

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: January 19, 2016
Subject: December 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: Dept. Monthly Reports for December 2015

Richland Hills Public Library



Making Gingerbread Houses



A Library Scavenger Hunt

Library		
	December 2015	YTD Total
Patron Visits	3,349	12,166
New Library Cards	15	64
Items Checked Out	2,474	9,104
In-House Materials Used	86	388
Reference Questions Answered	84	359
Items borrowed from MetrOPAC	169	634
Items loaned to MetrOPAC	424	1,665
Hours of Public Computer Usage	684	2,199
Number of Public Computer Sessions	596	1,855
Number of PC Assistance Given by Staff	80	366
Wireless Usage Hours	34	97
Program attendance for Children	117	366
Program attendance for Adults	38	85
New Materials Processed	106	267

Revenues		
	December 2015	YTD Total
Library Fines, Fees and Prints	111.65	578.40
Donations	100.00	150.00

The library programs in December were great fun for the children that participated. The Fabulous Fridays program has our largest group of children that come consistently.

“Dangerous Books for Boys” is a new program to be added in January. And an additional afternoon story time for preschoolers will also be added.

Municipal Court

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

None at this time.

Citation Summary		
	Current Month	YTD Total
Violations Filed	237	912
Completed –Paid Fine	0	7
Completed – Before Judge	117	464
Completed – Other	146	1694
Warrants Issued	136	453
Warrants Cleared	61	376
Total Number Outstanding Warrants	127	311
Total Value of Outstanding Warrants	\$46,267.93	\$126,617.47
Total Fees Collected	\$41,121.57	\$167,014.05

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	57
Arrests	1	11
Bank detail	10	46
Traffic Stops	0	0
Total number of warrants cleared	61	376
Total amount of warrants cleared	\$8337.06	\$53853.43
Insurance verifications	4	16
Vehicles inspected	1	1
Bailiff hours	3.5	13.5
Training	0	0
Summons/subpoenas served	1	10
Prisoner transfers	2	9
Total hours for prisoner transfers	3.5	17.5
Total miles driven for prisoner trsfs.	82	455
Warrants Time Served	30	143

Planning & Community Development

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

- Permits and Registrations – MONTHLY Contractors, 8 Plumbers registered that were exempt from fees (-800.00) YTD - 54 Plumbers registered that were exempt from fees (-5,400.00)
- Other Permits – (Driveway Approach, ROW, Signs, Clean/Show, Ordinance Inspections)

Permits and Registrations				
	Monthly Total	YTD Total	Monthly Revenues	YTD Revenues
Building Permits	19	301	\$3585.41	\$72,106.34
Other Permits	33	263	\$2306.70	\$19,474.25
Garage Sale Permits	15	328	\$120.00	\$2,424.00
Contractor Registrations	18	191	\$1800.00	\$17,637.98
Total Fees Collected			\$7,812.11	\$111,642.60

Bureau Veritas Inspections		
	Passed	Failed
Building Inspections	5	0
Other Inspections	15	2

City Inspections		
	Passed	Failed
Building Inspections	8	0
Other Inspections	14	3

Certificate of Occupancy		
	Applied	Issued
Commercial	2	2
Residential	3	1
CO Fees Collected		\$500.00

Fees Paid		
	Month	YTD
Professional Services	\$0	\$20,422.39
Engineering/Consulting	\$2477.55	\$39,457.41

Monthly Activity: December, 2015

Code Enforcement

Violations				
	Notices Issued	Compliance Obtained	Citations Issued	Abatement by City
Nuisance Violations Issued	*140	126	14	0
Inspections	153	0	0	0
Telephone calls	21	0	0	0
Case Notes	30	0	0	0
Zoning Issues	*26	26	0	0
Building violations	3	3	3	0

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

Code Officer Activity	
Citizen contacts	29
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.

* ROW signage retrieval

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ANIMAL CONTROL MONTHLY REPORT
December 2015

January 19, 2016
7D - 7

	Previous YTD	CURRENT MONTH	YEAR TO DATE
TOTAL IN SHELTER BEGINNING OF MONTH	**correct #**	50	
IMPOUNDED ANIMAL:			
Dogs	47	26	73
Cats	35	16	51
Livestock	0	0	0
Wildlife	1	0	1
TOTAL IMPOUNDED	83	42	125
BITE REPORTS	0	3	3
WARNINGS	40	12	52
CITATIONS	3	0	3
INCIDENT REPORTS	0	0	0
CITY LICENSES ISSUED	26	22	48
DEAD ANIMAL REMOVAL	20	5	25
MEET WITH CITIZEN	27	12	39
NUISANCE	94	18	112
DISPOSITIONS			0
Returned to Yard	25	10	35
Return to Wild	8	2	10
Return to Owner	20	5	25
Euthanized	1	1	2
Rescued	6	2	8
Adopted	53	51	104
Other/deceased	2	2	4
Fostered	1	0	1
Total Dispositions	83	61	144
TOTAL IN HOUSE - END OF MONTH		31	
DEPOSIT TOTALS	1115.35	582.5	1697.85
TOTAL VOLUNTEER HOURS	not yet available		

ANIMAL CONTROL MONTHLY REPORT
December 2015

January 19, 2016
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MONTH:	DECEMBER	2015					
OFFICER:	FISK		ID:	240		VEHICLE:	Chevy
DAYS WORKED:	24						
	Vacation:	1	School:	0	Holiday:	3	Sick:
Begin Odometer:	9825		Ending Odometer:	10015	TTL Mileage	120	
	Fuel:	1	Oil:	1			
TOTAL INCIDENTS							
	Radio:	23					
	Patrol:	15					
ANIMALS FORWARDED FROM PREVIOUS MONTH:				37			
TOTAL NUMBER IMPOUNDED ANIMAL:				46			
	Dogs	26					
	Cats	16					
	Livestock	0					
	Wildlife	0					
Police impounds:							
DISPOSITIONS							
	RTY	10					
	RTW	2					
	RTO	5					
	Euthanized	1					
	RESCUED	2					
	ADOPTED	51					
	Deceased/other	2					
	FOSTERED	0					
	TTL Remaining	31					
INCIDENT TYPE							
	DA Pickup	5					
	Meet Citizen	12					
	Asst. Public	3					
	Mutual Aid	2					
	Live Traps	4					
	Nuisance	18					
	UTL	3					
BITE REPORTS				3	ENFORCEMENT ACTIONS		
	Shelter Quarantine	2			Citations	0	
	Clinic Quarantine	0			Warnings	12	
	Austin Submission	0					
	Unable to Locate	0			INCIDENT REPORTS		0
	Home Quarantine	1					
					CITY LICENSE		22

Public Works

DEC. 2015

Streets & Drainage		
	MONTH: DEC. 2015	FYTD
Street Repairs Hrs.	93	151
Potholes Repaired Hrs.	53	71
# Street Signs Replaced	36	44
Curb and Gutter Repair Hours	13	90
Hrs. Tree Trimming/Debris Haul Off	34	112
Drainage Ditches Cleaned-Hours	12	25
#Inlets Cleaned	0	6
Levee Maintenance Hours	8	52
# of After Hour Call Outs / Hrs.	4/23	11 / 70

Water		
	MONTH: DEC. 2015	FYTD
# Water Main Repairs	1	8
Main Break Repairs – Hours	12	96
Water Leaks Repairs	11	36
Valve/Hydrant Maintenance Hours	59	203
Meter Reading / City Work Orders Hours	185	554
Well/Pump Maintenance Hours	57	121
# of After Hours Call-outs / Hours	4 / 54	12 / 161

Wastewater		
	MONTH: DEC. 2015	FYTD
# Wastewater Main Repairs	7	19
Linear Feet of Wastewater Line Cleaned	1270	5172
Linear Feet of Wastewater Line Camera	130	810
# of After Hours Call Outs / Hours	4 / 70	15 / 231

Parks		
	MONTH: DEC. 2015	FYTD
# Hours Spent Mowing	0	8
# Hours Spent Trimming Trees/Brush	9	27
Park Maintenance Hours	13	46
Miscellaneous Service Hours	99	460

Fire

- Michael Irizarry has accepted the Captain position vacated by Richard Berkobien whose last day was December 23rd. Capt. Irizarry will oversee B shift.
- FF David Rodela has resigned his position with the RHFD effective December 24th. David is going to NRHFD as a new recruit. He was with us for just over eleven months.
- We will conduct a hiring process in early January to fill both open firefighter positions.
- The new CAD system along with new in-vehicle tablets are up and running. Crews are becoming more familiar with the new system and its features are proving to be very useful to field personnel and administrators.
- We will continue to update the RHFD website on a regular basis to keep citizens informed on fire safety topics.
- Personnel will be installing an Automatic External Defibrillator (AED) in the library in mid-January. Along with this installation, all Library employees will be trained in CPR and AED use.
- Staff has received word that the new SCBA compressor system which is used to fill breathing air bottles will be installed January 13th. This system was funded using an Assistance to Firefighters Grant from FEMA that was awarded last summer.
- Firefighters who are eligible have begun studying for Engineer positions which will be implemented in April of this year. This position will be the person responsible for driving and operating the fire engine each shift. Having this position in place aligns our structure with our neighbors and provides a promotional opportunity for our personnel before that of the officer or Captain position.
- 2015 has turned out to be the busiest year in recent department history. Crews responded to more than 1,700 incidents for an average of about five calls for service each day. Medical calls made up about 62% of our emergencies.

Service Calls – Through December 31, 2015		
	Current Month	YTD Total
Fire Calls	10	104
EMS/Major Accidents/ Rescues	74	1,055
Hazardous Conditions – No Fire	3	91
Public Assistance	18	245
Good Intent (No Service Rendered)	10	129
False Alarm	4	87
Severe Weather & Natural Disaster	0	2
Total Calls	119	1,713

Automatic / Mutual Aid		
	Current Month	YTD Total
Haltom City		
Aid Received	2	22
Aid Given	3	54
Hurst		
Aid Received	2	20
Aid Given	4	39
NRH		
Aid Received	14	103
Aid Given	5	73
Other Departments		
Aid Received	0	8
Aid Given	1	1

Police

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

The department held its 12th RadKids class in December and graduated 10 students from the class. Taught during the Fall ASPIRE (After School Program Inspiring and Reinforcing Education), this was a 15 week class meeting on Wednesdays at Jack C. Binion Elementary from August-December.

An officer conducted an investigation in the Walmart parking lot that led to a major drug arrest where the officer was able to confiscate a large amount of methamphetamine.

The District Attorney's Office has introduced a new software program called TechShare that allows the department to upload digital video evidence to the software without having to transport the video to their office.

In partnership with the Tarrant County MHMR Law Liaison project, we conducted 12 MHMR follow-ups with at-risk clients in Richland Hills.

The Department provided Active Shooter Training to all the employees in the other city departments.

The Crime Victim Liaison Program serviced 113 victims total for December between the four cities.

Much time has been spent this month preparing for the Open Carry Law, i.e. meetings, training, policy/procedure development.

The new software management system is still not producing reports; therefore, the YTD totals for Service Calls is unavailable.

Service Calls		
	Current Month	YTD Total
Citizen Calls	358	-
911 Calls	94	-
Officer Initiated	625	-
Total Calls	983	-
Part 1 Offenses		
	Current Month	YTD Total
Murder	0	0
Rape	0	2
Robbery	1	6
Aggravated Assault	0	5
Burglary	5	41
Theft	13	159
Motor Vehicle Theft	1	16
Total	20	229

Crashes & Injuries		
	Current Month	YTD Total
Crash Reports	4	93
Injuries	2	32
Criminal Investigations		
	Current Month	YTD Total
Assigned Cases – Active	10	181
Closed Cases	0	7
Unfounded	0	6
Suspended	0	36
Exceptionally Cleared	0	32
Arrest – Case Filed	2	50
Arrest – Case Not Filed	0	21
Total Assigned Cases	12	333

Recreation Update

December 2015

If you attended the holiday lunch bunch in December you will recall the generosity of several residents who offered to volunteer to stuff envelopes in the Richland Hills resident water bills. This was important because as our Utility Billing department is currently short-staffed, including over 1,700 water bill inserts was a daunting task. However, about ten folks stuck around so that they could get a calendar of future lunch bunch dates into the residents' hands by the end of the month. This was so very appreciated and we hope this fills you with the same joy that it did staff.



Below, you will find a quick snapshot of activities for the community center through the month of December.

	Current Month	FYTD
Center Rentals	15	42
Number of Adult Enrichment Classes	23	86
Participants in Adult Enrichment Classes	184	609
Senior Lunch Bunch Participants	100	290

Finance

Fiscal Year 2015-2016, Period Ending 12/2015

Revenue and Expense Summary

	Total Budget	Cur Month Actual	YTD Actual	Available Budget	% YTD of Total Budget
General Fund (100)					
Revenue					
Taxes	\$ 4,997,651.00	\$ 956,785.70	\$ 1,599,111.27	\$ 3,398,539.73	32%
Fines & Forfeitures	\$ 418,080.00	\$ 30,589.32	\$ 111,760.83	\$ 306,319.17	27%
Licenses & Permits	\$ 117,295.00	\$ 10,239.67	\$ 27,955.65	\$ 89,339.35	24%
Service Charges	\$ 212,700.00	\$ 4,391.32	\$ 12,748.56	\$ 199,951.44	6%
Miscellaneous	\$ 46,600.00	\$ 8,173.10	\$ 11,513.43	\$ 35,086.57	25%
Other Sources	\$ 559,996.00	\$ 46,666.33	\$ 139,998.99	\$ 419,997.01	25%
Total Revenues	\$ 6,352,322.00	\$ 1,056,845.44	\$ 1,903,088.73	\$ 4,449,233.27	30%
Expenditures					
Municipal Court	\$ 221,885.00	\$ 17,523.43	\$ 61,384.63	\$ 160,500.37	28%
Administration	\$ 745,430.00	\$ 99,958.03	\$ 209,893.56	\$ 535,536.44	28%
Police	\$ 1,666,163.00	\$ 149,828.08	\$ 486,050.43	\$ 1,180,112.57	29%
Fire	\$ 1,638,789.00	\$ 125,420.44	\$ 452,535.23	\$ 1,186,253.77	28%
Street	\$ 182,484.00	\$ 27,302.36	\$ 61,408.07	\$ 121,075.93	34%
Library	\$ 336,667.00	\$ 27,503.62	\$ 83,960.12	\$ 252,706.88	25%
Recreation	\$ 74,105.00	\$ 5,416.32	\$ 12,383.33	\$ 61,721.67	17%
Parks/Grounds	\$ 40,000.00	\$ 2,269.98	\$ 15,674.60	\$ 24,325.40	39%
Community Develop	\$ 448,505.00	\$ 29,980.64	\$ 137,088.16	\$ 311,416.84	31%
Animal Control	\$ 118,271.00	\$ 10,709.22	\$ 37,658.51	\$ 80,612.49	32%
Legislative	\$ 339,558.00	\$ 6,909.28	\$ 36,494.59	\$ 303,063.41	11%
Shared Services	\$ 431,014.00	\$ 25,438.53	\$ 99,638.68	\$ 331,375.32	23%
Transfers	\$ 4,000.00	\$ -	\$ -	\$ 4,000.00	0%
Total Expenditures	\$ 6,246,871.00	\$ 528,259.93	\$ 1,694,169.91	\$ 4,552,701.09	27%
Total Fund	\$ 105,451.00	\$ 528,585.51	\$ 208,918.82	\$ (103,467.82)	
Revenue Fund (200)					
Revenue					
Water	\$ 2,200,914.00	\$ 151,384.69	\$ 525,442.42	\$ 1,675,471.58	24%
Sewer	\$ 1,482,141.00	\$ 121,005.10	\$ 365,030.86	\$ 1,117,110.14	25%
Miscellaneous	\$ 444,675.00	\$ (35,053.99)	\$ 189,297.75	\$ 255,377.25	43%
Total Revenues	\$ 4,127,730.00	\$ 237,335.80	\$ 1,079,771.03	\$ 3,047,958.97	26%
Expenditures					
Shared Services	\$ 297,414.00	\$ 18,329.46	\$ 84,420.26	\$ 212,993.74	28%
Administration	\$ 612,030.00	\$ 50,693.63	\$ 144,599.94	\$ 467,430.06	24%
Legislative	\$ 89,558.00	\$ 4,859.40	\$ 15,825.20	\$ 73,732.80	18%
Transfers/Debt Service	\$ 1,192,786.00	\$ 33,749.67	\$ 101,249.01	\$ 1,091,536.99	8%
Water Service	\$ 1,048,717.00	\$ 152,963.28	\$ 377,855.71	\$ 670,861.29	36%
Wastewater Service	\$ 887,225.00	\$ 161,651.62	\$ 330,562.58	\$ 556,662.42	37%
Total Expenditures	\$ 4,127,730.00	\$ 422,247.06	\$ 1,054,512.70	\$ 3,073,217.30	26%
Total Fund	\$ -	\$ (184,911.26)	\$ 25,258.33	\$ (25,258.33)	

Finance

Fiscal Year 2015-2016 Period Ending 12/2015

Capital Projects Report

Fund	Department	Project	Budget	Expenses	Balance
		Equipment			\$ -
Enterprise	Wastewater	BFC Lift Station		\$ 712,881.31	\$ (712,881.31)
Enterprise	Drainage	Matthews Interceptor/Kingsbury bypass		\$ 597,147.10	\$ (597,147.10)
General	Police	Equipment	\$ 31,745.00		\$ 31,745.00
General	Fire	Equipment	\$ 78,650.00	\$ 3,755.20	\$ 74,894.80
General	Fire	Building Improvements	\$ 2,900.00		\$ 2,900.00
General	Animal Services	Building Improvements	\$ 5,000.00		\$ 5,000.00
Road/Street	Street	Street Improvements		\$ 104,679.08	\$ (104,679.08)
Oil and Gas	Street	Street Improvements			\$ -
Traffic Safety	Police	Equipment		\$ 10,235.00	\$ (10,235.00)
CCPD	Police	Equipment	\$ 10,975.00	\$ 39,320.00	\$ (28,345.00)
Total			\$ 129,270.00	\$ 1,468,017.69	\$ (1,338,747.69)

City of Richland Hills

Fiscal Year 2015-2016

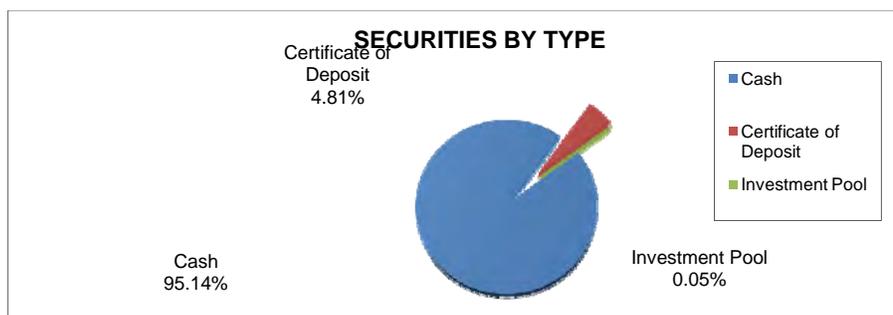
Treasury Investment Report

December 31, 2015

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

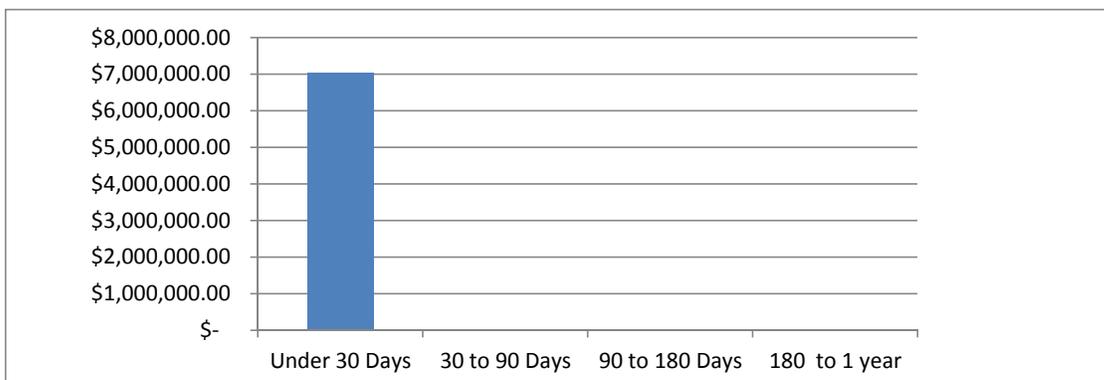
Safety - Securities by Type

Security Type	Book Value	Percent
Cash	\$ 6,673,929.20	95.14%
Certificate of Deposit	\$ 337,653.02	4.81%
Investment Pool	\$ 3,618.79	0.05%
Total	\$ 7,015,201.01	100.00%



Liquidity - Securities by Maturity Date

	Book Value	Percent
Under 30 Days	\$ 7,015,201.01	100.00%
30 to 90 Days	\$ -	0.00%
90 to 180 Days	\$ -	0.00%
180 to 1 year	\$ -	0.00%
Total	\$ 7,015,201.01	100.00%



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

Weighted Average Days to Maturity

Portfolio	Current Month
General	1
Revenue	2
	<hr/>
Total Average Maturity Days	2

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

RECONCILIATION

	Par Value	Purchase Value
Prior Month Ending Balance	\$ 7,040,799.03	\$ 7,040,799.03
Current Month Purchases		
Current Month Sales	\$ -	\$ -
Change	<u>\$ (25,598.02)</u>	<u>\$ (25,598.02)</u>
Total	<u>\$ 7,015,201</u>	<u>\$ 7,015,201.01</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
December 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%	\$ 162,653	\$ 162,653.02	\$ 162,653.02	\$ 162,653.02	\$ 162,653.02	\$ 162,653.02
Texpool	12-31-15	12-31-15		\$ 2,194	\$ 2,194.06	\$ 2,194.06	\$ 2,194.06	\$ 2,194.06	\$ 2,194.06
Total General Portfolio				\$ 164,847	\$ 164,847.08				
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	12-31-15	12-31-15		\$ 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	12-31-15	12-31-15		\$ 150	\$ 150.10	\$ 150.10	\$ 150.10	\$ 150.10	\$ 150.10
Total Drainage Utility Fund Portfolio				\$ 150	\$ 150.10				
Depository Bank									
Cash Depository Bank				\$ 6,673,929.20	\$ 6,673,929.20	\$ 6,673,929.20	\$ 6,673,929.20	\$ 6,673,929.20	\$ 6,673,929.20
Total Depository Bank				\$ 6,673,929.20					
Total Portfolio (All Funds)				\$ 7,015,201.01					

Bank Account Balances

001 General Fund	\$ 1,512,959.03
002 Revenue Account	\$ 1,607,394.94
006 Law Enforcement Fund	\$ 710.39
007 Parks and Beautification Fund	\$ 21,830.50
010 2001 Cert of Obliga I&S	\$ 1,006.98
012 Oil & Gas Lease Project Fund	\$ 267,359.63
051 Utility Systems Rev Bonds, Reserve	\$ 37,475.04
022 Drainage Utility Fund	\$ 1,416,437.41
024 Municipal Court Building Security	\$ 1,126.00
025 Road and Street Improvement Fund	\$ 28,437.18
026 Richland Hills Development Corp	\$ 331,230.63
065 Crime Control District	\$ 277,017.05
071 2007 Revenue Bonds I&S	\$ 357.38
072 2007 Revenue Bonds Construction	\$ 374.25
076 2007 PPFco I&S	\$ 129,541.03
077 Hotel Occupancy Tax	\$ 177,605.91
084 Drainage I&S	\$ 8,058.75
86 PPFco Acquisitions	\$ 24,760.46
87 2011 PPFco I&S	\$ 34,359.36
88 Ent Improvement Project Fund	\$ 401,515.32
91 2012 PPFco ACQ	\$ 161,684.14
92 2011 CO I&S	\$ 25,257.22
93 2012 PPFco I&S Fund	\$ 42,494.92
94 2013 CO Construction Fund	\$ 164,314.46
95 2013 CO I&S Fund	\$ 621.22
	\$ 6,673,929.20