

**RICHLAND HILLS CITY COUNCIL
REGULAR MEETING AGENDA
MARCH 27, 2023
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.

REGULAR SESSION – 7:00 PM

CALL TO ORDER

INVOCATION AND PLEDGES OF ALLEGIANCE

1. PRESENTATIONS

- A. Business Spotlight: Construction Best Builders
- B. National Library Week Proclamation
- C. Animal Control Appreciation Week Proclamation
- D. Telecommunicator Appreciation Week Proclamation
- E. Child Abuse Prevention Month Proclamation
- F. Citizen Appearances/Public Comments

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

2. CONSENT AGENDA

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

authorizes the City Manager to implement each item in accordance with staff recommendations.

A. Approve minutes from the March 13, 2023 City Council Regular Meeting

3. PUBLIC HEARINGS, MEETINGS, AND OTHER RELATED ITEMS

A. None

4. ORDINANCES & RESOLUTIONS AND OTHER RELATED ITEMS

A. None

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

A. None

6. OTHER ITEMS FOR CONSIDERATION

A. None

7. REPORTS & DISCUSSIONS

A. Traffic Unit Pilot Program

B. Street Improvement Projects

C. Budget Workshop

D. Easter Celebration

E. February Department Reports

8. COMMUNITY INTEREST ITEMS

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

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

- announcements involving imminent public health and safety threats to the city

9. EXECUTIVE SESSION

Executive Session: Pursuant to the Open Meetings Act, Chapter 551, Texas Government Code, 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 23rd day of March 2023 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 Rawlinson

Lindsay Rawlinson
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: Logan Thatcher, Assistant to the City Manager

Date: March 27, 2023

Subject: Business Spotlight

Agenda Item:

Business Spotlight: Construction Best Builders

Background Information:

Construction Best Builders is located at 7336 Dogwood Park, Suite A. They received their Certificate of Occupancy on January 23, 2023. Construction Best Builders' primary area of expertise is commercial remodel contracting. They can provide services for new builds, interior finish outs, and general contracting repairs.

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 Rawlinson, City Secretary

Date: March 27, 2023

Subject: Presentation of National Library Week Proclamation

Agenda Item:

Presentation of National Library Week Proclamation

Background Information:

In recognition of “National Library Week”, Mayor Lopez will present a Proclamation to Richland Hills Library Director, Chantele Hancock.

The theme for National Library Week (April 23-29, 2023), “There’s More to the Story.” Libraries are full of stories in a variety of formats from picture books to large print, audiobooks to ebooks, and more. But there's so much more to the story. Library programming brings communities together for entertainment, education, and connection through book clubs, storytimes, movie nights, crafting classes, and lectures. Library infrastructure advances communities, providing internet and technology access, literacy skills, and support for businesses, job seekers, and entrepreneurs.

Financial Considerations:

N/A

Legal Review:

N/A

Board/Citizen Input:

N/A

Attachments:

National Library Week Proclamation

Council Action Requested:

Presentation of National Library Week Proclamation

Proclamation



WHEREAS, libraries provide the opportunity for everyone to pursue their passions and engage in lifelong learning, allowing them to live their best life; and

WHEREAS, libraries have long served as trusted institutions for all members of the community regardless of race, ethnicity, creed, ability, sexual orientation, gender identity, or socio-economic status; and

WHEREAS, libraries strive to develop and maintain programs and collections that are as diverse as the populations they serve and ensure equity of access for all; and

WHEREAS, libraries adapt to the ever-changing needs of their communities, continually expanding their collections, services, and partnerships; and

WHEREAS, libraries play a critical role in the economic vitality of communities by providing internet and technology access, literacy skills, and support for job seekers, small businesses, and entrepreneurs; and

WHEREAS, libraries are accessible and inclusive places that promote a sense of local connection, advancing understanding, civic engagement, and shared community goals;

WHEREAS, libraries, librarians, and library workers are joining library supporters and advocates across the nation to celebrate National Library Week;

NOW THEREFORE BE IT RESOLVED, that I, Edward Lopez, Mayor of the City of Richland Hills, do hereby proclaim April 23-29, 2023 as National Library Week and encourage all residents to visit their library to explore the wealth of resources available.

Mayor Edward Lopez
City of Richland Hills

Memorandum

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

From: Lindsay Rawlinson, City Secretary

Date: March 27, 2023

Subject: Presentation of Animal Control Appreciation Week Proclamation

Agenda Item:

Presentation of Animal Control Appreciation Week Proclamation

Background Information:

In recognition of “Animal Control Appreciation Week”, Mayor Lopez will present a Proclamation to Animal Control Officer Kay Fisk.

Financial Considerations:

N/A

Legal Review:

N/A

Board/Citizen Input:

N/A

Attachments:

Animal Control Appreciation Week Proclamation

Council Action Requested:

Presentation of Animal Control Appreciation Week Proclamation

Proclamation



WHEREAS, the National Animal Care & Control Association has designated the second week of April each year as National Animal Control Officer Appreciation Week; and

WHEREAS, Animal Control Officers are dedicated to helping pets and people in the community every day; and

WHEREAS, every day, Animal Control Officers put themselves in potentially dangerous situations by protecting people from dangerous animals and seek justice in cases of abused, neglected and abandoned animals by conducting humane investigations and protect the welfare of helpless animals and pets from injury, disease, and starvation; and

WHEREAS, Animal Control Officers provide the essential functions of enforcing State Laws pertaining to animal care along with City Animal Regulations, and protecting the public from diseases such as rabies, and educating the public on the proper care of our community's pets; and

WHEREAS, Richland Hills recognizes the Animal Control Officers for the many dedicated and long hours of service they perform in providing the highest and most efficient level of customer service to the residents of our community.

NOW, THEREFORE, BE IT RESOLVED, that I, Edward Lopez, Mayor of the City of Richland Hills, Texas do hereby proclaim April 10-16, 2023 as:

NATIONAL ANIMAL CONTROL OFFICER APPRECIATION WEEK

in Richland Hills, Texas and encourage all citizens to join us in expressing their sincere appreciation for the service and dedication of our animal control Officers.

Mayor Edward Lopez
City of Richland Hills

Memorandum

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

From: Lindsay Rawlinson, City Secretary

Date: March 27, 2023

Subject: Presentation of Telecommunicator Appreciation Week Proclamation

Agenda Item:

Presentation of Telecommunicator Appreciation Week Proclamation

Background Information:

In recognition of “Telecommunicator Appreciation Week”, Mayor Lopez will present a Proclamation to Dispatcher Ariel Paramo and Supervisor Chassidy Osman.

Financial Considerations:

N/A

Legal Review:

N/A

Board/Citizen Input:

N/A

Attachments:

Telecommunicator Appreciation Week Proclamation

Council Action Requested:

Presentation of Telecommunicator Appreciation Week Proclamation

Proclamation



WHEREAS, in an emergency, most Americans depend on 9-1-1 and each day, more than half a million public safety communicators answer desperate calls for help, responding with services that save the lives and property of American citizens in need of assistance; and

WHEREAS, Congress and the President of the United States have established the second week of April as National Telecommunicators Week; and

WHEREAS, when an emergency occurs, these dedicated men and women are more than anonymous voices on the telephone line, they are local police, fire, and medical professionals who use public safety telecommunications to quickly respond to emergency calls; and

WHEREAS, the work of these “unseen first responders” is invaluable in emergency situations, and each of these dedicated men and women deserves our heartfelt appreciation; and

WHEREAS, Richland Hills wishes to show its appreciation and recognize that our health, safety, and well-being are often dependent on the commitment and steadfast devotion of public safety telecommunicators.

NOW, THEREFORE, BE IT RESOLVED, that I, Edward Lopez, Mayor of the City of Richland Hills, Texas do hereby proclaim April 10-16, 2023 as:

NATIONAL TELECOMMUNICATORS APPRECIATION WEEK

in Richland Hills, Texas and encourage all citizens to join us in expressing their sincere appreciation for the service and dedication of our Telecommunicators.

Mayor Edward Lopez
City of Richland Hills

Memorandum

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

From: Lindsay Rawlinson, City Secretary

Date: March 27, 2023

Subject: Presentation of Child Abuse Prevention Month Proclamation

Agenda Item:

Presentation of Child Abuse Prevention Month Proclamation

Background Information:

In recognition of “Child Abuse Prevention Month”, Mayor Lopez will present a Proclamation to Barell Morgan with Alliance for Children.

Financial Considerations:

N/A

Legal Review:

N/A

Board/Citizen Input:

N/A

Attachments:

Child Abuse Prevention Month Proclamation

Council Action Requested:

Presentation of Child Abuse Prevention Month Proclamation

Proclamation



WHEREAS, children are our future and our greatest resource; and

WHEREAS, every child deserves a nurturing family and safe environment to grow into a healthy, productive member of the community; and

WHEREAS, child abuse is one of our nation's most serious public health problems and threatens the safety of our community; and

WHEREAS, in Tarrant County, 5,506 children were confirmed as victims of child abuse or neglect in 2022; and

WHEREAS, Alliance For Children provided trauma-informed services to 2,434 children in 2022;

WHEREAS, finding solutions to prevent child abuse is a community responsibility and depends on the involvement of all citizens; and

WHEREAS, effective child abuse prevention, investigation and treatment programs succeed because of partnerships among public and private agencies, schools, religious organizations, medical services, and the business community.

NOW, THEREFORE, BE IT RESOLVED, that I, Edward Lopez, Mayor of the City of Richland Hills, Texas do hereby proclaim the month of April 2023 as Child Abuse Prevention Month in the City of Richland Hills, Texas and urge all citizens to work together to help reduce child abuse and neglect significantly in the years to come.

Mayor Edward Lopez
City of Richland Hills

Memorandum

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

From: Lindsay Rawlinson, City Secretary

Date: March 27, 2023

Subject: Minutes from the March 13, 2023 Regular City Council Meeting

Agenda Item:

Approval of minutes from the March 13, 2023 Regular City Council Meeting

Background Information:

N/A

Financial Considerations:

N/A

Legal Review:

N/A

Board/Citizen Input:

N/A

Attachments:

March 13, 2023 Draft Minutes

Council Action Requested:

Motion to approve the minutes from the March 13, 2023 Regular City Council Meeting

**RICHLAND HILLS CITY COUNCIL
REGULAR MEETING
MARCH 13, 2023
MINUTES**

Roll Call:

Council present

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

Council absent

Staff present

Candice Edmondson, City Manager
Lindsay Rawlinson, City Secretary
James Donovan, City Attorney

CITY COUNCIL WORK SESSION – 6:30 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. **Presentation of Citizen Survey Results**

City Manager Candice Edmonson introduced Ron Gailey, CEO, Onpointe Insights, who provided a detailed overview of the results of the Citizen Survey conducted from January 31, 2023 through February 20, 2023. A total of 410 surveys were completed through channels including email, Facebook, text messaging, postcards, and the City's website.

Mr. Gailey advised that five main question groups were asked including city facilities, city qualities/benefits, development/growth, safety/security, and operations. He reported that 64 percent of respondents felt the city was headed in the right direction and most people either felt the city had stayed the same (49 percent) or improved (26 percent) over the previous three years.

The main priorities of the respondents was maintain/improve street, curbs and sidewalks, maintain/improve infrastructure (water, sewer, storm), and attract new restaurant businesses. The Fire Department, the Public Library, and the Police Department were all

highly rated and City Events including household hazardous waste, document shredding and planting events, Christmas Tree Lighting event, and Red, White and YOU event were considered very important to most households. He provided detailed demographics information and how to use the presented information in future city planning.

The City Council expressed their appreciation for his work in conducting the survey and presenting the information.

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.

None.

Mayor Lopez adjourned the work session at 6:57 p.m.

REGULAR SESSION – Mayor Lopez Called to Order – Time 7:02 p.m.

INVOCATION AND PLEDGES OF ALLEGIANCE – Council Member Knowlton

PRESENTATIONS

1A. 2022 Employee Awards Recognition

City Manager Candice Edmondson announced the recipients of the 2022 Employee Awards.

Fire Department

Rookie of the Year	Paul Richards – Firefighter/EMT
Firefighter of the Year	Steve Deane – Firefighter/EMT
EMS Provider of the Year	Lainea Nolen – Firefighter/Paramedic
Chief's Award	Gabriel Munoz – Firefighter/Paramedic/EMS Coordinator

Police Department

Unit Award	Detective Jim Sears Sergeant Daniel Sawyer Officer Michael Vacca
Chief's Award Non-Sworn	Property/Evidence/Crime Scene Tech Zoe Hansberger
Chief's Award Sworn	Officer Sheena McEachran
Police Officer of the Year	Officer Cody Sexton

City Core Values

Service	Terri White
Teamwork	Sheena McEachran
Integrity	Ken Harrison
Respect	Valeria Rangel

Mayor's Award

Justin Meine

Mayor Lopez presented a second Mayor's Award to Kelly Morris who was unable to attend the Employee Appreciation Awards Luncheon.

Additionally, Mayor Lopez presented Scott Russell with a City Core Values Teamwork Award. Captain Russell was also unable to attend the Employee Appreciation Awards Luncheon.

1B. Certificate of Achievement for Excellence in Financial Reporting for Fiscal Year 2021

City Manager Candice Edmondson advised that the City of Richland Hills had received the Certificate of Achievement for Excellence in Financial Reporting for its annual comprehensive financial report for the fiscal year ended September 30, 2021 from the Government Finance Officers Association of the United States and Canada (GFOA.)

She expressed her appreciation to Finance Director Patricia Albrecht and Senior Accountant Bernadette Gendron for the work they do for the City.

1C. Citizen Appearances/Public Comments

Theresa Bledsoe, 2716 Spruce Park, Richland Hills, inquired about an upcoming bulk trash pickup following recent storms and mentioned a streetlight leaning dangerously.

Bill Garretson, 3616 Landy Lane, Richland Hills, made several suggestions regarding decreasing the use of and reliance on vehicles which could help physical health, carbon footprint, and degradation of streets.

Donald Holliday, 6852 Baker Boulevard, Richland Hills, expressed concern regarding water and drainage fees assessed on churches and non-profit organizations.

CONSENT AGENDA

2A. Approve minutes from the February 27, 2023 City Council Regular Meeting.

2B. Approve a replat for the properties described as Block 1 Lot 6, Richland Hills Addition, Tarrant County, Texas otherwise known as 6912 Boulevard 26, Richland Hills, Texas 76118 and Block 1 Lot 7, Richland Hills Addition, Tarrant County, Texas otherwise known as 6916 Boulevard 26, Richland Hills, Texas 76118

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

Motion carried by a vote of 5-0.

PUBLIC HEARINGS, MEETINGS, AND OTHER RELATED ITEMS

3. None.

ORDINANCES & RESOLUTIONS AND OTHER RELATED ITEMS

- 4A. **Approved Ordinance 1469-23 amending Chapter 86 “Utilities” by updating the water and wastewater system facility impact fees for new development within the City of Richland Hills.**

Assistant to the City Manager Logan Thatcher presented the item and advised that the City of Fort Worth provides wholesale water and wholesale wastewater services for the City of Richland Hills. In accordance with the uniform wholesale water and wastewater contracts, the City of Fort Worth sets the rate for water and wastewater impact fees for new development. Fort Worth recently adopted revised impact fees for new development occurring January 1, 2023 through December 31, 2026 requiring the City of Richland Hills to update the impact fee rates listed in our ordinances.

Motion: Motion was made by Councilmember Knowlton and seconded by Councilmember Malone to approve Ordinance 1469-23 amending Chapter 86 “Utilities” by updating the water and wastewater system facility impact fees for new development within the City of Richland Hills.

Motion carried by a vote of 5-0.

CONTRACTS, AGREEMENTS, BID AWARDS AND OTHER RELATED ITEMS

- 5A. **Approved renewal of unit price contract with Reliable Paving, Inc. for street, curb and gutter repair**

City Manager Candice Edmondson advised that the City Council approved a unit price contract with Reliable Paving, Inc., for street, curb and gutter repairs on January 10, 2022. The unit price contract has been beneficial in helping to expedite work such as localized street patching and repairs, curb and gutter replacement, and asphalt repairs especially on extensive repairs or when staffing has been limited. The contract allows for an annual renewal with cost adjustments reflective of current economic trends. Reliable Paving has requested a renewal with a five percent increase in the contract line-item costs.

Motion: Motion was made by Mayor Pro Tem Bergthold and seconded by Councilmember Knowlton to approve renewal of unit price contract with Reliable Paving, Inc. for street, curb and gutter repair.

Motion carried by a vote of 5-0.

OTHER ITEMS FOR CONSIDERATION

6. None.

REPORTS & DISCUSSIONS

7. None.

COMMUNITY INTEREST ITEMS

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

- Tuesday, March, 2023, Richland Hills Literary Society, Richland Hills Public Library, 6:30 p.m.;
- Saturday, April 1, 2023, Easter Celebration, Rosebud Park, 10:00 a.m. to noon;
- Thursday, April 13, 2023,
 - o Senior Lunch Bunch and Bingo, The Link, 12:00 to 2:00 p.m.;
 - o Tarrant County Food Pantry, The Link parking lot, 5:30 to 7:00 p.m.;
- Saturday, April 29, 2023, Clean Green & Lean, City Parks and The Link, 8:00 to 10:00 a.m.
- Every Thursday, Coffee Talk, Richland Hills Public Library, 10:00 to 11:30 a.m.;
- 1st, 3rd, and 5th Thursday of the month, Storytime at the library, 6:30 p.m.; and
- 2nd and 4th Friday of the month, Arts and Crafts, 6:30 p.m.

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 Estep and seconded by Mayor Pro Tem Bergthold to adjourn.

Motion carried by a vote of 5-0.

There being no further business to come before the City Council, Mayor Lopez declared the meeting adjourned at 7:34 p.m.

ATTEST:

APPROVED:

Lindsay Rawlinson, City Secretary

Edward Lopez, Mayor

Memorandum

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

From: Kimberly Sylvester, Chief of Police

Date: March 27, 2023

Subject: Traffic Unit Pilot Program

Agenda Item:

Traffic Unit Pilot Program

Background Information:

During the FY 2023 budget process, the police department proposed a new program to address ongoing traffic-related complaints by adding a Traffic Unit and assigned personnel. The program was deferred to make necessary salary adjustments for public safety personnel, keeping Richland Hills competitive in the market.

Since that time, the police department has continued its efforts in traffic-enforcement to address the citizens' concerns, but this is only feasible during time periods when on-duty patrol officers are not responding to other calls for service.

On January 23, 2023, City Council held the FY 2024 budget public forum. Several citizens spoke on traffic-related concerns from speeding, running stop signs, parking violations, school zone safety, etc. The citizens expressed their desire for this issue to be a priority in the upcoming budget process. Since that time other citizens have used the public comment time during meetings to express similar concerns.

The goal of traffic enforcement is to reduce traffic collisions and gain compliance with traffic-related laws. The most effective way to address these concerns is by assigning dedicated personnel to traffic enforcement and conducting preventive patrols to address unlawful driving behavior. The Richland Hills Police Department has completed a cost-benefit analysis on implementing a Traffic Unit and believes that having a dedicated officer in the traffic enforcement role will have a significant impact on reducing traffic violations.

Starting in April, the police department will implement a traffic unit pilot program to further evaluate the effectiveness of the position. This will be accomplished by creating one (1) over-hire position in the police department to focus on traffic enforcement. Based on the cost analysis detailed in the Financial Considerations section of this memo, the traffic officer salary should be fully funded by the revenue collected for traffic violations issued by the officer.

The pilot program will be evaluated over the next 6 months. If the traffic officer is meeting all revenue and traffic violation goals, the position would be considered for permanent placement during the FY 2024 budget. If the position does not meet the stated goals, the position will be disposed of through attrition.

The police department is in a unique position of having a certified officer on the eligibility list that has completed all requirements of the hiring process. The officer could begin employment within two weeks of notice to his current employer, allowing the department to initiate the pilot program in April.

Financial Considerations:

Below is the actual revenue collected from violations issued by the Richland Hills Police Department for the past four (4) fiscal years. These figures do not include revenue collected and awarded to the state or revenue collected for outstanding warrants.

- FY 2018-2019
Total Violations Issued = 3,864
Revenue Collected = \$360,640
Per 1,000 Violations = \$93,333
- FY 2019-2020
Total Violation Issued = 2,884
Revenue Collected = \$300,404
Per 1,000 violations = \$104,162
- FY 2020-2021
Total Violations Issues = 1,954
Revenue Collected = \$215,154
Per 1,000 Violations = \$110,109
- FY 2021-2022
Total Violations Issued = 1,837
Revenue Collected = \$201,951
Per 1,000 Violations = \$109,935

The Richland Hills Police Department estimates the traffic officer will issue a minimum of 1,000 violations per fiscal year based on data provided by other police departments. The average revenue collected per 1,000 violations during the previous four (4) year period was \$104,385.

Total Cost of Traffic Officer (including salary and benefits)

Officer C211 Step 2

Salary - \$63,118

TMRS - \$10,351

FICA - \$4,829

Medical - \$7,753

Dental - \$303

Life/ADD/LTD - \$358

TWC - \$252

Total - \$86,964

Additional costs associated with position (uniforms and equipment)

Uniform and Duty Equipment - \$2,000.00

Estimated Increase Cost to Shared Services - \$10,000.00

Total - \$12,000.00

Grand Total: 98,964

Based on the financial analysis provided here, the traffic officer position should be fully funded by revenue collected from the increase in traffic violations issued.

Legal Review:

N/A

Board/Citizen Input:

N/A

Attachments:

N/A

Council Action Requested:

No Council Action

Memorandum

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

From: Candice Edmondson, City Manager

Date: March 27, 2023

Subject: Street Improvement Projects

Agenda Item:

Street Improvement Projects

Background Information:

Staff will provide an update on the FY 2023 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: Candice Edmondson, City Manager

Date: March 27, 2023

Subject: Budget Workshop

Agenda Item:

Budget Workshop

Background Information:

The City Council Budget Workshop is scheduled for Monday, April 10th at 6:00 p.m. in the Council Chambers. This will be the Council's opportunity to discuss budget priorities for Fiscal Year 2024 (October 1, 2023 – September 30, 2024). The following items will be discussion topics during the meeting:

- midyear financial outlook
- progress on capital projects
- the city's debt obligations and capacity
- park and economic development opportunities
- FY 2024 budget priorities

There will also be an opportunity for public input on items our citizens would like to see considered during the budget process.

Financial Considerations:

N/A

Legal Review:

N/A

Board/Citizen Input:

N/A

Attachments:

N/A

Council Action Requested:

No Council Action

Memorandum

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

From: Jason Brown, Director of Parks and Recreation

Date: March 27, 2023

Subject: Easter Celebration

Agenda Item:

Easter Celebration

Background Information:

Staff will provide an update on the Easter Celebration event scheduled for Saturday, April 1, 2023 from 10:00 a.m. – 12:00 p.m. at Rosebud Park.

Financial Considerations:

N/A

Legal Review:

N/A

Board/Citizen Input:

N/A

Attachments:

N/A

Council Action Requested:

No Council Action

Memorandum

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

From: Candice Edmondson, City Manager

Date: March 27, 2023

Subject: February Department Monthly Reports

Agenda Item:

February 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:

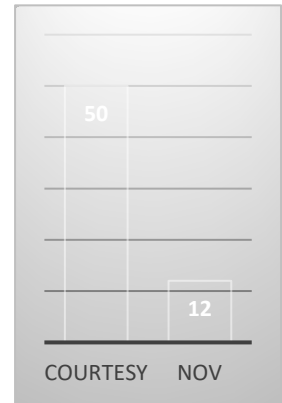
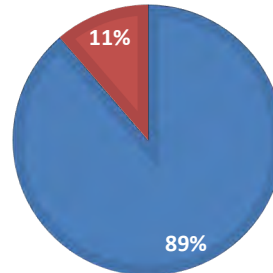
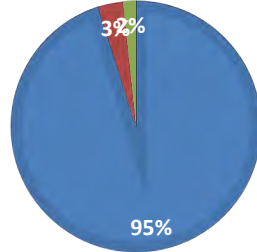
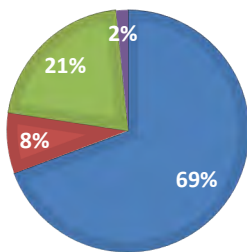
February Department Reports

Council Action Requested:

No Council Action

Code Compliance

■ Nuisance ■ Building ■ Residential ■ Commercial ■ Proactive ■ Reactive
■ Permits ■ Zoning ■ Multi-Family



Current Month Violations					
	Notices Issued	Pending Compliance	Compliance Obtained	Citations Issued	Abatement by City
Nuisance Violations	43	20	23		0
Building Violations	13	10	3	0	0
Zoning Issues	1	1	0	0	0
Permit Violations	5	1	4	0	0
Fiscal Year Totals	326	64	262	7	0
Previous Fiscal Year Comparison	312	141	171	9	0

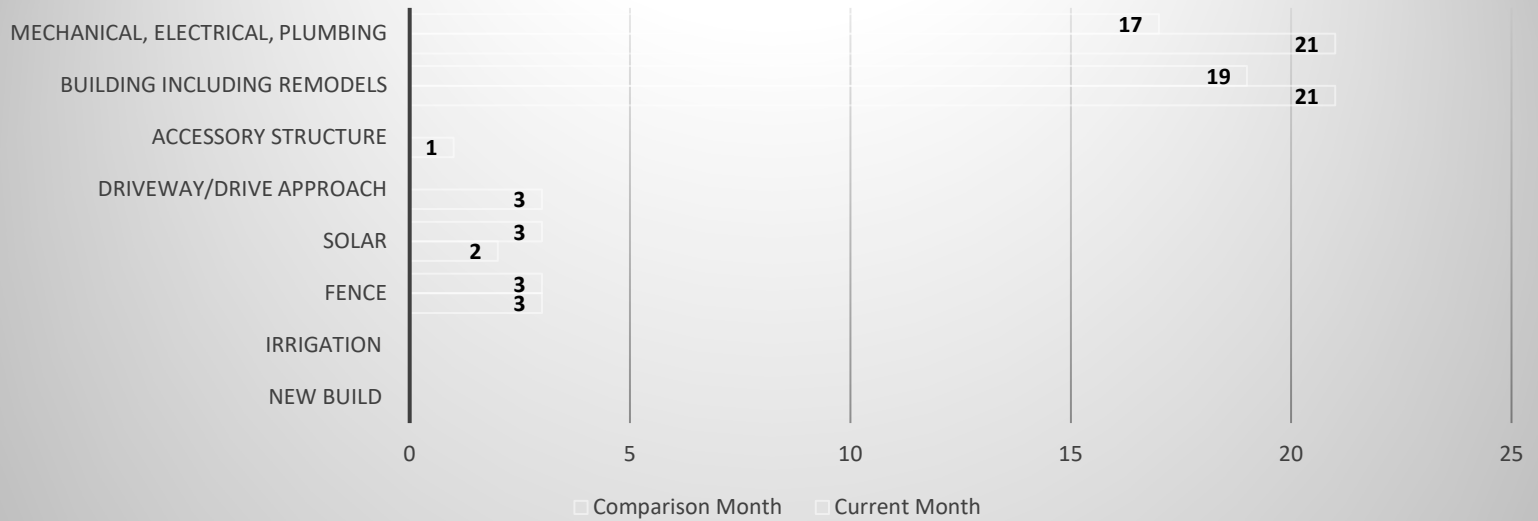
Current Month	Comparison Month	February 2023 Inspections	Citizen Contact
UNSAFE CONDITIONS 1 VISIBILITY TRIANGLE 1 DILAPIDATED FENCE 1 INOPERABLE VEHICLE 2 PARKING 22 TREES 2 ACCUMULATIONS 12	HGW 1 ACCUMULATIONS 12 TREES 2 PARKING 8 INOPERABLE VEHICLES 3 DILAPIDATED FENCE 4 PROPERTY... 3 UNSAFE CONDITIONS 1 LIGHTING NUISANCE 1 GRAFFITI 2	2 Inspections Conducted	7 Calls/Voicemails 2 In-Person 9 Total (4 Resulted in Cases)

Signs				
	Current Month	Comparison Month Previous Year	Fiscal Year 22/23	Previous Fiscal Year Comparison
Commercial Sign Violations	0	0	0	9
Bandit Sign Removal	2	4	6	122

Building Summary				
	Current Month	Comparison Month Previous Year	Fiscal Year 22/23	Previous Fiscal Year Comparison
Registered Vacant Building	2	2	2	4
Substandard Buildings – New BBA	0	1	2	2

Development Services

February



	Mechanical Electrical Plumbing	Building Including Remodels	Accessory Structure	Driveway Drive Approach	Solar	Fence	Irrigation	New Build
Current Month Residential	161	81	1	2	2	3	0	0
Current Month Commercial	5	3	0	1	0	1	0	0
Current Fiscal Year 2022-2023	129	86	7	11	15	16	0	0
Previous Month Residential	11	15	0	0	3	3	0	0
Previous Month Commercial	6	4	0	0	0	0	0	0

	Current Month	Comparison Month Previous Year	Fiscal Year To Date 2022-2023
Sign Permit	1	3	8
ROW Permit	8	15	24
Garage Sale Permit	5	4	55
Zoning, SUP, Code Consults	4	6	13
Pool Permits	1	1	1

Business Summary

	Current Month	Comparison Month Previous Year	Fiscal Year To Date 2022-2023
Registered Rental CO's	8	8	23
Issued Commercial CO's	3	8	15
Mobile Food Vendor	1	0	2

Received Certificate of Occupancy

- Jack Wagon Overlanding, 6815 Baker Blvd – Office, Administrative, Medical, or Professional
- Service Master TEAM, 7429 Tower St – Warehouse/Office
- Hamro Inc DBA Baker Beverage, 7457 Baker Blvd – Convenience store with Fuel Pumps

Number of Potential Business Certificate of Occupancy Meetings: 4**Number of Developmental Review Committee / Plan Review: 1**

Finance

GENERAL FUND, UTILITY FUND AND LINK FUND

Fiscal Year 2022-2023, Period Ending 02/28/2023

Monthly Financial Report					
	Budget	Current Month Actual	YTD Actual	Available Budget	% YTD of Total Budget
General Fund (001)					
Revenue					
Property Taxes	\$ 3,123,995	\$ 601,395	\$ 3,087,774	\$ 36,221	99%
Sales Tax	\$ 4,712,216	\$ 336,250	\$ 1,031,534	\$ 3,680,682	22%
Other Tax	\$ 2,500	\$ 204	\$ 1,052	\$ 1,448	42%
Franchise Fees	\$ 562,000	\$ 25,550	\$ 53,664	\$ 508,336	10%
Fines & Forfeitures	\$ 262,050	\$ 23,486	\$ 107,572	\$ 154,478	41%
Licenses & Permits	\$ 209,500	\$ 11,574	\$ 66,173	\$ 143,327	32%
Service Charges	\$ 305,850	\$ 17,367	\$ 142,031	\$ 163,819	46%
Miscellaneous	\$ 140,152	\$ 16,722	\$ 59,314	\$ 80,838	42%
Total Revenues	\$ 9,318,263	\$ 1,032,547	\$ 4,549,114	\$ 4,769,149	49%
Expenditures					
Municipal Court	\$ 300,039	\$ 23,829	\$ 116,928	\$ 183,112	39%
Administration	\$ 690,171	\$ 69,119	\$ 299,103	\$ 391,067	43%
Police	\$ 2,091,296	\$ 188,798	\$ 868,892	\$ 1,222,404	42%
Fire	\$ 2,567,824	\$ 183,767	\$ 955,083	\$ 1,612,741	37%
Street	\$ 325,079	\$ 15,301	\$ 53,478	\$ 271,601	16%
Library	\$ 403,133	\$ 30,491	\$ 156,672	\$ 246,461	39%
Recreation	\$ 299,807	\$ 35,426	\$ 127,814	\$ 171,993	43%
Parks/Grounds	\$ 281,787	\$ 32,023	\$ 60,536	\$ 221,251	21%
Community Development	\$ 535,439	\$ 60,182	\$ 170,096	\$ 365,343	32%
Animal Control	\$ 202,422	\$ 22,941	\$ 87,195	\$ 115,227	43%
Legislative (City Secretary)	\$ 129,940	\$ 7,231	\$ 49,727	\$ 80,213	38%
Shared Services	\$ 839,990	\$ 54,089	\$ 326,598	\$ 513,393	39%
Transfers/Non Departmental	\$ 510,491	\$ 28	\$ 139,256	\$ 371,235	27%
Total Expenditures	\$ 9,177,418	\$ 723,226	\$ 3,411,377	\$ 5,766,041	37%
Rev/Exp	\$ 140,845	\$ 309,322	\$ 1,137,737		
Utility Fund (002)					
Revenue					
Water	\$ 2,537,000	\$ 186,853	\$ 864,588	\$ 1,672,412	34%
Sewer	\$ 1,800,000	\$ 153,060	\$ 669,582	\$ 1,130,418	37%
Transfers In	\$ 2,406,753	\$ -	\$ 50,535	\$ 2,356,218	2%
Misc. (incl. Garbage Billing)	\$ 536,600	\$ 58,828	\$ 273,816	\$ 262,784	51%
Total Revenues	\$ 7,280,353	\$ 398,741	\$ 1,858,520	\$ 5,421,833	26%
Expenses					
Shared Services	\$ 311,427	\$ 19,888	\$ 132,697	\$ 178,729	43%
Administration	\$ 641,582	\$ 55,446	\$ 274,576	\$ 367,006	43%
Water Services & Distr.	\$ 3,633,344	\$ 136,110	\$ 299,022	\$ 3,334,322	8%
Wastewater Service	\$ 1,369,360	\$ 90,298	\$ 288,316	\$ 1,081,044	21%
Trsfrs/Debt Service/Non-Dept.	\$ 1,004,832	\$ 120,152	\$ 251,527	\$ 753,305	25%
Total Expenses	\$ 6,960,545	\$ 421,894	\$ 1,246,139	\$ 5,714,406	18%
Rev/Exp	\$ 319,808	\$ (23,153)	\$ 612,382		
Link Operating Fund (098)					
Revenue					
Recreation	\$ 542,190	\$ 38,894	\$ 204,243	\$ 337,947	38%
Transfers in	\$ 199,680	\$ -	\$ -	\$ 199,680	0%
Total Revenue	\$ 741,870	\$ 38,894	\$ 204,243	\$ 537,627	28%
Expenditures					
Operating/Personnel	\$ 741,870	\$ 44,481	\$ 228,454	\$ 513,416	31%
Rev/Exp	\$ -	\$ (5,587)	\$ (24,212)		

Finance

SPECIAL REVENUE FUNDS

Fiscal Year 2022-2023, Period Ending 02/28/2023

Monthly Financial Report					
	Budget	Current Month Actual	YTD Actual	Available Budget	% YTD of Total Budget
Court Security Fund (24)					
Revenue	\$ 5,500	\$ 483	\$ 2,235	\$ 3,265	41%
Expenditures	\$ -	\$ -	\$ -	\$ -	0%
<i>Rev/Exp</i>		\$ 483	\$ 2,235		
Court Technology Fund (39)					
Revenue	\$ 4,800	\$ 404	\$ 1,894	\$ 2,906	39%
Expenditures	\$ -	\$ -	\$ -	\$ -	0%
<i>Rev/Exp</i>	\$ 4,800	\$ 404	\$ 1,894		
Crime Control District (65)					
Revenue					
Sales Tax	\$ 1,779,795	\$ 125,904	\$ 386,171	\$ 1,393,624	22%
Grants/Transfers	\$ 21,760	\$ -	\$ 1,028	\$ 20,732	5%
Total Revenue	\$ 1,801,555	\$ 125,904	\$ 387,199	\$ 1,414,356	21%
Expenditures					
Public Safety	\$ 1,440,266	\$ 67,004	\$ 531,356	\$ 908,910	37%
Capital Expense	\$ 78,871	\$ 6,726	\$ 13,526	\$ 65,345	17%
Transfers Out	\$ 50,000	\$ -	\$ -	\$ 50,000	0%
Total Expenditures	\$ 1,569,137	\$ 73,730	\$ 544,881	\$ 1,024,256	35%
<i>Rev/Exp</i>	\$ 232,418	\$ 52,173	\$ (157,683)		
Hotel Occupancy Tax (77)					
Revenue					
HOT (Taxes)	\$ 180,000	\$ 19,068	\$ 85,361	\$ 94,639	47%
Expenditures					
Operating Expense	\$ 93,656	\$ 2,924	\$ 15,008	\$ 78,648	16%
Debt Service	\$ 105,013	\$ 20,006	\$ 20,006	\$ 85,007	19%
Total Expenditures	\$ 198,669	\$ 22,930	\$ 35,014	\$ 163,655	18%
<i>Rev/Exp*</i>	\$ (18,669)	\$ (3,862)	\$ 50,347		
TIF Fund (89)					
Revenue					
Property Tax Allocation	\$ 201,709	\$ -	\$ -	\$ 201,709	0%
Investment Income	\$ -	\$ 2,647	\$ 2,647		
Sales Tax Transfer in	\$ 75,000	\$ -	\$ -	\$ 75,000	0%
Total Revenue	\$ 276,709	\$ 2,647	\$ 2,647	\$ 274,062	1%
Expenditures					
Operating	\$ 90,000	\$ -	\$ -	\$ 90,000	0%
Improvement Incentive	\$ 30,000	\$ -	\$ -	\$ 30,000	0%
Capital Projects	\$ 460,000	\$ 174,658	\$ 186,037	\$ 273,963	40%
Total Expenditures	\$ 580,000	\$ 174,658	\$ 186,037	\$ 393,963	32%
<i>Rev/Exp</i>	\$ (303,291)	\$ (172,011)	\$ (183,390)		
Strategic Initiative Fund (107)					
Revenue	\$ 2,400,000	\$ -	\$ 2,400,000	\$ -	100%
Expenditures	\$ 691,000	\$ 4,503	\$ 7,234	\$ 683,766	0%
<i>Rev/Exp</i>	\$ 1,709,000	\$ (4,503)	\$ 2,392,766		

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

Finance

CAPITAL FUNDS

Fiscal Year 2022-2023, Period Ending 02/28/2023

Monthly Financial Report					
	Budget	Current Month Actual	YTD Actual	Available Budget	% YTD of Total Budget
Oil & Gas Lease Fund (12)					
Revenue	\$ 77,000	\$ 50,600	\$ 239,330	\$ (162,330)	311%
Expenditures	\$ 95,000	\$ -	\$ 1,100	\$ 93,900	1%
Rev/Exp*	\$ (18,000)	\$ 50,600	\$ 238,230		
Capital Projects Fund (20)					
Revenue-Transfers In	\$ 1,288,311	\$ -	\$ -	\$ 1,288,311	0%
Expenditures					
Capital Projects	\$ 1,367,335	\$ 192,559	\$ 193,114	\$ 1,174,220	14%
Capital-Lease Pymts	\$ 158,311	\$ 73,539	\$ 138,711	\$ 19,600	88%
Total Expenditures	\$ 1,525,646	\$ 266,099	\$ 331,825	\$ 1,193,820	22%
Rev/Exp	\$ (237,335)	\$ (266,099)	\$ (331,825)		
Road and Street Fund (25)					
Revenue					
Sales Tax	\$ 1,767,081	\$ 126,094	\$ 386,825	\$ 1,380,256	22%
Total Revenue	\$ 1,767,081	\$ 126,094	\$ 386,825	\$ 1,380,256	22%
Expenditures					
Street R&M	\$ 2,929,388	\$ 130,272	\$ 533,367	\$ 2,396,021	18%
Total Expenditures	\$ 2,929,388	\$ 130,272	\$ 533,367	\$ 2,396,021	18%
Rev/Exp*	\$ (1,162,307)	\$ (4,178)	\$ (146,542)		
Vehicle Replace. Fund (30)					
Revenue					
Misc. Income	\$ 279,950	\$ -	\$ 202,588	\$ 77,362	72%
Expenditures					
Capital-Lease/Purchases	\$ 269,240	\$ 24,326	\$ 78,446	\$ 190,794	29%
Lease - Upfront costs	\$ -	\$ 86,122	\$ 86,122	\$ (86,122)	100%
Operational	\$ 20,000	\$ (49,959)	\$ 12,853	\$ 7,147	64%
Total Expenditures	\$ 289,240	\$ 60,489	\$ 177,421	\$ 111,819	61%
Rev/Exp*	\$ (9,290)	\$ (60,489)	\$ 25,167		
ARPA Fund (101)					
Revenue-Transfers In/Interest	\$ 1,768,541	\$ 6,138	\$ 56,562	\$ 1,711,979	3%
Expenditures					
Project Appropriations	\$ 1,671,768	\$ 19,715	\$ 41,956	\$ 1,629,812	3%
Transfers out-Prem. Pay	\$ 96,773	\$ -	\$ -	\$ 96,773	0%
Total Expenditures	\$ 1,768,541	\$ 19,715	\$ 41,956	\$ 1,726,585	2%
Rev/Exp	\$ -	\$ (13,577)	\$ 14,606		

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

Finance

DEBT SERVICE FUND

Fiscal Year 2022-2023, Period Ending 02/28/2023

Monthly Financial Report

	Budget	Current Month Actual	YTD Actual	Available Budget	% YTD of Total Budget
Debt Service Fund (10)					
Revenue					
Property Taxes	\$ 1,001,117	\$ 184,794	\$ 941,927	\$ 59,190	94%
Expenditures					
Debt Service	\$ 948,844	\$ 228,722	\$ 230,982	\$ 717,862	24%
Rev/Exp	\$ 52,273	\$ (43,928)	\$ 710,945		

COMPONENT UNIT

Richland Hills EDC (26)					
Revenue					
Sales Tax	\$ 1,178,054	\$ 84,062	\$ 257,884	\$ 920,170	22%
Total Revenues	\$ 1,178,054	\$ 84,062	\$ 257,884	\$ 920,170	22%
Expenses					
Operating	\$ 1,347,868	\$ 10,866	\$ 46,829	\$ 1,301,039	3%
Transfers Out				\$ -	0%
Debt Service	\$ 228,663	\$ 44,331	\$ 44,331	\$ 184,332	19%
Total Expenditures	\$ 1,576,531	\$ 55,198	\$ 91,160	\$ 1,485,371	6%
Rev/Exp*	\$ (398,477)	\$ 28,865	\$ 166,724		

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

DRAINAGE

Drainage Fund (022)					
Revenue					
Billing/Interest	\$ 909,458	\$ 75,973	\$ 378,895	\$ 530,563	42%
Expenses					
Operating	\$ 446,274	\$ 38,812	\$ 94,857	\$ 351,417	21%
Debt Service	\$ 483,439	\$ 48,919	\$ 48,919	\$ 434,519	10%
Total Fund	\$ 929,713	\$ 87,731	\$ 143,777	\$ 785,936	15%
Rev/Exp*	\$ (20,255)	\$ (11,758)	\$ 235,119		

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

Fire

Fire Operations:

- Personnel completed **23** business inspections throughout the month.
- Members completed a combined **275** hours of training this month.
- Staff participated in **2** development related meetings during the month of February.
- The mutual aid agreement with Medstar Ambulance resulted in **17** calls during February.
- Response times for February averaged **4 minutes 35 seconds** from receipt of call in dispatch to the first fire unit arriving on scene to assist.
- More than **22.22%** of emergency calls in February were received while our crews were already addressing another emergency in the city.
- FF/EMT Jordan Bridges has accepted a position with the Hurst Fire Department and left us in late February. One of our part time employees, Joshua Green will be starting full time on March 10th.
- FF/EMT Tony Dryer is finishing his last semester of paramedic school and he should graduate in May 2023.
- FM Brock has returned to duty and resumed his normal workload. He has begun his PD field training process and will be out of the FD through mid-April.
- Smoke alarms continue to be available to those who need them. There is no cost and FD personnel will install them. Three smoke detectors were installed in February.
- 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.
- Flushing and flow testing of all fire hydrants will begin later this spring.
- Calls in February 2023 were **13.5%** less than calls in February 2022.
- Mutual aid received from other agencies was 59% more compared to February 2022. Mutual aid given was up over **18%** compared to February 2022.

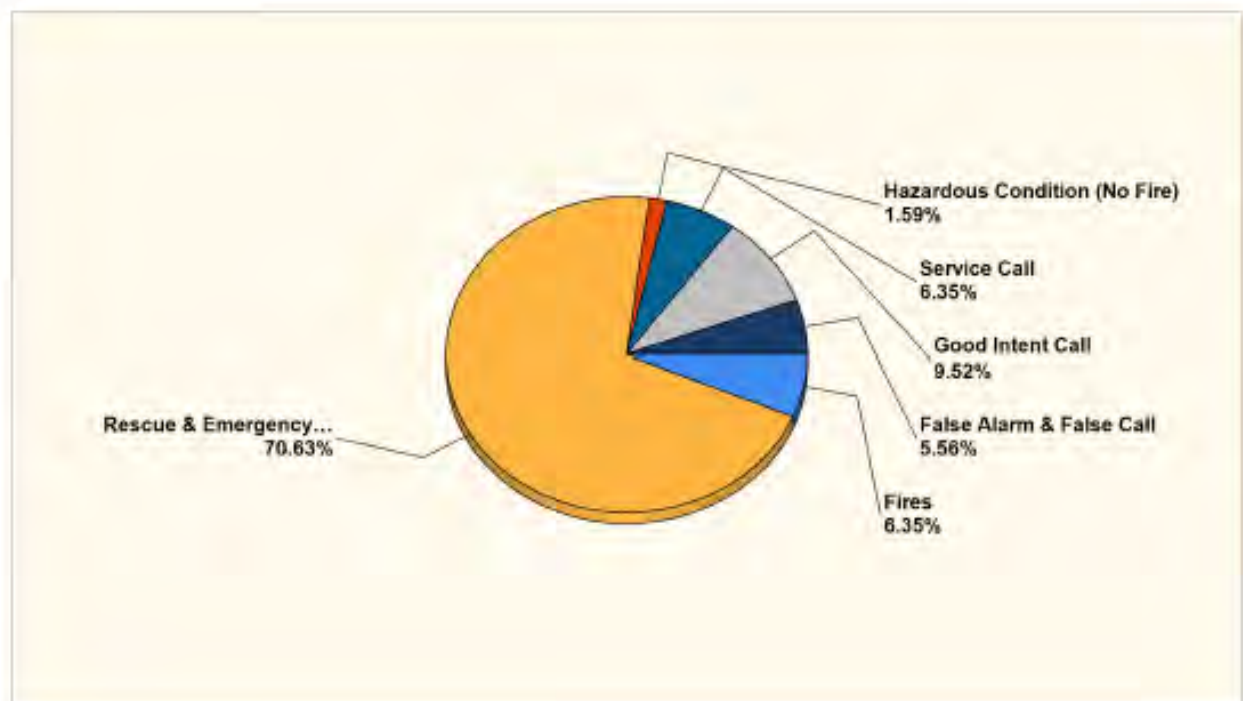
Emergency Management:

- Plans are underway for a more extensive exercise that will be conducted in May 2023.
- Additional needed supplies and equipment will be purchased in the new budget year.

Major Incident Type Data

Service Calls – Through February 28, 2023			
	Current Month	February 2022	FY2023 Total
Fire Calls	8	6	31
EMS/Major Accidents/ Rescues	89	86	506
Hazardous Conditions – No Fire	2	6	30
Public Assistance	8	18	73
Good Intent (No Service Rendered)	12	23	77
False Alarm	7	4	44
Severe Weather & Natural Disaster	0	0	2
Total Calls	126	143	763
Automatic / Mutual Aid			
	Current Month	February 2022	YTD Total
Aid Received	16	10	86
Aid Given	28	36	149

Major Incident Type Chart



Fire Marshal:

CO Inspections: 2

Fire Alarm Inspection: 1

Fire Sprinkler Inspection: 2

School Inspections: 0

Church Fire Inspections: 0

Nursing Home Inspections: 0

Shift Inspections: 20

Plan Reviews: 1

Code Consults: 1

Business Info Updates: updating business and contact info and forwarding to NRHW Alarm; updating Knox Box keys and locks as needed.

DRC Meetings: 2

P&Z Meeting: N/A

Tarrant Co. Emergency Mgmt. Meeting: N/A

NEFDA Haz-Mat Meeting: All personnel attended a Haz-Mat Drill in Grapevine, individual departments updating operations checklists

TCFAI Meeting: opportunity for classes through TCSO and Arson Task Force, TCFP to hold Fire Marshal certification 2023

Building Walkthroughs: N/A

Uniforms: All new uniform items have been received

SCBA: Four replacement SCBA's have been received and placed in service

Emergency Mgmt.: Looking at TDEM for available classes and grant resources/procedures

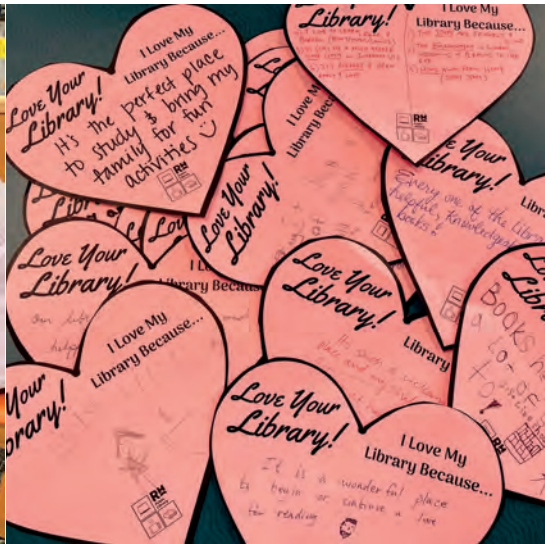
Training: working through new officer orientation program at RHPD

Investigations: 1

Other: Working with several businesses regarding indoor storage of motor vehicles in un-sprinklered buildings.

RICHLAND HILLS PUBLIC LIBRARY

FEBRUARY • 2023



IMPACT

Every February we provide paper for hearts library visitors to write a few sentences about why they love the library. The results are always fun, interesting and heartwarming. The Citizens of Richland Hills who use the library do love us and we received many compliments about the friendliness and helpfulness of staff and our warm and inviting space.

Police Chief Kim Sylvester and two officers were the special guests for this month's Senior Social. They had a large and lively crowd! Everyone really enjoyed the opportunity to meet and learn more about their service to the city.

KEY FACTS (LAST YEAR)

- 890 Visitors (724)
- 247 Program Attendance (195)
- 12 Programs & Events (8)
- 1954 Total Items Checked Out (2307)
- 820 Questions Answered (739)
- 19 Posters printed for other City Departments (0)
- Computer usage not currently available due to software updates

Month of FEBRUARY 2023

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	5	\$ 1,866.20	14	\$ 6,230.00
Attorney bonds	8	\$ 3,088.90	13	\$ 5,701.90
Returned for Officer correction	0	\$ -	7	\$ 3,328.80
Unable to locate - bad info	18	\$ 5,962.40	21	\$ 7,213.50
Paid/payment plan	23	\$ 10,076.16	59	\$ 26,899.50
Deceased	0	\$ -	0	\$ -
Cleared-Found Incarcerated	2	\$ 833.00	17	\$ 6,896.00
Warrant Service by Marshal in field				
Arrests - transfer to jail	7	\$ 2,530.10	14	\$ 5,166.10
Payment plan rather than jailed	0		1	\$ 631.00
Attorney bonds rather than jailed	0	\$ -	0	\$ -
Paid rather than jailed	3	\$ 1,155.70	20	\$ 9,338.45
Warrant Service - Other				
Time Served	38	\$ 14,005.40	239	\$ 86,398.80
Arrested by other agencies	59	\$ 21,638.90	247	\$ 94,225.20
Paid by defendant	1	\$ 456.30	8	\$ 2,365.83
Released due to medical reasons	0	\$ -	2	\$ 1,076.80
Attorney bonds	0	\$ -	3	\$ 1,525.03
Prisoner Transfers				
Number of defendants transferred	1	\$ 1,032.10	11	8783
Total hours spent on transfers	1.5	\$ -	14.5	
Total miles driven on transfers	25	\$ -	271	
Teletype - time serve/plea/court date	19	\$ 6,992.40	96	\$ 37,185.70
Other Duties				
Bank detail	8		54	
Traffic stops	0	0	0	0
Insurance verifications	16		46	
Vehicles inspected	0		0	
Bailiff hours	2		23.5	
Training	0		0	
Serve summons - School	5		7	
Serve summons - Animal Control	0		4	
Serve summons - Code Enforcement	0		2	
Serve summons - Police	4		4	
Officer corrections on citations	5		41	
Returned FTA notices	30		101	

Municipal Court

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

None at this time.

Citation Summary		
	Current Month	YTD Total
Violations Filed	264	1044
Completed Cases– Paid Fine & Before Judge	106	542
Other Completed - Dismissed deferred, DSC, proof, compliance, by Judge or Prosecutor, plea & bar, void	67	382
Number of Warrants Issued	220	739
Number of Warrants Cleared	128	852
Number of Outstanding Warrants	200	724
Value of Outstanding Warrants	\$75,306.00	\$319,290.36
Total Fees Collected	\$33,562.15	\$153,554.66

Parks and Recreation Director's Report

February 2023



Budget Analysis

The Fiscal Year revenue for The Link is currently more than \$25,000 better than the projected running total for October through February. Additionally, expenditures have been controlled by staff.

Overall, The Link's operational budget is in really good shape as we get closer to the summer.

Project/Program Updates

- **Memberships: \$5,141.82** While staff did expect to have a sharp decrease in membership revenue due to known bad debt from cancelations, the drop of more than \$1,000 was a surprise. With that said, March already started \$800 higher than the stated total. With 22 sales and 20 terminations, the new count is 305 memberships at The Link. Scans increased this month to 1,509 (with 3.5 days closed due to weather) with 329 different users.
 - Medicare programs brought in **\$1,884.50** in additional monthly fees from 147 active members.
- **Camp Connect and Link Learner's Academy (LLA): \$13,585.00** The afterschool program has 78 paid kids across the two campuses (The Link and Binion Elementary). At this point, staff is not pursuing an on-site campus at Cheney Hills. Instead, staff is preparing to work with Mullendore administration to market The Link to those families that will ultimately be at the Richland Elementary campus next school year.

In addition to the afterschool program, The Link hosted two days off camp with school being out. We had a total of 18 students for both days.

- **Programs:** Staff is continuing to work on bringing in more instructors with more classes. The goal is to have a wide variety of art, educational, and physical or athletic classes hosted at The Link.
 - **Classes:** Current classes
 - Karate – 9
 - Belly Dancing – 5
 - Dance – Has had 1 drop-in student, but ultimately we will need to cancel this offering.
 - **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 – 0 – current provider is not hosting anymore. We will restart this program in March.
 - Pickleball players – 71
 - Volleyball players – 41

- **Special Events:** No events were hosted in January. However, staff is discussing the city-wide Easter Celebration and newly designed Clean, Green, and Lean events that will be held in April.
- **Community Programs:** The Link, while designed to generate revenue, tries to find a balance with community programs that anyone can join.
 - Lunch Bunch – Chicken Express and sides were served and 88 attended. 68 seniors stayed and played bingo for prizes.
 - Tarrant Area Food Bank – in association with Center Point Church – 92 families were served.
 - Second Saturday Seminars – February’s program was on Pollinator Gardens. The presenter was a Master Gardener and Monarch Conservation Specialist that spoke about planting a garden that is inviting to butterflies and other pollinators. 17 people came to the presentation.
- **Senior Programs:** 12 seniors joined staff for a trip to the Ft. Worth Stock Show on February 3. The second trip of the month was to the Nasher Sculpture Center on February 15 and had 14 attendees.
- **Parks:** Parkhill, Halff and Romtec all met with city staff to ensure that all parties are on the same page about construction locations as it relates to flood plains in both parks. The timeline to start construction is unsure currently, as we await a new set of drawings from Parkhill. Fence repairs at Kate Baker and Creek Trail Parks is scheduled for completion in March. New park amenities will be purchased in March, but will have a 90 lead time before shipping.
- **Landscaping:** Staff has completed the language for a new RFP. Staff has determined that we will stick with Yellowstone to finish out this fiscal year. The reasoning is based on concerns for switching services right before the growing season. Potential new vendors might not have adequate staff and resources for an additional client as large as our needs.
- **ROWS and Medians:** TxDOT is still finalizing the vendor for the 2023 Green Ribbon project. The AFA will be presented to council prior to the project starting. Staff anticipates that will happen by the end of March.
- **Rentals: \$11,914.50** The Link hosted 55 rentals this month, including 3 city events.

Valuable Information:

- The indoor playground – Construction has been pushed back to later in the spring.
- Esports – Staff is working on scheduling a kick-off function in April at the Clean, Green and Lean.

Link Revenue	January 2021	January 2022	January 2023	Fiscal Year 22-23 YTD
Classes	\$0	353.50	441.50	\$2,598.37
Link Membership	\$4,699.74	\$5,678.41	\$6,381.51	\$24,112.21
One Day Passes	\$397.00	\$389.00	\$181.00	\$1,094.00
Fitness Classes	\$444.08	\$328.96	\$194.13	\$855.32
Personal Training	\$700.00	\$3,001.87	\$655.08	\$2,699.77

Athletics	\$1,597.50	\$2,842.47	\$4,944.00	\$9,679.74
Camps	\$534.00	\$1,120.00	\$562.50	\$6,541.50
After School	\$5,369.60	\$9,783.66	\$13,713.30	\$43,456.80
Rentals	\$7,534.00	\$17,327.30	\$12,671.50	\$55,942.50
Medicare Membership	\$972.50	\$1,399.00	\$1,911.50	7,093.00
	\$22,248.42	\$42,224.17	\$41,655.52	\$154,073.21

Police

- Inclement weather response was in effect from February 1st through February 3rd. Department remained 100% operational and services to citizens were not disrupted.
- On February 2nd Officer Agan, Officer Tunson, and Officer Brock were sworn-in by Chief Sylvester, due to the winter storm their formal ceremony was postponed.
- On February 09, 2023, LaQuinta & Fairfield Inn held an employee appreciation breakfast event at the police department for staff- The hotel's Administration Staff generously provided waffles to Police Department, Fire Department and Public Works next year they would like to extend their invitation to all City Employees.
- Recruit, Brian Thomson graduated the Academy on February 17,2023 and will be sworn in March. Officer Thomson was recognized as top in class for his firearms proficiency and physical fitness.
- Annual Awards Banquet was held February 25th to recognize the 2022 police department achievements and accomplishments.

Service Calls		
	Current Month	YTD Total
Total Calls for Service (CFS)	1504	3140
Calls for Service	327	743
Field Generated CFS	1177	2397
Proactive Policing (Included in Field Generated		
Traffic Stops-Spillman	273	515
Violations issued	189	371
Warnings issued	232	446
Traffic stops resulting in an arrest	19	44
Crime Prevention CFS	251	538
Business Checks CFS	407	840
Arrests	49	105
Family Violence-included above	5	8
DWI Arrests-included above	8	10
Priority-1 Total Response Time	5m 39s	
Priority-1 Officer Response Time	4m 28s	
NOTES: Calls for service increased based on year to date average		
Part 1 Offenses		
	Current Month	YTD Total
Total Violent Crime Offenses	11	32
Murder	0	1
Rape	1	5
Robbery	0	0
Aggravated Assault	3	9
Simple Assault	7	17
Total Property Crime Offenses	9	26
Burglary	2	9
Business	2	9

Residential	0	0
Larceny	5	13
Burglary of Motor Vehicle	2	4
Auto Theft	0	1
Part -1 Offenses Cleared		
Clearance Rate %	60.00%	39.66%
Stolen Property Reported	\$28,830	\$96,692
Stolen Property Recovered	\$200	\$200

NOTES:

- 1) Sex Assault offenses have been known offender or incidents that occurred numerous years prior. No stranger offenses have occurred in Richland Hills.

Traffic Accidents

	Current Month	YTD Total
Crash Reports		
Accidents-Major	2	5
Accidents-Minor	13	26
Alcohol/Drug Impairment	1	1

NOTES:

Minor accidents significantly increased this month mostly occurring in CSA 5 on Airport Freeway and Handley Ederville

Records

	Current Month	YTD Total
Sex Offender Registrations	1	1
Open Records Requests	56	132

Property & Evidence

	Current Month	YTD Total
Pieces of Property Received	105	257
Items Taken to Lab for Narcotics Testing	1	22
Items Taken to Lab for Blood Alcohol Content	0	2
Crime Scene Call Outs (Richland Hills Police	1	5
Crime Scene Call Outs (Haltom City Police	0	0

Criminal Investigations

	Current Month	YTD Total
New Assigned Cases	97	226
Current Open Cases	96	
Total Warrants Issued	5	16
Misdemeanor Arrest Warrant	0	5
Felony Arrest Warrant	5	6
Search Warrant	0	5
Charges Filed with TCDA	32	76
New Emergency Protective Orders	2	5

NOTES:

Departmental Monthly Reports – February 2023

Animal Services

- Vax Shack completed 32 spays/neuters on February 23,2023
- Vax Shack shot clinic immunized over 50 animals.
- Interior facility renovations continue and nearing completion of this phase of the project.
- The new Animal Services vehicle was put into service.

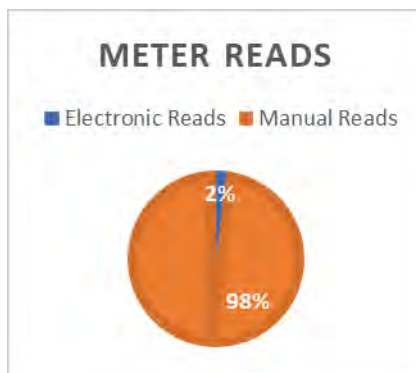
Service Calls		
	Current Month	YTD Total
Total Dispatched Calls	20	49
Impounds		
	Current Month	YTD Total
DOGS	9	22
CATS	14	22
OTHER THAN DOGS/CATS	0	0
TOTAL	23	44
Incidents by Type		
	Current Month	YTD Total
ANIMALS AT LARGE	9	24
AGGRESSIVE ANIMAL	0	0
ANIMAL COMPLAINTS	10	23
INJURED ANIMALS	1	2
TOTAL	20	49
NOTES:		
Bite Reports		
	Current Month	YTD Total
ANIMAL BITES	0	0
SHELTER QUARANTINE	0	0
HOME QUARANTINE	0	0
SUBMISSION TO AUSTIN	0	0
UNABLE TO LOCATE	0	0

NOTES:

Disposition of Animals out of the Shelter		
	Current Month	YTD Total
DOGS ADOPTED	8	15
CATS ADOPTED	7	19
RETURNED TO OWNER/YARD	4	6
TRANSFERRED/RESCUED	0	0
EUTHANIZED	1	1
City License Issued		
	Current Month	YTD Total
ISSUED	11	30
Citations/Violations Issued		
	Current Month	YTD Total
CITATIONS ISSUED	0	0
WARNIGNS ISSUED	0	0

Public Works

Public Works – Work Orders				TOTAL WORKORDERS: 111	
STREETS		WATER		SEWER	
Potholes	68	Water Line Break	0	Sewer Line Break	4
Street Patch	0	Water Line Repair	4	Sewer Line Repair	1
Debris Removal/Mowing	6	Meter Leak/Repair	9	Household Back-up	2
Sign Repair/Install	1	After Hour Calls	5	Drainage	0
Manhole Repairs	0	Other (Water pressure, odor, etc.)	1	After Hour Calls	4
After Hour Calls	0			Other (Odor, etc.)	2
Other (Mosquito Testing, Inspections)	4				



Utilities – Work Orders		TOTAL WORKORDERS: 345	
SERVICES		GENERAL	
Meter Turn On	12	Possible Leak	65
Service Shut Off	25	Meter Repairs/Replacement	1
Final Reads	19	Re-Read Meter	107
Service Starts	26	No Reads	72
Other (Low Consumption, Meter Tests, etc.)	18		

Operational Updates

- 9950' of sewer line cleaned.
- 56 man-hours spent reading wells and water sampling.
- 20 man-hours spent conducting NAP Testing.
- Approximately 650 man-hours spent reading water meters. *Electronic: 61*
- Continued receiving parts/equipment for the Water Meter Replacement Project. Replacements are expected to begin mid-March.
- Smith Lawn Care completed the cleaning of the drainage on Dreeben
- The process to replace multiple street signs began.
- 2022 Municipal Water Use Survey completed and submitted to the state.
- Staff is currently seeking quotes for street sweeping.

Staff Update

- Justin Meine successfully obtained his Wastewater Operator Class II License
- Juan Martinez, Chris Glasgow, and Robert Freeman are scheduled to test for their Basic Water Works Operations license.
- Gene Arnold and Jessie Pierson are actively participating in the online Basic Water Works Operations training so they can test for their certification license.
- Internal training continues with new hires.