

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: February 17, 2015
Subject: 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
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Attachments: January 2015 Reports

Richland Hills Public Library



Providing education for our younger community members.

Library		
	January 2015	YTD Total
Patron Visits	3,811	12,239
New Library Cards	32	78
Items Checked Out	2467	8,929
In-House Materials Used	203	625
Reference Questions Answered	171	436
Items borrowed from MetrOPAC	163	765
Items loaned to MetrOPAC	732	3,405
Hours of Public Computer Usage	801	2,213
Number of Public Computer Sessions	646	2,326
Number of PC Assistance Given by Staff	136	317
Wireless Usage Hours	13	37
Program attendance for Children	61	62
Program attendance for Adults	39	118
New Materials Processed	129	330

Revenues		
	January 2015	YTD Total
Library Fines, Fees and Prints	1,266.60	1079.45
Donations	0	0

Summary: The Library has had the opportunity to redesign staff positions due to two employees retiring. The redesign has allowed for the creation of a position that is strictly dedicated to providing children's programs to the community. The Library has also been able to open an additional four hours per week without adding new staff. The Library is now open 46 hours per week.

The new integrated library system (ILS) that the MetrOPAC consortium is now installed.

Municipal Court

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

None at this time.

Citation Summary		
	Current Month	YTD Total
Violations Filed	322	1442
Completed –Paid Fine	7	9
Completed – Before Judge	178	626
Completed – Other	124	587
Warrants Issued	509	960
Warrants Cleared	142	403
Total Number Outstanding Warrants	409	708
Total Value of Outstanding Warrants	\$147,128.08	\$284,523.13
Total Fees Collected	\$46,800.02	\$205,128.72

City Marshal Activity Report

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

None at this time

JANUARY 2015

Citation Summary		
	Current Month	YTD Total
Warrant Service and attempts	4	4
Arrests	3	3
Bank detail	19	19
Traffic Stops	0	0
Total number of warrants cleared	142	142
Total amount of warrants collected	\$18,328.43	\$18,328.43
Insurance verifications	3	3
Vehicles inspected	3	3
Bailiff hours	7	7
Training hours	1	1
Summons/subpoenas served and attempts	4	4
Prisoner transfers	8	8
Total hours for prisoner transfers	12.25	12.25
Total miles driven for prisoner trsfs.	306	306
Warrants Time Served	45	45

Fire

- Battalion Chief Morris Foster retired after thirty five years with the Richland Hills Fire Department. Morris started with the department as a volunteer in 1979 and was hired as a full time member in 1981. With Foster's department the city and department has lost a member who had a wealth of knowledge on the history of not only the department but the city as well having been raised in the city. Morris' parents continue to live in the city.
- With the retirement of Foster and the departure of Robert Ochocki and John Burkes the city hired three new members during the month of January. Jayla Patterson returned to employment with the city on January 5th. Patterson had been with the city for five years previously as a firefighter / paramedic before leaving in 2011. Shelby Brock and David Rodela started with the department on January 19th as firefighter / paramedics. Brock had previously been with the Corsicana Fire Department for three years and Rodela left the Bryan Fire Department after eighteen months.
- Current practice of the fire department is hire only Texas State Certified Firefighters and State Certified EMT-Paramedics. Although each new candidate have these two certifications their experience as either a firefighter and/or a paramedic dictates their initial on the job orientation onto the Richland Hills Fire Department. Minimally a new member will spend five to eight days working eight hours days. This time is allotted to familiarization with the Richland Hills emergency medical protocols, apparatus and vehicles, and the department's equipment. After being assigned a 24/48 hour shift the new candidates are assigned a spot as the third paramedic. Staffing is maintained at a minimum of five members per shift in order to have the new member as the third paramedic. This continues for ten to fifteen shift days till the new member is ready to ride out one on with any member of the department.
- There was one structure fire in the City during the month. An accidental fire in an out building of a residence on Richland Road. The storage shed / pool house was severely damaged from the fire. There were no injuries and no damage to the residence from the fire. There were several grass fires in the city as well as one fire due to cooking that resulted in no damage to the residence.
- Two members of the department participated in Blue Card Certification training in Haltom City during the month. Battalion Chief Russell Shelley and Firefighter/Paramedic Jeffrey Duncan completed the 50 hour plus online portion of the certification then sat through the 24 hour hands on training in Haltom City. Over the last six to eight months the cities of Richland Hills, Haltom City, North Richland Hills, Hurst and Watauga have had all incident commanders go through the training to improve communications and direction on emergency scenes. Our

ultimate goal is to encourage all the NEFDA communities to adopt Blue Card as the standard incident command policy.

Service Calls		
	Current Month	YTD Total
Fire Calls	9	29
Emergency Medical Calls	71	272
Hazardous Conditions – No Fire	6	28
Public Assistance	19	82
Good Intent (No Service Rendered)	10	37
False Alarm	2	13
Total Calls	117	461

Automatic / Mutual Aid		
	Current Month	YTD Total
Haltom City		
Aid Received	2	4
Aid Given	9	21
Hurst		
Aid Received	2	5
Aid Given	3	7
NRH		
Aid Received	4	19
Aid Given	5	23
Other (Fort Worth or other NEFDA Depts.)		
Aid Received	0	1
Aid Given	0	1

Police

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

- Having a rash of vehicle burglaries, primarily in CSA 2 and 4, but no CSA is exempt. Officers are concentrating their efforts in the neighborhoods. Have made a number of contacts, but no arrests at this point. Off-duty officers are also working at night. A possible suspect is known, but the subject does not have a permanent address. Bedford PD has a warrant, but has been unable to locate him either. These offenses have continued into February.

Service Calls		
	Current Month	YTD Total
Citizen Calls	334	334
911 Calls	30	30
Officer Initiated	1020	1020
Total Calls	1384	1384

Part 1 Offenses		
	Current Month	YTD Total
Murder	0	0
Rape	0	0
Robbery	0	0
Aggravated Assault	1	1
Burglary	3	3
Theft	27	27
Motor Vehicle Theft	2	2
Total	33	33

Crashes & Injuries		
	Current Month	YTD Total
Crash Reports	7	7
Injuries	3	3

Criminal Investigations		
	Current Month	YTD Total
Assigned Cases – Active	6	6
Closed Cases	2	2
Unfounded	1	1
Suspended	2	2

Exceptionally Cleared	1	1
Arrest – Case Filed	4	4
Arrest – Case Not Filed	1	1
Total Assigned Cases	17	17

Public Works

JANUARY 2015

Streets & Drainage		
	MONTH: JAN. 2015	FYTD
Street Repairs	41	229
Potholes Repaired	13	32
# Street Signs Replaced	19	187
Curb and Gutter Repair Hours	10	10
Hrs. Tree Trimming/Debris Haul Off	84	149
Drainage Ditches Cleaned-Hours	0	24
#Inlets Cleaned	1	6
Levee Maintenance Hours	6	51
# of After Hour Call Outs / Hrs.	0 / 0	3 / 22

Water		
	MONTH: JAN. 2015	FYTD
# Water Main Repairs	5	15
Main Break Repairs – Hours	88	286
Water Leaks Repairs	16	51
Valve/Hydrant Maintenance Hours	66	227
Meter Reading / City Work Orders Hours	145	554
Well/Pump Maintenance Hours	22	121.5
# of After Hours Call-outs / Hours	5 / 29	18 / 158.5

Wastewater		
	MONTH: JAN. 2015	FYTD
# Wastewater Main Repairs	5	15
Linear Feet of Wastewater Line Cleaned	2560	17131
Linear Feet of Wastewater Line Camera	200	1448
# of After Hours Call Outs / Hours	5 / 19	19 / 95

Parks		
	MONTH: JAN. 2015	FYTD
# Hours Spent Mowing	3	10
# Hours Spent Trimming Trees/Brush	32	81
Park Maintenance Hours	41	110
Miscellaneous Service Hours	101	358

City Engineer – Capital Improvements

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

MATTHEWS DRAINAGE INTERCEPTOR			
SCOPE	TIMELINE	COST/FUNDING	CURRENT STATUS
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 starting making final repairs on 2-3-2015.

BAKER BLVD. INTERSECTION IMPROVEMENTS			
SCOPE	TIMELINE	COST/FUNDING	CURRENT STATUS
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. 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.
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COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) 40TH YR.			
SCOPE	TIMELINE	COST/FUNDING	CURRENT STATUS
Each year the city receives funding from CDBG Program. Staff selects projects to construct. This year the project selected was 1,645' of sewer line to be reconstructed in the Maple Park, Birch Park and Oak Park area.	The project application was approved and submitted in January 2014. The Commissioners Court approves each city's application for funding in May.	This is a 100% funding program from HUD. This year the city will receive between \$120,000 to \$140,000 for the proposed project.	RH application was submitted in January 2014. Staff is currently submitting an amendment to the original application for the purpose of exchanging Birch Park sewer line for Elm Park sewer line due to partial collapse of the Birch Park line. Engineer has completed the design of the sewer lines and bids were received on 11-12-2014. CDBG court will award project at January's meeting. Contractor started contract on 2-3-2015.

BFC MAIN SEWER LINE AND LIFT STATION			
SCOPE	TIMELINE	COST/FUNDING	CURRENT STATUS
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	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 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. New completion date is April 20, 2015 not counting rain days or holidays.

GREEN RIBBON PROJECT PHASE I 2013/2014			
SCOPE	TIMELINE	COST/FUNDING	CURRENT STATUS
TxDOT selected 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	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 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.

GREEN RIBBON PROJECT PHASE II 2014/2015			
SCOPE	TIMELINE	COST/FUNDING	CURRENT STATUS
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	Anticipate project to be let in March or April 2015	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.	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. Anticipate project to start advertising on February 18 and receive bids on March 11, 2015.

KINGSBURY DRAINAGE PROJECT			
SCOPE	TIMELINE	COST/FUNDING	CURRENT STATUS
The Kingsbury Interceptor, consists of 965 'of 7'X6' conc. box culvert starting at Richland E. School to the intersection of Lavon and Matthews.	Halff 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.	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.	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 st 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 will be held on Wednesday, February 18, 2015. Anticipate start of construction first part of March 2015.

Code Enforcement

Violations				
	Notices Issued	Compliance Obtained	Citations Issued	Abatement by City
Nuisance Violations Issued	*50	49	0	*1
Inspections	67	0	0	0
Telephone calls	21	0	0	0
Case Notes	17	0	0	0
Zoning Issues	5	5	0	0
Building violations	*4	4	2	0

Vacant Buildings Summary	
Known Vacant Buildings	135
Registered Vacant Buildings	9
Notices Issued	71

Code Officer Activity	
Hours Patrolling	75
Notices to Vacate	0
Actual Vacates	0
Multi-Family Inspections	5

* Notices issued do not reflect “stop and knock” and verbal notices of violations on site.

* Tree obstruction, due to decay possibly causing life and safety issues.

*6600 Hovenkamp was demolished.

Community Center Dashboard

January 2015

	Current Month	FYTD
Center Rentals	10	50
Number of Adult Enrichment Classes	29	134
Participants in Adult Enrichment Classes	213	931

ANIMAL CONTROL MONTHLY REPORT
JANUARY 2015

February 17, 2015
7A - 18

MONTH:	JANUARY	2015						
OFFICER:	FISK		ID:	240		VEHICLE:	Chevy	
DAYS WORKED:	21							
	Vacation:	0	School:	0	Holiday:	0	Sick:	0
Begin Odometer:	5807		Ending Odometer:	5840	TTL Mileage:	33		
	Fuel:	1	Oil:	0				
TOTAL INCIDENTS								
	Radio:	10						
	Patrol:	15						
ANIMALS FORWARDED FROM PREVIOUS MONTH:				28		<-5 error>		
TOTAL NUMBER IMPOUNDED ANIMAL:			35					
	Dogs	27						
	Cats	7						
	Livestock	0				28		
	Wildlife	1				27		
Police impounds:	1					7		
						1		
DISPOSITIONS							63	
	RTO	2						
	RTY	3					2	
	RTW	4					4	
	Euthanized	0					28	
	RESCUED	4					1	
	ADOPTED	28					35	
	TTL Remaining	28						
INCIDENT TYPE								
	DA Pickup	4						
	Meet Citizen	8						
	Asst. Public	2						
	Shelter Duty	40						
	Live Traps	10						
	Nuisance	36						
	Other	12						
	UTL	5						
BITE REPORTS								
				ENFORCEMENT ACTIONS				
	Shelter Quarantine		0		Citations	0		
	Clinic Quarantine		0		Warnings	15		
	Austin Submission		0					
	Unable to Locate		0		Incidents	0		
	OTHER		0		License	12		

Planning & Community Development

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

- Permits and Registrations – MTHLY Contractors, 8 Plumbers registered that were exempt from fees (-800.00) YTD - 19 Plumbers registered that were exempt from fees (-1,900.00)
- Other Permits – (Driveway Approach, ROW, Signs, Clean/Show, Ordinance Inspections

Permits and Registrations				
	Monthly Total	YTD Total	Monthly Revenues	YTD Revenues
Building Permits	32	89	\$6,061.09	\$15,742.38
Other Permits	0	14	\$0.00	\$650.00
Garage Sale Permits	6	68	\$48.00	\$544.00
Contractor Registrations	13	50	\$500.00	\$3,000.00
Total Fees Collected			\$6,609.09	\$19,936.38

Bureau Veritas Inspections		
	Passed	Failed
Building Inspections	56	2
Other Inspections	5	4

Certificate of Occupancy		
	Applied	Issued
Commercial	3	3
Residential	2	2
C.O. Fees Collected		\$500.00

Fees Paid		
	Month	YTD
Bureau Veritas	\$4,364.77	\$16,972.43
Freese Nichols (On Call Planning)		

Planning & Community Development

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

- Permits and Registrations – MTHLY Contractors, No Plumbers registered that were exempt from fees (-0.00) YTD - 19 Plumbers registered that were exempt from fees (-1,900.00)
- Other Permits – (Driveway Approach, ROW, Signs, Clean/Show, Ordinance Inspections

Permits and Registrations				
	Monthly Total	YTD Total	Monthly Revenues	YTD Revenues
Building Permits	38	127	\$5,596.65	\$21,339.03
Other Permits	7	21	\$340.00	\$990.00
Garage Sale Permits	3	71	\$24.00	\$568.00
Contractor Registrations	4	54	\$400.00	\$3,400.00
Total Fees Collected			\$6,360.65	\$26,297.03

Bureau Veritas Inspections		
	Passed	Failed
Building Inspections	129	4
Other Inspections	2	2

Certificate of Occupancy		
	Applied	Issued
Commercial	2	
Residential	2	
C.O. Fees Collected		\$400.00

Fees Paid		
	Month	YTD
Bureau Veritas	\$1,461.48	\$18,433.91
Freese Nichols (On Call Planning)		