

**RICHLAND HILLS CITY COUNCIL
REGULAR MEETING AGENDA
AUGUST 26, 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 – 6:00 PM

1. **Executive Session:** Pursuant to the Open Meetings Act, Chapter 551, Texas Government Code, Sections 551.071, 551.072, 551.073, 551.074, 551.076, 551.087, 418.183(f) and 418.106(d) & (e). **Executive Session may be held, under these exceptions, at any time during the meeting that a need arises for the City Council to seek advice from the City Attorney as to the posted subject matter of this City Council meeting.**
2. FY 2025 Budget Overview: Special Revenue Funds
3. Discuss items listed on tonight's City Council agenda. No action will be taken and each item will be considered during the Regular Session.

CITY COUNCIL REGULAR SESSION – 7:00 PM

CALL TO ORDER

INVOCATION AND PLEDGES OF ALLEGIANCE

1. PRESENTATIONS

- A. Employee Service Award
 - Fire Engineer Michael Ferguson – 10 years
- B. National Payroll Week Proclamation
- C. National Library Card Sign-Up Month Proclamation
- D. Citizen Appearances/Public Comments

Citizen comments emailed to Lindsay Rawlinson (lrawlinson@richlandhills.com) on an item either listed on this agenda or not listed on this agenda will be heard at this time. Citizens in attendance at the meeting who have signed a card to speak to the City Council will also be heard at this time. In compliance with the Texas Open Meetings Act, unless the subject matter of the presentation is on the agenda, the city staff and City Council

members are prevented from discussion of the subject and may respond only with statements of factual information or existing city policy. Citizens will have three (3) minutes to address City Council. Public comment will not be taken on items that the Council has previously considered in a public hearing.

2. CONSENT AGENDA

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

- A. Approve minutes from the August 12, 2024 City Council Regular Meeting
- B. Approve Ordinance 1506-24 approving and adopting an amended budget for FY 2024 authorizing an expenditure of \$62,650 to Sunbelt Pools for repair of the Link water feature
- C. Excuse the absence of Councilmember Roland Goveas from the August 12, 2024 regular City Council meeting

3. PUBLIC HEARINGS, MEETINGS, AND OTHER RELATED ITEMS

- A. None

4. ORDINANCES & RESOLUTIONS AND OTHER RELATED ITEMS

- A. Consider Ordinance 1507-24 amending the Municipal Fee Schedule

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

- A. None

6. OTHER ITEMS FOR CONSIDERATION

- A. Consider approval and adoption of the FY 2025 General Government and Public Safety Pay Plans

7. REPORTS & DISCUSSIONS

- A. Street Improvement Projects
- B. July Department Reports
- C. Richland Hills EMS Transport Discussion

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 22nd day of August 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 Curtis Bergthold and Richland Hills City Council Members

From: Candice Edmondson, City Manager

Date: August 26, 2024

Subject: FY 2025 Budget Overview

Agenda Item:

FY 2025 Budget Overview: Special Revenue Funds

Background Information:

Staff will present an overview of the proposed FY 2025 Special Revenue Fund Budgets.

Financial Considerations:

The proposed FY 2025 Budget will go into effect on October 1, 2024 if approved by City Council.

Legal Review:

N/A

Board/Citizen Input:

The proposed FY 2025 Budget will be presented in Work Sessions on August 12, 2024 and August 26, 2024. A Public Hearing will be held on September 9, 2024 with final approval and adoption occurring September 23, 2024.

Attachments:

None

Council Action Requested:

Discussion Item Only

Memorandum

To: Honorable Mayor Curtis Bergthold and Richland Hills City Council Members

From: Lindsay Rawlinson, City Secretary

Date: August 26, 2024

Subject: Employee Service Award

Agenda Item:

Presentation of 10-year Service Award to Fire Engineer Michael Ferguson.

Background Information:

Michael Ferguson joined the ranks of the Richland Hills Fire Department on August 11, 2014 and was promoted to the rank of Fire Engineer in May 2018. He was concurrently assigned as the Department's EMS Coordinator from 2016 until 2022. Mike currently serves as the Engineer on B shift under Captain Irizarry.

He currently holds certifications as an Advanced Firefighter, Paramedic, Driver/Operator, Haz Mat Technician, Fire Officer I, and Fire Instructor I. He is currently working on additional certifications as a Fire Inspector, Fire Officer II, and Fire Instructor II.

Mike and his wife Laura have two adult daughters, Mackenzie who lives in Minnesota and Makayla, who recently moved to Arizona. In his spare time Mike enjoys spending time with his family, working out, and traveling the country. He is looking forward to a trip to Banff, Canada next month with his whole family to celebrate an upcoming milestone birthday. Mike loves serving the Richland Hills community, and he looks forward to spending his entire career as a member of this team.

Financial Considerations:

N/A

Legal Review:

N/A

Board/Citizen Input:

N/A

Attachments:

N/A

Council Action Requested:

Presentation of 10-year Service Award to Fire Engineer Michael Ferguson

Memorandum

To: Honorable Mayor Curtis Bergthold and Richland Hills City Council Members

From: Lindsay Rawlinson, City Secretary

Date: August 26, 2024

Subject: National Payroll Week Proclamation

Agenda Item:

National Payroll Week Proclamation

Background Information:

In recognition of “National Payroll Week”, Mayor Bergthold will present a Proclamation to City Manager Candice Edmondson.

Financial Considerations:

N/A

Legal Review:

N/A

Board/Citizen Input:

N/A

Attachments:

National Payroll Week Proclamation

Council Action Requested:

Presentation of National Payroll Proclamation

Proclamation



WHEREAS, Payroll.Org and its more than 20,000 members have launched a nationwide public awareness campaign that pays tribute to the nearly 150 million people who work in the United States and the payroll professionals who support the American system by paying wages, reporting worker earnings and withholding federal employment taxes; and

WHEREAS, payroll professionals in Richland Hills play a key role in maintaining the economic health of our city by carrying out such diverse tasks as paying into the unemployment insurance system, providing information for child support enforcement, and carrying out tax withholding, reporting and depositing; and

WHEREAS, payroll departments collectively spend more than \$2.4 trillion annually complying with myriad federal and state wage and tax laws; and Whereas payroll professionals play an increasingly important role ensuring the economic security of American families by helping to identify noncustodial parents and making sure they comply with their child support mandates; and

WHEREAS, payroll professionals have become increasingly proactive in educating both the business community and the public at large about the payroll tax withholding systems.

NOW, THEREFORE, BE IT RESOLVED THAT I, Curtis Bergthold, Mayor of the City of Richland Hills, do hereby proclaim the week in which Labor Day falls as

NATIONAL PAYROLL WEEK

in Richland Hills, Texas and hereby give additional support to the efforts of the people who work in Richland Hills and of the payroll profession.

Mayor Curtis Bergthold
City of Richland Hills

Memorandum

To: Honorable Mayor Curtis Bergthold and Richland Hills City Council Members

From: Lindsay Rawlinson, City Secretary

Date: August 26, 2024

Subject: Library Card Sign-Up Month Proclamation

Agenda Item:

Library Card Sign-Up Month Proclamation

Background Information:

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

Financial Considerations:

N/A

Legal Review:

N/A

Board/Citizen Input:

N/A

Attachments:

Library Card Sign-Up Month Proclamation

Council Action Requested:

Presentation of Library Card Sign-Up Month Proclamation

Proclamation



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

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

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

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

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

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

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

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

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

NOW, THEREFORE, BE IT RESOLVED THAT I, Curtis Bergthold, Mayor of Richland Hills, do hereby proclaim September as

LIBRARY CARD SIGN-UP MONTH

in Richland Hills, Texas and encourage everyone to sign up for their own library card today.

Mayor Curtis Bergthold
City of Richland Hills

Memorandum

To: Honorable Mayor Curtis Bergthold and Richland Hills City Council Members

From: Lindsay Rawlinson, City Secretary

Date: August 26, 2024

Subject: Minutes from the August 12, 2024 Regular City Council Meeting

Agenda Item:

Approval of minutes from the August 12, 2024 City Council Regular Meeting

Background Information:

N/A

Financial Considerations:

N/A

Legal Review:

N/A

Board/Citizen Input:

N/A

Attachments:

August 12, 2024 Draft Minutes

Council Action Requested:

Motion to approve the minutes from the August 12, 2024 City Council Regular Meeting

**RICHLAND HILLS CITY COUNCIL
REGULAR MEETING
AUGUST 12, 2024
MINUTES**

Roll Call:

Council present

Curtis Bergthold, Mayor
Douglas Knowlton, Mayor Pro Tem
Travis Malone, Place 2
Theresa Bledsoe, Place 3
John Skier, Place 4
G.W. Estep, Place 5

Council absent

Roland Goveas, Place 6

Staff present

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

CITY COUNCIL WORK SESSION – 5:01 PM

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

None.

2. **Water and Wastewater Rate Study Presentation**

Jason Gray, Vice President & Managing Principal, Willdan Financial Services, presented an overview of the water and wastewater rate study Willdan recently completed. He advised that Richland Hills last made water and wastewater rate adjustments prior to 2018, and inflation continues to drive up utility operating and capital costs annually. Currently, the average residential monthly charge is \$82.99.

Mr. Gray advised of issues including water purchased from the City of Fort Worth, wastewater treated by the City of Fort Worth and the Trinity River Authority, capital improvement projects, and required revenue. He presented different options for Council consideration including a recalibrated base fee and a pass through rate plan.

3. FY 2025 Budget Overview: General Fund, Debt Service and Utility Fund

City Manager Candice Edmondson presented an overview of the General Fund FY 2025 proposed budget and stated that staff utilized the recent citizens survey and strategic planning sessions to focus budget priorities for FY 2025. She advised that the proposed budget is based on an ad valorem tax rate of \$0.518879, which is a 0.73 percent reduction from FY 2024, and includes a proposed three percent pay increase for civilian personnel and a market salary adjustment for public safety personnel. The General Fund is the largest and most flexible fund with an expected revenue of \$10,662,938 million in FY 2025 and funds the majority of city operations and services and comes from sales tax, ad valorem tax, franchise tax, service charges, licenses and permits, and miscellaneous other revenues.

Ms. Edmondson provided a breakdown of General Fund expenditures by department including increased spending on facility maintenance, project management services, partnership with Serving Our Seniors, and an increase in animal shelter operations. She advised that expected expenditures in the General Fund will be \$10,528,938 and the projected ending fund balance will be \$3,233,691.

Ms. Edmondson presented a breakdown of the Debt Service Fund, which is supported by ad valorem taxes, and advised that in FY 2025 revenues are expected to be \$1,515,340 and expenditures are expected to be \$1,476,505 with a projected ending fund balance of \$736,003. The City's total current debt service requirements are \$26.47 million.

Next, City Manager Edmondson presented the proposed Utility Fund FY 2025 budget. The Utility Fund is an Enterprise Fund broken out between the water/wastewater fund and the drainage fund. The water/wastewater fund is expected to see revenue of \$5,151,900 in FY 2025 and receives revenue from water and wastewater sales. The expected expenditures will be \$5,643,312 with a projected ending (unrestricted) net position of \$2,771,364. She advised that the drainage fund is expected to see revenue of \$913,700 and expenditures of \$902,121 with a projected ending (unrestricted) net position of \$723,108 in FY 2025.

Discussion ensued regarding a partnership with Serving Our Seniors and pass-through credit card processing fees.

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

None.

Mayor Bergthold adjourned the work session at 6:55 p.m.

REGULAR SESSION – Mayor Bergthold Called to Order – Time 7:04 p.m.**INVOCATION AND PLEDGES OF ALLEGIANCE – Councilmember Malone****PRESENTATIONS****1A. Employee Service Award**

City Manager Candice Edmondson announced the employee service award and expressed congratulations to the following employee on reaching an employment milestone with the City of Richland Hills:

15 Years of Service

Sergeant Mario Hernandez

1B. Field Child Delivery Award

Fire Chief Russell Shelley advised that on May 25, 2024, the Richland Hills Fire Department responded to a female patient who was experiencing the imminent delivery of her child. Personnel assisted the patient with the field delivery of a healthy baby boy. Both patients received continuing care during transport to the hospital until care was transferred to the hospital staff. Chief Shelley presented A Shift personnel with an award for safely delivering the healthy baby boy.

1C. Life Saving Award

Fire Chief Russell Shelley advised that on May 12, 2024, the Richland Hills Fire Department responded to an elderly female who experienced sudden cardiac arrest at her home. Personnel immediately began Advanced Cardiac Life Support treatment of the patient and initiated transport to the hospital. During transport, the patient experienced a Return of Spontaneous Circulation or ROSC. Personnel continued to provide supportive care until they arrived at the hospital. The patient received continuing care at the hospital and is currently continuing her recovery at a local skilled nursing facility.

Chief Shelley presented A Shift personnel with a lifesaving award.

1D. Citizen Appearances/Public Comments

None.

City Manager Candice Edmondson took a moment to introduce two new employees who recently began their tenure in Richland Hills – Director of Parks and Recreation Eric Valdez and Communications and Engagement Manager Landon McBride.

CONSENT AGENDA

- 2A. Approved minutes from the July 22, 2024 City Council Regular Meeting**
- 2B. Excused the absence of Councilmember Theresa Bledsoe from the July 22, 2024 regular City Council meeting**
- 2C. Approved Resolution 597-24 authorizing the creation of an Employee Benefits Trust pursuant to Chapter 222 of the Texas Insurance Code**
- 2D. Approved Interlocal Agreement with the Texas Municipal League Intergovernmental Risk Pool for Cyber Liability and Data Breach Response**

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

Motion carried by a vote of 6-0.

PUBLIC HEARINGS, MEETINGS, AND OTHER RELATED ITEMS

- 3A. Approved Ordinance 1503-24 a Planned Development (2024-0183) to construct Townhomes or Single-family residences for the property described as Lot 1AR1, Slagle Commercial Addition, otherwise known as 7212 Baker Boulevard, Richland Hills, Texas 76118 PUBLIC HEARING**

Director of Planning and Development Services JP Ducay presented the item to the City Council and advised that this item and public hearing is a continuation from the July 8, 2024 City Council meeting. On March 11, 2024, an application was submitted by Nathan Parrott with Pape Dawson Engineers (applicant) on behalf of Megma LLC (owner) requesting to rezone the subject property to PD, Planned Development with a base zoning of MF-2. The subject 4.67-acre property addressed as 7212 Baker Boulevard is currently zoned LC, Light Commercial. The applicant is requesting to rezone the property to PD, Planned Development with a base zoning of SF-7 to allow for the construction of a high-density single-family housing product with approximately 53 reduced square-footage homes. The proposed name of the development is Richland Hills Square.

Additionally, the Planning and Zoning Commission recommended approval with two conditions by a vote of 5-0 at their June 25, 2024 meeting. The conditions were as follows:

1. Fiber-reinforced cementitious board shall be limited to 75 percent per building façade.
2. Screening along the western and southern boundaries shall be six feet in height and consist of masonry material in lieu of wood.

The Richland Hills Square proposal has gone through three review cycles with the City's Development Review Committee. Pursuing a Planned Development grants the applicant

flexibility to establish standards outside of Richland Hills development standards. However, all preliminary fire and safety related requirements have been addressed throughout this review process. Included in their planned development package is a chart showing the existing SF-7 standards alongside the proposed development standards.

Aaron Hunsaker, representing the applicant, provided a presentation with additional information such as proposed fencing and screening, overall highlights, parking, and tax benefits to the City.

Mayor Bergthold formally opened the public hearing at 7:37 p.m. as a continuation from July 8, 2024, and asked to hear from any proponents followed by opponents of the case.

Vicki Hamilton, 7905 Leslie Drive, Richland Hills, expressed concern regarding drainage and flooding issues.

Gordon Slagle, 7186 Baker Boulevard, Richland Hills, expressed concern regarding the drainage and inquired about the proposed fencing.

Mayor Bergthold closed the public hearing at 7:42 p.m.

Motion: Motion was made by Councilmember Malone and seconded by Councilmember Estep to approve Ordinance 1503-24 for a Planned Development (2024-0183) to construct Townhomes or Single-Family residences for the property described as Lot 1AR1, Slagle Commercial Addition, otherwise known as 7212 Baker Boulevard, Richland Hills, Texas 76118.

The vote was as follows:

For: Mayor Bergthold, Mayor Pro Tem Knowlton, and
Councilmembers Malone, Bledsoe, and Estep

Against: Councilmember Skier

Motion carried by a vote of 5-1.

ORDINANCES & RESOLUTIONS AND OTHER RELATED ITEMS

4. None.

CONTRACTS, AGREEMENTS, BID AWARDS AND OTHER RELATED ITEMS

5. None.

OTHER ITEMS FOR CONSIDERATION**6A. Consider approval of quote from Sunbelt Pools in the amount of \$62,650 for Link water feature repairs**

Fire Chief Russell Shelley introduced the item to the City Council and advised that staff has been working with multiple vendors to identify the inoperable components of the Link water feature and develop a plan for its repair and proper operation. Sunbelt Pools was contacted as a regional expert in fountain and water feature operation following an extremely high quote from another qualified vendor. After an in-depth analysis of the water feature and an extensive conversation with the manufacturer Crystal Fountains, Sunbelt Pools provided a quote in the amount of \$62,650 to replace the Crystal Fountain solenoids, solenoid cables and reseal with potting compound. Sunbelt Pools is a BuyBoard cooperative purchasing vendor (Contract #701-23) and funding for the repair of the Link water feature is available in the FY 2024 Strategic Initiative Fund.

Discussion ensued regarding the cost of repairs and previous expenditures made for the water feature.

Motion: Motion was made by Mayor Pro Tem Knowlton and seconded by Councilmember Skier to approve the quote from Sunbelt Pools in the amount of \$62,650 for Link water feature repairs with funding allocated from the FY 2024 Strategic Initiative Fund.

Motion carried by a vote of 6-0.

6B. Consider approval and adoption of the 2024 Certified Tax Roll (Fiscal Year 2025/Tax Year 2024)

City Manager Candice Edmondson presented the 2024 Certified Tax Roll to be levied October 1, 2024 (Fiscal Year 2025), in the amount of \$1,010,087,506. There are outstanding properties under protest with the Appraisal Review Board with an estimated minimum taxable value of \$17,408,312 and incomplete accounts with an estimated minimum taxable value of \$12,402,295 to be added to the certified total. These amounts equal a total of \$1,039,898,113 of projected assessed valuation and are the totals that are used to calculate the No-New-Revenue and Voter Approval tax rates. Included in the certified tax roll total is the TIF Zone (Baker Boulevard) incremental value of \$46,835,229.

A tax rate of \$0.518879 per \$100 valuation has been proposed by the governing body of the City of Richland Hills which represents a decrease of 0.73 percent over last fiscal year's tax rate and is the tax rate that will be used to budget ad valorem tax revenue projections.

PROPOSED TAX RATE	\$ 0.518879 per \$100
NO-NEW-REVENUE TAX RATE	\$ 0.514251 per \$100
VOTER-APPROVAL TAX RATE	\$ 0.518880 per \$100

The no-new-revenue tax rate is the tax rate for the 2024 tax year that will raise the same amount of property tax revenue for the City of Richland Hills from the same properties in both the 2023 tax year and the 2024 tax year.

Motion: Motion was made by Councilmember Estep and seconded by Councilmember Skier to approve and adopt the 2024 Certified Tax Roll (Fiscal Year 2025/Tax Year 2024).

Motion carried by a vote of 6-0.

6C. Set proposed tax rate for Fiscal Year 2025 and public hearing date for tax rate adoption

City Manager Candice Edmondson advised that the City of Richland Hills' proposed tax rate for Fiscal Year 2025 is \$0.518879/\$100 which is 0.73 percent lower than the current property tax rate of \$0.522689/\$100.

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

PROPOSED TAX RATE	\$ 0.518879 per \$100
NO-NEW-REVENUE TAX RATE	\$ 0.514251 per \$100
VOTER-APPROVAL TAX RATE	\$ 0.518880 per \$100

The No-New-Revenue Rate is 0.89 percent lower than the proposed tax rate of \$0.518879.

The proposed tax rate public hearing is set to be held on September 9, 2024.

Motion: Motion was made by Councilmember Skier and seconded by Councilmember Malone to set the proposed Fiscal Year 2025 property tax rate at \$0.518879/\$100, which is effectively a 0.89% increase in the tax rate AND set the public hearing on the tax rate for September 9, 2024.

Motion carried by a vote of 6-0.

REPORTS & DISCUSSIONS

7. None.

COMMUNITY INTEREST ITEMS

8. Councilmember Estep advised of several upcoming events:

- Now – August 13, 2024, After School Program Registration, The Link;
- Friday, August 16, 2024, Japanese Kit Kat Taste Testing Public Library, 6:00 p.m.;
- Saturday, August 17 – Sunday, August 18, 2024, Clear the Shelter Event, Amon G. Carter Jr. Exhibits Hall, half priced animal adoptions;
- Friday, August 30, 2024, Color Your Own Book Bag, Public Library, 6:00 p.m.;
- Thursday, September 12, 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.; and
- Every Thursday, Coffee Talk, Public Library, 10:00 to 11:30 a.m.

Jen Clark, 6973 Hardisty Street, Richland Hills, advised that the newly renovated City Council chambers looks wonderful and encouraged everyone to attend the Clear the Shelter Event.

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).

1. Section 551.087: Deliberation regarding Economic Development Negotiations
 - a. 2721 Handley Ederville Road, Richland Hills, TX

Motion: Motion was made by Mayor Pro Tem Knowlton and seconded by Councilmember Skier to adjourn into Executive Session at 8:07 p.m.

Motion carried by a vote of 6-0.

Mayor Bergthold reconvened into open session at 8:27 p.m. with no action taken.

ADJOURNMENT

10. There being no further business to come before the City Council, Mayor Bergthold declared the meeting adjourned at 8:29 p.m.

ATTEST:

APPROVED:

Lindsay Rawlinson, City Secretary

Curtis Bergthold, Mayor

Memorandum

To: Honorable Mayor Curtis Bergthold and Richland Hills City Council Members

From: Candice Edmondson, City Manager

Date: August 26, 2024

Subject: FY 2024 Budget Amendments – Strategic Initiative Fund

Agenda Item:

Approve Ordinance 1506-24 approving and adopting an amended budget for FY 2024 authorizing an expenditure of \$62,650 to Sunbelt Pools for repair of The Link water feature

Background Information:

On August 12, 2024, City Council approved agenda item 6A authorizing Sunbelt Pools to make repairs to The Link water feature. As noted in the memo, Sunbelt Pools is a regional expert in fountain and water feature operations and is particularly familiar with fountains manufactured by Crystal Fountains. Following an in-depth analysis of The Link water feature, Sunbelt provided a quote in the amount of \$62,650 to replace the solenoids, solenoid cables and reseal with potting compound. All parts come with a two (2) year warranty.

As this expenditure was not included in the FY 2024 Strategic Initiative Fund (SIF) Budget, a budget amendment is needed. The proposed budget amendment will increase line item 107-59920-88-88 (Facility Improvements) from \$256,823 to \$319,473 and increase the overall SIF Fund Budget from \$811,823 to \$874,473. With the adoption of the FY 2024 budget, there was a projected ending fund balance in the SIF Fund of \$1,110,260 that will provide adequate funding for the budget amendment.

Sunbelt will not be able to complete all of the repairs this fiscal year. The lead time for some parts is 10 – 12 weeks but Sunbelt needed approval to proceed with the project so parts could be ordered and repairs made before the winter months. Funds will be reallocated in the FY 2025 Strategic Initiative Fund Budget to complete the repairs.

Financial Considerations:

There is adequate funding for the proposed FY 2024 Budget amendments to the Strategic Initiative Fund (Fund 107).

Legal Review:

N/A

Board/Citizen Input:

N/A

Attachments:

Ordinance 1506-24

Council Action Requested:

Motion to approve Ordinance 1506-24 approving and adopting an amended budget for FY 2024 by increasing the Strategic Initiative Fund Budget from \$811,823 to \$874,473 to fund the authorized expenditure to Sunbelt Pools

ORDINANCE NO. 1506-24

AN ORDINANCE OF THE CITY OF RICHLAND HILLS, TEXAS, APPROVING AND ADOPTING AN AMENDED BUDGET FOR THE STRATEGIC INITIATIVE FUND FOR FISCAL YEAR OCTOBER 1, 2023 THROUGH SEPTEMBER 30, 2024, PROVIDING THAT EXPENDITURES FOR SAID FISCAL YEAR SHALL BE MADE IN ACCORDANCE WITH SAID BUDGET, AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City Council, after notice and a public hearing, adopted the budget for the fiscal year of October 1, 2023 to September 30, 2024; and

WHEREAS, the City Council, in accordance with Section 102.010, Texas Local Government Code, desires to make certain changes in the budget for unanticipated municipal projects and purposes; and

WHEREAS, the City Council finds that the proposed amendment for the Strategic Initiative Fund budget is in the best interest of the municipal taxpayers.

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

SECTION 1.

The Strategic Initiative Fund budget, as amended and approved by the City Council, which is attached to this ordinance as **Exhibit A**, and made a part thereof for all purposes, is hereby adopted and approved by the City Council. All aspects of the budget for the fiscal period beginning October 1, 2023 and ending September 30, 2024 not amended pursuant to this Ordinance are hereby ratified.

SECTION 2.

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

APPROVED AND ADOPTED at a regular meeting of the Richland Hills City Council on August 26, 2024, by a vote of _____ ayes, _____ nays, and _____ abstentions.

ATTEST:

APPROVED:

Lindsay Rawlinson, City Secretary

The Honorable Mayor Curtis Bergthold

EXHIBIT A

Strategic Initiative Fund (Fund 107)

Expenditures – Strategic Initiative Fund

- Increase line item 107-59920-88-88 (Facility Improvements) of \$256,823 by \$62,650 for an amended total of \$319,473 to fund repairs to the Link water feature by Sunbelt Pools

The total FY 2024 Strategic Initiative Fund expenditure budget of \$811,823 will increase by \$62,650 for an amended expenditure budget total of \$874,473.

Memorandum

To: Honorable Mayor Curtis Bergthold and Richland Hills City Council Members

From: Lindsay Rawlinson, City Secretary

Date: August 26, 2024

Subject: Councilmember Goveas Absence

Agenda Item:

Excuse the absence of Councilmember Roland Goveas from the August 12, 2024 regular City Council meeting

Background Information:

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

Financial Considerations:

N/A

Legal Review:

N/A

Board/Citizen Input:

N/A

Attachments:

N/A

Council Action Requested:

Motion to excuse the absence of Councilmember Roland Goveas from the August 12, 2024 regular City Council meeting

Memorandum

To: Honorable Mayor Curtis Bergthold and Richland Hills City Council Members

From: Candice Edmondson, City Manager

Date: August 26, 2024

Subject: Amendments to Municipal Fee Schedule

Agenda Item:

Consider Ordinance 1507-24 amending the Municipal Fee Schedule

Background Information:

As part of the annual budget process, staff reviews the City's Municipal Fee Schedule and identifies amendments for Council consideration. For FY 2025, staff is proposing the following changes:

Proposed FY 2025 Fee Schedule Amendments

Building Permits and Fees:

Staff is proposing the following amendments to current building permits and fees. These fees are found on pages 6-7 and 19 of the Municipal Fee Schedule.

	<u>From</u>	<u>Annual</u> <u>To</u>
Fence - Commercial	Valuation Based	\$100.00
Siding	\$150.00	\$100.00
Swimming Pool (Above-ground)	\$175.00	\$150.00
Swimming Pool (In-ground)	Valuation Based	\$500.00

In addition, the City needs to change the public infrastructure inspection fee under Chapter 74 – Subdivisions from 4% of the actual cost of the improvement to actual cost the City of Richland Hills incurs for third-party services. Recent legislative changes prohibit cities from charging based on the cost of improvements. Staff also recommends adding an administrative processing fee of \$60.00 per hour with a minimum of two (2) hours, or the total hourly cost, whichever is greater.

Animals:

Staff is proposing the following amendments to current animal related fees. These fees are found on pages 3-4 of the Municipal Fee Schedule.

	<u>Annual</u>	
	<u>From</u>	<u>To</u>
Vaccination Fee (per vaccination)	\$25.00	\$35.00
Registration Fees: Annual (not sterilized)	\$25.00	\$40.00
Registration Fees: Annual (sterilized)	\$10.00	\$10.00/ Seniors \$0
Dangerous Dog Annual Registration	\$150.00	\$300.00
Boarding Fee (per night)	\$10.00	\$20.00
Quarantine Fee for Bite Animals (per night)	\$20.00	\$25.00
Quarantine Fee for Bite Animals:out of jurisdiction (per night)	\$25.00	\$30.00
Class A – Dogs/Cats Sterilized Second Impoundment	\$35.00	\$50.00
Class A – Dogs/Cats Sterilized Third Impoundment (+)	\$45.00	\$150.00
Class A – Dogs/Cats Sterilized Fourth Impoundment	\$55.00	Remove
Class A – Dogs/Cats Unsterilized First Impoundment	\$45.00	\$50.00
Class A – Dogs/Cats Unsterilized Second Impoundment	\$60.00	\$100.00
Class A – Dogs/Cats Unsterilized Third Impoundment (+)	\$75.00	\$150.00
Class A – Dogs/Cats Unsterilized Fourth Impoundment	\$100.00	Remove
Class B – Small Livestock – First impound (12 months)	\$30.00	\$40.00
Class B – Small Livestock – Second impound (12 months)	\$40.00	\$60.00
Class B – Small Livestock – Third impound (+) (12 months)	\$50.00	\$100.00
Class B – Small Livestock – Fourth impound (12 months)	\$60.00	Remove
Class C – Large Livestock – First impound (12 months)	\$30.00	\$50.00
Class C – Large Livestock – Second impound (12 months)	\$40.00	\$70.00
Class C – Large Livestock – Third impound (+) (12 months)	\$50.00	\$150.00
Class C – Large Livestock – Fourth impound (12 months)	\$60.00	Remove
Owner Dog and Cat Surrender Fee	\$25.00	\$50.00 and vaccines
Owner Surrender Fee – Bite Investigation	\$0.00	\$75.00 and vaccines
Livestock Surrender Fee	\$75.00	\$150.00
Adoption Fee for Dogs	\$100.00	See Below*
Adoption Fee for Cats	\$80.00	See Below*
Veteran, Senior, Active Military	\$0.00	See Below*
*Adoption Fee for All Animals		
Includes 1 st set of shots, dewormer, microchip		\$50.00

*Adoption Fee – Veteran, Senior, Active Military, City Employee \$0.00

	<u>From</u>	<u>Annual</u> <u>To</u>
*Sterilization Fee:		
• Dogs under 50lbs		\$60.00
• Dogs over 50lbs		\$70.00
• Male Cats		\$40.00
• Female Cats		\$50.00
*Rabies Shots		\$10.00
*Heart Worm Test		\$10.00
Microchip – Resident (walk-in)	\$0.00	\$20.00
Microchip – Non-Resident (walk-in)	\$0.00	\$30.00
Deceased Animal Pickup (<30lbs) - Resident Only	\$0.00	\$20.00
Deceased Animal Pickup (>30lbs) – Resident Only	\$0.00	\$30.00
Owner Requested Euthanasia (emergent trauma only)	\$0.00	\$40.00

Link Membership Fees:

The Link currently offers Corporate Membership Fees that need to be added to the Municipal Fee Schedule. These fees are found on page 26 of the Municipal Fee Schedule.

	<u>Annual</u>	<u>Monthly</u>
<u>Corporate</u>		
Adult (19-54 years old)	\$280.00	\$28.00
Senior (55+ years old)	\$180.00	\$18.00

Financial Considerations:

The proposed fee amendments are comparable to the fees charged by other cities. The new fees will go into effect on October 1, 2024 if approved by City Council.

Legal Review:

The City Attorney has previously reviewed the ordinance.

Board/Citizen Input:

N/A

Attachments:

Ordinance 1507-24
FY 2025 Municipal Fee Schedule

Council Action Requested:

Motion to approve Ordinance 1507-24 amending the Municipal Fee Schedule

ORDINANCE NO. 1507-24

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

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

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

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

SECTION 1. AMENDMENT OF FEE SCHEDULE

Appendix A of the Code of Ordinances, City of Richland Hills, is hereby amended in its entirety and replaced with the FY 2025 Municipal Fee Schedule attached hereto as **Exhibit A** and incorporated herein for all purposes.

SECTION 2. PROVISIONS CUMULATIVE

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

SECTION 3. PROVISIONS SEVERABLE

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

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

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

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

**SECTION 5.
EFFECTIVE DATE**

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

APPROVED AND ADOPTED at a regular meeting of the Richland Hills City Council on August 26, 2024, by a vote of _____ ayes, _____ nays, and _____ abstentions.

APPROVED:

THE HONORABLE MAYOR CURTIS BERGTHOLD

ATTEST:

LINDSAY RAWLINSON, CITY SECRETARY



City of Richland Hills

FY 2025 Municipal Fee Schedule

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Chapter 2. Administration

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

Chapter 6. Animals

Code Section	Description	Fee
6-147	Vaccination Fee (per vaccination)	\$35.00
6-148	Registration Fees: annual registration for dog or cat not sterilized	\$40.00
	Registration Fees: annual registration for dog or cat sterilized	\$10.00 Seniors 65(+) \$0
6-166	Guard Dog Registrations	\$50.00
6-186	Dangerous Dog Registration (annual)	\$300.00
	Boarding Fee (per night)	\$20.00
6-187	Quarantine Fee for Bite Animals (per night)	\$25.00
	Quarantine Fee for Bite Animals: out of jurisdiction (per night)	\$30.00
Impoundment Fee		
6-218	Class A - Dogs and Cats Sterilized – First impoundment	\$25.00
	Class A – Dogs and Cats Sterilized - Second impoundment	\$50.00
	Class A - Dogs and Cats Sterilized – Third impoundment or more	\$150.00
	Class A – Dogs and Cats Altered – Fourth impoundment	\$55.00
	Class A - Dogs and Cats Not Sterilized – First impoundment	\$50.00
	Class A Dogs and Cats Not Sterilized – Second impoundment	\$100.00
	Class A - Dogs and Cats Not Sterilized – Third impoundment or more	\$150.00
	Class A – Dogs and Cats – Not sterilized – Fourth impoundment	\$100.00
	Class B Small Livestock – Any small livestock impounded and held by the city will be subject to the following	
	Class B – Small Livestock – First impoundment in 12 months	\$40.00
	Class B – Small Livestock – Second impoundment in 12 months	\$60.00

Class B - Small Livestock – Third impoundment or more in 12 months	\$100.00
Class B – Small livestock – Fourth impound in 12 months	\$60.00
The fee of any small livestock impounded and held by any other state, county, municipal or private entity shall be imposed at the discretion of that entity.	
Class C – Large Livestock – Any large livestock impounded and held by the city will be subject to the following:	
Class C – Large Livestock – First impoundment in 12 months	\$50.00
Class C – Large Livestock – Second impoundment in 12 months	\$70.00
Class C – Large Livestock – Third impoundment or more in 12 months	\$150.00
Class C – Large Livestock – Fourth impound in 12 months	\$60.00

Surrender		
	Owner Dog and Cat Surrender Fee	\$50.00 (+) cost of vaccinations
	Owner Surrender Fee – Bite Investigation	\$75.00 (+) cost of vaccinations
	Livestock Surrender fee	\$150.00
	Rabies Analysis Surrender fee	\$65.00
Adoption		
6-220(b)(4)	Adoption fee for dogs (includes s/n, rabies immunization, dewormer, microchip)	\$100.00
6-220(b)(5)	Adoption fee for cats (includes s/n, rabies immunization, dewormer)	\$80.00
	Adoption Fee for All Animals (includes 1 st set of shots, dewormer and microchip)	\$50.00
	Adoption Fee for All Animals (includes 1 st set of shots, dewormer and microchip - Veteran, Senior, Active Military, Current City Employee	\$0.00
	Sterilization Fee – dogs under 50lbs	\$60.00
	Sterilization Fee – dogs over 50lbs	\$70.00
	Sterilization Fee – male cats	\$40.00
	Sterilization Fee – female cats	\$50.00
	Rabies Shot	\$10.00
	Heart Worm Test	\$10.00
Other		
	Live Traps - Deposit	\$50.00
	Microchip – Resident (walk-in)	\$20.00
	Microchip – Non-Resident (walk-in)	\$30.00
	Deceased Animal Pickup (<30lbs) – resident only	\$20.00
	Deceased Animal Pickup (>30lbs) – resident only	\$30.00
	Owner Requested Euthanasia (emergent trauma only)	\$40.00

Chapter 14. Buildings and Building Regulations

Building Permit Fees	
Residential Building Permit	
New Construction/Additions	\$50.00 + \$1.00 per square foot of all floor area of new construction/addition (Includes fees for any mechanical, electrical, and plumbing work associated with construction.)
Remodel/Renovations Any construction or renovation to an existing structure that includes alterations to the plumbing, electrical, mechanical or structural elements of the building	\$25.00 + \$0.80 per square foot of all floor area of remodeled/renovated space (Includes fees for any mechanical, electrical, and plumbing work associated with construction.)
Commercial Building Permit (New Construction, Additions and Alterations)	
Total Valuation of Construction – Shall comply with the provisions set forth in Section 108.3 (Building permit valuations) of the 2018 International Building Code.	
\$1.00 to \$500.00	\$50.00
\$501.00 to \$2,000.00	\$50.00 for the first \$500.00, plus \$4.00 for each additional \$100.00, or fraction thereof, up to and including \$2,000.00
\$2,001.00 to \$25,000.00	\$100.00 for the first \$2,000.00 plus \$18.00 for each additional \$1,000.00, or fraction thereof, up to and including \$25,000.00
\$25,001.00 to \$50,000.00	\$500.00 for the first \$25,000.00 plus \$13.00 for each additional \$1,000.00, or fraction thereof, up to and including \$50,000.00
\$50,001.00 to \$100,000.00	\$900.00 for the first \$50,000.00 plus \$9.00 for each additional \$1,000.00, or fraction thereof, up to and including \$100,000.00
\$100,001.00 to \$500,000.00	\$1,300.00 for the first \$100,000.00 plus \$7.00 for each additional \$1,000.00, or fraction thereof, up to and including \$500,000.00
\$500,001.00 to \$1,000,000.00	\$4,000.00 for the first \$500,000.00 plus \$6.00 for each additional \$1,000.00, or fraction thereof, up to and including \$1,000,000.00
Greater than \$1,000,001.00	\$7,000.00 for the first \$1,000,000.00 plus \$5.00 for each additional \$1,000.00, or fraction thereof

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

Commercial Trade Permits	
(Only charged when no primary Building Permit issued)	
Total Valuation of Construction – shall comply with the provisions set forth in Section 108.3 (Building permit valuations) of the 2018 International Building Code.	
\$1.00 to \$500.00	\$100.00
\$501.00 to \$2,000.00	\$100.00 for the first \$500.00, plus \$3.00 for each additional \$100.00, or fraction thereof, up to and including \$2,000.00

\$2,001.00 to \$25,000.00	\$200.00 for the first \$2,000.00 plus \$14.00 for each additional \$1,000.00, or fraction thereof, up to and including \$25,000.00
\$25,001.00 to \$50,000.00	\$400.00 for the first \$25,000.00 plus \$10.00 for each additional \$1,000.00, or fraction thereof, up to and including \$50,000.00
\$50,001.00 to \$100,000.00	\$600.00 for the first \$50,000.00 plus \$7.00 for each additional \$1,000.00, or fraction thereof, up to and including \$100,000.00

Residential Trade Permit (Only charged when no primary Building Permit issued)	
Electrical (Single Trade)	\$100.00
Mechanical (Single Trade)	\$100.00
Plumbing (Single Trade)	\$100.00
Irrigation (Single Trade)	\$100.00

Other Building Permits and Fees	
Accessory Structures	\$50.00 base fee + \$0.25 per square foot
Additional plan review required by changes, additions, or revisions to approved plans	\$60.00 per hour with a minimum of two (2) hours or the total hourly cost to the City of Richland Hills, whichever is greater.
Annual Registration and Inspection – Boarding House, Garage Apartment, Guest House	\$150
Carport, Canopy, Patio Covers	\$150.00
Certificate of Occupancy	\$100.00
Clean and Show Inspection	\$80.00
Concrete Flatwork (patios, sidewalks, curbs, driveways)	\$50.00
Demolition Permit – Commercial	\$100.00
Demolition Permit – Residential	\$50.00
Driveway Approach	\$50.00
Fence – Commercial	\$100
Fence - Residential	\$25.00
Fire Inspection – Annual	\$75.00
Foundation/Retaining Walls	\$150.00
Garage Sale Permit	\$10.00
Gas Test	\$80.00

Inspections (not otherwise specified)	\$60.00 per hour with a minimum of two (2) hours or the total hourly cost to the City of Richland Hills, whichever is greater.
Inspections (outside of normal business hours)	\$60.00 per hour with a minimum of two (2) hours or the total hourly cost to the City of Richland Hills, whichever is greater.
Irrigation System Plan Review and Inspection	\$80.00
Non-Residential Registration & Inspection – Vacant Building	\$300.00
Parking Lots – New Construction	\$100.00
Parking Lots – Resurface/Overlay	\$50.00

Permit for Tent and Air-Supported Structures: Initial Permit	\$50.00
Permit for Tent and Air-Supported Structures: One-time Renewal	\$40.00
Permits (not otherwise specified)	\$80.00
Plan Review	65% of the building permit fee
Re-Inspection Fees	\$80.00
Residential Registration & Inspection – Vacant Building	\$100.00
Roof - Commercial	Based on valuation
Roof – Residential	\$50.00
Siding	\$100.00
Sign Permit (With Electric)	\$100.00
Sign Permit (Without Electric)	\$50.00
Solar Panels	\$200.00
Stop Work Order Penalty	Double Permit Fees
Swimming Pool (Above-ground)	\$150.00
Swimming Pool (In-ground)	\$500.00
Swimming Pool, Hot Tub, or Spa Permit to Discharge Water	\$25.00
Swimming Pool/Spa Annual Permit (Commercial Only)	\$100.00
Temporary Certificate of Occupancy	\$50.00
Temporary Electric Release (90 day maximum)	\$80.00
Windows	\$150.00

Chapter 18. Businesses

Food Program Fee Schedule	
Food Store	
≤ 5,000 sqft.	\$200.00
> 5,000 sqft.	\$300.00
Food Service	
≤ 500 sqft.	\$100.00
> 500 ≤ 1,500 sqft.	\$150.00
> 1,500 ≤ 3,000 sqft.	\$200.00
> 3,000 ≤ 6,000 sqft.	\$250.00
> 6,000 sqft.	\$300.00
Child Care Food Service	\$150.00
Catering Operation	\$250.00
Food Court	\$200.00 per establishment
Adjunct Operation	
Food Service	\$150.00 per independent operation
Food Store ≤ 5,000 sq. ft.	\$150.00 per independent operation
Food Store > 5,000 sq. ft.	\$200.00 per independent operation
Commissary	
No Food Prep	\$100.00
With Food Prep	\$200.00
Plan Review	
≤ 500 sq. ft.	\$0.00
> 500 ≤ 3,000 sq. ft.	\$50.00

> 3,000 sq. ft.	\$100.00
Late Fee	
From 1-30 days	10% of the fee owed
From 31-60 days	20% of the fee owed
The late fee increases 10% for each 30-day block until the permit fee and the late fee is paid	
Permits that are more than 90 days overdue will be void and required to reapply	
Reinspection Fee	
Required Re-inspection	\$75.00

Other Business Fees		
Code Section	Description	Amount
18-101	Annual permit fee for Mobile Food Vendors	\$40.00
18-191	Annual permit fee for person, firm, corporation, organization, single agent, employee, or volunteer. Hi-Vis Vest Required \$15.00 added to permit fee.	\$35.00 + \$15.00 Supply Fee
	Annual permit for each additional agent, employee or volunteer. Hi-Vis Vest Required \$15.00 added to permit fee.	\$10.00 + \$15.00 Supply Fee
	Distribution of handbills only. Hi-Vis Vest required added to the permit fee	\$15.00 + \$15.00 Supply Fee
	Annual permit fee for person, corporation, firm or organization that sponsors or employs one minor. Hi-Vis vest Required \$15.00 added to permit fee.	\$50.00 + \$15.00 Supply Fee
	Annual permit for each additional minor. Hi-Vis Vest Required \$15.00 added to permit fee.	\$10.00 + \$15.00 Supply Fee
18-235	Pawnbroker, Secondhand Dealer, or Junk Dealer License	\$100.00
18-296	Pool Hall License	\$100.00
18-463	Swimming Pool, Spa and/or interactive Water Feature Annual Permit	\$250.00
18-464	Public Pool, Spa, and/or Interactive Water Feature Construction or Remodeling Application (plan review and opening inspection)	\$150.00
18-465	Preoperational Inspection for a Public Pool, Spa and/or Interactive Water Feature (based on the number of filtration systems located at a single address)	\$250.00 each
	Swimming Pool, Spa, and/or Interactive Water Feature Inspection	\$75.00

Chapter 30. Emergency Services

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

Chapter 34. Environment

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

Chapter 38. Fire Prevention and Protection

Code Section: 38-92

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

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

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

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

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

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

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

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

Special Application Permits

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

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

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

Chapter 48. Landscaping

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

Chapter 50. Law Enforcement

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

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

Chapter 54. Municipal Court

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

Chapter 66. Solid Waste

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

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

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

Chapter 70. Streets, Sidewalks, and Other Public Places

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

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

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

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

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

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

Chapter 70. Library

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

Chapter 70. Parks and Recreation

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

Chapter 74. Subdivisions

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

74-104	Public Infrastructure Inspection Fee	Actual cost to the City of Richland Hills for third-party services, plus \$60.00 per hour with a minimum of two (2) hours, or the total hourly cost, for administrative processing
Recording Fees (Tarrant County)		
	24" x 36" Plats	\$64
	18" x 24" Plats	\$49
	Each additional page (i.e. tax certificates, extra plat page, etc.)	\$4

Chapter 86. Utilities

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

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

Code Section	Drainage (stormwater) utility fees	Amount
86-144	The monthly drainage (stormwater) utility fees for each residential dwelling unit, or ERU, as defined in the Stormwater Utility Ordinance, Article III of Chapter 86 of the City Code, shall be as follows for each fiscal year beginning October 1 st	\$8.00
	The monthly drainage (utility fees for the impervious area, on each non-residential parcel, measured in square feet (sf), as defined in the Stormwater Utility Ordinance, Article III of Chapter 86 of the City Code, shall be as follows for each fiscal year beginning October 1 st .	\$0.00519 per sf
	The drainage (stormwater) utility fee may be revised by the City Council by ordinance from time to time as permitted by law	

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

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

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

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

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

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

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

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

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

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

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

Chapter 90. Zoning

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

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Memberships		
Resident Memberships		
	Annual	Monthly
Child (5-13 years old)	\$130.00	\$13.00
Teen (14-18 years old)	\$180.00	\$18.00
Adult (19-54 years old)	\$280.00	\$28.00
Senior (55+ years old)	\$180.00	\$18.00
Senior Couple	\$300.00	\$30.00
Family	\$480.00	\$48.00

Non-Resident Memberships		
	Annual	Monthly
Child (5-13 years old)	\$150.00	\$15.00
Teen (14-18 years old)	\$210.00	\$21.00
Adult (19-54 years old)	\$330.00	\$33.00
Senior (55+ years old)	\$210.00	\$21.00
Senior Couple	\$350.00	\$35.00
Family	\$550.00	\$55.00
Corporate Memberships		
	Annual	Monthly
Adult (19-54 years old)	\$280.00	\$28.00
Senior (55+ years old)	\$180.00	\$18.00
Other Membership Fees		
	Amount	
Day Pass – Adult	\$8.00	
Day Pass – Senior/Teen/Child	\$5.00	
Bird's Nest	\$3.00	

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

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

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

City Facility Rentals

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

Community Events

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

Memorandum

To: Honorable Mayor Curtis Bergthold and Richland Hills City Council Members

From: Candice Edmondson, City Manager

Date: August 26, 2024

Subject: FY 2025 Pay Plans

Agenda Item:

Consider approval and adoption of the FY 2025 General Government and Public Safety Pay Plans

Background Information:

Per the City's adopted Employee Compensation Plan, a market salary survey is to be conducted every two years. The City completed a full market survey for all positions in February 2023.

Last year, several of Richland Hills' market cities made adjustments to public safety pay causing compensation for Richland Hills police and fire personnel to fall below the adopted 90% market average (40th percentile). Thus, the City completed a market survey this summer focused on public safety compensation. The recommended adjustments to keep all positions at 90% market average have been included in the proposed FY 2025 Budget.

Richland Hills' market cities provided the salary data, and a full analysis was conducted including pay for certifications and licenses. The public safety adjustments include a slight restructuring of the step plan to better align with standard compensation practices. General government positions were analyzed to ensure the positions are maintaining proper placement in pay grades compared to the market.

Based on the market survey results, the City updated its general government pay plan and police and fire step plans for FY 2025. The new pay plans are attached to this memo for your review. There were several general government positions that moved up in pay grades to stay within the market average. The police and fire step plans are now at the 90% market average plus a 3% cost of living increase based on anticipated market city increases. General government staff will also receive a 3% cost of living pay increase in the proposed FY 2025 Budget.

Financial Considerations:

The market salary survey adjustments to keep public safety positions at 90% market average totaled approximately \$297,891 split between the General Fund and Crime Control Prevention District Funds. Even with some of the pay grade changes on the

general government pay plan, those employees remained within range, so no salary adjustments were needed. Both public safety and general government employees have been recommended to receive a 3% cost of living adjustment. All market salary and cost of living adjustments are included in the proposed FY 2025 Budget.

Legal Review:

N/A

Board/Citizen Input:

N/A

Attachments:

FY 2025 General Government Pay Plan
FY 2025 Police Step Plan
FY 2025 Fire Step Plan

Council Action Requested:

Motion to approve and adopt the FY 2025 General Government and Public Safety Pay Plans.

City of Richland Hills
FY 2025 General Government Salary Range
Pay Grade Order

6A - FY2025 Pay Plans
Page 3 of 7

Title	Range	Minimum	Midpoint	Maximum
City Manager	Open			
Assistant City Manager	43	\$130,394	\$162,994	\$203,743
	42	\$124,185	\$155,232	\$194,040
Fire Chief	40	\$112,640	\$140,800	\$176,000
Police Chief	40	\$112,640	\$140,800	\$176,000
Director of Finance & Administrative Services	40	\$112,640	\$140,800	\$176,000
Director of Public Works & Capital Projects	40	\$112,640	\$140,800	\$176,000
Director of Planning & Development Services	40	\$112,640	\$140,800	\$176,000
Director of Parks and Recreation	38	\$102,168	\$127,710	\$159,638
	37	\$97,303	\$121,628	\$152,036
	36	\$92,669	\$115,836	\$144,795
Director of Library Services	35	\$88,256	\$110,320	\$137,900
City Secretary	34	\$84,054	\$105,067	\$131,334
	33	\$80,051	\$100,064	\$125,080
Human Resources Manager	32	\$76,239	\$95,299	\$119,124
	31	\$72,609	\$90,761	\$113,452
	30	\$69,151	\$86,439	\$108,049
City Planner	28	\$62,722	\$78,403	\$98,004
Public Works Superintendent	28	\$62,722	\$78,403	\$98,004
Support Services Manager	28	\$62,722	\$78,403	\$98,004
Senior Accountant	28	\$62,722	\$78,403	\$98,004
Court Administrator	27	\$59,735	\$74,669	\$93,336
Assistant to the City Manager	26	\$56,891	\$71,113	\$88,892
Recreation Facility Manager	26	\$56,891	\$71,113	\$88,892
Parks & Facilities Supervisor	25	\$54,182	\$67,727	\$84,659
Court Supervisor	25	\$54,182	\$67,727	\$84,659
Communications and Community Engagement Manager	25	\$54,182	\$67,727	\$84,659
Admin Services Manager	25	\$54,182	\$67,727	\$84,659
Accountant	24	\$51,602	\$64,502	\$80,628
Marshal	24	\$51,602	\$64,502	\$80,628
Economic Development Specialist	24	\$51,602	\$64,502	\$80,628
Community Compliance Manager	24	\$51,602	\$64,502	\$80,628

City of Richland Hills
FY 2025 General Government Salary Range
Pay Grade Order

6A - FY2025 Pay Plans
Page 4 of 7

Title	Range	Minimum	Midpoint	Maximum
Public Services Manager	23	\$49,144	\$61,430	\$76,788
Communications Specialist	23	\$49,144	\$61,430	\$76,788
Human Resources Specialist	23	\$49,144	\$61,430	\$76,788
Utility Billing Administrator	22	\$46,804	\$58,505	\$73,131
Recreation Supervisor	22	\$46,804	\$58,505	\$73,131
Lead Code Enforcement Officer	21	\$44,575	\$55,719	\$69,648
Finance/HR Generalist	21	\$44,575	\$55,719	\$69,648
Tourism/Event Coordinator	21	\$44,575	\$55,719	\$69,648
Public Works Crew Leader	21	\$44,575	\$55,719	\$69,648
Property/Evidence & Crime Scene Technician	21	\$44,575	\$55,719	\$69,648
Youth Services Coordinator (PT)	20	\$42,453	\$53,066	\$66,333
Community Compliance Officer	20	\$42,453	\$53,066	\$66,333
Lead Animal Control Officer	19	\$40,431	\$50,539	\$63,173
Code Enforcement Officer	18	\$38,506	\$48,132	\$60,166
Public Works Technician II	18	\$38,506	\$48,132	\$60,166
Municipal Court Clerk	18	\$38,506	\$48,132	\$60,166
Property Room Technician	17	\$36,672	\$45,840	\$57,300
Accounting Technician	16	\$34,926	\$43,657	\$54,572
Animal Control Officer	16	\$34,926	\$43,657	\$54,572
Permit Technician	16	\$34,926	\$43,657	\$54,572
Utility Billing Coordinator	16	\$34,926	\$43,657	\$54,572
Customer Service Specialist	16	\$34,926	\$43,657	\$54,572
Recreation Coordinator	16	\$34,926	\$43,657	\$54,572
Administrative Assistant	16	\$34,926	\$43,657	\$54,572
Camp Director (PT)	15	\$33,263	\$41,579	\$51,973
Police Records Technician	15	\$33,263	\$41,579	\$51,973
Facilities Technician	15	\$33,263	\$41,579	\$51,973
Parks Technician I	15	\$33,263	\$41,579	\$51,973
Public Works Technician I	15	\$33,263	\$41,579	\$51,973
	14	\$31,679	\$39,599	\$49,498
Public Services Assistant	13	\$30,171	\$37,713	\$47,142
Sr. Outreach/Admin Sec	12	\$28,734	\$35,917	\$44,897
Custodian	12	\$28,734	\$35,917	\$44,897
Library Assistant	12	\$28,734	\$35,917	\$44,987
	11	\$27,365	\$34,206	\$42,758

City of Richland Hills
FY 2025 General Government Salary Range
Pay Grade Order

6A - FY2025 Pay Plans
Page 5 of 7

Title	Range	Minimum	Midpoint	Maximum
	10	\$26,062	\$32,578	\$40,722
Kennel Technician	9	\$24,821	\$31,026	\$38,783
Seasonal PW Maintenance (PT)	9	\$24,821	\$31,026	\$38,783
Rental Attendant/Intern	8	\$11.36	\$14.21	\$17.75
Child Care Leader	7	\$10.82	\$13.53	\$16.91
Custodial Maintenance Worker (PT)	7	\$10.82	\$13.53	\$16.91
School Crossing Guard	7	\$10.82	\$13.53	\$16.91
Recreation Leader	7	\$10.82	\$13.53	\$16.91
Camp Attendant	6	\$10.31	\$12.89	\$16.11
Camp Counselor (Temp)	6	\$10.31	\$12.89	\$16.11
Child Care Attendant	6	\$10.31	\$12.89	\$16.11
Park Intern	6	\$10.31	\$12.89	\$16.11
PT Office Clerk (animal control)	6	\$10.31	\$12.89	\$16.11
Recreation Attendant	6	\$10.31	\$12.89	\$16.11

City of Richland Hills
FY 2025 Police Department Step Plan

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
Officer	\$66,700.00	\$69,034.50	\$71,450.71	\$73,951.48	\$76,539.78	\$79,218.68	\$81,991.33
Sergeant	\$90,650.00	\$93,822.75	\$97,106.55	\$100,505.28	\$104,022.96		
Lieutenant	\$105,750.00	\$109,451.25	\$113,282.04				
Captain	\$116,200.00	\$120,267.00	\$124,476.35				

City of Richland Hills
FY 2025 Fire Department Step Plan

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
Firefighter	\$64,750.00	\$67,016.25	\$69,361.82	\$71,789.48	\$74,302.11	\$76,902.69	\$79,594.28
Fire Engineer	\$79,250.00	\$82,023.75	\$84,894.58	\$87,865.89	\$90,941.20		
Fire Captain	\$93,100.00	\$96,358.50	\$99,731.05	\$103,221.63	\$106,834.39		
Fire Marshal/Emerg Mgt Coord	\$105,000.00	\$108,675.00	\$112,478.63	\$116,415.38	\$120,489.92		

Memorandum

To: Honorable Mayor Curtis Bergthold and Richland Hills City Council Members

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

Date: August 26, 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 Curtis Bergthold and Richland Hills City Council Members

From: Candice Edmondson, City Manager

Date: August 26, 2024

Subject: July Department Monthly Reports

Agenda Item:

July Department Monthly Reports

Background Information:

Attached are the monthly Department Reports. If you have any questions regarding the reports, please contact me or the appropriate Department Head.

Financial Considerations:

N/A

Legal Review:

N/A

Board/Citizen Input:

N/A

Attachments:

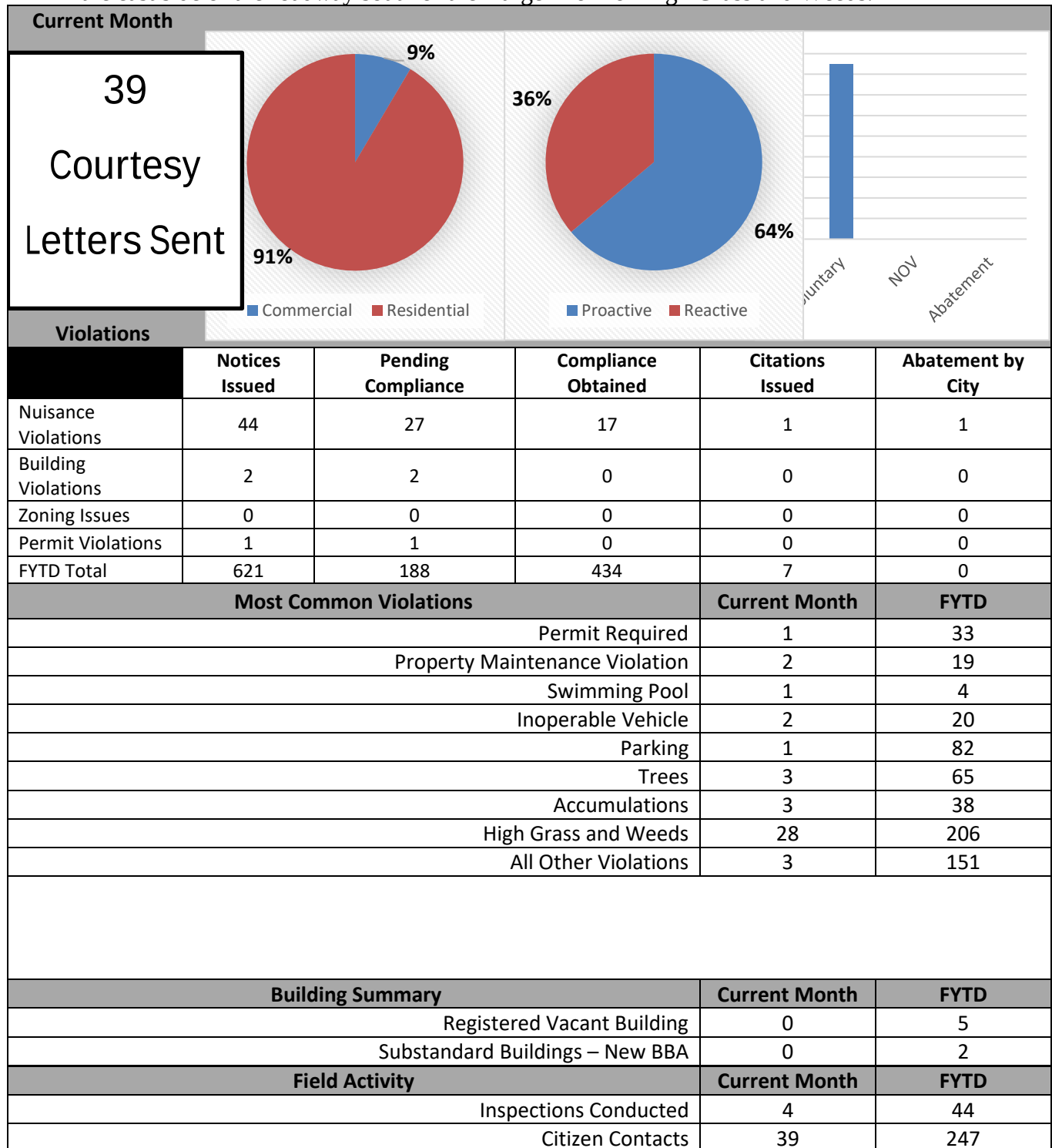
July Department Reports

Council Action Requested:

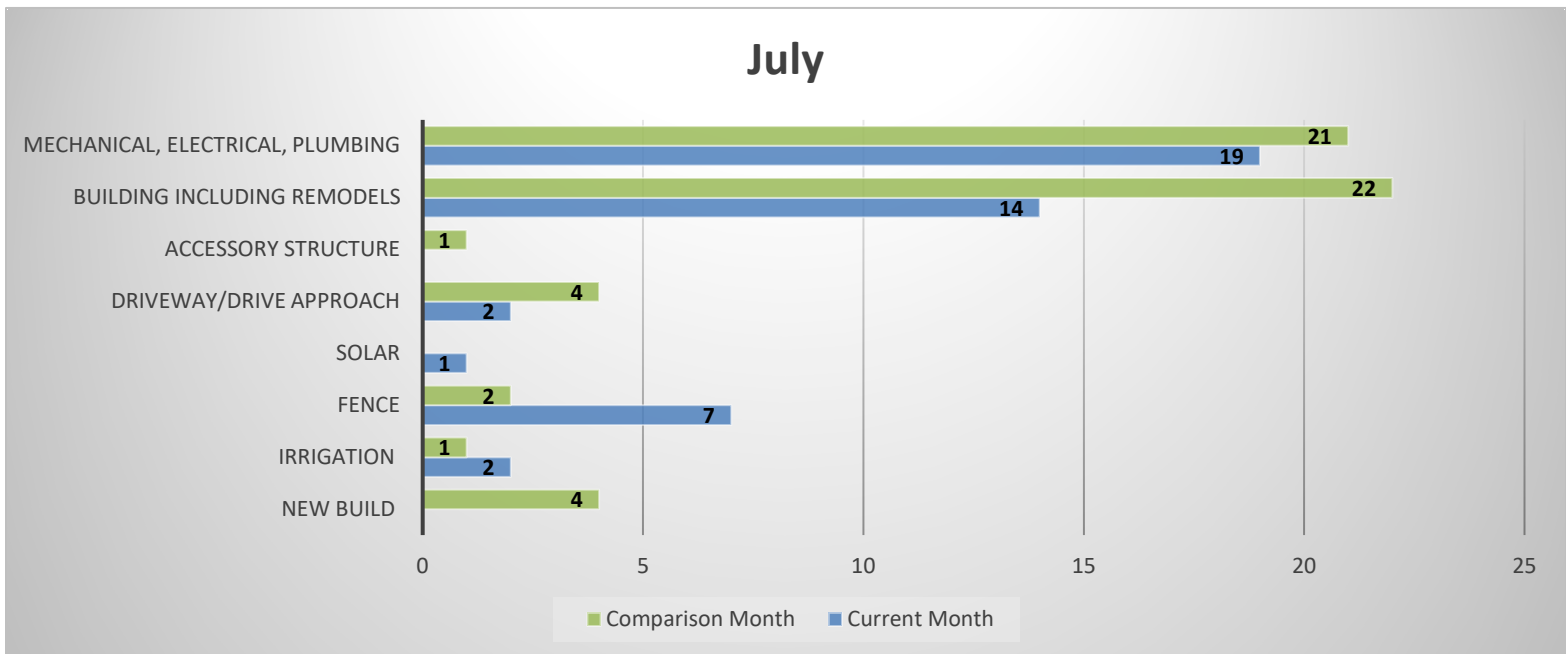
No Council Action

Code Compliance

- On July 8th, Luis Macedo joined the Community Compliance Team. Mr. Macedo has previous law enforcement experience and recently relocated from California to live closer to family.
- July 22nd—Abetment was completed at 3908 and 3924 Booth Calloway. This location is a field on the east side of the roadway south of the Burger Box for High Grass and Weeds.



Development Services



	Mechanical Electrical Plumbing	Building Including Remodels	Accessory Structure	Driveway Drive Approach	Solar	Fence	Irrigation	New Build
Current Month Residential	16	11	0	0	1	5	2	0
Current Month Commercial	3	3	0	2	0	2	0	0
Current Fiscal Year 2023-2024	202	165	10	21	27	82	10	23
Previous Month Residential	19	20	1	4	0	2	1	2
Previous Month Commercial	2	2	0	0	0	0	0	2

	Current Month	Comparison Month Previous Year	Fiscal Year To Date 2023-2024
Sign Permit	0	3	13
ROW Permit	19	6	175
Garage Sale Permit	21	35	192
Zoning, SUP, Code Consults	4	6	19
Pool Permits	1	0	6

Business Summary

	Current Month	Comparison Month Previous Year	Fiscal Year To Date 2023-2024
Registered Rental CO's	12	7	68
Issued Commercial CO's	5	6	28
Mobile Food Vendor	1	0	2

Received Certificate of Occupancy

- United Staff Management, 6900 boulevard 26 Suite B – Business Service
- KBP Tax Multiservices LLC, 6900 Boulevard 26 Suite A – Office, Medical, Administrative, or Professional
- Liquor Dugout, 7060 Boulevard 26 Suite A – Packaged Liquor Store
- Southwest Direct Diagnostic Lab, 3901 Popplewell St Suite A&B – Office, Medical, Administrative, or Professional
- LE Engineering, 6831 Baker Blvd – Contractor (With Outside Storage)

Number of Potential Business Certificate of Occupancy Meetings: 5

Number of Developmental Review Committee / Plan Review: 0

Finance

GENERAL FUND, UTILITY FUND AND LINK FUND

Fiscal Year 2023-2024, Period Ending 7/31/2024

Monthly Financial Report					
	Budget	Current Month Actual	YTD Actual	Available Budget	% YTD of Total Budget
General Fund (001)					
Revenue					
Property Taxes	\$ 3,217,091	\$ 20,688	\$ 3,160,116	\$ 56,975	98%
Sales Tax	\$ 4,877,144	\$ 475,599	\$ 3,638,759	\$ 1,238,385	75%
Other Tax	\$ 2,500	\$ 236	\$ 2,190	\$ 310	88%
Franchise Fees	\$ 556,800	\$ 21,098	\$ 531,995	\$ 24,805	96%
Fines & Forfeitures	\$ 385,100	\$ 38,157	\$ 443,545	\$ (58,445)	115%
Licenses & Permits	\$ 279,225	\$ 14,640	\$ 249,879	\$ 29,346	89%
Service Charges	\$ 268,850	\$ 19,790	\$ 163,304	\$ 105,546	61%
Miscellaneous	\$ 552,227	\$ 53,212	\$ 584,048	\$ (31,821)	106%
Total Revenues	\$ 10,138,937	\$ 643,420	\$ 8,773,836	\$ 1,365,101	87%
Expenditures					
Municipal Court	\$ 295,313	\$ 37,344	\$ 248,319	\$ 46,994	84%
Administration	\$ 709,039	\$ 46,360	\$ 542,896	\$ 166,143	77%
Police	\$ 2,580,786	\$ 189,449	\$ 1,781,210	\$ 799,576	69%
Fire	\$ 2,624,656	\$ 229,264	\$ 2,059,748	\$ 564,908	78%
Street	\$ 300,143	\$ 13,996	\$ 180,577	\$ 119,566	60%
Library	\$ 470,100	\$ 35,206	\$ 363,990	\$ 106,110	77%
Recreation	\$ 289,595	\$ 5,657	\$ 249,074	\$ 40,521	86%
Parks/Grounds	\$ 323,742	\$ 36,552	\$ 201,006	\$ 122,736	62%
Community Development	\$ 504,608	\$ 20,951	\$ 431,355	\$ 73,253	85%
Animal Control	\$ 235,448	\$ 27,656	\$ 248,505	\$ (13,057)	106%
Legislative (City Secretary)	\$ 149,127	\$ 11,669	\$ 130,896	\$ 18,231	88%
Shared Services	\$ 957,232	\$ 149,945	\$ 824,147	\$ 133,085	86%
Transfers/Non Departmental	\$ 851,893	\$ 20,248	\$ 775,276	\$ 76,617	91%
Total Expenditures	\$ 10,291,682	\$ 824,297	\$ 8,036,999	\$ 2,254,683	78%
Rev/Exp	\$ (152,745)	\$ (180,877)	\$ 736,837		
Utility Fund (002)					
Revenue					
Water	\$ 2,595,900	\$ 280,592	\$ 2,111,321	\$ 484,579	81%
Sewer	\$ 1,800,000	\$ 148,910	\$ 1,495,984	\$ 304,016	83%
Misc. (incl. Garbage Billing)	\$ 753,000	\$ 82,240	\$ 826,472	\$ (73,472)	110%
Total Revenues	\$ 5,148,900	\$ 511,742	\$ 4,433,777	\$ 715,123	86%
Expenses					
Shared Services	\$ 356,494	\$ 19,694	\$ 265,792	\$ 90,702	75%
Administration	\$ 754,171	\$ 44,549	\$ 560,040	\$ 194,131	74%
Water Services & Distr.	\$ 1,744,698	\$ 152,468	\$ 868,351	\$ 876,347	50%
Wastewater Service	\$ 1,633,536	\$ 648,102	\$ 1,538,086	\$ 95,450	94%
Trsfrs/Debt Service/Non-Dept.	\$ 1,188,143	\$ 215,498	\$ 730,822	\$ 457,321	62%
Total Expenses	\$ 5,677,042	\$ 1,080,311	\$ 3,963,091	\$ 1,713,951	70%
Rev/Exp	\$ (528,142)	\$ (568,569)	\$ 470,686		
Link Operating Fund (098)					
Revenue					
Recreation	\$ 571,000	\$ 73,481	\$ 531,961	\$ 39,039	93%
Transfers in	\$ 200,000	\$ -	\$ 200,000	\$ -	100%
Total Revenue	\$ 771,000	\$ 73,481	\$ 731,961	\$ 39,039	95%
Expenditures	\$ 771,000	\$ 73,735	\$ 621,774	\$ 149,226	77%
Operating/Personnel	\$ 771,000	\$ 73,735	\$ 621,774	\$ 149,226	81%
Rev/Exp	\$ -	\$ (254)	\$ 110,187		

Finance

SPECIAL REVENUE FUNDS

Fiscal Year 2023-2024, Period Ending 7/31/2024

Monthly Financial Report					
	Budget	Current Month Actual	YTD Actual	Available Budget	% YTD of Total Budget
Court Security Fund (24)					
Revenue	\$ 5,500	\$ 1,000	\$ 10,854	\$ (5,354)	197%
Expenditures	\$ 1,050	\$ -	\$ 1,203	\$ (153)	115%
Rev/Exp	\$ 4,450	\$ 1,000	\$ 9,651		
Court Technology Fund (39)					
Revenue	\$ 4,800	\$ 824	\$ 8,924	\$ (4,124)	186%
Expenditures	\$ -	\$ -	\$ -	\$ -	
Rev/Exp	\$ 4,800	\$ 824	\$ 8,924		
Crime Control District (65)					
Revenue					
Sales Tax	\$ 1,842,088	\$ 177,665	\$ 1,355,506	\$ 486,582	74%
Investment Income	\$ 24,000	\$ 3,885	\$ 42,140	\$ (18,140)	176%
Grants/Transfers	\$ 21,760	\$ 421	\$ 6,469	\$ 15,291	30%
Total Revenue	\$ 1,887,848	\$ 181,971	\$ 1,404,115	\$ 483,733	74%
Expenditures					
Public Safety	\$ 1,539,572	\$ 192,349	\$ 1,248,887	\$ 290,685	81%
Capital Expense	\$ 281,344	\$ -	\$ 71,011	\$ 210,333	25%
Transfers Out	\$ 192,828	\$ -	\$ 192,828	\$ -	100%
Total Expenditures	\$ 2,013,744	\$ 192,349	\$ 1,512,726	\$ 501,018	75%
Rev/Exp	\$ (125,896)	\$ (10,378)	\$ (108,611)		
Hotel Occupancy Tax (77)					
Revenue					
HOT (Taxes)/Int Income	\$ 259,200	\$ 22,452	\$ 195,766	\$ 63,434	76%
Expenditures					
Operating Expense	\$ 194,375	\$ 3,250	\$ 64,333	\$ 130,042	33%
Debt Service	\$ 103,713	\$ -	\$ 19,356	\$ 84,357	19%
Total Expenditures	\$ 298,088	\$ 3,250	\$ 83,689	\$ 214,399	28%
Rev/Exp*	\$ (38,888)	\$ 19,202	\$ 112,077		
TIF Fund (89)					
Revenue					
Property Tax Allocation	\$ 245,645	\$ -	\$ 246,871	\$ (1,226)	100%
Investment Income	\$ -	\$ 2,935	\$ 30,027	\$ (30,027)	100%
Sales Tax Transfer in	\$ 75,000	\$ -	\$ -	\$ 75,000	0%
Total Revenue	\$ 320,645	\$ 2,935	\$ 276,898	\$ 43,747	86%
Expenditures					
Operating	\$ 90,000	\$ -	\$ -	\$ 90,000	0%
Improvement Incentive	\$ 30,000	\$ -	\$ -	\$ 30,000	0%
Grants	\$ 400,000	\$ -	\$ 400,000	\$ -	100%
Capital Projects	\$ 230,000	\$ -	\$ 184,462	\$ 45,538	80%
Total Expenditures	\$ 750,000	\$ -	\$ 584,462	\$ 165,538	78%
Rev/Exp	\$ (429,355)	\$ 2,935	\$ (307,564)		
Strategic Initiative Fund (107)					
Revenue	\$ 256,260	\$ -	\$ 273,963	\$ (17,703)	107%
Expenditures	\$ 811,823	\$ 39,783	\$ 237,332	\$ 574,491	29%
Rev/Exp	\$ (555,563)	\$ (39,783)	\$ 36,631		
*Any overages in these funds are covered by fund balance.					

Finance

CAPITAL FUNDS

Fiscal Year 2023-2024, Period Ending 7/31/2024

Monthly Financial Report					
	Budget	Current Month Actual	YTD Actual	Available Budget	% YTD of Total Budget
Oil & Gas Lease Fund (12)					
Revenue	\$ 100,000	\$ 11,730	\$ 91,101	\$ 8,899	91%
Expenditures	\$ 177,000		\$ 15,740	\$ 161,260	9%
Rev/Exp*	\$ (77,000)	\$ 11,730	\$ 75,361		
Road and Street Fund (25)					
Revenue					
Sales Tax	\$ 1,828,929	\$ 178,350	\$ 1,364,535	\$ 464,394	75%
Total Revenue	\$ 1,828,929	\$ 178,350	\$ 1,364,535	\$ 464,394	75%
Expenditures					
Street R&M	\$ 2,140,000	\$ 16,359	\$ 230,628	\$ 1,909,372	11%
Total Expenditures	\$ 2,140,000	\$ 16,359	\$ 230,628	\$ 1,909,372	11%
Rev/Exp*	\$ (311,071)	\$ 161,991	\$ 1,133,907		
Vehicle Replace. Fund (30)					
Revenue					
Sale of vehicles	\$ 120,000	\$ -	\$ 35,428	\$ 84,572	30%
Transfers in	\$ 501,660	\$ -	\$ 501,660	\$ -	100%
Total Revenue	\$ 621,660	\$ -	\$ 537,088	\$ 84,572	86%
Expenditures					
Capital-Lease Expense	\$ 339,702	\$ 48,606	\$ 247,233	\$ 92,469	73%
Capital- Purchases	\$ 118,200	\$ -	\$ 18,792	\$ 99,408	16%
Gas/Maint	\$ 158,758	\$ 18,977	\$ 140,628	\$ 18,130	89%
Operational	\$ 5,000	\$ -	\$ 1,925	\$ 3,075	39%
Total Expenditures	\$ 621,660	\$ 67,583	\$ 408,578	\$ 213,082	66%
Rev/Exp*	\$ -	\$ (67,583)	\$ 128,510		
ARPA Fund (101)					
Revenue-Transfers In/Interest	\$ 1,652,404	\$ 3,139	\$ 1,334,994	\$ 317,410	81%
Expenditures					
Project Appropriations	\$ 1,702,759	\$ -	\$ 1,274,234	\$ 428,525	75%
Total Expenditures	\$ 1,702,759	\$ -	\$ 1,274,234	\$ 428,525	75%
Rev/Exp	\$ (50,355)	\$ 3,139	\$ 60,760		
*Any overages in these funds are covered by fund balance.					

Finance

DEBT SERVICE FUND

Fiscal Year 2023-2024, Period Ending 7/31/2024

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	\$ 9,614	\$ 1,484,072	\$ 1,410	100%
Interest Income	\$ 15,000	\$ 3,106	\$ 29,968	\$ (14,968)	200%
Total Revenues	\$ 1,500,482	\$ 12,720	\$ 1,514,040	\$ 1,410	101%
Expenditures					
Debt Service	\$ 1,465,229	\$ 3,500	\$ 456,352	\$ 1,008,877	31%
Rev/Exp	\$ 35,253	\$ 9,220	\$ 1,057,688		

COMPONENT UNIT

Richland Hills EDC (26)					
Revenue					
Sales Tax	\$ 1,219,286	\$ 118,900	\$ 909,690	\$ 309,596	75%
Interest Income	\$ 42,000	\$ 8,797	\$ 73,848	\$ (31,848)	176%
Total Revenues	\$ 1,261,286	\$ 127,697	\$ 983,538	\$ 277,748	78%
Expenses					
Operating	\$ 386,149	\$ 18,540	\$ 272,786	\$ 113,363	71%
Transfers Out	\$ 53,046	\$ -	\$ 53,046	\$ -	100%
Capital	\$ 900,000	\$ 1,330	\$ 6,460	\$ 893,540	1%
Debt Service	\$ 230,863	\$ -	\$ 42,931	\$ 187,932	19%
Total Expenditures	\$ 1,570,058	\$ 19,870	\$ 375,223	\$ 1,194,835	24%
Rev/Exp*	\$ (308,772)	\$ 107,827	\$ 608,315		

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

DRAINAGE

Drainage Fund (022)					
Revenue					
Billing/Interest	\$ 914,400	\$ 76,916	\$ 766,833	\$ 147,567	84%
Expenses					
Operating	\$ 471,570	\$ 18,430	\$ 167,524	\$ 304,046	36%
Capital	\$ 129,341	\$ -	\$ 82,149	\$ 47,192	64%
Debt Service	\$ 475,240	\$ -	\$ 44,820	\$ 430,420	9%
Total Fund	\$ 1,076,151	\$ 18,430	\$ 294,493	\$ 781,658	27%
Rev/Exp*	\$ (161,751)	\$ 58,486	\$ 472,340		

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

Fire

Fire Operations:

- Personnel completed **10** annual business inspections throughout the month.
- Members completed a combined **316** hours of training this month.
- The mutual aid agreement with Medstar Ambulance resulted in **40** responses during July and **33** transports to local hospitals.
- Turnout times averaged **1 minute 7 seconds** for July. The national standard is 60 seconds or less.
- Response times for July averaged **3 minutes 33 seconds** from receipt of call-in dispatch to the first fire unit arriving on scene to assist.
- Ambulance billing revenue for May 2024 was **\$10,974**.
- FF/PM Ricardo Martinez completed his new paramedic field training process which culminated in an extensive protocol recall examination and in person interview with our Medical Director.
- FF/PM Anthony Dryer is progressing well through his new paramedic field training process, and he should be ready for his interview with the Medical Director in August.
- C Shift personnel were recognized for their outstanding patient care stemming from a stroke related incident which was handled well in the field and resulted in a positive outcome for the patient.
- 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 July.
- Vial of Life emergency medical information pouches are available at the fire station and Library.
- Medication disposal pouches are also available at the fire station. The box is mounted on the wall in the lobby of the new fire station. Boxes have also been added at the library and at City Hall. Please help yourself.
- RHFD personnel were fit for uniforms as progress is made on the 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 July 2024 were **20.1% more** than calls in July 2023.

Operations Response Data:

Service Calls – Through July 31, 2024			
	Current Month	July 2023	FY2024 Total
Fire Calls	4	8	48
EMS/Major Accidents/ Rescues	105	78	857
Hazardous Conditions – No Fire	8	6	77
Public Assistance	18	16	148
Good Intent (No Service Rendered)	10	11	162
False Alarm	3	5	86
Severe Weather & Natural Disaster	0	0	2
Total Calls	148	124	1,381
Automatic / Mutual Aid			
	Current Month	July 2023	YTD Total
Aid Received	39	25	514
Aid Given	17	35	176

Medstar Response Data:

Priority	Count of Monthly Responses	Transports	Transport Percentage	Average Response Time
P1	3	1	33.00%	0:06:18
P2	9	5	55.56%	0:09:28
P3	1	1	100.00%	0:13:17
P4	0	0	0.00%	0:00:00
P5	26	21	80.77%	0:11:20
P6	0	0	0.00%	0:00:00
P7	1	1	100.00%	0:10:07
P8	0	0	0.00%	0:00:00
Overall Total:	40	29	72.50%	0:10:06
Priority Total:	13	7	62.85%	0:09:41
Non-Priority Total:	27	22	81.48%	0:10:43

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:

- 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: 10, Fees collected: \$465.00

Fire Alarm Inspection: 3

Fire Sprinkler Inspection: 10

School Inspections: Richland Middle School

Church Fire Inspections: 3

Nursing Home Inspections: 0

Plan Reviews: 8 Fees collected: \$1939.00

Code Consults: 0

DRC Meetings: 6938 Blvd 26 film museum, 7212 Baker Blvd housing addition

Business Info Updates: Advanced Foam Recycling has relocated their warehouse to Mineral Wells (7/31/24)

All Out Custom Truck Pros are relocating out of Richland Hills,

P&Z Meeting: N/A

Tarrant Co. Emergency Mgmt. Meeting: Several Situational Awareness calls for Fire Weather and National Hurricane Center Tropical Weather Outlook

NEFDA Haz-Mat Meeting: N/A due to July Training

TCFAI Meeting: IAAI Electrical Class in Denton County in July, ALERRT class is being put on in summer 2024, Tarrant County D.A. office added 3rd person to review arson cases, no other update.

Walkthroughs: 7125 Belton, Irby Electric

Uniforms: Fitted for Honor Guard uniforms.

SCBA: Quarterly Air Sample up to date and Yearly Maintenance performed.

Emergency Mgmt: Submitted forms for approval as Designated of Subrecipient Agent and Designated Account Approval for a TDEM account audit. Currently awaiting approval and access.

Training: Assisted NEFDA instructors in teaching 3-day course over Lithium-Ion Battery Fires and Disposal.

Challenged and passed TCFP State Fire Marshal Exam – new certification introduced in October 2023

Investigations: 2910 Spruce Park Dr; garage fire ruled unintentional/accidental. Very minimal damage to building or contents due to fast response by Capt. Irizarry and B-shift.

Other: Attended NEFDA Chief's Meeting in Watauga

Met with representative from Brycer's - The Compliance Engine, regarding a program to aid with compliance and notifications between alarm/sprinkler/fire extinguisher technicians and the Fire Dept. No cost to the agency utilizing the program

Attended Tarrant County Fire Chiefs Meeting. Quad County Chiefs Meeting scheduled for August, Discussed Food Permit for the Tarrant County cities to be recognized by all agencies, would be set to the highest Fire Code standards.

Attended BISD Security and Safety meeting to discuss new info related to Fire/EMS

Gathering quotes for Body Armor replacement for the fire/ambulance staff

Obtained values for resale of both ambulances

Attended City Council meetings in absence of Chief Shelley

RICHLAND HILLS PUBLIC LIBRARY

JULY • 2024



IMPACT

The library had 209 people participate in Summer Reading and 350 people attended our End of Summer Event. The foam party and the RH Fire Department were once again very popular with all ages. The Colleyville Lions Club served hot dogs and Pudgy Penguin provided snow cones.

The Creature Teacher did 2 shows in July, one with a variety of animals and a special reptile show.

Lady the Library Dog continues to be very popular and impactful to library patrons and we receive MANY positive comments about her on a daily basis.

KEY FACTS (LAST YEAR)

- 1326 Visitors (1183)
- 814 Program Attendance (1935)
- 15 Programs & Events (14)
- 3905 Total Items Checked Out (3353)
- 1673 Questions Answered (1182)
- 1 Posters printed for other City Departments (5)
- 145 Computer usage (126)
- 55 Wireless Prints (New Service)

PARKS

July 2024 Monthly Report

Parks staff continues to work cohesively with the Public Works Department, they have been a much-needed component to our daily operations affording us the manpower to complete several projects.

The new Parks and Recreation Director, Eric Valdez begins his employment with the City on August 5, 2024

Routine Maintenance:

- Trash collection and disposal within city parks, monument sites, and at city facilities when needed.
- Monitoring of vandalism and graffiti at city parks, including the Hike and Bike trail.
- Inspection of city playgrounds for damage.
- Spraying for wasps at all park structures.
- Fertilize trees and shrubs within the parks and around city facilities for health and growth.
- Monitor fence lines on city property for repairs if needed.
- Mowing contract checklist – staff routinely monitors all properties contracted to be maintained by NICOS to verify contract compliance.
- Daily disposal of all outdoor bagged trash at each city property, this includes the pet waste stations.

July Maintenance:

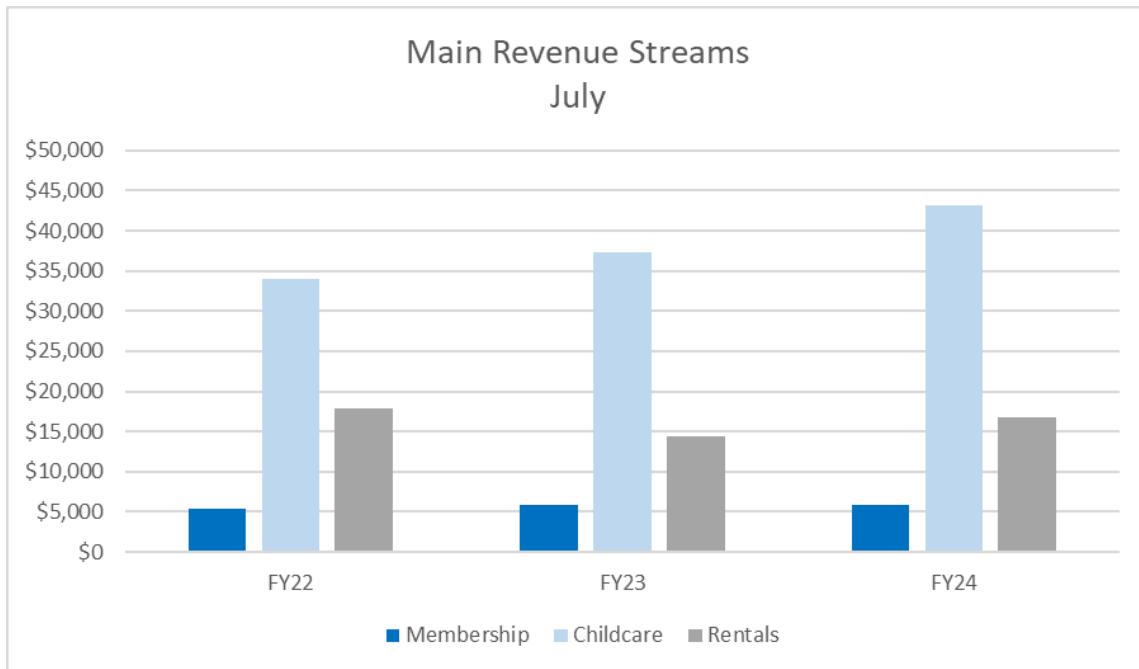
- Staff monitored the replacement of the fencing at Windmill Park, Creek Trails Park, and the Library performed by Rollins Fence Company. Kate Baker Park fencing should be completed the 2nd. week of August
- Weekly spraying of weeds and extraction throughout City parks and City facilities.
- Facilitated contractor clearing trees along the power lines on the north side of the Trails, north of Evergreen Rd.
- Staff distributed flyers notifying residents along the parade route of the Red, White, and YOU parade on behalf of The Link.
- Grass in the Plaza is being watered an additional 25 minutes during each watering cycle.
- NICO's irrigation came out to work on various irrigation issues throughout the Plaza.
- Staff made a temporary repair to the community library located at Creek Trail Park.
- Josh Izaguirre attended Certified Playground Safety Inspector training, testing results should arrive within a few weeks. Once licensed, Josh will be able to inspect City playgrounds including the indoor playground at The Link.
- Replaced a picnic table at Rosebud Park and installed 1 picnic table at Creek Trail Park.
- Installed 2 new dog posts at Creek Trail Park.
- Installed BBQ grills at Rosebud Park and Creeks Trail Park.



The Link Event & Recreation Center Monthly Report July 2024

Budget Analysis

The Link outperformed its July revenue goal by more than \$7,500. All together, The Link has generated **\$529,087.56** or 92% of the FY24 revenue goal.



Revenue Summary of Key Accounts						
Link Revenue	July 2022	July 2023	July 2024	FY 22	FY23	FY24
Classes	\$ 814.25	\$ 1,051.50	\$ 665.00	\$ 5,284.37	\$ 6,652.37	\$ 8,633.50
Link Membership	\$ 5,436.31	\$ 5,795.41	\$ 5,898.84	\$ 53,903.38	\$ 59,052.03	\$ 55,684.26
Day Passes	\$ 504.00	\$ 495.00	\$ 592.00	\$ 3,761.00	\$ 3,379.00	\$ 4,908.00
Fitness Classes	\$ 277.50	\$ 431.58	\$ 633.51	\$ 3,355.23	\$ 2,854.81	\$ 5,709.62
Personal Training	\$ 530.92	\$ 240.00	\$ 432.00	\$ 19,863.51	\$ 3,841.60	\$ 4,548.00
Athletics	\$ 2,249.75	\$ 1,188.50	\$ 1,315.00	\$ 22,237.04	\$ 17,976.24	\$ 14,749.50
Day Camps	\$ 34,068.00	\$ 37,326.50	\$ 43,122.00	\$ 86,819.25	\$ 89,480.00	\$ 108,014.00
After School Program	\$ -	\$ -	\$ -	\$ 80,821.58	\$ 95,972.50	\$ 148,252.00
Rentals	\$ 17,945.35	\$ 14,325.10	\$ 16,715.00	\$ 188,653.69	\$ 145,901.27	\$ 142,288.25
Grand Total	\$ 61,826.08	\$ 60,853.59	\$ 69,373.35	\$ 464,699.05	\$ 425,109.82	\$ 492,787.13

*This chart does not include all revenue streams.

Program Updates

- **Memberships: \$5,898.84.** Membership revenue increased by more than \$500 compared to June's revenue.
 - Memberships Sold: 23
 - Memberships canceled or expired: 14
 - Total paid memberships: 317
 - Total memberships overall: 692
 - Medicare programs brought in an additional \$2,544 from 170 active members.
- **Camps and After School Program: \$43,122.** The Link's summer camp program is in full swing and is hosting 70 kids on average each week. The Link's after school program starts August 14 for ILT-NRH and our local BISD elementary 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 and Participation**
 - **Karate** - 8
 - **Belly Dancing** - 5
 - **Creative Dance** - 2
 - **Ballet I** – 1
 - **Fitness Orientation** – 8
- **Athletics:** The athletics at The Link include free play pickleball, volleyball, and basketball. *These options free to members and for a daily/monthly fee for the public.
 - **Sport and Participation**
 - **Pickleball** – 39 registered for our monthly pass
 - **Volleyball** – 60 registered for our monthly pass
 - **Pickleball Clinic** - 9
- **Special Events:**
 - Northeast Family Fourth was hosted on July 3, 5 PM – 10 PM with food, games and activities, drone show and fireworks.
 - Red, White & YOU! was hosted on July 4, 8:30 AM – 11 AM with an estimated 800 in attendance. A new parade route was used including Baker Blvd, Scruggs Park Dr, Park Pl Dr and Matthews Dr. Three Parade Pop-ups were hosted along the parade route at The Link, Richland Hills Baptist & Windmill Park. Participants enjoyed The Inspiration live band, carnival rides, bounce houses, and crafts. Free hot dogs, popcorn, water and sno cones were also provided. Thanks to our Uncle Sams Parade Sponsor, Fairfield Inn & Suites and Patriotic Parade Sponsor, Buyers Barricades.
- **Community Programs:** The Link, while designed to generate revenue, tries to find a balance with community programs that anyone can join.
 - **Lunch Bunch** – BBQ was served and 91 attended. 71 seniors stayed and played bingo for prizes.
 - **Tarrant Area Food Bank** - The Link continues to partner with Trinity Point Church on the second Thursday of every month.
- **Senior Programs:**
 - 13 seniors attended the trip to Homestead Craft Village & Farm on July 10.
 - 20 seniors attended the trip to the Winstar Casino on July 24.
 - 8 seniors attended the Brown Bag Lunch and Bingo on July 25.
- **Rentals: \$16,715.** The Link surpassed its rental revenue goals this month by more than \$2,500. The Link is still on track to reach it's rental goal for FY 24.

Police

- July 3rd – Chief Sylvester held a swearing-in ceremony for Officer Jackson Burris, Officer Caleb Miller, and Officer Pillar Roper-Foo at the LINK Event and Recreation Center. All three Officers have been assigned to patrol for completion of Field Training.
- July 4th—The Richland Hills Police Department and Citizen Police Academy Alumni Association participated in the July 4th Red, White, and You Community Event in the City Plaza.
- July 11 and 12th – Chief Sylvester represented the Texas Police Chief’s Association as an accreditation accessor, performing a TPCA accreditation evaluation at the Little Elm Police Department.
- July 17th – Officer Devin Warren was recognized at the annual Mothers Against Drunk Driving Award Luncheon for her dedication and commitment to enforcement of impaired drivers.
- July 24th – Members of the Richland Hills Police Department teamed with the Haltom City Police Department for Special Olympics Tip-A-Cop at the Texas Roadhouse. The team effort raised \$1,172.00 for Special Olympics Texas.
- July 26th – Richland Hills Police Department participated in the Library’s Summer Reading Finale hosted in the City Plaza.
- July 26th – Lieutenant Ronnie Miller graduated from Tarleton University with a Bachelor of Applied Arts in Science in Criminal Justice Administration.

Service Calls		
	Current Month	YTD Total
Total Calls for Service (CFS)	2874	17092
Calls for Service	510	3031
Field Generated CFS	2364	14061
Proactive Policing (Included in Field Generated		
Traffic Stops-Spillman	845	4035
Violations issued	639	3275
Warnings issued	649	3074
Traffic stops resulting in an arrest	45	220
Crime Prevention CFS	541	3191
Business Checks CFS	614	3985
Arrests	60	401
Family Violence-included above	2	21
DWI Arrests-included above	16	81
Priority-1 Total Response Time	4m 42s	
Priority-1 Officer Response Time	2m 16s	
NOTES:		
16 DWI arrests for the month of July		

Part 1 Offenses		
	Current Month	YTD Total
Total Violent Crime Offenses	4	49
Murder	0	0
Rape	2	9

Robbery	0	0
Aggravated Assault	0	6
Simple Assault	2	33
Total Property Crime Offenses	19	125
Burglary	1	14
Business	1	10
Residential	0	4
Larceny	6	56
Burglary of Motor Vehicle	8	34
Auto Theft	4	23
Part -1 Offenses Cleared	4	73
Clearance Rate %	17.39%	42.53%
Stolen Property Reported	\$63,064	\$756,617
Stolen Property Recovered	\$20,274	\$44,627

NOTES:

Increase in Burglary of Motor Vehicles. All vehicles were left unlocked by the victim and entered without force.

Traffic Unit Program

	Current Month	YTD Total
Traffic Stops	0	74
Citations	0	60
Violations	0	76
Speed Related	0	12
Fail to Maintain Financial Responsibility	0	6
Expired Registration	0	1
All Other Violations	0	57
Warnings	0	47
Accident Investigations	0	2
Reactive Traffic Enforcement	0	3
Parking Complaint	0	0
Traffic Complaint	0	3
Proactive Traffic Enforcement	0	57
Citizen Initiated	0	16
Officer Initiated	0	15
School Zone	0	26
Arrest	0	1
Impaired Driver	0	0
Warrants	0	1
On-View	0	0

NOTES: The Traffic Unit has been temporarily suspended due to staffing issues. Once positions are filled, we will reactivate the unit.

Traffic Accidents

	Current Month	YTD Total
Crash Reports	12	87
Accidents-Major	5	46
Accidents-Minor	7	88

Alcohol/Drug Impairment	1	6
NOTES:		
Records		
	Current Month	YTD Total
Sex Offender Registrations	0	4
Open Records Requests	47	351
Solicitors Permits	0	1
Property & Evidence		
	Current Month	YTD Total
Pieces of Property Received	131	783
Items Taken to Lab for Narcotics Testing	12	71
Items Taken to Lab for Blood Alcohol Content	14	75
Crime Scene Call-Outs Richland Hills	0	9
Crime Scene Call-Outs Haltom City	0	1
Criminal Investigations		
	Current Month	YTD Total
New Assigned Cases	58	517
Current Open Cases	42	
Total Warrants Issued	5	59
Misdemeanor Arrest Warrant	2	16
Felony Arrest Warrant	0	19
Search Warrant	3	20
Charges Filed with TCDA	49	290
New Emergency Protective Orders	0	11
NOTES:		

Animal Services

- The Vax Shack performed 48 spay/neuter surgeries at this month's clinic and provided 26 pets with multiple immunizations during their shot clinic.
- August will have 2 surgery days: Rescue Groups Only August 8th and Public Pets August 22nd.
- Additional security cameras were installed at the Animal Services Center.
- Animal Services and Volunteers participated in the City's Annual July 4th Red, White, and You event.

	Current Month	YTD Total
Total Dispatched Calls	32	170
Impounds		

	Current Month	YTD Total
DOGS	15	78
CATS	15	183
OTHER THAN DOGS/CATS	2	6
TOTAL	32	267
NOTE: 1 Rabbit and 1 exotic bird were impounded.		
Incidents by Type		
	Current Month	YTD Total
ANIMALS AT LARGE	7	31
AGGRESSIVE ANIMAL	3	11
ANIMAL COMPLAINTS	16	107
INJURED ANIMALS	1	7
TOTAL	27	156
NOTES:		

Bite Reports		
	Current Month	YTD Total
ANIMAL BITES	3	5
SHELTER QUARANTINE	2	2
HOME QUARANTINE	1	3
SUBMISSION &/or Owner Req Euthanasia	0	0
UNABLE TO LOCATE	0	0
NOTES: 1) Community Compliance Animal Control Officers responded to 2800 block of Dogwood Park regarding an animal bite. Upon arrival, the victim reported being bitten by a dog at large in the hand. The dog was captured and impounded by Community Compliance. No owner has been located. 2) Richland Hills Police Department responded to the 7500 block of Bridges Ave regarding an animal bite. On the previous date, the complainant reported that her dog Sonic bit her friend's son at her residence. An 8-year-old child received minor injuries from the bite. Community Compliance Animal Control Officers responded and determined K9 Sonic was eligible for home quarantine. The pet owner completed home quarantine as City Ordinance and State Law permitted. 3) Community Compliance Animal Control Officers responded to the 3200 block Matthews Drive regarding an animal bite. An Uber driver delivering food to a residence was bitten by the resident's dog. The dog escaped the front door and bit the driver in the hand and arm. The owner received citations, and the dog was placed into quarantine at the Animal Services Center and scheduled to be returned to the owner on August 3 rd .		
Disposition of Animals out of the Shelter		
	Current Month	YTD Total
DOGS ADOPTED	13	56
CATS ADOPTED	21	103
RETURNED TO OWNER/YARD	4	28
TRANSFERRED/RESCUED	4	24
EUTHANIZED/ LOST/ DIES IN CARE	3	35
City License Issued		

	Current Month	YTD Total
ISSUED	10	74
Citations/Violations Issued		
	Current Month	YTD Total
CITATIONS ISSUED	3	19
WARNINGS ISSUED	0	0



PUBLIC WORKS – Work Orders

TOTAL WORK ORDERS: 422

STREETS

	CURRENT	YTD
Potholes	66	720
Street Patch	0	6
Debris Removal/Mowing	9	81
Sign Repair/Install	18	245
Manhole Repairs	1	2
After Hour Calls	1	8
Other (Mosquito Testing/Spray, etc.)	16	50

WATER

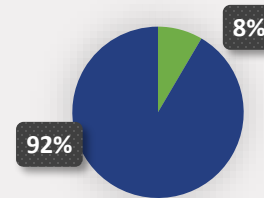
	CURRENT	YTD
Water Line Break	0	7
Water Line Repair	0	3
Meter Leak/Repair	26	103
After Hour Calls	4	31
Other (Water pressure, odor, etc.)	11	69

SEWER

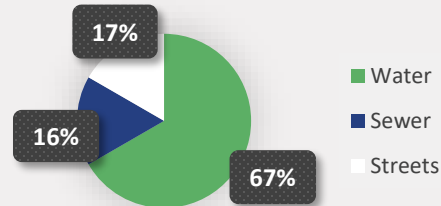
	CURRENT	YTD
Sewer Line Break	0	2
Sewer Line Repair	1	4
Household Back-up	12	64
Drainage	2	50
After Hour Calls	1	14
Other (Odor, etc.)	6	36

LINE LOCATES

Emergency Non-emergency



AFTER-HOUR CALLS



UTILITIES – Work Orders

TOTAL WORKORDERS: 321

SERVICES

	CURRENT	YTD
Meter Turn On	70	503
Service Shut Off	77	542
Final Reads	59	287
Service Starts	54	275
Re-Read Meter	1	32

GENERAL

	CURRENT	YTD
Possible Leak	8	96
Meter Repairs/Replacement	0	24
Reset Encoder	21	133
No Reads	4	88
Other (Low Consumption, Meter Tests, etc.)	27	144

Operational Updates

- 4,950' of sewer line cleaned.
- 62 man-hours spent reading wells and water sampling.
- 20 man-hours spent conducting NAP Testing.
- Routine levee maintenance and mowing.
- Routine storm preparation (chainsaw maintenance, prep sandbags, prepped dump truck with sand for the spreading, etc.).
- Routine mosquito testing conducted. Two samples collected at 6700 Rena came back positive for West Nile Virus. Spraying was conducted.



- Lift Station Maintenance.
- Routine/Seasonal mowing throughout the city.
- Multiple trees trimmed throughout the city to make street signage more visible.
- Code Compliance abated the property behind the Burge Box, Public Works performed the mowing maintenance.
- Staff assisted The Link with set-up for the Red, White and YOU event.
- Restriping of the Hardisty and Norton intersection was completed by staff.
- Tarrant County has begun the Norton Drive (between Evergreen Drive and Glenview Drive) roadway overlay project.
- Emergency sewer main repair was done at 104 S. Booth Calloway Road.
- The Magnolia Park Street Construction Project has begun.
- Quote was obtained for curb and gutter repair on Norton.
- The City of Richland Hills Water Monitoring Plan was updated (June).
- Fence Fanatics has begun replacement of the retaining wall at the Public Works facility.
- Rollins Fence Company completed replacement of the Library fencing and the fencing at Windmill and Creek Trail parks. The fencing replacement at Kate Baker Park will be completed by the second week in August.
- Water Reports completed and submitted:
 - Northern Trinity Ground Water Conservation District 2024 Water Production Report (January 1, 2024 – June 30, 2024) completed and submitted.

Staff Updates

- Superintendent, Kelly Morris is registered for Surface Water Production II Training. Additionally, he is working to obtain 24 hours of Continuing Education (CE) credit through Hardin and Associates.
- Maintenance Technician II, Pedro Rodriguez completed Ground Water Production training is now preparing to test for his license.
- Most recent hire, Maintenance Technician I, Kris Lewis is registered for Basic Water Operator – Class D training.
- Staff that successfully obtained licensing and/or certifications:
 - Juan Martinez: Water Operator – Class D
 - Jessie Pierson: Water Operator – Class D
 - Hoang Pham: Water Distribution Operator - Class C
 - Pedro Rodriguez: Successfully passed the Texas Department of Agricultural Pesticide Licensing annual exam to retain his license.

CCTV



FENCING



STRIPING



Memorandum

To: Honorable Mayor Curtis Bergthold and Richland Hills City Council Members

From: Russell Shelley, Fire Chief

Date: August 26, 2024

Subject: EMS Transport Discussion

Agenda Item:

Richland Hills EMS Transport Discussion

Background Information:

Staff will provide a presentation on the current EMS transport services offered by the City of Richland Hills. The presentation will provide details on the challenges impacting EMS transport services today and review alternative EMS transport options. This is a discussion item only for City Council.

Financial Considerations:

Financial information will be provided with the presentation.

Legal Review:

N/A

Board/Citizen Input:

N/A

Attachments:

N/A

Council Action Requested:

Discussion Item Only