RICHLAND HILLS CITY COUNCIL
REGULAR MEETING AGENDA
SEPTEMBER 23, 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.**
    1. Section 551.074: Deliberation regarding Personnel Matters
        a) Board and Commission Appointments

2. 75th Anniversary Committee Update

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. Texas Night Out Proclamation

B. Code Compliance Month Proclamation

C. National Community Planning Month Proclamation

D. Fire Prevention Week Proclamation

E. 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 September 9, 2024 City Council Regular Meeting

B. Excuse the absence of Councilmember Roland Goveas from the September 9, 2024 regular City Council meeting

C. Approve an Interlocal Agreement with the cities of Richland Hills, North Richland Hills and Watauga establishing the terms of the Northeast Tarrant Teen Court (NETTC) for a two-year term beginning October 1, 2024

D. Approve Resolution 604-24 approving the City of Richland Hills Investment Policy and Investment Strategies

3. PUBLIC HEARINGS, MEETINGS, AND OTHER RELATED ITEMS

A. Consider Ordinance 1508-24 approving and adopting an amended budget for Fiscal Year 2024 **PUBLIC HEARING**

4. ORDINANCES & RESOLUTIONS AND OTHER RELATED ITEMS

A. Consider Ordinance 1509-24 approving and adopting the Fiscal Year 2025 Budget and Multi-Year Capital Improvement Program

B. Consider Ordinance 1510-24 setting and approving the Fiscal Year 2025 Tax Rate

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

A. Consider contract renewal with Nico’s Landscape LLC for citywide landscape services in the amount of $205,737 and authorize City Manager to sign contract

B. Consider bid award to JAN-PRO of Dallas/Fort Worth for janitorial services at city facilities in the amount of $100,000 and authorize City Manager to sign contract

6. OTHER ITEMS FOR CONSIDERATION

A. Ratify vote approving the Fiscal Year 2025 Budget and Tax Rate

B. Consider ambulance transport options for future Richland Hills EMS service

C. Consider appointments to Boards and Commissions

7. REPORTS & DISCUSSIONS

A. Street Improvement Projects

B. Baker Landing Parking Discussion

C. August Department Reports

8. COMMUNITY INTEREST ITEMS

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

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

9. EXECUTIVE SESSION

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

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

10. ADJOURNMENT

CERTIFICATE

I hereby certify that the above agenda was posted on this the 18th day of September 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: September 23, 2024

Subject: 75th Anniversary Committee Update

Agenda Item:

75th Anniversary Committee Update

Background Information:

Members of the 75th Anniversary Committee will provide an update on planned events and activities, sponsorship opportunities and ways the community can get involved.

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: Lindsay Rawlinson, City Secretary

Date: September 23, 2024

Subject: Texas Night Out Proclamation

Agenda Item:

Texas Night Out Proclamation

Background Information:

In recognition of "Texas Night Out", Mayor Bergthold will present a Proclamation to Assistant City Manager/Police Chief Kimberly Sylvester proclaiming Tuesday, October 1, 2024 as Texas Night Out in Richland Hills.

Financial Considerations:

N/A

Legal Review:

N/A

Board/Citizen Input:

N/A

Attachments:

Texas Night Out Proclamation

Council Action Requested:

Presentation of Texas Night Out Proclamation

Proclamation

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

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

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

WHEREAS, Richland Hills Police Department plays a vital role in assisting Tarrant County through joint crime, drug, and violence prevention efforts in Richland Hills and is supporting the 38th annual "National Night Out" locally; and

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

NOW, THEREFORE, BE IT RESOLVED THAT I, Curtis Bergthold, Mayor of Richland Hills, do hereby proclaim October 1, 2024 as:

TEXAS NIGHT OUT

in Richland Hills and invite the residents of Richland Hills to join the Police Department and millions of Texans in supporting the 2024 Texas Night Out.

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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: September 23, 2024

Subject: Code Compliance Month Proclamation

Agenda Item:

Code Compliance Month Proclamation

Background Information:

In recognition of “Code Compliance Month”, Mayor Bergthold will present a Proclamation to Community Compliance Manager Kay Fisk.

Financial Considerations:

N/A

Legal Review:

N/A

Board/Citizen Input:

N/A

Attachments:

Code Compliance Month Proclamation

Council Action Requested:

Presentation of Code Compliance Month Proclamation

Proclamation

Richland Hills

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

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

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

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

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

NOW, THEREFORE, BE IT RESOLVED THAT I, Curtis Bergthold, Mayor of Richland Hills, do hereby proclaim the month of October 2024 as:

NATIONAL CODE COMPLIANCE MONTH

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

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: September 23, 2024

Subject: National Community Planning Month Proclamation

Agenda Item:

National Community Planning Month Proclamation

Background Information:

Mayor Bergthold will present a Proclamation to Director of Planning and Development Services JP Ducay proclaiming October 2024 as National Community Planning Month.

Financial Considerations:

N/A

Legal Review:

N/A

Board/Citizen Input:

N/A

Attachments:

National Community Planning Month Proclamation

Council Action Requested:

Presentation of National Community Planning Month Proclamation

Proclamation

Richland Hills

WHEREAS, change is constant and affects all cities, towns, suburbs, counties, boroughs, townships, rural areas, and other places; and

WHEREAS, planners can help navigate this change with data-driven insights and expertise that provide better choices for how people work and live; and

WHEREAS, community planning provides an opportunity for all residents to be meaningfully involved in making choices that determine the future of their community; and

WHEREAS, the full benefits of planning require public elected and appointed officials who understand, support, and demand excellence in planning and plan implementation; and

WHEREAS, the American Planning Association endorses National Community Planning Month as an opportunity to highlight how planning is essential to every community, and how planners are uniquely positioned to identify solutions to communities' most difficult housing, transportation, and land use questions; and

WHEREAS, the celebration of National Community Planning Month gives us the opportunity to publicly recognize the participation and dedication of appointed planning commission members who have contributed their time and expertise to the improvement of the City of Richland Hills.

NOW, THEREFORE, BE IT RESOLVED THAT I, Curtis Bergthold, Mayor of Richland Hills, do hereby proclaim October 2024 as:

COMMUNITY PLANNING MONTH

in conjunction with the celebration of National Community Planning Month.

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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: September 23, 2024

Subject: Fire Prevention Week Proclamation

Agenda Item:

Fire Prevention Week Proclamation

Background Information:

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

Financial Considerations:

N/A

Legal Review:

N/A

Board/Citizen Input:

N/A

Attachments:

Fire Prevention Week Proclamation

Council Action Requested:

Presentation of Fire Prevention Week Proclamation

Proclamation

Richland Hills

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

WHEREAS, home fires caused 2,700 civilian deaths in the United States in 2022, according to the National Fire Protection Association® (NFPA®), and fire departments in the United States responded to 360,000 home fires; and

WHEREAS, roughly three out of five fire deaths happen in homes with either no smoke alarms or with no working smoke alarms; and

WHEREAS, smoke alarms sense smoke well before you can, alerting you to danger in the event of fire in which you may have as little as 2 minutes to escape safely; and

WHEREAS, residents will make sure their smoke alarms meet the needs of all their family members, including those with sensory or physical disabilities; and

WHEREAS, the 2024 Fire Prevention Week™ theme, "Smoke Alarms. Make them work for you!™," works to educate everyone about simple but important actions they can take to keep themselves and those around them safe when cooking.

NOW, THEREFORE, BE IT RESOLVED THAT I, Curtis Bergthold, Mayor of Richland Hills, do hereby proclaim October 6-12, 2024 as:

FIRE PREVENTION WEEK

in Richland Hills and encourage everyone to check their kitchens for fire hazards and use safe cooking practices during Fire Prevention Week 2024 and to support the many public safety activities and efforts of Texas' fire and emergency services.

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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: September 23, 2024

Subject: Minutes from the September 9, 2024 Regular City Council Meeting

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Agenda Item:

Approval of minutes from the September 9, 2024 City Council Regular Meeting

Background Information:

N/A

Financial Considerations:

N/A

Legal Review:

N/A

Board/Citizen Input:

N/A

Attachments:

September 9, 2024 Draft Minutes

Council Action Requested:

Motion to approve the minutes from the September 9, 2024 City Council Regular Meeting

RICHLAND HILLS CITY COUNCIL
REGULAR MEETING
SEPTEMBER 9, 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

CITY COUNCIL WORK SESSION – 6:31 PM

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

None.

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

4A. Consider Resolution 602-24 supporting a statutory amendment to the Texas Local Government Code Chapter 394 regarding Housing Finance Corporations in municipalities and counties

City Manager Candice Edmondson presented the item to the City Council and advised that the Texas Housing Finance Corporations Act (Texas Local Government Code Chapter 394) provides regulations for housing finance corporations which can be created by any local government. The purpose of the Act is to provide a means to finance the cost of residential ownership and development that will provide decent, safe and sanitary housing at affordable prices. All property owned by a housing finance corporation is exempt from all taxes imposed by the state or any political subdivision, including local property taxes.

The City recently became aware that the Cameron County Housing Finance Corporation, located in South Texas, owns properties throughout the State including the City of Euless. These properties are all tax exempt and the consent of the governing body of the local government was not requested during the process. This has created a reduction in anticipated ad valorem tax revenue for these municipalities and places a burden on the municipalities' ability to provide police and fire protection, code enforcement, parks and libraries and other governmental services.

Resolution 602-24 provides proposed amendments to the Texas Housing Finance Corporations Act that would limit a housing corporation's functions to the jurisdictional boundaries of the local government that has authorized, sponsored, or otherwise participated in the creation of the housing finance corporation, or as approved by the governing body of the municipality in which the corporation wishes to purchase property.

4B. Consider Resolution 603-24 casting the City of Richland Hills vote in the Texas Municipal League Region 8 Board of Director election

City Secretary Lindsay Rawlinson presented the item to the City Council and advised that the City of Richland Hills is a longtime member of the Texas Municipal League (TML). TML has 15 regions throughout the State of Texas and Richland Hills is located within Region 8. TML is governed by a Board of Directors in which each region has a seat on the Board and previously, elections for regional directors were held at regional meetings. After changes to the TML Constitution were approved last year, these elections are now administered by TML centrally.

During even-numbered years, the even-numbered regions are up for election. Terms are two years, and new terms will begin on October 11, 2024, upon adjournment of the TML Annual Conference and end on November 13, 2026, upon adjournment of the TML Annual Conference.

Resolution 603-24 provides the City Council the opportunity to cast the City's vote for the Region 8 regional director of the Board of Directors.

Discussion ensued regarding the four candidates presented and focused on incumbent Jon McKenzie, Councilmember, Hurst, and Troy Dunn, Councilmember, Haltom City.

7A. Fiesta de Herencia

Director of Parks and Recreation Eric Valdez presented an overview of the upcoming Fiesta de Herencia event scheduled to be held Friday, September 20, 2024, from 6:00 to 9:00 p.m. at The Link Plaza. He advised of activities including live music, games, arts and crafts, and food trucks.

Mayor Bergthold adjourned the work session at 6:53 p.m.

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

INVOCATION AND PLEDGES OF ALLEGIANCE – Mayor Pro Tem Knowlton

PRESENTATIONS

1A. Employee Service Award

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

5 Years of Service
Fire Engineer Michael Stephens

10 Years of Service
Library Administrative Assistant Michelle Cottrell

1B. National Emergency Preparedness Month Proclamation

Mayor Bergthold read a proclamation declaring September 2024 as "National Preparedness Month" in Richland Hills and presented it to Fire Chief Russell Shelley.

1C. Citizen Appearances/Public Comments

None.

CONSENT AGENDA

Motion: Motion was made by Councilmember Malone and seconded by Mayor Pro Tem Knowlton to move Agenda Item 4A to the Consent Agenda.

Motion carried by a vote of 6-0.

2A. Approved minutes from the August 26, 2024 City Council Regular Meeting

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

2C. Approved Resolution 600-24 authorizing the change of authorized representatives for the Texas Local Government Investment Pool (TexPool)

2D. Approved Resolution 601-24 authorizing the change of authorized representatives for the Texas Short Term Asset Reserve Program (TexSTAR)

2E. Approved Resolution 599-24 approving a negotiated settlement between the Atmos Cities Steering Committee (ACSC) and Atmos Energy Corp., Mid-Tex Division regarding the Company's 2024 Rate Review Mechanism Filing

2F. Approved water main repair on Rufe Snow Drive from Allena Lane to Lavon Drive by Excel 4 Construction LLC in the amount of $84,915

4A. Approved Resolution 602-24 supporting a statutory amendment to the Texas Local Government Code Chapter 394 regarding Housing Finance Corporations in municipalities and counties

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

Motion carried by a vote of 6-0.

PUBLIC HEARINGS, MEETINGS, AND OTHER RELATED ITEMS

3A. Approved and adopted the Fiscal Year 2025 Crime Control and Prevention District Budget PUBLIC HEARING

City Manager Candice Edmondson presented the item to the City Council and advised that the Fiscal Year 2025 Crime Control and Prevention District (CCPD) Budget includes estimated revenues in the amount of $2,052,000 and estimated expenses in the amount of $2,201,481. The budget also includes a market salary adjustment for sworn police personnel totaling $48,738, a $114,640 increase for the shared services program and a $150,000 carryover for the roof screening project that was approved in the FY 2024 CCPD Budget. At the end of Fiscal Year 2025, staff projects an ending fund balance of $940,114. Additionally, the FY 2025 CCPD Budget was approved by the Crime Control and Prevention District at their August 26, 2024 meeting by a vote of 7-0.

Mayor Bergthold opened the public hearing at 7:13 p.m. and asked to hear from any proponents followed by opponents of the case.

Hearing none, Mayor Bergthold closed the public hearing at 7:13 p.m.

Motion: Motion was made by Mayor Pro Tem Knowlton and seconded by Councilmember Skier to approve and adopt the Fiscal Year 2025 Crime Control and Prevention District Budget.

Motion carried by a vote of 6-0.

3B. Fiscal Year 2025 Budget and Multi-Year Capital Improvement Program PUBLIC HEARING

City Manager Candice Edmondson presented the item to the City Council and advised that the budget summarizes the plan of municipal operations and capital projects for the fiscal year that begins October 1, 2024. The proposed budget was presented to City Council during work sessions on August 12, 2024, and August 26, 2024. The proposed budget consists of 19 different funds. The FY 2025 Budget includes estimated revenues at $25,650,591 and expenditures at $29,311,414 which is a 0.04 percent increase in revenues and a 3.63 percent increase in expenditures over the FY 2024 Adopted Budget. The FY 2025 budget is based off a recommended tax rate of $0.518879 which is $0.00381 cents lower than the current tax rate.

Mayor Bergthold opened the public hearing at 8:03 p.m. and asked to hear from any proponents followed by opponents of the case.

Hearing none, Mayor Bergthold closed the public hearing at 8:03 p.m.

3C. Fiscal Year 2025 Tax Rate PUBLIC HEARING

City Manager Candice Edmondson presented the item to the City Council and advised that at the August 12, 2024 Council meeting, she presented the proposed FY 2025 General Fund Budget that included a proposed ad valorem tax rate of $0.518879 per hundred dollars of valuation. Additionally, the City Council approved the FY 2025 /Tax Year 2024 Certified Tax Roll and reviewed the 2024 Tax Rate Calculation Worksheet at the August 12, 2024 meeting. The calculated No-New-Revenue Rate (formerly known as the Effective Tax Rate) is $0.514251/$100.

The proposed FY 2025 ad valorem tax rate is lower than the current FY 2024 ad valorem tax rate of $0.522689 by $0.00381 cents. The FY 2025 allocation of the tax rate is $0.361643 for Operations and Maintenance that funds General Fund operations, and $0.157236 for Interest and Sinking that funds debt service payments, for a total ad valorem tax rate of $0.518879.

Mayor Bergthold opened the public hearing at 8:08 p.m. and asked to hear from any proponents followed by opponents of the case.

Hearing none, Mayor Bergthold closed the public hearing at 8:08 p.m.

ORDINANCES & RESOLUTIONS AND OTHER RELATED ITEMS

4A. Approved Resolution 602-24 supporting a statutory amendment to the Texas Local Government Code Chapter 394 regarding Housing Finance Corporations in municipalities and counties

This item was discussed during the work session.

This item was removed from its original sequence on the agenda and approved as part of the Consent Agenda.

4B. Approved Resolution 603-24 casting the City of Richland Hills vote in the Texas Municipal League Region 8 Board of Director election

This item was discussed during the work session.

Motion: Motion was made by Councilmember Estep and seconded by Mayor Pro Tem Knowlton to approve Resolution 603-24 casting the City of Richland Hills vote for Haltom City Councilmember Troy Dunn in the election of the Texas Municipal League Region 8 Director of the Board of Directors.

Motion carried by a vote of 6-0.

CONTRACTS, AGREEMENTS, BID AWARDS AND OTHER RELATED ITEMS

5. None.

OTHER ITEMS FOR CONSIDERATION

6. None.

REPORTS & DISCUSSIONS

7A. Fiesta de Herencia

This item was discussed during the work session.

COMMUNITY INTEREST ITEMS

8. Councilmember Estep advised of several upcoming events:

- Wednesday, September 11, 2024, 9/11 Memorial Ceremony, City Hall;
- Thursday, September 12, 2024,
  - Senior Lunch Bunch and Bingo, The Link, 12:00 to 2:00 p.m.;
  - Tarrant County Food Pantry, The Link parking lot, 5:30 to 7:00 p.m.;

- Tuesday, September 17, 2024, Comprehensive Plan Workshop, The Link, 6:00 to 8:30 p.m.;
- Friday, September 20, 2024, Fiesta de Herencia, The Link Plaza, 6:00 to 9:00 p.m.;
- Friday, September 27, 2024, Yarn Gnome Craft, Public Library, 6:00 to 7:00 p.m.;
- Tuesday, October 1, 2024, Texas Night Out;
- Tuesday, October 15, 2024, Richland Hills Literary Club, Public Library, 6:30 p.m.;
- Every Thursday, Coffee Talk, Public Library, 10:00 to 11:30 a.m.

EXECUTIVE SESSION

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

None.

ADJOURNMENT

10. There being no further business to come before the City Council, Mayor Bergthold declared the meeting adjourned at 8:15 p.m.

ATTEST: **APPROVED:**

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Lindsay Rawlinson, City Secretary

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Curtis Bergthold, Mayor

Memorandum

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

From: Lindsay Rawlinson, City Secretary

Date: September 23, 2024

Subject: Councilmember Goveas Absence

Agenda Item:

Excuse the absence of Councilmember Roland Goveas from the September 9, 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 September 9, 2024 regular City Council meeting

Memorandum

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

From: Eliza Margenau, Court Supervisor

Date: September 23, 2024

Subject: Interlocal Agreement – Teen Court

Agenda Item:

Approve an Interlocal Agreement with the cities of Richland Hills, North Richland Hills and Watauga establishing the terms of the Northeast Tarrant Teen Court (NETTC) for a two-year term beginning October 1, 2024

Background Information:

The Northeast Tarrant Teen Court was established in October 2010 between the City of Watauga, the City of North Richland Hills, and the City of Haltom City. The City of Richland Hills began participating in the program in FY 2014. Haltom City ceased participation in the Teen Court program in FY 2023. A draft Interlocal is provided with this agenda item and the final contract is anticipated to be available on September 23, 2024 for execution.

Teen Court is a voluntary program which allows juvenile Class C misdemeanor offenders to "pay" for their citation through community service and involvement in the judicial process. The Teen Court program has been very successful, and Richland Hill's average participation is approximately 26 cases processed per year. This program helps youth offenders keep offenses off their criminal and driver’s record by completing community service as well as agreeing to serve teen court jury service where they also learn about the judicial system. Additional benefits of the Teen Court program are as follows:

- Allows the teen to keep the violation off their driver’s record or criminal history.
- Teens have the opportunity to be judged by a group of their own peers, other teens, who are most often very good at holding teens responsible for their actions in a more impactful way than a Judge.
- Requires the teen to be accountable for their own actions as opposed to a fine that the parents end up paying as the cost to the teen is only $20.
- The inconvenience of having to perform community service allows them to reflect on the consequences of their actions for weeks or months as they complete the community service. It also introduces them to civic organizations and teaches them how to be civic minded.

- Introduces the teen to how the criminal justice system works. Legislation that will be effective on January 1, 2025, supports the continuation of Teen Court Programs:

    - HB 3186 (88th Legislative Session), the Texas Youth Diversion and Early intervention Act, which increases opportunities for early identification of at-risk youth and requires redirecting from criminal action of children from 10-17 years of age accused of any Class C misdemeanor besides a traffic violation is set to take effect on January 1, 2025. This program is meant to align the municipal court's practices with those of juvenile court and juvenile probation. The Northeast Tarrant Teen Court has also agreed to be the referring agency for all juvenile diversion agreements to help alleviate the increased workload this process will require and will also offer all the referral resources that will be needed for those children who complete the juvenile diversion program. The state will allow courts to collect a $50 local youth and diversion administrative fee to assist in defraying the costs of the diversion.

    - HB 3186 also requires that a youth diversion plan be adopted by the Municipal Court no later than January 1, 2025. Partnering with the Northeast Tarrant Teen Court will allow for a mirroring of policies and Northeast Tarrant Teen Court will be responsible for executing any memorandums of understanding with all service providers agreeing to offer services to a child who is completing a Youth Diversion Agreement with the Richland Hills Municipal Court.

The Interlocal Agreement is pursuant to Chapter 791 of the Texas Government Code and is for the period of October 1, 2024, through September 30, 2025, with an option for a one-year renewal.

Financial Considerations:

This program has a shared cost of $20,386. Richand Hills' allocated portion is 31%, or $6,285. The cost allocation is based on a 2-year period of Teen Court cases and shared costs for Watauga and Richland Hills. Because Haltom City withdrew from the program in FY 2023, the cost to the remaining cities is higher during this next contract period. The City of Richland Hills' increase from FY 2024 is approximately $2,753 more for the program but includes the youth diversion services.

Legal Review:

N/A

Board/Citizen Input:

N/A

Attachments:

Interlocal Agreement

Council Action Requested:

Approve the Interlocal Agreement with the cities of Richland Hills, North Richland Hills and Watauga establishing the terms of the Northeast Tarrant Teen Court (NETTC) for a two-year term beginning October 1, 2024.

STATE OF TEXAS §
§ **INTERLOCAL AGREEMENT**

COUNTY OF TARRANT §

THIS AGREEMENT is entered into this the 1st day of October, 2024, by and between the Cities of North Richland Hills, Watauga and Richland Hills, Texas, municipal corporations, (hereafter referred to as "Cities" or "each participating City") the parties acting herein under the authority and pursuant to the terms of Chapter 791, INTERLOCAL COOPERATION CONTRACTS, Texas Government Code, for the purpose of establishing the terms under which a Teen Court program will be established and funded.

WHEREAS, the City of North Richland Hills has a Teen Court program established and operating and the Cities of Watauga and Richland Hills desire to make this program available to the residents of their respective cities; and,

WHEREAS, the Cities find that the terms and conditions set out herein for providing for the operation of a Teen Court for the parties hereto is equitable and will provide benefits to each; **NOW THEREFORE,**

W I T N E S S E T H:

For and in consideration of the mutual promises and covenants herein made, the benefits flowing to each of the parties hereto, and other good and valuable consideration, the Cities of North Richland Hills, Watauga and Richland Hills, Texas do hereby contract and agree as follows:

SECTION 1. The Teen Court is a volunteer program which allows juvenile misdemeanor offenders an alternative to the criminal justice system while allowing them to assume responsibility for their own actions by involvement in the judicial process and community service in order that their offenses will not be recorded; bringing juvenile offenders before a jury of their peers and to the community for constructive punishment which will provide the youths with an understanding of the judicial system and a realization of their roles (responsibilities) in the community.

SECTION 2. The City of North Richland Hills shall provide a court facility available for holding teen court on Monday nights and provide a Judge and Bailiff for all weekly sessions, employ a Teen Court Clerk to assist in administering and coordinating the activities of the Teen Court program and provide office space for the clerk. The Teen Court Clerk will work under the supervision of the North Richland Hills Case Manager, who shall be responsible for data tracking for statistical reporting purposes.

SECTION 3. Watauga and Richland Hills agree to provide a Teen Court Board Member and Teen Court Judge to add in the rotation of scheduling with North Richland Hills Board Members and Teen Court Judges.

SECTION 4. The Cities agree that the Teen Court Clerk, Juvenile Case Manager, and Bailiff provided under the Teen Court program are employees of the City of North Richland Hills and the cities of Watauga and Richland Hills shall have no obligation to such employees for salaries or benefits. Watauga and Richland Hills shall reimburse North Richland Hills the amounts set forth herein in this section to offset the costs incurred by North Richland Hills for the operation of the Teen Court program. Such costs shall be in the collective amount of $20,386.00 for the year beginning October 1, 2024. Watauga agrees to pay 69% ($14,101) and Richland Hills agrees to pay 31% ($6,285). Each party shall make respective payments from current revenues available to the paying party.

SECTION 5. North Richland Hills has an existing Teen court Advisory Board in its jurisdiction appointed to such board by the City Council. Watauga and Richland Hills shall have the right to appoint one additional member to such advisory board.

SECTION 6. This Agreement shall be for the initial period beginning October 1, 2024 and ending September 30, 2025 upon execution of hereof by all parties hereto, with the option to renew for one additional year.

SECTION 7. Any party hereto may terminate its participation in this Agreement without recourse or liability upon thirty (30) days written notice to the other parties. Should either of the other three parties terminate their participation, North Richland Hills may terminate this agreement or renegotiate with the remaining party or parties.

SECTION 8. This Agreement is made pursuant to Chapter 791 and Subchapter E, Chapter 418, Texas Government Code. It is agreed that in the execution of this Agreement, no party waives any immunity or defense that would otherwise be available to it, against claims arising from the exercise of governmental powers and functions.

SIGNED AND EXECUTED this the ________ day of ____________________, A.D., 2024, at Tarrant County, Texas.

CITY OF NORTH RICHLAND HILLS

BY:______________________

Paulette Hartman, City Manager

Attest:

____

Alicia Richardson, City Secretary/Chief Governance Officer

(City Seal)

Approved as to Form and Legality:

____

Attorney from Toase Law Firm, City Attorney

SIGNED AND EXECUTED this the ________ day of ____________________, A.D., 2024, at Tarrant County, Texas.

CITY OF WATAUGA, TEXAS

BY: ______________________________
Interim City Manager, Sandra Gibson

ATTEST:

____
City Secretary, Linda Proskey

(City Seal)

Approved as to Form and Legality:

____
David Berman - City Attorney

SIGNED AND EXECUTED this the ________ day of ____________________, A.D., 2024, at Tarrant County, Texas.

CITY OF RICHLAND HILLS, TEXAS

BY: ______________________________
Candice Edmondson, City Manager

ATTEST:

____
Lindsay Rawlinson, City Secretary

(City Seal)

Approved as to Form and Legality:

____
Attorney from Toase Law Firm, City Attorney

Memorandum

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

From: Erika McComis, Director of Finance

Date: September 23, 2024

Subject: Annual Review of Investment Policy and Investment Strategies

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Agenda Item:

Approve Resolution 604-24 approving the City of Richland Hills Investment Policy and Investment Strategies

Background Information:

The Public Funds Investment Act, Government Code 2256, requires that public entities have an investment policy and have several provisions regarding permissible investments, diversification, ethics, training, and reporting. There is a requirement in the Public Funds Investment Act, Government Code 2256.005 that the governing body review and affirm the investment strategy annually. Below is the investment strategy by fund type (General Fund, Debt Service Funds, Special Revenue Funds and Proprietary Funds) as contained in the City's Investment Policy adopted by City Council on September 24, 2018, and reviewed and affirmed on September 13, 2021, and again on July 25, 2022. There are no proposed changes to the City's Investment Policy.

<u>INVESTMENT STRATEGIES:</u>

A. General. The City will group investment instruments into a number of "pool investment groups". These groups will reflect characteristics of maturity limits, diversity, and liquidity, commensurate with the purpose for which investments are intended to ultimately fund. Under this approach various individual investment instruments will comprise the total pool type. Individual funds will share equity interest in the assets and earnings of each pool (or pools), equal to their proportionate contributions to the pool (or pools). A pooled investment approach should provide several advantages including yield enhancement, improved diversity and improved liquidity, over a system that seeks to procure specific investment instruments for specific fund types and financial resources.

B. Basic Pool Requirements. The City requires the following basic types of pools:

   a) Short Term/Operating Funds – Most of the City's fund types contain operating capital required to finance the particular activities for which the fund is responsible. Cash flows are reasonably predictable but occasional circumstances may require unforeseen or unpredicted cash requirements. Financial resources for this category should be maintained at relatively short levels. The weighted average maturity of operating funds may not exceed one (1) year. This pooled investment group includes the total of cash and investment available for current operations plus all required operating reserves of the following fund types:

- General Fund
- Debt Service Funds
- Special Revenue Funds
- Proprietary Funds

A key investment strategy for operating funds is to assure that anticipated cash flows are matched with adequate investment liquidity. Diversification among authorized investment options is not restricted and will be determined and approved by the Investment Officers in light of existing market conditions.

b) Long term/Non-Operating Funds – Various fund types may contain financial assets in excess of the amounts necessary to fund the sum of operating costs and operating reserves. Other financial assets may be designated for projects schedule to be implemented beyond the current operating period. The pool structured to invest these assets will require longer maximum maturity limit than the operating pool. The size of the pool may vary widely over time. The pool will expand rapidly with the receipt of bond fund proceeds and contract as the capital is used for project construction. The primary revenue source of this pooled investment group is bond proceeds (which are typically subject to arbitrage yield limitations). This category also includes any amount of cash and investments in excess of the estimated required operating reserves in the general fund, enterprise funds or debt service funds. The maximum weighted average maturity of the portfolio shall not exceed two (2) years. Diversification among authorized investment options is not restricted and will be determined and approved by the Investment Officers in light of existing market conditions.

c) Yield/Restricted Funds – Proceeds from bond issuances subject to arbitrage restrictions may necessitate yield restrictions under some market conditions. Length of investment maturity may be dependent on market conditions as well as cash flow needs. The Investment strategy for these funds is to limit investment yields to arbitrage ceilings. The maximum weighted average maturity of an individual investment shall not exceed two (2) years. Diversification among authorized investment options is not restricted and will be determined and approved by the Investment Officers in light of existing market conditions.

d) Debt Service Reserve Funds – These reserves are usually specifically defined in terms of amount and size. Bond covenants typically require that reserve balances be maintained with a third-party financial institution or paying agent. These institutions invest deposited reserves on behalf of the City and indirectly on the behalf of investors in whose interest the reserves are established. In such instances, the City may contract with such parties who will operate in the capacity of an investment advisor. These relationships will be approved by the City Council. The Investment advisors will be confined to the particular instruments and parameters specified as appropriate for this pool of funds. A primary investment strategy for debt service funds is to provide income to the reserve portions of revenue bonds. Because investments may be subject to arbitrage yield restrictions, the secondary investment strategy is to attempt to invest at a yield equal to the arbitrage limit applicable to the reserves. Diversification among authorized investment options is not restricted and will be determined and approved by the Investment Officers in light of existing market conditions.

e) Interest and Sinking Fund Reserve – These funds are usually specifically defined in terms of amount and size. The primary investment strategy for debt service sinking funds is to match investment maturities with debt service payment requirements. Diversification among authorized investment options is not restricted and will be determined and approved by the Investment Officers in light of existing market conditions.

Financial Considerations:

The investment strategy provides guidelines for the City to meet the two primary tenets of the Public Funds Investment Act: Safety and Liquidity

Legal Review:

The City's Investment Policy was previously reviewed by the City Attorney.

Board/Citizen Input:

N/A

Attachments:

Resolution No. 604-24
City of Richland Hills Investment Policy

Council Action Requested:

Motion to approve Resolution 604-24 and affirm the investment strategy contained in the City's investment policy

RESOLUTION NO. 604-24

A RESOLUTION OF THE CITY OF RICHLAND HILLS, TEXAS, APPROVING THE CITY OF RICHLAND HILLS INVESTMENT POLICY AND INVESTMENT STRATEGIES.

WHEREAS, Chapter 2256 of the Texas Government Code, commonly known as the "Public Funds Investment Act," requires the city to adopt an investment policy by rule, order, ordinance, or resolution; and

WHEREAS, the Public Funds Investment Act requires the city to review its investment policy and investment strategies not less than annually; and

WHEREAS, investment and administration of the city's funds shall promote public confidence and trust based on an investment policy that promotes safety of principal and liquidity of funds; and be guided by investment strategies emphasizing preservation of principal, liquidity, marketability, diversification and yield; and

WHEREAS, the Public Funds Investment act requires the investment officers of the city to attend Public Fund Investment training as required by law; and

WHEREAS, the City Council has reviewed the attached investment policy and the city's investment strategies, as required by law; and

WHEREAS, the attached investment policy and incorporated revision (EXHIBIT A) comply with the Public Funds Investment Act, as amended, and authorize the investment of city funds in safe and prudent investments.

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

The City of Richland Hills has complied with the requirements of the Public Funds Investment Act, as amended, and the attached investment policy and investment strategies is hereby adopted as the investment policy of the city effective September 23, 2024.

APPROVED AND ADOPTED at a regular meeting of the Richland Hills City Council on September 23, 2024, by a vote of ___ayes, ___nays, and ____abstentions.

ATTEST:	**APPROVED:**
______________________________	______________________________
Lindsay Rawlinson, City Secretary	The Honorable Curtis Bergthold, Mayor

EXHIBIT A

Richland Hills

CITY OF RICHLAND HILLS

INVESTMENT POLICY AND STRATEGIES

APPROVED AND AFFIRMED:

SEPTEMBER 23, 2024

CITY OF RICHLAND HILLS

INVESTMENT POLICY AND STRATEGIES

I. POLICY STATEMENT

It is the Policy of the City of Richland Hills that the administration of its funds and the investment of those funds shall be handled at its highest public trust. Investments shall be made in a manner which will provide the maximum security of the principal through established limitations and diversification while meeting the daily cash flow needs of the City and conforming to all applicable state statutes governing the investment of public funds.

This Policy serves to satisfy the statutory requirements of defining and adopting a formal investment policy. The policy and investment strategies shall be reviewed annually by the City Council who will formally approve any modifications and legislative changes. This Investment Policy, as approved, is in compliance with all state laws and statutes which govern the investments of public funds, including but not by way of limitation, the Public Funds Investment Act (PFIA), Chapter 2256, Texas Government Code.

II. SCOPE

A. The Investment Policy applies to all the financial assets of the City of Richland Hills. These funds are accounted for in the City's Comprehensive Annual Financial Report (CAFR) and include:

- General Fund – used to account for resources traditionally associated with government, which are not required to be accounted for in another fund.
- Special Revenue Funds – used to account for the proceeds from specific revenue sources which are restricted to expenditures for specific purposes.
- Debt Service Funds – including reserves and sinking funds to the extent not required by law or existing contract to be kept segregated and managed separately and used to account for resources to be used for the payment of principal, interest and related costs on general obligation debt.
- Capital Projects Funds – used to account for resources to enable the acquisition or construction of major capital facilities which are not financed by enterprise funds, internal service funds, or trust funds.
- Proprietary Funds – used to account for operations that are financed and operated in a manner similar to private business enterprises.

- All Other Funds. Any new funds created by the City unless specifically exempted from this policy by the City or the law.

III. GENERAL OBJECTIVES

It is the policy of the City that, giving due regard to the safety and risk investments, all available funds shall be invested in conformance with State and Federal Regulations, applicable Bond Ordinance requirements, adopted Investment Policy and adopted Investment Strategies. In accordance with the Public Funds Investment Act Section 2256.005(d), the following prioritized objectives (in order of importance) apply to each of the City's investment strategies:

A. Suitability – Understanding the suitability of the investment to the financial requirements of the City is important. Any investment eligible in the Investment Policy is suitable for all City funds.

B. Preservation and Safety of Principal – Preservation and safety of principal are the foremost objective of the City. Investments of the City shall be undertaken in a manner that seeks to insure preservation of capital in the overall portfolio.

C. Liquidity – The City's investment portfolio will be based on a cash flow analysis of cash needs and will remain sufficiently liquid to enable it to meet all operating requirements which might be reasonably anticipated. Liquidity shall be achieved by matching investment maturities with estimated cash flow requirements and by investing in securities with active secondary markets.

D. Marketability – Securities with active and efficient secondary markets are necessary in the event of an unanticipated cash requirement. Historical market "spreads" between the bid and offer prices of a particular security type or less than a quarter of a percentage point shall define an efficient secondary market.

E. Diversification – Diversification of the portfolio will include diversification by maturity and market sector to protect against credit and market risk. The City will diversify its investments in an effort to avoid incurring unreasonable and avoidable risks regarding specific security types or individual financial institutions.

F. Yield – Attaining a competitive market yield, commensurate with the City's investment risk constraints and the cash flow characteristics of the portfolio, is the desired objective. The goal of the City's investment portfolio is to regularly meet or exceed the average rate of return on U.S. Treasury Bills at a maturity level comparable to the portfolio's weighted average in days. The yield of an equally weighted, six month Treasury Bill portfolio shall be the minimum yield objective or "benchmark". A secondary objective will be to obtain a yield equal to or in excess of a local government investment pool or money market mutual fund.

Applicable tax exempt debt proceeds shall attempt to achieve a return equal to the above unless that return exceeds applicable arbitrage yield limit on the debt. In certain interest rate environments the City may need to restrict yields in order not to exceed arbitrage limits.

IV. STANDARDS OF CARE

A. Prudent Person Rule. The City's Investment Officers will follow the "Prudent Person" statement relating to the standard of care that must be exercised when investing public funds as expressed in PFIA Sec. 2256.006(a-b):

"Investments shall be made with judgment and care, under prevailing circumstances, that a person of prudence, discretion, and intelligence would exercise in the management of the person's own affairs, not for speculation, but for investment, considering the probable safety of capital and the probable income to be derived".

Investment of funds shall be governed by the following investment objectives, in order of priority:

1. Preservation and safety of principal;
2. Liquidity; and
3. Yield.

The Investment Officers and those delegated investment authority under this Policy shall seek to act responsibly as custodians of the public trust. Investment participants shall avoid any transactions that might impair public confidence in the City's ability to govern effectively. The governing body recognizes that in a diversified portfolio, occasional measured losses due to market volatility are inevitable and must be considered within the context of the overall portfolio's investment rate of return, provided that adequate diversification has been implemented.

In determining whether an Investment Officer has exercised prudence with respect to an investment decision, the determination shall be made taking into consideration:

1. The investment of all funds, or funds under the entity's control, over which the officer had responsibility rather than a consideration as to the prudence of a single investment; and
2. Whether the investment decision was consistent with the written investment policy of the City.

The Investment Officers, when acting in accordance with the written procedures and due diligence, shall not be held personally responsible for market price changes, provided that deviations from expectations are reported in a timely manner and that appropriate action is taken to control adverse market effects. The governing body of the investing entity retains ultimate responsibility as fiduciaries of the assets of the entity.

B. Delegation of Investment Authority

The City Manager, or designated employee, and Director of Finance, acting on behalf of the City, are designated as the Investment Officers of the City and are responsible for investment management decisions and activities. The Investment Officers are also responsible for considering the quality and capability of staff, investment advisors, and consultants involved in investment management and procedures.

The Investment Officers shall develop and maintain written administrative procedures for the operation of the investment program which are consistent with this Investment Policy. The Investment Officers shall also designate a staff person as a liaison/deputy in the event circumstances require timely action and the Investment Officers are not available.

The Investment Officers shall be responsible for all transactions undertaken and shall establish a system of controls to regulate the activities of subordinate officials and staff. No officer or designee, shall engage in an investment transaction except as provided under the terms of this policy, the procedures established by the Finance Director and the explicit authorization by the City Manager to withdraw, transfer, deposit and invest the City's funds.

C. Internal Controls

The Investment Officers shall establish a system of written internal controls which will be reviewed annually with the City's independent auditors. The controls shall be designed to prevent loss of public funds due to fraud, employee error, misrepresentation by third parties, unanticipated market changes, or imprudent actions by employees. Controls deemed most important include: control of collusion, separation of duties, third party custodial safekeeping, avoidance of bearer-form securities, clear delegation of authority, specific limitations regarding securities losses and remedial action, written confirmation of telephone transactions, minimizing the number of authorized investment officials, and documentation and rationale for investment transactions.

D. Ethics and Conflicts of Interest

Officers and employees involved in the investment process shall refrain from personal business activities that could conflict with proper execution of the investment program or which could impair their ability to make impartial investment decisions. Investment Officers involved shall disclose in writing to the City Council any financial interest in financial institutions that conduct business with the City or any personal financial/investment position that could be related to the performance of the City.

The Investment policy requires the investment officers to file a disclosure statement with the Texas Ethics Commission and the governing body if the investment officer has a personal business relationship or is related within the second degree of affinity or consanguinity to an individual or organization seeking to sell an investment to the City. For purposes of this section, an investment officer has a personal relationship with a business organization if and as defined in PFIA 2256.005(i)(1-3):

1. The Investment officer owns 10% or more of the voting stock or shares of the business organization or owns $5,000 or more of the fair market value of the business organization;

2. Funds received by the investment officer from the business organization exceed 10% of the investment officer's gross income for the previous year; or

3. The Investment officer has acquired from the business organization during the previous year investments with a book value of $2,500 or more for the personal account of the investment officer.

E. Investment Training Requirements

The City of Richland Hills shall provide periodic training in investments for the investment personnel through courses and seminars offered by professional organizations and associations in order to ensure the quality and capability of the City's investment personnel making investment decisions in compliance with the PFIA 2256.008.

All Investment Officers shall attend ten (10) hours of training within twelve (12) months of taking office or assuming duties and eight (8) hours in each succeeding two year period as defined by PFIA. The training provider must be an independent source.

For purposes of this policy, an "independent source" from which investment training shall be obtained shall include a professional organization, an institute or higher learning or any other sponsor other than a business organization with whom the City of Richland Hills may engage in an investment transaction. Such training shall include education in investment controls, credit risk, market risk, investment strategies, and compliance with investment laws, including the State of Texas Public Funds Investment Act.

V. AUTHORIZED FINANCIAL DEALERS AND INSTITUTIONS

All investments made by the City will be made through either the City's banking services or an authorized broker/dealer.

A. *Depository* – The City Council shall, by ordinance, "select and designate one or more banking institutions as the depository for the monies and funds of the City" in accordance with PFIA. At least every five years a depository shall be selected through the City's banking services procurement process, which shall include a formal request for proposal (RFP). The selection of the depository will be determined by a competitive process and evaluated on the following criteria:

1. Qualified as a depository for public funds in accordance with state and local laws.
2. Provided requested information or financial statements for the periods specified.
3. Complied with all requirements in the banking RFP.
4. Completed responses to all required items on the proposal form.
5. Offered lowest net banking service cost, consistent with the ability to provide an appropriate level of service.
6. Met credit worthiness and financial standards.

a *Investment Broker/Dealers* – When applicable, the City Council will, at least annually, review, revise and approve a list of authorized/qualified broker/dealers along with this investment policy. These firms may include:

1. All primary government securities dealers; and
2. Those regional broker/dealers who qualify under Securities and Exchange Commission rule 15C3 (Uniform Net Capital Rule), and who meet other financial criteria standards in the industry.

These firms will be selected based on their competitiveness, participation in agency selling groups, and experience and background of the salesperson handling the account.

B. Signed Investment Policy Certification Form.

A written copy of the investment policy shall be presented to any business organization offering to engage in an investment transaction with an investing entity. For purposes of this subsection and Subsection (l), "business organization" means an investment pool or investment management firm under contract with an investing entity to invest or manage the entity's investment portfolio that has accepted authority granted by the entity under the contract to exercise investment discretion in regard to the investing entity's funds.

Nothing in this subsection relieves the investing entity of the responsibility for monitoring the investments made by the investing entity to determine that they are in compliance with the investment policy. The qualified representative of the business organization offering to engage in an investment transaction with an investing entity shall execute a written instrument in a form acceptable to the investing entity and the business organization substantially to the effect that the business organization has:

(1) received and reviewed the investment policy of the entity; and
(2) acknowledged that the business organization has implemented reasonable procedures and controls in an effort to preclude investment transactions conducted

between the entity and the organization that are not authorized by the entity's investment policy, except to the extent that this authorization:

(A) is dependent on an analysis of the makeup of the entity's entire portfolio;
(B) requires an interpretation of subjective investment standards; or
(C) relates to investment transactions of the entity that are not made through accounts or other contractual arrangements over which the business organization has accepted discretionary investment authority.

The investment officer of an entity may not acquire or otherwise obtain any authorized investment described in the investment policy of the investing entity from a business organization that has not delivered to the entity the instrument required. (PFIA 2256.005(k)-(l)).

C. All financial institutions and broker/dealers who desire to become qualified bidders for investment transactions must supply the investment officers with the following:
   1. Audited financial statements;
   2. Proof of National Association of Securities Dealers (NASD) certification, unless it is a bank;
   3. Resumes of all sales representatives who will represent the financial institution or broker/dealer firm in dealings with the City, and
   4. Any other document that should help evaluate the financial institution's and broker/dealers' soundness such as rating agency reports, review of call reports and analysis of management profitability, capitalization and assets quality.

D. *Financial/Investment Advisor* – The City may retain the services of an investment advisory firm registered under the Investment Advisers Act of 1940 or with the State Securities Board to assist in the review of cash flow requirements, the formulation of investment strategies, and the execution of security purchases, sales and deliveries. The investment advisory contract with the City may not be for a term longer than two (2) years and its renewal or extension must be approved by the City Council by ordinance or resolution as required by PFIA 2256.003(b). If the City has contracted with an investment advisor, the advisor shall be responsible for performing financial due diligence on the City's behalf. On an annual basis, the advisor will provide the City with a list of its authorized broker/dealers as well as the written instrument above.

VI. SAFEKEEPING AND CUSTODY OF INVESTMENT ASSETS

A. As specified in PFIA 2256.005(b)(4)(E), the laws of the State of Texas and prudent treasury management require that all purchased securities be bought on a delivery versus payment (DVP) basis and be held in safekeeping by an independent third party financial institution, or the City's designated banking services depository. Funds shall not be wired or paid until verification has been made that the correct security was received by the safekeeping bank. The only exception to DVP settlement shall be wire transactions for money market funds and government investment pools. The safekeeping or custody bank is responsible for matching up instructions from the City's investment officers or an investment settlement with what is wired from the broker/dealer, prior to releasing the City's designated fund for a given purchase.

B. All safekeeping arrangements shall be approved by the Investment Officers and an agreement of the terms executed in writing. The third party custodian shall be required to issue safekeeping receipts to the City or its agent a listing of each specific security, rate, description, maturity, par value amount, CUSIP number and other pertinent information. Each safekeeping receipt will be clearly marked that the security is held for the City or pledge to the City.

C. All securities pledged to the City for certificates of deposit or demand deposits shall be held by an independent third party bank doing business in the State of Texas. The safekeeping bank may not be within the same holding company as the bank from whim the securities are pledged.

VII. SUITABLE AND AUTHORIZED INVESTMENTS

A. Acceptable investments under this policy shall be limited to the investments authorized by PFIA listed in Sections 2256.009-2256.016 and as shown below:

1. Obligations, including letters of credit, of the United States or its agencies and instrumentalities, including the Federal Home Loan Banks;

2. Direct obligations of the State of Texas or its agencies and instrumentalities;

3. Collateralized mortgage obligations directly issued by a federal agency or instrumentality of the United States, the underlying security for which is guaranteed by an agency or instrumentality of the United States;

4. Other obligations, the principal and interest of which are unconditionally guaranteed or insured by, or backed by the full faith and credit of, the State of Texas or the United States or their respective agencies and instrumentalities, including obligations that are fully guaranteed or insured by the Federal Deposit Insurance Corporation or by the explicit full faith and credit of the United States;

5. Obligations of states, agencies, counties, cities and other political subdivisions of any state rated not less than A or its equivalent;

6. Bonds issued, assumed, or guaranteed by the State of Israel;

7. Interest-bearing banking deposits that are guaranteed or insured by:
   a. The Federal Deposit Insurance Corporation or its successor; or

b. The National Credit Union Share Insurance Fund or its successor; and

8. Interest-bearing banking deposits other than those described by Subdivision (7) if:

(A) the funds invested in the banking deposits are invested through:
(i) a broker with a main office or branch office in this state that the investing entity selects from a list the governing body or designated investment committee of the entity adopts as required by Section 2256.025; or
(ii) a depository institution with a main office or branch office in this state that the investing entity selects;
(B) the broker or depository institution selected as described by Paragraph (A) arranges for the deposit of the funds in the banking deposits in one or more federally insured depository institutions, regardless of where located, for the investing entity's account;
(C) the full amount of the principal and accrued interest of the banking deposits is insured by the United States or an instrumentality of the United States; and
(D) the investing entity appoints as the entity's custodian of the banking deposits issued for the entity's account:
(i) the depository institution selected as described by Paragraph (A);
(ii) an entity described by Section 2257.041(d); or
(iii) a clearing broker dealer registered with the Securities and Exchange Commission and operating under Securities and Exchange Commission Rule 15c3-3.

If additional types of securities are approved for investment by public funds by state statue, they will not be eligible for investment by the City until this policy has been amended and the amended version approved by the City Council.

B. Investment instruments **not** authorized for purchase by the City of Richland Hills, including those specifically prohibited by PFIA 2256.009(b)(1-4), include:

1. Obligations whose payment represents the coupon payments on the outstanding principal balance of the underlying mortgage-backed security collateral and bears no interest, such as banker’s acceptances;
2. Obligations whose payment represents the principal stream of cash flow from the underlying mortgage-backed security collateral and bears no interest, such as mutual funds;
3. Collateralized mortgage obligations that have a stated final maturity date of greater than 10 years; and
4. Collateralized mortgage obligations the interest rate of which is determined by an index that adjusts opposite to the changes in the market index.

C. ***Authorized Investments***:

1. Certificates of Deposit and Share Certificates – authorized investment if the certificate is issued by a depository institution that has its main office or a branch

office in the State of Texas and is (1) guaranteed or insured, (2) collateralized, or (3) secured in accordance with Chapter 2257 (The Public Funds Collateral Act) or in any other manner and amount provided by law for deposits of the investing entity. (PFIA 2256.010)

In addition, an investment in certificates of deposit made in accordance with the following conditions is an authorized investment: (1) the funds are invested through a broker/depository institution that has its main office or a branch office in the state of Texas and (2) the broker/depository institution arranges for the deposit of funds in certificates of deposit in one or more federally insured depository institutions, wherever located, for the City's account.

2. Repurchase agreements – authorized investment as defined in Section 2256.11 if (1) has a defined termination date, (2) is secured by obligations in Section 2256.009(a)(1) and (3) requires third-party safekeeping and (4) is placed through a primary government securities dealer, as defined by the Federal Reserve, or a financial institution doing business in the State of Texas.
   - Repurchase agreement means a simultaneous agreement to buy, hold for a specified time, and sell back at a future date.
   - Reverse security repurchase agreement may not exceed 90 days.
   - Investments acquired must mature no later than the expiration in the reverse security repurchase agreement.

3. Securities Lending Program – to qualify as an authorized investment under PFIA 2256-015:
   - The value of the securities loaned under the program must not be less than 100% collateralized, including accrued income;
   - A loan under this program must allow for termination at any time;
   - Must be secured by cash, letters of credit or securities described in PFIA 2256.009(a)(1);
   - Collateral must be (1) pledge, (2) held in the City's name and (3) be deposited with a third party.
   - A loan made under this program must be placed through a primary dealer or a financial institution doing business in the State of Texas.
   - An agreement to lend securities executed under this section must have a term of one (1) year or less.

4. Bankers' Acceptances – authorized investment under PFIA 2256.012 if it has a stated maturity of 270 days or fewer; will be liquidated in full at maturity; is eligible for collateral for borrowing from a Federal Reserve Bank; and is accepted by a U.S. bank rated no less than A-1 or P-1 or an equivalent rating by at least one nationally recognized credit rating.

5. Commercial Paper – authorized investment under PFIA 2256.013 if the commercial paper has a stated maturity of 270 days or fewer and is rated not less than A-1 or P-1 or an equivalent rating by at least two nationally recognized credit rating agencies, or one credit rating agency and an irrevocable bank letter of credit.

6. Mutual Funds
   a. A *no-load money market mutual fund* is an authorized investment under PFIA 2256.014 **if**:
      1. It is registered with and regulated by the Securities Exchange Commission (SEC);
      2. Provides a prospectus and other information required by the SEC Act of 1934 or the Investment Company Act of 1940;
      3. Complies with the federal Securities Exchange Commission Rule 2a-7 (17 C.F.R. Section 270.2a-7), promulgated under the Investment Company Act of 1940
   b. In addition, to a no-load money market mutual fund permitted as an authorized investment in sub-section (a), a *no-load mutual fund* is an authorized investment under this subchapter **if**:
      1. It is registered with the SEC;
      2. Has an average weighted maturity of less than two years; and
      3. Either:
      - Has a duration of one year or more and is invested exclusively in obligations approved this subchapter; or
      - Has a duration of less than one year and the investment portfolio is limited to investment grade securities, excluding asset-backed securities.

   c. An entity is **not** authorized by this section to:
      1. Invest in the aggregate more than 15 percent of its monthly average fund balance, excluding bond proceeds and reserves and other funds held for debt service, in mutual funds described above;
      2. Invest any portion of bond proceeds, reserves and funds held for debt service, in mutual funds described above; or
      3. Investing entity may not own more than 10 percent of the mutual fund's total net assets.

7. Guaranteed Investment Contracts – authorized investment for bond proceeds under PFIA 2256.015 if the guaranteed investment contract:
   - It has a defined termination date;
   - Is secured by obligations described in PFIA 2256.009(a)(1);
   - Is pledged to the entity and deposited with the entity or with a third-party selected and approved by the entity;

- Term may not exceed 5 years from date of bond issuance, excluding reserves and debt service funds;
- To be eligible as an authorized investment: (1) it must be specifically authorized when authorizing bond, (2) requires at least 3 bids from separate providers, (3) the entity must purchase the highest yielding guaranteed investment contract for which a qualifying bid is received, (4) must take into account the reasonably expected drawdown schedule for the bond proceeds to be invested, and (5) must have reasonable administrative costs expected to be paid to third parties in connection with the guaranteed investment contract.

8. <u>Investment Pools</u> – An entity may invest its funds and funds under its control through an eligible investment pool if the governing body of the entity by rule, order, ordinance, or resolution, as appropriate, authorizes investment in that particular pool. A pool must be continuously rated no lower than AAA or AAA-m or at an equivalent rating by at least one nationally recognized rating service. A public funds investment pool created to function as a money market mutual fund must mark to market daily and stabilize at a $1 net asset value. (PFIA 2256.016 and 2256.019)

The City shall take all prudent measures consistent with this Investment Policy to liquidate an investment that no longer meets the required minimum rating standards, as per PFIA 2256.021. The City is not required to liquidate investments that were authorized investments at the time of purchase. (PFIA 2256.017)

VIII. COLLATERALIZATION

A. <u>Market Value</u>

In order to anticipate market changes and provide a level of additional security for all funds, the market value of collateral will be maintained at 102% of total principal and accrued interest for cash balances in excess of the Federal Deposit Insurance Corporation (FDIC) or National Credit Union Share Insurance Fund (NCUSIF) insurance coverage. The City's depository will be contractually liable for monitoring and maintaining the collateral and margins at all times. The depository or custodian will also provide monthly reports to the City detailing the collateral and including current market values. Only an authorized City representative will approve and release all pledged collateral.

Collateral will be pledged under the terms of a written third-party depository agreement executed under the terms of the Financial Institutions Resource and Recovery Enforcement Act (if the custodian is the Federal Reserve the City will execute a Circular 7 form). The agreement will be approved by resolution of the bank's board or loan committee.

B. <u>Collateral Substitution</u>
Collateralized investments often require substitution of collateral. The safekeeping bank must contact the City for approval and settlement. The substitution will be approved if its value is equal to or greater than the required collateral value.

C. <u>Collateral Reduction</u>
Should the collateral's market value exceed the required amount, the Safekeeping bank may request approval from the City to reduce collateral. Collateral reductions may be permitted only if the collateral's market value exceeds the required amount.

D. <u>Letters of Credit</u>
Letters of credit are acceptable collateral for Certificates of Deposit. Upon the discretion of the City, a letter of credit can be acceptable collateral for City funds held by the City's bank depository.

E. <u>Subject to Audit</u> – All collateral shall be subject to inspection and audit by the City Manager, or designee, as well as the City's independent auditors.

IX. INVESTMENT PARAMETERS

A. <u>Bidding Process for Investments</u>
It is the Policy of the City of Richland Hills to require at least three (3) competitive bids or offers for all investment transactions (securities and CD's) except for:

1. Transactions with money market mutual funds and local government investment pools (which are deemed to be made at prevailing market rates); and
2. Treasury and agency securities purchased at issue through an approved broker/dealer.

B. <u>Maximum Maturities</u>
The maximum maturity for each fund group and instrument is set forth in the investment strategies under the Investment Strategies section of this Policy.

C. <u>Maximum Dollar-Weighted Average Maturity</u>
Under most market conditions, the composite portfolio will be managed to achieve a one (1) year or less dollar-weighted average maturity. However, under certain market conditions investment officers may need to shorten or lengthen the average life or duration of the portfolio to protect the City. The maximum dollar-weighted average maturity based on the stated final maturity, authorized by this investment policy for the composite portfolio of the City is two (2) years.

D. <u>Diversification</u>
It is the policy of the City to diversify its investment portfolio. Invested funds shall be diversified to minimize risk or loss resulting from over-concentration of assets in a

specific maturity, specific issuers, or specific class of securities. Diversification strategies shall be established and periodically reviewed. At a minimum, diversification standards by security type and issuer shall be:

Security Type	Max % of Portfolio
U.S. Treasury obligations	100%
U.S. Government agencies and instrumentalities	not to exceed 75%
Fully insured or collateralized CDs	not to exceed 30%
Limitation by individual bank	not to exceed 15%
Repurchase agreements	100%
Money market funds	not to exceed 75%
Local government Investment Pools	100%
Maximum percent ownership of Investment Pool	10%

The Investment Officer shall be required to diversify maturities. The Investment Officers, to the extent possible, will attempt to match investment with anticipated cash flow requirements. Matching maturities with cash flow dates will reduce the need to sell securities prior to maturity, thus reducing market risk.

Investments in eligible investment pools are “diversified” by the very nature of their inclusion in a very large and active pool of investments. Consequently, concentrations of investment pools represent a lower risk than concentrations in such individual instrument as agency discount notes or certificates of deposit.

The Investment officers shall review diversification strategies and establish or confirm guidelines on at least an annual basis regarding the percentages of the total portfolio that may be invested in securities other than U.S. Government obligations.

X. INVESTMENT STRATEGIES

A. General. The City will group investment instruments into a number of “pool investment groups”. These groups will reflect characteristics of maturity limits, diversity and liquidity, commensurate with the underlying purpose for which investments are intended to ultimately fund. Under this approach various individual investment instruments will comprise the total pool type. Individual funds will share equity interest in the assets and earnings of each pool (or pools), equal to their proportionate contributions to the pool (or pools). A pooled investment approach should provide several advantages including yield enhancement, improved diversity and improved liquidity, over a system that seeks to procure specific investment instruments for specific fund types and financial resources.

B. Basic Pool Requirements. The City requires the following basic types of pools:

a. Short Term/Operating Funds – Most of the City's fund types contain operating capital required to finance the particular activities for which the fund is responsible. Cash flows are reasonably predictable but occasional circumstances may require unforeseen or unpredicted cash requirements. Financial resources for this category should be maintained at relatively short levels. The weighted average maturity of operating funds may not exceed one (1) year.

This pooled investment group includes the total of cash and investment available for current operations plus all required operating reserves of the following fund types:

- General Fund
- Debt Service Funds
- Special Revenue Funds
- Proprietary Funds

A key investment strategy for operating funds is to assure that anticipated cash flows are matched with adequate investment liquidity. Diversification among authorized investment options is not restricted and will be determined and approved by the Investment Officers in light of existing market conditions.

b. Long term/Non-Operating Funds – Various fund types may contain financial assets in excess of the amounts necessary to fund the sum of operating costs and operating reserves. Other financial assets may be designated for projects schedule to be implemented beyond the current operating period. The pool structured to invest these assets will require longer maximum maturity limit than the operating pool. The size of the pool may vary widely over time. The pool will expand rapidly with the receipt of bond fund proceeds and contract as the capital is used for project construction.

The primary revenue source of this pooled investment group is bond proceeds (which are typically subject to arbitrage yield limitations). This category also includes any amount of cash and investments in excess of the estimated required operating reserves in the general fund, enterprise funds or debt service funds. The maximum weighted average maturity of the portfolio shall not exceed two (2) years. Diversification among authorized investment options is not restricted and will be determined and approved by the Investment Officers in light of existing market conditions.

c. Yield/Restricted Funds – Proceeds from bond issuances subject to arbitrage restrictions may necessitate yield restrictions under some market conditions. Length of investment maturity may be dependent on market conditions as well as cash flow needs.

The Investment strategy for these funds is to limit investment yields to arbitrage ceilings. The maximum weighted average maturity of an individual investment shall not exceed two (2) years. Diversification among authorized investment options is not restricted and will be determined and approved by the Investment Officers in light of existing market conditions.

d. Debt Service Reserve Funds – These reserves are usually specifically defined in terms of amount and size. Bond covenants typically require that reserve balances be maintained with a third party financial institution or paying agent. These institutions invest deposited reserves on behalf of the City and indirectly on the behalf of investors in whose interest the reserves are established. In such instances, the City may contract with such parties who will operate in the capacity of an investment advisor. These relationships will be approved by the City Council. The Investment advisors will be confined to the particular instruments and parameters specified as appropriate for this pool of funds.

A primary investment strategy for debt service funds is to provide income to the reserve portions of revenue bonds. Because investments may be subject to arbitrage yield restrictions, the secondary investment strategy is to attempt to invest at a yield equal to the arbitrage limit applicable to the reserves. Diversification among authorized investment options is not restricted and will be determined and approved by the Investment Officers in light of existing market conditions.

e. Interest and Sinking Fund Reserve – These funds are usually specifically defined in terms of amount and size. The primary investment strategy for debt service sinking funds is to match investment maturities with debt service payment requirements. Diversification among authorized investment options is not restricted and will be determined and approved by the Investment Officers in light of existing market conditions.

XI. PERFORMANCE EVALUATION AND REPORTING

A. Reporting. The Investment Officers shall submit an investment report at least quarterly to the City Council (PFIA 2256.023) containing sufficient information to permit and informed outside readers to evaluate the performance of the investment program and consistent with the Act's statutory requirements. All reports shall be in compliance with the Act. At a minimum the report shall include:

1. Description of each investment and depository position;
2. Book and market values at the end of the reporting period;
3. Be signed by all investment officers of the entity;
4. Changes to the market value and accrued interest during the period;
5. The maturity date of each separately invested asset;
6. The account, fund, or pooled group fund for which investment was acquired;
7. The earnings for the period; and
8. The overall yield for the portfolio in comparison to its benchmark yield for the period.

B. Marking to Market. The market value of the portfolio must be determined at least quarterly and included in the quarterly investment reports. Market prices for all public fund investments will be obtained and monitored through the use of a third party independent pricing source or by means of an on-line financial data service.

C. Annual Compliance Audit. If the City invests in other than money market mutual funds, investment pools or accounts offered by its depository bank in the form of certificates of deposit, or money market accounts or similar accounts, the reports prepared by the Investment Officers under this section shall be formally reviewed at least annually by an independent auditor, and the result of the review shall be reported to the governing body by that auditor.

The City shall, in conjunction with its annual financial audit, perform a compliance audit of management controls on investments and adherence to the City's Investment Policy.

D. Monitoring. The Investment officers shall monitor, on no less than a weekly basis, the credit rating on all authorized investments in the portfolio based upon independent information from a nationally recognized rating agency and/or approved broker/dealer. If any security falls below the minimum rating required by Policy, the investment officers shall immediately solicit bids for and sell the security, if possible, regardless of a loss of principal.

E. Policy Considerations. The City's Investment Policy and Strategies shall be reviewed, revised and adopted annually by the City Council. A written resolution approving that review will be passed and recorded by the City Council.

GLOSSARY OF INVESTMENT POLICY TERMS

Accrued Interest – The accumulated interest due on a bond as of the last interest payment made by the issuer.

Agency – A debt security issued by a federal or federally sponsored agency. Federal agencies are backed by the full faith and credit of the U.S. Government.

Arbitrage – The simultaneous purchase and sale of an asset in order to profit from a difference in the price (profiting from the mispricing in the market). Arbitrage exists as a result of market inefficiencies; it provides a mechanism to ensure prices do not deviate substantially from fair value for long periods of time.

Banker's Acceptance – A short-term debt instrument issued by a firm that is guaranteed by a commercial bank. Banker's acceptances are issued by firms as part of a commercial transaction. These instruments are similar to T-Bills and are frequently used in money market funds. Banker's acceptances are traded at a discount from face value on a secondary market, which can be an advantage because the banker's acceptance does not need to be held until maturity. The date of maturity typically ranges from between 30 and 180 days from the date of issue. Banker's acceptances are considered to be relatively safe investments, since the bank and the borrower are liable for the amount that is due when the instrument matures.

Bid – The anticipated price at which a buyer is willing to purchase a security or commodity.

Bond covenant – A legally binding term of an agreement between a bond issuer and a bond holder. Bond covenants are designed to protect the interest of both parties. Bond covenants may include restrictions on the issuer's ability to take on additional debt, requirements that the issuer provide audited financial statement to bond holders and limitations on the issuer's ability to make new capital investments. A common penalty for violating a bond covenant is the downgrading of a bond's rating, which could make it less attractive to investors and increase the issuer's borrowing costs.

Book value – The value at which a security is carried on the inventory lists or other financial records of an investor. The book value may differ significantly from the security's current value in the market.

Certificate of Deposit (CD) – A savings certificate entitling the bearer to receive interest; a promissory note issued by a bank. It is a time deposit that restricts holders from withdrawing funds on demand. Although it is still possible to withdraw the money, this action will often incur a penalty. A CD bears a maturity date, a specified fixed interest rate and can be issued in any denomination. CDs are generally issued by commercial banks and are insured by the FDIC. The term of a CD generally ranges from one month to five years.

Collateralization – Process by which a borrower pledges securities, property or other deposits for the purpose of securing the repayment of a loan and/or security.

Collateralized Mortgage Obligations (CMO's) – A type of mortgage backed security in which principal repayments are organized according to their maturities and into different classes based on risk. A collateralized mortgage obligation is a special purpose entity that receives the mortgage repayments and owns the mortgages it receives cash flows from (called a pool). The mortgages serve as collateral, and are organized into classes based on their risk profile. Income received from the mortgages is passed to investors based on a predetermined set of rules, and investors receive money based on the specified slice of mortgages invested in.

Commercial paper – An unsecured short-term promissory note issued by corporations, with maturities ranging from 2 to 270 days.

Coupon rate – The annual rate of interest received by an investor from the issuer of certain types of fixed-income securities. Also known as the “interest rate.”

Delivery Versus Payment (DVP) – A type of securities transaction in which the purchaser pays for the securities when they delivered either to the purchaser or his/her custodian.

Discount – The amount by which the par value of a security exceeds the price paid for the security.

Diversification – A process of investing assets among a range of security types by sector, maturity, and quality rating.

Fair value – The amount at which an investment could be exchanged in a current transaction between willing parties, other than in a forced or liquidation sale.

Federal Funds (Fed Funds) – Funds placed in Federal Reserve banks by depository institutions in excess of current reserve requirements. These depository institutions may lend fed funds to each other overnight or on a longer basis. They may also transfer funds among each other on a same-day basis through the Federal Reserve banking system. Fed funds are considered to be immediately available funds.

Government Securities – An obligation of the U.S. government backed by the full faith and credit of the government. These securities are regarded as the highest quality of investment securities available in the U.S. securities market. See “Treasury Bills, Notes and Bonds.”

Guaranteed Investment Contract – Insurance contract that guarantees the owner principal repayment and a fixed or floating interest rate for a predetermined period of time. Guaranteed investment contracts are typically issued by insurance companies and marketed to institutions that qualify for favorable tax status under federal laws. These products provide institutions with guaranteed returns.

Interest rate – See “Coupon Rate.”

Internal Controls – An internal control structure designed to ensure that the assets of the entity are protected from loss, theft or misuse. The internal control structure is designed to provide reasonable assurance that these objectives are met. The concept of reasonable assurance recognizes that 1) the cost of a control should not exceed the benefits likely to be derived and 2) the valuation of costs and benefits requires estimates and judgment by management. Internal controls should address the following points:

1. Control of collusion – Collusion is a situation where two or more employees are working in conjunction to defraud their employer.

2. Separation of duties – By separating the person who authorizes or performs the transaction from the people who record or otherwise account for the transaction, a separation of duties is achieved.
3. Custodial safekeeping – Securities purchased by any bank or dealer including appropriate collateral (as defined by state law) shall be placed with an independent third party for custodial safekeeping.
4. Avoidance of physical delivery securities – Book entry securities are much easier to transfer and account for since actual delivery of a document never takes place. Delivered securities must be properly safeguarded against loss or destruction. The potential for fraud and loss increases with physically delivered securities.
5. Clear delegation of authority to subordinate staff members – Subordinate staff members must have a clear understanding of their authority and responsibilities to avoid improper actions. Clear delegation of authority also preserves the internal control structure that is contingent on the various staff positions and their respective responsibilities.
6. Written confirmation of transactions for investments and wire transfers – Due to the potential for error and improprieties arising from telephone and electronic transactions, all transactions should be supported by written communications and approved by the appropriate person. Written communications may be via fax if on letterhead and if the safekeeping institution has a list of authorized signatures.
7. Development of a wire transfer agreement with the lead bank and third party custodian – The designated official should ensure that an agreement will be entered into and will address the following points: control, security provisions, and responsibilities of each party making and receiving wire transfers.

Investment Policy – A concise and clear statement of the objectives and parameters formulated by an investor or investment manager for a portfolio of investment securities.

Letter of Credit – A letter from a bank guaranteeing that a buyer's payment to a seller will be received on time and for the correct amount. In the event that the buyer is unable to make payment on the purchase, the bank will be required to cover the full or remaining amount of the purchase.

Liquidity – An asset that can be converted easily and quickly into cash.

Local Government Investment Pool (LGIP) – An investment by local governments in which their money is pooled as a method for managing local funds.

Mark-to-market – The process whereby the book value or collateral value of a security is adjusted to reflect its current market value.

Market risk – The risk that the value of a security will rise or decline as a result of changes in market conditions.

Market value – Current market price of a security.

Maturity – The date on which payment of a financial obligation is due. The final stated maturity is the date on which the issuer must retire a bond and pay the face value to the bondholder. See “Weighted Average Maturity.”

Money Market Mutual Fund – Mutual funds that invest solely in money market instruments (short-term instruments, such as Treasury bills, commercial paper, bankers’ acceptances, repos, and federal funds).

Mutual Fund – An investment company that pools money and can invest in a variety of securities, including fixed-income securities and money market instruments. Mutual funds are regulated by the Investment Company Act of 1940 and must abide by the following Securities Exchange Commission (SEC) disclosure guidelines:

1. Report standardized performance calculations.
2. Disseminate timely and accurate information regarding the fund’s holdings, performance, management and general investment policy.
3. Have the fund’s investment policies and activities supervised by a board of trustees, which are independent of the adviser, administrator, or other vendor of the fund.
4. Maintain the daily liquidity of the fund’s shares.
5. Value their portfolios on a daily basis.
6. Have all individuals who sells SEC-registered products licensed with a self-regulating organization (SRO) such as the National Association of Securities Dealers (NASD).
7. Have an investment policy governed by a prospectus which is updated and filed by the SEC annually.

National Association of Securities Dealers (NASD) – A self-regulatory organization (SRO) of brokers and dealers in the over-the-counter securities business. Its regulatory mandate includes authority over firms that distribute mutual fund shares as well as other securities.

Net Asset Value – The market value of one share of an investment company, such as a mutual fund. This figure is calculated by totaling a fund’s assets which includes securities, cash, and any accrued interest earnings, subtracting this from the fund’s liabilities and dividing this total by the number of shares outstanding. This is calculated once a day based on the closing price of each security in the fund’s portfolio. (Total assets – liabilities/Number of shares outstanding)

No Load Fund – A mutual fund which does not levy a sales charge on the purchase of its shares.

Nominal Yield – The states rate of interest that a bond pays its current owner, based on par value of the security. It is also known as the “coupon,” “coupon rate,” or “interest rate.”

Offer – An indicated price at which market participants are willing to sell a security or commodity. Also refer to as the “Ask price.”

Par – Face value or principal value of a bond, typically $1,000 per bond.

Premium – The amount by which the price paid for a security exceeds the security’s par value.

Primary Market – A market that issues new securities on an exchange. Companies, governments and other groups obtain financing through debt or equity based securities. Primary markets are facilitated by underwriting groups, which consists of investment banks that will set a beginning price range for a given security and then oversee its sale directly to investors. Also known as “New Issue Market” (NIM).

Prime rate – A preferred interest rate charged by commercial banks to their most creditworthy customers. Many interest rates are keyed to this rate.

Principal – The face value or par value of a debt instrument. Also may refer to the amount of capital invested in a given security.

Prospectus – A legal document that must be provided to any prospective purchaser of a new securities offering registered with the SEC. This can include information on the issuer, the issuer’s business, the proposed used of proceeds, the experience of the issuer’s management and certain certified financial statements.

Prudent Person Rule – An investment standard outlining the fiduciary responsibilities of public funds investors relating to investment practices.

Repurchase Agreement (Repo) – An agreement of one party to sell securities at a specified price to a second party and a simultaneous agreement of the first party to repurchase the securities at a specified price or at a specified later date.

Reverse Repurchase Agreement (Reverse Repo) - An agreement of one party to purchase securities at a specified price from a second party and a simultaneous agreement by the first party to resell the securities at a specified price to the second party on demand or at a specified date.

Safekeeping – Holding of assets, such as securities, by a financial institution.

Secondary Market – A market where investors purchase securities or assets from other investors, rather than from issuing companies themselves. The national exchanges, such as the New York Exchange and the NASDAQ are secondary markets. In any secondary market trade, the cash proceeds go to an investor rather than to the underlying company/entity directly. In the primary market prices are often set beforehand, whereas in the secondary market only basic forces like supply and demand determine the price of the security.

Security – A financial instrument that represents: an ownership position in a publicly traded corporation (stock), a creditor relationship with a governmental body or a corporation (bond), or rights to ownership as represented by an option. A security is a fungible, negotiable instrument that represents some type of financial value.

Securities Lending – The act of loaning a stock, derivative, other security to an investor firm. Securities lending requires the borrower to put up collateral, whether cash, security or a letter of credit. When a security is loaned, the title and the ownership is also transferred to the borrower. The borrower hopes to profit by selling the security and buying it back at a lower price. Since ownership has been transferred temporarily to the borrower, the borrower is liable to pay any dividends out to the lender.

Serial Bond – A bond issue, usually a municipality, with various maturity dates scheduled at regular intervals until the entire issue is retired.

Share Certificates – A share certificate is a written document signed on behalf of a corporation, and serves a legal proof of ownership of the number of share indicated. Also refer to as “stock certificate.”

Sinking Fund – Money accumulated on a regular basis in a separate custodial account that is used to redeem debt securities or preferred stock issues.

Treasury Bills – Short-term U.S. government non-interest bearing debt securities with maturities of no longer than one year and issued in minimum denominations of $10,000. Auctions of three- and six-month bills are weekly, while auctions of one-year bills are monthly. The yields on these bills are monitored closely in the money markets for signs of interest rate trends.

Treasury Notes – Intermediate U.S. government debt securities with maturities of one to 10 years and issued in denominations ranging from $1,000 to $1 million or more.

Treasury Bonds (T-bills) – Long-term U.S. government debt securities with maturities of ten years or longer and issued in minimum denominations of $1,000. Currently the longest outstanding maturity for such securities is 30 years.

Uniform Net Capital Rule – SEC Rule 15C3-1 outlining capital requirements for broker/dealers.

Weighted Average Maturity (WAM) – The average maturity of all the securities that comprise a portfolio. According to the SEC rule 2a-7, the WAM for SEC registered money market mutual funds may not exceed 90 days and no one security may have a maturity that exceeds 397 days.

Yield – The current rate of return on an investment security generally expressed as a percentage of the security’s current price.

Yield-to-call (YTC) – The rate of return an investor earns from a bond assuming the bond is redeemed (called) prior to its nominal maturity date.

Yield-to-maturity – The rate of return yielded by a debt security held to maturity when both interest payments and the investor’s potential capital gain or loss are included in the calculation of return.

Zero-coupon Securities – Security that is issued at a discount and makes no periodic interest payments. The rate of return consists of a gradual accretion of the principal of the security and is payable at par upon maturity.

Memorandum

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

From: Candice Edmondson, City Manager

Date: September 23, 2024

Subject: Amended FY 2024 Budget

Agenda Item:

Consider Ordinance 1508-24 approving and adopting an amended budget for Fiscal Year 2024 **PUBLIC HEARING**

Background Information:

On September 25, 2023, the City Council adopted the Fiscal Year 2023-2024 (FY 2024) Budget. During FY 2024, there were revenue and expenditure/transfer items that occurred that necessitate an amendment to the total budgeted General Fund, Utility Fund and Court Security Fund revenues and expenditures/transfers, Link Equipment Replacement Fund expenditures and the TIF Fund revenues. In the Vehicle Replacement Fund, Richland Hills Development Corporation Fund, and Link Fund there are no change to the total adopted budget only revisions within fund line-item budget amounts.

The budget amendments are as follows:

General Fund (Fund 001)

Revenues – General Fund

- Decrease Current Property Tax revenue of $3,364,387 (001-41010-04-00) by $55,000 for an amended total of $3,309,387.
- Increase Delinquent Property revenue of $20,000 (001-41020-04-00) by $6,000 for an amended total of $26,000.
- Increase Penalty & Interest Taxes revenue of $25,000 (001-41030-04-00) by $7,000 for an amended total of $32,000.
- Increase Sales & Use Tax of $4,877,144 (001-41040-04-00) by $400,000 for an amended total of $5,277,144.
- Increase Gas Franchise revenue of $110,000 (001-41070-04-00) by $30,000 for an amended total of $140,000.
- Increase Municipal Court Fines revenue of $300,000 (001-41011-05-00) by $170,000 for an amended total of $470,000.
- Increase Building Permits revenue of $175,000 (001-41042-06-00) by $20,000 for an amended total of $195,000.

- Decrease Plan Review Fees revenue of $65,000 (001-41023-07-00) by $12,000 for an amended total of $53,000.
- Decrease Emergency Medical Services revenue of $200,000 (001-41072-07-00) by $60,000 for an amended total of $140,000.
- Increase Investment Income revenue of $252,000 (001-41014-08-00) by $110,00 for an amended total of $362,000.
- Decrease BISD SRO Reimbursement $236,227 (001-41993-08-00) by $67,000 for an amended total of $169,227.

Expenditures/Transfers – General Fund

- Increase Transfer to TIF for Sales Tax (001-56176-00-00) of $75,000 by $50,000 for an amended total of $125,000 due to increased sales tax revenue.
- Increase Animal Services Operating Supplies (001-52015-21-00) of $47,000 by $63,000 for an amended total of $110,000.

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

- Increase Misc Expense/Non-Departmental (001-56033-00-00) of $60,000 by $15,000 for an amended total of $75,000.
- Decrease Municipal Court salaries (001-51010-11-00) of $195,239 by $11,000 for an amended total of $184,239.
- Increase Municipal Court Contract Labor (001-51260-11-00) of $2,000 by $11,000 for an amended total of $13,000.
- Increase Administration salaries (001-51010-12-00) of $313,001 by $20,000 for an amended total of $333,001.
- Decrease Police salaries (001-51010-13-00) of $1,564,745 by $50,000 for an amended total of $1,514,745.
- Decrease Fire Unemployment Insurance (001-51050-14-00) of $18,900 by $9,615 for an amended total of $9,285.
- Decrease Community Development Works Mgt Software (001-52043-20-00) of $25,000 by $15,885 for an amended total of $9,115.
- Increase Animal Services Overtime (001-51030-21-00) of $10,918 by $7,000 for an amended total of $17,918.
- Increase Legislative Printing (001-52020-23-00) of $4,000 by $3,000 for an amended total of $7,000.
- Increase Legislative Elections Expense (001-52215-23-00) of $20,000 by $6,000 for an amended total of $26,000.
- Increase Legislative Contingency (001-53991-23-00) of $9,000 by $5,000 for an amended total of $14,000.
- Decrease Non-Departmental Shared Services Part Time Salaries (001-51020-30-00) of $28,973 by $26,000 for an amended total of $2,973.
- Increase Workers Compensation Insurance (001-55030-30-00) of $210,944 by $70,000 for an amended total of $280,944.
- Decrease Real & Personal Property Insurance (001-55040-30-00) of $56,395 by $11,000 for an amended total of $45,395.
- Decrease Auto Physical Damage Insurance (001-55060-30-00) of $17,531 by $7,500 for an amended total of $10,031.

- Decrease Auto Liability Insurance (001-55090-30-00) of $16,363 by $6,000 for an amended total of $10,363.

The total General Fund adopted FY 2024 revenues of $10,138,937 will increase by $549,000 for an amended revenue total of $10,687,937.

The total General Fund adopted FY 2024 expenditures (including transfers) of $10,291,682 will increase by $113,000 for an amended expenditure total of $10,404,682.

Utility Fund (002)

Revenues – Utility Fund

- Increase Investment Income revenue (002-41034-56-00) of $150,000 by $165,000 for an amended total of $315,000.
- Increase Garbage billing (002-41092-56-00) of $522,000 by $35,000 for an amended total of $557,000.

Expenses/Transfers – Utility Fund

- Increase the Sewer Treatment Charges Ft. Worth expense line item (002-58195-67-00) of $ 548,214 by $215,000 for an amended total of $ 763,214.

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

- Increase Garbage Expense (002-53152-00-00) of $522,000 by $35,000 for an amended total of $557,000.
- Decrease Real & Personal Property Insurance (002-55040-30-00) of $41,836 by $19,000 for an amended total of $22,836.
- Decrease Auto Liability Insurance (002-55090-30-00) of $16,363 by $6,000 for an amended total of $10,363.
- Increase Administration Eng/Consulting Fees (002-51170-62-00) of $30,000 by $20,000 for an amended total of $50,000.
- Increase Office Equip Maint (002-52040-62-00) of $34,376 by $35,000 for an amended total of $69,376.
- Increase Bond Issuance Expense (002-57401-64-00) of $0 by $37,000 for an amended total of $37,000.
- Decrease Well Maintenance (002-52310-66-00) of $53,000 by $20,000 for an amended total of $33,000.
- Decrease Water System Repair (002-56110-66-00) of $475,000 by $152,000 for an amended total of $323,000.
- Increase Big Fossil Cost Partnership (002-58161-67-00) of $0 by $70,000 for an amended total of $70,000.

The total Utility Fund adopted FY 2024 revenues of $5,148,900 will increase by $200,000 for an amended revenue total of $5,348,900.

The total Utility Fund adopted FY 2024 expenses (including transfers) of $5,677,042 will increase by $215,000 for an amended expenditure total of $5,892,042.

Court Security Fund (024)

Revenues – Court Security Fund

- Increase Revenue Bldg Security (024-43000-42-00) of $5,500 by $7,500 for an amended total of $13,000.

Expenditures - Court Security Fund

- Increase Bailiff Overtime (024-51030-43-00) of $0 by $8,000 for an amended total of $8,000.

The total Court Security Fund adopted FY 2024 revenues of $5,500 will increase by $7,500 for an amended revenue total of $13,000.

The total Court Security Fund adopted FY 2024 expenses of $1,050 will increase by $8,000 for an amended expenditure total of $9,050.

Richland Hills Development Corporation (RHDC) Fund (026)

Expenditures / Transfers Out – RHDC Fund

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

- Increase Engineering/Consulting (026-51170-39-00) of $63,500 by $15,000 for an amended total of $78,500.
- Decrease Promotions/Retention (026-53090-39-00) of $141,904 by $15,000 for an amended total of $126,904.

Vehicle Replacement Fund (030)

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

Expenditures / Transfers Out – Vehicle Replacement Fund

- Increase Vehicle Maintenance Cost (030-52110-00-00) of $40,708 by $15,000 for an amended total of $55,708.
- Decrease Capital Purchases (030-56023-00-00) of $118,200 by $15,000 for an amended total of $103,200.

Tax Increment Financing (TIF) Fund (089)

Revenues – TIF Fund

- Increase Sales Tax Revenue (089-41040-60-00) of $75,000 by $50,000 for an amended total of $125,000.

The total TIF Fund adopted FY 2024 revenues of $320,645 will increase by $50,000 for an amended revenue total of $370,645.

Link Fund (098)

Interdepartmental expenditures with a net expenditure effect of $0 to the Link Fund:

Expenditures – Link Fund
- Decrease Salaries (098-51010-61-00) of $191,586 by $18,000 for an amended total of $173,586.
- Increase Contract Labor (098-51260-61-00) of $39,340 by $30,000 for an amended total of $69,340.
- Decrease Program Supplies (098-51010-61-00) of $39,620 by $10,000 for an amended total of $29,620.
- Increase E-Commerce (098-52044-61-00) of $20,000 by $18,000 for an amended total of $38,000.
- Decrease Promotions (098-53090-61-00) of $20,000 by $11,500 for an amended total of $8,500
- Decrease Real & Personal Property Insurance (098-55040-61-00) of $ 34,607 by $8,500 for an amended total of $26,107

Link Equipment Replacement Fund (103)

Expenditures – Link Equipment Replacement Fund
- Increase Equipment (103-56020-49-00) of $25,000 by $11,000 for an amended total of $36,000.

The total Link Replacement Fund adopted FY 2024 expenditures of $25,000 will increase by $11,000 for an amended expenditure total of $36,000.

Financial Considerations:

There is adequate funding for the proposed FY 2024 Budget amendments.

Legal Review:

N/A

Board/Citizen Input:

N/A

Attachments:

Ordinance 1508-24

Council Action Requested:

Motion to approve Ordinance 1508-24 approving and adopting an amended budget for Fiscal Year 2024

ORDINANCE NO. 1508-24

AN ORDINANCE OF THE CITY OF RICHLAND HILLS, TEXAS, APPROVING AND ADOPTING A REVISED BUDGET FOR THE CITY 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, TEX. LOC. GOV'T CODE, desires to make certain changes in the budget for unanticipated municipal projects and purposes; and

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

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

SECTION 1.

The budget, as amended and approved by the City Council, which is attached to this ordinance as **Exhibit A**, and made a part thereof for all purposes, is hereby adopted and approved by the City Council. All aspects of the budget for the fiscal period beginning October 1, 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 September 23, 2024, by a vote of _____ ayes, _____ nays, and _____ abstentions.

ATTEST:

____
Lindsay Rawlinson, City Secretary

APPROVED:

____
The Honorable Curtis Bergthold, Mayor

EXHIBIT A

General Fund (Fund 001)

Revenues – General Fund

- Decrease Current Property Tax revenue of $3,364,387 (001-41010-04-00) by $55,000 for an amended total of $3,309,387.
- Increase Delinquent Property revenue of $20,000 (001-41020-04-00) by $6,000 for an amended total of $26,000.
- Increase Penalty & Interest Taxes revenue of $25,000 (001-41030-04-00) by $7,000 for an amended total of $32,000.
- Increase Sales & Use Tax of $4,877,144 (001-41040-04-00) by $400,000 for an amended total of $5,277,144.
- Increase Gas Franchise revenue of $110,000 (001-41070-04-00) by $30,000 for an amended total of $140,000.
- Increase Municipal Court Fines revenue of $300,000 (001-41011-05-00) by $170,000 for an amended total of $470,000.
- Increase Building Permits revenue of $175,000 (001-41042-06-00) by $20,000 for an amended total of $195,000.
- Decrease Plan Review Fees revenue of $65,000 (001-41023-07-00) by $12,000 for an amended total of $53,000.
- Decrease Emergency Medical Services revenue of $200,000 (001-41072-07-00) by $60,000 for an amended total of $140,000.
- Increase Investment Income revenue of $252,000 (001-41014-08-00) by $110,00 for an amended total of $362,000.
- Decrease BISD SRO Reimbursement $236,227 (001-41993-08-00) by $67,000 for an amended total of $169,227.

Expenditures/Transfers – General Fund

- Increase Transfer to TIF for Sales Tax (001-56176-00-00) of $75,000 by $50,000 for an amended total of $125,000 due to increased sales tax revenue.
- Increase Animal Services Operating Supplies (001-52015-21-00) of $47,000 by $63,000 for an amended total of $110,000.

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

- Increase Misc Expense/Non-Departmental (001-56033-00-00) of $60,000 by $15,000 for an amended total of $75,000.
- Decrease Municipal Court salaries (001-51010-11-00) of $195,239 by $11,000 for an amended total of $184,239.
- Increase Municipal Court Contract Labor (001-51260-11-00) of $2,000 by $11,000 for an amended total of $13,000.
- Increase Administration salaries (001-51010-12-00) of $313,001 by $20,000 for an amended total of $333,001.

- Decrease Police salaries (001-51010-13-00) of $1,564,745 by $50,000 for an amended total of $1,514,745.
- Decrease Fire Unemployment Insurance (001-51050-14-00) of $18,900 by $9,615 for an amended total of $9,285.
- Decrease Community Development Works Mgt Software (001-52043-20-00) of $25,000 by $15,885 for an amended total of $9,115.
- Increase Animal Services Overtime (001-51030-21-00) of $10,918 by $7,000 for an amended total of $17,918.
- Increase Legislative Printing (001-52020-23-00) of $4,000 by $3,000 for an amended total of $7,000.
- Increase Legislative Elections Expense (001-52215-23-00) of $20,000 by $6,000 for an amended total of $26,000.
- Increase Legislative Contingency (001-53991-23-00) of $9,000 by $5,000 for an amended total of $14,000.
- Decrease Non-Departmental Shared Services Part Time Salaries (001-51020-30-00) of $28,973 by $26,000 for an amended total of $2,973.
- Increase Workers Compensation Insurance (001-55030-30-00) of $210,944 by $70,000 for an amended total of $280,944.
- Decrease Real & Personal Property Insurance (001-55040-30-00) of $56,395 by $11,000 for an amended total of $45,395.
- Decrease Auto Physical Damage Insurance (001-55060-30-00) of $17,531 by $7,500 for an amended total of $10,031.
- Decrease Auto Liability Insurance (001-55090-30-00) of $16,363 by $6,000 for an amended total of $10,363.

The total General Fund adopted FY 2024 revenues of $10,138,937 will increase by $549,000 for an amended revenue total of $10,687,937.

The total General Fund adopted FY 2024 expenditures (including transfers) of $10,291,682 will increase by $113,000 for an amended expenditure total of $10,404,682.

Utility Fund (002)

Revenues – Utility Fund
- Increase Investment Income revenue (002-41034-56-00) of $150,000 by $165,000 for an amended total of $315,000.
- Increase Garbage billing (002-41092-56-00) of $522,000 by $35,000 for an amended total of $557,000.

Expenses/Transfers – Utility Fund
- Increase the Sewer Treatment Charges Ft. Worth expense line item (002-58195-67-00) of $ 548,214 by $215,000 for an amended total of $ 763,214.

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

- Increase Garbage Expense (002-53152-00-00) of $522,000 by $35,000 for an amended total of $557,000.
- Decrease Real & Personal Property Insurance (002-55040-30-00) of $41,836 by $19,000 for an amended total of $22,836.
- Decrease Auto Liability Insurance (002-55090-30-00) of $16,363 by $6,000 for an amended total of $10,363.
- Increase Administration Eng/Consulting Fees (002-51170-62-00) of $30,000 by $20,000 for an amended total of $50,000.
- Increase Office Equip Maint (002-52040-62-00) of $34,376 by $35,000 for an amended total of $69,376.
- Increase Bond Issuance Expense (002-57401-64-00) of $0 by $37,000 for an amended total of $37,000.
- Decrease Well Maintenance (002-52310-66-00) of $53,000 by $20,000 for an amended total of $33,000.
- Decrease Water System Repair (002-56110-66-00) of $475,000 by $152,000 for an amended total of $323,000.
- Increase Big Fossil Cost Partnership (002-58161-67-00) of $0 by $70,000 for an amended total of $70,000.

The total Utility Fund adopted FY 2024 revenues of $5,148,900 will increase by $200,000 for an amended revenue total of $5,348,900.

The total Utility Fund adopted FY 2024 expenses (including transfers) of $5,677,042 will increase by $215,000 for an amended expenditure total of $5,892,042.

Court Security Fund (024)

Revenues – Court Security Fund

- Increase Revenue Bldg Security (024-43000-42-00) of $5,500 by $7,500 for an amended total of $13,000.

Expenditures - Court Security Fund

- Increase Bailiff Overtime (024-51030-43-00) of $0 by $8,000 for an amended total of $8,000.

The total Court Security Fund adopted FY 2024 revenues of $5,500 will increase by $7,500 for an amended revenue total of $13,000.

The total Court Security Fund adopted FY 2024 expenses of $1,050 will increase by $8,000 for an amended expenditure total of $9,050.

Richland Hills Development Corporation (RHDC) Fund (026)

Expenditures / Transfers Out – RHDC Fund

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

- Increase Engineering/Consulting (026-51170-39-00) of $63,500 by $15,000 for an amended total of $78,500.
- Decrease Promotions/Retention (026-53090-39-00) of $141,904 by $15,000 for an amended total of $126,904.

Vehicle Replacement Fund (030)

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

Expenditures / Transfers Out – Vehicle Replacement Fund

- Increase Vehicle Maintenance Cost (030-52110-00-00) of $40,708 by $15,000 for an amended total of $55,708.
- Decrease Capital Purchases (030-56023-00-00) of $118,200 by $15,000 for an amended total of $103,200.

Tax Increment Financing (TIF) Fund (089)

Revenues – TIF Fund

- Increase Sales Tax Revenue (089-41040-60-00) of $75,000 by $50,000 for an amended total of $125,000.

The total TIF Fund adopted FY 2024 revenues of $320,645 will increase by $50,000 for an amended revenue total of $370,645.

Link Fund (098)

Interdepartmental expenditures with a net expenditure effect of $0 to the Link Fund:

Expenditures – Link Fund

- Decrease Salaries (098-51010-61-00) of $191,586 by $18,000 for an amended total of $173,586.
- Increase Contract Labor (098-51260-61-00) of $39,340 by $30,000 for an amended total of $69,340.
- Decrease Program Supplies (098-51010-61-00) of $39,620 by $10,000 for an amended total of $29,620.
- Increase E-Commerce (098-52044-61-00) of $20,000 by $18,000 for an amended total of $38,000.
- Decrease Promotions (098-53090-61-00) of $20,000 by $11,500 for an amended total of $8,500
- Decrease Real & Personal Property Insurance (098-55040-61-00) of $ 34,607 by $8,500 for an amended total of $26,107

Link Equipment Replacement Fund (103)

Expenditures – Link Equipment Replacement Fund

- Increase Equipment (103-56020-49-00) of $25,000 by $11,000 for an amended total of $36,000.

The total Link Replacement Fund adopted FY 2024 expenditures of $25,000 will increase by $11,000 for an amended expenditure total of $36,000.

Memorandum

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

From: Candice Edmondson, City Manager

Date: September 23, 2024

Subject: FY 2025 Budget Adoption

Agenda Item:

Consider Ordinance 1509-24 approving and adopting the Fiscal Year 2025 Budget and Multi-Year Capital Improvement Program

Background Information:

Attached to this memo is the proposed FY 2025 Budget and Multi-Year Capital Improvement Program. The budget summarizes the plan of municipal operations and capital projects for the fiscal year that begins October 1, 2024. The proposed budget was presented in detail during City Council Work Sessions on August 12th and August 26th, and a public hearing was held on September 9, 2024.

Financial Considerations:

The FY 2025 Budget is based on an ad valorem tax rate of $0.518879 per hundred dollars of valuation. This is a $0.00381 decrease over the current tax rate. The budget consists of twenty-one (21) different funds and the attached fund summaries provide details about each fund including revenue projections, proposed expenditures and ending fund balances. The FY 2025 Budget includes estimated revenues of $25,650,591 and expenditures of $29,311,414, which is a 0.04% increase in revenues and a 3.63% increase in expenditures over the FY 2024 Adopted Budget.

The City of Richland Hills projects slight increases in ad valorem and sales tax revenue, and revenue derived from municipal court fines. The City anticipates a decrease in interest income as interest rates are expected to decrease in the next year.

The proposed FY 2025 Budget includes funding for Council and resident priories identified in the citizen survey, strategic plan and previous budget discussions. Those priorities include:

- Comprehensive Plan updates
- Grant research & writing services
- Website enhancements
- Street improvements

- Retaining a high-quality workforce
- Infrastructure improvements & maintenance
- Link maintenance/enhancements
- Project management services
- City park and open space enhancements

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

- Market salary adjustments for public safety employees
- Cost of living adjustment (3%) for general government employees
- Serving Our Seniors Service Agreement
- SCBA equipment for Fire Department
- Increases in Animal Shelter operations, facility maintenance, technology/software systems, Medical Director and NEFDA fees
- Link gym floor replacement
- Link audio/visual system improvements
- Interior painting and new powered blinds at the Link
- Water tank maintenance – Year 2
- Mimosa Park water main replacement
- New mini excavator
- New dump truck
- Glenview Corridor TIRZ development
- Building Improvement Grants
- Branding implementation
- Kate Baker Park – pavilion/restroom and parking
- Rosebud Park – pavilion/restroom and parking
- Shared Services (joint dispatch and detention center) increases
- Roof screening at Police Department
- Hike & Bike trailhead and trail connection
- City wide tree trimming
- 75th Anniversary events
- Animal Services Center grand reopening
- City facility landscape enhancements
- New street reconstruction projects (8 projects)
- Broadband expansion to city parks and facilities
- New ERP finance software
- Technology replacements (computers, back-up devices, etc.)
- Library HVAC & fire alarm
- Monument entry features
- City Hall improvements
- Link water feature enhancements

Legal Review:

N/A

Board/Citizen Input:

Budget work sessions were held during City Council meetings on August 12th and August 26th. A public hearing was held on September 9th. City Council will consider approval and adoption of the FY 2025 Budget and Multi-Year Capital Improvement Program on September 23, 2024.

Attachments:

FY 2025 Annual Budget and Multi-Year Capital Improvement Program

Council Action Requested:

Motion to approve Ordinance 1509-24 approving and adopting the Fiscal Year 2025 Budget and Multi-Year Capital Improvement Program

ORDINANCE NO. 1509-24

AN ORDINANCE OF THE CITY OF RICHLAND HILLS, TEXAS, APPROVING AND ADOPTING A BUDGET FOR THE CITY FOR FISCAL YEAR BEGINNING OCTOBER 1, 2024 AND ENDING SEPTEMBER 30, 2025; PROVIDING THAT EXPENDITURES FOR SAID FISCAL YEAR SHALL BE MADE IN ACCORDANCE WITH SAID BUDGET; AND PROVIDING AN EFFECTIVE DATE.

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

WHEREAS, the budget officer of the City of Richland Hills, Texas has heretofore filed with the City Secretary a proposed budget for the City covering the fiscal year October 1, 2024 through September 30, 2025 and providing that expenditures for said fiscal year shall be made in accordance with said budget, and providing an effective date; and

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

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

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

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

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

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

SECTION 1.

The budget attached hereto as **Exhibit A** and incorporated herein is approved and adopted for the fiscal year beginning October 1, 2024 and ending September 30, 2025; and is hereby appropriated from the funds indicated and for such purposes, respectively, such sums of money for such projects, operations, activities, purchases, accounts and other expenditures as proposed in the attached budget. The appropriation amounts for the budget for fiscal year ending September 30, 2025 for the different funds for the City of Richland Hills are hereby fixed as follows:

General Fund (001)	$11,356,638
Utility Fund (002)	$ 5,643,312
Debt Service Fund (010)	$ 1,476,505
Oil and Gas Fund (012)	$ 487,500
Drainage Utility Fund (022)	$ 1,052,121
Municipal Court Building Security Fund (024)	$ 12,000
Capital Projects (020)	$ 162,164
Road & Street Fund (025)	$ 3,595,000
Richland Hills Development Corporation Fund (026)	$ 1,542,641
Vehicle Replacement Fund (030)	$ 634,546
Crime Control Prevention District Fund (065)	$ 2,201,481
Hotel Occupancy Tax Fund (077)	$ 393,026
Crime Victims Grant Fund (081)	$ 9,915
Tax Increment Financing Fund (089)	$ 162,480
Link Fund (098)	$ 896,556
ARPA Fund (101)	$ 413,212
Link Equipment Replacement Fund (103)	$ 31,500
Emergency Operations Management Fund (104)	$ 2,500
Strategic Initiative Fund (107)	$ 929,150
Special Event Fund (108)	$ 59,946

SECTION 2.

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

SECTION 3.

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

SECTION 4.

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

SECTION 5.

The following statements are true and correct:

The property tax revenue to be raised from new property added to the tax roll this year is $46,068.

The municipal property tax rate for the preceding fiscal year was $0.522689 per $100.

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

(A) the property tax rate is $0.518879 per $100;

(B) the No-New Revenue tax rate is $0.514251 per $100;

(C) the Voter-Approval tax rate, adjusted for sales tax, $0.518880 per $100;

(D) the De Minimis Rate tax rate is $0.566290 per $100 taxable property value after exemptions;

(E) the debt rate is $0.157236 per $100; and

(F) the total amount of municipal debt obligations is $17,582,250.

APPROVED AND ADOPTED at a regular meeting of the Richland Hills City Council on September 23, 2024, by a record vote of:

	Aye	Nay	Abstention
Curtis Bergthold, Mayor			
Douglas Knowlton, Mayor Pro Tem, Place 1			
Travis Malone, Councilmember, Place 2			
Theresa Bledsoe, Councilmember, Place 3			
John Skier, Councilmember, Place 4			
G. W. Estep, Councilmember, Place 5			
Roland Goveas, Councilmember, Place 6			

ATTEST:

Lindsay Rawlinson, City Secretary

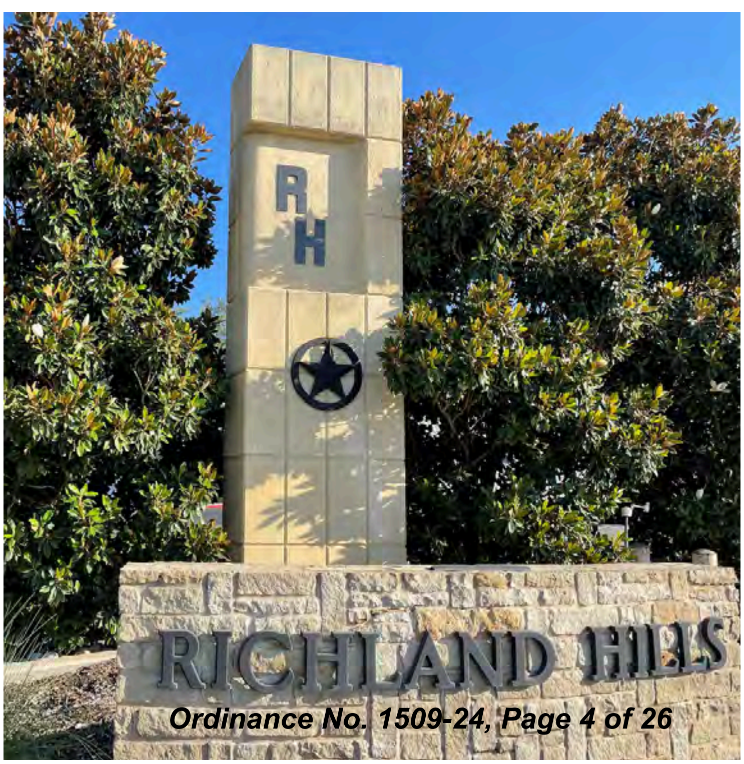
APPROVED:

The Honorable Curtis Bergthold, Mayor

Richland Hills

FY 2025

Operating and Capital Budget



City of Richland Hills

Fiscal Year 2025 Annual Budget

This budget will raise more revenue from property taxes than last year’s budget by an amount of $130,280, which is 2.7% percent increase from last year's budget. The property tax revenue to be raised from new property added to the tax roll this year is $46,068.

Record vote of Each Council Member

Name	Place	For	Against	Abstain	Absent
Curtis Bergthold	Mayor				
Douglas Knowlton	Mayor Pro Tem (Place 1)				
Travis Malone	Councilmember (Place 2)				
Theresa Bledsoe	Councilmember (Place 3)				
John Skier	Councilmember (Place 4)				
G. W. Estep	Councilmember (Place 5)				
Roland Goveas	Councilmember (Place 6)				

Tax Rate	Adopted FY 2024	Proposed FY 2025
Property Tax Rate	$0.522689/$100	$0.518879/$100
No New Revenue Tax Rate	$0.459704/$100	$0.514251/$100
No New Revenue M&O Tax Rate	$0.349471/$100	$0.349414/$100
Voter Approval Tax Rate	$0.522691/$100	$0.518880/$100
Debt Rate	$0.160989/$100	$0.157236/$100

The total amount of municipal debt obligations secured by property taxes for the City of Richland Hills is $17,582,250.

CITY OF RICHLAND HILLS

SUMMARY OF FUNDS — FY 2025 PROPOSED BUDGET

GOVERNMENTAL FUNDS	FUND NO.	BEGINNING FUND BALANCE	REVENUES	EXPENDITURES	TRANSERS IN/(OUT)	ENDING FUND BALANCE
GENERAL FUND	01	$ 3,916,090	10,662,938	10,003,531	(1,353,107)	$ 3,222,390
SPECIAL REVENUE FUNDS						
COURT SECURITY	24	42,036	12,000	12,000	-	42,036
COURT TECHNOLOGY	39	22,188	4,800	-	-	26,988
CRIME CONTROL DISTRICT	65	1,089,595	2,052,000	1,936,882	(264,599)	940,114
HOTEL OCCUPANCY TAX FUND	77	220,563	258,000	393,026	-	85,537
CRIME VICTIMS GRANT FUND	81	14,080	-	9,915	-	4,165
TAX INCREMENT FINANCING FUND- TIF	89	617,687	305,600	162,480	120,000	880,807
LINK OPERATIONS FUND	98	107,844	696,556	896,556	92,156	-
LINK REPLACEMENT FUND	103	40,821	82,844	31,500	107,844	200,009
SPECIAL EVENTS FUND	108	-	4,000	59,946	55,946	-
COMPONENT UNIT						
RICHLAND HILLS ECONOMIC DEV. FUND	26	1,892,973	1,416,000	1,486,695	(55,946)	1,766,332
DEBT SERVICE FUND	10	661,915	1,515,340	1,476,505	-	700,750
CAPITAL PROJECTS FUNDS						
OIL AND GAS FUND	12	559,545	100,000	487,500	-	172,045
CAPITAL PROJECTS	20	162,164	-	162,164	-	-
ROAD & STREET FUND	25	1,659,944	2,015,000	3,595,000	-	79,944
VEHICLE REPLACEMENT FUND	30	32,567	74,913	634,546	559,633	32,567
ARPA FUND	101	28,212	385,000	413,212	-	-
EMERGENCY MANAGEMENT FUND	104	918	-	2,500	2,500	918
STRATEGIC INITIATIVE FUND	107	1,703,885	-	929,150	812,700	1,587,435
TOTAL GOVERNMENTAL FUNDS		**$ 12,773,026**	**$ 19,584,991**	**$ 22,693,108**	**$ 77,127**	**$ 9,742,036**

ENTERPRISE FUNDS	FUND NO.	BEGINNING FUND BALANCE	REVENUES	EXPENSES	TRANSERS IN/(OUT)	ENDING FUND BALANCE
WATER/SEWER FUND	2	$ 3,790,918	5,151,900	5,580,373	(62,939)	$ 3,299,506
DRAINAGE FUND	22	711,529	913,700	1,037,933	(14,188)	573,108
TOTAL ENTERPRISE FUNDS		**$ 4,502,447**	**$ 6,065,600**	**$ 6,618,306**	**$ (77,127)**	**$ 3,872,614**

FY 2024-2025 PROPOSED BUDGET

GENERAL FUND REVENUES SUMMARY	FY 2022 ACTUAL	FY 2023 ACTUAL	FY 2024 ADOPTED	FY 2025 PROPOSED	FY 2025 TO FY 2024 $ CHANGE	FY 2025 TO FY 2024 % CHANGE
PROPERTY TAXES	$ 2,803,082	$ 3,164,771	$ 3,217,091	$ 3,244,236	$ 27,145	0.8%
SALES TAXES	4,571,298	4,898,591	4,877,144	5,430,000	552,856	11.3%
LIQUOR TAXES	2,784	2,408	2,500	2,500	-	0.0%
FRANCHISE FEES	549,332	604,469	556,800	548,800	(8,000)	-1.4%
FINES & FORFEITURES	298,288	401,444	385,100	464,100	79,000	20.5%
LICENSES & PERMITS	177,429	264,742	279,225	272,625	(6,600)	-2.4%
CHARGES FOR SERVICES	296,821	341,993	268,850	198,850	(70,000)	-26.0%
MISCELLANEOUS REVENUES	563,149	544,432	552,227	501,827	(50,400)	-9.1%
TOTAL REVENUES	**$ 9,262,183**	**$ 10,222,850**	**$ 10,138,937**	**$ 10,662,938**	**$ 524,001**	**5.2%**

GENERAL FUND EXPENDITURES SUMMARY	FY 2022 ACTUAL	FY 2023 ACTUAL	FY 2024 ADOPTED	FY 2025 PROPOSED	FY 2025 TO FY 2024 $ CHANGE	FY 2025 TO FY 2024 % CHANGE
MUNICIPAL COURT	$ 275,460	$ 296,912	$ 295,313	$ 217,832	$ (77,481)	-26.2%
ADMINISTRATION	576,674	720,169	709,039	717,955	8,916	1.3%
POLICE	1,909,797	2,213,856	2,580,786	2,650,274	69,488	2.7%
FIRE	2,395,206	2,445,022	2,624,656	2,810,592	185,936	7.1%
STREETS	344,485	241,061	300,143	351,196	51,053	17.0%
LIBRARY	387,950	394,470	470,100	479,891	9,791	2.1%
RECREATION	281,150	290,642	289,595	290,852	1,257	0.4%
PARKS & GROUNDS	163,820	239,370	323,742	329,196	5,454	1.7%
COMMUNITY DEVELOPMENT	416,000	558,289	504,608	442,897	(61,711)	-12.2%
COMMUNITY COMPLIANCE	199,189	268,515	235,448	437,833	202,385	86.0%
LEGISLATIVE (CITY SECRETARY)	129,661	144,919	149,127	155,910	6,783	4.5%
SHARED SERVICES	616,040	999,346	957,232	1,029,103	71,871	7.5%
TOTAL EXPENDITURES	**$ 7,695,432**	**$ 8,812,571**	**$ 9,439,789**	**$ 9,913,531**	**$ 473,742**	**5.0%**
Transfers Out/Non Departmental	**$ 446,218**	**$ 2,894,726**	**$ 595,633**	**$ 630,407**	**$ 34,774**	**5.8%**
TOTAL EXPENDITURES AND TRANSFERS	**$ 8,141,650**	**$ 11,707,297**	**$ 10,035,422**	**$ 10,543,938**	**$ 508,516**	
DIFF REVENUES VS EXPEND/TFERS	**$ 1,120,533**	**$ (1,484,447)**	**$ 103,515**	**$ 119,000**		
Transfer to Strat Initiative (USE OF Fund Balance)	$ -	$ -	$ (256,260)	$ (812,700)		
TOTAL GENERAL FUND BUDGET			$ 10,291,682	$ 11,356,638		

BEGINNING FUND BALANCE	**$ 4,432,749**	**$ 5,553,282**	**$ 4,068,835**	**$ 3,916,090**
ENDING FUND BALANCE	**$ 5,553,282**	**$ 4,068,835**	**$ 3,916,090**	**$ 3,222,390**
90 DAYS RESERVE AMOUNT	$ 1,897,504	$ 2,886,731	$ 2,474,488	$ 2,599,875
AMOUNT OVER/(UNDER) RESERVE REQUIREMENTS	*$ 3,655,778*	*$ 1,182,104*	*$ 1,441,602*	*$ 622,515*

DEPARTMENT
04 REVENUE - TAXES

DESCRIPTION	FY 2022 ACTUAL	FY 2023 ACTUAL	FY 2024 ADOPTED	FY 2025 PROPOSED	FY 2025 TO FY 2024 $ CHANGE	FY 2025 TO FY 2024 % CHANGE
CURRENT PROPERTY TAX	$ 2,892,515	$ 3,249,636	$ 3,364,387	$ 3,439,527	$ 75,140	2.2%
TIF TRANSFER (PROPERTY TAX)	(136,472)	(150,811)	(192,296)	(240,291)	(47,995)	25.0%
DELINQUENT PROPERTY TAX	15,266	25,857	20,000	20,000	-	0.0%
INTEREST & PENALTY TAXES	31,773	40,089	25,000	25,000	-	0.0%
SALES & USE TAX	4,571,298	4,898,591	4,877,144	5,430,000	552,856	11.3%
LIQUOR & ENTERTAINMENT	2,784	2,408	2,500	2,500	-	0.0%
ELECTRIC FRANCHISE	256,744	274,025	260,000	260,000	-	0.0%
GAS FRANCHISE	102,642	143,236	110,000	110,000	-	0.0%
TELEPHONE FRANCHISE	20,640	18,412	18,800	18,800	-	0.0%
SOLID WASTE FRANCHISE	119,029	122,813	120,000	120,000	-	0.0%
CABLE TV FRANCHISE	50,277	45,983	48,000	40,000	(8,000)	-16.7%
REVENUE-TAXES	**$ 7,926,496**	**$ 8,670,239**	**$ 8,653,535**	**$ 9,225,536**	**$ 572,001**	**6.6%**

DEPARTMENT
05 FINES & FORFEITURES

DESCRIPTION	FY 2022 ACTUAL	FY 2023 ACTUAL	FY 2024 ADOPTED	FY 2025 PROPOSED	FY 2025 TO FY 2024 $ CHANGE	FY 2025 TO FY 2024 % CHANGE
MUNICIPAL COURT FINES	$ 201,951	$ 310,292	$ 300,000	$ 375,000	$ 75,000	25.0%
LIBRARY	30	83	50	50	-	0.0%
DLQ MUNICIPAL CT FINES	66,165	59,829	55,200	55,200	-	0.0%
JUDICIAL EFFICIENCY FINES	145	45	100	100	-	0.0%
WARRANTS	18,518	17,969	16,500	16,500	-	0.0%
MC DLQ COLLECTIONS	6,498	621	6,000	5,000	(1,000)	-16.7%
ANIMAL CONTROL	4,256	9,840	6,000	11,000	5,000	83.3%
SCHOOL CROSSING GUARD	725	2,765	1,250	1,250	-	0.0%
FINES & FORFEITURES	**$ 298,288**	**$ 401,444**	**$ 385,100**	**$ 464,100**	**$ 79,000**	**20.5%**

DEPARTMENT
06 LICENSES & PERMITS

DESCRIPTION	FY 2022 ACTUAL	FY 2023 ACTUAL	FY 2024 ADOPTED	FY 2025 PROPOSED	FY 2025 TO FY 2024 $ CHANGE	FY 2025 TO FY 2024 % CHANGE
CONTRACTOR REGISTRATION FEES	$ 14,700	$ 21,000	$ 25,000	$ 20,000	$ (5,000)	-20.0%
ELECTRICAL PERMITS	16,774	20,152	15,000	20,000	5,000	33.3%
ANIMAL LICENSE	120	225	200	200	-	0.0%
BUILDING PERMITS	104,197	180,691	175,000	175,000	-	0.0%
BUILDING REGISTRATION FEES	27,888	29,535	25,000	28,000	3,000	12.0%
LIQUOR SALE PERMIT	105	220	300	300	-	0.0%
MISCELLANEOUS PERMITS	4,975	3,750	4,000	4,000	-	0.0%
FIRE CODE PERMITS	8,670	9,169	15,000	15,000	-	0.0%
FIRE INSPECTION FEE	-	-	19,725	10,125	(9,600)	-48.7%
LICENSES & PERMITS	**$ 177,429**	**$ 264,742**	**$ 279,225**	**$ 272,625**	**$ (6,600)**	**-2.4%**

DEPARTMENT
07 SERVICE CHARGES

DESCRIPTION	FY 2022 ACTUAL	FY 2023 ACTUAL	FY 2024 ADOPTED	FY 2025 PROPOSED	FY 2025 TO FY 2024 $ CHANGE	FY 2025 TO FY 2024 % CHANGE
PLAN REVIEW	$ 24,896	$ 80,264	$ 65,000	$ 65,000	$ -	0.0%
COPY MACHINE	1,984	1,192	2,600	2,600	-	0.0%
EMERGENCY MEDICAL SERVICE	269,891	260,462	200,000	130,000	(70,000)	-35.0%
ANIMAL VACCINATIONS	50	75	1,250	1,250	-	0.0%
SERVICE CHARGES	**$ 296,821**	**$ 341,993**	**$ 268,850**	**$ 198,850**	**$ (70,000)**	**-26.0%**

DEPARTMENT
08 MISCELLANEOUS REVENUE

DESCRIPTION	FY 2022 ACTUAL	FY 2023 ACTUAL	FY 2024 ADOPTED	FY 2025 PROPOSED	FY 2025 TO FY 2024 $ CHANGE	FY 2025 TO FY 2024 % CHANGE
OTHER FINANCIAL SOURCES	$ 300,805	$ 128,976	$ 54,000	$ 36,000	$ (18,000)	-33.3%
INVESTMENT INCOME	6,843	218,216	252,000	202,000	(50,000)	-19.8%
GRANTS AND TRANSFERS	81,635	82,402	-	-	-	0.0%
MISCELLANEOUS	101,493	36,580	10,000	10,000	-	0.0%
BISD/SRO REIMBURSEMENT	63,299	74,651	236,227	253,827	17,600	7.5%
LIEN RELEASE FUNDS	9,074	3,607	-	-	-	0.0%
MISC. REVENUE	**$ 563,149**	**$ 544,432**	**$ 552,227**	**$ 501,827**	**$ (50,400)**	**-9.1%**
TOTAL GENERAL FUND REVENUE	**$ 9,262,183**	**$ 10,222,850**	**$ 10,138,937**	**$ 10,662,938**	**$ 524,001**	**5.2%**

CITY OF RICHLAND HILLS - GENERAL FUND (FUND 001)

DEPARTMENT
11 MUNICIPAL COURT

DESCRIPTION	FY 2022 ACTUAL	FY 2023 ACTUAL	FY 2024 ADOPTED	FY 2025 PROPOSED	FY 2025 TO FY 2024 $ CHANGE	FY 2025 TO FY 2024 % CHANGE
PERSONNEL	**$ 241,445**	**$ 252,770**	**$ 257,746**	**$ 179,075**	$ (78,671)	**-30.5%**
MATERIALS AND SUPPLIES	**$ 31,345**	**$ 41,169**	**$ 32,300**	**$ 34,485**	$ 2,185	**6.8%**
OTHER OPERATING EXPENSES	**$ 2,670**	**$ 2,973**	**$ 5,267**	**$ 4,272**	$ (995)	**-18.9%**
TOTAL - MUNICIPAL COURT	**$ 275,460**	**$ 296,912**	**$ 295,313**	**$ 217,832**	**$ (77,481)**	**-26.2%**

DEPARTMENT
12 ADMINISTRATION

DESCRIPTION	FY 2022 ACTUAL	FY 2023 ACTUAL	FY 2024 ADOPTED	FY 2025 PROPOSED	FY 2025 TO FY 2024 $ CHANGE	FY 2025 TO FY 2024 % CHANGE
PERSONNEL	**$ 486,027**	**$ 442,510**	**$ 442,721**	**$ 444,006**	$ 1,285	**0.3%**
SUPPLIES AND MAINTENANCE	**$ 66,878**	**$ 250,514**	**$ 231,735**	**$ 238,024**	$ 6,289	**2.7%**
OTHER OPERATING EXPENSES	**$ 23,769**	**$ 27,145**	**$ 34,583**	**$ 35,925**	$ 1,342	**3.9%**
TOTAL - ADMINISTRATION	**$ 576,674**	**$ 720,169**	**$ 709,039**	**$ 717,955**	**$ 8,916**	**1.3%**

DEPARTMENT
13 POLICE

DESCRIPTION	FY 2022 ACTUAL	FY 2023 ACTUAL	FY 2024 ADOPTED	FY 2025 PROPOSED	FY 2025 TO FY 2024 $ CHANGE	FY 2025 TO FY 2024 % CHANGE
PERSONNEL	**$ 1,616,065**	**$ 1,860,486**	**$ 2,309,748**	**$ 2,372,058**	$ 62,310	**2.7%**
SUPPLIES AND MAINTENANCE	**$ 196,967**	**$ 264,798**	**$ 180,862**	**$ 177,414**	$ (3,448)	**-1.9%**
OTHER OPERATING EXPENSES	**$ 96,765**	**$ 88,572**	**$ 90,176**	**$ 100,802**	$ 10,626	**11.8%**
TOTAL - POLICE DEPARTMENT	**$ 1,909,797**	**$ 2,213,856**	**$ 2,580,786**	**$ 2,650,274**	**$ 69,488**	**2.7%**

DEPARTMENT
14 FIRE

DESCRIPTION	FY 2022 ACTUAL	FY 2023 ACTUAL	FY 2024 ADOPTED	FY 2025 PROPOSED	FY 2025 TO FY 2024 $ CHANGE	FY 2025 TO FY 2024 % CHANGE
PERSONNEL	**$ 1,832,425**	**$ 2,018,879**	**$ 2,210,163**	**$ 2,388,590**	$ 178,427	**8.1%**
SUPPLIES AND MAINTENANCE	**204,185**	**307,123**	**285,766**	**286,513**	$ 747	**0.3%**
OTHER OPERATING EXPENSES	**48,763**	**87,024**	**105,427**	**109,989**	$ 4,562	**4.3%**
CAPITAL	**309,833**	**31,996**	**23,300**	**25,500**	$ 2,200	**9.4%**
TOTAL - FIRE DEPARTMENT	**$ 2,395,206**	**$ 2,445,022**	**$ 2,624,656**	**$ 2,810,592**	**$ 185,936**	**7.1%**

DEPARTMENT
16 STREET DEPARTMENT

DESCRIPTION	FY 2022 ACTUAL	FY 2023 ACTUAL	FY 2024 ADOPTED	FY 2025 PROPOSED	FY 2025 TO FY 2024 $ CHANGE	FY 2025 TO FY 2024 % CHANGE
PERSONNEL	$ 131,238	$ 203,763	$ 233,193	$ 235,796	$ 2,603	1.1%
SUPPLIES AND MAINTENANCE	50,576	37,183	65,550	114,000	$ 48,450	73.9%
OTHER OPERATING EXPENSES	20	115	1,400	1,400	$ -	0.0%
CAPITAL	162,651	-	-	-	$ -	0.0%
TOTAL - STREET DEPARTMENT	$ 344,485	$ 241,061	$ 300,143	$ 351,196	$ 51,053	17.0%

DEPARTMENT
17 LIBRARY

DESCRIPTION	FY 2022 ACTUAL	FY 2023 ACTUAL	FY 2024 ADOPTED	FY 2025 PROPOSED	FY 2025 TO FY 2024 $ CHANGE	FY 2025 TO FY 2024 % CHANGE
PERSONNEL	$ 313,823	$ 331,665	$ 396,770	$ 402,261	$ 5,491	1.4%
SUPPLIES AND MAINTENANCE	54,034	42,280	44,500	44,600	$ 100	0.2%
OTHER OPERATING EXPENSES	20,093	20,525	28,830	33,030	$ 4,200	14.6%
TOTAL - LIBRARY	$ 387,950	$ 394,470	$ 470,100	$ 479,891	$ 9,791	2.1%

DEPARTMENT
18 RECREATION

DESCRIPTION	FY 2022 ACTUAL	FY 2023 ACTUAL	FY 2024 ADOPTED	FY 2025 PROPOSED	FY 2025 TO FY 2024 $ CHANGE	FY 2025 TO FY 2024 % CHANGE
PERSONNEL	$ 208,116	$ 214,878	$ 244,117	$ 245,542	$ 1,425	0.6%
SUPPLIES AND MAINTENANCE	31,631	34,863	41,168	41,000	$ (168)	-0.4%
OTHER OPERATING	41,403	40,901	4,310	4,310	$ -	0.0%
TOTAL - RECREATION	$ 281,150	$ 290,642	$ 289,595	$ 290,852	$ 1,257	0.4%

DEPARTMENT
19 PARKS

DESCRIPTION	FY 2022 ACTUAL	FY 2023 ACTUAL	FY 2024 ADOPTED	FY 2025 PROPOSED	FY 2025 TO FY 2024 $ CHANGE	FY 2025 TO FY 2024 % CHANGE
PERSONNEL	$ 15,011	$ 98,874	$ 114,902	$ 119,556	$ 4,654	4.1%
SUPPLIES AND MAINTENANCE	131,639	131,948	207,200	208,000	$ 800	0.4%
OTHER OPERATING	932	1,508	1,640	1,640	$ -	0.0%
CAPITAL	16,238	7,040	-	-	$ -	0.0%
TOTAL - PARKS DEPARTMENT	$ 163,820	$ 239,370	$ 323,742	$ 329,196	$ 5,454	1.7%

DEPARTMENT
20 COMMUNITY DEVELOPMENT

DESCRIPTION	FY 2022 ACTUAL	FY 2023 ACTUAL	FY 2024 ADOPTED	FY 2025 PROPOSED	FY 2025 TO FY 2024 $ CHANGE	FY 2025 TO FY 2024 % CHANGE
PERSONNEL	$ 382,097	$ 177,118	$ 205,399	$ 164,327	$ (41,072)	-20.0%
SUPPLIES AND MAINTENANCE	23,726	28,274	36,811	18,300	$ (18,511)	-50.3%
OTHER OPERATING	10,177	352,897	262,398	260,270	$ (2,128)	-0.8%
TOTAL - COMMUNITY DEVELOPMENT	$ 416,000	$ 558,289	$ 504,608	$ 442,897	$ (61,711)	-12.2%

DEPARTMENT
21 COMMUNITY COMPLIANCE

DESCRIPTION	FY 2022 ACTUAL	FY 2023 ACTUAL	FY 2024 ADOPTED	FY 2025 PROPOSED	FY 2025 TO FY 2024 $ CHANGE	FY 2025 TO FY 2024 % CHANGE
PERSONNEL	$ 117,667	$ 152,379	$ 174,348	$ 329,223	$ 154,875	88.8%
SUPPLIES AND MAINTENANCE	77,663	109,798	55,700	96,400	$ 40,700	73.1%
OTHER OPERATING	3,859	6,338	5,400	12,210	$ 6,810	126.1%
TOTAL - ANIMAL CONTROL	$ 199,189	$ 268,515	$ 235,448	$ 437,833	$ 202,385	86.0%

DEPARTMENT
23 LEGISLATIVE

DESCRIPTION	FY 2022 ACTUAL	FY 2023 ACTUAL	FY 2024 ADOPTED	FY 2025 PROPOSED	FY 2025 TO FY 2024 $ CHANGE	FY 2025 TO FY 2024 % CHANGE
PERSONNEL	$ 82,214	$ 83,522	$ 91,622	$ 99,620	$ 7,998	8.7%
SUPPLIES AND MAINTENANCE	16,262	24,395	27,000	17,000	$ (10,000)	-37.0%
OTHER OPERATING	31,185	37,002	30,505	39,290	$ 8,785	28.8%
TOTAL - LEGISLATIVE	$ 129,661	$ 144,919	$ 149,127	$ 155,910	$ 6,783	4.5%

DEPARTMENT
30 SHARED SERVICES

DESCRIPTION	FY 2022 ACTUAL	FY 2023 ACTUAL	FY 2024 ADOPTED	FY 2025 PROPOSED	FY 2025 TO FY 2024 $ CHANGE	FY 2025 TO FY 2024 % CHANGE
PERSONNEL	$ 75,401	$ 32,488	$ 137,277	$ 131,692	$ (5,585)	-4.1%
SUPPLIES AND MAINTENANCE	223,448	260,199	174,628	186,361	$ 11,733	6.7%
OTHER OPERATING	317,191	582,999	645,327	711,050	$ 65,723	10.2%
CAPITAL	-	123,660	-	-	$ -	0.0%
TOTAL - SHARED SERVICES	$ 616,040	$ 999,346	$ 957,232	$ 1,029,103	$ 71,871	7.5%

DEPARTMENT
NON-DEPARTMENTAL/TRANSFERS OUT

DESCRIPTION	FY 2022 ACTUAL	FY 2023 ACTUAL	FY 2024 ADOPTED	FY 2025 PROPOSED	FY 2025 TO FY 2024 $ CHANGE	FY 2025 TO FY 2024 % CHANGE
TRANSFER TO CAPITAL PROJECTS	$ 92,311	$ 157,483	$ -	$ -	$ -	0.0%
TRANSFER TO EOM FUND	6,000	2,500	2,500	2,500	-	0.0%
NON DEPT EXPENSE	77,527	100,063	60,000	90,000	30,000	0.0%
TRANSFER TO TIF SALES TAX	78,297	-	75,000	120,000	45,000	37.5%
TRANSFER TO LINK CAP REPLACEMENT	25,000	25,000	25,000	-	(25,000)	-100.0%
TRANSFER TO STRATEGIC INITIATIVE *	-	2,400,000	256,260	812,700	556,440	68.5%
TRANSFER TO VEHICLE REPLACEMENT	-	10,000	233,133	217,907	(15,226)	-7.0%
TRANSFER TO LINK FUND	167,083	199,680	200,000	200,000	-	0.0%
TOTAL - NON DEPARTMENTAL	$ 446,218	$ 2,894,726	$ 851,893	$ 1,443,107	$ 591,214	69.4%
TOTAL EXPENDITURES	$ 8,141,650	$ 11,707,297	$ 10,291,682	$ 11,356,638	$ (1,415,615)	10.3%

*** Transfers out from Fund Balance Available Cash**

DEPARTMENT
098-60 LINK REVENUES

DESCRIPTION	FY 2022 ACTUAL	FY 2023 ACTUAL	FY 2024 ADOPTED	FY 2025 PROPOSED	FY 2025 TO FY 2024 $ CHANGE	FY 2025 TO FY 2024 % CHANGE
TRANSFER FROM THE GENERAL FUND	$ 167,083	$ 199,680	$ 200,000	$ 200,000	$ -	0.0%
LATE FEES & PENALTIES	10	248	-	320	$ 320	0.0%
ONE TIME CLASSES (NOT4SENIORS)	6,747	8,795	8,000	10,305	$ 2,305	28.8%
LINK MEMBERSHIPS	62,522	70,410	74,400	71,400	$ (3,000)	-4.0%
ONE DAY PASSES	4,682	4,182	4,800	5,568	$ 768	16.0%
FITNESS CLASSES	3,829	4,017	6,000	480	$ (5,520)	-92.0%
PERSONAL TRAINING	20,509	4,622	2,500	2,880	$ 380	15.2%
ATHLETICS	25,992	21,364	20,000	15,340	$ (4,660)	-23.3%
ALL DAY CAMPS	101,403	108,322	105,000	111,607	$ 6,607	6.3%
AFTER SCHOOL PROGRAM	100,010	127,325	160,000	175,560	$ 15,560	9.7%
SPECIAL EVENTS	2,213	2,669	2,500	1,800	$ (700)	-28.0%
SENIOR PROGRAMS	4,387	4,227	4,000	4,020	$ 20	0.5%
CONCESSIONS	6,816	7,311	7,200	8,117	$ 917	12.7%
INDOOR/OUTDOOR RENTALS	233,800	172,129	155,000	157,315	$ 2,315	1.5%
SILVER PROGRAMS	17,818	22,799	20,400	22,800	$ 2,400	11.8%
MISCELLANEOUS REVENUE	5,064	8,290	-	-	$ -	-100.0%
LINK-EMPLOYEE MEMBERSHIPS	2,654	1,992	1,200	1,200	$ -	-39.8%
CONTRA REV-CITY DISCOUNTS	(1,921)	(1,352)	-	-	$ -	0.0%
LINK REVENUES	**$ 763,618**	**$ 767,030**	**$ 771,000**	**$ 788,712**	**17,712**	**2.3%**

DEPARTMENT
098-61 LINK EXPENDITURES

DESCRIPTION	FY 2022 ACTUAL	FY 2023 ACTUAL	FY 2024 ADOPTED	FY 2025 PROPOSED	FY 2025 TO FY 2024 $ CHANGE	FY 2025 TO FY 2024 % CHANGE
PERSONNEL	**$ 410,614**	**$ 400,002**	**$ 468,668**	**$ 438,550**	$ (30,118)	**-6.4%**
SUPPLIES & MAINTENANCE	**$ 170,527**	**$ 190,529**	**$ 194,535**	**$ 240,587**	$ 46,052	**23.7%**
OTHER OPERATING	**$ 81,099**	**$ 83,192**	**$ 107,797**	**$ 109,575**	$ 1,778	**1.6%**
TRANSFER TO LINK EQUIP REPL FUND	**$ -**	**$ 35,985**	**$ -**	**$ 107,844**	$ 107,844	**100.0%**
CAPITAL	**$ 19,038**	**$ 6,347**	**$ -**	**$ -**	$ -	**0.0%**
LINK EXPENDITURES	**$ 681,278**	**$ 716,055**	**$ 771,000**	**$ 896,556**	**125,556**	**16.3%**

FY 2024-2025 PROPOSED BUDGET

WATER & SEWER FUND REVENUES SUMMARY	FY 2022 ACTUAL	FY 2023 ACTUAL	FY 2024 ADPOTED	FY 2025 PROPOSED	FY 2025 TO FY 2024 $ CHANGE	FY 2025 TO FY 2024 % CHANGE
WATER SALES	$ 2,475,104	$ 2,504,521	$ 2,595,900	$ 2,595,900	$ -	0.0%
WASTEWATER SALES	1,853,498	1,800,000	1,800,000	1,800,000	$ -	0.0%
MISCELLANEOUS INCOME	651,560	902,793	753,000	756,000	$ 3,000	0.4%
TOTAL INCOME	**$ 4,980,162**	**$ 5,207,314**	**$ 5,148,900**	**$ 5,151,900**	**$ 3,000**	**0.1%**
Transfers In	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**0.0%**

WATER & SEWER FUND EXPENSES SUMMARY	FY 2022 ACTUAL	FY 2023 ACTUAL	FY 2024 ADPOTED	FY 2025 PROPOSED	FY 2025 TO FY 2024 $ CHANGE	FY 2025 TO FY 2024 % CHANGE
SHARED SERVICES	$ 308,727	$ 299,982	$ 356,494	$ 372,267	$ 15,773	4.4%
ADMINISTRATION	519,553	722,828	754,171	792,366	38,195	5.1%
DEBT SERVICE/NON DEPT.	931,332	1,045,565	1,188,143	1,185,134	(3,009)	-0.3%
WATER PRODUCTION & DISTRIBUTION	980,990	919,263	1,744,698	1,810,171	65,473	3.8%
WASTEWATER SERVICES	1,071,374	1,281,776	1,633,536	1,483,374	(150,162)	-9.2%
TOTAL EXPENSES	**$ 3,811,976**	**$ 4,269,414**	**$ 5,677,042**	**$ 5,643,312**	**$ (33,730)**	**-0.6%**
BEGINNING (UNRESTRICTED) NET POSITION	**$ 3,092,757**	**$ 2,853,018**	**$ 3,790,918**	**$ 3,262,776**		
TRANSFERS IN (OUT)	**$ -**	**$ -**	**$ -**	**$ -**		
ENDING (UNRESTRICTED) NET POSITION	**$ 2,853,018**	**$ 3,790,918**	**$ 3,262,776**	**$ 2,771,364**		
90 DAYS RESERVE AMOUNT	$ 939,939	$ 1,052,732	$ 1,399,819	$ 1,391,502		
AMOUNT OVER/(UNDER) RESERVE REQUIREMENTS	*$ 1,913,079*	*$ 2,738,186*	*$ 1,862,957*	*$ 1,379,862*		

CITY OF RICHLAND HILLS - UTILITY FUND (FUND 002)

DEPARTMENT
54 WATER REVENUES

DESCRIPTION	FY 2022 ACTUAL	FY 2023 ACTUAL	FY 2024 ADOPTED	FY 2025 PROPOSED	FY 2025 TO FY 2024 $ CHANGE	FY 2025 TO FY 2024 % CHANGE
PENALTY & INTEREST	$ 87,761	$ 85,715	$ 84,000	$ 84,000	$ -	0.0%
SALE OF WATER	2,733,596	2,561,046	2,458,000	2,458,000	$ -	0.0%
TAP FEES	1,479	17,016	27,775	27,775	$ -	0.0%
WATER METER SETTING FEE	-	14,725	26,125	26,125	$ -	0.0%
WATER REVENUES	**$ 2,822,836**	**$ 2,678,502**	**$ 2,595,900**	**$ 2,595,900**	**$ -**	**0.0%**

CITY OF RICHLAND HILLS - UTILITY FUND (FUND 002)

DEPARTMENT
55 SEWER REVENUES

DESCRIPTION	FY 2022 ACTUAL	FY 2023 ACTUAL	FY 2024 ADOPTED	FY 2025 PROPOSED	FY 2025 TO FY 2024 $ CHANGE	FY 2025 TO FY 2024 % CHANGE
SEWER BILLING	$ 1,874,177	$ 1,773,738	$ 1,800,000	$ 1,800,000	$ -	0.0%
TOTAL - SEWER REVENUES	**$ 1,874,177**	**$ 1,773,738**	**$ 1,800,000**	**$ 1,800,000**	**$ -**	**0.0%**

CITY OF RICHLAND HILLS - UTILITY FUND (FUND 002)

DEPARTMENT
56 MISC REVENUES

DESCRIPTION	FY 2022 ACTUAL	FY 2023 ACTUAL	FY 2024 ADOPTED	FY 2025 PROPOSED	FY 2025 TO FY 2024 $ CHANGE	FY 2025 TO FY 2024 % CHANGE
USE OF LINES	$ 7,377	$ 7,196	$ 5,000	$ 5,000	$ -	0.0%
SERVICE CHARGES	2,859	2,724	2,500	2,500	-	0.0%
INVESTMENT INCOME	10,282	187,480	150,000	125,000	(25,000)	-16.7%
WASTE DISP. PROCESS. FEE	36,994	40,853	34,000	34,000	-	0.0%
SALE OF FIXED ASSETS	51,100	10,000	-	20,000	20,000	100.0%
MISC. REVENUE	62,927	53,815	20,000	20,000	-	0.0%
CONTRIBUTION FROM REPUBLIC	-	-	15,000	15,000	-	0.0%
GARBAGE BILLING	485,588	514,014	526,500	534,500	8,000	1.5%
TRANSFERS IN	7,856	86,711	-	-	-	0.0%
TOTAL - MISC. REVENUES	**$ 664,983**	**$ 902,793**	**$ 753,000**	**$ 756,000**	**$ 3,000**	**0.4%**
TOTAL REVENUE	**$ 5,361,996**	**$ 5,355,033**	**$ 5,148,900**	**$ 5,151,900**	**3,000**	**0.1%**

CITY OF RICHLAND HILLS - UTILITY FUND (FUND 002) DEPARTMENT 30 SHARED SERVICES						
DESCRIPTION	FY 2022 ACTUAL	FY 2023 ACTUAL	FY 2024 ADOPTED	FY 2025 PROPOSED	FY 2025 TO FY 2024 $ CHANGE	FY 2025 TO FY 2024 % CHANGE
PERSONNEL	$ -	$ -	$ -	$ -	$ -	0.0%
SUPPLIES AND MAINTENANCE	$ 69,165	$ 76,220	$ 42,716	$ 47,891	$ 5,175	12.1%
OTHER OPERATING	$ 239,562	$ 223,762	$ 313,778	$ 324,376	$ 10,598	3.4%
TOTAL - SHARED SERVICES	$ 308,727	$ 299,982	$ 356,494	$ 372,267	$ 15,773	4.4%

CITY OF RICHLAND HILLS - UTILITY FUND (FUND 002) DEPARTMENT 62 ADMINISTRATION						
DESCRIPTION	FY 2022 ACTUAL	FY 2023 ACTUAL	FY 2024 ADOPTED	FY 2025 PROPOSED	FY 2025 TO FY 2024 $ CHANGE	FY 2025 TO FY 2024 % CHANGE
PERSONNEL	$ 369,800	$ 492,135	$ 505,721	$ 562,857	$ 57,136	11.3%
SUPPLIES AND MAINTENANCE	$ 126,789	$ 209,145	$ 215,937	$ 197,496	$ (18,441)	-8.5%
OTHER OPERATING	$ 22,964	$ 21,548	$ 32,513	$ 32,013	$ (500)	-1.5%
TOTAL - ADMINISTRATION	$ 519,553	$ 722,828	$ 754,171	$ 792,366	$ 38,195	5.1%

CITY OF RICHLAND HILLS - UTILITY FUND (FUND 002) DEPARTMENT 64 TRANSFERS/DEBT SERVICE/00-NON DEPT.						
DESCRIPTION	FY 2022 ACTUAL	FY 2023 ACTUAL	FY 2024 ADOPTED	FY 2025 PROPOSED	FY 2025 TO FY 2024 $ CHANGE	FY 2025 TO FY 2024 % CHANGE
PRINCIPAL PAYMENT	$ 399,500	$ 378,999	$ 300,500	$ 304,750	$ 4,250	1.4%
INTEREST PAYMENT	92,469	122,825	285,328	278,945	(6,383)	-2.2%
PAYING AGENT FEES	400	150	1,500	1,500	-	0.0%
HAZARDOUS WASTE DROPOFF	-	-	15,000	15,000	-	0.0%
GARBAGE BILLING	482,121	521,620	522,000	522,000	-	0.0%
TRANSFERS OUT VEH REPLCEM	47,319	-	63,815	62,939	(876)	-1.4%
TRANSFERS OUT CIP/OTHER FUNE	(90,477)	21,971	-	-	-	0.0%
TOTAL - TRANSFERS/DEBT SERVIC	$ 931,332	$ 1,045,565	$ 1,188,143	$ 1,185,134	$ (3,009)	-0.3%

CITY OF RICHLAND HILLS - UTILITY FUND (FUND 002)

DEPARTMENT
66 WATER PRODUCTION& DISTRIBUTION

DESCRIPTION	FY 2022 ACTUAL	FY 2023 ACTUAL	FY 2024 ADOPTED	FY 2025 PROPOSED	FY 2025 TO FY 2024 $ CHANGE	FY 2025 TO FY 2024 % CHANGE
PERSONNEL	$ 192,582	$ 241,679	$ 353,851	$ 345,374	$ (8,477)	-2.4%
SUPPLIES AND MAINTENANCE	115,804	133,735	247,350	238,350	$ (9,000)	-3.6%
OTHER OPERATING	658,604	495,612	518,497	522,497	$ 4,000	0.8%
CAPITAL	14,000	48,237	625,000	703,950	$ 78,950	12.6%
TOTAL - WATER PRODUCTION & DI	$ 980,990	$ 919,263	$ 1,744,698	$ 1,810,171	$ 65,473	3.8%

CITY OF RICHLAND HILLS - UTILITY FUND (FUND 002)

DEPARTMENT
67 WASTEWATER

DESCRIPTION	FY 2022 ACTUAL	FY 2023 ACTUAL	FY 2024 ADOPTED	FY 2025 PROPOSED	FY 2025 TO FY 2024 $ CHANGE	FY 2025 TO FY 2024 % CHANGE
PERSONNEL	$ 206,812	$ 276,139	$ 208,073	$ 216,324	$ 8,251	4.0%
SUPPLIES AND MAINTENANCE	50,129	58,554	64,900	82,400	$ 17,500	27.0%
OTHER OPERATING	814,433	947,083	1,189,650	1,184,650	$ (5,000)	-0.4%
CAPITAL	-	-	170,913	-	$ (170,913)	-100.0%
TOTAL - WASTEWATER	$ 1,071,374	$ 1,281,776	$ 1,633,536	$ 1,483,374	$ (150,162)	-9.2%
TOTAL EXPENSES	$ 3,811,976	$ 4,269,414	$ 5,677,042	$ 5,643,312	$ (33,730)	-0.6%

DRAINAGE UTILITY FUND (FUND 022)
DEPARTMENT
68 DRAINAGE REVENUE

DESCRIPTION	FY 2022 ACTUAL	FY 2023 ACTUAL	FY 2024 ADOPTED	FY 2025 PROPOSED	FY 2025 TO FY 2024 $ CHANGE	FY 2025 TO FY 2024 % CHANGE
CUSTOMER BILLING	$ 834,524	$ 905,263	$ 910,200	$ 910,200	$ -	0.0%
MISCELLANEOUS INCOME	5,048	-	-	-	-	0.0%
SALE OF FIXED ASSETS	33,000	-	-	-	-	0.0%
INVESTMENT INCOME	797	8,193	4,200	3,500	(700)	-16.7%
TOTAL - INCOME	**$ 873,369**	**$ 913,456**	**$ 914,400**	**$ 913,700**	**$ (700)**	**-0.1%**

DRAINAGE UTILITY FUND (FUND 022)
DEPARTMENT
69 DRAINAGE EXPENSE

DESCRIPTION	FY 2022 ACTUAL	FY 2023 ACTUAL	FY 2024 ADOPTED	FY 2025 PROPOSED	FY 2025 TO FY 2024 $ CHANGE	FY 2025 TO FY 2024 % CHANGE
PERSONNEL	**$ 132,023**	**$ 116,098**	**$ 130,636**	**$ 131,842**	**$ 1,206**	**0.9%**
SUPPLIES AND MAINTENANCE	**$ 73,590**	**$ 98,051**	**$ 329,050**	**$ 279,050**	**$ (50,000)**	**-15.2%**
OTHER OPERATING	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**0.0%**
CAPITAL	**$ 152,672**	**$ 20,446**	**$ 129,341**	**$ 150,000**	**$ 20,659**	**16.0%**
DEBT SERVICE	**$ 466,454**	**$ 482,989**	**$ 475,240**	**$ 477,041**	**$ 1,801**	**0.4%**
TRANSFER TO VEHCLE REPLACMENT	**$ -**	**$ -**	**$ 11,884**	**$ 14,188**	**$ 2,304**	**19.4%**
TOTAL EXPENSE	**$ 824,739**	**$ 717,584**	**$ 1,076,151**	**$ 1,052,121**	**$ (24,030)**	**-2.2%**
TRANSFERS OUT						
BEGINNING (UNRESTRICTED) NET POSITION	**$ 603,155**	**$ 677,408**	**$ 873,280**	**$ 711,529**		
ENDING (UNRESTRICTED) NET POSITION	**$ 677,408**	**$ 873,280**	**$ 711,529**	**$ 573,108**		

DEPARTMENT
60/61 GENERAL DEBT SERVICE

DESCRIPTION	FY 2022 ACTUAL	FY 2023 ACTUAL	FY 2024 ADOPTED	FY 2025 PROPOSED	FY 2025 TO FY 2024 $ CHANGE	FY 2025 TO FY 2024 % CHANGE
CURRENT PROPERTY TAX	$ 1,016,282	$ 983,884	$ 1,475,282	$ 1,494,140	$ 18,858	1.3%
DELINQUENT PROPERTY TAX	4,693	7,760	5,000	5,000	-	0.0%
INTEREST & PENALTIES	6,387	7,450	5,200	5,200	-	0.0%
INTEREST INCOME	6,872	52,615	15,000	11,000	(4,000)	-26.7%
TOTAL REVENUE	**$ 1,034,234**	**$ 1,051,709**	**$ 1,500,482**	**$ 1,515,340**	**$ 14,858**	**1.0%**
PAYMENT OF PRINCIPAL	$ 435,500	$ 484,500	$ 815,426	$ 824,006	$ 8,580	1.1%
AGENT AND REPORTING FEE	6,040	6,760	8,520	8,520	-	0.0%
PAYMENT OF INTEREST	475,263	457,445	641,283	643,979	2,696	0.4%
TOTAL EXPENDITURES	**$ 916,803**	**$ 948,705**	**$ 1,465,229**	**$ 1,476,505**	**$ 11,276**	**0.8%**
BEGINNING FUND BALANCE	**441,480**	**558,911**	**661,915**	**697,168**		
ENDING FUND BALANCE	**$ 558,911**	**$ 661,915**	**$ 697,168**	**$ 736,003**		

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

DESCRIPTION	FY 2022 ACTUAL	FY 2023 ACTUAL	FY 2024 ADOPTED	FY 2025 PROPOSED	FY 2025 TO FY 2024 $ CHANGE	FY 2025 TO FY 2024 % CHANGE
REVENUE - BLDG. SECURITY	$ 5,610	$ 9,255	$ 5,500	$ 12,000	$ 6,500	118.2%
TOTAL REVENUE	**$ 5,610**	**$ 9,255**	**$ 5,500**	**$ 12,000**	**6,500**	**118.2%**
PERSONNEL	**$ -**	**$ -**	**$ -**	**$ 12,000**	**$ 12,000**	**100.0%**
SUPPLIES AND MAINTENANCE	**$ 756**	**$ -**	**$ 1,050**	**$ -**	**$ (1,050)**	**-100.0%**
OTHER OPERATING	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**0.0%**
TOTAL EXPENDITURES	**$ 756**	**$ -**	**$ 1,050**	**$ 12,000**	**$ 10,950**	**1042.9%**
BEGINNING FUND BALANCE	**23,477**	**28,331**	**37,586**	**42,036**		
ENDING FUND BALANCE	**$ 28,331**	**$ 37,586**	**$ 42,036**	**$ 42,036**		

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

DESCRIPTION	FY 2022 ACTUAL	FY 2023 ACTUAL	FY 2024 ADOPTED	FY 2025 PROPOSED	FY 2025 TO FY 2024 $ CHANGE	FY 2025 TO FY 2024 % CHANGE
4B SALES TAX REVENUE	$ 1,160,988	$ 1,254,139	$ 1,219,286	$ 1,380,000	$ 160,714	13.2%
INTEREST INCOME	-	36,121	42,000	36,000	(6,000)	-14.3%
TOTAL REVENUE	**$ 1,160,988**	**$ 1,290,260**	**$ 1,261,286**	**$ 1,416,000**	**$ 154,714**	**12.3%**
PERSONNEL	**$ 131,028**	**$ 107,262**	**$ 169,340**	**$ 199,057**	**$ 29,717**	**17.5%**
SUPPLIES AND MAINTENANCE	**$ 17,970**	**$ -**	**$ -**	**$ -**	**$ -**	**0.0%**
OTHER OPERATING	**$ 53,501**	**$ 101,825**	**$ 216,809**	**$ 206,305**	**$ (10,504)**	**-4.8%**
TRANSFER TO SPECIAL EVENTS FUND	**$ -**	**$ -**	**$ 53,046**	**$ 55,946**	**$ 2,900**	**5.5%**
CAPITAL	**$ -**	**$ 255,649**	**$ 900,000**	**$ 853,733**	**$ (46,267)**	**-5.1%**
DEBT SERVICE	**$ 229,062**	**$ 228,663**	**$ 230,863**	**$ 227,600**	**$ (3,263)**	**-1.4%**
TOTAL EXPENDITURES	**$ 431,561**	**$ 693,399**	**$ 1,570,058**	**$ 1,542,641**	**$ (27,417)**	**-1.7%**
BEGINNING FUND BALANCE	**875,457**	**1,604,884**	**2,201,745**	**1,892,973**		
ENDING FUND BALANCE	**$ 1,604,884**	**$ 2,201,745**	**$ 1,892,973**	**$ 1,766,332**		

MUNICIPAL COURT TECHNOLOGY FUND (FUND 39)
DEPARTMENT
75/82 MUNICIPAL COURT TECHNOLOGY FUND

DESCRIPTION	FY 2022 ACTUAL	FY 2023 ACTUAL	FY 2024 ADOPTED	FY 2025 PROPOSED	FY 2025 TO FY 2024 $ CHANGE	FY 2025 TO FY 2024 % CHANGE
MUNI CT TECH FUND	$ 4,885	$ 7,718	$ 4,800	$ 4,800	$ -	0.0%
TOTAL REVENUE	**$ 4,885**	**$ 7,718**	**$ 4,800**	**$ 4,800**	**$ -**	**0.0%**
PERSONNEL	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**0.0%**
SUPPLIES AND MAINTENANCE	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**0.0%**
OTHER OPERATING	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**0.0%**
TOTAL EXPENDITURES	**$ -**	**$ -**	**$ -**	**$ -**	**-**	**0.0%**
BEGINNING FUND BALANCE	**4,785**	**9,670**	**17,388**	**22,188**		
ENDING FUND BALANCE	**$ 9,670**	**$ 17,388**	**$ 22,188**	**$ 26,988**		

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

DESCRIPTION	FY 2022 ACTUAL	FY 2023 ACTUAL	FY 2024 ADOPTED	FY 2025 PROPOSED	FY 2025 TO FY 2024 $ CHANGE	FY 2025 TO FY 2024 % CHANGE
SALES & USE TAX	$ 1,733,824	$ 1,877,438	$ 1,842,088	$ 2,020,000	$ 177,912	9.7%
GRANTS & TRANSFERS	1,603	95,036	21,760	12,000	(9,760)	-44.9%
INTEREST INCOME	-	22,168	24,000	20,000	(4,000)	-16.7%
TOTAL REVENUE	**$ 1,735,427**	**$ 1,994,642**	**$ 1,887,848**	**$ 2,052,000**	**$ 164,152**	**8.7%**
PERSONNEL	**$ 737,956**	**$ 938,949**	**$ 966,140**	**$ 1,021,031**	**$ 54,891**	**5.7%**
SUPPLIES AND MAINTENANCE	**$ 80,657**	**$ 117,886**	**$ 137,457**	**$ 121,049**	**$ (16,408)**	**-11.9%**
OTHER OPERATING	**$ 403,807**	**$ 429,601**	**$ 435,975**	**$ 559,672**	**$ 123,697**	**28.4%**
CAPITAL	**$ 45,593**	**$ 123,894**	**$ 281,344**	**$ 235,130**	**$ (46,214)**	**-16.4%**
TRANSFERS OUT	**$ 106,872**	**$ 50,000**	**$ 192,828**	**$ 264,599**	**$ 71,771**	**37.2%**
TOTAL EXPENDITURES	**$ 1,374,885**	**$ 1,660,330**	**$ 2,013,744**	**$ 2,201,481**	**$ 187,737**	**9.3%**
BEGINNING FUND BALANCE	**520,637**	**881,179**	**1,215,491**	**1,089,595**		
ENDING FUND BALANCE	**$ 881,179**	**$ 1,215,491**	**$ 1,089,595**	**$ 940,114**		

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

DESCRIPTION	FY 2022 ACTUAL	FY 2023 ACTUAL	FY 2024 ADOPTED	FY 2025 PROPOSED	FY 2025 TO FY 2024 $ CHANGE	FY 2025 TO FY 2024 % CHANGE
HOTEL OCCUPANCY TAX	$ 214,587	$ 254,445	$ 252,000	$ 252,000	$ -	0.0%
INTEREST INCOME	-	5,752	7,200	6,000	(1,200)	-16.7%
TOTAL REVENUE	**$ 214,587**	**$ 260,197**	**$ 259,200**	**$ 258,000**	**$ (1,200)**	**-0.5%**
PERSONNEL	**$ 23,498**	**$ 38,352**	**$ 39,375**	**$ 45,776**	**$ 6,401**	**16.3%**
SUPPLIES AND MAINTENANCE	**$ 550**	**$ 123**	**$ 100,000**	**$ 120,000**	**$ 20,000**	**20.0%**
OTHER OPERATING	**$ 55,000**	**$ 55,000**	**$ 55,000**	**$ 35,000**	**$ (20,000)**	**-36.4%**
OTHER OPERATING	**$ -**	**$ -**	**$ -**	**$ 90,000**	**$ 90,000**	**100.0%**
DEBT SERVICE	**$ 102,413**	**$ 105,013**	**$ 103,713**	**$ 102,250**	**$ (1,463)**	**-1.4%**
TOTAL EXPENDITURES	**$ 181,461**	**$ 198,488**	**$ 298,088**	**$ 393,026**	**$ 94,938**	**31.8%**
BEGINNING FUND BALANCE	**164,616**	**197,742**	**259,451**	**220,563**		
ENDING FUND BALANCE	**$ 197,742**	**$ 259,451**	**$ 220,563**	**$ 85,537**		

CRIME VICTIMS FUND (FUND 81)
60/61 CRIME VICTIMS FUND

DESCRIPTION	FY 2022 ACTUAL	FY 2023 ACTUAL	FY 2024 ADOPTED	FY 2025 PROPOSED	FY 2025 TO FY 2024 $ CHANGE	FY 2025 TO FY 2024 % CHANGE
REVENUE - GRANT PROCEEDS	$ -	$ -	$ -	$ -	$ -	0.0%
TOTAL REVENUE	**$ -**	**$ -**	**$ -**	**$ -**	**-**	**0.0%**
OTHER OPERATING	**$ -**	**$ -**	**$ -**	**$ 9,915**	**$ 9,915**	**100.0%**
TOTAL EXPENDITURES	**$ -**	**$ -**	**$ -**	**$ 9,915**	**$ 9,915**	**100.0%**
BEGINNING FUND BALANCE	**14,080**	**14,080**	**14,080**	**14,080**		
ENDING FUND BALANCE	**$ 14,080**	**$ 14,080**	**$ 14,080**	**$ 4,165**		

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

DESCRIPTION	FY 2022 ACTUAL	FY 2023 ACTUAL	FY 2024 ADOPTED	FY 2025 PROPOSED	FY 2025 TO FY 2024 $ CHANGE	FY 2025 TO FY 2024 % CHANGE
PROPERTY TAX - TRANSFER IN	$ 136,472	$ 157,524	$ 192,296	$ 240,291	$ 47,995	25.0%
INTERGOVERNMENTAL	39,102	37,125	53,349	65,309	11,960	22.4%
SALES TAX-TRANSFER IN FROM GF	72,655	117,965	75,000	120,000	45,000	60.0%
INTEREST INCOME	-	23,882	-	-	-	0.0%
TOTAL REVENUE	**$ 248,229**	**$ 336,496**	**$ 320,645**	**$ 425,600**	**$ 104,955**	**32.7%**
CAPITAL IMPROVEMENTS	**$ -**	**$ -**	**$ 320,000**	**$ 132,480**	**$ (187,520)**	**-58.6%**
TRANSFERS OUT	**$ 98,574**	**$ -**	**$ -**	**$ -**	**$ -**	**0.0%**
OTHER OPERATING	**$ 75,713**	**$ -**	**$ 430,000**	**$ 30,000**	**$ (400,000)**	**-93.0%**
CAPITAL	**$ 11,683**	**$ 234,521**	**$ -**	**$ -**	**$ -**	**0.0%**
TOTAL EXPENDITURES	**$ 185,970**	**$ 234,521**	**$ 750,000**	**$ 162,480**	**$ (587,520)**	**-78.3%**
BEGINNING FUND BALANCE	**882,808**	**945,067**	**1,047,042**	**617,687**		
ENDING FUND BALANCE	**$ 945,067**	**$ 1,047,042**	**$ 617,687**	**$ 880,807**		

LINK REPLACEMENT FUND (FUND 103)
DEPARTMENT

DESCRIPTION	FY 2022 ACTUAL	FY 2023 ACTUAL	FY 2024 ADOPTED	FY 2025 PROPOSED	FY 2025 TO FY 2024 $ CHANGE	FY 2025 TO FY 2024 % CHANGE
TRANSFERS IN FROM LINK FUND	$ 25,000	$ 60,985	$ 25,000	$ 107,844	$ 82,844	331.4%
TOTAL REVENUE	**$ 25,000**	**$ 60,985**	**$ 25,000**	**$ 107,844**	**$ 82,844**	**331.4%**
REPLACEMENTS	**$ 20,375**	**$ 24,789**	**$ 25,000**	**$ 31,500**	**$ 6,500**	**26.0%**
TOTAL EXPENDITURES	**$ 20,375**	**$ 24,789**	**$ 25,000**	**$ 31,500**	**$ 6,500.00**	**26.0%**
BEGINNING FUND BALANCE	**-**	**$ 4,625**	**$ 40,821**	**$ 40,821**		
ENDING FUND BALANCE	**$ 4,625**	**$ 40,821**	**$ 40,821**	**$ 117,165**		

EMERGENCY OPERATIONS MANAGEMENT FUND (FUND 104)

DESCRIPTION	FY 2022 ACTUAL	FY 2023 ACTUAL	FY 2024 ADOPTED	FY 2025 PROPOSED	FY 2025 TO FY 2024 $ CHANGE	FY 2025 TO FY 2024 % CHANGE
TRANSFERS IN FROM GF	$ -	$ 2,500	$ 2,500	$ 2,500	$ -	0.0%
TOTAL REVENUE	**$ -**	**$ 2,500**	**$ 2,500**	**$ 2,500**	**$ -**	**0.0%**
SUPPLIES	**$ -**	**$ 1,582**	**$ 2,500**	**$ 2,500**	**$ -**	**0.0%**
TOTAL EXPENDITURES		**$ 1,582**	**$ 2,500**	**$ 2,500**	**$ -**	**0.0%**
BEGINNING FUND BALANCE		**$ -**	**$ 918**	**$ 918**		
ENDING FUND BALANCE		**$ 918**	**$ 918**	**$ 918**		

SPECIAL EVENTS FUND (FUND 108)

DESCRIPTION	FY 2022 ACTUAL	FY 2023 ACTUAL	FY 2024 ADOPTED	FY 2025 PROPOSED	FY 2025 TO FY 2024 $ CHANGE	FY 2025 TO FY 2024 % CHANGE
TRANSFERS IN FROM RHDC	$ -	$ -	$ 53,046	$ 55,946	$ 2,900	5.5%
EVENTS DONATIONS	-	-	4,000	4,000	-	0.0%
TOTAL REVENUE	**$ -**	**$ -**	**$ 57,046**	**$ 59,946**	**2,900**	**5.1%**
PERSONNEL	**$ -**	**$ -**	**$ 11,296**	**$ 14,196**	**$ 2,900**	**25.7%**
OTHER OPERATING	**$ -**	**$ -**	**$ 45,750**	**$ 45,750**	**$ -**	**0.0%**
TOTAL EXPENDITURES			**$ 57,046**	**$ 59,946**	**$ 2,900**	**5.1%**
BEGINNING FUND BALANCE		**$ -**	**$ -**	**$ -**		
ENDING FUND BALANCE		**$ -**	**$ -**	**$ -**		

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

DESCRIPTION	FY 2022 ACTUAL	FY 2023 ACTUAL	FY 2024 ADOPTED	FY 2025 PROPOSED	FY 2025 TO FY 2024 $ CHANGE	FY 2025 TO FY 2024 % CHANGE
OIL AND GAS LEASE REV	$ 308,117	$ 355,064	$ 100,000	$ 100,000	$ -	0.0%
TOTAL REVENUE	**$ 308,117**	**$ 355,064**	**$ 100,000**	**$ 100,000**	**$ -**	**0.0%**
MISCELLANEOUS	$ 2,357	$ 21,005	$ 25,000	$ 137,500	$ 112,500	450.0%
CAPITAL	51,924	-	-	-	-	0.0%
PARK IMPROVEMENTS	7,800	71,344	247,000	350,000	103,000	41.7%
TOTAL EXPENDITURES	**$ 62,081**	**$ 92,349**	**$ 272,000**	**$ 487,500**	**$ 179,651**	**79.2%**
BEGINNING FUND BALANCE	**222,794**	**468,830**	**731,545**	**559,545**		
ENDING FUND BALANCE	**$ 468,830**	**$ 731,545**	**$ 559,545**	**$ 172,045**		

CAPITAL PROJECTS FUND (FUND 020)
DEPARTMENT
77 CAPITAL PROJECTS FUND

DESCRIPTION	FY 2022 ACTUAL	FY 2023 ACTUAL	FY 2024 ADOPTED	FY 2025 PROPOSED	FY 2025 TO FY 2024 $ CHANGE	FY 2025 TO FY 2024 % CHANGE
GRANTS AND TRANSFERS	$ -	$ 38,679	$ -	$ -	$ -	0.0%
TRANSFER FROM GENERAL	92,311	157,483	-	-	-	0.0%
TRANSFER FROM RHDC	154,085	-	-	-	-	0.0%
TOTAL REVENUE	**$ 246,396**	**$ 196,162**	**$ -**	**$ -**	**$ -**	**0.0%**
OTHER EXPENSE	$ -	$ -	$ -	$ -	$ -	0.0%
CAPITAL PARKS IMPROVEMENT	212,032	172,380	-	162,164	162,164	100.0%
CAPIITAL LEASE PAYMENTS	92,311	157,483	-	-	-	0.0%
TOTAL EXPENDITURES	**$ 304,343**	**$ 329,863**	**$ -**	**$ 162,164**	**$ 162,164**	**100.0%**
BEGINNING FUND BALANCE	**353,812**	**295,865**	**162,164**	**162,164**		
ENDING FUND BALANCE	**$ 295,865**	**$ 162,164**	**$ 162,164**	**$ -**		

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

DESCRIPTION	FY 2022 ACTUAL	FY 2023 ACTUAL	FY 2024 ADOPTED	FY 2025 PROPOSED	FY 2025 TO FY 2024 $ CHANGE	FY 2025 TO FY 2024 % CHANGE
SALES & USE TAX	$ 1,741,482	$ 1,881,208	$ 1,828,929	$ 2,015,000	$ 186,071	10.2%
TRANSFERS IN	251,480	-	-	-	-	0.0%
TOTAL REVENUE	**$ 1,992,962**	**$ 1,881,208**	**$ 1,828,929**	**$ 2,015,000**	**$ 186,071**	**10.2%**
STREET CONSTRUCTION	$ 1,841,535	$ 1,448,889	$ 1,840,000	$ 3,495,000	$ 1,655,000	89.9%
STREET REPAIRS & MAINT.	18,340	481,347	300,000	100,000	(200,000)	-66.7%
TOTAL EXPENDITURES	**$ 1,859,875**	**$ 1,930,236**	**$ 2,140,000**	**$ 3,595,000**	**$ 1,455,000**	**68.0%**
BEGINNING FUND BALANCE	**1,886,956**	**2,020,043**	**1,971,015**	**1,659,944**		
ENDING FUND BALANCE	**$ 2,020,043**	**$ 1,971,015**	**$ 1,659,944**	**$ 79,944**		

VEHICLE REPLACEMENT FUND (FUND 030)						
DESCRIPTION	FY 2022 ACTUAL	FY 2023 ACTUAL	FY 2024 ADOPTED	FY 2025 PROPOSED	FY 2025 TO FY 2024 $ CHANGE	FY 2025 TO FY 2024 % CHANGE
SALE OF FIXED ASSETS	$ 23,915	$ 244,546	$ 120,000	$ 74,913	$ (45,087)	-37.6%
MISC. REVENUE	18,708	63,770	-	-	-	0.0%
TRANSFERS IN GENERAL FD	-	10,000	233,133	217,907	(15,226)	-6.5%
TRANSFERS IN DRN UTILITY FD	-	-	11,884	14,188	2,304	19.4%
TRANSFERS IN CRIME CONTROL DIST.	16,860	50,000	192,828	264,599	71,771	37.2%
TRANSFERS IN UTILITY FUND	47,319	21,971	63,815	62,939	(876)	-1.4%
TOTAL REVENUE	**$ 106,802**	**$ 390,287**	**$ 621,660**	**$ 634,546**	**$ 12,886**	2.1%
CAPITAL LEASE PAYMENTS	$ 130,322	$ 220,118	$ 339,702	$ 404,196	$ 64,494	19.0%
CAPITAL PURCHASES	7,536	126,033	118,200	46,500	(71,700)	-60.7%
CAPITAL EXPENDITURES	**$ 137,858**	**$ 346,151**	**$ 457,902**	**$ 450,696**	**$ (7,206)**	-1.6%
MAINT/GAS	$ -	$ 14,053	$ 158,758	$ 178,850	$ 20,092	12.7%
MISC EXPENSES	-	-	5,000	5,000	-	0.0%
MISC EXPENSES	**$ -**	**$ 14,053**	**$ 163,758**	**$ 183,850**	**$ 20,092**	12.3%
TOTAL EXPENDITURES	**$ 137,858**	**$ 360,204**	**$ 621,660**	**$ 634,546**	**$ 12,886**	**2.1%**
BEGINNING FUND BALANCE	**33,540**	**2,484**	**32,567**	**32,567**		
ENDING FUND BALANCE	**$ 2,484**	**$ 32,567**	**$ 32,567**	**$ 32,567**		

ARPA FUND (FUND 101)						
DESCRIPTION	FY 2022 ACTUAL	FY 2023 ACTUAL	FY 2024 ADOPTED	FY 2025 PROPOSED	FY 2025 TO FY 2024 $ CHANGE	FY 2025 TO FY 2024 % CHANGE
GRANTS/TRANSFERS IN	$ 202,578	$ 166,570	$ 1,628,404	$ 380,000	$ (1,248,404)	-76.7%
INTEREST INCOME	5,677	78,886	24,000	5,000	(19,000)	-79.2%
TOTAL REVENUE	**$ 208,255**	**$ 245,456**	**$ 1,652,404**	**$ 385,000**	**$ (1,267,404)**	**-76.7%**
WATER INFRASTRUCTURE	90,477	80,352	1,448,404	200,000	(1,248,404)	-86.2%
BROADBAND	-	-	180,000	213,212	33,212	18.5%
EQUIPMENT	12,599	-	-	-	-	0.0%
CAPITAL EXPENDITURES	**$ 103,076**	**$ 80,352**	**$ 1,628,404**	**$ 413,212**	**$ (1,215,192)**	-74.6%
PERSONNEL EXPENSES	99,501	166,570	-	-	-	0.0%
MISC EXPENSES	**$ 99,501**	**$ 166,570**	**$ -**	**$ -**	**$ -**	**0.0%**
TOTAL EXPENDITURES	**$ 202,577**	**$ 246,922**	**$ 1,628,404**	**$ 413,212**	**$ (1,215,192)**	**-74.6%**
BEGINNING FUND BALANCE	**-**	**5,678**	**4,212**	**28,212**		
ENDING FUND BALANCE	**$ 5,678**	**$ 4,212**	**$ 28,212**	**$ -**		

STRATEGIC INITIATIVE FUND (FUND 107)						
DESCRIPTION	FY 2022 ACTUAL	FY 2023 ACTUAL	FY 2024 ADOPTED	FY 2025 PROPOSED	FY 2025 TO FY 2024 $ CHANGE	FY 2025 TO FY 2024 % CHANGE
TRANSFERS IN FROM GF	$ -	$ 2,400,000	$ 256,260	$ 812,700	$ 556,440	217.1%
TOTAL REVENUE	**$ -**	**$ 2,400,000**	**$ 256,260**	**$ 812,700**	**$ 556,440**	**217.1%**
TECHNOLOGY - CAPITAL	**-**	**-**	**225,000**	**315,000**	**90,000**	40.0%
FACILITY IMPROVEMENT	**-**	**56,570**	**256,823**	**126,500**	**(130,323)**	-50.7%
ANIMAL SHELTER PARKING	**-**	**45,777**	**105,000**	**-**	**(105,000)**	-100.0%
COMPREHENSIVE PLAN UPDATE	**-**	**-**	**225,000**	**125,000**	**(100,000)**	-44.4%
ENTRY SIGNS - CAPITAL	**-**	**-**	**-**	**300,000**	**300,000**	100.0%
MISCELLANEOUS CAPITAL EXPENSE	**-**	**38,205**	**-**	**62,650**	**62,650**	0.0%
TOTAL EXPENDITURES	**$ -**	**$ 140,552**	**$ 811,823**	**$ 929,150**	**$ 117,327**	**14.5%**
BEGINNING FUND BALANCE	**-**	**-**	**2,259,448**	**1,703,885**		
ENDING FUND BALANCE	**$ -**	**$ 2,259,448**	**$ 1,703,885**	**$ 1,587,435**		

City of Richland Hills
FY 2025 Annual Budget
Five Year Capital Improvement Plan

Funding Source	Project Name	Project Cost Estimate	Budget FY 2025	Estimated FY 2026	Estimated FY 2027	Estimated FY 2028	Estimated FY 2029	Total Cost
RHDC Sales Tax Fund	Kate Baker Park Restroom/Pavilion/Parking Impr **	$ 235,291	$ 235,291	$ -	$ -	$ -	$ -	$ 235,291
RHDC Sales Tax Fund	Rosebud Park Restroom/Pavilion/Parking Impr **	$ 618,442	$ 618,442	$ -	$ -	$ -	$ -	$ 618,442
Capital Projects Fund	Rosebud Park Restroom/Pavilion/Parking Impr **	$ 162,164	$ 162,164	$ -	$ -	$ -	$ -	$ 162,164
Street Impr Sales Tax Fund	Magnolia Park Drive reconstruction **	$ 1,840,000	$ 725,000	$ -	$ -	$ -	$ -	$ 1,840,000
Street Impr Sales Tax Fund	Glenview Drive reconstruction	$ 9,920,000	$ 2,320,000	$ 1,900,000	$ 1,900,000	$ 1,900,000	$ 1,900,000	$ 9,920,000
Street Impr Sales Tax Fund	Oak Park Drive reconstruction	$ 450,000	$ 450,000	$ -	$ -	$ -	$ -	$ 450,000
2023 Bond Issuance	Jameson Street (Street Reconstruction) *	$ 1,080,000	$ 1,080,000	$ -	$ -	$ -	$ -	$ 1,080,000
2023 Bond Issuance	Joanne Court (Street Reconstruction) *	$ 530,000	$ 530,000	$ -	$ -	$ -	$ -	$ 530,000
2023 Bond Issuance	Mary Boaz Drive- 1 (Street Reconstruction) *	$ 926,000	$ 926,000	$ -	$ -	$ -	$ -	$ 926,000
2023 Bond Issuance	Mary Boaz Drive- 2 (Street Reconstruction) *	$ 795,000	$ 795,000	$ -	$ -	$ -	$ -	$ 795,000
2023 Bond Issuance	Brooks Avenue (Street Reconstruction) *	$ 1,150,000	$ 1,150,000	$ -	$ -	$ -	$ -	$ 1,150,000
2023 Bond Issuance	Oxley Drive (Street Reconstruction) *	$ 1,680,000	$ 1,680,000	$ -	$ -	$ -	$ -	$ 1,680,000
2026 Bond Issuance	Street Reconstruction (neighborhood streets)	$ 6,000,000	$ -	$ 6,000,000	$ -	$ -	$ -	$ 6,000,000
2028 Bond Issuance	Street Reconstruction (neighborhood streets)	$ 6,000,000	$ -	$ -	$ -	$ 6,000,000	$ -	$ 6,000,000
Utility Fund	Scruggs Storage Rehabilitation	$ 174,475	$ 174,475	$ -	$ -	$ -	$ -	$ 174,475
Utility Fund	Booth Ground Storage Rehabilitation	$ 150,000	$ 150,000	$ -	$ -	$ -	$ -	$ 150,000
Utility Fund	London Storage Rehabilitation	$ 174,420	$ 174,420	$ -	$ -	$ -	$ -	$ 174,420
Oil & Gas Fund	Hike & Bike Trailhead and trail connection	$ 350,000	$ 350,000	$ -	$ -	$ -	$ -	$ 350,000
CCPD Fund	Law Enforcement Center Improvements **	$ 150,000	$ 150,000	$ -	$ -	$ -	$ -	$ 150,000
ARPA Fund	Water System Backup Power Generation **	$ 1,448,404	$ 200,000	$ -	$ -	$ -	$ -	$ 200,000
ARPA Fund	Broadband Improvements **	$ 213,212	$ 213,212	$ -	$ -	$ -	$ -	$ 213,212
Strategic Initiative Fund	Entry Markers	$ 300,000	$ 300,000	$ -	$ -	$ -	$ -	$ 300,000
	Total	$ 34,577,408	$ 12,614,004	$ 7,900,000	$ 1,900,000	$ 7,900,000	$ 1,900,000	$ 33,329,004

* Includes water/sewer line replacements

** Fiscal Year 2024 Budget carry forward

Memorandum

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

From: Candice Edmondson, City Manager

Date: September 23, 2024

Subject: FY 2025 Tax Rate Adoption

Agenda Item:

Consider Ordinance 1510-24 setting and approving the Fiscal Year 2025 Tax Rate

Background Information:

At the August 12, 2024 City Council meeting, the City Manager presented the proposed FY 2025 General Fund Budget that included a proposed ad valorem tax rate of $0.518879 per hundred dollars of valuation. Additionally, Council approved the FY 2025 /Tax Year 2024 Certified Tax Roll provided by the Tarrant County Appraisal District.

Per the attached 2024 Tax Rate Calculation Worksheet, the calculated No-New-Revenue Tax Rate (formerly known as the Effective Tax Rate) is $0.514251/$100. As the proposed tax rate is greater than the No-New-Revenue Tax Rate, a public hearing was required prior to tax rate adoption. The tax rate public hearing was held on September 9, 2024.

The FY 2025 ad valorem tax rate is lower than the current FY 2024 ad valorem tax rate of $0.522689 by $0.00381 cents. The FY 2025 allocation of the tax rate is $0.361643 for Operations and Maintenance that funds General Fund operations, and $0.157236 for Interest and Sinking that funds debt service payments, for a total ad valorem tax rate of $0.518879.

Financial Considerations:

The FY 2025 ad valorem tax levy provides a portion of funding for the FY 2025 General Fund Budget and is the primary source of revenue for repayment of outstanding debt in the FY 2025 Debt Service Fund Budget.

Though the FY 2025 Tax Rate is 0.73% lower than the current tax rate, the tax rate will raise more revenue for maintenance and operations because it exceeds the No-New-Revenue M&O Tax Rate of $0.349414. The taxes for maintenance and operations on a $100,000 home will increase by approximately $12.

Legal Review:

The City Attorney has reviewed the tax rate ordinance.

Board/Citizen Input:

A public hearing for the proposed FY 2025 Tax Rate was held on September 9, 2024. City Council will consider approval and adoption of the FY 2025 Tax Rate on September 23, 2024.

Attachments:

Ordinance 1510-24
2024 Tax Rate Calculation Worksheet

Council Action Requested:

Motion to approve Ordinance 1510-24 and that the property tax rate be increased by the adoption of a tax rate of $0.518879 which is effectively a 0.9% increase in the tax rate.

ORDINANCE NO. 1510-24

AN ORDINANCE OF THE CITY OF RICHLAND HILLS, TEXAS AFFIXING AND LEVYING MUNICIPAL AD VALOREM TAXES ON ALL TAXABLE PROPERTY WITHIN THE CORPORATE LIMITS OF THE CITY OF RICHLAND HILLS, TEXAS FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2024 AND ENDING SEPTEMBER 30, 2025 AT THE RATE OF $0.518879 PER ONE HUNDRED DOLLARS ($100.00), AND FOR DIRECTING THE ASSESSMENT THEREOF; PROVIDING FOR A DATE ON WHICH SUCH TAXES BECOME DUE AND DELINQUENT TOGETHER WITH PENALTIES AND INTEREST THEREON; PROVIDING FOR PLACE OF PAYMENT; PROVIDING FOR APPROVAL OF THE TAX ROLLS PRESENTED TO THE CITY COUNCIL; PROVIDING A REPEALING CLAUSE; PROVIDING A SAVINGS CLAUSE, PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING FOR AN EFFECTIVE DATE.

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

WHEREAS, the City Council of the City of Richland Hills hereby finds that the tax for the fiscal year beginning October 1, 2024 and ending September 30, 2025, levied for current expenses of the City and the general improvements of the City and its property must be levied to provide the revenue requirements of the budget for the ensuing year; and

WHEREAS, the City Council approved on September 23, 2024 a separate budget ordinance for the fiscal year beginning October 1, 2024, and the 2024 Appraisal Roll of the City of Richland Hills as approved by the Tarrant County Appraisal District; and

WHEREAS, pursuant to Section 26.05 of the Texas Tax Code, the City Council held a public hearing concerning the proposed tax rate on September 9, 2024, and all statutory and constitutional requirements concerning the levying and assessing of ad valorem taxes have been completed in due and correct time; and

WHEREAS, the operations and maintenance tax rate of $0.361643 for the fiscal year beginning October 1, 2024 and ending September 30, 2025 is greater than the calculated No New Revenue operations and maintenance tax rate of $0.349414, and the total tax rate of $0.518879 for the fiscal year beginning October 1, 2024 and ending September 30, 2025 is lower than the total tax rate that was adopted for the fiscal year beginning October 1, 2023 and ending September 30, 2024; and

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

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

SECTION 1.

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

SECTION 2.

There is hereby levied and ordered to be assessed and collected for the fiscal year beginning October 1, 2024, and ending September 30, 2025, and for each fiscal year thereafter until it be otherwise provided and ordained, on all taxable property, real, personal and mixed, situated within the corporate limits of the City of Richland Hills, Texas, and not exempt from taxation by the constitution of the State of Texas and valid state laws, an ad valorem tax rate of $0.518879 on each One Hundred Dollars ($100.00) assessed value of taxable property, which tax rate is apportioned and distributed as follows:

(a) For the purpose of defraying the current maintenance and operation expenses of the City (General Fund): $0.361643 on each One Hundred Dollars ($100.00) assessed value of taxable property.

(b) For the purpose of creating a Debt Service Fund to pay the interest and principal on all outstanding indebtedness which shall be applied to the payment of such interest and maturities of all outstanding bonded indebtedness: $0.157236 on each One Hundred Dollars ($100.00) assessed value of all taxable property.

TOTAL tax rate: $0.518879

SECTION 3.

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

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

SECTION 4.

The taxes herein are levied according to law and shall be due and payable on October 1, 2024, and the same shall become delinquent on February 1, 2025. Should any taxpayer fail to make payment before the date of delinquency, a penalty and interest as provided by law shall be assessed until the unpaid taxes and penalty have been satisfied.

SECTION 5.

Pursuant to the authority granted by Section 33.07 of the Texas Tax Code, in the event that the taxes become delinquent on or after February 1, 2025 but not later than May 1, 2025 and that remain delinquent on July 1, 2025, and in the event such delinquent taxes are referred to an attorney for collection, an additional amount of twenty percent (20%) of the total amount of tax, penalty and interest then due shall be added as collection costs to be paid by the taxpayer.

SECTION 6.

Pursuant to the authority granted by Section 33.08 of the Texas Tax Code, the City further provides that all taxes that become delinquent on or after June 1, 2025 shall, in order to defray the costs of collection, incur an additional penalty in the amount of twenty percent (20%) of the delinquent tax, penalty and interest.

SECTION 7.

The tax roll for tax year 2024 for the City of Richland Hills is hereby approved.

SECTION 8.

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

SECTION 9.

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

SECTION 10.

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

SECTION 11.

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

APPROVED AND ADOPTED at a regular meeting of the Richland Hills City Council on September 23, 2024, by a vote of _____ ayes, _____ nays, and _____ abstentions.

APPROVED:

____
THE HONORABLE CURTIS BERGTHOLD, MAYOR

ATTEST:

____
LINDSAY RAWLINSON, CITY SECRETARY

Form 50-856

2024 Tax Rate Calculation Worksheet
Taxing Units Other Than School Districts or Water Districts

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

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

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

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

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

SECTION 1: No-New-Revenue Tax Rate

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

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

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

Line	No-New-Revenue Tax Rate Worksheet	Amount/Rate
1.	**Prior year total taxable value.** Enter the amount of the prior year taxable value on the prior year tax roll today. Include any adjustments since last year's certification; exclude Tax Code Section 25.25(d) one-fourth and one-third over-appraisal corrections from these adjustments. Exclude any property value subject to an appeal under Chapter 42 as of July 25 (will add undisputed value in Line 6). This total includes the taxable value of homesteads with tax ceilings (will deduct in Line 2) and the captured value for tax increment financing (adjustment is made by deducting TIF taxes, as reflected in Line 17).[1]	$ 984,253,910
2.	**Prior year tax ceilings.** Counties, cities and junior college districts. Enter the prior year total taxable value of homesteads with tax ceilings. These include the homesteads of homeowners age 65 or older or disabled. Other taxing units enter 0. If your taxing unit adopted the tax ceiling provision last year or a prior year for homeowners age 65 or older or disabled, use this step.[2]	$ 152,685,998
3.	**Preliminary prior year adjusted taxable value.** Subtract Line 2 from Line 1.	$ 831,567,912
4.	**Prior year total adopted tax rate.**	$ 0.522689 /$100
5.	**Prior year taxable value lost because court appeals of ARB decisions reduced the prior year's appraised value.** A. **Original prior year ARB values:** .... $ 67,184,213 B. **Prior year values resulting from final court decisions:** .... - $ 58,089,409 C. **Prior year value loss.** Subtract B from A.[3]	$ 9,094,804
6.	**Prior year taxable value subject to an appeal under Chapter 42, as of July 25.** A. **Prior year ARB certified value:** .... $ 7,015,932 B. **Prior year disputed value:** .... - $ 1,403,186 C. **Prior year undisputed value.** Subtract B from A.[4]	$ 5,612,746
7.	**Prior year Chapter 42 related adjusted values.** Add Line 5C and Line 6C.	$ 14,707,550

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

Line	No-New-Revenue Tax Rate Worksheet	Amount/Rate
8.	**Prior year taxable value, adjusted for actual and potential court-ordered adjustments.** Add Line 3 and Line 7.	$ 846,275,462
9.	**Prior year taxable value of property in territory the taxing unit deannexed after Jan. 1, 2023.** Enter the prior year value of property in deannexed territory. [5]	$ 0
10.	**Prior year taxable value lost because property first qualified for an exemption in the current year.** If the taxing unit increased an original exemption, use the difference between the original exempted amount and the increased exempted amount. Do not include value lost due to freeport, goods-in-transit, temporary disaster exemptions. Note that lowering the amount or percentage of an existing exemption in the current year does not create a new exemption or reduce taxable value. A. **Absolute exemptions.** Use prior year market value: .... $ 0 B. **Partial exemptions.** Current year exemption amount or current year percentage exemption times prior year value: .... + $ 914,168 C. **Value loss.** Add A and B. [6]	$ 914,168
11.	**Prior year taxable value lost because property first qualified for agricultural appraisal (1-d or 1-d-1), timber appraisal, recreational/scenic appraisal or public access airport special appraisal in the current year.** Use only properties that qualified for the first time in the current year; do not use properties that qualified in the prior year. A. **Prior year market value:** .... $ 0 B. **Current year productivity or special appraised value:** .... - $ 0 C. **Value loss.** Subtract B from A. [7]	$ 0
12.	**Total adjustments for lost value.** Add Lines 9, 10C and 11C.	$ 914,168
13.	**Prior year captured value of property in a TIF.** Enter the total value of the prior year captured appraised value of property taxable by a taxing unit in a tax increment financing zone for which the prior year taxes were deposited into the tax increment fund. [8] If the taxing unit has no captured appraised value in line 18D, enter 0.	$ 37,044,215
14.	**Prior year total value.** Subtract Line 12 and Line 13 from Line 8.	$ 808,317,079
15.	**Adjusted prior year total levy.** Multiply Line 4 by Line 14 and divide by $100.	$ 4,224,984
16.	**Taxes refunded for years preceding the prior tax year.** Enter the amount of taxes refunded by the taxing unit for tax years preceding the prior tax year. Types of refunds include court decisions, Tax Code Section 25.25(b) and (c) corrections and Tax Code Section 31.11 payment errors. Do not include refunds for the prior tax year. This line applies only to tax years preceding the prior tax year. [9]	$ 40,650
17.	**Adjusted prior year levy with refunds and TIF adjustment.** Add Lines 15 and 16. [10]	$ 4,265,634
18.	**Total current year taxable value on the current year certified appraisal roll today.** This value includes only certified values or certified estimate of values and includes the total taxable value of homesteads with tax ceilings (will deduct in Line 20). These homesteads include homeowners age 65 or older or disabled. [11] A. **Certified values:** .... $ 1,010,087,506 B. **Counties:** Include railroad rolling stock values certified by the Comptroller's office: .... + $ C. **Pollution control and energy storage system exemption:** Deduct the value of property exempted for the current tax year for the first time as pollution control or energy storage system property: .... - $ 0 D. **Tax increment financing:** Deduct the current year captured appraised value of property taxable by a taxing unit in a tax increment financing zone for which the current year taxes will be deposited into the tax increment fund. Do not include any new property value that will be included in Line 23 below. [12] .... - $ 39,544,096 E. **Total current year value.** Add A and B, then subtract C and D.	$ 970,543,410

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

Line	No-New-Revenue Tax Rate Worksheet	Amount/Rate
19.	**Total value of properties under protest or not included on certified appraisal roll.** [13] **A. Current year taxable value of properties under protest.** The chief appraiser certifies a list of properties still under ARB protest. The list shows the appraisal district's value and the taxpayer's claimed value, if any, or an estimate of the value if the taxpayer wins. For each of the properties under protest, use the lowest of these values. Enter the total value under protest. [14] .... $ 17,408,312 **B. Current year value of properties not under protest or included on certified appraisal roll.** The chief appraiser gives taxing units a list of those taxable properties that the chief appraiser knows about but are not included in the appraisal roll certification. These properties also are not on the list of properties that are still under protest. On this list of properties, the chief appraiser includes the market value, appraised value and exemptions for the preceding year and a reasonable estimate of the market value, appraised value and exemptions for the current year. Use the lower market, appraised or taxable value (as appropriate). Enter the total value of property not on the certified roll. [15] .... + $ 12,402,295 **C. Total value under protest or not certified.** Add A and B.	$ 29,810,607
20.	**Current year tax ceilings.** Counties, cities and junior colleges enter current year total taxable value of homesteads with tax ceilings. These include the homesteads of homeowners age 65 or older or disabled. Other taxing units enter 0. If your taxing unit adopted the tax ceiling provision in the prior year or a previous year for homeowners age 65 or older or disabled, use this step.[16]	$ 161,991,934
21.	**Current year total taxable value.** Add Lines 18E and 19C. Subtract Line 20. [17]	$ 838,362,083
22.	**Total current year taxable value of properties in territory annexed after Jan. 1, of the prior year.** Include both real and personal property. Enter the current year value of property in territory annexed. [18]	$ 0
23.	**Total current year taxable value of new improvements and new personal property located in new improvements.** New means the item was not on the appraisal roll in the prior year. An improvement is a building, structure, fixture or fence erected on or affixed to land. New additions to existing improvements may be included if the appraised value can be determined. New personal property in a new improvement must have been brought into the taxing unit after Jan. 1, of the prior year and be located in a new improvement. New improvements **do** include property on which a tax abatement agreement has expired for the current year. [19]	$ 8,878,460
24.	**Total adjustments to the current year taxable value.** Add Lines 22 and 23.	$ 8,878,460
25.	**Adjusted current year taxable value.** Subtract Line 24 from Line 21.	$ 829,483,623
26.	**Current year NNR tax rate.** Divide Line 17 by Line 25 and multiply by $100. [20]	$ 0.514251 /$100
27.	**COUNTIES ONLY.** Add together the NNR tax rates for each type of tax the county levies. The total is the current year county NNR tax rate. [21]	$ ______ /$100

SECTION 2: Voter-Approval Tax Rate

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

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

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

Line	Voter-Approval Tax Rate Worksheet	Amount/Rate
28.	**Prior year M&O tax rate.** Enter the prior year M&O tax rate.	$ 0.361700 /$100
29.	**Prior year taxable value, adjusted for actual and potential court-ordered adjustments.** Enter the amount in Line 8 of the *No-New-Revenue Tax Rate Worksheet.*	$ 846,275,462

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

Line	Voter-Approval Tax Rate Worksheet		Amount/Rate
30.	**Total prior year M&O levy.** Multiply Line 28 by Line 29 and divide by $100.		$ 3,060,978
31.	**Adjusted prior year levy for calculating NNR M&O rate.**		
	A. **M&O taxes refunded for years preceding the prior tax year.** Enter the amount of M&O taxes refunded in the preceding year for taxes before that year. Types of refunds include court decisions, Tax Code Section 25.25(b) and (c) corrections and Tax Code Section 31.11 payment errors. Do not include refunds for tax year 2023. This line applies only to tax years preceding the prior tax year...........	+ $ 30,987	
	B. **Prior year taxes in TIF.** Enter the amount of taxes paid into the tax increment fund for a reinvestment zone as agreed by the taxing unit. If the taxing unit has no current year captured appraised value in Line 18D, enter 0..	– $ 193,626	
	C. **Prior year transferred function.** If discontinuing all of a department, function or activity and transferring it to another taxing unit by written contract, enter the amount spent by the taxing unit discontinuing the function in the 12 months preceding the month of this calculation. If the taxing unit did not operate this function for this 12-month period, use the amount spent in the last full fiscal year in which the taxing unit operated the function. The taxing unit discontinuing the function will subtract this amount in D below. The taxing unit receiving the function will add this amount in D below. Other taxing units enter 0.	+/- $ 0	
	D. **Prior year M&O levy adjustments.** Subtract B from A. For taxing unit with C, subtract if discontinuing function and add if receiving function..	$ -162,639	
	E. Add Line 30 to 31D.		$ 2,898,339
32.	**Adjusted current year taxable value.** Enter the amount in Line 25 of the *No-New-Revenue Tax Rate Worksheet.*		$ 829,483,623
33.	**Current year NNR M&O rate (unadjusted).** Divide Line 31E by Line 32 and multiply by $100.		$ 0.349414 /$100
34.	**Rate adjustment for state criminal justice mandate.** [23]		
	A. **Current year state criminal justice mandate.** Enter the amount spent by a county in the previous 12 months providing for the maintenance and operation cost of keeping inmates in county-paid facilities after they have been sentenced. Do not include any state reimbursement received by the county for the same purpose.	$ 0	
	B. **Prior year state criminal justice mandate.** Enter the amount spent by a county in the 12 months prior to the previous 12 months providing for the maintenance and operation cost of keeping inmates in county-paid facilities after they have been sentenced. Do not include any state reimbursement received by the county for the same purpose. Enter zero if this is the first time the mandate applies................	– $ 0	
	C. Subtract B from A and divide by Line 32 and multiply by $100..	$ 0.000000 /$100	
	D. Enter the rate calculated in C. If not applicable, enter 0.		$ 0.000000 /$100
35.	**Rate adjustment for indigent health care expenditures.** [24]		
	A. **Current year indigent health care expenditures.** Enter the amount paid by a taxing unit providing for the maintenance and operation cost of providing indigent health care for the period beginning on July 1, of the prior tax year and ending on June 30, of the current tax year, less any state assistance received for the same purpose..	$ 0	
	B. **Prior year indigent health care expenditures.** Enter the amount paid by a taxing unit providing for the maintenance and operation cost of providing indigent health care for the period beginning on July 1, 2022 and ending on June 30, 2023, less any state assistance received for the same purpose..	– $ 0	
	C. Subtract B from A and divide by Line 32 and multiply by $100..	$ 0.000000 /$100	
	D. Enter the rate calculated in C. If not applicable, enter 0.		$ 0.000000 /$100

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

Line	Voter-Approval Tax Rate Worksheet	Amount/Rate
36.	**Rate adjustment for county indigent defense compensation.** [25] **A. Current year indigent defense compensation expenditures.** Enter the amount paid by a county to provide appointed counsel for indigent individuals and fund the operations of a public defender's office under Article 26.044, Code of Criminal Procedure for the period beginning on July 1, of the prior tax year and ending on June 30,of the current tax year, less any state grants received by the county for the same purpose.......... $ 0 **B. Prior year indigent defense compensation expenditures.** Enter the amount paid by a county to provide appointed counsel for indigent individuals and fund the operations of a public defender's office under Article 26.044, Code of Criminal Procedure for the period beginning on July 1, 2022 and ending on June 30, 2023, less any state grants received by the county for the same purpose.......... $ 0 **C.** Subtract B from A and divide by Line 32 and multiply by $100.......... $ 0.000000 /$100 **D.** Multiply B by 0.05 and divide by Line 32 and multiply by $100.......... $ 0.000000 /$100 **E.** Enter the lesser of C and D. If not applicable, enter 0.	$ 0.000000 /$100
37.	**Rate adjustment for county hospital expenditures.** [26] **A. Current year eligible county hospital expenditures.** Enter the amount paid by the county or municipality to maintain and operate an eligible county hospital for the period beginning on July 1, of the prior tax year and ending on June 30, of the current tax year.......... $ 0 **B. Prior year eligible county hospital expenditures.** Enter the amount paid by the county or municipality to maintain and operate an eligible county hospital for the period beginning on July 1, 2022 and ending on June 30, 2023.......... $ 0 **C.** Subtract B from A and divide by Line 32 and multiply by $100.......... $ 0.000000 /$100 **D.** Multiply B by 0.08 and divide by Line 32 and multiply by $100.......... $ 0.000000 /$100 **E.** Enter the lesser of C and D, if applicable. If not applicable, enter 0.	$ 0.000000 /$100
38.	**Rate adjustment for defunding municipality.** This adjustment only applies to a municipality that is considered to be a defunding municipality for the current tax year under Chapter 109, Local Government Code. Chapter 109, Local Government Code only applies to municipalities with a population of more than 250,000 and includes a written determination by the Office of the Governor. See Tax Code Section 26.0444 for more information. **A. Amount appropriated for public safety in the prior year.** Enter the amount of money appropriated for public safety in the budget adopted by the municipality for the preceding fiscal year.......... $ 0 **B. Expenditures for public safety in the prior year.** Enter the amount of money spent by the municipality for public safety during the preceding fiscal year.......... $ 0 **C.** Subtract B from A and divide by Line 32 and multiply by $100.......... $ 0.000000 /$100 **D.** Enter the rate calculated in C. If not applicable, enter 0.	$ 0.000000 /$100
39.	**Adjusted current year NNR M&O rate.** Add Lines 33, 34D, 35D, 36E, and 37E. Subtract Line 38D.	$ 0.349414 /$100
40.	**Adjustment for prior year sales tax specifically to reduce property taxes.** Cities, counties and hospital districts that collected and spent additional sales tax on M&O expenses in the prior year should complete this line. These entities will deduct the sales tax gain rate for the current year in Section 3. Other taxing units, enter zero. **A.** Enter the amount of additional sales tax collected and spent on M&O expenses in the prior year, if any. Counties must exclude any amount that was spent for economic development grants from the amount of sales tax spent.......... $ 0 **B.** Divide Line 40A by Line 32 and multiply by $100.......... $ 0.000000 /$100 **C.** Add Line 40B to Line 39.	$ 0.349414 /$100
41.	**Current year voter-approval M&O rate.** Enter the rate as calculated by the appropriate scenario below. **Special Taxing Unit.** If the taxing unit qualifies as a special taxing unit, multiply Line 40C by 1.08. **- or -** **Other Taxing Unit.** If the taxing unit does not qualify as a special taxing unit, multiply Line 40C by 1.035.	$ 0.361643 /$100

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

Line	Voter-Approval Tax Rate Worksheet	Amount/Rate
D41.	***Disaster Line 41 (D41):* Current year voter-approval M&O rate for taxing unit affected by disaster declaration.** If the taxing unit is located in an area declared a disaster area and at least one person is granted an exemption under Tax Code Section 11.35 for property located in the taxing unit, the governing body may direct the person calculating the voter-approval tax rate to calculate in the manner provided for a special taxing unit. The taxing unit shall continue to calculate the voter-approval tax rate in this manner until the earlier of: 1) the first year in which total taxable value on the certified appraisal roll exceeds the total taxable value of the tax year in which the disaster occurred; or 2) the third tax year after the tax year in which the disaster occurred. If the taxing unit qualifies under this scenario, multiply Line 40C by 1.08. [27] If the taxing unit does not qualify, do not complete Disaster Line 41 (Line D41).	$ 0.000000 /$100
42.	**Total current year debt to be paid with property taxes and additional sales tax revenue.** Debt means the interest and principal that will be paid on debts that: **(1)** are paid by property taxes; **(2)** are secured by property taxes; **(3)** are scheduled for payment over a period longer than one year; and **(4)** are not classified in the taxing unit's budget as M&O expenses. **A. Debt** also includes contractual payments to other taxing units that have incurred debts on behalf of this taxing unit, if those debts meet the four conditions above. Include only amounts that will be paid from property tax revenue. Do not include appraisal district budget payments. If the governing body of a taxing unit authorized or agreed to authorize a bond, warrant, certificate of obligation, or other evidence of indebtedness on or after Sept. 1, 2021, verify if it meets the amended definition of debt before including it here. [28] Enter debt amount .... $ 1,470,485 **B.** Subtract **unencumbered fund amount** used to reduce total debt. .... – $ 0 **C.** Subtract **certified amount spent from sales tax to reduce debt** (enter zero if none) .... – $ 0 **D.** Subtract **amount paid** from other resources .... – $ 0 **E. Adjusted debt.** Subtract B, C and D from A.	$ 1,470,485
43.	**Certified prior year excess debt collections.** Enter the amount certified by the collector. [29]	$ 152,278
44.	**Adjusted current year debt.** Subtract Line 43 from Line 42E.	$ 1,318,207
45.	**Current year anticipated collection rate.** **A.** Enter the current year anticipated collection rate certified by the collector. [30] .... 100.00 % **B.** Enter the prior year actual collection rate. .... 99.87 % **C.** Enter the 2022 actual collection rate. .... 100.14 % **D.** Enter the 2021 actual collection rate. .... 99.93 % **E.** If the anticipated collection rate in A is lower than actual collection rates in B, C and D, enter the lowest collection rate from B, C and D. If the anticipated rate in A is higher than at least one of the rates in the prior three years, enter the rate from A. Note that the rate can be greater than 100%. [31]	100.00 %
46.	**Current year debt adjusted for collections.** Divide Line 44 by Line 45E.	$ 1,318,207
47.	**Current year total taxable value.** Enter the amount on Line 21 of the *No-New-Revenue Tax Rate Worksheet.*	$ 838,362,083
48.	**Current year debt rate.** Divide Line 46 by Line 47 and multiply by $100.	$ 0.157236 /$100
49.	**Current year voter-approval M&O rate plus current year debt rate.** Add Lines 41 and 48.	$ 0.518879 /$100
D49.	***Disaster Line 49 (D49):* Current year voter-approval tax rate for taxing unit affected by disaster declaration.** Complete this line if the taxing unit calculated the voter-approval tax rate in the manner provided for a special taxing unit on Line D41. Add Line D41 and 48.	$ 0.000000 /$100

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

Line	Voter-Approval Tax Rate Worksheet	Amount/Rate
50.	**COUNTIES ONLY.** Add together the voter-approval tax rates for each type of tax the county levies. The total is the current year county voter-approval tax rate.	$ 0.000000 /$100

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

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

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

Line	Additional Sales and Use Tax Worksheet	Amount/Rate
51.	**Taxable Sales.** For taxing units that adopted the sales tax in November of the prior tax year or May of the current tax year, enter the Comptroller's estimate of taxable sales for the previous four quarters. [32] Estimates of taxable sales may be obtained through the Comptroller's Allocation Historical Summary webpage. Taxing units that adopted the sales tax before November of the prior year, enter 0.	$ 0
52.	**Estimated sales tax revenue.** Counties exclude any amount that is or will be spent for economic development grants from the amount of estimated sales tax revenue. [33] **Taxing units that adopted the sales tax in November of the prior tax year or in May of the current tax year.** Multiply the amount on Line 51 by the sales tax rate (.01, .005 or .0025, as applicable) and multiply the result by .95. [34] **- or -** **Taxing units that adopted the sales tax before November of the prior year.** Enter the sales tax revenue for the previous four quarters. Do not multiply by .95.	$ 0
53.	**Current year total taxable value.** Enter the amount from Line 21 of the *No-New-Revenue Tax Rate Worksheet.*	$ 838,362,083
54.	**Sales tax adjustment rate.** Divide Line 52 by Line 53 and multiply by $100.	$ 0.000000 /$100
55.	**Current year NNR tax rate, unadjusted for sales tax.**[35] Enter the rate from Line 26 or 27, as applicable, on the *No-New-Revenue Tax Rate Worksheet.*	$ 0.514251 /$100
56.	**Current year NNR tax rate, adjusted for sales tax.** **Taxing units that adopted the sales tax in November the prior tax year or in May of the current tax year.** Subtract Line 54 from Line 55. Skip to Line 57 if you adopted the additional sales tax before November of the prior tax year.	$ 0.514251 /$100
57.	**Current year voter-approval tax rate, unadjusted for sales tax.**[36] Enter the rate from Line 49, Line D49 (disaster) or Line 50 (counties) as applicable, of the *Voter-Approval Tax Rate Worksheet.*	$ 0.518879 /$100
58.	**Current year voter-approval tax rate, adjusted for sales tax.** Subtract Line 54 from Line 57.	$ 0.518879 /$100

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

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

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

Line	Voter-Approval Rate Adjustment for Pollution Control Requirements Worksheet	Amount/Rate
59.	**Certified expenses from the Texas Commission on Environmental Quality (TCEQ).** Enter the amount certified in the determination letter from TCEQ. [37] The taxing unit shall provide its tax assessor-collector with a copy of the letter. [38]	$ 0
60.	**Current year total taxable value.** Enter the amount from Line 21 of the *No-New-Revenue Tax Rate Worksheet.*	$ 838,362,083
61.	**Additional rate for pollution control.** Divide Line 59 by Line 60 and multiply by $100.	$ 0.000000 /$100

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

Line	Voter-Approval Rate Adjustment for Pollution Control Requirements Worksheet	Amount/Rate
62.	**Current year voter-approval tax rate, adjusted for pollution control.** Add Line 61 to one of the following lines (as applicable): Line 49, Line D49 (disaster), Line 50 (counties) or Line 58 (taxing units with the additional sales tax).	$ 0.518879 /$100

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

The unused increment rate is the rate equal to the sum of the prior 3 years Foregone Revenue Amounts divided by the current taxable value. [39] The Foregone Revenue Amount for each year is equal to that year's adopted tax rate subtracted from that year's voter-approval tax rate adjusted to remove the unused increment rate multiplied by that year's current total value. [40]

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

- a tax year in which a taxing unit affected by a disaster declaration calculates the tax rate under Tax Code Section 26.042; [41]
- a tax year in which the municipality is a defunding municipality, as defined by Tax Code Section 26.0501(a); [42] or
- after Jan. 1, 2022, a tax year in which the comptroller determines that the county implemented a budget reduction or reallocation described by Local Government Code Section 120.002(a) without the required voter approval. [43]

This section should only be completed by a taxing unit that does not meet the definition of a special taxing unit. [44]

Line	Unused Increment Rate Worksheet	Amount/Rate
63.	**Year 3 Foregone Revenue Amount. Subtract the 2023 unused increment rate and 2023 actual tax rate from the 2023 voter-approval tax rate. Multiply the result by the 2023 current total value**	
	A. Voter-approval tax rate (Line 67)	$ 0.523902 /$100
	B. Unused increment rate (Line 66)	$ 0.001211 /$100
	C. Subtract B from A	$ 0.522691 /$100
	D. Adopted Tax Rate	$ 0.522689 /$100
	E. Subtract D from C	$ 0.000002 /$100
	F. 2023 Total Taxable Value (Line 60)	$ 815,538,973
	G. Multiply E by F and divide the results by $100. If the number is less than zero, enter zero	$ 16
64.	**Year 2 Foregone Revenue Amount. Subtract the 2022 unused increment rate and 2022 actual tax rate from the 2022 voter-approval tax rate. Multiply the result by the 2022 current total value**	
	A. Voter-approval tax rate (Line 67)	$ 0.540096 /$100
	B. Unused increment rate (Line 66)	$ 0.027757 /$100
	C. Subtract B from A	$ 0.512339 /$100
	D. Adopted Tax Rate	$ 0.538885 /$100
	E. Subtract D from C	$ -0.026546 /$100
	F. 2022 Total Taxable Value (Line 60)	$ 674,050,071
	G. Multiply E by F and divide the results by $100. If the number is less than zero, enter zero	$ 0
65.	**Year 1 Foregone Revenue Amount. Subtract the 2021 unused increment rate and 2021 actual tax rate from the 2021 voter-approval tax rate. Multiply the result by the 2021 current total value**	
	A. Voter-approval tax rate (Line 67)	$ 0.586308 /$100
	B. Unused increment rate (Line 66)	$ 0.032449 /$100
	C. Subtract B from A	$ 0.553859 /$100
	D. Adopted Tax Rate	$ 0.558551 /$100
	E. Subtract D from C	$ -0.004692 /$100
	F. 2021 Total Taxable Value (Line 60)	$ 610,573,531
	G. Multiply E by F and divide the results by $100. If the number is less than zero, enter zero	$ 0
66.	**Total Foregone Revenue Amount.** Add Lines 63G, 64G and 65G	$ 16 /$100
67.	**2024 Unused Increment Rate.** Divide Line 66 by Line 21 of the *No-New-Revenue Rate Worksheet.* Multiply the result by 100	$ 0.000001 /$100
68.	**Total 2024 voter-approval tax rate, including the unused increment rate.** Add Line 67 to one of the following lines (as applicable): Line 49, Line 50 (counties), Line 58 (taxing units with additional sales tax) or Line 62 (taxing units with pollution)	$ 0.518880 /$100

[39] Tex. Tax Code §26.013(b)
[40] Tex. Tax Code §26.013(a)(1-a), (1-b), and (2)
[41] Tex. Tax Code §§26.04(c)(2)(A) and 26.042(a)
[42] Tex. Tax Code §§26.0501(a) and (c)
[43] Tex. Local Gov't Code §120.007(d)
[44] Tex. Local Gov't Code §120.007(d)

SECTION 6: De Minimis Rate

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

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

Line	De Minimis Rate Worksheet	Amount/Rate
69.	**Adjusted current year NNR M&O tax rate.** Enter the rate from Line 39 of the *Voter-Approval Tax Rate Worksheet.*	$ 0.349414 /$100
70.	**Current year total taxable value.** Enter the amount on Line 21 of the *No-New-Revenue Tax Rate Worksheet.*	$ 838,362,083
71.	**Rate necessary to impose $500,000 in taxes.** Divide $500,000 by Line 70 and multiply by $100.	$ 0.059640 /$100
72.	**Current year debt rate.** Enter the rate from Line 48 of the *Voter-Approval Tax Rate Worksheet.*	$ 0.157236 /$100
73.	**De minimis rate.** Add Lines 69, 71 and 72.	$ 0.566290 /$100

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

In the tax year after the end of the disaster calculation time period detailed in Tax Code Section 26.042(a), a taxing unit that calculated its voter-approval tax rate in the manner provided for a special taxing unit due to a disaster must calculate its emergency revenue rate and reduce its voter-approval tax rate for that year.[48]

Similarly, if a taxing unit adopted a tax rate that exceeded its voter-approval tax rate, calculated normally, without holding an election to respond to a disaster, as allowed by Tax Code Section 26.042(d), in the prior year, it must also reduce its voter-approval tax rate for the current tax year. [49]

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

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

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

Line	Emergency Revenue Rate Worksheet	Amount/Rate
74.	**2023 adopted tax rate.** Enter the rate in Line 4 of the *No-New-Revenue Tax Rate Worksheet.*	$ 0.522689 /$100
75.	**Adjusted 2023 voter-approval tax rate.** Use the taxing unit's Tax Rate Calculation Worksheets from the prior year(s) to complete this line. If a disaster occurred in 2023 and the taxing unit calculated its 2023 voter-approval tax rate using a multiplier of 1.08 on Disaster Line 41 (D41) of the 2023 worksheet due to a disaster, complete the applicable sections or lines of *Form 50-856-a, Adjusted Voter-Approval Tax Rate for Taxing Units in Disaster Area Calculation Worksheet.* **- or -** If a disaster occurred prior to 2023 for which the taxing unit continued to calculate its voter-approval tax rate using a multiplier of 1.08 on Disaster Line 41 (D41) in 2023, complete form 50-856-a, *Adjusted Voter-Approval Tax Rate for Taxing Units in Disaster Area Calculation Worksheet* to recalculate the voter-approval tax rate the taxing unit would have calculated in 2023 if it had generated revenue based on an adopted tax rate using a multiplier of 1.035 in the years following the disaster. [50] Enter the final adjusted 2023 voter-approval tax rate from the worksheet. **- or -** If the taxing unit adopted a tax rate above the 2023 voter-approval tax rate without calculating a disaster tax rate or holding an election due to a disaster, no recalculation is necessary. Enter the voter-approval tax rate from the prior year's worksheet.	$ 0.000000 /$100
76.	**Increase in 2023 tax rate due to disaster.** Subtract Line 75 from Line 74.	$ 0.000000 /$100
77.	**Adjusted 2023 taxable value.** Enter the amount in Line 14 of the *No-New-Revenue Tax Rate Worksheet.*	$ 808,317,079
78.	**Emergency revenue.** Multiply Line 76 by Line 77 and divide by $100.	$ 0
79.	**Adjusted 2023 taxable value.** Enter the amount in Line 25 of the *No-New-Revenue Tax Rate Worksheet.*	$ 829,483,623
80.	**Emergency revenue rate.** Divide Line 78 by Line 79 and multiply by $100. [51]	$ 0.000000 /$100

[45] Tex. Tax Code §26.04(c)(2)(B)
[46] Tex. Tax Code §26.012(8-a)
[47] Tex. Tax Code §26.063(a)(1)
[48] Tex. Tax Code §26.042(b)
[49] Tex. Tax Code §26.042(f)
[50] Tex. Tax Code §26.042(c)
[51] Tex. Tax Code §26.042(b)

Line	Emergency Revenue Rate Worksheet	Amount/Rate
81.	**Current year voter-approval tax rate, adjusted for emergency revenue.** Subtract Line 80 from one of the following lines (as applicable): Line 49, Line D49 (disaster), Line 50 (counties), Line 58 (taxing units with the additional sales tax), Line 62 (taxing units with pollution control) or Line 68 (taxing units with the unused increment rate).	$ 0.518880 /$100

SECTION 8: Total Tax Rate

Indicate the applicable total tax rates as calculated above.

No-new-revenue tax rate. .... $ 0.514251 /$100
As applicable, enter the current year NNR tax rate from: Line 26, Line 27 (counties), or Line 56 (adjusted for sales tax).
Indicate the line number used: 26

Voter-approval tax rate .... $ 0.518880 /$100
As applicable, enter the current year voter-approval tax rate from: Line 49, Line D49 (disaster), Line 50 (counties), Line 58 (adjusted for sales tax), Line 62 (adjusted for pollution control), Line 68 (adjusted for unused increment), or Line 81 (adjusted for emergency revenue).
Indicate the line number used: 68

De minimis rate. .... $ 0.566290 /$100
If applicable, enter the current year de minimis rate from Line 73.

SECTION 9: Taxing Unit Representative Name and Signature

Enter the name of the person preparing the tax rate as authorized by the governing body of the taxing unit. By signing below, you certify that you are the designated officer or employee of the taxing unit and have accurately calculated the tax rates using values that are the same as the values shown in the taxing unit's certified appraisal roll or certified estimate of taxable value, in accordance with requirements in the Tax Code. [52]

print here Wendy Burgess
Printed Name of Taxing Unit Representative

sign here Wendy Burgess
Taxing Unit Representative

8-6-2024
Date

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

Memorandum

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

From: Eric Valdez, Director of Parks and Recreation

Date: September 23, 2024

Subject: Nico’s Landscape LLC Contract Renewal

Agenda Item:

Consider contract renewal with Nico’s Landscape LLC for citywide landscape services in the amount of $205,737 and authorize City Manager to sign contract

Background Information:

In September 2023, the City of Richland Hills sent out a Request for Proposals (RFP) for citywide landscape services. Three companies responded to the RFP and Nico’s Landscape LLC was awarded the contract based on overall best value.

The contract terms were twelve (12) months with the option to extend the contract for up to four (4) additional years in one (1) year intervals. This recommendation will be the first time the City will renew this approved contract with Nico’s Landscape LLC.

Staff has been pleased with Nico’s Landscape LLC’s performance. They have been very responsive to adjusting mowing and irrigation schedules as needed. Staff has been particularly impressed by the manual weeding and trimming of trees that have been performed as part of the landscaping contract. The contract term under this renewal will conclude on September 30, 2025. No other changes have been proposed to the contract.

Financial Considerations:

The original contract value was $199,744 and included a 3% escalation for each additional year. Funding in the amount of $209,000 was included in the FY 2025 Budget for citywide landscape maintenance.

Legal Review:

The City Attorney previously reviewed the contract.

Board/Citizen Input:

N/A

Attachments:

Contract renewal with Nico’s Landscape LLC

Council Action Requested:

Motion to approve contract renewal for citywide landscape services for an additional year with Nico’s Landscape LLC in the amount of $205,737 and authorize City Manager to sign contract

CONTRACT FOR LANDSCAPING SERVICES

ARTICLE I

Identification of Parties

This Agreement made this 1st day of October 2024, by and between Nico’s Landscape LLC (hereinafter referred to as "Contractor"), having its principal office at 1015 Chamberlain St. Irving, Texas 75060 and the City of Richland Hills, Texas (hereinafter referred to as "City"), having its principal office at 3200 Diana Drive, Richland Hills, Texas 76118.

The purpose of this Agreement is to have the Contractor provide the services identified in Article II.

ARTICLE II
Services to be Rendered

The Contractor agrees to perform landscaping services for the City facilities as described in the Request for Proposal RFP 2023-2 documents, attached hereto Exhibit “A” and incorporated for all purposes (collectively the “Agreement”). The services to be rendered are fully described in the attached Exhibit “A”. The time frames for the services to be performed at each facility are also described in the Exhibit “A”.

ARTICLE III
Background and Criminal History Check

The Contractor and all contractor’s employees servicing the City facilities must complete a background check and criminal history form provided by the City and any other documentation requested by the City to prove identity of the Contractor or the contractor’s employees. The Contractor and the contractor’s employee’s background and criminal history must be approved by the City before the Contractor or the contractor’s employees service any City facility. Failure of the Contractor or the contractor’s employees to pass a background and criminal history check is cause for termination of the contract. The Services of Contractor are to be performed by one or more specified individuals within Contractor's organization; only the individuals so specified shall perform Services hereunder and their duties shall not be delegated to any other individual or entity without the written consent of the City.

ARTICLE IV
Term

The term of this contract is to be concluded on September 30, 2025. Both the City and the Contractor can determine whether or not both parties would like to extend the contract annually at a given percent increase. The determined percent increase is outlined in the Contractors submission for the Request for Proposal.

ARTICLE V
Payment

The payment obligations of the City are fully described in the attached Exhibit “A”. If City objects to Contractor's invoice, City shall so advise Contractor in writing giving specific reasons. In the event of such dispute, only that portion so contested may be withheld from payment, and the undisputed portion will be paid. In the event of any termination of this Agreement, Contractor will be entitled to invoice City and will be paid for all Services performed through the effective date of termination.

ARTICLE VI
Miscellaneous

A. Nature of Relationship and Insurance: The Contractor herein is an independent contractor. The Contractor shall provide proof of liability insurance and bond in amounts satisfactory to the City before commencement of the Contract. The Contractor shall not act as an agent for the City, nor shall it be deemed to be an employee of the City for any purpose whatsoever. The Contractor shall not enter into any agreement or incur any obligations on the City's behalf, or commit the City in any manner without the City's prior written consent.

B. Contractor shall pay all of its employees, including any and all approved subcontractors, at least the legal minimum wages as determined by the United States Department of Labor and the United States Department of Housing and Urban Development and Department of Labor Prevailing Wage as attached if applicable.

C. Assignment: Neither party may assign or transfer any rights under or interest in this Agreement without the written consent of the other. Unless specifically stated to the contrary in any written consent to an assignment, no assignment will release or discharge the assignor from any duty or responsibility under this Agreement.

D. Notices: Any notice required under this Agreement shall be in writing, addressed to the appropriate party at its address on the signature page and given personally, or by registered or certified mail, postage prepaid, or by a commercial courier service. All notices shall be effective upon the date of service.

E. Waiver: Non-enforcement of any provision by either party shall not constitute a waiver of that provision, nor shall it affect the enforceability of that provision or of the remainder of this Agreement.

F. Amendment: This Agreement constitutes the entire agreement to the parties with respect to the Services to be performed hereunder. No modification or amendment of any of the provisions hereof shall be binding unless in writing, and signed by duly authorized representatives of the parties.

G. The parties agree that the laws of the State of Texas shall govern the interpretation, validity, performance and enforcement of this construction agreement, and that the exclusive venue for any legal proceeding involving this construction agreement shall be Tarrant County, Texas. No additional work shall be authorized or charged for unless authorized by a change order signed by a person authorized by the City to do so.

[REMAINDER OF PAGE LEFT INTENTIONALLY BLANK]

Signatures

In witness whereof, the parties hereto have caused this Agreement to be executed in duplicate the ______ day of ___________________.

City of Richland Hills, Texas	Nico's Landscape LLC
By: ________________________________	By: _________________________________
Candice Edmondson	Name: ___________________________
City Manager	Title: ___________________________
3200 Diana Drive	_________________________________
Richland Hills, Texas 76118	_________________________________
	(Address)

Memorandum

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

From: Russell Shelley, Fire Chief

Date: September 23, 2024

Subject: Janitorial Services Bid Award

Agenda Item:

Consider bid award to JAN-PRO of Dallas/Fort Worth for janitorial services at city facilities in the amount of $100,000 and authorize City Manager to sign contract

Background Information:

In early August, staff developed and posted a Request for Proposal (RFP) in accordance with state law for janitorial services at city facilities. Following a bid opening on August 27, 2024, and a full analysis of all submittals for best overall value, JAN-PRO of Dallas/Fort Worth was identified as the recommended vendor to provide these services in FY 2025. The included services cover all necessary cleaning for daily operations and events hosted at The Link, cleaning at the Animal Services Center, and nightly cleaning at City Hall. City facilities not serviced by JAN-PRO will be serviced by the city's custodian. JAN-PRO also provided rates for periodic special cleaning services such as carpet cleaning, tile floor scrubbing, disinfecting and day porter services. The contract will run concurrently with the fiscal year.

Financial Considerations:

JAN-PRO provided a quote in the amount of $82,388 to provide regular cleaning services at The Link, Animal Services Center and City Hall. Staff recommends awarding the contract for $100,000 to include funding for special cleaning and day porter services as needed. Funding in the amount of $107,000 is included in the FY 2025 Budget for janitorial services at city facilities.

Legal Review:

N/A

Board/Citizen Input:

N/A

Attachments:

JAN-PRO of Dallas/Fort Worth Bid Submittal and Contract
Bid Tabulation

Council Action Requested:

Motion to approve bid award to JAN-PRO of Dallas/Fort Worth for janitorial services at city facilities in the amount of $100,000 and authorize City Manager to sign contract

JAN-PRO®

JAN-PRO OF Dallas/Fort Worth

Measurable Cleaning. Guaranteed Results.®

JAN-PRO

Letter of Transmittal

Attached is the JAN-PRO Proposal for Services and Service Agreement for your review. As you contemplate our proposal we trust our 30+ years of history and the experience gained in cleaning over 900 facilities here in DFW is meaningful to you.

Proposal Highlights:

Services will be provided using the JAN-PRO Cleaning System which includes:

- Specific purpose, Multi colored Microfiber cleaning cloths to control cross contamination
- Hospital Grade, Level 3 disinfectants – The same as we use in hospital operating theaters
- Green Seal certified general purpose cleaning chemicals – eco-friendly with no residue build up
- Uniformed, trained, insured and bonded cleaning technician's – eligible to work in US
- HEPPA grade back pack vacuums for better air quality and more thorough cleaning
- Microfiber flat mopping systems – no dirty string mops
- Best Practices, technology enabled customer service protocol including inspections, customer evaluations, and customer service calls

Whether you judge us by our reputation, our unique cleaning processes themselves or by our written service guarantee, we trust our experience, capabilities and track record are both meaningful and apparent to you. We look forward to adding you to our valued list of client relationships.

Submitted by,

JACOB MERRILL

JAN-PRO of Dallas/Fort Worth

3000 Keller Springs Road, Suite 200

Carrollton, TX 75006

214.687.5500

ABOUT US

Measurable Cleaning. Guaranteed Results.®

Since 1991, we've paved the way in commercial cleaning. Trust, reliability, innovation, and leadership are the core of who we are, and that's how we've become a proven, global brand with the best support and expertise in the business.

We lead the commercial cleaning industry through our:

- Lasting client relationships
- Quality service guarantee
- Stable, reliable cleaning owner-operators
- Extensive training program
- Best-in-class cleaning process
- Efficient, eco-friendly technology
- Innovative products & equipment
- Performance evaluation & reporting

We're committed to the deepest, most trustworthy partnerships in commercial cleaning...

So don't let the dirty work keep you from running your business. Trust JAN-PRO for a consistent clean from the same reliable owner-operators every time – guaranteed.

JAN-PRO AS A BRAND

At JAN-PRO, our reputation sets us apart. We're proud of the relationships we've built and the accomplishments we've achieved:

- #1 Commercial Cleaning Franchise in 2018 and for 10 years by *Entrepreneur* magazine
- #2 Top Low-Cost Franchise to Own Under $50,000 in 2018 by *Entrepreneur* magazine
- #4 Top Fastest-Growing Franchise in 2018 by *Entrepreneur* magazine
- Ranked as a Top Global Franchise in 2018 and for 8 years by *Entrepreneur* magazine
- Ranked as a Top 200 Franchise in 2018 and for 9 years by *Franchise Business Review* magazine
- Ranked as a Top 50 Franchise for Minorities for 7 years by *USA Today* newspaper
- Top 100 Global Franchises for 2018 by *Franchise Direct*
- Ranked as a Top Franchise for Veterans in 2017 by *Entrepreneur* magazine

2018 Franchisee Satisfaction Awards
FranchiseBusinessREVIEW

JAN-PRO was founded in 1991 by a veteran. We created our VetConnection℠ program to serve those who have served our country:

- The VetConnection℠ program is the 1st franchise commercial cleaning program designed specifically around veterans' needs, including veteran discounts and additional incentives on equipment and supplies.
- The VetConnection℠ program helps put veterans in business where they can apply their team skills and other disciplines.

As a leader in our industry, we're committed to advancing the leaders of tomorrow through the JAN-PRO Your Family First Scholarship® program:

- The JAN-PRO Your Family First Scholarship® program has awarded over $277,000 in scholarships to almost 200 students.
- Through our partnership with Scholarship America, the nation's leading nonprofit scholarship and educational support organization, we help fund college tuition for eligible JAN-PRO candidates.

JAN-PRO

OUR GUARANTEE

Every cleaning company promises great service – But only JAN-PRO guarantees it.

The JAN-PRO Guarantee reflects our commitment to the best training, newest technology, most measurable results, and highest quality commercial cleaning service available.

We promise to:

- Complete all regularly scheduled cleaning commitments on time
- Respond to and promptly resolve any service issues within 1 business day
- Schedule a complimentary cleaning if we fail to meet either of these obligations

When it's all said and done, we tell you what we do. We do what we say. And you can trust that we mean it – every time.

Trusted. Clean. Guaranteed.

JAN-PRO TECHNICS® & JAN-PRO TRACKER®

STEP 2:

JAN-PRO Technics® Technology = Quality Delivered

The JAN-PRO Technics® technology is the science behind our services. We deliver quality using the most advanced products and equipment, including:

- Hospital-strength disinfectants for the broadest kill range of surface bacteria
- HEPA-rated backpack vacuums that filter out 99.9% of particles from the air
- Microfiber cloths and mops that trap dirt more efficiently and effectively
- Eco-friendly cleaning chemicals that cover a greater area while using less product
- The best safety equipment available

STEP 3:

JAN-PRO Tracker® Inspections = Quality Measured

We mean clean – but it's only clean when we confirm it's clean. With our JAN-PRO Tracker® inspections, we routinely check our work and benchmark our results:

- First, we assess your cleaning needs and decide where to focus our expertise.
- After the initial period (usually 30 days), a JAN-PRO field service consultant inspects your property using our 50-point checklist – so no spot, nook, or cranny is overlooked.
- Adjustments are made if needed, and the inspections continue on a regular schedule.

JAN-PRO SIGNATURE CLEAN®

The process is simple: Trusted + Clean = Guaranteed.

The JAN-PRO Process is designed to guarantee customer satisfaction through quality, technology, and measurement for a consistent clean from the same reliable owner-operators – every time.

STEP 1:

JAN-PRO Signature Clean® Services = Quality Commitment

Every JAN-PRO professional goes through the most in-depth certification in the industry, ours.

Our 5-week certification program includes:

- How to work safely in public areas
- How to maintain bacteria-free surfaces
- How to work faster & greener
- How to dust offices without disturbing them
- The importance of chemical dwell time
- Treatments for hard floors
- Thorough carpet-cleaning techniques
- OSHA safety protocols

Our owner-operators are uniformed, bonded, and insured – so you can trust us to get the job done safely and professionally.

JAN-PRO TECHNICS® & JAN-PRO TRACKER®

STEP 2:

JAN-PRO Technics® Technology = Quality Delivered

The JAN-PRO Technics® technology is the science behind our services. We deliver quality using the most advanced products and equipment, including:

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- Adjustments are made if needed, and the inspections continue on a regular schedule.

Service Agreement & Scope of Services

PRICING SUMMARY

CLIENT:	The Link Event & Recreation Center
CLEANING LOCATION:	6750 Baker Blvd, Richland Hills, TX 76118
DESCRIPTION OF CLEANABLE AREA:	Recreation Center
FREQUENCY:	7 x week
START DATE:	"[insert start date]" but not before the first scheduled service day that occurs not less than 5 business days after receipt of executed Agreement
MONTHLY SERVICE FEE	$2,999.00 plus tax

NOTE: Pricing is valid for 30 days from the proposal date unless specifically extended by Jan-Pro at its sole discretion.

PAYMENT TERMS:	NET 10 DAYS. Billing occurs at the beginning of every month.	
HOLIDAYS (days not serviced):	New Year's Memorial Day Independence Day	Labor Day Thanksgiving Christmas Day

JAN-PRO of Dallas/ Fort Worth Service Agreement

This Agreement (Agreement), dated_, August 20 2024, is made between JAN-PRO of Dallas/Fort Worth, ("JAN-PRO") and The Link Event & Recreation Center ("CLIENT"), to supply janitorial services for the premises located at:

6750 Baker Blvd, Richland Hills, TX 76118

1. JAN-PRO will perform cleaning services according to the outlined cleaning schedule attached.

2. This business contract agreement is obtained by JAN-PRO for the business benefit of a JAN-PRO Franchisee and or subcontractor who hereby agrees to comply with the terms and conditions of this agreement. The Franchisee or subcontractor selected to service this CLIENT will be announced prior to the start date of service.

3. All JAN-PRO franchisees have successfully completed JAN-PRO's comprehensive training program and are required to carry insurance and a janitorial bond as specified on the attached certificate of insurance. All service personnel shall be uniformed with appropriate badging when in CLIENT'S facility.

4. This Agreement is for a term of one (1) year(s) commencing on the start date of services and rates for Services will be fixed for 12 months. Thereafter, on each anniversary date, service shall be automatically renewable unless either party shall give written notice of termination at least thirty (30) days prior to said anniversary date and rates will be subject to a 3% increase to reflect the increasing costs of supplies, chemicals, equipment, and labor that occurs. If at any time there are changes mandated by law in required wages at the federal, state, or local level, or other cost of good increases outside of the control of JAN-PRO, CLIENT will be notified of any required changes in pricing.

   In the event of a claim of non-performance the CLIENT must give JAN-PRO written notice specifying in detail the nature of any defect in performance. JAN-PRO shall have fifteen (15) days to cure, to the reasonable satisfaction of the CLIENT. If satisfaction is not achieved at the end of the fifteenth (15th) day, CLIENT shall notify the JAN-PRO in writing of failure to cure, and the Agreement shall terminate thirty (30) days from date of said notice. All written notices must be timely and via certified mail. CLIENT agrees to verbally notify JAN-PRO of any non-performance prior to written notification.

5. CLIENT may terminate this Agreement, without cause, ("Termination for Convenience"). CLIENT shall provide written notice of cancellation at least 30 calendar days prior to the date of cancellation. In the event that this Agreement terminates for any reason other than non-performance as described in Paragraph 4 above, CLIENT shall pay a Termination for Convenience fee in an amount equal to two (2) times the monthly price at the time JAN-PRO receives written notice of cancellation.

6. JAN-PRO may, but shall not be obligated to, terminate this service Agreement immediately for non-payment by CLIENT for charges due hereunder, or suspend services until all outstanding past due amounts are paid in full. Suspension of services by JAN-PRO shall not deprive JAN-PRO of any of its remedies or actions against CLIENT for past or future payments due under this Agreement.

7. CLIENT agrees that it will not employ or contract with any JAN-PRO employee, franchisee or any of franchisee's employees during the term of this cleaning contract or for ninety (90) days after termination of this contract, without JAN-PRO's written consent.

8. JAN-PRO will bill CLIENT on the first day of the month in which the service is provided. CLIENT agrees to pay JAN-PRO the amount that is due and owing under the terms of this contract within 10 days of billing date. A finance charge of 1.5% per month (minimum $15.00) will be assessed on all delinquent accounts. In the event of default on payment, CLIENT agrees to pay JAN-PRO's attorney fees and costs for collection.

JAN-PRO

JAN-PRO of Dallas/ Fort Worth Service Agreement (continued)

9. Services shall be performed as scheduled with the exception of the following six (6) legal holidays: New Years, Memorial Day, Independence Day, Labor Day, Thanksgiving and Christmas. These standard holidays are factored into your monthly fee. Therefore, CLIENT will not be entitled to an alternative service day or credit for these holidays. However, service can be provided on these holidays at an additional cost, if required.

10. Each party represents and warrants that it has the authority to enter into this Agreement and each individual signing on behalf of each party

11. Neither party shall be liable for failure to perform all or parts of this Agreement by reason of an Act of God, labor dispute, fire, flood governmental order or regulation or any other cause beyond their respective reasonable control.

12. This Agreement may not be assigned by either party without the prior written consent of the non-assigning party.

13. This Agreement, its interpretation, performance or breach thereof, shall be governed by and construed in accordance with the laws and decisions of the State of Texas.

14. This Agreement represents the entire understanding of the parties

IN WITNESS WHEREOF, the parties hereto have caused this agreement to be executed by their duly authorized representatives.

On behalf of:	
Signed by:	
Printed Name:	
Title:	
Date:	

On behalf of:	JAN-PRO of Dallas/ Fort Worth
Signed by:	
Printed Name:	William Davis
Title:	President
Date:	

JAN-PRO

CLEANING SCHEDULE

Day(s) of Week MON TUE WED THR FRI SAT SUN
Cleaning Time: Weekdays - After 9:00 pm, Weekends – After 1am

	Nightly	Weekly	Monthly
ENTRANCE/MAIN LOBBY:			
Remove trash to collection point, replace liners.	x		
Dust all horizontal surfaces; straighten any magazines on tables.	x		
Dust unobstructed horizontal surfaces behind counter (computers and paperwork will not be disturbed).	x		
Spot clean doors, door frames, kick plates, light switches	x		
Clean entrance door glass to remove fingerprints and smudges	x		
Clean, sanitize and polish all drinking fountains	x		
Mop and/or dust mop all hard surface flooring wall to wall		x	
Spot mop all hard surface flooring to remove soil and spills	x		
Vacuum all carpeted areas		x	
Spot Vacuum carpeted areas to remove noticeable debris	x		
Vacuum mats, rugs and runners in high traffic areas	x		
High dust up to 10' to include corners, edges, light fixtures and air vents.			x
OFFICES/ CONFERNCE ROOMS/ COMMON AREAS/WORKOUT AREAS/CLIMBING AREA			
Remove trash to collection point, replace liners.	x		
Dust all cleared horizontal surfaces of furniture, filing cabinets, tables, counters	x		
Dust windowsills, wall hangings, door jambs, chair bases		x	
Spot clean walls, doors, door frames, kick plates, light switches, etc.		X	
Dust vertical surfaces of furnishings		X	
High Dusting of air vents, check for and remove cobwebs		x	
Spot clean door glass and glass partitions to remove fingerprints and smudges.	X		
Clean all interior glass to remove spots, smudges and fingerprints.	X		
Dust/wipe down conference room table and chairs. Return chairs to original positions.	X		
Mop and/or dust mop all hard surface flooring wall to wall		x	
Spot mop all hard surface flooring to remove soil and spills	X		
Vacuum all carpeted areas		X	
Spot Vacuum carpeted areas to remove noticeable debris	X		
High dust up to 10' to include corners, edges, light fixtures and air vents.			x
Dust all accessible baseboards and window blinds. Wipe down as needed to remove buildup & spots.			x
Wipe/spray climbing area with disinfectant		X	

	Nightly	Weekly	Monthly
RESTROOMS:			
Remove trash to collection point, replace liners. Including sanitary napkin receptacle	x		
Damp wipe all horizontal surfaces with a disinfectant.	x		
Clean and disinfect dispensers polish all chrome, stainless and bright work.		x	
Clean and disinfect all basins, counters, toilets and urinals both inside and out.	x		
Sanitize restroom partitions and walls around toilets/urinals		x	
Stock all towels, tissue and hand soap.	x		
Sweep flooring to remove loose debris.	x		
Damp mop all hard surface flooring with a disinfectant	x		
Spot clean and disinfect walls, partitions, doors/frames, baseboards, kick plates, light switches.	x		
High dust up to 10' to include corners, edges, light fixtures, partition tops, and air vents.			x
KITCHEN/ BREAK ROOMS			
Remove trash to collection point, replace liners.	x		
Damp wipe all horizontal surfaces (counters, tables, chairs) with a disinfectant.	x		
Clean sinks and fixtures.	x		
Clean and polish all chrome, stainless and bright work.		x	
Stock all towels and hand soap.	x		
Move and vacuum mats, rugs and runners. Vacuum underneath and replace. Spot clean as needed.		x	
Spot clean and disinfect walls, partitions, doors/frames, baseboards, kick plates, light switches.		x	
High dust up to 10' to include corners, edges, light fixtures and air vents			x
Clean Microwave inside and out	x		
Clean inside of Refrigerator (client will remove all items not to be disposed of)			x
Dust windowsills, wall hangings, door jambs, chair bases			x
Damp mop all hard surface flooring with a disinfectant	x		

GYM			
Remove trash to collection point, replace liners.	x		
Mop and/or dust mop all hard surface flooring wall to wall		x	
Spot mop all hard surface flooring to remove soil and spills	X		

GENERAL CLEANING TASKS	Nightly	Weekly	Monthly
Dust window blinds			x
Dust all accessible baseboards			x
Sweep / vacuum stairwells and wipe hand rails (if any)	x		
Sweep/ vacuum / mop elevator floors and wipe doors and walls (if any)	x		
Clean door and elevator thresholds			x
Check for and remove cobwebs.			x
Report all maintenance issues in communication log book	x		
Maintain orderly arrangement of janitorial supplies, equipment and consumable supplies	As Required		
Sweep, mop and vacuum service closet(s)	As Required		

JAN-PRO

JAN-PRO of Dallas/Fort Worth JAN-PRO.COM/DFW

CLEANING FREQUENCY

Cleaning frequency and days serviced	7 x week – Monday - Sunday
Clean Time	After 9pm, Weekends – After 1am

RESPONSIBILITIES

- Provision of cleaning supplies and equipment — JAN-PRO
- Provision of trash liners, paper supplies, soap and toiletries — CLIENT

FEES

Description	Monthly Fee (Plus Taxes)	Initial selection here
Monthly Scheduled Services	$2,999.00	x________

START DATE

________________ but not before the first scheduled service day that occurs not less than 5 business days after receipt of executed Agreement

FEES FOR SPECIAL SERVICES NOT INCLUDED IN REOCCURING SCOPE OF SERVICES

DESCRIPTION	FEE (plus tax) Starting at:	MIN FEE PER OCCURENCE
Carpet Extraction	$0.40 per Square foot + $150 for light furniture moving	$250.00
Strip & Refinish Resilient Flooring	$0.60 per square foot + $150 for light furniture moving	$300.00
Scrub Ceramic Tile Floors	$0.30 per square foot + $150 for light furniture moving	$250.00
EnviroShield Disinfecting Service*	$0.08 per square foot	$200.00

*Inquire with our Sales Team regarding more extensive Disinfecting Services

JAN-PRO®

JAN-PRO OF Dallas/Fort Worth

Measurable Cleaning. Guaranteed Results.®

Letter of Transmittal

Attached is the JAN-PRO Proposal for Services and Service Agreement for your review. As you contemplate our proposal we trust our 30+ years of history and the experience gained in cleaning over 900 facilities here in DFW is meaningful to you.

Proposal Highlights:

Services will be provided using the JAN-PRO Cleaning System which includes:

- Specific purpose, Multi colored Microfiber cleaning cloths to control cross contamination
- Hospital Grade, Level 3 disinfectants – The same as we use in hospital operating theaters
- Green Seal certified general purpose cleaning chemicals – eco-friendly with no residue build up
- Uniformed, trained, insured and bonded cleaning technician's – eligible to work in US
- HEPPA grade back pack vacuums for better air quality and more thorough cleaning
- Microfiber flat mopping systems – no dirty string mops
- Best Practices, technology enabled customer service protocol including inspections, customer evaluations, and customer service calls

Whether you judge us by our reputation, our unique cleaning processes themselves or by our written service guarantee, we trust our experience, capabilities and track record are both meaningful and apparent to you. We look forward to adding you to our valued list of client relationships.

Submitted by,

JACOB MERRILL

JAN-PRO of Dallas/Fort Worth

3000 Keller Springs Road, Suite 200

Carrollton, TX 75006

214.687.5500

JAN-PRO

ABOUT US

Measurable Cleaning. Guaranteed Results.®

Since 1991, we've paved the way in commercial cleaning. Trust, reliability, innovation, and leadership are the core of who we are, and that's how we've become a proven, global brand with the best support and expertise in the business.

We lead the commercial cleaning industry through our:

- Lasting client relationships
- Quality service guarantee
- Stable, reliable cleaning owner-operators
- Extensive training program
- Best-in-class cleaning process
- Efficient, eco-friendly technology
- Innovative products & equipment
- Performance evaluation & reporting

We're committed to the deepest, most trustworthy partnerships in commercial cleaning...

So don't let the dirty work keep you from running your business. Trust JAN-PRO for a consistent clean from the same reliable owner-operators every time – guaranteed.

JAN-PRO AS A BRAND

At JAN-PRO, our reputation sets us apart. We're proud of the relationships we've built and the accomplishments we've achieved:

- #1 Commercial Cleaning Franchise in 2018 and for 10 years by *Entrepreneur* magazine
- #2 Top Low-Cost Franchise to Own Under $50,000 in 2018 by *Entrepreneur* magazine
- #4 Top Fastest-Growing Franchise in 2018 by *Entrepreneur* magazine
- Ranked as a Top Global Franchise in 2018 and for 8 years by *Entrepreneur* magazine
- Ranked as a Top 200 Franchise in 2018 and for 9 years by *Franchise Business Review* magazine
- Ranked as a Top 50 Franchise for Minorities for 7 years by *USA Today* newspaper
- Top 100 Global Franchises for 2018 by *Franchise Direct*
- Ranked as a Top Franchise for Veterans in 2017 by *Entrepreneur* magazine

Entrepreneur FRANCHISE 500 RANKED 2018 #1 in Commercial Cleaning

FRANCHISE DIRECT TOP 100 GLOBAL GLOBAL AWARD 2018

50 2018 Franchisee Satisfaction Awards FranchiseBusinessREVIEW

JAN-PRO was founded in 1991 by a veteran. We created our VetConnection℠ program to serve those who have served our country:

- The VetConnection℠ program is the 1st franchise commercial cleaning program designed specifically around veterans' needs, including veteran discounts and additional incentives on equipment and supplies.
- The VetConnection℠ program helps put veterans in business where they can apply their team skills and other disciplines.

VetConnection℠ JAN-PRO ★ YOUR NEXT MISSION

As a leader in our industry, we're committed to advancing the leaders of tomorrow through the JAN-PRO Your Family First Scholarship® program:

- The JAN-PRO Your Family First Scholarship® program has awarded over $277,000 in scholarships to almost 200 students.
- Through our partnership with Scholarship America, the nation's leading nonprofit scholarship and educational support organization, we help fund college tuition for eligible JAN-PRO candidates.

JAN-PRO Your Family FIRST SCHOLARSHIP

OUR GUARANTEE

Every cleaning company promises great service – But only JAN-PRO guarantees it.

The JAN-PRO Guarantee reflects our commitment to the best training, newest technology, most measurable results, and highest quality commercial cleaning service available.

We promise to:

- Complete all regularly scheduled cleaning commitments on time
- Respond to and promptly resolve any service issues within 1 business day
- Schedule a complimentary cleaning if we fail to meet either of these obligations

When it's all said and done, we tell you what we do. We do what we say. And you can trust that we mean it – every time.

Trusted. Clean. Guaranteed.

JAN-PRO SIGNATURE CLEAN®

The process is simple: Trusted + Clean = Guaranteed.

The JAN-PRO Process is designed to guarantee customer satisfaction through quality, technology, and measurement for a consistent clean from the same reliable owner-operators – every time.

STEP 1:

JAN-PRO Signature Clean® Services = Quality Commitment

Every JAN-PRO professional goes through the most in-depth certification in the industry, ours.

Our 5-week certification program includes:

- How to work safely in public areas
- How to maintain bacteria-free surfaces
- How to work faster & greener
- How to dust offices without disturbing them
- The importance of chemical dwell time
- Treatments for hard floors
- Thorough carpet-cleaning techniques
- OSHA safety protocols

Our owner-operators are uniformed, bonded, and insured – so you can trust us to get the job done safely and professionally.

JAN-PRO TECHNICS® & JAN-PRO TRACKER®

STEP 2:

JAN-PRO Technics® Technology = Quality Delivered

The JAN-PRO Technics® technology is the science behind our services. We deliver quality using the most advanced products and equipment, including:

- Hospital-strength disinfectants for the broadest kill range of surface bacteria
- HEPA-rated backpack vacuums that filter out 99.9% of particles from the air
- Microfiber cloths and mops that trap dirt more efficiently and effectively
- Eco-friendly cleaning chemicals that cover a greater area while using less product
- The best safety equipment available

STEP 3:

JAN-PRO Tracker® Inspections = Quality Measured

We mean clean – but it's only clean when we confirm it's clean. With our JAN-PRO Tracker® inspections, we routinely check our work and benchmark our results:

- First, we assess your cleaning needs and decide where to focus our expertise.
- After the initial period (usually 30 days), a JAN-PRO field service consultant inspects your property using our 50-point checklist – so no spot, nook, or cranny is overlooked.
- Adjustments are made if needed, and the inspections continue on a regular schedule.

Service Agreement & Scope of Services

PRICING SUMMARY

CLIENT:	Richland Hills Animal Services
CLEANING LOCATION:	7049 Baker Blvd, Richland Hills, TX 76118
DESCRIPTION OF CLEANABLE AREA:	Office
FREQUENCY:	3 x week
START DATE:	"[insert start date]" but not before the first scheduled service day that occurs not less than 5 business days after receipt of executed Agreement
MONTHLY SERVICE FEE	$475.00 plus tax

NOTE: Pricing is valid for 30 days from the proposal date unless specifically extended by Jan-Pro at its sole discretion.

PAYMENT TERMS:	NET 10 DAYS. Billing occurs at the beginning of every month.	
HOLIDAYS (days not serviced):	New Year's Memorial Day Independence Day	Labor Day Thanksgiving Christmas Day

JAN-PRO of Dallas/ Fort Worth Service Agreement

This Agreement (Agreement), dated_, August 20 2024, is made between JAN-PRO of Dallas/Fort Worth, ("JAN-PRO") and Richland Hills Animal Services ("CLIENT"), to supply janitorial services for the premises located at:

7049 Baker Blvd, Richland Hills, TX 76118

1. JAN-PRO will perform cleaning services according to the outlined cleaning schedule attached.

2. This business contract agreement is obtained by JAN-PRO for the business benefit of a JAN-PRO Franchisee and or subcontractor who hereby agrees to comply with the terms and conditions of this agreement. The Franchisee or subcontractor selected to service this CLIENT will be announced prior to the start date of service.

3. All JAN-PRO franchisees have successfully completed JAN-PRO's comprehensive training program and are required to carry insurance and a janitorial bond as specified on the attached certificate of insurance. All service personnel shall be uniformed with appropriate badging when in CLIENT'S facility.

4. This Agreement is for a term of one (1) year(s) commencing on the start date of services and rates for Services will be fixed for 12 months. Thereafter, on each anniversary date, service shall be automatically renewable unless either party shall give written notice of termination at least thirty (30) days prior to said anniversary date and rates will be subject to a 3% increase to reflect the increasing costs of supplies, chemicals, equipment, and labor that occurs. If at any time there are changes mandated by law in required wages at the federal, state, or local level, or other cost of good increases outside of the control of JAN-PRO, CLIENT will be notified of any required changes in pricing.

   In the event of a claim of non-performance the CLIENT must give JAN-PRO written notice specifying in detail the nature of any defect in performance. JAN-PRO shall have fifteen (15) days to cure, to the reasonable satisfaction of the CLIENT. If satisfaction is not achieved at the end of the fifteenth (15th) day, CLIENT shall notify the JAN-PRO in writing of failure to cure, and the Agreement shall terminate thirty (30) days from date of said notice. All written notices must be timely and via certified mail. CLIENT agrees to verbally notify JAN-PRO of any non-performance prior to written notification.

5. CLIENT may terminate this Agreement, without cause, ("Termination for Convenience"). CLIENT shall provide written notice of cancellation at least 30 calendar days prior to the date of cancellation. In the event that this Agreement terminates for any reason other than non-performance as described in Paragraph 4 above, CLIENT shall pay a Termination for Convenience fee in an amount equal to two (2) times the monthly price at the time JAN-PRO receives written notice of cancellation.

6. JAN-PRO may, but shall not be obligated to, terminate this service Agreement immediately for non-payment by CLIENT for charges due hereunder, or suspend services until all outstanding past due amounts are paid in full. Suspension of services by JAN-PRO shall not deprive JAN-PRO of any of its remedies or actions against CLIENT for past or future payments due under this Agreement.

7. CLIENT agrees that it will not employ or contract with any JAN-PRO employee, franchisee or any of franchisee's employees during the term of this cleaning contract or for ninety (90) days after termination of this contract, without JAN-PRO's written consent.

8. JAN-PRO will bill CLIENT on the first day of the month in which the service is provided. CLIENT agrees to pay JAN-PRO the amount that is due and owing under the terms of this contract within 10 days of billing date. A finance charge of 1.5% per month (minimum $15.00) will be assessed on all delinquent accounts. In the event of default on payment, CLIENT agrees to pay JAN-PRO's attorney fees and costs for collection.

JAN-PRO of Dallas/ Fort Worth Service Agreement (continued)

9. Services shall be performed as scheduled with the exception of the following six (6) legal holidays: New Years, Memorial Day, Independence Day, Labor Day, Thanksgiving and Christmas. These standard holidays are factored into your monthly fee. Therefore, CLIENT will not be entitled to an alternative service day or credit for these holidays. However, service can be provided on these holidays at an additional cost, if required.

10. Each party represents and warrants that it has the authority to enter into this Agreement and each individual signing on behalf of each party

11. Neither party shall be liable for failure to perform all or parts of this Agreement by reason of an Act of God, labor dispute, fire, flood governmental order or regulation or any other cause beyond their respective reasonable control.

12. This Agreement may not be assigned by either party without the prior written consent of the non-assigning party.

13. This Agreement, its interpretation, performance or breach thereof, shall be governed by and construed in accordance with the laws and decisions of the State of Texas.

14. This Agreement represents the entire understanding of the parties

IN WITNESS WHEREOF, the parties hereto have caused this agreement to be executed by their duly authorized representatives.

On behalf of:	
Signed by:	
Printed Name:	
Title:	
Date:	

On behalf of:	JAN-PRO of Dallas/ Fort Worth
Signed by:	
Printed Name:	William Davis
Title:	President
Date:	

JAN-PRO

JAN-PRO of Dallas/Fort Worth | JAN-PRO.COM/DFW

CLEANING SCHEDULE

Day(s) of Week MON WED FRI
Cleaning Time: Weekdays – After 5:00 pm.

	Nightly	Weekly	Monthly
ENTRANCE/MAIN LOBBY:			
Remove trash to collection point, replace liners.	x		
Dust all horizontal surfaces; straighten any magazines on tables.	x		
Dust unobstructed horizontal surfaces behind counter (computers and paperwork will not be disturbed).	x		
Spot clean doors, door frames, kick plates, light switches	x		
Clean entrance door glass to remove fingerprints and smudges	x		
Clean, sanitize and polish all drinking fountains	x		
Mop and/or dust mop all hard surface flooring wall to wall		x	
Spot mop all hard surface flooring to remove soil and spills	x		
Vacuum all carpeted areas		x	
Spot Vacuum carpeted areas to remove noticeable debris	x		
Vacuum mats, rugs and runners in high traffic areas	x		
High dust up to 10' to include corners, edges, light fixtures and air vents.			x
OFFICES/ CONFERNCE ROOMS/ COMMON AREAS			
Remove trash to collection point, replace liners.	x		
Dust all cleared horizontal surfaces of furniture, filing cabinets, tables, counters	x		
Dust windowsills, wall hangings, door jambs, chair bases		x	
Spot clean walls, doors, door frames, kick plates, light switches, etc.		X	
Dust vertical surfaces of furnishings		X	
High Dusting of air vents, check for and remove cobwebs		x	
Spot clean door glass and glass partitions to remove fingerprints and smudges.	X		
Clean all interior glass to remove spots, smudges and fingerprints.	X		
Dust/wipe down conference room table and chairs. Return chairs to original positions.	X		
Mop and/or dust mop all hard surface flooring wall to wall		x	
Spot mop all hard surface flooring to remove soil and spills	X		
Vacuum all carpeted areas		X	
Spot Vacuum carpeted areas to remove noticeable debris	X		
High dust up to 10' to include corners, edges, light fixtures and air vents.			x
Dust all accessible baseboards and window blinds. Wipe down as needed to remove buildup & spots.			x

	Nightly	Weekly	Monthly
RESTROOMS:			
Remove trash to collection point, replace liners. Including sanitary napkin receptacle	x		
Damp wipe all horizontal surfaces with a disinfectant.	x		
Clean and disinfect dispensers polish all chrome, stainless and bright work.		x	
Clean and disinfect all basins, counters, toilets and urinals both inside and out.	x		
Sanitize restroom partitions and walls around toilets/urinals		x	
Stock all towels, tissue and hand soap.	x		
Sweep flooring to remove loose debris.	x		
Damp mop all hard surface flooring with a disinfectant	x		
Spot clean and disinfect walls, partitions, doors/frames, baseboards, kick plates, light switches.	x		
High dust up to 10' to include corners, edges, light fixtures, partition tops, and air vents.			x
KITCHEN/ BREAK ROOMS			
Remove trash to collection point, replace liners.	x		
Damp wipe all horizontal surfaces (counters, tables, chairs) with a disinfectant.	x		
Clean sinks and fixtures.	x		
Clean and polish all chrome, stainless and bright work.		x	
Stock all towels and hand soap.	x		
Move and vacuum mats, rugs and runners. Vacuum underneath and replace. Spot clean as needed.		x	
Spot clean and disinfect walls, partitions, doors/frames, baseboards, kick plates, light switches.		x	
High dust up to 10' to include corners, edges, light fixtures and air vents			x
Clean Microwave inside and out	x		
Clean inside of Refrigerator (client will remove all items not to be disposed of)			x
Dust windowsills, wall hangings, door jambs, chair bases			x
Damp mop all hard surface flooring with a disinfectant	x		

Client Initials ______ JPDFW _______

GENERAL CLEANING TASKS	Nightly	Weekly	Monthly
Dust window blinds			x
Dust all accessible baseboards			x
Sweep / vacuum stairwells and wipe hand rails (if any)	x		
Sweep/ vacuum / mop elevator floors and wipe doors and walls (if any)	x		
Clean door and elevator thresholds			x
Check for and remove cobwebs.			x
Report all maintenance issues in communication log book	x		
Maintain orderly arrangement of janitorial supplies, equipment and consumable supplies		As Required	
Sweep, mop and vacuum service closet(s)		As Required	

Client Initials ______ JPDFW ________

JAN-PRO

CLEANING FREQUENCY

Cleaning frequency and days serviced	3 x week – Monday Wednesday Friday
Clean Time	After 5pm

RESPONSIBILITIES

• Provision of cleaning supplies and equipment	JAN-PRO
• Provision of trash liners, paper supplies, soap and toiletries	CLIENT

FEES

Description	Monthly Fee (Plus Taxes)	Initial selection here
Monthly Scheduled Services	$475.00	x________

START DATE

__________ but not before the first scheduled service day that occurs not less than 5 business days after receipt of executed Agreement

FEES FOR SPECIAL SERVICES NOT INCLUDED IN REOCCURING SCOPE OF SERVICES

DESCRIPTION	FEE (plus tax) Starting at:	MIN FEE PER OCCURENCE
Carpet Extraction	$0.40 per Square foot + $150 for light furniture moving	$250.00
Strip & Refinish Resilient Flooring	$0.60 per square foot + $150 for light furniture moving	$300.00
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JAN-PRO®

JAN-PRO OF Dallas/Fort Worth

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Submitted by,

JACOB MERRILL
JAN-PRO of Dallas/Fort Worth
3000 Keller Springs Road, Suite 200
Carrollton, TX 75006
214.687.5500

JAN-PRO

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JAN-PRO

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- #4 Top Fastest-Growing Franchise in 2018 by *Entrepreneur* magazine
- Ranked as a Top Global Franchise in 2018 and for 8 years by *Entrepreneur* magazine
- Ranked as a Top 200 Franchise in 2018 and for 9 years by *Franchise Business Review* magazine
- Ranked as a Top 50 Franchise for Minorities for 7 years by *USA Today* newspaper
- Top 100 Global Franchises for 2018 by *Franchise Direct*
- Ranked as a Top Franchise for Veterans in 2017 by *Entrepreneur* magazine

Entrepreneur FRANCHISE 500® RANKED 2018 #1 in Commercial Cleaning

FRANCHISE DIRECT TOP 100 GLOBAL GLOBAL AWARD 2018

50 2018 Franchisee Satisfaction Awards FranchiseBusinessREVIEW

JAN-PRO was founded in 1991 by a veteran. We created our VetConnection℠ program to serve those who have served our country:

- The VetConnection℠ program is the 1st franchise commercial cleaning program designed specifically around veterans' needs, including veteran discounts and additional incentives on equipment and supplies.
- The VetConnection℠ program helps put veterans in business where they can apply their team skills and other disciplines.

VetConnection℠ JAN-PRO ★ YOUR NEXT MISSION

As a leader in our industry, we're committed to advancing the leaders of tomorrow through the JAN-PRO Your Family First Scholarship® program:

- The JAN-PRO Your Family First Scholarship® program has awarded over $277,000 in scholarships to almost 200 students.
- Through our partnership with Scholarship America, the nation's leading nonprofit scholarship and educational support organization, we help fund college tuition for eligible JAN-PRO candidates.

JAN-PRO Your Family FIRST SCHOLARSHIP

OUR GUARANTEE

Every cleaning company promises great service – But only JAN-PRO guarantees it.

The JAN-PRO Guarantee reflects our commitment to the best training, newest technology, most measurable results, and highest quality commercial cleaning service available.

We promise to:

- Complete all regularly scheduled cleaning commitments on time
- Respond to and promptly resolve any service issues within 1 business day
- Schedule a complimentary cleaning if we fail to meet either of these obligations

When it's all said and done, we tell you what we do. We do what we say. And you can trust that we mean it – every time.

Trusted. Clean. Guaranteed.

JAN-PRO SIGNATURE CLEAN®

The process is simple: Trusted + Clean = Guaranteed.

The JAN-PRO Process is designed to guarantee customer satisfaction through quality, technology, and measurement for a consistent clean from the same reliable owner-operators – every time.

STEP 1:

JAN-PRO Signature Clean® Services = Quality Commitment

Every JAN-PRO professional goes through the most in-depth certification in the industry, ours.

Our 5-week certification program includes:

- How to work safely in public areas
- How to maintain bacteria-free surfaces
- How to work faster & greener
- How to dust offices without disturbing them
- The importance of chemical dwell time
- Treatments for hard floors
- Thorough carpet-cleaning techniques
- OSHA safety protocols

Our owner-operators are uniformed, bonded, and insured – so you can trust us to get the job done safely and professionally.

JAN-PRO TECHNICS® & JAN-PRO TRACKER®

STEP 2:

JAN-PRO Technics® Technology = Quality Delivered

The JAN-PRO Technics® technology is the science behind our services. We deliver quality using the most advanced products and equipment, including:

- Hospital-strength disinfectants for the broadest kill range of surface bacteria
- HEPA-rated backpack vacuums that filter out 99.9% of particles from the air
- Microfiber cloths and mops that trap dirt more efficiently and effectively
- Eco-friendly cleaning chemicals that cover a greater area while using less product
- The best safety equipment available

STEP 3:

JAN-PRO Tracker® Inspections = Quality Measured

We mean clean – but it's only clean when we confirm it's clean. With our JAN-PRO Tracker® inspections, we routinely check our work and benchmark our results:

- First, we assess your cleaning needs and decide where to focus our expertise.
- After the initial period (usually 30 days), a JAN-PRO field service consultant inspects your property using our 50-point checklist – so no spot, nook, or cranny is overlooked.
- Adjustments are made if needed, and the inspections continue on a regular schedule.

Service Agreement & Scope of Services

PRICING SUMMARY

CLIENT:	Richland Hills
CLEANING LOCATION:	3200 Diana Dr, Richland Hills, TX 76118
DESCRIPTION OF CLEANABLE AREA:	Office
FREQUENCY:	4 x week
START DATE:	"[insert start date]" but not before the first scheduled service day that occurs not less than 5 business days after receipt of executed Agreement

NOTE: Pricing is valid for 30 days from the proposal date unless specifically extended by Jan-Pro at its sole discretion.

PAYMENT TERMS:	NET 10 DAYS. Billing occurs at the beginning of every month.	
HOLIDAYS (days not serviced):	New Year's	Labor Day
	Memorial Day	Thanksgiving
	Independence Day	Christmas Day

JAN-PRO of Dallas/ Fort Worth Service Agreement

This Agreement (Agreement), dated_, August 21 2024, is made between JAN-PRO of Dallas/Fort Worth, ("JAN-PRO") and Richland Hills City Hall ("CLIENT"), to supply janitorial services for the premises located at:

3200 Diana Dr, Richland Hills, TX 76118

1. JAN-PRO will perform cleaning services according to the outlined cleaning schedule attached.

2. This business contract agreement is obtained by JAN-PRO for the business benefit of a JAN-PRO Franchisee and or subcontractor who hereby agrees to comply with the terms and conditions of this agreement. The Franchisee or subcontractor selected to service this CLIENT will be announced prior to the start date of service.

3. All JAN-PRO franchisees have successfully completed JAN-PRO's comprehensive training program and are required to carry insurance and a janitorial bond as specified on the attached certificate of insurance. All service personnel shall be uniformed with appropriate badging when in CLIENT'S facility.

4. This Agreement is for a term of one (1) year(s) commencing on the start date of services and rates for Services will be fixed for 12 months. Thereafter, on each anniversary date, service shall be automatically renewable unless either party shall give written notice of termination at least thirty (30) days prior to said anniversary date and rates will be subject to a 3% increase to reflect the increasing costs of supplies, chemicals, equipment, and labor that occurs. If at any time there are changes mandated by law in required wages at the federal, state, or local level, or other cost of good increases outside of the control of JAN-PRO, CLIENT will be notified of any required changes in pricing.

   In the event of a claim of non-performance the CLIENT must give JAN-PRO written notice specifying in detail the nature of any defect in performance. JAN-PRO shall have fifteen (15) days to cure, to the reasonable satisfaction of the CLIENT. If satisfaction is not achieved at the end of the fifteenth (15th) day, CLIENT shall notify the JAN-PRO in writing of failure to cure, and the Agreement shall terminate thirty (30) days from date of said notice. All written notices must be timely and via certified mail. CLIENT agrees to verbally notify JAN-PRO of any non-performance prior to written notification.

5. CLIENT may terminate this Agreement, without cause, ("Termination for Convenience"). CLIENT shall provide written notice of cancellation at least 30 calendar days prior to the date of cancellation. In the event that this Agreement terminates for any reason other than non-performance as described in Paragraph 4 above, CLIENT shall pay a Termination for Convenience fee in an amount equal to two (2) times the monthly price at the time JAN-PRO receives written notice of cancellation.

6. JAN-PRO may, but shall not be obligated to, terminate this service Agreement immediately for non-payment by CLIENT for charges due hereunder, or suspend services until all outstanding past due amounts are paid in full. Suspension of services by JAN-PRO shall not deprive JAN-PRO of any of its remedies or actions against CLIENT for past or future payments due under this Agreement.

7. CLIENT agrees that it will not employ or contract with any JAN-PRO employee, franchisee or any of franchisee's employees during the term of this cleaning contract or for ninety (90) days after termination of this contract, without JAN-PRO's written consent.

8. JAN-PRO will bill CLIENT on the first day of the month in which the service is provided. CLIENT agrees to pay JAN-PRO the amount that is due and owing under the terms of this contract within 10 days of billing date. A finance charge of 1.5% per month (minimum $15.00) will be assessed on all delinquent accounts. In the event of default on payment, CLIENT agrees to pay JAN-PRO's attorney fees and costs for collection.

JAN-PRO of Dallas/ Fort Worth Service Agreement (continued)

9. Services shall be performed as scheduled with the exception of the following six (6) legal holidays: New Years, Memorial Day, Independence Day, Labor Day, Thanksgiving and Christmas. These standard holidays are factored into your monthly fee. Therefore, CLIENT will not be entitled to an alternative service day or credit for these holidays. However, service can be provided on these holidays at an additional cost, if required.

10. Each party represents and warrants that it has the authority to enter into this Agreement and each individual signing on behalf of each party

11. Neither party shall be liable for failure to perform all or parts of this Agreement by reason of an Act of God, labor dispute, fire, flood governmental order or regulation or any other cause beyond their respective reasonable control.

12. This Agreement may not be assigned by either party without the prior written consent of the non-assigning party.

13. This Agreement, its interpretation, performance or breach thereof, shall be governed by and construed in accordance with the laws and decisions of the State of Texas.

14. This Agreement represents the entire understanding of the parties

IN WITNESS WHEREOF, the parties hereto have caused this agreement to be executed by their duly authorized representatives.

On behalf of:	
Signed by:	
Printed Name:	
Title:	
Date:	

On behalf of:	JAN-PRO of Dallas/ Fort Worth
Signed by:	
Printed Name:	William Davis
Title:	President
Date:	

JAN-PRO

JAN-PRO of Dallas/Fort Worth | JAN-PRO.COM/DFW

CLEANING SCHEDULE

Day(s) of Week MON TUE WED THR
Cleaning Time: Weekdays – After 6:00 pm.

	Nightly	Weekly	Monthly
ENTRANCE/MAIN LOBBY:			
Remove trash to collection point, replace liners.	x		
Dust all horizontal surfaces; straighten any magazines on tables.	x		
Dust unobstructed horizontal surfaces behind counter (computers and paperwork will not be disturbed).	x		
Spot clean doors, door frames, kick plates, light switches	x		
Clean entrance door glass to remove fingerprints and smudges	x		
Clean, sanitize and polish all drinking fountains	x		
Mop and/or dust mop all hard surface flooring wall to wall		x	
Spot mop all hard surface flooring to remove soil and spills	x		
Vacuum all carpeted areas		x	
Spot Vacuum carpeted areas to remove noticeable debris	x		
Vacuum mats, rugs and runners in high traffic areas	x		
High dust up to 10' to include corners, edges, light fixtures and air vents.			x
OFFICES/ CONFERNCE ROOMS/ COMMON AREAS			
Remove trash to collection point, replace liners.	x		
Dust all cleared horizontal surfaces of furniture, filing cabinets, tables, counters	x		
Dust windowsills, wall hangings, door jambs, chair bases		x	
Spot clean walls, doors, door frames, kick plates, light switches, etc.		X	
Dust vertical surfaces of furnishings		X	
High Dusting of air vents, check for and remove cobwebs		x	
Spot clean door glass and glass partitions to remove fingerprints and smudges.	X		
Clean all interior glass to remove spots, smudges and fingerprints.	X		
Dust/wipe down conference room table and chairs. Return chairs to original positions.	X		
Mop and/or dust mop all hard surface flooring wall to wall		x	
Spot mop all hard surface flooring to remove soil and spills	X		
Vacuum all carpeted areas		X	
Spot Vacuum carpeted areas to remove noticeable debris	X		
High dust up to 10' to include corners, edges, light fixtures and air vents.			x
Dust all accessible baseboards and window blinds. Wipe down as needed to remove buildup & spots.			x

JAN-PRO

	Nightly	Weekly	Monthly
RESTROOMS:			
Remove trash to collection point, replace liners. Including sanitary napkin receptacle	x		
Damp wipe all horizontal surfaces with a disinfectant.	x		
Clean and disinfect dispensers polish all chrome, stainless and bright work.		x	
Clean and disinfect all basins, counters, toilets and urinals both inside and out.	x		
Sanitize restroom partitions and walls around toilets/urinals		x	
Stock all towels, tissue and hand soap.	x		
Sweep flooring to remove loose debris.	x		
Damp mop all hard surface flooring with a disinfectant	x		
Spot clean and disinfect walls, partitions, doors/frames, baseboards, kick plates, light switches.	x		
High dust up to 10' to include corners, edges, light fixtures, partition tops, and air vents.			x
KITCHEN/ BREAK ROOMS			
Remove trash to collection point, replace liners.	x		
Damp wipe all horizontal surfaces (counters, tables, chairs) with a disinfectant.	x		
Clean sinks and fixtures.	x		
Clean and polish all chrome, stainless and bright work.		x	
Stock all towels and hand soap.	x		
Move and vacuum mats, rugs and runners. Vacuum underneath and replace. Spot clean as needed.		x	
Spot clean and disinfect walls, partitions, doors/frames, baseboards, kick plates, light switches.		x	
High dust up to 10' to include corners, edges, light fixtures and air vents			x
Clean Microwave inside and out	x		
Clean inside of Refrigerator (client will remove all items not to be disposed of)			x
Dust windowsills, wall hangings, door jambs, chair bases			x
Damp mop all hard surface flooring with a disinfectant	x		

	Nightly	Weekly	Monthly
GENERAL CLEANING TASKS			
Dust window blinds			x
Dust all accessible baseboards			x
Sweep / vacuum stairwells and wipe hand rails (if any)	x		
Sweep/ vacuum / mop elevator floors and wipe doors and walls (if any)	x		
Clean door and elevator thresholds			x
Check for and remove cobwebs.			x
Report all maintenance issues in communication log book	x		
Maintain orderly arrangement of janitorial supplies, equipment and consumable supplies	As Required		
Sweep, mop and vacuum service closet(s)	As Required		

JAN-PRO

CLEANING FREQUENCY

Cleaning frequency and days serviced	4 x week – Monday Tuesday Wednesday Thursday
Clean Time	After 5pm

RESPONSIBILITIES

• Provision of cleaning supplies and equipment	JAN-PRO
• Provision of trash liners, paper supplies, soap and toiletries	CLIENT

FEES

Description	Monthly Fee (Plus Taxes)	Initial selection here
Monthly Scheduled Services	$965.00	x________

START DATE

________________ but not before the first scheduled service day that occurs not less than 5 business days after receipt of executed Agreement

FEES FOR SPECIAL SERVICES NOT INCLUDED IN REOCCURING SCOPE OF SERVICES

DESCRIPTION	FEE (plus tax) Starting at:	MIN FEE PER OCCURENCE
Carpet Extraction	$0.40 per Square foot + $150 for light furniture moving	$250.00
Strip & Refinish Resilient Flooring	$0.60 per square foot + $150 for light furniture moving	$300.00
Scrub Ceramic Tile Floors	$0.30 per square foot + $150 for light furniture moving	$250.00
EnviroShield Disinfecting Service*	$0.08 per square foot	$200.00

*Inquire with our Sales Team regarding more extensive Disinfecting Services

	Jan Pro		Brite Janitorial		Unicare Building Maintenance		Ambassador Services	
Location	**Monthly cost**	**Frequency**	**Monthly cost**	**Frequency**	**Monthly cost**	**Frequency**	**Monthly cost**	**Frequency**
Animal Services	$ 475.00	3x/week	$ 495.00	3x/week	$ 122.20		$ 50.26	3x/week
Old Fire Admin	$ 575.00	4x/week	$ 395.00	4x/week	$ 191.22		$ 133.67	4x/week
City Hall	$ 965.00	4x/week	$ 1,295.00	4x/week	$ 703.32		$ 775.31	4x/week
Library	$ 700.00	4x/week	$ 1,095.00	4x/week	$ 1,007.00		$ 1,203.07	4x/week
Parks Admin	$ 575.00	4x/week						
Police Station	$ 1,526.00	5x/week	$ 1,650.00	5x/week	$ 1,335.04		$ 1,002.56	4x/week
Public Works	$ 600.00	4x/week	$ 665.00	4x/week	$ 365.19		$ 391.85	4x/week
The Link	$ 2,999.00	7x/week	$ 2,895.00	6x/week	$ 8,235.57		$ 10,423.00	7x/week
Total per month	$ 8,415.00		$ 8,490.00		$ 11,959.54		$ 13,979.72	
Annual total	**$ 100,980.00**		**$ 101,880.00**		**$ 143,514.48**		**$ 167,756.64**	

	City Wide Facility Solutions		CTJ Maintenance		Global Building Maintenance		Andrews Building Service	
Location	**Monthly cost**	**Frequency**	**Monthly cost**	**Frequency**	**Monthly cost**	**Frequency**	**Monthly cost**	**Frequency**
Animal Services		3x/week	$ 523.00		$ 65.00	4x/week	$ 29.90	
Old Fire Admin		4x/week	$ 628.00		$ 87.00	4x/week	$ 79.73	
City Hall		4x/week	$ 628.00		$ 520.00	4x/week	$ 462.43	
Library		4x/week	$ 1,046.00		$ 865.00	4x/week	$ 717.57	
Parks Admin								
Police Station		4x/week	$ 1,255.00		$ 695.00	4x/week	$ 597.97	
Public Works		4x/week	$ 628.00		$ 260.00	4x/week	$ 239.19	
The Link		7x/week	$ 5,854.00		$ 2,998.00	4x/week	$ 3,125.40	
Total per month	$ 11,570.00		$ 10,562.00		$ 5,490.00		$ 5,252.19	
Annual total	**$ 138,840.00**		**$ 126,744.00**		**$ 65,880.00**		**$ 63,026.28**	

	Oriental Building Services		Service First Janitorial		Centex Office Pros	
Location	**Monthly cost**	**Frequency**	**Monthly cost**	**Frequency**	**Monthly Cost**	**Frequency**
Animal Services	$ 234.00	3x/week	$ 450.00			
Old Fire Admin	$ 312.00	4x/week	$ 115.00			
City Hall	$ 780.00	4x/week	$ 915.00			
Library	$ 1,092.00	4x/week	$ 735.00			
Parks Admin						
Police Station	$ 936.00	4x/week	$ 1,085.00			
Public Works	$ 468.00	4x/week	$ 465.00			
The Link	$ 7,646.16	7x/week	$ 6,815.00			
Total per month	$ 11,468.16		$ 10,580.00			
Annual total	**$ 137,617.92**		**$ 126,960.00**		**$ 124,272.00**	

Memorandum

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

From: Candice Edmondson, City Manager

Date: September 23, 2024

Subject: FY 2025 Budget and Tax Rate Ratification

Agenda Item:

Ratify vote approving the Fiscal Year 2025 Budget and Tax Rate

Background Information:

Per Texas Government Code Section 102.007(c), the City Council is required to ratify the vote adopting the FY 2025 Budget since it will raise more revenue from property taxes than the previous year. Under this item, City Council will vote to ratify the property tax increase reflected in the budget.

Financial Considerations:

N/A

Legal Review:

N/A

Board/Citizen Input:

N/A

Attachments:

N/A

Council Action Requested:

Motion to ratify the vote approving the Fiscal Year 2025 Budget and Tax Rate

Memorandum

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

From: Russell Shelley, Fire Chief

Date: September 23, 2024

Subject: Richland Hills EMS Transport

Agenda Item:

Consider ambulance transport options for future Richland Hills EMS service

Background Information:

The Fire Department began providing EMS transport services in the 1970's. In December 2022, Richland Hills entered into a mutual aid agreement with Medstar Mobile Healthcare to provide ambulance transport for the City in a back-up role when our ambulance was on another incident or to serve as our primary transport service when Fire Department staffing dropped below five (5) personnel on duty.

In May 2024, the City of Fort Worth voted to withdraw from the Medstar system and take over ambulance transport. Member cities of Medstar Mobile Healthcare were invited to move to Fort Worth for ambulance transport. All current member cities have indicated they intend to join the Fort Worth EMS system.

With the dissolution of Medstar Mobile Healthcare, Richland Hills will no longer have a mutual aid agreement for back-up ambulance transport services. The City continues to face staffing challenges making it more difficult to keep five (5) personnel on duty, which is required to operate both the ambulance and fire engine. To effectively run an ambulance transport service, the City of Richland Hills will need to consider hiring additional firefighters/paramedics or partner with an agency for ambulance transport.

In August, staff presented two ambulance transport options for the City Council to consider. The first option was to increase Fire Department staffing by one (1) person per shift (three (3) total personnel) to always staff the Fire Department ambulance with two qualified personnel. The second option was to eliminate the Fire Department ambulance service and enter into an agreement with the City of Fort Worth to provide ambulance transport service. The second model also includes transitioning two (2) current positions into new roles within Fire Administration and eliminating a currently vacant firefighter position. The two (2) altered positions would provide enhanced community paramedic and fire inspection services to the Richland Hills community.

The Fort Worth ambulance transport model is not scheduled to begin until July 1, 2025. In the interim, the City Council can elect to transition our current service to Medstar Mobile

Healthcare to provide transport services. With this item, staff is seeking direction from City Council on ambulance transport services within the City of Richland Hills for FY 2025 and beyond.

Financial Considerations:

The cost to hire three (3) additional employees in the fire department with all equipment, uniforms, etc. is approximately $325,000. The cost to contract with the City of Fort Worth for ambulance transport is $27,786 for the last quarter of FY 2025 (July – September). The cost to make the interim transition to Medstar Mobile Healthcare is $8,000 per month. The anticipated fee Richland Hills would pay to participate in the Fort Worth EMS system in FY 2026 is $129,541.

The FY 2025 Budget includes sufficient funding to cover the cost of ambulance transport services under the Medstar and Fort Worth EMS systems. If City Council chooses to keep ambulance transport within the Richland Hills Fire Department, a budget amendment would need to be made to increase funding for three (3) additional personnel.

Legal Review:

N/A

Board/Citizen Input:

N/A

Attachments:

N/A

Council Action Requested:

Direct staff to hire three (3) additional firefighters/paramedics or begin the process to transition ambulance transport to the Medstar and Fort Worth EMS systems.

Memorandum

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

From: Lindsay Rawlinson, City Secretary

Date: September 23, 2024

Subject: Consider appointments to Boards and Commissions

Agenda Item:

Consider appointments to Boards and Commissions

Background Information:

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

Four of the City's boards have places with terms expiring in 2024: Animal Shelter Advisory Board, Planning and Zoning Commission, Richland Hills Development Corporation, and Zoning Board of Adjustment.

Financial Considerations:

N/A

Legal Review:

N/A

Board/Citizen Input:

N/A

Attachments:

Animal Shelter Advisory Board Members
Planning and Zoning Commission Members
Richland Hills Development Corporation Members
Zoning Board of Adjustment Members

Council Action Requested:

See attached

Animal Shelter Advisory Board

Place	Name	Current Term
Place 1	Dr. William Anderson	2023-2025
Place 2**	Victoria Sutherland	2022-2024
Place 3	Kay Fisk, Chair	2023-2025
Place 4**	Lee Turnage	2022-2024
Place 5	Kris Freudiger, Vice Chair	2023-2025
Alternate 1**	Jenny Clark	2022-2024
Alternate 2	VACANT	2022-2024

Consists of 5 Members and 2 Alternates

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

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

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

- Place 2 – Any member of City Council may nominate – Victoria Sutherland would like to serve a new term
- Place 4 – Any member of City Council may nominate – Lee Turnage would like to serve a new term
- Alternate 1 - Any member of City Council may nominate – Jenny Clark would like to serve a new term
- Chair and Vice-Chair – Council appoints a Chair and Vice-Chair

Planning & Zoning Commission

Place	Name	Current Term
Place 1	Kenneth Keating	2023-2025
Place 2**	Michael Wilson, Chair	2022-2024
Place 3	Jackson Durham	2023-2025
Place 4**	Mary Witt	2022-2024
Place 5	Kelle Jones	2023-2025
Alternate 1**	Keith Albee	2022-2024
Alternate 2**	Ray Stilwell	2022-2024

Consists of 5 Members and 2 Alternates

Any member of the City Council may nominate applicants for all five members and two alternate members and each nomination shall be subject to approval by a majority vote of the City Council present.

The Commission shall elect a Chairman from its membership.

Council Action:
Places up for appointment or reappointment:

- Place 2 – Any member of City Council may make nomination – Michael Wilson is seeking reappointment.
- Place 4 – Any member of City Council may make nomination – Mary Witt is seeking reappointment.
- Alternate 1 – Any member of City Council may make nomination – Keith Albee is seeking reappointment.
- Alternate 2 – Any member of City Council may make nomination – Ray Stilwell is seeking reappointment.

Richland Hills Development Corporation

Place	Name	Current Term
Place 1	Curtis Bergthold, Chair	2022-2024
Place 2	Travis Malone	2022-2024
Place 3	GW Estep	2022-2024
Place 4	Douglas Knowlton	2022-2024
Place 5	Allison Barger	2022-2024
Place 6	Ray Stilwell	2022-2024
Place 7	Jorge Cisneros	2022-2024

Consists of 7 Directors
- Places 1–4 are designated for Councilmember directors
- Places 5-7 are designated for Citizenmember directors

Officers
- President – Candice Edmondson
- Treasurer – Erika McComis
- Secretary – Lindsay Rawlinson

Each director shall hold office for the term for which the director is appointed unless sooner removed or resigned. Each director, including the initial directors, shall be eligible for reappointment. Directors are removable by the City Council at will and must be appointed for a term of two years. A vacancy occurring on the board of directors through death, resignation or otherwise shall be filled by appointment by the City Council for the remainder of the vacating member's term. The Chairman of the Board shall be the Mayor or Mayor Pro Tem.

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

- Places 1-7 are all up for appointment or reappointment
  - Place 1 – Curtis Bergthold
  - Place 2 – Travis Malone
  - Place 3 – GW Estep
  - Place 4 – Douglas Knowlton
  - Place 5 (Citizenmember) – Allison Barger is seeking reappointment.
  - Place 6 (Citizenmember) – Ray Stilwell is seeking reappointment.
  - Place 7 (Citizenmember) – Jorge Cisneros is seeking reappointment.

Zoning Board of Adjustments

Place	Name	Current Term
Place 1	Jorge Cisneros, Chair	2022-2024
Place 2	Edward Lopez	2022-2024
Place 3	Ashly Schilling	2022-2024
Place 4	Athena Campbell-not seeking reappointment	2022-2024
Place 5	Lisa Skier	2022-2024
Alternate 1	Joyce Fiaccone	2022-2024
Alternate 2	Donald Acker	2022-2024
Alternate 3	Melissa Scheuttig	2022-2024
Alternate 4	Mike Witt	2022-2024

Consists of 5 Members and 4 Alternates

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

Council Action:
Places up for appointment or reappointment:

- Places 1-5 and Alternates 1-4 are all up for appointment or reappointment. Any member of City Council may nominate.
  - Place 1 – Jorge Cisneros is seeking reappointment
  - Place 2 – Edward Lopez is seeking reappointment
  - Place 3 – Ashly Schilling is seeking reappointment
  - Place 4 – Athena Campbell is not seeking reappointment
  - Place 5 – Lisa Skier is seeking reappointment.
  - Alternate 1 – Joyce Fiaccone is seeking reappointment.
  - Alternate 2 – Donald Acker is seeking reappointment
  - Alternate 3 – Melissa Scheuttig is seeking reappointment
  - Alternate 4 – Mike Witt is seeking reappointment

Memorandum

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

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

Date: September 23, 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: JP Ducay, Director of Planning and Development Services

Date: September 23, 2024

Subject: Baker Landing Parking

Agenda Item:

Baker Landing Parking Discussion

Background Information:

Staff will provide a presentation detailing the existing parking conditions at the Baker Landing residential development. As of July 22, 2024, approximately 47 residences in the Baker Landing development had been completed. According to DR Horton, roughly 90% of the residences built have been sold and some already occupied.

Around this time, staff began receiving complaints from a few of the new Baker Landing residents regarding the development's parking conditions. The final approved plans provided 69 single-family residential lots, of which 45 of the lots offer three parking spots (one car garage and two car driveways) and the remaining 24 lots offer four parking spots (two car garage and two car driveways). Although each lot offers a minimum of three parking spots, there are no alternative parking options for guests and or owners with additional vehicles.

Staff has been coordinating with DR Horton to find potential parking solutions. These solutions will be presented to City Council for review and discussion on Monday evening.

Financial Considerations:

N/A

Legal Review:

N/A

Board/Citizen Input:

N/A

Attachments:

N/A

Council Action Requested:

Discussion Item Only

Memorandum

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

From: Candice Edmondson, City Manager

Date: September 23, 2024

Subject: August Department Monthly Reports

Agenda Item:

August Department Monthly Reports

Background Information:

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

Financial Considerations:

N/A

Legal Review:

N/A

Board/Citizen Input:

N/A

Attachments:

August Department Reports

Council Action Requested:

No Council Action

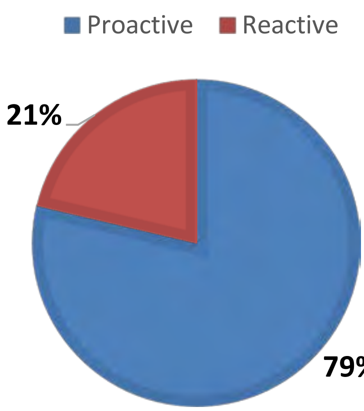
Community Compliance - Code

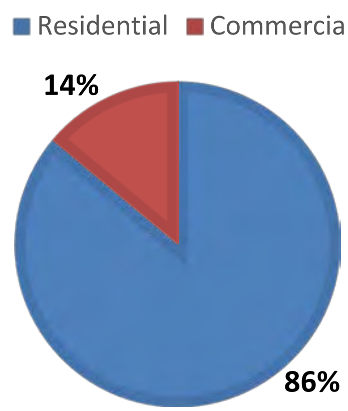
- August 14th – A cease Operations Order was issued and posted at 3917 Booth Calloway Road at the Chinese Wellness Center.
- August 23rd – Community Compliance Officer Louis Perez passed his Code Enforcement I state test.
- August 26th to 30th – Community Compliance Officer attended the Basic Code Enforcement course.

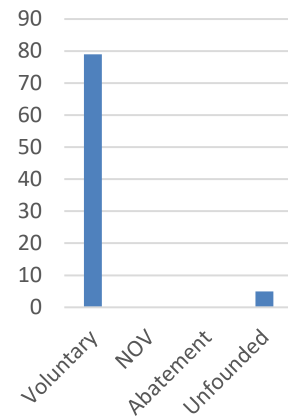
100

Citizen

Contacts





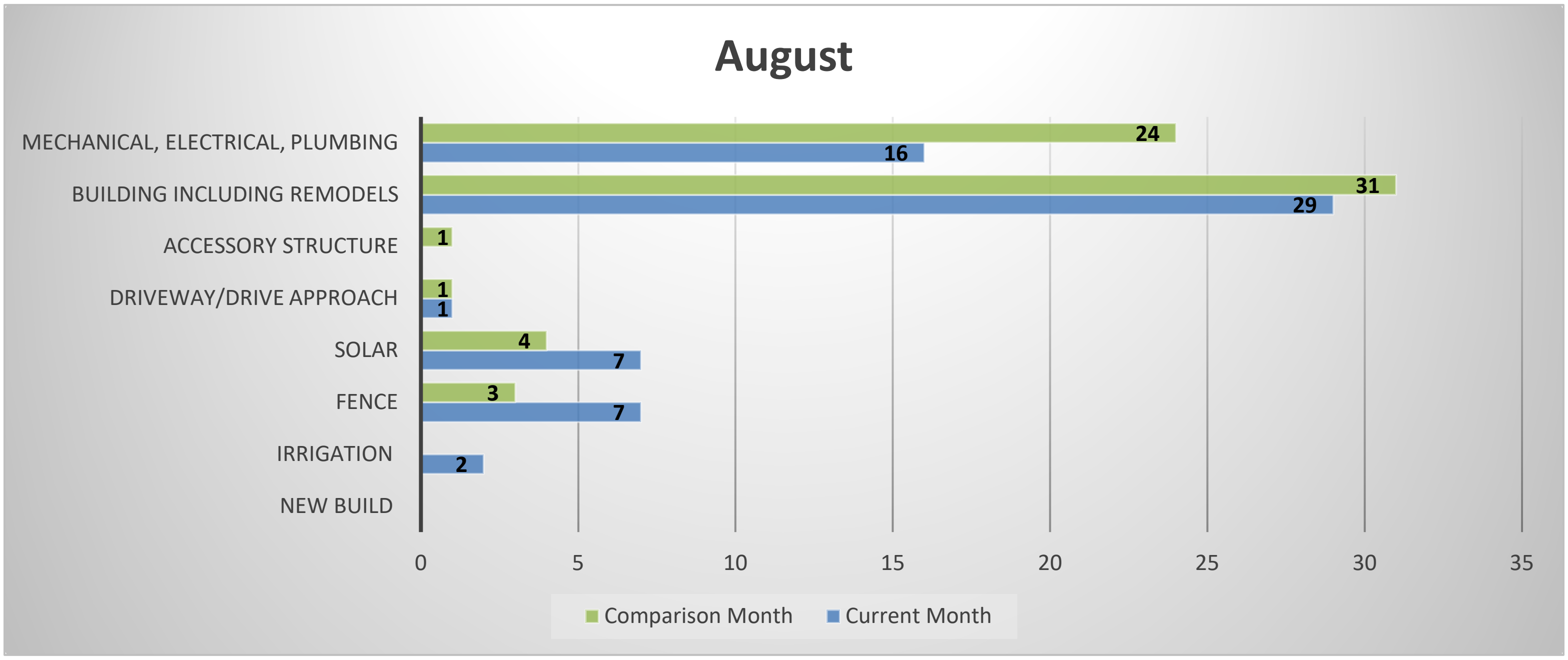


Current Month Violations					
	Notices Issued	**Pending Compliance**	**Compliance Obtained**	**Citations Issued**	**Abatement by City**
Nuisance Violations	112	28	79	1	0
Building Violations	3	3	0	0	0
Zoning Issues	0	0	0	0	0
Permit Violations	7	1	6	0	0
FYTD Total	743	91	519	7	2

Most Common Violations	Current Month	FYTD
Permit Required	7	40
Property Maintenance Violation	1	20
Swimming Pool	0	4
Inoperable/Junked Vehicles	5	25
Parking	17	99
Trees	15	80
Accumulations	17	55
High Grass and Weeds	49	255
All Other Violations	2	153

Building Summary	Current Month	FYTD
Registered Vacant Building	1	6
Substandard Buildings – New BBA	0	2
Field Activity	**Current Month**	**FYTD**
Inspections Conducted	4	48
Citizen Contacts	100	347

Development Services



	Mechanical Electrical Plumbing	Building Including Remodels	Accessory Structure	Driveway Drive Approach	Solar	Fence	Irrigation	New Build
Current Month Residential	9	24	0	1	7	7	2	0
Current Month Commercial	7	5	0	0	0	0	0	0
Current Fiscal Year 2023-2024	218	194	10	22	34	89	12	23
Previous Month Residential	14	22	1	1	4	3	0	0
Previous Month Commercial	10	9	0	0	0	0	0	0

	Current Month	Comparison Month Previous Year	Fiscal Year To Date 2023-2024
Sign Permit	0	3	13
ROW Permit	7	11	182
Garage Sale Permit	17	17	209
Zoning, SUP, Code Consults	2	6	21
Pool Permits	1	0	7

Business Summary

	Current Month	Comparison Month Previous Year	Fiscal Year To Date 2023-2024
Registered Rental CO's	9	6	77
Issued Commercial CO's	1	8	29
Mobile Food Vendor	2	3	4

Received Certificate of Occupancy

- MPower Advance Therapy Solutions, 7017 Baker Blvd Suite E – Office, Professional, Administrative, or Medical

Number of Potential Business Certificate of Occupancy Meetings: 3

Number of Developmental Review Committee / Plan Review: 2

Finance

GENERAL FUND, UTILITY FUND AND LINK FUND

Fiscal Year 2023-2024, Period Ending 8/31/2024

Monthly Financial Report

	Budget	Current Month Actual	YTD Actual	Available Budget	% YTD of Total Budget
General Fund (001)					
Revenue					
Property Taxes	$ 3,217,091	$ 8,924	$ 3,169,039	$ 48,052	99%
Sales Tax	$ 4,877,144	$ 423,470	$ 4,062,229	$ 814,915	83%
Other Tax	$ 2,500	$ 227	$ 2,417	$ 83	97%
Franchise Fees	$ 556,800	$ 13,408	$ 545,402	$ 11,398	98%
Fines & Forfeitures	$ 385,100	$ 51,891	$ 500,123	$ (115,023)	130%
Licenses & Permits	$ 279,225	$ 20,006	$ 269,884	$ 9,341	97%
Service Charges	$ 268,850	$ 20,129	$ 183,869	$ 84,981	68%
Miscellaneous	$ 552,227	$ 39,614	$ 623,663	$ (71,436)	113%
Total Revenues	**$ 10,138,937**	**$ 577,669**	**$ 9,356,627**	**$ 782,310**	**92%**
Expenditures					
Municipal Court	$ 295,313	$ 16,368	$ 264,687	$ 30,626	90%
Administration	$ 709,039	$ 45,874	$ 588,770	$ 120,269	83%
Police	$ 2,580,786	$ 164,048	$ 1,944,187	$ 636,599	75%
Fire	$ 2,624,656	$ 182,229	$ 2,241,977	$ 382,679	85%
Street	$ 300,143	$ 14,557	$ 195,134	$ 105,009	65%
Library	$ 470,100	$ 35,215	$ 399,205	$ 70,895	85%
Recreation	$ 289,595	$ 11,446	$ 260,520	$ 29,075	90%
Parks/Grounds	$ 323,742	$ 40,357	$ 241,363	$ 82,379	75%
Community Development	$ 504,608	$ 19,884	$ 451,238	$ 53,370	89%
Animal Control	$ 235,448	$ 27,395	$ 275,900	$ (40,452)	117%
Legislative (City Secretary)	$ 149,127	$ 13,520	$ 144,416	$ 4,711	97%
Shared Services	$ 957,232	$ 37,680	$ 861,827	$ 95,405	90%
Transfers/Non Departmental	$ 851,893	$ 4,244	$ 779,520	$ 72,373	92%
Total Expenditures	**$ 10,291,682**	**$ 612,817**	**$ 8,648,746**	**$ 1,642,936**	**84%**
Rev/Exp	*$ (152,745)*	*$ (35,148)*	*$ 707,881*		
Utility Fund (002)					
Revenue					
Water	$ 2,595,900	$ 265,545	$ 2,376,867	$ 219,033	92%
Sewer	$ 1,800,000	$ 150,443	$ 1,646,427	$ 153,573	91%
Misc. (incl. Garbage Billing)	$ 753,000	$ 81,012	$ 907,483	$ (154,483)	121%
Total Revenues	**$ 5,148,900**	**$ 497,000**	**$ 4,930,777**	**$ 218,123**	**96%**
Expenses					
Shared Services	$ 356,494	$ 21,124	$ 286,916	$ 69,578	80%
Administration	$ 754,171	$ 47,827	$ 607,867	$ 146,304	81%
Water Services & Distr.	$ 1,744,698	$ 47,613	$ 915,964	$ 828,734	52%
Wastewater Service	$ 1,633,536	$ 618,196	$ 1,624,527	$ 9,009	99%
Trsfrs/Debt Service/Non-Dept.	$ 1,188,143	$ 415,191	$ 1,146,013	$ 42,130	96%
Total Expenses	**$ 5,677,042**	**$ 1,149,951**	**$ 4,581,288**	**$ 1,095,754**	**81%**
Rev/Exp	*$ (528,142)*	*$ (652,951)*	*$ 349,489*		
Link Operating Fund (098)					
Revenue					
Recreation	$ 571,000	$ 56,743	$ 588,704	$ (17,704)	103%
Transfers in	$ 200,000	$ -	$ 200,000	$ -	100%
Total Revenue	**$ 771,000**	**$ 56,743**	**$ 788,704**	**$ (17,704)**	**102%**
Expenditures	$ 771,000	$ 56,553	$ 678,326	$ 92,674	77%
Operating/Personnel	**$ 771,000**	**$ 56,553**	**$ 678,326**	**$ 92,674**	**88%**
Rev/Exp	*$ -*	*$ 190*	*$ 110,378*		

Finance SPECIAL REVENUE FUNDS

Fiscal Year 2023-2024, Period Ending 8/31/2024

Monthly Financial Report

	Budget	Current Month Actual	YTD Actual	Available Budget	% YTD of Total Budget
Court Security Fund (24)					
Revenue	$ 5,500	$ 1,412	$ 12,266	$ (6,766)	223%
Expenditures	$ 1,050	$ -	$ 1,801	$ (751)	172%
Rev/Exp	$ 4,450	$ 1,412	$ 10,465		
Court Technology Fund (39)					
Revenue	$ 4,800	$ 1,168	$ 10,092	$ (5,292)	210%
Expenditures	$ -	$ -	$ -	$ -	
Rev/Exp	$ 4,800	$ 1,168	$ 10,092		
Crime Control District (65)					
Revenue					
Sales Tax	$ 1,842,088	$ 158,366	$ 1,513,872	$ 328,216	82%
Investment Income	$ 24,000	$ 3,841	$ 45,981	$ (21,981)	192%
Grants/Transfers	$ 21,760	$ -	$ 6,469	$ 15,291	30%
Total Revenue	$ 1,887,848	$ 162,207	$ 1,566,322	$ 321,526	83%
Expenditures					
Public Safety	$ 1,539,572	$ 76,518	$ 1,366,418	$ 173,154	89%
Capital Expense	$ 281,344	$ 41,611	$ 71,011	$ 210,333	25%
Transfers Out	$ 192,828	$ -	$ 192,828	$ -	100%
Total Expenditures	$ 2,013,744	$ 118,129	$ 1,630,258	$ 383,486	81%
Rev/Exp	$ (125,896)	$ 44,078	$ (63,936)		
Hotel Occupancy Tax (77)					
Revenue					
HOT (Taxes)/Int Income	$ 259,200	$ 23,165	$ 219,750	$ 39,450	85%
Expenditures					
Operating Expense	$ 194,375	$ 3,250	$ 67,583	$ 126,792	35%
Debt Service	$ 103,713	$ 84,356	$ 103,713	$ 0	100%
Total Expenditures	$ 298,088	$ 87,606	$ 171,295	$ 126,793	57%
Rev/Exp*	$ (38,888)	$ (64,442)	$ 48,454		
TIF Fund (89)					
Revenue					
Property Tax Allocation	$ 245,645	$ -	$ 246,871	$ (1,226)	100%
Investment Income	$ -	$ 2,937	$ 32,964	$ (32,964)	100%
Sales Tax Transfer in	$ 75,000	$ -	$ -	75,000	0%
Total Revenue	$ 320,645	$ 2,937	$ 279,835	$ 40,810	87%
Expenditures					
Operating	$ 90,000	$ 23,780.00	$ 23,780	$ 66,220	26%
Improvement Incentive	$ 30,000	$ -	$ -	$ 30,000	0%
Grants	$ 400,000	$ -	$ 400,000	$ -	100%
Capital Projects	$ 230,000	$ 5,058	$ 189,520	$ 40,480	82%
Total Expenditures	$ 750,000	$ 28,838	$ 613,300	$ 136,700	82%
Rev/Exp	$ (429,355)	$ (25,901)	$ (333,465)		
Strategic Initiative Fund (107)					
Revenue	$ 256,260	$ -	$ 256,260	$ -	100%
Expenditures	$ 811,823	$ 39,783	$ 338,593	$ 473,230	42%
Rev/Exp	$ (555,563)	$ (39,783)	$ (82,333)		

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

Finance — CAPITAL FUNDS

Fiscal Year 2023-2024, Period Ending 8/31/2024

Monthly Financial Report

	Budget	Current Month Actual	YTD Actual	Available Budget	% YTD of Total Budget
Oil & Gas Lease Fund (12)					
Revenue	$ 100,000	$ 9,183	$ 100,284	$ (284)	100%
Expenditures	$ 177,000		$ 46,330	$ 130,670	26%
Rev/Exp*	$ (77,000)	$ 9,183	$ 53,954		
Road and Street Fund (25)					
Revenue					
Sales Tax	$ 1,828,929	$ 158,801	$ 1,523,336	$ 305,593	83%
Total Revenue	$ 1,828,929	$ 158,801	$ 1,523,336	$ 305,593	83%
Expenditures					
Street R&M	$ 2,140,000	$ 208,534	$ 439,162	$ 1,700,838	21%
Total Expenditures	$ 2,140,000	$ 208,534	$ 439,162	$ 1,700,838	21%
Rev/Exp*	$ (311,071)	$ (49,733)	$ 1,084,174		
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	$ -	$ 266,025	$ 73,677	78%
Capital- Purchases	$ 118,200	$ -	$ -	$ 118,200	0%
Gas/Maint	$ 158,758	$ 3,021	$ 154,893	$ 3,865	98%
Operational	$ 5,000	$ 11,244	$ 1,925	$ 3,075	39%
Total Expenditures	$ 621,660	$ 14,265	$ 422,843	$ 198,817	68%
Rev/Exp*	$ -	$ (14,265)	$ 114,245		
ARPA Fund (101)					
Revenue-Transfers In/Interest	$ 1,768,541	$ 2,350	$ 1,219,266	$ 549,275	69%
Expenditures					
Project Appropriations	$ 1,628,404	$ 37,177	$ 1,311,411	$ 316,993	81%
Total Expenditures	$ 1,628,404	$ 37,177	$ 1,311,411	$ 316,993	81%
Rev/Exp	$ 140,137	$ (34,827)	$ (92,145)		

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

Finance

DEBT SERVICE FUND

Fiscal Year 2023-2024, Period Ending 8/31/2024

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	$ 3,172	$ 1,487,244	$ (1,762)	100%
Interest Income	$ 15,000	$ 3,108	$ 33,077	$ (18,077)	221%
Total Revenues	$ 1,500,482	$ 6,280	$ 1,520,321	$ (1,762)	101%
Expenditures					
Debt Service	$ 1,465,229	$ 971,130	$ 1,427,482	$ 37,747	97%
Rev/Exp	$ 35,253	$ (964,850)	$ 92,839		

COMPONENT UNIT

	Budget	Current Month Actual	YTD Actual	Available Budget	% YTD of Total Budget
Richland Hills EDC (26)					
Revenue					
Sales Tax	$ 1,219,286	$ 105,868	$ 1,015,557	$ 203,729	83%
Interest Income	$ 42,000	$ 9,011	$ 82,859	$ (40,859)	197%
Total Revenues	$ 1,261,286	$ 114,878	$ 1,098,417	$ 162,869	87%
Expenses					
Operating	$ 386,149	$ 15,349	$ 288,136	$ 98,013	75%
Transfers Out	$ 53,046	$ -	$ 53,046	$ -	100%
Capital	$ 900,000	$ 82,487	$ 88,946	$ 811,054	10%
Debt Service	$ 230,863	$ 187,931	$ 230,863	$ 1	100%
Total Expenditures	$ 1,570,058	$ 285,767	$ 660,990	$ 909,068	42%
Rev/Exp*	$ (308,772)	$ (170,889)	$ 437,426		

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

DRAINAGE

	Budget	Current Month Actual	YTD Actual	Available Budget	% YTD of Total Budget
Drainage Fund (022)					
Revenue					
Billing/Interest	$ 914,400	$ 76,528	$ 843,361	$ 71,039	92%
				$ -	
Expenses				$ -	
Operating	$ 471,570	$ 13,282	$ 182,662	$ 288,908	39%
Capital	$ 129,341	$ -	$ 85,297	$ 44,044	66%
Debt Service	$ 475,240	$ 429,820	$ 474,639	$ 601	100%
Total Fund	$ 1,076,151	$ 443,102	$ 742,598	$ 333,553	69%
Rev/Exp*	$ (161,751)	$ (366,574)	$ 100,763		

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

Fire

Fire Operations:

- Personnel completed ***13*** annual business inspections throughout the month.
- Members completed a combined ***342*** hours of training this month.
- The mutual aid agreement with Medstar Ambulance resulted in ***45*** responses during August and ***26*** transports to local hospitals.
- Turnout times averaged ***1 minute 7 seconds*** for August. The national standard is 60 seconds or less.
- Response times for August averaged ***3 minutes 32 seconds*** from receipt of call-in dispatch to the first fire unit arriving on scene to assist.
- Ambulance billing revenue for July 2024 was **$17,317.**
- FF/PM Anthony Dryer 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 Callan Scherer is progressing well through his new paramedic field training process, and he should be ready for his interview with the Medical Director in October/November.
- A Shift personnel were recognized for their outstanding patient care stemming from a cardiac arrest related incident which was handled well in the field and resulted in a positive outcome for the patient. They were also recognized for the field delivery of a little boy in May of this year.
- 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 August.
- Vial of Life emergency medical information pouches are available at the fire station and Library.
- Medication disposal pouches are also available at the fire station. The box is mounted on the wall in the lobby of the new fire station. 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 August 2024 were **5% less** than calls in August 2023.

Operations Response Data:

	Service Calls – Through August 31, 2024		
	Current Month	**August 2023**	**FY2024 Total**
Fire Calls	4	7	**52**
EMS/Major Accidents/ Rescues	88	92	**945**
Hazardous Conditions – No Fire	10	4	**87**
Public Assistance	17	23	**165**
Good Intent (No Service Rendered)	15	16	**177**
False Alarm	6	7	**92**
Severe Weather & Natural Disaster	1	0	**3**
Total Calls	**141**	**149**	**1,522**
	Automatic / Mutual Aid		
	Current Month	**August 2023**	**YTD Total**
Aid Received	50	22	**564**
Aid Given	17	15	**193**

Medstar Response Data:

Priority	Count of Monthly Responses	Transports	Transport Percentage	Average Response Time
P1	1	1	100.00%	0:08:43
P2	8	6	75.00%	0:08:46
P3	4	3	75.00%	0:11:48
P4	1	0	0.00%	0:04:40
P5	21	11	52.38%	0:11:32
P6	0	0	0.00%	0:00:00
P7	7	4	57.14%	0:09:27
P8	3	1	33.33%	0:18:29
Overall Total:	**45**	**26**	**57.78%**	**0:10:29**
Priority Total:	**13**	**10**	**76.92%**	**0:09:46**
Non-Priority Total:	**32**	**16**	**50.00%**	**0:11:02**

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.
- Staff began the renewal process for our part in the Tarrant County Hazard Mitigation Plan which addresses hazards in the community related to natural disasters and events impacting the region.

Fire Marshal:

CO Inspections: 3 (Food Trucks)

Annual Fire Inspections: 13, Fees collected: $675.00

Fire Alarm Inspection: 3

Fire Sprinkler Inspection: 6

School Inspections: Binion Elementary School and Mullendore Elementary School

Church Fire Inspections: 1

Nursing Home Inspections: 0

Plan Reviews: 2 Fees collected: $2072.00

Code Consults: 7224 Glenview; Tam Tam Zing

DRC Meetings: 3317 Booth Calloway Rd, empty lot behind El Chico

Business Info Updates: None

P&Z Meeting: N/A

Tarrant Co. Emergency Mgmt. Meeting: Several Situational Awareness calls for Fire Weather and Rain/Flood Advisory

NEFDA Haz-Mat Meeting:

TCFAI Meeting: N/A due to Conference

Walkthroughs: Richland Middle School

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. Forms have been submitted, next submittal for deployment reimbursement. Updating Mitigation Plans for NCTCOG, attended virtual meeting for submission plans.

Training: Attended Food Truck Inspection Class through FPANT, attended 4 day Arson/Fire Investigator Conference in Fort Worth

Investigations: Assisted Texas State Fire Marshal Office with an ongoing investigation.

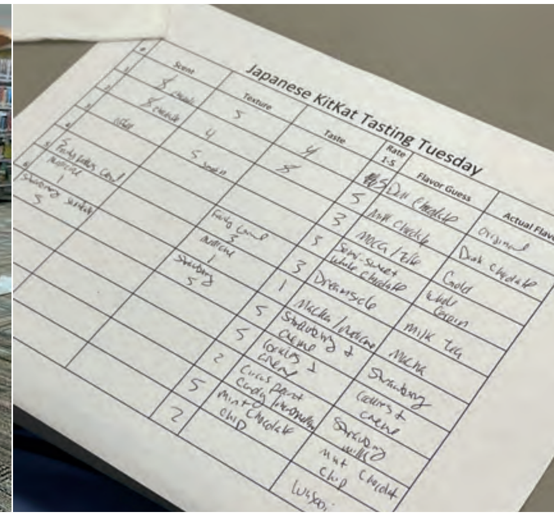
Other: Met with representative from Brycer's - The Compliance Engine, regarding a program to aid with compliance and notifications between alarm/sprinkler/fire extinguisher technicians and the Fire Dept. No cost to the agency utilizing the program

Attended Quad County Chiefs Meeting, Discussed Food Permit for the Tarrant County cities to be recognized by all agencies, would be set to the highest Fire Code standards, AI in the fire service

Assisted PD with traffic control/parking for Cheney Hills Elementary School for Back to School week.

RICHLAND HILLS PUBLIC LIBRARY

AUGUST • 2024



IMPACT

The first week of August we contacted our Grand Prize Winners for Summer Reading Club. 20 names were drawn randomly from the 209 participants.

We also hosted 2 sessions of the very popular Kit Kat Tasting program featuring many different flavors of imported Japanese Kit Kats.

We also hosted a tote bag coloring program. This event was registration required due to limited supplies and was completely booked with participants with a waiting list.

KEY FACTS (LAST YEAR)

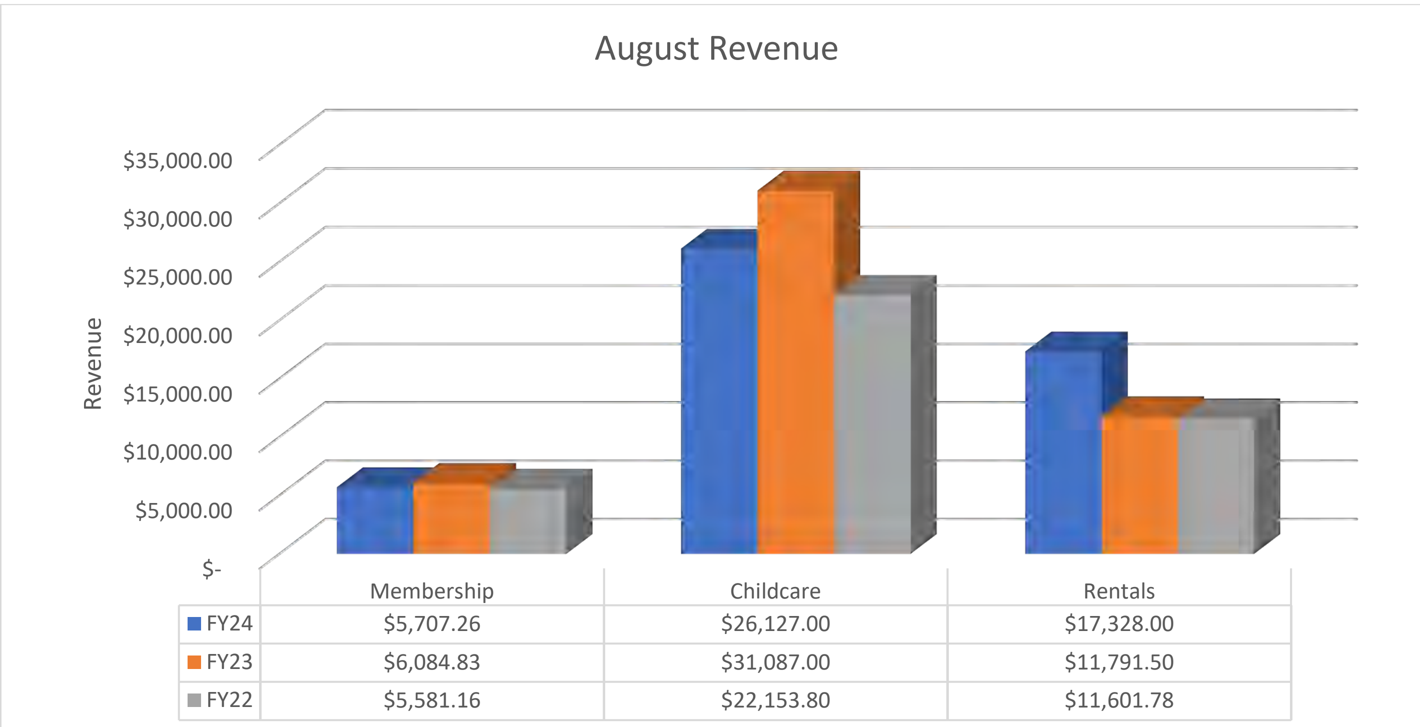
- 1234 Visitors (1180)
- 299 Program Attendance (172)
- 11 Programs & Events (8)
- 3786 Total Items Checked Out (3491)
- 1317 Questions Answered (1069)
- 3 Posters printed for other City Departments (1)
- 241 Computer Usage (76)
- 38 Wireless Prints (new service)

THE LINK
EVENT + RECREATION CENTER

The Link Event & Recreation Center Monthly Report
August 2024

Budget Analysis

The Link outperformed its August revenue goal by more than $1,000. Altogether, The Link has generated **$588,779.98** or 102% of the FY24 revenue goal.



Revenue Summary of Key Accounts						
Link Revenue	**Aug 2022**	**Aug 2023**	**Aug 2024**	**FY22**	**FY23**	**FY24**
Classes	$ 881.50	$ 1,051.50	$ 471.50	$ 6,165.87	$ 7,703.87	$ 9,105.00
Link Membership	$ 5,581.16	$ 6,084.83	$ 5,707.26	$ 59,484.54	$ 6,513.86	$ 61,391.52
Day Passes	$ 616.00	$ 441.00	$ 962.67	$ 4,377.00	$ 3,820.00	$ 5,870.67
Fitness Classes	$ 206.34	$ 435.82	$ 612.75	$ 3,561.57	$ 3,290.63	$ 6,322.37
Personal Training	$ -	$ -	$ -	$ 20,406.57	$ 4,521.60	$ 4,548.00
Athletics	$ 2,350.50	$ 1,888.75	$ 1,165.00	$ 24,587.54	$ 19,864.99	$ 15,914.50
Day Camps	$ 14,709.00	$ 18,842.00	$ 11,975.00	$ 101,528.25	$ 108,322.00	$ 119,989.00
After School Program	$ 7,444.80	$ 12,245.00	$ 14,152.00	$ 88,266.38	$ 108,217.50	$ 162,404.00
Rentals	$ 11,601.78	$ 11,971.50	$ 17,328.00	$ 200,485.47	$ 157,692.77	$ 159,616.25
Grand Total	**$ 43,391.08**	**$ 52,960.40**	**$ 52,374.18**	**$ 508,863.19**	**$ 419,947.22**	**$ 545,161.31**

*This chart does not include all revenue streams.

Program Updates

- **Memberships: $5,707.26.**
  - Memberships Sold: 21
  - Memberships canceled or expired: 28
  - Total paid memberships: 309
  - Total memberships overall: 697
    - Medicare programs brought in an additional $2,498.50 from 171 active members.

- **Camps and After School Program: $26,157.** The Link's summer camp program ended the second week of August. The Link's after school program started August 14 and currently has 100+ students registered.

- **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** -4
    - **Belly Dancing** - 5
    - **Creative Dance** -0
    - **Ballet I** – 1
    - **Fitness Orientation** – 8
    - **Basketball Clinic** - 20

- **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** – 32 registered for our monthly pass
    - **Volleyball** – 52 registered for our monthly pass

- **Special Events:**
  - No events planned in August

- **Community Programs:** The Link, while designed to generate revenue, tries to find a balance with community programs that anyone can join.
  - **Lunch Bunch** – 98 attended Senior Lunch Bunch. iFratelli Pizza was served. $39 in donations were received.
  - **Tarrant Area Food Bank** - The Link continues to partner with Trinity Point Church on the second Thursday of every month.

- **Senior Programs:**
  - 87 seniors stayed for Bingo after the luncheon.
  - Trip to Paradise Pottery and Glass studio on August 21 was cancelled due to lack of participants.
  - 5 seniors attended the trip to the Tarrant County Empowering Seniors EXPO on August 29.
  - 16 seniors attended the trip to The Journey Dome on August 7.

- **Rentals: $17,328.** The Link surpassed its rental revenue goals this month by more than $5,300. The surpassed its rental revenue goal for the entire FY24 year.

Police

- August 14th – Back to School, Richland Hills Police Department provided extra staff at all school campuses to assist with student drop-off, student pickup, and traffic-related issues.
- August 20th – The Richland Hills Police Department hosted the Richland Hills Citizen's Police Academy Alumni Meeting.
- August 28th – Chief Sylvester, Captain Russell, and Lt. Gaytan attended the North Texas Police Chiefs hosted by DFW Airport.
- August 31st – Richland Hills Police Department partnered with the Richland Hills Citizens Police Academy Alumni Association to participate in the "Battle of the Badges" Carter Blood Drive held at the LINK and hosted by the Richland Hills Masonic Lodge.

Service Calls

	Current Month	YTD Total
Total Calls for Service (CFS)	2576	19668
Calls for Service	359	3390
Field Generated CFS	2217	16278
Proactive Policing (Included in Field Generated		
Traffic Stops-Spillman	795	4830
Violations issued	483	3758
Warnings issued	659	3733
Traffic stops resulting in an arrest	33	253
Crime Prevention CFS	511	3702
Business Checks CFS	521	4506
Arrests	73	474
Family Violence-included above	4	25
DWI Arrests–included above	11	92
Priority-1 Total Response Time	4m 25s	
Priority-1 Officer Response Time	1m 41s	

NOTES:

Part 1 Offenses

	Current Month	YTD Total
Total Violent Crime Offenses	5	54
Murder	0	0
Rape	0	9
Robbery	0	0
Aggravated Assault	2	8

Simple Assault	3	36
Total Property Crime Offenses	11	136
Burglary	0	14
Business	0	10
Residential	0	4
Larceny	4	60
Burglary of Motor Vehicle	3	37
Auto Theft	4	27
Part -1 Offenses Cleared	3	76
Clearance Rate %	18.75%	40.53%
Stolen Property Reported	$104,381	$860,998
Stolen Property Recovered	$0	$44,627

NOTES:

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	9	96
Accidents-Major	9	55
Accidents-Minor	7	95
Alcohol/Drug Impairment	1	7

NOTES:

Records

	Current Month	YTD Total
Sex Offender Registrations	1	5
Open Records Requests	51	402
Solicitors Permits	0	1

Property & Evidence

	Current Month	YTD Total
Pieces of Property Received	115	898
Items Taken to Lab for Narcotics Testing	8	79
Items Taken to Lab for Blood Alcohol Content	15	90
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	27	544
Current Open Cases	11	
Total Warrants Issued	2	61
Misdemeanor Arrest Warrant	1	17
Felony Arrest Warrant	1	20
Search Warrant	0	20
Charges Filed with TCDA	19	309
New Emergency Protective Orders	1	12

NOTES:

Animal Services

- Vax Shack performed 62 spay/neuter surgeries during August and provided 92 immunizations to pets in and around our community.
- Next Surgery Day is scheduled for September 26, 2024
- August 17th and 18th – Richland Hills Animal Services participated in the NBC 5 Mega Clear the Shelter Adoption event at the Will Rogers Coliseum.
- Month of August – Richland Hills Animal Services participated in the Clear the Shelter event offering half-price adoptions to the community.
- During the Clear the Shelter Event, Animal Services 13 canines and 37 felines, totaling 50 pets were adopted and found their furever home! Special thank you to all our Animal Services Volunteers and Staff making this year’s clear a shelter event successful.

	Current Month	YTD Total
Total Dispatched Calls	12	182

Impounds

	Current Month	YTD Total
DOGS	21	99
CATS	43	226
OTHER THAN DOGS/CATS	7	13
TOTAL	71	338

NOTE:
1 Rabbit and 1 exotic bird were impounded.

Incidents by Type

	Current Month	YTD Total
ANIMALS AT LARGE	4	35
AGGRESSIVE ANIMAL	0	11
ANIMAL COMPLAINTS	5	112
INJURED ANIMALS	2	9
TOTAL	11	167

NOTES:

Bite Reports

	Current Month	YTD Total
ANIMAL BITES	0	5
SHELTER QUARANTINE	0	2
HOME QUARANTINE	0	3
SUBMISSION &/or Owner Req Euthanasia	0	0
UNABLE TO LOCATE	0	0

NOTES

Disposition of Animals out of the Shelter

	Current Month	YTD Total
DOGS ADOPTED	13	69
CATS ADOPTED	37	140
RETURNED TO OWNER/YARD	8	36
TRANSFERRED/RESCUED	15	39
EUTHANIZED/ LOST/ DIES IN CARE	1	36

City License Issued

	Current Month	YTD Total
ISSUED	6	80

Citations/Violations Issued

	Current Month	YTD Total
CITATIONS ISSUED	0	19
WARNINGS ISSUED	0	0

Public Works

PUBLIC WORKS – Work Orders — TOTAL WORK ORDERS: 251

STREETS

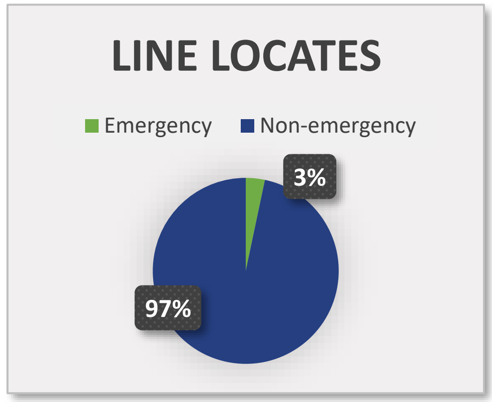
	CURRENT	YTD
Potholes	**14**	**734**
Street Patch	0	6
Debris Removal/Mowing	7	88
Sign Repair/Install	14	259
Manhole Repairs	0	2
After Hour Calls	0	8
Other (Mosquito Testing/Spray, etc.)	13	63

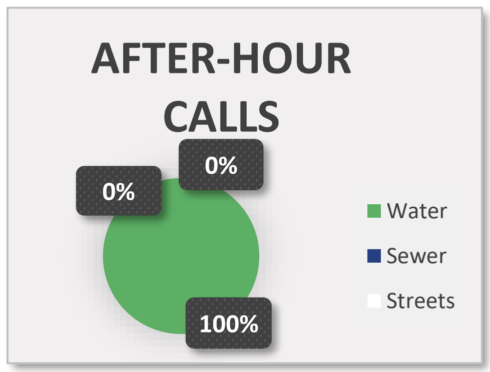
WATER

	CURRENT	YTD
Water Line Break	**1**	**8**
Water Line Repair	3	6
Meter Leak/Repair	17	120
After Hour Calls	4	35
Other (Water pressure, odor, etc.)	11	80

SEWER

	CURRENT	YTD
Sewer Line Break	**0**	**2**
Sewer Line Repair	0	4
Household Back-up	6	70
Drainage	2	52
After Hour Calls	0	14
Other (Odor, etc.)	8	44





UTILITIES – Work Orders — TOTAL WORKORDERS: 256

SERVICES

	CURRENT	YTD
Meter Turn On	70	573
Service Shut Off	70	612
Final Reads	30	317
Service Starts	33	305
Re-Read Meter	3	35

GENERAL

	CURRENT	YTD
Possible Leak	13	110
Meter Repairs/Replacement	1	25
Reset Encoder	7	140
No Reads	7	95
Other (Low Consumption, Meter Tests, etc.)	25	169

Operational Updates

- 4,000’ 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.

Public Works

- Lift Station Maintenance.
- Routine/Seasonal mowing throughout the city.
- Staff programmed the school zone flashing lights on Glenview.
- Staff assisted the Parks Department with various projects throughout the parks.
- Multiple trees trimmed throughout the city to make street signage more visible.
- Tarrant County continues work on the Norton Drive (between Evergreen Drive and Glenview Drive) roadway overlay project.
- Fence Fanatics continues their work on the replacement of the retaining wall at the Public Works facility. Work is expected to be wrapped up by the end of September.
- PSI is currently conduction a 1-year efficiency test on the digital water meters installed last year. Results are pending.
- The purchase of a Ditch Witch Vacuum Excavator was made.

Staff Updates

- Superintendent, Kelly Morris completed training for the Surface Water Production II license, he is now preparing to test.
- Maintenance Technician II, Pedro Rodriguez completed Ground Water Production training is now preparing to test for his license.
- Maintenance Technician I, Kris Lewis is registered for Basic Water Operator – Class D training in September.
- Staff that successfully obtained licensing and/or certifications:
  - Robert Freeman: Water Operator – Class D
  - Gene Arnold: Water Operator – Class D