

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 18, 2016
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: September Reports

Richland Hills Public Library



Fall Programs started this month with a fabulous turnout of 189 kids.

Library		
	September 2016	YTD Total
Patron Visits	4,648	52,509
New Library Cards	118	396
Items Checked Out	4,383	41,980
*In-House Materials Used	216	1,170
*Reference Questions Answered	115	948
Items borrowed from MetrOPAC	273	2,790
Items loaned to MetrOPAC	698	7,257
Hours of Public Computer Usage	618	7,864
Number of Public Computer Sessions	643	7,374
*Number of PC Assistance Given by Staff	107	913
*Wireless Usage Hours	46	321
Program attendance for Children	189	1,949
Program attendance for Adults	26	575
New Materials Processed	205	1,708

*Quarterly Updates only

Revenues		
	September 2016	YTD Total
Library Fines, Fees and Prints	90.35	2,762.87
Donations	0	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	383	3483
Completed –Paid Fine	0	29
Completed – Before Judge	137	1785
Completed – Other	111	3998
Warrants Issued	219	1862
Warrants Cleared	115	1650
Total Number Outstanding Warrants	198	964
Total Value of Outstanding Warrants	\$72,693.06	\$425,576.62
Total Fees Collected	\$47,685.12	\$640,888.24

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	2	213
Arrests	2	20
Bank detail	16	150
Traffic Stops	0	0
Total number of warrants cleared	115	1275
Total amount of warrants cleared	\$17675.43	\$207604.39
Insurance verifications	8	37
Vehicles inspected	1	6
Bailiff hours	6.5	43.75
Training	0	36
Summons/subpoenas served	7	33
Prisoner transfers	6	45
Total hours for prisoner transfers	8.5	72.5
Total miles driven for prisoner trsfs.	234	1993.5
Warrants Time Served	55	467

Finance

Fiscal Year 2015-2016, Period Ending 09/30/2016

Revenue and Expense Summary

	Total Budget	Current Month Actual	YTD Actual	Available Budget	% YTD of Total Budget
General Fund (100)					
Revenue					
Taxes	\$ 5,522,651.00	\$ 249,190.14	\$ 5,672,427.15	\$ (149,776.15)	103%
Fines & Forfeitures	\$ 418,080.00	\$ 37,871.79	\$ 440,441.39	\$ (22,361.39)	105%
Licenses & Permits	\$ 148,295.00	\$ 10,232.43	\$ 156,130.54	\$ (7,835.54)	105%
Service Charges	\$ 332,700.00	\$ 32,808.93	\$ 299,498.92	\$ 33,201.08	90%
Miscellaneous	\$ 118,600.00	\$ 3,038.88	\$ 167,768.92	\$ (49,168.92)	141%
Other Sources	\$ 559,996.00	\$ 46,666.30	\$ 559,995.96	\$ 0.04	100%
Total Revenues	\$ 7,100,322.00	\$ 379,808.47	\$ 7,296,262.88	\$ (195,940.88)	103%
Expenditures					
Municipal Court	\$ 221,885.00	\$ 16,269.14	\$ 226,178.96	\$ (4,293.96)	102%
Administration	\$ 755,430.00	\$ 39,948.96	\$ 760,336.63	\$ (4,906.63)	101%
Police	\$ 1,666,163.00	\$ 108,351.55	\$ 1,606,179.01	\$ 59,983.99	96%
Fire	\$ 1,663,789.00	\$ 87,693.74	\$ 1,620,010.51	\$ 43,778.49	97%
Street	\$ 252,484.00	\$ 10,246.68	\$ 247,577.81	\$ 4,906.19	98%
Library	\$ 341,667.00	\$ 24,530.49	\$ 333,137.99	\$ 8,529.01	98%
Recreation	\$ 74,105.00	\$ 1,630.61	\$ 68,885.97	\$ 5,219.03	93%
Parks/Grounds	\$ 40,000.00	\$ 5,168.13	\$ 35,947.04	\$ 4,052.96	90%
Community Develop	\$ 448,505.00	\$ 25,136.16	\$ 447,257.82	\$ 1,247.18	100%
Animal Control	\$ 125,771.00	\$ 8,783.12	\$ 146,576.01	\$ (20,805.01)	117%
Legislative	\$ 339,558.00	\$ 21,665.40	\$ 109,918.76	\$ 229,639.24	32%
Shared Services	\$ 431,014.00	\$ 34,654.31	\$ 409,577.18	\$ 21,436.82	95%
Transfers	\$ 70,475.55	\$ 66,475.55	\$ 66,475.55	\$ 4,000.00	94%
Total Expenditures	\$ 6,430,846.55	\$ 450,553.84	\$ 6,078,059.24	\$ 352,787.31	95%
Total Fund	\$ 669,475.45	\$ (70,745.37)	\$ 1,218,203.64	\$ (548,728.19)	
Revenue Fund (200)					
Revenue					
Water	\$ 2,200,914.00	\$ 223,610.41	\$ 2,086,452.76	\$ 114,461.24	95%
Sewer	\$ 1,482,141.00	\$ 126,506.22	\$ 1,471,581.84	\$ 10,559.16	99%
Miscellaneous	\$ 444,675.00	\$ 35,802.58	\$ 442,131.09	\$ 2,543.91	99%
Total Revenues	\$ 4,127,730.00	\$ 385,919.21	\$ 4,000,165.69	\$ 127,564.31	97%
Expenditures					
Shared Services	\$ 297,414.00	\$ 22,072.62	\$ 292,704.80	\$ 4,709.20	98%
Administration	\$ 612,030.00	\$ 25,426.78	\$ 610,600.83	\$ 1,429.17	100%
Legislative	\$ 89,558.00	\$ 3,000.62	\$ 55,644.05	\$ 33,913.95	62%
Transfers/Debt Service	\$ 1,192,786.00	\$ 33,749.67	\$ 1,192,601.04	\$ 184.96	100%
Water Service	\$ 1,163,717.00	\$ 167,885.38	\$ 1,166,948.39	\$ (3,231.39)	100%
Wastewater Service	\$ 1,237,225.00	\$ 27,056.14	\$ 1,159,213.62	\$ 78,011.38	94%
Total Expenditures	\$ 4,592,730.00	\$ 279,191.21	\$ 4,477,712.73	\$ 115,017.27	97%
Total Fund	\$ (465,000.00)	\$ 106,728.00	\$ (477,547.04)	\$ 12,547.04	

Finance

Fiscal Year 2015-2016 Period Ending 09/2016

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

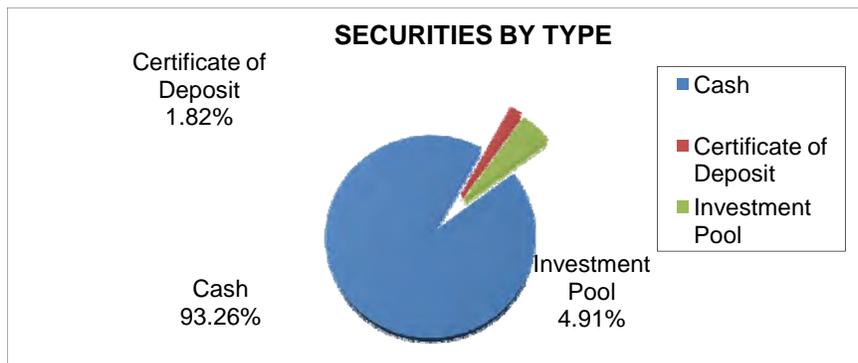
Treasury Investment Report

September 30, 2016

**Investment Report
City of Richland Hills, Texas
September 30, 2016**

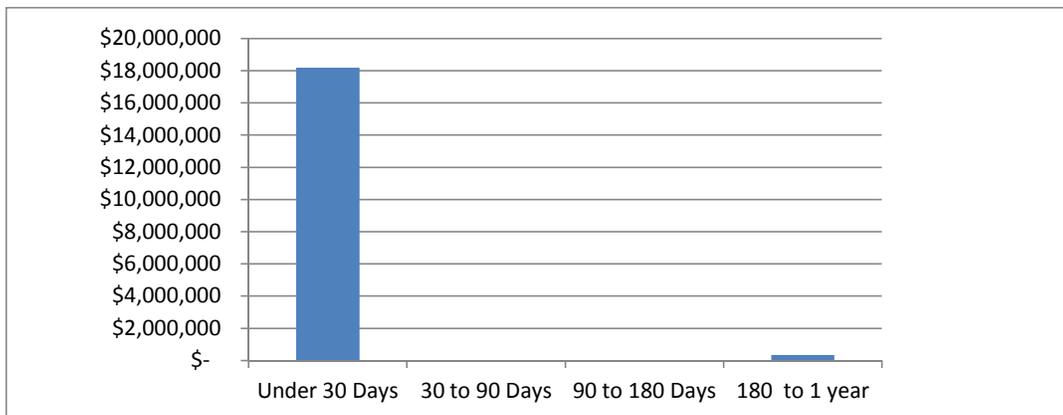
Safety - Securities by Type

Security Type	Book Value	Percent
Cash	\$ 17,272,664	93.26%
Certificate of Deposit	337,734	1.82%
Investment Pool	910,038	4.91%
Total	\$ 18,520,436	100.00%



Liquidity - Securities by Maturity Date

	Book Value	Percent
Under 30 Days	\$ 18,182,702	98.18%
30 to 90 Days	-	0.00%
90 to 180 Days	-	0.00%
180 to 1 year	337,734	1.82%
Total	\$ 18,520,436	100.00%



**Investment Report
City of Richland Hills, Texas
September 30, 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
September 30, 2016

RECONCILIATION

	Par Value	Purchase Value
Prior Month Ending Balance	\$ 18,474,181	\$ 18,474,181
Current Month Purchases	-	-
Current Month Sales	-	-
Change	<u>46,254</u>	<u>46,254</u>
Total	<u>\$ 18,520,436</u>	<u>\$ 18,520,436</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
September 30, 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	09-01-16	09-30-16		\$ 908,327	\$ 908,327	\$ 908,327	\$ 908,327	\$ 908,611	\$ 908,611
Total General Portfolio				\$ 1,071,061	\$ 1,071,061	\$ 1,071,061	\$ 1,071,061	\$ 1,071,345	\$ 1,071,345
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	09-01-16	09-30-16		\$ 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	09-01-16	09-30-16		150	\$ 150	\$ 150	\$ 150	\$ 150	\$ 150
Total Drainage Utility Fund Portfolio				\$ 150	\$ 150	\$ 150	\$ 150	\$ 150	\$ 150
Depository Bank									
Cash Depository Bank				\$ 17,226,693	\$ 17,226,693	\$ 17,226,693	\$ 17,226,693	\$ 17,272,664	\$ 17,272,664
Total Depository Bank				\$ 17,226,693	\$ 17,226,693	\$ 17,226,693	\$ 17,226,693	\$ 17,272,664	\$ 17,272,664
Total Portfolio (All Funds)				\$ 18,474,181	\$ 18,474,181	\$ 18,474,181	\$ 18,474,181	\$ 18,520,436	\$ 18,520,436

Bank Account Balances		
001 General Fund		\$ 15,161,314.75
022 Drainage Utility Fund		\$ 1,391,901.77
026 Richland Hills Development Corp		\$ 359,715.89
065 Crime Control District		\$ 359,731.66
		\$ 17,272,664.07

Fire

- Personnel completed 51 business inspections throughout the month.
- Members completed a combined 325 hours of training in September.
- All members attended live fire training in Ft. Worth as part of our NEFDA training program.
- Rachel Martinez has started as our new Administrative Assistant and she is getting acclimated to her new position.
- 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.
- There are now two internet based cameras set up on the east side of the fire station to show progress on The Link project.
- We will be sending two personnel to Haz Mat Technician in October as well as two personnel through the Driver/Operator class. Both classes are at TCC. We received grant funding from the state that will cover 90% of the costs incurred for these two classes.
- Multiple community events are being scheduled for fire prevention month including a big carnival event at Richland Elementary in the middle of the month.
- Responses were nearing 1300 as September closes keeping us on pace for one of our busiest years in department history.

Service Calls – Through September 30, 2016		
	Current Month	YTD Total
Fire Calls	1	47
EMS/Major Accidents/ Rescues	80	733
Hazardous Conditions – No Fire	4	50
Public Assistance	33	192
Good Intent (No Service Rendered)	14	146
False Alarm	13	102
Severe Weather & Natural Disaster	0	7
Total Calls	145	1277

Automatic / Mutual Aid		
	Current Month	YTD Total
Haltom City		
Aid Received	6	22
Aid Given	7	52
Hurst		
Aid Received	0	7
Aid Given	0	12
NRH		
Aid Received	6	67
Aid Given	2	40
Other Departments		
Aid Received	0	1
Aid Given	0	3

Police

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

- Had a couple of noble incidents this month where officers went out of their way to help others – Officer Barrett spearheaded an effort to donate a bicycle to a child who had been involved in an accident; Officer Schmid and the crime victim liaisons helped a victim with getting bills paid and bought her a burner telephone – domestic violence issue.
- A domestic violence call that was an aggravated assault impeding breathing. Male subject choked female; left scene and made threats to shoot officers. Captured later in evening in Oklahoma.

Service Calls		
	Current Month	YTD Total
Citizen Calls	390	3019
911 Calls	UTO	
Officer Initiated	967	7378
Total Calls	1357	10,397

Part 1 Offenses		
	Current Month	YTD Total
Murder	0	0
Rape	0	9
Robbery	0	3
Aggravated Assault	1	7
Burglary	2	27
Theft	11	150
Motor Vehicle Theft	1	16
Total	15	212

Crashes & Injuries		
	Current Month	YTD Total
Crash Reports	14	106
Injuries	3	38

Criminal Investigations		
	Current Month	YTD Total
Assigned Cases – Active	4	154
Closed Cases	0	0
Unfounded	0	9

Departmental Monthly Reports – September, 2016

Suspended	10	77
Exceptionally Cleared	0	14
Arrest – Case Filed	7	22
Arrest – Case Not Filed	0	2

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 - 42 Plumbers registered that were exempt from fees (-4800.00)
- Other Permits – (Driveway Approach, ROW, Signs, Clean/Show, Ordinance Inspections)

Permits and Registrations				
	Monthly Total	YTD Total	Monthly Revenues	YTD Revenues
Building Permits	10	128	\$2051.62	\$56,950.02
Other Permits	26	166	\$4,079.33	\$31,420.57
Garage Sale Permits	2	158	\$16.00	\$1,208.00
Contractor Registrations	10	233	\$1,000.00	\$11,900.00
Total Fees Collected			\$7,146.95	\$104,478.59

Bureau Veritas Inspections		
	Passed	Failed
Building Inspections	1	5
Other Inspections		

City Inspections		
	Passed	Failed
Building Inspections	15	1
Other Inspections	25	2

Certificate of Occupancy		
	Applied	Issued
Commercial	2	2
Residential	7	7
CO Fees Collected		\$300.00

Fees Paid		
	Month	YTD
Professional Services	\$0.00	<\$5,593.00>
Engineering/Consulting	\$0.00	\$10,900.20

Public Works

SEPTEMBER 2016

Streets & Drainage		
	MONTH: SEPT.2016	FYTD
Street Repairs Hrs.	46	391
Potholes Repaired Hrs.	7	2345
# Street Signs Replaced	2	78
Curb and Gutter Repair Hours	6	123
Hrs. Tree Trimming/Debris Haul Off	5	261
Drainage Ditches Cleaned-Hours	20	265
#Inlets Cleaned	0	31
Levee Maintenance Hours	103	295
# of After Hour Call Outs / Hrs.	0 / 0	22 / 117

Water		
	MONTH: SEPT. 2016	FYTD
# Water Main Repairs	2	19
Main Break Repairs – Hours	22	277
Water Leaks Repairs	16	180
Valve/Hydrant Maintenance Hours	81	780
Meter Reading / City Work Orders Hours	818	2873
Well/Pump Maintenance Hours	59	427
# of After Hours Call-outs / Hours	2/14	36 / 332

Wastewater		
	MONTH: SEPT. 2016	FYTD
# Wastewater Main Repairs	4	65
Linear Feet of Wastewater Line Cleaned	5325	68,200
Linear Feet of Wastewater Line Camera	490	3124
# of After Hours Call Outs / Hours	0 / 0	54 / 641

Parks		
	MONTH: SEPT. 2016	FYTD
# Hours Spent Mowing	0	138
# Hours Spent Trimming Trees/Brush	4	99
Park Maintenance Hours	10	235
Miscellaneous Service Hours	89	1573

Monthly Activity: September, 2016

Code Enforcement

Violations				
	Notices Issued	Compliance Obtained	Citations Issued	Abatement by City
Nuisance Violations Issued	166	157	8	7
Inspections	193	0	0	0
Telephone calls	28	0	0	0
Case Notes	23	0	0	0
*Zoning Issues	9	9	0	0
**Building violations	7	7	0	0

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

Code Officer Activity	
Citizen contacts	29
Notices to Vacate	0
Actual Vacates	0
Multi-Family Inspections	0

* ROW signage retrieval.

* Work without applicable permits.

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**ANIMAL CONTROL MONTHLY REPORT
SEPTEMBER 2016**

October 18, 2016
7A - 19

	Previous YTD	CURRENT MONTH	YEAR TO DATE
TOTAL IN SHELTER BEGINNING OF MONTH		45	FISCAL
IMPOUNDED ANIMAL:			
Dogs	274	25	299
Cats	224	20	244
Livestock	1	0	1
Wildlife	2	0	2
TOTAL IMPOUNDED	559	45	604
BITE REPORTS	16	1	17
WARNINGS	151	12	163
CITATIONS	16	18	34
INCIDENT REPORTS	2	0	2
CITY LICENSES ISSUED	192	22	214
DEAD ANIMAL REMOVAL	110	15	125
MEET WITH CITIZEN	121	13	134
NUISANCE	255	38	293
DISPOSITIONS			
Returned to Yard	147	19	166
Return to Wild	51	6	57
Return to Owner	85	8	93
Euthanized	20	1	21
Rescued	33	6	39
Adopted	339	28	367
Other/deceased	18	4	22
Fostered	8	0	8
Total Dispositions	284	47	331
TOTAL IN HOUSE - END OF MONTH		43	
DEPOSIT TOTALS	\$ 10,771.85	\$ 655.00	\$ 11,426.85
DISPATCHED CALLS:	16	PATROL/PHONE	24
ACO TRUCK - Activity & Mileage	342	FUEL/FILL UP	1
BEGINNING MILEAGE	12681	ENDING MILEAGE	13023
TIRE REPAIR	0		
BITE REPORTS - TOTAL	1	ENFORCEMENT ACTIONS	
Shelter/Clinic Quarantine	0	Citations	18
Home Quarantine	1	Warnings	12
Austin Submission	0		
Unable to Locate	0	INCIDENT REPORTS	0
OTHER	0		
		CITY LICENSE	22

Recreation Update

September 2016

Staff is excited to announce that the Link Manager interviews went extremely well. There were many very qualified candidates which made for a very tough decision to move forward. A final interview and offer will be made in early October with the candidate starting by the end of that month.

The construction of the Link continues to progress now that we have seen larger stretches of dry weather. The eastern portion of the building foundation was poured in September. This sequencing will allow the contractor to begin erecting beams and walls in October, in which the project will appear to take shape fairly quickly.

The lunch bunch continues to be well attended, in which September experienced about 75 attendees. As a reminder, lunches take place on the second Thursday of each month and are located at the Richland Hills Christian Church, 3908 Ruth Rd.