

**RICHLAND HILLS CITY COUNCIL
REGULAR MEETING AGENDA
AUGUST 28, 2023
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. FY 2024 Budget Overview: Special Revenue Funds
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.

REGULAR SESSION – 7:00 PM

CALL TO ORDER

INVOCATION AND PLEDGES OF ALLEGIANCE

1. PRESENTATIONS

- A. Proclamation for Library Card Sign Up Month
- B. Distinguished Budget Award
- C. Citizen Appearances/Public Comments

Citizen comments emailed to Lindsay Rawlinson (lrawlinson@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. Approve minutes from the August 14, 2023 City Council Regular Meeting
- B. Approve Resolution 580-23 establishing the Strategic Initiative Fund and setting guidelines for annual transfers
- C. Approve Resolution 581-23 establishing a maximum annual subsidy from the General Fund to the Link Fund, establishing the Link Capital Replacement Fund and setting guidelines for annual transfers
- D. Approve Resolution 582-23 amending City Council Rules of Procedure
- E. Approve First Amendment to an Interlocal Agreement between the City of Fort Worth and the City of Richland Hills for participation in the Environmental Collection Center Household Hazardous Waste Program

3. PUBLIC HEARINGS, MEETINGS, AND OTHER RELATED ITEMS

- A. None

4. ORDINANCES & RESOLUTIONS AND OTHER RELATED ITEMS

- A. Consider Ordinance 1479-23 amending the Code of Ordinances of the City of Richland Hills, Article IV, "Solicitors, Canvassers and Handbill Distribution" of Chapter 18 "Businesses"
- B. Consider Ordinance 1480-23 amending the Municipal Fee Schedule

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

- A. None

6. OTHER ITEMS FOR CONSIDERATION

- A. Consider additions to Animal Service Center project
- B. Consider approval of amended Employee Compensation Plan and adoption of the FY 2024 Civilian and Public Safety Pay Plans

7. REPORTS & DISCUSSIONS

- A. Street Improvement Projects
- B. School Resource Officers
- C. July 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.**

1. Section 551.071: Consultation with Attorney
 - a. Auto Repair Businesses

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

10. ADJOURNMENT

CERTIFICATE

I hereby certify that the above agenda was posted on this the 24th day of August 2023 by 5:30 p.m., on the official bulletin board at the Richland Hills City Hall, 3200 Diana Drive, Richland Hills, Texas, pursuant to the Texas Government Code, Chapter 551.

Lindsay Rawlinson

Lindsay Rawlinson
City Secretary



ACCESSIBILITY STATEMENT

The Facility is wheelchair accessible. If you plan to attend this public meeting and have a disability that requires special arrangements, please notify the City Secretary 48 hours in advance at (817) 616-3810 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: August 28, 2023

Subject: FY 2024 Budget Overview

Agenda Item:

FY 2024 Budget Overview: Special Revenue Funds

Background Information:

Staff will present an overview of the proposed FY 2024 Special Revenue Funds.

Financial Considerations:

The proposed FY 2024 Budget will go into effect on October 1, 2023 if approved by City Council.

Legal Review:

N/A

Board/Citizen Input:

The proposed FY 2024 Budget will be presented in Work Sessions on August 14, 2023 and August 28, 2023. A Public Hearing will be held on September 11, 2023 with final approval and adoption occurring September 25, 2023.

Attachments:

None

Council Action Requested:

Discussion Item Only

Memorandum

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

From: Lindsay Rawlinson, City Secretary

Date: August 28, 2023

Subject: Library Card Sign-Up Month Proclamation

Agenda Item:

Library Card Sign-Up Month Proclamation

Background Information:

In recognition of “Library Card Sign-Up Month”, Mayor Lopez will present a Proclamation to Richland Hills Library Director Chantele Hancock.

Financial Considerations:

N/A

Legal Review:

N/A

Board/Citizen Input:

N/A

Attachments:

Library Card Sign-Up Month Proclamation

Council Action Requested:

Presentation of Library Card Sign-Up Month Proclamation

Proclamation



WHEREAS, a library card is the most essential school supply of all; and

WHEREAS, libraries and librarians play a crucial role in the education and development of children; and

WHEREAS, libraries offer a variety of programs to stimulate an interest in reading and learning; and

WHEREAS, library resources serve people of all ages, from early literacy to STEAM programs to research databases; and

WHEREAS, signing up for a library card is the first step on the path towards academic achievement and lifelong learning; and

WHEREAS, a library card gives students the tools that foster success in the classroom and beyond; and

WHEREAS, librarians create welcoming and inclusive spaces for people of all backgrounds to learn together and engage with one another; and

WHEREAS, a library card empowers all people to pursue their dreams and explore new passions and interests; and

WHEREAS, libraries are constantly transforming and expanding services to meet the evolving needs of their communities.

NOW, THEREFORE, BE IT RESOLVED THAT I, Edward Lopez, Mayor of Richland Hills, do hereby proclaim September as LIBRARY CARD SIGN-UP MONTH in Richland Hills, Texas and encourage everyone to sign up for their own library card today.

Mayor Edward Lopez
City of Richland Hills

Memorandum

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

From: Candice Edmondson, City Manager

Date: August 28, 2023

Subject: Distinguished Budget Award

Agenda Item:

Distinguished Budget Presentation Award

Background Information:

The City of Richland Hills has been awarded the Distinguished Budget Presentation Award from the Government Finance Officers Association (GFOA) for the FY 2023 Budget (October 1, 2022 – September 30, 2023). This award is the highest form of recognition and reflects the commitment of the governing body and staff to meeting the highest principles of governmental budgeting. The City previously received this award in 2013 and 2015. A copy of the FY 2023 Budget document can be found on the City's website at <https://www.richlandhills.com/288/Budget>.

Financial Considerations:

N/A

Legal Review:

N/A

Board/Citizen Input:

N/A

Attachments:

Certificate of Recognition for Budget Preparation

Council Action Requested:

Presentation Only



GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished
Budget Presentation
Award*

PRESENTED TO

**City of Richland Hills
Texas**

For the Fiscal Year Beginning

October 01, 2022

Christopher P. Morill

Executive Director



The Government Finance Officers Association of the United States and Canada

presents this

CERTIFICATE OF RECOGNITION FOR BUDGET PREPARATION

to

**Finance Department
City of Richland Hills, Texas**



The Certificate of Recognition for Budget Preparation is presented by the Government Finance Officers Association to those individuals who have been instrumental in their government unit achieving a Distinguished Budget Presentation Award. The Distinguished Budget Presentation Award, which is the highest award in governmental budgeting, is presented to those government units whose budgets are judged to adhere to program standards

Executive Director

Christopher P. Morill

Date: **June 30, 2023**

Memorandum

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

From: Lindsay Rawlinson, City Secretary

Date: August 28, 2023

Subject: Minutes from the August 14, 2023 Regular City Council Meeting

Agenda Item:

Approval of minutes from the August 14, 2023 Regular City Council Meeting

Background Information:

N/A

Financial Considerations:

N/A

Legal Review:

N/A

Board/Citizen Input:

N/A

Attachments:

August 14, 2023 Draft Minutes

Council Action Requested:

Motion to approve the minutes from the August 14, 2023 Regular City Council Meeting

**RICHLAND HILLS CITY COUNCIL
REGULAR MEETING
AUGUST 14, 2023
MINUTES**

Roll Call:

Council present

Edward Lopez, Mayor
G.W. Estep, Mayor Pro Tem
Travis Malone, Place 2
Theresa Bledsoe, Place 3
Javier Alvarez, Place 4
Roland Goveas, Place 6

Council absent

Douglas Knowlton, Place 1

Staff present

Candice Edmondson, City Manager
Lindsay Rawlinson, City Secretary
James Donovan, City Attorney

CITY COUNCIL WORK SESSION – 6:30 PM

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

None.

2. FY 2023 Budget Overview: General Fund and Utility Fund

City Manager Candice Edmondson presented an overview of the General Fund FY 2024 proposed budget and stated that staff utilized the recent citizens survey and strategic planning sessions to focus budget priorities for FY 2024. She advised that the proposed budget is based on an ad valorem tax rate of \$0.522689, which is a three percent reduction from FY 2023, and includes a proposed three percent pay increase for civilian personnel and a one STEP (three percent) pay increase for public safety personnel. The General Fund is the largest and most flexible fund with an expected revenue of \$9,966,558 million in FY 2024 and funds the majority of city operations and services and comes from sales tax, ad valorem tax, franchise tax, service charges, licenses and permits, and miscellaneous other revenues.

Ms. Edmondson provided a breakdown of General Fund expenditures by department including funding two upcoming elections and funding grant research and writing services.

She advised that expected expenditures in the General Fund will be \$9,863,955 and the projected ending fund balance will be \$2,656,106.

Next, City Manager Edmondson presented the proposed Utility Fund FY 2024 proposed budget. The Utility Fund is an Enterprise Fund with an expected revenue of \$914,400 in FY 2024 and receives revenue from water and wastewater sales. She advised that the expected expenditures in the Utility Fund will be \$946,810 and the projected ending fund balance will be \$624,743.

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.

Mayor Lopez adjourned the work session at 6:48 p.m.

REGULAR SESSION – Mayor Lopez Called to Order – Time 7:00 p.m.

INVOCATION AND PLEDGES OF ALLEGIANCE – Mayor Lopez

PRESENTATIONS

1A. Life Saving Award Presentation

Mayor Lopez and Police Chief Kimberly Sylvester presented a Life Saving Award to Officer Jake Johnson for an incident involving a shooting victim on January 14, 2023.

1B. Badge Pinning for Firefighter/EMT Paul Richards

Fire Chief Russell Shelley introduced Firefighter/EMT Paul Richards and provided a brief background.

City Secretary Lindsay Rawlinson administered the Oath of Office to Firefighter/EMT Paul Richards.

1C. Citizen Appearances/Public Comments

Joyce Fiaccone, 3800 Labadie, Richland Hills, expressed interest in holding a public forum for members of the community to discuss the Parks Department budget. Additionally, she mentioned that some of the City's boards and commissions that meet infrequently and the minutes of those meetings are not approved until the next meeting.

Linda Williams, 150 Westpark Way, Suite 130, Euless, advised that she is an Economic Development Specialist with the US Small Business Administration and the SBA is celebrating its 70th anniversary in 2023.

Mayor Lopez presented Ms. Williams with a proclamation declaring August 2023 as US Small Business Administration Month in Richland Hills.

CONSENT AGENDA

- 2A. Approved minutes from the July 24, 2023 City Council Regular Meeting**
- 2B. Approved Ordinance 1477-23, repealing Division 2, “Curfew” of Article II, “Minors” of Chapter 58, “Offenses and Miscellaneous Provisions” of the Code of Ordinances of the City of Richland Hills, Texas**
- 2C. Approved electronic sign request for the Richland Hills Baptist Church located at 6852 Baker Boulevard**
- 2D. Approved Ordinance 1478-23, amending Section 91-100 “Screening and Fencing” of Chapter 91, Article I “Screening and Fencing Ordinance” of the Richland Hills City Code to include regulations for fencing in areas adjacent to city designated parks and city facilities**

Motion: Motion was made by Councilmember Malone and seconded by Mayor Pro Tem Estep to approve the consent agenda.

Motion carried by a vote of 6-0.

PUBLIC HEARINGS, MEETINGS, AND OTHER RELATED ITEMS

- 3A. Approved Ordinance 1476-23, a Specific Use Permit permitting “Outside Storage and Display (Incidental Use)” on certain property described as Block 4 Lot 15 Henry A L Subdivision, Richland Hills, Texas, otherwise known as 6821 Baker Boulevard, Richland Hills, Texas 76118 PUBLIC HEARING**

Assistant to the City Manager Logan Thatcher presented the item to the City Council and advised that applicant Joe Cortez with True North Data is seeking a Specific Use Permit (SUP) for his property at 6821 Baker Boulevard, Suite C. The requested SUP is to allow Mr. Cortez to park vehicles behind the building. There is currently an eight-foot vinyl fence with a gate on the property and the enclosed fence area is 3,280 square feet. All vehicles would be parked within the enclosed fence area. The Planning & Zoning Commission considered the item at their July 25, 2023 meeting and recommended approval of the Specific Use Permit by a vote of 4-0.

Discussion ensued regarding total number of vehicles allowed to be parked in the proposed space and future use of the property.

Applicant Joe Cortez, 6821 Baker Boulevard, Suite C, Richland Hills, in response to questions from the City Council advised that the space could hold no more than five vehicles and generally there are three to four vehicles parked there.

Mayor Lopez expressed a preference for a condition of the SUP to allow no more than five vehicles in the space.

Mayor Lopez opened the public hearing at 7:33 p.m. and asked to hear from any proponents of the case followed by opponents.

Joyce Fiaccone, 3800 Labadie, Richland Hills, expressed her support for the item and advised that the space is large enough for five vehicles and with a tall fence for privacy and screening.

Mayor Lopez closed the public hearing at 7:46 p.m.

Motion: Motion was made by Councilmember Bledsoe and seconded by Councilmember Goveas to approve Ordinance 1476-23, a Specific Use Permit to permit the use "Outside Storage, Incidental Use" at the property described as Block 4 Lot 15 Henry A L Subdivision, Richland Hills, Texas, otherwise known as 6821 Baker Boulevard, Richland Hills, Texas 76118 with the following condition: only vehicles permitted and no more than five vehicles allowed.

Motion carried by a vote of 6-0.

ORDINANCES & RESOLUTIONS AND OTHER RELATED ITEMS

4. None.

CONTRACTS, AGREEMENTS, BID AWARDS AND OTHER RELATED ITEMS

5. None.

OTHER ITEMS FOR CONSIDERATION

6A. Approved and adopted the 2023 Certified Tax Roll (Fiscal Year 2024/Tax Year 2023)

City Manager Candice Edmondson presented the 2023 Certified Tax Roll to be levied October 1, 2023 (Fiscal Year 2024), in the amount of \$946,539,167. There are outstanding properties under protest with the Appraisal Review Board with an estimated minimum taxable value of \$39,961,353 and incomplete accounts with an estimated minimum taxable value of \$7,718,691 to be added to the certified total. These amounts equal a total of \$994,533,176 of projected assessed valuation and are the totals that are used to calculate the No-New-Revenue and Voter Approval tax rates. Included in the certified tax roll total is the TIF Zone (Baker Boulevard) incremental value of \$37,311,294.

A tax rate of \$0.522689 per \$100 valuation has been proposed by the governing body of the City of Richland Hills which represents a decrease of 3.0 percent over last fiscal year's tax rate and is the tax rate that will be used to budget ad valorem tax revenue projections.

PROPOSED TAX RATE	\$ 0.522689 per \$100
NO-NEW-REVENUE TAX RATE	\$ 0.459704 per \$100
VOTER-APPROVAL TAX RATE	\$ 0.523902 per \$100

The no-new-revenue tax rate is the tax rate for the 2023 tax year that will raise the same amount of property tax revenue for the City of Richland Hills from the same properties in both the 2022 tax year and the 2023 tax year.

Motion: Motion was made by Mayor Pro Tem Estep and seconded by Councilmember Malone to approve and adopt the 2023 Certified Tax Roll (Fiscal Year 2024/Tax Year 2023).

Motion carried by a vote of 6-0.

6B. Set proposed tax rate for Fiscal Year 2024 and public hearing date for tax rate adoption

City Manager Candice Edmondson advised that the City of Richland Hills' proposed tax rate for Fiscal Year 2024 is \$0.522689/\$100 which is lower than the current property tax rate of \$0.538885/\$100.

Tax Code 26.05(d), states: "The governing body of a taxing unit other than a school district may not adopt a tax rate that exceeds the lower of the Voter-Approval Tax Rate or the No-New-Revenue Tax Rate calculated as provided by this chapter until the governing body has held a public hearing on the proposed tax rate and has otherwise complied with Section 26.06 and Section 26.065."

PROPOSED TAX RATE	\$ 0.522689 per \$100
NO-NEW-REVENUE TAX RATE	\$ 0.459704 per \$100
VOTER-APPROVAL TAX RATE	\$ 0.523902 per \$100

The No-New-Revenue Rate is 13.7 percent lower than the proposed tax rate of \$0.522689.

The proposed tax rate public hearing is set to be held on September 11, 2023.

Motion: Motion was made by Councilmember Goveas and seconded by Mayor Pro Tem Estep to set the proposed Fiscal Year 2024 property tax rate at \$0.522689/\$100, which is effectively a 13.7 percent increase in the tax rate and set the public hearing on the tax rate for September 11, 2023.

Motion carried by a vote of 6-0.

REPORTS & DISCUSSIONS**7A. Discuss proposed revisions to City Council Rules of Procedure**

City Manager Candice Edmondson advised that following the recent Charter Amendment Election, revisions must be made to the City Council Rules of Procedure. City staff and the City Attorney have reviewed the current Rules and have made the following recommendations:

- Replaced “Robert’s Rules of Order” with “Parliamentary Procedure” throughout the document to allow for more flexibility in the conduct of Council business.
- Added paragraph 5.E. City Council Attendance which establishes procedures for addressing Council Member absences (*City Charter requirement*)
- Changed the agenda order in paragraph 6.A. Agenda to reflect current agenda order.
- Revised paragraph 6.B. Submitting Request for Agenda to state that the Mayor, a Council Member or the City Manager may request an item to be placed on the agenda. Also added language that a Council Member requesting an item on the agenda should have support from one other Council Member. This is consistent with Section 3.B. Special Meetings which states that special meetings may be called by any two members of City Council.
- Revised language in paragraph 7.B. Voting to reflect current voting procedures.
- Revised paragraph 8.B. Vote Required to reflect the majority vote for City Council is now four members (*City Charter requirement*).
- Added “to reconsider” to paragraph 10.B(1) Request for Reconsideration
- Deleted redundant language in paragraph 11.B(1) Prohibited Items.
- Deleted “Public Input” in paragraph 11.C.(1) Citizens Addressing Council because “Public Comment” is already included in the paragraph and that is what is listed on City Council agendas.
- Added the word “comment” to paragraph 11.F.

Per paragraph 2.C. Amendment of Rules, proposed amendments must be presented to City Council at a prior meeting before the rules can be adopted. Final revisions will be presented for adoption at the August 28, 2023 City Council meeting.

Discussion ensued regarding City Council absences.

COMMUNITY INTEREST ITEMS**8. Mayor Pro Tem Estep advised of several upcoming events:**

- Tuesday, August 15, 2023, Mock Tales, Public Library, 6:00 p.m.;
- Thursday, August 31, 2023, Senior Synergy Expo, Amon G. Carter Jr. Exhibits Hall, 8:30 a.m. to 1:30 p.m.;

- Tuesday, September 12, 2023, Richland Hills Literary Club, Public Library, 6:30 p.m.;
- Thursday, September 14, 2023,
 - Senior Lunch Bunch and Bingo, The Link, 12:00 to 2:00 p.m.;
 - Tarrant County Food Pantry, The Link parking lot, 5:30 to 7:00 p.m.;
- Friday, September 15, 2023, Fiesta de Herencia, The Link Plaza, 6:00 to 9:00 p.m.;
- Every Thursday, Coffee Talk, Public Library, 10:00 to 11:30 a.m.; and
- Every Thursday, Evening Storytime, Public Library, 5:30 p.m.

Councilmember Malone advised that the first day of school for Birdville Independent School District (BISD) will be Wednesday, August 16, 2023, and encouraged everyone to be aware of increased traffic and children. Additionally, he will be speaking during Coffee Talk on Thursday, August 17, 2023.

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 Mayor Pro Tem Estep and seconded by Councilmember Malone to adjourn.

Motion carried by a vote of 6-0.

There being no further business to come before the City Council, Mayor Lopez declared the meeting adjourned at 8:05 p.m.

ATTEST:

APPROVED:

Lindsay Rawlinson, City Secretary

Edward Lopez, Mayor

Memorandum

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

From: Candice Edmondson, City Manager

Date: August 28, 2023

Subject: Strategic Initiative Fund

Agenda Item:

Approve Resolution 580-23 establishing the Strategic Initiative Fund and setting guidelines for annual transfers

Background Information:

During the FY 2023 Budget process, the Strategic Initiative Fund was created to help fund special projects and one-time expenditures with excess General Fund reserves. The City's Financial Management Policies state that *the unassigned fund balance of the General Fund should be a minimum of 90 days (24.66%) of the General Fund annual expenditures.*

At the time the FY 2023 Budget was adopted, the General Fund had a beginning fund balance of \$4,918,022 which was \$2,768,642 more than required by the City's financial policies. The City Council approved a transfer of \$2,400,000 into the Strategic Initiative Fund so that excess reserves could be allocated for future projects and initiatives.

Resolution 580-23 establishes the Strategic Initiative Fund and sets guidelines for annual transfers.

Financial Considerations:

N/A

Legal Review:

N/A

Board/Citizen Input:

N/A

Attachments:

Resolution 580-23

Council Action Requested:

Motion to approve Resolution 580-23 establishing the Strategic Initiative Fund and setting guidelines for annual transfers

RESOLUTION NO. 580-23

A RESOLUTION OF THE RICHLAND HILLS CITY COUNCIL FOR THE PURPOSE OF ESTABLISHING THE STRATEGIC INITIATIVE FUND AND SETTING GUIDELINES FOR THE ANNUAL TRANSFER FROM THE GENERAL FUND TO THE STRATEGIC INITIATIVE FUND

WHEREAS, during the Fiscal Year 2023 budget process the City Council desired to establish the Strategic Initiative Fund to provide funding for special projects and one-time expenditures with excess General Fund reserves; and

WHEREAS, the City's adopted Financial Management Policies state that *the unassigned fund balance of the General Fund should be a minimum of 90 days (24.66%) of the General Fund annual expenditures*; and

WHEREAS, the City Council desires to adhere to the financial policy for the General Fund of 90 days of fund balance and maintain an additional level of reserve in the amount of \$400,000 in determining the annual calculation of transfer from the General Fund to the Strategic Initiative Fund; and

WHEREAS, in Fiscal Year 2023, the City Council made an initial transfer of \$2,400,000 from the unassigned fund balance of the General Fund to provide initial funding for the Strategic Initiative Fund.

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

The formula for the annual calculation of the transfer from the General Fund to the Strategic Initiative Fund is as follows:

General Fund threshold for transfer of fund balance:

1. General Fund Budgeted Expenditures and Transfers to be multiplied by 24.66% plus \$400,000.
2. This calculated General Fund threshold will be subtracted from the most recently audited unassigned Fund balance of the General Fund (current fiscal year amount available for transfer).
3. This current fiscal year amount available for transfer can be transferred to the Strategic Initiative Fund in the current fiscal year.
4. This amount will be evaluated annually during the budget process to determine if there is sufficient funding for the transfer to the Strategic Initiative Fund.
5. In the event the calculated General Fund threshold for transfer of fund balance is

less than \$0.00, a transfer can be made back to the General Fund of unencumbered funding in the Strategic Initiative Fund.

APPROVED AND ADOPTED at a regular called meeting of the Richland Hills City Council on August 28, 2023, by a vote of _____ayes, _____nays, and _____abstentions.

APPROVED:

The Honorable Mayor Edward Lopez

ATTEST:

Lindsay Rawlinson, City Secretary

Memorandum

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

From: Candice Edmondson, City Manager

Date: August 28, 2023

Subject: Link Fund

Agenda Item:

Approve Resolution 581-23 establishing a maximum annual subsidy from the General Fund to the Link Fund, establishing the Link Capital Replacement Fund and setting guidelines for annual transfers

Background Information:

The Link Event & Recreation Center opened in April 2017. At that time, a dedicated fund was established to track revenues and expenditures for the facility. The Link Fund is a subsidiary of the General Fund and a portion of General Fund revenues support Link operations. When the Link opened, City Council set a goal of recovering 75% of the operating costs of the Link. Council now desires to set a maximum annual subsidy from the General Fund to the Link Fund and establish a capital replacement fund for the facility.

Resolution 581-23 establishes a maximum annual subsidy of \$200,000 from the General Fund to the Link Fund. The resolution also establishes the Link Capital Replacement Fund and sets an annual transfer of \$25,000 from the General Fund. In addition, when Link Fund revenues, including the subsidy from the General Fund, exceed Link Fund expenditures a transfer equal to the excess revenue shall be made from the Link Fund to the Link Capital Replacement Fund.

Financial Considerations:

N/A

Legal Review:

N/A

Board/Citizen Input:

N/A

Attachments:

Resolution 581-23

Council Action Requested:

Motion to approve Resolution 581-23 establishing a maximum annual subsidy from the General Fund to the Link Fund, establishing the Link Capital Replacement Fund and setting guidelines for annual transfers

RESOLUTION NO. 581-23

A RESOLUTION OF THE RICHLAND HILLS CITY COUNCIL FOR THE PURPOSE OF ESTABLISHING A MAXIMUM ANNUAL SUBSIDY TO THE LINK FUND FROM THE GENERAL FUND; ESTABLISHING THE LINK CAPITAL REPLACEMENT FUND; AND SETTING GUIDELINES FOR ANNUAL TRANSFERS TO THE LINK CAPITAL REPLACEMENT FUND.

WHEREAS, the City Council adopted Resolution No. 477-17 establishing a cost recovery target of 75 percent of expenditures for The Link; and

WHEREAS, it is now desired that a maximum annual subsidy of \$200,000 be budgeted in the General Fund as a transfer to The Link Fund to support operations and programming at the Link Event & Recreation Center; and

WHEREAS, the City Council desires to provide funding for future capital replacement needs in a separate Link Capital Replacement Fund, and that \$25,000 be transferred from the General Fund to the Link Capital Replacement Fund on an annual basis.

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

A maximum subsidy of \$200,000 will be budgeted in the General Fund to be transferred to the Link Fund. The subsidy could be less depending on the performance of programs and activities at the Link Event & Recreation Center each year.

At the end of Fiscal Year 2023 and subsequent fiscal years, when Link Fund revenues, including the subsidy from the General Fund, exceed Link Fund expenditures a transfer equal to the excess revenue shall be made from the Link Fund to the Link Capital Replacement Fund.

APPROVED AND ADOPTED at a regular called meeting of the Richland Hills City Council on August 28, 2023, by a vote of ____ayes, ____nays, and ____abstentions.

APPROVED:

ATTEST:

The Honorable Mayor Edward Lopez

Lindsay Rawlinson, City Secretary

Memorandum

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

From: Candice Edmondson, City Manager

Date: August 28, 2023

Subject: Amended City Council Rules of Procedure

Agenda Item:

Approve Resolution 582-23 amending City Council Rules of Procedure

Background Information:

With the adoption of the amended City Charter, there were some revisions that needed to be made to the City Council Rules of Procedure. City staff and the City Attorney also reviewed the procedures and recommended a few additional revisions for Council consideration. The proposed amendments were presented to City Council on August 14, 2023 and included the following changes:

- Replaced “Robert’s Rules of Order” with “Parliamentary Procedure” throughout the document to allow for more flexibility in the conduct of Council business.
- Added paragraph 5.E. City Council Attendance which establishes procedures for addressing Council Member absences (*City Charter requirement*).
- Changed the agenda order in paragraph 6.A. Agenda to reflect current agenda order.
- Revised paragraph 6.B. Submitting Request for Agenda to state that the Mayor, a Council Member or the City Manager may request an item to be placed on the agenda. Also added language that a Council Member requesting an item on the agenda should have support from one other Council Member. This is consistent with Section 3.B. Special Meetings which states that special meetings may be called by any two members of City Council.
- Revised language in paragraph 7.B. Voting to reflect current voting procedures.
- Revised paragraph 8.B. Vote Required to reflect the majority vote for City Council is now four members (*City Charter requirement*).
- Added “to reconsider” to paragraph 10.B(1) Request for Reconsideration

- Deleted redundant language in paragraph 11.B(1) Prohibited Items.
- Deleted “Public Input” in paragraph 11.C.(1) Citizens Addressing Council because “Public Comment” is already included in the paragraph and that is what is listed on City Council agendas.
- Added the word “comment” to paragraph 11.F.

Financial Considerations:

N/A

Legal Review:

The City Attorney has reviewed the proposed amendments.

Board/Citizen Input:

City Council discussed the proposed amendments at their August 14, 2023 meeting.

Attachments:

Resolution 582-23
Amended City Council Rules of Procedure

Council Action Requested:

Motion to approve Resolution 582-23 amending City Council Rules of Procedure

RESOLUTION NO. 582-23

A RESOLUTION OF THE RICHLAND HILLS CITY COUNCIL AMENDING THE CITY COUNCIL RULES OF PROCEDURE FOLLOWING A CHARTER AMENDMENT ELECTION BY REPLACING ROBERT'S RULES OF ORDER WITH PARLIAMENTARY PROCEDURE; ADDING SUBSECTION 5.E. RELATED TO CITY COUNCIL ABSENCES; AMENDING SECTIONS 6.A. AGENDA AND 6.B. SUBMITTING REQUEST FOR AGENDA; REVISING LANGUAGE IN SECTION 7.B. RELATED TO VOTING; REVISING SECTION 8.B. RELATED TO MAJORITY VOTE; REVISING LANGUAGE IN SECTIONS 10 AND 11; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City of Richland Hills is a home rule city acting under its charter adopted by the electorate pursuant to Article XI, Section 5 of the Texas Constitution and Chapter 9 of the Local Government Code; and

WHEREAS, the City of Richland Hills held a Charter Amendment Election on May 6, 2023; and

WHEREAS, several amendments passed during the Charter Amendment Election affected the way the City Council conducts its business so the City Council Rules of Procedure must be amended to account for these changes; and

WHEREAS, in accordance with the City Council Rules of Procedure 2.C. Amendment of Rules, proposed amendments must be presented to City Council at a prior meeting before the rules can be adopted; and

WHEREAS, the City Council considered the proposed changes at their August 14, 2023 Regular Meeting.

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

SECTION 1. AMENDMENT

Replace "Robert's Rules of Order" with "Parliamentary Procedure" throughout the document.

SECTION 2. AMENDMENT

Section 5.E. of the City Council Rules of Procedure is hereby added to read as follows:

E. City Council Attendance: If a Council Member is unable to attend a meeting,

notification should be made to the Mayor, City Manager and City Secretary prior to the meeting in which the member will be absent. At each regular meeting from which the Mayor or Council Member is absent, the City Council shall determine whether the absence is excused. City Council may, by majority vote, excuse the absence or absences of a member. Any absence in which the appropriate notifications were not provided will be deemed unexcused.

SECTION 3. AMENDMENT

Section 6.A. of the City Council Rules of Procedure is hereby amended to read as follows:

- A. Agenda: The order of business of each City Council meeting shall be contained in the Agenda prepared by the City Manager and shall generally be as follows:

- I. CALL TO ORDER
- II. INVOCATION AND PLEDGES OF ALLEGIANCE
- III. PRESENTATIONS/RECOGNITIONS/PROCLAMATIONS
- IV. PUBLIC COMMENTS
- V. CONSENT AGENDA
- VI. PUBLIC HEARINGS
- VII. ACTION ITEMS
- VIII. BOARD APPOINTMENTS AND RESIGNATIONS
- IX. REPORTS
- X. EXECUTIVE SESSION
- XI. ADJOURNMENT

SECTION 4. AMENDMENT

Section 6.B. of the City Council Rules of Procedure is hereby amended to read as follows:

- B. Submitting Request for Agenda: The Mayor, a Council Member or the City Manager may request an item be placed on the next available regularly scheduled agenda for Council deliberation and possible action. A Council Member request to add an agenda item must be submitted with support from another Council Member. Any citizen desiring to present an item for consideration on the City Council Agenda may contact any member of the Council to discuss the item. The City Manager's Office will notify the person requesting placement of an item on the agenda of the meeting date at which the item will be discussed. A person may also appear at a Council Meeting under the Public Input or Public Comment portion of the agenda and request the City Council place an item on a future agenda. Any member of the Council at this time may direct the City Manager to place the item

on the next regularly scheduled agenda or specify a date certain on which the item is to appear.

SECTION 5. AMENDMENT

Section 7.B. of the City Council Rules of Procedure is hereby amended to read as follows:

- B. Voting: All votes shall be recorded in the permanent record of the Council. Votes may be cast electronically if the necessary equipment is available. The Presiding Officer may call for an oral roll call vote on an item at his or her discretion.

SECTION 6. AMENDMENT

Section 8.B. of the City Council Rules of Procedure is hereby amended to read as follows:

- B. Vote Required: A majority of the City Council Members holding numbered places shall constitute a quorum to do business, and the affirmative vote of at least four members shall be necessary to adopt any ordinance or resolution, unless applicable law or ordinance establishes a greater requirement.

SECTION 7. AMENDMENT

Section 10.B(1) of the City Council Rules of Procedure is hereby amended to read as follows:

- (1) A motion or request to reconsider may be made at the meeting at which the action to be reconsidered was taken. In such event, the motion or request to reconsider can be made, seconded, debated, and acted upon even though it is not on the formal agenda, and if the motion is approved as provided herein, the item to be reconsidered will be reopened immediately.

SECTION 8. AMENDMENT

Section 11.B(1) of the City Council Rules of Procedure is hereby amended to read as follows:

- (1) Not bring food, placards, banners, or signs into the City Council chamber or into any other room in which the City Council is meeting, except exhibits, displays, and visual aids intended to be used in connection with substantive presentations to the City Council on a listed agenda item.

SECTION 9. AMENDMENT

Section 11.C(1) of the City Council Rules of Procedure is hereby amended to read as follows:

- (1) The Council has established a standing agenda item entitled "Public Comments" for the purpose of hearing citizen concerns. Any citizen may speak on any item not specifically identified on the agenda during the Public Comments portion of the agenda. The citizen shall provide their name and address prior to beginning to address the Council.

SECTION 10. AMENDMENT

Section 11.F of the City Council Rules of Procedure is hereby amended to read as follows:

- F. In the event that the violation is determined to be of such severity or in the case of repeated violations by the same person, the Council, by motion may prohibit the offending person from speaking or attending meetings for a period of time to be determined by the Council. Any person so barred may submit written comments on any agenda items during this period for inclusion in the Council's records of the proceedings. If submitted at least one full day in advance of the meeting on the appropriate agenda item, such written comment will be reviewed by City staff prior to the meeting for compliance with these Rules of Procedure, Roberts Rules of Order and applicable law, and if determined to be compliant, such comments will be read by City staff or the Presiding Officer in lieu of allowing that person to speak during debate on the particular agenda item at issue after first identifying the author. In the event that submitted written comments are determined to also be in violation of these rules, they may be the basis for further action to enforce compliance with these rules.

SECTION 11. REMAINDER OF RULES UNCHANGED

The City Council Rules of Procedure previously approved and adopted by the City Council, except to the extent amended herein, shall remain unchanged.

SECTION 12. EFFECTIVE DATE

This Resolution shall be effective upon its adoption.

APPROVED AND ADOPTED at a regular called meeting of the Richland Hills City Council on August 28, 2023, by a vote of _____ ayes, _____ nays, and _____ abstentions.

APPROVED:

ATTEST:

The Honorable Mayor Edward Lopez

Lindsay Rawlinson, City Secretary



City Council Rules of Procedure

CITY OF RICHLAND HILLS CITY COUNCIL RULES OF PROCEDURE

1. AUTHORITY

The following set of rules shall be in effect from and after the time of their adoption by the City Council and shall be subject to amendment or suspension by the City Council in the procedure set forth in these Rules.

2. GENERAL PROCEDURE

- A. Supplemental Rules of Order: Parliamentary Procedure shall govern the proceedings of the City Council in all cases where not in conflict with these rules, or applicable law.
- B. Suspension of Rules: Any provision of these rules may be temporarily suspended or modified for limited purposes for a particular agenda item by a majority vote of all members of the City Council. Any provision of these rules may be suspended indefinitely by a unanimous vote of the City Council. At any future point, said suspension of a rule shall be halted at the request of any singular council member. Said request must be made during a council meeting.
- C. Amendment of Rules: These Rules may be amended, or new rules adopted by a majority vote of all members of the City Council, provided that the proposed amendment or new rules shall have been introduced at a prior meeting of the City Council.

3. TYPES OF MEETINGS

- A. Regular Meetings: The City Council shall meet a minimum of one (1) time per month and more as needed. The Council will establish a regular time for beginning the meeting and may adjust the start time periodically for the convenience of the Council and the public. The Council may elect to have a pre-Council session at its discretion to receive staff briefings and discuss pertinent facts concerning the items listed on the agenda more informally, but no final decision or vote shall be taken during a pre-council session.
- B. Special Meetings: Special meetings may be called by the Mayor, the Mayor Pro Tem (when acting in the Mayor's absence) or by any two members of the City Council. The call for a special meeting shall be filed with the City Secretary in written form signed by the Mayor, Mayor Pro Tem or two City Council Members, so that the meeting may be publicly posted in accordance with state law. If any member of the City Council was not involved in the decision to call a special meeting, such member shall be given written notice by the City Secretary.

- C. Recessed Meetings: Any meeting of the City Council may be recessed to a later time by a majority vote of the City Council provided that no recess shall be for a longer period than until the next regular meeting.
- D. Workshops: City Council workshops may be called and held at such times and places as the Council may decide in its discretion and shall be posted in accordance with applicable law.

4. PRESIDING OFFICER

- A. Presiding Officer: The Mayor shall preside over the meetings of the City Council. In the absence of the Mayor the Mayor Pro Tem shall preside. In the absence of both the Mayor and the Mayor Pro Tem, the City Council shall select a member of the City Council to act as Presiding Officer for such meeting as the first order of business.
- B. Vote of the Presiding Officer: The Presiding Officer may participate in the discussion of all matters coming before the Council and shall be entitled to vote if so authorized by the City Charter.
- C. Failure of Presiding Officer to Maintain Order: In the event the Presiding Officer fails, ignores or refuses to carry out the responsibilities to maintain order and enforce the rules established herein, upon motion and approval by a majority of Council, the Presiding Officer shall be replaced, as if absent, and a new Presiding Officer named as provided in these rules shall take control of the meeting as the acting Presiding Officer. Such action shall not prevent the removed Presiding Officer from continuing to participate in the debate and otherwise performing the functions of that person's Council office at the meeting.

5. PROCEDURES AND RULES REGARDING CONDUCT OF BUSINESS

- A. Duties of the Presiding Officer: The Presiding Officer shall set aside personal bias and conduct all meetings in compliance with these Rules of Procedure, Parliamentary Procedure and applicable law, and maintain order, decorum and civility at all times. Such responsibility shall not limit the Presiding Officer from stating personal viewpoints as a member of the Council during debate in accordance with the authorities referenced above.
- B. Points of Order: Any member of Council may call a point of order if that member believes that any member of the Council, including the Presiding Officer, has violated these Rules of Procedure, Parliamentary Procedure or applicable law, or is otherwise out of order, or that the Presiding Officer has not applied the governing procedural rules fairly and equitably or failed to apply the governing procedural rules correctly. The Presiding Officer shall promptly rule on such point of error.

- C. Appeal: Any member of the Council may appeal a ruling of the Presiding Officer to the City Council. If the point of order or appeal is seconded, the member raising the issue shall briefly explain the basis of the point of order or appeal. There shall be no further debate. The Presiding Officer shall then put the question of whether the decision of the Presiding Officer should be sustained to a vote of the Council, and the majority vote of the Council shall control the question.
- D. Council Right to Speak: Any member of the City Council desiring to speak on any agenda item shall have the right to do so. A member of the Council desiring to speak shall first address the Presiding Officer and wait for recognition by the Presiding Officer before beginning to make remarks. The Presiding Officer shall recognize each member of the Council desiring to speak in the order the members have expressed a desire to speak, and shall not refuse to recognize a member of the Council nor limit the time or frequency a member of the Council may speak except as prescribed in these rules or in Parliamentary Procedure. Each member of the Council shall confine such member's remarks to the subject under consideration and avoid discussion of personalities and the use of profane, discourteous and offensive language, personal attacks and verbal abuse of other members of the Council and the public in general. A member of the Council, once recognized, shall not be interrupted while speaking unless called to order by the Presiding Officer, a point of order is raised by another member, or the speaker chooses to yield the floor to another member. If a question of order is raised while a member of the Council is speaking, that member shall cease speaking immediately until the question of order is determined. If ruled to be in order, the member shall be permitted to proceed. If ruled to be out of order, the member shall yield the floor.
- E. City Council Attendance: If a Council Member is unable to attend a meeting, notification should be made to the Mayor, City Manager and City Secretary prior to the meeting in which the member will be absent. At each regular meeting from which the Mayor or Council Member is absent, the City Council shall determine whether the absence is excused. City Council may, by majority vote, excuse the absence or absences of a member. Any absence in which the appropriate notifications were not provided will be deemed unexcused.

6. ORDER OF BUSINESS

- A. Agenda: The order of business of each City Council meeting shall be contained in the Agenda prepared by the City Manager and shall generally be as follows:
 - I. CALL TO ORDER
 - II. INVOCATION AND PLEDGES OF ALLEGIANCE
 - III. PRESENTATIONS/RECOGNITIONS/PROCLAMATIONS
 - IV. PUBLIC COMMENTS

- V. CONSENT AGENDA
- VI. PUBLIC HEARINGS
- VII. ACTION ITEMS
- VIII. BOARD APPOINTMENTS AND RESIGNATIONS
- IX. REPORTS
- X. EXECUTIVE SESSION
- XI. ADJOURNMENT

The Council may reorder the Agenda for a particular meeting or on a permanent basis, including individual agenda items, for the convenience of the Council, City staff, or the public on motion by majority vote.

- B. Submitting Request for Agenda: The Mayor, a Council Member or the City Manager may request an item be placed on the next available regularly scheduled agenda for Council deliberation and possible action. A Council Member request to add an agenda item must be submitted with support from another Council Member. Any citizen desiring to present an item for consideration on the City Council Agenda may contact any member of the Council to discuss the item. The City Manager's Office will notify the person requesting placement of an item on the agenda of the meeting date at which the item will be discussed. A person may also appear at a Council Meeting under the Public Input or Public Comment portion of the agenda and request the City Council place an item on a future agenda. Any member of the Council at this time may direct the City Manager to place the item on the next regularly scheduled agenda or specify a date certain on which the item is to appear.
- C. Procedure for Hearing Citizen-Requested Agenda Items: Should a citizen who requested an item be placed on the agenda fail to appear at the City Council Meeting at which the item is to be considered by the City Council, such absence will not prevent the City Council from acting upon the item.

7. MOTIONS AND VOTING PROCEDURE

- A. Discussion and Motion: The City Council may consider and discuss any item on the Agenda without the necessity of a motion bringing the item before the Council. At the conclusion of the discussion, the Presiding Officer will entertain a motion, but the making of a motion for action shall not end discussion unless the question is called.
- B. Voting: All votes shall be recorded in the permanent record of the Council. Votes may be cast electronically if the necessary equipment is available. The Presiding Officer may call for an oral roll call vote on an item at his or her discretion.

8. CONSIDERATION OF ORDINANCES AND RESOLUTIONS

- A. Form of Presentation: Each proposed ordinance or resolution shall be introduced in written, printed, or electronic form.
- B. Vote Required: A majority of the City Council Members holding numbered places shall constitute a quorum to do business, and the affirmative vote of at least four members shall be necessary to adopt any ordinance or resolution, unless applicable law or ordinance establishes a greater requirement.

9. BOARDS AND COMMISSIONS

The City Council may create permanent boards and commissions to assist in the conduct and operation of the City Government with such duties as the City Council may specify. Such boards and commissions shall be created by ordinance. Ad hoc boards or committees for special events or purposes and of limited duration may be created by Council action with no ordinance required.

10. RECONSIDERATION OF ITEMS

- A. Reconsideration Generally Prohibited: The City Council will reconsider an action taken only as provided herein. No item upon which the Council has taken final action will be placed back on the agenda except as provided herein.
- B. Request for Reconsideration: Either a Council Member who voted with the prevailing majority or side on any item upon which the Council has taken final action, or a Council Member who was absent from the meeting at which such item was considered, may make a motion or request to reconsider the item, provided such motion or request is made prior to the next succeeding regular meeting of the City Council.
 - (1) A motion or request to reconsider may be made at the meeting at which the action to be reconsidered was taken. In such event, the motion or request to reconsider can be made, seconded, debated, and acted upon even though it is not on the formal agenda, and if the motion is approved as provided herein, the item to be reconsidered will be reopened immediately.
 - (2) A motion or request to reconsider may be made following the meeting at which the action to be reconsidered was taken, and before the next regular meeting has commenced. In such event, the City Manager shall add the motion to reconsider to the agenda for the first regularly scheduled meeting on which such item can legally be posted, or for a special meeting to be held prior to the next regularly scheduled meeting if a special meeting has been called.

- (3) A motion to reconsider may be seconded by any member of the Council.
 - (4) The affirmative vote of a majority of the Council (excluding any members who are absent, recuse themselves or who are disqualified from voting) shall be required for any motion to reconsider to carry.
 - (5) No question shall be reconsidered twice except by unanimous consent of the Council.
 - (6) If the Council votes to reconsider any matter which requires either notice by publication or a public hearing, an affirmative vote in favor of a motion to reconsider shall have the effect of setting the matter for the next available Council meeting consistent with compliance with applicable notice requirements, and the City staff shall again comply with all applicable notice requirements.
 - (7) Notwithstanding any provision of this section to the contrary, any member of the Council may place on the agenda any item acted upon by the Council prior to such member taking office, including for the purpose of reconsidering the Council's previous action.
 - (8) Notwithstanding any provision of this section to the contrary, after one year has elapsed since an item was acted upon by the Council, any member of the Council may place such item back on the agenda, including for the purpose of reconsidering the Council's previous action.
- C. Vested Rights: Reconsideration of any item shall not affect rights which have legally vested due to the action being reconsidered, provided, however, that this provision shall not prohibit the Council from taking any action within its power and authority.
- D. Items Modified at Meeting:
- (1) When the City Council considers a proposed ordinance, resolution, agreement or other document, and approves such document with Council instruction, the item need not be placed on a future Council agenda for consideration and review except as provided herein.
 - (2) The City Attorney will promptly make the changes as instructed by the Council and forward the revised document to the City Manager and the City Secretary, and the City Manager will forward a copy of the revised document to the Council for review.
 - (3) The Council will be given six (6) calendar days to review the document to determine if the changes made accurately reflect the Council's intent. During this period, the document will be held by the City Secretary unsigned.

- (4) If any member of the Council believes that the revisions made do not accurately reflect the Council's intent, that member shall notify the City Manager and City Secretary within such six (6) calendar days of receipt of such notice, and in such event, the City Secretary shall continue to hold the item without signature, and the City Manager will place the item back on the Council agenda for further consideration and discussion to resolve the alleged discrepancy.
- (5) If no member of the Council informs the City Manager and City Secretary within seven (7) days of receipt of any alleged discrepancy, the Council's action will be deemed final and the item will be considered finally adopted and passed, and ready for signature.
- (6) This provision is in addition to any other right to request reconsideration provided in these rules.

11. CITIZENS AND OTHER VISITORS

- A. Open Meetings: Citizens and other visitors are welcome to attend all public meetings of the City Council and will be admitted to the City Council chamber or other room in which the City Council is meeting up to the fire safety capacity of the room.
- B. Prohibited Items: Citizens and other visitors attending the meeting shall:
 - (1) Not bring food, placards, banners, or signs into the City Council chamber or into any other room in which the City Council is meeting, except exhibits, displays, and visual aids intended to be used in connection with substantive presentations to the City Council on a listed agenda item.
 - (2) Silence or turn off all cell phones and other mobile communication devices.
- C. Citizens Addressing Council: Any citizen wishing to speak before the City Council is entitled to be heard, subject to the limitations stated herein.
 - (1) The Council has established a standing agenda item entitled "Public Comments" for the purpose of hearing citizen concerns. Any citizen may speak on any item not specifically identified on the agenda during the Public Comments portion of the agenda. The citizen shall provide their name and address prior to beginning to address the Council.
 - (2) Any citizen may speak during any public hearing. Upon being recognized, the citizen shall first provide their name and address. Comments must be confined to the subject matter of the public hearing.
 - (3) Any citizen may generally speak during the discussion of any agenda item. In order to be recognized, the citizen shall prior to the start of the Council

meeting complete a Council communication card providing their name and address. Comments must be confined to the subject matter of the agenda item. The Council may, in its discretion, limit or prohibit public discussion on an agenda item in the interests of time.

- (4) Council meetings are campaign free zones, and therefore citizen comments may not contain campaign messages for or against the election of any candidate. Provided, nothing in this Policy shall prohibit the City Council from discussing matters pending before the body concerning the merits of placing a measure on a ballot or factual matters relating to a measure, or a candidate addressing the Council on a matter of public concern.

D. Rules Regarding Presentations: In order that the City Council may properly consider each matter brought to it by citizens, speakers are asked to observe the following rules:

- (1) Only one person may approach the microphone at any one time, and only the person at the microphone will be allowed to speak.
- (2) During any of the foregoing opportunities to speak, the citizen shall limit their comments to three minutes, provided that the Presiding Officer, or the Council by motion, shall have the discretion to vary this limit as they determine appropriate.
- (3) The Council shall have the authority to limit repetitive presentations, including by limiting speakers to statements regarding their support or opposition to a particular issue before the Council once the Council determines that discussion has become redundant.
- (4) There will be no substitutions and/or pooling of speakers to increase speaking time.
- (5) Speakers may present copies of their remarks or supporting information to the City Secretary. The City Secretary will make the information available to the City Council and City Manager if requested.
- (6) During designated speaker times City Council Members may ask factual questions or, if legally permitted, make a brief response to speaker comments. Speakers will have one minute to respond. More time may be granted to the speaker for a response at the discretion of the Presiding Officer or by the Council by motion, which motion shall not be debated.

E. Public Decorum:

- (1) Citizens and other visitors shall observe the same rules of propriety, decorum and good conduct applicable to members of the City Council. Any person making impertinent, profane or slanderous remarks, or

derogatory personal comments not germane and necessary to the subject matter being discussed, who engages in name-calling, becomes boisterous or unruly, or who makes remarks from the audience without being properly recognized, stamps their feet, whistles, yells, claps, gestures, makes other physical demonstrations, or brings into the meeting room any impertinent, profane or slanderous or derogatory personal signs, placards, or other written or graphic material shall be out-of-order and subject to removal or other action by the Presiding Officer, the Council, or the police.

- (2) The Presiding Officer is charged with primary authority and responsibility to immediately halt any improper behavior. As soon as such behavior occurs, the Presiding Officer shall instruct the speaker or other person to cease the misconduct and admonish the person to refrain from further offensive behavior and warn the person that they may be removed from the meeting. The offending citizen will then generally be allowed to proceed so long as the offending citizen thereafter complies with the rules for decorum and civility; however, if a person's comments and/or actions are of such extremely derogatory nature and/or are highly offensive or inflammatory, the Presiding Officer shall order the citizen to immediately leave the meeting. In the absence of such an order by the Presiding Officer, the Council may, by motion, so order the citizens removal from the meeting.
 - (3) If the citizen is allowed to remain in a meeting after violating the rules for decorum and civility, either the Presiding Officer, or the Council by motion, may elect to refuse to allow the offending citizen to speak again on any other matter before the Council for the remainder of the meeting.
- F. In the event that the violation is determined to be of such severity or in the case of repeated violations by the same person, the Council, by motion may prohibit the offending person from speaking or attending meetings for a period of time to be determined by the Council. Any person so barred may submit written comments on any agenda items during this period for inclusion in the Council's records of the proceedings. If submitted at least one full day in advance of the meeting on the appropriate agenda item, such written comment will be reviewed by City staff prior to the meeting for compliance with these Rules of Procedure, Roberts Rules of Order and applicable law, and if determined to be compliant, such comments will be read by City staff or the Presiding Officer in lieu of allowing that person to speak during debate on the particular agenda item at issue after first identifying the author. In the event that submitted written comments are determined to also be in violation of these rules, they may be the basis for further action to enforce compliance with these rules.
- G. If ordered removed, the person ordered removed shall immediately leave the room, and shall be barred from further participation and attendance before the City Council during that agenda item or meeting as ordered. If the person so ordered refuses, they shall be trespassing and subject to forced removal and/or

arrest by the police. Aggravated cases may also subject the violator to criminal prosecution on appropriate complaint signed by the Presiding Officer or any Council Member.

Adopted August 22, 1995
Amended March 13, 2001
Amended October 11, 2005 (Resolution 240-05)
Amended June 13, 2006
Amended June 27, 2006 (Resolution 272-06)
Amended March 8, 2011
Amended June 14, 2011
Amended September 13, 2011 (Resolution 385-11)
Amended January 24, 2012 (Resolution 389-12)
Amended June 24, 2019 (Resolution 511-19)
Amended March 22, 2021 (Resolution 535-21)
Amended August 28, 2023 (Resolution 582-23)

Memorandum

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

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

Date: August 28, 2023

Subject: Interlocal Agreement for Household Hazardous Waste Collection

Agenda Item:

Approve First Amendment to an Interlocal Agreement between the City of Fort Worth and the City of Richland Hills for participation in the Environmental Collection Center Household Hazardous Waste Program

Background Information:

The City of Richland Hills participates in the City of Fort Worth Household Hazardous Waste Collection program. This program provides Richland Hills residents with a location to responsibly dispose of hazardous waste materials. Items that can be disposed of include paints, chemicals, pesticides, etc. These items are disposed of at the designated collection center in lieu of placing them in the trash or pouring them down drains, both of which contribute to pollution of the environment. The program also provides for hazardous waste collection at a designated City of Richland Hills facility once per year.

The City of Fort Worth has offered this program to participating cities for a \$50.00 fee per participating household for many years. Due to inflation and an increase in costs to properly dispose of the hazardous materials, the City of Fort Worth will be raising their fees to \$95.00 per participating household beginning October 1, 2023. The associated fee allows Richland Hills residents to drop-off hazardous materials at Fort Worth's Environmental Collection Center (ECC) or during Richland Hills' on-site mobile collection event.

Financial Considerations:

Funding for participation in the Environmental Collection Center Household Hazardous Waste Program has been provided through the solid waste contract with Republic Services. Each year, Republic Services gives the City of Richland Hills \$15,000 to be used towards environmental and beautification programs. Even with the fee increase, Richland Hills' participation in the program will be covered by Republic Services' contribution.

Legal Review:

N/A

Board/Citizen Input:

N/A

Attachments:

First Amendment to an Interlocal Agreement between the City of Fort Worth and the City of Richland Hills for participation in the Environmental Collection Center Household Hazardous Waste Program

Council Action Requested:

Motion to approve First Amendment to an Interlocal Agreement between the City of Fort Worth and the City of Richland Hills for participation in the Environmental Collection Center Household Hazardous Waste Program

**FIRST AMENDMENT TO
FORT WORTH CITY SECRETARY CONTRACT NO. 49686
AN INTERLOCAL AGREEMENT
BETWEEN CITY OF FORT WORTH AND THE CITY OF RICHLAND HILLS
FOR PARTICIPATION IN THE ENVIRONMENTAL COLLECTION CENTER
HOUSEHOLD HAZARDOUS WASTE PROGRAM**

This First Amendment to Fort Worth City Secretary Contract No. 49686 ("First Amendment") is made between the City of Fort Worth ("Fort Worth"), a municipal corporation, and City of Richland Hills, ("Participating City") and located in Tarrant County, Texas, acting herein by and through Kip Dernovich its duly authorized Director of Public Works and Capital Projects.

WHEREAS, Fort Worth and Participating City entered into an Interlocal Agreement identified as Fort Worth City Secretary Contract No. 49686 (the "Agreement") for participation in the Environmental Collection Center Household Hazardous Waste Program; and

WHEREAS, due to rising costs of the program, Fort Worth must increase the cost that each participating City pays per visit to the Environmental Collection Center or per participating household in a Mobile Collection Event; and

WHEREAS, Fort Worth and Participating City agree to amend the Agreement to an increase in the cost per household visit to the ECC or per participating household in a Mobile Collection Event from \$50.00 to \$95.00; and

WHEREAS, Fort Worth and Participating City also agree to amend the Agreement to allow the cost per household to be adjusted so long as there is mutual agreement by Fort Worth and the Participating City.

NOW THEREFORE, known by all these present, Fort Worth and Participating City, acting herein by the through their duly authorized representatives, agree to the following terms, which amend the Agreement as follows.

I.

AMENDMENTS

1. Section 10 "Compensation", Paragraph A of the Agreement is hereby deleted in its entirety and restated as follows:

Participating City agrees to pay Fort Worth the sum of **\$95.00** per household per visit to the ECC (or per participating household in a Mobile Collection Event) to dispose of household hazardous waste. If a Participating City resident presents waste that was collected from multiple households, Fort Worth reserves the right to charge the Participating City based on the total number of households from which the waste

originated. Fort Worth may adjust the cost per household visit to the ECC (or per participating household in a Mobile Collection Event) by providing Participating City at least ninety (90) days written notice and by mutual consent. If Participating City does not consent to the adjustment, then this Agreement may be terminated in accordance with the Agreement.

II.

ALL OTHER TERMS SHALL REMAIN THE SAME

All other provisions of the Agreement which are not expressly amended herein shall remain in full force and effect.

III.

ELECTRONIC SIGNATURE

This Amendment may be executed in multiple counterparts, each of which shall be an original and all of which shall constitute one and the same instrument. A facsimile copy or computer image, such as a PDF or tiff image, or a signature, shall be treated as and shall have the same effect as an original.

[Signature Page Follows]

SIGNATURE PAGE

**INTERLOCAL AGREEMENT FOR PARTICIPATION IN FORT WORTH'S
ENVIRONMENTAL COLLECTION CENTER
HOUSEHOLD HAZARDOUS WASTE PROGRAM**

Executed effective as of the date signed by the Assistant City Manager below.

FORT WORTH:

City of Fort Worth By: _____ Name: Valerie Washington Title: Assistant City Manager Date: _____ Approval Recommended: By: _____ Name: James Keezell Title: Assistant Director Code Compliance Attest: By: _____ Name: Jannette Goodall Title: City Secretary	Contract Compliance Manager: By signing I acknowledge that I am the person responsible for the monitoring and administration of this contract, including ensuring all performance and reporting requirements. By: _____ Name: Rex Johnson Title: Environmental Supervisor Approved as to Form and Legality: By: _____ Name: Christopher Austria Title: Assistant City Attorney Contract Authorization: M&C: 28276
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PARTICIPATING CITY:

City of Richland Hills By: _____ Name: Candice Edmondson Title: City Manager Date: _____ Attest: By: _____ Name: Lindsay Rawlinson Title: City Secretary	Approved as to Form and Legality: By: _____ Name: James Donovan Title: City Attorney/Assistant City Attorney
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Memorandum

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

From: Kimberly Sylvester, Chief of Police

Date: August 28, 2023

Subject: Solicitors Ordinance

Agenda Item:

Consider Ordinance 1479-23 amending the Code of Ordinances of the City of Richland Hills, Article IV, "Solicitors, Canvassers and Handbill Distribution" of Chapter 18 "Businesses"

BACKGROUND

City Council approved a Solicitor Ordinance in 1959 (174-59) with the last revision occurring in 2013. Currently, the solicitor permitting process is handled through the City Secretary's Office. A recommendation has been made to move this process over to the Police Department.

Staff has reviewed the current ordinance with the City Attorney and is proposing several changes to the solicitor permitting process. A copy of the updated ordinance highlighting the proposed amendments is attached to this memo for your review. Staff will provide a presentation detailing the proposed amendments at the meeting.

Financial Considerations:

N/A

Legal Review:

The Ordinance has been reviewed by the City Attorney.

Board/Citizen Input:

N/A

Attachments:

Ordinance 1479-23

Redlined version of Ordinance 1479-23

Council Action Requested:

Motion to approve Ordinance 1479-23 amending the Code of Ordinances of the City of Richland Hills, Article IV, "Solicitors, Canvassers and Handbill Distribution" of Chapter 18 "Businesses"

ORDINANCE NO. 1479-23

AN ORDINANCE AMENDING THE CODE OF ORDINANCES OF THE CITY OF RICHLAND HILLS, TEXAS, ARTICLE IV, "SOLICITORS, CANVASSERS AND HANDBILL DISTRIBUTION," OF CHAPTER 18, "BUSINESSES," AND AMENDING APPENDIX A TO SET FORTH THE APPLICATION FEES FOR SUCH ACTIVITIES; PROVIDING THAT THIS ORDINANCE SHALL BE CUMULATIVE OF ALL ORDINANCES; PROVIDING A SEVERABILITY CLAUSE; PROVIDING A PENALTY FOR VIOLATIONS; PROVIDING A SAVINGS CLAUSE; PROVIDING FOR PUBLICATION IN THE OFFICIAL NEWSPAPER; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City of Richland Hills, Texas ("City") is a home rule city acting under its Charter adopted by the electorate pursuant to Article XI, Section 5 of the Texas Constitution and Chapter 9 of the Local Government Code; and

WHEREAS, the City Council of the City of Richland Hills ("City Council") has determined that, in order to prevent and deter deceptive practices and fraud, it is necessary to require that door-to-door solicitors register with the City to regulate those activities; and

WHEREAS, the City Council has determined that solicitations, canvassing and handbill distribution at residences and other private property at certain times and under certain circumstances greatly intrudes on the privacy and personal property rights of the citizens of Richland Hills and can result in litter; and

WHEREAS, the City Council finds that regulations addressing these concerns are in the best interest of the health, safety and welfare of the citizens of Richland Hills; and

WHEREAS, it is the intent of the City Council to not infringe on any rights protected by the First and Fourteenth Amendments of the United States Constitution.

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

SECTION 1.

Article IV, "Solicitors, Canvassers and Handbill Distribution," of Chapter 18, "Businesses," of the Code of Ordinances of the City of Richland Hills, Texas, is hereby amended to read as follows:

**“Article IV Solicitors, Canvassers and Handbill Distribution
Division 1 Generally
§ 18-171 Purpose.**

The purpose of this Article is to provide for the general health, public safety and welfare, comfort, convenience and protection of the City and the residents of the City by:

- (1) prohibiting door-to-door solicitation and canvassing activity at residences during the times when such activity is most intrusive and disruptive to citizens' privacy;
- (2) regulating the manner in which any solicitation activity, canvassing activity or handbill distribution may occur to promote good order, prevent litter and protect citizens from aggressive and intimidating practices; and
- (3) requiring solicitors to register with the City to aid crime detection and deter deceptive practices and fraud.

The provisions of this Article shall be construed to accomplish these purposes.

§ 18-172 Definitions.

In this article:

Administrator means the Chief of Police or some other employee of the City of Richland Hills designated by the Chief of Police.

Canvasser means a person who engages in canvassing activities.

Canvassing or Canvassing Activity means the act of:

- (1) traveling either by foot or vehicle, going door-to-door, house-to-house, building-to-building; or
- (2) occupying space in or traveling on or through any public place in the City; personally contacting persons to communicate in any manner, whether orally, by written or printed materials including, but not limited to, handbills, leaflets, hand signing or by any other method, direct or implied, for any purpose other than selling or taking orders for goods, wares, merchandise or services or collecting money.

Chief of Police means the chief of police of the City.

City means the City of Richland Hills, Texas.

City Manager means the city manager of the City.

City Secretary means the city secretary of the City.

Commercial home solicitation or soliciting means the solicitation at a residence through the attempt or act of asking, bartering, or communicating in any manner for the purpose of selling or offering to sell goods, services, or realty, which includes promoting, advertising, receiving or obtaining money, gifts or items of value.

Dark means the time of day identified by the United States Naval Observatory as being after the end of civil twilight on a particular day in the City.

Do not solicit list means a list, developed and maintained by the police chief, or his or her designee, of residences where the property owner or occupant has indicated that they do not wish to be solicited.

Handbill means any printed or written matter, any sample or device, dodger, circular, leaflet, pamphlet, paper, booklet, or any other printed or otherwise reproduced original or copies of any manner.

Handbill Distribution means traveling either by foot or vehicle, going door-to-door, house-to-house or building-to-building without personally contacting persons to distribute or leave on or at each premises handbills for any purpose.

Itinerant merchant or itinerant vendor means any person other than a publication solicitor, engaged as a solicitor.

Mail means a letter, package(s), or other items commonly transported and delivered by the United States Post Office, or by delivery service which requires a delivery statement specifically addressed to the address at which it is delivered and an addressee located at that location, or by a delivery service which delivers materials subscribed to by a person living at the address to which the subscribed materials are delivered.

Minor means a person who has not been emancipated and who is under the age of seventeen.

Motor vehicle means a vehicle that is subject to registration under V.T.C.A., Transportation Code Chapter. 502, or its successor chapters.

Newspaper means any published materials that are printed and distributed, both daily and non-daily, to disseminate current news and information of general interest to the public.

Noncommercial solicitor means any person, other than a publication solicitor, engaged in requesting contribution of funds, property, or anything of value, or the pledge of any type of future donation, or selling or offering for sale any type of property, including but not

limited to goods, tickets, books, and pamphlets, or political, charitable, religious, or other non-commercial purposes.

Non-Profit Organization means an organization or entity that is exempt from the payment of tax pursuant to section 501(c)(3) of the Internal Revenue Code.

Place of business means an established outlet, office, or location operated by a retailer, the retailer's agent, or the retailer's employee for the purpose of receiving orders for taxable items. The term includes any location at which three (3) or more orders are received by a retailer in a calendar year. A location such as a warehouse, storage yard, or manufacturing plant is not a "place of business" unless at least three orders for taxable items are received by the retailer during a calendar year.

Publication solicitor means any itinerant merchant or itinerant vendor who sells or takes orders for sales of newspapers, magazines, or other publications, including audio and visual recordings.

Selling means to sell, dispense, peddle, display, offer to sell or solicit for sale by offering or exposing for sale any goods, wares, merchandise or services.

Solicitation Activities means traveling either by foot or vehicle, going door-to-door, house-to-house or building-to-building personally contacting persons to ask, barter or communicate in any manner, whether orally, by written or printed materials including but not limited to handbills or leaflets, hand signing, or by any other method, direct or implied, for the purpose of selling or taking orders for goods, wares, merchandise or services or collecting money for any purpose.

Solicitor means any person who engages in solicitation activities.

Traffic Safety Vest means a high visibility vest made of fluorescent material that may be clearly seen at any time of the day and is issued through the police department for the purposes of this chapter.

§ 18-173 Exemptions.

- (a) This article does not apply to:
- (1) the activity of a person with an appointment calling upon or dealing with manufacturers, wholesalers, distributors, brokers or retailers at their place of business and in the usual course of business;
 - (2) the activity of a person acting at the request or invitation of the owner or occupant of a residence;
 - (3) sales made under the authority of and by judicial order;

- (4) the activity of a government employee acting within the course and scope of their official duties serving, delivering or posting official notices including notices of code violations, water restrictions, utility outages, burn bans, special event impacts or security issues; or
 - (5) the activity of a person under the authority of a permit issued under Article III, "Food Service Establishments," of Chapter 18 of this Code.
- (b) Possessing a solicitor permit shall be an affirmative defense to prosecution for any offense under this article that the activity of the defendant is listed in subsection (a).

§ 18-174 General regulations.

- (a) A person commits an offense if the person engages in solicitation or canvassing activity at the following times:
 - (1) No person may conduct commercial home solicitations or handbill distributions before the hour of 9:00 a.m.; or
 - (2) After 8:00 p.m.; or
 - (3) Sunday; or
 - (4) Any of the following holidays: New Year's Day; Martin Luther King's Birthday; Washington's Birthday; Memorial Day; Independence Day; Labor Day; Columbus Day; Veterans Day; Thanksgiving Day; the day after Thanksgiving, Christmas Eve, and Christmas Day.
- (b) A person commits an offense if the person engages in solicitation activities, canvassing activities, or handbill distribution at a premises with a posted notice that such activity is not welcomed or invited. It shall be presumed that there is notice that solicitation or canvassing activity is not welcomed or invited when there is exhibited in a conspicuous place on or near the main entrance of the premises, a sign, not less than four (4) inches by three (3) inches in size, containing the words "NO SOLICITORS," "NO TRESPASSING," or words of similar meaning in letters not less than two-thirds (2/3) of one inch in height.
- (c) A person who is not the owner or tenant of a premises commits an offense if the person removes, defaces or otherwise renders illegible a sign placed by the owner or tenant of the premises pursuant to subsection (b).
- (d) A person commits an offense if the person engages in solicitation activities, canvassing activities, or handbill distribution and remains or lingers on a premises after being informed by the owner or tenant that they are not welcome.

- (e) A person commits an offense if the person engages in solicitation activities, canvassing activities, or handbill distribution in an aggressive or intimidating manner. The term "aggressive or intimidating manner" means:
 - (1) blocking the path of a person who is the object of the activity; or
 - (2) following behind, ahead or alongside a person who walks away from the solicitor after being solicited, approached, accosted or offered a handbill, leaflet or any other item.
- (f) A person commits an offense if the person engages in solicitation activities, canvassing activities, or handbill distribution and distributes, deposits, places, throws, scatters, or casts a handbill at a residence except by:
 - (1) handing or transmitting the handbill directly to the owner or occupant than present in or upon the premises; or
 - (2) without using adhesive or tape, placing or depositing the handbill in a manner that secures the handbill and prevents it from being blown away, except that mailboxes may not be used when the use is prohibited by federal postal laws or regulations.
- (g) A person commits an offense if the person secures a handbill at a residence in the manner described by subsection (f)(2):
 - (1) in a place that is more than five (5) feet from the front door of the residence; or
 - (2) when another handbill has already been left or secured at the residence and has not been removed from the outside of the residence.
- (h) A person commits an offense if the person engages in solicitation activities, canvassing activities or handbill distribution without wearing a traffic safety vest.
- (i) A person commits an offense if the person is registered or is required to be registered with the State of Texas or any other state as a sex offender and engages in solicitation activities, canvassing activities or handbill distribution.
- (j) Commercial home solicitation on private property.
 - (1) It shall be unlawful for any person to conduct commercial home solicitation or commercial home distribution upon residential property within the city without first obtaining a written solicitor permit as required by this Article.
 - (2) It shall be unlawful to approach any part of a residence other than the front door.

(k) Exhibiting card prohibiting solicitors.

- (1) Every solicitor upon going onto any premises upon which a residence is located shall first examine the residence to determine if any notice prohibiting soliciting is exhibited upon or near the main entrance to the residence. If any notice prohibiting soliciting is exhibited, the solicitor shall immediately depart from the premises without disturbing the occupant unless the visit is the result of a request made by the occupant.
- (2) No person shall go upon any residential premises and ring the doorbell or rap or knock upon the door or create any sound in a manner calculated to attract attention of the occupant of the residence for the purpose of securing an audience with the occupant and engaging in or attempting to engage in the business of solicitation if a card as described in subsection (a) of this section is exhibited in a conspicuous place upon or near the main entrance to the residence unless the visit is the result of a request made by the occupant.
- (3) No person, other than the occupant of the residence, shall remove, deface or render illegible a card placed by the occupant pursuant to subsection (a) of this section.

(l) Request to leave.

- (1) Any solicitor who has gained entrance to a residence or audience with the occupant, whether invited or not, shall immediately depart from the premises without disturbing the occupant further when requested to leave by the occupant.
- (2) Subsection (1) immediately above shall apply in all cases, regardless of whether a sign is posted and regardless of whether the solicitation was initially invited.

(m) Do not solicit list.

- (1) The police chief, or designee, shall develop and maintain a list of residences where solicitation is prohibited and such list shall be referred to as the do not solicit list.
- (2) Any property owner or occupant may elect to add or remove his or her residence to or from the do not solicit list through the procedures developed by the police chief. The property owner or occupant making such a request will be required to affirm that he or she is an owner or occupant of the residence, and is making the request on their behalf and on behalf of any other occupant at that address.

- (3) The police chief shall make the do not solicit list available on the city's website and to any person upon request.
 - (4) The police chief shall provide a copy of the do not solicit list to each person issued a solicitor permit under this article.
 - (5) Solicitation of any residence on the do not solicit list shall be grounds for the immediate revocation of the solicitor's permit.
- (n) Cleanliness of products and vehicles; honest weights and measures required.
- (o) Every person who shall comply with this Article and shall sell, or offer for sale, any of the articles as herein specified, shall at all times keep the same in a clean and sanitary condition, and shall also keep their wagons, vehicles, or other conveyances in a clean and sanitary condition, and they shall not give, or make, any false weights or measures of any of the various articles as specified and covered by this chapter.
- (p) Consent to enter residences.
 - (3) It shall be unlawful for any solicitor except as herein provided, to go inside of a private residence in the city unless requested or invited so to do by the owner or occupant of said residence for the purpose of selling or dispensing of or peddling the same.
- (q) Handbill restrictions.
 - (1) No person shall throw or deposit or cause any handbill to be placed in or upon more than three vehicles at the same location.
 - (2) No person shall throw or deposit any handbill in or upon any private premises which are known to the person to be temporarily or continuously uninhabited or vacant.
 - (3) No person shall distribute, deposit, place, or throw any handbill in or upon any private premises which are inhabited if the premises has a sign posted providing that there is no solicitation on the premises or similar sign as set out in section 18-174(b) or if the location is on the list set out in section 18-174(m). Provided however, in the case of inhabited private premises which are not posted as provided in this article, such person, unless requested by anyone upon such premises not to do so, may place or deposit any such handbill in or upon such inhabited private premises, if such handbill is so placed or deposited as to secure or prevent such handbill from being blown or drifted about such premises or elsewhere. In no event shall such handbill be deposited in a mailbox when so prohibited by federal postal laws or

regulations.

- (r) Traffic safety vest requirement; display of solicitor permit.
 - (1) Each solicitor or handbill distributor shall purchase and wear a traffic safety vest provided by the city and displaying in the color designated for the current year.
 - (2) Each solicitor permit shall be worn as part of the traffic safety vest required to be worn by the individual who was issued the solicitor permit.

§ 18-175 Solicitation from a vehicle.

- (a) A person commits an offense if the person conducts solicitation activities from a vehicle and:
 - (1) the solicitation is conducted at a location within the right of way of any street or highway in the city which is designated as a highway or freeway, major or minor arterial on the city's thoroughfare plan; or
 - (2) the person stops the vehicle within a roadway to conduct business before the vehicle has been approached, called, or waived down by a prospective customer.
- (b) A person commits an offense if the person operates a vehicle from which solicitation activities are conducted upon any street or highway within the City in a manner that blocks or impedes access to or from any alley, street or driveway, or impedes the flow of traffic on any public street or highway.

§ 18-176 Penalty.

- (a) Any person violating any of the provisions of this article shall be deemed guilty of a misdemeanor, and upon conviction thereof shall be fined not more than Five Hundred Dollars (\$500.00) for each offense under this article. Each attempted or completed act of handbill distribution or solicitation or canvassing activity shall constitute a separate and distinct offense.
- (b) In case of any willful violation of any of the terms and provisions of this article, the City, in addition to imposing the penalties provided in subsection (a), may institute any appropriate action or proceeding in any court having proper jurisdiction, to restrain, correct or abate such violations; and the definition of any violation as a misdemeanor shall not preclude the City from invoking the civil remedies given it by the laws of the State.
- (c) The court trying a civil or criminal cause under subsections (a) or (b) shall have the right and power upon judgment or conviction of any person for violation of any of

the provisions of this article to decree and to make as a part of the judgment or conviction in such cause the forfeiture of the solicitor permit required by this article. When a solicitor permit is forfeited in this manner, no further certificate shall be issued to that person for one (1) year from the date of judgment or conviction.

§ 18-177 through § 18-190. (Reserved)

Division 2 Permitting

§ 18-191 Permit required for solicitation; fees.

- (a) A person commits an offense if the person engages in solicitation activities in the City without a valid solicitor permit issued by the administrator.
- (b) A solicitor permit shall be valid for one (1) year following the date of its issuance unless a shorter period is requested by the applicant.
- (c) An applicant for a solicitor permit shall pay a non-refundable application fee at the time the application is submitted.
- (d) The amount of the non-refundable application fee shall be set forth in Appendix A of the Code. If a person, firm, corporation or organization engages in solicitation activity through two or more agents, employees or volunteers the non-refundable application fee for each additional agent, employee or volunteer shall be set forth in Appendix A of the code. The non-refundable application fee shall be used for the purpose of defraying administrative expenses incident to the issuing of a solicitor permit.
- (e) A non-profit organization or a person conducting solicitation activity on behalf of a non-profit organization is exempt from payment of the application fee requirement set forth in this section.

§ 18-192 Application.

A person desiring to conduct handbill distribution or solicitation activities within the city shall complete a solicitor permit application prior to any distribution or solicitation. The application shall contain or be submitted with the following information:

- (a) the full name, date of birth, phone number and address of the applicant;
- (b) a valid State driver's license number or a State-approved identification card number (the administrator will make a photocopy and attach to the application) of the applicant;
- (c) except as provided by section 18-193(c), two photographs of the applicant,

measuring 1.5" x 1.5" and showing the head and shoulders of the applicant in a clear and distinguishing manner, which shall have been taken within the preceding 60 days before filing the application;

- (d) if a vehicle or vehicles are used to conduct the solicitation activity, a description of each vehicle, its license plate number and vehicle identification number, the name and license number of the driver who will operate each vehicle, and adequate proof under state law that each driver maintains financial responsibility for the vehicle they will operate shall be attached to the application;
- (e) if the applicant is acting as an employee, agent or volunteer, the name and physical street address (not a post office box) and telephone number of the employer, principal or organization with credentials in written form establishing the relationship and authority of the employee, agent or volunteer to act for the employer, principal or organization;
- (f) if applicable, the merchandise to be sold or offered for sale, the nature of the services to be furnished;
- (g) the approximate time period within which the solicitation is to be made, stating the date of the beginning of the solicitation activity, its projected conclusion and the proposed dates and times of solicitation;
- (h) whether the applicant, upon any order obtained, will demand, accept or receive payment or the deposit of money in advance of final delivery, and if so, a copy of the bond required by section 18-194;
- (i) if the applicant, or the applicant's employer or principal has pled guilty, or nolo contendere to, or has been convicted of a felony or misdemeanor involving fraud, deceit, theft, embezzlement, burglary, larceny, fraudulent conversion, misrepresentation, or misappropriation of property within ten (10) years preceding the date of application, a description of each such conviction or plea, the name of the court and jurisdiction in which the complaint or indictment was filed and the date of the offense;
- (j) if the applicant, or the applicant's employer or principal is a person against whom a civil judgment or administrative decision based upon fraud, deceit, theft, embezzlement, burglary, larceny, fraudulent conversion, misrepresentation, or misappropriation of property has been entered or ordered within ten (10) years preceding the date of application, a description of judgment or action, the case or cause number, if any, and the court or administrative agency that rendered the judgment or decision;
- (k) if the solicitation activity is to be conducted on behalf of a non-profit organization, proof of such status shall be attached to the application.

- (l) The names of all cities in which the applicant has conducted solicitation or handbill distribution in the past six (6) months;
- (m) It shall be the responsibility of a licensed handbill distributor to update the information provided on application for a handbill distribution solicitor permit as such information may change.

§ 18-193 Solicitation by minors; applications.

- (a) A minor who conducts solicitation activities shall be sponsored or employed by a person over the age of eighteen (18), a corporation, firm or organization. The person, corporation, firm or organization that is sponsoring or employing the minor(s) is responsible for controlling the conduct of the minors and the minors shall be under the constant supervisor of a person eighteen (18) years of age or older.
- (b) A person, corporation, firm or organization that sponsors or employs one or more minors as solicitors may submit one (1) application and pay one non-refundable application fee, in the amount set forth in Appendix A, for the permitting of the minors, regardless of the number of minors who conduct solicitation activities. The sponsor or employer shall provide the administrator the name(s), date(s) of birth, address(es), driver's license number(s) (if applicable), and a notarized consent form for each minor who will be conducting solicitation activities. The consent form, which shall be provided by the administrator, shall acknowledge the release of the information set forth above and shall be signed by the parent or legal guardian of the minor.
- (c) A minor who does not submit an application is exempt from section 18-196 and shall be required to carry while conducting solicitation activities only a copy of the approved solicitor's permit application.

§ 18-194 Bond

- (a) Solicitors who require cash deposits or advance payments for future delivery of goods or for services to be performed in the future or who require an agreement to finance the sale of goods for future delivery or for services to be performed in the future, shall furnish to the City a bond with the application in the amount determined in subsection (c), signed by the applicant and a surety company authorized to do business in Texas:
 - (1) conditioned upon the final delivery of goods or services in accordance with the terms of any order obtained;
 - (2) to indemnify purchasers for defects in material or workmanship that may exist in the goods sold and that are discovered within 30 days after delivery; and

- (3) for the use and benefit of persons, firms, or corporations that may make a purchase or give an order to the principal of the bond or to the agent or employee of the principal of the bond.
- (b) If a person, firm, or corporation is engaging in solicitation activities through one or more agents, employees, or volunteers, only one bond is required for the activities of all the agents, employees or volunteers.
- (c) The amount of the bond is determined by the number of solicitors as follows:
 - (1) 1 to 3 solicitors \$500.00;
 - (2) 4 to 6 solicitors \$750.00;
 - (3) 7 or more solicitors \$1,000.00.

§ 18-195 Application review and permitting acceptance.

- (a) Upon receipt of an application, the administrator shall review the application to ensure compliance with this article.
- (b) The administrator shall authorize the permit within thirty (30) days of receipt of the application unless:
 - (1) an investigation reveals that the applicant or the applicant's employer, principal or organization falsified information on the application;
 - (2) within ten years preceding the date of application, the applicant or the applicant's employer, principal or organization has pled guilty or nolo contendere to, or has been convicted of, a felony or misdemeanor described in section 18.192(i);
 - (3) within ten years preceding the date of application, a civil judgment or administrative decision described in section 18.192(j) has been entered or ordered against the applicant or the applicant's employer, principal or organization;
 - (4) the applicant provided no proof of authority to act on behalf of the employer, principal or organization;
 - (5) the application does not contain the information or documents required by section 18-192.
- (c) The denial and the reasons for the denial shall be noted on the application, and the applicant shall be notified of the denial by notice mailed to the applicant and the applicant's employer, principal or organization at the address shown on the application or the last known address. The notice of denial shall be mailed within thirty (30) days of the receipt of the application.

§ 18-196 Solicitor Permitting Process.

- (a) Upon authorization of the solicitor permit, the administrator shall deliver a permit for each solicitor.
- (b) The solicitor permit shall be in the form of a photo identification tag and shall contain the following information:
 - (1) the name and address of the solicitor;
 - (2) the solicitor's employer, principal or organization, if applicable;
 - (3) the kind of goods or services to be sold or offered for sale, if applicable;
 - (4) a description and license plate number of any vehicle to be used in carrying out the solicitation activities, if applicable;
 - (5) a solicitor permit number; and
 - (6) the dates of issuance and expiration of the certificate.
- (c) The solicitor permit shall be worn constantly on their traffic safety vest by the permitholder while conducting solicitation activities in the City. A person commits an offense if the person engages in solicitation activities and fails or refuses to show or display the solicitor permit upon the request of any person.
- (d) A solicitor permit shall be used only by the solicitor for whom it was issued and may not be transferred to another person. A person commits an offense if the person wears or displays a photo identification tag issued to another person.
- (e) A person who uses a vehicle in conducting solicitation activities shall post a sign located in a conspicuous place on or in the window of the vehicle, identifying the name of the person, company or organization that the person represents. If the name is an individual person, it must be followed by the word "solicitor." The lettering on the sign must be at least two and one-half (2 ½) inches high. A person commits an offense if the person violates this subsection.

§ 18-197 Revocation or suspension of permit.

A solicitor permit issued pursuant to this article may be revoked or suspended by the administrator, after notice and hearing, for any of the following reasons:

- (a) fraud, misrepresentation, or false statement contained in the application for permitting.

- (b) fraud, misrepresentation, or false statement made by a solicitor in the course of conducting solicitation activities;
- (c) a plea or conviction of a crime described in section 18-192(i);
- (d) a judgment involving a matter described in section 18-192(j);
- (e) a violation of any of the regulations set forth in this article;
- (f) Any solicitor permit issued hereunder may be denied or revoked if the solicitor permit holder is convicted of a violation of any provisions of this article or has knowingly made a false material statement in the application or otherwise becomes disqualified for the issuance of a solicitor permit under the terms of this chapter.
- (g) Notice. If it is found that a solicitor permit should be denied or revoked, there shall be a denial letter written or electronic report of the reason for the denial or revocation which shall be immediately made available to the applicant within ten business days from the date of the denial.

§ 18-198 Appeals.

- (a) Solicitor Permit. A person who is denied a permit or whose permit is revoked or suspended by the administrator may appeal the decision to the City Manager by filing notice of appeal with the City Manager within ten (10) calendar days after the notice of the decision is mailed to the address indicated on the application or the last known address.
- (b) If notice is received within the ten-day period, the police chief shall schedule a hearing with the applicant within ten business days after the police chief receives the applicant's appeal.
- (c) The applicant will be notified of the time, date, and place of such hearing. The hearing shall not be later than 40 days from the date of receipt of the notice of appeal.
- (d) Notice of the time and place of the hearing shall be delivered to the person by mail, sent to the address indicated on the application or the last known address of the applicant.
- (e) After the hearing, the decision will be made in writing affirming or reversing the revocation or denial by the police chief. The decision of the police chief on the appeal is final. No other administrative procedures are provided by the city.
- (f) In the event a revocation is upheld, the solicitor permit applicant will return the permit to the city.

- (g) In the event of filing of an appeal from a denial or revocation issued under the provisions of this article, then, until such appeal has been determined such revocation order shall be stayed.
- (h) A municipal court judge, in addition to imposing a fine, may institute proceedings to suspend or revoke the solicitor permit of a person if the person is required by law to obtain a solicitor permit from the city and the judge finds the person guilty of violation a city ordinance relation to peddlers, itinerant vendors or solicitors.

§ 18-199 through §18-210. (Reserved)”

**SECTION 2.
SOLICITOR PERMITTING FEES**

Appendix A, "Fees Schedule," of the Code of Ordinances of the City of Richland Hills, Texas, is hereby amended to read as follows:

“Chapter 18. Businesses.

§ 18-191.

Annual solicitor permit fee for person, firm, corporation or organization and a single agent, employee or volunteer, including charge for vest.	\$50.00
Annual solicitor permit for each additional agent, employee or volunteer, including charge for vest.	\$25.00
Annual solicitor permit fee for person, corporation, firm or organization that sponsors or employs a minor as solicitors, including charge for vest.	\$65.00
Annual solicitor permit for each additional minor sponsored or employed as a solicitor, including charge for vest.	\$25.00

**SECTION 3.
PROVISIONS CUMULATIVE**

This Ordinance shall be cumulative of all provisions of the City Code and other ordinances of the City of Richland Hills, Texas, except where the provisions of this Ordinance are in direct conflict with the provisions of other ordinances, in which event

the conflicting provisions of the other ordinances are hereby repealed.

**SECTION 4.
RESERVATION OF RIGHTS AND REMEDIES FOR ACCRUED VIOLATIONS**

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

**SECTION 5.
SEVERABILITY CLAUSE**

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

**SECTION 6.
PENALTY CLAUSE**

Any person, firm, or corporation who violates, disobeys, omits, neglects, or refuses to comply with or who resists the enforcement of any of the provisions of this Ordinance shall be fined not more than Five Hundred Dollars (\$500.00) for each offense.

**SECTION 7.
PUBLICATION CLAUSE**

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

**SECTION 8.
EFFECTIVE DATE**

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

APPROVED AND ADOPTED at a regular meeting of the Richland Hills City Council on August 28, 2023, by a vote of _____ ayes, _____ nays, and _____ abstentions.

APPROVED:

THE HONORABLE MAYOR EDWARD LOPEZ

ATTEST:

LINDSAY RAWLINSON, CITY SECRETARY

ORDINANCE NO. 1479-23

AN ORDINANCE AMENDING THE CODE OF ORDINANCES OF THE CITY OF RICHLAND HILLS, TEXAS, ARTICLE IV, ~~ITINERANT MERCHANTS AND VENDORS, PEDDLERS AND~~ "SOLICITORS, CANVASSERS AND HANDBILL DISTRIBUTION," OF CHAPTER 18, "BUSINESSES," AND AMENDING APPENDIX A TO SET FORTH THE APPLICATION FEES FOR SUCH ACTIVITIES; PROVIDING THAT THIS ORDINANCE SHALL BE CUMULATIVE OF ALL ORDINANCES; PROVIDING A SEVERABILITY CLAUSE; PROVIDING ~~FOR A~~ PENALTY FOR VIOLATIONS; PROVIDING A SAVINGS CLAUSE; PROVIDING FOR PUBLICATION IN THE OFFICIAL NEWSPAPER; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City of Richland Hills, Texas ("City") is a home rule city acting under its Charter adopted by the electorate pursuant to Article XI, Section 5 of the Texas Constitution and Chapter 9 of the Local Government Code; and

WHEREAS, the City Council of the City of Richland Hills ("City Council") has determined that, in order to prevent and deter deceptive practices and fraud, it is necessary to require that door-to-door solicitors ~~to~~ register ~~and~~ with the City to regulate those activities; and

WHEREAS, the City Council has determined that solicitations, canvassing and handbill distribution at residences and other private property at certain times and under certain circumstances greatly intrudes on the privacy and personal property rights of the citizens of Richland Hills and can result in litter; and

WHEREAS, the City Council finds that regulations addressing ~~all~~ these concerns are in the best interest of the health, safety and welfare of the citizens of Richland Hills; and

WHEREAS, it is the intent of the City Council to not infringe on any rights protected by the First and Fourteenth Amendments ~~to~~ of the United States Constitution.

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

SECTION 1.

Article IV, "~~Itinerant Merchants, Solicitors, Canvassers and Vendors, Peddlers and Solicitors~~" Handbill Distribution," of Chapter 18, "Businesses," of the Code of Ordinances of the City of Richland Hills, Texas, is hereby amended to read as follows:

~~"ARTICLE"~~ Article IV. Solicitors, Canvassers ~~And~~ and Handbill Distribution.

~~DIVISION~~ DIVISION

Division 1. ~~GENERALLY~~ Generally

~~Sec. § 18-171.~~ Purpose.

The purpose of this ~~article~~ Article is to provide for the general health, public safety and welfare, comfort, convenience and protection of the City and the residents of the City by:

- (1) prohibiting door-to-door solicitation and canvassing activity at residences during the times when such activity is most intrusive and disruptive to citizens' privacy;
- (2) regulating the manner in which any solicitation activity, canvassing activity or handbill distribution may occur to promote good order, prevent litter and protect citizens from aggressive and intimidating practices; and
- (3) requiring solicitors to register with the City to aid crime detection and deter deceptive practices and fraud.

The provisions of this ~~article~~ Article shall be construed to accomplish these purposes.

~~Sec. § 18-172.~~ Definitions.

In this article:

Administrator means the ~~city secretary~~ Chief of Police or some other employee of the City of Richland Hills designated by the ~~city manager~~ Chief of Police.

Canvasser means a person who engages in canvassing activities.

Canvassing or Canvassing Activity means the act of:

- (1) traveling either by foot or vehicle, going door-to-door, house-to-house, building-to-building; or
- (2) occupying space in or traveling on or through any public place in the City; ~~and~~ personally contacting persons to communicate in any manner, whether orally, by written or printed materials including, but not limited to, handbills,

leaflets, hand signing or by any other method, direct or implied, for any purpose other than selling or taking orders for goods, wares, merchandise or services or collecting money.

CityChief of Police means the ~~city~~chief of police of the City.

City means the City of Richland Hills, Texas.

City Manager means the city manager of the ~~city~~City.

City Secretary means the city secretary of the ~~city~~City.

Commercial home solicitation or soliciting means the solicitation at a residence through the attempt or act of asking, bartering, or communicating in any manner for the purpose of selling or offering to sell goods, services, or realty, which includes promoting, advertising, receiving or obtaining money, gifts or items of value.

Dark means the time of day identified by the United States Naval Observatory as being after the end of civil twilight on a particular day in the City.

Do not solicit list means a list, developed and maintained by the police chief, or his or her designee, of residences where the property owner or occupant has indicated that they do not wish to be solicited.

Handbill means any printed or written matter, any sample or device, dodger, circular, leaflet, pamphlet, paper, booklet, or any other printed or otherwise reproduced original or copies of any manner.

Handbill Distribution means traveling either by foot or vehicle, going door-to-door, house-to-house or building-to-building without personally contacting persons to distribute or leave on or at each premises handbills for any purpose.

Itinerant merchant or itinerant vendor means any person other than a publication solicitor, engaged as a solicitor.

Mail means a letter, package(s), or other items commonly transported and delivered by the United States Post Office, or by delivery service which requires a delivery statement specifically addressed to the address at which it is delivered and an addressee located at that location, or by a delivery service which delivers materials subscribed to by a person living at the address to which the subscribed materials are delivered.

Minor means a person who has not been emancipated and who is under the age of seventeen.

Motor vehicle means a vehicle that is subject to registration under V.T.C.A., Transportation Code Chapter. 502, or its successor chapters.

Newspaper means any published materials that are printed and distributed, both daily and non-daily, to disseminate current news and information of general interest to the public.

Noncommercial solicitor means any person, other than a publication solicitor, engaged in requesting contribution of funds, property, or anything of value, or the pledge of any type of future donation, or selling or offering for sale any type of property, including but not limited to goods, tickets, books, and pamphlets, or political, charitable, religious, or other non-commercial purposes.

Non-Profit Organization means an organization or entity that is exempt from the payment of tax pursuant to section 501(c)(3) of the Internal Revenue Code.

Place of business means an established outlet, office, or location operated by a retailer, the retailer's agent, or the retailer's employee for the purpose of receiving orders for taxable items. The term includes any location at which three (3) or more orders are received by a retailer in a calendar year. A location such as a warehouse, storage yard, or manufacturing plant is not a "place of business" unless at least three orders for taxable items are received by the retailer during a calendar year.

Publication solicitor means any itinerant merchant or itinerant vendor who sells or takes orders for sales of newspapers, magazines, or other publications, including audio and visual recordings.

Selling means to sell, dispense, peddle, display, offer to sell or solicit for sale by offering or exposing for sale any goods, wares, merchandise or services.

Solicitation Activities means traveling either by foot or vehicle, going door-to-door, house-to-house or building-to-building personally contacting persons to ask, barter or communicate in any manner, whether orally, by written or printed materials including but not limited to handbills or leaflets, hand signing, or by any other method, direct or implied, for the purpose of selling or taking orders for goods, wares, merchandise or services or collecting money for any purpose.

Solicitor means ~~any~~ person who engages in solicitation activities.

Traffic Safety Vest means a high visibility vest made of fluorescent ~~orange or yellow~~ material that may be clearly seen at any time of the day ~~and is issued through the police department for the purposes of this chapter.~~

~~Please note: This ordinance establishes different rules depending upon whether a person going door to door is classified as a solicitor, a canvasser, or a handbill distributor. By way of example only and to further explain the difference between each classification, a person leaving written material or information of any kind (advertising goods and services, political material, or religious information for example) on a door without contacting occupants of the premises is a handbill distributor. If a person going door to~~

~~door knocks on the door and hands the written material to the occupant or engages the occupant in conversation, the person is a canvasser. If the person going door-to-door knocks on the door and hands written material to the occupant, or engages the occupant in conversation and asks for money in exchange for goods and services, a political campaign, a charity or for any purpose, then the person is a solicitor.~~

~~See, § 18-173~~ **Exemptions.**

- (a) This article does not apply to:
- (1) the activity of a person with an appointment calling upon or dealing with manufacturers, wholesalers, distributors, brokers or retailers at their place of business and in the usual course of business;
 - (2) the activity of a person acting at the request or invitation of the owner or occupant of a residence;
 - (3) sales made under the authority of and by judicial order;
 - (4) the activity of a government employee acting within the course and scope of their official duties serving, delivering or posting official notices including notices of code violations, water restrictions, utility outages, burn bans, special event impacts or security issues; or

~~(5)~~

(5) the activity of a person under the authority of a permit issued under Article III—, "Food Service Establishments—," of Chapter 18 of this Code.
~~It~~

(b) Possessing a solicitor permit shall be an affirmative defense to prosecution for any offense under this article that the activity of the defendant is listed in subsection (a).

See: § 18-174. General Regulations-regulations.

(a) A person commits an offense if the person engages in solicitation or canvassing activity at ~~a residence~~the following times:

~~_____ (1) No person may conduct commercial home solicitations or handbill distributions before 8:30 the hour of 9:00 a.m.; or~~

~~_____ (2) after dark or 9 p.m., whichever is earlier on a given day.~~

~~_____ (2) After 8:00 p.m.; or~~

(3) Sunday; or

(4) ~~_____ Any of the following holidays: New Year's Day; Martin Luther King's Birthday; Washington's Birthday; Memorial Day; Independence Day; Labor Day; Columbus Day; Veterans Day; Thanksgiving Day; the day after Thanksgiving, Christmas Eve, and Christmas Day.~~

(b) A person commits an offense if the person engages in solicitation activities, canvassing activities, or handbill distribution at a premises with a posted notice that such activity is not welcomed or invited. It shall be presumed that there is notice that solicitation or canvassing activity is not welcomed or invited when there is exhibited in a conspicuous place on or near the main entrance of the premises, a sign, not less than four (4) inches by three (3) inches in size, containing the words "NO SOLICITORS," "NO TRESPASSING," or words of similar meaning in letters not less than two-thirds (2/3) of one inch in height.

(c) A person who is not the owner or tenant of a premises commits an offense if the person removes, defaces or otherwise renders illegible a sign placed by the owner or tenant of the premises pursuant to subsection (b).

~~_____ (d) A person commits an offense if the person engages in solicitation activities, canvassing activities, or handbill distribution and remains or lingers on a premises after being informed by the owner or tenant that they are not welcome.~~

~~_____ (e) A person commits an offense if the person engages in solicitation activities, canvassing activities, or handbill distribution in an aggressive or~~

intimidating manner. The term "aggressive or intimidating manner" means:

- (1) ~~_____~~ blocking the path of a person who is the object of the activity; or
- (2) following behind, ahead or alongside a person who walks away from the solicitor after being solicited, approached, accosted or offered a handbill, leaflet or any other item.

~~_____~~(f) A person commits an offense if the person engages in solicitation activities, canvassing activities, or handbill distribution and distributes, deposits, places, throws, scatters, or casts a handbill at a residence except by:

- (1) ~~_____~~ 1. ~~_____~~ handing or transmitting the handbill directly to the owner or occupant than ~~_____~~ present in or upon the premises; or
- (2) ~~_____~~ 2. ~~_____~~ without using adhesive or tape, placing or depositing the handbill in a ~~_____~~ manner that secures the handbill and prevents it from being blown away, except ~~that~~ that mailboxes may not be used when the use is prohibited by federal postal laws or regulations.

~~_____~~(g) A person commits an offense if the person secures a handbill at a residence in the manner described by subsection (f)(2):

- (1) in a place that is more than five (5) feet from the front door of the residence; or
- (2) when another handbill has already been left or secured at the residence and has not been removed from the outside of the residence.

(h) A person commits an offense if the person engages in solicitation activities, canvassing activities or handbill distribution without wearing a traffic safety vest.

(i) A person commits an offense if the person is registered or is required to be registered with the State of Texas or any other state as a sex offender and engages in solicitation activities, canvassing activities or handbill distribution.

Sec. 18-175. Solicitation from a Vehicle.

(j) Commercial home solicitation on private property.

- (1) It shall be unlawful for any person to conduct commercial home solicitation or commercial home distribution upon residential property within the city without first obtaining a written solicitor permit as required by this Article.**
- (2) It shall be unlawful to approach any part of a residence other than the front door.**

(k) Exhibiting card prohibiting solicitors.

- (1) Every solicitor upon going onto any premises upon which a residence is located shall first examine the residence to determine if any notice prohibiting soliciting is exhibited upon or near the main entrance to the residence. If any notice prohibiting soliciting is exhibited, the solicitor shall immediately depart from the premises without disturbing the occupant unless the visit is the result of a request made by the occupant.**
- (2) No person shall go upon any residential premises and ring the doorbell or rap or knock upon the door or create any sound in a manner calculated to attract attention of the occupant of the residence for the purpose of securing an audience with the occupant and engaging in or attempting to engage in the business of solicitation if a card as described in subsection (a) of this section is exhibited in a conspicuous place upon or near the main entrance to the residence unless the visit is the result of a request made by the occupant.**
- (3) No person, other than the occupant of the residence, shall remove, deface or render illegible a card placed by the occupant pursuant to subsection (a) of this section.**

(l) Request to leave.

- (1) Any solicitor who has gained entrance to a residence or audience with the occupant, whether invited or not, shall immediately depart from the premises without disturbing the occupant further when requested to leave by the occupant.**
- (2) Subsection (1) immediately above shall apply in all cases, regardless of whether a sign is posted and regardless of whether the solicitation was initially invited.**

(m) Do not solicit list.

- (1) The police chief, or designee, shall develop and maintain a list of residences where solicitation is prohibited and such list shall be referred to as the do not solicit list.
- (2) Any property owner or occupant may elect to add or remove his or her residence to or from the do not solicit list through the procedures developed by the police chief. The property owner or occupant making such a request will be required to affirm that he or she is an owner or occupant of the residence, and is making the request on their behalf and on behalf of any other occupant at that address.
- (3) The police chief shall make the do not solicit list available on the city's website and to any person upon request.
- (4) The police chief shall provide a copy of the do not solicit list to each person issued a solicitor permit under this article.
- (5) Solicitation of any residence on the do not solicit list shall be grounds for the immediate revocation of the solicitor's permit.

(n) Cleanliness of products and vehicles; honest weights and measures required.

(o) Every person who shall comply with this Article and shall sell, or offer for sale, any of the articles as herein specified, shall at all times keep the same in a clean and sanitary condition, and shall also keep their wagons, vehicles, or other conveyances in a clean and sanitary condition, and they shall not give, or make, any false weights or measures of any of the various articles as specified and covered by this chapter.

(p) Consent to enter residences.

- (1) It shall be unlawful for any solicitor except as herein provided, to go inside of a private residence in the city unless requested or invited so to do by the owner or occupant of said residence for the purpose of selling or dispensing of or peddling the same.

(q) Handbill restrictions.

- (1) No person shall throw or deposit or cause any handbill to be placed in or upon more than three vehicles at the same location.
- (2) No person shall throw or deposit any handbill in or upon any private premises which are known to the person to be temporarily or continuously

uninhabited or vacant.

- (3) No person shall distribute, deposit, place, or throw any handbill in or upon any private premises which are inhabited if the premises has a sign posted providing that there is no solicitation on the premises or similar sign as set out in section 18-174(b) or if the location is on the list set out in section 18-174(m). Provided however, in the case of inhabited private premises which are not posted as provided in this article, such person, unless requested by anyone upon such premises not to do so, may place or deposit any such handbill in or upon such inhabited private premises, if such handbill is so placed or deposited as to secure or prevent such handbill from being blown or drifted about such premises or elsewhere. In no event shall such handbill be deposited in a mailbox when so prohibited by federal postal laws or regulations.

(r) Traffic safety vest requirement; display of solicitor permit.

- (1) Each solicitor or handbill distributor shall purchase and wear a traffic safety vest provided by the city and displaying in the color designated for the current year.
- (2) Each solicitor permit shall be worn as part of the traffic safety vest required to be worn by the individual who was issued the solicitor permit.

§ 18-175 Solicitation from a vehicle.

- (a) A person commits an offense if the person conducts solicitation activities from a vehicle and:
- (1) the solicitation is conducted at a location within the right of way of any street or highway in the city which is designated as a highway or freeway, major or minor arterial on the city's thoroughfare plan; or
 - (2) the person stops the vehicle within a roadway to conduct business before the vehicle has been approached, called, or waived down by a prospective customer.
- (b) A person commits an offense if the person operates a vehicle from which solicitation activities are conducted upon any street or highway within the City in a manner that blocks or impedes access to or from any alley, street or driveway, or impedes the flow of traffic on any public street or highway.

Sec. § 18-176. Penalty.

- (a) Any person violating any of the provisions of this article shall be deemed guilty of

a misdemeanor, and upon conviction thereof shall be fined not more than Five Hundred Dollars (\$500.00) for each offense under this article. Each attempted or completed act of handbill distribution or solicitation or canvassing activity shall constitute a separate and distinct offense.

- (b) In case of any willful violation of any of the terms and provisions of this article, the ~~city~~City, in addition to imposing the penalties provided in subsection (a), may institute any appropriate action or proceeding in any court having proper jurisdiction, to restrain, correct or abate such violations; and the definition of any violation as a misdemeanor shall not preclude the ~~city~~City from invoking the civil remedies given it by the laws of the ~~state~~State.
- (c) The court trying a civil or criminal cause under subsections (a) or (b) shall have the right and power upon judgment or conviction of any person for violation of any of the provisions of this article to decree and to make as a part of the judgment or conviction in such cause the forfeiture of the ~~registration certificate~~solicitor permit required by this article. When a ~~registration certificate~~solicitor permit is forfeited in this manner, no further certificate shall be issued to that person for one (1) year from the date of judgment or conviction.

~~Sees. § 18-177- through § 18-190. --(Reserved.)~~

~~Division 2. --Registration Permitting~~

~~See.~~

~~§ 18-191. --Registration Required Permit required for Solicitation; Fees~~solicitation; fees.

- (a) A person commits an offense if the person engages in solicitation activities in the City without a valid ~~registration certificate~~solicitor permit issued by the administrator.
- (b) ~~A registration certificate~~A solicitor permit shall be valid for one (1) year following the date of its issuance unless a shorter period is requested by the applicant.
- (c) An applicant for a ~~registration certificate~~solicitor permit shall pay a non-refundable application fee at the time the application is submitted, ~~and if required, shall submit a bond.~~
- (d) The amount of the non-refundable application fee shall be set forth in ~~the~~Appendix A of the ~~code~~Code. If a person, firm, corporation or organization engages in solicitation activity through two or more agents, employees or volunteers the non-refundable application fee for each additional agent, employee or volunteer shall be set forth in Appendix A of the code. The non-refundable application fee shall be used for the purpose of defraying administrative expenses incident to the issuing of ~~registration certificate~~a solicitor permit.

- (e) A non-profit organization or a person conducting solicitation activity on behalf of a non-profit organization is exempt from payment of the application fee ~~and the bond~~ requirement set forth in this section.

~~See: § 18-192.~~ Application.

A person desiring to conduct ~~handbill distribution or~~ solicitation activities within the city shall ~~make complete a written solicitor permit application on a form provided by the administrator for a registration certificate prior to any distribution or solicitation.~~ The application shall contain or be submitted with the following information:

- (a) the full name, date of birth, phone number and address of the applicant;
- (b) a valid ~~state~~State driver's license number or a ~~state~~State-approved identification card number (the administrator will make a photocopy and attach to the application) of the applicant;
- (c) except as provided by section 18-193(c), two photographs of the applicant, measuring 1.5" x 1.5" and showing the head and shoulders of the applicant in a clear and distinguishing manner, which shall have been taken within the preceding 60 days before filing the application;
- (d) if a vehicle or vehicles are used to conduct the solicitation activity, a description of each vehicle, its license plate number and vehicle identification number, the name and license number of the driver who will operate each vehicle, and adequate proof under state law that each driver maintains financial responsibility for the vehicle they will operate shall be attached to the application;
- (e) if the applicant is acting as an employee, agent or volunteer, the name and physical street address (not a post office box) and telephone number of the employer, principal or organization with credentials in written form establishing the relationship and authority of the employee, agent or volunteer to act for the employer, principal or organization;
- (f) if applicable, the merchandise to be sold or offered for sale, the nature of the services to be furnished;
- (g) the approximate time period within which the solicitation is to be made, stating the date of the beginning of the solicitation activity, its projected conclusion and the proposed dates and times of solicitation;
- (h) whether the applicant, upon any order obtained, will demand, accept or receive payment or the deposit of money in advance of final delivery, and if so, a copy of the bond required by section 18-194;

- (i) if the applicant, or the applicant's employer or principal has ~~pled~~ guilty, or nolo contendere to, or has been convicted of a felony or misdemeanor involving fraud, deceit, theft, embezzlement, burglary, larceny, fraudulent conversion, misrepresentation, or misappropriation of property within ten (10) years preceding the date of application, a description of each such conviction or plea, the name of the court and jurisdiction in which the complaint or indictment was filed and the date of the offense;
- (j) if the applicant, or the applicant's employer or principal is a person against whom a civil judgment or administrative decision based upon fraud, deceit, theft, embezzlement, burglary, larceny, fraudulent conversion, misrepresentation, or misappropriation of property has been entered or ordered within ten (10) years preceding the date of application, a description of judgment or action, the case or cause number, if any, and the court or administrative agency that rendered the judgment or decision;
- (k) ~~(k)~~—if the solicitation activity is to be conducted on behalf of a non-profit organization, proof of such status shall be attached to the application.

(l) The names of all cities in which the applicant has conducted solicitation or handbill distribution in the past six (6) months;

(m) It shall be the responsibility of a licensed handbill distributor to update the information provided on application for a handbill distribution solicitor permit as such information may change.

Sec. 18-193. Solicitation by Minors; Applications

- (a) _____ A minor who conducts solicitation activities shall be sponsored or employed by a person over the age of eighteen (18), a corporation, firm or organization. The person, corporation, firm or organization that is sponsoring or employing the minor(s) is responsible for controlling the conduct of the minors and the minors shall be under the constant supervisor of a person eighteen (18) years of age or older.
- (b) A person, corporation, firm or organization that sponsors or employs one or more minors as solicitors may submit one (1) application and pay one non-refundable application fee, in the amount set forth in ~~chapter 30~~ Appendix A, for the ~~registration~~ permitting of the minors, regardless of the number of minors who conduct solicitation activities. The sponsor or employer shall provide the administrator the name(s), date(s) of birth, address(es) ~~and~~, driver's license number(s) (if applicable), and a notarized consent form for each minor ~~that~~ who will

be conducting solicitation activities. The consent form, which shall be provided by the administrator, shall acknowledge the release of the information set forth above and shall be signed by the parent or legal guardian of the minor.

- (c) A minor ~~that~~who does not submit an application is exempt from section 18-196 and shall be required to carry while conducting solicitation activities only a copy of the approved ~~solicitors registrations~~solicitor's permit application.

~~Sec. § 18-194. Bond.~~

- (a) Solicitors who require cash deposits or advance payments for future delivery of goods or for services to be performed in the future or who require an agreement to finance the sale of goods for future delivery or for services to be performed in the future, shall furnish to the ~~city~~City a bond with the application in the amount determined in subsection (c), signed by the applicant and a surety company authorized to do business in Texas:
- (1) conditioned upon the final delivery of goods or services in accordance with the terms of any order obtained;
 - (2) to indemnify purchasers for defects in material or workmanship that may exist in the goods sold and that are discovered within 30 days after delivery; and
 - (3) for the use and benefit of persons, firms, or corporations that may make a purchase or give an order to the principal of the bond or to the agent or employee of the principal of the bond.
- (b) If a person, firm, or corporation is engaging in solicitation activities through one or more agents, employees, or volunteers, only one bond is required for the activities of all the agents, employees or volunteers.
- (c) The amount of the bond is determined by the number of solicitors as follows:

- | | | |
|------------|----------------------|--------------------|
| <u>(1)</u> | 1 to 3 solicitors | \$500.00; |
| <u>(2)</u> | 4 to 6 solicitors | \$750.00; |
| <u>(3)</u> | 7 or more solicitors | <u>\$1,000.00.</u> |

~~Sec. § 18-195. Application Reviewreview and Registration Acceptancepermitting acceptance.~~

- (a) Upon receipt of an application, ~~the administrator~~— shall review the application to ensure compliance with this article.

- (b) The administrator shall authorize the ~~registration permit~~ within thirty (30) days of receipt of the application unless:
- (1) an investigation reveals that the applicant or the applicant's employer, principal or organization falsified information on the application;
 - (2) within ten years preceding the date of application, the applicant or the applicant's employer, principal or organization has ~~pled~~ guilty or nolo contendere to, or has been convicted of, a felony or misdemeanor described in section 18.192(i);
 - (3) within ten years preceding the date of application, a civil judgment or administrative decision described in section 18.192(i) has been entered or ordered against the applicant or the applicant's employer, principal or organization;
 - (4) the applicant provided no proof of authority to act on behalf of the employer, principal or organization;
 - ~~(5) the type of solicitation activity requires a bond, and the applicant or the applicant's employer, principal or organization has not complied with the bond requirements; or~~
 - ~~(6)~~ (5) the application does not contain the information or documents required by section 18-192.
- (c) The denial and the reasons for the denial shall be noted on the application, and the applicant shall be notified of the denial by notice mailed to the applicant and the applicant's employer, principal or organization at the address shown on the application or the last known address. The notice of denial shall be mailed within thirty (30) days of the receipt of the application.

~~Sec.~~

§ 18-196. Registration certificate Solicitor Permitting Process.

- (a) Upon authorization of the ~~registration~~solicitor permit, the administrator shall deliver a ~~registration certificate~~permit for each solicitor.
- (b) The ~~registration certificate~~solicitor permit shall be in the form of a photo identification tag and shall contain the following information:
 - (1) the name and address of the solicitor;
 - (2) the solicitor's employer, principal or organization, if applicable;
 - (3) the kind of goods or services to be sold or offered for sale, if applicable;
 - (4) a description and license plate number of any vehicle to be used in carrying out the solicitation activities, if applicable;
 - (5) a ~~registration~~solicitor permit number; and
 - (6) the dates of issuance and expiration of the certificate.
- (c) The ~~registration certificate solicitor permit~~ shall be worn constantly ~~in a conspicuous place on their traffic safety vest~~ by the ~~permit holder~~permitholder while conducting solicitation activities in the City. A person commits an offense if the person engages in solicitation activities and fails or refuses to show or display the ~~registration certificate~~solicitor permit upon the request of any person.
- (d) ~~A registration certificate~~A solicitor permit shall be used only by the solicitor for whom it was issued and may not be transferred to another person. A person commits an offense if the person wears or displays a photo identification tag issued to another person.
- (e) A person who uses a vehicle in conducting solicitation activities shall post a sign located in a conspicuous place on or in the window of the vehicle, identifying the name of the person, company or organization that the person represents. If the name is an individual person, it must be followed by the word "solicitor." The lettering on the sign must be at least two and one-half (2 ½) inches high. A person commits an offense if the person violates this subsection.

Sec. § 18-197. Revocation or ~~Suspension~~suspension of ~~Registration~~permit.

~~A registration certificate~~A solicitor permit issued pursuant to this article may be revoked or suspended by the administrator, after notice and hearing, for any of the following reasons:

- (a) fraud, misrepresentation, or false statement contained in the application for ~~registration~~permitting.
- ~~(a)(b)~~ fraud, misrepresentation, or false statement made by a solicitor in the course of conducting solicitation activities;
- (c) a plea or conviction of a crime described in section 18-192(i);
- (d) a judgment involving a matter described in section 18-~~192~~192(j);
- ~~(e) the type of solicitation activity requires a bond, and the bond requirements have not been complied with or the bond has expired or is no longer valid; or~~
- ~~(f)~~(e) a violation of any of the regulations set forth in this article;
- ~~(f)~~ Sec. Any solicitor permit issued hereunder may be denied or revoked if the solicitor permit holder is convicted of a violation of any provisions of this article or has knowingly made a false material statement in the application or otherwise becomes disqualified for the issuance of a solicitor permit under the terms of this chapter.
- ~~(g)~~ Notice. If it is found that a solicitor permit should be denied or revoked, there shall be a denial letter written or electronic report of the reason for the denial or revocation which shall be immediately made available to the applicant within ten business days from the date of the denial.

§ 18-198. Appeals.

- (a) Solicitor Permit. A person who is denied a ~~registration certificate~~permit or whose ~~registration permit~~ is revoked or suspended by the administrator may appeal the decision to the ~~city manager~~City Manager by filing notice of appeal with the ~~city manager~~City Manager within ~~15~~ten (10) calendar days after the notice of the decision is mailed to the address indicated on the application or the last known address.
- ~~(b)~~ Within 10 days of the receipt of the If notice ~~of appeal, the city manager~~ is received within the ten-day period, the police chief shall ~~set a time and place for~~schedule a hearing ~~on~~with the applicant within ten business days after the ~~appeal which~~ police chief receives the applicant's appeal.
- ~~(b)(c)~~ The applicant will be notified of the time, date, and place of such hearing. The hearing shall ~~be not be~~ later than 40 days from the date of receipt of the notice of appeal.

~~(e)~~(d) Notice of the time and place of the hearing shall be delivered to the person by mail, sent to the address indicated on the application or the last known address of the ~~appellant~~applicant.

~~(d)~~(e) After the hearing, the decision will be made in writing affirming or reversing the revocation or denial by the police chief. The decision of the ~~city manager~~police chief on the appeal is final. No other administrative procedures are provided by the city.

(f) ~~Secs.~~In the event a revocation is upheld, the solicitor permit applicant will return the permit to the city.

(g) In the event of filing of an appeal from a denial or revocation issued under the provisions of this article, then, until such appeal has been determined such revocation order shall be stayed.

(h) A municipal court judge, in addition to imposing a fine, may institute proceedings to suspend or revoke the solicitor permit of a person if the person is required by law to obtain a solicitor permit from the city and the judge finds the person guilty of violation a city ordinance relation to peddlers, itinerant vendors or solicitors.

~~§ 18-199- through §18-210. —(Reserved—"")~~

SECTION 2. ~~PERMIT~~ SOLICITOR PERMITTING FEES

Appendix A, "Fees Schedule," of the Code of Ordinances of the City of Richland Hills, Texas, is hereby amended to read as follows:

"

Chapter 18. Businesses.

~~18-191~~ Annual permit fee for person, firm, corporation or organization and a single agent, employee or volunteer. — \$ 35.00;
Annual permit for each additional agent, employee or volunteer. \$10.00;

§ 18-191.

Annual solicitor permit fee for person, firm, corporation or organization and a single agent, employee or volunteer, including charge for vest. \$50.00~~35.00~~

Annual solicitor permit for each additional agent, employee or volunteer, including charge for vest. \$25.00~~10.00~~

Annual solicitor permit fee for person, corporation, firm or organization that sponsors or employs ~~one or more~~ minors as solicitors, including charge for vest. \$65.00~~50.00~~

Annual solicitor permit for each additional minor sponsored or employed as a solicitor, including charge for vest. \$25.00

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**SECTION 3.
CUMULATIVE**

This Ordinance shall be cumulative of all provisions of the City Code and other ordinances of the City of Richland Hills, Texas, except where the provisions of this Ordinance are in direct conflict with the provisions of other ordinances, in which event the conflicting provisions of the other ordinances are hereby repealed.

**SECTION 4.
SEVERABLE**

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

**SECTION 5.
SAVINGS**

All rights and remedies of the City of Richland Hills are expressly saved as to any and all violations of the provisions of the City Code or any other ordinances regulating

solicitors, canvassers or handbill distribution that have accrued at the time of the effective date of this Ordinance; and, as to such accrued violations and all pending litigation, both civil and criminal, whether pending in court or not, under such ordinances, same shall not be affected by this Ordinance but may be prosecuted until final disposition by the courts.

**SECTION 6.
PENALTY**

Any person, firm, or corporation who violates, disobeys, omits, neglects, or refuses to comply with or who resists the enforcement of any of the provisions of this Ordinance shall be fined not more than Five Hundred Dollars (\$500.00) for each offense.

**SECTION 7.
PUBLICATION**

The City Secretary of the City of Richland Hills is hereby directed to publish caption, penalty clause, and effective date clause in the official newspaper ~~at least once within ten (10) days after the passage of this ordinance~~ if so required by law.

**SECTION 8.
EFFECTIVE DATE**

This Ordinance shall be in full force and effect from and after its passage and ~~publication as required by law, and~~ it is so ordained.

PASSED AND APPROVED ~~ON THIS~~ On this
day of, 2023.



THE HONORABLE BILL AGAN, MAYOR

Lopez, Mayor
ATTEST:

Edward

Memorandum

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

From: Candice Edmondson, City Manager

Date: August 28, 2023

Subject: Amendments to Municipal Fee Schedule

Agenda Item:

Consider Ordinance 1480-23 amending the Municipal Fee Schedule

Background Information:

As part of the annual budget process, staff reviews the City's Municipal Fee Schedule and identifies amendments for Council consideration. For FY 2024, staff is proposing the following changes:

Proposed FY 2024 Fee Schedule Amendments

Solicitor Permits:

Staff is proposing to add a \$15.00 supply fee for hi-visibility vests that approved solicitors will need to purchase with their permit. This will increase the current fees by \$15.00 each as noted below. Staff is also proposing to add a fee for distribution of handbills only.

	<u>Annual</u>	
	<u>From</u>	<u>To</u>
Annual Permit Fee (with hi-visibility vest)	\$35.00	\$50.00
Annual Permit for each additional employee	\$10.00	\$25.00
Distribution of Handbills Only	\$ 0.00	\$15.00

Library Supplies:

The Library offers supplies to patrons for purchase. The items below are currently being offered, but were not previously listed in the Municipal Fee Schedule.

USB	\$2.00
Earbuds	\$2.00
File Folder	\$0.25
Clasp/Sealed Envelope	\$0.50
Letter Envelope	\$0.10
Color Printer Paper (per sheet)	\$0.10
Cardstock (per sheet)	\$0.10

8 ½ x 11 Laminate (per sheet)	\$0.50
Coffee Pod	\$0.50

The Link:

With the addition of the new indoor playground, the Link is recommending fee adjustments for use of the new amenity. While the playground will be available for free as part of a Link Membership, it can also be used by nonmembers and rented for special occasions. In addition, the Link is removing rental fees for the Training Room and Annex Building, recommending a \$350 deposit for rentals greater than \$1,000 and adding rental fees for AV and athletic equipment.

	<u>From</u>	<u>To</u>
Bird's Nest and Playground Day Pass	\$2.00	\$ 3.00
Rental >\$1000.00 Deposit	\$0.00	\$350.00

	<u>Non-Peak Hourly Pricing</u>		<u>Peak Hourly Pricing</u>	
	<u>From</u>	<u>To</u>	<u>From</u>	<u>To</u>
Bird's Nest and Playground	not available		\$0.00	\$110.00
Lobby Tables (formerly Game Room)	\$ 0.00	\$15.00	\$0.00	\$ 20.00
Party Room (formerly Bird's Nest)	\$30.00	\$35.00	\$0.00	\$ 50.00

Link Equipment Rentals: (new flat rate fees)

A/C System (without projector)	\$25.00
Projector	\$35.00
Podium	\$35.00
Athletic Equipment	\$15.00

The Link is also adjusting their Peak Hours to include Monday-Thursday evenings after 9:00 p.m. for any rentals that occur during the week after business hours.

Financial Considerations:

The proposed fee amendments will go into effect on October 1, 2023 if approved by City Council.

Legal Review:

The City Attorney has reviewed the Ordinance

Board/Citizen Input:

N/A

Attachments:

Ordinance No. 1480-23
FY 2024 Municipal Fee Schedule

Council Action Requested:

Motion to approve Ordinance No. 1480-23 amending the Municipal Fee Schedule

ORDINANCE NO. 1480-23

AN ORDINANCE OF THE CITY OF RICHLAND HILLS, TEXAS REVISING AND UPDATING FEES, AND AMENDING THE FEE SCHEDULE CONTAINED IN THE CODE OF ORDINANCES, CITY OF RICHLAND HILLS; PROVIDING THAT THIS ORDINANCE SHALL BE CUMULATIVE OF ALL ORDINANCES; PROVIDING A SEVERABILITY CLAUSE; PROVIDING FOR PUBLICATION IN PAMPHLET FORM; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City of Richland Hills is a home rule city acting under its charter adopted by the electorate pursuant to Article XI, Section 5 of the Texas Constitution and Chapter 9 of the Local Government Code; and

WHEREAS, the City Council deems it advisable and necessary to revise the City Code to update the fees in order to recoup costs incurred by the City in performing municipal functions.

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

**SECTION 1.
AMENDMENT OF FEE SCHEDULE**

Appendix A of the Code of Ordinances, City of Richland Hills, is hereby amended in its entirety and replaced with the Municipal Fee Schedule FY 2024 attached hereto as **Exhibit A** and incorporated herein for all purposes.

**SECTION 2.
PROVISIONS CUMULATIVE**

This Ordinance shall be cumulative of all provisions of ordinances and of the Code of Ordinances of the City of Richland Hills, Texas, as amended, except where the provisions of this Ordinance are in direct conflict with the provisions of such ordinances and such Code, in which event the conflicting provisions of such ordinances and such Code are hereby repealed.

**SECTION 3.
PROVISIONS SEVERABLE**

It is hereby declared to be the intention of the City Council that the phrases, clauses, sentences, paragraphs, and sections of this Ordinance are severable, and if any phrase, clause sentence, paragraph or section of this Ordinance shall be declared unconstitutional by the valid judgment or decree of any court of competent jurisdiction, such unconstitutionality shall not affect any of the remaining phrases, clauses, sentences, paragraphs and sections of this Ordinance, since the same would have been enacted by

the City Council without the incorporation in this Ordinance of any such unconstitutional phrase, clause, sentence, paragraph or section.

**SECTION 4.
PUBLICATION IN BOOK OR PAMPHLET FORM**

The City Secretary of the City of Richland Hills is hereby authorized to publish this Ordinance and the exhibits to this Ordinance in book or pamphlet form for general distribution among the public, and the operative provisions of this Ordinance and the exhibits to this Ordinance as so published shall be admissible in evidence in all courts without further proof than the production thereof.

**SECTION 5.
EFFECTIVE DATE**

This Ordinance shall be in full force and effect from and after its passage and publication as required by law, and it is so ordained.

APPROVED AND ADOPTED at a regular meeting of the Richland Hills City Council on August 28, 2023, by a vote of _____ ayes, _____ nays, and _____ abstentions.

APPROVED:

THE HONORABLE MAYOR EDWARD LOPEZ

ATTEST:

LINDSAY RAWLINSON, CITY SECRETARY



City of Richland Hills

FY 2024 Municipal Fee Schedule

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Chapter 2. Administration

Code Section:	Description:	Fee:
2-151	Standard Size Copy Paper (8 1/2" x 14")	\$0.10
	Annual Budget Copies	\$2.50
	Nonstandard Size Paper Copy - Paper Copy Per Page (larger than 8 1/2"x14)	\$0.50
	Compact Disc (CD)	\$1.00
	Digital Video Disc (DVD)	\$3.00

Chapter 6. Animals

Code Section	Description	Fee
6-147	Vaccination fee (per vaccination)	\$25.00
6-148	Registration fees: annual registration for dog or cat not sterilized	\$25.00
	Registration fees: annual registration for dog or cat sterilized	\$10.00
6-166	Guard dog registrations	\$50.00
6-186	Dangerous dog – registration	\$150.00 Annually
	Boarding fee per night	\$10.00
6-187	Quarantine fee for bite animals	\$20.00 Per Night
	Quarantine fee for bite animals: out of jurisdiction	\$25.00 Per Night
Impoundment Fee		
6-218	Class A - Dogs and Cats Altered – First impoundment	\$25.00
	Class A – Dogs and Cats Altered - Second impoundment	\$35.00
	Class A - Dogs and Cats Altered – Third impoundment	\$45.00
	Class A - Dogs and Cats Altered – Fourth impoundment	\$55.00
	Class A - Dogs and Cats Not sterilized – First impoundment	\$45.00
	Class A Dogs and Cats Not sterilized – Second impoundment	\$60.00
	Class A - Dogs and Cats Not sterilized – Third impoundment	\$75.00
	Class A - Dogs and Cats – Not sterilized – Fourth impoundment	\$100.00
	Class B Small Livestock – Any small livestock impounded and held by the city will be subject to the following	
	Class B – Small livestock – First impound in 12 months	\$30.00
	Class B – Small livestock – Second impound in 12 months	\$40.00

Class B - Small livestock – Third impound in 12 months	\$50.00
Class B – Small livestock – Fourth impound in 12 months	\$60.00
The fee of any small livestock impounded and held by any other state, county, municipal or private entity shall be imposed at the discretion of that entity.	
Class C – Large Livestock – Any large livestock impounded and held by the city will be subject to the following:	
Class C – Large Livestock – First impound in 12 months	\$30.00
Class C – Large Livestock – Second impound in 12 months	\$40.00
Class C – Large Livestock – Third impound in 12 months	\$50.00
Class C – Large Livestock – Fourth impound in 12 months	\$60.00

Surrender		
	Dogs & Cats Surrender fee	\$25.00
	Livestock Surrender fee	\$75.00
	Rabies Analysis Surrender fee	\$65.00
Adoption		
6-220(b)(4)	Adoption fee for dogs (includes s/n, rabies immunization, dewormer, microchip)	\$100.00
6-220(b)(5)	Adoption fee for cats (includes s/n, rabies immunization, dewormer)	\$80.00
	Veteran, Senior, Active Military	\$0.00
Other		
	Live Traps - Deposit	\$50.00

Chapter 14. Buildings and Building Regulations

Building Permit Fees	
Residential Building Permit	
New Construction/Additions	\$50.00 + \$1.00 per square foot of all floor area of new construction/addition (Includes fees for any mechanical, electrical, and plumbing work associated with construction.)
Remodel/Renovations Any construction or renovation to an existing structure that includes alterations to the plumbing, electrical, mechanical or structural elements of the building	\$25.00 + \$0.80 per square foot of all floor area of remodeled/renovated space (Includes fees for any mechanical, electrical, and plumbing work associated with construction.)
Commercial Building Permit	
Total Valuation of Construction – Shall comply with the provisions set forth in Section 108.3 (Building permit valuations) of the 2012 International Building Code.	
\$1.00 to \$500.00	\$50.00
\$501.00 to \$2,000.00	\$50.00 for the first \$500.00, plus \$4.00 for each additional \$100.00, or fraction thereof, up to and including \$2,000.00

\$2,001.00 to \$25,000.00	\$100.00 for the first \$2,000.00 plus \$18.00 for each additional \$1,000.00, or fraction thereof, up to and including \$25,000.00
\$25,001.00 to \$50,000.00	\$500.00 for the first \$25,000.00 plus \$13.00 for each additional \$1,000.00, or fraction thereof, up to and including \$50,000.00
\$50,001.00 to \$100,000.00	\$900.00 for the first \$50,000.00 plus \$9.00 for each additional \$1,000.00, or fraction thereof, up to and including \$100,000.00
\$100,001.00 to \$500,000.00	\$1,300.00 for the first \$100,000.00 plus \$7.00 for each additional \$1,000.00, or fraction thereof, up to and including \$500,000.00
\$500,001.00 to \$1,000,000.00	\$4,000.00 for the first \$500,000.00 plus \$6.00 for each additional \$1,000.00, or fraction thereof, up to and including \$1,000,000.00
Greater than \$1,000,001.00	\$7,000.00 for the first \$1,000,000.00 plus \$5.00 for each additional \$1,000.00, or fraction thereof

Mechanical, Electrical, and Plumbing Permits

Contractor Registration	\$100.00 Annually (Plumbing & Electrical Exempt)
Electrical, plumbing, mechanical, and irrigation contractors must present a current TDLR license complying with provisions set forth by Section 14-35	

Commercial Trade Permits

Total Valuation of Construction – shall comply with the provisions set forth in Section 108.3 (Building permit valuations) of the 2012 International Building Code.	
\$1.00 to \$500.00	\$100.00
\$501.00 to \$2,000.00	\$100.00 for the first \$500.00, plus \$3.00 for each additional \$100.00, or fraction thereof, up to and including \$2,000.00
\$2,001.00 to \$25,000.00	\$200.00 for the first \$2,000.00 plus \$14.00 for each additional \$1,000.00, or fraction thereof, up to and including \$25,000.00
\$25,001.00 to \$50,000.00	\$400.00 for the first \$25,000.00 plus \$10.00 for each additional \$1,000.00, or fraction thereof, up to and including \$50,000.00
\$50,001.00 to \$100,000.00	\$600.00 for the first \$50,000.00 plus \$7.00 for each additional \$1,000.00, or fraction thereof, up to and including \$100,000.00

Residential Trade Permit

Electrical (Single Trade)	\$100.00
Mechanical (Single Trade)	\$100.00
Plumbing (Single Trade)	\$100.00
Irrigation (Single Trade)	\$100.00

Other Building Permits and Fees	
Accessory Structures	\$50.00 base fee + \$0.25 per square foot
Additional plan review required by changes, additions, or revisions to approved plans	\$60.00 per hour with a minimum of two (2) hours or the total hourly cost to the City of Richland Hills, whichever is greater.
Annual Registration and Inspection – Boarding House, Garage Apartment, Guest House	\$150
Carport, Canopy, Patio Covers	\$150.00
Certificate of Occupancy	\$100.00
Clean and Show Inspection	\$80.00
Concrete Flatwork (patios, sidewalks, curbs, driveways)	\$50.00
Demolition Permit – Commercial	\$100.00
Demolition Permit – Residential	\$50.00
Driveway Approach	\$50.00
Fence – Commercial	Based on valuation
Fence - Residential	\$25.00
Fire Inspection – Annual	\$75.00
Foundation/Retaining Walls	\$150.00
Garage Sale Permit	\$10.00
Gas Test	\$80.00
Inspections (not otherwise specified)	\$60.00 per hour with a minimum of two (2) hours or the total hourly cost to the City of Richland Hills, whichever is greater.
Inspections (outside of normal business hours)	\$60.00 per hour with a minimum of two (2) hours or the total hourly cost to the City of Richland Hills, whichever is greater.
Irrigation System Plan Review and Inspection	\$80.00
Non-Residential Registration & Inspection – Vacant Building	\$300.00
Parking Lots – New Construction	\$100.00
Parking Lots – Resurface/Overlay	\$50.00
Permit for Tent and Air-Supported Structures: Initial Permit	\$50.00
Permit for Tent and Air-Supported Structures: One-time Renewal	\$40.00
Permits (not otherwise specified)	\$80.00
Plan Review	65% of the building permit fee
Re-Inspection Fees	\$80.00
Residential Registration & Inspection – Vacant Building	\$100.00
Roof - Commercial	Based on valuation
Roof – Residential	\$50.00
Siding	\$150.00
Sign Permit (With Electric)	\$100.00
Sign Permit (Without Electric)	\$50.00
Solar Panels	\$200.00
Stop Work Order Penalty	Double Permit Fees
Swimming Pool (Above-ground)	\$175.00
Swimming Pool (In-ground)	Based on valuation

Swimming Pool, Hot Tub, or Spa Permit to Discharge Water	\$25.00
Swimming Pool/Spa Annual Permit (Commercial Only)	\$100.00
Temporary Certificate of Occupancy	\$50.00
Temporary Electric Release (90 day maximum)	\$80.00
Windows	\$150.00

Chapter 18. Businesses

Food Program Fee Schedule	
Food Store	
≤ 5,000 sqft.	\$200.00
> 5,000 sqft.	\$300.00
Food Service	
≤ 500 sqft.	\$100.00
> 500 ≤ 1,500 sqft.	\$150.00
> 1,500 ≤ 3,000 sqft.	\$200.00
> 3,000 ≤ 6,000 sqft.	\$250.00
> 6,000 sqft.	\$300.00
Child Care Food Service	\$150.00
Catering Operation	\$250.00

Food Court	\$200.00 per establishment
Adjunct Operation	
Food Service	\$150.00 per independent operation
Food Store ≤ 5,000 sq. ft.	\$150.00 per independent operation
Food Store > 5,000 sq. ft.	\$200.00 per independent operation
Commissary	
No Food Prep	\$100.00
With Food Prep	\$200.00
Plan Review	
≤ 500 sq. ft.	\$0.00
> 500 ≤ 3,000 sq. ft.	\$50.00
> 3,000 sq. ft.	\$100.00
Late Fee	
From 1-30 days	10% of the fee owed
From 31-60 days	20% of the fee owed
The late fee increases 10% for each 30-day block until the permit fee and the late fee is paid	
Permits that are more than 90 days overdue will be void and required to reapply	
Reinspection Fee	
Required Re-inspection	\$75.00

Other Business Fees		
Code Section	Description	Amount
18-101	Annual permit fee for Mobile Food Vendors	\$40.00
18-191	Annual permit fee for person, firm, corporation, organization, single agent, employee, or volunteer. Hi-	\$35.00 + \$15.00 Supply Fee

	Vis Vest Required \$15.00 added to permit fee.	
	Annual permit for each additional agent, employee or volunteer. Hi-Vis Vest Required \$15.00 added to permit fee.	\$10.00 + \$15.00 Supply Fee
	Distribution of handbills only. Hi-Vis Vest required added to the permit fee	\$15.00 + \$15.00 Supply Fee
	Annual permit fee for person, corporation, firm or organization that sponsors or employs one minor. Hi-Vis vest Required \$15.00 added to permit fee.	\$50.00 + \$15.00 Supply Fee
	Annual permit for each additional minor. Hi-Vis Vest Required \$15.00 added to permit fee.	\$10.00 + \$15.00 Supply Fee
18-235	Pawnbroker, Secondhand Dealer, or Junk Dealer License	\$100.00
18-296	Pool Hall License	\$100.00
18-463	Swimming Pool, Spa and/or interactive Water Feature Annual Permit	\$250.00
18-464	Public Pool, Spa, and/or Interactive Water Feature Construction or Remodeling Application (plan review and opening inspection)	\$150.00
18-465	Preoperational Inspection for a Public Pool, Spa and/or Interactive Water Feature (based on the number of filtration systems located at a single address)	\$250.00 each
	Swimming Pool, Spa, and/or Interactive Water Feature Inspection	\$75.00

Chapter 30. Emergency Services

Ambulance fees and charges	
ALS1 Emergency Base Rate	\$1,600.00
ALS1 Non-Emergency Base Rate	\$1,600.00
ALS Emergency Mileage	\$16.00
ALS Non-Emergency Mileage	\$16.00
ALS2 Emergency Base Rate	\$1,700.00
BLS Emergency Base Rate	\$1,450.00
1450BLS Non-Emergency Base Rate	\$1,450.00
BLS Mileage	\$16.00
BLS Non-Emergency Mileage	\$16.00
Ambulance Wait Time (30 min)	\$45.00
BLS Supplies – Routine Disposable	\$75.00
ALS Supplies – Routine Disposable	\$150.00
Extra Attend – 300+lbs Patient	\$75.00
Oxygen, Administration, Supplies	\$192.00
SCT Emergency Base Rate	\$1,875.00
Treatment/No-Transport	\$175.00

Chapter 34. Environment

Code Section	Description	Amount
34-55	Administrative fee for abatement of high grass or weeds by city	\$125.00
34-112	Administrative fee for abatement of unhealthy, unsightly, or unsanitary conditions by city	\$125.00
34-301	Seismic survey and oil and gas exploration permit (the greater of \$250.00 or \$0.25 per foot of cable extended across or along city rights-of-way, plus the anticipated cost of traffic control barricades and city police and public works personnel required if city forced and materials are used, as determined by the city)	\$250.00 or \$0.25 per foot

Chapter 38. Fire Prevention and Protection

Code Section: 38-92

Fire Code Permit Fees	Amount
Aerosol Products	\$40.00
Amusement Buildings/Park	\$40.00
Aviation Facilities	\$40.00
Battery Systems	\$40.00
Carnivals and Fairs	\$40.00
Cellulose Nitrate Film	\$40.00
Combustible Fibers	\$40.00
Compressed Gases	\$50.00
Covered Malls	\$50.00
Christmas Trees	\$10.00
Cryogenic Fluids	\$50.00

Dry Cleaning Operations	Amount
Non-flammable liquid use	\$40.00
Flammable or combustible liquid use	\$50.00
Exhibits and trade shows	\$40.00
Explosives	\$50.00
Fire Hydrant and Valves	\$20.00
Fireworks, use of outdoors	\$150.00

Flammable and combustible liquids	Amount
Pipeline Operations, Maintenance or excavation of	\$150.00
Storage of Class 1 liquids in safety cans	\$20.00
Storage of class II or class III liquids in portable containers	\$75.00
Use of underground tanks for the storage or dispensing of flammable or combustible liquids (per property)	\$150.00

Use of above ground tanks for the storage of dispensing of flammable or combustible liquids (per property)	\$150.00
Remove, abandon, place temporarily out of service flammable or combustible liquid tanks (per property)	\$50.00
Changing contents stored in flammable or combustible liquid tanks	\$50.00
Operation of refineries, distilleries, chemical plants or similar facilities	\$50.00
Stationary emergency power generators with class 1 or 11 flammable or combustible liquid tanks	\$50.00
Waste crankcase oil storage tanks	\$50.00
Floor finishing, use of flammable or combustible liquid materials	\$40.00
Fruit and crop ripening	\$40.00
Fumigation and thermal insecticide fogging	\$50.00
Hazardous production material facilities	\$50.00
High-piled storage	\$40.00
Hot work operations	\$40.00
Industrial ovens	\$40.00
Lumberyards and woodworking plants	\$40.00
Liquid or gas-fueled vehicles or equipment on display in assembly building (per vehicle)	\$10.00
Liquefied Petroleum Gas, Use Of:	
Portable Containers of 25 to 120 water gallon capacity (WGC)	\$50.00
Containers or Aggregate Exceeding:	
120 WGC up to 500 WGC	\$75.00
500 WGC up to 1,200 WGC	\$100.00
1,200 WGC up to 2,000 WGC	\$150.00
Magnesium Operations, use of	\$40.00
Miscellaneous Combustible Materials Storage	\$40.00

Open Burning	
Display fires, entertainment events (outdoors)	\$30.00
Warming fires or portable heating devices at construction sites, use of	\$30.00
Training fires (fire department use only)	No Charge
Trench burning (TCEQ approved system only)	\$500.00
Open flames and torches in assembly buildings	\$30.00
Open Flames and Candles	\$30.00
Parade floats, per float	\$10.00

Places of Assembly	
Places of assembly, greater than 50 less than 300 persons	\$30.00
Places of assembly, greater than 300 persons	\$40.00
*Churches, Schools exempt of fees	
Places of Assembly (temporary use, 30 days max)	
Tents, use of	\$30.00
Circus or carnivals	\$30.00
Exhibitions or trade shows, use of booths	\$30.00
Outdoor stage shows or converts	\$30.00
Pyrotechnic special events, use of indoors	\$50.00
Pyroxylin plastics	\$40.00
Refrigeration equipment	\$40.00
Repair garages and motor fuel-dispensing facilities	\$40.00
Roofing asphalt or tar kettles, use of (per property)	\$25.00
Rooftop and ground-level heliports	\$50.00
Spraying and dipping operations	\$40.00
Storage of scrap tires and tire byproducts	\$40.00
Temporary membrane structures, tents and canopies	\$40.00
Tire re-building plants	\$40.00
Waste handling, junkyards	\$40.00

Wood products, chips, hogged materials, lumber and plywood	\$40.00
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Construction Related Permits: (Note: unless otherwise listed, all construction or installation fees are based on the building code fee schedule, which includes the total cost of materials and labor)

Fire alarm systems, installation of	N/A
Fire sprinkler systems, installation of	N/A
Fire hose or wet/dry standpipe systems installation of	N/A
Chemical extinguishing systems, installation of	N/A
Kitchen hoods and mechanical exhaust systems, installation of	N/A
Installation of security or privacy gates within emergency access easements or roadways	N/A
Installation of underground fuel storage tanks	N/A
Installation of LP-gas containers (total greater 25 WGC)	N/A
Fire Department plan review fee	Same fee schedule as set forth in building code
Maintenance of any fire protection or detection system which requires the alteration or modification to the original or existing system	\$25.00
Contractors registration fee, annual	\$50.00
Contractors renewal fee if made in January	\$25.00
Expired permit, late renewal penalty fee	\$25.00

Special Application Permits

Private agency fire safety inspection to secure certification or license	\$40.00
Speed bumps or humps located in marked fire lanes or emergency access easements (per property)	\$30.00
Security gates, per property annually	\$40.00
Multi-family dwelling inspections, fee per unit annually	\$5.00
Fire alarm test (witness)	\$30.00
Fixed fire protection system test (witness)	\$30.00
After hours fire inspection (outside of 8 am to 5 pm)	\$45.00

Reinspection fee (aggravated, after making third visit)	\$80.00
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Chapter 42. Floods

Code Section	Description	Amount
42-133	Permit fee for activities which may increase flooding	\$100.00

Chapter 48. Landscaping

Code Section	Description	Amount
48-52	Fee for landscaping variance	\$100.00
48-53	Fee for appeal regarding landscaping	\$100.00

Chapter 50. Law Enforcement

Code Section	Description	Amount
82-49	Accident Reports	\$6.00
	Incident Reports (Standard Page Size)	\$0.10
	Incident Reports (Nonstandard Page Size)	\$0.50
	CD for Reports	\$1.00 per disc
	DVD for Reports	\$3.00 per disc
	Labor Fee	\$15.00
Alarm Program		
30-90	Registration Fee - Residential	\$25.00
	Registration Fee – Commercial	\$100.00
	Renewal Fee – Residential	\$25.00
	Renewal Fee – Commercial	\$100.00

	Late Fee for Registration or Renewal	A one-time charge of \$10.00 will be charged if the renewal is not paid within 30 days from the invoice date or by the permit expiration date whichever is greater.
	False Alarm – No permit fee	\$50.00
	False Alarm – 1 st false alarm to 3 rd false alarm	No Fine
	False Alarm – 4 th false alarm to 5 th	\$50.00
	False Alarm – 6 th false alarm to 7 th	\$75.00
	False Alarm – 8 th false alarm to 9 th	\$100.00
	10 th False Alarm and more	\$100.00 each and police response is suspended.
	Non-Compliance (failure to respond as requested by Police Department)	\$50.00
	Response Time: If the time to respond is more than 30 minutes, false alarm will not be charged to the alarm user.	

Chapter 54. Municipal Court

Code Section	Description	Amount
54-1	Building security fee, per conviction	\$3.00
54-2	Technology fee	\$4.00

Chapter 66. Solid Waste

Code Section	Description	Amount
66-96		\$
	Residential Curbside	\$11.81
	Recycling Curbside	\$4.59
	Residential and Recycling Curbside Total	\$16.40
	Residential Backdoor w/Recycling	\$21.16
		\$
	Senior Residential Curbside and Recycling	\$15.48
		\$
	Senior Residential Backdoor w/Recycling	\$20.13
	Hand Collection Monthly (4 bag limit)	\$41.25

Pickups Per Week							
Container Size	1	2	3	4	5	6	Extra Pickups
2 yd.	\$64.08	\$101.34	\$142.13	\$180.61	\$221.42	\$262.21	\$20.08
3 yd.	\$86.74	\$116.64	\$204.48	\$265.66	\$322.21	\$389.20	\$23.49
4 yd.	\$117.56	\$194.50	\$273.76	\$353.04	\$432.30	\$518.53	\$31.30
6 yd.	\$139.81	\$257.56	\$328.96	\$449.23	\$569.07	\$665.94	\$46.94
8yd.	\$182.92	\$336.81	\$462.92	\$593.92	\$715.06	\$841.16	\$62.63
Note: 1. Containers with casters are \$9.36 extra a month 2. Containers with locks \$1.56 extra per lift a month							

Commercial (temporary) Roll-off Containers								
Container Size	Type	Delivery Fee	Rental Per Day	Rental Per Month	Haul per Load	Disposal per Load	Total per Load	Deposit per Container
20 yd.	OPEN	\$103.26	\$4.92	\$149.56	\$137.59	\$231.85	\$369.44	\$344.20
25 yd.	OPEN	\$103.26	\$4.92	\$149.56	\$137.59	\$247.69	\$385.28	\$344.20
30 yd.	OPEN	\$103.26	\$4.92	\$149.56	\$137.59	\$347.77	\$485.37	\$344.20
35 yd.	OPEN	\$103.26	\$4.92	\$149.56	\$137.59	\$405.74	\$543.33	\$344.20
40 yd.	OPEN	\$103.26	\$4.92	\$149.56	\$137.59	\$463.70	\$601.29	\$344.20
28 yd.	COMP	NEGO	NEGO	NEGO	\$137.59	\$374.11	\$511.71	NEGO
30 yd.	COMP	NEGO	NEGO	NEGO	\$137.59	\$460.77	\$598.37	NEGO
35 yd.	COMP	NEGO	NEGO	NEGO	\$137.59	\$578.18	\$715.77	NEGO
40 yd.	COMP	NEGO	NEGO	NEGO	\$137.59	\$614.36	\$751.96	NEGO
42 yd.	COMP	NEGO	NEGO	NEGO	\$137.59	\$652.38	\$789.98	NEGO

Chapter 70. Streets, Sidewalks, and Other Public Places

Code Section	Description	Amount
70-66	Manholes- Deposit	\$3.00
	Manholes- Minimum deposit	\$10.00
	Ditches and cuts – Deposit	\$3.00
	Ditches and cuts – Minimum deposit	\$10.00
70-86	Street abandonment processing	\$125.00

Road Damage Remediation Fee if Operator Using Piped Water					
Road Type	Construction Cost Cost/Lane Mile 2008	AASHTO Design Life (EASL's)	Consumptive Use (EASL's)	Consumptive Use (%)	Assessment Per Lane Mile
8" Concrete	\$934,560.00	2,500,000	488.35	0.020%	\$187.00
7" Concrete	\$902,880.00	1,200,000	488.35	0.041%	\$370.00
6" Concrete	\$871,200.00	550,000	488.35	0.089%	\$775.00
6" HMAC	\$343,200.00	375,000	488.35	0.130%	\$446.00
2" HMAC over flex base	\$93,400.00	37,500	488.35	1.302%	\$1,216.00
6" Flex base with chip seal	\$63,360.00	600	488.35	81.40%	\$51,575.00
*Minimum charge \$5,000.00 per well regardless of whether the operator executes and files with the city a road damage repair agreement or such lesser amount of \$1,500.00 per well or greater as determined by the City Council provided the City Council grants an exception as provided in Chapter 70 of the City Code					

Road Damage Remediation Fee if Operator Using Hauled Water					
Road Type	Construction Cost Cost/Lane Mile 2008	AASHTO Design Life (EASL's)	Consumptive Use (EASL's)	Consumptive Use (%)	Assessment Per Lane Mile
8" Concrete	\$934,560.00	2,500,000	1,336.05	0.053%	\$499.00
7" Concrete	\$902,880.00	1,200,000	1,336.05	0.111%	\$1,002.00
6" Concrete	\$871,200.00	550,000	1,336.05	0.243%	\$2,117.00
6" HMAC	\$343,200.00	375,000	1,336.05	0.356%	\$1,222.00
2" HMAC over flex base	\$93,400.00	37,500	1,336.05	3.563%	\$3,328.00
6" Flex base with chip seal	\$63,360.00	600	1,336.05	222.675%	\$141,087.00
* Minimum charge \$5,000.00 per well, or such lesser amount of \$1,500.00 per well or greater as determined by the City Council provided the City Council grants an exception as provided in Chapter 70 of the City Code					

Code Section	Description
70-101	Road damage redemption fee for wells drilled outside the city for each permitted oil or gas well should be based on the following formula

Road Damage Remediation Fee if Operator Using Piped Water					
Road Type	Construction Cost Cost/Lane Mile 2008	AASHTO Design Life (EASL's)	Consumptive Use (EASL's)	Consumptive Use (%)	Assessment Per Lane Mile
8" Concrete	\$934,560.00	2,500,000	488.35	0.020%	\$187.00
7" Concrete	\$902,880.00	1,200,000	488.35	0.041%	\$370.00
6" Concrete	\$871,200.00	550,000	488.35	0.089%	\$775.00
6" HMAC	\$343,200.00	375,000	488.35	0.130%	\$446.00
2" HMAC over flex base	\$93,400.00	37,500	488.35	1.302%	\$1,216.00

6" Flex base with chip seal	\$63,360.00	600	488.35	81.40%	\$51,575.00
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*Minimum charge \$5,000.00 per well regardless of whether the operator executes and files with the city a road damage repair agreement or such lesser amount of \$1,500.00 per well or greater as determined by the City Council provided the City Council grants an exception as provided in Chapter 70 of the City Code.

Road Damage Remediation Fee if Operator Using Hauled Water					
Road Type	Construction Cost Cost/Lane Mile 2008	AASHTO Design Life (EASL's)	Consumptive Use (EASL's)	Consumptive Use (%)	Assessment Per Lane Mile
8" Concrete	\$934,560.00	2,500,000	1,336.05	0.053%	\$499.00
7" Concrete	\$902,880.00	1,200,000	1,336.05	0.111%	\$1,002.00
6" Concrete	\$871,200.00	550,000	1,336.05	0.243%	\$2,117.00
6" HMAC	\$343,200.00	375,000	1,336.05	0.356%	\$1,222.00
2" HMAC over flex base	\$93,400.00	37,500	1,336.05	3.563%	\$3,328.00
6" Flex base with chip seal	\$63,360.00	600	1,336.05	222.675%	\$141,087.00

* Minimum charge \$5,000.00 per well regardless of whether the operator executes and files with the city a road damage repair agreement or such lesser amount of \$1,500.00 per well or greater as determined by the City Council provided the City Council grants an exception as provided in Chapter 70 of the City Code

Chapter 70. Library

Library Fines, Fees and Charges		
Code Section	Description	Amount Per Item
70-132	Copy Machine – Black and White (per copy)	\$0.15
	Copy Machine – Color Prints (per copy)	\$0.25
	Lost/Replacement Library Card	\$1.00
	Replacement cost of lost or damaged materials	Cost of item, plus \$3.00 processing fee
	USB	\$2.00
	Earbuds	\$2.00
	File Folder	\$0.25
	Clasp/Sealed Envelopes	\$0.50
	Letter Envelope	\$0.10
	Color Printer Paper (per sheet)	\$0.10
	Cardstock (per sheet)	\$0.10
	8 ½ x 11 Laminate (per sheet)	\$0.50
	Coffee Pod (per pod)	\$0.50

Chapter 70. Parks and Recreation

Rental of Municipal Park Pavilions		
Code Section	Description	Amount
70-162	Rental Security Deposit	\$100
	Resident (4 hour minimum)	\$32
	Resident Additional Hours	\$6 per hour
	Non-Resident (4 hour minimum)	\$40.00
	Non-Resident Additional Hours	\$8 per hour

Chapter 74. Subdivisions

Code Section	Description	Amount
74-34	Amended Plats	\$350
74-35	Replats	\$350
74-36	Vacated Plats	\$350
74-78	Preliminary Plats	\$250
74-103	Final Plats	\$350

74-104	Inspection Fee	4% of the actual cost of improvement
Recording Fees (Tarrant County)		
	24" x 36" Plats	\$64
	18" x 24" Plats	\$49
	Each additional page (i.e. tax certificates, extra plat page, etc.)	\$4

Chapter 86. Utilities

Code Section		
86-111	Sewer Rates:	
	The following sewer or wastewater charges shall be made to customers on the Richland Hills sewer system:	
	(1)	<i>Separately metered residential:</i> All residential customers with a single living unit supplied with water from one meter shall be charged the following sewer or wastewater charges for each meter service:
	(a)	All residential customers with a single living unit who are supplied with sewer service shall be charged a monthly sewer base charge of \$33.35.
	(b)	In addition to the monthly sewer or wastewater base charge, residential customers with a single living unit who are supplied with sewer service shall be charged a monthly excess sewer or wastewater volume charge of \$0.00215 for each gallon of total water used (and wastewater produced) in excess of 2,000 gallons (the amount included in the sewer or wastewater base charge).
	(c)	For purposes of this calculation, the monthly water usage (and wastewater produced) shall be determined using the customer's average monthly water usage (and wastewater produced) during the preceding winter quarter months of December, January, and February. When no preceding winter average data are available from prior customer records, an estimated average monthly winter average volume of 10,000 gallons shall be used to calculate the monthly excess sewer or wastewater charge per residential unit.
86-111	(2)	When two or more residential living units are supplied with water from one meter, the sewer or wastewater service shall be classified as multi-family residential sewer or wastewater
		service. Multi-family residential sewer or wastewater service customers shall be charged the following sewer or wastewater charges for each meter service:
	(a)	A monthly sewer or wastewater base charge of \$33.35 (the monthly sewer or wastewater base charge for the standard ¾ inch water meter equivalent for a separately metered residential unit), multiplied by an occupancy factor of 80%, multiplied by the total number of multi-family residential units supplied by the meter.

	(b)	In addition to the monthly base sewer or wastewater charge, multi-family residential customers who are supplied with sewer service shall be charged a monthly sewer or wastewater excess volume usage charge. Monthly sewer or wastewater excess volume charges will be assessed based on the number of adjusted residential units served by the meter. The number of "adjusted multi-family residential units" shall be the actual number of multi-family residential units served by the meter, multiplied by an occupancy factor of 80%, rounded up to the nearest whole number.	
	(c)	Each adjusted multi-family residential unit shall be assessed a sewer or wastewater excess volume charge each month calculated as follows:	
	1)	The monthly winter average water volume or estimated sewer volume, used shall be divided by the number of adjusted multi-family residential units to determine the monthly volume usage per adjusted multi-family residential unit;	
	2)	The monthly winter average water volume per adjusted multi-family residential unit shall then be reduced by 2,000 gallons (the amount of usage included in the base charge) to determine the excess sewer or wastewater usage per multi-family residential unit;	
	3)	The total excess sewer or wastewater usage shall then be assessed at a rate of \$0.00215 for each gallon of total winter average water used (and wastewater produced) in excess of the first 2,000 gallons of volume usage included in the base charge;	
	4)	The excess sewer or wastewater usage charge per unit shall then be multiplied by the adjusted multi-family residential units supplied water by the meter to obtain a total volume charge for winter average water usage for the meter.	
	(d)	For purposes of this calculation, the monthly winter average sewer or wastewater usage shall be determined using the customer's average monthly water usage (and wastewater produced) during the preceding winter quarter months of December, January and February. When no preceding winter average data are available from prior customer records, an estimated average monthly winter average volume of 10,000 gallons shall be used to calculate the monthly excess sewer or wastewater charge per multi-family residential unit.	
	(3)	The following sewer or wastewater charges shall be made to non-residential customers on the Richland Hills sewer system:	
	(a)	The monthly minimum sewer or wastewater base charge shall be \$38.50 for the first 2,000 gallons of actual water used (and wastewater produced) during the monthly billing period.	
	(b)	In addition to the monthly base charge, non-residential customers who are supplied with sewer service shall be charged a monthly excess sewer or wastewater volume usage charge of \$0.00335 for each gallon of total water used (and wastewater produced) over	
		the first 2,000 gallons of winter average water volume usage included in the base charge.	

Code Section	Drainage (stormwater) utility fees	Amount
86-144	The monthly drainage (stormwater) utility fees for each residential dwelling unit, or ERU, as defined in the Stormwater Utility Ordinance, Article III of Chapter 86 of the City Code, shall be as follows for each fiscal year beginning October 1 st	\$13.50
	The monthly drainage (utility fees for the impervious area, on each non-residential parcel, measured in square feet (sf), as defined in the Stormwater Utility Ordinance, Article III of Chapter 86 of the City Code, shall be as follows for each fiscal year beginning October 1 st .	\$0.00519 per sf
	The drainage (stormwater) utility fee may be revised by the City Council by ordinance from time to time as permitted by law	

Gas Service Rates		
Code Section	Description	Amount
86-182	Residential – Customer charge	\$8.00
	Residential – All consumption, per Mcf	\$3.8301
	If the service period is less than 28 days in a month, the customer charge is \$0.2857 times the number of days of service. If the consumption contains a portion of an Mcf, a pro-rata portion of the per Mcf charge will be made.	
	Commercial – Customer charge	\$14.00
	First 20 Mcf	\$4.1150
	Next 30 Mcf	\$3.8150
	Over 50 Mcf	\$3.6650
	If the service period is less than 28 days in a month, the customer charge is \$0.50 times the number of days of service.	
	Bills are due and payable when rendered and must be paid within 15 days from the monthly billing date	
	Resident off-peak sales discount	An off-peak sales discount of \$0.25 per Mcf will apply to residential customers' volume purchased in excess of 8 Mcf for each of the billing months of May through October

Water Meter Setting Charges		
Code Section	Description	Amount
86-248	¾ inch tap	\$475.00
	1-inch tap	\$500.00
	1 ½ inch tap	\$900.00
	2-inch tap	\$1,025.00
	2" Compound Meter	\$2,325.00

The following water charges shall be assessed to customers on the Richland Hills water system	Separated Metered Residential	Meter Size	Demand Factor	Monthly Base Charge
	All residential customers with a single living unit supplied with water from one meter shall be charged the following water service charges for each meter service	5/8 -inch meter	0.67	\$14.37
	A monthly water base charge is based upon the size and capacity of the meter service (also known as meter equivalents, with a ¾-inch meter being the established standard unit), as provided in the following table	¾-inch meter	1.00	\$24.45
		1.0-inch meter	1.67	\$40.81
		1.5-inch meter	3.33	\$76.41
		2.0-inch meter	5.33	\$119.30
		3.0-inch meter	10.00	\$219.43
		4.0-inch meter	16.67	\$366.00

Code Section	Description		Amount
	(1)	A monthly excess water volume charge as calculated below, in addition to the monthly water base charge:	
	(a)	First 2,000 gallons minimum; per additional gallon	\$0.003
		2,001—4,000 gallons total, per additional gallon	\$0.00417
		4,001—10,000 gallons total, per additional gallon	\$0.00440
		10,001—20,000 gallons total, per additional gallon	\$0.006
		Over 20,000 gallons, per additional gallon	\$0.00603
	(2)	When two or more residential living units are supplied with water from one meter, the water service shall be classified as a multi-family residential service. A multi-family residential service customer shall be charged the following water service charges for each meter service:	
	(a)	A monthly water base charge of \$24.45 (the monthly water base charge for the standard ¾ inch water meter equivalent for a separately metered residential unit),	
		multiplied by an occupancy factor of 80%, multiplied by the total number of multi-family residential units supplied by the meter.	

		(b)	In addition to the monthly base charge, multi-family residential customers who are supplied with water service shall be charged a monthly excess water volume usage charge. Monthly excess water volume charges will be assessed based on the number of "adjusted multi-family residential units" served by the meter. The number of adjusted multi-family residential units shall be the actual number of multi-family residential units served by the meter multiplied by an occupancy factor of 80%, rounded up to the nearest whole number. Each adjusted multi-family residential unit shall be assessed an excess water volume charge each month, which charge shall be calculated as follows:	
		1)	The total monthly water volume as indicated on the meter shall be divided by the number of adjusted multi-family residential units to determine the monthly water volume consumed per adjusted multi-family residential unit;	
		2)	The monthly water volume consumed per adjusted multi-family residential unit shall be reduced by 2,000 gallons (the amount of usage included in the base charge) to determine the excess water volume usage;	
		3)	Excess water volume usage per adjusted multi-family residential unit shall be assessed according to the following table:	
			First 2,000 gallons minimum; per additional gallon	\$0.003
			2,001—4,000 gallons total, per additional gallon	\$0.00417
			4,001—10,000 gallons total, per additional gallon	\$0.00440
			10,001—20,000 gallons total, per additional gallon	\$0.006
			Over 20,000 gallons, per additional gallon	\$0.007
		4)	The total excess water volume usage charge per unit shall then be multiplied by the number of adjusted multi-family residential units supplied by the meter to obtain the total excess water volume charge charged to the customer.	
	(3)		The following water service charges shall be made to non-residential customers on the Richland Hills water system for each meter service:	
		(a)	A monthly water base charge based upon the size and capacity of the meter service (also known as meter equivalents, with a ¾ inch meter being the established standard), as provided in the following table:	

Meter Size	Demand Factor	Monthly Base Charge
5/8 -inch meter	0.67	\$14.37
¾-inch meter	1.00	\$29.45
1.0-inch meter	1.67	\$40.81

1.5-inch meter	3.33	\$76.41
2.0-inch meter	5.33	\$120.00
3.0-inch meter	10.00	\$225.00
4.0-inch meter	16.67	\$375.00

Description	Amount
A monthly excess water service volume charge as calculated below, in addition to the monthly water base charge	
First 2,000 gallons minimum; per additional gallon	\$0.0025
2,001-4,000 gallons total, per additional gallon	\$0.00475
4,001-10,000 gallons total, per additional gallon	\$0.00525
10,001-20,000 gallons total, per additional gallon	\$0.006
Over 20,000 gallons, per additional gallon	\$0.00775

Impact Fees			
The effective and collected impact fee for water and wastewater schedule			
Meter Size	Equivalency Factor	Water Impact Fee	Wastewater Impact Fee
5/8" x 5/8" and 5/8" x 3/4"	1.00	\$1,758.00	\$1,044.00
3/4" x 3/4"	1.50	\$2,637.00	\$1,566.00
1"	2.50	\$4,396.00	\$2,609.00
1-1/2"	5.00	\$8,791.00	\$5,219.00
2"	8.00	\$14,066.00	\$8,350.00
3"	21.75	\$38,242.00	\$22,702.00
4"	37.50	\$65,934.00	\$39,141.00
6"	80.00	\$140,660.00	\$83,500.00

8"	140.00	\$246,155.00	\$146,125.00
10"	210.00	\$396,233.00	\$219,187.00

Other Fees and Charges	
Description	Amount
Activation Fee	\$6.00
Deposits – Residential Homeowners	\$50.00
Deposits – Residential Tenants	\$75.00
Deposits – Commercial Accounts	\$50.00, minimum to be adjusted after 90 days to be at least \$50.00 and up to an amount that is equal to the average monthly water bill over the 90-day period
Reconnect Service Charge for Cut-off Accounts	\$40.00
Additional Deposit for Delinquent Cut-Off Accounts (paid at time of reconnection)	\$15.00
Charge for Reconnection by Unauthorized Person	\$25.00
Charge for Checks Returned/ACH Returned by Bank	\$20.00
Meter Temper Fee	\$50.00
Construction Meter Deposit	\$2,000.00
Construction Meter Rental Fee	\$40.00 plus \$0.00525 per gallon used during rental period

Chapter 90. Zoning

Code Section	Description	Amount
90-202(i)(7)(a)	Administrative fee for temporary sales	\$30.00
	Zoning Variance	\$300.00
	Zoning Special Exception	\$300.00
	Zoning Verification Letter	\$20.00
	Zoning Board of Adjustments	\$150.00
	Special Use Permit (SUP)	\$300.00
	Planned Development	\$300.00
	Site Plan	\$300.00
	Zoning Change	\$300.00

The Link

Memberships		
Resident Memberships		
	Annual	Monthly
Child (5-13 years old)	\$130.00	\$13.00
Teen (14-18 years old)	\$180.00	\$18.00
Adult (18-54 years old)	\$280.00	\$28.00
Senior (55+ years old)	\$180.00	\$18.00
Senior Couple	\$300.00	\$30.00
Family	\$480.00	\$48.00
Non-Resident Memberships		

	Annual	Monthly
Child (5-13 years old)	\$150.00	\$15.00
Teen (14-18 years old)	\$210.00	\$21.00
Adult (18-54 years old)	\$330.00	\$33.00
Senior (55+ years old)	\$210.00	\$21.00
Senior Couple	\$350.00	\$35.00
Family	\$550.00	\$55.00
Other Membership Fees		
	Amount	
Day Pass – Adult	\$8.00	
Day Pass – Senior/Teen/Child	\$5.00	
Bird's Nest	\$3.00	

Deposits and Discounts	
Rentals < \$200.00	\$0.00 Deposit
Rentals \$200-\$500.00	\$150.00 Deposit
> \$500.00	\$250.00 Deposit
> \$1000.00	\$350.00 Deposit
Rental Discount for Members	10%
Rental Discounts for Non-Profits	20%

Room Rentals		
Description	Non-Peak Hourly Pricing	Peak Hourly Pricing*
1 Community Room	\$50.00	\$65.00
2 Community Rooms	\$90.00	\$120.00
3 Community Rooms	\$125.00	\$175.00
Lobby Tables	\$15.00	\$20.00
Party Room	\$35.00	\$50.00
Bird's Nest & Playground	Not Available	\$110.00
Group Ex	\$30.00	\$30.00
Gymnasium*	\$50.00	\$65.00
Half Court	\$30.00	\$40.00
Kitchen (per day)	\$50.00	\$65.00
* Peak hourly pricing occurs Friday – Sunday and after 9pm Monday-Thursday		

Equipment Rentals	
Description	Flat Rate
A/V System (without Projector)	\$25.00
Projector	\$50.00
Podium	\$35.00
Athletic Equipment	\$15.00

City Facility Rentals

Room Rentals		
Description	Amount	Peak Hourly Pricing
Administration Building Offices	\$15.00	\$15.00
Administration Building Conference Rooms	\$35.00	\$35.00

Community Events

Permits, Deposits and Rentals	
Description	Amount
Special Event Permit Fee	\$50.00
Events at City Facilities and Parks	
Rental Security Deposit	\$150.00
Resident Rental Fee	\$300.00
Non-Resident Rental Fee	\$360.00

Memorandum

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

From: Candice Edmondson, City Manager

Date: August 28, 2023

Subject: Animal Services Center Improvements

Agenda Item:

Consider reallocation of available project funds to additional improvements at the Animal Services Center

Background Information:

In the FY 2023 budget, City Council approved funding for improvements at the Animal Services Center. An allocation of \$460,000 was included in the Tax Increment Financing (TIF) Fund for building and drainage improvements and \$215,000 was included in the Strategic Initiative Fund (SIF) for parking lot improvements.

The Animal Center drainage and parking lot improvements were designed together and bid with the Latham drainage channel improvements for cost-saving measures. C Green Scaping LP provided a bid in the amount of \$336,586 which City Council approved on June 26, 2023. The total cost for grading, drainage and parking lot improvements, including general items, at the Animal Services Center is \$207,245. Grading and drainage improvements total \$102,478 and parking lot improvements total \$104,767. This is considerably less than what was allocated in the FY 2023 Budget.

To date, \$239,054 has been spent on Animal Service Center improvements this year.

FY 2023 Animal Service Center Improvements			
	Budgeted	Spent	Remaining
Building/Drainage	\$460,000	\$200,525	\$259,475
Parking Lot	\$215,000	\$43,979	\$171,021

Once the grading, drainage and parking lot improvements are complete, \$156,997 will remain in the TIF Fund Animal Center project budget and \$66,254 in the SIF Fund Animal Center Parking Lot project budget.

As part of the FY 2024 budget process, staff is recommending a few additional improvements at the Animal Center that were not part of the original scope of work. These improvements include:

- installation of synthetic turf to enhance sanitation and improve the condition of the outdoor dog runs in the amount of \$82,000. This work would be completed by Synthetic Grass Pros off through Buy-Board contract #641-21.
- replacement of the exterior perimeter fence with a new 8-foot cedar fence in the amount of \$30,000
- installation of new landscaping in the amount of \$10,000
- installation of shade screening for outdoor dog runs in the amount of \$5,000

The total cost for proposed FY 2024 improvements is \$127,000.

Staff is requesting City Council consideration to include the proposed FY 2024 Animal Services Center improvements to the project funds previously allocated in the TIF Fund. With \$156,997 remaining in the project fund after the grading and drainage improvements, there is funding available to complete all of the proposed FY 2024 improvements.

Financial Considerations:

After completion of all approved FY 2023 improvements at the Animal Services Center, \$156,997 will remain in the TIF Fund Animal Center project budget and \$66,254 in the SIF Fund Animal Center Parking Lot project budget. There is funding available in the FY 2023 TIF Fund project budget to complete the proposed FY 2024 improvements and still leave a balance of almost \$30,000 to go back into the TIF Fund reserves.

Legal Review:

N/A

Board/Citizen Input:

N/A

Attachments:

None

Council Action Requested:

Motion to approve the reallocation of available project funds to include installation of synthetic turf and shade screening in the outdoor dog runs, installation of new landscaping and replacement of perimeter fencing in the amount of \$127,000, and approval of installation of synthetic turf by Synthetic Grass Pros through Buy-Board contract #641-21

Memorandum

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

From: Candice Edmondson, City Manager

Date: August 28, 2023

Subject: Employee Compensation Plan

Agenda Item:

Consider approval of amended Employee Compensation Plan and adoption of the FY 2024 Civilian and Public Safety Pay Plans

Background Information:

Per the City's adopted Employee Compensation Plan, a market salary survey is to be conducted every two years. The City completed a market survey this spring and any recommended adjustments to keep positions at 90% market average have been included in the proposed FY 2024 Budget.

Prior to beginning the market survey, the City amended its labor market to remove cities that were no longer comparable or competitive to Richland Hills and add cities that have similar budgets, services and communities. The labor market changes are included in the amended Employee Compensation Plan (attached to this memo) and listed below:

REMOVED	ADDED
Bridgeport	Burleson
Decatur	Kennedale
Fairview	Lake Worth
Lake Dallas	Joshua
Melissa	White Settlement
Princeton	Weatherford
Prosper	
Sanger	

While these changes decreased the labor market from 20 cities to 18 cities, it is a better representation of communities that are comparable to and competitive with Richland Hills. The change to the labor market was the only amendment to the Employee Compensation Plan.

Based on the market survey results, the City updated its civilian pay plan and police and fire step plans for FY 2024. The new pay plans are attached to this memo for your review. There were several civilian positions the moved up in range to stay within the 90% market

average. The police and fire step plans were within 90% market average based on the investments made to public safety pay the past two years. While the step ranges did not change much, it was recommended that police and fire be on their own step plans to accommodate any differences between the two departments.

Financial Considerations:

The market salary survey adjustments to keep positions at 90% market average totaled approximately \$145,000. Employees not receiving a market adjustment have been recommended to receive a 3% cost of living adjustment. Both market and cost of living adjustments are included in the FY 2024 proposed budget.

Legal Review:

N/A

Board/Citizen Input:

N/A

Attachments:

City of Richland Hills Employee Compensation Plan
FY 2024 Civilian Pay Plan
FY 2024 Police Step Plan
FY 2024 Fire Step Plan

Council Action Requested:

Motion to approve the amended Employee Compensation Plan and adoption of the FY 2024 Civilian Pay Plan and Police and Fire Step Plans



City of Richland Hills

Employee Compensation Plan

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PURPOSE

The purpose of this guide is to establish the compensation plan strategy that will work to achieve internal and external equity. It will utilize standard components such as job descriptions, salary ranges, classification process, and written procedures to maintain system integrity throughout the years to come. If maintained and followed, the compensation plan will achieve several purposes to include assisting in recruitment, retention, job satisfaction and service delivery.

BACKGROUND

The City of Richland Hills is a small community of about 8,000 residents located in Tarrant County, Texas. The City operates under the Council-Manager form of government; delivering a full range of traditional municipal services through a workforce of 92.75 full-time equivalent positions; with 34 classifications. These services include police, fire/emergency medical service, municipal court, library, administrative services (finance, human resources, city secretary, and city manager), parks and recreation, and neighborhood services (water, wastewater, drainage, streets, and code enforcement), economic development, community development (planning and zoning, permits and inspections), utility billing and animal control services.

In recent years the City has become concerned with employee turnover, especially among the ranks of the police, fire and public works departments. These departments, with a total of 54 budgeted positions, account for more than half of the total municipal workforce. The City's goal is to hire and retain quality employees which will have the effect of limiting the high cost of recruiting and training replacements to fill vacancies created by turnover. High turnover, limited knowledge and skills of less experienced employees restricts the effective delivery of service all across the City.

To be effective in reaching this goal, a compensation plan strategy is needed and will require periodic evaluation to remain competitive in the market. The previous compensation analysis was completed in approximately 2013. Since that time, economic conditions have changed. The City has experienced market pressure as surrounding cities have continued to grow compensation annually, effecting our ability to hire and retain a quality workforce. These market trends indicated a need to contract with a compensation consultant to assess our market competitiveness and provide guidance to establish a compensation plan that is sustainable for the future.

PLAN DEVELOPMENT

The City of Richland Hills retained Public Sector Personnel Consultants in January 2020 to conduct the compensation study. The study utilized best practice methodology to assess the relative position of the City in comparison to its comparators and competitors within the market. The study also included an assessment of the procedures and practices that define how employees obtain salary adjustments over time.

The Consultant developed the compensation plan by reviewing the current compensation and economic environment of the metroplex, reviewing the City's goals and compensation system, conducting a market study, and developing a pay plan structure. A competitive compensation plan allows the City to be an effective recruiter in the marketplace, contribute to a reduction in employee turnover, offer comparable base salaries for positions, and provides the means for upward growth and motivation for professional development.

COMPENSATION STRATEGY

The City's compensation strategy is to establish and administer an equitable program that provides for consistent treatment for all employees. The purpose of the City's compensation program is to support the City's desire to be competitive in the market in order to attract and retain a skilled workforce, while also encouraging high performance from employees by offering pay opportunities commensurate with their position's internal and external value.

The objective is to provide for a financially sustainable compensation plan and ensure a fair and predictable method of career progression and compensation for our employees.

The compensation strategy includes the criteria listed below.

Position Classification

The compensation strategy utilizes a point factor job evaluation methodology to determine the relative value of jobs based on job content. A point factor job evaluation system measures job classifications in terms of the degree to which several compensable factors are present in a given position. Compensable factors are measurable qualities, features, requirements or constructs that are common to many kinds of jobs. Each factor has defined levels and the levels provide a measurement scale for rating each factor.

This allows points to be assigned to each factor, creating a total numerical value in which positions can be ranked. This creates an orderly method for measuring each job relative to every other job and creates a hierarchy of positions.

The consultant has recommended that Human Resources retain responsibility for placement of new or reclassification of current positions using these guidelines. New and reclassification of

Compensable Factors

*Formal Education Experience
Authority and Autonomy
Complexity, Scope and Effect
Contacts and Interactions*

positions will occur with the budget process. Requests during the fiscal year, require City Council approval to reallocate funding.

Positions are divided into exempt and non-exempt categories and, by using this method, each group has a set of compensable factors which determine their placement on the pay plan. The market salary for the position is also surveyed and is a component of the evaluation.

It is important to note that sworn public safety positions (police officers, firefighters, etc.) have an existing internal formal ranking structure. This structure is used to develop a hierarchy of positions for the public safety pay plan.

Labor Market

A labor market is the market in which workers compete for jobs and employers compete for workers. These cities are divided into two categories, comparator cities, which means Richland Hills is similar in size and structure; and competitor cities, those cities that we compete with for employees. The City has designated 18 cities as the labor market and include the following:

Bedford	Hurst	Roanoke
Benbrook	Joshua	Saginaw
Burleson	Keller	Trophy Club
Colleyville	Kennedale	Watauga
Eules	Lake Worth	White Settlement
Haltom City	North Richland Hills	Weatherford

These 18 cities represent a balance of organizations in size and geographic location.

Market Position

The City has determined to strive towards a ranking among these 18 cities of 90% of the market average which is a position that places us in the bottom half of the comparing labor market. Ideally, being at 100% of the

market average would place us in the middle of the cities surveyed - at the 50th percentile. By targeting 90% of the market average, we will position ourselves at the 40th percentile, meaning on average 60% of the labor market will pay higher than Richland Hills, while 39% of the market will pay lower.

While 90% of the market average is a good starting point, the City aims to be closer to market average. Part of the City's compensation strategy includes an annual assessment of market conditions and our financial standing to see if adjustments can be made to the pay plans to get us closer to market average. Through annual efforts to adjust our market position we will begin to have a positive impact on employee recruitment and retention.

Pay Structure

An organized pay structure provides employees a predictable method of career progression and sets future salary expectations. The City has established two pay plans based on 90% of market average:

- Civilian Pay Plan: This plan includes both non-exempt and exempt classifications with a 50% spread between the minimum pay and maximum pay with a 5% progression between each pay grade.
- Public Safety Pay Plan: This plan is a 10 step pay plan with a 3% progression between each step.

Range Movement

An important factor that defines a compensation plan is how employees move through the range.

- Civilian Pay Plan: With an open range system, the City has the most flexibility to determine pay adjustments as the budget allows. This flexibility allows us to consider pay for performance (which is not a current pay philosophy), incentive pay based on education and certifications, transitional pay when hiring someone with many years of experience, one-time lump sum payments or cost of living

adjustments to the base salary.

- Public Safety Pay Plan: With a step plan system, public safety personnel will move through the steps on an annual basis upon completion of a successful performance evaluation. Progression through the step plan is dependent on available funds as determined during the annual budget process.

Other Compensation Considerations

The City will evaluate opportunities to offer other compensation benefits as funding allows. In the past 3 years, the City has implemented certification pay and increased contributions to employee dependent health coverage. Any additions to the compensation plan would be presented to City Council for approval during the budget process.

PLAN ADMINISTRATION

The Finance Department and Human Resources will manage and administer the compensation plan. The Director of Finance and Administrative Services or his/her designee is responsible for recommending changes in the basic philosophy and objectives of the compensation policy; ensuring that job descriptions are current and accurate; ensuring that new positions are placed appropriately on the pay plan and that all positions are reviewed periodically; and conducting salary surveys to recommend structure adjustments. More detail about each of these functions can be found below.

Job Descriptions

A job description is a written document that describes the essential functions of a position, focusing on the general purpose and the principal duties and responsibilities of the position. Each position title in the City should have a written job description. The description is intended to define the major functions of the position, not to provide a complete listing of all possible tasks and responsibilities. Job descriptions are reviewed on an as needed basis and each time a vacancy occurs to ensure the description accurately reflects the essential functions of the position.

Ongoing Job Evaluations

Each position in the City was placed on the pay plan at a classification level and accompanying salary range utilizing the point factor evaluation methodology and market data. The Finance Department and Human Resources are responsible for evaluating new position requests for placement on the pay plan and will complete a periodic comprehensive review of all classifications to ensure proper placement in the pay plan to maintain internal equity.

Market Survey

Once every two years, Human Resources will conduct a market salary

survey. Using the established labor market, data is collected directly from the labor market and then used to assess the City's relative position to the market. Since the market is constantly changing, it is important to maintain a competitive position once it is achieved. The City proposes to maintain 90% of the market average, to accomplish this, it is recommended that there are periodic adjustments to the pay tables as the market inflates.

Selecting a market position for comparison, establishes a comparison point and lets us know how our pay structure may lag or lead the market. If it is determined that the City's pay structure lags the desired market position, a market adjustment, (moving the pay tables by a percentage), may be recommended. If approved by City Council, the market adjustment is implemented by moving the entire structure by the recommended percentage and, if necessary, bringing employees to the new minimum.

For example, if City Council approves a 3% compensation adjustment, half could be allocated to the base salary and half to the market adjustment (pay table movement) keeping us within the 90% market average. In this scenario, an employee could receive a 1.5% base pay adjustment and a 1.5% market adjustment; the market adjustment moves the pay tables by a percentage keeping the employee from moving backward in the pay range as the pay range progresses with the market.

Pay Increases

With the exception of market considerations, it is expected that employees will move through their pay ranges over time by receiving annual pay increases, as approved through the budget process. Pay increases can be a combination of base pay adjustments and/or other adjustments previously discussed.

Recommendations to City Council

During the normal budget process, the City Manager, Director of Finance and Administrative Services and Human Resources will review the market and financial status of the City and make recommendations to City Council regarding structure adjustments, new or reclassified positions and

employee salary increases. The recommended compensation budget should be based upon the City's financial position and available funding. If funding is not available, pay increases should be frozen until such time that funding becomes available. As these recommendations reflect the compensation strategy of the City, the final budget allocation rests with the City Council, and should be made in the context of the total financial outlook for the organization.

Vacancies & New Hires

As positions are vacated, a vacancy request form will be completed by the department requesting the position to be filled. It is at this time, that Human Resources will verify the position exists in the slot management system and the Director of Finance and Administrative Services will determine if funding is available. Once an employee is hired, the new employee will normally start at the minimum of the pay range of their position. Individuals that exceed the minimum qualifications of the position may be placed higher in the pay range commensurate with their experience and education level, but no higher than midpoint of the range and only if funding is available. Such placement should take into consideration internal equity, budgeted funding, and is subject to approval from Human Resources, Finance Director, and the City Manager through a justification memorandum.

Promotions

Employees who are promoted to a higher pay grade classification shall receive a minimum of a 5% pay increase or shall be placed at the minimum of the new pay grade, whichever is greater.

Other Policy Considerations

Employees should not be paid less than the minimum of the pay grade established for their position. Further, increases are not intended to provide for employee salaries to exceed the maximum of the pay range for their position. Should an employee reach the maximum of their established pay range due to tenure with the City, an annual lump sum payment equal to

the salary increase approved by City Council during the budget process may be given.

SUMMARY

Funding a competitive compensation plan is critical in attracting and retaining quality personnel. However, the plan must be internally equitable, externally competitive, fiscally responsible, easy to understand and administer, and aligned with the City's overall goals and objectives. This compensation plan incorporates each of these qualities by working toward a competitive market position that is fiscally sound and adopting flexible pay strategies to maintain internal and external equities.

APPENDIX

Proposed Civilian Pay Plan

Proposed Public Safety Step Plan

**City of Richland Hills
FY 2024 Salary Range
Pay Grade Order**

**6B - Employee Compensation
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Title	Range			
		Minimum	Midpoint	Maximum
City Manager				
Assistant City Manager	42	\$124,185	\$155,232	\$186,278
Fire Chief	40	\$112,640	\$140,800	\$168,960
Police Chief	40	\$112,640	\$140,800	\$168,960
Director of Finance & Administrative Svcs	40	\$112,640	\$140,800	\$168,960
Director of Public Works & Capital Projects	40	\$112,640	\$140,800	\$168,960
Director of Parks and Recreation	38	\$102,168	\$127,710	\$153,251
	37	\$97,303	\$121,628	\$145,954
	36	\$92,669	\$115,836	\$139,004
	35	\$88,256	\$110,320	\$132,384
City Secretary	34	\$84,054	\$105,067	\$126,080
Director of Library Services	34	\$84,054	\$105,067	\$126,080
Development Services Manager	33	\$80,051	\$100,064	\$120,077
Human Resources Manager	32	\$76,239	\$95,299	\$114,359
	31	\$72,609	\$90,761	\$108,913
	30	\$69,151	\$86,439	\$103,727
City Planner	28	\$62,722	\$78,403	\$94,083
Public Works Superintendent	28	\$62,722	\$78,403	\$94,083
Court Administrator	27	\$59,735	\$74,669	\$89,603
Assistant to the City Manager	26	\$56,891	\$71,113	\$85,336
Senior Accountant	26	\$56,891	\$71,113	\$85,336
Support Services Manager	26	\$56,891	\$71,113	\$85,336
Recreation Facility Manager	25	\$54,182	\$67,727	\$81,273
Accountant	24	\$51,602	\$64,502	\$77,402
Marshal	24	\$51,602	\$64,502	\$77,402
Parks & Facilities Supervisor	24	\$51,602	\$64,502	\$77,402
Admin Services Manager	23	\$49,144	\$61,430	\$73,717
Economic Development Specialist	23	\$49,144	\$61,430	\$73,717
Communications Specialist	23	\$49,144	\$61,430	\$73,717
Special Projects Manager	23	\$49,144	\$61,430	\$73,717

**City of Richland Hills
FY 2024 Salary Range
Pay Grade Order**

**6B - Employee Compensation
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Title	Range			
		Minimum	Midpoint	Maximum
	22	\$46,804	\$58,505	\$70,206
Lead Code Enforcement Officer	21	\$44,575	\$55,719	\$66,863
Public Services Manager	21	\$44,575	\$55,719	\$66,863
Utility Billing Administrator	21	\$44,575	\$55,719	\$66,863
Finance/HR Generalist	21	\$44,575	\$55,719	\$66,863
Tourism/Event Coordinator	21	\$44,575	\$55,719	\$66,863
Public Works Crewleader	21	\$44,575	\$55,719	\$66,863
Recreation Supervisor	21	\$44,575	\$55,719	\$66,863
Property/Evidence & Crime Scene Technician	21	\$44,575	\$55,719	\$66,863
Youth Services Coordinator (PT)	20	\$42,453	\$53,066	\$63,679
Lead Animal Control Officer	19	\$40,431	\$50,539	\$60,647
Code Enforcement Officer	18	\$38,506	\$48,132	\$57,759
Public Works Technician II	18	\$38,506	\$48,132	\$57,759
Municipal Court Clerk	18	\$38,506	\$48,132	\$57,759
Property Room Technician	17	\$36,672	\$45,840	\$55,008
Accounting Technician	16	\$34,926	\$43,657	\$52,389
Animal Control Officer	16	\$34,926	\$43,657	\$52,389
Permit Technician	16	\$34,926	\$43,657	\$52,389
Utility Billing Coordinator	16	\$34,926	\$43,657	\$52,389
Camp Director (PT)	15	\$33,263	\$41,579	\$49,894
Recreation Coordinator	15	\$33,263	\$41,579	\$49,894
Facilities Technician	15	\$33,263	\$41,579	\$49,894
Parks Technician I	15	\$33,263	\$41,579	\$49,894
Public Works Technician I	15	\$33,263	\$41,579	\$49,894
Administrative Assistant	14	\$31,679	\$39,599	\$47,518
Police Records Technician	14	\$31,679	\$39,599	\$47,518
	13	\$30,171	\$37,713	\$45,256
Sr. Outreach/Admin Sec	12	\$28,734	\$35,917	\$43,101
Custodian	11	\$27,365	\$34,207	\$41,048
Library Assistant	10	\$26,062	\$32,578	\$39,093
Public Services Assistant	10	\$26,062	\$32,578	\$39,093
Kennel Technician	9	\$24,821	\$31,026	\$37,232
Rental Attendant/Intern	8	\$11.36	\$14.21	\$17.05
Child Care Leader	7	\$10.82	\$13.53	\$16.24

**City of Richland Hills
FY 2024 Salary Range
Pay Grade Order**

**6B - Employee Compensation
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Title	Range			
		Minimum	Midpoint	Maximum
Custodial Maintenance Worker (PT)	7	\$10.82	\$13.53	\$16.24
Seasonal PW Maintenance (PT)	7	\$10.82	\$13.53	\$16.24
School Crossing Guard	7	\$10.82	\$13.53	\$16.24
Recreation Leader	7	\$10.82	\$13.53	\$16.24
Camp Attendant	6	\$10.31	\$12.89	\$15.46
Camp Counselor (Temp)	6	\$10.31	\$12.89	\$15.46
Child Care Attendant	6	\$10.31	\$12.89	\$15.46
Park Intern	6	\$10.31	\$12.89	\$15.46
PT Office Clerk (animal control)	6	\$10.31	\$12.89	\$15.46
Recreation Attendant	6	\$10.31	\$12.89	\$15.46

**POLICE STEP PLAN
FY2024**

	<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>	<u>Step 4</u>	<u>Step 5</u>	<u>Step 6</u>	<u>Step 7</u>
Police Officer	\$61,280	\$63,118	\$65,012	\$66,962	\$68,971	\$71,040	\$73,171
Police Sergeant	\$81,000	\$83,430	\$85,933	\$88,511	\$91,166		
Police Lieutenant	\$89,458	\$92,141	\$94,906	\$97,753	\$100,686	\$103,707	
Police Captain	\$99,685	\$102,676	\$105,756	\$108,928	\$112,196	\$115,562	

**FIRE STEP PLAN
FY 2024**

	<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>	<u>Step 4</u>	<u>Step 5</u>	<u>Step 6</u>	<u>Step 7</u>
FF/EMT	\$57,384	\$59,106	\$60,879	\$62,705	\$64,586		
FF/Paramedic	\$61,280	\$63,118	\$65,012	\$66,962	\$68,971	\$71,040	\$73,171
Fire Engineer	\$70,200	\$72,306	\$74,475	\$76,709	\$79,011		
Fire Captain	\$86,852	\$89,458	\$92,141	\$94,906	\$97,753		
Fire Marshal	\$99,685	\$102,676	\$105,756	\$108,928	\$112,196		

Memorandum

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

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

Date: August 28, 2023

Subject: Street Improvement Projects

Agenda Item:

Street Improvement Projects

Background Information:

Staff will provide an update on the FY 2023 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: August 28, 2023

Subject: School Resource Officers

Agenda Item:

School Resource Officer Positions

Background Information:

During the 88th Legislative Session, HB 3 added to the Education Code a requirement that school districts employ a security officer for each campus effective September 1, 2023. This can be accomplished through armed-security officers, a school marshal, guardian program or by agreement with the local police department.

Birdville Independent School District has evaluated the options to comply with this mandate and feels that the best option for the safety and security of their staff and students is to continue the use of School Resource Officers (SRO) through partnership with the local police departments.

The Police Chief's from North Richland Hills, Haltom City, Watauga, and Richland Hills recently met with BISD administration to discuss this mandate, and all agreed that the School Resource Officer program is the most beneficial and effective way to fulfill this new mandate. While this mandate is effective on September 1st, the school district and police departments have worked together to develop a temporary program that will meet the requirements until funding can be approved and additional officers hired.

The FY 2024 proposed budget already includes funding for a second SRO position, which had been previously funded and approved by BISD. With the HB 3 requirement, Richland Hills will need to hire an additional SRO to cover the other elementary campus for a total of three (3) SROs. This would have the Richland Hills Police Department providing security at Richland Middle School, Jack C Binion Elementary and Cheney Hills Elementary. In addition, the department will supplement security at Mullendore Elementary with on-duty staff while the campus is temporarily located in Richland Hills for the next two years.

As outlined in the City's current agreement with BISD, the school district pays 65% of the salary, benefits and equipment for the SRO position and the City covers the remaining 35% of personnel costs. This agreement would apply to the additional SRO positions when

added.

The other partner cities employ a supervisor level position to be the primary point of contact with the school district and oversee the SRO program. With the expansion of the SRO program and oversight of two additional officers, staff recommends making one of the SRO positions a Sergeant position to provide the proper level of oversight and support to the district. The Sergeant would be an active SRO and be assigned to one of the campuses as their primary site. BISD will contribute 65% towards the salary, benefits and equipment of the supervisory position.

Financial Considerations:

The City's 35% cost of the additional School Resource Officer position totals approximately \$36,585. For a Sergeant level position, the City's cost would be \$45,786. Funding can be provided in the FY 2024 Budget should City Council chose to fund the additional SRO position.

Legal Review:

N/A

Board/Citizen Input:

N/A

Attachments:

N/A

Council Action Requested:

Discussion Item Only

Memorandum

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

From: Candice Edmondson, City Manager

Date: August 28, 2023

Subject: July Department Monthly Reports

Agenda Item:

July 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:

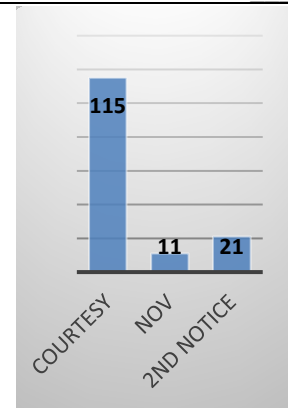
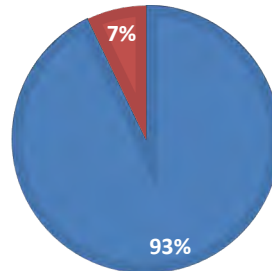
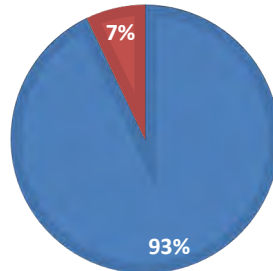
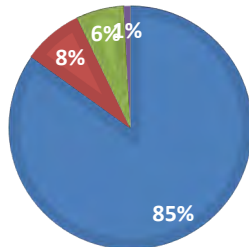
July Department Reports

Council Action Requested:

No Council Action

Code Compliance

■ Nuisance ■ Building ■ Residential ■ Commercial ■ Proactive ■ Reactive
■ Permits ■ Zoning



	Current Month Violations				
	Notices Issued	Pending Compliance	Compliance Obtained	Citations Issued	Abatement by City
Nuisance Violations	108	36	72	3	1
Building Violations	10	6	4	0	0
Zoning Issues	1	1	0	0	0
Permit Violations	8	2	6	0	0
Fiscal Year Totals	997	183	814	13	1
Previous Fiscal Year Comparison	714	200	514	21	1

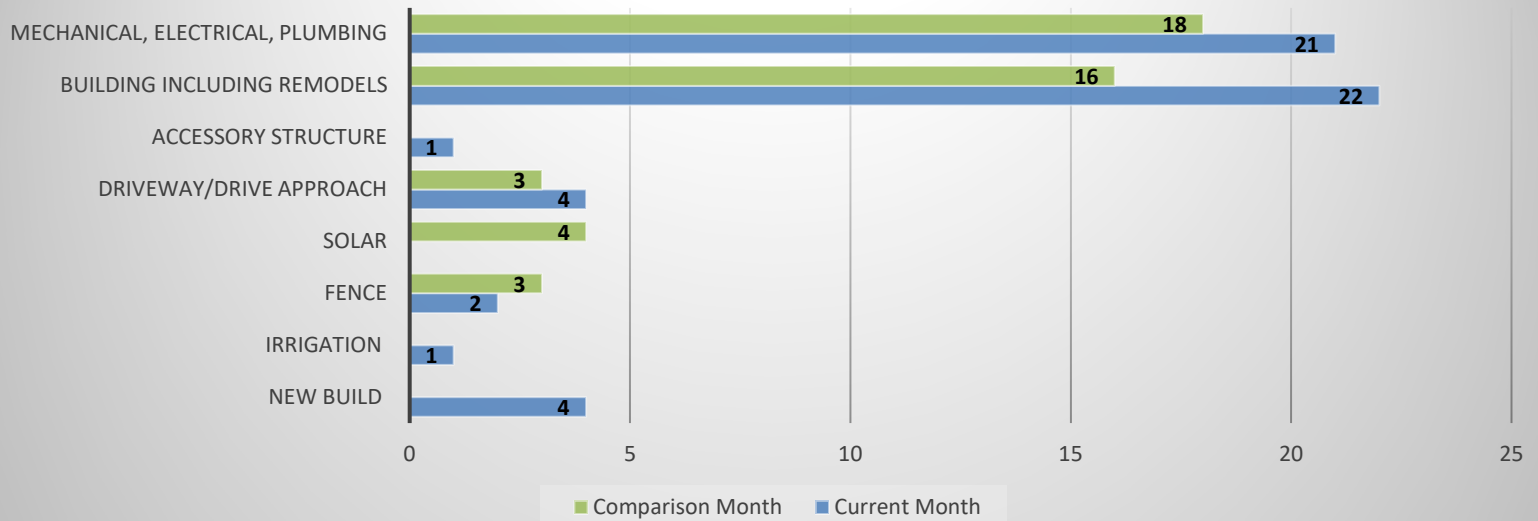
Current Month		Comparison Month		July 2023 Inspections	
VISIBILITY TRIANGLE 1 DILAPIDATED FENCE 3 UNSIGHTLY/UNSAFE 1 INOPERABLE VEHICLE 4 PARKING 15 TREES 28 ACCUMULATIONS 30 HGW 25		HGW 2 ACCUMULATIONS 19 TREES 10 PARKING 10 PROPERTY... 1 INOPERABLE VEHICLE 1 DILAPIDATED FENCE 2 SWIMMING POOL 1		3 Inspections Conducted	
				Citizen Contact 14 Complaints Received (10 Resulted in Cases)	

	Signs			
	Current Month	Comparison Month Previous Year	Fiscal Year 22/23	Previous Fiscal Year Comparison
Commercial Sign Violations	0	0	0	9
Bandit Sign Removal	0	0	19	133

	Building Summary			
	Current Month	Comparison Month Previous Year	Fiscal Year 22/23	Previous Fiscal Year Comparison
Registered Vacant Building	0	2	6	12
Substandard Buildings – New BBA	0	1	3	3

Development Services

July



	Mechanical Electrical Plumbing	Building Including Remodels	Accessory Structure	Driveway Drive Approach	Solar	Fence	Irrigation	New Build
Current Month Residential	19	20	1	4	0	2	1	2
Current Month Commercial	2	2	0	0	0	0	0	2
Current Fiscal Year 2022-2023	250	244	17	24	24	44	6	34
Previous Month Residential	16	14	0	3	4	2	0	0
Previous Month Commercial	2	2	0	0	0	1	0	0

	Current Month	Comparison Month Previous Year	Fiscal Year To Date 2022-2023
Sign Permit	3	2	20
ROW Permit	6	2	43
Garage Sale Permit	35	8	190
Zoning, SUP, Code Consults	6	2	23
Pool Permits	0	0	3

Business Summary

	Current Month	Comparison Month Previous Year	Fiscal Year To Date 2022-2023
Registered Rental CO's	7	8	42
Issued Commercial CO's	6	6	30
Mobile Food Vendor	0	0	3

Received Certificate of Occupancy

- Precise Dental, 7215 Baker Blvd Suite a – Office, Administrative, Medical, or Professional
- NRP Management LLC, 7560 Glenview Dr Suite 100 - Office, Administrative, Medical, or Professional
- JDR Restoration and Remodeling, 7020 Midway Rd – Contractor (No Outside Storage)
- Brown Service Company, 6390 Baker Blvd - Contractor (No Outside Storage)
- 101 Wings LLC, 7017 Baker Blvd Suite G – Restaurant
- Paramount Plumbing, 7415 Whitehall St Suite 109 - Contractor (No Outside Storage)

Number of Potential Business Certificate of Occupancy Meetings: 4

Number of Developmental Review Committee / Plan Review: 2

Finance

GENERAL FUND, UTILITY FUND AND LINK FUND

Fiscal Year 2022-2023, Period Ending 07/31/2023

Monthly Financial Report					
	Budget	Current Month Actual	YTD Actual	Available Budget	% YTD of Total Budget
General Fund (001)					
Revenue					
Property Taxes	\$ 3,123,995	\$ 30,100	\$ 3,152,997	\$ (29,002)	101%
Sales Tax	\$ 4,712,216	\$ 490,586	\$ 3,173,306	\$ 1,538,910	67%
Other Tax	\$ 2,500	\$ 200	\$ 2,019	\$ 481	81%
Franchise Fees	\$ 562,000	\$ 1,842	\$ 539,452	\$ 22,548	96%
Fines & Forfeitures	\$ 262,050	\$ 49,440	\$ 308,715	\$ (46,665)	118%
Licenses & Permits	\$ 209,500	\$ 29,391	\$ 204,365	\$ 5,135	98%
Service Charges	\$ 305,850	\$ 31,972	\$ 288,067	\$ 17,783	94%
Miscellaneous	\$ 140,152	\$ 38,451	\$ 370,612	\$ (230,460)	264%
Total Revenues	\$ 9,318,263	\$ 671,982	\$ 8,039,532	\$ 1,278,731	86%
Expenditures					
Municipal Court	\$ 300,039	\$ 29,735	\$ 247,498	\$ 52,541	82%
Administration	\$ 690,171	\$ 42,295	\$ 582,217	\$ 107,954	84%
Police	\$ 2,091,296	\$ 164,092	\$ 1,836,591	\$ 254,705	88%
Fire	\$ 2,567,824	\$ 185,721	\$ 1,988,462	\$ 579,362	77%
Street	\$ 325,079	\$ 9,764	\$ 112,851	\$ 212,228	35%
Library	\$ 403,133	\$ 31,501	\$ 314,687	\$ 88,446	78%
Recreation	\$ 299,807	\$ 20,817	\$ 240,161	\$ 59,646	80%
Parks/Grounds	\$ 281,787	\$ 31,728	\$ 179,412	\$ 102,375	64%
Community Development	\$ 535,439	\$ 46,040	\$ 398,930	\$ 136,509	75%
Animal Control	\$ 202,422	\$ 23,950	\$ 202,071	\$ 351	100%
Legislative (City Secretary)	\$ 129,940	\$ 7,994	\$ 112,741	\$ 17,199	87%
Shared Services	\$ 839,990	\$ 96,502	\$ 643,170	\$ 196,821	77%
Transfers/Non Departmental	\$ 510,491	\$ -	\$ 557,725	\$ (47,234)	109%
Total Expenditures	\$ 9,177,418	\$ 690,138	\$ 7,416,514	\$ 1,760,905	81%
Rev/Exp	\$ 140,845	\$ (18,155)	\$ 623,018		
Utility Fund (002)					
Revenue					
Water	\$ 2,537,000	\$ 260,880	\$ 1,927,165	\$ 609,835	76%
Sewer	\$ 1,800,000	\$ 146,639	\$ 1,412,254	\$ 387,746	78%
Transfers In	\$ 2,406,753	\$ -	\$ 1,236,488	\$ 1,170,265	51%
Misc. (incl. Garbage Billing)	\$ 536,600	\$ 73,065	\$ 666,692	\$ (130,092)	124%
Total Revenues	\$ 7,280,353	\$ 480,583	\$ 5,242,599	\$ 2,037,754	72%
Expenses					
Shared Services	\$ 311,427	\$ 35,235	\$ 260,375	\$ 51,052	84%
Administration	\$ 641,582	\$ 48,499	\$ 526,475	\$ 115,107	82%
Water Services & Distr.	\$ 1,422,775	\$ 119,010	\$ 673,604	\$ 749,171	47%
Wastewater Service	\$ 1,369,360	\$ 126,328	\$ 849,687	\$ 519,673	62%
Trsfrs/Debt Service/Non-Dept.	\$ 3,215,401	\$ 381,600	\$ 2,652,765	\$ 562,636	83%
Total Expenses	\$ 6,960,545	\$ 710,673	\$ 4,962,906	\$ 1,997,638	71%
Rev/Exp	\$ 319,808	\$ (230,089)	\$ 279,693		
Link Operating Fund (098)					
Revenue					
Recreation	\$ 542,190	\$ 64,481	\$ 464,517	\$ 77,673	86%
Transfers in	\$ 199,680	\$ -	\$ 199,680	\$ -	100%
Total Revenue	\$ 741,870	\$ 64,481	\$ 664,197	\$ 77,673	90%
Expenditures					
Operating/Personnel	\$ 741,870	\$ 74,338	\$ 541,938	\$ 199,932	73%
Rev/Exp	\$ -	\$ (9,857)	\$ 122,260		
*Unaudited					

Finance

SPECIAL REVENUE FUNDS

Fiscal Year 2022-2023, Period Ending 07/31/2023

Monthly Financial Report					
	Budget	Current Month Actual	YTD Actual	Available Budget	% YTD of Total Budget
Court Security Fund (24)					
Revenue	\$ 5,500	\$ -	\$ 3,550	\$ 1,950	65%
Expenditures	\$ -	\$ -	\$ 161	\$ (161)	
<i>Rev/Exp</i>	\$ 5,500	\$ -	\$ 3,390		
Court Technology Fund (39)					
Revenue	\$ 4,800	\$ -	\$ 3,026	\$ 1,774	63%
Expenditures	\$ -	\$ -	\$ -	\$ -	
<i>Rev/Exp</i>	\$ 4,800	\$ -	\$ 3,026		
Crime Control District (65)					
Revenue					
Sales Tax	\$ 1,779,795	\$ 183,137	\$ 1,188,222	\$ 591,573	67%
Investment Income	\$ -	\$ 3,381	\$ 13,640	\$ (13,640)	
Grants/Transfers	\$ 21,760	\$ 10,459	\$ 25,441	\$ (3,681)	117%
Total Revenue	\$ 1,801,555	\$ 196,977	\$ 1,227,303	\$ 574,252	68%
Expenditures					
Public Safety	\$ 1,440,266	\$ 172,528	\$ 1,188,725	\$ 251,541	83%
Capital Expense	\$ 78,871	\$ 10,177	\$ 124,641	\$ (45,770)	158%
Transfers Out	\$ 50,000	\$ -	\$ 50,000	\$ -	100%
Total Expenditures	\$ 1,569,137	\$ 182,705	\$ 1,363,366	\$ 205,771	87%
<i>Rev/Exp</i>	\$ 232,418	\$ 14,271	\$ (136,064)		
Hotel Occupancy Tax (77)					
Revenue					
HOT (Taxes)	\$ 180,000	\$ 18,527	\$ 195,441	\$ (15,441)	109%
Expenditures					
Operating Expense	\$ 93,656	\$ 2,924	\$ 31,186	\$ 62,470	33%
Debt Service	\$ 105,013	\$ -	\$ 20,006	\$ 85,007	19%
Total Expenditures	\$ 198,669	\$ 2,924	\$ 51,193	\$ 147,476	26%
<i>Rev/Exp*</i>	\$ (18,669)	\$ 15,604	\$ 144,249		
TIF Fund (89)					
Revenue					
Property Tax Allocation	\$ 201,709	\$ -	\$ 190,474	\$ 11,235	94%
Investment Income	\$ -	\$ 3,008	\$ 17,702	\$ (17,702)	
Sales Tax Transfer in	\$ 75,000	\$ -	\$ -	\$ 75,000	
Total Revenue	\$ 276,709	\$ 3,008	\$ 208,176	\$ 68,533	75%
Expenditures					
Operating	\$ 90,000	\$ -	\$ -	\$ 90,000	0%
Improvement Incentive	\$ 30,000	\$ -	\$ -	\$ 30,000	0%
Transfers Out	\$ -	\$ -	\$ 72,590	\$ (72,590)	
Capital Projects	\$ 460,000	\$ 2,023	\$ 195,074	\$ 264,926	42%
Total Expenditures	\$ 580,000	\$ 2,023	\$ 267,664	\$ 312,336	46%
<i>Rev/Exp</i>	\$ (303,291)	\$ 986	\$ (59,488)		
Strategic Initiative Fund (107)					
Revenue	\$ 2,400,000	\$ -	\$ 2,400,000	\$ -	100%
Expenditures	\$ 691,000	\$ 18,645	\$ 76,183	\$ 614,817	11%
<i>Rev/Exp</i>	\$ 1,709,000	\$ (18,645)	\$ 2,323,817		

Finance

CAPITAL FUNDS

Fiscal Year 2022-2023, Period Ending 07/31/2023

Monthly Financial Report					
	Budget	Current Month Actual	YTD Actual	Available Budget	% YTD of Total Budget
Oil & Gas Lease Fund (12)					
Revenue	\$ 77,000	\$ 10,039	\$ 320,464	\$ (243,464)	416%
Expenditures	\$ 95,000	\$ 3,174	\$ 19,107	\$ 75,893	20%
<i>Rev/Exp*</i>	\$ (18,000)	\$ 6,865	\$ 301,357		
Capital Projects Fund (20)					
Revenue-Transfers In	\$ 1,288,311	\$ -	\$ 719,580	\$ 568,731	56%
Expenditures					
Capital Projects	\$ 1,130,000	\$ 87,629	\$ 407,549	\$ 722,451	36%
Capital-Lease Pymts	\$ 158,311	\$ -	\$ 157,483	\$ 828	99%
Total Expenditures	\$ 1,288,311	\$ 87,629	\$ 565,033	\$ 723,279	44%
<i>Rev/Exp</i>	\$ (0)	\$ (87,629)	\$ 154,547		
Road and Street Fund (25)					
Revenue					
Sales Tax	\$ 1,767,081	\$ 183,970	\$ 1,189,990	\$ 577,091	67%
Total Revenue	\$ 1,767,081	\$ 183,970	\$ 1,189,990	\$ 577,091	67%
Expenditures					
Street R&M	\$ 2,929,388	\$ 80,272	\$ 929,691	\$ 1,999,697	32%
Total Expenditures	\$ 2,929,388	\$ 80,272	\$ 929,691	\$ 1,999,697	32%
<i>Rev/Exp*</i>	\$ (1,162,307)	\$ 103,698	\$ 260,298		
Vehicle Replace. Fund (30)					
Revenue					
Misc. Income	\$ 279,950	\$ 41,134	\$ 311,806	\$ (31,856)	111%
Expenditures					
Capital-Lease Expense	\$ 244,240	\$ 20,737	\$ 199,382	\$ 44,858	82%
Capital- Purchases	\$ 25,000	\$ -	\$ 24,746	\$ 254	99%
Lease - Upfront costs	\$ -	\$ -	\$ 90,428	\$ (90,428)	
Operational	\$ 20,000	\$ 1,199	\$ 20,551	\$ (551)	103%
Total Expenditures	\$ 289,240	\$ 21,936	\$ 335,107	\$ (45,867)	116%
<i>Rev/Exp*</i>	\$ (9,290)	\$ 19,198	\$ (23,301)		
ARPA Fund (101)					
Revenue-Transfers In/Interest	\$ 1,768,541	\$ 7,350	\$ 207,537	\$ 1,561,004	12%
Expenditures					
Project Appropriations	\$ 1,671,768	\$ 22,830	\$ 80,352	\$ 1,591,416	5%
Transfers out-Prem. Pay	\$ 96,773	\$ -	\$ 86,218	\$ 10,555	89%
Total Expenditures	\$ 1,768,541	\$ 22,830	\$ 166,570	\$ 1,601,971	9%
<i>Rev/Exp</i>	\$ -	\$ (15,480)	\$ 40,966		

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

Finance

DEBT SERVICE FUND

Fiscal Year 2022-2023, Period Ending 07/31/2023

Monthly Financial Report					
	Budget	Current Month Actual	YTD Actual	Available Budget	% YTD of Total Budget
Debt Service Fund (10)					
Revenue					
Property Taxes	\$ 1,001,117	\$ 14,972	\$ 1,033,419	\$ (32,302)	103%
Expenditures					
Debt Service	\$ 948,844	\$ -	\$ 235,482	\$ 713,362	25%
Rev/Exp	\$ 52,273	\$ 14,972	\$ 797,937		
COMPONENT UNIT					
Richland Hills EDC (26)					
Revenue					
Sales Tax	\$ 1,178,054	\$ 128,011	\$ 818,186	\$ 359,868	69%
Total Revenues	\$ 1,178,054	\$ 128,011	\$ 818,186	\$ 359,868	69%
Expenses					
Operating	\$ 347,868	\$ 30,999	\$ 141,623	\$ 206,245	41%
Transfers Out	\$ 1,000,000	\$ -	\$ 400,000	\$ 600,000	40%
Debt Service	\$ 228,663	\$ -	\$ 44,331	\$ 184,332	19%
Total Expenditures	\$ 1,576,531	\$ 30,999	\$ 585,954	\$ 990,577	37%
Rev/Exp*	\$ (398,477)	\$ 97,011	\$ 232,232		
*Any overages in these funds are covered by fund balance.					
DRAINAGE					
Drainage Fund (022)					
Revenue					
Billing/Interest	\$ 909,458	\$ 76,294	\$ 762,161	\$ 147,297	84%
Expenses					
Operating	\$ 446,274	\$ 19,876	\$ 231,547	\$ 214,727	52%
Debt Service	\$ 483,439	\$ -	\$ 48,919	\$ 434,519	10%
Total Fund	\$ 929,713	\$ 19,876	\$ 280,467	\$ 649,246	30%
Rev/Exp*	\$ (20,255)	\$ 56,417	\$ 481,694		

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

Fire

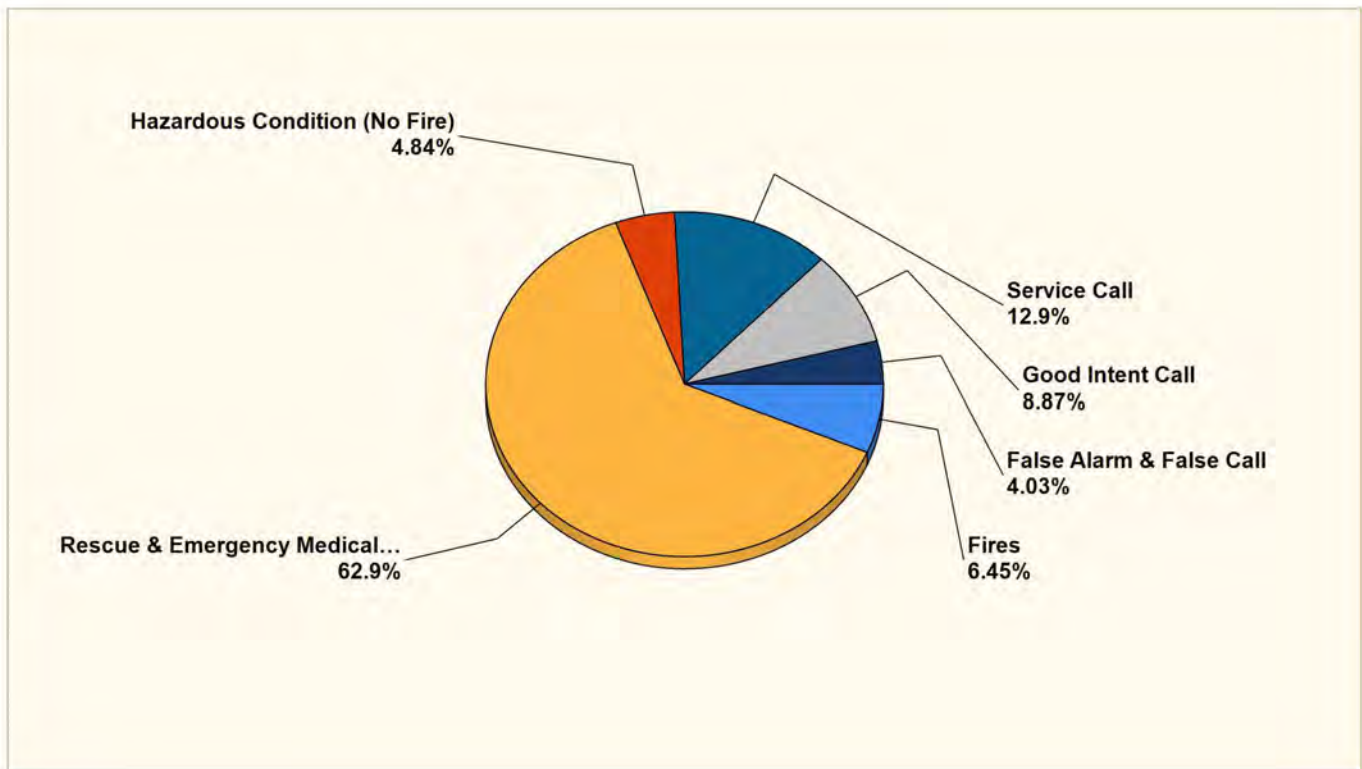
Fire Operations:

- Personnel completed **28** business inspections throughout the month.
- Members completed a combined **276** hours of training this month.
- Staff participated in **3** development related meeting during the month of July.
- The mutual aid agreement with Medstar Ambulance resulted in **24** responses during July.
- Response times for July averaged **4 minutes 37 seconds** from receipt of call-in dispatch to the first fire unit arriving on scene to assist.
- More than **14.52%** of emergency calls in July were received while our crews were already addressing another emergency in the city.
- FM Brock has begun strictly enforcing fire lanes around the city to ensure access for emergency vehicles is maintained.
- The Link and the RHFD partnered to offer a community babysitter safety training at the Link in July. Seven kids between 11 and 14 completed the class over CPR, First Aid, Social Media Safety and Water Safety. We will plan to offer this class each April.
- The RHFD and RHPD participated in a multi-agency active shooter exercise at Richland High School in late July. This training is invaluable to our personnel for these situations which we hope we never have to address.
- Personnel also participated in the Library's Summer Reading finale where we visited with all in attendance and provided a water spray for the kids and adults to cool off in the extreme summer heat.
- Smoke alarms continue to be available to those who need them. There is no cost and FD personnel will install them. No smoke detectors were installed in July.
- Vial of Life emergency medical information pouches are available at the fire station and Library.
- Medication disposal pouches are also available at the fire station. The box is mounted on the wall in the lobby of the new fire station. Please help yourself.
- Flushing and flow testing of all fire hydrants has been completed for 2023.
- Calls in July 2023 were **27% less** than calls in July 2022.

- Mutual aid received from other agencies was **40% less** compared to July 2022. Mutual aid given was **55% less** than July 2022.

Operations Response Data:

Service Calls – Through July 31, 2023			
	Current Month	July 2022	FY2023 Total
Fire Calls	8	8	52
EMS/Major Accidents/ Rescues	78	109	968
Hazardous Conditions – No Fire	6	4	69
Public Assistance	16	16	145
Good Intent (No Service Rendered)	11	26	137
False Alarm	5	70	86
Severe Weather & Natural Disaster	0	0	4
Total Calls	124	170	1,461
Automatic / Mutual Aid			
	Current Month	July 2022	YTD Total
Aid Received	21	25	178
Aid Given	18	35	248



Medstar Response Data:

Richland Hills Monthly Count Data			
Priority	Count of Monthly Responses	Transports	Average Response Time
P1	1	0	0:09:15
P2	3	3	0:07:42
P3	3	3	0:10:15
P4	2	0	0:11:49
P5	12	10	0:11:31
P6	0	0	
P7	1	0	0:28:03
P8	2	1	0:01:02
Overall Total:	24	17	0:11:44
Priority Total:	7	6	0:09:12
Non-Priority Total:	17	11	0:13:06
Transport Percentage:	70.83%		

Priority 1 calls are considered life threatening emergencies. Priority 2 and 3 calls are considered urgent response needed. Priorities 4 through 8 are decreasingly non-emergent in nature based on information from the caller.

Emergency Management:

- Plans are underway for a more extensive exercise that will be conducted on September 27th and 28th.
- Additional needed supplies and equipment have been purchased including a real time weather station for the fire station.

Fire Marshal:

CO Inspections: 6

Fire Alarm Inspection: 3

Fire Sprinkler Inspection: 3

School Inspections: 0

Church Fire Inspections: 1

Nursing Home Inspections: 1

Shift Inspections: 4

Plan Reviews: 2

Code Consults: 2

Business Info Updates: Flow Test for new sprinkler system at 2840 Handley Ederville Rd is complete, also new hydrant was added on south side of Dogwood near intersection of Handley Ederville Rd.

Finding several occupied businesses without Certificate of Occupancies upon inspections/contacts, forwarding to Permits or Code Enforcement.

DRC Meetings: 2

P&Z Meeting: N/A

Tarrant Co. Emergency Mgmt. Meeting: N/A

NEFDA Haz-Mat Meeting: NEFDA Drill to be done in house.

TCFAI Meeting: Classes and Range have been made available through Tarrant County Sheriff's Office and Arson Task Force

TCFP to introduce Fire Marshal certification in 2023,

Tarrant Co. Arson Conference – Aug 2023, Brindley will attend with FM Brock

Building Walkthroughs: Fastenal Building - 7500 Baker Blvd.

RICHLAND HILLS PUBLIC LIBRARY

JULY • 2023



IMPACT

The library was very busy in July with Summer Reading activities. We also received a new 5 star review on Google, stating "This is our favorite Library everyone here is so nice and friendly and helpful we always look forward to coming here Miranda is always so nice and helpful my kids enjoying talking to her and doing activities."

202 People participated in Summer Reading and 450 people attended our End of Summer Event. The foam party and the RH Fire Department were a huge hit with the kids.

KEY FACTS (LAST YEAR)

- 1183 Visitors (1097)
- 1935 Program Attendance (1097)
- 14 Programs & Events (9)
- 3353 Total Items Checked Out (4217)
- 1182 Questions Answered (914)
- 5 Posters printed for other City Departments (1)
- 126 Computer usage (269)
- *Wireless Prints (New Service)
- * Statistics not yet available

Month of JULY 2023

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

	Current Month # Cleared	Current Month \$ Amt Cleared	YTD Number	YTD Dollar Amount
Warrant Service by Marshal in office				
Turned self in	2	\$ 1,012.00	46	\$ 18,606.50
Attorney bonds	5	\$ 2,217.80	43	\$ 20,392.03
Returned for Officer correction	4	\$ 1,661.80	17	\$ 7,264.60
Unable to locate - bad info	0		25	\$ 8,280.00
Paid/payment plan	25	\$ 10,420.40	136	\$ 59,231.04
Deceased	0		10	\$ 4,576.30
Cleared-Found Incarcerated	2	\$ 952.00	49	\$ 19,250.00
Warrant Service by Marshal in field				
Arrests - transfer to jail	0		20	\$ 7,693.10
Payment plan rather than jailed	0		23	\$ 9,828.80
Attorney bonds rather than jailed	0		7	\$ 2,791.53
Paid rather than jailed	0		37	\$ 15,590.32
Warrant Service - Other				
Time Served	62	\$ 22,306.60	522	\$ 191,929.10
Arrested by other agencies	60	\$ 22,337.00	498	\$ 189,416.68
Paid by defendant	9	\$ 4,432.40	25	\$ 11,264.89
Released due to medical reasons	0		21	\$ 8,795.18
Attorney bonds	0		9	\$ 4,115.79
Prisoner Transfers				
Number of defendants transferred	0		17	14585
Total hours spent on transfers	0		25	
Total miles driven on transfers	0		569	
Teletype - time serve/plea/court date	14	\$ 9,580.50	164	\$ 67,348.60
Other Duties				
Bank detail	8		101	
Traffic stops	0	0	0	0
Insurance verifications	5		88	
Vehicles inspected	0		1	
Bailiff hours	5		56.5	
Training	0		32	
Serve summons - School	0		17	
Serve summons - Animal Control	0		4	
Serve summons - Code Enforcement	0		4	
Serve summons - Police	2		13	
Officer corrections on citations	9		93	
Returned FTA notices	14		221	

Municipal Court

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

None at this time.

Citation Summary		
	Current Month	YTD Total
Violations Filed	538	3304
Completed Cases– Paid Fine & Before Judge	178	1413
Other Completed - Dismissed deferred, DSC, proof, compliance, by Judge or Prosecutor, plea & bar, void	90	805
Number of Warrants Issued	283	1521
Number of Warrants Cleared	107	1363
Number of Outstanding Warrants	262	1253
Value of Outstanding Warrants	\$97,504.00	\$589,762.08
Total Fees Collected	\$67,616.12	\$437,902.59

Parks and Recreation Director's Report

July 2023



Budget Analysis

The Link had a down month in June. While the overall revenue was way up (\$66,259.47), we did not reach our scheduled revenue goal. While there are some individual lines that did not meet the expected total, the almost \$2,500 under in athletics is the main culprit, as that number is higher than the total shortage the Link's revenue for June.

Expenses have been controlled by staff. However, we did increase payroll for part-time employees to stay competitive in this area. Overall, The Link's finances are in a good place for the fiscal year.

Project/Program Updates

- **Memberships: \$5,795.41** July was the last month to clear unused payments for 2023 (bad debt that is over a year old will be corrected in September). Staff cleared out over \$700 of failed payments from multiple memberships. With 26 sales and 28 terminations, the overall count is slight down to 325 memberships at The Link. Scans increased to 1,910 in June even with a drop to 373 different users.
 - Medicare programs brought in **\$2,012.50** in additional monthly fees from 149 active members.
- **Camp Connect and Link Learner's Academy (LLA): \$37,326.50.** July averaged just under 69 campers per week. Staff takes 54 kids on field trips twice a week with the rest of the children paying less to remain at The Link.
- **Programs:** Staff is continuing to work on bringing in more instructors with more classes. The goal is to have a wide variety of art, educational, and physical or athletic classes hosted at The Link.
 - **Classes:** Current classes
 - Karate – 12
 - Belly Dancing – 5
 - Creative Movement and Dance - 2
 - **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 –59
 - Volleyball players – 31
 - **Special Events:** Red, White & YOU! was held on July 4th from 9am till noon with an estimated 1,000 participants and spectators for the Patriotic Parade and Independence Celebration. This year staff offered something new during the parade in the form of Parade pop-ups. There were

4 locations along the route that offered water, ice pops, fans and other give-a-ways. Besides returning favorites like live music, free sno-cones, free hotdogs, crafts and children's activities, the event debuted a bunking booth.

- **Community Programs:** The Link, while designed to generate revenue, tries to find a balance with community programs that anyone can join.
 - Lunch Bunch – Catfish and sides were served and 89 attended. 75 seniors stayed and played bingo for prizes.
 - Tarrant Area Food Bank – in association with Center Point Church – 89 families were served.
 - Second Saturday Seminars – The plan was to host an HVAC program from a local business to help educate residents on how to use their home system efficiently. Unfortunately, staff could not secure a speaker this month.
- **Senior Programs:** 14 seniors joined staff for a trip to Winstar Casino on July 12, and on July 19 there were 14 attendees for a trip to Texas Rangers game to watch a victory.
- **Parks:** Staff is continuing to work on the Park Plan, as well as landscaping and mowing.
 - **Park Plan Updates:** Parkhill has completed the plans and will be advertising for a construction bid in July. That timetable will have construction begin in September.
 - **Park Amenities:** Staff has purchased tables, benches, trash cans, bike racks, grills and water fountains. Those should be arriving in August for installation.
 - **Water Feature:** Chemicals have begun to respond to changes. All mechanical components are working as well. Staff will be calling out the health inspector to begin running the water feature for the public to use.
- **Landscaping:** Yellowstone has done better keeping up with weeding the medians and the Plaza. A local resident has been contracted to mow some properties. With his help, staff has been able to do a better job of keeping up with mowing the trail every other week. Plaza irrigation has been fixed and the golden tree are budding again, as well as green turf in the plaza.
- **ROWS and Medians:** Letting for the Green Ribbon will be led by TxDOT and be completed in August for an early Fall installation of new vegetation in the Baker medians.
- **Rentals: \$14,325.10** The Link hosted 50 rentals this month, including 9 city events. Staff has agreed with the concrete company mentioned in last month's report. The first week of classes will tentatively begin on September 18.

Valuable Information:

- The indoor playground – All components have been purchased. We have been told that the flooring will be stitched in toward the end of July.

Link Revenue	July 21'	July 22'	July 23'		Fiscal Year 20-21 YTD	Fiscal Year 21-22 YTD	Fiscal Year 22-23 YTD
Classes	\$ 2,802.28	\$ 814.25	\$ 1,051.50		\$ 10,543.53	\$ 5,284.37	\$ 6,652.37
Link Membership	\$ 5,761.87	\$ 5,436.31	\$ 5,795.41		\$ 50,189.25	\$ 53,903.38	\$ 59,052.03
One Day Passes	\$ 292.00	\$ 504.00	\$ 495.00		\$ 2,888.00	\$ 3,761.00	\$ 3,379.00
Fitness Classes	\$ 477.62	\$ 277.50	\$ 431.58		\$ 341.50	\$ 3,361.23	\$ 2,854.81
Personal Training	\$ 896.86	\$ 530.92	\$ 240.00		\$ 5,173.86	\$ 19,863.51	\$ 3,841.60
Athletics	\$ 1,714.00	\$ 2,249.75	\$ 1,188.50		\$ 14,033.42	\$ 22,237.04	\$ 17,976.24
Camps	\$ 26,239.49	\$ 34,068.00	\$ 37,326.50		\$ 57,379.37	\$ 86,819.25	\$ 89,480.00
After School	\$ -	\$ -	\$ -		\$ 49,296.10	\$ 80,821.58	\$ 95,972.50
Rentals	\$ 8,714.85	\$ 17,945.35	\$ 14,325.10		\$ 80,514.78	\$ 188,073.69	\$ 145,901.27
Total	\$ 46,898.97	\$ 61,826.08	\$ 60,853.59		\$ 270,359.81	\$ 464,125.05	\$ 425,109.82

Police

- July 4th - City-wide Community Event: Red, White & YOU Event was very successful.
- July 14th - new branding logo placed on Police Department's exterior sign
- July 26th – Officers participated in the Birdville ISD large scale Active Shooter Exercise at Richland High School, including members from North Richland Hills, Haltom City, and Watauga Police and Fire Departments.
- July 26th - Multiple members of the police department, sworn and civilian staff, participated in the state-wide event Tip-A-Cop benefiting Special Olympics at Texas Roadhouse.
- July 27th - End of Summer Reading Police Department handout books, and other items to the community.

Service Calls		
	Current Month	YTD Total
Total Calls for Service (CFS)	2023	13414
Calls for Service	541	3264
Field Generated CFS	1482	10150
Proactive Policing (Included in Field Generated)		
Traffic Stops-Spillman	498	2983
Violations issued	388	2288
Warnings issued	372	2375
Traffic stops resulting in an arrest	31	183
Crime Prevention CFS	343	2104
Business Checks CFS	288	2648
Arrests	59	382
Family Violence-included above	3	25
DWI Arrests-included above	12	51
Priority-1 Total Response Time	5m51s	
Priority-1 Officer Response Time	2m45s	

NOTES:

DWI arrests increased this month

Part 1 Offenses		
	Current Month	YTD Total
Total Violent Crime Offenses	10	92
Murder	0	1
Rape	3	13
Robbery	1	3
Aggravated Assault	0	17
Simple Assault	6	58
Total Property Crime Offenses	29	149

Burglary	8	36
Business	6	25
Residential	2	11
Larceny	14	71
Burglary of Motor Vehicle	4	28
Auto Theft	3	13
Part -1 Offenses Cleared	19	83
Clearance Rate %	48.72%	34.87%
Stolen Property Reported	\$311,417	\$765,627
Stolen Property Recovered	\$2,100	\$69,400

NOTES:

Traffic Unit Pilot Program

	Current Month	YTD Total
Traffic Stops	165	729
Citations	166	725
Violations	203	925
Speed Related	102	364
Fail to Maintain Financial Responsibility	20	109
Expired Registration	26	122
All Other Violations	55	330
Warnings	52	255
Accident Investigations	1	5
Reactive Traffic Enforcement	10	56
Parking Complaint	8	13
Traffic Complaint	1	37
Proactive Traffic Enforcement	66	230**
Citizen Initiated	21	70**
Officer Initiated	45	147
School Zone	0	25**
Arrest		8
Impaired Driver	0	1
Warrants	0	5
On-View	1	3

NOTES:

** Data Collection began in the month of May for these categories.

- Traffic Officer Russell was on Vacation July 3rd through July 6th.
- Traffic Officer Russell increased proactive parking enforcement.
- Traffic Officer Russell assisted with covering patrol on July 27th due to staffing issues.

Traffic Accidents

	Current Month	YTD Total
Crash Reports	8	78
Accidents-Major	4	34
Accidents-Minor	4	69
Alcohol/Drug Impairment	2	6

NOTES:

Records

	Current Month	YTD Total
Sex Offender Registrations	0	7
Open Records Requests	48	398

Property & Evidence

	Current Month	YTD Total
Pieces of Property Received	130	907
Items Taken to Lab for Narcotics Testing	28	95
Items Taken to Lab for Blood Alcohol Content	6	38
Crime Scene Call-Outs Richland Hills	1	9
Crime Scene Call-Outs Haltom City	0	1

Criminal Investigations

	Current Month	YTD Total
New Assigned Cases	144	891
Current Open Cases	135	
Total Warrants Issued	10	57
Misdemeanor Arrest Warrant	2	22
Felony Arrest Warrant	5	24
Search Warrant	3	11
Charges Filed with TCDA	35	285
New Emergency Protective Orders	1	11

NOTES:

Animal Services

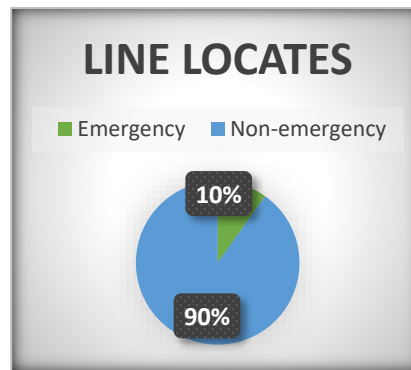
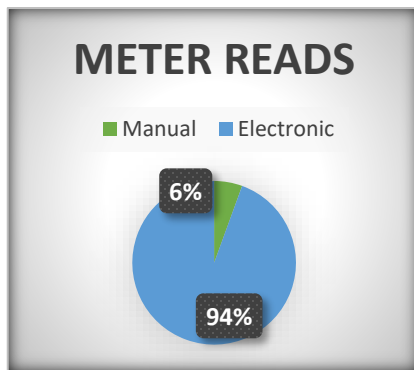
- On July 27th, Vax Shack provided over 30 spay/neuters on Surgery Day & provided immunizations to over 60 animals during the 3-hour shot clinic.
- Next surgery date is August 24th, the surgery schedule is filling up fast. Shot clinic hours 10:00am-1:00pm same day.
- CTS (Clear the Shelter – National Event) Free adoptions from Aug 1 – Aug 31, 2023.

Service Calls		
	Current Month	YTD Total
Total Dispatched Calls	23	218
Impounds		
	Current Month	YTD Total
DOGS	4	119
CATS	23	115
OTHER THAN DOGS/CATS	0	0
TOTAL	27	244
Incidents by Type		
	Current Month	YTD Total
ANIMALS AT LARGE	6	78
AGGRESSIVE ANIMAL	1	10
ANIMAL COMPLAINTS	12	97
INJURED ANIMALS	1	17
TOTAL	20	202
NOTES: 2700 block of Ash Park Aggressive Dog. Animal Services was dispatched to this location for an aggressive dog. ACO Turnage arrived and searched but was not able to locate the dog. ACO Turnage then returned to 2700 block of Ash Park and attempted to contact the resident by knocking on the door. ACO could hear dogs barking inside the home, but no one came to the door. The resident was contacted via phone and advised that she was out of town. The resident contacted a friend who checked on the dogs.		
Bite Reports		
	Current Month	YTD Total
ANIMAL BITES	0	7
SHELTER QUARANTINE	0	2
HOME QUARANTINE	0	4
SUBMISSION TO AUSTIN	0	1
UNABLE TO LOCATE	0	0
NOTES:		

Disposition of Animals out of the Shelter		
	Current Month	YTD Total
DOGS ADOPTED	3	94
CATS ADOPTED	11	93
RETURNED TO OWNER/YARD	2	38
TRANSFERRED/RESCUED	3	6
EUTHANIZED	1	7
City License Issued		
	Current Month	YTD Total
ISSUED	11	78
Citations/Violations Issued		
	Current Month	YTD Total
CITATIONS ISSUED	0	16
WARNINGS ISSUED	0	6

Public Works

Public Works – Work Orders				TOTAL WORKORDERS: 301	
STREETS		WATER		SEWER	
Potholes	40	Water Line Break	4	Sewer Line Break	1
Street Patch	2	Water Line Repair	1	Sewer Line Repair	0
Debris Removal/Mowing	27	Meter Leak/Repair	27	Household Back-up	1
Sign Repair/Install	27	After Hour Calls	4	Drainage	2
Manhole Repairs	1	Other (Water pressure, odor, etc.)	16	After Hour Calls	4
After Hour Calls	0			Other (Odor, etc.)	0
Other (Mosquito Testing/Spray, Inspections)	22				



Utilities – Work Orders		TOTAL WORKORDERS: 228	
SERVICES		GENERAL	
Meter Turn On	29	Possible Leak	5
Service Shut Off	38	Meter Repairs/Replacement	2
Final Reads	33	Re-Read Meter	10
Service Starts	33	No Reads	64
Other (Low Consumption, Meter Tests, etc.)	14		

Operational Updates

- 5900' of sewer line cleaned.
- 62 man-hours spent reading wells and water sampling.
- 24 man-hours spent conducting NAP Testing.
- Approximately 40 man-hours spent reading water meters.
- The Meter Replacement Program has been completed.
- Routine levee maintenance.
- Multiple curb-stops replaced/repaired.
- Inspection of the levee was conducted by the Army Corp of Engineers.

- Tree trimming completed throughout the City.
- Mosquito testing.
- Worked with the Police Department to determine the traffic/school signs needed for Mullendore Elementary School. Signs and poles ordered.
- Replacement of the sewer main on Ruth began.
- Pump house maintenance.
- Staff installed residential water meters at Baker Landing.
- The bi-annual Northern Trinity Groundwater Conservation District well reports and payments (5) completed and submitted NTGCD.
- The DLQOR Report was completed and submitted to TCEQ.
- TCEQ conducted an on-site Comprehensive Compliance Investigation with favorable results. This Investigation is done once every 3 years.
- Staff attended a CDBG Pre Con meeting concerning Elm Park.
- The Dover project is on-going.
- 5 staff members assisted with the execution of Red, White, & YOU.

Staff Update

- Internal training continues.