

**RICHLAND HILLS CITY COUNCIL
REGULAR MEETING AGENDA
MAY 20, 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. Recognition of Councilmember Javier Alvarez
3. Discuss items listed on tonight's City Council agenda. No action will be taken and each item will be considered during the Regular Session.

REGULAR SESSION – 7:00 PM

CALL TO ORDER

INVOCATION AND PLEDGES OF ALLEGIANCE

ADMINISTRATION OF OATH OF OFFICE AND PRESENTATION OF CERTIFICATE OF ELECTION

- A. Administer Oaths of Office to Mayor, Council Member, Place 2, and Council Member, Place 4

ELECTION OF MAYOR PRO TEM

1. PRESENTATIONS

- A. Library Summer Reading Program Proclamation
- 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 May 13, 2024 City Council Regular Meeting and the May 14, 2024 City Council Special Called Meeting

3. PUBLIC HEARINGS, MEETINGS, AND OTHER RELATED ITEMS

- A. None

4. ORDINANCES & RESOLUTIONS AND OTHER RELATED ITEMS

- A. None

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

- A. None

6. OTHER ITEMS FOR CONSIDERATION

- A. Consider appointments to City Council Committees

7. REPORTS & DISCUSSIONS

- A. Street Improvement Projects
- B. April 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 15th day of May 2024 by 12:30 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 Curtis Bergthold and Richland Hills City Council Members

From: Candice Edmondson, City Manager

Date: May 20, 2024

Subject: Councilmember Alvarez Recognition

Agenda Item:

Recognition of Councilmember Javier Alvarez

Background Information:

Javier Alvarez has served on the Richland Hills City Council since 2020. The City will recognize his contributions and service to the Richland Hills community on Monday evening.

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 Curtis Bergthold and Richland Hills City Council Members

From: Lindsay Rawlinson, City Secretary

Date: May 20, 2024

Subject: Administer Oaths of Office to Mayor, Council Place 2, and Council Place 4

Agenda Item:

Administer Oaths of Office to Mayor, Council Place 2, and Council Place 4

Background Information:

The City Secretary will administer the Oaths of Office to Mayor, Council Place 2, and Council Place 4

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 Curtis Bergthold and Richland Hills City Council Members

From: Lindsay Rawlinson, City Secretary

Date: May 20, 2024

Subject: Election of Mayor Pro Tem

Agenda Item:

Election of Mayor Pro Tem

Background Information:

As required in the City Charter, the City Council shall elect from among the members of the six (6) Council Member places a Mayor Pro Tem to serve for the coming year. The election shall take place at the first regular meeting following the general City election.

The Mayor Pro Tem fills in for the Mayor in instances where the Mayor is unavailable. This may include presiding over City Council meetings and representing the City at various events.

Financial Considerations:

N/A

Legal Review:

N/A

Board/Citizen Input:

N/A

Attachments:

N/A

Council Action Requested:

Motion to elect a Mayor Pro Tem

Memorandum

To: Honorable Mayor Curtis Bergthold and Richland Hills City Council Members

From: Lindsay Rawlinson, City Secretary

Date: May 20, 2024

Subject: Library Summer Reading Proclamation

Agenda Item:

Library Summer Reading Program Proclamation

Background Information:

In recognition of “Summer Reading”, Mayor Bergthold will present a Proclamation to Richland Hills Library Director Chantele Hancock.

Financial Considerations:

N/A

Legal Review:

N/A

Board/Citizen Input:

N/A

Attachments:

Summer Reading Program Proclamation

Council Action Requested:

Presentation of Summer Reading Program Proclamation

Proclamation



WHEREAS, kids read more when they are having fun, when they see others reading, and when they can choose their own reading material; and

WHEREAS, reading as a leisure activity has a great impact on vocabulary and reading speed; and

WHEREAS, the Richland Hills Public Library is a place of learning and discovery for residents of all ages; and

WHEREAS, public libraries play a critical role in providing a bridge for students' education and academic skills over the summer months and thereby prevent the "summer slide" when, it has been proven, students may lose many of the educational achievements made during the previous school year; and

WHEREAS, the Richland Hills Public Library joins with the Texas State's Library and Information Services and public libraries across the country to support the 2024 theme, "Adventure Begins At Your Library," by presenting educational programs for all ages.

NOW, THEREFORE, BE IT RESOLVED, that I, Curtis Bergthold, Mayor of the City of Richland Hills, Texas do hereby proclaim June and July 2024 as:

SUMMER READING 2024!

in Richland Hills, Texas, and encourages residents of all ages to visit their public library, to participate in the "Adventure Begins At Your Library" annual Summer Reading Program.

Mayor Curtis Bergthold
City of Richland Hills

Memorandum

To: Honorable Mayor Curtis Bergthold and Richland Hills City Council Members

From: Lindsay Rawlinson, City Secretary

Date: May 20, 2024

Subject: Minutes from the May 13, 2024 Regular City Council Meeting and the May 14, 2024 City Council Special Called Meeting

Agenda Item:

Approval of minutes from the May 13, 2024 City Council Regular Meeting and the May 14, 2024 City Council Special Called Meeting

Background Information:

N/A

Financial Considerations:

N/A

Legal Review:

N/A

Board/Citizen Input:

N/A

Attachments:

May 13, 2024 Draft Minutes

May 14, 2024 Draft Minutes

Council Action Requested:

Motion to approve the minutes from the May 13, 2024 City Council Regular Meeting and the May 14, 2024 City Council Special Called Meeting

**RICHLAND HILLS CITY COUNCIL
REGULAR MEETING
MAY 13, 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 – 6:31 PM

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

None.

2. **Recognition of Mayor Edward Lopez**

City Council members and City staff expressed their appreciation for outgoing Mayor Edward Lopez. City Manager Candice Edmondson highlighted Mayor Lopez's accomplishments during his tenure as both a Councilmember from 2011-2017 and as Mayor from 2018-2024.

City of Haltom City Mayor An Truong presented Mayor Lopez with a plaque recognizing their work together.

Texas State Representative Stephanie Klick's District Director Robert Lane presented Mayor Lopez with a certificate and a state flag flown over the capitol in Austin, Texas.

Serving Our Seniors Executive Director Elizabeth Grace expressed her appreciation to Mayor Lopez and wished him well.

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

None.

Mayor Lopez adjourned the work session at 6:29 p.m.

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

INVOCATION AND PLEDGES OF ALLEGIANCE – Councilmember Knowlton

PRESENTATIONS

1A. National Police Week Proclamation

Mayor Lopez read a proclamation declaring May 12 – 18, 2024, as “National Police Week” in Richland Hills and presented it to Police Chief Kimberly Sylvester.

1B. National Public Works Week Proclamation

Mayor Lopez read a proclamation declaring May 19 – 24, 2024, as “National Public Works Week” in Richland Hills and presented the proclamation to Director of Public Works and Capital Projects Kip Dernovich.

1C. National Emergency Medical Services Week Proclamation

Mayor Lopez read a proclamation declaring May 19 – 25, 2024, as “National Emergency Medical Services Week” in Richland Hills and presented the proclamation to Fire Chief Russell Shelley.

1D. National Public Service Recognition Week Proclamation

Mayor Lopez read a proclamation declaring May 6 – 11, 2024, as “National Public Service Recognition Week” in Richland Hills and presented the proclamation to City Manager Candice Edmondson.

1E. Employee Service Award

Director of Public Works and Capital Projects Kip Dernovich announced the employee service award and expressed congratulations to Public Works employee Kelly Morris on reaching 10 years of service to the City of Richland Hills.

1F. Citizen Appearances/Public Comments

Karen Gabriel, 7924 Leslie Drive, Richland Hills, expressed concern regarding the proposed Glenview Corridor plan and how it might affect her disabled son.

Kathy Spradlin, 3316 Henry Drive, Richland Hills, expressed concern regarding the proposed Glenview Corridor plan affecting emergency services.

Vicki Hamilton, 7905 Leslie Drive, Richland Hills, requested that the Public Comments portion of the agenda be moved to the end of the meeting.

Ken Giles, 6931 Hardisty Street, Richland Hills, expressed concern regarding the City utilizing eminent domain in the future.

Molly McDonald, 3712 Scranton Drive, Richland Hills, expressed concern regarding the proposed Glenview Corridor plan and made mention of social media posts discussing the recent election.

Curtis Bergthold, 3641 Scruggs Drive, Richland Hills, expressed frustration regarding emails and social media posts discussing the recent election.

CONSENT AGENDA

- 2A. Approved minutes from the April 22, 2024 City Council Regular Meeting and the April 30, 2024 City Council and Planning and Zoning Commission Joint Meeting**
- 2B. Approved a Replat for the property described as Lots 1 and 6, Block 16, Richland Hills South – Section 3, otherwise known as 6500 Lavon Dr and 2800 Mary Boaz St, Richland Hills, Texas 76118**
- 2C. Approved Interlocal Cooperative Purchasing Agreement between the City of Southlake and City of Richland Hills**
- 2D. Approved emergency repairs to the sewer main at Oak Park Drive and Willow Park Street by Excel 4 Construction in the amount of \$87,965 utilizing the approved unit price contract for drainage, water and sanitary sewer repair**
- 2E. Approved Ordinance 1501-24 approving and adopting an amended budget for Fiscal Year 2024 authorizing an expenditure of \$10,000 to Serving our Seniors and \$74,355 to Atmos Energy**

Motion: Motion was made by Councilmember Malone and seconded by Mayor Pro Tem Estep to approve the consent agenda.

Motion carried by a vote of 7-0.

PUBLIC HEARINGS, MEETINGS, AND OTHER RELATED ITEMS**3A. Denied Ordinance 1498-24 a Specific Use Permit (2024-0217) to permit a Guest House for the property described as Lot 7, Block 10, Richland Hills Addition, Richland Hills, Texas, otherwise known as 7148 Dover Lane, Richland Hills, Texas 76118 PUBLIC HEARING**

Director of Planning and Development Services JP Ducay presented the item to the City Council and advised that property owner Jonathan Mercer submitted an application for a Specific Use Permit, to allow for the use of "Guest House" in the SF-E, Single-Family Residential Estate Zoning District for 7148 Dover Lane. The subject property is approximately 2.6 acres and contains a 3,888 square-foot primary residence.

The applicant has proposed building a guest house approximately 4,000 square-feet in total, including 2,000 square-feet of living space and 2,000 square-feet of garage space. The living space will contain three bedrooms, two bathrooms, a full kitchen and laundry room to accommodate family members and a caregiver. The full kitchen facility is proposed to allow for the preparation of food for family members within the confines of the guest house and the garage will be utilized to house an RV and classic cars.

The applicant was made aware that the proposed guest house was not in conformance with all standards. In lieu of bringing the guest house into conformance, the applicant is requesting three special terms and conditions in association with the SUP request:

Allow for the subject guest house to comply with all requirements listed in Section 3.02.01 (A)(19) of the City's Comprehensive Zoning Ordinance with the exception of:

1. (19.c.1) Guest house shall not exceed 40 percent of the livable floor area of the main structure.
 - The subject guest house exceeds the livable floor area of the main structure by approximately 152 percent. (Primary residence has a livable floor area of 2,638sf per TAD)
2. (19.c.2) Guest house shall not contain more than one bathroom facility.
 - The subject guest house is proposing two bathroom facilities.
3. (19.c.3) Guest house shall not contain a kitchen, including a range, stove or cooktop.
 - The subject guest house is proposing a full kitchen including a stove and cooktop.

Additionally, the Planning and Zoning Commission considered the Specific Use Permit at their April 23, 2024 meeting and recommended denial by a vote of 5-0.

City staff has worked with the applicant to prepare some alternative options if the subject request is denied.

Jonathan Mercer, 7148 Dover Lane, advised that he is a retired firefighter/paramedic and is seeking to build a guesthouse for aging relatives as he feels that family should not go to nursing homes.

Mayor Lopez opened the public hearing at 7:42 p.m. and asked to hear from any proponents followed by opponents of the items.

Allison Barger, 7241 Richlynn Terrace, Richland Hills, advised that she is in favor of approval. Mr. Mercer has a well-maintained property and she feels that this exception is in the best interest of every citizen.

Diane Barrette, 2173 Dover Lane, advised that she is in favor of the Specific Use Permit.

Joyce Fiaccone, 3800 Labadie Drive, Richland Hills, stated that the City is home to many multi-generational families and would like to see the City's Code revised to account for these situations.

Mayor Lopez closed the public hearing at 7:40 p.m.

Discussion ensued regarding the current requirement that a guest house shall not exceed 40 percent of the area of the main structure.

Councilmember Goveas announced his need to abstain from the vote as Mr. Mercer is his neighbor.

Motion: Motion was made by Councilmember Knowlton and seconded by Councilmember Bledsoe to deny Ordinance 1498-24 a Specific Use Permit (2024-0217) to permit a Guest House for the property described as Lot 7, Block 10, Richland Hills Addition, Richland Hills, Texas, otherwise known as 7148 Dover Lane, Richland Hills, Texas 76118.

The vote was as follows:

For:	Mayor Lopez, Mayor Pro Tem Estep, Councilmembers Knowlton, Malone, Bledsoe, and Alvarez
Against:	None
Abstain:	Councilmember Goveas

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

3B. Approved Ordinance 1499-24 adopting the 2024 Standards of Care for youth programs provided by The Link Event & Recreation Center PUBLIC HEARING

City Manager Candice Edmondson presented the item to the City Council and advised that Ordinance No. 1499-24 is an annual requirement of the Texas Human Resources

Code for all municipalities who operate youth programs in the form of day camps and after-school programs. Ms. Edmondson provided an overview of the Standards of Care and minor changes made to the annual ordinance including title and duty changes for staff, and language.

Mayor Lopez opened the public hearing at 8:02 p.m. and asked to hear from any proponents followed by opponents of the items.

Hearing none, Mayor Lopez closed the public hearing at 8:02 p.m.

Motion: Motion was made by Mayor Pro Tem Estep and seconded by Councilmember Goveas to approve Ordinance 1499-24 adopting the 2024 Standards of Care for youth programs provided by The Link Event & Recreation Center.

Motion carried by a vote of 7-0.

3C. Approved Ordinance 1500-24 adopting an updated Drought Contingency and Emergency Water Management Plan PUBLIC HEARING

Director of Public Works and Capital Projects Kip Dernovich presented the item to the City Council and advised that the current Drought Contingency and Emergency Water Management Plan for the City of Richland Hills was established in 2019. These types of plans are required to be updated every five years, although alterations are allowed within the five-year window. The most recent alteration to this plan was in 2021. The alteration in 2021 reflected the most recent Texas Commission of Environmental Quality (TCEQ) rules as well as updated requirements as part of the contract the city has with the City of Fort Worth for the provision of potable water and sewer treatment services (mainly constant Stage 1 Watering Restrictions). The 2024 updated plan has minor edits (population data, position that oversees the plan etc.), yet holds the current watering standards.

Mayor Lopez opened the public hearing at 8:06 p.m. and asked to hear from any proponents followed by opponents of the items.

Hearing none, Mayor Lopez closed the public hearing at 8:07 p.m.

Motion: Motion was made by Councilmember Goveas and seconded by Councilmember Knowlton to approve Ordinance 1500-24 adopting an updated Drought Contingency and Emergency Water Management Plan.

Motion carried by a vote of 7-0.

ORDINANCES & RESOLUTIONS AND OTHER RELATED ITEMS**4. None.****CONTRACTS, AGREEMENTS, BID AWARDS AND OTHER RELATED ITEMS****5A. Approved Interlocal Agreement with Tarrant County to provide \$5,821,025 in bond funding for reconstruction of Glenview Drive through the Tarrant County 2006 Transportation Bond Program (2006 TBP) and the Tarrant County 2021 Transportation Bond Program (2021 TBP)**

City Manager Candice Edmondson presented the item to the City Council and advised that Tarrant County has authorized the disbursement of \$5,821,025 in transportation bond funding for the reconstruction of Glenview Drive from Jordan Drive to SH 26. The Interlocal Agreement acknowledges Tarrant County's participation in the street reconstruction project and requires approval by the City of Richland Hills to officially allocate the bond funds. The agreement becomes effective upon the approval of both parties and shall terminate on September 30, 2028.

While the project description included in the Interlocal Agreement speaks to a "hybrid" road system, decisions on the final road design have not been made. The next step in the process is to complete a detailed traffic impact study. City staff is in the process of writing a request for proposals for qualified engineering firms to complete the traffic impact analysis and subsequent road design.

Tarrant County agrees to reimburse the City for 50 percent of the actual eligible project costs in an amount not to exceed \$5,821,025. The City will be responsible for the remaining project costs including construction, right of way acquisition, utility relocation, engineering, planning, surveying, etc. Funding will be provided through the sales tax-based Street Improvement Fund for the City's portion of project costs.

The Interlocal Agreement being presented to City Council is only for the acceptance of Tarrant County's contribution to the Glenview Drive project.

Discussion ensued regarding a traffic study and funding source of the City's portion of the project.

Ms. Edmondson confirmed that a traffic study will be conducted and it will take approximately four months to complete. Once completed, the study will be available for public review on the City's website. Additionally, she advised that the City's funding source is from sales tax and bond funding from Tarrant County is a reimbursement program and can solely be used for the project indicated.

John Skier, 7016 Park Place Drive, Richland Hills, expressed his support for the Interlocal Agreement. Glenview Drive needs improvements and this allows the City to share that cost.

Vicki Hamilton, 7905 Leslie Drive, Richland Hills, inquired about an agenda item from the February 26, 2024 meeting that approved a Glenview Corridor Plan. Additionally, she recommended that the traffic study be completed during the school year for the most accurate data.

Mayor Lopez advised that the agenda item in question approved the Glenview Corridor Master Plan which was a conceptual plan to begin the process of improving the corridor.

Shary Dodson, 3905 London Lane, Richland Hills, expressed concern that the City will use eminent domain to take her home.

Mayor Lopez advised that eminent domain is illegal and the City will not take anyone's home.

Motion: Motion was made by Councilmember Knowlton and seconded by Councilmember Malone to approve Interlocal Agreement with Tarrant County to provide \$5,821,025 in bond funding for reconstruction of Glenview Drive through the Tarrant County 2006 Transportation Bond Program (2006 TBP) and the Tarrant County 2021 Transportation Bond Program (2021 TBP).

Motion carried by a vote of 7-0.

OTHER ITEMS FOR CONSIDERATION

6. None.

REPORTS & DISCUSSIONS

7. None.

COMMUNITY INTEREST ITEMS

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

- Now – May 15, 2024, Pick A Perk Link Membership Sale, The Link;
- Now – July 4, 2024, Patriotic Parade Registration, The Link;
- Thursday, May 16, 2024, Music in the Park, The Link Plaza;
- Tuesday, May 21, 2024, Carnival with Cops, The Link Plaza, 5:00 to 6:30 p.m.;
- Thursday, June 13, 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.;
- 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 Knowlton and seconded by Councilmember Bledsoe 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 8:33 p.m.

ATTEST:

APPROVED:

Lindsay Rawlinson, City Secretary

Curtis Bergthold, Mayor

**RICHLAND HILLS CITY COUNCIL
SPECIAL MEETING
MAY 14, 2024
MINUTES**

Roll Call:

Council present

Edward Lopez, Mayor
Douglas Knowlton, Place 1
Travis Malone, Place 2

Council absent

GW Estep, Mayor Pro Tem
Theresa Bledsoe, Place 3
Javier Alvarez, Place 4
Roland Goveas, Place 6

Staff present

Lindsay Rawlinson, City Secretary

CITY COUNCIL SPECIAL MEETING – 9:00 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 9:00 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 May 4, 2024 City Council General Election:

		<u>TOTAL</u>	<u>PERCENTAGE</u>
Mayor	Wyatt Smith	34	5.68%
	Joyce Zuefeldt Fiaccone	213	35.56%
	Curtis Bergthold	352	58.76%
Place 2	Travis Malone	311	52.01%
	Jen Clark	287	47.99%
Place 4	John Skier	308	52.38%
	Javier Alvarez	135	22.96%
	Stacey Lightfoot Morse	145	24.66%

TOTAL BALLOTS CAST: 610 (11.75% voter turnout)

Motion: Motion was made by Councilmember Malone and seconded by Councilmember Knowlton to approve Resolution No. 595-24, canvassing returns and declaring results of the general municipal election held on May 4, 2024.

Motion carried by a vote of 3-0.

3. ADJOURNMENT

There being no further business to come before the City Council, Mayor Lopez declared the meeting adjourned at 9:02 a.m.

ATTEST:

APPROVED:

Lindsay Rawlinson, City Secretary

Curtis Bergthold, Mayor

Memorandum

To: Honorable Mayor Curtis Bergthold and Richland Hills City Council Members

From: Candice Edmondson, City Manager

Date: May 20, 2024

Subject: City Council Committees

Agenda Item:

Consider appointments to City Council Committees

Background Information:

The City Council has previously created City Council Committees to work with staff on important initiatives and projects. The committees consist of members of the City Council with meetings held as needed. Council may consider appointments for the following committees:

- Development Committee
- Infrastructure Committee
- Finance Committee

A list of the 2023 City Council Committee members is attached to this memo for reference.

Financial Considerations:

N/A

Legal Review:

N/A

Board/Citizen Input:

N/A

Attachments:

2023 City Council Committees List

Council Action Requested:

Motion to appoint members to City Council Committees

City Council Committees 2023

Development Committee

- Councilmember Javier Alvarez
- Councilmember Theresa Bledsoe

Infrastructure Committee

- Councilmember Roland Goveas
- Councilmember Douglas Knowlton

Finance Committee

- Mayor Pro Tem G.W. Estep
- Councilmember Travis Malone

Memorandum

To: Honorable Mayor Curtis Bergthold and Richland Hills City Council Members

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

Date: May 20, 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 Curtis Bergthold and Richland Hills City Council Members

From: Candice Edmondson, City Manager

Date: May 20, 2024

Subject: April Department Monthly Reports

Agenda Item:

April 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:

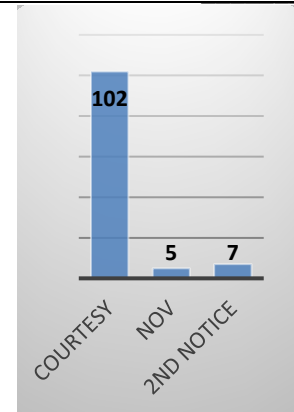
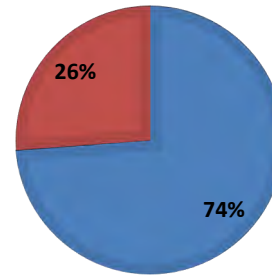
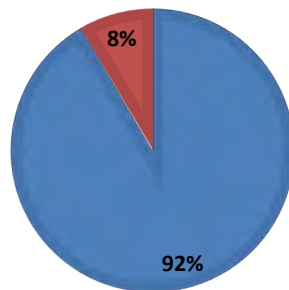
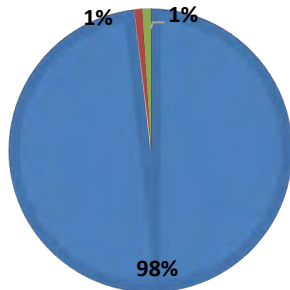
April Department Reports

Council Action Requested:

No Council Action

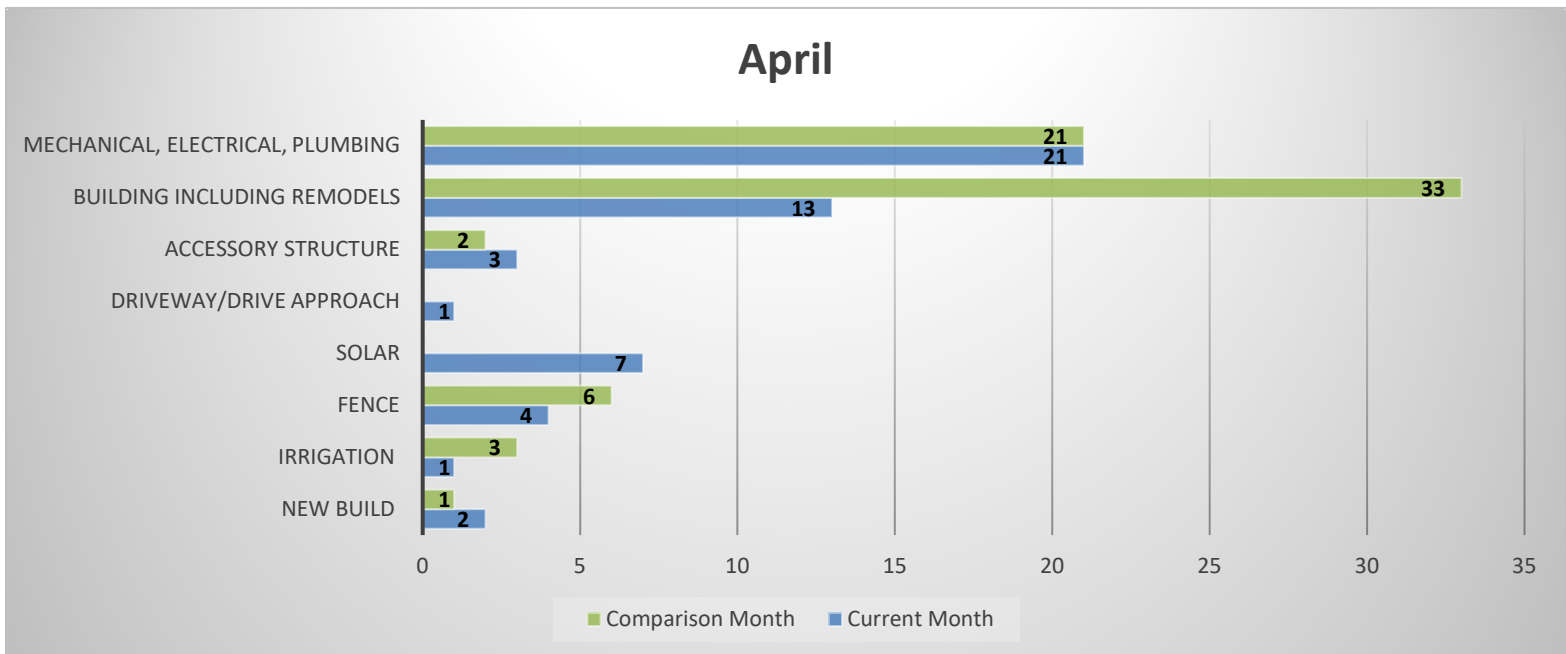
Code Compliance

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



Current Month Violations					
	Notices Issued	Pending Compliance	Compliance Obtained	Citations Issued	Abatement by City
Nuisance Violations	105	68	37	0	0
Building Violations	0	0	0	0	0
Zoning Issues	1	1	0	0	0
Permit Violations	1	1	0	0	0
Building Violations	0	0	0	0	0
Zoning Issues	1	1	0	0	0
Permit Violations	1	1	0	0	0
Fiscal Year Totals	504	309	282	6	0
Previous Fiscal Year Comparison	667	254	431	9	0
Most Common Violations			Monthly	Previous Year	YTD
Property Maintenance			2	38	
Inoperable Vehicle			2	3	
Parking			4	9	
Trees			6	1	
Accumulations			12	24	
High Grass and Weeds			74	22	
NOTE:					
Building Summary					
	Current Month	Comparison Month Previous Year	Fiscal Year 23/24	Previous Fiscal Year Comparison	
Registered Vacant Building	0	0	4	5	
Substandard Buildings – New BBA	1	0	1	0	
Field Activity		Monthly	Previous Year	YTD	
Inspections Conducted		7			
Citizen Contacts		31			

Development Services



	Mechanical Electrical Plumbing	Building Including Remodels	Accessory Structure	Driveway Drive Approach	Solar	Fence	Irrigation	New Build
Current Month Residential	17	11	3	1	7	1	1	2
Current Month Commercial	4	2	0	0	0	3	0	0
Current Fiscal Year 2023-2024	135	122	9	9	18	60	6	23
Previous Month Residential	20	27	2	0	0	5	2	1
Previous Month Commercial	1	6	0	0	0	1	1	0

	Current Month	Comparison Month Previous Year	Fiscal Year To Date 2023-2024
Sign Permit	2	0	12
ROW Permit	48	5	118
Garage Sale Permit	27	17	126
Zoning, SUP, Code Consults	0	1	12
Pool Permits	1	0	2

Business Summary

	Current Month	Comparison Month Previous Year	Fiscal Year To Date 2023-2024
Registered Rental CO's	6	4	48
Issued Commercial CO's	5	2	21
Mobile Food Vendor	0	1	1

Received Certificate of Occupancy

- Pneuma Nitric Oxide – 7500 Baker Blvd Ste 170– Warehouse/Distribution
- Collective Tendencies – 7410 Boulevard 26 Suite U – Retail, Store and Shops
- Cano Electric – 7400 Whitehall St – Contractor (No Outside Storage)
- Fox Industries LLC DBA Fox Commercial Services –2940 Wesley Way - Contractor (No Outside Storage)
- Total by Verizon DBA Victra – 7200 Glenview Dr Ste 100 – Retail, Stores and Shops

Number of Potential Business Certificate of Occupancy Meetings: 2

Number of Developmental Review Committee / Plan Review: 3

Finance

GENERAL FUND, UTILITY FUND AND LINK FUND

Fiscal Year 2023-2024, Period Ending 4/30/2024

Monthly Financial Report					
	Budget	Current Month Actual	YTD Actual	Available Budget	% YTD of Total Budget
General Fund (001)					
Revenue					
Property Taxes	\$ 3,217,091	\$ 28,949	\$ 3,071,312	\$ 145,779	95%
Sales Tax	\$ 4,877,144	\$ 441,171	\$ 2,133,561	\$ 2,743,583	44%
Other Tax	\$ 2,500	\$ 223	\$ 1,456	\$ 1,044	58%
Franchise Fees	\$ 556,800	\$ 1,818	\$ 473,426	\$ 83,374	85%
Fines & Forfeitures	\$ 385,100	\$ 39,689	\$ 325,478	\$ 59,622	85%
Licenses & Permits	\$ 279,225	\$ 13,018	\$ 165,260	\$ 113,965	59%
Service Charges	\$ 268,850	\$ 7,711	\$ 158,355	\$ 110,495	59%
Miscellaneous	\$ 552,227	\$ 43,948	\$ 225,990	\$ 326,237	41%
Total Revenues	\$ 10,138,937	\$ 576,527	\$ 6,554,838	\$ 3,584,099	65%
Expenditures					
Municipal Court	\$ 295,313	\$ 14,755	\$ 178,060	\$ 117,253	60%
Administration	\$ 709,039	\$ 46,442	\$ 373,949	\$ 335,090	53%
Police	\$ 2,580,786	\$ 169,469	\$ 1,208,145	\$ 1,372,641	47%
Fire	\$ 2,624,656	\$ 217,611	\$ 1,355,539	\$ 1,269,117	52%
Street	\$ 300,143	\$ 15,745	\$ 130,227	\$ 169,916	43%
Library	\$ 470,100	\$ 32,442	\$ 244,120	\$ 225,980	52%
Recreation	\$ 289,595	\$ 18,635	\$ 171,473	\$ 118,122	59%
Parks/Grounds	\$ 323,742	\$ 12,025	\$ 89,017	\$ 234,725	27%
Community Development	\$ 504,608	\$ 62,965	\$ 316,235	\$ 188,373	63%
Animal Control	\$ 235,448	\$ 23,002	\$ 151,893	\$ 83,555	65%
Legislative (City Secretary)	\$ 149,127	\$ 13,455	\$ 85,983	\$ 63,144	58%
Shared Services	\$ 957,232	\$ 115,470	\$ 537,848	\$ 419,384	56%
Transfers/Non Departmental	\$ 841,893	\$ -	\$ 740,516	\$ 101,377	88%
Total Expenditures	\$ 10,281,682	\$ 742,016	\$ 5,583,005	\$ 4,698,677	54%
Rev/Exp	\$ (142,745)	\$ (165,489)	\$ 971,833		
Utility Fund (002)					
Revenue					
Water	\$ 2,595,000	\$ 193,885	\$ 1,456,681	\$ 1,138,319	56%
Sewer	\$ 1,800,000	\$ 148,631	\$ 1,047,486	\$ 752,514	58%
Misc. (incl. Garbage Billing)	\$ 753,000	\$ 82,823	\$ 581,793	\$ 171,207	77%
Total Revenues	\$ 5,148,000	\$ 425,339	\$ 3,085,960	\$ 2,062,040	60%
Expenses					
Shared Services	\$ 356,494	\$ 45,848	\$ 203,192	\$ 153,302	57%
Administration	\$ 754,171	\$ 52,212	\$ 406,499	\$ 347,672	54%
Water Services & Distr.	\$ 1,744,698	\$ 176,417	\$ 549,650	\$ 1,195,048	32%
Wastewater Service	\$ 1,633,536	\$ 497,406	\$ 1,089,972	\$ 543,564	67%
Trsfrs/Debt Service/Non-Dept.	\$ 1,188,143	\$ 45,441	\$ 421,557	\$ 766,586	35%
Total Expenses	\$ 5,677,042	\$ 817,324	\$ 2,670,870	\$ 3,006,172	47%
Rev/Exp	\$ (529,042)	\$ (391,985)	\$ 415,090		
Link Operating Fund (098)					
Revenue					
Recreation	\$ 571,000	\$ 46,989	\$ 337,470	\$ 233,530	59%
Transfers in	\$ 200,000	\$ -	\$ 200,000	\$ -	100%
Total Revenue	\$ 771,000	\$ 46,989	\$ 537,470	\$ 233,530	70%
Expenditures	\$ 771,000	\$ 54,591	\$ 404,101	\$ 168,417	77%
Operating/Personnel	\$ 771,000	\$ 54,591	\$ 404,101	\$ 366,899	52%
Rev/Exp	\$ -	\$ (7,602)	\$ 133,369		

Finance

SPECIAL REVENUE FUNDS

Fiscal Year 2023-2024, Period Ending 4/30/2024

Monthly Financial Report					
	Budget	Current Month Actual	YTD Actual	Available Budget	% YTD of Total Budget
Court Security Fund (24)					
Revenue	\$ 5,500	\$ 1,000	\$ 8,017	\$ (2,517)	146%
Expenditures	\$ 1,050	\$ -	\$ -	\$ 1,050	0%
Rev/Exp	\$ 4,450	\$ 1,000	\$ 8,017		
Court Technology Fund (39)					
Revenue	\$ 4,800	\$ 821	\$ 6,599	\$ (1,799)	137%
Expenditures	\$ -	\$ -	\$ -	\$ -	
Rev/Exp	\$ 4,800	\$ 821	\$ 6,599		
Crime Control District (65)					
Revenue					
Sales Tax	\$ 1,842,088	\$ 164,854	\$ 793,843	\$ 1,048,245	43%
Investment Income	\$ 24,000	\$ 3,395	\$ 29,827	\$ (5,827)	124%
Grants/Transfers	\$ 21,760	\$ 1,425	\$ 6,048	\$ 15,712	28%
Total Revenue	\$ 1,887,848	\$ 169,674	\$ 829,718	\$ 1,058,130	44%
Expenditures					
Public Safety	\$ 1,539,572	\$ 196,498	\$ 819,781	\$ 719,791	53%
Capital Expense	\$ 281,344	\$ 5,969	\$ 68,213	\$ 213,131	24%
Transfers Out	\$ 192,828	\$ -	\$ 192,828	\$ -	100%
Total Expenditures	\$ 2,013,744	\$ 202,467	\$ 1,080,822	\$ 932,922	54%
Rev/Exp	\$ (125,896)	\$ (32,793)	\$ (251,104)		
Hotel Occupancy Tax (77)					
Revenue					
HOT (Taxes)/Int Income	\$ 259,200	\$ 24,718	\$ 121,887	\$ 137,313	47%
Expenditures					
Operating Expense	\$ 194,375	\$ 3,321	\$ 52,986	\$ 141,389	27%
Debt Service	\$ 103,713	\$ -	\$ 19,356	\$ 84,357	19%
Total Expenditures	\$ 298,088	\$ 3,321	\$ 72,342	\$ 225,746	24%
Rev/Exp*	\$ (38,888)	\$ 21,397	\$ 49,545		
TIF Fund (89)					
Revenue					
Property Tax Allocation	\$ 192,296	\$ -	\$ 193,626	\$ (1,330)	101%
Investment Income	\$ 53,349	\$ 2,799	\$ 21,360	\$ 31,989	40%
Sales Tax Transfer in	\$ 75,000	\$ -	\$ -	\$ 75,000	0%
Total Revenue	\$ 320,645	\$ 2,799	\$ 214,986	\$ 105,659	67%
Expenditures					
Operating	\$ 90,000	\$ -	\$ -	\$ 90,000	0%
Improvement Incentive	\$ 30,000	\$ -	\$ -	\$ 30,000	0%
Grants	\$ 400,000	\$ -	\$ -	\$ 400,000	0%
Capital Projects	\$ 230,000	\$ -	\$ 184,462	\$ 45,538	0%
Total Expenditures	\$ 750,000	\$ -	\$ 184,462	\$ 565,538	25%
Rev/Exp	\$ (429,355)	\$ 2,799	\$ 30,524		
Strategic Initiative Fund (107)					
Revenue	\$ 256,260	\$ -	\$ 256,260	\$ -	100%
Expenditures	\$ 811,823	\$ 21,890	\$ 165,217	\$ 646,606	20%
Rev/Exp	\$ (555,563)	\$ (21,890)	\$ 91,043		
*Any overages in these funds are covered by fund balance.					

Finance

CAPITAL FUNDS

Fiscal Year 2023-2024, Period Ending 4/30/2024

Monthly Financial Report					
	Budget	Current Month Actual	YTD Actual	Available Budget	% YTD of Total Budget
Oil & Gas Lease Fund (12)					
Revenue	\$ 100,000	\$ 8,271	\$ 73,350	\$ 26,650	73%
Expenditures	\$ 177,000		\$ 7,400	\$ 169,600	4%
Rev/Exp*	\$ (77,000)	\$ 8,271	\$ 65,950		
Road and Street Fund (25)					
Revenue					
Sales Tax	\$ 1,828,929	\$ 165,439	\$ 800,086	\$ 1,028,843	44%
Total Revenue	\$ 1,828,929	\$ 165,439	\$ 800,086	\$ 1,028,843	44%
Expenditures					
Street R&M	\$ 2,140,000	\$ 15,920	\$ 113,541	\$ 2,026,459	5%
Total Expenditures	\$ 2,140,000	\$ 15,920	\$ 113,541	\$ 2,026,459	5%
Rev/Exp*	\$ (311,071)	\$ 149,519	\$ 686,545		
Vehicle Replace. Fund (30)					
Revenue					
Sale of vehicles	\$ 120,000	\$ 4,105	\$ 35,428	\$ 84,572	30%
Transfers in	\$ 501,660	\$ -	\$ 501,660	\$ -	100%
Total Revenue	\$ 621,660	\$ 4,105	\$ 537,088	\$ 84,572	86%
Expenditures					
Capital-Lease Expense	\$ 339,702	\$ -	\$ 136,018	\$ 203,684	40%
Capital- Purchases	\$ 118,200	\$ -	\$ 18,192	\$ 100,008	15%
Gas/Maint	\$ 158,758	\$ -	\$ 77,587	\$ 81,171	49%
Operational	\$ 5,000	\$ -	\$ 1,925	\$ 3,075	39%
Total Expenditures	\$ 621,660	\$ -	\$ 233,722	\$ 387,938	38%
Rev/Exp*	\$ -	\$ 4,105	\$ 303,366		
ARPA Fund (101)					
Revenue-Transfers In/Interest	\$ 1,652,404	\$ 88,031	\$ 1,129,267	\$ 523,137	68%
Expenditures					
Project Appropriations	\$ 1,628,404	\$ 80,453	\$ 1,076,057	\$ 552,347	66%
Total Expenditures	\$ 1,628,404	\$ 80,453	\$ 1,076,057	\$ 552,347	66%
Rev/Exp	\$ 24,000	\$ 7,578	\$ 53,210		
*Any overages in these funds are covered by fund balance.					

Finance

DEBT SERVICE FUND

Fiscal Year 2023-2024, Period Ending 4/30/2024

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	\$ 13,857	\$ 1,444,821	\$ 40,661	97%
Interest Income	\$ 15,000	\$ 2,962	\$ 20,796	\$ (5,796)	139%
Total Revenues	\$ 1,500,482	\$ 16,819	\$ 1,465,617	\$ 40,661	98%
Expenditures					
Debt Service	\$ 1,465,229	\$ 500	\$ 433,580	\$ 1,031,649	30%
Rev/Exp	\$ 35,253	\$ 16,319	\$ 1,032,037		

COMPONENT UNIT

Richland Hills EDC (26)					
Revenue					
Sales Tax	\$ 1,219,286	\$ 110,293	\$ 533,391	\$ 685,895	44%
Interest Income	\$ 42,000	\$ 7,396	\$ 48,932	\$ (6,932)	117%
Total Revenues	\$ 1,261,286	\$ 117,689	\$ 582,323	\$ 685,895	46%
Expenses					
Operating	\$ 386,149	\$ 16,238	\$ 188,482	\$ 197,667	49%
Transfers Out	\$ 53,046	\$ -	\$ 53,046	\$ -	100%
Capital	\$ 900,000	\$ -	\$ 1,349	\$ 898,651	0%
Debt Service	\$ 230,863	\$ -	\$ 42,931	\$ 187,932	19%
Total Expenditures	\$ 1,570,058	\$ 16,238	\$ 285,808	\$ 1,284,250	18%
Rev/Exp*	\$ (308,772)	\$ 101,451	\$ 296,515		

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

DRAINAGE

Drainage Fund (022)					
Revenue					
Billing/Interest	\$ 914,400	\$ 76,180	\$ 535,692	\$ 378,708	59%
Expenses					
Operating	\$ 471,570	\$ 12,350	\$ 103,286	\$ 368,284	22%
Capital	\$ 129,341	\$ 3,294	\$ 87,421	\$ 41,920	68%
Debt Service	\$ 475,240	\$ -	\$ 44,820	\$ 430,420	9%
Total Fund	\$ 1,076,151	\$ 15,644	\$ 235,527	\$ 840,624	22%
Rev/Exp*	\$ (161,751)	\$ 60,536	\$ 300,165		

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

Fire

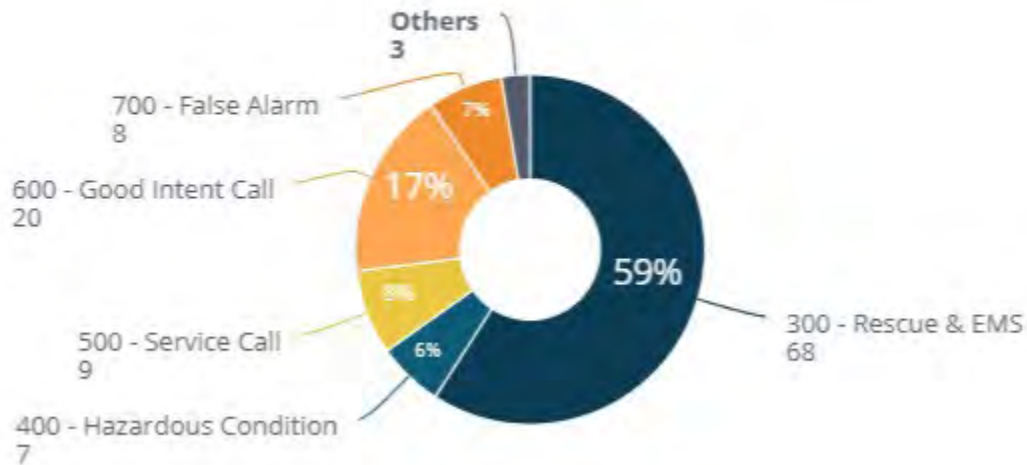
Fire Operations:

- Personnel completed **22** business inspections throughout the month.
- Members completed a combined **451** hours of training this month.
- The mutual aid agreement with Medstar Ambulance resulted in **48** responses during April and **32** transports to local hospitals.
- Turnout times averaged **42 seconds** for April. The national standard is 60 seconds or less.
- Response times for April averaged **3 minutes 36 seconds** from receipt of call-in dispatch to the first fire unit arriving on scene to assist.
- Ambulance billing revenue for March 2024 was **\$7,737.61** with a rolling 12-month total ambulance revenue of **\$169,928.19**
- Citizen's Fire Academy class is progressing well with completion set for May 25th. There are 15 participants in the class.
- 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 April.
- 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 April 2024 were **10% less** than calls in April 2023.

Operations Response Data:

Service Calls – Through April 30, 2024			
	Current Month	April 2023	FY2024 Total
Fire Calls	3	4	41
EMS/Major Accidents/ Rescues	68	87	582
Hazardous Conditions – No Fire	7	4	41
Public Assistance	9	10	96
Good Intent (No Service Rendered)	20	15	117
False Alarm	8	6	67
Severe Weather & Natural Disaster	0	0	0
Total Calls	115	126	945
Automatic / Mutual Aid			
	Current Month	April 2023	YTD Total
Aid Received	48	10	349
Aid Given	20	20	120

Percentage of Incident Type Group



Medstar Response Data:

Priority	Count of Monthly Responses	Transports	Transport Percentage	Average Response Time
P1	0	0	0.00%	0:00:00
P2	8	6	75.00%	0:07:50
P3	3	3	3.00%	0:09:17
P4	6	2	33.33%	0:05:44
P5	22	15	68.18%	0:11:56
P6	0	0	0.00%	0:00:00
P7	7	6	85.71%	0:11:09
P8	2	0	0.00%	0:15:11
Overall Total:	48	31	64.58%	0:10:11
Priority Total:	11	9	81.82%	0:08:33
Non-Priority Total:	37	23	62.16%	0:11:00

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:

- 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: 2

Annual Fire Inspections: 22, Fees collected: \$1,300.00

Fire Alarm Inspection: 4

Fire Sprinkler Inspection: 13

School Inspections: Completed Aug. 2023

Church Fire Inspections: 0

Nursing Home Inspections: 0

Plan Reviews: Fees collected: \$1,496.00

Code Consults: 0

DRC Meetings: 2; 2805 and 2525 Handley-Ederville Road

Business Info Updates: All Out Custom Pro Trucks is relocating their warehouse outside of the city, Pheuma-Nitric Oxide is operating at 7500 Baker Blvd; Ste 170.

P&Z Meeting: N/A

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

NEFDA Haz-Mat Meeting: April 22,24, and 26 NEFDA HazMat training at NRHFD for Hybrid Decon; purchases made for Lithium Ion overpacking drum, granules, and gloves; Grants in progress for Vapor Camera and Training Kits. Primary and Secondary Radiological Training with CTOS for a NEFDA 3 Day Class. NEFDA Ops Policy was updated and approved by NEFDA Chiefs.

TCFAI Meeting: IAAI Electrical Class in Denton County in July, ALERRT class is being put on in summer 2024, Tarrant County D.A. office added 3rd person to review arson cases, no other update.

Walkthroughs: Modern Heat Treat; 2550 Austin Rd.

Uniforms: New employee's uniforms have been ordered.

SCBA: Quarterly Air Sample was completed.

Emergency Mgmt: Looking at TDEM for available classes and grant resources/procedures. TDEM Conference in May 28th-31st (Ft. Worth) scheduled to attend.

Training: Attended 3 day 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: Processed backgrounds for Employment Candidates to fill vacant Full Time Firefighter/Paramedic positions. Structure Fire at 7056 Dover Ln. ruled undetermined.

Other: Assisted Capt. Irizarry with Citizens Fire Academy presentation on Fire Prevention.

Assisted "A-Shift" with station tours for the Academy at C.F. Thomas.

Attended Quarterly Leadership Meeting and FY 24-25 FD Budget Workshop.

Gathering quotes for fence/gate painting around FD, PD and The Link.

A contractor has been selected to install a carport to be used for the four parking spaces on the Fire Department's east side, just next to the Post Office. Work should begin in early May and take approx. one week for completion.

Richland Crossing addition has some utilities in place and roads are concreted. One additional fire hydrant will be placed within the neighborhood.

Baker Landing has several occupied homes and several more are completed or in completion at the time.

RICHLAND HILLS PUBLIC LIBRARY

APRIL • 2024



IMPACT

April was a fun month! One of the highlights was a visit from the Academy of Carrie Thomas Francis 2nd graders. The kids loved seeing the library and meeting Ladybug.

Our very popular Literary Society Book Club had a well attended meeting of 15 people and the AARP Volunteers finished out another successful year of free tax prep saving 163 residents approximately \$30,000

KEY FACTS (LAST YEAR)

- 1435 Visitors (903)
- 298 Program Attendance (444)
- 16 Programs & Events (14)
- 3367 Total Items Checked Out (2274)
- 1921 Questions Answered (899)
- 9 Posters printed for other City Departments (1)
- 175 Computer usage (Not Available due to software upgrade)

The Link Event & Recreation Center Monthly Report April 2024

Budget Analysis

The Link outperformed its April revenue goal by more than \$3,500. All together, The Link has generated \$334,619.10 or 58.6% of the fiscal revenue goal.



Expenses for the Link's operations totaled \$349,509.52 at the end of March 2024. That accounts for 45.3% of the fiscal budget.

Project/Program Updates

- **Memberships: \$5,498.69.** Memberships remained relatively steady after seeing an uptick in March revenue. Overall, The Link's membership revenue is less than 10% below its projected annual revenue goal.
 - Memberships Sold: 28
 - Memberships canceled or expired: 23
 - Total paid memberships: 313
 - Total memberships overall: 653
 - Medicare programs brought in an additional \$2,334 from 166 active members.
- **Camps and After School Program: \$23,847.** The Link hosted 14 kids for a 1 day camp. The after school program has 110 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.
 - **Classes and Participation**
 - Karate - 3
 - Belly Dancing - 7
 - Creative Dance - 4
 - Ballet I – 3
 - Fitness Orientation - 7

- **Outdoor Programs:** Staff unfortunately had to cancel the family camping trip to Tyler State Park due to inclement weather conditions.
- **Athletics:** The athletics at The Link include free play pickleball, volleyball, and basketball. *These options free to members and for a daily/monthly fee for the public.
 - **Sport and Participation**
 - **Pickleball** – 43 registered for the month.
 - **Volleyball** – 46 registered for the month.
- **Special Events:**
 - **The Totally Cool Eclipse Party** - Staff hosted approximately 150 guests on Monday, April 8. All guests received eclipse glasses and watched the livestream of the eclipse indoors or viewed it outside with eclipse glasses or a telescope provided by Fort Worth Astronomical Society Member, Jim Klein. Two photo ops were also provided. They also enjoyed refreshments including moonpies, chocolate and lemon Oreos, Sunchips and Sunkist. After the total eclipse, guest enjoyed Eclipse Bingo and won prizes including Capri Sun, Starburst, Little Debbie Star Crunch, Orbit gum, Eclipse gum, Sunny D, Sun Chips and Moonpies.
 - **Clean, Green, and Lean** - Staff had 20 people show up to help plant wildflower seed on the trail. Most of those made their way out to a park and helped clean up Rosebud, Kate Baker and Creek Trail Parks. Once the outdoor portion of the event was completed, everyone was invited back to The Link for free hot dogs, drinks, class demos and even a free Oak sapling to plant on their property. All together, there was about 100 people that came out to one or more stages of the event.
- **Community Programs:** The Link, while designed to generate revenue, tries to find a balance with community programs that anyone can join.
 - **Lunch Bunch** - Catfish and sides were served and 96 attended. 73 seniors stayed and played bingo for prizes.
 - **Tarrant Area Food Bank** - The Link continues to partner with Trinity Point Church on the second Thursday of every month.
 - **Second Saturday Seminars** – April's Program was an introduction to Birding. The speaker went over what birding is, what the benefits are, what equipment you might use.
- **Senior Programs:**
 - **Alice and Wonderland** -10 seniors attended the trip to the Theatre Arlington.
 - **Ennis Bluebonnet Trails** - 14 seniors attended.
 - **Brown Bag Lunch & Bingo** - 8 seniors attended.
- **Rentals: \$9,561.** The Link fell short of its rental revenue goals this month. The Link hosted 56 rentals this month, including 9 city events. City rentals included the annual Police Department Banquet on Saturday, April 13 and the Citizens Fire Academy of Thursday nights.

Valuable Information:

- The Link's indoor playground is fully operational and has already had it's first birthday party package rental.

Link Revenue	April 2022	April 2023	April 2024	Fiscal Year 21-22 YTD	Fiscal Year 22-23 YTD	Fiscal Year 23-24 YTD
Classes	\$ 472.50	\$ 596.50	\$ 715.00	\$ 3,254.62	\$ 4,162.87	\$ 6,276.00
Link Membership	\$ 4,895.98	\$ 6,351.34	\$ 5,498.69	\$ 37,887.54	\$ 42,095.91	\$ 38,894.44
Day Passes	\$ 354.00	\$ 291.00	\$ 395.00	\$ 2,133.00	\$ 2,058.00	\$ 2,665.00
Fitness Classes	\$ 265.17	\$ 325.42	\$ 612.51	\$ 2,524.79	\$ 1,618.74	\$ 3,917.31
Personal Training	\$ 993.53	\$ 1,052.46	\$ 1,428.00	\$ 15,659.15	\$ 4,399.11	\$ 3,660.00
Athletics	\$ 2,084.75	\$ 915.00	\$ 1,140.00	\$ 16,057.79	\$ 14,805.24	\$ 10,909.50
Day Camps	\$ 20.00	\$ 146.00	\$ 758.00	\$ 11,931.75	\$ 11,665.00	\$ 18,205.00
After School Program	\$ 12,885.66	\$ 13,771.00	\$ 23,088.80	\$ 67,773.08	\$ 82,021.00	\$ 129,449.80
Rentals	\$ 17,482.56	\$ 13,268.75	\$ 9,561.00	\$ 130,776.54	\$ 96,987.17	\$ 97,092.00
Grand Total	\$ 39,454.15	\$ 36,717.47	\$ 43,197.00	\$ 287,998.26	\$ 259,813.04	\$ 311,069.05

*This chart does not include all revenue streams.

Police

- On April 1st, RHPD Welcomed new Police Officer Recruits Manuel Gonzalez Lopez and Savannah Seel. They both began the Basic Peace Office Academy on April 8th.
- April 2nd to 5th - Officer McEachran attended the Texas Association of Governmental Information Technology Managers Conference in San Antonio, Texas.
- April 8th to 12th - Captain Russell attended the LEMIT Command Staff Leadership Series in Huntsville, Texas, for his 40-hour mandated state training.
- On April 12th, Chief Sylvester was a Panel Speaker at the IACP Women's Leadership Institute in White Settlement.
- On April 13th, Captain Russell attended the IACP Midyear Committee Meetings.
- On April 13th, The Richland Hills Police Department hosted its 2024 Annual Award banquet, which recognized the staff's 2023 accomplishments.
- On April 17th – The police department successfully passed its TCIC and TxGang State Audits.
- On April 22nd, Chief Sylvester and Captain Russell attended the Tarrant County National Crime Victims' Rights Observance Ceremony.
- On April 26th, Lieutenant Gaytan graduated from the Institute for Law Enforcement Administration's 63rd School of Executive Leadership.
- On April 30th, the Police Department hosted the CF Thomas Elementary Academy for a facility tour.

Service Calls		
	Current Month	YTD Total
Total Calls for Service (CFS)	2103	9785
Calls for Service	397	1636
Field Generated CFS	1706	8149
Proactive Policing (Included in Field Generated)		
Traffic Stops-Spillman	452	2093
Violations issued	399	1757
Warnings issued	339	1628
Traffic stops resulting in an arrest	42	121
Crime Prevention CFS	408	1888
Business Checks CFS	502	2272
Arrests	76	229
Family Violence-included above	3	16
DWI Arrests-included above	15	38
Priority-1 Total Response Time	***	
Priority-1 Officer Response Time	***	

NOTES:

*** Response times have not been provided by NRHPD at this time due to the loss of Assistant Chief Kevin Palmer.

There were 15 DW Arrests for the month; patrol is doing an outstanding job removing impaired drivers from the roadways.

Part 1 Offenses		
	Current Month	YTD Total
Total Violent Crime Offenses	6	31
Murder	0	0
Rape	1	5
Robbery	0	0

Aggravated Assault	0	3
Simple Assault	5	22
Total Property Crime Offenses	17	72
Burglary	3	5
Business	2	4
Residential	1	1
Larceny	9	41
Burglary of Motor Vehicle	2	16
Auto Theft	3	12
Part -1 Offenses Cleared	8	53
Clearance Rate %	34.78%	52.43%
Stolen Property Reported	\$55,122	\$544,141
Stolen Property Recovered	\$0	\$24,353

NOTES:

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	13	51
Accidents-Major	7	25
Accidents-Minor	11	58
Alcohol/Drug Impairment	2	4

NOTES:

Records

	Current Month	YTD Total
Sex Offender Registrations	0	4
Open Records Requests	61	201
Solicitors Permits	0	1

Property & Evidence

	Current Month	YTD Total
Pieces of Property Received	149	435
Items Taken to Lab for Narcotics Testing	16	55
Items Taken to Lab for Blood Alcohol Content	18	40
Crime Scene Call-Outs Richland Hills	2	6
Crime Scene Call-Outs Haltom City	0	1

Criminal Investigations

	Current Month	YTD Total
New Assigned Cases	55	368
Current Open Cases	55	
Total Warrants Issued	10	30
Misdemeanor Arrest Warrant	5	11
Felony Arrest Warrant	2	15
Search Warrant	3	5
Charges Filed with TCDA	41	154
New Emergency Protective Orders	1	8

NOTES:

Animal Services

- Vax Shack provided 30 spay/neuters & over 75 vaccinations to pets.
- Next Vax Shack Day is scheduled for May 23.

	Current Month	YTD Total
Total Dispatched Calls	35	94
Impounds		
	Current Month	YTD Total
DOGS	11	45
CATS	35	79
OTHER THAN DOGS/CATS	0	0
TOTAL	46	124
Incidents by Type		
	Current Month	YTD Total
ANIMALS AT LARGE	7	20
AGGRESSIVE ANIMAL	2	8
ANIMAL COMPLAINTS	24	58
INJURED ANIMALS	1	5
TOTAL	34	91
NOTES:		
Bite Reports		
	Current Month	YTD Total
ANIMAL BITES	1	2
SHELTER QUARANTINE	0	0
HOME QUARANTINE	1	2
SUBMISSION &/or Owner Req Euthanasia	0	0
UNABLE TO LOCATE	0	0
NOTES:		
Dog vs. Dog – The reporting person was walking their dog on a leash in the area of Pine Park Drive and Kingsbury Ave. A dog at large attacked the Reporting Person's dog without provocation. The dog at large was being watched by a caretaker who received citations for the dog at large. This animal was placed into home quarantine. The injured dog received minor injuries and did not require treatment.		
Disposition of Animals out of the Shelter		
	Current Month	YTD Total
DOGS ADOPTED	8	30
CATS ADOPTED	19	58
RETURNED TO OWNER/YARD	6	20
TRANSFERRED/RESCUED	8	11
EUTHANIZED/ LOST/ DIES IN CARE	5	8
City License Issued		
	Current Month	YTD Total
ISSUED	24	49
Citations/Violations Issued		
	Current Month	YTD Total
CITATIONS ISSUED	4	16

WARNINGS ISSUED	0	0
-----------------	---	---

PUBLIC WORKS – Work Orders**TOTAL WORK ORDERS: 463****STREETS**

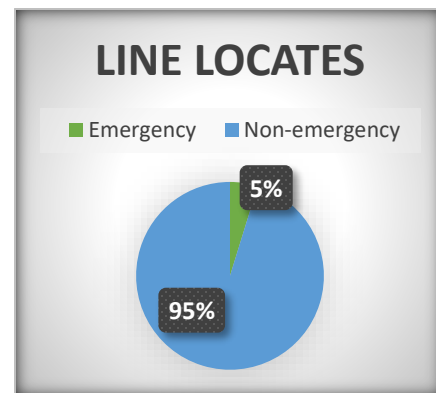
	CURRENT	YTD
Potholes	156	471
Street Patch	3	3
Debris Removal/Mowing	7	22
Sign Repair/Install	44	178
Manhole Repairs	1	1
After Hour Calls	0	3
Other (Mosquito Testing/Spray, etc.)	14	24

WATER

	CURRENT	YTD
Water Line Break	1	7
Water Line Repair	0	1
Meter Leak/Repair	17	54
After Hour Calls	1	24
Other (Water pressure, odor, etc.)	11	42

SEWER

	CURRENT	YTD
Sewer Line Break	1	2
Sewer Line Repair	0	0
Household Back-up	6	44
Drainage	4	22
After Hour Calls	1	10
Other (Odor, etc.)	7	18

**UTILITIES – Work Orders****TOTAL WORKORDERS: 232**

SERVICES			GENERAL		
	CURRENT	YTD		CURRENT	YTD
Meter Turn On	47	315	Possible Leak	22	70
Service Shut Off	48	333	Meter Repairs/Replacement	2	19
Final Reads	35	152	Reset Encoder	23	83
Service Starts	36	146	No Reads	5	65
Re-Read Meter	2	30	Other (Low Consumption, Meter Tests, etc.)	13	60

Operational Updates

- 4875' of sewer line cleaned.
- 60 man-hours spent reading wells and water sampling.
- 20 man-hours spent conducting NAP Testing.
- Routine levee maintenance.
- Routine seasonal mowing.
- Routine storm preparation (chainsaw maintenance, prep sandbags, prepped dump truck with sand for the spreading, etc.).
- Lift Station Maintenance.

- Generator Project is on-going.
- The Rena water tank interior and exterior renovations and repairs have been completed.
- The 2023 Water Quality Report is complete and has been submitted to TCEQ. Reports will be mailed out to residents in their May water bills.
- The Annual Water Loss Survey Report and Water Use Report were both submitted to TCEQ.
- US Underwater conducted TCEQ mandated annual inspection of all water wells.
- The 2nd round of street sweeping for 2024 has been scheduled for the 1st week in June. Sweeping will be followed by staff applying Crack Seal to streets throughout the city.
- Street sign replacement continues.
- Staff began preparing the FY 24-25 budget.

Staff Updates

- Staff attended Customer Experience training.
- Gene Arnold Maintenance Technician completed the Basic Water Op. training. He is now preparing to test.
- Hoang Pham completed Water Distribution Training.
- All staff was registered for Texas Resiliency Training (water).
- Staff was presented a Proclamation recognizing May 5 – 11, 2024 as National Drinking Water Week.

NEW STREET SIGN INSTALLATION



Kris Lewis, Public Work's newest team member



NATIONAL DRINKING WATER WEEK PROCLAMATION PRESENTATION



(left to right) Superintendent Kelly Morris, Public Work and Capital Projects Director Kip Dernovich, Mayor Lopez, and Superintendent Justin Meine



**PUBLIC WORKS ARE DESIGNATED
FIRST RESPONDERS**



All Public Works fleet vehicles and large equipment are now marked with the official Public Works First Responder logo

**PUBLIC WORKS TEAM
2024**



(left to right) Pedro Rodrigues, Robert Freeman, Kip Dernovich, Alicia Johnson, Jessie Pierson, Kelly Morris, Gene Arnold, Kris Lewis, Justin Meine, and Juan Martinez. Hoang Pham is not pictured.