

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: June 21, 2016
Subject: May 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: May Reports

Richland Hills Public Library



Spring glass painting craft class.

Library		
	May 2016	YTD Total
Patron Visits	4,131	32,661
New Library Cards	19	153
Items Checked Out	3,148	22,191
*In-House Materials Used	57	678
*Reference Questions Answered	191	670
Items borrowed from MetrOPAC	264	1,569
Items loaned to MetrOPAC	567	4,331
Hours of Public Computer Usage	680	5,534
Number of Public Computer Sessions	657	4,924
*Number of PC Assistance Given by Staff	153	654
*Wireless Usage Hours	60	220
Program attendance for Children	10	844
Program attendance for Adults	0	236
New Materials Processed	141	875

*Quarterly Updates only

Revenues		
	May 2016	YTD Total
Library Fines, Fees and Prints	389.65	2042.28
Donations	0	210.73

The library staff is working hard on plans for the 2016 summer reading club: "ON YOUR MARK, GET SET.....**READ!!**" Based on the number of participants last year, the meeting room will be too small to accommodate the crowd. This year, we will try something new. The programs will be held in the main reading area of the library. The staff will be posting "noise alert" signs at the entrance of the library parking lot on Wednesdays.

Municipal Court

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

None at this time.

Citation Summary		
	Current Month	YTD Total
Violations Filed	405	2133
Completed –Paid Fine	5	25
Completed – Before Judge	136	1201
Completed – Other	167	3555
Warrants Issued	59	1046
Warrants Cleared	129	1166
Total Number Outstanding Warrants	45	472
Total Value of Outstanding Warrants	\$16,597.20	\$217,968.81
Total Fees Collected	\$51,700.92	\$440,900.46

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	28	134
Arrests	4	14
Bank detail	21	87
Traffic Stops	0	0
Total number of warrants cleared	129	791
Total amount of warrants cleared	\$22811.98	\$140754.73
Insurance verifications	6	21
Vehicles inspected	0	4
Bailiff hours	4	25.5
Training	0	4
Summons/subpoenas served	2	12
Prisoner transfers	3	26
Total hours for prisoner transfers	4.5	42
Total miles driven for prisoner trsfs.	63	1179.5
Warrants Time Served	48	254

Fire

- Personnel completed 15 business inspections throughout the month.
- We tested and flowed 125 fire hydrants across the city.
- Members completed a combined 307 hours of training in April.
- All members completed a 16 hour refresher class in Advanced Cardiac Life Support.
- We will continue to update the RHFD website on a regular basis to keep citizens informed on fire safety topics.
- Engineer testing was completed on May 25th and 26th. Firefighters Jeff Duncan, Jayla Patterson, and Shelby Brock have been promoted to the rank of Engineer in the department and all have assumed their new duties. We will hold a promotional ceremony in the near future to recognize this career accomplishment.
- The fire station received its first new coat of paint since the building was placed in service in 1971. We have received many compliments from the community and several past employees and retirees.
- The Department's public education trailer was significantly damaged last month in a hail storm and insurance has totaled the trailer. We are replacing this piece of equipment with some new public education tools and inflatables to spread the fire safety message in the community.

Service Calls – Through May 31, 2016		
	Current Month	YTD Total
Fire Calls	4	35
EMS/Major Accidents/ Rescues	86	395
Hazardous Conditions – No Fire	22	32
Public Assistance	21	84
Good Intent (No Service Rendered)	17	78
False Alarm	17	47
Severe Weather & Natural Disaster	1	5
Total Calls	168	676

Automatic / Mutual Aid		
	Current Month	YTD Total
Haltom City		
Aid Received	3	10
Aid Given	8	26
Hurst		
Aid Received	2	5
Aid Given	2	9
NRH		
Aid Received	11	30
Aid Given	6	25
Other Departments		
Aid Received	0	1
Aid Given	0	3

Police

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

- 3-sexual assaults reported. One adult; two underage.
- Just a very busy call month, overall.

Service Calls		
	Current Month	YTD Total
Citizen Calls	287	1592
911 Calls	160	578
Officer Initiated	1141	3459
Total Calls	1588	5629

Part 1 Offenses		
	Current Month	YTD Total
Murder	0	0
Rape	3	3
Robbery	0	1
Aggravated Assault	0	1
Burglary	1	16
Theft	12	89
Motor Vehicle Theft	1	10
Total	17	120

Crashes & Injuries		
	Current Month	YTD Total
Crash Reports	6	53
Injuries	5	20

Criminal Investigations		
	Current Month	YTD Total
Assigned Cases – Active	20	121
Closed Cases	0	0
Unfounded	0	1
Suspended	4	16
Exceptionally Cleared	0	3
Arrest – Case Filed	0	7
Arrest – Case Not Filed	0	0

Public Works

MAY 2016

Streets & Drainage		
	MONTH: MAY 2016	FYTD
Street Repairs Hrs.	32	274
Potholes Repaired Hrs.	10	146
# Street Signs Replaced	2	64
Curb and Gutter Repair Hours	0	93
Hrs. Tree Trimming/Debris Haul Off	38	197
Drainage Ditches Cleaned-Hours	35	120
#Inlets Cleaned	8	31
Levee Maintenance Hours	5	142
# of After Hour Call Outs / Hrs.	2 / 4	19 / 110

Water		
	MONTH: MAY 2016	FYTD
# Water Main Repairs	1	15
Main Break Repairs – Hours	14	221
Water Leaks Repairs	10	117
Valve/Hydrant Maintenance Hours	87	511
Meter Reading / City Work Orders Hours	191	1530
Well/Pump Maintenance Hours	80	325
# of After Hours Call-outs / Hours	4 / 34	27 / 271

Wastewater		
	MONTH: MAY 2016	FYTD
# Wastewater Main Repairs	4	43
Linear Feet of Wastewater Line Cleaned	3790	45,935
Linear Feet of Wastewater Line Camera	1390	5344
# of After Hours Call Outs / Hours	4 / 18	45 / 574

Parks		
	MONTH: MAY 2016	FYTD
# Hours Spent Mowing	7	31
# Hours Spent Trimming Trees/Brush	17	69
Park Maintenance Hours	11	177
Miscellaneous Service Hours	123	1145

MONTH:	MAY	2016					
OFFICER:	FISK		ID:	240		VEHICLE:	Chevy
DAYS WORKED:							
	Vacation:	0	School:	0	Holiday:	0	Sick: 0
Begin Odometer:	11313		Ending Odometer:	11667	TTL Mileage	354	
	Fuel:	2	Oil:	0			
TOTAL INCIDENTS							
	Radio:	23					
	Patrol:	27					
ANIMALS FORWARDED FROM PREVIOUS MONTH:				46			
TOTAL NUMBER IMPOUNDED ANIMAL:							
	Dogs	20					
	Cats	30					
	Livestock	0					
	Wildlife	1					
Police impounds:		0					
DISPOSITIONS							
	RTY	22					
	RTW	10					
	RTO	9					
	Euthanized	9					
	RESCUED	1					
	ADOPTED	40					
	FOSTERED	0					
	TTL Remaining	38					
INCIDENT TYPE							
	DA Pickup	14					
	Meet Citizen	12					
	Asst. Public	2					
	Mutual Aid	2					
	Live Traps	15					
	Nuisance	40					
	UTL	1					
BITE REPORTS		1	ENFORCEMENT ACTIONS				
	Shelter Quarantine			Citations	2		
	Clinic Quarantine			Warnings	17		
	Austin Submission						
	Unable to Locate		1	INCIDENT REPORTS		1	
	OTHER						
				CITY LICENSE		27	

Code Enforcement

Violations				
	Notices Issued	Compliance Obtained	Citations Issued	Abatement by City
Nuisance Violations Issued	153	147	1	5
Inspections	178	0	0	0
Telephone calls	32	0	0	0
Case Notes	0	0	0	0
Zoning Issues	*26	26	0	0
*Building violations	6	6	0	0

Vacant Buildings Summary	
Known Vacant Buildings	135
Registered Vacant Buildings	14
Notices Issued	70

Code Officer Activity	
Citizen contacts	28
Notices to Vacate	0
Actual Vacates	0
Multi-Family Inspections	0

* ROW signage retrieval.

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Planning & Community Development

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

- Permits and Registrations – MONTHLY Contractors, 6 Plumbers registered that were exempt from fees (-600.00) YTD - 24 Plumbers registered that were exempt from fees (-3000.00)
- Other Permits – (Driveway Approach, ROW, Signs, Clean/Show, Ordinance Inspections)

Permits and Registrations				
	Monthly Total	YTD Total	Monthly Revenues	YTD Revenues
Building Permits	18	76	\$4,209.58	\$29,178.53
Other Permits	32	83	\$4,346.00	\$12,739.21
Garage Sale Permits	21	74	\$168.00	\$696.00
Contractor Registrations	30	120	\$2900.00	\$11,900.00
Total Fees Collected			\$11,352.17	\$42,890.16

Bureau Veritas Inspections		
	Passed	Failed
Building Inspections		2
Other Inspections		

City Inspections		
	Passed	Failed
Building Inspections	14	4
Other Inspections	15	3

Certificate of Occupancy		
	Applied	Issued
Commercial	9	7
Residential	7	5
CO Fees Collected		\$1,600.00

Fees Paid		
	Month	YTD
Professional Services	\$0.00	\$5,593.00
Engineering/Consulting	\$1094.85	\$12,186.88

Finance

Fiscal Year 2015-2016, Period Ending 05/2016

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	\$ 308,246.02	\$ 4,395,405.35	\$ 602,245.65	88%
Fines & Forfeitures	\$ 418,080.00	\$ 37,761.63	\$ 303,670.36	\$ 114,409.64	73%
Licenses & Permits	\$ 117,295.00	\$ 13,391.93	\$ 89,387.43	\$ 27,907.57	76%
Service Charges	\$ 212,700.00	\$ 959.34	\$ 133,665.58	\$ 79,034.42	63%
Miscellaneous	\$ 46,600.00	\$ 88,636.98	\$ 153,199.12	\$ (106,599.12)	329%
Other Sources	\$ 559,996.00	\$ 46,666.33	\$ 419,996.97	\$ 139,999.03	75%
Total Revenues	\$ 6,352,322.00	\$ 495,662.23	\$ 5,495,324.81	\$ 856,997.19	87%
Expenditures					
Municipal Court	\$ 221,885.00	\$ 17,410.52	\$ 147,462.33	\$ 74,422.67	66%
Administration	\$ 745,430.00	\$ 57,898.01	\$ 518,475.29	\$ 226,954.71	70%
Police	\$ 1,666,163.00	\$ 105,025.07	\$ 1,113,397.89	\$ 552,765.11	67%
Fire	\$ 1,638,789.00	\$ 112,133.28	\$ 1,111,551.27	\$ 527,237.73	68%
Street	\$ 182,484.00	\$ 30,960.19	\$ 160,839.39	\$ 21,644.61	88%
Library	\$ 336,667.00	\$ 22,821.87	\$ 213,393.50	\$ 123,273.50	63%
Recreation	\$ 74,105.00	\$ 2,840.22	\$ 35,754.55	\$ 38,350.45	48%
Parks/Grounds	\$ 40,000.00	\$ 94.55	\$ 30,873.46	\$ 9,126.54	77%
Community Develop	\$ 448,505.00	\$ 32,201.48	\$ 310,473.04	\$ 138,031.96	69%
Animal Control	\$ 118,271.00	\$ 13,339.96	\$ 96,562.08	\$ 21,708.92	82%
Legislative	\$ 339,558.00	\$ 4,891.85	\$ 68,828.27	\$ 270,729.73	20%
Shared Services	\$ 431,014.00	\$ 18,646.64	\$ 259,143.90	\$ 171,870.10	60%
Transfers	\$ 4,000.00	\$ -	\$ -	\$ 4,000.00	0%
Total Expenditures	\$ 6,246,871.00	\$ 418,263.64	\$ 4,066,754.97	\$ 2,180,116.03	65%
Total Fund	\$ 105,451.00	\$ 77,398.59	\$ 1,428,569.84	\$ (1,323,118.84)	
Revenue Fund (200)					
Revenue					
Water	\$ 2,200,914.00	\$ 149,416.26	\$ 1,268,584.71	\$ 932,329.29	58%
Sewer	\$ 1,482,141.00	\$ 122,547.61	\$ 970,574.04	\$ 511,566.96	65%
Miscellaneous	\$ 444,675.00	\$ 115,689.84	\$ 751,671.93	\$ (306,996.93)	169%
Total Revenues	\$ 4,127,730.00	\$ 387,653.71	\$ 2,990,830.68	\$ 1,136,899.32	72%
Expenditures					
Shared Services	\$ 297,414.00	\$ 12,237.03	\$ 206,259.71	\$ 91,154.29	69%
Administration	\$ 612,030.00	\$ 38,751.44	\$ 394,600.48	\$ 217,429.52	64%
Legislative	\$ 89,558.00	\$ 3,813.81	\$ 37,754.55	\$ 51,803.45	42%
Transfers/Debt Service	\$ 1,192,786.00	\$ 33,749.67	\$ 621,160.03	\$ 571,625.97	52%
Water Service	\$ 1,048,717.00	\$ 75,881.16	\$ 755,993.65	\$ 292,723.35	72%
Wastewater Service	\$ 887,225.00	\$ 80,959.68	\$ 825,516.17	\$ 61,708.83	93%
Total Expenditures	\$ 4,127,730.00	\$ 245,392.79	\$ 2,841,284.59	\$ 1,286,445.41	69%
Total Fund	\$ -	\$ 142,260.92	\$ 149,546.09	\$ (149,546.09)	

Finance

Fiscal Year 2015-2016 Period Ending 05/2016

Capital Projects Report					
Fund	Department	Project	Budget	Expenses	Balance
		Equipment			\$ -
Enterprise	Wastewater	BFC Lift Station	\$ -	\$ 658,435.19	\$ (658,435.19)
Enterprise	Drainage	Matthews Interceptor/Kingsbury bypass	\$ -	\$ 738,275.39	\$ (738,275.39)
General	Police	Equipment	\$ 31,745.00	\$ -	\$ 31,745.00
General	Fire	Equipment	\$ 78,650.00	\$ 55,509.22	\$ 23,140.78
General	Fire	Building Improvements	\$ 2,900.00	\$ -	\$ 2,900.00
General	Animal Services	Building Improvements	\$ 5,000.00	\$ 640.00	\$ 4,360.00
Road/Street	Street	Street Improvements	\$ -	\$ 108,442.56	\$ (108,442.56)
Oil and Gas	Street	Street Improvements	\$ -	\$ 1,042.05	\$ (1,042.05)
Traffic Safety	Police	Equipment	\$ -	\$ 55,792.00	\$ (55,792.00)
CCPD	Police	Equipment	\$ 10,975.00	\$ 42,908.00	\$ (31,933.00)
Total			\$ 129,270.00	\$ 1,661,044.41	\$ (1,531,774.41)

City of Richland Hills

Fiscal Year 2015-2016

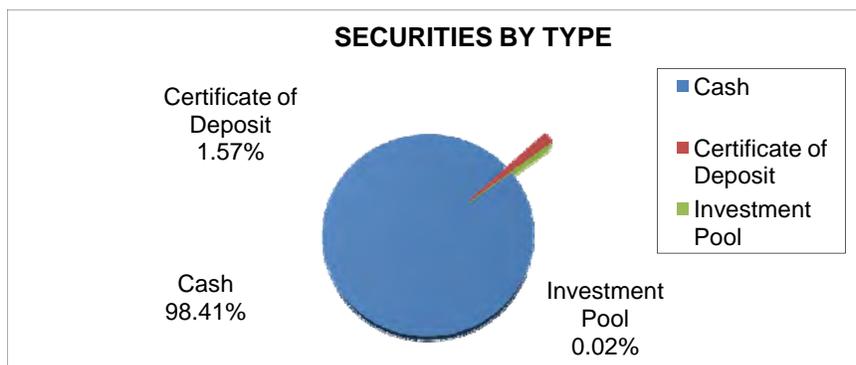
Treasury Investment Report

May 31, 2016

**Investment Report
City of Richland Hills, Texas
May 31, 2016**

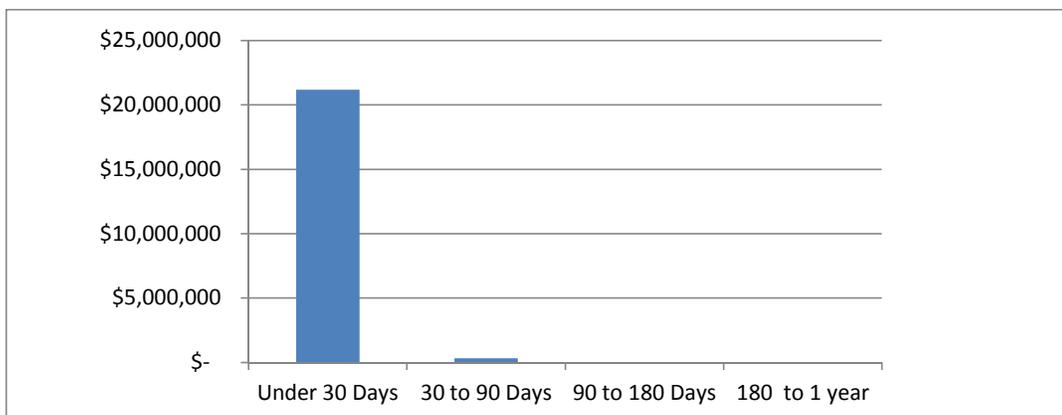
Safety - Securities by Type

Security Type	Book Value	Percent
Cash	\$ 21,180,313	98.41%
Certificate of Deposit	337,653	1.57%
Investment Pool	3,624	0.02%
Total	\$ 21,521,590	100.00%



Liquidity - Securities by Maturity Date

	Book Value	Percent
Under 30 Days	\$ 21,183,937	98.43%
30 to 90 Days	337,653	1.57%
90 to 180 Days	-	0.00%
180 to 1 year	-	0.00%
Total	\$ 21,521,590	100.00%



**Investment Report
City of Richland Hills, Texas
May 31, 2016**

Weighted Average Days to Maturity

Portfolio	Current Month
General	11
Revenue	15
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Total Average Maturity Days	13
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Investment Report
City of Richland Hills, Texas
May 31, 2016

RECONCILIATION

	Par Value	Purchase Value
Prior Month Ending Balance	\$ 21,407,455	\$ 21,407,455
Current Month Purchases	-	-
Current Month Sales	-	-
Change	<u>114,135</u>	<u>114,135</u>
Total	<u>\$ 21,521,590</u>	<u>\$ 21,521,590</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
May 31, 2016**

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	01-07-16	07-07-16	0.050%	\$ 162,653	\$ 162,653	\$ 162,653	\$ 162,653	\$ 162,653	\$ 162,653
Texpool	05-01-16	05-31-16		\$ 2,198	\$ 2,198	\$ 2,198	\$ 2,198	\$ 2,198	\$ 2,198
Total General Portfolio				\$ 164,851	\$ 164,851	\$ 164,851	\$ 164,851	\$ 164,851	\$ 164,851
Revenue Fund Portfolio									
CD	01-27-16	07-27-16	0.050%	\$ 175,000	\$ 175,000	\$ 175,000	\$ 175,000	\$ 175,000	\$ 175,000
Texpool	05-01-16	05-31-16		\$ 1,276	\$ 1,276	\$ 1,276	\$ 1,276	\$ 1,276	\$ 1,276
Total Revenue Fund Portfolio				\$ 176,276	\$ 176,276	\$ 176,276	\$ 176,276	\$ 176,276	\$ 176,276
Drainage Utility Fund Portfolio									
Texpool	05-01-16	05-31-16		\$ 150	\$ 150	\$ 150	\$ 150	\$ 150	\$ 150
Total Drainage Utility Fund Portfolio				\$ 150	\$ 150	\$ 150	\$ 150	\$ 150	\$ 150
Depository Bank									
Cash Depository Bank				\$ 21,180,313	\$ 21,180,313	\$ 21,180,313	\$ 21,180,313	\$ 21,180,313	\$ 21,180,313
Total Depository Bank				\$ 21,180,313	\$ 21,180,313	\$ 21,180,313	\$ 21,180,313	\$ 21,180,313	\$ 21,180,313
Total Portfolio (All Funds)				\$ 21,521,590	\$ 21,521,590	\$ 21,521,590	\$ 21,521,590	\$ 21,521,590	\$ 21,521,590

Bank Account Balances

001 General Fund	\$ 16,666,742.34
002 Revenue Account	\$ 1,827,625.25
051 Utility Systems Rev Bonds, Reserve	\$ 37,477.17
022 Drainage Utility Fund	\$ 1,332,274.89
026 Richland Hills Development Corp	\$ 82,645.40
065 Crime Control District	\$ 475,384.74
071 2007 Revenue Bonds I&S	\$ 357.50
072 2007 Revenue Bonds Construction	\$ 374.39
084 Drainage I&S	\$ 65,825.40
088 Ent Improvement Project Fund	\$ 353,455.61
092 2011 CO I&S	\$ 217,655.49
094 2013 CO Construction Fund	\$ 9,361.14
095 2013 CO I&S Fund	\$ 111,133.81
	\$ 21,180,313.13

Recreation Update

May 2016

The month of May confirmed the trend for lunch bunch attendance, with over 160 people attending for the month. Metroport Meals on Wheels facilitated both lunches in May and provided BINGO for after lunch entertainment. City staff continues to work closely with both Metroport Meals on Wheels and the many attendees to insure the meals and activities are positive experiences for all. One of the activities we anticipate starting over the next couple of months is the addition of a movie in the church. The Pastor has suggested that popcorn could be made available and that after lunch, anyone wishing to view a movie on their big-screen in the sanctuary could watch a free movie with their friends and loved ones. We will be surveying the audience during the next lunches to find out what movies would be of interest since the church has access to many different categories and genres.

Beginning in July, lunch will be provided on the second Thursday of the month only. The Friday lunches, beginning in July, will be halted. One of the programming elements for the Link will be adding many new senior activities that do not exist today. As such, there might be membership requirements, or utilization of bulk class rates, etc. that may not prove to be “free” to all participants. We want to be careful not to establish a precedent of offering a frequency of free meals per month because once we open the new facility, we may request a few dollars per guest for additional meals each month. Additionally, from a logistical standpoint, city staff is able to participate more regularly with the Thursday lunches and can assist in developing new activities other than BINGO after lunch.