

**RICHLAND HILLS CITY COUNCIL
REGULAR MEETING AGENDA
APRIL 28, 2025
CITY HALL, 3200 DIANA DRIVE**

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

CITY COUNCIL REGULAR SESSION – 7:00 PM

CALL TO ORDER

INVOCATION AND PLEDGES OF ALLEGIANCE

1. PRESENTATIONS

- A. Business Spotlight: MPower Advance Therapy Solutions
- B. Municipal Clerks Week Proclamation
- C. National Corrections Officer Week Proclamation
- D. National Drinking Water Week Proclamation
- E. Citizen Appearances/Public Comments

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 April 7, 2025 City Council Regular Meeting
- B. Approve award of bid to Pipe Crew, LLC for water system improvements in the 2500 to 2600 blocks of Mimosa Park Drive as part of the 50th Year Community Development Block Grant Program

- C. Approve emergency pump replacement at the Rena Trinity well site by Millican Well Service, LLC in the amount of \$88,000

3. PUBLIC HEARINGS, MEETINGS, AND OTHER RELATED ITEMS

- A. None

4. ORDINANCES & RESOLUTIONS AND OTHER RELATED ITEMS

- A. Consider Ordinance 1525-25 amending Article III “Ambulances” of Chapter 30 “Emergency Services” of the Code of Ordinances, City of Richland Hills, Texas to add the terms and conditions for the operation of an ambulance service within the City of Richland Hills

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

- A. Consider Interlocal Agreement between the City of Richland Hills and City of Watauga for fleet maintenance services and authorize City Manager to sign
- B. Consider award of bid for RFP 2025-001 Annual Facility Maintenance, Repair and Upgrade Unit Price Contract to Classic Paint & Drywall

6. OTHER ITEMS FOR CONSIDERATION

- A. None

7. REPORTS & DISCUSSIONS

- A. 89th Texas Legislative Session Update
- B. Conflicts of Interest Presentation
- C. Street Improvement Projects
- D. 2nd Quarter Investment Report
- E. Clean, Green & Lean Event
- F. March Department Reports

8. COMMUNITY INTEREST ITEMS

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

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

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

9. EXECUTIVE SESSION

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

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

10. ADJOURNMENT

CERTIFICATE

I hereby certify that the above agenda was posted on this the 24th day of April 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: April 28, 2025

Subject: Business Spotlight

Agenda Item:

Business Spotlight: MPower Advance Therapy Solutions

Background Information:

MPower Advance Therapy Solutions is located at 7017 Baker Blvd (Suite E). They received their Certificate of Occupancy on August 15, 2024. A representative from MPower Therapy Solutions 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: April 28, 2025

Subject: Presentation of Professional Municipal Clerks Week Proclamation

Agenda Item:

Professional Municipal Clerks Week Proclamation

Background Information:

In recognition of “Professional Municipal Clerks Week”, Mayor Bergthold will present a Proclamation to Richland Hills City Secretary Lindsay Rawlinson.

Financial Considerations:

N/A

Legal Review:

N/A

Board/Citizen Input:

N/A

Attachments:

Professional Municipal Clerks Week Proclamation

Council Action Requested:

Presentation of Professional Municipal Clerks Week Proclamation

Proclamation



WHEREAS, the Office of the Professional Municipal Clerk, a time honored and vital part of local government exists throughout the world, and

WHEREAS, the Office of the Professional Municipal Clerk is the oldest among public servants, and

WHEREAS, the Office of the Professional Municipal Clerk provides the professional link between the citizens, the local governing bodies, and agencies of government at other levels, and

WHEREAS, Professional Municipal Clerks have pledged to be ever mindful of their neutrality and impartiality, rendering equal service to all; and

WHEREAS, Professional Municipal Clerks continually strive to improve the administration of the affairs of the Office of the Professional Municipal Clerk through participation in education programs, seminars, workshops and the annual meetings of their state, provincial, county and international professional organizations.

NOW, THEREFORE, BE IT RESOLVED, that I, Curtis Bergthold, Mayor of the City of Richland Hills, Texas do hereby proclaim May 4 – May 10, 2025 as:

PROFESSIONAL MUNICIPAL CLERKS WEEK

And further extend appreciation to our Professional Municipal Clerk, Lindsay Rawlinson, and to all Professional Municipal Clerks for the vital services they perform and their exemplary dedication to the communities they represent.

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: April 28, 2025

Subject: National Corrections Officer Week Proclamation

Agenda Item:

National Corrections Officer Week Proclamation

Background Information:

In recognition of “National Corrections Officer Week”, Mayor Bergthold will present a Proclamation to Detention Officers Kevon Morrow, Irina Appel, Nathan Patterson, and Lindsay Eastman, who serve in the combined agency detention facility serving the cities of Richland Hills, North Richland Hills, Haltom City and Watauga.

Kevon Morrow – Grew up in North Dallas, graduated from Schreiner University in 2015 with his bachelor’s degree in political science, and began with our department in 2022. Kevon will be continuing his career in corrections in the Kansas corrections system this Summer.

Irina Appel – Graduated from Grapevine High School in 2021 and joined our department in 2021. Irina has integrated herself within the Detention Section as our primary defensive tactics instructor. She is currently developing a DT program that will be self-sustained and applicable to the detention setting, a first for our department.

Nathan Patterson – Graduated locally from Birdville High School and participated in the Birdville Criminal Justice Program. Began his career with our department in 2022 and established himself as a Detention Training Officer. He will begin the police academy this Summer.

Lindsay Eastman – Also, graduated locally from Birdville High School and participated in the Birdville Criminal Justice Program. She began her career with our department in 2023 and has quickly excelled herself in the role of Detention Officer and is an instructor for one of our defensive tactics restraint systems.

Together, these individuals make up an intelligent, driven and professional team that serves the same local communities where they grew up.

National Corrections Officer Week will be celebrated from May 4 – 10, 2025. Corrections officers are responsible for managing those who have been brought into custody by law enforcement.

Financial Considerations:

N/A

Legal Review:

N/A

Board/Citizen Input:

N/A

Attachments:

National Corrections Officer Week Proclamation

Council Action Requested:

Presentation of National Corrections Officer Week Proclamation

Proclamation



WHEREAS, correctional officers are trained law enforcement professionals dedicated to maintaining safe correctional facilities and ensuring public safety; and

WHEREAS, correctional facilities across the U.S., both civilian and military, public and private, adult and juvenile, are run by highly qualified and experienced individuals with a deep understanding of the challenges within the profession; and

WHEREAS, correctional officers and employees serve admirably in many different capacities, including jail administrators, wardens, chaplains, nurses, supervisors, social workers, teachers, managers and directors; and

WHEREAS, correctional officers and employees teach, train, mentor, counsel and treat thousands of offenders; and

WHEREAS, correctional officers and employees rise to meet any challenge and serve this honorable profession nobly and admirably.

NOW, THEREFORE, BE IT RESOLVED, that I, Curtis Bergthold, Mayor of the City of Richland Hills, Texas do hereby proclaim May 4 – 10, 2025 as:

NATIONAL CORRECTIONAL OFFICERS WEEK

correctional officers and employees deserve the recognition for their service and should be commended by leaders in the profession, and the public and our elected officials for the tremendous job they do and exceptional performance of duties under the most difficult of circumstances.

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: April 28, 2025

Subject: National Drinking Water Week Proclamation

Agenda Item:

National Drinking Water Week Proclamation

Background Information:

In recognition of “National Drinking Water Week”, Mayor Bergthold will present a Proclamation to Richland Hills Director of Public Works and Capital Projects Kip Dernovich.

Financial Considerations:

N/A

Legal Review:

N/A

Board/Citizen Input:

N/A

Attachments:

National Drinking Water Week Proclamation

Council Action Requested:

Presentation of National Drinking Water Week Proclamation

Proclamation



WHEREAS, water is our most valuable natural resource; and

WHEREAS, drinking water serves a vital role in daily life, serving an essential purpose to health, hydration and hygiene needs for the quality of life our citizens enjoy; and

WHEREAS, tap water delivers public health protection, fire protection, support for our economy and the quality of life we enjoy; and

WHEREAS, the hard work performed by the entire water sector, designing capital projects, operators ensuring the safety and quality of drinking water or a member of a pipe crew maintaining the infrastructure communities rely on to transport high quality drinking water from its source to consumers' taps; and

WHEREAS, the coronavirus pandemic has shone a light on the importance of drinking water for health, hydration and hygiene needs; and

WHEREAS, we are all stewards of the water infrastructure upon which current and future generations depend; and

WHEREAS, the citizens of our city are called upon to help protect our source waters from pollution, practice water conservation and get involved with their water by familiarizing themselves with it.

NOW, THEREFORE, BE IT RESOLVED, that I, Curtis Bergthold, Mayor of the City of Richland Hills, Texas do hereby proclaim May 4 – 10, 2025 as:

NATIONAL DRINKING WATER WEEK

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: April 28, 2025

Subject: Minutes from the April 7, 2025 Regular City Council Meeting

Agenda Item:

Approval of minutes from the April 7, 2025 City Council Regular Meeting

Background Information:

N/A

Financial Considerations:

N/A

Legal Review:

N/A

Board/Citizen Input:

N/A

Attachments:

April 7, 2025 Draft Minutes

Council Action Requested:

Motion to approve the minutes from the April 7, 2025 City Council Regular Meeting

**RICHLAND HILLS CITY COUNCIL
REGULAR MEETING
APRIL 7, 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 551.072: Deliberation regarding real property
2721 Handley Ederville Road, Richland Hills, TX
7056 Dover Lane, Richland Hills, TX

Motion: Motion was made by Mayor Pro Tem Knowlton and seconded by Councilmember Estep to adjourn into Executive Session at 7:06 p.m.

Motion carried by a vote of 7-0.

Mayor Bergthold reconvened into open session at 7:08 p.m.

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

None.

Mayor Bergthold adjourned the work session at 7:08 p.m.

REGULAR SESSION – Mayor Bergthold Called to Order – Time 7:09 p.m.

INVOCATION AND PLEDGES OF ALLEGIANCE – Councilmember GW Estep

PRESENTATIONS

1A. Animal Control Appreciation Week Proclamation

Mayor Bergthold read a proclamation declaring April 13 – 19, 2025, as “Animal Control Appreciation Week” in Richland Hills. He presented the proclamation to Community Compliance Manager Kay Fisk.

1B. National Library Worker Day Proclamation

Mayor Bergthold read a proclamation declaring April 8, 2025, as “National Library Worker Day” in Richland Hills. He presented the proclamation to Library Director Chantele Hancock.

1C. National Crime Victims Rights Week Proclamation

Mayor Bergthold read a proclamation declaring April 6 – 12, 2025, as “National Crime Victims Rights Week” in Richland Hills. He presented the proclamation to Victim Assistance Coordinator Teresa Koontz and Victim Assistance Specialist Dennise Espeleta who serve the partner cities of Haltom City, North Richland Hills, Richland Hills and Watauga.

Victim Assistance Coordinator Teresa Koontz expressed her appreciation to the City Council and provided a brief presentation on their work for crime victims.

1D. Telecommunicator Appreciation Week Proclamation

Mayor Bergthold read a proclamation declaring April 13 – 19, 2025, as “Telecommunicator Appreciation Week” in Richland Hills. He presented the proclamation to Dispatchers Diane Skaggs, Chelsea Duncan and Rianna Reynolds.

1E. Citizen Appearances/Public Comments

None.

CONSENT AGENDA

- 2A. Approved minutes from the March 22, 2024 City Council Budget Workshop and the March 24, 2025 City Council Regular Meeting**
- 2B. Approved an update to the Authorized Representatives at the Federal Reserve Bank for City deposits at JP Morgan Chase Bank, N.A.**
- 2C. Approved Resolution 611-25 authorizing the change of Authorized Representatives for the Texas Local Government Investment Pool (TexPool)**
- 2D. Approved Resolution 612-25 authorizing the change of Authorized Representatives for the Texas Short Term Asset Reserve Program (TexSTAR)**

Motion: Motion was made by Councilmember Goveas and seconded by Councilmember Skier to approve the consent agenda.

Motion carried by a vote of 7-0.

PUBLIC HEARINGS, MEETINGS, AND OTHER RELATED ITEMS

- 3A. Approved Ordinance 1522-25 a Specific Use Permit (2025-0231) to permit a “Fortune Teller/Psychic” use for the property described as Lot 7, Block 2, William Addition, Richland Hills, Texas, otherwise known as 7410 Boulevard 26 (Suite 103), Richland Hills, Texas 76118. PUBLIC HEARING**

Director of Planning and Development Services JP Ducay presented the item to the City Council and advised that applicant Carol Adams is seeking a Specific Use Permit (SUP), to allow for the use of “Fortune Teller/Psychic” in the MX, Mixed Use Zoning District located at 7410 Boulevard 26, Suite 103. The subject 0.7-acre property contains a 13,000 square-foot multi-suite retail strip-center and Suite 103 accounts for 300 square feet of that 13,000 square-feet.

The applicant received a Certificate of Occupancy for a “Retail, Store and Shop” on March 18, 2025, and the predominant element of the business is the sale of candles and crystals. The applicant is also requesting to provide “Fortune Teller/Psychic” services as an ancillary element of the business. The use of “Fortune Teller/Psychic” is allowed only by Specific Use Permit (SUP) in the MX, Mixed Use Zoning District. One letter of opposition was submitted by a property owner within 200 feet of the subject property. Additionally, the Planning and Zoning Commission considered the item at their March 25, 2025 meeting and recommended approval by a vote of 4-0.

Mayor Bergthold opened the public hearing at 7:41 p.m. and asked to hear from any proponents followed by opponents of the case.

Applicant Carol Adams' husband spoke on her behalf and advised that this location is an expansion of a family business that has been in Haltom City for 50 years. The location is not expected to have high traffic and will employ one employee. The fortune teller/psychic portion of the business will be by appointment only.

Mayor Bergthold closed the public hearing at 7:43 p.m.

Discussion ensued regarding signage for the business.

Motion: Motion was made by Councilmember Estep and seconded by Councilmember Malone to approve Ordinance 1522-25 a Specific Use Permit (2025-0231) to permit a "Fortune Teller/Psychic" use for the property described as Lot 7, Block 2, William Addition, Richland Hills, Texas, otherwise known as 7410 Boulevard 26 (Suite 103), Richland Hills, Texas 76118.

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 1523-25 a Planned Development (2025-0226) with a base zoning of LC, Light Commercial allowing for a "Manufacturing, Light" use with an outside storage element for the property described as Lot 13R, Block H, Richland Hills Addition, otherwise known as 6525 Baker Blvd, Richland Hills, Texas 76118. PUBLIC HEARING

Director of Planning and Development Services JP Ducay presented the item to the City Council and advised that applicant Brad Chapman with Layne Glass Company is seeking to rezone 6525 Baker Boulevard to a Planned Development (PD) with a base zoning of LC, Light Commercial. The use of "Manufacturing, Light" and "Outside Storage, Incidental" are only permitted by SUP in the LC, Light Commercial zoning district. The applicant is requesting to add conditions to the PD to allow for the use of "Manufacturing, Light" and Outside Storage, Incidental".

The intent of this request is to purchase the property and allow for a glass fabrication company to occupy and operate out of the subject building. Their outside storage needs are primarily for excess aluminum stock lengths (covered) and company trailers. City staff toured their current facility and believes this business operation would be less impactful to the surrounding properties than the previous tenant. Additionally, the Planning and Zoning Commission considered the item at their March 25, 2025 meeting and recommended approval by a vote of 4-0.

Applicant Brad Chapman answered questions about topics including the types of tools used in manufacturing, overall noise, delivery vehicles, hours of operation, and overall aesthetics of the facility.

Mayor Bergthold opened the public hearing at 8:12 p.m. and asked to hear from any proponents followed by opponents of the case.

Hearing none, Mayor Bergthold closed the public hearing at 8:12 p.m.

Motion: Motion was made by Councilmember Bledsoe and seconded by Councilmember Estep to approve Ordinance 1523-25 a Planned Development (2025-0226) with a base zoning of LC, Light Commercial allowing for a "Manufacturing, Light" use with an outside storage element for the property described as Lot 13R, Block H, Richland Hills Addition, otherwise known as 6525 Baker Blvd, Richland Hills, Texas 76118.

Motion carried by a vote of 7-0.

3C. Approved Ordinance 1524-25 amending Ordinance 1463-22 to increase the maximum number of food trucks permitted on the City Market property described as Popplewell, S Survey, Abstract 1241, Tract 2J, otherwise known as 7206 Latham Drive, Richland Hills, Texas 76118.PUBLIC HEARING

Director of Planning and Development Services JP Ducay presented the item to the City Council and advised that applicant Luther Boykin is seeking to amend a Specific Use Permit (SUP) originally approved in October 2022 as Ordinance 1463-22 for the operation of a "Farmers Market" at 7206 Latham. The original SUP request was approved with the following conditions:

1. Two portable restrooms are permitted to stay on site for a period of one (1) year from the effective date of this SUP ordinance, on the condition that screening is provided when the farmer's market is not in operation. Following the one (1) year term, portable restrooms are prohibited one site.
2. No more than three (3) food trucks shall be permitted to operate on site at any one time. One main food truck, depicted as "Café" on the site plan attached hereto as Exhibit B, that is to be permanently located on site shall be allowed to be connected to City utilities (water, sewer, and electric). No other food trucks shall be allowed to be connected to City utilities.
3. Within one (1) year from the effective date of this SUP ordinance, the North Storage building, as depicted on the site plan attached hereto as Exhibit B, shall be converted to restrooms.
4. The dumpster on site shall be screened per City ordinances.

On February 19, 2025, Mr. Boykin submitted an application requesting to amend the original SUP ordinance to increase the maximum number of food trucks permitted at the

City Market. Additionally, the Planning and Zoning Commission considered the item at their March 25, 2025 meeting and recommended approval by a vote of 4-0.

Applicant Luther Boykin was present to address any questions.

The City Council inquired about the restroom facilities onsite following the removal of the portable restrooms as required in the original SUP.

Luther Boykin, 7206 Latham, Richland Hills, advised that there have been no issues from visitors with the number of available restroom facilities.

Discussion ensued regarding the signage at the property and additional restrictions and requirements related to signage.

Mayor Bergthold opened the public hearing at 8:40 p.m. and asked to hear from any proponents followed by opponents of the case.

Joyce Fiaccone, 3800 Labadie, Richland Hills, advised that she previously worked at City Market and felt that while more bathroom facilities are ideal, food trucks are meant for people visiting a short time.

Keith Albee, 6908 Danele, Richland Hills, expressed his opposition to the Council forming policy from the dais regarding signage.

Mayor Bergthold closed the public hearing at 8:45 p.m.

Motion: Motion was made by Councilmember Bledsoe and seconded by Mayor Pro Tem Knowlton to table consideration of Ordinance 1524-25 amending Ordinance 1463-22 to increase the maximum number of food trucks permitted on the City Market property described as Popplewell, S Survey, Abstract 1241, Tract 2J, otherwise known as 7206 Latham Dr, Richland Hills, Texas 76118 to the April 28, 2025 City Council meeting.

Following additional discussion regarding overall conditions for signage at the property, Councilmember Bledsoe rescinded her motion.

Mr. Ducay provided staff recommendations for signage conditions that could be added to the ordinance including:

1. No more than six (6) banner signs shall be affixed to the chain link fence with the following conditions:
 - o A maximum of three (3) banner signs are permitted to be attached to the east chain link fence fronting Handley Ederville.
 - o A maximum of three (3) banner signs are permitted to be attached to the north chain link fence fronting Latham.
 - o The area of banner signs shall not exceed 40 square-feet per side.

2. One Flag sign is permitted to be displayed during hours of operation on Saturdays.
3. All other temporary or prohibited signage shall be removed except for the vehicle signage.
 - o The truck and attached vehicle signage may remain as displayed.

Motion: Motion was made by Councilmember Estep and seconded by Councilmember Skier to approve Ordinance 1524-25 amending Ordinance 1463-22 to increase the maximum number of food trucks permitted on the City Market property described as Popplewell, S Survey, Abstract 1241, Tract 2J, otherwise known as 7206 Latham Dr, Richland Hills, Texas 76118 with the following conditions:

1. No more than six (6) banner signs shall be affixed to the chain link fence with the following conditions:
 - a. A maximum of three (3) banner signs are permitted to be attached to the east chain link fence fronting Handley Ederville.
 - b. A maximum of three (3) banner signs are permitted to be attached to the north chain link fence fronting Latham.
 - c. The area of banner signs shall not exceed 40 square-feet per side.
2. One Flag sign is permitted to be displayed during hours of operation on Saturdays.
3. All other temporary or prohibited signage shall be removed except for the vehicle signage.
 - a. The truck and attached vehicle signage may remain as displayed.

The vote was as follows:

For: Mayor Bergthold, Mayor Pro Tem Knowlton, Councilmembers Bledsoe, Skier, Estep, and Goveas
Against: Councilmember Malone

Motion carried by a vote of 6-1.

ORDINANCES & RESOLUTIONS AND OTHER RELATED ITEMS

4. None.

CONTRACTS, AGREEMENTS, BID AWARDS AND OTHER RELATED ITEMS

5A. Approved award of bid for the Series 2023 Certificates of Obligation Street Reconstruction Projects to Reliable Paving, Inc. in the amount of \$3,203,201

Director of Public Works and Capital Projects Kip Dernovich presented the item to the City Council and advised that in September 2023, the Richland Hills City Council issued Certificates of Obligation for the design and reconstruction of six street segments. Original planning stated that all street segments would include paving, water, and/or sewer

reconstruction. After further research and in-field analysis, it was determined that the six street segments within the project would include the following:

- Jameson Street – Gerome to Faye (sewer and paving)
- Joanne Court - Mathews to Cul-de-sac (water, storm drain, and paving)
- Mary Boaz Drive – Lavon to Marceille (paving)
- Mary Boaz Drive – Marceille to Jameson (paving)
- Brooks Avenue – Rufe-Snow to Holder (water and paving)
- Oxley Drive Evergreen to Booth-Calloway (water and paving)

Halff Associates completed the design and engineering portion of the project in Fiscal Year 2024, and at the request of staff, waited to bid the construction of the project until Atmos started work on all subsurface utility engineering (SUE). All related SUE was started in January 2025, and the project was put out to bid later that month. Bids were opened on March 13, 2025, and five responsive bids were received. The bids ranged from a high bid of \$3,881,602 to a low bid of \$3,203,200.90. Reliable Paving, Inc. submitted the lowest responsive bid.

City Engineer David Burkett confirmed that Atmos intends to finish SUE in May 2025.

Discussion ensued regarding inspection services, dust mitigation, and an overall timeline of eight to nine months for project completion.

Motion: Motion was made by Councilmember Goveas and seconded by Mayor Pro Tem Knowlton to award bid for the Series 2023 Certificate of Obligation Street Reconstruction Projects to Reliable Paving in the amount of \$3,203,201.

Motion carried by a vote of 7-0.

5B. Approved Emergency Medical Services (EMS) Interlocal Agreement between the City of Fort Worth and the City of Richland Hills and authorize City Manager to sign agreement

Fire Chief Russell Shelley introduced the item to the City Council and advised that the City of Richland Hills began a mutual aid partnership with MedStar Mobile Healthcare in December 2022 to provide ambulance transport any time Richland Hills Fire Department staffing dropped below five personnel. That partnership continued through the end of fiscal year 2024 when the City was notified that Fort Worth would be taking over ambulance transport services for MedStar Mobile Healthcare.

During the September 23, 2024 City Council meeting, the Richland Hills City Council approved a motion to begin the process of transitioning ambulance transport services to the MedStar and Fort Worth EMS systems. The City of Richland Hills transitioned full-time ambulance transport services to MedStar Mobile Healthcare on an interim basis beginning November 1, 2024. The item presented for consideration is an Interlocal

Agreement with the City of Fort Worth to assume ambulance transport operations on July 1, 2025, when MedStar Mobile Healthcare will cease its operations.

The proposed interlocal agreement provides the terms and conditions for first responder (Richland Hills Fire Department) and EMS transport (City of Fort Worth) services, including all state requirements for first responder licensing. Specifically, the Agreement includes the annual timeline for subsidy development and submission, outlines a 10-year agreement period, and details that the City of Richland Hills can leave the Agreement for cause with 90 days' written notice to the City of Fort Worth. The Agreement also includes Medical Director and continuing education services for all Fire Department personnel.

Discussion ensued regarding the Medical Control Advisory Board (MCAB) governing the City of Fort Worth EMS System.

Athena Campbell, 2802 Elm Park Drive, Richland Hills, expressed her support for transitioning the City's EMS transport to the City of Fort Worth acknowledging that there is a cost efficiency to outsource the service and the sale of the City's ambulances will be beneficial.

Motion: Motion was made by Councilmember Malone and seconded by Councilmember Estep to approve Emergency Medical Services (EMS) Interlocal Agreement between the City of Fort Worth and the City of Richland Hills and authorize City Manager to sign the agreement.

The vote was as follows:

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

Against: Mayor Pro Tem Knowlton, Councilmembers Malone and Bledsoe

Motion carried by a vote of 4-3.

OTHER ITEMS FOR CONSIDERATION

6A. Approved replacement of concrete curb, gutter and driveway connections for the Oak Park Drive street reconstruction project by Reliable Paving, Inc. in the amount of \$224,714 utilizing the street, curb and gutter repair unit price contract

Director of Public Works and Capital Projects Kip Dernovich advised that the City Council approved an interlocal agreement with Tarrant County for the reconstruction of Oak Park Drive from Elm Park to Ash Park on March 24, 2025. The agreement stipulated that the County will provide labor and equipment needed to assist the City in completing the project. Richland Hills will furnish and pay for actual cost of materials, as well as half of the fuel used by Tarrant County during the construction process. The City also agreed

to adjust all utilities, manholes and valve boxes at the project site. Engineering, surveying, and any laboratory testing necessary for the project is also the City's responsibility.

In addition, the City is responsible for replacement of the concrete curb, gutter and driveway connections associated with the project. This authorization will allow the Public Works Department to utilize the City's unit price contract with Reliable Paving, Inc. to complete all concrete curb, gutter, and driveway improvements prior to Tarrant County beginning road reconstruction work on May 12, 2025.

The City Engineer, Public Works staff and Reliable Paving agree that the unit price contract estimates the cost of the project to be approximately \$230,000 including a 20 percent contingency. Funding in the amount of \$450,000 was approved for the project in the FY 2025 Budget. The City will provide milling services through a third-party vendor (TEXOP) in the amount of \$11,782 and Tarrant County will contribute in the amount of \$36,476 in accordance with the previously approved Interlocal Agreement. This brings the total approximate cost of the project to \$272,972.

Motion: Motion was made by Councilmember Skier and seconded by Mayor Pro Tem Knowlton to approve replacement of concrete curb, gutter and driveway connections for the Oak Park Drive street reconstruction project by Reliable Paving, Inc. in the amount of \$224,714 utilizing the street, curb and gutter repair unit price contract.

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 August 2025, Summer Camp Connect Registration, The Link;
- Tuesday, April 8, 2025, Richland Hills Literary Club, Public Library, 6:30 p.m.;
- Thursday, April 10, 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.;
- Saturday, April 12, 2025,
 - o Easter Celebration, The Link Plaza, 10:00 a.m. to 12:00 p.m.;
 - o 75th Anniversary Community Photo, The Link Plaza, 11:00 a.m.;
- Friday, April 25, 2025, Plant and Seed Share, Library Gazebo, 5:30 to 7:30 p.m.;
- Saturday, April 26, 2025, Coop, Barn, and Garden Tour, City-wide, 10:00 a.m. to 2:00 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 9:40 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: April 28, 2025

Subject: Award of Bid for 50th Year Community Development Block Grant Program

Agenda Item:

Approve award of bid to Pipe Crew, LLC for water system improvements in the 2500 to 2600 blocks of Mimosa Park Drive as part of the 50th Year Community Development Block Grant Program

Background Information:

In December 2023, City Council authorized submission of a project proposal for the 50th Year Community Development Block Grant (CDBG) Program offered in partnership with Tarrant County. The CDBG program is a Federally funded program, administered through the county, to address infrastructure needs in qualifying areas as determined by the U.S. Department of Housing and Urban Development (HUD). The project includes replacement of approximately 850 linear feet of 2" cast iron main pipe with 8" pvc pipe, 625 square yards of asphalt, and approximately 17 service connections along the 2500 to 2600 block of Mimosa Park Drive.

Tarrant County issued project specifications for the bid and handled the submission process. Tarrant County also selected the Engineering firm for the Project (Kimley-Horn and Associates). The lowest bid was submitted by Pipe Crew, LLC. The bid was reviewed by Tarrant County and Kimley-Horn and Associates and was determined to be the lowest responsive bid.

Financial Considerations:

Pipe Crew, LLC submitted a bid in the amount of \$148,681. The 50th Year CDBG funding allocation for Richland Hills was \$180,000 leaving an additional \$31,319 that the City can utilize should contingency items arise.

Legal Review:

N/A

Board/Citizen Input:

The FY 2025 Budget included funding in the amount of \$85,000 for the Mimosa Park CDBG project. Since the bid came in under the \$180,000 allocation the City received from Tarrant County, no City funding is required to complete the project.

Attachments:

50th Year CDBG Allocation Letter
50th Year CDBG Design Plans
Bid Tabulation Form

Council Action Requested:

Motion to approve award of bid to Pipe Crew, LLC for water system improvements in the 2500 to 2600 blocks of Mimosa Park Drive as part of the 50th Year Community Development Block Grant Program in the amount of \$148,681



TARRANT COUNTY COMMISSIONERS COURT

JAMES A. MCCLINTON
DIRECTOR
COMMUNITY DEVELOPMENT DIVISION

June 6, 2024

Honorable Curtis Bergthold
City of Richland Hills
3200 Diana Dr.
Richland Hills, TX, 76118

RE: 2024 Community Development Block Grant (CDBG – 50th year) Allocation to Project

Dear Mayor;

Tarrant County, Texas receives an annual allocation of Community Development Block Grant funds from the U.S. Department of Housing and Urban Development annually. This is the 50th year that Tarrant County has assisted consortium cities with infrastructure improvements with this funding. This letter serves as formal notification to your City of the CDBG allocation to the following project and the city's obligation to cover the balance to complete the project.

Project Address: 2600 block of Mimosa Park Dr, Richland Hills, TX 76118

Project Description: Replace 850 Linear Feet of 2 inch cast iron water main with 8 inch PVC, 17 water connections and 625 Square Yards of asphalt in 2600 block of Mimosa Dr (north and south sides of the street) from Magnolia Park Dr north to Airport Freeway service road.

CDBG Allocation: \$180,000.00 (2024 CDBG)

Total Project Estimate: \$262,545.00

Thank you for your continued collaboration with Tarrant County to serve our citizens. Please direct any regulatory concerns to Susan Au at SAu@TarrantCountyTX.gov and any construction questions or concerns to Brad Hearne BLHearne@TarrantCountyTX.gov.

Sincerely,

A handwritten signature in black ink, appearing to read "J. McClinton", is written over a horizontal line.

James A. McClinton, Director

cc: Kip Dernovich

PLANS FOR THE 50th CDBG PROJECT MIMOSA PARK DRIVE WATER LINE IMPROVEMENTS IN THE THE CITY OF RICHLAND HILLS COMMUNITY DEVELOPMENT PROJECT # B-24-UC-48-0001-52-15

City Officials:

Mayor

Curtis Bergthold

Mayor Pro Tem

Douglas Knowlton

City Council

Douglas Knowlton
Travis Malone
Theresa Bledsoe
John Skier
G.W. Estep
Roland Goveas

City Manager

Candice Edmondson

City Secretary

Lindsay Rawlinson, CPM, TRMC

Director of Public Works

Kip Dernovich

PREPARED FOR,

CITY OF RICHLAND HILLS

3200 Diana Dr.
Richland Hills, TX 76118
Phone (817) 616-3800

TARRANT COUNTY

COMMUNITY DEVELOPMENT DEPARTMENT

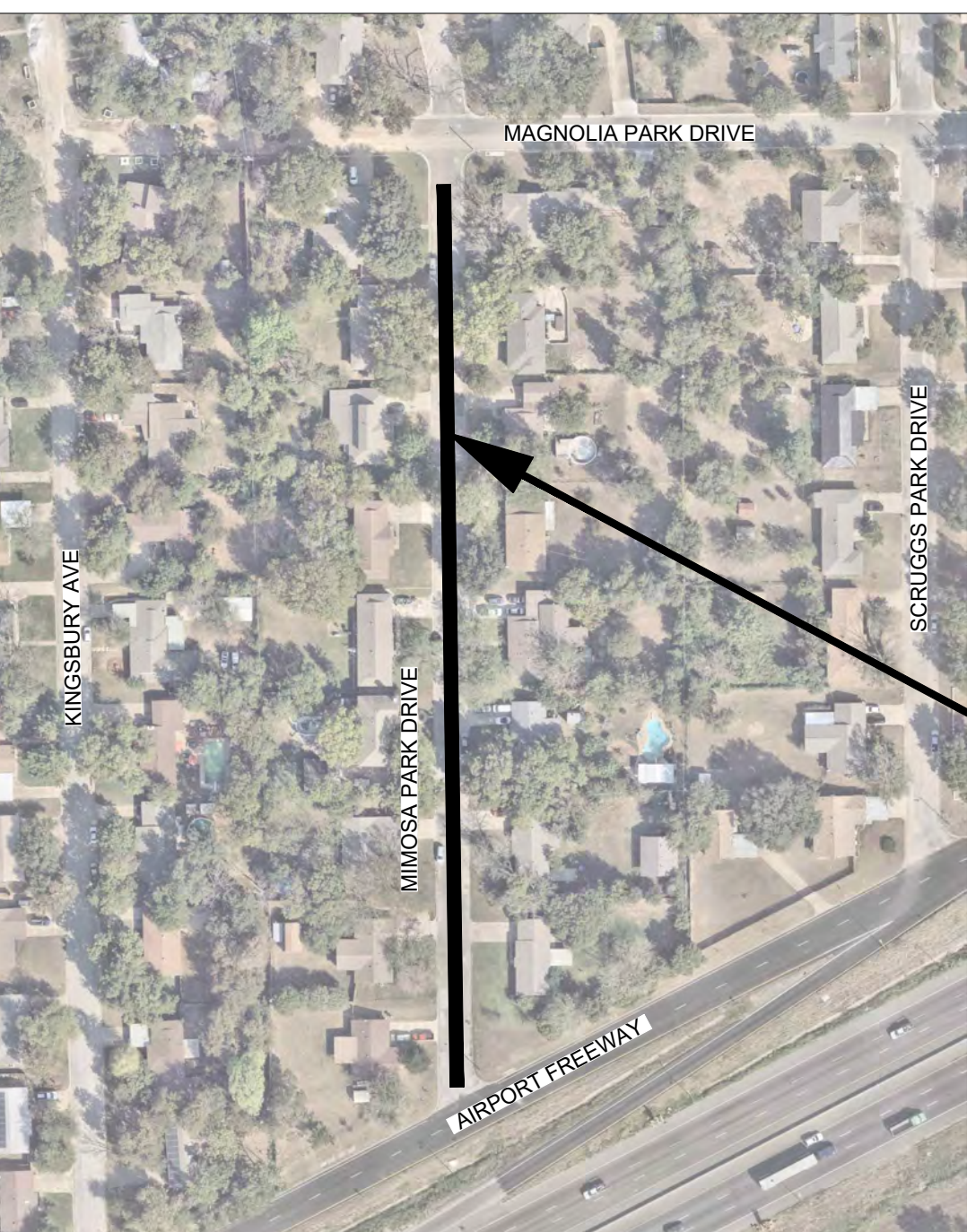
2501 Parkview Drive, Suite 420
Fort Worth, TX 76118
Phone (817) 850-7940

PREPARED BY,

Kimley»Horn

801 Cherry St, Unit 11
Suite 1300
Fort Worth, TX 76102
Phone (817) 335-6511
Registration Number F-928

Location Map:



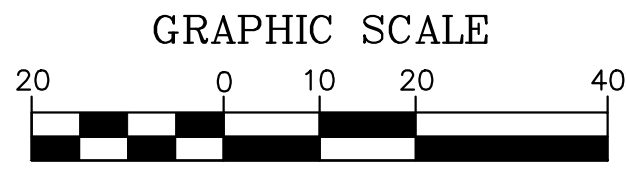
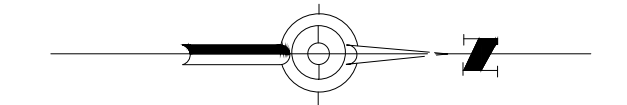
**PROJECT
LOCATION**

Sheet Index:

- C1.01 - COVER
- C1.02 - GENERAL NOTES
- C1.03 - WATER LINE PLAN
- C1.04 - DETAILS (SHEET 1 OF 2)
- C1.05 - DETAILS (SHEET 2 OF 2)

MARCH 2025





ORIGINAL PLOTTED SCALE:
1 inch = 20 ft.
IF PLAN SHEET IS 11" X 17",
SCALE IS 1 INCH = 40 FT

LEGEND

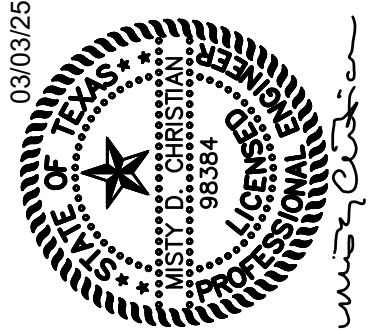
PROP ASPHALT TRENCH REPAIR
RE: SHEET C1.04

NOTE:

- ALL SERVICES ARE TO BE 1 INCH IN SIZE.
- BEARING BASIS IS BASED ON THE TEXAS COORDINATE SYSTEM OF 1983 (NAD83 2011 ADJUSTMENT), TEXAS NORTH CENTRAL ZONE 4202, NO SCALE AND NO ROTATION.



Kimley»Horn

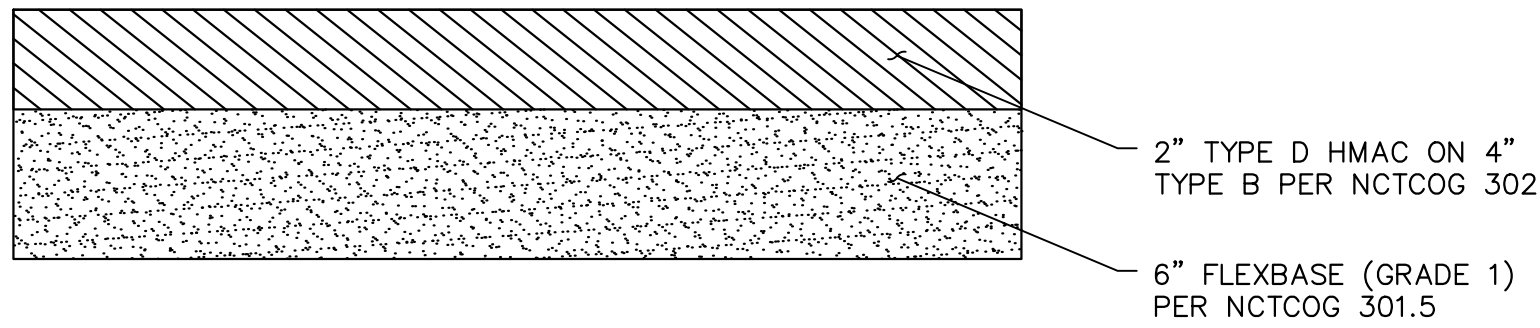
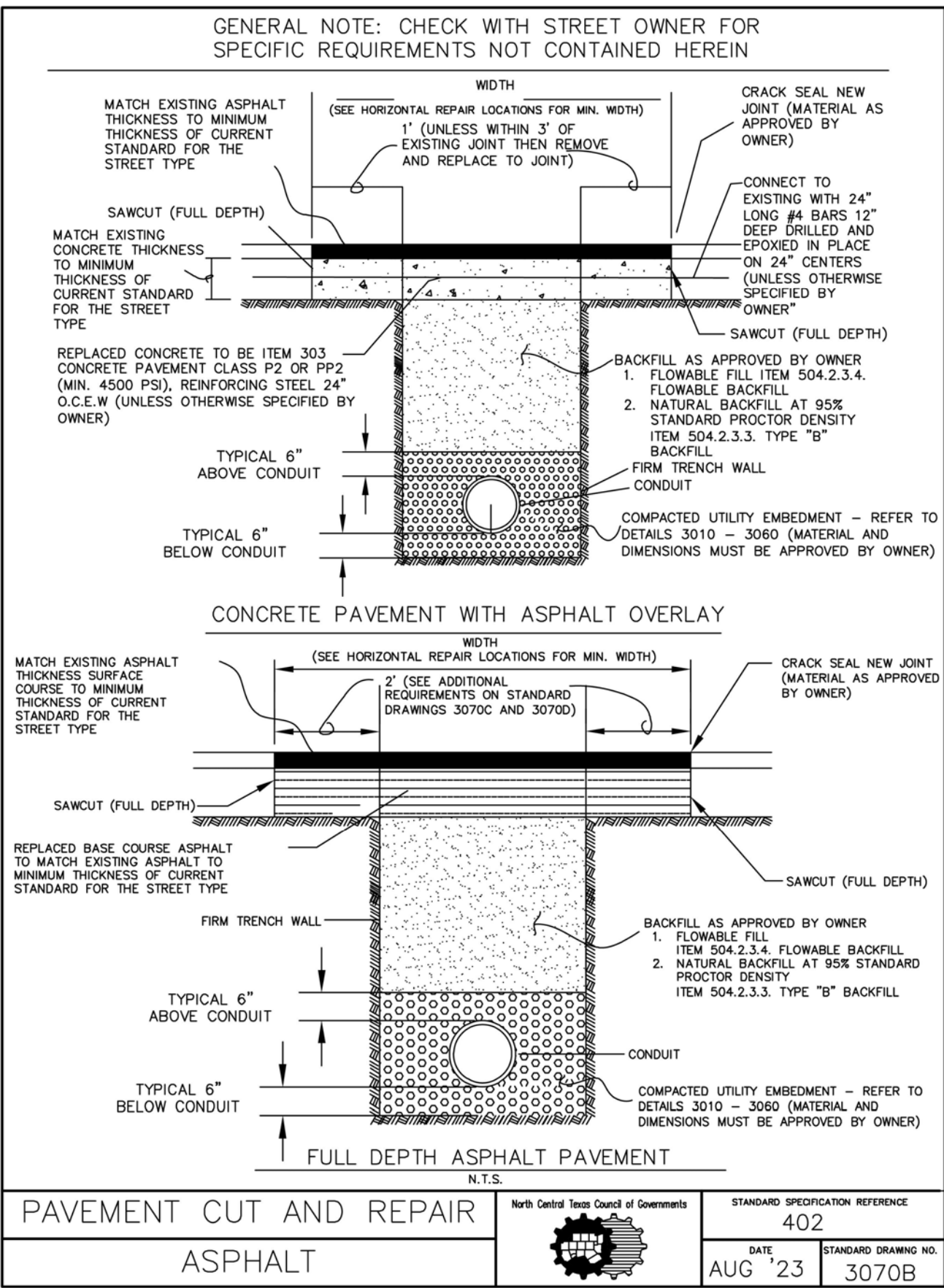


CITY OF RICHLAND HILLS
MIMOSA PARK DRIVE

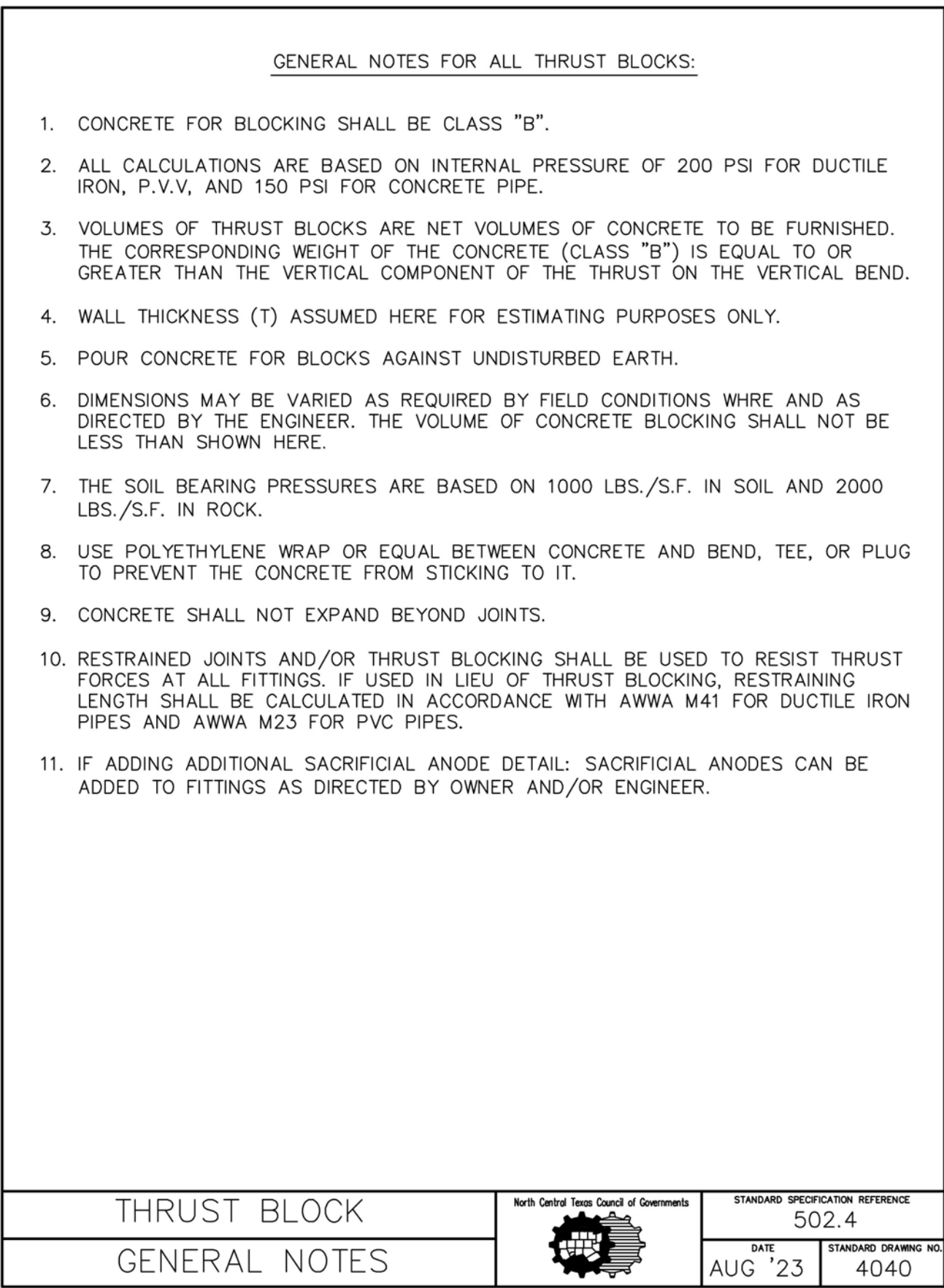
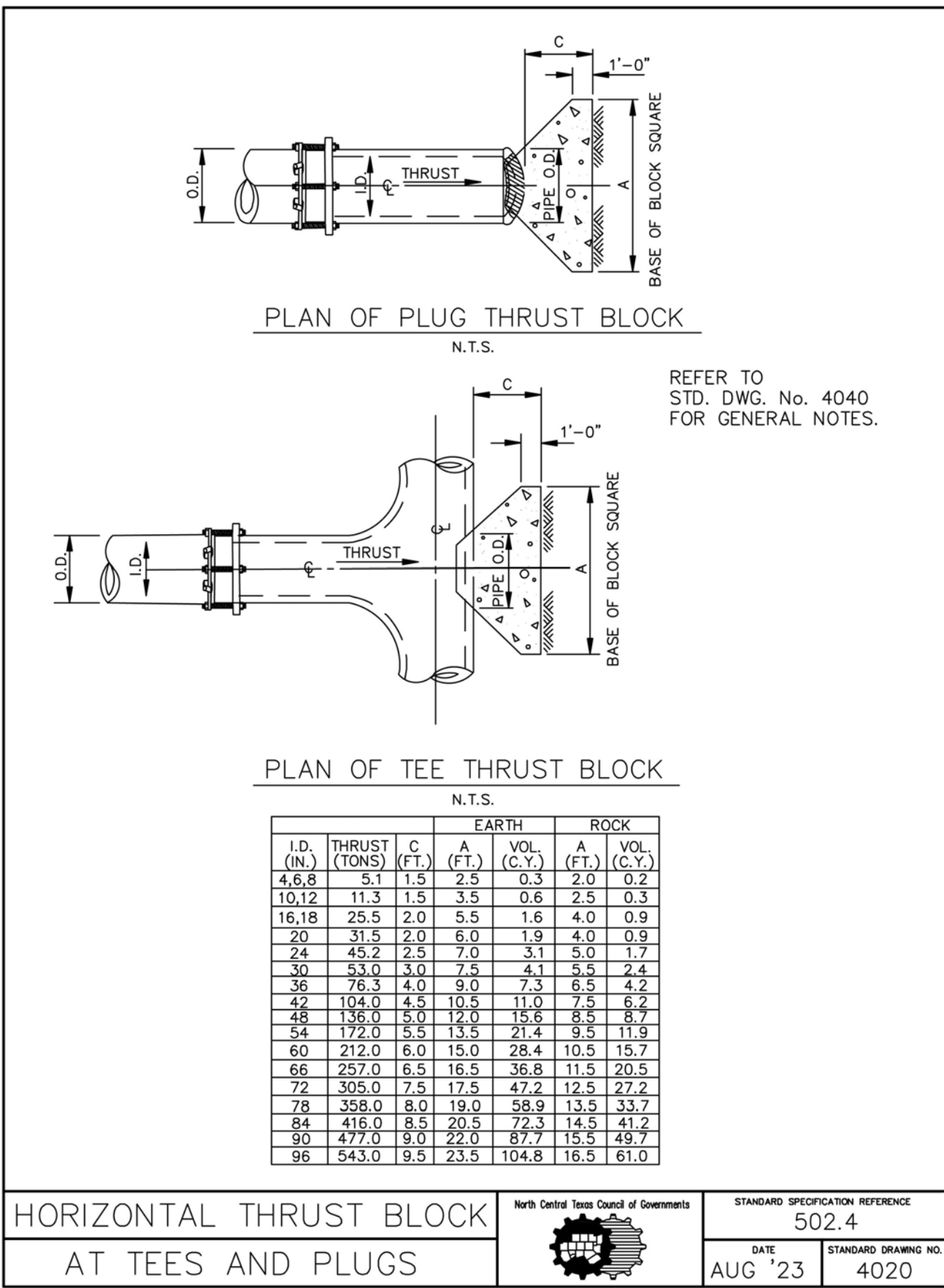
WATER LINE PLAN

DATE:	MARCH 2025
DESIGN:	IL
DRAWN:	CAH
CHECKED:	MDC
KHA NO.:	061271222

SHEET NUMBER
C1.03



1 ASPHALT REPAIR
C1.03 SCALE: N.T.S.



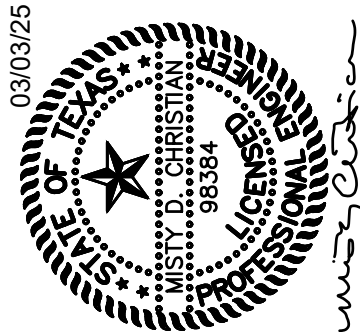
DETAILS
(SHEET 1 OF 2)

CITY OF RICHLAND HILLS
MIMOSA PARK DRIVE

DATE: MARCH 2025
DESIGN: IL
DRAWN: CAH
CHECKED: MDC
KHA NO.: 061271222

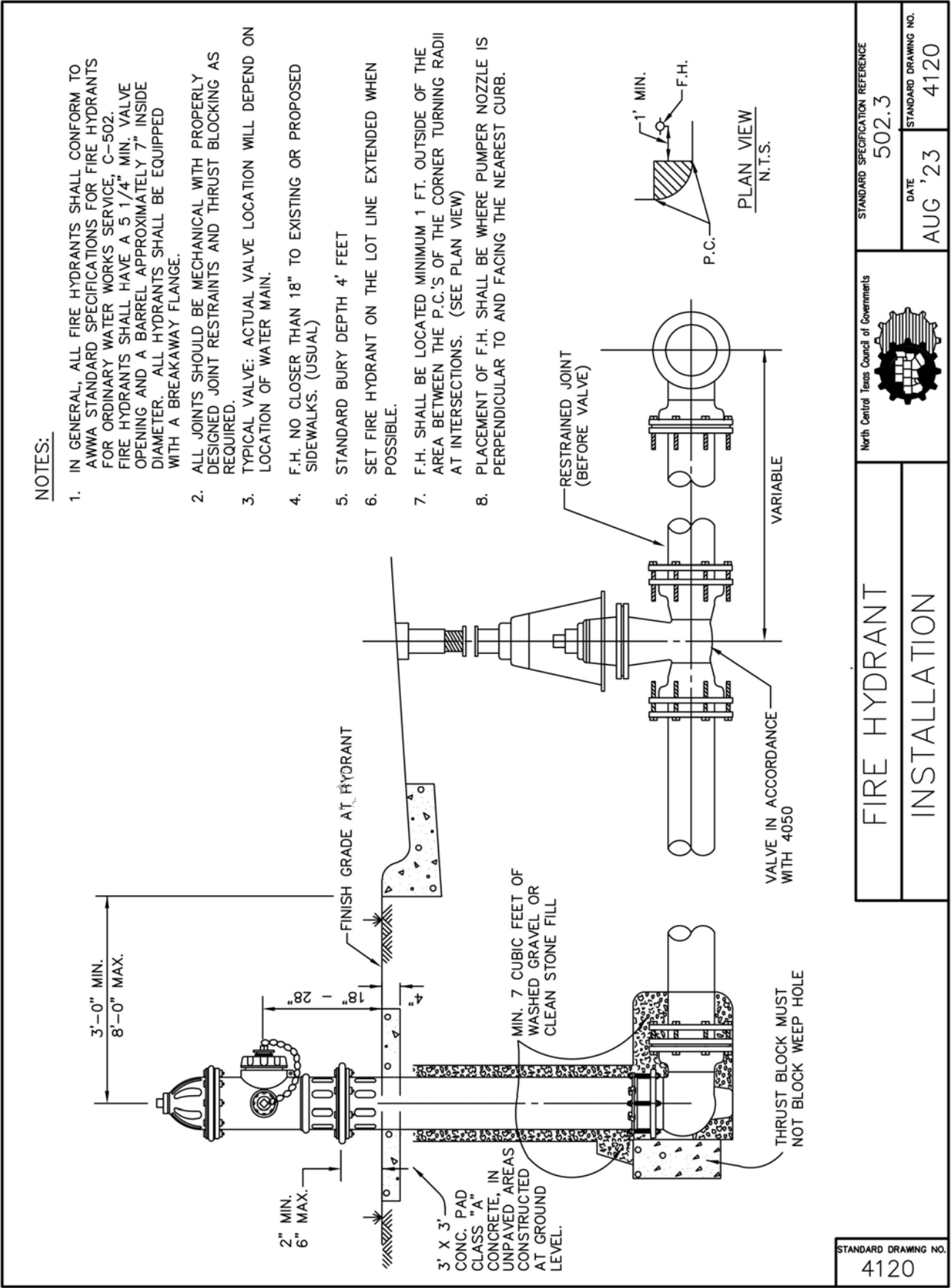
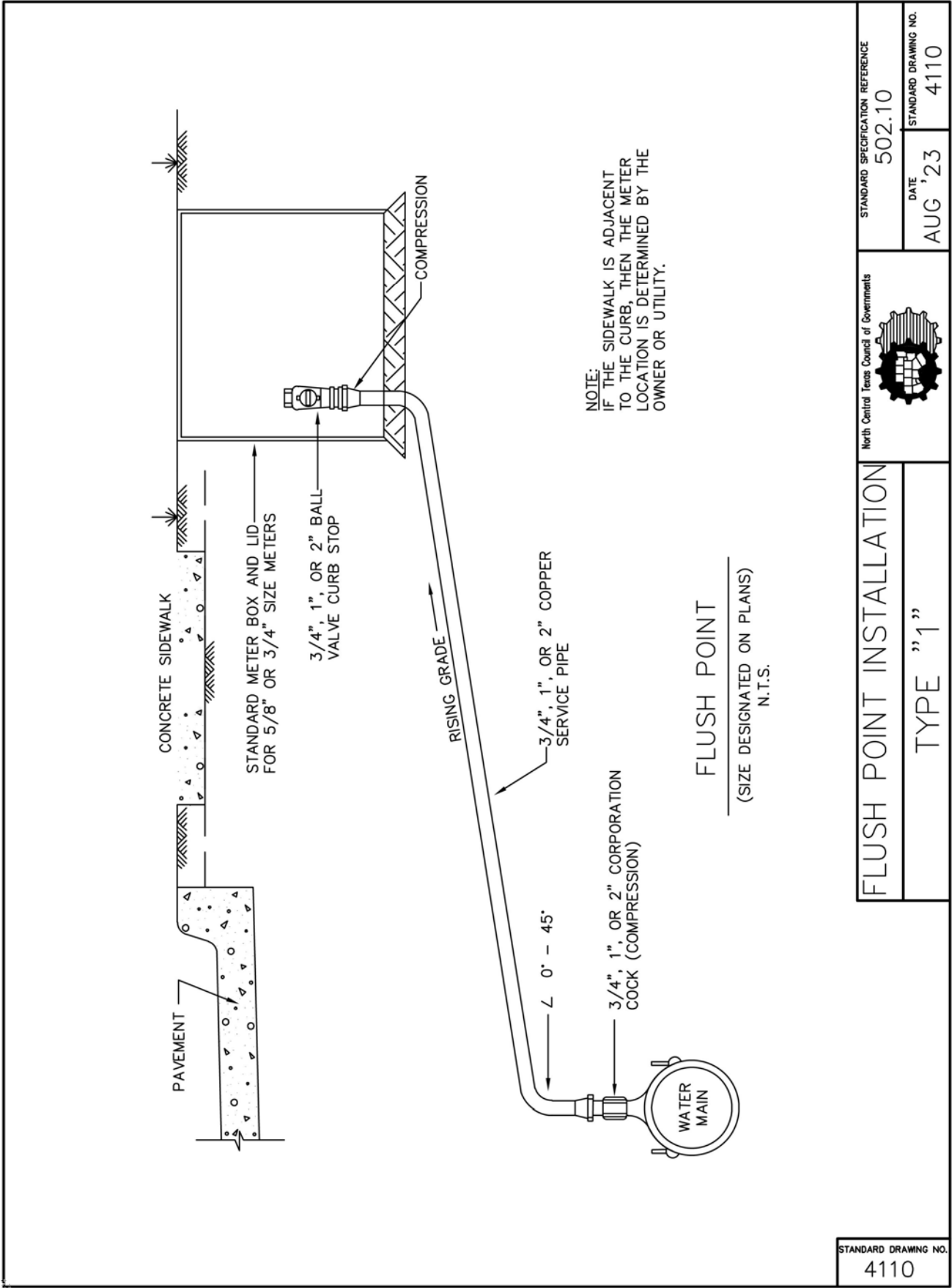
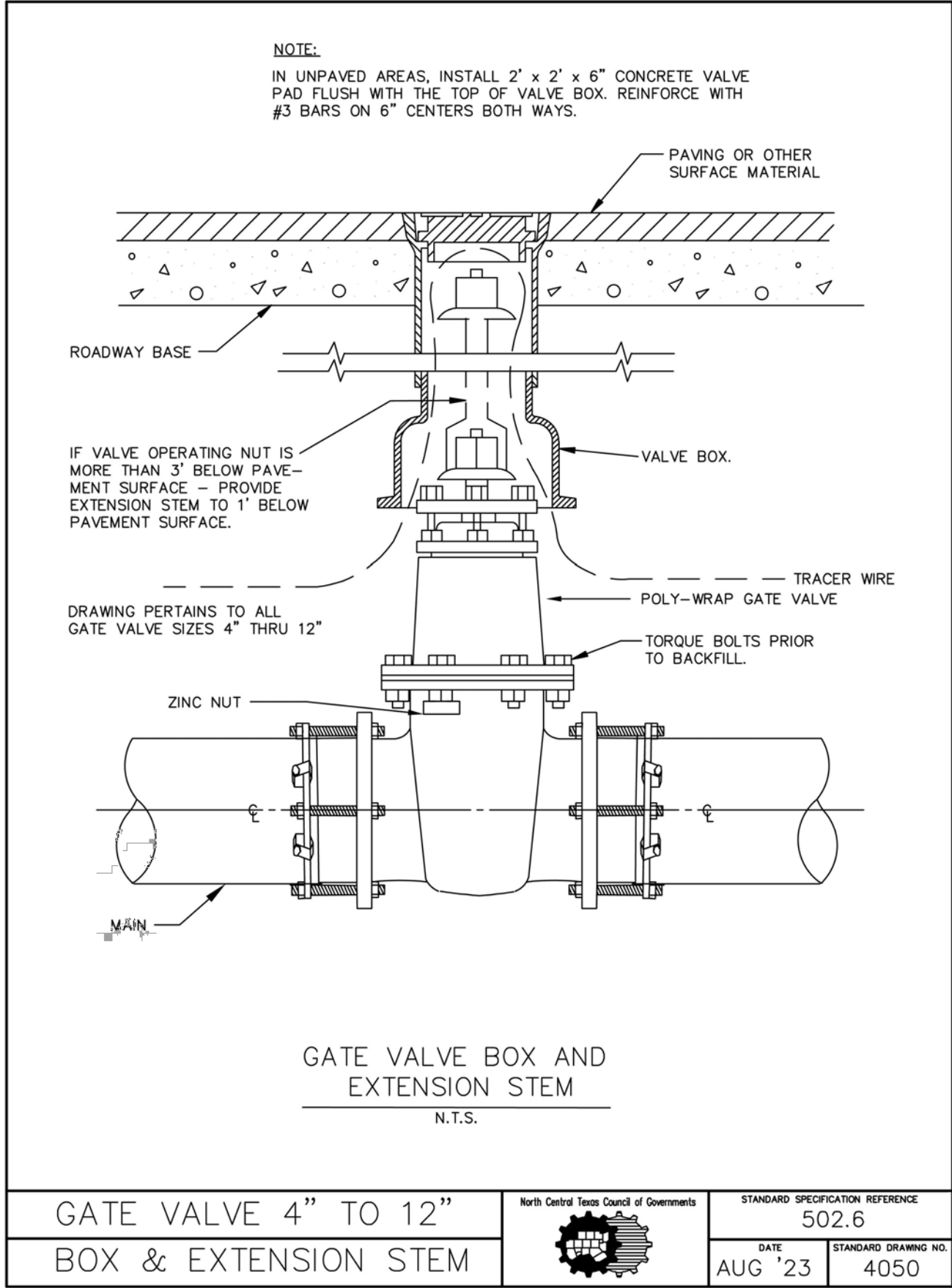
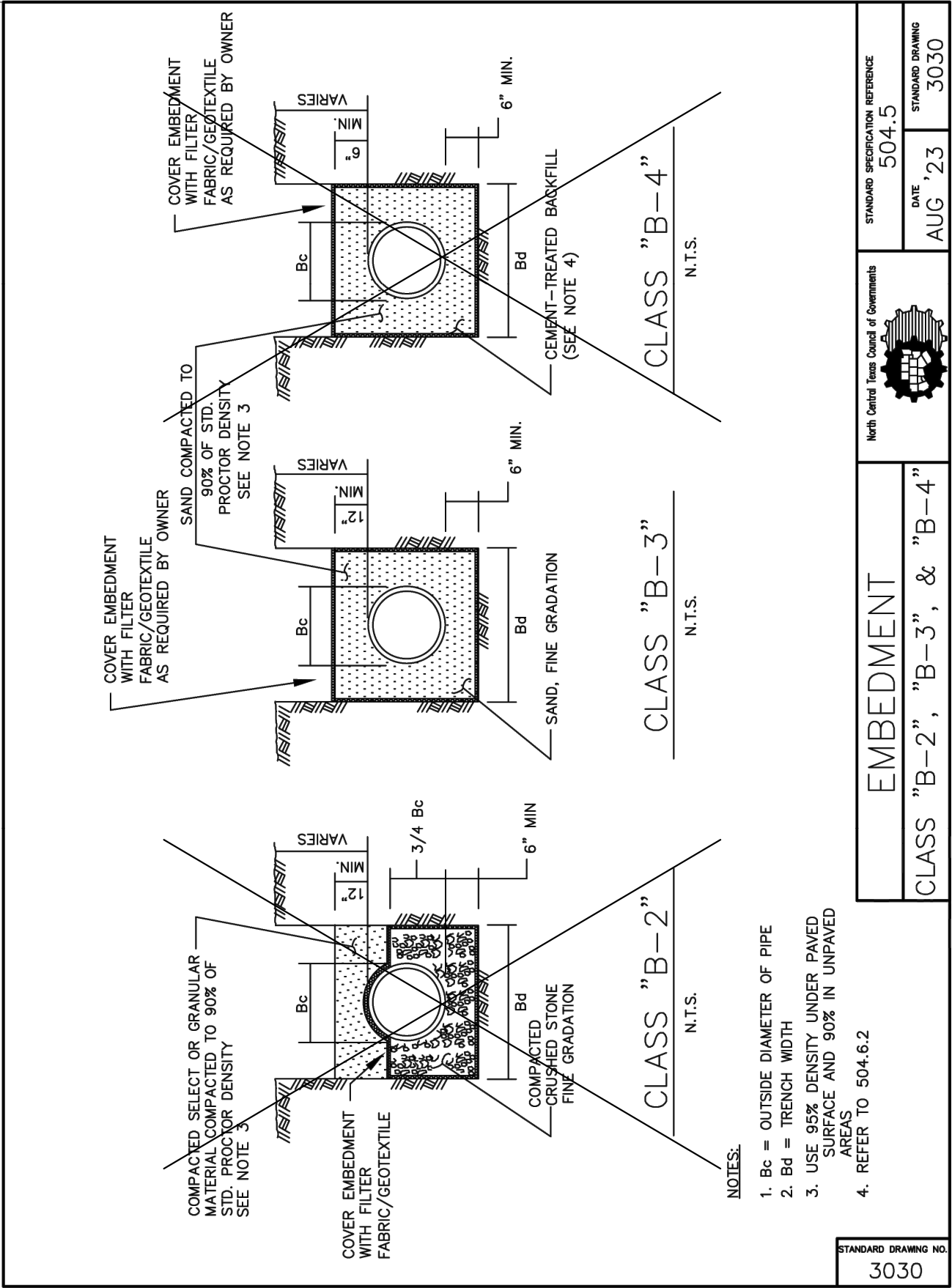
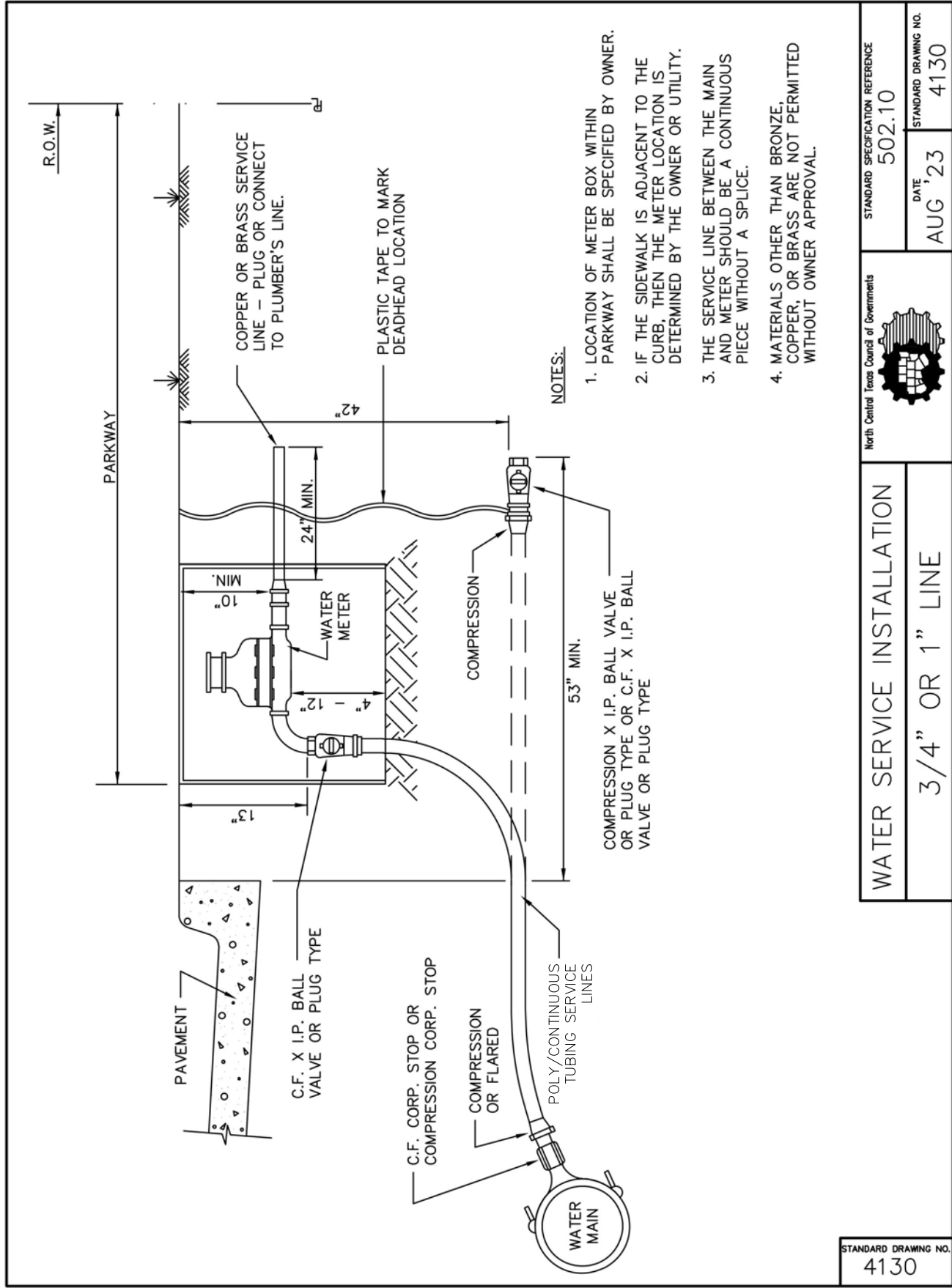
SHEET NUMBER

C1.04



Kimley-Horn

No.	Revision	By	Date



2025-03-03 15:13:35, Salinas, Rene
Plotted, By: 2025-03-03 10:42:33 (General Notes)
Last Saved: k:\ftw_roadway\061271222_cdbg_richland
Filename: hills\cadd\sheets\cover.dwg

GENERAL NOTES:

GENERAL

- CITY OF RICHLAND HILLS PUBLIC WORKS

ATMOS GAS

ONCOR ELECTRIC

AT&T

1 (800) DIG-TESS

(817) 616-3830

(817) 207-2821

1 (888) 313-6862

(855) 293-7676
1. THE CONTRACTOR SHALL BE RESPONSIBLE FOR LOCATING ALL UTILITIES, WHETHER PUBLIC OR PRIVATE, PRIOR TO EXCAVATION OR PRIOR TO MANUFACTURE OF PIPE. THE INFORMATION AND DATA SHOWN WITH RESPECT TO EXISTING UNDERGROUND FACILITIES AT OR CONTIGUOUS TO THE SITE IS APPROXIMATE AND BASED ON PHYSICAL APPURTENANCES OBSERVED IN THE FIELD. THE CITY AND ENGINEER SHALL NOT BE RESPONSIBLE FOR THE ACCURACY OR THE COMPLETENESS OF ANY SUCH INFORMATION AND DATA; AND, THE CONTRACTOR SHALL HAVE FULL RESPONSIBILITY FOR REVIEWING AND CHECKING ALL SUCH INFORMATION AND DATA, FOR LOCATING ALL UNDERGROUND FACILITIES, FOR COORDINATION OF THE WORK WITH THE OWNERS OF SUCH UNDERGROUND FACILITIES DURING CONSTRUCTION, FOR THE SAFETY AND PROTECTION THEREOF, AND FOR REPAIRING ANY DAMAGE THERETO RESULTING FROM THE WORK. THE COST OF ALL OF WHICH WILL BE CONSIDERED AS HAVING BEEN INCLUDED IN THE CONTRACT PRICE. THE CONTRACTOR SHALL NOTIFY ANY AFFECTED UTILITY COMPANIES OR AGENCIES IN WRITING AT LEAST 48 HOURS PRIOR TO BEGINNING CONSTRUCTION.

2. CONTRACTOR SHALL BE RESPONSIBLE FOR SUBMITTING A "SEQUENCE OF CONSTRUCTION" THAT SHALL BE APPROVED BY THE OWNER AND ENGINEER BEFORE ANY CONSTRUCTION SHALL OCCUR. THIS WORK SHALL BE CONSIDERED SUBSIDIARY TO THE COST OF THE PROJECT.

3. THE CONTRACTOR SHALL RE-ESTABLISH ANY PROPERTY MARKER, ETC. DISTURBED DURING CONSTRUCTION TO ITS ORIGINAL LOCATION AND ELEVATION. NO ADDITIONAL COMPENSATION SHALL BE ALLOWED. THE CONTRACTOR MUST NOTIFY THE ENGINEER OF ANY DISCREPANCIES BEFORE PROCEEDING WITH THE WORK. THIS WORK SHALL BE CONSIDERED SUBSIDIARY TO THE CONTRACT AMOUNT.

4. THE CONTRACTOR SHALL COMPLY WITH OSHA REGULATIONS AND STATE OF TEXAS LAWS CONCERNING EXCAVATION, EMISSIONS, TRENCHING, SHORING, AND SITE SAFETY.

5. THE CONTRACTOR SHALL COORDINATE WITH THE RICHLAND HILLS PUBLIC WORKS DEPARTMENT A MINIMUM OF 48 HOURS PRIOR TO CUTTING OR CONNECTING TO EXISTING UTILITY LINES. PUBLIC WORKS DEPARTMENT PERSONNEL SHALL DETERMINE THE MOST APPROPRIATE TIME FOR THESE ACTIVITIES TO TAKE PLACE.

6. CONTRACTOR SHALL FIELD LOCATE EXISTING SEWER LINES PRIOR TO COMMENCING WORK OR PURCHASING PIPE. LOCATION OF EXISTING UTILITIES ARE APPROXIMATE, CONTRACTOR WILL NEED TO LOCATE BOTH HORIZONTALLY AND VERTICALLY BEFORE STARTING WORK. EXISTING PIPE SIZE TO BE CONNECTED TO SHALL BE VERIFIED PRIOR TO PURCHASING PIPE. IF A DISCREPANCY EXISTS BETWEEN THE PLANS AND ACTUAL FIELD CONDITIONS, THE CONTRACTOR SHALL NOTIFY THE ENGINEER IMMEDIATELY. SUCH VERIFICATION SHALL BE CONSIDERED AS A SUBSIDIARY COST TO THE PROJECT AND NO ADDITIONAL COMPENSATION SHALL BE ALLOWED.

7. ALL MATERIALS AND WORKMANSHIP SHALL CONFORM TO THE LATEST EDITION OF THE NORTH CENTRAL TEXAS COUNCIL OF GOVERNMENTS (N.C.T.C.O.G.) STANDARD SPECIFICATIONS FOR PUBLIC WORKS CONSTRUCTION, STANDARD SPECIFICATION FOR CONSTRUCTION AND MAINTENANCE OF HIGHWAYS, STREETS, AND BRIDGES-2017 EDITION, AND THE CITY OF RICHLAND HILLS DESIGN CRITERIA AND CONSTRUCTION DETAILS, EXCEPT WHERE MODIFIED IN THESE PLANS OR THE SPECIFICATIONS.

8. THE CONTRACTOR SHALL BE RESPONSIBLE FOR PROTECTING SIGNS, UTILITY POLES, SPRINKLER SYSTEMS, ETC. DURING CONSTRUCTION. THIS WORK SHALL BE SUBSIDIARY TO THE THE CONTRACT AMOUNT.

9. RESTORATION OF DISTURBED PAVEMENT MARKINGS AND REMOVING AND REPLACING EXISTING SIGNS SHALL BE SUBSIDIARY TO THE COST OF THE PROJECT.

10. THE CONTRACTOR SHALL REVEGETATE UNPAVED AREAS DISTURBED BY CONSTRUCTION PRIOR TO ACCEPTANCE OF THE PROJECT, THIS INCLUDES TRENCH WIDTHS IN UNPAVED AREAS. REVEGETATION SHALL CONSIST OF SODDING AND WATERING. THIS WORK SHALL BE CONSIDERED SUBSIDIARY TO THE COST OF PIPE/SERVICES.

11. THE CONTRACTOR SHALL COORDINATE WITH THE OWNERS OF UTILITIES WHICH MUST BE CROSSED BY THE PROPOSED UTILITY LINES PRIOR TO BEGINNING CONSTRUCTION. THE CONTRACTOR SHALL ENSURE THAT THE REQUIRED VERTICAL SEPARATION DISTANCES ARE MAINTAINED.

12. ALL PAVEMENT CUTS ARE TO BE NEAT SAW CUT LINES. ALL PAVEMENT SHALL BE SAW CUT PRIOR TO EXCAVATION. THIS WORK SHALL BE CONSIDERED SUBSIDIARY.

13. CONTRACTOR IS RESPONSIBLE FOR UTILITY TESTING. ALL COST AND WORK ASSOCIATED WITH THE UTILITY TESTING SHALL BE CONSIDERED SUBSIDIARY TO THE COST OF THE PROJECT. CONTRACTOR SHALL PAY FOR DENSITY TESTING ALONG TRENCH USING THE PROVIDED TESTING ALLOWANCE, TESTS TO BE PERFORMED BY CMJ ENGINEERING.

14. CONTRACTOR TO PROVIDE TRENCH SAFETY FOR GEOTECH TO PERFORM TESTING (SUBSIDIARY TO TRENCH SAFETY). ALL TESTING SHALL BE WITNESSED BY CITY STAFF.

15. CONTRACTOR TO PROVIDE PROPERTY OWNERS 72HRS NOTICE PRIOR TO ENTERING PROPERTY.

16. PRIOR TO CONSTRUCTION, CONTRACTOR TO VIDEO THE JOB SITE AND PROVIDE THE CITY WITH A COPY.
- WATER
1. ALL WATER LINE CONSTRUCTION SHALL BE IN ACCORDANCE WITH CURRENT TEXAS COMMISSION ON ENVIRONMENTAL QUALITY (TCEQ) RULES AND REGULATIONS FOR PUBLIC WATER SYSTEMS 30 TEXAS ADMINISTRATIVE CODE (TAC) CHAPTER 290 SUBCHAPTER D, THE 5TH EDITION OF THE NORTH CENTRAL TEXAS COUNCIL OF GOVERNMENTS (N.C.T.C.O.G.) STANDARD SPECIFICATIONS, AND ALL APPLICABLE AWWA STANDARDS, METHODS, AND BEST PRACTICES, WHICHEVER IS MORE RESTRICTIVE.

2. WATER LINE SHALL BE CONSTRUCTED A MINIMUM OF 42" BELOW EXISTING GROUND.

3. CONTRACTOR SHALL COORDINATE WITH OWNERS OF ALL EXISTING UTILITIES PRIOR TO CONSTRUCTION TO DETERMINE THE LOCATION, THE DEPTH, AND THE REQUIREMENTS FOR CROSSING THE EXISTING UTILITIES.

4. ALL PIPES SHALL BE KEPT FREE OF TRASH AND DIRT AT ALL TIMES. AT THE END OF THE DAY, OPEN PIPE ENDS SHALL BE TEMPORARILY CONNECTED / SEALED.

5. THE CONTRACTOR SHALL MAINTAIN WATER SERVICE TO ALL CUSTOMERS THROUGHOUT CONSTRUCTION, BY USE OF TEMPORARY METHODS APPROVED BY THE OWNER. THIS SHALL BE CONSIDERED SUBSIDIARY TO THE PROJECT.

6. CONTRACTOR SHALL INSTALL STANDARD BENDS WHERE REQUIRED. ALL NON-STANDARD VERTICAL AND HORIZONTAL BENDS SHALL BE INSTALLED USING STANDARD BENDS AND 50% OF THE MAXIMUM ALLOWABLE JOINT DEFLECTIONS AND MINIMUM RADIUS AS RECOMMENDED BY THE PIPE MANUFACTURER.

7. ELEVATION ADJUSTMENTS AT CONNECTIONS MAY BE MADE WITH BENDS, OFFSETS, OR JOINT DEFLECTIONS. ALL NONSTANDARD BENDS SHALL BE MADE USING THE CLOSEST STANDARD M.J. FITTINGS WITH THE REQUIRED JOINT DEFLECTIONS. (DEFLECTIONS SHALL NOT EXCEED 50% OF MANUFACTURER'S RECOMMENDED DEFLECTION PER JOINT).

8. PURGING AND STERILIZATION OF WATER LINES IN ACCORDANCE WITH N.C.T.C.O.G. TECHNICAL SPECIFICATION 506.7 SHALL BE THE RESPONSIBILITY OF THE CONTRACTOR.

9. THRUST RESTRAINT SHALL BE PROVIDED BY RESTRAINING ALL BENDS, TEES, WYES, ENDS, ETC. CONCRETE VERTICAL AND HORIZONTAL BLOCKING IS ALSO REQUIRED FOR ADDITIONAL RESTRAINT. CONCRETE THRUST BLOCKING SHALL BE USED AT ALL HORIZONTAL AND VERTICAL BENDS, TEES, AND WYES.

10. ALL DIRECT BURIED VALVES SHALL BE PROVIDED WITH CAST IRON VALVE BOXES AND PVC STACKS. VALVE STACKS SHALL BE VERTICAL AND CONCENTRIC WITH THE VALVE STEM. STAINLESS STEEL VALVE EXTENSIONS ARE REQUIRED ON ALL VALVES WHERE THE OPERATING NUT IS GREATER THAN 3 FEET BELOW FINISHED GRADE.

11. PROPOSED MANHOLE AND VAULT RIMS SHALL BE SET AT 6" ABOVE FINAL GRADE IN UNPAVED AREAS. PROPOSED RIM ELEVATIONS ARE APPROXIMATE AND ARE FOR BIDDING AND INFORMATIONAL PURPOSES ONLY.

12. THE CONTRACTOR SHALL INSTALL A FULL JOINT OF PIPE ON BOTH SIDES OF ALL FITTINGS WHERE POSSIBLE.

13. ALL PVC PIPE AND FITTINGS SHALL BE MECHANICAL JOINT UNLESS OTHERWISE NOTED ON THE PLANS. ALL MJ FITTINGS SHALL BE RESTRAINED WITH EBAA IRON MEGALUG FITTINGS (2000PV) OR OWNER APPROVED EQUAL.

14. PVC PIPE SHALL BE IN ACCORDANCE WITH AWWA C-900.

15. FIRE HYDRANTS SHALL BE IN ACCORDANCE WITH AWWA C-502. FIRE HYDRANTS SHALL BE MANUFACTURED BY EJ OR APPROVED EQUAL AND SHALL BE RED IN COLOR.

16. GATE VALVES SHALL BE IN ACCORDANCE WITH AWWA C-509.

17. ALL DUCTILE IRON FITTINGS SHALL BE IN ACCORDANCE WITH AWWA C-153. ALL FITTINGS SHALL BE DOMESTIC.

18. ALL BOLTS, NUTS, AND GASKETS SHALL BE IN ACCORDANCE WITH AWWA C-111.

19. ALL VALVE, JOINT, AND FIRE HYDRANT ASSEMBLIES SHALL BE WRAPPED IN POLYETHYLENE ACCORDING TO AWWA C-105.

20. CONTRACTOR SHALL HAVE A TRENCH SAFETY PLAN AT THE TIME OF PRECONSTRUCTION MEETING.
- DRAINAGE
1. THE CONTRACTOR SHALL VERIFY AND COORDINATE ALL DIMENSIONS SHOWN, INCLUDING THE HORIZONTAL AND VERTICAL LOCATION OF CURB INLETS AND ALL UTILITIES CROSSING THE STORM SEWER.
- EROSION CONTROL
1. TEMPORARY EROSION CONTROL, SEDIMENTATION, AND WATER POLLUTION PREVENTION AND CONTROL (SUBSIDIARY) INCLUDES SILT FENCE ALONG THE LIMITS OF CONSTRUCTION FOR THE ENTIRE LENGTH OF THE PROJECT, INLET PROTECTION AT ALL INLETS WITHIN THE LIMITS OF CONSTRUCTION, AND CONSTRUCTION ENTRANCES. ALL TEMPORARY EROSION CONTROL, SEDIMENTATION, AND WATER POLLUTION PREVENTION AND CONTROL MUST BE IN ACCORDANCE WITH ITEM 202 IN THE LATEST OF NORTH CENTRAL TEXAS COUNCIL OF GOVERNMENT STANDARD SPECIFICATION.

2. CONTRACTOR SHALL BE RESPONSIBLE FOR THE REMOVAL OF EROSION CONTROL DEVICES AFTER FINAL ACCEPTANCE OF THE PROJECT. THIS SHALL BE CONSIDERED SUBSIDIARY TO THE COST OF THE PROJECT.

3. CONTRACTOR SHALL BE RESPONSIBLE FOR PREPARING, SUBMITTING, AND POSTING THE THE NOTICE OF INTENT AND STORM WATER POLLUTION PREVENTION PLAN (SWPPP) IN ACCORDANCE WITH STATE RULES AND REGULATIONS. THIS SHALL BE CONSIDERED SUBSIDIARY TO THE COST OF PROJECT.

4. CONTRACTOR IS RESPONSIBLE FOR SELECTING AND MANAGING THE STAGING AREA. CONTRACTOR IS RESPONSIBLE TO COORDINATE AND SECURE THE SITE CHOSEN. STAGING AREA SHALL BE RESTORED TO EQUAL OR BETTER CONDITION.THIS SHALL BE CONSIDERED SUBSIDIARY TO THE COST OF PROJECT.

5. ALL EROSION CONTROL SHALL BE CONSIDERED SUBSIDIARY TO THE COST OF THE PROJECT.
- TRAFFIC CONTROL
1. THE CONTRACTOR SHALL BE RESPONSIBLE FOR MAINTENANCE OF ALL TRAFFIC CONTROL DEVICES THROUGHOUT CONSTRUCTION. CONTRACTOR SHALL PROVIDE ALL TRAFFIC CONTROL MEASURES.

2. ALL BARRICADES, WARNING SIGNS, LIGHTS, DEVICES, ETC. FOR THE GUIDANCE AND PROTECTION OF TRAFFIC AND PEDESTRIANS SHALL CONFORM TO THE INSTALLATION AND LOCATION GUIDELINES SHOWN IN THE LATEST VERSION OF THE TEXAS MANUAL OF UNIFORM TRAFFIC CONTROL DEVICES (TMUTCD), AS CURRENTLY AMENDED, AS PUBLISHED BY THE TEXAS DEPARTMENT OF TRANSPORTATION.

3. BARRICADES AND SIGNS SHALL BE PLACED IN SUCH A MANNER AS NOT TO INTERFERE WITH THE SIGHT DISTANCE OF DRIVERS ENTERING THE ROADWAYS OR SIDE STREETS.

4. IF THE CONTRACTOR DAMAGES EXISTING SIGNAGE, HE SHALL REPLACE THE SIGNAGE TO EQUAL OR BETTER CONDITION AT THE CONTRACTOR'S OWN EXPENSE.

5. IF AT ANY TIME DURING CONSTRUCTION THE CONTRACTORS PROPOSED PLAN OF OPERATION FOR HANDLING TRAFFIC CONTROL DOES NOT PROVIDE FOR SAFE, COMFORTABLE MOVEMENT, THE CONTRACTOR SHALL IMMEDIATELY CHANGE HIS OPERATIONS TO CORRECT THE UNSATISFACTORY CONDITION(S) AND NOTIFY THE ENGINEER.

6. THE CONTRACTOR IS RESPONSIBLE FOR NOTIFYING RESIDENTS OF ANY WORK TO BE DONE ON PRIVATE PROPERTY PRIOR TO COMMENCEMENT OF CONSTRUCTION.

7. CONTRACTOR SHALL SUBMIT TRAFFIC CONTROL PLAN THAT IS SIGNED AND SEALED BY A LICENSED ENGINEER IN THE STATE OF TEXAS. ANY CHANGES TO THE TRAFFIC CONTROL PLAN SHALL BE SUBMITTED, SIGNED AND SEALED BY A LICENSED ENGINEER IN THE STATE OF TEXAS.

8. ALL TRAFFIC CONTROL SHALL BE PAID FOR UNDER THE PAY ITEM TRAFFIC CONTROL. THIS SHALL INCLUDE BARRICADES, BARRELS, FLAG MEN, TEMPORARY ROCK AND/OR GRAVEL, SIGNAGE, TRAFFIC CONTROL PLAN AND ANY TRAFFIC CONTROL DEVICES IN ACCORDANCE WITH TMUTCD.
- 2B - CDBG Award
Page 8 of 9
- Kimley»Horn

801 Cherry Street, Suite 1300, Unit 11, Fort Worth, TX 76102 (817) 335-6511 Registration Number F-928

By

Date

Revision

No.
- 03/03/25
- CITY OF RICHLAND HILLS
MIMOSA PARK DRIVE
- GENERAL NOTES
- | | |
|----------|------------|
| DATE: | MARCH 2025 |
| DESIGN: | IL |
| DRAWN: | CAH |
| CHECKED: | MDC |
| KHA NO.: | 061271222 |
- SHEET NUMBER
- C1.02

CHECKED BY: Misty Christian

Misty Christian, PE, CFM 4/02/2025

Owner: Tarrant County (Project location: City of Richland Hills)				BIDDER 1		BIDDER 2		BIDDER 3		BIDDER 4		BIDDER 5	
Job No.: 061271222				Pipe Crew, LLC		Stampede Utility Construction		Excel 4 Construction, LLC		Bristow Contracting, LLC		WR Utilities and Excavation, LLC	
Project: Tarrant County CDBG – Richland Hills 50th Project				628 Colleyville Blvd., Ste. A		2615 US Hwy 287, Ste. 500		P.O. Box 4739		P.O. Box 265		108 NW 2nd St.	
Date: April 2, 2025				Colleyville, TX 76034		Decatur, TX 76234		Ft. Worth, TX 76164		Aledo, TX 76008		Hubbard, TX 76648	
Item No.	Item Description	Quantity	Unit	Unit Price	Item Cost	Unit Price	Item Cost	Unit Price	Item Cost	Unit Price	Item Cost	Unit Price	Item Cost
Base Bid													
1	Mobilization	1	LS	\$10,000.00	\$10,000.00	\$7,405.93	\$7,405.93	\$5,400.00	\$5,400.00	\$7,500.00	\$7,500.00		
2	Traffic Control and TrafficControl Plan	1	LS	\$2,700.00	\$2,700.00	\$3,500.00	\$3,500.00	\$6,200.00	\$6,200.00	\$7,500.00	\$7,500.00		
3	General Site Preparation	1	LS	\$1,620.00	\$1,620.00	\$3,500.00	\$3,500.00	\$3,800.00	\$3,800.00	\$9,500.00	\$9,500.00		
4	8" C-900 PVC Water Line	750	LF	\$62.00	\$46,500.00	\$40.65	\$30,487.50	\$85.00	\$63,750.00	\$95.00	\$71,250.00		
5	Connect to Existing Water Lines	1	EA	\$3,000.00	\$3,000.00	\$2,650.00	\$2,650.00	\$7,000.00	\$7,000.00	\$3,800.00	\$3,800.00		
6	Fire Hydrant Assembly	2	EA	\$8,000.00	\$16,000.00	\$3,795.00	\$7,590.00	\$9,600.00	\$19,200.00	\$10,800.00	\$21,600.00		
7	Water Line Trench Safety	750	LF	\$2.00	\$1,500.00	\$4.40	\$3,300.00	\$1.00	\$750.00	\$10.00	\$7,500.00		
8	2" Type D on 4" Type B	345	SY	\$54.00	\$18,630.00	\$68.91	\$23,773.95	\$75.00	\$25,875.00	\$235.00	\$81,075.00		
9	6" Flexbase (grade 1)	345	SY	\$16.00	\$5,520.00	\$32.51	\$11,215.95	\$25.00	\$8,625.00	\$25.00	\$8,625.00		
10	Water Line Long Services via Bore Method	9	EA	\$1,080.00	\$9,720.00	\$1,970.00	\$17,730.00	\$2,600.00	\$23,400.00	\$2,300.00	\$20,700.00		
11	Water Line Short Services via Bore Method	8	EA	\$900.00	\$7,200.00	\$428.75	\$3,430.00	\$1,700.00	\$13,600.00	\$1,500.00	\$12,000.00		
12	Water Meter Boxes	17	EA	\$243.00	\$4,131.00	\$84.50	\$1,436.50	\$75.00	\$1,275.00	\$225.00	\$3,825.00		
13	Concrete curb repair	30	LF	\$72.00	\$2,160.00	\$650.00	\$19,500.00	\$71.00	\$2,130.00	\$115.00	\$3,450.00		
14	Miscellaneous Project Allowance	1	LS	\$20,000.00	\$20,000.00	\$20,000.00	\$20,000.00	\$20,000.00	\$20,000.00	\$20,000.00	\$20,000.00		
Base Bid Total					\$148,681.00		\$155,519.83		\$201,005.00		\$278,325.00		

Calculation error

BID DISQUALIFIED
PROPOSAL NOT SIGNED

Memorandum

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

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

Date: April 28, 2025

Subject: Pump Replacement at Rena Trinity Well Site

Agenda Item:

Approve emergency pump replacement at the Rena Trinity well site by Millican Well Service, LLC in the amount of \$88,000

Background Information:

In mid-April 2025, the City's SCADA (Supervisory Control and Data Acquisition) System notified Public Works that the Rena Trinity well site was not pumping at peak efficiency. The pump at the Rena Trinity well site should be pumping at approximately 300 gallons per minute (GPM) but was only pumping at an approximate 1/3 of capacity or 130 GPM.

The long-term well maintenance company for the City, Millican Well Service, LLC, was contacted to examine the pump and well site. Upon inspection, Millican determined that the well pump was at the end of its natural service life (10 years). Research determined that the last time the Rena Trinity well pump was replaced was in FY 2015. While staff considered the option of repairing the pump, Millican has advised that the costs to repair the pump, including the cost to procure a crane for removal, will be significant and the pump will more than likely require additional repairs or replacement in the near future.

City staff is concerned that if the pump is not replaced quickly, the reduced production will impact water supply especially as the City enters its highest water consumption months. Chapter 252, Section IX, Number 73, of the Texas Local Government Code allows a City to forego the formal bidding or proposal process to protect the public health or safety of City residents. Since the Rena Trinity well site is one of the City's primary water system suppliers, staff feels like this issue qualifies as an emergency repair.

To keep up with demand in the meantime, the City will increase our water purchases from the City of Fort Worth.

Financial Considerations:

Millican Well Service, LLC submitted a quote in the amount of \$80,115. Staff recommends awarding the project to Millican Well Service, with a 10% contingency, for a total project cost of \$88,000. Funds are currently available in the FY 2025 Utility Fund Budget under the Water System Repair line item.

Legal Review:

N/A

Board/Citizen Input:

N/A

Attachments:

Millican Well Service, LLC Quote

Council Action Requested:

Motion to approve emergency pump replacement at the Rena Trinity well site by Millican Well Service, LLC in the amount of \$88,000, including a 10% contingency

MILlican WELL SERVICE LLC
372 HAMM ROAD
BOYD, TEXAS 76023
817-232-0077

Name / Address

City of Richland Hills
6700 Rena Drive
Fort Worth, Texas 76118

Estimate

Date

4/22/2025

Well Name

Rena Trinity

Qty	Description	Cost	Total
12	Labor and equipment to pull the pump and motor from the well.	250.00	3,000.00
18	Labor and equipment to install a new pump and motor back in the well.	250.00	4,500.00
1	Hitachi: 100hp 460v 3ph motor (8")	23,775.50	23,775.50
1	Flowserve 08ELM Stainless Steel pump end	23,352.00	23,352.00
2	4" SS Check Valve w/break out plug	1,948.42	3,896.84
1	Tape and splicing materials	275.00	275.00
1.5	3/4" SS band-it buckles	118.00	177.00
2	3/4" SS band-it materials	210.00	420.00
1	Well Survey	3,250.00	3,250.00
4	Labor to be onsite for well survey	175.00	700.00
1,960	Airline 980' x 2 airlines	0.55	1,078.00
30	Crane rental per hour estimated 30 hours	523.00	15,690.00

7-10 days on the pump once the estimate is approved

Thank you!

Jerry Browning 2176
Jaythan Browning 59998

Texas Department of Licensing and Regulation
P.O. Box 12157
Austin, Texas 78711
512-462-7880

Subtotal

\$80,114.34

Sales Tax (0.0%)

\$0.00

Total

\$80,114.34

Memorandum

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

From: C. Russell Shelley, Fire Chief

Date: April 28, 2025

Subject: City of Fort Worth/City of Richland Hills Uniform EMS Ordinance

Agenda Item:

Consider Ordinance 1525-25 amending Article III “Ambulances” of Chapter 30 “Emergency Services” of the Code of Ordinances, City of Richland Hills, Texas to add the terms and conditions for the operation of an ambulance service within the City of Richland Hills

Background Information:

At the April 7, 2025 meeting, the Richland Hills City Council approved an interlocal agreement with the City of Fort Worth to provide ambulance transport operations starting July 1, 2025. Staff is now bringing forward the Uniform EMS Ordinance from the City of Fort Worth that is required to be adopted as part of the interlocal agreement.

The proposed Uniform EMS Ordinance provides the authority and conditions for first responder (Richland Hills Fire Department) and ambulance transport (City of Fort Worth) services in the City of Fort Worth and all other contract cities in the system.

Financial Considerations:

The Uniform EMS Ordinance does not include any financial considerations. All financial components were included in the previously approved interlocal agreement that was fully executed following the April 7, 2025 City Council meeting.

Legal Review:

The City Attorney has reviewed and approved the Uniform EMS Ordinance

Board/Citizen Input:

N/A

Attachments:

Ordinance 1525-25

Council Action Requested:

Motion to approve Ordinance 1525-25 amending Article III "Ambulances" of Chapter 30 "Emergency Services" of the Code of Ordinances, City of Richland Hills, Texas to add the terms and conditions for the operation of an ambulance service within the City of Richland Hills

ORDINANCE NO. 1525-25

AN ORDINANCE OF THE CITY OF RICHLAND HILLS, TEXAS, AMENDING ARTICLE III “AMBULANCES” OF CHAPTER 30 “EMERGENCY SERVICES” OF THE CODE OF ORDINANCES, CITY OF RICHLAND HILLS, TEXAS, TO ADD THE TERMS AND CONDITIONS FOR THE OPERATION OF AN AMBULANCE SERVICE WITHIN THE CITY OF RICHLAND HILLS; PROVIDING THAT THIS ORDINANCE SHALL BE CUMULATIVE OF ALL PRIOR ORDINANCES AND REPEAL CONFLICTING ORDINANCES; PROVIDING A SAVINGS CLAUSE; PROVIDING A SEVERABILITY CLAUSE; PROVIDING A PENALTY FOR VIOLATIONS; PROVIDING FOR PUBLICATION IN THE OFFICIAL NEWSPAPER; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City Council of the City of Richland Hills, Texas (the “City Council”) seeks to protect the public safety, preserve the quality of life, and promote efficiency within the City of Richland Hills (the “City”); and

WHEREAS, it is in the best interests of the public health and welfare of the people of the City to have available to them a regulated system for the provision of out of hospital emergency and non-emergency medical services, unscheduled medical transportation and ambulance service mobile integrated healthcare (“MIH”) (collectively the “EMS System”) and scheduled interfacility medical transportation services among and between hospitals and other medical facilities in non-emergency situations (“interfacility transports” or “IFT”) with the intent of providing quality clinical care with performance measures and standards, and a goal of facilitating the best possible outcomes for each patient; and

WHEREAS, in 1988 through the adoption of a Uniform EMS Ordinance and Interlocal Cooperative Agreement between local governments, including the City, the Area Metropolitan Ambulance Authority (the “Authority” a/k/a “MedStar”) was created as a governmental administrative agency to administer and operate an EMS System and exclusively provide interfacility transports in a service area comprised of the member jurisdictions, with the City of Fort Worth (“Fort Worth”) constituting more than eighty-five percent of the land mass and call volume of the Authority; and

WHEREAS, the Authority has sustained rising operational and capital costs and flat net revenues, leading to a dynamic that requires future public funding to ensure the long-term sustainability of those services; and

WHEREAS, the Fort Worth City Council has elected to establish an EMS division through the Fort Worth Fire Department to operate an EMS System and provide services to the people within its jurisdiction and people in other jurisdictions, provided each such jurisdiction adopts this Uniform EMS Ordinance and enters into an EMS Interlocal Agreement with Fort Worth (each a “Client City”); and

WHEREAS, Fort Worth is engaging a physician who is licensed in Texas and board certified in emergency medicine to serve as the Chief Medical Officer and Medical Director for the EMS System (the “Medical Director”); and

WHEREAS, the member jurisdictions of the Authority have agreed to dissolve the Authority, and with those adopting this Ordinance and executing an EMS Interlocal Agreement, opting to become Client Cities; and

WHEREAS, on April 7, 2025 the City approved the Interlocal Agreement for emergency medical services and officially opted to join the EMS System and become a Client City; and

WHEREAS, due to the relatively low population and low population density of some areas at issue and the extremely high, start-up and fixed operating costs of a state-of-the-art EMS System, it is necessary to designate Fort Worth as the exclusively contracted EMS Provider of EMS System services within the City in order to maximize clinical proficiency, enhance operational effectiveness, and maximize economies of scale for providing such services; and

WHEREAS, although Fort Worth will not be assuming the Authority’s role as exclusive provider of interfacility transports, there remains a need to ensure such transports within the City are only conducted by properly qualified and authorized providers in order to ensure clinical standards are met and public safety is preserved; and

WHEREAS, the City Council finds this Ordinance to be reasonable and necessary.

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

SECTION 1.

Article III “Ambulances” of Chapter 30 “Emergency Services” of the Code of Ordinances, City of Richland Hills, Texas, is hereby amended to retitle Article III as “Article III Ambulances; Uniform EMS Ordinance” and by adding new Sections 30-63 through 30-70 to read as follows:

“ARTICLE III AMBULANCES; UNIFORM EMS ORDINANCE

§ 30-63 Statutory authority.

This Ordinance is enacted by the City pursuant to Tex. Health and Safety Code § 773.051, which provides that local governments may establish standards for ambulances, and pursuant to Tex. Government Code Chapter 791, which

authorizes combinations of local governmental units to contract for the provision of governmental services.

§ 30-64 General purpose and intent of Ordinance.

It is the purpose of this Ordinance:

To establish a regulated out-of-hospital emergency medical services, non-emergency medical services, unscheduled medical transportation and ambulance service, and mobile integrated healthcare system (collectively the “EMS System”) which can provide quality clinical care with performance measures and standards, with the goal of facilitating the best possible outcomes for each Patient.

To designate Fort Worth as the EMS Provider of the EMS System within the corporate limits of City as provided by the terms of the EMS Interlocal Agreement between Fort Worth and the City to maintain consistent, high quality service while controlling costs through efficiencies and economies of scale.

§ 30-65 Definitions.

For the purposes of this Ordinance, the following words and phrases shall have the meanings respectively ascribed to them by this section:

- (a) **Advanced Life Support (ALS).** Out-of-hospital care that uses invasive medical acts (as defined in Tex. Health and Safety Code § 773.003(1)).
- (b) **Aeromedical Transportation Unit.** Any rotary or fixed wing aircraft providing basic or advanced life support services and patient transportation that originates within the Service Area.
- (c) **Ambulance.** A vehicle for transportation of sick or injured persons to, from, or between places of treatment for an illness or injury, and to provide out of hospital medical care to the Patient.
- (d) **Ambulance Mutual Aid Agreement.** A written contract between Fort Worth and one or more entities whereby the signing parties agree to provide backup ambulance service to one another under the terms and conditions specified therein.
- (e) **Ambulance Service.** The transportation of patients by emergency or non-emergency ambulance; for purposes of this Ordinance, Ambulance Service does not include IFT services as defined herein.
- (f) **Associate Medical Director.** A licensed physician who assists the Medical Director in carrying out his or her duties under this Ordinance, Fort Worth's

EMS Interlocal Agreements, and the Medical Director's agreement with Fort Worth.

- (g) **Basic Life Support (BLS).** Out-of-hospital care that uses noninvasive medical acts (as defined in § 773.003(2), Tex. Health and Safety Code).
- (h) **Emergency Care Attendant (ECA).** A person certified as an "emergency care attendant" under § 773.046 of the Tex. Health and Safety Code.
- (i) **Emergency Medical Services (EMS).** Services used to respond to an individual's perceived need for immediate medical care and to prevent death or aggravation of physiological or psychological illness or injury.
- (j) **Emergency Medical Technician (EMT).** A person certified as an "emergency medical technician" under § 773.047 or an "advanced emergency medical technician" under § 773.048 of the Tex. Health and Safety Code, and any other class of EMT recognized by state law or regulation.
- (k) **EMS Communications Center.** The facility designated by Fort Worth as the central communications center from which all EMS System services offered by Fort Worth shall be dispatched and coordinated.
- (l) **EMS Interlocal Agreements.** The service level interlocal agreements executed by Fort Worth and Client Cities to designate Fort Worth as the exclusively contracted EMS Provider of the EMS System within the Service Area.
- (m) **EMS Provider.** The entity that has received a Texas EMS Provider License, as required by relevant state law, to provide the EMS System services and is the exclusively contracted provider of the EMS System services within the Service Area. For purposes of this Ordinance, the EMS Provider is Fort Worth.
- (n) **EMS System.** The regulated out-of-hospital EMS, non-emergency medical services, unscheduled medical transportation and ambulance services, and mobile integrated healthcare system provided by Fort Worth within the Service Area, not including those first response services City chooses to provide itself as a First Responder.
- (o) **First Responder.** Any agency that, in cooperation with the EMS Provider, provides initial response to requests for EMS and, on its own or in cooperation with the EMS Provider, provides immediate on-scene care to ill or injured persons, but does not transport those persons to healthcare facilities.

- (p) **FW EMS.** The emergency medical services division of the City of Fort Worth Fire Department responsible for providing the EMS System services.
- (q) **Interfacility Transportation (IFT).** The provision of scheduled, or by appointment, medical transportation services by a person or entity between hospitals or medical facilities originating within the Service Area.
- (r) **Medical Director.** The licensed physician employed or contracted by Fort Worth who is responsible for carrying out his or her duties under their engagement with Fort Worth, this Ordinance, and Fort Worth's EMS Interlocal Agreements with Client Cities, and for directing the Office of the Medical Director.
- (s) **Medical Transportation.** The transportation of patients by ambulance, Specialized Mobile Intensive Care Unit, Specialty Care Transport, or Aeromedical Transportation Unit, including both emergency and low-acuity emergency transports, where such transportation originates within the Service Area.
- (t) **Mobile Integrated Healthcare (MIH).** Services provided by Fort Worth, as requested by City, that are designed to enhance, coordinate, effectively manage, and integrate out of hospital care, in order to improve outcomes, enhance the client's experience of care, and improve the efficiency and effectiveness of healthcare services provided to the enrolled clients.
- (u) **Office of Medical Director.** The department or division through which the Medical Director carries out his or her functions. The Office of the Medical Director is comprised of the Medical Director, any Associate Medical Director(s), and other individuals assigned to the Office to assist the Medical Director in carrying out the Medical Director's functions.
- (v) **Paramedic.** A person qualified as a certified or licensed "paramedic" as defined by Tex. Health and Safety Code Sections 773.049 and 773.0495.
- (w) **Patient.** A person who requests EMS, or for whom EMS has been requested, and who has any medical or psychological complaint, obvious injury/distress, or has a significant mechanism of injury.
- (x) **Service Area.** That geographical area which is contained within the corporate limits of the City and other local jurisdictions who have elected to become Client Cities by entering into an EMS Interlocal Agreement with Fort Worth and adopting this Ordinance.
- (y) **Specialty Care Transport.** The transportation of a critically injured or ill patient at a level of service beyond the scope of the EMT-Paramedic when the Patient's condition requires ongoing care that must be furnished by one

or more health professionals in an appropriate specialty area; for example, emergency or critical care nursing, emergency medicine, respiratory care, cardiovascular care, or a paramedic with additional training.

- (z) **Specialized Mobile Intensive Care Unit.** A vehicle which is specially constructed, equipped, staffed, and employed in the inter-facility transport of patients whose requirements for en route medical support are likely to exceed the clinical capabilities of an Advanced Life Support ambulance.

- (aa) **Uniform EMS Ordinance.** This Ordinance.

- (bb) **Unscheduled Medical Transportation.** The transportation of Patients by ambulance service, Specialized Mobile Intensive Care Unit, Specialty Care Transport, or Aeromedical Transportation Unit, including both emergency and low-acuity emergency transports, where such transportation originates within the Service Area and is not previously scheduled or made by appointment.

§ 30-66 Powers and duties of FW EMS.

- (a) Fort Worth, by and through FW EMS, is hereby designated as the exclusively contracted EMS Provider of the EMS System within the City's corporate limits as provided by the terms, conditions and provisions of the City's EMS Interlocal Agreement with Fort Worth and for so long as Fort Worth is a party to the City's EMS Interlocal Agreement.
- (b) Fort Worth shall comply with all terms of the EMS Interlocal Agreement and have all the powers and duties enumerated therein.

§ 30-67 Interfacility transportation.

- (a) This Ordinance is not intended to designate Fort Worth as the sole provider of interfacility transportation services between hospitals and other medical facilities within the Service Area.
- (b) Notwithstanding the above, any person or entity who wishes to provide such IFT services within the Service Area must be registered with Fort Worth as an IFT provider and permitted by Fort Worth and the Medical Director to provide such services.
- (c) Any IFT provider who obtains a permit to provide IFT services from Fort Worth must comply with the provisions of this Ordinance and the directives of the Medical Director.

§ 30-68 Violations.

- (a) So long as Fort Worth is a party to the City's EMS Interlocal Agreement, it shall be unlawful:
- 1) To knowingly give false information to induce the dispatch of an ambulance or Aeromedical Transportation Unit.
 - 2) To perform duties as an ECA, EMT, Paramedic or emergency ambulance dispatcher without current credentials issued by the Office of the Medical Director, unless participating in a training program approved by Office of the Medical Director or performing duties as a First Responder of the City;
 - 3) To permit a person to work as an ECA, EMT, Paramedic or emergency ambulance dispatcher without current credentials issued by the Office of the Medical Director, unless participating in a training program approved by Office of the Medical Director or performing duties as a First Responder of the City;
 - 4) To use, or cause to be used, any Ambulance Service other than FW EMS, except as permitted in subsection (b) below;
 - 5) For any person or entity other than Fort Worth and FW EMS to provide EMS System services within the Service Area, not including those first response services which City provides itself as a First Responder and except as permitted by subsection (b) below;
 - 6) For any person to provide Medical Transportation originating in the Service Area without a permit issued by Fort Worth;
 - 7) For any agency to provide First Responder services without a First Responder Agreement with Fort Worth or a written automatic aid or mutual aid agreement with the City;
 - 8) To use an ambulance for the transportation of persons other than in connection with the transportation of a Patient.
- (b) It shall be a defense to any alleged violation of this section that a vehicle is being used or service is provided solely in any of the following manners:
- 1) As a privately-owned vehicle not ordinarily used in the business of transporting persons who are sick, injured, wounded, incapacitated or helpless;
 - 2) Rendering service as an ambulance at the request of the EMS Communications Center upon the declaration of a disaster by Fort Worth, the City, another unit of local government, the State of Texas, or the United States; or a declaration of a major catastrophe or extreme system overload by the Richland Hills Fire Chief, or the Fort Worth Fire Chief;
 - 3) Any ambulance owned or operated by the federal or state government;
 - 4) Ambulance mutual aid calls when rendered pursuant to an Ambulance Mutual Aid agreement approved by the City or Fort Worth;
 - 5) Wheelchair transport services for persons other than Patients, when the service is not provided by ambulance; and

- 6) Medical Transportation of a Patient where the transport originates outside the Service Area.
- 7) IFT between hospitals or medical facilities within the Service Area if the provider has first obtained a permit from Fort Worth.

§ 30-69 Penalties.

- (a) Any person convicted of violating the provisions of Section 5-31 shall be guilty of a Class C misdemeanor and shall be punished by a fine not to exceed \$500 (Tex. Penal Code §12.23).
- (b) This Section does not serve to limit any other remedies available to the City in law or equity.
- (c) Each violation of this Ordinance shall constitute a separate offense.

§ 30-70 Traffic laws; Exemption.

When the driver of an emergency medical response vehicle has reasonable grounds to believe that an emergency exists, as determined by the EMS Communication Center, the vehicle shall be treated as an “authorized emergency vehicle” within the meaning of Chapter 546 of the Tex. Transp. Code, and shall be exempt from traffic laws as provided therein.

§ 30-71- § 30-79 (Reserved).”

**SECTION 2.
ORDINANCE CUMULATIVE**

This Ordinance shall be cumulative of all provisions of ordinances of the Richland Hills City Code, as amended, except where the provisions of this Ordinance are in direct conflict with the provisions of such ordinances and such Code, the conflicting provision of this Code, namely Article II “Emergency Medical Services” of Chapter 30 “Emergency Services” is hereby repealed effective July 1, 2025.

**SECTION 3.
RESERVATION OF RIGHTS AND REMEDIES FOR ACCRUED VIOLATIONS**

All rights and remedies of the City, are expressly saved as to any and all violations of the provisions of the City Code, or any other ordinances of the City, that have accrued at the time of the effective date of this Ordinance; and, as to such accrued violations and all pending litigation, both civil and criminal, whether pending in court or not, under such ordinances, same shall not be affected by this Ordinance, but may be prosecuted until final disposition by the courts.

SECTION 4. PROVISIONS SEVERABLE

It is hereby declared to be the intention of the City Council that the phrases, clauses, sentences, paragraphs and sections of this Ordinance are severable, and, if any phrase, clause, sentence, paragraph or section of this Ordinance shall be declared unconstitutional by the valid judgment or decree of any court of competent jurisdiction, such unconstitutionality shall not affect any of the remaining phrases, clauses, sentences, paragraphs and sections of this Ordinance, since the same would have been enacted by the City Council without the incorporation in this Ordinance of any such unconstitutional phrase, clause, sentence, paragraph or section.

SECTION 5. PENALTY CLAUSE

Any person convicted of violating the provisions of the Richland Hills City Code Section 30-68 as enacted by this Ordinance shall be guilty of a Class C misdemeanor and shall be punished by a fine not to exceed \$500 (Tex. Penal Code § 12.23). This Section does not serve to limit any other remedies available to the Jurisdiction in law or equity. Each violation of this Ordinance shall constitute a separate offense.

SECTION 6. PUBLICATION CLAUSE

The City Secretary of the City of Richland Hills is hereby directed to publish the caption, penalty clause, and effective date clauses in the official newspaper as required by law.

SECTION 7. EFFECTIVE DATE

This Ordinance shall be in full force and effect from and after its passage, and it is so ordained.

APPROVED AND ADOPTED at a regular meeting of the Richland Hills City Council on April 28, 2025, by a vote of _____ ayes, _____ nays, and _____ abstentions.

APPROVED:

THE HONORABLE MAYOR CURTIS BERGTHOLD

ATTEST:

LINDSAY RAWLINSON, CITY SECRETARY

Memorandum

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

From: C. Russell Shelley, Fire Chief

Date: April 28, 2025

Subject: Vehicle Maintenance ILA

Agenda Item:

Consider 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 downtime and reduce expenses for fleet maintenance, and do so by partnering with a neighboring community with whom we already share other successful collaborative efforts.

The City of Watauga utilizes only fully certified Emergency Vehicle Technicians or EVT's. They are an authorized repair facility through our fire engine manufacturer, and their turnaround time on major repairs or in-depth preventative maintenance is typically two weeks or less. Our current provider generally averages four to six weeks for the same repairs. In addition, the repair facility in Watauga is about eight miles from the city, while our current repair contractor is located approximately 30 miles away in southern Mansfield. Repair warranties for both vendors are comparable. Parts are generally covered for 90 days, and labor warranties are generally 60 days. Given the extreme operational environment of fire engine vehicles, warranties cannot be as substantial as those found in the private sector for personal vehicles or light duty commercial vehicles.

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. This item was originally brought forward at the January 27, 2025 City Council meeting; however, it was tabled to allow staff and the City Attorney additional time to negotiate the terms of the agreement.

Financial Considerations:

The hourly shop fees and parts costs are outlined within the attached Interlocal Agreement. Shop fees are approximately \$30/hour less than our current provider, parts mark-up is 25% versus 33% with our current provider, and travel fees for on-site repairs are \$139 per trip versus \$250 per trip with 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

§
§
§
§

COUNTY OF TARRANT

INTERLOCAL AGREEMENT

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**"), collectively referred to herein as the "Parties."

WHEREAS, the Parties have 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 the Parties and will further the objectives of the 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 the 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 **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**, as set forth in this Agreement, for the purposes of vehicle maintenance to **RICHLAND HILLS'** vehicles and equipment, and

NOW, THEREFORE, in consideration of the mutual representations, terms and covenants hereinafter 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 sixty (60) days;

- a. Parts will be warranted for ninety (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 warranties set forth in this Section, **WATAUGA** makes no other warranties, guaranties or representations regarding parts and/or labor.

4. RATE SCHEDULE

Services will be 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 twenty five percent (25%).
- e. Transporting of equipment shall be billed out at the hourly rate of \$139.22 an hour.

- f. Dispatch of **WATAUGA** service truck(s) 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 + twenty five percent (25%).
- h. Each new budget year, the rate schedule shall be increased by three percent (3.0%). The increase shall be automatically accepted unless the City Manager agrees to other provisions prior to the final budget being accepted by the City Council of both Parties.

5. CONTRACT PAYMENTS

RICHLAND HILLS shall reimburse **WATAUGA** for all fees incurred under Section 4 above within thirty (30) days of receipt of an invoice for services rendered.

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 an 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 the Effective Date, and expiring on September 30, 2025 (the "Initial Term"), and each year thereafter that this Agreement is in effect (the "Expiration Date"). Following the Initial Term, unless written notice is given by either Party hereto to the other not less than ninety (90) days 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 AND DEFAULT

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. To the extent permitted by law, **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

Neither Party to this Agreement waives any claim of sovereign or governmental immunity because of its participation in this Agreement except as expressly stated herein. 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 anyone 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, strike, fire, 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:

Attest:

City Secretary

City Secretary

APPROVED AS TO FORM AND LEGALITY

APPROVED AS TO FORM AND LEGALITY

City Attorney

City Attorney

Exhibit “A”

Interlocal Agreement with Richland Hills for Vehicle Maintenance

Memorandum

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

From: C. Russell Shelley, Fire Chief

Date: April 28, 2025

Subject: Annual Facility Maintenance, Repair & Upgrade Unit Price Contract

Agenda Item:

Consider award of bid for RFP 2025-001 Annual Facility Maintenance, Repair and Upgrade Unit Price Contract to Classic Paint & Drywall

Background Information:

The City of Richland Hills solicited bids for an Annual Facility Maintenance, Repair and Upgrade unit price contract in March 2025. The unit price contract will help the City expedite work such as wall framing, drywall installation and repair, tape, texture, & painting, installation and removal of doors, trim, etc. The unit price contract also standardizes the costs for these projects versus quoting each individual project as it comes up. The City utilizes similar contracts from other government entities and, as the primary contract holder, would allow other agencies to utilize this contract as well.

The City received three (3) bids that ranged from \$9,431.50 to \$9,765.00. Classic Paint & Drywall emerged as the lowest responsible bidder and best overall value including annual cost escalation. All references provided strong recommendations and Classic Paint & Drywall's past work for the city provided a positive frame of reference.

Financial Considerations:

Unit prices are based on industry standards depending on the work to be performed. The bid total received is for determining bid ranking only and does not reflect the contract amount to be awarded. The total contracted amount will vary depending on the various task order assignments requested. Most projects of this type will be less than \$5,000 and rarely more than \$10,000. Funding for general construction services is approved through the annual budget process and expenditures would be based on annual allocations.

Legal Review:

N/A

Board/Citizen Input:

N/A

Attachments:

Bid Tabulation Sheet
Submittal Packet from Classic Paint & Drywall

Council Action Requested:

Motion to approve award of bid for RFP 2025-001 Annual Facility Maintenance, Repair and Upgrade Unit Price Contract to Classic Paint & Drywall

Listed in order opened.		BIDDER 1			BIDDER 2			BIDDER 3		
		Classic Drywall and Paint			DSA Contractors			Cortex Construction		
		UOM	QUANTITY	UNIT/LABOR PRICE	UOM	QUANTITY	UNIT/LABOR PRICE	UOM	QUANTITY	UNIT/LABOR PRICE
1	Primary Contractor Labor Rate	Hour	1	\$ 50.00	Hour	1	\$ 55.00	Hour	1	\$ 75.00
1.1	Secondary Contractor Labor Rate	Hour	1	\$ 25.00	Hour	1	\$ 50.00	Hour	1	\$ 50.00
1.2	Remove Interior Door - Including all hardware, doorknob, dead bolt, hinges, interior framing, etc.	Each	1	\$ 200.00	Each	1	\$ 125.00	Each	1	\$ 750.00
1.3	Install Interior Door 30” - Including all hardware, doorknob, dead bolt, hinges, interior framing, etc.	Each	1	\$ 683.33	Each	1	\$ 950.00	Each	1	\$ 1,250.00
1.4	Install Interior Door 32” - Including all hardware, doorknob, dead bolt, hinges, interior framing, etc.	Each	1	\$ 695.52	Each	1	\$ 1,000.00	Each	1	\$ 780.00
1.5	Install Interior Door 36” - Including all hardware, doorknob, dead bolt, hinges, interior framing, etc.	Each	1	\$ 718.64	Each	1	\$ 925.00	Each	1	\$ 540.00
1.6	Remove Exterior Door - Including all hardware, doorknob, dead bolt, hinges, interior framing, etc.	Each	1	\$ 200.00	Each	1	\$ 200.00	Each	1	\$ 720.00
1.7	Install Exterior Door 32” Wood - Including all hardware, doorknob, dead bolt, hinges, interior framing, etc.	Each	1	N/A	Each	1	\$ 1,025.00	Each	1	\$ 1,200.00
1.8	Install Exterior Door 36” Wood - Including all hardware, doorknob, dead bolt, hinges, interior framing, etc.	Each	1	N/A	Each	1	\$ 1,100.00	Each	1	\$ 960.00
1.9	Install Exterior Door 32” Metal - Including all hardware, doorknob, dead bolt, hinges, interior framing, etc.	Each	1	\$ 1,279.47	Each	1	\$ 1,100.00	Each	1	\$ 700.00
1.10	Install Exterior Door 36” Metal - Including all hardware, doorknob, dead bolt, hinges, interior framing, etc.	Each	1	\$ 1,279.47	Each	1	\$ 1,100.00	Each	1	\$ 720.00
1.11	Remove Door Jamb - Including all hardware.	Each	1	\$ 200.00	Each	1	\$ 125.00	Each	1	N/A
1.12	Install Interior Door Jamb - Including all hardware.	Each	1	\$ 547.41	Each	1	\$ 500.00	Each	1	N/A
1.13	Install Exterior Door Jamb - Including all hardware.	Each	1	\$ 640.76	Each	1	\$ 525.00	Each	1	N/A
1.14	Remove Door Molding - Including painting and caulking.	Linear Foot	1	\$ 1.20	Linear Foot	1	\$ 1.50	Linear Foot	1	\$ 2.00
1.15	Install Door Molding - Including painting and caulking.	Linear Foot	1	\$ 12.50	Linear Foot	1	\$ 6.00	Linear Foot	1	\$ 4.00
1.16	Paint Door	Each	1	\$ 25.00	Each	1	\$ 115.00	Each	1	\$ 75.00
1.17	Stain Door	Each	1	\$ 75.00	Each	1	\$ 135.00	Each	1	\$ 80.00
1.18	Install Door Threshold	Each	1	\$ 267.54	Each	1	\$ 90.00	Each	1	\$ 100.00
1.19	Wall Demolition	Square Foot	1	\$ 6.40	Square Foot	1	\$ 1.25	Square Foot	1	\$ 3.00
1.20	General Framing - Wall, Pony Wall, Support Structure(s), etc.	Square Foot	1	\$ 10.50	Square Foot	1	\$ 15.00	Square Foot	1	\$ 5.00
1.21	Install Drywall - Including tape and bed.	Square Foot	1	\$ 5.70	Square Foot	1	\$ 10.50	Square Foot	1	\$ 2.50
1.22	Newly Installed Drywall - Texture	Square Foot	1	\$ 5.70	Square Foot	1	\$ 6.50	Square Foot	1	\$ 1.50
1.23	Newly Installed Drywall - Prime and Paint	Square Foot	1	\$ 7.25	Square Foot	1	\$ 2.50	Square Foot	1	\$ 3.00
1.24	Existing Surface - Prime and Paint	Square Foot	1	\$ 1.60	Square Foot	1	\$ 3.00	Square Foot	1	\$ 2.00
1.25	Remove Wood Baseboard	Linear Foot	1	\$ 1.20	Linear Foot	1	\$ 0.75	Linear Foot	1	N/A
1.26	Install Wood Baseboard up to 4” - Including painting or staining, and caulking.	Linear Foot	1	\$ 1.30	Linear Foot	1	\$ 21.00	Linear Foot	1	N/A

1.27	Install Wood Baseboard up to 6” - Including painting or staining, and caulking.	Linear Foot	1	\$1.30	Linear Foot	1	\$24.50	Linear Foot	1	N/A
1.28	Remove Existing Cove Base	* By Project	1	\$200.00	Linear Foot	1	\$0.50	By Project	1	N/A
1.29	Install Cove Base	Linear Foot	1	\$10.50	Linear Foot	1	\$2.00	Linear Foot	1	N/A
1.30	Install Wood Chair Rail up to 4” - Including painting or staining, and caulking.	Linear Foot	1	\$13.80	Linear Foot	1	\$21.00	Linear Foot	1	N/A
1.31	Facility Sign Painting	Each	1	\$1,240.00	Each	1	\$500.00	Each	1	N/A
1.32	Exterior Surface Prime and Paint	Square Foot	1	\$1.60	Square Foot	1	\$7.00	Square Foot	1	N/A
1.33	Remove of Flooring - Could include carpet, tile, vinyl, etc.	Square Foot	1	\$3.00	Square Foot	1	\$0.50	Square Foot	1	\$1.50
1.34	Remove of Subfloor - Including hardware.	* By Project	1	\$400.00	Square Foot	1	\$1.50	Square Foot	1	\$1.00
1.35	Repair of Subfloor - Including hardware.	Square Foot	1	\$5.00	Square Foot	1	\$5.00	Square Foot	1	\$2.00
1.36	Install Laminate/Vinyl Flooring - Including moisture barrier, etc.	Square Foot	1	\$10.50	Square Foot	1	\$7.00	Square Foot	1	\$4.00
1.37	Install Custom Built Shelving - Including hardware.	Square Foot	1	\$12.00	Square Foot	1	\$8.00	Square Foot	1	N/A
1.38	Work Area Preparation - Move furniture.	By Project	1	\$200.00	By Project	1	TBD	By Project	1	\$500.00
1.39	Work Area Preparation - Cover furniture and/or City assets.	By Project	1	\$200.00	By Project	1	TBD	By Project	1	\$300.00
1.40	Remove and Dispose of Project Debris and Materials	By Project	1	\$200.00	By Project	1	TBD	By Project	1	\$600.00
			TOTAL	\$9,438.19		TOTAL	\$9,765.00		TOTAL	\$9,431.50

Year 1 Escalation: 5%

Year 2 Escalation: 5%

Year 3 Escalation: 5%

Year 4 Escalation: 5%

Year 1 Escalation: 3%

Year 2 Escalation: 3%

Year 3 Escalation: 3%

Year 4 Escalation: 3%

Year 1 Escalation: 8%

Year 2 Escalation: 8%

Year 3 Escalation: 8%

Year 4 Escalation: 8%

* UOM differs from other bidders.



City of Richland Hills

REQUEST FOR PROPOSAL

Proposal Reference Number: RFP 2025-001

Project Title: Annual Facility Maintenance, Repair, & Upgrade Unit Price Contract

Proposal Closing Date: 12:00 P.M. (CDT) Tuesday, March 11, 2025

Bids will be publicly opened and acknowledged at that time in the Council Chambers of City Hall.

TABLE OF CONTENTS

Table of Contents	Page 1
Request for Proposals	
(1) Introduction	Page 2
(2) Definitions	Page 2
(3) General Information/History	Page 3
(4) RFP Withdrawals and/or Amendments	Page 3
(5) Proposal Submittal Requirements	Page 3
(6) Proposal Evaluation and Contract Award	Page 4
Appendix A – Scope of Services	
(1) Project Title.....	Page 6
(2) Special Conditions	Page 6
(3) Proposal Evaluation Factors	Page 6
(4) Key Events Schedule	Page 6
(5) City Facilities	Page 6
(6) General Service Needs and Definitions	Page 7
Appendix B – Proposal	
(-) Submittal Checklist	Page 11
Required Proposal Information	
(1) Proposed Product and/or Services Description.....	Page 12
(2) Cost of Proposed Product and/or Services.....	Page 12
(3) Term of Contract and Option to Extend	Page 12
(4) Proposer’s Experience / Staff	Page 13
(5) References	Page 13
(6) Trade Secrets and/or Confidential Information	Page 15
(7) Federal, State and/or Local Identification Information	Page 15
(8) Cooperative Governmental Purchasing Notice.....	Page 15
Contract Terms and Conditions	
(1) Delivery of Products and/or Services.....	Page 15
(2) Miscellaneous.....	Page 16
(3) Financial Responsibility Provisions.....	Page 16
Appendix C – Form CIQ	Page 18

Richland Hills, Texas Request for Proposal

1. Introduction

- A. Project Overview: The City of Richland Hills is requesting Proposals with the intent of awarding Unit Pricing Contract(s) for various city facility maintenance, repair, and upgrade services contained in Appendix A – Scope of Services.
- B. Questions: Following are contacts for questions as identified.
 - i. RFP Clarifications: All questions related to requirements or processes of this RFP should be submitted in writing to Alicia Johnson, Senior Administrative Assistant at ajohnson@richlandhills.com.
 - ii. Scope of Service Questions: All questions related to the scope of services should be submitted in writing to Alicia Johnson, Senior Administrative Assistant at ajohnson@richlandhills.com.
 - iii. Replies: Responses to inquiries which directly affect an interpretation or effect a change to this RFP will be issued in writing by addendum posted to the City of Richland Hills website (<https://www.richlandhills.com/Bids.aspx>). All such addenda issued by the City prior to the submittal deadline shall be considered part of the RFP. The City shall not be bound by any reply to an inquiry unless such reply is made by such formal written addendum.
 - iv. Acknowledgement of Addenda: The Proposer must acknowledge all addenda by signing and returning such document(s) or by initialing appropriate area of the Proposal.
- C. Notification of Errors or Omissions: Proposers shall promptly notify the City of any omissions, ambiguity, inconsistency or error that they may discover upon examination of this RFP. The City shall not be responsible or liable for any errors and/or misrepresentation that result from the solicitations which are inadvertently incomplete, ambiguous, inconsistent or obviously erroneous.
- D. Conflict of Interest Questionnaire (Form CIQ): A person or business, and their agents, who seek to contract or enter into an agreement with the City, are required by Texas Local Government Code, Chapter 176, to file a conflict-of-interest questionnaire (FORM CIQ) which is found in Appendix C. The form must be filed with the City Secretary no later than seven (7) days after the date the person or business begins contract discussions or negotiations with the City, or submits an application, response to a request for proposals or bids, correspondence, or other writing related to any potential agreement with the City.

2. Definitions

- A. Proposal: The signed and executed submittal of the entirety of Appendix B – Proposal.
- B. Proposer: The Proposer and the Proposer's designated contact signing the first page of the Proposal.
- C. City of Richland Hills ("City"): The City of Richland Hills, Texas.

- D. City Secretary's Office: The office of the City Secretary of the City of Richland Hills, located at 3200 Diana Drive, Richland Hills, Texas 76118. PH: (817) 616-3810
- E. Project: The name of this Request for Proposal as identified on the cover sheet and first page of Appendix A – Scope of Service
- F. Request for Proposals (RFP): The entirety of this document, including all Appendices and Addenda.
- G. Scope of Services: The entirety of Appendix A – Scope of Services

3. General Information/History

- A. Tax Exempt Status: City purchases are exempt from State Sales Tax and Federal Excise Tax. Do not include tax in the Proposal. City will furnish Excise Tax Exemption Certificate upon request.
- B. Public Inspection of Proposals: The City strictly adheres to the Texas Public Information Act (Texas Government Code Chapter 552.001, et seq.) and all other governing statutes, regulations, and laws regarding the disclosure of RFP information. Proposals are not available for public inspection until after the contract award. If the Proposer has notified the City, in writing, that the Proposal contains trade secrets or confidential information, the City will generally take reasonable steps to prevent disclosure of such information, in accordance with the Public Information Act. This is a statement of general policy only, and in no event shall the City be liable for disclosure of such information by the City in response to a request, regardless of the City's failure to take any such reasonable steps, even if the City is negligent in failing to do so.
- C. The city is looking to hire trade specific labor contractor(s) to provide a variety of repairs, general maintenance, and upgrade services at city facilities as outlined in Appendix A – Scope of Services. The contract term will be for a period of one calendar year from the date of City Council award and approval

4. RFP Withdrawals and/or Amendments

- A. RFP Withdrawal: The City reserves the right to withdraw this RFP for any reason.
- B. RFP Amendments: The City reserves the right to amend any aspect of this RFP by formal written Addendum prior to the Proposal submittal deadline and will endeavor to notify all potential Proposers that have registered with the City, but failure to notify shall impose no obligation or liability on the City.

5. Proposal Submittal Requirements

- A. Submittal Packet – Required Content: The proposal submittal should include one (1) hard copy and one (1) electronic copy on a flash drive. Proposals should be submitted in a sealed envelope with the following information marked plainly on the front:

RFP 2025-001 – Annual Facility Maintenance, Repair, & Upgrade Unit Price Contract

- B. Submittal Deadline: The deadline for submittal of Proposals shall be as identified on page 11 (eleven) of Appendix B-Proposal. It is the Proposer's responsibility to have the Proposal

Documents correctly submitted by the submittal deadline. No extensions will be granted and no late submissions will be accepted.

- C. Proposals Received Late: Proposers are encouraged to submit their proposals as soon as possible. The time and date of receipt as recorded by City staff when the proposal is delivered shall be the official time of receipt. The city is not responsible for late submission regardless of the reason. Late Proposals will not be considered under any circumstances.
- D. Alterations or Withdrawals of Proposal Document: Any submitted Proposal may be withdrawn or a revised proposal substituted prior to the submittal deadline. Proposal Documents cannot be altered, amended or withdrawn by the Proposer after the submittal deadline.
- E. Proposal Document Format: All Proposal Documents must be prepared in single-space type, on standard 8-1/2" x 11" vertically oriented pages, numbered at the bottom.
- F. Validity Period: Once the submittal deadline has passed, any Proposal Document shall constitute an irrevocable bid to provide the commodities and/or services set forth in the Scope of Services at the price(s) shown in the Proposal Document. Such proposal shall be irrevocable until the earlier of the expiration of ninety (90) days from the submittal deadline, or until a contract has been awarded by the City.

6. Proposal Evaluation and Contract Award

- A. Proposal Evaluation and Contract Award Process: An award of a contract to provide the goods or services specified herein will be made using competitive sealed proposals, in accordance with Chapter 252 of the Texas Local Government Code and with the City's purchasing policy. The City will evaluate all proposals to determine which proposers are reasonably qualified for the award of the contract, applying the anticipated evaluation factors and emphasis to be placed on each factor as identified in the Scope of Services. The City may, at its option, conduct discussions with or accept proposal revisions from any reasonably qualified proposer. The City reserves the right to determine which proposal will be most advantageous to the City.
- B. Completeness: If the Proposal is incomplete or otherwise fails to conform to the requirements of the RFP, City alone will determine whether the variance is so significant as to render the Proposal non-responsive, or whether the variance may be cured by the Proposer or waived by the City, such that the Proposal may be considered for award.
- C. Ambiguity: Any ambiguity in the Proposal as a result of omission, error, lack of clarity or non-compliance by the Proposer with specifications, instructions and all conditions shall be construed in the favor of the City. In the event of a conflict between these standard RFP requirements and details provided in Appendix A – Scope of Services or Appendix B – Proposal, the Appendices shall prevail.
- D. Unit Prices and Extensions: If unit prices and their extensions do not coincide, the City may accept the price most beneficial to the City, and the Proposer will be bound thereby.
- E. Additional Information: City may request any other information necessary to determine Proposer's ability to meet the minimum standards required by this RFP.
- F. Partial Contract Award: City reserves the right to award one contract for some or all the requirements proposed or award multiple contracts for various portions of the requirements to different Proposers based on the unit prices proposed in response to this request, or to reject any and all Proposals and re-solicit for Proposals, as deemed to be in the best interest of City.

- G. Terminate for Cause: The occurrence of any one or more of the following events will justify termination of the contract by the City of Richland Hills for cause:
- i. The successful proposer fails to perform in accordance with the provisions of these specifications; or
 - ii. The successful proposer violates any of the provisions of these specifications; or
 - iii. The successful proposer disregards laws or regulations of any public body having jurisdiction; or
 - iv. The successful proposer transfers, assigns, or conveys any or all of its obligations or duties under the contract to another without written consent of the City.
 - v. If one or more of the events identified in Subparagraphs G i) through iv) occurs, the City of Richland Hills may, terminate the contract by giving the successful proposer seven (7) days written notice. In such case, the successful proposer shall only be entitled to receive payment for goods and services provided before the effective date of termination. The successful proposer shall not receive any payment on account of loss of anticipated profits or revenue or other economic loss resulting from such termination.
 - vi. When the contract has been so terminated by the City of Richland Hills, such termination shall not affect any rights or remedies of the City then existing or which may thereafter accrue.
- H. Terminate for Convenience: This contract may be cancelled or terminated at any time by giving vendor thirty (30) days written notice. Vendor may be entitled to payment for services actually performed; to the extent said services are satisfactory.

Appendix A – Scope of Services

1. Project Title

Annual Facility Maintenance, Repair, & Upgrade Unit Price Contract

2. Special Conditions

The following special conditions shall prevail over areas of conflict in previous pages:
THIS IS AN “AS PERFORMED / AS REQUESTED” PROFESSIONAL SERVICES CONTRACT.
VENDOR SHALL BE PAID ONLY FOR WORK PERFORMED. ALL SERVICE QUANTITIES
ARE ESTIMATED AND TOTAL SERVICE QUANTITIES SHALL VARY.

3. Proposal Evaluation Factors

Emphasis	Factor
40 %	Overall Vendor Cost of Broker Services
30 %	Vendors Ability to Perform Requested Services
20 %	Vendor Experience Providing Requested Services
10 %	Vendors References

4. Key Events Schedule

Proposal Release Date	March 11, 2025
Deadline for Submittal of Written Questions	March 25, 2025
Sealed proposals Due to City	April 1, 2025, at 12:00 PM
Anticipated Evaluation and Review	April 1 - 3, 2025
Anticipated City Council Approval	April 7, 2025
Anticipated Contract Award	April 8, 2025

5. City Facilities

A. City Hall - 3200 Diana Drive, Richland Hills, Texas 76118

- i. 5,800 square feet
- ii. Hours of Operation: Monday - Thursday 7:30am - 5:30pm
Closed to the public on Friday, Saturday and Sunday

B. Library - 6724 Rena Drive, Richland Hills, Texas 76118

- i. 9,000 square feet
- ii. Hours of Operation: Tuesday - Friday 9:00am - 8:00pm
Closed on Saturday, Sunday and Monday

C. Public Works - 6700 Rena Drive, Richland Hills, Texas 76118

- i. 3,000 square feet
- ii. Hours of Operation: Monday - Thursday 7:30am - 5:30pm.
Closed to the public on Friday, Saturday and Sunday

D. Old Fire Annex Building - 3201 Diana Drive St. A-B, Richland Hills, Texas 76118

- i. 1,000 square feet
- ii. Hours of Operation: Monday - Thursday, 7:30am - 5:30pm
Closed to the public Friday, Saturday, and Sunday

E. Fire Station - 3220 Rufe Snow Drive, Richland Hills, Texas 76118

- i. 10,800 square feet
- ii. Hours of Operation: Monday - Thursday 7:30am - 5:30pm.
Administrative offices closed to the public on Friday through Sunday.

F. Police Station - 6700 Baker Boulevard, Richland Hills, Texas 76118

- i. 7,500 square feet
- ii. Hours of Operation: Monday - Thursday 7:30am - 5:30pm.
Administrative offices closed to the public on Friday through Sunday.

G. The Link Community Center - 6750 Baker Boulevard, Richland Hills, Texas 76118

- i. 28,000 square feet
- ii. Hours of Operation: Monday - Friday 5:30am - 9:00pm
Saturday 8:00am - 5:00pm
Sunday 1:00pm - 5:00pm

H. Animal Services Center - 7049 Baker Boulevard, Richland Hills, Texas 76118

- i. 4,000 square feet
- ii. Hours of Operation: Monday, Tuesday, and Thursday 7:30am - 5:30pm
- iii. Closed to the public Wednesday, Friday, Saturday and Sunday.

6. General Service Needs and Definitions

A. General Facility Service Needs and Cost

Item No.	Service/Scope	UOM	Service Quantity	Cost of Materials	Cost of Labor	Total Cost of Service
1.0	Primary Contractor Labor Rate	Hour	1	N/A	\$50.00	\$50.00
1.1	Secondary Contractor Labor Rate	Hour	1	N/A	25.00	\$25.00
1.2	Remove Interior Door - Including all hardware, doorknob, dead bolt, hinges, interior framing, etc.	Each	1	N/A	\$200.00	\$200.00
1.3	Install Interior Door 30" - Including all hardware, doorknob, dead bolt, hinges, interior framing, etc.	Each	1	\$283.33	\$400.00	\$683.33
1.4	Install Interior Door 32" - Including all hardware, doorknob, dead bolt, hinges, interior framing, etc.	Each	1	\$295.52	\$400.00	\$695.52

1.26	Install Wood Baseboard up to 4" - Including painting or staining, and caulking.	Linear Foot	1	.80- 1.30 ⁰⁰	840 ⁰⁰ one 8hr day	T.B.D.
1.27	Install Wood Baseboard up to 6" - Including painting or staining, and caulking.	Linear Foot	1	.80- 1.30	840 ⁰⁰ one 8hr day	T.B.D.
1.28	Remove Existing Cove Base	Linear Foot	1	N/A	300.00	200.00
1.29	Install Cove Base	Linear Foot	1	10.50	T.B.D.	T.B.D.
1.30	Install Wood Chair Rail up to 4" - Including painting or staining, and caulking.	Linear Foot	1	.80- 1.30	12.50 per lft	T.B.D.
1.31	Facility Sign Painting	Each	1	200-400	840 ⁰⁰	T.B.D.
1.32	Exterior Surface Prime and Paint	Square Foot	1	1.60	T.B.D.	T.B.D.
1.33	Remove of Flooring - Could include carpet, tile, vinyl, etc.	Square Foot	1	N/A	3.00 per sq ft	T.B.D.
1.34	Remove of Subfloor - Including hardware.	Square Foot	1	N/A	8400 ⁰⁰	8400 ⁰⁰
1.35	Repair of Subfloor - Including hardware.	Square Foot	1	T.B.D.	955000	T.B.D.
1.36	Install Laminate/Vinyl Flooring - Including moisture barrier, etc.	Square Foot	1	T.B.D.	10.50 per sq ft	T.B.D.
1.37	Install Custom Built Shelving - Including hardware.	Square Foot	1	T.B.D.	400-800 per lft	T.B.D.
1.38	Work Area Preparation - Move furniture.	By Project	1	200 ⁰⁰	200.00	20000
1.39	Work Area Preparation - Cover furniture and/or City assets.	By Project	1	200 ⁰⁰	200.00	20000
1.40	Remove and Dispose of Project Debris and Materials	By Project	1	200 ⁰⁰	200.00	20000

There is an expectation of a 25 % markup in project materials per project due to economic inflation.

B. Definitions

- i. Primary Contractor: Business owner and/or Lead Project Contractor.
- ii. Secondary Contractor: Contractor who works under or at the direction of the Primary Contractor.
- iii. Remove: Take something away or off from the position occupied.
- iv. Install: Place or fix in position ready for use.
- v. Framing: Refers to the fitting together of pieces to give a structure, support and shape.
- vi. Molding: Decorative and functional element that adds character and detail to interior and exterior spaces, typically found around a door or window.

1.5	Install Interior Door 36" - Including all hardware, doorknob, dead bolt, hinges, interior framing, etc.	Each	1	\$318.64	\$400.00	\$718.64
1.6	Remove Exterior Door - Including all hardware, doorknob, dead bolt, hinges, interior framing, etc.	Each	1	N/A	\$200.00	\$200.00
1.7	Install Exterior Door 32" Wood - Including all hardware, doorknob, dead bolt, hinges, interior framing, etc.	Each	1	N/A	N/A	N/A
1.8	Install Exterior Door 36" Wood - Including all hardware, doorknob, dead bolt, hinges, interior framing, etc.	Each	1	N/A	N/A	N/A
1.9	Install Exterior Door 32" Metal - Including all hardware, doorknob, dead bolt, hinges, interior framing, etc.	Each	1	\$479.46	\$400.00	\$279.47
1.10	Install Exterior Door 36" Metal - Including all hardware, doorknob, dead bolt, hinges, interior framing, etc.	Each	1	\$479.46	\$400.00	\$279.47
1.11	Remove Door Jamb - Including all hardware.	Each	1	N/A	\$200.00	\$200.00
1.12	Install Interior Door Jamb - Including all hardware.	Each	1	147.41	\$400.00	\$547.41
1.13	Install Exterior Door Jamb - Including all hardware.	Each	1	\$240.76	\$400.00	\$640.76
1.14	Remove Door Molding - Including painting and caulking.	Linear Foot	1	N/A	.60 \$1.20 per foot	T.B.D
1.15	Install Door Molding - Including painting and caulking.	Linear Foot	1	\$12.50 per foot	T.B.D	T.B.D
1.16	Paint Door	Each	1	25.00 each	T.B.D	T.B.D
1.17	Stain Door	Each	1	75.00 each	T.B.D	T.B.D
1.18	Install Door Threshold	Each	1	67.54	\$200.00	\$267.54
1.19	Wall Demolition	Square Foot	1	.50 \$6.40	T.B.D	T.B.D
1.20	General Framing - Wall, Pony Wall, Support Structure(s), etc.	Square Foot	1	\$10.50 per sq ft	T.B.D	T.B.D
1.21	Install Drywall - Including tape and bed.	Square Foot	1	\$5.70 per sq ft	T.B.D	T.B.D
1.22	Newly Installed Drywall - Texture	Square Foot	1	\$5.70 per	T.B.D	T.B.D
1.23	Newly Installed Drywall - Prime and Paint	Square Foot	1	\$7.25	T.B.D	T.B.D
1.24	Existing Surface - Prime and Paint	Square Foot	1	\$1.60	T.B.D	T.B.D
1.25	Remove Wood Baseboard	Linear Foot	1	N/A	.60 - 1.20	T.B.D

- vii. Door Jamb: Vertical components that form the sides of a doorway, window, or other openings in a building.
- viii. Baseboard: Small strips of wood, vinyl, or MDF that line the lower section of an interior wall that covers the joint between the wall surface and the floor.
- ix. Drywall: The application of walls without the use of mortar or plaster.
- x. Cove Base: Cove base is a type of trim that is installed along the base of an interior wall where the wall meets the floor. It is primarily made of vinyl or rubber.
- xi. Subfloor: The subfloor is the flat, stable surface below the floor covering. The subfloor is nailed to the top of the joists.
- xii. Tape and Bedding: Tape and bedding is a process that helps create a flush and seamless drywall finish.
- xiii. Caulking: Caulk or caulking is a material used to seal joints or seams against leakage in various structures and piping. It is applied to fill gaps around the edge of something.
- xiv. Laminate Flooring: Laminate flooring is a synthetic floor covering consisting of a particleboard wood base topped by an image layer and a transparent wear layer.
- xv. Vinyl Flooring: Sheet vinyl flooring is vinyl flooring that comes in large, continuous, flexible sheets. A vinyl sheet floor is completely impermeable to water, unlike vinyl floor tile, which comes in stiff tiles.

C. Other Expectations

Provisions may be required for certain projects to be performed during non-business hours dependent upon the facility and the project scope. This expectation may be necessary to limit disruption to the execution of City business and staff work process.

Appendix B – Proposal

Submittal Checklist: (To determine validity of proposal)

- _____ Appendix B (pages 13 through 18) must be included in the bid submittal.
- _____ Appendix C (page 19 through 21) Conflict of Interest Form must be included in the bid submittal.
- _____ Copies of Vendors Required Licenses.

All proposals submitted to the City of Richland Hills shall include this page with the submitted Proposal.

RFP Number:	RFP 2025-001		
Project Title:	Facility Maintenance, Repair, and Upgrade Services		
Submittal Deadline:	12:00 P.M. (CDT) Tuesday, April 1, 2025		
Submittal Location:	City Secretary's Office 3200 Diana Drive Richland Hills, TX 76118		
<u>Proposer Information:</u>			
Proposer's Legal Name:	Classic Drywall and Paint LLC		
Address:	612 Pawnee St.		
City, State & Zip	Crossroads Tx, 76227		
Federal Employers Identification Number #	88-4253476		
Phone Number:	469.473.6890	Fax Number:	
E-Mail Address:	Justin.Garcia.2606@gmail.com		
<u>Proposer Authorization:</u>			
I, the undersigned, have the authority to execute this Proposal in its entirety as submitted and enter into a contract on behalf of the Proposer.			
Printed Name	and	Position	of Authorized Representative:
Justin Garcia	owner		
Signature	of	Authorized	Representative:
			
Signed this <u>31</u> (day) of <u>March</u> (month), <u>2025</u> (year)			

Vendors shall show in this quote their anticipated percent of escalation if/when the option to extend is exercised. The percent quoted will be a maximum. In addition, the percentage proposed will be a

factor in determining the best value to the city. It is the average price over the period of the contract that will be the price factor considered in the evaluation of this quote. Quotes in which negative, or no escalation is shown will be considered as 0% escalation.

- C. Price Increases Upon Extension: If approved by the City, the Contractor shall modify the rates charged by the Contractor to reflect any changes shown in the comparative statement delivered to the City. The maximum increase allowed under this provision shall be three percent (3%) per year. The City shall have authority, in its reasonable discretion, to determine the validity of any change in Contractor's rates. City cannot exercise the Option to Extend with any price increases unless the Vendor completes the section of the Quote requesting anticipated percentage of annual escalation.

FIRST ADDITIONAL YEAR (FY 2026) ESCALATION: 5 %

SECOND ADDITIONAL YEAR (FY 2027) ESCALATION: 5 %

THIRD ADDITIONAL YEAR (FY 2028) ESCALATION: 5 %

FOURTH ADDITIONAL YEAR (FY 2029) ESCALATION: 5 %

4. Proposer's (Business Owner) Experience/Staff

- A. Project Team: Identify all members of the Proposer's team (including team members and management) who will be providing any services proposed and include information which details their experience.
- B. Removal or Replacement of Staff: If an assigned staff person must be removed or replaced for any reason, the replacement person must be approved by City prior to joining the project.
- C. Business Establishment: State the number of years the Proposer's business has been established and operating. If Proposer's business has changed names or if the principals operating the business operate any similar businesses under different names, or have operated any other businesses or changed the legal status or form of the business within the last five (5) years, all names, of predecessor business names, affiliated entities, and previous business entities operated by the principals, if different than present, must be provided;

State the number of years' experience the business has 3 and the number of employees: 1.

- D. Project Related Experience: All Proposals must include detailed information that details the Proposer's experience and expertise in providing the requested services that demonstrates the Proposer's ability to logically plan and meet the expectations outlined in Appendix A, #6. Examples may include: Before and after photos from previous projects.

5. References

Proposer shall provide three (3) references where Proposer performs or has recently performed like or the same types of services as described herein.

Appendix B – Proposal (continued)

REQUIRED PROPOSAL INFORMATION. IN ORDER FOR A PROPOSAL TO BE CONSIDERED COMPLETE, AND TO BE EVALUATED FOR A CONTRACT AWARD BY THE CITY, PROPOSER MUST SUBMIT ALL OF THE FOLLOWING INFORMATION:

1. Proposed Products and/or Services

- A. Product or Service Description: Proposers should utilize this section to describe the technical aspects, capabilities, features and options of the product and/or service proposed in accordance with the required Scope of Services as identified in Appendix A. Promotional literature, brochures, or other technical information may be used.
- B. Additional Hardware Descriptions: Proposers should also include in this section a detailed description of what additional hardware and/or software, if any, would be required by the City in order to fully utilize the goods and/or services proposed.
- C. Guarantees and Warranties: Each Proposer shall submit a complete copy of any warranties or guarantees provided by the manufacturer or Proposer with the Proposal submitted.
- D. Project Schedule/Delivery Date: Proposer must provide a project schedule noting all projected completion dates for segments of the Project, from start-up to completion, and all delivery dates for goods covered by the RFP. The Proposal must show the number of days required to deliver and install the product or equipment after the receipt of the City's Purchase Order.

2. Cost of Proposed Products and/or Services

- A. Pricing: Pricing shall reflect the full Scope of Services defined herein, inclusive of all associated cost for delivery, labor, insurance, taxes, overhead, and profit.
- B. Schedule of Pricing: Proposer shall quote pricing in accordance with the services stated in the Scope of Services.

3. Term of Contract and Option to Extend

Any contract resulting from this RFP shall be effective for one (1) calendar year from the date of City Council award/approval. The City anticipates that the contract shall be renewed pursuant to the availability of funds and at the discretion of the City. The following clauses shall be included in the contract:

- A. Option Clause: It is agreed that City will have the option to extend the contract for up to four (4) additional calendar years, in one (1) year intervals. To exercise this option, the City shall serve notice thirty (30) days prior to contract termination or to the end of anyone (1) year extension. The Option to Extend will not be considered if funding is unavailable or if the contractor's past performance is not within the industry standard.
- B. Escalation Clause: Should market conditions prevail which dictate an increase, the successful contractor may submit documentation requesting permission to increase pricing no later than 30 days after receiving notice from the City of its intent to extend the agreement. Escalation may only occur at the time of renewal and only upon securing the approval of the City in writing. Requests for price adjustments must be solely for the purpose of accommodating an increase in the contractor's cost, not profits.

Reference #1:

Client / Company Name: Gary / Firstst Roofing	
Contact Name: Gary	Contact Title: Project Manager
Phone: 817-507-8065	Email: Gary@FirststRoofing
Date and Scope of Work Provided: March 24 2025 We demoed and install 2x8 Lft of fence Removed Damaged Fascia board on exterior of home / Painted Pressure wash brick on exterior of home	

Reference #2:

Client / Company Name: Four Points Roofing	
Contact Name: Chris Points	Contact Title: owner
Phone: 214-878-0451	Email: CP_Rockwall@yahoo.com
Date and Scope of Work Provided: 12-17-24 (We repaired all rotted fascia board fixed chimney) primed the entire exterior of home. Caulked and painted) stained flower boxes Painted all gutters	

Reference #3:

Client / Company Name: Andrew Ellar	
Contact Name: Andrew Ellar	Contact Title: Home owner
Phone: 469-263-5559	Email: Acell3009@gmail.com
Date and Scope of Work Provided: March 17 2025 Replaced all rotted fascia board / Soffit Completely Rebuilt chimney Removed storm door / removed brick mold / Reinstall new Pressure wash home Caulked and Painted	

6. Trade Secrets and/or Confidential Information

Trade Secrets and/or Confidential Information: This proposal _____ (does) ✓ (does not) contain trade secrets and/or confidential information. If applicable, describe such trade secrets and confidential information, and the basis for your assertion that such material qualifies for legal protection from disclosure.

7. Federal, State and/or Local Identification Information

A. Centralized Master Bidders List registration number if applicable:
_____.

B. Prime contractor HUB (Historically Underutilized Business) or MWBE (Minority and Women-owned Business Enterprise) registration number if applicable:
_____.

C. An individual Proposer acting as a sole proprietor must also enter the Proposer's Social Security Number: 1-31 - 26 - 1729.

8. Cooperative Governmental Purchasing Notice

Other governmental entities maintaining interlocal agreements with the City, may desire, but are not obligated, to purchase goods and services defined in this RFB from the successful Bidder. All purchases by governmental entities, other than the City, will be billed directly to and paid by that governmental entity. The City will not be responsible for another governmental entity's debts. Each governmental entity will place their own orders with the successful Bidder and be responsible for ensuring full compliance with the RFB specifications. Prior to other governmental entities placing orders, the City will notify the successful Bidder of their intent.

Please indicate below if you will permit other governmental entities to purchase from your agreement with the City.

☐ Yes, Others can purchase. ☐ No, Only the City can purchase.

CONTRACT TERMS AND CONDITIONS. EXCEPT WHERE PROPOSER MAKES SPECIFIC EXCEPTION IN THE SUBMITTED PROPOSAL, ANY CONTRACT RESULTING FROM THIS RFP WILL CONTAIN THE FOLLOWING TERMS AND CONDITIONS, WHICH PROPOSER HEREBY ACKNOWLEDGES, AND TO WHICH PROPOSER AGREES BY SUBMITTING A PROPOSAL:

1. Delivery of Products and/or Services

A. Payment Terms: Unless otherwise specified in the Scope of Services or otherwise agreed to in writing by the City, payment terms for the City are Net thirty (30) days upon receipt of invoice.

B. Warranty of Products and Services: All products furnished under this contract shall be warranted to be merchantable and good quality and fit for the purposes intended as described in this Proposal, to the satisfaction of City and in accordance with the specifications, terms, and conditions of the Scope of Services, and all services performed shall be warranted to be of a good and workmanlike quality, in addition to, and not in lieu of, any other express written warranties provided.

- C. Late Delivery or Performance: If Proposer fails to deliver acceptable goods or services within the timeframes established in the Project Schedule, the City shall be authorized to purchase the goods or services from another source and assess any increase in costs to the defaulting Proposer, who agrees to pay such costs within ten days of invoice.
- D. Title to Goods and Risk of Loss: For goods to be provided by Proposers hereunder, if any, the title and risk of loss of the goods shall not pass to City until City actually receives, takes possession, and accepts the goods and the installation of such goods, has tested the system, and determined that it is in good and acceptable working order.

2. Miscellaneous

- A. Independent Contractor: Proposer agrees that Proposer and Proposer's employees and agents have no employer-employee relationship with City. Proposer agrees that if Proposer is selected and awarded a contract, City shall not be responsible for the Federal Insurance Contribution Act (FICA) payments, Federal or State unemployment taxes, income tax withholding, Workers Compensation Insurance payments, or any other insurance payments, nor will City furnish any medical or retirement benefits or any paid vacation or sick leave.
- B. Assignments: The rights and duties awarded the successful Proposer shall not be assigned to another without the written consent of the Purchasing Manager. Such consent shall not relieve the assigner of liability in the event of default by the assignee.
- C. Liens: Proposer shall indemnify and save harmless the City against any and all liens and encumbrances for all labor, goods, and services which may be provided to the City by Proposer or Proposer's vendor(s), and if the City requests, a proper release of all liens or satisfactory evidence of freedom from liens shall be delivered to the City.
- D. Gratuities / Bribes: Proposer certifies that no bribes in the form of entertainment, gifts, or otherwise, were offered or given by the successful Proposer, or its agent or representative, to any City officer, employee or elected representative, with respect to this RFP or any contract with the City, and that if any such bribe is found to have been made this shall be grounds for voiding of the contract.
- E. Financial Participation: Proposer certifies that it has not received compensation from the City to participate in preparing the specifications or RFP on which the Proposal is based and acknowledges that this contract may be terminated and/or payment withheld if this certification is inaccurate.
- F. Required Licenses: Proposer certifies that he holds all licenses required by the State of Texas for a provider of the goods and/or services described by the Scope of Services herein.
- G. Authority to Submit Proposal and Enter Contract: The person signing on behalf of Proposer certifies that the signer has authority to submit the Proposal on behalf of the Proposer and to bind the Proposer to any resulting contract.
- H. Compliance with Applicable Law: Proposer agrees that the contract will be subject to, and Proposer will strictly comply with, all applicable federal, state, and local laws, ordinances, rules, and regulations.

3. Financial Responsibility Provisions

- A. **Insurance:** The Proposer, consistent with its status as an independent contractor, shall carry, and shall require any of its subcontractors to carry, at least the following insurance in such form, with such companies, and in such amounts (unless otherwise specified) as City may require:
- i. Worker's Compensation and Employer's Liability insurance, including All States Endorsement, to the extent required by federal law and complying with the laws of the State of Texas.
 - ii. Commercial General Liability insurance, including Blanket Contractual Liability, Broad Form

Property Damage, Personal Injury, Completed Operations/Products Liability, Premises Liability, Medical Payments, Interest of Employees as additional insureds, and Broad Form
General Liability Endorsements, for at least One Million Dollars (\$1,000,000) Combined Single Limit Bodily Injury and Property Damage on an occurrence basis.
 - iii. Comprehensive Automobile Liability insurance covering all owned, non-owned or hired automobiles to be used by the Contractor, with coverage for at least One Million Dollars (\$1,000,000) Combined Single Limit Bodily Injury and Property Damage.
- B. **Indemnification:** Proposer agrees to defend, indemnify and hold harmless the City, all of its officers, Council members, agents and employees from and against all claims, actions, suits, demands, proceedings, costs, damages and liabilities, including reasonable attorneys' fees, court costs and related expenses, arising out of, connected with, or resulting from any acts or omissions of Proposer or any agent, employee, subcontractor, or supplier of Proposer in the execution or performance of this contract without regard to whether such persons are under the direction of City agents or employees.
- C. **Bond Requirements:** Prior to the commencement of work on this Project, Proposer shall deliver to the City the following bonds issued by a good and sufficient surety licensed by the State of Texas and satisfactory to the City:
- i. A payment bond in the amount of 100% of the total contract amount insuring the full and prompt payment of all persons performing labor and/or furnishing materials in connection with this Project.
 - ii. A performance bond in the amount of 100% of the total contract amount insuring full, faithful, and prompt performance of the responsibilities contained in this contract within the time parameters provided herein.

Appendix C – Form CIQ

INFORMATION REGARDING VENDOR CONFLICT OF INTEREST QUESTIONNAIRE

WHO: The following persons must file a Conflict-of-Interest Questionnaire with the City if the person has an employment or business relationship with an officer of the City that results in taxable income exceeding \$2,500 during the preceding twelve (12) month period, or an officer or a member of the officer's family has accepted gifts with an aggregate value of more than \$250 during the previous twelve (12) month period and the person engages in any of the following actions:

1. Contracts or seeks to contract for the sale or purchase of property, goods or services with the City, including any of the following:
 - A. written and implied contracts, utility purchases, purchase orders, credit card purchases and any purchase of goods and services by the City.
 - B. contracts for the purchase or sale of real property, personal property including an auction of property.
 - C. tax abatement and economic development agreements.
2. Submits a bid to sell goods or services or responds to a request for proposal for services.
3. Enters into negotiations with the City for a contract; or
4. Applies for a tax abatement and/or economic development incentive that will result in a contract with the City.

THE FOLLOWING ARE CONSIDERED OFFICERS OF THE CITY:

1. Mayor and City Council Members.
2. City Manager.
3. Board and Commission members and appointed members by the Mayor and City Council.
4. Directors of 4A and 4B development corporations.
5. The executive directors or managers of 4A and 4B development corporations; and
6. Directors of the City of Richland Hills who have authority to sign contracts on behalf of the City.

EXCLUSIONS: A questionnaire statement need not be filed if the money paid to a local government official was a political contribution, a gift to a member of the officer's family from a family member; a contract or purchase of less than \$2,500 or a transaction at a price and subject to terms available to the public; a payment for food, lodging, transportation or entertainment; or a transaction subject to rate or fee regulation by a governmental entity or agency.

WHAT: A person or business that contracts with the City or who seeks to contract with the City must file a "Conflict of Interest Questionnaire" (FORM CIQ) which is available online at www.ethics.state.tx.us and a copy of which is attached to this guideline. The form contains mandatory disclosures regarding "employment or business relationships" with a municipal officer. Officials may be asked to clarify or interpret various portions of the questionnaire.

WHEN: The person or business must file:

1. The questionnaire – no later than seven (7) days after the date the person or business begins contract discussions or negotiations with the municipality, or submits an application, responds to a request for proposals or bids, correspondence, or other writing related to a potential contract or agreement with the City; and

2. An updated questionnaire – within seven (7) days after the date of an event that would make a filed questionnaire incomplete or inaccurate.

It does not matter if the submittal of a bid or proposal results in a contract. The statute requires a vendor to file a FORM CIQ at the time a proposal is submitted, or negotiations commence.

WHERE: The vendor or potential vendor must mail or deliver a completed questionnaire to the Finance Department. The Finance Department is required by law to post the statements on the City's website.

ENFORCEMENT: Failure to file a questionnaire is a Class C misdemeanor punishable by a fine not to exceed \$500. It is an exception to prosecution that the person files a FORM CIQ not later than seven (7) business days after the person receives notice of a violation.

NOTE: The city does not have a duty to ensure that a person files a Conflict-of-Interest Questionnaire.

CONFLICT OF INTEREST QUESTIONNAIRE

FORM CIQ

For vendor or other person doing business with local governmental entity

This questionnaire reflects changes made to the law by H.B. 1491, 80th Leg., Regular Session.

This questionnaire is being filed in accordance with Chapter 176, Local Government Code by a person who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the person meets requirements under Section 176.006(a).

By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the person becomes aware of facts that require the statement to be filed. See Section 176.006, Local Government Code.

A person commits an offense if the person knowingly violates Section 176.006, Local Government Code. An offense under this section is a Class C misdemeanor.

OFFICE USE ONLY

Date Received

1 Name of person who has a business relationship with local governmental entity.

2 ☐ Check this box if you are filing an update to a previously filed questionnaire.

(The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than the 7th business day after the date the originally filed questionnaire becomes incomplete or inaccurate)

3 Name of local government officer with whom filer has employment or business relationship.

Name of Officer

This section (item 3 including subparts A, B, C & D) must be completed for each officer with whom the filer has an employment or other business relationship as defined by Section 176.001(1-a), Local Government Code. Attach additional pages to this Form CIQ as necessary.

A. Is the local government officer named in this section receiving or likely to receive taxable income, other than investment income, from the filer of the questionnaire?

☐ Yes ☐ No

B. Is the filer of the questionnaire receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer named in this section AND the taxable income is not received from the local governmental entity?

☐ Yes ☐ No

C. Is the filer of this questionnaire employed by a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership of 10 percent or more?

☐ Yes ☐ No

D. Describe each employment or business relationship with the local government officer named in this section.

4

Signature of person doing business with the governmental entity

Date

Adopted 06/29/2007

Memorandum

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

From: Candice Edmondson, City Manager

Date: April 28, 2025

Subject: Legislative Update

Agenda Item:

89th Texas Legislative Session Update

Background Information:

The 89th Texas Legislative Session convened on January 14, 2025, and continues until June 2, 2025. Staff will provide an update on bills of interest to the Richland Hills community.

Financial Considerations:

N/A

Legal Review:

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: April 28, 2025

Subject: Conflicts of Interest

Agenda Item:

Conflicts of Interest Presentation

Background Information:

The City Attorney will provide a presentation on conflicts of interest rules for public officials.

Financial Considerations:

N/A

Legal Review:

N/A

Attachments:

N/A

Council Action Requested:

No Council Action

Memorandum

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

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

Date: April 28, 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: April 28, 2025

Subject: 2nd Quarter Investment Report

Agenda Item:

2nd Quarter Investment Report

Background Information:

Staff will provide a quarterly investment report for the period of January 1, 2025 - March 31, 2025.

Financial Considerations:

N/A

Legal Review:

N/A

Board/Citizen Input:

N/A

Attachments:

2nd Quarter Investment Report

Council Action Requested:

No Council Action

Bank	Fund	Name of Account	Balance at 1/1/2025	Net Deposits / Withdrawals	Interest Earnings	Balance at 3/31/2025
JP Morgan Chase	1	General Fund Account	6,829,826	1,183,930	41,573	8,055,329
JP Morgan Chase	2	Revenue Fund Account	5,720,477	1,737,424	51,302	7,509,203
JP Morgan Chase	26	Richland Hills Economic Development Corp	2,684,730	0	19,576	2,704,306
JP Morgan Chase	65	Richland Hills Crime Control Fund	1,685,252	596,301	14,183	2,295,736
JP Morgan Chase	1	Certificate of Deposit-Maturity 11/2024	185,656	-	-	185,656
		Total Bank	16,920,285	3,517,655	126,634	20,750,230
TEXPOOL	1	General Fund	2,242,379	-	24,198	2,266,577
TEXPOOL	2	Revenue Fund	957,857	-	10,336	968,194
TEXPOOL	22	Drainage Fund	127,293	-	1,374	128,666
TexSTAR	27	2019 GO Bonds	54,864	-	592	55,456
TexSTAR	6	Police Seizue Funds	27,401	-	296	27,697
TexSTAR	10	I & S Funds	705,714	-	7,619	713,334
TexSTAR	77	Hotel Motel Occupancy Tax Fund	185,971	-	2,008	187,979
TexSTAR	89	Tax Increment Fund	666,815	-	7,199	674,015
TexSTAR	101	ARPA Funds	533,418	-	5,759	539,178
TexSTAR	2/109	2023 Certificates of Obligation	6,522,640	-	69,245	6,591,885
		Total Pools	12,024,354	-	59,382	12,152,980
		Total Holdings	28,944,639	3,517,655	186,015	32,903,210

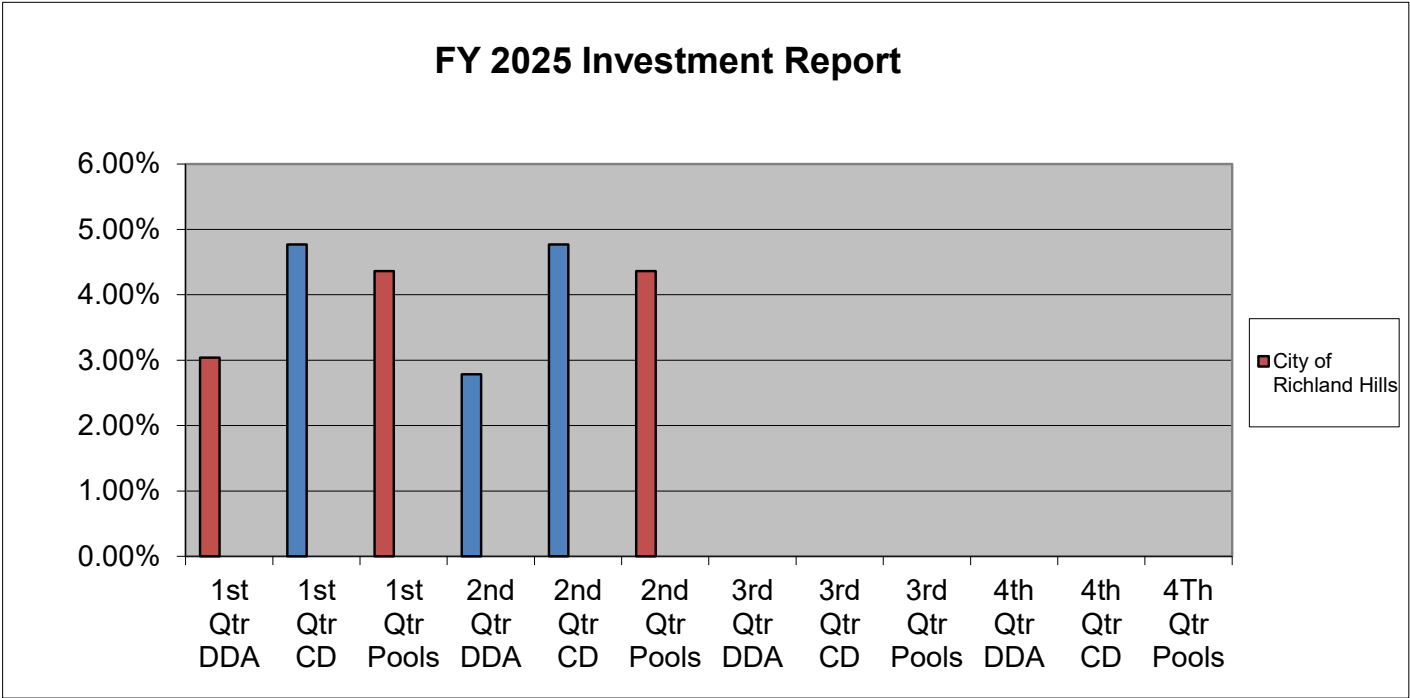
City of Richland Hills

Inventory Holdings Report- City Portfolio

3/31/2025

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	Amorti- zation	Percent of Total Holdings
3/31/2025	Hybrid DDA	20,750,230	2.784%	3/31/2025	4/1/2025	2.784%	20,750,230	-	20,750,230	100.00%	-	1	1	0.00	62.71%
3/31/2025	Pools	12,152,980	4.362%	3/31/2025	4/1/2025	4.362%	12,152,980	-	12,152,980	100.00%	-	1	1	0.00	36.73%
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	0.56%
		33,088,866					33,088,866		33,088,866						100.00%

Investment Transactions
Quarter Ending
3/31/2025



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 1/1/25	\$	28,944,639.33	Ending Book Value 3/31/25	\$	33,088,865.84
Beginning Market Value 1/1/25	\$	28,944,639.33	Ending Market Value 3/31/25	\$	33,088,865.84
			Accrued Interest Receivable	\$	-
			Unrealized Gain/Loss on 3/31/25	\$	-
WAM at Beginning Period Date*	1 day		WAM at Ending Period Date*	1 day	
			Change in Market Value	\$	4,144,226.51

Average Yield to Maturity for quarter	3.573%
Average Yield to Maturity 6 month T-Bill	4.138%

Candice Edmondson, City Manager
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: Eric Valdez, Director of Parks and Recreation

Date: April 28, 2025

Subject: Clean, Green & Lean Event

Agenda Item:

Clean, Green & Lean Event

Background Information:

Staff will provide an update on the Clean, Green & Lean event held on Saturday, April 26, 2025 from 8:00 a.m. – 12:00 p.m.

Spring into our community initiative to beautify our butterfly garden at the Richland Hills Public Library. Beginning at 8:00 a.m., we will be cleaning the garden area and planting wildflowers to beautify the garden and further engage in the conservation of vital pollinator habitats in support of The National Wildlife Federation's Mayors' Monarch Pledge.

Join us at The Link Event & Recreation Center at 10:00 a.m. to celebrate our 8th anniversary of family fun and fitness! Get "Lean" with membership specials only available during the event. Take a facility tour. Try out a free Group Exercise Class or challenge a friend to a variety of yard or table games. Free refreshments will be provided.

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: April 28, 2025

Subject: March Department Monthly Reports

Agenda Item:

March 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:

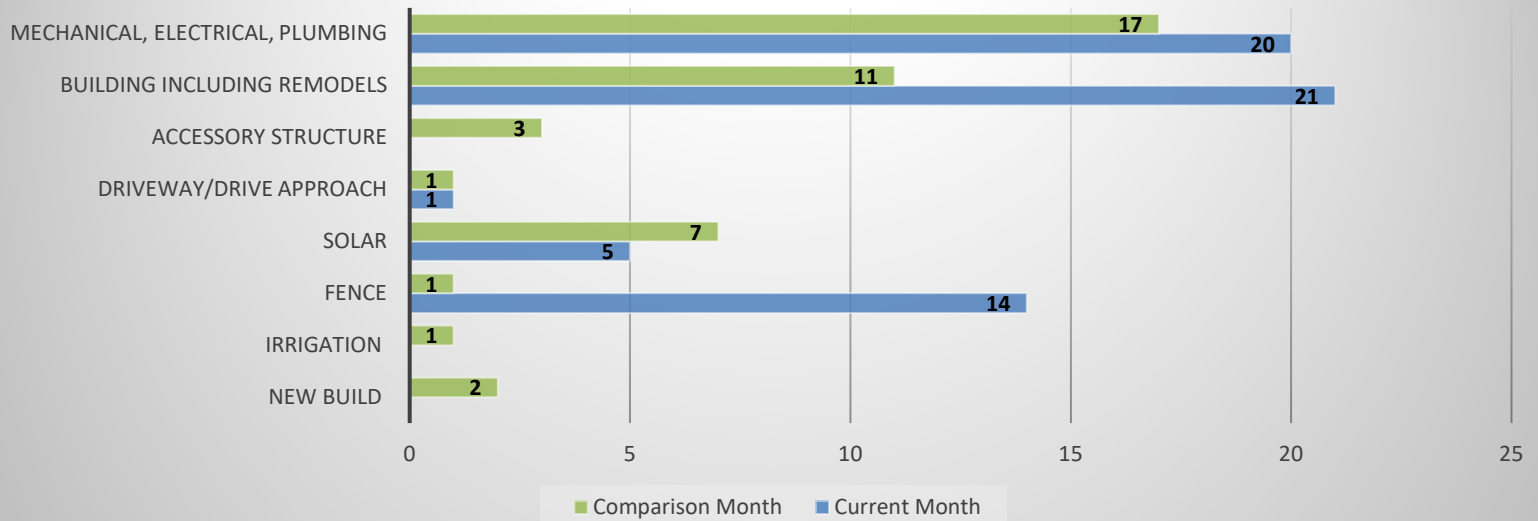
March Department Reports

Council Action Requested:

No Council Action

Development Services

March



	Mechanical Electrical Plumbing	Building Including Remodels	Accessory Structure	Driveway Drive Approach	Solar	Fence	Irrigation	New Build
Current Month Residential	20	21	0	1	5	14	0	0
Current Month Commercial	1	2	0	0	0	1	0	0
Current Fiscal Year 2024-2025	108	121	4	9	11	43	1	55
Previous Month Residential	17	12	1	0	0	11	3	1
Previous Month Commercial	2	2	0	1	0	2	0	0

	Current Month	Comparison Month Previous Year	Fiscal Year To Date 2024-2025
Sign Permit	1	2	12
ROW Permit	30	10	87
Garage Sale Permit	18	11	94
Zoning, SUP, Code Consults	3	2	11
Pool Permits	0	0	1

Business Summary

	Current Month	Comparison Month Previous Year	Fiscal Year To Date 2024-2025
Registered Rental CO's	6	4	37
Issued Commercial CO's	0	5	10
Mobile Food Vendor	1	0	2

Number of Potential Business Certificate of Occupancy Meetings: 2**Number of Developmental Review Committee / Plan Review: 1**

Finance

GENERAL FUND, UTILITY FUND AND LINK FUND

Fiscal Year 2024-2025, Period Ending 03/31/2025

Monthly Financial Report					
	Budget	Current Month Actual	YTD Actual	Available Budget	% YTD of Total Budget
General Fund (001)					
Revenue					
Property Taxes	\$ 3,244,236	\$ 41,853	\$ 3,125,652	\$ 118,584	96%
Sales Tax	\$ 5,430,000	\$ 818,010	\$ 2,135,947	\$ 3,294,053	39%
Other Tax	\$ 2,500	\$ 172	\$ 1,153	\$ 1,347	46%
Franchise Fees	\$ 548,800	\$ 408,459	\$ 466,971	\$ 81,829	85%
Fines & Forfeitures	\$ 464,100	\$ 58,093	\$ 256,835	\$ 207,265	55%
Licenses & Permits	\$ 272,625	\$ 11,671	\$ 190,289	\$ 82,336	70%
Service Charges	\$ 198,850	\$ 2,796	\$ 142,527	\$ 56,323	72%
Miscellaneous	\$ 501,827	\$ 34,938	\$ 299,376	\$ 202,451	60%
Total Revenues	\$ 10,662,938	\$ 1,375,992	\$ 6,618,750	\$ 4,044,188	62%
Expenditures					
Municipal Court	\$ 217,832	\$ 14,998	\$ 88,251	\$ 129,581	41%
Administration	\$ 717,955	\$ 72,266	\$ 436,652	\$ 281,303	61%
Police	\$ 2,650,274	\$ 205,314	\$ 1,321,477	\$ 1,328,797	50%
Fire	\$ 2,810,592	\$ 212,220	\$ 1,135,172	\$ 1,675,420	40%
Street	\$ 351,196	\$ 25,856	\$ 111,054	\$ 240,142	32%
Library	\$ 479,891	\$ 39,427	\$ 220,105	\$ 259,786	46%
Recreation	\$ 290,852	\$ 19,641	\$ 152,479	\$ 138,373	52%
Parks/Grounds	\$ 329,196	\$ 15,459	\$ 89,683	\$ 239,513	27%
Community Development	\$ 442,897	\$ 61,899	\$ 247,905	\$ 194,992	56%
Community Compliance	\$ 437,833	\$ 36,720	\$ 202,108	\$ 235,725	46%
Legislative (City Secretary)	\$ 155,910	\$ 16,832	\$ 78,353	\$ 77,557	50%
Shared Services	\$ 1,029,103	\$ 102,486	\$ 508,276	\$ 520,827	49%
Transfers/Non Departmental	\$ 1,443,107	\$ 10,146	\$ 24,379	\$ 1,418,728	2%
Total Expenditures	\$ 11,356,638	\$ 833,264	\$ 4,615,894	\$ 6,740,744	41%
Rev/Exp	\$ (693,700)	\$ 542,728	\$ 2,002,856		
Utility Fund (002)					
Revenue					
Water	\$ 2,595,900	\$ 21,797	\$ 1,383,691	\$ 1,212,209	53%
Sewer	\$ 1,800,000	\$ 171,194	\$ 952,101	\$ 847,899	53%
Misc. (incl. Garbage Billing)	\$ 756,000	\$ 69,192	\$ 463,302	\$ 292,698	61%
Total Revenues	\$ 5,151,900	\$ 262,183	\$ 2,799,094	\$ 2,352,806	54%
Expenses					
Shared Services	\$ 372,267	\$ 25,821	\$ 182,480	\$ 189,787	49%
Administration	\$ 792,366	\$ 49,996	\$ 289,504	\$ 502,862	37%
Water Services & Distr.	\$ 1,810,171	\$ 110,005	\$ 960,036	\$ 850,135	53%
Wastewater Service	\$ 1,483,374	\$ 187,147	\$ 551,495	\$ 931,879	37%
Trsfrs/Debt Service/Non-Dept.	\$ 1,185,134	\$ 48,111	\$ 294,812	\$ 890,322	25%
Total Expenses	\$ 5,643,312	\$ 421,080	\$ 2,278,327	\$ 3,364,985	40%
Rev/Exp	\$ (491,412)	\$ (158,897)	\$ 520,767		
Link Operating Fund (098)					
Revenue					
Recreation	\$ 588,719	\$ 46,269	\$ 290,851	\$ 297,868	49%
Transfers in	\$ 200,000	\$ -	\$ -	\$ 200,000	0%
Total Revenue	\$ 788,719	\$ 46,269	\$ 290,851	\$ 497,868	37%
Expenditures	\$ 896,556	\$ 72,672	\$ 331,386	\$ 168,417	77%
Operating/Personnel	\$ 896,556	\$ 72,672	\$ 331,386	\$ 565,170	37%
Rev/Exp	\$ (107,837)	\$ (26,403)	\$ (40,535)		
*Unaudited					

Finance

SPECIAL REVENUE FUNDS

Fiscal Year 2024-2025, Period Ending 03/31/2025

Monthly Financial Report					
	Budget	Current Month Actual	YTD Actual	Available Budget	% YTD of Total Budget
Court Security Fund (24)					
Revenue	\$ 12,000	\$ 2,552	\$ 6,288	\$ 5,712	52%
Expenditures	\$ 12,000	\$ 4,935	\$ 4,935	\$ 7,065	0%
Rev/Exp	\$ -	\$ (2,383)	\$ 1,353		
Court Technology Fund (39)					
Revenue	\$ 4,800	\$ 2,096	\$ 5,183	\$ (383)	108%
Expenditures	\$ -	\$ -	\$ 2,115	\$ (2,115)	
Rev/Exp	\$ 4,800	\$ 2,096	\$ 3,068		
Crime Control District (65)					
Revenue					
Sales Tax	\$ 2,020,000	\$ 306,321	\$ 799,088	\$ 1,220,912	40%
Investment Income	\$ 20,000	\$ 5,416	\$ 25,747	\$ (5,747)	129%
Grants/Transfers	\$ 12,000	\$ -	\$ 2,430	\$ 9,570	20%
Total Revenue	\$ 2,052,000	\$ 311,737	\$ 827,265	\$ 1,224,735	40%
Expenditures					
Public Safety	\$ 1,142,080	\$ 68,371	\$ 457,949	\$ 684,131	40%
Capital Expense	\$ 235,130	\$ 5,968	\$ 83,049	\$ 152,081	35%
Transfers Out/Shared Ser.	\$ 824,271	\$ -	\$ 271,848	\$ 552,423	33%
Total Expenditures	\$ 2,201,481	\$ 74,339	\$ 812,846	\$ 1,388,635	37%
Rev/Exp	\$ (149,481)	\$ 237,398	\$ 14,419		
Hotel Occupancy Tax (77)					
Revenue					
HOT (Taxes)/Int Income	\$ 258,000	\$ 17,430	\$ 82,255	\$ 175,745	32%
Expenditures					
Operating Expense	\$ 290,776	\$ 3,486	\$ 48,111	\$ 242,665	17%
Debt Service	\$ 102,250	\$ -	\$ 18,577	\$ 83,673	18%
Total Expenditures	\$ 393,026	\$ 3,486	\$ 66,688	\$ 326,338	17%
Rev/Exp*	\$ (135,026)	\$ 13,944	\$ 15,567		
TIF Fund (89)					
Revenue					
Property Tax Allocation	\$ 305,600	\$ -	\$ -	\$ 305,600	0%
Investment Income	\$ -	\$ 2,474	\$ 12,588	\$ (12,588)	0%
Sales Tax Transfer in	\$ 120,000	\$ -	\$ -	\$ 120,000	0%
Total Revenue	\$ 425,600	\$ 2,474	\$ 12,588	\$ 413,012	3%
Expenditures					
Operating	\$ 2,700	\$ -	\$ 2,658	\$ 42	98%
Improvement Incentive	\$ 30,000	\$ -	\$ 4,250	\$ 25,750	14%
Grants	\$ -	\$ -	\$ -	\$ -	0%
Capital Projects	\$ 129,780	\$ 3,131	\$ 11,554	\$ 118,226	0%
Total Expenditures	\$ 162,480	\$ 3,131	\$ 18,462	\$ 144,018	11%
Rev/Exp	\$ 263,120	\$ (657)	\$ (5,874)		
Strategic Initiative Fund (107)					
Revenue	\$ 812,700	\$ -	\$ -	\$ 812,700	0%
Expenditures	\$ 929,150	\$ 74,184	\$ 111,509	\$ 817,641	12%
Rev/Exp	\$ (116,450)	\$ (74,184)	\$ (111,509)		

Finance

CAPITAL FUNDS

Fiscal Year 2024-2025, Period Ending 03/31/2025

Monthly Financial Report					
	Budget	Current Month Actual	YTD Actual	Available Budget	% YTD of Total Budget
Oil & Gas Lease Fund (12)					
Revenue	\$ 100,000	\$ -	\$ 43,131	\$ 56,869	43%
Expenditures	\$ 48,750	\$ 2,740	\$ 30,215	\$ 18,535	62%
Rev/Exp*	\$ 51,250	\$ (2,740)	\$ 12,916		
Road and Street Fund (25)					
Revenue					
Sales Tax	\$ 2,015,000	\$ 306,583	\$ 800,980	\$ 1,214,020	40%
Total Revenue	\$ 2,015,000	\$ 306,583	\$ 800,980	\$ 1,214,020	40%
Expenditures					
Street R&M	\$ 3,595,000	\$ 31,250	\$ 1,007,890	\$ 2,587,110	28%
Total Expenditures	\$ 3,595,000	\$ 31,250	\$ 1,007,890	\$ 2,587,110	28%
Rev/Exp*	\$ (1,580,000)	\$ 275,333	\$ (206,910)		
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	\$ 34,361	\$ 190,271	\$ 213,925	47%
Capital- Purchases	\$ 46,500	\$ -	\$ -	\$ 46,500	0%
Gas/Maint	\$ 178,850	\$ 21,383	\$ 72,190	\$ 106,660	40%
Operational	\$ 5,000	\$ -	\$ 1,000	\$ 4,000	20%
Total Expenditures	\$ 634,546	\$ 55,744	\$ 263,461	\$ 371,085	42%
Rev/Exp*	\$ -	\$ (55,744)	\$ (263,461)		
ARPA Fund (101)					
Revenue-Transfers In/Interest	\$ 385,000	\$ 278,030	\$ 288,100	\$ 96,900	75%
Expenditures					
Project Appropriations	\$ 413,212	\$ 113,986	\$ 276,051	\$ 137,161	67%
Total Expenditures	\$ 413,212	\$ 113,986	\$ 276,051	\$ 137,161	67%
Rev/Exp	\$ (28,212)	\$ 164,044	\$ 12,049		

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

Finance

DEBT SERVICE FUND

Fiscal Year 2024-2025, Period Ending 03/31/2025

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	\$ 18,026	\$ 1,378,112	\$ 126,228	92%
Interest Income	\$ 11,000	\$ 2,617	\$ 15,942	\$ (4,942)	145%
Total Revenues	\$ 1,515,340	\$ 20,643	\$ 1,394,054	\$ 126,228	92%
Expenditures					
Debt Service	\$ 1,476,505	\$ 3,685	\$ 456,383	\$ 1,020,122	31%
Rev/Exp	\$ 38,835	\$ 16,958	\$ 937,671		

COMPONENT UNIT

Richland Hills EDC (26)					
Revenue					
Sales Tax	\$ 1,380,000	\$ 204,502	\$ 533,986	\$ 846,014	39%
Interest Income	\$ 36,000	\$ 6,758	\$ 41,143	\$ (5,143)	114%
Total Revenues	\$ 1,416,000	\$ 211,260	\$ 575,129	\$ 840,871	41%
Expenses					
Operating	\$ 405,362	\$ 16,987	\$ 121,985	\$ 283,377	30%
Transfers Out	\$ 55,946	\$ -	\$ -	\$ 55,946	0%
Capital	\$ 853,733	\$ -	\$ 69,761	\$ 783,972	8%
Debt Service	\$ 227,600	\$ -	\$ 41,348	\$ 186,252	18%
Total Expenditures	\$ 1,542,641	\$ 16,987	\$ 233,094	\$ 1,309,547	15%
Rev/Exp*	\$ (126,641)	\$ 194,273	\$ 342,035		

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

DRAINAGE

Drainage Fund (022)					
Revenue					
Billing/Interest	\$ 913,700	\$ 77,557	\$ 465,242	\$ 448,458	51%
Expenses					
Operating	\$ 425,080	\$ 31,644	\$ 198,010	\$ 227,070	47%
Capital	\$ 150,000	\$ 12,120	\$ 137,289	\$ 12,711	92%
Debt Service	\$ 477,041	\$ -	\$ 40,720	\$ 436,321	9%
Total Fund	\$ 1,052,121	\$ 43,764	\$ 376,019	\$ 676,102	36%
Rev/Exp*	\$ (138,421)	\$ 33,793	\$ 89,223		

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

Fire

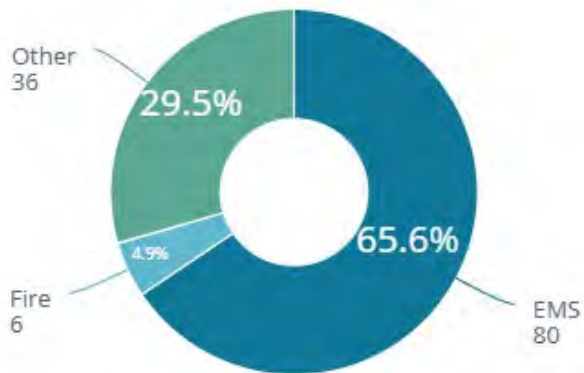
Fire Operations:

- Personnel completed **63** annual business inspections throughout the month.
- Members completed a combined **262** hours of training throughout the month.
- Turnout times averaged **71 seconds** for March. The national standard is 80 seconds or less.
- Response times for March averaged **4 minutes 43 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 three working fires in other communities during March.
- Ambulance billing revenue for January 2025 was **\$939.16**
- Year to Date Ambulance Billing Collection is: **\$40,365.67**
- 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 March.
- 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.
- The Public Safety Awards Banquet was held on Saturday, March 29th. This year's award winners were:
 - o Justin Mundo – Rookie of The Year
 - o Callan Scherer – EMS Provider of The Year
 - o Michael Stephens – Firefighter of The Year
 - o Rocky Martinez – Chief's Award
- Calls in March 2025 were **18.5% Less** than calls in March 2024.

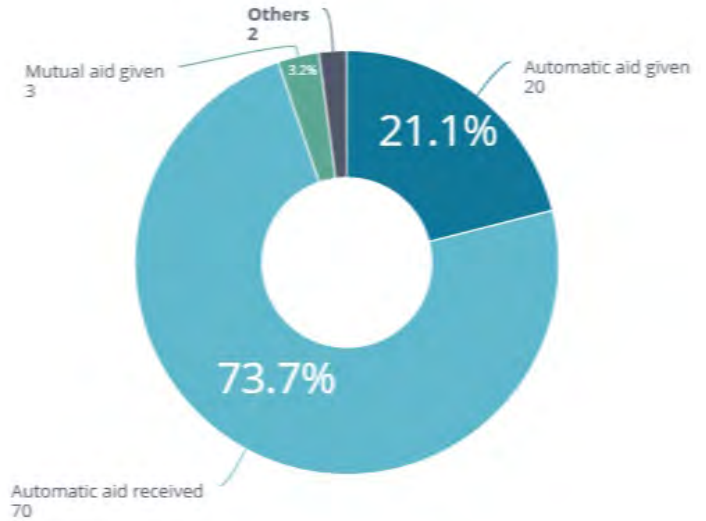
Operations Response Data:

Service Calls – Through March 31, 2025			
	Current Month	March 2024	FY2025 Total
Fire Calls	6	9	21
EMS/Major Accidents/ Rescues	80	92	411
Hazardous Conditions – No Fire	9	4	32
Public Assistance	13	17	89
Good Intent (No Service Rendered)	12	9	64
False Alarm	2	11	33
Severe Weather & Natural Disaster	0	0	0
Total Calls	122	142	650
Automatic / Mutual Aid			
	Current Month	March 2024	YTD Total
Aid Received	71	65	179
Aid Given	24	16	79

EMS/Fire Incident Breakdown



Breakdown of Aid Given/Received



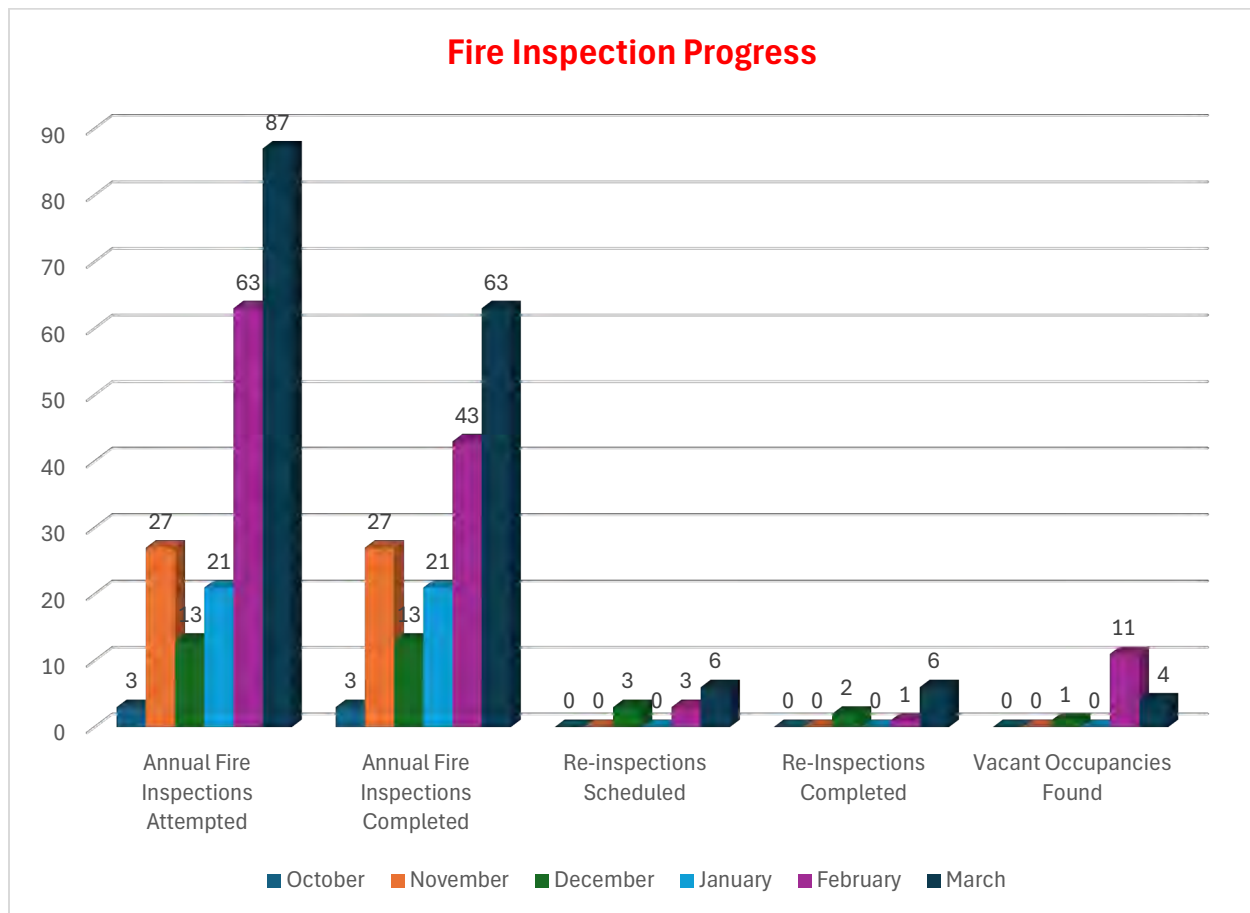
Medstar Response Data:

Priority	Count of Monthly Responses	Transports	Transport Percentage	Average Response Time
P1	1	1	100.00%	0:11:59
P2	22	17	77.27%	0:08:46
P3	5	4	80.00%	0:08:36
P4	3	2	66.67%	0:08:51
P5	32	28	87.50%	0:12:17
P6	0	0	0.00%	N/A
P7	5	3	60.00%	0:11:57
P8	2	1	50.00%	0:04:42
Overall Total:	70	56	80.00%	0:09:35
Priority Total:	28	22	78.57%	0:09:47
Non-Priority Total:	42	34	80.95%	0:09:27

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 are 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.
- 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 across the Metroplex.

Fire Marshal's Office:



- Attended Fire Advisory Board Meeting for 2024 International Fire Code Local Amendments through NCTCOG

- Submitted for a Public Education Grant through Home Fire Sprinkler Coalition
- Met with a promotional company to provide Public Education shirts and magnets for Fire Dept. booth handouts at no cost.
- Fees invoiced: **\$3,670.00**
- Fees collected: **\$1,929.85**

EMS/Community Paramedic:

	Patient Contacts	Referrals/Follow- ups	Car Seat Installs	Instruction Hrs.	Events Attended	Training Hrs.	Notes
November							
December	3	5			1		
January	1	2	1		0	184	FWFD New Paramedic
February	2	3	1		0		
March	6	15	1	12	0	118	Critical Care Paramedic Certification
April							
May							
June							
July							
August							
September							
Totals	12	25	3	12	1	302	

RICHLAND HILLS PUBLIC LIBRARY

MARCH • 2025



IMPACT

Director Chantele Hancock and Library Outreach Coordinator Anne Bruton helped with the Mayor's Bike Ride in March. The library was also a stop on the 75th Anniversary Scavenger Hunt.

Once again we hosted Free Tax Prep, Richland Hills Literary Society Book Club and Women of the Military visited during our Senior Social Time.

We also had special kids programming for the week of Spring Break in addition to our normal craft nights and Teddy Bear Social.

KEY FACTS (LAST YEAR)

- 1265 Visitors (1362)
- 556 Program Attendance (1193)
- 23 Programs & Events (15)
- 3017 Total Items Checked Out (3413)
- 1614 Questions Answered (1614)
- 5 Posters printed for other City Departments (22)
- 251 Computer Sessions (244)
- 39 Mobile Prints (new service)

THE LINK REPORT

MARCH 2025



**MEMBERSHIP
& DAY PASSES
\$6,777**

**PROGRAMS
& ACTIVITIES
\$998**

**MARCH
REVENUE
RECAP**

**CHILDCARE
PROGRAMS
\$21,855**

Highlights

- The Link's total March revenue reached **\$48,000**.
- Hosted 28 kids during Spring Break Camp.
- Hosted first DFW Diecast Extravaganza.
- Tied record enrollment for Open Play Volleyball.

Year To Date Revenue



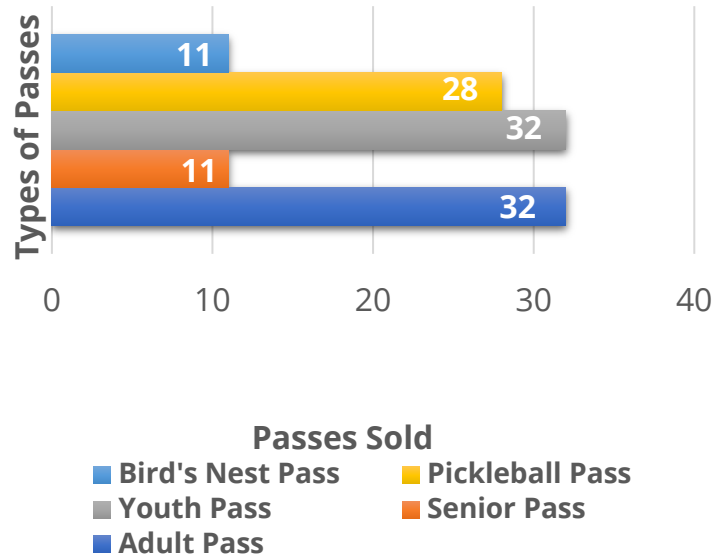
Memberships & Day Passes

	Qty.
Membership Scans	2,489
Unique Users	401
Memberships Sold	26
Memberships Expired	17

Program & Activities

	Participants
Ballet	8
Basketball Lessons	6
Karate	6
Belly Dancing	4
Homeschool Recess	2
Crochet with Arfaye	1
Senior Lunch Bunch	88
Senior Brown Bag and Bingo	12
Senior Paint Along	3
Trip - Dallas Blooms	9
Trip - Mushroom Street Farm	Cancelled
Pickleball Monthly Pass	39
Volleyball Monthly Pass	61

March Day Passes Sold



Childcare Programs

After School Program
March Day Camps

Enrollments

107 students
28 students

RENTALS & SPECIAL EVENTS

March 2025

Private Rentals

60 events | \$12,800

March 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

Upcoming Events

Easter Celebration

April 12 from 10am-12noon

Food Truck League

April 14 from 5:30-7:30pm

Clean, Green, & Lean

April 26 from 8-10am

The Link 8th Anniversary and Open House

April 26 from 10am-12noon



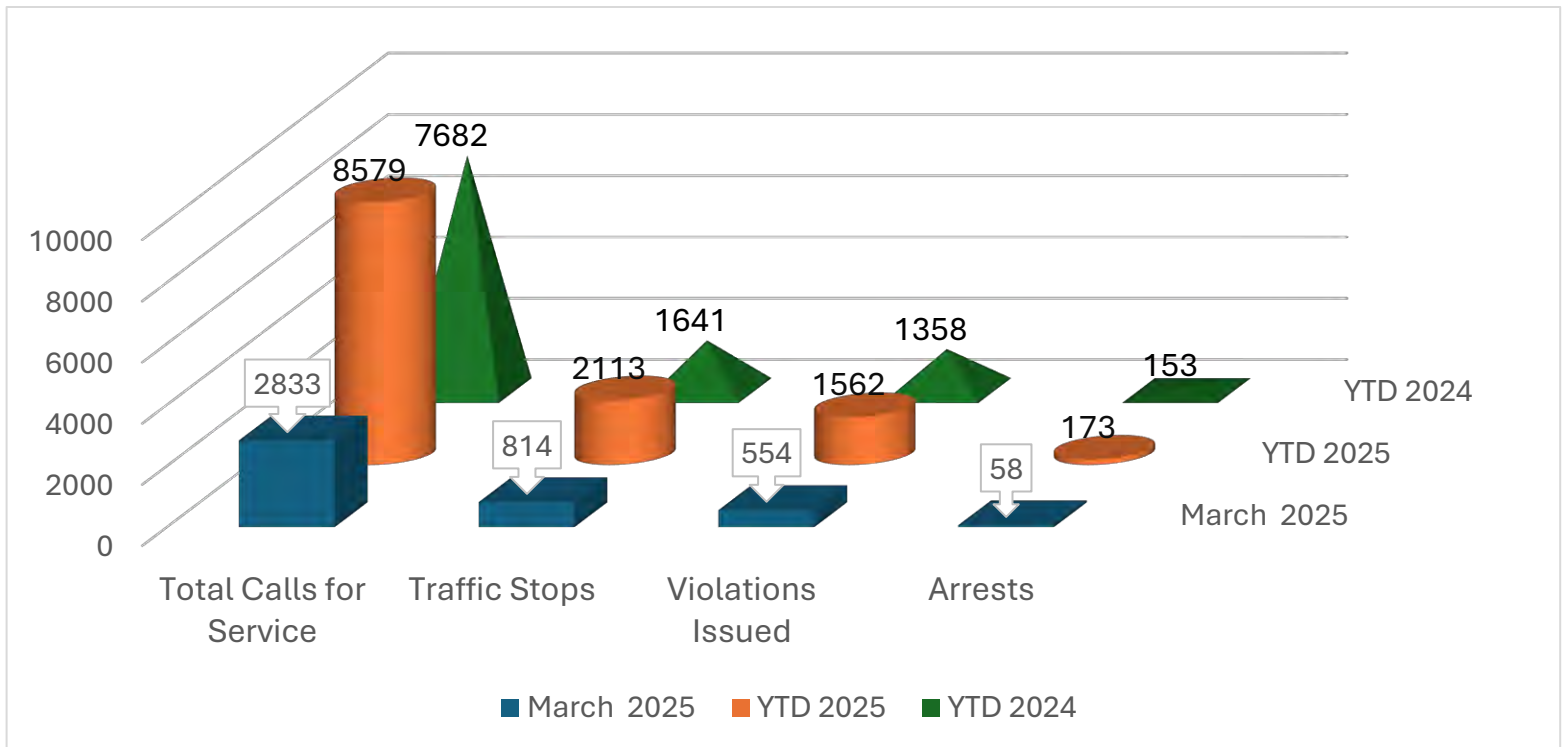
- **Storm Debris Cleanup**
Cleared debris from the early March storms, including tree removal as part of the city's storm response efforts.
- **TXDOT LGPP 101 Course Attendance**
Staff attended the TXDOT Local Government Project Procedures (LGPP) 101 course to enhance knowledge of transportation project processes and funding.
- **New Staff Training – Nzar Sindi**
New employee Nzar Sindi completed training on zero-turn mower and trailer operations to support maintenance efforts across city facilities.
- **Mayor's Bike Tour – 75th Anniversary Celebration**
Staff facilitated the Mayor's Bike Tour event as part of Richland Hills' 75th Anniversary celebration, supporting community engagement and healthy recreation.
- **Landscape Maintenance at The Link**
Performed seasonal landscape maintenance around The Link, including grass seeding, fertilization, and irrigation system startup.
- **Toro Mowing Demo Attendance**
Staff attended a Toro mowing equipment demonstration in Grand Prairie, Texas, to evaluate updated mowing technologies for potential use in city maintenance.
- **Citywide Flower Bed Maintenance**
Began flower bed weeding operations at all city facilities to maintain clean and attractive public spaces.
- **Ongoing Park Inspections**
Continued routine park inspections to ensure safety and maintain high standards across all city parks.



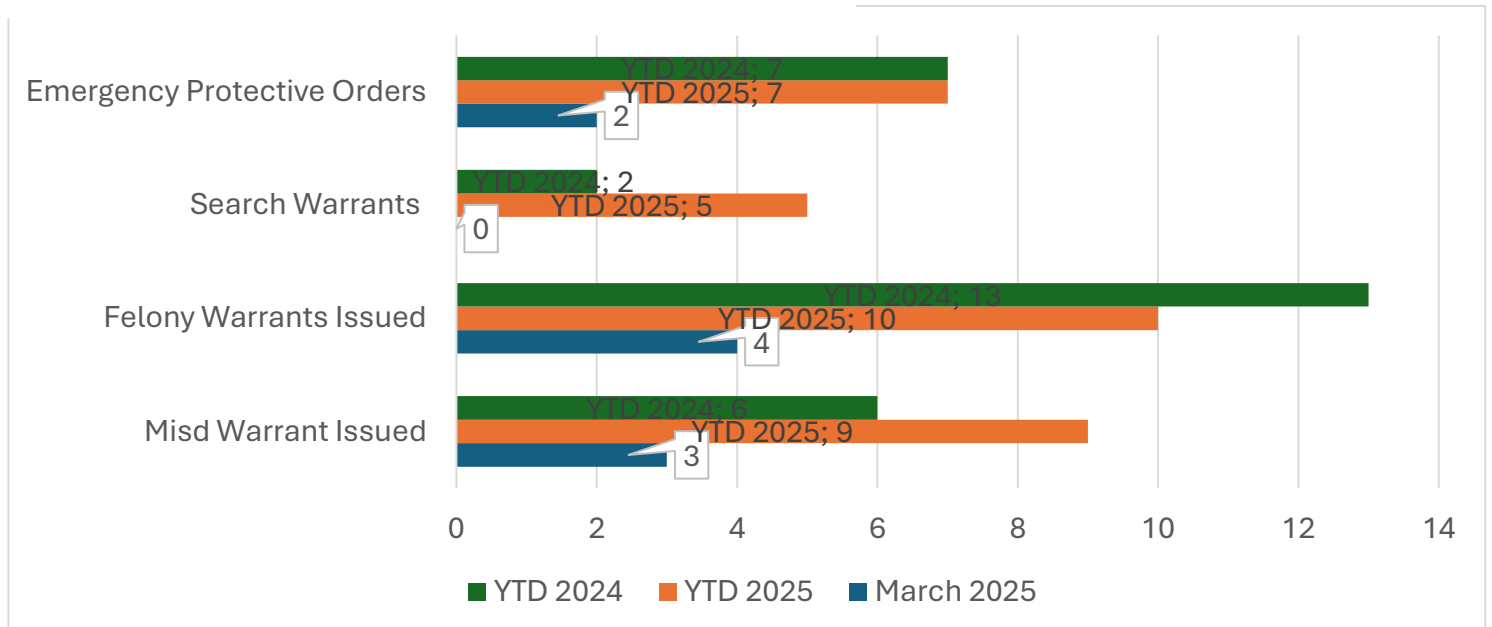
Police Department

**MARCH
2025**

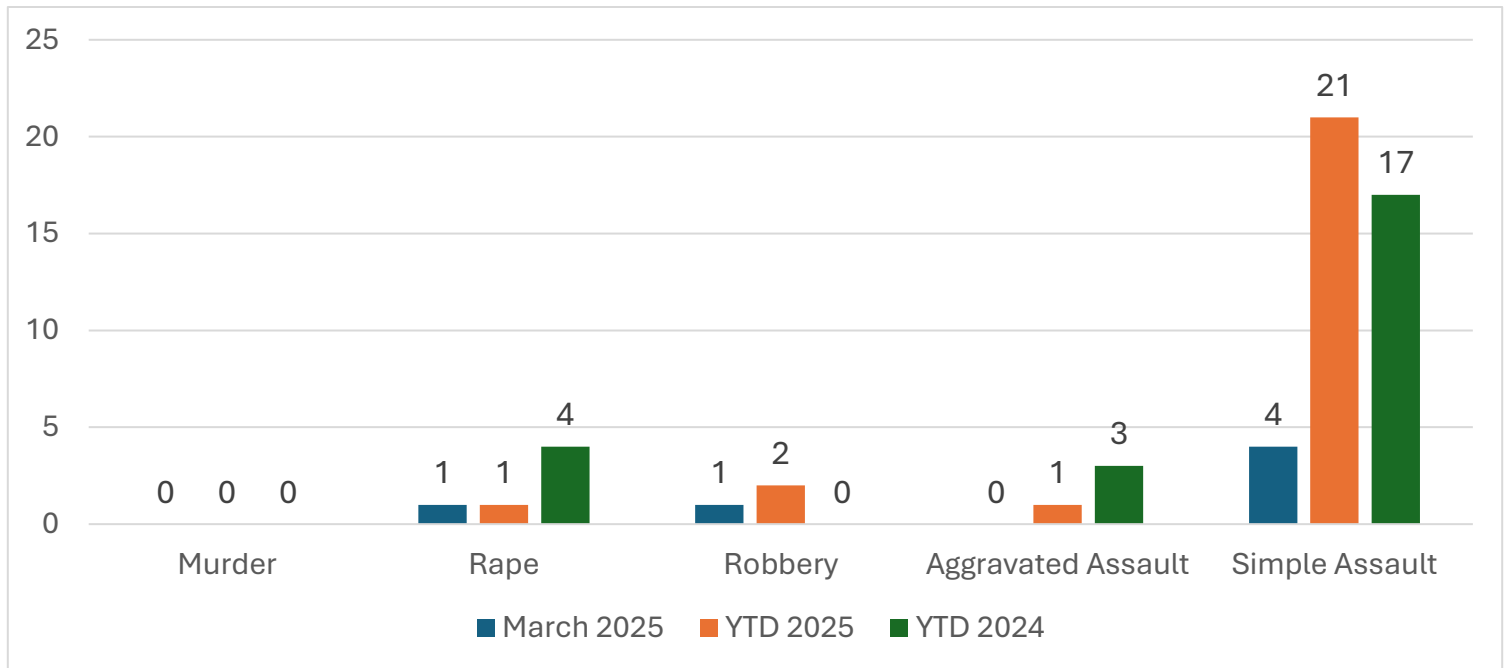
SERVICE CALLS



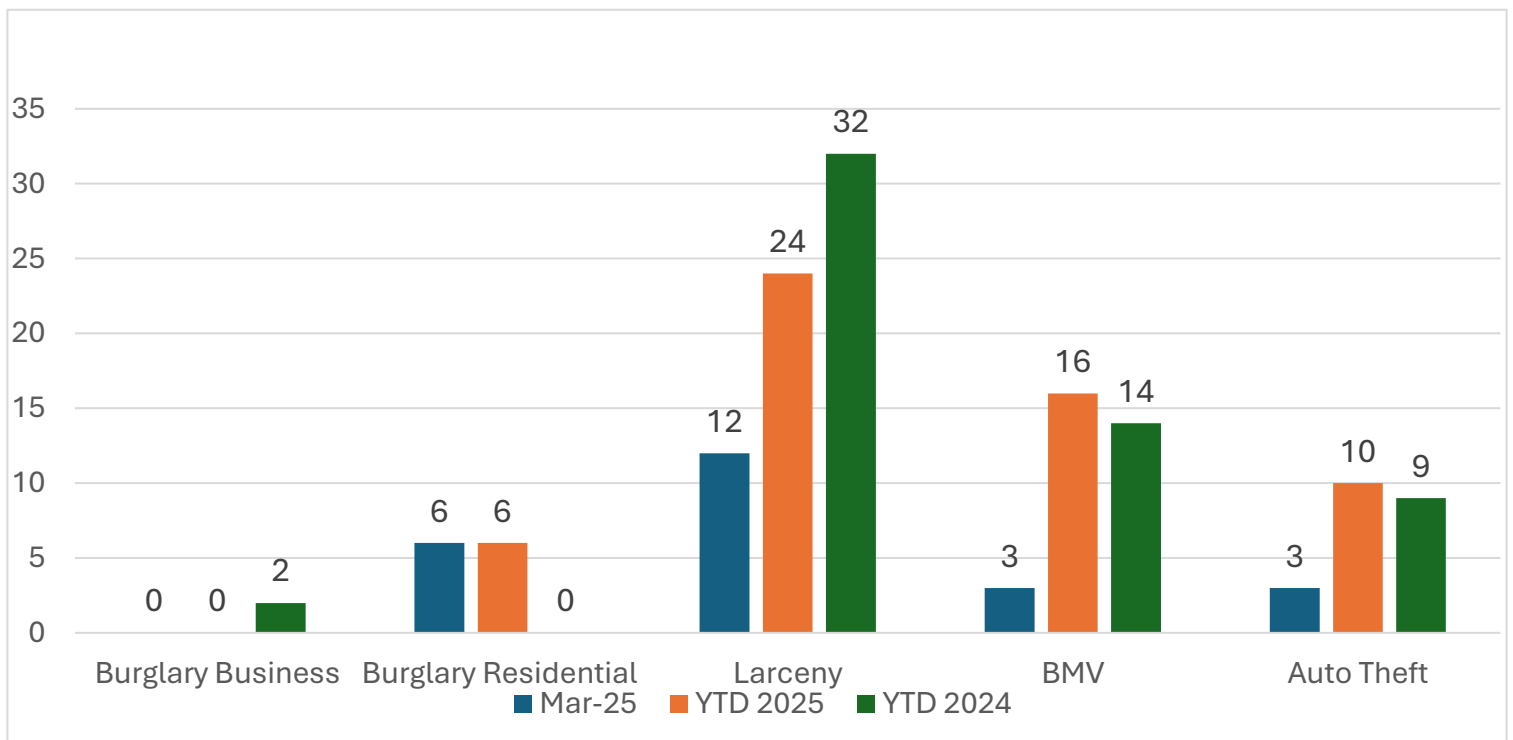
CRIMINAL INVESTIGATIONS



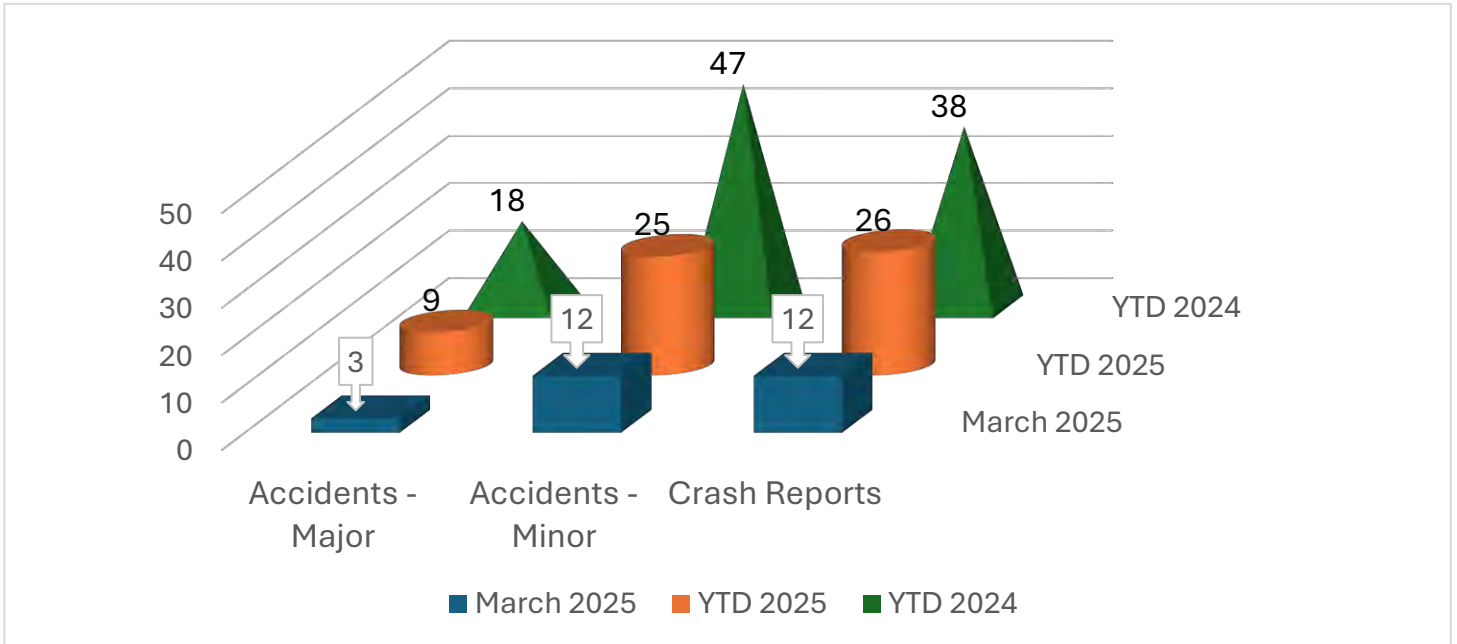
PART 1 VIOLENT CRIME



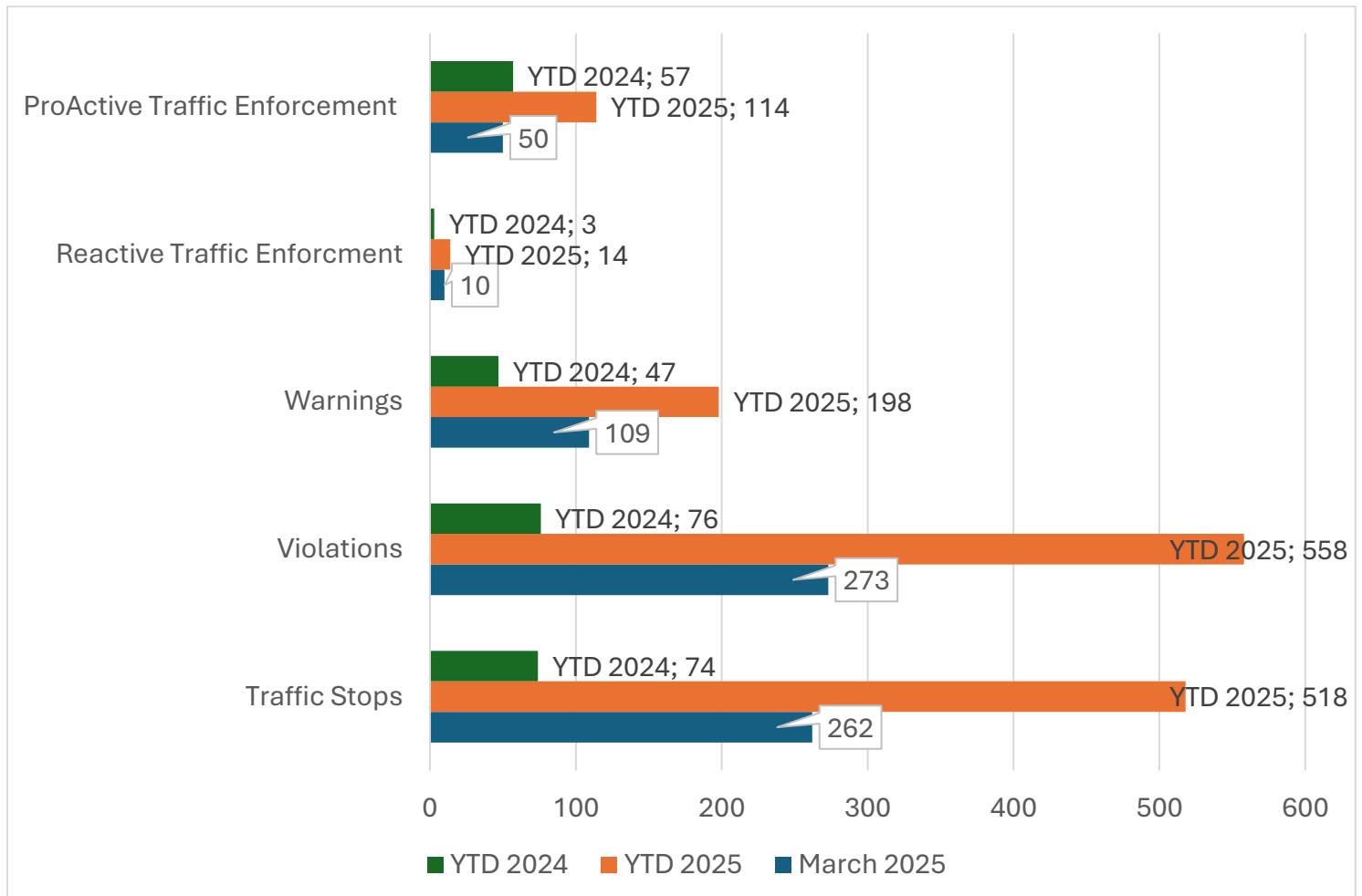
PART 1 PROPERTY CRIME



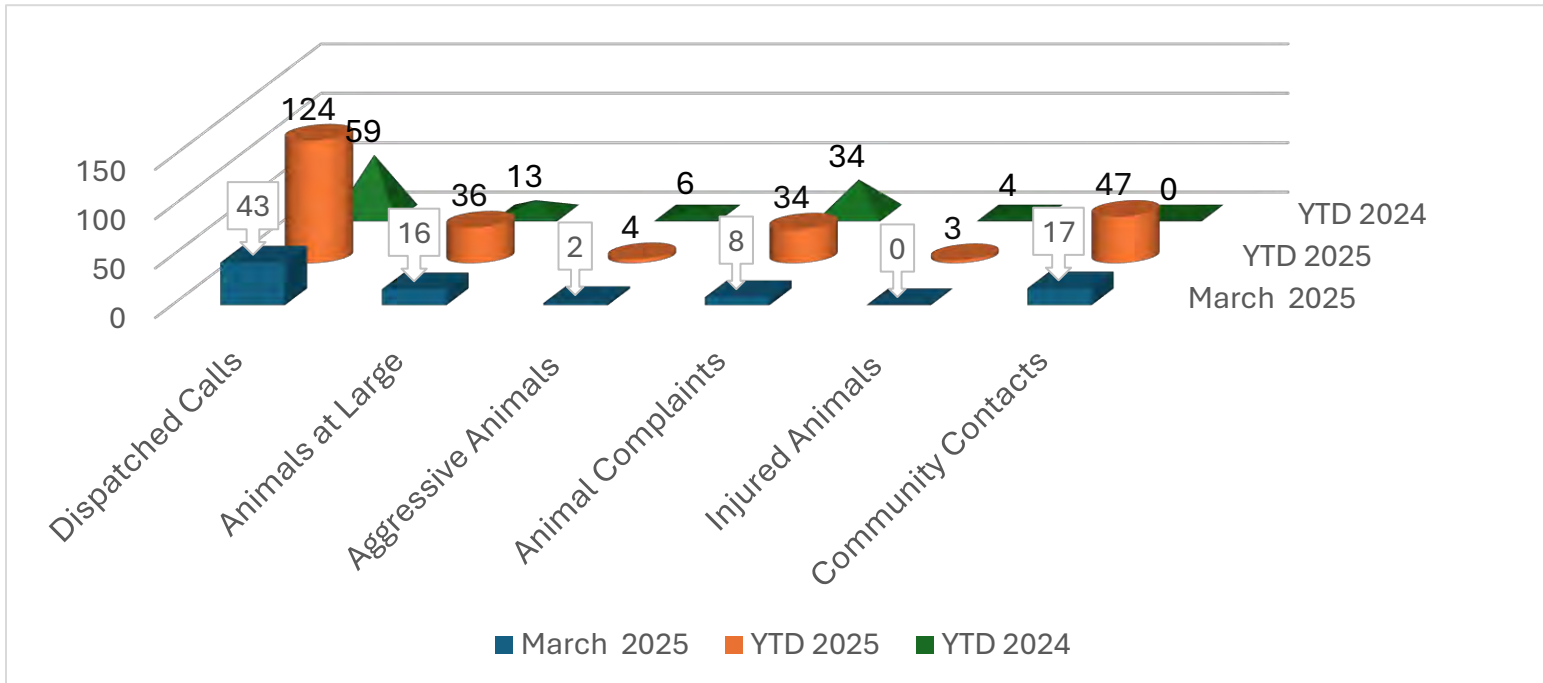
TRAFFIC ACCIDENTS



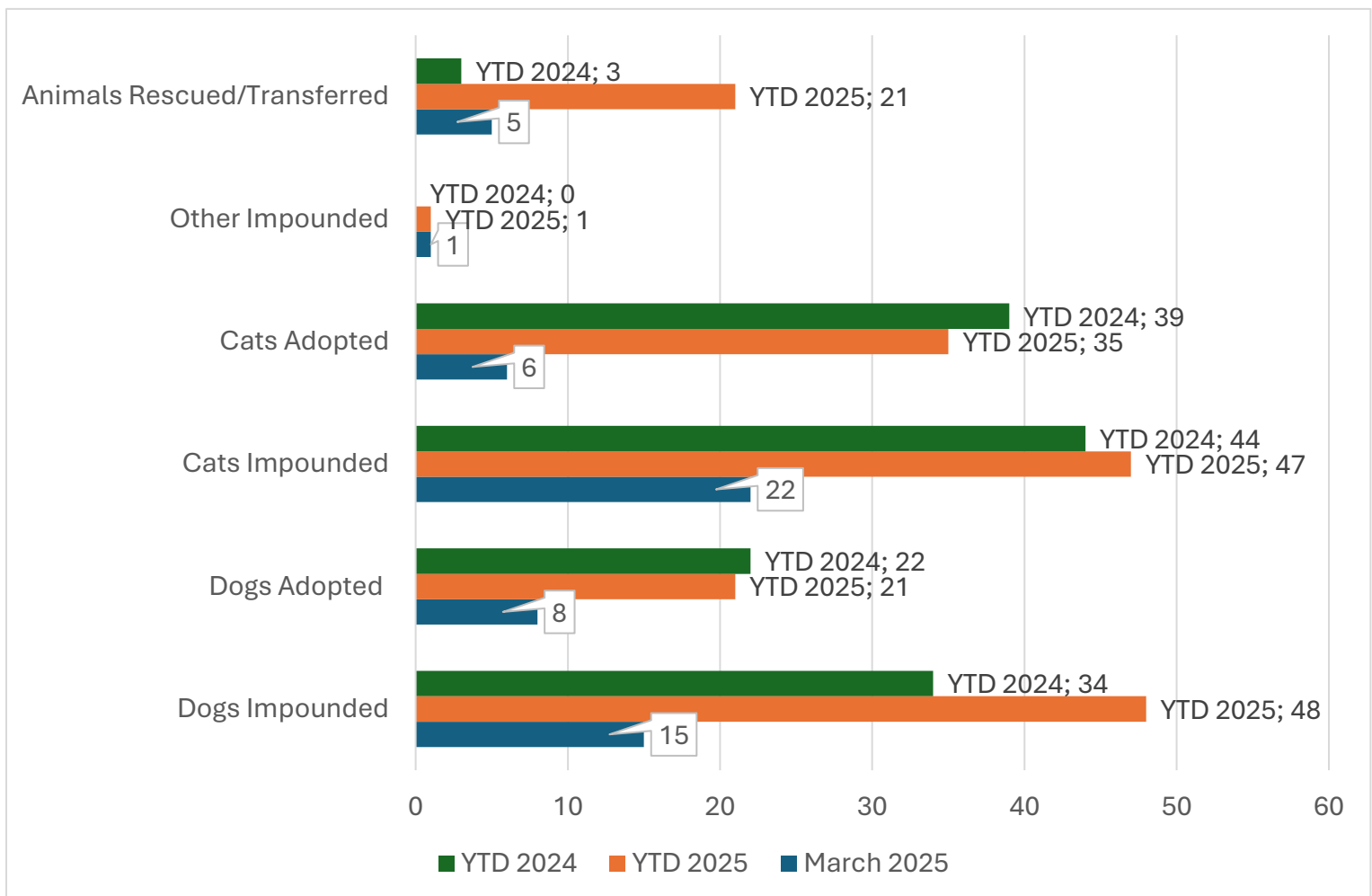
TRAFFIC UNIT



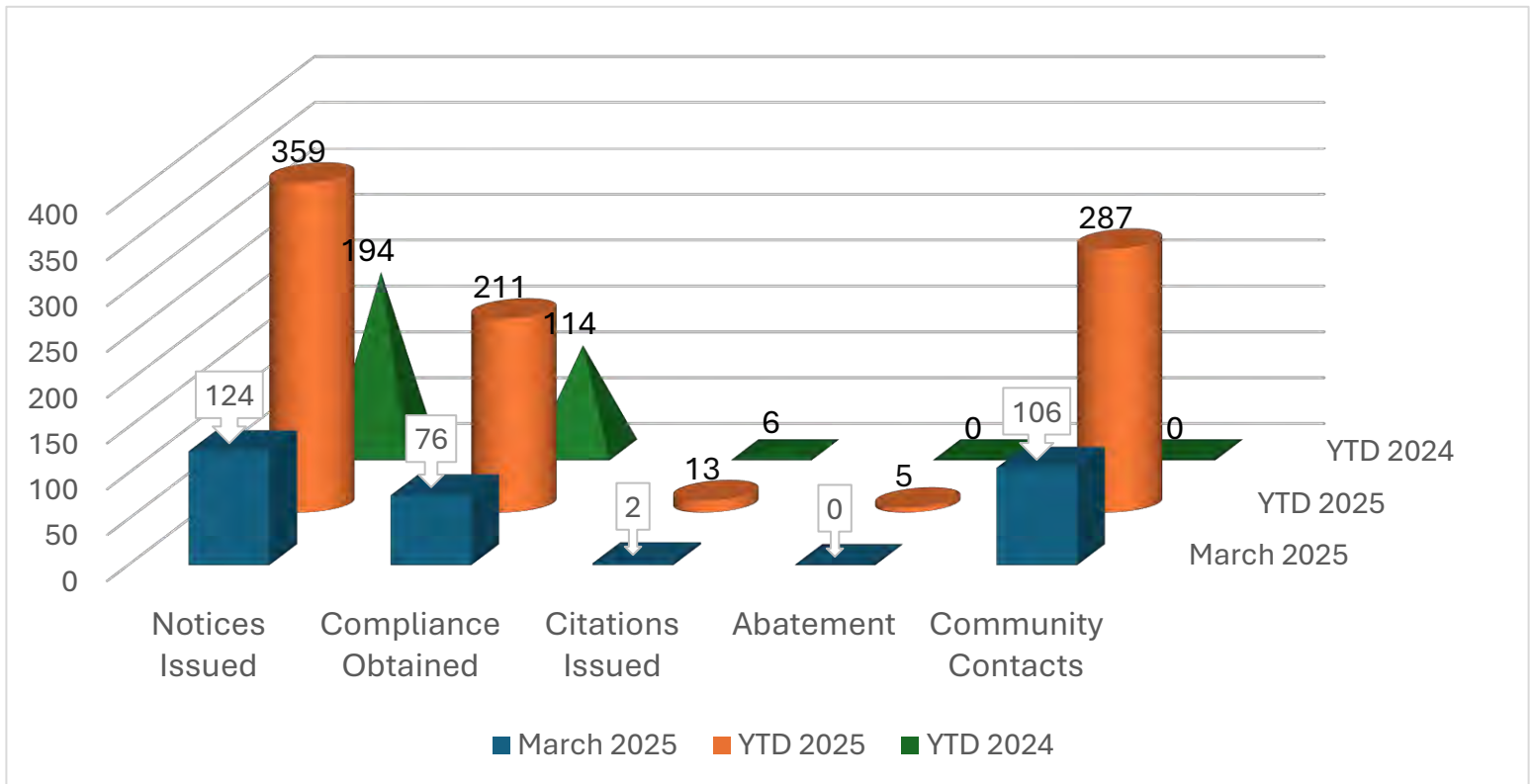
CALLS FOR SERVICE – ANIMAL SERVICES



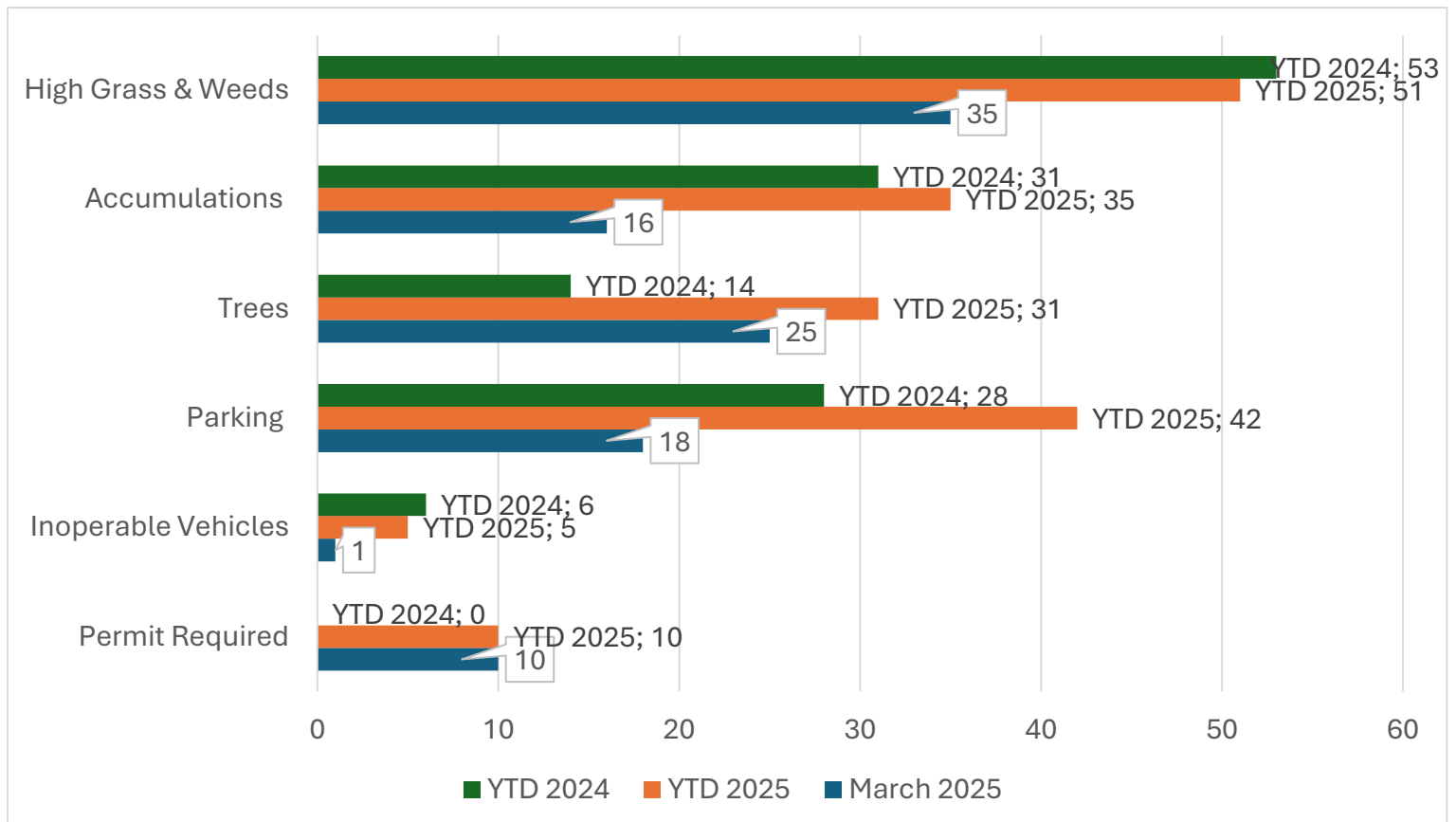
IMPOUNDS & ADOPTIONS



CALLS FOR SERVICE – CODE COMPLIANCE



CODE – COMMON VIOLATIONS





ACCOMPLISHMENTS

POLICE DEPARTMENT

- March 15th – First Annual Mayor Bike Ride
- March 17th – 21st - Officer Thomson attended an Intermediate Crime Scene course
- March 29th – Richland Hills Police Department and Richland Hills Fire Department held our first Annual Awards Banquet.

COMMUNITY COMPLIANCE

- Demolition at 7128 Maple and 7055 Dover was completed.
- In March, Vax Shack performed 25 spay/neuter surgeries and provided over 80 immunizations.

PUBLIC WORKS – Work Orders

TOTAL WORK ORDERS: 412

STREETS

	CURRENT	YTD
Potholes	33	81
Street Patch	3	3
Debris Removal/Mowing	9	19
Sign Repair/Install	14	100
Manhole Repairs	0	2
After Hour Calls	2	10
Other (Mosquito Testing/Spray, etc.)	12	31

WATER

	CURRENT	YTD
Water Line Break	2	4
Water Line Repair	3	6
Meter Leak/Repair	14	37
After Hour Calls	6	17
Other (Water pressure, odor, etc.)	17	41

SEWER

	CURRENT	YTD
Sewer Line Break	0	0
Sewer Line Repair	1	4
Household Back-up	12	29
Drainage	3	10
After Hour Calls	1	4
Other (Odor, etc.)	4	14

LINE LOCATES

■ Emergency ■ Non-emergency



AFTER-HOUR CALLS



UTILITIES – Work Orders

TOTAL WORK ORDERS: 333

SERVICES

	CURRENT	YTD
Meter Turn On	2	59
Service Shut Off	0	56
Final Reads	36	93
Service Starts	37	100
Re-Read Meter	2	6

GENERAL

	CURRENT	YTD
Possible Leak	9	33
Meter Repairs/Replacement	4	13
Reset Encoder	1	11
No Reads	7	44
Other (Low Consumption, Meter Tests, etc.)	7	31

Operational Updates

- 1200' of sewer line cleaned.
- 62 man-hours spent reading wells and water sampling.
- 16 man-hours spent conducting NAP Testing.
- Lift Station Maintenance.
- Routine/Seasonal mowing throughout the city, including channels.
- City Council approved a revision to the water tank maintenance service plan with Maguire Iron Inc. to include containment at the Scruggs elevated water tower in the amount of \$62,500.



- City Council approved an Interlocal Agreement with Tarrant County to resurface Oak Park Drive from Ash Park Drive to Elm Park.
- Six-Street Bids – Received Five (5) total bids (three more than usual). Value approximately \$1 million less than budgeted and was awarded to Reliable Paving.
- Staff finished clearing out of a homeless camp for Code Compliance.
- Staff continued the street sign switch-out with the new branded signage.

Staff Updates

- Lead, Pedro Rodriguez completed a Groundwater Prep Class for license testing.
- Juan Martines, Maintenance Worker I completed Water Distribution training and is now preparing to test for his license.
- Alicia Johnson, Senior Administrative Assistant received the 2024 Core Values award for Service.