

**RICHLAND HILLS CITY COUNCIL
REGULAR MEETING AGENDA
JANUARY 27, 2025
CITY HALL, 3200 DIANA DRIVE**

The Work Session and Regular Session are open to the public. If Executive Session is required, it will be held in the Council Conference Room, and is closed to the public. Please note that although the Council will generally consider the items on the agenda in the order shown below, they may elect to re-order items in order to accommodate the needs of the Council, city staff, presenters, or the public generally. Therefore, members of the public interested in any agenda item are encouraged to be in attendance at the start of the meeting.

CITY COUNCIL WORK SESSION – 6:30 PM

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

CITY COUNCIL REGULAR SESSION – 7:00 PM

CALL TO ORDER

INVOCATION AND PLEDGES OF ALLEGIANCE

1. PRESENTATIONS

- A. Business Spotlight: Roots Cafe
- B. Employee Service Award
 - Fire Marshal Shelby Brock – 10 years
- C. World Read Aloud Day Proclamation
- D. Citizen Appearances/Public Comments

Citizen comments emailed to Lindsay Rawlinson (lrawlinson@richlandhills.com) on an item either listed on this agenda or not listed on this agenda will be heard at this time. Citizens in attendance at the meeting who have signed a card to speak to the City Council will also be heard at this time. In compliance with the Texas Open Meetings Act, unless

the subject matter of the presentation is on the agenda, the city staff and City Council members are prevented from discussion of the subject and may respond only with statements of factual information or existing city policy. Citizens will have three (3) minutes to address City Council. 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 January 13, 2025 City Council Regular Meeting
- B. Approve Interlocal Agreement between the City of Richland Hills and City of Watauga for fleet maintenance and authorize City Manager to sign

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. 1st Quarter Investment Report
- C. December 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 551.074: Deliberation regarding Personnel Matters
 - a) City Secretary Annual Review

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 23rd day of January 2025 by 5:30 p.m., on the official bulletin board at the Richland Hills City Hall, 3200 Diana Drive, Richland Hills, Texas, pursuant to the Texas Government Code, Chapter 551.

Lindsay Rawlinson

Lindsay Rawlinson
City Secretary



ACCESSIBILITY STATEMENT

The Facility is wheelchair accessible. If you plan to attend this public meeting and have a disability that requires special arrangements, please notify the City Secretary 48 hours in advance at (817) 616-3811 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: January 27, 2025

Subject: Social Media Policy for Elected and Appointed Officials

Agenda Item:

Discuss Social Media Best Practices and Guidelines for Elected and Appointed Officials

Background Information:

At the request of City Council members, staff has developed a policy for social media use by elected and appointed officials. The draft policy is attached to this memo for your review. Following Council discussion on Monday evening, staff will prepare a final policy for adoption at the February 10th meeting.

Financial Considerations:

N/A

Legal Review:

N/A

Board/Citizen Input:

N/A

Attachments:

N/A

Council Action Requested:

Discussion Item Only

City of Richland Hills
Social Media Policy for Elected and Appointed Officials

I. Purpose Statement

The purpose of this policy is to provide guidelines for the proper and effective use of social media by elected and appointed officials of the City of Richland Hills. This policy ensures social media use aligns with legal, ethical, and professional standards while fostering transparency, accountability, respectful communication, and meaningful community engagement.

II. Separation of Personal and Professional Accounts

Public officials should separate personal social media accounts from professional social media accounts so that City-related matters and all public records generated from those posts are easily archived.

1. Officials who choose to create a professional social media account should clearly indicate their position as a member of the City of Richland Hills Council, or designated board or commission, and your intent to use the account as a way of communicating with citizens but not to speak on behalf of the City.
2. Professional social media accounts should indicate that the views, postings, positions or opinions expressed on the site are the officials' own and may not represent those of the City of Richland Hills or Richland Hills City Council.
3. Officials should be honest and accurate when posting information or news, and should quickly correct any mistakes, misstatements, and/or factual errors in content upon delivery.
4. Officials should avoid using personal social media accounts to share or communicate about City business.
5. Officials should keep professional social media accounts and campaign social media accounts separate to avoid potential law violations that prohibit using government resources for political purposes.
6. Officials should refrain from expressing personal political opinions or engaging in advocacy on professional accounts.

III. Legal and Ethical Compliance

Public officials should be mindful that posting content regarding City-related matters could inadvertently result in violations of legal, ethical or professional standards.

1. **Compliance with the Texas Open Meetings Act (TOMA):**
Officials must avoid discussions on social media that could be interpreted as deliberation or decision-making by a quorum outside of an official meeting. For example, refrain from commenting on threads where multiple council members are participating.
2. **Compliance with the Texas Public Information Act (TPIA):**
Posts, messages, and comments made in an official capacity may be

considered public records and subject to disclosure under TPIA. Ensure all content is retained according to public records requirements.

3. **First Amendment Considerations:**

Official social media pages are considered public forums. Blocking users or deleting comments solely based on disagreement or viewpoint could lead to First Amendment violations. Moderation must be consistent with established content guidelines.

4. **Ethical Standards:**

Officials must act with integrity, avoid sharing confidential or proprietary information, and ensure that all posts reflect positively on the City and reflect its mission and core values.

IV. Public Records Retention

Statements about City-related matters made by public officials on personal or professional social media accounts may be considered public record. As such, the following should be considered:

1. The City does not archive or manage social media accounts for officials. The official is solely responsible for the retention and archival of content published to individual accounts.
2. Officials should not delete posts and comments regarding any City-related matters to avoid violating record retention requirements.
3. Clearly inappropriate comments on an officials' personal or professional social media account may be hidden but should not be deleted.
4. Officials are encouraged to create a digital file to archive any City-related social media content.

V. Crisis Communication

Timely, accurate and consistent communication is essential during emergencies or crises. The City will utilize its social media accounts to disseminate critical information, ensuring the safety, preparedness, and well-being of the community.

1. Officials should refrain from posting information about an emergency or crisis situation without approval from the designated City official.
2. Officials are encouraged to share information posted on the City's official website and social media accounts.

VI. Guidelines for Social Media Use

Officials should use their professional social media accounts to foster meaningful community engagement. Social media should serve as a platform to inform the public about City programs, initiatives, and events while encouraging constructive dialogue and active participation in civic activities. The following are guidelines and best practices for the effective and appropriate use of social media:

1. Officials should only share accurate and verifiable information.

2. Officials should clearly state when sharing personal opinions on City-related matters to avoid creating the perception that their views reflect the consensus of the City Council or other officials.
3. Officials are strongly encouraged to consider the potential impact of social media statements and how they reflect on the City Council, City of Richland Hills and community as a whole.
4. Unless the official has been designated to serve as a spokesperson, officials should never represent themselves as a spokesperson for the City Council, a City board or committee, the City Administration, or any City department.
5. Officials should remain courteous and respectful in social media posts and comments. Content containing slurs, profanity, or expressions of bigotry based on race, religion, national origin, sexual orientation, gender, party affiliation, or any legally protected classification may be deemed conduct unbecoming.
6. Officials should avoid using professional accounts to endorse political candidates, commercial products or private organizations.
7. Officials should refrain from using social media accounts to communicate with City employees about City-related matters.

VII. Policy Violations

This policy is not intended to override or bypass any existing processes, policies, or laws applicable to the City Council, or other boards and commissions. Social media activity and conduct by public officials must adhere to the terms of this policy as well as all other relevant processes, policies, and legal requirements.

VIII. Policy Updates

The City Council reserves the right to update these terms of use at any time.

Memorandum

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

From: JP Ducay, Director of Planning and Development Services

Date: January 27, 2025

Subject: Business Spotlight

Agenda Item:

Business Spotlight: Roots Cafe

Background Information:

Roots Cafe is located at 7012 Blvd 26. They received their Certificate of Occupancy on October 30, 2024. A representative from Roots Cafe will be in attendance to introduce their business.

Financial Considerations:

N/A

Legal Review:

N/A

Board/Citizen Input:

N/A

Attachments:

N/A

Council Action Requested:

No Council Action

Memorandum

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

From: C. Russell Shelley, Fire Chief

Date: January 27, 2025

Subject: Employee Service Award

Agenda Item:

Presentation of 10-year Service Award to Fire Marshal Shelby Brock

Background Information:

Shelby began his fire service career as a Volunteer Firefighter in 2006 for the Sansom Park Fire Department. He began working in Richland Hills on January 19, 2015, as a Firefighter/Paramedic.

He was promoted to Engineer in May 2016 and Captain in May 2018. In October 2021, he was promoted to the newly created position of Fire Marshal and also acts as the City's Emergency Management Coordinator.

Shelby holds the following certifications for the Texas Commission on Fire Protection:

- Master Firefighter
- TCOLE Peace Officer
- Arson Investigator
- Safety Officer
- Driver/Operator
- Master Fire Inspector
- Hazardous Materials Technician
- Fire Instructor II
- Fire Officer II
- Field Examiner
- Paramedic

Shelby comes from a family of public servants. His father served as a Texas DPS Trooper and his brothers both work in law enforcement, one is a Sergeant for the Corinth Police Department and the other is a Detective for the North Richland Hills Police Department.

Shelby and his wife Denaya have three children, Donaven (16), Bodie (2), and Dalton (3 months). Shelby enjoys hunting and traveling in his time away from work.

Financial Considerations:

N/A

Legal Review:

N/A

Board/Citizen Input:

N/A

Attachments:

N/A

Council Action Requested:

Presentation of 10-year Service Award to Fire Marshal Shelby Brock

Memorandum

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

From: Lindsay Rawlinson, City Secretary

Date: January 27, 2025

Subject: Presentation of World Read Aloud Day Proclamation

Agenda Item:

Presentation of World Read Aloud Day Proclamation

Background Information:

In recognition of “World Read Aloud Day”, Mayor Bergthold will present a Proclamation to Richland Hills Library Director Chantele Hancock.

For 15 years, World Read Aloud Day has called attention to the importance of sharing stories by challenging participants to grab a book, find an audience, and read-aloud! The global effort is celebrated annually in over 173 countries and is all about bringing people together through the shared connection of reading aloud in all of our communities.

Financial Considerations:

N/A

Legal Review:

N/A

Board/Citizen Input:

N/A

Attachments:

World Read Aloud Day Proclamation

Council Action Requested:

Presentation of World Read Aloud Day Proclamation

Proclamation

The logo for Richland Hills, featuring a green 'R' and 'H' with a blue wave-like shape between them, followed by the words 'Richland Hills' in blue.

WHEREAS, for 15 years World Read Aloud Day (WRAD) has called attention to the importance of sharing stories by challenging participants to grab a book, find an audience, and read aloud together; and

WHEREAS, WRAD is celebrated in over 173 countries and is a wonderful reminder of the power and importance of this best practice; and

WHEREAS, reading aloud not only helps develop literacy skills, it also builds community and connects us to each other; and

WHEREAS, being Mayor of Richland Hills presents many great opportunities to engage with citizens, but the opportunity to share a love of reading, is one of the greatest; and

WHEREAS, on behalf of the City of Richland Hills, I am proud to participate in World Read Aloud Day Celebration.

NOW THEREFORE BE IT RESOLVED, that I, Curtis Bergthold, Mayor of the City of Richland Hills, do hereby proclaim February 5, 2025 as

WORLD READ ALOUD DAY

in Richland Hills and encourage all citizens to participate in this meaningful celebration by reading aloud to others.

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: January 27, 2025

Subject: Minutes from the January 13, 2025 Regular City Council Meeting

Agenda Item:

Approval of minutes from the January 13, 2025 City Council Regular Meeting

Background Information:

N/A

Financial Considerations:

N/A

Legal Review:

N/A

Board/Citizen Input:

N/A

Attachments:

January 13, 2025 Draft Minutes

Council Action Requested:

Motion to approve the minutes from the January 13, 2025 City Council Regular Meeting

**RICHLAND HILLS CITY COUNCIL
REGULAR MEETING
JANUARY 13, 2025
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
Elizabeth Yelverton, City Attorney

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

INVOCATION AND PLEDGES OF ALLEGIANCE – Mayor Curtis Bergthold

PRESENTATIONS

1A. Honor former Mayor David Ragan

Mayor Bergthold announced that former Mayor David Ragan passed away on Wednesday, November 27, 2024. Mayor Bergthold issued and read a proclamation in honor of Mayor Ragan's life and service to the community and invited the City Council and those in attendance an opportunity to speak about Mayor Ragan.

Several members of the City Council spoke fondly about serving with Mayor Ragan and their memories of him.

1B. Citizen Appearances/Public Comments

Bunnie Barefoot, 3237 Scruggs Park Drive, Richland Hills, expressed her preference for the City to operate its own ambulance service. Additionally, she mentioned a house on Mimosa Drive in need of attention by the Community Compliance Department.

CONSENT AGENDA

- 2A. Approved minutes from the December 9, 2024 City Council Regular Meeting**
- 2B. Approved Ordinance 1520-25 amending the FY 2025 Municipal Fee Schedule effective January 1, 2025**

Motion: Motion was made by Councilmember Malone 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 1518-25 a zoning text amendment to Chapter 90 of the Comprehensive Zoning Ordinance of the City of Richland Hills by amending Article 3, Section 3.02 "Use Chart", to allow for the use of "Hall, Reception/Banquet/Meeting" by specific use permit in the P, Professional Office zoning district. PUBLIC HEARING**

Director of Planning and Development Services JP Ducay presented the item to the City Council and advised that on November 4, 2024, City staff was made aware of a private event venue operating at 7272 Glenview Drive. After further review, it was determined that the private event business was operating in the same building and as an extension of an existing bridal shop business. The bridal shop received its Certificate of Occupancy in March 2022. According to the certificate of occupancy, the business was designated as "Retail, store and shop" which is allowed by right in the Professional Office zoning district. The Certificate of Occupancy did not permit private events to operate at this location. According to the zoning ordinance, a private event business, such as the one operating at 7272 Glenview Drive, would be categorized as a "Hall, Reception/ Banquet/ Meeting" use. This use is not permitted in the subject Professional Office zoning district.

The owner was informed that the private event business would not be allowed to operate at this location unless changes to the zoning ordinance were made. After detailed discussions with City staff, the owner submitted a zoning text amendment requesting to amend the use chart to permit the use of "Hall, Reception/Banquet/Meeting" by Specific Use Permit (SUP) in the P, Professional Office zoning district.

The recently adopted Glenview Corridor Plan established a vision for this area to function as a key entrance to Richland Hills that hosts a broad array of restaurants, shops, and housing options. This corridor can serve as a destination with higher-quality mixed-uses and place making elements that attract people to live, work, and play. The proposed zoning text amendment is in general compliance with goals and visions set forth by the Glenview Corridor Plan.

Additionally, the Planning and Zoning Commission considered the item at their December 17, 2024 meeting and recommended approval by a vote of 5-0.

Discussion ensued regarding overall parking requirements for this use.

Mayor Bergthold opened the public hearing at 7:26 p.m. and asked to hear from any proponents followed by opponents of the case.

Hearing none, Mayor Bergthold closed the public hearing at 7:26 p.m.

Motion: Motion was made by Councilmember Estep and seconded by Councilmember Skier to approve Ordinance 1518-25 a zoning text amendment to Chapter 90 of the Comprehensive Zoning Ordinance of the City of Richland Hills by amending Article 3, Section 3.02 "Use Chart", to allow for the use of "Hall, Reception/Banquet/Meeting" by specific use permit in the P, Professional Office zoning district

The vote was as follows:

For: Mayor Bergthold, Councilmembers Malone, Bledsoe, Skier, Estep and Goveas

Against: Mayor Pro Tem Knowlton

Motion carried by a vote of 6-1.

3B. Approved Ordinance 1519-25 a conditional Specific Use Permit (2024-1050) to permit a "Hall, Reception/Banquet/Meeting" use for the property described as Lot 1, Block 20, Richland Hills Addition, Richland Hills, Texas, otherwise known as 7272 Glenview Dr, Richland Hills, Texas 76118. PUBLIC HEARING

Consideration of Agenda Item 3B was contingent upon City Council approval of Agenda Item 3A.

Director of Planning and Development Services JP Ducay presented the item to the City Council and advised that on November 20, 2024, an application was submitted by owner Angela Campbell Zier requesting a conditional Specific Use Permit (SUP) allowing for the use of "Hall, Reception/Banquet/Meeting" in the P, Professional Office Zoning District for 7272 Glenview Drive. The subject property is approximately 0.39 acres and contains a 1,400 square-foot bridal shop known as Swoon Worthy Bridal.

On November 4, 2024, City staff was made aware of a private event venue operating at 7272 Glenview Drive. After further review, it was determined that the private event business was operating on the same property and as an extension of the bridal shop Swoon Worthy Bridal. Swoon Worthy Bridal received its Certificate of Occupancy in March 2022. According to the Certificate of Occupancy, the business was designated as "Retail, store and shop" which is allowed by right in the Professional Office zoning district.

The Certificate of Occupancy did not permit private events to operate at this location. According to the zoning ordinance, a private event business such as the one operating at 7272 Glenview Drive would be categorized as a “Hall, Reception/Banquet/Meeting” use. This use is not permitted in the subject Professional Office zoning district.

After detailed discussions with City staff, the owner submitted a zoning text amendment requesting to amend the use chart to permit the use of “Hall, Reception/Banquet/Meeting” by SUP in the P, Professional Office zoning district. Contingent upon City Council approval of Agenda Item 3A, the owner is requesting the subject SUP to allow for the use of “Hall, Reception/Banquet/Meeting” with conditions in the P, Professional Office Zoning District for 7272 Glenview Drive.

Additionally, the Planning and Zoning Commission considered the item at their December 17, 2024 meeting and recommended approval by a vote of 5-0.

The proposed conditions are as follows:

1. Valet parking shall be provided for all private events held at the subject location.
 - a. Permitted private event parking areas shall be limited to 7272 and 7255 Glenview Drive.
 - b. Vehicles shall be parked on-site and on an approved surface.

Angela Campbell Zier, 7272 Glenview Drive, expressed her appreciation to the City Council for their consideration. She provided a brief presentation regarding the event space and the background for requesting this use. She clarified that events will be small and held outside in the garden area and the building has two bathroom facilities for event use.

Mayor Bergthold opened the public hearing at 7:54 p.m. and asked to hear from any proponents followed by opponents of the case.

Hearing none, Mayor Bergthold closed the public hearing at 7:54 p.m.

Motion: Motion was made by Councilmember Malone and seconded by Councilmember Skier to approve Ordinance 1519-25 a conditional Specific Use Permit (2024-1050) to permit a “Hall, Reception/Banquet/Meeting” use for the property described as Lot 1, Block 20, Richland Hills Addition, Richland Hills, Texas, otherwise known as 7272 Glenview Dr, Richland Hills, Texas 76118.

Motion carried by a vote of 7-0.

ORDINANCES & RESOLUTIONS AND OTHER RELATED ITEMS**4A. Approved Resolution 608-25 calling the May 3, 2025 General Election for Council Member Place 1 and Place 6**

City Secretary Lindsay Rawlinson presented the item to the City Council and advised that filing for a place on the ballot for Council Member Place 1 and Place 6 begins at 8:00 a.m. on Wednesday, January 15, 2025, through 5:00 p.m. on Friday, February 14, 2025.

Motion: Motion was made by Mayor Pro Tem Knowlton and seconded by Councilmember Estep to approve Resolution 608-25 calling the May 3, 2025 General Election for Council Member Place 1 and Place 6.

Motion carried by a vote of 7-0.

CONTRACTS, AGREEMENTS, BID AWARDS AND OTHER RELATED ITEMS

5. None.

OTHER ITEMS FOR CONSIDERATION**6A. Approved Letter of Support for the TxDOT State Highway 26 Raised Medians Project (CSJ 0363-01-144)**

Director of Public Works and Capital Projects Kip Dernovich presented the item to the City Council and advised that in 2024, TxDOT began Phase I of a multi-year improvement project along State Highway (SH) 26. SH 26 (also known as Boulevard 26) is a TxDOT roadway that is part of the boundary line between the City of North Richland Hills and the City of Richland Hills. Phase I of the improvement project included design and the overlay of the roadway (Big Fossil Creek to 820) followed by the striping of lane markings within the roadway.

The proposed Phase II of the project will include installation of raised medians (Rufe Snow Drive to Willman Avenue in the City of Richland Hills) with turning bays / inlets at specific points throughout the corridor. This phase of the project is proposed to begin in calendar year 2028. As proposed, the project will provide both aesthetic and safety improvements throughout the corridor.

TxDOT has requested a statement of support/letter of concurrence for the project from all impacted municipalities.

City Engineer David Burkett addressed concerns including the need for medians along SH 26, a preference for a more aesthetic style of bricks, and a request for additional median cuts to Richland Hills roads.

Mr. Burkett advised that installing the medians is a safety issue for drivers and federal funding from the Highway Safety Improvement Program (HSIP) is being utilized for these improvements with no cost to the City.

Motion: Motion was made by Mayor Pro Tem Knowlton and seconded by Councilmember Skier to approve letter of support for the TxDOT State Highway 26 Raised Medians Project (CSJ 0363-01-144).

Motion carried by a vote of 7-0.

REPORTS & DISCUSSIONS

7. None.

COMMUNITY INTEREST ITEMS

8. Councilmember Estep advised of several upcoming events:

- Now through Wednesday, January 15, 2025, The Link Membership sale, The Link;
- Tuesday, January 14, 2025, Richland Hills Literary Club, Public Library, 6:30 p.m.;
- Thursday, January 16, 2025, Senior Lunch Bunch and Bingo, The Link, 12:00 to 2:00 p.m.;
- Thursday, January 30, 2025, Tarrant County Food Pantry, Richland Hills Baptist Church, 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. There being no further business to come before the City Council, Mayor Bergthold declared the meeting adjourned at 8:20 p.m.

ATTEST:

APPROVED:

Lindsay Rawlinson, City Secretary

Curtis Bergthold, Mayor

Memorandum

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

From: C. Russell Shelley, Fire Chief

Date: January 27, 2025

Subject: Vehicle Maintenance ILA

Agenda Item:

Approve Interlocal Agreement between the City of Richland Hills and City of Watauga for fleet maintenance services and authorize City Manager to sign

Background Information:

The City of Watauga began providing fleet maintenance services for neighboring communities about two years ago. They currently provide these services for eight (8) other communities. The City of Watauga has recently increased their fleet services staffing and renovated their facility to increase their service capacity to accommodate additional customers. The Richland Hills Fire Department desires to enter into an Interlocal Agreement (ILA) for fleet services with the City of Watauga in an effort to reduce fire apparatus down time and reduce expenses for fleet maintenance, and do so by partnering with a neighboring community with whom we already share other successful collaborative efforts.

This ILA is the same as the eight (8) existing ILAs with Keller, White Settlement, Sansom Park, Blue Mound, Trophy Club, Roanoke, Westlake and Lake Worth. The City of Watauga and Richland Hills have the authority to enter into this Agreement pursuant to Chapter 791 of the Texas Government Code.

Under this Agreement, the City of Richland Hills could utilize Watauga's fleet maintenance services for other city vehicles and equipment. This Agreement would not pertain to any vehicles that have been included in the City's fleet procurement and maintenance program with Enterprise Fleet Management Services.

Financial Considerations:

The hourly shop fees and parts costs are outlined within the attached Interlocal Agreement. Shop fees are more than \$30/hour less than our current provider, parts mark-up is 8% less than our current provider, and travel fees for on site repairs are half that of our current provider. Though it is difficult to pinpoint exact savings, staff believes the savings will be at least several thousand dollars per year.

Legal Review:

The City Attorney has reviewed the Interlocal Agreement.

Board/Citizen Input:

N/A

Attachments:

Interlocal Agreement between the City of Richland Hills and City of Watauga for fleet maintenance

Council Action Requested:

Motion to approve Interlocal Agreement between the City of Richland Hills and City of Watauga for fleet maintenance services and authorize City Manager to sign.

STATE OF TEXAS

INTERLOCAL AGREEMENT

TARRANT COUNTY

This Interlocal Agreement (the “**Agreement**”) is made and entered into by and, between The City of Watauga, Texas, a municipal corporation (hereinafter “**WATAUGA**”) and The City of Richland Hills, Texas, a home rule municipal corporation (hereinafter “**RICHLAND HILLS**”).

WHEREAS, both WATAUGA and RICHLAND HILLS have the authority to enter into this Agreement pursuant to Chapter 791, Texas Government Code (the “Interlocal Cooperation Act”); and

WHEREAS, the service agreement for Vehicle Maintenance (“Service Level Agreement”) contemplated under this Agreement is of mutual interest and benefit to RICHLAND HILLS and WATAUGA and will further the objectives of both parties in the exercise of their governmental functions in a manner consistent with the objectives of political subdivisions of the State of Texas; Watauga will provide vehicle maintenance services to RICHLAND HILLS, for a defined fee detailed below; and

WHEREAS, it is mutually beneficial to both parties to execute this Agreement whereby each entity can achieve common objectives relating to the services regarding vehicle maintenance and in the interest of saving taxpayer funding; and

WHEREAS, all payments collected by WATAUGA from vehicle maintenance services provided to RICHLAND HILLS will be considered revenue to WATAUGA and that RICHLAND HILLS shall pay all invoices presented, as statutorily prescribed by Texas Government Code Chapter 2251 (Prompt Payment Act); and

WHEREAS, in accordance with Section 791.011(d)(3) of the Interlocal Cooperation Act, each Party shall pay for the performance of governmental functions and services under this Agreement from current revenues available to that party; and

WHEREAS, RICHLAND HILLS agrees to utilize the non-exclusive vehicle maintenance services provided by WATAUGA, in this agreement for the purposes of vehicle maintenance to RICHLAND HILLS vehicles and equipment, and

NOW, THEREFORE, inconsideration of the mutual representations, terms and covenant hereafter set forth, the parties hereby agree as follows:

TERMS AND CONDITIONS

1. STATEMENT OF WORK.

WATAUGA agrees to use reasonable efforts to perform the vehicle maintenance services described in the Service Level Agreement listed below in Section 2.

2. SERVICE LEVEL AGREEMENT – Services provided by WATAUGA:

- a. Schedule vehicle maintenance and repairs when notified by RICHLAND HILLS;
- b. Provide vehicle preventative maintenance and general repair services in a timely manner; and
- c. Process monthly repair invoices for payment.

3. WARRANTY – WATAUGA

Watauga's Fleet Services Division will warrant repair labor for a period of 60 days;

- a. Parts will be warranted for 90 days, and defective or failed parts will be replaced at no charge during warranty period;
- b. All vehicle batteries will have an eighteen (18) month free replacement period; and
- c. Other than the foregoing warranties, WATAUGA makes no other warranties, guaranties or representations regarding parts or labor.

4. RATE SCHEDULE

Services provided by WATAUGA at the following rates – Preventive Maintenance (PM) services flat rated based on vehicle class as follows:

- a. Light duty PM - \$139.22 + parts
- b. Heavy duty PM - \$2,497.87 + parts
- c. Other repairs invoiced at cost plus labor rate of \$139.22 per hour + parts
- d. Parts invoiced at cost plus 25%
- e. Transporting of equipment shall be billed out at the hourly rate of \$139.22 an hour.

- f. Dispatch Watauga Service truck to repair equipment in field will be charged a \$69.61 service call - \$174.02/hr + parts during normal working business days from 7:00 am till 4:00 pm or \$208.82/hr for afterhours + parts
- g. Dispatch third party vendors to truck in field (flat tires, etc.) – Third party costs + 25%
- h. Each new budget year, the rate schedule shall be increased by three percent (3.0%). The increase shall be automatically accepted unless each City/Town Manager agrees to other provisions prior to the final budget being accepted by the City/Town Council of both entities.

5. CONTRACT PAYMENTS

RICHLAND HILLS shall reimburse WATAUGA per Section 4 on a monthly basis.

Payments shall be sent to the following address:

City of Watauga
Finance Department
7105 Whitley Road
Watauga, TX 76148
Attention: Accounts Payable

Phone: 817-514-5800
Email: accountspayable@wataugatx.org

6. THIRD PARTY

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

7. JOINT VENTURE & AGENCY

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

8. EFFECTIVE DATE

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

9. TERM

The initial term of this Agreement shall be for the fiscal 2024/2025 budget year, beginning on October 1, 2024 and expiring on September 30, 2025 (the "Initial Term"). Following the Initial Term, unless written notice is given by either party hereto to the other not less than ninety (90) day before the expiration of this Agreement, it shall be automatically renewed for another additional period of twelve (12) months from such expiration date and shall be automatically renewed thereafter indefinitely. In the event of termination by either party, neither party shall have any further obligations to the other party under this Agreement, except that RICHLAND HILLS remains liable to WATAUGA for any outstanding invoices, if any.

10. TERMINATION

Notwithstanding anything to the contrary, either party may terminate this Agreement at any time by providing ninety (90) days written notice to the other party. Any failure by RICHLAND HILLS to timely pay any amounts due under the provisions of this Agreement shall be a material breach of this Agreement and WATAUGA may, in addition to any other remedy, terminate this Agreement for such breach immediately.

11. RIGHTS AND OBLIGATIONS OF WATAUGA

- a. WATAUGA shall provide the Services at Watauga Fleet Maintenance Garage for in-house repairs.
- b. WATAUGA shall instruct any third-party certified vehicle and equipment maintenance providers to provide the same level of service to RICHLAND HILLS vehicles and equipment as it does for WATAUGA.
- c. The certified vehicle and equipment maintenance provider will bill WATAUGA directly for services provided.
- d. WATAUGA will provide services from Certified Vehicle Technicians.
- e. Watauga will drive equipment to third party maintenance providers.
- f. Watauga will inspect third party repairs prior to returning unit to RICHLAND HILLS.

12. RIGHTS AND OBLIGATIONS OF RICHLAND HILLS

- a. RICHLAND HILLS shall pay invoices received in accordance with the Texas Prompt Payment Act, and expressly waives immunity from suit in any action by Watauga to recover past due amounts. Richland Hills holds harmless, releases and waives Watauga from and against any and all claims, losses damages and liability arising under this Agreement and the services provided hereunder.
- b. RICHLAND HILLS shall at all times be responsible for submitting the appropriate documents with a request for services to WATAUGA.
- c. RICHLAND HILLS shall be responsible for the delivery and pick-up of vehicles or equipment requiring services.
- d. RICHLAND HILLS shall be responsible for insuring vehicles and equipment.

13. SOVEREIGN/GOVERNMENTAL IMMUNITY

Except as otherwise provided herein, neither party to this Agreement waives any claim of sovereign or governmental immunity because of its participation in this Agreement. Nothing in this Agreement shall be construed as creating any right or obligation to any third party.

14. AMENDMENT

This Agreement may be amended by the mutual written agreement of both parties hereto. The parties agree to enter an amended Agreement in order to comply with any legislative changes related to this Agreement, or due to a determination by a court of competent jurisdiction of other government authority that would cause any provision of this Agreement to be out of compliance with the current law.

15. SEVERABILITY

In the event any one or more of the provisions contained in this Agreement shall for any reason be held to be invalid, illegal, or unenforceable in any respect, such invalidity, illegality, or unenforceability shall not affect the other provisions, and this Agreement shall be construed as if such invalid, illegal, or unenforceable provision had never been contained in this Agreement.

16. GOVERNING LAW

The validity of this Agreement and any of its terms and provisions as well as rights and duties of the parties shall be governed by the laws of the State of Texas; and venue for any such action concerning this Agreement shall be and remain in the State District Court of Tarrant County, Texas.

17. FORCE MAJEURE

In the event that any party shall be prevented from performing any of its obligations under this Agreement by any act of God, war, riot, civil commotion, strikes, fires, flood, disease, epidemic, pandemic, quarantine, act of government, state of emergency, or by the occurrence of any event beyond the control of such party, then such party shall be excused from the performance of the obligations under this Agreement but only during such period of Force Majeure.

18. ENTIRE AGREEMENT

This Agreement represents the entire agreement among the parties with respect to the subject matter covered by this Agreement. There is no other collateral, oral, or written agreement between the parties that in any manner relates to the subject matter of this Agreement.

THE CITY OF RICHLAND HILLS

CITY OF WATAUGA

Candice Edmondson, City Manager

Sandra Gibson, Interim City Manager

Date: _____

Date: _____

C. Russell Shelley, Fire Chief

Paul Hackleman, P.E.
Director of Public Works

Date: _____

Date: _____

Attest:

APPROVED AS TO FORM AND LEGALITY

APPROVED AS TO FORM AND LEGALITY

City Attorney

City Attorney

Memorandum

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

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

Date: January 27, 2025

Subject: Street Improvement Projects

Agenda Item:

Street Improvement Projects

Background Information:

Staff will provide an update on the FY 2025 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: Erika McComis, Director of Finance

Date: January 27, 2025

Subject: 1st Quarter Investment Report

Agenda Item:

1st Quarter Investment Report

Background Information:

Staff will provide a quarterly investment report for the period of October 1, 2024 - December 31, 2024.

Financial Considerations:

N/A

Legal Review:

N/A

Board/Citizen Input:

N/A

Attachments:

1st Quarter Investment Report

Council Action Requested:

No Council Action

Bank	Fund	Name of Account	Balance at 10/1/2024	Net Deposits / Withdrawals	Interest Earnings	Balance at 12/31/2024
JP Morgan Chase	1	General Fund Account	9,575,784	(2,792,114)	46,156	6,829,826
JP Morgan Chase	2	Revenue Fund Account	4,057,480	1,623,813	39,184	5,720,477
JP Morgan Chase	26	Richland Hills Economic Development Corp	2,663,163	(0)	21,567	2,684,730
JP Morgan Chase	65	Richland Hills Crime Control Fund	1,186,404	487,279	11,569	1,685,252
JP Morgan Chase	1	Certificate of Deposit-Matured 11/2023	-	-	-	-
JP Morgan Chase	1	Certificate of Deposit-Maturity 11/2024	185,656	-	-	185,656
		Total Bank	15,401,580	(681,021)	118,477	16,920,285
TEXPOOL	1	General Fund	2,215,829	-	26,550	2,242,379
TEXPOOL	2	Revenue Fund	946,516	-	11,341	957,857
TEXPOOL	22	Drainage Fund	125,786	-	1,507.10	127,292.67
TexSTAR	27	2019 GO Bonds	54,217	-	647	54,864
TexSTAR	6	Police Seizure Funds	27,078	-	323	27,401
TexSTAR	10	I & S Funds	697,392	-	8,322	705,714
TexSTAR	77	Hotel Motel Occupancy Tax Fund	183,778	-	2,193	185,971
TexSTAR	89	Tax Increment Fund	658,952	-	7,863	666,815
TexSTAR	101	ARPA Funds	527,128	-	6,290	533,418
TexSTAR	109	2023 Certificates of Obligation	6,445,880	-	76,760	6,522,640
		Total Pools	11,882,557	-	141,797	12,024,354
		Total Holdings	27,284,137	(681,021)	260,274	28,944,639

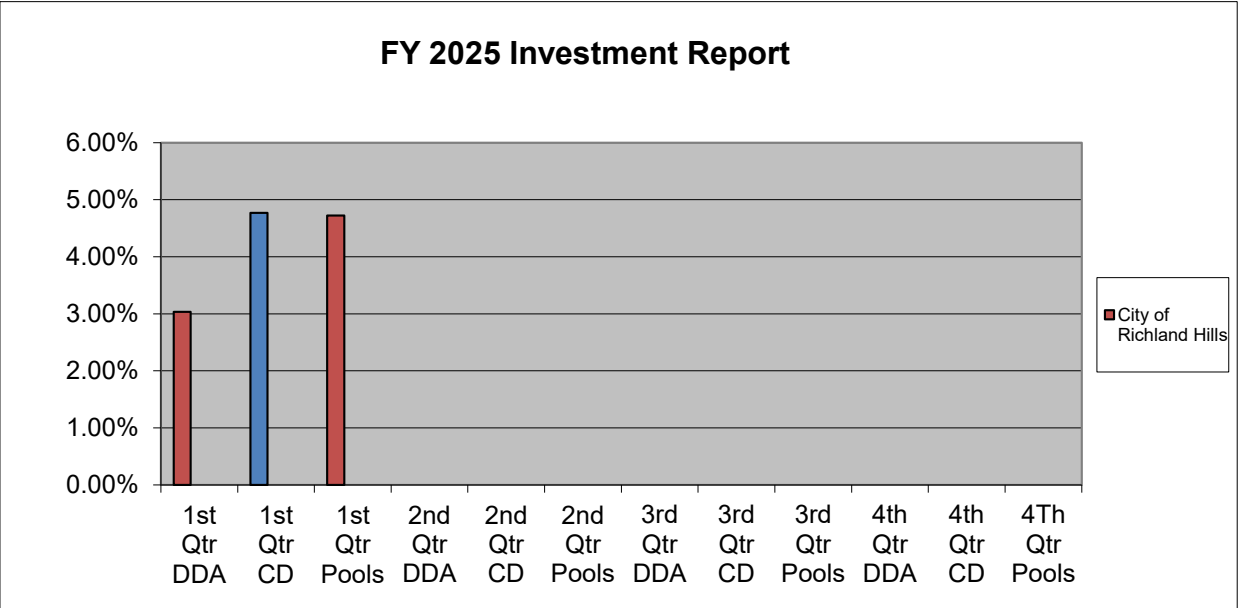
City of Richland Hills

Inventory Holdings Report- City Portfolio

12/31/2024

Settle Date	Security Type	Par	Rate	Settlement Date	Maturity	Purchase Yield	Purchase Principal	Original Prem/Disc	Current Book	Market Price	Gain/Loss	Original D-T-M	Current D-T-M	Amortization	Percent of Total Holdings
12/31/2024	Hybrid DDA	16,734,629	3.037%	12/31/2024	1/1/2025	3.037%	16,734,629	-	16,734,629	100.00%	-	1	1	0.00	57.82%
12/31/2024	Pools	12,024,354	4.725%	12/31/2024	1/1/2025	4.725%	12,024,354	-	12,024,354	100.00%		1	1	0.00	41.54%
11/23/2025	CD	185,656	3.840%	11/23/2025	11/23/2025	3.840%	185,656		185,656	100.00%	-	360	360	0.00	0.64%
		28,944,639					28,944,639		28,944,639						100.00%

Investment Transactions
Quarter Ending
12/31/2024



DDA Accounts=JP MORGAN CHASE
POOLS=Texpool and TexSTAR

City of Richland Hills
Quarterly Investment Report-City Portfolio

October 1, 2024 - December 31, 2024

Portfolio Summary Management Report

This quarterly report is in full compliance with the investment policy and strategy as established for the City of Richland Hills and the Public Funds Investment Act (Chapter 2256, Government Code).

Beginning Book Value 10/1/24	\$	27,284,136.95	Ending Book Value 12/31/24	\$	28,944,639.33
Beginning Market Value 10/1/24	\$	27,284,136.95	Ending Market Value 12/31/24	\$	28,944,639.33
			Accrued Interest Receivable	\$	-
			Unrealized Gain/Loss on 12/31/24	\$	-
WAM at Beginning Period Date*	1 day		WAM at Ending Period Date*	1 day	
			Change in Market Value	\$	1,660,502.38

Average Yield to Maturity for quarter	3.881%
Average Yield to Maturity 6 month T-Bill	4.262%

Erika McComis
Erika McComis, Director of Finance

Candice Edmondson
Candice Edmondson, City Manager

*WAM-Weighted Average Maturity

"Change in Market Value" is required data, but will primarily reflect the receipt and expenditure of the City's funds from quarter to quarter.

Memorandum

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

From: Candice Edmondson, City Manager

Date: January 27, 2025

Subject: December Department Monthly Reports

Agenda Item:

December 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:

December Department Reports

Council Action Requested:

No Council Action

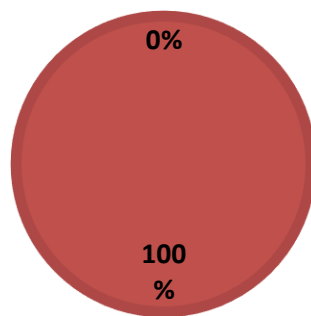
Community Compliance

- Worked with Baker's Landing management to have trees that were overhanging sidewalks adjacent to Baker's Boulevard trimmed per city ordinances.
- Community Compliance officers were issued new electronic citation writers for training. The electronic citation writers will be placed into service in January 2025.
- Community Compliance Manager attended the Code Enforcement Officer II course and passed the state test on December 12th.

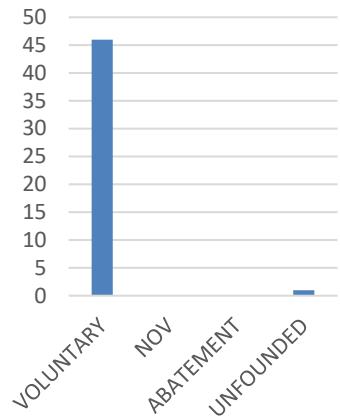
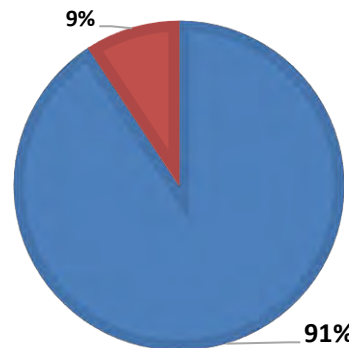
52

Citizen
Contacts

■ COMMERCIAL ■ RESIDENTIAL



■ PROACTIVE ■ REACTIVE



Current Month Violations					
	Notices Issued	Pending Compliance	Compliance Obtained	Citations Issued	Abatement by City
Nuisance Violations	46	4	42	1	0
Building Violations	2	2	0	0	0
Zoning Issues	0	0	0	0	0
Permit Violations	6	1	5	0	0
FYTD Total	335	33	296	4	1
Most Common Violations				Current Month	FYTD
Permit Required				6	25
Property Maintenance Violation				0	3
Swimming Pool				0	1
Inoperable/Junked Vehicles				0	16
Parking				22	60
Trees				3	29
Accumulations				9	102
High Grass and Weeds				7	51
All Other Violations				3	21

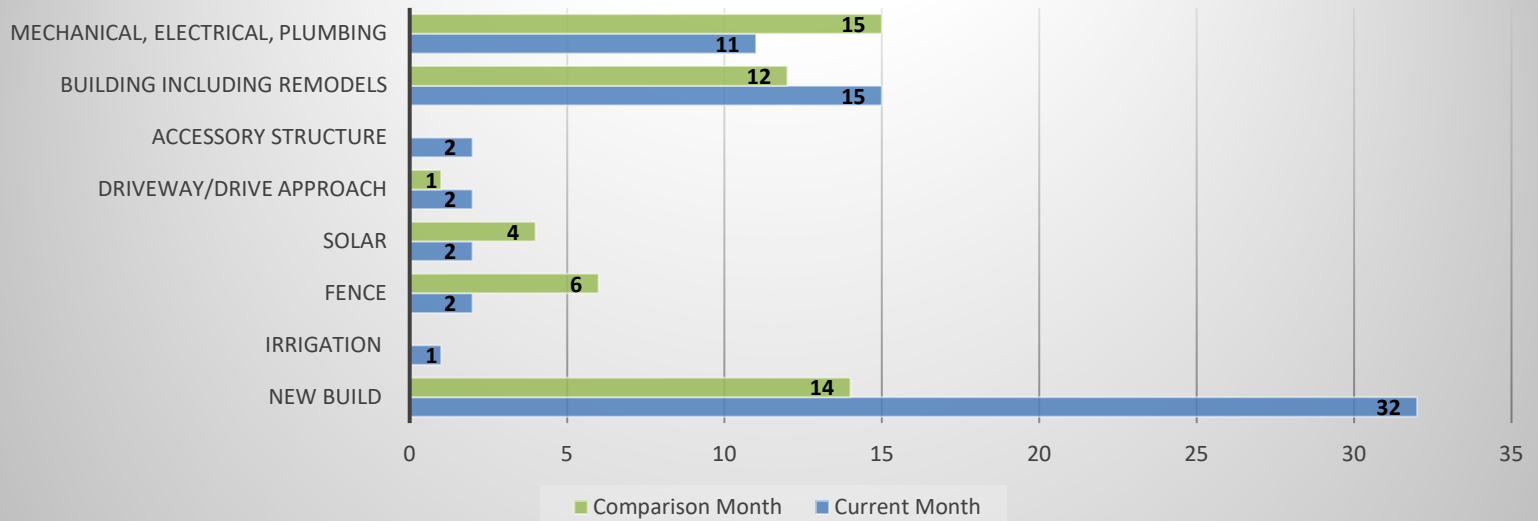
Building Summary		Current Month	FYTD
Registered Vacant Building		0	2
Substandard Buildings – New BBA		0	0

Departmental Monthly Reports – December 2024

Field Activity	Current Month	FYTD
Inspections Conducted	2	7
Citizen Contacts	52	247

Development Services

December



	Mechanical Electrical Plumbing	Building Including Remodels	Accessory Structure	Driveway Drive Approach	Solar	Fence	Irrigation	New Build
Current Month Residential	7	13	2	2	2	2	1	32
Current Month Commercial	4	2	0	0	0	0	0	0
Current Fiscal Year 2024-2025	49	54	4	7	3	18	1	34
Previous Month Residential	9	12	0	1	4	5	0	14
Previous Month Commercial	6	0	0	0	0	0	0	0

	Current Month	Comparison Month Previous Year	Fiscal Year To Date 2024-2025
Sign Permit	3	1	5
ROW Permit	3	6	16
Garage Sale Permit	4	6	70
Zoning, SUP, Code Consults	4	1	7
Pool Permits	0	0	1

Business Summary

	Current Month	Comparison Month Previous Year	Fiscal Year To Date 2024-2025
Registered Rental CO's	6	9	25
Issued Commercial CO's	0	2	5
Mobile Food Vendor	0	0	0

Received Certificate of Occupancy: 0**Number of Potential Business Certificate of Occupancy Meetings: 1****Number of Developmental Review Committee / Plan Review: 0**

Finance

GENERAL FUND, UTILITY FUND AND LINK FUND

Fiscal Year 2024-2025, Period Ending 12/31/2024

Monthly Financial Report					
	Budget	Current Month Actual	YTD Actual	Available Budget	% YTD of Total Budget
General Fund (001)					
Revenue					
Property Taxes	\$ 3,244,236	\$ 336,484	\$ 573,777	\$ 2,670,459	18%
Sales Tax	\$ 5,430,000	\$ 542,253	\$ 542,253	\$ 4,887,747	10%
Other Tax	\$ 2,500	\$ 197	\$ 604	\$ 1,896	24%
Franchise Fees	\$ 548,800	\$ 21,088	\$ 35,343	\$ 513,457	6%
Fines & Forfeitures	\$ 464,100	\$ 37,173	\$ 105,920	\$ 358,180	23%
Licenses & Permits	\$ 272,625	\$ 11,163	\$ 34,982	\$ 237,643	13%
Service Charges	\$ 198,850	\$ 38,440	\$ 69,214	\$ 129,636	35%
Miscellaneous	\$ 501,827	\$ 27,814	\$ 108,180	\$ 393,647	22%
Total Revenues	\$ 10,662,938	\$ 1,014,612	\$ 1,470,273	\$ 9,192,665	14%
Expenditures					
Municipal Court	\$ 217,832	\$ 17,685	\$ 43,085	\$ 174,747	20%
Administration	\$ 717,955	\$ 83,648	\$ 211,172	\$ 506,783	29%
Police	\$ 2,650,274	\$ 238,142	\$ 696,227	\$ 1,954,047	26%
Fire	\$ 2,810,592	\$ 193,171	\$ 562,906	\$ 2,247,686	20%
Street	\$ 351,196	\$ 16,824	\$ 45,443	\$ 305,753	13%
Library	\$ 479,891	\$ 30,759	\$ 111,108	\$ 368,783	23%
Recreation	\$ 290,852	\$ 27,737	\$ 85,732	\$ 205,120	29%
Parks/Grounds	\$ 329,196	\$ 28,597	\$ 48,493	\$ 280,703	15%
Community Development	\$ 442,897	\$ 45,293	\$ 71,721	\$ 371,176	16%
Community Compliance	\$ 437,833	\$ 35,586	\$ 87,864	\$ 349,969	20%
Legislative (City Secretary)	\$ 155,910	\$ 7,775	\$ 38,451	\$ 117,459	25%
Shared Services	\$ 1,029,103	\$ 51,214	\$ 186,811	\$ 842,292	18%
Transfers/Non Departmental	\$ 1,443,107	\$ 4,678	\$ 4,678	\$ 1,438,429	0%
Total Expenditures	\$ 11,356,638	\$ 781,110	\$ 2,193,692	\$ 9,162,946	19%
Rev/Exp	\$ (693,700)	\$ 233,502	\$ (723,419)		
Utility Fund (002)					
Revenue					
Water	\$ 2,595,900	\$ 225,355	\$ 721,502	\$ 1,874,398	28%
Sewer	\$ 1,800,000	\$ 151,363	\$ 453,266	\$ 1,346,734	25%
Misc. (incl. Garbage Billing)	\$ 756,000	\$ 74,350	\$ 222,464	\$ 533,536	29%
Total Revenues	\$ 5,151,900	\$ 451,067	\$ 1,397,233	\$ 3,754,667	27%
Expenses					
Shared Services	\$ 372,267	\$ 27,684	\$ 83,579	\$ 288,688	22%
Administration	\$ 792,366	\$ 59,422	\$ 147,395	\$ 644,971	19%
Water Services & Distr.	\$ 1,810,171	\$ 223,526	\$ 365,402	\$ 1,444,769	20%
Wastewater Service	\$ 1,483,374	\$ 56,668	\$ 120,489	\$ 1,362,885	8%
Trsfrs/Debt Service/Non-Dept.	\$ 1,185,134	\$ 46,176	\$ 92,316	\$ 1,092,818	8%
Total Expenses	\$ 5,643,312	\$ 413,477	\$ 809,181	\$ 4,834,131	14%
Rev/Exp	\$ (491,412)	\$ 37,591	\$ 588,052		
Link Operating Fund (098)					
Revenue					
Recreation	\$ 588,719	\$ 44,851	\$ 144,895	\$ 443,824	25%
Transfers in	\$ 200,000	\$ -	\$ -	\$ 200,000	0%
Total Revenue	\$ 788,719	\$ 44,851	\$ 144,895	\$ 643,824	18%
Expenditures	\$ 896,556	\$ 49,102	\$ 143,170	\$ 168,417	77%
Operating/Personnel	\$ 896,556	\$ 49,102	\$ 143,170	\$ 753,386	16%
Rev/Exp	\$ (107,837)	\$ (4,250)	\$ 1,725		
*Unaudited					

Finance

SPECIAL REVENUE FUNDS

Fiscal Year 2024-2025, Period Ending 12/31/2024

Monthly Financial Report					
	Budget	Current Month Actual	YTD Actual	Available Budget	% YTD of Total Budget
Court Security Fund (24)					
Revenue	\$ 12,000	\$ -	\$ -	\$ 12,000	0%
Expenditures	\$ 12,000	\$ -	\$ -	\$ 12,000	0%
<i>Rev/Exp</i>	\$ -	\$ -	\$ -		
Court Technology Fund (39)					
Revenue	\$ 4,800	\$ -	\$ -	\$ 4,800	0%
Expenditures	\$ -	\$ -	\$ -	\$ -	
<i>Rev/Exp</i>	\$ 4,800	\$ -	\$ -		
Crime Control District (65)					
Revenue					
Sales Tax	\$ 2,020,000	\$ 202,787	\$ 202,787	\$ 1,817,213	10%
Investment Income	\$ 20,000	\$ 4,168	\$ 11,569	\$ 8,431	58%
Grants/Transfers	\$ 12,000	\$ -	\$ -	\$ 12,000	0%
Total Revenue	\$ 2,052,000	\$ 206,954	\$ 214,356	\$ 1,837,644	10%
Expenditures					
Public Safety	\$ 1,142,080	\$ 99,693	\$ 244,654	\$ 897,426	21%
Capital Expense	\$ 235,130	\$ -	\$ 77,080	\$ 158,050	33%
Transfers Out/Shared Ser.	\$ 824,271	\$ -	\$ 135,924	\$ 688,347	16%
Total Expenditures	\$ 2,201,481	\$ 99,693	\$ 457,658	\$ 1,743,823	21%
<i>Rev/Exp</i>	\$ (149,481)	\$ 107,261	\$ (243,302)		
Hotel Occupancy Tax (77)					
Revenue					
HOT (Taxes)/Int Income	\$ 258,000	\$ 20,519	\$ 42,001	\$ 215,999	16%
Expenditures					
Operating Expense	\$ 290,776	\$ 3,334	\$ 10,276	\$ 280,500	4%
Debt Service	\$ 102,250	\$ -	\$ -	\$ 102,250	0%
Total Expenditures	\$ 393,026	\$ 3,334	\$ 10,276	\$ 382,750	3%
<i>Rev/Exp*</i>	\$ (135,026)	\$ 17,186	\$ 31,725		
TIF Fund (89)					
Revenue					
Property Tax Allocation	\$ 305,600	\$ -	\$ -	\$ 305,600	0%
Investment Income	\$ 1	\$ 2,575	\$ 7,863	\$ (7,862)	0%
Sales Tax Transfer in	\$ 120,000	\$ -	\$ -	\$ 120,000	0%
Total Revenue	\$ 425,601	\$ 2,575	\$ 7,863	\$ 417,738	2%
Expenditures					
Operating	\$ 2,700	\$ -	\$ 2,658	\$ 42	98%
Improvement Incentive	\$ 30,000	\$ -	\$ -	\$ 30,000	0%
Grants	\$ -	\$ -	\$ -	\$ -	0%
Capital Projects	\$ 129,780	\$ -	\$ 625	\$ 129,155	0%
Total Expenditures	\$ 162,480	\$ -	\$ 3,283	\$ 159,197	2%
<i>Rev/Exp</i>	\$ 263,121	\$ 2,575	\$ 4,581		
Strategic Initiative Fund (107)					
Revenue	\$ 812,700	\$ -	\$ -	\$ 812,700	0%
Expenditures	\$ 929,150	\$ 10,943	\$ 17,045	\$ 912,105	2%
<i>Rev/Exp</i>	\$ (116,450)	\$ (10,943)	\$ (17,045)		

Finance

CAPITAL FUNDS

Fiscal Year 2024-2025, Period Ending 12/31/2024

Monthly Financial Report					
	Budget	Current Month Actual	YTD Actual	Available Budget	% YTD of Total Budget
Oil & Gas Lease Fund (12)					
Revenue	\$ 100,000	\$ -	\$ 13,200	\$ 86,800	13%
Expenditures	\$ 48,750	\$ -	\$ 5,784	\$ 42,966	12%
Rev/Exp*	\$ 51,250	\$ -	\$ 7,416		
Road and Street Fund (25)					
Revenue					
Sales Tax	\$ 2,015,000	\$ 203,345	\$ 203,345	\$ 1,811,655	10%
Total Revenue	\$ 2,015,000	\$ 203,345	\$ 203,345	\$ 1,811,655	10%
Expenditures					
Street R&M	\$ 3,595,000	\$ 17,373	\$ 423,213	\$ 3,171,787	12%
Total Expenditures	\$ 3,595,000	\$ 17,373	\$ 423,213	\$ 3,171,787	12%
Rev/Exp*	\$ (1,580,000)	\$ 185,972	\$ (219,868)		
Vehicle Replace. Fund (30)					
Revenue					
Sale of vehicles	\$ 74,913	\$ 7,284	\$ 7,284	\$ 67,629	10%
Transfers in	\$ 559,633	\$ -	\$ -	\$ 559,633	0%
Total Revenue	\$ 634,546	\$ 7,284	\$ 7,284	\$ 627,262	
Expenditures					
Capital-Lease Expense	\$ 404,196	\$ 74,750	\$ 74,750	\$ 329,446	18%
Capital- Purchases	\$ 46,500	\$ -	\$ -	\$ 46,500	0%
Gas/Maint	\$ 178,850	\$ 6,500	\$ 23,329	\$ 155,521	13%
Operational	\$ 5,000	\$ -	\$ -	\$ 5,000	0%
Total Expenditures	\$ 634,546	\$ 81,250	\$ 98,079	\$ 536,467	15%
Rev/Exp*	\$ -	\$ (73,966)	\$ (90,795)		
ARPA Fund (101)					
Revenue-Transfers In/Interest	\$ 385,000	\$ 2,060	\$ 6,290	\$ 378,710	2%
Expenditures					
Project Appropriations	\$ 413,212	\$ 42,064	\$ 162,064	\$ 251,148	39%
Total Expenditures	\$ 413,212	\$ 42,064	\$ 162,064	\$ 251,148	39%
Rev/Exp	\$ (28,212)	\$ (40,004)	\$ (155,774)		

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

Finance

DEBT SERVICE FUND

Fiscal Year 2024-2025, Period Ending 12/31/2024

Monthly Financial Report

	Budget	Current Month Actual	YTD Actual	Available Budget	% YTD of Total Budget
Debt Service Fund (10)					
Revenue					
Property Taxes	\$ 1,504,340	\$ 177,122	\$ 270,598	\$ 1,233,742	18%
Interest Income	\$ 11,000	\$ 2,725	\$ 8,322	\$ 2,678	76%
Total Revenues	\$ 1,515,340	\$ 179,846	\$ 278,920	\$ 1,233,742	18%
Expenditures					
Debt Service	\$ 1,476,505	\$ -	\$ 66,672	\$ 1,409,833	5%
Rev/Exp	\$ 38,835	\$ 179,846	\$ 212,249		

COMPONENT UNIT

Richland Hills EDC (26)					
Revenue					
Sales Tax	\$ 1,380,000	\$ 135,563	\$ 135,563	\$ 1,244,437	10%
Interest Income	\$ 36,000	\$ 6,973	\$ 21,567	\$ 14,433	60%
Total Revenues	\$ 1,416,000	\$ 142,536	\$ 157,130	\$ 1,258,870	11%
Expenses					
Operating	\$ 405,362	\$ 19,775	\$ 56,137	\$ 349,225	14%
Transfers Out	\$ 55,946	\$ -	\$ -	\$ 55,946	0%
Capital	\$ 853,733	\$ 11,175	\$ 11,175	\$ 842,558	1%
Debt Service	\$ 227,600	\$ -	\$ -	\$ 227,600	0%
Total Expenditures	\$ 1,542,641	\$ 30,950	\$ 67,312	\$ 1,475,329	4%
Rev/Exp*	\$ (126,641)	\$ 111,586	\$ 89,818		

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

DRAINAGE

Drainage Fund (022)					
Revenue					
Billing/Interest	\$ 913,700	\$ 77,736	\$ 232,871	\$ 680,829	25%
Expenses					
Operating	\$ 425,080	\$ 17,038	\$ 127,176	\$ 297,904	30%
Capital	\$ 150,000	\$ 125,169	\$ 125,169	\$ 24,831	83%
Debt Service	\$ 477,041	\$ -	\$ -	\$ 477,041	0%
Total Fund	\$ 1,052,121	\$ 142,207	\$ 252,345	\$ 799,776	24%
Rev/Exp*	\$ (138,421)	\$ (64,471)	\$ (19,474)		

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

Fire

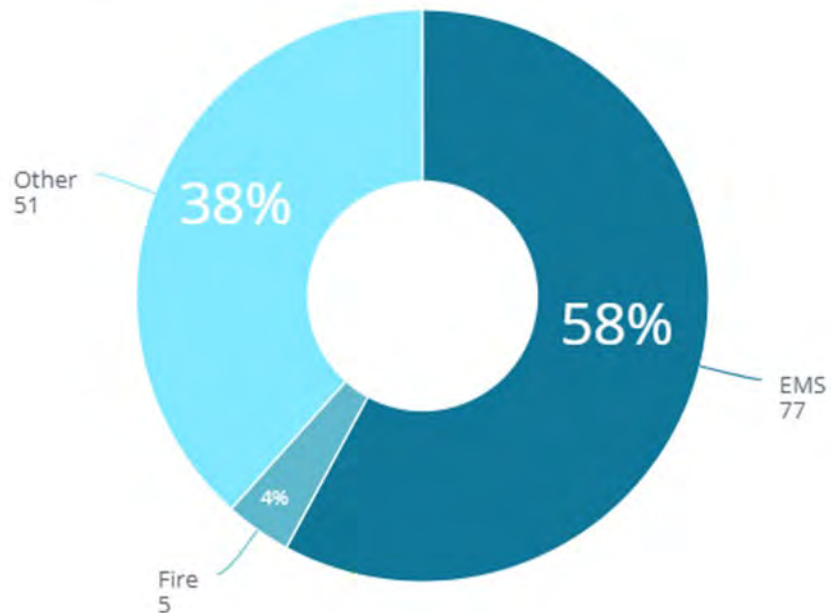
Fire Operations:

- Personnel completed **17** annual business inspections throughout the month.
- Members completed a combined **186** hours of training this month.
- Turnout times averaged **1 minute 19 seconds** for December. The national standard is 60 seconds or less.
- Response times for December averaged **3 minutes 14 seconds** from receipt of call-in dispatch to the first fire unit arriving on scene to assist.
- Personnel responded to three working fires in the city during December. One fire in our business district went to two alarms and caused significant damage to the building. One firefighter from Hurst received serious injuries at the warehouse fire and he will likely be off work for a substantial period of time.
- Ambulance billing revenue for November 2024 was **\$13,035**.
- 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 December.
- The car seat inspection event held on December 1st saw 12 vehicles inspected and car seat installations verified for proper, safe installation.
- 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.
- 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 December 2024 were **10.5% more** than calls in December 2023.

Operations Response Data:

Service Calls – Through December 31, 2024			
	Current Month	December 2023	FY2025 Total
Fire Calls	5	3	8
EMS/Major Accidents/ Rescues	77	80	231
Hazardous Conditions – No Fire	5	4	15
Public Assistance	22	8	49
Good Intent (No Service Rendered)	18	19	41
False Alarm	6	6	19
Severe Weather & Natural Disaster	0	0	0
Total Calls	133	120	363
Automatic / Mutual Aid			
	Current Month	December 2023	YTD Total
Aid Received	49	44	92
Aid Given	15	27	33

EMS/Fire Incident Breakdown



Medstar Response Data:

Priority	Count of Monthly Responses	Transports	Transport Percentage	Average Response Time
P1	2	2	100.00%	0:08:59
P2	13	12	92.31%	0:07:35
P3	7	7	100.00%	0:12:15
P4	0	0	0.00%	N/A
P5	41	33	80.49%	0:11:10
P6	0	0	0.00%	N/A
P7	9	8	88.89%	0:11:30
P8	7	4	57.14%	0:07:58
Overall Total:	79	66	83.54%	0:09:54
Priority Total:	22	21	95.45%	0:09:36
Non-Priority Total:	57	45	78.95%	0:11:20

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.
- Staff has submitted all required documentation for the renewal process for our part in the Tarrant County Hazard Mitigation Plan which addresses hazards in the community related to natural disasters and events impacting the region.

Fire Marshal:

Fees Collected: \$200.00

Fire Alarm Inspection: 2

Fire Sprinkler Inspection: 1

School Inspections: N/A

Church Fire Inspections: N/A

Nursing Home Inspections: N/A

Plan Reviews: N/A

Code Consults: N/A

DRC Meetings: 2805 Handley-Ederville Road

Business Info Updates: Updated over 100 businesses in Spillman CAD System

P&Z Meeting: N/A

Tarrant Co. Emergency Mgmt. Meeting: Several Situational Awareness calls for Fire Weather and Rain/Flood Advisories

NEFDA Haz-Mat Meeting: NEFDA drill to be held on site inside Richland Hills Chemical Distribution Facility in December

TCFAI Meeting: Training offered for ALERRT in Jan. 2025, yearly dues for Task Force Membership paid

Walkthroughs: 7500 Baker Blvd- Fasclampitt Paper

Uniforms: Uniforms ordered for new positions and for yearly replacement items for fire shift employees

SCBA: Quarterly Air Sample up to date and Yearly Maintenance up to date, ordering new bottles due to expiring SCBA bottles and a new RIT pack within date 1 hour bottle.

Emergency Mgmt: N/A

Training: Completed several online coursework for Fire and Police certificates

Investigations: 6701 Sue Dr. cause undetermined; 7110 Burns St. unintentional

Other:

Attended Departmental Evaluation Meeting

Prepared for Christmas Event at City Plaza/FD, attended event

Attended class for Vector Solutions for training reporting software class

Personnel attended Special Events Committee Meeting

Personnel attended Communications Meeting

Attended Tarrant County Chief's Assoc. Meeting

Attended the Fire Prevention Assoc. of N. Texas

Fire Advisory Board Meeting for 2024 International Fire Code Local Amendments

Scheduling new gear fitting for 5 sets of gear

Helped proctor/instruct Haz-Mat Drill at 7101 Burns Street on Dec. 2nd, 4th, and 6th.

Personnel attended Tarrant County Arson Taskforce Meeting

Attended meeting with iWorQ via Zoom regarding new inspection module

Attended ALERRT Training with RHPD Dec. 10th & 12th

Attended City Christmas Luncheon

Attended Meeting with City of Watauga for Fleet Maintenance discussion

Fire Inspector:

MEETINGS ATTENDED:

1. Dec 2: Met with FM-291 at Hazmat Drill to assist for two hours.
2. Dec 5: Tarrant Co. Arson Task Force Meeting. 2 hours.
3. Dec 6: NEFDA Peer Resiliency Group Monthly Meeting 1 hour.

ADMINISTRATIVE TASKS:

1. Dec 2: Called Fire Alarm Panel company to check trouble alarm at RHFD Riser Room.
2. Dec 2: Called Overhead Door company for Bay Door 1 not opening properly. They will call back to set up appt.
3. Dec 2: Copied TDSHS Paramedic Certificate for Lainea and OMD office.
4. Dec 3: Overhead door called back to set up appt for Dec 4th.
5. Dec 4: per C-290 issue with 7440 Whitehall having not paid their fire alarm permit fee, discuss with FM-291.
6. Dec 4: Typed up and generated Nov 2024 Monthly report and sent to Chief Shelley and AC S. Brock.
7. Dec 4: Met with Overhead door company and Metro Fire at station to get repairs completed on Door 1 and E-292.
8. Dec 9: Put up Event materials in hallway closet
9. Dec 10: Working on OMD online training
10. Dec 10: Drove Tahoe to Arlington for decal removal. Per chief
11. Dec 11: Updated ESO with 2024 inspections.
12. Dec 12: Picked up Tahoe in Arlington to return back to station.
13. Dec 18: Placed Knox Key at Royal Bath (7112 Burns).

TRAINING ATTENDED OR COMPLETED:

1. Dec 4: Hazmat Training Exercise (NEFDA), 7100 Burns Advanced Chemical; 4.0 hours (Drill).
2. Dec 19: NFPA 1321 Analysis Webinar; Steve Riggs with LLRMI. 2.0 hours Tested.
3. Dec 12: CFI Webinar on Smart Plug Data Analysis. 2 hours. Tested material.
4. Dec 27: Critical Thinking Solves Cases. CFI Trainer 4.0 hours. Tested Material.
5. Dec 27: Ventilation Impact on Fire Development. CFI Trainer 4.0 hours. Tested material.
6. Dec 29: Court Security Officer TCOLE: 10899. Police One. 8.0 hours Tested Material.
7. Dec 31: Ambush Awareness and Preparation TCOLE: 77303. 1.0 hours. Tested Material.

ANNUAL FIRE INSPECTIONS CONDUCTED:

1. Dec. 2: JMR Electrical (2840 Handley). Passed, Left Invoice
2. Dec 2: Vital Records Control (7119 Burns). Passed, left invoice
3. Dec 2: Auto Chlor (7334 Tower). Already completed by S. Brock on 11-4-24.
4. Dec 2: Irrigation Systems (7420 Tower). Passed, Left Invoice
5. Dec 2: Life Support Systems (7440 Tower). Passed, Left Invoice.
6. Dec 2: Walter the Wizard (3201-A Handley). Passed by S. Brock on 9-17-24.
7. Dec 2: Public Storage (7601 APF). Passed inspection. Left Invoice
8. Dec 2: Auto Upholstery Needs (3207 Handley). Passed, Left invoice.
9. Dec 3: Comfort Delight (7273 Glenview). In process of CO permit for New Occupancy class for Church. FM-291 is aware.
10. Dec 3: Woody Foot and Ankle (7208 Glenview). Passed, Left Invoice
11. Dec 3: Cook Children's Clinic (7120 Blvd 26). Passed, Left Invoice.
12. Dec 3: Addicted Cutz (6631 Baker). Passed, Left Invoice.
13. Dec 9: Walmart 6604 Blvd 26. Passed, left notice

RE-INSPECTIONS CONDUCTED:

1. Dec 18: Nokta Engineering. Passed. Paid.
2. Dec 9: Wells Fargo 6934 Blvd 26. Passed. Paid
3. Dec 18: Plaster Pros and Gladiator Gutters; Both need more time due to the sprinkler system needs to be placed back in service.

INSPECTIONS DEFERRED/ NO ANSWER:

1. Dec 3: AJ Salon (7269 Glenview), No answer, closed at 9:35am. Appears to still be operating.

2. Dec 3: Tam-Tam Café (7224 Glenview), closed with hours of 5pm to midnight Thur-Sun.
3. Dec 3: Healing Re-Imagined (7264 Glenview). No answer/Closed. (VACANT)
4. Dec 3: Families for Autistic Treatment (7286 Glenview), no answer at door, closed.
5. Dec 9: Luckhart Psychiatry 7100 Blvd 26. No answer at door. Appears in operation.
6. Dec 9: Nesbit Professional Services 7348 Blvd 26; No answer appears in operation.
7. Dec 9: ICU Security 7410 Blvd 26 @ 102; No answer; appears in operation.

VACANT/NON-OPERATING BUSINESSES:

1. Dec 4: Received phone call regarding Healing Reimagined (7264 Glenview) that the occupant is no longer there and has closed her office. 817-523-1023. She stated building owner Katherine Cowan (817-631-8283) has it for lease at this time.

ON-GOING PROJECTS:

1. Auditing previous years' inspections and working to get the new system in place.

UPCOMING TRAINING/MEETINGS:

1. Jan 2: Arson Task Force Monthly meeting 8am.

COMMENTS/NOTES:

1. Dec 4: 7440 Whitehall, spoke with C-290 regarding the business has not paid their fire alarm fee, but has paid their burglary alarm bill twice. Spoke with FM-291 about it, will look further into it.

Community Paramedic:

- 3 patients visited (these 3 patients accounted for over 33 calls in the last 90 days)- Only 1 has called 1 time since CP visit.
- 1 visit referral received from family member
- 1 car seat inspection completed
- 2 car seat inspections scheduled for January
- Attending training at Medstar for ALS/Advanced certification Jan 13th-31st.
- Critical Care Paramedic and Mobile Integrated Health will be to follow time & date TBD.
- I have created some quality-of-life assessments for CP patients I will start using in January.
- I am scheduled to speak and do blood pressure checks at the monthly senior luncheon at the Link Jan 9th
- Spoke with Serving our Seniors about what they offer and I am working on setting up a time to visit one of their get-togethers and do blood pressure/blood glucose checks.
- Spoke with Cook Children's Viviana Esparza and we will be doing a Heatstroke Awareness event along with our car seat check event on May 1.

- Obtained Designated Infection Control Officer certification and will serve as the city's DICO. Any infectious disease procedures/education or needlestick notifications will be handled by my office.
- Red Cross CPR Instructor certification obtained. Adult/Infant CPR, first aid, and Working on AHA instructor classes to keep trainings in house as our entire FD will be required to obtain ACLS and PALS certifications that we have not been required to have recently.
- Handed out fliers at Christmas community event and advertised on Facebook.
- Obtained First Responder Organization (FRO) license and passed state inspection 12/20.
- I am serving as liaison for the Office of the Medical Director.
- They have all been assigned CE's on Medstar's LMS. LMS information great and informative.

RICHLAND HILLS PUBLIC LIBRARY

DECEMBER • 2024



IMPACT

As usual December was full of holiday activities for Library Patrons and Staff.

The library was beautifully decorated by our holiday elves. Stephanie and volunteers built the outdoor "Light Lane". We had booths at the Tree Lighting and Cheney Hills Parent Academy.

The Richland Hills Literary Club held their annual Christmas Party at the home of our club leader.

Our wrapping room continued to be a popular service with approximately 200 uses for the month.

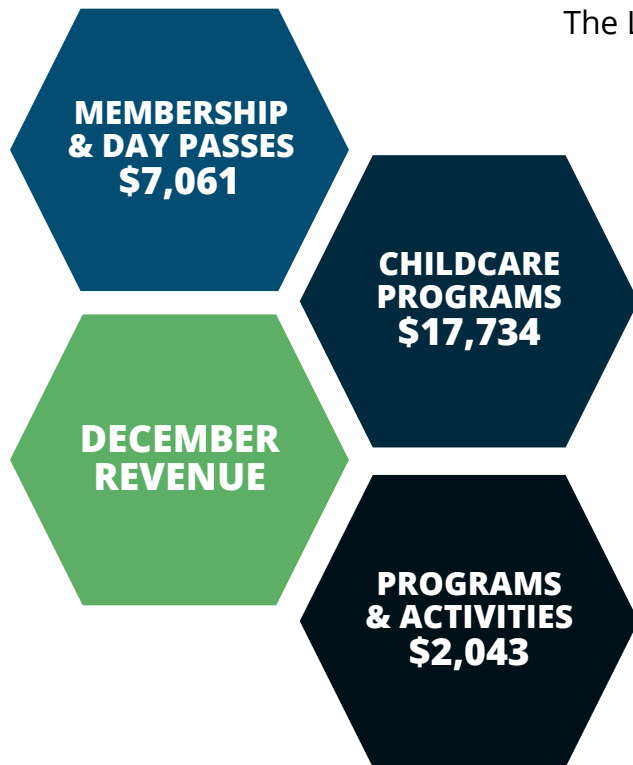
KEY FACTS (LAST YEAR)

- 877 Visitors (897)
- 1372 Program Attendance (1773)
- 14 Programs & Events (12)
- 2541 Total Items Checked Out (2547)
- 1206 Questions Answered (1526)
- 22 Posters printed for other City Departments (2)
- 211 Computer Sessions (137)
- 64 Wireless Prints (New Service)



THE LINK REPORT

DECEMBER 2024



The Link is on pace for reaching its revenue goals for FY25. The Link is also hosting its annual membership sale from December 15 to January 15, 2025.

MEMBERSHIPS & DAY PASSES

- 15 Memberships Sold
- 21 Membership Cancellations
- 1,744 Membership Scans
- 414 Insurance Memberships
- 320 Paid Membership
- 98 Day Passes Sold

CHILDCARE PROGRAMS

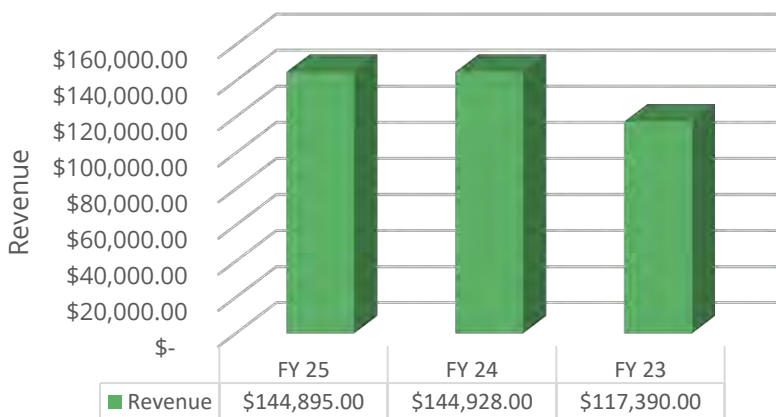
- 108 After-School Students
- 6 Single-Day Camps
 - (8 students per day average)

PROGRAMS & ACTIVITIES

Monthly Program Enrollments

- 30 Pickleball Open Play Passes
- 26 Volleyball Open Play Passes
- 7 Karate Lessons
- 0 Dance Lessons
- 5 Basketball Academy
- 3 Belly Dancing Lessons
- 1 Fitness Orientation
- 5 Homeschool Recess

THE LINK'S YTD Revenue



SENIOR PROGRAMS AGES 55+

The Link offers a variety of senior programs and trips for little to no cost. Free memberships are available through insurance assisted programs such as Renew Active and Silver Sneakers.

ACTIVITY ATTENDANCE

- 97 Senior Lunch Bunch
- 9 Brown Bag Lunch & Bingo
- 4 Volunteer Hours

FIELD TRIP ATTENDANCE

- 14 Arboretum
- 13 Granbury Square

PARKS DEPARTMENT

DECEMBER 2024



Rosebud has gone out to bid for restroom and parking lot project.

Winterized water feature at The Link.

Graffiti has been removed across Creek Trail Park.

Staff is working with Oncor and Romtec to establish a timeline for installation of restrooms at Kate Baker.

Light post banners have been installed in Plaza. Park trailer has been wrapped.

Interviews have started for Park Maintenance Tech position

RENTALS & SPECIAL EVENTS

DECEMBER 2024

Christmas Tree Lighting December 6, 2024

Event Recap

- ~1,700 in Attendance
- Choir and dance performances
- Snow Hill
- Visits with Santa
- Giant Santa Chair
- Inflatables
- Letters to Santa
- Arts and Crafts
- Cookie Decorating
- Face Painting
- Food Vendors
- Library Light Lane
- Children's Entrepreneur Market
- Craft Fair benefiting Animal Shelter

Big Chill Sponsor

Raising Canes

Volunteer Hours

109 volunteer hours
\$3,000+ value (\$29.95/hour)



The Link has three community rooms available for rentals. Each room holds 50 to 60 people. The rooms are divided by air walls which can open to accommodate up to 200 people. The Gymnasium, Birds Nest, Group Exercise Room and Party Room are also available for rentals.

Private Rentals 49 events | \$13,839

- Birthday Parties
- Baby Showers
- Meetings
- Holiday Parties

City Events 8 events

- 75th Subcommittee Meetings
- Employee Luncheon
- Christmas Tree Lighting
- Police Child Abuse Training

UPCOMING EVENTS

**RHYTHMIC
GYMNASTICS
TOURNAMENT**
JAN. 17 & 18

**EASTER
CELEBRATION**
APR. 13

**RED, WHITE &
YOU!**
JULY 4

Police

- December 1st to 5th – Sergeant Atteberry attended the annual Advance Law Enforcement Rapid Response Training (ALERT) conference he obtained new information to provide training for our staff on active threat responses.
- December 3rd – Members of the Richland Hills Police Department attended the annual Heros and Helpers event held at Gateway Church to provide holiday assistance to the child victims of crime and their families.
- December 4th – Richland Hills Police Department hosted the quarterly Child Abduction Response Team (CART) training at The Link. Several Tarrant County Law Enforcement agencies attended the training.
- December 6th - Richland Hills Police Department staff participated in the City's annual Christmas Tree Lighting hosted in the City Plaza.
- December 10th & 12th - Several members of the Police Department completed ALERT Training. All Richland Hills Police Department members have completed the TCOLE-mandated ALERT Level 1 training.
- The police department staff adopted several families for the holiday season and distributed gifts.

Service Calls		
	Current Month	YTD Total
Total Calls for Service (CFS)	2446	29015
Calls for Service	552	5365
Field Generated CFS	1894	23650
Proactive Policing (Included in Field Generated)		
Traffic Stops-Spillman	504	6867
Violations issued	313	5108
Warnings issued	433	5437
Traffic stops resulting in an arrest	15	351
Crime Prevention CFS	655	5921
Business Checks CFS	368	6198
Arrests	41	695
Family Violence-included above	4	34
DWI Arrests-included above	7	130
Priority-1 Total Response Time	5m 38s	
Priority-1 Officer Response Time	2m 53s	

NOTES:

48-Hour Warning (Red Tags) issued – 19 issued, resulting in 1 towed vehicle and 18 voluntarily complying.

Part 1 Offenses

	Current Month	YTD Total
Total Violent Crime Offenses	9	83
Murder	0	0
Rape	1	15
Robbery	0	1
Aggravated Assault	1	12
Simple Assault	7	54
Total Property Crime Offenses	25	241
Burglary	7	29
Business	4	17
Residential	3	12
Larceny	11	116
Burglary of Motor Vehicle	2	53
Auto Theft	5	45
Part -1 Offenses Cleared	5	113
Clearance Rate %	14.71%	34.88%
Stolen Property Reported	\$113,632	\$1,243,449
Stolen Property Recovered	\$15,076	\$117,940

NOTES: There is an increase in stolen vehicles that are being investigated by the Criminal Investigations team.

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. This unit should resume in January or February.

Traffic Accidents		
	Current Month	YTD Total
Crash Reports	4	136
Accidents-Major	0	68
Accidents-Minor	7	142
Alcohol/Drug Impairment	0	8
NOTES:		
Records		
	Current Month	YTD Total
Sex Offender Registrations	0	8
Open Records Requests	66	668
Solicitors Permits	0	1
Property & Evidence		
	Current Month	YTD Total
Pieces of Property Received	98	1353
Items Taken to Lab for Narcotics Testing	2	102
Items Taken to Lab for Blood Alcohol Content	9	132
Crime Scene Call-Outs Richland Hills	1	10
Crime Scene Call-Outs Haltom City	0	1
Criminal Investigations		
	Current Month	YTD Total
New Assigned Cases	45	707
Current Open Cases	20	
Total Warrants Issued	10	90
Misdemeanor Arrest Warrant	4	22
Felony Arrest Warrant	6	40
Search Warrant	0	25
Charges Filed with TCDA	11	461
New Emergency Protective Orders	3	17
NOTES: 6 Felony arrest warrants secured by Criminal Investigations		

Animal Services

- Vax Shack sterilized 32 dogs/cats on the Dec 12 surgery day & provided over 77 immunizations.
- Next Vax Shack Day is scheduled for January 23, 2025
- Electronic ticket-writer training completed for the Community Compliance Team

	Current Month	YTD Total
Total Dispatched Calls	32	323
Impounds		
	Current Month	YTD Total
DOGS	18	151
CATS	12	316
OTHER THAN DOGS/CATS	1	15
TOTAL	31	482
NOTE:		
Incidents by Type		
	Current Month	YTD Total
ANIMALS AT LARGE	9	60
AGGRESSIVE ANIMAL	0	11
ANIMAL COMPLAINTS	20	172
INJURED ANIMALS	0	11
COMMUNITY CONTACTS	0	65
ASSIST OTHER AGENCY	3	5
TOTAL	32	324
NOTES:		

Bite Reports		
	Current Month	YTD Total
ANIMAL BITES	0	5
SHELTER QUARANTINE	0	2
HOME QUARANTINE	0	3
SUBMISSION &/or Owner Req Euthanasia	0	0
UNABLE TO LOCATE	0	0
NOTES		

Disposition of Animals out of the Shelter		
	Current Month	YTD Total
DOGS ADOPTED	11	107
CATS ADOPTED	11	197
RETURNED TO OWNER/YARD	8	52
TRANSFERRED/RESCUED	14	94
EUTHANIZED/ LOST/ DIES IN CARE	6	53
City License Issued		
	Current Month	YTD Total
ISSUED	14	124
Citations/Violations Issued		
	Current Month	YTD Total
CITATIONS ISSUED	0	19
WARNINGS ISSUED	0	0

PUBLIC WORKS – Work Orders**TOTAL WORK ORDERS: 303****STREETS**

	CURRENT	YTD
Potholes	24	901
Street Patch	0	6
Debris Removal/Mowing	4	115
Sign Repair/Install	11	327
Manhole Repairs	1	4
After Hour Calls	1	11
Other (Mosquito Testing/Spray, etc.)	13	119

WATER

	CURRENT	YTD
Water Line Break	2	14
Water Line Repair	0	11
Meter Leak/Repair	16	191
After Hour Calls	7	54
Other (Water pressure, odor, etc.)	21	155

SEWER

	CURRENT	YTD
Sewer Line Break	0	2
Sewer Line Repair	1	6
Household Back-up	14	103
Drainage	2	64
After Hour Calls	3	21
Other (Odor, etc.)	8	79

LINE LOCATES

■ Emergency ■ Non-emergency

**AFTER-HOUR CALLS****UTILITIES – Work Orders****TOTAL WORK ORDERS: 141****SERVICES**

	CURRENT	YTD
Meter Turn On	26	741
Service Shut Off	23	777
Final Reads	20	429
Service Starts	23	436
Re-Read Meter	1	40

GENERAL

	CURRENT	YTD
Possible Leak	12	165
Meter Repairs/Replacement	4	40
Reset Encoder	14	201
No Reads	3	119
Other (Low Consumption, Meter Tests, etc.)	15	238

Operational Updates

- 945' of sewer line cleaned.
- CCTV – 225'.
- 62 man-hours spent reading wells and water sampling.
- 20 man-hours spent conducting NAP Testing.
- Lift Station Maintenance.
- Routine/Seasonal mowing throughout the city, including channels.
- Staff assisted Link staff with event setup.
- Staff assisted the Parks Department with various projects throughout the parks.

- Began installing water meters at Richland Crossing.
- Received the newly purchased dump truck.
- Curro conducted routine water sample testing.

Staff Updates

- Application for Operating Permit was submitted and approved by Northern Trinity Groundwater Conservation District for the use of an additional 41,780,400 gallons of water annually. This, in part is due to the addition 3 new residential subdivisions.