

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: October 21, 2014  
Subject: Monthly Reports

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### **Council Action Requested:**

No action requested – Discussion only

### **Background Information:**

Attached are the monthly Departmental Reports. If you have any questions regarding the reports, please contact myself or the appropriate Department Head.

**Board/Citizen Input:** N/A

**Financial Impact:** N/A

**Staff Contacts:** Eric Strong  
City Manager  
[estrong@richlandhills.com](mailto:estrong@richlandhills.com)

**Attachments:** N/A

Richland Hills Public Library



“Banned Books Week”

Library Display

<b>Library</b>		
	<b>September 2014</b>	<b>YTD Total</b>
Patron Visits	3,865	55,635
New Library Cards	34	424
Items Checked Out	2,607	29,045
In-House Materials Used	161	2205
Reference Questions Answered	107	1868
Items borrowed from MetrOPAC	300	3,860
Items loaned to MetrOPAC	1,098	12,536
Hours of Public Computer Usage	577	7,335
Number of Public Computer Sessions	807	6,783
Number of PC Assistance Given by Staff	110	1,243
Wireless Usage Hours	25	275
Program attendance for Children	0	705
Program attendance for Adults	6	148
New Materials Processed	79	1,882

<b>Revenues</b>		
	<b>September 2014</b>	<b>YTD Total</b>
Library Fines, Fees and Prints	366.53	2,045.67
Donations		703.32

## Municipal Court

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

None at this time

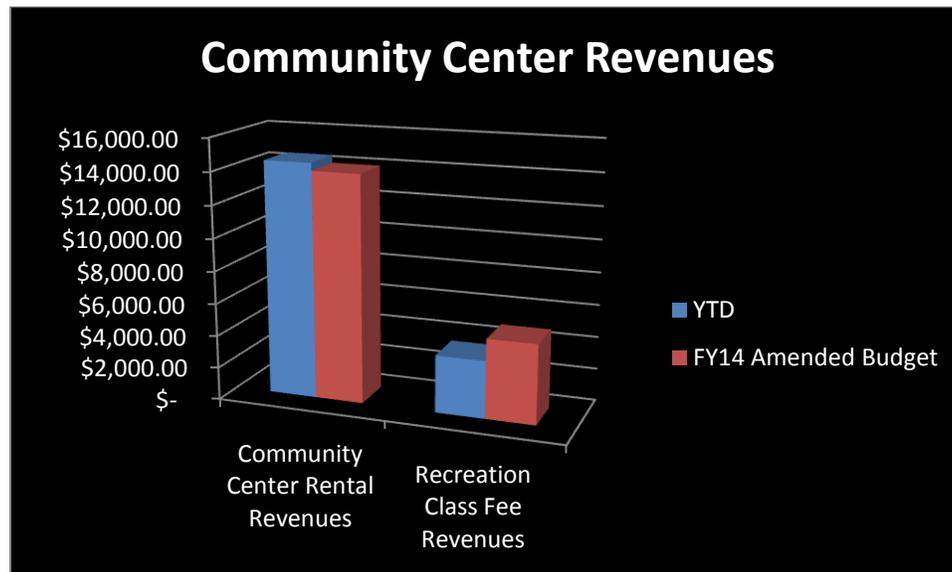
<b>Citation Summary</b>		
	<b>Current Month</b>	<b>YTD Total</b>
Violations Filed	437	3626
Completed –Paid Fine	1	47
Completed – Before Judge	125	1648
Completed – Other	128	1541
Warrants Issued	128	1826
Warrants Cleared	99	1512
Total Number Outstanding Warrants	107	803
Total Value of Outstanding Warrants	\$37,017.80	\$336,512.46
Total Fees Collected	\$51,090.53	\$593,436.63

# Community Center Dashboard

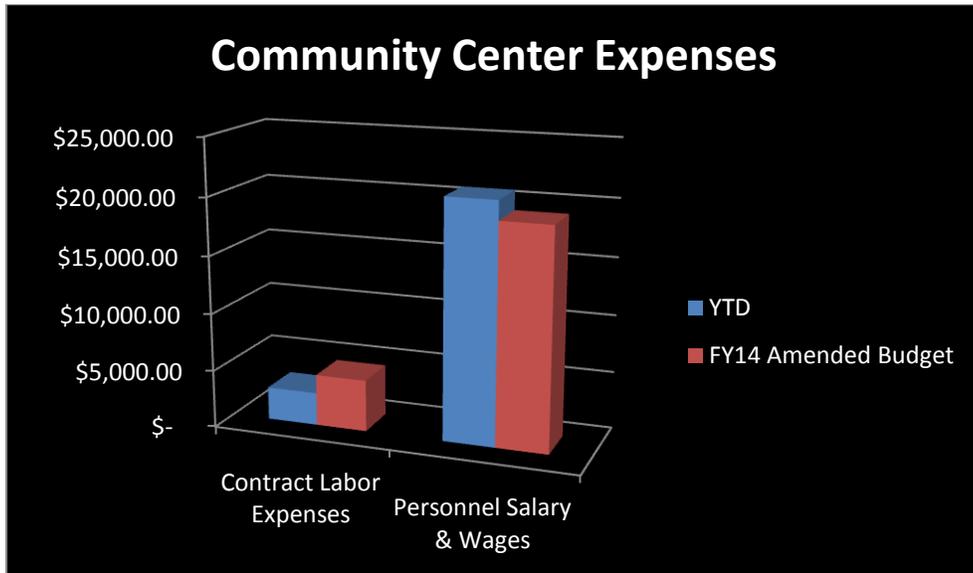
*October 2013 to September 2014*

	Current Month	YTD
Center Rentals	7	122
Number of Adult Enrichment Classes	48	537
Participants in Adult Enrichment Classes	394	2705

	Current Month	YTD	FY14 Amended Budget	% to Date	Oct - Sep
<b>Revenues</b>					
Community Center Rental Revenues	\$ 1,599.00	\$ 14,461.00	\$ 14,000.00	103%	100%
Pavilion Rental Revenues	\$ -	\$ -	\$ -	0%	
Recreation Class Fee Revenues	\$ 450.00	\$ 3,553.00	\$ 4,900.00	73%	
<b>Total Revenues</b>	<b>\$ 2,049.00</b>	<b>\$ 18,014.00</b>	<b>\$ 18,900.00</b>	95%	
<b>Expenses</b>					
Contract Labor Expenses	\$ 254.40	\$ 2,858.40	\$ 4,500.00	64%	100%
Personnel Salary & Wages	\$ 1,688.14	\$ 20,742.44	\$ 19,076.00	109%	
<b>Total Expenses</b>	<b>\$ 1,942.54</b>	<b>\$ 23,600.84</b>	<b>\$ 23,576.00</b>	100%	



### Community Center Dashboard (continued)



## City Engineer – Capital Improvements

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

<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.	Contractor has completed installing all 8X8 and 6X6 box culverts, and 5' RCP. New C&G, DW & VG has been installed on approx. 90% of Matthews. Anticipate contractor to be substantially completed by end of Oct. 2014.

<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.	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. Received approval of environmental assessment on 9-2-2014 and waiting on approval from TxDOT to start appraisal process. NC

<b>TXDOT SAFE ROUTES TO SCHOOL (SRTS) SIDEWALK PROJECT</b>			
<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 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 – 100% All three projects are completed and TxDOT approved final reimbursement of \$565,358.00 for RES and \$573,891.00 for BES

<b>COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) 40<sup>TH</sup> YR.</b>			
<b>SCOPE</b>	<b>TIMELINE</b>	<b>COST/FUNDING</b>	<b>CURRENT STATUS</b>
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 project.	RH application was submitted in January 2014. Staff is currently submitting an amendment to the original application for the purpose of exchanging Birch Park sewer line for Elm Park sewer line due to partial collapse of the Birch Park line. Engineer has completed the design of the sewer lines and anticipates to bid the project in November 2014 and award in December 2014.

<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 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 has completed bore and installed 18" PVC pipe in 36" steel casing pipe. Lift Station contractor has poured wet well concrete base/floor and is currently forming wet well walls. The first of two sections of the wet well walls have been poured( approx. 135 concrete). 10" Force Main has also been completed. The failed strength test of the wet well walls has been resolved to the engineers satisfaction. Contractor is currently working on a revised scheduled.

<b>GREEN RIBBON PROJECT PHASE I 2013/2014</b>			
<b>SCOPE</b>	<b>TIMELINE</b>	<b>COST/FUNDING</b>	<b>CURRENT STATUS</b>
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 receive bids on 4-8-2014 and award on 4-15-2014. Beverly Sue Global Services started project on Monday, 5-12-2014. Anticipate project to be completed late June or early July 2014. This project is substantially as of 7-18-2014. Contractor has completed replacing dead plants with exception of 4 trees which will not be delivered until Monday, August 25, 2014. This project has been accepted with the second maint. period review to be held on September 18, 2014. Contract is anticipated to be accepted by October 18, 2014.

<b>GREEN RIBBON PROJECT PHASE II 2014/2015</b>			
<b>SCOPE</b>	<b>TIMELINE</b>	<b>COST/FUNDING</b>	<b>CURRENT STATUS</b>
The city was selected in July 2014 to receive a \$200, 000.00 Green Ribbon Grant for landscaping the remaining medians (11) and the east and west entrance monuments	Anticipate project to be let in March or April 2015	Grant amount was \$200,000.00 for landscaping and the city selected Halff Associates to design the project in the amount of \$32,000.00.	The 2014-2015 Green Ribbon Project was approved by the CC in July and the engineering design on August 2, 2014. The preconstruction meeting was held on Monday, September 08, 2014. Project design is on schedule and will review conceptual design at the October 21, 2014 council meeting.

<b>KINGSBURY DRAINAGE PROJECT</b>			
<b>SCOPE</b>	<b>TIMELINE</b>	<b>COST/FUNDING</b>	<b>CURRENT STATUS</b>
The Kingsbury Interceptor, consists of 965 ' of 7'X6' conc. box culvert starting at Richland E. School to the intersection of Lavon and Matthews.	Half 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. 98% complete. All easements have been acquired. Staff anticipates bidding project as soon as Matthews Inter. Is substantially complete. Anticipate letting the project is December 2014 or January 2015.

## Public Works

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SEPTEMBER, 2014

<b>Streets &amp; Drainage</b>		
	<b>MONTH: SEPT. 2014</b>	<b>FYTD</b>
Street Repairs	16	254
Potholes Repaired	12	369
# Street Signs Replaced	81	189
Curb and Gutter Repair Hours	3	66
Hrs. Tree Trimming/Debris Haul Off	14	242
Drainage Ditches Cleaned-Hours	3	202
#Inlets Cleaned	0	210
Levee Maintenance Hours	20	162
# of After Hour Call Outs / Hrs.	0 / 0	27 / 97

<b>Water</b>		
	<b>MONTH: SEPT. 2014</b>	<b>FYTD</b>
# Water Main Repairs	9	39
Main Break Repairs – Hours	179	785.5
Water Leaks Repairs	13	167
Valve/Hydrant Maintenance Hours	28	508
Meter Reading / City Work Orders Hours	101	1521
Well/Pump Maintenance Hours	17	481
# of After Hours Call-outs / Hours	8 / 73	73 / 477

<b>Wastewater</b>		
	<b>MONTH: SEPT. 2014</b>	<b>FYTD</b>
# Wastewater Main Repairs	2	19
Linear Feet of Wastewater Line Cleaned	3962	99,491
Linear Feet of Wastewater Line Camera	1510	20,252
# of After Hours Call Outs / Hours	9 / 62	51 / 227

<b>Parks</b>		
	<b>MONTH: SEPT. 2014</b>	<b>FYTD</b>
# Hours Spent Mowing	11	329
# Hours Spent Trimming Trees/Brush	24	144
Park Maintenance Hours	17	340
Miscellaneous Service Hours	42	801

## Police

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

- Arrest of (5) subjects on 9/23/2014, Raintree Apartments. Was a joint effort between North Richland Hills & Richland Hills. Shared services came in handy in getting information out quick which resulted in a traffic stop by North Richland Hills. Two guns located in the car and all (5) suspects arrested on Aggravated Assault w/Deadly Weapon. Some of the (5) were gang members and referred case to TCDA Gang Unit for prosecution.

Service Calls		
	Current Month	YTD Total
Citizen Calls	344	3464
911 Calls	55	403
Officer Initiated	894	8388
Total Calls	1293	12255

Part 1 Offenses		
	Current Month	YTD Total
Murder	0	0
Rape	0	0
Robbery	0	3
Aggravated Assault	1	10
Burglary	4	50
Theft	9	111
Motor Vehicle Theft	1	21
Total	15	195

Crashes & Injuries		
	Current Month	YTD Total
Crash Reports	9	69
Injuries	4	30

Criminal Investigations		
	Current Month	YTD Total
Assigned Cases – Active	13	46
Closed Cases	1	4
Unfounded	3	11
Suspended	0	57

Exceptionally Cleared	3	36
Arrest – Case Filed	1	64
Arrest – Case Not Filed	3	18
Total Assigned Cases	24	236

## Fire

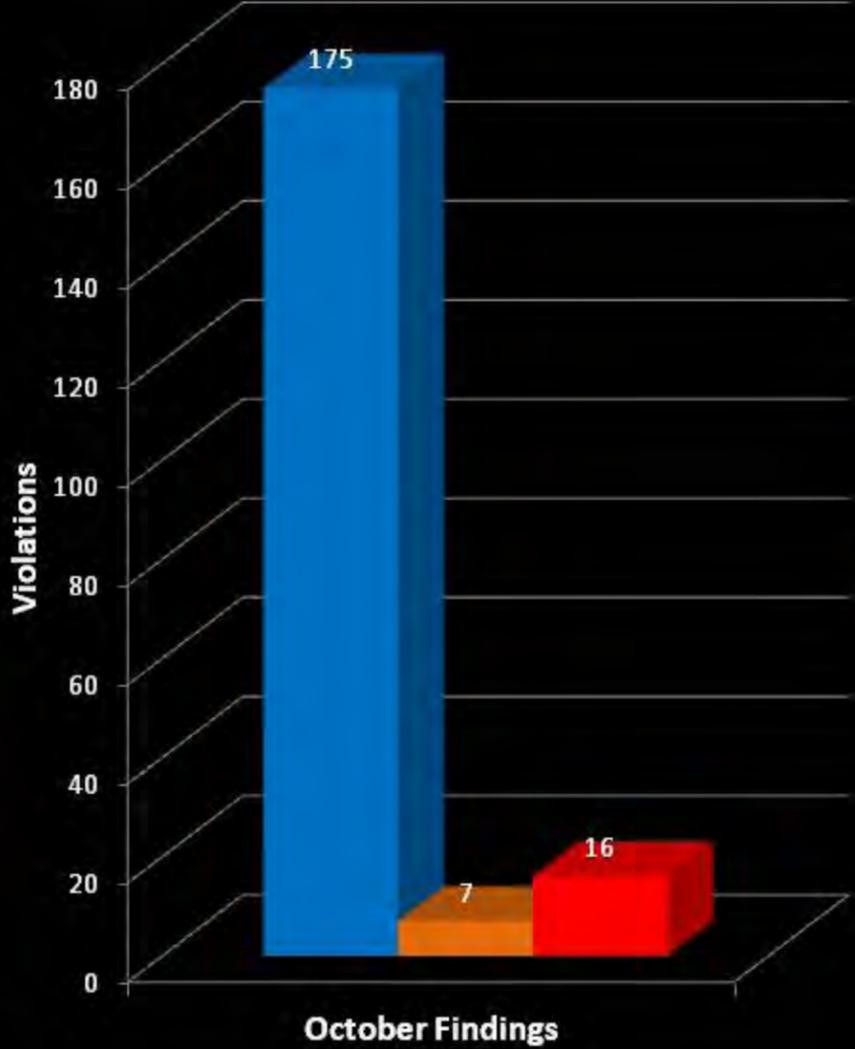
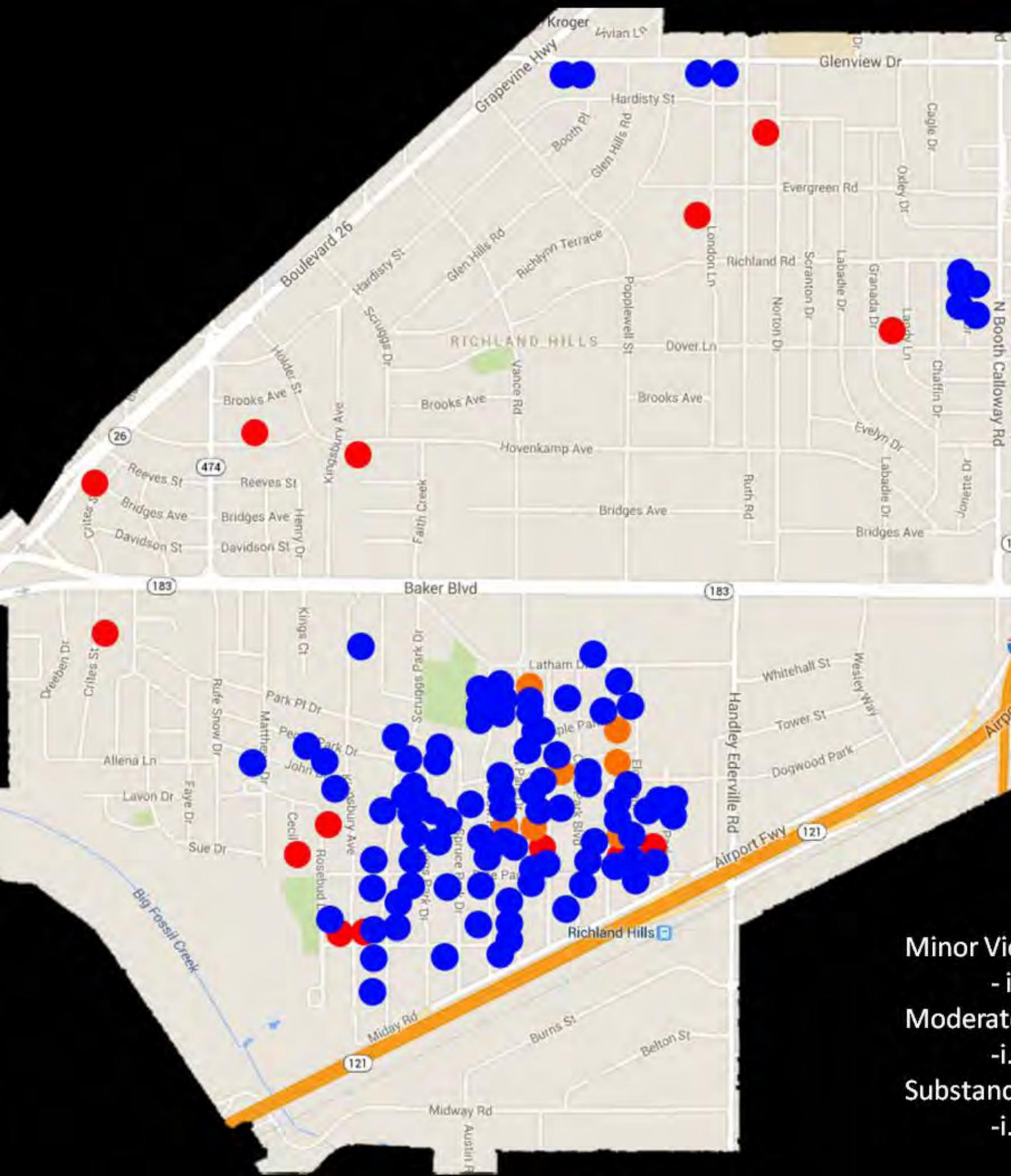
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- The Quint fire apparatus was sold to the City of South Hutchinson, Kansas.
- The City took delivery of a 2014 Pierce Saber Pumper, a demo unit, which will serve as the fire department's primary response vehicle once placed in service. Members were trained in the operation of the fire engine during the last week of September. Equipment is currently being mounted on the apparatus which will be placed in service in the next few weeks.
- The fire department is still one firefighter/paramedic short of the budgeted fifteen members. An application and job posting has been placed on the City's website as well as the Texas Commission on Fire Protection website. Application period ends October 15<sup>th</sup>.
- The department's second Citizen's Fire Academy started on September 18<sup>th</sup>. The ten week program will introduce the participants to the fire department's mission, operations, resources, and history.
- Firefighter John Burkes attended and completed the Car Safety Seat Technician during the month of September. The training conducted in Dallas teaches the technician to properly install a child car safety seat. The intent of the program is to have the technicians instruct owners of the seats in the proper installation of the seats. FF Burkes will provide this service to city residents as well as participate in area car safety seat events.
- The Texas Commission on Fire Protection annually (actually every eighteen months) makes an unscheduled inspection of fire departments checking on compliance with the Commission's rules and regulations. The intent of the rules and regulations are directed towards firefighter safety on the fire side of the department's mission. The inspector arrived at the department unannounced on September 17<sup>th</sup>. The department passed the inspection with no deficiencies.
- During the third week of September the fire department participated in a joint training exercise at the Tarrant County College's Fire Service Training Center with NEFDA fire departments. The training conducted was response and operations at high-rise fires. Although the city does not have a structure that would be considered a high-rise the strategy and tactics would be used at the two hotels in the city. A fire in a high-rise building would require a large number of firefighters from multiple departments.
- Firefighter John Burkes attended the BSNF hazardous materials training in Pueblo, Colorado during the last week of September. He is the third of four members who signed up for the free training directed at response to train accidents involving crude oil transportation.

<b>Service Calls</b>		
	<b>Current Month</b>	<b>YTD Total</b>
Fire Calls	6	57
Emergency Medical Calls	77	920
Hazardous Conditions – No Fire	8	70
Public Assistance	11	167
Good Intent (No Service Rendered)	9	159
False Alarm	5	111
<b>Total Calls</b>	<b>116</b>	<b>1,484</b>

<b>Automatic / Mutual Aid</b>		
	<b>Current Month</b>	<b>YTD Total</b>
<b>Haltom City</b>		
Aid Received	2	38
Aid Given	4	58
<b>Hurst</b>		
Aid Received	1	25
Aid Given	3	17
<b>NRH</b>		
Aid Received	7	102
Aid Given	7	70
<b>Other (Fort Worth or other NEFDA Depts.)</b>		
Aid Received	0	9
Aid Given	0	5

# Notices submitted for the week of October 6<sup>th</sup>



- Violation Types**
- Minor - Nuisance Violations
  - Moderate Housing Violations
  - Substandard Housing Findings

- Minor Violations**  
- i.e., high weeds/grass; overhanging trees; and dead trees
- Moderate Violations**  
- i.e., paint; fascia board replacement; or other moderate repairs
- Substandard Violations**  
- i.e., structural problems; likely a candidate for demolition

## Finance

Fiscal Year 2013-2014, Period Ending 09/2014

## Revenue and Expense Summary

	Total Budget	Cur Month Actual	YTD Actual	Available Budget	% YTD of Total Budget
<b>General Fund (100)</b>					
<b>Revenue</b>					
Taxes	\$ 4,427,312.00	\$ 134,099.81	\$ 4,553,475.99	\$ (126,163.99)	103%
Fines & Forfeitures	\$ 417,629.00	\$ 33,997.57	\$ 405,199.89	\$ 12,429.11	97%
Licenses & Permits	\$ 102,170.00	\$ 11,895.15	\$ 201,110.74	\$ (98,940.74)	197%
Service Charges	\$ 277,314.00	\$ 11,103.44	\$ 211,491.75	\$ 65,822.25	76%
Miscellaneous	\$ 189,362.00	\$ 5,108.66	\$ 38,663.11	\$ 150,698.89	20%
Other Sources	\$ 2,067,191.00	\$ 172,265.91	\$ 2,067,190.92	\$ 0.08	100%
<b>Total Revenues</b>	<b>\$ 7,480,978.00</b>	<b>\$ 368,470.54</b>	<b>\$ 7,477,132.40</b>	<b>\$ 3,845.60</b>	<b>100%</b>
<b>Expenditures</b>					
Municipal Court	\$ 216,038.00	\$ 17,519.40	\$ 236,311.44	\$ (20,273.44)	109%
Administration	\$ 1,109,748.00	\$ 114,491.73	\$ 1,158,645.95	\$ (48,897.95)	104%
Police	\$ 2,605,173.00	\$ 164,715.95	\$ 2,257,602.17	\$ 347,570.83	87%
Fire	\$ 1,619,908.00	\$ 125,404.89	\$ 1,601,984.45	\$ 17,923.55	99%
Street	\$ 168,680.00	\$ 12,445.94	\$ 167,051.04	\$ 1,628.96	99%
Library	\$ 319,324.00	\$ 30,484.61	\$ 304,172.96	\$ 15,151.04	95%
Recreation	\$ 35,278.00	\$ 3,473.10	\$ 37,903.29	\$ (2,625.29)	107%
Parks/Grounds	\$ 53,200.00	\$ 7,186.96	\$ 36,085.51	\$ 17,114.49	68%
Community Develop	\$ 413,667.00	\$ 28,632.02	\$ 429,082.74	\$ (15,415.74)	104%
Animal Control	\$ 148,092.00	\$ 12,471.20	\$ 157,793.58	\$ (9,701.58)	107%
Legislative	\$ 180,702.00	\$ 18,306.22	\$ 194,596.81	\$ (13,894.81)	108%
Economic Dev	\$ 3,110.00	\$ -	\$ 25.00	\$ 3,085.00	1%
Capital Projects	\$ 50,000.00	\$ -	\$ 29,994.50	\$ 20,005.50	60%
Shared Services	\$ 643,196.00	\$ 56,829.80	\$ 657,598.10	\$ (14,402.10)	102%
Transfers	\$ 6,500.00	\$ -	\$ 158.80	\$ 6,341.20	2%
<b>Total Expenditures</b>	<b>\$ 7,572,616.00</b>	<b>\$ 591,961.82</b>	<b>\$ 7,269,006.34</b>	<b>\$ 303,609.66</b>	<b>96%</b>
<b>Total Fund</b>	<b>\$ (91,638.00)</b>	<b>\$ (223,491.28)</b>	<b>\$ 208,126.06</b>	<b>\$ (299,764.06)</b>	
<b>Revenue Fund (200)</b>					
<b>Revenue</b>					
Water	\$ 2,312,984.00	\$ 246,552.89	\$ 2,122,556.58	\$ 190,427.42	92%
Sewer	\$ 1,503,368.00	\$ 124,493.86	\$ 1,480,173.35	\$ 23,194.65	98%
Miscellaneous	\$ 439,443.00	\$ 118,671.19	\$ 730,507.32	\$ (291,064.32)	166%
<b>Total Revenues</b>	<b>\$ 4,255,795.00</b>	<b>\$ 489,717.94</b>	<b>\$ 4,333,237.25</b>	<b>\$ (77,442.25)</b>	<b>102%</b>
<b>Expenditures</b>					
Transfers/Debt Svc	\$ 1,726,802.00	\$ 78,086.83	\$ 1,712,044.26	\$ 14,757.74	99%
Water Service	\$ 1,194,147.00	\$ 30,866.70	\$ 856,204.54	\$ 337,942.46	72%
Wastewater Service	\$ 1,025,318.00	\$ 62,674.33	\$ 735,810.57	\$ 289,507.43	72%
<b>Total Expenditures</b>	<b>\$ 3,946,267.00</b>	<b>\$ 171,627.86</b>	<b>\$ 3,304,059.37</b>	<b>\$ 642,207.63</b>	<b>84%</b>
<b>Total Fund</b>	<b>\$ 309,528.00</b>	<b>\$ 318,090.08</b>	<b>\$ 1,029,177.88</b>	<b>\$ (719,649.88)</b>	

## Finance

Fiscal Year 2013-2014 Period Ending 09/2014

## Capital Projects Report

Fund	Department	Project	Budget	Expenses	Balance
Enterprise	Water	Equipment	\$ 56,500.00	\$ 49,676.55	\$ 6,823.45
Enterprise	Wastewater	BFC Lift Station	\$ 3,000,000.00	\$ 936,292.52	\$ 2,063,707.48
Enterprise	Drainage	Matthews Interceptor/Kingsbury bypass	\$ 3,000,000.00	\$ 1,559,662.18	\$ 1,440,337.82
General	Administration	Utility Billing Office Remodel	\$ 11,085.00	\$ 16,987.73	\$ (5,902.73)
General	Fire	Building Remodel	\$ 25,000.00	\$ 19,222.30	\$ 5,777.70
General	Fire	Equipment	\$ 17,300.00	\$ 16,155.31	\$ 1,144.69
General	Animal Svcs	Building Improvements	\$ 21,094.00	\$ 15,900.00	\$ 5,194.00
CCPD	Police	Building Improvements	\$ 40,000.00	\$ 20,993.67	\$ 19,006.33
CCPD	Police	Equipment	\$ 74,976.00	\$ 71,934.17	\$ 3,041.83
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			\$ 6,512,223.00	\$ 2,752,241.29	\$ 3,759,981.71

# *City of Richland Hills*

Fiscal Year 2013-2014

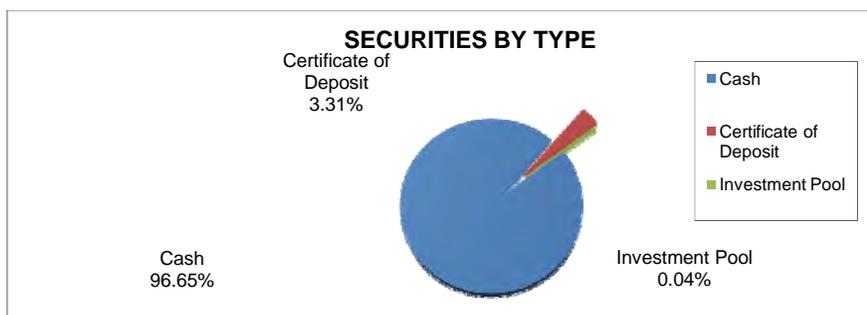
## *Treasury Investment Report*

September 30, 2014

**Investment Report  
City of Richland Hills, Texas  
September 30, 2014**

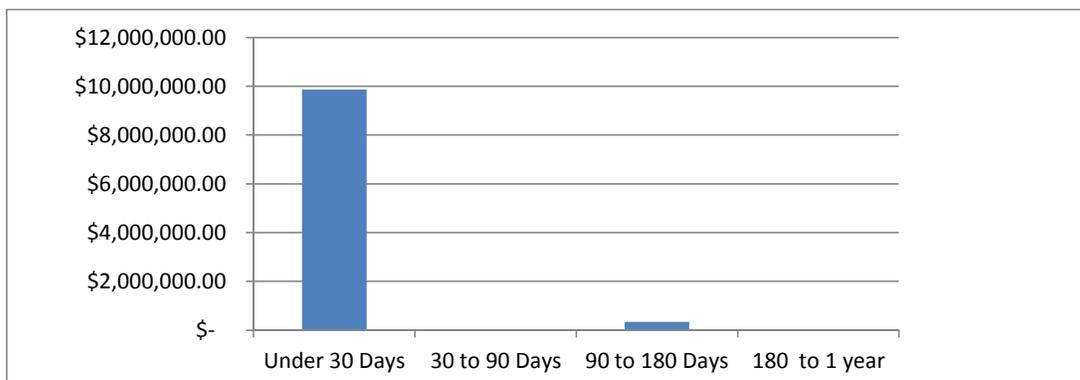
**Safety - Securities by Type**

Security Type	Book Value	Percent
Cash	\$ 9,853,602.16	96.65%
Certificate of Deposit	\$ 337,531.10	3.31%
Investment Pool	\$ 3,618.63	0.04%
<b>Total</b>	<b>\$ 10,194,751.89</b>	<b>100.00%</b>



**Liquidity - Securities by Maturity Date**

	Book Value	Percent
Under 30 Days	\$ 9,857,220.79	96.69%
30 to 90 Days	\$ -	0.00%
90 to 180 Days	\$ 337,531.10	3.31%
180 to 1 year	\$ -	0.00%
<b>Total</b>	<b>\$ 10,194,751.89</b>	<b>100.00%</b>



**Investment Report  
City of Richland Hills, Texas  
September 30, 2014**

**Weighted Average Days to Maturity**

<b>Portfolio</b>	<b>Current Month</b>
General	94
Revenue	115
	<hr/>
Total Average Maturity Days	105

**Investment Report  
City of Richland Hills, Texas  
September 30, 2014**

**PURCHASES**

Description	Fund	Purchase Date	Maturity Date	Yield	Par Value	Principal Invested
Texpool					\$ -	\$ -
Total Purchases	9/30/2014				<u>\$ -</u>	<u>\$ -</u>

**SALES**

Description	Fund	Purchase Date	Maturity Date	Yield	Par Value	Principal Invested
Total Sales	9/30/2014				<u>\$ -</u>	<u>\$ -</u>

**Investment Report  
City of Richland Hills, Texas  
September 30, 2014**

**RECONCILIATION**

	Par Value	Purchase Value
Prior Month Ending Balance	\$ 10,047,797.65	\$ 10,047,797.65
Current Month Purchases	\$ -	\$ -
Current Month Sales	\$ -	\$ -
Change	<u>\$ 146,954.24</u>	<u>\$ 146,954.24</u>
Total	<u><u>\$ 10,194,752</u></u>	<u><u>\$ 10,194,751.89</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)

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Director of Finance

**Investment Report  
City of Richland Hills, Texas  
September 30, 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
<b>General Fund Portfolio</b>									
CD	07-07-14	01-07-15	0.050%	\$ 162,531	\$ 162,531.10	\$ 162,531.10	\$ 162,531.10	\$ 162,531.10	\$ 162,531.10
Texpool	09-30-14	09-30-14		\$ 2,194	\$ 2,193.90	\$ 2,193.90	\$ 2,193.90	\$ 2,193.90	\$ 2,193.90
<b>Total General Portfolio</b>				<b>\$ 164,725</b>	<b>\$ 164,725.00</b>				
<b>Revenue Fund Portfolio</b>									
CD	07-27-14	01-27-15	0.050%	\$ 175,000	\$ 175,000.00	\$ 175,000.00	\$ 175,000.00	\$ 175,000.00	\$ 175,000.00
Texpool	09-30-14	09-30-14		\$ 1,275	\$ 1,274.63	\$ 1,274.63	\$ 1,274.60	\$ 1,274.63	\$ 1,274.63
<b>Total Revenue Fund Portfolio</b>				<b>\$ 176,275</b>	<b>\$ 176,274.63</b>	<b>\$ 176,274.63</b>	<b>\$ 176,274.60</b>	<b>\$ 176,274.63</b>	<b>\$ 176,274.63</b>
<b>Drainage Utility Fund Portfolio</b>									
Texpool	09-30-14	09-30-14		\$ 150	\$ 150.10	\$ 150.10	\$ 150.10	\$ 150.10	\$ 150.10
<b>Total Drainage Utility Fund Portfolio</b>				<b>\$ 150</b>	<b>\$ 150.10</b>				
<b>Depository Bank</b>									
<b>Cash Depository Bank</b>				<b>\$ 9,853,602.16</b>					
<b>Total Depository Bank</b>				<b>\$ 9,853,602.16</b>					
<b>Total Portfolio (All Funds)</b>				<b>\$ 10,194,751.89</b>	<b>\$ 10,194,751.89</b>	<b>\$ 10,194,751.89</b>	<b>\$ 10,194,751.86</b>	<b>\$ 10,194,751.89</b>	<b>\$ 10,194,751.89</b>

**Bank Account Balances**

001 General Fund	\$ 1,091,329.42
002 Revenue Account	\$ 1,465,376.18
006 Law Enforcement Fund	\$ 4,969.63
007 Parks and Beautification Fund	\$ 26,873.79
010 2001 Cert of Obliga I&S	\$ 1,006.60
012 Oil & Gas Lease Project Fund	\$ 407,058.21
051 Utility Systems Rev Bonds, Reserve	\$ 37,470.78
022 Drainage Utility Fund	\$ 1,308,844.38
024 Municipal Court Building Security	\$ 1,125.55
025 Road and Street Improvement Fund	\$ 39,914.18
026 Richland Hills Development Corp	\$ 331,104.82
065 Crime Control District	\$ 241,935.18
071 2007 Revenue Bonds I&S	\$ 173.46
072 2007 Revenue Bonds Construction	\$ 374.11
076 2007 PPFco I&S	\$ 122,135.52
077 Hotel Occupancy Tax	\$ 183,177.47
084 Drainage I&S	\$ 8,112.38
86 PPFco Acquisitions	\$ 24,760.46
87 2011 PPFco I&S	\$ 22,927.82
88 Ent Improvement Project Fund	\$ 676,831.32
91 2012 PPFco ACQ	\$ 161,623.68
92 2011 CO I&S	\$ 137,457.75
93 2012 PPFco I&S Fund	\$ 33,358.53
94 2013 CO Construction Fund	\$ 3,520,490.78
95 2013 CO I&S Fund	\$ 5,170.16
	<b>\$ 9,853,602.16</b>

## Planning & Community Development

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

- Permits and Registrations – YTD Contractors, 93 Plumbers registered that were exempt from fees (-9,300.00)
- Other Permits – (Driveway Approach, ROW, Signs, Clean/Show, Ordinance Inspections)

Permits and Registrations				
	Monthly Total	YTD Total	Monthly Revenues	YTD Revenues
Building Permits	30	--	\$4,207.57	\$90,262.16
Other Permits	6	--	\$240.00	\$2,450.00
Garage Sale Permits	20	289	\$160.00	\$2,312.00
Contractor Registrations	21	229	\$1,500.00	\$13,600.00
<b>Total Fees Collected</b>			<b>\$6,107.57</b>	<b>\$108,624.16</b>

Bureau Veritas Inspections		
	Passed	Failed
Building Inspections	62	40
Other Inspections	6	4

Certificate of Occupancy		
	Applied	Issued
Commercial	6	6
Residential	1	1
C.O. Fees Collected		<b>\$500.00</b>

Fees Paid		
	Month	YTD
Bureau Veritas	\$4,391.81	<b>\$59,501.05</b>
Freese Nichols (On Call Planning)	\$3,635.00	<b>\$33,631.73</b>