

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: September 20, 2016
Subject: August 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: August Reports

Richland Hills Public Library



New and Returning Fall Programs

Library		
	August 2016	YTD Total
Patron Visits	4,366	47,861
New Library Cards	35	278
Items Checked Out	4,594	37,597
*In-House Materials Used	276	954
*Reference Questions Answered	163	833
Items borrowed from MetrOPAC	282	2,517
Items loaned to MetrOPAC	745	6,559
Hours of Public Computer Usage	617	7,246
Number of Public Computer Sessions	628	6,731
*Number of PC Assistance Given by Staff	152	806
*Wireless Usage Hours	55	275
Program attendance for Children	14	1,760
Program attendance for Adults	2	549
New Materials Processed	205	1,503

*Quarterly Updates only

Revenues		
	August 2016	YTD Total
Library Fines, Fees and Prints	123.45	2,672.52
Donations	302.80	822.01

Municipal Court

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

None at this time.

Citation Summary		
	Current Month	YTD Total
Violations Filed	324	3098
Completed –Paid Fine	1	29
Completed – Before Judge	138	1646
Completed – Other	107	3886
Warrants Issued	142	1643
Warrants Cleared	54	1525
Total Number Outstanding Warrants	128	816
Total Value of Outstanding Warrants	\$46,136.40	\$358,285.07
Total Fees Collected	\$51,201.88	\$591,548.02

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	33	211
Arrests	3	18
Bank detail	17	134
Traffic Stops	0	0
Total number of warrants cleared	117	1160
Total amount of warrants cleared	\$18244.00	\$189928.96
Insurance verifications	3	29
Vehicles inspected	1	5
Bailiff hours	3	37.25
Training	0	36
Summons/subpoenas served	0	26
Prisoner transfers	2	39
Total hours for prisoner transfers	4.5	64
Total miles driven for prisoner trsfs.	135	1759.5
Warrants Time Served	46	412

Planning & Community Development

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

- Permits and Registrations – MONTHLY Contractors, 4 Plumbers registered that were exempt from fees (-400.00) YTD - 38 Plumbers registered that were exempt from fees (-4400.00)
- Other Permits – (Driveway Approach, ROW, Signs, Clean/Show, Ordinance Inspections)

Permits and Registrations				
	Monthly Total	YTD Total	Monthly Revenues	YTD Revenues
Building Permits	23	118	\$13,066.10	\$54,898.40
Other Permits	31	140	\$8,130.42	\$27,341.24
Garage Sale Permits	20	156	\$160.00	\$1,192.00
Contractor Registrations	36	223	\$2,600.00	\$17,900.00
Total Fees Collected			\$23,956.52	\$101,331.64

Bureau Veritas Inspections		
	Passed	Failed
Building Inspections	1	
Other Inspections		

City Inspections		
	Passed	Failed
Building Inspections	8	1
Other Inspections	26	3

Certificate of Occupancy		
	Applied	Issued
Commercial	1	1
Residential	2	1
CO Fees Collected		\$300.00

Fees Paid		
	Month	YTD
Professional Services	\$0.00	<\$5,593.00>
Engineering/Consulting	\$0.00	\$13,223.98

Public Works

AUGUST 2016

Streets & Drainage		
	MONTH: AUG.2016	FYTD
Street Repairs Hrs.	18	345
Potholes Repaired Hrs.	26	238
# Street Signs Replaced	9	76
Curb and Gutter Repair Hours	6	117
Hrs. Tree Trimming/Debris Haul Off	26	256
Drainage Ditches Cleaned-Hours	28	245
#Inlets Cleaned	0	31
Levee Maintenance Hours	10	192
# of After Hour Call Outs / Hrs.	2 / 5	22 / 117

Water		
	MONTH: AUG. 2016	FYTD
# Water Main Repairs	0	17
Main Break Repairs – Hours	0	255
Water Leaks Repairs	14	164
Valve/Hydrant Maintenance Hours	100	699
Meter Reading / City Work Orders Hours	195	2055
Well/Pump Maintenance Hours	18	368
# of After Hours Call-outs / Hours	4 / 20	34 / 318

Wastewater		
	MONTH: AUG. 2016	FYTD
# Wastewater Main Repairs	5	61
Linear Feet of Wastewater Line Cleaned	5700	62,875
Linear Feet of Wastewater Line Camera	1800	2634
# of After Hours Call Outs / Hours	2 / 21	54 / 641

Parks		
	MONTH: AUG. 2016	FYTD
# Hours Spent Mowing	33	138
# Hours Spent Trimming Trees/Brush	10	95
Park Maintenance Hours	12	225
Miscellaneous Service Hours	112	1484

Recreation Update

August 2016

With construction of the Link underway, staff has worked to develop job descriptions for the manager and supervisor positions. A job posting for the recreation center manager position was posted in August. To date, staff has received over 25 applications for this position in which 14 were deemed qualified to continue with the process. Of the 14, staff solicited and received 8 questionnaires back from candidates interested in the position. Of those 8 candidates, the top 5 will be interviewed by a panel of city staff and a member from BRS Architecture. The goal will be to narrow the field to two or three candidates with a final interview by early October.

The construction of the Link is moving as fast as possible considering the rain events. A few times when the rain chances were 20% or less, Richland Hills received a down pour right over our site. We all love the rain of course, but it does make pouring 147 piers a little more challenging. We still feel we are on schedule to open in April but if weather patterns continue, the foundation pour could be delayed which will have a ripple effect on the overall schedule.

**ANIMAL CONTROL MONTHLY REPORT
AUGUST 2016**

	Previous YTD	CURRENT MONTH	YEAR TO DATE
TOTAL IN SHELTER BEGINNING OF MONTH		15	FISCAL
IMPOUNDED ANIMAL:			
Dogs	238	36	274
Cats	181	43	224
Livestock	1	0	1
Wildlife	2	0	2
TOTAL IMPOUNDED	480	79	559
BITE REPORTS	13	3	16
WARNINGS	135	16	151
CITATIONS	13	3	16
INCIDENT REPORTS	2	0	2
CITY LICENSES ISSUED	175	17	192
DEAD ANIMAL REMOVAL	102	8	110
MEET WITH CITIZEN	117	4	121
NUISANCE	224	31	255
DISPOSITIONS			
Returned to Yard	126	21	147
Return to Wild	47	4	51
Return to Owner	74	11	85
Euthanized	17	3	20
Rescued	28	5	33
Adopted	309	30	339
Other/deceased	18	0	18
Fostered	5	3	8
Total Dispositions	284	52	336
TOTAL IN HOUSE - END OF MONTH		45	
DEPOSIT TOTALS	\$ 9,980.85	\$ 791.00	\$ 10,771.85
DISPATCHED CALLS:	17	PATROL/PHONE	25
ACO TRUCK - Activity & Mileage	376	FUEL/FILL UP	2
BEGINNING MILEAGE	12305	ENDING MILEAGE	12681
TIRE REPAIR	0		
BITE REPORTS - TOTAL	3	ENFORCEMENT ACTIONS	
Shelter/Clinic Quarantine	0	Citations	3
Home Quarantine	2	Warnings	16
Austin Submission	0		
Unable to Locate	1	INCIDENT REPORTS	0
OTHER	0		
		CITY LICENSE	17

Code Enforcement

Violations				
	Notices Issued	Compliance Obtained	Citations Issued	Abatement by City
Nuisance Violations Issued	169	150	9	5
Inspections	184	0	0	0
Telephone calls	37	0	0	0
Case Notes	23	0	0	0
*Zoning Issues	*31	31	0	0
**Building violations	2	2	2	0

Vacant Buildings Summary	
Known Vacant Buildings	135
Registered Vacant Buildings	14
Notices Issued	70

Code Officer Activity	
Citizen contacts	8
Notices to Vacate	0
Actual Vacates	0
Multi-Family Inspections	0

* ROW signage retrieval.

* Work without applicable permits.

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Fire

- Personnel completed 38 business inspections throughout the month.
- Members completed a combined 258 hours of training in July.
- Greg Stockton, Jonathan Washington, and Jason Taylor attended Haz Mat Technician training in Benbrook. They will be taking their state certification exam in September.
- All members will be attending live fire training in Ft. Worth in September as part of our NEFDA training program.
- Jeri Ponder retired from her position as our part time administrative assistant and Rachel Martinez has been hired to fill our vacancy.
- We will continue to update the RHFD website on a regular basis to keep citizens informed on fire safety topics. Recent additions include a video on safety around downed power lines and pool safety for kids.
- Both fire safety inflatables and the fire extinguisher trainer are now in service and being used.
- Citizen's Fire Academy has been pushed to a spring class due to only two people signing up to attend. Please tell your friends. We hope to have a minimum of 6 people before we host a class.
- There are now two internet based cameras set up on the east side of the fire station to show progress on The Link project.

Service Calls – Through August 31, 2016		
	Current Month	YTD Total
Fire Calls	4	46
EMS/Major Accidents/ Rescues	101	653
Hazardous Conditions – No Fire	2	46
Public Assistance	32	159
Good Intent (No Service Rendered)	23	132
False Alarm	14	89
Severe Weather & Natural Disaster	0	7
Total Calls	176	1132

Automatic / Mutual Aid		
	Current Month	YTD Total
Haltom City		
Aid Received	0	16
Aid Given	6	45
Hurst		
Aid Received	0	7
Aid Given	0	12
NRH		
Aid Received	17	61
Aid Given	4	38
Other Departments		
Aid Received	0	1
Aid Given	0	3

Police

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

Service Calls		
	Current Month	YTD Total
Citizen Calls	373	2628
911 Calls	8	760
Officer Initiated	883	6411
Total Calls	1264	9799

Part 1 Offenses		
	Current Month	YTD Total
Murder	0	0
Rape	1	9
Robbery	0	3
Aggravated Assault	1	6
Burglary	4	25
Theft	14	139
Motor Vehicle Theft	0	15
Total	20	197

Crashes & Injuries		
	Current Month	YTD Total
Crash Reports	10	92
Injuries	3	35

Criminal Investigations		
	Current Month	YTD Total
Assigned Cases – Active	22	159
Closed Cases	0	0
Unfounded	3	9
Suspended	33	67
Exceptionally Cleared	0	14
Arrest – Case Filed	3	16
Arrest – Case Not Filed	0	2

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Finance

Fiscal Year 2015-2016, Period Ending 08/2016

Revenue and Expense Summary

	Total Budget	Current Month Actual	YTD Actual	Available Budget	% YTD of Total Budget
General Fund (100)					
Revenue					
Taxes	\$ 4,997,651.00	\$ 351,782.50	\$ 5,410,045.05	\$ (412,394.05)	108%
Fines & Forfeitures	\$ 418,080.00	\$ 32,311.54	\$ 402,548.50	\$ 15,531.50	96%
Licenses & Permits	\$ 117,295.00	\$ 23,741.27	\$ 145,898.11	\$ (28,603.11)	124%
Service Charges	\$ 212,700.00	\$ 11,551.21	\$ 253,899.80	\$ (41,199.80)	119%
Miscellaneous	\$ 46,600.00	\$ 10,156.88	\$ 171,450.26	\$ (124,850.26)	368%
Other Sources	\$ 559,996.00	\$ 46,666.33	\$ 513,329.63	\$ 46,666.37	92%
Total Revenues	\$ 6,352,322.00	\$ 476,209.73	\$ 6,897,171.35	\$ (544,849.35)	109%
Expenditures					
Municipal Court	\$ 221,885.00	\$ 27,323.40	\$ 209,909.82	\$ 11,975.18	95%
Administration	\$ 745,430.00	\$ 80,999.05	\$ 717,643.22	\$ 27,786.78	96%
Police	\$ 1,666,163.00	\$ 206,026.37	\$ 1,500,567.30	\$ 165,595.70	90%
Fire	\$ 1,638,789.00	\$ 168,881.15	\$ 1,532,316.77	\$ 106,472.23	94%
Street	\$ 182,484.00	\$ 19,371.23	\$ 237,331.13	\$ (54,847.13)	130%
Library	\$ 336,667.00	\$ 45,827.31	\$ 308,607.50	\$ 28,059.50	92%
Recreation	\$ 74,105.00	\$ 3,976.52	\$ 67,255.36	\$ 6,849.64	91%
Parks/Grounds	\$ 40,000.00	\$ -	\$ 30,873.46	\$ 9,126.54	77%
Community Develop	\$ 448,505.00	\$ 40,386.44	\$ 422,121.66	\$ 26,383.34	94%
Animal Control	\$ 118,271.00	\$ 15,388.74	\$ 137,792.89	\$ (19,521.89)	117%
Legislative	\$ 339,558.00	\$ 9,560.25	\$ 88,253.36	\$ 251,304.64	26%
Shared Services	\$ 431,014.00	\$ 20,515.64	\$ 375,348.76	\$ 55,665.24	87%
Transfers	\$ 4,000.00	\$ -	\$ -	\$ 4,000.00	0%
Total Expenditures	\$ 6,246,871.00	\$ 638,256.10	\$ 5,628,021.23	\$ 618,849.77	90%
Total Fund	\$ 105,451.00	\$ (162,046.37)	\$ 1,269,150.12	\$ (1,163,699.12)	
Revenue Fund (200)					
Revenue					
Water	\$ 2,200,914.00	\$ 245,451.49	\$ 1,862,842.35	\$ 338,071.65	85%
Sewer	\$ 1,482,141.00	\$ 126,854.19	\$ 1,345,075.62	\$ 137,065.38	91%
Miscellaneous	\$ 444,675.00	\$ 37,877.27	\$ 407,753.99	\$ 36,921.01	92%
Total Revenues	\$ 4,127,730.00	\$ 410,182.95	\$ 3,615,671.96	\$ 512,058.04	88%
Expenditures					
Shared Services	\$ 297,414.00	\$ 14,949.73	\$ 271,191.03	\$ 26,222.97	91%
Administration	\$ 612,030.00	\$ 53,130.07	\$ 547,459.42	\$ 64,570.58	89%
Legislative	\$ 89,558.00	\$ 5,855.81	\$ 52,643.43	\$ 36,914.57	59%
Transfers/Debt Service	\$ 1,192,786.00	\$ 33,749.67	\$ 1,158,851.37	\$ 33,934.63	97%
Water Service	\$ 1,048,717.00	\$ 35,446.09	\$ 999,063.01	\$ 49,653.99	95%
Wastewater Service	\$ 887,225.00	\$ 110,518.51	\$ 1,132,157.48	\$ (244,932.48)	128%
Total Expenditures	\$ 4,127,730.00	\$ 253,649.88	\$ 4,161,365.74	\$ (33,635.74)	101%
Total Fund	\$ -	\$ 156,533.07	\$ (545,693.78)	\$ 545,693.78	

Finance

Fiscal Year 2015-2016 Period Ending 08/2016

Capital Projects Report					
Fund	Department	Project	Budget	Expenses	Balance
		Equipment			\$ -
Enterprise	Wastewater	BFC Lift Station	\$ -	\$ 658,435.19	\$ (658,435.19)
Enterprise	Drainage	Matthews Interceptor/Kingsbury bypass	\$ -	\$ 739,355.39	\$ (739,355.39)
General	Police	Equipment	\$ 31,745.00	\$ -	\$ 31,745.00
General	Fire	Equipment	\$ 78,650.00	\$ 88,569.24	\$ (9,919.24)
General	Fire	Building Improvements	\$ 2,900.00	\$ -	\$ 2,900.00
General	Animal Services	Building Improvements	\$ 5,000.00	\$ 1,297.08	\$ 3,702.92
Road/Street	Street	Street Improvements	\$ -	\$ 108,442.56	\$ (108,442.56)
Oil and Gas	Street	Street Improvements	\$ -	\$ 1,042.05	\$ (1,042.05)
Traffic Safety	Police	Equipment	\$ -	\$ 55,792.00	\$ (55,792.00)
CCPD	Police	Equipment	\$ 10,975.00	\$ 7,783.40	\$ 3,191.60
Total			\$ 129,270.00	\$ 1,660,716.91	\$ (1,531,446.91)

City of Richland Hills

Fiscal Year 2015-2016

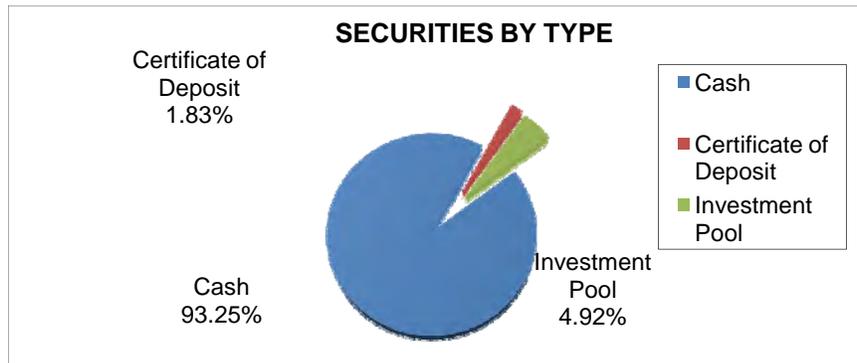
Treasury Investment Report

August 31, 2016

**Investment Report
City of Richland Hills, Texas
August 31, 2016**

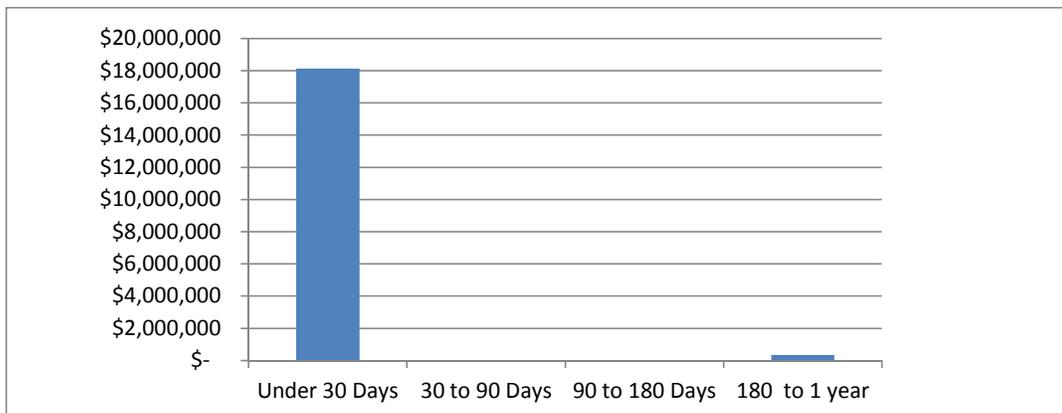
Safety - Securities by Type

Security Type	Book Value	Percent
Cash	\$ 17,226,693	93.25%
Certificate of Deposit	337,734	1.83%
Investment Pool	909,754	4.92%
Total	\$ 18,474,181	100.00%



Liquidity - Securities by Maturity Date

	Book Value	Percent
Under 30 Days	\$ 18,136,447	98.17%
30 to 90 Days	-	0.00%
90 to 180 Days	-	0.00%
180 to 1 year	337,734	1.83%
Total	\$ 18,474,181	100.00%



**Investment Report
City of Richland Hills, Texas
August 31, 2016**

Weighted Average Days to Maturity

Portfolio	Current Month
General	11
Revenue	15
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Total Average Maturity Days	13
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**Investment Report
City of Richland Hills, Texas
August 31, 2016**

RECONCILIATION

	Par Value	Purchase Value
Prior Month Ending Balance	\$ 20,472,986	\$ 20,472,986
Current Month Purchases	-	-
Current Month Sales	-	-
Change	<u>(1,998,806)</u>	<u>(1,998,806)</u>
Total	<u>\$ 18,474,181</u>	<u>\$ 18,474,181</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)

Ariel Carmona
Director of Finance

**Investment Report
City of Richland Hills, Texas
August 31, 2016**

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	01-27-16	07-27-17	0.050%	\$ 162,734	\$ 162,734	\$ 162,734	\$ 162,734	\$ 162,734	\$ 162,734
Texpool	08-01-16	08-31-16		\$ 908,039	\$ 908,039	\$ 908,039	\$ 908,039	\$ 908,327	\$ 908,327
Total General Portfolio				\$ 1,070,773	\$ 1,070,773	\$ 1,070,773	\$ 1,070,773	\$ 1,071,061	\$ 1,071,061
Revenue Fund Portfolio									
CD	01-27-16	07-27-17	0.050%	\$ 175,000	\$ 175,000	\$ 175,000	\$ 175,000	\$ 175,000	\$ 175,000
Texpool	08-01-16	08-31-16		\$ 1,277	\$ 1,277	\$ 1,277	\$ 1,277	\$ 1,277	\$ 1,277
Total Revenue Fund Portfolio				\$ 176,277	\$ 176,277	\$ 176,277	\$ 176,277	\$ 176,277	\$ 176,277
Drainage Utility Fund Portfolio									
Texpool	08-01-16	08-31-16		150	\$ 150	\$ 150	\$ 150	\$ 150	\$ 150
Total Drainage Utility Fund Portfolio				\$ 150	\$ 150	\$ 150	\$ 150	\$ 150	\$ 150
Depository Bank									
Cash Depository Bank				\$ 19,225,786	\$ 19,225,786	\$ 19,225,786	\$ 19,225,786	\$ 17,226,693	\$ 17,226,693
Total Depository Bank				\$ 19,225,786	\$ 19,225,786	\$ 19,225,786	\$ 19,225,786	\$ 17,226,693	\$ 17,226,693
Total Portfolio (All Funds)				\$ 20,472,986	\$ 20,472,986	\$ 20,472,986	\$ 20,472,986	\$ 18,474,181	\$ 18,474,181

Bank Account Balances

001 General Fund	\$ 15,258,813.45
022 Drainage Utility Fund	\$ 1,331,945.31
026 Richland Hills Development Corp	\$ 284,068.95
065 Crime Control District	\$ 351,864.99
	\$ 17,226,692.70