

**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: December 1, 2015  
Subject: October Monthly Reports

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## **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](mailto:estrong@richlandhills.com)

**Attachments:** Dept. Monthly Reports for October 2015

Richland Hills Public Library



**First Annual "Tricks for Treats!"**  
**Library Event**

<b>Library</b>		
	<b>October 2015</b>	<b>YTD Total</b>
Patron Visits	4,772	4,772
New Library Cards	18	18
Items Checked Out	3,472	3,472
In-House Materials Used	199	199
Reference Questions Answered	173	173
Items borrowed from MetrOPAC	254	254
Items loaned to MetrOPAC	709	709
Hours of Public Computer Usage	925	925
Number of Public Computer Sessions	649	
Number of PC Assistance Given by Staff	179	179
Wireless Usage Hours	25	25
Program attendance for Children	152	152
Program attendance for Adults	31	31
New Materials Processed	75	75

<b>Revenues</b>		
	<b>October 2015</b>	<b>YTD Total</b>
Library Fines, Fees and Prints	177.35	177.35
Donations	0	0

The "Tricks for Treats" was a huge success. There was a mini-midway where children won prizes and we showed the movie "The Blob". Children decorated Halloween bags to put their prizes in. This will definitely be on our list of to-do events next fall.

## 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	361	361
Completed –Paid Fine	5	5
Completed – Before Judge	207	207
Completed – Other	1394	1394
Warrants Issued	165	165
Warrants Cleared	167	167
Total Number Outstanding Warrants	127	127
Total Value of Outstanding Warrants	\$47,670.26	\$47,670.26
Total Fees Collected	\$68,832.28	\$68,832.28

## City Marshal Activity Report

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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>
Warrant Service	18	18
Arrests	6	6
Bank detail	20	20
Traffic Stops	0	0
Total number of warrants cleared	167	167
Total amount of warrants cleared	\$22,654.15	\$22,654.15
Insurance verifications	4	4
Vehicles inspected	0	0
Bailiff hours	4	4
Training	0	0
Summons/subpoenas served	3	3
Prisoner transfers	3	3
Total hours for prisoner transfers	6	6
Total miles driven for prisoner trsfs.	177	177
Warrants Time Served	72	72

## Public Works

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OCT. 2015

<b>Streets &amp; Drainage</b>		
	<b>MONTH: OCT. 2015</b>	<b>FYTD</b>
Street Repairs Hrs.	42	42
Potholes Repaired Hrs.	3	3
# Street Signs Replaced	5	5
Curb and Gutter Repair Hours	35	35
Hrs. Tree Trimming/Debris Haul Off	19	19
Drainage Ditches Cleaned-Hours	1	1
#Inlets Cleaned	3	3
Levee Maintenance Hours	38	38
# of After Hour Call Outs / Hrs.	6 / 41	6 / 41

<b>Water</b>		
	<b>MONTH: OCT. 2015</b>	<b>FYTD</b>
# Water Main Repairs	1	1
Main Break Repairs – Hours	15	15
Water Leaks Repairs	13	13
Valve/Hydrant Maintenance Hours	83	83
Meter Reading / City Work Orders Hours	184	184
Well/Pump Maintenance Hours	44	44
# of After Hours Call-outs / Hours	7 / 27	7 / 27

<b>Wastewater</b>		
	<b>MONTH: OCT. 2015</b>	<b>FYTD</b>
# Wastewater Main Repairs	6	6
Linear Feet of Wastewater Line Cleaned	2002	2002
Linear Feet of Wastewater Line Camera	380	380
# of After Hours Call Outs / Hours	8 /145	8 /145

<b>Parks</b>		
	<b>MONTH: OCT. 2015</b>	<b>FYTD</b>
# Hours Spent Mowing	6	6
# Hours Spent Trimming Trees/Brush	10	10
Park Maintenance Hours	25	25
Miscellaneous Service Hours	180	180

## City Engineer – Capital Improvements

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

<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.	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.

<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 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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<b>BFC MAIN SEWER LINE AND LIFT STATION</b>			
<b>SCOPE</b>	<b>TIMELINE</b>	<b>COST/FUNDING</b>	<b>CURRENT STATUS</b>
<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 &amp; 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&amp;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. The line portion of the project is substantially complete. Project anticipated to be accepted in late November or early December.</p>
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<b>GREEN RIBBON PROJECT PHASE I 2013/2014</b>			
<b>SCOPE</b>	<b>TIMELINE</b>	<b>COST/FUNDING</b>	<b>CURRENT STATUS</b>
<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</p>

			<p>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 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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<b>GREEN RIBBON PROJECT PHASE II 2014/2015</b>			
<b>SCOPE</b>	<b>TIMELINE</b>	<b>COST/FUNDING</b>	<b>CURRENT STATUS</b>
<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</p>

			<p>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 on schedule. Approx. 80% of the sprinkler has been installed, 75% of soil removed in medians and the two monument areas. 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. Jason will update this project.</p>
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<b>KINGSBURY DRAINAGE PROJECT</b>			
<b>SCOPE</b>	<b>TIMELINE</b>	<b>COST/FUNDING</b>	<b>CURRENT STATUS</b>
<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. 1<sup>st</sup> 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</p>

		<p>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 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. Contractor has mixed lime into subgrade on Lavon, Kingsbury, Pecan Park, Park Place and Scruggs Dr. Contractor will start installing C&amp; 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. Project will be substantially completed as of November 20, 2015. Contractor has several repairs to make before project can be accepted. Anticipated acceptance of project in early December 2015.</p>
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ANIMAL CONTROL MONTHLY REPORT

December 1, 2015  
7B - 15

<b>MONTH:</b>	OCTOBER	2015						
<b>OFFICER:</b>	FISK		<b>ID:</b>	240		<b>VEHICLE:</b>	Chevy	
<b>DAYS WORKED:</b>	27							
	Vacation:	0	School:	0	Holiday:	0	Sick:	1
<b>Begin Odometer:</b>	8836		<b>Ending Odometer:</b>	9375	<b>TTL Mileage</b>	539		
	Fuel:	2	Oil:					
<b>TOTAL INCIDENTS</b>								
	Radio:	23						
	Patrol:	12						
<b>ANIMALS FORWARDED FROM PREVIOUS MONTH:</b>				37				
<b>TOTAL NUMBER IMPOUNDED ANIMAL:</b>								
	Dogs	21						
	Cats	16						
	Livestock	0						
	Wildlife	0						
Police impounds:	0							
<b>DISPOSITIONS</b>								
	RTY	9						
	RTW	5						
	RTO	9						
	Euthanized	0						
	RESCUED	4						
	ADOPTED	33						
	FOSTERED	0						
	<b>TTL Remaining</b>	26						
<b>INCIDENT TYPE</b>								
	DA Pickup	8						
	Meet Citizen	15						
	Asst. Public	7						
	Mutual Aid	2						
	Live Traps	8						
	Nuisance	58						
	Other	0						
	UTL	7						
<b>BITE REPORTS</b>				<b>ENFORCEMENT ACTIONS</b>				
	Shelter Quarantine			Citations	1			
	Clinic Quarantine			Warnings	12			
	Austin Submission							
	Unable to Locate			<b>INCIDENT REPORTS</b>	0			
	OTHER							
				<b>CITY LICENSE</b>	12			

Monthly Activity: October, 2015

# Code Enforcement

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Violations				
	Notices Issued	Compliance Obtained	Citations Issued	Abatement by City
Nuisance Violations Issued	*120	117	2	4
Inspections	137	0	0	0
Telephone calls	32	0	0	0
Case Notes	23	0	0	0
Zoning Issues	*38	38	0	0
Building violations	7	6	0	0

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

Code Officer Activity	
Citizen contacts	37
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.

\* ROW signage retrieval

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# Planning & Community Development

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

- Permits and Registrations – MONTHLY Contractors, 3 Plumbers registered that were exempt from fees (-300.00) YTD - 39 Plumbers registered that were exempt from fees (-3,900.00)
- Other Permits – (Driveway Approach, ROW, Signs, Clean/Show, Ordinance Inspections)

Permits and Registrations				
	Monthly Total	YTD Total	Monthly Revenues	YTD Revenues
Building Permits	8	282	\$1958.54	\$64,129.82
Other Permits	26	230	\$2687.99	\$12,638.19
Garage Sale Permits	43	290	\$336.00	\$2,304.00
Contractor Registrations	8	151	\$800.00	\$13,637.98
Total Fees Collected			\$5782.53	\$94,166.99

Bureau Veritas Inspections		
	Passed	Failed
Building Inspections	2	6
Other Inspections	0	54

City Inspections		
	Passed	Failed
Building Inspections	11	2
Other Inspections	25	0

Certificate of Occupancy		
	Applied	Issued
Commercial	2	1
Residential	9	9
CO Fees Collected		\$1000.00

Fees Paid		
	Month	YTD
Professional Services	\$0	\$20,422.39
Engineering/Consulting	\$2477.55	\$34,651.62

## Finance

Fiscal Year 2015-2016, Period Ending 10/2015

## 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	\$ 4,997,651.00	\$ 276,618.42	\$ 276,618.42	\$ 4,721,032.58	6%
Fines & Forfeitures	\$ 418,080.00	\$ 47,263.94	\$ 47,263.94	\$ 370,816.06	11%
Licenses & Permits	\$ 117,295.00	\$ 7,367.14	\$ 7,367.14	\$ 109,927.86	6%
Service Charges	\$ 212,700.00	\$ 4,050.41	\$ 4,050.41	\$ 208,649.59	2%
Miscellaneous	\$ 46,600.00	\$ 111.60	\$ 111.60	\$ 46,488.40	0%
Other Sources	\$ 559,996.00	\$ 46,666.33	\$ 46,666.33	\$ 513,329.67	8%
<b>Total Revenues</b>	<b>\$ 6,352,322.00</b>	<b>\$ 382,077.84</b>	<b>\$ 382,077.84</b>	<b>\$ 5,970,244.16</b>	<b>6%</b>
<b>Expenditures</b>					
Municipal Court	\$ 221,885.00	\$ 25,021.06	\$ 25,021.06	\$ 196,863.94	11%
Administration	\$ 745,430.00	\$ 58,807.95	\$ 58,807.95	\$ 686,622.05	8%
Police	\$ 1,666,163.00	\$ 186,563.77	\$ 186,563.77	\$ 1,479,599.23	11%
Fire	\$ 1,638,789.00	\$ 205,158.47	\$ 205,158.47	\$ 1,433,630.53	13%
Street	\$ 182,484.00	\$ 17,784.71	\$ 17,784.71	\$ 164,699.29	10%
Library	\$ 336,667.00	\$ 31,855.13	\$ 31,855.13	\$ 304,811.87	9%
Recreation	\$ 74,105.00	\$ 3,607.18	\$ 3,607.18	\$ 70,497.82	5%
Parks/Grounds	\$ 40,000.00	\$ 7,250.33	\$ 7,250.33	\$ 32,749.67	18%
Community Develop	\$ 448,505.00	\$ 66,056.99	\$ 66,056.99	\$ 382,448.01	15%
Animal Control	\$ 118,271.00	\$ 14,311.61	\$ 14,311.61	\$ 103,959.39	12%
Legislative	\$ 339,558.00	\$ 20,411.12	\$ 20,411.12	\$ 319,146.88	6%
Shared Services	\$ 431,014.00	\$ 47,237.11	\$ 47,237.11	\$ 383,776.89	11%
Transfers	\$ 4,000.00	\$ -	\$ -	\$ 4,000.00	0%
<b>Total Expenditures</b>	<b>\$ 6,246,871.00</b>	<b>\$ 684,065.43</b>	<b>\$ 684,065.43</b>	<b>\$ 5,562,805.57</b>	<b>11%</b>
<b>Total Fund</b>	<b>\$ 105,451.00</b>	<b>\$ (301,987.59)</b>	<b>\$ (301,987.59)</b>	<b>\$ 407,438.59</b>	
<b>Revenue Fund (200)</b>					
<b>Revenue</b>					
Water	\$ 2,200,914.00	\$ 212,104.43	\$ 212,104.43	\$ 1,988,809.57	10%
Sewer	\$ 1,482,141.00	\$ 123,323.10	\$ 123,323.10	\$ 1,358,817.90	8%
Miscellaneous	\$ 444,675.00	\$ 114,992.99	\$ 114,992.99	\$ 329,682.01	26%
<b>Total Revenues</b>	<b>\$ 4,127,730.00</b>	<b>\$ 450,420.52</b>	<b>\$ 450,420.52</b>	<b>\$ 3,677,309.48</b>	<b>11%</b>
<b>Expenditures</b>					
Shared Services	\$ 297,414.00	\$ 44,266.07	\$ 44,266.07	\$ 253,147.93	15%
Administration	\$ 612,030.00	\$ 52,992.09	\$ 52,992.09	\$ 559,037.91	9%
Legislative	\$ 89,558.00	\$ 6,841.87	\$ 6,841.87	\$ 82,716.13	8%
Transfers/Debt Service	\$ 1,192,786.00	\$ 33,749.67	\$ 33,749.67	\$ 1,159,036.33	3%
Water Service	\$ 1,048,717.00	\$ 35,370.37	\$ 35,370.37	\$ 1,013,346.63	3%
Wastewater Service	\$ 887,225.00	\$ 123,163.55	\$ 123,163.55	\$ 764,061.45	14%
<b>Total Expenditures</b>	<b>\$ 4,127,730.00</b>	<b>\$ 296,383.62</b>	<b>\$ 296,383.62</b>	<b>\$ 3,831,346.38</b>	<b>7%</b>
<b>Total Fund</b>	<b>\$ -</b>	<b>\$ 154,036.90</b>	<b>\$ 154,036.90</b>	<b>\$ (154,036.90)</b>	

## Finance

Fiscal Year 2015-2016 Period Ending 10/2015

## Capital Projects Report

Fund	Department	Project	Budget	Expenses	Balance
		Equipment			\$ -
Enterprise	Wastewater	BFC Lift Station			\$ -
Enterprise	Drainage	Matthews Interceptor/Kingsbury bypass			\$ -
General	Police	Equipment	\$ 31,745.00		\$ 31,745.00
General	Fire	Equipment	\$ 78,650.00		\$ 78,650.00
General	Fire	Building Improvements	\$ 2,900.00		\$ 2,900.00
General	Animal Services	Building Improvements	\$ 5,000.00		\$ 5,000.00
Road/Street	Street	Street Improvements			\$ -
Oil and Gas	Street	Street Improvements			\$ -
Traffic Safety	Police	Equipment			\$ -
CCPD	Police	Equipment	\$ 10,975.00		\$ 10,975.00
Total			\$ 129,270.00	\$ -	\$ 129,270.00

# *City of Richland Hills*

Fiscal Year 2015-2016

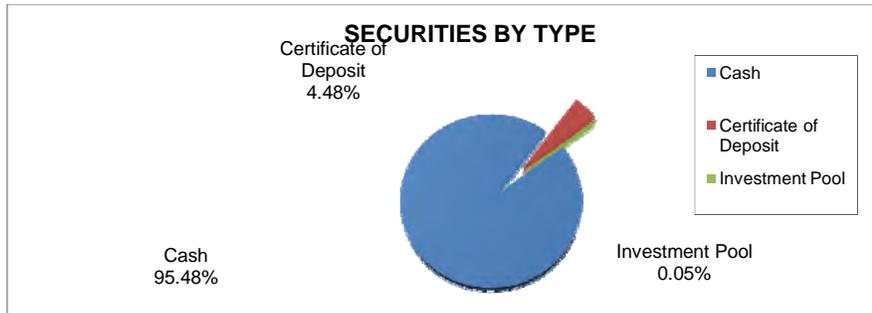
## *Treasury Investment Report*

October 31, 2015

**Investment Report  
City of Richland Hills, Texas  
October 31, 2015**

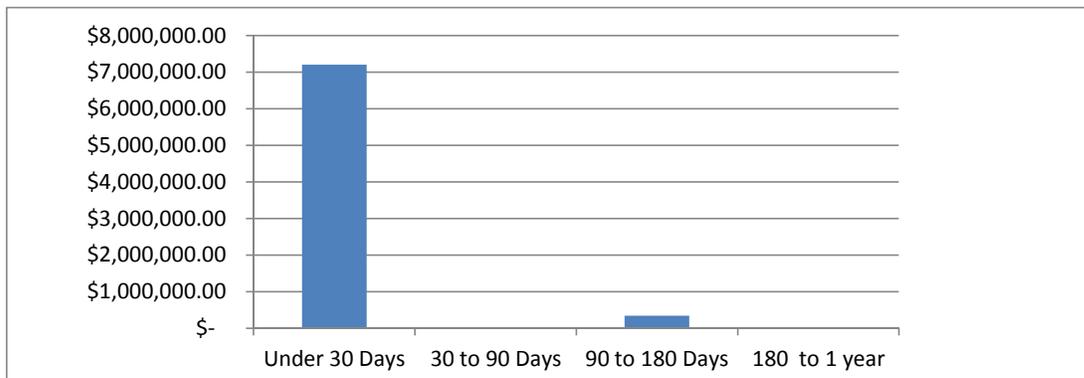
**Safety - Securities by Type**

Security Type	Book Value	Percent
Cash	\$ 7,202,552.60	95.48%
Certificate of Deposit	\$ 337,653.02	4.48%
Investment Pool	\$ 3,618.79	0.05%
<b>Total</b>	<b>\$ 7,543,824.41</b>	<b>100.00%</b>



**Liquidity - Securities by Maturity Date**

	Book Value	Percent
Under 30 Days	\$ 7,206,171.39	95.52%
30 to 90 Days	\$ -	0.00%
90 to 180 Days	\$ 337,653.02	4.48%
180 to 1 year	\$ -	0.00%
<b>Total</b>	<b>\$ 7,543,824.41</b>	<b>100.00%</b>



**Investment Report  
City of Richland Hills, Texas  
October 31, 2015**

**Weighted Average Days to Maturity**

<b>Portfolio</b>	<b>Current Month</b>
General Revenue	11 7
	<hr/>
Total Average Maturity Days	9

**Investment Report**  
**City of Richland Hills, Texas**  
**October 31, 2015**

**RECONCILIATION**

	Par Value	Purchase Value
Prior Month Ending Balance	\$ 8,358,299.64	\$ 8,358,299.64
Current Month Purchases		
Current Month Sales	\$ -	\$ -
Change	<u>\$ (814,475.23)</u>	<u>\$ (814,475.23)</u>
Total	<u>\$ 7,543,824</u>	<u>\$ 7,543,824.41</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  
October 31, 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
<b>General Fund Portfolio</b>									
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	10-31-15	10-31-15		\$ 2,194	\$ 2,194.06	\$ 2,194.06	\$ 2,194.06	\$ 2,194.06	\$ 2,194.06
<b>Total General Portfolio</b>				<b>\$ 164,847</b>	<b>\$ 164,847.08</b>				
<b>Revenue Fund Portfolio</b>									
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	10-31-15	10-31-15		\$ 1,275	\$ 1,274.63	\$ 1,274.63	\$ 1,274.63	\$ 1,274.63	\$ 1,274.63
<b>Total Revenue Fund Portfolio</b>				<b>\$ 176,275</b>	<b>\$ 176,274.63</b>				
<b>Drainage Utility Fund Portfolio</b>									
Texpool	10-31-15	10-31-15		\$ 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>				\$ 7,202,552.60	\$ 7,202,552.60	\$ 7,202,552.60	\$ 7,202,552.60	\$ 7,202,552.60	\$ 7,202,552.60
<b>Total Depository Bank</b>				<b>\$ 7,202,552.60</b>					
<b>Total Portfolio (All Funds)</b>				<b>\$ 7,543,824.41</b>					

**Bank Account Balances**

001 General Fund	\$ 803,803.55
002 Revenue Account	\$ 1,961,075.89
006 Law Enforcement Fund	\$ 710.38
007 Parks and Beautification Fund	\$ 21,830.32
010 2001 Cert of Obliga I&S	\$ 1,006.95
012 Oil & Gas Lease Project Fund	\$ 295,486.48
051 Utility Systems Rev Bonds, Reserve	\$ 37,474.73
022 Drainage Utility Fund	\$ 1,520,588.24
024 Municipal Court Building Security	\$ 1,125.97
025 Road and Street Improvement Fund	\$ 157,911.81
026 Richland Hills Development Corp	\$ 331,222.21
065 Crime Control District	\$ 231,702.25
071 2007 Revenue Bonds I&S	\$ 357.37
072 2007 Revenue Bonds Construction	\$ 374.24
076 2007 PPFco I&S	\$ 129,537.88
077 Hotel Occupancy Tax	\$ 137,900.14
084 Drainage I&S	\$ 8,058.55
86 PPFco Acquisitions	\$ 24,760.46
87 2011 PPFco I&S	\$ 34,359.36
88 Ent Improvement Project Fund	\$ 401,505.11
91 2012 PPFco ACQ	\$ 161,680.03
92 2011 CO I&S	\$ 25,256.58
93 2012 PPFco I&S Fund	\$ 42,494.00
94 2013 CO Construction Fund	\$ 866,129.04
95 2013 CO I&S Fund	\$ 6,201.06
	\$ 7,202,552.60

## Fire

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- RHFD participated in numerous fire prevention presentations throughout the month of October. More than 1,000 adults and children interacted with firefighters during the month.
- Personnel continue to prepare for the upcoming Captain testing process that will be held on November 5<sup>th</sup>.
- Fire station maintenance continues including the replacement of several lights in the living quarters. All lights in the station have now been updated to more energy efficient fixtures with better light output as well.
- FF Chris York completed his Driver/Operator training at TCC. He is now certified and he has begun in-house driver training with his supervisor.
- The new CAD system along with new in-vehicle tablets are up and running. Crews are becoming more familiar with the new system and its features are proving to be very useful to field personnel and administrators.
- We will continue to update the RHFD website on a regular basis to keep citizens informed on fire safety topics.
- FF Kevin Casey has been placed in charge of printing employee ID cards and is actively working to get the system set up and operational in the near future.

<b>Service Calls</b>		
	<b>Current Month</b>	<b>YTD Total</b>
Fire Calls	7	88
EMS/Major Accidents/ Rescues	89	902
Hazardous Conditions – No Fire	8	85
Public Assistance	6	204
Good Intent (No Service Rendered)	11	104
False Alarm	9	72
Severe Weather & Natural Disaster	0	1
<b>Total Calls</b>	<b>130</b>	<b>1,456</b>

<b>Automatic / Mutual Aid</b>		
	<b>Current Month</b>	<b>YTD Total</b>
<b>Haltom City</b>		
Aid Received	2	22
Aid Given	3	54
<b>Hurst</b>		
Aid Received	2	20
Aid Given	4	39
<b>NRH</b>		
Aid Received	14	103
Aid Given	5	73
<b>Other Departments</b>		
Aid Received	0	8
Aid Given	1	1

# Community Center Dashboard

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*October 2015*

The Recreation Department began a new tradition this fiscal year...two senior lunches per month are now the norm! While both lunches are funded by the City of Richland Hills, the first lunch, (second Thursday of each month), is coordinated by City staff while the second lunch, (third or fourth Friday of the month), is coordinated by Metroport Meals on Wheels. We hope everyone can join us for both lunches. We will be sending out calendars shortly after the first of the year to all residents with the lunch bunch schedule along with the dates for the *brunch* bunch schedule (third Wednesday of each month).

With the passing of the bond for a new Activities Center, staff will be evaluating and possibly introducing additional programs and services to initiate momentum and to gauge interest for the new facility.

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

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	<b>Current Month</b>	<b>FYTD</b>
Center Rentals	14	14
Number of Adult Enrichment Classes	31	31
Participants in Adult Enrichment Classes	210	210
Senior Lunch Bunch Participants	85	85

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