RICHLAND HILLS CITY COUNCIL
REGULAR MEETING AGENDA
JUNE 27, 2022
CITY HALL, 3200 DIANA DRIVE

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

CITY COUNCIL WORK SESSION – 6:00 PM

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

2. 7206 Latham Drive Development Update

3. Employee Recruitment and Retention Strategies

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

REGULAR SESSION – 7:00 PM

CALL TO ORDER

INVOCATION AND PLEDGES OF ALLEGIANCE

1. PRESENTATIONS

A. Parks and Recreation Month Proclamation

B. Citizen Appearances/Public Comments

Citizen comments emailed to Lindsay Wells (lwells@richlandhills.com) on an item either listed on this agenda or not listed on this agenda will be heard at this time. Citizens in attendance at the meeting who have signed a card to speak to the City Council will also be heard at this time. In compliance with the Texas Open Meetings Act, unless the subject matter of the presentation is on the agenda, the city staff and City Council members are prevented from discussion of the subject and may respond only with statements of factual information or existing city policy. 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. Consider approval of minutes from the June 13, 2022 City Council Regular Meeting

B. Consider approval of Resolution 555-22, suspending the August 1, 2022 effective date on Oncor Electric Delivery Company's requested rate change to permit the City time to study the request and to establish reasonable rates

C. Consider approval of Resolution 556-22, authorizing the City Manager to enter into a contract with Wendy Burgess, Tarrant County Tax Assessor, and Tarrant County for the assessment and collection of ad valorem taxes

3. PUBLIC HEARINGS, MEETINGS, AND OTHER RELATED ITEMS

A. None

4. ORDINANCES & RESOLUTIONS AND OTHER RELATED ITEMS

A. Consider approval of Resolution 557-22, authorizing the City Manager to enter into an agreement with George, Morgan and Sneed for audit services for a period of five years

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

A. None

6. OTHER ITEMS FOR CONSIDERATION

A. None

7. REPORTS & DISCUSSIONS

A. Red, White and YOU Celebration

B. Street Improvement Projects

C. Animal Services Center Improvements

D. May 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 23rd day of June 2022 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 Wells
Lindsay Wells
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) 616-3810 and reasonable accommodations will be made to assist you.

Memorandum

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

From: Candice Edmondson, City Manager

Date: June 27, 2022

Subject: 7206 Latham Drive

Agenda Item:

7206 Latham Drive Development Update

Background Information:

On April 12, 2021, the City Council approved a zoning change request for 7206 Latham Drive from Single-Family Residential (SF-7) to Light Commercial (LC). Owner Dan Boykin has been working on development plans for the property and will provide an update to City Council.

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 Edward Lopez and Richland Hills City Council Members

From: Candice Edmondson, City Manager

Date: June 27, 2022

Subject: Employee Recruitment and Retention Strategies

Agenda Item:

Employee Recruitment & Retention Strategies

Background Information:

In an ongoing effort to remain competitive in the marketplace, the City of Richland Hills is continually evaluating ways to improve employee recruitment & retention. In the past year the City has adopted a compensation strategy that places employee compensation at 90% of market average and increased contributions to dependent care coverage. In addition, the City has improved remote access capabilities to allow employees to telework on an as needed basis. Staff has recently been considering an additional strategy that they would like to present to City Council for discussion.

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 Edward Lopez and Richland Hills City Council Members

From: Lindsay Wells, City Secretary

Date: June 27, 2022

Subject: Parks and Recreation Month Proclamation

Agenda Item:

Parks and Recreation Month Proclamation

Background Information:

In recognition of "Parks and Recreation Month", Mayor Lopez will present a Proclamation to Richland Hills Parks and Recreation Director Jason Brown.

Financial Considerations:

N/A

Legal Review:

N/A

Board/Citizen Input:

N/A

Attachments:

Parks and Recreation Month Proclamation

Council Action Requested:

Presentation of Parks and Recreation Month Proclamation

Proclamation

WHEREAS, parks and recreation programs are an integral part of communities throughout this country, including the City of Richland Hills; and

WHEREAS, our parks and recreation are vitally important to establishing and maintaining the quality of life in our communities, ensuring the health of all citizens, and contributing to the economic and environmental well-being of a community and region; and

WHEREAS, parks and recreation programs build healthy, active communities that aid in the prevention of chronic disease, provide therapeutic recreation services for those who are mentally or physically disabled, and also improve the mental and emotional health of all citizens; and

WHEREAS, parks and recreation programs increase a community's economic prosperity through increased property values, expansion of the local tax base, increased tourism, the attraction and retention of businesses, and crime reduction; and

WHEREAS, parks and natural recreation areas improve water quality, protect groundwater, prevent flooding, improve the quality of the air we breathe, provide vegetative buffers to development, and produce habitat for wildlife; and

Whereas, The City of Richland Hills recognizes the benefits derived from parks and recreation resources.

NOW, THEREFORE, BE IT RESOLVED, that I, Edward Lopez, Mayor of the City of Richland Hills, Texas do hereby proclaim July 2022 as:

NATIONAL PARKS AND RECREATION MONTH

in Richland Hills, Texas and encourage all citizens to enjoy the City's beautiful parks and amenities.

Mayor Edward Lopez

Memorandum

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

From: Lindsay Wells, City Secretary

Date: June 27, 2022

Subject: Minutes from the June 13, 2022 Regular City Council Meeting

Agenda Item:

Approval of minutes from the June 13, 2022 Regular City Council Meeting

Background Information:

N/A

Financial Considerations:

N/A

Legal Review:

N/A

Board/Citizen Input:

N/A

Attachments:

June 13, 2022 Draft Minutes

Council Action Requested:

Motion to approve the minutes from the June 13, 2022 Regular City Council Meeting

RICHLAND HILLS CITY COUNCIL
REGULAR MEETING
JUNE 13, 2022
MINUTES

Roll Call:

Council present	Council absent
Edward Lopez, Mayor	
Curtis A. Bergthold, Mayor Pro Tem	
Douglas Knowlton, Place 1	
Travis Malone, Place 2	
Javier Alvarez, Place 4	
G.W. Estep, Place 5	

Staff present
Candice Edmondson, City Manager
Lindsay Wells, City Secretary
James Donovan, City Attorney

CITY COUNCIL WORK SESSION – 6:38 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.

None.

2. **Water Meter Audit and Replacement**

Performance Services, Inc. (PSI) Consultant Ira Nicodemus advised that PSI has completed a preliminary audit of the City's water system and presented the findings to Council. He provided an overview of the system proposed for replacing the City's current water meters with electronic meters and provided examples of the usage portal for both residential users and City users. He discussed the financial impact to the City, including an estimated project cost of $1.8 million to $2.2 million and advised that increased revenues and annual savings would allow for an overall net cost over 20 years of approximately $900,000.

3. **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 Lopez adjourned the work session at 7:12 p.m.

REGULAR SESSION – Mayor Lopez Called to Order – Time 7:20 p.m.

INVOCATION AND PLEDGES OF ALLEGIANCE – Council Member Knowlton

PRESENTATIONS

1A. Citizen Appearances/Public Comments

Citizen comments emailed to Lindsay Wells (lwells@richlandhills.com) on an item either listed on this agenda or not listed on this agenda will be heard at this time. Citizens in attendance at the meeting who have signed a card to speak to the City Council will also be heard at this time. In compliance with the Texas Open Meetings Act, unless the subject matter of the presentation is on the agenda, the city staff and City Council members are prevented from discussion of the subject and may respond only with statements of factual information or existing city policy. Public comment will not be taken on items that the Council has previously considered in a public hearing.

None.

CONSENT AGENDA

2A. Approve minutes from the May 23, 2022 City Council Regular Meeting.

Motion: Motion was made by Councilmember Knowlton and seconded by Councilmember Estep to approve the consent agenda.

Motion carried by a vote of 5-0.

PUBLIC HEARINGS, MEETINGS, AND OTHER RELATED ITEMS

3A. Approved Ordinance 1451-22 reinstating Division 2, “Curfew” of Article II, “Minors” of Chapter 58 of the Code of Ordinances related to a juvenile curfew PUBLIC HEARING

Mayor Lopez opened the public hearing at 7:23 p.m. and asked to hear from any proponents followed by opponents of the ordinance.

City Manager Candice Edmondson presented the item and advised that the City Council originally passed a juvenile curfew ordinance in 1994, which was subsequently renewed in 1997, 2000 and 2019. Texas Local Government Code 370.002 requires reviewing the ordinance and holding public hearings every three years to ensure the ordinance’s continued effectiveness in deterring juvenile crime and disorder issues within the City. The Ordinance was last reviewed and approved by City Council in February 2019.

The Police Department believes the continuation of a curfew ordinance is in the best interest of the public's health, safety, and welfare as it assists in the reduction of disorder and crimes committed by juvenile offenders and further encourages school attendance.

Mayor Lopez closed the public hearing at 7:26 p.m.

Motion: Motion was made by Councilmember Estep and seconded by Councilmember Malone to approve Ordinance 1451-22, reinstating Division 2, "Curfew" of Article II, "Minors" of Chapter 58 of the Code of Ordinances related to a juvenile curfew.

Motion carried by a vote of 5-0.

ORDINANCES & RESOLUTIONS AND OTHER RELATED ITEMS

4A. Approved Ordinance 1452-22 amending Section 74-35 "Requirements for Replatting" to update replating requirements to correspond with current state law.

Assistant to the City Manager Logan Thatcher presented the item and advised that Ordinance 1452-22 brings the City's current requirements for replatting properties into compliance with updated state laws.

Motion: Motion was made by Mayor Pro Tem Bergthold and seconded by Councilmember Knowlton to approve Ordinance 1452-22, amending Section 74-35 "Requirements for Replatting" to update replatting requirements to correspond with current state law.

Motion carried by a vote of 5-0.

CONTRACTS, AGREEMENTS, BID AWARDS AND OTHER RELATED ITEMS

5A. Approved award of bid for Richland Hills Police Department Covered Parking to Freedom Construction in an amount not to exceed $100,000.

Police Chief Kimberly Sylvester advised that the City posted a Request for Bids (RFB 2022-01) for the construction of the police department covered parking project as approved in the FY2022 budget and received one bid submission from Freedom Construction.

She presented the overall project scope including a base bid and two alternate options. The base bid scope is to construct two 20' by 70' single slope awnings that will cover the 14 fleet parking spaces in the center of the secure parking lot and one 20' by 64' single slope awning that will cover the parking spaces closest to the building where officers who are on-duty come in and out of the station.

Alternate 1 would consist of construction of one 5' x 30' single slope awning for a covered walkway that would provide coverage from the secondary parking close to the building up the walkway into the building and Alternate 2 would consist of construction of one 10' x 30' single slope awning attached to the back of the police department building for patio coverage and will replace the current frame structure existing on the back concrete pad that would need the fabric awning replaced.

Due to inflation causing an increase in materials, the entire project will cost more than the $90,000 approved in the FY2022 budget so staff is recommending the award of the base bid and Alternate 2 for a combined bid price of $89,249.

Discussion ensued regarding the different options presented and the need to protect both City staff and vehicles from inclement weather.

Motion: Motion was made by Mayor Pro Tem Bergthold and seconded by Councilmember Knowlton to approve award of bid for Richland Hills Police Department Covered Parking to Freedom Construction in an amount not to exceed $100,000 for the base bid and both alternate options.

Motion carried by a vote of 5-0.

OTHER ITEMS FOR CONSIDERATION

6A. Approved appointments to Boards and Commissions.

City Secretary Lindsay Wells advised of vacancies on two of the City's Boards and Commissions. Place 3 on the Richland Hills Development Corporation is vacant following former Council Member Stacey L. Morse stepping down from her seat on Council.

Place 4 on the Animal Shelter Advisory Board is held by "a person whose duties include daily operation of the animal shelter." Robin Studer formerly held this position and staff recommends replacing her with Lee Turnage.

Motion: Motion was made by Councilmember Malone and seconded by Councilmember Knowlton to appoint Councilmember Estep to Place 3 on the Richland Hills Development Corporation.

Motion carried by a vote of 5-0.

Motion: Motion was made by Councilmember Estep and seconded by Councilmember Malone to appoint Lee Turnage to Place 4 on the Animal Shelter Advisory Board.

Motion carried by a vote of 5-0.

6B. Approved appointments to City Council Committees.

City Manager Candice Edmondson advised that the City Council has previously created City Council Committees to work with staff on important initiatives and projects. The committees consist of members of the City Council with meetings held as needed. There is currently a vacancy on the Development Committee (formerly held by Stacey L. Morse) that needs to be filled. Council may consider appointments for any of the following committees:

- Development Committee
- Infrastructure Committee
- Finance Committee

Discussion ensued regarding the committees.

Motion: Motion was made by Mayor Pro Tem Bergthold and seconded by Councilmember Estep to appoint Mayor Pro Tem Bergthold to the Development Committee.

Motion carried by a vote of 5-0.

Motion: Motion was made by Councilmember Malone and seconded by Mayor Pro Tem Bergthold to appoint Councilmember Malone to the Finance Committee.

Motion carried by a vote of 5-0.

<u>REPORTS & DISCUSSIONS</u>

7A. Birdville Reads Update.

Library Director Chantele Hancock provided an update on the Birdville Reads event held Saturday, June 4, 2022, at Richland Middle School. She advised that it was the first Birdville Reads event held since the onset of the COVID-19 pandemic and approximately 600 people attended. She expressed her appreciation for the cooperation among City departments to make it a successful event.

<u>COMMUNITY INTEREST ITEMS</u>

8. Mayor Pro Tem Bergthold advised of several upcoming events:

- Tuesday, June 14, 2022, Richland Hills Literary Club, Richland Hills Public Library, 6:30 p.m.;
- Monday, July 4, 2022, Red, White & YOU, The Link Plaza, 9:00 a.m. to 12:00 p.m.;
- Thursday, July 7, 2022,
    - Senior Lunch Bunch and Bingo, The Link, 12:00 to 2:00 p.m.;
    - Tarrant County Food Pantry, The Link Parking Lot, 5:30 p.m. to 7:00 p.m.;
- 1st and 3rd Thursday of the month, Storytime at the library, 6:30 p.m.; and
- 2nd and 4th Thursday of the month, Library Lab, 6:30 p.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. A motion was made by Councilmember Knowlton and seconded by Councilmember Estep to adjourn.

Motion carried by a vote of 5-0.

There being no further business to come before the City Council, Mayor Lopez declared the meeting adjourned at 8:01 p.m.

ATTEST: **APPROVED:**

____
Lindsay Wells, City Secretary

____
Edward Lopez, Mayor

Memorandum

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

From: Candice Edmondson, City Manager

Date: June 27, 2022

Subject: Oncor Electric Delivery Company's Requested Rate Change

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Agenda Item:

Consider approval of Resolution 555-22, suspending the August 1, 2022 effective date on Oncor Electric Delivery Company's requested rate change to permit the City time to study the request and to establish reasonable rates

Background Information:

Oncor Electric Delivery Company filed an application on May 13, 2022 with cities retaining original jurisdiction seeking to increase system-wide transmission and distribution rates by an estimated $251 million or approximately 4.5% over present revenues. The Company is seeking approval of an 11.2% increase in residential rates and a 1.6% increase in street lighting rates. If approved, a residential customer using 1,300 kWh per month would see a bill increase of about $6.02 per month.

The law provides that a rate request made by an electric utility cannot become effective until at least 35 days following the filing of the application to change rates. The law permits the City to suspend the rate change for 90 days after the date the rate change would otherwise be effective. If the City fails to take some action regarding the filing before the effective date, Oncor's rate request is deemed administratively approved.

The proposed resolution suspends the August 1, 2022 effective date of the Company's rate increase for the maximum period permitted by law (90 days) to allow the City, working in conjunction with the Steering Committee of Cities Served by Oncor, to evaluate the filing, determine whether the filing complies with law, and if lawful, to determine what further strategy, including settlement, to pursue.

Although Oncor has increased rates many times over the past few years, this is the first comprehensive base rate case for the Company since March 2017.

The City of Richland Hills is a member of the 169-city coalition known as the Steering Committee of Cities Served by Oncor ("Steering Committee"). The Steering Committee has been in existence since the late 1980s. It took on a formal structure in the early 1990s when cities served by the former TXU gave up their statutory right to rate case expense reimbursement in exchange for higher franchise fee payments. Empowered by city resolutions and funded by *per capita* assessments, the Steering Committee has been the primary public interest advocate before the Public Utility Commission, the Courts, and the Legislature on electric utility regulation matters for the last 30 years.

Financial Considerations:

N/A

Legal Review:

Lloyd Gosselink Rochelle & Townsend, P.C., the firm that provides legal representation for the Steering Committee, has reviewed Oncor's request and is recommending that cities take action to suspend the August 1, 2022 effective date.

Board/Citizen Input:

N/A

Attachments:

Resolution 555-22

Council Action Requested:

Motion to approve Resolution 555-22, suspending the August 1, 2022 effective date on Oncor Electric Delivery Company's requested rate change by the maximum period permitted by law to permit the City time to study the request and to establish reasonable rates

RESOLUTION NO. 555-22

RESOLUTION OF THE CITY OF RICHLAND HILLS SUSPENDING THE AUGUST 1, 2022 EFFECTIVE DATE OF ONCOR ELECTRIC DELIVERY COMPANY'S REQUESTED RATE CHANGE TO PERMIT THE CITY TIME TO STUDY THE REQUEST AND TO ESTABLISH REASONABLE RATES; APPROVING COOPERATION WITH THE STEERING COMMITTEE OF CITIES SERVED BY ONCOR TO HIRE LEGAL AND CONSULTING SERVICES AND TO NEGOTIATE WITH THE COMPANY AND DIRECT ANY NECESSARY LITIGATION AND APPEALS; FINDING THAT THE MEETING AT WHICH THIS RESOLUTION IS PASSED IS OPEN TO THE PUBLIC AS REQUIRED BY LAW; REQUIRING NOTICE OF THIS RESOLUTION TO THE COMPANY AND LEGAL COUNSEL FOR THE STEERING COMMITTEE

WHEREAS, on or about May 13, 2022, Oncor Electric Delivery Company (Oncor), pursuant to PURA §§ 33.001 and 36.001 filed with the City of Richland Hills a Statement of Intent to increase electric transmission and distribution rates in all municipalities exercising original jurisdiction within its service area effective August 1, 2022; and

WHEREAS, the City of Richland Hills is a member of the Steering Committee of Cities Served by Oncor ("Steering Committee") and will cooperate with the 169 similarly situated city members and other city participants in conducting a review of the Company's application and to hire and direct legal counsel and consultants and to prepare a common response and to negotiate with the Company prior to getting reasonable rates and direct any necessary litigation; and

WHEREAS, PURA § 36.108 grants local regulatory authorities the right to suspend the effective date of proposed rate changes for ninety (90) days after the date the rate change would otherwise be effective; and

WHEREAS, PURA § 33.023 provides that costs incurred by Cities in ratemaking proceedings are to be reimbursed by the regulated utility.

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

1) The August 1, 2022 effective date of the rate request submitted by Oncor on or about May 13, 2022, be suspended for the maximum period allowed by law to permit adequate time to review the proposed changes and to establish reasonable rates.

2) As indicated in the City's resolution approving membership in the Steering Committee, the Executive Committee of Steering Committee is authorized to hire and direct legal counsel and consultants, negotiate with the Company, make

recommendations regarding reasonable rates, and to intervene and direct any necessary administrative proceedings or court litigation associated with an appeal of a rate ordinance and the rate case filed with the City or Public Utility Commission.

3) That the City's reasonable rate case expenses shall be reimbursed by Oncor.

4) That it is hereby officially found and determined that the meeting at which this Resolution is passed is open to the public as required by law and the public notice of the time, place, and purpose of said meeting was given as required.

5) A copy of this Resolution shall be sent to Oncor, Care of Howard V. Fisher, Oncor Electric Delivery Company LLC, 1616 Woodall Rodgers Freeway, Dallas, Texas 75202 and to Thomas Brocato, Counsel to the Steering Committee, at Lloyd Gosselink Rochelle & Townsend, P.C., P.O. Box 1725, Austin, Texas 78767-1725.

APPROVED AND ADOPTED at a regular meeting of the Richland Hills City Council on June 27, 2022, by a vote of _____ayes, _____nays, and _____abstentions.

APPROVED:

____
The Honorable Mayor Edward Lopez

ATTEST:

____
Lindsay Wells, City Secretary

Memorandum

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

From: Candice Edmondson, City Manager

Date: June 27, 2022

Subject: Tax Collection Agreement

Agenda Item:

Consider approval of Resolution 556-22, authorizing the City Manager to enter into a contract with Wendy Burgess, Tarrant County Tax Assessor, and Tarrant County for the assessment and collection of ad valorem taxes

Background Information:

The Tarrant County Tax Assessor has provided ad valorem assessment and collection services for the City of Richland Hills for many years. The included contract renews the longstanding agreement for Tax Years 2022 – 2024.

Financial Considerations:

N/A

Legal Review:

N/A

Board/Citizen Input:

N/A

Attachments:

Resolution 556-22
Contract with Tarrant County Tax Assessor

Council Action Requested:

Motion to approve Resolution 556-22 authorizing the City Manager to enter into a contract with Wendy Burgess, Tarrant County Tax Assessor, and Tarrant County for the assessment and collection of ad valorem taxes for Tax Years 2022 – 2024

RESOLUTION NO. 556-22

A RESOLUTION AUTHORIZING THE CITY MANAGER TO ENTER INTO A CONTRACT WITH WENDY BURGESS, TARRANT COUNTY TAX ASSESSOR-COLLECTOR AND TARRANT COUNTY, FOR THE ASSESSMENT AND COLLECTION SERVICES OF AD VALOREM TAXES LEVIED BY THE CITY OF RICHLAND HILLS; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City Council of Richland Hills, Texas determines the necessity to contract for ad valorem tax assessment and collection services; and

WHEREAS, the City has contracted with the Tarrant County Tax Assessor-Collector and Tarrant County for assessment and collection services for many years; and

WHEREAS, the City Council of Richland Hills, Texas has determined that the contract for these services should be renewed for Tax Years 2022-2024.

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

SECTION 1. The findings above are found to be true and correct and are incorporated herein.

SECTION 2. That the City Council authorizes the City Manager to enter into an agreement with Wendy Burgess, Tarrant County Tax Assessor-Collector and Tarrant County, for the assessment and collection of ad valorem taxes levied by the City of Richland Hills at a rate of $0.98 per account.

SECTION 3. This resolution shall take effect from and after the date of its passage.

APPROVED AND ADOPTED at a special called meeting of the Richland Hills City Council on June 27, 2022, by a vote of _____ayes, _____nays, and _____abstentions.

APPROVED:

____
The Honorable Mayor Edward Lopez

ATTEST:

____
Lindsay Wells, City Secretary

TARRANT COUNTY TAX OFFICE
100 E. Weatherford, Room 105 • Fort Worth, Texas 76196-0301 • 817-884-1100
taxoffice@tarrantcounty.com
In God We Trust

WENDY BURGESS
Tax Assessor-Collector

May 27, 2022

City of Richland Hills
Attn: Candice Edmondson
3200 Diana Dr.
Richland Hills, TX 76118

Dear Ms. Edmondson,

I am pleased to enclose our tax collection contract for your entity. This will be a three-year contract. The commission rate for Tax Years 2022-2024 will remain at $0.98 per account for the contract term. This rate continues to be the lowest collection fee rate of any urban county in Texas. Due to new technologies that allow our office to process out-of-county accounts more efficiently, the fee will remain at $2.00 per account. The rates will be applied to the number of accounts as of September 30th for the previous year.

Enclosed are three original contracts for the assessment and collection of your ad valorem taxes by my office for the Tax Years 2022-2024. After the contracts have been signed, please return **ALL** copies to the attention of Amelia Rice, Property Tax Director. I will mail a fully executed contract to you after the Commissioner's Court has made formal approval of the contract. This will be at the end of September, so the contract will be returned in October. If you require more than one original, please make extra copies as needed of the contract and mail all copies back to my office. In order to have your contract in place prior to the upcoming tax season, I would ask that you have the properly executed contracts returned to me no later than **August 15, 2022.**

You will be invoiced for your collection commission by last day of January for each contract year with payment due no later than the last day of February of each contract year.

The time for rate calculations is rapidly approaching and many of you are already in budget preparations. Please remember the importance of getting the rate and exemption information to us prior to the **September rate** submission deadline. My office will provide more information on this requirement in the near future.

If you have questions, please contact Property Tax Director, Amelia Rice, at 817-884-1123 or by email arice@tarrantcounty.com. You may also contact me at 817-884-1106 or by e-mail WGBurgess@tarrantcounty.com.

Sincerely,

Wendy Burgess

Wendy Burgess, PCC, CTOP, PDAC, CSTA
Tax Assessor-Collector
Tarrant County

	§	*Agreement for the Collection of Taxes*
COUNTY OF TARRANT	§	

Agreement made this _____day of_________________, 2022, by and between the Tarrant County Tax Assessor/Collector, hereinafter referred to as **ASSESSOR/COLLECTOR**, and Tarrant County, hereinafter referred to as the **COUNTY**, both of whom are addressed at 100 E. Weatherford Street, Fort Worth, Texas 76196-0301, and the City of Richland Hills hereinafter referred to as **City**, whose address is 3200 Diana Dr, Richland Hills, TX 76118.

PURPOSE OF AGREEMENT

The purpose of this Agreement is to state the terms and conditions under which the ASSESSOR/COLLECTOR will provide assessment and collection services of Ad Valorem taxes levied by the City.

NOW THEREFORE, in consideration of the mutual promises herein contained, the parties hereto agree as follows:

I.
SERVICES TO BE PERFORMED

The ASSESSOR/COLLECTOR agrees to bill and collect the taxes due and owing on taxable property upon which the City has imposed said taxes. The ASSESSOR/COLLECTOR shall perform the said services in the same manner and fashion as Tarrant County collects its own taxes due and owing on taxable property. The services performed are as follows: receiving the Certified Appraisal Roll from the appropriate Appraisal District and monthly changes thereto; providing mortgage companies, property owners and tax representatives, tax roll and payment data; providing all necessary assessments of taxes and Truth in Taxation calculations as required; the transmittal of tax statements via the U.S. Mail or electronic transfer of data; and payment processing. All City disbursements, made by check or by electronic transfer (ACH), for collected tax accounts will be made to the City on the day the COUNTY Depository Bank indicates the mandatory assigned "float" period has elapsed and the funds are posted to the collected balance. If any daily collection total is less than one hundred dollars ($100.00), the disbursement may be withheld until the cumulative total of taxes collected for the City equals at least one hundred dollars ($100.00), or at the close of the month.

II.
REPORTS

The ASSESSOR/COLLECTOR will provide the City of Richland Hills the following reports via internet access:

Daily:	Entity Distribution Report
Monthly:	Assessment Roll Summary (Totals Only) Year-to-Date Summary Report Detail Collection Summary Report Distribution Summary Report Detail Collection Summary by Year Entity Revenue and Expense Reports – as required by Property Tax Code Sec 31.10 Delinquent Tax Attorney Tape, which includes Assessments
Annual:	Certified Tax Roll Paid Assessment Roll Delinquent Assessment Roll Current Assessment Roll

The following weekly reports are available upon request only and provided via email:

Weekly:	Detail Collection Summary Report Detail Collection Summary by Year

III.
COMPENSATION

In consideration of the services to be performed by the ASSESSOR/COLLECTOR, compensation for the services rendered is a rate of ninety-eight cents ($0.98) per account located within Tarrant County, and two-dollars ($2.00) per account located outside Tarrant County. The number of accounts billed will be based on the ending number of accounts on the certified roll as of September 30th for the previous year as provided by the Appraisal District. The ASSESSOR/COLLECTOR will invoice for these accounts by **January 31 of each contract year** with payment to be received from the City by **February 28 of each contract year.** The scope of services identified in this contract does not include the administration of a rollback election. In the event of a successful rollback election, these costs incurred by the Tarrant County Tax Office will be separately identified, billed, and paid by the entity.

IV.
AUDITS

The ASSESSOR/COLLECTOR will provide to the City auditor necessary explanations of all reports and access to ASSESSOR/COLLECTOR in-house tax system computer terminals to assist the City auditor in verifying audit samples of the financial data previously provided by the ASSESSOR/COLLECTOR during the past audit period. Additional support for entity verification or entity auditor verification is not a part of this contract. Each request for support will be reviewed individually. Costs for providing audit support will be determined by the ASSESSOR/COLLECTOR and will be charged to and must be paid by the City.

V.
TAX RATE REQUIREMENT

The City will provide the ASSESSOR/COLLECTOR copies of the resolution, ordinance, or order signed by the governing body adopting the City's current tax rate and exemption schedule to be applied for assessing purposes along with a copy of the rate calculation worksheets, if applicable, by the third Monday in September of each year of the contract. Under authority of Section 31.01 (h) of the Property Tax Code, any additional cost of printing and mailing tax statements because of late reporting of the tax rate or the exemption schedule will be charged to and must be paid by the City. Any additional cost or expense requiring recalculation or rebilling due to an inaccurate or erroneous tax rate provided by City of Richland Hills will be paid by City of Richland Hills.

The tax rate and the exemption schedule for each of the last five (5) years in which an ad valorem tax was levied, or all prior years where there remains delinquent tax, must be furnished in writing to the ASSESSOR/COLLECTOR at the time of the initial contract.

VI.
COMPLIANCE WITH APPLICABLE STATUTES, ORDINANCES, AND REGULATIONS

In performing the services required under this Agreement, the ASSESSOR/COLLECTOR shall comply with all applicable federal and state statutes, final Court orders and Comptroller regulations. If such compliance is impossible for reasons beyond its control, the ASSESSOR/COLLECTOR shall immediately notify the City of that fact and the reasons therefore.

VII.
DEPOSIT OF FUNDS

All funds collected by the ASSESSOR/COLLECTOR in the performance of the services stated herein for the City shall be promptly transferred to the account of the City at the City's depository bank. All payments to entities will be made electronically by the automated clearing house (ACH). The ASSESSOR/COLLECTOR has no liability for the funds after initiation of the ACH transfer of the City's funds from the COUNTY Depository to the City's designated depository. ASSESSOR/COLLECTOR has the authority to temporarily suspend payments to City of Richland Hills due to unforeseen or unanticipated circumstances.

VIII.
INVESTMENT OF FUNDS

The City hereby agrees that the COUNTY, acting through the COUNTY Auditor, may invest collected ad valorem tax funds of the City during the period between collection and payment. The COUNTY agrees that it will invest such funds in compliance with the Public Funds Investment Act. The COUNTY further agrees that it will pay to the City all interest or other earnings attributable to taxes owed to the City. All parties agree that this Agreement will not be construed to lengthen the time period during which the COUNTY or the ASSESSOR/COLLECTOR may hold such funds before payment to the City.

IX.
REFUNDS

Refunds will be made by the ASSESSOR/COLLECTOR except as set forth herein. The ASSESSOR/COLLECTOR will advise the City of changes in the tax roll which were mandated by the appropriate Appraisal District.

The ASSESSOR/COLLECTOR will not make refunds on prior year paid accounts unless the prior year paid accounts for the past five (5) years are provided to the ASSESSOR/COLLECTOR.

If the amount of refunds processed for City of Richland Hills exceeds collections for City of Richland Hills, City of Richland Hills will be placed in a negative status and no distributions will be made to City of Richland Hills until collections exceed the negative balance.

All refunds of overpayments or erroneous payments due, but not requested, and as described in Section 31.11 of the Texas Property Tax Code, will after three years from the date of payment, be proportionately disbursed to those entities contracting with the ASSESSOR/COLLECTOR. The contract must have been in force, actual assessment and collection functions begun and the tax account was at the time of the over or erroneous payment within the City's jurisdiction. The proportional share is based upon the City's percent of the tax account's total levy assessed at the time of receipt of the over or erroneous payment.

In the event any lawsuit regarding the collection of taxes provided for in this agreement to which the City is a party, is settled or a final judgment rendered, and which final judgment is not appealed, and the terms of such settlement agreement or final judgment require that a refund be issued by the City to the taxpayer, such refund shall be made by ASSESSOR/COLLECTOR by debiting funds collected by ASSESSOR/COLLECTOR on behalf of the City and remitting such refund to the taxpayer in conformity with the terms of the settlement agreement or final judgment.

X.
DELINQUENT COLLECTIONS

The ASSESSOR/COLLECTOR will assess and collect the collection fee pursuant to Sections, 33.07, 33.08, 33.11 and 33.48 of the Property Tax Code, when allowed. The ASSESSOR/COLLECTOR will collect attorney fees that are specified by the City through written agreement with a delinquent collection Attorney. The ASSESSOR/COLLECTOR will disburse the amount directly to the Firm under contract to the City.

If the delinquent collection Attorney contracted by the City requires attendance of ASSESSOR/COLLECTOR personnel at a court other than the District Courts in downtown Fort Worth, and the COUNTY is not a party, the employee's expenses and proportionate salary will be the responsibility of the City and will be added to the collection expenses and charged to the City.

The ASSESSOR/COLLECTOR will not be responsible for the collection of prior year delinquent accounts unless all delinquent accounts information is provided to the ASSESSOR/COLLECTOR.

XI.
TERM OF AGREEMENT

This Agreement shall become effective as of the date hereinabove set out, and shall continue in effect through the 2024 tax year, unless sooner terminated by providing sixty (60) day written notice, as outlined in paragraph XII.

XII.
NOTICES

Any notices to be given hereunder by either party to the other may be effected by e-mail, or in writing, either by personal delivery or by mail, registered or certified, postage prepaid with return receipt requested. Mailed notices shall be addressed to the address of the parties as they appear in the introductory paragraph of this Agreement, but each party may change this address by notice in accordance with this paragraph.

XIII.

MISCELLANEOUS PROVISIONS

This instrument hereto contains the entire Agreement between the parties relating to the rights herein granted and obligations herein assumed. Any oral representations or modifications concerning this instrument shall be of no force or effect.

This Agreement shall be construed under and in accordance with the laws of the State of Texas, and all obligations of the parties created hereunder are performable in Tarrant County, Texas.

This Agreement shall be binding upon and inure to the benefit of the parties hereto and their respective legal representatives and successors.

In case any one 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 enforceability shall not affect any other provision hereof and this Agreement shall be construed as if such invalid, illegal, or unenforceable provisions had never been contained.

This Agreement and the attachments hereto constitutes the sole and only agreement of the parties hereto and supersedes any prior understandings or written or oral agreements between the parties respecting the within subject matter.

Executed on the day and year first above written, Tarrant County, Texas.

BY: ______________________________ ________________
WENDY BURGESS *DATE*
TAX ASSESSOR/COLLECTOR
TARRANT COUNTY
WGBurgess@tarrantcounty.com

FOR: City of Richland Hills

BY: ______________________________ ________________
DATE

TITLE: __________________________

EMAIL: __________________________

FOR TARRANT COUNTY:

BY: ______________________________ ________________
B. GLEN WHITLEY *DATE*
TARRANT COUNTY JUDGE

APPROVED AS TO FORM:

BY: ______________________________ ________________
*CRIMINAL DISTRICT ATTORNEY'S OFFICE** *DATE*

*By law, the Criminal District Attorney's Office may only approve contracts for its clients. We reviewed this document as to form from our client's legal perspective. Other parties may not rely on this approval. Instead those parties should seek contract review from independent counsel.

Memorandum

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

From: Patricia Albrecht, Director of Finance and Administration Services

Date: June 27, 2022

Subject: Audit Services Agreement with George, Morgan and Sneed

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Agenda Item:

Consider approval of Resolution 557-22, authorizing the City Manager to enter into an agreement with George, Morgan and Sneed for audit services for a period of five years

Background Information:

George, Morgan, and Sneed (GMS) have been engaged as the City's auditing firm since 2016. The City's financial policy requires that the City rotate auditing firms every five years by publishing a request for proposals. On two different occasions, the City solicited via newspaper publication and direct email correspondence, requests for proposals for audit services. Requests for proposals were due on April 29, 2022 and May 31, 2022. The City did not receive any responses to either solicitation.

GMS did not submit a proposal since they have been providing audit services to the City for the past five years. However, they are interested in continuing their services for another five-year period for the fiscal years ending September 30, 2022 - September 30, 2026. GMS has proposed the following annual fees for their audit services:

- 2022 - $35,000
- 2023 - $35,500
- 2024 - $36,000
- 2025 - $36,500
- 2026 - $37,000

An additional fee of $4,000 will be added if a single audit is required because the City spends $750,000 or more in federal awards.

The City met the intent of their financial policies by releasing requests for proposals on two separate occasions. Staff has been pleased with the audit services provided by GMS and recommends the City retain GMS for audit services for another five years. Per the engagement letter provided by GMS and attached to this memo, the firm will submit an engagement letter each year for audit services so that any changes in audit standards and required communications can be addressed.

Financial Considerations:

N/A

Legal Review:

N/A

Board/Citizen Input:

N/A

Attachments:

Resolution 557-22
GMS Audit Proposal for fiscal years ending September 30, 2022 - September 30, 2026
GMS Engagement Letter for fiscal year ending September 30, 2022

Council Action Requested:

Motion to approve Resolution 557-22, authorizing the City Manager to enter into an agreement with George, Morgan and Sneed for audit services for a five-year period for fiscal years ending September 30, 2022 - September 30, 2026

RESOLUTION NO. 557-22

A RESOLUTION OF THE RICHLAND HILLS CITY COUNCIL FOR THE PURPOSE OF AUTHORIZING THE CITY MANAGER TO ENTER INTO AN AGREEMENT FOR AUDIT SERVICES

WHEREAS, the Richland Hills City Council has a fiscal, fiduciary and legal responsibility to conduct an annual audit at the conclusion of each fiscal year; and

WHEREAS, the previous contract with George, Morgan and Sneed has expired; and

WHEREAS, best practices dictate that auditing firms should be switched on a regular basis and a request for proposals be published; and

WHEREAS, City staff has solicited proposals on two occasions from qualified firms to conduct the audit going forward; and

WHEREAS, the City received no proposals on two different occasions; and

WHEREAS, the City's current auditing firm, George, Morgan, and Sneed would like to continue its auditing services for another five years, and

WHEREAS, George, Morgan and Sneed has a history of demonstrated competence and qualifications and the ability to provide a fair and reasonable price; and

WHEREAS, based on no proposals submitted, the references and experience working with the current auditing firm, staff recommends council authorize the City Manager to enter into an agreement for auditing services with George, Morgan, and Sneed with the costs and for the fiscal years ending as outlined below:

2022 – $35,000   2023 – $35,500   2024 – $36,000   2025 – $36,500   2026 – $37,000

with an additional $4,000 if a single audit is required for that fiscal year.

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

The City Council authorizes the City Manager to enter into an agreement with George, Morgan and Sneed for Audit Services for a period of five years.

APPROVED AND ADOPTED at a special called meeting of the Richland Hills City Council on June 27, 2022, by a vote of _____ayes, _____nays, and _____abstentions.

APPROVED:

____
The Honorable Mayor Edward Lopez

ATTEST:

____
Lindsay Wells, City Secretary

GMS CERTIFIED PUBLIC ACCOUNTANTS
GEORGE | MORGAN | SNEED

The Honorable Mayor,
City Council and City Manager
City of Richland Hills

George, Morgan & Sneed, P.C. (GMS) is pleased to have the opportunity to submit our proposal for professional audit services to the City of Richland Hills (the "City"). Our proposal is for audit services for the five years ending September 30, 2022 - 2026.

The scope of the engagement is the audit the financial statements for the City of Richland Hills as of and for the years ending September 30, 2022 - 2026. Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America, generally accepted government auditing standards as outlined in the *Governmental Auditing Standards* issued by the Comptroller General of the United States, and the provisions of U.S. Office of Management and Budget Uniform Guidance, if a single audit is necessary.

Our fee for the audit will be as follows:

September 30, 2022	$35,000
September 30, 2023	$35,500
September 30, 2024	$36,000
September 30, 2025	$36,500
September 30, 2026	$37,000

An additional fee of $4,000 will be added if a Single Audit is required because the City spends $750,000 or more in federal awards.

We have submitted an engagement letter for audit services for the year ending September 30, 2022. We will submit an engagement letter each year for audit services so that we may address any changes in audit standards and required communications.

We appreciate the opportunity to continue providing audit services to the City of Richland Hills. Please do not hesitate to contact us should you require additional information.

Sincerely,

George, Morgan, & Sneed, P.C.

Daniel Hungerford

Daniel Hungerford

GMS CERTIFIED PUBLIC ACCOUNTANTS
GEORGE | MORGAN | SNEED

June 16, 2022

City of Richland Hills, Texas.
3200 Diana Drive
Richland Hills, Texas 76118

We are pleased to confirm our understanding of the services we are to provide for the City of Richland Hills, Texas for the year ended September 30, 2022.

Audit Scope and Objectives

We will audit the financial statements of the governmental activities, business-type activities, each major fund, and the aggregate remaining fund information, including the related notes to the financial statements, which collectively comprise the basic financial statements, of the City of Richland Hills, Texas as of and for the year ended September 30, 2022. Accounting standards generally accepted in the United States of America(GAAP) provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement the City's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to the City's RSI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by U.S. generally accepted accounting principles and will be subjected to certain limited procedures, but will not be audited:

1. Management's discussion and analysis.
2. Budgetary comparison schedules – general fund and major special revenue funds
3. Texas Municipal Retirement System Pension Schedules
4. Texas Municipal Retirement System OPEB Schedule

We have also been engaged to report on supplementary information other than RSI that accompanies the City's financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with GAAS, and we will provide an opinion on it in relation to the financial statements as a whole, in a report combined with our auditor's report on the financial statements:

1. Combining and individual fund statements and schedules.
2. Schedule of expenditures of federal awards, if applicable.

In connection with our audit of the basic financial statements, we will read the following other information and consider whether a material inconsistency exists between the other information and the basic financial statements, or the other information otherwise appears to be materially misstated. If, based on the work performed, we conclude that an uncorrected material misstatement of the other information exists, we are required to describe it in our report.

1. Introductory section
2. Statistical section

The objectives of our audit are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and issue an auditor's report that includes our opinions about whether your financial statements are fairly presented, in all material respects, in conformity with GAAP, and report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as whole. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS and *Government Auditing Standards* will always detect a material misstatement when it exists. Misstatements, including omissions, can arise from fraud or error and are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment of a reasonable user made based on the financial statements. The objectives also include reporting on:

- Internal control over financial reporting and compliance with provisions of laws, regulations, contracts, and award agreements, noncompliance with which could have a material effect on the financial statements in accordance with *Government Auditing Standards*.
- Internal control over compliance related to major programs and an opinion (or disclaimer of opinion) on compliance with federal statutes, regulations, and the terms and conditions of federal awards that could have a direct and material effect on each major program in accordance with the Single Audit Act Amendments of 1996 and Title 2 U.S. *Code of Federal Regulations* (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance), if applicable.

Auditor's Responsibilities for the Audit of the Financial Statements and Single Audit

We will conduct our audit in accordance with GAAS; the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller general of the United States; the Single Audit Act Amendments of 1996; and the provisions of the Uniform Guidance, and will include tests of accounting records, a determination of major program(s) in accordance with Uniform Guidance, and other procedures we consider necessary to enable us to express such opinions. As part of an audit in accordance with GAAS and *Government Auditing Standards*, we exercise professional judgment and maintain professional skepticism throughout the audit.

We will evaluate the appropriateness of accounting policies used and reasonableness of significant accounting estimates made by management. We will also evaluate the overall presentation of the financial statements, including the disclosures, and determine whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government. Because the determination of waste and abuse is subjective, *Government Auditing Standards* do not expect auditors to preform specific procedures to detect waste or abuse in financial audits nor do they expect auditors to provide reasonable assurance of detecting waste or abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, an unavoidable risk exists that some material misstatements or noncompliance may exist and not be detected by us, even though the audit is properly planned and performed in accordance with GAAS and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements or major programs. However, we will inform the appropriate level of management of any material errors, any fraudulent financial reporting or misappropriation of assets that comes to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential, and of any material abuse that comes to our attention. We will include such matters in the reports required for a Single Audit, if applicable. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

We will also conclude, based on the audit evidence obtained, whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the government's ability to continue as a going concern for a reasonable period of time.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts and may include tests of the physical existence of inventories, and direct confirmations of receivables and certain other assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We will also request written representations from your attorneys as part of the engagement.

We have identified the following significant risk(s) of material misstatement as part of our audit planning:

- Management override of controls.
- Improper revenue recognition.

Audit procedures—Internal Control

We will obtain an understanding of the government and its environment, including internal control relevant to the audit, sufficient to identify and assess the risks of material misstatement of the financial statements, whether due to error or fraud, and to design and perform audit procedures responsive to those risks and obtain evidence that is sufficient and appropriate to provide a basis for our opinions. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentation, or the override of internal control. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*.

If applicable, as required by the Uniform Guidance, we will perform tests of controls over compliance to evaluate the effectiveness of the design and operation of controls that we consider relevant to preventing or detecting material noncompliance with compliance requirements applicable to each major federal award program. However, our tests will be less in scope than would be necessary to render an opinion on those controls and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to the Uniform Guidance.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. Accordingly, we will express no such opinion. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards, *Government Auditing Standards*, and, if applicable, the Uniform Guidance.

Audit Procedures-Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the City's compliance with provisions of applicable laws, regulations, contracts and agreements, including grant agreements. However, the objective of those procedures will not be to provide an opinion on overall compliance and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

If applicable, the Uniform Guidance requires that we also plan and perform the audit to obtain reasonable assurance about whether the auditee has complied with federal statutes, regulations and the terms and conditions of federal awards applicable to major programs. Our procedures will consist of tests of transactions and other applicable procedures described in the *0MB Compliance Supplement* for the types of compliance requirements that could have a direct and material effect on each of the City's major programs. For federal programs that are included in the Compliance Supplement, our compliance and internal control procedures will relate to the compliance requirements that the Compliance Supplement identifies as being subject to audit. The purpose of these procedures will be to express an opinion on City's compliance with requirements applicable to each of its major programs in our report on compliance issued pursuant to the Uniform Guidance.

Other Services

We will also assist in preparing the financial statements, schedule of expenditures of federal awards, if applicable, and related notes of the City in conformity with U.S. generally accepted accounting principles and the Uniform Guidance based on information provided by you. These nonaudit services do not constitute an audit under *Government Auditing Standards* and such services will not be conducted in accordance with *Government Auditing Standards*. We will perform the services in accordance with applicable professional standards. The other services are limited to the financial statements, schedule of expenditures of federal awards, and related notes services previously defined. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

Responsibilities of Management for the Financial Statements and Single Audit

Our audit will be conducted on the basis that you acknowledge and understand your responsibility for (1) designing, implementing, and maintaining effective internal controls, including internal controls over federal awards, and for evaluating and monitoring ongoing activities, to help ensure that appropriate goals and objectives are met; (2) following laws and regulations; (3) ensuring that there is reasonable assurance that government programs are administered in compliance with compliance requirements; and (4) ensuring that management and financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements. You are also responsible for the selection and application of accounting principles; for the preparation and fair presentation of the financial statements, schedule of expenditures of federal awards, if applicable, and all accompanying information in conformity with U.S. generally accepted accounting principles; and for compliance with applicable laws and regulations (including federal statutes) and the provisions of contracts and grant agreements (including award agreements). Your responsibilities also include identifying significant contractor relationships in which the contractor has responsibility for program compliance and for the accuracy and completeness of that information.

Management is also responsible for making all financial records and related information available to us and for the accuracy and completeness of that information. You are also responsible for providing us with (I) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, (2) access to personnel, accounts, books, records, supporting documentation, and other information as needed to perform an audit under the Uniform Guidance, (3) additional information that we may request for the purpose of the audit, and (4) unrestricted access to persons within the government from whom we determine necessary to obtain audit evidence. At the conclusion of our audit, we will require certain representations from you about the financial statements; schedule of expenditures of federal awards; federal award programs; compliance with laws, regulations, contracts, and grant agreements; and related matters.

Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements of each opinion unit taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (I) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the government complies with applicable laws, regulations, contracts, agreements, and grants. Management is also responsible for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, contracts, and grant agreements, or abuse that we report. Additionally, as required by the Uniform Guidance, it is management's responsibility to evaluate and monitor noncompliance with federal statutes, regulations and the terms and conditions of federal awards; take prompt action when instances of noncompliance are identified including noncompliance identified in audit findings: promptly follow up and take corrective action on reported audit findings; and prepare a summary schedule of prior audit findings and a corrective action plan.

You are responsible for identifying all federal awards received and understanding and complying with the compliance requirements and for the preparation of the schedule of expenditures of federal awards (including notes and noncash assistance received) in conformity with the Uniform Guidance. You agree to include our report on the schedule of expenditures of federal awards in any document that contains and indicates that we have reported on the schedule of expenditures of federal awards. You also agree to include the audited financial statements with any presentation of the schedule of expenditures of federal awards that includes our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the schedule of expenditures of federal awards in accordance with the Uniform Guidance; (2) you believe the schedule of expenditures of federal awards, including its form and content, is fairly presented in accordance with the Uniform Guidance; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the schedule of expenditures of federal awards.

You are responsible for preparation of the other supplementary information, which we have been engaged to report on, in conformity with U.S. generally accepted accounting principles. You agree to include our report on the supplementary information in any document that contains and indicates that we have reported on the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the supplementary information in accordance with GAAP; (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

Management is responsible for establishing and maintaining of a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying and providing report copies of previous financial audits, attestation engagements, performance audits, or other studies related to the objectives discussed in the Audit Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions, for the report and for the timing and format for providing that information.

You agree to assume all management responsibilities relating to the financial statements, schedule of expenditures of federal awards, if applicable, and related notes, and any other nonaudit services we provide. You will be required to acknowledge in the management representation letter our assistance with preparation of the financial statements, schedule of expenditures of federal awards, and related notes and that you have reviewed and approved the financial statements, schedule of expenditures of federal awards, and related notes prior to their issuance and have accepted responsibility for them. Further, you agree to oversee the nonaudit services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of those services; and accept responsibility for them.

Engagement Administration, Fees and Other

We understand that your employees will prepare all cash or other confirmations we request and will locate any documents selected by us for testing.

If a single audit is required, at the conclusion of the engagement, we will complete the appropriate sections of the Data Collection Form that summarizes our audit findings. It is management's responsibility to electronically submit the reporting package (including financial statements, schedule of expenditures of federal awards, summary schedule of prior audit findings, auditors' reports, and a corrective action plan) along with the Data Collection Form to the federal audit clearinghouse. We will coordinate with you the electronic submission and certification. The Data Collection Form and the reporting package must be submitted within the earlier of 30 days after receipt of the auditors' reports or nine months after the end of the audit period.

We will provide copies of our reports to the City; however, management is responsible for distribution of the reports and the financial statements. Unless restricted by law or regulation, or containing privileged and confidential information, copies of our reports are to be made available for public inspection.

The audit documentation for this engagement is the property of George, Morgan & Sneed, P.C. and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to a cognizant or oversight agency, a federal agency providing direct or indirect funding, or the U.S. General Accounting Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of George, Morgan & Sneed, P.C. personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend or decide to distribute the copies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of five years after the report release date or for any additional period requested by a cognizant or oversight agency. If we are aware that a federal awarding agency, pass-through entity, or auditee is contesting an audit finding, we will contract the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

We expect to perform our audit at mutually agreeable times in September and December 2022 and to issue our reports no later than the City Council meeting in February 2023. Daniel G Hungerford, CPA, is the engagement partner and is responsible for supervising the engagement and signing the reports or authorizing another individual to sign them.

Our fee for these services will be at our standard hourly rates plus out-of-pocket costs (such as report reproduction, postage, travel, copies, etc.) except that we agree that our gross fee, including expenses, will not exceed $35,000. If a single audit is required, an additional fee of approximately $4,000 will be added to the estimated fee above. Our standard hourly rates vary according to the degree of responsibility involved and the experience level of the personnel assigned to your audit. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. In accordance with our firm policies, work may be suspended if your account becomes 45 days or more overdue and may not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, you will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket costs through the date of termination. The above fees are based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs.

Government Auditing Standards require that we provide you with a copy of our most recent external peer review report and any letter of comment, and any subsequent peer review reports and letters of comment received during the period of the contract. Our August 19, 2020, peer review report accompanies this letter.

All disputes arising under this agreement shall be submitted to mediation. Each party shall designate an executive officer empowered to attempt to resolve the dispute. Should the designated representatives be unable to agree on a resolution, a competent and impartial third patty acceptable to both patties shall be appointed to mediate. Each disputing party shall pay an equal percentage of the mediator's fees and expenses. No suit or arbitration proceedings shall be commenced under this agreement until at least 30 days after the mediator's first meeting with the involved parties. In the event that the dispute is required to be litigated, the court shall be authorized to assess litigation costs against any party found by the court not to have participated in the mediation process in good faith.

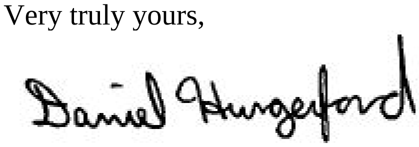
Reporting

We will issue written reports upon completion of our Single Audit. Our reports will be addressed to the Members of the City Council of the City of Richland Hills, Texas. Circumstances may arise in which our report may differ from its expected form and content based on the results of our audit. Depending on the nature of these circumstances, it may be necessary for us to modify our opinions, add a separate section, or add an emphasis-of-matter or other-matter paragraph to our auditor's report, or if necessary, withdraw from this engagement. If our opinions are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or issue reports, or we may withdraw from this engagement.

The *Government Auditing Standards* report on internal control over financial reporting and on compliance and other matters will state that (1) the purpose of the report is solely to describe the scope if testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance, and (2) the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. The Uniform Guidance report on internal control over compliance will state that the purpose of the report on internal control over compliance is solely to describe the scope of testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Both reports will state that the report is not suitable for any other purpose.

We appreciate the opportunity to be of service to City of Richland Hills and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

Very truly yours,



Daniel G Hungerford, CPA
GEORGE, MORGAN & SNEED, P.C.

This letter correctly sets forth the understanding of the City of Richland Hills.

MANAGEMENT:______________________________________

TITLE:____

DATE:____

GOVERNANCE:_____________________________________

TITLE:____

DATE:____

BUMGARDNERMORRISON

CPAs • Tax • Audit & Accounting

Empowering Peace of Mind

Report on the Firm's System of Quality Control

To the Owners of George, Morgan & Sneed, PC
and the Peer Review Committee of the Texas Society of Certified Public Accountants

We have reviewed the system of quality control for the accounting and auditing practice of George, Morgan & Sneed, PC (the firm) in effect for the year ended December 31, 2019. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants (Standards).

A summary of the nature, objectives, scope, limitations of, and the procedures performed in a System Review as described in the Standards may be found at www.aicpa.org/prsummary. The summary also includes an explanation of how engagements identified as not performed or reported in conformity with applicable professional standards, if any, are evaluated by a peer reviewer to determine a peer review rating.

Firm's Responsibility

The firm is responsible for designing a system of quality control and complying with it to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. The firm is also responsible for evaluating actions to promptly remediate engagements deemed as not performed or reported in conformity with professional standards, when appropriate, and for remediating weaknesses in its system of quality control, if any.

Peer Reviewer's Responsibility

Our responsibility is to express an opinion on the design of the system of quality control and the firm's compliance therewith based on our review.

Required Selections and Considerations

Engagements selected for review included an engagement performed under *Government Auditing Standards*, including a compliance audit under the Single Audit Act, and an employee benefit plan.

As part of our review, we considered reviews by regulatory entities as communicated by the firm, if applicable, in determining the nature and extent of our procedures.

Bumgardner, Morrison & Company, LLP
Certified Public Accountants

1501 E Mockingbird Lane, Suite 300
PO Box 3750
Victoria, Texas 77903-3750
Phone: 361.575.0271
Fax: 361.578.0880
Website: BMCcpa.com

Opinion

In our opinion, the system of quality control for the accounting and auditing practice of George, Morgan & Sneed, PC in effect for the year ended December 31, 2019, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass, pass with deficiency(ies) or fail.* George, Morgan & Sneed, PC has received a peer review rating of *pass.*

Bumgardner, Morrison & Company, LLP

BUMGARDNER, MORRISON & COMPANY, LLP
August 19, 2020

Memorandum

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

From: Jason Brown, Director of Parks and Recreation

Date: June 27, 2022

Subject: Red, White and YOU Celebration

Agenda Item:

Red, White and YOU Celebration

Background Information:

Staff will provide a final update on the Red, White and YOU Celebration scheduled for Monday, July 4th.

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 Edward Lopez and Richland Hills City Council Members

From: Scott Mitchell, Director of Neighborhood Services

Date: June 27, 2022

Subject: Street Improvement Projects

Agenda Item:

Street Improvement Projects

Background Information:

Staff will provide an update on the FY 2022 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 Edward Lopez and Richland Hills City Council Members

From: Kimberly Sylvester, Chief of Police

Date: June 27, 2022

Subject: Animal Services Center Improvements

Agenda Item:

Animal Services Center Improvements

Background Information:

Staff will provide an update on Animal Services Center building improvements approved in the FY 2022 Budget.

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 Edward Lopez and Richland Hills City Council Members

From: Candice Edmondson, City Manager

Date: June 27, 2022

Subject: May Department Monthly Reports

Agenda Item:

May 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

Board/Citizen Input:

N/A

Legal Review:

N/A

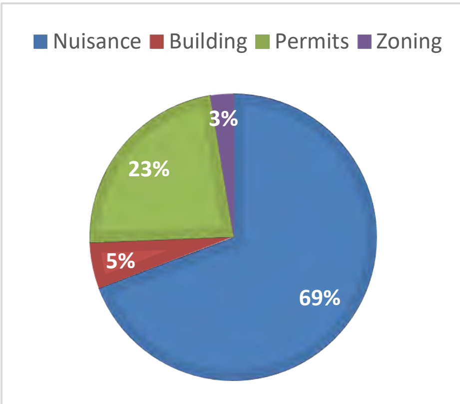
Attachments:

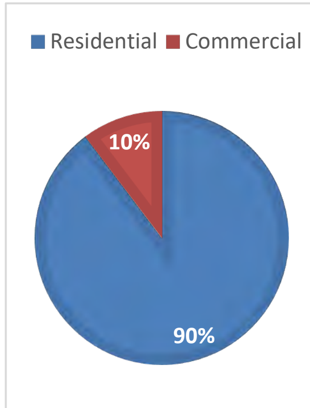
May Department Reports

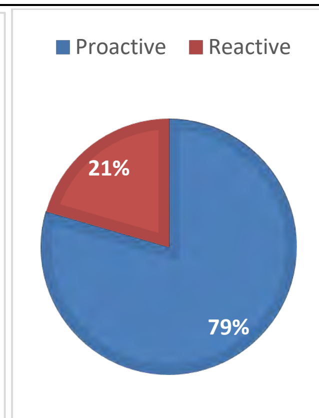
Council Action Requested:

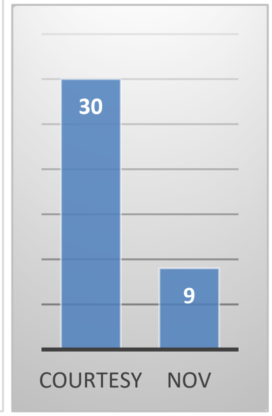
No Council Action

Code Enforcement









	Current Month Violations				
	Notices Issued	**Pending Compliance**	**Compliance Obtained**	**Citations Issued**	**Abatement by City**
Nuisance Violations	27	9	18	2	0
Building Violations	2	2	0	0	0
Zoning Issues	1	0	1	0	0
Permit Violations	9	2	7	0	0
Fiscal Year Totals	606	175	457	16	0
Previous Fiscal Year Comparison	1092	368	724	19	0

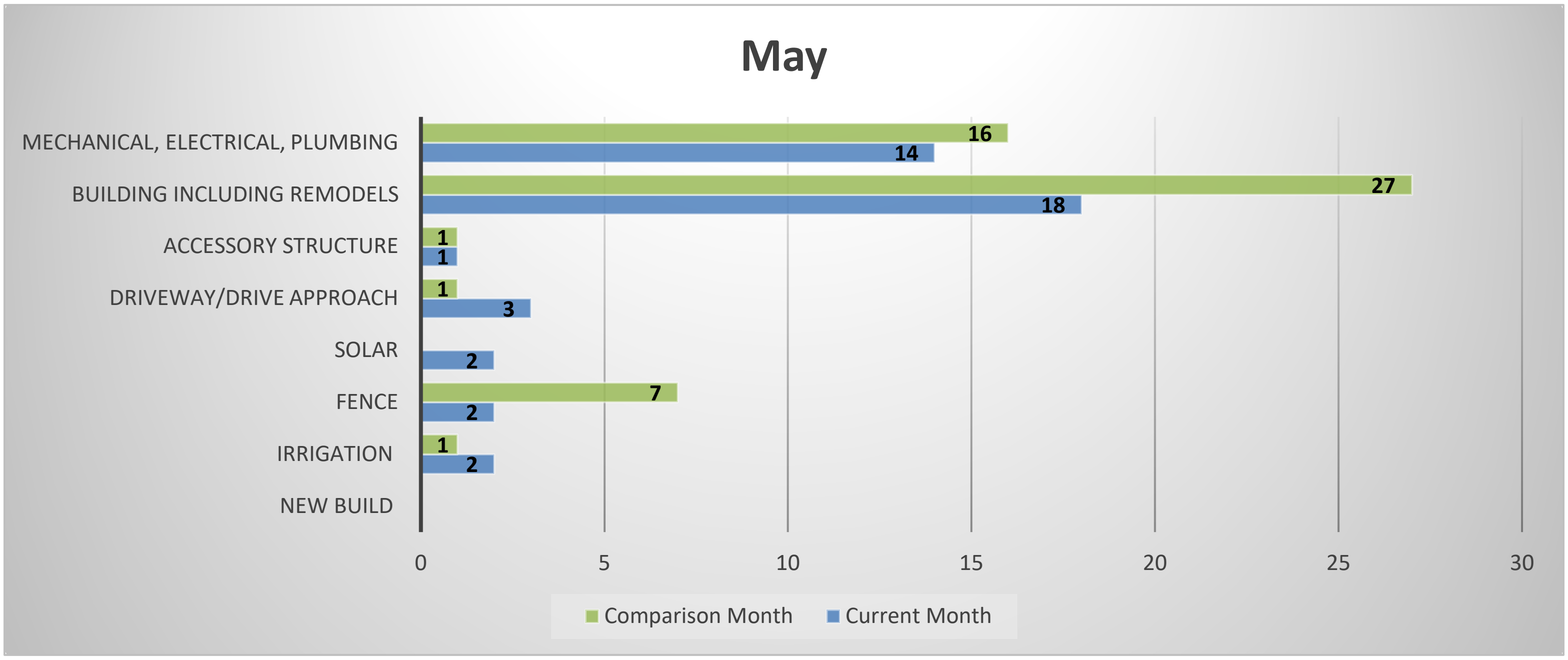
	Signs		
	Current Month	Comparison Month Previous Year	Fiscal Year 21/22
Commercial Sign Violations	0	1	9
Bandit Sign Removal	2	3	133

	Building Summary		
	Current Month	Comparison Month Previous Year	Fiscal Year 21/22
Registered Vacant Building	0	1	12
Substandard Buildings	0		2

April 2022 Inspections

11 Inspections Conducted

Community Development



	Mechanical Electrical Plumbing	Building Including Remodels	Accessory Structure	Driveway Drive Approach	Solar	Fence	Irrigation	New Build
Current Month Residential	12	15	1	3	2	2	2	0
Current Month Commercial	2	3	0	0	0	0	0	0
Current Fiscal Year 2021-2022	140	110	8	18	22	26	6	1
Previous Month Residential	11	22	1	1	0	6	1	0
Previous Month Commercial	5	5	0	0	0	1	0	0

	Current Month	Comparison Month Previous Year	Fiscal Year To Date 2021-2022
Sign Permit	5	1	33
ROW Permit	1	6	35
Garage Sale Permit	25	18	157
Zoning, SUP, Code Consults	2	2	29
Pool Permits	0	0	2

Business Summary

	Current Month	Comparison Month Previous Year	Fiscal Year To Date 2021-2022
Registered Rental CO's	9	4	45
Issued Commercial CO's	5	2	33
Mobile Food Vendor	0	0	0

Received Certificate of Occupancy

- Dallas FT Worth Jeet Kune Do Academy – 3215 Rufe Snow Dr – Gymnastics / Dance Studio
- Beach Plumbing Inc – 7452 Dogwood Park – contractor (No Outside storage)
- Shiloh Homes – 7348 Dogwood Park Dr – Contractor Storage or Storage Yard
- Nutrisal – 7410 Boulevard 26 Suite M – Business, Service
- BTM Trucking Academy LLC – 3123 Handley Ederville Suite B – College, University, Trade School

Number of Potential Business Certificate of Occupancy Meetings: 8

Number of Developmental Review Committee / Plan Review: 2

Finance

GENERAL FUND, UTILITY FUND AND LINK FUND

Fiscal Year 2021-2022, Period Ending 05/31/2022

Monthly Financial Report	Approved Budget	Current Month Actual	YTD Actual	Available Budget	% YTD of Total Budget
General Fund (001)					
Revenue					
Property Taxes	$ 2,808,490	$ (112,190)	$ 2,705,784	$ 102,706	96%
Sales Tax	$ 3,500,000	$ 464,357	$ 2,111,840	$ 1,388,160	60%
Other Tax	$ 1,750	$ 276	$ 1,827	$ (77)	104%
Franchise Fees	$ 517,000	$ 27,168	$ 463,571	$ 53,429	90%
Fines & Forfeitures	$ 402,700	$ 20,229	$ 188,810	$ 213,890	47%
Licenses & Permits	$ 152,500	$ 12,185	$ 103,683	$ 48,817	68%
Service Charges	$ 275,850	$ 27,513	$ 193,056	$ 82,794	70%
Miscellaneous	$ 74,800	$ 3,092	$ 162,864	$ (88,064)	218%
Total Revenues	**$ 7,733,090**	**$ 442,629**	**$ 5,931,435**	**$ 1,801,655**	**77%**
Expenditures					
Municipal Court	$ 273,050	$ 27,945	$ 170,359	$ 102,691	62%
Administration	$ 602,569	$ 56,164	$ 407,479	$ 195,090	68%
Police	$ 1,809,261	$ 135,707	$ 1,212,014	$ 597,247	67%
Fire	$ 2,054,793	$ 147,846	$ 1,277,214	$ 777,579	62%
Street	$ 291,129	$ 9,712	$ 103,276	$ 187,853	35%
Library	$ 384,827	$ 29,783	$ 228,972	$ 155,855	59%
Recreation	$ 276,213	$ 14,864	$ 170,676	$ 105,537	62%
Parks/Grounds	$ 249,655	$ 7,302	$ 58,503	$ 191,152	23%
Community Development	$ 384,427	$ 24,924	$ 247,233	$ 137,194	64%
Animal Control	$ 180,617	$ 15,266	$ 106,388	$ 74,229	59%
Legislative (City Secretary)	$ 177,156	$ 37,016	$ 169,084	$ 8,072	95%
Shared Services	$ 616,841	$ 28,401	$ 394,693	$ 222,148	64%
Transfers Out	$ 423,311	$ 98,539	$ 266,064	$ 157,247	63%
Total Expenditures	**$ 7,723,849**	**$ 633,468**	**$ 4,811,956**	**$ 2,911,893**	**62%**
Rev/Exp	*$ 9,241*	*$ (190,839)*	*$ 1,119,479*		
Utility Fund (002)					
Revenue					
Water	$ 2,504,521	$ 213,080	$ 1,513,206	$ 991,315	60%
Sewer	$ 1,800,000	$ 154,054	$ 1,145,609	$ 654,391	64%
Misc. (incl. Garbage Billing)	$ 130,000	$ 49,035	$ 421,811	$ (291,811)	324%
Total Revenues	**$ 4,434,521**	**$ 416,168**	**$ 3,080,626**	**$ 1,353,895**	**69%**
Expenses					
Shared Services	$ 345,200	$ 7,621	$ 194,092	$ 151,108	56%
Administration	$ 551,719	$ 36,807	$ 324,096	$ 227,623	59%
Water Services & Distr.	$ 1,340,949	$ 61,036	$ 555,751	$ 785,198	41%
Wastewater Service	$ 1,504,869	$ 96,221	$ 543,607	$ 961,262	36%
Trsfrs/Debt Service/Non-Dept.	$ 489,241	$ 40,561	$ 284,140	$ 205,101	58%
Total Expenses	**$ 4,231,978**	**$ 242,246**	**$ 1,901,687**	**$ 2,330,291**	**45%**
Rev/Exp	*$ 202,543*	*$ 173,922*	*$ 1,178,939*		
Link Operating Fund (098)					
Revenue					
Recreation	$ 497,300	$ 51,664	$ 359,452	$ 137,848	72%
Transfers in	$ 165,000			$ 165,000	0%
Total Revenue	**$ 662,300**	**$ 51,664**	**$ 359,452**	**$ 302,848**	**54%**
Expenditures					
Operating/Personnel	**$ 662,067**	**$ 51,502**	**$ 369,694**	**$ 292,373**	**56%**
Rev/Exp	*$ 233*	*$ 162*	*$ (10,242)*		

Finance

SPECIAL REVENUE FUNDS

Fiscal Year 2021-2022, Period Ending 05/31/2022

Monthly Financial Report

	Approved Budget	Current Month Actual	YTD Actual	Available Budget	% YTD of Total Budget
Court Security Fund (24)					
Revenue	$ 5,700	$ -	$ 3,157	$ 2,544	55%
Expenditures	$ 4,000	$ -	$ -	$ 4,000	0%
Rev/Exp	$ 1,700	$ -	$ 3,157		
Court Technology Fund (39)					
Revenue	$ 6,500	$ -	$ 2,719	$ 3,781	42%
Expenditures	$ -	$ -	$ -	$ -	0%
Rev/Exp	$ 6,500	$ -	$ 2,719		
Crime Control District (65)					
Revenue					
Sales Tax	$ 1,500,000	$ 173,054	$ 786,459	$ 713,541	52%
Grants/Transfers	$ 12,000	$ -	$ 10,224	$ 1,776	85%
Total Revenue	$ 1,512,000	$ 173,054	$ 796,683	$ 715,317	53%
Expenditures					
Public Safety	$ 1,275,648	$ 56,509	$ 813,856	$ 461,792	64%
Transfers Out	$ 106,860	$ -	$ -	$ 106,860	0%
Total Expenditures	$ 1,382,508	$ 56,509	$ 813,856	$ 568,652	59%
Rev/Exp	$ 129,492	$ 116,545	$ (17,173)		
Hotel Occupancy Tax (77)					
Revenue					
HOT (Taxes)	$ 180,000	$ 19,396	$ 119,356	$ 60,644	66%
Expenditures					
Operating Expense	$ 91,255	$ 386	$ 13,896	$ 77,359	15%
Debt Service	$ 102,412	$ -	$ 21,206	$ 81,206	21%
Total Expenditures	$ 193,667	$ 386	$ 35,102	$ 158,565	18%
Rev/Exp*	$ (13,667)	$ 19,010	$ 84,253		
TIF Fund (89)					
Revenue					
Property Tax Allocation	$ 140,315	$ 175,574	$ 175,574	$ (35,259)	125%
Intergovernmental	$ 43,511	$ -	$ -	$ 43,511	0%
Sales Tax Transfer in	$ 75,000	$ -	$ -	$ 75,000	0%
Total Revenue	$ 258,826	$ 175,574	$ 175,574	$ 83,252	68%
Expenditures					
Operating	$ 30,000	$ -	$ -	$ 30,000	0%
Capital/Transfers Out	$ 50,000	$ 61,422	$ 102,502	$ (52,502)	205%
Total Expenditures	$ 80,000	$ 61,422	$ 102,502	$ (22,502)	128%
Rev/Exp	$ 178,826	$ 114,152	$ 73,072		

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

Finance

CAPITAL FUNDS

Fiscal Year 2021-2022, Period Ending 05/31/2022

Monthly Financial Report

	Approved Budget	Current Month Actual	YTD Actual	Available Budget	% YTD of Total Budget
Oil & Gas Lease Fund (12)					
Revenue	$ 35,000	$ 18,122	$ 77,791	$ (42,791)	222%
Expenditures	$ 87,000	$ 3,800	$ 6,157	$ 80,843	7%
Rev/Exp*	$ (52,000)	$ 14,322	$ 71,634		
Capital Projects Fund (20)					
Revenue-Transfers In	$ 888,311	$ 127,624	$ 127,624	$ 760,687	14%
Expenditures					
Capital-Fac. Improv.	$ 90,000	$ -	$ -	$ 90,000	0%
Capital-Parks	$ 640,000	$ 18,267	$ 54,095	$ 585,905	8%
Capital-Lease Pymts	$ 158,311	$ -	$ 73,539	$ 84,772	46%
Parks Projects (Hike/Bike)	$ 237,332			$ 237,332	0%
Total Expenditures	$ 1,125,643	$ 18,267	$ 127,635	$ 998,008	11%
Rev/Exp	$ (237,332)	$ 109,357	$ (11)		
Road and Street Fund (25)					
Revenue					
Sales Tax	$ 1,335,000	$ 174,134	$ 791,940	$ 543,060	59%
Total Revenue	$ 1,335,000	$ 174,134	$ 791,940	$ 543,060	59%
Expenditures					
Project Appropriations	$ 1,950,000	$ 113,996	$ 762,546	$ 1,187,454	39%
Street R&M	$ 100,000	$ -	$ 18,340	$ 81,660	18%
Total Expenditures	$ 2,050,000	$ 113,996	$ 780,886	$ 1,269,114	38%
Rev/Exp*	$ (715,000)	$ 60,138	$ 11,054		
Vehicle Replace. Fund (30)					
Revenue					
Misc. Income	$ 199,759	$ -	$ 29,840	$ 169,919	15%
Expenditures					
Capital-Lease/Purchases	$ 186,060	$ 107	$ 107	$ 185,953	0%
Operational	$ 36,685	$ 3,218	$ 46,119	$ (9,434)	126%
Total Expenditures	$ 222,745	$ 3,325	$ 46,226	$ 176,519	21%
Rev/Exp*	$ (22,986)	$ (3,325)	$ (16,385)		

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

Finance

DEBT SERVICE FUND

Fiscal Year 2021-2022, Period Ending 05/31/2022

Monthly Financial Report

	Approved Budget	Current Month Actual	YTD Actual	Available Budget	% YTD of Total Budget
Debt Service Fund (10)					
Revenue					
Property Taxes	$ 1,040,805	$ 8,978	$ 994,967	$ 45,838	96%
Expenditures					
Debt Service	$ 915,763	$ -	$ 240,672	$ 675,091	26%
Rev/Exp	$ 125,042	$ 8,978	$ 754,295		

COMPONENT UNIT

	Approved Budget	Current Month Actual	YTD Actual	Available Budget	% YTD of Total Budget
Richland Hills EDC (26)					
Revenue					
Sales Tax	$ 1,000,000	$ 116,089	$ 527,960	$ 472,040	53%
Total Revenues	$ 1,000,000	$ 116,089	$ 527,960	$ 472,040	53%
Expenses					
Operating	$ 227,325	$ 9,228	$ 124,995	$ 102,330	55%
Transfers Out	$ 640,000	$ -		$ 640,000	0%
Debt Service	$ 229,063	$ -	$ 47,031	$ 182,032	21%
Total Expenditures	$ 1,096,388	$ 9,228	$ 172,026	$ 924,362	16%
Rev/Exp*	$ (96,388)	$ 106,861	$ 355,934		

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

DRAINAGE

	Approved Budget	Current Month Actual	YTD Actual	Available Budget	% YTD of Total Budget
Drainage Fund (022)					
Revenue					
Billing	$ 929,060	$ 75,081	$ 609,116	$ 319,944	66%
				$ -	
Expenses				$ -	
Operating	$ 574,238	$ 9,046	$ 125,941	$ 448,297	22%
Debt Service	$ 467,514	$ -	$ 53,757	$ 413,757	11%
Total Fund	$ 1,041,752	$ 9,046	$ 179,698	$ 862,054	17%
Rev/Exp*	$ (112,692)	$ 66,035	$ 429,419		

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

Fire

Fire Operations:

- Personnel completed ***17*** business inspections throughout the month.
- Members completed a combined ***222*** hours of training this month.
- The mutual aid agreement with Allegiance Ambulance resulted in no calls during May.
- Response times for May averaged **4 minutes 31 seconds** from receipt of call in dispatch to the first fire unit arriving on scene to assist.
- More than **8.8%** of emergency calls in May were received while our crews were already addressing another emergency in the city.
- FF/EMT's Tony Dryer and Jordan Bridges are doing well in Paramedic school. They will graduate in December 2022.
- Smoke alarms continue to be available to those who need them. There is no cost and FD personnel will install them.
- Vial of Life emergency medical information pouches are available at the fire station.
- 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. Please help yourself.
- We have a wooden box set up in the fire station lobby to collect retired US and Texas flags.
- Calls in May 2022 were 10.2% less than calls in May 2021.
- Mutual aid received from other agencies was comparable to May 2021. Aid given was less than 2021

Service Calls – Through May 31, 2022			
	Current Month	**May 2021**	**FY2022 Total**
Fire Calls	2	1	**41**
EMS/Major Accidents/ Rescues	82	75	**766**
Hazardous Conditions – No Fire	5	6	**52**
Public Assistance	10	19	**132**
Good Intent (No Service Rendered)	7	11	**114**
False Alarm	4	11	**48**
Severe Weather & Natural Disaster	0	0	**0**
Total Calls	**110**	**123**	**1,153**
Automatic / Mutual Aid			
	Current Month	**May 2021**	**YTD Total**
Aid Received	13	13	**137**
Aid Given	13	17	**177**

Fire Marshal:

- Fire Marshal Brock is currently enrolled in the Police Academy full time and his reports will return when he is back in the office this fall.

RICHLAND HILLS PUBLIC LIBRARY

MAY • 2022

IMPACT

Our in person programing is continuing to increase in popularity now that we have lifted COVID restrictions.

This month we had storytime, as well as a DIY Birdhouse making event.

KEY FACTS (LAST YEAR)

- 950 Visitors (688)
- 2108 Items checked out (2167)
- 933 Questions answered (1015)
- 68 Program Attendance (56)
- 303 Computer sessions (132)

City Marshal Activity Report
Month of May 2022

Department Narrative of Significant Actions, Results, and Pending items:
CITY OF RICHLAND HILLS

	Current Month # Cleared	Current Month $ Amt Cleared	YTD Number	YTD Dollar Amount
Warrant Service by Marshal in office				
Turned self in	2	$ 668.00	6	$ 2,249.00
Attorney bonds	3	$ 1,260.00	20	$ 8,598.60
Returned for Officer correction	0	$ -	7	$ 2,803.40
Unable to locate - bad info	0		48	$ 15,847.15
Paid/payment plan	12	$ 4,590.30	83	$ 35,549.36
Deceased	0		8	$ 3,278.70
Cleared-Found Incarcerated	4	$ 1,668.10	16	$ 5,978.10
Warrant Service by Marshal in field				
Arrests - transfer to jail	4	$ 1,328.10	6	$ 2,280.10
Payment plan rather than jailed	5	$ 1,941.90	5	$ 1,941.90
Attorney bonds rather than jailed	0	$ -		
Paid rather than jailed	3	$ 1,461.20	13	$ 5,713.63
Warrant Service - Other				
Time Served	94	$ 32,169.65	377	$ 137,979.00
Arrested by other agencies	68	$ 27,085.75	412	$ 163,033.00
Paid by defendant	2	$ 705.90	16	$ 7,555.36
Released due to medical reasons	0	$ -	17	$ 7,260.24
Attorney bonds	0	$ -	17	$ 8,191.63
Prisoner Transfers				
Number of defendants transferred	2	$ 1,319.00	11	10071
Total hours spent on transfers	2.5	$ -	13	
Total miles driven on transfers	54	$ -	306	
Teletype - time serve/plea/court date	30	$ 12,123.30	126	$ 56,050.15
Other Duties				
Bank detail	11		75	
Traffic stops	0		0	
Insurance verifications	10		66	
Vehicles inspected	0		6	
Bailiff hours	12		62	
Training			40	
Serve summons - School	8		57	
Serve summons - Animal Control	3		3	
Serve summons - Code Enforcement	0		3	
Serve summons - Police	36		44	
Officer corrections on citations	11		94	
Returned FTA notices	8		193	

Municipal Court

Department Narrative of Significant Actions, Results, and Pending Items:

None at this time.

Citation Summary		
	Current Month	**YTD Total**
Violations Filed	304	1517
Completed Cases– Paid Fine & Before Judge	143	914
Other Completed - Dismissed deferred, DSC, proof, compliance, by Judge or Prosecutor, plea & bar, void	62	483
Number of Warrants Issued	251	1212
Number of Warrants Cleared	103	661
Number of Outstanding Warrants	236	945
Value of Outstanding Warrants	$92,157.70	$430,020.72
Total Fees Collected	$30,359.91	$253,666.26

Parks and Recreation Director's Report
May 2022

THE LINK

Budget Analysis

April offered another strong revenue month. The Link earned more than $10,000 over the projected amount for the month. Most of the overage was again due to the Montessori school renting rooms to host school. The After School Program and rental lines were the main reason for the beneficial numbers. Memberships and Fitness programs are still lower than desired.

Project/Program Updates

- **Memberships: $4,895.98** The membership line dropped this month, but we saw improved sales at the end of the month. That will be demonstrated in May with higher totals. With 30 sales and 38 terminations, the new count is 339 memberships at The Link. Scans totaled 1,973 with 344 different users.
  - 38 Annual memberships were sold in the Pick-a-Park sale hosted in April and May. 14 of those memberships were new accounts at The Link.
  - Medicare programs brought in **$1,696.00** in additional monthly fees from 131 active members.

- **Camp Connect and Link Learner's Academy (LLA): $13,929.50** May was the first month of being fully operational at Binion Elementary. That new location helped staff bring in about 20 more students at $45 per week. Staff has reached out to BISD about permission to be on site next year. Numbers for summer camp are higher than they have ever been,

- **Programs:** Most non-athletic programs are still failing to attract participants. We will continue to advertise and push for new registrations.
  - **Classes:** Current classes
    - Karate – 14
    - Belly Dancing – 4

  - **Athletics:** The athletics at The Link includes free-play pickleball, volleyball, and basketball opportunities in the gymnasium. These options are open to members for free and the general public for a fee.
    - Pickleball Lessons – 3
    - Pickleball players – 73
    - Volleyball players – 31
    - PE – Volleyball – 16
    - PE – Football – 2

  - **Special Events:** There were no events held in May, but staff is already planning for Red, White & YOU! and Fiesta de Herencia.

- **Community Programs:** The Link, while designed to generate revenue, tries to find a balance with community programs that anyone can join.
  - Lunch Bunch – Chuy's was served and 66 attended, with 20 more signing up for a to-go meal. 46 seniors stayed and played bingo for prizes.
  - Tarrant Area Food Bank – in association with Center Point Church – 87 families were served.

- **Senior Programs:** The Link seniors traveled to The Parr Park Rock Art Trail on May 4. The Annaul Senior Synergy Expo was held on May 12 with 10 seniors attending. The third trip of the month was to SeaQuest on May 18 with 14 participants.

- **Parks:** Romtec was selected by staff and approved by the RHDC and City Council to design, build and install the new park restrooms to be located at Kate Baker and Creek Trail Parks. Parkhill, the city's current park design team, is updating the Master Plan with completed projects, as well as designing the parking lot at Kate Baker and the Food Truck area at Creek Trail.

- **Landscaping:** The city's vendor, Yellowstone, has struggled to keep up with the agreement of services. Staff is contacting other vendors for assistance if this continues. Staff has also signed Richland Hills business, TruGreen, to apply herbicide and insecticide (fire ants) at the municipal complex and at the Animal Shelter.

- **ROWs and Medians**: The Green Ribbon project has been finalized. Staff is awaiting TxDOT's full approval. The construction and planting of the east and west medians be done starting at the end of the summer. Bluebonnet seeds were applied to the large open hill facing the west bound side of Baker Blvd, near the 26 overpass. It could take up to 2 years to see them sprout.

- **Marketing**: Preparing
  - Webpage visits: 3,443
  - Google Business Searches: 18,126
  - Yelp Views: 34
  - Instagram Reach: 40
  - Facebook engagements: 1,368
  - Twitter Impressions: 151
  - YouTube Views: 0
  - Nextdoor: 0

- **Rentals: $23,004.05** The Link hosted 67 rentals this month, including 6 city events. $18,754.05 came from our regular rental opportunities. EFWMA spent $4,250.00 with us. They have concluded their time at The Link. We are discussing a pre-school program with them for next school year.

Valuable Information:

- Still awaiting an update on the indoor playground, and the timeline of its installation.
- The Link is looking for vendors for computers and software for an eSports program. The program would include working with the schools for a competitive program.
- The Link and Performance Experience are teaming up with Tomlinson Performance Academy to run a football program for middle school and high school students.
- Staff is working with the pickleball supply organization Vulcan to open a pro shop and sell their brand out of The Link.
- The Water Feature is closure to fully operational. The water system is fully functional. We are still working on the chemical system and the sprayers themselves, as some are clogged.

Link Revenue	May 2020	May 2021	May 2022	Fiscal Year 21-22 YTD
Classes	$-	$3,830.75	$633.00	$3,887.62
Link Membership	$3,200.75	$5,244.92	$45,367.81	$43,255.35
One Day Passes	$13.00	$321.00	$574.00	$2,707.00
Fitness Classes	$398.57	$376.25	$283.34	$2,807.61
Personal Training	$-	$-	$1,874.93	$17,534.08
Athletics	$-	$1,857.47	$1,845.00	$17,903.29
Camps	$(1,513.94)	$340.11	$1091.00	$13,022.75
After School	$31.78	$7,650.20	$12,838.50	$80,611.58
Rentals	$(4,065.18)	$11,295.80	$23,004.05	$153,530.59
Medicare Membership	$132.50	$1,263.50	$1,696.00	$11,303.00
	$10,027.46	**$23,139.53**	**$39,454.15**	**$287,754.26**

Police

- May 1st thru May 7th was Correction Officer Appreciation Week – detention staff was recognized for their hard work and dedication.
- May 15th thru May 21st was National Police Appreciation Week – Annual recognition week where the lives of fallen officers are recognized. RHPD held a flag lowering ceremony at the Police Department.
- Carnival with Cops was held on May 17th and was also a successful event with members of the community enjoying games, food and an evening of fun with officers during police week.
- Chief Sylvester attended her annual mandated Police Chief training through the Law Enforcement Management Institute of Texas.
- Promotional Ceremony held for Lieutenant Mario Hernandez and Sergeant Nestor Escalante on May 24, 2022.

Service Calls

	Current Month	YTD Total
Total Calls for Service (CFS)	1759	9045
Calls for Service	251	2068
Field Generated CFS	1238	6977
Proactive Policing (Included in Field Generated		
Traffic Stops-Spillman	324	1279
Violations issued	233	795
Warnings issued	262	1170
Traffic stops resulting in an arrest	35	130
Crime Prevention CFS	210	1436
Business Checks CFS	302	2216
Arrests	68	295
Family Violence-included above	2	12
DWI Arrests–included above	8	38
Priority-1 Total Response Time	5:01	N/A
Priority-1 Officer Response Time	2:32	N/A

NOTES:
A total of 63 arrests were made by patrol in May.

Part 1 Offenses

	Current Month	YTD Total
Total Violent Crime Offenses	11	51
Murder	0	0
Rape	2	6
Robbery	0	1
Aggravated Assault	0	6
Simple Assault	9	38
Total Property Crime Offenses	16	66
Burglary	1	5
Business	1	4
Residential	0	1

Larceny	13	57
Auto Theft	2	4
Part -1 Offenses Cleared	20	54
Clearance Rate %	74.07%	46.15%
Stolen Property Reported	$91,923	$196,172
Stolen Property Recovered	$79,005	$93,054

NOTES: Stolen property recovered was that of stolen vehicles that had been reported.

Traffic Accidents

	Current Month	YTD Total
Crash Reports	14	68
Accidents-Major	5	31
Accidents-Minor	12	56
Alcohol/Drug Impairment	1	4

NOTES:

Records

	Current Month	YTD Total
Sex Offender Registrations	3	10
Open Records Requests	43	231

Property & Evidence

	Current Month	YTD Total
Pieces of Property Received	131	528
Items Taken to Lab for Narcotics Testing	23	45
Items Taken to Lab for Blood Alcohol Content	10	27
Crime Scene Call Outs (Richland Hills Police	4	12
Crime Scene Call Outs (Haltom City Police	0	2

Criminal Investigations

	Current Month	YTD Total
New Assigned Cases	119	590
Current Open Cases	29	
Total Warrants Issued	8	44
Misdemeanor Arrest Warrant	4	21
Felony Arrest Warrant	4	20
Search Warrant	0	3
Charges Filed with TCDA	24	93
New Emergency Protective Orders	2	7

NOTES:
A total of 8 arrest warrants were issued in May from the Criminal Investigation Unit.

ANIMAL SERVICES

- A total of 65 spay/neuter surgeries completed at Vax Shack Shot/Surgery Clinic in the month of May
- The Animal Shelter partnered with Mission Animal Services to assist in their feline population. Due to overcrowding, Mission Animal Services was going to have to euthanize for population control. Several area shelters offered to assist in housing and adopting out their felines to avoid these measures. Richland Hills Animal Services took in approximately thirty felines to assist in these efforts.
- Free Adoptions in June will be offered.

Service Calls		
	Current Month	**YTD Total**
Total Dispatched Calls	43	197
Impounds		
	Current Month	**YTD Total**
DOGS	20	92
CATS	41	77
OTHER THAN DOGS/CATS	5	5
TOTAL	66	174
Incidents by Type		
	Current Month	**YTD Total**
ANIMALS AT LARGE	14	71
AGGRESSIVE ANIMAL	0	1
ANIMAL COMPLAINTS	29	122
INJURED ANIMALS	0	3
TOTAL	43	197

NOTES:
Animal Complaint: Ongoing complaint with resident in the 6900 block of Hardisty Street and the ability for the resident to maintain the dog inside the fencing structure. The dog either jumps the fence or is tied up in the backyard to a tree, both of which are violations to the City Ordinance. Multiple citations have been issued. Area residents have been notified of the steps that have been taken by Animal Control and the Police Department on this issue.

Animal at Large: Increase in calls for service on swine at large in the month of May. Three different swine were relocated out of the city. One was relocated to a family member and two others were relocated to swine rescues in Denton and Palo Pinto County. As a reminder, swine are not permitted within the city limits per City Ordinance Chapter 6, Section 6-271 (Ord. No. 1440-21)

Abandoned Animal/Impound: Five chickens were abandoned at a red-tagged house in the 6700 block of Bridges Avenue. The chickens were transferred to Companion Pet Rescue and were relocated to a rescue barn in Sanger.

Bite Reports		
	Current Month	**YTD Total**
ANIMAL BITES	1	5

SHELTER QUARANTINE	0	1
HOME QUARANTINE	1	3
SUBMISSION TO AUSTIN	0	1
UNABLE TO LOCATE	0	0

NOTES:
Dog Bite: Lawn care worker was playing with the resident's dog in the backyard and received a small bite to the hand. Dog was up to date on all vaccinations and met the qualifications for home quarantine.

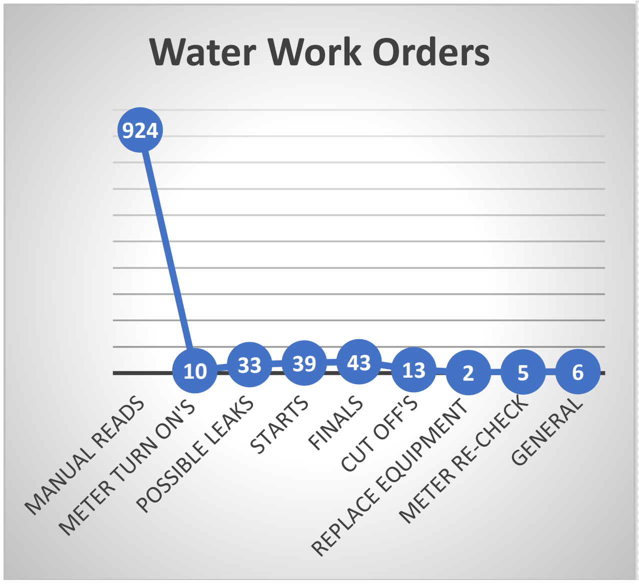
Disposition of Animals out of the Shelter		
	Current Month	**YTD Total**
DOGS ADOPTED	8	57
CATS ADOPTED	7	39
RETURNED TO OWNER/YARD	8	26
TRANSFERRED/RESCUED	8	12
EUTHANIZED	1	5

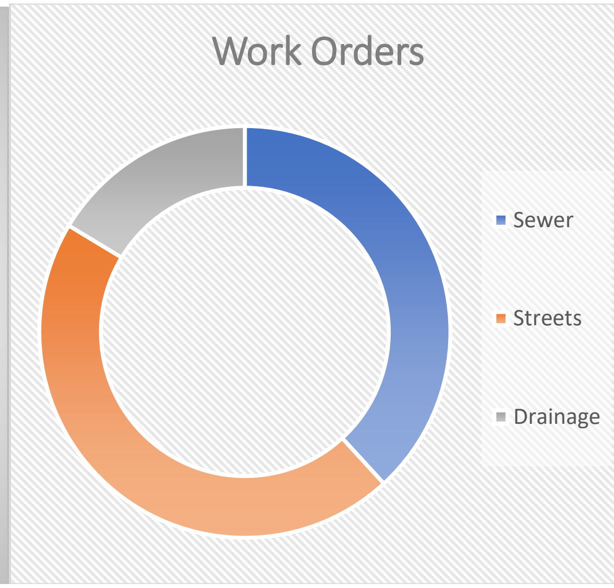
City License Issued		
	Current Month	**YTD Total**
ISSUED	8	41

Citations/Violations Issued		
	Current Month	**YTD Total**
ISSUED	6	28

Public Works

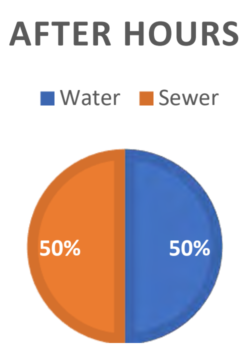
	Water	Sewer	Streets	Drainage
# of Work Orders	1075	21	25	9

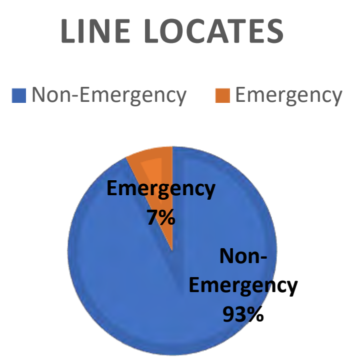




	Line Locates
Non-Emergency	89
Emergency	7

	After Hours Calls
Water	3
Sewer	3





Sewer Main Repair	1
Water Main Break	3
Sewer Cleaning (Monthly Maintenance)	9,550 Ft.
Pothole Repairs	25 Potholes

		Man Hours
Water Maintenance	Water main breaks, citywide meter reading, work orders, line locates, SCADA, water sampling/testing, equipment replacement.	467
Sewer Maintenance	Camera & Jetted sewer lines, sewer repairs, work orders, manhole inspections, sewer line inspections. Sewer Line Replacement.	82
Street Maintenance	Placement of flags along Baker Blvd for Memorial Day, patrolled city for issues, pothole repairs, work orders	58
Drainage Maintenance	Clean drainage ditches, work orders, storm drain/inlet inspections & clean up.	21

Household Hazardous Waste and Paper Shred Event	
Paper Shred Drop off	47 Residents Participated.
Shred Drop off	62 Residents participated. The waste amounts in pounds from this May Event goes as follows: Paints, Etc. – 6,700 lbs. Solvents - 265 lbs. Aerosol cans - 610 lbs. Flammable loose – 1,400 lbs. Oil/Trans Fluid - 1,100 lbs. Oil Filter (each)- 27 Antifreeze - 259 lbs. Auto Batteries (each) 10 Herb/pest/fertilizer- 860 lbs. Cleaners- 155 lbs. Corrosives- 79 lbs. Cooking Oils- 357 lbs. Light Bulbs (each) 65 Household Batteries- 525 lbs. Recycle Waste - 2,300 lbs.