

**RICHLAND HILLS CITY COUNCIL
REGULAR MEETING AGENDA
DECEMBER 18, 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. Honor former Mayor Bill Agan
- B. Citizen Appearances/Public Comments

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

2. CONSENT AGENDA

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

- A. Approve minutes from the November 13, 2023 City Council Regular Meeting, November 14, 2023 State of the City Meeting, November 20, 2023 City Council Special Called Meeting, and November 30, 2023 City Council Special Called Meeting
- B. Approve purchase of sewer camera from Green Equipment Company in the amount of \$88,996
- C. Approve designation of one-way streets around Cheney Hills Elementary School and Richland Middle School

3. PUBLIC HEARINGS, MEETINGS, AND OTHER RELATED ITEMS

- A. Consider Resolution 591-23 to participate in the 50th Year Community Development Block Grant (CDBG) Program **PUBLIC HEARING**

4. ORDINANCES & RESOLUTIONS AND OTHER RELATED ITEMS

- A. None

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

- A. Consider agreement with RPGA Architects for the development of design, engineering, and construction documents for the former Fire Administration and Public Works buildings and authorize City Manager to sign

6. OTHER ITEMS FOR CONSIDERATION

- A. None

7. REPORTS & DISCUSSIONS

- A. Special Events Recap
- B. October and November Department Reports

8. COMMUNITY INTEREST ITEMS

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

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

9. EXECUTIVE SESSION

Executive Session: Pursuant to the Open Meetings Act, Chapter 551, Texas Government Code, Sections 551.071, 551.072, 551.073, 551.074, 551.076, 551.087, 418.183(f) and 418.106(d) & (e). **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 13th day of December 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: Candice Edmondson, City Manager

Date: December 18, 2023

Subject: Recognition and Proclamation for former Mayor Bill Agan

Agenda Item:

Recognition and Proclamation for former Mayor Bill Agan

Background Information:

Former Mayor Bill Agan served as Mayor of Richland Hills from 2012 to 2018 and his leadership during that time had an impact on numerous Richland Hills projects. Mayor Agan passed away on Monday, November 27, 2023, and the Richland Hills City Council will honor and recognize him during the City Council meeting.

Mayor Edward Lopez stated that, "I am grateful to have served with Mayor Agan. His steady leadership has left a legacy that can be seen in much of the City's recent progress. Bill's time as Mayor opened the window to a revival of development that continues today."

Mayor Lopez will present a proclamation to former Mayor Bill Agan's family.

Financial Considerations:

N/A

Legal Review:

N/A

Board/Citizen Input:

N/A

Attachments:

Mayor Bill Agan Proclamation

Council Action Requested:

Presentation of Mayor Bill Agan Proclamation

Proclamation



WHEREAS, former Mayor Bill Agan was a proud resident of Richland Hills; and

WHEREAS, Mayor Agan spent a lifetime in service to others beginning in 1956 when he joined the United States Army serving from 1956 to 1964; and

WHEREAS, Bill Agan served as a Richland Hills City Councilmember from 1986 to 1988; and

WHEREAS, Mayor Agan was elected by the citizens of Richland Hills as Mayor for three consecutive terms from 2012 through 2018; and

WHEREAS, Mayor Agan's leadership had an impact on numerous Richland Hills projects, notably including securing funding for the Hike & Bike Trail, which opened in 2021; and

WHEREAS, Mayor Agan spent much of his time serving the City on several boards and commissions including the Charter Review Committee from 2011 to 2012 as well as the Richland Hills Development Corporation, both while serving as Mayor and then as a citizen member from 2018 to 2022 after he had left office; and

WHEREAS, the City of Richland Hills and its citizens wish to honor Mayor Bill Agan for his distinguished service and unwavering commitment to Richland Hills and the surrounding community. His passing has caused a deep void of sadness in the community.

NOW, THEREFORE, BE IT RESOLVED, that I, Edward Lopez, Mayor of the City of Richland Hills, Texas, on behalf of the Richland Hills City Council, do hereby wish to honor the service of Bill Agan to the citizens of Richland Hills. We express our gratitude to Mayor Agan and his family for his service to Richland Hills.

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: December 18, 2023

Subject: Minutes from the November 13, 2023 Regular City Council Meeting, November 14, 2023 State of the City Meeting, November 20, 2023 City Council Meeting, and November 30, 2023 City Council Meeting

Agenda Item:

Approval of minutes from the November 13, 2023 City Council Regular Meeting, November 14, 2023 State of the City Meeting, November 20, 2023 City Council Special Called Meeting, and November 30, 2023 City Council Special Called Meeting

Background Information:

N/A

Financial Considerations:

N/A

Legal Review:

N/A

Board/Citizen Input:

N/A

Attachments:

November 13, 2023 Draft Minutes
November 14, 2023 Draft Minutes
November 20, 2023 Draft Minutes
November 30, 2023 Draft Minutes

Council Action Requested:

Motion to approve the minutes from the November 13, 2023 City Council Regular Meeting, November 14, 2023 State of the City Meeting, November 20, 2023 City Council Special Called Meeting, and November 30, 2023 City Council Special Called Meeting

**RICHLAND HILLS CITY COUNCIL
REGULAR MEETING
NOVEMBER 13, 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 – 6:02 PM

1. **Executive Session:** Pursuant to the Open Meetings Act, Chapter 551, Texas Government Code, Sections 551.071, 551.072, 551.073, 551.074, 551.076, 551.087, 418.183(f) and 418.106(d) & (e). Executive Session may be held, under these exceptions, at any time during the meeting that a need arises for the City Council to seek advice from the City Attorney as to the posted subject matter of this City Council meeting.

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 6:02 p.m.

Motion carried by a vote of 7-0.

Mayor Lopez reconvened into open session at 6:15 p.m.

2. **Discuss proposed water tank maintenance program**

Director of Public Works and Capital Projects Kip Dernovich advised that in FY 2023, Public Works staff were notified of some repairs and maintenance that would be required for the Rena Water Tank. Quotes were requested and an estimate of \$300,000 was established. This amount was placed in the FY 2024 Utility Fund budget for full rehabilitation of the water tank.

In September 2023, Maguire Iron Incorporated presented a proposal to staff for a 10 year, turn-key water tank maintenance service plan. The plan would provide annual preventive maintenance to all water towers and tanks within the City's water system (paint, protective coatings, chemical washes, inspections, etc.) The City's water system is made up of two elevated water towers and five above ground storage tanks.

Mr. Dernovich introduced Maguire Iron, Inc. Southern Region Sales Manager Jack Powell who provided an overview of the maintenance program.

Mr. Dernovich next introduced Sales Representative Roxana Bagwell who provided statistics regarding Maguire Iron, Inc and their tank maintenance division.

3. Introduction of Mental Health Coordinator Candace Hadnot

Police Chief Kimberly Sylvester introduced Candace Hadnot, who joined the cities of Richland Hills, Haltom City, and Watauga as the team's Mental Health Coordinator on September 11, 2023.

Ms. Hadnot provided a brief overview of her background including with Child Protective Services and the Tarrant County Sheriff's Office and discussed the programs and services available to the community.

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

None.

Mayor Lopez adjourned the work session at 6:43 p.m.

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

INVOCATION AND PLEDGES OF ALLEGIANCE – Councilmember Knowlton

PRESENTATIONS

1A. Citizen Appearances/Public Comments

None.

CONSENT AGENDA

2A. Approved minutes from the October 23, 2023 City Council Regular Meeting

2B. Approved Interlocal Agreement with Tarrant County Public Health for food establishment and public swimming pool and spa inspection program services

- 2C. Approved Resolution 585-23 adopting Texas Department of Transportation (TxDOT) Special Specification 6505 “LED Internally Lighted Street Name Signs” policy and guidelines**
- 2D. Approved renewal of Managed Services Agreement with TodoVerde, LLC for information technology services and authorize City Manager to sign agreement**

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

Motion carried by a vote of 7-0.

PUBLIC HEARINGS, MEETINGS, AND OTHER RELATED ITEMS

- 3. None**

ORDINANCES & RESOLUTIONS AND OTHER RELATED ITEMS

- 4A. Approved Ordinance 1490-23 appointing the Judge and Associate Judges of the Richland Hills Municipal Court**

City Manager Candice Edmondson introduced the item to the City Council and advised that the Municipal Court Judge and Associate Judges serve two-year terms and their current terms will expire December 31, 2023. Municipal Court Judge J. Stewart Bass and Associate Judge Lorraine Irby have both expressed their desire to be reappointed to their positions and Associate Judge Wendy Cooper submitted her resignation from her position. Bonnie Wolf is seeking appointment as Associate Judge to replace Judge Cooper.

Judge J. Stewart Bass expressed his appreciation to the City Council for their support and consideration and confirmed his support of Bonnie Wolf as Associate Judge. He stated that he is pleased to work with the staff in Richland Hills.

Motion: Motion was made by Mayor Pro Tem Estep and seconded by Councilmember Goveas to approve Ordinance 1490-23 reappointing J. Stewart Bass as Municipal Court Judge and Lorraine Irby as Associate Municipal Court Judge for two-year terms to expire December 31, 2025, and to appoint Bonnie Wolf, Associate Municipal Court Judge, for a two-year term to expire December 31, 2025.

Motion carried by a vote of 7-0.

4B. Approved Resolution 586-23 casting the City of Richland Hills' allocated votes in the election of the Tarrant Appraisal District Board of Directors

City Manager Candice Edmondson introduced the item to the City Council and advised that the current two-year terms of the five voting members of the Tarrant Appraisal District Board of Directors will expire on December 31, 2023. All taxing units in the County are allotted a certain number of votes based on the population that they represent. The City of Richland Hills has up to four votes to cast. These votes may be cast in any way the City Council deems appropriate.

Daniel Bennett, 408 Pemberton Street, White Settlement, Texas, expressed his support for candidate Gary Losada and encouraged the City Council to dedicate the City's votes to Mr. Losada.

Discussion ensued regarding the candidates presented and Council agreed to allocate one vote each to four separate candidates: Alan Blaylock, Rich DeOtte, Gary Losada, and Vince Puente, Sr.

Motion: Motion was made by Mayor Pro Tem Estep and seconded by Councilmember Knowlton to approve Resolution 586-23 casting the City of Richland Hills' allocated votes in the election of the Tarrant Appraisal District Board of Directors with one vote each for Alan Blaylock, Rich DeOtte, Gary Losada, and Vince Puente, Sr.

Motion carried by a vote of 7-0.

CONTRACTS, AGREEMENTS, BID AWARDS AND OTHER RELATED ITEMS**5A. Tabled agreement with Cary Services for HVAC improvements at the Law Enforcement Center and authorize City Manager to sign agreement**

Director of Parks and Recreation Jason Brown introduced the item to the City Council and advised that during the recent renovation at the Law Enforcement Center, changes were made to the existing HVAC system as a part of general improvements to the building. Some of the changes included removing one RTU and replacing another RTU. It also included new duct work designed to move air to different parts of the building. The new HVAC has not performed as intended and issues include significant condensation on the ceiling tiles and an extreme imbalance in temperatures throughout the building.

Cary Services has provided a proposal to reconfigure the HVAC system and provided a cost estimate of \$87,465. \$81,288 in funding was included in the FY2024 Crime Control and Prevention District (CCPD) for the project as well as \$6,272 remaining in tax notes used for the Law Enforcement Center renovation that can be utilized.

Discussion ensued regarding the history of upgrades to the building, the need to test the system during summertime when the unit is working at its greatest capacity, and previously expended repair funds.

Motion: Motion was made by Councilmember Malone and seconded by Councilmember Goveas to table consideration of an agreement with Cary Services for HVAC improvements at the Law Enforcement Center in the amount of \$87,465 until the November 20, 2023 Special Called City Council meeting.

Motion carried by a vote of 7-0.

5B. Approved insurance benefit renewal with United Healthcare for annual Group Medical Insurance and MetLife for annual Life, Voluntary Life and Disability Insurance and consider new insurance benefits with Guardian for Dental and Vision Insurance for calendar year 2024

City Manager Candice Edmondson provided a brief overview of bids received for medical insurance renewal beginning January 1, 2024. Following negotiations, United Healthcare (UHC), the City's current provider, was selected and is a 0.06 percent decrease compared to current medical benefits. Ms. Edmondson advised that the City will move to Guardian for dental benefits and will remain with MetLife for basic life, voluntary life, and disability insurance. The total estimated cost to the City for providing the UHC group medical insurance, Guardian dental and MetLife life and disability insurance is \$709,764. This includes paying the employee only portion for medical and dental benefits and contributing 50 percent towards dependent medical coverage. Vision insurance would continue to be a voluntary benefit paid by the employee.

Motion: Motion was made by Councilmember Goveas and seconded by Councilmember Knowlton to approve insurance benefit renewal with United Healthcare for annual Group Medical Insurance and MetLife for annual Life, Voluntary Life and Disability Insurance and approve new insurance benefits with Guardian for Dental and Vision Insurance for calendar year 2024.

Motion carried by a vote of 7-0.

OTHER ITEMS FOR CONSIDERATION

6A. Accepted resignation of Judge Wendy Cooper from the Teen Court Advisory Board and consider appointment of Judge Bonnie Wolf to the Teen Court Advisory Board

City Secretary Lindsay Rawlinson advised that the City of Richland Hills is a member of the Northeast Tarrant Teen Court (NETTC) along with the cities of North Richland Hills and Watauga. Richland Hills dissolved the City's Teen Court Advisory Board in October 2013 and joined the regional Teen Court program administered through North Richland

Hills. An Interlocal Agreement to formally join the NETTC was entered into on October 1, 2017, and part of the Agreement requires Richland Hills to provide a Teen Court Board Member and Teen Court Judge to serve.

Judge Wendy Cooper has served as a Teen Court Advisory Board Member and Teen Court Judge continually since June 14, 2005, first as a member of the Richland Hills Teen Court Advisory Board and later for the Northeast Tarrant Teen Court as the City's representative. Judge Cooper submitted her letter of resignation on August 31, 2023.

Judge Bonnie Wolf has agreed to serve on the Northeast Tarrant Teen Court Board as the City's representative and Teen Court Judge.

Motion: Motion was made by Councilmember Goveas and seconded by Councilmember Knowlton to accept the resignation of Judge Wendy Cooper from the Teen Court Advisory Board and appointment Judge Bonnie Wolf to the Teen Court Advisory Board.

Motion carried by a vote of 7-0.

REPORTS & DISCUSSIONS

7A. Trailer parking on public streets

City Manager Candice Edmondson introduced the item and advised that Councilmembers have expressed concern regarding trailers parked on public streets.

Discussion ensued regarding low visibility of certain trailers, narrow streets, recreational vehicles, and residents utilizing trailers for work.

Chief Kimberly Sylvester and Captain Scott Russell provided background information on current zoning regulations.

COMMUNITY INTEREST ITEMS

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

- November 1 through 30, Veterans Wall of Honor, The Link;
- Tuesday, November 14, 2023,
 - o State of the City meeting, The Link, 6:00 p.m.;
 - o Richland Hills Literary Club, Public Library, 6:30 p.m.; and
- Thursday, November 16, 2023, NANOWRIMO Write-In, Public Library, 5:00 p.m.
- Friday, December 1, 2023, Christmas Tree Lighting, The Link Plaza, 6:00 p.m.;
- Thursday, December 14, 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.;
- Every Thursday, Coffee Talk, Public Library, 10:00 to 11:30 a.m.;

EXECUTIVE SESSION

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

None.

ADJOURNMENT

10. A motion was made by Councilmember Malone and seconded by Mayor Pro Tem Estep 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 8:46 p.m.

ATTEST:

APPROVED:

Lindsay Rawlinson, City Secretary

Edward Lopez, Mayor

**RICHLAND HILLS CITY COUNCIL
STATE OF THE CITY
NOVEMBER 14, 2023
MINUTES**

Roll Call:

Council present

Edward Lopez, Mayor
GW 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

CITY COUNCIL STATE OF THE CITY– 6:09 P.M.

1. Introduction – City Manager Candice Edmondson

City Manager Candice Edmondson welcomed everyone to the second annual State of the City event held in Richland Hills. She explained that the purpose was to provide an update to the citizens regarding the City's financial strength, upcoming projects and improvements, and community engagement.

Ms. Edmondson introduced the City Council and invited Mayor Edward Lopez to speak.

2. State of the City – Mayor Edward Lopez

Mayor Lopez provided a brief overview of the City's tax revenues, including property tax and sales tax, over the previous 10-year period. He also highlighted the accomplishments of each City department over the last year.

3. Policy Goals & Priorities – Mayor Pro Tem GW Estep

Mayor Pro Tem Estep presented the results of the citizens survey that was conducted in January 2023 which asked residents to prioritize City services and benefits they care about most as well as rating current services and benefits. He explained that the results of the survey helped form the City's newly adopted Strategic Plan by identifying the issues and values important to the citizens.

4. FY 2024 Update – Councilmember Roland Goveas

Councilmember Goveas presented the FY 2024 budget update including the approved tax rate of \$0.522689, which is a 1.6 cent decrease over FY 2023. FY 2024 focus areas of include quality workforce, infrastructure improvements, capital investments, economic development, and community engagement.

5. Infrastructure Improvements – Councilmember Douglas Knowlton

Councilmember Knowlton provided the infrastructure improvement update and advised of completed street reconstruction projects over the previous three years and upcoming FY 2024 street projects. He also advised of water system improvements planned for FY 2023.

6. Development Projects – Councilmember Travis Malone

Councilmember Malone provided an overview of the City's projects in development including the Glenview Drive Corridor Master Plan, a Comprehensive Plan update, a Building Improvement Grant program, residential development and new commercial development such as City Market & Café and Q Car Wash.

7. Capital Investments – Councilmember Javier Alvarez

Councilmember Alvarez presented the City's Capital Investments that have been approved and are in various stages of work and completion including improvements at the Animal Services Center, installation of a restroom/pavilion and expanded parking at Kate Baker Park, a trailhead on the hike & bike trail, and a Council Chamber and Conference Room upgrade at City Hall.

8. Community Engagement – Councilmember Theresa Bledsoe

Councilmember Bledsoe expressed the importance of community engagement to the City and advised of several available community notification tools, volunteer opportunities in the City, and discussed the 75th Anniversary Committee that has begun discussions for a grand celebration in September 2025 celebrating Richland Hills' 75th birthday.

9. Closing – Mayor Edward Lopez

Mayor Lopez adjourned the State of the City at 7:56p.m.

ATTEST:**APPROVED:**

Lindsay Rawlinson, City Secretary

Edward Lopez, Mayor

**RICHLAND HILLS CITY COUNCIL
SPECIAL MEETING
NOVEMBER 20, 2023
MINUTES**

Roll Call:

Council present

Edward Lopez, Mayor
Travis Malone, Place 2
Javier Alvarez, Place 4

Council absent

GW Estep, Mayor Pro Tem
Douglas Knowlton, Place 1
Theresa Bledsoe, Place 3
Roland Goveas, Place 6

Staff present

Lindsay Rawlinson, City Secretary

CITY COUNCIL SPECIAL MEETING – 10:00 A.M.

Pursuant to Section 67.004 of the Texas Election Code, two members of the City Council constitute a quorum for purposes of canvassing an election.

1. CALL TO ORDER

Mayor Lopez called the meeting to order at 10:00 a.m.

2. Approved Resolution No. 587-23, Canvassing Returns and Declaring Results of the Special Municipal Election Held on November 7, 2023.

City Secretary Lindsay Rawlinson presented the results of the November 7, 2023 Special Election:

Proposition A

The legal sale of all alcoholic beverages for off-premise consumption only

YES:	518	(66.84%)
NO:	257	(33.16%)

Motion: Motion was made by Councilmember Malone and seconded by Councilmember Alvarez to approve Resolution No. 587-23, canvassing returns and declaring results of the Special Municipal Election held on November 7, 2023.

Motion carried by a vote of 3-0.

3. Consider agreement with Cary Services for HVAC improvements at the Law Enforcement Center and authorize City Manager to sign agreement

Item was tabled due to lack of full quorum.

4. ADJOURNMENT

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

ATTEST:

APPROVED:

Lindsay Rawlinson, City Secretary

Edward Lopez, Mayor

**RICHLAND HILLS CITY COUNCIL
SPECIAL MEETING
NOVEMBER 30, 2023
MINUTES**

Roll Call:

Council present

Edward Lopez, Mayor
GW Estep, Mayor Pro Tem (present via Zoom at 6:40 p.m.)
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
Bessie Bronstein, City Attorney

CITY COUNCIL SPECIAL MEETING – 6:00 P.M.

CALL TO ORDER

Mayor Lopez called the meeting to order at 6:00 p.m.

EXECUTIVE SESSION

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.
 - a. Section 551.071: Consultation with Attorney

Motion: Motion was made by Councilmember Knowlton and seconded by Councilmember Goveas to adjourn into Executive Session at 6:01 p.m.

Motion carried by a vote of 6-0.

Mayor Lopez reconvened into open session at 6:35 p.m.

PRESENTATIONS**2A. Citizen Appearances/Public Comments**

None.

CONSENT AGENDA

3A. Approved an update to the Authorized Representatives at the Federal Reserve Bank for City deposits at JP Morgan Chase Bank, N.A.

3B. Approved Resolution 588-23, amending the authorized representatives for the Texas Local Government Investment Pool (TexPool)

3C. Approved Resolution 589-23, amending the authorized representatives for the Texas Short Term Asset Reserve Program (TexSTAR)

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

Motion carried by a vote of 6-0.

ORDINANCES & RESOLUTIONS AND OTHER RELATED ITEMS

4A. Approved Resolution 590-23, authorizing the City Manager to execute the necessary documents to either keep Richland Hills in the Per-and-Polyfluoroalkyl Substances (PFAS) class action lawsuits with 3M and DuPont

Mayor Pro Tem Estep joined the meeting via Zoom at 6:40 p.m.

City Manager Candice Edmondson introduced the item and advised that the agenda item is to allow the City Council to decide whether to remain in class action lawsuits against 3M and DuPont or to opt out of the class actions. Per- and Polyfluoroalkyl Substances ("PFAS") are a class of man-made chemicals that do not naturally break down and have been linked to negative health and environmental outcomes. PFAS have been used in nonstick cookware, water-repellent clothing, stain resistant fabrics and carpets, some cosmetics, firefighting foams, and products that resist grease, water, and oil since the 1940s. The U.S. Environmental Protection Agency has recently proposed to regulate certain PFAS under the Safe Drinking Water Act and Comprehensive Environmental Response, Compensation, and Liability Act. As a result, US public water systems have hundreds of lawsuits currently pending in the multi-district litigation court alleging contamination of their water supplies by PFAS manufacturers such as 3M Company ("3M") and DuPont de Nemours, Inc., and several associated companies (collectively, "DuPont"), which are or were predominant manufactures of PFAS.

There are currently two proposed class action settlement agreements between a nationwide class of public water systems and 3M and DuPont - *City of Camden, et al. v. 3M Company*, Case No. 2:23-cv-03147-RMG (D.S.C.), and *City of Camden, et al. v. E.I. DuPont de Nemours and Company, et al.*, No. 2:23-cv-03230-RMG (D.S.C.). As a public water system, the City of Richland Hills is a putative class member in both settlements unless the City files a request for exclusion, or “opts out” of the settlement class.

The City of Richland Hills both produces water from its five wells and purchases water from the City of Fort Worth. On November 15, 2023, the City of Fort Worth held a virtual meeting with its wholesale customers and informed them that Fort Worth intended to opt out of the settlement classes. Fort Worth has concerns about releasing any claims against 3M and DuPont related to PFAS found in the city’s drinking water supplies in return for an amount of money that staff believes would be inadequate to meet Fort Worth’s needs. Staff recommended that the Fort Worth City Council opt out of both settlement classes and seek alternative funding for PFAS treatment.

Ms. Edmondson advised of several considerations for Council to take under advisement to either remain in the settlement classes or to opt out of the settlement classes as well as mentioned what position the cities in the surrounding area have taken.

Discussion ensued regarding the benefits to the City to remain in the class action lawsuits.

Motion: Motion was made by Councilmember Goveas and seconded by Councilmember Knowlton to authorize the City Manager to execute any documents necessary to allow the City of Richland Hills to remain in the 3M and DuPont Class Action Settlements for drinking water contamination.

Motion carried by a vote of 7-0.

ADJOURNMENT

5. 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 6:44 p.m.

ATTEST:

APPROVED:

Lindsay Rawlinson, City Secretary

Edward Lopez, Mayor

Memorandum

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

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

Date: December 18, 2023

Subject: Sewer Camera Purchase with Green Equipment Company

Agenda Item:

Approve purchase of sewer camera from Green Equipment Company in the amount of \$88,996

Background Information:

The Public Works Department operates a sewer camera to help diagnosis issues with sewer mains and lines. The sewer camera became inoperable towards the end of FY 2023, and a new camera was requested during the FY 2024 Budget process. City Council approved the request and funding in the amount of \$90,000 was included in the FY 2024 Utility Fund Budget.

Public Works staff located a comparable sewer camera at Green Equipment Company for a total cost of \$88,996. Green Equipment Company is a member of BuyBoard Cooperative Purchasing (Contract 676-22) which complies with State procurement laws as BuyBoard vendors are awarded contracts for products and services through a competitive procurement process.

The Public Works Department is in the process of procuring the new sewer camera and is seeking City Council approval for the purchase.

Financial Considerations:

Funding in the amount of \$90,000 was included in the FY 2024 Utility Fund Budget for the purchase of a new sewer camera. Green Equipment Company provided a quote in the amount of \$88,996 for the camera.

Legal Review:

N/A

Board/Citizen Input:

N/A

Attachments:

Quote from Green Equipment Company

Council Action Requested:

Motion to approve the purchase of a new sewer camera from Green Equipment Company in the amount of \$88,996 through BuyBoard Contract 676-22.



Green Equipment Company
2563 Gravel Dr, Fort Worth,
TX, US, 76118
817-589-2704

QUOTE

4441694000015721018

Issued Date Feb 16, 2023 10:06 AM
Valid Until Aug 31, 2023
Sales Manager Brandon Baker
Email brandonbaker@greenequipco.com
Phone 817-589-2704
Amount \$ 88,996.00

Bill To
City of Richland Hills
Justin Meine
AP Email:
AP Phone #:
3200 Diana Drive
Richland Hills, TX, 76118

Ship To
Contact Email: jme@richlandhills.com
Contact Phone:
3200 Diana Drive
Richland Hills, TX, 76118

Qty	Part Number	Item & Description	Unit Price	Amount
1	Miscellaneous	Miscellaneous MiscellaneE-RX-SYS-Truck-Basic-21 System includes VC500 Controller with Vision Report Software installed, RAX300 Automatic Cable Reel with 300M (1000ft) cable, wireless remote controller, reel mounting frame, cable cleaner for RAX300 mainline reel, emergency stop cable, RX130 Quick Change version crawler with 3 sets of rubber wheels for 6" to 12" pipe diameter. RCX90 pan, tilt, zoom camera, Pressurization Kit, and Wincan VX entry license.ous	\$ 88,500.00	\$ 88,500.00
1	S&H	Shipping Shipping	\$ 496.00	\$ 496.00

Authorized By:_____

Sub Total**\$ 88,996.00**

Terms and Conditions: Pricing may not include local or state sales tax, freight, or other shipping charges that will be paid by customer. Please contact us if you need exact freight and tax charges. Pricing is valid for 10 days unless otherwise noted. All orders pre-pay, COD, credit card, or Net 10 days if qualified. We accept all major credit cards.

Memorandum

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

From: Kimberly Sylvester, Chief of Police

Date: December 18, 2023

Subject: Designation of One-Way Streets

Agenda Item:

Approve designation of one-way streets around Cheney Hills Elementary School and Richland Middle School

Background Information:

The Birdville Independent School District opened Cheney Hills Elementary in August 2021. Since the opening of the school, the Richland Hills Police Department has observed the impacts of traffic ingress and egress during school hours. Additionally, several meetings have taken place with residents who expressed concerns about the traffic congestion impact it has on their daily commutes.

Initially, the department took a minimal approach to redirecting the natural traffic flow and worked with BISD on related signage at the school entrance and exit points. This allowed traffic to maintain its normal flow pattern before the school opened. After the first week, “No Student Drop Off” signs were implemented to prevent street congestion in the 3000 block of Dreeben Drive and 6400 block of Allena Lane.

During the 2021 and 2022 school years, Police Department staff continued to work with Cheney Hills administration to make improvements to the traffic congestion. The intersection of Allena Lane and Dreeben Drive continued to be dangerous for vehicular, pedestrian, and cyclist traffic due to congestion limiting views, restricting vehicular movement, and preventing access for first responders. An additional designated walkway was installed by the city utilizing linear dividers and a crosswalk was installed by the school district to assist in eliminating pedestrian traffic at this intersection.

Prior to the start of the 2023 school year, Police Department staff met with school district officials to reevaluate the traffic patterns. After several meetings, school staff redesigned the student drop-off and pick-up procedures to allow more traffic to queue inside the school parking lot and relieve some of the congestion on Dreeben Drive.

To assist in the new pattern, Police Department staff determined that creating a one-way traffic flow on southbound Dreeben Drive from Baker Boulevard would best accommodate

the entrance and exit points of the school parking lot. To prevent additional congestion and maximize traffic and pedestrian safety, Crites Street from Baker Boulevard to Allena Lane was designated as a southbound one-way only, and Allena Lane from Dreeben Drive to Gerome Street was designated as an eastbound one-way only. This pattern encourages traffic to disperse further away from the school and use Rufe Snow Drive where there is a traffic control signal.

The one-way traffic pattern was implemented at the beginning of the school year for a ninety (90) day evaluation period in accordance with Richland Hills City Ordinance 82-46. The evaluation period ended on November 16, 2023. During that time, Police Department staff observed a reduction in drop-off and pick-up times and an increase in vehicular and traffic safety. Specifically, the one-way traffic flow reduced congestion at the entrance and exit points of the school parking lot.

Additionally, due to the redesign and construction of Richland Middle School, the traffic flow pattern also changed during drop-off and pick-up times. Currently, the ordinance has the following one-way designations for Richland Middle School during school zone hours:

- Norton Drive from its intersection with Evergreen Road to Glenview Drive, and its intersection with the 7400 block of Bridges Avenue to Hovenkamp Avenue, traffic to move in a northerly direction.
- Hardisty Street from its intersection with Labadie Street to its intersection of Norton Drive, traffic to move in a westerly direction.
- Labadie Drive from its intersection with Evergreen Road to Hardisty Street, traffic to move in a northerly direction.
- Hovenkamp Avenue from its intersection with Norton Drive to Labadie Drive, traffic to move in an easterly direction.

The following one-way designations need to be added due to the relocation of the school:

- Bridges Avenue from its intersection with Labadie Drive to Norton Drive traffic to move in a westerly direction.
- Labadie Drive from its intersection with Hovenkamp Avenue to Bridges Avenue, traffic to move in a southerly direction.

In January, staff will bring forward an amendment to Chapter 82, Article III noting the new one-way street designations around Cheney Hills Elementary and Richland Middle School. The proposed amendment will also include removal of designated one-way streets surrounding Richland Middle School that are no longer used.

Financial Considerations:

None

Legal Review:

The City Attorney has reviewed the recommendation process for the designation of one-way streets.

Board/Citizen Input:

N/A

Attachments:

N/A

Council Action Requested:

Motion to approve the designation of one-way streets on school days during school zone hours, specifically as listed below:

- Dreeben Drive from its intersection with Baker Boulevard to Allena Lane, traffic to move in a southerly direction.
- Crites Street from its intersection with Baker Boulevard to Allena Lane, traffic to move in a southerly direction.
- Allena Lane from its intersection with Dreeben Drive to Gerome Street, traffic to move in an easterly direction.
- Bridges Avenue from its intersection with Labadie Drive to Norton Drive, traffic to move in a westerly direction.
- Labadie Drive from its intersection with Hovenkamp Avenue to Bridges Avenue, traffic to move in a southerly direction.

Memorandum

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

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

Date: December 18, 2023

Subject: 50th Year CDBG Program

Agenda Item:

Consider Resolution 591-23 to participate in the 50th Year Community Development Block Grant (CDBG) Program **PUBLIC HEARING**

Background Information:

The Department of Housing and Urban Development (HUD) appropriates funds to entitlement communities through the Community Development Block Grant (CDBG) program. These funds are targeted to benefit low to moderate income persons. Funds are to be used for the development of viable urban communities by providing decent housing and a suitable living environment.

Since 2013, Tarrant County has divided the consortium cities into two groups to provide for greater funding on a project for all cities in alternating years. For 2024, Group B cities will be eligible for funding, which includes the City of Richland Hills.

For the 50th Year CDBG program, staff is recommending replacement of the water main along the 2600 block of Mimosa Park Drive, between Magnolia Park Drive and Airport Freeway. The project will consist of removing and replacing approximately 850 linear feet of 2" water main pipe with 8" pipe, approximately 625 square yards of asphalt, and approximately 17 service connections.

The proposed project continues to focus on the City's water and wastewater system addressing the most critical needs in the community. Staff is requesting City Council conduct a public hearing to receive input from residents on the proposed utility project. Upon completion of the public hearing, staff requests Council approve a resolution for participation in the 50th Year CDBG program. If approved, staff will move forward with the grant application.

Financial Considerations:

The Tarrant County funding allotment for the 50th Year CDBG program is estimated to be between \$160,000 to \$180,000. Any additional funds would come from the FY 2025 Utility Fund Budget for water system improvements. The City's contribution will provide for a balanced project and is estimated at \$85,000 (the City's 48th CDBG contribution amount

was \$82,000). The City would also be accountable for any construction overrun costs above the allocated grant amount.

Legal Review:

N/A

Board/Citizen Input:

N/A

Attachments:

Resolution 591-23

Council Action Requested:

Approve Resolution 591-23 to participate in the 50th Year Community Development Block Grant (CDBG) Program

RESOLUTION NO. 591-23

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF RICHLAND HILLS, TEXAS, APPROVING AND ENDORSING THE 50TH YEAR COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM.

WHEREAS, the City of Richland Hills shares in a cooperative agreement with Tarrant County for essential Community Development Assistance Activities under Public Law 93-383, the Housing and Community Development Act of 1974, as amended; and

WHEREAS, a public hearing for the purpose of identifying and discussing Community Development Projects has been held by the Richland Hills City Council; and

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

Replacement of 850 linear feet of water main pipe, removal and replacement of asphalt, and replacement of 17 service connections in the 2600 block of Mimosa Park Drive between Magnolia Park Drive and Airport Freeway.

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

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

The said 50th Year Community Development Block Grant Program for the City of Richland Hills be approved and endorsed.

PASSED AND APPROVED by the City Council of the City of Richland Hills, Texas, on December 18, 2023, by a vote of ____ ayes, ____ nays, and ____ abstentions.

APPROVED:

THE HONORABLE EDWARD LOPEZ, MAYOR

ATTEST:

LINDSAY RAWLINSON, CITY SECRETARY

Memorandum

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

From: C. Russell Shelley, Fire Chief

Date: December 18, 2023

Subject: RPGA Proposal: Fire Administration and Public Works

Agenda Item:

Consider proposal with RPGA Design Group, Inc. for the development of design, engineering, and construction documents for the former Fire Administration and Public Works buildings and authorize City Manager to sign proposal

Background Information:

During FY 2023, staff worked with RPGA Design Group on site analysis and concept plans to redesign the former Fire Administration and Public Works buildings. A final concept plan was presented to City Council during the FY 2024 Budget process and funds were allocated to develop design, engineering and construction documents. The document development process is estimated to take 180 days and will provide a complete set of construction documents that can be bid once the City is ready to proceed with the project.

RPGA provided design, engineering and construction document services for the new Fire Station and staff was very pleased with their performance.

Financial Considerations:

RPGA provided a proposal in the amount of \$169,000 for the proposed architectural services. Funding in the amount of \$175,000 was approved in the FY 2024 Strategic Initiative Fund Budget.

Legal Review:

N/A

Board/Citizen Input:

N/A

Attachments:

RPGA Design Group Proposal

Council Action Requested:

Motion to approve proposal with RPGA Design Group, Inc. for the development of design, engineering, and construction documents for the former Fire Administration and Public Works buildings and authorize City Manager to sign proposal



November 21, 2023

Candice Edmondson – City Manager
C/o Fire Chief Russell Shelley
City of Richland Hills - City Hall
3200 Diana Drive
Richland Hills, TX 76118

**RE: Proposal for City Office Renovations
Construction Drawings and Construction Administration
Administration and Public Works Buildings**

Ms. Edmondson,

In order that we might reach a clear understanding, please accept this as our proposal regarding Professional Services for the proposed renovations to the Administration and Public Works Buildings for the City of Richland Hills (Owner). It is our understanding that we will work closely with you and Chief Russell Shelley for the design and implementation of the renovations to the two (2) buildings. We submit the following for your consideration and approval.

I. Renovations

A. Administration Building: The following items have been identified as items that will be addressed during the renovations of these buildings:

1. By Owner - abatement of all asbestos in the buildings (including inspections)
2. Replace all HVAC and add HVAC to the southwest portion of the building.
3. Replace all electrical service and provide capacity for future expansion.
4. Address foundation issues, if necessary.
5. Demolish all interiors, less load bearing walls.
6. Provide accessible restrooms.
7. Remove existing ballasted roof and install new TPO roofing and insulation to meet code.
8. Provide new windows and doors throughout.
9. Provide new soffits and façades to match current city designs.

B. Public Works Building: The following items have been identified as items that will be addressed during the renovations of these buildings:

1. By Owner - abatement of all asbestos in the buildings (including inspections)

2. Remove existing ballasted roof and install new TPO roofing and insulation to meet code.
 3. Demolish select interior non-load bearing walls.
 4. Refinish select interior finishes.
 5. Replace select HVAC equipment.
 6. Electrical work as required for HVAC modifications.
- C. We will complete development of the conceptual plans that were reviewed and approved during the initial assessment phase of this project.
- D. Approximate square footage of the two buildings
1. Administration Building approximately 6,100 s.f. (not including the Post Office space)
 2. Public Works Building approximately 3,570 s.f.

II. **Scope of Services**

- A. **General Services:** RPGA will meet with the Owner to clarify and define the requirements for the renovations to the existing Administration and Public Works Buildings.
1. RPGA will supervise and coordinate all consultants' activities and we will review all consultants' documents and review all pertinent consultant documents with the Owner. Consultants hired independently by the Owner will be excluded from RPGA's supervision and coordination. At this time, we anticipate the services of a Structural Engineer and Mechanical and Electrical & Plumbing Engineers to complete the renovations to the existing Administration and Public Works Buildings.
- B. **Schematic Design:** RPGA will design the Project in conformance with the Owner's requirements. The design team will prepare approaches to the design. RPGA will prepare a Schematic Design Package consisting of the following: a site plan, floor plan and 3 dimensional renderings sufficient to indicate the character of the proposed Project. Upon review by the Owner, RPGA will incorporate additional input provided by the Owner.
- C. **Design Development:** Based on the approved Schematic Design Package and additional comments provided by the Owner, RPGA will develop Design Development documents consisting of drawings that will fix and describe the size and character of the Project as to architectural, mechanical and electrical systems, materials and other elements as appropriate. These drawings will incorporate all floor plans, elevations, sections and all other necessary drawings and details.
- D. **Construction Documents:** Based on the approved Design Development Documents and further changes in the scope, quality or budget of the Project, as authorized by the Owner, RPGA will prepare Construction Documents consisting of Drawings and Specifications setting forth in detail the requirements for the construction of the Project.

Construction Documents will be issued to allow the Owner interim reviews during the Construction Documents Phase. These reviews will serve to keep the Owner

aware of the development of the project allowing for continuous dialogue throughout the construction document phase.

RPGA will sign and seal the construction documents for use in the State of Texas as required for permitting and construction.

1. The Construction Documents will be of sufficient detail to permit procurement of reliable competitive bids and negotiated proposals.
2. RPGA will prepare and process all necessary applications and submissions required to comply with applicable laws, ordinances and codes. Our services include applying for the building permit (all permitting costs to be paid by the Owner or General Contractor) and the Texas Architectural Standards (TAS) architectural barriers review (costs included in fees indicated below).

E. Bidding and Negotiating: Following the Owner's approval of the Construction Documents, RPGA will assist the Owner to bid the documents, negotiate proposals and assist in awarding and preparing contracts for construction.

F. Contract Administration:

1. RPGA shall visit the site and conduct on-site Construction Meetings on a regular basis, to become generally familiar with the progress and quality of the work and to determine, in general, if the work is progressing in accordance with the contract documents. However, RPGA shall not be required to make exhaustive or continuous on-site observations; RPGA shall endeavor to guard the Owner against defects and deficiencies in the construction and shall attend all necessary construction meetings.
 - a) RPGA will exercise reasonable care to guard the Owner against defects and deficiencies in the work and notify the Owner of non-conforming work noted and corrective actions taken.
2. RPGA shall "not" have control of construction, or be in charge of construction, nor shall it be responsible for construction means, methods, techniques, sequences or procedures, or for safety precautions or programs in connection with the work, for the acts of omissions of the contractor, subcontractors, or any other persons performing any of the work, or for the failure of any of them to carry out the work in accordance with the contract documents.
3. RPGA shall, at all times, have access to the work wherever it is in preparation or progress.
4. RPGA shall review and approve, for final approval by the Owner, the Contractor's Applications for Payment to recommend to the Owner the amounts owed to the contractor, based on observations at the site and on evaluations of the contractor's Application for Payment in such amounts, as provided in the Contractor's Schedule of Values.
 - a) RPGA's certification for payment will constitute a representation that the work has progressed to the point indicated and that, to the best of RPGA's knowledge, information and belief, the quality of the work is in accordance with the Construction Documents.
5. RPGA shall advise the Owner to reject work that does not conform to the contract documents.

6. RPGA shall continue to review and take appropriate action on submittals such as shop drawings, product data and samples, but only for conformance with the design concept of the work and with the information given in the contract documents. All consultant shop drawings will continue to be reviewed by the respective consultant and documented by RPGA.
 - a) RPGA will review reports and operation and maintenance manuals submitted by contractors for compliance with Construction Documents.
 7. RPGA shall conduct site visits to determine the dates of substantial completion, and shall review the project for final certificate of payment.
 8. RPGA will conduct a warranty inspection within one (1) year of Substantial Completion.
 9. The extent of the duties, responsibilities and limitations of authority of RPGA, as the Owner's representative during the construction shall not be modified or extended without written consent of both the Owner and RPGA.
- G. Budget:** A construction budget of approximately \$2,300,000.00 for this project. RPGA will work with the Owner as necessary to meet the Owner's construction budget goals for this project.

Owner's Furniture, Fixtures and Equipment (FF&E): by Owner

III. Compensation:

- A.** Based on our understanding of the scope of services to be provided, our fees are as stated below.

It is anticipated that our services will include the following consultants and their associated fees:

Basic Services:

Architectural Fees.....	\$ 125,000.00
Structural Engineer.....	\$ 22,500.00
MEP Engineer	\$ 17,500.00
Total Architectural/Engineer Basic Services Fees	\$ 165,000.00

Basic Additional Services:

Civil Engineer – basic services.....	\$ 0.00
<u>Landscape Architect / Irrigation Consultant – by Owner</u>	<u>\$ 0.00</u>
Total Additional Services Fees:	\$ 0.00
Geotechnical Services (by Owner)	\$ 0.00
Survey (by Owner).....	\$ 0.00
Texas Architectural Standards	
Review and Inspection Fee (reimbursable expense)	\$ 1,500.00
<u>Reimbursable Expenses (if required).....</u>	<u>\$ 2,500.00</u>
Total Fees	\$ 169,000.00

- B.** Payments to RPGA shall be made upon presentation of RPGA's statement of services and expenses.
- C.** Reimbursable fees will be billed to at the cost expended by RPGA. Reimbursable fees will include, but not be limited to the following:
 - 1. The expenses of all reproductions including, but not limited to plots, prints photo copies, etc. as may be required in the normal preparation of design documents.
 - 2. Reimbursable expenses, in addition to the reproduction reimbursable expenses indicated above, will include only reasonable expenses incurred by RPGA which are directly related to the project which are approved in advance in writing by the Owner.
- D.** Compensation for Additional Services
 - 1. Architectural: Should RPGA be required to provide Additional Services, RPGA shall be compensated at the following hourly rates:

Principals:	\$205.00
Projects Architects:	\$125.00

The hourly rates are subject to change with notice. The Owner can negotiate a set fee at the time, if and when needed.
 - 2. Consultants: Should RPGA's consultants be required to provide contingent Additional Services, the Owner will reimburse RPGA for such services at the rate of 1.1 times the amounts billed to RPGA.

IV. Schedule of Payments

A. Monthly Payments

Upon the execution of this agreement RPGA Design Group shall invoice on a monthly basis proportional to the work completed.

B. Additional Services

The Owner will be billed for Additional Services monthly as such expenses accrue.

C. Reimbursable Expenses

- 1. Reimbursable fees will be billed to the Owner as expended by RPGA on a monthly basis.

V. Owner's Responsibilities:

The Owner shall provide full information regarding requirements for the Project, and RPGA shall be entitled to rely upon the accuracy and completeness thereof.

VI. Changes:

If a major change is made in the scope, approach or details of the Project at the Owner's request after or construction documents are underway or finished the cost of making changes will be billed at the above hourly rates. This also applies to any changes required by new zoning or building code requirements instigated after the Projects' inception.

VII. Ownership of Documents:

Drawings and specifications as instruments of service are and shall remain the property of RPGA whether the project for which they are made is executed or not. A

duplicate set of all drawings and specifications shall become the legal property of the Owner. Reuse, change, or alteration by the Owner or by others acting through or on behalf of the Owner of any such instruments of service without the written permission of the Architect will be at the Owner's sole risk. The Owner agrees not to execute, sell or gift these plans and specifications for any other project or extensions of this project except by agreement in writing and with appropriate compensation to RPGA.

- A.** Upon full payment of all sums due to RPGA, the latest original Construction Documents and the latest electronic data and other instruments of service prepared by RPGA or its consultants for the Projects will become property of the Owner. This will not deprive RPGA of the right to retain electronic data or other reproducible copies of the Construction Documents or the right to reuse information contained in them in the normal course of the its professional activities. Reuse or modification of the Construction Documents by the Owner or reuse or modification by others at the request of the Owner, without RPGA's professional involvement, will be at the Owner's sole risk.

VIII. Limits of Liability:

The Agreement is created to allow production of design and construction documents only. RPGA, its officers, employees, agents, or consultants shall not be held liable or responsible for acts, errors or omissions of the Owner, contractor, or any of the contractors' subcontractors, agents, employees, or any other persons performing or providing information for any of the work. The Owner shall indemnify RPGA against all damages, to the fullest extent permitted by law, liabilities, or costs (including reasonable attorney's fees and defense costs) should legal action result from any acts, errors, or omissions of the Owner, contractor, any of the contractor's subcontractors, agents, employees, or any other persons performing any of the work outside the direction of RPGA's contractual obligations, but only to the extent Owner has authorized in writing a deviation from the documents prepared by RPGA, which deviation is not agreed to by RPGA in writing.

Additionally, the Owner is indemnified against all damages, to the fullest extent permitted by law, liabilities, or cost (including reasonable attorneys' Fees and defense costs) to the extent caused by RPGA's negligence, non-conforming services or RPGA's breach, negligence or willful misconduct and that of it sub-consultants, agents, employees, or any other persons performing any work under the direction or RPGA.

- IX. Termination:** In the event either party chooses to terminate this agreement before any phase of RPGA's work is complete, the above stated hourly rate will be used to compute partial compensation then due RPGA. In any case, the amount of compensation would not exceed the stated fee for the phase of work underway at the time of termination. If the Project is suspended at any time, for more than three (3) months, the terms of this agreement shall be subject to revision. If terminated, the Owner will own any products developed, to date, for which RPGA has been compensated.

- A.** In the event of termination not the fault of RPGA, RPGA will be compensated only for services performed prior to termination, together with reimbursable expenses then due, and all termination expenses. Termination expenses will consist of only those expenses directly attributable to termination for which RPGA is not otherwise compensated, including reasonable demobilization and cancellation charges of consultants. Termination expenses will be due and payable only after the orderly and organized delivery by RPGA to the Owner of all documents,

designs and other property of the Owner in RPGA's possession relating to the Project.

X. Publishing Credit: In the event that the design, built product, or bi-product, of the design is published, the owner agrees to give RPGA Design Group Inc. credit for the Architectural Design in the published article (publishing credit excludes newspapers).

XI. Project Manager: Javier Lucio (Principle) will serve as the Project Manager/Project Architect for this project through all the phases of service with assistance from various RPGA staff members as necessary through the multiple phases.

If Javier Lucio is no longer able to serve as Project Manager/Project Architect for this project, the Owner has the right to select another RPGA staff member acceptable to the Owner to replace Javier Lucio.

XII. Insurance Requirements: RPGA will maintain General Liability and Professional Liability (Professional Errors and Omissions - \$2,000,000 per claim) insurance through the duration of the project. RPGA shall maintain such coverage continuously throughout the term of this contract and without lapse, such that occurrences arising during the contract term which give rise to claims made after expiration of the contract shall be covered. RPGA will provide the Owner with a Certificate of Insurance if requested by the Owner.

It is to be implicitly understood that RPGA Design Group will act in the best interest of the Owner and at all times carry out duties with reasonable diligence and expedience. I look forward to the opportunity to work with you on the development and implementation of your new building. If you have questions about this proposal, please contact me at your earliest convenience.

If you are in agreement with the contents of this proposal, please print and sign this proposal and return it to RPGA Design Group, Inc.

Thank you.

Sincerely,



Javier Q. Lucio - Principal
RPGA Design Group, Inc.

Candice Edmondson – City Manager
City of Richland Hills - City Hall

November 21, 2023
Date

Date

Memorandum

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

From: Jason Brown, Director of Parks and Recreation

Date: December 18, 2023

Subject: Special Events Recap

Agenda Item:

Special Events Recap

Background Information:

Staff will provide a recap of the Tricky Treat Trails & Haunted Stacks, Veteran's Day and Tree Lighting events.

Financial Considerations:

N/A

Legal Review:

N/A

Board/Citizen Input:

N/A

Attachments:

N/A

Council Action Requested:

No Council Action

Memorandum

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

From: Candice Edmondson, City Manager

Date: December 18, 2023

Subject: October and November Department Monthly Reports

Agenda Item:

October and November 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:

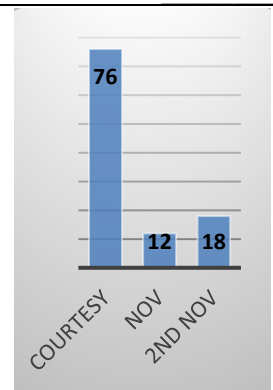
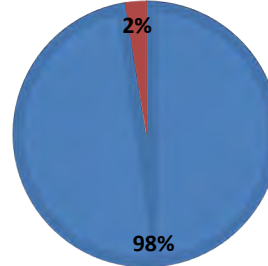
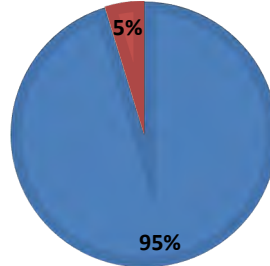
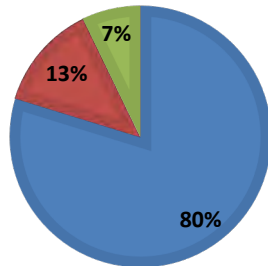
October and November Department Reports

Council Action Requested:

No Council Action

Code Compliance

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



	Current Month Violations				
	Notices Issued	Pending Compliance	Compliance Obtained	Citations Issued	Abatement by City
Nuisance Violations	67	17	50	0	0
Building Violations	6	3	3	0	0
Zoning Issues	0	0	0	0	0
Permit Violations	11	3	8	0	0
Fiscal Year Totals	84	23	61	0	0
Previous Fiscal Year Comparison	110	47	63	4	0

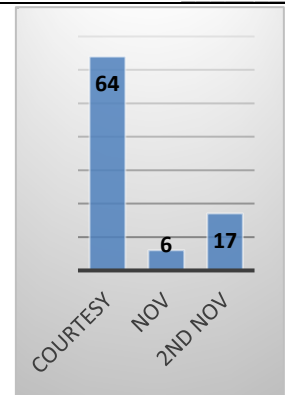
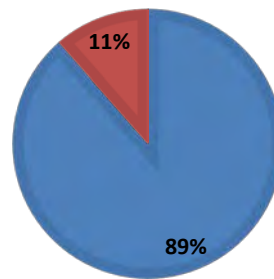
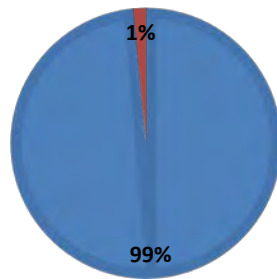
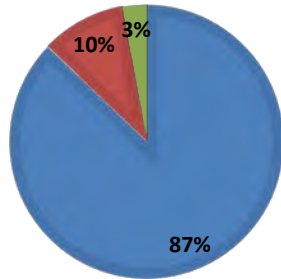
Current Month	Comparison Month	October 2023 Bulk Participated
INOPERABLE VEHICLE: 2	UNHEALTHY,...: 1	686 Residents Participated
TREES: 16	PARKING: 23	
PARKING: 16	TREES: 6	
ACCUMULATIONS: 25	ACCUMULATIONS: 24	October 2023 Inspections Conducted
HGW: 8	HGW: 34	13 Inspections
		1 Multi-Family Community

	Signs			
	Current Month	Comparison Month Previous Year	Fiscal Year 23/24	Previous Fiscal Year Comparison
Commercial Sign Violations	0	0	0	0
Bandit Sign Removal	2	0	2	0

	Building Summary			
	Current Month	Comparison Month Previous Year	Fiscal Year 23/24	Previous Fiscal Year Comparison
Registered Vacant Building	0	0	0	0
Substandard Buildings	0	0	0	0

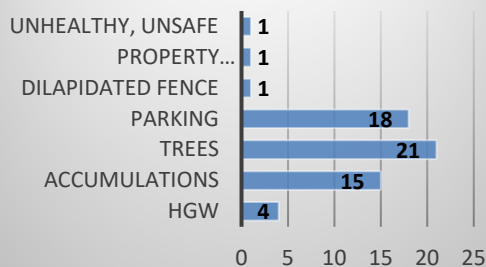
Code Compliance

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

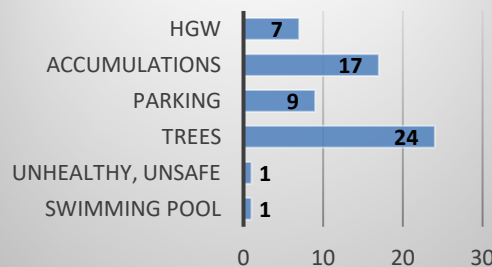


Current Month Violations					
	Notices Issued	Pending Compliance	Compliance Obtained	Citations Issued	Abatement by City
Nuisance Violations	61	17	44	0	0
Building Violations	2	1	1	0	0
Zoning Issues	0	0	0	0	0
Permit Violations	7	0	7	0	0
Fiscal Year Totals	154	41	113	0	0
Previous Fiscal Year Comparison	180	36	144	4	0

Current Month



Comparison Month



November 2023 Inspections Conducted

10 Inspections

Citizen Contact

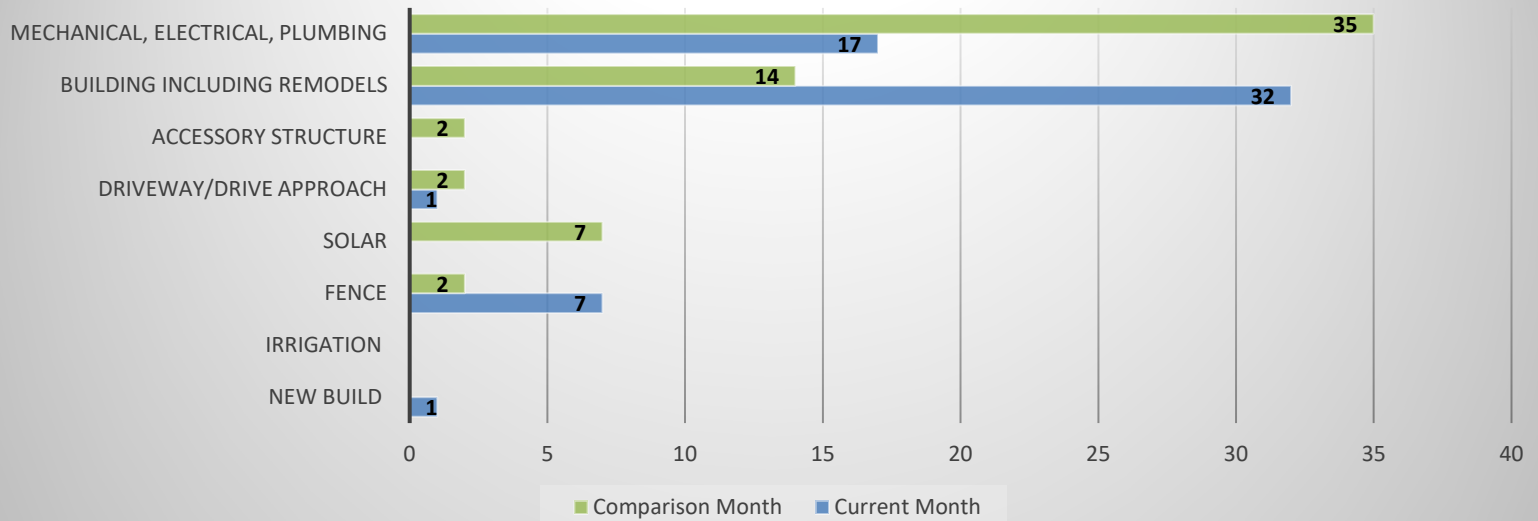
22 Complaints
received.
(8 resulted in cases)

Signs				
	Current Month	Comparison Month Previous Year	Fiscal Year 23/24	Previous Fiscal Year Comparison
Commercial Sign Violations	0	0	0	0
Bandit Sign Removal	3	0	5	0

Building Summary				
	Current Month	Comparison Month Previous Year	Fiscal Year 23/24	Previous Fiscal Year Comparison
Registered Vacant Building	0	0	0	0
Substandard Buildings – New BBA	0	0	0	0

Development Services

October



	Mechanical Electrical Plumbing	Building Including Remodels	Accessory Structure	Driveway Drive Approach	Solar	Fence	Irrigation	New Build
Current Month Residential	10	29	0	1	0	4	0	1
Current Month Commercial	7	3	0	0	0	3	0	0
Current Fiscal Year 2023-2024	17	32	0	1	0	7	0	1
Previous Month Residential	30	13	2	2	7	2	0	0
Previous Month Commercial	5	1	0	0	0	0	0	0

	Current Month	Comparison Month Previous Year	Fiscal Year To Date 2023-2024
Sign Permit	5	1	5
ROW Permit	9	6	9
Garage Sale Permit	39	25	39
Zoning, SUP, Code Consults	2	4	2
Pool Permits	1	0	1

Business Summary

	Current Month	Comparison Month Previous Year	Fiscal Year To Date 2023-2024
Registered Rental CO's	8	2	8
Issued Commercial CO's	4	2	4
Mobile Food Vendor	0	1	0

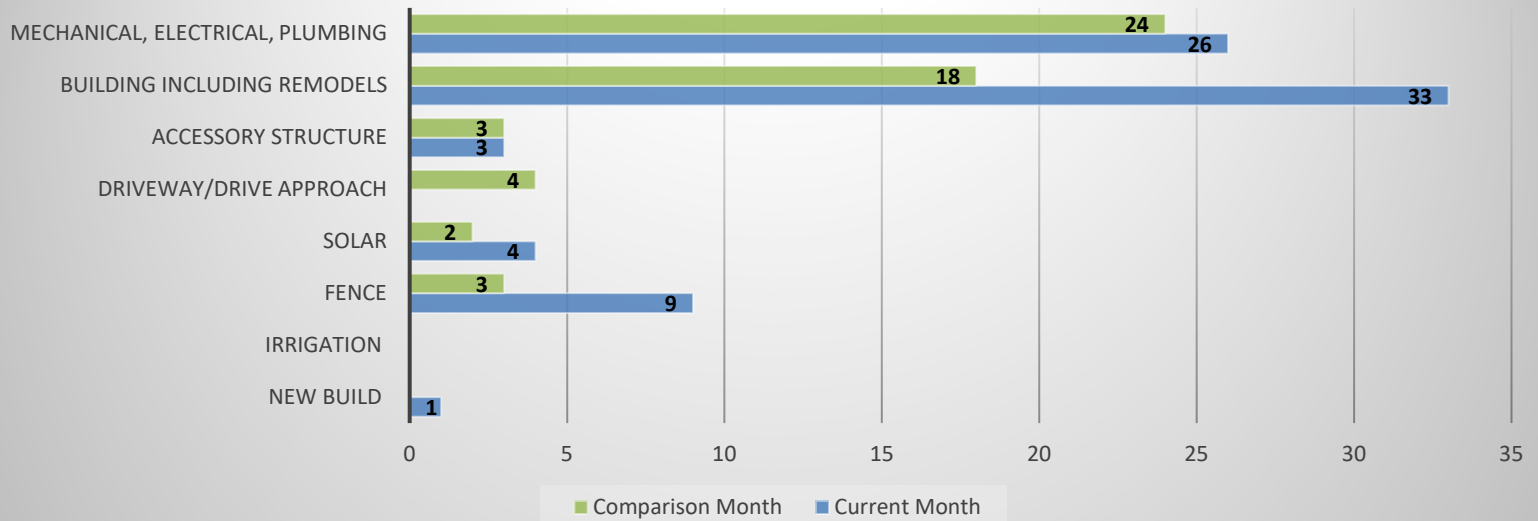
Received Certificate of Occupancy

- AYS Construction LLC, 7020 Baker Blvd – Contractor (No Outside Storage)
- Capstone Calibration, 7018 Baker Blvd – Office, administrative, Medical, or Professional
- Top Line Partners LP, 7133 Burns St – Building Material Sales, Major
- Elite Roofing and solar, 6821 Baker Blvd Suite E – Office, Administrative, Medical, or Professional

Number of Potential Business Certificate of Occupancy Meetings: 3**Number of Developmental Review Committee / Plan Review: 0**

Development Services

November



	Mechanical Electrical Plumbing	Building Including Remodels	Accessory Structure	Driveway Drive Approach	Solar	Fence	Irrigation	New Build
Current Month Residential	22	33	3	0	4	9	0	1
Current Month Commercial	4	0	0	0	0	0	0	0
Current Fiscal Year 2023-2024	43	65	3	1	4	16	0	2
Previous Month Residential	16	14	3	3	2	3	0	0
Previous Month Commercial	8	4	0	1	0	0	0	0

	Current Month	Comparison Month Previous Year	Fiscal Year To Date 2023-2024
Sign Permit	0	4	5
ROW Permit	15	2	24
Garage Sale Permit	24	12	63
Zoning, SUP, Code Consults	1	1	3
Pool Permits	0	0	1

Business Summary

	Current Month	Comparison Month Previous Year	Fiscal Year To Date 2023-2024
Registered Rental CO's	9	6	17
Issued Commercial CO's	0	4	4
Mobile Food Vendor	0	1	0

Number of Potential Business Certificate of Occupancy Meetings: 3**Number of Developmental Review Committee / Plan Review: 1**

Finance

GENERAL FUND, UTILITY FUND AND LINK FUND

Fiscal Year 2023-2024, Period Ending 10/31/2023

Monthly Financial Report					
	Budget	Current Month Actual	YTD Actual	Available Budget	% YTD of Total Budget
General Fund (001)					
Revenue					
Property Taxes	\$ 3,217,091	\$ 50,029	\$ 50,029	\$ 3,167,062	2%
Sales Tax	\$ 4,877,144	\$ -	\$ -	\$ 4,877,144	0%
Other Tax	\$ 2,500	\$ 209	\$ 209	\$ 2,291	8%
Franchise Fees	\$ 556,800	\$ -	\$ -	\$ 556,800	0%
Fines & Forfeitures	\$ 385,100	\$ 46,658	\$ 46,658	\$ 338,442	12%
Licenses & Permits	\$ 279,225	\$ 42,044	\$ 42,044	\$ 237,181	15%
Service Charges	\$ 268,850	\$ 57,981	\$ 57,981	\$ 210,869	22%
Miscellaneous	\$ 552,227	\$ 28,763	\$ 28,763	\$ 523,464	5%
Total Revenues	\$ 10,138,937	\$ 225,684	\$ 225,684	\$ 9,913,253	2%
Expenditures					
Municipal Court	\$ 295,313	\$ 21,133	\$ 21,133	\$ 274,180	7%
Administration	\$ 709,039	\$ 39,391	\$ 39,391	\$ 669,648	6%
Police	\$ 2,580,786	\$ 99,652	\$ 99,652	\$ 2,481,134	4%
Fire	\$ 2,624,656	\$ 94,343	\$ 94,343	\$ 2,530,313	4%
Street	\$ 300,143	\$ 8,146	\$ 8,146	\$ 291,997	3%
Library	\$ 470,100	\$ 14,703	\$ 14,703	\$ 455,397	3%
Recreation	\$ 289,595	\$ 13,924	\$ 13,924	\$ 275,671	5%
Parks/Grounds	\$ 323,742	\$ 4,516	\$ 4,516	\$ 319,226	1%
Community Development	\$ 504,608	\$ 8,814	\$ 8,814	\$ 495,794	2%
Animal Control	\$ 235,448	\$ 7,205	\$ 7,205	\$ 228,243	3%
Legislative (City Secretary)	\$ 149,127	\$ 16,425	\$ 16,425	\$ 132,702	11%
Shared Services	\$ 957,232	\$ 3,034	\$ 3,034	\$ 954,198	0%
Transfers/Non Departmental	\$ 585,633	\$ -	\$ -	\$ 585,633	0%
Total Expenditures	\$ 10,025,422	\$ 331,286	\$ 331,286	\$ 9,694,136	3%
Rev/Exp	\$ 113,515	\$ (105,602)	\$ (105,602)		
Utility Fund (002)					
Revenue					
Water	\$ 2,595,000	\$ 256,438	\$ 256,438	\$ 2,338,562	10%
Sewer	\$ 1,800,000	\$ 148,882	\$ 148,882	\$ 1,651,118	8%
Misc. (incl. Garbage Billing)	\$ 753,000	\$ 66,441	\$ 66,441	\$ 686,559	9%
Total Revenues	\$ 5,148,000	\$ 471,761	\$ 471,761	\$ 4,676,239	9%
Expenses					
Shared Services	\$ 356,494	\$ 1,662	\$ 1,662	\$ 354,832	0%
Administration	\$ 754,171	\$ 46,004	\$ 46,004	\$ 708,167	6%
Water Services & Distr.	\$ 1,744,698	\$ 17,990	\$ 17,990	\$ 1,726,708	1%
Wastewater Service	\$ 1,633,536	\$ 97,611	\$ 97,611	\$ 1,535,925	6%
Trsfrs/Debt Service/Non-Dept.	\$ 1,188,143	\$ -	\$ -	\$ 1,188,143	0%
Total Expenses	\$ 5,677,042	\$ 163,267	\$ 163,267	\$ 5,513,775	3%
Rev/Exp	\$ (529,042)	\$ 308,494	\$ 308,494		
Link Operating Fund (098)					
Revenue					
Recreation	\$ 571,000	\$ 48,845	\$ 48,845	\$ 522,155	9%
Transfers in	\$ 200,000	\$ -	\$ -	\$ 200,000	0%
Total Revenue	\$ 771,000	\$ 48,845	\$ 48,845	\$ 722,155	6%
Expenditures	\$ 771,000	\$ 21,844	\$ 21,844	\$ 168,417	77%
Operating/Personnel	\$ 771,000	\$ 21,844	\$ 21,844	\$ 749,156	3%
Rev/Exp	\$ -	\$ 27,001	\$ 27,001		
*Unaudited					

Finance

SPECIAL REVENUE FUNDS

Fiscal Year 2023-2024, Period Ending 10/31/2023

Monthly Financial Report					
	Budget	Current Month Actual	YTD Actual	Available Budget	% YTD of Total Budget
Court Security Fund (24)					
Revenue	\$ 5,500	\$ -	\$ -	\$ 5,500	0%
Expenditures	\$ -	\$ -	\$ 161	\$ (161)	
Rev/Exp	\$ 5,500	\$ -	\$ (161)		
Court Technology Fund (39)					
Revenue	\$ 1,050	\$ -	\$ -	\$ 1,050	0%
Expenditures	\$ -	\$ -	\$ -	\$ -	
Rev/Exp	\$ 1,050	\$ -	\$ -		
Crime Control District (65)					
Revenue					
Sales Tax	\$ 1,842,088	\$ -	\$ -	\$ 1,842,088	0%
Investment Income	\$ 24,000	\$ 3,173	\$ 3,173	\$ 20,827	
Grants/Transfers	\$ 21,760	\$ -	\$ -	\$ 21,760	0%
Total Revenue	\$ 1,887,848	\$ 3,173	\$ 3,173	\$ 1,884,675	0%
Expenditures					
Public Safety	\$ 1,539,572	\$ 187,508	\$ 187,508	\$ 1,352,064	12%
Capital Expense	\$ 281,344	\$ -	\$ -	\$ 281,344	0%
Transfers Out	\$ 192,828	\$ -	\$ -	\$ 192,828	0%
Total Expenditures	\$ 2,013,744	\$ 187,508	\$ 187,508	\$ 1,826,236	9%
Rev/Exp	\$ (125,896)	\$ (184,335)	\$ (184,335)		
Hotel Occupancy Tax (77)					
Revenue					
HOT (Taxes)/Int Income	\$ 259,200	\$ 788	\$ 788	\$ 258,412	0%
Expenditures					
Operating Expense	\$ 194,375	\$ 1,639	\$ 1,639	\$ 192,736	1%
Debt Service	\$ 103,713	\$ -	\$ -	\$ 103,713	0%
Total Expenditures	\$ 298,088	\$ 1,639	\$ 1,639	\$ 296,449	1%
Rev/Exp*	\$ (38,888)	\$ (851)	\$ (851)		
TIF Fund (89)					
Revenue					
Property Tax Allocation	\$ 192,296	\$ -	\$ -	\$ 192,296	0%
Investment Income	\$ 53,349	\$ 3,173	\$ 3,173	\$ 50,176	
Sales Tax Transfer in	\$ 75,000	\$ -	\$ -	\$ 75,000	
Total Revenue	\$ 320,645	\$ 3,173	\$ 3,173	\$ 317,472	1%
Expenditures					
Operating	\$ 90,000	\$ -	\$ -	\$ 90,000	0%
Improvement Incentive	\$ 30,000	\$ -	\$ -	\$ 30,000	0%
Grants	\$ 400,000	\$ -	\$ -	\$ 400,000	
Capital Projects	\$ 230,000	\$ -	\$ -	\$ 230,000	
Total Expenditures	\$ 750,000	\$ -	\$ -	\$ 750,000	0%
Rev/Exp	\$ (429,355)	\$ 3,173	\$ 3,173		
Strategic Initiative Fund (107)					
Revenue	\$ 256,260	\$ -	\$ -	\$ 256,260	0%
Expenditures	\$ 811,823		\$ -	\$ 811,823	0%
Rev/Exp	\$ (555,563)	\$ -	\$ -		

Finance

CAPITAL FUNDS

Fiscal Year 2023-2024, Period Ending 10/31/2023

Monthly Financial Report					
	Budget	Current Month Actual	YTD Actual	Available Budget	% YTD of Total Budget
Oil & Gas Lease Fund (12)					
Revenue	\$ 100,000	\$ -	\$ -	\$ 100,000	0%
Expenditures	\$ 177,000	\$ -	\$ -	\$ 177,000	0%
Rev/Exp*	\$ (77,000)	\$ -	\$ -		
Road and Street Fund (25)					
Revenue					
Sales Tax	\$ 1,828,929	\$ -	\$ -	\$ 1,828,929	0%
Total Revenue	\$ 1,828,929	\$ -	\$ -	\$ 1,828,929	0%
Expenditures					
Street R&M	\$ 2,140,000	\$ -	\$ -	\$ 2,140,000	0%
Total Expenditures	\$ 2,140,000	\$ -	\$ -	\$ 2,140,000	0%
Rev/Exp*	\$ (311,071)	\$ -	\$ -		
Vehicle Replace. Fund (30)					
Revenue					
Sale of vehicles	\$ 120,000	\$ -	\$ -	\$ 120,000	0%
Transfers in	\$ 501,660	\$ -	\$ -	\$ 501,660	
Total Revenue	\$ 621,660	\$ -	\$ -	\$ 621,660	
Expenditures					
Capital-Lease Expense	\$ 339,702	\$ -	\$ 21,863	\$ 317,839	6%
Capital- Purchases	\$ 118,200	\$ -	\$ 26	\$ 118,174	0%
Gas/Maint	\$ 158,758	\$ -	\$ 7,644	\$ 151,114	
Operational	\$ 5,000	\$ -	\$ -	\$ 5,000	0%
Total Expenditures	\$ 621,660	\$ -	\$ 29,533	\$ 592,127	5%
Rev/Exp*	\$ -	\$ -	\$ (29,533)		
ARPA Fund (101)					
Revenue-Transfers In/Interest	\$ 1,652,404	\$ 7,650	\$ 7,650	\$ 1,644,754	0%
Expenditures					
Project Appropriations	\$ 1,628,404	\$ -	\$ -	\$ 1,628,404	0%
Total Expenditures	\$ 1,628,404	\$ -	\$ -	\$ 1,628,404	0%
Rev/Exp	\$ 24,000	\$ 7,650	\$ 7,650		

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

Finance

DEBT SERVICE FUND

Fiscal Year 2023-2024, Period Ending 10/31/2023

Monthly Financial Report

	Budget	Current Month Actual	YTD Actual	Available Budget	% YTD of Total Budget
Debt Service Fund (10)					
Revenue					
Property Taxes	\$ 1,500,482	\$ 21,613	\$ 21,613	\$ 1,478,869	1%
Interest Income	\$ -	\$ 2,939	\$ 2,939		
Total Revenues	\$ 1,500,482	\$ 24,552	\$ 24,552		
Expenditures					
Debt Service	\$ 1,465,229	\$ 1,000	\$ 1,000	\$ 1,464,229	0%
Rev/Exp	\$ 35,253	\$ 23,552	\$ 20,613		

COMPONENT UNIT

Richland Hills EDC (26)					
Revenue					
Sales Tax	\$ 1,219,286	\$ -	\$ -	\$ 1,219,286	0%
Interest Income	\$ 42,000	\$ 6,344	\$ 6,344	\$ 35,656	
Total Revenues	\$ 1,261,286	\$ 6,344	\$ 6,344	\$ 1,219,286	1%
Expenses					
Operating	\$ 386,149	\$ 10,266	\$ 10,266	\$ 375,883	3%
Transfers Out	\$ 53,046	\$ -	\$ -	\$ 53,046	0%
Capital	\$ 900,000	\$ -	\$ -	\$ 900,000	
Debt Service	\$ 230,863	\$ -	\$ -	\$ 230,863	0%
Total Expenditures	\$ 1,570,058	\$ 10,266	\$ 10,266	\$ 1,559,792	1%
Rev/Exp*	\$ (308,772)	\$ (3,922)	\$ (3,922)		

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

DRAINAGE

Drainage Fund (022)					
Revenue					
Billing/Interest	\$ 914,400	\$ 76,676	\$ 76,676	\$ 837,724	8%
Expenses					
Operating	\$ 471,570	\$ 4,591	\$ 4,591	\$ 466,979	1%
Capital	\$ 129,341	\$ -	\$ -		
Debt Service	\$ 475,240	\$ -	\$ -	\$ 475,240	0%
Total Fund	\$ 1,076,151	\$ 4,591	\$ 4,591	\$ 942,219	0%
Rev/Exp*	\$ (161,751)	\$ 72,085	\$ 72,085		

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

Finance

GENERAL FUND, UTILITY FUND AND LINK FUND

Fiscal Year 2023-2024, Period Ending 10/31/2023

Monthly Financial Report					
	Budget	Current Month Actual	YTD Actual	Available Budget	% YTD of Total Budget
General Fund (001)					
Revenue					
Property Taxes	\$ 3,217,091	\$ 200,388	\$ 250,417	\$ 2,966,674	8%
Sales Tax	\$ 4,877,144	\$ -	\$ -	\$ 4,877,144	0%
Other Tax	\$ 2,500	\$ 215	\$ 424	\$ 2,076	17%
Franchise Fees	\$ 556,800	\$ 6,061	\$ 6,061	\$ 550,739	1%
Fines & Forfeitures	\$ 385,100	\$ 52,394	\$ 99,052	\$ 286,048	26%
Licenses & Permits	\$ 279,225	\$ 23,149	\$ 65,193	\$ 214,032	23%
Service Charges	\$ 268,850	\$ 5,397	\$ 63,378	\$ 205,472	24%
Miscellaneous	\$ 552,227	\$ 18,764	\$ 47,527	\$ 504,700	9%
Total Revenues	\$ 10,138,937	\$ 306,368	\$ 532,052	\$ 9,606,885	5%
Expenditures					
Municipal Court	\$ 295,313	\$ 20,885	\$ 42,018	\$ 253,295	14%
Administration	\$ 709,039	\$ 56,032	\$ 95,423	\$ 613,616	13%
Police	\$ 2,580,786	\$ 189,793	\$ 289,445	\$ 2,291,341	11%
Fire	\$ 2,624,656	\$ 208,152	\$ 302,495	\$ 2,322,161	12%
Street	\$ 300,143	\$ 21,486	\$ 29,632	\$ 270,511	10%
Library	\$ 470,100	\$ 47,036	\$ 61,739	\$ 408,361	13%
Recreation	\$ 289,595	\$ 24,049	\$ 37,973	\$ 251,622	13%
Parks/Grounds	\$ 323,742	\$ 15,534	\$ 20,050	\$ 303,692	6%
Community Development	\$ 504,608	\$ 48,657	\$ 57,471	\$ 447,137	11%
Animal Control	\$ 235,448	\$ 20,960	\$ 28,165	\$ 207,283	12%
Legislative (City Secretary)	\$ 149,127	\$ 16,425	\$ 32,705	\$ 116,422	22%
Shared Services	\$ 957,232	\$ 128,556	\$ 131,591	\$ 825,641	14%
Transfers/Non Departmental	\$ 585,633	\$ -	\$ -	\$ 585,633	0%
Total Expenditures	\$ 10,025,422	\$ 797,565	\$ 1,128,707	\$ 8,896,715	11%
Rev/Exp	\$ 113,515	\$ (491,197)	\$ (596,655)		
Utility Fund (002)					
Revenue					
Water	\$ 2,595,000	\$ 227,464	\$ 483,093	\$ 2,111,907	19%
Sewer	\$ 1,800,000	\$ 150,134	\$ 299,017	\$ 1,500,983	17%
Misc. (incl. Garbage Billing)	\$ 753,000	\$ 66,970	\$ 133,411	\$ 619,589	18%
Total Revenues	\$ 5,148,000	\$ 444,568	\$ 915,521	\$ 4,232,479	18%
Expenses					
Shared Services	\$ 356,494	\$ 47,720	\$ 49,383	\$ 307,111	14%
Administration	\$ 754,171	\$ 59,688	\$ 105,692	\$ 648,479	14%
Water Services & Distr.	\$ 1,744,698	\$ 43,609	\$ 61,599	\$ 1,683,099	4%
Wastewater Service	\$ 1,633,536	\$ 36,759	\$ 134,371	\$ 1,499,165	8%
Trsfrs/Debt Service/Non-Dept.	\$ 1,188,143	\$ 43,357	\$ 43,357	\$ 1,144,786	4%
Total Expenses	\$ 5,677,042	\$ 231,133	\$ 394,402	\$ 5,282,640	7%
Rev/Exp	\$ (529,042)	\$ 213,435	\$ 521,119		
Link Operating Fund (098)					
Revenue					
Recreation	\$ 571,000	\$ 16,950	\$ 65,795	\$ 505,205	12%
Transfers in	\$ 200,000	\$ -	\$ -	\$ 200,000	0%
Total Revenue	\$ 771,000	\$ 16,950	\$ 65,795	\$ 705,205	9%
Expenditures	\$ 771,000	\$ 72,984	\$ 94,828	\$ 168,417	77%
Operating/Personnel	\$ 771,000	\$ 72,984	\$ 94,828	\$ 676,172	12%
Rev/Exp	\$ -	\$ (56,034)	\$ (29,033)		
*Unaudited					

Finance

SPECIAL REVENUE FUNDS

Fiscal Year 2023-2024, Period Ending 10/31/2023

Monthly Financial Report					
	Budget	Current Month Actual	YTD Actual	Available Budget	% YTD of Total Budget
Court Security Fund (24)					
Revenue	\$ 5,500	\$ -	\$ -	\$ 5,500	0%
Expenditures	\$ -	\$ -	\$ 161	\$ (161)	
Rev/Exp	\$ 5,500	\$ -	\$ (161)		
Court Technology Fund (39)					
Revenue	\$ 1,050	\$ -	\$ -	\$ 1,050	0%
Expenditures	\$ -	\$ -	\$ -	\$ -	
Rev/Exp	\$ 1,050	\$ -	\$ -		
Crime Control District (65)					
Revenue					
Sales Tax	\$ 1,842,088	\$ -	\$ -	\$ 1,842,088	0%
Investment Income	\$ 24,000	\$ 3,689	\$ 6,862	\$ 17,138	
Grants/Transfers	\$ 21,760	\$ 2,843	\$ 2,843	\$ 18,917	13%
Total Revenue	\$ 1,887,848	\$ 6,532	\$ 9,705	\$ 1,878,143	1%
Expenditures					
Public Safety	\$ 1,539,572	\$ 69,411	\$ 205,324	\$ 1,334,248	13%
Capital Expense	\$ 281,344	\$ 51,596	\$ 51,596	\$ 229,748	18%
Transfers Out	\$ 192,828	\$ -	\$ -	\$ 192,828	0%
Total Expenditures	\$ 2,013,744	\$ 121,007	\$ 256,920	\$ 1,756,824	13%
Rev/Exp	\$ (125,896)	\$ (114,475)	\$ (247,215)		
Hotel Occupancy Tax (77)					
Revenue					
HOT (Taxes)/Int Income	\$ 259,200	\$ 788	\$ 788	\$ 258,412	0%
Expenditures					
Operating Expense	\$ 194,375	\$ 3,684	\$ 5,323	\$ 189,052	3%
Debt Service	\$ 103,713	\$ -	\$ -	\$ 103,713	0%
Total Expenditures	\$ 298,088	\$ 3,684	\$ 5,323	\$ 292,765	2%
Rev/Exp*	\$ (38,888)	\$ (2,896)	\$ (4,535)		
TIF Fund (89)					
Revenue					
Property Tax Allocation	\$ 192,296	\$ -	\$ -	\$ 192,296	0%
Investment Income	\$ 53,349	\$ 3,173	\$ 3,173	\$ 50,176	
Sales Tax Transfer in	\$ 75,000	\$ -	\$ -	\$ 75,000	
Total Revenue	\$ 320,645	\$ 3,173	\$ 3,173	\$ 317,472	1%
Expenditures					
Operating	\$ 90,000	\$ -	\$ -	\$ 90,000	0%
Improvement Incentive	\$ 30,000	\$ -	\$ -	\$ 30,000	0%
Grants	\$ 400,000	\$ -	\$ -	\$ 400,000	
Capital Projects	\$ 230,000	\$ -	\$ -	\$ 230,000	
Total Expenditures	\$ 750,000	\$ -	\$ -	\$ 750,000	0%
Rev/Exp	\$ (429,355)	\$ 3,173	\$ 3,173		
Strategic Initiative Fund (107)					
Revenue	\$ 256,260	\$ -	\$ -	\$ 256,260	0%
Expenditures	\$ 811,823	\$ 149	\$ 149	\$ 811,674	0%
Rev/Exp	\$ (555,563)	\$ (149)	\$ (149)		

Finance

CAPITAL FUNDS

Fiscal Year 2023-2024, Period Ending 10/31/2023

Monthly Financial Report					
	Budget	Current Month Actual	YTD Actual	Available Budget	% YTD of Total Budget
Oil & Gas Lease Fund (12)					
Revenue	\$ 100,000	\$ -	\$ -	\$ 100,000	0%
Expenditures	\$ 177,000	\$ 4,450	\$ 4,450	\$ 172,550	3%
Rev/Exp*	\$ (77,000)	\$ (4,450)	\$ (4,450)		
Road and Street Fund (25)					
Revenue					
Sales Tax	\$ 1,828,929	\$ -	\$ -	\$ 1,828,929	0%
Total Revenue	\$ 1,828,929	\$ -	\$ -	\$ 1,828,929	0%
Expenditures					
Street R&M	\$ 2,140,000	\$ -	\$ -	\$ 2,140,000	0%
Total Expenditures	\$ 2,140,000	\$ -	\$ -	\$ 2,140,000	0%
Rev/Exp*	\$ (311,071)	\$ -	\$ -		
Vehicle Replace. Fund (30)					
Revenue					
Sale of vehicles	\$ 120,000	\$ -	\$ -	\$ 120,000	0%
Transfers in	\$ 501,660	\$ -	\$ -	\$ 501,660	
Total Revenue	\$ 621,660	\$ -	\$ -	\$ 621,660	
Expenditures					
Capital-Lease Expense	\$ 339,702	\$ 21,829	\$ 43,692	\$ 296,010	13%
Capital- Purchases	\$ 118,200	\$ 14	\$ 40	\$ 118,160	0%
Gas/Maint	\$ 158,758	\$ 18,024	\$ 25,669	\$ 133,089	
Operational	\$ 5,000	\$ -	\$ -	\$ 5,000	0%
Total Expenditures	\$ 621,660	\$ 39,867	\$ 69,401	\$ 552,259	11%
Rev/Exp*	\$ -	\$ (39,867)	\$ (69,401)		
ARPA Fund (101)					
Revenue-Transfers In/Interest	\$ 1,652,404	\$ 7,650	\$ 7,650	\$ 1,644,754	0%
Expenditures					
Project Appropriations	\$ 1,628,404	\$ 44,154	\$ 44,154	\$ 1,584,250	3%
Total Expenditures	\$ 1,628,404	\$ 44,154	\$ 44,154	\$ 1,584,250	3%
Rev/Exp	\$ 24,000	\$ (36,504)	\$ (36,504)		

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

Finance

DEBT SERVICE FUND

Fiscal Year 2023-2024, Period Ending 10/31/2023

Monthly Financial Report

	Budget	Current Month Actual	YTD Actual	Available Budget	% YTD of Total Budget
Debt Service Fund (10)					
Revenue					
Property Taxes	\$ 1,500,482	\$ 88,119	\$ 109,731	\$ 1,390,751	7%
Interest Income	\$ -	\$ -	\$ 2,939		
Total Revenues	\$ 1,500,482	\$ 88,119	\$ 112,670		
Expenditures					
Debt Service	\$ 1,465,229	\$ 65,172	\$ 66,172	\$ 1,399,057	5%
Rev/Exp	\$ 35,253	\$ 22,947	\$ 43,559		

COMPONENT UNIT

Richland Hills EDC (26)					
Revenue					
Sales Tax	\$ 1,219,286	\$ -	\$ -	\$ 1,219,286	0%
Interest Income	\$ 42,000	\$ 6,344	\$ 6,344	\$ 35,656	
Total Revenues	\$ 1,261,286	\$ 6,344	\$ 6,344	\$ 1,219,286	1%
Expenses					
Operating	\$ 386,149	\$ 16,679	\$ 26,745	\$ 359,404	7%
Transfers Out	\$ 53,046	\$ -	\$ -	\$ 53,046	0%
Capital	\$ 900,000	\$ -	\$ -	\$ 900,000	
Debt Service	\$ 230,863	\$ -	\$ -	\$ 230,863	0%
Total Expenditures	\$ 1,570,058	\$ 16,679	\$ 26,745	\$ 1,543,313	2%
Rev/Exp*	\$ (308,772)	\$ (10,335)	\$ (20,401)		

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

DRAINAGE

Drainage Fund (022)					
Revenue					
Billing/Interest	\$ 914,400	\$ 76,032	\$ 152,709	\$ 761,691	17%
Expenses					
Operating	\$ 471,570	\$ 13,109	\$ 17,700	\$ 453,870	4%
Capital	\$ 129,341	\$ 34,341	\$ 34,341		
Debt Service	\$ 475,240	\$ -	\$ -	\$ 475,240	0%
Total Fund	\$ 1,076,151	\$ 47,450	\$ 52,041	\$ 929,110	5%
Rev/Exp*	\$ (161,751)	\$ 28,582	\$ 100,668		

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

Fire

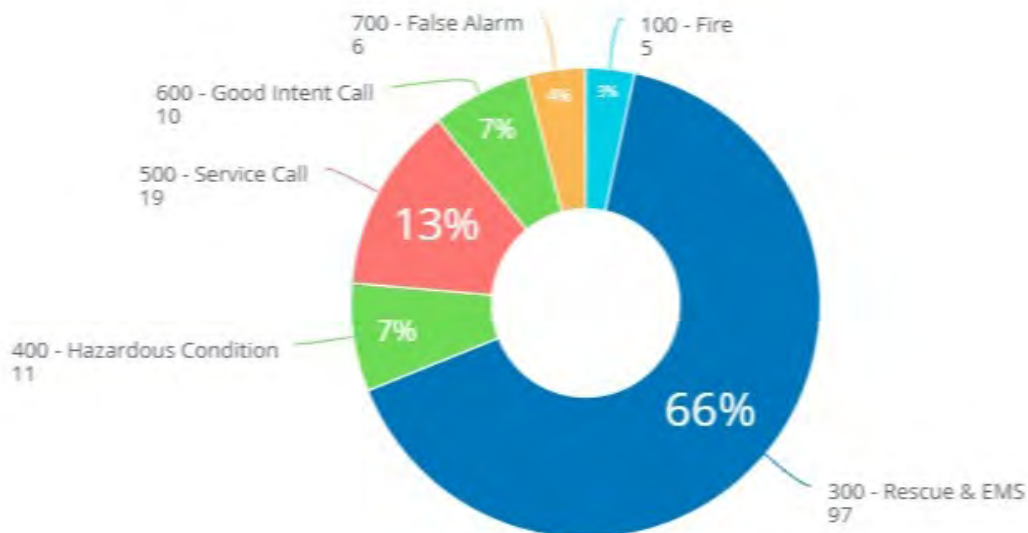
Fire Operations:

- Personnel completed **18** business inspections throughout the month.
- Members completed a combined **112** hours of training this month.
- The mutual aid agreement with Medstar Ambulance resulted in **27** responses during October.
- Turnout times averaged **48 seconds** for October. The national standard is 60 seconds or less.
- Response times for October averaged **3 minutes 50 seconds** from receipt of call-in dispatch to the first fire unit arriving on scene to assist.
- More than **21.6%** of emergency calls in October 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 October.
- 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.
- Personnel are in the beginning stages of establishing a joint Police/Fire Honor Guard.
- Staff is working on establishing a Rehab Team for emergency incidents staffed by community volunteers who have graduated from the CFA or CPA.
- Calls in October 2023 were **11.1%** than calls in October 2022.
- Mutual aid received from other agencies was **130% more** compared to October 2022. Mutual aid given was **170% less** than October 2022.

Operations Response Data:

Service Calls – Through October 31, 2023			
	Current Month	October 2022	FY2023 Total
Fire Calls	5	7	5
EMS/Major Accidents/ Rescues	97	94	97
Hazardous Conditions – No Fire	11	19	11
Public Assistance	19	14	19
Good Intent (No Service Rendered)	10	20	10
False Alarm	6	12	6
Severe Weather & Natural Disaster	0	0	0
Total Calls	148	166	148
Automatic / Mutual Aid			
	Current Month	October 2022	YTD Total
Aid Received	34	15	34
Aid Given	13	33	13

Percentage of Incident Type Groups



Medstar Response Data:

Richland Hills Monthly Count Data			
Priority	Count of Monthly Responses	Transports	Average Response Time
P1	0	0	0:00:00
P2	14	10	0:09:03
P3	4	4	0:11:27
P4	4	2	0:09:40
P5	23	17	0:13:26
P6	0	0	0:00:00
P7	3	3	0:12:51
P8	7	6	0:12:34
Overall Total:	55	42	0:11:30
Priority Total:	18	14	0:10:15
Non-Priority Total:	37	28	0:12:08
Transport Percentage:	76.36%		

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:

- The after-action review presentation has been completed and Chief Shelley will review it with the City Manager and seek direction on next steps from lessons learned through the process.
- Monthly outdoor warning siren tests have been successful, and the new equipment seems to be working great.
- We continue to educate the public on the purpose of the sirens and the misconception that they should warn them inside their homes. Staff is planning to put together a public service announcement to further reinforce the intent and purpose of these warning tools.

Fire Marshal:

CO Inspections: 7

Fire Alarm Inspection: 2

Fire Sprinkler Inspection: 6

School Inspections: All Completed August '23

Church Fire Inspections: 1

Nursing Home Inspections: 2

Plan Reviews: 8

Code Consults: 1, Building Improvement Grant Consult: 1

Business Info Updates: Ongoing updates.

DRC Meetings: N/A

P&Z Meeting: N/A

Tarrant Co. Emergency Mgmt. Meeting: Virtual Meeting, no new info

NEFDA Haz-Mat Meeting: NEFDA Drill at NuStar Energy for last quarter Haz-Mat training.

TCFAI Meeting: Firearms Qualifications available through TCFAI at Grapevine PD Range, Possible Photography class for investigations upcoming as well as ALERT training mandated by state.

Walkthroughs: Hamilton Form

Uniforms: Replacement uniforms ordered; new hire uniforms ordered for FF Huerta

SCBA: Repairs to be made in November to air bottle and air regulator. Quarterly air testing completed.

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

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 an MCI Drill in December and offered to let us participate with them.

Training: Attended 3-day retreat for NEFDA Chief Meeting, attended weeklong conference at Texas Fire Marshal Association in San Marcos.

Investigations: 7120 Baker Blvd. fan caught fire and ruled accidental.

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.

Fire

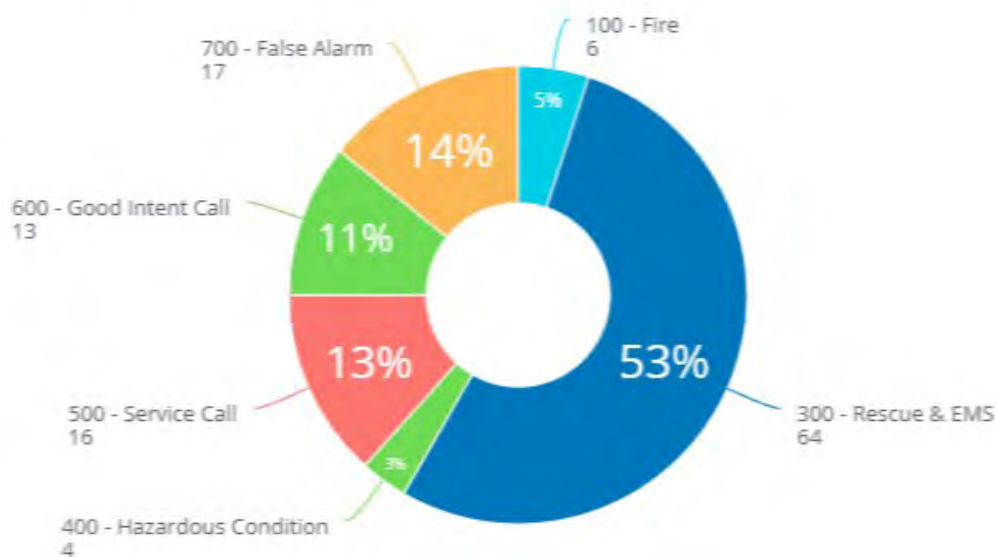
Fire Operations:

- Personnel completed **11** business inspections throughout the month.
- Members completed a combined **304** hours of training this month.
- The mutual aid agreement with Medstar Ambulance resulted in **47** responses during November.
- Turnout times averaged **52 seconds** for November. The national standard is 60 seconds or less.
- Response times for November averaged **3 minutes 48 seconds** from receipt of call-in dispatch to the first fire unit arriving on scene to assist.
- More than **19.6%** of emergency calls in November 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 November.
- 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.
- Personnel are in the beginning stages of establishing a joint Police/Fire Honor Guard.
- Staff is working on establishing a Rehab Team for emergency incidents staffed by community volunteers who have graduated from the CFA or CPA.
- Calls in November 2023 were **12.3% less** than calls in November 2022.
- Mutual aid received from other agencies was **150% more** compared to November 2022. Mutual aid given was **21% less** than November 2022.

Operations Response Data:

Service Calls – Through November 30, 2023			
	Current Month	November 2022	FY2024 Total
Fire Calls	6	6	11
EMS/Major Accidents/ Rescues	64	93	161
Hazardous Conditions – No Fire	4	2	15
Public Assistance	16	13	35
Good Intent (No Service Rendered)	13	11	23
False Alarm	17	11	23
Severe Weather & Natural Disaster	0	1	0
Total Calls	120	137	268
Automatic / Mutual Aid			
	Current Month	November 2022	YTD Total
Aid Received	38	15	72
Aid Given	19	25	32

Percentage of Incident Type Groups



Medstar Response Data:

Richland Hills Monthly Count Data			
Priority	Count of Monthly Responses	Transports	Average Response Time
P1	1	0	0:09:31
P2	12	9	0:10:10
P3	7	6	0:10:08
P4	4	2	0:07:28
P5	16	11	0:10:53
P6	0	0	0:00:00
P7	3	2	0:13:11
P8	4	2	0:15:35
Overall Total:	47	32	0:11:14
Priority Total:	20	15	0:10:09
Non-Priority Total:	27	17	0:11:47
Transport Percentage:	68.1%		

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:

- The after-action review presentation has been completed and Chief Shelley will review it with the City Manager and seek direction on next steps from lessons learned through the process.
- Monthly outdoor warning siren tests have been successful, and the new equipment seems to be working great.
- We continue to educate the public on the purpose of the sirens and the misconception that they should warn them inside their homes. Staff is planning to put together a public service announcement to further reinforce the intent and purpose of these warning tools.

Fire Marshal:

CO Inspections: 11

Fire Alarm Inspection: 0

Fire Sprinkler Inspection: 31

School Inspections: All Completed August '23

Church Fire Inspections: 0

Nursing Home Inspections: 0

Plan Reviews: 0

Code Consults: 0

Business Info Updates: Currently updated.

DRC Meetings: N/A

P&Z Meeting: N/A

Tarrant Co. Emergency Mgmt. Meeting: Meeting Postponed

NEFDA Haz-Mat Meeting: NEFDA Drill at NuStar Energy for last quarter Haz-Mat training on Dec. 4, 6, and 8.

TCFAI Meeting: Firearms Qualifications available through TCFAI at Grapevine PD Range, Legislative Update provided, Possible Photography class for investigations upcoming as well as ALERT training mandated by state.

Walkthroughs: Accurate Metal Stamping

Uniforms: Replacement uniforms ordered; new hire uniforms ordered for FF Huerta, new P/T Employee FF Cuthbertson

SCBA: Air bottles hydro tested, scheduling FIT testing, Flow Testing. Quarterly air testing completed.

Emergency Mgmt.: Looking at TDEM for available classes and grant resources/procedures. DFW Airport will be conducting an MCI Drill in December and offered to let us participate with them.

Training: Attended NEFDA Leadership Academy in Southlake.

Investigations: None

Other: Attended BISD Luncheon for Career Technology Programs. Working on getting a heater for watch office tower to prevent sprinkler from freezing, preparing for Christmas event at Fire Station. Installing 6 new hydrant adapters to existing hydrants.

RICHLAND HILLS PUBLIC LIBRARY

OCTOBER • 2023



IMPACT

October was a huge month for library programs!

Haunted Stacks celebrated it's 9th year and our 7th time doing in collaboration with the Link's Tricky Treat Trail event. We gave away 750 glow sticks and easily had at least twice that many people in the library!

We started Teddy Bear Social, a new program for children under 5 that looks like it's going to be very popular. We also hosted an adult Mocktail Party and an adult Spooky Craft.

KEY FACTS (LAST YEAR)

- 2443 Visitors (1071)
- 1716 Program Attendance (807)
- 17 Programs & Events (14)
- 3428 Total Items Checked Out (2717)
- 1113 Questions Answered (594)
- 14 Posters printed for other City Departments (11)
- 108 Computer Sessions (88)

RICHLAND HILLS PUBLIC LIBRARY

NOVEMBER • 2023



IMPACT

The month of November is always a little slower after all the activity of October, however we still hosted several well attended programs including Senior Social with guest speaker Nelda Stroder. This month's library lab was "Dancing Corn" And the Richland Hills Literary Club had a lively discussion as usual. Library Director Chantele Hancock attended the Public Library Administrators of North Texas (PLANT) conference in Lewisville and learned about several GIS tools that will be useful for planning the City's 75th Anniversary Celebration.

KEY FACTS (LAST YEAR)

- 793 Visitors (771)
- 278 Program Attendance (544)
- 12 Programs & Events (28)
- 2785 Total Items Checked Out (2732)
- 1121 Questions Answered (517)
- 10 Posters printed for other City Departments (27)
- 93 Computer Sessions (Not available)

Month of October 2023

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

	Current Month # Cleared	Current Month \$ Amt Cleared	YTD Number	YTD Dollar Amount
Warrant Service by Marshal in office				
Turned self in	4	\$ 1,218.00	4	\$ 1,218.00
Attorney bonds	12	\$ 4,657.40	12	\$ 4,657.40
Returned for Officer correction	2	\$ 681.00	2	\$ 681.00
Unable to locate - bad info	0			
Paid/payment plan	27	\$ 9,864.20	27	\$ 9,864.20
Deceased	0			
Cleared-Found Incarcerated	2	\$ 810.00	2	\$ 810.00
Warrant Service by Marshal in field				
Arrests - transfer to jail	0			
Payment plan rather than jailed	0			
Attorney bonds rather than jailed	0			
Paid rather than jailed	0			
Warrant Service - Other				
Time Served	49	\$ 17,333.10	49	\$ 17,333.10
Arrested by other agencies	59	\$ 22,238.20	59	\$ 22,238.20
Paid by defendant	7	\$ 3,333.30	7	\$ 3,333.30
Released due to medical reasons	0		0	
Attorney bonds	0		0	
Prisoner Transfers				
Number of defendants transferred	2	\$ 894.00	2	894
Total hours spent on transfers	3		3	
Total miles driven on transfers	98		98	
Teletype - time serve/plea/court date	18	\$ 6,780.10	18	\$ 6,780.10
Other Duties				
Bank detail	9		9	
Traffic stops	0	0	0	0
Insurance verifications	24		24	
Vehicles inspected	1		1	
Bailiff hours	7		7	
Training	0		0	
Serve summons - School	0			
Serve summons - Animal Control	0			
Serve summons - Code Enforcement	0			
Serve summons - Police	0			
Officer corrections on citations	11		11	
Returned FTA notices	32		32	

Month of November 2023

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

	Current Month # Cleared	Current Month \$ Amt Cleared	YTD Number	YTD Dollar Amount
Warrant Service by Marshal in office				
Turned self in	7	\$ 2,609.10	11	\$ 3,827.10
Attorney bonds	4	\$ 1,290.00	16	\$ 5,947.40
Returned for Officer correction	3	\$ 1,218.00	5	\$ 1,899.00
Unable to locate - bad info	0			
Paid/payment plan	30	\$ 11,471.90	57	\$ 21,336.10
Deceased	0			
Cleared-Found Incarcerated	5	\$ 1,774.00	7	\$ 2,584.00
Warrant Service by Marshal in field				
Arrests - transfer to jail	0			
Payment plan rather than jailed	0			
Attorney bonds rather than jailed	0			
Paid rather than jailed	0			
Warrant Service - Other				
Time Served	60	\$ 23,117.55	109	\$ 40,450.65
Arrested by other agencies	92	\$ 35,171.70	151	\$ 57,409.90
Paid by defendant	0		7	\$ 3,333.30
Released due to medical reasons	0		0	
Attorney bonds	0		0	
Prisoner Transfers				
Number of defendants transferred	3		2	894
Total hours spent on transfers	4		7	
Total miles driven on transfers	98		196	
Teletype - time serve/plea/court date	13		31	\$ 6,780.10
Other Duties				
Bank detail	10		19	
Traffic stops	0	0	0	0
Insurance verifications	21		45	
Vehicles inspected	1		2	
Bailiff hours	12		19	
Training	0		0	
Serve summons - School	0			
Serve summons - Animal Control	0			
Serve summons - Code Enforcement	0			
Serve summons - Police	1		1	
Officer corrections on citations	6		17	
Returned FTA notices	39		71	

Municipal Court

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

None at this time.

Citation Summary		
	Current Month	YTD Total
Violations Filed	553	553
Completed Cases– Paid Fine & Before Judge	210	210
Other Completed - Dismissed deferred, DSC, proof, compliance, by Judge or Prosecutor, plea & bar, void	165	165
Number of Warrants Issued	486	486
Number of Warrants Cleared	113	113
Number of Outstanding Warrants	424	424
Value of Outstanding Warrants	\$151,514.36	\$151,514.36
Total Fees Collected	\$72,453.87	\$72,453.87

Municipal Court

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

None at this time.

Citation Summary		
	Current Month	YTD Total
Violations Filed	436	989
Completed Cases– Paid Fine & Before Judge	230	438
Other Completed - Dismissed deferred, DSC, proof, compliance, by Judge or Prosecutor, plea & bar, void	176	340
Number of Warrants Issued	40	526
Number of Warrants Cleared	142	252
Number of Outstanding Warrants	31	429
Value of Outstanding Warrants	\$11,328.56	\$154,264.67
Total Fees Collected	\$82,343.74	\$154,797.61



Parks and Recreation Director's Report

October 2023

Budget Analysis

The Link outperformed the revenue goals by more than \$5,000 in October, starting the FY2024 year on a positive note. Only Link Memberships, Day Passes, and Rentals performed lower than anticipated. Strong programming numbers for the Senior, Athletic, Fitness, Classes and Childcare all bettered the projections.

While expenses for FY2023 were well under the expectations, staff will not be as frugal in FY2024. With more history suggesting what the revenue and expense numbers should be for the full year, staff will be spending more to improve programming, frequency of cleaning, increased marketing and more maintenance for the facility. October's expenses will be reported in November.

Project/Program Updates

- **Memberships: \$5,641.49.** Monthly membership revenue should be closer to \$6,000 and above \$6,300 after the new year. Staff is looking to do more marketing this year to increase the Link brand in our immediate area for new members, while taking more proactive steps to improve our retention in FY2024.

With 13 sales and 12 terminations, the overall count is stagnated at 319 memberships at The Link. Scans increased to 1,905 in September even with 345 different users.

- o Medicare programs brought in **\$2,084.00** in additional monthly fees from 153 active members.

- **Camp Connect and Link Learner's Academy (LLA): \$23,159.00.** There two days of camp hosting 18 and 19 children respectively. The afterschool program did continue to have high participation. The program is up to 108 students from seven different area schools.
- **Programs:** Staff is continuing to work on bringing in more instructors with more classes. The goal is to have a wide variety of art, educational, and physical or athletic classes hosted at The Link. Starting in November, The Link will begin to host Homeschool programs. The first offering is a "Recess"
 - o **Classes:** Current classes
 - Karate – 13
 - Belly Dancing – 4
 - Creative Movement and Dance – 9
 - CPR/AED Training – 2
 - o **Richland Hills Outdoor Programs and Education Series (RHOPES):** Link staff hosted 4 families at Cooper Lake State Park in Sulfur Springs through the Texas Parks and Wildlife Department's Family Outreach Program.

- o **Athletics:** The athletics at The Link includes free play pickleball, volleyball, and basketball opportunities in the gymnasium. *These options are open to members for free and the public for a fee.
 - Pickleball Lessons – 5
 - Pickleball players* –38
 - Volleyball players* – 32
- o **Special Events:** The city's annual fall event, Tricky Treat Trail and Haunted Stacks, was hosted for the public on October 27. Most of the event is in The Link Plaza, with the Haunted Stacks staged at the Library. This year, staff had 24 Boo Booths offering games, candy, and give-a-ways. There were numerous inflatable games, a live DJ, free crafts and concessions. Staff estimates that there was over 3,000 people at The Link Plaza that night, making this year's Tricky Treat Trail the largest event the city has ever hosted.

The team continues to plan for the rest of the fall and holiday events to finish 2023 strong with a great event planned for the December 1 Christmas Tree Lighting.

- o **Community Programs:** The Link, while designed to generate revenue, tries to find a balance with community programs that anyone can join.
 - Lunch Bunch – Meatloaf and sides were served to 99 attendees. 82 seniors stayed and played bingo for prizes.
 - Tarrant Area Food Bank – in association with Trinity Point Church – was held serving about 85 families.
 - Second Saturday Seminars – This month's seminar was focused on personal finance and sponsored by Edward Jones.
- o **Senior Programs:** 13 seniors joined staff for a trip to the State Fair of Texas on October 5, and on October 18 there were 8 attendees for a trip to the Stockyards & Cattle Drive.
- **Parks:** Staff is continuing to work on the Park Plan, as well as landscaping and mowing.
 - o **Park Plan Updates:** Staff is still working to complete the contract with the Kate Baker Park bid winner C Green Scaping. Parkhill is working to complete the design for the Rosebud Park elements.
 - o **Park Amenities:** Staff has begun to install the new amenities. There are new trash cans and benches in parks across the city.
 - o **Water Feature:** GPSI has continued to manage the weekly cleanings and tests.
- **Landscaping:** Nico's Landscaping has had trouble completing their securing of a bond. In the meantime, they are mowing off contract, but at the submitted price.
- **ROWS and Medians:** The Green Ribbon TxDOT project officially began with a pre-construction meeting. Demolition and installation of the medians between Handley Ederville and Rufe Snow. The project is scheduled to be completed within four months after breaking ground.
- **Rentals: \$12,085.00** The Link hosted 45 rentals this month, including 3 city events. Link staff has been able to secure the 2024 Miss Texas Invitational for Rhythmic Gymnastics. This will be our second time to host the event. Last year, about 30 hotel rooms were used for up to 4 nights.

Valuable Information:

- o The indoor playground – Staff has heard from the vendor that final installation is delayed due to contractor scheduling issues. Staff will probably step in and help put the final pieces together.

Link Revenue	Oct 2021	Oct 2022	Oct 2023		Fiscal Year 21-22 YTD	Fiscal Year 22-23 YTD	Fiscal Year 23-24 YTD
Classes	\$ 452.00	\$ 698.50	\$ 1,321.50		\$ 452.00	\$ 698.50	\$ 1,321.50
Link Membership	\$ 5,420.23	\$ 5,602.99	\$ 5,641.49		\$ 5,420.23	\$ 5,602.99	\$ 5,641.49
Day Passes	\$ 274.00	\$ 245.00	\$ 290.00		\$ 274.00	\$ 245.00	\$ 290.00
Fitness Classes	\$ 580.91	\$ 229.75	\$ 495.26		\$ 111.41	\$ 229.75	\$ 495.26
Personal Training	\$ 1,461.87	\$ 475.68	\$ 240.00		\$ 1,461.87	\$ 475.68	\$ 240.00
Athletics	\$ 1,651.02	\$ 1,352.00	\$ 1,385.00		\$ 1,651.02	\$ 1,352.00	\$ 1,385.00
Camps	\$ 65.00	\$ 47.00	\$ 1,524.00		\$ 65.00	\$ 47.00	\$ 1,524.00
After School	\$10,917.78	\$12,227.80	\$21,635.00		\$ 10,917.78	\$ 12,227.80	\$ 21,635.00
Rentals/Parties	\$25,007.50	\$12,371.75	\$12,085.00		\$ 25,007.50	\$ 12,371.75	\$ 12,085.00
Total	\$45,830.31	\$33,250.47	\$44,617.25		\$ 45,360.81	\$ 33,250.47	\$ 44,617.25

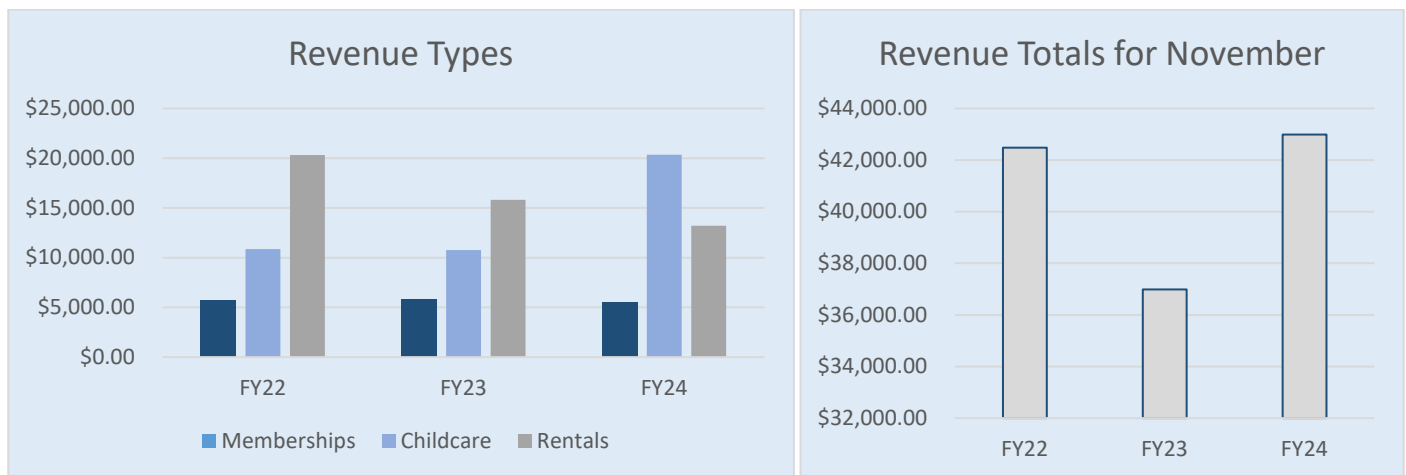
Parks and Recreation Director's Report

November 2023



Budget Analysis

The Link outperformed the revenue goals by more than \$1,500 in November, starting the FY2024 year on a positive note. Only Link Memberships, Day Passes, and Rentals performed lower than anticipated. Strong programming numbers for the Senior, Athletic, Fitness, Classes and Childcare all bettered the projections.



October's expenses are only a partial month but totaled \$21,891.36. Most of the operational expenses were posted during November. The posted totals through November are \$94,875.01, or about 13.1% of the annual budget.

Project/Program Updates

- **Memberships: \$5,538.44.** Memberships are slightly down going into November. Fall is not usually the time for growth. However, with New Year's right around the corner memberships should increase as they do every year. We will be doing some additional marketing this year and expect to see a healthy ROI.

With 6 sales and 24 terminations, the overall count is stagnated at 301 memberships at The Link. Scans decreased to 1,761 in November with 334 different users.

- Medicare programs brought in **\$2,127.00** in additional monthly fees from 150 active members.

- **Camp Connect and Link Learner's Academy (LLA): \$20,351.00.** During Fall Break, The Link hosted 26 seasonal campers. The afterschool program did continue to have high participation. The program is at 105 students from seven different area schools.
- **Programs:** Staff is continuing to work on bringing in more instructors with more classes. The goal is to have a wide variety of art, educational, and physical or athletic classes hosted at The Link. Starting in

November, The Link began to host Homeschool programs. The first offering is a “Recess”, but we have already been asked to consider other programs during the day.

- o **Classes:** Current classes
 - Karate – 15
 - Belly Dancing – 5
 - Creative Movement and Dance – 5
- o **Richland Hills Outdoor Programs and Education Series (RHOPES):** There is no scheduled outdoor recreation programmed until the spring. Staff is planning a trip to a state park to hike, picnic, and fish at while the weather is nice.
- o **Athletics:** The athletics at The Link includes free play pickleball, volleyball, and basketball opportunities in the gymnasium. *These options are open to members for free and the public for a fee.
 - Pickleball Lessons – 6
 - Pickleball players* –35
 - Volleyball players* – 25
- o **Special Events:** Cinthia planned and executed the annual Veteran’s Day Event and Patriotic Picnic. The event had about 75 people attend on a beautiful day. The Birdville JROTC presented the colors, a singer from Richland Hills Baptist Church performed, and this year, there were two speakers to tell there story of service and inspiration.

After the event, the Fire Department grilled and served hot dogs, desserts, and refreshments (partially donated by Raising Canes).

Parks Staff also hosted the First Annual Clean-UP and Green-UP. With 22 volunteers, the event was focused around spreading wildflower seeds in the wildflower garden near the trail just north of Latham Drive. After that, everyone went to Rosebud Park to pick up trash, remove vegetation in the playground areas, and remove some graffiti in and around the park.

- o **Community Programs:** The Link, while designed to generate revenue, tries to find a balance with community programs that anyone can join.
 - Lunch Bunch – Meatloaf and sides were served to 91 attendees. 75 seniors stayed and played bingo for prizes.
 - Tarrant Area Food Bank – in association with Trinity Point Church – was held serving about 91 families.
 - Second Saturday Seminars – This month’s seminar was the Veteran’s Day Event.
- o **Senior Programs:** 9 seniors joined staff for a trip to the Texas Sculpture Garden and Smith’s Toilet Seat Museum on November 2, and on November 17 there were 12 attendees for a trip to the Lost Oak Winery.
- **Parks:** Staff continues to monitor the parks for vandalism and damage that needs attention. At Rosebud there is a slide that is cracked and will need to be replaced. One quote that staff has is for \$11,800.
 - o **Park Plan Updates:** A pre-construction meeting will take place at the beginning of December for the Kate Baker Park Improvements. Parkhill is working to complete the design for the Rosebud Park elements, as well as the parking lot for the trailhead north of Latham Drive.

- **Park Amenities:** There are 13 new trash cans and 6 new picnic tables installed in the park. There are still more of each, as well as pet waste posts, water fountains, bike racks, grills, and benches to be installed as well. These were planned as cold weather tasks as there is less park grooming to do.
- **Water Feature:** GPSI has continued to manage the weekly cleanings and tests. The probes were found to be damaged; those have been ordered to be replaced in December.
- **Landscaping:** Staff is continuing to work on the Park Plan, as well as landscaping and mowing. The lowest bidder for the Mowing and Landscape Services is having a hard time getting a bond approved. We are working with them in small areas right now as they work to correct this.
- **ROWS and Medians:** The Green Ribbon TxDOT project officially began with a pre-construction meeting. Demolition and installation of the medians between Handley-Ederville and Rufe Snow. The vendor should be onsite to start the demolition in early to mid-December. Additionally, staff will be walking the far east and west medians with last year's vendor to complete the FY23 Green Ribbon project. Staff has identified plants that did not make it through the heat of the summer and will need to be replaced.
- **Rentals: \$13,194.50** The Link hosted 60 rentals this month, including 5 city events. The Link hosted more events than usual, but had a lower than expected total revenue amount for November.

Valuable Information:

- The indoor playground – Staff will be scheduling installation in December to finish before the new year.

Link Revenue	November 2021	November 2022	November 2023		Fiscal Year 21-22 YTD	Fiscal Year 22-23 YTD	Fiscal Year 23-24 YTD
Classes	\$ 559.37	\$ 661.87	\$ 1,161.50		\$ 1,011.37	\$ 1,360.37	\$ 2,483.00
Link Membership	\$ 5,731.89	\$ 5,820.41	\$ 5,538.44		\$ 11,152.12	\$ 11,423.40	\$ 11,179.93
Day Passes	\$ 169.00	\$ 283.00	\$ 425.00		\$ 443.00	\$ 528.00	\$ 715.00
Fitness Classes	\$ 509.13	\$ 227.19	\$ 481.56		\$ 1,090.04	\$ 456.94	\$ 976.82
Personal Training	\$ 1,818.81	\$ 839.55	\$ -		\$ 3,280.68	\$ 1,315.23	\$ 240.00
Athletics	\$ 1,780.37	\$ 1,859.74	\$ 995.00		\$ 3,431.39	\$ 3,211.74	\$ 2,380.00
Day Camps	\$ 2,155.00	\$ 829.00	\$ 3,012.00		\$ 2,220.00	\$ 876.00	\$ 4,536.00
After School Program	\$ 8,691.16	\$ 9,934.10	\$ 17,339.00		\$ 19,608.94	\$ 22,161.90	\$ 38,974.00
Rentals	\$ 20,320.94	\$ 15,814.50	\$ 13,194.50		\$ 45,328.44	\$ 28,186.25	\$ 25,279.50
Grand Total	\$ 41,735.67	\$ 36,269.36	\$ 42,147.00		\$ 87,565.98	\$ 69,519.83	\$ 86,764.25

Police

- October 1, 2023, The Community Services Unit and Crime Victim Services partnered with Calvary Lutheran Church and presented on Elder Fraud and Scams to educate the public on awareness, reporting, and prevention.
- October 3, 2023, the Police Department participated in the Annual Texas Night Out event and attended 12 Block parties at residences throughout Richland Hills. This event continues to grow and be a great success for the community partnership.
- October 4, 2023, The Police Department passed an on-site TCOLE audit without any deficiencies. TCOLE is the licensing agency for the department and its sworn staff.
- October 25, 2023, The Richland Hills Police Department hosted the monthly North Texas Police Chiefs Association meeting at THE LINK. Chief Sylvester was sworn in as President of the association and will serve as President for a one-year term.
- October 26-27, 2023, Chief Sylvester and Captain Russell attended the Ethics and Contemporary Issues Conference in Plano, Texas, presented by the Institute for Law Enforcement Administration.
- October 27, 2023 – Captain Russell was appointed to the ILEA (Institute for Law Enforcement Administration) Association as the 3rd Vice President.
- October 27, 2023, Police department employees participated in the Tricky Treat Trail Event with approximately 3,000 people in attendance.

Service Calls		
	Current Month	YTD Total
Total Calls for Service (CFS)	2442	20807
Calls for Service	464	4624
Field Generated CFS	1978	14205
Proactive Policing (Included in Field Generated)		
Traffic Stops-Spillman	444	4649
Violations issued	360	3727
Warnings issued	309	3983
Traffic stops resulting in an arrest	23	270
Crime Prevention CFS	654	3995
Business Checks CFS	437	3418
Arrests	54	602
Family Violence-included above	3	37
DWI Arrests-included above	13	79
Priority-1 Total Response Time	4m 6s	
Priority-1 Officer Response Time	3m 13s	

NOTES:

DWI arrests increased this month

Part 1 Offenses

	Current Month	YTD Total
Total Violent Crime Offenses	11	113
Murder	0	1
Rape	1	14

Robbery	0	3
Aggravated Assault	2	21
Simple Assault	8	74
Total Property Crime Offenses	27	214
Burglary	2	47
Business	2	34
Residential	0	13
Larceny	19	111
Burglary of Motor Vehicle	4	38
Auto Theft	2	17
Part -1 Offenses Cleared	14	124
Clearance Rate %	38.89%	38.39%
Stolen Property Reported	\$44,169	\$831,810
Stolen Property Recovered	\$18,003	\$149,058

NOTES:

Traffic Unit Program

	Current Month	YTD Total
Traffic Stops	119	1105
Citations	117	1112
Violations	114	1390
Speed Related	73	558
Fail to Maintain Financial Responsibility	19	157
Expired Registration	6	166
All Other Violations	72	512
Warnings	63	398
Accident Investigations	2	10
Reactive Traffic Enforcement	2	72
Parking Complaint	2	21
Traffic Complaint	0	42
Proactive Traffic Enforcement	135	572**
Citizen Initiated	25	138**
Officer Initiated	47	236
School Zone	63	178**
Arrest		9
Impaired Driver	0	1
Warrants	1	6
On-View	0	3

NOTES:

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

- Officer Russell was out of town October 18th – 24th.
- (1) Vehicle towed for City Ordinance Violation (23R18492)
- (1) arrest for TCIC/NCIC
- Officer Russell investigated multiple Hit and Run accidents

Traffic Accidents

	Current Month	YTD Total
Crash Reports	16	128
Accidents-Major	10	56
Accidents-Minor	15	117
Alcohol/Drug Impairment	3	11

NOTES:

Records

	Current Month	YTD Total
Sex Offender Registrations	1	8
Open Records Requests	67	591

Property & Evidence

	Current Month	YTD Total
Pieces of Property Received	120	1439
Items Taken to Lab for Narcotics Testing	22	124
Items Taken to Lab for Blood Alcohol Content	11	59
Crime Scene Call-Outs Richland Hills	2	13
Crime Scene Call-Outs Haltom City	0	1

Criminal Investigations

	Current Month	YTD Total
New Assigned Cases	167	1282
Current Open Cases	161	
Total Warrants Issued	3	79
Misdemeanor Arrest Warrant	0	28
Felony Arrest Warrant	3	38
Search Warrant	2	17
Charges Filed with TCDA	85	572
New Emergency Protective Orders	4	17

NOTES:

Animal Services

- 17 Shelter Animals and 21 Non-Shelter were sterilized during the month of October.
- October 27, 2023 – Animal Services participated in Tricky Treats setting up a booth, handing out candy, and providing information to the public about animal services.
- Parking lot construction began at the end of October on the west side of the Shelter.

	Current Month	YTD Total
Total Dispatched Calls	36	294
Impounds		
	Current Month	YTD Total
DOGS	18	183
CATS	16	172
OTHER THAN DOGS/CATS	1	1
TOTAL	35	366
Incidents by Type		
	Current Month	YTD Total
ANIMALS AT LARGE	10	98
AGGRESSIVE ANIMAL	0	11
ANIMAL COMPLAINTS	10	130
INJURED ANIMALS	1	23
TOTAL	21	262
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	11	131
CATS ADOPTED	11	146
RETURNED TO OWNER/YARD	4	54
TRANSFERRED/RESCUED	3	18
EUTHANIZED/ LOST/ DIES IN CARE	2	9
City License Issued		
	Current Month	YTD Total
ISSUED	17	120
Citations/Violations Issued		
	Current Month	YTD Total
CITATIONS ISSUED	0	16
WARNINGS ISSUED	0	6

Police

- November 7-10, 2023, Property and Crime Scene Technician Zoe Willis attended the annual Texas Association of Property and Evidence Inventory Technician in San Marcos, Texas where she obtained her Advanced Property and Evidence Certification.
- November 14, 2023 - Department staff attended The State of the City Meeting providing information related to public safety to the community.
- November 16, 2023 – Graduation for Citizens Police Academy #13 was held at the LINK in recognition of those citizens who completed the 11-week CPA Program.

Service Calls		
	Current Month	YTD Total
Total Calls for Service (CFS)	2226	23033
Calls for Service	402	5026
Field Generated CFS	1824	16029
Proactive Policing (Included in Field Generated)		
Traffic Stops-Spillman	503	5152
Violations issued	476	4203
Warnings issued	335	4318
Traffic stops resulting in an arrest	28	298
Crime Prevention CFS	444	4439
Business Checks CFS	500	3918
Arrests	49	651
Family Violence-included above	5	42
DWI Arrests-included above	8	87
Priority-1 Total Response Time	4m 40s	
Priority-1 Officer Response Time	2m 25s	

NOTES:

DWI arrests increased this month

Part 1 Offenses		
	Current Month	YTD Total
Total Violent Crime Offenses	10	123
Murder	0	1
Rape	1	15
Robbery	0	3
Aggravated Assault	0	21
Simple Assault	9	83
Total Property Crime Offenses	10	224
Burglary	4	51
Business	4	38
Residential	0	13
Larceny	4	115
Burglary of Motor Vehicle	1	39
Auto Theft	1	18

Part -1 Offenses Cleared	10	134
Clearance Rate %	50.00%	38.84%
Stolen Property Reported	\$27,754	\$859,564
Stolen Property Recovered	\$0	\$149,058

NOTES:

Traffic Unit Program

	Current Month	YTD Total
Traffic Stops	125	1230
Citations	126	1238
Violations	135	1525
Speed Related	65	623
Fail to Maintain Financial Responsibility	26	183
Expired Registration	5	171
All Other Violations	39	551
Warnings	71	469
Accident Investigations	3	13
Reactive Traffic Enforcement	4	76
Parking Complaint	1	22
Traffic Complaint	3	45
Proactive Traffic Enforcement	92	664**
Citizen Initiated	15	153**
Officer Initiated	24	260
School Zone	47	225**
Arrest		10
Impaired Driver	0	1
Warrants	0	6
On-View	0	3

NOTES:

** Data Collection began in May for these categories.

Traffic Accidents

	Current Month	YTD Total
Crash Reports	21	149
Accidents-Major	3	59
Accidents-Minor	16	133
Alcohol/Drug Impairment	0	11

NOTES:

Records		
	Current Month	YTD Total
Sex Offender Registrations	2	10
Open Records Requests	48	639
Property & Evidence		
	Current Month	YTD Total
Pieces of Property Received	108	1547
Items Taken to Lab for Narcotics Testing	0	124
Items Taken to Lab for Blood Alcohol Content	0	59
Crime Scene Call-Outs Richland Hills	1	14
Crime Scene Call-Outs Haltom City	0	1
Criminal Investigations		
	Current Month	YTD Total
New Assigned Cases	121	1403
Current Open Cases	115	
Total Warrants Issued	4	83
Misdemeanor Arrest Warrant	1	29
Felony Arrest Warrant	2	40
Search Warrant	1	18
Charges Filed with TCDA	136	708
New Emergency Protective Orders	5	22
NOTES:		

Departmental Monthly Reports **November– 2023**

Animal Services

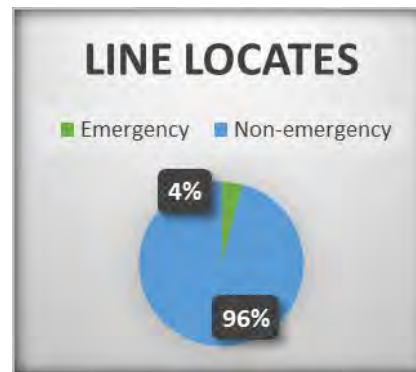
- Vax Shack provided 24 spay/neuters plus 1 amputation during the November Surgery Clinic and over 30 non-surgery animals received vaccinations during the shot clinic.
- Richland Hills Animal Control assisted Haltom City Animal Control with the capture of an English Mastiff.
- Parking Lot construction continues, and flat work has begun to be poured.
- November 1, 2023 – The Animal Shelter Advisory board meeting was held, by Capt. Russell and Lt. Miller attended the meeting.
- Animal Shelter remains at capacity

	Current Month	YTD Total
Total Dispatched Calls	18	312
Impounds		
	Current Month	YTD Total
DOGS	13	196
CATS	23	195
OTHER THAN DOGS/CATS	1	2
TOTAL	37	403
Incidents by Type		
	Current Month	YTD Total
ANIMALS AT LARGE	6	104
AGGRESSIVE ANIMAL	0	11
ANIMAL COMPLAINTS	10	140
INJURED ANIMALS	1	24
TOTAL	17	279
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	11	142
CATS ADOPTED	20	166
RETURNED TO OWNER/YARD	4	58
TRANSFERRED/RESCUED	0	18
EUTHANIZED/ LOST/ DIES IN CARE	1	10
City License Issued		
	Current Month	YTD Total
ISSUED	1	121
Citations/Violations Issued		
	Current Month	YTD Total

CITATIONS ISSUED	0	16
WARNINGS ISSUED	2	8

Public Works

Public Works – Work Orders				TOTAL WORKORDERS: 273	
STREETS		WATER		SEWER	
Potholes	30	Water Line Break	5	Sewer Line Break	0
Street Patch	0	Water Line Repair	0	Sewer Line Repair	1
Debris Removal/Mowing	12	Meter Leak/Repair	6	Household Back-up	7
Sign Repair/Install	2	After Hour Calls	8	Drainage	3
Manhole Repairs	2	Other (Water pressure, odor, etc.)	7	After Hour Calls	1
After Hour Calls	1			Other (Odor, etc.)	4
Other (Mosquito Testing/Spray, Inspections)	13				



Utilities – Work Orders			TOTAL WORKORDERS: 276	
SERVICES		GENERAL		
Meter Turn On	34	Possible Leak	5	
Service Shut Off	40	Meter Repairs/Replacement	23	
Final Reads	44	Re-Read Meter	10	
Service Starts	36	No Reads	13	
Other (Low Consumption, Meter Tests, etc.)	71			

Operational Updates

- 4,325' of sewer line cleaned.
- 62 man-hours spent reading wells and water sampling.
- 20 man-hours spent conducting NAP Testing.
- Routine levee maintenance and mowing.
- Landscape maintenance done at 2 well sites per TCEQ guidelines.
- Installed new meters on Dover.
- Continued installation of water meters at Baker Landing.
- Mosquito testing.

- Fire hydrant replaced on Laxon.
- Final 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.
- Assisted Parks with tree removal throughout the city.
- 7 crosswalks were restriped.
- New sewer camera was purchased from Green Equipment Company.
- Routine mowing completed throughout the month.
- DLQOR Report submitted to TCEQ.

Staff Update

- Superintendents Kelly Morris and Justin Meine each tested and obtained their Wastewater Collections 3 License.
- Robert Freeman, Chris Glasgow, and Juan Martinez attended an Exam Prep Class to aid in the testing for their Class D Water License.
- Staff began looking into the process for becoming accredited with the American Public Works Association (APWA).
- Staff has created a new Pothole Patrol Program that allows residents and visitors of the City to report a pothole online.

STREET STRIPING



LATHAM AND SCRUGGS
Before



LATHAM AND SCRUGGS
After



HOVENKAMP AND POPPLEWELL
Before



HOVENKAMP AND POPPLEWELL
After



**POTHOLE
PATROL**

To report a pothole within the City of Richland Hills, complete the 'Report A Pothole' form now available on the website.

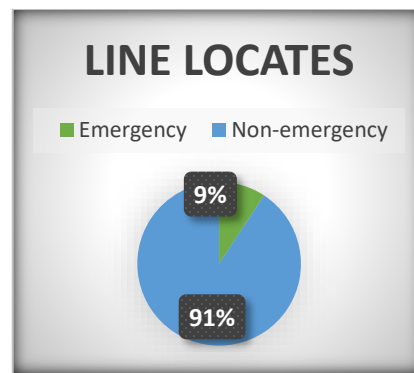
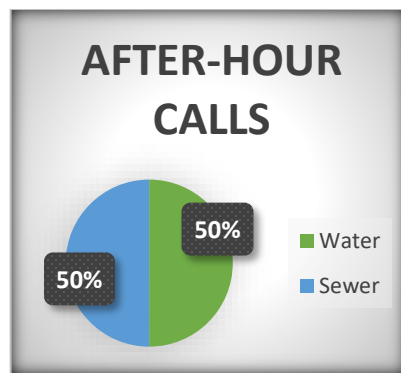
www.richlandhills.com

Potholes will be repaired within 72 hours, excluding weekends and holidays.

RH Public Works

Public Works

Public Works – Work Orders				TOTAL WORKORDERS: 376	
STREETS		WATER		SEWER	
Potholes	123	Water Line Break	0	Sewer Line Break	0
Street Patch	0	Water Line Repair	0	Sewer Line Repair	0
Debris Removal/Mowing	16	Meter Leak/Repair	15	Household Back-up	8
Sign Repair/Install	7	After Hour Calls	1	Drainage	4
Manhole Repairs	1	Other (Water pressure, odor, etc.)	11	After Hour Calls	1
After Hour Calls	1			Other (Odor, etc.)	6
Other (Mosquito Testing/Spray, Inspections)	9				



Utilities – Work Orders				TOTAL WORKORDERS: 194	
		SERVICES		GENERAL	
Meter Turn On	21	Possible Leak	6		
Service Shut Off	22	Meter Repairs/Replacement	1		
Final Reads	28	Re-Read Meter	3		
Service Starts	33	No Reads	23		
Other (Low Consumption, Meter Tests, etc.)	57				

Operational Updates

- 6750' of sewer line cleaned.
- 60 man-hours spent reading wells and water sampling.
- 20 man-hours spent conducting NAP Testing.
- Routine levee maintenance and mowing.
- Continued installation of water meters at Baker Landing.
- Pre-Con meeting for the Magnolia Park reconstruction project.
- Routine storm preparation (chainsaw maintenance, prep sandbags, etc.).
- Assisted the Link with event preparation.

- Continued restriping crosswalks throughout the city as time permitted.
- Hurst conducted sewer sampling.
- Routine mowing and tree trimming completed throughout the month.
- Water tanks were winterized.
- Repaired hydrants on Dogwood and Blvd 26.
- Water Tank Maintenance Program presentation given to City Council.
- Staff attended and participated in the 2nd Annual State of the City.
- The Hydrogeologic Study is on-going.
- Excel4 lowered the water main on Dogwood.
- Curro Environmental conducted quarterly water sampling.

