**RICHLAND HILLS CITY COUNCIL**
**REGULAR MEETING AGENDA**
**SEPTEMBER 25, 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.**
   1. Section 551.074: Deliberation regarding Personnel Matters
      a. Board and Commission Appointments
      b. 75th Anniversary Committee Appointments

2. 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. Texas Night Out Proclamation

B. Fire Prevention Week Proclamation

C. Code Compliance Month Proclamation

D. 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 September 11, 2023 City Council Regular Meeting

B. Excuse the absence of Councilmember Javier Alvarez from the September 11, 2023 regular City Council meeting

**3. PUBLIC HEARINGS, MEETINGS, AND OTHER RELATED ITEMS**

A. Consider Ordinance 1483-23 approving and adopting an amended budget for Fiscal Year 2023 **PUBLIC HEARING**

B. Consider approval and adoption of the Fiscal Year 2024 Crime Control and Prevention District Budget **PUBLIC HEARING**

C. Consider Ordinance 1484-23 approving and adopting the Fiscal Year 2024 Budget and Multi-Year Capital Improvement Program **PUBLIC HEARING**

**4. ORDINANCES & RESOLUTIONS AND OTHER RELATED ITEMS**

A. Consider Ordinance 1485-23 setting and approving the Fiscal Year 2024 Tax Rate

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

A. Consider Agreement for Use of Hotel Motel Revenue between the City of Richland Hills and CN Churchill II LLC

B. Consider Memorandum of Understanding for Citywide Solid Waste Collection and Recycling Services between the City of Richland Hills and Allied Waste Services of Fort Worth, LLC dba Republic Services

**6. OTHER ITEMS FOR CONSIDERATION**

A. Ratify vote approving the Fiscal Year 2024 Tax Rate

B. Consider appointments to Boards and Commissions

C. Consider appointments to the Richland Hills 75th Anniversary Committee

## 7. REPORTS & DISCUSSIONS

A. Street Improvement Projects

B. August Department Reports

## 8. COMMUNITY INTEREST ITEMS

This is a standing item on the agenda of every regular meeting of the City Council. (The Texas Open Meetings Act effective September 1, 2009, provides that "*a quorum of the city council may receive from municipal staff, and a member of the governing body may make, a report regarding items of community interest during a council meeting without having given notice of the subject of the report, provided no action is taken or discussed.*" The Open Meetings Act does not allow Council to discuss an item concerning pending City Council business unless it is specifically, appropriately posted on the agenda.) An "item of community interest" includes the following:

- information regarding holiday schedules;
- honorary recognitions of city officials, employees, or other citizens;
- reminders about upcoming events sponsored by the city or other entity that is scheduled to be attended by a city official or city employee; and
- announcements involving imminent public health and safety threats to the city

## 9. EXECUTIVE SESSION

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

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

## 10. ADJOURNMENT

### CERTIFICATE

I hereby certify that the above agenda was posted on this the 21st day of September 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: Lindsay Rawlinson, City Secretary

Date: September 25, 2023

Subject: Texas Night Out Proclamation

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**Agenda Item:**

Texas Night Out Proclamation

**Background Information:**

In recognition of “Texas Night Out”, Mayor Lopez will present a Proclamation to Richland Hills Police Chief Kimberly Sylvester.

**Financial Considerations:**

N/A

**Legal Review:**

N/A

**Board/Citizen Input:**

N/A

**Attachments:**

Texas Night Out Proclamation

**Council Action Requested:**

Presentation of Texas Night Out Proclamation

# Proclamation

Richland Hills

**WHEREAS,** the National Association of Town Watch (NATW) sponsors a unique, nationwide crime, drug, and violence prevention program entitled "National Night Out"; and

**WHEREAS,** National Night Out is a national community-building campaign that is a great opportunity for citizens and law enforcement to partner up against crime; and

**WHEREAS**, National Night Out promotes police-community partnerships enhancing relationships between neighbors and law enforcement while bringing back a true sense of community; and

**WHEREAS,** Richland Hills Police Department plays a vital role in assisting Tarrant County through joint crime, drug, and violence prevention efforts in Richland Hills and is supporting the 37th annual "National Night Out" locally; and

**WHEREAS,** it is essential that all citizens of Richland Hills be aware of the importance of crime prevention programs and impact that their participation can have on reducing crime, drugs, and violence in Richland Hills.

**NOW, THEREFORE, BE IT RESOLVED THAT** I, Edward Lopez, Mayor of Richland Hills, do hereby proclaim October 3, 2023 as:

## NATIONAL NIGHT OUT

in Richland Hills and invite the residents of Richland Hills to join the Police Department and millions of Texans in supporting the 2023 Texas Night Out.

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Mayor Edward Lopez
City of Richland Hills

# Memorandum

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

From: Lindsay Rawlinson, City Secretary

Date: September 25, 2023

Subject: Fire Prevention Week Proclamation

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**Agenda Item:**

Fire Prevention Week Proclamation

**Background Information:**

In recognition of “Fire Prevention Week”, Mayor Lopez will present a Proclamation to Richland Hills Fire Chief Russell Shelley.

**Financial Considerations:**

N/A

**Legal Review:**

N/A

**Board/Citizen Input:**

N/A

**Attachments:**

Fire Prevention Week Proclamation

**Council Action Requested:**

Presentation of Fire Prevention Week Proclamation

# Proclamation

Richland Hills

***WHEREAS,*** fire is a serious public safety concern both locally and nationally, and homes are the locations where people are at greatest risk from fire; and

***WHEREAS,*** home fires caused 2,800 civilian deaths in the United States in 2021, according to the National Fire Protection Association® (NFPA®), and fire departments in the United States responded to 338,000 home fires; and

***WHEREAS,*** cooking is the leading cause of home fires in the United States and fire departments responded to more than 166,400 annually between 2016 and 2020 ; and

***WHEREAS,*** two of every five home fires start in the kitchen with 31% of these fires resulting from unattended cooking; and

***WHEREAS,*** more than half of reported non-fatal home cooking fire injuries occurred when the victims tried to fight the fire themselves; and

***WHEREAS,*** the 2023 Fire Prevention Week™ theme, "Cooking safety starts with YOU. Pay attention to fire prevention™," works to educate everyone about simple but important actions they can take to keep themselves and those around them safe when cooking.

**NOW, THEREFORE, BE IT RESOLVED THAT** I, Edward Lopez, Mayor of Richland Hills, do hereby proclaim October 8-14, 2023 as:

**FIRE PREVENTION WEEK**

in Richland Hills and encourage everyone to check their kitchens for fire hazards and use safe cooking practices during Fire Prevention Week 2023 and to support the many public safety activities and efforts of Texas' fire and emergency services.

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Mayor Edward Lopez
City of Richland Hills

# Memorandum

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

From: Lindsay Rawlinson, City Secretary

Date: September 25, 2023

Subject: Code Compliance Month Proclamation

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**Agenda Item:**

Code Compliance Month Proclamation

**Background Information:**

In recognition of “Code Compliance Month”, Mayor Lopez will present a Proclamation to Code Compliance Officers Melissa Scheuttig and Catherine Fullenwider.

**Financial Considerations:**

N/A

**Legal Review:**

N/A

**Board/Citizen Input:**

N/A

**Attachments:**

Code Compliance Month Proclamation

**Council Action Requested:**

Presentation of Code Compliance Month Proclamation

# Proclamation

Richland Hills

***WHEREAS,*** Code Enforcement Officers provide for safety and welfare of the citizens throughout the United States through the enforcement of local codes or ordinances facing various issues of building, zoning, housing, animal control, environmental, health and life safety; and

***WHEREAS,*** Code Enforcement Officers often have a challenging and demanding role and often do not receive recognition for the job that they do in improving living and working conditions for residents and businesses of local communities; and

***WHEREAS,*** Code Enforcement Officers are dedicated and high qualified professionals who share the goals of preventing neighborhood deterioration, enhancing and ensuring safety, and preserving property values through knowledge and application of house, zone, and nuisance codes and ordinances; and

***WHEREAS,*** Code Enforcement Officers often have a highly-visible role in the communities they serve and regularly interact with a variety of state officials, county officials, first responders, legislative boards, commissions, agencies, and bodies; and

***WHEREAS,*** Code Enforcement Officers are called upon to provide quality customer service and excellence to the residents and businesses of the communities in which they serve.

**NOW, THEREFORE, BE IT RESOLVED THAT** I, Edward Lopez, Mayor of Richland Hills, do hereby proclaim the month of October 2023 as:

## NATIONAL CODE COMPLIANCE MONTH

in Richland Hills and call upon the community to join in recognizing and expressing their appreciation for the dedication and service by the individuals who serve as our Code Enforcement Officers.

Mayor Edward Lopez
City of Richland Hills

# Memorandum

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

From: Lindsay Rawlinson, City Secretary

Date: September 25, 2023

Subject: Minutes from the September 11, 2023 Regular City Council Meeting

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**Agenda Item:**

Approval of minutes from the September 11, 2023 Regular City Council Meeting

**Background Information:**

N/A

**Financial Considerations:**

N/A

**Legal Review:**

N/A

**Board/Citizen Input:**

N/A

**Attachments:**

September 11, 2023 Draft Minutes

**Council Action Requested:**

Motion to approve the minutes from the September 11, 2023 Regular City Council Meeting

**RICHLAND HILLS CITY COUNCIL**
**REGULAR MEETING**
**SEPTEMBER 11, 2023**
**MINUTES**

Roll Call:

<u>Council present</u>
Edward Lopez, Mayor
G.W. Estep, Mayor Pro Tem
Douglas Knowlton, Place 1
Travis Malone, Place 2
Theresa Bledsoe, Place 3
Roland Goveas, Place 6

<u>Council absent</u>
Javier Alvarez, Place 4

<u>Staff present</u>
Candice Edmondson, City Manager
Lindsay Rawlinson, City Secretary
James Donovan, City Attorney

**CITY COUNCIL WORK SESSION – 6:31 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.

1. <u>Section 551.071: Consultation with Attorney</u>
   - Agenda Item 6A

**Motion:** Motion was made by Councilmember Knowlton and seconded by Mayor Pro Tem Estep to adjourn into Executive Session at 6:32 p.m.

Motion carried by a vote of 6-0.

Mayor Lopez reconvened into open session at 7:04 p.m.

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

None.

Mayor Lopez adjourned the work session at 7:04 p.m.

**REGULAR SESSION – Mayor Lopez Called to Order – Time 7:04 p.m.**

**INVOCATION AND PLEDGES OF ALLEGIANCE** – Councilmember Knowlton

**PRESENTATIONS**

**1A. Employee Service Awards**

Mayor Lopez announced the employee service awards and expressed congratulations to the following employees on reaching an employment milestone with the City of Richland Hills:

5 Years of Service
City Manager Candice Edmondson
Firefighter Gabriel Munoz
Firefighter Lainea Nolen
Firefighter Jaime Taylor

**1B. National Emergency Preparedness Month Proclamation**

Mayor Lopez read a proclamation declaring September 2023 as "National Emergency Preparedness Month" in Richland Hills and presented it to Fire Chief Russell Shelley.

**1C. Citizen Appearances/Public Comments**

None.

**CONSENT AGENDA**

**2A. Approved minutes from the August 28, 2023 City Council Regular Meeting**

**2B. Excuse the absence of Mayor Edward Lopez from the July 10, 2023 regular City Council meeting**

**2C. Excuse the absence of Councilmember Douglas Knowlton from the August 14, 2023 regular City Council meeting**

**2D. Approve an update to the Authorized Representatives at the Federal Reserve Bank for City deposits at JP Morgan Chase Bank, N.A.**

**2E. Approve Resolution 583-23, authorizing the change of authorized representatives for the Texas Local Government Investment Pool (TexPool)**

**2F. Approve Resolution 584-23, authorizing the change of authorized representatives for the Texas Short Term Asset Reserve Program (TexSTAR)**

**2G. Approve Ordinance 1481-23 approving a negotiated settlement between the Atmos Cities Steering Committee and Atmos Energy Corp., Mid-Tex Division regarding the Company's 2023 Rate Review Mechanism Filing**

**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. Fiscal Year 2024 Budget and Multi-Year Capital Improvement Program PUBLIC HEARING**

City Manager Candice Edmondson presented the item to the City Council and advised that the budget summarizes the plan of municipal operations and capital projects for the fiscal year that begins October 1, 2023. The proposed budget was presented to City Council during work sessions on August 14, 2023, and August 28, 2023. The proposed budget consists of 19 different funds. The FY 2024 Budget includes estimated revenues at $25,639,331 and expenditures at $28,283,540 which is a 2.63 percent increase in revenues and a 0.92 percent increase in expenditures over the FY 2023 Adopted Budget. The FY 2024 budget is based off a recommended tax rate of $0.522689 which is $0.016196 cents lower than the current tax rate.

Mayor Lopez opened the public hearing at 7:51 p.m. and asked to hear from any proponents of the case followed by opponents.

Curtis Bergthold, 3641 Scruggs Drive, expressed concern regarding longstanding projects including backlit street signs and a masonry fence.

Mayor Lopez closed the public hearing at 7:52 p.m.

**3B. Fiscal Year 2024 Tax Rate PUBLIC HEARING**

City Manager Candice Edmondson presented the item to the City Council and advised that at the August 14, 2023 Council meeting, she presented the proposed FY 2024 General Fund Budget that included a proposed ad valorem tax rate of $0.522689 per hundred dollars of valuation. Additionally, the City Council approved the FY 2024 /Tax Year 2023 Certified Tax Roll and reviewed the 2023 Tax Rate Calculation Worksheet at the August 8, 2022 meeting. The calculated No-New-Revenue Rate (formerly known as the Effective Tax Rate) is $0.459704/$100.

T The proposed FY 2024 ad valorem tax rate is lower than the current FY 2023 ad valorem tax rate of $0.538885 by $0.016196 cents. The FY 2024 allocation of the tax rate is $0.361700 for Operations and Maintenance that funds General Fund operations, and

$0.160989 for Interest and Sinking that funds debt service payments, for a total ad valorem tax rate of $0.522689.

Mayor Lopez opened the public hearing at 7:57 p.m. and asked to hear from any proponents followed by opponents of the budget.

Curtis Bergthold, 3641 Scruggs Drive, expressed his appreciation to the City Council for working to keep costs down for residents while continuing to provide good service.

Mayor Lopez closed the public hearing at 7:58 p.m.

## ORDINANCES & RESOLUTIONS AND OTHER RELATED ITEMS

**4A. Approved Ordinance 1482-23 providing for the sale and issuance of the City of Richland Hills, Texas Combination Tax and Waterworks and Sewer System Revenue Certificates of Obligation, Series 2023; and ordaining other matters relating to the subject**

City Manager Candice Edmondson presented the item to the City Council and advised that during the April 10, 2023 City Council Budget Workshop, staff provided a presentation on the City's current debt obligations and capacity. In particular, staff looked at how the City could complete the next 16 street reconstruction projects by issuing Certificates of Obligation. The City's financial advisors, Hilltop Securities, provided a financial analysis that included three separate debt issuances in 2023, 2024 and 2025. The analysis included a suggested three-cent, three-year tax rate increase to finance the 16 street projects. The tax rate impact for the Series 2023 issuance is $0.0178, which has been included in the City's proposed tax rate for Fiscal Year 2024.

The Series 2023 Certificates of Obligation will fund the following six street improvement projects:

| Street Name | Begin | End | Notes |
|---|---|---|---|
| **Jameson St.** | Gerome St. | Faye Dr. | Paving, Water, Sewer |
| **Joanne Ct.** | Mathews Dr. | Cul-de-sac | Paving, Water |
| **Mary Boaz Dr.** | Lavon Dr. | Marceille Ct. | Paving, Water, Sewer |
| **Mary Boaz Dr.** | Marceille Ct. | Jameson St. | Paving, Water, Sewer |
| **Brooks Ave.** | Rufe Snow Dr. | Holder St. | Paving, Water, Sewer |
| **Oxley Dr.** | Evergreen Rd. | Booth Calloway Rd. | Paving, Water, Sewer |

Hilltop Securities representative Marti Shew was in attendance to address any questions.

Marti Shew advised that the sale was held this morning, Monday, September 11, 2023, and six companies submitted bids. The winning bid was submitted by BOK Financial Securities, Inc. with an interest rate of 3.985115 percent. Ms. Shew stated that the City received an AA credit rating and obtaining an interest rate below four percent means the City is in a strong financial position.

Discussion ensued regarding if the City is obligated to issue debt in 2024 and 2025.

Ms. Edmondson confirmed that this is an individual action and City Council is not required to issue debt in future years.

**Motion:** Motion was made by Councilmember Goveas and seconded by Mayor Pro Tem Estep to approve Ordinance 1482-23 providing for the sale and issuance of the City of Richland Hills, Texas Combination Tax and Waterworks and Sewer System Revenue Certificates of Obligation, Series 2023; and ordaining other matters relating to the subject.

Motion carried by a vote of 6-0.

**CONTRACTS, AGREEMENTS, BID AWARDS AND OTHER RELATED ITEMS**

**5. None.**

**OTHER ITEMS FOR CONSIDERATION**

**6A. Approved extension of Agreement for Use of Hotel Motel Revenue between the City of Richland Hills and CN Churchill II LLC and CN Churchill III LLC and request for hotel motel tax revenue grant funds**

On October 17, 2019, the City of Richland Hills entered into an agreement for the use of hotel motel tax revenue with CN Churchill II LLC and CN Churchill III LLC ("Companies"). The Companies, represented by Sanjiv Melwani, owned and operated the La Quinta Inn & Suites and Fairfield Inn & Suites in Richland Hills. Since the agreement was extended, the Companies have sold the La Quinta Inn & Suites to a new hotel operator and only operate the Fairfield Inn & Suites in Richland Hills.

On August 8, 2022, the City Council approved a one-year extension of the agreement and authorized payment of tax revenue grants in the amount of $55,000 for Fiscal Year 2022 and Fiscal Year 2023. Per the agreement, the City may provide a single tax revenue grant in the amount of $55,000 payable to the Companies and to be used solely for marketing purposes.

Owner Sanjiv Melwani, 643 NE Loop 820, Hurst, expressed his appreciation to the City Council for their consideration of the extension of the agreement and advised of a recently held gymnastics event where he partnered with The Link Recreation Center and was pleased by the success of the event.

**Motion:** Motion was made by Mayor Pro Tem Estep and seconded by Councilmember Malone to approve extension of Agreement for Use of Hotel Motel Revenue between the City of Richland Hills and CN Churchill II LLC and CN Churchill III LLC and approve request for hotel motel tax revenue grant funds based on modifications discussed in Executive Session pending a draft by the City Attorney.

Motion carried by a vote of 6-0.

**REPORTS & DISCUSSIONS**

**7A. Fiesta de Herencia**

Director of Parks and Recreation Jason Brown presented an update regarding the upcoming third annual Fiesta de Herencia celebrating Hispanic Heritage Month event to be held Friday, September 15, 2023, from 6:00 to 10:00 p.m. at The Link Plaza. He advised of several food vendors, entertainment options, and community partners. He is looking forward to another fun event.

**7B. Solid Waste, Recycling and Bulk Collection**

Mayor Lopez introduced the item and advised that the City Council was interested in hearing from the public regarding recent issues with the City's bulk collection process.

Athena Campbell, 2802 Elm Park, expressed frustration at new stricter guidelines for bulk collection.

Jenny Clark, 6973 Hardisty Street, read from sections of the contract and the definitions contained within the contract regarding bulk collections.

Curtis Bergthold, 3641 Scruggs Drive, expressed his appreciation to Republic Services for their efforts during the month of August due to heat and storm damage coverage and stated his preference for the City to upgrade the current trash service.

Greg Garza, 3401 Ruth Road, compared Richland Hills bulk collection requirements to the City of Fort Worth and felt Richland Hills was too restrictive.

Republic Services Municipal Services Manager Jeri Harwell explained the history of Republic providing bulk collection to Richland Hills and how quickly the truck would be filled and need to be emptied. She advised that Republic wants to continue to be a good partner to the City.

Mayor Lopez stated that he would like to see a Memorandum of Understanding at a future City Council meeting that clarifies the contract between the City and Republic Services.

The City Council expressed a desire for the City and Republic Services to remain good partners and serve the citizens.

## COMMUNITY INTEREST ITEMS

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

- Applications are now open for the 75th Anniversary Committee and are due to the City Secretary by Friday, September 22, 2023;
- 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.;
- Monday, October 16, 2023, Solar Eclipse, Public Library;
- Every Thursday, Coffee Talk, Public Library, 10:00 to 11:30 a.m.; and
- Every Thursday, Evening Storytime, Public Library, 5:30 p.m.

Assistant to the City Manager Logan Thatcher advised that Republic will begin a special storm debris pickup beginning Monday, September 18, 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 Councilmember Bledsoe and seconded by Councilmember Goveas 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 9:00 p.m.

| **ATTEST:** | **APPROVED:** |
|---|---|
| ______________________________ | ______________________________ |
| Lindsay Rawlinson, City Secretary | Edward Lopez, Mayor |

# Memorandum

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

From: Lindsay Rawlinson, City Secretary

Date: September 25, 2023

Subject: Councilmember Alvarez Absence

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**Agenda Item:**

Excuse the absence of Councilmember Javier Alvarez from the September 11, 2023 regular City Council meeting

**Background Information:**

As outlined in the City Charter and Council Rules of Procedure, City Council may, by majority vote, excuse the absence or absences of a member. Councilmember Alvarez provided the appropriate notifications prior to his absence.

**Financial Considerations:**

N/A

**Legal Review:**

N/A

**Board/Citizen Input:**

N/A

**Attachments:**

N/A

**Council Action Requested:**

Motion to excuse the absence of Councilmember Javier Alvarez from the September 11, 2023 regular City Council meeting

# Memorandum

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

From: Candice Edmondson, City Manager

Date: September 25, 2023

Subject: Amended FY 2023 Budget

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**Agenda Item:**

Consider Ordinance 1483-23 approving and adopting an amended budget for Fiscal Year 2023 **PUBLIC HEARING**

**Background Information:**

On September 26, 2022, the City Council adopted the Fiscal Year 2022-2023 (FY 2023) Budget. During FY 2023, there were revenue and expenditure/transfer items that occurred that necessitate an amendment to the total budgeted General Fund, Utility Fund, Capital Projects Fund, Vehicle Replacement Fund, and Crime Control Prevention District Fund revenues and expenditures/transfers and the Hotel Occupancy Tax Fund revenues. In the Drainage Utility Fund, Richland Hills Development Corporation Fund, and Strategic Initiative Fund there is no change to the total adopted budget only revisions within fund line-item budget amounts.

The budget amendments are as follows:

**General Fund (Fund 001)**

Revenues – General Fund

- Increase Delinquent Property Tax revenue of $20,000 (001-41020-04-00) by $6,000 for an amended total of $26,000.
- Increase Penalty & Interest Taxes revenue of $22,000 (001-41030-04-00) by $17,000 for an amended total of $39,000.
- Increase Electric Franchise revenue of $260,000 (001-41060-04-00) by $14,000 for an amended total of $274,000.
- Increase Gas Franchise revenue of $105,000 (001-41070-04-00) by $38,000 for an amended total of $143,000.
- Increase Municipal Court Fines revenue of $200,000 (001-41011-05-00) by $80,000 for an amended total of $280,000.
- Increase Building Permits revenue of $125,000 (001-41042-06-00) by $25,000 for an amended total of $150,000.
- Increase Plan Review Fees revenue of $22,000 (001-41023-07-00) by $55,000 for an amended total of $77,000.

- Decrease Emergency Medical Services revenue of $280,000 (001-41072-07-00) by $40,000 for an amended total of $240,000.
- Increase Investment Income revenue of $1,500 (001-41014-08-00) by $178,500 for an amended total of $180,000.
- Increase miscellaneous revenue of $10,000 (001-41990-08-00) by $35,000 for an amended total of $45,000.
- Increase Transfers in from ARPA Fund of $0 (001-49911-09-00) by $64,600 for an amended total of $64,600.

Expenditures/Transfers – General Fund

- Increase Police salaries – (account 001-51010-13-00) of $1,194,864 by $64,600 for an amended total of $1,259,464 for ARPA payment.
- Increase Police Vehicle Maintenance (account 001-52110-13-00) of $8,500 by $31,000 for an amended total of $39,500.
- Increase Animal Services Overtime (account 001-51030-21-00) of $7,500 by $9,000 for an amended total of $16,500.
- Increase Animal Services Operating Supplies (account 001-52015-21-00) of $37,000 by $62,500 for an amended total of $99,500.

Interdepartmental expense transfers with a net expenditure effect of $0:

- Increase Administration Eng/Consulting Fees (account 001-51170-12-00) of $20,000 by $15,000 for an amended total of $35,000.
- Increase Administration E-commerce (account 001-52044-12-00) of $22,447 by $10,000 for an amended total of $32,447.
- Increase Police Uniforms (account 001-52100-13-00) of $25,000 by $11,000 for an amended total of $36,000.
- Decrease Fire PT/Temporary salaries (account 001-51020-14-00) of $91,800 by $19,000 for an amended total of $72,800.
- Decrease Streets Signal Lights (account 001-52221-16-00) of $37,000 by $20,000 for an amended total of $17,000.
- Decrease Parks Landscape Maintenance (account 001-52091-19-00) of $138,000 by $20,000 for an amended total of $118,000.
- Increase Legislative Printing (account 001-52020-23-00) of $4,000 by $3,000 for an amended total of $7,000.
- Increase Legislative Elections Expense (account 001-52215-23-00) of $10,000 by $6,000 for an amended total of $16,000.
- Increase Legislative Contingency (account 001-53991-23-00) of $7,000 by $4,000 for an amended total of $11,000.
- Decrease Non-Departmental Shared Services Part Time Salaries (account 001-51020-30-00) of $52,306 by $25,000 for an amended total of $27,306.
- Increase Non-Departmental Shared Services Building Maintenance (account 001-52110-30-00) of $35,000 by $25,000 for an amended total of $60,000.
- Increase Transfer to Vehicle Replacement Fund (001-59032-00-00) of $0 by $10,000 for an amended total of $10,000.

The total General Fund adopted FY 2023 revenues of $9,318,263 will increase by $473,100 for an amended revenue total of $9,791,363.

The total General Fund adopted FY 2023 expenditures (including transfers) of $9,177,418 will increase by $167,100 for an amended expenditure total of $9,344,518.

The transfer of $2,400,000 from the General Fund to fund the Strategic Initiative Fund included in the FY 2023 budget is authorized to be a Residual Equity Transfer.

**Utility Fund (002)**

Revenues – Utility Fund

- Increase Sale of Water revenue of $2,458,000 (002-41016-54-00) by $147,000 for an amended total of $2,605,000.
- Increase Tap Fees revenue of $1,000 (002-41024-54-00) by $16,000 for an amended total of $17,000.
- Increase Water Meter Setting revenue (002-41030-54-00) of $0 by $14,725 for an amended total of $14,725.
- Increase Investment Income revenue (002-41034-56-00) of $1,600 by $145,000 for an amended total of $146,600.
- Increase Transfers/Grants in from ARPA Fund (002-41044-56-00) of $0 by $6,360 for an amended total of $6,360.
- Increase Miscellaneous Revenue (002-41053-56-00) of $20,000 by $40,000 for an amended total of $60,000.

Expenses/Transfers – Utility Fund

- Increase the Sewer Treatment Charges Ft. Worth expense line item (002-58195-67-00) of $383,328 by $262,000 for an amended total of $645,328.
- Increase Garbage Expense (002-53152-00-00) of $469,000 by $80,000 for an amended total of $549,000.

Interdepartmental expense transfers with a net expense effect of $0:

- Increase Payment of Interest (002-57040-64-00) of $75,907 by $46,500 for an amended total of $122,407.
- Increase Water Well Fees (002-58160-66-00) of $10,000 by $11,000 for an amended total of $21,000.
- Decrease Sewer Treatment Charges Hurst (002-58190-67-00) of $317,166 by $57,500 for an amended total of $259,666.
- Decrease Transfers to Other Funds (002-57045-00-00) of $80,000 by $80,000 for an amended total of $0.
- Increase Transfer to Vehicle Replacement Fund (002-59032-00-00) of $0 by $80,000 for an amended total of $80,000.

The total Utility Fund adopted FY 2023 revenues of $7,280,353 will increase by $369,085 for an amended revenue total of $7,649,438.

The total Utility Fund adopted FY 2023 expenses (including transfers) of $6,960,545 will increase by $342,000 for an amended expenditure total of $7,302,545.

**Capital Projects Fund (020)**

Revenues / Transfers In – Capital Projects Fund

- Decrease Transfers In from RHDC (020-41045-77-00) of $1,000,000 by $1,000,000 for an amended total of $0.
- Decrease Transfers In from CCPD (020-41046-77-00) of $50,000 by $50,000 for an amended total of $0.

Expenditures - Capital Projects Fund

- Decrease Park Improvements (020-56107-19-00) of $1,000,000 by $1,000,000 for an amended total of $0.
- Decrease Facility Improvements (020-53991-78-00) of $130,000 by $80,000 for an amended total of $50,000.

Note all above expenditures will be included in the amended budgets of RHDC Fund, and CCPD Fund.

The total Capital Projects Fund adopted FY 2023 revenues of $1,288,311 will decrease by $1,050,000 for an amended revenue total of $238,311.

The total Capital Projects Fund adopted FY 2023 expenses (including transfers) of $1,525,646 will decrease by $1,080,000 for an amended expenditure total of $445,646.

**Drainage Utility Fund (022)**

Expenses/Transfers Out – Drainage Utility Fund

Interdepartmental expense with a net expense effect of $0 to the Drainage Utility Fund:

- Increase Eng/Consult Fees (022-51170-69-00) of $20,000 by $20,000 for an amended total of $40,000.
- Increase Drainage Improvements - Latham Channel (022-56125-69-00-D01) of $0 by $25,000 for an amended total of $25,000.
- Decrease Drainage System Maintenance (022-52315-69-00) of $226,510 by $45,000 for an amended total of $181,510.

**Richland Hills Development Corporation (RHDC) Fund (026)**

Expenditures / Transfers Out – RHDC Fund

Interdepartmental expenditures / transfers out with a net expenditure effect of $0 to the RHDC Fund:

- Decrease Transfer to Fund 20 (026-58200-39-00) of $1,000,000 by $1,000,000 for an amended total of $0.
- Increase Park Improvements (026-56107-39-00-P08) of $0 by $500,000 for an amended total of $500,000.
- Increase Park Improvements (026-56107-39-00-P09) of $0 by $500,000 for an amended total of $500,000.

**Vehicle Replacement Fund (030)**

Revenue – Vehicle Replacement Fund

- Increase Transfers (030-41044-48-00) of $0 by $140,000 for an amended total of $140,000.

Expenditures / Transfers Out – Vehicle Replacement Fund

- Increase Capital Lease Expense (030-56022-00-00) of $244,440 by $50,000 for an amended total of $294,440.
- Increase Lease Upfront Costs (030-56025-00-00) of $0 by $95,000 for an amended total of $95,000.

The total Vehicle Replacement Fund adopted FY 2023 revenues of $279,950 will increase by $140,000 for an amended revenue total of $419,950.

The total Vehicle Replacement Fund adopted FY 2023 expenditures of $289,240 will increase by $145,000 for an amended expenditure total of $434,240.

**Crime Control and Prevention District (CCPD) Fund (065)**

Revenue – CCPD Fund

- Increase Investment Income revenue (065-41034-60-00) of $0 by $15,000 for an amended total of $15,000.
- Increase Grants and Transfers (065-41044-60-00) of $21,760 by $83,750 for an amended total of $105,510 for Shield and Flock Camera grants.

Expenditures / Transfers Out – CCPD Fund

- Increase Salaries (065-51010-61-00) of $625,668 by $13,000 from for an amended total of $638,668.
- Increase Overtime (065-51010-61-00) increase of $29,314 by $24,500 for an amended total of $53,814.
- Increase Equipment (065-56020-61-00) of $78,871 by $90,000 for an amended total of $168,871 for grant funded purchases.

Interdepartmental expense/ transfers out with a net expenditure effect of $0:

- Decrease Transfers Out (065-59036-61-00) of $50,000 by $50,000 for an amended total of $0.
- Increase Transfer to Vehicle Replacement Fund (065-59032-61-00) of $0 by $50,000 for an amended total of $50,000.

The total CCPD Fund adopted FY 2023 revenues of $1,801,555 will increase by $98,750 for an amended revenue total of $1,900,305.

The total CCPD Fund adopted FY 2023 expenditures (including transfers) of $1,569,137 will increase by $127,500 for an amended expenditure total of $1,696,637.

**Hotel Occupancy Tax (HOT) Fund (077)**

Revenue – Hotel Occupancy Tax Fund

- Increase Investment Income revenue (077-41034-60-00) of $0 by $5,000 for an amended total of $5,000.
- Increase Hotel Occupancy Tax (077-43001-60-00) of $180,000 by $60,000 for an amended total of $240,000.

The total Hotel Occupancy Tax Fund adopted FY 2023 revenues of $180,000 will increase by $65,000 for an amended revenue total of $245,000.

**Strategic Initiative Fund (107)**

Expenditures / Transfers Out – Strategic Initiative Fund

Interdepartmental expenditures / transfers out with a net expenditure effect of $0 to the Strategic Initiative Fund:

- Decrease Facility Improvements Expense (107-59920-88-00) of $325,000 by $55,000 for an amended total of $270,000.
- Increase Animal Shelter Parking (107-59920-88-88-B06) of $0 by $55,000 for an amended total of $55,000.

**Financial Considerations:**

There is adequate funding for the proposed FY 2023 Budget amendments.

**Legal Review:**

N/A

**Board/Citizen Input:**

N/A

## Attachments:

Ordinance No. 1483-23

## Council Action Requested:

Motion to approve Ordinance No. 1483-23 approving and adopting an amended budget for Fiscal Year 2023

# ORDINANCE NO. 1483-23

**AN ORDINANCE OF THE CITY OF RICHLAND HILLS, TEXAS, APPROVING AND ADOPTING A REVISED BUDGET FOR THE CITY FOR FISCAL YEAR OCTOBER 1, 2022 THROUGH SEPTEMBER 30, 2023, PROVIDING THAT EXPENDITURES FOR SAID FISCAL YEAR SHALL BE MADE IN ACCORDANCE WITH SAID BUDGET, AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, the City Council, after notice and a public hearing, adopted the budget for the fiscal year of October 1, 2022 to September 30, 2023; and

**WHEREAS**, the City Council, in accordance with Section 102.010, TEX. LOC. GOV'T CODE, desires to make certain changes in the budget for unanticipated municipal projects and purposes; and

**WHEREAS**, the City Council finds that the revised budget is in the best interest of the municipal taxpayers;

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

## SECTION 1.

That the budget, as amended and approved by the City Council, which is attached to this ordinance as **Exhibit A**, and made a part thereof for all purposes, is hereby adopted and approved by the City Council. All aspects of the budget for the fiscal period beginning October 1, 2022 and ending September 30, 2023 not amended pursuant to this Ordinance are hereby ratified.

## SECTION 2.

This Ordinance shall be in full force and effect from and after its adoption.

**APPROVED AND ADOPTED** at a regular meeting of the Richland Hills City Council on September 25, 2023, by a vote of _____ ayes, _____ nays, and _____ abstentions.

**APPROVED:** **ATTEST:**

______________________________
The Honorable Mayor Edward Lopez

______________________________
Lindsay Rawlinson, City Secretary

## EXHIBIT A

### General Fund (Fund 001)

Revenues – General Fund
- Increase Delinquent Property Tax revenue of $20,000 (001-41020-04-00) by $6,000 for an amended total of $26,000.
- Increase Penalty & Interest Taxes revenue of $22,000 (001-41030-04-00) by $17,000 for an amended total of $39,000.
- Increase Electric Franchise revenue of $260,000 (001-41060-04-00) by $14,000 for an amended total of $274,000.
- Increase Gas Franchise revenue of $105,000 (001-41070-04-00) by $38,000 for an amended total of $143,000.
- Increase Municipal Court Fines revenue of $200,000 (001-41011-05-00) by $80,000 for an amended total of $280,000.
- Increase Building Permits revenue of $125,000 (001-41042-06-00) by $25,000 for an amended total of $150,000.
- Increase Plan Review Fees revenue of $22,000 (001-41023-07-00) by $55,000 for an amended total of $77,000.
- Decrease Emergency Medical Services revenue of $280,000 (001-41072-07-00) by $40,000 for an amended total of $240,000.
- Increase Investment Income revenue of $1,500 (001-41014-08-00) by $178,500 for an amended total of $180,000.
- Increase miscellaneous revenue of $10,000 (001-41990-08-00) by $35,000 for an amended total of $45,000.
- Increase Transfers in from ARPA Fund of $0 (001-49911-09-00) by $64,600 for an amended total of $64,600.

Expenditures/Transfers – General Fund
- Increase Police salaries – (account 001-51010-13-00) of $1,194,864 by $64,600 for an amended total of $1,259,464 for ARPA payment.
- Increase Police Vehicle Maintenance (account 001-52110-13-00) of $8,500 by $31,000 for an amended total of $39,500.
- Increase Animal Services Overtime (account 001-51030-21-00) of $7,500 by $9,000 for an amended total of $16,500.
- Increase Animal Services Operating Supplies (account 001-52015-21-00) of $37,000 by $62,500 for an amended total of $99,500.

Interdepartmental expense transfers with a net expenditure effect of $0:

- Increase Administration Eng/Consulting Fees (account 001-51170-12-00) of $20,000 by $15,000 for an amended total of $35,000.
- Increase Administration E-commerce (account 001-52044-12-00) of $22,447 by $10,000 for an amended total of $32,447.

- Increase Police Uniforms (account 001-52100-13-00) of $25,000 by $11,000 for an amended total of $36,000.
- Decrease Fire PT/Temporary salaries (account 001-51020-14-00) of $91,800 by $19,000 for an amended total of $72,800.
- Decrease Streets Signal Lights (account 001-52221-16-00) of $37,000 by $20,000 for an amended total of $17,000.
- Decrease Parks Landscape Maintenance (account 001-52091-19-00) of $138,000 by $20,000 for an amended total of $118,000.
- Increase Legislative Printing (account 001-52020-23-00) of $4,000 by $3,000 for an amended total of $7,000.
- Increase Legislative Elections Expense (account 001-52215-23-00) of $10,000 by $6,000 for an amended total of $16,000.
- Increase Legislative Contingency (account 001-53991-23-00) of $7,000 by $4,000 for an amended total of $11,000.
- Decrease Non-Departmental Shared Services Part Time Salaries (account 001-51020-30-00) of $52,306 by $25,000 for an amended total of $27,306.
- Increase Non-Departmental Shared Services Building Maintenance (account 001-52110-30-00) of $35,000 by $25,000 for an amended total of $60,000.
- Increase Transfer to Vehicle Replacement Fund (001-59032-00-00) of $0 by $10,000 for an amended total of $10,000.

The total General Fund adopted FY 2023 revenues of $9,318,263 will increase by $473,100 for an amended revenue total of $9,791,363.

The total General Fund adopted FY 2023 expenditures (including transfers) of $9,177,418 will increase by $167,100 for an amended expenditure total of $9,344,518.

The transfer of $2,400,000 from the General Fund to fund the Strategic Initiative Fund included in the FY 2023 budget is authorized to be a Residual Equity Transfer.

**Utility Fund (002)**

Revenues – Utility Fund

- Increase Sale of Water revenue of $2,458,000 (002-41016-54-00) by $147,000 for an amended total of $2,605,000.
- Increase Tap Fees revenue of $1,000 (002-41024-54-00) by $16,000 for an amended total of $17,000.
- Increase Water Meter Setting revenue (002-41030-54-00) of $0 by $14,725 for an amended total of $14,725.
- Increase Investment Income revenue (002-41034-56-00) of $1,600 by $145,000 for an amended total of $146,600.
- Increase Transfers/Grants in from ARPA Fund (002-41044-56-00) of $0 by $6,360 for an amended total of $6,360.
- Increase Miscellaneous Revenue (002-41053-56-00) of $20,000 by $40,000 for an amended total of $60,000.

Expenses/Transfers – Utility Fund

- Increase the Sewer Treatment Charges Ft. Worth expense line item (002-58195-67-00) of $383,328 by $262,000 for an amended total of $645,328.
- Increase Garbage Expense (002-53152-00-00) of $469,000 by $80,000 for an amended total of $549,000.

Interdepartmental expense transfers with a net expense effect of $0:

- Increase Payment of Interest (002-57040-64-00) of $75,907 by $46,500 for an amended total of $122,407.
- Increase Water Well Fees (002-58160-66-00) of $10,000 by $11,000 for an amended total of $21,000.
- Decrease Sewer Treatment Charges Hurst (002-58190-67-00) of $317,166 by $57,500 for an amended total of $259,666.
- Decrease Transfers to Other Funds (002-57045-00-00) of $80,000 by $80,000 for an amended total of $0.
- Increase Transfer to Vehicle Replacement Fund (002-59032-00-00) of $0 by $80,000 for an amended total of $80,000.

The total Utility Fund adopted FY 2023 revenues of $7,280,353 will increase by $369,085 for an amended revenue total of $7,649,438.

The total Utility Fund adopted FY 2023 expenses (including transfers) of $6,960,545 will increase by $342,000 for an amended expenditure total of $7,302,545.

**Capital Projects Fund (020)**

Revenues / Transfers In – Capital Projects Fund

- Decrease Transfers In from RHDC (020-41045-77-00) of $1,000,000 by $1,000,000 for an amended total of $0.
- Decrease Transfers In from CCPD (020-41046-77-00) of $50,000 by $50,000 for an amended total of $0.

Expenditures - Capital Projects Fund

- Decrease Park Improvements (020-56107-19-00) of $1,000,000 by $1,000,000 for an amended total of $0.
- Decrease Facility Improvements (020-53991-78-00) of $130,000 by $80,000 for an amended total of $50,000.

Note all above expenditures will be included in the amended budgets of RHDC Fund, and CCPD Fund.

The total Capital Projects Fund adopted FY 2023 revenues of $1,288,311 will decrease by $1,050,000 for an amended revenue total of $238,311.

The total Capital Projects Fund adopted FY 2023 expenses (including transfers) of $1,525,646 will decrease by $1,080,000 for an amended expenditure total of $445,646.

**Drainage Utility Fund (022)**

Expenses/Transfers Out – Drainage Utility Fund

Interdepartmental expense with a net expense effect of $0 to the Drainage Utility Fund:

- Increase Eng/Consult Fees (022-51170-69-00) of $20,000 by $20,000 for an amended total of $40,000.
- Increase Drainage Improvements - Latham Channel (022-56125-69-00-D01) of $0 by $25,000 for an amended total of $25,000.
- Decrease Drainage System Maintenance (022-52315-69-00) of $226,510 by $45,000 for an amended total of $181,510.

**Richland Hills Development Corporation (RHDC) Fund (026)**

Expenditures / Transfers Out – RHDC Fund

Interdepartmental expenditures / transfers out with a net expenditure effect of $0 to the RHDC Fund:

- Decrease Transfer to Fund 20 (026-58200-39-00) of $1,000,000 by $1,000,000 for an amended total of $0.
- Increase Park Improvements (026-56107-39-00-P08) of $0 by $500,000 for an amended total of $500,000.
- Increase Park Improvements (026-56107-39-00-P09) of $0 by $500,000 for an amended total of $500,000.

**Vehicle Replacement Fund (030)**

Revenue – Vehicle Replacement Fund

- Increase Transfers (030-41044-48-00) of $0 by $140,000 for an amended total of $140,000.

Expenditures / Transfers Out – Vehicle Replacement Fund

- Increase Capital Lease Expense (030-56022-00-00) of $244,440 by $50,000 for an amended total of $294,440.
- Increase Lease Upfront Costs (030-56025-00-00) of $0 by $95,000 for an amended total of $95,000.

The total Vehicle Replacement Fund adopted FY 2023 revenues of $279,950 will increase by $140,000 for an amended revenue total of $419,950.

The total Vehicle Replacement Fund adopted FY 2023 expenditures of $289,240 will increase by $145,000 for an amended expenditure total of $434,240.

**Crime Control and Prevention District (CCPD) Fund (065)**

Revenue – CCPD Fund

- Increase Investment Income revenue (065-41034-60-00) of $0 by $15,000 for an amended total of $15,000.
- Increase Grants and Transfers (065-41044-60-00) of $21,760 by $83,750 for an amended total of $105,510 for Shield and Flock Camera grants.

Expenditures / Transfers Out – CCPD Fund

- Increase Salaries (065-51010-61-00) of $625,668 by $13,000 from for an amended total of $638,668.
- Increase Overtime (065-51010-61-00) increase of $29,314 by $24,500 for an amended total of $53,814.
- Increase Equipment (065-56020-61-00) of $78,871 by $90,000 for an amended total of $168,871 for grant funded purchases.

Interdepartmental expense/ transfers out with a net expenditure effect of $0:

- Decrease Transfers Out (065-59036-61-00) of $50,000 by $50,000 for an amended total of $0.
- Increase Transfer to Vehicle Replacement Fund (065-59032-61-00) of $0 by $50,000 for an amended total of $50,000.

The total CCPD Fund adopted FY 2023 revenues of $1,801,555 will increase by $98,750 for an amended revenue total of $1,900,305.

The total CCPD Fund adopted FY 2023 expenditures (including transfers) of $1,569,137 will increase by $127,500 for an amended expenditure total of $1,696,637.

**Hotel Occupancy Tax (HOT) Fund (077)**

Revenue – Hotel Occupancy Tax Fund

- Increase Investment Income revenue (077-41034-60-00) of $0 by $5,000 for an amended total of $5,000.
- Increase Hotel Occupancy Tax (077-43001-60-00) of $180,000 by $60,000 for an amended total of $240,000.

The total Hotel Occupancy Tax Fund adopted FY 2023 revenues of $180,000 will increase by $65,000 for an amended revenue total of $245,000.

**Strategic Initiative Fund (107)**

Expenditures / Transfers Out – Strategic Initiative Fund

Interdepartmental expenditures / transfers out with a net expenditure effect of $0 to the Strategic Initiative Fund:

- Decrease Facility Improvements Expense (107-59920-88-00) of $325,000 by $55,000 for an amended total of $270,000.
- Increase Animal Shelter Parking (107-59920-88-88-B06) of $0 by $55,000 for an amended total of $55,000.

# Memorandum

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

From: Candice Edmondson, City Manager

Date: September 25, 2023

Subject: FY 2024 Crime Control and Prevention District Budget

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**Agenda Item:**

Consider approval and adoption of the Fiscal Year 2024 Crime Control and Prevention District Budget **PUBLIC HEARING**

**Background Information:**

The Fiscal Year 2024 Crime Control and Prevention District (CCPD) Budget includes estimated revenues in the amount of $1,887,848 and estimated expenses in the amount of $2,013,744. The FY 2024 CCPD Budget includes funding for the following:

- Communication equipment
- Protective gear
- Ammunition
- Crime prevention
- Criminal investigation
- Public safety equipment
- General administrative costs
- Shared services

The budget also includes a 1 STEP (3%) salary increase for sworn police personnel, $19,506 for additional ticket writers, $4,750 for the Spillman solicitor's module, $81,228 for HVAC improvements and $130,000 for roof screening at the law enforcement center. A transfer to the vehicle replacement fund in the amount of $192,828 is also included for the procurement and maintenance of police department vehicles. At the end of Fiscal Year 2024, staff projects an ending fund balance of $1,060,267.

Per Local Government Code Section 363.203, the following financial information for the Crime Control and Prevention District should be presented to City Council as part of your review and consideration of the proposed FY 2024 CCPD Budget:

- The outstanding obligations of the district - $0

- The amount of cash on hand to the credit of each fund of the district – $881,179 as of August 31, 2023

- The amount of money received by the district from all sources during the previous year (FY 2022) = $1,735,427
- The estimated amount of money available to the district from all sources during the current fiscal year (FY 2023) - Revenue = $1,801,555 (sales tax and grants)
- The amount of money needed to fund programs approved for funding by the board - $2,013,744
- The amount of money requested for programs that were not approved for funding by the board - $0
- The tax rate for the next fiscal year – Sales tax rate is $0.375 of one cent.
- The amount of the balances expected at the end of the year in which the budget is being prepared - $1,060,267
- The estimated amount of revenues and balances available to cover the proposed budget – Revenue: $1,887,848 and Balance: 1,060,267

**Financial Considerations:**

The FY 2024 CCPD Budget will go into effect on October 1, 2023, if approved by the Crime Control and Prevention District Board and City Council.

**Legal Review:**

N/A

**Board/Citizen Input:**

The Crime Control and Prevention District Board approved the FY 2024 CCPD Budget by a vote of 7-0 at their August 28, 2023 meeting.

**Attachments:**

FY 2024 CCPD Budget and Fund Summary

**City Council Action Requested:**

Motion to approve and adopt the Fiscal Year 2024 Crime Control and Prevention District Budget

| CITY OF RICHLAND HILLS - CRIME CONTROL DISTRICT FUND (FUND 065)<br>DEPARTMENT<br>60/61 CRIME CONTROL DISTRICT | | | | | | |
|---|---|---|---|---|---|---|
| **DESCRIPTION** | **FY 2021 ACTUAL** | **FY 2022 ACTUAL** | **FY 2023 ADOPTED** | **FY 2024 PROPOSED** | **FY 2024 TO FY 2023 $ CHANGE** | **FY 2024 TO FY 2023 % CHANGE** |
| SALES & USE TAX | 1,380,638 | 1,733,824 | 1,779,795 | 1,842,088 | 62,293 | 3.5% |
| GRANTS & TRANSFERS | 1,742 | 1,603 | 21,760 | 21,760 | - | 0.0% |
| INVESTMENT INCOME | - | - | - | 24,000 | 24,000 | 100.0% |
| **TOTAL REVENUE** | **$ 1,382,380** | **$ 1,735,427** | **$ 1,801,555** | **$ 1,887,848** | **86,293** | **4.8%** |
| **PERSONNEL** | **$ 701,387** | **$ 737,956** | **$ 829,696** | **$ 966,140** | **$ 136,444** | **16.4%** |
| **SUPPLIES AND MAINTENANCE** | **$ 64,969** | **$ 80,657** | **$ 80,977** | **$ 137,457** | **$ 56,480** | **69.7%** |
| **OTHER OPERATING** | **$ 412,370** | **$ 403,807** | **$ 457,027** | **$ 435,975** | **$ (21,052)** | **-4.6%** |
| **CAPITAL** | **$ 60,598** | **$ 45,593** | **$ 78,871** | **$ 281,344** | **$ 202,473** | **256.7%** |
| **TRANSFERS OUT** | **$ -** | **$ 106,872** | **$ 50,000** | **$ 192,828** | **$ 142,828** | **285.7%** |
| **TOTAL EXPENDITURES** | **$ 1,239,324** | **$ 1,374,885** | **$ 1,496,571** | **$ 2,013,744** | **517,173** | **34.6%** |
| ***BEGINNING FUND BALANCE*** | **$ 377,581** | **520,637** | **881,179** | **1,186,163** | | |
| ***ENDING FUND BALANCE*** | **$ 520,637** | **$ 881,179** | **$ 1,186,163** | **$ 1,060,267** | | |

# Memorandum

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

From: Candice Edmondson, City Manager

Date: September 25, 2023

Subject: FY 2024 Budget Public Hearing

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**Agenda Item:**

Consider Ordinance 1484-23 approving and adopting the Fiscal Year 2024 Budget and Multi-Year Capital Improvement Program **PUBLIC HEARING**

**Background Information:**

Attached to this memo is the proposed FY 2024 Budget and Multi-Year Capital Improvement Program. The budget summarizes the plan of municipal operations and capital projects for the fiscal year that begins October 1, 2023. The proposed budget was presented in detail during City Council Work Sessions on August 14 and August 28, and a public hearing was held on September 11, 2023.

**Financial Considerations:**

The proposed budget consists of nineteen (19) different funds. The attached fund summaries provide details about each fund including revenue projections, proposed expenditures and ending fund balances. The FY 2024 Budget includes estimated revenues of $25,639,331 and expenditures (including transfers) of $29,474,477, which is a 2.63% decrease in revenues and a 10.72% decrease in expenditures over the FY 2023 Adopted Budget.

The decrease in revenues and expenditures can primarily be attributed to funds that were added to the FY 2023 Utility Fund for the water meter replacement project. When you remove those funds from the FY 2023 calculations, the result is a 7.14% increase in estimated revenues and a 3.73% decrease in estimated expenditures for FY 2024.

The City of Richland Hills projects slight increases in both ad valorem and sales tax revenue. The primary sources of increased revenue are municipal court fines, building permits, plan review fees and investment income.

The proposed FY 2024 Budget includes funding for Council and resident priories identified in the citizen survey, strategic plan and previous budget discussions. Those priorities include:

- Comprehensive Plan updates
- Grant research & writing services
- Website enhancements
- Street improvements
- Retaining a high-quality workforce
- Infrastructure improvements & maintenance
- Street sweeping
- Traffic enforcement (Traffic Officer)

In addition to these priorities, the proposed budget also includes funding for:

- STEP increase (3%) for public safety employees and cost of living adjustment (3%) for civilian employees
- Market salary adjustments for any position not at 90% of market average
- Two (2) additional school resource officers
- Two (2) elections – November and May
- Development/Permitting software
- Communications software
- Mobile sewer camera
- Rena water tank rehabilitation
- Public Works masonry fence
- Water/Wastewater rate study
- Hydraulic study
- Capital equipment for Police and Fire Departments
- Glenview Corridor Master Plan (continuation)
- Building Improvement Grants
- Backlit street signs along Baker Boulevard
- Branding implementation
- Kate Baker Park – pavilion/restroom and parking
- Rosebud Park – pavilion/restroom and parking
- Hike & Bike trailhead
- Park system fence replacement
- New street reconstruction projects
- HVAC improvements and roof screening at Police Department
- Animal Services Center property, drainage and parking lot improvements
- New landscape at City Plaza
- Link gym floor replacement
- Water system improvements
- Broadband expansion to city parks and facilities
- New ERP finance software
- Technology replacements (computers, back-up devices, etc.)
- Council Chamber and Conference Room improvements
- Engineering and design services for Fire Admin and Public Works renovations

The FY 2024 Budget is based off a recommended tax rate of $0.522689 which is $0.016196 cents lower than the current tax rate.

**Legal Review:**

N/A

**Board/Citizen Input:**

Budget work sessions were held during City Council meetings on August 14 and August 28. Public hearings will be held on September 11 and September 25. City Council will consider approval and adoption of the FY 2024 Budget on September 25, 2023.

**Attachments:**

FY 2024 Annual Budget
Multi-Year Capital Improvement Program

**Council Action Requested:**

Motion to approve Ordinance 1484-23 approving and adopting the Fiscal Year 2024 Budget and Multi-Year Capital Improvement Program

# ORDINANCE NO. 1484-23

**AN ORDINANCE OF THE CITY OF RICHLAND HILLS, TEXAS, APPROVING AND ADOPTING A BUDGET FOR THE CITY FOR FISCAL YEAR BEGINNING OCTOBER 1, 2023 AND ENDING SEPTEMBER 30, 2024; PROVIDING THAT EXPENDITURES FOR SAID FISCAL YEAR SHALL BE MADE IN ACCORDANCE WITH SAID BUDGET; 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 budget officer of the City of Richland Hills, Texas has heretofore filed with the City Secretary a proposed budget for the city covering the fiscal year October 1, 2023 through September 30, 2024 and providing that expenditures for said fiscal year shall be made in accordance with said budget, and providing an effective date; and

**WHEREAS**, the proposed budget has been on file with the City Secretary prior to the 30th day before the date the governing body of the municipality makes its tax levy for the fiscal year; and

**WHEREAS**, the proposed budget has been available for inspection by any person upon request, and has been posted on the City's website; and

**WHEREAS**, the governing body of the City held a public hearing on the proposed budget after the 15th day after the date the proposed budget was filed with the City Secretary but before the governing body made its tax levy; and

**WHEREAS**, notice of the public hearing was duly published not earlier than the 30th or later than the 10th day before the date of the hearing as required by law; and

**WHEREAS**, at the conclusion of the public hearing, the governing body of the City took action on the proposed budget by record vote, which vote is duly recorded below.

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

## SECTION 1.

The budget attached hereto as **Exhibit A** and incorporated herein is approved and adopted for the fiscal year beginning October 1, 2023, and ending September 30, 2024; and is hereby appropriated from the funds indicated and for such purposes, respectively, such sums of money for such projects, operations, activities, purchases, accounts and other expenditures as proposed in the attached budget. The appropriation amounts for the budget for fiscal year ending September 30, 2024 for the different funds for the City of Richland Hills are hereby fixed as follows:

| | |
|---|---|
| General Fund (001) | $10,281,682 |
| Utility Fund (002) | $ 5,677,042 |
| Debt Service Fund (010) | $ 1,465,229 |
| Oil and Gas Fund (012) | $ 272,000 |
| Drainage Utility Fund (022) | $ 1,076,151 |
| Municipal Court Building Security Fund (024) | $ 1,050 |
| Road & Street Fund (025) | $ 2,140,000 |
| Richland Hills Development Corporation Fund (026) | $ 1,570,058 |
| Vehicle Replacement Fund (030) | $ 621,660 |
| Crime Control Prevention District Fund (065) | $ 2,013,744 |
| Keep Richland Hills Beautiful Fund (067) | $ 12,000 |
| Hotel Occupancy Tax Fund (077) | $ 298,088 |
| Tax Increment Financing Fund (089) | $ 750,000 |
| Link Fund (098) | $ 771,000 |
| ARPA Fund (101) | $ 1,628,404 |
| Link Equipment Replacement Fund (103) | $ 25,000 |
| Emergency Operations Management Fund (104) | $ 2,500 |
| Strategic Initiative Fund (107) | $ 811,823 |
| Special Event Fund (108) | $ 57,046 |

**SECTION 2**.

Pursuant to state law, no expenditure of the funds of the City shall hereafter be made except in compliance with the budget and applicable state law; provided, however, that in the case of grave public necessity emergency expenditures to meet unusual and unforeseen conditions, which could not be reasonable, diligent thought and attending have been included in the original budget, may from time to time be authorized by the City Council as amendments to the original Budget.

**SECTION 3**.

Expenditures during this fiscal year shall be made in accordance with the budget approved by this Ordinance unless otherwise authorized by the City Council.

**SECTION 4**.

The necessity for making and approving the budget for the fiscal year, as required by laws of the State of Texas, creates urgency and an emergency and requires that this Ordinance shall immediately take effect from and after its passage, as the law in such cases provides.

**SECTION 5**.

The following statements are true and correct:

The property tax revenue to be raised from new property added to the tax roll this year is $2,835.43.

The municipal property tax rate for the preceding fiscal year was $0.538885 per $100.

The municipal property tax rates that have been adopted or calculated for the current fiscal year for which this budget is adopted, are as follows:

(A) the property tax rate is $0.522689 per $100;

(B) the No-New Revenue tax rate is $0.459704 per $100;

(C) the Voter-Approval tax rate, adjusted for sales tax, $0.522691 per $100;

(D) the De Minimis Rate tax rate is $0.571769 per $100 taxable property value after exemptions;

(E) the debt rate is $0.160989 per $100; and

(F) the total amount of municipal debt obligations is $13,291,750.

**APPROVED AND ADOPTED** at a regular meeting of the Richland Hills City Council on September 25, 2023, by a record vote of:

| | Aye | Nay | Abstention |
|---|---|---|---|
| Edward Lopez, Mayor | | | |
| Douglas Knowlton, Councilmember, Place 1 | | | |
| Travis Malone, Councilmember, Place 2 | | | |
| Theresa Bledsoe, Councilmember, Place 3 | | | |
| Javier Alvarez, Councilmember, Place 4 | | | |
| G. W. Estep, Mayor Pro Tem, Place 5 | | | |
| Roland Goveas, Councilmember, Place 6 | | | |

**APPROVED:**

The Honorable Mayor Edward Lopez

**ATTEST:**

Lindsay Rawlinson, City Secretary

Richland Hills


# Fiscal Year 2024
## Proposed Budget

City of Richland Hills, Texas

# City of Richland Hills

## Proposed Annual Budget Fiscal Year 2024

The proposed budget will raise more property taxes than last year's budget by $609,233 or 14.4% percent and of that amount $2,835 is tax revenue to be raised from new property added to the tax roll this year.

**Record vote of Each Council Member**

| Name | Place | For | Against | Abstain | Absent |
|---|---|---|---|---|---|
| Edward Lopez | Mayor | | | | |
| Douglas Knowlton | Councilmember (Place 1) | | | | |
| Travis Malone | Councilmember (Place 2) | | | | |
| Theresa Bledsoe | Councilmember (Place 3) | | | | |
| Javier Alvarez | Councilmember (Place 4) | | | | |
| G. W. Estep | Mayor Pro Tem (Place 5) | | | | |
| Roland Goveas | Councilmember (Place 6) | | | | |

| Tax Rate | Adopted FY 2023 | Proposed FY 2024 |
|---|---|---|
| Property Tax Rate | $0.538885/$100 | $0.522689/$100 |
| No New Revenue Tax Rate | $0.517570/$100 | $0.459704/$100 |
| No New Revenue M&O Tax Rate | $0.375531/$100 | $0.349471/$100 |
| Voter Approval Tax Rate | $0.540096/$100 | $0.522691/$100 |
| Debt Rate | $0.125257/$100 | $0.160989/$100 |

The total amount of municipal debt obligations secured by property taxes for the City of Richland Hills is $13,291,750.

# CITY OF RICHLAND HILLS

| *SUMMARY OF FUNDS* | FY 2024 PROPOSED BUDGET | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| GOVERNMENTAL FUNDS | FUND NO. | | BEGINNING FUND BALANCE | | REVENUES | | EXPENDITURES | | TRANSERS IN/(OUT) | | ENDING FUND BALANCE |
| **GENERAL FUND** | 01 | $ | 3,294,124 | | 10,138,937 | | 9,489,789 | | (791,893) | $ | 3,151,379 |
| **SPECIAL REVENUE FUNDS** | | | | | | | | | | | |
| *COURT SECURITY* | 24 | | 33,831 | | 5,500 | | 1,050 | | - | | 38,281 |
| *COURT TECHNOLOGY* | 39 | | 14,470 | | 4,800 | | - | | - | | 19,270 |
| *CRIME CONTROL DISTRICT* | 65 | | 1,186,163 | | 1,887,848 | | 1,820,916 | | (192,828) | | 1,060,267 |
| *KRHB FUND* | 67 | | 57,571 | | - | | 12,000 | | - | | 45,571 |
| *HOTEL OCCUPANCY TAX FUND* | 77 | | 179,073 | | 259,200 | | 298,088 | | - | | 140,185 |
| *TAX INCREMENT FINANCING FUND- TIF* | 89 | | 641,776 | | 245,645 | | 750,000 | | 75,000 | | 212,421 |
| *LINK OPERATIONS FUND** | 98 | | - | | 571,000 | | 771,000 | | 200,000 | | - |
| *LINK REPLACEMENT FUND* | 103 | | - | | - | | 25,000 | | 25,000 | | - |
| **COMPONENT UNIT** | | | | | | | | | | | - |
| *RICHLAND HILLS ECONOMIC DEV. FUND* | 26 | | 1,206,408 | | 1,261,286 | | 1,517,012 | | (53,046) | | 897,636 |
| ***DEBT SERVICE FUND*** | 10 | | 611,184 | | 1,500,482 | | 1,465,229 | | - | | 646,437 |
| **CAPITAL PROJECTS FUNDS** | | | | | | | | | | | - |
| *OIL AND GAS FUND* | 12 | | 713,829 | | 100,000 | | 272,000 | | - | | 541,829 |
| *ROAD & STREET FUND* | 25 | | 2,646,417 | | 1,828,929 | | 2,140,000 | | - | | 2,335,346 |
| *VEHICLE REPLACEMENT FUND* | 30 | | - 6,806 | | 120,000 | | 621,660 | | 501,660 | | (6,806) |
| *ARPA FUND* | 101 | | 102,451 | | 1,652,404 | | 1,628,404 | | - | | 126,451 |
| *EMERGENCY MANAGEMENT FUND* | 104 | | - | | - | | 2,500 | | 2,500 | | - |
| *STRATEGIC INITIATIVE FUND* | 107 | | 1,709,000 | | - | | 811,823 | | 256,260 | | 1,153,437 |
| *SPECIAL EVENTS FUND* | 108 | | - | | 4,000 | | 57,046 | | 53,046 | | - |
| **TOTAL GOVERNMENTAL FUNDS** | | **$** | **12,389,491** | **$** | **19,580,031** | **$** | **21,683,517** | **$** | **75,699** | **$** | **10,361,704** |
| **ENTERPRISE FUNDS** | **FUND NO.** | | **BEGINNING FUND BALANCE** | | **REVENUES** | | **EXPENSES** | | **TRANSERS IN/(OUT)** | | **ENDING FUND BALANCE** |
| **WATER/SEWER FUND** | 2 | $ | 3,140,347 | | 5,148,900 | | 5,613,227 | | (63,815) | $ | 2,612,205 |
| *DRAINAGE FUND* | 22 | | 657,153 | | 914,400 | | 1,064,267 | | (11,884) | | 495,402 |
| **TOTAL ENTERPRISE FUNDS** | | **$** | **3,797,500** | **$** | **6,063,300** | **$** | **6,677,494** | **$** | **(75,699)** | **$** | **3,107,607** |

**LINK FUND fund balance is reported with the General Fund at end of year.*

# FY 2023-2024 PROPOSED BUDGET

| GENERAL FUND REVENUES SUMMARY | FY 2021 ACTUAL | FY 2022 ACTUAL | FY 2023 ADOPTED | FY 2024 PROPOSED | FY 2024 TO FY 2023 $ CHANGE | FY 2024 TO FY 2023 % CHANGE |
|---|---|---|---|---|---|---|
| **PROPERTY TAXES** | $ 2,629,067 | $ 2,803,082 | $ 3,123,995 | $ 3,217,091 | $ 93,096 | 3.0% |
| **SALES TAXES** | 3,616,110 | 4,571,298 | 4,712,216 | 4,877,144 | 164,928 | 3.5% |
| **LIQUOR TAXES** | 2,925 | 2,784 | 2,500 | 2,500 | - | 0.0% |
| **FRANCHISE FEES** | 533,360 | 549,332 | 562,000 | 556,800 | (5,200) | -0.9% |
| **FINES & FORFEITURES** | 282,839 | 298,288 | 262,050 | 385,100 | 123,050 | 47.0% |
| **LICENSES & PERMITS** | 186,174 | 177,429 | 209,500 | 279,225 | 69,725 | 33.3% |
| **CHARGES FOR SERVICES** | 290,281 | 296,821 | 305,850 | 268,850 | (37,000) | -12.1% |
| **MISCELLANEOUS REVENUES** | 130,392 | 563,149 | 140,152 | 552,227 | 412,075 | 294.0% |
| **TOTAL REVENUES** | **$ 7,671,148** | **$ 9,262,183** | **$ 9,318,263** | **$ 10,138,937** | **$ 820,674** | **8.8%** |

| GENERAL FUND EXPENDITURES SUMMARY | FY 2021 ACTUAL | FY 2022 ACTUAL | FY 2023 ADOPTED | FY 2024 PROPOSED | FY 2024 TO FY 2023 $ CHANGE | FY 2024 TO FY 2023 % CHANGE |
|---|---|---|---|---|---|---|
| **MUNICIPAL COURT** | $ 266,107 | $ 275,460 | $ 300,040 | $ 295,313 | $ (4,727) | -1.6% |
| **ADMINISTRATION** | 576,079 | 576,674 | 690,171 | 709,039 | 18,868 | 2.7% |
| **POLICE** | 1,867,926 | 1,909,797 | 2,091,296 | 2,580,786 | 489,490 | 23.4% |
| **FIRE** | 1,860,853 | 2,395,206 | 2,567,824 | 2,624,656 | 56,832 | 2.2% |
| **STREETS** | 231,511 | 344,485 | 325,080 | 300,143 | (24,937) | -7.7% |
| **LIBRARY** | 360,307 | 387,950 | 403,133 | 470,100 | 66,967 | 16.6% |
| **RECREATION** | 234,951 | 281,150 | 299,807 | 289,595 | (10,212) | -3.4% |
| **PARKS & GROUNDS** | 138,268 | 163,820 | 281,787 | 323,742 | 41,955 | 14.9% |
| **COMMUNITY DEVELOPMENT** | 415,952 | 416,000 | 535,439 | 504,608 | (30,831) | -5.8% |
| **ANIMAL CONTROL** | 178,611 | 199,189 | 202,422 | 235,448 | 33,026 | 16.3% |
| **LEGISLATIVE (CITY SECRETARY)** | 166,943 | 129,661 | 129,940 | 149,127 | 19,187 | 14.8% |
| **SHARED SERVICES** | 652,716 | 616,040 | 839,990 | 957,232 | 117,242 | 14.0% |
| **TOTAL EXPENDITURES** | **$ 6,950,224** | **$ 7,695,432** | **$ 8,666,929** | **$ 9,439,789** | **$ 772,860** | **8.9%** |
| **Transfers Out/Non Departmental** | **$ 331,014** | **$ 446,218** | **$ 2,910,491** | **$ 585,633** | **$ (2,324,858)** | **-79.9%** |
| **TOTAL EXPENDITURES AND TRANSFERS** | **$ 7,281,238** | **$ 8,141,650** | **$ 11,577,420** | **$ 10,025,422** | **$ (1,551,998)** | |
| **DIFF REVENUES VS EXPEND/TFERS** | **$ 389,910** | **$ 1,120,533** | **$ (2,259,157)** | **$ 113,515** | | |
| Transfer to Strat Initiative (USE OF FUND BALANC | $ - | $ - | $ - | $ (256,260) | | |

| | | | | |
|---|---|---|---|---|
| ***BEGINNING FUND BALANCE*** | **$ 4,042,839** | **$ 4,432,749** | **$ 5,553,282** | **$ 3,294,124** |
| ***ENDING FUND BALANCE*** | **$ 4,432,749** | **$ 5,553,282** | **$ 3,294,124** | **$ 3,151,379** |
| *90 DAYS RESERVE AMOUNT* | *$ 2,041,219* | $ 1,897,504 | $ 2,854,706 | $ 2,472,022 |
| *AMOUNT OVER/(UNDER) RESERVE REQUIREMENTS* | *$ 2,391,530* | *$ 3,655,778* | *$ 439,418* | *$ 679,357* |

**DEPARTMENT**
04 REVENUE - TAXES

| DESCRIPTION | FY 2021 ACTUAL | FY 2022 ACTUAL | FY 2023 ADOPTED | FY 2024 PROPOSED | FY 2024 TO FY 2023 $ CHANGE | FY 2024 TO FY 2023 % CHANGE |
|---|---|---|---|---|---|---|
| CURRENT PROPERTY TAX | $ 2,713,599 | $ 2,892,515 | $ 3,239,519 | $ 3,364,387 | $ 124,868 | 3.9% |
| TIF TRANSFER (PROPERTY TAX) | (127,481) | (136,472) | (157,524) | (192,296) | (34,772) | 22.1% |
| DELINQUENT PROPERTY TAX | 16,451 | 15,266 | 20,000 | 20,000 | - | 0.0% |
| INTEREST & PENALTY TAXES | 26,498 | 31,773 | 22,000 | 25,000 | 3,000 | 13.6% |
| SALES & USE TAX | 3,616,110 | 4,571,298 | 4,712,216 | 4,877,144 | 164,928 | 3.5% |
| LIQUOR & ENTERTAINMENT | 2,925 | 2,784 | 2,500 | 2,500 | - | 0.0% |
| ELECTRIC FRANCHISE | 254,338 | 256,744 | 260,000 | 260,000 | - | 0.0% |
| GAS FRANCHISE | 78,214 | 102,642 | 105,000 | 110,000 | 5,000 | 4.8% |
| TELEPHONE FRANCHISE | 28,789 | 20,640 | 28,000 | 18,800 | (9,200) | -32.9% |
| SOLID WASTE FRANCHISE | 117,739 | 119,029 | 115,000 | 120,000 | 5,000 | 4.3% |
| CABLE TV FRANCHISE | 54,280 | 50,277 | 54,000 | 48,000 | (6,000) | -11.1% |
| **REVENUE-TAXES** | **$ 6,781,462** | **$ 7,926,496** | **$ 8,400,711** | **$ 8,653,535** | **$ 252,824** | **3.0%** |

**DEPARTMENT**
05 FINES & FORFEITURES

| DESCRIPTION | FY 2021 ACTUAL | FY 2022 ACTUAL | FY 2023 ADOPTED | FY 2024 PROPOSED | FY 2024 TO FY 2023 $ CHANGE | FY 2024 TO FY 2023 % CHANGE |
|---|---|---|---|---|---|---|
| MUNICIPAL COURT FINES | $ 215,154 | $ 201,951 | $ 200,000 | $ 300,000 | $ 100,000 | 50.0% |
| LIBRARY | 33 | 30 | 50 | 50 | - | 0.0% |
| DLQ MUNICIPAL CT FINES | 37,979 | 66,165 | 38,000 | 55,200 | 17,200 | 45.3% |
| JUDICIAL EFFICIENCY FINES | 118 | 145 | 250 | 100 | (150) | -60.0% |
| WARRANTS | 10,473 | 18,518 | 10,500 | 16,500 | 6,000 | 57.1% |
| MC DLQ COLLECTIONS | 1,442 | 6,498 | 6,000 | 6,000 | - | 0.0% |
| ANIMAL CONTROL | 16,120 | 4,256 | 6,000 | 6,000 | - | 0.0% |
| SCHOOL CROSSING GUARD | 1,520 | 725 | 1,250 | 1,250 | - | 0.0% |
| **FINES & FORFEITURES** | **$ 282,839** | **$ 298,288** | **$ 262,050** | **$ 385,100** | **$ 123,050** | **47.0%** |

**DEPARTMENT**
06 LICENSES & PERMITS

| DESCRIPTION | FY 2021 ACTUAL | FY 2022 ACTUAL | FY 2023 ADOPTED | FY 2024 PROPOSED | FY 2024 TO FY 2023 $ CHANGE | FY 2024 TO FY 2023 % CHANGE |
|---|---|---|---|---|---|---|
| CONTRACTOR REGISTRATION FEES | $ 24,000 | $ 14,700 | $ 25,000 | $ 25,000 | $ - | 0.0% |
| ELECTRICAL PERMITS | 16,126 | 16,774 | 15,000 | 15,000 | - | 0.0% |
| ANIMAL LICENSE | 255 | 120 | 200 | 200 | - | 0.0% |
| BUILDING PERMITS | 101,938 | 104,197 | 125,000 | 175,000 | 50,000 | 40.0% |
| BUILDING REGISTRATION FEES | 28,675 | 27,888 | 25,000 | 25,000 | - | 0.0% |
| LIQUOR SALE PERMIT | 150 | 105 | 300 | 300 | - | 0.0% |
| MISCELLANEOUS PERMITS | 5,440 | 4,975 | 4,000 | 4,000 | - | 0.0% |
| FIRE CODE PERMITS | 9,590 | 8,670 | 15,000 | 15,000 | - | 0.0% |
| FIRE INSPECTION FEE | - | - | - | 19,725 | 19,725 | 100.0% |
| **LICENSES & PERMITS** | **$ 186,174** | **$ 177,429** | **$ 209,500** | **$ 279,225** | **$ 69,725** | **33.3%** |

**DEPARTMENT**
07 SERVICE CHARGES

| DESCRIPTION | FY 2021 ACTUAL | FY 2022 ACTUAL | FY 2023 ADOPTED | FY 2024 PROPOSED | FY 2024 TO FY 2023 $ CHANGE | FY 2024 TO FY 2023 % CHANGE |
|---|---|---|---|---|---|---|
| PLAN REVIEW | $ 27,307 | $ 24,896 | $ 22,000 | $ 65,000 | $ 43,000 | 195.5% |
| COPY MACHINE | 2,292 | 1,984 | 2,600 | 2,600 | - | 0.0% |
| EMERGENCY MEDICAL SERVICE | 260,427 | 269,891 | 280,000 | 200,000 | (80,000) | -28.6% |
| ANIMAL VACCINATIONS | 255 | 50 | 1,250 | 1,250 | - | 0.0% |
| **SERVICE CHARGES** | **$ 290,281** | **$ 296,821** | **$ 305,850** | **$ 268,850** | **$ (37,000)** | **-12.1%** |

**DEPARTMENT**
08 MISCELLANEOUS REVENUE

| DESCRIPTION | FY 2021 ACTUAL | FY 2022 ACTUAL | FY 2023 ADOPTED | FY 2024 PROPOSED | FY 2024 TO FY 2023 $ CHANGE | FY 2024 TO FY 2023 % CHANGE |
|---|---|---|---|---|---|---|
| OTHER FINANCIAL SOURCES | $ - | 300,805 | 54,000 | 54,000 | - | 0.0% |
| INVESTMENT INCOME | 761 | 6,843 | 1,500 | 252,000 | 250,500 | 16700.0% |
| GRANTS AND TRANSFERS | 3,453 | 81,635 | - | - | | 0.0% |
| MISCELLANEOUS | 80,545 | 101,493 | 10,000 | 10,000 | - | 0.0% |
| BISD/SRO REIMBURSEMENT | 45,633 | 63,299 | 74,652 | 236,227 | 161,575 | 216.4% |
| LIEN RELEASE FUNDS | - | 9,074 | - | - | - | 0.0% |
| **MISC. REVENUE** | **$ 130,392** | **$ 563,149** | **$ 140,152** | **$ 552,227** | **$ 412,075** | **294.0%** |
| **TOTAL GENERAL FUND REVENUE** | **$ 7,671,148** | **$ 9,262,183** | **$ 9,318,263** | **$ 10,138,937** | **$ 820,674** | **8.8%** |

## CITY OF RICHLAND HILLS - GENERAL FUND (FUND 001)

**DEPARTMENT**
11 MUNICIPAL COURT

| DESCRIPTION | FY 2021 ACTUAL | FY 2022 ACTUAL | FY 2023 ADOPTED | FY 2024 PROPOSED | FY 2024 TO FY 2023 $ CHANGE | FY 2024 TO FY 2023 % CHANGE |
|---|---|---|---|---|---|---|
| PERSONNEL | $ 228,551 | $ 241,445 | $ 254,216 | $ 257,746 | $ 3,530 | 1.4% |
| MATERIALS AND SUPPLIES | $ 34,242 | $ 31,345 | $ 42,492 | $ 32,300 | $ (10,192) | -24.0% |
| OTHER OPERATING EXPENSES | $ 3,314 | $ 2,670 | $ 3,332 | $ 5,267 | $ 1,935 | 58.1% |
| TOTAL - MUNICIPAL COURT | $ 266,107 | $ 275,460 | $ 300,040 | $ 295,313 | $ (4,727) | -1.6% |

**DEPARTMENT**
12 ADMINISTRATION

| DESCRIPTION | FY 2021 ACTUAL | FY 2022 ACTUAL | FY 2023 ADOPTED | FY 2024 PROPOSED | FY 2024 TO FY 2023 $ CHANGE | FY 2024 TO FY 2023 % CHANGE |
|---|---|---|---|---|---|---|
| PERSONNEL | $ 329,792 | $ 486,027 | $ 413,037 | $ 442,721 | $ 29,684 | 7.2% |
| SUPPLIES AND MAINTENANCE | $ 232,791 | $ 66,878 | $ 250,788 | $ 231,735 | $ (19,053) | -7.6% |
| OTHER OPERATING EXPENSES | $ 13,496 | $ 23,769 | $ 26,346 | $ 34,583 | $ 8,237 | 31.3% |
| TOTAL - ADMINISTRATION | $ 576,079 | $ 576,674 | $ 690,171 | $ 709,039 | $ 18,868 | 2.7% |

**DEPARTMENT**
13 POLICE

| DESCRIPTION | FY 2021 ACTUAL | FY 2022 ACTUAL | FY 2023 ADOPTED | FY 2024 PROPOSED | FY 2024 TO FY 2023 $ CHANGE | FY 2024 TO FY 2023 % CHANGE |
|---|---|---|---|---|---|---|
| PERSONNEL | $ 1,413,300 | $ 1,616,065 | $ 1,775,794 | $ 2,309,748 | $ 533,954 | 30.1% |
| SUPPLIES AND MAINTENANCE | $ 356,779 | $ 196,967 | $ 227,674 | $ 180,862 | $ (46,812) | -20.6% |
| OTHER OPERATING EXPENSES | $ 97,847 | $ 96,765 | $ 87,828 | $ 90,176 | $ 2,348 | 2.7% |
| TOTAL - POLICE DEPARTMENT | $ 1,867,926 | $ 1,909,797 | $ 2,091,296 | $ 2,580,786 | $ 489,490 | 23.4% |

**DEPARTMENT**
14 FIRE

| DESCRIPTION | FY 2021 ACTUAL | FY 2022 ACTUAL | FY 2023 ADOPTED | FY 2024 PROPOSED | FY 2024 TO FY 2023 $ CHANGE | FY 2024 TO FY 2023 % CHANGE |
|---|---|---|---|---|---|---|
| PERSONNEL | $ 1,555,924 | $ 1,832,425 | $ 2,126,606 | $ 2,210,163 | $ 83,557 | 3.9% |
| SUPPLIES AND MAINTENANCE | 224,603 | 204,185 | 294,932 | 285,766 | $ (9,166) | -3.1% |
| OTHER OPERATING EXPENSES | 49,433 | 48,763 | 89,286 | 105,427 | $ 16,141 | 18.1% |
| CAPITAL | 30,893 | 309,833 | 57,000 | 23,300 | $ (33,700) | -59.1% |
| TOTAL - FIRE DEPARTMENT | $ 1,860,853 | $ 2,395,206 | $ 2,567,824 | $ 2,624,656 | $ 56,832 | 2.2% |

**DEPARTMENT**
16 STREET DEPARTMENT

| DESCRIPTION | FY 2021 ACTUAL | FY 2022 ACTUAL | FY 2023 ADOPTED | FY 2024 PROPOSED | FY 2024 TO FY 2023 $ CHANGE | FY 2024 TO FY 2023 % CHANGE |
|---|---|---|---|---|---|---|
| PERSONNEL | $ 127,812 | $ 131,238 | $ 253,010 | $ 233,193 | $ (19,817) | -7.8% |
| SUPPLIES AND MAINTENANCE | 28,248 | 50,576 | 70,670 | 65,550 | $ (5,120) | -7.2% |
| OTHER OPERATING EXPENSES | 75,451 | 20 | 1,400 | 1,400 | $ - | 0.0% |
| CAPITAL | - | 162,651 | - | - | $ - | 0.0% |
| TOTAL - STREET DEPARTMENT | $ 231,511 | $ 344,485 | $ 325,080 | $ 300,143 | $ (24,937) | -7.7% |

**DEPARTMENT**
17 LIBRARY

| DESCRIPTION | FY 2021 ACTUAL | FY 2022 ACTUAL | FY 2023 ADOPTED | FY 2024 PROPOSED | FY 2024 TO FY 2023 $ CHANGE | FY 2024 TO FY 2023 % CHANGE |
|---|---|---|---|---|---|---|
| PERSONNEL | $ 301,112 | $ 313,823 | $ 326,603 | $ 396,770 | $ 70,167 | 21.5% |
| SUPPLIES AND MAINTENANCE | 49,424 | 54,034 | 57,600 | 44,500 | $ (13,100) | -22.7% |
| OTHER OPERATING EXPENSES | 9,771 | 20,093 | 18,930 | 28,830 | $ 9,900 | 52.3% |
| TOTAL - LIBRARY | $ 360,307 | $ 387,950 | $ 403,133 | $ 470,100 | $ 66,967 | 16.6% |

**DEPARTMENT**
18 RECREATION

| DESCRIPTION | FY 2021 ACTUAL | FY 2022 ACTUAL | FY 2023 ADOPTED | FY 2024 PROPOSED | FY 2024 TO FY 2023 $ CHANGE | FY 2024 TO FY 2023 % CHANGE |
|---|---|---|---|---|---|---|
| PERSONNEL | $ 171,149 | $ 208,116 | $ 216,089 | $ 244,117 | $ 28,028 | 13.0% |
| SUPPLIES AND MAINTENANCE | 29,550 | 31,631 | 42,968 | 41,168 | $ (1,800) | -4.2% |
| OTHER OPERATING | 34,252 | 41,403 | 40,750 | 4,310 | $ (36,440) | -89.4% |
| TOTAL - RECREATION | $ 234,951 | $ 281,150 | $ 299,807 | $ 289,595 | $ (10,212) | -3.4% |

**DEPARTMENT**
19 PARKS

| DESCRIPTION | FY 2021 ACTUAL | FY 2022 ACTUAL | FY 2023 ADOPTED | FY 2024 PROPOSED | FY 2024 TO FY 2023 $ CHANGE | FY 2024 TO FY 2023 % CHANGE |
|---|---|---|---|---|---|---|
| PERSONNEL | $ 25,020 | $ 15,011 | $ 110,947 | $ 114,902 | $ 3,955 | 3.6% |
| SUPPLIES AND MAINTENANCE | 106,510 | 131,639 | 158,700 | 207,200 | $ 48,500 | 30.6% |
| OTHER OPERATING | 6,738 | 932 | 12,140 | 1,640 | $ (10,500) | -86.5% |
| CAPITAL | - | 16,238 | - | - | $ - | 0.0% |
| TOTAL - PARKS DEPARTMENT | $ 138,268 | $ 163,820 | $ 281,787 | $ 323,742 | $ 41,955 | 14.9% |

**DEPARTMENT**
20 COMMUNITY DEVELOPMENT

| DESCRIPTION | FY 2021 ACTUAL | FY 2022 ACTUAL | FY 2023 ADOPTED | FY 2024 PROPOSED | FY 2024 TO FY 2023 $ CHANGE | FY 2024 TO FY 2023 % CHANGE |
|---|---|---|---|---|---|---|
| PERSONNEL | $ 151,519 | $ 382,097 | $ 294,960 | $ 205,399 | $ (89,561) | -30.4% |
| SUPPLIES AND MAINTENANCE | $ 16,743 | $ 23,726 | $ 29,163 | $ 36,811 | $ 7,648 | 26.2% |
| OTHER OPERATING | $ 247,690 | $ 10,177 | $ 211,316 | $ 262,398 | $ 51,082 | 24.2% |
| TOTAL - COMMUNITY DEVELOPMENT | $ 415,952 | $ 416,000 | $ 535,439 | $ 504,608 | $ (30,831) | -5.8% |

**DEPARTMENT**
21 ANIMAL CONTROL

| DESCRIPTION | FY 2021 ACTUAL | FY 2022 ACTUAL | FY 2023 ADOPTED | FY 2024 PROPOSED | FY 2024 TO FY 2023 $ CHANGE | FY 2024 TO FY 2023 % CHANGE |
|---|---|---|---|---|---|---|
| PERSONNEL | $ 119,011 | $ 117,667 | $ 150,322 | $ 174,348 | $ 24,026 | 16.0% |
| SUPPLIES AND MAINTENANCE | 51,667 | 77,663 | 47,200 | 55,700 | $ 8,500 | 18.0% |
| OTHER OPERATING | 7,933 | 3,859 | 4,900 | 5,400 | $ 500 | 10.2% |
| TOTAL - ANIMAL CONTROL | $ 178,611 | $ 199,189 | $ 202,422 | $ 235,448 | $ 33,026 | 16.3% |

**DEPARTMENT**
23 LEGISLATIVE

| DESCRIPTION | FY 2021 ACTUAL | FY 2022 ACTUAL | FY 2023 ADOPTED | FY 2024 PROPOSED | FY 2024 TO FY 2023 $ CHANGE | FY 2024 TO FY 2023 % CHANGE |
|---|---|---|---|---|---|---|
| PERSONNEL | $ 72,529 | $ 82,214 | $ 82,570 | $ 91,622 | $ 9,052 | 11.0% |
| SUPPLIES AND MAINTENANCE | 18,891 | 16,262 | 18,275 | 27,000 | $ 8,725 | 47.7% |
| OTHER OPERATING | 75,523 | 31,185 | 29,095 | 30,505 | $ 1,410 | 4.8% |
| TOTAL - LEGISLATIVE | $ 166,943 | $ 129,661 | $ 129,940 | $ 149,127 | $ 19,187 | 14.8% |

**DEPARTMENT**
30 SHARED SERVICES

| DESCRIPTION | FY 2021 ACTUAL | FY 2022 ACTUAL | FY 2023 ADOPTED | FY 2024 PROPOSED | FY 2024 TO FY 2023 $ CHANGE | FY 2024 TO FY 2023 % CHANGE |
|---|---|---|---|---|---|---|
| PERSONNEL | $ 85,893 | $ 75,401 | $ 162,849 | $ 137,277 | $ (25,572) | -15.7% |
| SUPPLIES AND MAINTENANCE | 218,135 | 223,448 | 133,875 | 174,628 | $ 40,753 | 30.4% |
| OTHER OPERATING | 348,688 | 317,191 | 543,266 | 645,327 | $ 102,061 | 18.8% |
| TOTAL - SHARED SERVICES | $ 652,716 | $ 616,040 | $ 839,990 | $ 957,232 | $ 117,242 | 14.0% |

**DEPARTMENT**
NON-DEPARTMENTAL/TRANSFERS OUT

| DESCRIPTION | FY 2021 ACTUAL | FY 2022 ACTUAL | FY 2023 ADOPTED | FY 2024 PROPOSED | FY 2024 TO FY 2023 $ CHANGE | FY 2024 TO FY 2023 % CHANGE |
|---|---|---|---|---|---|---|
| TRANSFER TO CAPITAL PROJECTS | $ 142,270 | $ 92,311 | $ 158,311 | $ - | $ (158,311) | -100.0% |
| TRANSFER TO EOM FUND | | 6,000 | 2,500 | 2,500 | $ - | 0.0% |
| NON DEPT EXPENSE | 57,197 | 77,527 | 50,000 | 50,000 | $ - | 0.0% |
| TRANSFER TO TIF SALES TAX | | 78,297 | 75,000 | 75,000 | $ - | 0% |
| TRANSFER TO LINK CAP REPLACEMENT | $ - | 25,000 | 25,000 | 25,000 | $ - | 0.0% |
| TRANSFER TO STRATEGIC INITIATIVE * | $ - | - | 2,400,000 | 256,260 | $ (2,143,740) | -89.3% |
| TRANSFER TO VEHICLE REPLACEMENT | $ - | - | - | 233,133 | $ 233,133 | 100.0% |
| TRANSFER TO LINK FUND | 131,547 | 167,083 | 199,680 | 200,000 | $ 320 | 0.2% |
| TOTAL - NON DEPARTMENTAL | $ 331,014 | $ 446,218 | $ 2,910,491 | $ 841,893 | $ (2,068,598) | -71.1% |
| TOTAL EXPENDITURES | $ 7,281,238 | $ 8,141,650 | $ 11,577,420 | $ 10,281,682 | $ (1,295,738) | -11.2% |

*** Transfers out from Fund Balance**

**DEPARTMENT**
098-60 LINK REVENUES

| DESCRIPTION | FY 2021 ACTUAL | FY 2022 ACTUAL | FY 2023 ADOPTED | FY 2024 PROPOSED | FY 2024 TO FY 2023 $ CHANGE | FY 2024 TO FY 2023 % CHANGE |
|---|---|---|---|---|---|---|
| TRANSFER FROM THE GENERAL FUND | $ 154,933 | $ 167,083 | $ 199,680 | $ 200,000 | $ 320 | 0.2% |
| LATE FEES & PENALTIES | 460 | 10 | - | - | $ - | 0.0% |
| ONE TIME CLASSES (NOT4SENIORS) | 11,799 | 6,747 | 5,400 | 8,000 | $ 2,600 | 48.1% |
| LINK MEMBERSHIPS | 61,387 | 62,522 | 74,400 | 74,400 | $ - | 0.0% |
| ONE DAY PASSES | 3,366 | 4,682 | 5,500 | 4,800 | $ (700) | -12.7% |
| FITNESS CLASSES | 5,208 | 3,829 | 3,000 | 6,000 | $ 3,000 | 100.0% |
| PERSONAL TRAINING | 7,286 | 20,509 | 24,000 | 2,500 | $ (21,500) | -89.6% |
| ATHLETICS | 18,210 | 25,992 | 31,200 | 20,000 | $ (11,200) | -35.9% |
| ALL DAY CAMPS | 67,728 | 101,403 | 110,640 | 105,000 | $ (5,640) | -5.1% |
| AFTER SCHOOL PROGRAM | 66,943 | 100,010 | 145,350 | 160,000 | $ 14,650 | 10.1% |
| SPECIAL EVENTS | 2,857 | 2,213 | 2,000 | 2,500 | $ 500 | 25.0% |
| SENIOR PROGRAMS | 1,760 | 4,387 | 3,000 | 4,000 | $ 1,000 | 33.3% |
| CONCESSIONS | 3,630 | 6,816 | 6,000 | 7,200 | $ 1,200 | 20.0% |
| INDOOR/OUTDOOR RENTALS | 109,114 | 233,800 | 118,000 | 155,000 | $ 37,000 | 31.4% |
| SILVER PROGRAMS | 13,769 | 17,818 | 12,500 | 20,400 | $ 7,900 | 63.2% |
| MISCELLANEOUS REVENUE | 2,395 | 5,064 | - | - | $ - | 0.0% |
| LINK-EMPLOYEE MEMBERSHIPS | 1,954 | 2,654 | 1,200 | 1,200 | $ - | 0.0% |
| CONTRA REV-CITY DISCOUNTS | (2,399) | (1,921) | - | - | $ - | 0.0% |
| **LINK REVENUES** | **$ 530,400** | **$ 763,618** | **$ 741,870** | **$ 771,000** | **29,130** | **3.9%** |

**DEPARTMENT**
098-61 LINK EXPENDITURES

| DESCRIPTION | FY 2021 ACTUAL | FY 2022 ACTUAL | FY 2023 ADOPTED | FY 2024 PROPOSED | FY 2024 TO FY 2023 $ CHANGE | FY 2024 TO FY 2023 % CHANGE |
|---|---|---|---|---|---|---|
| **PERSONNEL** | **$ 329,638** | **$ 410,614** | **$ 441,368** | **$ 468,668** | $ 27,300 | **6.2%** |
| **SUPPLIES & MAINTENANCE** | **$ 136,843** | **$ 170,527** | **$ 208,431** | **$ 194,535** | $ (13,896) | **-6.7%** |
| **OTHER OPERATING** | **$ 66,002** | **$ 81,099** | **$ 92,071** | **$ 107,797** | $ 15,726 | **17.1%** |
| **CAPITAL** | **$ -** | **$ 19,038** | **$ -** | **$ -** | $ - | **0.0%** |
| **LINK EXPENDITURES** | **$ 532,483** | **$ 681,278** | **$ 741,870** | **$ 771,000** | **29,130** | **3.9%** |

# FY 2023-2024 PROPOSED BUDGET

| WATER & SEWER FUND REVENUES SUMMARY | FY 2021 ACTUAL | FY 2022 ACTUAL | FY 2023 ADOPTED | FY 2024 PROPOSED | FY 2024 TO FY 2023 $ CHANGE | FY 2024 TO FY 2023 % CHANGE |
|---|---|---|---|---|---|---|
| WATER SALES | $ 2,457,268 | $ 2,475,104 | $ 2,504,521 | $ 2,595,900 | $ 91,379 | 3.6% |
| WASTEWATER SALES | 1,853,498 | 1,853,498 | 1,800,000 | 1,800,000 | $ - | 0.0% |
| MISCELLANEOUS INCOME | 669,396 | 651,560 | 536,600 | 753,000 | $ 216,400 | 40.3% |
| **TOTAL INCOME** | **$ 4,980,162** | **$ 4,980,162** | **$ 4,841,121** | **$ 5,148,900** | **$ 307,779** | **6.4%** |
| **Transfers In** | **$ 17,666** | **$ -** | **$ 2,406,753** | **$ -** | **$ (2,406,753)** | **-100.0%** |

| WATER & SEWER FUND EXPENSES SUMMARY | FY 2021 ACTUAL | FY 2022 ACTUAL | FY 2023 ADOPTED | FY 2024 PROPOSED | FY 2024 TO FY 2023 $ CHANGE | FY 2024 TO FY 2023 % CHANGE |
|---|---|---|---|---|---|---|
| SHARED SERVICES | $ 320,663 | $ 308,727 | $ 311,427 | $ 356,494 | $ 45,067 | 14.5% |
| ADMINISTRATION | 384,269 | 519,553 | 641,582 | 754,171 | 112,589 | 17.5% |
| DEBT SERVICE/NON DEPT. | 802,014 | 931,332 | 1,004,832 | 1,188,143 | 183,311 | 18.2% |
| WATER PRODUCTION & DISTRIBUTION | 1,224,943 | 980,990 | 3,633,344 | 1,744,698 | (1,888,646) | -52.0% |
| WASTEWATER SERVICES | 1,343,425 | 1,071,374 | 1,369,360 | 1,633,536 | 264,176 | 19.3% |
| **TOTAL EXPENSES** | **$ 4,075,314** | **$ 3,811,976** | **$ 6,960,545** | **$ 5,677,042** | **$ (1,283,503)** | **-18.4%** |
| | | | | | | |
| ***BEGINNING (UNRESTRICTED) NET POSITION*** | **$ 2,356,497** | **$ 3,092,757** | **$ 2,853,018** | **$ 3,140,347** | | |
| ***TRANSFERS IN (OUT)*** | **$ -** | **$ -** | **$ -** | **$ -** | | |
| ***ENDING (UNRESTRICTED) NET POSITION*** | **$ 3,092,757** | **$ 2,853,018** | **$ 3,140,347** | **$ 2,612,205** | | |
| *90 DAYS RESERVE AMOUNT* | *$ 919,661* | $ 939,939 | $ 1,716,299 | $ 1,399,819 | | |
| *AMOUNT OVER/(UNDER) RESERVE REQUIREMENTS* | *$ 2,173,096* | *$ 1,913,079* | *$ 1,424,048* | *$ 1,212,386* | | |

**CITY OF RICHLAND HILLS - UTILITY FUND (FUND 002)**

**DEPARTMENT**
54 WATER REVENUES

| DESCRIPTION | FY 2021 ACTUAL | FY 2022 ACTUAL | FY 2023 ADOPTED | FY 2024 PROPOSED | FY 2024 TO FY 2023 $ CHANGE | FY 2024 TO FY 2023 % CHANGE |
|---|---|---|---|---|---|---|
| PENALTY & INTEREST | $ 71,848 | $ 87,761 | $ 78,000 | $ 84,000 | $ 6,000 | 7.7% |
| SALE OF WATER | 2,457,268 | 2,733,596 | 2,458,000 | 2,458,000 | $ - | 0.0% |
| TAP FEES | 17,837 | 1,479 | 1,000 | 27,775 | $ 26,775 | 2677.5% |
| WATER METER SETTING FEE | - | - | - | 26,125 | $ 26,125 | 100.0% |
| **WATER REVENUES** | **$ 2,546,953** | **$ 2,822,836** | **$ 2,537,000** | **$ 2,595,900** | **$ 58,900** | **2.3%** |

**CITY OF RICHLAND HILLS - UTILITY FUND (FUND 002)**

**DEPARTMENT**
55 SEWER REVENUES

| DESCRIPTION | FY 2021 ACTUAL | FY 2022 ACTUAL | FY 2023 ADOPTED | FY 2024 PROPOSED | FY 2024 TO FY 2023 $ CHANGE | FY 2024 TO FY 2023 % CHANGE |
|---|---|---|---|---|---|---|
| SEWER BILLING | $ 1,853,498 | $ 1,874,177 | $ 1,800,000 | $ 1,800,000 | $ - | 0.0% |
| **TOTAL - SEWER REVENUES** | **$ 1,853,498** | **$ 1,874,177** | **$ 1,800,000** | **$ 1,800,000** | **$ -** | **0.0%** |

**CITY OF RICHLAND HILLS - UTILITY FUND (FUND 002)**

**DEPARTMENT**
56 MISC REVENUES

| DESCRIPTION | FY 2021 ACTUAL | FY 2022 ACTUAL | FY 2023 ADOPTED | FY 2024 PROPOSED | FY 2024 TO FY 2023 $ CHANGE | FY 2024 TO FY 2023 % CHANGE |
|---|---|---|---|---|---|---|
| USE OF LINES | $ 6,298 | $ 7,377 | 5,000 | 5,000 | $ - | 0.0% |
| SERVICE CHARGES | 3,093 | 2,859 | 2,500 | 2,500 | - | 0.0% |
| INVESTMENT INCOME | 642 | 10,282 | 1,600 | 150,000 | 148,400 | 9275.0% |
| WASTE DISP. PROCESS. FEE | 34,451 | 36,994 | 34,000 | 34,000 | - | 0.0% |
| SALE OF FIXED ASSETS | - | 51,100 | - | - | - | 0.0% |
| MISC. REVENUE | 62,730 | 62,927 | 20,000 | 20,000 | - | 0.0% |
| CONTRIBUTION FROM REPUBLIC | - | - | - | 15,000 | 15,000 | 100.0% |
| GARBAGE BILLING | 472,497 | 485,588 | 473,500 | 526,500 | 53,000 | 11.2% |
| TRANSFERS IN | - | 7,856 | 2,406,753 | - | (2,406,753) | -100.0% |
| **TOTAL - MISC. REVENUES** | **$ 579,711** | **$ 664,983** | **$ 2,943,353** | **$ 753,000** | **$ (2,190,353)** | **-74.4%** |
| **TOTAL REVENUE** | **$ 4,980,162** | **$ 5,361,996** | **$ 7,280,353** | **$ 5,148,900** | **(2,131,453)** | **-29.3%** |

## CITY OF RICHLAND HILLS - UTILITY FUND (FUND 002)

**DEPARTMENT**
30 SHARED SERVICES

| DESCRIPTION | FY 2021 ACTUAL | FY 2022 ACTUAL | FY 2023 ADOPTED | FY 2024 PROPOSED | FY 2024 TO FY 2023 $ CHANGE | FY 2024 TO FY 2023 % CHANGE |
|---|---|---|---|---|---|---|
| PERSONNEL | $ - | $ - | $ - | $ - | $ - | 0.0% |
| SUPPLIES AND MAINTENANCE | $ 93,945 | $ 69,165 | $ 31,908 | $ 42,716 | $ 10,808 | 33.9% |
| OTHER OPERATING | $ 226,718 | $ 239,562 | $ 279,519 | $ 313,778 | $ 34,259 | 12.3% |
| TOTAL - SHARED SERVICES | $ 320,663 | $ 308,727 | $ 311,427 | $ 356,494 | $ 45,067 | 14.5% |

## CITY OF RICHLAND HILLS - UTILITY FUND (FUND 002)

**DEPARTMENT**
62 ADMINISTRATION

| DESCRIPTION | FY 2021 ACTUAL | FY 2022 ACTUAL | FY 2023 ADOPTED | FY 2024 PROPOSED | FY 2024 TO FY 2023 $ CHANGE | FY 2024 TO FY 2023 % CHANGE |
|---|---|---|---|---|---|---|
| PERSONNEL | $ 202,092 | $ 369,800 | $ 410,332 | $ 505,721 | $ 95,389 | 23.2% |
| SUPPLIES AND MAINTENANCE | $ 46,934 | $ 126,789 | $ 203,667 | $ 215,937 | $ 12,270 | 6.0% |
| OTHER OPERATING | $ 135,243 | $ 22,964 | $ 27,583 | $ 32,513 | $ 4,930 | 17.9% |
| TOTAL - ADMINISTRATION | $ 384,269 | $ 519,553 | $ 641,582 | $ 754,171 | $ 112,589 | 17.5% |

## CITY OF RICHLAND HILLS - UTILITY FUND (FUND 002)

**DEPARTMENT**
64 TRANSFERS/DEBT SERVICE/00-NON DEPT.

| DESCRIPTION | FY 2021 ACTUAL | FY 2022 ACTUAL | FY 2023 ADOPTED | FY 2024 PROPOSED | FY 2024 TO FY 2023 $ CHANGE | FY 2024 TO FY 2023 % CHANGE |
|---|---|---|---|---|---|---|
| PRINCIPAL PAYMENT | $ 245,000 | $ 399,500 | $ 378,425 | $ 300,500 | $ (77,925) | -20.6% |
| INTEREST PAYMENT | 91,719 | 92,469 | 75,907 | 285,328 | 209,421 | 275.9% |
| PAYING AGENT FEES | 950 | 400 | 1,500 | 1,500 | - | 0.0% |
| HAZARDOUS WASTE DROPOFF | - | - | - | 15,000 | 15,000 | 100.0% |
| GARBAGE BILLING | 464,345 | 482,121 | 469,000 | 522,000 | 53,000 | 11.3% |
| TRANSFERS OUT VEH REPLCEM | - | 47,319 | - | 63,815 | 63,815 | 100.0% |
| TRANSFERS OUT CIP/OTHER FUND | - | (90,477) | 80,000 | - | (80,000) | -100.0% |
| TOTAL - TRANSFERS/DEBT SERVIC | $ 802,014 | $ 931,332 | $ 1,004,832 | $ 1,188,143 | $ 183,311 | 18.2% |

**CITY OF RICHLAND HILLS - UTILITY FUND (FUND 002)**

**DEPARTMENT**
66 WATER PRODUCTION& DISTRIBUTION

| DESCRIPTION | | FY 2021 ACTUAL | | FY 2022 ACTUAL | | FY 2023 ADOPTED | | FY 2024 PROPOSED | | FY 2024 TO FY 2023 $ CHANGE | FY 2024 TO FY 2023 % CHANGE |
|---|---|---|---|---|---|---|---|---|---|---|---|
| PERSONNEL | $ | 134,228 | $ | 192,582 | $ | 343,311 | $ | 353,851 | $ | 10,540 | 3.1% |
| SUPPLIES AND MAINTENANCE | | 213,963 | | 115,804 | | 187,210 | | 247,350 | $ | 60,140 | 32.1% |
| OTHER OPERATING | | 865,753 | | 658,604 | | 521,070 | | 518,497 | $ | (2,573) | -0.5% |
| CAPITAL | | 10,999 | | 14,000 | | 2,581,753 | | 625,000 | $ | (1,956,753) | -75.8% |
| TOTAL - WATER PRODUCTION & DI | $ | 1,224,943 | $ | 980,990 | $ | 3,633,344 | $ | 1,744,698 | $ | (1,888,646) | -52.0% |

**CITY OF RICHLAND HILLS - UTILITY FUND (FUND 002)**

**DEPARTMENT**
67 WASTEWATER

| DESCRIPTION | | FY 2021 ACTUAL | | FY 2022 ACTUAL | | FY 2023 ADOPTED | | FY 2024 PROPOSED | | FY 2024 TO FY 2023 $ CHANGE | FY 2024 TO FY 2023 % CHANGE |
|---|---|---|---|---|---|---|---|---|---|---|---|
| PERSONNEL | $ | 255,830 | $ | 206,812 | $ | 283,097 | $ | 208,073 | $ | (75,024) | -26.5% |
| SUPPLIES AND MAINTENANCE | | 138,729 | | 50,129 | | 63,530 | | 64,900 | $ | 1,370 | 2.2% |
| OTHER OPERATING | | 948,866 | | 814,433 | | 1,022,733 | | 1,189,650 | $ | 166,917 | 16.3% |
| CAPITAL | | - | | - | | - | | 170,913 | $ | 170,913 | 100.0% |
| TOTAL - WASTEWATER | $ | 1,343,425 | $ | 1,071,374 | $ | 1,369,360 | $ | 1,633,536 | $ | 264,176 | 19.3% |
| | | | | | | | | | | | |
| TOTAL EXPENSES | $ | 4,075,314 | $ | 3,811,976 | $ | 6,960,545 | $ | 5,677,042 | $ | (1,283,503) | -18.4% |

**DRAINAGE UTILITY FUND (FUND 022)**
**DEPARTMENT**
68 DRAINAGE REVENUE

| DESCRIPTION | FY 2021 ACTUAL | FY 2022 ACTUAL | FY 2023 ADOPTED | FY 2024 PROPOSED | FY 2024 TO FY 2023 $ CHANGE | FY 2024 TO FY 2023 % CHANGE |
|---|---|---|---|---|---|---|
| CUSTOMER BILLING | $ 882,927 | $ 834,524 | $ 909,308 | $ 910,200 | $ 892 | 0.1% |
| MISCELLANEOUS INCOME | - | 5,048 | - | - | - | 0.0% |
| SALE OF FIXED ASSETS | - | 33,000 | - | - | - | 0.0% |
| INVESTMENT INCOME | 56 | 797 | 150 | 4,200 | 4,050 | 2700.0% |
| **TOTAL - INCOME** | **$ 882,983** | **$ 873,369** | **$ 909,458** | **$ 914,400** | **$ 4,942** | **0.5%** |

**DRAINAGE UTILITY FUND (FUND 022)**
**DEPARTMENT**
69 DRAINAGE EXPENSE

| DESCRIPTION | FY 2021 ACTUAL | FY 2022 ACTUAL | FY 2023 ADOPTED | FY 2024 PROPOSED | FY 2024 TO FY 2023 $ CHANGE | FY 2024 TO FY 2023 % CHANGE |
|---|---|---|---|---|---|---|
| **PERSONNEL** | **$ 128,460** | **$ 132,023** | **$ 171,164** | **$ 130,636** | **$ (40,528)** | **-23.7%** |
| **SUPPLIES AND MAINTENANCE** | **$ 202,768** | **$ 73,590** | **$ 270,110** | **$ 329,050** | **$ 58,940** | **21.8%** |
| **OTHER OPERATING** | **$ 12,413** | **$ -** | **$ -** | **$ -** | **$ -** | **0.0%** |
| **CAPITAL** | **$ -** | **$ 152,672** | **$ 5,000** | **$ 129,341** | **$ 124,341** | **2486.8%** |
| **DEBT SERVICE** | **$ 508,509** | **$ 466,454** | **$ 483,439** | **$ 475,240** | **$ (8,199)** | **-1.7%** |
| **TRANSFER TO VEHCLE REPLACMENT** | **$ -** | **$ -** | **$ -** | **$ 11,884** | **$ 11,884** | **100.0%** |
| **TOTAL EXPENSE** | **$ 852,150** | **$ 824,739** | **$ 929,713** | **$ 1,076,151** | **$ 146,438** | **15.8%** |
| **TRANSFERS OUT** | | | | | | |
| ***BEGINNING (UNRESTRICTED) NET POSITION*** | **$ 572,322** | **$ 603,155** | **$ 677,408** | **$ 657,153** | | |
| ***ENDING (UNRESTRICTED) NET POSITION*** | **$ 603,155** | **$ 677,408** | **$ 657,153** | **$ 495,402** | | |

**DEPARTMENT**
60/61 GENERAL DEBT SERVICE

| DESCRIPTION | FY 2021 ACTUAL | FY 2022 ACTUAL | FY 2023 ADOPTED | FY 2024 PROPOSED | FY 2024 TO FY 2023 $ CHANGE | FY 2024 TO FY 2023 % CHANGE |
|---|---|---|---|---|---|---|
| CURRENT PROPERTY TAX | $ 953,700 | $ 1,016,282 | $ 990,917 | $ 1,475,282 | $ 484,365 | 48.9% |
| DELINQUENT PROPERTY TAX | 4,618 | 4,693 | 5,000 | 5,000 | - | 0.0% |
| INTEREST & PENALTIES | 6,357 | 6,387 | 5,200 | 5,200 | - | 0.0% |
| INTEREST INCOME | - | 6,872 | - | 15,000 | 15,000 | 100.0% |
| **TOTAL REVENUE** | **$ 964,675** | **$ 1,034,234** | **$ 1,001,117** | **$ 1,500,482** | **$ 484,365** | **49.9%** |
| PAYMENT OF PRINCIPAL | $ 415,500 | $ 435,500 | $ 484,500 | $ 815,426 | $ 330,926 | 16.6% |
| AGENT AND REPORTING FEE | 5,725 | 6,040 | 6,900 | 8,520 | 1,620 | 20.5% |
| PAYMENT OF INTEREST | 487,265 | 475,263 | 457,444 | 641,283 | 183,839 | -6.1% |
| **TOTAL EXPENDITURES** | **$ 908,490** | **$ 916,803** | **$ 948,844** | **$ 1,465,229** | **$ 516,385** | **4.4%** |
| ***BEGINNING FUND BALANCE*** | **$ 385,295** | **441,480** | **558,911** | **611,184** | | |
| ***ENDING FUND BALANCE*** | **$ 441,480** | **$ 558,911** | **$ 611,184** | **$ 646,437** | | |

**MUNICIPAL COURT SECURITY FUND (FUND 24)**
**DEPARTMENT**
42/43 MUNICIPAL COURT BLDG SECURITY FUND

| DESCRIPTION | FY 2021 ACTUAL | FY 2022 ACTUAL | FY 2023 ADOPTED | FY 2024 PROPOSED | FY 2024 TO FY 2023 $ CHANGE | FY 2024 TO FY 2023 % CHANGE |
|---|---|---|---|---|---|---|
| REVENUE - BLDG. SECURITY | $ 5,534 | $ 5,610 | $ 5,500 | $ 5,500 | $ - | 0.0% |
| **TOTAL REVENUE** | **$ 5,534** | **$ 5,610** | **$ 5,500** | **$ 5,500** | **-** | **0.0%** |
| **PERSONNEL** | **$ -** | **$ -** | **$ -** | **$ -** | **$ -** | **0.0%** |
| **SUPPLIES AND MAINTENANCE** | **$ -** | **$ 756** | **$ -** | **$ 1,050** | **$ 1,050** | **100.0%** |
| **OTHER OPERATING** | **$ -** | **$ -** | **$ -** | **$ -** | **$ -** | **0.0%** |
| **TOTAL EXPENDITURES** | **$ -** | **$ 756** | **$ -** | **$ 1,050** | **$ 1,050** | **100.0%** |
| ***BEGINNING FUND BALANCE*** | **$ 17,943** | **23,477** | **28,331** | **33,831** | | |
| ***ENDING FUND BALANCE*** | **$ 23,477** | **$ 28,331** | **$ 33,831** | **$ 38,281** | | |

**RICHLAND HILLS ECONOMIC DEVELOPMENT CORP (FUND 26)**
**DEPARTMENT**
38/39 RH ECONOMIC DEVELOPMENT CORP

| DESCRIPTION | FY 2021 ACTUAL | FY 2022 ACTUAL | FY 2023 ADOPTED | FY 2024 PROPOSED | FY 2024 TO FY 2023 $ CHANGE | FY 2024 TO FY 2023 % CHANGE |
|---|---|---|---|---|---|---|
| 4B SALES TAX REVENUE | $ 921,073 | $ 1,160,988 | $ 1,178,054 | $ 1,219,286 | $ 41,232 | 3.5% |
| INTEREST INCOME | - | - | - | 42,000 | 42,000 | 100.0% |
| **TOTAL REVENUE** | **$ 921,073** | **$ 1,160,988** | **$ 1,178,054** | **$ 1,261,286** | **$ 83,232** | **7.1%** |
| **PERSONNEL** | **$ 51,916** | **$ 131,028** | **$ 130,062** | **$ 169,340** | **$ 39,278** | **30.2%** |
| **SUPPLIES AND MAINTENANCE** | **$ 4,855** | **$ 17,970** | **$ 8,805** | **$ -** | **$ (8,805)** | **-100.0%** |
| **OTHER OPERATING** | **$ 114,283** | **$ 53,501** | **$ 209,000** | **$ 216,809** | **$ 7,809** | **3.7%** |
| **TRANSFER TO FUND 20** | **$ 445,757** | **$ -** | **$ 1,000,000** | **$ -** | **$ (1,000,000)** | **-100.0%** |
| **TRANSFER TO SPECIAL EVENTS FUND** | **$ -** | **$ -** | **$ -** | **$ 53,046** | **$ 53,046** | **100.0%** |
| **CAPITAL** | **$ -** | **$ -** | **$ -** | **$ 900,000** | **$ 900,000** | **100.0%** |
| **DEBT SERVICE** | **$ 229,913** | **$ 229,062** | **$ 228,663** | **$ 230,863** | **$ 2,200** | **1.0%** |
| **TOTAL EXPENDITURES** | **$ 846,724** | **$ 431,561** | **$ 1,576,530** | **$ 1,570,058** | **$ (6,472)** | **-0.4%** |
| ***BEGINNING FUND BALANCE*** | **$ 801,108** | **875,457** | **1,604,884** | **1,206,408** | | |
| ***ENDING FUND BALANCE*** | **$ 875,457** | **$ 1,604,884** | **$ 1,206,408** | **$ 897,636** | | |

**MUNICIPAL COURT TECHNOLOGY FUND (FUND 43)**
**DEPARTMENT**
75/82 MUNICIPAL COURT TECHNOLOGY FUND

| DESCRIPTION | ACTUAL | ACTUAL | ADOPTED | PROPOSED | $ CHANGE | % CHANGE |
|---|---|---|---|---|---|---|
| MUNI CT TECH FUND | $ 4,785 | $ 4,885 | $ 4,800 | $ 4,800 | $ - | 0.0% |
| **TOTAL REVENUE** | **$ 4,785** | **$ 4,885** | **$ 4,800** | **$ 4,800** | **$ -** | **0.0%** |
| **PERSONNEL** | **$ -** | **$ -** | **$ -** | **$ -** | **$ -** | **0.0%** |
| **SUPPLIES AND MAINTENANCE** | **$ -** | **$ -** | **$ -** | **$ -** | **$ -** | **0.0%** |
| **OTHER OPERATING** | **$ -** | **$ -** | **$ -** | **$ -** | **$ -** | **0.0%** |
| **TOTAL EXPENDITURES** | **$ -** | **$ -** | **$ -** | **$ -** | **-** | **0.0%** |
| ***BEGINNING FUND BALANCE*** | **$ -** | **4,785** | **9,670** | **14,470** | | |
| ***ENDING FUND BALANCE*** | **$ 4,785** | **$ 9,670** | **$ 14,470** | **$ 19,270** | | |

**CITY OF RICHLAND HILLS - CRIME CONTROL DISTRICT FUND (FUND 065)**
**DEPARTMENT**
60/61 CRIME CONTROL DISTRICT

| DESCRIPTION | ACTUAL | ACTUAL | ADOPTED | PROPOSED | $ CHANGE | % CHANGE |
|---|---|---|---|---|---|---|
| SALES & USE TAX | $ 1,380,638 | $ 1,733,824 | $ 1,779,795 | $ 1,842,088 | $ 62,293 | 3.5% |
| GRANTS & TRANSFERS | 1,742 | 1,603 | 21,760 | 21,760 | - | 0.0% |
| INTEREST INCOME | - | - | - | 24,000 | 24,000 | 100.0% |
| **TOTAL REVENUE** | **$ 1,382,380** | **$ 1,735,427** | **$ 1,801,555** | **$ 1,887,848** | **$ 86,293** | **4.8%** |
| **PERSONNEL** | **$ 701,387** | **$ 737,956** | **$ 829,696** | **$ 966,140** | **$ 136,444** | **16.4%** |
| **SUPPLIES AND MAINTENANCE** | **$ 64,969** | **$ 80,657** | **$ 80,977** | **$ 137,457** | **$ 56,480** | **69.7%** |
| **OTHER OPERATING** | **$ 412,370** | **$ 403,807** | **$ 457,027** | **$ 435,975** | **$ (21,052)** | **-4.6%** |
| **CAPITAL** | **$ 60,598** | **$ 45,593** | **$ 78,871** | **$ 281,344** | **$ 202,473** | **256.7%** |
| **TRANSFERS OUT** | **$ -** | **$ 106,872** | **$ 50,000** | **$ 192,828** | **$ 142,828** | **285.7%** |
| **TOTAL EXPENDITURES** | **$ 1,239,324** | **$ 1,374,885** | **$ 1,496,571** | **$ 2,013,744** | **$ 517,173** | **34.6%** |
| ***BEGINNING FUND BALANCE*** | **$ 377,581** | **520,637** | **881,179** | **1,186,163** | | |
| ***ENDING FUND BALANCE*** | **$ 520,637** | **$ 881,179** | **$ 1,186,163** | **$ 1,060,267** | | |

**KEEP RICHLAND HILLS BEAUTIFUL FUND**
**FUND 67**

| DESCRIPTION | FY 2021 ACTUAL | FY 2022 ACTUAL | FY 2023 ADOPTED | FY 2024 PROPOSED | FY 2024 TO FY 2023 $ CHANGE | FY 2024 TO FY 2023 % CHANGE |
|---|---|---|---|---|---|---|
| DONATIONS/CONTRIBUTIONS | $ 17,617 | $ 15,705 | $ 15,000 | $ - | $ (15,000) | -100.0% |
| TRANSFERS IN | 32,982 | - | - | - | - | 0.0% |
| **TOTAL REVENUE** | **$ 50,599** | **$ 15,705** | **$ 15,000** | **$ -** | **$ (15,000)** | **100.0%** |
| **BEAUTIFICATION/COMMUNITY PROJECTS** | **$ 7,910** | **$ 10,772** | **$ 15,000** | **$ 12,000** | **$ (3,000)** | **-20.0%** |
| **TOTAL EXPENDITURES** | **$ 7,910** | **$ 10,772** | **$ 15,000** | **$ 12,000** | **$ (3,000)** | **0.0%** |
| ***BEGINNING FUND BALANCE*** | **$ 9,949** | **$ 52,638** | **$ 57,571** | **$ 57,571** | | |
| ***ENDING FUND BALANCE*** | **$ 52,638** | **$ 57,571** | **$ 57,571** | **$ 45,571** | | |

**HOTEL OCCUPANCY TAX FUND (FUND 077)**
60/61 HOTEL OCCUPANCY TAX

| DESCRIPTION | FY 2021 ACTUAL | FY 2022 ACTUAL | FY 2023 ADOPTED | FY 2024 PROPOSED | FY 2024 TO FY 2023 $ CHANGE | FY 2024 TO FY 2023 % CHANGE |
|---|---|---|---|---|---|---|
| HOTEL OCCUPANCY TAX | $ 177,111 | $ 214,587 | $ 180,000 | $ 252,000 | $ 72,000 | 40.0% |
| INTEREST INCOME | - | - | - | 7,200 | 7,200 | 100.0% |
| **TOTAL REVENUE** | **$ 177,111** | **$ 214,587** | **$ 180,000** | **$ 259,200** | **$ 79,200** | **44.0%** |
| **PERSONNEL** | **$ 67,734** | **$ 23,498** | **$ 38,656** | **$ 39,375** | **$ 719** | **1.9%** |
| **SUPPLIES AND MAINTENANCE** | **$ -** | **$ 550** | **$ -** | **$ 100,000** | **$ 100,000** | **0.0%** |
| **OTHER OPERATING** | **$ -** | **$ 55,000** | **$ 55,000** | **$ 55,000** | **$ -** | **0.0%** |
| **DEBT SERVICE** | **$ 106,062** | **$ 102,413** | **$ 105,013** | **$ 103,713** | **$ (1,300)** | **-1.2%** |
| **TOTAL EXPENDITURES** | **$ 173,796** | **$ 181,461** | **$ 198,669** | **$ 298,088** | **$ 99,419** | **50.0%** |
| ***BEGINNING FUND BALANCE*** | **$ 161,301** | **164,616** | **197,742** | **179,073** | | |
| ***ENDING FUND BALANCE*** | **$ 164,616** | **$ 197,742** | **$ 179,073** | **$ 140,185** | | |

**TAX INCREMENT FINANCING FUND (FUND 089)**
**DEPARTMENT**
60/61TAX INCREMENT FINANCING

| DESCRIPTION | FY 2021 ACTUAL | FY 2022 ACTUAL | FY 2023 ADOPTED | FY 2024 PROPOSED | FY 2024 TO FY 2023 $ CHANGE | FY 2024 TO FY 2023 % CHANGE |
|---|---|---|---|---|---|---|
| PROPERTY TAX - TRANSFER IN | $ 127,481 | $ 136,472 | $ 157,524 | $ 192,296 | $ 34,772 | 22.1% |
| INTERGOVERNMENTAL | 39,663 | 39,102 | 44,185 | 53,349 | 9,164 | 20.7% |
| SALES TAX-TRANSFER IN FROM GF | 68,182 | 72,655 | 75,000 | 75,000 | - | 0.0% |
| **TOTAL REVENUE** | **$ 235,326** | **$ 248,229** | **$ 276,709** | **$ 320,645** | **$ 43,936** | **15.9%** |
| **CAPITAL IMPROVEMENTS** | **$ -** | **$ -** | **$ -** | **$ 320,000** | **$ 320,000** | **0.0%** |
| **TRANSFERS OUT** | **$ 201,852** | **$ 98,574** | **$ -** | **$ -** | **$ -** | **0.0%** |
| **OTHER OPERATING** | | **$ 75,713** | **$ 120,000** | **$ 430,000** | **$ 310,000** | **258.3%** |
| **CAPITAL** | **$ 95,350** | **$ 11,683** | **$ 460,000** | **$ -** | **$ (460,000)** | **-100.0%** |
| **TOTAL EXPENDITURES** | **$ 297,202** | **$ 185,970** | **$ 580,000** | **$ 750,000** | **$ 170,000** | **29.3%** |
| ***BEGINNING FUND BALANCE*** | **$ 944,684** | **882,808** | **945,067** | **641,776** | | |
| ***ENDING FUND BALANCE*** | **$ 882,808** | **$ 945,067** | **$ 641,776** | **$ 212,421** | | |

**LINK REPLACEMENT FUND (FUND 103)**
**DEPARTMENT**

| DESCRIPTION | FY 2021 ACTUAL | FY 2022 ACTUAL | FY 2023 ADOPTED | FY 2024 PROPOSED | FY 2024 TO FY 2023 $ CHANGE | FY 2024 TO FY 2023 % CHANGE |
|---|---|---|---|---|---|---|
| TRANSFERS IN FROM GF | $ - | $ - | $ 25,000 | $ 25,000 | $ - | 0.0% |
| **TOTAL REVENUE** | **$ -** | **$ -** | **$ 25,000** | **$ 25,000** | **$ -** | **0.0%** |
| **REPLACEMENTS** | **$ -** | **$ -** | **$ 25,000** | **$ 25,000** | **$ -** | **0.0%** |
| **TOTAL EXPENDITURES** | **$ -** | **$ -** | **$ 25,000** | **$ 25,000** | **-** | **0.0%** |
| ***BEGINNING FUND BALANCE*** | | | **$ -** | **$ -** | | |
| ***ENDING FUND BALANCE*** | | | **$ -** | **$ -** | | |

**EMERGENCY OPERATIONS MANAGEMENT FUND (FUND 104)**
**DEPARTMENT**

| DESCRIPTION | FY 2021 ACTUAL | FY 2022 ACTUAL | FY 2023 ADOPTED | FY 2024 PROPOSED | FY 2024 TO FY 2023 $ CHANGE | FY 2024 TO FY 2023 % CHANGE |
|---|---|---|---|---|---|---|
| TRANSFERS IN FROM GF | $ - | $ - | $ 2,500 | $ 2,500 | $ - | 0.0% |
| **TOTAL REVENUE** | **$ -** | **$ -** | **$ 2,500** | **$ 2,500** | **$ -** | **0.0%** |
| **SUPPLIES** | **$ -** | **$ -** | **$ 2,500** | **$ 2,500** | **$ -** | **0.0%** |
| **TOTAL EXPENDITURES** | | | **$ 2,500** | **$ 2,500** | **$ -** | **100.0%** |
| ***BEGINNING FUND BALANCE*** | | | **$ -** | **$ -** | | |
| ***ENDING FUND BALANCE*** | | | **$ -** | **$ -** | | |

**SPECIAL EVENTS FUND (FUND 108)**
**DEPARTMENT**

| DESCRIPTION | FY 2021 ACTUAL | FY 2022 ACTUAL | FY 2023 ADOPTED | FY 2024 PROPOSED | FY 2024 TO FY 2023 $ CHANGE | FY 2024 TO FY 2023 % CHANGE |
|---|---|---|---|---|---|---|
| TRANSFERS IN FROM RHDC | $ - | $ - | $ - | $ 53,046 | $ 53,046 | 100.0% |
| EVENTS DONATIONS | - | - | - | 4,000 | 4,000 | 100.0% |
| **TOTAL REVENUE** | **$ -** | **$ -** | **$ -** | **$ 57,046** | **57,046** | **100.0%** |
| **PERSONNEL** | **$ -** | **$ -** | **$ -** | **$ 11,296** | **$ 11,296** | **100.0%** |
| **OTHER OPERATING** | **$ -** | **$ -** | **$ -** | **$ 45,750** | **$ 45,750** | **100.0%** |
| **TOTAL EXPENDITURES** | | | | **$ 57,046** | **$ 57,046** | **100.0%** |
| ***BEGINNING FUND BALANCE*** | | | **$ -** | **$ -** | | |
| ***ENDING FUND BALANCE*** | | | **$ -** | **$ -** | | |

**OIL & GAS FUND (FUND 012)**
**DEPARTMENT**
60/61 OIL & GAS LEASE PROJ

| DESCRIPTION | FY 2021 ACTUAL | FY 2022 ACTUAL | FY 2023 ADOPTED | FY 2024 PROPOSED | FY 2024 TO FY 2023 $ CHANGE | FY 2024 TO FY 2023 % CHANGE |
|---|---|---|---|---|---|---|
| OIL AND GAS LEASE REV | $ 74,010 | $ 308,117 | $ 77,000 | $ 100,000 | $ 23,000 | 29.9% |
| **TOTAL REVENUE** | **$ 74,010** | **$ 308,117** | **$ 77,000** | **$ 100,000** | **$ 23,000** | **29.9%** |
| MISCELLANEOUS | $ - | $ 2,357 | $ - | $ 25,000 | $ 25,000 | 100.0% |
| CAPITAL | 107,424 | 51,924 | - | - | - | 0.0% |
| PARK IMPROVEMENTS | - | 7,800 | 95,000 | 247,000 | 152,000 | 160.0% |
| **TOTAL EXPENDITURES** | **$ 107,424** | **$ 62,081** | **$ 95,000** | **$ 272,000** | **$ 177,000** | **186.3%** |
| ***BEGINNING FUND BALANCE*** | **$ 256,207** | **222,793** | **468,829** | **713,829** | | |
| ***ENDING FUND BALANCE*** | **$ 222,793** | **$ 468,829** | **$ 450,829** | **$ 541,829** | | |

**ROAD & STREET FUND (FUND 025)**
**DEPARTMENT**
32/33 ROAD & STREET CONSTRUCTION FUND

| DESCRIPTION | FY 2021 ACTUAL | FY 2022 ACTUAL | FY 2023 ADOPTED | FY 2024 PROPOSED | FY 2024 TO FY 2023 $ CHANGE | FY 2024 TO FY 2023 % CHANGE |
|---|---|---|---|---|---|---|
| SALES & USE TAX | $ 1,381,609 | $ 1,741,482 | $ 1,767,081 | $ 1,828,929 | $ 61,848 | 3.5% |
| TRANSFERS IN | 132,553 | 251,480 | - | - | 0 | 0.0% |
| **TOTAL REVENUE** | **$ 1,514,162** | **$ 1,992,962** | **$ 1,767,081** | **$ 1,828,929** | **$ 61,848** | **3.5%** |
| STREET CONSTRUCTION | $ 652,475 | $ 1,841,535 | $ 2,929,388 | $ 1,840,000 | $ (1,089,388) | -37.2% |
| STREET REPAIRS & MAINT. | 13,356 | 18,340 | - | 300,000 | 300,000 | 100.0% |
| STREET CAPITAL/EQUIP | 87,212 | - | - | - | - | 0.0% |
| **TOTAL EXPENDITURES** | **$ 753,043** | **$ 1,859,875** | **$ 2,929,388** | **$ 2,140,000** | **$ (789,388)** | **-26.9%** |
| ***BEGINNING FUND BALANCE*** | **$ 1,125,837** | **1,886,956** | **2,020,043** | **2,646,417** | | |
| ***ENDING FUND BALANCE*** | **$ 1,886,956** | **$ 2,020,043** | **$ 857,736** | **$ 2,335,346** | | |

## VEHICLE REPLACEMENT FUND (FUND 030)

| DESCRIPTION | FY 2021 ACTUAL | FY 2022 ACTUAL | FY 2023 ADOPTED | FY 2024 PROPOSED | FY 2024 TO FY 2023 $ CHANGE | FY 2024 TO FY 2023 % CHANGE |
|---|---|---|---|---|---|---|
| SALE OF FIXED ASSETS | $ 5,372 | $ 23,915 | $ 279,950 | $ 120,000 | $ (159,950) | -57.1% |
| MISC. REVENUE | 23,673 | 18,708 | - | - | - | 0.0% |
| TRANSFERS IN GENERAL FD | - | - | - | 233,133 | 233,133 | 100.0% |
| TRANSFERS IN DRN UTILITY FD | - | - | - | 11,884 | 11,884 | 100.0% |
| TRANSFERS IN CRIME CONTROL DIST. I | - | 16,860 | - | 192,828 | 192,828 | 100.0% |
| TRANSFERS IN UTILITY FUND | - | 47,319 | - | 63,815 | 63,815 | 100.0% |
| **TOTAL REVENUE** | **$ 29,045** | **$ 106,802** | **$ 279,950** | **$ 621,660** | **$ 341,710** | 122.1% |
| CAPITAL LEASE PAYMENTS | $ - | $ 130,322 | $ 244,240 | $ 339,702 | $ 95,462 | 39.1% |
| CAPITAL PURCHASES | - | 7,536 | 25,000 | 118,200 | 93,200 | 372.8% |
| **CAPITAL EXPENDITURES** | **$ -** | **$ 137,858** | **$ 269,240** | **$ 457,902** | **$ 188,662** | 70.1% |
| MAINT/GAS | | - | 20,000 | 158,758 | 138,758 | 100.0% |
| MISC EXPENSES | 18,390 | - | - | 5,000 | 5,000 | 100.0% |
| **MISC EXPENSES** | **$ 18,390** | **$ -** | **$ 20,000** | **$ 163,758** | **$ 143,758** | **100.0%** |
| **TOTAL EXPENDITURES** | **$ 18,390** | **$ 137,858** | **$ 289,240** | **$ 621,660** | **$ 332,420** | **114.9%** |
| ***BEGINNING FUND BALANCE*** | **$ 22,885** | **33,540** | **2,484** | **(6,806)** | | |
| ***ENDING FUND BALANCE*** | **$ 33,540** | **$ 2,484** | **$ (6,806)** | **$ (6,806)** | | |

## ARPA FUND (FUND 101)

| DESCRIPTION | FY 2021 ACTUAL | FY 2022 ACTUAL | FY 2023 ADOPTED | FY 2024 PROPOSED | FY 2024 TO FY 2023 $ CHANGE | FY 2024 TO FY 2023 % CHANGE |
|---|---|---|---|---|---|---|
| GRANTS/TRANSFERS IN | $ - | $ 202,578 | $ 1,768,541 | $ 1,628,404 | (140,137) | -100.0% |
| INTEREST INCOME | - | 5,677 | - | 24,000 | 24,000 | 100.0% |
| **TOTAL REVENUE** | **$ -** | **$ 208,255** | **$ 1,768,541** | **$ 1,652,404** | **$ (116,137)** | **100.0%** |
| WATER INFRASTRUCTURE | | 90,477 | 1,500,000 | 1,448,404 | (51,596) | 100.0% |
| PROJECT APPROPRIATIONS | | | 171,768 | 180,000 | 8,232 | 100.0% |
| EQUIPMENT | | 12,599 | - | - | - | 0.0% |
| **CAPITAL EXPENDITURES** | **$ -** | **$ 103,076** | **$ 1,671,768** | **$ 1,628,404** | **$ (43,364)** | **100.0%** |
| PERSONNEL EXPENSES | | 99,501 | - | - | - | 100.0% |
| **MISC EXPENSES** | **$ -** | **$ 99,501** | **$ -** | **$ -** | **$ -** | **100.0%** |
| **TOTAL EXPENDITURES** | **$ -** | **$ 202,577** | **$ 1,671,768** | **$ 1,628,404** | **$ (43,364)** | **100.0%** |
| ***BEGINNING FUND BALANCE*** | | **-** | **5,678** | **102,451** | | |
| ***ENDING FUND BALANCE*** | **$ -** | **$ 5,678** | **$ 102,451** | **$ 126,451** | | |

## STRATEGIC INITIATIVE FUND

## (FUND 107)

| DESCRIPTION | FY 2021 ACTUAL | FY 2022 ACTUAL | FY 2023 ADOPTED | FY 2024 PROPOSED | FY 2024 TO FY 2023 $ CHANGE | FY 2024 TO FY 2023 % CHANGE |
|---|---|---|---|---|---|---|
| TRANSFERS IN FROM GF | $ - | $ - | $ 2,400,000 | $ 256,260 | (2,143,740) | -89.3% |
| **TOTAL REVENUE** | **$ -** | **$ -** | **$ 2,400,000** | **$ 256,260** | **$ (2,143,740)** | **100.0%** |
| **TECHNOLOGY - CAPITAL** | | | **111,000** | **225,000** | **114,000** | 102.7% |
| **FACILITY IMPROVEMENT** | | | **325,000** | **256,823** | **(68,177)** | -21.0% |
| **ANIMAL SHELTER PARKING** | | | **-** | **105,000** | **105,000** | 100.0% |
| **COMPREHENSIVE PLAN UPDATE** | | | **-** | **225,000** | **225,000** | 100.0% |
| **MISCELLANEOUS CAPITAL EXPENSE** | | | **255,000** | **-** | **(255,000)** | -100.0% |
| **TOTAL EXPENDITURES** | | | **$ 691,000** | **$ 811,823** | **120,823** | **100.0%** |
| ***BEGINNING FUND BALANCE*** | | | **-** | **1,709,000** | | |
| ***ENDING FUND BALANCE*** | | | **$ 1,709,000** | **$ 1,153,437** | | |

# City of Richland Hills
## FY 2024 Annual Budget
### Five Year Capital Improvement Plan

| Funding Source | Project Name | Project Cost Estimate | Budget FY 2024 | Estimated FY 2025 | Estimated FY 2026 | Estimated FY 2027 | Estimated FY 2028 | Total Cost |
|---|---|---|---|---|---|---|---|---|
| RHDC Sales Tax Fund | Kate Baker Park Restroom/Pavilion/Parking Impr | $ 450,000 | $ 450,000 | $ - | $ - | $ - | $ - | $ 450,000 |
| RHDC Sales Tax Fund | Rosebud Park Restroom/Pavilion/Parking Impr | $ 450,000 | $ 450,000 | $ - | $ - | $ - | $ - | $ 450,000 |
| Street Impr Sales Tax Fund | Magnolia Park Drive reconstruction | $ 1,840,000 | $ 1,840,000 | $ - | $ - | $ - | $ - | $ 1,840,000 |
| Street Impr Sales Tax Fund | Glenview Drive reconstruction (reserve for FY 2028 project) | $ - | $ - | $ 1,500,000 | $ 1,500,000 | $ 1,500,000 | $ 1,500,000 | $ 6,000,000 |
| 2023 Bond Issuance | Jameson Street (Street Reconstruction) * | $ 1,080,000 | $ 1,080,000 | $ - | $ - | $ - | $ - | $ 1,080,000 |
| 2023 Bond Issuance | Joanne Court (Street Reconstruction) * | $ 530,000 | $ 530,000 | $ - | $ - | $ - | $ - | $ 530,000 |
| 2023 Bond Issuance | Mary Boaz Drive- 1 (Street Reconstruction) * | $ 926,000 | $ 926,000 | $ - | $ - | $ - | $ - | $ 926,000 |
| 2023 Bond Issuance | Mary Boaz Drive- 2 (Street Reconstruction) * | $ 795,000 | $ 795,000 | $ - | $ - | $ - | $ - | $ 795,000 |
| 2023 Bond Issuance | Brooks Avenue (Street Reconstruction) * | $ 1,150,000 | $ 1,150,000 | $ - | $ - | $ - | $ - | $ 1,150,000 |
| 2023 Bond Issuance | Oxley Drive (Street Reconstruction) * | $ 1,680,000 | $ 1,680,000 | $ - | $ - | $ - | $ - | $ 1,680,000 |
| 2024 Bond Issuance | Street Reconstruction (neighborhood streets) | $ - | $ - | $ 8,160,000 | $ - | $ - | $ - | $ 8,160,000 |
| 2025 Bond Issuance | Street Reconstruction (neighborhood streets) | $ - | $ - | $ - | $ 11,450,000 | $ - | $ - | $ 11,450,000 |
| Oil & Gas Fund | Hike & Bike Trailhead | $ 200,000 | $ 200,000 | $ - | $ - | $ - | $ - | $ 200,000 |
| CCPD | Law Enforcement Center Improvements | $ 130,000 | $ 130,000 | $ - | $ - | $ - | $ - | $ 130,000 |
| ARPA | Water System Backup Power Generation | $ 1,448,404 | $ 1,448,404 | $ - | $ - | $ - | $ - | $ 1,448,404 |
| ARPA | Broadband Impr | $ 180,000 | $ 180,000 | $ - | $ - | $ - | $ - | $ 180,000 |
| Strategic Initiative Fund | Animal Services Parking Lot Improvements | $ 105,000 | $ 105,000 | $ - | $ - | $ - | $ - | $ 105,000 |
| Strategic Initiative Fund | Fire Administration & Public Works Design | $ 175,000 | $ 175,000 | $ - | $ - | $ - | $ - | $ 175,000 |
| Drainage | Latham Channel Drainage Improvements | $ 129,341 | $ 129,341 | $ - | $ - | $ - | $ - | $ 129,341 |
| | | | | | | | | |
| | Total | $ 11,498,745 | $ 11,498,745 | $ 9,660,000 | $ 12,950,000 | $ 1,500,000 | $ 1,500,000 | $ 37,108,745 |

* Includes water/sewer line replacements

# Memorandum

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

From: Candice Edmondson, City Manager

Date: September 25, 2023

Subject: FY 2024 Tax Rate

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**Agenda Item:**

Consider Ordinance 1485-23 setting and approving the Fiscal Year 2024 Tax Rate

**Background Information:**

At the August 14, 2023 City Council meeting, the City Manager presented the proposed FY 2024 General Fund Budget that included a proposed ad valorem tax rate of $0.522689 per hundred dollars of valuation. Additionally, Council approved the Fiscal Year 2024 /Tax Year 2023 Certified Tax Roll and reviewed the 2023 Tax Rate Calculation Worksheet. Per the attached 2023 Tax Rate Calculation Worksheet, the calculated No-New-Revenue Rate (formerly known as the Effective Tax Rate) is $0.459704/$100.

As the proposed tax rate of $0.522689 is greater than the No-New-Revenue Rate of $0.459704, a public hearing was required prior to tax rate adoption. The tax rate public hearing was held on September 11, 2023. One person spoke in favor of the proposed tax rate at the public hearing.

The proposed FY 2024 ad valorem tax rate is lower than the current FY 2023 ad valorem tax rate of $0.538885 by $0.016196 cents. The FY 2024 allocation of the tax rate is $0.361700 for Operations and Maintenance that funds General Fund operations and $0.160989 for Interest and Sinking that funds debt service payments, for a total ad valorem tax rate of $0.522689.

**Financial Considerations:**

The FY 2024 ad valorem tax levy provides a portion of funding for the FY 2024 General Fund Budget and is the primary source of revenue for repayment of outstanding debt in the FY 2024 Debt Service Fund Budget.

Though the proposed FY 2024 ad valorem tax rate is 3% lower than the current tax rate, the tax rate will raise more taxes for maintenance and operations than last year due to the increase in taxable values. This equates to approximately $12 annually on a $100,000 home.

**Legal Review:**

The City Attorney has reviewed the tax rate ordinance.

**Board/Citizen Input:**

A public hearing for the proposed FY 2024 Tax Rate was held on September 11, 2023. City Council will consider approval and adoption of the proposed tax rate on September 25, 2023.

**Attachments:**

Ordinance No. 1485-23
2023 Tax Rate Calculation Worksheet

**Council Action Requested:**

Motion to approve Ordinance 1485-23 setting and approving the Fiscal Year 2024 Tax Rate of $0.522689. This tax rate will raise more taxes for maintenance and operations than last year's tax rate by 3.5 percent.

# ORDINANCE NO. 1485-23

**AN ORDINANCE OF THE CITY OF RICHLAND HILLS, TEXAS AFFIXING AND LEVYING MUNICIPAL AD VALOREM TAXES ON ALL TAXABLE PROPERTY WITHIN THE CORPORATE LIMITS OF THE CITY OF RICHLAND HILLS, TEXAS FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2023 AND ENDING SEPTEMBER 30, 2024 AT THE RATE OF $0.522689 PER ONE HUNDRED DOLLARS ($100.00), AND FOR DIRECTING THE ASSESSMENT THEREOF; PROVIDING FOR A DATE ON WHICH SUCH TAXES BECOME DUE AND DELINQUENT TOGETHER WITH PENALTIES AND INTEREST THEREON; PROVIDING FOR PLACE OF PAYMENT; PROVIDING FOR APPROVAL OF THE TAX ROLLS PRESENTED TO THE CITY COUNCIL; PROVIDING A REPEALING CLAUSE; PROVIDING A SAVINGS CLAUSE, PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING FOR 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 of the City of Richland Hills hereby finds that the tax for the fiscal year beginning October 1, 2023 and ending September 30, 2024, levied for current expenses of the City and the general improvements of the City and its property must be levied to provide the revenue requirements of the budget for the ensuing year; and

**WHEREAS**, the City Council approved on September 25, 2023 a separate budget ordinance for the fiscal year beginning October 1, 2023, and the 2023 Appraisal Roll of the City of Richland Hills as approved by the Tarrant County Appraisal District; and

**WHEREAS**, pursuant to Section 26.05 of the Texas Tax Code, the City Council held a public hearing concerning the proposed tax rate on September 11, 2023, and all statutory and constitutional requirements concerning the levying and assessing of ad valorem taxes have been completed in due and correct time; and

**WHEREAS**, the operations and maintenance tax rate of $0.361700 for the fiscal year beginning October 1, 2023 and ending September 30, 2024 is greater than the calculated No New Revenue operations and maintenance tax rate of $0.349471, and the total tax rate of $0.522689 for the fiscal year beginning October 1, 2023 and ending September 30, 2024 is lower than the total tax rate that was adopted for the fiscal year beginning October 1, 2022 and ending September 30, 2023; and

**WHEREAS**, the City Council has approved separately each of the two components of the tax rate set forth.

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

**SECTION 1.**

The findings set forth above are incorporated into the body of this Ordinance as if fully set forth herein.

**SECTION 2.**

There is hereby levied and ordered to be assessed and collected for the fiscal year beginning October 1, 2023, and ending September 30, 2024, and for each fiscal year thereafter until it be otherwise provided and ordained, on all taxable property, real, personal and mixed, situated within the corporate limits of the City of Richland Hills, Texas, and not exempt from taxation by the constitution of the State of Texas and valid state laws, an ad valorem tax rate of $0.522689 on each One Hundred Dollars ($100.00) assessed value of taxable property, which tax rate is apportioned and distributed as follows:

(a) For the purpose of defraying the current maintenance and operation expenses of the City (General Fund): $0.361700 on each One Hundred Dollars ($100.00) assessed value of taxable property.

(b) For the purpose of creating a Debt Service Fund to pay the interest and principal on all outstanding indebtedness which shall be applied to the payment of such interest and maturities of all outstanding bonded indebtedness: $0.160989 on each One Hundred Dollars ($100.00) assessed value of all taxable property.

TOTAL tax rate: $0.522689

**SECTION 3.**

**THIS TAX RATE WILL RAISE MORE TAXES FOR MAINTENANCE AND OPERATIONS THAN LAST YEAR'S TAX RATE**

And that the maintenance and operations rate of $0.361700 exceeds the no-new-revenue maintenance and operations rate of $.349471, therefore:

**THE TAX RATE WILL EFFECTIVELY BE RAISED BY 3.5% PERCENT AND WILL RAISE TAXES FOR MAINTENANCE AND OPERATIONS ON A $100,000 HOME BY APPROXIMATELY $12.**

**SECTION 4.**

The taxes herein are levied according to law and shall be due and payable on October 1, 2023, and the same shall become delinquent on February 1, 2024. Should any taxpayer fail to make payment before the date of delinquency, a penalty and interest as provided by law shall be assessed until the unpaid taxes and penalty have been satisfied.

**SECTION 5.**

Pursuant to the authority granted by Section 33.07 of the Texas Tax Code, in the event that the taxes become delinquent on or after February 1, 2024 but not later than May 1, 2024 and that remain delinquent on July 1, 2024, and in the event such delinquent taxes are referred to an attorney for collection, an additional amount of twenty percent (20%) of the total amount of tax, penalty and interest then due shall be added as collection costs to be paid by the taxpayer.

**SECTION 6.**

Pursuant to the authority granted by Section 33.08 of the Texas Tax Code, the City further provides that all taxes that become delinquent on or after June 1, 2024 shall, in order to defray the costs of collection, incur an additional penalty in the amount of twenty percent (20%) of the delinquent tax, penalty and interest.

**SECTION 7.**

The tax roll for tax year 2023 for the City of Richland Hills is hereby approved.

**SECTION 8.**

Taxes are payable at the office of the Tax Assessor/Collector. The City shall have available all rights and remedies provided by law for the enforcement of the collection of taxes levied under this ordinance.

**SECTION 9.**

All provisions of any ordinance in conflict with this Ordinance are hereby repealed; but such repeal shall not abate any pending prosecution for violation of the repealed Ordinance, nor shall the repeal prevent prosecution from being commenced for any violation if occurring prior to the repeal of the Ordinance. Any remaining portions of conflicting ordinances shall remain in full force and effect.

**SECTION 10.**

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 11.**

This Ordinance shall be in full force and effect from and after its passage.

**APPROVED AND ADOPTED** at a regular meeting of the Richland Hills City Council on September 25, 2023, by a vote of _____ ayes, _____ nays, and _____ abstentions.

**APPROVED:**

______________________________
The Honorable Mayor Edward Lopez

**ATTEST:**

______________________________
Lindsay Rawlinson, City Secretary

# 2023 Tax Rate Calculation Worksheet
## Taxing Units Other Than School Districts or Water Districts

Form 50-856

| | |
|---|---|
| City of Richland Hills | 817-616-3800 |
| Taxing Unit Name | Phone *(area code and number)* |
| 3200 Diana Drive Richland Hills, Texas 76118 | www.richlandhill.com |
| Taxing Unit's Address, City, State, ZIP Code | Taxing Unit's Website Address |

**GENERAL INFORMATION:** Tax Code Section 26.04(c) requires an officer or employee designated by the governing body to calculate the no-new-revenue (NNR) tax rate and voter-approval tax rate for the taxing unit. These tax rates are expressed in dollars per $100 of taxable value calculated. The calculation process starts after the chief appraiser delivers to the taxing unit the certified appraisal roll and the estimated values of properties under protest. The designated officer or employee shall certify that the officer or employee has accurately calculated the tax rates and used values shown for the certified appraisal roll or certified estimate. The officer or employee submits the rates to the governing body by Aug. 7 or as soon thereafter as practicable.

School districts do not use this form, but instead use Comptroller Form 50-859 *Tax Rate Calculation Worksheet, School District without Chapter 313 Agreements* or Comptroller Form 50-884 *Tax Rate Calculation Worksheet, School District with Chapter 313 Agreements.*

Water districts as defined under Water Code Section 49.001(1) do not use this form, but instead use Comptroller Form 50-858 *Water District Voter-Approval Tax Rate Worksheet for Low Tax Rate and Developing Districts* or Comptroller Form 50-860 *Developed Water District Voter-Approval Tax Rate Worksheet.*

The Comptroller's office provides this worksheet to assist taxing units in determining tax rates. The information provided in this worksheet is offered as technical assistance and not legal advice. Taxing units should consult legal counsel for interpretations of law regarding tax rate preparation and adoption.

## SECTION 1: No-New-Revenue Tax Rate

The NNR tax rate enables the public to evaluate the relationship between taxes for the prior year and for the current year based on a tax rate that would produce the same amount of taxes (no new taxes) if applied to the same properties that are taxed in both years. When appraisal values increase, the NNR tax rate should decrease.

The NNR tax rate for a county is the sum of the NNR tax rates calculated for each type of tax the county levies.

While uncommon, it is possible for a taxing unit to provide an exemption for only maintenance and operations taxes. In this case, the taxing unit will need to calculate the NNR tax rate separately for the maintenance and operations tax and the debt tax, then add the two components together.

| Line | No-New-Revenue Tax Rate Worksheet | | Amount/Rate |
|---|---|---|---|
| 1. | **2022 total taxable value.** Enter the amount of 2022 taxable value on the 2022 tax roll today. Include any adjustments since last year's certification; exclude Tax Code Section 25.25(d) one-fourth and one-third over-appraisal corrections from these adjustments. Exclude any property value subject to an appeal under Chapter 42 as of July 25 (will add undisputed value in Line 6). This total includes the taxable value of homesteads with tax ceilings (will deduct in Line 2) and the captured value for tax increment financing (adjustment is made by deducting TIF taxes, as reflected in Line 17).[1] | | $ 847,977,977 |
| 2. | **2022 tax ceilings.** Counties, cities and junior college districts. Enter 2022 total taxable value of homesteads with tax ceilings. These include the homesteads of homeowners age 65 or older or disabled. Other taxing units enter 0. If your taxing unit adopted the tax ceiling provision in 2022 or a prior year for homeowners age 65 or older or disabled, use this step.[2] | | $ 136,400,880 |
| 3. | **Preliminary 2022 adjusted taxable value.** Subtract Line 2 from Line 1. | | $ 711,577,097 |
| 4. | **2022 total adopted tax rate.** | | $ 0.538885 /$100 |
| 5. | **2022 taxable value lost because court appeals of ARB decisions reduced 2022 appraised value.** | | |
| | A. **Original 2022 ARB values:** | $ 21,074,942 | |
| | B. **2022 values resulting from final court decisions:** | - $ 17,821,950 | |
| | C. **2022 value loss.** Subtract B from A.[3] | | $ 3,252,992 |
| 6. | **2022 taxable value subject to an appeal under Chapter 42, as of July 25.** | | |
| | A. **2022 ARB certified value:** | $ 8,310,893 | |
| | B. **2022 disputed value:** | - $ 2,077,723 | |
| | C. **2022 undisputed value.** Subtract B from A.[4] | | $ 6,233,170 |
| 7. | **2022 Chapter 42 related adjusted values.** Add Line 5C and Line 6C. | | $ 9,486,162 |

[1] Tex. Tax Code §26.012(14)
[2] Tex. Tax Code §26.012(14)
[3] Tex. Tax Code §26.012(13)
[4] Tex. Tax Code §26.012(13)

| Line | No-New-Revenue Tax Rate Worksheet | Amount/Rate |
|---|---|---|
| 8. | **2022 taxable value, adjusted for actual and potential court-ordered adjustments.** Add Line 3 and Line 7. | $ 721,063,259 |
| 9. | **2022 taxable value of property in territory the taxing unit deannexed after Jan. 1, 2022.** Enter the 2022 value of property in deannexed territory. [5] | $ 0 |
| 10. | **2022 taxable value lost because property first qualified for an exemption in 2023.** If the taxing unit increased an original exemption, use the difference between the original exempted amount and the increased exempted amount. Do not include value lost due to freeport, goods-in-transit, temporary disaster exemptions. Note that lowering the amount or percentage of an existing exemption in 2023 does not create a new exemption or reduce taxable value. | |
| | **A. Absolute exemptions.** Use 2022 market value: $ 0 | |
| | **B. Partial exemptions.** 2023 exemption amount or 2023 percentage exemption times 2022 value: + $ 1,942,724 | |
| | **C. Value loss.** Add A and B. [6] | $ 1,942,724 |
| 11. | **2022 taxable value lost because property first qualified for agricultural appraisal (1-d or 1-d-1), timber appraisal, recreational/scenic appraisal or public access airport special appraisal in 2023.** Use only properties that qualified in 2023 for the first time; do not use properties that qualified in 2022. | |
| | **A. 2022 market value:** $ 0 | |
| | **B. 2023 productivity or special appraised value:** - $ 0 | |
| | **C. Value loss.** Subtract B from A. [7] | $ 0 |
| 12. | **Total adjustments for lost value.** Add Lines 9, 10C and 11C. | $ 1,942,724 |
| 13. | **2022 captured value of property in a TIF.** Enter the total value of 2022 captured appraised value of property taxable by a taxing unit in a tax increment financing zone for which 2022 taxes were deposited into the tax increment fund. [8] If the taxing unit has no captured appraised value in line 18D, enter 0. | $ 27,985,785 |
| 14. | **2022 total value.** Subtract Line 12 and Line 13 from Line 8. | $ 691,134,750 |
| 15. | **Adjusted 2022 total levy.** Multiply Line 4 by Line 14 and divide by $100. | $ 3,724,421 |
| 16. | **Taxes refunded for years preceding tax year 2022.** Enter the amount of taxes refunded by the taxing unit for tax years preceding tax year 2022. Types of refunds include court decisions, Tax Code Section 25.25(b) and (c) corrections and Tax Code Section 31.11 payment errors. Do not include refunds for tax year 2022. This line applies only to tax years preceding tax year 2022. [9] | $ 22,158 |
| 17. | **Adjusted 2022 levy with refunds and TIF adjustment.** Add Lines 15 and 16. [10] | $ 3,746,579 |
| 18. | **Total 2023 taxable value on the 2023 certified appraisal roll today.** This value includes only certified values or certified estimate of values and includes the total taxable value of homesteads with tax ceilings (will deduct in Line 20). These homesteads include homeowners age 65 or older or disabled. [11] | |
| | **A. Certified values:** $ 946,539,167 | |
| | **B. Counties:** Include railroad rolling stock values certified by the Comptroller's office: + $ | |
| | **C. Pollution control and energy storage system exemption:** Deduct the value of property exempted for the current tax year for the first time as pollution control or energy storage system property: - $ 0 | |
| | **D. Tax increment financing:** Deduct the 2023 captured appraised value of property taxable by a taxing unit in a tax increment financing zone for which the 2023 taxes will be deposited into the tax increment fund. Do not include any new property value that will be included in Line 23 below. [12] - $ 37,311,294 | |
| | **E. Total 2023 value.** Add A and B, then subtract C and D. | $ 909,227,873 |

[5] Tex. Tax Code §26.012(15)
[6] Tex. Tax Code §26.012(15)
[7] Tex. Tax Code §26.012(15)
[8] Tex. Tax Code §26.03(c)
[9] Tex. Tax Code §26.012(13)
[10] Tex. Tax Code §26.012(13)
[11] Tex. Tax Code §26.012, 26.04(c-2)
[12] Tex. Tax Code §26.03(c)

| Line | No-New-Revenue Tax Rate Worksheet | Amount/Rate |
|---|---|---|
| 19. | **Total value of properties under protest or not included on certified appraisal roll.** [13]<br>**A. 2023 taxable value of properties under protest.** The chief appraiser certifies a list of properties still under ARB protest. The list shows the appraisal district's value and the taxpayer's claimed value, if any, or an estimate of the value if the taxpayer wins. For each of the properties under protest, use the lowest of these values. Enter the total value under protest. [14] .......... $ 39,961,353<br>**B. 2023 value of properties not under protest or included on certified appraisal roll.** The chief appraiser gives taxing units a list of those taxable properties that the chief appraiser knows about but are not included in the appraisal roll certification. These properties also are not on the list of properties that are still under protest. On this list of properties, the chief appraiser includes the market value, appraised value and exemptions for the preceding year and a reasonable estimate of the market value, appraised value and exemptions for the current year. Use the lower market, appraised or taxable value (as appropriate). Enter the total value of property not on the certified roll. [15] .......... + $ 7,718,691<br>**C. Total value under protest or not certified.** Add A and B. | $ 47,680,044 |
| 20. | **2023 tax ceilings.** Counties, cities and junior colleges enter 2023 total taxable value of homesteads with tax ceilings. These include the homesteads of homeowners age 65 or older or disabled. Other taxing units enter 0. If your taxing unit adopted the tax ceiling provision in 2022 or a prior year for homeowners age 65 or older or disabled, use this step.[16] | $ 141,368,944 |
| 21. | **2023 total taxable value.** Add Lines 18E and 19C. Subtract Line 20. [17] | $ 815,538,973 |
| 22. | **Total 2023 taxable value of properties in territory annexed after Jan. 1, 2022.** Include both real and personal property. Enter the 2023 value of property in territory annexed. [18] | $ 0 |
| 23. | **Total 2023 taxable value of new improvements and new personal property located in new improvements.** New means the item was not on the appraisal roll in 2022. An improvement is a building, structure, fixture or fence erected on or affixed to land. New additions to existing improvements may be included if the appraised value can be determined. New personal property in a new improvement must have been brought into the taxing unit after Jan. 1, 2022 and be located in a new improvement. New improvements **do** include property on which a tax abatement agreement has expired for 2023. [19] | $ 542,470 |
| 24. | **Total adjustments to the 2023 taxable value.** Add Lines 22 and 23. | $ 542,470 |
| 25. | **Adjusted 2023 taxable value.** Subtract Line 24 from Line 21. | $ 814,996,503 |
| 26. | **2023 NNR tax rate.** Divide Line 17 by Line 25 and multiply by $100. [20] | $ 0.459704 /$100 |
| 27. | **COUNTIES ONLY.** Add together the NNR tax rates for each type of tax the county levies. The total is the 2023 county NNR tax rate. [21] | $ ______ /$100 |

## SECTION 2: Voter-Approval Tax Rate

The voter-approval tax rate is the highest tax rate that a taxing unit may adopt without holding an election to seek voter approval of the rate. The voter-approval tax rate is split into two separate rates:

1. **Maintenance and Operations (M&O) Tax Rate:** The M&O portion is the tax rate that is needed to raise the same amount of taxes that the taxing unit levied in the prior year plus the applicable percentage allowed by law. This rate accounts for such things as salaries, utilities and day-to-day operations.
2. **Debt Rate:** The debt rate includes the debt service necessary to pay the taxing unit's debt payments in the coming year. This rate accounts for principal and interest on bonds and other debt secured by property tax revenue.

The voter-approval tax rate for a county is the sum of the voter-approval tax rates calculated for each type of tax the county levies. In most cases the voter-approval tax rate exceeds the no-new-revenue tax rate, but occasionally decreases in a taxing unit's debt service will cause the NNR tax rate to be higher than the voter-approval tax rate.

| Line | Voter-Approval Tax Rate Worksheet | Amount/Rate |
|---|---|---|
| 28. | **2022 M&O tax rate.** Enter the 2022 M&O tax rate. | $ 0.413628 /$100 |
| 29. | **2022 taxable value, adjusted for actual and potential court-ordered adjustments.** Enter the amount in Line 8 of the *No-New-Revenue Tax Rate Worksheet.* | $ 721,063,259 |

[13] Tex. Tax Code §26.01(c) and (d)
[14] Tex. Tax Code §26.01(c)
[15] Tex. Tax Code §26.01(d)
[16] Tex. Tax Code §26.012(6)(B)
[17] Tex. Tax Code §26.012(6)
[18] Tex. Tax Code §26.012(17)
[19] Tex. Tax Code §26.012(17)
[20] Tex. Tax Code §26.04(c)
[21] Tex. Tax Code §26.04(d)

| Line | Voter-Approval Tax Rate Worksheet | | Amount/Rate |
|---|---|---|---|
| 30. | **Total 2022 M&O levy.** Multiply Line 28 by Line 29 and divide by $100 | | $ 2,982,519 |
| 31. | **Adjusted 2022 levy for calculating NNR M&O rate.** | | |
| | A. **M&O taxes refunded for years preceding tax year 2022.** Enter the amount of M&O taxes refunded in the preceding year for taxes before that year. Types of refunds include court decisions, Tax Code Section 25.25(b) and (c) corrections and Tax Code Section 31.11 payment errors. Do not include refunds for tax year 2022. This line applies only to tax years preceding tax year 2022. | + $ 16,469 | |
| | B. **2022 taxes in TIF.** Enter the amount of taxes paid into the tax increment fund for a reinvestment zone as agreed by the taxing unit. If the taxing unit has no 2023 captured appraised value in Line 18D, enter 0. | − $ 150,811 | |
| | C. **2022 transferred function.** If discontinuing all of a department, function or activity and transferring it to another taxing unit by written contract, enter the amount spent by the taxing unit discontinuing the function in the 12 months preceding the month of this calculation. If the taxing unit did not operate this function for this 12-month period, use the amount spent in the last full fiscal year in which the taxing unit operated the function. The taxing unit discontinuing the function will subtract this amount in D below. The taxing unit receiving the function will add this amount in D below. Other taxing units enter 0. | +/- $ 0 | |
| | D. **2022 M&O levy adjustments.** Subtract B from A. For taxing unit with C, subtract if discontinuing function and add if receiving function. | $ -134,342 | |
| | E. Add Line 30 to 31D. | | $ 2,848,177 |
| 32. | **Adjusted 2023 taxable value.** Enter the amount in Line 25 of the *No-New-Revenue Tax Rate Worksheet.* | | $ 814,996,503 |
| 33. | **2023 NNR M&O rate (unadjusted).** Divide Line 31E by Line 32 and multiply by $100. | | $ 0.349471/$100 |
| 34. | **Rate adjustment for state criminal justice mandate.** [23] **If not applicable or less than zero, enter 0.** | | |
| | A. **2023 state criminal justice mandate.** Enter the amount spent by a county in the previous 12 months providing for the maintenance and operation cost of keeping inmates in county-paid facilities after they have been sentenced. Do not include any state reimbursement received by the county for the same purpose. | $ 0 | |
| | B. **2022 state criminal justice mandate.** Enter the amount spent by a county in the 12 months prior to the previous 12 months providing for the maintenance and operation cost of keeping inmates in county-paid facilities after they have been sentenced. Do not include any state reimbursement received by the county for the same purpose. Enter zero if this is the first time the mandate applies. | − $ 0 | |
| | C. Subtract B from A and divide by Line 32 and multiply by $100. | $ 0/$100 | |
| | D. Enter the rate calculated in C. If not applicable, enter 0. | | $ 0/$100 |
| 35. | **Rate adjustment for indigent health care expenditures.** [24] **If not applicable or less than zero, enter 0.** | | |
| | A. **2023 indigent health care expenditures.** Enter the amount paid by a taxing unit providing for the maintenance and operation cost of providing indigent health care for the period beginning on July 1, 2022 and ending on June 30, 2023, less any state assistance received for the same purpose. | $ 0 | |
| | B. **2022 indigent health care expenditures.** Enter the amount paid by a taxing unit providing for the maintenance and operation cost of providing indigent health care for the period beginning on July 1, 2021 and ending on June 30, 2022, less any state assistance received for the same purpose. | − $ 0 | |
| | C. Subtract B from A and divide by Line 32 and multiply by $100. | $ 0/$100 | |
| | D. Enter the rate calculated in C. If not applicable, enter 0. | | $ 0/$100 |

[22] [Reserved for expansion]
[23] Tex. Tax Code §26.044
[24] Tex. Tax Code §26.0441

| Line | Voter-Approval Tax Rate Worksheet | Amount/Rate |
|---|---|---|
| 36. | **Rate adjustment for county indigent defense compensation.** [25] **If not applicable or less than zero, enter 0.**<br>A. **2023 indigent defense compensation expenditures.** Enter the amount paid by a county to provide appointed counsel for indigent individuals and fund the operations of a public defender's office under Article 26.044, Code of Criminal Procedure for the period beginning on July 1, 2022 and ending on June 30, 2023, less any state grants received by the county for the same purpose.......... $ 0<br>B. **2022 indigent defense compensation expenditures.** Enter the amount paid by a county to provide appointed counsel for indigent individuals and fund the operations of a public defender's office under Article 26.044, Code of Criminal Procedure for the period beginning on July 1, 2021 and ending on June 30, 2022, less any state grants received by the county for the same purpose.......... $ 0<br>C. Subtract B from A and divide by Line 32 and multiply by $100.......... $ 0 /$100<br>D. Multiply B by 0.05 and divide by Line 32 and multiply by $100.......... $ 0 /$100<br>E. Enter the lesser of C and D. If not applicable, enter 0. | $ 0 /$100 |
| 37. | **Rate adjustment for county hospital expenditures.** [26] **If not applicable or less than zero, enter 0.**<br>A. **2023 eligible county hospital expenditures.** Enter the amount paid by the county or municipality to maintain and operate an eligible county hospital for the period beginning on July 1, 2022 and ending on June 30, 2023.......... $ 0<br>B. **2022 eligible county hospital expenditures.** Enter the amount paid by the county or municipality to maintain and operate an eligible county hospital for the period beginning on July 1, 2021 and ending on June 30, 2022.......... $ 0<br>C. Subtract B from A and divide by Line 32 and multiply by $100.......... $ 0 /$100<br>D. Multiply B by 0.08 and divide by Line 32 and multiply by $100.......... $ 0 /$100<br>E. Enter the lesser of C and D, if applicable. If not applicable, enter 0. | $ 0 /$100 |
| 38. | **Rate adjustment for defunding municipality.** This adjustment only applies to a municipality that is considered to be a defunding municipality for the current tax year under Chapter 109, Local Government Code. Chapter 109, Local Government Code only applies to municipalities with a population of more than 250,000 and includes a written determination by the Office of the Governor. See Tax Code Section 26.0444 for more information.<br>A. **Amount appropriated for public safety in 2022.** Enter the amount of money appropriated for public safety in the budget adopted by the municipality for the preceding fiscal year.......... $ 0<br>B. **Expenditures for public safety in 2022.** Enter the amount of money spent by the municipality for public safety during the preceding fiscal year.......... $ 0<br>C. Subtract B from A and divide by Line 32 and multiply by $100.......... $ 0 /$100<br>D. Enter the rate calculated in C. If not applicable, enter 0. | $ 0 /$100 |
| 39. | **Adjusted 2023 NNR M&O rate.** Add Lines 33, 34D, 35D, 36E, and 37E. Subtract Line 38D. | $ 0.349471 /$100 |
| 40. | **Adjustment for 2022 sales tax specifically to reduce property taxes.** Cities, counties and hospital districts that collected and spent additional sales tax on M&O expenses in 2022 should complete this line. These entities will deduct the sales tax gain rate for 2023 in Section 3. Other taxing units, enter zero.<br>A. Enter the amount of additional sales tax collected and spent on M&O expenses in 2022, if any. Counties must exclude any amount that was spent for economic development grants from the amount of sales tax spent.......... $ 0<br>B. Divide Line 40A by Line 32 and multiply by $100.......... $ 0 /$100<br>C. Add Line 40B to Line 39. | $ 0.349471 /$100 |
| 41. | **2023 voter-approval M&O rate.** Enter the rate as calculated by the appropriate scenario below.<br>**Special Taxing Unit.** If the taxing unit qualifies as a special taxing unit, multiply Line 40C by 1.08.<br>**- or -**<br>**Other Taxing Unit.** If the taxing unit does not qualify as a special taxing unit, multiply Line 40C by 1.035. | $ 0.361702 /$100 |

[25] Tex. Tax Code §26.0442
[26] Tex. Tax Code §26.0443

| Line | Voter-Approval Tax Rate Worksheet | Amount/Rate |
|---|---|---|
| D41. | ***Disaster Line 41 (D41):* 2023 voter-approval M&O rate for taxing unit affected by disaster declaration.** If the taxing unit is located in an area declared a disaster area and at least one person is granted an exemption under Tax Code Section 11.35 for property located in the taxing unit, the governing body may direct the person calculating the voter-approval tax rate to calculate in the manner provided for a special taxing unit. The taxing unit shall continue to calculate the voter-approval tax rate in this manner until the earlier of<br>1) the first year in which total taxable value on the certified appraisal roll exceeds the total taxable value of the tax year in which the disaster occurred, or<br>2) the third tax year after the tax year in which the disaster occurred<br>If the taxing unit qualifies under this scenario, multiply Line 40C by 1.08. [27] If the taxing unit does not qualify, do not complete Disaster Line 41 (Line D41). | $ 0 /$100 |
| 42. | **Total 2023 debt to be paid with property taxes and additional sales tax revenue.** Debt means the interest and principal that will be paid on debts that:<br>**(1)** are paid by property taxes,<br>**(2)** are secured by property taxes,<br>**(3)** are scheduled for payment over a period longer than one year, and<br>**(4)** are not classified in the taxing unit's budget as M&O expenses.<br>**A. Debt** also includes contractual payments to other taxing units that have incurred debts on behalf of this taxing unit, if those debts meet the four conditions above. Include only amounts that will be paid from property tax revenue. Do not include appraisal district budget payments. If the governing body of a taxing unit authorized or agreed to authorize a bond, warrant, certificate of obligation, or other evidence of indebtedness on or after Sept. 1, 2021, verify if it meets the amended definition of debt before including it here. [28]<br>Enter debt amount ........ $ 1,456,706<br>**B.** Subtract **unencumbered fund amount** used to reduce total debt. ........ – $ 0<br>**C.** Subtract **certified amount spent from sales tax to reduce debt** (enter zero if none) ........ – $ 0<br>**D.** Subtract **amount paid** from other resources ........ – $ 0<br>**E. Adjusted debt.** Subtract B, C and D from A. | $ 1,456,706 |
| 43. | **Certified 2022 excess debt collections.** Enter the amount certified by the collector. [29] | $ 143,777 |
| 44. | **Adjusted 2023 debt.** Subtract Line 43 from Line 42E. | $ 1,312,929 |
| 45. | **2023 anticipated collection rate.**<br>**A.** Enter the 2023 anticipated collection rate certified by the collector. [30] ........ 100.00 %<br>**B.** Enter the 2022 actual collection rate. ........ 100.14 %<br>**C.** Enter the 2021 actual collection rate. ........ 99.93 %<br>**D.** Enter the 2020 actual collection rate. ........ 100.78 %<br>**E.** If the anticipated collection rate in A is lower than actual collection rates in B, C and D, enter the lowest collection rate from B, C and D. If the anticipated rate in A is higher than at least one of the rates in the prior three years, enter the rate from A. Note that the rate can be greater than 100%. [31] | 100.00 % |
| 46. | **2023 debt adjusted for collections.** Divide Line 44 by Line 45E. | $ 1,312,929 |
| 47. | **2023 total taxable value.** Enter the amount on Line 21 of the *No-New-Revenue Tax Rate Worksheet.* | $ 815,538,973 |
| 48. | **2023 debt rate.** Divide Line 46 by Line 47 and multiply by $100. | $ 0.160989 /$100 |
| 49. | **2023 voter-approval tax rate.** Add Lines 41 and 48. | $ 0.522691 /$100 |
| D49. | ***Disaster Line 49 (D49):* 2023 voter-approval tax rate for taxing unit affected by disaster declaration.** Complete this line if the taxing unit calculated the voter-approval tax rate in the manner provided for a special taxing unit on Line D41.<br>Add Line D41 and 48. | $ ______ /$100 |

[27] Tex. Tax Code §26.042(a)
[28] Tex. Tax Code §26.012(7)
[29] Tex. Tax Code §26.012(10) and 26.04(b)
[30] Tex. Tax Code §26.04(b)
[31] Tex. Tax Code §§26.04(h), (h-1) and (h-2)

| Line | Voter-Approval Tax Rate Worksheet | Amount/Rate |
|---|---|---|
| 50. | **COUNTIES ONLY.** Add together the voter-approval tax rates for each type of tax the county levies. The total is the 2023 county voter-approval tax rate. | $ 0 /$100 |

## SECTION 3: NNR Tax Rate and Voter-Approval Tax Rate Adjustments for Additional Sales Tax to Reduce Property Taxes

Cities, counties and hospital districts may levy a sales tax specifically to reduce property taxes. Local voters by election must approve imposing or abolishing the additional sales tax. If approved, the taxing unit must reduce its NNR and voter-approval tax rates to offset the expected sales tax revenue.

This section should only be completed by a county, city or hospital district that is required to adjust its NNR tax rate and/or voter-approval tax rate because it adopted the additional sales tax.

| Line | Additional Sales and Use Tax Worksheet | Amount/Rate |
|---|---|---|
| 51. | **Taxable Sales.** For taxing units that adopted the sales tax in November 2022 or May 2023, enter the Comptroller's estimate of taxable sales for the previous four quarters. [32] Estimates of taxable sales may be obtained through the Comptroller's Allocation Historical Summary webpage. Taxing units that adopted the sales tax before November 2022, enter 0. | $ 0 |
| 52. | **Estimated sales tax revenue.** Counties exclude any amount that is or will be spent for economic development grants from the amount of estimated sales tax revenue. [33]<br>**Taxing units that adopted the sales tax in November 2022 or in May 2023.** Multiply the amount on Line 51 by the sales tax rate (.01, .005 or .0025, as applicable) and multiply the result by .95. [34]<br>**- or -**<br>**Taxing units that adopted the sales tax before November 2022.** Enter the sales tax revenue for the previous four quarters. Do not multiply by .95. | $ 0 |
| 53. | **2023 total taxable value.** Enter the amount from Line 21 of the *No-New-Revenue Tax Rate Worksheet.* | $ 815,538,973 |
| 54. | **Sales tax adjustment rate.** Divide Line 52 by Line 53 and multiply by $100. | $ 0 /$100 |
| 55. | **2023 NNR tax rate, unadjusted for sales tax.**[35] Enter the rate from Line 26 or 27, as applicable, on the *No-New-Revenue Tax Rate Worksheet.* | $ 0.459704 /$100 |
| 56. | **2023 NNR tax rate, adjusted for sales tax.**<br>**Taxing units that adopted the sales tax in November 2022 or in May 2023.** Subtract Line 54 from Line 55. Skip to Line 57 if you adopted the additional sales tax before November 2022. | $ 0.459704 /$100 |
| 57. | **2023 voter-approval tax rate, unadjusted for sales tax.**[36] Enter the rate from Line 49, Line D49 (disaster) or Line 50 (counties) as applicable, of the *Voter-Approval Tax Rate Worksheet.* | $ 0.522691 /$100 |
| 58. | **2023 voter-approval tax rate, adjusted for sales tax.** Subtract Line 54 from Line 57. | $ 0.522691 /$100 |

## SECTION 4: Voter-Approval Tax Rate Adjustment for Pollution Control

A taxing unit may raise its rate for M&O funds used to pay for a facility, device or method for the control of air, water or land pollution. This includes any land, structure, building, installation, excavation, machinery, equipment or device that is used, constructed, acquired or installed wholly or partly to meet or exceed pollution control requirements. The taxing unit's expenses are those necessary to meet the requirements of a permit issued by the Texas Commission on Environmental Quality (TCEQ). The taxing unit must provide the tax assessor with a copy of the TCEQ letter of determination that states the portion of the cost of the installation for pollution control.

This section should only be completed by a taxing unit that uses M&O funds to pay for a facility, device or method for the control of air, water or land pollution.

| Line | Voter-Approval Rate Adjustment for Pollution Control Requirements Worksheet | Amount/Rate |
|---|---|---|
| 59. | **Certified expenses from the Texas Commission on Environmental Quality (TCEQ).** Enter the amount certified in the determination letter from TCEQ. [37] The taxing unit shall provide its tax assessor-collector with a copy of the letter. [38] | $ 0 |
| 60. | **2023 total taxable value.** Enter the amount from Line 21 of the *No-New-Revenue Tax Rate Worksheet.* | $ 815,538,973 |
| 61. | **Additional rate for pollution control.** Divide Line 59 by Line 60 and multiply by $100. | $ 0 /$100 |
| 62. | **2023 voter-approval tax rate, adjusted for pollution control.** Add Line 61 to one of the following lines (as applicable): Line 49, Line D49 (disaster), Line 50 (counties) or Line 58 (taxing units with the additional sales tax). | $ 0.522691 /$100 |

[32] Tex. Tax Code §26.041(d)
[33] Tex. Tax Code §26.041(i)
[34] Tex. Tax Code §26.041(d)
[35] Tex. Tax Code §26.04(c)
[36] Tex. Tax Code §26.04(c)
[37] Tex. Tax Code §26.045(d)
[38] Tex. Tax Code §26.045(i)

## SECTION 5: Voter-Approval Tax Rate Adjustment for Unused Increment Rate

The unused increment rate is the rate equal to the difference between the adopted tax rate and voter-approval tax rate adjusted to remove the unused increment rate for the prior three years. [39] In a year where a taxing unit adopts a rate by applying any portion of the unused increment rate, the portion of the unused increment rate must be backed out of the calculation for that year.

The difference between the adopted tax rate and adjusted voter-approval tax rate is considered zero in the following scenarios:

- a tax year before 2020; [40]
- a tax year in which the municipality is a defunding municipality, as defined by Tax Code Section 26.0501(a); [41] or
- after Jan. 1, 2022, a tax year in which the comptroller determines that the county implemented a budget reduction or reallocation described by Local Government Code Section 120.002(a) without the required voter approval. [42]

Individual components can be negative, but the overall rate would be the greater of zero or the calculated rate.

This section should only be completed by a taxing unit that does not meet the definition of a special taxing unit. [43]

| Line | Unused Increment Rate Worksheet | | Amount/Rate |
|---|---|---|---|
| 63. | **Year 3 component.** Subtract the 2022 actual tax rate and the 2022 unused increment rate from the 2022 voter-approval tax rate. | | |
| | A. Voter-approval tax rate (Line 67) | $ 0.540096 /$100 | |
| | B. Unused increment rate (Line 66) | $ 0.027757 /$100 | |
| | C. Subtract B from A | $ 0.512339 /$100 | |
| | D. Adopted Tax Rate | $ 0.538885 /$100 | |
| | E. Subtract D from C | $ -0.026546 /$100 | |
| 64. | **Year 2 component.** Subtract the 2021 actual tax rate and the 2021 unused increment rate from the 2021 voter-approval tax rate. | | |
| | A. Voter-approval tax rate (Line 67) | $ 0.586308 /$100 | |
| | B. Unused increment rate (Line 66) | $ 0.032449 /$100 | |
| | C. Subtract B from A | $ 0.553859 /$100 | |
| | D. Adopted Tax Rate | $ 0.558551 /$100 | |
| | E. Subtract D from C | $ -0.004692 /$100 | |
| 65. | **Year 1 component.** Subtract the 2020 actual tax rate and the 2020 unused increment rate from the 2020 voter-approval tax rate. | | |
| | A. Voter-approval tax rate (Line 65) | $ 0.591000 /$100 | |
| | B. Unused increment rate (Line 64) | $ 0 /$100 | |
| | C. Subtract B from A | $ 0.591000 /$100 | |
| | D. Adopted Tax Rate | $ 0.558551 /$100 | |
| | E. Subtract D from C | $ 0.032449 /$100 | |
| 66. | **2023 unused increment rate.** Add Lines 63E, 64E and 65E. | | $ 0.001211 /$100 |
| 67. | **Total 2023 voter-approval tax rate, including the unused increment rate.** Add Line 66 to one of the following lines (as applicable): Line 49, Line D49 (disaster), Line 50 (counties), Line 58 (taxing units with the additional sales tax) or Line 62 (taxing units with pollution control). | | $ 0.523902 /$100 |

[39] Tex. Tax Code §26.013(a)
[40] Tex. Tax Code §26.013(c)
[41] Tex. Tax Code §§26.0501(a) and (c)
[42] Tex. Local Gov't Code §120.007(d), effective Jan. 1, 2022
[43] Tex. Tax Code §26.063(a)(1)
[44] Tex. Tax Code §26.012(8-a)
[45] Tex. Tax Code §26.063(a)(1)

## SECTION 6: De Minimis Rate

The de minimis rate is the rate equal to the sum of the no-new-revenue maintenance and operations rate, the rate that will raise $500,000, and the current debt rate for a taxing unit. [44]

This section should only be completed by a taxing unit that is a municipality of less than 30,000 or a taxing unit that does not meet the definition of a special taxing unit. [45]

| Line | De Minimis Rate Worksheet | Amount/Rate |
|---|---|---|
| 68. | **Adjusted 2023 NNR M&O tax rate.** Enter the rate from Line 39 of the *Voter-Approval Tax Rate Worksheet* | $ 0.349471 /$100 |
| 69. | **2023 total taxable value.** Enter the amount on Line 21 of the *No-New-Revenue Tax Rate Worksheet.* | $ 815,538,973 |
| 70. | **Rate necessary to impose $500,000 in taxes.** Divide $500,000 by Line 69 and multiply by $100. | $ 0.061309 /$100 |
| 71. | **2023 debt rate.** Enter the rate from Line 48 of the *Voter-Approval Tax Rate Worksheet.* | $ 0.160989 /$100 |
| 72. | **De minimis rate.** Add Lines 68, 70 and 71. | $ 0.571769 /$100 |

## SECTION 7: Voter Approval Tax Rate Adjustment for Emergency Revenue Rate

In the tax year after the end of the disaster calculation time period detailed in Tax Code Section 26.042(a), a taxing unit that calculated its voter-approval tax rate in the manner provided for a special taxing unit due to a disaster must calculate its emergency revenue rate and reduce its voter-approval tax rate for that year.[46]

Similarly, if a taxing unit adopted a tax rate that exceeded its voter-approval tax rate, calculated normally, without holding an election to respond to a disaster, as allowed by Tax Code Section 26.042(d), in the prior year, it must also reduce its voter-approval tax rate for the current tax year. [47]

This section will apply to a taxing unit other than a special taxing unit that:

- directed the designated officer or employee to calculate the voter-approval tax rate of the taxing unit in the manner provided for a special taxing unit in the prior year; and
- the current year is the first tax year in which the total taxable value of property taxable by the taxing unit as shown on the appraisal roll for the taxing unit submitted by the assessor for the taxing unit to the governing body exceeds the total taxable value of property taxable by the taxing unit on January 1 of the tax year in which the disaster occurred or the disaster occurred four years ago. This section will apply to a taxing unit in a disaster area that adopted a tax rate greater than its voter-approval tax rate without holding an election in the prior year.

Note: This section does not apply if a taxing unit is continuing to calculate its voter-approval tax rate in the manner provided for a special taxing unit because it is still within the disaster calculation time period detailed in Tax Code Section 26.042(a) because it has not met the conditions in Tax Code Section 26.042(a)(1) or (2).

| Line | Emergency Revenue Rate Worksheet | Amount/Rate |
|---|---|---|
| 73. | **2022 adopted tax rate.** Enter the rate in Line 4 of the *No-New-Revenue Tax Rate Worksheet.* | $ 0.538885 /$100 |
| 74. | **Adjusted 2022 voter-approval tax rate.** Use the taxing unit's Tax Rate Calculation Worksheets from the prior year(s) to complete this line.<br><br>If a disaster occurred in 2022 and the taxing unit calculated its 2022 voter-approval tax rate using a multiplier of 1.08 on Disaster Line 41 (D41) of the 2022 worksheet due to a disaster, complete the applicable sections or lines of Form 50-856-a, Adjusted Voter-Approval Tax Rate for Taxing Units in Disaster Area Calculation Worksheet.<br>**- or -**<br>If a disaster occurred prior to 2022 for which the taxing unit continued to calculate its voter-approval tax rate using a multiplier of 1.08 on Disaster Line 41 (D41) in 2022, complete the separate *Adjusted Voter-Approval Tax Rate for Taxing Units in Disaster Area Calculation Worksheet* to recalculate the voter-approval tax rate the taxing unit would have calculated in 2022 if it had generated revenue based on an adopted tax rate using a multiplier of 1.035 in the year(s) following the disaster. [48] Enter the final adjusted 2022 voter-approval tax rate from the worksheet.<br>**- or -**<br>If the taxing unit adopted a tax rate above the 2022 voter-approval tax rate without calculating a disaster tax rate or holding an election due to a disaster, no recalculation is necessary. Enter the voter-approval tax rate from the prior year's worksheet. | $ 0 /$100 |
| 75. | **Increase in 2022 tax rate due to disaster.** Subtract Line 74 from Line 73. | $ 0 /$100 |
| 76. | **Adjusted 2022 taxable value.** Enter the amount in Line 14 of the *No-New-Revenue Tax Rate Worksheet.* | $ 691,134,750 |
| 77. | **Emergency revenue.** Multiply Line 75 by Line 76 and divide by $100. | $ 0 |
| 78. | **Adjusted 2023 taxable value.** Enter the amount in Line 25 of the *No-New-Revenue Tax Rate Worksheet.* | $ 814,996,503 |
| 79. | **Emergency revenue rate.** Divide Line 77 by Line 78 and multiply by $100. [49] | $ 0 /$100 |

[46] Tex. Tax Code §26.042(b)
[47] Tex. Tax Code §26.042(f)
[48] Tex. Tax Code §26.042(c)
[49] Tex. Tax Code §26.042(b)

| Line | Emergency Revenue Rate Worksheet | Amount/Rate |
|---|---|---|
| 80. | **2023 voter-approval tax rate, adjusted for emergency revenue.** Subtract Line 79 from one of the following lines (as applicable): Line 49, Line D49 (disaster), Line 50 (counties), Line 58 (taxing units with the additional sales tax), Line 62 (taxing units with pollution control) or Line 67 (taxing units with the unused increment rate). | $ 0.523902 /$100 |

## SECTION 8: Total Tax Rate

Indicate the applicable total tax rates as calculated above.

**No-new-revenue tax rate.** ........ $ 0.459704 /$100
As applicable, enter the 2023 NNR tax rate from: Line 26, Line 27 (counties), or Line 56 (adjusted for sales tax).
Indicate the line number used: 26

**Voter-approval tax rate** ........ $ 0.523902 /$100
As applicable, enter the 2023 voter-approval tax rate from: Line 49, Line D49 (disaster), Line 50 (counties), Line 58 (adjusted for sales tax), Line 62 (adjusted for pollution control), Line 67 (adjusted for unused increment), or Line 80 (adjusted for emergency revenue).
Indicate the line number used: 67

**De minimis rate.** ........ $ 0.571769 /$100
If applicable, enter the 2023 de minimis rate from Line 72.

## SECTION 9: Taxing Unit Representative Name and Signature

Enter the name of the person preparing the tax rate as authorized by the governing body of the taxing unit. By signing below, you certify that you are the designated officer or employee of the taxing unit and have accurately calculated the tax rates using values that are the same as the values shown in the taxing unit's certified appraisal roll or certified estimate of taxable value, in accordance with requirements in the Tax Code. [50]

**print here** ▶ Wendy Burgess
Printed Name of Taxing Unit Representative

**sign here** ▶ Wendy Burgess
Taxing Unit Representative

8-2-2023
Date

[50] Tex. Tax Code §§26.04(c-2) and (d-2)

# Memorandum

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

From: Candice Edmondson, City Manager

Date: September 25, 2023

Subject: Agreement for Use of Hotel Motel Revenue Grants

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**Agenda Item:**

Consider Agreement for Use of Hotel Motel Revenue between the City of Richland Hills and CN Churchill II LLC

**Background Information:**

During the September 11, 2023 City Council meeting, Council discussed extending the Agreement for Use of Hotel Motel Revenue between the City of Richland Hills and CN Churchill II LLC. Based on Council feedback, the City Attorney prepared an amended agreement with the following revisions:

- CN Churchill III LLC has been removed from the agreement following the sale of the La Quinta Inn & Suites. The new agreement will be between the City of Richland Hills and CN Churchill II LLC only.

- The term of the agreement will be for one (1) year and shall automatically renew for two additional one (1) year terms on the anniversary date of the Effective Date unless terminated by the City.

- The Tax Revenue Grant has been changed from a lump sum rate of $55,000 to an amount not to exceed 20% of the total hotel occupancy tax collected from the Fairfield Inn & Suites (Hotel) in the prior fiscal year. The grant will be paid by the City between November 1st and December 1st of the current fiscal year.

The City Manager has spoken to hotel operator, Sanjiv Melwani, about the proposed revisions. Mr. Melwani is agreeable to most of the changes but requested City Council consider increasing the Tax Revenue Grant's not to exceed value from 20% to 30%.

A redlined copy of the amended agreement is attached to this memo for your review.

**Financial Considerations:**

Funding in the amount of $55,000 is currently included in the FY 2024 Hotel Occupancy Tax (HOT) Fund for tax revenue grants.

In FY 2022, the Fairfield Inn & Suites reported hotel occupancy tax collections of $129,249. For FY 2023, the hotel has reported occupancy tax collections of $120,936 to date. This does not include August or September tax collections.

**Legal Review:**

The City Attorney has reviewed the agreement.

**Board/Citizen Input:**

N/A

**Attachments:**

Agreement for Use of Hotel Motel Revenue

**Council Action Requested:**

Motion to approve Agreement for Use of Hotel Motel Revenue between the City of Richland Hills and CN Churchill II LLC

## AGREEMENT FOR USE OF HOTEL MOTEL REVENUE

This Agreement (Agreement) is made by and between the City of Richland Hills, Texas, a home rule municipality located in Tarrant County, Texas (hereinafter referred to as the City), acting by and through Candice Edmondson, its duly authorized City Manager, and CN Churchill II LLC~~ and CN Churchill III LLC~~, (hereinafter referred to ~~jointly~~ as ~~Companies~~Company), acting by and through Sanjiv Melwani (the "Operator"), ~~their~~its duly authorized representative. City and Company may be referred to collectively as the "Parties."

## I.
## DEFINITIONS

1. The City is the City of Richland Hills, in Tarrant County, Texas.

2. The Company ~~and the ACompanies@ are, as the context requires,~~is CN Churchill II LLC ~~and CN Churchill III LLC, both~~, a Texas Limited Liability ~~Companies~~Company, with ~~their~~its principal offices located in Texas.

3. "Force majeure" is an act of God or a public enemy, war, riot, civil commotion, insurrection, strike (unless caused by acts or omissions of the ~~Companies~~Company), governmental or de facto governmental regulatory or eminent domain action (unless caused by acts or omissions of the ~~Companies~~Company, and excluding the City's action in enforcing or declaring a default under the terms of this Agreement), fire, explosion, flood, or other natural catastrophe.

4. "~~Hotels~~Hotel" means the Fairfield Inn and Suites located at 643 NE Loop 820, Richland Hills, Texas 76118~~ and the La Quinta located at 653 NE Loop 820, Richland Hills, Texas 76118~~.

5. "The Link" means the Link Event and Recreation Center located at 6750 Baker Boulevard, Richland Hills, Texas 76118.

6. "Marketing" means advertising and conducting solicitation and promotion and programs to attract tourists and convention delegates or registrants to the City of Richland Hills and its vicinity, as permitted by Section 351.101(a)(3), with emphasis on bringing events to the Link.

7. The Ordinance is the City's ~~ordinance~~Ordinance, as amended, which authorizes the City to institute, collect, and enforce an occupancy tax for hotels and motels in the City of Richland Hills, pursuant to Chapter 351 of the Texas Tax Code.

8. The Tax Revenue Grant as used in this Agreement is that portion of the hotel occupancy taxes paid to the City under the Ordinance, as amended, which is granted to the ~~Companies~~Company pursuant to this Agreement and comprising a lump sum grant as described in Section IV of this Agreement.

9. Tourists refers to persons who visit the City of Richland Hills for tourism~~-~~-related purposes, including but not limited to visiting historical sites in or near the City, visiting commercial or retail establishments inside or near the City, researching future commercial, retail or residential development, or for any other purposes. The term Tourists does not include residents of the City or employees working in the City.

**II.**
**RECITALS**

WHEREAS, the ~~Companies own~~Company owns the ~~Hotels~~Hotel in the City of Richland Hills; and

WHEREAS, the City is authorized by Chapter 380 of the Texas Local Government Code; to provide economic development grants to promote local economic development and to stimulate business and commercial activity to the City; and

WHEREAS, the City has adopted a program for the purpose of promoting economic development; and

WHEREAS, the City desires to enter into this Agreement in order to promote local commercial economic development~~ and~~, to stimulate business and commercial activity, and to expand the employment base of the City to the long-term interest and benefit of the City and its citizens and residents in accordance with Chapter 380 of the Texas Local Government Code; and

WHEREAS, the City Council finds the contemplated use of the ~~Hotels~~Hotel, and the other terms of this Agreement, are consistent with the program and all applicable law; and

WHEREAS, the City has enacted the Ordinance through which it has levied a hotel occupancy tax of seven percent (7%) pursuant to Chapter 351, Texas Tax Code, for the purpose of promoting tourism and the convention and hotel industry in the ~~city~~City; and

WHEREAS, Section 351.101 of the Texas Tax Code provides that the City may use revenues collected from hotel occupancy for various purposes, including for advertising and promotional programs designed to encourage Tourists to visit the City~~,~~; for operation and maintenance of a visitor information center~~,~~; for historic preservation projects and activities and museums~~,~~; for a transportation system to transport Tourists from hotels in and near the municipality; and other purposes; and

WHEREAS, the ~~Companies~~Company, as the ~~owners~~owner of the ~~Hotels, have~~Hotel, has an interest in engaging in such ~~purposes~~program for the purpose of creating and expanding a customer base for the ~~Hotels~~Hotel; and

WHEREAS, the ~~Hotels~~Hotel will provide the funds, through the hotel occupancy tax, to fund such ~~programs;~~program(s); and

WHEREAS, the City Council of the City deems a program designed to promote tourism as fundamental to the development and growth of the commercial and retail base of the City; and

WHEREAS, the development and growth of the commercial and retail base of the City will ultimately inure innumerable benefits to the residents of the City; and

WHEREAS, the City Council has determined that it is in the best interests of the City to enter into an agreement with the ~~Companies~~Company to fund the development of a program designed to promote tourism in the City, with the City's sole funding obligation coming from revenues of visitors to the City;

NOW, THEREFORE, in consideration of the foregoing, and on the terms and conditions hereinafter set forth, the City and the ~~Companies~~Company, for good and valuable consideration, do hereby contract, covenant and agree as follows:

## III.
## TERM OF AGREEMENT

The term of this Agreement shall begin on the date this Agreement has been signed by the parties (the "Effective Date") and continue for one (1) year thereafter (the "Expiration Date") or until this Agreement is otherwise terminated as provided in this Agreement, ~~or extended by mutual written agreement of the parties~~and shall automatically renew for two additional one (1) year terms on the anniversary date of the Effective Date, unless this Agreement is so terminated by the City by providing written notice to the Company at least thirty (30) days prior to the end of the then current term.

## IV.
## AGREEMENT REGARDING MARKETING

### A. CONDITION PRECEDENT

The ~~Companies~~Company and the City agree that the ~~Companies=~~Company's compliance with the hotel occupancy tax requirements, under both the Ordinance and Chapter 351 of the Texas Tax Code, and payment by the ~~Companies~~Company of hotel occupancy taxes for one full calendar quarter, shall be conditions precedent to all of the City's obligations under this Agreement.

### B. DUTIES OF THE ~~COMPANIES~~COMPANY

1. The ~~Companies, jointly~~Company agrees and ~~severally, agree and represent~~represents that ~~they~~it will submit to the City, hotel occupancy tax funds as required by the Ordinance. The ~~Companies~~Company further ~~agree~~agrees that the amount due will be determined by the rate approved by the City and the occupancy of the ~~Hotels~~Hotel and that the rate may be changed by the City Council as is allowed by law.

2. The ~~Companies, jointly and severally, agree~~Company agrees to maintain the ~~Hotels~~Hotel

in a manner that will permit and promote continued operations, as well as the development of the City. The ~~Companies jointly and severally,~~Company further ~~agree~~agrees and ~~represent~~represents that ~~they~~it will use ~~their~~its best efforts to continue operating the ~~Hotels~~Hotel in a professional manner, using sound business practices, so as to maximize the amount of hotel occupancy taxes collected and bring Tourists to the City for the duration of this Agreement.

3. While this Agreement is in effect, the ~~Companies~~Company shall~~, jointly and severally~~, upon request of the City Council, certify to the City Council of the City whether the ~~Companies are~~Company is in compliance with each applicable term of this Agreement. ~~The Companies, jointly and severally, agree~~The Company agrees to provide the City with any documentation the City may reasonably require or request to substantiate the ~~Companies=~~Company's compliance.

4. The ~~Companies=~~Company's duties, restrictions, burdens, and charges set forth in this Agreement shall exist at all times as long as this Agreement is in effect.

5. **THE ~~COMPANIES, JOINTLY AND SEVERALLY, AGREE~~COMPANY AGREES TO INDEMNIFY, DEFEND, AND HOLD HARMLESS THE CITY, ~~THEIR~~ITS OFFICERS, AGENTS, EMPLOYEES, AND VOLUNTEERS IN BOTH ~~THEIR~~ PUBLIC AND PRIVATE ~~CAPACITIES~~CAPACITY (COLLECTIVELY REFERRED TO HEREIN AS "THE INDEMNITEES"). THE ~~COMPANIES, JOINTLY AND SEVERALLY, AGREE~~COMPANY AGREES TO INDEMNIFY, DEFEND, AND HOLD HARMLESS THE INDEMNITEES FROM AND AGAINST CLAIMS SUITS, DEMANDS, LOSSES, DAMAGES, CAUSES OF ACTION, AND LIABILITY OF EVERY KIND, INCLUDING BUT NOT LIMITED TO EXPENSES OF LITIGATION OR SETTLEMENT, COURT COSTS, AND ATTORNEYS' FEES WHICH MAY ARISE DUE TO ANY DEATH OR INJURY TO A PERSON OR PHYSICAL DAMAGE TO PERSONAL OR REAL PROPERTY, ARISING OUT OF OR OCCURRING AS A CONSEQUENCE OF THE PERFORMANCE OF THIS AGREEMENT, OR THE OPERATION OF THE ~~HOTELS~~HOTEL, REGARDLESS OF WHETHER SUCH IS ATTRIBUTABLE IN WHOLE OR IN PART BY THE ORDINARY NEGLIGENCE OF ONE OR MORE OF THE INDEMNITEES, AND REGARDLESS OF WHETHER ONE OR MORE OF THE INDEMNITEES IS HELD TO BE STRICTLY LIABLE UNDER PREVAILING LAW.** The ~~Companies, jointly and severally, agree~~Company agrees that the ~~Companies=~~Company's indemnification obligations include the payment of reasonable attorneys' fees and expenses incurred by any of the above-named or described Indemnitees in connection with these claims, suits, or causes of action. The ~~Companies~~Company further ~~agree~~agrees that this provision will survive the termination or expiration of this Agreement.

6. The obligations of the ~~Companies~~Company under this Agreement shall survive any sale, lease, assignment, or replatting of all or a part of the ~~Hotels~~Hotel, unless the City, by agreement of the City Council, expressly releases the ~~one or both of the Companies~~Company from such obligations.

7. The ~~Companies~~Company shall expend Tax Revenue Grant funds only for those Marketing purposes permitted by state law, limited to Texas Tax Code Section 351.101(a)(3) and applicable City ordinances, as such laws may be amended from time to time. Unless otherwise prohibited by law, such purposes shall include advertising and promotion of the City as a tourist and meeting destination and specifically marketing the Link. (The ~~Hotels~~Hotel may be referenced in such advertising and promotion, provided that such is as an incident to the promotion of the City as described above.) Marketing may include any and all forms of advertising and promotion, including without limitation, all forms of media advertising (including television, radio, print, billboard, brochure and internet), direct mail, direct marketing, sponsorship marketing and related promotional activities, marketing through trade associations, including without limitation, targeted marketing trips to association meetings, conventions and related events, marketing trips designed to bring representatives of trade associations, meeting groups and other targeted groups to market the City as a tourist, meeting and convention destination, promotional package gifts, sales and brand marketing, public relations and other advertising and promotional activities developed as part of an overall advertising and marketing strategy to promote the City as a tourist, convention and meeting destination (collectively referred to hereafter as the Advertising and Promotional Guidelines).

8. On or before May 1 of each year, the ~~Companies~~Company shall submit to the City Council for its approval, a budget (the Budget) for the use of the Tax Revenue Grant funds for such ensuing Fiscal Year. The Budget shall be approved in writing so long as the uses of Tax Revenue Grant funds set forth therein are legally permissible. From time to time, the Budget may be adjusted to account for the amount of Tax Revenue Grant funds actually received by the ~~Companies~~Company and other changes proposed by the ~~Companies~~Company and approved by the City so long as such uses are legally permissible. The specific information contained in the Budget, other than the total amount of the annual budget, shall be considered proprietary and shall not be disclosed without the prior written consent of the ~~Companies~~Company, unless the City receives a Public Information Act ruling requiring such disclosure or disclosure is otherwise required by law. A summary of the expenditures of Tax Revenue Grant funds by the ~~Companies~~Company shall be set forth in quarterly reports prepared by the ~~Companies~~Company and delivered to the City no later than sixty (60) days after each calendar quarter. The Tax Revenue Grant funds paid to the ~~Companies~~Company by the City shall be kept by the ~~Companies~~Company in a bank account separate and apart from any other bank accounts of the ~~Companies~~Company. The ~~Companies~~Company may pay costs from such account only if such expenditures are legally permissible under state and local law.

9. The Operator shall submit to the City quarterly reports on January 15, April 15, July 15, and October 15 of each year detailing how the Tax Revenue Grant has been spent.

10. If state law restricts the uses of the grant, the ~~Companies~~Company will so limit its use of the grant funds to those uses permitted by state law, and remit to the City any excess. **IF FOR ANY REASON AN EXPENDITURE OF THE GRANT COMPUTED WITH RESPECT TO HOTEL OCCUPANCY TAXES IS DEEMED TO BE**

**UNAUTHORIZED OR ILLEGAL, THE ~~COMPANIES, JOINTLY AND SEVERALLY, AGREE~~COMPANY AGREES TO INDEMNIFY AND HOLD HARMLESS THE CITY FOR SUCH AMOUNTS, AND TO REIMBURSE THE CITY FOR ALL SUCH AMOUNTS, THOUGH IF PERMITTED BY STATE LAW, THE ~~COMPANIES~~COMPANY SHALL HAVE THE RIGHT TO CORRECT ANY UNAUTHORIZED OR ILLEGAL EXPENDITURE(S) BY MAKING ADDITIONAL AUTHORIZED AND LEGAL EXPENDITURES.**

~~10~~11. The ~~Companies acknowledge~~Company acknowledges that the City is agreeing to grant a significant sum to the ~~Companies~~Company to be expended by the ~~Companies~~Company as described herein. The ~~Companies agree~~Company agrees that the City should be provided with security that the funds granted will be expended as described herein. Therefore, the ~~Companies~~Company hereby ~~grant~~grants the City a lien against the ~~Hotels~~Hotel in an amount equal to the amount of the total of the granted funds, less any amounts properly expended as described herein. The ~~Companies agree~~Company agrees to execute or arrange execution of all documents required in the opinion of the City Attorney to perfect a lien against the ~~Hotels~~Hotel securing the obligation to continue operation of the ~~Hotels~~Hotel as described herein until the Expiration Date of this Agreement, including a note, deed of trust, and other security instruments, and ~~agree~~agrees that such documents may be filed in the Deed Records of Tarrant County. This lien will be subordinate to any purchase money liens on the ~~Hotels~~Hotel.

## C. BREACH AND RECAPTURE

1. In the event that:

   (a) The ~~Companies, jointly or severally, become~~Company becomes delinquent in its obligation to pay hotel occupancy taxes or ad valorem property taxes owed to the City, provided the ~~Companies retain~~Company retains the right to timely and properly protest such taxes as allowed by law; or

   (b) ~~One or both of~~ the ~~Hotels~~Hotel ceases to remain open for business; or

   (c) The ~~Companies, jointly or severally, violate~~Company violates any of the other terms or conditions of this Agreement;

   then the ~~Companies~~Company shall be in default of this Agreement. In the event ~~that~~ the ~~Companies default, then~~Company defaults, the City shall give the ~~Companies~~Company written notice of such default. Notice shall be in writing as provided below. If the ~~Companies have~~Company has not cured such default or obtained a waiver of such default from the City, as the case may be, within thirty (30) days of said written notice, the ~~Companies~~Company will be in breach of this Agreement, and the City may terminate this Agreement.

2. If, in the sole discretion and judgment of the City Council, the ~~Companies have~~Company has commenced to cure such default within said thirty (30) day period and if, in the sole

discretion and judgment of the City Council, the ~~Companies~~Company thereafter diligently ~~proceed~~proceeds with the ~~Companies=~~Company's efforts to cure the same, the City Council may grant the ~~Companies~~Company additional time to cure such default.

3. Notwithstanding anything in this Agreement to the contrary, no inaction, and no action except an express written waiver by the City Council, shall be deemed a waiver of the right of the City to declare a default or a breach of this Agreement in the event of default or breach by the ~~Companies~~Company, and no such express written waiver by the City shall be deemed a waiver of the right to declare a default or breach of this Agreement in the event of further or subsequent default or breach by the ~~Companies~~Company, even if such default or breach is of the same kind or character as the waived default or breach.

4. In the event the ~~Companies breach~~Company breaches this Agreement by closing ~~either of~~ the ~~Hotels~~Hotel (except any temporary closing for repair necessitated by casualty) at any time during the term of this Agreement, the ~~Companies~~Company shall pay the City as liquidated damages within thirty (30) days after receiving written demand, an amount equal to ~~(1)~~ the sum of the amounts paid by the City to the ~~Companies~~Company hereunder each year this Agreement has then been in effect.

5. In the event the ~~Companies breach~~Company breaches this Agreement by expending sums granted herein contrary to this Agreement or state law, at any time during the term of this Agreement (as determined by a court of competent jurisdiction or any applicable governmental regulatory or law enforcement agency), the ~~Companies~~Company shall pay the City as liquidated damages within thirty (30) days after receiving written demand, an amount equal to 1.1 times the amount determined to have been expended contrary to this Agreement or state law, plus interest at the rate of eight percent (8.0%), compounded annually.

6. The ~~parties~~Parties acknowledge and agree that actual damages in the event of breach would be speculative and difficult to determine, and agree that the liquidated damages provided for herein are a fair and reasonable estimate of the damages that would be suffered by the City in the event of breach by the ~~Companies~~Company.

**D. DUTIES OF THE CITY**

1. Tax Revenue~~Lump Sum~~ Grant. Subject to the ~~Companies~~Company's continued satisfaction of all the terms and conditions of this Agreement, the City agrees to provide a single Tax Revenue Grant ~~in the~~ during each fiscal year this Agreement is in effect, in an amount no more than twenty percent (20%)~~thirty percent (30%)~~ of ~~Fifty-Five Thousand Dollar ($55,000.00) for the fiscal year 2022, and a single Tax Revenue Grant~~ the total hotel occupancy tax collected from the Hotel in the ~~amount of Fifty-Five Thousand Dollar ($55,000.00) for the~~prior fiscal year ~~2023~~, payable to the ~~Companies jointly~~Company, to be used solely for Marketing. ~~Lump Sum~~The Tax Revenue Grant is to be paid by City to Operator between November 1st and December 1st of the~~n~~ current fiscal year.

~~2. The Operator shall submit to the City quarterly reports on July 15, October 15, January 15~~

~~and April 15 of each year detailing how the Lump Sum Grant has been spent.~~

~~3~~2. The Tax Revenue~~Lump Sum~~ Grant shall be solely payable from hotel occupancy tax revenue. If for any reason, including a change in the law, any portion of such funds are legally unavailable for such purposes, the amount of the ~~Lump Sum~~Tax Revenue Grant shall be reduced accordingly. In no case will the City pay any amount of the Tax Revenue~~Lump Sum~~ Grant to the ~~Companies~~Company until the hotel occupancy tax paid by ~~Companies~~Company has been received by the City. The City shall not owe any amounts for any period of time if ~~either of~~ the ~~Companies are~~Company is in default under this Agreement, regardless of whether the City has given notice to the ~~Companies~~Company of such default.

## V.
## GENERAL PROVISIONS

1. **Notice.** Notices required to be given to any party to this Agreement shall be given personally or by registered or certified mail, return receipt requested, postage prepaid, addressed to the party at its address set forth below, and, if given by mail, shall be deemed delivered as of the date deposited in the United States mail:

Notice address for the ~~Companies~~Company:

CN Churchill II LLC
Attn: Mr. Sanjiv Melwani
~~4208 ______ Dr.~~
~~Dallas~~643 North Loop 820
Richland Hills, Texas ~~75244~~76118

~~CN Churchill III LLC~~

Notice to the City:

City of Richland Hills
Attn: ~~Mr. Sanjiv Melwani~~Candice Edmondson, City Manager
~~4208 ______ Dr.~~
~~Dallas~~ 3200 Diana Drive
Richland Hills, Texas ~~75244~~76118

Any party may change the address to which notices are to be sent by giving the other ~~parties~~party written notice in the manner provided in this paragraph.

2. **No ownership by City officer.** It is the belief of both parties that no part of the ~~Hotels~~Hotel is owned by a member of the City Council or by a member of the City Planning and Zoning Commission, or any other board or commission of the City having responsibility for approval of this Agreement.

3. **Compliance with law.** The ~~Companies~~Company shall comply with all applicable federal, state and local rules, regulations, ordinances, and laws in the operation of the ~~Hotels~~Hotel.

4. **Assignment.** The terms and conditions of this Agreement are binding upon the successors and assigns of all ~~parties~~Parties hereto. The ~~Companies, or either of them,~~Company may transfer or assign its obligations under this Agreement, provided that any such transfer or assignment shall not be effective without prior written consent of the City, after the City has been provided with information sufficient to establish, in the City's sole discretion, that the proposed transferee or assignee will comply with that Company's remaining obligations hereunder, and will otherwise adequately protect the City's respective interests. Any such assignment of any portion of the ~~Companies~~Company's obligations hereunder shall not relieve the ~~Companies~~Company of liability for such obligations except upon the express agreement of the City to release ~~one or both of~~ the ~~Companies~~Company in writing, which approval shall be at the sole discretion of the City Council of the City, based upon the creditworthiness and the financial ability of the assignee and such other factors as the City Council of the City may deem relevant.

5. **Venue.** This Agreement shall be construed under the substantive laws of the State of Texas, without reference to its choice of law provisions, and venue for any action arising under state law under this Agreement shall be the District Courts of Tarrant County, Texas. If any action relating to this Agreement is not properly brought in state court, venue shall be the United States District Court for the Northern District of Texas.

6. **Severability.** In the event any section, subsection, paragraph, subparagraph, sentence, phrase, or word herein is held invalid, illegal, or unenforceable, the balance of this Agreement shall be enforceable, and shall be read as if the parties intended at all times to delete said invalid section, subsection, paragraph, subparagraph, sentence, phrase, or word. In such event there shall be substituted for such deleted provision a provision as similar in terms and in effect to such deleted provision as may be valid, legal and enforceable.

7. **Independent Parties.** Nothing herein shall be construed as creating a partnership or joint enterprise between the City and the ~~Companies~~Company. Furthermore, the ~~parties~~Parties hereto acknowledge and agree that the doctrine of respondeat superior shall not apply between the City and the ~~Companies~~Company, nor between the City and any officer, director, member, agent, employee, contractor, subcontractor, licensee, or invitee of the ~~Companies~~Company.

8. **Authority of the City.** This Agreement was authorized by the City Council at its regular meeting on ~~August 8, 2022~~September 11, 2023, authorizing the City Manager to execute this Agreement on behalf of the City.

9. **Authority of the ~~Companies~~Company.** This Agreement was entered into by CN Churchill II LLC ~~and CN Churchill III LLC~~ pursuant to authority granted by ~~their Directors~~its director to Sanjiv Melwani to execute this Agreement on ~~their~~its behalf.

10. **Section or Other Headings.** Section or other headings contained in this Agreement are for reference purposes only and shall not affect in any way the meaning or interpretation of this Agreement.

11. **Attorneys' Fees.** In the event any legal action or process is commenced to enforce or interpret provisions of this Agreement, the prevailing party in any such legal action shall be entitled to recover its necessary and reasonable attorneys' fees and expenses incurred by reason of such action, pursuant to Section 271.159 of the Texas Local Government Code.

12. **Entire Agreement.** This Agreement is the entire agreement between the ~~parties~~Parties and supersedes all prior or contemporaneous understandings or representations, whether oral or written, respecting the subject matter herein, specifically including but not limited to ~~two~~any prior proposed agreements approved by the City Council.

13. **Amendment.** This Agreement may only be amended, altered, or revoked by written instrument signed by the ~~parties~~Parties to such amendment.

14. **Interpretation.** This Agreement shall, in the event of any dispute over its meaning or application, be interpreted fairly and reasonably, and neither more strongly for nor against any party, without regard to which party drafted this Agreement.

15. **Counterparts.** This Agreement may be executed in multiple counterparts, each of which shall be considered an original, but all of which shall constitute one instrument.

16. **Recording.** It is contemplated and agreed that this Agreement may be recorded in the deed records of Tarrant County, Texas.

17. **No Third-Party Beneficiaries.** Except as expressly provided herein, nothing herein will be construed to confer upon any person other than the ~~parties~~Parties hereto any rights, benefits or remedies under or because of this Agreement.

18. **Force Majeure.** If, by reasons of Force Majeure, any party will be rendered wholly or partially unable to carry out its obligations under this Agreement after its effective date, then such party will give written notice of the particulars of such Force Majeure to the other party ~~or parties~~ within a reasonable time after the occurrence of such event. The obligations of the party giving such notice, to the extent affected by such Force Majeure, will be suspended during the continuance of the inability claimed and for no longer period, and any such party will in good faith exercise its best efforts to remove and overcome such inability.

19. **Covenants Run with the Property.** The provisions of this Agreement are hereby declared covenants running with the premises and are fully binding on the ~~Companies, their~~Company, its successors and assigns which acquire any right, title, or interest in or to the property, or any part thereof, and each and every subsequent owner, tenant, sub-tenant, licensee, and occupant of all or any portion of the premises, but only during the term of

such party=s ownership, tenancy, sub-tenancy, license, or occupancy thereof. No assignment, sale, lease, or other transfer of all or any part of the premises shall relieve the ~~Companies~~Company of the ~~Companies~~Company's liabilities and obligations hereunder. The provisions of this section shall survive the termination of this Agreement.

~~20. Companies acknowledge~~20. Company acknowledges that effective September 1, 2007, the City is required to comply with Chapter 2264 of the Texas Government Code, enacted by House Bill 1196 (80th Texas Legislature), which relates to restrictions on the use of certain public subsidies. ~~Companies~~Company hereby ~~certify~~certifies that ~~Companies~~Company, and any branches, divisions, or departments of ~~Companies~~Company, does not and will not knowingly employ an undocumented worker, as that term is defined by Section 2264.001(4) of the Texas Government Code. In the event that ~~Companies~~Company, or any branch, division, or department of ~~Companies~~Company, is convicted of a violation under 8 U.S.C. Section 1324a(f) (relating to federal criminal penalties and injunctions for a pattern or practice of employing unauthorized aliens):

(a) Conviction During Term. If such conviction occurs during the Term of this Agreement, this Agreement shall terminate contemporaneously upon such conviction (subject to any appellate rights that may lawfully be available to and exercised by ~~Companies~~Company) and ~~Companies~~Company shall repay, within one hundred twenty (120) calendar days following receipt of written demand from the City, the aggregate amount of the Tax Revenue Grant received by ~~Companies~~Company, if any, plus simple interest.

(b) Conviction After Expiration or Termination. If such conviction occurs after expiration or termination of this Agreement, subject to any appellate rights that may lawfully be available to and exercised by ~~Companies, Companies~~Company, Company shall repay, within one hundred twenty (120) calendar days following receipt of written demand from the City, the aggregate amount of the Tax Revenue Grant received by ~~Companies~~Company, if any, plus simple interest.

(c) Applicability. This Section does not apply to convictions of any subsidiary or affiliate entity of ~~Companies~~Company, by any franchisees of ~~Companies~~Company, or by a person or entity with whom ~~Companies~~Company contract.

(d) Survivability. ~~Not withstanding~~Notwithstanding anything to the contrary herein, this Section shall survive the expiration or termination of this Agreement.

21. **Mutual Assistance.** The ~~parties~~Parties hereto agree to take all reasonable measures which are necessary or appropriate to carry out the terms and provisions of this Agreement and to aid and assist each other in carrying out such terms and provisions.

22. **No Limitation on Governmental Authority or Waiver of Immunities.** Nothing in this Agreement shall be construed as a waiver of the City=s authority to collect any unpaid hotel occupancy taxes, ad valorem property taxes, and other sums due from the ~~Companies~~Company; of the City=s authority to enforce its governmental regulatory

powers as to the premises; or of the City=s governmental immunities under applicable law.

23. **Recitals.** The recitals to this Agreement are incorporated herein, and are intended to aid in the interpretation of this Agreement.

24. **Time of the Essence.** Time is of the essence of this Agreement. The ~~parties~~Parties hereto will make every reasonable effort to expedite the subject matters hereof and acknowledge that the successful performance of this Agreement requires their continued cooperation.

Witness my hand this _______ day of _____________________, ~~2022~~2023.

CITY OF RICHLAND HILLS, TEXAS

By: ___________________________________
Candice Edmondson, City Manager

ATTEST:

_________________________________
Lindsay ~~Wells~~Rawlinson, City Secretary

Witness my hand this _______ day of ____________________, ~~2022~~2023.

CN Churchill II LLC

By: ________________________________

Sanjiv Melwani, ______________________

**ACKNOWLEDGMENT**

STATE OF TEXAS '
COUNTY OF TARRANT '

Before me, the undersigned authority, on this day personally appeared Sanjiv Melwani, who after first being by me duly sworn, acknowledged and stated the witness has executed the above and foregoing document for the purposes and consideration therein expressed, and in the capacity therein expressed, and with full authority to so act, on this, the _______ day of ____________________, ~~2022~~2023.

________________________________
Notary Public in and for the State of Texas
My commission expires: __________________

~~Witness my hand this ________ day of ________________________, 2022.~~

~~CN Churchill III LLC~~

~~By: ________________________________________~~
~~Sanjiv Melwani, ________________________~~

~~**ACKNOWLEDGMENT**~~

~~STATE OF TEXAS §~~
~~COUNTY OF TARRANT §~~

~~Before me, the undersigned authority, on this day personally appeared Sanjiv Melwani, who after first being by me duly sworn, acknowledged and stated the witness has executed the above and foregoing document for the purposes and consideration therein expressed, and in the capacity therein expressed, and with full authority to so act, on this, the ________ day of ________________________, 2022.~~

~~________________________________________~~
~~Notary Public in and for the State of Texas~~
~~My commission expires: ____________________~~

After recording return to:

Lindsay ~~Wells~~Rawlinson
City Secretary
City of Richland Hills
3200 Diana Drive
Richland Hills, Texas 76118

# Memorandum

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

From: Candice Edmondson

Date: September 25, 2023

Subject: Republic Services Memorandum of Understanding

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**Agenda Item:**

Republic Services Memorandum of Understanding

**Background Information:**

Following the September 11, 2023 City Council meeting, Council directed staff to work with Republic Services to draft a Memorandum of Understanding to better clarify the relationship and contract requirements between the City of Richland Hills and Republic Services.

**Financial Considerations:**

N/A

**Legal Review:**

N/A

**Board/Citizen Input:**

N/A

**Attachments:**

Memorandum of Understanding

**Council Action Requested:**

Motion to approve the Memorandum of Understanding between the City of Richland Hills and Republic Services.

# MEMORANDUM OF UNDERSTANDING FOR CITYWIDE SOLID WASTE COLLECTION AND RECYCLING SERVICES BETWEEN THE CITY OF RICHLAND HILLS AND ALLIED WASTE SERVICES OF FORT WORTH, LLC DBA REPUBLIC SERVICES

**STATE OF TEXAS** §
§
**COUNTY OF TARRANT** §

This Memorandum of Understanding ("MOU") for Citywide Solid Waste Collection and Recycling Services between the City of Richland Hills, TX ("City") and Allied Waste Services of Fort Worth, LLC dba Republic Services of Fort Worth ("Contractor") is entered into as of September 25, 2023 ("Effective Date").

**WHEREAS**, the City and Contractor entered into that certain Agreement for Citywide Solid Waste Collection and Recycling Services ("Agreement"), dated January 1, 2018; and

**WHEREAS**, the City and Contractor entered into an Amendment to the Agreement for Citywide Solid Waste Collection and Recycling Services ("Amendment"), dated January 10, 2023; and

**WHEREAS**, both the City and Contractor desire to enter into this MOU for Citywide Solid Waste Collection and Recycling Services to provide further clarification regarding obligations of both the City and Contractor.

**NOW, THEREFORE**, in consideration of the mutual undertaking hereinafter set forth and for adequate consideration given, the City and Contractor agree as follows:

## SECTION 1

All recitals above are found to be true and correct and are incorporated herein by reference as if copied herein in their entirety.

## SECTION 2

All terms and provisions of this MOU shall be in full force and effect as long as the City and Contractor are under agreement for citywide solid waste collection and recycling services.

## SECTION 3

The City and Contractor agree to the following:

1. The definition of Debris in Section 3 of the Agreement is hereby modified, and the new definition will be "Construction Debris. Dirt, concrete, rocks,

bricks, lumber, plaster, sand or gravel and other waste building materials that is compactible."

2. Contractor will provide <u>Take-All Service</u> for Acceptable Waste on Tuesdays and Fridays as provided in Section 4(b)(1) and 4(b)(2) of the Agreement. <u>Take-All Service</u> will include the following:
    a. Acceptable Waste – any and all waste that is Solid Waste including Brush, Construction Debris, garbage, Yard Waste, Trash, Rubbish, Bulky Waste that is acceptable for disposal in a landfill.
    b. Items that are containerized in a bag or box.
    c. Brush and tree limbs that are tied in bundles not to exceed four (4) feet in length.
    d. Construction debris that is homeowner generated only, compactible and containerized.
    e. Fence panels that are cut into four (4) foot by six (6) foot sections.
    f. Loose pickets that are tied in bundles not to exceed four (4) feet in length.
    g. Yard Waste that is containerized or tied in bundles not to exceed four (4) feet in length.
    h. Bulky Waste including furniture, hot water heaters, large electronics etc. as long as each item weighs under 50lbs.
    i. The total amount of Solid Waste including Brush and tree limbs (bundled), Yard Waste, fence panels and Bulky Waste cannot exceed more than four (4) cubic yards during normal curbside <u>Take-All Service</u>.

3. Contractor provides an on-call service for customers who have Solid Waste that exceeds the limits established in Section 2 of this MOU. Customer shall contact the Contractor for an estimate and to arrange removal.

4. Contractor will provide curbside <u>Bulk Pickup</u> quarterly as provided in Section 4(b)(8) of the Agreement. <u>Bulk Pickup</u> will include the following:
    a. Bulky Waste including furniture, hot water heaters, large electronics, dishwashers, washing machines, etc. including items weighing more than 50lbs.
    b. Loose brush and tree limbs that do not exceed four (4) cubic yards.
    c. Yard Waste that is containerized or tied in bundles not to exceed four (4) feet in length.
    d. Large tree limbs and stumps cut into four (4) foot sections and stacked neatly at the curb.

5. During <u>Bulk Pickup</u> Contractor will provide a brush/claw truck to collect loose Brush and tree limbs and a rear-load truck to collect Bulky Waste.

6. Refrigerators and freezer units will not be collected unless certification is provided that CFC's have been removed by a certified technician.

7. Contractor cannot collect large quantities of Non-Compactable Waste including, but not limited to, brick, concrete, dirt, composition shingles, ceramic tile and related items that cannot be crushed under the weight of compaction equipment.

8. Contractor will only collect items that are placed on the curb during weekly Take-All Service and quarterly Bulk Pickup.

9. Contractor will notify City of any route changes for City approval.

10. Contractor will provide monthly reports to the City as provided in Section 4(14) of the Agreement.

**SECTION 4**

This MOU may only be modified or amended upon the written, mutual agreement of the City and Contractor.

**SECTION 5**

All other terms and conditions set forth within the Agreement and Amendment not addressed within this MOU remain in full force and effect following the execution of this MOU.

**SECTION 6**

The undersigned officers and agents are properly authorized to execute this MOU on behalf of the City and Contractor.

AGREED TO:

CITY OF RICHLAND HILLS, TEXAS:

By: ____________________________

Name: __________________________

Title: ___________________________

ALLIED WASTE SERVICES OF FORT WORTH, LLC dba REPUBIC SERVICES OF FORT WORTH

By: ____________________________

Name: __________________________

Title: ___________________________

ATTEST:

______________________________
Lindsay Rawlinson
City Secretary

# Memorandum

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

From: Candice Edmondson, City Manager

Date: September 25, 2023

Subject: FY 2024 Tax Rate Ratification

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**Agenda Item:**

Ratify vote approving the Fiscal Year 2024 Tax Rate

**Background Information:**

Per state law, the City Council is required to ratify the vote that was made on the FY 2024 Tax Rate. Council adopted Ordinance 1485-23 approving the tax rate under Item 4A on tonight's agenda and must now vote to ratify that decision.

**Financial Considerations:**

N/A

**Legal Review:**

N/A

**Board/Citizen Input:**

N/A

**Attachments:**

N/A

**Council Action Requested:**

Motion to ratify the vote approving the Fiscal Year 2024 Tax Rate

# Memorandum

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

From: Lindsay Rawlinson, City Secretary

Date: September 25, 2023

Subject: Consider appointments to Boards and Commissions

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**Agenda Item:**

Consider appointments to Boards and Commissions

**Background Information:**

In accordance with Chapter 10 of the Richland Hills Code of Ordinances, the City Council shall review and make appointments to the City's boards and commissions in September with two-year terms to commence beginning in October. And unless otherwise stated, any member of the Council shall be entitled to nominate a member to any vacancy to a board.

Three of the City's boards have places with terms expiring in 2023: Animal Shelter Advisory Board, Planning and Zoning Commission, and Zoning Board of Adjustment.

**Financial Considerations:**

N/A

**Legal Review:**

N/A

**Board/Citizen Input:**

N/A

**Attachments:**

Animal Shelter Advisory Board Members
Planning and Zoning Commission Members
Zoning Board of Adjustment Members

**Council Action Requested:**

See attached

## Animal Shelter Advisory Board

| Place | Name | Current Term |
|---|---|---|
| Place 1** | Dr. William Anderson | 2021-2023 |
| Place 2 | Victoria Sutherland | 2022-2024 |
| Place 3** | Kay Fisk, Chair | 2021-2023 |
| Place 4 | Lee Turnage | 2022-2024 |
| Place 5** | Kris Freudiger, Vice Chair | 2021-2023 |
| Alternate 1 | Jenny Clark | 2022-2024 |
| Alternate 2 | Joyce Fiaccone | 2022-2024 |

Consists of 5 Members and 2 Alternates

- Place 1 - licensed veterinarian
- Place 2 - a representative of an animal welfare organization
- Place 3 - municipal official who may be an elected official or an employee of the city
- Place 4 - a person whose duties include daily operation of the animal shelter
- Place 5 - a person who volunteers at the animal shelter.

The persons who are appointed to places 1 through 4 need not be registered voters within the city, but registered voters within the city shall be given preference for appointment. The person appointed to place 5 shall be a registered voter within the city. The persons appointed as alternates to this board need not be registered voters within the city, but registered voters within the city shall be given preference for appointment. The officers of the boards shall be a Chairman and Vice-Chairman selected by a majority vote of the City Council. Each board shall have a secretary, who shall be appointed by the City Manager.

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**Council Action:**
**<u>Places up for appointment or reappointment:</u>**

- Place 1 – Any member of City Council may nominate – Dr. William Anderson would like to serve a new term
- Place 3 – Any member of City Council may nominate – Kay Fisk would like to serve a new term
- Place 5 – Any member of City Council may nominate – Kris Freudiger would like to serve a new term
- Chair and Vice-Chair – Council appoints a Chair and Vice-Chair

## Planning & Zoning Commission

| Place | Name | Current Term |
|---|---|---|
| Place 1** | Kenneth Keating | 2021-2023 |
| Place 2 | Michael Wilson, Chair | 2022-2024 |
| Place 3** | Jackson Durham | 2021-2023 |
| Place 4 | Mary Witt | 2022-2024 |
| Place 5** | Kelle Jones | 2021-2023 |
| Alternate 1 | Mary Sullivan-not seeking reappointment | 2022-2024 |
| Alternate 2 | VACANT | 2022-2024 |

Consists of 5 Members and 2 Alternates

Appointment of Planning and Zoning Commission members should be accomplished by the City Council to coincide with election of City Council members in places 1 through 5. Any member of the City Council may nominate applicants for alternate members and each nomination shall be subject to approval by a majority vote of the City Council present.

The Commission shall elect a Chairman from its membership.

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**Council Action:**
**Places up for appointment or reappointment:**

- Place 1 – Councilmember Knowlton will make nomination – Kenneth Keating is seeking reappointment.
- Place 3 – Councilmember Bledsoe will make nomination – Jackson Durham is seeking reappointment.
- Place 5 – Mayor Pro Tem Estep will make nomination – Kelle Jones is seeking reappointment
- Alternate Place 1 – Any member of City Council may make nomination – Mary Sullivan is not seeking reappointment.
- Alternate Place 2 – Any member of City Council may make nomination – Currently vacant.

## Tax Increment Reinvestment Zone

| Place | Name | Current Term |
|---|---|---|
| Place 1 | Edward Lopez, Chair | 2022-2024 |
| Place 2 | Douglas Knowlton | 2022-2024 |
| Place 3 | Travis Malone | 2022-2024 |
| Place 4 | Theresa Bledsoe | 2022-2024 |
| Place 5 | Javier Alvarez | 2022-2024 |
| Place 6 | GW Estep | 2022-2024 |
| Place 7 | Roland Goveas | 2022-2024 |
| Place 8 | Theresa Parsons, Tarrant County | 2022-2024 |
| Place 9** | VACANT-citizen member | 2022-2024 |

Consists of 9 Members

- Places 1 through 7 – representatives of the City (Council)
- Place 8 – representative of Tarrant County
- Place 9 – one additional representative of the City

The Board shall consist of nine members including one County representative and eight City representatives. Such members may be members of the City Council. The person appointed to Place 9 is not required to be a resident of Richland Hills.

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**Council Action:**
**<u>Places up for appointment or reappointment:</u>**

- Place 9 – Any member of the City Council may make nomination – Currently vacant.

## Zoning Board of Adjustments

| Place | Name | Current Term |
|---|---|---|
| Place 1 | Jorge Cisneros, Chair | 2022-2024 |
| Place 2 | Pamela Keith | 2022-2024 |
| Place 3 | Ashly Schilling | 2022-2024 |
| Place 4 | Athena Campbell | 2022-2024 |
| Place 5 | Lisa Skier | 2022-2024 |
| Alternate 1 | Joyce Fiaccone | 2022-2024 |
| Alternate 2 | VACANT | 2022-2024 |
| Alternate 3 | VACANT | 2022-2024 |
| Alternate 4 | VACANT | 2022-2024 |

Consists of 5 Members and 4 Alternates

1) The Board of Adjustment shall consist of five members who are residents of the city, each to be appointed by the City Council for a term of two years and removable for cause by the appointing authority upon written charges and after public hearing. The City Council shall designate one member as Chairperson.
2) Vacancies shall be filled for the unexpired term of any member whose place becomes vacant for any cause in the same manner as the original appointment was made; provided, however, that the City Council may appoint four alternate members of the Board of Adjustment who shall serve in the absence of one or more of the regular members when requested to do so by the Mayor or City Manager, as the case may be.
3) All cases to be heard by the Board of Adjustment shall be heard by a minimum of four members.
4) These alternate members, when appointed, shall serve for the same period as the regular members, which is for a term of two years, and any vacancy shall be filled in the same manner as would be used to appoint a regular member, and they shall be subject to removal in the same manner as the regular members.

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**Council Action:**
**Places up for appointment or reappointment:**

- Alternates 2-4 are all available for appointment. Any member of City Council may nominate.
    - Alternate 2 – Vacant
    - Alternate 3 – Vacant
    - Alternate 4 - Vacant

# Memorandum

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

From: Candice Edmondson, City Manager

Date: September 25, 2023

Subject: 75th Anniversary Committee

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**Agenda Item:**

Consider appointments to the Richland Hills 75th Anniversary Committee

**Background Information:**

Richland Hills will be celebrating its 75th anniversary on September 23, 2025. In preparation for the milestone event, City staff has had initial discussions about the celebration including plans for community-wide involvement from residents and businesses.

During the June 26, 2023 City Council meeting, Council discussed the creation of a 75th Anniversary Committee to work with City staff in planning and implementing programs and events that showcase Richland Hills' history and community. Information about the committee is available on the City's website at https://www.richlandhills.com/441/75th-Anniversary-Committee and applications are being accepted by the City Secretary through Friday, September 22, 2023.

This item will allow City Council the opportunity to appoint interested community members to the 75th Anniversary Committee. Completed applications will be provided to City Council for your review prior to the meeting.

**Financial Considerations:**

N/A

**Legal Review:**

N/A

**Board/Citizen Input:**

N/A

**Attachments:**

Richland Hills 75th Anniversary Committee Document

**Council Action Requested:**

Motion to appoint__________________ to the Richland Hills 75th Anniversary Committee

## Richland Hills 75th Anniversary Committee

**PURPOSE:**

The 75th Anniversary Committee is an ad hoc volunteer committee appointed to work with City staff in planning and implementing programs and events that showcase Richland Hills' 75th Anniversary.

The committee will aim to engage the entire Richland Hills community, including residents, businesses, community groups and organizations, in the year-long celebration. The committee will help identify individuals and organizations that would be willing to organize, lead and champion anniversary programs and events.

**COMMITTEE MAKEUP:**

The Committee will consist of 6-8 members. We are looking for individuals that have a particular interest in research, history, marketing, fundraising, event planning and volunteer coordination.

**APPOINTEE COMMITMENT:**

Two years beginning September 2023 and concluding in September 2025 with the 75th Anniversary Celebration. The committee will meet at least monthly during the two-year period, with more frequent meetings as needed.

# Memorandum

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

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

Date: September 25, 2023

Subject: Street Improvement Projects

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**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: Candice Edmondson, City Manager

Date: September 25, 2023

Subject: August Department Monthly Reports

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**Agenda Item:**

August 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

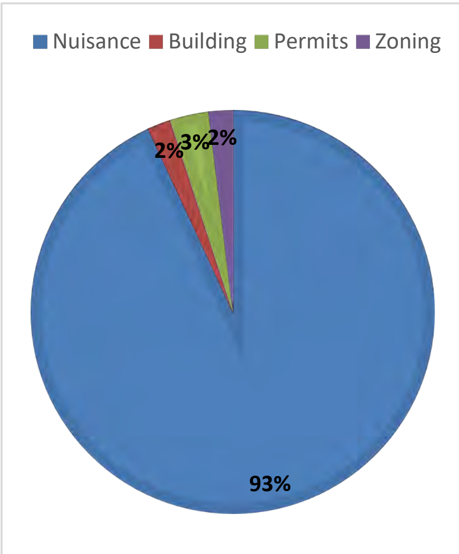
**Attachments:**

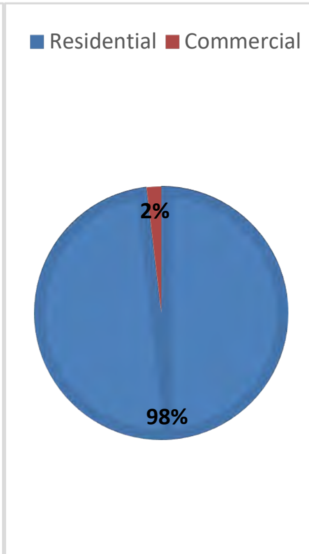
August Department Reports

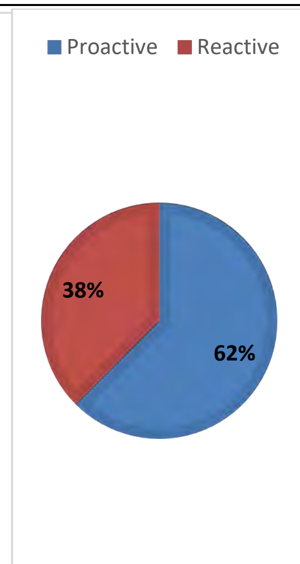
**Council Action Requested:**

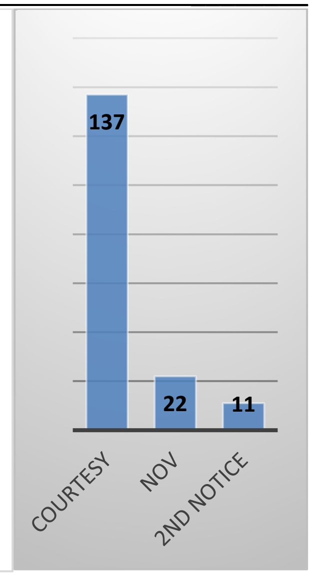
No Council Action

# Code Compliance

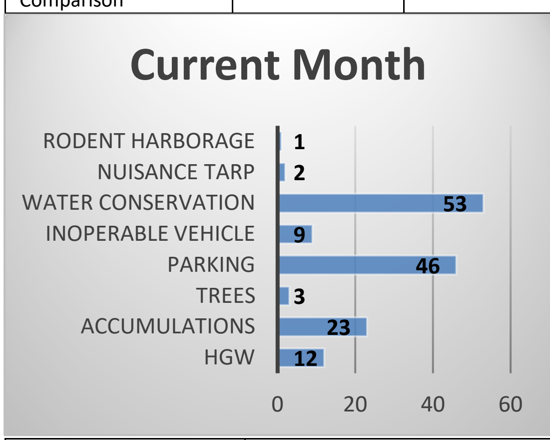


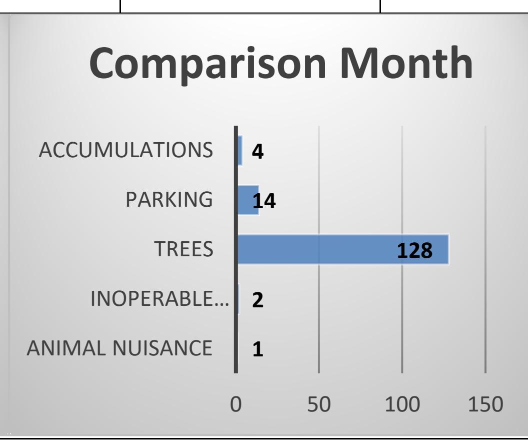




| | Current Month Violations | | | | |
|---|---|---|---|---|---|
| | **Notices Issued** | **Pending Compliance** | **Compliance Obtained** | **Citations Issued** | **Abatement by City** |
| Nuisance Violations | 149 | 51 | 98 | 2 | 1 |
| Building Violations | 3 | 1 | 2 | 0 | 0 |
| Zoning Issues | 3 | 2 | 1 | 0 | 0 |
| Permit Violations | 5 | 2 | 3 | 0 | 0 |
| Fiscal Year Totals | 1157 | 239 | 918 | 15 | 1 |
| Previous Fiscal Year Comparison | 870 | 225 | 645 | 21 | 1 |



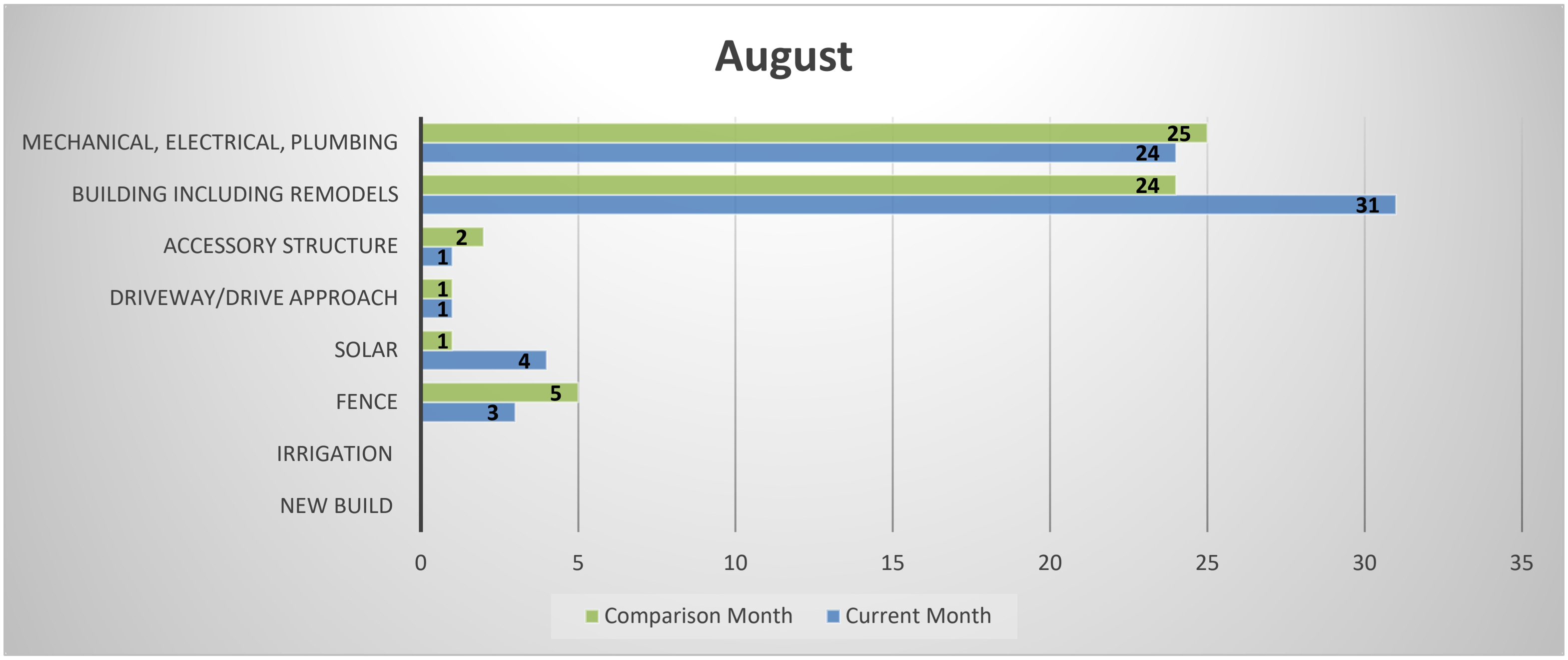

**August 2023 Inspections**
14 Inspections Conducted
46 Unit Apt Complex

**Citizen Contact**
**13** Complaints Received

(**9** Resulted in Cases)

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

# Development Services




| | Mechanical Electrical Plumbing | Building Including Remodels | Accessory Structure | Driveway Drive Approach | Solar | Fence | Irrigation | New Build |
|---|---|---|---|---|---|---|---|---|
| Current Month Residential | 14 | 22 | 1 | 1 | 4 | 3 | 0 | 0 |
| Current Month Commercial | 10 | 9 | 0 | 0 | 0 | 0 | 0 | 0 |
| **Current Fiscal Year 2022-2023** | 274 | 275 | 18 | 25 | 28 | 47 | 6 | 34 |
| Previous Month Residential | 20 | 24 | 2 | 1 | 1 | 5 | 0 | 0 |
| Previous Month Commercial | 5 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

| | Current Month | Comparison Month Previous Year | Fiscal Year To Date 2022-2023 |
|---|---|---|---|
| Sign Permit | 3 | 2 | 23 |
| ROW Permit | 11 | 8 | 54 |
| Garage Sale Permit | 17 | 14 | 207 |
| Zoning, SUP, Code Consults | 6 | 0 | 29 |
| Pool Permits | 0 | 0 | 3 |

# Business Summary

| | Current Month | Comparison Month Previous Year | Fiscal Year To Date 2022-2023 |
|---|---|---|---|
| Registered Rental CO's | 6 | 9 | 48 |
| Issued Commercial CO's | 8 | 2 | 38 |
| Mobile Food Vendor | 3 | 0 | 6 |

**Received Certificate of Occupancy**

- Primerica, 7085 Baker Blvd – Office, Administrative, Medical, or Professional
- Emergency Plumber Now LLC, 7020 Midway Rd – Contractor (No Outside Storage)
- Scrubz Carpet Care, 6717 Baker Blvd - Office, Administrative, Medical, or Professional
- Handyman Home Pros, 6832 Boulevard 26 - Office, Administrative, Medical, or Professional
- TNT Construction, 6832 Boulevard 26 - Office, Administrative, Medical, or Professional
- True North Data LLC, 6821 Baker Blvd Suite C – Business Services
- Atlas Solar Power, 7201 Baker Blvd - Office, Administrative, Medical, or Professional
- La Quinta In and Suites NE Mall, 3810 Airline Rd – Hotel/Motel

**Number of Potential Business Certificate of Occupancy Meetings: 7**

**Number of Developmental Review Committee / Plan Review: 2**

## Finance

**GENERAL FUND, UTILITY FUND AND LINK FUND**

Fiscal Year 2022-2023, Period Ending 08/31/2023

**Monthly Financial Report**

| | Budget | Current Month Actual | YTD Actual | Available Budget | % YTD of Total Budget |
|---|---|---|---|---|---|
| **General Fund (001)** | | | | | |
| **Revenue** | | | | | |
| Property Taxes | $ 3,123,995 | $ 9,603 | $ 3,162,600 | $ (38,605) | 101% |
| Sales Tax | $ 4,712,216 | $ 432,695 | $ 3,606,000 | $ 1,106,216 | 77% |
| Other Tax | $ 2,500 | $ 176 | $ 2,195 | $ 305 | 88% |
| Franchise Fees | $ 562,000 | $ 25,881 | $ 565,333 | $ (3,333) | 101% |
| Fines & Forfeitures | $ 262,050 | $ 38,905 | $ 347,620 | $ (85,570) | 133% |
| Licenses & Permits | $ 209,500 | $ 17,640 | $ 222,005 | $ (12,505) | 106% |
| Service Charges | $ 305,850 | $ 32,322 | $ 320,388 | $ (14,538) | 105% |
| Miscellaneous | $ 140,152 | $ 29,734 | $ 400,345 | $ (260,193) | 286% |
| **Total Revenues** | **$ 9,318,263** | **$ 586,955** | **$ 8,626,487** | **$ 691,776** | **93%** |
| **Expenditures** | | | | | |
| Municipal Court | $ 300,039 | $ 20,940 | $ 268,438 | $ 31,601 | 89% |
| Administration | $ 690,171 | $ 50,692 | $ 632,909 | $ 57,262 | 92% |
| Police | $ 2,091,296 | $ 189,431 | $ 2,026,022 | $ 65,274 | 97% |
| Fire | $ 2,567,824 | $ 173,126 | $ 2,161,588 | $ 406,236 | 84% |
| Street | $ 325,079 | $ 93,973 | $ 206,823 | $ 118,256 | 64% |
| Library | $ 403,133 | $ 30,410 | $ 345,097 | $ 58,036 | 86% |
| Recreation | $ 299,807 | $ 17,474 | $ 257,635 | $ 42,172 | 86% |
| Parks/Grounds | $ 281,787 | $ 20,180 | $ 199,592 | $ 82,195 | 71% |
| Community Development | $ 535,439 | $ 64,358 | $ 463,288 | $ 72,151 | 87% |
| Animal Control | $ 202,422 | $ 26,814 | $ 228,885 | $ (26,463) | 113% |
| Legislative (City Secretary) | $ 129,940 | $ 10,875 | $ 123,615 | $ 6,325 | 95% |
| Shared Services | $ 839,990 | $ 35,176 | $ 808,346 | $ 31,644 | 96% |
| Transfers/Non Departmental | $ 510,491 | $ - | $ 427,725 | $ 82,766 | 84% |
| **Total Expenditures** | **$ 9,177,418** | **$ 733,449** | **$ 8,149,963** | **$ 1,027,455** | **89%** |
| ***Rev/Exp*** | *$ 140,845* | *$ (146,494)* | *$ 476,524* | | |
| **Utility Fund (002)** | | | | | |
| **Revenue** | | | | | |
| Water | $ 2,537,000 | $ 362,462 | $ 2,289,627 | $ 247,373 | 90% |
| Sewer | $ 1,800,000 | $ 148,112 | $ 1,560,366 | $ 239,634 | 87% |
| Transfers In | $ 2,406,753 | $ (11,230) | $ 1,225,258 | $ 1,181,495 | 51% |
| Misc. (incl. Garbage Billing) | $ 536,600 | $ 75,980 | $ 743,038 | $ (206,438) | 138% |
| **Total Revenues** | **$ 7,280,353** | **$ 575,324** | **$ 5,818,288** | **$ 1,462,065** | **80%** |
| **Expenses** | | | | | |
| Shared Services | $ 311,427 | $ 17,635 | $ 278,009 | $ 33,418 | 89% |
| Administration | $ 641,582 | $ 45,141 | $ 571,617 | $ 69,965 | 89% |
| Water Services & Distr. | $ 1,422,775 | $ 28,989 | $ 702,592 | $ 720,183 | 49% |
| Wastewater Service | $ 1,369,360 | $ 131,134 | $ 980,821 | $ 388,539 | 72% |
| Trsfrs/Debt Service/Non-Dept. | $ 3,215,401 | $ 381,815 | $ 3,043,840 | $ 171,561 | 95% |
| **Total Expenses** | **$ 6,960,545** | **$ 604,714** | **$ 5,576,879** | **$ 1,383,666** | **80%** |
| ***Rev/Exp*** | *$ 319,808* | *$ (29,390)* | *$ 241,410* | | |
| **Link Operating Fund (098)** | | | | | |
| **Revenue** | | | | | |
| Recreation | $ 542,190 | $ 57,160 | $ 521,677 | $ 20,513 | 96% |
| Transfers in | $ 199,680 | $ - | $ 199,680 | $ - | 100% |
| **Total Revenue** | **$ 741,870** | **$ 57,160** | **$ 721,357** | **$ 20,513** | **97%** |
| **Expenditures** | $ 741,870 | $ 31,516 | $ 573,453 | $ 168,417 | 77% |
| **Operating/Personnel** | **$ 741,870** | **$ 31,516** | **$ 573,453** | **$ 168,417** | **77%** |
| ***Rev/Exp*** | *$ -* | *$ 25,644* | *$ 147,904* | | |

***Unaudited**

## Finance

**SPECIAL REVENUE FUNDS**

Fiscal Year 2022-2023, Period Ending 08/31/2023

| 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) | |
| ***Rev/Exp*** | $ 5,500 | $ - | $ 3,390 | | |
| **Court Technology Fund (39)** | | | | | |
| **Revenue** | $ 4,800 | $ - | $ 3,026 | $ 1,774 | 63% |
| **Expenditures** | $ - | $ - | $ - | $ - | |
| ***Rev/Exp*** | $ 4,800 | $ - | $ 3,026 | | |
| **Crime Control District (65)** | | | | | |
| **Revenue** | | | | | |
| Sales Tax | $ 1,779,795 | $ 161,790 | $ 1,350,012 | $ 429,783 | 76% |
| Investment Income | $ - | $ 4,176 | $ 17,816 | $ (17,816) | |
| Grants/Transfers | $ 21,760 | $ 80,067 | $ 105,508 | $ (83,748) | 485% |
| Total Revenue | $ 1,801,555 | $ 246,033 | $ 1,473,335 | $ 328,220 | 82% |
| **Expenditures** | | | | | |
| Public Safety | $ 1,440,266 | $ 79,056 | $ 1,267,782 | $ 172,484 | 88% |
| Capital Expense | $ 78,871 | $ - | $ 124,641 | $ (45,770) | 158% |
| Transfers Out | $ 50,000 | $ - | $ 50,000 | $ - | 100% |
| Total Expenditures | $ 1,569,137 | $ 79,056 | $ 1,442,423 | $ 126,714 | 92% |
| ***Rev/Exp*** | $ 232,418 | $ 166,976 | $ 30,913 | | |
| **Hotel Occupancy Tax (77)** | | | | | |
| **Revenue** | | | | | |
| HOT (Taxes) | $ 180,000 | $ 20,984 | $ 216,425 | $ (36,425) | 120% |
| **Expenditures** | | | | | |
| Operating Expense | $ 93,656 | $ 2,924 | $ 34,110 | $ 59,546 | 36% |
| Debt Service | $ 105,013 | $ 85,006 | $ 105,013 | $ 0 | 100% |
| Total Expenditures | $ 198,669 | $ 87,930 | $ 139,122 | $ 59,547 | 70% |
| ***Rev/Exp**** | $ (18,669) | $ (66,946) | $ 77,303 | | |
| **TIF Fund (89)** | | | | | |
| **Revenue** | | | | | |
| Property Tax Allocation | $ 201,709 | $ - | $ 194,649 | $ 7,060 | 97% |
| Investment Income | $ - | $ 3,130 | $ 20,832 | $ (20,832) | |
| Sales Tax Transfer in | $ 75,000 | $ - | $ - | 75,000 | |
| Total Revenue | $ 276,709 | $ 3,130 | $ 215,481 | $ 61,228 | 78% |
| **Expenditures** | | | | | |
| Operating | $ 90,000 | $ - | $ - | $ 90,000 | 0% |
| Improvement Incentive | $ 30,000 | $ - | $ - | $ 30,000 | 0% |
| Transfers Out | $ - | $ - | $ 72,590 | $ (72,590) | |
| Capital Projects | $ 460,000 | $ - | $ 195,074 | $ 264,926 | 42% |
| Total Expenditures | $ 580,000 | $ - | $ 267,664 | $ 312,336 | 46% |
| ***Rev/Exp*** | $ (303,291) | $ 3,130 | $ (52,183) | | |
| **Strategic Initiative Fund (107)** | | | | | |
| **Revenue** | $ 2,400,000 | $ - | $ 2,400,000 | $ - | 100% |
| **Expenditures** | $ 691,000 | $ 27,010 | $ 103,193 | $ 587,807 | 15% |
| ***Rev/Exp*** | $ 1,709,000 | $ (27,010) | $ 2,296,807 | | |

## Finance — CAPITAL FUNDS

Fiscal Year 2022-2023, Period Ending 08/31/2023

**Monthly Financial Report**

| | Budget | Current Month Actual | YTD Actual | Available Budget | % YTD of Total Budget |
|---|---|---|---|---|---|
| **Oil & Gas Lease Fund (12)** | | | | | |
| **Revenue** | $ 77,000 | $ 8,995 | $ 329,459 | $ (252,459) | 428% |
| **Expenditures** | $ 95,000 | $ - | $ 19,107 | $ 75,893 | 20% |
| ***Rev/Exp**** | $ (18,000) | $ 8,995 | $ 310,352 | | |
| **Capital Projects Fund (20)** | | | | | |
| **Revenue-Transfers In** | $ 1,288,311 | $ - | $ 719,580 | $ 568,731 | 56% |
| **Expenditures** | | | | | |
| Capital Projects | $ 1,130,000 | $ - | $ 407,549 | $ 722,451 | 36% |
| Capital-Lease Pymts | $ 158,311 | $ - | $ 157,483 | $ 828 | 99% |
| Total Expenditures | $ 1,288,311 | $ - | $ 565,033 | $ 723,279 | 44% |
| ***Rev/Exp*** | $ (0) | $ - | $ 154,547 | | |
| **Road and Street Fund (25)** | | | | | |
| **Revenue** | | | | | |
| Sales Tax | $ 1,767,081 | $ 162,261 | $ 1,352,250 | $ 414,831 | 77% |
| Total Revenue | $ 1,767,081 | $ 162,261 | $ 1,352,250 | $ 414,831 | 77% |
| **Expenditures** | | | | | |
| Street R&M | $ 2,929,388 | $ 170,141 | $ 1,099,832 | $ 1,829,556 | 38% |
| Total Expenditures | $ 2,929,388 | $ 170,141 | $ 1,099,832 | $ 1,829,556 | 38% |
| ***Rev/Exp**** | $ (1,162,307) | $ (7,880) | $ 252,418 | | |
| **Vehicle Replace. Fund (30)** | | | | | |
| **Revenue** | | | | | |
| Misc. Income | $ 279,950 | $ - | $ 311,806 | $ (31,856) | 111% |
| **Expenditures** | | | | | |
| Capital-Lease Expense | $ 244,240 | $ 20,737 | $ 220,119 | $ 24,121 | 90% |
| Claims Expense | | $ 12,039 | $ 20,878 | | |
| Capital- Purchases | $ 25,000 | $ - | $ 24,746 | $ 254 | 99% |
| Lease - Upfront costs | $ - | $ 15 | $ 90,442 | $ (90,442) | |
| Operational | $ 20,000 | $ 1,490 | $ 13,203 | $ 6,797 | 66% |
| Total Expenditures | $ 289,240 | $ 34,280 | $ 369,388 | $ (59,270) | 128% |
| ***Rev/Exp**** | $ (9,290) | $ (34,280) | $ (57,581) | | |
| **ARPA Fund (101)** | | | | | |
| **Revenue-Transfers In/Interest** | $ 1,768,541 | $ 7,647 | $ 215,184 | $ 1,553,357 | 12% |
| **Expenditures** | | | | | |
| Project Appropriations | $ 1,671,768 | $ - | $ 80,352 | $ 1,591,416 | 5% |
| Transfers out-Prem. Pay | $ 96,773 | $ - | $ 86,218 | $ 10,555 | 89% |
| Total Expenditures | $ 1,768,541 | $ - | $ 166,570 | $ 1,601,971 | 9% |
| ***Rev/Exp*** | $ - | $ 7,647 | $ 48,614 | | |

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

## Finance

### DEBT SERVICE FUND

Fiscal Year 2022-2023, Period Ending 08/31/2023

**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 | $ 8,894 | $ 1,042,313 | $ (41,196) | 104% |
| **Expenditures** | | | | | |
| Debt Service | $ 948,844 | $ 713,222 | $ 948,704 | $ 140 | 100% |
| ***Rev/Exp*** | $ 52,273 | $ (704,328) | $ 93,609 | | |

### COMPONENT UNIT

| | Budget | Current Month Actual | YTD Actual | Available Budget | % YTD of Total Budget |
|---|---|---|---|---|---|
| **Richland Hills EDC (26)** | | | | | |
| **Revenue** | | | | | |
| Sales Tax | $ 1,178,054 | $ 113,857 | $ 932,043 | $ 246,011 | 79% |
| Total Revenues | $ 1,178,054 | $ 113,857 | $ 932,043 | $ 246,011 | 79% |
| **Expenses** | | | | | |
| Operating | $ 347,868 | $ 10,712 | $ 152,335 | $ 195,533 | 44% |
| Transfers Out | $ 1,000,000 | $ - | $ 400,000 | $ 600,000 | 40% |
| Debt Service | $ 228,663 | $ 184,331 | $ 228,663 | $ 0 | 100% |
| Total Expenditures | $ 1,576,531 | $ 195,043 | $ 780,997 | $ 795,534 | 50% |
| ***Rev/Exp**** | $ (398,477) | $ (81,187) | $ 151,046 | | |

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

### DRAINAGE

| | Budget | Current Month Actual | YTD Actual | Available Budget | % YTD of Total Budget |
|---|---|---|---|---|---|
| **Drainage Fund (022)** | | | | | |
| **Revenue** | | | | | |
| Billing/Interest | $ 909,458 | $ 76,554 | $ 838,694 | $ 70,764 | 92% |
| | | | | $ - | |
| **Expenses** | | | | $ - | |
| Operating | $ 446,274 | $ (24,335) | $ 207,212 | $ 239,062 | 46% |
| Debt Service | $ 483,439 | $ 433,919 | $ 482,839 | $ 600 | 100% |
| **Total Fund** | $ 929,713 | $ 409,584 | $ 690,051 | $ 239,662 | 74% |
| ***Rev/Exp**** | $ (20,255) | $ (333,031) | $ 148,644 | | |

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

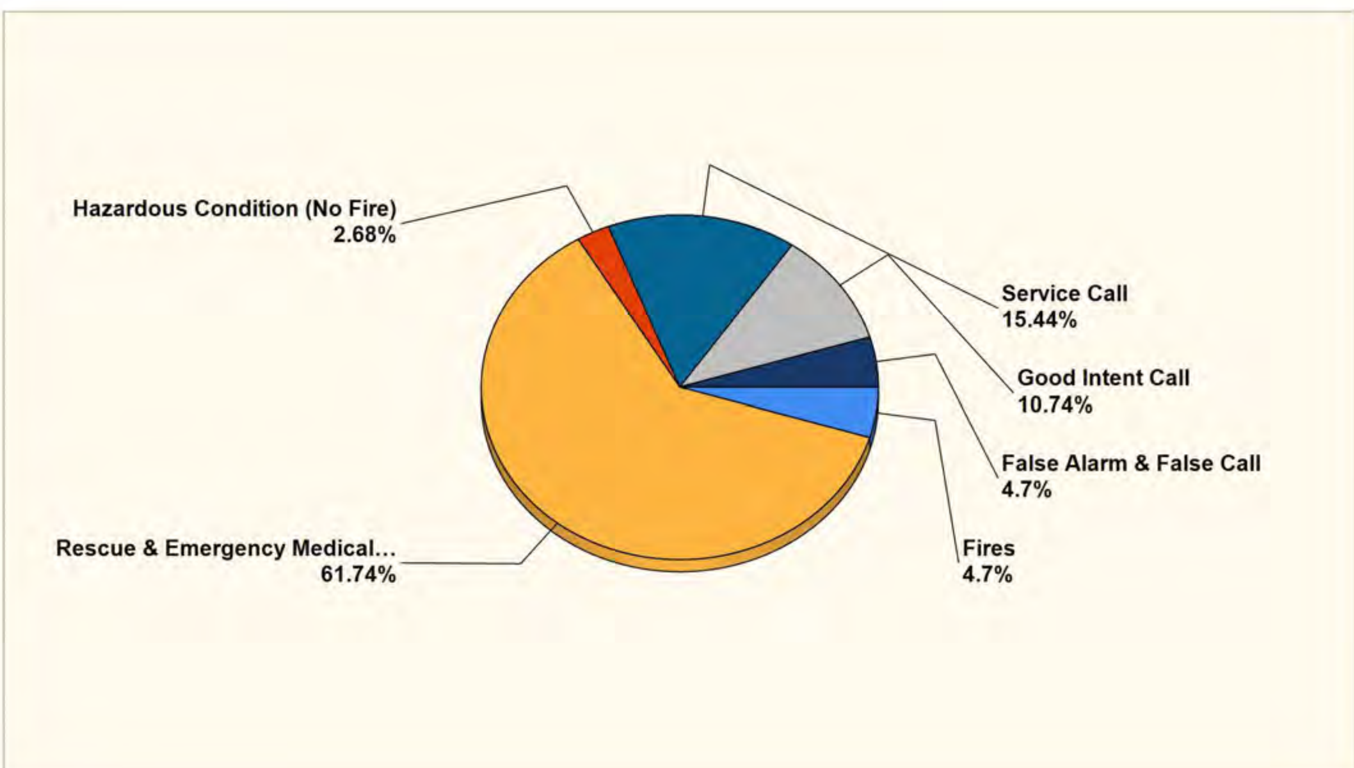
# Fire

## Fire Operations:

- Personnel completed ***14*** business inspections throughout the month.
- Members completed a combined ***217*** hours of training this month.
- Staff participated in **5** development-related meetings during the month of August.
- The mutual aid agreement with Medstar Ambulance resulted in **27** responses during August.
- Response times for August averaged **3 minutes 58 seconds** from receipt of call-in dispatch to the first fire unit arriving on scene to assist.
- More than **18.12%** of emergency calls in August 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 August. 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.
- 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 August.
- 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 August 2023 were **15.8% less** than calls in August 2022.
- Mutual aid received from other agencies was **12% less** compared to August 2022. Mutual aid given was **175% less** than August 2022.

# Operations Response Data:

| | Service Calls – Through August 31, 2023 | | |
|---|---|---|---|
| | **Current Month** | **August 2022** | **FY2023 Total** |
| Fire Calls | 7 | 13 | **59** |
| EMS/Major Accidents/ Rescues | 92 | 116 | **1,060** |
| Hazardous Conditions – No Fire | 4 | 6 | **73** |
| Public Assistance | 23 | 12 | **168** |
| Good Intent (No Service Rendered) | 16 | 13 | **153** |
| False Alarm | 7 | 17 | **93** |
| Severe Weather & Natural Disaster | 0 | 0 | **4** |
| Total Calls | **149** | **177** | **1,610** |
| | **Automatic / Mutual Aid** | | |
| | **Current Month** | **August 2022** | **YTD Total** |
| Aid Received | 22 | 26 | **200** |
| Aid Given | 15 | 42 | **263** |



## Medstar Response Data:

| Richland Hills Monthly Count Data | | | |
|---|---|---|---|
| **Priority** | **Count of Monthly Responses** | **Transports** | **Average Response Time** |
| P1 | 1 | 0 | 0:14:59 |
| P2 | 8 | 5 | 0:09:25 |
| P3 | 1 | 1 | 0:08:19 |
| P4 | 3 | 3 | 0:09:43 |
| P5 | 14 | 6 | 0:13:11 |
| P6 | 0 | 0 | |
| P7 | 0 | 0 | |
| P8 | 0 | 0 | |
| Overall Total: | 27 | 15 | 0:11:07 |
| Priority Total: | 10 | 6 | 0:10:54 |
| Non-Priority Total: | 17 | 11 | 0:11:27 |
| Transport Percentage: | 55.56% | | |

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**: 4

**Fire Alarm Inspection**: 1

**Fire Sprinkler Inspection**: 10

**School Inspections**: 3

**Church Fire Inspections**: 1

**Nursing Home Inspections:** 0

**Shift Inspections**: 1

**Plan Reviews**: 16

**Code Consults**: 1

**Business Info Updates**: Sprinkler inspections on new homes at Baker Landing are underway.

**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**: Firearms qualifications available through Grapevine PD

Tarrant Co. Arson Conference attended by FM Brock and FF Brindley

**Building Walkthroughs**: Baker Landing Villa Homes

**Fire Investigations:** 3254 and 3248 Matthews with assistance from HCFD.  Final cause was listed as undetermined.

# RICHLAND HILLS PUBLIC LIBRARY

**AUGUST • 2023**



## IMPACT

The first week of August we contacted our Grand Prize Winners for Summer Reading Club. 20 names were drawn randomly out of the 202 participants.

Staff received many compliments from patrons about our Summer Reading Club. People really liked our prize choices, both for daily prizes and for Grand Prizes. Additionally, they like the format that does not require additional tracking of time or titles, because we know people are reading.

## KEY FACTS (LAST YEAR)

- 1180 Visitors (993)
- 308 Program Attendance (157)
- 8 Programs & Events (9)
- 3491 Total Items Checked Out (3471)
- 1069 Questions Answered (1184)
- 1 Poster printed for other City Departments (1)

**City Marshal Activity Report**
**Month of AUGUST 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 | $ 982.00 | 48 | $ 19,588.50 |
| Attorney bonds | 8 | $ 3,216.80 | 51 | $ 23,608.83 |
| Returned for Officer correction | 0 | $ - | 17 | $ 7,264.60 |
| Unable to locate - bad info | 0 | | 25 | $ 8,280.00 |
| Paid/payment plan | 12 | $ 4,816.10 | 148 | $ 64,047.14 |
| Deceased | 0 | | 10 | $ 4,576.30 |
| Cleared-Found Incarcerated | 2 | $ 778.00 | 51 | $ 20,028.00 |
| **Warrant Service by Marshal in field** | | | | |
| Arrests - transfer to jail | 0 | | 20 | $ 7,693.10 |
| Payment plan rather than jailed | 2 | $ 923.00 | 25 | $ 10,751.80 |
| Attorney bonds rather than jailed | 0 | | 7 | $ 2,791.53 |
| Paid rather than jailed | 0 | | 37 | $ 15,590.32 |
| | | | | |
| **Warrant Service - Other** | | | | |
| Time Served | 47 | $ 18,370.00 | 569 | $ 210,299.10 |
| Arrested by other agencies | 57 | $ 22,473.10 | 555 | $ 211,889.10 |
| Paid by defendant | 4 | $ 1,857.83 | 29 | $ 13,122.72 |
| Released due to medical reasons | 3 | $ 826.00 | 24 | $ 9,621.18 |
| Attorney bonds | 0 | | 9 | $ 4,115.79 |
| | | | | |
| **Prisoner Transfers** | | | | |
| Number of defendants transferred | 1 | $ 1,409.00 | 18 | 15994 |
| Total hours spent on transfers | 2 | | 27 | |
| Total miles driven on transfers | 28 | | 597 | |
| Teletype - time serve/plea/court date | 12 | $ 4,993.00 | 176 | $ 72,341.60 |
| | | | | |
| **Other Duties** | | | | |
| Bank detail | 13 | | 114 | |
| Traffic stops | 0 | 0 | 0 | 0 |
| Insurance verifications | 28 | | 116 | |
| Vehicles inspected | 0 | | 1 | |
| Bailiff hours | 11 | | 67.5 | |
| Training | 8 | | 40 | |
| Serve summons - School | 0 | | 17 | |
| Serve summons - Animal Control | 0 | | 4 | |
| Serve summons - Code Enforcement | 0 | | 4 | |
| Serve summons - Police | 3 | | 16 | |
| Officer corrections on citations | 7 | | 100 | |
| Returned FTA notices | 61 | | 282 | |

# Municipal Court

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

None at this time.

| Citation Summary | | |
|---|---|---|
| | **Current Month** | **YTD Total** |
| Violations Filed | 455 | 3759 |
| Completed Cases– Paid Fine & Before Judge | 162 | 1576 |
| Other Completed - Dismissed deferred, DSC, proof, compliance, by Judge or Prosecutor, plea & bar, void | 129 | 934 |
| Number of Warrants Issued | 56 | 1706 |
| Number of Warrants Cleared | 87 | 1511 |
| Number of Outstanding Warrants | 36 | 1238 |
| Value of Outstanding Warrants | $13,158.00 | $589,146.94 |
| Total Fees Collected | $65,378.64 | $503,281.23 |

# Parks and Recreation Director's Report
# August 2023

THE LINK

## Budget Analysis

The Link had a wonderful August making almost $55,000 in revenue. This was our highest August ever due mostly to a strong end to summer camp and a really high registration in the Link Learners Academy. While the monthly goals are still somewhat arbitrary, due to every year having a slightly different operation, the revenue was more than $7,500 above the goal for the month.

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. We are on track to spend less than predicted for the fiscal year. However, with those extra funds, we will be working to correct A/V problems in the community rooms and making additional small purchases to improve efficiency and function at The Link.

## Project/Program Updates

- **Memberships: $6,084.83** Membership sales increased by $300 in August, but the numbers should still be higher. Staff is working on a marketing plan to reach more regional households digitally through Spectrum. With 19 sales and 33 terminations, the overall count is down to 312 memberships at The Link. Scans increased to 2,156 in August even with an increase to 387 different users.
  - Medicare programs brought in **$2,129.00** in additional monthly fees from 156 active members.

- **Camp Connect and Link Learner's Academy (LLA): $31,087.00**. August had 74 campers for the last full week of camp. Staff takes 54 kids on field trips twice a week with the rest of the children paying less to remain at The Link. Link also hosted 15 additional children with a two day camp to end the summer prior to school starting on a Wednesday.

- **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 – 16
    - Belly Dancing – 5
    - Creative Movement and Dance – 2
    - Mario Kart Tournaments - 22

  - **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 – 4
    - Pickleball players –51
    - Volleyball players – 37

- **Special Events:** There were no special events in August, but staff is planning the four fall and holiday events starting with Fiesta de Herencia on September 15 at 6pm.

- **Community Programs:** The Link, while designed to generate revenue, tries to find a balance with community programs that anyone can join.
  - Lunch Bunch – I Fratelli Pizza was served to 98 attendees. 85 seniors stayed and played bingo for prizes.
  - Tarrant Area Food Bank – in association with Trinity Point Church – was cancelled for August due to the excessive heat.
  - Second Saturday Seminars – There was no Second Saturday Seminar in August. September's event will be focused on Library services.

- **Senior Programs:** 11 seniors joined staff for a trip to Bass Performance Hall on August 2, and on August 11 there were 13 attendees for a trip to Grapevine Vintage Railroad. There was a third event this month as the Annual Senior Synergy Expo was hosted on August 31, with 14 seniors attending.
  - Birthday Brunch – sponsored by Oak Street Health – 6
  - Dessert Day – sponsored by Edward Jones - 6

- **Parks:** Staff is continuing to work on the Park Plan, as well as landscaping and mowing.
  - **Park Plan Updates:** Advertising for the construction contract of the Kate Baker Park improvements has been published. It is set to conclude on September 12 with the opening of bids at 2:00pm.
  - **Park Amenities:** Staff received most of the amenities ordered. Plans are being constructed to get the pet posts installed across the park system followed by other amenities.
  - **Water Feature:** Staff failed to get the water feature open during the summer. Fortunately, staff found a vendor to manage the maintenance. The city is hoping to have a signed agreement that will begin in October and go year round.

- **Landscaping:** Yellowstone installed mulch across the beds in The Link Plaza. The new RFP for Landscaping and Mowing Services are due on September 11 for public opening. The contract will be awarded soon after to match the fiscal year.

- **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: $11,791.50** The Link hosted 45 rentals this month, including 5 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. Staff is also working with a vendor to host young children at The Link for preschool programming.

## *Valuable Information:*

- The indoor playground – All components have been purchased. The latest timeline that we have been offered is that work will begin on September 18th to complete the structure.

| Link Revenue | Aug 21' | Aug 22' | Aug 23' | Fiscal Year 20-21 YTD | Fiscal Year 21-22 YTD | Fiscal Year 22-23 YTD |
|---|---|---|---|---|---|---|
| Classes | $ 820.97 | $ 881.50 | $ 1,051.50 | $ 11,364.50 | $ 6,165.87 | $ 7,703.87 |
| Link Membership | $ 5,991.20 | $ 5,581.16 | $ 6,084.83 | $ 56,180.45 | $ 59,484.54 | $ 65,136.86 |
| One Day Passes | $ 260.00 | $ 616.00 | $ 441.00 | $ 3,148.00 | $ 4,377.00 | $ 3,820.00 |
| Fitness Classes | $ 513.22 | $ 206.34 | $ 435.82 | $ 4,354.00 | $ 3,561.57 | $ 3,290.63 |
| Personal Training | $ 1,346.32 | $ 543.06 | $ 780.00 | $ 6,160.18 | $ 20,406.57 | $ 4,621.60 |
| Athletics | $ 2,197.91 | $ 2,350.50 | $ 1,888.75 | $ 16,231.33 | $ 24,587.54 | $ 19,864.99 |
| Camps | $ 10,348.38 | $ 14,709.00 | $ 18,842.00 | $ 67,727.75 | $ 101,528.25 | $ 108,322.00 |
| After School | $ 6,560.18 | $ 7,444.80 | $ 12,245.00 | $ 55,856.28 | $ 88,266.38 | $ 108,217.50 |
| Rentals | $ 14,447.85 | $ 11,831.78 | $ 11,791.50 | $ 94,962.63 | $ 200,485.47 | $ 157,692.77 |
| Total | **$ 42,486.03** | **$ 44,164.14** | **$ 53,560.40** | **$ 315,985.12** | **$ 508,863.19** | **$ 478,670.22** |

# Police

- August 14th –A Life-Saving Award to Officer Johnson at the City Council meeting for his quick response during a critical incident earlier this year.
- August 15th – The Richland Hills Police Department assisted the Fire department on a Fire Incident in the 3200 block of Matthews Dr.
- August 16th – SRO May's first Day back to School.
- August 16th to 18th – Officers were assigned to all BISD campuses to assist with the beginning of school drop-off and pick-up times.
- Audio Visual project completed in training and conference rooms as part of the FY23 budget.

## Service Calls

| | Current Month | YTD Total |
|---|---|---|
| Total Calls for Service (CFS) | 2571 | 15985 |
| Calls for Service | 478 | 3742 |
| Field Generated CFS | 2093 | 12243 |
| Proactive Policing (Included in Field Generated | | |
| Traffic Stops-Spillman | 695 | 3678 |
| Violations issued | 479 | 2830 |
| Warnings issued | 511 | 2886 |
| Traffic stops resulting in an arrest | 32 | 215 |
| Crime Prevention CFS | 587 | 2691 |
| Business Checks CFS | 361 | 3009 |
| Arrests | 59 | 441 |
| Family Violence-included above | 5 | 30 |
| DWI Arrests–included above | 8 | 59 |
| Priority-1 Total Response Time | 3m31s | |
| Priority-1 Officer Response Time | 2m12s | |

**NOTES:**

- Officers participated in saturation Saturday for impaired driving enforcement

## Part 1 Offenses

| | Current Month | YTD Total |
|---|---|---|
| Total Violent Crime Offenses | 1 | 93 |
| Murder | 0 | 1 |
| Rape | 0 | 13 |
| Robbery | 0 | 3 |
| Aggravated Assault | 0 | 17 |
| Simple Assault | 1 | 59 |
| Total Property Crime Offenses | 20 | 169 |
| Burglary | 5 | 41 |
| Business | 3 | 28 |
| Residential | 2 | 13 |

| | | |
|---|---|---|
| Larceny | 11 | 82 |
| Burglary of Motor Vehicle | 3 | 31 |
| Auto Theft | 1 | 14 |
| Part -1 Offenses Cleared | 19 | 102 |
| Clearance Rate % | 90.48% | 39.23% |
| Stolen Property Reported | $12,132 | $777,759 |
| Stolen Property Recovered | $61,655 | $131,055 |

**NOTES:**

- Over 60K recovered in stolen property by CIU, much of which was returned to owners

## Traffic Unit Program

| | Current Month | YTD Total |
|---|---|---|
| Traffic Stops | 150 | 879 |
| Citations | 163 | 888 |
| Violations | 219 | 1144 |
| Speed Related | 51 | 415 |
| Fail to Maintain Financial Responsibility | 17 | 126 |
| Expired Registration | 28 | 150 |
| All Other Violations | 67 | 397 |
| Warnings | 56 | 311 |
| Accident Investigations | 2 | 7 |
| Reactive Traffic Enforcement | 9 | 65 |
| Parking Complaint | 3 | 16 |
| Traffic Complaint | 4 | 41 |
| Proactive Traffic Enforcement | 130 | 360** |
| Citizen Initiated | 21 | 91** |
| Officer Initiated | 23 | 170 |
| School Zone | 54 | 79** |
| Arrest | | 8 |
| Impaired Driver | 0 | 1 |
| Warrants | 0 | 5 |
| On-View | 0 | 3 |

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

- Officer Russell was in Intermediate Crime Scene Training for 40 hours from 8/7 to 8/11.

## Traffic Accidents

| | Current Month | YTD Total |
|---|---|---|
| Crash Reports | 21 | 99 |
| Accidents-Major | 6 | 40 |
| Accidents-Minor | 22 | 91 |

| | | |
|---|---|---|
| Alcohol/Drug Impairment | 1 | 7 |

**NOTES:**

## Records

| | Current Month | YTD Total |
|---|---|---|
| Sex Offender Registrations | 0 | 7 |
| Open Records Requests | 70 | 468 |

## Property & Evidence

| | Current Month | YTD Total |
|---|---|---|
| Pieces of Property Received | 182 | 1089 |
| Items Taken to Lab for Narcotics Testing | 0 | 95 |
| Items Taken to Lab for Blood Alcohol Content | 0 | 38 |
| Crime Scene Call-Outs Richland Hills | 1 | 10 |
| Crime Scene Call-Outs Haltom City | 0 | 1 |

## Criminal Investigations

| | Current Month | YTD Total |
|---|---|---|
| New Assigned Cases | 78 | 969 |
| Current Open Cases | 61 | |
| Total Warrants Issued | 6 | 63 |
| Misdemeanor Arrest Warrant | 2 | 24 |
| Felony Arrest Warrant | 2 | 26 |
| Search Warrant | 4 | 15 |
| Charges Filed with TCDA | 50 | 335 |
| New Emergency Protective Orders | 1 | 12 |

**NOTES:**

# Animal Services

- Vax Shack completed 30 spay/neuters for our shelter animals and 42 for public & other rescues for August.
- Next rescue surgery is scheduled for September 14, 2023.
- Next Vax Shack surgery day & Shot clinic is scheduled for September 28, 2023.
- Shelter continues to remain full and free adoptions extended

| | Current Month | YTD Total |
|---|---|---|
| Total Dispatched Calls | 12 | 230 |

**Impounds**

| | Current Month | YTD Total |
|---|---|---|
| DOGS | 26 | 145 |
| CATS | 32 | 147 |
| OTHER THAN DOGS/CATS | 0 | 0 |
| TOTAL | 58 | 302 |

**Incidents by Type**

| | Current Month | YTD Total |
|---|---|---|
| ANIMALS AT LARGE | 3 | 81 |
| AGGRESSIVE ANIMAL | 0 | 10 |
| ANIMAL COMPLAINTS | 9 | 106 |
| INJURED ANIMALS | 0 | 17 |
| TOTAL | 12 | 214 |

**NOTES:**

**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 | 1 |

**NOTES:**

**Disposition of Animals out of the Shelter**

| | Current Month | YTD Total |
|---|---|---|
| DOGS ADOPTED | 11 | 105 |
| CATS ADOPTED | 16 | 109 |
| RETURNED TO OWNER/YARD | 6 | 44 |
| TRANSFERRED/RESCUED | 9 | 15 |
| EUTHANIZED | 0 | 7 |

**City License Issued**

| | Current Month | YTD Total |
|---|---|---|
| ISSUED | 8 | 86 |

### Citations/Violations Issued

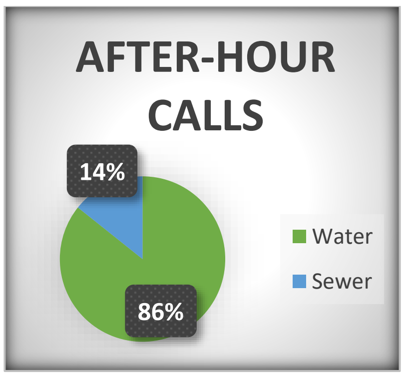
| | Current Month | YTD Total |
|---|---|---|
| CITATIONS ISSUED | 0 | 16 |
| WARNINGS ISSUED | 0 | 6 |

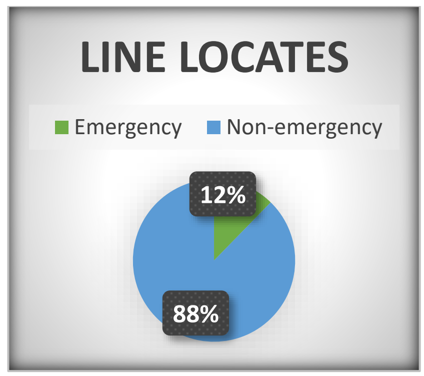
# Public Works

## Public Works – Work Orders

TOTAL WORKORDERS: 296

| STREETS | | WATER | | SEWER | |
|---|---|---|---|---|---|
| **Potholes** | **67** | **Water Line Break** | **1** | **Sewer Line Break** | **0** |
| Street Patch | 0 | Water Line Repair | 0 | Sewer Line Repair | 0 |
| Debris Removal/Mowing | 3 | Meter Leak/Repair | 16 | Household Back-up | 2 |
| Sign Repair/Install | 17 | After Hour Calls | 6 | Drainage | 2 |
| Manhole Repairs | 1 | Other (Water pressure, odor, etc.) | 32 | After Hour Calls | 1 |
| After Hour Calls | 0 | | | Other (Odor, etc.) | 6 |
| Other (Mosquito Testing/Spray, Inspections) | 4 | | | | |




## Utilities – Work Orders

TOTAL WORKORDERS: 227

| SERVICES | | GENERAL | |
|---|---|---|---|
| Meter Turn On | 33 | Possible Leak | 7 |
| Service Shut Off | 35 | Meter Repairs/Replacement | 13 |
| Final Reads | 44 | Re-Read Meter | 0 |
| Service Starts | 37 | No Reads | 22 |
| Other (Low Consumption, Meter Tests, etc.) | 36 | | |

## Operational Updates

- 3000’ of sewer line cleaned.
- 62 man-hours spent reading wells and water sampling.
- 20 man-hours spent conducting NAP Testing.
- Routine levee maintenance.
- Hydrant repair at Baker and Vance.
- Mosquito testing.
- Continued working with Captain Russell for installation of new traffic signs by Mullendor.

- Replacement of the sewer main on Ruth was completed.
- Pump house maintenance.
- The Dover project is on-going.
- Staff restriped several cross walks and is currently working on a plan to restripe the remaining cross walks with city limits.

## Staff Update

- Internal training continues.