

**RICHLAND HILLS CITY COUNCIL
REGULAR MEETING AGENDA
JUNE 24, 2024
THE LINK EVENT AND RECREATION CENTER
6750 BAKER BOULEVARD**

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 REGULAR SESSION – 7:00 PM

CALL TO ORDER

INVOCATION AND PLEDGES OF ALLEGIANCE

1. PRESENTATIONS

- A. Parks and Recreation Month 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 June 10, 2024 City Council Regular Meeting
- B. Approve Resolution 596-24 approving use of electronic recording devices as authorized by Texas Government Code Section 30.00010 for the Richland Hills Municipal Court

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. None

7. REPORTS & DISCUSSIONS

A. Street Improvement Projects

B. Red, White & YOU Celebration

C. May 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.

1. Section 551.072: Deliberation regarding real property
 - a) 7056 Dover Lane, Richland Hills, TX

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 June 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: Lindsay Rawlinson, City Secretary

Date: June 24, 2024

Subject: Parks and Recreation Month Proclamation

Agenda Item:

Parks and Recreation Month Proclamation

Background Information:

In recognition of "Parks and Recreation Month", Mayor Bergthold will present a Proclamation to Recreation Manager Andrew Saxon.

Financial Considerations:

N/A

Legal Review:

N/A

Board/Citizen Input:

N/A

Attachments:

Parks and Recreation Month Proclamation

Council Action Requested:

Presentation of Parks and Recreation Month Proclamation

Proclamation



WHEREAS, parks and recreation programs are an integral part of communities throughout this country, including the City of Richland Hills; and

WHEREAS, our parks and recreation are vitally important to establishing and maintaining the quality of life in our communities, ensuring the health of all citizens, and contributing to the economic and environmental well-being of a community and region; and

WHEREAS, parks and recreation programs build healthy, active communities that aid in the prevention of chronic disease, provide therapeutic recreation services for those who are mentally or physically disabled, and also improve the mental and emotional health of all citizens; and

WHEREAS, parks and recreation programs increase a community's economic prosperity through increased property values, expansion of the local tax base, increased tourism, the attraction and retention of businesses, and crime reduction; and

WHEREAS, parks and natural recreation areas improve water quality, protect groundwater, prevent flooding, improve the quality of the air we breathe, provide vegetative buffers to development, and produce habitat for wildlife; and

WHEREAS, The City of Richland Hills recognizes the benefits derived from parks and recreation resources.

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

NATIONAL PARKS AND RECREATION MONTH

in Richland Hills, Texas and encourage all citizens to enjoy the City's beautiful parks and amenities.

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: June 24, 2024

Subject: Minutes from the June 10, 2024 Regular City Council Meeting

Agenda Item:

Approval of minutes from the June 10, 2024 City Council Regular Meeting

Background Information:

N/A

Financial Considerations:

N/A

Legal Review:

N/A

Board/Citizen Input:

N/A

Attachments:

June 10, 2024 Draft Minutes

Council Action Requested:

Motion to approve the minutes from the June 10, 2024 City Council Regular Meeting

**RICHLAND HILLS CITY COUNCIL
REGULAR MEETING
JUNE 10, 2024
MINUTES**

Roll Call:

Council present

Curtis Bergthold, Mayor
Douglas Knowlton, Mayor Pro Tem
Travis Malone, Place 2
Theresa Bledsoe, Place 3
John Skier, Place 4
G.W. Estep, Place 5
Roland Goveas, Place 6

Council absent

Staff present

Candice Edmondson, City Manager
Lindsay Rawlinson, City Secretary
James Donovan

CITY COUNCIL WORK SESSION – 5:30 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.

Motion: Motion was made by Mayor Pro Tem Knowlton and seconded by Councilmember Skier to adjourn into Executive Session at 5:30 p.m.

Motion carried by a vote of 7-0.

Mayor Bergthold reconvened into open session at 7:02 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 Bergthold adjourned the work session at 7:02 p.m.

REGULAR SESSION – Mayor Bergthold Called to Order – Time 7:12 p.m.**INVOCATION AND PLEDGES OF ALLEGIANCE – Mayor Bergthold****PRESENTATIONS****1A. Citizens Fire Academy Graduates**

Fire Captain Michael Irizarry provided a brief overview of the Citizen's Fire Academy and advised that the participants completed eight weeks of instruction and demonstration of all facets of fire department operations including the background of the organization, fire hose and fire streams, vehicle extrication, CPR and EMS operations, and several other topics. 2024 program graduates included:

Peggy Bidwell
Desiree Boatwright
Rode Chambers
Desiree Chavez
Jenny Clark
Sherry Hopson

Leigh Ivey
James Klein
Linda Malat
Will McCutcheon
Cinthia Mendieta
Niki Minter

Sharon Morris
Stacy Reddy
David Stein
Jay Wong
Annie Zaragoza

1B. Citizen Appearances/Public Comments

None.

CONSENT AGENDA**2A. Approved minutes from the May 20, 2024 City Council Regular Meeting a**

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

Motion carried by a vote of 7-0.

PUBLIC HEARINGS, MEETINGS, AND OTHER RELATED ITEMS**3A. Approved Ordinance 1502-24 a Specific Use Permit (2024-0382) to permit a Package Liquor Store for the property described as Lot 10R, Block 15, Richland Hills Addition, Richland Hills, Texas, otherwise known as 7060 Boulevard 26, Richland Hills, Texas 76118 PUBLIC HEARING**

Director of Planning and Development Services JP Ducay presented the item to the City Council and advised that on April 24, 2024, an application was submitted by applicant Karim Keshwani requesting a Specific Use Permit to allow for the use of "Package Liquor Store" in the Retail Zoning District at 7060 Boulevard 26 with a 4,000 square-foot retail storefront.

According to the applicant, the proposed business will have three to four full and/or part time employees with operating hours in compliance with Texas Law. Additionally, the Planning and Zoning Commission considered the Specific Use Permit at their May 28, 2024 regular meeting and recommended approval by a vote of 3-0.

Applicant Karim Keshwani was present to address any questions.

Karim Keshwani, 7060 Boulevard 26, Richland Hills, answered questions posed by the City Council and advised that he does not currently own and operate a liquor store but has several gas stations that sell beer and wine. He plans to name the store Liquor Dugout and will open as soon as possible following City Council and TABC approval.

Mayor Bergthold opened the public hearing at 7:28 p.m. and asked to hear from any proponents followed by opponents of the items.

Hearing none, Mayor Bergthold closed the public hearing at 7:29 p.m.

Motion: Motion was made by Mayor Pro Tem Knowlton and seconded by Councilmember Estep to approve Ordinance 1502-24 a Specific Use Permit (2024-0382) to permit a Package Liquor Store for the property described as Lot 10R, Block 15, Richland Hills Addition, Richland Hills, Texas, otherwise known as 7060 Boulevard 26, Richland Hills, Texas 76118.

Motion carried by a vote of 7-0.

ORDINANCES & RESOLUTIONS AND OTHER RELATED ITEMS

4. None.

CONTRACTS, AGREEMENTS, BID AWARDS AND OTHER RELATED ITEMS

5A. Approved award of bid for reconstruction of Magnolia Park Drive from Rosebud Lane to Mimosa Park Drive including water, sewer and storm drain improvements to Quality Excavation in the amount of \$1,316,885

Director of Public Works and Capital Projects Kip Dernovich advised that during the FY 2024 Budget process, City Council approved funding in the amount of \$1,840,000 for the design (\$250,000) and reconstruction (\$1,590,000) of Magnolia Park Drive. The project consists of approximately 650 linear feet of full pavement reconstruction from Rosebud Lane to Mimosa Park Drive, as well as water, sewer and storm drain improvements.

Halff Associates completed the design and engineering portion of the project in December 2023, and at the request of staff, waited to bid the project until Atmos had completed all subsurface utility engineering (SUE). All related SUE was completed in late March 2024 and the project was put out to bid in early April 2024. The bids ranged from a high bid of

\$2,221,660 to a low bid of \$1,316,885. Quality Excavation submitted the lowest base bid. Quality Excavation recently completed reconstruction of Dover Lane in Richland Hills. While there were some delays in the project, the work was completed to an acceptable level and passed all inspections.

City staff and Halff Associates met with Quality Excavation on May 30, 2024 to ensure that all parties understood the desired outcomes and service expectations.

Discussion ensued regarding inspections being performed by Halff Associates and Mr. Dernovich advised that work is scheduled to begin after the 4th of July holiday.

Motion: Motion was made by Councilmember Estep and seconded by Mayor Pro Tem Knowlton to approve award bid for reconstruction of Magnolia Park Drive from Rosebud Lane to Mimosa Park Drive including water, sewer and storm drain improvements to Quality Excavation in the amount of \$1,316,885.

Motion carried by a vote of 7-0.

5B. Reconsidered award of bid to Rollins Fence Company for the demolition and reconstruction of the Public Works maintenance yard fence and fences at city parks and facilities

Agenda Items 5B and 5C were presented concurrently.

Director of Public Works and Capital Projects Kip Dernovich presented the item to the City Council and advised that during the FY 2024 Budget process, City Council approved funding in the amount of \$125,000 for the demolition and reconstruction of the fence around the Public Works maintenance yard. In addition, the Parks and Recreation Department received \$37,000 in funding for the demolition and replacement of fences at Kate Baker Park, Creek Trail Park, Windmill Park and the Library.

Staff believed that combining the two projects would create economies of scale and ultimately create a lower cost to the City. A request for sealed bids was issued for the Richland Hills Fence Project (Public Works / Parks) in March 2024. After evaluation of the bids, it was determined that Rollins Fence Company had submitted the best value bid at \$160,000.

City Council awarded this project to the lowest bidder (Rollins Fence Company) on April 22, 2024. Prior to starting work on the project, Rollins Fence Company had to sever ties with their masonry sub-contractor and was no longer able to complete the Public Works portion of the project. The Request for Bids (RFB) issued for the project allows work within the project to be awarded to separate vendors.

Motion: Motion was made by Councilmember Skier and seconded by Councilmember Estep to reject original award of bid to Rollins Fence Company for the demolition and reconstruction of the Public Works maintenance yard fence and fences at city parks and facilities.

Motion carried by a vote of 7-0.

5C. Approved award of bid to Rollins Fence Company for the demolition and construction of fences at city parks and facilities and award of bid to Fence Fanatics for demolition and construction of the Public Works maintenance yard fence in the amount of \$168,930

Agenda Items 5B and 5C were presented concurrently.

Director of Public Works and Capital Projects Kip Dernovich advised that upon notification from Rollins Fence Company that they could not complete all aspects of the proposal, staff reevaluated the bid submittals. Rollins Fence Company was still the lowest responsible bidder for the parks/facilities portion of the RFP and Fence Fanatics was the next responsible lowest bidder for the Public Works portion of the project.

Funding in the amount of \$162,000 was included in the FY 2024 Budget for both portions of the project (\$125,000 in the Utility Fund and \$37,000 in the Oil and Gas Fund). Rollins Fence Company submitted a bid of \$38,930 for demolition and construction of city park and facility fences and Fence Fanatics submitted a bid of \$130,000 for the demolition and construction of the Public Works fence. The total project cost of \$168,930 is \$6,930 over the allocated project budget. The Public Works Department has identified cost savings within their Operational Budget to fund this portion of the project.

Discussion ensued regarding project timelines and Mr. Dernovich confirmed that the parks/facilities portion of the bid to be completed by Rollins Fence Company is scheduled to be completed in late June 2024. The Public Works portion of bid is scheduled to be completed in early August 2024.

Motion: Motion was made by Councilmember Skier and seconded by Councilmember Malone to award bid to Rollins Fence Company for the demolition and construction of fences at city parks and facilities in the amount of \$38,930 and award bid to Fence Fanatics for the demolition and construction of the Public Works maintenance yard fence in the amount of \$130,000 for a total project cost of \$168,930.

Motion carried by a vote of 7-0.

OTHER ITEMS FOR CONSIDERATION**6A. Approved appointments to Boards and Commissions**

City Secretary Lindsay Rawlinson advised that following the May 2024 General Election, the Richland Hills Development Corporation and the Planning and Zoning Commission have vacancies. Additionally, the Zoning Board of Adjustment, the Tax Increment Reinvestment Zone, and the Animal Shelter Advisory Board have vacancies as well.

In accordance with Chapter 10 of the Richland Hills Code of Ordinances, the City Council shall review and make appointments to the City's boards and commissions in September with two-year terms to commence beginning in October. Full consideration for all boards and commissions will take place in September 2024.

Motion: Motion was made by Councilmember Malone and seconded by Mayor Pro Tem Knowlton to make the following appointments to unexpired terms on boards and commissions:

<u>Board</u>	<u>Place</u>	<u>Name</u>
Richland Hills Development Corporation	Place 1	Curtis Bergthold
	Place 5	Ray Stilwell
Planning and Zoning Commission	Alternate 2	Ray Stilwell
Tax Increment Reinvestment Zone	Place 9	Bill Garretson
Zoning Board of Adjustment	Place 2	Edward Lopez
	Alternate 2	Donald Acker
	Alternate 3	Melissa Scheuttig
	Alternate 4	Mike Witt

Motion carried by a vote of 7-0.

REPORTS & DISCUSSIONS

7. None.

COMMUNITY INTEREST ITEMS

8. Councilmember Estep advised of several upcoming events:

- Now – July 4, 2024, Patriotic Parade Registration, The Link;
- Wednesday, June 12, 2024, Matt Marchant: The “Shark Guy”, Public Library;
- 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.;

- Tuesday, June 18, 2024, Candy Sushi, Public Library;
- Wednesday, June 19, 2024, A Play on Swords' Pirates: History vs. Hollywood; Public Library;
- Thursday, July 4, 2024, Red, White & YOU, The Link Plaza, 8:30 to 11:00 a.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 Mayor Pro Tem Knowlton and seconded by Councilmember Skier to adjourn.

Motion carried by a vote of 7-0.

There being no further business to come before the City Council, Mayor Bergthold declared the meeting adjourned at 7:51 p.m.

ATTEST:

APPROVED:

Lindsay Rawlinson, City Secretary

Curtis Bergthold, Mayor

Memorandum

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

From: Kimberly Sylvester, Chief of Police

Date: June 17, 2024

Subject: Approval of Electronic Recording for Municipal Court

Agenda Item:

Approve Resolution 596-24, approving the usage of electronic recording device(s) as authorized by Texas Government Code 30.00010 for the Richland Hills Municipal Court.

Background Information:

Since 2014, there has been a steady decrease in available court reporters. This has created delays in official court proceedings throughout the state including municipal, state, and district level courts. According to an article published February 3, 2020, in the Dallas Observer there were about 32,000 court reporters in the United States. The U.S. Bureau of Labor Statistics estimated there were currently about half that many court reporters available in 2020. A brief review of court reporter availability quickly revealed this to be a problematic concern across the state.

Recently the Richland Hills Municipal Court was affected by this shortage and could not obtain a court report for a scheduled hearing. The unavailability of a court reporter forced the court to postpone the scheduled hearing by one month. This prompted a conversation by staff with our municipal judge and city prosecutor. It was determined that Texas Government Code 30.00010 permits the governing body to authorize the use of a good quality electronic recording device(s) in place of a court reporter. The recording shall be kept for a 20-day period beginning the day after the last day of the court proceeding, trial, or denial of motion for new trial, whichever occurs last. If the case is appealed, the proceedings shall be transcribed from the recording by an official court reporter.

The authorization of electronic recording for municipal court proceedings would prevent any delays of future hearings. Additionally, the authorization of electronic recording may provide some cost savings and permit more flexibility when scheduling court proceedings that require a court reporter. Finally, the authorization would ensure the municipal court can complete the due process of law without delay while being mindful of the time for those who must attend any court proceeding.

The current video and audio recording equipment installed in the Richland Hills Council Room will meet all requirements of Texas Government Code 30.00010 and may be utilized for the electronic recording of municipal court proceedings.

Financial Considerations:

None, all necessary recording equipment is currently in place and utilized to record public meetings. Additionally, Axon Body Worn Cameras in conjunction with audio only recording from the Axon Capture phone application may be utilized as a redundancy if equipment failure occurs.

Legal Review:

The City Prosecutor and Municipal Judge have reviewed the recommendation to authorize electronic recording devices for the Richland Hills Municipal Court.

Board/Citizen Input:

N/A

Attachments:

Resolution 596-24

Council Action Requested:

Motion to approve Resolution 596-24, approving the use of electronic recording device(s) as authorized by Texas Government Code Section 30.00010 for the Richland Hills Municipal Court.

RESOLUTION NO. 596-24

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF RICHLAND HILLS, TEXAS, APPROVING THE USE OF ELECTRONIC RECORDING DEVICE(S) AS AUTHORIZED BY TEXAS GOVERNMENT CODE SECTION 30.00010 FOR THE RICHLAND HILLS MUNICIPAL COURT.

WHEREAS, Chapter 30 of the Texas Government Code governs Municipal Courts of Record; and

WHEREAS, the City Council of the City of Richland Hills approved Ordinance No. 684-93, on March 9, 1993, creating the Richland Hills Municipal Court of Record on September 1, 1993; and

WHEREAS, Texas Government Code, Chapter 30, Section 30.00010(a) governs the use of court reporters and states that "the municipality shall provide a court reporter to preserve a record in cases tried before a municipal court of record. The court reporter must meet the qualifications provided by law for official court reporters. The reporter shall be compensated by the municipality in the manner determined by the governing body"; and

WHEREAS, the Richland Hills City Council Chambers serves as the Municipal Courtroom during court proceedings; and

WHEREAS, Section 30.00010(c) states that, "instead of providing a court reporter, the governing body may provide that the proceedings may be recorded by a good quality electronic recording device. If the governing body authorizes the electronic recording, the court reporter is not required to be present to certify the reporter's record. The recording shall be kept for the 20-day period beginning the day after the last day of the court proceeding, trial, or denial of motion for new trial, whichever occurs last. If a case is appealed, the proceedings shall be transcribed from the recording by an official court reporter"; and

WHEREAS, the Richland Hills City Council Chambers is equipped with audio and video recording equipment which will meet all requirements of Texas Government Code Section 30.00010 and may be utilized for the electronic recording of municipal court proceedings.

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

SECTION 1.

The City Council is the Governing Body of the Municipality as referenced in Texas Government Code Section 30.00010.

SECTION 2.

The Governing Body authorizes that the Richland Hills Municipal Court of Record proceeding may be recorded by a good quality electronic recording device instead of providing a court reporter.

APPROVED AND ADOPTED at a regular meeting of the Richland Hills City Council on June 24, 2024, by a vote of _____ ayes, _____ nays, and _____ abstentions.

APPROVED:

THE HONORABLE CURTIS BERGTHOLD, MAYOR

ATTEST:

LINDSAY RAWLINSON, CITY SECRETARY

Memorandum

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

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

Date: June 24, 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: Andrew Saxon, Recreation Manager

Date: June 24, 2024

Subject: Red, White and YOU!

Agenda Item:

Red, White and YOU!

Background Information:

Staff will provide an update on the Red, White and YOU! celebration scheduled for Tuesday, July 4 from 9:00 a.m. – 12:00 p.m. at the City Plaza.

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: June 24, 2024

Subject: May Department Monthly Reports

Agenda Item:

May 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:

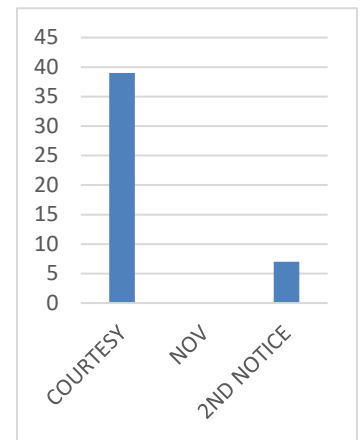
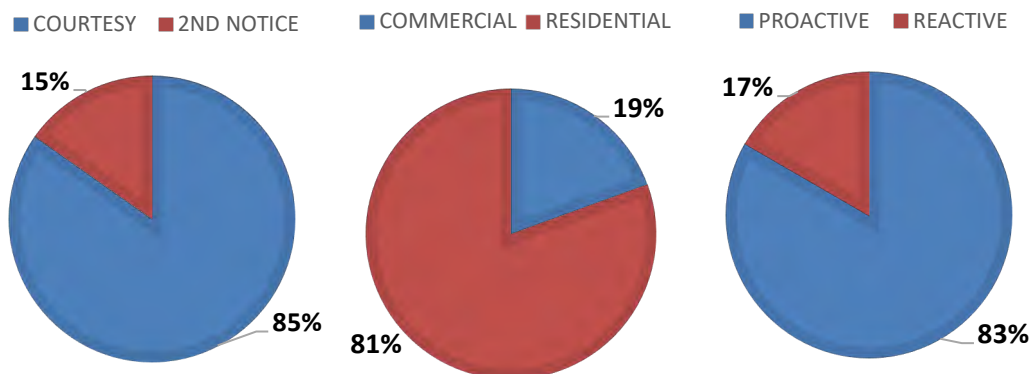
May Department Reports

Council Action Requested:

No Council Action

Community Compliance - Code

- May 6 – 17 Community Compliance Manager Kay Fisk completed ILEA Civilian Leadership Series and graduated.
- May 13 -17 – Community Compliance Officer Louis Perez attended and completed the Basic Code Enforcement Officer Course.
- Community Compliance assisted a resident in the 2600 block of Kingsbury who could not attend to his yard. With Community Compliance's assistance, the resident applied and was accepted for ongoing assistance in maintaining his yard from high grass and weeds from Serving our Seniors.
- Bulk pickup has been completed.



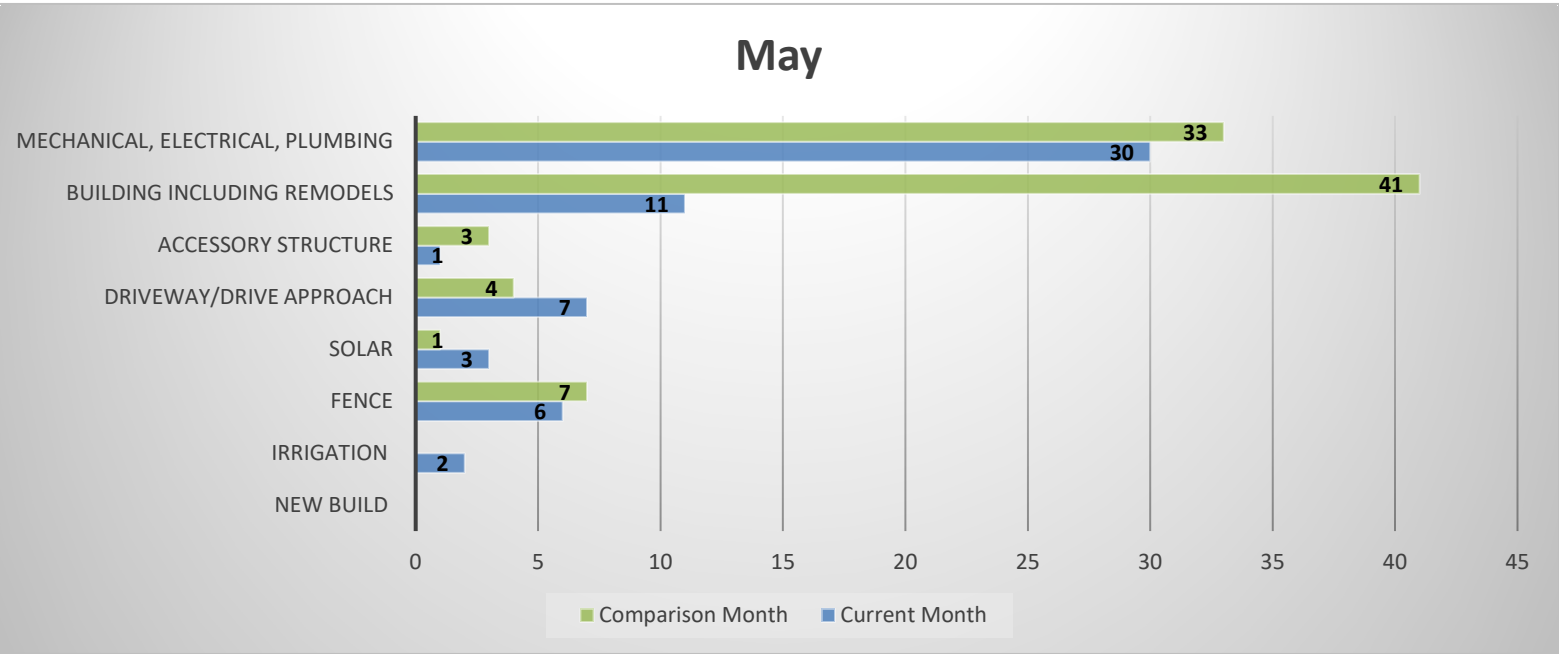
Current Month Violations					
	Notices Issued	Pending Compliance	Compliance Obtained	Citations Issued	Abatement by City
Nuisance Violations	36	23	13	0	0
Building Violations	0	0	0	0	0
Zoning Issues	0	0	0	0	0
Permit Violations	1	1	0	0	0
Building Violations	541	333	295	6	0
Fiscal Year Totals	36	23	13	0	0
Previous Fiscal Year Comparison	667	254	431	9	0
Most Common Violations			Monthly	Previous Year	YTD
Property Maintenance			1	38	13
Inoperable Vehicle			3	3	11
Parking			2	9	33
Trees			3	1	8
Accumulations			2	24	43
High Grass and Weeds			21	22	152
Means of Egress			2	0	2
Fence			1	0	4

NOTE:

Building Summary				
	Current Month	Comparison Month Previous Year	Fiscal Year 23/24	Previous Fiscal Year Comparison
Registered Vacant Building	0	1	4	5
Substandard Buildings – New BBA	0	1	1	0

Field Activity	Monthly	Previous Year	YTD
Inspections Conducted	5	19	40
Citizen Contacts	35		148
Bulk Participants	674		

Development Services



	Mechanical Electrical Plumbing	Building Including Remodels	Accessory Structure	Driveway Drive Approach	Solar	Fence	Irrigation	New Build
Current Month Residential	25	11	1	6	3	6	2	0
Current Month Commercial	5	0	0	1	0	1	0	0
Current Fiscal Year 2023-2024	165	133	10	16	21	66	8	23
Previous Month Residential	26	35	3	4	1	5	0	0
Previous Month Commercial	7	6	0	0	0	2	0	0

	Current Month	Comparison Month Previous Year	Fiscal Year To Date 2023-2024
Sign Permit	1	2	13
ROW Permit	21	0	139
Garage Sale Permit	16	26	142
Zoning, SUP, Code Consults	3	2	15
Pool Permits	1	1	3

Business Summary

	Current Month	Comparison Month Previous Year	Fiscal Year To Date 2023-2024
Registered Rental CO's	4	5	52
Issued Commercial CO's	1	2	22
Mobile Food Vendor	0	0	1

Received Certificate of Occupancy

- Diamond Sports Designs – 7410 Boulevard 26 Suite S – Business Service

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 5/31/2024

Monthly Financial Report					
	Budget	Current Month Actual	YTD Actual	Available Budget	% YTD of Total Budget
General Fund (001)					
Revenue					
Property Taxes	\$ 3,217,091	\$ 22,561	\$ 3,093,873	\$ 123,218	96%
Sales Tax	\$ 4,877,144	\$ 497,507	\$ 2,631,069	\$ 2,246,075	54%
Other Tax	\$ 2,500	\$ 251	\$ 1,707	\$ 793	68%
Franchise Fees	\$ 556,800	\$ 35,596	\$ 509,023	\$ 47,777	91%
Fines & Forfeitures	\$ 385,100	\$ 45,892	\$ 371,371	\$ 13,729	96%
Licenses & Permits	\$ 279,225	\$ 12,185	\$ 177,446	\$ 101,779	64%
Service Charges	\$ 268,850	\$ 14,154	\$ 172,509	\$ 96,341	64%
Miscellaneous	\$ 552,227	\$ 41,827	\$ 267,817	\$ 284,410	48%
Total Revenues	\$ 10,138,937	\$ 669,973	\$ 7,224,815	\$ 2,914,122	71%
Expenditures					
Municipal Court	\$ 295,313	\$ 22,762	\$ 200,822	\$ 94,491	68%
Administration	\$ 709,039	\$ 69,570	\$ 447,318	\$ 261,721	63%
Police	\$ 2,580,786	\$ 204,837	\$ 1,416,928	\$ 1,163,858	55%
Fire	\$ 2,624,656	\$ 280,773	\$ 1,649,592	\$ 975,064	63%
Street	\$ 300,143	\$ 23,678	\$ 153,931	\$ 146,212	51%
Library	\$ 470,100	\$ 46,929	\$ 293,791	\$ 176,309	62%
Recreation	\$ 289,595	\$ 41,827	\$ 214,025	\$ 75,570	74%
Parks/Grounds	\$ 323,742	\$ 45,474	\$ 137,972	\$ 185,770	43%
Community Development	\$ 504,608	\$ 60,800	\$ 378,129	\$ 126,479	75%
Animal Control	\$ 235,448	\$ 36,909	\$ 192,565	\$ 42,883	82%
Legislative (City Secretary)	\$ 149,127	\$ 19,958	\$ 106,921	\$ 42,206	72%
Shared Services	\$ 957,232	\$ 86,990	\$ 630,089	\$ 327,143	66%
Transfers/Non Departmental	\$ 851,893	\$ 9,029	\$ 749,545	\$ 102,348	88%
Total Expenditures	\$ 10,291,682	\$ 949,536	\$ 6,571,628	\$ 3,720,054	64%
Rev/Exp	\$ (152,745)	\$ (279,563)	\$ 653,187		
Utility Fund (002)					
Revenue					
Water	\$ 2,595,000	\$ 172,664	\$ 1,629,345	\$ 965,655	63%
Sewer	\$ 1,800,000	\$ 150,169	\$ 1,197,654	\$ 602,346	67%
Misc. (incl. Garbage Billing)	\$ 753,000	\$ 81,144	\$ 662,937	\$ 90,063	88%
Total Revenues	\$ 5,148,000	\$ 403,977	\$ 3,489,936	\$ 1,658,064	68%
Expenses					
Shared Services	\$ 356,494	\$ 17,965	\$ 222,008	\$ 134,486	62%
Administration	\$ 754,171	\$ 62,719	\$ 469,217	\$ 284,954	62%
Water Services & Distr.	\$ 1,744,698	\$ 81,120	\$ 631,637	\$ 1,113,061	36%
Wastewater Service	\$ 1,633,536	\$ 109,044	\$ 1,199,046	\$ 434,490	73%
Trsfrs/Debt Service/Non-Dept.	\$ 1,188,143	\$ 48,101	\$ 469,658	\$ 718,485	40%
Total Expenses	\$ 5,677,042	\$ 318,949	\$ 2,991,566	\$ 2,685,476	53%
Rev/Exp	\$ (529,042)	\$ 85,028	\$ 498,370		
Link Operating Fund (098)					
Revenue					
Recreation	\$ 571,000	\$ 50,322	\$ 387,793	\$ 183,207	68%
Transfers in	\$ 200,000	\$ -	\$ 200,000	\$ -	100%
Total Revenue	\$ 771,000	\$ 50,322	\$ 587,793	\$ 183,207	76%
Expenditures	\$ 771,000	\$ 72,513	\$ 483,003	\$ 168,417	77%
Operating/Personnel	\$ 771,000	\$ 72,513	\$ 483,003	\$ 287,997	63%
Rev/Exp	\$ -	\$ (22,191)	\$ 104,790		

Finance

SPECIAL REVENUE FUNDS

Fiscal Year 2023-2024, Period Ending 5/31/2024

Monthly Financial Report					
	Budget	Current Month Actual	YTD Actual	Available Budget	% YTD of Total Budget
Court Security Fund (24)					
Revenue	\$ 5,500	\$ 989	\$ 9,006	\$ (3,506)	164%
Expenditures	\$ 1,050	\$ -	\$ 1,203	\$ (153)	115%
Rev/Exp	\$ 4,450	\$ 989	\$ 7,803		
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	\$ 185,689	\$ 979,533	\$ 862,555	53%
Investment Income	\$ 24,000	\$ 4,131	\$ 33,958	\$ (9,958)	141%
Grants/Transfers	\$ 21,760	\$ -	\$ 6,048	\$ 15,712	28%
Total Revenue	\$ 1,887,848	\$ 189,820	\$ 1,019,539	\$ 868,309	54%
Expenditures					
Public Safety	\$ 1,539,572	\$ 161,050	\$ 980,831	\$ 558,741	64%
Capital Expense	\$ 281,344	\$ 2,797	\$ 71,011	\$ 210,333	25%
Transfers Out	\$ 192,828	\$ -	\$ 192,828	\$ -	100%
Total Expenditures	\$ 2,013,744	\$ 163,847	\$ 1,244,670	\$ 769,074	62%
Rev/Exp	\$ (125,896)	\$ 25,973	\$ (225,131)		
Hotel Occupancy Tax (77)					
Revenue					
HOT (Taxes)/Int Income	\$ 259,200	\$ 27,170	\$ 149,037	\$ 110,163	57%
Expenditures					
Operating Expense	\$ 194,375	\$ 4,846	\$ 57,832	\$ 136,543	30%
Debt Service	\$ 103,713	\$ -	\$ 19,356	\$ 84,357	19%
Total Expenditures	\$ 298,088	\$ 4,846	\$ 77,188	\$ 220,900	26%
Rev/Exp*	\$ (38,888)	\$ 22,324	\$ 71,849		
TIF Fund (89)					
Revenue					
Property Tax Allocation	\$ 245,645	\$ 53,245	\$ 246,871	\$ (1,226)	100%
Investment Income	\$ -	\$ 2,906	\$ 24,266	\$ (24,266)	100%
Sales Tax Transfer in	\$ 75,000	\$ -	\$ -	\$ 75,000	0%
Total Revenue	\$ 320,645	\$ 56,151	\$ 271,137	\$ 49,508	85%
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)	\$ 56,151	\$ 86,675		
Strategic Initiative Fund (107)					
Revenue	\$ 256,260	\$ -	\$ 256,260	\$ -	100%
Expenditures	\$ 811,823	\$ 32,331	\$ 197,549	\$ 614,274	24%
Rev/Exp	\$ (555,563)	\$ (32,331)	\$ 58,711		
*Any overages in these funds are covered by fund balance.					

Finance

CAPITAL FUNDS

Fiscal Year 2023-2024, Period Ending 5/31/2024

Monthly Financial Report					
	Budget	Current Month Actual	YTD Actual	Available Budget	% YTD of Total Budget
Oil & Gas Lease Fund (12)					
Revenue	\$ 100,000	\$ 6,020	\$ 79,371	\$ 20,629	79%
Expenditures	\$ 177,000		\$ 10,140	\$ 166,860	6%
Rev/Exp*	\$ (77,000)	\$ 6,020	\$ 69,231		
Road and Street Fund (25)					
Revenue					
Sales Tax	\$ 1,828,929	\$ 186,565	\$ 986,651	\$ 842,278	54%
Total Revenue	\$ 1,828,929	\$ 186,565	\$ 986,651	\$ 842,278	54%
Expenditures					
Street R&M	\$ 2,140,000	\$ 37,026	\$ 150,567	\$ 1,989,433	7%
Total Expenditures	\$ 2,140,000	\$ 37,026	\$ 150,567	\$ 1,989,433	7%
Rev/Exp*	\$ (311,071)	\$ 149,539	\$ 836,084		
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	\$ 24,063	\$ 160,082	\$ 179,620	47%
Capital- Purchases	\$ 118,200	\$ -	\$ 18,192	\$ 100,008	15%
Gas/Maint	\$ 158,758	\$ 15,927	\$ 96,391	\$ 62,367	61%
Operational	\$ 5,000	\$ -	\$ 1,925	\$ 3,075	39%
Total Expenditures	\$ 621,660	\$ 39,990	\$ 276,590	\$ 345,070	44%
Rev/Exp*	\$ -	\$ (35,885)	\$ 260,498		
ARPA Fund (101)					
Revenue-Transfers In/Interest	\$ 1,652,404	\$ 41,679	\$ 1,170,946	\$ 481,458	71%
Expenditures					
Project Appropriations	\$ 1,702,759	\$ 37,177	\$ 1,113,234	\$ 589,525	65%
Total Expenditures	\$ 1,702,759	\$ 37,177	\$ 1,113,234	\$ 589,525	65%
Rev/Exp	\$ (50,355)	\$ 4,502	\$ 57,712		
*Any overages in these funds are covered by fund balance.					

Finance

DEBT SERVICE FUND

Fiscal Year 2023-2024, Period Ending 5/31/2024

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	\$ 9,629	\$ 1,454,449	\$ 31,033	98%
Interest Income	\$ 15,000	\$ 3,075	\$ 23,871	\$ (8,871)	159%
Total Revenues	\$ 1,500,482	\$ 12,704	\$ 1,478,320	\$ 31,033	99%
Expenditures					
Debt Service	\$ 1,465,229	\$ 500	\$ 434,080	\$ 1,031,149	30%
Rev/Exp	\$ 35,253	\$ 12,204	\$ 1,044,240		

COMPONENT UNIT

Richland Hills EDC (26)					
Revenue					
Sales Tax	\$ 1,219,286	\$ 124,377	\$ 657,767	\$ 561,519	54%
Interest Income	\$ 42,000	\$ 7,391	\$ 56,862	\$ (14,862)	135%
Total Revenues	\$ 1,261,286	\$ 131,768	\$ 714,629	\$ 546,657	57%
Expenses					
Operating	\$ 386,149	\$ 41,493	\$ 231,396	\$ 154,753	60%
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	\$ 41,493	\$ 328,722	\$ 1,241,336	21%
Rev/Exp*	\$ (308,772)	\$ 90,275	\$ 385,907		

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

DRAINAGE

Drainage Fund (022)					
Revenue					
Billing/Interest	\$ 914,400	\$ 77,139	\$ 612,832	\$ 301,568	67%
Expenses					
Operating	\$ 471,570	\$ 27,857	\$ 138,487	\$ 333,083	29%
Capital	\$ 129,341	\$ 2,071	\$ 82,149	\$ 47,192	64%
Debt Service	\$ 475,240	\$ -	\$ 44,820	\$ 430,420	9%
Total Fund	\$ 1,076,151	\$ 29,928	\$ 265,456	\$ 810,695	25%
Rev/Exp*	\$ (161,751)	\$ 47,211	\$ 347,376		

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

Fire

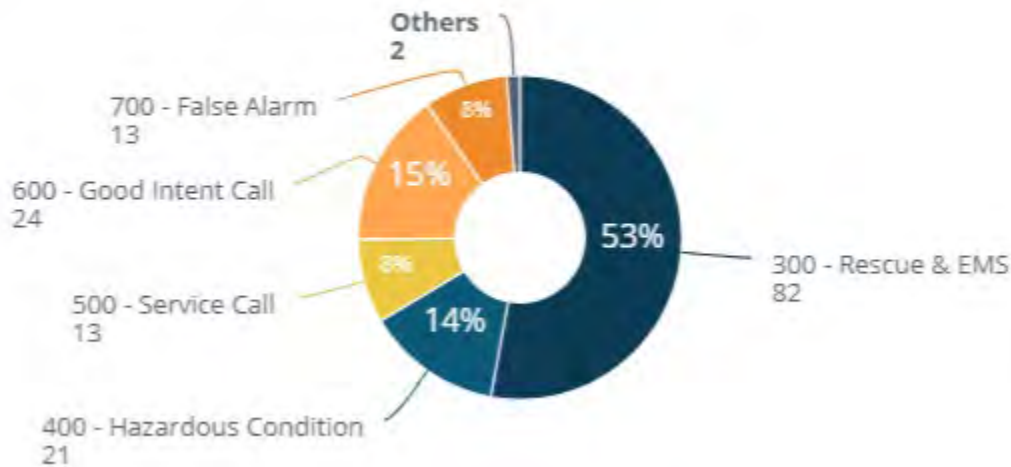
Fire Operations:

- Personnel completed **15** business inspections throughout the month.
- Members completed a combined **430** hours of training this month.
- The mutual aid agreement with Medstar Ambulance resulted in **36** responses during May and **28** transports to local hospitals.
- Turnout times averaged **60 seconds** for May. The national standard is 60 seconds or less.
- Response times for May averaged **3 minutes 45 seconds** from receipt of call-in dispatch to the first fire unit arriving on scene to assist.
- Ambulance billing revenue for April 2024 was **\$7,268.64** with a rolling 12-month total ambulance revenue of **\$161,180.95**
- Citizen's Fire Academy class 7 has finished. 15 participants completed the program that culminated in live burn drills held on May 25th.
- 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 May.
- 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. Boxes have also been added at the library and at City Hall. 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 May 2024 were **8% more** than calls in May 2023.

Operations Response Data:

Service Calls – Through May 31, 2024			
	Current Month	May 2023	FY2024 Total
Fire Calls	1	1	42
EMS/Major Accidents/ Rescues	82	105	664
Hazardous Conditions – No Fire	21	6	62
Public Assistance	13	11	109
Good Intent (No Service Rendered)	24	13	141
False Alarm	13	8	80
Severe Weather & Natural Disaster	1	0	1
Total Calls	155	144	1,100
Automatic / Mutual Aid			
	Current Month	May 2023	YTD Total
Aid Received	67	13	416
Aid Given	22	13	142

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%	0:10:14
P3	8	7	87.50%	0:08:37
P4	0	0	0.00%	0:00:00
P5	12	7	58.33%	0:09:47
P6	0	0	0.00%	0:00:00
P7	5	5	100.00%	0:11:09
P8	3	3	0.00%	0:16:38
Overall Total:	36	28	64.58%	0:11:17
Priority Total:	16	13	81.82%	0:09:25
Non-Priority Total:	20	15	62.16%	0:12:31

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: 1

Annual Fire Inspections: 4, Fees collected: \$325.00

Fire Alarm Inspection: 1

Fire Sprinkler Inspection: 9

School Inspections: Completed Aug. 2023

Church Fire Inspections: 0

Nursing Home Inspections: 1

Plan Reviews: Fees collected: \$956.60

Code Consults: 3

DRC Meetings: N/A

Business Info Updates: Hamilton Form adding Paint Booth to existing location

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: Next Meeting June 2024

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: Lockridge Priest 2960 Wesley Way

Uniforms: New employee's uniforms have been ordered.

SCBA: Quarterly Air Sample was completed.

Emergency Management: Looking at TDEM for available classes and grant resources/procedures. Attended TDEM Conference May 28th-31st in Ft. Worth

Training: Attended in Depth Analysis of NFPA 921 (Virtual).

Investigations: N/A

Other: Assisted Capt. Irizarry with Citizens Fire Academy live burns and preparing for "burn days"; Attended Communications Meeting; Attended Tarrant County Fire Chiefs Meeting; Attended Shared Services Meeting; Attended Special Events Meeting for 4th of July Parade; Gathering quotes for fence/gate painting around FD, PD and The Link; Gathering quotes for roof replacement at FD Admin building; Updated info for BISD Alarm Techs/Fire Alarm Specialists and placed contact info into school Knox boxes.

RICHLAND HILLS PUBLIC LIBRARY

MAY • 2024



IMPACT

May item check outs increased almost 200% compared to May 2023! Staff have been commenting on how much busier we have been, and now we have numerical proof!

We hosted a very successful “ParTea” for our monthly Tea Tasters club. Attendees drank tea, discussed the favorite teas that they sampled over the past year and enjoyed light snacks.

KEY FACTS (LAST YEAR)

- 1396 Visitors (994)
- 253 Program Attendance (148)
- 10 Programs & Events (11)
- 3810 Total Items Checked Out (1277)
- 1777 Questions Answered (998)
- 2 Posters printed for other City Departments (4)
- 190 Computer Sessions (202)

PARKS

May 2024 Monthly Report

In the absence of a Parks and Recreation Director, Kip Dernovich, Public Works and Capital Project Director is overseeing Park operations and staff. Administrative support is provided by the Public Works and Code Compliance Administrative Assistant.

Parks staff has incorporated well with Public Works staff and on many occasions, each team assisting the other to provide expedient and quality services to the residents of Richland Hills. The joining of these two groups was especially helpful in dealing with the excessive storm debris cleanup throughout the city.

Routine Maintenance:

- Trash collection and disposal within city parks, monument sites, and at city facilities when needed.
- Monitoring of vandalism and graffiti at city parks, including the Hike and Bike trail.
- Inspection of city playgrounds for damage.
- Spraying for wasps at all park structures.
- Fertilize trees and shrubs within the parks and around city facilities for health and growth.
- Monitor fence lines on city property for repairs if needed.
- Mowing contract checklist - staff routinely monitors all properties contracted to be maintained by NICOS to verify contract compliance.
- Daily disposal of all outdoor bagged trash at each city property, this includes the pet waste stations.

May Maintenance:

A large portion of the month was spent clearing storm debris from parks and city facilities following the multiple rainstorms we experienced. Debris haul-off amounted to more than 12 truckloads. Parks assisted Public Works with additional storm cleanup.

As a result of the rain, mowing by staff was limited due to the ground being too wet. Edging was done where it could be without damaging property.

Two damaged basketball goals and nets were replaced, and a broken bench was removed at Rosebud Park.

Five dog waste stations were installed at various parks.

Trimmed trees on city property, amounting to 9 truckloads of trimmings.

Identified a handful of trees that will need to be removed due to health.

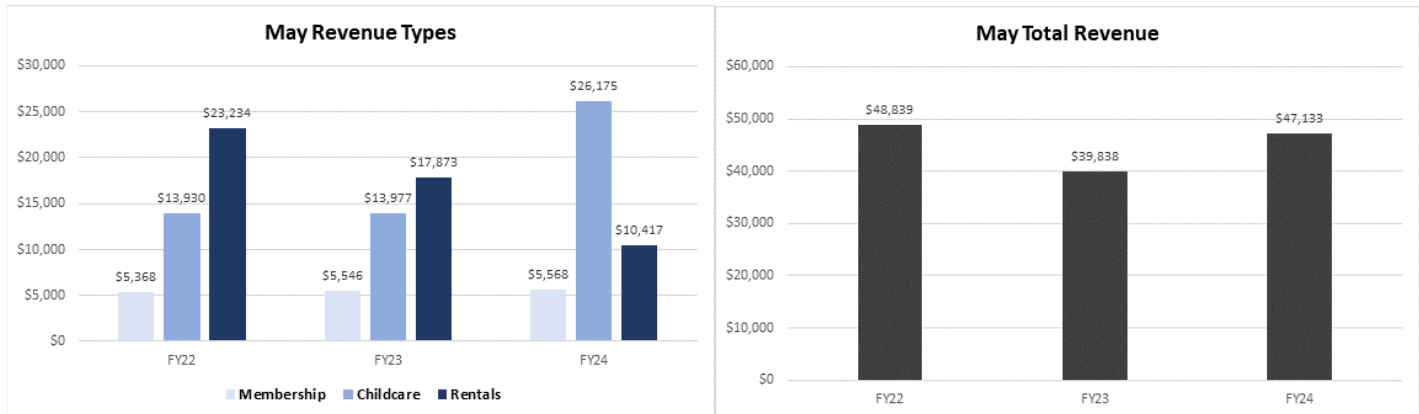
Conducted a walkthrough of the irrigation system with NICOS to ensure all areas are functioning properly.



The Link Event & Recreation Center Monthly Report May 2024

Budget Analysis

The Link outperformed its May revenue goal by more than \$2,300. All together, The Link has generated **\$367,630.20** or 58.6% of the fiscal revenue goal.



Project/Program Updates

- **Memberships: \$5,568.** Memberships increased slightly.
 - Memberships Sold: 27
 - Memberships canceled or expired: 42
 - Total paid memberships: 297
 - Total memberships overall: 647
 - Medicare programs brought in an additional \$2,467 from 179 active members.
- **Camps and After School Program: \$26,175.** The Link hosted 60 kids for the last 3 days of May. The after school program ended the year 105 students from seven different area schools.
- **Programs:** Staff is continuing to work on bringing in more instructors with more classes. The goal is to have a wide variety of art, educational, and physical or athletic classes hosted at The Link.
 - **Classes and Participation**
 - Karate - 5
 - Belly Dancing - 5
 - Creative Dance - 3
 - Ballet I – 3
 - Fitness Orientation – 3
 - Babysitting CPR - 11
- **Outdoor Programs:** N/A

- **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** – 44 registered for the month.
 - **Volleyball** – 47 registered for the month.
- **Special Events:**
 - **Music in the Park** - On May 2, State of Mind performed with approximately 20 people in attendance. Staff cooked and served free hot dogs. The May 16 event was cancelled due to rain.
- **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 106 attended. 79 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.
- **Senior Programs:**
 - 11 seniors attended the trip to Alliance H-E-B Grocery Store on May.
 - 13 seniors attended the trip to the Texas Rangers Game on May 31.
 - 4 seniors attended the Brown Bag Lunch and Bingo on May 23; however, sponsor did not attend.
- **Rentals: \$10,417.** The Link fell short of its rental revenue goals this month. The Link is still on track to reach it's rental goal for FY 24. June is looking to be a busy month for rentals.

Valuable Information:

- The Link's summer camp program is officially full, but staff is accepting people for the waiting lists.
- Registration for the 2024-2025 after school program opened June 1.

Link Revenue	May 2022	May 2023	May 2024	Fiscal Year 21-22 YTD	Fiscal Year 22-23 YTD	Fiscal Year 23-24 YTD
Classes	\$ 633.00	\$ 696.50	\$ 900.00	\$ 3,887.62	\$ 4,859.37	\$ 7,176.00
Link Membership	\$ 5,367.81	\$ 5,546.37	\$ 5,567.53	\$ 43,255.35	\$ 47,642.28	\$ 44,461.97
Day Passes	\$ 574.00	\$ 417.00	\$ 636.00	\$ 2,707.00	\$ 2,475.00	\$ 3,301.00
Fitness Classes	\$ 283.34	\$ 392.13	\$ 598.24	\$ 2,808.13	\$ 2,010.87	\$ 4,515.55
Personal Training	\$ 1,874.93	\$ 1,037.51	\$ 456.00	\$ 17,534.08	\$ 3,361.60	\$ 4,116.00
Athletics	\$ 1,845.50	\$ 965.00	\$ 1,160.00	\$ 17,903.29	\$ 15,770.24	\$ 12,069.50
Day Camps	\$ 1,091.00	\$ 105.00	\$ 7,373.00	\$ 13,022.75	\$ 11,770.00	\$ 25,578.00
After School Program	\$ 12,838.50	\$ 13,871.50	\$ 18,802.20	\$ 80,611.58	\$ 95,892.50	\$ 148,252.00
Rentals	\$ 23,234.05	\$ 17,872.75	\$ 10,416.50	\$ 154,010.59	\$ 115,059.92	\$ 107,508.50
Grand Total	\$ 47,742.13	\$ 40,903.76	\$ 45,909.47	\$ 335,740.39	\$ 298,841.78	\$ 356,978.52

*This chart does not include all revenue streams.

Police

- Chief Sylvester attended the State-Mandated Chief Training from May 5th through May 10th in South Padre Island for her continuing education hours.
- May 6th – 17th, Kay Fisk completed ILEA Level Three Civilian Leadership Training. Community Compliance Manager Fisk has completed all three courses and graduated from the program. This course is similar to the month-long course that all police sergeants attend.
- On May 13th, RHPD held a flag-lowering ceremony to honor the 2023 fallen Texas Law Enforcement Officers to kick off the 2024 National Police Week.
- May 15 -16, Command Staff and Supervisory Staff attended our annual Leadership and Strategic Planning Retreat.
- On May 21st, RHPD hosted the annual Carnival with Cops event, during which community members enjoyed games, food, and an evening of fun with officers. Approx. 200 in attendance.
- May 23rd, Lieutenant Gaytan attended the BISD Year Wrap-up meeting with all Richland Hills School Resource Officers.
- May 29th, Captain Russell and Lieutenant Gaytan attended the Child Abduction Response Team Leadership meeting.

Service Calls		
	Current Month	YTD Total
Total Calls for Service (CFS)	2280	12065
Calls for Service	490	2126
Field Generated CFS	1790	9939
Proactive Policing (Included in Field Generated)		
Traffic Stops-Spillman	520	2613
Violations issued	444	2201
Warnings issued	364	1992
Traffic stops resulting in an arrest	24	145
Crime Prevention CFS	415	2303
Business Checks CFS	577	2849
Arrests	53	282
Family Violence-included above	2	18
DWI Arrests-included above	17	55
Priority-1 Total Response Time	3m 04s	
Priority-1 Officer Response Time	5m 32s	
NOTES:		
Patrol officers were active in DWI prevention and Enforcement, resulting in 17 DWI-related arrests.		

Part 1 Offenses		
	Current Month	YTD Total
Total Violent Crime Offenses	7	38
Murder	0	0
Rape	1	6
Robbery	0	0

Aggravated Assault	2	5
Simple Assault	4	26
Total Property Crime Offenses	22	94
Burglary	3	8
Business	3	7
Residential	0	1
Larceny	7	48
Burglary of Motor Vehicle	7	23
Auto Theft	5	17
Part -1 Offenses Cleared	5	58
Clearance Rate %	17.24%	44.70%
Stolen Property Reported	\$136,637	\$680,778
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	14	65
Accidents-Major	11	36
Accidents-Minor	14	72
Alcohol/Drug Impairment	1	5

NOTES:		
Records		
	Current Month	YTD Total
Sex Offender Registrations	0	4
Open Records Requests	59	260
Solicitors Permits	0	1
Property & Evidence		
	Current Month	YTD Total
Pieces of Property Received	101	536
Items Taken to Lab for Narcotics Testing	0	55
Items Taken to Lab for Blood Alcohol Content	0	40
Crime Scene Call-Outs Richland Hills	1	7
Crime Scene Call-Outs Haltom City	0	1
Criminal Investigations		
	Current Month	YTD Total
New Assigned Cases	38	406
Current Open Cases	31	
Total Warrants Issued	10	40
Misdemeanor Arrest Warrant	0	11
Felony Arrest Warrant	2	17
Search Warrant	3	8
Charges Filed with TCDA	48	202
New Emergency Protective Orders	1	9
NOTES:		

Animal Services

- On May 23rd, Vax Shack handled 54 spays/neuters & provided over 75 immunizations to animals.
- Next Surgery & Clinic Day is scheduled for June 27, 2024

	Current Month	YTD Total
Total Dispatched Calls	24	118
Impounds		
	Current Month	YTD Total
DOGS	9	54
CATS	56	135
OTHER THAN DOGS/CATS	4	4
TOTAL	69	193
Incidents by Type		
	Current Month	YTD Total

ANIMALS AT LARGE	2	22
AGGRESSIVE ANIMAL	0	8
ANIMAL COMPLAINTS	18	76
INJURED ANIMALS	1	6
TOTAL	21	112
NOTES:		
Bite Reports		
	Current Month	YTD Total
ANIMAL BITES	0	2
SHELTER QUARANTINE	0	0
HOME QUARANTINE	0	2
SUBMISSION &/or Owner Reg Euthanasia	0	0
UNABLE TO LOCATE	0	0
NOTES:		
Disposition of Animals out of the Shelter		
	Current Month	YTD Total
DOGS ADOPTED	4	34
CATS ADOPTED	14	72
RETURNED TO OWNER/YARD	4	24
TRANSFERRED/RESCUED	8	19
EUTHANIZED/ LOST/ DIES IN CARE	11	19
City License Issued		
	Current Month	YTD Total
ISSUED	3	52
Citations/Violations Issued		
	Current Month	YTD Total
CITATIONS ISSUED	0	16
WARNINGS ISSUED	0	0

PUBLIC WORKS – Work Orders**TOTAL WORK ORDERS: 407****STREETS**

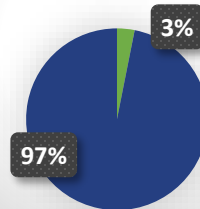
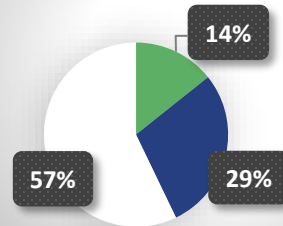
	CURRENT	YTD
Potholes	99	570
Street Patch	2	5
Debris Removal/Mowing	23	45
Sign Repair/Install	25	203
Manhole Repairs	0	1
After Hour Calls	4	7
Other (Mosquito Testing/Spray, etc.)	6	30

WATER

	CURRENT	YTD
Water Line Break	0	7
Water Line Repair	2	1
Meter Leak/Repair	11	65
After Hour Calls	1	25
Other (Water pressure, odor, etc.)	8	50

SEWER

	CURRENT	YTD
Sewer Line Break	0	2
Sewer Line Repair	1	2
Household Back-up	2	46
Drainage	24	46
After Hour Calls	2	12
Other (Odor, etc.)	5	23

LINE LOCATES
■ Emergency
■ Non-emergency
**AFTER-HOUR CALLS**
■ Water
■ Sewer
■ Streets
**UTILITIES – Work Orders****TOTAL WORKORDERS: 192****SERVICES**

	CURRENT	YTD
Meter Turn On	45	360
Service Shut Off	40	373
Final Reads	36	188
Service Starts	37	183
Re-Read Meter	0	30

GENERAL

	CURRENT	YTD
Possible Leak	8	78
Meter Repairs/Replacement	4	23
Reset Encoder	15	98
No Reads	11	76
Other (Low Consumption, Meter Tests, etc.)	28	88

Operational Updates

- 8475' of sewer line cleaned.
- 62 man-hours spent reading wells and water sampling.
- 20 man-hours spent conducting NAP Testing.
- Routine levee maintenance and mowing.
- Routine storm preparation (chainsaw maintenance, prep sandbags, prepped dump truck with sand for the spreading, etc.).
- Lift Station Maintenance.
- Routine/Seasonal mowing throughout the city.

- The 2023 Water Quality Report (CCR) was completed and mailed out to residents with their water bills. The CCR is also available on the city website.
- Assisted Building Maintenance with City Hall, The Link, and Library parking lot tree trimming.
- Reliable began curb and gutter repair work of the 3800 block of Norton.
- Bi-annual street sweeping was scheduled for the first week in June.
- New traffic pattern initiated at the Rufe Snow Drive and Baker Boulevard Intersection.
- School zone signals changed for summer school hours.
- Wastewater Reports completed submitted to TCEQ:
 - Annual Pretreatment Summary
 - Sanitary Sewer Overflow (SSO) Annual Progress Report
 - Annual Sludge Report (ASR)
- Water Reports completed and submitted to TCEQ:
 - EPA/TCEQ Service Line Inventory – Required for public water systems to comply with the service line inventory requirements of the Lead and Copper Rule Revisions (LCRR).

Staff Updates

- Justin Meine, Kelly Morris, Gene Arnold, Hoang Pham, Robert Freeman, Juan Martinez, and Pedro Rodriguez have completed Texas Resiliency Training.
- Josh Izaguirre and Jeremy Valentine, Parks employees, have joined Public Works in the interim until a Parks and Recreation Director is hired.