

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: July 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 Reports

Richland Hills Public Library



End of the Summer Carnival

231 visitors!

Library		
	July 2016	YTD Total
Patron Visits	5,334	43,495
New Library Cards	31	243
Items Checked Out	5,243	33,003
*In-House Materials Used	276	954
*Reference Questions Answered	163	833
Items borrowed from MetrOPAC	313	2,235
Items loaned to MetrOPAC	750	5,814
Hours of Public Computer Usage	601	6,629
Number of Public Computer Sessions	552	6,103
*Number of PC Assistance Given by Staff	152	806
*Wireless Usage Hours	55	275
Program attendance for Children	492	1,746
Program attendance for Adults	196	547
New Materials Processed	182	1,298

*Quarterly Updates only

Revenues		
	July 2016	YTD Total
Library Fines, Fees and Prints	105.45	2549.07
Donations	38.29	519.21

"Ready, set, read!" Summer Reading Club statistics update:

Children registered: 123

Adults and teens registered: 40

Total number of books read: 2,219

Municipal Court

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

None at this time.

Citation Summary		
	Current Month	YTD Total
Violations Filed	301	2774
Completed –Paid Fine	2	28
Completed – Before Judge	154	1511
Completed – Other	116	3779
Warrants Issued	193	1501
Warrants Cleared	111	1418
Total Number Outstanding Warrants	174	769
Total Value of Outstanding Warrants	\$63,431.51	\$327,056.53
Total Fees Collected	\$49,074.45	\$540,346.14

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	178
Arrests	1	15
Bank detail	19	117
Traffic Stops	0	0
Total number of warrants cleared	111	1043
Total amount of warrants cleared	\$11916.16	\$171684.96
Insurance verifications	1	26
Vehicles inspected	0	4
Bailiff hours	5.5	34.25
Training	0	36
Summons/subpoenas served	10	26
Prisoner transfers	5	37
Total hours for prisoner transfers	8	59.5
Total miles driven for prisoner trsfs.	236	1624.5
Warrants Time Served	51	366

ANIMAL CONTROL MONTHLY REPORT
JULY 2015

MONTH:	JULY	2015						
OFFICER:	FISK		ID:	240		VEHICLE:	Chevy	
DAYS WORKED:	23							
	Vacation:	3	School:	0	Holiday:	1	Sick:	0
Begin Odometer:	7756		Ending Odometer:	8109	TTL Mileage	353		
	Fuel:	2	Oil:	0				
TOTAL INCIDENTS								
	Radio:	19						
	Patrol:	28						
ANIMALS FORWARDED FROM PREVIOUS MONTH:				49				
TOTAL NUMBER IMPOUNDED ANIMAL:								
	Dogs	22						
	Cats	23						
	Livestock	0						
	Wildlife	0						
Police impounds:		-1						
DISPOSITIONS								
	RTY	8						
	RTW	7						
	RTO	4						
	Euthanized	1						
	RESCUED	5						
	ADOPTED	30						
	FOSTERED	2						
	TTL Remaining	43						
INCIDENT TYPE								
	DA Pickup	8						
	Meet Citizen	24						
	Asst. Public	3						
	Mutual Aid	3						
	Live Traps	9						
	Nuisance	19						
	Other	8						
	UTL	4						
BITE REPORTS				ENFORCEMENT ACTIONS				
	Shelter Quarantine	0		Citations	0			
	Clinic Quarantine	0		Warnings	18			
	Austin Submission	0						
	Unable to Locate	1		INCIDENT REPORTS		0		
	OTHER	1						
				CITY LICENSE		22		

Monthly Activity: July, 2016

Code Enforcement

Violations				
	Notices Issued	Compliance Obtained	Citations Issued	Abatement by City
Nuisance Violations Issued	**79	75	4	5
Inspections	83	0	0	0
Telephone calls	25	0	0	0
Case Notes	29	0	0	0
*Zoning Issues	*17	17	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	19
Notices to Vacate	0
Actual Vacates	0
Multi-Family Inspections	0

* ROW signage retrieval.

* Work without applicable permits.

** Staff fulfilled counter duties, due to shortage of staff (vacation).

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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 (-1600.00) YTD - 34 Plumbers registered that were exempt from fees (-4000.00)
- 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	\$8,541.94	\$41,832.30
Other Permits	26	109	\$3,629.56	\$19,210.82
Garage Sale Permits	10	116	\$80.00	\$1,032.00
Contractor Registrations	23	151	\$1600.00	\$15,300.00
Total Fees Collected			\$13,851.50	\$77,375.12

Bureau Veritas Inspections		
	Passed	Failed
Building Inspections	1	
Other Inspections		

City Inspections		
	Passed	Failed
Building Inspections	7	2
Other Inspections	18	6

Certificate of Occupancy		
	Applied	Issued
Commercial	2	1
Residential	7	6
CO Fees Collected		\$700.00

Fees Paid		
	Month	YTD
Professional Services	\$0.00	<\$5,593.00>
Engineering/Consulting	\$153.48	\$13,223.98

Public Works

JULY 2016

Streets & Drainage		
	MONTH: JULY 2016	FYTD
Street Repairs Hrs.	30	327
Potholes Repaired Hrs.	33	212
# Street Signs Replaced	0	67
Curb and Gutter Repair Hours	3	111
Hrs. Tree Trimming/Debris Haul Off	11	230
Drainage Ditches Cleaned-Hours	37	217
#Inlets Cleaned	0	31
Levee Maintenance Hours	19	182
# of After Hour Call Outs / Hrs.	1 / 2	20 / 112

Water		
	MONTH: JULY 2016	FYTD
# Water Main Repairs	1	17
Main Break Repairs – Hours	9	255
Water Leaks Repairs	16	150
Valve/Hydrant Maintenance Hours	25	599
Meter Reading / City Work Orders Hours	165	1860
Well/Pump Maintenance Hours	6	350
# of After Hours Call-outs / Hours	2 / 14	30 / 298

Wastewater		
	MONTH: JULY 2016	FYTD
# Wastewater Main Repairs	5	56
Linear Feet of Wastewater Line Cleaned	5700	56,175
Linear Feet of Wastewater Line Camera	1800	834
# of After Hours Call Outs / Hours	4 / 28	52 / 620

Parks		
	MONTH: JULY 2016	FYTD
# Hours Spent Mowing	0	105
# Hours Spent Trimming Trees/Brush	4	85
Park Maintenance Hours	13	203
Miscellaneous Service Hours	104	1372

Fire

- Personnel completed 32 business inspections throughout the month.
- We tested and flowed 147 fire hydrants across the city. All hydrant testing has been completed for the year. We will be making plans next year to including scraping and painting all fire hydrants to improve their appearance.
- Members completed a combined 225 hours of training in July.
- All members completed a 16 hour refresher class in Pediatric Advanced Life Support.
- We will continue to update the RHFD website on a regular basis to keep citizens informed on fire safety topics. Recent additions include a video on safety around downed power lines and pool safety for kids.
- The Department's first opportunity to use the new fire safety inflatable was at the Library's Summer Reading Carnival on July 27th. The new inflatable was a big hit and enjoyed by kids and adults alike.
- We have purchased a fire extinguisher trainer that will enable us to teach children and adults how to properly operate an extinguisher if necessary. We will begin using this new trainer with our next CFA class in September.
- We are still taking applications through August 15th for the third Citizen's Fire Academy class. You can sign up online or pick up an application at the fire station.
- Personnel are working with our IT vendor to install a camera on the end of the fire station that will provide real time video of The Link construction. We hope to have this operational in early August.

Service Calls – Through July 31, 2016		
	Current Month	YTD Total
Fire Calls	4	42
EMS/Major Accidents/ Rescues	85	552
Hazardous Conditions – No Fire	6	44
Public Assistance	19	127
Good Intent (No Service Rendered)	13	109
False Alarm	11	75
Severe Weather & Natural Disaster	2	7
Total Calls	140	956

Automatic / Mutual Aid		
	Current Month	YTD Total
Haltom City		
Aid Received	3	16
Aid Given	5	39
Hurst		
Aid Received	1	7
Aid Given	2	12
NRH		
Aid Received	8	44
Aid Given	4	34
Other Departments		
Aid Received	0	1
Aid Given	0	3

Police

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

- **NOTE:** The 911 calls are not accurate due to the Spillman CAD system not functioning properly. The number only reflects 911 calls between 7-1 and 7-8-16. NRH submitted a work order, but it has yet to be repaired.
- One sexual assault occurred in July. Burglary Vehicles continues to be a problem; most offenses involved unlocked vehicles with high value property items left inside the vehicle.

Service Calls		
	Current Month	YTD Total
Citizen Calls	337	2255
911 Calls	93	752
Officer Initiated	926	5528
Total Calls	1356	8535

Part 1 Offenses		
	Current Month	YTD Total
Murder	0	0
Rape	1	8
Robbery	1	3
Aggravated Assault	0	5
Burglary	3	21
Theft	18	125
Motor Vehicle Theft	0	15
Total	23	177

Crashes & Injuries		
	Current Month	YTD Total
Crash Reports	10	82
Injuries	4	32

Criminal Investigations		
	Current Month	YTD Total
Assigned Cases – Active	15	142
Closed Cases	0	0
Unfounded	3	5
Suspended	11	44
Exceptionally Cleared	3	10

Arrest – Case Filed	1	10
Arrest – Case Not Filed	0	2

Finance

Fiscal Year 2015-2016, Period Ending 07/2016

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	\$ 303,082.84	\$ 5,056,805.37	\$ (59,154.37)	101%
Fines & Forfeitures	\$ 418,080.00	\$ 36,057.29	\$ 364,939.41	\$ 53,140.59	87%
Licenses & Permits	\$ 117,295.00	\$ 22,037.22	\$ 122,156.84	\$ (4,861.84)	104%
Service Charges	\$ 212,700.00	\$ 29,100.07	\$ 242,348.59	\$ (29,648.59)	114%
Miscellaneous	\$ 46,600.00	\$ 3,834.01	\$ 161,293.38	\$ (114,693.38)	346%
Other Sources	\$ 559,996.00	\$ 46,666.33	\$ 466,663.30	\$ 93,332.70	83%
Total Revenues	\$ 6,352,322.00	\$ 440,777.76	\$ 6,414,206.89	\$ (61,884.89)	101%
Expenditures					
Municipal Court	\$ 221,885.00	\$ 8,595.94	\$ 182,586.42	\$ 39,298.58	82%
Administration	\$ 745,430.00	\$ 39,363.05	\$ 674,619.17	\$ 70,810.83	91%
Police	\$ 1,666,163.00	\$ 174,325.64	\$ 1,294,540.93	\$ 371,622.07	78%
Fire	\$ 1,638,789.00	\$ 57,619.71	\$ 1,363,435.62	\$ 275,353.38	83%
Street	\$ 182,484.00	\$ 17,131.81	\$ 217,959.90	\$ (35,475.90)	119%
Library	\$ 336,667.00	\$ 15,153.35	\$ 262,780.19	\$ 73,886.81	78%
Recreation	\$ 74,105.00	\$ 4,029.14	\$ 63,278.84	\$ 10,826.16	85%
Parks/Grounds	\$ 40,000.00	\$ -	\$ 30,873.46	\$ 9,126.54	77%
Community Develop	\$ 448,505.00	\$ 27,982.50	\$ 381,735.22	\$ 66,769.78	85%
Animal Control	\$ 118,271.00	\$ 10,772.74	\$ 122,404.15	\$ (4,133.15)	103%
Legislative	\$ 339,558.00	\$ 2,270.72	\$ 78,693.11	\$ 260,864.89	23%
Shared Services	\$ 431,014.00	\$ 51,545.76	\$ 354,833.12	\$ 76,180.88	82%
Transfers	\$ 4,000.00	\$ -	\$ -	\$ 4,000.00	0%
Total Expenditures	\$ 6,246,871.00	\$ 408,790.36	\$ 5,027,740.13	\$ 1,219,130.87	80%
Total Fund	\$ 105,451.00	\$ 31,987.40	\$ 1,386,466.76	\$ (1,281,015.76)	
Revenue Fund (200)					
Revenue					
Water	\$ 2,200,914.00	\$ 187,241.70	\$ 1,617,390.86	\$ 583,523.14	73%
Sewer	\$ 1,482,141.00	\$ 123,583.59	\$ 1,218,221.43	\$ 263,919.57	82%
Miscellaneous	\$ 444,675.00	\$ 39,115.41	\$ 449,131.75	\$ (4,456.75)	101%
Total Revenues	\$ 4,127,730.00	\$ 349,940.70	\$ 3,284,744.04	\$ 842,985.96	80%
Expenditures					
Shared Services	\$ 297,414.00	\$ 35,357.88	\$ 256,241.30	\$ 41,172.70	86%
Administration	\$ 612,030.00	\$ 18,478.73	\$ 494,329.35	\$ 117,700.65	81%
Legislative	\$ 89,558.00	\$ 1,876.18	\$ 46,787.62	\$ 42,770.38	52%
Transfers/Debt Service	\$ 1,192,786.00	\$ 470,192.00	\$ 1,087,605.00	\$ 105,181.00	91%
Water Service	\$ 1,048,717.00	\$ 67,211.30	\$ 963,616.92	\$ 85,100.08	92%
Wastewater Service	\$ 887,225.00	\$ 82,060.78	\$ 1,021,638.97	\$ (134,413.97)	115%
Total Expenditures	\$ 4,127,730.00	\$ 675,176.87	\$ 3,870,219.16	\$ 257,510.84	94%
Total Fund	\$ -	\$ (325,236.17)	\$ (585,475.12)	\$ 585,475.12	

Finance

Fiscal Year 2015-2016 Period Ending 07/2016

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

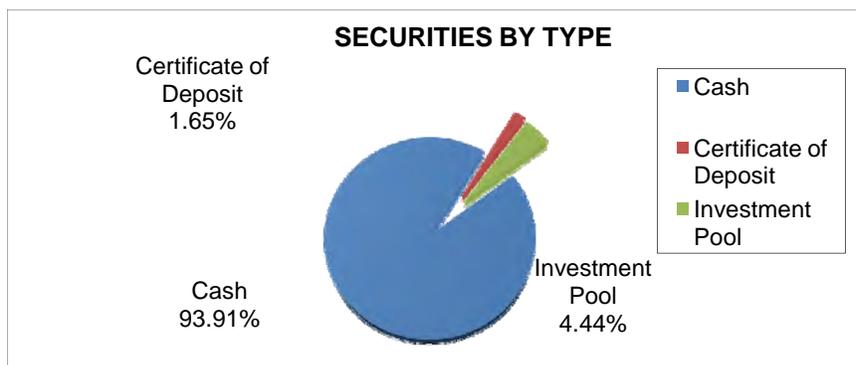
Treasury Investment Report

July 31, 2016

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

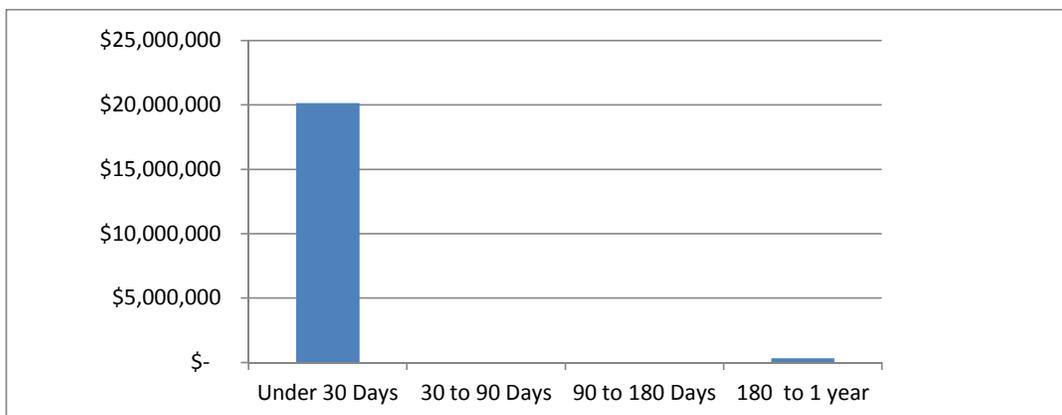
Safety - Securities by Type

Security Type	Book Value	Percent
Cash	\$ 19,225,786	93.91%
Certificate of Deposit	337,734	1.65%
Investment Pool	909,466	4.44%
Total	\$ 20,472,986	100.00%



Liquidity - Securities by Maturity Date

	Book Value	Percent
Under 30 Days	\$ 20,135,252	98.35%
30 to 90 Days	-	0.00%
90 to 180 Days	-	0.00%
180 to 1 year	337,734	1.65%
Total	\$ 20,472,986	100.00%



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

RECONCILIATION

	Par Value	Purchase Value
Prior Month Ending Balance	\$ 21,474,988	\$ 21,474,988
Current Month Purchases	-	-
Current Month Sales	-	-
Change	<u>(1,002,003)</u>	<u>(1,002,003)</u>
Total	<u>\$ 20,472,986</u>	<u>\$ 20,472,986</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)

Ariel Carmona
Director of Finance

**Investment Report
City of Richland Hills, Texas
July 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	01-27-16	07-27-17	0.050%	\$ 162,734	\$ 162,734	\$ 162,653	\$ 162,653	\$ 162,734	\$ 162,734
Texpool	06-01-16	06-30-16		\$ 908,039	\$ 908,039	\$ 907,755	\$ 907,755	\$ 908,039	\$ 908,039
Total General Portfolio				\$ 1,070,773	\$ 1,070,773	\$ 1,070,408	\$ 1,070,408	\$ 1,070,773	\$ 1,070,773
Revenue Fund Portfolio									
CD	01-27-16	07-27-17	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	\$ 1,277	\$ 1,277	\$ 1,277	\$ 1,277
Total Revenue Fund Portfolio				\$ 176,277	\$ 176,277	\$ 176,277	\$ 176,277	\$ 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				\$ 19,225,786	\$ 19,225,786	\$ 20,228,153	\$ 20,228,153	\$ 19,225,786	\$ 19,225,786
Total Depository Bank				\$ 19,225,786	\$ 19,225,786	\$ 20,228,153	\$ 20,228,153	\$ 19,225,786	\$ 19,225,786
Total Portfolio (All Funds)				\$ 20,472,986	\$ 20,472,986	\$ 21,474,988	\$ 21,474,988	\$ 20,472,986	\$ 20,472,986

Bank Account Balances

001 General Fund	\$ 15,875,981.56
002 Revenue Account	\$ 1,735,469.92
022 Drainage Utility Fund	\$ 1,018,324.38
026 Richland Hills Development Corp	\$ 248,424.34
065 Crime Control District	\$ 347,586.19
	\$ 19,225,786.39