

Office of the City Manager

City of Richland Hills, Texas

Memorandum

To: Honorable Mayor Bill Agan and members of the Richland Hills City Council
From: Eric Strong, City Manager
Date: April 15, 2014
Subject: Monthly Reports

Council Action Requested:

No action requested – Discussion only

Background Information:

Attached are the monthly Departmental Reports. Over the past several months, they have been streamlined to be more concise while striving to maintain the appropriate level of information. If you have any questions regarding the reports, please contact myself or the appropriate Department Head.

Board/Citizen Input: N/A

Financial Impact: N/A

Staff Contacts: Eric Strong
City Manager
estrong@richlandhills.com

Attachments: N/A

Finance

Fiscal Year 2013-2014, Period Ending 03/2014

Revenue and Expense Summary

	Total Budget	Cur Month Actual	YTD Actual	Available Budget	% YTD of Total Budget
General Fund (100)					
Revenue					
Taxes	\$ 4,427,312.00	\$ 434,117.35	\$ 3,125,521.60	\$ 1,301,790.40	71%
Fines & Forfeitures	\$ 417,629.00	\$ 39,126.27	\$ 216,327.04	\$ 201,301.96	52%
Licenses & Permits	\$ 102,170.00	\$ 26,058.19	\$ 90,901.00	\$ 11,269.00	89%
Service Charges	\$ 277,314.00	\$ 37,351.19	\$ 95,196.24	\$ 182,117.76	34%
Miscellaneous	\$ 189,362.00	\$ 5,131.00	\$ 17,244.18	\$ 172,117.82	9%
Other Sources	\$ 2,067,191.00	\$ 172,265.91	\$ 1,033,595.46	\$ 1,033,595.54	50%
Total Revenues	\$ 7,480,978.00	\$ 714,049.91	\$ 4,578,785.52	\$ 2,902,192.48	61%
Expenditures					
Municipal Court	\$ 216,038.00	\$ 19,173.76	\$ 119,318.45	\$ 96,719.55	55%
Administration	\$ 1,069,748.00	\$ 58,220.29	\$ 507,913.15	\$ 561,834.85	47%
Police	\$ 2,605,173.00	\$ 154,949.68	\$ 1,201,002.34	\$ 1,404,170.66	46%
Fire	\$ 1,619,908.00	\$ 115,712.99	\$ 830,168.76	\$ 789,739.24	51%
Street	\$ 168,680.00	\$ 13,843.60	\$ 78,778.37	\$ 89,901.63	47%
Library	\$ 319,324.00	\$ 21,060.16	\$ 150,127.78	\$ 169,196.22	47%
Recreation	\$ 35,278.00	\$ 2,249.17	\$ 16,629.50	\$ 18,648.50	47%
Parks/Grounds	\$ 63,200.00	\$ -	\$ 17,995.23	\$ 45,204.77	28%
Community Develop	\$ 425,667.00	\$ 42,020.77	\$ 277,804.85	\$ 147,862.15	65%
Animal Control	\$ 148,092.00	\$ 10,456.01	\$ 67,382.95	\$ 80,709.05	46%
Legislative	\$ 180,702.00	\$ 9,170.66	\$ 83,541.54	\$ 97,160.46	46%
Economic Dev	\$ 6,110.00	\$ -	\$ -	\$ 6,110.00	0%
Capital Projects	\$ 50,000.00	\$ -	\$ -	\$ 50,000.00	0%
Shared Services	\$ 658,196.00	\$ 37,607.25	\$ 258,453.22	\$ 399,742.78	39%
Transfers	\$ 6,500.00	\$ -	\$ -	\$ 6,500.00	0%
Total Expenditures	\$ 7,572,616.00	\$ 484,464.34	\$ 3,609,116.14	\$ 3,963,499.86	48%
Total Fund	\$ (91,638.00)	\$ 229,585.57	\$ 969,669.38	\$ (1,061,307.38)	
Revenue Fund (200)					
Revenue					
Water	\$ 2,312,984.00	\$ 142,505.13	\$ 948,055.06	\$ 1,364,928.94	41%
Sewer	\$ 1,503,368.00	\$ 120,903.94	\$ 741,874.67	\$ 761,493.33	49%
Miscellaneous	\$ 439,443.00	\$ 95,937.93	\$ 304,514.06	\$ 134,928.94	69%
Total Revenues	\$ 4,255,795.00	\$ 359,347.00	\$ 1,994,443.79	\$ 2,261,351.21	47%
Expenditures					
Transfers/Debt Svc	\$ 1,726,802.00	\$ 78,086.83	\$ 468,520.98	\$ 1,258,281.02	27%
Water Service	\$ 1,194,147.00	\$ 38,854.71	\$ 363,989.76	\$ 830,157.24	30%
Wastewater Service	\$ 1,025,318.00	\$ 43,491.58	\$ 365,152.38	\$ 660,165.62	36%
Total Expenditures	\$ 3,946,267.00	\$ 160,433.12	\$ 1,197,663.12	\$ 2,748,603.88	30%
Total Fund	\$ 309,528.00	\$ 198,913.88	\$ 796,780.67	\$ (487,252.67)	

Finance

Fiscal Year 2013-2014 Period Ending 03/2014

Capital Projects Report

Fund	Department	Project	Budget	Expenses	Balance
Enterprise	Water	Equipment	\$ 56,500.00	\$ 19,642.63	\$ 36,857.37
Enterprise	Wastewater	BFC Lift Station	\$ 3,000,000.00	\$ 169,007.44	\$ 2,830,992.56
Enterprise	Drainage	Matthews Interceptor/Kingsbury bypass	\$ 3,000,000.00	\$ 424,217.11	\$ 2,575,782.89
General	Administration	Utility Billing Office Remodel	\$ 6,085.00	\$ 4,810.00	\$ 1,275.00
General	Fire	Building Remodel	\$ 25,000.00	\$ -	\$ 25,000.00
General	Fire	Equipment	\$ 17,300.00	\$ 8,951.81	\$ 8,348.19
General	Animal Svcs	Building Improvements	\$ 21,094.00	\$ -	\$ 21,094.00
CCPD	Police	Building Improvements	\$ 40,000.00	\$ -	\$ 40,000.00
CCPD	Police	Equipment	\$ 74,976.00	\$ 32,491.70	\$ 42,484.30
CCPD	Police	Vehicles	\$ 39,268.00	\$ 12,083.00	\$ 27,185.00
PPFCO	Various	Equipment	\$ 227,000.00	\$ 33,333.86	\$ 193,666.14
Total			\$ 6,507,223.00	\$ 704,537.55	\$ 5,802,685.45

City of Richland Hills

Fiscal Year 2013-2014

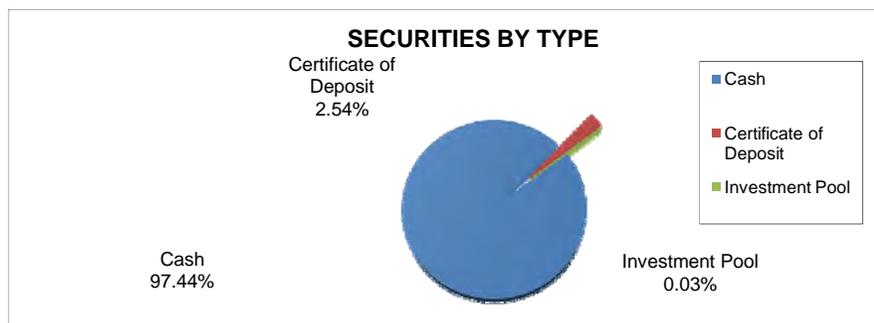
Treasury Investment Report

March 31, 2014

**Investment Report
City of Richland Hills, Texas
March 31, 2014**

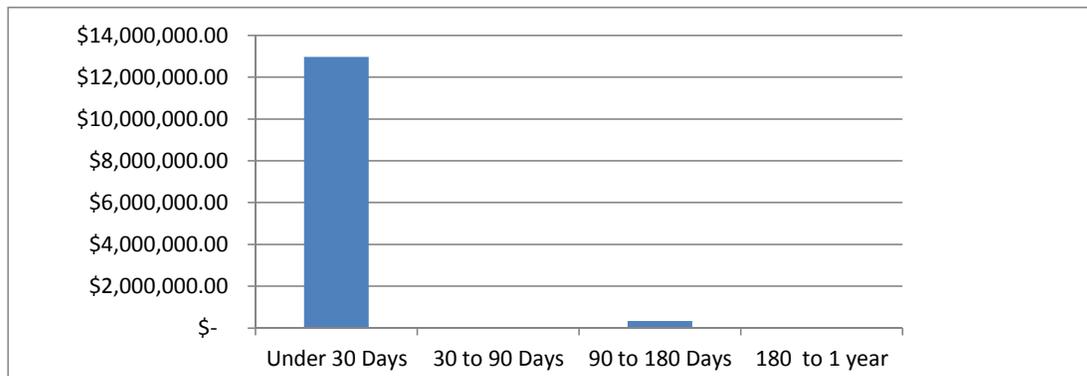
Safety - Securities by Type

Security Type	Book Value	Percent
Cash	\$ 12,962,966.85	97.44%
Certificate of Deposit	\$ 337,531.10	2.54%
Investment Pool	\$ 3,618.63	0.03%
Total	\$ 13,304,116.58	100.00%



Liquidity - Securities by Maturity Date

	Book Value	Percent
Under 30 Days	\$ 12,966,585.18	97.46%
30 to 90 Days	\$ -	0.00%
90 to 180 Days	\$ 337,531.10	2.54%
180 to 1 year	\$ -	0.00%
Total	\$ 13,304,116.28	100.00%



**Investment Report
City of Richland Hills, Texas
March 31, 2014**

Weighted Average Days to Maturity

Portfolio	Current Month
General	96
Revenue	116
	<hr/>
Total Average Maturity Days	106

Investment Report
City of Richland Hills, Texas
March 31, 2014

PURCHASES

Description	Fund	Purchase Date	Maturity Date	Yield	Par Value	Principal Invested
Texpool					\$ -	\$ -
Total Purchases	3/31/2014				<u>\$ -</u>	<u>\$ -</u>

SALES

Description	Fund	Purchase Date	Maturity Date	Yield	Par Value	Principal Invested
Total Sales	3/31/2014				<u>\$ -</u>	<u>\$ -</u>

Investment Report
City of Richland Hills, Texas
March 31, 2014

RECONCILIATION

	Par Value	Purchase Value
Prior Month Ending Balance	\$ 13,365,303	\$ 13,365,302.73
Current Month Purchases	\$ -	\$ -
Current Month Sales	\$ -	\$ -
Change	<u>\$ (61,186)</u>	<u>\$ (61,186.15)</u>
Total	<u>\$ 13,304,117</u>	<u>\$ 13,304,116.58</u>

This report is in full compliance with the investment policy and strategy as established for the Investment Portfolio and the Public Funds Investment Act (Chapter 2256.023)

Director of Finance

**Investment Report
City of Richland Hills, Texas
March 31, 2014**

Inventory/Holdings

Description	Purchase Date	Maturity Date	Yield	Par Value	Principal Invested	Beginning Book Value	Beginning Market Value	Ending Book Value	Ending Market Value
General Fund Portfolio									
CD	01-26-35	07-07-14	0.050%	\$ 162,531	\$ 162,531.10	\$ 162,531.10	\$ 162,531.10	\$ 162,531.10	\$ 162,531.10
Texpool	03-31-14	03-31-14		\$ 2,194	\$ 2,193.90	\$ 2,193.90	\$ 2,193.90	\$ 2,193.90	\$ 2,193.90
Total General Portfolio				\$ 164,725	\$ 164,725.00	\$ 164,725.00	\$ 164,725.00	\$ 164,725.00	\$ 164,725.00
Revenue Fund Portfolio									
CD	01-27-14	07-27-14	0.050%	\$ 175,000	\$ 175,000.00	\$ 175,000.00	\$ 175,000.00	\$ 175,000.00	\$ 175,000.00
Texpool	03-31-14	03-31-14		\$ 1,275	\$ 1,274.63	\$ 1,274.63	\$ 1,274.60	\$ 1,274.63	\$ 1,274.63
Total Revenue Fund Portfolio				\$ 176,275	\$ 176,274.63	\$ 176,274.63	\$ 176,274.60	\$ 176,274.63	\$ 176,274.63
Drainage Utility Fund Portfolio									
Texpool	03-31-14	03-31-14		\$ 150	\$ 150.10	\$ 150.10	\$ 150.10	\$ 150.10	\$ 150.10
Total Drainage Utility Fund Portfolio				\$ 150	\$ 150.10	\$ 150.10	\$ 150.10	\$ 150.10	\$ 150.10
Depository Bank									
Cash Depository Bank				\$ 12,962,966.85	\$ 12,962,966.85	\$ 12,962,966.85	\$ 12,962,966.85	\$ 12,962,966.85	\$ 12,962,966.85
Total Depository Bank				\$ 12,962,966.85	\$ 12,962,966.85	\$ 12,962,966.85	\$ 12,962,966.85	\$ 12,962,966.85	\$ 12,962,966.85
Total Portfolio (All Funds)				\$ 13,304,116.58	\$ 13,304,116.58	\$ 13,304,116.58	\$ 13,304,116.55	\$ 13,304,116.58	\$ 13,304,116.58

Bank Account Balances

001 General Fund	\$ 1,209,271.79
002 Revenue Account	\$ 1,926,789.52
006 Law Enforcement Fund	\$ 4,966.45
007 Parks and Beautification Fund	\$ 26,856.65
010 2001 Cert of Obliga I&S	\$ 1,006.21
012 Oil & Gas Lease Project Fund	\$ 217,415.14
051 Utility Systems Rev Bonds, Reserve	\$ 37,446.85
022 Drainage Utility Fund	\$ 1,657,966.94
024 Municipal Court Building Security	\$ 1,125.06
025 Road and Street Improvement Fund	\$ 167,943.08
026 Richland Hills Development Corp	\$ 393,502.92
065 Crime Control District	\$ 364,650.32
071 2007 Revenue Bonds I&S	\$ 437.87
072 2007 Revenue Bonds Construction	\$ 373.95
076 2007 PPFco I&S	\$ 160,050.02
077 Hotel Occupancy Tax	\$ 161,422.43
084 Drainage I&S	\$ 8,197.18
86 PPFco Acquisitions	\$ 24,760.46
87 2011 PPFco I&S	\$ 109,244.72
88 Ent Improvement Project Fund	\$ 676,548.87
91 2012 PPFco ACQ	\$ 161,547.24
92 2011 CO I&S	\$ 111,712.24
93 2012 PPFco I&S Fund	\$ 97,211.13
94 2013 CO Construction Fund	\$ 5,421,953.85
95 2013 CO I&S Fund	\$ 20,565.96
	\$ 12,962,966.85

Public Works

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

Streets & Drainage		
	MONTH: MAR. 2014	FYTD
Street Repairs	8	22
Potholes Repaired	6	122
# Street Signs Replaced	4	66
Curb and Gutter Repair Hours	0	5
Hrs. Tree Trimming/Debris Haul Off	12	180
Drainage Ditches Cleaned-Hours	0	106
#Inlets Cleaned	69	205
Levee Maintenance Hours	8	299
# of After Hour Call Outs / Hrs.	2 / 3	22 / 84

Water		
	MONTH: MAR. 2014	FYTD
# Water Main Repairs	3	10
Main Break Repairs – Hours	42	335.5
Water Leaks Repairs	23	91
Valve/Hydrant Maintenance Hours	26	326
Meter Reading / City Work Orders Hours	126	807
Well/Pump Maintenance Hours	17	243
# of After Hours Call-outs / Hours	10 / 60	45 / 276.75

Wastewater		
	MONTH: MAR. 2014	FYTD
# Wastewater Main Repairs	1	10
Linear Feet of Wastewater Line Cleaned	9388	72143
Linear Feet of Wastewater Line Camera	922	13803
# of After Hours Call Outs / Hours	5 / 14.5	30 / 123

Parks		
	MONTH: MAR. 2014	FYTD
# Hours Spent Mowing	8	174
# Hours Spent Trimming Trees/Brush	16	80
Park Maintenance Hours	31	210
Miscellaneous Service Hours	29	369

Public Works

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Fire

- The fire department's radio system, along with all the other radios in the city, were switched over to digital on Tuesday, March 25th. The digital capability will provide a higher level of clarity than the analog system provided for the first responders. Richland Hills and the shared services dispatch center are all on the Forth Worth Radio System along with the majority of the cities in Tarrant County. This was a long process of preparing our current radios as well as the dispatch center for the change over from analog to digital. Firefighter/Paramedic Jason Miller and the Police Department's Charlie Fletcher played significant roles in preparing the city's radios for the change.
- The budgeted Part-Time Administrative Assistant for the Fire Department was filled during the month. Jeri Ponder, a Richland Hills resident, was selected from nearly eighty applications received for the position. Ms. Ponder will work a four hour day, five days a week in the Fire Department's Administrative Offices.
- The department's newest member, Firefighter/Paramedic Clint Raines, passed his initial EMS protocols test allowing him to ride one on one with another senior paramedic. During the new members first 10 to 20 work shifts the department requires two senior paramedics to ride with the rookie until the protocol test is passed. This results in, at times, having to hire back firefighters or part-time firefighters in order to maintain a minimum of five members on duty. With Raines passing the test the department can now revert back to a minimum of four on duty on Raines' shift reducing overtime and part-time firefighter expense.
- The department started the Fire Inspection Program that was approved during the budget process at the end of the month. The program hires back the fire department's members certified by the State of Texas as Fire Inspectors to perform the annual fire inspections as well as Certificate of Occupancy inspections, multi-family inspections and fire protection acceptance inspections. In the past on-duty members performed these inspections but were interrupted frequently during the inspection when required to respond to emergency calls. This program allows to inspectors to schedule appointments and complete inspections without being called out causing an inconvenience to business and property owners.
- Department members received continuing education in mass casualty incidents from Tarrant County College during the month. In April the NEFDA Training Officers and Tarrant County College will host mass casualty training at the Fire Training Center at TCC's northwest campus. The training will bring multiple departments together during each training session simulating mass casualty incidents.

- There were no structure fires in the city during the month of March but the department did respond to and provided fire suppression assistance to Haltom City at a structure fire during the month of March.

Service Calls		
	Current Month	YTD Total
Fire Calls	4	21
Emergency Medical Calls	77	444
Hazardous Conditions – No Fire	2	35
Public Assistance	16	93
Good Intent (No Service Rendered)	14	88
False Alarm	9	66
Total Calls	121	747

Automatic / Mutual Aid		
	Current Month	YTD Total
Haltom City		
Aid Received	2	7
Aid Given	4	29
Hurst		
Aid Received	4	14
Aid Given	1	4
NRH		
Aid Received	8	44
Aid Given	3	37
Other (Fort Worth or other NEFDA Depts.)		
Aid Received	1	4
Aid Given		3

Fire Prevention / Public Education Activities		
	Current Month	YTD Total
Fire Inspections – Initial		27
Fire Inspections – Re-inspections		15
Fire Permit Inspections (alarm, sprinkler,...)	8	52

Municipal Court

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

None at this time.

Citation Summary		
	Current Month	YTD Total
Violations Filed	318	1730
Completed –Paid Fine	6	33
Completed – Before Judge	163	834
Completed – Other	123	840
Warrants Issued	100	945
Warrants Cleared	125	777
Total Number Outstanding Warrants	84	523
Total Value of Outstanding Warrants	\$30,974.05	\$210,628.89
Total Fines/Fees Collected	\$58,558.84	\$312,560.29

Code Enforcement

Violations				
	Notices Issued	Compliance Obtained	Citations Issued	Abatement by City
Nuisance Violations	50*	49	1	0
Building Violations	4	2	2	0
Zoning Issues	1	1	0	0

Vacant Buildings Summary	
Known Vacant Buildings	135
Registered Vacant Buildings	5

Code Officer Activity	
Hours Patrolling	75
Notices to Vacate	0
Actual Vacates	0
Multi-Family Inspections	0

*Notices issued do not reflect “stop and knock”, phone communications, and verbal notices of violations on site.

Library & Community Center



Getting ready for spring at
the
Richland Hills Public
Library.



Library		
	March 2014	YTD Total
Patron Visits	4,654	22,833
New Library Cards	24	161
Items Checked Out	2,719	14,206
In-House Materials Used	197	1,086
Reference Questions Answered	180	876
Items borrowed from MetrOPAC	379	1,756
Items loaned to MetrOPAC	1,138	5,340
Hours of Public Computer Usage	817	2,919
Number of Public Computer Sessions	851	3,876
Number of PC Assistance Given by Staff	110	618
Wireless Usage Hours	24	152
Program attendance for Children	10	212
Program attendance for Adults	7	61
New Materials Processed	209	921

Community Center		
Center Rentals	10	52
Number of Adult Enrichment Classes	45	216
Participants in Adult Enrichment Classes	324	1,755

Revenues and Expenses		
	March 2014	YTD Total
Library Fines, Fees and Prints	239.60	890.65
Community Center Revenues	1,363.00	8638.00
Pavilion Revenues	0	0
Adult Enrichment Revenues	584.00	645.00
Total Revenues	2,186.60	10,173.65
Contract Labor Expenses	508.80	1,017.60

Police

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

- This can be a list of bullet point items, or short paragraphs
- If possible, this should generally be kept to half to ¾ of a page
- Depending on the department and the monthly activities, there may not be any text here

Service Calls		
	Current Month	YTD Total
Citizen Calls	374	1033
911 Calls	39	106
Officer Initiated	919	2855
Total Calls	1332	3994

Part 1 Offenses		
	Current Month	YTD Total
Murder	0	0
Rape	0	0
Robbery	0	2
Aggravated Assault	0	2
Burglary	9	19
Theft	14	37
Motor Vehicle Theft	3	6
Total	26	62

Crashes & Injuries		
	Current Month	YTD Total
Crash Reports	8	21
Injuries	4	9

Criminal Investigations		
	Current Month	YTD Total
Assigned Cases – Active	12	45
Closed Cases	0	0
Unfounded	0	1
Suspended	0	2
Exceptionally Cleared	4	7
Arrest – Case Filed	0	3
Arrest – Case Not Filed	1	4

Departmental Monthly Reports – March, 2014

Total Assigned Cases	12	45

February 2014 Marshal's Activity Report

Warrant Service	44
Arrests	**12
Bank Details	15
Traffic Stops	4
Warrants Cleared	134
Total Violators Who Paid Warrants	87
Total Amount Collected	\$39,823.87

**During some warrant services, payment arrangements were made and doesn't show in the arrest field.

City Engineer – Capital Improvements

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

MATTHEWS DRAINAGE INTERCEPTOR			
SCOPE	TIMELINE	COST/FUNDING	CURRENT STATUS
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.	Contractor has laid approx. 800' of 8X8 box culvert. Contractor is currently at Lavon.

BAKER BLVD. INTERSECTION IMPROVEMENTS			
SCOPE	TIMELINE	COST/FUNDING	CURRENT STATUS
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.	Half has completed conceptual design of plans. Environ. Appl. Was submitted in Jan. 2014. Expect approval of environ. any day. Appraiser has been selected and approved. Will start appraisal process when TxDOT gives approval.

BFC MAIN SEWER LINE AND LIFT STATION			
SCOPE	TIMELINE	COST/FUNDING	CURRENT STATUS
Installation of approx. 4,500' of 6", 8", 12" and 15" sewer lines and installing a lift station.	Anticipate project bid July / Aug. '13 Const. time 8-12 months	Estimated \$3,000,000 Funded from Water & Sewer Bonds	Low Base bidder Jackson Constr. at \$2,760,754.50. Bore contractor started 1-13-2014. Contractor has bored approx. 400' across 121 and TRE.

LEEVE PUMP STATION ELECTRICAL REPAIRS			
SCOPE	TIMELINE	COST/FUNDING	CURRENT STATUS
Replace electrical switch gear at the levee pump station.	CC approved switchgear replacement. 5/7/13 Advertise & receive bids July '13, award bids Aug.'13. Installation is scheduled for Nov. 2013	\$115,200 Funded from Drainage Utility Fund	The project was substantially complete on Wednesday, 2-12-2014. Power is on and pumps can be turned on. Currently staff is trying to final project.

TXDOT SAFE ROUTES TO SCHOOL (SRTS) SIDEWALK PROJECT			
SCOPE	TIMELINE	COST/FUNDING	CURRENT STATUS
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 Anticipated Completion: RMS-June '13 BES-June '13 RES -July '13	RMS - \$456,200.53 BES - \$520,842.52 RES - \$446,546.54 Funded by a TXDOT GRANT	RMS –100% comp. BES – 100% comp. RES – 99% comp. Anticipate substantial completion of RES in Jan. 2013, NC

COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) 40TH YR.			
SCOPE	TIMELINE	COST/FUNDING	CURRENT STATUS
Each year the city receives funding from CDBG Program. Staff selects projects to construct. This year the project selected was 1,645' of sewer line to be reconstructed in the Maple Park, Birch Park and Oak Park area.	The project application was approved and submitted in January 2014. The Commissioners Court approves each city's application for funding in May.	This is a 100% funding program from HUD. This year the city will receive between \$120,000 to \$140,000 for the proposed.	RH application was submitted in January 2014. In May CDBG personnel will inform the city when to start design on the project. It is anticipated to start construction in August –September 2014.NC

GREEN RIBBON APPLICATION			
TxDOT selected RH to receive \$250K grant for landscape improvements in Baker Blvd. medians	Plans complete in Dec.'13, const. complete by August , 2014	Consultant's design proposal of \$32K to be funded by council on 8-20-2013	Project design is completed and staff has received final plans and specifications. Staff will receive bids on 4-8-2014 and award on 4-15-2014.Plans are to start const. in late April 2014.

KINGSBURY DRAINAGE PROJECT			
SCOPE	TIMELINE	COST/FUNDING	CURRENT STATUS
The Kingsbury Interceptor, consists of 965 ' of 7'X6' conc. box culvert starting at Richland E. School to the intersection of Lavon and Matthews.	Halff Associates was selected to design the project. It is anticipated that the project will be receive bids in July /August depending on acquisition of easements.	Construction cost for the project is estimated at \$1,250,000.00. This is the last part of Phase II of the Master Drainage Plan.	The design of the project is approx. 60% complete. Anticipate to acquire all easements in April or May 2014.

CRS APPLICATION			
SCOPE	TIMELINE	COST/FUNDING	CURRENT STATUS
Voluntary application that will reduce flood insurance based on city's efficiency of applying FEMA's flooding requirements	Anticipate submitting application in December 2013	\$8,000 FY 2012-2013 Drainage Budget	FEMA has approved first step in process. FEMA's CVA visit was success. Recd. good report from FEMA who has identified over 1400 points for RH which means 10% reduction in insurance rates if approved. Anticipate approval in May 2014. Currently waiting on ISO visit to confirm number of points received by FEMA.

Planning & Community Development

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

- Permits and Registrations – YTD Contractors, 51 Plumbers registered that were Exempt from fees (-5,100.00)
- Other Permits – (Driveway Approach, ROW, Signs, Clean/Show, Ordinance Inspections

Permits and Registrations				
	Monthly Total	YTD Total	Monthly Revenues	YTD Revenues
Building Permits	45	208	\$19,681.59	\$51,433.30
Other Permits	2	29	\$100.00	\$2,391.00
Garage Sale Permits	22	111	\$176.00	\$888.00
Contractor Registrations	29	98	\$1,200.00	\$4,700.00
Total Fees Collected			\$21,157.59	\$59,412.30

Bureau Veritas Inspections		
	Passed	Failed
Building Inspections	65	10
Other Inspections	3	

Certificate of Occupancy		
	Applied	Issued
Commercial	4	3
Residential	6	1
C.O. Fees Collected		\$1,000.00

Fees Paid		
	Month	YTD
Bureau Veritas	\$8,520.85	\$34,129.00
Freese Nichols (On Call Planning)		