

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: March 12th, 2018
Subject: January Departmental 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: January Reports

RICHLAND HILLS PUBLIC LIBRARY

Highlights of Service Excellence

JANUARY 2018

CORE BUSINESS



Materials
Checkout
4,783

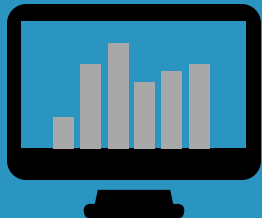


Patron Visits
1,140



Program
Attendance
375

New Library Cards
Issued
28

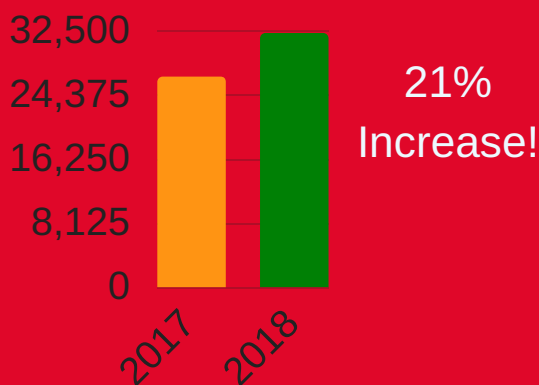


Public Computer
Sessions
510

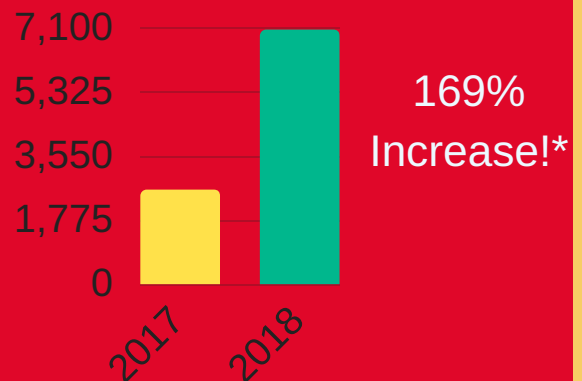
IMPACT

Calendar year in Review

Materials Checked out



Program Attendance



* Huge jump in program attendance partially due to the creation of the multi-city "Birdville Reads" kick-off event.

Municipal Court

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

None at this time.

Citation Summary		
	Current Month	YTD Total
Violations Filed	378	1,078
Completed – Paid Fine	1	1
Completed – Before Judge	173	574
Completed – Other	109	346
Number of Warrants Issued	236	672
Number of Warrants Cleared	148	506
Number of Outstanding Warrants	208	511
Value of Outstanding Warrants	\$78,314.60	\$212,866.62
Total Fees Collected	\$36,204.72	\$149,153.65

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	23	498
Arrests	2	51
Bank detail	21	278
Traffic Stops	0	7
Total number of warrants cleared	148	2121
Total amount of warrants cleared	\$18361.46	\$338444.13
Insurance verifications	2	52
Vehicles inspected	2	6
Bailiff hours	8	80.5
Training	0	50
Summons - School	2	2
Summons Services – Animal	6	6
Summons Svcs– Code Enforcement	10	10
Summons Service-Police	10	10
Prisoner transfers	6	91
Total hours for prisoner transfers	7.25	126.25
Total miles driven for prisoner trsfs.	113	3587
Warrants Time Served	95	970

Starting January 1, 2018, Summons for Animal, Code, Police, and School are counted separately in order to show accurate count of time

Fire

- Personnel completed 5 business inspections throughout the month.
- Members completed a combined 355 hours of training this month.
- We will continue to update the RHFD website on a regular basis to keep citizens informed on fire safety topics.
- FF Joshua T. Green has been hired to fill the one vacancy we had in the department.
- Capt. Steve Parsons has announced his retirement from the city effective May 21, 2018. We are planning a retirement ceremony with full honors for May 22nd at 2pm at The Link.
- All three new employees are progressing well through their new hire training process.
- Personnel have begun researching and gathering pricing for needed items in the upcoming FY 2019 budget.
- FF Mike Ferguson who also serves as our EMS Coordinator is working on several projects in the community:
 - He continues to work with all our skilled nursing facilities to provide guidance in requesting emergency versus non-emergency ambulance transport services.
 - He delivered 50-60 Vial of Life packets to be issued to residents for providing vital medical information.
 - FF Ferguson is working with representatives from the BISD to add Stop The Bleed kits to each school. These kits would be kept with the AED's at each school for controlling severe bleeding.
- Chief Shelley will be presenting information and providing Vial of Life kits to all attendees at the monthly Lunch Bunch in February.
- We are evaluating a new wellness program the North Hills Hospital is developing for firefighters. This program would replace our existing annual physicals.
- Personnel will begin annual fire inspections more intensely in February.

Service Calls – Through January 31, 2018		
	Current Month	FY2018 Total
Fire Calls	6	12
EMS/Major Accidents/ Rescues	94	346
Hazardous Conditions – No Fire	8	26
Public Assistance	17	75
Good Intent (No Service Rendered)	18	75
False Alarm	16	39
Severe Weather & Natural Disaster	0	1
Total Calls	159	577
Automatic / Mutual Aid		
	Current Month	YTD Total
Haltom City		
Aid Received	4	20
Aid Given	5	27
Hurst		
Aid Received	3	9
Aid Given	0	4
NRH		
Aid Received	10	40
Aid Given	7	33
Other Departments		
Aid Received	0	0
Aid Given	0	0

Police – January 2018

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

- Major drug raid initiated resulting in the arrest of eleven people; over 17 grams of meth seized. Major RH dealer put out of business; home they lived in condemned.
- Two other drug arrests of known offenders in RH; one led to another arrest where 253 grams of meth were confiscated.

Service Calls		
	Current Month	YTD Total
Citizen Calls	440	1934
911 Calls		
Officer Initiated	803	3171
Total Calls	1243	5105

Part 1 Offenses		
	Current Month	YTD Total
Murder	0	0
Rape	0	1
Robbery	2	3
Aggravated Assault	0	5
Burglary	0	6
Theft	16	76
Motor Vehicle Theft	4	14
Total	22	104

Crashes & Injuries		
	Current Month	YTD Total
Crash Reports	12	37
Injuries	2	8

Criminal Investigations		
	Current Month	YTD Total
Assigned Cases – Active	0	10
Closed Cases	0	0
Unfounded	0	1
Suspended	2	9
Exceptionally Cleared	0	1
Arrest – Case Filed	1	16
Arrest – Case Not Filed	0	0

ANIMAL CONTROL MONTHLY REPORT
JANUARY 20108

March 12, 2018
7A - 8

DECEMBER	Previous YTD	CURRENT MONTH	YEAR TO DATE
TOTAL IN SHELTER BEGINNING OF MONTH		26	FISCAL
IMPOUNDED ANIMAL:			
Dogs	138	39	177
Cats	89	5	94
Livestock	0	4	4
Wildlife	0	2	2
TOTAL IMPOUNDED	227	50	277
BITE REPORTS	5	8	13
WARNINGS	49	26	75
CITATIONS	12	4	16
CITY LICENSES ISSUED	59	6	65
DEAD ANIMAL REMOVAL	54	11	65
NUISANCE	168	39	207
DISPOSITIONS			
Returned to Yard	71	19	90
Return to Wild	29	5	34
Fostered	24	8	32
Return to Owner	50	15	65
Euthanized	4	2	6
Rescued	5	2	7
Adopted	179	30	209
Other/deceased	9	0	9
Total Dispositions	247	49	296
TOTAL IN HOUSE - END OF MONTH		27	
DEPOSIT TOTALS	\$ 5,555.33	\$ 2,210.00	\$ 7,765.33
DISPATCHED CALLS:	28	PATROL/PHONE	55
ACO TRUCK - Activity & Mileage	241	FUEL/FILL UP	2
BEGINNING MILEAGE	17921	ENDING MILEAGE	18162
TIRE REPAIR	0	OIL CHANGE	0
BITE REPORTS - TOTAL	8	ENFORCEMENT ACTIONS	
Shelter/Clinic Quarantine	4	Citations	4
Home Quarantine	3	Warnings	26
Austin Submission	0		
Unable to Locate	1	CITY LICENSE	9

Code Enforcement

	Violations				
	Notices Issued	Pending Compliance	Compliance Obtained	Citations Issued	Abatement by City
Nuisance Violations	45	13	32	1	0
Building Violations	0	0	0	0	0
Zoning Issues	3	3	0	0	0
Permit Violations	11	3	8	0	0
Fiscal Year Totals	316	54	262	19	2

Signs		
	Current Month	Fiscal Year 2018
Commercial Sign Violations	0	0
Bandit Sign Removal	34	42

Building Summary		
	Current Month	Fiscal Year 2018
Known Vacant Buildings	135	135
Pending Vacant Building Registrations	0	
Registered Vacant Building	0	3
Substandard Housing	3	7
Notice to Vacate	0	0
Actual Vacates	0	0

Code Officer Activity		
Hours Patrolled	58	
	In Person	Telephone
Citizen Contact–No Violations Issued	17	13

Richland Hills Planning & Development

January & February 2018

Permitting

During the first two months of 2018 we have processed the following permits

- 56 M-E-P permits (Mechanical, Electrical, Plumbing), inflated by 16 businesses in our heavy commercial district that had an electrical outage in January due to an accident
- 1 permits for a large remodeling job
- 2 new accessory structures
- 12 new roofs
- 6 foundation repairs
- 4 new fences
- 2 driveway approach changes

Garage sales are still running slow – we issued only 11 permits.

There were 11 certificates of occupancy written for rent houses.

We also processed five right-of-way permits to contractors working for our franchise providers.

New Businesses

We had five applications for commercial occupancy in town during January and February.

- Tarrant Tree Services opened an office on Davidson.
- Scott Exteriors, a roofing contractor from Dallas, opened a second office here on Baker.
- Tech for Change – a business that refurbishes computers and sells them online – has opened their office on Rufe Snow.
- HEB Fast Signs has opened a sign shop on Baker Boulevard.
- Aura Optical expanded their business into a third suite on Whitehall. Aura sells innovative reflective products. Drew Buoni, the founder and owner, moved the business here from Southlake in 2009 and this is the second time they have expanded since then. Richland Hills is their worldwide headquarters and the research and development lab. Their best product is a conspicuity tape that Drew tells us is better than those manufactured by 3M.

In Other News ...

Karen Evans joined our Planning Department on February 5th. Karen lives here in Richland Hill, has worked in the Birdville Schools, and is even a Richland High alumnus.

March 12, 2018

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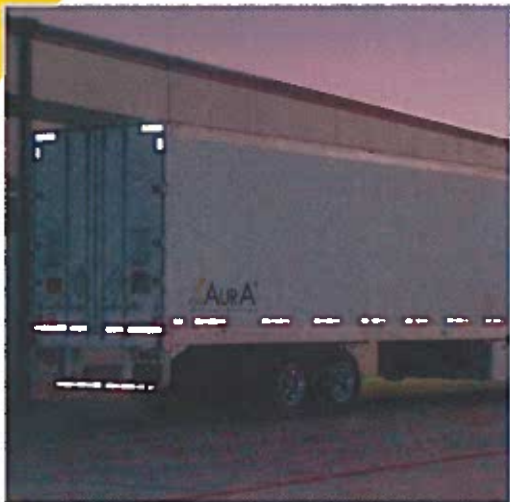
GET NOTICED





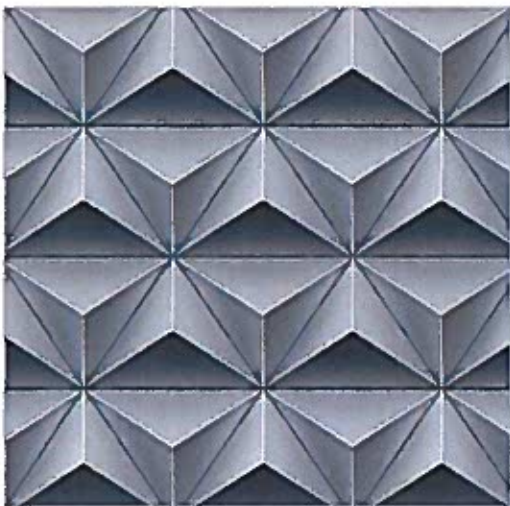
WHO WE ARE

Aura Optical Systems is a small, privately-held company based in Fort Worth, Texas that specializes in reflective film and pressure-sensitive adhesive products. We were established in 2007 and have rapidly grown into a global supplier of reflective films using our proprietary technology. Research and innovation are the cornerstones of the company, and we are constantly seeking opportunities to leverage our technology and know-how for the benefit of our customers. We have a state-of-the-art laboratory in our Fort Worth headquarters with the capabilities to support many different projects.



OUR PRODUCTS

We supply reflective sheeting products for vehicle safety, traffic signing, license plates, work zone safety, and commercial graphics applications. We offer both glass bead and microprismatic films as well as a series of complimentary adhesive and fluorescent film products. Many of our products are customized for specific customer needs or applications, and we are always excited to take on new projects from a wide variety of industry segments.



OUR TECHNOLOGY

Our technology incorporates both glass bead and microprismatic optical capabilities. Underlying our prismatic products are our microreplication and proprietary optical tooling technologies, which enables us to form over 53,000 microprisms per square inch of film. Our research and development team has extensive experience with adhesives, polymers, and optics to design high-performing products. We invest heavily in research to develop new intellectual property with the goal of bringing new and innovative products to market each year.

PARTNERING SOLUTIONS

Our customers range from large multi-national companies to small family-owned businesses. Regardless of size, the goal with each is to create a long-standing partnership. We strive to exceed our customers' expectations through service and rapid response, whether that means taking the occasional after-hours call or working overtime to fulfill a last minute order. We want to be an extension of each client's company as a unique solution provider . . . a partner in product development, technology and manufacturing. We have a broad range of converting services to allow product customization, and our smaller size allows us to act quickly without the red-tape and bureaucracy of our larger competition.



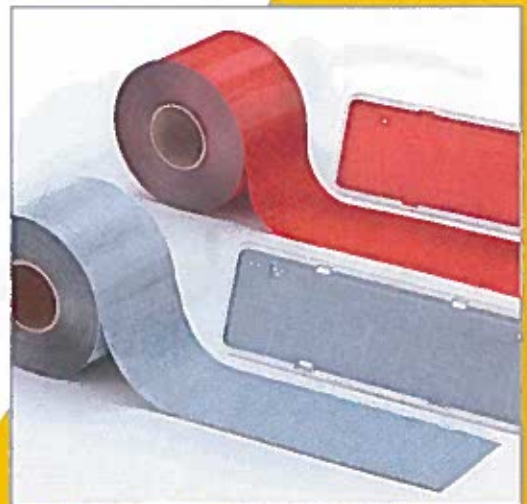
GLOBAL PRESENCE

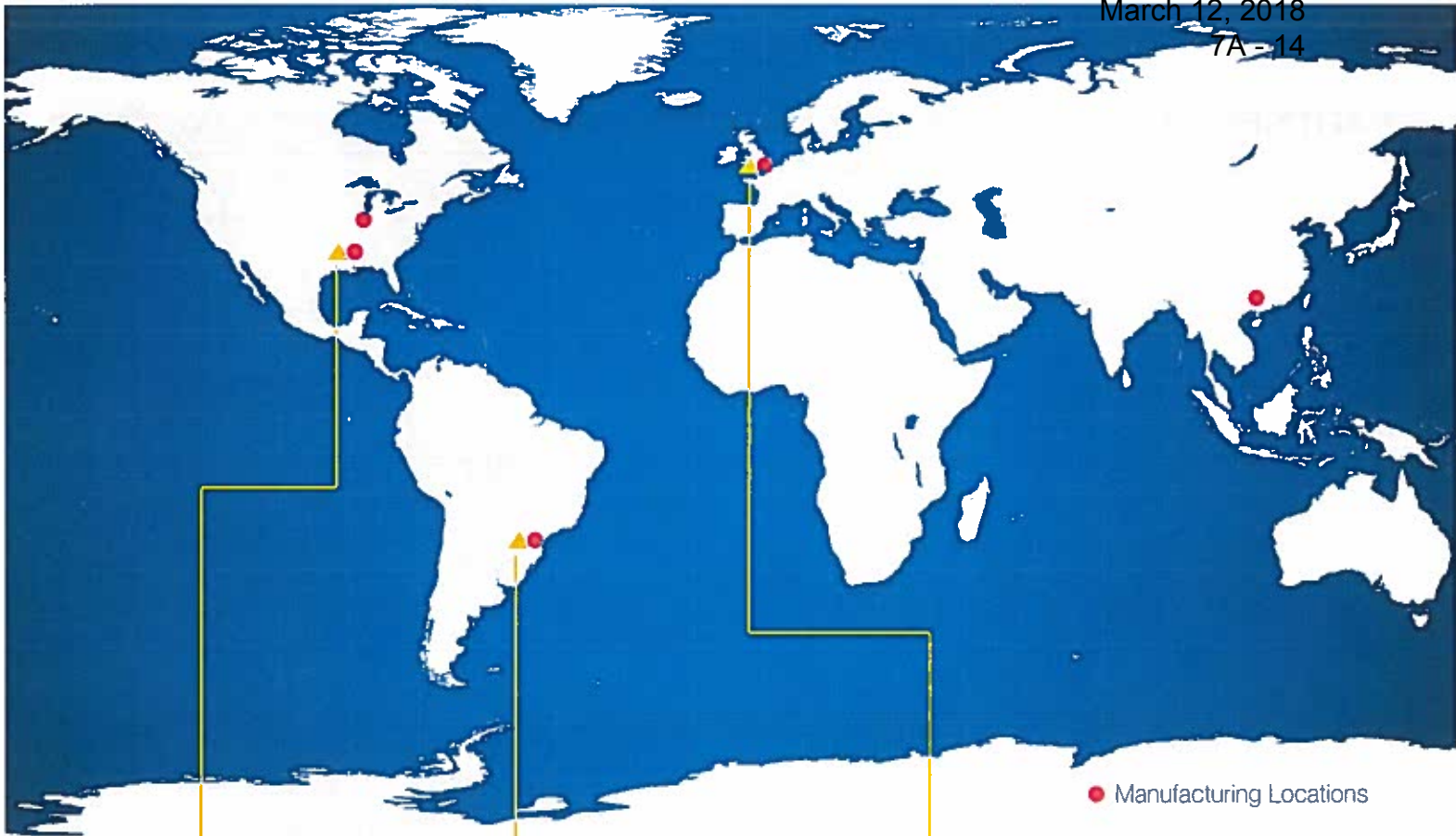
Although we are a small company headquartered in the United States, we have a global presence. Our products are manufactured on four continents, allowing us to respond to customer inquiries from around the globe. In 2012, we opened an office in the United Kingdom to enhance our service to customers across Europe. With a network of distribution set up around the world, we have intimate knowledge of how the specification and performance requirements differ in various countries, and our products are specifically designed with these requirements in mind.



SHERMAN OPTICAL FILMS

Sherman Optical Films of Brazil is our strategic partner to serve the Brazil and Latin American markets. Utilizing technology supplied by Aura Optical Systems, Sherman was established in 2008 and is now a leading supplier of microprismatic reflective films for vehicle number plates in Brazil. Sherman is a vertically integrated facility with capabilities to manufacture a wide range of safety and security products through microreplication. The company's products range from microprismatic films for license plates to vehicle conspicuity tape.





● Manufacturing Locations



7415 Whitehall Street, Suite 111
Fort Worth, Texas 76118 USA
General / International Inquires: +1 (801) 668-3439
USA Sales Inquiries: +1 (682) 227-1208
www.auraopticalsystems.com

Public Works

JAN. 2018

Streets & Drainage		
	MONTH: JAN. 2018	FYTD
Street Repairs Hrs.	35	105
Potholes Repaired Hrs.	8	51
# Street Signs Replaced	12	33
Curb and Gutter Repair Hours	0	30
Hrs. Tree Trimming/Debris Haul Off	2	107
Drainage Ditches Cleaned/Mowed-Hours	17	34
#Inlets Cleaned	16	33
Levee Maintenance Hours	6	29
# of After Hour Call Outs / Hrs.	6 / 16	17 / 40

Water		
	MONTH: JAN. 2018	FYTD
# Water Main Repairs	3	7
Main Break Repairs – Hours	54	136
Water Leaks Repairs	17	41
Valve/Hydrant Maintenance Hours	66	415
Meter Reading / City Work Orders Hours	186	697
Well/Pump Maintenance Hours	75	281
# of After Hours Call-outs / Hours	12 / 28	24 / 59

Wastewater		
	MONTH: JAN. 2018	FYTD
# Wastewater Main Repairs	2	10
Linear Feet of Wastewater Line Cleaned	18,565	33,922
Linear Feet of Wastewater Line Camera	10,455	15,276
# of After Hours Call Outs / Hours	20 / 65	29 / 85

Parks		
	MONTH: JAN. 2018	FYTD
# Hours Spent Trimming Trees/Brush	35	52
Park Maintenance Hours	38	91
Miscellaneous Service Hrs. (building maint; special events; etc.)	179	609

Recreation Department – January 2018 Report

The Link Memberships Totals

Sold	Adult	Family	Senior	Youth	Medicare	Emp Ad	Emp Fam	Total
Monthly	0	0	0	-1	0	9	3	11
6 Month	10	2	9	1	0	0	0	22
Annual	9	18	21	3	193	2	0	246
								279
Total	Adult	Family	Senior	Youth	Medicare	Emp Ad	Emp Fam	Total
Monthly	-	-	-	-	-	-	-	
6 Month	-	-	-	-	-	-	-	
Annual	-	-	-	-	-	-	-	

In December, The Link sold 88 new general memberships, and sold and renewed 308 memberships for \$20,973.87 of annual revenue. That revenue does not include group exercise memberships or the billed revenue for the Silver Programs (~\$570.00). Additionally, 186 patrons paid a daily admission fee, totaling \$1,161.00, to visit The Link during the month.

Now that we have renewals of memberships before those memberships actually expired, staff will need to learn a better reporting method. The Link now had 757 total memberships with 1,368 individuals and an annual revenue of \$138,480.21 in December. Those numbers will all be higher for January.

This month 2,619 membership scans were recorded from 605 different members.

Fitness – Unfortunately, the same reporting issue is a problem in this area. We sold \$1600 in personal training this month. Force Fitness has disbanded and The Link will now be working with individual fitness professionals.

General Programs –The Link Learners’ Academy currently has 18 kids registered. Our big program is Creat-a-thon which hosted 26 participants. Staff is working with 3 new instructors for classes starting in February and March.

Senior Programs – 65 seniors joined staff and Metro-port Meals on Wheels for the January luncheon. Dona had 11 register for the Lunch and Learn this month sponsored by a Mary Kay Independent Beauty Consultant.. Meet-N-Eat was cancelled due to low enrollment. Our new senior table games program has started with 7 players.

Special Events – There were no special events in January, but staff has started planning for the annual Easter and 5K events.

Rentals – Staff scheduled and hosted 57 total rentals. 55 external and 2 internal function brought \$9,815.00 to The Link this past month. The main reason for the big increase is the contract that The Link has with RYA for basketball rentals.

Facility – The museum area hosted ISD artwork for the month. Staff schedule some overdue janitorial work; scrubbing the gym floor and re-waxing the community rooms. Byrne is still assisting with warranty items.

Financial – Staff worked to get \$200 in donations and sponsorships. The Link had its biggest revenue month bringing in over \$30,000.

Finance

Fiscal Year 2017-2018, Period Ending 1/31/2018

Revenue and Expense Summary

	Approved Budget	Current Month Actual	YTD Actual	Available Budget	% YTD of Total Budget
General Fund (001)					
Revenue					
Taxes	\$ 5,910,100.00	\$ 1,359,407.63	\$ 3,014,773.52	\$ 2,895,326.48	51%
Fines & Forfeitures	343,400.00	28,952.88	116,014.32	227,385.68	34%
Licenses & Permits	182,380.00	12,497.40	42,715.45	139,664.55	23%
Service Charges	296,200.00	31,762.06	119,870.68	176,329.32	40%
Miscellaneous	81,100.00	14,624.52	33,278.53	47,821.47	41%
Other Sources	306,022.00	23,438.50	93,754.00	212,268.00	31%
Total Revenues	\$ 7,119,202.00	\$ 1,470,682.99	\$ 3,420,406.50	\$ 3,698,795.50	48%
Expenditures					
Municipal Court Administration	\$ 246,058.00	\$ 14,787.89	\$ 62,261.95	\$ 183,796.05	25%
Police	1,008,833.00	119,211.03	345,027.56	663,805.44	34%
Fire	1,642,774.00	156,317.05	550,254.42	1,092,519.58	33%
Street	1,668,124.00	134,206.29	515,296.97	1,152,827.03	31%
Library	395,559.00	11,922.58	58,915.27	336,643.73	15%
Recreation	328,654.00	25,114.89	100,322.57	228,331.43	31%
Parks/Grounds	149,139.00	8,906.31	51,119.39	98,019.61	34%
Community Develop	102,000.00	3,146.44	19,221.88	82,778.12	19%
Animal Control	457,988.00	24,528.32	144,637.48	313,350.52	32%
Legislative	158,555.00	12,176.53	46,929.64	111,625.36	30%
Shared Services	222,458.00	16,486.30	67,487.83	154,970.17	30%
Shared Services	489,815.00	51,698.86	153,156.91	336,658.09	31%
Total Expenditures	\$ 6,869,957.00	\$ 578,502.49	\$ 2,114,631.87	\$ 4,755,325.13	31%
Total Fund	\$ 249,245.00	\$ 892,180.50	\$ 1,305,774.63	\$ (1,056,529.63)	
Revenue Fund (002)					
Revenue					
Water	\$ 2,030,914.00	\$ 157,241.05	\$ 711,276.88	\$ 1,319,637.12	35%
Sewer	1,482,141.00	130,103.75	509,052.84	973,088.16	34%
Miscellaneous	444,675.00	41,617.56	213,849.24	230,825.76	48%
Total Revenues	\$ 3,957,730.00	\$ 328,962.36	\$ 1,434,178.96	\$ 2,523,551.04	36%
Expenses					
Shared Services	\$ 325,414.00	\$ 30,395.74	\$ 78,208.45	\$ 247,205.55	24%
Administration	388,431.00	48,935.80	122,938.46	265,492.54	32%
Transfers/Debt Service	928,803.00	11,819.00	47,276.00	881,527.00	5%
Water Service	1,356,203.00	83,543.71	250,603.07	1,105,599.93	18%
Wastewater Service	1,185,031.00	201,944.23	365,780.98	819,250.02	31%
Total Expenses	\$ 4,183,882.00	\$ 376,638.48	\$ 864,806.96	\$ 3,319,075.04	21%
Total Fund	\$ (226,152.00)	\$ (47,676.12)	\$ 569,372.00	\$ (795,524.00)	
Link Operating Fund (098)					
Revenue					
Recreation	\$ 426,500.00	\$ 32,832.93	\$ 114,255.22	\$ 312,244.78	27%
Expenditures					
Recreation	631,666.00	45,799.62	140,318.57	491,347.43	22%
Total Fund	\$ (205,166.00)	\$ (12,966.69)	\$ (26,063.35)	\$ (179,102.65)	

City of Richland Hills

Fiscal Year 2017-2018

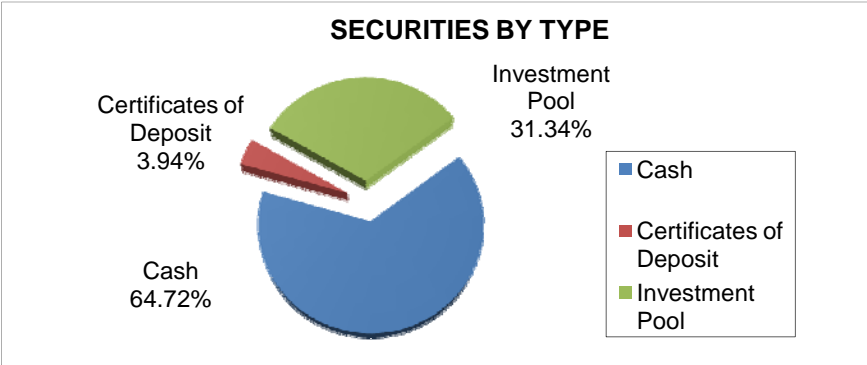
Treasury Investment Report

January 31, 2018

**Investment Report
City of Richland Hills, Texas
January 31, 2018**

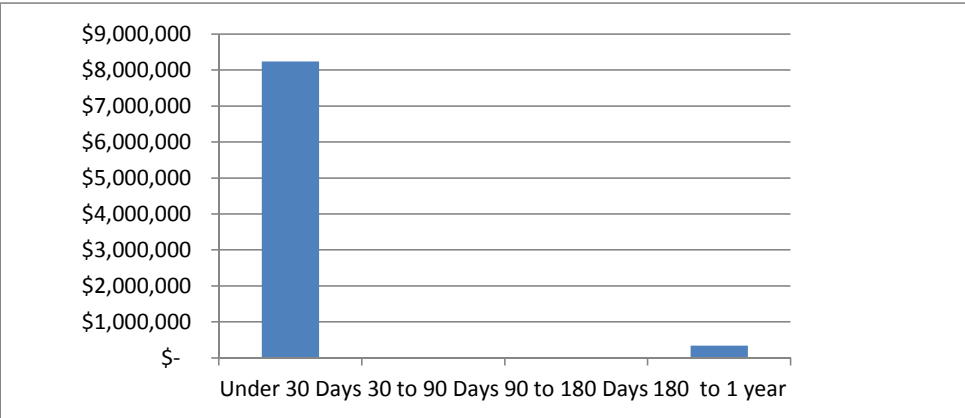
Safety - Securities by Type

Security Type	Book Value	Percent
Cash	\$ 5,546,860	64.72%
Certificates of Deposit	337,734	3.94%
Investment Pool	2,686,415	31.34%
Total	\$ 8,571,009	100.00%



Liquidity - Securities by Maturity Date

	Book Value	Percent
Under 30 Days	\$ 8,233,275	96.06%
30 to 90 Days	-	0.00%
90 to 180 Days	-	0.00%
180 to 1 year	337,734	3.94%
Total	\$ 8,571,009	100.00%



**Investment Report
City of Richland Hills, Texas
January 31, 2018**

Weighted Average Days to Maturity

Portfolio	Current Month
General	33
Revenue	33
	<hr/>
Total Average Maturity Days	33
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**Investment Report
City of Richland Hills, Texas
January 31, 2018**

RECONCILIATION

	Par Value	Purchase Value
Prior Month Ending Balance	\$ 7,535,574	\$ 7,535,574
Change	<u>1,035,435</u>	<u>1,035,435</u>
Total	<u>\$ 8,571,009</u>	<u>\$ 8,571,009</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
January 31, 2018**

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	01-30-18	07-27-18	1.160%	\$ 162,734	\$ 162,734	\$ 162,734	\$ 162,734	\$ 162,734	\$ 162,734
Texpool	01-01-18	01-31-18	1.0506%	\$ 1,923,625	\$ 1,923,625	\$ 1,923,625	\$ 1,923,625	\$ 1,927,732	\$ 1,927,732
Total General Portfolio				\$ 2,086,359	\$ 2,086,359	\$ 2,086,359	\$ 2,086,359	\$ 2,090,466	\$ 2,090,466
Revenue Fund Portfolio									
CD	01-30-18	07-27-18	1.160%	\$ 175,000	\$ 175,000	\$ 175,000	\$ 175,000	\$ 175,000	\$ 175,000
Texpool	01-01-18	01-31-18	1.0506%	\$ 253,845	\$ 253,845	\$ 253,845	\$ 253,845	\$ 254,135	\$ 254,135
Total Revenue Fund Portfolio				\$ 428,845	\$ 428,845	\$ 428,845	\$ 428,845	\$ 429,135	\$ 429,135
Drainage Utility Fund Portfolio									
Texpool	01-01-18	01-31-18	1.0506%	\$ 503,473	\$ 503,473	\$ 503,473	\$ 503,473	\$ 504,548	\$ 504,548
Total Drainage Fund Portfolio				\$ 503,473	\$ 503,473	\$ 503,473	\$ 503,473	\$ 504,548	\$ 504,548
Depository Bank									
Cash Depository Bank				\$ 4,516,897	\$ 4,516,897	\$ 4,516,897	\$ 4,516,897	\$ 5,546,860	\$ 5,546,860
Total Depository Bank				\$ 4,516,897	\$ 4,516,897	\$ 4,516,897	\$ 4,516,897	\$ 5,546,860	\$ 5,546,860
Total Portfolio (All Funds)				\$ 7,535,574	\$ 7,535,574	\$ 7,535,574	\$ 7,535,574	\$ 8,571,009	\$ 8,571,009
Bank Account Balances									
001 General Operating				\$ 4,915,843					
026 Richland Hills Development Corp				\$ 142,854					
065 Crime Control District				\$ 488,163					
				\$ 5,546,860					