

Office of the City Manager

City of Richland Hills, Texas

Memorandum

To: Honorable Mayor Bill Agan and members of the Richland Hills City Council
From: Curtis Hawk, City Manager
Date: January 21, 2014
Subject: Presentation of Department Reports

City Council Action Requested:

There is no action requested for this item and there is no planned discussion. Staff will answer any questions that you have about the monthly reports, which are attached for your review.

We are transitioning to a new format for the monthly reports. Many of the Departments are using that format in the attached reports. However, some Departments are still finalizing their new reports. By next month all reports should be consistent and using the new format.

Background Information:

N/A

Attachments:

Departmental Monthly Reports

Municipal Court

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

None at this time.

Citation Summary		
	Current Month	YTD Total
Violations Filed	250	916
Completed –Paid Fine	7	16
Completed – Before Judge	103	365
Completed – Other	160	449
Warrants Issued	100	413
Warrants Cleared	70	305
Total Number Outstanding Warrants	81	297
Total Value of Outstanding Warrants	\$29,820.30	\$123,908.65
Total Fines/Fees Collected	\$44,301.83	\$138,847.78

City of Richland Hills

Marshal's Report for December, 2013

(End of Year Report)

Activity	Month	YTD (calendar year)
Total arrests by Marshal	0 persons	156 persons
Richland Hills warrants cleared by arrest	0	373
Warrants cleared for other agencies	0	144
Prisoner Transfers	0	31
Total Richland Hills warrants cleared	70	1603
Warrants issued to Marshal	98	1628
Insurance verifications	4	89
Time Served verifications	2	37
Bailiff hours	0	101
City bank deposits performed	7	186
State mandated training hours	0	23
Special assignment hours (office duty)	59	312
Vehicles inspected	0	9
Citations/ Summons/ Subpoenas	0	7

Light Duty due to foot surgery

Memorandum

Date: December 23, 2013

To: Alicia St. Cyr
Court Administrator

From: Ron Cornelius
Marshal

Prisoner Transfers: November, 2013

Total Transfers performed: 4

Total miles driven to perform transfers: 162

Total hours to perform transfers: 11

Fire

- We had one firefighter leave during the month for a position with the Houston Fire Department. Jason Paramore, with the department for over five years and one of our members who grew up in Richland Hills resigned effective December 26th. A new member, Kevin Raines, will start with the department on January 15th.
- FF/P Nick Diemicke completed the Driver/Operator Certification through Tarrant County College. The department requires all employees to complete the Driver/Operator course during their first two years with the department. Tuition for the course was reimbursed through a training grant from the Texas Forest Service.
- Fire Inspectors continued finishing up the annual fire inspections for the year.
- Department members participated in the quarterly Hazardous Materials Team training held in Euless

Service Calls		
	Current Month	YTD Total
Fire Calls	1	54
Emergency Medical Calls	84	908
Hazardous Conditions – No Fire	13	59
Public Assistance	19	156
Good Intent (No Service Rendered)	23	138
False Alarm	12	126
Total Calls	152	1441

Automatic / Mutual Aid		
	Current Month	YTD Total
Haltom City		
Aid Received		31
Aid Given	1	18
Hurst		
Aid Received	4	30
Aid Given	1	15
NRH		
Aid Received	6	107
Aid Given	5	58
Other (Fort Worth or other NEFDA Depts.)		
Aid Received	2	8
Aid Given	1	37

Fire Prevention / Public Education Activities		
	Current Month	YTD Total
Fire Inspections – Initial		215
Fire Inspections – Re-inspections		20
Fire Permit Inspections (alarm, sprinkler,...)		31

- Unable to pull the records for Fire Prevention / Public Education Activities for the month of December, YTD Totals shown are through November

City Engineer – Capital Improvements

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

MATTHEWS DRAINAGE INTERCEPTOR			
SCOPE	TIMELINE	COST/FUNDING	CURRENT STATUS
Project will start at the cul de sac on Kings Court travel to Park Place turn west to Matthews then turn south on Matthews to intersect the sump area.	Const. anticipated to begin in July/August 2013. Const. time est. 8-10 months	Estimated \$1,500,000 Funded from the Drainage Utility Bond Fund.	Contractor has completed 24" sewer line aerial crossing ,50% of rip rap and 12" sewer line

BAKER BLVD. INTERSECTION IMPROVEMENTS			
SCOPE	TIMELINE	COST/FUNDING	CURRENT STATUS
Improvement of Baker Blvd. intersections at Handley Ederville, Vance/Ash Park, and Rufe Snow Dr. to include curb & gutter, overlay, sidewalks and right turn lanes.	Estimate project to be bid in late 2014 or early 2015.	Estimated \$3,550,530 Funded from a TxDOT grant, Tarrant County Road Bond Fund and the city.	Half has completed conceptual design of plans. Anticipate submit environ. appl. In Jan. 2014. After environ. approved will start process of acquiring ROW

BFC MAIN SEWER LINE AND LIFT STATION			
SCOPE	TIMELINE	COST/FUNDING	CURRENT STATUS
Installation of approx. 4,500' of 6", 8", 12" and 15" sewer lines and installing a lift station.	Anticipate project bid July / Aug.'13 Const. time 8-12 months	Estimated \$3,000,000 Funded from Water & Sewer Bonds	Low Base bidder Jackson Constr. at \$2,760,754.50. Held preconst. meeting on 11-12-2013 with all concerned. Bore contractor started 1-13-2014.

LEEVE PUMP STATION ELECTRICAL REPAIRS			
SCOPE	TIMELINE	COST/FUNDING	CURRENT STATUS
Replace electrical switch gear at the levee pump station.	CC approved switchgear replacement. 5/7/13 Advertise & receive bids July '13, award bids Aug. '13. Installation is scheduled for Nov. 2013	\$115,200 Funded from Drainage Utility Fund	Contract awarded to KST Electric. Meeting with KST, consultant and city on Dec. 2, 2013 to discuss installation of equipment. Equip. install. will be complete by 1-17-2014.

TXDOT SAFE ROUTES TO SCHOOL (SRTS) SIDEWALK PROJECT			
SCOPE	TIMELINE	COST/FUNDING	CURRENT STATUS
Install sidewalks in areas near and adjacent to Richland Middle School (RMS); Jack Binion Elem. School (BES); Richland Elem. School (RES)	Construction began Sept.'12 Anticipated Completion: RMS-June '13 BES-June '13 RES -July '13	RMS - \$456,200.53 BES - \$520,842.52 RES - \$446,546.54 Funded by a TXDOT GRANT	RMS –100% comp. BES – 100% comp. RES – 99% comp. Anticipate substantial completion of RES in Jan. 2013

DRAINAGE GIS PHASE III			
SCOPE	TIMELINE	COST/FUNDING	CURRENT STATUS
Enhance GIS database, update storm water datasets, update the web map viewer, provide for a drainage/flood issue reporting system for viewers	Public web map up by end of May '13. Anticipate Phase III completion July 2013	\$15,000 FY 12-13 Drainage Budget	Phase III completed, placed on RH web site for use by staff. Waiting on new web site before use by public. NC

CRS APPLICATION			
Voluntary application that will reduce flood insurance based on city's efficiency of applying FEMA's flooding requirements	Anticipate submitting application in December 2013	\$8,000 FY 2012-2013 Drainage Budget	FEMA has approved first step in process. FEMA's CVA visit was success. Recd. good report from FEMA who has identified over 1400 points for RH which means 10% reduction in insurance rates if approved. Anticipate approval in May 2014

GREEN RIBBON APPLICATION			
TxDOT slected RH to receive \$250K grant for landscape improvements in Baker Blvd. medians	Plans complete in Dec.'13, const. complete by August , 2014	Consultant's design proposal of \$32K to be funded by council on 8-20-2013	Draft LPAFA approved 9-17-2013. Consultant submitted 100% plans to TxDOT for approval in Dec. 2013. Anticipate TxDOT approval Jan./Feb. 2103. And let proj. in April 2014

Public Works

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

Streets & Drainage		
	MONTH: Dec. 2013	FYTD
Street Repairs	0	5
Potholes Repaired	16	54
# Street Signs Replaced	4	24
Curb and Gutter Repair Hours	0	5
Hrs. Tree Trimming/Debris Haul Off	16	141
Drainage Ditches Cleaned-Hours	16	66
#Inlets Cleaned	6	78
Levee Maintenance Hours	128	218
# of After Hour Call Outs / Hrs.	3/10	8/43

Water		
	MONTH: Dec, 2013	FYTD
# Water Main Repairs	4	7
Main Break Repairs – Hours	93.5	165.5
Water Leaks Repairs	8	30
Valve/Hydrant Maintenance Hours	40	218
Meter Reading Hours	171	522
Well/Pump Maintenance Hours	36	137
# of After Hours Call-outs / Hours	4/40.5	24/162

Wastewater		
	MONTH: Dec. 2013	FYTD
# Wastewater Main Repairs	1	5
Linear Feet of Wastewater Line Cleaned	4540	34357
Linear Feet of Wastewater Line Camera'd	880	4535
# of After Hours Call Outs / Hours	2/7	16/62.5

Parks		
	MONTH: Dec. 2013	FYTD
# Hours Spent Mowing	24	166
# Hours Spent Trimming Trees/Brush	8	52
Park Maintenance Hours	34	85
Miscellaneous Service Hours	40	205

Code Enforcement

- 6912 Grapevine Hwy: City staff initiated contact with proprietor Amelia Lynch (All Star Daycare Center), regarding early placement and trash accumulation. The complaint derived as a citizen driven request. Staff made contact with Mrs.Lynch on multiple occasions, and issued notice of violations warning(s), November 18, 2013. Staff communicated with Republic Waste Services to establish if retrievals were being carried out in a timely matter. Staff was informed retrievals were on schedule and completed. A citation was issued to Mrs.Lynch, on December 12, 2013, for excessive containers. Mrs.Lynch communicated with several City of Richland Hills staff members and became quite livid. A meeting was conducted with Neighborhood Services staff members, regarding the citation and correspondence. Mrs. Lynch, apologized to Neighborhood Staff members, and commended staff on their current duties and contributions to the city.

Violations				
	Notices Issued	Compliance Obtained	Citations Issued	Abatement by City
Nuisance Violations	40*	39	1	0
Building Violations	0	0	0	0
Zoning Issues	0	0	0	0

Vacant Buildings Summary	
Known Vacant Buildings	135
Registered Vacant Buildings	5

Code Officer Activity	
Hours Patrolling	75
Notices to Vacate	0
Actual Vacates	0
Multi-Family Inspections	0

* Notices issued do not reflect “stop and knock” and verbal notices of violations on site.

Library & Community Center



The City employee holiday party in the Community Center.

Library		
	December 2013	YTD Total
Patron Visits	3,298	12,974
New Library Cards	14	96
Items Checked Out	1955	7,166
In-House Materials Used	198	669
Reference Questions Answered	108	412
Items borrowed from MetrOPAC	298	1,014
Items loaned to MetrOPAC	880	2,906
Hours of Public Computer Usage	527	1,515
Number of Public Computer Sessions	778	1,453
Number of PC Assistance Given by Staff	61	319
Wireless Usage Hours	24	75
Program attendance for Children	17	157
Program attendance for Adults	6	37
New Materials Processed	210	647

Community Center		
Center Rentals	17	59
Number of Adult Enrichment Classes	39	210
Participants in Adult Enrichment Classes	267	1,689

Revenues and Expenses		
	December 2013	YTD Total
Library Fines, Fees, Copies & Room rental	280.80	977.45
Community Center Revenues	1,880.00	4,505.00
Pavilion Revenues	0	0
Adult Enrichment Revenues	15.00	660.00
Total Revenues	2,352.02	3,948.65
Contract Labor Expenses	60.00	568.80

Planning & Community Development

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

- Permits and Registrations – YTD Contractors, 93 Plumbers registered that were Exempt from fees
- Other Permits – (Driveway Approach, ROW, Signs, Clean/Show, Ordinance Inspections

Permits and Registrations				
	Monthly Total	YTD Total	Monthly Revenues	YTD Revenues
Building Permits	21	399	\$6,287.49	\$66,633.09
Other Permits	8	72	\$531.00	\$4,180.00
Garage Sale Permits	1	322	\$8.00	\$2,576.00
Contractor Registrations	11	216	\$400.00	\$12,300.00
Total Fees Collected			\$7,226.49	\$85,689.09

Bureau Veritas Inspections		
	Passed	Failed
Building Inspections	21	5
Other Inspections	1	

Certificate of Occupancy		
	Applied	Issued
Commercial	4	3
Residential	2	2
C.O. Fees Collected		\$600.00

Fees Paid		
	Month	YTD
Bureau Veritas	\$3,110.18	\$53,616.42
Freese Nichols (On Call Planning)		

Office of Finance/Accounting**City of Richland Hills, Texas****Memorandum**

To: Honorable Mayor Bill Agan and members of the Richland Hills City Council
From: Barbara Mann, Director of Finance
Date: January 20, 2014
Subject: December Financial Reports

City Council Action Requested:

No action requested.

Background Information:

The revenue and expense report indicates year to date totals and percentage of total budget for general and revenue funds as of December 31, 2013. The investment reports indicates schedule of investments and cash in depository bank.

Board/Citizen Input:

N/A

Financial Impact:

N/A

Staff Contacts:

Barbara Mann, Director of Finance
817-616-3815
bmann@richlandhills.com

Attachments:

December, 2013 financial reports.

Revenue and Expense Summary

	Total Budget	Cur Month Actual	YTD Actual	Available Budget	% YTD of Total Budget
General Fund (100)					
Revenue					
Taxes	\$ 4,427,312.00	\$ 655,297.86	\$ 1,191,449.33	\$ 3,235,862.67	27%
Fines & Forfeitures	\$ 417,629.00	\$ 31,591.65	\$ 95,514.04	\$ 322,114.96	23%
Licenses & Permits	\$ 102,170.00	\$ 12,119.23	\$ 40,498.76	\$ 61,671.24	40%
Service Charges	\$ 277,314.00	\$ 5,913.11	\$ 25,750.17	\$ 251,563.83	9%
Miscellaneous	\$ 189,362.00	\$ 3,182.57	\$ 6,559.92	\$ 182,802.08	3%
Other Sources	\$ 2,067,191.00	\$ -	\$ 344,531.82	\$ 1,722,659.18	17%
Total Revenues	\$ 7,480,978.00	\$ 708,104.42	\$ 1,704,304.04	\$ 5,776,673.96	23%
Expenditures					
Municipal Court	\$ 216,038.00	\$ 15,877.23	\$ 56,608.99	\$ 159,429.01	26%
Administration	\$ 1,069,748.00	\$ 83,859.39	\$ 237,873.54	\$ 831,874.46	22%
Police	\$ 2,605,173.00	\$ 174,346.74	\$ 632,402.66	\$ 1,972,770.34	24%
Fire	\$ 1,619,908.00	\$ 138,966.64	\$ 469,062.94	\$ 1,150,845.06	29%
Street	\$ 168,680.00	\$ 15,927.65	\$ 42,126.58	\$ 126,553.42	25%
Library	\$ 319,324.00	\$ 23,291.27	\$ 85,070.31	\$ 234,253.69	27%
Recreation	\$ 35,278.00	\$ 2,862.11	\$ 9,239.27	\$ 26,038.73	26%
Parks/Grounds	\$ 63,200.00	\$ 1,629.39	\$ 12,168.97	\$ 51,031.03	19%
Community Develop	\$ 425,667.00	\$ 75,496.48	\$ 154,736.92	\$ 270,930.08	36%
Animal Control	\$ 148,092.00	\$ 12,016.79	\$ 43,314.61	\$ 104,777.39	29%
Legislative	\$ 180,702.00	\$ 11,274.67	\$ 53,545.09	\$ 127,156.91	30%
Economic Dev	\$ 6,110.00	\$ -	\$ -	\$ 6,110.00	0%
Capital Projects	\$ 50,000.00	\$ -	\$ -	\$ 50,000.00	0%
Shared Services	\$ 658,196.00	\$ 28,724.13	\$ 102,812.95	\$ 555,383.05	16%
Transfers	\$ 6,500.00	\$ -	\$ -	\$ 6,500.00	0%
Total Expenditures	\$ 7,572,616.00	\$ 584,272.49	\$ 1,898,962.83	\$ 5,673,653.17	25%
Total Fund	\$ (91,638.00)	\$ 123,831.93	\$ (194,658.79)	\$ 103,020.79	
Revenue Fund (200)					
Revenue					
Water	\$ 2,312,984.00	\$ 143,757.86	\$ 503,207.74	\$ 1,809,776.26	22%
Sewer	\$ 1,503,368.00	\$ 119,847.37	\$ 374,470.79	\$ 1,128,897.21	25%
Miscellaneous	\$ 439,443.00	\$ 109,871.97	\$ 383,577.46	\$ 55,865.54	87%
Total Revenues	\$ 4,255,795.00	\$ 373,477.20	\$ 1,261,255.99	\$ 2,994,539.01	30%
Expenditures					
Transfers/Debt Svc	\$ 1,726,802.00	\$ -	\$ 156,173.66	\$ 1,570,628.34	9%
Water Service	\$ 1,194,147.00	\$ 71,805.59	\$ 140,519.78	\$ 1,053,627.22	12%
Wastewater Service	\$ 1,025,318.00	\$ 69,681.04	\$ 154,912.74	\$ 870,405.26	15%
Total Expenditures	\$ 3,946,267.00	\$ 141,486.63	\$ 451,606.18	\$ 3,494,660.82	11%
Total Fund	\$ 309,528.00	\$ 231,990.57	\$ 809,649.81	\$ (500,121.81)	

Capital Projects Report					
Fund	Department	Project	Budget	Expenses	Balance
Enterprise	Water	Equipment	\$ 56,500.00	\$ -	\$ 56,500.00
Enterprise	Wastewater	BFC Lift Station	\$ 3,000,000.00		\$ 3,000,000.00
Enterprise	Drainage	Matthews Interceptor/Kingsbury bypass	\$ 3,000,000.00	\$ 142,842.60	\$ 2,857,157.40
General	Administration	Utility Billing Office Remodel	\$ 6,085.00	\$ 1,500.00	\$ 4,585.00
General	Fire	Building Remodel	\$ 25,000.00	\$ -	\$ 25,000.00
General	Fire	Equipment	\$ 17,300.00	\$ 8,951.81	\$ 8,348.19
General	Animal Svcs	Building Improvements	\$ 21,094.00	\$ -	\$ 21,094.00
CCPD	Police	Building Improvements	\$ 40,000.00	\$ -	\$ 40,000.00
CCPD	Police	Equipment	\$ 74,976.00	\$ 1,180.00	\$ 73,796.00
CCPD	Police	Vehicles	\$ 39,268.00	\$ -	\$ 39,268.00
PPFCO	Various	Equipment	\$ 227,000.00	\$ -	\$ 227,000.00
Total			\$ 6,507,223.00	\$ 154,474.41	\$ 6,352,748.59

City of Richland Hills

Fiscal Year 2013-2014

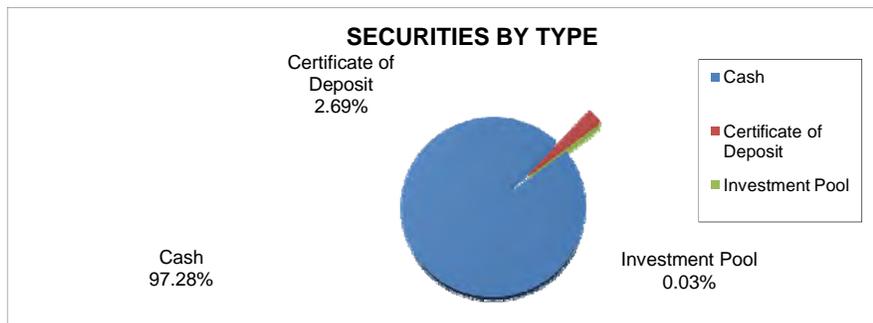
Treasury Investment Report

December 31, 2013

**Investment Report
City of Richland Hills, Texas
December 31, 2013**

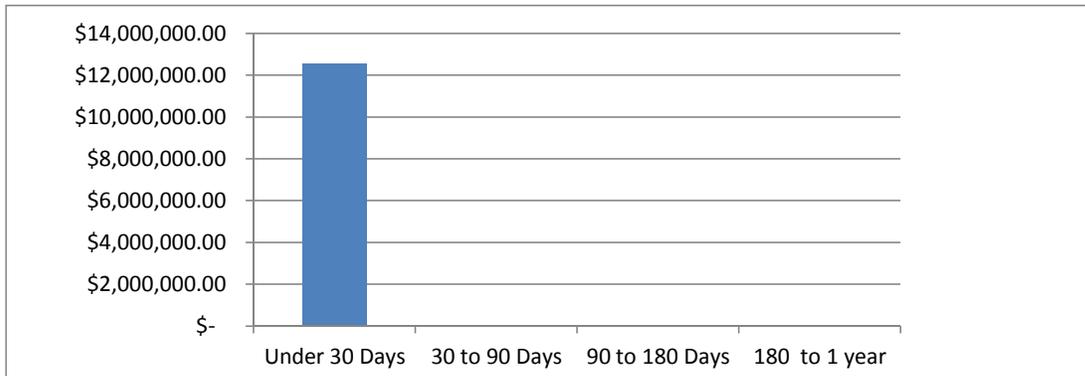
Safety - Securities by Type

Security Type	Book Value	Percent
Cash	\$ 12,193,982.72	97.28%
Certificate of Deposit	\$ 337,490.47	2.69%
Investment Pool	\$ 3,618.63	0.03%
Total	\$ 12,535,091.82	100.00%



Liquidity - Securities by Maturity Date

	Book Value	Percent
Under 30 Days	\$ 12,535,091.82	100.00%
30 to 90 Days	\$ -	0.00%
90 to 180 Days	\$ -	0.00%
180 to 1 year	\$ -	0.00%
Total	\$ 12,535,091.82	100.00%



**Investment Report
City of Richland Hills, Texas
Decemebr 31, 2013**

Weighted Average Days to Maturity

Portfolio	Current Month
General	7
Revenue	27
	<hr/>
Total Average Maturity Days	17

**Investment Report
City of Richland Hills, Texas
December 31, 2013**

PURCHASES

Description	Fund	Purchase Date	Maturity Date	Yield	Par Value	Principal Invested
Texpool					\$ -	\$ -
Total Purchases	11/30/2013				\$ -	\$ -

SALES

Description	Fund	Purchase Date	Maturity Date	Yield	Par Value	Principal Invested
Total Sales	11/30/2013				\$ -	\$ -

**Investment Report
City of Richland Hills, Texas
December 31, 2013**

RECONCILIATION

	Par Value	Purchase Value
Prior Month Ending Balance	\$ 12,223,239	\$ 12,223,239.93
Current Month Purchases	\$ -	\$ -
Current Month Sales	\$ -	\$ -
Change	<u>\$ 311,852</u>	<u>\$ 311,851.89</u>
 Total	 <u><u>\$ 12,535,091</u></u>	 <u><u>\$ 12,535,091.82</u></u>

This report is in full compliance with the investment policy and strategy as established for the Investment Portfolio and the Public Funds Investment Act (Chapter 2256.023)

Director of Finance

Investment Report
City of Richland Hills, Texas
December 31, 2013

Inventory/Holdings

Description	Purchase Date	Maturity Date	Yield	Par Value	Principal Invested	Beginning Book Value	Beginning Market Value	Ending Book Value	Ending Market Value
General Fund Portfolio									
CD	07-07-13	01-07-14	0.050%	\$ 162,490	\$ 162,490.47	\$ 162,490.47	\$ 162,490.47	\$ 162,490.47	\$ 162,490.47
Texpool	12-31-13	12-31-13		\$ 2,194	\$ 2,193.90	\$ 2,193.90	\$ 2,193.90	\$ 2,193.90	\$ 2,193.90
Total General Portfolio				\$ 164,684	\$ 164,684.37				
Revenue Fund Portfolio									
CD	07-27-13	01-27-14	0.050%	\$ 175,000	\$ 175,000.00	\$ 175,000.00	\$ 175,000.00	\$ 175,000.00	\$ 175,000.00
Texpool	12-31-13	12-31-13		\$ 1,275	\$ 1,274.63	\$ 1,274.63	\$ 1,274.60	\$ 1,274.63	\$ 1,274.63
Total Revenue Fund Portfolio				\$ 176,275	\$ 176,274.63	\$ 176,274.63	\$ 176,274.60	\$ 176,274.63	\$ 176,274.63
Drainage Utility Fund Portfolio									
Texpool	12-31-13	12-31-13		\$ 150	\$ 150.10	\$ 150.10	\$ 150.10	\$ 150.10	\$ 150.10
Total Drainage Utility Fund Portfolio				\$ 150	\$ 150.10				
Depository Bank									
Cash Depository Bank				\$ 12,193,982.72					
Total Depository Bank				\$ 12,193,982.72					
Total Portfolio (All Funds)				\$ 12,535,091.82	\$ 12,535,091.82	\$ 12,535,091.82	\$ 12,535,091.79	\$ 12,535,091.82	\$ 12,535,091.82

Bank Account Balances

001 General Fund	\$ 768,718.41
002 Revenue Account	\$ 1,811,394.33
006 Law Enforcement Fund	\$ 4,966.45
007 Parks and Beautification Fund	\$ 26,856.65
010 2001 Cert of Obliga I&S	\$ 1,006.21
012 Oil & Gas Lease Project Fund	\$ 165,557.92
051 Utility Systems Rev Bonds, Reserve	\$ 37,446.85
022 Drainage Utility Fund	\$ 1,415,207.84
024 Municipal Court Building Security	\$ 1,125.06
025 Road and Street Improvement Fund	\$ 1,242.08
026 Richland Hills Development Corp	\$ 393,502.92
065 Crime Control District	\$ 373,268.64
071 2007 Revenue Bonds I&S	\$ 437.87
072 2007 Revenue Bonds Construction	\$ 373.95
076 2007 PPFco I&S	\$ 114,119.71
077 Hotel Occupancy Tax	\$ 198,440.29
083 Drainage Construction	\$ 13,129.70
084 Drainage I&S	\$ 8,197.18
86 PPFco Acquisitions	\$ 24,760.46
87 2011 PPFco I&S	\$ 10,768.68
88 Ent Improvement Project Fund	\$ 682,656.38
91 2012 PPFco ACQ	\$ 201,941.77
92 2011 CO I&S	\$ 50,610.26
93 2012 PPFco I&S Fund	\$ 24,275.04
94 2013 CO Construction Fund	\$ 5,843,412.11
95 2013 CO I&S Fund	\$ 20,565.96
	\$ 12,193,982.72