

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: July 19, 2016
Subject: June 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: June Reports

Richland Hills Public Library



The new library book display allows patrons easy access to new titles. It also serves as a buffer between the circulation desk and the quiet reading area.

Library		
	June 2016	YTD Total
Patron Visits	5,500	38,161
New Library Cards	59	212
Items Checked Out	5,569	27,760
*In-House Materials Used	276	954
*Reference Questions Answered	163	833
Items borrowed from MetrOPAC	323	1,922
Items loaned to MetrOPAC	733	5,064
Hours of Public Computer Usage	494	6,028
Number of Public Computer Sessions	587	5,551
*Number of PC Assistance Given by Staff	152	806
*Wireless Usage Hours	55	275
Program attendance for Children	410	1,254
Program attendance for Adults	115	351
New Materials Processed	241	1,116

*Quarterly Updates only

Revenues		
	June 2016	YTD Total
Library Fines, Fees and Prints	401.34	2443.62
Donations	270.19	480.92

“Ready, set, read!” Summer Reading Club statistics update:

Children registered: 97

Adults and teens registered: 41

Total number of books read: 1,112

Municipal Court

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

None at this time.

Citation Summary		
	Current Month	YTD Total
Violations Filed	340	2473
Completed –Paid Fine	1	26
Completed – Before Judge	157	1359
Completed – Other	264	3663
Warrants Issued	262	1308
Warrants Cleared	141	1307
Total Number Outstanding Warrants	213	631
Total Value of Outstanding Warrants	\$78,668.16	\$276,591.68
Total Fees Collected	\$50,371.23	\$491,271.69

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	22	156
Arrests	0	14
Bank detail	11	98
Traffic Stops	0	0
Total number of warrants cleared	141	932
Total amount of warrants cleared	\$19014.07	\$159768.80
Insurance verifications	4	25
Vehicles inspected	0	4
Bailiff hours	3.25	28.75
Training	32	36
Summons/subpoenas served	4	16
Prisoner transfers	6	32
Total hours for prisoner transfers	9.5	51.5
Total miles driven for prisoner trsfs.	209	1388.5
Warrants Time Served	61	315

**ANIMAL CONTROL MONTHLY REPORT
JUNE 2016**

July 19, 2016
7B - 5

	Previous YTD	CURRENT MONTH	YEAR TO DATE
TOTAL IN SHELTER BEGINNING OF MONTH	Jun-16	38	FISCAL
IMPOUNDED ANIMAL:			
Dogs	189	25	214
Cats	117	30	147
Livestock	0	1	1
Wildlife	2	0	2
TOTAL IMPOUNDED	308	56	364
BITE REPORTS	8	5	13
WARNINGS	114	13	127
CITATIONS	7	3	10
INCIDENT REPORTS	2	0	2
CITY LICENSES ISSUED	116	23	139
DEAD ANIMAL REMOVAL	79	11	90
MEET WITH CITIZEN	94	18	112
NUISANCE	187	29	216
DISPOSITIONS			
Returned to Yard	84	24	108
Return to Wild	35	4	39
Return to Owner	53	14	67
Euthanized	12	4	16
Rescued	17	5	22
Adopted	217	22	239
Other/deceased	13	3	16
Fostered	2	1	3
Total Dispositions	496	49	245
TOTAL IN HOUSE - END OF MONTH		45	45
DEPOSIT TOTALS	\$ 7,576.85	\$ 782.00	\$ 8,358.85
DISPATCHED CALLS:	27	PATROL/PHONE	38
ACO TRUCK - TOTAL MILEAGE	371	FUEL/FILL UP	2
BEGINNING MILEAGE	11667	ENDING MILEAGE	12038
BITE REPORTS - TOTAL	5	ENFORCEMENT ACTIONS	
Shelter Quarantine	1	Citations	3
Clinic Quarantine		Warnings	22
Austin Submission			
Unable to Locate		INCIDENT REPORTS	0
OTHER	4		
		CITY LICENSE	23

Monthly Activity: July, 2016

Code Enforcement

Violations				
	Notices Issued	Compliance Obtained	Citations Issued	Abatement by City
Nuisance Violations Issued	237	224	0	6
Inspections	261	0	0	0
Telephone calls	37	0	0	0
Case Notes	29	0	0	0
*Zoning Issues	*21	21	0	0
*Building violations	2	2	2	0

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

Code Officer Activity	
Citizen contacts	33
Notices to Vacate	0
Actual Vacates	0
Multi-Family Inspections	0

* ROW signage retrieval.

* Work without applicable permits.

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Planning & Community Development

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

- Permits and Registrations – MONTHLY Contractors, 2 Plumbers registered that were exempt from fees (-800.00) YTD - 26 Plumbers registered that were exempt from fees (-3200.00)
- Other Permits – (Driveway Approach, ROW, Signs, Clean/Show, Ordinance Inspections)

Permits and Registrations				
	Monthly Total	YTD Total	Monthly Revenues	YTD Revenues
Building Permits	19	95	\$4,111.83	\$33,290.36
Other Permits	26	109	\$2,842.05	\$15,581.26
Garage Sale Permits	32	106	\$256.00	\$952.00
Contractor Registrations	18	138	\$1800.00	\$13,700.00
Total Fees Collected			\$9,009.88	\$51,900.04

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

City Inspections		
	Passed	Failed
Building Inspections	17	4
Other Inspections	14	1

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

Fees Paid		
	Month	YTD
Professional Services	\$0.00	<\$5,593.00>
Engineering/Consulting	\$883.26	\$13,070.14

Public Works

JUNE 2016

Streets & Drainage		
	MONTH: JUNE 2016	FYTD
Street Repairs Hrs.	23	297
Potholes Repaired Hrs.	33	179
# Street Signs Replaced	3	67
Curb and Gutter Repair Hours	15	108
Hrs. Tree Trimming/Debris Haul Off	22	219
Drainage Ditches Cleaned-Hours	60	180
#Inlets Cleaned	0	31
Levee Maintenance Hours	40	182
# of After Hour Call Outs / Hrs.	1 / 2	20 / 112

Water		
	MONTH: JUNE 2016	FYTD
# Water Main Repairs	1	16
Main Break Repairs – Hours	25	246
Water Leaks Repairs	17	134
Valve/Hydrant Maintenance Hours	63	574
Meter Reading / City Work Orders Hours	165	1695
Well/Pump Maintenance Hours	25	350
# of After Hours Call-outs / Hours	1 / 13	28 / 284

Wastewater		
	MONTH: JUNE 2016	FYTD
# Wastewater Main Repairs	8	51
Linear Feet of Wastewater Line Cleaned	4540	50,475
Linear Feet of Wastewater Line Camera	1520	6864
# of After Hours Call Outs / Hours	2 / 18	47 / 592

Parks		
	MONTH: JUNE 2016	FYTD
# Hours Spent Mowing	74	105
# Hours Spent Trimming Trees/Brush	12	81
Park Maintenance Hours	13	190
Miscellaneous Service Hours	123	1268

Fire

- Personnel completed 17 business inspections throughout the month.
- We tested and flowed 46 fire hydrants across the city. All hydrant testing will be complete by the end of July.
- Members completed a combined 350 hours of training in June.
- All members completed a 16 hour refresher class in Pre-Hospital Trauma Life Support.
- We will continue to update the RHFD website on a regular basis to keep citizens informed on fire safety topics.
- The Department's public education trailer was significantly damaged in May during 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.
- We have purchased a fire extinguisher trainer that will enable us to teach children and adults how to properly operate an extinguisher if necessary.

Service Calls – Through June 30, 2016		
	Current Month	YTD Total
Fire Calls	3	38
EMS/Major Accidents/ Rescues	72	467
Hazardous Conditions – No Fire	6	38
Public Assistance	24	108
Good Intent (No Service Rendered)	18	96
False Alarm	17	64
Severe Weather & Natural Disaster	0	5
Total Calls	140	816

Automatic / Mutual Aid		
	Current Month	YTD Total
Haltom City		
Aid Received	3	13
Aid Given	8	34
Hurst		
Aid Received	1	6
Aid Given	1	10
NRH		
Aid Received	6	36
Aid Given	5	30
Other Departments		
Aid Received	0	1
Aid Given	0	3

Finance

Fiscal Year 2015-2016, Period Ending 06/2016

Revenue and Expense Summary

	Total Budget	Current Month Actual	YTD Actual	Available Budget	% YTD of Total Budget
General Fund (100)					
Revenue					
Taxes	\$ 4,997,651.00	\$ 293,758.41	\$ 4,753,722.53	\$ 243,928.47	95%
Fines & Forfeitures	\$ 418,080.00	\$ 25,211.76	\$ 328,882.12	\$ 89,197.88	79%
Licenses & Permits	\$ 117,295.00	\$ 10,732.19	\$ 100,119.62	\$ 17,175.38	85%
Service Charges	\$ 212,700.00	\$ 11,885.10	\$ 191,534.31	\$ 21,165.69	90%
Miscellaneous	\$ 46,600.00	\$ 3,280.61	\$ 157,459.37	\$ (110,859.37)	338%
Other Sources	\$ 559,996.00	\$ 46,666.33	\$ 466,663.30	\$ 93,332.70	83%
Total Revenues	\$ 6,352,322.00	\$ 391,534.40	\$ 5,998,381.25	\$ 353,940.75	94%
Expenditures					
Municipal Court	\$ 221,885.00	\$ 26,137.89	\$ 173,990.48	\$ 47,894.52	78%
Administration	\$ 745,430.00	\$ 110,875.12	\$ 635,256.12	\$ 110,173.88	85%
Police	\$ 1,666,163.00	\$ 174,325.64	\$ 1,291,138.12	\$ 375,024.88	77%
Fire	\$ 1,638,789.00	\$ 192,044.27	\$ 1,305,815.91	\$ 332,973.09	80%
Street	\$ 182,484.00	\$ 39,722.61	\$ 200,828.09	\$ (18,344.09)	110%
Library	\$ 336,667.00	\$ 33,605.13	\$ 247,626.84	\$ 89,040.16	74%
Recreation	\$ 74,105.00	\$ 23,495.15	\$ 59,249.70	\$ 14,855.30	80%
Parks/Grounds	\$ 40,000.00	\$ -	\$ 30,778.91	\$ 9,221.09	77%
Community Develop	\$ 448,505.00	\$ 42,765.39	\$ 353,752.72	\$ 94,752.28	79%
Animal Control	\$ 118,271.00	\$ 14,828.24	\$ 111,631.41	\$ 6,639.59	94%
Legislative	\$ 339,558.00	\$ 7,455.76	\$ 76,422.39	\$ 263,135.61	23%
Shared Services	\$ 431,014.00	\$ 44,143.46	\$ 303,287.36	\$ 127,726.64	70%
Transfers	\$ 4,000.00	\$ -	\$ -	\$ 4,000.00	0%
Total Expenditures	\$ 6,246,871.00	\$ 709,398.66	\$ 4,789,778.05	\$ 1,457,092.95	77%
Total Fund	\$ 105,451.00	\$ (317,864.26)	\$ 1,208,603.20	\$ (1,103,152.20)	
Revenue Fund (200)					
Revenue					
Water	\$ 2,200,914.00	\$ 161,564.45	\$ 1,430,149.16	\$ 770,764.84	65%
Sewer	\$ 1,482,141.00	\$ 124,063.80	\$ 1,094,637.84	\$ 387,503.16	74%
Miscellaneous	\$ 444,675.00	\$ 113,375.98	\$ 865,070.03	\$ (420,395.03)	195%
Total Revenues	\$ 4,127,730.00	\$ 399,004.23	\$ 3,389,857.03	\$ 737,872.97	82%
Expenditures					
Shared Services	\$ 297,414.00	\$ 14,623.71	\$ 220,883.42	\$ 76,530.58	74%
Administration	\$ 612,030.00	\$ 52,103.40	\$ 475,850.62	\$ 136,179.38	78%
Legislative	\$ 89,558.00	\$ 7,156.89	\$ 44,911.44	\$ 44,646.56	50%
Transfers/Debt Service	\$ 1,192,786.00	\$ 33,749.67	\$ 654,909.70	\$ 537,876.30	55%
Water Service	\$ 1,048,717.00	\$ 139,641.46	\$ 896,405.62	\$ 152,311.38	85%
Wastewater Service	\$ 887,225.00	\$ 113,594.09	\$ 939,578.19	\$ (52,353.19)	106%
Total Expenditures	\$ 4,127,730.00	\$ 360,869.22	\$ 3,232,538.99	\$ 895,191.01	78%
Total Fund	\$ -	\$ 38,135.01	\$ 157,318.04	\$ (157,318.04)	

Finance

Fiscal Year 2015-2016 Period Ending 06/2016

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	\$ 84,198.36	\$ (5,548.36)
General	Fire	Building Improvements	\$ 2,900.00	\$ -	\$ 2,900.00
General	Animal Services	Building Improvements	\$ 5,000.00	\$ 940.00	\$ 4,060.00
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	\$ 47,103.40	\$ (36,128.40)
Total			\$ 129,270.00	\$ 1,694,228.95	\$ (1,564,958.95)

City of Richland Hills

Fiscal Year 2015-2016

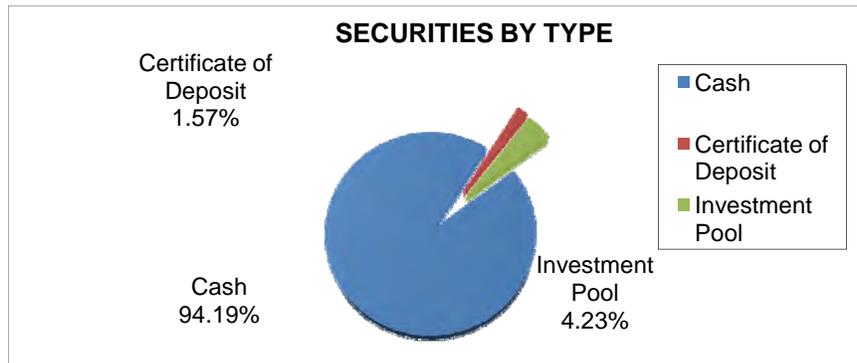
Treasury Investment Report

June 30, 2016

**Investment Report
City of Richland Hills, Texas
June 30, 2016**

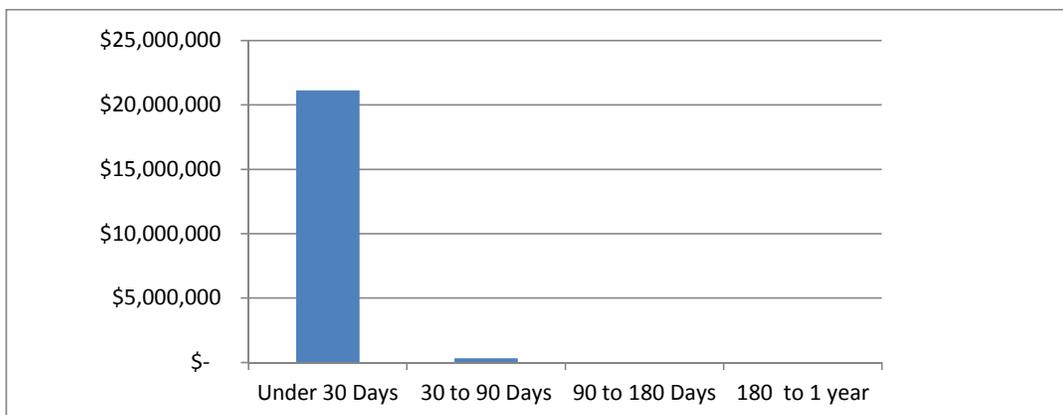
Safety - Securities by Type

Security Type	Book Value	Percent
Cash	\$ 20,228,153	94.19%
Certificate of Deposit	337,653	1.57%
Investment Pool	909,182	4.23%
Total	\$ 21,474,988	100.00%



Liquidity - Securities by Maturity Date

	Book Value	Percent
Under 30 Days	\$ 21,137,335	98.43%
30 to 90 Days	337,653	1.57%
90 to 180 Days	-	0.00%
180 to 1 year	-	0.00%
Total	\$ 21,474,988	100.00%



**Investment Report
City of Richland Hills, Texas
June 30, 2016**

Weighted Average Days to Maturity

Portfolio	Current Month
General	11
Revenue	15
	<hr/>
Total Average Maturity Days	13
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Investment Report
City of Richland Hills, Texas
June 30, 2016

RECONCILIATION

	Par Value	Purchase Value
Prior Month Ending Balance	\$ 21,521,590	\$ 21,521,590
Current Month Purchases	-	-
Current Month Sales	-	-
Change	<u>(46,603)</u>	<u>(46,603)</u>
Total	<u>\$ 21,474,988</u>	<u>\$ 21,474,988</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
June 30, 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	06-01-16	06-30-16		\$ 907,755	\$ 907,755	\$ 2,198	\$ 2,198	\$ 907,755	\$ 907,755
Total General Portfolio				\$ 1,070,408	\$ 1,070,408	\$ 164,851	\$ 164,851	\$ 1,070,408	\$ 1,070,408
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	06-01-16	06-30-16		\$ 1,277	\$ 1,277	\$ 1,276	\$ 1,276	\$ 1,277	\$ 1,277
Total Revenue Fund Portfolio				\$ 176,277	\$ 176,277	\$ 176,276	\$ 176,276	\$ 176,277	\$ 176,277
Drainage Utility Fund Portfolio									
Texpool	06-01-16	06-30-16		150	\$ 150	\$ 150	\$ 150	\$ 150	\$ 150
Total Drainage Utility Fund Portfolio				\$ 150	\$ 150	\$ 150	\$ 150	\$ 150	\$ 150
Depository Bank									
Cash Depository Bank				\$ 20,228,153	\$ 20,228,153	\$ 21,180,313	\$ 21,180,313	\$ 20,228,153	\$ 20,228,153
Total Depository Bank				\$ 20,228,153	\$ 20,228,153	\$ 21,180,313	\$ 21,180,313	\$ 20,228,153	\$ 20,228,153
Total Portfolio (All Funds)				\$ 21,474,988	\$ 21,474,988	\$ 21,521,590	\$ 21,521,590	\$ 21,474,988	\$ 21,474,988

Bank Account Balances

001 General Fund	\$ 16,361,916.17
002 Revenue Account	\$ 1,322,474.04
022 Drainage Utility Fund	\$ 1,335,271.08
026 Richland Hills Development Corp	\$ 302,064.09
065 Crime Control District	\$ 273,340.70
088 Ent Improvement Project Fund	\$ 304,275.93
092 2011 CO I&S	\$ 217,669.79
095 2013 CO I&S Fund	\$ 111,141.11
	\$ 20,228,152.91

Police

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

- City Flag that was stolen from a median in May was recovered by Investigator Moore – very low in monetary value, but as the Investigator said, “it’s the principle of the thing.”
- Burglary suspect from a garage burglary was arrested through preliminary investigation and follow-up by patrol on the night of the offense. Good eye witness able to provide an LP which aided in investigation. Investigator follow up resulted in connecting him to 3 other burglaries in surrounding cities.
- Robbery of an individual – suspect arrested.
- Three unauthorized use of motor vehicles – cleared by arrest.
- Theft of meat from Walmart – cleared by arrest by officers
- Sexual assault (rape) of 14 yr old cleared by an investigator
- 8 DWI arrests
- Week long radKIDS class graduated 39 kids. Several community members volunteered their time to assist us.

Service Calls		
	Current Month	YTD Total
Citizen Calls	352	1911
911 Calls	108	653
Officer Initiated	801	4567
Total Calls	1261	7131

Part 1 Offenses		
	Current Month	YTD Total
Murder	0	0
Rape	1	6
Robbery	1	2
Aggravated Assault	1	5
Burglary	2	18
Theft	17	107
Motor Vehicle Theft	2	15
Total	24	153

Crashes & Injuries		
	Current Month	YTD Total
Crash Reports	15	68
Injuries (fatality)	1	21

Criminal Investigations		
	Current Month	YTD Total
Assigned Cases – Active	7	132
Closed Cases	0	0
Unfounded	0	1
Suspended	1	23
Exceptionally Cleared	1	5
Arrest – Case Filed	0	8
Arrest – Case Not Filed	0	2