

**RICHLAND HILLS CITY COUNCIL
REGULAR MEETING AGENDA
MARCH 25, 2024
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. Business Spotlight
- B. Child Abuse Prevention Month Proclamation
- C. Employee Service Award
- D. Citizen Appearances/Public Comments

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

2. CONSENT AGENDA

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

- A. Approve minutes from the March 11, 2024 City Council Regular Meeting
- B. Tarrant County Interlocal Agreement (Norton Drive)
- C. Excuse the absence of Councilmember Javier Alvarez from the March 25, 2024 regular City Council meeting

3. PUBLIC HEARINGS, MEETINGS, AND OTHER RELATED ITEMS

- A. FY 2025 Budget Public Forum

4. ORDINANCES & RESOLUTIONS AND OTHER RELATED ITEMS

- A. None

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

- A. None

6. OTHER ITEMS FOR CONSIDERATION

- A. None

7. REPORTS & DISCUSSIONS

- A. Street Improvement Projects
- B. Calloway Creek
- C. February Department Reports

8. COMMUNITY INTEREST ITEMS

This is a standing item on the agenda of every regular meeting of the City Council. (The Texas Open Meetings Act effective September 1, 2009, provides that “a *quorum of the city council may receive from municipal staff, and a member of the governing body may make, a report regarding items of community interest during a council meeting without having given notice of the subject of the report, provided no action is taken or discussed.*”

The Open Meetings Act does not allow Council to discuss an item concerning pending City Council business unless it is specifically, appropriately posted on the agenda.) An "item of community interest" includes the following:

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

9. EXECUTIVE SESSION

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

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

10. ADJOURNMENT

CERTIFICATE

I hereby certify that the above agenda was posted on this the 20th day of March 2024 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: JP Ducay, Director of Planning and Development Services

Date: March 25, 2024

Subject: Business Spotlight

Agenda Item:

Business Spotlight: Elite Roofing & Solar

Background Information:

Elite Roofing & Solar is located at 6821 Baker Blvd (Suite E). They received their Certificate of Occupancy on October 11, 2023. A representative from Elite Roofing & Solar will be in attendance to introduce their business.

Financial Considerations:

N/A

Legal Review:

N/A

Board/Citizen Input:

N/A

Attachments:

N/A

Council Action Requested:

No Council Action

Memorandum

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

From: Lindsay Rawlinson, City Secretary

Date: March 25, 2024

Subject: Presentation of Child Abuse Prevention Month Proclamation

Agenda Item:

Presentation of Child Abuse Prevention Month Proclamation

Background Information:

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

Financial Considerations:

N/A

Legal Review:

N/A

Board/Citizen Input:

N/A

Attachments:

Child Abuse Prevention Month Proclamation

Council Action Requested:

Presentation of Child Abuse Prevention Month Proclamation

Proclamation



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

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

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

WHEREAS, in Tarrant County, 5,332 children were confirmed as victims of child abuse or neglect in 2023; and

WHEREAS, Alliance For Children provided trauma-informed services to 2,325 children in 2023;

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

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

NOW, THEREFORE, BE IT RESOLVED, that I, Edward Lopez, Mayor of the City of Richland Hills, Texas do hereby proclaim the month of April 2024 as Child Abuse Prevention Month in the City of Richland Hills, Texas and urge all citizens to work together to help reduce child abuse and neglect significantly in the years to come.

Mayor Edward Lopez
City of Richland Hills

Memorandum

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

From: C. Russell Shelley, Fire Chief

Date: March 25, 2024

Subject: Employee Service Award

Agenda Item:

Presentation of 5-year Service Award to Firefighter/Paramedic Bryan Brindley

Background Information:

Bryan was born and raised in Brownwood, TX. He received his initial EMS certifications and his firefighter certification in the early to mid-1990's. He moved to the DFW area in 1996 and worked for various fire and EMS agencies for the next 20 years. In 2017, Bryan joined the Richland Hills Fire Department, and he has served in both full and part time capacities with our department since that time. Bryan holds the following certifications:

- TCFP Advanced Firefighter
- TCFP Driver/Operator
- TCFP Instructor 1
- TCFP Advanced Arson Investigator
- TCFP Advanced Fire Inspector
- TCFP Plans Examiner
- TCFP Hazmat Technician
- TCFP Officer 1
- Swiftwater Technician 1 and 2
- CISM Peer Counseling Certification
- TDSHS EMS Instructor
- TDSHS Paramedic
- TCOLE Basic Peace Officer

Bryan currently serves as a reserve police officer with the Lindsey, TX Police Department and as a Deputy Fire Marshal with the Kaufman County Fire Marshal's Office.

Bryan and his wife Angelia live in Weatherford, and they have six children and three grandchildren currently and a granddaughter due in April. In his free time Bryan enjoys hunting, fishing, golf, and watching his kids participate in sports. Bryan says "It has truly been a blessing to work and serve the citizens of Richland Hills. I look forward to continuing to serve this great community for years to come. This department has become an

extension of my family and I work with a great group of folks who have a shared desire to serve others.”

Financial Considerations:

N/A

Legal Review:

N/A

Board/Citizen Input:

N/A

Attachments:

N/A

Council Action Requested:

Presentation of 5-year Service Award to Firefighter/Paramedic Bryan Brindley

Memorandum

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

From: Lindsay Rawlinson, City Secretary

Date: March 25, 2024

Subject: Minutes from the March 11, 2024 Regular City Council Meeting

Agenda Item:

Approval of minutes from the March 11, 2024 City Council Regular Meeting

Background Information:

N/A

Financial Considerations:

N/A

Legal Review:

N/A

Board/Citizen Input:

N/A

Attachments:

March 11, 2024 Draft Minutes

Council Action Requested:

Motion to approve the minutes from the March 11, 2024 City Council Regular Meeting

**RICHLAND HILLS CITY COUNCIL
REGULAR MEETING
MARCH 11, 2024
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 – 6:33 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 City Attorney
 - a) Child-Care Facility Property Tax Exemption Amendment
 2. Section 551.072: Deliberation regarding real property
 - a) 2721 Handley Ederville Road, Richland Hills, TX

Motion: Motion was made by Councilmember Knowlton and seconded by Mayor Pro Tem Estep to adjourn into Executive Session at 6:34 p.m.

Motion carried by a vote of 7-0.

Mayor Lopez reconvened into open session at 7:13 p.m.

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.**

None.

Mayor Lopez adjourned the work session at 7:13 p.m.

REGULAR SESSION – Mayor Lopez Called to Order – Time 7:13 p.m.

INVOCATION AND PLEDGES OF ALLEGIANCE – Councilmember Malone

PRESENTATIONS

1A. 2023 Employee Awards

City Manager Candice Edmondson announced the recipients of the 2023 Employee Awards based on the City's core values.

<u>Service</u>	Kay Fisk Lead Animal Control Officer
<u>Teamwork</u>	Juan Martinez Public Works Technician Robert Freeman Public Works Technician
<u>Respect</u>	Lien Nguyen Library Assistant
<u>Integrity</u>	Ronnie Miller Police Lieutenant Christian Gaytan Police Lieutenant
<u>Vision</u>	Josh Izaguirre Parks Technician
<u>Empowerment</u>	Stephen May Police Officer/School Resource Officer
<u>Mayor's Award</u> Kimberly Sylvester Chief of Police	

Mayor Lopez presented an Integrity Award to Lieutenant Christian Gaytan who was unable to attend the Employee Appreciation Awards Luncheon.

1B. Telecommunicator Appreciation Week Proclamation

Mayor Lopez read a proclamation declaring April 14-20, 2024, as “Telecommunicator Appreciation Week” in Richland Hills and presented the proclamation to Dispatchers Heather Bierman, Diane Skaggs, and Chelsea Duncan.

1C. Citizen Appearances/Public Comments

John Garza, 7900 Leslie Drive, Richland Hills, expressed his appreciation to the City Council for their work and expressed his desire for the government and citizens to work together.

CONSENT AGENDA

2A. Approved minutes from the February 26, 2024 City Council Regular Meeting

2B. Approve Resolution 593-24 participating in the National Wildlife Federation’s Mayor’s Monarch Pledge

2C. Approve Ordinance 1493-24 amending Article IV “Stopping, Standing and Parking”, Section 82-313 “Driving and/or Parking on Sidewalks and Curbs Prohibited; Owner and/or Driver Liable for Damage to Streets, Sidewalks and Curbs; Owner Prima Facie the Operator” and repealing Article VII of Chapter 34 in order to update provisions pertaining to parking, stopping or standing vehicles on public and private streets and other places

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

Motion carried by a vote of 7-0.

PUBLIC HEARINGS, MEETINGS, AND OTHER RELATED ITEMS

3. None.

ORDINANCES & RESOLUTIONS AND OTHER RELATED ITEMS

4. None.

CONTRACTS, AGREEMENTS, BID AWARDS AND OTHER RELATED ITEMS**5A. Approved renewal of unit price contract with Reliable Paving, Inc. for street, curb and gutter repair**

Director of Public Works and Capital Projects Kip Dernovich presented the item to the City Council and advised that on March 13, 2023, the City Council approved a unit price contract with Reliable Paving, Inc., for street, curb, and gutter repairs. The unit price contract has helped the City expedite work such as localized street repairs due to water and sewer main breaks, residential driveway approach repairs, curb and gutter replacement, etc. especially on extensive repairs or when staffing has been limited. Reliable Paving has presented a renewal with a five percent adjustment to all line items. A review of the proposed increases determined that the cost differences were consistent with current economic and market conditions.

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

Motion carried by a vote of 7-0.

OTHER ITEMS FOR CONSIDERATION**6A. Accepted the Annual Comprehensive Financial Report for Fiscal Year ended September 30, 2023**

Interim Finance Director Terry Leake introduced Daniel Hungerford, representing the accounting firm, George, Morgan & Sneed, P.C., who advised that the auditors issued an unmodified, or clean, opinion, and the auditor was able to perform the required work on the statements provided by management, and has no reservations with respect to these financial statements.

The City Council thanked Mr. Hungerford and his accounting firm for their work.

Motion: Motion was made by Mayor Pro Tem Bergthold and seconded by Councilmember Goveas to approve and accept the Annual Comprehensive Financial Report for Fiscal Year ended September 30, 2023.

Motion carried by a vote of 7-0.

REPORTS & DISCUSSIONS**7. None.**

COMMUNITY INTEREST ITEMS

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

- Applications for the Citizens Fire Academy are being accepted for the next class to begin Thursday, April 4, 2024;
- Monday, March 11, 2024 through Friday, March 15, 2024, Spring Break Camp;
- Thursday, March 14, 2024,
 - o Senior Lunch Bunch and Bingo, The Link, 12:00 to 2:00 p.m.;
 - o Tarrant County Food Pantry, The Link parking lot, 5:30 to 7:00 p.m.;
- Saturday, March 23, 2024, Easter Celebration, Rosebud Park, 10:00 a.m. to noon;
- Every Thursday, Coffee Talk, Public Library, 10:00 to 11:30 a.m.;
- Through August 9, 2024, Summer Camp Connect Registration, The Link;

EXECUTIVE SESSION

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

None.

ADJOURNMENT

10. A motion was made by Councilmember Knowlton and seconded by Councilmember Malone 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 7:48 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: March 25, 2024

Subject: Interlocal Agreement with Tarrant County for Reconstruction of Norton Drive

Agenda Item:

Approve Interlocal Agreement with Tarrant County for reconstruction of Norton Drive from Evergreen Road to Glenview Drive

Background Information:

The Texas Government Code (791.001 – 791.029) allows counties and cities to enter into shared cost agreements for the rehabilitation of primary and secondary feeder roads for the benefit of the public.

The proposed interlocal agreement is for the reconstruction of Norton Drive from Evergreen Road to Glenview Road. The agreement stipulates the county will provide labor and equipment needed to assist the City in completing the project. Richland Hills will furnish and pay for actual cost of materials, as well as half of the fuel used by Tarrant County during the construction process. The City also agrees to adjust all utilities, manholes and valve boxes at the project site. Engineering, surveying, and any laboratory testing necessary for the project is also the City's responsibility.

Reconstruction of Norton Drive was approved as an FY 2024 Street Improvements Fund project. Tarrant County anticipates starting reconstruction by July 2024.

Financial Considerations:

Tarrant County estimates the City's portion of the cost to reconstruct Norton Drive will be \$128,808.86. Funding is available in the FY 2024 Street Improvements Fund.

Legal Review:

N/A

Board/Citizen Input:

N/A

Attachments:

Interlocal Agreement with Tarrant County
Tarrant County Cost Estimate

Council Action Requested:

Motion to approve Interlocal Agreement with Tarrant County for reconstruction of Norton Drive from Evergreen Road to Glenview Drive

THE STATE OF TEXAS

INTERLOCAL AGREEMENT

COUNTY OF TARRANT

This Interlocal Agreement is between Tarrant County, Texas ("COUNTY"), and the City of Richland Hills ("CITY").

WHEREAS the CITY is requesting the COUNTY's assistance to:

- Rehabilitate and Resurface **Norton Drive** located within the City of Richland Hills and Tarrant County Commission Precinct #3 from Evergreen Road to Glenview Drive (Approximately 1,292 linear feet).

Collectively, hereinafter referred to as the "**Project.**"

WHEREAS the Interlocal Cooperation Act contained in Chapter 791 of the Texas Government Code provides legal authority for the parties to enter into this Agreement; and

WHEREAS, during the performance of the governmental functions and the payment for the performance of those governmental functions under this Agreement, the parties will make the performance and payment from current revenues legally available to that party; and

WHEREAS the Commissioners Court of the COUNTY and the City Council of the CITY each make the following findings:

- a. This Agreement serves the common interests of both parties.
- b. This Agreement will benefit the public.
- c. The division of costs fairly compensates both parties to this Agreement; and
- d. The CITY and the COUNTY have authorized their representative to sign this Agreement.
- e. Both parties acknowledge that they are each a "governmental entity" and not a "business entity" as those terms are defined in Tex. Gov't Code § 2252.908, and therefore, no disclosure of interested parties pursuant to Tex. Gov't Code Section 2252.908 is required.

NOW, THEREFORE, the COUNTY and the CITY agree as follows:

TERMS AND CONDITIONS

1. COUNTY RESPONSIBILITY

The COUNTY will furnish the labor and equipment to assist the CITY in completing the Project:

- Rehabilitate and Resurface **Norton Drive** located within the City of Richland Hills and Tarrant County Commission Precinct #3 from Evergreen Road to Glenview Drive (Approximately 1,292 linear feet).

2. CITY RESPONSIBILITY

- 2.1 The CITY will furnish and pay for the actual cost of the materials, including any delivery or freight cost. The CITY will provide a purchase order and will be billed directly by the material supplier. The COUNTY may accumulate and bill the CITY for incidental material cost.
- 2.2 The CITY will pay for one-half of the COUNTY's fuel used to construct this Project. The COUNTY will invoice the CITY for the fuel consumed at the conclusion of the Project.
- 2.3 The CITY will be responsible for all traffic control necessary to safely construct this project. This responsibility includes all advance notices, signage, barricades, pilot vehicles, and flagmen necessary to control traffic in and around the construction site. The CITY will be responsible for and provide portable message boards to supplement traffic control as needed.
- 2.4 The CITY will remove the existing surface and make any necessary roadway repairs and preparations prior to the COUNTY starting work.
- 2.5 The CITY will adjust all utilities, manholes and valve boxes for this Project.
- 2.6 The CITY will provide the COUNTY with a hydrant meter and all the water necessary for construction of the Project at no cost to the COUNTY.
- 2.7 The CITY will provide or pay for any engineering, survey, and laboratory testing required for this Project.
- 2.8 The CITY will furnish a site for dumping all spoils and waste materials generated during construction of this Project.
- 2.9 The CITY will provide the material to backfill the pavement edges for this project.
- 2.10 If required, the CITY will be responsible for the design and development of a Storm Water Pollution Prevention Plan (SWPPP). The CITY further agrees to pay for all cost (including sub-contractor materials, labor, and equipment) associated with the implementation of the plan. The COUNTY will be responsible for maintenance of the

plan during the duration of the Project. Documentation and record keeping of the SWPPP will be the responsibility of the CITY.

3. PROCEDURES DURING PROJECT

COUNTY retains the right to inspect and reject all materials provided for this Project.

If the CITY has a complaint regarding the construction of the project, the CITY must complain in writing to the COUNTY no later than 30 days of the date of project completion.

4. NO WAIVER OF IMMUNITY

This Agreement does not waive COUNTY rights under a legal theory of sovereign immunity. This Agreement does not waive CITY rights under a legal theory of sovereign immunity.

5. OPTIONAL SERVICES

- 5.1 If requested by the CITY, the COUNTY will apply permanent striping coordinated through the Transportation Department. Application of striping by the COUNTY is limited to Project roadways. If the CITY desires permanent striping applied to any roadways or portions of roadways not covered by this Agreement, the CITY will need to enter into a separate agreement with the COUNTY for the provision of those services.

6. TIME PERIOD FOR COMPLETION

The CITY will give the COUNTY notice to proceed at the appropriate time. However, the COUNTY is under no duty to commence construction at any time.

7. THIRD PARTY

This contract shall not be interpreted to inure to the benefit of a third party not a party to this contract. This contract may not be interpreted to waive any statutory or common law defense, immunity, including governmental and sovereign immunity, or any limitation of liability, responsibility, or damage of any party to this contract, party's agent, or party's employee, otherwise provided by law.

8. JOINT VENTURE & AGENCY

The relationship between the parties to this Agreement does not create a partnership or joint venture between the parties. This Agreement does not appoint any party as agent for the other party.

9. EFFECTIVE DATE

This Agreement becomes effective when signed by the last party whose signing makes the Agreement fully executed.

10. TERMINATION

This Agreement will automatically terminate on either September 30, 2024, or on the date the project is completed, whichever occurs first. Notwithstanding the foregoing, or any other language to the contrary, either party may terminate this Agreement without cause upon thirty (30) days' written notice to the other party prior to the intended date of termination. In the event of termination by either party, neither party shall have any further obligations to the other party under this Agreement, except that the CITY remains liable to the COUNTY for any outstanding invoice for materials that the COUNTY provides for the project, if any.

11. COMPLIANCE WITH LAWS

In providing the services required by this Agreement, COUNTY and CITY must observe and comply with all applicable federal, state, and local statutes, ordinances, rules, and regulations, including without limitation, workers' compensation laws, minimum and maximum salary and wage statutes and regulations, and non-discrimination laws and regulations. COUNTY and CITY shall be responsible for ensuring its compliance with any laws and regulations applicable to its business, including maintaining any necessary licenses and permits.

TARRANT COUNTY, TEXAS

CITY OF RICHLAND HILLS

Tim O'Hare
County Judge

Candice Edmondson
City Manager

Date: _____

Date: _____

Gary Fickes
Commissioner, Precinct 3

Kip Dernovich
Director of Public Works

Date: _____

Date: _____

Attest:

APPROVED AS TO FORM*

APPROVED AS TO FORM AND LEGALITY

Criminal District Attorney's Office*

City Attorney

* By law, the Criminal District Attorney's Office may only approve contracts for its clients. We reviewed this document as to form from our client's legal perspective. Other parties may not rely on this approval. Instead, those parties should seek contract review from independent counsel.

Norton Drive
(City of Richland Hills)

12/21/2022
J. Stubblefield

Limits: Evergreen Road to Glenview Road

Existing Conditions: Several existing cracks, alligator spots and oxidized asphalt. C&G has some asphalt in gutter pan, heaves and is rolled in spots.

Scope of Work: County will reclaim and stabilize the existing road (12 inches deep) w/ 42 lbs/sy stabilization agent (Cement or Cem-Lime Slurry) The City will remove 4 inches of exposed roadway. Then the county will lay 2 inches of HMAC Ty "B" intermediate course and 2 inches of HMAC Ty"D" surface, clean job site.

Project Size: Roadway Length (lf): 1,292 lf
Stabilization Width (ft): 28 ft
Binder Width (ft): 28 ft
Surface Width (ft): 28 ft
Additional Areas (sy): 309 sy

Stab Area : 4,329 sy
Binder Area: 4,329 sy
Surface Area: 4,329 sy

Estimate:												
Roadway Materials:												
	Sq Yds	Rate/SY		Cost		Estimate		Final		\$ Estimate	\$ Final	
Spoils 4" + (33% Swell)	4,329	0.15 cy/sy				649 cy				\$ -		
Cement Slurry (12")	4,329	42 lb/sy	\$ 267.00	\$/tn		91 tn		tn	\$	24,270.21	\$ -	
Prime (30/70 AEP)	4,329	0.15 gal/sy	\$ 2.75	\$/gal		649 gal		gal	\$	1,785.53	\$ -	
Tack Coats	8,657	0.10 gal/sy	\$ 2.76	\$/gal		866 gal		gal	\$	2,389.36	\$ -	
HMAC Binder (Pick Up)		tn/sy	\$ 65.00	\$/tn		0 tn		tn	\$	-	\$ -	
HMAC Binder (2")	4,329	0.11 tn/sy	\$ 73.58	\$/tn		476 tn		tn	\$	35,034.46	\$ -	
HMAC (Pick Up)		0.000 tn/sy	\$ 70.00	\$/tn		0 tn		tn	\$	-	\$ -	
HMAC (2")	4,329	0.110 tn/sy	\$ 78.58	\$/tn		476 tn		tn	\$	37,415.17	\$ -	
						Subtotal			\$	100,894.73	\$ -	
Misc Cost												
Fuel Cost Estimate		50%				\$ 2,300			\$	1,150.00		
Overtime (Watering)									\$	750.00		
Milling (City Contractor)										\$14,304.23	\$ -	
			Materials + Misc Cost						\$	117,098.97		
			10% Contingency						\$	11,709.90		
			Total:							\$128,808.86	\$ -	

Material Pricing as of 10/1/2023 Subject to Change

Construction Time Estimate: 9 days

Comments:

Asphalt Pricing Quoted By
Reynolds Asphalt Co.

City will pay for all traffic control cost associated with this project.
City will adjust all utilities and manholes/valves for this project.
City will provide a nearby disposal area for spoils .
City will provide a hydrant meter and all water for this project.

Estimated Cost to Mill the project:(4 4,329 SY @ 3.3 \$/sy + \$ 20 Mob = \$14,304.23

Memorandum

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

From: Lindsay Rawlinson, City Secretary

Date: March 25, 2024

Subject: Councilmember Alvarez Absence

Agenda Item:

Excuse the absence of Councilmember Javier Alvarez from the March 25, 2024 regular City Council meeting

Background Information:

As outlined in the City Charter and Council Rules of Procedure, City Council may, by majority vote, excuse the absence or absences of a member. Councilmember Alvarez provided the appropriate notifications prior to his absence.

Financial Considerations:

N/A

Legal Review:

N/A

Board/Citizen Input:

N/A

Attachments:

N/A

Council Action Requested:

Motion to excuse the absence of Councilmember Javier Alvarez from the March 25, 2024 regular City Council meeting

Memorandum

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

From: Candice Edmondson, City Manager

Date: March 25, 2024

Subject: FY 2025 Budget Public Forum

Agenda Item:

Fiscal Year 2025 Budget Public Forum

Background Information:

The City of Richland Hills will begin the FY 2025 Budget process in April. Before that process begins, City Council and staff are seeking citizen input on projects or initiatives that should be considered as budget priorities for the next fiscal year.

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: Kip Dernovich, Director of Public Works and Capital Projects

Date: March 25, 2024

Subject: Street Improvement Projects

Agenda Item:

Street Improvement Projects

Background Information:

Staff will provide an update on the FY 2024 street improvement projects.

Financial Considerations:

N/A

Legal Review:

N/A

Board/Citizen Input:

N/A

Attachments:

N/A

Council Action Requested:

No Council Action

Memorandum

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

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

Date: March 25, 2024

Subject: Calloway Creek

Agenda Item:

Calloway Creek Discussion

Background Information:

Calloway Creek is a natural stormwater drainage channel located in the Northeast corner of Richland Hills. The portion of the creek within city limits runs from the Glenview Road/Airline Road vehicle bridge to just prior to Alley Cats Entertainment in Hurst. The upstream communities of Keller and North Richland Hills discharge stormwater into the creek, as well as the downstream community of Hurst. The Army Corps of Engineers has Federal oversight of the channel, and the City of Richland Hills has maintenance responsibility for this portion of the creek.

Director of Public Works and Capital Projects Kip Dernovich and City Engineer David Burkett will provide a presentation on the Calloway Branch system, surrounding FEMA floodplain, historical and localized flood events and annual channel maintenance.

Financial Considerations:

N/A

Legal Review:

N/A

Board/Citizen Input:

N/A

Attachments:

N/A

Council Action Requested:

Discussion Only

Memorandum

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

From: Candice Edmondson, City Manager

Date: March 25, 2024

Subject: February Department Monthly Reports

Agenda Item:

February Department Monthly Reports

Background Information:

Attached are the monthly Department Reports. If you have any questions regarding the reports, please contact me or the appropriate Department Head.

Financial Considerations:

N/A

Legal Review:

N/A

Board/Citizen Input:

N/A

Attachments:

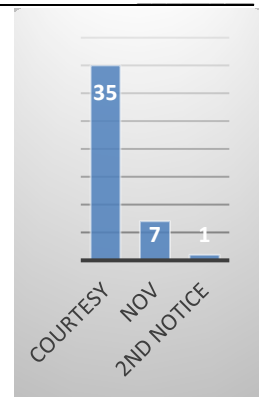
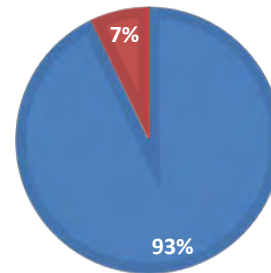
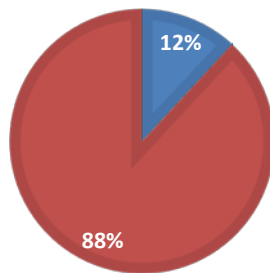
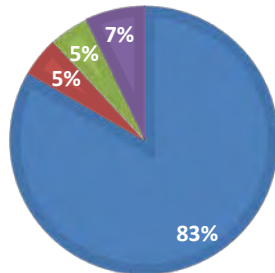
February Department Reports

Council Action Requested:

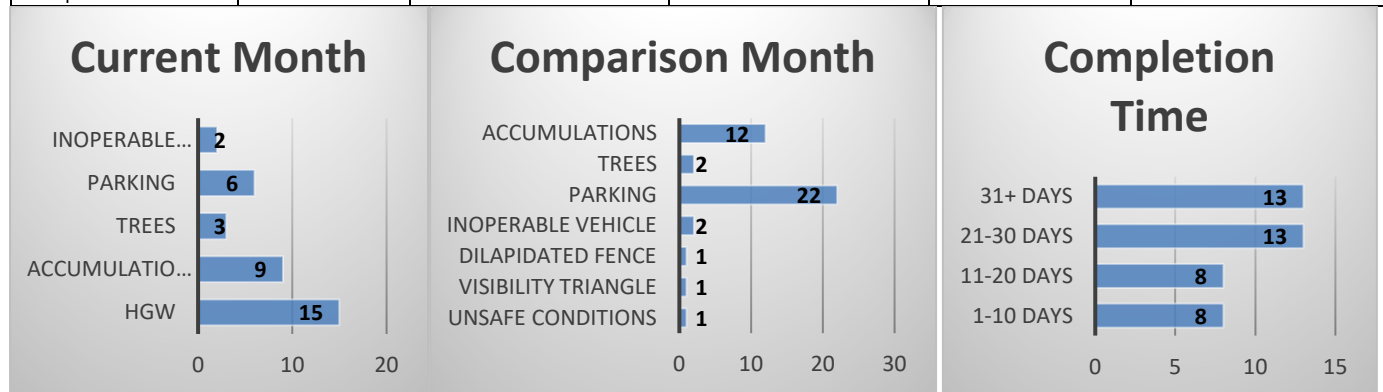
No Council Action

Code Compliance

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



Current Month Violations					
	Notices Issued	Pending Compliance	Compliance Obtained	Citations Issued	Abatement by City
Nuisance Violations	35	9	26	3	0
Building Violations	2	1	1	0	0
Zoning Issues	3	1	2	0	0
Permit Violations	2	2	0	0	0
Fiscal Year Totals	326	113	200	6	0
Previous Fiscal Year Comparison	326	64	262	7	0



Building Summary				
	Current Month	Comparison Month Previous Year	Fiscal Year 23/24	Previous Fiscal Year Comparison
Registered Vacant Building	4	0	4	0
Substandard Buildings – New BBA	0	0	0	0

February 2024

12 Inspections Conducted

Citizen Contact

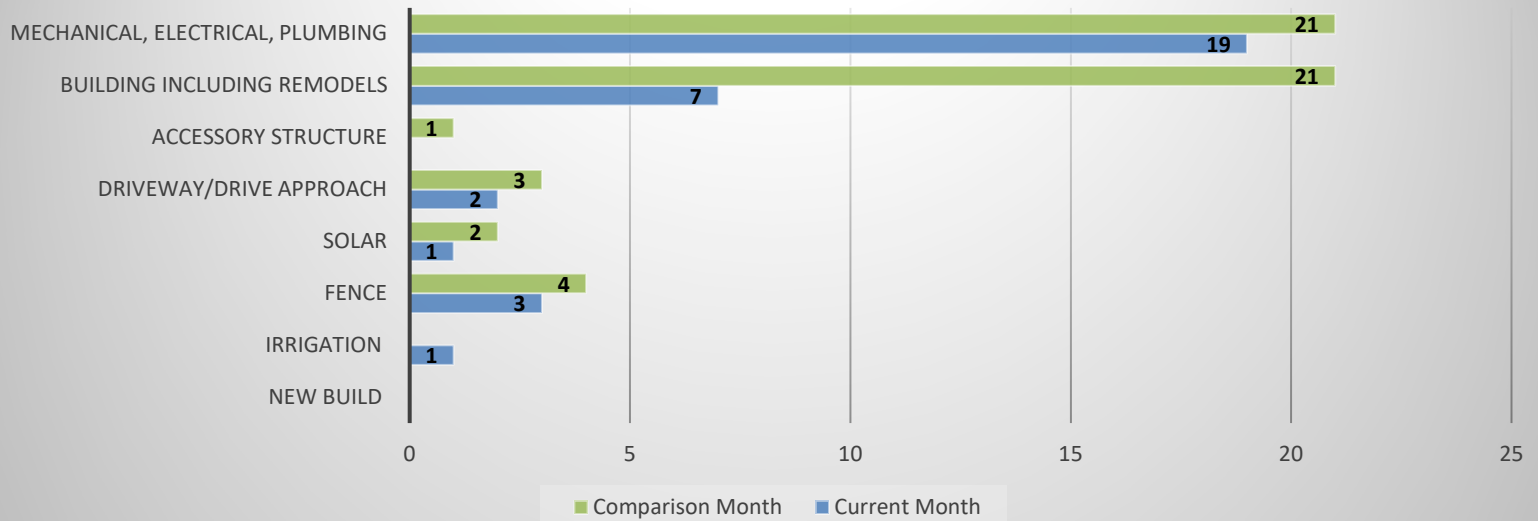
8 Complaints received.
(3 cases resulted)

February 2024 Bulk

356 Residents participated.

Development Services

February



	Mechanical Electrical Plumbing	Building Including Remodels	Accessory Structure	Driveway Drive Approach	Solar	Fence	Irrigation	New Build
Current Month Residential	15	7	0	2	1	3	1	0
Current Month Commercial	4	0	0	0	0	0	0	0
Current Fiscal Year 2023-2024	95	96	5	7	11	43	2	20
Previous Month Residential	16	18	1	2	2	3	0	0
Previous Month Commercial	5	3	0	1	0	1	0	0

	Current Month	Comparison Month Previous Year	Fiscal Year To Date 2023-2024
Sign Permit	1	1	8
ROW Permit	6	8	60
Garage Sale Permit	17	5	88
Zoning, SUP, Code Consults	5	4	10
Pool Permits	0	1	1

Business Summary

	Current Month	Comparison Month Previous Year	Fiscal Year To Date 2023-2024
Registered Rental CO's	8	8	38
Issued Commercial CO's	1	3	11
Mobile Food Vendor	1	1	1

Received Certificate of Occupancy

- Atlas Technical Consultants, 2450 Austin Rd – Contractor (No Outside Storage)

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

Finance

GENERAL FUND, UTILITY FUND AND LINK FUND

Fiscal Year 2023-2024, Period Ending 2/29/2024

Monthly Financial Report					
	Budget	Current Month Actual	YTD Actual	Available Budget	% YTD of Total Budget
General Fund (001)					
Revenue					
Property Taxes	\$ 3,217,091	\$ 135,854	\$ 2,979,990	\$ 237,101	93%
Sales Tax	\$ 4,877,144	\$ 381,117	\$ 1,209,656	\$ 3,667,488	25%
Other Tax	\$ 2,500	\$ 240	\$ 1,034	\$ 1,466	41%
Franchise Fees	\$ 556,800	\$ 14,224	\$ 52,383	\$ 504,417	9%
Fines & Forfeitures	\$ 385,100	\$ 44,897	\$ 248,789	\$ 136,311	65%
Licenses & Permits	\$ 279,225	\$ 19,636	\$ 132,929	\$ 146,296	48%
Service Charges	\$ 268,850	\$ 10,853	\$ 137,529	\$ 131,321	51%
Miscellaneous	\$ 552,227	\$ 30,109	\$ 148,118	\$ 404,109	27%
Total Revenues	\$ 10,138,937	\$ 636,930	\$ 4,910,428	\$ 5,228,509	48%
Expenditures					
Municipal Court	\$ 295,313	\$ 20,309	\$ 112,143	\$ 183,170	38%
Administration	\$ 709,039	\$ 44,589	\$ 253,915	\$ 455,124	36%
Police	\$ 2,580,786	\$ 163,810	\$ 878,526	\$ 1,702,260	34%
Fire	\$ 2,624,656	\$ 173,983	\$ 935,227	\$ 1,689,429	36%
Street	\$ 300,143	\$ 17,566	\$ 97,112	\$ 203,031	32%
Library	\$ 470,100	\$ 37,657	\$ 179,863	\$ 290,237	38%
Recreation	\$ 289,595	\$ 27,091	\$ 133,657	\$ 155,938	46%
Parks/Grounds	\$ 323,742	\$ 10,630	\$ 64,202	\$ 259,540	20%
Community Development	\$ 504,608	\$ 38,887	\$ 234,592	\$ 270,016	46%
Animal Control	\$ 235,448	\$ 23,815	\$ 109,575	\$ 125,873	47%
Legislative (City Secretary)	\$ 149,127	\$ 8,817	\$ 62,098	\$ 87,029	42%
Shared Services	\$ 957,232	\$ 45,496	\$ 367,537	\$ 589,695	38%
Transfers/Non Departmental	\$ 841,893	\$ -	\$ 727,902	\$ 113,991	86%
Total Expenditures	\$ 10,281,682	\$ 612,650	\$ 4,156,349	\$ 6,125,333	40%
Rev/Exp	\$ (142,745)	\$ 24,280	\$ 754,079		
Utility Fund (002)					
Revenue					
Water	\$ 2,595,000	\$ 204,916	\$ 1,082,057	\$ 1,512,943	42%
Sewer	\$ 1,800,000	\$ 151,388	\$ 749,735	\$ 1,050,265	42%
Misc. (incl. Garbage Billing)	\$ 753,000	\$ 82,255	\$ 385,440	\$ 367,560	51%
Total Revenues	\$ 5,148,000	\$ 438,559	\$ 2,217,232	\$ 2,930,768	43%
Expenses					
Shared Services	\$ 356,494	\$ 18,007	\$ 138,577	\$ 217,917	39%
Administration	\$ 754,171	\$ 51,670	\$ 293,874	\$ 460,297	39%
Water Services & Distr.	\$ 1,744,698	\$ 34,044	\$ 309,217	\$ 1,435,481	18%
Wastewater Service	\$ 1,633,536	\$ 15,699	\$ 649,965	\$ 983,571	40%
Trsfrs/Debt Service/Non-Dept.	\$ 1,188,143	\$ 95,371	\$ 293,622	\$ 894,521	25%
Total Expenses	\$ 5,677,042	\$ 214,791	\$ 1,685,255	\$ 3,991,787	30%
Rev/Exp	\$ (529,042)	\$ 223,768	\$ 531,977		
Link Operating Fund (098)					
Revenue					
Recreation	\$ 571,000	\$ 48,756	\$ 243,178	\$ 327,822	43%
Transfers in	\$ 200,000	\$ 200,000	\$ 200,000	\$ -	100%
Total Revenue	\$ 771,000	\$ 248,756	\$ 443,178	\$ 327,822	57%
Expenditures	\$ 771,000	\$ 56,128	\$ 296,056	\$ 168,417	77%
Operating/Personnel	\$ 771,000	\$ 56,128	\$ 296,056	\$ 474,944	38%
Rev/Exp	\$ -	\$ 192,628	\$ 147,122		

Finance

SPECIAL REVENUE FUNDS

Fiscal Year 2023-2024, Period Ending 2/29/2024

Monthly Financial Report					
	Budget	Current Month Actual	YTD Actual	Available Budget	% YTD of Total Budget
Court Security Fund (24)					
Revenue	\$ 5,500	\$ 1,077	\$ 6,113	\$ (613)	111%
Expenditures	\$ 1,050	\$ -	\$ -	\$ 1,050	0%
Rev/Exp	\$ 4,450	\$ 1,077	\$ 6,113		
Court Technology Fund (39)					
Revenue	\$ 4,800	\$ 880	\$ 5,040	\$ (240)	105%
Expenditures	\$ -	\$ -	\$ -	\$ -	
Rev/Exp	\$ 4,800	\$ 880	\$ 5,040		
Crime Control District (65)					
Revenue					
Sales Tax	\$ 1,842,088	\$ 139,706	\$ 448,447	\$ 1,393,641	24%
Investment Income	\$ 24,000	\$ 4,988	\$ 16,085	\$ 7,915	67%
Grants/Transfers	\$ 21,760	\$ 398	\$ 4,623	\$ 17,137	21%
Total Revenue	\$ 1,887,848	\$ 145,092	\$ 469,155	\$ 1,418,693	25%
Expenditures					
Public Safety	\$ 1,539,572	\$ 60,834	\$ 559,169	\$ 980,403	36%
Capital Expense	\$ 281,344	\$ -	\$ 62,245	\$ 219,099	22%
Transfers Out	\$ 192,828	\$ -	\$ 192,828	\$ -	100%
Total Expenditures	\$ 2,013,744	\$ 60,834	\$ 814,242	\$ 1,199,502	40%
Rev/Exp	\$ (125,896)	\$ 84,258	\$ (345,087)		
Hotel Occupancy Tax (77)					
Revenue					
HOT (Taxes)/Int Income	\$ 259,200	\$ 17,914	\$ 77,717	\$ 181,483	30%
Expenditures					
Operating Expense	\$ 194,375	\$ 33,016	\$ 46,415	\$ 147,960	24%
Debt Service	\$ 103,713	\$ 19,356	\$ 19,356	\$ 84,357	19%
Total Expenditures	\$ 298,088	\$ 52,372	\$ 65,771	\$ 232,317	22%
Rev/Exp*	\$ (38,888)	\$ (34,458)	\$ 11,946		
TIF Fund (89)					
Revenue					
Property Tax Allocation	\$ 192,296	\$ 193,626	\$ 193,626	\$ (1,330)	101%
Investment Income	\$ 53,349	\$ 3,000	\$ 15,686	\$ 37,663	29%
Sales Tax Transfer in	\$ 75,000	\$ -	\$ -	\$ 75,000	0%
Total Revenue	\$ 320,645	\$ 196,626	\$ 209,312	\$ 111,333	65%
Expenditures					
Operating	\$ 90,000	\$ -	\$ -	\$ 90,000	0%
Improvement Incentive	\$ 30,000	\$ -	\$ -	\$ 30,000	0%
Grants	\$ 400,000	\$ -	\$ -	\$ 400,000	0%
Capital Projects	\$ 230,000	\$ 98,952	\$ 184,198	\$ 45,802	0%
Total Expenditures	\$ 750,000	\$ 98,952	\$ 184,198	\$ 565,802	25%
Rev/Exp	\$ (429,355)	\$ 97,674	\$ 25,114		
Strategic Initiative Fund (107)					
Revenue	\$ 256,260	\$ 256,260	\$ 256,260	\$ -	100%
Expenditures	\$ 811,823	\$ 41,235	\$ 75,752	\$ 736,071	9%
Rev/Exp	\$ (555,563)	\$ 215,025	\$ 180,508		
*Any overages in these funds are covered by fund balance.					

Finance

CAPITAL FUNDS

Fiscal Year 2023-2024, Period Ending 2/29/2024

Monthly Financial Report					
	Budget	Current Month Actual	YTD Actual	Available Budget	% YTD of Total Budget
Oil & Gas Lease Fund (12)					
Revenue	\$ 100,000	\$ 12,048	\$ 49,536	\$ 50,464	50%
Expenditures	\$ 177,000	\$ 1,800	\$ 7,100	\$ 169,900	4%
Rev/Exp*	\$ (77,000)	\$ 10,248	\$ 42,436		
Road and Street Fund (25)					
Revenue					
Sales Tax	\$ 1,828,929	\$ 142,919	\$ 453,621	\$ 1,375,308	25%
Total Revenue	\$ 1,828,929	\$ 142,919	\$ 453,621	\$ 1,375,308	25%
Expenditures					
Street R&M	\$ 2,140,000	\$ 23,324	\$ 97,546	\$ 2,042,454	5%
Total Expenditures	\$ 2,140,000	\$ 23,324	\$ 97,546	\$ 2,042,454	5%
Rev/Exp*	\$ (311,071)	\$ 119,595	\$ 356,075		
Vehicle Replace. Fund (30)					
Revenue					
Sale of vehicles	\$ 120,000	\$ 3,445	\$ 10,729	\$ 109,271	9%
Transfers in	\$ 501,660	\$ 501,660	\$ 501,660	\$ -	100%
Total Revenue	\$ 621,660	\$ 505,105	\$ 512,389	\$ 109,271	82%
Expenditures					
Capital-Lease Expense	\$ 339,702	\$ 23,119	\$ 145,417	\$ 194,285	43%
Capital- Purchases	\$ 118,200	\$ -	\$ -	\$ 118,200	0%
Gas/Maint	\$ 158,758	\$ 5,342	\$ 42,828	\$ 115,930	27%
Operational	\$ 5,000	\$ 1,597	\$ 1,925	\$ 3,075	39%
Total Expenditures	\$ 621,660	\$ 30,058	\$ 190,170	\$ 431,490	31%
Rev/Exp*	\$ -	\$ 475,047	\$ 322,219		
ARPA Fund (101)					
Revenue-Transfers In/Interest	\$ 1,652,404	\$ 172,807	\$ 404,897	\$ 1,247,507	25%
Expenditures					
Project Appropriations	\$ 1,628,404	\$ 165,547	\$ 367,050	\$ 1,261,354	23%
Total Expenditures	\$ 1,628,404	\$ 165,547	\$ 367,050	\$ 1,261,354	23%
Rev/Exp	\$ 24,000	\$ 7,260	\$ 37,847		
*Any overages in these funds are covered by fund balance.					

Finance

DEBT SERVICE FUND

Fiscal Year 2023-2024, Period Ending 2/29/2024

Monthly Financial Report

	Budget	Current Month Actual	YTD Actual	Available Budget	% YTD of Total Budget
Debt Service Fund (10)					
Revenue					
Property Taxes	\$ 1,485,482	\$ 145,515	\$ 1,404,687	\$ 80,795	95%
Interest Income	\$ 15,000	\$ 2,837	\$ 14,791	\$ 209	99%
Total Revenues	\$ 1,500,482	\$ 148,352	\$ 1,419,478	\$ 80,795	95%
Expenditures					
Debt Service	\$ 1,465,229	\$ 366,155	\$ 433,080	\$ 1,032,149	30%
Rev/Exp	\$ 35,253	\$ (217,803)	\$ 986,398		

COMPONENT UNIT

Richland Hills EDC (26)					
Revenue					
Sales Tax	\$ 1,219,286	\$ 95,279	\$ 302,414	\$ 916,872	25%
Interest Income	\$ 42,000	\$ 7,114	\$ 33,373	\$ 8,627	79%
Total Revenues	\$ 1,261,286	\$ 102,393	\$ 335,787	\$ 916,872	27%
Expenses					
Operating	\$ 386,149	\$ 15,536	\$ 114,618	\$ 271,531	30%
Transfers Out	\$ 53,046	\$ -	\$ -	\$ 53,046	0%
Capital	\$ 900,000	\$ 684	\$ 684	\$ 899,316	0%
Debt Service	\$ 230,863	\$ 42,931	\$ 42,931	\$ 187,932	19%
Total Expenditures	\$ 1,570,058	\$ 59,151	\$ 158,233	\$ 1,411,825	10%
Rev/Exp*	\$ (308,772)	\$ 43,242	\$ 177,554		

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

DRAINAGE

Drainage Fund (022)					
Revenue					
Billing/Interest	\$ 914,400	\$ 76,184	\$ 382,588	\$ 531,812	42%
Expenses					
Operating	\$ 471,570	\$ 128,827	\$ 97,746	\$ 373,824	21%
Capital	\$ 129,341	\$ -	\$ 129,341	\$ -	100%
Debt Service	\$ 475,240	\$ 37,348	\$ 44,820	\$ 430,420	9%
Total Fund	\$ 1,076,151	\$ 166,175	\$ 271,907	\$ 804,244	25%
Rev/Exp*	\$ (161,751)	\$ (89,991)	\$ 110,681		

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

Fire

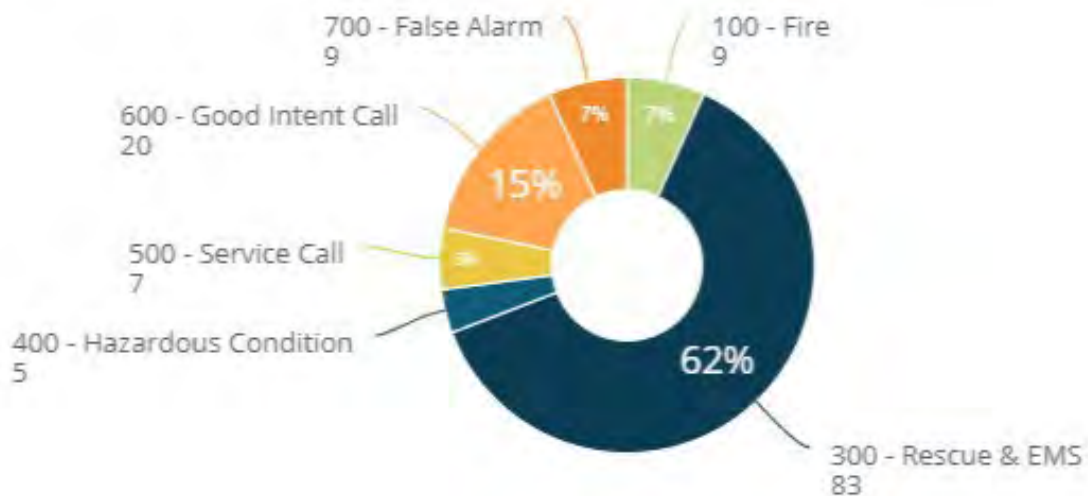
Fire Operations:

- Personnel completed **23** business inspections throughout the month.
- Members completed a combined **390** hours of training this month.
- The mutual aid agreement with Medstar Ambulance resulted in **73** responses during February and **48** transports to local hospitals.
- Turnout times averaged **43 seconds** for February. The national standard is 60 seconds or less.
- Response times for February averaged **4 minutes 12 seconds** from receipt of call-in dispatch to the first fire unit arriving on scene to assist.
- 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 February.
- 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 February 2024 were **5% more** than calls in February 2023.

Operations Response Data:

Service Calls – Through February 29, 2024			
	Current Month	February 2023	FY2024 Total
Fire Calls	9	8	30
EMS/Major Accidents/ Rescues	83	89	422
Hazardous Conditions – No Fire	5	2	30
Public Assistance	7	8	70
Good Intent (No Service Rendered)	20	12	88
False Alarm	9	7	48
Severe Weather & Natural Disaster	0	0	0
Total Calls	133	126	688
Automatic / Mutual Aid			
	Current Month	February 2023	YTD Total
Aid Received	70	27	236
Aid Given	25	28	84

Percentage of Incident Type Group



Medstar Response Data:

Priority	Count of Monthly Responses	Transports	Transport Percentage	Average Response Time
P1	5	0	0.00%	0:10:59
P2	17	13	76.47%	0:10:24
P3	5	5	100.00%	0:10:08
P4	4	1	25.00%	0:09:50
P5	38	27	71.05%	0:12:14
P6	0	0	0.00%	
P7	0	0	0.00%	
P8	4	2	50.00%	0:11:16
Overall Total:	73	48	65.75%	0:10:48
Priority Total:	22	13	59.09%	0:10:42
Non-Priority Total:	51	35	68.63%	0:10:52

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 was presented to the City Council on February 22nd and the staff is working on plans for addressing deficiencies and or equipment items needed in the upcoming budget 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: 5

Annual Fire Inspections: 23

Inspection Fees Collected: \$2,015.00

Fire Alarm Inspection: 2

Fire Sprinkler Inspection: 26

School Inspections: Completed Aug. 2023

Church Fire Inspections: 3

Nursing Home Inspections: Up to date

Plan Reviews: 12

Plan Review Fees Collected: \$3,011.00

Code Consults: 2

Business Info Updates: Armor Heat Treat is moving to 7110 Burns Street and are in the process of adding high heat sprinkler heads for ovens. Diken International relocated their Corporate Location to Haltom City. Edge Construction has advised they are moving to a new shop in Haltom City for more space. Hamilton Form is adding a parking lot to their facility on Belton.

DRC Meetings: 1 - Discussed Townhomes addition onsite at 7212 Baker Blvd. Discussed hydrants to be added, fire department access, and NFPA 13D for Residential Fire Sprinklers.

P&Z Meeting: N/A

Tarrant Co. Emergency Mgmt. Meeting: Several Situational Awareness calls for Fire Weather throughout the state.

NEFDA Haz-Mat Meeting: February 1st, met to discuss NEFDA HazMat budget, purchases, December NEFDA Drill after action, 2024 training agenda and topics, 2024 Conferences, 2024 MLB All Star Game, and the 2026 World Cup preparations.

TCFAI Meeting: Dues were paid in February, IAAI Practicum course is being put together, ALERRT class is being put together, no other information noted.

Walkthroughs: Scheduling for 7426 Tower Street; Corporate Design and Installation

Uniforms: New uniforms are ordered for new employees FF Martinez and FF Hansard, outfitting current light jackets and job-shirts with new logo.

SCBA: New Masks and Voice Amplifiers are ordered. Yearly Flow Tests are scheduled.

Emergency Mgmt: Looking at TDEM for available classes and grant resources/procedures. Acquiring resources for EOC as addressed in After Action Meeting of September Drill.

Training: Firearms qualifications completed at Cleburne PD Range; LLRMI Class in April for Fire Pattern Recognition and Identification. Attended NCTCOG Fire Advisory Board regarding local amendments for the upcoming 2024 International Fire Code.

Investigations: 6932 Hovenkamp Dr., outbuilding caught fire with minimal damage.

Assisted the Texas State Fire Marshal Office with a licensing investigation.

Other: Plans for Diesel Generators for the pump stations have been received and approved, Fire Marshal will be on site for inspections after installation is completed.

Attended Special Events Meeting discussing Easter Celebration and other upcoming city events.

Attended Communications Committee Meeting with Chief Shelley.

Attended Tarrant County Fire Chief's Association meeting.

Quotes are being gathered for a carport to be used for the four parking spaces on the Fire Department's east side, just next to the Post Office.

Richland Crossing addition has some utilities in place and roads are concreted.

Baker Landing has several occupied homes already and several more are completed or in completion at the time. There are still 3-4 lots awaiting construction to begin.

RICHLAND HILLS PUBLIC LIBRARY

FEBRUARY • 2024



IMPACT

This February for "Love your Library" Month we encouraged people to leave us reviews on Google and Facebook. We received some very complementary reviews- too many to list here, so please google "Richland Hills Public Library" to read them and leave one as well!

Reading with Lady the Library Dog was popular for World Read Aloud Day and Library Director Chantele Hancock was a guest reader at Cheney Hills for the event as well.

The annual Adult Spelling Bee also took place in February. The Literary Club "Book Bees" defended their first place title! Both their team and the 2nd place team will compete in the Regional Bee on May 18th.

KEY FACTS (LAST YEAR)

- 1198 Visitors (890)
- 337 Program Attendance (247)
- 17 Programs & Events (12)
- 2718 Total Items Checked Out (1954)
- 1803 Questions Answered (820)
- 1 Posters printed for other City Departments (19)
- 307 Computer Sessions (Not Available)

Parks and Recreation Director's Report

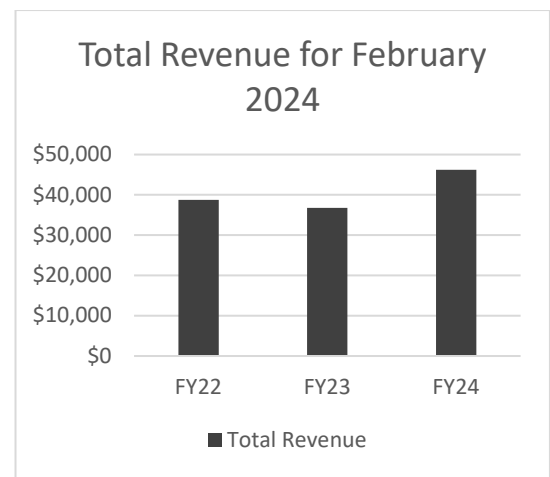
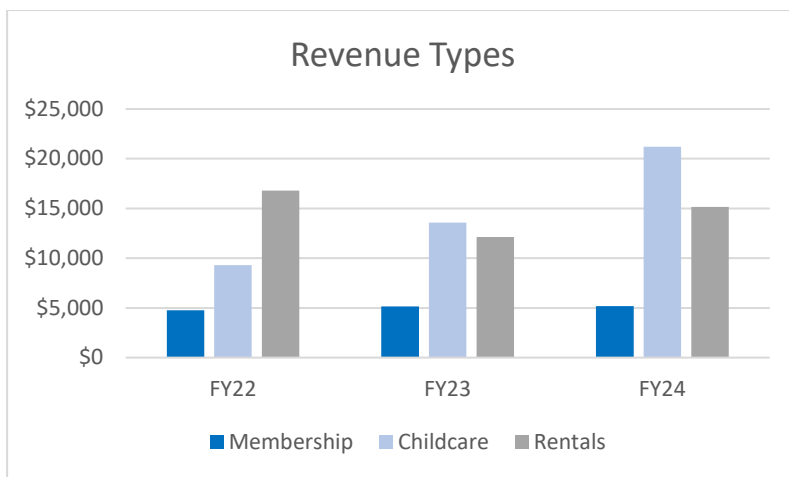
February 2024



Budget Analysis

The Link had a better-than-expected February. Typically, one of the lowest revenue month of the year, the \$46,000+ bettered the previous two Februarys, which did not even make it to \$40,000 as seen below. Childcare and rentals were again the bright spots in getting The Link in the “black” for the month.

All together The Link has brought in \$331,312.73 or 42% of the annual revenue in 42% of the budget year.



Expenses for Link Operations totaled \$239,927.35 at the end of January. That accounts for 31.1% of annual budget in 33.3% of the budget year.

Project/Program Updates

- **Memberships: \$5,190.03.** The membership number continued to decrease in February, but the beginning of March already shows a \$150.00 increase. With the indoor playground online now, we expect to see a small increase in family memberships.

With 29 sales and 24 terminations, the overall count is stagnated at 311 memberships at The Link. Scans lowered slightly to 2,025 in February from 369 different users. The Link also had 49 day passes sold.

- Medicare programs brought in **\$2,182.50** in additional monthly fees from 158 active members.

- **Camp Connect and Link Learner's Academy (LLA): \$21,189.90.** The Link hosted 18 and 23 kids respectively for the February 18 and 19 camps. The Link Learner's afterschool program is at 100 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.

- o **Classes:** Current classes
 - Karate – 5
 - Belly Dancing – 5
 - Ballet I – 8
 - Homeschool Recess – 6 families
- o **Richland Hills Outdoor Programs and Education Series (RHOPES):** The April 19-21 camping trip is already almost full. Four of the five spots are taken, but we are reaching out to see if we can have more campsites if needed.
- 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 – 3
 - Pickleball players* – 38
 - Volleyball players* – 45
- o **Special Events:** No city events were scheduled, but staff has been meeting about the Easter Celebration and the Green, Clean and Lean events this spring.
- o **Community Programs:** The Link, while designed to generate revenue, tries to find a balance with community programs that anyone can join.
 - Lunch Bunch – Pei Wei's Orange Chicken with rice were served to 79 attendees. 64 seniors stayed and played bingo for prizes.
 - Tarrant Area Food Bank – in association with Trinity Point Church – was held serving about 92 families.
 - Second Saturday Seminars – Cameron Moore, a resident of Richland Hills, donated his time on behalf of his employer, Bartlett Trees. Cameron spoke about tree care and even brought a Texas Red Bud for us to plant on site. There were 2 participants.
- o **Senior Programs:** 12 seniors joined staff for a trip to the Fort Worth Stock Show on February 2, and on February 14 there were 12 attendees for a trip to the Chocolate Angel Tea Room/High Street Antique Mall.
- **Parks:** Staff is scheduled to do a higher level inspection of the city's playgrounds before the beginning of April. Inspections will include safety hazards, vandalism, and documentation of older and weather parts. Additionally, staff will be monitoring the wood fiber levels before the spring season.
 - o **Park Plan Updates:** Unfortunately, there was no tangible progress on the Kate Baker Improvement project. Parkhill and C Green have been working to make sure that the work is done properly. We expect progress in March.

For Rosebud Improvements, the Parkhill design funds were approved by council. That project will also be progressing through the design and bid stages shortly.

- o **Park Amenities:** Park staff will be focusing on installing pet waste posts, a grill, a new bike rack and possibly a replacement water fountain prior to the Easter Celebration on March 23. Installment along the trail will be next. Kate Baker and Creek Trail are on hold until more design details are available.

- **Water Feature:** After the damage was assessed, there is a lot of work to do. Staff will be working with a plumber to get numerous pipes (both copper and PVC) replaced. That will begin with the first full week of March.
- **Lighting:** Staff is working with Berkey's Electric and OES for a boom lift, to replace lamps at Rosebud and Creek Trail Parks. Quotes are in, scheduling will come in early March.
- **Landscaping:** Nico's Landscaping has all necessary documentation and will begin mowing on March 1. Staff is excited to have them scheduled weekly through the grow season to help the city's aesthetics.
- **ROWs and Medians:** The 2023 Green Ribbon project has not been closed out as the vendor is still replacing the dead vegetation. The 2024 Green Ribbon project is progressing. The installation should be complete in March.
- **Rentals: \$15,148.50** The Link hosted 74 rentals this month, including 2 city events. Most the rental numbers are from the Richland Youth Association (RYA) basketball league, both games and practices.

Valuable Information:

- The indoor playground – The feature has been completed and will open to the public in March. A more official grand opening will be hosted on the Link's Birthday weekend along with the Esports room on April 27.

Link Revenue	February 2022	February 2023	February 2024		Fiscal Year 21-22 YTD	Fiscal Year 22-23 YTD	Fiscal Year 23-24 YTD
Classes	\$ 455.00	\$ 631.50	\$ 735.00		\$ 2,423.37	\$ 3,229.87	\$ 4,661.00
Link Membership	\$ 4,746.61	\$ 5,141.82	\$ 5,190.03		\$ 27,314.31	\$ 29,254.03	\$ 27,439.59
Day Passes	\$ 420.00	\$ 389.00	\$ 314.00		\$ 1,517.00	\$ 1,483.00	\$ 1,713.00
Fitness Classes	\$ 194.61	\$ 173.45	\$ 588.74		\$ 1,984.43	\$ 1,028.77	\$ 2,682.57
Personal Training	\$ 2,731.23	\$ 417.50	\$ 216.00		\$ 12,520.33	\$ 3,117.27	\$ 1,236.00
Athletics	\$ 3,006.79	\$ 2,662.00	\$ 1,775.00		\$ 11,025.04	\$ 12,341.74	\$ 7,964.50
Day Camps	\$ 378.00	\$ 772.00	\$ 1,655.00		\$ 8,363.50	\$ 7,313.50	\$ 12,519.00
After School Program	\$ 8,906.74	\$ 12,813.00	\$ 19,534.90		\$ 45,129.98	\$ 56,269.80	\$ 90,160.90
Rentals	\$ 16,795.10	\$ 12,114.50	\$ 15,148.50		\$ 97,247.94	\$ 69,042.00	\$ 76,147.75
Grand Total	\$ 37,634.08	\$ 35,114.77	\$ 45,157.17		\$ 207,525.90	\$ 183,079.98	\$ 224,524.31

*this chart does not include all revenue streams.

Police

- On February 3, 2024, Chief Sylvester, Officer May, and Sergeant Hernandez participated in the annual Polar Plunger at NRH20, which supported Special Olympics Texas.
- From February 5th to 9th, 2024, Lead ACO Kay Fisk and Lead Code Compliance Melissa Scheuttig completed the ILEA's Civilian Leadership Level 2 Course.
- On February 12, 2024 – White Settlement Chief of Police Christopher Cook presented the Texas Police Chief's Association Re-Accreditation Recognition to Chief Sylvester and the City Council.
- On February 15, 2024 - the Department recognized our School Resource Officers, Stephen May, and Brittany Zeisler, during National SRO Appreciation Day.
- On February 23, 2024, Sergeant Daniel Sawyer graduated from the 143rd School of Police Supervision from the Institute of Law Enforcement Administration.
- On February 24, 2024, Lieutenant Miller was presented a Certificate of Recognition from Haltom City Police Chief Cody Phillips during the annual Haltom City Police Department Awards Banquet for his efforts in locating the parents of a small child who had wandered out of their home while the grandfather who was watching over him became ill and was experiencing a medical emergency. Chief Sylvester was also in attendance.
- On February 26, 2024, Staff presented the 2023 Racial Profiling Report and One-Way Street Designations to City Council for approval.
- February 28, 2024, Chief Sylvester, Captain Russell, and Lieutenant Miller attended the North Texas Police Chief's Association meeting hosted by the Grand Prairie Police Department.

Service Calls		
	Current Month	YTD Total
Total Calls for Service (CFS)	2484	5129
Calls for Service	420	786
Field Generated CFS	2064	4343
Proactive Policing (Included in Field Generated)		
Traffic Stops-Spillman	548	1067
Violations issued	423	846
Warnings issued	428	834
Traffic stops resulting in an arrest	26	55
Crime Prevention CFS	464	1004
Business Checks CFS	557	1147
Arrests	46	104
Family Violence-included above	5	10
DWI Arrests-included above	7	14
Priority-1 Total Response Time	3m 26s	
Priority-1 Officer Response Time	2m 20s	

NOTES:**Part 1 Offenses**

	Current Month	YTD Total
Total Violent Crime Offenses	6	19
Murder	0	0
Rape	0	3
Robbery	0	0
Aggravated Assault	1	2
Simple Assault	5	13
Total Property Crime Offenses	15	42
Burglary	0	1
Business	0	1
Residential	0	0
Larceny	12	29
Burglary of Motor Vehicle	0	8
Auto Theft	3	6
Part -1 Offenses Cleared	21	40
Clearance Rate %	104.76%	67.21%
Stolen Property Reported	\$118,455	\$136,488
Stolen Property Recovered	\$353	\$9,353

NOTES:

Clearance Rate exceeded 100% due to open part-1 offenses from previous months being cleared this reporting period

Traffic Unit Program

	Current Month	YTD Total
Traffic Stops	0	74
Citations	0	60
Violations	0	76
Speed Related	0	12
Fail to Maintain Financial Responsibility	0	6
Expired Registration	0	1
All Other Violations	0	57
Warnings	0	47
Accident Investigations	0	2
Reactive Traffic Enforcement	0	3
Parking Complaint	0	0

Traffic Complaint	0	3
Proactive Traffic Enforcement	0	57
Citizen Initiated	0	16
Officer Initiated	0	15
School Zone	0	26
Arrest	0	1
Impaired Driver	0	0
Warrants	0	1
On-View	0	0

NOTES: The Traffic Unit has been temporarily suspended due to staffing issues. Once positions are filled, we will reactivate the unit.

Traffic Accidents

	Current Month	YTD Total
Crash Reports	17	27
Accidents-Major	4	8
Accidents-Minor	21	29
Alcohol/Drug Impairment	1	2

NOTES:

Records

	Current Month	YTD Total
Sex Offender Registrations	2	3
Open Records Requests	51	91
Solicitors Permits	0	0

Property & Evidence

	Current Month	YTD Total
Pieces of Property Received	101	177
Items Taken to Lab for Narcotics Testing	19	19
Items Taken to Lab for Blood Alcohol Content	13	13
Crime Scene Call-Outs Richland Hills	2	2
Crime Scene Call-Outs Haltom City	0	0

Criminal Investigations

	Current Month	YTD Total
New Assigned Cases	105	235
Current Open Cases	101	
Total Warrants Issued	8	13
Misdemeanor Arrest Warrant	1	4
Felony Arrest Warrant	7	9
Search Warrant	1	1
Charges Filed with TCDA	62	100
New Emergency Protective Orders	2	6

NOTES:

Animal Services

- On February 22, 2024, the Animal Shelter Vax Shack Surgery clinic spayed/neutered 31 pets.
- Vax Shack Shot Clinic also provided Rabies & various other vaccines to over 65 animals.
- February 22, 2024 - Artificial Turf installation completed in the outdoor dog runs.

	Current Month	YTD Total
Total Dispatched Calls	17	36
Impounds		
	Current Month	YTD Total
DOGS	11	22
CATS	14	24
OTHER THAN DOGS/CATS	0	0
TOTAL	25	46
Incidents by Type		
	Current Month	YTD Total
ANIMALS AT LARGE	4	9
AGGRESSIVE ANIMAL	2	3
ANIMAL COMPLAINTS	11	23
INJURED ANIMALS	0	1
TOTAL	17	36
NOTES:		
Bite Reports		
	Current Month	YTD Total
ANIMAL BITES	0	0
SHELTER QUARANTINE	0	0
HOME QUARANTINE	0	0
SUBMISSION &/or Owner Req Euthanasia	0	0
UNABLE TO LOCATE	0	0
NOTES:		
Disposition of Animals out of the Shelter		
	Current Month	YTD Total
DOGS ADOPTED	10	12
CATS ADOPTED	13	29
RETURNED TO OWNER/YARD	2	8
TRANSFERRED/RESCUED	0	2
EUTHANIZED/ LOST/ DIES IN CARE	1	1

City License Issued		
	Current Month	YTD Total
ISSUED	4	19
Citations/Violations Issued		
	Current Month	YTD Total
CITATIONS ISSUED	3	6
WARNINGS ISSUED	0	0

PUBLIC WORKS – Work Orders

TOTAL WORK ORDERS: 426

STREETS

	CURRENT	YTD
Potholes	138	238
Street Patch	0	0
Debris Removal/Mowing	14	14
Sign Repair/Install	56	82
Manhole Repairs	0	0
After Hour Calls	0	2
Other (Mosquito Testing/Spray, etc.)	4	4

WATER

	CURRENT	YTD
Water Line Break	0	5
Water Line Repair	0	1
Meter Leak/Repair	9	11
After Hour Calls	5	20
Other (Water pressure, odor, etc.)	12	16

SEWER

	CURRENT	YTD
Sewer Line Break	0	0
Sewer Line Repair	0	0
Household Back-up	9	21
Drainage	3	5
After Hour Calls	1	8
Other (Odor, etc.)	1	7

LINE LOCATES

■ Emergency ■ Non-emergency



AFTER-HOUR CALLS



UTILITIES – Work Orders

TOTAL WORKORDERS: 404

SERVICES

	CURRENT	YTD
Meter Turn On	110	185
Service Shut Off	119	204
Final Reads	48	89
Service Starts	40	71
Re-Read Meter	23	27

GENERAL

	CURRENT	YTD
Possible Leak	11	25
Meter Repairs/Replacement	13	13
Reset Encoder	14	34
No Reads	40	48
Other (Low Consumption, Meter Tests, etc.)	9	33

Operational Updates

- 3475' of sewer line cleaned.
- 58 man-hours spent reading wells and water sampling.
- 16 man-hours spent conducting NAP Testing.
- Routine levee maintenance and mowing.
- Continued installation of water meters at Baker Landing as requested.
- Routine storm preparation (chainsaw maintenance, prep sandbags, prepped dump truck with sand for the spreading, etc.).
- Lift Station Maintenance.

- Generator Project is underway.
- McGuire Iron initiated interior and exterior renovations and repairs of the Rena water tank began, the new City logo will conclude the project in early March.
- Staff prepared and submitted the 2023 Municipal Water Use Survey.
- Staff completed preparation for National Drinking Water Week. May 5-11, 2024.
- Began preparation for National Public Works Week, May 19-25, 2024.
- The 2023 Water Quality Report is complete pending water testing numbers from the City of Fort Worth.
- Assisted Parks staff with several projects throughout City parks.

Staff Updates

- Chris Glasgow submitted his resignation with his last day of employment being March 7, 2024. His position, Maintenance Technician I has been posted for interested applicants.
- Maintenance Technician I, Hoang Pham attended and successfully completed training in Water Utility Safety.

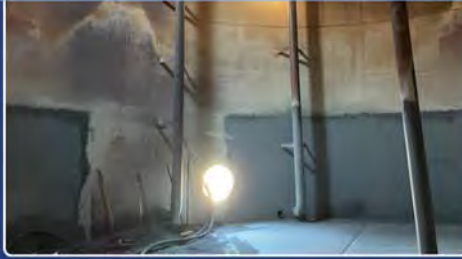
JETTING



CCTV



BEFORE



RENA TANK

Interior and exterior renovations and repairs conducted by McGuire Iron.

Remaining: Painting of the City logo.



AFTER

RECOGNIZING PUBLIC WORKS PROFESSIONALS AS FIRST RESPONDERS



While police, fire, and EMS are often the three most recognized first responders, public works is also often silently there—providing vital support to emergency response partners, helping protect essential services, and restoring those services following an emergency.

BACKGROUND:

- In 2003, President George W. Bush issued Presidential Policy Directive 8 (PPD-8) officially recognizing public works as first responders.
- In 2017, the APWA Board of Directors approved the adoption of a national “Public Works First Responder” symbol for use throughout North America to identify public works personnel and acknowledge their federally mandated role as first responders.
- In 2019, the US Senate passed Senate Concurrent Resolution 15 (S.Con.Res.15), “Expressing support for the designation of October 28, 2019, as Honoring the Nation’s First Responders Day.” Public works is specifically included.
- Public works is often considered “the silent arm of public safety” ... usually without fanfare. Public works professionals are often the first on scene and the last to leave the scenes of disasters—no matter the peril.
- The National Incident Management System (NIMS) lists public works alongside police, fire, and public.