

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: August 5, 2014
Subject: FY 2013-2014 Projects Update

Council Action Requested:

No action requested – update only. I would like to provide council an update on the projects that were specifically approved by the City Council in the current year budget.

Background Information:

The projects listed below were approved by the Council in the current budget year. I would like to go over some of these with you, primarily focusing on projects that are not yet completed.

- Police Consultant, Policy Dev & Special Projects (\$20,000): David Garrett has been hampered by illness since he signed his contract, so his progress has been slow. He has assisted with research related to the Recognition Program and reviews of some of the department's current standard operating procedures. He has written two grants and an IACP nomination award, which we received. He has also assisted the CVL with development of SOP for the Victim's Center. He will attend a conference in San Marcos next week to receive updates on new policies related to the Recognition Program. Lastly, prior to his illness David assisted in the development of a CSA brochure and reviewed and developed policies and procedures related to the program. He still insists that he can complete the Recognition Program requirements by November, but I believe that will be determined by his illness. He is feeling better, but not completely recovered.

- Building Improvements to CCPD CVL Building: Building is now staffed with CVL's and contract employee.
- Police Patrol Vehicle, funded by 2012 PFFCO (\$40,768): Vehicle purchased, outfitted and on patrol.
- Police, Two (2) Mobile Night Vision Devices (\$7,800): Both devices were purchased and are in use.
- New Crime Prevention vehicle (\$39,268): Purchased and in use.
- Voice Recorder System, Police non-emergency calls (\$21,535): Not purchased. Working through technical difficulties.
- Interview Room Camera System (\$7,500): Not yet purchased, will be purchased prior to end of budget year.
- Police, Six (6) Mobile Data Computers (\$26,899): Purchase completed and all MDC's are in use.
- Police, Sixteen (16) Tasers (\$19,042): All Tasers have been purchased and issued to current personnel.
- Work Management Software Program: Public Works has fully implemented the program including the use of mobile field computers as well as work scheduling and record keeping.
- Work Management Software Program: Community Development has implemented the program for all records, permits and projects.
- Work Management Software Program: Code Enforcement is utilizing for all record retention and in process of acquiring mobile hardware for field use.
- Convert Plans to Electronic Format: This project has been ongoing through the year. Remaining funds will be exhausted by the middle of the 4th quarter.

- Repairs at Animal Shelter: Water infiltration and kennel repairs have been completed. Once invoices are clear any residual funds are targeted for minor fence repair.

- New Hardware and Software for SCADA System: Public Works – Water, has been installed and is operational.

- Replacement of Awning over Equipment Storage Area: The metal awning protecting the Public Works Equipment was replaced and storage buildings repaired and painted.

- One – Half Ton Pick-up for Public Works: Purchased and in service.

- New Sewer Camera for Public Works: Purchased and in service.

- Remodel of City Hall Utility Billing Area: This project was completed and under budget. As you know, the expansion was more comprehensive than originally planned, and the complete remodel of the rest of City Hall is currently almost complete.

- Citizens Fire Academy (\$500): the first fire academy was held September through October 2013. There were ten (10) residents that started the program and nine (9) that finished. Feedback from participating residents was positive. The second CFA starts on September 9th of this year with three residents, one being the person who didn't complete last year's program, submitting their names for participation as of this date.

- Firehouse Cloud Application Software (\$4,967): The fire department had used Firehouse Software for the department's record management software since June 2007. Since going to Firehouse Cloud in February, 2014, the department has had no problems with maintenance, upgrades and lost connectivity with Firehouse. Since getting onto Firehouse Cloud there has been no instance of the City's IT vendor having to work with the department or Firehouse due to technical difficulties.

- Fire Inspection Record Program (\$3,400): The program requested was to purchase and use Firehouse Software inspection software, FH inspector for iPad. The \$3,400 was the cost of two iPads, and two (2) initial software license fees for one year. Annual cost after the first year was \$150 per license. The department has been evaluating whether it is feasible to go with the same software as Public Works and Community Development

(iWorq) or to go with Firehouse. A determination will be made within the month, but as such, no expenses have been made yet.

• Fire Department CPR Classes for Citizens (\$4,750): The department can now host CPR classes. We have one CPR Instructor and have purchased the trainers (adult and infant models) \$1,748, the automatic external defibrillator (AED) trainer \$140, CPR/AED training video \$225, and CPR/AED textbooks and certification cards \$486. To date the Public Works employees have been given the course (required) with library employees scheduled for training in August. To date \$2,600 has been spent on the program on materials with classes to be scheduled in the fall. Sixteen hours in overtime has been paid to the CPR Instructor.

• Fire Department's Share of Work Management Software Program: To date time has been spent with iWorQ on setting up fire violations but no work has been done in developing and designing fire inspection reports, inspection letters, etc. iWorQ did not have any canned reports for fire inspection purposes.

• Remodel of Fire Station Bathroom and Bunk Room (\$25,000): Work has been completed on the bathroom remodel project. Contractor that performed the work provided a great amount of material and labor at cost or no cost. Size of bathroom was increased, size of shower stall increased, new fixtures installed, new tile installed through bathroom and kitchen, and firefighters painted bathroom and living areas of station. The savings from the contractors price allowed for the purchase of a new emergency generator for the station, materials and labor to connect the generator to natural gas, electrical work to have the entire station on emergency power and new carpet in the living areas of the station.

• Miscellaneous Fire Department Equipment (\$17,300): Equipment approved and purchased included one Hydrant Master (\$2,997) and one Blitzfire (\$3,533). Both pieces of equipment are mounted on the Quint, in service and have been used at fire incidents. Equipment included replacement of three (3) computers and five (5) computer monitors in the fire department (\$3,600). Approved budget included new lockers for the

firefighters in the fire station which have been purchase, assembled and placed into use (\$6,618).

• Part-Time Personnel for Fire Inspections (\$48,000): Richland Hills'

firefighter/paramedics holding state certification as Fire Inspectors have been performing the fire inspections and fire inspection related duties under FLMA Section 207(g) which allows the city to hire public safety employees back, at a different wage rate, to perform duties that they do not perform with their regular job duties. This is the first year of not performing the inspections on duty as shift personnel. Six members have participated in the program. Appointments are not missed due to emergency calls, personnel are performing at a higher level because they're volunteering to perform these duties, and more time can be spent both inspecting and researching fire codes. Approximately 202 hours of inspection have been completed under this program.

• Property Acquisition for Future Activity Center: This has been completed.

Board/Citizen Input: N/A

Financial Impact: N/A

Staff Contacts:

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Attachments: N/A