

**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:** November 5, 2013  
**Subject:** Presentation of Department Reports

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**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

**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:** October 30, 2013, 2013  
**Subject:** September Financial Reports

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### **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 September 30, 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](mailto:bmann@richlandhills.com)

### **Attachments:**

September, 2013 financial reports.

## Revenue and Expense Summary

	Total Budget	Cur Month Actual	YTD Actual	Available Budget	% YTD of Total Budget
<b>General Fund (100)</b>					
<b>Revenue</b>					
Taxes	\$ 4,251,303.00	\$ 129,406.98	\$ 4,334,301.44	\$ (82,998.44)	102%
Fines & Forfeitures	\$ 441,547.00	\$ 41,333.05	\$ 454,302.40	\$ (12,755.40)	103%
Licenses & Permits	\$ 101,864.00	\$ 9,403.10	\$ 106,760.15	\$ (4,896.15)	105%
Service Charges	\$ 249,321.00	\$ 21,546.97	\$ 257,483.13	\$ (8,162.13)	103%
Miscellaneous	\$ 115,960.00	\$ 4,927.04	\$ 79,317.38	\$ 36,642.62	68%
<b>Total Revenues</b>	<b>\$ 5,159,995.00</b>	<b>\$ 206,617.14</b>	<b>\$ 5,232,164.50</b>	<b>\$ (72,169.50)</b>	<b>101%</b>
<b>Expenditures</b>					
Municipal Court	\$ 211,208.00	\$ 16,118.49	\$ 208,835.37	\$ 2,372.63	99%
Administration	\$ 527,646.00	\$ 33,595.73	\$ 451,957.25	\$ 75,688.75	86%
Police	\$ 1,753,983.00	\$ 178,517.04	\$ 1,796,920.57	\$ (42,937.57)	102%
Fire	\$ 1,472,734.00	\$ 101,740.25	\$ 1,467,347.78	\$ 5,386.22	100%
Street	\$ 276,390.00	\$ 25,671.15	\$ 324,561.53	\$ (48,171.53)	117%
Library	\$ 331,540.00	\$ 21,061.85	\$ 326,068.47	\$ 5,471.53	98%
Recreation	\$ 46,703.00	\$ 3,632.91	\$ 51,311.51	\$ (4,608.51)	110%
Community Develop	\$ 468,158.00	\$ 30,085.23	\$ 314,775.07	\$ 153,382.93	67%
Animal Control	\$ 112,975.00	\$ 11,326.47	\$ 92,657.17	\$ 20,317.83	82%
Legislative	\$ 86,089.00	\$ 4,894.95	\$ 64,121.95	\$ 21,967.05	74%
Economic Dev	\$ 32,063.00	\$ (1,178.12)	\$ 58,179.81	\$ (26,116.81)	181%
Capital Projects	\$ 16,198.00	\$ -	\$ 16,198.00	\$ -	100%
<b>Total Expenditures</b>	<b>\$ 5,335,687.00</b>	<b>\$ 425,465.95</b>	<b>\$ 5,172,934.48</b>	<b>\$ 162,752.52</b>	<b>97%</b>
<b>Total Fund</b>	<b>\$ (175,692.00)</b>	<b>\$ (218,848.81)</b>	<b>\$ 59,230.02</b>	<b>\$ (234,922.02)</b>	
<b>Revenue Fund (200)</b>					
<b>Revenue</b>					
Water	\$ 2,260,542.00	\$ 263,633.20	\$ 2,280,524.51	\$ (19,982.51)	101%
Sewer	\$ 1,485,727.00	\$ 130,104.83	\$ 1,518,499.38	\$ (32,772.38)	102%
Miscellaneous	\$ 452,139.00	\$ 105,258.00	\$ 254,139.73	\$ 197,999.27	56%
<b>Total Revenues</b>	<b>\$ 4,198,408.00</b>	<b>\$ 498,996.03</b>	<b>\$ 4,053,163.62</b>	<b>\$ 145,244.38</b>	<b>97%</b>
<b>Expenditures</b>					
Administration	\$ 511,970.00	\$ 33,628.15	\$ 478,873.74	\$ 33,096.26	94%
Legislative	\$ 86,089.00	\$ 4,934.89	\$ 75,616.62	\$ 10,472.38	88%
Debt Service	\$ 581,199.00	\$ 110,794.77	\$ 413,306.77	\$ 167,892.23	71%
Water Service	\$ 1,265,589.00	\$ 113,737.45	\$ 1,099,022.36	\$ 166,566.64	87%
Wastewater Service	\$ 1,602,620.00	\$ 77,479.52	\$ 871,737.95	\$ 730,882.05	54%
<b>Total Expenditures</b>	<b>\$ 4,047,467.00</b>	<b>\$ 340,574.78</b>	<b>\$ 2,938,557.44</b>	<b>\$ 1,108,909.56</b>	<b>73%</b>
<b>Total Fund</b>	<b>\$ 150,941.00</b>	<b>\$ 158,421.25</b>	<b>\$ 1,114,606.18</b>	<b>\$ (963,665.18)</b>	

# *City of Richland Hills*

Fiscal Year 2012-2013

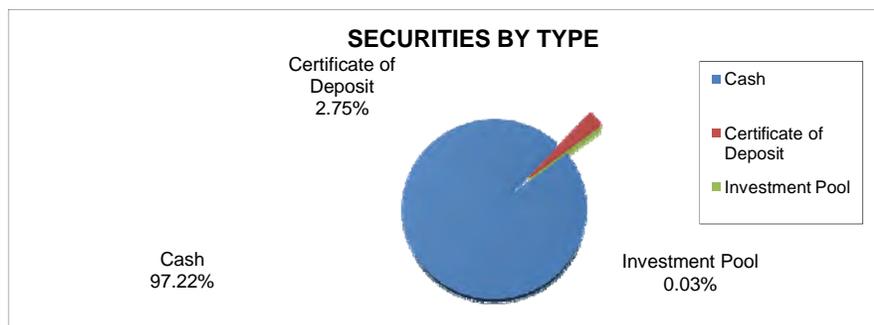
## *Treasury Investment Report*

September 30, 2013

**Investment Report  
City of Richland Hills, Texas  
September 30, 2013**

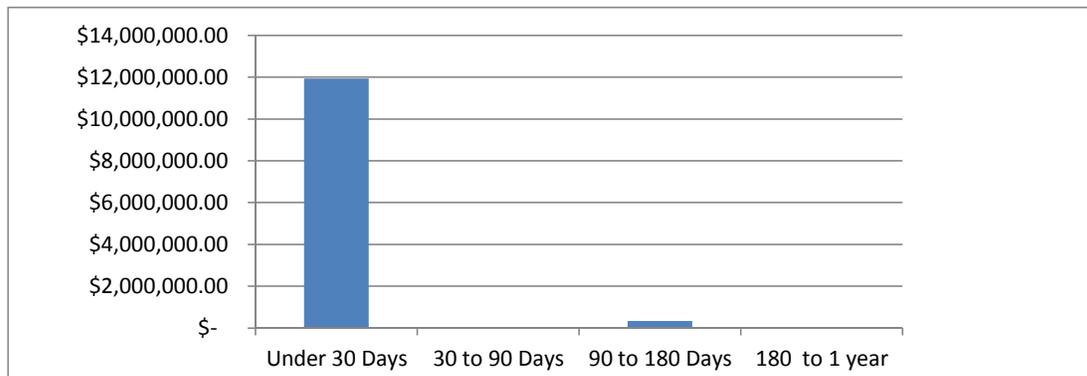
**Safety - Securities by Type**

Security Type	Book Value	Percent
Cash	\$ 11,923,990.17	97.22%
Certificate of Deposit	\$ 337,490.47	2.75%
Investment Pool	\$ 3,618.63	0.03%
<b>Total</b>	<b>\$ 12,265,099.27</b>	<b>100.00%</b>



**Liquidity - Securities by Maturity Date**

	Book Value	Percent
Under 30 Days	\$ 11,927,608.80	97.25%
30 to 90 Days	\$ -	0.00%
90 to 180 Days	\$ 337,490.47	2.75%
180 to 1 year	\$ -	0.00%
<b>Total</b>	<b>\$ 12,265,099.27</b>	<b>100.00%</b>



**Investment Report  
City of Richland Hills, Texas  
September 30, 2013**

**Weighted Average Days to Maturity**

	<b>Portfolio</b>	<b>Current Month</b>
General		95
Revenue		115
		<hr/>
Total Average Maturity Days		105

**Investment Report  
City of Richland Hills, Texas  
September 30, 2013**

**PURCHASES**

Description	Fund	Purchase Date	Maturity Date	Yield	Par Value	Principal Invested
Texpool					\$ -	\$ -
Total Purchases	9/30/2013				<u>\$ -</u>	<u>\$ -</u>

**SALES**

Description	Fund	Purchase Date	Maturity Date	Yield	Par Value	Principal Invested
Total Sales	9/30/2013				<u>\$ -</u>	<u>\$ -</u>

**Investment Report**  
**City of Richland Hills, Texas**  
**September 30, 2013**

**RECONCILIATION**

	Par Value	Purchase Value
Prior Month Ending Balance	\$ 12,322,494	\$ 12,322,494.30
Current Month Purchases	\$ -	\$ -
Current Month Sales	\$ -	\$ -
Change	<u>\$ (57,395)</u>	<u>\$ (57,395.03)</u>
Total	<u><u>\$ 12,265,099</u></u>	<u><u>\$ 12,265,099.27</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)

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Director of Finance

**Investment Report  
City of Richland Hills, Texas  
September 30, 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
<b>General Fund Portfolio</b>									
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	09-30-13	09-30-13		\$ 2,194	\$ 2,193.90	\$ 2,193.90	\$ 2,193.90	\$ 2,193.90	\$ 2,193.90
<b>Total General Portfolio</b>				<b>\$ 164,684</b>	<b>\$ 164,684.37</b>				
<b>Revenue Fund Portfolio</b>									
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	09-30-13	09-30-13		\$ 1,275	\$ 1,274.63	\$ 1,274.63	\$ 1,274.60	\$ 1,274.63	\$ 1,274.63
<b>Total Revenue Fund Portfolio</b>				<b>\$ 176,275</b>	<b>\$ 176,274.63</b>	<b>\$ 176,274.63</b>	<b>\$ 176,274.60</b>	<b>\$ 176,274.63</b>	<b>\$ 176,274.63</b>
<b>Drainage Utility Fund Portfolio</b>									
Texpool	09-30-13	09-30-13		\$ 150	\$ 150.10	\$ 150.10	\$ 150.10	\$ 150.10	\$ 150.10
<b>Total Drainage Utility Fund Portfolio</b>				<b>\$ 150</b>	<b>\$ 150.10</b>				
<b>Depository Bank</b>									
<b>Cash Depository Bank</b>				<b>\$ 11,923,990.17</b>					
<b>Total Depository Bank</b>				<b>\$ 11,923,990.17</b>					
<b>Total Portfolio (All Funds)</b>				<b>\$ 12,265,099.27</b>	<b>\$ 12,265,099.27</b>	<b>\$ 12,265,099.27</b>	<b>\$ 12,265,099.24</b>	<b>\$ 12,265,099.27</b>	<b>\$ 12,265,099.27</b>

**Bank Account Balances**

001 General Fund	\$ 845,626.44
002 Revenue Account	\$ 1,223,173.91
006 Law Enforcement Fund	\$ 4,965.20
007 Parks and Beautification Fund	\$ 26,850.78
010 2001 Cert of Obliga I&S	\$ 1,006.09
012 Oil & Gas Lease Project Fund	\$ 109,957.35
051 Utility Systems Rev Bonds, Reserve	\$ 37,437.44
022 Drainage Utility Fund	\$ 1,495,852.49
024 Municipal Court Building Security	\$ 1,124.91
025 Road and Street Improvement Fund	\$ 1,239.38
026 Richland Hills Development Corp	\$ 393,437.64
065 Crime Control District	\$ 432,718.11
071 2007 Revenue Bonds I&S	\$ 432.76
072 2007 Revenue Bonds Construction	\$ 373.89
076 2007 PPFco I&S	\$ 114,103.69
077 Hotel Occupancy Tax	\$ 148,285.90
083 Drainage Construction	\$ 77,568.91
084 Drainage I&S	\$ 8,184.84
86 PPFco Acquisitions	\$ 24,760.46
87 2011 PPFco I&S	\$ 10,768.68
88 Ent Improvement Project Fund	\$ 682,563.74
91 2012 PPFco ACQ	\$ 201,913.27
92 2011 CO I&S	\$ 50,610.64
93 2012 PPFco I&S Fund	\$ 24,274.46
94 2013 CO Construction Fund	\$ 5,986,193.45
95 2013 CO I&S Fund	\$ 20,565.74
	\$ 11,923,990.17

Capital Projects Report					
Fund	Department	Project	Budget	Expenses	Balance
Enterprise	Water	Canopy	\$ 6,000.00	\$ -	\$ 6,000.00
Enterprise	Water	PW Building Remodel	\$ 12,600.00	\$ 16,365.74	\$ (3,765.74)
Enterprise	Wastewater	PW Building Remodel	\$ 7,600.00	\$ 7,600.00	\$ -
Enterprise	Wastewater	Sewer System Improvements	\$ 475,000.00	\$ 147,383.46	\$ 327,616.54
Enterprise	Wastewater	BFC Lift Station	\$ -	\$ 337,286.64	\$ (337,286.64)
Enterprise	Drainage	PW Building Remodel	\$ 8,200.00	\$ 8,180.77	\$ 19.23
Enterprise	Drainage	Pine Park Project Replace Inlets		\$ 66,116.00	\$ (66,116.00)
Enterprise	Drainage	Matthews Interceptor/Kingsbury bypass	\$ -	\$ 366,280.07	\$ (366,280.07)
General	Police	Emergency Ops Center	\$ 3,580.00	\$ 3,803.27	\$ (223.27)
General	Street	Canopy	\$ 6,000.00		\$ 6,000.00
General	Street	PW Building Remodel	\$ 7,600.00	\$ 7,600.00	\$ -
General	Community Ctr	Paint Building Exterior	\$ 5,256.00		\$ 5,256.00
CCPD	Police	Property Acquisition	\$ 200,000.00	\$ 200,021.16	\$ (21.16)
CCPD	Police	Remodel EOC	\$ 11,912.00	\$ 7,144.55	\$ 4,767.45
CCPD	Police	Computers, Software, Misc Equip	\$ 16,784.00	\$ 43,033.72	\$ (26,249.72)
CCPD	Police	Vehicles	\$ 36,592.00	\$ 62,538.00	\$ (25,946.00)
General	Facilities	City Hall Security	\$ 40,000.00	\$ 36,858.57	\$ 3,141.43
General	Facilities	Police Dept Facility Repairs	\$ 25,000.00	\$ 19,852.00	\$ 5,148.00
Road	Street	Pine Park Reconstruction	\$ 148,865.00	\$ 147,584.60	\$ 1,280.40
Oil & Gas	Street	Pine Park Reconstruction	\$ 281,135.00	\$ 373,180.36	\$ (92,045.36)
Total			\$ 1,292,124.00	\$ 1,850,828.91	\$ (558,704.91)

# Library

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The M. R. and Evelyn Hudson Foundation contacted the Library to inform us that they were adjusting the initial grant award of \$2,500.00 to \$17,500.00. After much consideration, the Library will be using the funds for the following items as follows:

- Furnishings for the Young Adult area
- New table tops for the Children's area
- Coin operated multi-function copy machine and coin operated computer print stations
- Puppets
- Two children's computer workstations with pre-loaded software containing English and Spanish early literacy games to promote reading

<b>Library</b>		
	<b>Current Month</b>	<b>YTD Total</b>
Patron Visits	3,966	25,042
New Library Cards	32	13,757
Items Checked Out	2,322	33,491
In-House Materials Used	389	3,304
Reference Questions Answered	168	5,119
Items borrowed from MetrOPAC	391	5,217
Items loaned to MetrOPAC	1,148	12,733
Hours of Public Computer Usage	530	5,108
Number of Public Computer Sessions	863	6,620
Number of PC Assistance Given by Staff	193	2082
Wireless Usage Hours	51	1,377
Programs for Children	4	627
Programs for Adults	5	16
New Materials Processed	103	1,839

<b>Community Center</b>		
Center Rentals		126
Number of Adult Enrichment Classes	43	296
Participants in Adult Enrichment Classes		3,264

<b>Revenues and Expenses</b>		
	<b>Current Month</b>	<b>YTD Total</b>
Library Fines	275.35	4,884.59
Community Center Revenues	1,114.00	15,251.00
Pavilion Revenues	0	308.00
Adult Enrichment Revenues	616.00	5,920.00
<b>Total Revenues</b>	<b>2005.35</b>	<b>26,363.59</b>
<b>Contract Labor Expenses</b>	<b>628.80</b>	<b>5,699.20</b>

## Municipal Court

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

None at this time.

<b>Citation Summary</b>		
	<b>Current Month</b>	<b>YTD Total</b>
Violations Filed	409	3927
Completed –Paid Fine	11	128
Completed – Before Judge	149	1659
Completed – Other	147	1792
Warrants Issued	102	1722
Warrants Cleared	117	1412
Total Number Outstanding Warrants	83	658
Total Value of Outstanding Warrants	\$27,672.55	\$295,067.58
Total Fines/Fees Collected	\$59,430.12	\$671,949.31

## Fire

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- Firefighter/Paramedics Judson Swindle and Christopher York started with the department bringing the department to full staffing. After five days of orientation both members are on shift working under the direction of a Field Training Officer (FTO). During that time minimum staffing is maintained at five members on duty (three on the ambulance) until the new member can ride one on one with the FTO, this usually takes ten to fifteen shifts depending on past experience.
- The first Citizen's Fire Academy in Richland Hills started on September 26<sup>th</sup> with ten citizens attending, the academy will run weekly through November 21<sup>st</sup>
- Annual fire inspections of commercial, industrial and institutional occupancies continued through the month
- Department members participated in semi-annual live fire drills, required by the State, in Grapevine as part of a combined NEFDA drill.

Service Calls		
	Current Month	YTD Total
Fire Calls	3	43
Emergency Medical Calls	77	662
Hazardous Conditions – No Fire	2	33
Public Assistance	18	96
Good Intent (No Service Rendered)	14	86
False Alarm	9	96
Total Calls	123	1011

Automatic / Mutual Aid		
	Current Month	YTD Total
Haltom City		
Aid Received	4	26
Aid Given	3	11
Hurst		
Aid Received	1	20
Aid Given	1	14
NRH		
Aid Received	12	86
Aid Given	1	41
Other (Fort Worth or other NEFDA Depts.)		
Aid Received	1	6
Aid Given	7	25

<b>Fire Prevention / Public Education Activities</b>		
	<b>Current Month</b>	<b>YTD Total</b>
Fire Inspections – Initial	48	215
Fire Inspections – Re-inspections	10	20
Fire Permit Inspections (alarm, sprinkler,...)	4	31

<b>Planning and Community Development Monthly Report – September 2013</b>		
<b>Building Permits</b>	<b>Total</b>	<b>Amount</b>
<b>Building</b>	<b>10</b>	<b>2,229.75</b>
<b>Plumbing</b>	<b>7</b>	<b>398.15</b>
<b>Mechanical</b>	<b>5</b>	<b>488.45</b>
<b>Electrical</b>	<b>7</b>	<b>628.55</b>
<b>Clean Show</b>	<b>2</b>	<b>160.00</b>
<b>Driveway Approach</b>	<b>1</b>	<b>40.00</b>
<b>Signs</b>	<b>4</b>	<b>200.00</b>
<b>Ordinance Inspection</b>	<b>1</b>	<b>120.00</b>
<b>Total Fees Collected</b>	<b>37</b>	<b>\$4,264.90</b>
<b>Garage Sales</b>		
<b>1</b>	<b>Garage Sale Residential</b>	<b>\$176.00</b>

<b>Certificate of Occupancy</b>		
<b>Types</b>	<b>Applied</b>	<b>Issued</b>
<b>Commercial</b>	<b>6</b>	<b>3</b>
<b>Residential</b>	<b>5</b>	<b>2</b>

<b>Contractors Registration</b>		
<b>Types</b>	<b>Total</b>	<b>Amount</b>
Plumbing	7	EXEMPT
Mechanical	3	300.00
Electrical	4	400.00
General Contractor	5	500.00
Sign		
Irrigation		
<b>Total Fees Collected</b>	<b>19</b>	<b>\$1,200.00</b>

<b>Bureau Veritas</b>		
<b>Inspections Types</b>	<b>Total Passed</b>	<b>Total Failed</b>
Building	8	2
Plumbing	5	1
Mechanical	4	
Electrical	4	1
Clean Show	2	
Driveway Approach	1	
Signs	4	
Ordinance Inspection	1	

<b>Certificate of Occupancy-Issued</b>		
<b>New Business</b>	<b>Address</b>	<b>Previous</b>
Super Snake Plumbing	6621 Baker Blvd.	
Internet Solutions	6910 Baker Blvd.	
Reynolds, Tom	7425 Airport Frwy.	

<b>Code Enforcement</b>			
	<b>Notices of Violation</b>	<b>Citations</b>	
Zoning	3		
Housing	1	1	
Nuisance	41	3	
Junk Motor Vehicles	5		
Trash, Debris	22		

Citations -4

3524 Norton Dr.	Nuisance Violation
2813 Birch Park	Nuisance Violation
2842 Spruce Park	Nuisance Violations
6632 Hovenkamp	Building Standards

CITY OF RICHLAND HILLS POLICE DEPARTMENT  
ANIMAL CONTROL ACTIVITY REPORT

Sept 2013  
(DATE)

OFFICER: ELIZABETH JENSEN ID# 233

TOTAL DAYS WORKED 21 VAC/SCH/HOL      SICK 2

VEHICLE INFORMATION: UNIT # 204

BEGIN ODOMETER 1642 END ODOMETER 1911 TOTAL 269

FUEL 1 OIL CHANGES 0 CAR WASH 0 TIRE REPAIR 0 HORN OK

BRAKE LIGHTS OK SIGNALS OK BEACON N/A BATTERY OK

BODY OK TRANSMISSION OK

OFFICER: KAY FISK ID# 240

TOTAL DAYS WORKED 26 VAC/SCH/HOL 2 SICK     

VEHICLE INFORMATION: UNIT # 168

BEGIN ODOMETER 85566 END ODOMETER 85819 TOTAL 253

FUEL 1 OIL CHANGE 0 CAR WASH 0 TIRE REPAIR 0 HORN OK

BRAKE LIGHTS OK SIGNALS OK BEACON N/A BATTERY OK

BODY OK TRANSMISSION OK

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I.	TOTAL NUMBER OF CALLS	<u>82</u>
	a. Radio	<u>43</u>
	b. Patrol	<u>39</u>
II.	ANIMALS FORWARDED FROM PREVIOUS MONTH	<u>34</u>
III.	TOTAL NUMBER OF ANIMALS IMPOUNDED	<u>46</u>
	a. Dogs	<u>22</u>
	b. Cats	<u>24</u>

	c. Livestock	<u>          </u>	
	d. Wildlife	<u>    5    </u>	
	e. Other	<u>    0    </u>	
	f. Animals impounded by police reference only	<u>    0    </u>	
IV.	DISPOSITIONS OF IMPOUNDED ANIMALS		<u>    47    </u>
	a. Return to owner	<u>   10   </u>	
	b. Return to yard	<u>    0    </u>	
	c. Return to wild	<u>    5    </u>	
	d. Euthanized	<u>    6    </u>	
	e. Rescue	<u>    3    </u>	
	f. Adopted	<u>   26   </u>	
	g. Other	<u>    2    </u>	
	h. Remaining in shelter	<u>   42   </u>	
V.	CALLS HANDLED, NO IMPOUND		<u>          </u>
	a. Dead animals removed	<u>    2    </u>	
	b. Meet with citizen	<u>   18   </u>	
	c. Assist public	<u>    4    </u>	
	d. Shelter duty	<u>  110  </u>	
	e. Deliver cat traps	<u>   16   </u>	
	f. Nuisances	<u>    2    </u>	
	g. Other	<u>   59   </u>	
	h. Unable to locate	<u>    8    </u>	
VI.	ANIMAL BITES		<u>    2    </u>
	a. Quarantined at shelter	<u>    2    </u>	
	b. Quarantined at veterinarian	<u>          </u>	
	c. Sent to Austin	<u>          </u>	
	d. Unable to locate animal	<u>          </u>	
	e. Other	<u>          </u>	
VII.	ENFORCEMENT ACTIONS		<u>   01   </u>
	a. Citations	<u>          </u>	
	b. Warnings	<u>   06   </u>	
VIII.	INCIDENT REPORTS		<u>    0    </u>
IX.	ADMINISTRATIVE		<u>   12   </u>
	a. Registrations	<u>   12   </u>	
	b. Phone activity	<u>          </u>	

ANIMAL CONTROL ACTIVITY REPORT WORKSHEET

PREV. MONTH	RTO
DOGS	RTY
CATS	RTW
LIVESTOCK	EUTHANIZED
WILDLIFE	RESCUE
OTHER	ADOPTED
	OTHER
	REMAINING

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Dead animals removed \_\_\_\_\_

Meet with citizen \_\_\_\_\_

Assist public \_\_\_\_\_

Shelter duty \_\_\_\_\_

Deliver cat traps \_\_\_\_\_

Nuisances \_\_\_\_\_

Other \_\_\_\_\_

Unable to locate \_\_\_\_\_

---

Citations \_\_\_\_\_

Warnings \_\_\_\_\_

Observation \_\_\_\_\_

Radio \_\_\_\_\_

## City Engineer – Capital Improvements

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

- This can be a list of bullet point items, or short paragraphs
- If possible, this should generally be kept to half to ¾ of a page
- Depending on the department and the monthly activities, there may not be any text here

<b>MATTHEWS DRAINAGE INTERCEPTOR</b>			
<b>SCOPE</b>	<b>TIMELINE</b>	<b>COST/FUNDING</b>	<b>CURRENT STATUS</b>
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 started work on 9-30-2013 clearing area at end of Matthews. Will install 24" bypass next 3-4 weeks.

<b>BAKER BLVD. INTERSECTION IMPROVEMENTS</b>			
<b>SCOPE</b>	<b>TIMELINE</b>	<b>COST/FUNDING</b>	<b>CURRENT STATUS</b>
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 presented to CC final plan of Baker B. inters. Impv. on Oct. 1, 2013. Plan was under budget. Engr. started final design of plans.

<b>BFC MAIN SEWER LINE AND LIFT STATION</b>			
<b>SCOPE</b>	<b>TIMELINE</b>	<b>COST/FUNDING</b>	<b>CURRENT STATUS</b>
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	All easements approv. Rec'd 4 bids on 9-25-2013. Low Base bidder was Jackson Constr. at \$2,760,754.50 Anticip. award at 11-5-2013 CC meeting.

<b>LEEVE PUMP STATION ELECTRICAL REPAIRS</b>			
<b>SCOPE</b>	<b>TIMELINE</b>	<b>COST/FUNDING</b>	<b>CURRENT STATUS</b>
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. Preconst meeting held on August 2, 2013, contracts signed and contractor ordered equipment. Equip on order. No change

<b>TXDOT SAFE ROUTES TO SCHOOL (SRTS) SIDEWALK PROJECT</b>			
<b>SCOPE</b>	<b>TIMELINE</b>	<b>COST/FUNDING</b>	<b>CURRENT STATUS</b>
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 Oct. 2013

<b>PINE PARK RECONSTRUCTION</b>			
<b>SCOPE</b>	<b>TIMELINE</b>	<b>COST/FUNDING</b>	<b>CURRENT STATUS</b>
Remove and replace curb & gutter, remove & replace inlet tops; remove & replace driveways and stabilization of sub grade.	Project began Feb. 18, 2013 anticipated completion July 2013	\$450,000 Funded from Streets Budget	Reconstruction completed week of August 26, 2013.

<b>BOOTH CALLOWAY DRAINAGE STUDY</b>			
<b>SCOPE</b>	<b>TIMELINE</b>	<b>COST/FUNDING</b>	<b>CURRENT STATUS</b>
Develop a master drainage plan for this NE area of the city.	CC approved contract 11/12. Anticipate final recommendations in July '13.	\$50,000 FY 12-13 Drainage Budget	Study complete. Will Present to cc upon request. No change

<b>DRAINAGE GIS PHASE III</b>			
<b>SCOPE</b>	<b>TIMELINE</b>	<b>COST/FUNDING</b>	<b>CURRENT STATUS</b>
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, placing on RH web site in September 2013. Will monitor web site for use by public. No change

<b>CRS APPLICATION</b>			
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 represent. Waiting on FEMA for final review and determination of total points.

<b>GREEN RIBBON APPLICATION</b>			
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 approvd. 9-17-2013. Recd. 60% plans 10-8-2013. Staff and engr. Reviewing plans.

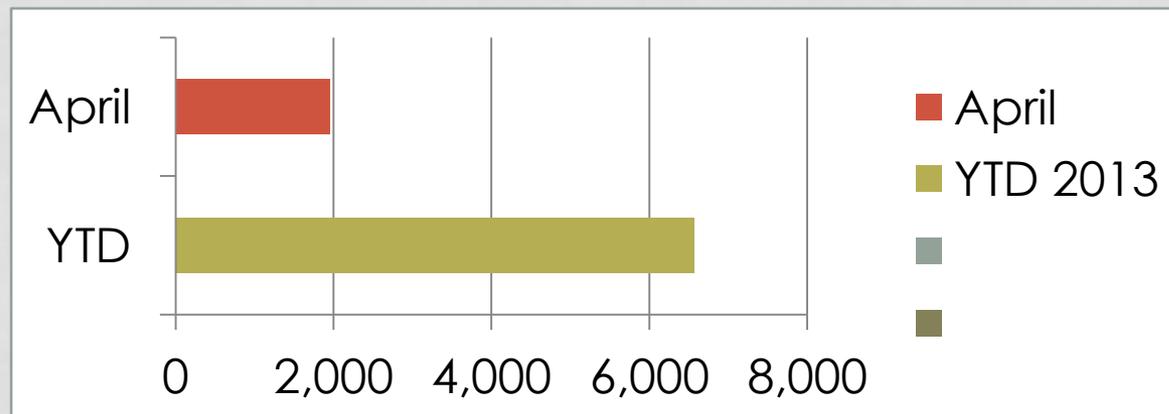
# POLICE REPORT 2013 MONTHLY/YTD

RICHLAND HILLS POLICE DEPARTMENT



# CALLS FOR SERVICE SEPTEMBER, 2013

	Month	YTD 2013
<b>Total Calls For Service</b>	<b>1,730</b>	<b>15,842</b>
Citizen Calls	516	4,515
911 Calls	117	1046
Officer Initiated	1097	10,281





# PART II OFFENSES

	September	YTD		
Arson	0	0		
Simple Asslt.	9	62		
Harassment	0	5		
Forgery	0	5		
Vandalism	9	48		
Drug Viol.	1	9		
Fraud	5	20		
Kidnapping	0	0		
Sex Offenses	0	3		
Weapons	0	1		

(CONTINUED)

## PART II OFFENSES

	September	YTD		
Disorderly Conduct	0	10		
DWI	1	10		
Alcohol Viol	0	9		
Family Offense	5	23		
Runaway	0	3		
Trespass	0	0		
Other				

# ARREST

# ADULT

	SEPTEMBER	YTD		
Felony	4	51		
Misdemeanor	21	159		
<b>Total</b>	<b>25</b>	<b>210</b>		

# ARREST

# JUVENILE

	SEPTEMBER	YTD		
Felony	0	0		
Misdemeanor	0	22		

# CRASH REPORTS & CITATIONS

	Crash Reports	Citations
<b>SEPTEMBER</b>	3	289 ???
(Injury)	(1)	
<b>YTD</b>	71	910
(Injury)	(34)	

# PROPERTY STOLEN

	SEPTEMBER	YTD	Same Time 2012
Prop. Stolen	\$44,972	\$292,976	\$325,850
Prop. Recovered	\$38,705	\$215,774	\$77,917
Net Loss for September	\$6,267	\$77,202	\$247,933
* Recovered in April; loss from a previous month.			

# CRIMINAL INVESTIGATIONS

Category	AUGUST 2013	YTD 2013
Assign. Cases – Active	11	160
Closed Cases	0	78
Unfounded	2	9
Suspended	2	24
Exceptionally Cleared	2	42
Arrest – Case Filed	2	57
Arrest – Case Not Filed	1	32
Total Assigned Cases	20	169