

**MINUTES OF THE REGULAR MEETING
RIVER OAKS CITY COUNCIL
FEBRUARY 20, 2024**

MEMBERS PRESENT:

MAYOR DARREN HOUK
MAYOR PRO TEM JOHN CLARIDGE
COUNCIL MEMBER BRENT FORESTER
COUNCIL MEMBER LEIGH ANN TURNER

STAFF PRESENT:

CITY MANAGER MARVIN GREGORY
CITY SECRETARY PAULA LUCK
CITY ATTORNEY BRADLEY ANDERLE
PUBLIC WORKS DIRECTOR JEREMY BELL
POLICE CHIEF CHUCK STEWART
EMERGENCY MGT JAMES MYRICK
FIRE CHIEF RUSSELL SHELLEY
EVENT CENTER DIRECTOR SHIRLEY WHEAT

ABSENT:

COUNCIL MEMBER YOLIE RODRIGUEZ
COUNCIL MEMBER STEVE HOLLAND

1. CALL TO ORDER

With a quorum present, Mayor Houk called the Regular Meeting of the River Oaks City Council to order at 6:00 p.m. on Tuesday, February 20, 2024 at River Oaks City Hall, 4900 River Oaks Blvd., River Oaks, Texas 76114.

2. INVOCATION

Mayor Pro Tem Claridge delivered the Invocation.

3. PLEDGE OF ALLEGIANCE TO UNITED STATES FLAG AND THE TEXAS FLAG

CISD student Christian Dubuan led the Pledges of Allegiance to the United States and the Texas Flags.

4. READING OF PROCLAMATION(S) AND SPECIAL PRESENTATIONS BY MAYOR.

-PROCLAIMING APRIL 2024 AS RIVER OAKS CLEAN UP MONTH-tires will be picked up March and April

-SPECIAL PRESENTATION RECOGNIZING THE CASTLEBERRY MARIACHI THAT WILL BE AT THE UPCOMING STATE FESTIVAL-Superintendent Renee Smith-Faulkner, Board Member Tracy Gallman, Board Member Linda Aguillon, Board Member Ariela Martinez, Dr. Steven Moss, and Mr. Juan Sigala were present.

5. PUBLIC TESTIMONY: CITIZENS TO SPEAK ON ANY TOPIC OR ANY AGENDA ITEM BEFORE AN DURING THE MEETING BY RAISING YOUR HAND TO BE RECOGNIZED; HOWEVER, UNLESS THE ITEM IS SPECIFICALLY NOTED ON THIS AGENDA, THE CITY COUNCIL IS REQUIRED UNDER THE TEXAS OPEN MEETINGS ACT TO LIMIT ITS RESPONSE WITH A STATEMENT OF SPECIFIC FACTUAL INFORMATION, RECITING THE CITY'S EXISTING POLICY ON THAT ISSUE, OR DIRECTING THE PERSON MAKING THE INQUIRY TO VISIT WITH CITY STAFF ABOUT THAT ISSUE, AND NO COUNCIL DELIBERATION IS PERMITTED FOR TOPICS NOT SPECIFICALLY LISTED ON THIS AGENDA.

NONE

6. **CONSENT AGENDA** ALL ITEMS UNDER THIS SECTION ARE RECOMMENDED FOR APPROVAL FOR THE "CONSENT AGENDA". THESE ITEMS ARE OF A ROUTINE NATURE AND REQUIRE ONLY BRIEF DELIBERATION BY COUNCIL. **COUNCIL RESERVES THE RIGHT TO REMOVE ANY ITEM ON THE CONSENT AGENDA FOR FURTHER DELIBERATION**

- A. APPROVE MINUTES OF FEBRUARY 6, 2024 REGULAR CALLED COUNCIL MEETING
- B. RATIFY BILLS PAYABLE FOR PERIOD ENDING FEBRUARY 20, 2024 (FY 2024)

Mayor Pro Tem Claridge moved, seconded by CM Forester to approve the Consent Agenda Items A-B. All voted "Aye".

7. DISCUSSION OR ACTION TAKEN ON ITEMS WITHDRAWN FROM CONSENT AGENDA FOR SEPARATE DELIBERATION.

NONE

PERSONAL APPEARANCES AND/OR ITEMS REQUIRING COUNCIL APPROVAL/ACTION:

8. CONSIDER APPROVAL OF REQUEST FROM LUZ BARBOZA TO HOLD A 2024 CASTLEBERRY HIGH SCHOOL SENIOR CLASS PARADE AS A CITY SPONSORED EVENT.

Luz Barboza was present. Have done a parade in the past for the senior classes. Looking at May 10th or May 20th. The parade route was passed out and Chief Stewart did not have an issue with the route. This parade will only involve seniors and their vehicles will be registered and inspected before the parade. Figure about 20 vehicles in the parade. In the past, the parade was voted down due to the city not having enough police staff, CISD police wouldn't participate, and giving the city short notice. This year the Lions Club, CISD police, River Oaks police, and parents will be helping. Prefer to have the parade on Friday, May 10th at 6:00 p.m.

CM Turner moved, seconded by Mayor Pro Tem Claridge to approve May 10th, 2024 at 6:00 p.m. for the high school senior parade as a city sponsored event. All voted "Aye".

9. CONSIDER APPROVAL OF CHANGE ORDER TO THE LONG AVENUE STREET IMPROVEMENT PROJECT BY ADDING CURB AND GUTTER REPLACEMENT ON ALMENA FROM LONG TO BYRD DRIVE.

The Council approved the project and Almena was supposed to be included but it wasn't. This change order is for the curb and gutter on Almena for an additional amount of \$164,692.18. The current curb and gutter are damaged badly and won't allow the drainage to drain properly. The drainage on Almena drains on Long Avenue. The drainage will not be fixed at 100% on Long but it will be much better.

CM Forester moved, seconded by Mayor Pro Tem Claridge to approve the change order to the Long Avenue Street Improvement Project. All voted "Aye".

10. CONSIDER APPROVAL TO GO OUT FOR BIDS FOR INFORMATION TECHNOLOGY SUPPORT SERVICES FOR THE CITY'S COMPUTER SYSTEM TECHNOLOGY.

We have been with the same company for 15 years. We have met with several companies already. We plan on going out for bids in March.

Mayor Pro Tem Claridge moved, seconded by CM Forester to approve going out for bids for Information Technology Services. All voted "Aye".

11. CONSIDER APPROVAL TO REQUEST ADDITIONAL DISCRETIONARY FUNDS OF THE COUNTY COMMISSIONER FROM THE 2006 TARRANT COUNTY TRANSPORTATION BOND FOR THE LONG AND ALMENA STREET IMPROVEMENT PROJECT.

What was originally submitted to the county was for paving. We have added the curb and gutter and want to ask the county for additional funds out of the 2006 Transportation Bond.

CM Forester moved, seconded by Mayor Pro Tem Claridge to approve to request additional discretionary funds from the 2006 Tarrant County Transportation Bond. All voted "Aye".

12. CONSIDER APPROVAL OF RECOMMENDATION FROM THE RIVER OAKS STORM WATER TASK FORCE TO ADOPT THE STORM WATER LOGO AS THE OFFICIAL LOGO OF THE RIVER OAKS STORM WATER UTILITY SYSTEM.

Waiting on to other logos. This item is tabled.

13. CONSIDER APPROVAL OF CONTRACT TO ESTABLISH MEMBERSHIP WITH TARRANT AREA FOOD BANK FOR FOOD DISTRIBUTION TO THE EVENT CENTER FOOD BANK.

This contract is signed each year. We must pay for protein items. The other items are free. We have a volunteer that pays for this each month and is going to continue it. Every penny that he donates goes towards what is spent at the food bank. The city has a flat bed truck that we use for pick-up. The school will let us use their box truck if we need it. Each food bank serves 150-200 people.

Mayor Pro Tem Claridge moved, seconded by CM Turner to approve the contract with Tarrant Area Food Bank. All voted "Aye".

ORDINANCES/RESOLUTIONS REQUIRING COUNCIL APPROVAL/ACTION:

14. CONSIDER APPROVAL OF RESOLUTION #1121-2024 AMENDING THE EMPLOYEE PERSONNEL POLICY AS ADOPTED BY AMENDING ARTICLE V "LEAVE POLICIES" IN SECTION 5.01 "HOLIDAYS" SPECIFICALLY IN (d) "HOLIDAYS DESIGNATED" BY DESIGNATING LABOR DAY AS THE SEPTEMBER 11 PAID HOLIDAY FOR FIREFIGHTERS; AMENDING ARTICLE VI "INJURED OR ILL EMPLOYEES" SPECIFICALLY IN SECTION 6.06 "WAGE CONTINUATION PROGRAM" IN ACCORDANCE TO THE NEW CHAPTER 177A OF THE LOCAL GOVERNMENT CODE; AMENDING ARTICLE XIX "MENTAL HEALTH LEAVE POLICY" TO INCLUDE TELECOMMUNICATIONS AND; REPEALING ORDINANCES OR RESOLUTIONS TO THE EXTENT OF ANY CONFLICT; PROVIDING

FOR DISTRIBUTION OF THE PERSONNEL POLICY TO ALL CITY EMPLOYEES; AND PROVIDING FOR AN EFFECTIVE DATE.

To comply with House Bill 471, this policy increased the compensation period from six months to one year. Telecommunicators are now included in the Mental Health Leave Policy. Firefighters will get Patriots Day, so we marked Labor Day as Patriots Day.

Mayor Pro Tem Claridge moved, seconded by CM Forester to approve Resolution #1121-2024. All voted "Aye".

15. CONSIDER APPROVAL OF RESOLUTION #1122-2024 AUTHORIZING MEMBERSHIP IN THE ATMOS CITIES STEERING COMMITTEE; AND AUTHORIZING THE PAYMENT OF FIVE CENTS PER CAPITAL TO THE ATMOS CITIES STEERING COMMITTEE TO FUND REGULATORY AND RELATED ACTIVITIES RELATED TO ATMOS ENERGY CORPORATION.

This is approved every year and is very beneficial.

Mayor Pro Tem Claridge moved, seconded by CM Forester to approve Resolution #1122-2024. All voted "Aye".

16. CONSIDER APPROVAL OF ORDINANCE #1413-2024 AMENDING ARTICLE 1.04 "BOARDS AND COMMISSIONS" DIVISION 1 "GENERALLY" SPECIFICALLY IN SECTION 1.04.006 "GENERAL RULES AND PROCEDURES" BY ADDING SUBSECTION (j) "DUTIES AND EXPECTATIONS OF A COUNCIL MEMBER LIAISON (NON-VOTING MEMBERS)"; DIVISION 2 "PLANNING & ZONING COMMISSION" BY INCORPORATING SECTION 1.04.036 "DUTIES AND EXPECTATIONS OF A COUNCIL MEMBER LIAISON (NON-VOTING MEMBERS)" AND DIVISION 3 "PARK BOARD" SPECIFICALLY IN SECTION 1.04.065 "GENERAL RULES AND PROCEDURES" BY ADDING SUBSECTION (j) "DUTIES AND EXPECTATIONS OF A COUNCIL MEMBER LIAISON (NON-VOTING MEMBERS)" THAT ESTABLISHES DUTIES AND EXPECTATIONS FOR CITY COUNCIL MEMBER LIAISONS AS NON-VOTING MEMBERS; PROVIDING THAT THIS ORDINANCE SHALL BE CUMULATIVE OF ALL PROVISIONS OF ORDINANCES IN THE CITY OF RIVER OAKS; PROVIDING THAT THE PHRASES, CLAUSES, SENTENCES, PARAGRAPHS, AND SECTIONS OF THIS ORDINANCE ARE SEVERABLE AND PROVIDING AN EFFECTIVE DATE.

Currently there are no rules and procedures for Council Liaison's that are on boards. Council Liaison's are not a member and cannot participate in the deliberation. The goal is to have something to look back on to make sure lines are not crossed. The Council Liaison's can say something like "this is my opinion" instead of "this is council's opinion". The board chairman's control the meetings and it is up to them to make sure no lines are crossed.

CM Forester moved, seconded by Mayor Pro Tem Claridge to approve Ordinance #1413-2024. All voted "Aye".

17. CONSIDER APPROVAL OF ORDINANCE #1415-2024 AMENDING THE FY 2024 BUDGET BY EXPENDING FUNDS FROM THE COMMUNITY CENTER DOLLAR DONATION FUND IN ORDER TO PAINT AND REPLACE FLOORING IN THE BUILDING.

Asking for permission to go out for quotes on flooring and painting for the main room. The current floor has chunks missing and all the walls need to be repainted. A very nice projector

has been donated and the wall needs to be painted to project better. We cannot pass this Ordinance without an amount. No action taken.

PUBLIC HEARING/ACTION FROM PUBLIC HEARING:

18. PUBLIC HEARING: IN ORDER TO RECEIVE PUBLIC INPUT AND/OR TESTIMONY ON AMENDING CHAPTER 10 "SUBDIVISIONS" OF THE RIVER OAKS CODE OF ORDINANCES (2020) BY REVISING ARTICLE 49 OF THE SUBDIVISION ORDINANCE REQUIRING THAT STORM WATER DRAINAGE FACILITIES BE DESIGNED IN ACCORDANCE TO THE CURRENT INTEGRATED STORMWATER MANAGEMENT (ISWM) PROGRAM DEVELOPED BY NORTH CENTRAL TEXAS COUNCIL OF GOVERNMENTS (NCTCOG) AND AS ADOPTED BY THE CITY OF RIVER OAKS ON JUNE 28, 2022 THEREBY ADOPTING THE ISWM TECHNICAL MANUAL FOR PLANNING, WATER QUALITY, HYDROLOGY, HYDRAULICS, SITE DEVELOPMENT CONTROLS, CONSTRUCTION CONTROLS AND LANDSCAPING ALONG WITH THE CITY OF FORT WORTH STORM WATER CRITERIA MANUAL AS A RESOURCE GUIDELINE FOR LOCALLY ADOPTED DESIGN CRITERIA ALLOWING THE CITY OF RIVER OAKS A FLEXIBLE APPROACH TO THE ISWM PROGRAM AT THE LOCAL LEVEL.

This is to put in the subdivision ordinance.

At 7:30 p.m., Mayor Houk opened the Public Hearing.

At 7:30 p.m., Mayor Houk closed the Public Hearing.

19. ACTION FROM PUBLIC HEARING: CONSIDER APPROVAL OF ORDINANCE #1414-2024 AMENDING CHAPTER 10 "SUBDIVISIONS" SPECIFICALLY IN PART 11 "DESIGN PROVISIONS", REVISING ARTICLE 49 "STORM DRAINAGE FACILITIES" PROVIDING THAT THE STORM WATER DRAINAGE FACILITIES BE DESIGNED IN ACCORDANCE TO CURRENT INTEGRATED STORM WATER MANAGEMENT (ISWM) PROGRAM DEVELOPED BY NORTH CENTRAL TEXAS COUNCIL OF GOVERNMENTS (NCTCOG) ADOPTING THE ISWM TECHNICAL MANUAL FOR PLANNING, WATER QUALITY, HYDROLOGY, HYDRAULICS, SITE DEVELOPMENT CONTROLS, CONSTRUCTION CONTROLS AND LANDSCAPING WITH THE CITY OF FORT WORTH STORM WATER CRITERIA MANUAL THAT BECAME EFFECTIVE ON SEPTEMBER 29, 2015.

Mayor Pro Tem Claridge moved, seconded by CM Forester to approve Ordinance #1414-2024. All voted "Aye".

OTHER ITEMS FOR DISCUSSION AND/OR ACTION:

20. DISCUSSION AND/OR ACTION REGARDING UPDATES FROM THE CITY MANAGER ADVISING THE MAYOR AND CITY COUNCIL ON PERSONNEL, CITY'S FISCAL CONDITION, PANDEMIC EXECUTIVE ORDERS, SCHEDULING COUNCIL WORK SESSIONS, FUTURE NEEDS OF THE CITY AND OTHER CITY MANAGER RECOMMENDATIONS.

Elections: Place 2-Steve Holland and Dan Dage; Place 4-Yolie Rodriguez and Sherrie Uptmore Dast. Monday, February 26th at 4:30 p.m. is the drawing for place on the ballot.

TML Payroll Increase-clarifying that the 16.1% increase is from TML. Doesn't mean the budget increased 16.1%.

Building Code Grading: the average rating for a Texas community for commercial construction is a 6. We have a 4 rating which means we are 2 ratings better than the average community in the State of Texas.

21. DISCUSSION AND/OR ACTION ON 75TH YEAR ANNIVERSARY CELEBRATION.

Installed the new flags purchased by EDC. Showed a polo shirt with the new logo on it and EDC will purchase one shirt for council. The council agreed to white shirts with the new logo. Bands are currently being booked each month for the year. The next one is this Saturday. October 5th is the big celebration. We need a list of all the events for the year so we can put a marketing piece together. Would like to open the time capsule and display the items and put the capsule back. Would like to add another time capsule in there.

22. UPDATE ON SUBSTANDARD PROPERTIES AT:

- 1513 SKYLINE-will bring back to council.
- 5016 ALMENA-liens are paid off.
- 1909 YALE-is following time limits.
- 4833 SHERWOOD-new owner and has started work.
- 4816 BARBARA RD (FIRE DAMAGE)-will demolish and rebuild.
- 4904 ALMENA RD (FIRE DAMAGE)-will send out notice this week.

QUESTIONS RELATED TO MONTHLY STAFF REPORTS INCLUDING:

23. **POLICE DEPT. MONTHLY REPORT** INCLUDING PATROL ACTIVITY, RESPONSE CALLS, NUMBER OF CRIMINAL INVESTIGATION CASES, WARRANTS ISSUED AND ANIMAL CONTROL CALLS INCLUDING CITATIONS ISSUED.

There is a new form online to register a resident's house for the police to watch the house while out on vacation.

24. **FIRE DEPT. REPORT** INCLUDING NUMBER OF CALLS FOR SERVICE AND FIRE TRAINING EXERCISES.

25. **INSPECTIONS AND CODE COMPLIANCE ACTIVITY REPORTS** INCLUDING NUMBER OF PERMITS ISSUED AND CODE VIOLATIONS WORKED.

26. **MUNICIPAL COURT** INCLUDING COURT ACTIVITY FROM FINES, BONDS, WARRANT FEES, COURT TAXES, COURT FEES, ARREST FEES, COURT SECURITY FEES, COURT TECHNOLOGY FEES, PAYMENT PLANS, STATE COURT COSTS AND AGENCY COLLECTION FEES

27. **PUBLIC WORKS ACTIVITY REPORT** INCLUDING ROAD REPAIRS COMPLETED, SIGNS INSTALLED, WATER PRODUCTION, WATER MAIN AND SERVICE LEAKS REPAIRED, NUMBER OF FIRE HYDRANTS AND DEAD-END LINES FLUSHED, NUMBER OF SEWER OVERFLOWS AND STOPPAGES, CUBIC TONS OF SOLID WASTE COMPACTED AND PUBLIC WORKS EQUIPMENT REPAIRS

28. **PARK BOARD ACTIVITY REPORT** INCLUDING BALLFIELD RENTALS, GRANT UPDATES AND QUESTIONS PERTAINING TO MINUTES FROM THE PARK BOARD

29. **EVENT CENTER ACTIVITY REPORT** INCLUDING NUMBER OF COMMUNITY CENTER RENTALS, EVENTS AND ACTIVITIES

30. **CITY SECRETARY ACTIVITY REPORT** INCLUDING REVENUE FROM SALES TAX, DOLLAR DONATIONS, EDC SALES TAX, TEXPOOL AND CRIME SALES TAX

31. **EDC ACTIVITY REPORT** INCLUDING FUNDED PROJECT UPDATES AND UPCOMING PROJECTS.

32. **STORM WATER TASK FORCE ACTIVITY REPORT** INCLUDING ACTINS TAKEN UNDER THE MS4 PERMIT, COMMUNITY EDUCATION AND PROMOTIONAL EVENTS REGARDING STORM WATER PREVENTION POLLUTION

Filed with TRA so we can get some funding for drainage.

33. **EMERGENCY MANAGEMENT ACTIVITY REPORT** INCLUDING POLICIES, PROCEDURES, AND INFORMATION PERTAINING TO EMERGENCY MANAGEMENT PLANNING

Blue Angels are coming. Shooter school in Dallas coming up. Focusing on the eclipse and solar flares. CISD district wide will be doing something for the eclipse. The Event Center may do something also.

CORRESPONDENCE:

34. COUNCIL MEMBER QUESTIONS, COMMENTS, AND ANNOUNCEMENTS.

CM Turner-asked about the street striping in front of the CISD admin building, and at Merritt and the Blvd. We are getting quotes from different companies to put down a better quality.

Mayor Houk-wife does Wednesday's child. It will be going to Grumps on March 6th for a kid that likes cars. Bob Jamison had a stroke and is not doing well.

EXECUTIVE SESSION:

35. CONVENE IN EXECUTIVE SESSION PURSUANT TO CHAPTER 551, TEXAS GOVERNMENT CODE: THE COUNCIL RESERVES THE RIGHT TO CONVENE IN EXECUTIVE SESSIONS(S) FROM TIME TO TIME ON ANY POSTED AGENDA ITEM TO RECEIVE ADVICE FROM ITS ATTORNEY AS PERMITTED BY LAW DURING THIS MEETING. THE COUNCIL MAY CONVENE IN EXECUTIVE SESSION TO DISCUSS THE FOLLOWING:

- a. Section 551.071 Pending or contemplated litigation or to seek advice from attorney;
- b. Section 551.072 Discussion regarding possible sale, lease or acquisition of real estate;
- c. Section 551.074 Personnel matters – To deliberate the appointment, employment, evaluation, reassignment of duties, discipline or dismissal of a Public Officer or Employee or to hear a complaint or charge against an Officer or Employee,
- d. Section 551.076 Deliberation regarding security devices.

NONE

RECONVENE:

36. CONSIDER APPROVAL OF ANY ACTION FROM EXECUTIVE SESSION


NONE

ADJOURN:

37. ADJOURN

At 8:16 p.m., Mayor Houk adjourned the meeting.

APPROVED:



Darren Houk, Mayor

ATTEST:



Paula Luck, City Secretary