

**MINUTES OF THE REGULAR MEETING
RIVER OAKS CITY COUNCIL
AUGUST 22, 2023**

MEMBERS PRESENT:

MAYOR DARREN HOUK-6:05 p.m.
MAYOR PRO TEM JOHN CLARIDGE
COUNCIL MEMBER YOLIE RODRIGUEZ
COUNCIL MEMBER LEIGH ANN TURNER
COUNCIL MEMBER BRENT FORESTER
COUNCIL MEMBER STEVE HOLLAND

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
UTILITY BILLING COORDINATOR BLYTHE REAVES

ABSENT:

NONE

1. CALL TO ORDER

With a quorum present, Mayor Pro Tem Claridge called the Regular Meeting of the River Oaks City Council to order at 6:01 p.m. on Tuesday, August 22, 2023 at River Oaks City Hall, 4900 River Oaks Blvd., River Oaks, Texas 76114.

2. INVOCATION

CM Rodriguez delivered the Invocation.

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

CM Forester led the Pledges of Allegiance to the United States and the Texas Flags.

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

NONE

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 AUGUST 8, 2023 REGULAR CALLED COUNCIL MEETING
- B. APPROVE BILLS PAYABLE FOR PERIOD ENDING AUGUST 22, 2023 (FY 2023)
- C. RATIFY INTERLOCAL AGREEMENT WITH TARRANT COUNTY FOR STREET STRIPING

CM Forester moved, seconded by CM Holland to approve the Consent Agenda Items A-C. 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 DISCUSSION OR ACTION TAKEN ON ITEMS WITHDRAWN FROM CONSENT AGENDA FOR SEPARATE DELIBERATION.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. DISCUSSION AND/OR ACTION ON PRESENTATION FROM AD COMP SYSTEMS GROUP ON SERVICES AUTHORIZATION AGREEMENT REGARDING THE JACK PAYMENT KIOSK AND NEW IN BLUE SERVICES.

Mike Wilson and Mansur Plumber present. Mike is a retired Police Officer and worked with JACK at the jail. JACK is a kiosk that takes payments. It will be installed where the drop box is currently, and employees will have access to the kiosk from inside the building. This kiosk is available 24 hours a day. The city can decide if they want just utility payments, court, and/or permits. This machine will take cash, check, and credit cards. The machine for court and water payments is \$30,000.00-\$37,000.00 one time cost, and \$6,000.00 annual maintenance costs. This is integrated with Incode so the staff does not have to manually enter in the payments. With this is the text messaging notification system. The city can have whatever they want on the kiosk.

For the ticket writers, citations can also be issued from a desktop. The citizen can receive a hard copy and a pdf copy. This is the fastest way to get the officers done with that traffic stop. This system has racial profiling. Currently it takes three weeks to pull racial profiling information. With this system, it is a click of a button. Officers will scan the drivers license and the vehicle registration and it auto fills in the information. The officer can change the information. The videos and pictures stay with the citation and gets pushed over to Incode. Ten printers and wall chargers will be \$6,715.00, and \$7,000.00o is the annual maintenance costs.

Mayor suggested having a meeting with the Police Officers and do a demo on this product.

No action taken.

At 7:20 p.m., Mayor Houk went into Executive Session under Section 551.074 for Item #17, City Manager Updates-personnel.

At 8:04 p.m., Mayor Houk reconvened into Open Session.

9. CONSIDER APPROVAL TO PURCHASE NEW BACKHOE UNDER THE TEXAS EMISSIONS REDUCTION PROGRAM (TERP) EQUIPMENT REPLACEMENT REBATE GRANT THROUGH THE TEXAS COMMISSION OF ENVIRONMENTAL QUALITY (TCEQ) REPLACING THE 2006 STREET DEPARTMENT BACKHOE THAT IS ELIGIBLE FOR A \$74,000.00 REBATE.

EDC approved 1/2 of the funding. This backhoe is a need and a necessity. One backhoe is used for main breaks, sewer repair, etc. The second one is used to help on that main break or sewer repair. It also serves as a back up when the first one is out on a job and there is another main break or sewer repair at another location. This backhoe will be used to dig out curb and gutter, concrete, and use for sanding during bad weather. These backhoes are used 90% of the time daily. This type of grant will never be available again. The state wants to get the old equipment off the road, so they are giving away money to make that happen.

This second backhoe has been used only to load stuff with the back bucket. The manufacturer came out a couple of years ago and to fix the part would be very expensive. The mechanic we have at the city is a light mechanic and not a heavy equipment mechanic.

The \$27,088.29 has been sitting in reserves. That reserve account was used for bond payments but last year, we created its own separate bank account and transferred money out of the Texpool account to fund the bank account leaving a balance in this Texpool account. We are planning on setting up this reserve account as a capital reserve account for future capital purchases.

Mayor Pro Tem Claridge moved, seconded by CM Holland to approve the purchase of the second backhoe. All voted "Aye".

10. CONSIDER APPROVAL OF MAYOR/CITY MANAGER RECOMMENDATION TO THE CITY COUNCIL APPOINTING BRANDON "ALAN" RANDALL AS THE PLACE 5 MEMBER AND MELODY DENNIS AS THE VICE-CHAIRMAN ON THE STORM WATER TASK FORCE.

There is a vacancy due to Beth Flippo leaving.

CM Holland moved, seconded by Mayor Pro Tem Claridge to approve appointing Brandon Randall as Place 5 member and Melody Dennis as Vice-Chairman. All voted "Aye".

11. DISCUSSION AND/OR ACTION ON RECOMMENDATION FROM STORM WATER TASK FORCE TO INCREASE DRAINAGE FEES BY THE CITY COUNCIL IN FY 2024 BY FIRST HOLDING A PUBLIC HEARING REQUIRING PUBLICATION THREE TIMES IN THE NEWSPAPER BEFORE THE DATE OF THE HEARING PURSUANT TO SECTION 552.045(d) OF THE TEXAS LOCAL GOVERNMENT CODE.

Had a Storm Water Public Hearing and they approved to increase the drainage fees from \$6.00 to \$7.00 on residential, and from \$0.00266 per square feet to \$0.00310 per square feet on

commercial. A Public Hearing must be published three times in the newspaper and the cost to publish in the Star Telegram is \$3,000.00.

Council would like the commercial to be the same as residential (\$7.00). Council agreed to have CM Gregory move forward with the publications.

12. CONSIDER APPROVAL TO APPOINT A NON-VOTING COUNCIL MEMBER LIAISON FOR THE FRIENDS OF THE ANIMAL SHELTER, A 501c CORPORATION.

13. CONSIDER APPROVAL TO APPOINT A NON-VOTING COUNCIL MEMBER LIAISON FOR THE FOUNDATION SUPPORTING THE RIVER OAKS COMMUNITY CENTER, A 501c CORPORATION.

#12 & #13 were discussed at the same time.

John Claridge is the Council Liaison for the Community Center Foundation, and Yolie Rodriguez is the Council Liaison for the Animal Shelter. Years ago, we had a Community Center Board. May need to look at creating one again.

CM Holland moved, seconded by Mayor Pro Tem Claridge to re-appoint Yolie Rodriguez as Council Liaison to the Animal Shelter and John Claridge as Council Liaison to the Community Center Foundation. All voted "Aye".

WORK SESSIONS & ACTION FROM WORK SESSIONS:

14. WORK SESSION: FY 2023 CITY OPERATIONAL BUDGETS (OCTOBER 1, 2023-SEPTEMBER 30, 2024).

Nothing has changed since the last meeting. We adopt the budget first then the tax rate.

15. ACTION FROM WORK SESSION, IF ANY.

The Public Hearing will be held on August 29th, 2023.

OTHER ITEMS FOR DISCUSSION AND/OR ACTION:

16. UPDATE ON SUBSTANDARD PROPERTIES AT:

- 1513 SKYLINE-stop work order issued. Will bring back.
- 5016 ALMENA-talking to tax collector.
- 940 CODY COURT (APT 6-13)-close to being finished.
- 4844 HARTFORD-council order.
- 1909 YALE-council order.
- 4833 SHERWOOD-still working property.
- 1507 ROBERTS CUT OFF (BURN OUT)-permits pulled and started working.

17. 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.

Blythe Reaves and Beth Flippo has resigned. There are two openings in Public Works, and there is one opening in the Police Department.

Barbara Road-street improvements continue.

QUESTIONS RELATED TO MONTHLY STAFF REPORTS INCLUDING:

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

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

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

21. **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

22. **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

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

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

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

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

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

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

Another COVID booster is coming out very soon. COVID isn't stopping but it is not as severe.

CORRESPONDENCE:

29. COUNCIL MEMBER QUESTIONS, COMMENTS, AND ANNOUNCEMENTS.

Mayor Pro Tem Claridge-thanked Jeremy and EDC for their help with funding.

CM Rodriguez-thanked Marvin and Jeremy on separate situations. Thanked Marvin and Paula for all they do. We need to find in our hearts to work together. Has some ideas about the Event Center to bring in some money.

CM Turner-thanked Mayor Pro Tem Claridge for thanking EDC.

CM Holland-thanked all for coming out to the Family Dollar ribbon cutting.

CM Forester-thanked Marvin and Paula for working tirelessly on the budget.

Mayor Houk-appreciates everyone. Had a great vacation. Thanked Mayor Pro Tem Claridge and Vice Chairman Richardson on EDC for stepping in.

EXECUTIVE SESSION:

30. CONVENE IN EXECUTIVE SESSION PURSUANT TO CHAPTER 551, TEXAS GOVERNMENT CODE: THE COUNCIL RESERVES THE RIGHT TO CONVENE IN EXECUTIVE SESSION(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:

31. CONSIDER APPROVAL OF ANY ACTION FROM EXECUTIVE SESSION


NONE

ADJOURN:

32. ADJOURN


At 9:08 p.m., Mayor Houk adjourned the meeting.

APPROVED:



Darren Houk, Mayor 9/5/23

ATTEST:



Paula Luck, City Secretary