

**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:** Curtis E. Hawk, City Manager  
**Date:** June 14, 2013  
**Subject:** Presentation of Department Reports

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### **City Council Action Requested:**

There is no action requested for this item and there is no planned discussion. Staff will answer any questions that you have about the monthly reports, which are attached for your review.

### **Background Information:**

N/A

### **Attachments:**

Departmental Monthly Reports

**Office of Finance/Accounting**

**City of Richland Hills, Texas**

## Memorandum

**To:** Honorable Mayor Bill Agan and members of the Richland Hills City Council  
**From:** Barbara Mann, Finance/Accounting Manager  
**Date:** June 13, 2013  
**Subject:** April Financial Reports

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### **City Council Action Requested:**

No action requested.

### **Background Information:**

The budget report indicates year to date totals and percentage of total budget as of May 31, 2013. The investment reports indicates schedule of investments and cash in depository bank.

### **Board/Citizen Input:**

N/A

### **Financial Impact:**

N/A

### **Staff Contacts:**

Barbara Mann, Finance/Accounting Manager  
817-616-3815  
[bmann@richlandhills.com](mailto:bmann@richlandhills.com)

### **Attachments:**

May 2013 financial reports.

This report includes information for the month ending May 2013 and is presented in four sections.

1. The Financial Summary section reports the performance of the operating funds of the City. The report provides a comparison of budget to actual for revenue and expenditure items.
2. The Investment Report section provides a summary of cash and investments.
3. The Executive Summary section contains reports for major revenue sources and narrative for any significant changes.
4. The Capital Improvement Program Report contains a summary of expenditures for CIP projects.

## Section 1

# City of Richland Hills Monthly Financial Report May 2013

## FINANCIAL SUMMARY

Organization Budget Report  
 Financial Summary  
 Fiscal Year 2012-2013  
 For Period Ending May 31, 2013  
 Expect 67%

June 18, 2013  
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|                           | Total Budget           | Cur Month Actual       | YTD Actual             | Available Budget       | % YTD of Total Budget |
|---------------------------|------------------------|------------------------|------------------------|------------------------|-----------------------|
| <b>General Fund (100)</b> |                        |                        |                        |                        |                       |
| <b>Revenue</b>            |                        |                        |                        |                        |                       |
| Taxes                     | \$ 4,251,303.00        | \$ 226,155.37          | \$ 3,644,320.18        | \$ 606,982.82          | 86%                   |
| Fines & Forfeitures       | \$ 441,547.00          | \$ 29,545.61           | \$ 294,083.72          | \$ 147,463.28          | 67%                   |
| Licenses & Permits        | \$ 101,864.00          | \$ 12,245.45           | \$ 66,190.85           | \$ 35,673.15           | 65%                   |
| Service Charges           | \$ 249,321.00          | \$ 1,294.83            | \$ 149,055.69          | \$ 100,265.31          | 60%                   |
| Miscellaneous             | \$ 115,960.00          | \$ 60.00               | \$ 61,856.59           | \$ 54,103.41           | 53%                   |
| <b>Total Revenues</b>     | <b>\$ 5,159,995.00</b> | <b>\$ 269,301.26</b>   | <b>\$ 4,215,507.03</b> | <b>\$ 944,487.97</b>   | <b>82%</b>            |
| <b>Expenditures</b>       |                        |                        |                        |                        |                       |
| Municipal Court           | \$ 211,208.00          | \$ 23,506.58           | \$ 144,083.12          | \$ 67,124.88           | 68%                   |
| Administration            | \$ 527,646.00          | \$ 48,650.92           | \$ 297,376.49          | \$ 230,269.51          | 56%                   |
| Police                    | \$ 1,753,983.00        | \$ 195,820.35          | \$ 1,233,988.00        | \$ 519,995.00          | 70%                   |
| Fire                      | \$ 1,472,734.00        | \$ 139,430.66          | \$ 1,032,700.27        | \$ 440,033.73          | 70%                   |
| Street                    | \$ 276,390.00          | \$ 36,252.30           | \$ 215,086.74          | \$ 61,303.26           | 78%                   |
| Library                   | \$ 331,540.00          | \$ 31,026.54           | \$ 209,083.47          | \$ 122,456.53          | 63%                   |
| Recreation                | \$ 46,703.00           | \$ 4,333.42            | \$ 33,129.97           | \$ 13,573.03           | 71%                   |
| Community Develop         | \$ 468,158.00          | \$ 31,357.27           | \$ 189,377.47          | \$ 278,780.53          | 40%                   |
| Animal Control            | \$ 112,975.00          | \$ 7,981.91            | \$ 53,475.85           | \$ 59,499.15           | 47%                   |
| Legislative               | \$ 86,089.00           | \$ 6,372.03            | \$ 43,549.09           | \$ 42,539.91           | 51%                   |
| Economic Dev              | \$ 32,063.00           | \$ 11,543.04           | \$ 42,562.84           | \$ (10,499.84)         | 133%                  |
| Capital Projects          | \$ 16,198.00           | \$ -                   | \$ 16,198.00           | \$ -                   | 100%                  |
| <b>Total Expenditures</b> | <b>\$ 5,335,687.00</b> | <b>\$ 536,275.02</b>   | <b>\$ 3,510,611.31</b> | <b>\$ 1,825,075.69</b> | <b>66%</b>            |
| <b>Total Fund</b>         | <b>\$ (175,692.00)</b> | <b>\$ (266,973.76)</b> | <b>\$ 704,895.72</b>   | <b>\$ (880,587.72)</b> |                       |
| <b>Revenue Fund (200)</b> |                        |                        |                        |                        |                       |
| <b>Revenue</b>            |                        |                        |                        |                        |                       |
| Water                     | \$ 2,260,542.00        | \$ 172,089.27          | \$ 1,348,095.52        | \$ 912,446.48          | 60%                   |
| Sewer                     | \$ 1,485,727.00        | \$ 128,710.24          | \$ 1,006,822.76        | \$ 478,904.24          | 68%                   |
| Miscellaneous             | \$ 452,139.00          | \$ 8,514.82            | \$ 217,708.83          | \$ 234,430.17          | 48%                   |
| <b>Total Revenues</b>     | <b>\$ 4,198,408.00</b> | <b>\$ 309,314.33</b>   | <b>\$ 2,572,627.11</b> | <b>\$ 1,625,780.89</b> | <b>61%</b>            |
| <b>Expenditures</b>       |                        |                        |                        |                        |                       |
| Administration            | \$ 511,970.00          | \$ 48,829.44           | \$ 321,011.36          | \$ 190,958.64          | 63%                   |
| Legislative               | \$ 86,089.00           | \$ 6,411.95            | \$ 53,958.50           | \$ 32,130.50           | 63%                   |
| Debt Service              | \$ 581,199.00          | \$ -                   | \$ 152,074.00          | \$ 429,125.00          | 26%                   |
| Water Service             | \$ 1,265,589.00        | \$ 85,958.79           | \$ 626,776.00          | \$ 638,813.00          | 50%                   |
| Wastewater Service        | \$ 1,602,620.00        | \$ 111,201.16          | \$ 618,237.82          | \$ 984,382.18          | 39%                   |
| <b>Total Expenditures</b> | <b>\$ 4,047,467.00</b> | <b>\$ 252,401.34</b>   | <b>\$ 1,772,057.68</b> | <b>\$ 2,275,409.32</b> | <b>44%</b>            |
| <b>Total Fund</b>         | <b>\$ 150,941.00</b>   | <b>\$ 56,912.99</b>    | <b>\$ 800,569.43</b>   | <b>\$ (649,628.43)</b> |                       |

Organization Budget Report  
 Financial Summary  
 Fiscal Year 2012-2013  
 For Period Ending May 31, 2013  
 Expect 67%

June 18, 2013  
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|  | Total Budget           | Cur Month Actual     | YTD Actual            | Available Budget       | % YTD of Total Budget |
|--|------------------------|----------------------|-----------------------|------------------------|-----------------------|
| <b>Law Enforcement Fund (600)</b>                            |                        |                      |                       |                        |                       |
| Revenue  | \$ -                   | \$ -                 | \$ 28.90              | \$ (28.90)             |                       |
| Expenditures   | \$ -                   | \$ -                 | \$ 96.77              | \$ (96.77)             |                       |
| <b>Total Fund</b>  | <b>\$ -</b>            | <b>\$ -</b>          | <b>\$ (67.87)</b>     | <b>\$ 67.87</b>        |                       |
| <b>Parks and Beautification (700)</b>                        |                        |                      |                       |                        |                       |
| Revenue  | \$ 6,155.00            | \$ 374.00            | \$ 2,986.44           | \$ 3,168.56            | 49%                   |
| Expenditures   | \$ 7,500.00            | \$ -                 | \$ 44.99              | \$ 7,455.01            | 1%                    |
| <b>Total Fund</b>  | <b>\$ (1,345.00)</b>   | <b>\$ 374.00</b>     | <b>\$ 2,941.45</b>    | <b>\$ (4,286.45)</b>   |                       |
| <b>2001 Certificate of Obligation I&amp;S (1000)</b>         |                        |                      |                       |                        |                       |
| Revenue  | \$ 132,699.00          | \$ -                 | \$ 0.20               | \$ 132,698.80          | 0%                    |
| Expenditures   | \$ 133,397.00          | \$ 600.00            | \$ 12,014.43          | \$ 121,382.57          | 9%                    |
| <b>Total Fund</b>  | <b>\$ (698.00)</b>     | <b>\$ (600.00)</b>   | <b>\$ (12,014.23)</b> | <b>\$ 11,316.23</b>    |                       |
| <b>2001 Certificate of Obligation Capital Project (1100)</b> |                        |                      |                       |                        |                       |
| Revenue  | \$ 100.00              | \$ -                 | \$ 6.09               | \$ 93.91               | 0%                    |
| Expenditures   | \$ -                   | \$ -                 | \$ 6.09               | \$ (6.09)              | 0%                    |
| <b>Total Fund</b>  | <b>\$ 100.00</b>       | <b>\$ -</b>          | <b>\$ -</b>           | <b>\$ 100.00</b>       |                       |
| <b>Oil &amp; Gas Lease Project Fund (1200)</b>               |                        |                      |                       |                        |                       |
| Revenue  | \$ 88,556.00           | \$ 39,789.95         | \$ 113,475.04         | \$ (24,919.04)         | 0%                    |
| Expenditures   | \$ 281,135.00          | \$ 36,880.40         | \$ 38,419.89          | \$ 242,715.11          | 0%                    |
| <b>Total Fund</b>  | <b>\$ (192,579.00)</b> | <b>\$ 2,909.55</b>   | <b>\$ 75,055.15</b>   | <b>\$ (267,634.15)</b> |                       |
| <b>Police Dept Grants</b>                                    |                        |                      |                       |                        |                       |
| Revenue  |                        | \$ -                 | \$ -                  | \$ -                   | 0%                    |
| Expenditures   | \$ -                   | \$ -                 | \$ -                  | \$ -                   | 0%                    |
| <b>Total Fund</b>  | <b>\$ -</b>            | <b>\$ -</b>          | <b>\$ -</b>           | <b>\$ -</b>            |                       |
| <b>Drainage Utility (2200)</b>                               |                        |                      |                       |                        |                       |
| Revenue  | \$ 700,865.00          | \$ 68,227.56         | \$ 478,285.37         | \$ 222,579.63          | 68%                   |
| Expenditures   | \$ 519,849.00          | \$ 76,821.53         | \$ 387,151.27         | \$ 132,697.73          | 74%                   |
| <b>Total Fund</b>  | <b>\$ 181,016.00</b>   | <b>\$ (8,593.97)</b> | <b>\$ 91,134.10</b>   | <b>\$ 89,881.90</b>    |                       |
| <b>Municipal Court Building Security (2400)</b>              |                        |                      |                       |                        |                       |
| Revenue  | \$ 5,748.00            | \$ 538.30            | \$ 4,869.24           | \$ 878.76              | 85%                   |
| Expenditures   | \$ -                   | \$ -                 | \$ -                  | \$ -                   |                       |
| <b>Total Fund</b>  | <b>\$ 5,748.00</b>     | <b>\$ 538.30</b>     | <b>\$ 4,869.24</b>    | <b>\$ 878.76</b>       |                       |

Organization Budget Report  
 Financial Summary  
 Fiscal Year 2012-2013  
 For Period Ending May 31, 2013  
 Expect 67%

June 18, 2013  
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|   | Total Budget    | Cur Month Actual | YTD Actual     | Available Budget | % YTD of Total Budget |
|---|-----------------|------------------|----------------|------------------|-----------------------|
| <b>Road and Street (2500)</b>           |                 |                  |                |                  |                       |
| Revenue                                 | \$ 129,869.00   | \$ -             | \$ 131,146.63  | \$ (1,277.63)    | 101%                  |
| Expenditures                            | \$ 148,865.00   | \$ 30,085.00     | \$ 147,646.05  | \$ 1,218.95      | 99%                   |
| Total Fund                              | \$ (18,996.00)  | \$ (30,085.00)   | \$ (16,499.42) | \$ (2,496.58)    |                       |
| <b>RH Deve Corp (2600)</b>              |                 |                  |                |                  |                       |
| Revenue                                 | \$ 210,226.00   | \$ 20,122.36     | \$ 168,415.63  | \$ 41,810.37     | 80%                   |
| Expenditures                            | \$ 575,352.00   | \$ 4,234.08      | \$ 43,364.81   | \$ 531,987.19    | 8%                    |
| Total Fund                              | \$ (365,126.00) | \$ 15,888.28     | \$ 125,050.82  | \$ (490,176.82)  |                       |
| <b>1998 Cert of OB I&amp;S (3100)</b>   |                 |                  |                |                  |                       |
| Revenue                                 | \$ -            | \$ -             | \$ 0.10        | \$ (0.10)        |                       |
| Expenditures                            | \$ -            | \$ -             | \$ -           | \$ -             |                       |
| Total Fund                              | \$ -            | \$ -             | \$ 0.10        | \$ (0.10)        |                       |
| <b>Municipal Court Tech Fund (3900)</b> |                 |                  |                |                  |                       |
| Revenue                                 | \$ 7,668.00     | \$ 713.60        | \$ 6,499.60    | \$ 1,168.40      | 85%                   |
| Expenditures                            | \$ -            | \$ 4,638.39      | \$ 10,944.99   | \$ (10,944.99)   |                       |
| Total Fund                              | \$ 7,668.00     | \$ (3,924.79)    | \$ (4,445.39)  | \$ 12,113.39     |                       |
| <b>Library Grant (4200)</b>             |                 |                  |                |                  |                       |
| Revenue                                 | \$ 38,037.00    | \$ -             | \$ -           | \$ 38,037.00     | 0%                    |
| Expenditures                            | \$ 38,037.00    | \$ 26,525.00     | \$ 26,525.00   | \$ 11,512.00     | 70%                   |
| Total Fund                              | \$ -            | \$ (26,525.00)   | \$ (26,525.00) | \$ 26,525.00     |                       |
| <b>FEMA Grant (4500)</b>                |                 |                  |                |                  |                       |
| Revenue                                 | \$ -            | \$ -             | \$ -           | \$ -             |                       |
| Expenditures                            | \$ -            | \$ -             | \$ -           | \$ -             |                       |
| Total Fund                              | \$ -            | \$ -             | \$ -           | \$ -             |                       |
| <b>Revenue Bonds Reserve (5100)</b>     |                 |                  |                |                  |                       |
| Revenue                                 | \$ -            | \$ -             | \$ 15.43       | \$ (15.43)       |                       |
| Expenditures                            | \$ -            | \$ -             | \$ -           | \$ -             |                       |
| Total Fund                              | \$ -            | \$ -             | \$ 15.43       | \$ (15.43)       |                       |
| <b>Facility Improvement Fund (5300)</b> |                 |                  |                |                  |                       |
| Revenue                                 | \$ -            | \$ -             | \$ -           | \$ -             |                       |
| Expenditures                            | \$ 65,000.00    | \$ 3,416.75      | \$ 50,267.87   | \$ 14,732.13     | 77%                   |
| Total Fund                              | \$ (65,000.00)  | \$ (3,416.75)    | \$ (50,267.87) | \$ (14,732.13)   |                       |

Organization Budget Report  
 Financial Summary  
 Fiscal Year 2012-2013  
 For Period Ending May 31, 2013  
 Expect 67%

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|   | Total<br>Budget      | Cur Month<br>Actual  | YTD<br>Actual         | Available<br>Budget    | % YTD of<br>Total Budget |
|---|----------------------|----------------------|-----------------------|------------------------|--------------------------|
| <b>Library Fund</b>                         |                      |                      |                       |                        |                          |
| Revenue                                     | \$ 6,190.00          | \$ 364.00            | \$ 2,865.00           | \$ 3,325.00            | 46%                      |
| Expenditures                                | <u>\$ 11,000.00</u>  | <u>\$ 575.00</u>     | <u>\$ 7,790.34</u>    | <u>\$ 3,209.66</u>     | <u>71%</u>               |
| Total Fund                                  | <u>\$ (4,810.00)</u> | <u>\$ (211.00)</u>   | <u>\$ (4,925.34)</u>  | <u>\$ 115.34</u>       |                          |
| <b>Animal Services</b>                      |                      |                      |                       |                        |                          |
| Revenue                                     | \$ 6,571.00          | \$ 396.00            | \$ 3,141.00           | \$ 3,430.00            | 48%                      |
| Expenditures                                | <u>\$ -</u>          | <u>\$ 1,271.85</u>   | <u>\$ 6,428.04</u>    | <u>\$ (6,428.04)</u>   |                          |
| Total Fund                                  | <u>\$ 6,571.00</u>   | <u>\$ (875.85)</u>   | <u>\$ (3,287.04)</u>  | <u>\$ 9,858.04</u>     |                          |
| <b>Elec Meter Lease Purchase (6100)</b>     |                      |                      |                       |                        |                          |
| Revenue                                     | \$ 53,993.00         | \$ -                 | \$ 16,198.00          | \$ 37,795.00           | 30%                      |
| Expenditures                                | <u>\$ 53,993.00</u>  | <u>\$ -</u>          | <u>\$ 58,264.56</u>   | <u>\$ (4,271.56)</u>   | <u>108%</u>              |
| Total Fund                                  | <u>\$ -</u>          | <u>\$ -</u>          | <u>\$ (42,066.56)</u> | <u>\$ 42,066.56</u>    |                          |
| <b>Red Light Fines (6400)</b>               |                      |                      |                       |                        |                          |
| Revenue                                     | \$ 264,478.00        | \$ 43,190.72         | \$ 244,397.36         | \$ 20,080.64           | 92%                      |
| Expenditures                                | <u>\$ 242,078.00</u> | <u>\$ 52,907.45</u>  | <u>\$ 190,117.75</u>  | <u>\$ 51,960.25</u>    | <u>79%</u>               |
| Total Fund                                  | <u>\$ 22,400.00</u>  | <u>\$ (9,716.73)</u> | <u>\$ 54,279.61</u>   | <u>\$ (31,879.61)</u>  |                          |
| <b>Crime Control District (6500)</b>        |                      |                      |                       |                        |                          |
| Revenue                                     | \$ 693,618.00        | \$ 60,902.49         | \$ 510,819.86         | \$ 182,798.14          | 74%                      |
| Expenditures                                | <u>\$ 693,618.00</u> | <u>\$ 52,914.49</u>  | <u>\$ 417,480.60</u>  | <u>\$ 276,137.40</u>   | <u>60%</u>               |
| Total Fund                                  | <u>\$ -</u>          | <u>\$ 7,988.00</u>   | <u>\$ 93,339.26</u>   | <u>\$ (93,339.26)</u>  |                          |
| <b>KRHB Program (6700)</b>                  |                      |                      |                       |                        |                          |
| Revenue                                     | \$ 15,000.00         | \$ -                 | \$ 15,000.00          | \$ -                   | 100%                     |
| Expenditures                                | <u>\$ 15,000.00</u>  | <u>\$ 18.11</u>      | <u>\$ 2,174.48</u>    | <u>\$ 12,825.52</u>    | <u>14%</u>               |
| Total Fund                                  | <u>\$ -</u>          | <u>\$ (18.11)</u>    | <u>\$ 12,825.52</u>   | <u>\$ (12,825.52)</u>  |                          |
| <b>2007 Revenue Bonds I&amp;S (71)</b>      |                      |                      |                       |                        |                          |
| Revenue                                     | \$ 152,094.00        | \$ -                 | \$ 152,074.05         | \$ 19.95               | 100%                     |
| Expenditures                                | <u>\$ 152,574.00</u> | <u>\$ -</u>          | <u>\$ 34,120.88</u>   | <u>\$ 118,453.12</u>   | <u>22%</u>               |
| Total Fund                                  | <u>\$ (480.00)</u>   | <u>\$ -</u>          | <u>\$ 117,953.17</u>  | <u>\$ (118,433.17)</u> |                          |
| <b>2007 Revenue Bonds Construction (72)</b> |                      |                      |                       |                        |                          |
| Revenue                                     | \$ -                 | \$ -                 | \$ 0.45               | \$ (0.45)              | 0%                       |
| Expenditures                                | <u>\$ -</u>          | <u>\$ -</u>          | <u>\$ -</u>           | <u>\$ -</u>            |                          |
| Total Fund                                  | <u>\$ -</u>          | <u>\$ -</u>          | <u>\$ 0.45</u>        | <u>\$ (0.45)</u>       |                          |
| <b>2007 PPFCO I&amp;S FUND (76)</b>         |                      |                      |                       |                        |                          |
| Revenue                                     | \$ 53,150.00         | \$ -                 | \$ 50,488.06          | \$ 2,661.94            | 95%                      |
| Expenditures                                | <u>\$ 50,459.00</u>  | <u>\$ -</u>          | <u>\$ 8,167.71</u>    | <u>\$ 42,291.29</u>    | <u>16%</u>               |

Organization Budget Report  
Financial Summary  
Fiscal Year 2012-2013  
For Period Ending May 31, 2013  
Expect 67%

June 18, 2013  
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|            | Total<br>Budget    | Cur Month<br>Actual | YTD<br>Actual       | Available<br>Budget   | % YTD of<br>Total Budget |
|------------|--------------------|---------------------|---------------------|-----------------------|--------------------------|
| Total Fund | <u>\$ 2,691.00</u> | <u>\$ -</u>         | <u>\$ 42,320.35</u> | <u>\$ (39,629.35)</u> |                          |

Organization Budget Report  
 Financial Summary  
 Fiscal Year 2012-2013  
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 Expect 67%

June 18, 2013  
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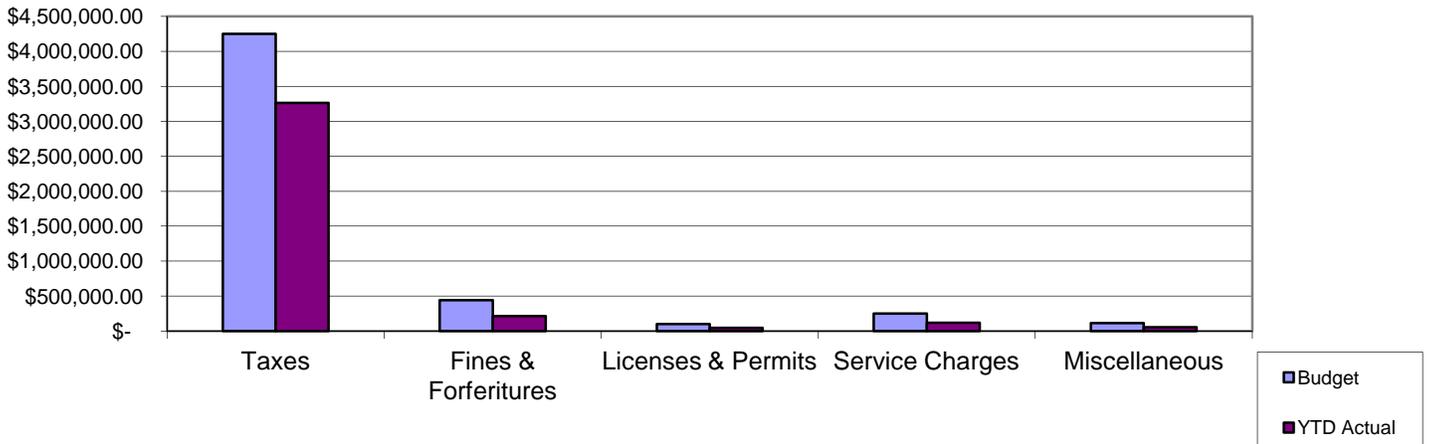
|                                     | Total Budget  | Cur Month Actual | YTD Actual      | Available Budget  | % YTD of Total Budget |
|-------------------------------------|---------------|------------------|-----------------|-------------------|-----------------------|
| <b>Hotel Occupancy Tax (77)</b>     |               |                  |                 |                   |                       |
| Revenue                             | \$ 172,205.00 | \$ 16,194.29     | \$ 109,258.56   | \$ 62,946.44      | 63%                   |
| Expenditures                        | \$ 171,209.00 | \$ 9,938.85      | \$ 86,372.56    | \$ 84,836.44      | 50%                   |
| Total Fund                          | \$ 996.00     | \$ 6,255.44      | \$ 22,886.00    | \$ (21,890.00)    |                       |
| <b>SRTS Grant Project (79)</b>      |               |                  |                 |                   |                       |
| Revenue                             | \$ -          | \$ 373,661.10    | \$ 497,873.25   | \$ (497,873.25)   |                       |
| Expenditures                        | \$ -          | \$ 231,074.01    | \$ 1,191,091.18 | \$ (1,191,091.18) |                       |
| Total Fund                          | \$ -          | \$ 142,587.09    | \$ (693,217.93) | \$ 693,217.93     |                       |
| <b>COPS LEF CVL Grant Fund (81)</b> |               |                  |                 |                   |                       |
| Revenue                             | \$ 68,844.00  | \$ -             | \$ 36,537.84    | \$ 32,306.16      | 53%                   |
| Expenditures                        | \$ 68,844.00  | \$ 5,343.46      | \$ 44,277.07    | \$ 24,566.93      | 64%                   |
| Total Fund                          | \$ -          | \$ (5,343.46)    | \$ (7,739.23)   | \$ 7,739.23       |                       |
| <b>2010 Drainage Improvements</b>   |               |                  |                 |                   |                       |
| Revenue                             | \$ -          | \$ -             | \$ 66.71        | \$ (66.71)        |                       |
| Expenditures                        | \$ -          | \$ 18,036.17     | \$ 316,670.67   | \$ (316,670.67)   |                       |
| Total Fund                          | \$ -          | \$ (18,036.17)   | \$ (316,603.96) | \$ 316,603.96     |                       |
| <b>2010 Drainage I &amp; S</b>      |               |                  |                 |                   |                       |
| Revenue                             | \$ 197,104.00 | \$ -             | \$ 197,445.75   | \$ (341.75)       | 100%                  |
| Expenditures                        | \$ 197,444.00 | \$ -             | \$ 46,630.88    | \$ 150,813.12     | 24%                   |
| Total Fund                          | \$ (340.00)   | \$ -             | \$ 150,814.87   | \$ (151,154.87)   |                       |
| <b>2010 Drainage Reserve</b>        |               |                  |                 |                   |                       |
| Revenue                             | \$ 9,928.00   | \$ -             | \$ -            | \$ 9,928.00       | 0%                    |
| Expenditures                        | \$ -          | \$ -             | \$ -            | \$ -              |                       |
| Total Fund                          | \$ 9,928.00   | \$ -             | \$ -            | \$ 9,928.00       |                       |
| <b>2011 PPFCO Acquisition</b>       |               |                  |                 |                   |                       |
| Revenue                             | \$ -          | \$ -             | \$ -            | \$ -              |                       |
| Expenditures                        | \$ -          | \$ -             | \$ -            | \$ -              |                       |
| Total Fund                          | \$ -          | \$ -             | \$ -            | \$ -              |                       |
| <b>2011 PPFCO I&amp;S Fund</b>      |               |                  |                 |                   |                       |
| Revenue                             | \$ 105,636.00 | \$ -             | \$ 96,218.17    | \$ 9,417.83       | 91%                   |
| Expenditures                        | \$ 105,926.00 | \$ -             | \$ 100,238.53   | \$ 5,687.47       | 95%                   |
| Total Fund                          | \$ (290.00)   | \$ -             | \$ (4,020.36)   | \$ 3,730.36       |                       |

Organization Budget Report  
 Financial Summary  
 Fiscal Year 2012-2013  
 For Period Ending May 31, 2013  
 Expect 67%

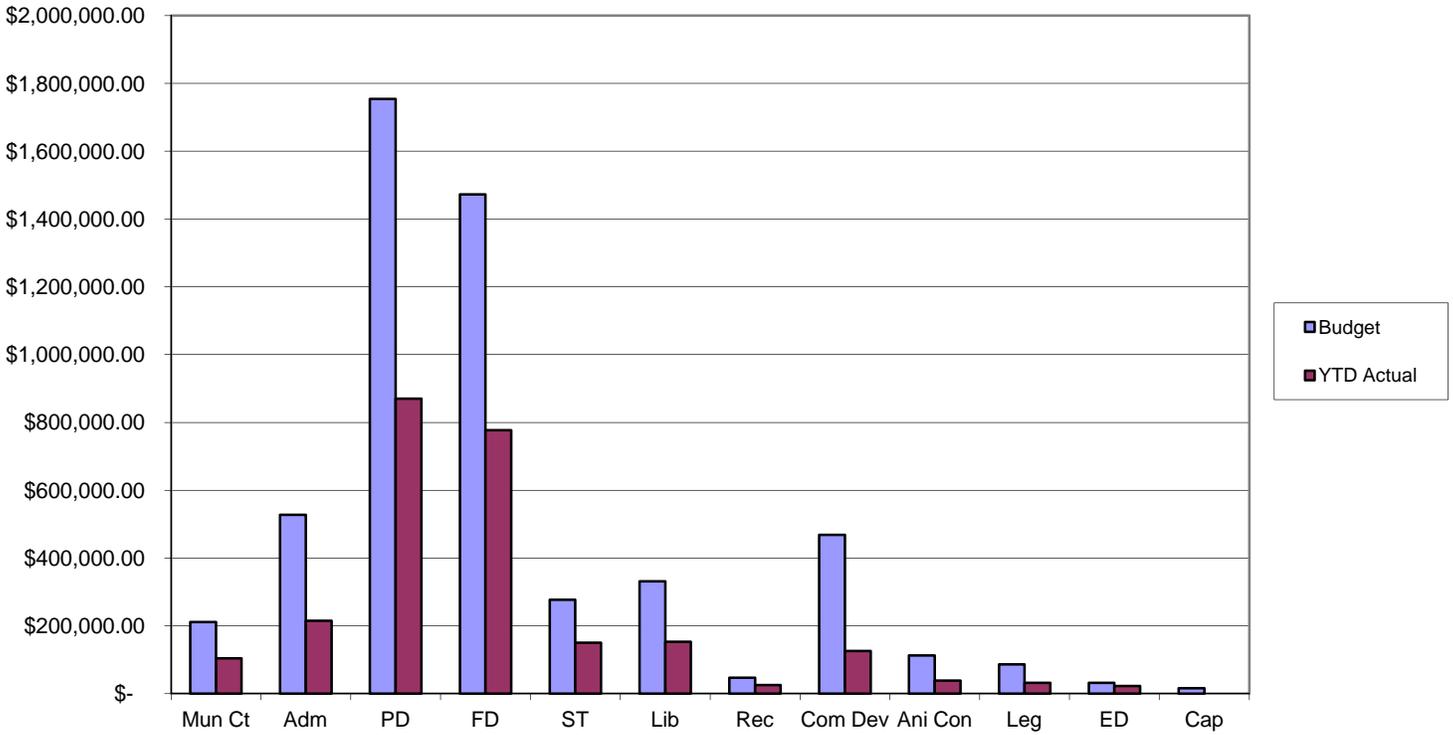
June 18, 2013  
 7E - 11

|   | Total<br>Budget        | Cur Month<br>Actual    | YTD<br>Actual          | Available<br>Budget      | % YTD of<br>Total Budget |
|---|------------------------|------------------------|------------------------|--------------------------|--------------------------|
| <b>Ent Improvement Project Fund</b>                           |                        |                        |                        |                          |                          |
| Revenue   | \$ -                   | \$ -                   | \$ 217.29              | \$ (217.29)              |                          |
| Expenditures  | \$ -                   | \$ 34,957.88           | \$ 204,282.36          | \$ (204,282.36)          |                          |
| <b>Total Fund</b>   | <b>\$ -</b>            | <b>\$ (34,957.88)</b>  | <b>\$ (204,065.07)</b> | <b>\$ 204,065.07</b>     |                          |
| <b>Baker Blvd Inter Cap Project Fund (89)</b>                 |                        |                        |                        |                          |                          |
| Revenue   | \$ 95,000.00           | \$ -                   | \$ -                   | \$ 95,000.00             | 0%                       |
| Expenditures  | \$ 95,000.00           | \$ -                   | \$ 30,873.80           | \$ 64,126.20             | 32%                      |
| <b>Total Fund</b>   | <b>\$ -</b>            | <b>\$ -</b>            | <b>\$ (30,873.80)</b>  | <b>\$ 30,873.80</b>      |                          |
| <b>2012 PPFCA Acquisitions (91)</b>                           |                        |                        |                        |                          |                          |
| Revenue   | \$ 415,000.00          | \$ -                   | \$ 415,076.49          | \$ (76.49)               | 100%                     |
| Expenditures  | \$ 415,000.00          | \$ -                   | \$ 187,065.84          | \$ 227,934.16            | 45%                      |
| <b>Total Fund</b>   | <b>\$ -</b>            | <b>\$ -</b>            | <b>\$ 228,010.65</b>   | <b>\$ (228,010.65)</b>   |                          |
| <b>2011 Certificate of Obligations Refinance I&amp;S (92)</b> |                        |                        |                        |                          |                          |
| Revenue   | \$ 428,703.00          | \$ 27,779.03           | \$ 195,013.36          | \$ 233,689.64            | 45%                      |
| Expenditures  | \$ 428,625.00          | \$ -                   | \$ 31,887.50           | \$ 396,737.50            | 7%                       |
| <b>Total Fund</b>   | <b>\$ 78.00</b>        | <b>\$ 27,779.03</b>    | <b>\$ 163,125.86</b>   | <b>\$ (163,047.86)</b>   |                          |
| <b>2012 PPFCA I&amp;S (93)</b>                                |                        |                        |                        |                          |                          |
| Revenue   | \$ 102,813.00          | \$ -                   | \$ 93,702.13           | \$ 9,110.87              | 91%                      |
| Expenditures  | \$ 76,550.00           | \$ -                   | \$ 72,823.96           | \$ 3,726.04              | 95%                      |
| <b>Total Fund</b>   | <b>\$ 26,263.00</b>    | <b>\$ -</b>            | <b>\$ 20,878.17</b>    | <b>\$ 5,384.83</b>       |                          |
| <b>All Funds Summary</b>                                      |                        |                        |                        |                          |                          |
| Revenue   | \$ 13,902,130.00       | \$ 1,229,027.11        | \$ 10,315,280.37       | \$ 3,586,849.63          | 74%                      |
| Expenditures  | \$ 14,312,670.00       | \$ 1,388,853.63        | \$ 9,322,759.48        | \$ 4,989,910.52          | 65%                      |
| <b>Total Fund</b>   | <b>\$ (410,540.00)</b> | <b>\$ (159,826.52)</b> | <b>\$ 992,520.89</b>   | <b>\$ (1,403,060.89)</b> |                          |

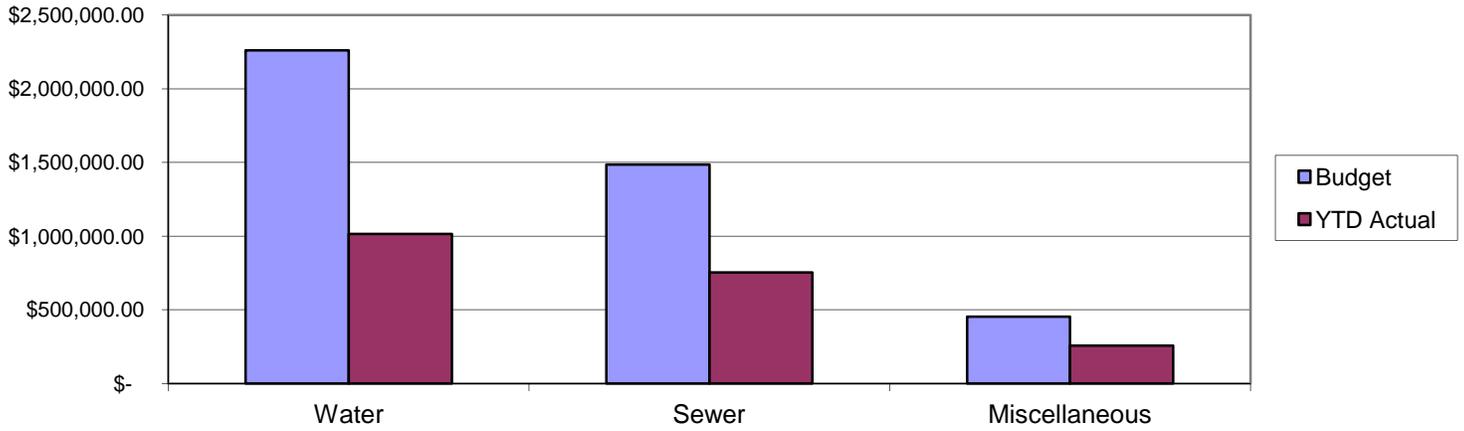
### General Fund Revenues



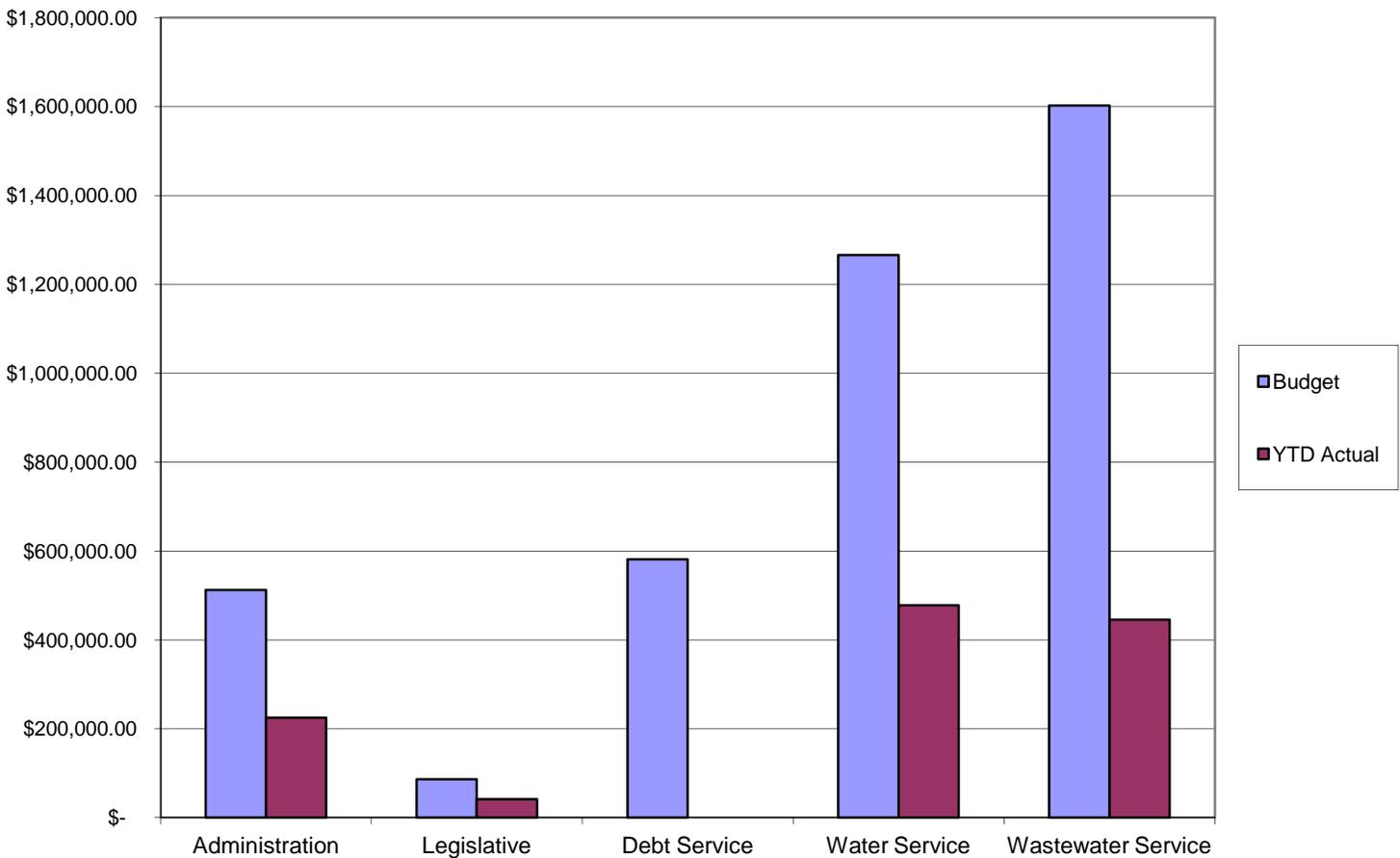
### General Fund Expenditures



## Enterprise Fund Revenues



## Enterprise Fund Expenditures



## Section 2

# City of Richland Hills Monthly Financial Report May 2013

## INVESTMENT REPORT

# *City of Richland Hills*

Fiscal Year 2012-2013

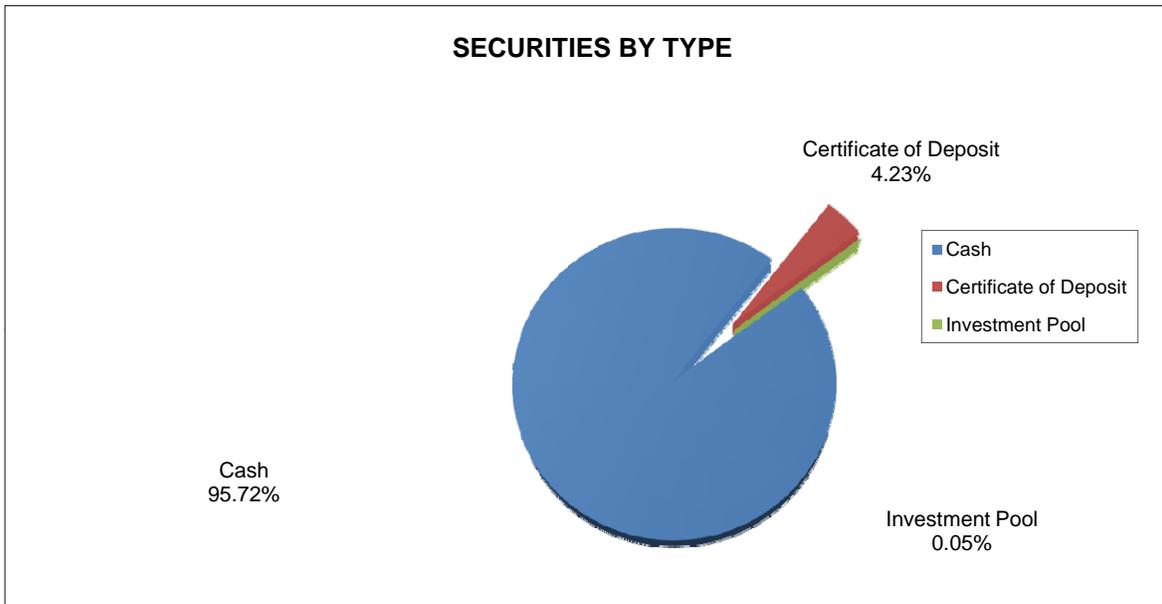
## *Treasury Investment Report*

May 31, 2013

**Investment Report**  
**City of Richland Hills, Texas**  
**May 31, 2013**

**Safety - Securities by Type**

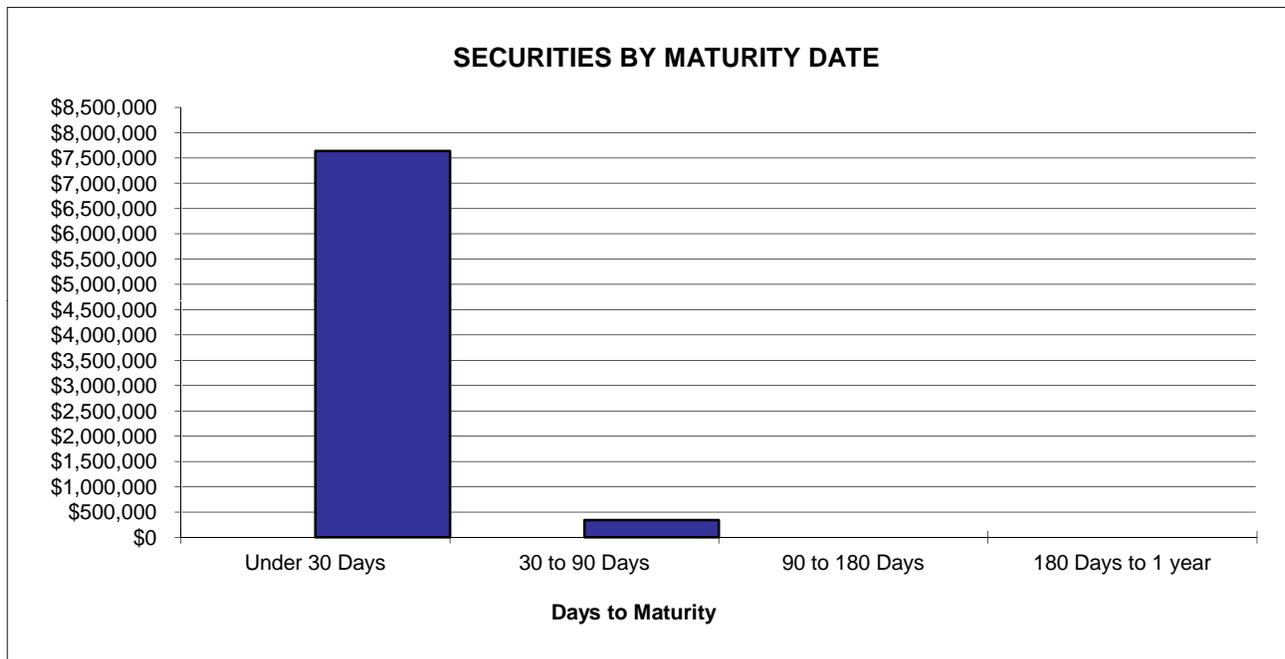
| Security Type          | Book Value             | Percent        |
|------------------------|------------------------|----------------|
| Cash                   | \$ 7,633,996.29        | 95.72%         |
| Certificate of Deposit | \$ 337,449.86          | 4.23%          |
| Investment Pool        | \$ 3,618.27            | 0.05%          |
| <b>Total</b>           | <b>\$ 7,975,064.42</b> | <b>100.00%</b> |



**Investment Report  
City of Richland Hills, Texas  
May 31, 2013**

**Liquidity - Securities by Maturity Date**

|                    | Book<br>Value                 | Percent               |
|--------------------|-------------------------------|-----------------------|
| Under 30 Days      | \$ 7,637,614.56               | 95.77%                |
| 30 to 90 Days      | \$ 337,449.86                 | 4.23%                 |
| 90 to 180 Days     | \$ -                          | 0.00%                 |
| 180 Days to 1 year | \$ -                          | 0.00%                 |
| <b>Total</b>       | <b><u>\$ 7,975,064.42</u></b> | <b><u>100.00%</u></b> |



**Investment Report  
City of Richland Hills, Texas  
May 31, 2013**

**Weighted Average Days to Maturity**

| <b>Portfolio</b>            | <b>Current<br/>Month</b> |
|-----------------------------|--------------------------|
| General                     | 36                       |
| Revenue                     | 36                       |
|                             | <hr/>                    |
| Total Average Maturity Days | 36                       |

**Investment Report**  
**City of Richland Hills, Texas**  
**May 31, 2013**

**PURCHASES**

| Description     | Fund      | Purchase Date | Maturity Date | Yield | Par Value   | Principal Invested |
|-----------------|-----------|---------------|---------------|-------|-------------|--------------------|
| Texpool         |           |               |               |       | \$ -        | \$ -               |
| Total Purchases | 5/31/2013 |               |               |       | <u>\$ -</u> | <u>\$ -</u>        |

**Investment Report**  
**City of Richland Hills, Texas**  
**May 31, 2013**

**SALES**

| Description | Fund      | Purchase Date | Maturity Date | Yield | Par Value   | Principal Invested |
|-------------|-----------|---------------|---------------|-------|-------------|--------------------|
| Total Sales | 5/31/2013 |               |               |       | <u>\$ -</u> | <u>\$ -</u>        |

**Investment Report  
City of Richland Hills, Texas  
May 31, 2013**

**RECONCILIATION**

|                            | Par<br>Value               | Purchase<br>Value             |
|----------------------------|----------------------------|-------------------------------|
| Prior Month Ending Balance | \$ 8,298,183               | \$ 8,298,182.79               |
| Current Month Purchases    | \$ -                       | \$ -                          |
| Current Month Sales        | \$ -                       | \$ -                          |
| Change                     | <u>\$ (323,118)</u>        | <u>\$ (323,118.37)</u>        |
| <br>                       |                            |                               |
| Total                      | <u><u>\$ 7,975,064</u></u> | <u><u>\$ 7,975,064.42</u></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)

---

Finance/Accounting Manager



| Description                            | 5/31/2013       |
|--|-----------------|
| 001 General Fund                       | \$ 814,306.97   |
| 002 Revenue Account                    | \$ 1,603,979.51 |
| 006 Law Enforcement Fund               | \$ 4,963.54     |
| 007 Parks and Beautification Fund      | \$ 22,892.73    |
| 010 2001 Cert of Obliga I&S            | \$ 1,005.93     |
| 012 Oil & Gas Lease Project Fund       | \$ 409,976.36   |
| 051 Utility Systems Rev Bonds, Reserve | \$ 37,424.96    |
| 022 Drainage Utility Fund              | \$ 1,441,776.17 |
| 024 Municipal Court Building Security  | \$ 1,124.71     |
| 025 Road and Street Improvement Fund   | \$ 31,310.64    |
| 026 Richland Hills Development Corp    | \$ 393,388.41   |
| 031 EPA/AO Wastewater I&S Fund         | \$ 494.85       |
| 047 2002 Revenue Bonds I&S             | \$ 109.45       |
| 065 Crime Control District             | \$ 819,356.48   |
| 071 2007 Revenue Bonds I&S             | \$ 87,444.95    |
| 072 2007 Revenue Bonds Construction    | \$ 373.81       |
| 076 2007 PPFCO I&S                     | \$ 156,814.03   |
| 077 Hotel Occupancy Tax                | \$ 130,328.85   |
| 083 Drainage Construction              | \$ 169,312.68   |
| 084 Drainage I&S                       | \$ 159,215.61   |
| 86 PPFCO Acquisitions                  | \$ 24,760.46    |
| 87 2011 PPFCO I&S                      | \$ 223,233.42   |
| 88 Ent Improvement Project Fund        | \$ 872,391.12   |
| 91 2012 PPFCO ACQ                      | \$ 228,010.65   |
|  | \$ 7,633,996.29 |

## Section 3

# City of Richland HILLS Monthly Financial Report May 2013

## REVENUE ANALYSIS

**CITY OF RICHLAND HILLS  
MAY BUDGET REPORT  
ANALYSIS OF VARIANCE > 5%  
FISCAL YEAR 2013**

**GENERAL FUND**

**REVENUE**

**Current Property Taxes**

According to Tarrant County reports, 93.12% of property taxes were collected as of May 31, 2013. The City has collected 90.67% of budgeted revenues for current property taxes. The budgeted total is \$1,966,572.00 and actual total is \$1,783,235.82.

**Sales Tax Revenue**

Sales tax revenue is at 79.881% budgeted revenue. Budgeted total is \$1,685,849 and actual total is \$1,346,678.85.

**EXPENDITURES**

**Community Development**

The expenditures for Community Development are at 40% due to budget amendment to add cost of comprehensive plan consultant and cost of planning consultant.

**Animal Control**

The expenditures for the Animal Control Services are at 47% due to budget amendment to add salary cost for full-time animal control officer.

**Economic Development**

The expenditures for Economic Development are at 132% due to resignation of Economic Development Specialist in January and final salary including vacation and comp time.

**Street Department**

The expenditures for Street Department are at 77% due to increase in expense for street lighting.

## REVENUE FUND

### OPERATING REVENUE

#### Water Charges

Water revenue is at 59.64% of budgeted total. The total budgeted amount is \$2,260,542.00 and actual total is \$1,348,095.52. Historically, water revenues will increase in the late spring and summer months.

**City of Richland Hills  
City Sales and Use Tax Allocation**

June 18, 2013  
7E - 27

|                  | OCT          | NOV          | DEC          | JAN          | FEB          | MAR          | APR          | MAY          | JUNE         | JULY         | AUG          | SEPT         | TOTAL          |
|------------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|----------------|
| <b>1998-99</b>   | \$200,524.95 | \$216,586.93 | \$220,218.12 | \$225,071.48 | \$266,072.93 | \$170,591.21 | \$199,242.01 | \$312,059.34 | \$212,982.17 | \$210,510.80 | \$242,181.72 | \$221,202.07 | \$2,697,243.73 |
| Less 4B Tax      | \$66,842     | \$72,196     | \$73,406     | \$75,024     | \$88,691     | \$56,864     | \$66,414     | \$104,020    | \$70,994     | \$70,170     | \$80,727     | \$73,734     | \$899,081      |
| Total            | \$133,683    | \$144,391    | \$146,812    | \$150,048    | \$177,382    | \$113,727    | \$132,828    | \$208,040    | \$141,988    | \$140,341    | \$161,454    | \$147,468    | \$1,798,162    |
| <b>1999-00</b>   | \$194,552.80 | \$234,427.20 | \$269,947.95 | \$202,433.49 | \$252,808.87 | \$194,352.60 | \$180,225.03 | \$259,010.85 | \$205,578.73 | \$230,501.42 | \$218,179.29 | \$152,327.11 | \$2,594,345.34 |
| Less 4B Tax      | \$64,851     | \$78,142     | \$89,983     | \$67,478     | \$84,270     | \$64,784     | \$60,075     | \$86,337     | \$68,526     | \$76,834     | \$72,726     | \$50,776     | \$864,782      |
| Total            | \$129,702    | \$156,285    | \$179,965    | \$134,956    | \$168,539    | \$129,568    | \$120,150    | \$172,674    | \$137,052    | \$153,668    | \$145,453    | \$101,551    | \$1,729,564    |
| <b>2000-01</b>   | \$168,598.36 | \$162,650.22 | \$155,766.02 | \$139,838.10 | \$193,563.65 | \$144,745.01 | \$130,554.81 | \$193,135.96 | \$147,212.48 | \$161,704.04 | \$168,544.75 | \$124,200.28 | \$1,890,513.68 |
| Less 4B Tax      | \$56,199     | \$54,217     | \$51,922     | \$46,613     | \$64,521     | \$48,248     | \$43,518     | \$64,379     | \$49,071     | \$53,901     | \$56,182     | \$41,400     | \$630,171      |
| Total            | \$112,399    | \$108,433    | \$103,844    | \$93,225     | \$129,042    | \$96,497     | \$87,037     | \$128,757    | \$98,142     | \$107,803    | \$112,363    | \$82,800     | \$1,260,342    |
| <b>2001-02</b>   | \$117,951.57 | \$138,024.22 | \$167,429.00 | \$125,520.10 | \$122,947.34 | \$110,805.46 | \$104,622.36 | \$164,322.51 | \$116,363.50 | \$146,379.41 | \$133,862.89 | \$127,403.36 | \$1,575,631.72 |
| Less 4B Tax      | \$39,317     | \$46,008     | \$55,810     | \$41,840     | \$40,982     | \$36,935     | \$34,874     | \$54,774     | \$38,788     | \$48,793     | \$44,621     | \$42,468     | \$525,211      |
| Total            | \$78,634     | \$92,016     | \$111,619    | \$83,680     | \$81,965     | \$73,870     | \$69,748     | \$109,548    | \$77,576     | \$97,586     | \$89,242     | \$84,936     | \$1,050,421    |
| <b>2002-03</b>   | \$121,257.85 | \$168,549.17 | \$106,802.90 | \$97,321.26  | \$125,964.51 | \$88,825.98  | \$127,162.85 | \$145,912.22 | \$114,768.72 | \$153,273.38 | \$137,674.85 | \$133,310.41 | \$1,520,824.10 |
| Less 4B Tax      | \$40,419     | \$56,183     | \$35,601     | \$32,440     | \$41,988.17  | \$29,609     | \$42,388     | \$48,637     | \$38,256     | \$51,091     | \$45,892     | \$44,437     | \$506,941.37   |
| Total            | \$80,838.57  | \$112,366    | \$71,202     | \$64,881     | \$83,976     | \$59,217     | \$84,775     | \$97,275     | \$76,512     | \$102,182    | \$91,783     | \$88,874     | \$1,013,882.73 |
| <b>2003-04</b>   | \$110,857.75 | \$179,449.43 | \$121,545.34 | \$95,743.25  | \$131,693.61 | \$93,490.89  | \$91,559.51  | \$161,244.91 | \$123,142.61 | \$104,620.24 | \$134,878.44 | \$98,002.30  | \$1,446,228.28 |
| Less 4B Tax      | \$36,953     | \$59,816     | \$40,515     | \$31,914     | \$43,898     | \$31,164     | \$30,520     | \$53,748     | \$41,048     | \$34,873     | \$44,959     | \$32,667     | \$482,076      |
| Total            | \$73,905.17  | \$119,633    | \$81,030     | \$63,829     | \$87,796     | \$62,327     | \$61,040     | \$107,497    | \$82,095     | \$69,747     | \$89,919     | \$65,335     | \$964,152      |
| <b>2004-05</b>   | \$102,978.73 | \$119,354.29 | \$98,962.41  | \$85,470.13  | \$137,990.43 | \$97,674.99  | \$84,256.29  | \$141,946.02 | \$109,592.12 | \$132,565.32 | \$155,734.18 | \$111,594.86 | \$1,378,119.77 |
| Less 4B Tax      | \$34,326     | \$39,785     | \$32,987     | \$28,490     | \$45,997     | \$32,558     | \$28,085     | \$47,315     | \$36,531     | \$44,188     | \$51,911     | \$37,198     | \$459,373      |
| Total            | \$68,652.49  | \$79,570     | \$65,975     | \$56,980     | \$91,994     | \$65,117     | \$56,171     | \$94,631     | \$73,061     | \$88,377     | \$103,823    | \$74,397     | \$918,747      |
| <b>2005-06</b>   | \$135,105.09 | \$163,532.02 | \$96,921.38  | \$94,067.12  | \$160,069.40 | \$106,949.31 | \$108,680.10 | \$186,183.29 | \$103,818.93 | \$111,248.30 | \$130,307.18 | \$96,875.29  | \$1,493,757.41 |
| Less 4B Tax      | \$45,035     | \$54,511     | \$32,307     | \$31,356     | \$53,356     | \$35,650     | \$36,227     | \$62,061     | \$11,535     | \$12,361     | \$14,479     | \$10,764     | \$399,641      |
| Total            | \$90,070.06  | \$109,021    | \$64,614     | \$62,711     | \$106,713    | \$71,300     | \$72,453     | \$124,122    | \$92,283     | \$98,887     | \$115,829    | \$86,111     | \$1,094,116    |
| <b>2006-07</b>   | \$108,563.99 | \$122,963.26 | \$89,128.36  | \$83,325.21  | \$143,114.86 | \$105,759.19 | \$104,421.64 | \$159,872.45 | \$140,238.59 | \$137,845.77 | \$168,505.49 | \$172,051.14 | \$1,535,789.95 |
| Less 4B Tax      | \$12,063     | \$13,663     | \$9,903      | \$9,258      | \$15,902     | \$11,751     | \$11,602     | \$17,764     | \$15,582     | \$15,316     | \$18,723     | \$19,117     | \$170,643      |
| Total            | \$96,501.32  | \$109,301    | \$79,225     | \$74,067     | \$127,213    | \$94,008     | \$92,819     | \$142,109    | \$124,657    | \$122,530    | \$149,783    | \$152,934    | \$1,365,147    |
| <b>2007-08</b>   | \$139,435.10 | \$168,918.44 | \$176,307.85 | \$141,930.32 | \$176,889.63 | \$120,738.65 | \$139,082.18 | \$154,972.42 | \$159,672.36 | \$161,938.26 | \$133,044.61 | \$186,208.66 | \$1,859,138.48 |
| Less 4B Tax      | \$15,493     | \$18,769     | \$19,590     | \$15,770     | \$19,654     | \$13,415     | \$15,454     | \$17,219     | \$17,741     | \$17,993     | \$14,783     | \$20,690     | \$206,571      |
| Total            | \$123,942.31 | \$150,150    | \$156,718    | \$126,160    | \$157,235    | \$107,323    | \$123,629    | \$137,753    | \$141,931    | \$143,945    | \$118,262    | \$165,519    | \$1,652,568    |
| <b>2008-09</b>   | \$167,272.43 | \$155,107.92 | \$113,037.38 | \$101,795.91 | \$197,983.84 | \$122,736.19 | \$110,024.57 | \$168,462.90 | \$138,790.16 | \$145,944.47 | \$160,853.48 | \$154,502.48 | \$1,736,511.73 |
| Less 4B Tax      | \$18,585.83  | \$17,234     | \$12,560     | \$11,311     | \$21,998     | \$13,637     | \$12,225     | \$18,718     | \$15,421     | \$16,216     | \$17,873     | \$17,167     | \$192,946      |
| Total            | \$148,686.60 | \$137,874    | \$100,478    | \$90,485     | \$175,986    | \$109,099    | \$97,800     | \$149,745    | \$123,369    | \$129,728    | \$142,981    | \$137,336    | \$1,543,566    |
| <b>2009-10</b>   | \$142,185.43 | \$165,708.69 | \$124,699.38 | \$123,092.46 | \$155,262.02 | \$113,246.81 | \$111,910.20 | \$135,134.28 | \$141,557.14 | \$134,644.55 | \$180,447.39 | \$146,222.12 | \$1,674,110.47 |
| Less 4B Tax      | \$15,798.38  | \$18,412.08  | \$13,855.49  | \$13,676.94  | \$17,251.34  | \$12,582.98  | \$12,434.47  | \$15,014.92  | \$15,728.57  | \$14,960.51  | \$20,049.71  | \$16,246.90  | \$186,012.27   |
| Total            | \$126,387.05 | \$147,296.61 | \$110,843.89 | \$109,415.52 | \$138,010.68 | \$100,663.83 | \$99,475.73  | \$120,119.36 | \$125,828.57 | \$119,684.04 | \$160,397.68 | \$129,975.22 | \$1,488,098.20 |
| <b>2010-11</b>   | \$151,874.74 | \$168,260.43 | \$141,512.98 | \$147,167.63 | \$135,475.89 | \$125,467.43 | \$105,350.60 | \$177,608.24 | \$141,033.68 | \$160,271.23 | \$191,061.23 | \$187,441.71 | \$1,832,525.79 |
| Less 4B Tax      | \$16,874.97  | \$18,695.60  | \$15,724     | \$16,352     | \$15,053     | \$13,941     | \$11,706     | \$19,734     | \$15,670     | \$17,808     | \$21,229     | \$20,827     | \$203,613.98   |
| Total            | \$134,999.77 | \$149,564.83 | \$125,789    | \$130,816    | \$120,423    | \$111,527    | \$93,645     | \$157,874    | \$125,363    | \$142,463    | \$169,832    | \$166,615    | \$1,628,911.81 |
| <b>2011-2012</b> | \$215,929.04 | \$244,423.81 | \$135,874.73 | \$121,972.66 | \$269,835.86 | \$124,113.24 | \$131,951.69 | \$190,612.04 | \$230,387.42 | \$202,429.20 | \$243,818.57 | \$223,421.87 | \$2,334,770.13 |
| Less 4B Tax      | \$23,992.12  | \$27,158.20  | \$15,097     | \$13,553     | \$29,982     | \$13,790     | \$14,661     | \$21,179     | \$25,599     | \$22,492     | \$27,091     | \$24,825     | \$259,418.90   |
| Total            | \$191,936.92 | \$217,265.61 | \$120,778    | \$108,420    | \$239,854    | \$110,323    | \$117,290    | \$169,433    | \$204,789    | \$179,937    | \$216,728    | \$198,597    | \$2,075,351.23 |
| <b>2012-2013</b> | \$233,034.24 | \$201,126.66 | \$235,569.30 | \$186,332.28 | \$183,639.00 | \$154,315.24 | \$139,895.73 | \$181,101.26 | \$0.00       | \$0.00       | \$0.00       | \$0.00       | \$1,515,013.71 |
| Less 4B Tax      | \$25,892.69  | \$22,347.41  | \$26,174     | \$20,704     | \$20,404     | \$17,146     | \$15,544     | \$20,122     | \$0.00       | \$0.00       | \$0.00       | \$0.00       | \$168,334.86   |
| Total            | \$207,141.55 | \$178,779.25 | \$209,395    | \$165,629    | \$163,235    | \$137,169    | \$124,352    | \$160,979    | \$0.00       | \$0.00       | \$0.00       | \$0.00       | \$1,346,678.85 |

Note: April, 2006 Tax Rate Changes from 1.0% General, 4B .5% to 1.0% General, 4B .125%

**City of Richland Hills  
3/8 percent Crime Control and Prevention District Sales and Use Tax Allocation**

|                  | OCT         | NOV         | DEC         | JAN         | FEB         | MAR         | APR         | MAY         | JUNE                     | JULY        | AUG         | SEPT        | TOTAL     |              |
|------------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|--------------------------|-------------|-------------|-------------|-----------|--------------|
| <b>2005-2006</b> | \$0         | \$0         | \$0         | \$0         | \$0         | \$0         | \$0         | \$0         | \$25,672                 | \$32,203    | \$32,340    | \$27,026    | \$117,240 |              |
|                  |             |             |             |             |             |             |             |             | <a href="#">See Note</a> |             |             |             |           |              |
| <b>2006-2007</b> | \$27,390    | \$28,473    | \$25,616    | \$22,121    | \$34,359    | \$29,976    | \$28,858    | \$40,650    | \$43,589                 | \$38,950    | \$46,975    | \$49,915    | \$416,872 |              |
| <b>2007-2008</b> | \$41,821    | \$49,465    | \$53,589    | \$42,538    | \$51,599    | \$37,976    | \$43,229    | \$43,251    | \$50,326                 | \$50,088    | \$55,599    | \$56,904    | \$576,386 |              |
| <b>2008-2009</b> | \$49,364    | \$48,159    | \$35,561    | \$35,542    | \$61,632    | \$38,729    | \$36,261    | \$45,387    | \$45,719                 | \$47,001    | \$48,126    | \$54,714    | \$546,196 | \$541,144.41 |
| <b>2009-2010</b> | \$44,312.99 | \$45,391.12 | \$37,801.30 | \$38,721.87 | \$42,550.74 | \$39,095.79 | \$35,265.70 | \$39,717.20 | \$44,216.60              | \$44,163.04 | \$52,196.41 | \$45,619.95 | \$509,053 | \$511,102.94 |
| <b>2010-2011</b> | \$46,363.22 | \$56,547.86 | \$43,841.28 | \$39,393.29 | \$38,995.36 | \$38,375.68 | \$32,954.86 | \$53,895.88 | \$45,193.54              | \$53,137.44 | \$60,308.54 | \$62,407.29 | \$571,414 | \$597,075.95 |
| <b>2011-2012</b> | \$72,024.93 | \$78,836.87 | \$45,191.10 | \$40,145.56 | \$88,329.49 | \$40,756.64 | \$45,581.87 | \$60,944.10 | \$75,919.58              | \$65,486.28 | \$80,889.91 | \$73,742.08 | \$767,848 | \$771,981.36 |
| <b>2012-2013</b> | \$76,157.88 | \$67,183.73 | \$79,315.92 | \$62,877.85 | \$60,886.17 | \$56,630.82 | \$46,684.83 | \$60,902.49 |                          |             |             |             | \$510,640 | \$434,481.81 |

Note: Special District approved for collection beginning April, 2006, Rate .375%

**City of Richland Hills  
7 Percent Hotel Occupancy Tax**

|                  | OCT         | NOV         | DEC         | JAN         | FEB         | MAR         | APR         | MAY         | JUNE        | JULY        | AUG         | SEPT        | TOTAL        |
|------------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|--------------|
| <b>2008-2009</b> | \$0         | \$0         | \$0         | \$0         | \$1,435     | \$3,465     | \$5,569     | \$4,704     | \$9,674     | \$9,792     | \$8,318     | \$9,121     | \$52,078     |
| <b>2009-2010</b> | \$9,119.73  | \$8,258     | \$7,851     | \$6,291     | \$10,540    | \$12,227    | \$11,394    | \$10,198    | \$13,777    | \$13,189    | \$10,828    | \$7,888.56  | \$121,561    |
| <b>2010-2011</b> | \$13,386.26 | \$11,231.91 | \$11,145.16 | \$9,769.55  | \$13,943.58 | \$13,872.80 | \$12,437.96 | \$13,069.32 | \$13,901.40 | \$16,810.40 | \$11,791.18 | \$11,237.15 | \$152,596.67 |
| <b>2011-2012</b> | \$15,876.73 | \$15,433.91 | \$10,606.83 | \$11,358.01 | \$13,013.36 | \$16,492.86 | \$14,367.17 | \$16,146.47 | \$18,329.48 | \$17,595.90 | \$18,882.09 | \$14,008.96 | \$182,111.77 |
| <b>2012-2013</b> | \$16,114.54 | \$16,369.78 | \$13,382.16 | \$15,520.52 | \$15,709.96 | \$15,941.19 | \$16,194.29 |             |             |             |             |             | \$109,232.44 |

Note: First hotel opened February, 2009

## Section 4

City of Richland Hills  
Monthly Financial Report  
May 2013

# CAPITAL IMPROVEMENT PROGRAM REPORT

**City of Richland Hills  
Other Projects, Enterprise Fund  
May 31, 2013**

| <b>Capital Projects</b>                                       |                       |                         |                        |
|---|-----------------------|-------------------------|------------------------|
|   | <b>Project Budget</b> | <b>Project Expenses</b> | <b>Project Balance</b> |
| <b>Enterprise Fund</b>  |                       |                         |                        |
| <b>Water Department</b>                                       |                       |                         |                        |
| Canopy  | \$ 6,000.00           | \$ -                    | \$ 6,000.00            |
| Public Works Building Remodel                                 | \$ 12,600.00          | \$ 5,950.15             | \$ 6,649.85            |
| <b>Wastewater Department</b>                                  |                       |                         |                        |
| Public Works Building Remodel                                 | \$ 7,600.00           | \$ 2,816.83             | \$ 4,783.17            |
| Sewer System Improvements<br>Airport Freeway Emergency Repair | \$ 475,000.00         | \$ 147,383.46           | \$ 327,616.54          |
| <b>Drainage Utility</b>                                       |                       |                         |                        |
| Public Works Building Remodel                                 | \$ 8,200.00           | \$ -                    | \$ 8,200.00            |
| Pine Park Project - Replace inlets                            | \$ -                  | \$ 52,800.00            |                        |
|   |                       |                         |                        |
|   |                       |                         |                        |
| <b>Total</b>  | <b>\$ 509,400.00</b>  | <b>\$ 208,950.44</b>    | <b>\$ 353,249.56</b>   |

**City of Richland Hills  
Other Projects, General Fund  
May 31, 2013**

| <b>Capital Projects</b>       |                       |                         |                        |
|-------------------------------|-----------------------|-------------------------|------------------------|
|                               | <b>Project Budget</b> | <b>Project Expenses</b> | <b>Project Balance</b> |
| <b>General Fund</b>           |                       |                         |                        |
| <b>Police Department</b>      |                       |                         |                        |
| Emergency Operations Center   | \$ 3,580.00           | \$ 3,595.88             | \$ (15.88)             |
| <b>Street Department</b>      |                       |                         |                        |
| Canopy                        | \$ 6,000.00           | \$ -                    | \$ 6,000.00            |
| Public Works Building Remodel | \$ 7,600.00           | \$ 7,600.00             | \$ -                   |
| <b>Community Center</b>       |                       |                         |                        |
| Paint Exterior Building       | \$ 5,256.00           | \$ -                    | \$ 5,256.00            |
|                               |                       |                         |                        |
|                               |                       |                         |                        |
| <b>Total</b>                  | \$ 22,436.00          | \$ 11,195.88            | \$ 11,240.12           |

**City of Richland Hills  
2010 Drainage Construction  
May 31, 2013**

| <b>Capital Projects</b>  |                       |                         |                        |
|--|-----------------------|-------------------------|------------------------|
|  | <b>Project Budget</b> | <b>Project Expenses</b> | <b>Project Balance</b> |
| <b>Drainage Construction</b><br>Construct Matthews Drive Interceptor<br>and Kingsbury bypass | \$ -                  | \$ 316,670.67           | \$ (316,670.67)        |
|  |                       |                         |                        |
|  |                       |                         |                        |
| <b>Total</b>   | \$ -                  | \$ 316,670.67           | \$ (316,670.67)        |

**City of Richland Hills  
Enterprise Improvement Project Fund  
May 31, 2013**

| <b>Capital Projects</b>  |                       |                         |                        |
|--|-----------------------|-------------------------|------------------------|
|  | <b>Project Budget</b> | <b>Project Expenses</b> | <b>Project Balance</b> |
| <b>Enterprise Improvement Project Fund</b><br>Construction of Big Fossil Creek sewer main and lift station | \$ -                  | \$ 204,238.36           | \$ (204,238.36)        |
|  |                       |                         |                        |
|  |                       |                         |                        |
| <b>Total</b>   | \$ -                  | \$ 204,238.36           | \$ (204,238.36)        |

**City of Richland Hills  
Crime Control Prevention District  
May 31, 2013**

| <b>Capital Projects</b>                                      |                       |                         |                        |
|--|-----------------------|-------------------------|------------------------|
|  | <b>Project Budget</b> | <b>Project Expenses</b> | <b>Project Balance</b> |
| <b>Crime Control</b><br>Property Acquisition                 | \$ -                  | \$ 10,000.00            | \$ (10,000.00)         |
| Building Improvements<br>Remodel Emergency Operations Center | \$ 11,912.00          | \$ 7,144.55             | \$ 4,767.45            |
| Equipment<br>Computers, Software, Printer, Projector         | \$ 16,784.00          | \$ 29,298.78            | \$ (12,514.78)         |
| Vehicles and Equipment<br>Patrol Vehicle                     | \$ 36,592.00          | \$ 36,547.00            | \$ 45.00               |
|  |                       |                         |                        |
| <b>Total</b>   | \$ 65,288.00          | \$ 82,990.33            | \$ (17,702.33)         |

**City of Richland Hills  
Facility Improvement Fund  
May 31, 2013**

| <b>Capital Projects</b>   |                   |                     |                    |
|---|-------------------|---------------------|--------------------|
|   | Project<br>Budget | Project<br>Expenses | Project<br>Balance |
| <b>Facility Improvement Fund</b><br>City Hall Security Improvements | \$ 40,000.00      | \$ 30,415.87        | \$ 9,584.13        |
| Policy Department Facility<br>Repairs                               | \$ 25,000.00      | \$ 19,852.00        | \$ 5,148.00        |
|   |                   |                     |                    |
| <b>Total</b>  | \$ 65,000.00      | \$ 50,267.87        | \$ 14,732.13       |

**City of Richland Hills  
Road and Street Improvements  
May 31, 2013**

| <b>Capital Projects</b>   |                       |                         |                        |
|---|-----------------------|-------------------------|------------------------|
|   | <b>Project Budget</b> | <b>Project Expenses</b> | <b>Project Balance</b> |
| <b>Road and Street Improvement Fund</b><br>Pine Park Reconstruction | \$ 148,865.00         | \$ 147,584.60           | \$ 1,280.40            |
| <b>Oil and Gas Infrastructure Fund</b><br>Pink Park Reconstruction  | \$ 281,135.00         | \$ 35,800.40            | \$ 245,334.60          |
|   |                       |                         |                        |
| <b>Total</b>  | \$ 430,000.00         | \$ 183,385.00           | \$ 246,615.00          |

**City of Richland Hills  
\$415,000 2012 PPFCO  
May 31, 2013**

| <b>Capital Equipment Projects</b>         |                       |                         |                        |
|---|-----------------------|-------------------------|------------------------|
|   | <b>Project Budget</b> | <b>Project Expenses</b> | <b>Project Balance</b> |
| <b>Police Department</b>                  | \$ 36,592.00          | \$ 37,352.00            | \$ (760.00)            |
| Patrol Vehicle                            |                       |                         |                        |
| Caldwell Country Chevrolet                | \$ 25,791.00          |                         |                        |
| Professional Safety Systems               | \$ 10,231.00          |                         |                        |
| Wingfield Signs                           | \$ 1,330.00           |                         |                        |
| <b>Fire Department</b>                    | \$ 5,676.00           | \$ -                    | \$ 5,676.00            |
| Fire Hose Replacement                     |                       |                         |                        |
| <b>Street Department</b>                  | \$ 39,272.00          | \$ 30,545.37            | \$ 8,726.63            |
| Asphalt Roller                            |                       |                         |                        |
| RDO Equipment                             | \$ 30,545.37          |                         |                        |
| <b>Public Works Department</b>            | \$ 15,000.00          | \$ 4,800.00             | \$ 10,200.00           |
| Shop Bay Doors                            |                       |                         |                        |
| Open Up Doors                             | \$ 4,800.00           |                         |                        |
| <b>Public Works Department</b>            | \$ 36,000.00          | \$ -                    | \$ 36,000.00           |
| Sewer Camera                              |                       |                         |                        |
| <b>Community Development Department</b>   | \$ 18,400.00          | \$ -                    | \$ 18,400.00           |
| Building Official Truck                   |                       |                         |                        |
| <b>Police Department Vehicles</b>         | \$ 51,346.00          | \$ -                    | \$ 51,346.00           |
| Vehicles                                  |                       |                         |                        |
| <b>Municipal Court</b>                    | \$ 30,018.00          | \$ 29,518.00            | \$ 500.00              |
| City Marshal Vehicle                      |                       |                         |                        |
| Caldwell Country Chevrolet                | \$ 25,991.00          |                         |                        |
| Professional Safety System                | \$ 3,527.00           |                         |                        |
| <b>Animal Control Services Department</b> | \$ 33,686.00          | \$ 33,222.70            | \$ 463.30              |
| Animal Control Truck                      |                       |                         |                        |
| Caldwell Country Chevrolet                | \$ 18,992.00          |                         |                        |
| Deerskin Mfg Co                           | \$ 14,230.70          |                         |                        |
| <b>Drainage Utility</b>                   | \$ 29,010.00          | \$ 28,493.27            | \$ 516.73              |
| Sam Pack Five Star Ford                   | \$ 28,493.27          |                         |                        |
| One ton Truck                             |                       |                         |                        |
| <b>Parks/Recreation</b>                   | \$ 100,000.00         | \$ -                    | \$ 100,000.00          |
| Capital Improvements                      |                       |                         |                        |
| <b>Bond Issuance Cost</b>                 | \$ 20,000.00          | \$ 23,000.00            | \$ (3,000.00)          |
| Southwest Securities                      | \$ 23,000.00          |                         |                        |
| <b>Total</b>                              | <b>\$ 415,000.00</b>  | <b>\$ 186,931.34</b>    | <b>\$ 228,068.66</b>   |

Office of the Fire Chief

City of Richland Hills, Texas

## Memorandum

**To:** Honorable Mayor Bill Agan and members of the Richland Hills City Council  
**From:** William Bell, Fire Chief  
**Date:** June 12, 2013  
**Subject:** Community Development Office May 2013 Monthly Report

---

### **City Council Action Requested:**

No action requested

### **Background Information:**

Two multi-family apartment buildings are changing owners. The Plaza Apartments, located on the corner of Rufe Snow and Hardisty, has been sold to a new ownership group. They've expressed their intent is to remodel the apartments and clean up the grounds to improve the appearance of the building. The second building that will be sold on June 17<sup>th</sup> is Concord Apartments located on Rufe Snow and Reeves. The future owner spent time in Community Development reviewing records indicated he plans on improving the condition of the building after the purchase of the property.

During the month of May there were four applications for commercial Certificate of Occupancy; Blue Haze Aquatic Pet Shop at 6631 Baker Blvd, Resurface Solutions at 6929 Oxley Drive, Telesys Communications at 6840 Blvd 26 and The Sorter's Warehouse at 7336 Dogwood.

As grass and weeds continue to grow during the spring weather Code Enforcement continues pursuit of property owners, both verbally and in written notice. During the month there were thirty-four notice of violations mailed out for high grass and weeds. Community Development is using a private landscaper to cut seven properties

in the city. A lien is then filed on the property to cover the cost of the maintenance performed on the property.

**Staff Contacts:**

William Bell, Fire Chief  
817-616-3755  
[bbell@richlandhills.com](mailto:bbell@richlandhills.com)

**Attachments:** Monthly Report of Permits, Contractors Registration and Bureau Veritas Inspections

| <b>Planning and Community Development Monthly Report – May 2013</b> |                                |                   |
|---|--------------------------------|-------------------|
| <b>Building Permits</b>   | <b>Total</b>                   | <b>Amount</b>     |
| Building  | 18                             | 5,905.55          |
| Plumbing  | 8                              | 591.90            |
| Mechanical  | 8                              | 792.75            |
| Electrical  | 5                              | 394.50            |
| Roofing   |                                |                   |
| Clean Show  |                                |                   |
| Driveway Approach   | 1                              | 40.00             |
| Signs   | 2                              | 100.00            |
| Irrigation  | 1                              | 69.65             |
| Ordinance Inspection  | 2                              | 240.00            |
| <b>Total Fees Collected</b>   | <b>45</b>                      | <b>\$8,134.35</b> |
| <b>Garage Sales</b>   |                                |                   |
| <b>1</b>  | <b>Garage Sale Residential</b> | <b>50</b>         |
|   |                                | <b>\$400.00</b>   |

| <b>Certificate of Occupancy</b> |                |               |
|---------------------------------|----------------|---------------|
| <b>Types</b>                    | <b>Applied</b> | <b>Issued</b> |
| Commercial                      | 4              | 1             |
| Residential                     | 3              | 1             |

| <b>Contractors Registration</b> |              |                   |
|---------------------------------|--------------|-------------------|
| <b>Types</b>                    | <b>Total</b> | <b>Amount</b>     |
| Plumbing                        | 4            | EXEMPT            |
| Mechanical                      | 4            | 400.00            |
| Electrical                      | 3            | 300.00            |
| General Contractor              | 8            | 800.00            |
| Sign                            |              |                   |
| Irrigation                      |              |                   |
| <b>Total Fees Collected</b>     |              | <b>\$1,500.00</b> |

| <b>Bureau Veritas</b>    |                     |                     |
|--------------------------|---------------------|---------------------|
| <b>Inspections Types</b> | <b>Total Passed</b> | <b>Total Failed</b> |
| Building                 | 10                  | 1                   |
| Plumbing                 | 10                  |                     |
| Mechanical               | 9                   | 1                   |
| Electrical               | 11                  |                     |
| Roofing                  |                     |                     |
| Ordinance Inspection     |                     | 2                   |
| Driveway Approach        |                     |                     |
| Signs                    |                     |                     |
| Irrigation               |                     |                     |

| <b>Certificate of Occupancy</b> |                   |                 |
|---------------------------------|-------------------|-----------------|
| <b>New Business</b>             | <b>Address</b>    | <b>Previous</b> |
| The Sorter's Warehouse          | 7336 Dogwood Park |                 |

Office of the Fire Chief

City of Richland Hills, Texas

## Memorandum

**To:** Honorable Mayor Bill Agan and members of the Richland Hills City Council  
**From:** William Bell, Fire Chief  
**Date:** June 12, 2013  
**Subject:** Fire Department May 2013 Monthly Report

---

### **City Council Action Requested:**

No action requested

### **Background Information:**

During the month of May the Fire Department responded to 80 calls for service. Request for emergency medical service accounted for fifty-five or 69% of the total call volume. Paramedics transported forty-three patients to area hospitals from the fifty-five EMS calls received. The call volume, including the EMS related calls, was low from our average monthly call volume of one hundred and sixteen.

The department responded to three calls for a fire of one type or another during the month. There were no structure fires in the city during the month of May. The remainder of the calls included eight false alarms, two good intent calls, five service calls, and seven hazardous conditions. During the month the department responded to seven requests for mutual aid to neighboring communities while requesting assistance thirteen times from neighboring departments.

Representatives from the Richland Hills, Haltom City, North Richland Hills and Watauga fire departments met and agreed to increased response coverage on mutual aid and automatic aid responses. Due to the traffic congestion caused by the Interstate 820 construction Richland Hills will now increase our mutual aid and automatic aid coverage into both Haltom City and North Richland Hills on reported structure fires. In

return our city will see an increase in the number of fire apparatus from Haltom City and North Richland Hills that will respond on reported structure fires in Richland Hills. The combined dispatch center, with the capabilities of dispatching multiple departments simultaneously, reduces the response notification and dispatch of the mutual aid fire apparatus responding to our city. The increased response will help the fire department meet the minimum standards established by the National Fire Protection Association when it comes to personnel.

The annual fire hydrant tests were completed during the month by the department. The annual fire safety inspections of the multi-family dwelling units neared completion with the re-inspections of dwelling units that had safety issues. The annual fire inspections of commercial and industrial properties begin in June.

**Staff Contacts:**

William Bell, Fire Chief  
817-616-3755  
[bbell@richlandhills.com](mailto:bbell@richlandhills.com)

**Attachments:** Fire Department Incident Type Totals  
Fire Department Aid Responses by Department

## Incident Type Report (Summary)

Alarm Date Between {05/01/2013} And {05/31/2013}

| Incident Type  | Count     | Pct of Incidents | Total Est Loss | Pct of Losses |
|--|-----------|------------------|----------------|---------------|
| <b>1 Fire</b>  |           |                  |                |               |
| 113 Cooking fire, confined to container                  | 1         | 1.25%            | \$0            | 0.00%         |
| 140 Natural vegetation fire, Other                       | 1         | 1.25%            | \$0            | 0.00%         |
| 143 Grass fire   | 1         | 1.25%            | \$0            | 0.00%         |
|  | <u>3</u>  | <u>3.75%</u>     | <u>\$0</u>     | <u>0.00%</u>  |
| <b>3 Rescue &amp; Emergency Medical Service Incident</b> |           |                  |                |               |
| 3211 EMS call, Medical                                   | 40        | 50.00%           | \$0            | 0.00%         |
| 3212 EMS call, Trauma                                    | 3         | 3.75%            | \$0            | 0.00%         |
| 3213 EMS call, No Transport                              | 7         | 8.75%            | \$0            | 0.00%         |
| 3214 EMS call, No patient                                | 2         | 2.50%            | \$0            | 0.00%         |
| 322 Motor vehicle accident with injuries                 | 3         | 3.75%            | \$0            | 0.00%         |
|  | <u>55</u> | <u>68.75%</u>    | <u>\$0</u>     | <u>0.00%</u>  |
| <b>4 Hazardous Condition (No Fire)</b>                   |           |                  |                |               |
| 444 Power line down                                      | 5         | 6.25%            | \$0            | 0.00%         |
| 445 Arcing, shorted electrical equipment                 | 2         | 2.50%            | \$0            | 0.00%         |
|  | <u>7</u>  | <u>8.75%</u>     | <u>\$0</u>     | <u>0.00%</u>  |
| <b>5 Service Call</b>                                    |           |                  |                |               |
| 550 Public service assistance, Other                     | 1         | 1.25%            | \$0            | 0.00%         |
| 553 Public service                                       | 2         | 2.50%            | \$0            | 0.00%         |
| 554 Assist invalid                                       | 1         | 1.25%            | \$0            | 0.00%         |
| 561 Unauthorized burning                                 | 1         | 1.25%            | \$0            | 0.00%         |
|  | <u>5</u>  | <u>6.25%</u>     | <u>\$0</u>     | <u>0.00%</u>  |
| <b>6 Good Intent Call</b>                                |           |                  |                |               |
| 611 Dispatched & cancelled en route                      | 1         | 1.25%            | \$0            | 0.00%         |
| 622 No Incident found on arrival at dispatch             | 1         | 1.25%            | \$0            | 0.00%         |
|  | <u>2</u>  | <u>2.50%</u>     | <u>\$0</u>     | <u>0.00%</u>  |
| <b>7 False Alarm &amp; False Call</b>                    |           |                  |                |               |
| 700 False alarm or false call, Other                     | 2         | 2.50%            | \$0            | 0.00%         |
| 731 Sprinkler activation due to malfunction              | 1         | 1.25%            | \$0            | 0.00%         |
| 740 Unintentional transmission of alarm, Other           | 1         | 1.25%            | \$0            | 0.00%         |
| 743 Smoke detector activation, no fire -                 | 1         | 1.25%            | \$0            | 0.00%         |
| 744 Detector activation, no fire -                       | 1         | 1.25%            | \$0            | 0.00%         |
| 745 Alarm system activation, no fire -                   | 2         | 2.50%            | \$0            | 0.00%         |

Incident Type Report (Summary)

Alarm Date Between {05/01/2013} And {05/31/2013}

| Incident Type              | Count | Pct of Incidents | Total Est Loss | Pct of Losses |
|----------------------------|-------|------------------|----------------|---------------|
| 7 False Alarm & False Call | 8     | 10.00%           | \$0            | 0.00%         |

Total Incident Count: 80

Total Est Loss: \$0

Fire Department

June 18, 2013  
7E - 47

Aid Responses by Department (Summary)

Alarm Date Between {05/01/2013} And {05/31/2013}

| Type of Aid                                       | Count |
|---|-------|
| <b>HCFD Haltom City Fire Department</b>           |       |
| Automatic aid received                            | 1     |
| Automatic aid given                               | 1     |
|   | <hr/> |
|   | 2     |
| <b>HFD Hurst Fire Department</b>                  |       |
| Mutual aid received                               | 1     |
| Automatic aid received                            | 1     |
| Mutual aid given                                  | 3     |
|   | <hr/> |
|   | 5     |
| <b>NRHFD North Richland Hills Fire Department</b> |       |
| Mutual aid received                               | 5     |
| Automatic aid received                            | 5     |
| Mutual aid given                                  | 2     |
|   | <hr/> |
|   | 12    |
| <b>RHFD Richland Hills Fire Department</b>        |       |
| Automatic aid given                               | 1     |
|   | <hr/> |
|   | 1     |

Memorandum

TO: Honorable Mayor Bill Agan and members of the Richland Hills City Council  
FROM: Lisa Harper Wood, Director of Leisure Services  
Subject: Monthly Report for May, 2013

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**Library Services**

**May Monthly Report:**

Planning for the summer reading club "Summer 'O Fun" was completed. The program will run for six weeks. Each week there will be performers and reading incentives for each child that reads one hour per week.

The interior designer began work on the Library. For the last two Saturdays in May, the Library was closed for renovations. There were no complaints from the patrons. Everyone is very supportive of the project.

"Freeding", the downloadable e-book program is in place.

The first GED sessions ended. Twelve students participated in the classes.

With the additional two public access laptops, library usage continues to climb.

**Community Center**

**May Monthly Report:**

TCC has started the renovation project that will turn the small meeting room into a classroom.

The new rental agreements are now in place.

Staff Contact:

Lisa Harper Wood

Director of Leisure Services

817 616-3761

[lwood@richlandhills.com](mailto:lwood@richlandhills.com)



Library renovations underway.

**City of Richland Hills, Texas**  
**Department of Leisure Services**  
**Monthly Report**  
**May, 2013**

**Library**

| <b>Description:</b>                         | <b>May</b> | <b>Year-to-date</b> |
|---|------------|---------------------|
| Patron visits to the library                | 1,594      | 11,393              |
| Volunteer Hours                             | 4          | 39                  |
| New library card registrations              | 30         | 372                 |
| Total items checked out                     | 2,337      | 21,809              |
| In-house materials used                     | 379        | 1,809               |
| Reference questions answered                | 196        | 3,387               |
| Items borrowed from MetrOPAC Consortium     | 456        | 3,449               |
| Items loaned to MetrOPAC consortium         | 1,077      | 7,704               |
| Hours of public access computer usage       | 428        | 2,595               |
| Number of Public Computer Sessions          | 681        | 3,498               |
| Number of PC Assistance given by staff      | 218        | 1,149               |
| Wireless usage by hours, inside the library | 22         | 1,238               |
| Interlibrary loans received                 | 0          | 0                   |
| Interlibrary loans shipped                  | 0          | 2                   |
| Programs for Children                       | 35         | 412                 |
| Programs for Adults                         | 44         | 205                 |
| New materials processed                     | 169        | 1,297               |

**Community Center:**

| <b>Description</b>                    | <b>May</b> | <b>Year-to-date</b> |
|---------------------------------------|------------|---------------------|
| Community Center Rental Revenues      | 1,235      | 13,633              |
| Pavilion Rental Revenues              | 132        | 132                 |
| Community Center Reservations         | 12         | 78                  |
| Pavilion Reservations                 | 6          | 6                   |
| Adult Enrichment Program Revenues     | 806.50     | 4,732.00            |
| Contract Labor – Expenditures         | 745.20     | 3,612.80            |
| Adult Enrichment Program Participants | 242        | 1905                |
| Class sessions                        | 17         | 191                 |
| AARP                                  | 12         | 93                  |
| Nonprofits                            | 1          | 6                   |

**Office of the Public Works Dept.**

City of Richland Hills, Texas

Memorandum

To: Honorable Mayor Bill Agan and members of the Richland Hills City Council  
 From: Michael Barnes, Public Works Director  
 Date: June 14, 2013  
 Subject: Public Works Dept. Monthly Report

**Council Action Requested:**

*No Action Requested*

**Background Information:**

*Below is a brief description of the current projects that are either under design or construction:*

| <b>MATTHEWS DRAINAGE INTERCEPTOR</b>  |   |  |   |
|---|---|--|---|
| <b>SCOPE</b>  | <b>TIMELINE</b>   | <b>COST/FUNDING</b>  | <b>CURRENT STATUS</b>   |
| Project will start at the cul de sac on Kings Court travel to Park Place turn west to Matthews then turn south on Matthews to intersect the sump area.              | Const. anticipated to begin in July/August 2013. Const. time est. 8-10 months | Estimated \$1,500,000 Funded from the Drainage Utility Bond Fund.                            | Easement appraisals submitted to all property owners. Anticipate all easements acquisitions in July.                  |
| <b>BAKER BLVD. INTERSECTION IMPROVEMENTS</b>  |   |  |   |
| <b>SCOPE</b>  | <b>TIMELINE</b>   | <b>COST/FUNDING</b>  | <b>CURRENT STATUS</b>   |
| Improvement of Baker Blvd. intersections at Handley Ederville, Vance/Ash Park, and Rufe Snow Dr. to include curb & gutter, overlay, sidewalks and right turn lanes. | Estimate project to be bid in late 2014 or early 2015.                        | Estimated \$3,550,530 Funded from a TxDOT grant, Tarrant County Road Bond Fund and the city. | Project is in design phase. Staff and consultant determining right of way acquisitions and detailed scope of project. |
| <b>BFC MAIN SEWER LINE AND LIFT STATION</b>   |   |  |   |

| <b>SCOPE</b>   | <b>TIMELINE</b>  | <b>COST/FUNDING</b>                                      | <b>CURRENT STATUS</b>  |
|--|--|--|--|
| Installation of approx. 4,500' of 6", 8", 12" and 15" sewer lines and installing a lift station. | Anticipate project bid July / Aug.'13<br>Const. time 8-12 months | Estimated \$3,000,000<br>Funded from Water & Sewer Bonds | Plans 95% complete. Staff has contacted and submitted all appraisals to property owners. |

**LEVEE PUMP STATION ELECTRICAL REPAIRS**

| <b>SCOPE</b>  | <b>TIMELINE</b>   | <b>COST/FUNDING</b>                            | <b>CURRENT STATUS</b>  |
|---|---|--|--|
| Replace electrical switch gear at the levee pump station. | CC approved switchgear replacement.<br>5/7/13 Advertise & receive bids July '13, award bids Aug.'13.<br>Installation is scheduled for Nov. 2013 | \$115,200<br>Funded from Drainage Utility Fund | Pre-bid date set for 2:00pm June 20, 2013. Receive bids June 27, 2013 2:00pm. Anticipate award of bids July 2, 2013. |

**TXDOT SAFE ROUTES TO SCHOOL (SRTS) SIDEWALK PROJECT**

| <b>SCOPE</b>  | <b>TIMELINE</b>   | <b>COST/FUNDING</b>   | <b>CURRENT STATUS</b>   |
|---|---|---|---|
| Install sidewalks in areas near and adjacent to Richland Middle School (RMS); Jack Binion Elem. School (BES); Richland Elem. School (RES) | Construction began Sept.'12<br>Anticipated Completion:<br>RMS-June '13<br>BES-June '13<br>RES -July '13 | RMS - \$456,200.53<br>BES - \$520,842.52<br>RES - \$446,546.54<br>Funded by a TXDOT GRANT | RMS -99% comp.<br>BES - 99% comp.<br>RES - 45% comp.<br>Anticipate final of RES and BES in 2-4 weeks. |

**PINE PARK RECONSTRUCTION**

| <b>SCOPE</b> | <b>TIMELINE</b> | <b>COST/FUNDING</b> | <b>CURRENT STATUS</b> |
|--------------|-----------------|---------------------|-----------------------|
|--------------|-----------------|---------------------|-----------------------|

|   |  |   |  |
|---|--|---|--|
| Remove and replace curb & gutter, remove & replace inlet tops; remove & replace driveways and stabilization of sub grade.                     | Project began Feb. 18, 2013 anticipated completion July 2013                   | \$450,000<br>Funded from Streets Budget | Reconstruction substantially complete to Mimosa. Anticipate completion mid July.       |
| <b>BOOTH CALLOWAY DRAINAGE STUDY</b>  |  |   |  |
| <b>SCOPE</b>  | <b>TIMELINE</b>  | <b>COST/FUNDING</b>                     | <b>CURRENT STATUS</b>  |
| Develop a master drainage plan for this NE area of the city.  | CC approved contract 11/12. Anticipate final recommendations in July '13.      | \$50,000<br>FY 12-13 Drainage Budget    | Study 80% complete.  |
| <b>DRAINAGE GIS PHASE III</b>   |  |   |  |
| <b>SCOPE</b>  | <b>TIMELINE</b>  | <b>COST/FUNDING</b>                     | <b>CURRENT STATUS</b>  |
| Enhance GIS database, update storm water datasets, update the web map viewer, provide for a drainage/flood issue reporting system for viewers | Public web map up by end of May '13. Anticipate Phase III completion July 2013 | \$15,000 FY 12-13<br>Drainage Budget    | In the process of completing the web map reviewer. Anticipate completion in July 2013. |

**Board/Citizen Input:**

N/A

**Financial Impact:**

*As Noted*

**Staff Contacts:**

Michael Barnes, P.E. Director of Public Works  
817-616-3835; [mbarnes@richlandhills.com](mailto:mbarnes@richlandhills.com)

**Attachments:**

N/A

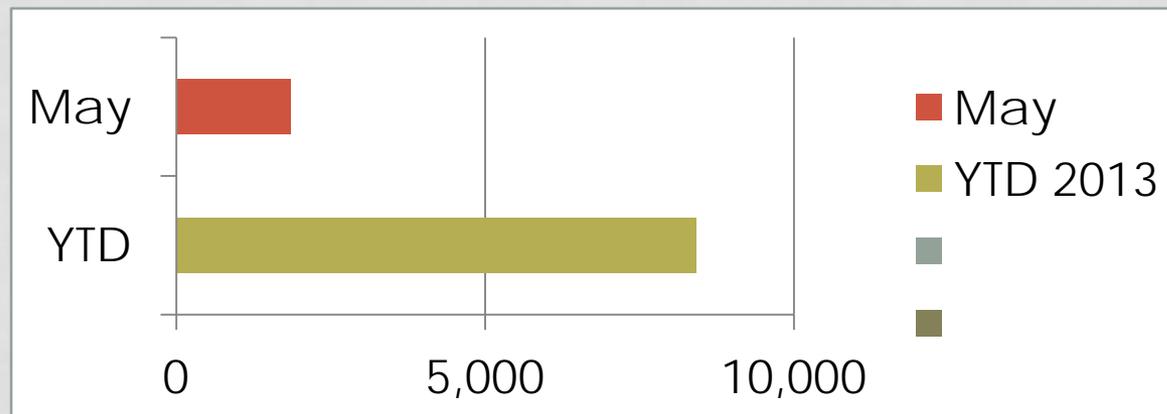
# POLICE REPORT 2013 MONTHLY/YTD

RICHLAND HILLS POLICE DEPARTMENT



# CALLS FOR SERVICE MAY 2013

|                                | Month        | YTD 2013     |
|--------------------------------|--------------|--------------|
| <b>Total Calls For Service</b> | <b>1,847</b> | <b>8,418</b> |
| Citizen Calls                  | 533          | 2,565        |
| 911 Calls                      | 98           | 603          |
| Officer Initiated              | 1,216        | 5,661        |





# ARREST

# ADULT

|              | May       | YTD       |  |  |
|--------------|-----------|-----------|--|--|
| Felony       | 4         | 33        |  |  |
|              |           |           |  |  |
| Misdemeanor  | 12        | 65        |  |  |
|              |           |           |  |  |
| <b>Total</b> | <b>16</b> | <b>98</b> |  |  |

# ARREST

# JUVENILE

|              | May      | YTD       |  |  |
|--------------|----------|-----------|--|--|
| Felony       | 0        | 0         |  |  |
| Misdemeanor  | 3        | 22        |  |  |
| <b>Total</b> | <b>3</b> | <b>22</b> |  |  |

# CRASH REPORTS & CITATIONS

|            | Crash Reports | YTD 2013 |
|------------|---------------|----------|
|            |               |          |
| <b>May</b> | 10            | 58       |
| (Injury)   | (4)           | 19       |
|            |               |          |
|            |               |          |

# CRIMINAL INVESTIGATIONS

| Category                | May 2013 | YTD 2013 |
|-------------------------|----------|----------|
| Assign. Cases – Active  | 48       | 228      |
| Closed Cases            | 0        | 3        |
| Unfounded               | 0        | 7        |
| Suspended               | 2        | 59       |
| Exceptionally Cleared   | 3        | 31       |
| Arrest – Case Filed     | 9        | 45       |
| Arrest – Case Not Filed | 3        | 14       |
| Total Assigned Cases    | 65       | 387      |

# ANIMAL CONTROL

| Category              | May 2013 | YTD 2013 |
|-----------------------|----------|----------|
| Total Number of Calls | 47       | 234      |
| Impounded Animals     | 38       | 175      |
| Dogs                  | 16       | 88       |
| Cats                  | 18       | 77       |
| Wildlife              | 3        | 8        |
| Other                 | 1        | 2        |
| Animal Bite Calls     | 0        | 4        |
| Enforcement Actions   | 4        | 45       |
| Warnings              | 4        | 44       |
| Citations             | 0        | 1        |
| Incident Reports      | 1        | 5        |

# ANIMAL CONTROL (CONTINUED)

| Category            | May 2013 | YTD 2013 |
|---------------------|----------|----------|
| Animal Dispositions | 35       | 182      |
| Return to Owner     | 1        | 32       |
| Return to Yard      | 2        | 10       |
| Return to Wild      | 4        | 7        |
| Euthanized          | 2        | 34       |
| Rescued             | 14       | 32       |
| Adopted             | 12       | 62       |
| Other               | 0        | 5        |
|                     |          |          |
|                     |          |          |
|                     |          |          |