

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 1, 2015
Subject: July 2015 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: July 2015 Reports

Richland Hills Public Library



“Local Heroes”

2015 Summer Reading
Program

Library		
	July 2015	YTD Total
Patron Visits	6,017	42,237
New Library Cards	48	285
Items Checked Out	5,918	30,316
In-House Materials Used	233	1,592
Reference Questions Answered	165	2,516
Items borrowed from MetrOPAC	331	2,438
Items loaned to MetrOPAC	854	7,406
Hours of Public Computer Usage	1455	8,147
Number of Public Computer Sessions	775	6,062
Number of PC Assistance Given by Staff	97	882
Wireless Usage Hours	44	232
Program attendance for Children	268	1,090
Program attendance for Adults	107	588
New Materials Processed	235	1,532

Revenues		
	July 2015	YTD Total
Library Fines, Fees and Prints	134.30	2997.12
Donations	116.20	441.69

Summary: This has been an amazing summer! The number of children participating in the summer reading programs dramatically increased. The goals the staff set for number of hours read more than doubled. The “Local Heroes” program (see picture above) was well received. The police, fire, public works, and library were represented. The children had great time learning about our local heroes. The only negative consequence about growing programs is that we have grown out of the meeting room and had to use the community center. That made it harder for parent’s to come over and check out library books. To rectify that, by next summer the children’s reading area will be reconfigured to allowing larger groups of children to participate in library programs inside the library facility.

Municipal Court

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

None at this time.

Citation Summary		
	Current Month	YTD Total
Violations Filed	245	3201
Completed –Paid Fine	0	119
Completed – Before Judge	117	1696
Completed – Other	151	1670
Warrants Issued	139	1802
Warrants Cleared	94	1374
Total Number Outstanding Warrants	122	861
Total Value of Outstanding Warrants	\$45,016.40	\$390,842.61
Total Fees Collected	\$44,160.67	\$523,906.50

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	21	123
Arrests	1	22
Bank detail	17	126
Traffic Stops	0	0
Total number of warrants cleared	94	1113
Total amount of warrants cleared	\$21060.56	\$171950.80
Insurance verifications	9	32
Vehicles inspected	2	7
Bailiff hours	6	40
Training	2	44
Summons/subpoenas served	7	40
Prisoner transfers	4	39
Total hours for prisoner transfers	7	69.5
Total miles driven for prisoner trsfs.	185	1792.5
Warrants Time Served	40	417

Public Works

JULY 2015

Streets & Drainage		
	MONTH: JULY 2015	FYTD
Street Repairs Hrs.	67	777
Potholes Repaired Hrs.	44	181.5
# Street Signs Replaced	11	274
Curb and Gutter Repair Hours	6	39.5
Hrs. Tree Trimming/Debris Haul Off	13	242.5
Drainage Ditches Cleaned-Hours	15	130
#Inlets Cleaned	0	38
Levee Maintenance Hours	10	286
# of After Hour Call Outs / Hrs.	1 / 7	14 / 72

Water		
	MONTH: JULY 2015	FYTD
# Water Main Repairs	2	26
Main Break Repairs – Hours	33	479
Water Leaks Repairs	18	162
Valve/Hydrant Maintenance Hours	90	723
Meter Reading / City Work Orders Hours	129	1469
Well/Pump Maintenance Hours	18	388.5
# of After Hours Call-outs / Hours	4 / 18	39 / 264

Wastewater		
	MONTH: JULY 2015	FYTD
# Wastewater Main Repairs	5	52
Linear Feet of Wastewater Line Cleaned	4308	51854
Linear Feet of Wastewater Line Camera	2474	11247
# of After Hours Call Outs / Hours	4 / 90	38 / 320

Parks		
	MONTH: JULY 2015	FYTD
# Hours Spent Mowing	44	136
# Hours Spent Trimming Trees/Brush	8	107
Park Maintenance Hours	14	216
Miscellaneous Service Hours	75	919

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 - 31 Plumbers registered that were exempt from fees (-3,100.00)
- Other Permits – (Driveway Approach, ROW, Signs, Clean/Show, Ordinance Inspections)

Permits and Registrations				
	Monthly Total	YTD Total	Monthly Revenues	YTD Revenues
Building Permits	11	252**	\$1832.13	\$58,067.26
Other Permits	87	140**	\$1638.80	\$4970.80
Garage Sale Permits	38	197**	\$304.00	\$1576.00
Contractor Registrations	12	108**	\$1200.00	\$10,794.98
Total Fees Collected			\$4974.93	\$75,409.04

Bureau Veritas Inspections		
	Passed	Failed
Building Inspections	6	1
Other Inspections	54	20

Certificate of Occupancy		
	Applied	Issued
Commercial	4	3
Residential	10	7
CO Fees Collected		\$1400.00

Fees Paid		
	Month	YTD
Professional Services	\$2800.00	\$17,622.39
Engineering/Consulting	\$2956.36	\$27,909.74

** Denotes YTD numbers minus June 2015

Monthly Activity: July, 2015

Code Enforcement

Violations				
	Notices Issued	Compliance Obtained	Citations Issued	Abatement by City
Nuisance Violations Issued	*205	201	7	4
Inspections	165	0	0	0
Telephone calls	43	0	0	0
Case Notes	31	0	0	0
Zoning Issues	4	4	0	0
Building violations	1	1	0	0

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

Code Officer Activity	
Hours Patrolling	75
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.

Fire

- The department is at full staffing after the hiring of Firefighter/EMT Greg Stockton. Stockton joins the department after sixteen years working as a part-time firefighter or volunteer firefighter with several fire departments on the northwest side of the Fort Worth area. Currently certified as an Emergency Medical Technician – Basic, Stockton can work on the ambulance with a paramedic. He will obtain his paramedic certification with three years as a condition of employment.
- During the month Firefighter/Paramedic Judson Swindle attended Burlington Northern's rail car emergency response training in Pueblo, Colorado. This is an all expense paid training program designed to prepare first responders how to respond to oil tank derailments. The training, travel and housing is fully funded by BNSF for the five day training session. Swindle is the fourth member of the fire department to attend this training in the past eighteen months.
- During the month City Council approved the adoption of the Tarrant County Local Mitigation Action Plan. The Local Mitigation Plan replaced the plan that had been in place for over five years. That plan was adopted in 2007 and was a collaborative plan with Haltom City, Hurst and a few other mid-city communities. The new plan, under Tarrant County's umbrella has twenty two Tarrant County cities including most in the mid-cities. The plan looks at current and future threats to the communities, whether natural or manmade threats, and proposes projects that could reduce the impact of the threat. Projects included in the Richland Hills section of the plan include the current projects underway like the storm water runoff.

	Current Month	YTD Total
Fire Calls	8	74
Emergency Medical Calls	74	736
Hazardous Conditions – No Fire	8	73
Public Assistance	17	188
Good Intent (No Service Rendered)	5	87
False Alarm	4	56
Severe Weather & Natural Disaster		1
Total Calls	116	1,099

Automatic / Mutual Aid		
	Current Month	YTD Total
Haltom City		
Aid Received	0	13
Aid Given	5	41
Hurst		
Aid Received	1	12
Aid Given	5	30
NRH		
Aid Received	5	67
Aid Given	5	63
Other (Fort Worth or other NEFDA Depts.)		
Aid Received	0	5
Aid Given	0	0

Finance

Fiscal Year 2014-2015, Period Ending 07/2015

Revenue and Expense Summary

	Total Budget	Cur Month Actual	YTD Actual	Available Budget	% YTD of Total Budget
General Fund (100)					
Revenue					
Taxes	\$ 4,697,508.00	\$ 254,042.69	\$ 4,661,126.04	\$ 36,381.96	99%
Fines & Forfeitures	\$ 418,080.00	\$ 33,815.24	\$ 372,158.36	\$ 45,921.64	89%
Licenses & Permits	\$ 115,151.00	\$ 10,995.88	\$ 109,211.61	\$ 5,939.39	95%
Service Charges	\$ 259,225.00	\$ 17,368.08	\$ 162,685.53	\$ 96,539.47	63%
Miscellaneous	\$ 45,600.00	\$ 3,389.89	\$ 38,538.44	\$ 7,061.56	85%
Other Sources	\$ 572,535.00	\$ 47,711.24	\$ 477,112.40	\$ 95,422.60	83%
Total Revenues	\$ 6,108,099.00	\$ 367,323.02	\$ 5,820,832.38	\$ 287,266.62	95%
Expenditures					
Municipal Court Administration	\$ 238,813.00	\$ 17,091.66	\$ 187,918.69	\$ 50,894.31	79%
Police	\$ 736,013.00	\$ 117,748.49	\$ 634,968.39	\$ 101,044.61	86%
Fire	\$ 1,660,729.00	\$ 136,385.97	\$ 1,360,485.14	\$ 300,243.86	82%
Street	\$ 1,643,242.00	\$ 112,593.31	\$ 1,370,968.93	\$ 272,273.07	83%
Library	\$ 234,870.00	\$ 14,574.87	\$ 205,950.89	\$ 28,919.11	88%
Recreation	\$ 355,602.00	\$ 24,652.56	\$ 286,494.06	\$ 69,107.94	81%
Parks/Grounds	\$ 42,169.00	\$ 2,210.12	\$ 33,195.11	\$ 8,973.89	79%
Community Develop	\$ 48,200.00	\$ 6,315.84	\$ 37,425.40	\$ 10,774.60	78%
Animal Control	\$ 475,470.00	\$ 29,340.75	\$ 329,293.26	\$ 146,176.74	69%
Legislative	\$ 141,108.00	\$ 16,993.11	\$ 102,069.52	\$ 39,038.48	72%
Shared Services	\$ 112,732.00	\$ 4,571.44	\$ 67,256.04	\$ 45,475.96	60%
Transfers	\$ 404,151.00	\$ 55,519.76	\$ 350,377.74	\$ 53,773.26	87%
	\$ 4,000.00	\$ -	\$ -	\$ 4,000.00	0%
Total Expenditures	\$ 6,097,099.00	\$ 537,997.88	\$ 4,966,403.17	\$ 1,130,695.83	81%
Total Fund	\$ 11,000.00	\$ (170,674.86)	\$ 854,429.21	\$ (843,429.21)	
Revenue Fund (200)					
Revenue					
Water	\$ 2,200,914.00	\$ 180,870.82	\$ 1,606,782.56	\$ 594,131.44	73%
Sewer	\$ 1,482,141.00	\$ 119,914.22	\$ 1,219,036.04	\$ 263,104.96	82%
Miscellaneous	\$ 439,675.00	\$ 108,979.05	\$ 578,533.16	\$ (138,858.16)	132%
Total Revenues	\$ 4,122,730.00	\$ 409,764.09	\$ 3,404,351.76	\$ 718,378.24	83%
Expenditures					
Shared Services	\$ 294,851.00	\$ 46,622.39	\$ 239,979.02	\$ 54,871.98	81%
Administration	\$ 585,013.00	\$ 34,667.28	\$ 465,533.96	\$ 119,479.04	80%
Legislative	\$ 87,732.00	\$ 3,761.55	\$ 52,919.02	\$ 34,812.98	60%
Transfers/Debt Service	\$ 991,392.00	\$ 309,980.75	\$ 866,682.00	\$ 124,710.00	87%
Water Service	\$ 1,101,893.00	\$ 118,674.72	\$ 683,619.72	\$ 418,273.28	62%
Wastewater Service	\$ 850,600.00	\$ 312,670.80	\$ 863,917.83	\$ (13,317.83)	102%
Total Expenditures	\$ 3,911,481.00	\$ 826,377.49	\$ 3,172,651.55	\$ 738,829.45	81%
Total Fund	\$ 211,249.00	\$ (416,613.40)	\$ 231,700.21	\$ (20,451.21)	

Finance

Fiscal Year 2014-2015 Period Ending 07/2015

Capital Projects Report

Fund	Department	Project	Budget	Expenses	Balance
Enterprise	Drainage	Equipment	\$ 45,000.00	\$ 21,760.60	\$ 23,239.40
Enterprise	Wastewater	BFC Lift Station		\$ 1,183,049.50	\$ (1,183,049.50)
Enterprise	Drainage	Matthews Interceptor/Kingsbury bypass		\$ 1,492,936.74	\$ (1,492,936.74)
General	Library	Building Improvements	\$ 25,000.00		\$ 25,000.00
General	Fire	Equipment	\$ 28,500.00	\$ 20,690.48	\$ 7,809.52
General	Animal Svcs	Building Improvements	\$ 5,000.00	\$ 5,075.00	\$ (75.00)
Road/Street	Street	Street Improvements	\$ 133,255.00		\$ 133,255.00
Oil and Gas	Street	Street Improvements	\$ 300,000.00		\$ 300,000.00
Traffic Safety	Police	Equipment	\$ 38,000.00		\$ 38,000.00
CCPD	Police	Vehicles	\$ 115,555.00	\$ 114,553.60	\$ 1,001.40
CCPD	Police	Equipment	\$ 9,500.00	\$ 9,387.08	\$ 112.92
Total			\$ 699,810.00	\$ 2,847,453.00	\$ (2,147,643.00)

City of Richland Hills

Fiscal Year 2014-2015

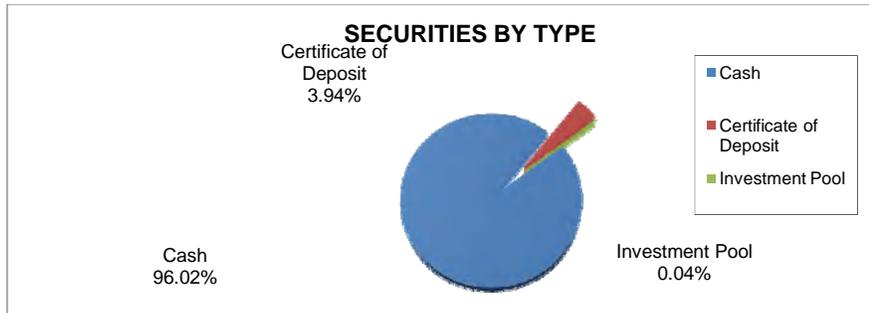
Treasury Investment Report

July 31, 2015

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

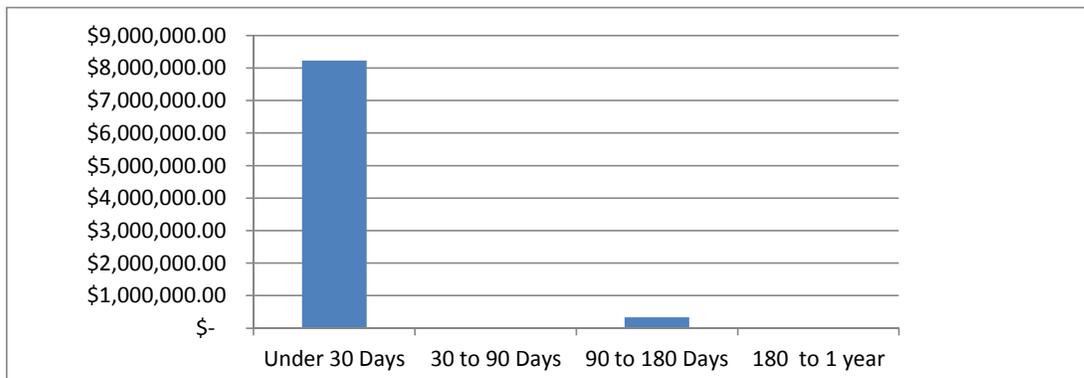
Safety - Securities by Type

Security Type	Book Value	Percent
Cash	\$ 8,223,686.15	96.02%
Certificate of Deposit	\$ 337,612.37	3.94%
Investment Pool	\$ 3,618.63	0.04%
Total	\$ 8,564,917.15	100.00%



Liquidity - Securities by Maturity Date

	Book Value	Percent
Under 30 Days	\$ 8,227,304.78	96.06%
30 to 90 Days	\$ -	0.00%
90 to 180 Days	\$ 337,612.37	3.94%
180 to 1 year	\$ -	0.00%
Total	\$ 8,564,917.15	100.00%



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

Weighted Average Days to Maturity

Portfolio	Current Month
General	15
Revenue	19
	<hr/>
Total Average Maturity Days	17

Investment Report
City of Richland Hills, Texas
July 31, 2015

RECONCILIATION

	Par Value	Purchase Value
Prior Month Ending Balance	\$ 11,192,922.60	\$ 11,192,922.60
Current Month Purchases		
Current Month Sales	\$ -	\$ -
Change	<u>\$ (2,628,005.45)</u>	<u>\$ (2,628,005.45)</u>
Total	<u>\$ 8,564,917</u>	<u>\$ 8,564,917.15</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)

Director of Finance

**Investment Report
City of Richland Hills, Texas
July 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
General Fund Portfolio									
CD	07-07-15	01-07-16	0.050%	\$ 162,612	\$ 162,612.37	\$ 162,612.37	\$ 162,612.37	\$ 162,612.37	\$ 162,612.37
Texpool	07-31-15	07-31-15		\$ 2,194	\$ 2,193.90	\$ 2,193.90	\$ 2,193.90	\$ 2,193.90	\$ 2,193.90
Total General Portfolio				\$ 164,806	\$ 164,806.27				
Revenue Fund Portfolio									
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	07-31-15	07-31-15		\$ 1,275	\$ 1,274.63	\$ 1,274.63	\$ 1,274.63	\$ 1,274.63	\$ 1,274.63
Total Revenue Fund Portfolio				\$ 176,275	\$ 176,274.63				
Drainage Utility Fund Portfolio									
Texpool	07-31-15	07-31-15		\$ 150	\$ 150.10	\$ 150.10	\$ 150.10	\$ 150.10	\$ 150.10
Total Drainage Utility Fund Portfolio				\$ 150	\$ 150.10				
Depository Bank									
Cash Depository Bank				\$ 8,223,686.15					
Total Depository Bank				\$ 8,223,686.15					
Total Portfolio (All Funds)				\$ 8,564,917.15					

Bank Account Balances

001 General Fund	\$ 1,600,052.20
002 Revenue Account	\$ 1,438,381.75
006 Law Enforcement Fund	\$ 710.35
007 Parks and Beautification Fund	\$ 32,791.11
010 2001 Cert of Obliga I&S	\$ 1,006.87
012 Oil & Gas Lease Project Fund	\$ 467,770.17
051 Utility Systems Rev Bonds, Reserve	\$ 37,473.81
022 Drainage Utility Fund	\$ 1,028,796.90
024 Municipal Court Building Security	\$ 1,125.88
025 Road and Street Improvement Fund	\$ 173,433.11
026 Richland Hills Development Corp	\$ 331,180.65
065 Crime Control District	\$ 180,652.57
071 2007 Revenue Bonds I&S	\$ 355.71
072 2007 Revenue Bonds Construction	\$ 374.21
076 2007 PPFCO I&S	\$ 123,426.17
077 Hotel Occupancy Tax	\$ 226,561.66
084 Drainage I&S	\$ 8,056.25
86 PPFCO Acquisitions	\$ 24,760.46
87 2011 PPFCO I&S	\$ 25,653.25
88 Ent Improvement Project Fund	\$ 517,832.12
91 2012 PPFCO ACQ	\$ 161,667.83
92 2011 CO I&S	\$ 25,247.72
93 2012 PPFCO I&S Fund	\$ 35,942.98
94 2013 CO Construction Fund	\$ 1,730,816.63
95 2013 CO I&S Fund	\$ 49,615.79
	\$ 8,223,686.15

Community Center Dashboard

July 2015

The Richland Hills Community Center provides access to affordable rental spaces, adult enrichment classes and senior activities. During the month of July, the Community Center hosted seven paid events. Likewise, the adult enrichment classes are experiencing steady attendance and offering opportunities for residents to get a great start to their day by exercising with friends in a supportive environment.

In July, the Senior Lunch Bunch enjoyed the presence of 48 patrons for hot dogs, nachos and dessert. In July, the Community Center also hosted the third monthly coffee and donuts for residents and provided opportunities and table space for dominoes, bridge and other games. There were 5 residents in attendance along with discussions with City Staff about happenings around town.

Below, is a quick snapshot of activities along with revenues and expenditures for the community center through the month of July.

	Current Month	FYTD
Center Rentals	7	100
Number of Adult Enrichment Classes	31	331
Participants in Adult Enrichment Classes	223	2290
Senior Lunch Bunch Participants	48	624

	Current Month	FYTD	FY15 Adopted Budget	% to Date	Oct. '14 - Jul '15
Revenues					
Community Center Rental Revenues	\$1,397	\$12,290	\$14,000	88%	83%
Recreation Class Fee Revenues	\$470	\$2,985	\$4,900	61%	
Total Revenues	\$1,867	\$15,275	\$18,900	81%	
Expenses					
Contract Labor Expenses	\$0	\$763	\$4,500	17%	83%
Personnel Salary & Wages	\$1,825	\$19,558	\$20,295	96%	
Total Expenses	\$1,825	\$20,322	\$24,795	82%	