

**RICHLAND HILLS CITY COUNCIL
REGULAR MEETING AGENDA
FEBRUARY 24, 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 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: Isabelle's Beauty Salon
- 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. 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 February 10, 2025 City Council Regular Meeting

3. PUBLIC HEARINGS, MEETINGS, AND OTHER RELATED ITEMS

- A. None

4. ORDINANCES & RESOLUTIONS AND OTHER RELATED ITEMS

- A. None

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

- A. Consider revised water tank maintenance service plan with Maguire Iron Inc. to include containment at the Scruggs elevated water tower in the amount of \$62,500

6. OTHER ITEMS FOR CONSIDERATION

- A. Consider Commitment Letter for the City of Richland Hills' participation in the Charging Smart program for EV charging infrastructure
- B. Consider revisions to Park and Recreation Facility Naming Policy

7. REPORTS & DISCUSSIONS

- A. Street Improvement Projects
- B. January 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 Manager 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 20th day of February 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: JP Ducay, Director of Planning and Development Services

Date: February 24, 2025

Subject: Business Spotlight

Agenda Item:

Business Spotlight: Isabelle's Beauty Salon

Background Information:

Isabelle's Beauty Salon is located at 6530 Baker Blvd (Suite A). They received their Certificate of Occupancy in September 2023. A representative from Isabelle's Beauty Salon 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: Lindsay Rawlinson, City Secretary

Date: February 24, 2025

Subject: Minutes from the February 10, 2025 Regular City Council Meeting

Agenda Item:

Approval of minutes from the February 10, 2025 City Council Regular Meeting

Background Information:

N/A

Financial Considerations:

N/A

Legal Review:

N/A

Board/Citizen Input:

N/A

Attachments:

February 10, 2025 Draft Minutes

Council Action Requested:

Motion to approve the minutes from the February 10, 2025 City Council Regular Meeting

**RICHLAND HILLS CITY COUNCIL
REGULAR MEETING
FEBRUARY 10, 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

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.
 1. Section 551.071: Consultation with Attorney

Motion: Motion was made by Mayor Pro Tem Knowlton and seconded by Councilmember Skier to adjourn into Executive Session at 6:31 p.m.

Motion carried by a vote of 7-0.

Mayor Bergthold reconvened into open session at 6:48 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 6:48 p.m.

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

INVOCATION AND PLEDGES OF ALLEGIANCE – Councilmember Travis Malone

PRESENTATIONS

1A. Employee Service Award

Mayor Bergthold announced the employee service award and expressed congratulations to the following employee on reaching an employment milestone with the City of Richland Hills:

5 Years of Service

Public Works Crew Leader Pedro Rodriguez

1B. Citizen Appearances/Public Comments

None.

CONSENT AGENDA

2A. Approved minutes from the January 27, 2025 City Council Regular Meeting

2B. Acknowledged receipt of 2024 Racial Profiling Report

2C. Tabled consideration of an Interlocal Agreement between the City of Richland Hills and City of Watauga for fleet maintenance services

Motion: Motion was made by Councilmember Goveas 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 1521-25 a Specific Use Permit (2024-1084) to permit a “Live/Work Unit” for the property described as Hayworth Sol Survey, Abstract 710, Tract 2A04K, otherwise known as 3917 Booth Calloway, 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 December 16, 2024, an application was submitted by Jing Yi Tsing (owner/applicant) requesting a SUP, Specific Use Permit, allowing for the use of “Live/Work Unit” in the MX, Mixed Use Zoning District for 3917 Booth Calloway Rd. The subject 0.8-acre property contains a 2,400 square-foot building operating as A Chinese Wellness Center and as the primary residence of the business owner.

In August 2024, the Development Services department received an anonymous complaint that the wellness center business was performing services without proper licensing. The City investigated this claim and determined that services were being provided without the proper or active licenses. Subsequently, the Certificate of Occupancy was pulled and cease and desist business operation tags were placed on the business. The owner was informed that the proper licenses and supplemental documentation would need to be submitted in order to update the Certificate of Occupancy and bring the business into compliance with state and city regulations.

During the investigation, staff was also made aware that a separate portion of the building was being utilized as the primary residence of the owner and her family. City records, including the Certificate of Occupancy, did not indicate a residential component to the subject building. Therefore, the residential portion shall also be brought into compliance with the current Mixed Use (MX) zoning standards and acknowledged on the Certificate of Occupancy. In attempt to bring the residential portion into compliance, the owner is requesting a SUP to allow for the use of "Live/Work Unit" at 3917 Booth Calloway.

According to the owner, the building was purchased in 1998 as a single-family home. The owner and her family moved into the home shortly after purchasing. In 1999, the owner submitted several permits to expand the structure, pour a parking lot, and install signage. These permits were an effort to construct the necessary commercial elements that would allow for the eventual operation of the wellness center business. The original single-family portion of the building was never converted and has remained the primary residence of the owner and her family since 1998.

City records indicate that these permits were submitted and approved in 1999; however, the permits do not indicate a dual commercial/residential use of the building. This SUP request is an attempt to allow for the continued residential use of the building.

According to the zoning ordinance, the use of "Live/Work Unit" is defined as a single unit (e.g., studio, loft, or one bedroom) consisting of both a commercial/office and a residential component that is occupied by the same resident. The live/work unit shall be the primary dwelling of the occupant.

Additionally, the Planning and Zoning Commission considered the item at their January 28, 2025 meeting and recommended approval by a vote of 3-0.

Discussion ensued regarding the lack of City records related to this property, Council desire for the building to be in compliance with the City's ordinances, and clarifying that the issue is not related to the business but the overall zoning.

Mayor Bergthold opened the public hearing at 7:17 p.m. and asked to hear from any proponents followed by opponents of the case.

Merjan Kareem, 3917 Booth Calloway Road, Richland Hills, introduced herself as the applicant's daughter and expressed her appreciation to the City Council for their consideration. She stated that the family has been devastated by the thought of the either the business or the residence being taken away.

Randee Sullivan, PO Box 685, Granbury, advised that she is a patient of the applicant and spoke in favor of both Dr. Tsing and the property as well.

Wanda Williams, 604 Hasten Court, Fort Worth, expressed her support for Dr. Tsing and her business.

Glenda Tyner, Grapevine, expressed her support for Dr. Tsing and hoped the Council would make a quick decision in favor.

Stephanie Ng, 3727 Sailing View Boulevard, Arlington, advised that she is a long time patient of Dr. Tsing and expressed her support for the applicant.

Hadi Kareem, 4300 Booth Calloway Road, North Richland Hills, introduced himself as Dr. Tsing's ex-husband and previously owned and lived at the property with his family. He provided a brief history of the house and business and expressed his support.

Joe Ann May, 2329 Fox Glenn Circle, Bedford, expressed her support for the applicant.

Michael Gaston, 6028 Brentwood Stair Road #126, Fort Worth, expressed his support for the applicant.

The following people wished to register their support but chose not to speak:

Dennis Aguilar, 5301 Morris Avenue, Fort Worth
Enedina Aguilar, 5301 Morris Avenue, Fort Worth
Terry Barker, 3812 Cagle Drive, Richland Hills
Ann Blomeyer, 420 Cherokee Lake Court, Granbury
William Bloymeyer, 420 Cherokee Lake Court, Granbury
Damon Brown, 3917 Booth Calloway Road, Richland Hills
Mohamad Elchehimi
Sheila Horsley, 787 East FM 1187C, Crowley
Adam Khan, 10834 Merlin Drive, Sanger
Mafiza Khan, 10834 Merlin Drive, Sanger
Pam Lea, 2604 Sylvanglen, Burleson
Cherie Lyle
Kathleen Payne, 11312 County Road, Mansfield
Bobby Lyle Roberson
Elvira Rosas, 3721 Labadie Drive, Richland Hills
Hector Rosas, 3721 Labadie Drive, Richland Hills
Lydia Sexton, 1724 Woodhill Court, Bedford
Tyrell Strickland, 1767 Kings Canyon Circle, Fort Worth

Jason Tsing, 6228 Devonstair Terrace, Fort Worth
Don Tyner, Grapevine
Ana Valle, 3140 Meadow Oaks Drive, Haltom City
Samuel Valle, 3140 Meadow Oaks Drive, Haltom City
Michael Weidman
Jessie Womack, 1722 Rangeway Drive, Joshua

Mayor Bergthold closed the public hearing at 7:32 p.m.

Motion: Motion was made by Mayor Pro Tem Knowlton and seconded by Councilmember Estep to approve Ordinance 1521-25 a Specific Use Permit (2024-1084) to permit a "Live/Work Unit" for the property described as Hayworth Sol Survey, Abstract 710, Tract 2A04K, otherwise known as 3917 Booth Calloway, Richland Hills, Texas 76118.

Motion carried by a vote of 7-0.

ORDINANCES & RESOLUTIONS AND OTHER RELATED ITEMS

4A. Approved Resolution 609-25 adopting a policy establishing the City's social media accounts and City website as the official pages for communicating City business and providing guidance to elected and appointed officials regarding the proper and effective use of social media

City Manager Candice Edmondson presented the item to the City Council and advised that, during the January 27, 2025 City Council meeting, staff presented a draft policy for social media use by elected and appointed officials. The policy had been requested by Council Members who wanted to establish guidelines for the proper and effective use of social media accounts.

Following discussion during the January 27, 2025 City Council meeting, staff made updates to the policy including a definition of "Public Official," added a suggested statement to be including on an official's posts or account indicating opinions and statements are his/her own, and added guidelines for social media use.

Discussion ensued regarding the differences between "must" and "should" throughout the policy and ensuring that all councilmembers and board members receive a copy.

Motion: Motion was made by Councilmember Malone and seconded by Councilmember Goveas to approve Resolution 609-25 adopting a policy establishing the City's social media accounts and City website as the official pages for communicating City business and providing guidance to elected and appointed officials regarding the proper and effective use of social media.

Motion carried by a vote of 7-0.

CONTRACTS, AGREEMENTS, BID AWARDS AND OTHER RELATED ITEMS

5. None.

OTHER ITEMS FOR CONSIDERATION

6. None.

REPORTS & DISCUSSIONS

7. None.

COMMUNITY INTEREST ITEMS

8. Councilmember Estep advised of several upcoming events:

- Now through Friday, March 14, 2025, Spring Break Camp registration, The Link;
- Every Wednesday through April 9, 2025, AARP Tax-Aide, Public Library;
- Tuesday, February 11, 2025,
 - o Senior Sweetheart Social, The Link, 11:00 a.m. to 1:00 p.m.
 - o Richland Hills Literary Club, Public Library, 6:30 p.m.;
- Thursday, February 13, 2025,
 - o Senior Lunch Bunch and Bingo, The Link, 12:00 to 2:00 p.m.;
 - o Tarrant County Food Pantry, Richland Hills Baptist Church, 5:30 to 7:00 p.m.;
- Friday, February 14, 2025, Parent's Night Out, The Link, 5:30 to 9:00 p.m.;
- Saturday, March 15, 2025, Mayor's Bike Ride;
- Monday, February 17, 2025, City offices closed in observance of Presidents Day;
- Thursday, February 20, 2025, State of the City, The Link, 6:00 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 8:01 p.m.

ATTEST:

APPROVED:

Lindsay Rawlinson, City Secretary

Curtis Bergthold, Mayor

Memorandum

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

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

Date: February 24, 2025

Subject: Revised Water Tank Maintenance Plan

Agenda Item:

Consider revised water tank maintenance service plan with Maguire Iron Inc. to include containment at the Scruggs elevated water tower in the amount of \$62,500

Background Information:

In September 2023, Maguire Iron Incorporated (Maguire) presented a proposal to Public Works staff for a ten (10) year, turn-key water tank maintenance service plan. The plan would provide annual preventive maintenance of all water towers and tanks within the City's water system (paint, protective coatings, chemical washes, inspections, etc.). There is a non-appropriation clause in the proposal that allows the City to stop the plan at any time. Funding for the plan would be allocated on an annual basis during the budget process.

Proposed work in FY 2025 included cleaning and repainting the Booth Water Tank (Mid-November 2024) and the Scruggs elevated water tower in January 2025.

When applying to the Texas Commission on Environmental Quality (TCEQ) for the Scruggs tower permit, the TCEQ turned down the permit and required containment be added to the project. Containment is labor intensive but provides protection to the environment around the project site during the removal and application process. This cost was eliminated from the first proposal due to a low amount of existing paint being upon the Scruggs tower. In Maguire's professional opinion, containment was not required, and the tower could be prepped and painted over. Unfortunately, this opinion was not shared by TCEQ, bringing an additional \$125,000 to the project. Containment has been included in the budgeted cost for the London Tower due to more paint currently being on the existing tower.

Proposed work on the Scruggs water tower is stated to take one and a half to two months to complete. If crews began in early March, an anticipated completion date would be mid-April to early May. City staff is concerned that this is too close to peak spring water demand and recommends swapping the Scruggs water tower improvements with the proposed FY 2026 water tank tasks. This change would have the Evergreen and Spruce ground tanks cleaned, repaired, and painted this spring instead of the Scruggs tower. The Scruggs tower would be moved to November 2025. While the Scruggs tower would technically be

completed in FY 2026, the work will also be completed in the calendar year of the 75th Anniversary year of Richland Hills.

Financial Considerations:

Due to the labor-intensive nature of containment, the process is very expensive. City staff has requested that the cost of containment for the Scruggs tower (\$125,000.00) be shared by the vendor due to the assumption that containment would not be required. The vendor has agreed, and the cost will be split in half by the City and Maguire. The \$62,500 cost to the City will be interest free and spread out over FY 2026 (\$31,250) and FY 2027 (\$31,250). Additional funding budgeted in FY 2025 will be carried forward into FY 2026 and the net amount needed will be budgeted for FY 2026 projects. The additional \$62,500 increases the cost of the overall 10-Year Maintenance Plan from \$1,750,716.00 to \$1,813,216.00, a 3.5% increase.

Legal Review:

N/A

Board/Citizen Input:

N/A

Attachments:

Original Maguire Iron Inc. 10-Year Water Tank Plan
Revised Maguire Iron Inc. 10-Year Water Tank Plan

Council Action Requested:

Consider revised water tank maintenance service plan with Maguire Iron Inc. to include containment at the Scruggs elevated water tower in the amount of \$62,500

ORIGINAL 10 Year Limited Maintenance Plan - City of Richland Hills, TX

	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033
Rena-210MG-GST	Exterior and Interior Renovation + Repairs	Visual Inspection	Visual Inspection	Washout or ROV inspection	Visual Inspection	Visual Inspection	Washout or ROV inspection	Visual Inspection	Visual Inspection	Washout or ROV inspection
M Price	\$70,400	\$70,400	\$1,200	\$2,650	\$1,200	\$1,200	\$2,650	\$1,200	\$1,200	\$2,650
Scruggs-500MG-MLT	Visual Inspection	Exterior and Interior Renovation + Repairs	Visual Inspection	Visual Inspection	Washout or ROV inspection	Visual Inspection	Visual Inspection	Washout or ROV inspection	Visual Inspection	Visual Inspection
M Price	\$1,200	\$174,475	\$174,475	\$1,200	\$3,000	\$1,200	\$1,200	\$3,000	\$1,200	\$1,200
London-100MG-MLT	Washout or ROV inspection	Visual Inspection	Visual Inspection	Visual Inspection	Exterior and Interior Renovation + Repairs	Visual Inspection	Visual Inspection	Washout or ROV inspection	Visual Inspection	Visual Inspection
M Price	\$2,175	\$1,200	\$1,200	\$1,200	\$174,420	\$174,420	\$1,200	\$2,175	\$1,200	\$1,200
Evergreen-140MG-GST	Chemical Clean	Visual Inspection	Exterior Renovation + Repairs	Visual Inspection	Washout or ROV inspection	Visual Inspection	Visual Inspection	Interior Renovation	Visual Inspection	Visual Inspection
M Price	\$6,725	\$1,200	\$34,000	\$1,200	\$2,175	\$1,200	\$1,200	\$95,900	\$1,200	\$1,200
Booth-210MG-GST	Exterior and Interior Renovation + Repairs	Visual Inspection	Visual Inspection	Washout or ROV inspection	Visual Inspection	Visual Inspection	Washout or ROV inspection	Visual Inspection	Visual Inspection	Washout or ROV inspection
M Price	\$140,175	\$1,200	\$1,200	\$2,650	\$1,200	\$1,200	\$2,650	\$1,200	\$1,200	\$2,650
Wesley-1MMG-GST	Washout or ROV inspection	Visual Inspection	Visual Inspection	Washout or ROV inspection	Visual Inspection	Visual Inspection	Exterior and Interior Renovation + Repairs	Visual Inspection	Visual Inspection	Washout or ROV inspection
M Price	\$3,900	\$1,775	\$1,775	\$3,900	\$1,775	\$1,775	\$215,388	\$215,388	\$1,775	\$3,900
Spruce-150MG-STP	Visual Inspection	Visual Inspection	Exterior Renovation + Repairs + Washout Inspection	Visual Inspection	Visual Inspection	Washout or ROV inspection	Visual Inspection	Visual Inspection	Interior Renovation	Visual Inspection
M Price	\$1,200	\$1,200	\$33,175	\$1,200	\$1,200	\$2,175	\$1,200	\$1,200	\$77,000	\$1,200
MI Totals	\$225,775	\$251,450	\$247,025	\$14,000	\$184,970	\$183,170	\$225,488	\$320,063	\$84,775	\$14,000

\$1,750,716

REVISED 10 Year Limited Maintenance Plan - City of Richland Hills, TX

	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033
Rena-210MG-GST	Exterior and Interior Renovation + Repairs	Visual Inspection	Visual Inspection	Washout or ROV inspection	Visual Inspection	Visual Inspection	Washout or ROV inspection	Visual Inspection	Visual Inspection	Washout or ROV inspection
M Price	\$70,400	\$1,200	\$70,400	\$2,650	\$1,200	\$1,200	\$2,650	\$1,200	\$1,200	\$2,650
Scruggs-500MG-MLT	Visual Inspection	Visual Inspection	Exterior and Interior Renovation + Repairs	Visual Inspection	Washout or ROV inspection	Visual Inspection	Visual Inspection	Washout or ROV inspection	Visual Inspection	Visual Inspection
M Price	\$1,200	\$1,200	\$205,725	\$205,725	\$3,000	\$1,200	\$1,200	\$3,000	\$1,200	\$1,200
London-100MG-MLT	Washout or ROV inspection	Visual Inspection	Visual Inspection	Visual Inspection	Exterior and Interior Renovation + Repairs	Visual Inspection	Visual Inspection	Washout or ROV inspection	Visual Inspection	Visual Inspection
M Price	\$2,175	\$1,200	\$1,200	\$1,200	\$174,420	\$174,420	\$1,200	\$2,175	\$1,200	\$1,200
Evergreen-140MG-GST	Chemical Clean	Exterior Renovation + Repairs	Visual Inspection	Visual Inspection	Washout or ROV inspection	Visual Inspection	Visual Inspection	Interior Renovation	Visual Inspection	Visual Inspection
M Price	\$6,725	\$34,000	\$1,200	\$1,200	\$2,175	\$1,200	\$1,200	\$95,900	\$1,200	\$1,200
Booth-210MG-GST	Exterior and Interior Renovation + Repairs	Visual Inspection	Visual Inspection	Washout or ROV inspection	Visual Inspection	Visual Inspection	Washout or ROV inspection	Visual Inspection	Visual Inspection	Washout or ROV inspection
M Price	\$140,175	\$1,200	\$1,200	\$2,650	\$1,200	\$1,200	\$2,650	\$1,200	\$1,200	\$2,650
Wesley-1MMG-GST	Washout or ROV inspection	Visual Inspection	Visual Inspection	Washout or ROV inspection	Visual Inspection	Visual Inspection	Exterior and Interior Renovation + Repairs	Visual Inspection	Visual Inspection	Washout or ROV inspection
M Price	\$3,900	\$1,775	\$1,775	\$3,900	\$1,775	\$1,775	\$215,388	\$215,388	\$1,775	\$3,900
Spruce-150MG-STP	Visual Inspection	Exterior Renovation + Repairs + Washout Inspection	Visual Inspection	Visual Inspection	Visual Inspection	Washout or ROV inspection	Visual Inspection	Visual Inspection	Interior Renovation	Visual Inspection
M Price	\$1,200	\$33,175	\$1,200	\$1,200	\$1,200	\$2,175	\$1,200	\$1,200	\$77,000	\$1,200
MI Totals	\$225,775	\$73,750	\$282,700	\$218,525	\$184,970	\$183,170	\$225,488	\$320,063	\$84,775	\$14,000

\$1,813,216

\$251,450

Containment \$125,000
50 / 50 \$62,500

Memorandum

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

From: Candice Edmondson, City Manager

Date: February 24, 2025

Subject: Charging Smart Program

Agenda Item:

Consider Commitment Letter for the City of Richland Hills' participation in the Charging Smart program for EV charging infrastructure

Background Information:

Charging Smart is a federally funded program through the U.S. Department of Energy's (DOE) Vehicle Technologies Office that provides free technical assistance to local governments. The program equips cities with the tools and expertise needed to support the deployment of electric vehicles (EVs) and charging infrastructure.

Currently, Charging Smart is available statewide in Connecticut, Colorado, Louisiana, Michigan, Minnesota, Ohio, Tennessee, and regionally in select areas such as North Texas, Northern Illinois and Southern California. The North Central Texas Council of Governments (NCTCOG) is leading efforts in our region, offering technical guidance to cities interested in joining the first cohort of Charging Smart communities.

Richland Hills is an ideal candidate for the Charging Smart program because the City has not yet developed formal policies and procedures for planning, permitting, and inspecting EV charging infrastructure. This program will provide expert assistance in establishing best practices for EV infrastructure, including regulatory guidance on permitting and zoning, helping to streamline oversight responsibilities for the City in the long term.

By participating in the Charging Smart cohort, Richland Hills will work toward achieving a *Bronze-level designation* as an EV-friendly community. This designation indicates that the City has successfully standardized EV permitting processes, addressed zoning considerations, and initiated collaboration with utility providers. Additionally, national recognition as a Charging Smart community enhances Richland Hills' eligibility for future funding opportunities related to EV infrastructure.

To join the program, the City must submit a letter of commitment expressing our interest in participating and outlining our EV goals. A draft of this letter is attached for your review.

Participation in Charging Smart represents an opportunity for Richland Hills to proactively prepare for the future of transportation while positioning the City for future funding and investment in EV infrastructure.

Financial Considerations:

There is no cost for the City to participate in the Charging Smart program.

Legal Review:

N/A

Board/Citizen Input:

N/A

Attachments:

Commitment Letter

Council Action Requested:

Motion to approve Commitment Letter for the City of Richland Hills' participation in the Charging Smart program for EV charging infrastructure



City of Richland Hills, Texas
3200 Diana Drive | Richland Hills, TX, 76118
817-616-3800 | richlandhills.com

February 24, 2025

Interstate Renewable Energy Council
125 Wolf Road, Suite 100
Albany, NY 12205

Dear Ed Gilliland,

On behalf of the City of Richland Hills, I am proud to announce our commitment to become a Charging Smart designated community. In partnership with the Charging Smart team, our dedicated staff members will work to accelerate local adoption of EVs and EV charging infrastructure. Richland Hills will work with the Charging Smart program to develop best practices to equitably serve our community's EV charging needs.

The City of Richland Hills will leverage the Charging Smart program to achieve the following goals:

- Establish plans and policies to guide development of EV charging infrastructure
- Identify locations and frequency of EV charging infrastructure placement
- Incorporate EV charging infrastructure in building or zoning codes
- Adopt a standard EV charging infrastructure permit application process

These efforts demonstrate that city leadership is committed to driving continual improvement in our community's EV readiness. In order to measure progress along the way, Richland Hills' staff will track key metrics related to EV and infrastructure deployment.

Inquiries related to the City of Richland Hills' participation in Charging Smart can be directed to JP Ducay, Director of Planning and Development Services at jducay@richlandhills.com or (817) 616-3745.

Sincerely,

Curtis Bergthold
Mayor of Richland Hills

Memorandum

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

From: Eric Valdez, Director of Parks and Recreation

Date: February 24, 2025

Subject: Park & Recreation Facility Naming Policy Revisions

Agenda Item:

Consider revisions to Park and Recreation Facility Naming Policy

Background Information:

The City of Richland Hills Parks and Recreation Department is responsible for the management and maintenance of parks, recreation centers, and public facilities that serve the community. A clear and consistent policy for naming and renaming these spaces is essential to preserve local history, recognize significant contributions, and maintain a sense of identity within the community.

To establish a structured approach, the Parks and Recreation Department has developed a formal Park & Recreation Facility Naming Policy that sets forth guidelines for selecting names based on historical, cultural, and geographical significance, as well as honoring individuals and organizations that have made outstanding contributions to the city.

The original policy was approved on June 26, 2023. Staff recently reviewed the policy and is recommending some additional revisions. The proposed revisions include the following:

- Objectives that outline policy goals
- Opportunities for corporate sponsorships
- A list of naming rights exclusions
- A streamlined process for presenting naming rights submissions to City Council for consideration and approval

These revisions have been highlighted in yellow on the attached policy.

Financial Considerations:

N/A

Legal Review:

N/A

Board/Citizen Input:

N/A

Attachments:

Park and Recreation Facility Naming Policy

Council Action Requested:

Motion to approve revised Park and Recreation Facility Naming Policy



Richland Hills, Texas
Park and Recreation Facility Naming Policy

Statement of Purpose

The purpose of this policy is to provide guidelines for the naming and renaming of park and recreation facilities.

Objectives

- Enhances sense of community involvement and public participation within the City
- Establishes a uniform and comprehensive process of formal notification of a proposed naming, co-naming or renaming
- Ensures that naming is consistent with the values, priorities and characteristics of the City
- Encourages and recognizes the dedication of land, or donations by individuals or groups

Guidelines for Naming and Renaming

In the naming and renaming of park and recreation facilities in the City of Richland Hills the following guidelines shall be used:

- I. May be named for outstanding and/or predominate physical characteristics or ecological features of the land such as:
 - a. Streams, lakes and creeks
 - b. Landmark significance
 - c. Historical significance
 - d. Symbol or concept associated with Richland Hills
 - e. Street name identity
 - f. The subdivision or neighborhood in which the park property is located
 - g. Based on the activity, event or function of the park or facility
- II. May be named to honor an individual, group or organization who donated the land or funds to develop the park or recreation facility.
- III. No park or recreation facility shall be given the same name as an existing school site, or public facility, except where the sites abut one another.
- IV. Components or areas within a park or recreation facility may be given a name which

is different than the park or recreation facility itself. Such components or areas may include (but are not limited to) gardens, playgrounds, athletic fields, structures, and meeting rooms.

V. Naming may be considered based on the provision of significant funding that underwrites the cost of renovation or construction of a park or recreation facility. Financial underwriting shall be broadly defined as substantial monetary contributions or sponsorship that completely or significantly enables City projects such as parks, buildings, operations, or property acquisition to occur. This may include monetary gifts and/or grants that leverage federal, state and local funding for such projects.

Exclusions

- Naming associations with smoking or vaping products, alcohol, contraceptives, religious organizations, political candidates, partisan organizations, or subject matter considered offensive in nature.
- The dedication of small park amenities with an identifiable lifespan and not intended to be permanent such as fixed park benches, litter stations and tables which shall be addressed under a separate policy.

Procedure

Individuals or organizations must complete the Submission Form for Proposed Park & Recreation Facility Names along with justification to the Parks and Recreation Department. The proposal must include the following:

1. Reason(s) for the proposed name
2. Evidence of community support for the proposed name
3. Petitions, if submitted, must state the intent and include printed names, signatures, addresses, zip codes and telephone numbers of each signer as proof of residency

The Director of Parks and Recreation will review all submissions and forward those that meet policy criteria to the City Manager. The City Manager will present final selections to the City Council for consideration and approval.

Approved by City Council: _____



**SUBMISSION FORM FOR PROPOSED PARK & RECREATION FACILITY NAMES
(PLEASE PRINT)**

ENTIRE FORM MUST BE COMPLETED. INCOMPLETE ENTRIES ARE NOT ACCEPTED.

Proposed Park and Recreation Facility Name: _____

Please include a brief explanation (on a separate sheet of paper if necessary) to support your proposal.

Date Submitted: _____

Address: _____

City: _____ State _____ Zip _____

Home Telephone: _____ Work Telephone: _____

Email: _____

Please submit your proposal to: City of Richland Hills
Parks and Recreation Department
Attn: Director of Parks and Recreation
3200 Diana Drive
Richland Hills, TX 76118

Please contact the Parks and Recreation Department at (817) 616-3775 if you have any questions.

Memorandum

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

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

Date: February 24, 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: Candice Edmondson, City Manager

Date: February 24, 2025

Subject: January Department Monthly Reports

Agenda Item:

January 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:

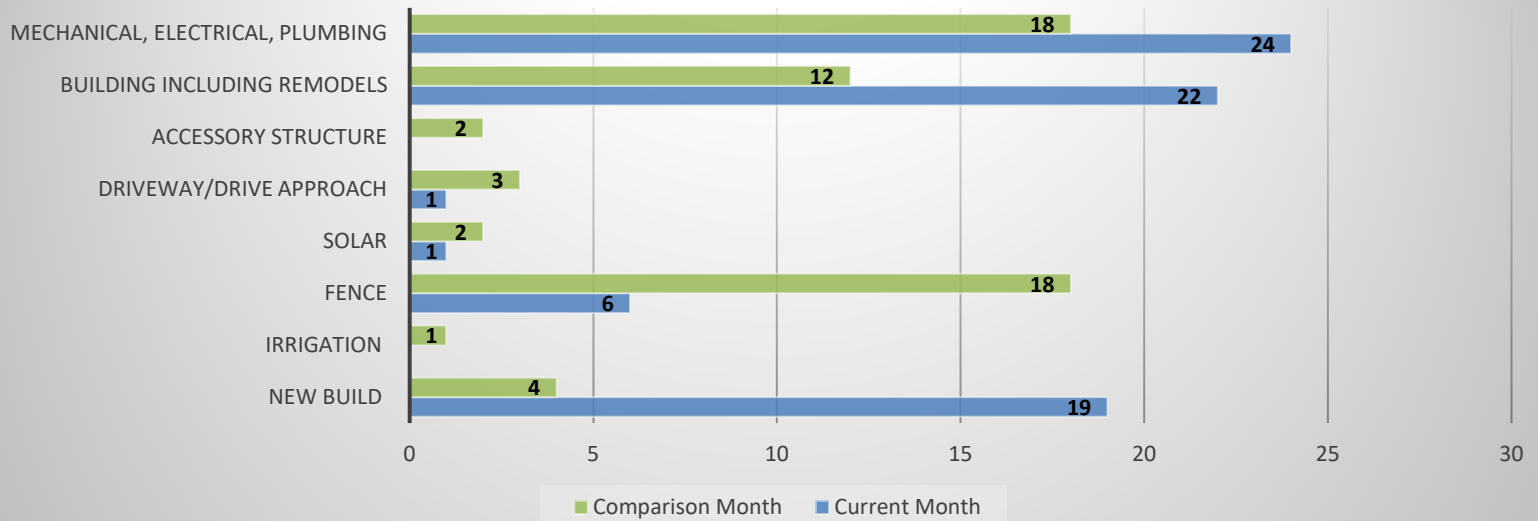
January Department Reports

Council Action Requested:

No Council Action

Development Services

January



	Mechanical Electrical Plumbing	Building Including Remodels	Accessory Structure	Driveway Drive Approach	Solar	Fence	Irrigation	New Build
Current Month Residential	19	18	0	1	1	5	0	19
Current Month Commercial	5	4	0	0	0	1	0	0
Current Fiscal Year 2024-2025	73	76	4	8	4	24	1	53
Previous Month Residential	10	12	2	2	2	18	0	4
Previous Month Commercial	8	0	0	1	0	0	1	0

	Current Month	Comparison Month Previous Year	Fiscal Year To Date 2024-2025
Sign Permit	3	1	8
ROW Permit	17	24	33
Garage Sale Permit	1	2	71
Zoning, SUP, Code Consults	0	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	5	4	30
Issued Commercial CO's	3	4	8
Mobile Food Vendor	1	0	1

Received Certificate of Occupancy

- Armendariz Agency Inc, 7201 Baker Blvd #B – Office, Administrative, Medical or Professional
- Hyperion Electrical Contractors Inc, 7360 Dogwood Park Dr – Contractor (No Outside Storage)
- Clement Services LLC, 3123 Handley Ederville Rd Suite A – Contractor (No Outside Storage)

Number of Potential Business Certificate of Occupancy Meetings: 2**Number of Developmental Review Committee / Plan Review: 0**

Finance

GENERAL FUND, UTILITY FUND AND LINK FUND

Fiscal Year 2024-2025, Period Ending 01/31/2025

Monthly Financial Report					
	Budget	Current Month Actual	YTD Actual	Available Budget	% YTD of Total Budget
General Fund (001)					
Revenue					
Property Taxes	\$ 3,244,236	\$ 2,133,979	\$ 2,707,757	\$ 536,479	83%
Sales Tax	\$ 5,430,000	\$ 348,724	\$ 890,977	\$ 4,539,023	16%
Other Tax	\$ 2,500	\$ -	\$ 604	\$ 1,896	24%
Franchise Fees	\$ 548,800	\$ 2,664	\$ 38,006	\$ 510,794	7%
Fines & Forfeitures	\$ 464,100	\$ 45,526	\$ 154,832	\$ 309,268	33%
Licenses & Permits	\$ 272,625	\$ 119,898	\$ 154,880	\$ 117,745	57%
Service Charges	\$ 198,850	\$ 52,862	\$ 130,970	\$ 67,880	66%
Miscellaneous	\$ 501,827	\$ 20,916	\$ 129,096	\$ 372,731	26%
Total Revenues	\$ 10,662,938	\$ 2,724,569	\$ 4,207,121	\$ 6,455,817	39%
Expenditures					
Municipal Court	\$ 217,832	\$ 15,602	\$ 58,688	\$ 159,144	27%
Administration	\$ 717,955	\$ 84,062	\$ 295,198	\$ 422,757	41%
Police	\$ 2,650,274	\$ 226,104	\$ 925,399	\$ 1,724,875	35%
Fire	\$ 2,810,592	\$ 188,416	\$ 756,626	\$ 2,053,966	27%
Street	\$ 351,196	\$ 19,213	\$ 64,765	\$ 286,431	18%
Library	\$ 479,891	\$ 31,751	\$ 144,835	\$ 335,056	30%
Recreation	\$ 290,852	\$ 19,106	\$ 104,838	\$ 186,014	36%
Parks/Grounds	\$ 329,196	\$ 14,431	\$ 63,383	\$ 265,813	19%
Community Development	\$ 442,897	\$ 40,397	\$ 112,118	\$ 330,779	25%
Community Compliance	\$ 437,833	\$ 38,650	\$ 128,105	\$ 309,728	29%
Legislative (City Secretary)	\$ 155,910	\$ 8,682	\$ 47,715	\$ 108,195	31%
Shared Services	\$ 1,029,103	\$ 75,350	\$ 319,814	\$ 709,289	31%
Transfers/Non Departmental	\$ 1,443,107	\$ 4,528	\$ 9,206	\$ 1,433,901	1%
Total Expenditures	\$ 11,356,638	\$ 766,292	\$ 3,030,689	\$ 8,325,949	27%
Rev/Exp	\$ (693,700)	\$ 1,958,276	\$ 1,176,432		
Utility Fund (002)					
Revenue					
Water	\$ 2,595,900	\$ 188,096	\$ 909,545	\$ 1,686,355	35%
Sewer	\$ 1,800,000	\$ 158,309	\$ 611,575	\$ 1,188,425	34%
Misc. (incl. Garbage Billing)	\$ 756,000	\$ 78,622	\$ 301,230	\$ 454,770	40%
Total Revenues	\$ 5,151,900	\$ 425,027	\$ 1,822,350	\$ 3,329,550	35%
Expenses					
Shared Services	\$ 372,267	\$ 47,289	\$ 131,453	\$ 240,814	35%
Administration	\$ 792,366	\$ 55,600	\$ 202,995	\$ 589,371	26%
Water Services & Distr.	\$ 1,810,171	\$ 369,804	\$ 735,670	\$ 1,074,501	41%
Wastewater Service	\$ 1,483,374	\$ 92,042	\$ 211,587	\$ 1,271,787	14%
Trsfrs/Debt Service/Non-Dept.	\$ 1,185,134	\$ 72,605	\$ 164,921	\$ 1,020,213	14%
Total Expenses	\$ 5,643,312	\$ 637,340	\$ 1,446,626	\$ 4,196,686	26%
Rev/Exp	\$ (491,412)	\$ (212,313)	\$ 375,724		
Link Operating Fund (098)					
Revenue					
Recreation	\$ 588,719	\$ 51,906	\$ 196,801	\$ 391,918	33%
Transfers in	\$ 200,000	\$ -	\$ -	\$ 200,000	0%
Total Revenue	\$ 788,719	\$ 51,906	\$ 196,801	\$ 591,918	25%
Expenditures	\$ 896,556	\$ 56,667	\$ 207,157	\$ 168,417	77%
Operating/Personnel	\$ 896,556	\$ 56,667	\$ 207,157	\$ 689,399	23%
Rev/Exp	\$ (107,837)	\$ (4,761)	\$ (10,356)		
*Unaudited					

Finance

SPECIAL REVENUE FUNDS

Fiscal Year 2024-2025, Period Ending 01/31/2025

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	\$ 4,935	\$ 4,935	\$ 7,065	0%
Rev/Exp	\$ -	\$ (4,935)	\$ (4,935)		
Court Technology Fund (39)					
Revenue	\$ 4,800	\$ -	\$ -	\$ 4,800	0%
Expenditures	\$ -	\$ 2,115	\$ 2,115	\$ (2,115)	
Rev/Exp	\$ 4,800	\$ (2,115)	\$ (2,115)		
Crime Control District (65)					
Revenue					
Sales Tax	\$ 2,020,000	\$ 130,496	\$ 333,283	\$ 1,686,717	16%
Investment Income	\$ 20,000	\$ 4,454	\$ 16,023	\$ 3,977	80%
Grants/Transfers	\$ 12,000	\$ -	\$ -	\$ 12,000	0%
Total Revenue	\$ 2,052,000	\$ 134,951	\$ 349,306	\$ 1,702,694	17%
Expenditures					
Public Safety	\$ 1,142,080	\$ 71,266	\$ 316,390	\$ 825,690	28%
Capital Expense	\$ 235,130	\$ -	\$ 77,080	\$ 158,050	33%
Transfers Out/Shared Ser.	\$ 824,271	\$ 135,924	\$ 271,848	\$ 552,423	33%
Total Expenditures	\$ 2,201,481	\$ 207,190	\$ 665,318	\$ 1,536,163	30%
Rev/Exp	\$ (149,481)	\$ (72,239)	\$ (316,012)		
Hotel Occupancy Tax (77)					
Revenue					
HOT (Taxes)/Int Income	\$ 258,000	\$ 9,570	\$ 51,792	\$ 206,208	20%
Expenditures					
Operating Expense	\$ 290,776	\$ 3,477	\$ 13,753	\$ 277,023	5%
Debt Service	\$ 102,250	\$ 18,577	\$ 18,577	\$ 83,673	18%
Total Expenditures	\$ 393,026	\$ 22,054	\$ 32,330	\$ 360,696	8%
Rev/Exp*	\$ (135,026)	\$ (12,484)	\$ 19,462		
TIF Fund (89)					
Revenue					
Property Tax Allocation	\$ 305,600	\$ -	\$ -	\$ 305,600	0%
Investment Income	\$ 1	\$ 2,486	\$ 10,349	\$ (10,348)	0%
Sales Tax Transfer in	\$ 120,000	\$ -	\$ -	\$ 120,000	0%
Total Revenue	\$ 425,601	\$ 2,486	\$ 10,349	\$ 415,252	2%
Expenditures					
Operating	\$ 2,700	\$ 7,798.00	\$ 8,423	\$ (5,723)	312%
Improvement Incentive	\$ 30,000	\$ 4,250.00	\$ 4,250	\$ 25,750	14%
Grants	\$ -	\$ -	\$ -	\$ -	0%
Capital Projects	\$ 129,780	\$ -	\$ 625	\$ 129,155	0%
Total Expenditures	\$ 162,480	\$ 12,048	\$ 13,298	\$ 149,182	8%
Rev/Exp	\$ 263,121	\$ (9,562)	\$ (2,949)		
Strategic Initiative Fund (107)					
Revenue	\$ 812,700	\$ -	\$ -	\$ 812,700	0%
Expenditures	\$ 929,150	\$ 3,923	\$ 20,856	\$ 908,294	2%
Rev/Exp	\$ (116,450)	\$ (3,923)	\$ (20,856)		

Finance

CAPITAL FUNDS

Fiscal Year 2024-2025, Period Ending 01/31/2025

Monthly Financial Report					
	Budget	Current Month Actual	YTD Actual	Available Budget	% YTD of Total Budget
Oil & Gas Lease Fund (12)					
Revenue	\$ 100,000	\$ 16,722	\$ 29,921	\$ 70,079	30%
Expenditures	\$ 48,750	\$ 10,800	\$ 19,988	\$ 28,762	41%
Rev/Exp*	\$ 51,250	\$ 5,922	\$ 9,933		
Road and Street Fund (25)					
Revenue					
Sales Tax	\$ 2,015,000	\$ 130,771	\$ 334,116	\$ 1,680,884	17%
Total Revenue	\$ 2,015,000	\$ 130,771	\$ 334,116	\$ 1,680,884	17%
Expenditures					
Street R&M	\$ 3,595,000	\$ 39,512	\$ 462,725	\$ 3,132,275	13%
Total Expenditures	\$ 3,595,000	\$ 39,512	\$ 462,725	\$ 3,132,275	13%
Rev/Exp*	\$ (1,580,000)	\$ 91,260	\$ (128,609)		
Vehicle Replace. Fund (30)					
Revenue					
Sale of vehicles	\$ 74,913	\$ -	\$ -	\$ 74,913	0%
Transfers in	\$ 559,633	\$ -	\$ -	\$ 559,633	0%
Total Revenue	\$ 634,546	\$ -	\$ -	\$ 634,546	
Expenditures					
Capital-Lease Expense	\$ 404,196	\$ 81,160	\$ 155,909	\$ 248,287	39%
Capital- Purchases	\$ 46,500	\$ -	\$ -	\$ 46,500	0%
Gas/Maint	\$ 178,850	\$ 27,453	\$ 50,807	\$ 128,043	28%
Operational	\$ 5,000	\$ -	\$ -	\$ 5,000	0%
Total Expenditures	\$ 634,546	\$ 108,612	\$ 206,717	\$ 427,829	33%
Rev/Exp*	\$ -	\$ (108,612)	\$ (206,717)		
ARPA Fund (101)					
Revenue-Transfers In/Interest	\$ 385,000	\$ 1,988	\$ 8,279	\$ 376,721	2%
Expenditures					
Project Appropriations	\$ 413,212	\$ -	\$ 162,064	\$ 251,148	39%
Total Expenditures	\$ 413,212	\$ -	\$ 162,064	\$ 251,148	39%
Rev/Exp	\$ (28,212)	\$ 1,988	\$ (153,785)		

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

Finance

DEBT SERVICE FUND

Fiscal Year 2024-2025, Period Ending 01/31/2025

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	\$ 392,558	\$ 663,156	\$ 841,184	44%
Interest Income	\$ 11,000	\$ 2,631	\$ 10,953	\$ 47	100%
Total Revenues	\$ 1,515,340	\$ 395,189	\$ 674,109	\$ 841,184	44%
Expenditures					
Debt Service	\$ 1,476,505	\$ 311,915	\$ 378,586	\$ 1,097,919	26%
Rev/Exp	\$ 38,835	\$ 83,274	\$ 295,523		

COMPONENT UNIT

Richland Hills EDC (26)					
Revenue					
Sales Tax	\$ 1,380,000	\$ 87,181	\$ 222,744	\$ 1,157,256	16%
Interest Income	\$ 36,000	\$ 6,726	\$ 28,294	\$ 7,706	79%
Total Revenues	\$ 1,416,000	\$ 93,907	\$ 251,038	\$ 1,164,962	18%
Expenses					
Operating	\$ 405,362	\$ 25,576	\$ 81,713	\$ 323,649	20%
Transfers Out	\$ 55,946	\$ -	\$ -	\$ 55,946	0%
Capital	\$ 853,733	\$ 58,586	\$ 69,761	\$ 783,972	8%
Debt Service	\$ 227,600	\$ 41,348	\$ 41,348	\$ 186,252	18%
Total Expenditures	\$ 1,542,641	\$ 125,510	\$ 192,822	\$ 1,349,819	12%
Rev/Exp*	\$ (126,641)	\$ (31,603)	\$ 58,215		

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

DRAINAGE

Drainage Fund (022)					
Revenue					
Billing/Interest	\$ 913,700	\$ 77,981	\$ 310,852	\$ 602,848	34%
Expenses					
Operating	\$ 425,080	\$ 16,169	\$ 143,344	\$ 281,736	34%
Capital	\$ 150,000	\$ -	\$ 125,169	\$ 24,831	83%
Debt Service	\$ 477,041	\$ -	\$ -	\$ 477,041	0%
Total Fund	\$ 1,052,121	\$ 16,169	\$ 268,513	\$ 783,608	26%
Rev/Exp*	\$ (138,421)	\$ 61,813	\$ 42,339		

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

Fire

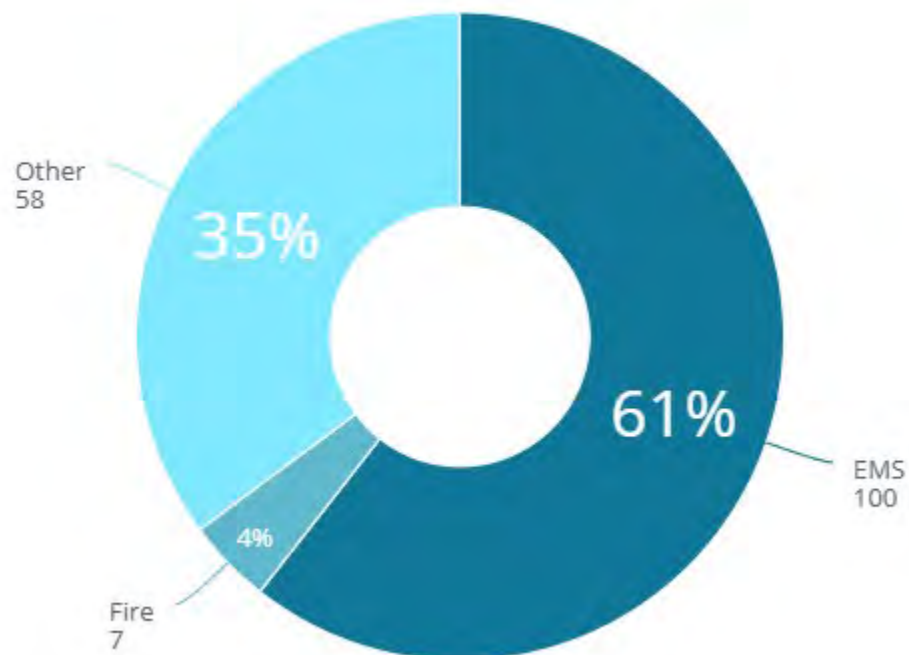
Fire Operations:

- Personnel completed **21** annual business inspections throughout the month.
- Members completed a combined **229** hours of training throughout the month.
- Turnout times averaged **1 minute 02 seconds** for January. The national standard is 60 seconds or less.
- Response times for January averaged **3 minutes 46 seconds** from receipt of call-in dispatch to the first fire unit arriving on scene to assist.
- Personnel responded to one working fire in the city and six working fires in other communities during January.
- Ambulance billing revenue for December 2024 was **\$8,445.83**.
- 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 January.
- 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 are working on establishing a Rehab Team for emergency incidents staffed by community volunteers who have graduated from the CFA or CPA.
- The Public Safety Awards Banquet has been scheduled for Saturday, March 29th @ 6pm at The Link.
- Calls in January 2025 were **10.5% more** than calls in January 2024.

Operations Response Data:

Service Calls – Through January 31, 2025			
	Current Month	January 2024	FY2025 Total
Fire Calls	7		15
EMS/Major Accidents/ Rescues	100		331
Hazardous Conditions – No Fire	8		23
Public Assistance	27		76
Good Intent (No Service Rendered)	11		52
False Alarm	12		31
Severe Weather & Natural Disaster	0		0
Total Calls	165		528
Automatic / Mutual Aid			
	Current Month	January 2024	YTD Total
Aid Received			92
Aid Given			33

EMS/Fire Incident Breakdown



Medstar Response Data:

Priority	Count of Monthly Responses	Transports	Transport Percentage	Average Response Time
P1	3	1	33.33%	0:11:35
P2	21	16	76.19%	0:09:56
P3	9	7	77.78%	0:10:15
P4	1	1	100.00%	0:07:53
P5	42	29	69.05%	0:11:44
P6	0	0	0.00%	N/A
P7	6	3	50.00%	0:10:38
P8	7	3	42.86%	0:10:19
Overall Total:	89	60	67.42%	0:10:20
Priority Total:	33	24	72.73%	0:10:35
Non-Priority Total:	56	36	64.29%	0:10:09

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 have 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.
- We received word in January that the plan has been accepted by the State of Texas, and it has been sent to FEMA for final review and approval.
- Staff will be assisting with the planning and implementation of a tabletop exercise with the NCTCOG related to the upcoming FIFA World Cup events that will be hosted all across the Metroplex.

Fire Marshal:

Fire Alarm Inspection: 2

Fire Sprinkler Inspection: 1

School Inspections: N/A

Church Fire Inspections: N/A

Nursing Home Inspections: N/A

Plan Reviews: 1

Code Consults: 2

DRC Meetings:

Business Info Updates: Continuing to update businesses in Spillman CAD System

P&Z Meeting: Attended for Chinese Wellness Center on Booth Calloway Rd no actions required by Fire Dept.

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

NEFDA Haz-Mat Meeting: NEFDA Haz-Mat Meeting scheduled for March for next drill with U.S. Postal Inspector office.

TCFAI Meeting: No new business

Walkthroughs: Moore Plumbing Supply – Burns Street

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, FIT testing completed, ordering new bottles due to expiring SCBA bottles and a new RIT pack bottle and carrying case..

Emergency Mgmt: Beginning discussion and tabletop exercises for Traffic Plans during World Cup, Tarrant Co EMC retired, REM Meeting

Training: Completed several online coursework for Fire and Police certificates, completed City required training,

Investigations: 7600 Brideg Ave, Outbuilding Fire; unintentional

Other:

Completed 10 background packets for firefighter applicants

Attended NEFDA Training Committee Meeting

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

Scheduled new gear fitting for 4 sets of gear

Attended Department Staff Meeting

Personnel attended Tarrant County Arson Taskforce Meeting

Assisted with Tactical Scenario for Captain Promotional Testing

Assisted with Physical Agility Testing for firefighter applicants

Attended City Council for 10 Year of Service recognition

Assisted Chief Shelley with Employee Breakfast at Fire Station

Fire Inspector:

ADMINISTRATIVE TASKS:

1. Jan 2: Obtained paint price quotes for admin vehicles. / Drop off Knox key to Clement Services 3125 Handley-Ederville.
2. Worked on Commercial Occupation Database (on-going project merging ERS and ESO databases took several days and up to 50 to 60 hours of work.
3. Jan 8: Drop off toys and food at CEC; uniformed fitting at Got You Covered; Assisted in getting units ready for upcoming weather.
4. Jan 7,15: Dropped off admin vehicles at Arlington and MAACO in Euless.
5. Jan 16: P/U Key card for Knox box at LaQuinta. P/U tablecloths at 7335 APF.
6. Jan 28: pick up SAM's order at North Richland Hills.

TRAINING ATTENDED OR COMPLETED: (36 hours):

1. Jan 8: LPRs, Drones, Pole Cameras. 2.0 hours/online with Blue to Gold Training.
2. Jan 13-14: ALERRT 1 Training 16 hours TCOLE training with Tarrant Co. Arson Task Force @ White Settlement ISD.
3. High Rise Apartment Tactics. 4.0 hours NEFDA/TCC training.
4. Duty to Intervene Webinar 2.0 hours Online with Lexipol Training.
5. CI's and Informants Webinar 2.0 hours online with Blue to Gold training.

6. Social Media Investigations. 2.0 hours online with Blue to Gold training.
7. Fatal Fire Investigations 3.0 hours online with CFI Trainer.
8. Fatal Fires: Fire Effects on the body. 3.0 hours online with CFI Trainer.

FIRE SPRINKLER INSPECTIONS:

1. Jan 29: LaQuinta Inn 653 NE Loop 820. Passed and placed back in service. Cease work order lifted.

ANNUAL FIRE INSPECTIONS CONDUCTED: (22)**Jan 16:**

1. Allied Aerospace 7301-A Whitehall. Passed/Invoiced.
2. Special Olympics 7441 Tower St. Passed/ Invoiced.
3. Service Master TEAM 7429 Tower. Passed/Invoiced.
4. Hamilton Forms 7009 Midway. Passed/Invoiced.
5. ARS Rescue Rooter 7436 Tower. Passed/Invoiced.
6. Metro PCS. 7200-2 Glenview. Passed/Invoiced. Paid: \$75.00 on 1-22-25.
7. 3-D Smoke Shop 7200-3 Glenview. Passed/Invoiced.

Jan 21:

8. Direct Cycle Parts 7415 Whitehall. Passed/Invoiced.
9. Corporate Design/Installation. 7426 Tower. Passed/Invoiced.
10. 7-Eleven 2625 Handley-Ederville Rd. Passed/Invoiced.
11. GET (911) Restoration 7301-B Whitehall. Passed (1-21)/ Invoiced (1-31).
12. AA Auto 6401 Baker Blvd. Passed/Invoiced. Paid \$125.00 on 1-27.
13. ADW Corporation 7415 #120 Whitehall. Passed/Invoiced.
14. Tasco 7072 Blvd 26. Passed/Invoiced. Paid \$165.00 on 1-22.

Jan 22:

15. Jack Wagon Overlanding 6815 Baker. Passed/Invoiced. Paid \$75.00 on 1-27
16. Airport Pawn 7340 Blvd 26. Passed/Invoice.
17. Accurate Metal Stamping. Failed/ Sched R-1 for 2-22-25.

Jan 27:

18. Aladdin Rentals 7163 B/D Latham. Passed/Invoice.

Jan 28:

19. Alonti 7337 APF. Passed/Invoice.

Jan 29:

20. All About Insurance 7716 Glenview. Passed/Invoice.

21. Triad Associates 7232 Glenview. Passed/Invoice.

CO-INSPECTIONS CONDUCTED: (4)

1. Jan 2: Clement Services 3125 Handley-Ederville. Passed.

2. Jan 15: Armendariz Agency 7201-B Baker Blvd. Passed.

3. Jan 28: Hyperion Electrical 7360 Dogwood Pk. Passed.

4. Jan 30: Kingswood Landscape 7020 Midway. Passed.

INSPECTIONS DEFERRED/ NO ANSWER:

1. (1-23): AJ Salon 7269 Glenview: Made several attempts at this location in the past two months. Left VM for owner with no return call.

FEES INVOICED: \$2,250.00

FEES COLLECTED: \$440.00

CALLS FOR SERVICE:

1. Assist EMS-291 at residence 7225 Brooks. No answer.

2. LaQuinta Inn. 653 NE Loop 820. Water flow alarm.

INVESTIGATIONS:

1. Assist with FM291 on scene of storage shed fire. 7616 Bridges (CFS: 25R0024).

2. Jan 7: Scene exam at 7110 Burns with code consultation. (Brock).

3. Jan 28: LaQuinta Inn. 653 NE Loop 820 for faulty water flow alarm and sprinkler system. Cease order is placed at 6:30pm. This order was lifted Jan 29th at 7:00pm.

REPORTS GENERATED:

1. Fire Sprinkler system investigation LaQuinta Inn.

INTERVIEW HOURS:

1. 2

ON-GOING PROJECTS:

1. Working on a new system and procedure for invoicing for inspections.

UPCOMING TRAINING/MEETINGS:

1. Tarrant Co. Arson Task Force Monthly Meeting on Feb 6th.

COMMENTS/NOTES:

1. New invoicing and inspection report release policy made by Chief Shelley. Once an occupant pays the invoice, their inspection report will be released to them. Payment in 30 days, with sanctions taken if not paid. The process at this point is making an on-site visual fire inspection. An email with an invoice is sent to the business owner with details on the invoice process. Once their fee is paid, the report will be released.

Community Paramedic:

- 1 patient visited this month
- 1 visit referral received from family member- scheduled for Feb.
- 1 car seat inspection completed
- Lainea completed the in-class portion of Advanced Paramedic training with Medstar/Ft. Worth Fire/OMD. Now it is in FTO's.
- CCP class will be coming. Still waiting on the exact dates. This will include the Critical Care Paramedic Certification after successfully completing IBSC testing.
- Monthly Senior Luncheon was cancelled due to weather and rescheduled while training was scheduled. Will attend Feb meeting if cleared from FTO's.
- Working on AHA instructor classes. I must teach 1 class under supervision and then will be certified for Heartsaver/BLS. I have spoken with OMD about obtaining other card classes and they are also willing to help.
- Obtained FTO license and passed state inspection 12/20. The administrator's information has been changed, and provider license has been surrendered.
- I am working with OMD to get us going with our credentialing process and plan to begin ASAP.
- I will be teaching the NEOP material that they use for paramedics in the Medstar/Ft. Worth/OMD system. They are setting me up as an administrator in their training system so that I can administer their exams and assign modules.
- Credentialing will require a lot of training hours. A positive thing about these training hours is that they will count towards CE requirements.

RICHLAND HILLS PUBLIC LIBRARY

JANUARY • 2025



IMPACT

The library hosted several fun and popular programs in January. These included a “Cozy Hot Cocoa Bar” enjoyed by 48 people. The yarn gnome craft night was attended by 14 people of all ages.

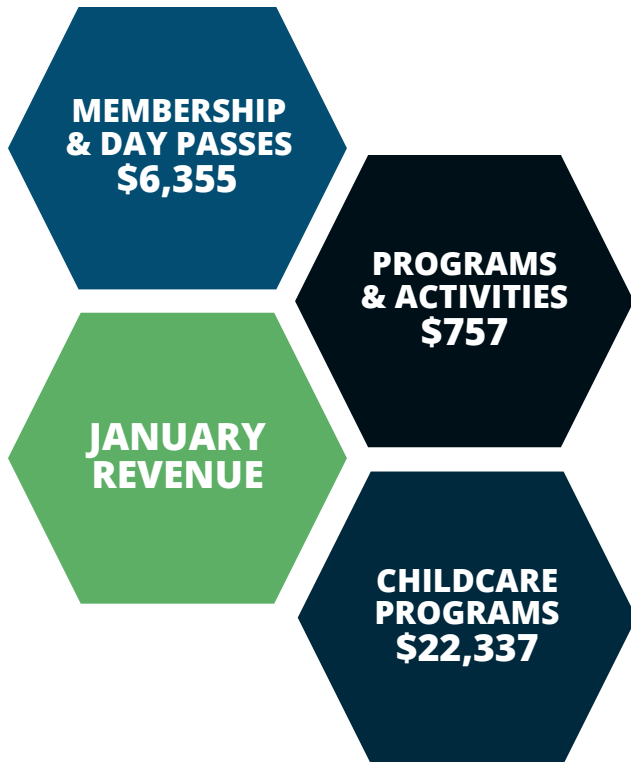
Library staff member Lien Nguyen once again offered an “Asian New Year” party for the Senior Social Time. She shared snacks and information about this unique cultural tradition.

KEY FACTS (Last Year)

- 1010 Visitors (998)
- 375 Program Attendance (251)
- 15 Programs and Events (11)
- 2033 Questions Answered (1536)
- 224 Computer Sessions (233)
- 2929 Total Items Checked Out (3572)
- 5 Posters printed for other City Departments (4)
- 38 Wireless Prints (new)

THE LINK REPORT

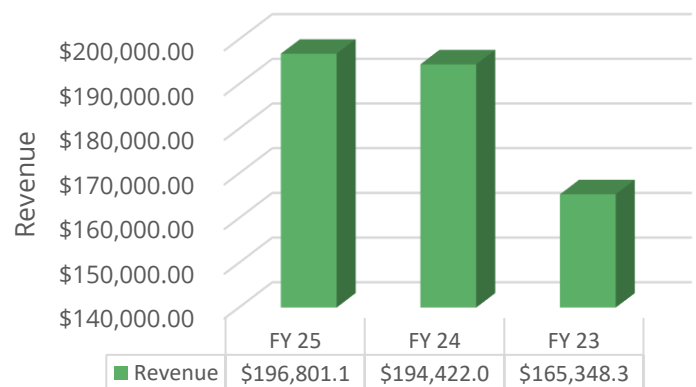
JANUARY 2025



Highlights

- The Link set a new January revenue record **\$51,906**.
- Eclipsed \$1,000,000 in lifetime rental revenue.
- 72 memberships sold during New Year's sale.
- The Link shutdown for 2 operating days due to weather.

The Link's YTD Revenue

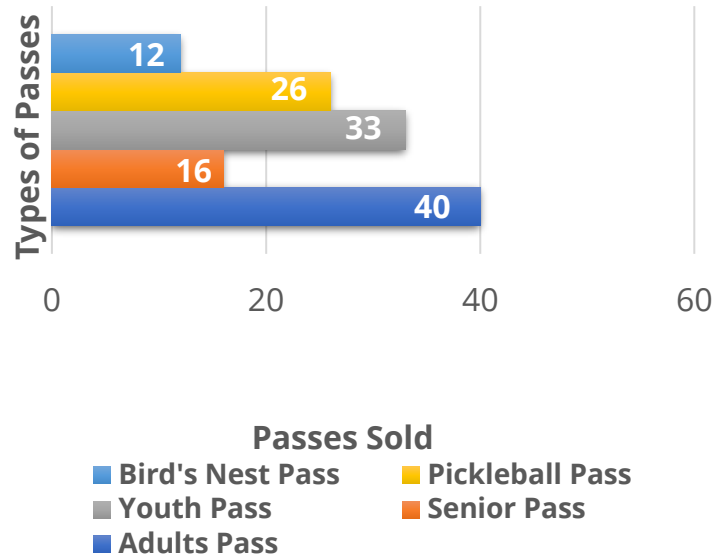


<u>Memberships & Day Passes</u>	<u>Qty.</u>
Membership Scans	2,238
Membership Usage <i>(individuals)</i>	375
Memberships Sold	72
Memberships Expired	76
Day Passes Sold	127

<u>Program & Activities</u>	<u>Enrollments</u>
Ballet	1
Basketball Lessons	4
Karate	6
Belly Dancing	7
Homeschool Recess	9
Senior Lunch Bunch	89
Winstar Casino Trip	13
Pickleball Monthly Pass	31
Volleyball Monthly Pass	54

Arlington Museum Trip Cancelled

January Day Passes Sold



Childcare Programs

After School Program
January Day Camps

Enrollments

107 students
17 students

RENTALS & SPECIAL EVENTS

JANUARY 2025

Private Rentals

74 events | \$19,000+

January Events

Miss Texas Invitational Tournament

ANS Rhythmic Gymnastics January 18-19

Bearclaw Esports Boot Camp

Virtus Pro January 23-January 31

Richland Youth Association Basketball League

Ongoing until Spring Break



Upcoming Events

DFW Diecast Extravaganza & Toy Show

March 8 from 8am-1pm

Mayor's Bike Tour

March 15 at 10am

City Wide Scavenger Hunt

March 17 - 23

Easter Celebration

April 12 from 10am-12noon



- **Repaired irrigation to the City Hall Plaza** – Identified and fixed multiple irrigation issues to improve water efficiency and ensure proper hydration for landscaping.
- **Met with local Eagle Scout to discuss Eagle Project** – Reviewed potential project ideas that align with community needs, provided guidance on city requirements, and discussed project logistics and approvals.
- **Hired new Park Maintenance Tech 1 position** – Completed the hiring process for a new team member to assist with daily park maintenance, landscaping, and facility upkeep.
- **Met with 3 gym floor contractors to discuss gym floor replacement** – Evaluated proposals, discussed material options, and outlined project scope for the replacement of the gymnasium floor.
- **Met with Kaiser Design to discuss city-wide signage plan** – Reviewed current signage conditions, explored design concepts, and discussed implementation strategies to improve wayfinding and branding.
- **Met with landscape contractor to discuss new landscaping in the City Hall complex** – Planned updates to enhance aesthetic appeal, reviewed plant selections, and discussed long-term maintenance strategies.
- **Attended TXDOT Green Ribbon project meeting in Fort Worth** – Engaged in discussions on landscape enhancements along highways and major roadways to promote sustainability and beautification.
- **Provided support to treat the City Hall complex for the January winter storm** – Assisted with preparation and mitigation efforts, including ice treatment, snow removal coordination, and facility safety checks.
- **System-wide graffiti removal** – Conducted cleanup across multiple city parks and public facilities to maintain a clean and welcoming environment.
- **Rosebud Park homeless encampment removal** – Address safety concerns.

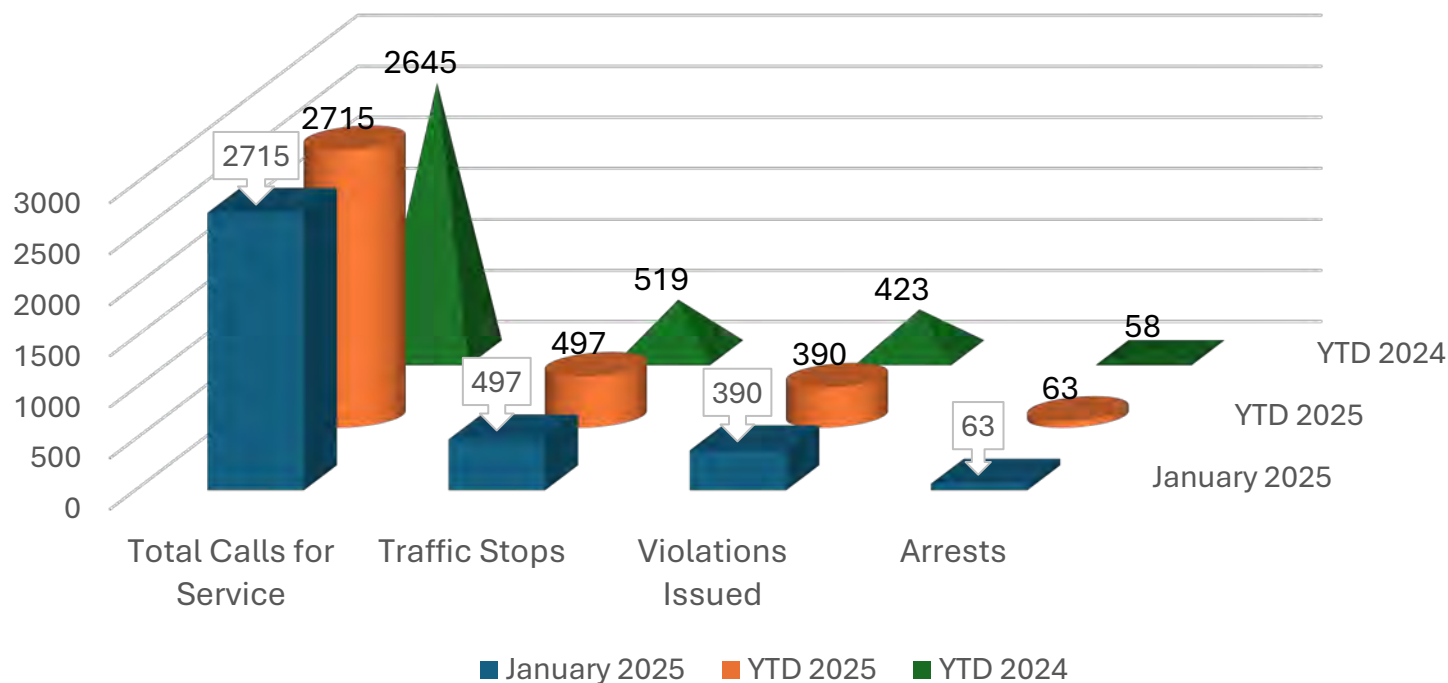


Police Department

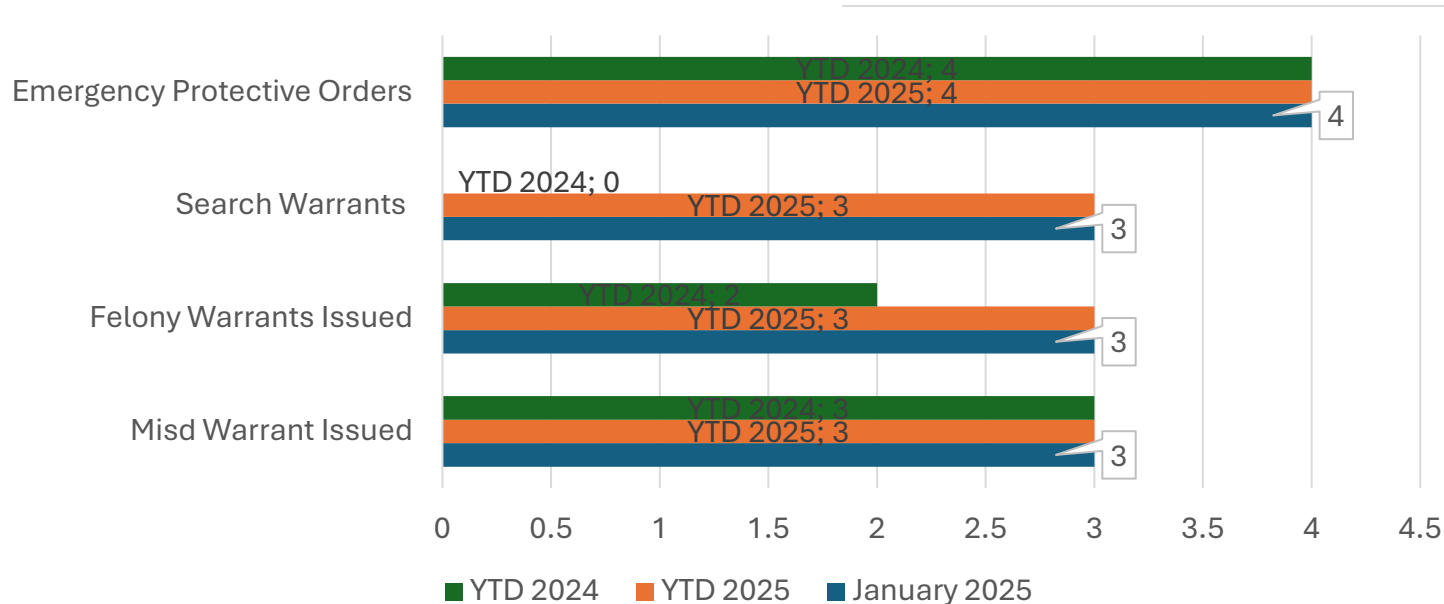
**JANUARY
2025**

Chief of Police Kimberly Sylvester

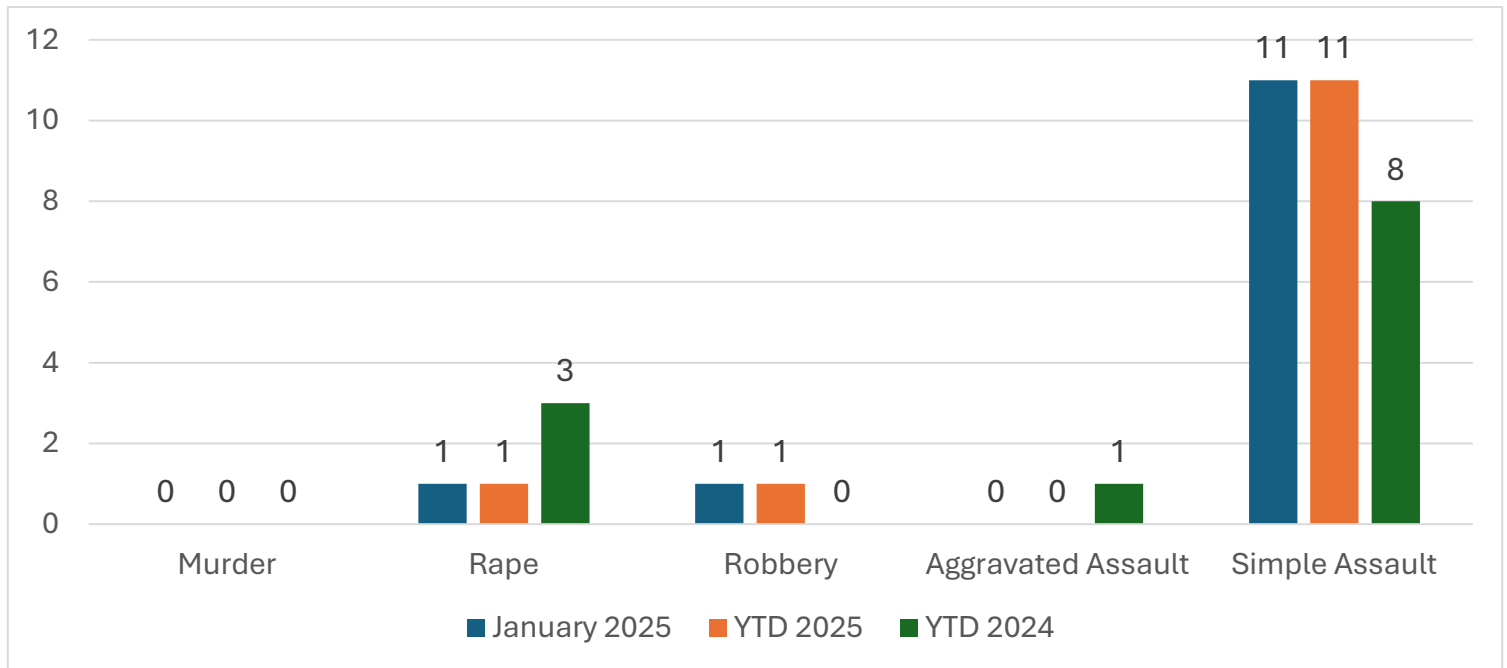
SERVICE CALLS



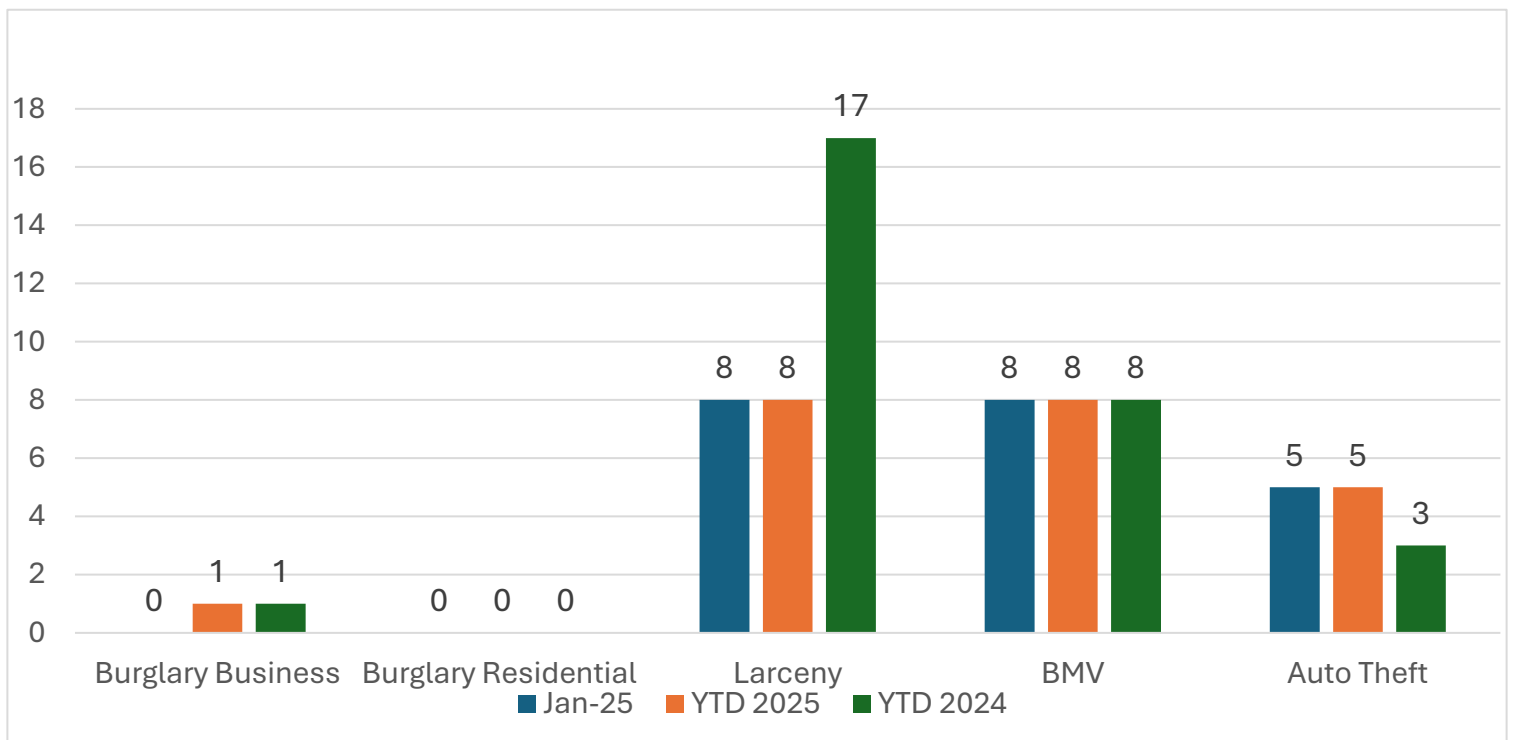
CRIMINAL INVESTIGATIONS



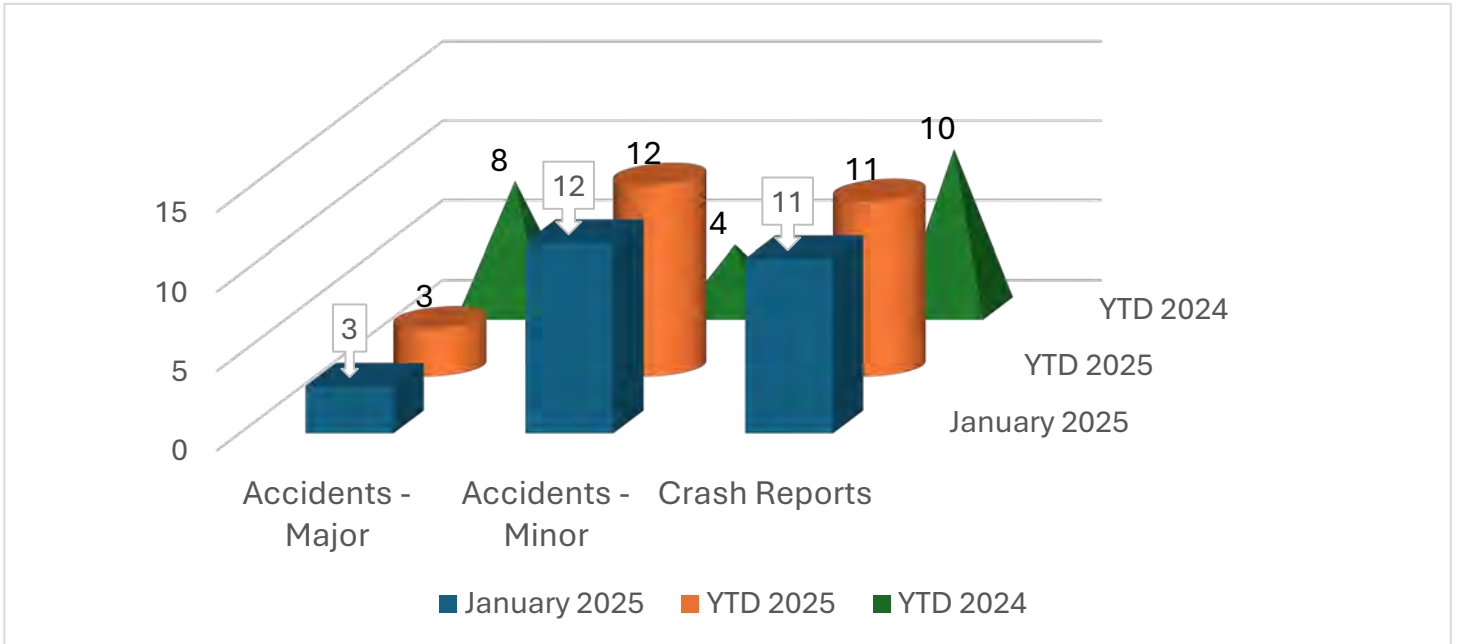
PART 1 VIOLENT CRIME



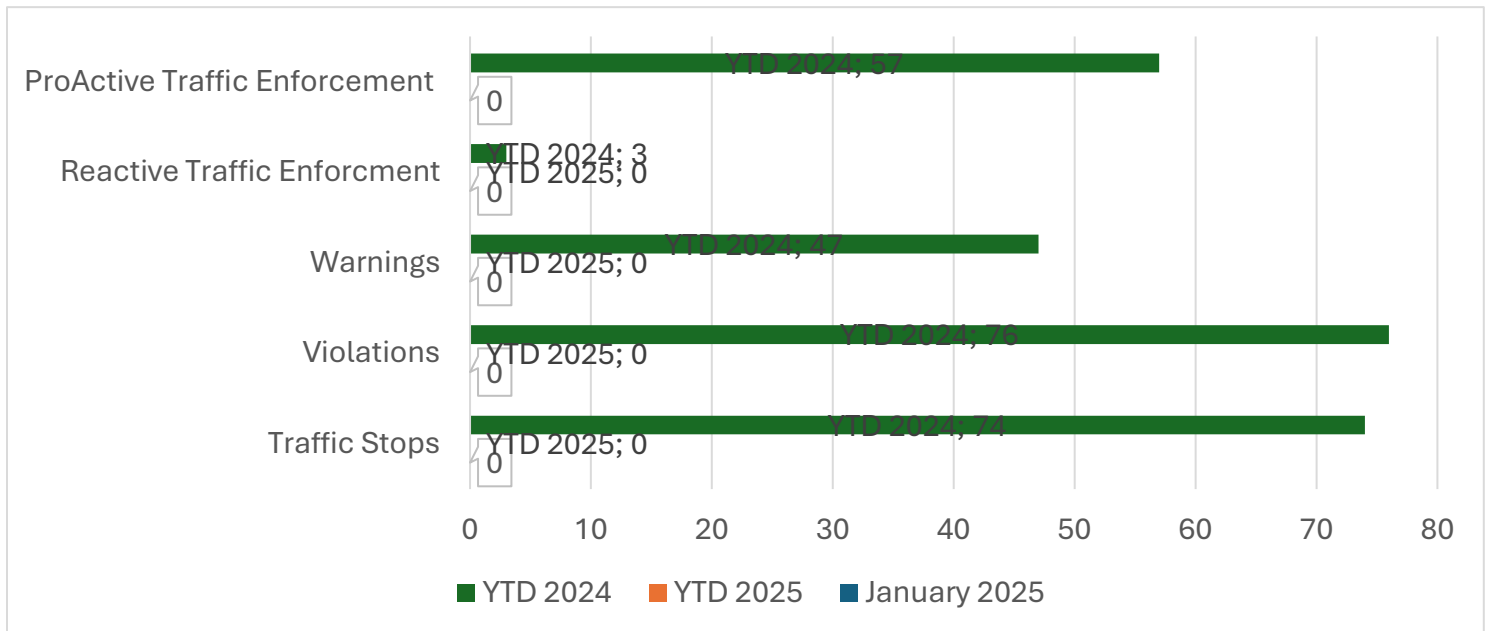
PART 1 PROPERTY CRIME



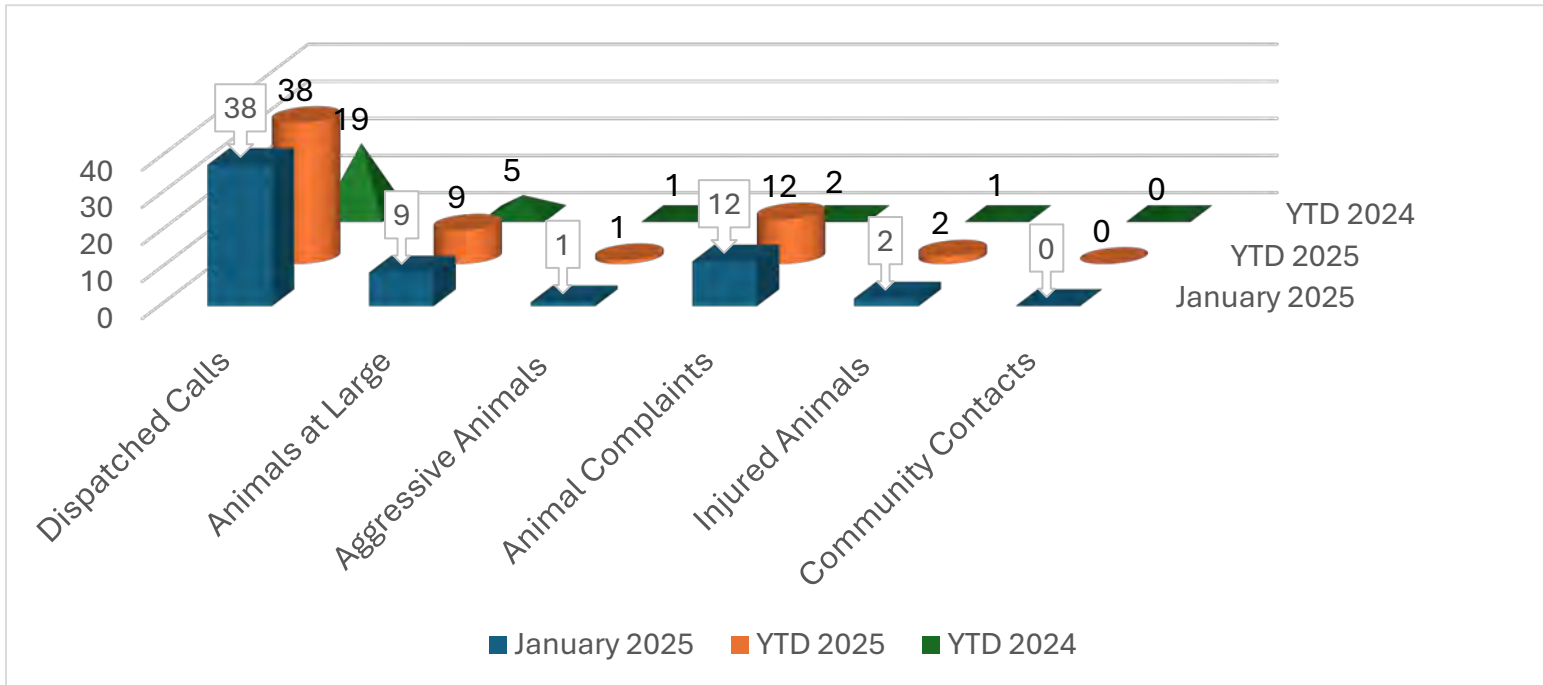
TRAFFIC ACCIDENTS



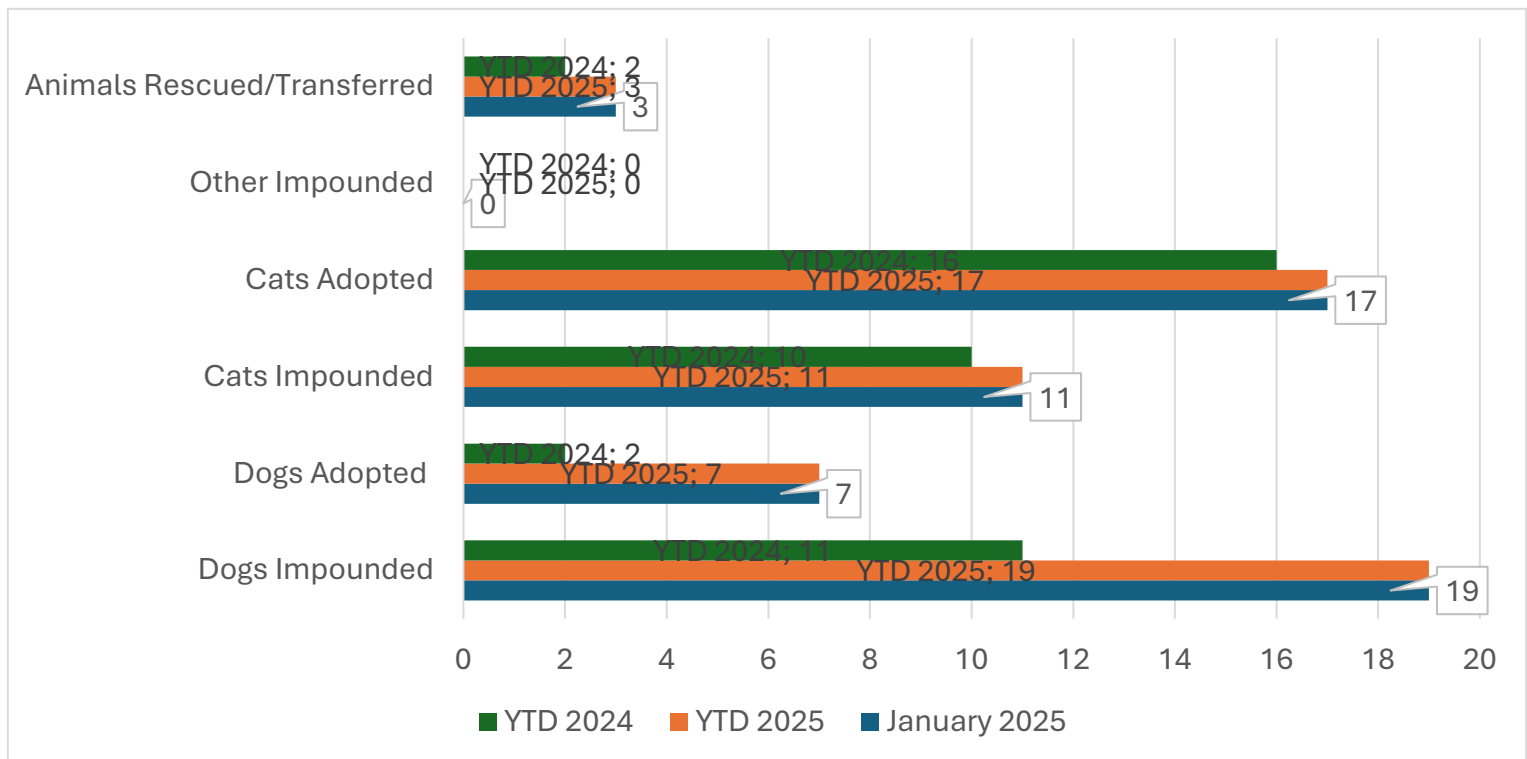
TRAFFIC UNIT



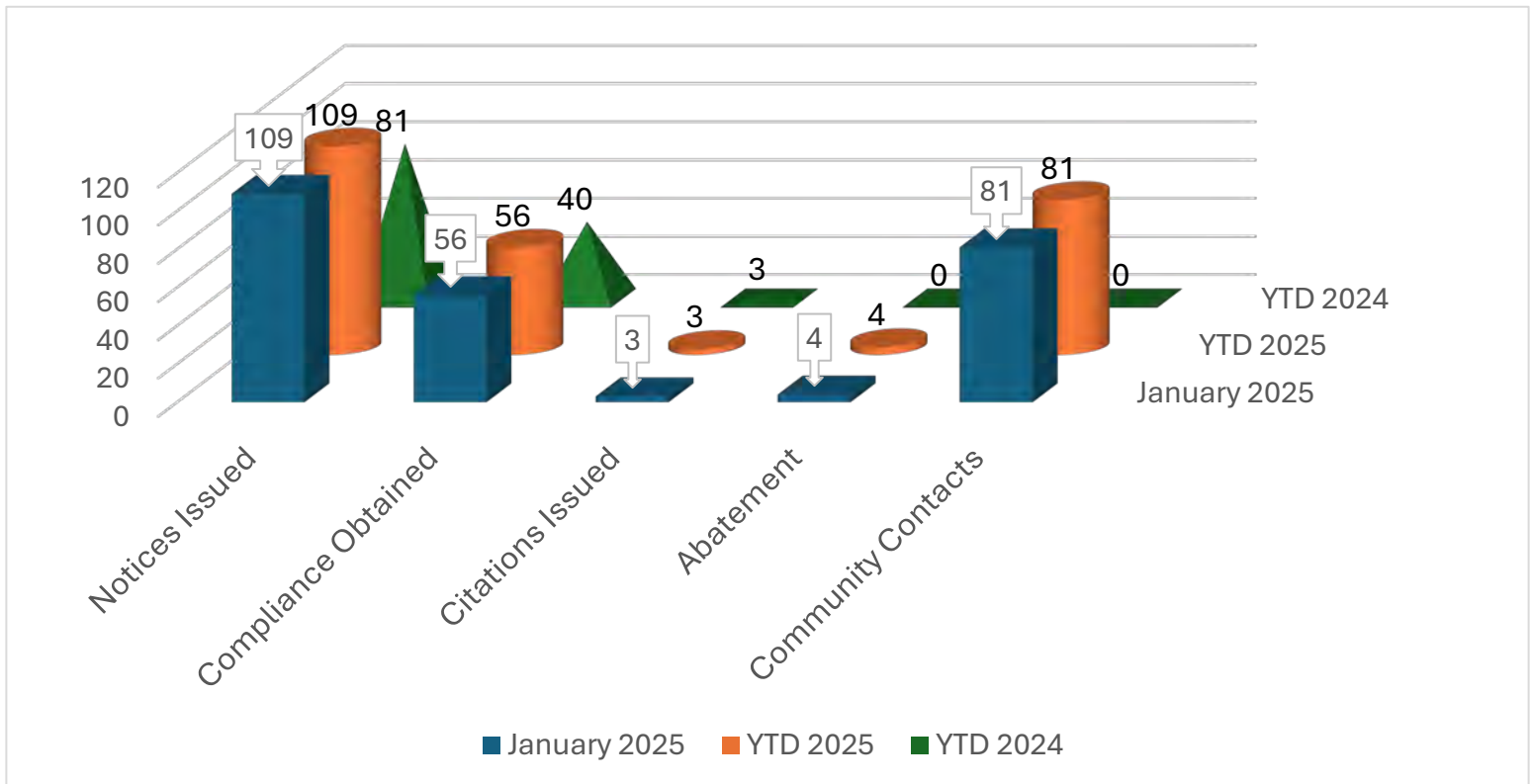
CALLS FOR SERVICE – ANIMAL SERVICES



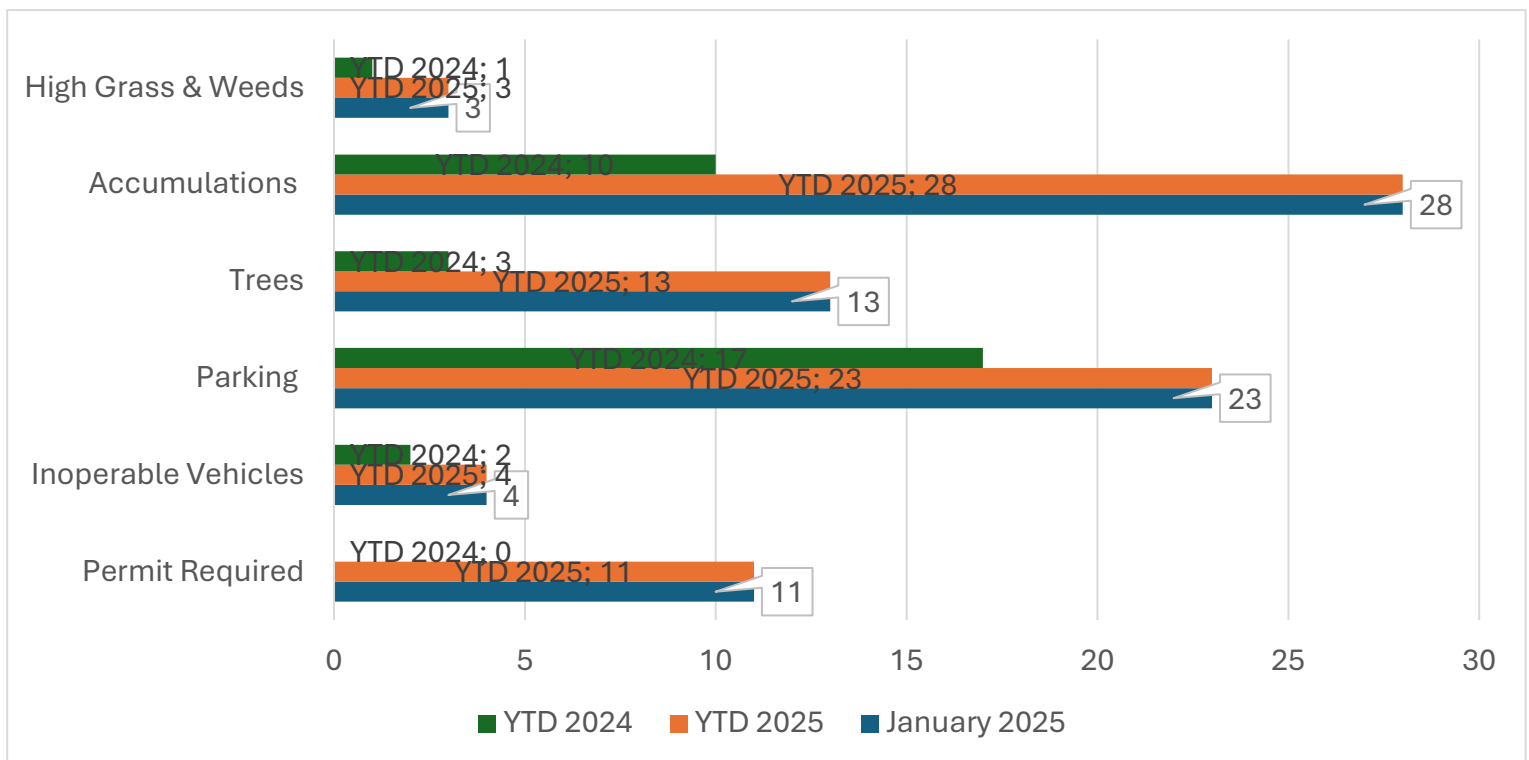
IMPOUNDS & ADOPTIONS



CALLS FOR SERVICE – CODE COMPLIANCE



CODE – COMMON VIOLATIONS





ACCOMPLISHMENTS

POLICE DEPARTMENT

- January 27 -29th – Chief Sylvester attended the Texas Police Chief Association Board meeting in Austin and Chief's Day at the Capital.
- The Traffic Unit is staffed and back in operation
- Officers Seel, Samilo, and Castle all completed field training and are working independently in the patrol division.
- Detective Schmid completed field training and assigned in the Criminal Investigations Unit.

COMMUNITY COMPLIANCE

- In January, Vax Shack provided 40 surgeries and vaccinations to more than 80 pets.
- Next Vax Shack is scheduled for February 27, 2025.
- Community Compliance Officer Luis Macedo successfully passed the TDLR Code Enforcement Officer I Certification Test.
- Community Compliance completed two (2) abatements for accumulations. Resulting in three 20-yard dumpsters of debris, 7 vehicles, 1 commercial bus, 1 golf cart, and 1 boat trailer being removed.
- Additionally, two (2) abatements were completed for high grass and weed violations.

PUBLIC WORKS – Work Orders**TOTAL WORK ORDERS: 254****STREETS**

	CURRENT	YTD
Potholes	14	14
Street Patch	0	0
Debris Removal/Mowing	6	6
Sign Repair/Install	14	14
Manhole Repairs	1	1
After Hour Calls	2	2
Other (Mosquito Testing/Spray, etc.)	11	11

WATER

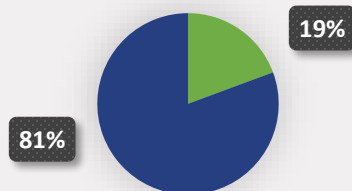
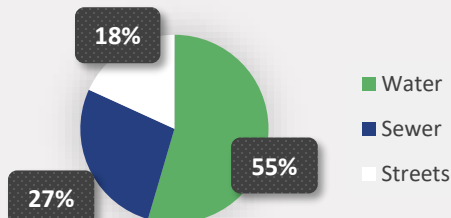
	CURRENT	YTD
Water Line Break	1	1
Water Line Repair	3	3
Meter Leak/Repair	14	14
After Hour Calls	6	6
Other (Water pressure, odor, etc.)	16	16

SEWER

	CURRENT	YTD
Sewer Line Break	0	0
Sewer Line Repair	1	1
Household Back-up	17	17
Drainage	3	3
After Hour Calls	3	3
Other (Odor, etc.)	9	9

LINE LOCATES

■ Emergency ■ Non-emergency

**AFTER-HOUR CALLS****UTILITIES – Work Orders****TOTAL WORK ORDERS: 236****SERVICES**

	CURRENT	YTD
Meter Turn On	55	55
Service Shut Off	56	56
Final Reads	21	21
Service Starts	26	26
Re-Read Meter	2	2

GENERAL

	CURRENT	YTD
Possible Leak	15	15
Meter Repairs/Replacement	5	5
Reset Encoder	9	9
No Reads	30	30
Other (Low Consumption, Meter Tests, etc.)	17	17

Operational Updates

- 1200' of sewer line cleaned.
- CCTV – 500'.
- 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 the Parks Department with various projects throughout the parks.
- Department purchased Commercial Truck Tailgate Hitch Mounted Rock Salt Ice Melt Broadcast Spreader.

- Performed abatement of the property behind the Burger Box for Code Compliance.
- Staff performed maintenance of the Booth Calloway Drainage.
- Street weeping was conducted throughout the entire city with staff receiving some very positive feedback.

Staff Updates

- Superintendent Kelly Morris attended Water Utilities Calculations Training.
- The bi-annual Northern Trinity Groundwater Conservation District Report was submitted.
- The 4th. Quarter DLQOR was submitted to TCEQ.