

**MINUTES OF THE REGULAR MEETING  
RIVER OAKS CITY COUNCIL  
APRIL 16, 2024**

**MEMBERS PRESENT:**

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

**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 BLOOMFIELD  
EVENT CENTER DIRECTOR SHIRLEY WHEAT

**ABSENT:**

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 6:01 p.m. on Tuesday, March 19, 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

Mayor Pro Tem Claridge led the Pledges of Allegiance to the United States and the Texas Flags.

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

-PRESENTATION OF ROBERT "BOB" JAMISON MEMORIAL TRIBUTE TO LYNNAE JAMISON

Lynnae Jamis was present and was presented with a plaque and a city flag.

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 MARCH 19, 2024 REGULAR CALLED COUNCIL MEETING
- B. RATIFY BILLS PAYABLE FOR PERIOD ENDING APRIL 2, 2024 (FY 2024)
- C. APPROVE BILLS PAYABLE FOR PERIOD ENDING APRIL 16, 2024 (FY 2024)
- D. APPROVE 2<sup>ND</sup> QUARTER INVESTMENT REPORT (JAN 1-MARCH 31, 2024)
- E. APPROVE 2<sup>ND</sup> QUARTER EDC REPORT (JAN 1-MARCH 31, 2024)
- F. APPROVE 2<sup>ND</sup> QUARTER CCPD REPORT (JAN 1-MARCH 31, 2024)
- G. APPROVE 2<sup>ND</sup> QUARTER STORM WATER REPORT (JAN 1-MARCH 31, 2024)

**Mayor Pro Tem Claridge moved, seconded by CM Rodriguez to approve the Consent Agenda Items A-G. 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. PERSONAL APPEARANCE AND PRESENTATION BY CISD SCHOOL SUPERINTENDENT, RENE SMITH FAULKNER ON THE STATE OF THE DISTRICT AND FROM DON ISTOOK, BOND COMMITTEE CHAIRMAN REGARDING THE UPCOMING SCHOOL BOND ELECTION.

Citizen Don Istook was present. This is for no one to give their opinion. The school has put information out. Get the facts and figures not what you think you know and make your own opinion. Don's personal number is 817-690-6747 for anyone who wants information.

9. DISCUSSION AND/OR ACTION FROM PERSONAL APPEARANCE OF CHRISTOPHER GREGORY, JUSTICE OF THE PEACE, PRECINCT 4, TARRANT COUNTY, TEXAS REGARDING SQUATTERS RIGHTS.

Christopher Gregory was present. Squatting is defined as the action of occupying an abandoned or unoccupied area of land or a building, usually residential, that the squatter does not own, rent or otherwise have lawful permission to use. If a resident sees that someone is living at their home without their knowledge the resident can call the police and the resident will have to prove they live there at the house. So far, we have not seen this happening in Northwest Tarrant County.

10. DISCUSSION AND/OR ACTION FROM PRESENTATION BY EMILE ZALFINI REGARDING A MARKETING AGREEMENT FOR THE NATIONAL LEAGUE OF CITIES SERVICE LINE PROGRAM OFFERED BY UTILITY SERVICE PARTNERS, INC.

Emile Zalfini was present online. This company has been in business for over 14 years. They have programs for residents to avoid out of pocket expenses for unanticipated, costly service lines, and replacements. This is an affordable protection against unexpected costs to leaking, broken, or clogged water lines, sewer lines, and in home plumbing. There is a royalty of 50 cents per product per month to the city or else the city can decline it and in turn those that enroll will get a 50-cent reduction per month. It costs the city nothing to participate. This program is designed to promote the local economy by using local contractors.

Three mail campaigns will be sent out each year. They will use the city logo on all mail campaigns and the city will advertise this on the city's website. There are 48 Texas partners. Forest Hill and Kennedale are probably the two that are about the size of River Oaks.

**Mayor Pro Tem Claridge moved, seconded by CM Rodriguez to table until later. All voted "Aye".**

11. DISCUSSION AND/OR ACTION PERTAINING TO THE PRESENTATION AND UPDATE FROM DAN KESSLER OF NCTCOG AND JILL VAN HOEWYK OF LAMB STAR ENGINEERING ON THE MEANDERING ROAD PROJECT.

Jill Van Hoewyk and Dan Kessler were present to give an update on Meandering Road. About to start right-of-way access in River Oaks and that should be complete by September 2025. They are currently working on utility locations. The city will have to pay the right-of-way acquisitions up front, and the reimbursement will come about 90 days afterwards and it will come from the City of Fort Worth. Currently looking at four or less parcels. The 183 project will not start until the Meandering Road project is complete. The goal is to get traffic out of the neighborhoods and onto 183. Drainage is a big part of this project. The intersection improvements and signals are the number one priority.

12. CITIZEN APPEARANCE OF FRANCIS C. HEIZMAN REQUESTING A DESIGNATED FIRE LANE AT 1912 YALE STREET.

Francis Heizman was present. Asking for a fire lane or no-parking lane in front of his house. The Police Chief will have to investigate this. No action taken.

13. CONSIDER APPROVAL OF THE MAY 4, 2024 JOINT ELECTION AGREEMENT AND CONTRACT BETWEEN TARRANT COUNTY ELECTIONS ADMINISTRATOR AND THE CITY OF RIVER OAKS INCLUDING APPROVAL FOR PAYMENT OF THE INITIAL DEPOSIT FOR ELECTION SERVICES.

The cost for River Oaks is \$8,066.54. The school is a poll site so it will cost River Oaks more this year.

**Mayor Pro Tem Claridge moved, seconded by CM Rodriguez to approve the May 4, 2024 Joint Election Agreement with Tarrant County Elections. All voted "Aye".**

14. CONSIDER APPROVAL OF THE 75<sup>TH</sup> YEAR ANNIVERSARY CELEBRATION COMMITTEE'S REPORTING ON TIMELINE OF EVENTS AND A BUDGET.

They are talking about doing a day event on October 5<sup>th</sup> and a gala on November 2<sup>nd</sup>. No dates have been set in stone. A contractor will be here tomorrow to open the side of the monument to see where the time capsule is. The Shirley's have musical bands planned throughout the year. EDC has approved \$2,500.00 towards the 75<sup>th</sup> anniversary and \$1,000.00 for banners. CM Forester will be attending the April 28<sup>th</sup> meeting and plans are supposed to be finalized then and will be presented to the council on May 7<sup>th</sup>.

15. CONSIDER APPROVAL TO AWARD BID ON PROJECT #2024-IT-0001 "INFORMATION TECHNOLOGY MANAGED SERVICES" FOR THE CITY OF RIVER OAKS.

Sealed bids were received and opened on April 4<sup>th</sup>, 2024. Four bids were received: VersaTrust \$7,790.00 monthly/\$93,480.00 year; VC3 \$13,500.00 monthly/ \$162,000.00 year; Fulcrum Group \$10,773.00 monthly/\$129,276.00 year; and Microsage \$24,119.38 monthly/\$289,432.56 year. Deputy Chief Perkins has reviewed these bids and recommends continuing for VersaTrust for a year. VersaTrust has merged with another company and has had quicker response times. The problem is when having to contact Incode. If we switch to another company, on the Police side, it will take a year for it to be done. The council would like VersaTrust to do an assessment from employees.

**CM Forester moved, seconded by CM Rodriguez to have VersaTrust start the assessments and table to the May 7<sup>th</sup>, 2024 Council Meeting. CM Forester and CM Rodriguez voted "Aye". CM Turner and Mayor Pro Tem Claridge voted "Nay". Mayor Houk voted "Aye". Motion passed to table to the next council meeting.**

16. CONSIDER APPROVAL OF RECOMMENDATION FROM THE RIVER OAKS PARK BOARD TO ADOPT THE OFFICIAL LOGO FOR "PARKS FOUNDATION OF RIVER OAKS", A 501c3 CHARITABLE ORGANIZATION PROVIDING MAINTENANCE, RESTORATION AND MANAGEMENT OF CITY PARKS LOCATED WITHIN THE CITY OF RIVER OAKS.

Should have the 501c3 any day. The Park Board wants a logo for their 501c3 to be used for exposure. There are two logos presented and the Park Board recommends logo #1.

**CM Turner moved, seconded by Mayor Pro Tem Claridge to approve logo #1 for the Park Board logo. All voted "Aye".**

17. CONSIDER APPROVAL OF REQUEST TO HOLD A POLICE FORCE ESCORTED CRUISE ON APRIL 26, 2024 AS A CITY SPONSORED EVENT.

Police Chief Stewart has no concerns.

**CM Forester moved, seconded by CM Rodriguez to approve the police force escorted cruise on April 26, 2024. All voted "Aye".**

**ORDINANCES/RESOLUTIONS REQUIRING COUNCIL APPROVAL/ACTION:**

18. CONSIDER APPROVAL OF THE MID-YEAR FY 2023-2024 OPERATIONAL CITY BUDGETS AS PRESENTED BY THE CITY MANAGER AND APPROVAL OF ORDINANCE #1420-2024 AMENDING THE FY 2023-2024 FISCAL YEAR BUDGETS.

We were able to move a lot of money around within the departments. The budget amendments requested are: General Fund-Building facility repairs \$5,000.00 due to the fire annex building foundation; Sanitation tires \$6,617.00 for unforeseen costs; and Police tires \$1,132.00 for unplanned costs. Water Sewer-Water Plant maintenance agreements \$7,702.00 for the Hach agreement; Liability/Property insurance \$1,965.00 for overage; and sewer main replacement \$138,000.00 for 49<sup>th</sup> year CDBG that council had approved. Crime Control-Data processing software \$3,009.00 for face recognition software; and maintenance agreements \$6,969.00 for overage on agreements. Storm Water-Drainage maintenance \$12,000.00 for the 49<sup>th</sup> CDBG project that council had approved. Had an amendment for the 75<sup>th</sup> anniversary gala in the General Fund but will have that removed.

**CM Forester moved, seconded by Mayor Pro Tem Claridge to approve Ordinance #1420-2024 with removing the 75<sup>th</sup> anniversary gala \$5,000.00 request. All voted "Aye".**

19. CONSIDER APPROVAL OF ORDINANCE #1421-2024 AMENDING CHAPTER 4 "BUSINESS REGULATIONS OF THE RIVER OAKS CODE OF ORDINANCES (2020) AS ADOPTED AND AS AMENDED SPECIFICALLY IN ARTICLE 4.05 "YARD SALES" UNDER SECTION 4.05.002 "DEFINITIONS" ADDING A DEFINITION FOR "CONSIGNMENT" AND IN SECTION 4.05.006 "REQUIREMENTS AND CONDITIONS" SUBSECTION (c) IN THAT A YARD SALE PERMIT SHALL ONLY BE ISSUED TO A WATER UTILITY ACCOUNT HOLDER OR AUTHORIZED USER NAMED ON THE ACCOUNT IN GOOD STANDING WITHIN THE CITY; UNDER SECTION 4.05.006 "REQUIREMENTS AND CONDITIONS" SUBSECTION (c) REQUIRING THAT A PERMIT FOR AN ESTATE SALE SHALL BE ISSUED ONLY ONCE WITHIN A CALENDAR YEAR WITHOUT SPECIAL PERMITTING FROM THE CITY COUNCIL TO THE UTILITY ACCOUNT HOLDER, AUTHORIZED USER ON THE UTILITY ACCOUNT OR AUTHORIZED CONTRACTED CONSIGNOR ON BEHALF OF THE RECORD PROPERTY OWNER.

Currently a yard sale permit is only issued to the utility account holder. Would like to amend by allowing also the permitted authorized users on the account to be able to obtain a permit. Staff is also recommending amending the estate sales to include adding a definition for consignment and permit issuance to the consignor that has a contractual agreement with the property owner or property owner's representative.

**CM Turner moved, seconded by Mayor Pro Tem Claridge to approve Ordinance #1421-2024. 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.

Early voting starts Monday.

Still on board with an April start-up date for the Water Plant.

Have sent notice to Manny Ramirez requesting additional funding for Long but have received no response.

JJolly's Convenience Store is now open to the public.

21. UPDATE ON SUBSTANDARD PROPERTIES AT:

- 1513 SKYLINE
- 5016 ALMENA
- 1909 YALE
- 4833 SHERWOOD
- 4816 BARBARA RD (FIRE DAMAGE)
- 4904 ALMENA RD (FIRE DAMAGE)

**QUESTIONS RELATED TO MONTHLY STAFF REPORTS INCLUDING:**

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

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

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

25. **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

26. **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

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

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

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

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

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

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

**CORRESPONDENCE:**

33. COUNCIL MEMBER QUESTIONS, COMMENTS, AND ANNOUNCEMENTS.

CM Turner-asked about the painting on the street at Merritt and ROB and the painting at Ohio Garden and Roberts Cut Off. The road at Merritt and ROB must be sealed first before we can paint it. The road at Ohio Garden and RCO-have to contact the painter.

CM Rodriguez-glad Jolly's is open but don't see a lot of business. May 4<sup>th</sup> is Kelly's Boutique's one year anniversary and will be having an event.

CA Anderlee-had dinner at Jolly's and it was good.

Mayor Houk-Springfest is April 27<sup>th</sup>. Police escorted cruise is April 26<sup>th</sup>.

**EXECUTIVE SESSION:**

34. 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:**

35. CONSIDER APPROVAL OF ANY ACTION FROM EXECUTIVE SESSION

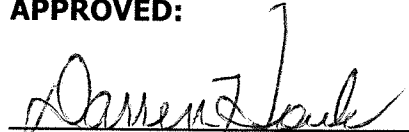
**NONE**

**ADJOURN:**

36. ADJOURN

**At 9:02 p.m., Mayor Houk adjourned the meeting.**

**APPROVED:**

A handwritten signature in black ink, appearing to read "Darren Houk", written over a horizontal line.

Darren Houk, Mayor

**ATTEST:**

A handwritten signature in black ink, appearing to read "Paula Luck", written over a horizontal line.

Paula Luck, City Secretary