

**RICHLAND HILLS CITY COUNCIL
REGULAR MEETING AGENDA
DECEMBER 9, 2024
CITY HALL, 3200 DIANA DRIVE**

The Work Session and Regular Session are open to the public. If Executive Session is required, it will be held in the Council Conference Room, and is closed to the public. Please note that although the Council will generally consider the items on the agenda in the order shown below, they may elect to re-order items in order to accommodate the needs of the Council, city staff, presenters, or the public generally. Therefore, members of the public interested in any agenda item are encouraged to be in attendance at the start of the meeting.

CITY COUNCIL WORK SESSION – 6:30 PM

1. **Executive Session:** Pursuant to the Open Meetings Act, Chapter 551, Texas Government Code, Sections 551.071, 551.072, 551.073, 551.074, 551.076, 551.087, 418.183(f) and 418.106(d) & (e). **Executive Session may be held, under these exceptions, at any time during the meeting that a need arises for the City Council to seek advice from the City Attorney as to the posted subject matter of this City Council meeting.**
 1. Section 551.072: Deliberation regarding real property
 - a. 2721 Handley Ederville Road, Richland Hills, TX
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.

CITY COUNCIL REGULAR SESSION – 7:00 PM

CALL TO ORDER

INVOCATION AND PLEDGES OF ALLEGIANCE

1. PRESENTATIONS

- A. Business Spotlight: Puerquitos Panaderia
- B. 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 November 11, 2024 City Council Regular Meeting
- B. Excuse the absence of Mayor Curtis Bergthold from the December 9, 2024 regular City Council meeting
- C. Approve the renewal of an Interlocal Agreement for Joint Crime Victim Assistance Program for the cities of North Richland Hills, Haltom City, Richland Hills and Watauga
- D. Approve increase to contract with Angiel Electrical Construction Corporation for the installation of auxiliary power at city water facilities by \$21,117.71 for a total contract value of \$1,454,088

3. PUBLIC HEARINGS, MEETINGS, AND OTHER RELATED ITEMS

- A. None

4. ORDINANCES & RESOLUTIONS AND OTHER RELATED ITEMS

- A. Consider Ordinance 1516-24 amending Chapter 18 “Businesses”, of the Code of Ordinances of the City of Richland Hills, Texas, by adding Article XIII “Short-Term Rental Registration” in order to establish regulations and registration processes for the use of residential property as a short-term rental
- B. Consider Ordinance 1517-24 amending the FY 2025 Municipal Fee Schedule effective January 1, 2025

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

- A. None

6. OTHER ITEMS FOR CONSIDERATION

- A. None

7. REPORTS & DISCUSSIONS

- A. Street Improvement Projects

B. October and November 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 4th day of December 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: JP Ducay, Director of Planning and Development Services

Date: December 9, 2024

Subject: Business Spotlight

Agenda Item:

Business Spotlight: Puerquitos Panaderia

Background Information:

Puerquitos Panaderia is located at 7017 Baker Blvd (Suite G). They received their Certificate of Occupancy on October 30, 2024. A representative from Puerquitos Panaderia will be in attendance to introduce their business.

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: December 9, 2024

Subject: Minutes from the November 11, 2024 Regular City Council Meeting

Agenda Item:

Approval of minutes from the November 11, 2024 City Council Regular Meeting

Background Information:

N/A

Financial Considerations:

N/A

Legal Review:

N/A

Board/Citizen Input:

N/A

Attachments:

November 11, 2024 Draft Minutes

Council Action Requested:

Motion to approve the minutes from the November 11, 2024 City Council Regular Meeting

**RICHLAND HILLS CITY COUNCIL
REGULAR MEETING
NOVEMBER 11, 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
Roland Goveas, Place 6

Council absent

Staff present

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

CITY COUNCIL WORK SESSION – 6:31 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 Short-Term Rental Registration Process**

Director of Planning and Development Services JP Ducay presented the item to the City Council and advised that short-term rentals refer to a residential premises, or portion thereof, used for lodging accommodations to occupants for a period of not less than one or more than 30 consecutive days, other than an ongoing month-to-month tenancy granted to the same renter for the same premises. The definition of short-term rental does not include a hotel, motel, bed and breakfast, executive suite or other nonresidential use.

Over the past few years, city staff has received several inquiries regarding short-term rentals within the community. Many cities in the Dallas-Fort Worth Metroplex have adopted policies for short-term rentals, and city staff has prepared a draft policy to provide guidelines for operating short-term rentals in Richland Hills. The proposed policy establishes a registration program for short-term rentals that will balance the rights of all

stakeholders through a fair and objective regulatory framework and ensure that short-term rentals do not become a nuisance.

Discussion ensued regarding annual inspections including fire inspections and the differences between short and long-term rentals.

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

None.

Mayor Bergthold adjourned the work session at 7:06 p.m.

REGULAR SESSION – Mayor Bergthold Called to Order – Time 7:06 p.m.

INVOCATION AND PLEDGES OF ALLEGIANCE – Councilmember Travis Malone

PRESENTATIONS

1A. Business Spotlight: Muslim Community Center for Human Services (MCCHS)

Director of Planning and Development Services JP Ducay introduced representatives from MCCHS located at 7600 Glenview Drive. MCCHS has been providing care and services to the community since 1995 and is hosting an open house on Saturday, November 23, 2024 from 12:00 to 3:00 p.m.

1B. Employee Service Award

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

10 Years of Service

Fire Chief Russell Shelley

1C. Fire Department Badge Pinning

Fire Chief Russell Shelley introduced Firefighter/Paramedic Fabian Huerta and provided a brief background.

City Secretary Lindsay Rawlinson administered the Oath of Office to Firefighter/Paramedic Fabian Huerta.

1D. Citizen Appearances/Public Comments

Cindy Gillard, 3709 Norton Drive, Richland Hills, advised that on October 30, 2024, she called 911 for her wife and the call was not answered. She expressed frustration and fear at the situation and stated that she ended up driving her wife to the hospital herself. She requested that Richland Hills operate its own dispatch center for emergencies.

CONSENT AGENDA

2A. Approved minutes from the October 28, 2024 City Council Regular Meeting

2B. Excuse the absence of Councilmember John Skier from the October 28, 2024 regular City Council meeting

2C. Approve renewal of Managed Services Agreement with SEAC Network Solutions (formerly TodoVerde, LLC) for information technology services and authorize City Manager to sign agreement

2D. Approve Resolution 607-24 adopting a Prohibited Technology Policy in compliance with Chapter 620 of the Texas Government Code

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

Motion carried by a vote of 7-0.

PUBLIC HEARINGS, MEETINGS, AND OTHER RELATED ITEMS

3A. Approved Ordinance 1513-24 amending Chapter 90 "Zoning," Section 3.02.01 "Conditional Development Standards" in order to update size and use regulations for guest houses. PUBLIC HEARING

Director of Planning and Development Services JP Ducay presented the item to the City Council and advised that on May 6, 2014, the City of Richland Hills adopted a Comprehensive Plan along with a new Zoning Ordinance. The new zoning ordinance included "Guest House" as a residential use only allowed by Specific Use Permit (SUP) in the SFE and SF-10 zoning districts. Then on August 18, 2015, City Council adopted supplemental Guest House regulations. Supplemental regulations were established to better regulate the size and utilization of guest houses. Specifically, to reduce the likelihood of guest houses being rented out.

Since the adoption of the supplemental regulations in 2015, five guest houses have been approved by SUP. The most recent guest house request was approved by City Council on October 14, 2024. During the deliberation, there was detailed discussion on the regulations that limit the size of guest houses and the number of bathrooms within them. It was believed that the size discrepancy between accessory buildings and guest houses

was unnecessary. City Council agreed that both building types should be held to the same size requirements. Additionally, it was determined that regulating the number of bathrooms within a guest house placed hardship on potential guests or family occupying the building. City Council provided staff direction to amend these regulations accordingly. The Planning and Zoning Commission considered the ordinance at their October 22, 2024 regular meeting and voted 3-0 to recommend approval.

Mayor Bergthold opened the public hearing at 7:36 p.m. and asked to hear from any proponents followed by opponents of the case.

Hearing none, Mayor Bergthold closed the public hearing at 7:36 p.m.

Motion: Motion was made by Councilmember Malone and seconded by Councilmember Skier to approve Ordinance 1513-24 amending Chapter 90 "Zoning", Section 3.02.01 "Conditional Development Standards" in order to update size and use regulations for guest houses.

Motion carried by a vote of 7-0.

ORDINANCES & RESOLUTIONS AND OTHER RELATED ITEMS

4A. Approved Resolution 606-24 casting the City of Richland Hills' allocated votes in the appointment of members to the Tarrant Appraisal District Board of Directors

City Manager Candice Edmondson introduced the item to the City Council and advised that the current two-year terms of the five voting members of the Tarrant Appraisal District Board of Directors will expire on December 31, 2024. All taxing units in the County are allotted a certain number of votes based on the population that they represent. The City of Richland Hills has up to four votes to cast. These votes may be cast in any way the City Council deems appropriate.

Sayed Syad, 6705 Sapphire Circle North, Colleyville, Texas, introduced herself as a candidate for the Tarrant Appraisal District Board and stated that there are 14 candidates on the ballot for the first time. She provided her background information including the entities who nominated her and asked for the City Council's support.

Eric Crile, 11325 Gale Ridge Terrace, Fort Worth, Texas, introduced himself as a candidate for the Tarrant Appraisal District Board. He provided his background information including the entities who nominated him, his vision for the Tarrant Appraisal District, and asked for the City Council's support.

Discussion ensued regarding the two candidates who came to request the City Council's support.

Motion: Motion was made by Councilmember Bledsoe and seconded by Councilmember Skier to approve Resolution 606-24 casting the City of Richland Hills' allocated votes in the appointment of members to the Tarrant Appraisal District Board of Directors with two votes each for Sayeda Syad and Eric Crile.

Motion carried by a vote of 7-0.

CONTRACTS, AGREEMENTS, BID AWARDS AND OTHER RELATED ITEMS

5A. Approved insurance benefit renewal with United Healthcare for annual group medical insurance and Guardian for annual dental and vision insurance; consider new insurance benefits with Mutual of Omaha for annual life, voluntary life and disability insurance and voluntary worksite benefits; consider benefit administration with Flores for COBRA, flexible spending and health savings account administration for calendar year 2025

Human Resources Manager Rick DeOrdio introduced employee benefits broker, Lance Pendley, Senior Vice President of McGriff who provided information regarding the City's group medical insurance for City employees.

Mr. Pendley provided a brief overview of the bid received for medical insurance renewal beginning January 1, 2025. Following negotiations, United Healthcare (UHC), will remain as the city's group medical insurance provider, offering three medical plan options. Staff also recommends continuing with Guardian for dental insurance coverage, which offers two dental plan options and vision insurance coverage.

In addition, staff recommends the city transition to Mutual of Omaha for basic life, voluntary life and disability insurance benefits, and voluntary worksite benefits, and Flores to administer the City's COBRA, flexible spending and health savings account services. The anticipated FY 2025 budget expenditure is projected not to exceed \$850,117.

Motion: Motion was made by Councilmember Bledsoe and seconded by Mayor Pro Tem Knowlton to approve insurance benefit renewal with United Healthcare for annual group medical insurance and Guardian for annual dental and vision insurance; consider new insurance benefits with Mutual of Omaha for annual life, voluntary life and disability insurance and voluntary worksite benefits; consider benefit administration with Flores for COBRA, flexible spending and health savings account administration for calendar year 2025.

Motion carried by a vote of 7-0.

5B. Approved professional services agreement with Kimley-Horn and Associates, Inc. for preliminary engineering and planning services for the Glenview Drive project

City Manager Candice Edmondson introduced the item to the City Council and advised that on February 26, 2024 the City Council approved a conceptual master plan for the Glenview Drive corridor. The purpose of the plan was to establish a policy and vision to guide future development in the corridor from State Highway 26 to the eastern city limits. The plan coincided with Tarrant County's 2021 Transportation Bond Program which provides a \$5.32 million match to improve Glenview Drive and the surrounding infrastructure. The concept plan provides recommendations focused on mitigating safety and mobility issues while improving economic conditions, creating a sense of place, and establishing the corridor as a regional destination.

As the next step in the process, the City of Richland Hills issued a Request for Qualifications for professional engineering and design services for reconstruction of Glenview Drive on June 20, 2024. Six proposals were received from the following firms: Baird, Hampton & Brown; Kimley-Horn and Associates; Parkhill; Shield Engineering Group; Teague Nall and Perkins, Inc. and Westwood Professional Services, Inc. Following a thorough evaluation by the city's project team, Kimley-Horn was selected to move forward into the negotiation phase of the selection process.

Ms. Edmondson introduced Engineer Misty Christian, Kimley-Horn, who provided a brief overview of the scope of services, preliminary engineering, and planning services listed in the agreement. She advised that many things will be accomplished in-house with the exception of traffic counts along Glenview. Additionally, she advised that the community will have the opportunity to provide input and feedback and the City will partner with the City of North Richland Hills in making decisions for the corridor.

Motion: Motion was made by Mayor Pro Tem Knowlton and seconded by Councilmember Goveas to approve professional services agreement with Kimley-Horn and Associates, Inc. for preliminary engineering and planning services for the Glenview Drive project.

The vote was as follows:

For: Mayor Bergthold, Mayor Pro Tem Knowlton, Councilmembers Malone, Skier, Estep and Goveas
Against: Councilmember Bledsoe

Motion carried by a vote of 6-1.

OTHER ITEMS FOR CONSIDERATION

6. None.

REPORTS & DISCUSSIONS

7. None.

COMMUNITY INTEREST ITEMS

8. Councilmember Estep advised of several upcoming events:

- Now through Monday, November 25, 2024, Veterans Wall of Honor, The Link;
- Tuesday, November 12, 2024, Richland Hills Literary Club, Public Library, 6:30 p.m.;
- Thursday, November 14, 2024,
 - o Senior Lunch Bunch and Bingo, The Link, 12:00 to 2:00 p.m.;
 - o Tarrant County Food Pantry, The Link parking lot, 5:30 to 7:00 p.m.;
- Friday, November 15, 2024,
 - o Animal Shelter Grand Opening, Animal Shelter, 10:00 a.m. to noon;
 - o Cozy Coffee Corner, Public Library, 6:00 p.m.;
- Friday, December 6, 2024, Christmas Tree Lighting, The Link Plaza, 6:00 p.m.;
- Every Thursday, Coffee Talk, Public Library, 10:00 to 11:30 a.m.

Additionally, Mayor Bergthold advised that there will only be one City Council meeting held in November and December due to upcoming holidays. The next meeting will be Monday, December 9, 2024. He also advised that former Councilmember Javier Alvarez will be officiating at the upcoming Mike Tyson boxing match on Friday, November 15, 2024.

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 8:25 p.m.

ATTEST:

APPROVED:

Lindsay Rawlinson, City Secretary

Curtis Bergthold, Mayor

Memorandum

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

From: Lindsay Rawlinson, City Secretary

Date: December 9, 2024

Subject: Mayor Bergthold Absence

Agenda Item:

Excuse the absence of Mayor Curtis Bergthold from the December 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. Mayor Bergthold 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 Mayor Curtis Bergthold from the December 9, 2024 regular City Council meeting

Memorandum

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

From: Kimberly Sylvester, Chief of Police/Assistant City Manager

Date: December 9, 2024

Subject: ILA Renewal - Joint Crime Victim Assistance Program

Agenda Item:

Approve the renewal of an Interlocal Agreement for Joint Crime Victim Assistance Program for the cities of North Richland Hills, Haltom City, Richland Hills and Watauga

Background Information:

The Joint Crime Victim Assistance Program commenced in 2009 as the Joint Crime Victim Liaison Assistance Program for Richland Hills, North Richland Hills, Haltom City and Watauga. The City of Richland Hills originally acquired a grant to partially fund this program, with matching funds from the joint cities of Richland Hills, North Richland Hills, Haltom City and Watauga. The City of Richland Hills managed the grant until its term ended on September 30, 2018. At that time, North Richland Hills took over management of the grant program and received grant funding in the following years.

The most recent interlocal agreement approved by the City Council covered the years from October 1, 2020 to September 30, 2024.

In 2024, The City of North Richland Hills applied for and submitted a new grant that was approved for this program through 2026. The Joint Crime Victim Assistance Program was approved for a term of two (2) years beginning October 1, 2024 through September 30, 2026, with an option to extend for one successive two (2) year term. The grant authorizes one (1) Victim Assistance Coordinator and two (2) Victim Assistance Specialists civilian personnel.

The Victim Assistance Program assisted 171 victims of crime in Richland Hills in 2023 and 75 victims to date in 2024.

Financial Considerations:

Funding in the amount of \$9,915 was approved in the FY 2025 Budget for Richland Hills portion of the shared program.

Legal Review:

The City Attorney has reviewed the agreement.

Board/Citizen Input:

N/A

Attachments:

Interlocal Agreement Joint Crime Victim Assistance Program for the cities of North Richland Hills, Haltom City, Richland Hills and Watauga

Council Action Requested:

Approve Interlocal Agreement for Joint Crime Victim Assistance Program for the cities of North Richland Hills, Haltom City, Richland Hills and Watauga

**INTERLOCAL AGREEMENT
JOINT CRIME VICTIM ASSISTANCE PROGRAM
FOR THE CITIES OF NORTH RICHLAND HILLS, HALTOM CITY,
RICHLAND HILLS, AND WATAUGA TEXAS**

THE STATE OF TEXAS)(

COUNTY OF TARRANT)(

The parties to this Agreement ("AGREEMENT"), are the Cities of North Richland Hills ("NORTH RICHLAND HILLS"), Haltom City ("HALTOM CITY"), Richland Hills ("RICHLAND HILLS"), and Watauga ("WATAUGA"), all Home Rule municipalities of Tarrant County, Texas, each acting by and through its duly authorized city manager or mayor.

W I T N E S S E T H:

WHEREAS, NORTH RICHLAND HILLS, HALTOM CITY, RICHLAND HILLS and WATAUGA are desirous of partnering to form a joint Crime Victim Assistance Program through information, collaboration and advocacy; and

WHEREAS, NORTH RICHLAND HILLS, HALTOM CITY, RICHLAND HILLS and WATAUGA desire to enter into this Agreement to provide prompt, comprehensive and compassionate victim services to all victims of violent crime, lessen the impact of the crime, aid in survivor's recovery and encourage participation in the criminal justice system; and

WHEREAS, NORTH RICHLAND HILLS, HALTOM CITY, RICHLAND HILLS and WATAUGA desire to respond to the emotional and physical needs of crime victims in the four-city area by providing trained crime victim advocates to assist them throughout the process and beyond once any criminal proceedings are concluded; and

WHEREAS, this Agreement is authorized by and in conformance with Chapter 791 of the Texas Government Code, the Interlocal Cooperation Act (the "Act");

NOW THEREFORE, IN CONSIDERATION OF THE MUTUAL PROMISES AND CONSIDERATION PROVIDED FOR HEREIN, THE RECEIPT AND SUFFICIENCY OF WHICH ARE HEREBY CONFIRMED, NORTH RICHLAND HILLS, HALTOM CITY, RICHLAND HILLS AND WATAUGA HEREBY AGREE AS FOLLOWS:

Section 1. **Recitals.** All matters stated above in the preamble are found to be true and correct and are incorporated herein by reference as if copied in their entirety.

Section 2. **Term.** This Agreement shall be for a term of two (2) years October 1, 2024 and ending September 30, 2026, and subject to the availability of funding, shall be automatically extended thereafter for successive one (1) year terms through September 30, 2028, unless either party gives written notice of cancellation in accordance with Section 5 of this Agreement.

Section 3. **Scope of Services to be provided by NORTH RICHLAND HILLS.**

NORTH RICHLAND HILLS will be responsible for the management of the Crime Victim Assistance Program.

NORTH RICHLAND HILLS will employ one Victim Assistance Coordinator and two Victim Assistance Specialists civilian personnel.

NORTH RICHLAND HILLS will apply for available grant funding to fund the Crime Victim Assistance Program's personnel, related costs, and equipment needed to effectively provide services to crime victims. Any matching requirements and additional program costs will be shared with the partner cities based on percentages outlined for program expense sharing in the attached exhibit.

NORTH RICHLAND HILLS will apply annually for a continuation of available grant funding to fund, in whole or in part, the Crime Victim Assistance Program.

Section 4. Payments for Services Performed.

HALTOM CITY, RICHLAND HILLS and WATAUGA will pay the sum listed in the corresponding exhibit to NORTH RICHLAND HILLS for the Fiscal Year 2024/25. The amount of charges shall be established based on the adopted Fiscal Year 2024/25 NORTH RICHLAND HILLS Police Department for the Crime Victim Assistance Program as expressed in Exhibit A. Each party paying for the performance of governmental functions or services must make those payments from current revenues available to the paying party.

Payments shall be paid by HALTOM CITY, RICHLAND HILLS and WATAUGA to NORTH RICHLAND HILLS in four (4) equal installments due on the 1st day of each calendar quarter beginning October 1, 2024 and each subsequent calendar quarter of NORTH RICHLAND HILLS' fiscal year and continuing thereafter throughout the term of the Agreement.

Each annual payment amount shall be in accordance with NORTH RICHLAND HILLS' fiscal year Police Department operating budget for the Program adjusted annually to include budgeted increases in operating costs as anticipated to be approved by the NORTH RICHLAND HILLS City Council during the annual budgeting process for the upcoming fiscal year beginning October 1, multiplied by the cost share amount to be determined by each cities' last full year's Texas Department of Public Safety Part 1 crime numbers.

NORTH RICHLAND HILLS shall notify HALTOM CITY, RICHLAND HILLS and WATAUGA of the anticipated program costs by April 1st of each fiscal year for budgeting and planning purposes. The budget submittal will include an itemized detail of the anticipated costs and the associated difference(s) from the previous fiscal year budget. The final costs will be determined and communicated in writing when the NORTH RICHLAND HILLS City Council adopts the NORTH RICHLAND HILLS annual budget, but shall not exceed the estimate by more than 5% unless written notice is given by August 1 that the number is greater. Notwithstanding this limitation, the approved costs for the Crime Victim Assistance Program shall not exceed a 7% increase above the fiscal year costs. The annual cost increase for HALTOM CITY, RICHLAND HILLS and WATAUGA for the Crime Victim Assistance Program shall not exceed the percentage increase of the NORTH RICHLAND HILLS Police Department's annual operating budget.

Section 5. Cancellation.

HALTOM CITY, RICHLAND HILLS and WATAUGA shall have the right to terminate, based on the provisions of this Agreement if NORTH RICHLAND HILLS breaches any of its terms or fails to perform any of its obligations under this Agreement and then fails to cure the breach or failure within thirty (30) days following written notice from HALTOM CITY, RICHLAND HILLS or WATAUGA. If HALTOM CITY, RICHLAND HILLS, or WATAUGA breaches any of its terms or fails to perform any of its obligations under this Agreement and then fails to cure the breach or failure within thirty (30) days

following written notice from NORTH RICHLAND HILLS, NORTH RICHLAND HILLS shall have the right to terminate or remove the breaching party from the Agreement. If the Agreement is terminated under this paragraph, NORTH RICHLAND HILLS shall be entitled to retain money already received prorated to the period from the last payment until the date of termination and shall refund the remainder to the respective city.

Any party shall have the right to terminate this Agreement by giving written notice to the other parties at least six (6) months prior to October 1 of the subsequent Fiscal Year for the Crime Victim Assistance Program. All payments by HALTOM CITY, RICHLAND HILLS or WATAUGA to NORTH RICHLAND HILLS shall continue until the cancellation date or as mutually agreed to by all parties.

Section 8. Notices. All notices required or provided for in this Agreement shall be sent to the following parties by certified mail - return receipt requested:

City Manager
North Richland Hills
4301 City Point Drive
North Richland Hills, TX 76180

City Manager
Haltom City
5024 Broadway Ave.
Haltom City, TX 76117

City Manager
Richland Hills
3200 Diana Dr.
Richland Hills, TX 76118

City Manager
Watauga
7105 Whitley Rd.
Watauga, TX 76148

This Agreement embodies the complete agreement of the parties hereto superseding all oral or written previous and contemporary agreements between the parties relating to matters in this Agreement.

Executed as of the day and year first identified hereinabove, NORTH RICHLAND HILLS, signing by and through its City Manager, and HALTOM CITY, RICHLAND HILLS and WATAUGA signing by and through its officers or officials duly authorized official action of its governing body.

CITY OF NORTH RICHLAND HILLS:

By: _____
Paulette Hartman
City Manager

ATTEST:

By: _____
Alicia Richardson
City Secretary/Chief Governance Officer

APPROVED TO FORM:

By: _____
Bradley A. Anderle
City Attorney

CITY OF RICHLAND HILLS:

By: _____
Candice Edmondson
City Manager

ATTEST:

By: _____
Lindsay Rawlinson
City Secretary

APPROVED TO FORM:

By: _____
James Donovan
City Attorney

CITY OF HALTOM CITY:

By: _____
Rex Phelps
City Manager

ATTEST:

By: _____
Art Camacho
City Secretary

APPROVED TO FORM:

By: _____
Wayne Olson
City Attorney

CITY OF WATAUGA:

By: _____
Sandra Gibson
Interim City Manager

ATTEST:

By: _____
Linda Proskey
City Secretary

APPROVED TO FORM:

By: _____
David Berman
City Attorney

VICTM ASSISTANCE PROGRAM
FY24-25
FINAL OPERATING BUDGET
10/01/2024

	FY24-25 BILLING							
	TOTAL PROGRAM BUDGET	OOG (Included in Total Budget)	20% Cash Match	Program Costs	58.64% NRH	20.04% Haltom City	12.25% Watauga	9.07% Richland Hills
Salaries								
501010 - Regular	\$ 179,287.78	\$ 179,287.78	\$ -	\$ -	\$ 105,134.35	\$ 35,929.27	\$ 21,962.75	\$ 16,261.40
501020 - Overtime	\$ 9,000.00	\$ 9,000.00	\$ -	\$ -	\$ 5,277.60	\$ 1,803.60	\$ 1,102.50	\$ 816.30
502150 - Stability	\$ 1,050.00	\$ 1,050.00	\$ -	\$ -	\$ 615.72	\$ 210.42	\$ 128.63	\$ 95.24
502240 - Sick Leave Benefit	\$ 300.00	\$ 178.75	\$ -	\$ 121.25	\$ 175.92	\$ 60.12	\$ 36.75	\$ 27.21
503410 - Hospitalization	\$ 48,531.00	\$ 11,953.47	\$ 36,577.53	\$ -	\$ 28,458.58	\$ 9,725.61	\$ 5,945.05	\$ 4,401.76
503420 - Worker's Compensation	\$ 2,181.00	\$ -	\$ -	\$ 2,181.00	\$ 1,278.94	\$ 437.07	\$ 267.17	\$ 197.82
503210 - FICA	\$ 2,749.75	\$ -	\$ -	\$ 2,749.75	\$ 1,612.45	\$ 551.05	\$ 336.84	\$ 249.40
503310 - TMRS	\$ 34,646.82		\$ 13,789.97	\$ 20,856.85	\$ 20,316.90	\$ 6,943.22	\$ 4,244.24	\$ 3,142.47
Total Salaries	\$ 277,746.35	\$ 201,470.00	\$ 50,367.50	\$ 25,908.85	\$ 162,870.46	\$ 55,660.37	\$ 34,023.93	\$ 25,191.59
General Services								
514110 - Dues and Memberships	\$ 550.00	\$ -	\$ -	\$ 550.00	\$ 322.52	\$ 110.22	\$ 67.38	\$ 49.89
Total General Services	\$ 550.00			\$ 550.00	\$ 216.25	\$ 185.35	\$ 52.55	\$ 45.85
Sundry								
523170 - Software maintenance	\$ 2,830.00	\$ -	\$ -	\$ 2,830.00	\$ 1,659.51	\$ 567.13	\$ 346.68	\$ 256.68
Vehicle Allocation	\$ 3,000.00	\$ -	\$ -	\$ 3,000.00	\$ 1,759.20	\$ 601.20	\$ 367.50	\$ 272.10
513330 - Telephone Service (cell, wifi)	\$ 3,000.00	\$ -	\$ -	\$ 3,000.00	\$ 1,759.20	\$ 601.20	\$ 367.50	\$ 272.10
581020 - Telephone Allocation	\$ 3,687.00	\$ -	\$ -	\$ 3,687.00	\$ 2,162.06	\$ 738.87	\$ 451.66	\$ 334.41
581010 - Computer Allocation	\$ 11,495.00	\$ -	\$ -	\$ 11,495.00	\$ 6,740.67	\$ 2,303.60	\$ 1,408.14	\$ 1,042.60
514040 - Public Safety Training	\$ 2,500.00	\$ -	\$ -	\$ 2,500.00	\$ 1,466.00	\$ 501.00	\$ 306.25	\$ 226.75
Total Sundry	\$ 26,512.00			\$ 26,512.00	\$ 15,546.64	\$ 5,313.00	\$ 3,247.72	\$ 2,404.64
Supplies								
531020 - Clothing/Uniforms	\$ 400.00	\$ -	\$ -	\$ 400.00	\$ 234.56	\$ 80.16	\$ 49.00	\$ 36.28
534010 - Data Processing	\$ 3,500.00	\$ -	\$ -	\$ 3,500.00	\$ 2,052.40	\$ 701.40	\$ 428.75	\$ 317.45
531070 - Office Supplies & Equipment	\$ 1,500.00	\$ -	\$ -	\$ 1,500.00	\$ 879.60	\$ 300.60	\$ 183.75	\$ 136.05
531990 - Miscellaneous	\$ 1,500.00	\$ -	\$ -	\$ 1,500.00	\$ 879.60	\$ 300.60	\$ 183.75	\$ 136.05
Total Supplies	\$ 6,900.00			\$ 6,900.00	\$ 4,046.16	\$ 1,382.76	\$ 845.25	\$ 625.83
	\$ 311,708.35	\$ 201,470.00	\$ 50,367.50	\$ 59,870.85	\$ 182,785.78	\$ 62,466.35	\$ 38,184.27	\$ 28,271.95

LESS GRANT ALLOCATION \$ (201,470.00)

PARTNER CITIES' BILLING:

FY24-25	\$ 110,238.35	\$ 64,643.77	\$ 22,091.77	\$ 13,504.20	\$ 9,998.62
FY23-24	\$ 101,098.17	\$ 47,192.63	\$ 38,720.60	\$ 9,381.91	\$ 5,813.14

	2016 TxDPS Part 1		2017 TxDPS Part 1		2018 TxDPS Part 1		2019 FBI Report Part		2020 TxDPS Part 1		2021 TxDPS Part 1		2022TxDPS Part 1	
NRH	1,500	43.82%	1,520	42.32%	1,510	43.25%	1,423	41.01%	1,311	38.36%	1,721	46.68%	1,551	58.64%
HALTOM	1,176	34.36%	1,332	37.08%	1,294	37.07%	1,300	37.46%	1,491	43.62%	1,412	38.30%	530	20.04%
RICHLAND HILLS	275	8.03%	292	8.13%	320	9.17%	422	12.16%	271	7.93%	212	5.75%	240	9.07%
WATAUGA	472	13.79%	448	12.47%	367	10.51%	325	9.37%	345	10.09%	342	9.28%	324	12.25%
	3,423	100.00%	3,592	100.00%	3,491	89.49%	3,470	100.00%	3,418	100.00%	3,687	100.00%	2,645	100.00%



VICTIM ASSISTANCE PROGRAM BILLING
FY 2024-2025

FINAL

Salaries	Total Operating Budget	Haltom City 20.04%	Watauga 12.25%	Richland Hills 9.07%	NRH 58.64%
FY 24-25	\$ 277,746	\$ 55,660	\$ 34,024	\$ 25,192	\$ 162,870
FY 23-24	\$ 270,993	\$ 101,514	\$ 32,953	\$ 25,392	\$ 111,134
General Services	Total Operating Budget	Haltom City	Watauga	Richland Hills	NRH
FY 24-25	\$ 550	\$ 110	\$ 67	\$ 50	\$ 323
FY 23-24	\$ 550	\$ 185	\$ 53	\$ 46	\$ 216
Sundry	Total Operating Budget	Haltom City	Watauga	Richland Hills	NRH
FY 24-25	\$ 26,512	\$ 5,313	\$ 3,248	\$ 2,405	\$ 15,547
FY 23-24	\$ 24,025	\$ 9,718	\$ 3,155	\$ 2,431	\$ 10,640
Supplies	Total Operating Budget	Haltom City	Watauga	Richland Hills	NRH
FY 24-25	\$ 6,900	\$ 1,383	\$ 845	\$ 626	\$ 4,046
FY 23-24	\$ 7,700	\$ 2,435	\$ 790	\$ 609	\$ 2,666
SUBTOTAL PROGRAM COST	Total Operating Budget	Haltom City	Watauga	Richland Hills	NRH
FY 24-25	\$ 311,708				
GRANT APPLICATION FY23-24	\$ 201,470				
TOTAL	\$ 110,238	\$ 22,092	\$ 13,504	\$ 9,999	\$ 64,644
FINAL- TOTAL FY24-25		Haltom City	Watauga	Richland Hills	NRH
		\$ 22,092	\$ 13,504	\$ 9,999	\$ 64,644
TOTAL FY23-24		\$ 38,721	\$ 9,382	\$ 5,813	\$ 47,193
DIFFERENCE		\$ (16,629)	\$ 4,122	\$ 4,186	\$ 17,451

- 1-Salaries include - regular, overtime, sick leave benefit, hospitalization, worker's comp, FICA, TMRS
2-General Services include - Dues/Memberships
3-Sundry includes - software maint, phone svc, phone/comp. allocation, PS training
4-Supplies include - clothing/uniform, data processing, office supplies, project supplies

Memorandum

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

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

Date: December 9, 2024

Subject: Auxiliary Power Change Order

Agenda Item:

Approve Change Order dated 09/10/2024 in the amount of \$21,117.71 and increase the total contract value with Angiel Electric Construction for the installation of auxiliary power at city water facilities to \$1,454,088

Background Information:

The City of Richland Hills received \$1,970,642 in fiscal recovery funds as provided in the American Rescue Plan Act (ARPA) of 2021. The funds are intended to help the City combat the COVID-19 pandemic, including ongoing public health and economic impacts. Specifically, the Act allows local government entities to use the funds to make necessary investments in water, sewer, or broadband infrastructure.

On January 24, 2022, City Council approved Resolution 549-22 allocating ARPA funds towards water system improvements required as part of Senate Bill 3. The mandates are intended to keep water systems operational in the event of a power failure, similar to what the state experienced during the February 2021 winter storms. The project includes the installation of generators, along with the required electrical and structural components, at all the well sites/pump stations. This project also includes the ability to provide power to SCADA equipment associated with our elevated storage tanks.

On January 23, 2023, City Council approved a contract with Angiel Electrical Construction for installation of auxiliary power at city water facilities in an amount not to exceed \$1,435,000. Additional work has been required to fully complete the project including fence/gate improvements for site security, upgrades to electrical transformers to meet Oncor load requirements, weep hole installation and deeper pier supports. A Change Order in the amount of \$21,117.71 was presented to the City in September for the additional work. Since the Change Order exceeds the awarded contract value (including contingency) additional funding needs to be appropriated to the original contract amount.

Financial Considerations:

The original contract with Angiel Electrical Construction was in an amount not to exceed \$1,435,000. With the additional work (Change Order 09/10/2024), another \$21,117.71

needs to be added to the contract for a new total contract authorization amount of \$1,454,088. Funding is available in the ARPA Fund through accrued interest income.

Legal Review:

N/A

Board/Citizen Input:

N/A

Attachments:

Change Order (09/10/2024)

Council Action Requested:

Motion to approve Change Order dated 09/10/2024 in the amount of \$21,117.71 and increase the total contract value with Angiel Electric Construction for the installation of auxiliary power at city well sites to \$1,454,088



ANGIEL ELECTRIC

PROJECT: Richland Hills Generator Project
OWNER: City of Richland Hills
CONTRACTOR: Angiel Electrical Construction
ENGINEER: HALFF

LOCATION	Quantity	Unit Price	Units	Amount
RENA				
ONCOR	1	\$8,936.18	E	\$8,936.18
Project Manager	4	\$100.00		\$400.00
Rena Total				\$9,336.18
Booth Place				
ONCOR	1	\$14,438.20	E	\$14,438.20
Project Manager	4	\$100.00		\$400.00
Booth Total				\$14,838.20
SPRUCE PARK				
ONCOR	1	\$9,913.75	E	\$9,913.75
Project Manager	4	\$100.00		\$400.00
Spruce Total				\$10,313.75
Change Order Subtotal				\$34,488.13
Miscellaneous Contingency Remaining				\$2,663.00
Electrical Contingency				\$14,000.00
Total Contingency				\$16,663.00
Contingency Used				\$16,663.00
P&P Bond				\$538.10
15%				\$2,754.48

Previous Contract Amount: \$1,432,969.75
Change Order Amount \$21,117.71
Revised Contract Amount \$1,454,087.46

Name: _____

Date: _____

Title:

Angiel electrical Construction

Name: Candice Edmondson

Date: 7-10-2024

Title:

City of Richland Hills

Name: David A. Blum

Date: 08/30/24

Title: Director of Transportation

Halff Associates



ANGIEL ELECTRIC

PROJECT: Richland Hills Generator Project
OWNER: City of Richland Hills
CONTRACTOR: Angiel Electrical Construction
ENGINEER: HALFF

REVISED

LOCATION	LABOR	MATERIAL		COMBINED
RENA				
Valve	\$321.00	\$605.00		\$926.00
Sump	\$0.00	\$0.00		\$0.00
Booth Place				
Valve	\$788.00	\$978.00		\$1,766.00
Sump	\$653.00	\$431.00		\$1,084.00
SPRUCE PARK				
Valve	\$788.00	\$978.00		\$1,766.00
Sump	\$653.00	\$431.00		\$1,084.00
Change Order Total				\$6,626.00
Contingency left from Piers				\$9,289.00
Contingency Used				\$6,626.00
Contingency Remaining				\$2,663.00

Previous Contract Amount: \$1,432,969.75
Change Order Amount \$0.00
Revised Contract Amount \$1,432,969.75

Name: _____

Date: _____

Title:

Angiel electrical Construction

Name: Candace Edmondson

Date: 9-10-2024

Title:

City of Richland Hills

Name: David A. Bender

Date: 08/30/24

Title: Director of Transportation

Halff Associates



ANGIEL ELECTRIC

REVISED

PROJECT: Richland Hills Generator Project
OWNER: City of Richland Hills
CONTRACTOR: Angiel Electrical Construction
ENGINEER: HALFF

LABOR	QUANTITY	UNIT	AMOUNT
PIER STEEL TYING	80	HOURS	\$4,792.00
PIER EXCAVATION	40	HOURS	\$2,396.00
SUPERINTENDENT	16	HOURS	\$1,728.00
MATERIAL			
STEEL	1		\$2,662.00
ALLIED DRILLING	1	DAY	\$2,662.00
CONCRETE	6.5	CUBIT YARD	\$1,471.00
Change Order Total			\$15,711.00
Misc. Constr. Contingency			\$25,000.00
Used Contingency			\$15,711.00
Contingency Remaining			\$9,289.00

Previous Contract Amount: \$1,432,969.75
Change Order Amount \$0.00
Revised Contract Amount \$1,432,969.75

Name: _____
Title: _____
Angiel electrical Construction

Date: _____

Name: Cardia Edmanson
Title: _____
City of Richland Hills

Date: 9-10-2024

Name: David A. Banker
Title: Director of Transportation
Halff Associates

Date: 08/30/24

Memorandum

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

From: JP Ducay, Director of Planning and Development Services

Date: December 9, 2024

Subject: Short-Term Rental Registration Ordinance

Agenda Item:

Consider Ordinance 1516-24 amending Chapter 18 “Businesses”, of the Code of Ordinances of the City of Richland Hills, Texas, by adding Article XIII “Short-Term Rental Registration” in order to establish regulations and registration processes for the use of residential property as a short-term rental.

Background Information:

Short-term rentals refer to a residential premises, or portion thereof, used for lodging accommodations to occupants for a period of not less than one or more than thirty (30) consecutive days, other than an ongoing month-to-month tenancy granted to the same renter for the same premises. The definition of short-term rental does not include a hotel, motel, bed and breakfast, executive suite or other nonresidential use.

Over the past few years, city staff has received several inquiries regarding short-term rentals within the community. Many cities in the Dallas-Fort Worth Metroplex have adopted policies for short-term rentals, and city staff has prepared a draft policy to provide guidelines for operating short-term rentals in Richland Hills. The proposed policy establishes a registration program for short-term rentals that will balance the rights of all stakeholders through a fair and objective regulatory framework and ensure that short-term rentals do not become a nuisance in the community. Additionally, requiring registration of short-term rentals will allow the City to properly identify the location of short-term rentals and provide contact information for owners and operators to aid in responding to complaints and emergencies.

The policy provides for a registration process and permitting process that will be managed by the Development Services Department. Enforcement of non-compliant short-term rentals will be handled by Community Compliance through the City’s normal violation process. The Fire Department will inspect short-term rentals for the presence of properly placed smoke detectors, carbon monoxide detectors, fire extinguishers, and ingress/egress routes. The policy is being codified as Ordinance 1516-24 and is attached for your review.

Financial Considerations:

Every person owning, operating, managing, or controlling any hotel or short-term rental shall collect the tax for the City and report and pay the tax to the City in accordance with all requirements and procedures set forth in *Chapter 78, Article V Hotel Occupancy Tax*.

Staff is proposing a permitting fee of one hundred and fifty dollars (\$150) for the initial registration and one hundred dollars (\$100) for annual renewals. This fee is based on potential staff time that is required per permit. For permit renewal, staff time is expected to be reduced.

Legal Review:

The City Attorney reviewed the draft ordinance.

Board/Citizen Input:

N/A

Attachments:

Ordinance 1516-24

Council Action Requested:

Motion to approve Ordinance 1516-24 amending Chapter 18 “Businesses”, of the Code of Ordinances of the City of Richland Hills, Texas, by adding Article XIII “Short-Term Rental Registration” in order to establish regulations and registration processes for the use of residential property as a short-term rental

ORDINANCE NO. 1516-24

AN ORDINANCE OF THE CITY OF RICHLAND HILLS, TEXAS, AMENDING THE CODE OF ORDINANCES, CHAPTER 18 "BUSINESSES" BY ADDING ARTICLE XIII "SHORT-TERM RENTAL REGISTRATION", ESTABLISHING REGULATIONS AND REGISTRATION PROCESSES FOR USE OF A RESIDENTIAL PROPERTY AS A SHORT-TERM RENTAL; PROVIDING THAT THIS ORDINANCE SHALL BE CUMULATIVE OF ALL ORDINANCES; PROVIDING A SAVINGS CLAUSE; PROVIDING A SEVERABILITY CLAUSE; PROVIDING A PENALTY FOR VIOLATIONS; PROVIDING FOR PUBLICATION AS REQUIRED BY LAW; 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 increase in the number of persons or entities desiring to rent their residential properties has led to the increase of transient and vacation rental uses within neighborhoods; and

WHEREAS, the use of residential premises by individuals for short periods of time may negatively impact the residential character of many neighborhoods by reducing communication and accountability between permanent residents by partially substituting permanent residents with transient visitors; and

WHEREAS, the City has received calls from interested parties inquiring about short-term rental requirements and registration processes; and

WHEREAS, the City has received complaints about short-term rentals from citizens who have contacted code enforcement, police, and other city officials about short-term rentals; and

WHEREAS, the City does not have established short-term rental regulations and when investigating complaints, the City does not have adequate contact information for owners of short-term rentals, which would be beneficial in timely responding to complaints and in the event of life, health or safety emergencies; and

WHEREAS, the City Council desires to ensure the health and safety of guests and residents, but also support tourism in a balanced way; and

WHEREAS, the City Council determined that enacting a registration program for short-term rentals will serve to balance right of all stakeholders through fair and balanced regulatory framework and ensure that the short-term rentals do not become a nuisance; and

WHEREAS, the City wishes to adopt regulation requiring the registration of short-term rentals in Richland Hills, which will allow the city to properly identify the location of short-term rentals and to provide contact information for owners and operators of short-term rentals to aid in responding to complaints and emergencies; and

WHEREAS, the City finds and determines that regulating the short-term rental property is necessary for the health, safety and welfare of the general public, the promotion of consistent land uses and development, and the protection of landowners and residents in the City of Richland Hills; and

WHEREAS, the City Council finds that the adoption of this ordinance is in the best interest of the citizens of the City of Richland Hills.

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

SECTION 1.

Article XIII "Short-Term Rental Registration" of Chapter 18 "Businesses" is hereby added in its entirety to read as follows:

"Article XIII Short-Term Rental Registration"

18-631 Purpose.

This article is intended to provide a procedure to allow the rental of residential premises to visitors on a short-term basis, while ensuring that such rental use does not create adverse impacts to residential neighborhoods. Additionally, this article is intended to ensure that minimum health and safety standards are maintained in such units to protect visitors from unsafe or unsanitary conditions.

18-632 Definitions.

ADVERTISE — The act of drawing the public's attention to a short-term rental in order to promote the availability of the residence for use as a short-term rental. Said advertising may be found in any medium, including but not limited to, newspaper, magazine, brochure, website, or social media and mobile application.

BEDROOM — The living area(s) of the dwelling unit that is designed and furnished for sleeping and which has proper egress as required by the International Residential Code.

CITY — The City of Richland Hills, Texas.

CITY MANAGER — The city manager of the city.

DIRECTOR — The director of the department designated by the city manager to enforce and administer this article, including the director's designees.

FIRE CODE — The fire code adopted by the city.

HOTEL OCCUPANCY TAX — Hotel occupancy tax as provided for in Chapter 78 Article V of the City Code of Ordinances and Chapter 351 of the Texas Tax Code, as they exist or may be amended and any successor ordinances or laws.

LOCAL CONTACT PERSON —

- (1) The person designated by the owner or operator who shall be available twenty-four (24) hours per day, seven (7) days per week for the purpose of:
 - a. Responding in person within one (1) hour to complaints regarding the condition, operation, or conduct of occupants of the short-term rental unit; and
 - b. Taking remedial action to resolve such complaints.
- (2) The owner or operator may be listed as the local contact person.

MUNICIPAL COURT — The City of Richland Hills, Texas Municipal Court of Record.

OPERATOR — Every natural person, firm, partnership, association, social or fraternal organization, corporation, estate, trust, receiver, syndicate, branch of government, or any other group or combination acting as a unit who is the proprietor of a short-term rental with authority to act in that capacity, whether in the capacity of owner, lessee, sublessee, mortgagee in possession, licensee, or any capacity. Where the operator performs his or her functions through a managing agent of any type or character, other than an employee, or where the operator performs his or her functions through a rental agent, the managing agent or the rental agent shall have the same duties as his or her principal.

OWNER — Any person, agent, operator, firm, trust, corporation, partnership, or any other legal entity who has a legal or equitable interest in the property; or who is recorded in the official records of the county as holding title to the property; or who otherwise has control of the property, including the guardian of the estate of any such person, and the executor of the estate of such person if ordered to take possession of real property by a court.

OCCUPANT — Any individual person living in, sleeping in, or possessing a building or portion thereof. A person is not required to be paying rent, providing in-kind services, or named in any lease, contract, or other legal document to be considered an occupant.

PREMISES — Property, a lot, plot, or parcel of land, including any structures or portions of structures thereon.

SHORT-TERM RENTAL — A residential premises, or portion thereof, used for lodging accommodations to occupants for a period of not less than one or more than thirty (30) consecutive days, other than an ongoing month-to-month tenancy granted to the same renter for the same premises. The definition of short-term rental does not include a hotel, motel, bed and breakfast, executive suite, or other nonresidential use.

ZONING ORDINANCE — The zoning ordinance adopted by the city.

18-633 Unpermitted short-term rentals prohibited.

- (a) It shall be unlawful for any owner, operator, or person to rent, lease, advertise, or otherwise permit or allow any residential premises to be operated or used as an unpermitted short-term rental.
- (b) It shall be an affirmative defense to violation of this section that the occupant is a party to the sale of the premises and was occupying the premises pursuant to a written post-closing occupancy agreement.

18-634 Permit required.

- (a) An owner or operator who desires to use its premises as a short-term rental must have a valid, active short-term rental permit from the city prior to using, allowing the use of, or advertising the use of said premises as a short-term rental. Each rentable unit must be permitted. Upon application to the city, a short-term rental permit shall be approved by the director if the application satisfies all the conditions of this article and the zoning ordinance. The director may place reasonable conditions on short-term rental permits to ensure compliance with the provisions of this article.
- (b) A copy of the short-term rental permit shall be posted at a conspicuous location inside the front entrance(s) to the short-term rental.
- (c) Owners and operators of short-term rental units which were registered before the effective date of this article shall have ninety (90) days from the effective date of this article to secure the permit required under this article.

18-635 Transferability.

- (a) A short-term rental permit is not transferable and shall not be assigned nor transferred to another person or entity. Any attempt to transfer a permit or attempt to use another person's permit may be grounds for revocation of a permit.

18-636 Permit application process.

- (a) Application requirement. An owner or operator who wishes to offer his or her residential premises as a short-term rental must submit an application for a permit

to the city.

- (b) Application process. Applications shall be in writing on a short-term rental application form prescribed by the city manager or their designee. The date of receipt of an application form shall be recorded by the city in a manner sufficient to verify the date of its submission. The owner or operator must submit the following information on the application form:
 - (1) The physical address of the short-term residential premises;
 - (2) The number of bedrooms and the applicable overnight and daytime occupancy limit of the proposed short-term rental premises;
 - (3) The owner's name, address, e-mail address, and telephone number;
 - (4) If the owner is not a natural person, then the name, address, and e-mail address of a natural person who has the legal authority to act for the owner;
 - (5) The operator's name, address, e-mail address, and telephone number;
 - (6) If the operator is not a natural person, then the name, address, and e-mail address of a natural person who has the legal authority to act for the operator;
 - (7) The name, address, e-mail address, and twenty-four (24) hour telephone number of a local contact person.
- (c) Nonrefundable fee. There shall be a nonrefundable permit application fee. The application fee shall be in the amount set forth in the city's fee schedule.
- (d) Additional application requirements:
 - (1) The short-term rental application form must be accompanied by a dimensioned floor plan of the short-term rental identifying bedrooms, other living spaces, emergency evacuation routes, fire extinguishers, smoke detectors, and CO detectors;
 - (2) A statement that the owner or operator of the short-term rental will comply with the requirements of this article, and with all applicable state and local laws, and that the owner or operator shall be liable for any violations of applicable state and local laws;
 - (3) The guest safety information required by Section 18-640;
 - (4) A sworn statement that the owner will obtain annual independent inspections of required 10lb ABC fire extinguishers in compliance with the city's current Fire Code;
 - (5) Formal acknowledgement that the owner/operator will be required to pay Hotel Occupancy Taxes;
 - (6) When applicable, written verification from the owner that the operator is authorized to operate the premises as a short-term rental; and
 - (7) Such other information as the city manager or their designee deems reasonably necessary to administer this article.
- (e) Incomplete application. If an application form is determined to be incomplete, the director shall notify the owner or operator in writing of the incomplete nature of the

application and the basis for that determination.

18-637 Expiration of permit; renewals.

- (a) A short-term rental permit shall expire on the last day of the month one year after the date of issuance. No short-term rental permit may be renewed without a completed renewal application submitted by the owner or operator and payment of the application fee. If the renewal application satisfies the conditions of this article and all other provisions of the Code of Ordinances and the zoning ordinance, an application for renewal of a short-term rental permit shall be approved by the director or his designee.
- (b) An application for a short-term rental renewal permit must be filed beginning thirty (30) days prior to the expiration of a current permit. Every complete application for a short-term rental renewal permit shall include updates, if any to the information contained in the original permit or any subsequent renewals. The permit holder shall sign a statement affirming that there is either no change to such information, or that any updated information is accurate and complete. The director may require such certifications deemed necessary and proper to ensure continuing compliance with this article.
- (c) An application for a short-term rental renewal permit submitted after the expiration of the most recent permit for the premises shall be treated as an application for a new permit as described in Section 18-636.
- (d) If a complete application for a short-term rental renewal permit is submitted less than thirty (30) days prior to the expiration of the current permit, the director, in their sole discretion, may grant a one-time extension of the current permit not to exceed ten (10) days.
- (e) A nonrefundable permit renewal application fee shall accompany any renewal application. The application fee shall be in the amount set forth in the city's fee schedule.
- (f) The director or designee may deny the renewal of a short-term rental permit if it is determined that the permit was issued in error or on the basis of incorrect information supplied by the applicant or if:
 - (1) The permit holder has pleaded no contest to or been convicted of a violation of any ordinance of the city, or any state or federal law, related to operation of a short-term rental on the premises or has permitted such a violation on the premises by any other person. Such violation may include, but is not limited to, parking, noise, littering, destruction of property, disorderly conduct or failure to pay hotel occupancy taxes; or
 - (2) There are grounds for suspension, revocation or other registration sanctions

as provided for in this article.

18-638 Inspection.

To ensure compliance with the requirements of this Article, a short-term rental may be inspected in the following methods:

- (a) *Initial inspection.* Prior to issuance of a short-term rental permit, the owner or operator shall allow, within ten (10) days of receipt of notice from the city, an on-site inspection of the short-term rental premises by the director or the director's designee to ensure compliance with minimum health and safety requirements for use and occupancy. If, upon completion of an inspection, the premises are found to be in violation of one (1) or more provisions of applicable city codes and ordinances, the city shall provide written notice of such violation and shall set a reinspection date for a violation to be corrected prior to issuance of a short-term rental permit.
- (b) *Fire extinguishers.* The owner is responsible for obtaining annual independent inspections of the required 10lb ABC fire extinguishers to ensure compliance with the city's current Fire Code.
- (c) *Inspections upon report of suspicious activity.* The city may perform inspections when a violation of this Article or other law is reported or suspected.

18-639 Change of information.

- (a) Any change of information provided in a short-term rental application form must be reported to the city within ten (10) days and be continuously updated as changes occur.

18-640 Guest safety notification and minimum requirements.

- (a) Each owner of a short-term rental shall provide to guests a brochure and post in a conspicuous location of the short-term rental the following minimum information:
 - (1) The owner, operator, or designated agents name and twenty-four (24) hour contact telephone number;
 - (2) Pertinent neighborhood information including, but not limited to, parking restrictions, trash collection schedules and location of required off-street parking, other available parking and prohibition of parking on landscaped areas;
 - (3) Quiet hours and noise restrictions as specified under *Chapter 34, Article V* of the Code of Ordinances;
 - (4) Information to assist guests in the case of an emergency posing threats to

personal safety or damage to property, including emergency and non-emergency telephone numbers for police, fire and emergency medical services and instructions for obtaining severe weather, natural or manmade disaster alerts and updates; and

- (5) Depiction of floor plan identifying evacuation routes, including the dwellings exits, primary evacuation routes and secondary evacuation routes near the front door of the dwelling.
- (b) Each short-term rental owner shall provide in the short-term rental working smoke detectors in accordance with adopted codes, one working 10lb ABC fire extinguisher on every floor, and a CO detector if the home has natural gas in use. The premises shall otherwise comply with applicable Code of Ordinance requirements, including but not limited to all building and fire codes.

18-641 Hotel Occupancy Tax.

- (a) Every person owning, operating, managing, or controlling any hotel or short-term rental shall collect the tax for the city and report and pay the tax to the city in accordance with all requirements and procedures set forth in *Chapter 78, Article V Hotel Occupancy Tax*. Complete and detailed records must be kept of all receipts reported and exemptions or reimbursements claimed. Failure to file this report and pay applicable tax may result in fines and penalties as prescribed by City Ordinance No. 1088-07.

18-642 Revocation of permit.

- (a) A permit may be denied or revoked by the director for any of the following reasons:
 - (1) Providing false or misleading information on a short-term rental application form.
 - (2) Information required to be provided as part of this article has changed or is no longer accurate and the permit holder has failed to notify the city.
 - (3) Found guilty in the municipal court of two or more violations of the city's code, this article, or any other city ordinance within the preceding twelve-month time period.
 - (4) Failure to timely provide any information, or any corrected information, required under this article.
 - (5) Failure to pay the required Hotel Occupancy Tax.
- (b) Prior to denying or revoking a permit, the director shall provide a written warning to the owner or operator, explaining the deficiencies in the application or permit, and provide for a deadline by which the owner or operator can voluntarily remedy the deficiencies.
- (c) Notice that a permit has been denied or revoked shall be given in writing to the

owner or operator who completed the short-term rental application form. The notice shall state the reason(s) for the denial or revocation, and it shall be served either by personal service or by certified United States mail to the address provided in the short-term rental application form. The denial or revocation shall become effective on the date of service if served by personal service, or three (3) days from the date of mailing if served by United States mail.

- (d) To contest the denial or revocation of a permit, the applicant shall file a notice of appeal with the director within ten (10) days following the effective date of the denial or revocation. If no notice of appeal is filed within ten (10) days, the denial or revocation is sustained.
- (e) The director shall forward the notice of appeal to the City Council within three (3) business days of receipt of the notice of appeal.
- (f) The City Council shall hold a hearing within a reasonable time, but no later than sixty (60) days of the appeal being received in the board office, and shall render a decision at the conclusion of the hearing.
- (g) An appeal shall not stay the denial or revocation of a permit unless otherwise directed by the director.
- (h) If a short-term rental permit is revoked by the director, then for one year after the date of revocation, no second or additional permit shall be issued for a short-term rental on the same premises which are the location of the revoked permit.

18-643 Compliance and enforcement; penalty provisions.

- (a) The owner, operator, local contact person, and occupants shall comply with all applicable laws, rules and regulations pertaining to the operation, use, and occupancy of a short-term rental, as well as all city ordinances, including those related to trash, noise, and parking. The owner shall not be relieved from any civil or criminal liability for a violation of this article, regardless of whether such violation is committed by the owner, operator, local contact person, or occupant of the owner's short-term rental.
- (b) Nothing in this article shall be construed to relieve any person or owner of any other applicable requirements of federal, state, or local law, rules, or regulations. Nothing in this article shall be construed to provide any property owner with the right or privilege to violate any private conditions, covenants, and restrictions applicable to the owner's property that may prohibit the use of such owner's property as a short-term rental as defined in this article.
- (c) It shall be unlawful for any person or entity to violate any provision of this article. Proof that a violation of this article occurred at a short-term rental shall create a rebuttable presumption that the owner of said short-term rental committed the

violation.

- (d) Prosecution under this article shall not require the pleading or proving of any culpable mental state. Any violation of this article which does not allege a culpable mental state is a class C misdemeanor offense, and upon conviction shall be punished by a fine in the maximum amount of five hundred dollars (\$500.00).
- (e) If a culpable mental state is alleged in the charge of the offense and the offense governs fire safety or public health, such offense shall be punishable by a fine not to exceed two thousand dollars (\$2,000.00).
- (f) Penalties provided for in this article are in addition to any other criminal or civil remedies that the city may pursue under federal, state, or local law.

18-644 through 18-680. (Reserved)

SECTION 2. ORDINANCE CUMULATIVE

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

SECTION 3. RESERVATION OF RIGHTS AND REMEDIES FOR ACCRUED VIOLATIONS

That all rights and remedies of the City of Richland Hills are expressly saved as to any and all violations of the provisions of the City's parking regulations which have accrued at the time of the effective date of this Ordinance; and, as to such accrued violations and all pending litigation, both civil and criminal, whether pending in court or not, under such Ordinances, same shall not be affected by this Ordinance but may be prosecuted until final disposition by the courts.

SECTION 4. PROVISIONS SEVERABLE

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

**SECTION 5.
PENALTY CLAUSE**

Any person, firm or corporation who violates, disobeys, omits, neglects, or refuses to comply with or who resists the enforcement of any of the provisions of this ordinance shall be fined, upon conviction, not more than Two Thousand Dollars (\$2,000.00) for each offense affecting fire safety, zoning, or public health and sanitation, other than dumping of refuse; not more than Four Thousand Dollars (\$4,000.00) for each offense for dumping of refuse; and Five Hundred Dollars (\$500.00) for any other offense. Each day that a violation is permitted to exist shall constitute a separate offense.

**SECTION 6.
PUBLICATION CLAUSE**

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

**SECTION 7.
EFFECTIVE DATE**

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

APPROVED AND ADOPTED at a regular meeting of the Richland Hills City Council on December 9, 2024, by a vote of _____ ayes, _____ nays, and _____ abstentions.

APPROVED:

THE HONORABLE MAYOR CURTIS BERGTHOLD

ATTEST:

LINDSAY RAWLINSON, CITY SECRETARY

Memorandum

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

From: Erika McComis, Director of Finance

Date: December 9, 2024

Subject: Amendments to Municipal Fee Schedule

Agenda Item:

Consider Ordinance 1517-24 amending the FY 2025 Municipal Fee Schedule effective January 1, 2025

Background Information:

During the October 28 2024 City Council meeting, Jason Gray of Wildan presented a comprehensive utility rate study outlining proposed rate adjustments over the next five years. As approved by the Council, the ordinance under consideration incorporates the first year of these adjustments, specifically increases to the City's sewer and wastewater rates within Chapter 86 (Utilities). These changes are scheduled to take effect on January 1, 2025. The proposed increases are essential for ensuring a sustainable utility system and continued high-quality service for our residents.

Revisions to Chapter 66 (Solid Waste) of the fee ordinance incorporate Republic Waste's annual rate adjustments for solid waste collection and recycling services. In accordance with the City's agreement with Republic Waste, these updates reflect a 4% increase in fees.

Additionally, the ordinance includes adjustments to utility-related fees, increasing the meter tamper fee from \$50 to \$250 and the construction meter rental fee from \$40 to \$60. These revisions address the significant lapse in updates, as these fees have not been revised since at least 2014.

The Municipal Fee Schedule revision eliminates certain fees, reflecting recent legislative and operational changes within the City's municipal court and fire services divisions. To address these adjustments, this update includes the removal of Chapter 30 (Emergency Services) and Chapter 54 (Municipal Court).

During the 2019 legislative session, Senate Bill 346 consolidated local option municipal court fees into one fee structure of a \$14.00 fee and eliminated the need for cities to authorize the fees through ordinance approval. The new fee establishes four (4) different accounts within the \$14.00 allotted collection fee for the Local Truancy Prevention and Diversion Fund (\$5.00), Municipal Court Building Security Fund (\$4.90), Municipal Court Technology Fund (\$4.00) and the Municipal Jury Fund (\$0.10).

The elimination of Emergency Medical Services fees aligns with the Council's recent decision to transition these services to MedStar. This change ensures a seamless transfer of medical transport responsibilities to the City of Fort Worth, which will take effect in July 2025.

Financial Considerations:

The new fees will go into effect on January 1, 2025, if approved by City Council.

Legal Review:

The City Attorney has previously reviewed the ordinance.

Board/Citizen Input:

N/A

Attachments:

Ordinance 1517-24
FY 2025 Updated Municipal Fee Schedule

Council Action Requested:

Motion to approve Ordinance 1517-24 amending the FY 2025 Municipal Fee Schedule effective January 1, 2025

ORDINANCE NO. 1517-24

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

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

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

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

**SECTION 1.
AMENDMENT OF FEE SCHEDULE**

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

**SECTION 2.
PROVISIONS CUMULATIVE**

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

**SECTION 3.
PROVISIONS SEVERABLE**

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

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

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

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

**SECTION 5.
EFFECTIVE DATE**

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

APPROVED AND ADOPTED at a regular meeting of the Richland Hills City Council on December 9, 2024, by a vote of _____ ayes, _____ nays, and _____ abstentions.

APPROVED:

THE HONORABLE MAYOR CURTIS BERGTHOLD

ATTEST:

LINDSAY RAWLINSON, CITY SECRETARY



City of Richland Hills

FY 2025 Municipal Fee Schedule



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Chapter 2. Administration

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

Chapter 6. Animals

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



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

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



Chapter 14. Buildings and Building Regulations

Building Permit Fees	
Residential Building Permit	
New Construction/Additions	\$50.00 + \$1.00 per square foot of all floor area of new construction/addition (Includes fees for any mechanical, electrical, and plumbing work associated with construction.)
Remodel/Renovations Any construction or renovation to an existing structure that includes alterations to the plumbing, electrical, mechanical or structural elements of the building	\$25.00 + \$0.80 per square foot of all floor area of remodeled/renovated space (Includes fees for any mechanical, electrical, and plumbing work associated with construction.)
Commercial Building Permit (New Construction, Additions and Alterations)	
Total Valuation of Construction – Shall comply with the provisions set forth in Section 108.3 (Building permit valuations) of the 2018 International Building Code.	
\$1.00 to \$500.00	\$50.00
\$501.00 to \$2,000.00	\$50.00 for the first \$500.00, plus \$4.00 for each additional \$100.00, or fraction thereof, up to and including \$2,000.00
\$2,001.00 to \$25,000.00	\$100.00 for the first \$2,000.00 plus \$18.00 for each additional \$1,000.00, or fraction thereof, up to and including \$25,000.00
\$25,001.00 to \$50,000.00	\$500.00 for the first \$25,000.00 plus \$13.00 for each additional \$1,000.00, or fraction thereof, up to and including \$50,000.00
\$50,001.00 to \$100,000.00	\$900.00 for the first \$50,000.00 plus \$9.00 for each additional \$1,000.00, or fraction thereof, up to and including \$100,000.00
\$100,001.00 to \$500,000.00	\$1,300.00 for the first \$100,000.00 plus \$7.00 for each additional \$1,000.00, or fraction thereof, up to and including \$500,000.00
\$500,001.00 to \$1,000,000.00	\$4,000.00 for the first \$500,000.00 plus \$6.00 for each additional \$1,000.00, or fraction thereof, up to and including \$1,000,000.00
Greater than \$1,000,001.00	\$7,000.00 for the first \$1,000,000.00 plus \$5.00 for each additional \$1,000.00, or fraction thereof
Mechanical, Electrical, and Plumbing Permits	
Contractor Registration	\$100.00 Annually (Plumbing & Electrical Exempt)
Electrical, plumbing, mechanical, and irrigation contractors must present a current TDLR license complying with provisions set forth by Section 14-35	
Commercial Trade Permits (Only charged when no primary Building Permit issued)	
Total Valuation of Construction – shall comply with the provisions set forth in Section 108.3 (Building permit valuations) of the 2018 International Building Code.	
\$1.00 to \$500.00	\$100.00
\$501.00 to \$2,000.00	\$100.00 for the first \$500.00, plus \$3.00 for each additional \$100.00, or fraction thereof, up to and including \$2,000.00



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

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

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

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



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

Chapter 18. Businesses

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



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

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



Chapter 30. Emergency Services

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

Chapter 34. Environment

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



Chapter 38. Fire Prevention and Protection

Code Section: 38-92

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

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

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



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



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

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



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

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

Special Application Permits

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



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

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

Chapter 48. Landscaping

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

Chapter 50. Law Enforcement

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



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

Chapter 54. Municipal Court

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

Chapter 66. Solid Waste

Code Section	Description	Amount
66-96	Residential Curbside	\$11.81 12.78
	Recycling Curbside	\$4.59 4.96
	Residential and Recycling Curbside Total	\$16.40 17.74
	Residential Backdoor w/Recycling	\$21.16 22.88
	Senior Residential Curbside and Recycling	\$15.48 16.74
	Senior Residential Backdoor w/Recycling	\$20.13 21.78



	Hand Collection Monthly (4 bag limit)	\$41.25 44.62
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Pickups Per Week							
Container Size	1	2	3	4	5	6	Extra Pickups
2 yd.	\$64.08 69.31	\$101.34 109.61	\$142.13 153.73	\$180.61 195.35	\$221.42 239.48	\$262.21 283.60	\$20.08 21.71
3 yd.	\$86.74 93.82	\$116.64 126.16	\$204.48 221.17	\$265.66 287.34	\$322.21 348.51	\$389.20 420.96	\$23.49 25.40
4 yd.	\$117.56 127.16	\$194.50 210.37	\$273.76 296.10	\$353.04 381.85	\$432.30 467.58	\$518.53 560.84	\$31.30 33.85
6 yd.	\$139.81 151.21	\$257.56 278.58	\$328.96 355.80	\$449.23 485.89	\$569.0 7615.50	\$665.94 720.28	\$46.94 50.77
8yd.	\$182.92 197.85	\$336.81 364.29	\$462.92 500.69	\$593.92 642.08	\$715.06 773.41	\$841.16 909.80	\$62.63 67.74
Note: 1. Containers with casters are \$9.36 10.12 extra a month 2. Containers with locks \$1.56 1.69 extra per lift a month							

Commercial (temporary) Roll-off Containers								
Container Size	Type	Delivery Fee	Rental Per Day	Rental Per Month	Haul per Load	Disposal per Load	Total per Load	Deposit per Container
20 yd.	OPEN	\$103.26 111.69	\$4.92 5.32	\$149.56 161.77	\$137.59 148.82	\$231.85 250.77	\$369.44 399.59	\$344.20 372.28
25 yd.	OPEN	\$103.26 111.69	\$4.92 5.32	\$149.56 161.77	\$137.59 148.82	\$247.69 267.90	\$385.28 416.72	\$344.20 372.28
30 yd.	OPEN	\$103.26 111.69	\$4.92 5.32	\$149.56 161.77	\$137.59 148.82	\$347.77 376.15	\$485.37 524.97	\$344.20 372.28
35 yd.	OPEN	\$103.26 111.69	\$4.92 5.32	\$149.56 161.77	\$137.59 148.82	\$405.74 438.85	\$543.33 587.67	\$344.20 372.28
40 yd.	OPEN	\$103.26 111.69	\$4.92 5.32	\$149.56 161.77	\$137.59 148.82	\$463.70 501.54	\$601.29 650.36	\$344.20 372.28
28 yd.	COMP	NEGO	NEGO	NEGO	\$137.59 148.82	\$374.11 404.64	\$511.71 553.46	NEGO
30 yd.	COMP	NEGO	NEGO	NEGO	\$137.59 148.82	\$460.77 498.37	\$598.37 647.20	NEGO
35 yd.	COMP	NEGO	NEGO	NEGO	\$137.59 148.82	\$578.18 625.35	\$715.77 774.18	NEGO
40 yd.	COMP	NEGO	NEGO	NEGO	\$137.59 148.82	\$614.36 664.50	\$751.96 813.32	NEGO
42 yd.	COMP	NEGO	NEGO	NEGO	\$137.59 148.82	\$652.38 705.62	\$789.98 854.44	NEGO



Chapter 70. Streets, Sidewalks, and Other Public Places

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

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

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

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

Road Damage Remediation Fee if Operator Using Hauled Water					
Road Type	Construction Cost Cost/Lane Mile 2008	AASHTO Design Life (EASL's)	Consumptive Use (EASL's)	Consumptive Use (%)	Assessment Per Lane Mile



8" Concrete	\$934,560.00	2,500,000	1,336.05	0.053%	\$499.00
7" Concrete	\$902,880.00	1,200,000	1,336.05	0.111%	\$1,002.00
6" Concrete	\$871,200.00	550,000	1,336.05	0.243%	\$2,117.00
6" HMA	\$343,200.00	375,000	1,336.05	0.356%	\$1,222.00
2" HMA over flex base	\$93,400.00	37,500	1,336.05	3.563%	\$3,328.00
6" Flex base with chip seal	\$63,360.00	600	1,336.05	222.675%	\$141,087.00
* Minimum charge \$5,000.00 per well regardless of whether the operator executes and files with the city a road damage repair agreement or such lesser amount of \$1,500.00 per well or greater as determined by the City Council provided the City Council grants an exception as provided in Chapter 70 of the City Code					

Chapter 70. Library

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



Chapter 70. Parks and Recreation

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

Chapter 74. Subdivisions

Code Section	Description	Amount
74-34	Amended Plats	\$350
74-35	Replats	\$350
74-36	Vacated Plats	\$350
74-78	Preliminary Plats	\$250
74-103	Final Plats	\$350
74-104	Public Infrastructure Inspection Fee	Actual cost to the City of Richland Hills for third-party services, plus \$60.00 per hour with a minimum of two (2) hours, or the total hourly cost, for administrative processing
	Recording Fees (Tarrant County)	
	24" x 36" Plats	\$64
	18" x 24" Plats	\$49
	Each additional page (i.e. tax certificates, extra plat page, etc.)	\$4

Chapter 86. Utilities

Code Section		
	Sewer Rates:	
	The following sewer or wastewater charges shall be made to customers on the Richland Hills sewer system:	
(1)	<i>Separately metered residential:</i> All residential customers with a single living unit supplied with water from one meter shall be charged the following sewer or wastewater charges for each meter service:	
(a)	All residential customers with a single living unit who are supplied with sewer service shall be charged a monthly sewer base charge of \$33.35 <u>\$34.85</u> (includes <u>2,000 gallons</u>).	



86-111	(b)	In addition to the monthly sewer or wastewater base charge, residential customers with a single living unit who are supplied with sewer service shall be charged a monthly excess <u>excess</u> sewer or wastewater volume charge of \$0.002150.07 for each gallon of total water used (and wastewater produced) in excess of 2,000 gallons (the amount included in the sewer or wastewater base charge). <u>Additionally, a wastewater pass-through charge in the amount of \$2.90 for all volume per additional 1,000 gallons over 2,000 gallons will be applied monthly. This pass-through charge reflects costs incurred by the utility associated with transport and processing of wastewater. The charge is assessed uniformly to all accounts to ensure equitable distribution.</u>
	(c)	For purposes of this calculation, the monthly water usage (and wastewater produced) shall be determined using the customer's average monthly water usage (and wastewater produced) during the preceding winter quarter months of December, January, and February. When no preceding winter average data are available from prior customer records, an estimated average monthly winter average volume of 10,000 8,000 gallons shall be used to calculate the monthly excess sewer or wastewater charge per residential unit. For purposes of Residential wastewater volume calculation, the monthly wastewater produced shall be determined using the customer's average monthly water usage during the preceding winter quarter months of December, January, and February (the "Winter Quarter Average" or "WQA"). For new Residential customers, the actual water consumption (not exceeding 8,000 gallons per month) shall be used to calculate the monthly volume sewer or wastewater charge until such time an actual WQA is established for the new customer
	(2)	When two or more residential living units are supplied with water from one meter, the sewer or wastewater service shall be classified as multi-family residential sewer or wastewater

		<u>service. Multi-family residential sewer or wastewater service customers shall be charged the following sewer or wastewater charges for each meter service:</u> <u>When two or more residential living units are supplied with water service from one water meter, the corresponding wastewater service shall be classified as multi-unit residential wastewater service. Multi-unit residential wastewater service customers shall be charged the wastewater charges for each meter service.</u>
		<u>A multi-unit residential wastewater service customer shall be charged the following wastewater service charges for each unit multiplied by the total number of Adjusted Multi-Family Residential Units" (the "AMFRU") supplied the wastewater service connection(s). The AMFRU is calculated as the number of units supplied by the water meter multiplied by an 80% occupancy factor, then rounded up to the nearest whole number.</u>
	(a)	A monthly sewer or wastewater base charge of \$33.35 <u>\$34.85</u> (the monthly sewer or wastewater base charge for the standard ¾ inch water meter equivalent for a separately metered residential unit), multiplied by an occupancy factor of 80%, multiplied by the total number of multi-family residential units supplied by the meter.
	(b)	<u>For purposes of Multi-Unit Residential wastewater volume calculation, the monthly wastewater produced shall be determined using the customer's average monthly water usage during the preceding winter quarter months of December, January, and February and divided by the AMFRU. This AMFRU average will then be reduced by 2,000 gallons to account for the volume included in the monthly base charge.</u> <u>For new Multi-Unit Residential customers, the actual water consumption (not exceeding 8,000 gallons per unit per month) shall be used to calculate the monthly volume sewer or wastewater charge until such time an actual WQA is established for the new customer</u>

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		In addition to the monthly base sewer or wastewater charge, multi-family residential customers who are supplied with sewer service shall be charged a monthly sewer or wastewater excess volume usage charge of \$0.07 for each gallon of total water used in excess of 2,000 gallons. Monthly sewer or wastewater excess volume charges will be assessed based on the number of adjusted residential units (AMRUs) served by the meter. The number of "adjusted multi-family residential units" shall be the actual number of multi-family residential units served by the meter, multiplied by an occupancy factor of 80%, rounded up to the nearest whole number. Additionally, a wastewater pass-through charge in the amount of \$2.90 for all volume per additional 1,000 gallons over 2,000 gallons will be applied monthly. This pass-through charge reflects costs incurred by the utility associated with transport and processing of wastewater. The charge is assessed uniformly to all accounts to ensure equitable distribution.	
	(c)	Each adjusted multi-family residential unit shall be assessed a sewer or wastewater excess volume charge each month calculated as follows:	
	1)	The monthly winter average water volume or estimated sewer volume, used shall be divided by the number of adjusted multi-family residential units to determine the monthly volume usage per adjusted multi-family residential unit;	
	2)	The monthly winter average water volume per adjusted multi-family residential unit shall then be reduced by 2,000 gallons (the amount of usage included in the base charge) to determine the excess sewer or wastewater usage per multi-family residential unit;	
	3)	The total excess sewer or wastewater usage shall then be assessed at a rate of \$0.002150.07 for each gallon of total winter average water used (and wastewater produced) in excess of the first 2,000 gallons of volume usage included in the base charge;	
	4)	The excess sewer or wastewater usage charge per unit shall then be multiplied by the adjusted multi-family residential units supplied water by the meter to obtain a total volume charge for winter average water usage for the meter.	
	(d)	For purposes of this calculation, the monthly winter average sewer or wastewater usage shall be determined using the customer's average monthly water usage (and wastewater produced) during the preceding winter quarter months of December, January and February. When no preceding winter average data are available from prior customer records, an estimated average monthly winter average volume of 10,0008,000 gallons shall be used to calculate the monthly excess sewer or wastewater charge per multi-family residential unit.	
	(3)	The following sewer or wastewater charges shall be made to non-residential customers on the Richland Hills sewer system:	
	(a)	The monthly minimum sewer or wastewater base charge shall be \$38.50 <u>\$40.23</u> for the first 2,000 gallons of actual water used (and wastewater produced) during the monthly billing period.	
	(b)	In addition to the monthly base charge, non-residential customers who are supplied with sewer service shall be charged a monthly excess excess sewer or wastewater volume usage charge of \$0.003351.73 for each gallon per additional 1,000 gallons of total water used (and wastewater produced) over	

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		the first 2,000 gallons of winter average water volume usage included in the base charge. <u>Additionally, a wastewater pass-through charge in the amount of \$2.90 per additional 1,000 gallons for all volume over 2,000 gallons will be applied monthly. This pass-through charge reflects costs incurred by the utility associated with transport and processing of wastewater. The charge is assessed uniformly to all accounts to ensure equitable distribution.</u>	
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Code Section	Drainage (stormwater) utility fees	Amount
86-144	The monthly drainage (stormwater) utility fees for each residential dwelling unit, or ERU, as defined in the Stormwater Utility Ordinance, Article III of Chapter 86 of the City Code, shall be as follows for each fiscal year beginning October 1 st	\$8.00
	The monthly drainage (utility fees for the impervious area, on each non-residential parcel, measured in square feet (sf), as defined in the Stormwater Utility Ordinance, Article III of Chapter 86 of the City Code, shall be as follows for each fiscal year beginning October 1 st .	\$0.005 <u>190.00500</u> per sf
	The drainage (stormwater) utility fee may be revised by the City Council by ordinance from time to time as permitted by law	

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



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



The following water charges shall be assessed to customers on the Richland Hills water system	Separated Metered Residential
	All residential customers with a single living unit supplied with water from one meter shall be charged the following water service charges for each meter service A monthly water base charge is based upon the size and capacity of the meter service (also known as meter equivalents, with a ¾-inch meter being the established standard unit), as provided in the following table

Meter Size	Demand Factor	Monthly Base Charge
5/8 -inch meter	0.67	\$14.37 15.09
¾-inch meter	1.00	\$24.45 25.67
1.0-inch meter	1.67	\$40.81 42.85
1.5-inch meter	3.33	\$76.41 80.23
2.0-inch meter	5.33	\$119.30 125.27
3.0-inch meter	10.00	\$219.43 230.40
4.0-inch meter	16.67	\$366.00 384.30

Code Section	Description	Amount
(1)	A monthly excess-tiered water volume charge and pass through volume rate as calculated below, in addition to the monthly water base charge:	
(a)	First 2,000 gallons minimum; per additional gallon Flat charge for all use up to 2,000 gallons	\$0.0036.30
	2,001—4,000 gallons total, per additional 1,000 gallons	\$0.00417 2.81
	4,001—10,000 gallons total, per additional 1,000 gallons	\$0.00440 3.05
	10,001—20,000 gallons total, per additional 1,000 gallons	\$0.006 4.73
	Over 20,000 gallons, per additional 1,000 gallons	\$0.006035.78
	Pass through volume rate over 2,000 gallons, per additional 1,000 gallons	\$1.57
(2)	When two or more residential living units are supplied with water from one meter, the water service shall be classified as a multi-family residential service. A multi-family residential service customer shall be charged the following water service charges for each meter service: When two or more residential living units are supplied with water from one meter, the water service shall be classified as a multi-unit residential service. A multi-unit residential service customer shall be charged the following water service charges for each unit multiplied by the total number of Adjusted Multi-Family Residential Units" (the "AMFRU") supplied water service by the meter. The AMFRU is calculated as the number of units supplied by the meter multiplied by an 80% occupancy factor, then rounded up to the nearest whole number.	

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	(a)	A monthly water base charge of \$24.45 <u>\$5.67</u> per AMFRU (the monthly water base charge for the standard ¾ inch water meter equivalent for a separately-metered residential unit);	
		multiplied by an occupancy factor of 80%, multiplied by the total number of multi-family residential units supplied by the meter.	
	(b)	In addition to the monthly base charge, multi-family residential customers who are supplied with water service shall be charged a monthly tiered water volume usage charge according to the following table: Monthly tiered water volume charges will be assessed based on the number of "adjusted multi-family residential units" served by the meter. The number of adjusted multi-family residential units shall be the actual number of multi-family residential units served by the meter multiplied by an occupancy factor of 80%, rounded up to the nearest whole number. Each adjusted multi-family residential unit shall be assessed a tiered water volume charge each month, which charge shall be calculated as follows:	
	1)	The total monthly water volume as indicated on the meter shall be divided by the number of adjusted multi-family residential units to determine the monthly water volume consumed per adjusted multi-family residential unit;	
	2)	The monthly water volume consumed per adjusted multi-family residential unit shall be reduced by 2,000 gallons (the amount of usage included in the base charge) to determine the excess water volume usage;	
	3)	Excess water volume usage per adjusted multi-family residential unit shall be assessed according to the following table:	
		First 2,000 gallons minimum; per additional gallon <u>Flat charge for all use up to 2,000 gallons</u>	\$0.003 <u>6.30</u>
		2,001—4,000 gallons total, per additional <u>1,000 gallons</u>	\$0.00417 <u>2.81</u>
		4,001—10,000 gallons total, per additional <u>1,000 gallons</u>	\$0.00440 <u>3.05</u>
		10,001—20,000 gallons total, per additional <u>1,000 gallons</u>	\$0.006 <u>4.73</u>
		Over 20,000 gallons, per additional <u>1,000 gallons</u>	\$0.007 <u>5.78</u>
		<u>Pass through volume rate over 2,000 gallons, per additional 1,000 gallons</u>	<u>\$1.57</u>
	4)	The total excess water volume usage charge per unit shall then be multiplied by the number of adjusted multi-family residential units supplied by the meter to obtain the total excess water volume charge charged to the customer.	
	(3)	The following water service charges shall be made to non-residential customers on the Richland Hills water system for each meter service:	



The following water charges shall be assessed to customers on the Richland Hills water system	Separated Metered Non Residential
	All non residential customers with water from one meter shall be charged the following water service charges for each meter service
	A monthly water base charge is based upon the size and capacity of the meter service (also known as meter equivalents, with a ¾-inch meter being the established standard unit), as provided in the following table

Meter Size	Demand Factor	Monthly Base Charge
5/8 -inch meter	0.67	<u>\$15.09</u>
¾-inch meter	1.00	<u>\$30.92</u>
1.0-inch meter	1.67	\$42.85
1.5-inch meter	3.33	\$80.23
2.0-inch meter	5.33	<u>\$126.00</u>
3.0-inch meter	10.00	<u>\$236.25</u>
4.0-inch meter	16.67	<u>\$393.75</u>

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Code Section	Description	Amount
(1)	A monthly tiered water volume charge and pass through volume rate as calculated below, in addition to the monthly water base charge:	
(a)	Flat charge for all use up to 2,000 gallons	\$6.30
	2,001—4,000 gallons total, per additional 1,000 gallons	\$3.42
	4,001—10,000 gallons total, per additional 1,000 gallons	\$3.94
	10,001—20,000 gallons total, per additional 1,000 gallons	\$4.73
	Over 20,000 gallons, per additional 1,000 gallons	\$6.57
	Pass through volume rate over 2,000 gallons, per additional 1,000 gallons	\$1.57

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(a)	A monthly water base charge based upon the size and capacity of the meter service (also known as meter equivalents, with a ¾ inch meter being the established standard), as provided in the following table:	
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Meter Size	Demand Factor	Monthly Base Charge
5/8-inch meter	0.67	\$14.37 15.09
¾-inch meter	1.00	\$29.45 30.92

1.0-inch meter	1.67	\$40.81 42.85
1.5-inch meter	3.33	\$76.41 80.23
2.0-inch meter	5.33	\$120.00 126.00
3.0-inch meter	10.00	\$225.00 236.25
4.0-inch meter	16.67	\$375.00 393.75

Description	Amount
A monthly excess water service volume charge as calculated below, in addition to the monthly water base charge	
First 2,000 gallons minimum; per additional gallon	\$0.0025 0.003



2,001-4,000 gallons total, per additional gallon	\$0.00475
4,001-10,000 gallons total, per additional gallon	\$0.00525
10,001-20,000 gallons total, per additional gallon	\$0.006
Over 20,000 gallons, per additional gallon	\$0.00775

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



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

Other Fees and Charges	
Description	Amount
Activation Fee	\$6.00
Deposits – Residential Homeowners	\$50.00
Deposits – Residential Tenants	\$75.00
Deposits – Commercial Accounts	\$50.00, minimum to be adjusted after 90 days to be at least \$50.00 and up to an amount that is equal to the average monthly water bill over the 90-day period
Reconnect Service Charge for Cut-off Accounts	\$40.00
Additional Deposit for Delinquent Cut-Off Accounts (paid at time of reconnection)	\$15.00
Charge for Reconnection by Unauthorized Person	\$25.00
Charge for Checks Returned/ACH Returned by Bank	\$20.00
Meter Temper Fee	\$50.00 250.00
Construction Meter Deposit	\$2,000.00
Construction Meter Rental Fee	\$40.00 60.00 plus \$0.00525 per gallon used during rental period

Chapter 90. Zoning

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

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



Family	\$480.00	\$48.00
Non-Resident Memberships		
	Annual	Monthly
Child (5-13 years old)	\$150.00	\$15.00
Teen (14-18 years old)	\$210.00	\$21.00
Adult (19-54 years old)	\$330.00	\$33.00
Senior (55+ years old)	\$210.00	\$21.00
Senior Couple	\$350.00	\$35.00
Family	\$550.00	\$55.00
Corporate Memberships		
	Annual	Monthly
Adult (19-54 years old)	\$280.00	\$28.00
Senior (55+ years old)	\$180.00	\$18.00
Other Membership Fees		
	Amount	
Day Pass – Adult	\$8.00	
Day Pass – Senior/Teen/Child	\$5.00	
Bird's Nest	\$3.00	

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

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

* Peak hourly pricing occurs Friday – Sunday and after 9pm Monday-Thursday



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

City Facility Rentals

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

Community Events

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

Memorandum

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

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

Date: December 9, 2024

Subject: Street Improvement Projects

Agenda Item:

Street Improvement Projects

Background Information:

Staff will provide an update on the FY 2025 street improvement projects.

Financial Considerations:

N/A

Legal Review:

N/A

Board/Citizen Input:

N/A

Attachments:

N/A

Council Action Requested:

No Council Action

Memorandum

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

From: Candice Edmondson, City Manager

Date: December 9, 2024

Subject: October and November Department Monthly Reports

Agenda Item:

October and November 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:

October and November Department Reports

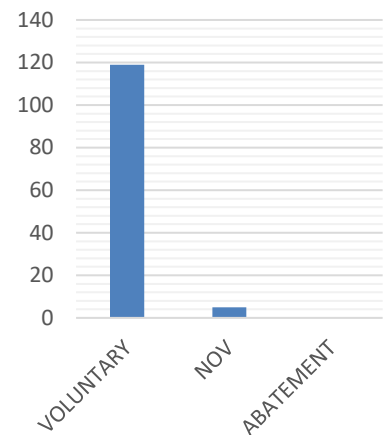
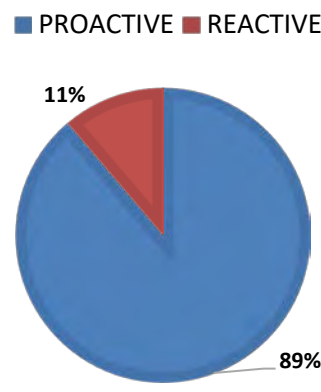
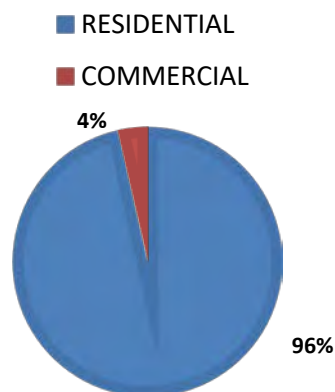
Council Action Requested:

No Council Action

Community Compliance

- On October 9th, New Animal transport boxes were installed in both Community Compliance vehicles to assist with animal at-large response.
- On October 14th and 15th, Community Compliance Officer Macedo attended the Basic Animal Control Course and Certification.
- On October 15th, Community Compliance completed an inspection with Bureau Veritas at 7055 Dover. After the inspection, the property owner determined that the current structure will be demolished and replaced with a new one.
- October 21st – Community Compliance Officer Macedo attended the Texas Department of Health Human Euthanasia Course.
- On October 28th, Community Compliance added staffing to Fridays to expand hours of availability and coverage and meet community needs.
- On October 29th, Community Compliance conducted a preliminary inspection at 7056 Dover with the property owner. After the inspection, a follow-up inspection with Bureau Veritas was scheduled for November 13th at the location.

180
Citizen
Contacts

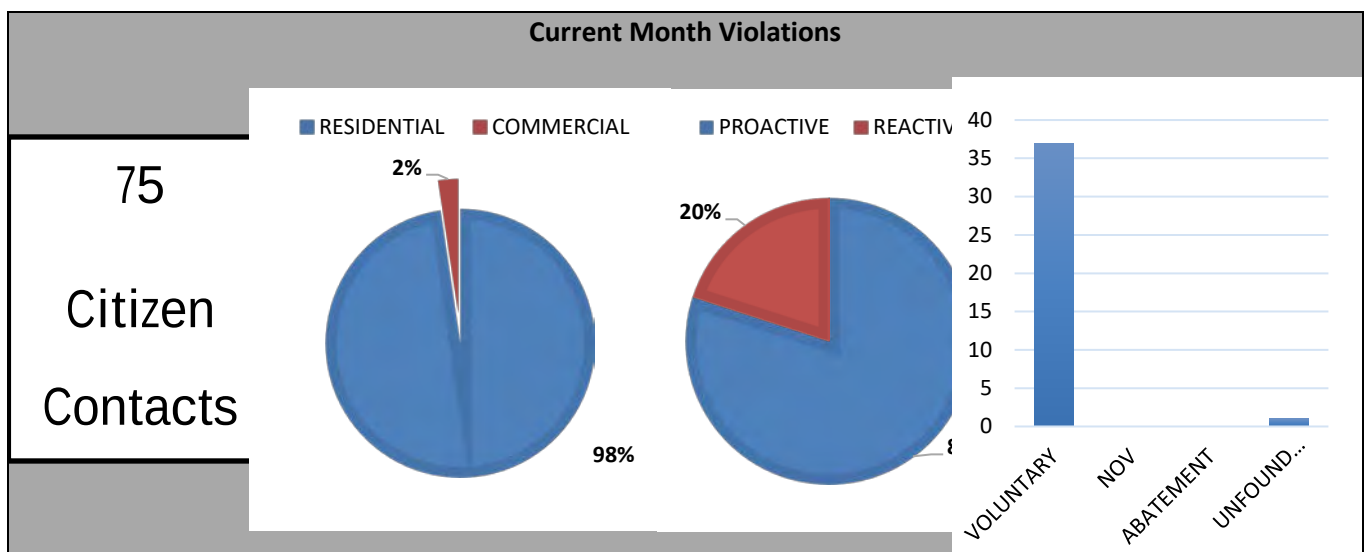


Current Month Violations					
	Notices Issued	Pending Compliance	Compliance Obtained	Citations Issued	Abatement by City
Nuisance Violations	164	59	105	1	0
Building Violations	20	12	8	0	0
Zoning Issues	0	0	0	0	0
Permit Violations	12	4	8	0	0
FYTD Total	1064	75	989	10	3

Most Common Violations	Current Month	FYTD
Permit Required	12	60
Property Maintenance Violation	1	22
Swimming Pool	1	5
Inoperable/Junked Vehicles	10	37
Parking	21	137
Trees	15	107
Accumulations	71	218
High Grass and Weeds	36	368
All Other Violations	10	81
Building Summary	Current Month	FYTD
Registered Vacant Building	1	9
Substandard Buildings – New BBA	0	2
Field Activity	Current Month	FYTD
Inspections Conducted	3	52
Citizen Contacts	180	642

Community Compliance

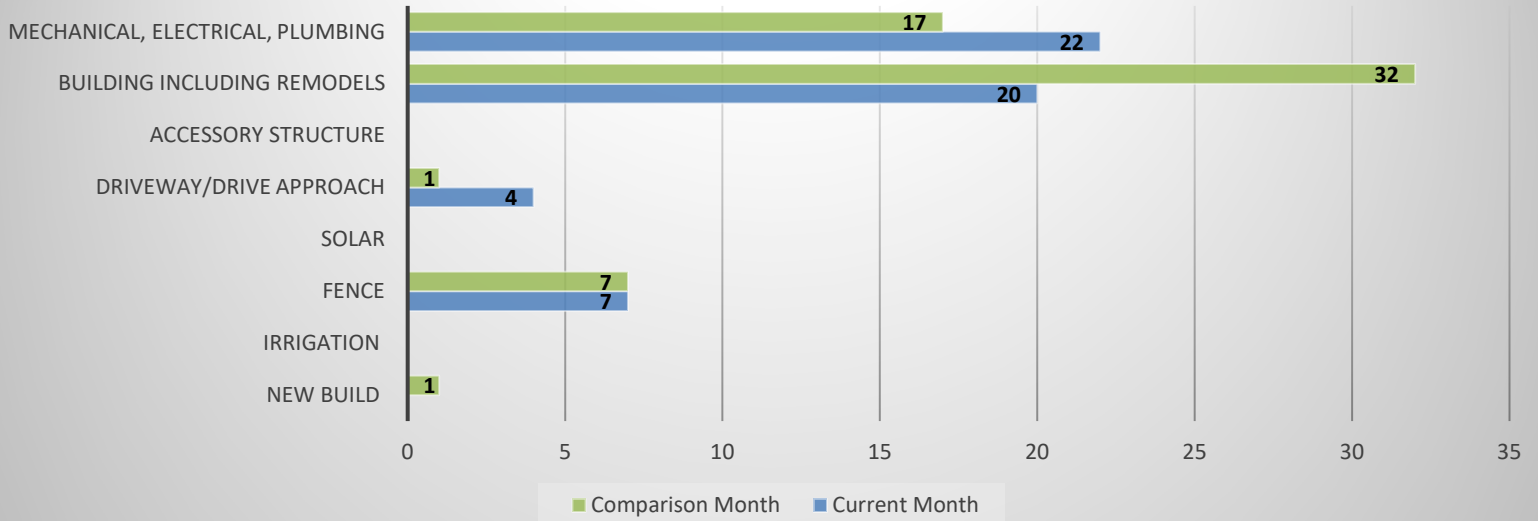
- November 4th to November 7th – Community Compliance Officer Macedo completed training for daily operations at the Animal Service Center.
- November 4th – Community Compliance Officer Perez worked with Serving Our Seniors to provide services to a citizen in the 2800 block of Rosebud to bring the residence into voluntary compliance.
- November 11th – Community Compliance Officers attended the city’s Veterans Day Ceremony.
- November 11th—Republic Services provided bulk pickup. Community Compliance compiled a list of all residences that placed bulk pickup prior to the start of the scheduled pickup. Pickup has been completed at all participating residences, and notices have been sent to residences that were not in compliance with bulk pickup guidelines.
- November 11th to 14th - Community Compliance Officer Perez completed training for daily operations at the Animal Service Center.
- November 11th to 13th: Community Compliance and Public Works removed a large homeless camp from city-owned property at 6904 Midway. Services were offered to the homeless individual, but he denied assistance.
- November 26th – Fence repair and replacement at Wells Fargo Bank, 6964 Blvd 26, has been completed and is currently in compliance.
-



	Notices Issued	Pending Compliance	Compliance Obtained	Citations Issued	Abatement by City
Nuisance Violations	76	44	32	2	1
Building Violations	2	1	1	0	0
Zoning Issues	0	0	0	0	0
Permit Violations	7	3	4	0	0
FYTD Total	1149	48	1026	12	4
Most Common Violations				Current Month	FYTD
Permit Required				7	67
Property Maintenance Violation				2	24
Swimming Pool				0	5
Inoperable/Junked Vehicles				6	43
Parking				17	154
Trees				11	118
Accumulations				22	240
High Grass and Weeds				8	376
All Other Violations				8	89
Building Summary				Current Month	FYTD
Registered Vacant Building				1	10
Substandard Buildings – New BBA				0	2
Field Activity				Current Month	FYTD
Inspections Conducted				3	55
Citizen Contacts				75	717

Development Services

October



	Mechanical Electrical Plumbing	Building Including Remodels	Accessory Structure	Driveway Drive Approach	Solar	Fence	Irrigation	New Build
Current Month Residential	18	20	0	4	0	7	0	0
Current Month Commercial	4	0	0	0	0	0	0	0
Current Fiscal Year 2024-2025	22	20	0	4	0	7	0	0
Previous Month Residential	10	29	0	1	0	4	0	1
Previous Month Commercial	7	3	0	0	0	3	0	0

	Current Month	Comparison Month Previous Year	Fiscal Year To Date 2024-2025
Sign Permit	2	5	2
ROW Permit	8	9	8
Garage Sale Permit	46	39	46
Zoning, SUP, Code Consults	1	2	1
Pool Permits	0	1	0

Business Summary

	Current Month	Comparison Month Previous Year	Fiscal Year To Date 2024-2025
Registered Rental CO's	12	8	12
Issued Commercial CO's	3	4	3
Mobile Food Vendor	0	0	0

Received Certificate of Occupancy

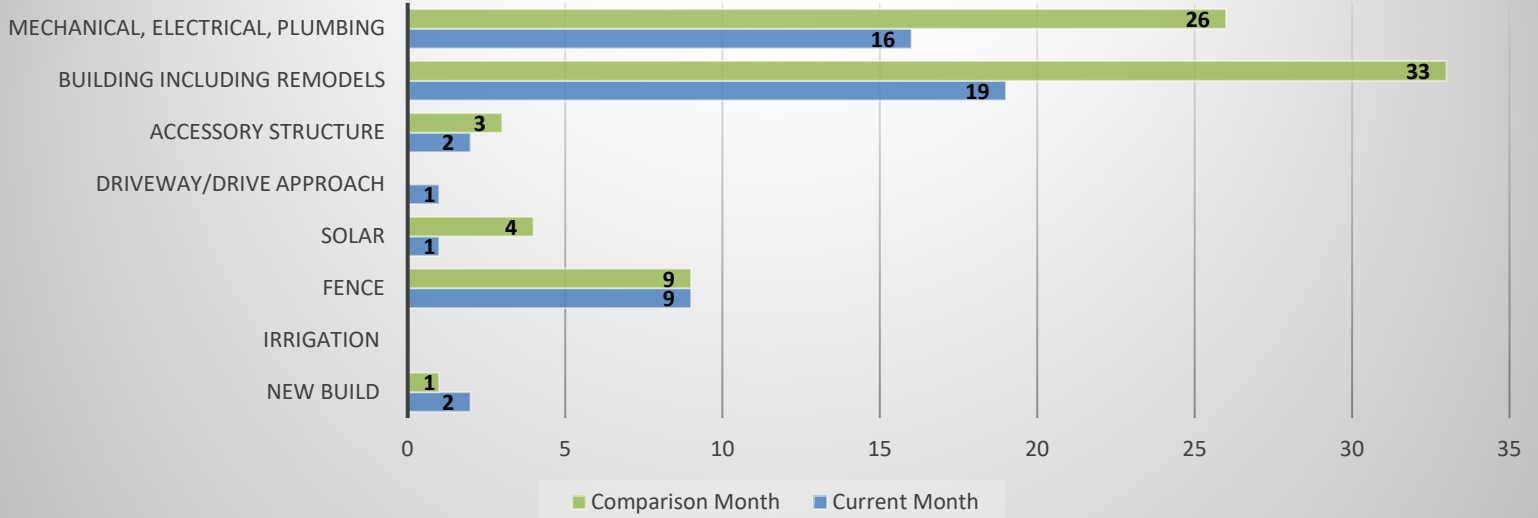
- Handyman Services, 6826 Baker Blvd – Contractor (No Outside Storage)
- Puerquitos Panaderia Mexican Bakery LLC, 7017 Baker Blvd Suite G – Restaurant
- Roots Restaurant LLC, 7012 Boulevard 26 – Restaurant

Number of Potential Business Certificate of Occupancy Meetings: 4

Number of Developmental Review Committee / Plan Review: 0

Development Services

November



	Mechanical Electrical Plumbing	Building Including Remodels	Accessory Structure	Driveway Drive Approach	Solar	Fence	Irrigation	New Build
Current Month Residential	12	16	2	0	1	8	0	2
Current Month Commercial	4	3	0	1	0	1	0	0
Current Fiscal Year 2023-2024	38	39	2	5	1	16	0	2
Previous Month Residential	22	33	3	0	4	9	0	1
Previous Month Commercial	4	0	0	0	0	0	0	0

	Current Month	Comparison Month Previous Year	Fiscal Year To Date 2023-2024
Sign Permit	0	0	2
ROW Permit	5	15	13
Garage Sale Permit	20	24	66
Zoning, SUP, Code Consults	2	1	3
Pool Permits	1	0	1

Business Summary

	Current Month	Comparison Month Previous Year	Fiscal Year To Date 2023-2024
Registered Rental CO's	7	9	19
Issued Commercial CO's	2	0	5
Mobile Food Vendor	0	0	0

Received Certificate of Occupancy

- Tarrant Auto Sales – 2420 Austin Rd – Automobile Sales, Used
- MCM Steel LLC – 7415 Whitehall St Suite 103 – Contractor (No Outside Storage)

Number of Potential Business Certificate of Occupancy Meetings: 2

Number of Developmental Review Committee / Plan Review: 0

Fire

Fire Operations:

- Personnel completed **16** annual business inspections throughout the month.
- Members completed a combined **270** hours of training this month.
- The mutual aid agreement with Medstar Ambulance resulted in **3** responses during October and **2** transports to local hospitals.
- Turnout times averaged **1 minute 10 seconds** for October. The national standard is 60 seconds or less.
- Response times for October averaged **3 minutes 15 seconds** from receipt of call-in dispatch to the first fire unit arriving on scene to assist.
- Ambulance billing revenue for September 2024 was **\$15,235**.
- 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 November.
- 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 October.
- The next car seat inspection event will be held at the fire station on October 1st.
- 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 are preparing to post the colors at the Animal Shelter Grand Re-Opening
- 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 October 2024 were **17.3% less** than calls in October 2023.

Operations Response Data:

Service Calls – Through October 31, 2024			
	Current Month	October 2023	FY2024 Total
Fire Calls	2	5	2
EMS/Major Accidents/ Rescues	82	97	82
Hazardous Conditions – No Fire	10	11	10
Public Assistance	14	19	14
Good Intent (No Service Rendered)	11	10	11
False Alarm	8	6	8
Severe Weather & Natural Disaster	0	0	0
Total Calls	127	148	127
Automatic / Mutual Aid			
	Current Month	October 2023	YTD Total
Aid Received	15	34	15
Aid Given	13	13	13

Medstar Response Data:

Priority	Count of Monthly Responses	Transports	Transport Percentage	Average Response Time
P1	0	0	0.00%	0:00:00
P2	1	0	0.00%	0:12:43
P3	0	0	0.00%	0:00:00
P4	0	0	0.00%	0:00:00
P5	2	2	100.00%	0:13:25
P6	0	0	0.00%	0:00:00
P7	0	0	0.00%	0:00:00
P8	0	0	0.00%	0:00:00
Overall Total:	3	2	66.67%	0:13:04
Priority Total:	1	0	0.00%	0:12:43
Non-Priority Total:	2	2	100.00%	0:13:25

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 has submitted all required documentation for 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: 2: Roots Café and Periquitos Restaurant

Annual Fire Inspections: 3: Fees Collected \$225.00

Fire Alarm Inspection: 3

Fire Sprinkler Inspection: 5

School Inspections: N/A

Church Fire Inspections: 1

Nursing Home Inspections: 2

Plan Reviews: 1: Fees collected: \$747.45

Code Consults: 3804 Booth Calloway Rd from Apartment Fire

DRC Meetings:

Business Info Updates: None

P&Z Meeting: N/A

Tarrant Co. Emergency Mgmt. Meeting: Several Situational Awareness calls for Fire Weather and Rain/Flood Advisories

NEFDA Haz-Mat Meeting: NEFDA drill to be held on site inside Richland Hills Chemical Distribution Facility in December

TCFAI Meeting: Training offered for ALERRT in Jan. 2025

Walkthroughs: 7100 Blvd 26

Uniforms: Waiting for new budget and promotional testing for uniform orders

SCBA: Quarterly Air Sample up to date and Yearly Maintenance up to date, ordering new bottles due to expiring SCBA bottles and a new RIT pack within date 1 hour bottle.

Emergency Mgmt: Submitted forms for approval as Designated of Subrecipient Agent and Designated Account Approval for a TDEM account audit. Forms have been submitted, awaiting deployment reimbursement. Updated Mitigation Plans for NCTCOG, attended virtual meeting for submission plans. Updated Finance Director as point of contact for future grants

Training: Low Light Firearms Training with RHPD and Self Aid Buddy Aid taught to Mini Academy at RHPD.

Investigations: 7334 Whitehall Street; Adrenaline Dance commercial warehouse – (electrical), 2641 Dogwood Park, residence- (electrical lines energized appliances and inside lines from high winds)

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 All Department Meeting for Fire Dept

Prepared for and assisted in Tricky Treat Trails with Pub Ed and handouts

Attended class for Vector Solutions for training reporting software class

Attended Special Events Committee Meeting

Attended Communications Meeting

Attended EAP Meeting with Corps of Engineers

Coordinated Fire Extinguisher Training Class for Hamilton Form

Out of Office for two weeks for Paternity Leave

Fire

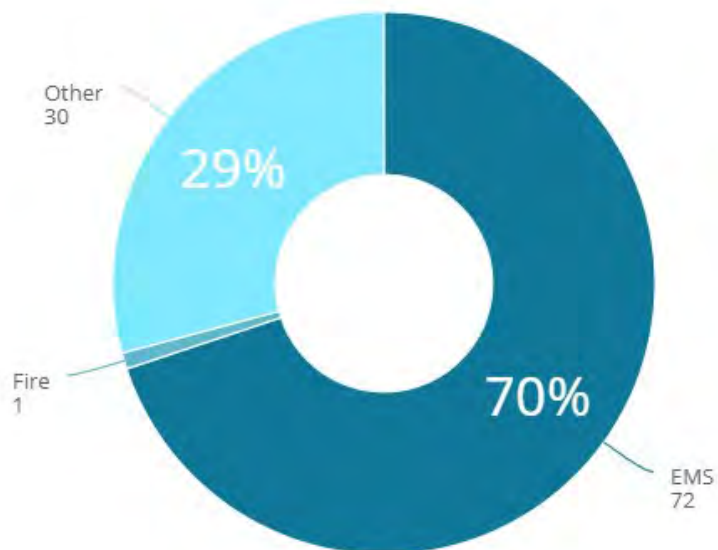
Fire Operations:

- Personnel completed **39** annual business inspections throughout the month.
- Members completed a combined **289** hours of training this month.
- Turnout times averaged **1 minute 03 seconds** for November. The national standard is 60 seconds or less.
- Response times for November averaged **3 minutes 14 seconds** from receipt of call-in dispatch to the first fire unit arriving on scene to assist.
- Ambulance billing revenue for October 2024 was **\$16,606**.
- FF/PM Callan Scherer has completed his new paramedic field training process, and he passed his interview with the Medical Director as well.
- Lainea Ashley-Nolen began in her new role as our Community Paramedic/EMS Coordinator on November 25, 2024. She will begin specialized training for her new role in January.
- Bryan Brindley began his new role as a Fire Inspector on November 25, 2024. He has hit the ground running, and he is excited to be serving in this new role for the City.
- FM Brock is strictly enforcing fire lanes around the city to ensure access for emergency vehicles is maintained. Several citations have been issued.
- Smoke alarms continue to be available to those who need them. There is no cost and FD personnel will install them. No smoke detectors were installed in November.
- The car seat inspection event held on November 1st saw 12 vehicles inspected and car seat installations verified for proper, safe installation.
- 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.
- 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 November 2024 were **15% less** than calls in November 2023.
- ***Since both new Fire Administration employees began their new positions on 11/25, we will begin having report information for their areas of responsibility next month.***

Operations Response Data:

Service Calls – Through November 30, 2024			
	Current Month	November 2023	FY2024 Total
Fire Calls	1	6	3
EMS/Major Accidents/ Rescues	72	64	154
Hazardous Conditions – No Fire	0	4	10
Public Assistance	13	16	27
Good Intent (No Service Rendered)	12	13	23
False Alarm	5	17	13
Severe Weather & Natural Disaster	0	0	0
Total Calls	103	120	230
Automatic / Mutual Aid			
	Current Month	November 2023	YTD Total
Aid Received	28	38	43
Aid Given	5	19	18

EMS/Fire Incident Breakdown



Medstar Response Data:

Medstar reporting data has not yet been received as of the early due date for this month's report. We will share November and December data in January.

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 has submitted all required documentation for 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: 2: MGM Steel LLC; Gospel Faith Mission Church

Annual Fire Inspections: 27: Fees Collected \$840.00

Fire Alarm Inspection: 5

Fire Sprinkler Inspection: 7

School Inspections: N/A

Church Fire Inspections: N/A

Nursing Home Inspections: 2

Plan Reviews: 1: Fees collected: \$747.45

Code Consults: Residential unit from previous fire 7056 Dover Lane

DRC Meetings: 2525 Handley Ederville Rd.; 2600 Rosebud Ln.

Business Info Updates: None

P&Z Meeting: N/A

Tarrant Co. Emergency Mgmt. Meeting: Several Situational Awareness calls for Fire Weather and Rain/Flood Advisories

NEFDA Haz-Mat Meeting: NEFDA drill to be held on site inside Richland Hills Chemical Distribution Facility in December

TCFAI Meeting: Training offered for ALERRT in Jan. 2025

Walkthroughs: 6604 Blvd 26, Neighborhood WalMart

Uniforms: Waiting for promotional testing for uniform orders

SCBA: Quarterly Air Sample up to date and Yearly Maintenance up to date, ordering new bottles due to expiring SCBA bottles and a new RIT pack within date 1 hour bottle. Destroyed several expired bottles out of hydrostatic testing date.

Emergency Mgmt: N/A

Training: Assisted teaching Self Aid Buddy Aid with RHPD; Site visit for Haz-Mat Drill in Dec.

Investigations: 3624 Ruth Road (11/30/2024) Accidental

Other:

Attended Staff Meeting for Fire Dept

Prepared for Christmas Event at City Hall

Attended class for Vector Solutions for training reporting software class

Attended Special Events Committee Meeting

Attended Communications Meeting

Attended Tarrant County Chief's Assoc. Meeting

Attended the Fire Prevention Assoc. of N. Texas – State of the Fire Marshal Address

Fire Advisory Board Meeting for 2024 International Fire Code Local Amendments

Inventory of surplus gear that was utilized by Part Time personnel

Prepared for Haz-Mat Drill at 7101 Burns Street in December.

Personnel attended Tarrant County Arson Taskforce Meeting

RICHLAND HILLS PUBLIC LIBRARY

OCTOBER • 2024



IMPACT

October was a great month for library programs!

The 10 Year Anniversary of Haunted Stacks was a huge success. Over 1000 people came through our scary maze.

We also hosted book club, a creepy adult craft, Senior Social Time, several kids and teen craft nights and Lady the Library Dog interacted with 122 people.

The library also participated in Texas Night Out, visiting all the block parties to promote library services and programs.

KEY FACTS (LAST YEAR)

- 2958 Visitors (2443)
- 2533 Program Attendance (1716)
- 15 Programs & Events (17)
- 3588 Total Items Checked Out (3428)
- 1745 Questions Answered (1113)
- 19 Posters printed for other City Departments (14)
- 174 Computer Sessions (108)
- 57 Mobile Prints (new)

RICHLAND HILLS PUBLIC LIBRARY

NOVEMBER • 2024



IMPACT

Library Director Chantele Hancock attended the Public Library Administrators of North Texas (PLANT) conference in Mineral Wells and learned about new developments in AI, library marketing strategies and the importance of neutrality.

We also hosted a coffee party, book club, Teddy Bear Social, and Family Craft Night.

Wireless printing continues to be very popular - 129 people came in to print items from their phones in November.

KEY FACTS (LAST YEAR)

- 1035 Visitors (793)
- 276 Program Attendance (278)
- 12 Programs & Events (12)
- 3029 Total Items Checked Out (2785)
- 1360 Questions Answered (1121)
- 7 Posters printed for other City Departments (10)
- 118 Computer Sessions (93)
- 129 Wireless Prints (New)

Municipal Court

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

None at this time.

Citation Summary		
	Current Month	YTD Total
Violations Filed	415	5533
Completed Cases– Paid Fine & Before Judge	149	2537
Other Completed - Dismissed deferred, DSC, proof, compliance, by Judge or Prosecutor, plea & bar, void	63	213
Number of Warrants Issued	0	567
Number of Warrants Cleared	41	861
Number of Outstanding Warrants	21	442
Value of Outstanding Warrants	\$9,133.00	\$200,859.06
Total Fees Collected	\$59,606.60	\$848,161.82

Municipal Court

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

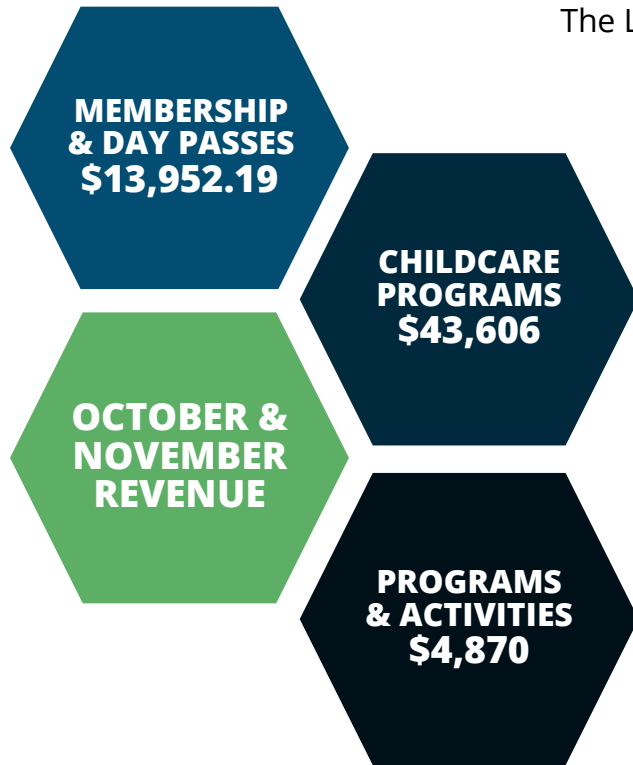
None at this time.

Citation Summary		
	Current Month	YTD Total
Violations Filed	213	5746
Completed Cases– Paid Fine & Before Judge	134	2671
Other Completed - Dismissed deferred, DSC, proof, compliance, by Judge or Prosecutor, plea & bar, void	183	396
Number of Warrants Issued	1	568
Number of Warrants Cleared	43	904
Number of Outstanding Warrants	22	446
Value of Outstanding Warrants	\$9,759.60	\$210,618.66
Total Fees Collected	\$49,418.90	\$897,580.72



THE LINK REPORT

OCTOBER & NOVEMBER 2024



The Link outperformed its revenue goals for October and November by more than **\$8,000**. The Link anticipates a slower month of December due to Christmas Break falls this year.

MEMBERSHIPS & DAY PASSES

- 30 Memberships Sold
- 16 Membership Cancellations
- 4,510 Membership Scans
- 407 Insurance Memberships end of Nov.
- 331 Membership Units end of Nov.
- 228 Day Passes Sold

CHILDCARE PROGRAMS

- 108 After-School Students
- 3 Single-Day Camps (22 Students)
- Thanksgiving Camp (12 Students)

PROGRAMS & ACTIVITIES

Monthly Program Enrollments

- 64 Pickleball Open Play Passes
- 84 Volleyball Open Play Passes
- 15 Karate Lessons
- 2 Dance Lessons
- 12 Basketball Academy
- 10 Crochet Lessons
- 7 Belly Dancing Lessons
- 7 Fitness Orientation

THE LINK'S FY24 YTD Revenue



*Does not include Medicare and Insurance Membership Revenue

SENIOR PROGRAMS AGES 55+

The Link offers a variety of senior programs and trips for little to no cost. Free memberships are available through insurance assisted programs such as Renew Active and Silver Sneakers.

ACTIVITY ATTENDANCE

- 198 Senior Lunch Bunch
- 19 Brown Bag Lunch & Bingo
- 12 Volunteer Hours

FIELD TRIP ATTENDANCE

- 13 Arboretum
- 11 JFK Trolley
- 13 Dallas Zoo
- 14 Czech Heritage of TX
- 14 State Fair

PARKS DEPARTMENT

OCTOBER & NOVEMBER 2024



NICO's landscaping has updated flower beds at city hall and police station.

Sunbelt Pools has started repairs on Link water feature. 80% complete.

Sunbelt Pools will winterize water feature after repairs are completed.

Staff is working with Oncor and Romtec to establish a timeline for installation of restrooms at Kate Baker.

Park staff has removed homeless encampment at Creek Trail Park.

Vacant Park Maintenance Tech position has been posted.

RENTALS & SPECIAL EVENTS

OCTOBER & NOVEMBER 2024



PRIVATE
RENTALS

94

TOTAL
REVENUE

\$28,000

SPECIAL
EVENTS

2

ESTIMATED
ATTENDEES

3,100+

Tricky Treat Trail &
Haunted Stacks

October 25

Veterans Day
Ceremony

November 11

UPCOMING EVENTS

CHRISTMAS
TREE
LIGHTING
DEC. 6

RHYTHMIC
GYMNASTICS
TOURNAMENT
JAN. 17 & 18

EASTER
CELEBRATION
APR. 13

Police

- October 1st – Richland Hills Police Department participated in Texas Night Out. Citizens hosted 9 block parties throughout the city where department staff visited with our community.
- October 3rd –Swearing-In Ceremony held at The Link where Chief Sylvester swore in Officer Diane Schmid, Officer Nichole Samilo, Officer Savannah Seel, and Officer Ezra Castle to the position of police officer.
- October 7th – Officer Sheena McEachran joined the Citizens Police Academy Alumni Association at a local Woodman Meeting to introduce the Richland Hills CPAA to the organization for donation opportunities to assist the CPAA’s mission.
- October 8th to 11th – Chief Sylvester attended the TML Conference.
- October 14th - the Mayor and Council recognized Richland Hills Police Department School Resource Officers for participating in Red Ribbon Week.
- October 19th – Richland Hill Police Department participated in the BISD’s Big Wheels Big Dreams Touch a Truck event.
- October 19th to 22nd – Chief Sylvester and Captain Russell attended the 2024 Annual International Chiefs of Police Conference for continued education.
- October 20th – Captain Russell attended the IACP - Patrol and Tactics Committee meeting.
- October 25th – Richland Hill Police Department staff participated in the City’s annual Tricky Treat Trails Event hosted in the City Plaza.
- October 30th – Chief Sylvester attended the North Texas Police Chief’s Association monthly meeting hosted by the Mansfield Police Department. Chief Sylvester was recognized for her service on the NTPCA Executive Board, where she has served in every board position and will now hold the position of immediate past president.

Service Calls		
	Current Month	YTD Total
Total Calls for Service (CFS)	2433	24319
Calls for Service	510	4372
Field Generated CFS	1923	19947
Proactive Policing (Included in Field Generated		
Traffic Stops-Spillman	525	5923
Violations issued	331	4470
Warnings issued	453	4668
Traffic stops resulting in an arrest	30	318
Crime Prevention CFS	523	4646
Business Checks CFS	447	5401
Arrests	64	605
Family Violence-included above	2	27
DWI Arrests–included above	9	114
Priority-1 Total Response Time	2m30s	
Priority-1 Officer Response Time	3m01s	

NOTES:

Part 1 Offenses		
	Current Month	YTD Total
Total Violent Crime Offenses	4	63
Murder	0	0
Rape	0	12
Robbery	1	1
Aggravated Assault	0	10
Simple Assault	3	39
Total Property Crime Offenses	26	190
Burglary	3	18
Business	0	11
Residential	3	7
Larceny	15	92
Burglary of Motor Vehicle	4	46
Auto Theft	4	36
Part -1 Offenses Cleared	12	94
Clearance Rate %	40.00/%	37.55%
Stolen Property Reported	\$100,682	\$1,018,864
Stolen Property Recovered	\$489	\$45,270
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	14	119
Accidents-Major	7	66
Accidents-Minor	11	121
Alcohol/Drug Impairment	0	7

NOTES:

Records

	Current Month	YTD Total
Sex Offender Registrations	2	7
Open Records Requests	84	539
Solicitors Permits	0	1

Property & Evidence

	Current Month	YTD Total
Pieces of Property Received	122	1132
Items Taken to Lab for Narcotics Testing	18	97
Items Taken to Lab for Blood Alcohol Content	24	114
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	48	633
Current Open Cases	10	
Total Warrants Issued	7	71
Misdemeanor Arrest Warrant	0	17
Felony Arrest Warrant	4	26
Search Warrant	3	24
Charges Filed with TCDA	60	373
New Emergency Protective Orders	1	13

NOTES:

Animal Services

- The October Vax Shack surgery day was successful with 42 shelter animals being spayed/neutered, along with 10 public animals. The Shot clinic immunized over 30 pets who received multiple immunizations.
- On October 19th, Community Compliance Manager Kay Fisk participated in the BISD's Big Wheels Big Dreams touch-a-truck event, displaying the city's animal control truck to the attendees.

	Current Month	YTD Total
Total Dispatched Calls	56	267
Impounds		
	Current Month	YTD Total
DOGS	15	125
CATS	26	286
OTHER THAN DOGS/CATS	0	13
TOTAL	41	424
NOTE:		
Incidents by Type		
	Current Month	YTD Total
ANIMALS AT LARGE	9	49
AGGRESSIVE ANIMAL	0	11
ANIMAL COMPLAINTS	21	144
INJURED ANIMALS	1	10
COMMUNITY CONTACTS	25	53
ASSIST OTHER AGENCY	0	1
TOTAL	56	268
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	12	88
CATS ADOPTED	14	174
RETURNED TO OWNER/YARD	0	40
TRANSFERRED/RESCUED	19	80
EUTHANIZED/ LOST/ DIES IN CARE	9	45
City License Issued		
	Current Month	YTD Total
ISSUED	8	100
Citations/Violations Issued		
	Current Month	YTD Total
CITATIONS ISSUED	0	19
WARNINGS ISSUED	0	0

Departmental Monthly Reports November – 2024

Police

- November 4th – Officer Kevin Hubbell joined the RHPD family. Officer Hubbell was previously employed by the Kennedale and DART Police Departments.
- November 7th – Captain Russell attended the quarterly BISD Safety Meeting.
- November 11th – Richland Hills Police Department staff participated in the Veteran's Day Ceremony at City Hall.
- November 12th and 19th – Sworn Officers completed Advance Law Enforcement Rapid Response - Level 1 Active Threat Response training.
- November 15th – Richland Hills Police Department staff participated in the Grand Opening of Animal Control.
- November 21st – Richland Hills Police Department hosted a graduation ceremony for Richland Hills Police Department Citizens Police Academy #14 at The Link.

Service Calls		
	Current Month	YTD Total
Total Calls for Service (CFS)	2250	26569
Calls for Service	441	4813
Field Generated CFS	1809	21756
Proactive Policing (Included in Field Generated)		
Traffic Stops-Spillman	440	6363
Violations issued	325	4795
Warnings issued	336	5004
Traffic stops resulting in an arrest	18	336
Crime Prevention CFS	620	5266
Business Checks CFS	429	5830
Arrests	49	654
Family Violence-included above	3	30
DWI Arrests-included above	9	123
Priority-1 Total Response Time	**	
Priority-1 Officer Response Time	**	
NOTES:		
48-Hour Warning (Red Tags) issued – 42 issued, resulting in 1 towed vehicle and 41 voluntarily complying.		
** Data is pending the completion and receipt of the November 2024 Shared Services Report provided by the North Richland Hills Police Department.		

Part 1 Offenses		
	Current Month	YTD Total
Total Violent Crime Offenses	11	74
Murder	0	0
Rape	2	14
Robbery	0	1
Aggravated Assault	1	11

Simple Assault	8	47
Total Property Crime Offenses	26	216
Burglary	4	22
Business	2	13
Residential	2	9
Larceny	13	105
Burglary of Motor Vehicle	5	51
Auto Theft	4	40
Part -1 Offenses Cleared	13	107
Clearance Rate %	35.14%	37.24%
Stolen Property Reported	\$110,953	\$1,129,817
Stolen Property Recovered	\$57,594	\$102,864

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	13	132
Accidents-Major	2	68
Accidents-Minor	14	135
Alcohol/Drug Impairment	1	8

NOTES:		
Records		
	Current Month	YTD Total
Sex Offender Registrations	1	8
Open Records Requests	63	602
Solicitors Permits	0	1
Property & Evidence		
	Current Month	YTD Total
Pieces of Property Received	123	1255
Items Taken to Lab for Narcotics Testing	3	100
Items Taken to Lab for Blood Alcohol Content	9	123
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	29	662
Current Open Cases	27	
Total Warrants Issued	9	80
Misdemeanor Arrest Warrant	1	18
Felony Arrest Warrant	8	34
Search Warrant	1	25
Charges Filed with TCDA	77	450
New Emergency Protective Orders	1	14
NOTES:		

Animal Services

- November 14th - Vax Shack provided 17 shelter animal sterilizations and 12 public animal sterilizations
- November 14th – Vax Shack Shot Clinic provided over 125 immunizations/test for public pets
- On November 15th, Richland Hills Animal Services Center held its Grand Opening. The public was invited to attend the ceremony and tour the facility, and free adoptions were offered.
- November 17th to November 20th – Community Compliance Manager Fisk attended the 2024 Annual Texas Animal Control Association Conference in San Antonio.
- The next Vax Shack clinic/surgery day is scheduled for December 12, 2024 (last one for this year)

	Current Month	YTD Total
Total Dispatched Calls	24	291
Impounds		
	Current Month	YTD Total
DOGS	8	133
CATS	18	304
OTHER THAN DOGS/CATS	1	14
TOTAL	27	451
NOTE:		
Incidents by Type		
	Current Month	YTD Total
ANIMALS AT LARGE	2	51
AGGRESSIVE ANIMAL	0	11
ANIMAL COMPLAINTS	8	152
INJURED ANIMALS	1	11
COMMUNITY CONTACTS	12	65
ASSIST OTHER AGENCY	1	2
TOTAL	24	292
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	8	96
CATS ADOPTED	12	186
RETURNED TO OWNER/YARD	4	44
TRANSFERRED/RESCUED	0	80
EUTHANIZED/ LOST/ DIES IN CARE	2	47
City License Issued		
	Current Month	YTD Total
ISSUED	10	110
Citations/Violations Issued		
	Current Month	YTD Total
CITATIONS ISSUED	0	19
WARNINGS ISSUED	0	0

PUBLIC WORKS – Work Orders

TOTAL WORK ORDERS: 438

STREETS

	CURRENT	YTD
Potholes	88	846
Street Patch	0	6
Debris Removal/Mowing	8	105
Sign Repair/Install	16	302
Manhole Repairs	0	2
After Hour Calls	1	10
Other (Mosquito Testing/Spray, etc.)	16	85

WATER

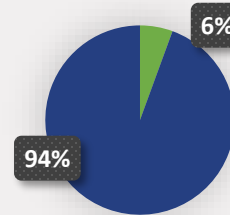
	CURRENT	YTD
Water Line Break	2	11
Water Line Repair	1	8
Meter Leak/Repair	22	163
After Hour Calls	4	42
Other (Water pressure, odor, etc.)	21	115

SEWER

	CURRENT	YTD
Sewer Line Break	0	2
Sewer Line Repair	0	5
Household Back-up	4	81
Drainage	3	60
After Hour Calls	2	17
Other (Odor, etc.)	9	60

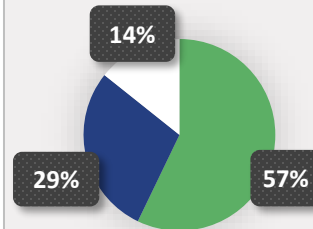
LINE LOCATES

■ Emergency ■ Non-emergency



AFTER-HOUR CALLS

■ Water
■ Sewer
■ Streets

UTILITIES – Work Orders
285

TOTAL WORK ORDERS:

SERVICES

	CURRENT	YTD
Meter Turn On	63	690
Service Shut Off	65	726
Final Reads	40	388
Service Starts	37	384
Re-Read Meter	0	37

GENERAL

	CURRENT	YTD
Possible Leak	22	140
Meter Repairs/Replacement	4	33
Reset Encoder	25	184
No Reads	5	110
Other (Low Consumption, Meter Tests, etc.)	24	210

Operational Updates

- 7,050' 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 mosquito testing conducted.
- Lift Station Maintenance.
- Routine/Seasonal mowing throughout the city, including channels.

- Staff assisted Link staff with event setup.
- City Council approved the purchase of a new dump truck and excavator.
- Several crosswalks throughout the city were repainted.
- The parking lot was restriped at the Animal Shelter.
- Installation of the new backlit street signs began.
- Fleet vehicles had routine oil changes done.
- Staff assisted the Parks Department with various projects throughout the parks.
- PSI completed the 1-year efficiency test on the digital water meters, results are pending.
- Staff is currently working with the Fire Department to test the pressure at each fire hydrant.
- Staff picked up the newly purchased (FY23-24) Ditch Witch Vacuum Excavator.

Staff Updates

- Superintendent, Justin Meine has submitted his resignation effective November 7, 2024. Kip and current Superintendent, Kelly Morris are working to make some organizational changes that will benefit the department as a whole going forward.
- Alicia Johnson, Administrative Assistant for Public Works, Fire/Building Maintenance, and Parks successfully completed the Administrative Professional Certification Program through SkillPath.
- Maintenance Technicians Jessie Pierson and Juan Martinez tested and obtained the TCEQ Wastewater Collection Operator I license.

THANK YOU!

A big thank you to the Public Works crew who tirelessly worked through the night to make an emergency water line repair. For these guys, this was a 32-hour working shift.

Kelly Morris, Justin Meine, Kris Lewis, and Robert Freeman



PUBLIC WORKS – Work Orders**TOTAL WORK ORDERS: 285****STREETS**

	CURRENT	YTD
Potholes	31	877
Street Patch	0	6
Debris Removal/Mowing	6	111
Sign Repair/Install	14	316
Manhole Repairs	1	3
After Hour Calls	0	10
Other (Mosquito Testing/Spray, etc.)	21	106

WATER

	CURRENT	YTD
Water Line Break	1	12
Water Line Repair	3	11
Meter Leak/Repair	12	175
After Hour Calls	4	46
Other (Water pressure, odor, etc.)	19	134

SEWER

	CURRENT	YTD
Sewer Line Break	0	2
Sewer Line Repair	0	5
Household Back-up	8	89
Drainage	2	62
After Hour Calls	1	18
Other (Odor, etc.)	11	71

LINE LOCATES

■ Emergency ■ Non-emergency

**AFTER-HOUR CALLS****UTILITIES – Work Orders****TOTAL WORK ORDERS: 143****SERVICES**

	CURRENT	YTD
Meter Turn On	25	715
Service Shut Off	28	754
Final Reads	21	409
Service Starts	29	413
Re-Read Meter	2	39

GENERAL

	CURRENT	YTD
Possible Leak	13	153
Meter Repairs/Replacement	3	36
Reset Encoder	3	187
No Reads	6	116
Other (Low Consumption, Meter Tests, etc.)	13	223

Operational Updates

- 1,020' of sewer line cleaned.
- 60 man-hours spent reading wells and water sampling.
- 20 man-hours spent conducting NAP Testing.
- Lift Station Maintenance.
- Routine/Seasonal mowing throughout the city, including channels.
- Staff assisted Link staff with event setup.
- Staff assisted Building Maintenance with the moving of Human Resources into new office area.
- The parking lot was restriped at the Animal Shelter.



- Staff assisted the Parks Department with various projects throughout the parks.
- Staff is currently working with the Fire Department to test the pressure at each fire hydrant.
- Installation of the Rena water tank generator was completed.
- Staff removed large homeless camp off Midway.
- Well yards were winterized.

Staff Updates

- A Conditional Offer for employment was sent and accepted by Daniel Tromanhauser who will begin his employment with Public Work in early December.