

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: Eric Strong, City Manager
Date: October 20, 2015
Subject: September Monthly Reports

Council Action Requested:

No action requested – Discussion only

Background Information:

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

Board/Citizen Input: N/A

Financial Impact: N/A

Staff Contacts: Eric Strong
City Manager
estrong@richlandhills.com

Attachments: Dept. Monthly Reports for September 2015

Richland Hills Public Library



Library		
	September 2015	YTD Total
Patron Visits	4,908	52,390
New Library Cards	33	342
Items Checked Out	3,604	37,805
In-House Materials Used	156	1,937
Reference Questions Answered	134	2,818
Items borrowed from MetrOPAC	214	2,959
Items loaned to MetrOPAC	593	8,836
Hours of Public Computer Usage	924	10,195
Number of Public Computer Sessions	592	7,483
Number of PC Assistance Given by Staff	118	1,182
Wireless Usage Hours	54	329
Program attendance for Children	104	1,300
Program attendance for Adults	8	605
New Materials Processed	51	1,666

Revenues		
	September 2015	YTD Total
Library Fines, Fees and Prints	542.05	3728.52
Donations	35.95	514.47

Summary: The carpet project began on September 28th. The project was not without problems however the library was able to open as scheduled, Monday, October 5th. As you can see from the picture on the right, we pulled about 20% of the collection off of the shelves, stored them in the meeting room and reshelved them after the carpet was laid. We also moved shelf ranges to give the children's area extra room for programs. We have been getting positive feedback from library patrons.

Municipal Court

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

None at this time.

Citation Summary		
	Current Month	YTD Total
Violations Filed	315	3904
Completed –Paid Fine	2	122
Completed – Before Judge	166	2026
Completed – Other	182	2003
Warrants Issued	114	2121
Warrants Cleared	163	1695
Total Number Outstanding Warrants	107	923
Total Value of Outstanding Warrants	\$40,488.80	\$411,064.32
Total Fees Collected	\$57,328.41	\$631,861.66

City Marshal Activity Report

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

None at this time

Citation Summary		
	Current Month	YTD Total
Warrant Service	16	175
Arrests	6	32
Bank detail	18	163
Traffic Stops	0	0
Total number of warrants cleared	163	1434
Total amount of warrants cleared	\$36318.37	\$232255.85
Insurance verifications	3	39
Vehicles inspected	1	8
Bailiff hours	3	48.5
Training	8	64
Summons/subpoenas served	3	50
Prisoner transfers	4	51
Total hours for prisoner transfers	6	86.5
Total miles driven for prisoner trsfs.	122	2159.5
Warrants Time Served	59	549

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.	The project is substantially complete. The project is complete but the contractor is still working on the punch list. Contractor has made requested street repairs and staff is in the process of finalizing the project. This project was accepted on August 27, 2015.

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. Environ. Appl. Was submitted in Jan. 2014. Expect approval of environ. any day. Appraiser has been selected and approved. Will start appraisal process when TxDOT gives approval. Received approval of environmental assessment on 9-2-2014 and waiting on approval from TxDOT to start appraisal process. Have received approval to proceed with appraisal.

			<p>Waiting on TxDOT to approve schematic plan and ROW document before consultant can continue the design. Have received approval from TxDOT for ROW documents. Appraisal still in process. Still waiting on approval from TxDOT for Schematic. Received appraisals on 3-3-2015 and starting the process of acquiring ROW for Ash Park. Have notified property owner that the city's is wanting to purchase a portion of their property. TxDOT has informed the city to reappraise Lot 1 due to city not needing all of lot 1 as originally directed by TxDOT. Have received updated appraisal of Lot 1 and review appraisal of Lot 1. Halff Assoc. has started on 30% design and anticipate it be delivered to TxDOT in July 2015. Staff is in process of purchasing the 3 lots on Ash Park for the realignment of Ash Park with Vance. TxDOT has tentatively set a date of July 2016 for the letting date of the project. Consultant is preparing 30% plans to be submitted to TxDOT in July 2015. Staff has submitted to owner of the 3 lots on Ash Park, an offer letter but have not heard from him to</p>
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			<p>date. Council approved an offer for the property which was accepted by the owner. Staff will close on the purchase of the 3 lots on September 1, 2015. The three lots on Ash Park have been purchased. Consultant working on 60 % plans and specs. Staff is working on an amendment to the LPAFA. TxDOT is aware of LPAFA amendment and has not problem with the change.NC</p>
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BFC MAIN SEWER LINE AND LIFT STATION			
SCOPE	TIMELINE	COST/FUNDING	CURRENT STATUS
<p>Installation of approx. 4,500' of 6", 8", 12" and 15" sewer lines and installing a lift station.</p>	<p>Anticipate project bid July / Aug.'13 Const. time 8-12 months</p>	<p>Estimated \$3,000,000 Funded from Water & Sewer Bonds</p>	<p>Low Base bidder Jackson Constr. at \$2,760,754.50. Bore contractor has completed bore and installed 18" PVC pipe in 36" steel casing pipe. Lift Station contractor has poured wet well concrete base/floor and is currently forming wet well walls. The first of two sections of the wet well walls have been poured (approx. 135 concrete). 10" Force Main has also been completed. The failed strength test of the wet well walls has been resolved to the engineers' satisfaction. Contractor, engineer and the city has agreed to a time extension to April 20, 2015. The wet well structure is complete. To</p>

			<p>date contractor has, in addition to the wet well, laid 1,070' of force main,, 619 'of 18" sewer line, 578' of 36" steel encasement, and 1,376' of 15" sewer line. Contractor has poured foundation for Mechanical Building and Generator.</p> <p>New completion date is April 20, 2015 not counting rain days or holidays. Project has been delayed several days due to weather but still plans to complete project on time with the help of mother nature. Lift Station approx. 86% complete and line installation is approx. 70% complete as of 5-1-2015. May 21, 2015 is the anticipated start up for the lift station. Project work has been slow due to excessive rain fall the last several weeks.</p> <p>The lift station is substantially complete but the initial start up has not been approved by the engineer. It is anticipated to have all clearances by the week of June 15, 2015. Lift Station started in operation on June 15, 2015 after all start meetings were held and approved. Staff is working on finalizing the LS. All 18", 15' and 12" lines have been installed and the connection from the 12" on Midway and the 10" line on Pine Park has been</p>
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			<p>completed. Contractor has installed all services on Rosebud, Sue , and Faye. LS has some minor repairs before final acceptance is given. All sewer lines have been installed and contractor is reconstructing Rosebud presently. After Rosebud is reconstructed, new C&G and DW on Sue will be installed and overlaid with 2" asphalt. Project will be completed by end of October 2015. Anticipate paving Rosebud and Sue week of October 19, 2015 which will substantially complete the sewer line portion of the project. LS is already substantially complete.</p>
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GREEN RIBBON PROJECT PHASE I 2013/2014			
SCOPE	TIMELINE	COST/FUNDING	CURRENT STATUS
<p>TxDOT selected RH to receive \$250K grant for landscape improvements in Baker Blvd. medians</p>	<p>Plans complete in Dec.'13, const. complete by August , 2014</p>	<p>Consultant's design proposal of \$32K to be funded by council on 8-20-2013</p>	<p>Project design is completed and staff has received final plans and specifications. Staff receives bids on 4-8-2014 and award on 4-15-2014. Beverly Sue Global Services started project on Monday, 5-12-2014. Anticipate project to be completed late June or early July 2014. This project is substantially as of 7-18-2014. Contractor has completed replacing dead plants with exception of 4 trees which will not be delivered until Monday, August 25, 2014. This project has been accepted with the</p>

			<p>second maint. period review to be held on September 18, 2014. Contract is anticipated to be accepted by October 18, 2014. Project has been accepted by the city. Contractor maintaining project as per plans and specs. The one year maint. period will be completed on October 18, 2015 for this project.</p>
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GREEN RIBBON PROJECT PHASE II 2014/2015			
SCOPE	TIMELINE	COST/FUNDING	CURRENT STATUS
<p>The city was selected in July 2014 to receive a \$200, 000.00 Green Ribbon Grant for landscaping the remaining medians (11) and the east and west entrance monuments</p>	<p>Anticipate project to be let in March or April 2015</p>	<p>Grant amount was \$200,000.00 for landscaping and the city selected Halff Associates to design the project in the amount of \$32,000.00.</p>	<p>The 2014-2015 Green Ribbon Project was approved by the CC in July and the engineering design on August 2, 2014. The preconstruction meeting was held on Monday, September 08, 2014. Project design is on schedule. Consultant has delivered 60% plans and specifications to TxDOT for approval. Project was awarded to Beverley Sue Global Services, LLC the same contractor as last year. Preconstruction meeting will be held on Tuesday, 4-21-2015. Project officially started May 1, 2015. Contractor sprayed herbicide on May 1, 2015 (specs. require that after spraying of herbicide the area sprayed has to lie dormant for 7 days) and requested time suspension of the project until May 11, 2015 which was granted. Contractor resumed work on May 11, 2015. Contractor was slowed by rain in the month of May but is still</p>

			<p>on schedule. Approx. 80% of the sprinkler has been installed, 75% of soil removed in medians and the two monument areas.</p> <p>Project was substantially complete on July 20, 2015. Contractor currently working on replacing dead plants . The third 15% maintenance period will end on October 20, 2015</p>
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KINGSBURY DRAINAGE PROJECT			
SCOPE	TIMELINE	COST/FUNDING	CURRENT STATUS
<p>The Kingsbury Interceptor, consists of 965 'of 7'X6' conc. box culvert starting at Richland E. School to the intersection of Lavon and Matthews.</p>	<p>Half Associates was selected to design the project. It is anticipated that the project will be receive bids in July /August depending on acquisition of easements.</p>	<p>Construction cost for the project is estimated at \$1,250,000.00. This is the last part of Phase II of the Master Drainage Plan.</p>	<p>The design of the project is approx. 98% complete. All easements have been acquired. Staff anticipates bidding project as soon as Matthews Inter. Is substantially complete. 1st advertisement was placed on 12-10-2014. Pre-bid meeting is scheduled for 1-7-2015. Bids will be received on Wednesday, January 14, 2015. Contract was awarded to Flow-Line Construction in the amount of \$1, 729,766.00 at the January 20, council meeting. Preconstruction meeting was held on Monday March 2, 2015. Due to bad weather in March the project did not officially start construction until March 23, 2015. Contractor has installed approx. 160' of 8" sewer pipe and has removed most of the trees and vegetation required. Contractor has successfully mobilized their equipment to the site as of 4-6-2015 and has started working. Contractor has installed 825' of</p>

			<p>7X8 boxes (to Kingsbury) and 689 LF of sewer line to date. Project is approx. 30% complete. Project has been slowed due to excessive rain fall in April and May but is still on schedule.</p> <p>Contractor has completed laying boxes to Park Place as of 7-28-2015. Contractor is currently on schedule and will start reconstructing Lavon and Kingsbury in the next few weeks and clean up of project. Project is 100% complete with the installation of all drainage boxes, pipes, and inlets.</p> <p>Contractor has mixed lime into subgrade on Lavon, Kingsbury, Pecan Park, Park Place and Scruggs Dr. Contractor will start installing C& G on Lavon starting week of 9-21-2015. Anticipate contractor to be substantially complete by the end of October 2015 and project accepted in November 2015.</p>
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Public Works

SEPT. 2015

Streets & Drainage		
	MONTH: SEPT. 2015	FYTD
Street Repairs Hrs.	53	985
Potholes Repaired Hrs.	4	193
# Street Signs Replaced	5	298
Curb and Gutter Repair Hours	26.5	66
Hrs. Tree Trimming/Debris Haul Off	13	279
Drainage Ditches Cleaned-Hours	8	138
#Inlets Cleaned	0	49
Levee Maintenance Hours	36	322
# of After Hour Call Outs / Hrs.	2 / 8	17 / 82

Water		
	MONTH: SEPT. 2015	FYTD
# Water Main Repairs	4	30
Main Break Repairs – Hours	45	524
Water Leaks Repairs	14	191
Valve/Hydrant Maintenance Hours	20	798
Meter Reading / City Work Orders Hours	176	1819
Well/Pump Maintenance Hours	106	543
# of After Hours Call-outs / Hours	6 / 39	50 / 345

Wastewater		
	MONTH: SEPT. 2015	FYTD
# Wastewater Main Repairs	5	62
Linear Feet of Wastewater Line Cleaned	4255	62342
Linear Feet of Wastewater Line Camera	1023	3566
# of After Hours Call Outs / Hours	3 / 11	44 / 339

Parks		
	MONTH: SEPT. 2015	FYTD
# Hours Spent Mowing	16	158
# Hours Spent Trimming Trees/Brush	2	115
Park Maintenance Hours	14	253
Miscellaneous Service Hours	171	1201

ANIMAL CONTROL MONTHLY REPORT
SEPTEMBER 2015

October 20, 2015
7A - 15

MONTH:	SEPTEMBER	2015							
OFFICER:	FISK		ID:	240		VEHICLE:	Chevy		
DAYS WORKED:	27								
	Vacation:	0	School:	0-Jan	Holiday:	1	Sick:	0	
Begin Odometer:		ENDING:				TTL Mileage:			
	Fuel:	2	Oil:	0					
TOTAL INCIDENTS									
	Radio:	38							
	Patrol:	15							
ANIMALS FORWARDED FROM PREVIOUS MONTH:				51					
TOTAL NUMBER IMPOUNDED ANIMAL:									
	Dogs	24							
	Cats	8							
	Livestock	0							
	Wildlife	0							
Police impounds:									
DISPOSITIONS									
	RTY	21							
	RTW	8							
	RTO	4							
	Euthanized	2							
	RESCUED	1							
	ADOPTED	18							
	FOSTERED	7							
	TTL Remaining	37							
INCIDENT TYPE									
	DA Pickup	19							
	Meet Citizen	17							
	Asst. Public	4							
	Mutual Aid	2							
	Live Traps	7							
	Nuisance	45							
	Other	18							
	UTL	2							
BITE REPORTS		1	ENFORCEMENT ACTIONS						
	Shelter Quarantine		1		Citations	3			
	Clinic Quarantine				Warnings	18			
	Austin Submission								
	Unable to Locate		INCIDENT REPORTS						
	OTHER								
			CITY LICENSE			16			

Community Center Dashboard

September 2015

The Recreation Department ended the fiscal year with great success. Hosting 9 paid events, the community center provided many cherished memories during the month of September. In addition to the paid rentals, the center also hosted a Senior Lunch Bunch with 42 in attendance for Jerry's Italian Bistro with a performance by the Gold Tones for after-lunch entertainment.

Below, you will find a quick snapshot of activities along with revenues and expenditures for the community center through the month of September.

	Current Month	FYTD
Center Rentals	9	121
Number of Adult Enrichment Classes	34	396
Participants in Adult Enrichment Classes	269	2777
Senior Lunch Bunch Participants	42	718

	Current Month	FYTD	FY15 Adopted Budget	% to Date	Oct. '14 - Sep '15
Revenues					
Community Center Rental Revenues	\$1,330	\$14,944	\$14,000	107%	100%
Recreation Class Fee Revenues	\$485	\$3,537	\$4,900	72%	
Total Revenues	\$1,815	\$18,481	\$18,900	98%	
Expenses					
Contract Labor Expenses	\$254	\$1,272	\$4,500	28%	100%
Personnel Salary & Wages	\$1,825	\$23,209	\$20,295	114%	
Total Expenses	\$2,080	\$24,481	\$24,795	99%	

Monthly Activity: September, 2015

Code Enforcement

Violations				
	Notices Issued	Compliance Obtained	Citations Issued	Abatement by City
Nuisance Violations Issued	*217	200	10	4
Inspections	165	0	0	0
Telephone calls	48	0	0	0
Case Notes	31	0	0	0
Zoning Issues	4	4	0	0
Building violations	1	1	0	0

Vacant Buildings Summary	
Known Vacant Buildings	135
Registered Vacant Buildings	14
Notices Issued	71

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.

Finance

Fiscal Year 2014-2015, Period Ending 09/2015

Revenue and Expense Summary

	Total Budget	Cur Month Actual	YTD Actual	Available Budget	% YTD of Total Budget
General Fund (100)					
Revenue					
Taxes	\$ 4,697,508.00	\$ 261,813.38	\$ 5,225,439.63	\$ (527,931.63)	111%
Fines & Forfeitures	\$ 418,080.00	\$ 41,042.42	\$ 445,034.83	\$ (26,954.83)	106%
Licenses & Permits	\$ 115,151.00	\$ 10,673.85	\$ 131,147.08	\$ (15,996.08)	114%
Service Charges	\$ 259,225.00	\$ 5,902.12	\$ 175,142.97	\$ 84,082.03	68%
Miscellaneous	\$ 45,600.00	\$ 6,195.80	\$ 47,788.58	\$ (2,188.58)	105%
Other Sources	\$ 572,535.00	\$ 47,711.24	\$ 572,534.88	\$ 0.12	100%
Total Revenues	\$ 6,108,099.00	\$ 373,338.81	\$ 6,597,087.97	\$ (488,988.97)	108%
Expenditures					
Municipal Court	\$ 238,813.00	\$ 18,107.21	\$ 223,499.36	\$ 15,313.64	94%
Administration	\$ 736,013.00	\$ 41,771.35	\$ 643,709.14	\$ 92,303.86	87%
Police	\$ 1,660,729.00	\$ 105,121.39	\$ 1,578,480.24	\$ 82,248.76	95%
Fire	\$ 1,643,242.00	\$ 129,585.17	\$ 1,606,914.27	\$ 36,327.73	98%
Street	\$ 234,870.00	\$ 25,925.16	\$ 241,026.44	\$ (6,156.44)	103%
Library	\$ 355,602.00	\$ 28,860.80	\$ 351,548.29	\$ 4,053.71	99%
Recreation	\$ 42,169.00	\$ 2,743.55	\$ 42,613.73	\$ (444.73)	101%
Parks/Grounds	\$ 48,200.00	\$ 7,507.50	\$ 57,326.08	\$ (9,126.08)	119%
Community Develop	\$ 475,470.00	\$ 45,770.27	\$ 420,380.17	\$ 55,089.83	88%
Animal Control	\$ 141,108.00	\$ 9,530.75	\$ 120,827.08	\$ 20,280.92	86%
Legislative	\$ 112,732.00	\$ 5,973.66	\$ 79,949.76	\$ 32,782.24	71%
Shared Services	\$ 404,151.00	\$ 23,548.76	\$ 399,218.68	\$ 4,932.32	99%
Transfers	\$ 4,000.00	\$ 400.00	\$ 800.00	\$ 3,200.00	20%
Total Expenditures	\$ 6,097,099.00	\$ 444,845.57	\$ 5,766,293.24	\$ 330,805.76	95%
Total Fund	\$ 11,000.00	\$ (71,506.76)	\$ 830,794.73	\$ (819,794.73)	
Revenue Fund (200)					
Revenue					
Water	\$ 2,200,914.00	\$ 255,883.83	\$ 2,126,651.30	\$ 74,262.70	97%
Sewer	\$ 1,482,141.00	\$ 122,803.68	\$ 1,465,873.36	\$ 16,267.64	99%
Miscellaneous	\$ 439,675.00	\$ (105,218.51)	\$ 583,888.34	\$ (144,213.34)	133%
Total Revenues	\$ 4,122,730.00	\$ 273,469.00	\$ 4,176,413.00	\$ (53,683.00)	101%
Expenditures					
Shared Services	\$ 294,851.00	\$ 20,871.14	\$ 280,339.67	\$ 14,511.33	95%
Administration	\$ 585,013.00	\$ 38,605.45	\$ 543,800.22	\$ 41,212.78	93%
Legislative	\$ 87,732.00	\$ 4,123.68	\$ 61,611.05	\$ 26,120.95	70%
Transfers/Debt Service	\$ 991,392.00	\$ 16,844.75	\$ 878,479.50	\$ 112,912.50	89%
Water Service	\$ 1,101,893.00	\$ 183,902.39	\$ 945,797.00	\$ 156,096.00	86%
Wastewater Service	\$ 902,890.00	\$ 94,825.23	\$ 1,000,851.76	\$ (97,961.76)	111%
Total Expenditures	\$ 3,963,771.00	\$ 359,172.64	\$ 3,710,879.20	\$ 252,891.80	94%
Total Fund	\$ 158,959.00	\$ (85,703.64)	\$ 465,533.80	\$ (306,574.80)	

Finance

Fiscal Year 2014-2015 Period Ending 09/2015

Capital Projects Report

Fund	Department	Project	Budget	Expenses	Balance
Enterprise	Drainage	Equipment	\$ 45,000.00	\$ 21,760.60	\$ 23,239.40
Enterprise	Wastewater	BFC Lift Station		\$ 1,335,322.70	\$ (1,335,322.70)
Enterprise	Drainage	Matthews Interceptor/Kingsbury bypass		\$ 1,888,616.82	\$ (1,888,616.82)
General	Library	Building Improvements	\$ 25,000.00	\$ 25,000.00	\$ -
General	Fire	Equipment	\$ 28,500.00	\$ 26,726.55	\$ 1,773.45
General	Animal Svcs	Building Improvements	\$ 5,000.00	\$ 5,075.00	\$ (75.00)
Road/Street	Street	Street Improvements	\$ 133,255.00	\$ 47,414.02	\$ 85,840.98
Oil and Gas	Street	Street Improvements	\$ 300,000.00		\$ 300,000.00
Traffic Safety	Police	Equipment	\$ 38,000.00		\$ 38,000.00
CCPD	Police	Vehicles	\$ 115,555.00	\$ 114,553.60	\$ 1,001.40
CCPD	Police	Equipment	\$ 9,500.00	\$ 9,387.08	\$ 112.92
Total			\$ 699,810.00	\$ 3,473,856.37	\$ (2,774,046.37)

City of Richland Hills

Fiscal Year 2014-2015

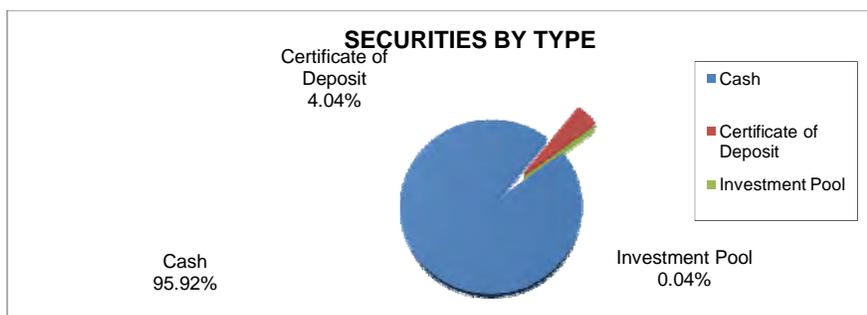
Treasury Investment Report

September 30, 2015

**Investment Report
City of Richland Hills, Texas
September 30, 2015**

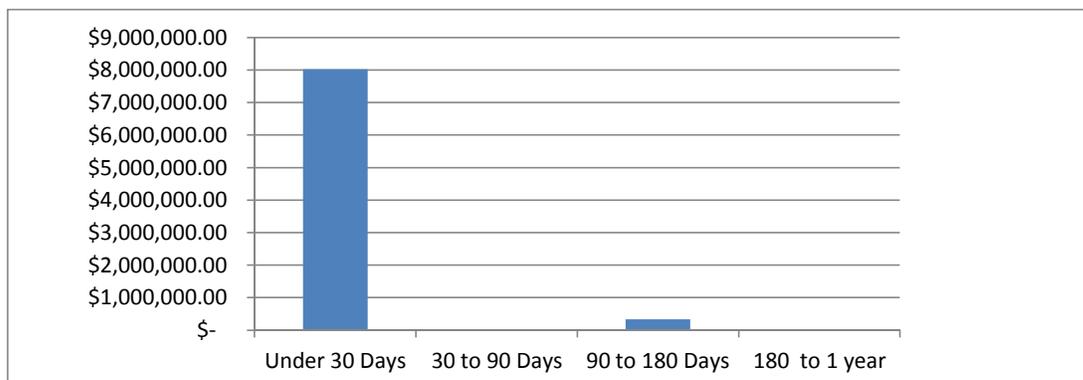
Safety - Securities by Type

Security Type	Book Value	Percent
Cash	\$ 8,017,027.83	95.92%
Certificate of Deposit	\$ 337,653.02	4.04%
Investment Pool	\$ 3,618.79	0.04%
Total	\$ 8,358,299.64	100.00%



Liquidity - Securities by Maturity Date

	Book Value	Percent
Under 30 Days	\$ 8,020,646.62	95.96%
30 to 90 Days	\$ -	0.00%
90 to 180 Days	\$ 337,653.02	4.04%
180 to 1 year	\$ -	0.00%
Total	\$ 8,358,299.64	100.00%



**Investment Report
City of Richland Hills, Texas
September 30, 2015**

Weighted Average Days to Maturity

Portfolio	Current Month
General	9
Revenue	13
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Total Average Maturity Days	11

**Investment Report
City of Richland Hills, Texas
September 30, 2015**

RECONCILIATION

	Par Value	Purchase Value
Prior Month Ending Balance	\$ 8,458,245.65	\$ 8,458,245.65
Current Month Purchases		
Current Month Sales	\$ -	\$ -
Change	<u>\$ (99,946.01)</u>	<u>\$ (99,946.01)</u>
Total	<u>\$ 8,358,300</u>	<u>\$ 8,358,299.64</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
September 30, 2015**

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	07-07-15	01-07-16	0.050%	\$ 162,653	\$ 162,653.02	\$ 162,653.02	\$ 162,653.02	\$ 162,653.02	\$ 162,653.02
Texpool	09-30-15	09-30-15		\$ 2,194	\$ 2,194.06	\$ 2,194.06	\$ 2,194.06	\$ 2,194.06	\$ 2,194.06
Total General Portfolio				\$ 164,847	\$ 164,847.08				
Revenue Fund Portfolio									
CD	07-27-15	01-27-16	0.050%	\$ 175,000	\$ 175,000.00	\$ 175,000.00	\$ 175,000.00	\$ 175,000.00	\$ 175,000.00
Texpool	09-30-15	09-30-15		\$ 1,275	\$ 1,274.63	\$ 1,274.63	\$ 1,274.63	\$ 1,274.63	\$ 1,274.63
Total Revenue Fund Portfolio				\$ 176,275	\$ 176,274.63				
Drainage Utility Fund Portfolio									
Texpool	09-30-15	09-30-15		\$ 150	\$ 150.10	\$ 150.10	\$ 150.10	\$ 150.10	\$ 150.10
Total Drainage Utility Fund Portfolio				\$ 150	\$ 150.10				
Depository Bank									
Cash Depository Bank				\$ 8,017,027.83	\$ 8,017,027.83	\$ 8,017,027.83	\$ 8,017,027.83	\$ 8,017,027.83	\$ 8,017,027.83
Total Depository Bank				\$ 8,017,027.83					
Total Portfolio (All Funds)				\$ 8,358,299.64					

Bank Account Balances

001 General Fund	\$ 1,675,990.67
002 Revenue Account	\$ 1,472,731.62
006 Law Enforcement Fund	\$ 710.35
007 Parks and Beautification Fund	\$ 21,829.61
010 2001 Cert of Obliga I&S	\$ 1,006.87
012 Oil & Gas Lease Project Fund	\$ 291,351.71
051 Utility Systems Rev Bonds, Reserve	\$ 37,473.81
022 Drainage Utility Fund	\$ 1,520,552.70
024 Municipal Court Building Security	\$ 1,125.88
025 Road and Street Improvement Fund	\$ 157,898.74
026 Richland Hills Development Corp	\$ 331,197.22
065 Crime Control District	\$ 226,590.81
071 2007 Revenue Bonds I&S	\$ 355.71
072 2007 Revenue Bonds Construction	\$ 374.21
076 2007 PPFco I&S	\$ 123,426.17
077 Hotel Occupancy Tax	\$ 164,910.50
084 Drainage I&S	\$ 8,056.25
86 PPFco Acquisitions	\$ 24,760.46
87 2011 PPFco I&S	\$ 25,653.25
88 Ent Improvement Project Fund	\$ 401,468.11
91 2012 PPFco ACQ	\$ 161,667.83
92 2011 CO I&S	\$ 25,247.72
93 2012 PPFco I&S Fund	\$ 35,942.98
94 2013 CO Construction Fund	\$ 1,300,508.86
95 2013 CO I&S Fund	\$ 6,195.79
	\$ 8,017,027.83

Fire

- Chief Shelley has assumed his new duties as Fire Chief effective September 2, 2015.
- A promotional process for the position of Fire Captain will be conducted in November to fill the station officer position vacated by Chief Shelley. There are three internal candidates and three external candidates who will be going through the process.
- Personnel are gearing up for fire prevention month where visits are scheduled to all local schools and daycare facilities.
- The Fire Department has adopted a new logo that incorporates the City's logo:



- All firefighters completed mandatory live fire training in September. Each crew spent an evening at TCC where they practiced multiple fire suppression scenarios using only one or two crews at a time. All feedback was positive for a good training experience.
- The new CAD system will be going online in October and the FD has completed purchases of new tablet computers and mounting hardware to accommodate the new system.
- The FD website has been updated to provide several fall and holiday safety tips, we encourage everyone to take a look at the tips and videos.

Service Calls		
	Current Month	YTD Total
Fire Calls	7	81
EMS/Major Accidents/ Rescues	77	813
Hazardous Conditions – No Fire	4	77
Public Assistance	10	198
Good Intent (No Service Rendered)	6	93
False Alarm	7	63
Severe Weather & Natural Disaster	0	1
Total Calls	111	1,326

Automatic / Mutual Aid		
	Current Month	YTD Total
Haltom City		
Aid Received	2	20
Aid Given	5	51
Hurst		
Aid Received	3	18
Aid Given	5	35
NRH		
Aid Received	11	89
Aid Given	4	68
Other (Fort Worth or other NEFDA Depts.)		
Aid Received	2	8
Aid Given	0	0