

**RICHLAND HILLS CITY COUNCIL  
REGULAR MEETING AGENDA  
OCTOBER 23, 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.

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

**REGULAR SESSION – 7:00 PM**

**CALL TO ORDER**

**INVOCATION AND PLEDGES OF ALLEGIANCE**

**1. PRESENTATIONS**

- A. Employee Service Awards
  - Sarah Patrick – 5 years
- B. Red Ribbon Week Proclamation
- C. Municipal Court Week Proclamation
- D. Citizen Appearances/Public Comments

Citizen comments emailed to Lindsay Rawlinson ([lrawlinson@richlandhills.com](mailto: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 October 9, 2023 City Council Regular Meeting

## **3. PUBLIC HEARINGS, MEETINGS, AND OTHER RELATED ITEMS**

- A. Consider Ordinance 1486-23, a zoning text amendment to Chapter 90 of the Comprehensive Zoning Ordinance of the City of Richland Hills by amending Article 3 to allow for certain alcohol related uses to be an authorized use by right or by specific use permit within specified zoning districts, and to establish conditional development standards for certain alcohol related uses, and to amend Article 8 to add definitions for certain alcohol related uses **PUBLIC HEARING**
- B. Consider Ordinance 1488-23, a zoning change from Single Family-10 to Mixed Use at the property described as Block 29 Lot 24 N 150' of Lot 24, Richland Hills addition, Richland Hills, Texas, otherwise known as 6831 Baker Boulevard, Richland Hills, Texas 76118 and the property described as Block 29 Lot 24A, Richland Hills addition, Richland Hills, Texas, otherwise known as 6831 Baker Boulevard **PUBLIC HEARING**
- C. Consider Ordinance 1489-23, a Specific Use Permit to permit the use "Outside Storage, Incidental Use" at the property described as Block 29 Lot 24 N 150' of Lot 24, Richland Hills addition, Richland Hills, Texas, otherwise known as 6831 Baker Boulevard, Richland Hills, Texas 76118 and the property described as Block 29 Lot 24A, Richland Hills addition, Richland Hills, Texas, otherwise known as 6831 Baker Boulevard **PUBLIC HEARING**

## **4. ORDINANCES & RESOLUTIONS AND OTHER RELATED ITEMS**

- A. None

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

- A. Consider Professional Engineering/Planning Services Agreement with Halff Associates, Inc. for Richland Hills Comprehensive Plan Update

## 6. OTHER ITEMS FOR CONSIDERATION

- A. Consider canceling the November 27<sup>th</sup> and December 25<sup>th</sup> City Council meetings and rescheduling the December 11<sup>th</sup> City Council meeting

## 7. REPORTS & DISCUSSIONS

- A. Street Improvement Projects
- B. Tricky Treat Trail & Haunted Stacks
- C. 4<sup>th</sup> Quarter Investment Report
- D. September 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 18<sup>th</sup> day of October 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: Lindsay Rawlinson, City Secretary

Date: October 23, 2023

Subject: Employee Service Award

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## **Agenda Item:**

Presentation of 5-year Service Award to Sarah Patrick, Library Assistant

## **Background Information:**

Library Assistant Sarah Patrick graduated from Richland High School and has a Bachelor's degree in Journalism from the University of Texas at Arlington. In addition to working at the checkout desk, Sarah manages all of the library social media accounts, serves on the Marketing Committee for the MetroShare Community of Libraries, and helps plan and facilitate adult programs. In her free time she likes to hang out with friends, go to concerts, and see Broadway shows.

## **Financial Considerations:**

N/A

## **Legal Review:**

N/A

## **Board/Citizen Input:**

N/A

## **Attachments:**

N/A

## **Council Action Requested:**

Presentation of 5-year Service Award to Library Assistant Sarah Patrick

# Memorandum

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

From: Lindsay Rawlinson, City Secretary

Date: October 23, 2023

Subject: Red Ribbon Week Proclamation

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## **Agenda Item:**

Red Ribbon Week Proclamation

## **Background Information:**

In recognition of “Red Ribbon Week”, Mayor Lopez will present a Proclamation for Birdville ISD to help celebrate this year’s theme of “Be Kind To Your Mind. Live Drug Free!”

## **Financial Considerations:**

N/A

## **Legal Review:**

N/A

## **Board/Citizen Input:**

N/A

## **Attachments:**

Red Ribbon Week Proclamation

## **Council Action Requested:**

Presentation of Red Ribbon Week Proclamation

# Proclamation



**WHEREAS**, alcohol and other drug abuse in this nation has reached epidemic stages; and

**WHEREAS**, it is imperative that visible, unified prevention education efforts by community members be launched to eliminate the demand for drugs; and

**WHEREAS**, the City of Richland Hills and Birdville Independent School District are coordinating our community's Red Ribbon Campaign to offer our citizens the opportunity to demonstrate their commitment to drug-free lifestyles (no use of illegal drugs, no illegal use of legal drugs) and violence prevention; and

**WHEREAS**, the National Red Ribbon Campaign will be celebrated in every community in America during "Red Ribbon Week", October 23 – October 29; and

**WHEREAS**, business, government, law enforcement, media, medical, military, parents, religious institutions, schools, senior citizens, service organizations, and youth will demonstrate their commitment to healthy, drug-free lifestyles by wearing and displaying Red Ribbons during this week-long campaign; and

**WHEREAS**, the City of Richland Hills further commits its resources to ensure the success of the Red Ribbon Campaign.

**NOW, THEREFORE, BE IT RESOLVED**, that I, Edward Lopez, Mayor of the City of Richland Hills, Texas do hereby proclaim October 23 – 29, 2023 as:

## **RED RIBBON WEEK**

And encourage all citizens to participate in drug prevention and violence prevention education activities, making a visible statement that we are strongly committed to creating safe and caring environments for every child to grow up in and further encourage all citizens to pledge, "No Use of Illegal Drugs, No Illegal Use of Legal Drugs."

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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: October 23, 2023

Subject: Municipal Court Week Proclamation

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## **Agenda Item:**

Municipal Court Week Proclamation

## **Background Information:**

In recognition of “Municipal Court Week”, Mayor Lopez will present a Proclamation to Director of Finance and Administrative Services Lupe Rios.

## **Financial Considerations:**

N/A

## **Legal Review:**

N/A

## **Board/Citizen Input:**

N/A

## **Attachments:**

Municipal Court Week Proclamation

## **Council Action Requested:**

Presentation of Municipal Court Week Proclamation

# Proclamation



**WHEREAS**, municipal courts play a significant role in preserving public safety and promoting quality of life in Texas, and

**WHEREAS**, more people come in contact with municipal courts than all other Texas courts combined and public impression of the Texas judicial system is largely dependent upon the public's experience in municipal court, and

**WHEREAS**, the City of Richland Hills is committed to the notion that our legal system is based on the principle that an independent, fair, and competent judiciary will interpret and apply the laws that govern us and that judges and court personnel should comply with the law and act in a manner that promotes public confidence in the integrity and impartiality of the judiciary, and

**WHEREAS**, Municipal Judges are not policy makers for the City of Richland Hills but are bound by the law and the Canons of Judicial Conduct and are required to make decisions independent of the governing body of the City Council, city officials, and employees; and

**WHEREAS**, the City Council recognizes that the Constitution and laws of the State of Texas contain procedural safeguards in criminal cases for all defendants, including indigent defendants, and supports the Richland Hills Municipal Court in complying with such legal requirements.

**NOW, THEREFORE, BE IT RESOLVED**, that I, Edward Lopez, Mayor of the City of Richland Hills, Texas do hereby proclaim November 6 – 10, 2023 as:

## **MUNICIPAL COURT WEEK**

In recognition of the fair and impartial justice offered to our citizens.

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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: October 23, 2023

Subject: Minutes from the October 9, 2023 Regular City Council Meeting

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**Agenda Item:**

Approval of minutes from the October 9, 2023 Regular City Council Meeting

**Background Information:**

N/A

**Financial Considerations:**

N/A

**Legal Review:**

N/A

**Board/Citizen Input:**

N/A

**Attachments:**

October 9, 2023 Draft Minutes

**Council Action Requested:**

Motion to approve the minutes from the October 9, 2023 Regular City Council Meeting

**RICHLAND HILLS CITY COUNCIL  
REGULAR MEETING  
OCTOBER 9, 2023  
MINUTES**

Roll Call:

Council present

Edward Lopez, Mayor  
G.W. Estep, Mayor Pro Tem  
Douglas Knowlton, Place 1  
Travis Malone, Place 2  
Theresa Bledsoe, Place 3  
Javier Alvarez, Place 4  
Roland Goveas, Place 6

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. **Delinquent Tax Collection Report by Linebarger Goggan Blair & Sampson, LLP**

Linebarger Goggan Blair & Sampson, LLP Partner Corey Fickes provided an overview of the City's delinquent tax collection program for the period of July 1, 2022 through June 30, 2023, including both residential and commercial ad valorem tax collection, municipal court collections, and utility fee collections.

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 7:00 p.m.

**REGULAR SESSION – Mayor Lopez Called to Order – Time 7:04 p.m.**

**INVOCATION AND PLEDGES OF ALLEGIANCE – Councilmember Knowlton**

**PRESENTATIONS**

**1A. Employee Service Award**

Mayor Lopez announced the employee service awards and expressed congratulations to the following employee on reaching an employment milestone with the City of Richland Hills:

5 Years of Service

School Resource Officer Stephen May

**1B. Citizen Appearances/Public Comments**

Joyce Fiaccone, 3800 Labadie, Richland Hills, expressed concern regarding utility rates charged to churches and other nonprofit organizations.

Jenny Clark, 6973 Hardisty Street, Richland Hills, expressed concerns about a business on Baker Boulevard that is in Hurst but is at the entrance to Richland Hills and asked if there was anything the City could do to improve the look of the business.

**CONSENT AGENDA**

**2A. Approved minutes from the September 25, 2023 City Council Regular Meeting**

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

Motion carried by a vote of 7-0.

**PUBLIC HEARINGS, MEETINGS, AND OTHER RELATED ITEMS**

**3A. Tabled Ordinance 1486-23 a zoning text amendment to Chapter 90 of the Comprehensive Zoning Ordinance of the City of Richland Hills by amending Article 3 to allow for certain alcohol related uses to be an authorized use by right or by specific use permit within specified zoning districts, and to establish conditional development standards for certain alcohol related uses, and to amend Article 8 to add definitions for certain alcohol related uses. PUBLIC HEARING**

**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.

1. Section 551.071: Consultation with Attorney

**Motion:** Motion was made by Councilmember Knowlton and seconded by Mayor Pro Tem Estep to adjourn into Executive Session at 7:15 p.m.

Motion carried by a vote of 7-0.

Mayor Lopez reconvened into open session at 7:23 p.m.

Development Services Manager Logan Thatcher presented the item to the City Council and advised that in December 2000, Richland Hills voters approved two local option elections to allow “the legal sale of beer and wine for off-premises consumption only” and “the legal sale of mixed beverages in restaurants by food and beverage certificate holders only”. In October 2000, the Planning and Zoning Commission discussed adding alcohol uses including definitions of brewery, brewpub, tap room, wine bar, and winery to the Comprehensive Zoning Ordinance in correlation with the local options but the uses were never formally approved and codified by the Planning and Zoning Commission and City Council.

Additionally, on November 7, 2023, a local option election will be held to allow “the legal sale of all alcoholic beverages for off-premise consumption only.” The proposed ordinance adds definitions and zoning specifications to the previously approved alcohol uses as well as the definition of a package liquor store.

Mayor Lopez opened the public hearing at 7:31 p.m. and asked to hear from any proponents of the case followed by opponents.

Joyce Fiaccone, 3800 Labadie, Richland Hills, advised that she had misunderstood the zoning related to proposed package liquor stores.

Mayor Lopez closed the public hearing at 7:33 p.m.

City Attorney James Donovan clarified that the upcoming election is dependent upon changes to zoning related to package liquor stores but brewhouses and other types of on-premise consumption establishments are already allowed.

Discussion ensued regarding different types of alcohol establishments along Baker Boulevard.

**Motion:** Motion was made by Councilmember Knowlton and seconded by Mayor Pro Tem Estep to table consideration of Ordinance 1486-23, a zoning text amendment to Chapter 90 of the Comprehensive Zoning Ordinance of the City of Richland Hills by amending Article 3 to allow for certain alcohol related uses to be an authorized use by right or by specific use permit within specified zoning districts, and to establish conditional development standards for certain alcohol related uses, and to amend Article 8 to add definitions for certain alcohol related uses until the October 23, 2023 City Council meeting and continue the public hearing.

Motion carried by a vote of 7-0.

**3B. Approved Ordinance 1487-23 a zoning text amendment to Chapter 90 of the Comprehensive Zoning Ordinance of the City of Richland Hills by amending Article 8 to add a definition for Fleet Vehicle and to amend the definition of “Outside Storage and Display” and “Office, Administrative, Medical or Professional.” PUBLIC HEARING**

Development Services Manager Logan Thatcher presented the item to the City Council and advised that the proposed ordinance amends Chapter 90 of the Comprehensive Zoning Ordinance by adding a clear definition for Fleet Vehicle and amending definitions that reference fleet vehicles.

Discussion ensued regarding fleet versus repair vehicles as well as heavy load vehicles defined.

Mayor Lopez opened the public hearing at 7:54 p.m. and asked to hear from any proponents of the case followed by opponents.

Gene Greer, 7016-7026 Baker Boulevard, advised that he owns buildings along Baker Boulevard and his tenant has small vehicles for his business. Mr. Greer expressed concern for his tenant and the definitions in the proposed ordinance.

Mr. Thatcher confirmed that Mr. Greer's tenant has no issues or concerns related to the proposed ordinance.

Mayor Lopez closed the public hearing at 7:57 p.m.

**Motion:** Motion was made by Councilmember Goveas and seconded by Councilmember Malone to approve Ordinance 1487-23 a zoning text amendment to Chapter 90 of the Comprehensive Zoning Ordinance of the City of Richland Hills by amending Article 8 to add a definition for Fleet Vehicle and to amend the definition of “Outside Storage and Display” and “Office, Administrative, Medical or Professional.”

Motion carried by a vote of 7-0.

**ORDINANCES & RESOLUTIONS AND OTHER RELATED ITEMS****4. None.****CONTRACTS, AGREEMENTS, BID AWARDS AND OTHER RELATED ITEMS****5A. Approved award of bid for parking lot and site improvements at Kate Baker Park to C. Green Scaping, LP**

City Manager Candice Edmondson presented the item to the City Council and advised that in 2019, the City Council adopted the Parks Master Plan detailing future improvements to the City's parks system. During the FY 2023 budget process, the Richland Hills Development Corporation (RHDC) and City Council approved funding for the construction of a parking lot and restroom/pavilion structure at Kate Baker Park. The restroom/pavilion structure was purchased last year, and the remaining funds have been carried forward into the FY 2024 Budget to complete the improvements.

Parkhill completed design and engineering of the parking lot and site improvements. A Request for Bids was issued on August 14, 2023 and bid proposals were opened on September 12, 2023. Seven responsive bids were received with C. Green Scaping, LP submitting the lowest responsive bid in the amount of \$275,278. RHDC approved the award of bid at their meeting held October 9, 2023 immediately prior to the City Council meeting.

Discussion ensued regarding the parking lot shown in conceptual drawings, proposed construction start date, notifying residents, and progress reports during construction.

**Motion:** Motion was made by Councilmember Goveas and seconded by Mayor Pro Tem Estep to approve the award of bid to C. Green Scaping, LP for parking lot and site improvements at Kate Baker Park in the amount of \$275,278.

The vote was as follows:

For: Mayor Lopez, Mayor Pro Tem Estep, and Councilmembers Knowlton, Malone, Alvarez, and Goveas

Against: Councilmember Bledsoe

Motion carried by a vote of 6-1.

**5B. Approved award of bid for citywide landscape services to Nico's Landscaping LLC**

City Manager Candice Edmondson presented the item to the City Council and advised that Yellowstone has been the main vendor for landscape services for Richland Hills since 2019. Their services have included mowing, edging, weed eating, pruning, managing weeds, installing mulch, and assisting with the irrigation systems throughout the city.

There have been several changes to the original scope of work since Yellowstone was awarded the bid. As such, staff issued a new Request for Proposals for citywide landscape services on August 14, 2023. Proposals were opened on September 11, 2023, with Nico's Landscape LLC as the low bidder with a bid of \$199,744. Staff conducted tours with Nico's landscape staff to confirm the scope of work and their bid pricing. Following the tour, Nico's staff was satisfied that they priced the services accurately.

Discussion ensued regarding the overall cost of the work.

**Motion:** Motion was made by Mayor Pro Tem Estep and seconded by Councilmember Knowlton to approve the award of bid for citywide landscape services to Nico's Landscaping LLC in the amount of \$199,744.

Motion carried by a vote of 7-0.

### **OTHER ITEMS FOR CONSIDERATION**

6. None.

### **REPORTS & DISCUSSIONS**

#### **7A. Water Meter Replacement Project Report**

Director of Public Works and Capital Projects Kip Dernovich provided an update on the water meter replacement project and advised that the City Council considered the project in early 2022 and awarded a contract to Performance Services Inc to replace approximately 3,100 residential and commercial water meters. The meter program began on August 15, 2022 with meter replacement beginning on March 14, 2023 and pipe inventory beginning on February 6, 2023. The project was substantially completed on August 1, 2023. Mr. Dernovich advised of staff efficiency savings and greater accuracy.

### **COMMUNITY INTEREST ITEMS**

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

- Tuesday, October 10, 2023, Richland Hills Literary Club, Public Library, 6:30 p.m.;
- Thursday, October 12, 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.;
- Friday, October 27, 2023, Tricky Treat Trail & Haunted Stack, The Link Plaza, 6:30 to 8:30 p.m.;
- November 1 through 30, Veterans Wall of Honor, The Link;
- Every Thursday, Coffee Talk, Public Library, 10:00 to 11:30 a.m.; and
- Every Thursday, Evening Storytime, Public Library, 5:30 p.m.

Mayor Pro Tem Estep advised that Texas Night Out held Tuesday, October 3, 2023 was a great success with several neighborhoods participating. Additionally, he advised that City Marketplace has new ownership and encouraged people to go.

City Manager Candice Edmondson advised that the annual State of the City meeting will be held Tuesday, November 14, 2023, at The Link.

### **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 Malone and seconded by Councilmember Knowlton to adjourn.

Motion carried by a vote of 7-0.

There being no further business to come before the City Council, Mayor Lopez declared the meeting adjourned at 8:37 p.m.

**ATTEST:**

**APPROVED:**

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Lindsay Rawlinson, City Secretary

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Edward Lopez, Mayor

# Memorandum

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

From: Logan Thatcher, Development Services Manager

Date: October 23, 2023

Subject: Zoning Text Amendment – Alcohol Uses

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## Agenda Item:

Consider Ordinance 1486-23 a zoning text amendment to Chapter 90 of the Comprehensive Zoning Ordinance of the City of Richland Hills by amending Article 3 to allow for certain alcohol related uses to be an authorized use by right or by specific use permit within specified zoning districts, and to establish conditional development standards for certain alcohol related uses, and to amend Article 8 to add definitions for certain alcohol related uses **PUBLIC HEARING**

## Background Information:

This item was tabled during the October 9, 2023 City Council meeting. Discussion on the proposed zoning text amendments will resume on October 23, 2023.

In December of 2000, Richland Hills voters approved two local option elections to allow “the legal sale of beer and wine for off-premises consumption only” and “the legal sale of mixed beverages in restaurants by food and beverage certificate holders only”. In October of 2020, the Planning and Zoning Commission discussed adding alcohol uses that are in correlation with the local options mentioned. Those uses are listed below and defined as:

**Brewery.** A facility that (1) manufactures, bottles, packages, and labels malt liquor, ale, and beer; or (2) sells finished products to wholesalers/distributors; and/or (3) performs any other activity authorized by Chapter 12, Brewer’s Permit, of the Texas Alcoholic Beverage Code, as amended.

**Brewpub.** A facility that (1) manufactures, brews, bottles, cans, packages, and labels malt liquor, ale, and beer; (2) sells or offers without charge malt liquor, ale or beer produced by the brewpub to ultimate consumers for consumption on or off the premises; and/or (3) performs any other activity authorized by Chapter 74, Brewpub License, of the Texas Alcoholic Beverage Code, as amended.

**Tap Room.** An establishment having as its principal or predominant use the retail sales of malt liquor, ale, or beer for consumption on or off the premises, and that derives less than 75 percent (75%) of the establishment’s gross revenue from the sale of malt liquor, ale, or beer from on-premises consumption.

Wine Bar. An establishment having as its principal or predominant use the retail sales of wine for consumption on or off the premises, and that derives less than 75 percent (75%) of the establishment's gross revenue from the sale of wine from on-premises consumption.

Winery. A facility that (1) ferments juices from grapes and/or other fruit; (2) blends wines; (3) manufactures, bottles, labels, and packages wine; and/or (4) performs any other activity authorized by Chapter 16, Winery Permit, of the Texas Alcoholic Beverage Code, as amended.

On November 7<sup>th</sup>, there will be a local option election for voters to allow package stores in Richland Hills. City staff recommends adding a use for package store to our ordinances in preparation of the election. The definition would read as follows:

Package Liquor Store. A building or premises where the primary use is the retail sale of vinous (wine) or spirituous alcoholic beverages for off-premises consumption.

Any venue selling alcohol for "on-premises consumption" would need to meet TABC food and beverage certificate requirements.

#### **Financial Considerations:**

There are no financial considerations for the zoning text amendments.

#### **Legal Review:**

The City Attorney has reviewed the ordinance.

#### **Board/Citizen Input:**

The Planning & Zoning Commission considered the zoning text amendments at their September 26, 2023 meeting and recommended approval 3-0.

#### **Attachments:**

Ordinance 1486-23  
Exhibit A – Use Chart  
Article II Section 18, Alcoholic Beverages, of Richland Hills Code of Ordinances

#### **Council Action Requested:**

Motion to approve Ordinance 1486-23 a zoning text amendment to Chapter 90 of the Comprehensive Zoning Ordinance of the City of Richland Hills by amending Article 3 to allow for certain alcohol related uses to be an authorized use by right or by specific use permit within specified zoning districts, and to establish conditional development standards for certain alcohol related uses, and to amend Article 8 to add definitions for certain alcohol related uses

**ORDINANCE NO. 1486-23**

**AN ORDINANCE AMENDING CHAPTER 90 OF THE CITY CODE, AS AMENDED, THE COMPREHENSIVE ZONING ORDINANCE OF THE CITY OF RICHLAND HILLS; AMENDING ARTICLE 3 TO ALLOW FOR CERTAIN ALCOHOL RELATED USES TO BE AN AUTHORIZED USE BY RIGHT OR BY SPECIFIC USE PERMIT WITHIN SPECIFIED ZONING DISTRICTS, AND TO ESTABLISH CONDITIONAL DEVELOPMENT STANDARDS FOR CERTAIN ALCOHOL RELATED USES, AND TO AMEND ARTICLE 8 TO ADD DEFINITIONS FOR CERTAIN ALCOHOL RELATED USES; PROVIDING THAT THIS ORDINANCE SHALL BE CUMULATIVE OF ALL ORDINANCES; PROVIDING A SAVINGS CLAUSE; PROVIDING A SEVERABILITY CLAUSE; PROVIDING A PENALTY FOR VIOLATIONS; 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 public hearing was held by the Planning and Zoning Commission on September 26, 2023 and thereafter by the City Council on October 9, 2023 and October 23, 2023, 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 does hereby deem it advisable and in the public interest to amend Chapter 90 of the City Code, as amended, as described herein; and

**WHEREAS**, the proposed change is consistent with the City's comprehensive land use plan.

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

## **SECTION 1. ZONING TEXT AMENDMENT**

Chapter 90, Article 3, Section 3.02 “Use Chart” is hereby amended to allow the uses detailed in the attached hereto **Exhibit A** to be inserted into the Use Chart under “Nonresidential Uses” alphabetically.

## **SECTION 2. ZONING TEXT AMENDMENT**

Chapter 90, Article 3, Section 3.02.01 “Conditional Development Standards” is hereby amended by adding subsection (A)(21) to read as follows:

- The sale of alcoholic beverages within 300 feet of a church, public school or public hospital is prohibited.
- Must have all required state and local licenses and permits, and the exterior structure must comply with development regulations for the applicable zoning district.

## **SECTION 3. ZONING TEXT AMENDMENT**

Chapter 90, Article 8, “Definitions” is hereby amended to the following definitions in alphabetical order:

**Brewery.** A facility that (1) manufactures, bottles, packages, and labels malt liquor, ale, and beer; or (2) sells finished products to wholesalers/distributors; and/or (3) performs any other activity authorized by Chapter 12, Brewer’s Permit, of the Texas Alcoholic Beverage Code, as amended.

**Brewpub.** A facility that (1) manufactures, brews, bottles, cans, packages, and labels malt liquor, ale, and beer; (2) sells or offers without charge malt liquor, ale or beer produced by the brewpub to ultimate consumers for consumption on or off the premises; and/or (3) performs any other activity authorized by Chapter 74, Brewpub License, of the Texas Alcoholic Beverage Code, as amended.

**Package Liquor Store.** A building or premises where the primary use is the retail sale of vinous (wine) or spirituous alcoholic beverages for off-premises consumption.

**Tap Room.** An establishment having as its principal or predominant use the retail sales of malt liquor, ale, or beer for consumption on or off the premises, and that derives less than 75 percent (75%) of the establishment’s gross revenue from the sale of malt liquor, ale, or beer from on-premises consumption.

Wine Bar. An establishment having as its principal or predominant use the retail sales of wine for consumption on or off the premises, and that derives less than 75 percent (75%) of the establishment's gross revenue from the sale of wine from on-premises consumption.

Winery. A facility that (1) ferments juices from grapes and/or other fruit; (2) blends wines; (3) manufactures, bottles, labels, and packages wine; and/or (4) performs any other activity authorized by Chapter 16, Winery Permit, of the Texas Alcoholic Beverage Code, as amended.

#### **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. 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 6. PROVISIONS SEVERABLE**

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 7. 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 8.  
PUBLICATION CLAUSE**

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

**SECTION 9.  
EFFECTIVE DATE**

This Ordinance shall be in full force and effect from and after its passage, and it is so ordained.

**APPROVED AND ADOPTED** at a regular meeting of the Richland Hills City Council on October 23, 2023, by a vote of \_\_\_\_\_ ayes, \_\_\_\_\_ nays, and \_\_\_\_\_ abstentions.

**APPROVED:**

\_\_\_\_\_  
The Honorable Mayor Edward Lopez

**ATTEST:**

\_\_\_\_\_  
Lindsay Rawlinson, City Secretary

Section 3.02. - Use Chart

|                      | Residential                           |                                 |                                |                                      |                                                 |                                               |                                 | Nonresidential        |          |                     |                     |              |                  | Special      |                                | Parking                                                                              |
|----------------------|---------------------------------------|---------------------------------|--------------------------------|--------------------------------------|-------------------------------------------------|-----------------------------------------------|---------------------------------|-----------------------|----------|---------------------|---------------------|--------------|------------------|--------------|--------------------------------|--------------------------------------------------------------------------------------|
|                      | 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) | P Professional Office | R Retail | LC Light Commercial | HC Heavy Commercial | I Industrial | BP Business Park | MX Mixed Use | Entertainment District Overlay | Minimum Requirement (see Section 8(F) Parking Requirement Based on Use)              |
|                      | Nonresidential Uses                   |                                 |                                |                                      |                                                 |                                               |                                 |                       |          |                     |                     |              |                  |              |                                |                                                                                      |
| Brewery              |                                       |                                 |                                |                                      |                                                 |                                               |                                 |                       |          |                     | S                   | S            | S                |              |                                | 1 space per 1,000 square feet                                                        |
| Brewpub              |                                       |                                 |                                |                                      |                                                 |                                               |                                 | S                     | S        | S                   | S                   |              | S                | S            | S                              | 1 space per 1,000 square feet                                                        |
| Package Liquor Store |                                       |                                 |                                |                                      |                                                 |                                               |                                 | S                     | S        | S                   | S                   |              | S                | S            | S                              | 1 Space per 300 square feet                                                          |
| Tap Room             |                                       |                                 |                                |                                      |                                                 |                                               |                                 | S                     | S        | S                   | S                   |              | S                | S            | S                              | Standalone: 1 space for each 100 square feet<br>In-line: 1 space per 200 square feet |
| Wine Bar             |                                       |                                 |                                |                                      |                                                 |                                               |                                 | S                     | S        | S                   | S                   |              | S                | S            | S                              | Standalone: 1 space for each 100 square feet                                         |
| Winery               |                                       |                                 |                                |                                      |                                                 |                                               |                                 |                       |          |                     | S                   | S            | S                |              |                                | 1 space per 1,000 square feet                                                        |

§ 18-31

§ 18-35

## Article II Alcoholic Beverages

### § 18-31. Permit fee.

The city council hereby levies and shall collect one-half of the state fee collected for each permit issued under the state alcoholic beverage code for premises located within the corporate limits of the city as provided in V.T.C.A., Alcoholic Beverage Code § 11.38. [Code 1984, ch. 4, § 11(A)(1)]

### § 18-32. License fee.

The city council does hereby levy and shall collect one-half of the state fee for each license, issued under the Alcoholic Beverage Code for premises located within the corporate limits of the city as provided in V.T.C.A., Alcoholic Beverage Code § 61.36. [Code 1984, ch. 4, § 11(A)(2)]

### § 18-33. Selling of alcoholic beverages restricted to certain hours.

Any person authorized to offer for sale alcoholic beverages within the city limits may do so only during the hours authorized under the state alcoholic beverage code. [Code 1984, ch. 4, § 11(B)]

### § 18-34. Unlawful to drink or possess intoxicating liquors within certain areas.

- (a) Ball fields. It shall be unlawful for any person to carry, possess or drink any alcoholic or intoxicating beverage in or upon the grounds of any city-owned or operated baseball or softball field.
  - (b) Swimming pool areas. It shall be unlawful for any person to carry, possess or drink any alcoholic or intoxicating beverage in any city-owned or operated swimming pool area.
  - (c) City facilities and park areas. Unless permission is granted pursuant to a rental policy approved by the city manager, the following shall be prohibited:
    - (1) It shall be unlawful for any person to sell or otherwise provide or make available any alcoholic or intoxicating beverage in any city-owned or operated building, facility or park.
    - (2) It shall also be unlawful for any person to possess or consume any alcoholic or intoxicating beverage in or bring such alcoholic or intoxicating beverage into or upon the grounds of any city-owned or operated building, facility or park.
- [Code 1984, ch. 4, § 11(E); Ord. No. 1324-17, § 1, 2-7-2017]

### § 18-35. Sales near churches, schools or hospitals.

- (a) The sale of alcoholic beverages within 300 feet of a church, public school or public hospital as determined by measurements prescribed in this article is prohibited.

## § 18-35

## § 18-37

- (b) The measurement of the distance between the place of business where alcoholic beverages are sold and the church or public hospital shall be along the property lines of the street fronts and from front door to front door and in direct line across intersections.
- (c) The measurement of the distance between the place of business where alcoholic beverages are sold and the public school shall be from the nearest property line of the public school to the nearest property line of the place of business, along street lines and in direct lines across intersections.
- (d) For any permit or license covering premises which minors are prohibited from entering under V.T.C.A., Alcoholic Beverage Code § 109.53, the measurement of the distance between the premises and a public school shall be from the nearest property line of the public school to the nearest property line of such premises and in a direct line across intersections.

[Code 1984, ch. 4, § 11(C), (D); Ord. No. 888-00, § I, 12-12-2000]

**§ 18-36. Selling beer in residential areas prohibited.**

It shall be unlawful for any person to sell or offer for sale beer in any area of the city zoned for residential use under the zoning ordinance of the city as such zoning ordinance now exists or may hereafter be amended.

[Code 1984, ch. 4, § 11(F)]

**§ 18-37. through § 18-60. (Reserved)**

# Memorandum

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

From: Logan Thatcher, Development Services Manager

Date: October 23, 2023

Subject: 6831 Baker Boulevard Rezone

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## **Agenda Item:**

Consider Ordinance 1488-23, a zoning change from Single Family-10 to Mixed Use at the property described as Block 29 Lot 24 N 150' of Lot 24, Richland Hills addition, Richland Hills, Texas, otherwise known as 6831 Baker Boulevard, Richland Hills, Texas 76118 and the property described as Block 29 Lot 24A, Richland Hills addition, Richland Hills, Texas, otherwise known as 6831 Baker Boulevard **PUBLIC HEARING**

## **Background Information:**

The applicant for the zoning change request is Kairi Gardner with LE Engineering. The property is 6831 Baker Boulevard. There is one lot but has two separate Tax accounts that is addressed as 6831 Baker Boulevard. The south portion off Baker is zoned Mixed Use, while the vacant property just north is zoned Single Family-10. The applicant has purchased the property which includes both portions of the lot and is requesting that the zoning be congruent by rezoning the back portion to Mixed Use. The Future land use plan references Mixed Use for the south side of the lot and Single Family-10 for the north portion.

## **Financial Considerations:**

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

## **Legal Review:**

The City Attorney has reviewed Ordinance 1488-23.

## **Board/Citizen Input:**

The Planning & Zoning Commission considered the zoning change request at their September 26, 2023 meeting and recommended approval 3-0.

## **Attachments:**

Application  
Property Photos

Ordinance 1488-23

**Council Action Requested:**

Motion to approve Ordinance 1488-23, a zoning change from Single Family-10 to Mixed Use at the property described as Block 29 Lot 24 N 150' of Lot 24, Richland Hills addition, Richland Hills, Texas, otherwise known as 6831 Baker Boulevard, Richland Hills, Texas 76118 and the property described as Block 29 Lot 24A, Richland Hills addition, Richland Hills, Texas, otherwise known as 6831 Baker Boulevard



## Richland Hills Development Services

3200 Diana Drive | Richland Hills, TX, 76118

817-616-3800 | richlandhills.com

### Zoning Application

#### Application Type

- |                                                                |                                                                          |
|----------------------------------------------------------------|--------------------------------------------------------------------------|
| <input type="checkbox"/> Specific Use Permit (Fee: \$300.00)   | <input type="checkbox"/> Planned Development (Fee: \$300.00)             |
| <input type="checkbox"/> Zoning Text Amendment (Fee: \$300.00) | <input checked="" type="checkbox"/> Zoning Map Amendment (Fee: \$300.00) |

#### Applicant Information

Applicant's Name: Kairi Gardner  
Business Name: LE ENGINEERING  
Phone: 817-727-1098 Email Address: Kairi@leengineeringllc.com

#### Property Information

Property Address: 6831 Baker Blvd. Richland hills Tx, 76118  
Square Feet: Both building totaling 6,596SF Deed Date: 3/31/23  
Building Owner: LE ENGINEERING WASH SYSTEMS, LLC  
Company: LE ENGINEERING WASH SYSTEMS, LLC  
Phone: 682-626-5272  
Owner Address: 6831 Baker Blvd. Richland hills Tx, 76118  
Owner Phone Number: 817-714-2165 / 817-845-7947  
Owner Email Address: luis@leengineeringllc.com / eric@leengineeringllc.com  
Previous Occupant: N/A Current Zoning: "MX" Mixed Use

#### Zoning Request

Please provide a detailed description of your request: \_\_\_\_\_  
Residential lot on the back will be re-plated together for commercial use.

#### 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: KG Date: 8/2/23

| Public Hearing Information            |                                            |                         |
|---------------------------------------|--------------------------------------------|-------------------------|
| Planning & Zoning Hearing Date: _____ | City Council Hearing Date: _____           |                         |
| Permit Number: <u>20230714</u>        | Receipt Number: <u>385558<sup>cs</sup></u> | Date: <u>08/28/2023</u> |
| Notes: _____                          |                                            |                         |
| _____                                 |                                            |                         |
| _____                                 |                                            |                         |
| Received by: <u>Wanget</u>            |                                            |                         |

## 6831 Baker Boulevard Property Photos



## 6831 Baker Boulevard Property Photos



**ORDINANCE NO. 1488-23**

**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 PROPERTY, SPECIFICALLY THE NORTH 150 FEET OF LOT 24, BLOCK 26, RICHLAND HILLS ADDITION, AN ADDITION TO THE CITY OF RICHLAND HILLS, TARRANT COUNTY, TEXAS, CURRENTLY ZONED AS SINGLE-FAMILY RESIDENTIAL (SF-10), TO MIXED USE (MX); PROVIDING FOR THE AMENDMENT TO THE OFFICIAL ZONING MAP TO REFLECT SUCH CHANGES TO SAID PROPERTY; PROVIDING THAT THIS ORDINANCE SHALL BE CUMULATIVE OF ALL ORDINANCES; PROVIDING A SAVINGS CLAUSE; PROVIDING A SEVERABILITY CLAUSE, PROVIDING A PENALTY FOR VIOLATION; PROVIDING FOR PUBLICATION IN THE OFFICIAL NEWSPAPER; AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, the City of Richland Hills ("City") 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**, the City Council has previously passed an ordinance adopting a Comprehensive Land Use Plan as the primary document on which to base all zoning, platting, and other land use decisions; and

**WHEREAS**, a change in the zoning of the property listed below was requested by person or entity having a proprietary interest in the property; and

**WHEREAS**, a public hearing was held at a meeting of the Planning and Zoning Commission on September 26, 2023, and the City Council on October 23, 2023, 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 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 north 150' of the property located at 6831 Baker Blvd., Richland Hills, Texas 76118, being more fully described as being the northern 150 feet of Lot 24, Block 29, Richland Hills Addition, Tarrant County, Texas, according to plat recorded in Volume 1974, Page 27, Deed Records, Tarrant County, Texas, from Single-Family Residential (SF-10) to Mixed Use (MX).

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

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

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

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

**SECTION 4.  
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.**  
**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 6.**  
**PROVISIONS SEVERABLE**

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

**SECTION 6.**  
**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 7.**  
**PUBLICATION CLAUSE**

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

**SECTION 8.**  
**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 October 23, 2023, by a vote of \_\_\_\_\_ ayes, \_\_\_\_\_ nays, and \_\_\_\_\_ abstentions.

**APPROVED:**

\_\_\_\_\_  
The Honorable Mayor Edward Lopez

**ATTEST:**

\_\_\_\_\_  
Lindsay Rawlinson, City Secretary

# Memorandum

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

From: Logan Thatcher, Development Services Manager

Date: October 23, 2023

Subject: 6831 Baker Boulevard SUP

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## **Agenda Item:**

Consider Ordinance 1489-23, a Specific Use Permit to permit the use “Outside Storage, Incidental Use” at the property described as Block 29 Lot 24 N 150’ of Lot 24, Richland Hills addition, Richland Hills, Texas, otherwise known as 6831 Baker Boulevard, Richland Hills, Texas 76118 and the property described as Block 29 Lot 24A, Richland Hills addition, Richland Hills, Texas, otherwise known as 6831 Baker Boulevard **PUBLIC HEARING**

## **Background Information:**

The applicant for the Specific Use Permit request is Kairi Gardner with LE Engineering. The property is 6831 Baker Boulevard. The applicant is requesting a Specific Use Permit for “Outside Storage and Display, incidental use.” The applicant will be storing vehicles, and occasionally some equipment. They will be screening the entire back portion for the outside storage with the proper material. They proposed an 8’ masonry wall.

## **Financial Considerations:**

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

## **Legal Review:**

The City Attorney has reviewed Ordinance 1489-23.

## **Board/Citizen Input:**

The Planning & Zoning Commission considered the Specific Use Permit request at their September 26, 2023 meeting and recommended approval 3-0.

## **Attachments:**

Application  
Property Photos  
Site Plan  
Ordinance 1489-23

**Council Action Requested:**

Motion to approve Ordinance 1489-23, a Specific Use Permit to permit the use "Outside Storage, Incidental Use" at the property described as Block 29 Lot 24 N 150' of Lot 24, Richland Hills addition, Richland Hills, Texas, otherwise known as 6831 Baker Boulevard, Richland Hills, Texas 76118 and the property described as Block 29 Lot 24A, Richland Hills addition, Richland Hills, Texas, otherwise known as 6831 Baker Boulevard



## Richland Hills Development Services

3200 Diana Drive | Richland Hills, TX, 76118

817-616-3800 | richlandhills.com

### Zoning Application

#### Application Type

- |                                                                         |                                                               |
|-------------------------------------------------------------------------|---------------------------------------------------------------|
| <input checked="" type="checkbox"/> Specific Use Permit (Fee: \$300.00) | <input type="checkbox"/> Planned Development (Fee: \$300.00)  |
| <input type="checkbox"/> Zoning Text Amendment (Fee: \$300.00)          | <input type="checkbox"/> Zoning Map Amendment (Fee: \$300.00) |

#### Applicant Information

Applicant's Name: Kairi Gardner

Business Name: LE ENGINEERING

Phone: 817-727-1098 Email Address: Kairi@leengineeringllc.com

#### Property Information

Property Address: 6831 Baker Blvd. Richland hills Tx, 76118

Square Feet: Both building totaling 6,596SF Deed Date: 3/31/23

Building Owner: LE ENGINEERING WASH SYSTEMS, LLC

Company: LE ENGINEERING WASH SYSTEMS, LLC

Phone: 682-626-5272

Owner Address: 6831 Baker Blvd. Richland hills Tx, 76118

Owner Phone Number: 817-714-2165 / 817-845-7947

Owner Email Address: luis@leengineeringllc.com / eric@leengineeringllc.com

Previous Occupant: N/A Current Zoning: "MX" Mixed Use

#### Zoning Request

Please provide a detailed description of your request: \_\_\_\_\_

Residential lot on the back will be re-plated together for commercial use.

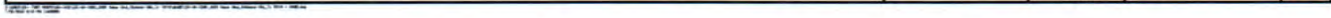
Use for out door storage: company Trucks, Forklift ( no propane ), trailer, pvc on racks.

#### 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: KG Date: 8/2/23

| Public Hearing Information            |                                            |                         |
|---------------------------------------|--------------------------------------------|-------------------------|
| Planning & Zoning Hearing Date: _____ | City Council Hearing Date: _____           |                         |
| Permit Number: <u>20230713</u>        | Receipt Number: <u>385558<sup>cc</sup></u> | Date: <u>08/28/2023</u> |
| Notes: _____                          |                                            |                         |
| _____                                 |                                            |                         |
| _____                                 |                                            |                         |
| Received by: <u>VRangel</u>           |                                            |                         |



# PROPERTY AERIAL

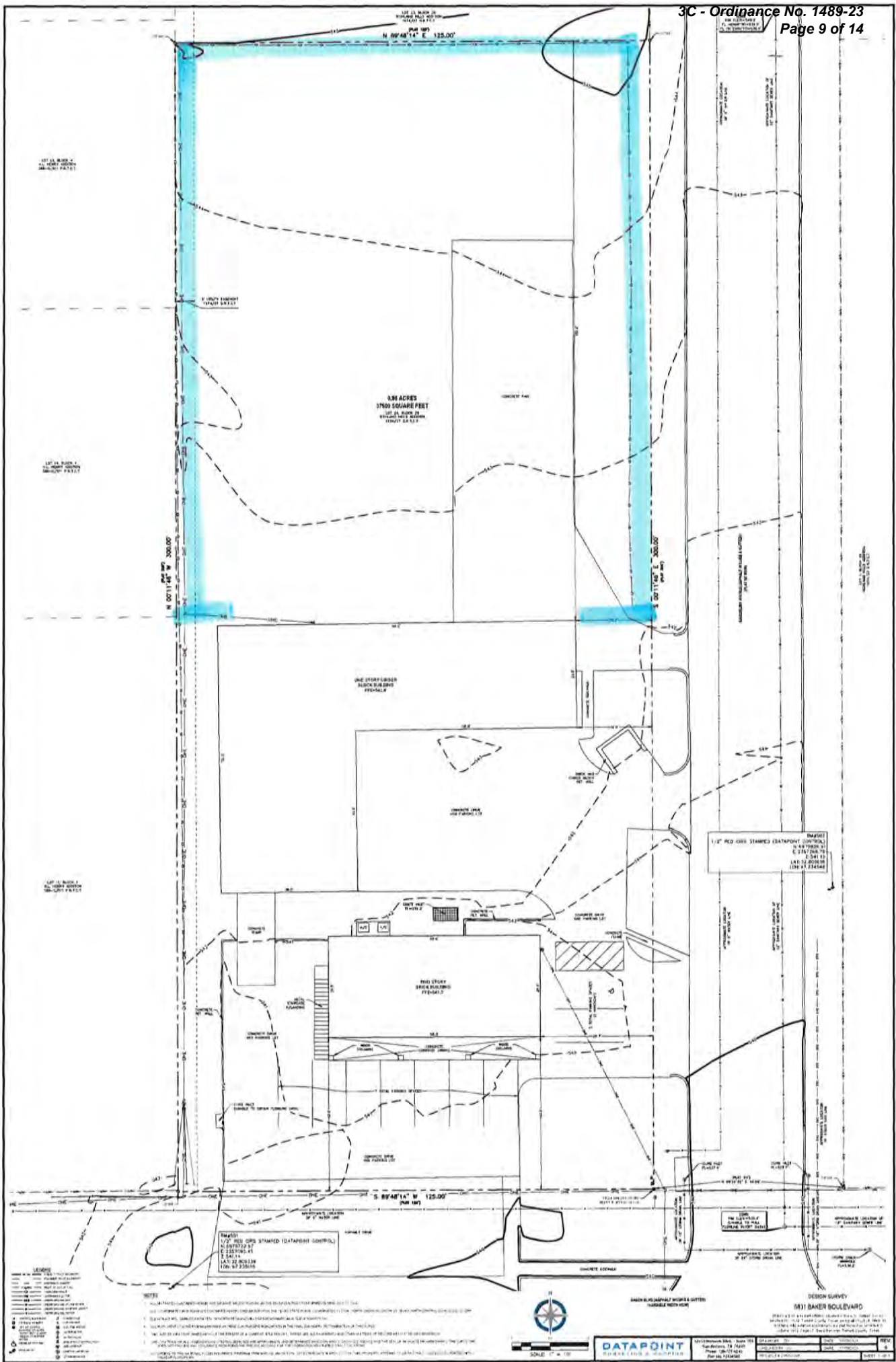


## 6831 Baker Boulevard Property Photos



## 6831 Baker Boulevard Property Photos





**ORDINANCE NO. 1489-23**

**AN ORDINANCE AMENDING CHAPTER 90 OF THE RICHLAND HILLS CODE, AS AMENDED, THE COMPREHENSIVE ZONING ORDINANCE OF THE CITY OF RICHLAND HILLS, BY GRANTING A SPECIFIC USE PERMIT PERMITTING OUTSIDE STORAGE AND DISPLAY (INCIDENTAL USE) ON CERTAIN PROPERTY LOCATED AT 6831 BAKER BOULEVARD, RICHLAND HILLS, TEXAS; PROVIDING THAT THIS ORDINANCE SHALL BE CUMULATIVE OF ALL ORDINANCES; PROVIDING A SAVINGS CLAUSE; PROVIDING A SEVERABILITY CLAUSE; PROVIDING A PENALTY FOR VIOLATION; 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 Richland Hills 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 tenant of the property referenced below, with written approval from the owner thereof, has filed an application for a specific use permit for Outside Storage and Display (Incidental Use) in the MX Mixed Use Zoning District; and

**WHEREAS**, a public hearing was duly held by the Planning and Zoning Commission of the City on September 26, 2023, and by the City Council of the City on October 23, 2023 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, "Zoning," of the Richland Hills Code, as amended, is hereby amended so that a specific use permit is granted as shown and described below:

Applicant: Kairi Gardner

Property Owner: LE Engineering

Property Address: 6831 Baker Boulevard, Richland Hills, Texas 76118

Legal Description: Lot 24, Block 29, Richland Hills Addition, Tarrant County, Texas, according to plat recorded in Volume 1974, Page 27, Deed Records, Tarrant County

Zoning Change: The property shall remain located in the MX Mixed Use Zoning District, and a Specific Use Permit for Outside Storage and Display (Incidental Use) is hereby granted subject to the terms and conditions provided herein on **Exhibit A**.

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

The zoning districts, boundaries, and uses as herein established 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. 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 of the Richland Hills Code, 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 6. PROVISIONS SEVERABLE**

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 7. 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 punished by a fine in accordance with Section 1-14 of the Richland Hills Code, as amended. 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 8.  
PUBLICATION CLAUSE**

The City Secretary of the City of Richland Hills is hereby directed to publish caption, penalty clause, and effective date clause in the official newspaper as/if 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 October 23, 2023, by a vote of \_\_\_\_\_ ayes, \_\_\_\_\_ nays, and \_\_\_\_\_ abstentions.

**APPROVED:**

\_\_\_\_\_  
The Honorable Mayor Edward Lopez

**ATTEST:**

\_\_\_\_\_  
Lindsay Rawlinson, City Secretary

**EXHIBIT A**  
**[CONDITIONS]**

# Memorandum

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

From: Candice Edmondson, City Manager

Date: October 23, 2023

Subject: Professional Services Agreement - Comprehensive Plan Update

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## **Agenda Item:**

Consider Professional Engineering/Planning Services Agreement with Halff Associates, Inc. for Richland Hills Comprehensive Plan Update

## **Background Information:**

The City of Richland Hills adopted their current comprehensive plan in May 2014. Comprehensive plans provide a vision and policy framework for how a community develops. As market, population and environmental trends change, comprehensive plans should be reviewed and updated. Best practice standards recommend updating comprehensive plans every ten years.

On July 19, 2023 the City of Richland Hills issued a Request for Qualifications (RFQ) for a Comprehensive Plan Update. Proposals were due on August 28, 2023, with the following four (4) firms submitting responses: Dunaway, Freese and Nichols, Halff Associates, Inc. and Olsson Studio. After a thorough review of the proposals, Dunaway and Halff Associates were selected to move forward to the interview phase of the selection process.

Based on their proposal and interview, staff recommends that City Council enter into an agreement with Halff Associates for the comprehensive plan update. Halff provided a proposal that combines a character-based land use plan with a dedicated economic development strategy that aligns with the City's strategic goals.

The comprehensive plan update is anticipated to take fourteen months from commencement to adoption.

## **Financial Considerations:**

Funding in the amount of \$225,000 was included in the FY 2024 Strategic Initiative Fund for a full update of the City's Comprehensive Plan. Halff Associates provided a proposal in the amount of \$225,000 to complete the update.

**Legal Review:**

The City Attorney has reviewed the agreement and provided suggested revisions.

**Board/Citizen Input:**

N/A

**Attachments:**

Agreement for Professional Engineer/Planning Services

**Council Action Requested:**

Motion to approve Professional Engineering/Planning Services Agreement with Halff Associates, Inc. for Richland Hills Comprehensive Plan Update in an amount not to exceed \$225,000

## AGREEMENT FOR PROFESSIONAL ENGINEER/PLANNING SERVICES ON A DEFINED SCOPE OF SERVICES BASIS

This Agreement for Professional Engineer/Planning Services ("Agreement") is entered into by the **City of Richland Hills** a **Home Rule City** of the State of Texas ("Client"), duly authorized to act by the **City Council** of said Client, and **HALFF ASSOCIATES, INC.**, a Texas corporation, acting through a duly authorized officer ("Engineer/Planner"), relative to Engineer/Planner providing professional Engineer/Planning services to Client. Client and Engineer/Planner may be collectively referred to as the "Parties" or individually as a "Party".

### WITNESSETH:

For the mutual promises and benefits herein described, Client and Engineer/Planner agree as follows:

**I. TERM OF AGREEMENT.** This Agreement shall become effective on the date of its execution by both Parties and shall continue in effect thereafter until terminated as provided herein.

**II. SERVICES TO BE PERFORMED BY ENGINEER/PLANNER.** Engineer/Planner shall provide to Client basic Engineer/Planning services as described in the Scope of Services attachment and fully incorporated herein as "**Exhibit A**" which services may include, but will not be limited to, those services normally rendered by an Engineer/Planner to a **Home Rule City**. Engineer/Planner shall perform its obligations under this Agreement as an independent contractor and not as an agent or fiduciary of any other party.

**III. COMPENSATION.** Client agrees to pay monthly invoices or their undisputed portions within thirty (30) calendar days of receipt. Payment later than thirty (30) calendar days shall include interest at one percent (1%) per month or lesser maximum enforceable interest rate, from the date Client received the invoice until the date Engineer/Planner receives payment. Such interest is due and payable when the overdue payment is made.

It is understood and agreed by the Parties that Engineer/Planner's receipt of payment(s) from Client is not contingent upon Client's receipt of payment, funding, reimbursement, or any other remuneration from others.

Time-related charges will be billed as specified in this Agreement. Unless stated otherwise in this Agreement, direct expenses, subcontracted services, and direct costs will be billed at actual cost plus a service charge of ten percent (10%). Mileage will be billed at current IRS rates.

**IV. CLIENT'S OBLIGATIONS.** Client agrees that it will (i) designate a specific person to act as Client's representative, (ii) provide Engineer/Planner with any previous studies, reports, data, budget constraints, special Client requirements, or other pertinent information known to Client, when necessitated by a project, (iii) provide site access, and to provide those services described in the attached Scope of Services, assist Engineer/Planner in obtaining access to property necessary for performance of Engineer/Planner's work for Client, (iv) make prompt payments in response to Engineer/Planner's statements and (v) respond in a timely manner to requests from Engineer/Planner. Engineer/Planner is entitled to rely upon and use, without independent verification and without liability, all information and services provided by Client or Client's representatives.

**V. TERMINATION OF WORK.** Either Client or Engineer/Planner may terminate this Agreement at any time with or without cause upon giving the other Party ten (10) calendar days' prior written notice. Client agrees that termination of Engineer/Planner for Client's convenience shall only be utilized in good faith and shall not be utilized if either the purpose or the result of such termination is the performance of all or part of Engineer/Planner's services under this Agreement by Client or by another service provider. Following Engineer/Planner's receipt of such termination notice Client shall, within ten (10) calendar days of Client's receipt of Engineer/Planner's final invoice, pay Engineer/Planner for all services rendered and all costs incurred up to the date of Engineer/Planner's receipt of such notice of termination.

**VI. OWNERSHIP OF DOCUMENTS.** Upon Engineer/Planner's completion of services and receipt of payment in full, Engineer/Planner shall grant to Client a non-exclusive license to possess the final drawings and instruments produced in connection with Engineer/Planner's performance of the work under this Agreement, if any. Said drawings and instruments may be copied, duplicated, reproduced, and used by Client for the purpose of constructing, operating, and maintaining the improvements. Client agrees that such documents are not intended or represented to be suitable

for reuse by Client or others for purposes outside the Scope of Services of this Agreement. Notwithstanding the foregoing, Client understands and agrees that any and all computer programs, GIS applications, proprietary data or processes, and certain other items related to the services performable under this Agreement are and shall remain the sole and exclusive property of Engineer/Planner and may not be used or reused, in any form, by Client without the express written authorization of Engineer/Planner. Client agrees that any reuse by Client, or by those who obtain said information from or through Client, without written verification or adaptation by Engineer/Planner, will be at Client's sole risk and without liability or legal exposure to Engineer/Planner or to Engineer/Planner's employees, agents, representatives, officers, directors, affiliates, shareholders, owners, members, managers, attorneys, subsidiary entities, advisors, subconsultants or independent contractors or associates. Engineer/Planner may reuse all drawings, reports, data, and other information developed in performing the services described by this Agreement in Engineer/Planner's other activities. Under no circumstances shall delivery of electronic files for use by Client be deemed a sale by Engineer/Planner, and Engineer/Planner makes no warranties, either express or implied, of merchantability or fitness for any particular purpose. In no event shall Engineer/Planner be liable for any damages, including but not limited to indirect or consequential damages, as a result of Client's unauthorized use or reuse of the electronic files. Client is aware that differences may exist between the electronic files delivered and the printed hard-copy original documents. In the event of a conflict between the signed original documents prepared by Engineer/Planner and any electronic or other files or data provided, it is understood and agreed that the original signed or sealed hard-copy documents shall govern.

**VII. NOTICES.** Any notices to be given hereunder by either Party to the other may be affected either by personal delivery, in writing, or by registered or certified mail.

**VIII. SOLE PARTIES AND ENTIRE AGREEMENT.** This Agreement shall not create any rights or benefits to anyone except Client and Engineer/Planner and contains the entire Agreement between the Parties. Oral modifications to this Agreement shall have no force or effect.

**IX. INSURANCE.** Engineer/Planner shall, at its own expense, purchase, maintain and keep in force throughout the duration of this Agreement and for a period of four (4) years thereafter, professional liability insurance. The limits of liability shall be \$2,000,000 per claim and in the aggregate. Engineer/Planner shall submit to Client a certificate of insurance prior to commencing any work for Client.

**X. PROMPT PERFORMANCE BY ENGINEER/PLANNER.** All services provided by Engineer/Planner hereunder shall be performed in accordance with the degree of care and skill ordinarily exercised under similar circumstances by competent members of the Engineer/Planning profession in the State of Texas applicable to such Engineer/Planning services contemplated by this Agreement.

**XI. CLIENT OBJECTION TO PERSONNEL.** If at any time after entering into this Agreement Client has any reasonable objection to any of Engineer/Planner's personnel, or any personnel, professionals and/or consultants retained by Engineer/Planner, Engineer/Planner shall promptly propose substitutes to whom Client has no reasonable objection, and Engineer/Planner's compensation shall be equitably adjusted to reflect any difference in Engineer/Planner's costs occasioned by such substitution.

**XII. ASSIGNMENT.** This Agreement is binding on the heirs, successors, and assigns of the Parties hereto. Neither this Agreement, nor any claims, rights, obligations, suits, or duties associated hereto, shall be assigned or assignable by either Client or Engineer/Planner without the prior written consent of the other Party. Further, nothing under this Agreement shall be construed to give any rights or benefits in this Agreement to anyone other than Engineer/Planner and Client and all duties and responsibilities undertaken pursuant to this Agreement will be for the sole benefit of Engineer/Planner and Client and not for the benefit of any other party (no third-party beneficiaries).

**XIII. JURISDICTION AND VENUE.** This Agreement shall be administered under the substantive laws of the State of **Texas** (and not its conflicts of law principles) which shall be used to govern all matters arising out of, or relating to, this Agreement and all of the transactions it contemplates, including without limitation, its validity, interpretation, construction, performance and enforcement. Exclusive venue shall lie in any court of competent jurisdiction in **Tarrant County, Texas**.

**XIV. INTEGRATION, MERGER AND SEVERABILITY.** This Agreement and the Scope of Services, including fee and schedule are fully incorporated herein and represent the entire understanding of Client and Engineer/Planner. No prior oral or written understanding shall be of any force or effect with respect to those matters covered herein. The

Agreement may not be modified or altered except in writing signed by both Parties. This Agreement constitutes, represents, and is intended by the Parties to be the complete and final statement and expression of all the terms and arrangements between the Parties to this Agreement with respect to the matters provided for in this Agreement. This Agreement supersedes any and all prior or contemporaneous agreements, understandings, negotiations, and discussions between the Parties and all such matters are merged into this Agreement. Should any one or more of the provisions contained in this Agreement be determined by a court of competent jurisdiction or by legislative pronouncement to be void, invalid, illegal, or unenforceable in any respect, such voiding, invalidity, illegality, or unenforceability shall not affect any other provision hereof, and this Agreement shall be considered as if the entirety of such void, invalid, illegal, or unenforceable provision had never been contained in this Agreement.

**XV. EXCLUSIVITY OF REMEDIES.** The Parties acknowledge and agree that the remedies set forth in this Agreement (Agreed Remedies) are and shall remain the Parties' sole and exclusive remedy with respect to any claim arising from, or out of, or related to, the subject matter of this Agreement. The Parties agree that Engineer/Planner is to have no liability or responsibility whatsoever to Client for any claim(s) or loss(es) of any nature, except as set forth in this Agreement. No Party shall be able to avoid the limitations expressly set forth in this Agreement by electing to pursue some other remedy.

**XVI. TIMELINESS OF PERFORMANCE.** Engineer/Planner shall perform its professional services with due and reasonable diligence consistent with sound professional practices.

**XVII. NOT USED.**

**XVIII. PROJECT ENHANCEMENT/BETTERMENT. IF A COMPONENT OF CLIENT'S PROJECT IS OMITTED FROM ENGINEER/PLANNER'S CONTRACT DOCUMENTS DUE TO THE BREACH OF CONTRACT OR NEGLIGENCE OF ENGINEER/PLANNER, ENGINEER/PLANNER WILL NOT BE LIABLE TO CLIENT TO THE EXTENT OF ANY BETTERMENT OR ADDED VALUE TO THE PROJECT. SPECIFICALLY, CLIENT WILL BE RESPONSIBLE FOR THE AMOUNT IT WOULD HAVE PAID TO THE CONSTRUCTION CONTRACTOR (OR SUPPLIER OR SUBCONTRACTOR OR OTHER) FOR THE COMPONENT AS IF SUCH HAD BEEN INCLUDED IN ENGINEER/PLANNER'S CONTRACT DOCUMENTS. NOTWITHSTANDING THE FOREGOING, ENGINEER/PLANNER WILL BE RESPONSIBLE, IF AT ALL, TO THE EXTENT REASONABLE AND NECESSARY TO PLACE CLIENT IN THE SAME POSITION IT WOULD HAVE BEEN BUT FOR SUCH BREACH OR NEGLIGENCE, FOR THE REASONABLE (I) RETROFIT EXPENSE, (II) WASTE, OR (III) INTERVENING INCREASE IN THE COST OF THE COMPONENT FURNISHED THROUGH A CHANGE ORDER FROM THE CONTRACTOR. TO THE EXTENT THAT THE CONTRACTOR PROVIDED UNIT PRICING, CLIENT UNDERSTANDS AND AGREES THAT THE ISSUE OF INTERVENING UNIT COST INCREASES WOULD ONLY BE APPLICABLE TO NEWLY IDENTIFIED ITEMS, NOT INCREASES IN QUANTITY OF EXISTING ITEMS.**

**IF IT IS NECESSARY TO REPLACE A COMPONENT OF THE PROJECT DUE TO THE BREACH OF CONTRACT OR NEGLIGENCE OF ENGINEER/PLANNER, ENGINEER/PLANNER WILL NOT BE LIABLE TO CLIENT FOR THE ENHANCEMENT OR UPGRADE OF THE COMPONENT BEYOND THAT ORIGINALLY INCLUDED IN THE CONTRACT DOCUMENTS. IN ADDITION, IF THE COMPONENT HAS AN IDENTIFIABLE USEFUL LIFE THAT IS LESS THAN THE SYSTEM/STRUCTURE/IMPROVEMENT ITSELF, THE DAMAGES OF THE OWNER SHALL BE REDUCED TO THE EXTENT THAT THE USEFUL LIFE OF THE COMPONENT WILL BE EXTENDED BY THE REPLACEMENT THEREOF.**

**SHOULD THERE BE AN ALLEGATION OF ERROR, NEGLIGENCE, BREACH OR OTHER DEFICIENCY IN THE SERVICES OF ENGINEER/PLANNER OR ANY OF ITS CONSULTANTS, AND SHOULD SUCH ALLEGATION RELATE TO A CONDITION, COMPONENT, OR ITEM IN THE SERVICES OR THE PROJECT THAT IS ALLEGED OR OTHERWISE CLAIMED TO BE INACCURATE OR OMITTED FROM ENGINEER/PLANNER'S DRAWINGS, INSTRUMENTS OR OTHER DOCUMENTS PREPARED UNDER THIS AGREEMENT, IT IS UNDERSTOOD AND AGREED BY ALL PARTIES THAT ENGINEER/PLANNER AND ITS CONSULTANT'S LIABILITY, IF ANY, SHALL EXCLUDE ANY AND ALL DAMAGES, COSTS, OR EXPENSES THAT CREATE OR RESULT IN ADDED VALUE, UPGRADE, BETTERMENT OR ENHANCEMENT OF THE PROJECT AS SUCH RELATE TO THE INACCURATE OR OMITTED CONDITION, COMPONENT, OR ITEM AS ORIGINALLY DESIGNED.**

**XIX. AGREED REMEDIES**

**A. IT IS THE INTENT OF THE PARTIES TO THIS AGREEMENT THAT ENGINEER/PLANNER'S SERVICES UNDER THIS AGREEMENT SHALL NOT SUBJECT ENGINEER/PLANNER'S INDIVIDUAL EMPLOYEES, OFFICERS OR DIRECTORS TO ANY PERSONAL LEGAL EXPOSURE FOR CLAIMS AND RISKS ASSOCIATED WITH THE SERVICES THAT ARE EITHER PERFORMED OR PERFORMABLE UNDER THIS AGREEMENT.**

**B. IN RECOGNITION OF THE RELATIVE RISKS AND BENEFITS OF THE PROJECT TO BOTH CLIENT AND ENGINEER/PLANNER AND ACKNOWLEDGING THAT THE ALLOCATION OF RISKS AND LIMITATIONS OF REMEDIES ARE BUSINESS UNDERSTANDINGS BETWEEN THE PARTIES AND THESE RISKS AND REMEDIES SHALL APPLY TO ALL POSSIBLE LEGAL THEORIES OF RECOVERY, CLIENT AGREES, TO THE FULLEST EXTENT PERMITTED BY LAW, AND NOTWITHSTANDING ANY OTHER PROVISIONS OF THIS AGREEMENT OR ANY REFERENCE TO INSURANCE OR THE EXISTENCE OF APPLICABLE INSURANCE COVERAGE, THAT THE TOTAL LIABILITY, IN THE AGGREGATE, OF ENGINEER/PLANNER AND ENGINEER/PLANNER'S OFFICERS, DIRECTORS, EMPLOYEES, AGENTS, AND SUBCONSULTANTS TO CLIENT OR TO ANYONE CLAIMING BY, THROUGH OR UNDER CLIENT, FOR ANY AND ALL CLAIMS, LOSSES, COSTS OR DAMAGES WHATSOEVER ARISING OUT OF, RESULTING FROM, OR IN ANY WAY RELATED TO, THE SERVICES UNDER THIS AGREEMENT FROM ANY CAUSE OR CAUSES OF ENGINEER/PLANNER OR ENGINEER/PLANNER'S OFFICERS, DIRECTORS, EMPLOYEES, AGENTS, AND SUBCONSULTANTS, SHALL NOT EXCEED ENGINEER/PLANNER'S FEE RECEIVED FOR THE SERVICES PERFORMED, ADJUSTED DOWNWARD TO ACCOUNT FOR SUBCONSULTANT/SUBCONTRACTOR FEES INCURRED AND REIMBURSABLE EXPENSES UNDER THIS AGREEMENT OR \$50,000, WHICHEVER IS LOWER. INCREASED LIMITS MAY BE NEGOTIATED FOR AN ADDITIONAL FEE.**

**C. NOTWITHSTANDING ANY OTHER PROVISION OF THE AGREEMENT, ENGINEER/PLANNER SHALL HAVE NO LIABILITY TO CLIENT FOR CONTINGENT, CONSEQUENTIAL OR OTHER INDIRECT DAMAGES INCLUDING, WITHOUT LIMITATION, DAMAGES FOR LOSS OF USE, REVENUE OR PROFIT; OPERATING COSTS AND FACILITY DOWNTIME; OR OTHER SIMILAR BUSINESS INTERRUPTION LOSSES, HOWEVER, THE SAME MAY BE CAUSED.**

**D. CLIENT MAY NOT ASSERT ANY CLAIM AGAINST ENGINEER/PLANNER AFTER THE SHORTER OF (1) THREE (3) YEARS FROM SUBSTANTIAL COMPLETION OF SERVICES GIVING RISE TO THE CLAIM, OR (2) THE STATUTE OF LIMITATION PROVIDED BY LAW.**

**XX. WAIVER.** Any failure by Engineer/Planner to require strict compliance with any provision of this Agreement shall not be construed as a waiver of such provision, and Engineer/Planner may subsequently require strict compliance at any time, notwithstanding any prior failure to do so.

**XXI. SIGNATORIES.** Client and Engineer/Planner mutually warrant and represent that the representation of each who is executing this Agreement on behalf of Client or Engineer/Planner, respectively, has full authority to execute this Agreement and bind the entity so represented.

[SIGNATURE PAGE TO FOLLOW]

**IN WITNESS WHEREOF**, the Parties, having read and understood this Agreement, have executed such in duplicate copies, each of which shall have full dignity and force as an original, on the \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

**HALFF ASSOCIATES, INC.**

**CLIENT: CITY OF RICHLAND HILLS, TEXAS**

By: \_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

By: \_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

## EXHIBIT A

### SCOPE OF SERVICES

#### RICHLAND HILLS COMPREHENSIVE PLAN UPDATE

##### Background

Halff recognizes that the City of Richland Hills wishes to update its comprehensive plan to guide growth and redevelopment during the next 10 years. The City desires a robust outreach effort that results in strong stakeholder and community buy-in.

This document, ***Exhibit A: Scope of Services***, describes the efforts to be completed by Halff for the Richland Hills Comprehensive Plan Update. The scope reflects the built-out nature of the Richland Hills community, and as such, focuses on redevelopment, infill, urban design, streetscape character and practical economic strategies to support desired growth. Further, the comprehensive plan effort will be structured to result in clear, tangible direction regarding updates to the City's zoning code, particularly as it relates to land uses, site planning, urban form, interface between buildings and public streets, and transitions between uses. This planning process and resulting policies and strategies will be critical to the City's ability to promote and manage redevelopment and direct growth to desired areas. This requires a targeted and detailed focus on placemaking, development feasibility and redevelopment-specific economic strategies.

##### In This Document

- **Terminology.** The City of Richland Hills will be referred to as "City" in this document, and the member consulting firms will be individually or collectively referred to as Halff. Halff will serve as the prime firm, with Catalyst Commercial as a subcontracting firm.
- **Attached Documents.** This scope document identifies specific services and sequence of tasks to be performed by Halff for the Richland Hills Comprehensive Plan Update. A Cost Estimate and Project Schedule are outlined in ***Exhibit B*** and ***Exhibit C***, respectively.

## PHASE ONE: PROJECT INITIATION AND MANAGEMENT

*Phase One spans the full project. It includes initiation tasks and on-going project management needed to successfully complete the planning process and ensure optimal communication between Halff and the City.*

### Task 1.1 | Project Kick-Off and Management

- Coordinate a project kick-off virtual call with City staff to discuss project logistics, establish key milestones, request needed information, refine the planning process and calendar, confirm project objectives, discuss composition of the advisory committee, and initiate work on the Public Engagement Plan.
- Obtain key maps and background data from City staff and other entities including digital copies of existing plans, studies, and other information relevant to the planning process.
- Participate in regular virtual check-in calls with the City. The check-in calls will be held for 30 minutes every two weeks and may be canceled as appropriate.

### Task 1.2 Data Gathering, Public Engagement Plan and Pre-Planning

- Prepare base maps/ GIS files to serve as the foundation for maps prepared in this planning effort.
- Review and analyze previous studies/plans and other documentation relevant to this planning effort and identify existing recommendations from other sources that may support this planning effort or its post-adoption implementation actions.
- Prepare a Public Engagement Plan that identifies clear objectives and approaches to outreach, public information sharing, and events related to the Comprehensive Plan effort, but is flexible enough to allow adjustments as the process unfolds.
- Distribute questionnaires to City departments to understand existing conditions, key issues and near- and long-term objectives.
- Assist City staff with development of content for media releases and/or project website.

### Task 1.3 | Project Branding

- Prepare a project branding package that establishes color palette, fonts, logos and templates for agendas, presentations, outreach materials and documents.

Key Halff Deliverables in Phase 1: Request for Information, Public Engagement Plan, City staff questionnaires, project schedule, project branding package

Responsibilities of City Staff in Phase 1: Provide data; distribute and participate in staff questionnaires; review and confirm project schedule, establish project website, comment on Public Engagement Plan, comment on project branding package

## PHASE TWO: COMMUNITY ENGAGEMENT

*Phase 2 spans the full timeline of the Comprehensive Plan Update. It includes all community engagement efforts. While presented in its own Phase in this document, the engagement efforts identified below will be thoughtfully integrated with the scope components described in Phases 3 and 4 to optimize value to participants, the City, the project and Halff. This section outlines groups and individuals that will be integrated with the process and specific outreach efforts to be completed.*

### Task 2.1 | Councilmember Listening Sessions

- Halff will prepare for and conduct individual listening sessions with City Council members and the Mayor. These will be in-person meetings. Each session will include a presentation on the project and allow time for discussion of key issues and goals. These sessions will be held within a single calendar day to maximize efficiency.

### Task 2.2 | Comprehensive Plan Advisory Committee (CPAC) Meetings

- Halff will work with the City to establish a Comprehensive Plan Advisory Committee (CPAC). The CPAC will act as a sounding board for the planning process and content. The CPAC will also serve as an additional conduit to the community at large, encouraging participation and raising awareness.
- Halff will work with the City to finalize a CPAC roster that represents diverse interests and perspectives. CPAC members should come from a wide variety of backgrounds and could potentially include:
  - City Council member(s)
  - Planning & Zoning Commission member(s)
  - Property owners
  - Major employers
  - School district representative
  - Community groups and organizations
  - Real estate professionals
  - Developers and builders
  - Residents
  - Business owners and/or organizations
  - Members of advocacy groups
- This scope of work assumes four CPAC meetings, two of which would be held virtually and two that would be held in person during one of the proposed on-site trips outlined below in Task 2.4. We will work with staff to determine which specific meetings should be virtual and which should be in-person.

### Task 2.3 | Stakeholder Focus Groups (Virtual)

- Halff will conduct 4 focus group meetings (60 minutes) with key stakeholders. These small group listening sessions could include up to 15 people per meeting and are intended to identify issues and review recommendations. Halff will work with the City to identify specific stakeholders, but participants should bring a unique and targeted understanding of the community. These meetings will be virtual unless they are conducted concurrent to an on-site trip identified below under Task 2.4.

### Task 2.4 | Community Engagement Events

- **Trip 1: Public Kick-off Event and Joint City Council/Planning and Zoning Commission (half-day).** Prepare for and facilitate a Comprehensive Plan Kick-off event. Halff will work with City staff to plan and execute a public kick-off event and joint kick-off session with the Planning and Zoning Commission and City Council. The workshop event will raise awareness, educate the community, solicit input on key issues and begin charting a vision for future redevelopment, infill and connectivity. The joint session will introduce the project and allow group discussion of issues, goals and objectives. To accommodate City Council and Commissioner schedules, the events for this trip may need to be executed on a Saturday or in back-to-back form if conducted during the week. Under either scenario, the public events described in this section will be limited to a single day.
- **Trip 2: Plan Framework Development (full-day)** – Near the project’s midpoint, Halff will work with the City to coordinate a full-day trip designed to engage the public and key stakeholders in outlining expectations and objectives for future redevelopment in Richland Hills. This one-day event will begin in the morning and involve various project meetings and events throughout the day. It will culminate with an interactive, hands-on community workshop. This full-day effort will focus on obtaining input to inform the development of a preliminary Plan Framework, which will serve as a precursor to the formal Comprehensive Plan Update. See Phase 3 for more information on the Plan Framework.

We will work closely with staff to refine a specific itinerary for the full-day event, but it will include an evening workshop and a series of events during the day, which could include:

- **In-person CPAC meeting**
- **In-person stakeholder focus groups**
- **Pop ups at community event**
- **Guided tours**
- **Kids’ planning workshop**
- **Developers roundtable discussion**
- **Trip 3: Plan Framework Confirmation (half-day)** – Halff will prepare for and facilitate an evening Plan Framework event. Halff will work with City staff to refine specifics, but this effort would

focus on obtaining input on and confirming key elements of the Plan Framework described in Task 3.2 below.

- **Trip 4: Joint City Council/Planning and Zoning.** Halff will attend a joint session of the City Council and Planning and Zoning Commission prior to formal adoption hearings.

#### Task 2.5 | Online Survey

- *Halff would prepare and administer one online public survey. This includes the draft survey and a flier to advertise the survey and encourage participation.*
- *If needed to ensure broader participation to those without internet access, Halff would prepare hard copy survey forms to be placed at strategic locations throughout the community.*

Key Halff Deliverables in Phase 2: preparation for and execution of three community events, materials for all events, online survey, presentation and questions for stakeholder focus groups, presentation and questions for City Council sessions, presentations and questions for Advisory Committee meetings, presentation for joint Planning and Zoning Commission/City Council sessions

Responsibilities of City Staff in Phase 2: Coordinate any necessary facilities, distribute advertisements (print, mailers, fliers, social media, etc.), participate in outreach efforts, review materials for events and meetings

### PHASE THREE: PLAN ELEMENTS

*Halff will work with the City to establish baseline conditions, audit the existing Comprehensive Plan, build a framework for the Comprehensive Plan, and prepare the formal Comprehensive Plan Update. Rather than focusing on traditional comprehensive plan structure and lengthy content on conventional topics like housing, infrastructure and recreation, the Plan will be highly targeted to redevelopment, infill, and adaptive reuse. The Comprehensive Plan will result in a targeted Vision, Placemaking and Economic Playbook.*

#### Task 3.1 | Richland Hills Today

In this task, Halff will document baseline conditions. This will be a targeted and succinct “snapshot” of existing conditions, including basic demographic trends, community services, community character, urban form, existing policy and regulatory tools, and economic and redevelopment tools. This will be focused on efforts that the City believes are of most value rather than an exhaustive effort.

This will include an assessment of the existing Comprehensive Plan to identify specific gaps from a staff and stakeholder perspective that need to be addressed and confirm framework elements that should be carried forward. This part of the Richland Hills Today effort will inform and enable a targeted approach to the Comprehensive Plan Update that focuses on redevelopment and economic strategies.

#### Task 3.2 | Plan Framework

In this task, Halff will develop a preliminary Plan Framework, including vision and principles, urban design elements, economic strategies, and a catalyst sites design and feasibility study. The Plan Framework will serve as a baseline for the more detailed Comprehensive Plan draft to follow and will likely include the following components:

- **Growth Strategy.** A preliminary direction for different types of growth areas and what level, type and amount of growth is desired.
- **Design Character Areas.** Mapping and description of design character areas and corresponding description of the physical design desired for each character area. This will establish objectives for site planning, building form, contextual design considerations and other similar redevelopment and placemaking considerations.
- **Street Types.** Preliminary mapping of “street types” that describes how development should interface and frame various types of public streets. This will establish objectives for the design of street level architecture, the space between buildings and public streets, landscape character along the street and other critical design components of private development that contribute to streetscape character.
- **Priority Nodes and Key Intersections.** Preliminary identification of any critical nodes, gateways or redevelopment opportunities within the city that may warrant special attention from a design perspective. This will also include direction for site design, building design, building orientation and other key design elements at these locations.
- **Residential Infill and Revitalization.** Preliminary policy and design framework for existing, established residential neighborhoods, including strategies for design of additions, new infill construction and renovation of existing structures.
- **Mobility Network Enhancements.** Framework level mobility network recommendations for all modes and integrated with the urban design elements described above. This will focus on all modes with a priority on pedestrians, bicycles, micro mobility, transit and vehicular circulation.
- **Complete Neighborhoods.** Preliminary objectives and policies for ensuring complete neighborhoods throughout Richland Hills, focusing on the types of elements, amenities and access opportunities needed to ensure every neighborhood can thrive.
- **Catalytic Sites Identification and Analysis.** Identification and conceptual design of up to two catalytic redevelopment sites within the City. These site studies will illustrate application of the Plan Framework elements above to specific sites. These will be realistic, site plan drawings that show how development could occur and will serve as a basis for feasibility analyses. If desired, Halff can utilize hypothetical sites rather than actual identified locations. Catalyst Commercial will provide input based upon market findings to the identification and conceptual design.
- **Catalytic Sites Feasibility Analysis.** Catalyst Commercial will analyze the site designs for the two catalytic sites identified above to determine feasibility of development and identify the potential need for the City to support and facilitate such development. This task involves proforma analysis based on market factors identified in the Economic Development task below. These factors will include market-based assumptions of land values, development and construction costs, rents, and

operating expenses that contribute to project feasibility. If feasibility gaps exist, this analysis will identify options and strategies to address these gaps including public grants or incentives, if needed.

- **Economic Development.** Catalyst Commercial will provide a citywide economic strategy framework to inform redevelopment strategies across Richland Hills. This economic strategy will include local conditions in context of regional and national trends in retail, office, industrial, and residential affecting the Richland Hills market. Data analyzed will include factors under demographics, financing, construction, development, sales prices and rents, building sizes, and others.

### Task 3.3 | Comprehensive Plan – A Vision, Placemaking and Economic Playbook for Richland Hills

In this task, Halff will prepare a formal Comprehensive Plan Update that builds off of the Plan Framework developed in the previous task. Its organization and structure will be tailored to respond directly and intentionally to redevelopment pressures and demands. This includes establishing a redevelopment- and placemaking-driven vision, policy framework, map elements and action steps. The Plan will contain a typical future land use map, policies and implementation steps, but it will be structured to focus on key tools and recommendations for redevelopment, focusing primarily on urban design/placemaking and economic strategies. Halff will work with the City to establish the specific structure of the Plan, but it may include:

- **Vision and Guiding Principles.** Overarching principles that serve as a baseline for the more detailed policies and recommendations that follow.
- **Land Use and Urban Design Strategy.** Maps, designations and parameters that provide clear guidance for the future development with a focus on placemaking/urban design, mobility and growth targets.
- **Applying the Comprehensive Plan Framework.** Specific guidance and policies identifying how the City should support desired redevelopment through critical decision making, strategic partnerships and City initiatives. This element will provide a clear roadmap for how the city can be proactive in guiding redevelopment and reactive when opportunities and challenges are presented.
- **Economic Playbook and Action Plan.** Specific action steps to implement the Plan’s objectives. This will contain an innovative implementation plan and a tailored economic “playbook” to guide City initiatives within the Plan Horizon.

Key Halff Deliverables in Phase 3: Richland Hills Today (community snapshot), Plan Framework, Comprehensive Plan Update

Responsibilities of City Staff in Phase 3: Review and comment on major deliverables

## PHASE FOUR: ADOPTION

*In this Phase, Halff will prepare documents for the formal adoption process and a presentation for a joint session of the Planning and Zoning Commission and City Council.*

### Task 4.1 | Adoption

- Prepare the Draft Plan for review at public meetings for the adoption process.
- Present Draft Plan in a joint session of the City Council and Planning and Zoning Commission.

### Task 4.2 | Final Adopted Plan Package

- Provide the final Comprehensive Plan Update documents and files, including mapping files.

Key Halff Deliverables in Phase 4: Final PDF document for staff review and comment; presentation for adoption meetings; final adopted plan document (InDesign file and PDF print/web format), and ArcGIS files.

Responsibilities of City Staff in Phase 4: Provide final comments on the plan document; schedule joint City Council and Planning and Zoning Commission meeting; lead presentations for formal adoption meetings/hearings

## Project Assumptions

The scope of services for this project has been prepared using the following assumptions:

1. The project planning area will encompass the existing City Limits of Richland Hills.
2. The City will appoint a contact person [Project Administrator] to work with Halff and act as an intermediary between City staff, City Council, Planning and Zoning Commission, Advisory Committee, outside consultants, and other City, county and state government staff persons as required. Halff will take direction from the City's Project Administrator and City Manager only.
3. The City will coordinate facilities, refreshments, and advertising for all outreach events and public meetings.
4. The City will be responsible for advertising for all meetings and announcements. This includes outreach via the City's existing social media channels (e.g., Facebook, Twitter, Next Door, etc.).
5. The City will commit the necessary resources to adequately promote resident participation in, and media coverage of, key community involvement meetings.
6. The City will be responsible for advertising the survey through social media and other media outreach tools.
7. The City will provide information from all previous and current planning studies and master plans that may relate to this planning effort. This information will be provided in digital format when possible and available. If no digital information is available, the City will create a reproduction, wherever possible, that will not have to be returned at the conclusion of the project. This information may include, but not be limited to, existing land-use plans and GIS data; existing transportation and street master plans; existing water or sanitary sewer planning documents;

economic and demographic studies; park, trail, and open space plans; or other pertinent planning or policy documents. Prompt compilation and delivery of these documents to Halff is an essential prerequisite for the initiation of work and timely forward progress on individual tasks and deliverables.

8. The City will provide Halff with the most recently updated digital base map of the planning area with City limit and extraterritorial jurisdiction (ETJ) lines (if available), school district lines, municipal utility district boundaries, roadway centerlines and rights-of-way (if available), water and sewer facilities; dry utilities; public facilities (including police, fire, hospital, library and other major public facilities); building footprints, park and open space facilities; sidewalks and trails; rivers, lakes and floodplain information; and other GIS data available that may be pertinent to this planning process. These files will be in the form of GIS shapefiles.
9. Input and feedback derived from the public engagement process will be assessed and incorporated into the various plan elements rather than compiled as stand-alone documents.
10. Additional printing or publication expenses will be charged in accordance with Exhibit B. Expenses incurred by the consultant team, such as mileage, materials, food, etc., are integrated into the cost in the scope of services.
11. Tasks completed as part of this planning effort may occur concurrently where appropriate, or in some cases may deviate from the sequence shown in this Scope of Services document.
12. Additional engagement outside of this scope will require an addition service and incur a fee.
13. Halff will provide draft/interim deliverables as prepared for each phase/task of the project. These deliverables will be used for public outreach and input, to facilitate meetings and receive feedback, and to complete the project. All draft/interim deliverables will be provided to the City in an electronic format (e.g., Adobe PDF, Microsoft Word, etc) for ease of file transfer, reproduction, and distribution.
14. Halff deliverables include one consolidated round of revisions from the City. Halff will provide flexibility to address changes beyond the round of revisions, as needed. Major changes that shift the plan direction or require significant re-work may require an add-service.
15. It is the responsibility of the City's Project Administrator to coordinate, compile, and forward in a consolidated manner all review comments, feedback, and/or requested/suggested revisions to such draft/interim deliverables.

## EXHIBIT 'B'

### COST ESTIMATE

#### **RICHLAND HILLS COMPREHENSIVE PLAN UPDATE**

**Base Scope of Work** – Halff will provide labor and personnel to perform the base services outlined in Exhibit 'A' on a lump sum basis, not to exceed. Fees for services will be billed on a monthly basis, based on the percentage of work completed.

- **Phase 1 (Project Initiation & Management) = \$18,000**
- **Phase 2 (Community Engagement) = \$58,000**
- **Phase 3 (Plan Elements) = \$121,000**
- **Phase 4 (Adoption) = \$26,000**
- **Reimbursable Expenses = \$2,000**

**BASE COST = \$225,000**

#### **ADDITIONAL OR CONTINUING SERVICES**

During the course or at the conclusion of the project, the City may wish to schedule more meetings, request further research, or otherwise engage Halff in additional work efforts or subsequent phases not anticipated at project initiation or as set out in ***Exhibit A, Scope of Services***. Any such additional services shall be specifically authorized by the City Council, as appropriate, and documented through a written amendment to ***Exhibit A, Scope of Services***, or set out as follow up additional phase services. This will include a corresponding modification to the maximum not-to-exceed amount set out in ***Exhibit B, Cost Estimate***, and, if necessary, the time of performance as set out in ***Exhibit C, Project Schedule***.

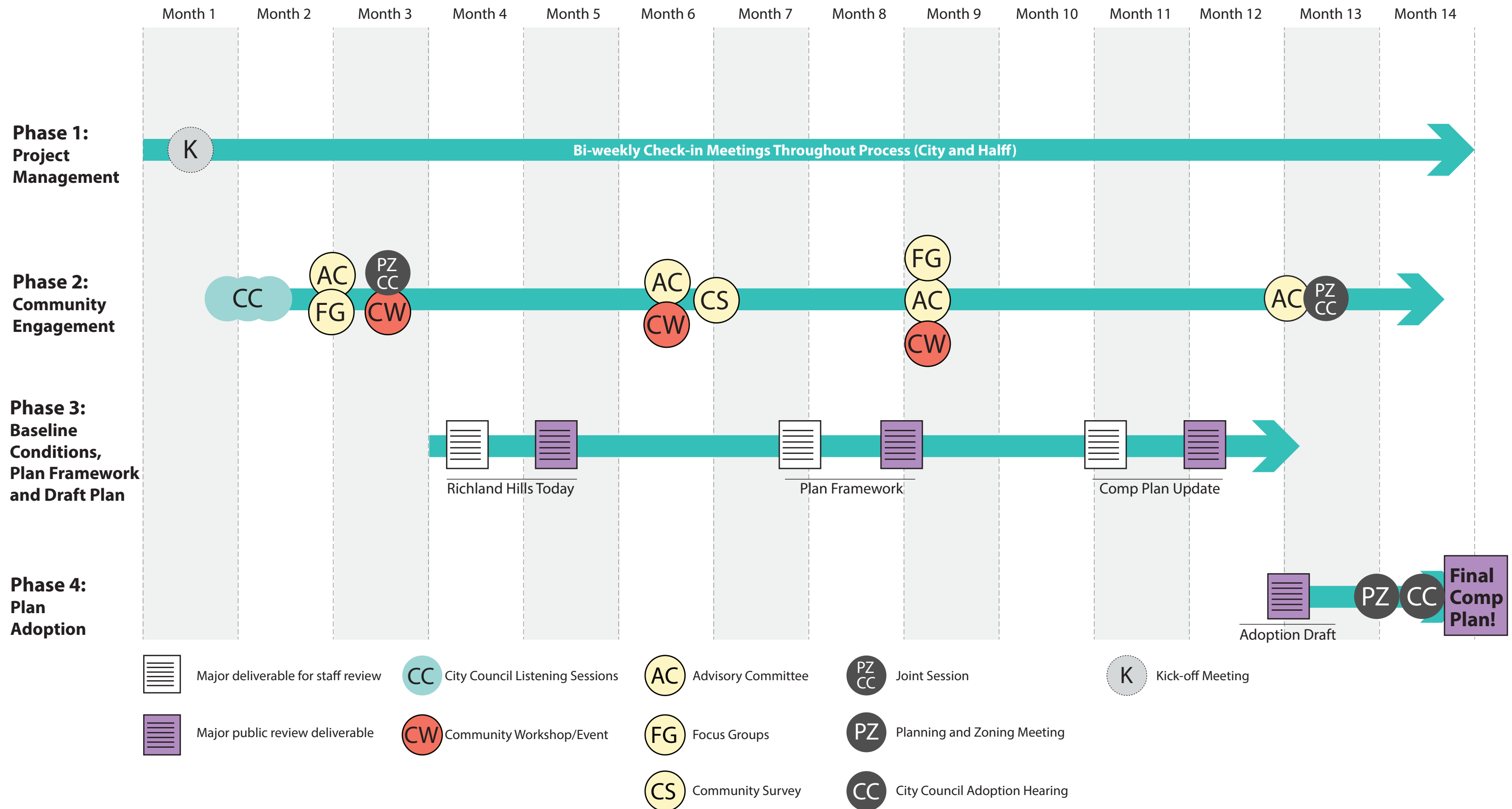
## **EXHIBIT 'C'**

### **PROJECT SCHEDULE**

This Exhibit C provides a tentative project schedule for completion of the Scope of Services described in Exhibit A. The Project Schedule anticipates a 14-month timeline for completion of the Comprehensive Plan Update. Phases, timing of deliverables and events are tentative and are subject to change as the project progresses. See graphic schedule on the following page.

# Richland Hills Comprehensive Plan Update

## Exhibit C: Draft Project Schedule (10.19.23)



# Memorandum

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

From: Candice Edmondson, City Manager

Date: October 23, 2023

Subject: November and December Meetings

---

## **Agenda Item:**

Consider canceling the November 27<sup>th</sup> and December 25<sup>th</sup> City Council meetings and rescheduling the December 11<sup>th</sup> City Council meeting

## **Background Information:**

Due to upcoming holiday schedules, staff recommends canceling the November 27<sup>th</sup> and December 25<sup>th</sup> City Council meetings. In addition, the Richland Hills City Council was invited to the Tarrant County Mayor's Council Annual Banquet on December 11, 2023, which is a regular City Council meeting date. Staff recommends rescheduling the December 11<sup>th</sup> City Council meeting to December 18<sup>th</sup> so that Council Members can attend the Mayor's Council Annual Banquet.

## **Financial Considerations:**

N/A

## **Legal Review:**

N/A

## **Board/Citizen Input:**

N/A

## **Attachments:**

N/A

## **Council Action Requested:**

Motion to cancel the November 27<sup>th</sup> and December 25<sup>th</sup> City Council meetings and reschedule the December 11<sup>th</sup> City Council meeting to December 18<sup>th</sup>

# Memorandum

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

From: Kip Dernovich, Director of Public Works and Capital Projects

Date: October 23, 2023

Subject: Street Improvement Projects

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## **Agenda Item:**

Street Improvement Projects

## **Background Information:**

Staff will provide an update on the FY 2023 and FY 2024 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: Jason Brown, Director of Parks and Recreation

Date: October 23, 2023

Subject: Tricky Treat Trail & Haunted Stacks

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## **Agenda Item:**

Tricky Treat Trail & Haunted Stacks

## **Background Information:**

Staff will provide an update on the Tricky Treat Trail & Haunted Stacks event scheduled for Friday, October 27, 2023 from 6:30 p.m. – 8:30 p.m.

## **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: Lupe Rios, Director of Finance and Administrative Services

Date: October 23, 2023

Subject: 4<sup>th</sup> Quarter Investment Report

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## **Agenda Item:**

4<sup>th</sup> Quarter Investment Report

## **Background Information:**

Staff will provide a quarterly investment report for the period of July 1, 2023 – September 30, 2023.

## **Financial Considerations:**

N/A

## **Legal Review:**

N/A

## **Board/Citizen Input:**

N/A

## **Attachments:**

4<sup>th</sup> Quarter Investment Report

## **Council Action Requested:**

No Council Action

| Bank            | Fund | Name of Account                          | 7/31/2023            | Deposits/Withdrawals | Interest       | 9/30/2023         |
|-----------------|------|------------------------------------------|----------------------|----------------------|----------------|-------------------|
| JP Morgan Chase | 1    | General Fund Account                     | 7,292,471            | 748,277              | 51,680         | 8,040,749         |
| JP Morgan Chase | 2    | Revenue Fund Account                     | 5,776,907            | (1,464,009)          | 59,640         | 4,312,898         |
| JP Morgan Chase | 26   | Richland Hills Economic Development Corp | 1,779,154            | 212,908              | 16,625         | 1,992,062         |
| JP Morgan Chase | 65   | Richland Hills Crime Control Fund        | 1,015,067            | (129,395)            | 11,909         | 885,671           |
| JP Morgan Chase | 1    | Certificate of Deposit-Maturity 11/2023  | 170,201              | -                    | -              | 170,201           |
|                 |      | <b>Total</b>                             | <b>16,033,800</b>    | <b>(632,219)</b>     | <b>139,854</b> | <b>15,401,580</b> |
|                 |      |                                          |                      |                      |                |                   |
| TEXPOOL         | 1    | General Fund                             | 1,722,064            | 378,957              | 27,564         | 2,101,021         |
| TEXPOOL         | 2    | Revenue Fund                             | 885,704              | 11,771               | 11,771         | 897,474           |
| TEXPOOL         | 22   | Drainage Fund                            | 117,704              | 1,564                | 1,564          | 119,268           |
| TexSTAR         | 27   | 2019 GO Bonds                            | 111,100              | (26,738)             | 1,461          | 84,362            |
| TexSTAR         | 6    | Police Seizure Funds                     | 25,344               | 336                  | 336            | 25,680            |
| TexSTAR         | 10   | I & S Funds                              | 1,323,871            | (662,484)            | 17,263         | 661,387           |
| TexSTAR         | 77   | Hotel Motel Occupancy Tax Fund           | 172,008              | 2,282                | 2,282          | 174,290           |
| TexSTAR         | 89   | Tax Increment Fund                       | 692,731              | 9,189                | 9,189          | 701,920           |
| TexSTAR         | 101  | ARPA Funds                               | 1,692,394            | (152)                | 22,440         | 1,692,242         |
|                 |      | <b>Total</b>                             | <b>6,742,921</b>     | <b>(285,276)</b>     | <b>93,871</b>  | <b>6,457,645</b>  |
|                 |      | <b>Total Holdings</b>                    | <b>22,776,720.69</b> | <b>(917,495)</b>     | <b>233,725</b> | <b>21,859,226</b> |

City of Richland Hills

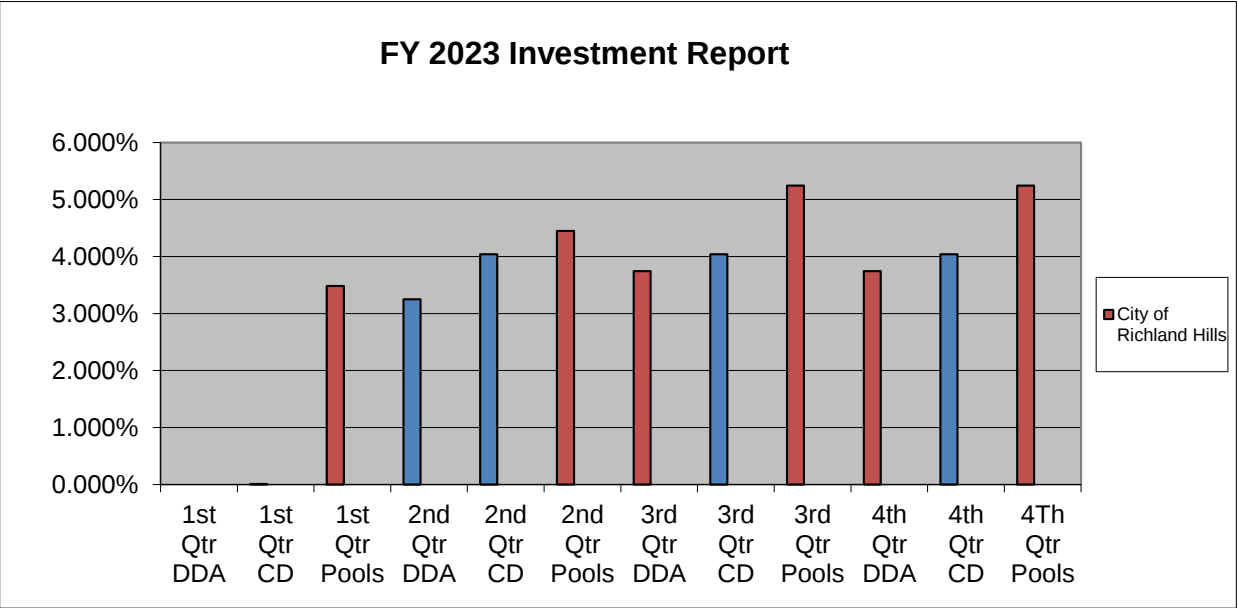
Inventory Holdings Report- City Portfolio

9/30/2023

| 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 |         |
|-------------|-------|---------------|------------|--------|-----------------|------------|----------------|--------------------|--------------------|--------------|--------------|-----------|----------------|---------------|--------------|---------------------------|---------|
| 9/30/2023   |       | Hybrid DDA    | 15,231,379 | 3.743% | 9/30/2023       | 10/1/2023  | 3.743%         | 15,231,379         | -                  | 15,231,379   | 100.00%      | -         | 1              | 1             | 0.00         | 69.68%                    |         |
| 9/30/2023   |       | Pools         | 6,457,645  | 5.246% | 9/30/2023       | 10/1/2023  | 5.246%         | 6,457,645          | -                  | 6,457,645    | 100.00%      |           | 1              | 1             | 0.00         | 29.54%                    |         |
| 11/23/2023  |       | CD            | 170,201    | 4.040% | 11/23/2023      | 11/23/2023 | 4.040%         | 170,201            |                    | 170,201      | 100.00%      | -         | 360            | 360           | 0.00         | 0.78%                     |         |
|             |       |               | 21,859,226 |        |                 |            |                | 21,859,226         |                    |              | 21,859,226   |           |                |               |              |                           | 100.00% |

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

Investment Transactions  
Quarter Ending  
09/30/2023



DDA Accounts=JP MORGAN CHASE  
POOLS=Texpool and TexSTAR

City of Richland Hills  
Quarterly Investment Report-City Portfolio

July 1, 2023 - September 30, 2023

**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 7/1/23   | \$    | 22,776,720.69 | Ending Book Value 09/30/23      | \$    | 21,859,225.53 |
| Beginning Market Value 7/1/23 | \$    | 22,776,720.69 | Ending Market Value 09/30/23    | \$    | 21,859,225.53 |
|                               |       |               | Accrued Interest Receivable     | \$    | -             |
|                               |       |               | Unrealized Gain/Loss on 9/30/23 | \$    | -             |
| WAM at Beginning Period Date* | 1 day |               | WAM at Ending Period Date*      | 1 day |               |
|                               |       |               | Change in Market Value          | \$    | (917,495.16)  |

|                                          |        |
|------------------------------------------|--------|
| Average Yield to Maturity for quarter    | 4.494% |
| Average Yield to Maturity 6 month T-Bill | 5.018% |

*Lupe Rios*

Lupe Rios, Director of Finance and Administration

*Candice Edmondson*

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: October 23, 2023

Subject: September Department Monthly Reports

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**Agenda Item:**

September 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:**

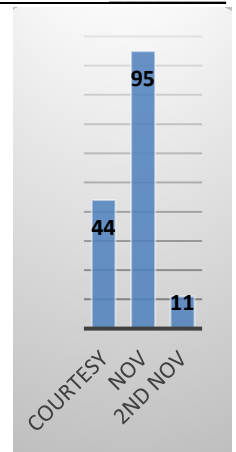
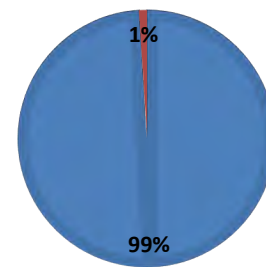
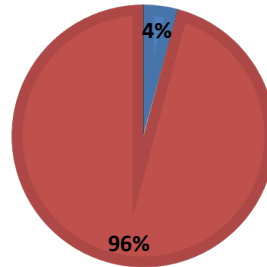
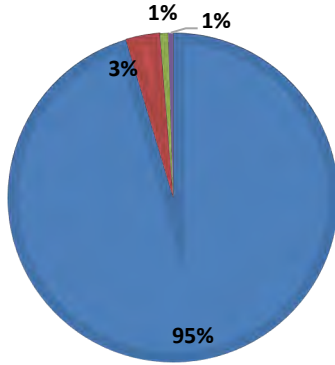
September Department Reports

**Council Action Requested:**

No Council Action

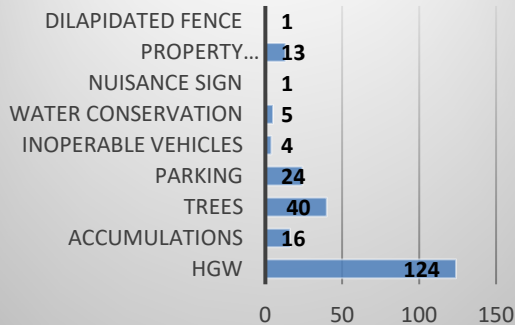
# Code Compliance

■ Nuisance ■ Building ■ Permits ■ Zoning ■ Commercial ■ Residential ■ Proactive ■ Reactive

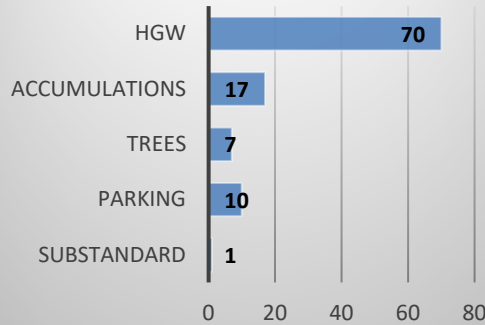


| Current Month Violations        |                |                    |                     |                  |                   |
|---------------------------------|----------------|--------------------|---------------------|------------------|-------------------|
|                                 | Notices Issued | Pending Compliance | Compliance Obtained | Citations Issued | Abatement by City |
| Nuisance Violations             | 228            | 36                 | 192                 | 0                | 1                 |
| Building Violations             | 8              | 2                  | 6                   | 0                | 0                 |
| Zoning Issues                   | 1              | 1                  | 0                   | 0                | 0                 |
| Permit Violations               | 2              | 0                  | 2                   | 0                | 0                 |
| Fiscal Year Totals              | 1354           | 125                | 1229                | 15               | 1                 |
| Previous Fiscal Year Comparison | 985            | 140                | 845                 | 27               | 1                 |

## Current Month



## Comparison Month



## August 2023 Inspections

9 Conducted  
Storm Pick Up  
441 Residents  
Participated

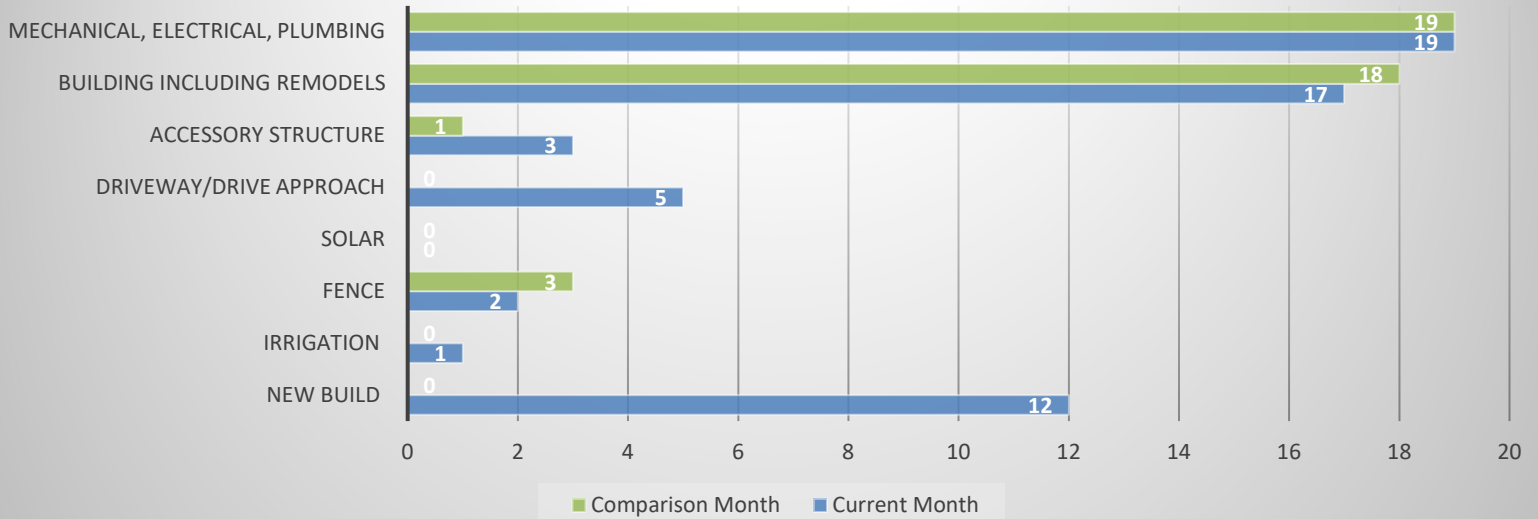
## Citizen Contact

6 Complaints Received  
(2 Resulted in Cases)

| Building Summary                |               |                                |                   |                                 |
|---------------------------------|---------------|--------------------------------|-------------------|---------------------------------|
|                                 | Current Month | Comparison Month Previous Year | Fiscal Year 22/23 | Previous Fiscal Year Comparison |
| Registered Vacant Building      | 0             | 0                              | 6                 | 12                              |
| Substandard Buildings – New BBA | 0             | 0                              | 3                 | 3                               |

# Development Services

## September



|                                          | Mechanical<br>Electrical<br>Plumbing | Building<br>Including<br>Remodels | Accessory<br>Structure | Driveway<br>Drive<br>Approach | Solar | Fence | Irrigation | New Build |
|------------------------------------------|--------------------------------------|-----------------------------------|------------------------|-------------------------------|-------|-------|------------|-----------|
| Current Month<br>Residential             | 14                                   | 16                                | 3                      | 4                             | 0     | 2     | 1          | 12        |
| Current Month<br>Commercial              | 5                                    | 1                                 | 0                      | 1                             | 0     | 0     | 0          | 0         |
| <b>Current Fiscal Year<br/>2022-2023</b> | 293                                  | 292                               | 21                     | 30                            | 28    | 49    | 7          | 46        |
| Previous Month<br>Residential            | 16                                   | 17                                | 1                      | 0                             | 0     | 3     | 0          | 0         |
| Previous Month<br>Commercial             | 3                                    | 1                                 | 0                      | 0                             | 0     | 0     | 0          | 0         |

|                            | Current Month | Comparison Month<br>Previous Year | Fiscal Year<br>To Date<br>2022-2023 |
|----------------------------|---------------|-----------------------------------|-------------------------------------|
| Sign Permit                | 1             | 2                                 | 24                                  |
| ROW Permit                 | 4             | 5                                 | 58                                  |
| Garage Sale Permit         | 25            | 23                                | 232                                 |
| Zoning, SUP, Code Consults | 0             | 1                                 | 29                                  |
| Pool Permits               | 0             | 0                                 | 3                                   |

**Business Summary**

|                        | <b>Current Month</b> | <b>Comparison<br/>Month<br/>Previous Year</b> | <b>Fiscal Year<br/>To Date<br/>2022-2023</b> |
|------------------------|----------------------|-----------------------------------------------|----------------------------------------------|
| Registered Rental CO's | 3                    | 11                                            | 51                                           |
| Issued Commercial CO's | 3                    | 5                                             | 41                                           |
| Mobile Food Vendor     | 0                    | 0                                             | 6                                            |

**Received Certificate of Occupancy**

- Regal Diesel Services LLC, 3921 Oxley Dr – Office, Administrative, Medical, or Professional
- Isabelle's Beauty Salon, 6530 Baker Blvd Suite A – Beauty Salon/ Barber Shop
- Tornado Express Laundry, 7212 Boulevard 26 – Laundromat

**Number of Potential Business Certificate of Occupancy Meetings: 13****Number of Developmental Review Committee / Plan Review: 3**

Finance

GENERAL FUND, UTILITY FUND AND LINK FUND

Fiscal Year 2022-2023, Period Ending 09/30/2023

| Monthly Financial Report         |                     |                      |                     |                    |                       |
|----------------------------------|---------------------|----------------------|---------------------|--------------------|-----------------------|
|                                  | Budget              | Current Month Actual | YTD Actual          | Available Budget   | % YTD of Total Budget |
| <b>General Fund (001)</b>        |                     |                      |                     |                    |                       |
| <b>Revenue</b>                   |                     |                      |                     |                    |                       |
| Property Taxes                   | \$ 3,123,995        | \$ 2,171             | \$ 3,164,771        | \$ (40,776)        | 101%                  |
| Sales Tax                        | \$ 4,712,216        | \$ 439,792           | \$ 4,045,792        | \$ 666,424         | 86%                   |
| Other Tax                        | \$ 2,500            | \$ 213               | \$ 2,408            | \$ 92              | 96%                   |
| Franchise Fees                   | \$ 562,000          | \$ 10,451            | \$ 575,784          | \$ (13,784)        | 102%                  |
| Fines & Forfeitures              | \$ 262,050          | \$ 48,248            | \$ 395,868          | \$ (133,818)       | 151%                  |
| Licenses & Permits               | \$ 209,500          | \$ 42,737            | \$ 264,742          | \$ (55,242)        | 126%                  |
| Service Charges                  | \$ 305,850          | \$ 21,605            | \$ 341,993          | \$ (36,143)        | 112%                  |
| Miscellaneous                    | \$ 140,152          | \$ 26,178            | \$ 400,345          | \$ (260,193)       | 286%                  |
| <b>Total Revenues</b>            | <b>\$ 9,318,263</b> | <b>\$ 591,395</b>    | <b>\$ 9,191,704</b> | <b>\$ 126,559</b>  | <b>99%</b>            |
| <b>Expenditures</b>              |                     |                      |                     |                    |                       |
| Municipal Court                  | \$ 300,039          | \$ 20,043            | \$ 288,481          | \$ 11,558          | 96%                   |
| Administration                   | \$ 690,171          | \$ 54,296            | \$ 687,205          | \$ 2,966           | 100%                  |
| Police                           | \$ 2,091,296        | \$ 96,939            | \$ 2,122,961        | \$ (31,665)        | 102%                  |
| Fire                             | \$ 2,567,824        | \$ 189,107           | \$ 2,350,695        | \$ 217,129         | 92%                   |
| Street                           | \$ 325,079          | \$ 25,636            | \$ 232,460          | \$ 92,619          | 72%                   |
| Library                          | \$ 403,133          | \$ 32,796            | \$ 377,893          | \$ 25,240          | 94%                   |
| Recreation                       | \$ 299,807          | \$ 21,483            | \$ 279,118          | \$ 20,689          | 93%                   |
| Parks/Grounds                    | \$ 281,787          | \$ 29,333            | \$ 228,925          | \$ 52,862          | 81%                   |
| Community Development            | \$ 535,439          | \$ 41,914            | \$ 505,202          | \$ 30,237          | 94%                   |
| Animal Control                   | \$ 202,422          | \$ 28,544            | \$ 257,429          | \$ (55,007)        | 127%                  |
| Legislative (City Secretary)     | \$ 129,940          | \$ 9,079             | \$ 132,694          | \$ (2,754)         | 102%                  |
| Shared Services                  | \$ 839,990          | \$ 64,724            | \$ 873,070          | \$ (33,080)        | 104%                  |
| Transfers/Non Departmental       | \$ 510,491          | \$ (828)             | \$ 426,897          | \$ 83,594          | 84%                   |
| <b>Total Expenditures</b>        | <b>\$ 9,177,418</b> | <b>\$ 613,068</b>    | <b>\$ 8,763,031</b> | <b>\$ 414,388</b>  | <b>95%</b>            |
| <b>Rev/Exp</b>                   | <b>\$ 140,845</b>   | <b>\$ (21,673)</b>   | <b>\$ 428,673</b>   |                    |                       |
| <b>Utility Fund (002)</b>        |                     |                      |                     |                    |                       |
| <b>Revenue</b>                   |                     |                      |                     |                    |                       |
| Water                            | \$ 2,537,000        | \$ 283,160           | \$ 2,572,786        | \$ (35,786)        | 101%                  |
| Sewer                            | \$ 1,800,000        | \$ 149,266           | \$ 1,709,632        | \$ 90,368          | 95%                   |
| Transfers In                     | \$ 2,406,753        | \$ -                 | \$ 1,225,258        | \$ 1,181,495       | 51%                   |
| Misc. (incl. Garbage Billing)    | \$ 536,600          | \$ 86,328            | \$ 829,366          | \$ (292,766)       | 155%                  |
| <b>Total Revenues</b>            | <b>\$ 7,280,353</b> | <b>\$ 518,754</b>    | <b>\$ 6,337,043</b> | <b>\$ 943,310</b>  | <b>87%</b>            |
| <b>Expenses</b>                  |                     |                      |                     |                    |                       |
| Shared Services                  | \$ 311,427          | \$ 19,729            | \$ 297,738          | \$ 13,688          | 96%                   |
| Administration                   | \$ 641,582          | \$ 55,617            | \$ 627,233          | \$ 14,348          | 98%                   |
| Water Services & Distr.          | \$ 1,422,775        | \$ 184,381           | \$ 886,973          | \$ 535,802         | 62%                   |
| Wastewater Service               | \$ 1,369,360        | \$ 311,330           | \$ 1,292,151        | \$ 77,209          | 94%                   |
| Trsfrs/Debt Service/Non-Dept.    | \$ 3,215,401        | \$ 59,648            | \$ 3,103,488        | \$ 111,913         | 97%                   |
| <b>Total Expenses</b>            | <b>\$ 6,960,545</b> | <b>\$ 630,705</b>    | <b>\$ 6,207,584</b> | <b>\$ 752,961</b>  | <b>89%</b>            |
| <b>Rev/Exp</b>                   | <b>\$ 319,808</b>   | <b>\$ (111,951)</b>  | <b>\$ 129,459</b>   |                    |                       |
| <b>Link Operating Fund (098)</b> |                     |                      |                     |                    |                       |
| <b>Revenue</b>                   |                     |                      |                     |                    |                       |
| Recreation                       | \$ 542,190          | \$ 45,673            | \$ 567,350          | \$ (25,160)        | 105%                  |
| Transfers in                     | \$ 199,680          | \$ -                 | \$ 199,680          | \$ -               | 100%                  |
| <b>Total Revenue</b>             | <b>\$ 741,870</b>   | <b>\$ 45,673</b>     | <b>\$ 767,030</b>   | <b>\$ (25,160)</b> | <b>103%</b>           |
| <b>Expenditures</b>              | <b>\$ 741,870</b>   | <b>\$ 63,269</b>     | <b>\$ 636,722</b>   | <b>\$ 168,417</b>  | <b>77%</b>            |
| <b>Operating/Personnel</b>       | <b>\$ 741,870</b>   | <b>\$ 63,269</b>     | <b>\$ 636,722</b>   | <b>\$ 105,148</b>  | <b>86%</b>            |
| <b>Rev/Exp</b>                   | <b>\$ -</b>         | <b>\$ (17,596)</b>   | <b>\$ 130,307</b>   |                    |                       |
| <b>*Unaudited</b>                |                     |                      |                     |                    |                       |

Finance

SPECIAL REVENUE FUNDS

Fiscal Year 2022-2023, Period Ending 09/30/2023

| Monthly Financial Report               |              |                      |              |                  |                       |
|----------------------------------------|--------------|----------------------|--------------|------------------|-----------------------|
|                                        | Budget       | Current Month Actual | YTD Actual   | Available Budget | % YTD of Total Budget |
| <b>Court Security Fund (24)</b>        |              |                      |              |                  |                       |
| Revenue                                | \$ 5,500     | \$ -                 | \$ 3,550     | \$ 1,950         | 65%                   |
| Expenditures                           | \$ -         | \$ -                 | \$ 161       | \$ (161)         |                       |
| Rev/Exp                                | \$ 5,500     | \$ -                 | \$ 3,390     |                  |                       |
| <b>Court Technology Fund (39)</b>      |              |                      |              |                  |                       |
| Revenue                                | \$ 4,800     | \$ -                 | \$ 3,026     | \$ 1,774         | 63%                   |
| Expenditures                           | \$ -         | \$ -                 | \$ -         | \$ -             |                       |
| Rev/Exp                                | \$ 4,800     | \$ -                 | \$ 3,026     |                  |                       |
| <b>Crime Control District (65)</b>     |              |                      |              |                  |                       |
| Revenue                                |              |                      |              |                  |                       |
| Sales Tax                              | \$ 1,779,795 | \$ 164,671           | \$ 1,514,683 | \$ 265,112       | 85%                   |
| Investment Income                      | \$ -         | \$ 4,352             | \$ 22,168    | \$ (22,168)      |                       |
| Grants/Transfers                       | \$ 21,760    | \$ 1,898             | \$ 107,406   | \$ (85,646)      | 494%                  |
| Total Revenue                          | \$ 1,801,555 | \$ 170,922           | \$ 1,644,257 | \$ 157,298       | 91%                   |
| Expenditures                           |              |                      |              |                  |                       |
| Public Safety                          | \$ 1,440,266 | \$ 61,162            | \$ 1,440,106 | \$ 160           | 100%                  |
| Capital Expense                        | \$ 78,871    | \$ 16,124            | \$ 140,765   | \$ (61,894)      | 178%                  |
| Transfers Out                          | \$ 50,000    | \$ 50,000            | \$ -         | \$ 50,000        | 0%                    |
| Total Expenditures                     | \$ 1,569,137 | \$ 127,286           | \$ 1,580,872 | \$ (11,735)      | 101%                  |
| Rev/Exp                                | \$ 232,418   | \$ 43,635            | \$ 63,385    |                  |                       |
| <b>Hotel Occupancy Tax (77)</b>        |              |                      |              |                  |                       |
| Revenue                                |              |                      |              |                  |                       |
| HOT (Taxes)                            | \$ 180,000   | \$ 20,432            | \$ 236,857   | \$ (56,857)      | 132%                  |
| Expenditures                           |              |                      |              |                  |                       |
| Operating Expense                      | \$ 93,656    | \$ 57,924            | \$ 92,034    | \$ 1,622         | 98%                   |
| Debt Service                           | \$ 105,013   | \$ -                 | \$ 105,013   | \$ 0             | 100%                  |
| Total Expenditures                     | \$ 198,669   | \$ 57,924            | \$ 197,046   | \$ 1,623         | 99%                   |
| Rev/Exp*                               | \$ (18,669)  | \$ (37,491)          | \$ 39,811    |                  |                       |
| <b>TIF Fund (89)</b>                   |              |                      |              |                  |                       |
| Revenue                                |              |                      |              |                  |                       |
| Property Tax Allocation                | \$ 201,709   | \$ -                 | \$ 194,649   | \$ 7,060         | 97%                   |
| Investment Income                      | \$ -         | \$ 3,050             | \$ 23,882    | \$ (23,882)      |                       |
| Sales Tax Transfer in                  | \$ 75,000    | \$ -                 | \$ -         | \$ 75,000        |                       |
| Total Revenue                          | \$ 276,709   | \$ 3,050             | \$ 218,532   | \$ 58,177        | 79%                   |
| Expenditures                           |              |                      |              |                  |                       |
| Operating                              | \$ 90,000    | \$ -                 | \$ -         | \$ 90,000        | 0%                    |
| Improvement Incentive                  | \$ 30,000    | \$ 35,757            | \$ 35,757    | \$ (5,757)       | 119%                  |
| Transfers Out                          | \$ -         | \$ (72,590)          | \$ -         | \$ -             |                       |
| Capital Projects                       | \$ -         | \$ 3,187             | \$ 198,262   | \$ (198,262)     |                       |
| Total Expenditures                     | \$ 120,000   | \$ (33,646)          | \$ 234,019   | \$ (114,019)     | 195%                  |
| Rev/Exp                                | \$ 156,709   | \$ 36,696            | \$ (15,487)  |                  |                       |
| <b>Strategic Initiative Fund (107)</b> |              |                      |              |                  |                       |
| Revenue                                | \$ 2,400,000 | \$ -                 | \$ 2,400,000 | \$ -             | 100%                  |
| Expenditures                           | \$ 691,000   | \$ 35,712            | \$ 138,905   | \$ 552,095       | 20%                   |
| Rev/Exp                                | \$ 1,709,000 | \$ (35,712)          | \$ 2,261,095 |                  |                       |

Finance

CAPITAL FUNDS

Fiscal Year 2022-2023, Period Ending 09/30/2023

| Monthly Financial Report             |                |                      |              |                  |                       |
|--------------------------------------|----------------|----------------------|--------------|------------------|-----------------------|
|                                      | Budget         | Current Month Actual | YTD Actual   | Available Budget | % YTD of Total Budget |
| <b>Oil &amp; Gas Lease Fund (12)</b> |                |                      |              |                  |                       |
| Revenue                              | \$ 77,000      | \$ 13,135            | \$ 342,593   | \$ (265,593)     | 445%                  |
| Expenditures                         | \$ 95,000      | \$ 70,487            | \$ 89,594    | \$ 5,406         | 94%                   |
| Rev/Exp*                             | \$ (18,000)    | \$ (57,352)          | \$ 252,999   |                  |                       |
| <b>Capital Projects Fund (20)</b>    |                |                      |              |                  |                       |
| Revenue-Transfers In                 | \$ 1,288,311   | \$ (523,418)         | \$ 196,162   | \$ 1,092,149     | 15%                   |
| Expenditures                         |                |                      |              |                  |                       |
| Capital Projects                     | \$ 1,130,000   | \$ 245,648           | \$ 161,902   | \$ 968,098       | 14%                   |
| Capital-Lease Pymts                  | \$ 158,311     | \$ -                 | \$ 157,483   | \$ 828           | 99%                   |
| Total Expenditures                   | \$ 1,288,311   | \$ 245,648           | \$ 319,385   | \$ 968,926       | 25%                   |
| Rev/Exp                              | \$ (0)         | \$ (277,770)         | \$ (123,223) |                  |                       |
| <b>Road and Street Fund (25)</b>     |                |                      |              |                  |                       |
| Revenue                              |                |                      |              |                  |                       |
| Sales Tax                            | \$ 1,767,081   | \$ 164,922           | \$ 1,517,172 | \$ 249,909       | 86%                   |
| Total Revenue                        | \$ 1,767,081   | \$ 164,922           | \$ 1,517,172 | \$ 249,909       | 86%                   |
| Expenditures                         |                |                      |              |                  |                       |
| Street R&M                           | \$ 2,929,388   | \$ 128,471           | \$ 1,228,303 | \$ 1,701,085     | 42%                   |
| Total Expenditures                   | \$ 2,929,388   | \$ 128,471           | \$ 1,228,303 | \$ 1,701,085     | 42%                   |
| Rev/Exp*                             | \$ (1,162,307) | \$ 36,451            | \$ 288,869   |                  |                       |
| <b>Vehicle Replace. Fund (30)</b>    |                |                      |              |                  |                       |
| Revenue                              |                |                      |              |                  |                       |
| Misc. Income                         | \$ 279,950     | \$ -                 | \$ 311,806   | \$ (31,856)      | 111%                  |
| Expenditures                         |                |                      |              |                  |                       |
| Capital-Lease Expense                | \$ 244,240     | \$ 22,837            | \$ 242,956   | \$ 1,284         | 99%                   |
| Claims Expense                       |                | \$ 16,352            | \$ 37,230    |                  |                       |
| Capital- Purchases                   | \$ 25,000      | \$ -                 | \$ 24,746    | \$ 254           | 99%                   |
| Lease - Upfront costs                | \$ -           | \$ 10,845            | \$ 101,287   | \$ (101,287)     |                       |
| Operational                          | \$ 20,000      | \$ 1,301             | \$ 14,503    | \$ 5,497         | 73%                   |
| Total Expenditures                   | \$ 289,240     | \$ 51,335            | \$ 420,723   | \$ (94,252)      | 145%                  |
| Rev/Exp*                             | \$ (9,290)     | \$ (51,335)          | \$ (108,916) |                  |                       |
| <b>ARPA Fund (101)</b>               |                |                      |              |                  |                       |
| Revenue-Transfers In/Interest        | \$ 1,768,541   | \$ 7,442             | \$ 222,627   | \$ 1,545,914     | 13%                   |
| Expenditures                         |                |                      |              |                  |                       |
| Project Appropriations               | \$ 1,671,768   | \$ -                 | \$ 80,352    | \$ 1,591,416     | 5%                    |
| Transfers out-Prem. Pay              | \$ 96,773      | \$ -                 | \$ 86,218    | \$ 10,555        | 89%                   |
| Total Expenditures                   | \$ 1,768,541   | \$ -                 | \$ 166,570   | \$ 1,601,971     | 9%                    |
| Rev/Exp                              | \$ -           | \$ 7,442             | \$ 56,057    |                  |                       |

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

Finance

DEBT SERVICE FUND

Fiscal Year 2022-2023, Period Ending 09/30/2023

Monthly Financial Report

|                                                           | Budget       | Current Month<br>Actual | YTD<br>Actual | Available<br>Budget | % YTD of<br>Total Budget |
|-----------------------------------------------------------|--------------|-------------------------|---------------|---------------------|--------------------------|
| <b>Debt Service Fund (10)</b>                             |              |                         |               |                     |                          |
| <b>Revenue</b>                                            |              |                         |               |                     |                          |
| Property Taxes                                            | \$ 1,001,117 | \$ 6,187                | \$ 1,048,500  | \$ (47,383)         | 105%                     |
| <b>Expenditures</b>                                       |              |                         |               |                     |                          |
| Debt Service                                              | \$ 948,844   | \$ -                    | \$ 948,704    | \$ 140              | 100%                     |
| <b>Rev/Exp</b>                                            | \$ 52,273    | \$ 6,187                | \$ 99,796     |                     |                          |
| <b>COMPONENT UNIT</b>                                     |              |                         |               |                     |                          |
| <b>Richland Hills EDC (26)</b>                            |              |                         |               |                     |                          |
| <b>Revenue</b>                                            |              |                         |               |                     |                          |
| Sales Tax                                                 | \$ 1,178,054 | \$ 115,526              | \$ 1,047,569  | \$ 130,485          | 89%                      |
| Total Revenues                                            | \$ 1,178,054 | \$ 115,526              | \$ 1,047,569  | \$ 130,485          | 89%                      |
| <b>Expenses</b>                                           |              |                         |               |                     |                          |
| Operating                                                 | \$ 347,868   | \$ 279,393              | \$ 431,728    | \$ (83,860)         | 124%                     |
| Transfers Out                                             | \$ 1,000,000 | \$ (400,000)            | \$ -          | \$ 1,000,000        | 0%                       |
| Debt Service                                              | \$ 228,663   | \$ -                    | \$ 228,663    | \$ 0                | 100%                     |
| Total Expenditures                                        | \$ 1,576,531 | \$ (120,607)            | \$ 660,390    | \$ 916,141          | 42%                      |
| <b>Rev/Exp*</b>                                           | \$ (398,477) | \$ 236,133              | \$ 387,179    |                     |                          |
| *Any overages in these funds are covered by fund balance. |              |                         |               |                     |                          |
| <b>DRAINAGE</b>                                           |              |                         |               |                     |                          |
| <b>Drainage Fund (022)</b>                                |              |                         |               |                     |                          |
| <b>Revenue</b>                                            |              |                         |               |                     |                          |
| Billing/Interest                                          | \$ 909,458   | \$ 76,878               | \$ 915,572    | \$ (6,114)          | 101%                     |
| <b>Expenses</b>                                           |              |                         |               |                     |                          |
| Operating                                                 | \$ 446,274   | \$ 14,874               | \$ 222,086    | \$ 224,188          | 50%                      |
| Debt Service                                              | \$ 483,439   | \$ 150                  | \$ 482,989    | \$ 450              | 100%                     |
| <b>Total Fund</b>                                         | \$ 929,713   | \$ 15,024               | \$ 705,074    | \$ 224,638          | 76%                      |
| <b>Rev/Exp*</b>                                           | \$ (20,255)  | \$ 61,855               | \$ 210,498    |                     |                          |

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

# Fire

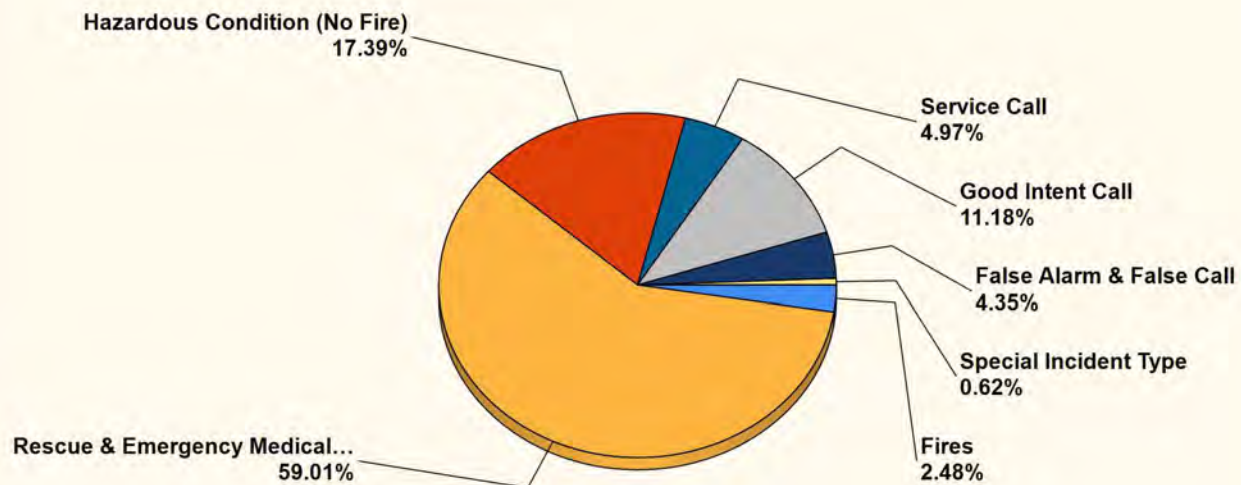
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## Fire Operations:

- Personnel completed **13** business inspections throughout the month.
- Members completed a combined **279** hours of training this month.
- Staff participated in **3** development-related meetings during the month of September.
- The mutual aid agreement with Medstar Ambulance resulted in **27** responses during September.
- Response times for September averaged **4 minutes 24 seconds** from receipt of call-in dispatch to the first fire unit arriving on scene to assist.
- More than **27.33%** of emergency calls in September were received while our crews were already addressing another emergency in the city.
- FM Brock is strictly enforcing fire lanes around the city to ensure access for emergency vehicles is maintained. Several citations have been issued.
- Smoke alarms continue to be available to those who need them. There is no cost and FD personnel will install them. No smoke detectors were installed in September.
- Vial of Life emergency medical information pouches are available at the fire station and Library.
- Medication disposal pouches are also available at the fire station. The box is mounted on the wall in the lobby of the new fire station. Please help yourself.
- Calls in September 2023 were **20.0% more** than calls in September 2022.
- Mutual aid received from other agencies was **40% more** compared to September 2022. Mutual aid given was **25% more** than September 2022.

## Operations Response Data:

| Service Calls – Through September 30, 2023 |               |                |              |
|--------------------------------------------|---------------|----------------|--------------|
|                                            | Current Month | September 2022 | FY2023 Total |
| Fire Calls                                 | 4             | 3              | 62           |
| EMS/Major Accidents/ Rescues               | 95            | 93             | 1,153        |
| Hazardous Conditions – No Fire             | 28            | 5              | 101          |
| Public Assistance                          | 8             | 19             | 176          |
| Good Intent (No Service Rendered)          | 18            | 7              | 171          |
| False Alarm                                | 7             | 8              | 100          |
| Severe Weather & Natural Disaster          | 1             | 0              | 5            |
| Total Calls                                | 161           | 135            | 1,771        |
| Automatic / Mutual Aid                     |               |                |              |
|                                            | Current Month | September 2022 | YTD Total    |
| Aid Received                               | 29            | 21             | 229          |
| Aid Given                                  | 24            | 19             | 287          |



**Medstar Response Data:**

| Richland Hills Monthly Count Data |                            |            |                       |
|-----------------------------------|----------------------------|------------|-----------------------|
| Priority                          | Count of Monthly Responses | Transports | Average Response Time |
| P1                                | 0                          | 0          | 0:00:00               |
| P2                                | 6                          | 4          | 0:09:07               |
| P3                                | 4                          | 3          | 0:08:47               |
| P4                                | 2                          | 1          | 0:13:31               |
| P5                                | 17                         | 12         | 0:10:16               |
| P6                                | 0                          | 0          | 0:00:00               |
| P7                                | 3                          | 2          | 0:11:27               |
| P8                                | 3                          | 1          | 0:07:45               |
| Overall Total:                    | 35                         | 23         | 0:10:09               |
| Priority Total:                   | 10                         | 7          | 0:08:57               |
| Non-Priority Total:               | 25                         | 16         | 0:10:45               |
| Transport Percentage:             | 65.71%                     |            |                       |

Priority 1 calls are considered life threatening emergencies. Priority 2 and 3 calls are considered urgent response needed. Priorities 4 through 8 are decreasingly non-emergent in nature based on information from the caller.

**Emergency Management:**

- An extensive disaster exercise was conducted on September 27<sup>th</sup> and 28<sup>th</sup> and many lessons were learned from the process and activity. More information will be reported later.

## **Fire Marshal:**

CO Inspections: 4

Fire Alarm Inspection: 2

Fire Sprinkler Inspection: 10

School Inspections: All Completed August '23

Church Fire Inspections: 2

Nursing Home Inspections: 0

Shift Inspections: 3

Plan Reviews: 9

Code Consults: 1

Business Info Updates: Currently updating with Fee Schedule letters being sent out to all business'

DRC Meetings: N/A

P&Z Meeting: N/A

Tarrant Co. Emergency Mgmt. Meeting: N/A

NEFDA Haz-Mat Meeting: NEFDA Drill completed on all shifts at Westlake Fire Station 1

TCFAI Meeting: Firearms Qualifications available through TCFAI at Grapevine PD Range, October  
Fire Marshal Conference in San Marcos

TCFP to introduce Fire Marshal certification on Aug. 31<sup>st</sup> and will be available at the Conference in San Marcos.

Walkthroughs: Bakers Landing Development- Familiarize with building layouts, utility cutoffs, residential sprinkler systems, etc.

Uniforms: Assisting Captain Daniel with procedures and ordering of new uniforms for new hires and replacement program.

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

Drill completed in September for Richland Hills EOC personnel.

Arlington Fire has offered to let us sit in on their EM Planning for the upcoming World Cup and MLB All Star Game.

DFW Airport will be conducting a MCI Drill in December and offered to let us participate with them.

Training: Leadership Program with John Stigliano has ended for the time being.

Investigations: 3854 and 3848 Matthews Dr. With assistance from Fire Marshal Napp at Haltom City Fire Dept., the fire was ruled undetermined. Electrical and Intentional were ruled out, no foul play was determined in the cause.

Other: Started QC review on Inspections and resolving issues with inspection software migration. Letters to business owners have been sent out about the new inspection process and fee schedule adoption.

Assisted with RHPD with Inventory/Tow on sting operation and completed Taser and OC Spray certifications.

# RICHLAND HILLS PUBLIC LIBRARY

SEPTEMBER • 2023



## IMPACT

As usual September was a busy month for outreach events.

We had a table and cake walk at the City's Fiesta de Herencia as well as Richland Middle School's Hispanic Heritage Festival. In house, we had several well attended Senior Social events, including a CPR refresh training and a special guest from S. O. S. (Serving Our Seniors) who provided a lot of helpful information about their free services for Sr. residents.

All our Children's programs were Solar Eclipse focused, and everyone who attended received free glasses to allow them to safely view the upcoming eclipse.

## KEY FACTS (LAST YEAR)

- 1154 Visitors (829)
- 820 Program Attendance (823)
- 13 Programs & Events (13)
- 3548 Total Items Checked Out (3253)
- 1009 Questions Answered (817)
- 10 Posters printed for other City Departments (12)
- 97 Computer Sessions (90)

Month of SEPTEMBER 2023

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

|                                             | Current Month<br># Cleared | Current Month<br>\$ Amt Cleared | YTD<br>Number | YTD<br>Dollar Amount |
|---------------------------------------------|----------------------------|---------------------------------|---------------|----------------------|
| <b>Warrant Service by Marshal in office</b> |                            |                                 |               |                      |
| Turned self in                              | 3                          | \$ 1,170.00                     | 51            | \$ 20,758.50         |
| Attorney bonds                              | 6                          | \$ 2,117.00                     | 57            | \$ 25,725.83         |
| Returned for Officer correction             | 0                          | \$ -                            | 17            | \$ 7,264.60          |
| Unable to locate - bad info                 | 0                          |                                 | 25            | \$ 8,280.00          |
| Paid/payment plan                           | 13                         | \$ 5,331.30                     | 161           | \$ 69,378.44         |
| Deceased                                    | 0                          |                                 | 10            | \$ 4,576.30          |
| Cleared-Found Incarcerated                  | 0                          |                                 | 51            | \$ 20,028.00         |
| <b>Warrant Service by Marshal in field</b>  |                            |                                 |               |                      |
| Arrests - transfer to jail                  | 0                          |                                 | 20            | \$ 7,693.10          |
| Payment plan rather than jailed             | 0                          |                                 | 25            | \$ 10,751.80         |
| Attorney bonds rather than jailed           | 0                          |                                 | 7             | \$ 2,791.53          |
| Paid rather than jailed                     | 0                          |                                 | 37            | \$ 15,590.32         |
|                                             |                            |                                 |               |                      |
| <b>Warrant Service - Other</b>              |                            |                                 |               |                      |
| Time Served                                 | 52                         | \$ 16,912.75                    | 621           | \$ 227,211.85        |
| Arrested by other agencies                  | 68                         | \$ 25,908.20                    | 623           | \$ 237,797.30        |
| Paid by defendant                           | 2                          | \$ 848.90                       | 31            | \$ 13,971.62         |
| Released due to medical reasons             | 9                          | \$ 4,224.00                     | 33            | \$ 13,845.18         |
| Attorney bonds                              | 2                          | \$ 886.60                       | 11            | \$ 5,002.39          |
|                                             |                            |                                 |               |                      |
| <b>Prisoner Transfers</b>                   |                            |                                 |               |                      |
| Number of defendants transferred            | 1                          | \$ 763.00                       | 19            | 16757                |
| Total hours spent on transfers              | 3                          |                                 | 30            |                      |
| Total miles driven on transfers             | 84                         |                                 | 681           |                      |
| Teletype - time serve/plea/court date       | 17                         | \$ 6,189.00                     | 193           | \$ 78,530.60         |
|                                             |                            |                                 |               |                      |
| <b>Other Duties</b>                         |                            |                                 |               |                      |
| Bank detail                                 | 8                          |                                 | 122           |                      |
| Traffic stops                               | 0                          | 0                               | 0             | 0                    |
| Insurance verifications                     | 16                         |                                 | 132           |                      |
| Vehicles inspected                          | 1                          |                                 | 2             |                      |
| Bailiff hours                               | 12                         |                                 | 79            |                      |
| Training                                    | 14                         |                                 | 54            |                      |
| Serve summons - School                      | 0                          |                                 | 17            |                      |
| Serve summons - Animal Control              | 0                          |                                 | 4             |                      |
| Serve summons - Code Enforcement            | 0                          |                                 | 4             |                      |
| Serve summons - Police                      | 0                          |                                 | 16            |                      |
| Officer corrections on citations            | 6                          |                                 | 106           |                      |
| Returned FTA notices                        | 32                         |                                 | 314           |                      |

## Municipal Court

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

None at this time.

| Citation Summary                                                                                       |               |              |
|--------------------------------------------------------------------------------------------------------|---------------|--------------|
|                                                                                                        | Current Month | YTD Total    |
| Violations Filed                                                                                       | 616           | 4375         |
| Completed Cases– Paid Fine & Before Judge                                                              | 189           | 1788         |
| Other Completed - Dismissed deferred, DSC, proof, compliance, by Judge or Prosecutor, plea & bar, void | 141           | 1083         |
| Number of Warrants Issued                                                                              | 524           | 2101         |
| Number of Warrants Cleared                                                                             | 92            | 1541         |
| Number of Outstanding Warrants                                                                         | 497           | 1694         |
| Value of Outstanding Warrants                                                                          | \$18,3447.00  | \$780,170.14 |
| Total Fees Collected                                                                                   | \$80,488.11   | \$583,769.34 |

## Police

- Citizens Police Academy Class #13 began their 11 week program on Thursday, September 7<sup>th</sup>.
- September 12<sup>th</sup> – Captain Russell assisted with the NRHPD Joint Communications Manager Selection Board.
- September 13<sup>th</sup> and 14<sup>th</sup> – Richland Hills Police Department participated in an operation with the Homeland Security Investigations Unit and other local agencies targeting human trafficking. The operation resulted in 47 local arrests.
- September 18<sup>th</sup> – Chief Sylvester presented recognition for Texas Police Chief Association Re-Accreditation to the Sachse Police Department at the City Council meeting.
- September 19<sup>th</sup> and September 21<sup>st</sup> – Annual In-Service training for CEW was completed and the transition to the new AXON Taser 7 which approved by city council earlier this year.
- On September 27<sup>th</sup> Chief Sylvester and Lieutenant Gaytan attended the Alliance for Children Ribbon Cutting Ceremony.
- September 27<sup>th</sup> – Day one of the City Emergency Management Exercise.
- September 28<sup>th</sup> - Day Two of the City Emergency Management Exercise.

| Service Calls                                    |               |           |
|--------------------------------------------------|---------------|-----------|
|                                                  | Current Month | YTD Total |
| Total Calls for Service (CFS)                    | 2380          | 18365     |
| Calls for Service                                | 418           | 4160      |
| Field Generated CFS                              | 1962          | 14205     |
| Proactive Policing (Included in Field Generated) |               |           |
| Traffic Stops-Spillman                           | 527           | 4205      |
| Violations issued                                | 389           | 3367      |
| Warnings issued                                  | 383           | 3674      |
| Traffic stops resulting in an arrest             | 32            | 247       |
| Crime Prevention CFS                             | 650           | 3341      |
| Business Checks CFS                              | 409           | 3418      |
| Arrests                                          | 107           | 548       |
| Family Violence-included above                   | 4             | 34        |
| DWI Arrests-included above                       | 7             | 66        |
| Priority-1 Total Response Time                   | 3m42s         |           |
| Priority-1 Officer Response Time                 | 2m44s         |           |

### NOTES:

- Officers participated in saturation Saturday for impaired driving enforcement

### Part 1 Offenses

|                              | Current Month | YTD Total |
|------------------------------|---------------|-----------|
| Total Violent Crime Offenses | 9             | 102       |
| Murder                       | 0             | 1         |
| Rape                         | 0             | 13        |
| Robbery                      | 0             | 3         |
| Aggravated Assault           | 2             | 19        |
| Simple Assault               | 7             | 66        |

|                               |         |           |
|-------------------------------|---------|-----------|
| Total Property Crime Offenses | 18      | 187       |
| Burglary                      | 4       | 45        |
| Business                      | 4       | 32        |
| Residential                   | 0       | 13        |
| Larceny                       | 10      | 92        |
| Burglary of Motor Vehicle     | 3       | 34        |
| Auto Theft                    | 1       | 15        |
| Part -1 Offenses Cleared      | 8       | 110       |
| Clearance Rate %              | 29.63%  | 38.33%    |
| Stolen Property Reported      | \$9,882 | \$787,641 |
| Stolen Property Recovered     | \$0     | \$131,055 |

**NOTES:**

### Traffic Unit Program

|                                           | Current Month | YTD Total |
|-------------------------------------------|---------------|-----------|
| Traffic Stops                             | 107           | 986       |
| Citations                                 | 107           | 995       |
| Violations                                | 132           | 1276      |
| Speed Related                             | 70            | 485       |
| Fail to Maintain Financial Responsibility | 12            | 138       |
| Expired Registration                      | 10            | 160       |
| All Other Violations                      | 45            | 442       |
| Warnings                                  | 24            | 335       |
| Accident Investigations                   | 1             | 8         |
| Reactive Traffic Enforcement              | 5             | 70        |
| Parking Complaint                         | 3             | 19        |
| Traffic Complaint                         | 1             | 42        |
| Proactive Traffic Enforcement             | 77            | 437**     |
| Citizen Initiated                         | 22            | 113**     |
| Officer Initiated                         | 19            | 189       |
| School Zone                               | 36            | 115**     |
| Arrest                                    |               | 9         |
| Impaired Driver                           | 0             | 1         |
| Warrants                                  | 0             | 5         |
| On-View                                   | 0             | 3         |

**NOTES:**

\*\* Data Collection began in the month of May for these categories.

- Officer Russell assisted with the HSI Operation for two days (9/20 & 9/21) and attended a mandatory meeting (09/08/23).
- Officer Russell also assisted with the Emergency Management Exercise on the afternoon of September 27<sup>th</sup> and the morning of September 28<sup>th</sup>.
- 2 out of 18 vehicles that were Red Tagged remained non-compliant and were towed.

## Traffic Accidents

|                         | Current Month | YTD Total |
|-------------------------|---------------|-----------|
| Crash Reports           | 13            | 112       |
| Accidents-Major         | 6             | 46        |
| Accidents-Minor         | 11            | 102       |
| Alcohol/Drug Impairment | 1             | 8         |

**NOTES:**

## Records

|                            | Current Month | YTD Total |
|----------------------------|---------------|-----------|
| Sex Offender Registrations | 0             | 7         |
| Open Records Requests      | 56            | 524       |

## Property & Evidence

|                                              | Current Month | YTD Total |
|----------------------------------------------|---------------|-----------|
| Pieces of Property Received                  | 230           | 1319      |
| Items Taken to Lab for Narcotics Testing     | 7             | 102       |
| Items Taken to Lab for Blood Alcohol Content | 10            | 48        |
| Crime Scene Call-Outs Richland Hills         | 1             | 11        |
| Crime Scene Call-Outs Haltom City            | 0             | 1         |

## Criminal Investigations

|                                 | Current Month | YTD Total |
|---------------------------------|---------------|-----------|
| New Assigned Cases              | 146           | 1115      |
| Current Open Cases              | 141           |           |
| Total Warrants Issued           | 13            | 76        |
| Misdemeanor Arrest Warrant      | 4             | 28        |
| Felony Arrest Warrant           | 9             | 35        |
| Search Warrant                  | 0             | 15        |
| Charges Filed with TCDA         | 152           | 487       |
| New Emergency Protective Orders | 1             | 13        |

**NOTES:**

## Animal Services

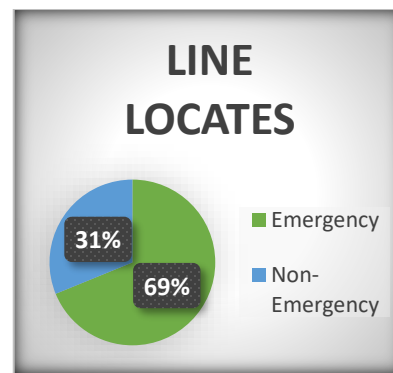
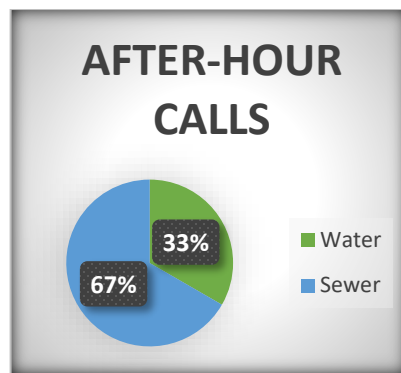
- 44 Shelter Animals and 10 Non-Shelter were sterilized during the month of September.
- Next Vax Shack surgery day & Shot clinic is scheduled for October 26, 2023.
- New outdoor message board, benches and dedication bench installed.

|                        | Current Month | YTD Total |
|------------------------|---------------|-----------|
| Total Dispatched Calls | 28            | 258       |
| Impounds               |               |           |
|                        | Current Month | YTD Total |
| DOGS                   | 20            | 165       |
| CATS                   | 9             | 156       |
| OTHER THAN DOGS/CATS   | 0             | 0         |
| TOTAL                  | 29            | 331       |
| Incidents by Type      |               |           |
|                        | Current Month | YTD Total |
| ANIMALS AT LARGE       | 7             | 88        |
| AGGRESSIVE ANIMAL      | 1             | 11        |
| ANIMAL COMPLAINTS      | 14            | 120       |
| INJURED ANIMALS        | 5             | 22        |
| TOTAL                  | 27            | 241       |
| NOTES:                 |               |           |
|                        |               |           |
| Bite Reports           |               |           |
|                        | Current Month | YTD Total |
| ANIMAL BITES           | 0             | 7         |
| SHELTER QUARANTINE     | 0             | 2         |
| HOME QUARANTINE        | 0             | 4         |
| SUBMISSION TO AUSTIN   | 0             | 1         |
| UNABLE TO LOCATE       | 0             | 1         |
| NOTES:                 |               |           |
|                        |               |           |

| Disposition of Animals out of the Shelter |               |           |
|-------------------------------------------|---------------|-----------|
|                                           | Current Month | YTD Total |
| DOGS ADOPTED                              | 15            | 120       |
| CATS ADOPTED                              | 26            | 135       |
| RETURNED TO OWNER/YARD                    | 6             | 50        |
| TRANSFERRED/RESCUED                       | 0             | 15        |
| EUTHANIZED                                | 0             | 7         |
| City License Issued                       |               |           |
|                                           | Current Month | YTD Total |
| ISSUED                                    | 17            | 103       |
| Citations/Violations Issued               |               |           |
|                                           | Current Month | YTD Total |
| CITATIONS ISSUED                          | 0             | 16        |
| WARNINGS ISSUED                           | 0             | 6         |

## Public Works

| Public Works – Work Orders                  |    |                                    |    | TOTAL WORKORDERS: 297 |   |
|---------------------------------------------|----|------------------------------------|----|-----------------------|---|
| STREETS                                     |    | WATER                              |    | SEWER                 |   |
| Potholes                                    | 73 | Water Line Break                   | 1  | Sewer Line Break      | 0 |
| Street Patch                                | 0  | Water Line Repair                  | 0  | Sewer Line Repair     | 0 |
| Debris Removal/Mowing                       | 9  | Meter Leak/Repair                  | 6  | Household Back-up     | 7 |
| Sign Repair/Install                         | 6  | After Hour Calls                   | 1  | Drainage              | 6 |
| Manhole Repairs                             | 0  | Other (Water pressure, odor, etc.) | 37 | After Hour Calls      | 2 |
| After Hour Calls                            | 0  |                                    |    | Other (Odor, etc.)    | 4 |
| Other (Mosquito Testing/Spray, Inspections) | 14 |                                    |    |                       |   |



| Utilities – Work Orders                    |    | TOTAL WORKORDERS: 192     |    |
|--------------------------------------------|----|---------------------------|----|
| SERVICES                                   |    | GENERAL                   |    |
| Meter Turn On                              | 30 | Possible Leak             | 13 |
| Service Shut Off                           | 35 | Meter Repairs/Replacement | 8  |
| Final Reads                                | 27 | Re-Read Meter             | 3  |
| Service Starts                             | 28 | No Reads                  | 18 |
| Other (Low Consumption, Meter Tests, etc.) | 30 |                           |    |

### Operational Updates

- 2000' of sewer line cleaned.
- 62 man-hours spent reading wells and water sampling.
- 20 man-hours spent conducting NAP Testing.
- Routine levee maintenance.
- Installed water meters at Baker Landing.
- Mosquito testing.
- Excel 4 began CDBG Project on Elm.
- Purchased striping machine for roadway striping.

- Walk through of the Dover Project conducted by staff and the contractors.
- Routine storm preparation (chainsaw maintenance, prep sandbags, etc.).
- Assisted the Link with event preparation and teardown.
- Staff participated in 2 different Sewer Camera demos. It was decided the new sewer camera will be purchased from Green Equipment Company in FY 23-24.
- Routine mowing completed throughout the month.
- Staff assisted the Animal Shelter in some upgrades.
- Annual inventory was conducted with Finance.
- Curro conducted routine UCMR5 sample collection (water).
- Staff participated in the city's Emergency Management Exercise.

### Staff Update

- Pedro Rodriguez successfully obtained his Class C Water Distribution License. By obtaining this license, he promoted to Maintenance Worker II.