

**RICHLAND HILLS CITY COUNCIL
REGULAR MEETING AGENDA
JANUARY 22, 2024
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 – 6:30 PM

1. **Executive Session:** Pursuant to the Open Meetings Act, Chapter 551, Texas Government Code, Sections 551.071, 551.072, 551.073, 551.074, 551.076, 551.087, 418.183(f) and 418.106(d) & (e). **Executive Session may be held, under these exceptions, at any time during the meeting that a need arises for the City Council to seek advice from the City Attorney as to the posted subject matter of this City Council meeting.**
2. September 2023 Emergency Operations Center Exercise Recap
3. Discuss items listed on tonight's City Council agenda. No action will be taken and each item will be considered during the Regular Session.

REGULAR SESSION – 7:00 PM

CALL TO ORDER

INVOCATION AND PLEDGES OF ALLEGIANCE

1. PRESENTATIONS

- A. World Read Aloud Day Proclamation
- B. Victim Assistance Presentation
- C. Citizen Appearances/Public Comments

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

2. CONSENT AGENDA

All items listed below are considered to be routine by the City Council and will be enacted with one motion. There will be no separate discussion of the items unless a Councilmember or citizen so requests, in which event the item will be removed from the consent agenda and considered in its normal sequence. Approval of the consent agenda authorizes the City Manager to implement each item in accordance with staff recommendations.

- A. Approve minutes from the January 8, 2024 City Council Regular Meeting

3. PUBLIC HEARINGS, MEETINGS, AND OTHER RELATED ITEMS

- A. None

4. ORDINANCES & RESOLUTIONS AND OTHER RELATED ITEMS

- A. Consider Ordinance 1491-24 amending Chapter 10 “Boards, Committees and Commissions” of the City Code

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

- A. Consider renewal of unit price contract with EXCEL 4 Construction, LLC for drainage, water and sanitary sewer repair

6. OTHER ITEMS FOR CONSIDERATION

- A. Consider appointments to Boards and Commissions

7. REPORTS & DISCUSSIONS

- A. Street Improvement Projects
- B. 1st Quarter Investment Report
- C. December 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 18th day of January 2024 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: C. Russell Shelley, Fire Chief

Date: January 22, 2024

Subject: EOC Exercise Recap

Agenda Item:

September 2023 Emergency Operations Center Exercise Recap

Background Information:

In late September 2023, a two-day citywide Emergency Operations Center (EOC) exercise was held to assess our current capabilities to mitigate a disaster in the city and identify areas of improvement and development for our staff. The exercise involved a simulated tornado striking the city in the middle of a workday resulting in widespread damage and injuries across the city. Efforts were focused on operations in the EOC only and all field level operations were simulated with radio traffic and exercise inject cards. The exercise was a great success, and our outside evaluators were impressed with our overall operation and current preparedness level.

Financial Considerations:

N/A

Legal Review:

N/A

Board/Citizen Input:

N/A

Attachments:

N/A

Council Action Requested:

No Council Action

Memorandum

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

From: Lindsay Rawlinson, City Secretary

Date: January 22, 2024

Subject: Presentation of World Read Aloud Day Proclamation

Agenda Item:

Presentation of World Read Aloud Day Proclamation

Background Information:

In recognition of "Read Aloud Day", Mayor Lopez will present a Proclamation to Richland Hills Library Director, Chantele Hancock.

For 15 years, World Read Aloud Day has called attention to the importance of sharing stories by challenging participants to grab a book, find an audience, and read-aloud! The global effort is celebrated annually in over 173 countries and is all about bringing people together through the shared connection of reading aloud in all of our communities.

Financial Considerations:

N/A

Legal Review:

N/A

Board/Citizen Input:

N/A

Attachments:

World Read Aloud Day Proclamation

Council Action Requested:

Presentation of World Read Aloud Day Proclamation

Proclamation



WHEREAS, for 15 years World Read Aloud Day (WRAD) has called attention to the importance of sharing stories by challenging participants to grab a book, find an audience, and read aloud together; and

WHEREAS, WRAD is celebrated in over 173 countries and is a wonderful reminder of the power and importance of this best practice; and

WHEREAS, reading aloud not only helps develop literacy skills, it also builds community and connects us to each other; and

WHEREAS, being Mayor of Richland Hills presents many great opportunities to engage with citizens, but the opportunity to share a love of reading, is one of the greatest; and

WHEREAS, on behalf of The City of Richland Hills, I am proud to participate in World Read Aloud Day Celebration, and encourage all citizens to participate.

NOW THEREFORE BE IT RESOLVED, that I, Edward Lopez, Mayor of the City of Richland Hills, do hereby proclaim February 7, 2024 as...

WORLD READ ALOUD DAY
in Richland Hills!

Mayor Edward Lopez
City of Richland Hills

Memorandum

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

From: Kimberly Sylvester, Chief of Police

Date: January 22, 2024

Subject: Victim Assistance Services

Agenda Item:

Victim Assistance Presentation

Background Information:

Teresa Koontz, Victim Assistance Coordinator, will present the year-end review of the Victim Services Unit that provides services for the cities of Richland Hills, North Richland Hills, Watauga and Haltom City.

Financial Considerations:

N/A

Legal Review:

N/A

Board/Citizen Input:

N/A

Attachments:

N/A

Council Action Requested:

No Council Action

Memorandum

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

From: Lindsay Rawlinson, City Secretary

Date: January 22, 2024

Subject: Minutes from the January 8, 2024 Regular City Council Meeting

Agenda Item:

Approval of minutes from the January 8, 2024 City Council Regular Meeting

Background Information:

N/A

Financial Considerations:

N/A

Legal Review:

N/A

Board/Citizen Input:

N/A

Attachments:

January 8, 2024 Draft Minutes

Council Action Requested:

Motion to approve the minutes from the January 8, 2024 City Council Regular Meeting

**RICHLAND HILLS CITY COUNCIL
REGULAR MEETING
JANUARY 8, 2024
MINUTES**

Roll Call:

Council present

Edward Lopez, Mayor
G.W. Estep, Mayor Pro Tem
Douglas Knowlton, Place 1
Travis Malone, Place 2
Theresa Bledsoe, Place 3
Javier Alvarez, Place 4
Roland Goveas, Place 6

Council absent

Staff present

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

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.

None.

2. **Presentation of Draft Glenview Corridor Master Plan**

City Manager Candice Edmondson introduced Jason Claunch, owner and president of Catalyst Commercial, who provided a presentation of the proposed Glenview Corridor Master Plan. He advised that Glenview Drive infrastructure requires reconstruction from the east city limit of Hurst to Boulevard 26 to include pavement reconstruction, new curb and gutter, drainage improvements, and new signalization.

Mr. Claunch presented challenges and opportunities for the area including overhead electric infrastructure, and unsafe pedestrian environment, and aesthetic issues. Additionally, he advised of the strengths of area such as a central location to a diverse population base, lower property values would enable redevelopment and acquisition at a lower cost, and the corridor is strategically located with access to major connectors.

Mr. Claunch presented three different proposed concepts with different traffic patterns and the comparative costs of each.

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

None.

Mayor Lopez adjourned the work session at 7:03 p.m.

REGULAR SESSION – Mayor Lopez Called to Order – Time 7:03 p.m.

INVOCATION AND PLEDGES OF ALLEGIANCE – Councilmember Knowlton

PRESENTATIONS

1A. Introduce Director of Planning & Development Services

City Manager Candice Edmondson introduced JP Ducay, the new Director of Planning & Development Services who began his tenure Monday, January 8, 2024. Mr. Ducay expressed his appreciation to City Council and staff for being so welcoming and is looking forward to getting started.

1B. Citizen Appearances/Public Comments

Curtis Bergthold, 3641 Scruggs, Richland Hills, requested the City Council to consider implementing a quiet zone for the railroad tracks at the intersection of Handley-Ederville Road and State Highway 121.

Additionally, he commented on the Draft Glenview Corridor Master Plan and expressed his preference that the road not become a single lane each direction.

Joyce Fiaccone, 3800 Labadie, Richland Hills, commenting on the Draft Glenview Corridor Master Plan advised that single lane traffic each direction could be beneficial to the community by slowing down traffic.

Stacey Morse, 3616 Scranton Drive, Richland Hills, commenting on the Draft Glenview Corridor Master Plan expressed concern regarding traffic along Glenview if the traffic pattern were changed.

Jenny Clark, 6973 Hardisty Street, Richland Hills, commenting on the Draft Glenview Corridor Master Plan expressed her preference that Glenview remain two lanes each direction with no additional green space and would prefer to see the utilities buried.

CONSENT AGENDA**2A. Approved minutes from the December 18, 2023 City Council Regular Meeting**

Agenda Item 2B was removed from the Consent Agenda and given separate discussion.

Motion: Motion was made by Councilmember Knowlton and seconded by Councilmember Goveas to remove Agenda Item 2B from the Consent Agenda for individual consideration.

Motion carried by a vote of 7-0.

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

Motion carried by a vote of 7-0.

2B. Excused the absence of Councilmember Roland Goveas from the January 8, 2024 regular City Council meeting and the January 22, 2024 regular City Council meeting

Councilmember Goveas was currently in attendance at the meeting and not absent as he had previously planned to be. He will be unable to attend the January 22, 2024 meeting as previously stated.

Motion: Motion was made by Councilmember Knowlton and seconded by Councilmember Malone to excuse the absence of Councilmember Roland Goveas from the January 22, 2024 regular City Council meeting.

Motion carried by a vote of 7-0.

PUBLIC HEARINGS, MEETINGS, AND OTHER RELATED ITEMS**3. None****ORDINANCES & RESOLUTIONS AND OTHER RELATED ITEMS****4A. Approved Resolution 592-24 calling the May 4, 2024 General Election for Mayor and Council Member Place 2 and Place 4**

City Secretary Lindsay Rawlinson presented the item to the City Council and advised that filing for a place on the ballot for Mayor, Council Member Place 2 and Place 4 begins at 8:00 a.m. on Wednesday, January 17, 2024, through 5:00 p.m. on Friday, February 16, 2024.

Motion: Motion was made by Councilmember Malone and seconded by Councilmember Knowlton to approve Resolution 592-24 calling the May 4, 2024 General Election for Mayor, and Council Member Place 2 and Place 4.

Motion carried by a vote of 7-0.

CONTRACTS, AGREEMENTS, BID AWARDS AND OTHER RELATED ITEMS

5A. Approved ten (10) year water tank maintenance service plan with Maguire Iron Incorporated

Director of Public Works and Capital Projects Kip Dernovich presented the item to the City Council and advised that in FY 2023, Public Works staff were notified of repairs and maintenance that would be required for the Rena Water Tank. In September 2023, Maguire Iron Incorporated presented a proposal to staff for a 10 year, turn-key water tank maintenance service plan. The proposed plan would provide annual preventive maintenance to all water towers and tanks within the City's water system (paint, protective coatings, chemical washes, inspections, etc.).

The ten-year proposed plan is broken down into seven separate contracts. One contract for each of the City's five water tanks and two elevated water towers. By approving year one of the proposed plan, pricing is locked in for year two through ten of the contracts. Funding for the proposed plan would be allocated on an annual basis during the budget process.

Some costs have been spread over multiple years to keep expenses within the City's available funds each fiscal year. The schedule can also be revised annually depending on current maintenance needs and available funding. The FY 2024 Utility Fund budget includes \$300,000 for rehabilitation of the Rena Water Tank. Year one of the proposed water tank maintenance service plan is for \$225,775. This cost covers service and maintenance at all five water tanks as well as both elevated towers. The total cost for the proposed ten-year water tank maintenance service plan is \$1,750,716.

Motion: Motion was made by Mayor Pro Tem Estep and seconded by Councilmember Goveas to approve the 10-year water tank maintenance service plan with Maguire Iron Incorporated and year one contracts pending final approval by the City Attorney.

Motion carried by a vote of 7-0.

5B. Approved Work Order Authorization for Professional Engineering Services with Halff Associates for City of Richland Hills, Certificates of Obligation Series 2023, Street Reconstruction Projects

Director of Public Works and Capital Projects Kip Dernovich presented the item to the City Council and advised that during the September 11, 2023, City Council 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 (CO), Series 2023. Halff Associates serves as the City's Engineer of Record and was asked to provide professional engineering services for the CO Series 2023 street projects.

Halff will prepare construction and bid documents for the City to request bids from contractors for City of Richland Hills, Certificates of Obligation Series 2023, Street Reconstruction Projects.

This project consists of full reconstruction of the following streets:

- 1) Jameson Street: Gerome Street to Faye Drive (670')
- 2) Joanne Court: Mathews Drive to Cul-de-sac (290')
- 3) Mary Boaz Drive: Lavon Drive to Marcille Court (660')
- 4) Mary Boaz Drive: Marcille Court to Jameson Street (500')
- 5) Brooks Avenue: Rufe Snow Drive to Holder Street (850')
- 6) Oxley Drive: Evergreen Road to Booth Calloway Road (1,300')

In addition to the paving reconstruction, this project consists of complete reconstruction of water mains and services within the limits of the pavement replacement for all streets as well as complete reconstruction of sanitary sewer mains and services within the limits of the pavement replacement for Jameson St., Mary Boaz Dr. (both segments), Brooks Ave., and Oxley Drive.

Approval of the work order will authorize Halff to begin engineering and design services. Construction documents for all six projects will be ready to bid in October 2024.

Discussion ensued regarding working with Atmos Energy to move gas lines, the scope of work for this project, as well as Subsurface Utility Engineering (SUE).

Curtis Bergthold, 3641 Scruggs Drive, advised that Atmos Energy will work with the City to provide the SUE and expressed concern regarding the need for inspectors.

Motion: Motion was made by Mayor Pro Tem Estep and seconded by Councilmember Malone to approve Work Order Authorization for Professional Engineering Services with Halff Associates for City of Richland Hills, Certificates of Obligation Series 2023, Street Reconstruction Projects in the amount of \$421,600.

Motion carried by a vote of 7-0.

OTHER ITEMS FOR CONSIDERATION**6. None****REPORTS & DISCUSSIONS****7A. Discuss Comprehensive Plan Advisory Committee**

City Manager Candice Edmondson introduced the item and advised that, as the City begins the process of discussing and adopting a new Comprehensive Plan, an advisory committee will be beneficial to the development of the overall plan. This committee will work alongside City staff and consultant Halff Associates on the development of the new Comprehensive Plan. Discussion can include makeup of the advisory committee and any preferred criteria to serve on the committee. City staff recommends Council consider a broad range of representatives for the committee including current council and board and commission members, as well as engaged citizens that would represent the city's resident, business, not-for-profit and faith-based communities.

WS2. Presentation of Draft Glenview Corridor Master Plan

City Manager Candice Edmondson spoke again about Work Session Item 2 regarding the Glenview Corridor Master Plan and advised that the City will accept feedback from the community for several weeks and the goal will be to adopt the Glenview Corridor Master Plan during the February 12, 2024 City Council meeting.

She advised of the need for discussions with Tarrant County and Birdville Independent School District as well as the potential for a Tax Increment Fund (TIF) creation for the corridor.

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

- Tuesday, January 9, 2024, The Library will be closed for staff development;
- Thursday, January 11, 2024,
 - o Senior Lunch Bunch and Bingo, The Link, 12:00 to 2:00 p.m.;
 - o Tarrant County Food Pantry, The Link parking lot, 5:30 to 7:00 p.m.;
- Monday, January 15, 2024, City offices closed in observance of Martin Luther King, Jr. Holiday;
- Through January 15, 2024, Membership Sale, The Link;
- Thursday, February 8, 2024, Adult Spelling Bee, El Chico Café, 6:30 p.m.;
- Every Thursday, Coffee Talk, Public Library, 10:00 to 11:30 a.m.;

EXECUTIVE SESSION

9. **Executive Session:** Pursuant to the Open Meetings Act, Chapter 551, Texas Government Code, Sec. 551.071, Sec. 551.072, Sec. 551.073, Sec. 551.074, Sec. 551.076, Sec. 551.087 and Sec. 418.0183 (f) and 418.106 (d) & (e) of the Texas Government Code (Texas Disaster Act).

None.

ADJOURNMENT

10. A motion was made by Mayor Pro Tem Estep and seconded by Councilmember Malone to adjourn.

Motion carried by a vote of 7-0.

There being no further business to come before the City Council, Mayor Lopez declared the meeting adjourned at 7:56 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: January 22, 2024

Subject: Ordinance 1491-24 amending Chapter 10 "Boards, Committees and Commissions" of the City Code

Agenda Item:

Consider Ordinance 1491-24 amending Chapter 10 "Boards, Committees and Commissions" of the City Code

Background Information:

Chapter 10 of the City's Code of Ordinances governs the City's Boards, Committees, and Commissions. The proposed ordinance will amend Article I, Section 10-2 "Rules of procedure, posting, open meetings" as well as Article I, Section 10-6 "Service on multiple boards."

Presently, Article I, Section 10-2 reads:

"Every board created pursuant to this chapter shall adopt such rules of procedure as deemed advisable by the board not inconsistent with the city Charter or the provisions of this chapter to govern its business, subject to approval of the city council. In the absence of a governing rule, the board shall abide by the most recent edition of Rosenberg's Rules of Order on file with the city secretary. The agenda for all meetings shall follow the format of the city council agendas and shall be posted at least 72 hours prior to any meeting at the place where city council agendas are customarily posted. All meetings shall be open to the public, except that to the extent any such board is subject to the Texas Open Meetings Act or other applicable law relating to open meetings and is authorized to convene in executive session under such law, such board shall be entitled to consider only the portion of such agenda in executive session as is permitted by such law."

The mention of "Rosenberg's Rules of Order" will be removed and replaced with "Parliamentary Procedure."

Presently, Article I, Section 10-6 reads:

"No board member may serve in any capacity on more than one other board, unless it is a special committee for a term less than six months in duration."

This section will be amended to exempt the members of the City Council from the restriction to serve on only two boards since the City Council represents other governing bodies. Additionally, the special committee term of six months will be removed in favor of a "finite term."

Financial Considerations:

N/A

Legal Review:

The City Attorney has drafted and reviewed the proposed ordinance

Board/Citizen Input:

N/A

Attachments:

Ordinance 1491-24

Council Action Requested:

Motion to approve Ordinance 1491-24 amending Chapter 10 "Boards, Committees and Commissions" of the City Code

ORDINANCE NO. 1491-24

AN ORDINANCE OF THE CITY OF RICHLAND HILLS, TEXAS, AMENDING CHAPTER 10 "BOARDS, COMMITTEES, AND COMMISSIONS" OF THE CITY CODE; AMENDING ARTICLE I TO UPDATE BOARD PROCEDURES AND REGULATIONS GOVERNING MULTIPLE BOARD SERVICE; AMENDING ARTICLE IX TO REPEAL CONFLICT REGULATIONS GOVERNING THE PLANNING AND ZONING COMMISSION; PROVIDING THAT THIS ORDINANCE SHALL BE CUMULATIVE OF ALL ORDINANCES; PROVIDING A SAVINGS CLAUSE; PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING AN EFFECTIVE DATE.

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

WHEREAS, the City has adopted regulations governing boards, committees, and commissions; and

WHEREAS, the City Council finds that the regulations governing procedures and multiple board service are in need of an update; and

WHEREAS, the City has adopted regulations governing the Planning and Zoning Commission found in the Richland Hills Zoning Ordinance that supersede provisions found in Chapter 10 of the Richland Hills Code; and

WHEREAS, the City Council desires to repeal the conflicting provisions found in Chapter 10 of the Richland Hills Code and the Richland Hills Zoning Ordinance that govern the Planning and Zoning Commission; and

WHEREAS, the City Council finds that this Ordinance is in the best interests of the citizens of the City of Richland Hills.

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

SECTION 1.

Section 10-2 "Rules of procedure, posting, open meetings" of Article I, "In General" of Chapter 10 "Boards, Committees, and Commissions" is hereby amended to read as follows:

"Every board created pursuant to this chapter shall adopt such rules of procedure as deemed advisable by the board not inconsistent with the City Charter or the provisions of this chapter to govern its business, subject to approval of the City Council. In the absence

of a governing rule, the board shall abide by Parliamentary Procedure. The agenda for all meetings shall follow the format of the City Council agendas and shall be posted at least seventy two (72) hours prior to any meeting at the place where City Council agendas are customarily posted. All meetings shall be open to the public, except that to the extent any such board is subject to the Texas Open Meetings Act or other applicable law relating to open meetings and is authorized to convene in executive session under such law, such board shall be entitled to consider only the portion of such agenda in executive session as is permitted by such law.”

SECTION 2.

Section 10-6 “Service on multiple boards” of Article I, “In General” of Chapter 10 “Boards, Committees, and Commissions” is hereby amended to read as follows:

“No board, committee, or commission member, except sitting City Council members, may serve in any capacity on more than one other board, unless it is a special committee organized for a finite term.”

SECTION 3.

Article IX, “Planning and Zoning Commission” of Chapter 10 “Boards, Committees, and Commissions” is hereby amended to read as follows:

“Article IX (Reserved).

§10-271 through §10-300. (Reserved).”

SECTION 4. ORDINANCE CUMULATIVE

This Ordinance shall be cumulative of all other ordinances of the City affecting boards, committees, and commissions, and shall not repeal any of the provisions of such ordinances, except in those instances where provisions of such ordinances are in direct conflict with the provisions of this Ordinance.

SECTION 5. RESERVATION OF RIGHTS AND REMEDIES FOR ACCRUED VIOLATIONS

All rights or remedies of the City are expressly saved as to any and all violations of Chapter 10, as amended, or any other ordinance affecting zoning and land use, that have accrued at the time of the effective date of this Ordinance and, as to such accrued violations and all pending litigation, both civil and criminal, same shall not be affected by this Ordinance, but may be prosecuted until final disposition by the courts.

**SECTION 6.
SEVERABILITY CLAUSE**

It is hereby declared to be the intention of the City Council that the phrases, clauses, sentences, paragraphs, and sections of this Ordinance are severable, and if 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 7.
EFFECTIVE DATE**

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

APPROVED AND ADOPTED at a regular meeting of the Richland Hills City Council on January 22, 2024, by a vote of _____ ayes, _____ nays, and _____ abstentions.

APPROVED:

THE HONORABLE MAYOR EDWARD LOPEZ

ATTEST:

LINDSAY RAWLINSON, CITY SECRETARY

Memorandum

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

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

Date: January 22, 2024

Subject: 2024 Drainage, Water and Sanitary Sewer Repair Unit Price Contract

Agenda Item:

Consider renewal of unit price contract with EXCEL 4 Construction, LLC for drainage, water, and sanitary sewer repair

Background Information:

On January 12, 2022, the City Council approved a unit price contract with EXCEL 4 Construction, LLC for drainage, water, and sanitary sewer repairs. The unit price contract has helped the City expedite work such as localized water main installation and repairs, valve repair, curb stops, sewer line spot repairs, manholes, etc. especially on extensive repairs or when staffing has been limited. The unit price contract also standardizes the costs for these projects vs. quoting each individual project as it comes up. The City utilizes similar contracts from other government entities and, as the primary contract holder, would allow other agencies to utilize this contract as well.

The original unit price contract was bid on January 3, 2022. Unit prices were based on industry standard units: linear feet, square feet, cubic yards, etc. depending on the work to be performed. The bid total received is for determining bid ranking only and does not reflect a contract amount to be awarded. The total contract amount will vary depending on the various task order assignments requested.

The current unit price contract with EXCEL 4 Construction allows for an annual renewal with cost adjustments reflective of current economic trends. EXCEL 4 desires to renew the contract with a 3% price adjustment on all line items. The proposed price adjustments are highlighted on the attached unit price sheet. A review of the proposed increases determined that the cost differences were consistent with current economic and market conditions.

Financial Considerations:

The unit price contract is based on task order assignments. Assignments could be in the range of \$1,000 for small simple repairs and up to \$50,000 or \$100,000 for complex projects. The contract is written with a "not to exceed" limit of \$1,000,000 combined total of all task order assignments. Funding for drainage, water and sewer repairs is approved

through the annual budget process and expenditures would be based on annual allocations.

Legal Review:

N/A

Board/Citizen Input:

N/A

Attachments:

Supplemental Agreement Number 2
Contract Bid Proposal Price Sheet with proposed FY 2024 Unit Prices

Council Action Requested:

Motion to approve renewal of unit price contract with EXCEL 4 Construction, LLC for drainage, water and sanitary sewer repair

**STANDARD FORM OF AGREEMENT
SUPPLEMENTAL AGREEMENT NO. 2**

As Adopted by
THE TEXAS SECTION OF THE AMERICAN SOCIETY OF CIVIL ENGINEERS
October 7, 1971

Revised November 17, 1928
Revised April 15, 1932
Revised October 27, 1934
Revised October 19, 1945
Revised April 8, 1954
Revised April 21, 1960
Revised October 7, 1971

Approved as to Legal form by
Legal Counsel

STATE OF
COUNTY OF TEXAS

TEXAS
TARRANT

BACKGROUND:

The original AGREEMENT, executed on April 27, 2022, between the CITY OF RICHLAND HILLS (OWNER) and Excel 4 Construction, LLC (CONTRACTOR) to complete drainage, water, and sanitary sewer repairs and improvements on a unit price basis. The OWNER and CONTRACTOR agree to amend the contract as follows:

1. Extend the termination date of the contract from September 30, 2023, to September 30, 2024
2. Maintain Supplemental Agreement Number One (Option 2) to increase the maximum amount payable of the contract from \$500,000 to \$1,000,000
3. All contract terms remain the same, with the exception of the attached updated unit pricing

SUPPLEMENTAL AGREEMENT:

This SUPPLEMENTAL AGREEMENT, made and entered into this 22nd day of January, 2024, by and between the CITY OF RICHLAND HILLS, of the County of TARRANT and State of Texas acting through EDWARD LOPEZ, MAYOR thereunto duly authorized so to do, Party of the First Part, hereinafter termed OWNER, of the City of RICHLAND HILLS, County of TARRANT, and State of TEXAS, Party of the Second Part, hereinafter termed CONTRACTOR.

WITNESSETH: That for and in consideration of the payments and agreements hereinafter mentioned, to be made and performed by the Party of the First Part (OWNER), and under the conditions expressed in the bond bearing even date herewith, the said Party of the Second Part (CONTRACTOR), hereby agrees with the Party of the First Part (OWNER) to commence and complete the construction of certain improvements and described as follows:

DRAINAGE, WATER & SANITARY SEWER UNIT PROCE CONTRACT

AND ALL EXTRA WORK IN CONNECTION THEREWITH, UNDER THE TERMS AS STATED IN THE General Conditions of the Agreement and at his (or their) own proper cost and expense to furnish all the materials, supplies, machinery, equipment, tools, superintendence, labor, insurance, and other accessories and services necessary to complete the said construction, in accordance with the conditions and prices stated in the Proposal attached hereto, and in accordance with the Notice of Contractors, General and Special Conditions Agreement, Construction Documents and other drawings and printed or written explanatory matter thereof, and the Specifications and addenda therefore, as prepared by **THE CITY OF RICHLAND HILLS**, herein entitled the ENGINEER, each of which has been identified by the CONTRACTOR and the ENGINEER, together with the CONTRACTOR'S written Proposal, the General Conditions of the Agreement, and the Performance and Payment Bonds hereto attached; all of which are made part hereof and collectively evidence and constitute the entire contract.

The CONTRACTOR hereby agrees to commence work within fifteen (15) days after the date written notice to do so for each task order. Completion of each task order will be completed based on the agreed time for each task order, subject to such extensions of time as are provided by the General and Special Conditions.

The OWNER agrees to pay the CONTRACTOR in current funds the price or prices as shown in the proposal, which forms a part of this contract, such payments to be subject to the General and Special Conditions of the contract.

IN WITNESS WHEREOF, the parties to these presents have executed this Agreement in the year and day I first above written.

THE CITY OF RICHLAND HILLS

Party of the First Part (OWNER)

EXCEL 4 CONSTRUCTION, LLC

Party of the Second Part (CONTRACTOR)

By _____

By: Luis Conchas

ATTEST:

ATTEST:

Noemi Cervera



Excel 4 Construction LLC

PO Box 4739 * Fort Worth, TX * 76179
(817)457-3399 / (817)457-3379 fax



PROPOSAL FOR
FY 2022 Drainage Water Sanitary Sewer Unit Price Contract
Richland Hills, Texas
1/8/2024

ITEM	UNIT	QUANTITY	DESCRIPTION	2023	2023	2024	2024
				UNIT COST	TOTAL COST	UNIT COST	TOTAL COST
1a	ls	1.00	Mobilization & General Site Preparation (\$0-\$10,000 Task Order Amount)	\$2,000.00	\$2,000.00	\$2,060.00	\$2,060.00
1b	ls	0.20	Mobilization & General Site Preparation (\$10,001-\$25,000 Task Order Amount)	2,000.20- 5,000.00	\$5,000.00	2,060.21- 5,150.00	\$5,150.00
1c	ls	0.10	Mobilization & General Site Preparation (\$25,001-\$50,000 Task Order Amount)	2,500.10 - 5,000.00	\$5,000.00	2,500.10 - 5,000.00	\$5,150.00
1d	ls	0.10	Mobilization & General Site Preparation (\$50,001-\$100,000 Task Order Amount)	5,000.10 - 10,000.00	\$10,000.00	5,150.10 - 10,300.00	\$10,300.00
1e	ls	0.05	Mobilization & General Site Preparation (\$101,000-\$500,000 Task Order Amount)	5,050 - 25,000.00	\$25,000.00	5201.50 - 25750.00	\$25,750.00
2a	ls	1.00	Construction Staking (\$0-\$10,000 Task Order Amount)	\$850.00	\$850.00	\$875.50	\$875.50
2b	ls	1.00	Construction Staking (\$10,001-\$25,000 Task Order Amount)	\$1,000.00	\$1,000.00	\$1,030.00	\$1,030.00
2c	ls	1.00	Construction Staking (\$25,001-\$50,000 Task Order Amount)	\$1,500.00	\$1,500.00	\$1,545.00	\$1,545.00
2d	ls	1.00	Construction Staking (\$50,001-\$100,000 Task Order Amount)	\$2,000.00	\$2,000.00	\$2,060.00	\$2,060.00
2e	ls	1.00	Construction Staking (\$100,001-\$500,000 Task Order Amount)	\$2,500.00	\$2,500.00	\$2,575.00	\$2,575.00
3	wd	5.00	Barricades, Warning and Detour Signs and Traffic Handling	\$400.00	\$2,000.00	\$412.00	\$2,060.00
3	wd	10.00	Barricades, Warning and Detour Signs and Traffic Handling	\$400.00	\$4,000.00	\$412.00	\$4,120.00

3	wd	20.00	Barricades, Warning and Detour Signs and Traffic Handling	\$400.00	\$8,000.00	\$412.00	\$8,240.00
3	wd	40.00	Barricades, Warning and Detour Signs and Traffic Handling	\$400.00	\$16,000.00	\$412.00	\$16,480.00
4	ls	1.00	Sawcut and Remove Existing Asphalt Pavement (up to 40sf)	\$1,000.00	\$1,000.00	\$1,030.00	\$1,030.00
4	sf	100.00	Sawcut and Remove Existing Asphalt Pavement	\$7.00	\$700.00	\$7.21	\$721.00
4	sf	500.00	Sawcut and Remove Existing Asphalt Pavement	\$5.00	\$2,500.00	\$5.15	\$2,575.00
5	ls	1.00	Sawcut and Remove Existing Concrete Pavement (up to 40sf)	\$2,500.00	\$2,500.00	\$2,575.00	\$2,575.00
5	sf	150.00	Sawcut and Remove Existing Concrete Pavement	\$10.00	\$1,500.00	\$10.30	\$1,545.00
5	sf	500.00	Sawcut and Remove Existing Concrete Pavement	\$7.00	\$3,500.00	\$7.21	\$3,605.00
6	ls	1.00	Sawcut and Remove Existing Concrete Driveway (up to 40sf)	\$300.00	\$300.00	\$309.00	\$309.00
6	sf	150.00	Sawcut and Remove Existing Concrete Driveway	\$12.00	\$1,800.00	\$12.36	\$1,854.00
6	sf	500.00	Sawcut and Remove Existing Concrete Driveway	\$8.00	\$4,000.00	\$8.24	\$4,120.00
7	ls	1.00	Sawcut and Remove Existing Concrete Curb & Gutter (up to 40 sf)	\$2,000.00	\$2,000.00	\$2,060.00	\$2,060.00
7	sf	200.00	Sawcut and Remove Existing Concrete Curb & Gutter	\$8.00	\$1,600.00	\$8.24	\$1,648.00
7	sf	500.00	Sawcut and Remove Existing Concrete Curb & Gutter	\$5.00	\$2,500.00	\$5.15	\$2,575.00
7	sf	1000.00	Sawcut and Remove Existing Concrete Curb & Gutter	\$6.00	\$6,000.00	\$6.18	\$6,180.00
8	ls	1.00	Unclassified street excavation (up to 200 cy)	\$35,000.00	\$35,000.00	\$36,050.00	\$36,050.00
8	cy	500.00	Unclassified street excavation	\$60.00	\$30,000.00	\$61.80	\$30,900.00
8	cy	2000.00	Unclassified street excavation	\$53.00	\$106,000.00	\$54.59	\$109,180.00
8	cy	5000.00	Unclassified street excavation	\$50.00	\$250,000.00	\$51.50	\$257,500.00
9	ls	1.00	Flowable Fill	\$2,500.00	\$2,500.00	\$2,575.00	\$2,575.00
9	cy	50.00	Flowable Fill	\$125.00	\$6,250.00	\$128.75	\$6,437.50
9	cy	100.00	Flowable Fill	\$125.00	\$12,500.00	\$128.75	\$12,875.00
9	cy	500.00	Flowable Fill	\$125.00	\$62,500.00	\$128.75	\$64,375.00
10	ls	1.00	Block Sodding (up to 100 sy)	\$4,500.00	\$4,500.00	\$4,635.00	\$4,635.00
10	sy	250.00	Block Sodding	\$16.00	\$4,000.00	\$16.48	\$4,120.00
10	sy	1000.00	Block Sodding	\$10.00	\$10,000.00	\$10.30	\$10,300.00
11	ls	1.00	Hydromulch Seeding (up to 100 sy)	\$1,500.00	\$1,500.00	\$1,545.00	\$1,545.00
11	sy	250.00	Hydromulch Seeding	\$5.00	\$1,250.00	\$5.15	\$1,287.50
11	sy	1000.00	Hydromulch Seeding	\$4.00	\$4,000.00	\$4.12	\$4,120.00
12	ls	1.00	6" Thick Grade A, Type 1 or 2 Flex base (up to 40 sy)	\$4,500.00	\$4,500.00	\$4,635.00	\$4,635.00
12	sy	150.00	6" Thick Grade A, Type 1 or 2 Flex base	\$26.00	\$3,900.00	\$26.78	\$4,017.00
12	sy	500.00	6" Thick Grade A, Type 1 or 2 Flex base	\$23.00	\$11,500.00	\$23.69	\$11,845.00
13	ls	1.00	4" Thick HMA Type "B" Base Course (up to 40 sy)	\$9,575.00	\$9,575.00	\$9,862.25	\$9,862.25
13	sy	150.00	4" Thick HMA Type "B" Base Course	\$60.00	\$9,000.00	\$61.80	\$9,270.00
13	sy	500.00	4" Thick HMA Type "B" Base Course	\$56.00	\$28,000.00	\$57.68	\$28,840.00
14	ls	1.00	2" Thick HMA Type "D" Surface Course (up to 40 sy)	\$8,500.00	\$8,500.00	\$8,755.00	\$8,755.00

14	sy	150.00	2" Thick HMA Type "D" Surface Course	\$39.00	\$5,850.00	\$40.17	\$6,025.50
14	sy	500.00	2" Thick HMA Type "D" Surface Course	\$37.00	\$18,500.00	\$38.11	\$19,055.00
15	ls	1.00	6" Thick, 4,000 psi Portland Cement Reinforced Concrete Pavement (up to 40 sy)	\$15,000.00	\$15,000.00	\$15,450.00	\$15,450.00
15	sy	150.00	6" Thick, 4,000 psi Portland Cement Reinforced Concrete Pavement	\$84.00	\$12,600.00	\$86.52	\$12,978.00
15	sy	500.00	6" Thick, 4,000 psi Portland Cement Reinforced Concrete Pavement	\$83.00	\$41,500.00	\$85.49	\$42,745.00
16	ls	1.00	6" Thick, 4,000 psi Portland Cement Reinforced Concrete Driveway and Approach (up to 40 sy)	\$6,400.00	\$6,400.00	\$6,592.00	\$6,592.00
16	sy	150.00	6" Thick, 4,000 psi Portland Cement Reinforced Concrete Driveway and Approach	\$80.00	\$12,000.00	\$82.40	\$12,360.00
16	sy	500.00	6" Thick, 4,000 psi Portland Cement Reinforced Concrete Driveway and Approach	\$78.00	\$39,000.00	\$80.34	\$40,170.00
17	ls	1.00	6" Thick, 4,000 psi Portland Cement Reinforced Concrete Valley Gutter (up to 40 sy)	\$9,400.00	\$9,400.00	\$9,682.00	\$9,682.00
17	sy	150.00	6" Thick, 4,000 psi Portland Cement Reinforced Concrete Valley Gutter	\$135.00	\$20,250.00	\$139.05	\$20,857.50
17	sy	500.00	6" Thick, 4,000 psi Portland Cement Reinforced Concrete Valley Gutter	\$105.00	\$52,500.00	\$108.15	\$54,075.00
18	ls	1.00	6" Concrete Curb & Gutter (up to 40')	\$2,400.00	\$2,400.00	\$2,472.00	\$2,472.00
18	lf	200.00	6" Concrete Curb & Gutter	\$30.00	\$6,000.00	\$30.90	\$6,180.00
18	lf	500.00	6" Concrete Curb & Gutter	\$25.00	\$12,500.00	\$25.75	\$12,875.00
18	lf	1000.00	6" Concrete Curb & Gutter	\$25.00	\$25,000.00	\$25.75	\$25,750.00
19	ls	1.00	Trench safety for Storm Drain lines (up to 8')	\$500.00	\$500.00	\$515.00	\$515.00
19	ls	1.00	Trench safety for Storm Drain lines (up to 9-40')	\$600.00	\$600.00	\$618.00	\$618.00
19	lf	100.00	Trench safety for Storm Drain lines	\$6.00	\$600.00	\$6.18	\$618.00
19	lf	500.00	Trench safety for Storm Drain lines	\$6.00	\$3,000.00	\$6.18	\$3,090.00
19	lf	1000.00	Trench safety for Storm Drain lines	\$6.00	\$6,000.00	\$6.18	\$6,180.00
20	ls	1.00	18" Class III RCP (open cut)(up to 8')	\$5,000.00	\$5,000.00	\$5,150.00	\$5,150.00
20	ls	1.00	18" Class III RCP (open cut)(up to 40)	\$6,300.00	\$6,300.00	\$6,489.00	\$6,489.00
20	lf	100.00	18" Class III RCP (open cut)	\$92.00	\$9,200.00	\$94.76	\$9,476.00
20	lf	500.00	18" Class III RCP (open cut)	\$92.00	\$46,000.00	\$94.76	\$47,380.00
20	lf	1000.00	18" Class III RCP (open cut)	\$92.00	\$92,000.00	\$94.76	\$94,760.00
21	ls	1.00	24" Class III RCP (open cut)(up to 8')	\$6,000.00	\$6,000.00	\$6,180.00	\$6,180.00

21	ls	1.00	24" Class III RCP (open cut)(up to 40)	\$7,000.00	\$7,000.00	\$7,210.00	\$7,210.00
21	lf	100.00	24" Class III RCP (open cut)	\$121.00	\$12,100.00	\$124.63	\$12,463.00
21	lf	500.00	24" Class III RCP (open cut)	\$121.00	\$60,500.00	\$124.63	\$62,315.00
22	ls	1.00	30" Class III RCP (open cut)(up to 8')	\$5,300.00	\$5,300.00	\$5,459.00	\$5,459.00
22	ls	1.00	30" Class III RCP (open cut)(up to 40)	\$7,700.00	\$7,700.00	\$7,931.00	\$7,931.00
22	ls	100.00	30" Class III RCP (open cut)	\$163.00	\$16,300.00	\$167.89	\$16,789.00
22	lf	500.00	30" Class III RCP (open cut)	\$163.00	\$81,500.00	\$167.89	\$83,945.00
23	ls	1.00	36" Class III RCP (open cut)(up to 8')	\$5,500.00	\$5,500.00	\$5,665.00	\$5,665.00
23	ls	1.00	36" Class III RCP (open cut)(up to 40)	\$9,200.00	\$9,200.00	\$9,476.00	\$9,476.00
23	lf	100.00	36" Class III RCP (open cut)	\$238.00	\$23,800.00	\$245.14	\$24,514.00
23	lf	500.00	36" Class III RCP (open cut)	\$238.00	\$119,000.00	\$245.14	\$122,570.00
24	ls	1.00	Storm Sewer Pre-Construction Television (up to 8')	\$352.00	\$352.00	\$362.56	\$362.56
24	ls	1.00	Storm Sewer Pre-Construction Television (up to 40')	\$352.00	\$352.00	\$362.56	\$362.56
24	lf	100.00	Storm Sewer Pre-Construction Television	\$6.00	\$600.00	\$6.18	\$618.00
24	lf	500.00	Storm Sewer Pre-Construction Television	\$6.00	\$3,000.00	\$6.18	\$3,090.00
25	ls	1.00	Storm Sewer Post-Construction Television (up to 8')	\$350.00	\$350.00	\$360.50	\$360.50
25	ls	1.00	Storm Sewer Post-Construction Television (up to 40')	\$350.00	\$350.00	\$360.50	\$360.50
25	lf	100.00	Storm Sewer Post-Construction Television	\$4.00	\$400.00	\$4.12	\$412.00
25	lf	500.00	Storm Sewer Post-Construction Television	\$4.00	\$2,000.00	\$4.12	\$2,060.00
26	ea	2.00	10' standard curb inlet	\$5,100.00	\$10,200.00	\$5,253.00	\$10,506.00
26	ea	5.00	10' standard curb inlet	\$5,100.00	\$25,500.00	\$5,253.00	\$26,265.00
27	ea	3.00	Clear inlet/storm drain blockage	\$3,500.00	\$10,500.00	\$3,605.00	\$10,815.00
27	ea	10.00	Clear inlet/storm drain blockage	\$3,500.00	\$35,000.00	\$3,605.00	\$36,050.00
28	ls	1.00	Trench safety for water lines (up to 14')	\$500.00	\$500.00	\$515.00	\$515.00
28	ls	1.00	Trench safety for water lines (15 - 40')	\$500.00	\$500.00	\$515.00	\$515.00
28	lf	100.00	Trench safety for water lines	\$5.00	\$500.00	\$5.15	\$515.00
28	lf	500.00	Trench safety for water lines	\$3.00	\$1,500.00	\$3.09	\$1,545.00
28	lf	1000.00	Trench safety for water lines	\$3.00	\$3,000.00	\$3.09	\$3,090.00
29	ls	1.00	Remove water lines (up to 12" dia) (up to 14')	\$2,500.00	\$2,500.00	\$2,575.00	\$2,575.00
29	ls	1.00	Remove water lines (up to 12" dia) (15'- 40')	\$2,500.00	\$2,500.00	\$2,575.00	\$2,575.00
29	lf	100.00	Remove water lines (up to 12" dia)	\$26.00	\$2,600.00	\$26.78	\$2,678.00
29	lf	500.00	Remove water lines (up to 12" dia)	\$26.00	\$13,000.00	\$26.78	\$13,390.00
29	lf	1000.00	Remove water lines (up to 12" dia)	\$26.00	\$26,000.00	\$26.78	\$26,780.00
30	ls	1.00	Abandon water lines (up to 12" dia) (up to 14')	\$850.00	\$850.00	\$875.50	\$875.50
30	ls	1.00	Abandon water lines (up to 12" dia) (15'- 40')	\$1,200.00	\$1,200.00	\$1,236.00	\$1,236.00
30	lf	100.00	Abandon water lines (up to 12" dia)	\$20.00	\$2,000.00	\$20.60	\$2,060.00

30	If	500.00	Abandon water lines (up to 12" dia)	\$20.00	\$10,000.00	\$20.60	\$10,300.00
30	If	1000.00	Abandon water lines (up to 12" dia)	\$20.00	\$20,000.00	\$20.60	\$20,600.00
31	ea	2.00	Remove & salvage existing fire hydrant	\$500.00	\$1,000.00	\$515.00	\$1,030.00
31	ea	5.00	Remove & salvage existing fire hydrant	\$500.00	\$2,500.00	\$515.00	\$2,575.00
32	ea	2.00	Remove & salvage existing water valve	\$300.00	\$600.00	\$309.00	\$618.00
32	ea	4.00	Remove & salvage existing water valve	\$300.00	\$1,200.00	\$309.00	\$1,236.00
33	ls	1.00	6" AWWA C900 PVC DR 18 (Class 150) water line(o/c)(up to 14')	\$3,500.00	\$3,500.00	\$3,605.00	\$3,605.00
33	ls	1.00	6" AWWA C900 PVC DR 18 (Class 150) water line(o/c)(15-40')	\$4,800.00	\$4,800.00	\$4,944.00	\$4,944.00
33	If	100.00	6" AWWA C900 PVC DR 18 (Class 150) water line(o/c)	\$127.00	\$12,700.00	\$130.81	\$13,081.00
33	If	500.00	6" AWWA C900 PVC DR 18 (Class 150) water line(o/c)	\$118.00	\$59,000.00	\$121.54	\$60,770.00
33	If	1000.00	6" AWWA C900 PVC DR 18 (Class 150) water line(o/c)	\$114.00	\$114,000.00	\$117.42	\$117,420.00
34	ls	1.00	8" AWWA C900 PVC DR 18 (Class 150) water line(o/c)(up to 14')	\$3,600.00	\$3,600.00	\$3,708.00	\$3,708.00
34	ls	1.00	8" AWWA C900 PVC DR 18 (Class 150) water line(o/c)(15 - 40')	\$5,200.00	\$5,200.00	\$5,356.00	\$5,356.00
34	If	100.00	8" AWWA C900 PVC DR 18 (Class 150) water line(o/c)	\$136.00	\$13,600.00	\$140.08	\$14,008.00
34	If	500.00	8" AWWA C900 PVC DR 18 (Class 150) water line(o/c)	\$128.00	\$64,000.00	\$131.84	\$65,920.00
34	If	1000.00	8" AWWA C900 PVC DR 18 (Class 150) water line(o/c)	\$125.00	\$125,000.00	\$128.75	\$128,750.00
35	ls	1.00	10" AWWA C900 PVC DR 18 (Class 150) water line(o/c)(up to 14')	\$3,500.00	\$3,500.00	\$3,605.00	\$3,605.00
35	ls	1.00	10" AWWA C900 PVC DR 18 (Class 150) water line(o/c)(15-40')	\$5,800.00	\$5,800.00	\$5,974.00	\$5,974.00
35	If	100.00	10" AWWA C900 PVC DR 18 (Class 150) water line(o/c)	\$152.00	\$15,200.00	\$156.56	\$15,656.00
35	If	500.00	10" AWWA C900 PVC DR 18 (Class 150) water line(o/c)	\$150.00	\$75,000.00	\$154.50	\$77,250.00
35	If	1000.00	10" AWWA C900 PVC DR 18 (Class 150) water line(o/c)	\$146.00	\$146,000.00	\$150.38	\$150,380.00
36	ls	1.00	6" AWWA C901 SDR 11 HDPE Water Line (Pipe Burst)(up to 14')	\$4,000.00	\$4,000.00	\$4,120.00	\$4,120.00
36	ls	1.00	6" AWWA C901 SDR 11 HDPE Water Line (Pipe Burst)(15-40)	\$4,700.00	\$4,700.00	\$4,841.00	\$4,841.00
36	If	100.00	6" AWWA C901 SDR 11 HDPE Water Line (Pipe Burst)	\$108.00	\$10,800.00	\$111.24	\$11,124.00
36	If	500.00	6" AWWA C901 SDR 11 HDPE Water Line (Pipe Burst)	\$99.00	\$49,500.00	\$101.97	\$50,985.00
36	If	1000.00	6" AWWA C901 SDR 11 HDPE Water Line (Pipe Burst)	\$99.00	\$99,000.00	\$101.97	\$101,970.00
37	ls	1.00	8" AWWA C901 SDR 11 HDPE Water Line (Pipe Burst)(up to 14')	\$4,000.00	\$4,000.00	\$4,120.00	\$4,120.00
37	ls	1.00	8" AWWA C901 SDR 11 HDPE Water Line (Pipe Burst)(15-40)	\$5,100.00	\$5,100.00	\$5,253.00	\$5,253.00
37	If	100.00	8" AWWA C901 SDR 11 HDPE Water Line (Pipe Burst)	\$127.00	\$12,700.00	\$130.81	\$13,081.00
37	If	500.00	8" AWWA C901 SDR 11 HDPE Water Line (Pipe Burst)	\$124.00	\$62,000.00	\$127.72	\$63,860.00
37	If	1000.00	8" AWWA C901 SDR 11 HDPE Water Line (Pipe Burst)	\$122.00	\$122,000.00	\$125.66	\$125,660.00

38	ls	1.00	10" AWWA C901 SDR 11 HDPE Water Line (Pipe Burst)(up to 14')	\$4,300.00	\$4,300.00	\$4,429.00	\$4,429.00
38	ls	1.00	10" AWWA C901 SDR 11 HDPE Water Line (Pipe Burst)(15-40)	\$5,800.00	\$5,800.00	\$5,974.00	\$5,974.00
38	lf	100.00	10" AWWA C901 SDR 11 HDPE Water Line (Pipe Burst)	\$147.00	\$14,700.00	\$151.41	\$15,141.00
38	lf	500.00	10" AWWA C901 SDR 11 HDPE Water Line (Pipe Burst)	\$143.00	\$71,500.00	\$147.29	\$73,645.00
38	lf	1000.00	10" AWWA C901 SDR 11 HDPE Water Line (Pipe Burst)	\$140.00	\$140,000.00	\$144.20	\$144,200.00
39	ls	1.00	AWWA C900PCDR18 (Class150) 2" water line lowering	\$4,500.00	\$4,500.00	\$4,635.00	\$4,635.00
40	ls	1.00	AWWA C900PCDR18 (Class150) 3"water line lowering	\$5,000.00	\$5,000.00	\$5,150.00	\$5,150.00
41	ls	1.00	AWWA C900PCDR18 (Class150) 4"water line lowering	\$5,500.00	\$5,500.00	\$5,665.00	\$5,665.00
42	ls	1.00	AWWA C900PCDR18 (Class150) 6"water line lowering	\$6,100.00	\$6,100.00	\$6,283.00	\$6,283.00
43	ls	1.00	AWWA C900PCDR18 (Class150) 8"water line lowering	\$6,500.00	\$6,500.00	\$6,695.00	\$6,695.00
44	lf	100.00	2" Temporary waterline with meter connection	\$20.00	\$2,000.00	\$20.60	\$2,060.00
44	lf	500.00	2" Temporary waterline with meter connection	\$16.00	\$8,000.00	\$16.48	\$8,240.00
44	lf	1000.00	2" Temporary waterline with meter connection	\$15.00	\$15,000.00	\$15.45	\$15,450.00
45	lf	100.00	3" Temporary waterline with meter connection	\$20.00	\$2,000.00	\$20.60	\$2,060.00
45	lf	500.00	3" Temporary waterline with meter connection	\$16.00	\$8,000.00	\$16.48	\$8,240.00
45	lf	1000.00	3" Temporary waterline with meter connection	\$15.00	\$15,000.00	\$15.45	\$15,450.00
46	ea	2.00	6" Gate Valve	\$1,400.00	\$2,800.00	\$1,442.00	\$2,884.00
46	ea	5.00	6" Gate Valve	\$1,400.00	\$7,000.00	\$1,442.00	\$7,210.00
47	ea	2.00	8" Gate Valve	\$2,000.00	\$4,000.00	\$2,060.00	\$4,120.00
47	ea	5.00	8" Gate Valve	\$2,000.00	\$10,000.00	\$2,060.00	\$10,300.00
48	ea	2.00	10" Gate Valve	\$2,500.00	\$5,000.00	\$2,575.00	\$5,150.00
48	ea	5.00	10" Gate Valve	\$2,500.00	\$12,500.00	\$2,575.00	\$12,875.00
49	ea	2.00	6" Cut-in GateValve	\$2,600.00	\$5,200.00	\$2,678.00	\$5,356.00
49	ea	5.00	6" Cut-in GateValve	\$2,600.00	\$13,000.00	\$2,678.00	\$13,390.00
50	ea	2.00	8" Cut-in GateValve	\$3,200.00	\$6,400.00	\$3,296.00	\$6,592.00
50	ea	5.00	8" Cut-in GateValve	\$3,200.00	\$16,000.00	\$3,296.00	\$16,480.00
51	ea	2.00	Connect to water line (Existing or proposed up to10")	\$6,500.00	\$13,000.00	\$6,695.00	\$13,390.00
51	ea	5.00	Connect to water line (Existing or proposed up to10")	\$6,500.00	\$32,500.00	\$6,695.00	\$33,475.00
52	ea	2.00	3/4" short water service line copper with meter box	\$1,400.00	\$2,800.00	\$1,442.00	\$2,884.00
52	ea	5.00	3/4" short water service line copper with meter box	\$1,400.00	\$7,000.00	\$1,442.00	\$7,210.00
53	ea	2.00	1" short water service line copper with meter box	\$1,700.00	\$3,400.00	\$1,751.00	\$3,502.00
53	ea	5.00	1" short water service line copper with meter box	\$1,700.00	\$8,500.00	\$1,751.00	\$8,755.00
54	ea	2.00	2" short water service line copper with meter box	\$2,700.00	\$5,400.00	\$2,781.00	\$5,562.00
54	ea	5.00	2" short water service line copper with meter box	\$2,700.00	\$13,500.00	\$2,781.00	\$13,905.00
55	ea	2.00	3/4" long water service line copper with meter box	\$1,800.00	\$3,600.00	\$1,854.00	\$3,708.00

55	ea	5.00	3/4" long water service line copper with meter box	\$1,800.00	\$9,000.00	\$1,854.00	\$9,270.00
56	ea	2.00	1" long water service line copper with meter box	\$2,200.00	\$4,400.00	\$2,266.00	\$4,532.00
56	ea	5.00	1" long water service line copper with meter box	\$2,200.00	\$11,000.00	\$2,266.00	\$11,330.00
57	ea	2.00	2" long water service line copper with meter box	\$2,800.00	\$5,600.00	\$2,884.00	\$5,768.00
57	ea	5.00	2" long water service line copper with meter box	\$2,800.00	\$14,000.00	\$2,884.00	\$14,420.00
58	ea	2.00	3/4" short water service line HDPE with meter box	\$1,500.00	\$3,000.00	\$1,545.00	\$3,090.00
58	ea	5.00	3/4" short water service line HDPE with meter box	\$1,500.00	\$7,500.00	\$1,545.00	\$7,725.00
59	ea	2.00	1" short water service line HDPE with meter box	\$1,500.00	\$3,000.00	\$1,545.00	\$3,090.00
59	ea	5.00	1" short water service line HDPE with meter box	\$1,500.00	\$7,500.00	\$1,545.00	\$7,725.00
60	ea	2.00	2" short water service line HDPE with meter box	\$2,600.00	\$5,200.00	\$2,678.00	\$5,356.00
60	ea	5.00	2" short water service line HDPE with meter box	\$2,600.00	\$13,000.00	\$2,678.00	\$13,390.00
61	ea	2.00	3/4" long water service line HDPE with meter box	\$1,500.00	\$3,000.00	\$1,545.00	\$3,090.00
61	ea	5.00	3/4" long water service line HDPE with meter box	\$1,500.00	\$7,500.00	\$1,545.00	\$7,725.00
62	ea	2.00	1" long water service line HDPE with meter box	\$1,800.00	\$3,600.00	\$1,854.00	\$3,708.00
62	ea	5.00	1" long water service line HDPE with meter box	\$1,800.00	\$9,000.00	\$1,854.00	\$9,270.00
63	ea	2.00	2" long water service line HDPE with meter box	\$2,200.00	\$4,400.00	\$2,266.00	\$4,532.00
63	ea	5.00	2" long water service line HDPE with meter box	\$2,200.00	\$11,000.00	\$2,266.00	\$11,330.00
64	ea	2.00	Fire Hydrant Assembly	\$4,600.00	\$9,200.00	\$4,738.00	\$9,476.00
64	ea	5.00	Fire Hydrant Assembly	\$4,600.00	\$23,000.00	\$4,738.00	\$23,690.00
65	ea	2.00	Adjust water valve stack to grade	\$300.00	\$600.00	\$309.00	\$618.00
65	ea	5.00	Adjust water valve stack to grade	\$300.00	\$1,500.00	\$309.00	\$1,545.00
66	ea	2.00	Concrete pad for water valves	\$175.00	\$350.00	\$180.25	\$360.50
66	ea	5.00	Concrete pad for water valves	\$175.00	\$875.00	\$180.25	\$901.25
67	ls	1.00	Trench safety sanitary sewer lines (up to 14')	\$500.00	\$500.00	\$515.00	\$515.00
67	ls	1.00	Trench safety sanitary sewer lines (15'-40')	\$500.00	\$500.00	\$515.00	\$515.00
67	lf	100.00	Trench safety sanitary sewer lines	\$6.00	\$600.00	\$6.18	\$618.00
67	lf	500.00	Trench safety sanitary sewer lines	\$3.00	\$1,500.00	\$3.09	\$1,545.00
67	lf	1000.00	Trench safety sanitary sewer lines	\$3.00	\$3,000.00	\$3.09	\$3,090.00
68	ls	1.00	Remove sanitar sewer lines (up to 12" dia) (up to 14')	\$2,500.00	\$2,500.00	\$2,575.00	\$2,575.00
68	ls	1.00	Remove sanitar sewer lines (up to 12" dia) (15'-40')	\$2,500.00	\$2,500.00	\$2,575.00	\$2,575.00
68	lf	100.00	Remove sanitary sewer lines (up to 12" dia)	\$16.00	\$1,600.00	\$16.48	\$1,648.00
68	lf	500.00	Remove sanitary sewer lines (up to 12" dia)	\$16.00	\$8,000.00	\$16.48	\$8,240.00
68	lf	1000.00	Remove sanitary sewer lines (up to 12" dia)	\$16.00	\$16,000.00	\$16.48	\$16,480.00
69	ls	1.00	Abandon sanitary sewer lines (up to 12" dia) (up to 14')	\$850.00	\$850.00	\$875.50	\$875.50
69	ls	1.00	Abandon sanitar sewer lines (up to 12" dia) (15'-40')	\$1,200.00	\$1,200.00	\$1,236.00	\$1,236.00
69	lf	100.00	Abandon sanitary sewer lines (up to 12" dia)	\$20.00	\$2,000.00	\$20.60	\$2,060.00

69	If	500.00	Abandon sanitary sewer lines (up to 12" dia)	\$20.00	\$10,000.00	\$20.60	\$10,300.00
69	If	1000.00	Abandon sanitary sewer lines (up to 12" dia)	\$20.00	\$20,000.00	\$20.60	\$20,600.00
70	ea	2.00	Remove existing sanitary sewer manhole	\$500.00	\$1,000.00	\$515.00	\$1,030.00
70	ea	5.00	Remove existing sanitary sewer manhole	\$500.00	\$2,500.00	\$515.00	\$2,575.00
71	ea	2.00	4' diameter ss manhole (0-6' deep) with concrete blockout	\$5,000.00	\$10,000.00	\$5,150.00	\$10,300.00
71	ea	5.00	4' diameter ss manhole (0-6' deep) with concrete blockout	\$5,000.00	\$25,000.00	\$5,150.00	\$25,750.00
72	ea	2.00	4' diameter ss drop manhole (0-6' deep) with concrete blockout	\$6,500.00	\$13,000.00	\$6,695.00	\$13,390.00
72	ea	5.00	4' diameter ss drop manhole (0-6' deep) with concrete blockout	\$6,500.00	\$32,500.00	\$6,695.00	\$33,475.00
73	vf	10.00	Extra depth for 4' dia ss manhole	\$250.00	\$2,500.00	\$257.50	\$2,575.00
73	vf	25.00	Extra depth for 4' dia ss manhole	\$250.00	\$6,250.00	\$257.50	\$6,437.50
73	vf	50.00	Extra depth for 4' dia ss manhole	\$250.00	\$12,500.00	\$257.50	\$12,875.00
74	ea	2.00	Sanitary sewer access device	\$4,300.00	\$8,600.00	\$4,429.00	\$8,858.00
74	ea	5.00	Sanitary sewer access device	\$4,300.00	\$21,500.00	\$4,429.00	\$22,145.00
75	ls	1.00	6" PC SDR 26 Sanitary Sewer (open cut)(up to 14')	\$5,400.00	\$5,400.00	\$5,562.00	\$5,562.00
75	ls	1.00	6" PC SDR 26 Sanitary Sewer (open cut)(15'-40')	\$5,400.00	\$5,400.00	\$5,562.00	\$5,562.00
75	If	100.00	6" PC SDR 26 Sanitary Sewer (open cut)	\$93.00	\$9,300.00	\$95.79	\$9,579.00
75	If	500.00	6" PC SDR 26 Sanitary Sewer (open cut)	\$91.00	\$45,500.00	\$93.73	\$46,865.00
75	If	1000.00	6" PC SDR 26 Sanitary Sewer (open cut)	\$91.00	\$91,000.00	\$93.73	\$93,730.00
76	ls	1.00	8" PC SDR 26 Sanitary Sewer (open cut)(up to 14')	\$5,800.00	\$5,800.00	\$5,974.00	\$5,974.00
76	ls	1.00	8" PC SDR 26 Sanitary Sewer (open cut)(15'-40')	\$5,600.00	\$5,600.00	\$5,768.00	\$5,768.00
76	If	100.00	8" PC SDR 26 Sanitary Sewer (open cut)	\$109.00	\$10,900.00	\$112.27	\$11,227.00
76	If	500.00	8" PC SDR 26 Sanitary Sewer (open cut)	\$106.00	\$53,000.00	\$109.18	\$54,590.00
76	If	1000.00	8" PC SDR 26 Sanitary Sewer (open cut)	\$106.00	\$106,000.00	\$109.18	\$109,180.00
77	ls	1.00	10" PC SDR 26 Sanitary Sewer (open cut)(up to 14')	\$6,400.00	\$6,400.00	\$6,592.00	\$6,592.00
77	ls	1.00	10" PC SDR 26 Sanitary Sewer (open cut)(15'-40')	\$6,400.00	\$6,400.00	\$6,592.00	\$6,592.00
77	If	100.00	10" PC SDR 26 Sanitary Sewer (open cut)	\$116.00	\$11,600.00	\$119.48	\$11,948.00
77	If	500.00	10" PC SDR 26 Sanitary Sewer (open cut)	\$112.00	\$56,000.00	\$115.36	\$57,680.00
77	If	1000.00	10" PC SDR 26 Sanitary Sewer (open cut)	\$112.00	\$112,000.00	\$115.36	\$115,360.00
78	ls	1.00	12" PC SDR 26 Sanitary Sewer (open cut)(up to 14')	\$7,100.00	\$7,100.00	\$7,313.00	\$7,313.00
78	ls	1.00	12" PC SDR 26 Sanitary Sewer (open cut)(15'-40')	\$6,800.00	\$6,800.00	\$7,004.00	\$7,004.00
78	If	100.00	12" PC SDR 26 Sanitary Sewer (open cut)	\$134.00	\$13,400.00	\$138.02	\$13,802.00
78	If	500.00	12" PC SDR 26 Sanitary Sewer (open cut)	\$131.00	\$65,500.00	\$134.93	\$67,465.00
78	If	1000.00	12" PC SDR 26 Sanitary Sewer (open cut)	\$131.00	\$131,000.00	\$134.93	\$134,930.00
79	ls	1.00	6" HDPE IPS SDR 17 Sanitar Sewer (Pipe Burst)(up to 14')	\$5,100.00	\$5,100.00	\$5,253.00	\$5,253.00
79	ls	1.00	6" HDPE IPS SDR 17 Sanitar Sewer (Pipe Burst)(15'-40')	\$5,100.00	\$5,100.00	\$5,253.00	\$5,253.00
79	If	100.00	6" HDPE IPS SDR 17 Sanitar Sewer (Pipe Burst)	\$101.00	\$10,100.00	\$104.03	\$10,403.00

79	If	500.00	6" HDPE IPS SDR 17 Sanitar Sewer (Pipe Burst)	\$97.00	\$48,500.00	\$99.91	\$49,955.00
79	If	1000.00	6" HDPE IPS SDR 17 Sanitar Sewer (Pipe Burst)	\$97.00	\$97,000.00	\$99.91	\$99,910.00
80	Is	1.00	8" HDPE IPS SDR 17 Sanitar Sewer (Pipe Burst)(up to 14')	\$5,300.00	\$5,300.00	\$5,459.00	\$5,459.00
80	Is	1.00	8" HDPE IPS SDR 17 Sanitar Sewer (Pipe Burst)(15'-40')	\$5,300.00	\$5,300.00	\$5,459.00	\$5,459.00
80	If	100.00	8" HDPE IPS SDR 17 Sanitar Sewer (Pipe Burst)	\$107.00	\$10,700.00	\$110.21	\$11,021.00
80	If	500.00	8" HDPE IPS SDR 17 Sanitar Sewer (Pipe Burst)	\$105.00	\$52,500.00	\$108.15	\$54,075.00
80	If	1000.00	8" HDPE IPS SDR 17 Sanitar Sewer (Pipe Burst)	\$105.00	\$105,000.00	\$108.15	\$108,150.00
81	Is	1.00	10" HDPE IPS SDR 17 Sanitar Sewer (Pipe Burst)(up to 14')	\$6,000.00	\$6,000.00	\$6,180.00	\$6,180.00
81	Is	1.00	10" HDPE IPS SDR 17 Sanitar Sewer (Pipe Burst)(15'-40')	\$6,000.00	\$6,000.00	\$6,180.00	\$6,180.00
81	If	100.00	10" HDPE IPS SDR 17 Sanitar Sewer (Pipe Burst)	\$128.00	\$12,800.00	\$131.84	\$13,184.00
81	If	500.00	10" HDPE IPS SDR 17 Sanitar Sewer (Pipe Burst)	\$126.00	\$63,000.00	\$129.78	\$64,890.00
81	If	1000.00	10" HDPE IPS SDR 17 Sanitar Sewer (Pipe Burst)	\$126.00	\$126,000.00	\$129.78	\$129,780.00
82	Is	1.00	12" HDPE IPS SDR 17 Sanitar Sewer (Pipe Burst)(up to 14')	\$8,800.00	\$8,800.00	\$9,064.00	\$9,064.00
82	Is	1.00	12" HDPE IPS SDR 17 Sanitar Sewer (Pipe Burst)(15'-40')	\$8,800.00	\$8,800.00	\$9,064.00	\$9,064.00
82	If	100.00	12" HDPE IPS SDR 17 Sanitar Sewer (Pipe Burst)	\$148.00	\$14,800.00	\$152.44	\$15,244.00
82	If	500.00	12" HDPE IPS SDR 17 Sanitar Sewer (Pipe Burst)	\$145.00	\$72,500.00	\$149.35	\$74,675.00
82	If	1000.00	12" HDPE IPS SDR 17 Sanitar Sewer (Pipe Burst)	\$145.00	\$145,000.00	\$149.35	\$149,350.00
83	Is	1.00	6" DI Sanitary Sewer (open cut)(up to 14')	\$5,600.00	\$5,600.00	\$5,768.00	\$5,768.00
83	Is	1.00	6" DI Sanitary Sewer (open cut)(15'-40')	\$5,300.00	\$5,300.00	\$5,459.00	\$5,459.00
83	If	100.00	6" DI Sanitary Sewer (open cut)	\$98.00	\$9,800.00	\$100.94	\$10,094.00
83	If	500.00	6" DI Sanitary Sewer (open cut)	\$96.00	\$48,000.00	\$98.88	\$49,440.00
83	If	1000.00	6" DI Sanitary Sewer (open cut)	\$96.00	\$96,000.00	\$98.88	\$98,880.00
84	Is	1.00	8" DI Sanitary Sewer (open cut)(up to 14')	\$6,000.00	\$6,000.00	\$6,180.00	\$6,180.00
84	Is	1.00	8" DI Sanitary Sewer (open cut)(15'-40')	\$6,000.00	\$6,000.00	\$6,180.00	\$6,180.00
84	If	100.00	8" DI Sanitary Sewer (open cut)	\$106.00	\$10,600.00	\$109.18	\$10,918.00
84	If	500.00	8" DI Sanitary Sewer (open cut)	\$104.00	\$52,000.00	\$107.12	\$53,560.00
84	If	1000.00	8" DI Sanitary Sewer (open cut)	\$104.00	\$104,000.00	\$107.12	\$107,120.00
85	Is	1.00	10" DI Sanitary Sewer (open cut)(up to 14')	\$6,300.00	\$6,300.00	\$6,489.00	\$6,489.00
85	Is	1.00	10" DI Sanitary Sewer (open cut)(15'-40')	\$6,300.00	\$6,300.00	\$6,489.00	\$6,489.00
85	If	100.00	10" DI Sanitary Sewer (open cut)	\$124.00	\$12,400.00	\$127.72	\$12,772.00
85	If	500.00	10" DI Sanitary Sewer (open cut)	\$122.00	\$61,000.00	\$125.66	\$62,830.00
85	If	1000.00	10" DI Sanitary Sewer (open cut)	\$122.00	\$122,000.00	\$125.66	\$125,660.00
86	Is	1.00	12" DI Sanitary Sewer (open cut)(up to 14')	\$7,700.00	\$7,700.00	\$7,931.00	\$7,931.00
86	Is	1.00	12" DI Sanitary Sewer (open cut)(15'-40')	\$7,700.00	\$7,700.00	\$7,931.00	\$7,931.00
86	If	100.00	12" DI Sanitary Sewer (open cut)	\$143.00	\$14,300.00	\$147.29	\$14,729.00
86	If	500.00	12" DI Sanitary Sewer (open cut)	\$141.00	\$70,500.00	\$145.23	\$72,615.00

86	lf	1000.00	12" DI Sanitary Sewer (open cut)	\$141.00	\$141,000.00	\$145.23	\$145,230.00
87	lf	20.00	10" Steel Casing (open cut)	\$161.00	\$3,220.00	\$165.83	\$3,316.60
87	lf	100.00	10" Steel Casing (open cut)	\$161.00	\$16,100.00	\$165.83	\$16,583.00
88	lf	20.00	12" Steel Casing (open cut)	\$182.00	\$3,640.00	\$187.46	\$3,749.20
88	lf	100.00	12" Steel Casing (open cut)	\$182.00	\$18,200.00	\$187.46	\$18,746.00
89	lf	20.00	Concrete encasement	\$86.00	\$1,720.00	\$88.58	\$1,771.60
89	lf	100.00	Concrete encasement	\$60.00	\$6,000.00	\$61.80	\$6,180.00
90	ea	5.00	4" sanitary sewer service line (short)	\$1,200.00	\$6,000.00	\$1,236.00	\$6,180.00
90	ea	15.00	4" sanitary sewer service line (short)	\$1,200.00	\$18,000.00	\$1,236.00	\$18,540.00
91	ea	5.00	4" sanitary sewer service line (long)	\$1,600.00	\$8,000.00	\$1,648.00	\$8,240.00
91	ea	15.00	4" sanitary sewer service line (long)	\$1,600.00	\$24,000.00	\$1,648.00	\$24,720.00
92	day	2.00	Sanitary sewer Bypass Pumping	\$8,500.00	\$17,000.00	\$8,755.00	\$17,510.00
92	day	15.00	Sanitary sewer Bypass Pumping	\$6,000.00	\$90,000.00	\$6,180.00	\$92,700.00
93	ls	1.00	Sanitary Sewer PreConstruction Television Inspection (up to 14')	\$500.00	\$500.00	\$515.00	\$515.00
93	ls	1.00	Sanitary Sewer PreConstruction Television Inspection (15'-40')	\$500.00	\$500.00	\$515.00	\$515.00
93	lf	100.00	Sanitary Sewer PreConstruction Television Inspection	\$5.00	\$500.00	\$5.15	\$515.00
93	lf	500.00	Sanitary Sewer PreConstruction Television Inspection	\$5.00	\$2,500.00	\$5.15	\$2,575.00
93	lf	1000.00	Sanitary Sewer PreConstruction Television Inspection	\$5.00	\$5,000.00	\$5.15	\$5,150.00
94	ls	1.00	Sanitary Sewer Post onstruction Television Inspection (up to14')	\$500.00	\$500.00	\$515.00	\$515.00
94	ls	1.00	Sanitary Sewer Post Construction Television Inspection (15'-40')	\$500.00	\$500.00	\$515.00	\$515.00
94	lf	100.00	Sanitary Sewer Post Construction Television Inspection	\$4.00	\$400.00	\$4.12	\$412.00
94	lf	500.00	Sanitary Sewer Post Construction Television Inspection	\$4.00	\$2,000.00	\$4.12	\$2,060.00
94	lf	1000.00	Sanitary Sewer Post Construction Television Inspection	\$4.00	\$4,000.00	\$4.12	\$4,120.00
95	ls	1.00	Silt Fence (up to 40')	\$650.00	\$650.00	\$669.50	\$669.50
95	lf	100.00	Silt Fence (up to 40')	\$8.00	\$800.00	\$8.24	\$824.00
95	lf	500.00	Silt Fence (up to 40')	\$8.00	\$4,000.00	\$8.24	\$4,120.00
95	lf	1000.00	Silt Fence (up to 40')	\$8.00	\$8,000.00	\$8.24	\$8,240.00
96	ea	2.00	Inlet Protection	\$2,000.00	\$4,000.00	\$2,060.00	\$4,120.00
96	ea	5.00	Inlet Protection	\$2,000.00	\$10,000.00	\$2,060.00	\$10,300.00
TOTAL					\$6,186,434.00		\$6,372,027.02

Memorandum

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

From: Lindsay Rawlinson, City Secretary

Date: January 22, 2024

Subject: Consider appointments to Boards and Commissions

Agenda Item:

Consider appointments to Boards and Commissions

Background Information:

The Planning and Zoning Commission consists of five members as well as two alternate members who serve in the absence of one of the five members. The Commission currently has vacancies in both alternate positions available on the board.

Two citizens, Keith Albee and Curtis Bergthold, have submitted applications for consideration for appointment as alternates to the Planning and Zoning Commission.

Financial Considerations:

N/A

Legal Review:

N/A

Board/Citizen Input:

N/A

Attachments:

Citizen applications

Council Action Requested:

See attached

Planning & Zoning Commission

Place	Name	Current Term
Place 1	Kenneth Keating	2023-2025
Place 2	Michael Wilson, Chair	2022-2024
Place 3	Jackson Durham	2023-2025
Place 4	Mary Witt	2022-2024
Place 5	Kelle Jones	2023-2025
Alternate 1	VACANT	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.

Council Action:

Places up for appointment or reappointment:

- Alternate Place 1 – Any member of City Council may make nomination – Currently vacant.
- Alternate Place 2 – Any member of City Council may make nomination – Currently vacant.

This information is a public record.
Public Service opportunities are offered by the City of Richland Hills without regard
to race, color, national origin, religion, sex or disability.

For Office Use Only
Date Received

City of Richland Hills Application for Boards and Commissions

Position Sought: If you are interested in applying for more than one position (maximum of three), please indicate the order of your preference by placing a number in the space to the left of the board or commission for which you are applying (#1 being your 1st choice, #3 being your last choice)

____ ANIMAL SHELTER ADVISORY BOARD

X PLANNING AND ZONING COMMISSION

____ RICHLAND HILLS DEVELOPMENT CORPORATION

____ TAX INCREMENT REINVESTMENT ZONE

____ ZONING BOARD OF ADJUSTMENT

If asked to serve on a different board than you indicated, would you be interested? (Circle one) Yes No

PLEASE TYPE OR PRINT THE FOLLOWING INFORMATION CLEARLY

☐ Ms.
☐ Mrs. ALBEE KEITH A
☐ Mr. Last Name First Name Mi.

6908 DANELE CT RICHLAND HILLS TX 76118 (DT) 908-8143
Home Address Zip Code Home Phone

Resident of City (Y) N If yes: for 28 years

Name and address of Business: _____

Email Address KALBEE@ME.COM

List any experience that qualifies you to serve in the positions indicated. _____

LONG TERM RESIDENT

Have you ever served as a member of any Richland Hills boards, commissions, or committees? ☐ YES ☒ NO

If yes, specify which one and the approximate dates of service. _____

List any civic or community activities in which you have been involved. _____

PETITION OF LIQUOR SALES

Do you have any business or personal relationship with the City of Richland Hills that would affect your ability to have impartial judgment in City matters?

☐ YES
☒ NO

If yes, please explain _____

List your educational background. DIPLOMA OF APPLIED BUSINESS ADMINISTRATION

What is your current place of employment or business affiliation? (Please indicate if you are self-employed, a Homemaker, or not employed.) RETIRED

What is your occupational experience? WAREHOUSING, PRODUCTION CONTROL AND CONFIGURATION MANAGEMENT

**This application is the only information considered for appointments by the City Council.
Please do not send resumes, business cards, photographs or letters of recommendation.**

Please call (817) 616-3810 for more information about the City's boards and commissions.

NOTE: APPLICATION MUST BE SIGNED BELOW BY APPLICANT.

STATEMENT OF INTENT: If appointed, I agree to serve on the Board/Commission for which I have applied.

I do solemnly swear (or affirm), that I have not directly or indirectly paid, offered, promised to pay, contributed, or promised to contribute any money or thing of value, or promised any public office or employment for the giving or withholding of a vote at the election at which I was elected or as a reward to secure my appointment or confirmation, whichever the case may be, so help me God.

Date: 16 NOV 2023 Signature: [Signature]

Return by mail, email, or fax:
City of Richland Hills
Attn: Lindsay Rawlinson, City Secretary
3200 Diana Dr.
Richland Hills, TX. 76118

Email: lrawlinson@richlandhills.com
Fax: 817-616-3803

This information is a public record.
Public Service opportunities are offered by the City of Richland Hills without regard to race, color, national origin, religion, sex or disability.

For Office Use Only
Date Received

City of Richland Hills Application for Boards and Commissions

Position Sought: If you are interested in applying for more than one position (maximum of three), please indicate the order of your preference by placing a number in the space to the left of the board or commission for which you are applying (#1 being your 1st choice, #3 being your last choice)

____ ANIMAL SHELTER ADVISORY BOARD

☒ PLANNING AND ZONING COMMISSION

____ RICHLAND HILLS DEVELOPMENT CORPORATION

____ TAX INCREMENT REINVESTMENT ZONE

____ ZONING BOARD OF ADJUSTMENT

If asked to serve on a different board than you indicated, would you be interested? (Circle one) Yes No

PLEASE TYPE OR PRINT THE FOLLOWING INFORMATION CLEARLY

☐ Ms.
☐ Mrs. BERGTHOLD CURTIS A
☒ Mr. Last Name First Name Mi.
3614 SCRUGGS DR 76118 (817) 614 4272
Home Address Zip Code Home Phone

Resident of City ☒ Y ☐ N If yes: for 12 years

Name and address of Business: _____

Email Address _____

List any experience that qualifies you to serve in the positions indicated. _____

MAYOR PRO TEM CITY COUNCIL MEMBER ZONING BOARD

Have you ever served as a member of any Richland Hills boards, commissions, or committees? ☒ YES ☐ NO

If yes, specify which one and the approximate dates of service. ZONING BOARD

List any civic or community activities in which you have been involved. _____

BISD BOND COMMITTEE BISD BOND OVERSIGHT COMMITTEE
BISD EDUCATION FOUNDATION BOARD DIRECTOR

Do you have any business or personal relationship with the City of Richland Hills that would affect your ability to have impartial judgment in City matters?

☐ YES
☒ NO

If yes, please explain _____

List your educational background. UT ARLINGTON BUSINESS ADMIN

What is your current place of employment or business affiliation? (Please indicate if you are self-employed, a Homemaker, or not employed.) RETIRED

What is your occupational experience? 41 YEARS PUBLIC WORKS

**This application is the only information considered for appointments by the City Council.
Please do not send resumes, business cards, photographs or letters of recommendation.**

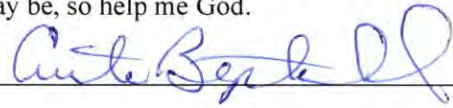
Please call (817) 616-3810 for more information about the City's boards and commissions.

NOTE: APPLICATION MUST BE SIGNED BELOW BY APPLICANT.

STATEMENT OF INTENT: If appointed, I agree to serve on the Board/Commission for which I have applied.

I do solemnly swear (or affirm), that I have not directly or indirectly paid, offered, promised to pay, contributed, or promised to contribute any money or thing of value, or promised any public office or employment for the giving or withholding of a vote at the election at which I was elected or as a reward to secure my appointment or confirmation, whichever the case may be, so help me God.

Date: 9-28-2023

Signature: 

**Return by mail, email, or fax:
City of Richland Hills
Attn: Lindsay Rawlinson, City Secretary
3200 Diana Dr.
Richland Hills, TX. 76118**

**Email: lrawlinson@richlandhills.com
Fax: 817-616-3803**

Memorandum

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

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

Date: January 22, 2024

Subject: Street Improvement Projects

Agenda Item:

Street Improvement Projects

Background Information:

Staff will provide an update on the FY 2024 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: Terry Leake, Interim Director of Finance and Administrative Services

Date: January 22, 2024

Subject: 1st Quarter Investment Report

Agenda Item:

1st Quarter Investment Report

Background Information:

Staff will provide a quarterly investment report for the period of October 1, 2023 - December 31, 2023.

Financial Considerations:

N/A

Legal Review:

N/A

Board/Citizen Input:

N/A

Attachments:

1st Quarter Investment Report

Council Action Requested:

No Council Action

Bank	Fund	Name of Account	Balance at 10/1/2023	Net Deposits/Withdrawals	Interest Earnings	Balance at 12/31/2023
JP Morgan Chase	1	General Fund Account	8,040,749	(705,301)	46,640	7,382,088
JP Morgan Chase	2	Revenue Fund Account	4,312,898	1,667,181	49,065	6,029,144
JP Morgan Chase	26	Richland Hills Economic Development Corp	1,992,062	120,597	19,470	2,132,129
JP Morgan Chase	65	Richland Hills Crime Control Fund	885,671	524,264	11,258	1,421,192
JP Morgan Chase	1	Certificate of Deposit-Matured 11/2023	170,201	(177,069)	6,868	0
JP Morgan Chase	1	Certificate of Deposit-Maturity 11/2024	-	177,069	-	177,069
		Total	15,401,580	1,606,741	133,300	16,964,553
TEXPOOL	1	General Fund	2,101,021	-	28,550	2,129,570
TEXPOOL	2	Revenue Fund	897,474	-	12,195	909,670
TEXPOOL	22	Drainage Fund	119,268	-	1,621	120,889
TexSTAR	27	2019 GO Bonds	84,362	-	1,139	85,501
TexSTAR	6	Police Seizure Funds	25,680	-	347	26,027
TexSTAR	10	I & S Funds	661,387	-	8,925	670,312
TexSTAR	77	Hotel Motel Occupancy Tax Fund	174,290	-	2,352	176,642
TexSTAR	89	Tax Increment Fund	701,920	-	9,473	711,393
TexSTAR	101	ARPA Funds	1,692,242	-	22,838	1,715,080
TexSTAR	109	2023 Certificates of Obligation	-	6,173,581	74,243	6,247,825
		Total	6,457,645	6,173,581	161,682	12,792,908
		Total Holdings	21,859,226	7,780,323	294,982	29,757,461

City of Richland Hills

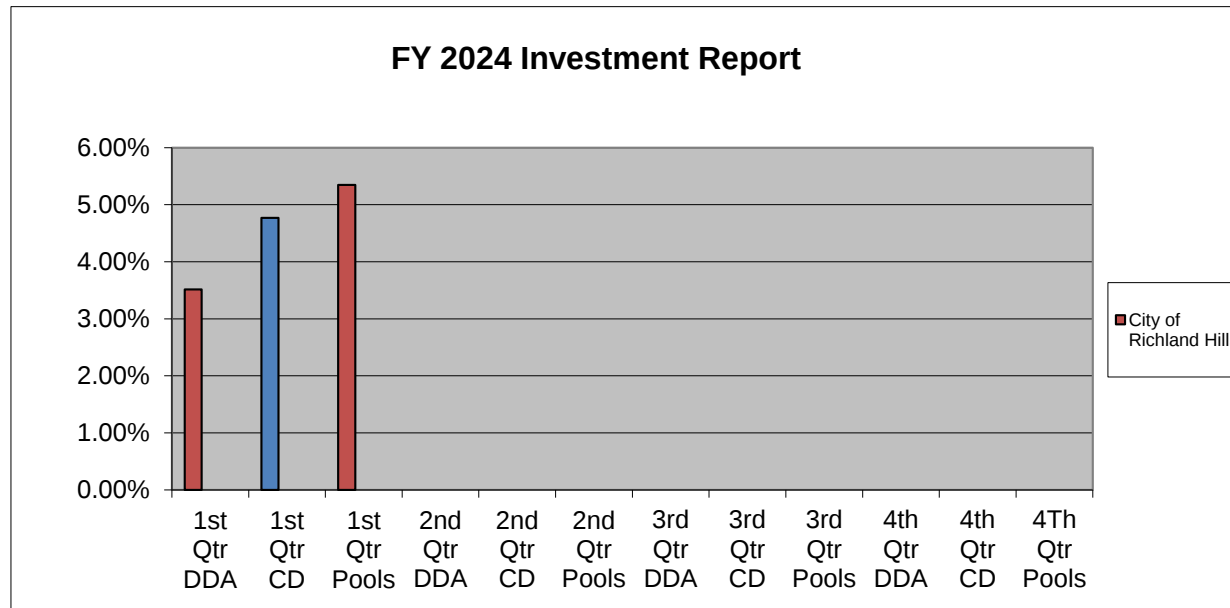
Inventory Holdings Report- City Portfolio

12/31/2023

Settle Date	Cusip	Security Type	Par	Rate	Settlement Date	Maturity	Purchase Yield	Purchase Principal	Original Prem/Disc	Current Book	Market Price	Gain/Loss	Original D-T-M	Current D-T-M	Amortization	Percent of Total Holdings
12/31/2023		Hybrid DDA	16,787,484	3.518%	12/31/2023	1/1/2024	3.518%	16,787,484	-	16,787,484	100.00%	-	1	1	0.00	56.41%
12/31/2023		Pools	12,792,908	5.349%	12/31/2023	1/1/2024	5.349%	12,792,908	-	12,792,908	100.00%		1	1	0.00	42.99%
11/23/2024		CD	177,069	4.770%	11/23/2024	11/23/2024	4.770%	177,069		177,069	100.00%	-	360	360	0.00	0.60%
			29,757,461					29,757,461		29,757,461						100.00%

TEXPOOL and TexSTAR Pools
Hybrid DDA=Demand Deposit Account
CD=Certificate of Deposit

Investment Transactions
Quarter Ending
12/31/2023



DDA Accounts=JP MORGAN CHASE
POOLS=Texpool and TexSTAR

City of Richland Hills
Quarterly Investment Report-City Portfolio

October 1, 2023 - December 31, 2023

Portfolio Summary Management Report

This quarterly report is in full compliance with the investment policy and strategy as established for the City of Richland Hills and the Public Funds Investment Act (Chapter 2256, Government Code).

Beginning Book Value 10/1/23	\$	21,859,225.53	Ending Book Value 12/31/23	\$	29,757,460.75
Beginning Market Value 10/1/23	\$	21,859,225.53	Ending Market Value 12/31/23	\$	29,757,460.75
			Accrued Interest Receivable	\$	-
			Unrealized Gain/Loss on 12/31/23	\$	-
WAM at Beginning Period Date*	1 day		WAM at Ending Period Date*	1 day	
			Change in Market Value	\$	7,898,235.22

Average Yield to Maturity for quarter	4.433%
Average Yield to Maturity 6 month T-Bill	5.248%

Terry Leake, Interim Director of Finance

Terry Leake, Interim Director of Finance

Candice Edmondson, City Manager

Candice Edmondson, City Manager

*WAM-Weighted Average Maturity

"Change in Market Value" is required data, but will primarily reflect the receipt and expenditure of the City's funds from quarter to quarter. This quarters major increase is from the receipt and investment of 2023 Certificates of Obligation bond proceeds totaling \$6,173,581.

Memorandum

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

From: Candice Edmondson, City Manager

Date: January 22, 2024

Subject: December Department Monthly Reports

Agenda Item:

December 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:

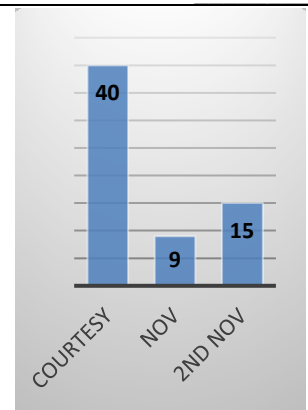
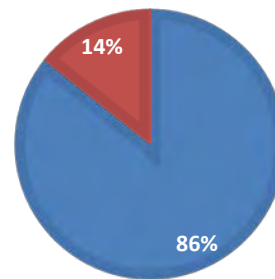
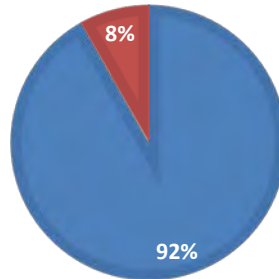
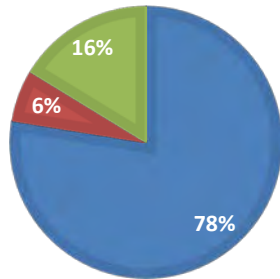
December Department Reports

Council Action Requested:

No Council Action

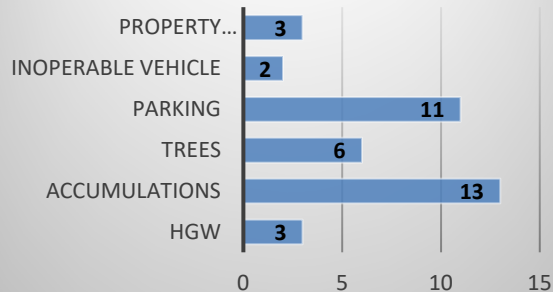
Code Compliance

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

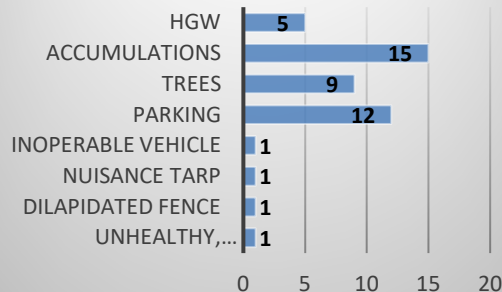


	Current Month Violations				
	Notices Issued	Pending Compliance	Compliance Obtained	Citations Issued	Abatement by City
Nuisance Violations	38	26	12	0	0
Building Violations	3	3	0	0	0
Zoning Issues	0	0	0	0	0
Permit Violations	8	2	6	0	0
Fiscal Year Totals	203	72	131	0	0
Previous Fiscal Year Comparison	232	49	183	5	0

Current Month



Comparison Month



December 2023

Inspections

12 Inspections Conducted

Citizen Contact

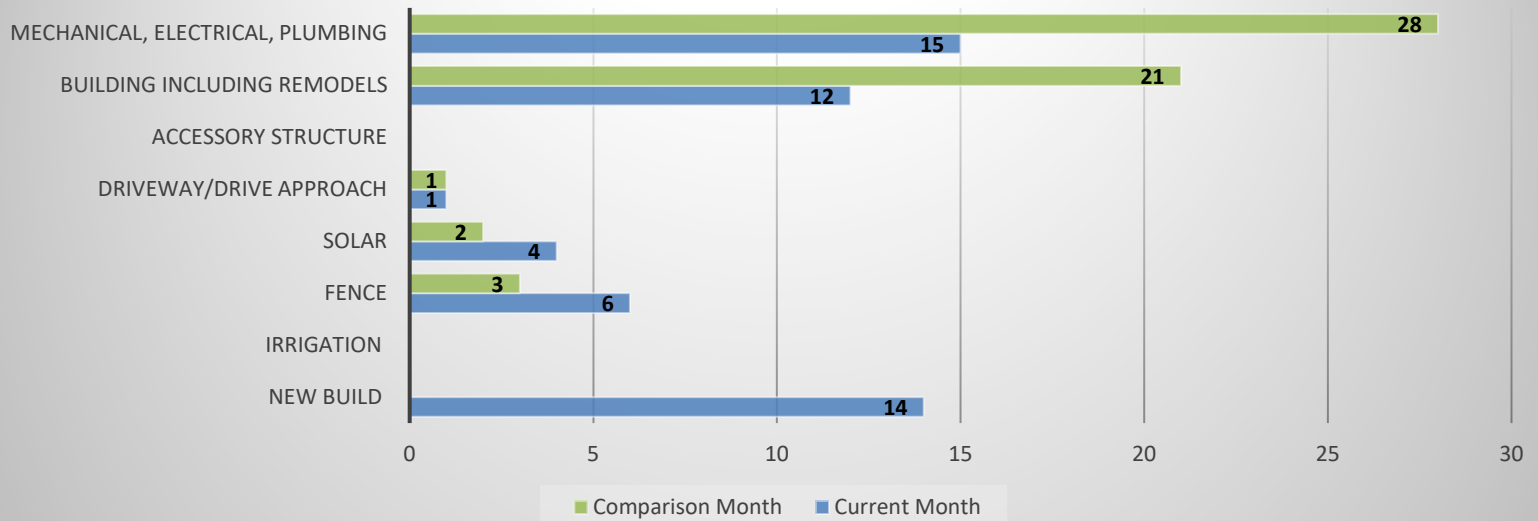
12 Complaints received.
(5 resulted in cases)

	Signs			
	Current Month	Comparison Month Previous Year	Fiscal Year 23/24	Previous Fiscal Year Comparison
Commercial Sign Violations	0	0	0	0
Bandit Sign Removal	0	0	5	0

	Building Summary			
	Current Month	Comparison Month Previous Year	Fiscal Year 23/24	Previous Fiscal Year Comparison
Registered Vacant Building	0	0	0	0
Substandard Buildings – New BBA	0	0	0	0

Development Services

December



	Mechanical Electrical Plumbing	Building Including Remodels	Accessory Structure	Driveway Drive Approach	Solar	Fence	Irrigation	New Build
Current Month Residential	9	12	0	1	4	5	0	14
Current Month Commercial	6	0	0	0	0	1	0	0
Current Fiscal Year 2023-2024	58	77	3	2	8	22	0	16
Previous Month Residential	23	16	0	0	2	3	0	0
Previous Month Commercial	5	5	0	1	0	0	0	0

	Current Month	Comparison Month Previous Year	Fiscal Year To Date 2023-2024
Sign Permit	1	0	6
ROW Permit	6	5	30
Garage Sale Permit	6	5	69
Zoning, SUP, Code Consults	1	2	4
Pool Permits	0	0	1

Business Summary

	Current Month	Comparison Month Previous Year	Fiscal Year To Date 2023-2024
Registered Rental CO's	9	3	26
Issued Commercial CO's	2	2	6
Mobile Food Vendor	0	0	0

Received Certificate of Occupancy

- DFW Area Pros, 3123 Handley Ederville Suite A – Contractor (No Outside Storage)
- Kiz Realty, 7238 Vivian Ln Suite B – Office, Administrative, Medical, or Professional

Number of Potential Business Certificate of Occupancy Meetings: 2**Number of Developmental Review Committee / Plan Review: 0**

Finance

GENERAL FUND, UTILITY FUND AND LINK FUND

Fiscal Year 2023-2024, Period Ending 12/31/2023

Monthly Financial Report					
	Budget	Current Month Actual	YTD Actual	Available Budget	% YTD of Total Budget
General Fund (001)					
Revenue					
Property Taxes	\$ 3,217,091	\$ 1,317,162	\$ 1,567,579	\$ 1,649,512	49%
Sales Tax	\$ 4,877,144	\$ 432,384	\$ 432,384	\$ 4,444,760	9%
Other Tax	\$ 2,500	\$ 205	\$ 630	\$ 1,870	25%
Franchise Fees	\$ 556,800	\$ 11,500	\$ 17,561	\$ 539,239	3%
Fines & Forfeitures	\$ 385,100	\$ 35,238	\$ 134,289	\$ 250,811	35%
Licenses & Permits	\$ 279,225	\$ 33,992	\$ 99,186	\$ 180,039	36%
Service Charges	\$ 268,850	\$ 29,092	\$ 103,753	\$ 165,097	39%
Miscellaneous	\$ 552,227	\$ 25,119	\$ 88,834	\$ 463,393	16%
Total Revenues	\$ 10,138,937	\$ 1,884,692	\$ 2,444,216	\$ 7,694,721	24%
Expenditures					
Municipal Court	\$ 295,313	\$ 29,341	\$ 71,360	\$ 223,953	24%
Administration	\$ 709,039	\$ 65,343	\$ 160,766	\$ 548,273	23%
Police	\$ 2,580,786	\$ 257,989	\$ 547,435	\$ 2,033,351	21%
Fire	\$ 2,624,656	\$ 260,122	\$ 568,958	\$ 2,055,698	22%
Street	\$ 300,143	\$ 28,370	\$ 58,003	\$ 242,140	19%
Library	\$ 470,100	\$ 47,256	\$ 108,997	\$ 361,103	23%
Recreation	\$ 289,595	\$ 40,746	\$ 78,719	\$ 210,876	27%
Parks/Grounds	\$ 323,742	\$ 22,634	\$ 42,684	\$ 281,058	13%
Community Development	\$ 504,608	\$ 35,488	\$ 94,153	\$ 410,455	19%
Animal Control	\$ 235,448	\$ 34,924	\$ 63,128	\$ 172,320	27%
Legislative (City Secretary)	\$ 149,127	\$ 11,498	\$ 44,204	\$ 104,923	30%
Shared Services	\$ 957,232	\$ 68,233	\$ 199,824	\$ 757,408	21%
Transfers/Non Departmental	\$ 585,633	\$ -	\$ -	\$ 585,633	0%
Total Expenditures	\$ 10,025,422	\$ 901,944	\$ 2,038,231	\$ 7,987,191	20%
Rev/Exp	\$ 113,515	\$ 982,748	\$ 405,985		
Utility Fund (002)					
Revenue					
Water	\$ 2,595,000	\$ 197,481	\$ 681,383	\$ 1,913,617	26%
Sewer	\$ 1,800,000	\$ 149,508	\$ 448,525	\$ 1,351,475	25%
Misc. (incl. Garbage Billing)	\$ 753,000	\$ 72,844	\$ 210,236	\$ 542,764	28%
Total Revenues	\$ 5,148,000	\$ 419,833	\$ 1,340,144	\$ 3,807,856	26%
Expenses					
Shared Services	\$ 356,494	\$ 27,456	\$ 76,839	\$ 279,655	22%
Administration	\$ 754,171	\$ 73,983	\$ 187,752	\$ 566,419	25%
Water Services & Distr.	\$ 1,744,698	\$ 116,542	\$ 178,141	\$ 1,566,557	10%
Wastewater Service	\$ 1,633,536	\$ 185,235	\$ 319,606	\$ 1,313,930	20%
Trsfrs/Debt Service/Non-Dept.	\$ 1,188,143	\$ 43,333	\$ 86,690	\$ 1,101,453	7%
Total Expenses	\$ 5,677,042	\$ 446,549	\$ 849,028	\$ 4,828,014	15%
Rev/Exp	\$ (529,042)	\$ (26,716)	\$ 491,116		
Link Operating Fund (098)					
Revenue					
Recreation	\$ 571,000	\$ 50,651	\$ 144,928	\$ 426,072	25%
Transfers in	\$ 200,000	\$ -	\$ -	\$ 200,000	0%
Total Revenue	\$ 771,000	\$ 50,651	\$ 144,928	\$ 626,072	19%
Expenditures	\$ 771,000	\$ 76,849	\$ 174,180	\$ 168,417	77%
Operating/Personnel	\$ 771,000	\$ 76,849	\$ 174,180	\$ 596,820	23%
Rev/Exp	\$ -	\$ (26,198)	\$ (29,252)		
*Unaudited					

Finance

SPECIAL REVENUE FUNDS

Fiscal Year 2023-2024, Period Ending 12/31/2023

Monthly Financial Report					
	Budget	Current Month Actual	YTD Actual	Available Budget	% YTD of Total Budget
Court Security Fund (24)					
Revenue	\$ 5,500	\$ 855	\$ 3,519	\$ 1,981	64%
Expenditures	\$ 1,050	\$ -	\$ -	\$ 1,050	0%
Rev/Exp	\$ 4,450	\$ 855	\$ 3,519		
Court Technology Fund (39)					
Revenue	\$ 4,800	\$ 727	\$ 2,900	\$ 1,900	60%
Expenditures	\$ -	\$ -	\$ -	\$ -	
Rev/Exp	\$ 4,800	\$ 727	\$ 2,900		
Crime Control District (65)					
Revenue					
Sales Tax	\$ 1,842,088	\$ 161,509	\$ 161,509	\$ 1,680,579	9%
Investment Income	\$ 24,000	\$ 4,396	\$ 11,257	\$ 12,743	47%
Grants/Transfers	\$ 21,760	\$ 563	\$ 4,225	\$ 17,535	19%
Total Revenue	\$ 1,887,848	\$ 166,468	\$ 176,991	\$ 1,710,857	9%
Expenditures					
Public Safety	\$ 1,539,572	\$ 119,344	\$ 324,468	\$ 1,215,104	21%
Capital Expense	\$ 281,344	\$ 10,000	\$ 61,796	\$ 219,548	22%
Transfers Out	\$ 192,828	\$ -	\$ -	\$ 192,828	0%
Total Expenditures	\$ 2,013,744	\$ 129,344	\$ 386,264	\$ 1,627,480	19%
Rev/Exp	\$ (125,896)	\$ 37,124	\$ (209,273)		
Hotel Occupancy Tax (77)					
Revenue					
HOT (Taxes)/Int Income	\$ 259,200	\$ 19,016	\$ 41,062	\$ 218,138	16%
Expenditures					
Operating Expense	\$ 194,375	\$ 4,825	\$ 10,149	\$ 184,226	5%
Debt Service	\$ 103,713	\$ -	\$ -	\$ 103,713	0%
Total Expenditures	\$ 298,088	\$ 4,825	\$ 10,149	\$ 287,939	3%
Rev/Exp*	\$ (38,888)	\$ 14,191	\$ 30,913		
TIF Fund (89)					
Revenue					
Property Tax Allocation	\$ 192,296	\$ -	\$ -	\$ 192,296	0%
Investment Income	\$ 53,349	\$ 3,211	\$ 9,473	\$ 43,876	18%
Sales Tax Transfer in	\$ 75,000	\$ -	\$ -	\$ 75,000	0%
Total Revenue	\$ 320,645	\$ 3,211	\$ 9,473	\$ 311,172	3%
Expenditures					
Operating	\$ 90,000	\$ -	\$ -	\$ 90,000	0%
Improvement Incentive	\$ 30,000	\$ -	\$ -	\$ 30,000	0%
Grants	\$ 400,000	\$ -	\$ -	\$ 400,000	0%
Capital Projects	\$ 230,000	\$ -	\$ -	\$ 230,000	0%
Total Expenditures	\$ 750,000	\$ -	\$ -	\$ 750,000	0%
Rev/Exp	\$ (429,355)	\$ 3,211	\$ 9,473		
Strategic Initiative Fund (107)					
Revenue	\$ 256,260	\$ -	\$ -	\$ 256,260	0%
Expenditures	\$ 811,823	\$ 23,426	\$ 23,575	\$ 788,248	3%
Rev/Exp	\$ (555,563)	\$ (23,426)	\$ (23,575)		

Finance

CAPITAL FUNDS

Fiscal Year 2023-2024, Period Ending 12/31/2023

Monthly Financial Report					
	Budget	Current Month Actual	YTD Actual	Available Budget	% YTD of Total Budget
Oil & Gas Lease Fund (12)					
Revenue	\$ 100,000	\$ 12,318	\$ 12,318	\$ 87,682	12%
Expenditures	\$ 177,000	\$ 850	\$ 5,300	\$ 171,700	3%
Rev/Exp*	\$ (77,000)	\$ 11,468	\$ 7,018		
Road and Street Fund (25)					
Revenue					
Sales Tax	\$ 1,828,929	\$ 162,144	\$ 162,144	\$ 1,666,785	9%
Total Revenue	\$ 1,828,929	\$ 162,144	\$ 162,144	\$ 1,666,785	9%
Expenditures					
Street R&M	\$ 2,140,000	\$ 21,072	\$ 21,072	\$ 2,118,928	1%
Total Expenditures	\$ 2,140,000	\$ 21,072	\$ 21,072	\$ 2,118,928	1%
Rev/Exp*	\$ (311,071)	\$ 141,072	\$ 141,072		
Vehicle Replace. Fund (30)					
Revenue					
Sale of vehicles	\$ 120,000	\$ 7,284	\$ 7,284	\$ 112,716	6%
Transfers in	\$ 501,660	\$ -	\$ -	\$ 501,660	0%
Total Revenue	\$ 621,660	\$ 7,284	\$ 7,284	\$ 614,376	
Expenditures					
Capital-Lease Expense	\$ 339,702	\$ 21,829	\$ 65,523	\$ 274,179	19%
Capital- Purchases	\$ 118,200	\$ -	\$ 40	\$ 118,160	0%
Gas/Maint	\$ 158,758	\$ 13,719	\$ 39,388	\$ 119,370	25%
Operational	\$ 5,000	\$ -	\$ -	\$ 5,000	0%
Total Expenditures	\$ 621,660	\$ 35,548	\$ 104,951	\$ 516,709	17%
Rev/Exp*	\$ -	\$ (28,264)	\$ (97,667)		
ARPA Fund (101)					
Revenue-Transfers In/Interest	\$ 1,652,404	\$ 7,740	\$ 22,838	\$ 1,629,566	1%
Expenditures					
Project Appropriations	\$ 1,628,404	\$ 44,154	\$ 44,154	\$ 1,584,250	3%
Total Expenditures	\$ 1,628,404	\$ 44,154	\$ 44,154	\$ 1,584,250	3%
Rev/Exp	\$ 24,000	\$ (36,414)	\$ (21,316)		

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

Finance

DEBT SERVICE FUND

Fiscal Year 2023-2024, Period Ending 12/31/2023

Monthly Financial Report

	Budget	Current Month Actual	YTD Actual	Available Budget	% YTD of Total Budget
Debt Service Fund (10)					
Revenue					
Property Taxes	\$ 1,485,482	\$ 585,776	\$ 695,458	\$ 790,024	47%
Interest Income	\$ 15,000	\$ 3,025	\$ 8,925	\$ 6,075	60%
Total Revenues	\$ 1,500,482	\$ 588,801	\$ 704,383	\$ 790,024	47%
Expenditures					
Debt Service	\$ 1,465,229	\$ -	\$ 66,172	\$ 1,399,057	5%
Rev/Exp	\$ 35,253	\$ 588,801	\$ 638,211		

COMPONENT UNIT

Richland Hills EDC (26)					
Revenue					
Sales Tax	\$ 1,219,286	\$ 108,096	\$ 108,096	\$ 1,111,190	9%
Interest Income	\$ 42,000	\$ 6,768	\$ 19,470	\$ 22,530	46%
Total Revenues	\$ 1,261,286	\$ 114,864	\$ 127,566	\$ 1,111,190	10%
Expenses					
Operating	\$ 386,149	\$ 14,581	\$ 41,527	\$ 344,622	11%
Transfers Out	\$ 53,046	\$ -	\$ -	\$ 53,046	0%
Capital	\$ 900,000	\$ -	\$ -	\$ 900,000	0%
Debt Service	\$ 230,863	\$ -	\$ -	\$ 230,863	0%
Total Expenditures	\$ 1,570,058	\$ 14,581	\$ 41,527	\$ 1,528,531	3%
Rev/Exp*	\$ (308,772)	\$ 100,283	\$ 86,039		

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

DRAINAGE

Drainage Fund (022)					
Revenue					
Billing/Interest	\$ 914,400	\$ 76,953	\$ 230,192	\$ 684,208	25%
Expenses					
Operating	\$ 471,570	\$ 14,795	\$ 32,494	\$ 439,076	7%
Capital	\$ 129,341	\$ -	\$ 23,560	\$ 105,781	18%
Debt Service	\$ 475,240	\$ -	\$ -	\$ 475,240	0%
Total Fund	\$ 1,076,151	\$ 14,795	\$ 56,054	\$ 1,020,097	5%
Rev/Exp*	\$ (161,751)	\$ 62,158	\$ 174,138		

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

Fire

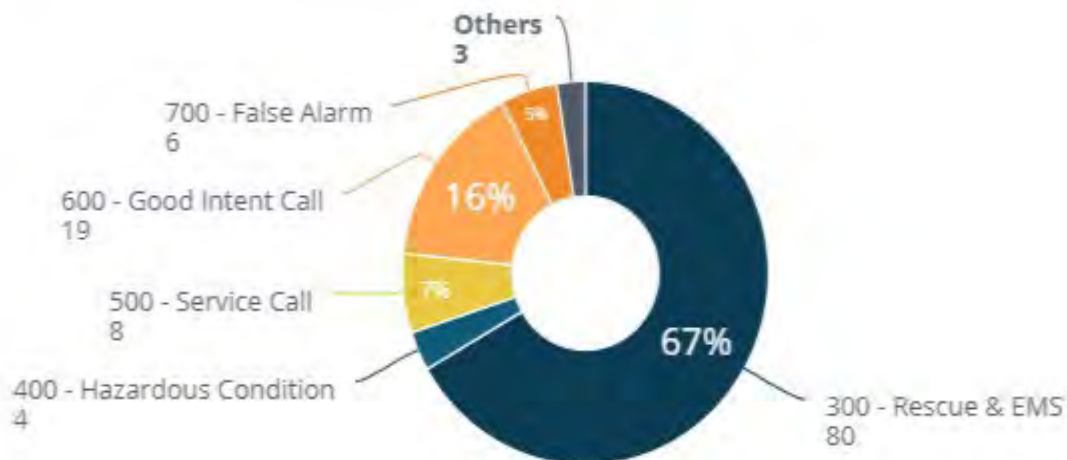
Fire Operations:

- Personnel completed **12** business inspections throughout the month.
- Members completed a combined **250** hours of training this month.
- The mutual aid agreement with Medstar Ambulance resulted in **50** responses during December.
- Turnout times averaged **46 seconds** for December. The national standard is 60 seconds or less.
- Response times for December averaged **3 minutes 57 seconds** from receipt of call-in dispatch to the first fire unit arriving on scene to assist.
- More than **20.1%** of emergency calls in December were received while our crews were already addressing another emergency in the city.
- FM Brock is strictly enforcing fire lanes around the city to ensure access for emergency vehicles is maintained. Several citations have been issued.
- 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 December.
- 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.
- Personnel are in the beginning stages of establishing a joint Police/Fire Honor Guard.
- Staff is working on establishing a Rehab Team for emergency incidents staffed by community volunteers who have graduated from the CFA or CPA.
- Calls in December 2023 were **33% less** than calls in December 2022.
- Mutual aid received from other agencies was **300% more** compared to December 2022. Mutual aid given was **21% less** than December 2022.
- FD Awards Banquet is Saturday, January 13, 2024 at 6:30pm at The Link. Dress is business casual.

Operations Response Data:

Service Calls – Through December 31, 2023			
	Current Month	December 2022	FY2024 Total
Fire Calls	3	6	14
EMS/Major Accidents/ Rescues	80	120	241
Hazardous Conditions – No Fire	4	5	19
Public Assistance	8	25	43
Good Intent (No Service Rendered)	19	19	42
False Alarm	6	5	29
Severe Weather & Natural Disaster	0	0	0
Total Calls	120	180	388
Automatic / Mutual Aid			
	Current Month	December 2023	YTD Total
Aid Received	44	13	72
Aid Given	27	35	32

Percentage of Incident Type Group



Medstar Response Data:

Richland Hills Monthly Count Data			
Priority	Count of Monthly Responses	Transports	Average Response Time
P1	4	4	0:12:53
P2	7	5	0:07:57
P3	7	6	0:09:33
P4	1	1	0:12:27
P5	30	23	0:12:50
P6	0	0	0:00:00
P7	0	0	0:00:00
P8	1	1	0:09:53
Overall Total:	50	40	0:11:14
Priority Total:	18	15	0:10:09
Non-Priority Total:	32	25	0:11:47
Transport Percentage:	80%		

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:

- The after-action review presentation has been completed and Chief Shelley will review it with the City Manager and seek direction on next steps from lessons learned through the process.
- Monthly outdoor warning siren tests have been successful, and the new equipment seems to be working great.
- We continue to educate the public on the purpose of the sirens and the misconception that they should warn them inside their homes. Staff is planning to put together a public service announcement to further reinforce the intent and purpose of these warning tools.

Fire Marshal:

CO Inspections: 5

Annual Fire Inspections: 12

Fire Alarm Inspection: 1

Fire Sprinkler Inspection: 14

School Inspections: Completed Aug. 2023

Church Fire Inspections: 4

Nursing Home Inspections: Up to date

Plan Reviews: 2

Code Consults: 1

Business Info Updates: Update in progress.

DRC Meetings: N/A

P&Z Meeting: N/A

Tarrant Co. Emergency Mgmt. Meeting:

NEFDA Haz-Mat Meeting: Haz-Mat Drill Completed with all 3 shifts, 2024 Haz-Mat training schedule provided by NRHFD Batt.Chief Tucker

TCFAI Meeting: Firearms Qualifications available through TCFAI at Grapevine PD Range, Legislative Update provided at last monthly meeting, Possible Photography class for investigations upcoming as well as ALERT training mandated by state.

Walkthroughs: 7400 Whitehall - Charter Building, currently in process of fire sprinkler renovation.

Uniforms: Replacement uniforms ordered; new hire uniforms ordered for FF Huerta, new P/T Employee FF Cuthbertson

SCBA: Scheduled FIT testing and Flow Testing, Quarterly Air Testing is complete and up to date. Ordering new masks and voice amplifiers.

Emergency Mgmt: Looking at TDEM for available classes and grant resources/procedures. EM Drill After Action review at City Hall

Arlington Fire has offered to let us sit in on their EM Planning for the upcoming World Cup and MLB All Star Game.

DFW Airport conducted a MCI Drill in December and offered to let us participate with them in a portion of their drill.

Training: Firearms qualifications rescheduled due to weather and location scheduling conflicts; Legislative Update took place at The Link with RHPD.

Investigations: N/A

Other: Override Switch installed for Carbon Monoxide exhaust fan; installing 6 new hydrant adapters to existing hydrants; Electrical for heater in watch office contracted; Maintenance on Bullex Training Prop to teach Fire Extinguisher classes for businesses within the city; Escorted Development candidates around the city with Public Works and Parks/Rec Directors.

RICHLAND HILLS PUBLIC LIBRARY

DECEMBER • 2023



IMPACT

We LOVE Christmas at the Library!

December was a very busy month for library programs! We participated in the City Tree Lighting, had a visit from The Grinch (RHPD Captain Russell), Ugly Cookie Decorating, Senior Social, Teddy Bear Social, Tea Tasters, The Wrapping Room, The Library Light Lane and The Literary Society Christmas Party!

Staff enjoy spending their time and effort on making the library and our outdoor space festive and they received many compliments from citizens on their hard work.

KEY FACTS (LAST YEAR)

- 897 Visitors (764)
- 1773 Program Attendance (1586)
- 12 Programs & Events (11)
- 2547 Total Items Checked Out (2709)
- 1526 Questions Answered (545)
- 2 Posters printed for other City Departments (8)
- 137 Computer Sessions (Not available)

Month of December 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	0	\$ -	11	\$ 3,827.10
Attorney bonds	3	\$ 1,012.00	19	\$ 6,959.40
Returned for Officer correction	2	\$ 1,055.60	7	\$ 2,954.60
Unable to locate - bad info	0			
Paid/payment plan	10	\$ 3,423.60	67	\$ 24,759.70
Deceased	0			
Cleared-Found Incarcerated	0		7	\$ 2,584.00
Warrant Service by Marshal in field				
Arrests - transfer to jail	0			
Payment plan rather than jailed	0			
Attorney bonds rather than jailed	0			
Paid rather than jailed	0			
Warrant Service - Other				
Time Served	25	\$ 8,877.00	134	\$ 49,327.65
Arrested by other agencies	55	\$ 21,191.00	206	\$ 78,600.90
Paid by defendant	2	\$ 1,276.60	9	\$ 4,609.90
Released due to medical reasons	0		0	
Attorney bonds	0		0	
Prisoner Transfers				
Number of defendants transferred	0		2	894
Total hours spent on transfers	0		7	
Total miles driven on transfers	0		196	
Teletype - time serve/plea/court date	19	\$ 7,455.00	50	\$ 14,235.10
Other Duties				
Bank detail	9		28	
Traffic stops	0	0	0	0
Insurance verifications	16		61	
Vehicles inspected	1		3	
Bailiff hours	5		24	
Training	0		0	
Serve summons - School	0			
Serve summons - Animal Control	0			
Serve summons - Code Enforcement	0			
Serve summons - Police	0		1	
Officer corrections on citations	4		21	
Returned FTA notices	33		104	

Municipal Court

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

None at this time.

Citation Summary		
	Current Month	YTD Total
Violations Filed	392	1381
Completed Cases– Paid Fine & Before Judge	120	554
Other Completed - Dismissed deferred, DSC, proof, compliance, by Judge or Prosecutor, plea & bar, void	102	441
Number of Warrants Issued	0	526
Number of Warrants Cleared	68	320
Number of Outstanding Warrants	0	408
Value of Outstanding Warrants	\$.00	\$186,963.66
Total Fees Collected	\$54,922.65	\$209,720.26

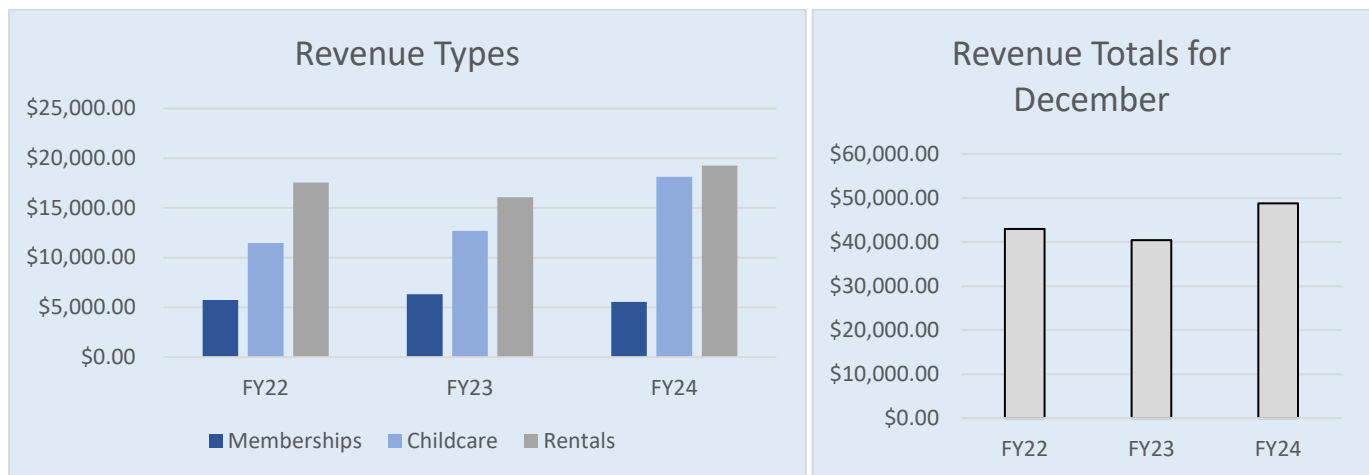
Parks and Recreation Director's Report

December 2023



Budget Analysis

The Link had a very strong revenue month for December. The \$48,794.71 was the highest earning December for The Link and was \$10,000 more than anticipated at the beginning of the budget. Additionally, after the first quarter, The Link has its highest revenue total in its history outpacing Q1 for FY21-22 by nearly \$5,000.



Expenses for Link Operations totaled \$97,331.34 at the end of November. That accounts for 12.6% of annual budget in 16.67% of the budget year.

Project/Program Updates

- **Memberships: \$5,541.21.** Memberships are stagnant going into December with a \$3.00 increase from November. The Link began its annual December-January membership sale and did see an increase in sales, but most of those are renewals from previous year's sales expirations. Staff is discussing an increase in marketing to recruit new members, as well as communication for retention and extension of current memberships.

With 25 sales and 26 terminations, the overall count is stagnated at 301 memberships at The Link. Scans decreased slightly to 1,731 in November with 330 different users, also slightly down from November.

- Medicare programs brought in **\$2,032.00** in additional monthly fees from 146 active members.

- **Camp Connect and Link Learner's Academy (LLA): \$18,124.00.** During nearly two full weeks of day camp, staff hosted 35 children collectively. The Link Learner's afterschool program is at 102 students from seven different area schools.

- **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 – 5
 - Belly Dancing – 4
 - Ballet I – 5
 - Homeschool Recess – 8 families
 - **Richland Hills Outdoor Programs and Education Series (RHOPES):** There is no scheduled outdoor recreation programmed until the spring. Staff is planning a trip to a state park to hike, picnic, and fish at while the weather is nice.
 - **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 public for a fee.
 - Pickleball Lessons – 1
 - Pickleball players* –39
 - Volleyball players* – 27
 - **Special Events:** Dona planned the annual Christmas Tree Lighting Event that is scheduled on the first Friday of December. This year, that fell on December 1. We had wonderfully crisp weather to help build the feel of Christmas, along with fantastic entertainment and activities to get everyone in the spirit of the season.

Unfortunately the Richland Hills Middle School choir director was unable to participate this year, we had a wonderful showing from Jack Binion and Cheney Hills Elementary School choir's. Additionally, the entertainment stage hosted children from the East Ft. Worth Montessori Academy and a local dance troop.

Staff estimated 1,200 people were in attendance in the free event.
 - **Community Programs:** The Link, while designed to generate revenue, tries to find a balance with community programs that anyone can join.
 - Lunch Bunch – Ham and sides were served to 84 attendees. 72 seniors stayed and played bingo for prizes.
 - Tarrant Area Food Bank – in association with Trinity Point Church – was held serving about 84 families.
 - Second Saturday Seminars – There was no scheduled session for this month.
 - **Senior Programs:** 9 seniors joined staff for a trip to the Lightscape at the Ft. Worth Botanic Garden on December 6, and on December 13 there were 14 attendees for a trip to the NorthPark Center.
- **Parks:** Staff continues to monitor the parks for vandalism and damage that needs attention. At Rosebud there is a slide that is cracked and will need to be replaced. One quote that staff has is for \$11,800.
 - **Park Plan Updates:** For the Kate Baker Improvements, the pre-construction meeting with C Green Scaping was held prior to the Christmas break. The most important piece of information that came out of that meeting is that they would begin mobility on January 8. They were hoping

to start earlier, but needed the extra time to compete the other project they are working on for the city.

For Rosebud Improvements, Parkhill completed the agreement and pricing structure for that upcoming plan and design.

- **Park Amenities:** Installation of equipment was largely on hold in December as park staff has been moved inside and assigned tasks that are more facility based than parks. The biggest of those tasks include the Indoor Playground at The Link.
- **Water Feature:** GPSI has continued to manage the weekly cleanings and tests. The vendor's latest report is that everything is working and we could operate the amenity right now if needed.
- **Landscaping:** The lowest bidder from the Landscaping Services RFQ is still working on getting a bond to be able to continue their work and get an executed contract.
- **ROWS and Medians:** The Green Ribbon TxDOT project officially began with a pre-construction meeting. Demolition and installation of the medians between Handley-Ederville and Rufe Snow. The vendor should be onsite to start the demolition in early to mid-December. Additionally, staff will be walking the far east and west medians with last year's vendor to complete the FY23 Green Ribbon project. Staff has identified plants that did not make it through the heat of the summer and will need to be replaced.
- **Rentals: \$19,246.00** The Link hosted 69 rentals this month, including 8 city events. The Link hosted more events than usual, and had a great revenue number for almost any month.

Valuable Information:

- The indoor playground – Staff has nearly completed the installation with the vendor. There is only a couple of items to complete before we can open the amenity to the public.

Link Revenue	December 2021	December 2022	December 2023		Fiscal Year 21-22 YTD	Fiscal Year 22-23 YTD	Fiscal Year 23-24 YTD
Classes	\$ 603.50	\$ 796.50	\$ 666.50		\$ 1,614.87	\$ 2,156.87	\$ 3,149.50
Link Membership	\$ 5,737.17	\$ 6,307.30	\$ 5,541.21		\$ 16,889.29	\$ 17,730.70	\$ 16,721.14
Day Passes	\$ 265.00	\$ 385.00	\$ 422.00		\$ 708.00	\$ 913.00	\$ 1,137.00
Fitness Classes	\$ 360.82	\$ 204.25	\$ 514.83		\$ 1,450.86	\$ 661.19	\$ 1,491.65
Personal Training	\$ 3,506.55	\$ 729.46	\$ 780.00		\$ 6,787.23	\$ 2,044.69	\$ 1,020.00
Athletics	\$ 1,744.39	\$ 1,524.00	\$ 1,092.50		\$ 5,175.78	\$ 4,735.74	\$ 3,472.50
Day Camps	\$ 4,645.50	\$ 5,103.00	\$ 3,658.00		\$ 6,865.50	\$ 5,979.00	\$ 8,194.00
After School Program	\$ 6,830.64	\$ 7,581.60	\$ 14,466.00		\$ 26,439.58	\$ 29,743.50	\$ 53,440.00
Rentals	\$ 17,547.10	\$ 16,069.75	\$ 19,246.00		\$ 62,875.54	\$ 44,256.00	\$ 44,525.50
Grand Total	\$ 41,240.67	\$ 38,700.86	\$ 46,387.04		\$ 128,806.65	\$ 108,220.69	\$ 133,151.29

*this chart does not include all revenue streams.

Police

- On December 1st – the Richland Hills Police Department participated in the annual Christmas Tree Lighting Event, providing picture ornaments to those in attendance and The Grinch made an appearance.
- On December 11th and 12th the Richland Hills Police Department had our TPCA Re-Accreditation Onsite Evaluation. The department successfully passed re-accreditation.
- On December 19th thru 21st the Richland Hills Police Department Hosted a Legislative Update Class at the Link from 1:00 p.m. to 5:00 p.m. each day.
- The Richland Hills Police Department adopted three families this Christmas Season.

Service Calls		
	Current Month	YTD Total
Total Calls for Service (CFS)	2370	25403
Calls for Service	433	5459
Field Generated CFS	1937	17966
Proactive Policing (Included in Field Generated)		
Traffic Stops-Spillman	474	5626
Violations issued	385	4588
Warnings issued	325	4643
Traffic stops resulting in an arrest	27	325
Crime Prevention CFS	413	4852
Business Checks CFS	507	4425
Arrests	50	701
Family Violence-included above	10	52
DWI Arrests-included above	11	98
Priority-1 Total Response Time	4m 50s	
Priority-1 Officer Response Time	2m 40s	

NOTES:

Part 1 Offenses

	Current Month	YTD Total
Total Violent Crime Offenses	17	140
Murder	0	1
Rape	2	17
Robbery	0	3
Aggravated Assault	2	23
Simple Assault	13	96
Total Property Crime Offenses	20	244
Burglary	2	53
Business	2	40
Residential	0	13
Larceny	11	126
Burglary of Motor Vehicle	5	44

Auto Theft	2	20
Part -1 Offenses Cleared	15	149
Clearance Rate %	40.54%	39.01%
Stolen Property Reported	\$66,300	\$925,864
Stolen Property Recovered	\$14,000	\$163,058

NOTES:

Traffic Unit Program

	Current Month	YTD Total
Traffic Stops	94	1324
Citations	97	1335
Violations	97	1622
Speed Related	30	653
Fail to Maintain Financial Responsibility	14	197
Expired Registration	1	172
All Other Violations	30	581
Warnings	47	516
Accident Investigations	1	14
Reactive Traffic Enforcement	6	82
Parking Complaint	5	27
Traffic Complaint	1	46
Proactive Traffic Enforcement	62	726**
Citizen Initiated	15	168**
Officer Initiated	20	280
School Zone	27	252**
Arrest		10
Impaired Driver	0	1
Warrants	1	7
On-View	1	4

NOTES:

** Data Collection began in May for these categories.

- Vacation: December 24th thru 31st

Traffic Accidents

	Current Month	YTD Total
Crash Reports	10	159
Accidents-Major	3	62
Accidents-Minor	11	144
Alcohol/Drug Impairment	0	11

NOTES:

Records		
	Current Month	YTD Total
Sex Offender Registrations	1	11
Open Records Requests	39	678
Solicitors Permits	1	1
Property & Evidence		
	Current Month	YTD Total
Pieces of Property Received	99	1646
Items Taken to Lab for Narcotics Testing	14	138
Items Taken to Lab for Blood Alcohol Content	16	75
Crime Scene Call-Outs Richland Hills	1	15
Crime Scene Call-Outs Haltom City	0	1
Criminal Investigations		
	Current Month	YTD Total
New Assigned Cases	126	1529
Current Open Cases	119	
Total Warrants Issued	4	87
Misdemeanor Arrest Warrant	0	29
Felony Arrest Warrant	5	45
Search Warrant	0	18
Charges Filed with TCDA	16	724
New Emergency Protective Orders	7	29
NOTES:		

Departmental Monthly Reports **December- 2023**

Animal Services

- On December 6th – The Animal Shelter Advisory Board was held at City Hall. Chief Sylvester was in attendance.
- A French Drainage system was installed on the north side of the building, and drainage improvements continue. The new concrete parking extension was also completed.
- Vax Shack provided sterilizations for over 28 shelter pets & 16 privately owned pets and over 40 pets received immunizations during the shot clinic.
- Next Vax Shack surgery & clinic is scheduled for January 25, 2024

	Current Month	YTD Total
Total Dispatched Calls	19	331
Impounds		
	Current Month	YTD Total

DOGS	6	202
CATS	9	204
OTHER THAN DOGS/CATS	0	2
TOTAL	15	418

Incidents by Type

	Current Month	YTD Total
ANIMALS AT LARGE	7	111
AGGRESSIVE ANIMAL	1	12
ANIMAL COMPLAINTS	9	149
INJURED ANIMALS	0	24
TOTAL	17	296

NOTES:**Bite Reports**

	Current Month	YTD Total
ANIMAL BITES	1	8
SHELTER QUARANTINE	1	3
HOME QUARANTINE	0	4
SUBMISSION &/or Owner Req Euthanasia	0	1
UNABLE TO LOCATE	0	1

NOTES:

6700 Block John Drive – Richland Hills Officers responded to an animal bite regarding an aggressive dog. The reporting person advised the aggressive dog was fighting with his dog. When the Reporting Person attempted to separate the animals, he was bitten on the hand and scratched on the leg. Upon arrival the animal was located by Officers and Animal Control was summoned to the location. The dog was captured and placed in quarantine at the animal services center. ACO's investigation determined the dog to be dangerous and a dangerous animal notice was served to the animal owner.

Disposition of Animals out of the Shelter

	Current Month	YTD Total
DOGS ADOPTED	12	154
CATS ADOPTED	12	178
RETURNED TO OWNER/YARD	1	59
TRANSFERRED/RESCUED	1	19
EUTHANIZED/ LOST/ DIES IN CARE	0	10

City License Issued

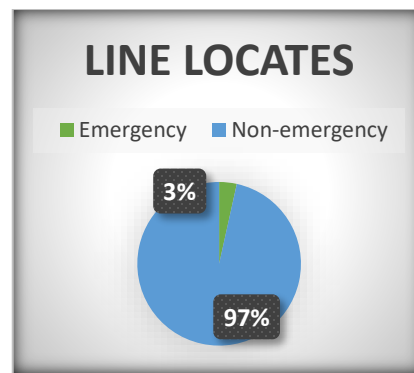
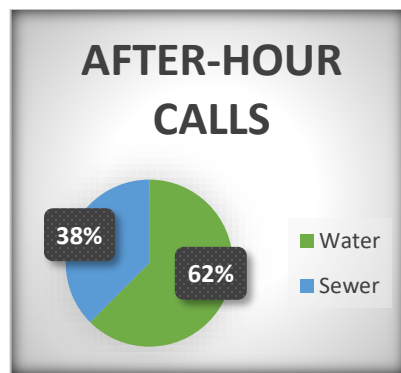
	Current Month	YTD Total
ISSUED	9	130

Citations/Violations Issued

	Current Month	YTD Total
CITATIONS ISSUED	1	17
WARNINGS ISSUED	0	8

Public Works

Public Works – Work Orders				TOTAL WORKORDERS: 265	
STREETS		WATER		SEWER	
Potholes	73	Water Line Break	0	Sewer Line Break	0
Street Patch	0	Water Line Repair	0	Sewer Line Repair	0
Debris Removal/Mowing	6	Meter Leak/Repair	7	Household Back-up	11
Sign Repair/Install	2	After Hour Calls	5	Drainage	2
Manhole Repairs	1	Other (Water pressure, odor, etc.)	4	After Hour Calls	3
After Hour Calls	0			Other (Odor, etc.)	7
Other (Mosquito Testing/Spray, Inspections)	0				



Utilities – Work Orders		TOTAL WORKORDERS: 118	
SERVICES		GENERAL	
Meter Turn On	3	Possible Leak	8
Service Shut Off	0	Meter Repairs/Replacement	11
Final Reads	25	Re-Read Meter	5
Service Starts	23	No Reads	24
Other (Low Consumption, Meter Tests, etc.)	19		

Operational Updates

- 7600' of sewer line cleaned.
- 62 man-hours spent reading wells and water sampling.
- 24 man-hours spent conducting NAP Testing.
- Routine levee maintenance and mowing.
- Continued installation of water meters at Baker Landing.
- Routine storm preparation (chainsaw maintenance, prep sandbags, etc.).
- Continued restriping crosswalks throughout the city as time permitted.
- Routine mowing and tree trimming completed throughout the month.

- Lift Station Maintenance.
- 48 hours of street sweeping was conducted.
- Collier Consulting completed the required Hydrogeologic Study of our wells.
- The Lathem Drainage Project was completed.
- Began reconstruction of the drainage wall behind the Baptist Church.
- Obtained bids for storm drain repair on Wesley Way.
- Replaced fire hydrant at Bridges and Norton.

Staff Updates

- Conditional Offer made and accepted to Kristopher Lewis. Kris is set to begin his employment on January 8, 2024, as a Maintenance Technician I.