

**CRIME CONTROL AND PREVENTION DISTRICT  
MEETING AGENDA  
CITY HALL, 3200 DIANA DRIVE  
JANUARY 8, 2024  
5:45 P.M.**

**1. CALL TO ORDER**

**2. PUBLIC COMMENTS**

This is the public's opportunity to address the Crime Control and Prevention District about non-agenda items. In compliance with the Texas Open Meetings Act, Crime Control and Prevention District members and city staff are prevented from discussing non-agenda items and may only respond with statements of information or existing city policy.

**REGULAR AGENDA**

3. Approve minutes from the August 28, 2023 Crime Control and Prevention District meeting
4. Consider approval of Resolution 001-24, ordering a Special Election to be held May 4, 2024 for the continuation of the Richland Hills Crime Control and Prevention District

**5. ADJOURNMENT**

**CERTIFICATE**

I hereby certify that the above agenda was posted on this the 28<sup>th</sup> 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: President Edward Lopez and members of the Richland Hills Crime Control and Prevention District

From: Lindsay Rawlinson, Board Secretary

Date: January 8, 2024

Subject: Minutes from the August 28, 2023 Meeting

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## **Agenda Item:**

Approval of minutes from the August 28, 2023 Crime Control and Prevention District Meeting

## **Background Information:**

N/A

## **Financial Considerations:**

N/A

## **Legal Review:**

N/A

## **Board/Citizen Input:**

N/A

## **Attachments:**

August 28, 2023 Draft Minutes

## **Board Action Requested:**

Motion to approve the minutes from the August 28, 2023 Crime Control and Prevention District meeting

**RICHLAND HILLS CRIME CONTROL PREVENTION DISTRICT  
BOARD MEETING  
AUGUST 28, 2023  
MINUTES**

Roll Call:

Directors present:

Edward Lopez, President  
Douglas Knowlton  
Travis Malone  
Theresa Bledsoe  
Javier Alvarez  
G.W. Estep  
Roland Goveas

Directors absent:

Staff

Candice Edmondson, City Manager  
Lindsay Rawlinson, City Secretary

**1. CALL TO ORDER**

Board President Lopez Called to Order – Time 5:30 p.m.

**2. PUBLIC COMMENTS**

None

**REGULAR AGENDA**

**3. Approved minutes from the August 14, 2023 Crime Control and Prevention District meeting**

**Motion:** Motion was made by Director Estep and seconded by Director Goveas to approve the minutes from the August 28, 2023 Crime Control and Presentation District meeting.

The vote was as follows:

For: President Lopez, Directors Bledsoe, Malone, Alvarez, Estep, and Goveas

Against: None

Abstain: Director Knowlton

Motion carried by a vote of 6-0-1.

#### **4. Approved the FY 2024 Crime Control and Prevention District Budget PUBLIC HEARING**

City Manager Candice Edmondson gave a presentation on the proposed FY 2023 Crime Control and Prevention District (CCPD) Budget and advised that the CCPD fund is dedicated towards programs related to the reduction and prevention of criminal activity. The CCPD budget is split between personnel, shared services, capital expenses, and operations costs. The proposed FY 2024 budget will include purchases such as communication equipment, protective gear, ammunition, crime prevention, criminal investigation, and public safety equipment.

The proposed budget accounts for a projected four percent increase in sales tax revenue over FY 2023 as well as a proposed one STEP (three percent) public safety pay increase. Capital expenditures include a ticket writers (\$19,506,) Spillman Solicitors Module (\$4,750,) HVAC improvements (\$81,228,) and transfer to Vehicle & Equipment Fund (\$192,828.)

For FY 2024, the estimated revenues are \$1,870,050 and the estimated expenditures are \$1,883,744, with an estimated ending fund balance of \$1,099,903.

President Lopez opened the Public Hearing at 5:39 p.m. and asked to hear from any proponents followed by opponents of the FY 2024 CCPD Budget.

Hearing none, President Lopez closed the Public Hearing at 5:39 p.m.

**Motion:** Motion was made by Director Malone and seconded by Director Estep to approve the FY 2024 Crime Control and Prevention District Budget.

Motion carried by a vote of 7-0.

#### **5. ADJOURNMENT**

There being no further business to come before the Board, President Lopez declared the meeting adjourned at 5:40 p.m.

**ATTEST:**

**APPROVED:**

\_\_\_\_\_  
Lindsay Rawlinson, Board Secretary

\_\_\_\_\_  
Edward Lopez, President

# Memorandum

To: President Edward Lopez and members of the Richland Hills Crime Control and Prevention District

From: Lindsay Rawlinson, Board Secretary

Date: January 8, 2024

Subject: Resolution 001-24, ordering a Special Election to be held May 4, 2024 for the continuation of the Richland Hills Crime Control and Prevention District

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## **Agenda Item:**

Consider Resolution 001-24, ordering a Special Election to be held May 4, 2024 for the continuation of the Richland Hills Crime Control and Prevention District

## **Background Information:**

On August 2, 2005, the Richland Hills City Council took initial action to create a crime control and prevention district in Richland Hills. The voters approved the district on November 8, 2005, with an initial term of five years and the Richland Hills Crime Control and Prevention District (CCPD) was created.

Texas Local Government Code, Chapter 363 governs crime control and prevention districts in Texas. Section 363.2515 states:

“(a) The board or the commissioners court of the county or governing body of the municipality that created the district may specify the number of years for which a district should be continued.

(b) A district may be continued under Subsection (a) only for 5, 10, 15, or 20 years.”

The Richland Hills Crime Control and Prevention District was reauthorized by voters on May 8, 2010, for an additional five years. And on November 4, 2014, the Crime Control and Prevention District was reauthorized by voters for a period of 10 years. The District’s term will expire on November 4, 2024 and an election to reauthorize the tax must be held on a uniform election date. The uniform election dates in 2024 are May 4, 2024, and November 5, 2024.

In order to avoid any lapses, staff recommends holding an election for the continuation of the Richland Hills Crime Control and Prevention District on the May 4, 2024 uniform election date. Additionally, staff recommends continuing the district for a period of 20 years as allowed by the Texas Local Government Code.

**Financial Considerations:**

N/A

**Legal Review:**

N/A

**Board/Citizen Input:**

N/A

**Attachments:**

Resolution 001-24

**Board Action Requested:**

Motion to approve Resolution 001-24, ordering a Special Election to be held May 4, 2024 for the continuation of the Richland Hills Crime Control and Prevention District

**RICHLAND HILLS CRIME CONTROL AND PREVENTION DISTRICT  
RESOLUTION AND ORDER NO. 001-24**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE CRIME CONTROL AND PREVENTION DISTRICT OF THE CITY OF RICHLAND HILLS, TEXAS, ORDERING A SPECIAL ELECTION FOR THE CONTINUATION OF THE RICHLAND HILLS CRIME CONTROL AND PREVENTION DISTRICT; ESTABLISHING THE DATES AND TIMES OF EARLY VOTING FOR SUCH ELECTION; AND AUTHORIZING A CONTRACT WITH TARRANT COUNTY TO FURNISH ELECTION SERVICES AND EQUIPMENT.**

**WHEREAS**, the voters, by a majority of the persons voting, previously created the Richland Hills Crime Control and Prevention District, and voted to create a Crime Control and Prevention District sales tax for an additional five years; and

**WHEREAS**, the Richland Hills Crime Control and Prevention District will expire November 4, 2024 unless reauthorized by the voters of the city; and

**WHEREAS**, the Board of Directors of the Richland Hills Crime Control and Prevention District is authorized under Section 363.251(b) to order a referendum on continuation of the district by majority vote; and

**WHEREAS**, the uniform election date is May 4, 2024 and the holding of the Crime Control and Prevention District continuation election simultaneously with the city election will reduce the cost to taxpayers of such election;

**WHEREAS**, the Richland Hills Crime Control and Prevention District has determined that a contract with Tarrant County Elections Administration for election services and equipment is in the best interest of the City of Richland Hills.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF RICHLAND HILLS CRIME CONTROL AND PREVENTION DISTRICT, THAT:**

**SECTION 1.  
Election Order for Special Election**

A referendum is hereby ordered to be held on the 4<sup>th</sup> day of May 2024, from 7:00 a.m. until 7:00 p.m. with early voting as provided herein and as provided by law, wherein the eligible voters residing within the Richland Hills Crime Control and Prevention District shall be permitted to vote for or against the following proposition:

Whether the Richland Hills Crime Control and Prevention District should be continued for twenty (20) years and the Crime Control and Prevention District sales tax of three-eighth cent should be continued for twenty (20) years.

**SECTION 2.**  
**Joint Election Administration Contract**

The Mayor is hereby authorized to execute a contract with Tarrant County Elections Administrator for the purpose of having Tarrant County furnish all or any portion of the election services and equipment needed by the City Secretary to conduct the election. The contract document and election services provided therein shall conform to Chapter 31, Subchapter D, of the Texas Election Code and other applicable statutes and laws.

**SECTION 3.**  
**Voting Equipment**

The election services contract shall provide (a) the type of electronic voting equipment to be used for early voting by personal appearance and on election day, (b) notification and training for election judges and clerks, (c) an estimate and final payment terms for the election services provided, (d) agreements for early voting equipment and voting machine rental, and (e) other procedures to conduct the election.

**SECTION 4.**  
**Combined Ballots**

Combined ballots may be utilized containing all of the offices and propositions to be voted on at each polling place, provided that no voter shall be given a ballot or permitted to vote for any office or proposition on which the voter is ineligible to vote. Returns may be made on forms, which are individual or combined, and the Tarrant County Elections Administrator shall be designated as the custodian of the combined records. The order in which the names of the candidates are to be printed on the ballot shall be determined by a drawing by the City Secretary pursuant to state law. Notice of the time and place for such drawing shall be given in accordance with the Code

**SECTION 5.**  
**Early Voting Clerk**

Clint Ludwig, Tarrant County Elections Administrator, 2700 Premier Street, Fort Worth, Texas, 76111, or his successor, is hereby appointed as Early Voting Clerk and Lindsay Rawlinson, City Secretary, 3200 Diana Drive, Richland Hills, Texas, 76118, shall serve as Deputy Early Voting Clerk. Applications for ballot by mail must be received by 12 noon or close of business, whichever is later, by Tuesday, April 23, 2024.

Mailing Address:  
Tarrant County Elections  
Attention: Early Voting Clerk  
PO Box 961011  
Fort Worth, Texas 76161-0011  
[www.tarrantcounty.com](http://www.tarrantcounty.com)

817-831-8683  
Fax: 817-831-6118  
[electionsinfo@tarrantcounty.com](mailto:electionsinfo@tarrantcounty.com)

## **SECTION 6. Early Voting**

Early voting by personal appearance shall be conducted at the main early voting location at the Tarrant County Elections Center, 2700 Premier Street, Fort Worth, Texas 76111. Branch offices for early voting shall also be established as outlined in the joint election agreement with Tarrant County.

Early voting by personal appearance begins on Monday, April 22, 2024, and ends on Tuesday, April 30, 2024, during the hours listed below:

April 22 – 26	Monday – Friday	8:00 a.m. – 5:00 p.m.
April 27	Saturday	7:00 a.m. – 7:00 p.m.
April 28	Sunday	11:00 a.m. – 4:00 p.m.
April 29 – 30	Monday – Tuesday	7:00 a.m. – 7:00 p.m.

Applications for early voting by mail shall be delivered to the Early Voting Clerk at the address set forth in Section 5 not later than 12 noon or close of business, whichever is later, by Tuesday, April 23, 2024.

For purposes of processing ballots cast in early voting, the election officers for the Early Voting Ballot Board shall be appointed and designated in accordance with the provisions of the election agreement with Tarrant County.

## **SECTION 7. Election Day**

All resident, qualified voters, determined by the laws of the State of Texas, the Charter, and ordinances of the City of Richland Hills shall be qualified to vote at such election. For the purpose of said election, the entire City is constituted into one voting precinct. Voting on Election Day, May 4, 2024, shall be conducted between the hours of 7:00 a.m. and 7:00 p.m. The location of the polling places are designated pursuant to the Texas Election Code as those precincts designated by Tarrant County. This election shall be held and conducted in accordance with the aforesaid election agreement, election laws of the Texas Election Code, the Federal Voting Rights Act of 1965, as amended, the Charter of the City of Richland Hills, and as may be required by law. All election materials and proceedings shall be printed in English, Spanish and Vietnamese.

**SECTION 8.  
Election Results**

The results of the election shall be certified, canvassed, and returned in the form and manner prescribed by the laws of the State of Texas and the charter and ordinances of the City of Richland Hills.

**SECTION 9.  
Election Notice**

The notice of the election hereby ordered and called shall be promulgated, published and posted in keeping with the laws of the State of Texas, and the charter and ordinances of the City of Richland Hills.

**SECTION 10.  
Election Officials**

The election judge, alternate election judge, and ballot board will be appointed by the Tarrant County Elections Administrator, as permitted by law. The presiding judge shall appoint elections clerks as may be necessary for the proper conduct of the election. The election judge, or the alternate election judge in the absence of the election judge, and the election clerks shall constitute the Early Voting Ballot Board. The election judge, and alternate election judge, and election clerks shall be qualified voters of the City.

**SECTION 11.  
Necessary Actions**

The City Manager and the City Secretary, in consultation with the City Attorney, are hereby authorized and directed to take any and all actions necessary to comply with the provisions of federal and state law in carrying out and conducting the election, whether or not expressly authorized herein.

**APPROVED AND ADOPTED** by the Board of Directors of the Richland Hills Crime Control and Prevention District on January 8, 2024, by a vote of \_\_\_\_\_ ayes, \_\_\_\_\_ nays, and \_\_\_\_\_ abstentions.

**APPROVED:**

**ATTEST:**

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

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Lindsay Rawlinson, City Secretary