

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: April 19, 2016  
Subject: March Monthly Reports

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### **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](mailto:estrong@richlandhills.com)

**Attachments:** March Reports

## Richland Hills Public Library



Mighty Girls practicing their engineering skills.

Library		
	March 2016	YTD Total
Patron Visits	5,388	22,339
New Library Cards	30	116
Items Checked Out	3,986	15,803
In-House Materials Used	57	678
Reference Questions Answered	191	670
Items borrowed from MetrOPAC	290	1,094
Items loaned to MetrOPAC	618	3,146
Hours of Public Computer Usage	664	4,379
Number of Public Computer Sessions	705	3,856
Number of PC Assistance Given by Staff	153	654
Wireless Usage Hours	60	220
Program attendance for Children	187	737
Program attendance for Adults	119	216
New Materials Processed	266	615

Revenues		
	March 2016	YTD Total
Library Fines, Fees and Prints	312.77	1516.38
Donations	10.73	210.73

**A list of current programs provided to the community:** Mighty Girls; Dangerous Books for Boys; Preschool Storytime; After School Cool; Fabulous Fridays; Super Second Saturday; Youtube Yoga; Quarterly Crafts; and Richland Hills Literary Society book discussion group.

## Municipal Court

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

None at this time.

<b>Citation Summary</b>		
	<b>Current Month</b>	<b>YTD Total</b>
Violations Filed	212	1534
Completed –Paid Fine	5	18
Completed – Before Judge	162	922
Completed – Other	124	3237
Warrants Issued	226	913
Warrants Cleared	208	900
Total Number Outstanding Warrants	192	494
Total Value of Outstanding Warrants	\$70,485.33	\$209,077.45
Total Fees Collected	\$63,794.93	\$341,828.30

## City Marshal Activity Report

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

None at this time

<b>Citation Summary</b>		
	<b>Current Month</b>	<b>YTD Total</b>
Warrant Service	48	76
Arrests	5	6
Bank detail	18	48
Traffic Stops	0	0
Total number of warrants cleared	208	525
Total amount of warrants cleared	\$40470.86	\$91958.53
Insurance verifications	4	13
Vehicles inspected	2	4
Bailiff hours	4	15.5
Training	0	4
Summons/subpoenas served	7	8
Prisoner transfers	4	17
Total hours for prisoner transfers	8	27.5
Total miles driven for prisoner trsfs.	262.5	862.5
Warrants Time Served	48	148

## Public Works

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MARCH, 2016

<b>Streets &amp; Drainage</b>		
	<b>MONTH: MAR. 2016</b>	<b>FYTD</b>
Street Repairs Hrs.	18	213
Potholes Repaired Hrs.	15	107
# Street Signs Replaced	5	59
Curb and Gutter Repair Hours	0	90
Hrs. Tree Trimming/Debris Haul Off	10	141
Drainage Ditches Cleaned-Hours	12	50
#Inlets Cleaned	0	21
Levee Maintenance Hours	52	122
# of After Hour Call Outs / Hrs.	2 / 10	15 / 89

<b>Water</b>		
	<b>MONTH: MAR. 2016</b>	<b>FYTD</b>
# Water Main Repairs	2	12
Main Break Repairs – Hours	31	160
Water Leaks Repairs	17	89
Valve/Hydrant Maintenance Hours	66	380
Meter Reading / City Work Orders Hours	257	1172
Well/Pump Maintenance Hours	36	218
# of After Hours Call-outs / Hours	2 / 18	19 / 212

<b>Wastewater</b>		
	<b>MONTH: MAR. 2016</b>	<b>FYTD</b>
# Wastewater Main Repairs	5	35
Linear Feet of Wastewater Line Cleaned	11,090	34,895
Linear Feet of Wastewater Line Camera	1243	3593
# of After Hours Call Outs / Hours	2 / 9	34 / 485

<b>Parks</b>		
	<b>MONTH: MAR. 2016</b>	<b>FYTD</b>
# Hours Spent Mowing	9	17
# Hours Spent Trimming Trees/Brush	9	45
Park Maintenance Hours	52	132
Miscellaneous Service Hours	26	830



ANIMAL CONTROL MONTHLY REPORT  
MARCH 2016

<b>MONTH:</b>	MARCH	2016						
<b>OFFICER:</b>	FISK		<b>ID:</b>	240		<b>VEHICLE:</b>	Chevy	
<b>DAYS WORKED:</b>	18							
	Vacation:	5	School:	0	Holiday:	0	Sick:	0
<b>Begin Odometer:</b>	10706		<b>Ending Odometer:</b>	10978	<b>TTL Mileage</b>	272		
	Fuel:	2	Oil:	0				
<b>TOTAL INCIDENTS</b>								
	Radio:	13						
	Patrol:	22						
<b>ANIMALS FORWARDED FROM PREVIOUS MONTH:</b>				18				
<b>TOTAL NUMBER IMPOUNDED ANIMAL:</b>			33					
	Dogs	22						
	Cats	11						
	Livestock	0						
	Wildlife	0						
Police impounds:	0							
<b>DISPOSITIONS</b>								
	RTY	8						
	RTW	7						
	RTO	6						
	Euthanized	1						
	RESCUED	1						
	ADOPTED	1						
	OTHER/DECEASED	21						
	FOSTERED	0						
	<b>TTL Remaining</b>	21						
<b>INCIDENT TYPE</b>								
	DA Pickup	18						
	Meet Citizen	5						
	Asst. Public	2						
	Mutual Aid	1						
	Live Traps	33						
	Nuisance	18						
	UTL	1						
<b>BITE REPORTS</b>								
	0		<b>ENFORCEMENT ACTIONS</b>					
	Shelter Quarantine			Citations	2			
	Clinic Quarantine			Warnings	12			
	Austin Submission							
	Unable to Locate		<b>INCIDENT REPORTS</b>			2		
	OTHER							
			<b>CITY LICENSE</b>			24		

# 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 - 19 Plumbers registered that were exempt from fees (-1900.00)
- Other Permits – (Driveway Approach, ROW, Signs, Clean/Show, Ordinance Inspections)

Permits and Registrations				
	Monthly Total	YTD Total	Monthly Revenues	YTD Revenues
Building Permits	32	38	\$6,636.71	\$19,421.54
Other Permits	20	23	\$1,721.00	\$5,036.45
Garage Sale Permits	13	22	\$104.00	\$280.00
Contractor Registrations	18	68	\$1,800.00	\$6,800.00
Total Fees Collected			\$10,261.71	\$31,537.99

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

City Inspections		
	Passed	Failed
Building Inspections	16	2
Other Inspections	7	1

Certificate of Occupancy		
	Applied	Issued
Commercial	3	3
Residential	6	5
CO Fees Collected		\$900.00

Fees Paid		
	Month	YTD
Professional Services	\$0.00	\$5,593.00
Engineering/Consulting	\$1,843.32	\$10,798.90

Monthly Activity: March, 2016

# Code Enforcement

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<b>Violations</b>				
	<b>Notices Issued</b>	<b>Compliance Obtained</b>	<b>Citations Issued</b>	<b>Abatement by City</b>
Nuisance Violations Issued	*301	283	8	3
Inspections	323	0	0	0
Telephone calls	41	0	0	0
Case Notes	37	0	0	0
Zoning Issues	*32	32	0	0
*Building violations	2	2	2	0

<b>Vacant Buildings Summary</b>	
Known Vacant Buildings	135
Registered Vacant Buildings	14
Notices Issued	70

<b>Code Officer Activity</b>	
Citizen contacts	33
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.

\* Work without applicable permits.

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# Recreation Update

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*March 2016*

The month of March was quite sentimental for residents, city staff, elected officials and regular patrons of the community center. Operating for just over 35 years, the building has served the residents of Richland Hills so wonderfully. Being the final month of operation before its demolition is bittersweet. All of the memories created and shared over those years will be cherished for years to come; but the realization that a new facility will soon take its place for the next half-century is quite energizing. As we reflect back on the month of March at the community center, it is nice to share a story between a longtime resident and city staff: the resident informed staff that she was 89 years of age and had been visiting the community center since the day it opened. In fact, since the exercise classes began, she has been an active participant at the facility. She wanted everyone to know that when the new facility opens, she will be 90 years young and plans on being active in the new facility for years to come. How energizing!



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

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	<b>Current Month</b>	<b>FYTD</b>
Center Rentals	11	70
Number of Adult Enrichment Classes	33	178
Participants in Adult Enrichment Classes	174	1194
Senior Lunch Bunch Participants	89	604

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## Fire

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- The Fire Department's FY 2017 budget has been submitted to the City Manager for consideration. Each shift was directly involved in our budget development.
- We will continue to update the RHFD website on a regular basis to keep citizens informed on fire safety topics.
- The AED cabinet and AED have been installed at the Library. All Library staff have been trained in CPR and AED usage.
- Firefighters who are eligible have begun studying for Engineer positions which will be implemented in June 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.
- Personnel completed four hours of live fire training on each shift working with personnel from Haltom and Watauga.
- Additional live fire training will be taught on each shift in April as part of our involvement with the NEFDA organization.
- SOP revision is making good progress. The Captains are reviewing the final section in April and all new policies will be in place May 1, 2016.
- The new LifePak 15 Cardiac monitor has been received and placed in service on the ambulance. The older unit has been moved to the fire engine and will provide us with a back up machine.

<b>Service Calls – Through March 31, 2016</b>		
	<b>Current Month</b>	<b>YTD Total</b>
Fire Calls	3	28
EMS/Major Accidents/ Rescues	82	235
Hazardous Conditions – No Fire	0	7
Public Assistance	16	51
Good Intent (No Service Rendered)	19	51
False Alarm	11	21
Severe Weather & Natural Disaster	2	3
<b>Total Calls</b>	<b>133</b>	<b>396</b>

<b>Automatic / Mutual Aid</b>		
	<b>Current Month</b>	<b>YTD Total</b>
<b>Haltom City</b>		
Aid Received	1	5
Aid Given	2	9
<b>Hurst</b>		
Aid Received	0	2
Aid Given	1	5
<b>NRH</b>		
Aid Received	2	13
Aid Given	1	17
<b>Other Departments</b>		
Aid Received	0	1
Aid Given	0	3

## Police

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

- This can be a list of bullet point items, or short paragraphs
- If possible, this should generally be kept to half to  $\frac{3}{4}$  of a page
- Depending on the department and the monthly activities, there may not be any text here

Service Calls		
	Current Month	YTD Total
Citizen Calls	366	971
911 Calls	37	340
Officer Initiated	547	1690
Total Calls	950	3001

Part 1 Offenses		
	Current Month	YTD Total
Murder	0	0
Rape	0	0
Robbery	1	1
Aggravated Assault	0	0
Burglary	4	10
Theft	23	61
Motor Vehicle Theft	2	8
Total	30	80

Crashes & Injuries		
	Current Month	YTD Total
Crash Reports	15	37
Injuries	5	9

Criminal Investigations		
	Current Month	YTD Total
Assigned Cases – Active	34	77
Closed Cases	0	0
Unfounded	0	0
Suspended	3	9
Exceptionally Cleared	0	2
Arrest – Case Filed	1	6
Arrest – Case Not Filed	0	0

Total Assigned Cases	38	94