trees shall be planted along Baker Blvd. A “feature” to be determined and approved will be located in the middle open space.

a. A landscape plan for the development shall be approved by the Development Review Committee prior to construction.

b. All landscaped areas will be maintained as a master irrigation system.

C. BUILDING DESIGN STANDARDS

1. Exterior wall materials - 75% of each façade (excluding doors and windows) shall consist of masonry construction materials and/or fiber-reinforced cementitious board.

2. Garages shall be rear entry with alley access to individual driveways.

3. A minimum roof pitch of 6:12 (inches of rise per inches of run) from side to side shall apply to the predominant roof, except a tile or slate roof may have a minimum roof pitch of 5:12 (inches of rise per inches of run) from side to side. A variety of roof pitches may be incorporated into the roof design provided that the predominant roof meets the minimum roof pitch requirement. Porches, dormers and shed roofs shall have a minimum 3:12 (inches of rise per inches of run).

4. All multi-tenant buildings will include a monitored fire alarm and a fire sprinkler system that is compliant with NFPA Standard 13D. Additionally, buildings will be constructed with fire suppression walls with resistance ratings certified for United States.

5. Each building shall include at least four of the following architectural elements.

a. Awnings/canopies;
b. Balconies (a minimum of 25 square feet in size);
c. Dormers;
d. Offsets within each building (minimum 20’ to receive credit);
e. Patio (a minimum of 25 square feet in size);
f. Porches (a minimum of 25 square feet in size);
g. Stoops (a minimum of 2’ tall by 4’ wide);
h. Varied roof height in building (minimum 10’ difference);
i. Decorative sconce lighting
j. Decorative banding or molding
k. Decorative overhangs above garage doors
l. Eyebrow soldier course over garage doors
m. Decorative brackets on garage doors
n. Decorative garage doors

D. Amendments to Approved Planned Developments.

A major amendment or revision to the Residential Planned Development shall be processed in the same manner as the original approval with the exception that the City Manager or designee may approve minor amendments or revisions to the R-PD standards provided the amendment or revisions does not significantly:

1. Alter the basic relationship of the proposed uses to adjacent uses;
2. Change uses approved other than to a less intense use such as single family detached;
3. Increase approved densities, height, site coverage or floor areas;
4. Decrease on-site parking requirements;
5. Reduce minimum yards or setbacks; or
6. Change traffic patterns


RESIDENTIAL SITE DATA
GROSS ACREAGE: 4.27 ACRES
RESIDENTIAL LOTS: 51
LOT SUMMARY AND DENSITY
RESIDENTIAL LOTS: 51
PARKING SUMMARY
ZONING
ZONING REGULATIONS
FRONT YARD:
SIDE YARD:
REAR YARD:
LOT WIDTH:
LOT DEPTH:
LOT SIZE:
LOT COVERAGE:
DENSITY:
UP TO 11 UNITS PER GROSS ACRE.
BAKER BOULEVARD
POPPLEWELL STREET
RICHLAND CROSSING
ZONING EXHIBIT
FROM PD MF-2 AND SF-7
TO PD MF-2
WALL AND FENCE LEGEND
BLUE JAY WAY STREET CROSS SECTION
VICINITY MAP (NTS)
BAIRD, HAMPTON & BROWN

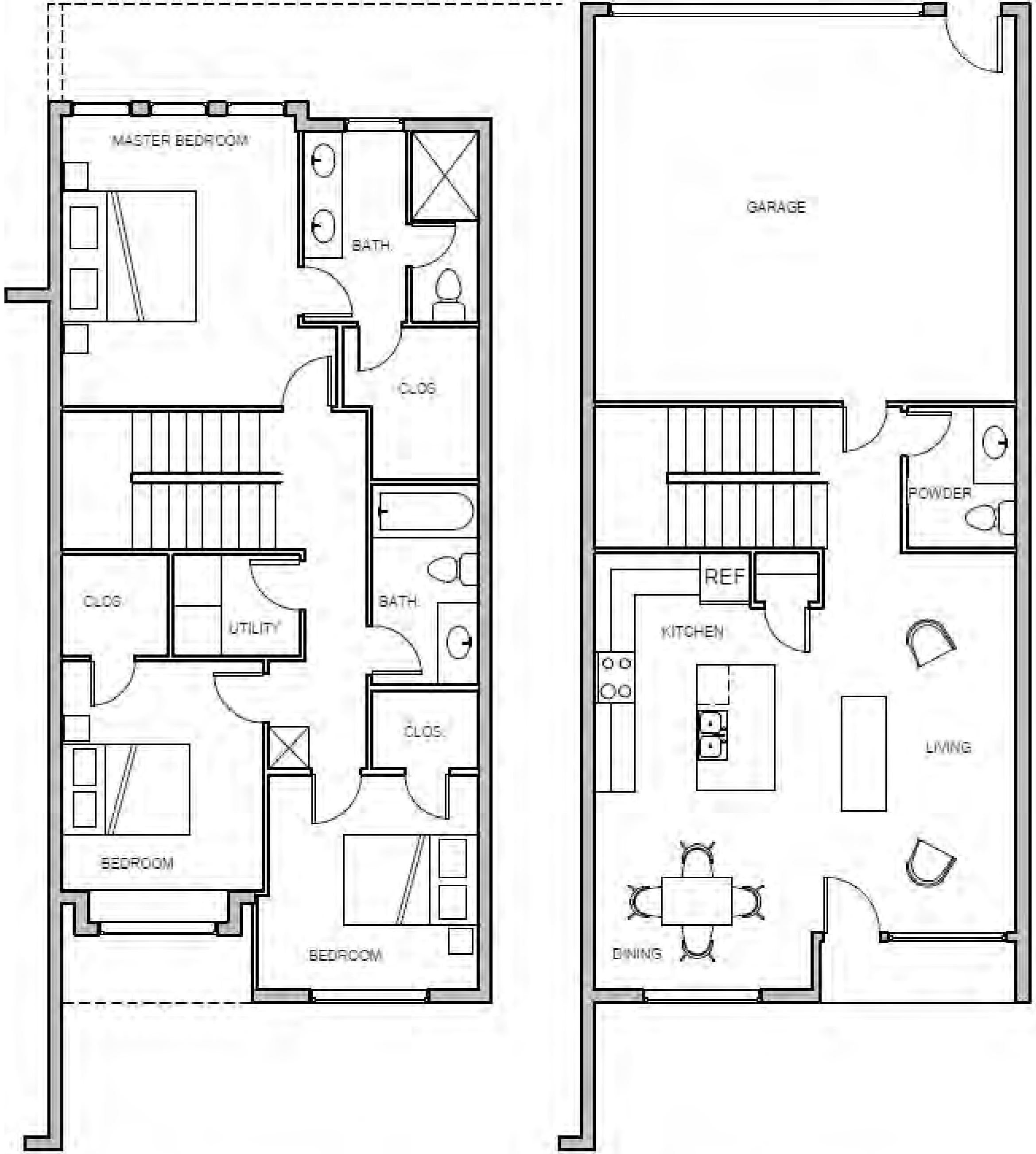
CONCEPTUAL FLOORPLAN

2ND FLOOR PLAN - CORNER UNIT

1ST FLOOR PLAN - CORNER UNIT

1866 SQ FEET TOTAL

CONCEPTUAL FLOORPLAN



2ND FLOOR PLAN - INTERIOR UNIT

1ST FLOOR PLAN - INTERIOR UNIT

1694 SQ FEET TOTAL

CONCEPTUAL FRONT ELEVATIONS

CONCEPTUAL SIDE AND REAR ELEVATIONS



CONCEPTUAL OPEN SPACE PARK

RESIDENTIAL SITE DATA

GROSS ACREAGE: 4.97 ACRES

RESIDENTIAL LOTS: 51
RESIDENTIAL LOT AREA: 2.56 ACRES (51.5%)

OPEN SPACE TOTALS:
- OPEN SPACE: 1.07 ACRES (21.5%)
- 10' LANDSCAPE BUFFER: 0.21 ACRES (4.2%)
- TOTAL: 1.28 ACRES (25.8%)

POPPLEWELL STREET
R.O.W. DEDICATION: 0.04 ACRES (0.8%)

STREET PAVEMENT AREA: 0.53 ACRES (10.7%)
ALLEY PAVEMENT AREA: 0.56 ACRES (11.3%)

LOT SUMMARY AND DENSITY

RESIDENTIAL LOTS: 51
MINIMUM LOT AREA: 1,980 SF
COMMON AREAS: 8
GROSS ACREAGE: 4.97 ACRES
DENSITY (LOTS PER ACRE): 10.3 LOTS PER ACRE

PARKING SUMMARY

ONSITE GARAGE PARKING SPACES: 102
ONSITE DRIVEWAY PARKING SPACES: 97
INSET PARKING SPACES: 34
TOTAL PARKING SPACES: 233
PARKING SPACES PER UNIT: 4.57

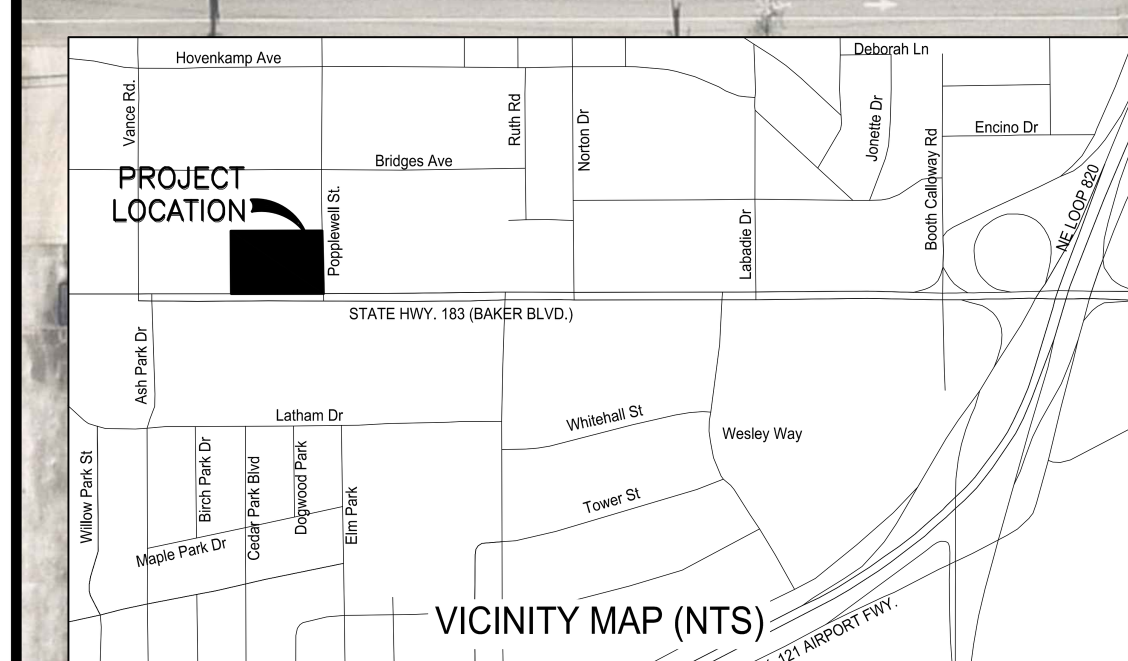
ZONING

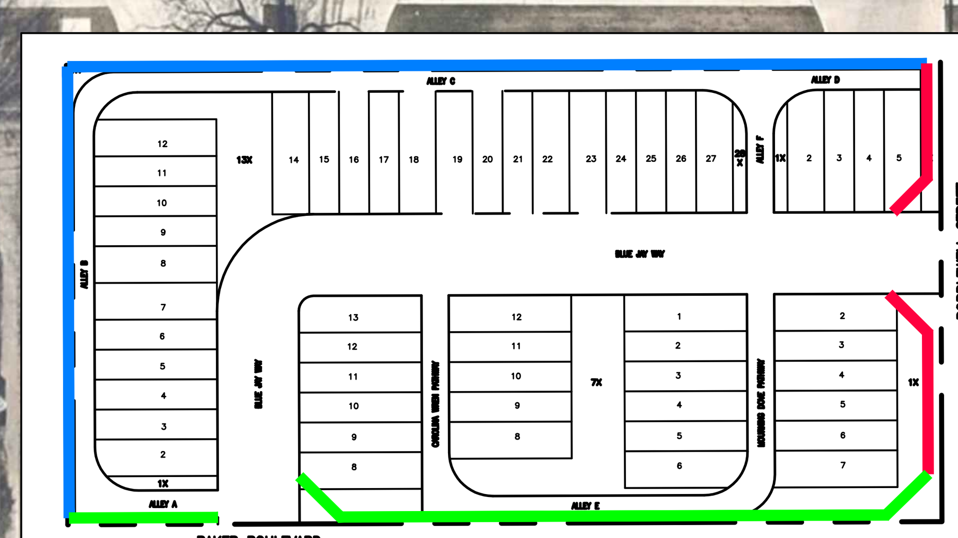
EXISTING ZONING: PD MF-2 AND SF-7
PROPOSED ZONING:
PD (MF-2) MULTI-FAMILY RESIDENTIAL

ZONING REGULATIONS

FRONT YARD:	10' MINIMUM
SIDE YARD:	INTERNAL UNIT - 0' MINIMUM EXTERNAL UNIT - 5' MINIMUM
REAR YARD:	20' MINIMUM (EXCEPT 10' MIN. LOT 2, BLK. A; LOT 27, BLK. B; LOT 2, BLK. C; LOT 6, BLK. E AND LOT 8, BLK. E)
LOT WIDTH:	INTERNAL UNIT - 22' MINIMUM EXTERNAL UNIT - 27' MINIMUM
LOT DEPTH:	80' AVERAGE DEPTH
LOT SIZE:	1,980 S.F. (MINIMUM)
LOT COVERAGE:	65% MAXIMUM
DENSITY:	UP TO 11 UNITS PER GROSS ACRE.

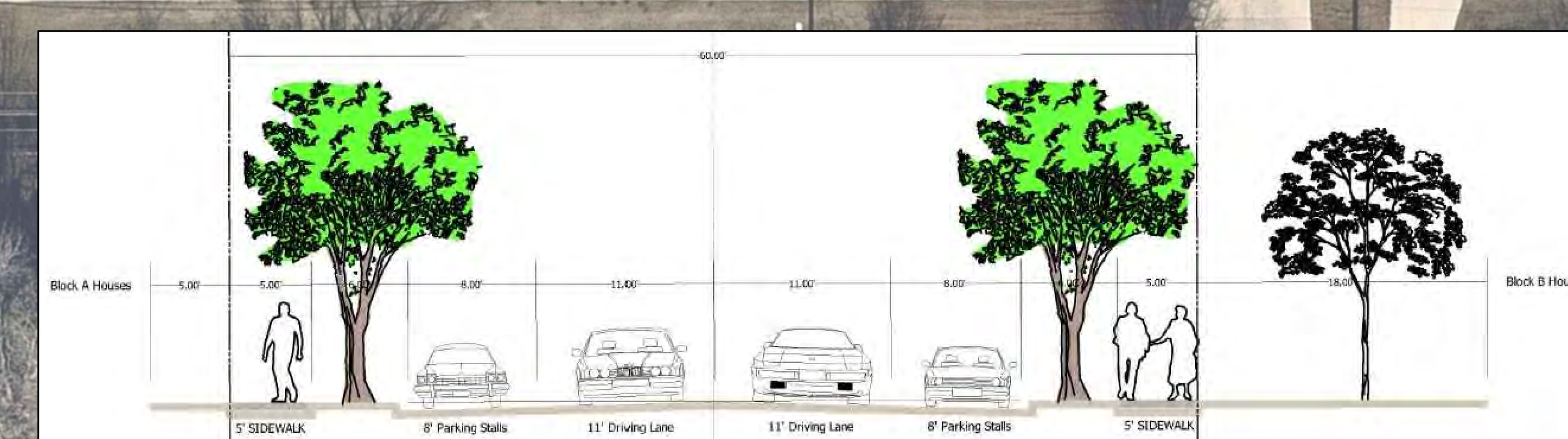
NOTE: ALL PARKING OFF OF BLUE JAY WAY IS TO BE GUEST PARKING ONLY. ALL RESIDENTS MUST USE THEIR REQUIRED PARKING FOR THEIR HOME.





WALL AND FENCE LEGEND

- 6' IRON FENCE w/ LIVING SCREEN AND MASONRY COLUMNS 8' APART
- 6' MASONRY WALL
- 5' IRON FENCE



BLUE JAY WAY STREET CROSS SECTION

RICHLAND CROSSING

51 - 90' x 22' TOWN HOME LOTS
ZONING EXHIBIT
FROM PD MF-2 AND SF-7
TO PD MF-2

RICHLAND HILLS, TARRANT COUNTY, TEXAS

DATE OF PREPARATION:
JUNE 17, 2022

OWNER:

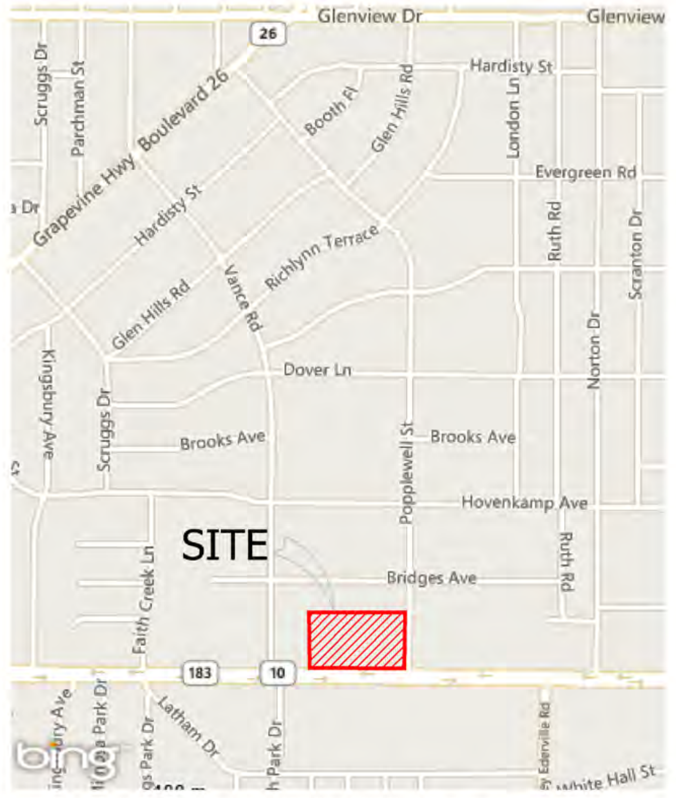
183 Popplewell, LLC
JOHN GIBSON
1616 SYRACUSE DRIVE
RICHARDSON, TEXAS 75081

DEVELOPER:

MetroCom Properties, Inc.
ROBERT MAXEY
611 SOUTH MAIN STREET, SUITE 400
GRAPEVINE, TEXAS 76051
214-536-6345
robertmaxey@veriszon.net

PREPARED BY:

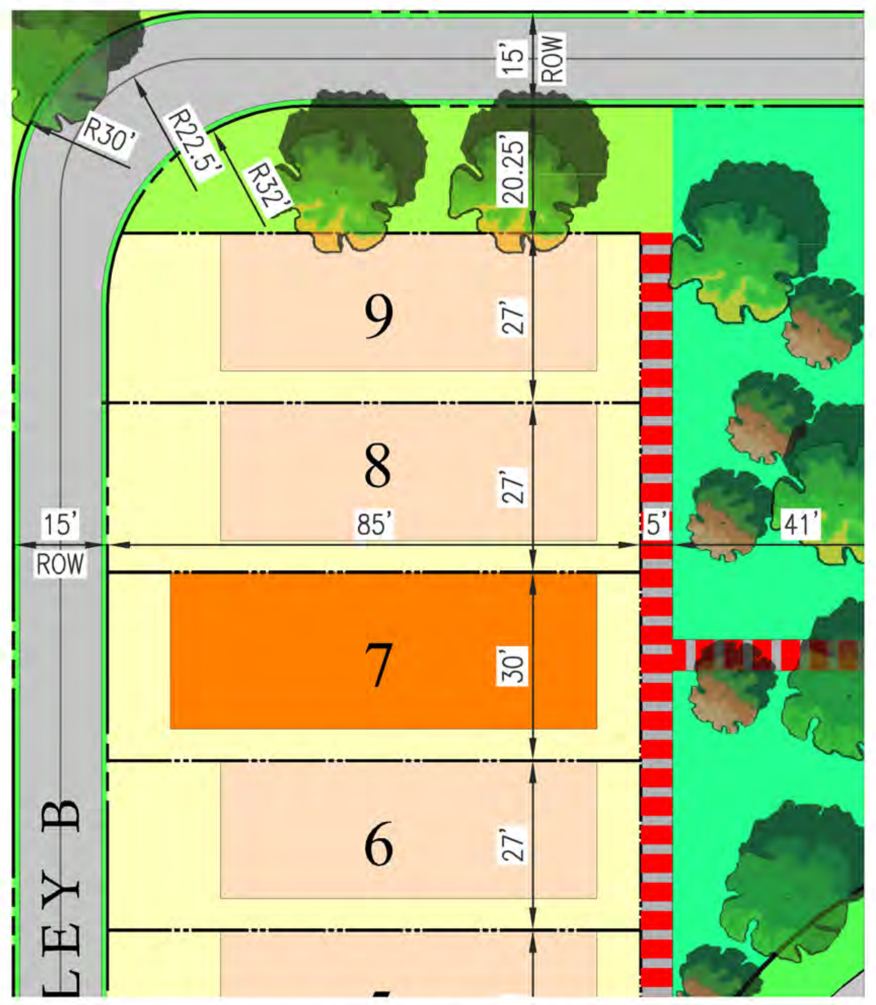
BAIRD, HAMPTON & BROWN
engineering and surveying
949 Hilltop Drive, Weatherford, TX 76086
mail@bhbinc.com • 817.596.7575 • bhbinc.com
TBPELS Firm #44, #10194146



VICINITY MAP

Legend

- 5' Concrete Sidewalk (Unless noted on plan)
- Landscaped Area
- Programmable Open Space
- Lots
- Inset Parking
- Enhanced Paving at Crosswalks (stamped & stained concrete as shown on plan)
- Mail Kiosk *



Typical Veranda Lot Detail
1" = 40'

Residential Site Data

Residential Lots		48
Residential Lots	40.84%	2.03 ac.
Open Space		
Open Space	11.47%	0.57 ac.
Programmable Open Space	17.91%	0.89 ac.
Total Open Space	29.38%	1.46 ac.
R.O.W. Street	18.31%	0.91 ac.
R.O.W. Alley	11.47%	0.57 ac.
Gross Acreage	100.00%	4.97 ac.

Lot Summary & Density

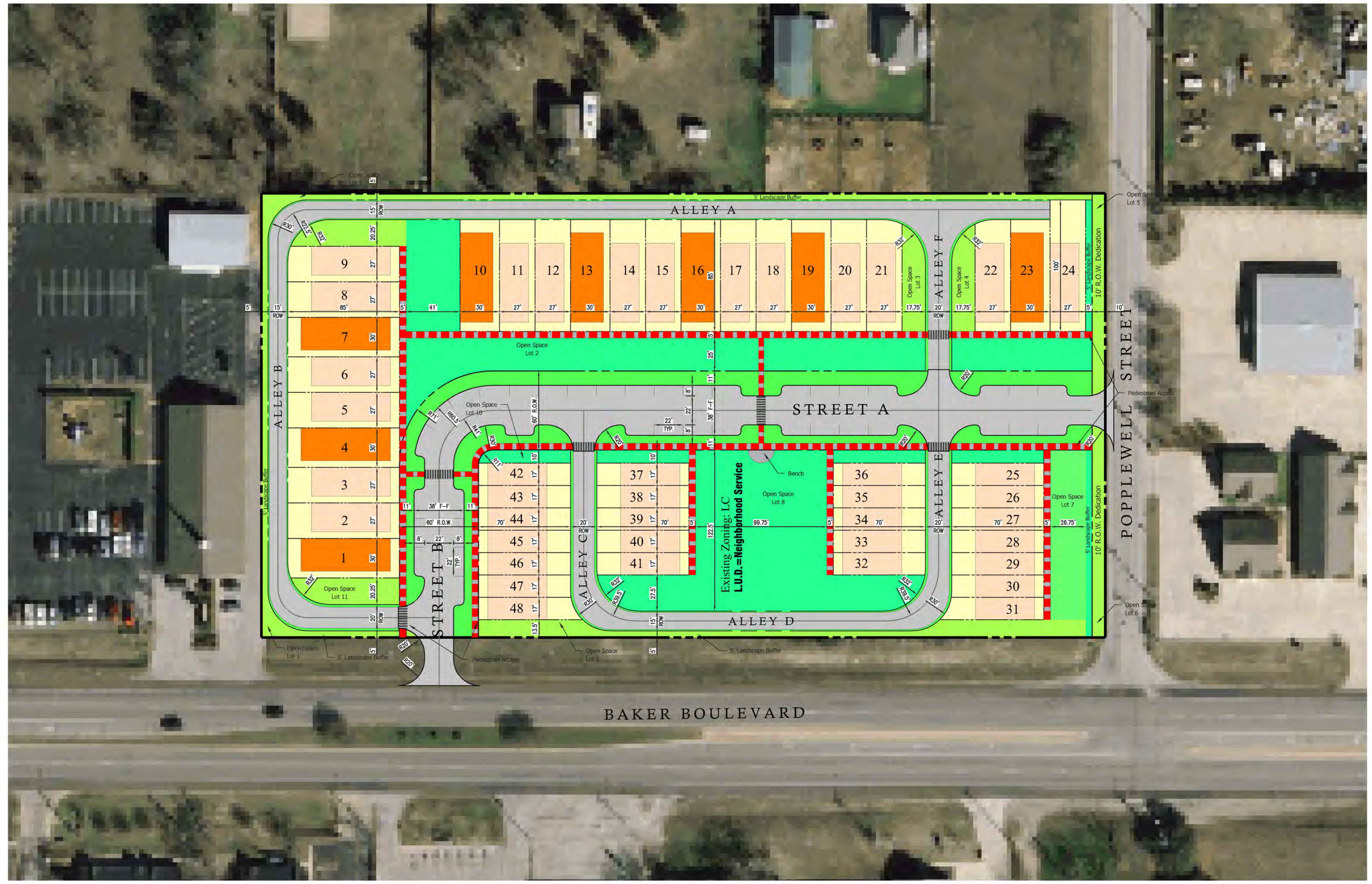
Residential Lots	48
Minimum Building Lot Area	1190 s.f.
Common Areas	11
Gross Acreage	4.97 ac.
Density (lots / acre)	9.66 ac.

Parking Summary

Onsite Parking Spaces (garage)	96
Onsite Parking Spaces (driveway)	87
Inset Parking Spaces	38
Total Parking Spaces	221
Parking Spaces / Unit	4.60

Zoning

Existing: LC-Light Commercial
Proposed: PD (MF-2) Multi Family Residential & (SF-7) Single Family Residential



Owner:
183 Popplewell, LLC
c/o John Gibson
1616 Syracuse Drive
Richardson, TX 75081

Engineer:
Baird, Hampton & Brown
1901 Martin Dr. Suite 100
Weatherford, TX 76086
817-596-7575

Applicant:
Our Country Homes
700 W. Harwood Rd.
Hurst, TX 76054

Planner: SAGE GROUP, INC.
Master Planning
Urban Design
Architecture
Landscape Architecture
1130 N. Carroll Ave., Ste. 200
Southlake, Texas 76092
817-424-2626

Townhome Elevation
Min. Lot Size = 1190 s.f. Min. Living Area = 1000 s.f.

27' Veranda Lot Elevation
Min. Lot Size = 2,295 s.f. Min. Living Area = 1,500 s.f.

30' Veranda Lot Elevation
Min. Lot Size = 2550 s.f. Min. Living Area = 1800 s.f.

4 DEC 18

1" = 50'
0 50' 100' 200'

Development Plan

Richland Villas

Richland Hills, Tarrant County, Texas

EXHIBIT A

CITY OF RICHLAND HILLS, TEXAS

3200 DIANA DRIVE • RICHLAND HILLS, TEXAS 76118 • (817) 616-3800

June 14, 2022
Mr. Robert Maxey
President
MetroCom Properties, Inc.
611 S. Main Street
Suite #400
Grapevine, Texas 76051
214-536-6345
maxey@metrocomproperties.com

RE: Richland Crossing Planned Development DRC Review

The Development Review Committee have completed our review of your Planned Development proposal that was received on June 7, 2022. Listed below are our comments/feedback from our review.
These are our following comments:

1. Comment: Include that all parking off of Blue Jay Way be guest parking only. All residents must use their required parking for their home. (May be a HOA stipulation in bylaws) We will comply.

2. Comment: Make sure that side yard interior meets 8 foot setback. It is hard to tell with some of the lots that are next to alley ways. See Below

3. Comment: What is the purpose of naming the two alley ways? (Carolina Wren Pathway and Mourning Dove Pathway) Those are the backs of the properties, and they are not streets. All lots for this design would need to be addressed to Blue Jay Way, since those alleys do not meet street standards, they would just be alleyways. We have unnamed the alley ways.

4. Comment: The city would like a verification statement form republic services that the alley widths proposed would not be an issue with their trucks to pickup collections.
   We shall contact Republic and ask for a similar statement.

5. Comment: With the South entrance off of Baker Boulevard, remember that permitting process is with TxDot for that access easement. Understood

6. Suggestion: Along Popplewell another enhancement suggested is to place a sidewalk on the east side off of Popplewell street, and that it is 5’. We will have a sidewalk going north
   .

CITY OF RICHLAND HILLS, TEXAS

3200 DIANA DRIVE • RICHLAND HILLS, TEXAS 76118 • (817) 616-3800

7. Suggestion: The committee suggests that the masonry fence be 8 feet to give property owners to the north more privacy.

There will be a grade seperation on the north boundary of Richland Crossing and we will have a two feet tall retaining wall there. We will put a six feet masonry wall on top of the retaining wall which will provide the same effect as an eight feet masonry wall.

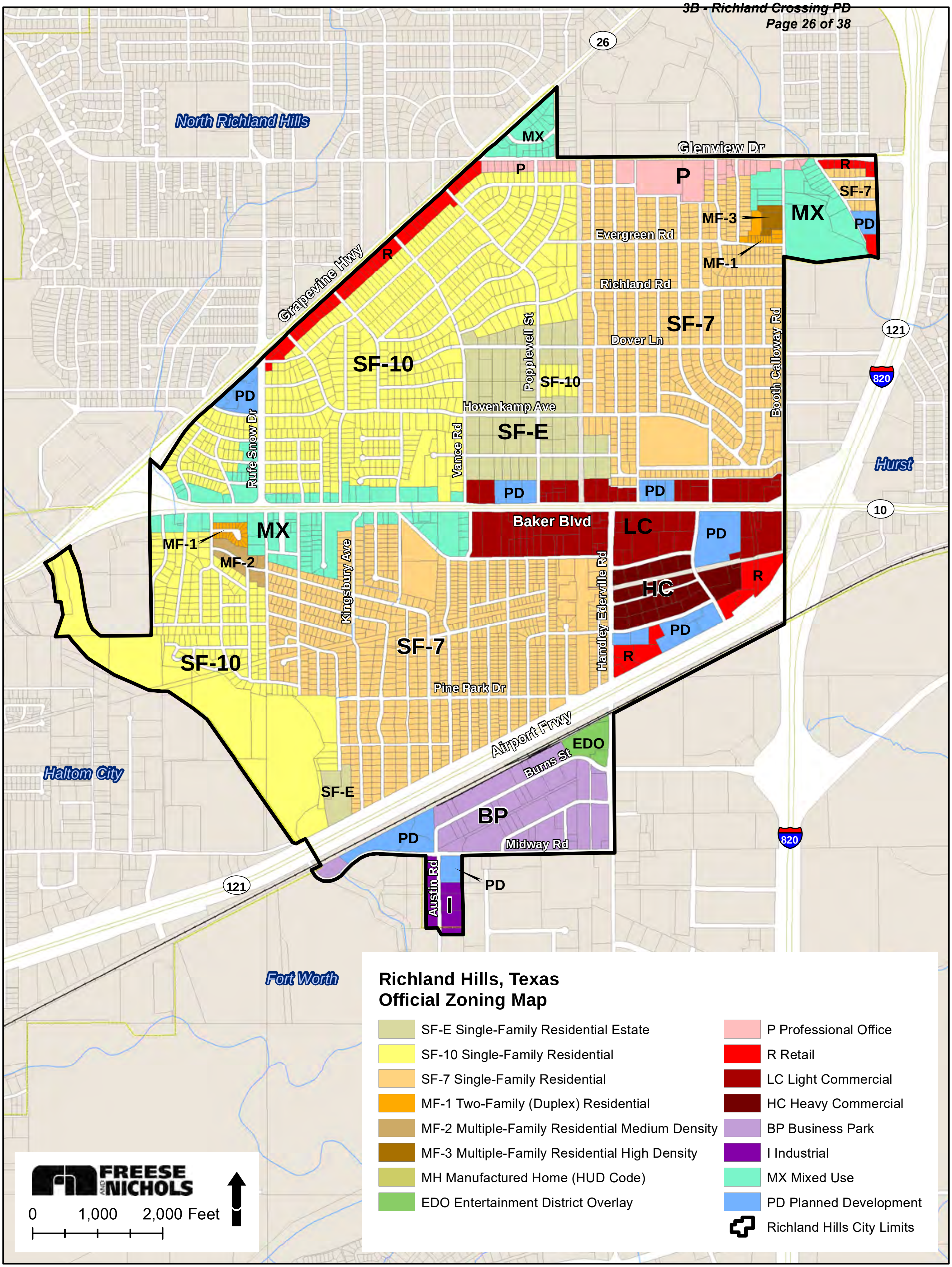
If you have any questions or need additional information, please do not hesitate to call me at (817) 616-3745

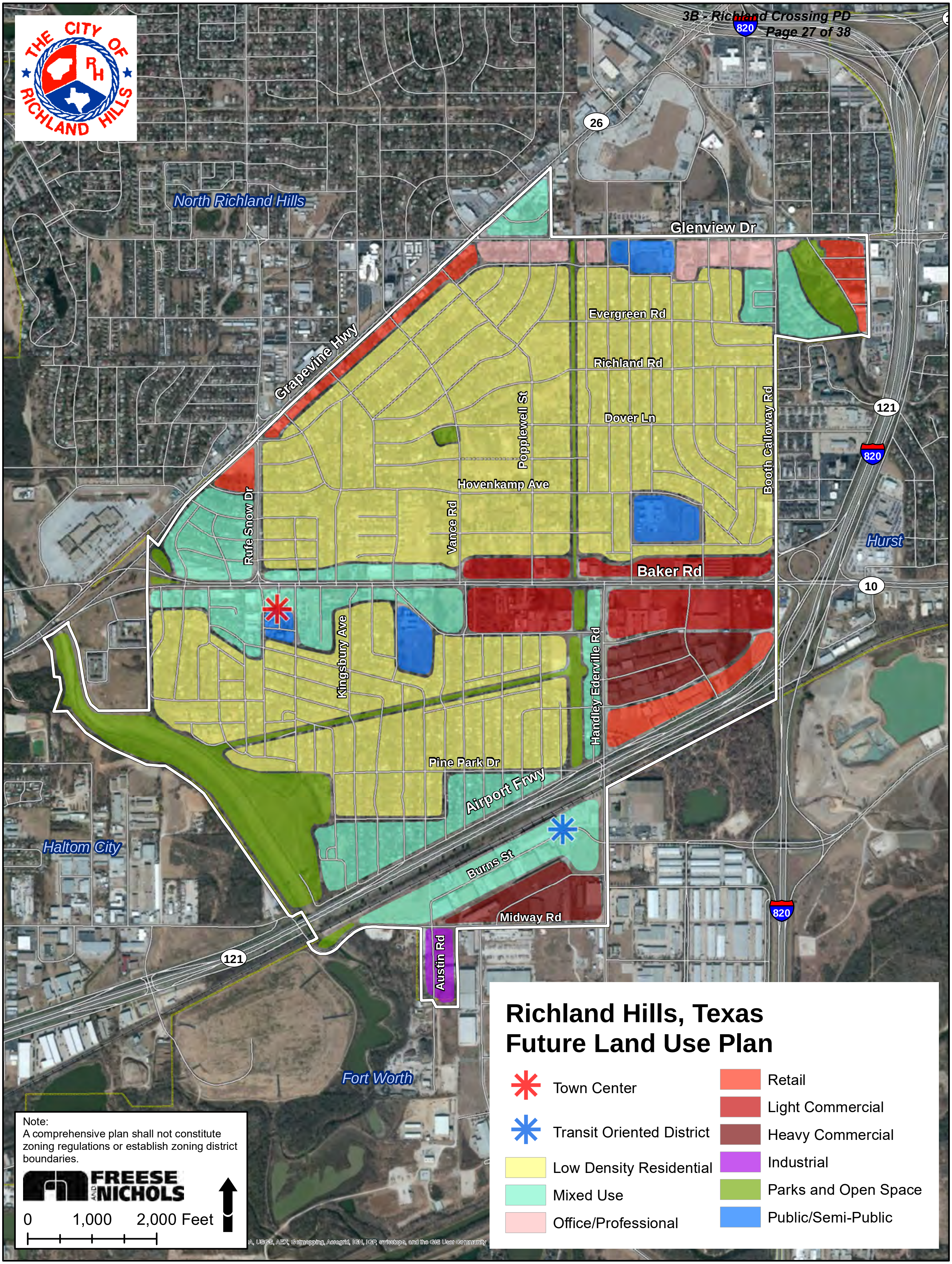
Sincerely,

Logan Thatcher
Assistant to the City Manager

Comment #2 above:

The typical MF-2 zoning proposes multiple attached units on a single lot. Each unit is typically leased. Our PD proposes multiple attached units with each unit on a separate lot. Each unit would be purchased separately. Based on this type of townhome, we are proposing appropriate building setbacks shown under "Zoning Regulations" on the Zoning Exhibit. The units are designed for minimal private yard space. The front yard setback is 10'. The rear yard is 20' which allows for parking off of the alleys. Based on the attached townhome units, the building sideyard setback for the interior units will be 0' (common walls). The exterior unit will have a 5' sideyard setback. All exterior units are either adjacent to open space lots or the widened street right-of-way (5' wider on each site of the roadway).


Richland Hills, Texas
Official Zoning Map
SF-E Single-Family Residential Estate
SF-10 Single-Family Residential
SF-7 Single-Family Residential
MF-1 Two-Family (Duplex) Residential
MF-2 Multiple-Family Residential Medium Density
MF-3 Multiple-Family Residential High Density
MH Manufactured Home (HUD Code)
EDO Entertainment District Overlay
P Professional Office
R Retail
LC Light Commercial
HC Heavy Commercial
BP Business Park
I Industrial
MX Mixed Use
PD Planned Development
Richland Hills City Limits
FREESE AND NICHOLS
0 1,000 2,000 Feet
North Richland Hills
Hurst
Haltom City
Fort Worth
Glenview Dr
Grapevine Hwy
Evergreen Rd
Richland Rd
Dover Ln
Booth Calloway Rd
Popplewell St
Hovenkamp Ave
Rufe Snow Dr
Vance Rd
Baker Blvd
Kingsbury Ave
Handley Ederville Rd
Pine Park Dr
Airport Frwy
Burns St
Midway Rd
Austin Rd
26
121
820
10
MX
P
R
SF-7
PD
MF-3
MF-1
MF-2
SF-10
SF-E
LC
HC
EDO
BP
I


THE CITY OF RICHLAND HILLS
RH
North Richland Hills
Glenview Dr
26
820
Grapevine Hwy
Evergreen Rd
Richland Rd
Dover Ln
Popplewell St
Booth Calloway Rd
121
820
Hovenkamp Ave
Rufe Snow Dr
Vance Rd
Hurst
Baker Rd
10
Kingsbury Ave
Handley Ederville Rd
Pine Park Dr
Airport Frwy
Haltom City
Burns St
Midway Rd
820
121
Austin Rd
Fort Worth
Richland Hills, Texas
Future Land Use Plan
Town Center
Transit Oriented District
Low Density Residential
Mixed Use
Office/Professional
Retail
Light Commercial
Heavy Commercial
Industrial
Parks and Open Space
Public/Semi-Public
Note:
A comprehensive plan shall not constitute zoning regulations or establish zoning district boundaries.
FREESE AND NICHOLS
0
1,000
2,000 Feet

Sec. 91-501. Multiple-family development regulations.

(a) *Applicability.* This section shall apply to the MF-2 Multiple-Family Residential Medium Density, MF-3 Multiple-Family Residential High Density, and MX Mixed Use Districts, and any other districts or development specified in this section.

(b) *Building orientation and construction.*

(1) *Parking.*

a. Parking is only allowed between the building and a public street when located at or beyond the required landscape buffer and screened with a headlight screen of earthen berms and/or a row of shrubs.

b. Parking between the building and a public street is also subject to tree planting requirements specified in subsection (d)(2) Other Parking and Circulation Requirements, below.

c. Buildings with enclosed garages, when adjacent to a public street, must face garage doors internally to the development. Garage doors may not face a public street.

(2) *Detached garages.*

a. No detached garages may be located between residential buildings and a public street.

b. Structured parking garages consisting of more than one level must meet appropriate building setbacks as specified in the zoning ordinance.

(3) *Pedestrian connections.* Gated or un-gated pedestrian connections will be provided to adjacent schools, parks, and nonresidential developments.

(c) *Exterior material requirements and design elements.*

(1) *Exterior materials.*

a. The exterior facades of a main building or structure shall be constructed of 85 percent Class 1: Masonry Construction on the first and second floors and 50 percent on all other floors.

(2) *Design elements.*

a. Flat roofs are prohibited.

b. All residential windows shall be operable, with the exception of decorative windows, transoms and side lights. The windows in living areas and bedrooms, except for dormer windows, shall be a minimum 15 square feet in size.

c. All stairs (except entry stairs and stoops to individual units and shared hallways) and elevated walkways shall be screened with architectural features to avoid a direct view of a stairwell from public streets and open space.

d. All multifamily buildings must use four or more of the following architectural features:

1. Awnings/canopies;

2. Balconies (a minimum of 25 square feet in size);

3. Dormers;

4. Offsets within each building (minimum 20 feet to receive credit);

5. Patio (a minimum of 25 square feet in size);

6. Porches (a minimum of 25 square feet in size);

7. Stoops (a minimum of two feet tall by four feet wide);
8. Varied roof height in building (minimum ten-foot difference);
9. Others as approved by the zoning administrator.

e. Mailrooms or mail kiosks shall be 100 percent masonry and constructed of the same materials as the main structure.

(3) *Facade articulation.* In order to ensure the aesthetic value and visual appeal of multiple-family land uses and structures, facade articulation shall be required. See definition of articulation in section 8. Definitions of the zoning ordinance.

a. Facade articulation of at least three feet in depth or offset shall be required for every 30 feet in horizontal surface length.

b. Facade offsets shall be shown, along with calculations verifying that the building elevations meet the above requirement, on a building facade (elevation) plan, and shall be submitted for review along with the site plan.

(d) *Parking and circulation standards.*

(1) *Garages, when provided.*

a. Garages shall be 100 percent masonry and be constructed of the same materials as the main structure.

b. The garage may be part of the dwelling structure.

c. Garages shall be set back a minimum of eight feet from the circulation aisle.

d. The garage shall not be used for storage, thereby prohibiting the parking of an operable vehicle.

(2) *Other parking and circulation requirements.*

a. Parking located between the building and a public street shall be at or beyond the required landscape buffer and requires a large tree every five parking spaces along the first row of parking and a head light screen in addition to perimeter landscaping requirements.

b. Subgrade parking under all or a portion of the building will not count against building height if half or more of subgrade parking is below the average finish grade of the first floor.

c. Dead-end drive aisles shall have a maximum of ten parking spaces.

d. Mail kiosk shall have a minimum of five of the required parking spaces for the development within 50 feet, unless a drive-through facility is provided.

e. Enclosed garage parking spaces shall be a minimum of ten by 20 feet.

f. Drive aisles within the apartment complex must be configured to decrease speed and shall have a maximum of 500 feet in a straight length without an offset of a minimum of 30 feet, unless other traffic calming measured are approved by the zoning administrator and fire chief.

g. Access to a public street in a single-family neighborhood will be limited access and will not function as a primary access point for the complex.

h. Access to single-family alleys is prohibited.

i. Direct access to a median opening is required when the property is located on a divided thoroughfare. This shall be one of the minimum two points of access required.

(e) *Waiver.* The city manager is authorized to grant a waiver to these requirements if necessary to result in a higher quality development and/or to carry out the recommendations of the comprehensive plan.

(Ord. No. 1274-14, § 5(Exh. E), 5-6-2014)

ORDINANCE NO. 1454-22

AN ORDINANCE AMENDING CHAPTER 90 OF THE CITY CODE, AS AMENDED, THE COMPREHENSIVE ZONING ORDINANCE OF THE CITY OF RICHLAND HILLS, BY CHANGING THE ZONING OF CERTAIN PROPERTIES, SPECIFICALLY BLOCK L LOTS 7 AND 8A RICHLAND HILLS ADDITION, OTHERWISE KNOWN AS 7145 BAKER BOULEVARD, RICHLAND HILLS, TEXAS 76118 AND BLOCK L LOT 6 RICHLAND HILLS ADDITION, OTHERWISE KNOWN AS 7151 BAKER BOULEVARD, RICHLAND HILLS, TEXAS 76118, CURRENTLY ZONED AS PD (PLANNED DEVELOPMENT) WITH A BASE ZONING OF SF-7 AND MF-2, TO PD (PLANNED DEVELOPMENT) WITH A BASE ZONING OF MF-2, TO ALLOW FOR ADDITIONAL DESIGN REQUIREMENTS; 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 comprehensive 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, a change 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 June 28, 2022, and of the City Council on July 25, 2022, 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 comprehensive zoning ordinance and chapter 211 of the Local Government Code; and

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

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 Block L, Lots 7 and 8A, Richland Hills Addition, otherwise known as 7145 Baker Boulevard, Richland Hills, Texas 76118, and Block L, Lot 6, Richland Hills Addition, otherwise known as 7151 Baker Boulevard, Richland Hills, Texas 76118, according to the plat recorded in Volume 388-C at Page 168 of the Plat Records of Tarrant County, Texas, and being more particularly described on the attached **Exhibit A**, from PD (Planned Development) with a base zoning of Single-Family Residential SF-7 and Multiple-Family Residential MF-2 to PD (Planned Development) with a base zoning of Multiple-Family MF-2, with uses permitted as set forth in Section 3 of this Ordinance.

SECTION 2.
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 3.
PROPERTY SUBJECT TO ZONING ORDINANCE

The use of the properties hereinabove described shall be subject to all the applicable regulations contained in the Comprehensive 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 Unit Development district created herein affecting above-referenced properties shall be specifically subject to the regulations applicable to the MF-2 Multiple-Family Medium Density zoning district, except in the following respects:

A. Site development standards. Development of the property shall comply with the development standards of the MF-2 Multiple-Family zoning districts and the standards described below.

   1. Lot dimensions and setbacks shall be as follows.

Height	2 stories maximum, not to exceed 45 feet
Front Yard (minimum)	10 feet
Side Yard - Interior (min)	N/A
Side Yard - Street (min)	5 feet

Rear Yard (minimum)	20 feet of driveway
Building size (minimum)	3 Bedroom 1,200 square feet
Lot Width (minimum)	22 feet (single family lots)
Building Width (minimum)	88 feet
Lot Depth (minimum)	90 feet
Lot Size (minimum)	1,980 square feet
Lot Coverage	65 % maximum
Density	Up to 10.03 units per gross acre

2. The development shall set aside at least twenty-five percent (25%) of the land area as open space, with 21% being common open space, and 4% consisting of the ten-foot (10') landscape buffer. All common open space areas and amenities must be owned and maintained by the homeowner's association. The common open space areas shall be as shown on the Site Plan attached and incorporated hereto as **Exhibit B**.

3. A permanent Homeowner's Association shall be established, for the maintenance of the walls, common area landscaping and other common neighborhood facilities, prior to the first home sale and occupancy. The HOA shall be supported by mandatory annual fees charged to each homeowner, pro-rata, based on the projected maintenance and management costs. After initial installation and maintenance provided by the developer, such maintenance responsibilities shall be turned over to the homeowners, who shall be permanently responsible to maintain said common features and areas, using a professional management company.

4. A four-foot wide sidewalk shall be constructed adjacent to all internal streets.

5. All crosswalks shall be constructed of stamped and stained concrete.

6. The number of parking spaces provided shall exceed the minimum requirement of 2 spaces per dwelling unit plus 1 additional space per every 4 units for guest parking. All parking off Blue Jay Way to be guest parking only. Residents must use their required parking for their home (to be required by HOA regulations).

7. The development shall include a cluster mailbox. The location and design shall be approved by the Development Review Committee and US Postal Service.

8. Outdoor street lighting on the site shall be installed along the main internal street and be selected from Oncor's decorative street lighting options.

9. Masonry monument development entry signs shall be installed at both entrances at Baker Boulevard and Popplewell Street.

B. Building design standards. Building design and appearance shall comply with the conceptual building elevations shown on the Site Plan and the standards described below.

1. The exterior wall materials – 75% of each façade (excluding doors and windows) shall consist of masonry construction materials and/or fiber-reinforced cementitious board.

2. Garages shall be rear entry with alley access to individual driveways.

3. A minimum roof pitch of 6:12 (inches of rise per inches of run) from side to side shall apply to the predominant roof, except a tile or slate roof may have a minimum roof pitch of 5:12 (inches of rise per inches of run) from side to side. A variety of roof pitches may be incorporated into the roof design provided that the predominant roof meets the minimum roof pitch requirement. Porches, dormers and shed roofs shall have a minimum 3:12 (inches of rise per inches of run).

4. All multi-tenant buildings will include a monitored fire alarm and a fire sprinkler system that is compliant with NFPA Standard 13D. Additionally, buildings will be constructed with fire suppression walls with resistance ratings certified for United States.

5. Each building shall include at least three of the following architectural elements.
   a) Awnings/canopies.
   b) Balconies (a minimum of 25 square feet in size).
   c) Dormers.
   d) Offsets within each building (minimum 20’ to receive credit).
   e) Patio (a minimum of 25 square feet in size).
   f) Porches (a minimum of 25 square feet in size).
   g) Stoops (a minimum of 2’ tall by 4’ wide).
   h) Varied roof height in building (minimum 10’ difference)
   i) Decorative sconce lighting.
   j) Decorative banding or molding.
   k) Decorative overhangs above garage doors.
   l) Eyebrow soldier course over garage doors.
   m) Decorative brackets on garage doors.
   n) Decorative garage doors.

SECTION 4.
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 5.
PENALTY CLAUSE

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 6.
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 7.
SEVERABILITY CLAUSE

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 8.
PUBLICATION CLAUSE

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 9.
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.

APPROVED AND ADOPTED at a regular meeting of the Richland Hills City Council on July 25, 2022, by a vote of _____ ayes, _____ nays, and _____ abstentions.

APPROVED:

____
THE HONORABLE MAYOR EDWARD LOPEZ

ATTEST:

____
LINDSAY WELLS, CITY SECRETARY

APPROVED AS TO FORM:

____
JAMES DONOVAN, CITY ATTORNEY

EXHIBIT A

BEING all of Lots 6 and 7, and the east 170.00 feet of Lot 8 of Block L of RICHLAND HILLS, an addition to the City of Richland Hills, Tarrant County, Texas, according to the plat recorded in Volume 388-C at Page 168 of the Plat Records of Tarrant County, Texas. And being more particularly described by metes and bounds as follows:

BEGINNING at a 1 /2" iron rod set for corner at the intersection of the north right-of-way line of Baker Boulevard (State Highway 183) (having a 160-foot-wide right-of-way) with the west right-of-way line of Popplewell Street (having a 50-foot-wide right-of-way); the same point being the southwest corner of the above mentioned Lot 6;

THENCE West along the said north right-of-way line of Baker Boulevard (State Highway No. 183) and along the south line of Lots 6, 7, and 8 for a distance of 641.50 feet to a 5/8" iron rod found for corner;

THENCE North 00 degrees 05 minutes 00 seconds East departing the sold north right-of-way line of Baker Boulevard (State Highway No, 183) for a distance of 337.50 feet to a copped Iron rod found for corner in the north line of the above mentioned Lot 8;

THENCE East along the north line of Lots 8, 7, and 6 for a distance of 641.50 feet to a capped iron rod found for corner in the west right-of-way line of Popplewell Street, the some point being the northeast corner of Lot 6;

THENCE South 00 degrees 05 minutes 00 seconds West along the said west right-of-way line of Popplewell Street and along the east line of Lot 6 for a distance of 337.50 feet to the POINT OF BEGINNING;

CONTAINING 4.9703 acres of land, more or less.

RESIDENTIAL SITE DATA

GROSS ACREAGE: 4.97 ACRES

RESIDENTIAL LOTS: 51
RESIDENTIAL LOT AREA: 2.56 ACRES (51.5%)

OPEN SPACE TOTALS:
- OPEN SPACE: 1.07 ACRES (21.5%)
- 10' LANDSCAPE BUFFER: 0.21 ACRES (4.2%)
- TOTAL: 1.28 ACRES (25.8%)

POPPLEWELL STREET
R.O.W. DEDICATION: 0.04 ACRES (0.8%)

STREET PAVEMENT AREA: 0.53 ACRES (10.7%)
ALLEY PAVEMENT AREA: 0.56 ACRES (11.3%)

LOT SUMMARY AND DENSITY

RESIDENTIAL LOTS: 51
MINIMUM LOT AREA: 1,980 SF
COMMON AREAS: 8
GROSS ACREAGE: 4.97 ACRES
DENSITY (LOTS PER ACRE): 10.3 LOTS PER ACRE

PARKING SUMMARY

ONSITE GARAGE PARKING SPACES: 102
ONSITE DRIVEWAY PARKING SPACES: 97
INSET PARKING SPACES: 34
TOTAL PARKING SPACES: 233
PARKING SPACES PER UNIT: 4.57

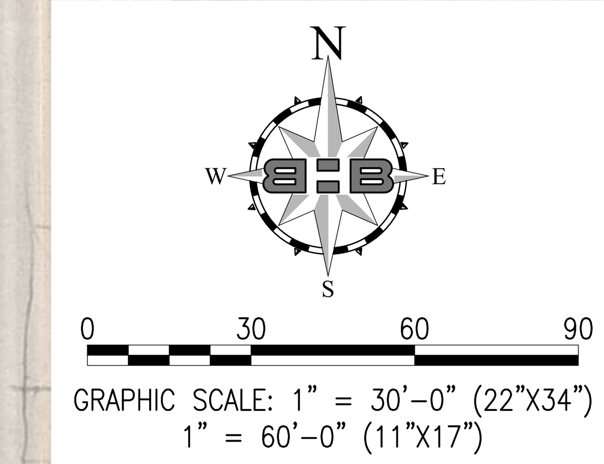
ZONING

EXISTING ZONING: PD MF-2 AND SF-7
PROPOSED ZONING:
PD (MF-2) MULTI-FAMILY RESIDENTIAL

ZONING REGULATIONS

FRONT YARD:	10' MINIMUM
SIDE YARD:	INTERNAL UNIT - 0' MINIMUM EXTERNAL UNIT - 5' MINIMUM
REAR YARD:	20' MINIMUM (EXCEPT 10' MIN. LOT 2, BLK. A; LOT 27, BLK. B; LOT 2, BLK. C; LOT 6, BLK. E AND LOT 8, BLK. E)
LOT WIDTH:	INTERNAL UNIT - 22' MINIMUM EXTERNAL UNIT - 27' MINIMUM
LOT DEPTH:	80' AVERAGE DEPTH
LOT SIZE:	1,980 S.F. (MINIMUM)
LOT COVERAGE:	65% MAXIMUM
DENSITY:	UP TO 11 UNITS PER GROSS ACRE.

NOTE: ALL PARKING OFF OF BLUE JAY WAY IS TO BE GUEST PARKING ONLY. ALL RESIDENTS MUST USE THEIR REQUIRED PARKING FOR THEIR HOME.



RICHLAND CROSSING

51 - 90' x 22' TOWN HOME LOTS
ZONING EXHIBIT
FROM PD MF-2 AND SF-7
TO PD MF-2

RICHLAND HILLS, TARRANT COUNTY, TEXAS

DATE OF PREPARATION:
JUNE 17, 2022

OWNER:

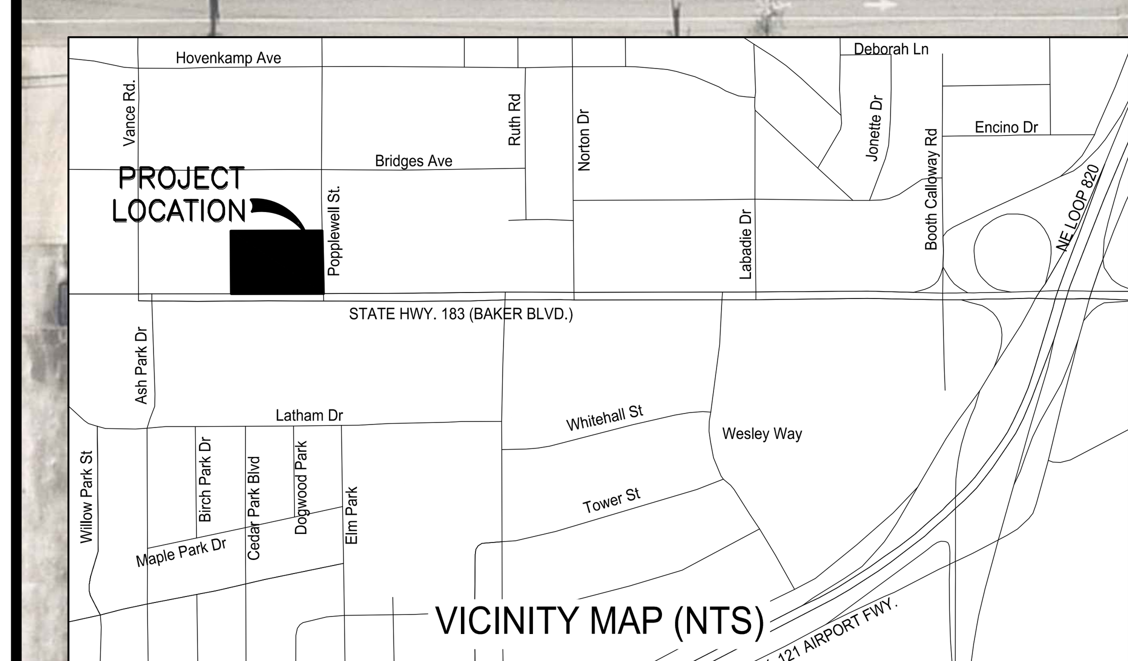
183 Popplewell, LLC
JOHN GIBSON
1616 SYRACUSE DRIVE
RICHARDSON, TEXAS 75081

DEVELOPER:

MetroCom Properties, Inc.
ROBERT MAXEY
611 SOUTH MAIN STREET, SUITE 400
GRAPEVINE, TEXAS 76051
214-536-6345
robertmaxey@veriszon.net

PREPARED BY:

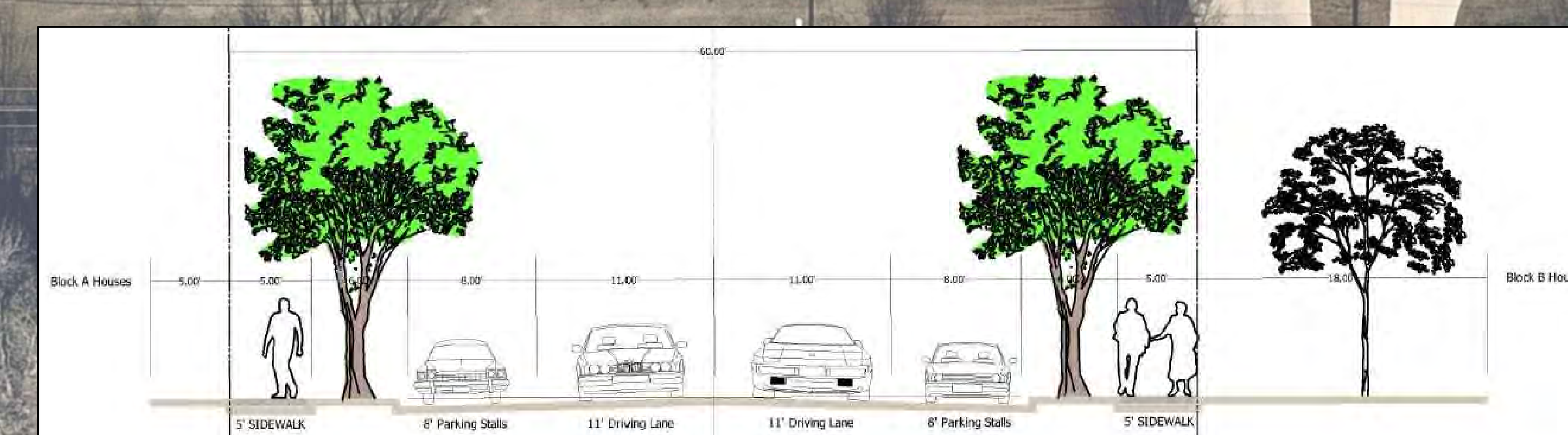
BAIRD, HAMPTON & BROWN
engineering and surveying
949 Hilltop Drive, Weatherford, TX 76086
mail@bhbinc.com • 817.596.7575 • bhbinc.com
TBPELS Firm #44, #10194146



VICINITY MAP (NTS)

WALL AND FENCE LEGEND

- 6' IRON FENCE w/ LIVING SCREEN AND MASONRY COLUMNS 8' APART
- 6' MASONRY WALL
- 5' IRON FENCE



BLUE JAY WAY STREET CROSS SECTION

6.17.2022 11:30AM F:\job\2022\800\030 Richland Villas\01 Design & Drafting\02 Civil\04 Exhibits\LOT LAYOUT No 4.dwg LAYOUT

Memorandum

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

From: Candice Edmondson, City Manager

Date: July 25, 2022

Subject: Richland Hills Brand Design Adoption

Agenda Item:

Consider Resolution 560-22 adopting a new Brand Design for Richland Hills

Background Information:

As part of the FY2021 Budget, the City Council approved funding for a citywide branding initiative to create a comprehensive brand strategy to help Richland Hills tell its story. To facilitate the process, the City Council created a Branding Committee comprised of Richland Hills residents to work with City staff and consulting agency, CivicBrand, on the project.

After a yearlong process involving community surveys, focus group discussions, one-on-one interviews, community and facility tours, and multiple meetings between staff, CivicBrand and the Branding Committee a new brand strategy and design has been created.

During the Work Session, Brisa Byford (CivicBrand) and members of the Branding Committee presented the new brand design to City Council. The attached Resolution is seeking Council adoption of the new brand design.

Members of the Branding Committee who were instrumental in developing the brand strategy and design include:

- Joyce Zuefeldt Fiaccone
- Kelle Jones
- Theresa Bledsoe
- Stacy Reddy
- Ashly Schilling
- John Skier

Financial Considerations:

N/A

Legal Review:

N/A

Board/Citizen Input:

N/A

Attachments:

Resolution 560-22

Council Action Requested:

Motion to approve Resolution 560-22 adopting a new Brand Design for Richland Hills

RESOLUTION NO. 560-22

A RESOLUTION OF THE CITY OF RICHLAND HILLS, TEXAS, ADOPTING A NEW BRAND DESIGN FOR RICHLAND HILLS, AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, as part of the FY2021 Budget, the City Council approved funding for a citywide branding initiative to create a comprehensive brand strategy to help Richland Hills tell its story; and

WHEREAS, the brand strategy sought to capitalize on what makes Richland Hills unique and be the catalyst for the City's future marketing and economic development efforts; and

WHEREAS, a Branding Committee comprised of Richland Hills residents was created to work in concert with City staff and consulting agency, CivicBrand; and

WHEREAS, the Branding Committee and CivicBrand have created and agreed upon a new overall brand strategy and design for the City.

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

SECTION 1.

The City Council hereby adopts the new Brand Design attached hereto as **Exhibit A** and incorporated herein by reference.

SECTION 2.
EFFECTIVE DATE

This Resolution shall be effective upon its adoption.

APPROVED AND ADOPTED at a regular called meeting of the Richland Hills City Council on July 25, 2022, by a vote of _____ayes, _____nays, and _____abstentions.

APPROVED: **ATTEST:**

_________________________________ _________________________________
The Honorable Mayor Edward Lopez Lindsay Wells, City Secretary

Memorandum

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

From: Kimberly Sylvester, Chief of Police

Date: July 25, 2022

Subject: Motor Vehicle Crime Prevention Authority (MAG) Grant

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Agenda Item:

Consider Resolution 558-22 authorizing the City Manager to approve and accept grant funding provided by the Motor Vehicle Crime Prevention Authority (MAG) Grant for the purchase and installation of the Flock camera system

Background Information:

The Police Department applied for and was recently awarded a Motor Vehicle Crime Prevention Authority Grant, in an amount not to exceed $20,000.00, for the purchase and installation of the Flock camera system. The MAG Grant provides law enforcement agencies with one-time funding for specific interdiction equipment used to combat motor vehicle theft, theft from motor vehicles (burglaries), and fraud-related motor vehicle crime. Specifically, the grant opportunity was for the installation and purchase of Automatic License Plate Readers to assist in combatting these specific crimes.

The Flock camera system is widely used by many law enforcement agencies across the state including most of our neighboring cities. Flock Safety's automatic license plate recognition (ALPR) camera and vehicle fingerprint technology can be used to get actionable, accurate evidence that increases case clearance rates on crime committed within the community.

Law enforcement agencies can search by vehicle type, make, color, license plate (partial, missing or covered plates), temporary plates, out of state plates, and more. With the Flock Safety network, agencies are not just limited to cameras they own but can connect and collaborate with neighboring agencies and nearby privately-owned cameras in neighborhoods to extend reach and multiply search capacity. Therefore, continually increasing the probability in solving crime.

Flock Safety cameras are completely infrastructure-free, powered by LTE and solar power which allows flexibility with camera placement at highly traveled areas with the City.

The Police Department is proposing Flock Safety cameras be installed at the following intersections: Baker Blvd and Booth Calloway, Booth Calloway and Glenview Drive, Handley Ederville Rd and the north frontage of Hwy 121 and Baker Blvd and Rufe Snow Drive to encompass the main ingress and egress areas of the City.

The MAG grant has a 20% cash match if approved which would require approximately $2,440.00 of City funding with the remainder of the costs covered by the Grant funds.

Camera costs are $2,500.00 per stationary camera with a one-time installation fee of $350.00 per non-TxDOT roadway and $750.00 per TxDOT roadway. Total cost $12,200.00.

On June 14, 2022, the City of Richland Hills received notification of grant award funding.

Financial Considerations:

MAG grant funding in the amount of $20,000 has been awarded to the City of Richland Hills for installation of the Flock Camera system with a 20% cash match equating to approximately $2,440.00 from City funds. Funding is currently available within the Crime Control Prevention District (CCPD) Budget.

Legal Review:

N/A

Board/Citizen Input:

N/A

Attachments:

Resolution 558-22
MAG Grant Award Letter

Council Action Requested:

Motion to approve Resolution 558-22 authorizing the City Manager to approve and accept grant funding from the Motor Vehicle Crime Prevention Authority (MAG) Grant for the purchase and installation of the Flock camera system

RESOLUTION NO. 558-22

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF RICHLAND HILLS, TEXAS, APPROVING AND AUTHORIZING THE CITY MANAGER TO ACCEPT, DECLINE, MODIFY, OR CANCEL GRANT AWARDS FOR THE MOTOR VEHICLE CRIME PREVENTION AUTHORITY AUXILIARY GRANT PROGRAM.

WHEREAS, under the provisions of the Texas Transportation Code, Chapter 1006, and Texas Administrative Code Title 43; Part 3; Chapter 57, entities are eligible to receive grants from the Motor Vehicle Crime Prevention Authority (MVCPA) to provide financial support to law enforcement agencies for economic motor vehicle theft enforcement teams; and

WHEREAS, the City Council of the City of Richland Hills (City) has determined that it is in the best interest of the City to apply for grant funds from the Motor Vehicle Prevention Authority; and

WHEREAS, the City was notified on June 14, 2022, that the MVCPA awarded the City an Auxiliary Grant (MAG) in an amount not to exceed $20,000; and

WHEREAS, this grant program will assist this jurisdiction to combat motor vehicle theft, motor vehicle burglary and fraud-related motor vehicle crime; and

WHEREAS, the City has agreed that in the event of loss or misuse of the grant funds, the City assures that the grant funds will be returned in full to the Motor Vehicle Crime Prevention Authority.

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

Candice Edmondson, City Manager, is designated as the Authorized Official to accept, decline, modify, or cancel the grant award for the Motor Vehicle Crime Prevention Authority Grant Program and all other necessary documents to accept said grant; and

Joseph Batchelder, Professional Standards Investigator, is designated as the Program Director and Patricia Albrecht, Director of Finance, is designated as the Financial Officer for this grant.

APPROVED AND ADOPTED at a regular called meeting of the Richland Hills City Council on July 25, 2022, by a vote of _____ayes, _____nays, and _____abstentions.

APPROVED:	**ATTEST:**
______________________________	______________________________
The Honorable Mayor Edward Lopez	Lindsay Wells, City Secretary

Grant Number:	**608-22-2202200**
Grantee:	**City of Richland Hills**
Program Title:	**Automatic License Plate Reader (ALPR) system**
Maximum Grant Award Amount:	**$20,000**
Total Cash Match Amount:	**Minimum 20% (estimated to be $4,000)**
Grant Term:	**June 14, 2022 to August 31, 2023**

Candice Edmondson,

I am pleased to inform you that the Motor Vehicle Crime Prevention Authority (MVCPA) has issued an Auxiliary Grant (MAG) to your agency in an amount not to exceed $20,000. The Award will begin June 14, 2022, through August 31, 2023. The grant award must be officially accepted by signing and submitting the attached Statement of Grant Award and grantee acceptance notice (SGA) to the MVCPA within 30 days from the date received. The signed and executed SGA must be uploaded to the MAG application page located at https://mvcpa.tamu.edu. Please do not obligate or expend any funds before July 1, 2022.

The required Resolution authorizing this MAG grant must be submitted before any activity can commence on this MAG grant. If you have not already done so, please upload a valid Resolution in the MAG application page located at https://mvcpa.tamu.edu.
We look forward to working with you to combat and reduce motor vehicle theft and burglary. Any questions relating to the administration of this grant should be directed to our office. Please do not hesitate to contact MVCPA should you require further assistance or need to discuss this grant. MVCPA staff may be reached at GrantsMVCPA@txdmv.gov or (512) 465-1485.

Sincerely,

Bryan E. Wilson
MVCPA Director
Copy via email: palbrecht@richlandhills.com and jbatchelder@richlandhills.com

FY22 Motor Vehicle Crime Prevention Authority
Statement of MVCPA Auxiliary Grant Award and Grantee Acceptance Notice

Grant Number:	**608-22-2202200**
Grantee:	**City of Richland Hills**
Program Title:	**Automatic License Plate Reader (ALPR) system**
Maximum Grant Award Amount:	**$20,000**
Total Cash Match Amount:	**Minimum 20% (estimated to be $4,000)**
Grant Term:	**June 14, 2022 to August 31, 2023**

Whereas, **City of Richland Hills** (hereinafter referred to as Grantee), has heretofore submitted a grant application in response to the Request for Application issued on March 2, 2022, to the Motor Vehicle Crime Prevention Authority, State of Texas, **MVCPA Auxiliary (MAG) Grant Award** for an automatic license plate reader (ALPR) system (Lease or Buy), and further identified by grant number 608-22-2202200; and

WHEREAS, the Motor Vehicle Crime Prevention Authority has approved the grant application as evidenced by this FY22 Statement of Grant Award and certain special requirements from the Motor Vehicle Crime Prevention Authority dated **June 14, 2022**; and

WHEREAS, the Grantee desires to accept the FY22 grant award and use all funds for purposes and in compliance with the following requirements that are adopted in their entirety by reference:

- Texas Transportation Code Chapter 1006;
- Texas Administrative Code: Title 43; Part 3; Chapter 57;
- **Texas Grant Management Standards** (TxGMS) as promulgated by the Texas Comptroller of Public Accounts including TxGMS Standard Assurances by Local Governments and Standards for Financial and Program Management;
- The MVCPA Request for Applications issued on May 3, 2021;
- The current Motor Vehicle Crime Prevention Authority Grant Administrative Manual and forms and subsequently adopted grantee instruction manuals and forms;
- The Final Adopted Application attached to this Statement of Grant Award; and
- The Approved Grant Budget Summary:

Budget Category	MVCPA Expenditures	Cash Match	Total Expenditures
ALPR - Buy or Lease	$20,000	$4,000	$24,000
Lease requires good-faith commitment by grantee to lease the system for one year beyond grant funded period			

Standard Law Enforcement Conditions
The grantee is required to ensure that any opportunity to share intelligence provided by the purchase or lease of Automatic License Plate Reader (ALPR) assets under this grant is afforded if opportunity is provided by vendor/product to share read data with other law enforcement agencies.

The grantee is required to ensure that at least one law enforcement officer monitors and participates in the Law Enforcement intelligence sharing webinars and Motor Vehicle Crime Investigator Virtual Command Centers organized and operated on behalf of the MVCPA program operation and statewide collaboration.

WHEREAS, the Grantee accepts the FY22 Statement of Grant Award under the conditions above including the special requirements in the grant application and the Statement of Grant Award as evidenced by this agreement, executed by the official authorized to sign the original grant application, or the official's designated successor, as presiding officer of and on behalf of the governing body of this grantee; and

NOW THEREFORE, the Motor Vehicle Crime Prevention Authority has awarded the above-referenced grant subject to the availability of state funds. The approved budget is reflected in the above Approved Grant Budget Summary. This grant is subject to and conditioned upon the acceptance of the MVCPA Grant Administrative Guide promulgated for this specific program fund (referenced above) by the Motor Vehicle Crime Prevention Authority. Applicable special conditions are listed below.

Special Conditions and Requirements (MVCPA indicates by an "X" in the following spaces below if a condition applies):

_____Border Security Report Requirement – This Grantee is designated as a MVCPA Border Security Grant which is located along the United States of America border with the United States of Mexico and those that are adjacent to the Gulf Intracoastal Waterway. This designation requires grantee to provide additional report information required by the General Appropriations Act of the 87th Texas Legislature, Regular Session. The Governor or Legislative Budget Board may request additional information regarding the report data during the term of the grant.

__X___ **Resolution Required –** Upload the required Resolution authorizing this MAG grant before any activity can commence. If you have not already done so, please upload a valid Resolution in the MAG application page located at https://mvcpa.tamu.edu.

APPROVED AND ACCEPTED BY:

____
Authorized Official

____
Printed Name and Title

____
Date Signed

Motor Vehicle Crime Prevention Authority

MVCPA Auxiliary Grant Award (MAG)

Additional Grant Instructions

The purpose of the MAG grant program is to provide law enforcement agencies with funding to combat motor vehicle crime. This is a pilot program based on feedback received from sheriffs, police chiefs and taskforces who were surveyed about immediate solutions agencies could implement beyond taskforces to reduce motor vehicle crime. MVCPA funds the purchase of Automatic License Plate Reader Equipment (ALPR) in its current taskforce programs and understands that $20,000 may not cover all ALPR systems available for purchase or lease in Texas. Some taskforces have procured ALPR's up to $40,000 per unit while others have a much lower cost. ALPR's have proven successful for law enforcement to increase the recovery of stolen motor vehicles. Some systems are also used in burglary from a motor vehicle and fraud-related motor vehicle crime investigations.

Resolution – A Resolution (Order or Ordinance) by the applicant's governing body is required to complete a grant application. The resolution must be adopted by the governing body, or the designated official must affirm that they have been given the authority by the governing body to obligate the match funds and to execute the grant. All resolutions shall contain three elements: 1) state that the governing body applies for the funds for the purpose provided in statute (Texas Transportation Code, Chapter 1006); 2) commit to return the grant funds in the event of loss or misuse; and 3) designate the officials that the governing body chooses as its agents to make uniform assurances and administer the grant awarded. **The resolution must be executed and uploaded electronically on or before September 7, 2022.**

Reimbursement – The MAG grant is a reimbursement grant. The MVCPA will send out Statements of Grant Award (SGA). Once the agency (city/county authorized official) executes the SGA, the agency will obligate, procure, and pay for the ALPR. The expenses and invoices will be reported on-line. After MVCPA approves the expense report and invoices, the State of Texas Comptroller of Public Accounts will deposit the funds into the agency's account associated with the agency's ID number in the grant application. All financial obligations incurred under the award must be paid and reported no later than 45 days after end of the grant term. The designated Financial Officer must submit the Expenditure Report online.

Reimbursements are made for 80% of the amount spent not to exceed $20,000 as stated in the SGA. For example, 1) if a grantee leases/purchases ALPR equipment for $40,000, the reimbursement will be $20,000 (the not to exceed amount); 2) if a grantee leases/purchases ALPR equipment for $10,000 the reimbursement will be $8,000 (80% of amount spent).

Procurement – After adopting the resolution and executing the grant SGA, grantees must use their regular city / county purchasing processes to identify, order, procure and pay for the ALPR equipment. State law requires all grant acquisitions be in accordance with local policies and procedures and grant requirements.

Lease or Buy Equipment – The grant application required that the grantees declare whether they are going to lease or buy ALPR equipment. MVCPA supports the local law enforcement decision to implement the best strategy for their respective jurisdictions. Grantees are required to indicate in the quarterly progress report and on the text section of the Expenditure Report what purchase or lease the agency selected. Please remember that the lease option does require a good faith commitment to continue the lease one year beyond the grant period as described in the Request for Applications.

Reporting – The MVCPA requires the submission of quarterly progress reports to demonstrate progress toward implementing the program and /or to report the results of the grant activity provided for the grant application. A MAG Grant workshop (date announced later) will be scheduled for grantees to receive training for reporting processes. Grantees designated as Border/Port Security grants may be required to complete additional sections of the progress report required by the Texas Legislature. Grantee are expected to procure the ALPR as quickly as possible and complete progress reports for the period up to and including August 31, 2023. Progress reports will include text sections and data sections. Text sections will include reporting progress toward purchases and success stories and reporting grant issues. Data sections will include MVCPA statutory measures of vehicles recovered, arrests and cases cleared data.

Report Period	Due Date	Delinquent
FY22Q4 – June through August	September 15, 2022	September 30, 2022
FY23Q1 – September through November	December 15, 2022	December 31, 2022
FY23Q2 – December through February	March 15,2023	March 31, 2023
FY23Q3 – March through May	June 15, 2023	June 30, 2023
FY23Q4 – June through August	September 15, 2023	September 30, 2023

Grant Closeout – At the end date of the grant period, the grantee shall submit a summary report of the outcomes and successes of the program based on the proposed activities contained in the Statement of Grant Award. Grantees will report the inventory on hand, condition and use as of the last date of the grant period and request that the MVCPA transfer the assets to their jurisdiction for continued use outside of the grant period.

Other Important Resources:
Tx Grant Management Standards - https://comptroller.texas.gov/purchasing/docs/grant-management-reader.pdf
MVCPA Taskforces- https://www.txdmv.gov/mvcpa-grantees
MVCPA Grant Administrative Manual - https://www.txdmv.gov/sites/default/files/body-files/MVCPA_FY20_Grant_Admin_Manual.pdf
MVCPA FY21 Activity and Funds Report - https://www.txdmv.gov/sites/default/files/body-files/MVCPA-FY2021-Actvities-Funds-Report.pdf

Memorandum

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

From: Kimberly Sylvester, Chief of Police

Date: July 25, 2022

Subject: Contract with Freedom Construction for Animal Services Center Improvements

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Agenda Item:

Consider contract with Freedom Construction for improvements at the Animal Services Center

Background Information:

In 2020, City staff presented a phased plan to complete necessary improvements to the Animal Services Center. Since then, City Council has allocated funds from the Tax Increment Financing (TIF) Fund each year to complete the following improvements:

- FY 2020 – Exterior painting and façade repairs
- FY 2021 – Employee breakroom, kennel area, and animal euthanasia and cleaning station improvements
- FY 2022 – Lobby improvements

The FY 2022 Budget includes funding in the amount of $50,000 for improvements to the lobby of the Animal Services Center. Staff contacted several general contractors requesting proposals for the project and received only one responsive quote from Freedom Construction. The other contractors who were contacted either did not respond or stated that the scope of work was too small for them to bid. Based on Freedom's ability to complete the project and references provided, staff recommended Freedom Construction be selected to perform the work.

Due to escalating construction costs, certain elements of the lobby improvements were removed from the current scope of services. Staff has identified some cost savings in the Animal Services Center budget that will allow them to remodel the lobby bathroom at the same time as the other lobby improvements.

The current proposal provided by Freedom Construction for lobby improvements is in the amount of $49,775. If Freedom adds the bathroom renovation to their scope of work, their contract with the City will exceed $50,000, therefore requiring City Council approval.

Freedom Construction is a Sourcewell cooperative buying contract vendor (TX-NT-GC-101619-FRC). As a Sourcewell vendor, Freedom has been thoroughly vetted and their contract meets city and state purchasing requirements.

To note, Freedom Construction also provided the only responsive bid when the Police Department issued a request for bids to construct covered parking structures in May. City Council awarded the parking structure bid to Freedom on June 13, 2022.

As has been done the past three years, staff will be presenting the next phase of Animal Service Center improvements to the City Council during the FY 2023 Budget process. With City Council approval of the contract with Freedom Construction, the City would have the ability to hire Freedom for future Animal Service Center improvements. This would create consistency with the general contractor completing the work and expediate improvements.

Financial Considerations:

Funding in the amount of $50,000 was included in the FY 2022 TIF Fund for improvements to the Animal Services Center lobby. Funding for any future improvements to the facility will be considered on an annual basis during the budget process.

Legal Review:

N/A

Board/Citizen Input:

N/A

Attachments:

Freedom Construction Proposal for Animal Center Lobby Improvements

Council Action Requested:

Motion to approve contract with Freedom Construction for improvements at the Animal Services Center utilizing the Sourcewell cooperative buying contract (TX-NT-GC-101619-FRC)

May 13, 2022

Scott Russell
City of Richland Hills
Police Department
6700 Baker Blvd.
Richland Hills TX 76118

Subject: Richland Hills Animal Shelter Lobby Revised III

This bid includes all the labor and material to accomplish the scope as listed below:

Scope:

- Demo existing millwork
- Clean and seal concrete, replace cove base
- Remove door to Cat Viewing room, cut in new door in hallway
- Create opening (approximately 8'x5') in Cat Viewing Room and install glass
- Repair walls, tape bed texture and paint lobby (except ceiling of open area)
- Paint glass wall of Cat Viewing Room
- Replace can lights with LED lights in furr-down
- Replace halogen lights in open area with LED lights
- Install 8' of new standing desk laminate millwork and countertop with slight radius and power/data chases, millwork will connect to the back wall on the west side. A working desk (sitting height) will be added to the west portion of the millwork. Add a double file base at the wall. ADD FILE DRAWERS AT THE FRONT CORNER OF THE DESK ALONG WITH A PAPER SLOTS ACROSS THE FRONT. THE COUNTER WILL WIDEN TO ACCOMMODATE THE PAPER SLOTS.
- A 18x36 writing desk will be installed on the west wall next to the cat play area
- Install 3 data lines and 2 electrical outlets in millwork
- Install sound panels in open area on all four walls
- Replace door and hardware to Cat Viewing Room, hallway AND RESTROOM
- Install window tint in Cat Play Room

Freedom Construction |1204 Scotland Ave| Azle, TX 76020
Tamyra Franks - Owner|CEO tamyra@freedomconstruct.net 817-456-9263
Glenn Franks - Construction Program Manager glenn@freedomconstruct.net 817-602-4147

Schedule: 3-3.5 weeks, the Shelter can remain open. We will work around the staff and customers

Notes:

- Work to be completed during normal hours
- This bid expires 30 days from the date of this letter
- Permit cost is not included
- Bond is included
- Sourcewell TX-NT-GC-101619-FRC

Total $49775.00
Prices do not include taxes.

Thank you for the opportunity to bid this project. We look forward to working with you on this job and bidding any future projects you might pursue. If you have any questions, please call the undersigned at 817-602-4147 or glenn@freedomconstruct.net.

Sincerely,
Glenn Franks
Freedom Construction

Memorandum

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

From: Scott Mitchell, Director of Neighborhood Services

Date: July 25, 2022

Subject: Street Improvement Projects

Agenda Item:

Street Improvement Projects

Background Information:

Staff will provide an update on the FY 2022 street improvement projects.

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: Patricia Albrecht, Director of Finance and Administrative Services

Date: July 25, 2022

Subject: 3rd Quarter Investment Report

Agenda Item:

3rd Quarter Investment Report

Background Information:

Staff will provide a quarterly investment report for the period of April 1, 2022 – June 30, 2022.

Financial Considerations:

N/A

Legal Review:

N/A

Board/Citizen Input:

N/A

Attachments:

3rd Quarter Investment Report

Council Action Requested:

No Council Action

City of Richland Hills

3rd Quarter Investment

Report For the quarter ended

June 30, 2022

3rd QUARTER INVESTMENT REPORT FY 2022

Bank	Fund	Name of Account	4/1/2022	Deposits/Withdrawals	Interest	6/30/2022
JP Morgan Chase	1	General Fund Account	8,560,916	(144,245)	-	8,416,671
JP Morgan Chase	2	Revenue Fund Account	3,353,110	598,109	-	3,951,220
JP Morgan Chase	26	Richland Hills Economic Development Corp	1,111,330	203,063	-	1,314,393
JP Morgan Chase	65	Richland Hills Crime Control Fund	427,124	169,075	-	596,200
JP Morgan Chase	1	Certificate of Deposit-Maturity 11/2022	169,379	8	-	169,387
		Total	13,621,859	826,011	-	14,447,870
TEXPOOL	1	General Fund	953,963	1,864	1,529	955,828
TEXPOOL	2	Revenue Fund	1,295,171	1,740	2,075	1,296,912
TEXPOOL	22	Drainage Fund	113,223	182	182	113,405
TexSTAR	27	2019 GO Bonds	306,098	497	497	306,595
TexSTAR	6	Police Seizue Funds	-	25,724	35	25,724
TexSTAR	10	I & S Funds	1,074,368	125,710	1,927	1,200,079
TexSTAR	101	ARPA Funds	772,936	68,926	-	841,861
		Total	4,515,760	224,644	6,246	4,740,404
		Total Holdings	**18,137,619.07**	**1,050,655**	**6,246**	**19,188,274**

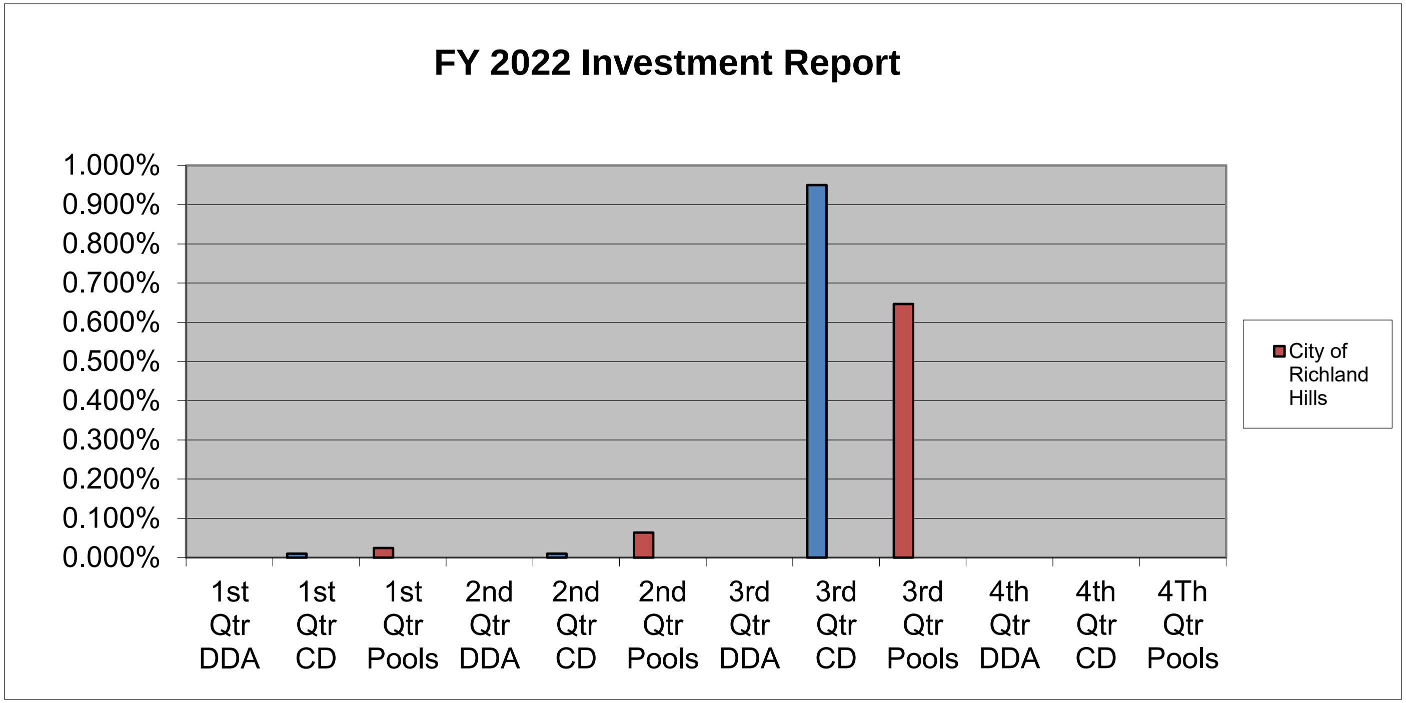
City of Richland Hills
Inventory Holdings Report- City Portfolio

6/30/2022

Settle Date	Cusip	Security Type	Par	Rate	Settlement Date	Maturity	Purchase Yield	Purchase Principal	Original Prem/Disc	Current Book	Market Price	Gain/Loss	Original D-T-M	Current D-T-M	Amortization	Percent of Total Holdings
6/30/2022		DDA	14,278,483	0.000%	6/30/2022	7/1/2022	0.000%	14,278,483	-	14,278,483	100.00%	-	1	1	0.00	74.41%
6/30/2022		Pools	4,740,404	0.647%	6/30/2022	7/1/2022	0.647%	4,740,404	-	4,740,404	100.00%		1	1	0.00	24.70%
11/23/2022		CD	169,379	0.010%	11/23/2022	11/23/2022	0.010%	169,379		169,379	100.00%	-	180	180	0.00	0.88%
			19,188,266					19,188,266		19,188,266						100.00%

TEXPOOL and TexSTAR Pools
DDA=Demand Deposit Account
CD=Certificate of Deposit

Investment Transactions
Quarter Ending
06/30/2022



DDA Accounts=JP MORGAN CHASE
POOLS=Texpool and TexSTAR

City of Richland Hills
Quarterly Investment Report-City Portfolio
April 1, 2022 - June 30, 2022

Portfolio Summary Management Report

This quarterly report is in full compliance with the investment policy and strategy as established for the City of Richland Hills and the Public Funds Investment Act (Chapter 2256, Government Code).

Beginning Book Value 04/01/2022	$ 18,137,619.07		Ending Book Value 06/30/2022	$	19,188,265.96
Beginning Market Value 04/01/2022	$ 18,137,619.07		Ending Market Value 06/30/2022	$	19,188,265.96
			Accrued Interest Receivable	$	-
			Unrealized Gain/Loss on 06/30/2022	$	-
WAM at Beginning Period Date*	1 day		WAM at Ending Period Date*	1 day	
			Change in Market Value	$	1,050,646.89

Average Yield to Maturity for quarter	0.647%
Average Yield to Maturity 6 month T-Bill	1.624%

Patricia Albrecht

Patricia Albrecht, Finance Director

Candice Edmondson, City Manager

*WAM-Weighted Average Maturity
"Change in Market Value" is required data, but will primarily reflect the receipt and expenditure of the City's funds from quarter to quarter.

Memorandum

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

From: Candice Edmondson, City Manager

Date: July 25, 2022

Subject: June Department Monthly Reports

Agenda Item:

June Department Monthly 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

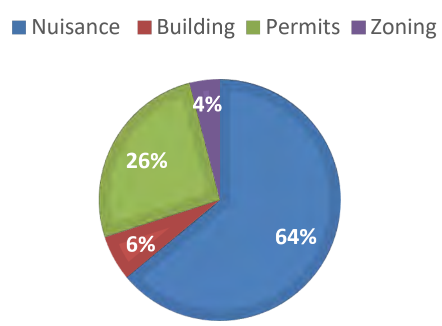
Attachments:

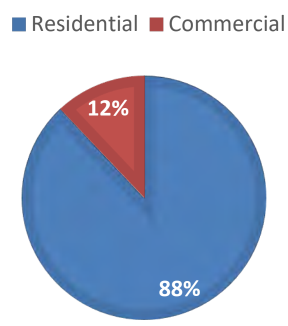
June Department Reports

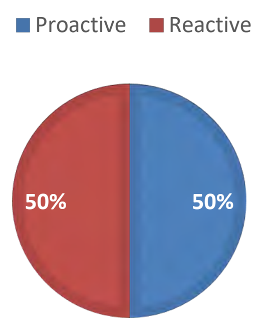
Council Action Requested:

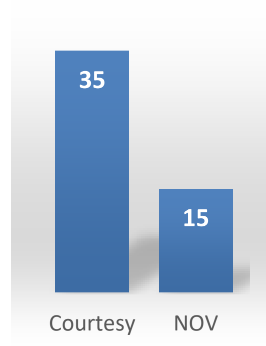
No Council Action

Code Compliance

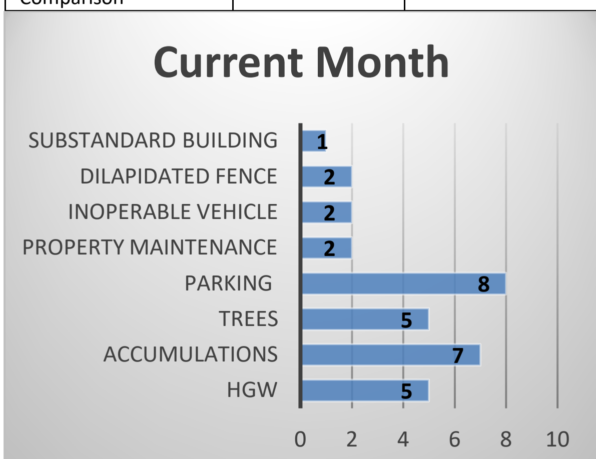


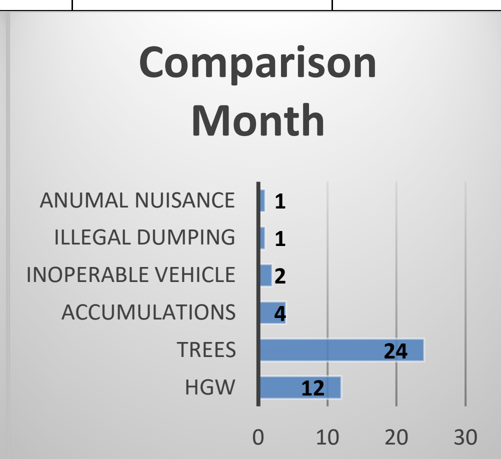






	Current Month Violations				
	Notices Issued	**Pending Compliance**	**Compliance Obtained**	**Citations Issued**	**Abatement by City**
Nuisance Violations	32	18	14	4	0
Building Violations	3	2	1	0	0
Zoning Issues	2	2	0	1	0
Permit Violations	13	3	10	0	0
Fiscal Year Totals	656	175	457	21	1
Previous Fiscal Year Comparison	1201	389	812	19	1





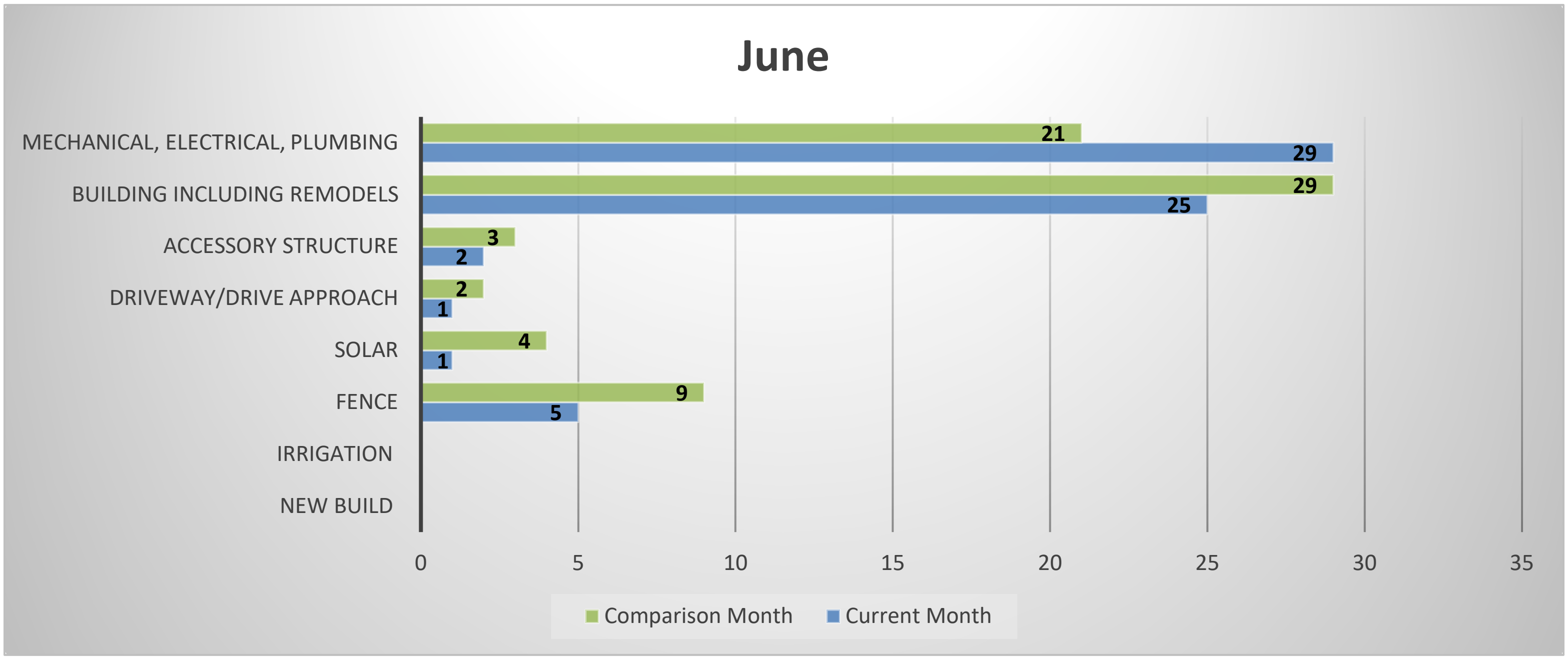
June 2022 Inspections

4 Inspections Conducted

	Signs			
	Current Month	Comparison Month Previous Year	Fiscal Year 21/22	Previous Fiscal Year Comparison
Commercial Sign Violations	0	0	9	2
Bandit Sign Removal	0	5	133	38

	Building Summary			
	Current Month	Comparison Month Previous Year	Fiscal Year 21/22	Previous Fiscal Year Comparison
Registered Vacant Building	0	1	12	14
Substandard Buildings	1	0	3	1

Community Development



	Mechanical Electrical Plumbing	Building Including Remodels	Accessory Structure	Driveway Drive Approach	Solar	Fence	Irrigation	New Build
Current Month Residential	26	24	2	1	1	5	0	0
Current Month Commercial	3	1	0	0	0	0	0	0
Current Fiscal Year 2021-2022	169	135	10	19	23	29	6	1
Previous Month Residential	16	25	3	1	4	9	0	0
Previous Month Commercial	5	4	0	1	0	0	0	0

	Current Month	Comparison Month Previous Year	Fiscal Year To Date 2021-2022
Sign Permit	7	6	40
ROW Permit	2	5	37
Garage Sale Permit	16	33	173
Zoning, SUP, Code Consults	4	2	33
Pool Permits	1	1	3

Business Summary

	Current Month	Comparison Month Previous Year	Fiscal Year To Date 2021-2022
Registered Rental CO's	8	3	53
Issued Commercial CO's	4	4	37
Mobile Food Vendor	1	1	1

Received Certificate of Occupancy

- Farmers Insurance, 6821 Baker Blvd Suite A – Office, Administrative, Medical, or Professional
- CLS Property Management, 7338 Boulevard 26 - Office, Administrative, Medical, or Professional
- Direct Print, 7354 Dogwood Park – Mini Warehouse / Self-Storage
- Sai Umez Inc DBA DS Food Mart, 7301 airport Fwy – Convenience Store, with Fuel Pumps

Number of Potential Business Certificate of Occupancy Meetings: 6

Number of Developmental Review Committee / Plan Review: 3

City of Richland Hills

Monthly Financial Reports For the Month Ended June 30, 2022

Finance

GENERAL FUND, UTILITY FUND AND LINK FUND

Fiscal Year 2021-2022, Period Ending 06/30/2022

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	$ 66,688	$ 2,772,472	$ 36,018	99%
Sales Tax	$ 3,500,000	$ 393,890	$ 2,505,729	$ 994,271	72%
Other Tax	$ 1,750	$ 241	$ 2,068	$ (318)	118%
Franchise Fees	$ 517,000	$ 10,312	$ 473,884	$ 43,117	92%
Fines & Forfeitures	$ 402,700	$ 23,248	$ 212,057	$ 190,643	53%
Licenses & Permits	$ 152,500	$ 13,010	$ 116,693	$ 35,807	77%
Service Charges	$ 275,850	$ 21,996	$ 215,052	$ 60,798	78%
Miscellaneous	$ 74,800	$ 21,722	$ 184,585	$ (109,785)	247%
Total Revenues	**$ 7,733,090**	**$ 551,106**	**$ 6,482,540**	**$ 1,250,549**	**84%**
Expenditures					
Municipal Court	$ 273,050	$ 19,288	$ 189,647	$ 83,403	69%
Administration	$ 602,569	$ 35,774	$ 443,254	$ 159,315	74%
Police	$ 1,809,261	$ 142,826	$ 1,354,840	$ 454,421	75%
Fire	$ 2,054,793	$ 192,112	$ 1,469,326	$ 585,467	72%
Street	$ 291,129	$ 33,063	$ 136,339	$ 154,790	47%
Library	$ 384,827	$ 36,595	$ 265,567	$ 119,260	69%
Recreation	$ 276,213	$ 23,406	$ 194,082	$ 82,131	70%
Parks/Grounds	$ 249,655	$ 21,737	$ 80,240	$ 169,415	32%
Community Development	$ 384,427	$ 17,780	$ 265,013	$ 119,414	69%
Animal Control	$ 180,617	$ 23,535	$ 129,923	$ 50,694	72%
Legislative (City Secretary)	$ 177,156	$ 13,488	$ 172,572	$ 4,584	97%
Shared Services	$ 616,841	$ 48,472	$ 443,165	$ 173,676	72%
Transfers Out	$ 423,311	$ -	$ 266,064	$ 157,247	63%
Total Expenditures	**$ 7,723,849**	**$ 608,076**	**$ 5,410,031**	**$ 2,313,818**	**70%**
Rev/Exp	*$ 9,241*	*$ (56,971)*	*$ 1,072,509*		
Utility Fund (002)					
Revenue					
Water	$ 2,504,521	$ 244,862	$ 1,758,068	$ 746,453	70%
Sewer	$ 1,800,000	$ 154,518	$ 1,300,127	$ 499,873	72%
Misc. (incl. Garbage Billing)	$ 130,000	$ 48,928	$ 470,739	$ (340,739)	362%
Total Revenues	**$ 4,434,521**	**$ 448,308**	**$ 3,528,934**	**$ 905,587**	**80%**
Expenses					
Shared Services	$ 345,200	$ 19,391	$ 213,483	$ 131,717	62%
Administration	$ 551,719	$ 28,618	$ 352,714	$ 199,005	64%
Water Services & Distr.	$ 1,340,949	$ 76,627	$ 632,379	$ 708,570	47%
Wastewater Service	$ 1,504,869	$ 190,374	$ 733,981	$ 770,888	49%
Trsfrs/Debt Service/Non-Dept.	$ 489,241	$ 40,507	$ 324,648	$ 164,593	66%
Total Expenses	**$ 4,231,978**	**$ 355,518**	**$ 2,257,205**	**$ 1,974,773**	**53%**
Rev/Exp	*$ 202,543*	*$ 92,790*	*$ 1,271,728*		
Link Operating Fund (098)					
Revenue					
Recreation	$ 497,300	$ 71,125	$ 430,576	$ 66,724	87%
Transfers in	$ 165,000			$ 165,000	0%
Total Revenue	**$ 662,300**	**$ 71,125**	**$ 430,576**	**$ 231,724**	**65%**
Expenditures					
Operating/Personnel	**$ 662,067**	**$ 54,192**	**$ 423,886**	**$ 238,181**	**64%**
Rev/Exp	*$ 233*	*$ 16,933*	*$ 6,690*		

Finance

SPECIAL REVENUE FUNDS

Fiscal Year 2021-2022, Period Ending 06/30/2022

Monthly Financial Report

	Approved Budget	Current Month Actual	YTD Actual	Available Budget	% YTD of Total Budget
Court Security Fund (24)					
Revenue	$ 5,700	$ 942	$ 4,098	$ 1,602	72%
Expenditures	$ 4,000	$ -	$ -	$ 4,000	0%
Rev/Exp	$ 1,700	$ 942	$ 4,098		
Court Technology Fund (39)					
Revenue	$ 6,500	$ 830	$ 3,550	$ 2,951	55%
Expenditures	$ -	$ -	$ -	$ -	0%
Rev/Exp	$ 6,500	$ 830	$ 3,550		
Crime Control District (65)					
Revenue					
Sales Tax	$ 1,500,000	$ 147,390	$ 933,849	$ 566,151	62%
Grants/Transfers	$ 12,000	$ -	$ 10,224	$ 1,776	85%
Total Revenue	$ 1,512,000	$ 147,390	$ 944,073	$ 567,927	62%
Expenditures					
Public Safety	$ 1,275,648	$ 55,573	$ 869,429	$ 406,219	68%
Transfers Out	$ 106,860	$ -	$ -	$ 106,860	0%
Total Expenditures	$ 1,382,508	$ 55,573	$ 869,429	$ 513,079	63%
Rev/Exp	$ 129,492	$ 91,817	$ 74,644		
Hotel Occupancy Tax (77)					
Revenue					
HOT (Taxes)	$ 180,000	$ 17,544	$ 136,900	$ 43,100	76%
Expenditures					
Operating Expense	$ 91,255	$ 1,823	$ 15,719	$ 75,536	17%
Debt Service	$ 102,412	$ -	$ 21,206	$ 81,206	21%
Total Expenditures	$ 193,667	$ 1,823	$ 36,925	$ 156,742	19%
Rev/Exp*	$ (13,667)	$ 15,721	$ 99,975		
TIF Fund (89)					
Revenue					
Property Tax Allocation	$ 140,315	$ -	$ 175,574	$ (35,259)	125%
Intergovernmental	$ 43,511	$ -	$ -	$ 43,511	0%
Sales Tax Transfer in	$ 75,000	$ -	$ -	$ 75,000	0%
Total Revenue	$ 258,826	$ -	$ 175,574	$ 83,252	68%
Expenditures					
Operating	$ 30,000	$ -	$ -	$ 30,000	0%
Capital/Transfers Out	$ 50,000	$ -	$ 102,502	$ (52,502)	205%
Total Expenditures	$ 80,000	$ -	$ 102,502	$ (22,502)	128%
Rev/Exp	$ 178,826	$ -	$ 73,072		

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

Finance

CAPITAL FUNDS

Fiscal Year 2021-2022, Period Ending 06/30/2022

Monthly Financial Report	Approved Budget	Current Month Actual	YTD Actual	Available Budget	% YTD of Total Budget
Oil & Gas Lease Fund (12)					
Revenue	$ 35,000	$ 4,972	$ 82,763	$ (47,763)	236%
Expenditures	$ 87,000	$ -	$ 6,157	$ 80,843	7%
Rev/Exp*	$ (52,000)	$ 4,972	$ 76,606		
Capital Projects Fund (20)					
Revenue-Transfers In	$ 888,311	$ -	$ 127,624	$ 760,687	14%
Expenditures					
Capital-Fac. Improv.	$ 90,000	$ -	$ -	$ 90,000	0%
Capital-Parks	$ 640,000	$ -	$ 54,095	$ 585,905	8%
Capital-Lease Pymts	$ 158,311	$ 18,772	$ 92,311	$ 66,000	58%
Parks Projects (Hike/Bike)	$ 237,332			$ 237,332	0%
Total Expenditures	$ 1,125,643	$ 18,772	$ 146,407	$ 979,236	13%
Rev/Exp	$ (237,332)	$ (18,772)	$ (18,783)		
Road and Street Fund (25)					
Revenue					
Sales Tax	$ 1,335,000	$ 147,709	$ 939,649	$ 395,352	70%
Total Revenue	$ 1,335,000	$ 147,709	$ 939,649	$ 395,352	70%
Expenditures					
Project Appropriations	$ 1,950,000	$ 112,151	$ 874,697	$ 1,075,303	45%
Street R&M	$ 100,000	$ -	$ 18,340	$ 81,660	18%
Total Expenditures	$ 2,050,000	$ 112,151	$ 893,037	$ 1,156,963	44%
Rev/Exp*	$ (715,000)	$ 35,558	$ 46,612		
Vehicle Replace. Fund (30)					
Revenue					
Misc. Income	$ 199,759	$ -	$ 29,840	$ 169,919	15%
Expenditures					
Capital-Lease/Purchases	$ 186,060	$ 38,880	$ 38,987	$ 147,073	21%
Operational	$ 36,685	$ 4,173	$ 50,291	$ (13,606)	137%
Total Expenditures	$ 222,745	$ 43,053	$ 89,278	$ 133,467	40%
Rev/Exp*	$ (22,986)	$ (43,053)	$ (59,438)		

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

Finance

DEBT SERVICE FUND

Fiscal Year 2021-2022, Period Ending 06/30/2022

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	$ 23,831	$ 1,018,798	$ 22,007	98%
Expenditures					
Debt Service	$ 915,763	$ -	$ 240,672	$ 675,091	26%
Rev/Exp	$ 125,042	$ 23,831	$ 778,126		

COMPONENT UNIT

	Approved Budget	Current Month Actual	YTD Actual	Available Budget	% YTD of Total Budget
Richland Hills EDC (26)					
Revenue					
Sales Tax	$ 1,000,000	$ 98,472	$ 626,432	$ 373,568	63%
Total Revenues	$ 1,000,000	$ 98,472	$ 626,432	$ 373,568	63%
Expenses					
Operating	$ 227,325	$ 15,470	$ 140,465	$ 86,860	62%
Transfers Out	$ 640,000	$ -		$ 640,000	0%
Debt Service	$ 229,063	$ -	$ 47,031	$ 182,032	21%
Total Expenditures	$ 1,096,388	$ 15,470	$ 187,496	$ 908,892	17%
Rev/Exp*	$ (96,388)	$ 83,002	$ 438,936		

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

DRAINAGE

	Approved Budget	Current Month Actual	YTD Actual	Available Budget	% YTD of Total Budget
Drainage Fund (022)					
Revenue					
Billing	$ 929,060	$ 75,475	$ 684,591	$ 244,469	74%
				$ -	
Expenses				$ -	
Operating	$ 574,238	$ 12,339	$ 138,280	$ 435,958	24%
Debt Service	$ 467,514	$ -	$ 53,757	$ 413,757	11%
Total Fund	$ 1,041,752	$ 12,339	$ 192,036	$ 849,716	18%
Rev/Exp*	$ (112,692)	$ 63,136	$ 492,555		

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

Fire

Fire Operations:

- Personnel completed ***21*** business inspections throughout the month.
- Members completed a combined ***342*** hours of training this month.
- The mutual aid agreement with Allegiance Ambulance resulted in no calls during June.
- Response times for June averaged **4 minutes 38 seconds** from receipt of call in dispatch to the first fire unit arriving on scene to assist.
- More than **19.8%** of emergency calls in June were received while our crews were already addressing another emergency in the city.
- FF/EMT's Tony Dryer and Jordan Bridges are doing well in Paramedic school. They will graduate in December 2022.
- 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.
- We have a wooden box set up in the fire station lobby to collect retired US and Texas flags.
- Calls in June 2022 were **9.6%** more than calls in June 2021.
- Mutual aid received from other agencies was up **180%** compared to June 2021. Aid given was up over **40%** compared to June 2021.

	Service Calls – Through June 30, 2022		
	Current Month	**June 2021**	**FY2022 Total**
Fire Calls	5	3	**46**
EMS/Major Accidents/ Rescues	95	86	**861**
Hazardous Conditions – No Fire	9	5	**61**
Public Assistance	16	22	**148**
Good Intent (No Service Rendered)	9	7	**123**
False Alarm	8	9	**56**
Severe Weather & Natural Disaster	4	0	**4**
Total Calls	**146**	**132**	**1,299**
	Automatic / Mutual Aid		
	Current Month	**June 2021**	**YTD Total**
Aid Received	21	8	**158**
Aid Given	22	16	**199**

Fire Marshal:

- Fire Marshal Brock is currently enrolled in the Police Academy full time and his reports will return when he is back in the office this fall.

RICHLAND HILLS PUBLIC LIBRARY

JUNE • 2022

IMPACT

Summer is off to a great start with a 392% increase in program attendance in June compared to last year! We are working our way back to pre-COVID levels. Numbers of visitors, items checked out, and computer sessions all had significant increases as well.

Starting with the return of the popular Birdville Reads event, which was held in Richland Hills, we continued the momentum with our Summer Reading programs at the Link as well as Storytime for the younger kids and the Richland Hills Literary Society and a cookie decorating class for adults.

KEY FACTS (LAST YEAR)

- 1225 Visitors (1101)
- 4373 Items checked out (3057)
- 1203 Questions answered (1274)
- 1048 Program Attendance (213)
- 344 Computer sessions (157)

City Marshal Activity Report
Month of June 2022

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	9	$ 4,530.00	15	$ 6,779.00
Attorney bonds	1	$ 536.00	21	$ 9,134.60
Returned for Officer correction	0	$ -	7	$ 2,803.40
Unable to locate - bad info	0		48	$ 15,847.15
Paid/payment plan	8	$ 2,856.93	91	$ 38,406.29
Deceased	0		8	$ 3,278.70
Cleared-Found Incarcerated	5	$ 2,287.00	21	$ 8,265.10
Warrant Service by Marshal in field				
Arrests - transfer to jail	3	$ 837.00	9	$ 3,117.10
Payment plan rather than jailed	4	$ 1,761.60	9	$ 3,703.50
Attorney bonds rather than jailed	0	$ -		
Paid rather than jailed	9	$ 4,471.93	22	$ 10,185.56
Warrant Service - Other				
Time Served	37	$ 12,864.10	414	$ 150,843.10
Arrested by other agencies	42	$ 16,022.60	454	$ 179,055.60
Paid by defendant	5	$ 2,362.70	21	$ 9,918.06
Released due to medical reasons	8	$ 3,723.00	25	$ 10,983.24
Attorney bonds	0	$ -	17	$ 8,191.63
Prisoner Transfers				
Number of defendants transferred	2	$ 1,520.01	13	11591
Total hours spent on transfers	3	$ -	16	
Total miles driven on transfers	60	$ -	366	
Teletype - time serve/plea/court date	12	$ 5,088.10	138	$ 61,138.25
Other Duties				
Bank detail	15		90	
Traffic stops	0		0	
Insurance verifications	9		75	
Vehicles inspected	0		6	
Bailiff hours	10		72	
Training	2		42	
Serve summons - School	0		57	
Serve summons - Animal Control	1		4	
Serve summons - Code Enforcement	2		5	
Serve summons - Police	4		48	
Officer corrections on citations	11		105	
Returned FTA notices	67		260	

Municipal Court

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

None at this time.

Citation Summary		
	Current Month	**YTD Total**
Violations Filed	203	1720
Completed Cases– Paid Fine & Before Judge	103	961
Other Completed - Dismissed deferred, DSC, proof, compliance, by Judge or Prosecutor, plea & bar, void	66	549
Number of Warrants Issued	0	1212
Number of Warrants Cleared	85	746
Number of Outstanding Warrants	0	906
Value of Outstanding Warrants	$0	$434,181.22
Total Fees Collected	$34,858.71	$288,524.97

Parks and Recreation Director's Report
June 2022

Budget Analysis

Programs, rentals and memberships brought in more revenue that any other month in the five plus year history of Link operations…by almost $16,000. The revenue total was $68,738.27. Andrew and the programming staff did a terrific job of planning an expansion this summer and then even expanded a second time to try and host everyone we could. We still have a waiting list. Rental revenues were still very high as well.

Project/Program Updates

- **Memberships: $5,211.72** Membership revenue was increased this month. With 31 sales and only 20 terminations, the new count is 341 memberships at The Link. Scans increased as well and totaled 2,013 with 343 different users.
    - Medicare programs brought in **$1,750.00** in additional monthly fees from 125 active members.

- **Camp Connect and Link Learner's Academy (LLA): $39,938.50** Staff expanded Camp Connect from 48 kids to 64 full time participants and up to 9 more campers on non-field event days. This amount nearly doubles the projected amount of $23,500. While will increase staffing and expenses, the net revenue from the expansion will benefit The Link's bottom line.

- **Programs:** Most non-athletic programs are still failing to attract participants. We will continue to advertise and push for new registrations.
    - **Classes:** Current classes
        - Karate – 9
        - Belly Dancing – 4
        - We are promoting two new classes: gymnastics and theater.

    - **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 – 5
        - Pickleball players – 99
        - Volleyball players – 30
        - PE – Volleyball – 15
        - PE – Football – 0

    - **Special Events:** There were no events held in May, but staff is already planning for Red, White & YOU! and Fiesta de Herencia.

- **Community Programs:** The Link, while designed to generate revenue, tries to find a balance with community programs that anyone can join.
  - Lunch Bunch – Chick-fil-a was served and 68 attended. 58 seniors stayed and played bingo for prizes.
  - Tarrant Area Food Bank – in association with Center Point Church – 82 families were served.

- **Senior Programs:** Fourteen of the Link seniors traveled to Waco for the Mammoth National Park on June 1. The second trip of the month was to Globe Life Field for a Texas Rangers game on June 15 with 14 participants.

- **Parks:** Romtec and staff are working on the details of the restrooms that will be installed, while Parkhill continues to complete the plans for construction of this year's projects (both restrooms, KB parking lot and CT food truck area).

- **Landscaping:** The hot and dry summer is taking its toll on the public areas' vegetation. There are irrigation problems that Yellowstone is working on, but that has played a negative roll in the vegetation's health. Mowing has been caught up on. Part of that success is due to the lack of rain and extreme heat.

- **ROWs and Medians**: The Green Ribbon project has been finalized. Staff is awaiting TxDOT's full approval. Yellowstone has been asked to focus on medians' weeds, especially with the mowing slowing down.

- **Marketing**:
  - Webpage visits: 3,340
  - Google Business Searches: 19,137
  - Yelp Views: 34
  - Instagram Reach: 46
  - Facebook engagements: 1,368
  - Twitter Impressions: 183
  - YouTube Views: 0
  - Nextdoor: 0

- **Rentals: $16,697.75** The Link hosted 67 rentals this month, including 6 city events.

Valuable Information:

- The indoor playground is scheduled for installation the week of August 22.
- The Link is looking for vendors for computers and software for an eSports program. The program would include working with the schools for a competitive program.
- The Link and Performance Experience are teaming up with Tomlinson Performance Academy to run a football program for middle school and high school students.
- Vendors have found some clogs in the water lines that have been cleared. There is a concern about an underground break that is the cause for losing large amounts of water.

Link Revenue	June 2020	June 2021	June 2022	Fiscal Year 21-22 YTD
Classes	$2,250.00	$534.50	$582.50	$4,470.12
Link Membership	$2,673.25	$5,827.94	$5,211.72	$48,467.07
One Day Passes	$209.00	$357.00	$550.00	$3,257.00
Fitness Classes	$206.75	$353.12	$269.60	$3,077.73
Personal Training	$-	$-	$1,874.93	$17,534.08
Athletics	$165.00	$698.67	$2,084.00	$19,332.59
Camps	$6,931.90	$26,410.77	$39,728.50	$52,751.25
After School	$-	$131.00	$210.00	$80,821.58
Rentals	$2,480.51	$12,972.10	$16,597.75	$170,128.34
Medicare Membership	$1,011.00	$1,268.00	$1,750.00	$13,053.00
	$15,927.41	**$48,553.10**	**$68,859.00**	**$412,892.76**

Police

- Captain Russell, Lieutenant Hernandez, Sergeant Miller and Jennifer Hilburn attended FEMA ICS 300 and ICS 400 training
- Officer Sawyer transferred to the Criminal Investigation Unit
- Officer Johnson completed Field Training
- Officer Brittany Huey hired, was previously employed with Wise County Sheriff's Office
- RHPD attended the Baker Boulevard Church of Christ Community Dinner
- RHPD participated in the DART/TRE Emergency Operations Exercise

Service Calls

	Current Month	YTD Total
Total Calls for Service (CFS)	1801	10846
Calls for Service	456	2524
Field Generated CFS	1345	8322
Proactive Policing (Included in Field Generated	1345	8322
Traffic Stops-Spillman	268	1547
Violations issued	196	991
Warnings issued	209	1379
Traffic stops resulting in an arrest	20	150
Crime Prevention CFS	265	1701
Business Checks CFS	448	2664
Arrests	52	347
Family Violence-included above	1	13
DWI Arrests–included above	7	45
Priority-1 Total Response Time	4:11 sec	N/A
Priority-1 Officer Response Time	2:37 sec	N/A

NOTES:
55 total arrests made in June

Part 1 Offenses

	Current Month	YTD Total
Total Violent Crime Offenses	18	69
Murder	0	0
Rape	3	9
Robbery	1	2
Aggravated Assault	2	8
Simple Assault	12	50
Total Property Crime Offenses	9	75
Burglary	1	6
Business	1	5
Residential	0	1
Larceny	8	65
Auto Theft	0	4
Part -1 Offenses Cleared	11	65
Clearance Rate %	40.74%	45.14%
Stolen Property Reported	$22,905	$219,077

Stolen Property Recovered	$0.00	$93,054

NOTES: Sex Assault Offenses are known/acquaintances.

Traffic Accidents

	Current Month	YTD Total
Crash Reports	15	83
Accidents-Major	9	40
Accidents-Minor	12	68
Alcohol/Drug Impairment	0	4

NOTES:

Records

	Current Month	YTD Total
Sex Offender Registrations	1	11
Open Records Requests	56	287

Property & Evidence

	Current Month	YTD Total
Pieces of Property Received	89	617
Items Taken to Lab for Narcotics Testing	0	45
Items Taken to Lab for Blood Alcohol Content	0	27
Crime Scene Call Outs (Richland Hills Police	1	13
Crime Scene Call Outs (Haltom City Police	0	2

Criminal Investigations

	Current Month	YTD Total
New Assigned Cases	110	631
Current Open Cases	24	
Total Warrants Issued	9	60
Misdemeanor Arrest Warrant	3	25
Felony Arrest Warrant	6	31
Search Warrant	0	4
Charges Filed with TCDA	48	162
New Emergency Protective Orders	3	11

NOTES:
A total of 48 cases were filed with the DA in June and 9 arrest warrants issued by CIU.

Animal Services

- Free adoptions and registration through July
- Construction begins July 16th with the shelter lobby closed July 16th through 24th
- Adoptions by appointment only during the construction period due to displacement of animals.

Service Calls		
	Current Month	YTD Total
Total Dispatched Calls	39	236

Impounds		
	Current Month	YTD Total
DOGS	20	112
CATS	9	86
OTHER THAN DOGS/CATS	0	5
TOTAL	29	203

Incidents by Type		
	Current Month	YTD Total
ANIMALS AT LARGE	8	79
AGGRESSIVE ANIMAL	1	2
ANIMAL COMPLAINTS	28	150
INJURED ANIMALS	2	5
TOTAL	39	236

NOTES:

Bite Reports		
	Current Month	YTD Total
ANIMAL BITES	1	6
SHELTER QUARANTINE	0	1
HOME QUARANTINE	0	3
SUBMISSION TO AUSTIN	0	14
UNABLE TO LOCATE	1	1

NOTES: Dog Bite Call: ACO Fisk notified of a dog bite via fax from Cook Children's Hospital 4 days after incident occurred. Details stated that the incident occurred at Rosebud Park or at an address that was incorrect on Rosebud Lane, however no calls were received regarding this incident. ACO Fisk contacted the parent who stated she did not actually see the dog bite her child, only a tan dog running away and her child crying afterwards. The investigation is ongoing. The owner of the dog is unknown.

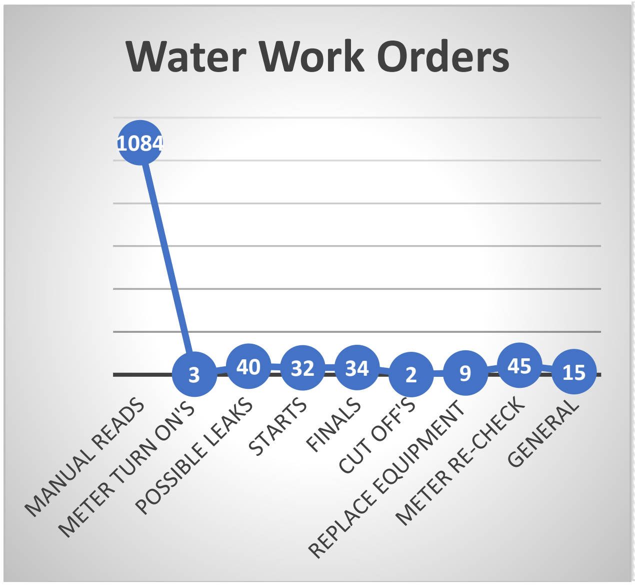
Disposition of Animals out of the Shelter		
	Current Month	YTD Total
DOGS ADOPTED	13	70
CATS ADOPTED	19	58
RETURNED TO OWNER/YARD	11	37
TRANSFERRED/RESCUED	2	14
EUTHANIZED	2	7

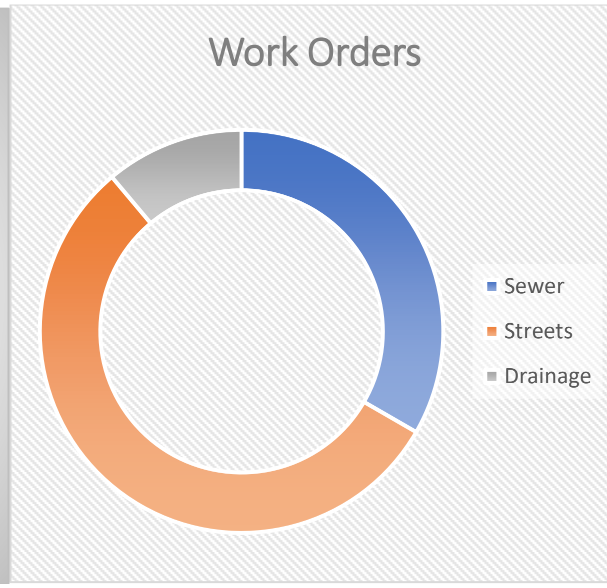
City License Issued		
	Current Month	YTD Total
ISSUED	15	56

Citations/Violations Issued		
	Current Month	**YTD Total**
ISSUED	0	28

Public Works

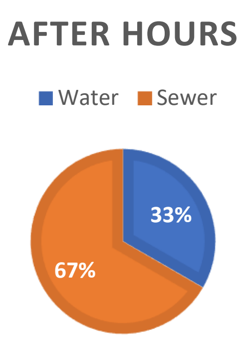
	Water	Sewer	Streets	Drainage
# of Work Orders	1264	9	15	5

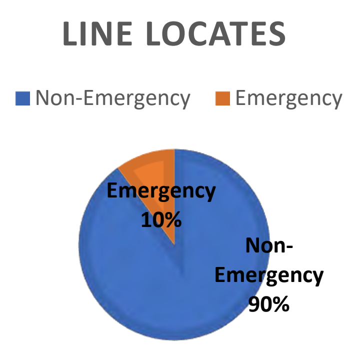




	Line Locates
Non-Emergency	98
Emergency	11

	After Hours Calls
Water	2
Sewer	4





Sewer Main Repair	2
Water Main Break	1
Sewer Cleaning (Monthly Maintenance)	5,600 Ft.
Pothole Repairs	34 Potholes