



A G E N D A

**REGULAR MEETING OF THE
HIGHLAND VILLAGE CITY COUNCIL
HIGHLAND VILLAGE MUNICIPAL COMPLEX
1000 HIGHLAND VILLAGE ROAD, HIGHLAND VILLAGE, TEXAS
TUESDAY, JULY 13, 2021 at 6:00 P.M.**

EARLY WORK SESSION
Training Room – 6:00 P.M.

Convene Meeting in Open Session

- 1. Receive an Update on the Pilot Knoll Cabin Feasibility Study**
- 2. Discuss the General Fund Budget for Fiscal Year 2021-2022**
- 3. Clarification of Consent or Action Items listed on Today's City Council Meeting Agenda for July 13, 2021**

(Items discussed during Early Work Session may be continued or moved to Open Session and/or Late Work Session if time does not permit holding or completing discussion of the item during Early Work Session.)

CLOSED SESSION
Training Room

- 4. Hold a Closed Meeting in accordance with the following Sections of the Texas Government Code:
(a) Section 551.071 – Consultation with City Attorney Concerning Pending or Contemplated Litigation and on any Regular Session or Work Session Agenda Item Requiring Confidential, Attorney/Client Advice Necessitated by the Deliberation or Discussion of Said Item (as needed)**

OPEN SESSION
City Council Chambers – 7:30 P.M.

- 5. Call Meeting to Order**
- 6. Prayer led by Deputy Mayor Pro Tem Barbara Fleming**
- 7. Pledge of Allegiance to the U.S. and Texas flags led by Deputy Mayor Pro Tem Barbara Fleming: *"Honor the Texas flag; I pledge allegiance to thee, Texas, one state under God, one and indivisible."***

8. **Visitor Comments** *(Anyone wishing to address the City Council must complete a Speakers' Request Form and return it to the City Secretary. In accordance with the Texas Open Meetings Act, the City Council is restricted in discussing or taking action on items not posted on the agenda. Action on your statement can only be taken at a future meeting. In order to expedite the flow of business and to provide all visitors the opportunity to speak, the Mayor may impose a three (3) minute limitation on any person addressing the City Council. A thirty (30) minute time allotment is set for this section, and the remaining speakers will be heard at the end of the Action Agenda.)*
9. **Mayor and Council Reports on Items of Community Interest** pursuant to Texas Government Code Section 551.0415 the City Council may report on the following items: (1) expression of thanks, congratulations or condolences; (2) information about holiday schedules; (3) recognition of individuals; (4) reminders about upcoming City Council events; (5) information about community events; and (6) announcements involving imminent threat to public health and safety
 - **Swearing In Ceremony for Officer Chip Foskey**
10. **City Manager/Staff Reports**

Anyone wishing to address the City Council on any item posted on the City Council agenda for possible action, including matters placed on the Consent Agenda or posted as a Public Hearing, must complete a Speakers' Request Form available at the entrance to the City Council Chambers and present it to the City Secretary prior to the Open Session being called to order. Speakers may be limited to three (3) minutes and given only one opportunity to speak on an item. Other procedures regarding speaking on matters posted for action on the City Council agenda are set forth on the Speakers' Request Form. Subject to applicable law, the City Council reserves the right to modify or waive at any time the procedures relating to members of the public speaking on matters placed the Council's agenda.

CONSENT AGENDA

All of the items on the Consent Agenda are considered for approval by a single motion and vote without discussion. Each Councilmember has the option of removing an item from this agenda so that it may be considered separately and/or adding any item from the Action Agenda to be considered as part of the Consent Agenda items.

11. **Consider approval of Minutes of the Regular City Council Meeting held on June 22, 2021**
12. **Consider Resolution 2021-2942 authorizing a Task Order with Schaumburg & Polk, Inc. for Professional Services relating to an Infiltration and Inflow Analysis for the Northeast Part of the City**
13. **Receive Budget Reports for Period Ending on April 30, 2021**
14. **Receive Budget Reports for Period Ending on May 31, 2021**

ACTION AGENDA

15. **Take action, if any, on Matters discussed in Closed Session in accordance with the following Sections of the Texas Government Code:**
 - (a) **Section 551.071 – Consultation with City Attorney Concerning Pending or Contemplated Litigation and on any Regular Session or Work Session Agenda Item Requiring Confidential, Attorney/Client Advice Necessitated by the Deliberation or Discussion of Said Item (as needed)**

16. Consider approval of an Application for a Site Plan for Lot 6C, Block A, Valley Ridge Center, commonly known as 2045 Valley Ridge Court
17. Consider Resolution 2021-2943 awarding and authorizing a Contract with Jagoe-Public Company for the 2021 Asphalt Overlay Project
18. Consider Ordinance 2021-1283 amending the City's Code of Ordinances, Section 2.04.032(b) regarding Term Limits for Board and Commission Members and Filling of an Unexpired Term (*1st of two reads*)

LATE WORK SESSION

(Items may be discussed during Early Work Session, time permitting)

19. Status Reports on Current Projects and Discussion on Future Agenda Items (A Councilmember may inquire about a subject of which notice has not been given. A statement of specific information or the recitation of existing policy may be given. Any deliberation shall be limited to a proposal to place the subject on an agenda for a subsequent meeting.)
20. Adjournment

I HEREBY CERTIFY THAT THIS NOTICE OF MEETING WAS POSTED ON THE PUBLIC BULLETIN BOARD AT THE MUNICIPAL COMPLEX, 1000 HIGHLAND VILLAGE ROAD, HIGHLAND VILLAGE, TEXAS IN ACCORDANCE WITH THE *TEXAS GOVERNMENT CODE, CHAPTER 551*, ON THE 9TH DAY OF JULY 2021 NOT LATER THAN 6:00 P.M.


Angela Miller, City Secretary

This facility is wheelchair accessible and accessible parking spaces are available. Requests for accommodations or interpretive services must be made 48 hours prior to this meeting. Please contact the City Secretary's Office at (972) 899-5132 or Fax (972) 317-0237 for additional information.

Removed from posting on the _____ day of _____, 2021 at _____

am / pm by _____.

CITY OF HIGHLAND VILLAGE
COUNCIL BRIEFING

AGENDA# 1

MEETING DATE: 07/13/2021

SUBJECT: Receive an Update on the Pilot Knoll Cabin Feasibility Study

PREPARED BY: Phil Lozano, Parks and Recreation Director

COMMENTS

Brad Multon with la terra studio will present an update on the Pilot Knoll Cabin Feasibility Study.

CITY OF HIGHLAND VILLAGE
COUNCIL BRIEFING

AGENDA# 2

MEETING DATE: 07/13/2021

SUBJECT: Discuss the General Fund Budget for Fiscal Year 2021-2022

PREPARED BY: Ken Heerman, Assistant City Manager

COMMENTS

City staff will provide a presentation on the General Fund Budget for Fiscal Year 2021-2022.

CITY OF HIGHLAND VILLAGE
COUNCIL BRIEFING

AGENDA# 9

MEETING DATE: 07/13/2021

SUBJECT: Mayor and Council Reports on Items of Community Interest

PREPARED BY: Karen McCoy, Executive Assistant

COMMENTS

Pursuant to Texas Government Code Section 551.0415 the City Council may report on the following items: (1) expression of thanks, congratulations or condolences; (2) information about holiday schedules; (3) recognition of individuals; (4) reminders about upcoming City Council events; (5) information about community events; and (6) announcements involving imminent threat to public health and safety.

- Swearing In Ceremony for Officer Chip Foskey

CITY OF HIGHLAND VILLAGE
COUNCIL BRIEFING

AGENDA# 11

MEETING DATE: 07/13/2021

SUBJECT: Consider Approval of Minutes of the Regular City Council Meeting held on June 22, 2021

PREPARED BY: Angela Miller, City Secretary

BACKGROUND:

Minutes are approved by a majority vote of Council at the Council meetings and listed on the Consent Agenda.

IDENTIFIED NEED/S:

Council is encouraged to call the City Secretary's Office prior to the meeting with suggested changes. Upon doing so, staff will make suggested changes and the minutes may be left on the Consent Agenda in order to contribute to a time efficient meeting. If the change is substantial in nature, a copy of the suggested change will be provided to Council for consideration prior to the vote.

OPTIONS & RESULTS:

The City Council should review and consider approval of the minutes. Council's vote and approval of the minutes reflect agreement with the accuracy of the minutes.

PROGRESS TO DATE: (if appropriate)

The City Manager has reviewed the minutes and given approval to include the minutes in this packet.

BUDGETARY IMPACT/ORDINANCE CHANGE: (if appropriate)

N/A

RECOMMENDATION:

To approve the minutes of the Regular City Council Meeting held on June 22, 2021.



**MEETING MINUTES OF THE REGULAR MEETING OF THE
HIGHLAND VILLAGE CITY COUNCIL
HIGHLAND VILLAGE MUNICIPAL COMPLEX
1000 HIGHLAND VILLAGE ROAD
TUESDAY, JUNE 22, 2021**

EARLY WORK SESSION

Mayor Charlotte J. Wilcox called the meeting to order at 6:03 p.m.

Roll Call

Present:	Charlotte J. Wilcox	Mayor
	Jon Kixmiller	Councilmember
	Michael Lombardo	Mayor Pro Tem
	Barbara Fleming	Deputy Mayor Pro Tem
	Tom Heslep	Councilmember
	Robert A. Fiester	Councilmember
	Daniel Jaworski	Councilmember

Staff Members:	Paul Stevens	City Manager
	Ken Heerman	Assistant City Manager
	Kevin Laughlin	City Attorney
	Angela Miller	City Secretary
	Ingrid Rex	Deputy City Secretary/Records Coordinator
	Doug Reim	Chief of Police
	Michael Thomson	Fire Chief
	Scott Kriston	Public Works Director
	Phil Lozano	Parks & Recreation Director
	Jana Onstead	Human Resource Director
	Kim Lopez	Human Resource Manager
	Kerry Conrad	Human Resource Generalist
	Laurie Mullens	Marketing & Communications Director
	Jenny McCann	Communications and Marketing Specialist

1. Receive Presentation on the Pilot Knoll Cabin Feasibility Study

Brad Multon with la terra studio provided a presentation on the Pilot Knoll Cabin Feasibility Study. The purpose of the study was to evaluate the current site at Pilot Knoll Park to determine potential areas suitable for rental cabins, develop a needs assessment for cabin construction and associated infrastructure, costs and yearly revenue generation estimate.

Mr. Multon reported the following information is included in the study:

- Pilot Knoll Park Location and Existing Conditions - determine suitable areas for rental cabins and the associated infrastructure (power, water, sewer) that would be required
- Site Analysis – where to effectively place the cabins within the park
- Project Need
- Campground Trends
- Analysis of Cabin Options
- Concept Plan
- Cost Opinions – providing a basic cost opinion on the initial investment as well as potential gross yearly revenue projections.

The study provided project delivery methods if the City served as the sole owner/operator versus a third party operator, along with typical nightly rates. Case studies were also included containing information on cabins managed by the Town of Flower Mound (Twin Coves Park), City of Grapevine (The Vineyards), and Recreation Resource Management, Inc. (Lake Guntersville State Park located in Alabama). Also included in the study was conceptual cost information based on a standard camp cabin model of sixteen (16) units, with an estimate on initial investment of \$2,511,000. The cost estimate included initial project costs, site work and yearly operation & maintenance expenses. Mr. Multon also reported the potential gross revenue projections over a five (5) year period, which showed growth each year.

Councilmember Heslep asked about the use of yurts as they are usually lower in cost, can be removed as needed, can include restroom/shower, and that they would give the feeling of a true camping experience. Mr. Multon agreed that yurts are cheaper, they can be semi-permanent structures and they are an alternative to a permanent cabin structure.

Councilmember Kixmiller asked for clarification on the potential return on an investment of \$2.5 million and whether the revenue projections shown in the study for a five (5) year period were cumulative. Mr. Mullen answered that the revenue projections provided in the study are based on limited choices, but that projections would change depending on the final choices made for cabin type, site and infrastructure expenses. He further explained that the study determined that for an initial investment of \$2.5 million for sixteen (16) units, a profit would be realized in the eighth or ninth year.

Councilmember Heslep stressed the need to consider what would attract and bring people to this location, and the need to market those features/attractions. Mr. Multon added that the Parks and Recreation Advisory Board had discussed the idea of attractions and included a \$150,000 allowance to explore common areas, user experiences, and vendor areas to create destination type elements within the park. Mayor Wilcox said building cabins would be an enhancement of Pilot Knoll Park and that she favored the units having air conditioning and a private restroom. She also liked having paddleboards and/or kayaking rentals available as the location naturally lends itself to those activities.

Councilmember Kixmiller asked if the purpose of the cabin project at Park Knoll is to make money and compete in the cabin rental market or to provide residents of Highland Village with a better park experience. Rather than going into business, he would prefer to see the park developed for the benefit of Highland Village residents with costs and expenses being met. Councilmember Heslep recalled past discussions with City staff and Council on finding new and innovative ways to generate revenue, adding that this would allow both the opportunity to generate revenue for the City while also serving its residents with a destination location that would attract visitors. He also preferred a third party manage the rentals that has a proven success record with other similar projects. Councilmembers Heslep and Jaworski stated they would like an opportunity for Council to visit such projects

before a decision is made and to see comparisons for third party versus City operated rentals.

Councilmember Jaworski asked if the study's financial estimates included costs for additional staff. Mr. Multan referenced the \$5000 Operation and Maintenance estimate per cabin, which is an amount the City of Grapevine provide for associated costs to operate and maintain a cabin. Mr. Multon added that the study did not include how many employees would be needed to run the project.

Mayor Wilcox asked for RV rental information in Highland Village for the past year, and what the occupancy capacity was as a percentage. She also asked what the capacity was at The Vineyards in Grapevine in comparison to the 40% reported for Twin Coves Parks in Flower Mound. Parks and Recreation Director Phil Lozano said that restrictions due to COVID has increased RV revenue by \$100K and that occupancy capacity was near full in Highland Village. Mr. Lozano stated he would be able to provide the data from Grapevine at a future meeting.

2. Review the Capital Improvement Program (CIP) Budget for Fiscal Year 2021-2022

Assistant City Manager Ken Heerman reported the City Charter calls for submission to Council of a five-year capital budget. He explained that capital improvement projects are non-operational "big-ticket" items that typically require outside funding sources such as debt issuance, grant, or lease/purchase arrangements. For planning purposes, the multi-year outlook is intended to provide a larger picture to serve as framework for the current year consideration, as well as potential projects to be considered in the subsequent five years.

Mr. Heerman added that after years of substantial growth and approaching build-out, the primary capital needs are in the areas of parks, streets/drainage, and utility infrastructure. Mr. Heerman provided an update on the City's current bond projects, which included Parks and Public Works projects. Additionally, he reported that primary considerations of the City for debt issuance related to capital projects are identified as needs/desires, coupled with ability to fund within the current tax rate. Mr. Heerman stated this is largely accomplished by pairing debt issuance with retirement of existing debt, adding that there are three such opportunities in the immediate future which present a reduction in existing debt service: FY 2023, FY 2025 and FY 2028. The issuance of certificates of obligations was also discussed and would include education, feedback and engagement from our residents. Anticipated future projects were presented and will be updated during the budget process this summer.

3. Receive an Overview of the Human Resources Department

Due to time constraints, this item was moved to Late Work Session.

4. Discuss amending Term Limits as it relates to Filling of Unexpired Terms on Boards and Commissions

Due to time constraints, this item was moved to Late Work Session.

5. Clarification of Consent or Action Items listed on Today's City Council Meeting Agenda for June 22, 2021

No items were discussed.

Early Work Session was adjourned at 7:36 p.m. and Council took a short recess.

CLOSED SESSION

6. **Hold a Closed Meeting in accordance with the following Sections of the Texas Government Code:**
(a) **Section 551.071 – Consultation with City Attorney Concerning Pending or Contemplated Litigation and on any Regular Session or Work Session Agenda Item Requiring Confidential, Attorney/Client Advice Necessitated by the Deliberation or Discussion of Said Item (as needed)**

Council did not meet in Closed Session.

OPEN SESSION

7. Call Meeting to Order

Mayor Charlotte J. Wilcox called the meeting to order at 7:48 p.m.

Roll Call

Present:	Charlotte J. Wilcox	Mayor
	Jon Kixmiller	Councilmember
	Michael Lombardo	Mayor Pro Tem
	Barbara Fleming	Deputy Mayor Pro Tem
	Tom Heslep	Councilmember
	Robert A. Fiester	Councilmember
	Daniel Jaworski	Councilmember

Staff Members:	Paul Stevens	City Manager
	Ken Heerman	Assistant City Manager
	Kevin Laughlin	City Attorney
	Angela Miller	City Secretary
	Ingrid Rex	Deputy City Secretary/Records Coordinator
	Doug Reim	Chief of Police
	Michael Thomson	Fire Chief
	Scott Kriston	Public Works Director
	Phil Lozano	Parks & Recreation Director
	Jana Onstead	Human Resource Director
	Kim Lopez	Human Resource Manager
	Kerry Conrad	Human Resource Generalist
	Laurie Mullens	Marketing & Communications Director
	Jenny McCann	Communications and Marketing Specialist

Mayor Wilcox introduced Nico Menza from Boy Scout Troop 265 and announced he was working to obtain his Citizen of the Community and Communications Merit Badge.

8. Prayer led by Mayor Pro Tem Mike Lombardo

Mayor Pro Tem Lombardo gave the invocation.

9. Pledge of Allegiance to the U.S. and Texas flags led by Mayor Pro Tem Mike Lombardo

Mayor Pro Tem Lombardo led the Pledge of Allegiance to the U.S. and Texas flags.

10. Visitor Comments

The following people spoke:

Andrea Brown (201 Oak Forest Drive) - Ms. Brown voiced her concern regarding the railroad crossing located on Highland Village Road. She reported it was previously established as a Quiet Zone, which is no longer the case as horns are sounded multiple times between 10:30 p.m. until 4:30 a.m. Ms. Brown stated she had contacted the Railroad Commission and TxDOT, and was then directed to address the Highland Village City Council to request re-establishing the area as a Quiet Zone.

City Manager Paul Stevens reported the railroad crossing on Highland Village Road is dedicated as an automatic horn system with the horn blowing towards the vehicles on the street, so the engineer does not have to sound the horn. However, the engineer has the right and the ability to sound the horn at their discretion. Mr. Stevens further reported that Public Works Director Scott Kriston has spoken several times with representatives regarding horns being sounded at that crossing. Mr. Stevens added that the only Quiet Zone in the city is at the crossing on FM 2499.

Mr. Kriston stated he had been in contact with the Railroad the past week. The City was inspected by the Federal Railroad Commission (FRC) and one of the approaching 'no-horn' signs was not up to standard and has since been changed out. However, before the City had changed out the sign, the Inspector notified KCS about the issue and the order was given for railroad engineers to blow their horns when crossing at that location. Last week the FRC rescinded that order and KCS has been notified to stop blowing the train horns and to allow the automatic horn to blow instead. Mr. Kriston stated there may be a delay in KCS notifying the engineer that the order has been rescinded, but he will contact them again.

Logan LaDart (513 Doubletree Drive) - Mr. LaDart voiced concern about the level of atrazine, simazine, and other endocrine-disrupting herbicides and pesticides in freshwater sources. Mr. LaDart stated he is not an endocrinologist but did reference affect(s) of these on the human body and asked what precautions are being taken now and/or in the future to protect water sources. Mayor Wilcox asked the sources Mr. LaDart referenced when voicing his concern. Mr. LaDart reported he follows the Center for Biological Diversity.

11. City Manager/Staff Reports

- **Update on the 87th Texas Legislative Session**

City Manager Paul Stevens reported 6,927 bills were filed during the recent legislative session, of which 2,156 were city-related. Of that, 249 were passed. Mr. Stevens informed Council of HB 1869, which modifies the definition of debt for purposes of the debt service property tax rate calculation and is a big win for cities. He also reported on bills relating to property tax, public safety, the electric grid, gas facilities, HB 1475 which provides clarification to the Board of Adjustment regarding unnecessary hardship, and SB 2 relating to disease presumption for officers, firefighters or emergency medical technician who suffer from COVID-19 that results in death or total/partial disability.

Mr. Stevens reported there will likely be a Special Session called in the Fall for redistricting. He added that an earlier special session may be called earlier regarding election reform, bail reform, and local government advocacy/lobbying.

- **Foodie Friday Video**

The Foodie Friday video was presented and featured The Brass Tap in The Shops at Highland Village.

12. **Mayor and Council Reports on Items of Community Interest pursuant to Texas Government Code Section 551.0415 the City Council may report on the following items: (1) expression of thanks, congratulations or condolences; (2) information about holiday schedules; (3) recognition of individuals; (4) reminders about upcoming City Council events; (5) information about community events; and (6) announcements involving imminent threat to public health and safety**

Deputy Mayor Pro Tem Fleming congratulated Streets Supervisor Ben McEnroe on recently graduating from the Lewisville Leadership Class conducted by the Lewisville Chamber of Commerce. She also recognized Officer Ben McKelvey who was named "Responder of the Month". Deputy Mayor Pro Tem Fleming also announced the Police Department staff who were recently recognized during the Highland Village Police Awards Banquet on June 12, 2021.

Mayor Wilcox thanked City staff that worked to make Celebrate Highland Village such a great success.

CONSENT AGENDA

13. **Consider approval of Minutes of the Regular City Council Meeting held on May 25, 2021**
14. **Consider Ordinance 2021-1282 amending Section 12.02.036 of the City of Highland Village Code of Ordinances to Extend the Termination Date of the City's Juvenile Curfew Regulations (2nd and final read)**
15. **Receive the Capital Improvement Program (CIP) for Fiscal Year 2021-2022**

Motion by Councilmember Fiester, seconded by Councilmember Kixmiller, to approve Consent Agenda Items #13 through #15. Motion carried 7-0.

ACTION AGENDA

16. **Take action, if any, on Matters discussed in Closed Session in accordance with the following Sections of the Texas Government Code:
(a) Section 551.071 – Consultation with City Attorney Concerning Pending or Contemplated Litigation and on any Regular Session or Work Session Agenda Item Requiring Confidential, Attorney/Client Advice Necessitated by the Deliberation or Discussion of Said Item (as needed)**

No action was taken on this item.

17. **Conduct a Public Hearing and Consider approval of a Replat for the Property described as Block B, Edgewood Estates, located at 234 Edgewood Drive**

PUBLIC HEARING CONDUCTED REPLAT APPROVED (7 - 0)

Public Works Director Scott Kriston reported an application was for a replat of the property located at 234 Edgewood Drive. The owners wish to replat the property into two (2) lots to

allow for future construction of a residential home for a family member. Mr. Kriston reported the current subdivision ordinance states that all cul-de-sac streets shall be no longer than 600 feet. Edgewood Drive, a cul-de-sac street, is presently 678 feet long, and, therefore, is currently non-conforming. The proposed replat would increase the length of Edgewood Drive by an additional 18 feet, making the total length 696 feet. Mr. Kriston reported that extending an already non-conforming cul-de-sac street requires approval of an exception to the subdivision ordinance by City Council.

Mr. Kriston stated City staff has worked with the applicant on various potential layouts of the property into two lots. Most alternative layouts that did not require the extension of Edgewood Drive beyond its current length would result in both lots having insufficient frontage on Edgewood Drive to comply with the City's zoning regulations or would require access through one of the lots to reach the other lot. Mr. Kriston added that most of the adjacent properties are either fully developed, owned by the City (Doubletree Ranch Park) or is federally-owned property. The property to the east of the subject property could be re-developed at some unknown date in the future. Mr. Kriston reported a second lot and home located closer to the existing end of Edgewood Drive does not create any access issue for the Fire Department that does not already exist.

He stated City staff, the City's Engineer, and the Fire Department have reviewed the replat application and find that the application is complete and, except for the proposed length of the dead end street, otherwise complies with the City's Subdivision Ordinance.

Mr. Kriston stated at their June 15, 2021 meeting, the Planning and Zoning Commission recommended unanimously to send the replat forward to City Council for approval along with granting of a special exception to Section 3.1.O of the Highland Village Subdivision Ordinance authorizing 232 Edgewood Drive to be constructed with a length in excess of 600 feet as shown on the plat. He also reported staff has received no calls or written comments from surrounding residents as a result of the public hearing notices.

Mayor Wilcox opened the public hearing. With no one wishing to speak, the public hearing was closed.

Councilmember Lombardo asked if there were any issues with fire truck or hydrant access. Mr. Kriston confirmed that there is a fire hydrant on the property frontage, however the City's Fire Department had no comment on the replat. Councilmember Fiester asked if the fire trucks are able to do a 3-point turn to exit. Mr. Kriston explained that the fire trucks would have to back up, which is what they would have to do currently. Fire Chief Mike Thompson confirmed the replat would not change any existing arrangements for Fire Department access. Councilmember Fiester asked if the cul-de-sac is being modified or extended or if it is just a ROW dedication. Mr. Kriston explained that, in order to adhere to the 35 foot lot frontage, a small bubble will be dedicated and the pavement itself will not be altered.

The Mayor asked if the residents are aware of the TOD overlay in this area. Mr. Kriston confirmed that they have been made aware.

Motion by Deputy Mayor Pro Tem Fleming, seconded by Councilmember Fiester, to approve the replat as presented for Block B, Edgewater Estates, located at 234 Edgewood Drive, with the granting of a special exception to Section 3.1.O of the Highland Village Subdivision Ordinance for an exception to the maximum street length requirements. Motion carried 7-0.

18. **Conduct a Public Hearing and Consider an Ordinance granting a Conditional Use Permit (CUP) for the property described as Lot 7B, Block 2, The Marketplace at Highland Village, located at 2150 Village Parkway (1st of two reads)**

**** THIS ITEM WAS POSTPONED PENDING ACTION BY THE APPLICANT ****

19. **Consider Resolution 2021-2941 authorizing an Agreement with DBi Services for the 2021 Sidewalk Improvements Project, which includes Highland Village Road Sidewalk Phases 2 and 3, Victoria Park Sidewalk and Brazos Park Sidewalk**
APPROVED (7 – 0)

Mr. Kriston reported the City received bids for the 2021 Sidewalk Improvements project, which includes Highland Village Road Sidewalk Phases 2 and 3, Victoria Park Sidewalk, and the Brazos Park Sidewalk. The project cost estimate was \$1.1 million and the lowest bidder was DBi Services LLC with a total bid submitted in the amount of \$883,350. Their bid was reviewed and evaluated and considered the lowest responsible bid. Mr. Kriston added that DBi Services LLC had sufficient resources to construct the project and has also worked in the City previously.

Councilmember Fiester asked if any value engineering of the original drawings was done that helped lower the price from what the expected cost had been. Mr. Kriston replied that some value engineering on the entire length of the Highland Village Road Project was done which he believed had an effect on the lowered cost. Councilmember Fiester asked if the lowered price due to the value engineering may result in any long term maintenance issues. Mr. Kriston confirmed that all the curb and gutter that the Council wanted is there and the Victoria track will be concrete.

Motion by Deputy Mayor Pro Tem Fleming, seconded by Councilmember Jaworski, to approve Resolution 2021-2941. Motion carried 7-0.

LATE WORK SESSION

Due to time constraints, Agenda Items #3 and #4 were moved to Late Work Session.

3. Receive an Overview of the Human Resources Department

Human Resources Director Jana Onstead stated the department's guiding statement is the City's Mission Statement, which is also emphasized to all new employees. She introduced Human Resource Manager Kim Lopez and Human Resources Generalist Kerry Conrad. They each presented an overview of their initiatives including a staffing level overview, recruitment program, compensation, training, performance management and wellness program. The average tenure for employees is eight (8) years and eleven (11) months. Human Resources staff reported the department implemented and oversees the performance management system, which moved from an annual review cycle to a continuous review providing consistent feedback. Employee retention is up due to ensuring comparable and fair compensation, and providing a workplace centered on respect, autonomy, providing interesting and meaningful work, and an appropriately flexible work-life balance. Wellness initiatives are also implemented by the department to encourage a healthy work force.

Current year objectives for department were presented:

- A new Personnel Policies and Procedures Manual
- Explore enhancements to the employee benefits and wellness programs

- Work with the City Secretary's office to ensure records are compliant with open records requirements
- Apply and earn the American Heart Association Workplace Health Achievement Recognition
- Implement training initiatives related to succession planning

Future and ongoing challenges for the department include:

- Impact of staffing and compensation decisions vs. budget sustainability
- Maintaining benefits package at exceptional level
- Keeping up with recruitment trends to attract the best candidates
- Manage anticipated retirements; ensuring succession plan is in place

4. Discuss amending Term Limits as it relates to Filling of Unexpired Terms on Boards and Commissions

City Secretary Angela Miller reported the City's Code of Ordinances states board and commission members, whether regular or alternate, may only serve four (4) consecutive terms, with the exception of the Board of Directors for the Highland Village Community Development Corporation. The Highland Village Community Development Corporation articles of incorporation provide that no director shall serve more than three (3) consecutive terms.

Ms. Miller reported that in the case of a vacancy on a board or commission, Council might appoint someone to serve the remaining unexpired term. The length of an unexpired term varies and could be as much as twenty-three (23) months to as little as three (3) months, depending on when the seat was vacated. As the Code of Ordinances contains no provision, the unexpired term counts towards the consecutive term limit of that board and commission member, regardless of the amount of time. She stated this item is for discussion purposes only to provide Council with an opportunity to review the topic of term limits as it relates to unexpired terms and determine if they would like to amend the Code of Ordinances.

Mayor Wilcox asked about options to consider. Ms. Miller stated City staff had researched area cities and found the following:

- In many cases, other local governments that are subject to term limits and/or subject their board and commission appointments to term limits, do not count unexpired terms toward the maximum number of consecutive terms if the appointment to fill a vacancy has less than one-half of the term remaining
- Some cities do not count a person's service as an Alternate towards their consecutive term limit

Ms. Miller stated she had discussed various options and scenarios with City Attorney Kevin Laughlin and recommended not counting any unexpired term of less than one-half of the term remaining towards the total consecutive term limit.

Councilmember Fiester suggested tracking a member's tenure by years as opposed to terms so that when they hit year eight (8) years, and that whatever term they're in would be their last - even if it went to nine (9) years in some cases. This would allow a member to partially fill a term, but still have their share of four (4) consecutive terms.

Mayor Wilcox stated she felt it important to count the time served by Alternate members as they are encouraged to be active and participate in meetings. Deputy Mayor Pro Tem Fleming and Councilmember Kixmiller favored the option of not counting an unexpired term if it was less than one (1) year.

Mr. Laughlin stated the goal is to give board members a chance to serve the full eight (8) years, which is what we want to achieve by not counting a term for those serving less than a half a term towards their count of consecutive terms. City staff will present an item for Council consideration at a future meeting.

- 20. Status Reports on Current Projects and Discussion on Future Agenda Items (A Councilmember may inquire about a subject of which notice has not been given. A statement of specific information or the recitation of existing policy may be given. Any deliberation shall be limited to a proposal to place the subject on an agenda for a subsequent meeting.)**

City Manager Paul Stevens reported employees from David Weekly Homes volunteered their time to work with Parks staff to remove/replace shrubs that were killed in the February winter storm. He also reported members from Valley Creek Church that have also volunteered their time on several occasions to assist the Parks staff with various projects. Mr. Stevens thanked all of the volunteers for their kind service to the City.

- 21. Adjournment**

Mayor Wilcox adjourned the meeting at 9:17 p.m.

Charlotte J. Wilcox, Mayor

ATTEST:

Angela Miller, City Secretary
City Manager / Staff Reports.

CITY OF HIGHLAND VILLAGE
COUNCIL BRIEFING

AGENDA# 12

MEETING DATE: 07/13/2021

SUBJECT: Consider Resolution 2021-2942 authorizing a Task Order with Schaumburg & Polk, Inc. for Professional Services Relating to Performance of an Infiltration/Inflow Analysis for the Northeast Part of the City

PREPARED BY: Scott Kriston, Director of Public Works

BACKGROUND:

Wastewater systems tend to deteriorate due to their aging and the corrosive nature of the wastewater that they carry. Consequently, wastewater systems require continued maintenance and restoration in order to reduce infiltration/inflow and possibly prevent a sewer line failure. As part of a continuous maintenance program, the wastewater system in Highland Village has been evaluated over the years on a phased basis in order to find deficiencies that are allowing infiltration/inflow to occur in the system. This program has resulted in significant reductions in infiltration/inflow in the system. City staff has determined that a comprehensive study to identify sources for infiltration/inflow in the wastewater system in the northeast part of the City needs to be conducted this year as the next phase. This area includes some of the older neighborhoods in the City. This part of the City's wastewater system has not been analyzed for infiltration and inflow for over 10 years, and now this part of the wastewater system needs to be analyzed again for infiltration and inflow sources that may have developed over that period of time.

IDENTIFIED NEED/S:

An infiltration/inflow analysis needs to be conducted this year in the northeast part of the City where no evaluations have been conducted for over 10 years. This area includes some of the older neighborhoods in the City.

OPTIONS & RESULTS:

This proposed infiltration/inflow analysis of the City's wastewater system in the northeast part of the City (including field work with associated smoke testing) will ensure that the City will continue to provide a dependable wastewater system for its residents, will continue the monitoring and control of infiltration/inflow in the system, and will ensure that the system remains in compliance with current TCEQ (state regulatory agency) guidelines.

PROGRESS TO DATE: (if appropriate)

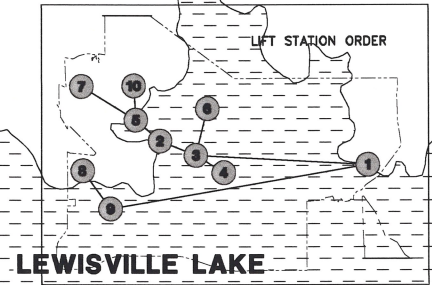
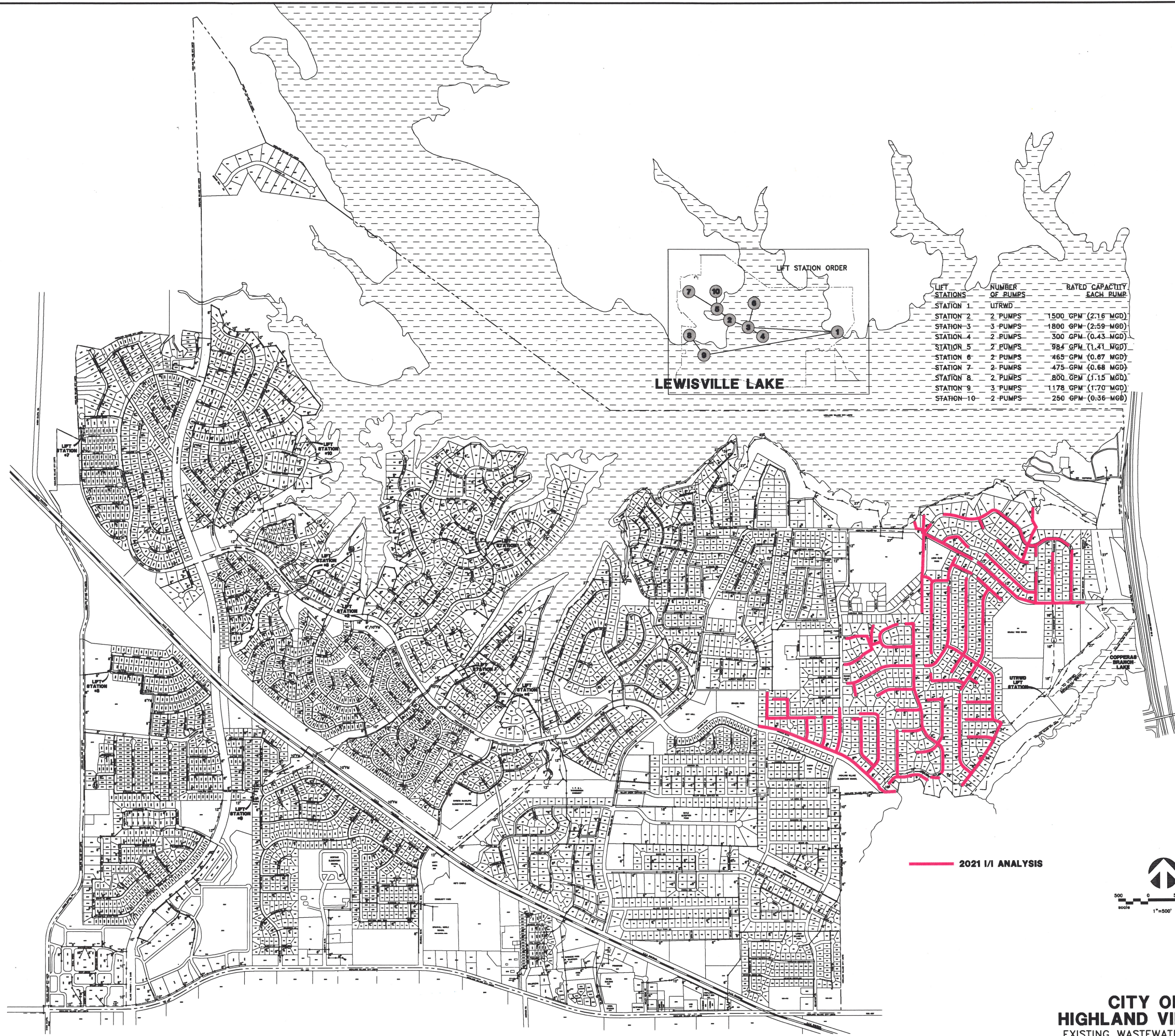
A Task Order has been received from Schaumburg & Polk, Inc. for the provision of professional services required for this project. Pipeline Analysis, LLC will assist with the fieldwork.

BUDGETARY IMPACT/ORDINANCE CHANGE: (if appropriate)

The cost for this project is a not-to-exceed amount of \$57,000. This project is identified and funded in the City's Utility Operations budget.

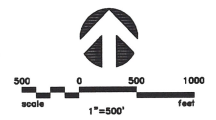
RECOMMENDATION:

To approve Resolution 2021-2942.



LIFT STATIONS	NUMBER OF PUMPS	RATED CAPACITY EACH PUMP
STATION 1	UTRWD	
STATION 2	2 PUMPS	1500 GPM (2.16 MGD)
STATION 3	3 PUMPS	1800 GPM (2.59 MGD)
STATION 4	2 PUMPS	300 GPM (0.43 MGD)
STATION 5	2 PUMPS	984 GPM (1.41 MGD)
STATION 6	2 PUMPS	465 GPM (0.67 MGD)
STATION 7	2 PUMPS	475 GPM (0.68 MGD)
STATION 8	2 PUMPS	800 GPM (1.15 MGD)
STATION 9	3 PUMPS	1178 GPM (1.70 MGD)
STATION 10	2 PUMPS	250 GPM (0.36 MGD)

— 2021 I/I ANALYSIS



CITY OF HIGHLAND VILLAGE, TEXAS

RESOLUTION NO. 2021-2942

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HIGHLAND VILLAGE, TEXAS AUTHORIZING A TASK ORDER WITH SCHAUMBURG & POLK, INC. FOR PROFESSIONAL SERVICES RELATING TO PERFORMANCE OF AN INFILTRATION AND INFLOW ANALYSIS FOR THE NORTHEAST PART OF THE CITY; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, in the City's continuing effort to properly maintain the City's wastewater system, City Administration recommends an infiltration/inflow analysis be performed on the wastewater system within the northeast area of the City (the "Project"); and

WHEREAS, City administration, having obtained a Task Order for professional services relation to performance of the Project from Schaumburg & Polk, Inc. in an amount of \$57,000.00, recommends execution of the task order be approved for such professional services; and

WHEREAS, the City Council of the City of Highland Village, Texas, finds it to be in the public interest to accept the foregoing recommendation.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF HIGHLAND VILLAGE, TEXAS, THAT:

SECTION 1. The City Manager is hereby authorized to execute a Task Order with Schaumburg & Polk, Inc. to provide professional services for the Project for the amount of \$57,000.00.

SECTION 2. This Resolution shall become effective immediately upon passage.

PASSED AND APPROVED THIS 13th DAY OF JULY 2021.

APPROVED:

Charlotte J. Wilcox, Mayor

ATTEST:

Angela Miller, City Secretary

APPROVED AS TO FORM AND LEGALITY:

Kevin B. Laughlin, City Attorney

(kbl:7/7/21:123413)

CITY OF HIGHLAND VILLAGE
COUNCIL BRIEFING

AGENDA# 13

MEETING DATE: 07/13/2021

SUBJECT: Receive Budget Reports for Period Ending April 30, 2021

PREPARED BY: Ken Heerman, Assistant City Manager

BACKGROUND:

In accordance with the City Charter, Section 6.12, paragraph D, a budget report is submitted monthly for Council Review.

The budget report submitted for April represents the seventh report in the Fiscal Year.

IDENTIFIED NEED/S:

N/A

OPTIONS & RESULTS:

N/A

PROGRESS TO DATE: (if appropriate)

N/A

BUDGETARY IMPACT/ORDINANCE CHANGE: (if appropriate)

N/A

RECOMMENDATION:

Council to receive the budget reports for the period ending April 30, 2021.

General Fund Summary

FY 2020/2021 Budget

YEAR TO DATE APRIL

Percent of Budget Year Transpired

58.3%

Revenues	Original Budget	Revised Budget (Includes Budget Amendments)	Year to Date	Variance	% Received
Property Tax	\$ 11,527,507	\$ 11,527,507	\$ 11,275,226	\$ (252,281)	98%
Sales Tax	2,828,047	2,828,047	1,259,929	(1,568,118)	45%
Franchise Fees	1,581,265	1,581,265	538,333	(1,042,932)	34%
Licensing & Permits	336,833	336,833	157,658	(179,175)	47%
Park/Recreation Fees	227,745	227,745	60,607	(167,138)	27%
Public Safety Fees	34,100	34,100	15,845	(18,255)	46%
Rents	142,450	142,450	88,193	(54,257)	62%
Municipal Court	111,180	111,180	41,119	(70,061)	37%
Public Safety Charges for Svc	557,555	557,555	354,366	(203,189)	64%
Interest Income	150,000	150,000	23,696	(126,304)	16%
Miscellaneous	140,550	140,550	45,549	(95,001)	32%
Total Revenues	\$ 17,637,232	\$ 17,637,232	\$ 13,860,522	\$ (3,776,710)	79%

Other Sources

Transfers In	\$ 534,000	\$ 534,000	\$ -	\$ (534,000)	0%
Total Available Resources	\$ 18,171,232	\$ 18,171,232	\$ 13,860,522	\$ (4,310,710)	

Expenditures	Original Budget	Revised Budget	Year to Date	Variance	% Used
City Manager Office	\$ 603,533	\$ 603,533	\$ 292,737	\$ 310,796	49%
Finance (includes Mun. Court)	1,345,313	1,345,313	831,959	513,355	62%
Human Resources	565,742	565,742	235,643	330,098	42%
City Secretary Office	398,216	398,216	149,217	249,000	37%
Information Services	1,084,104	1,084,104	613,026	471,078	57%
Marketing and Communications	403,772	403,772	203,433	200,339	50%
Police	5,329,007	5,329,007	2,803,470	2,525,537	53%
Fire	3,126,013	3,126,013	1,774,725	1,351,289	57%
Community Services	422,845	422,845	267,358	155,487	63%
Streets/Drainage	1,651,199	1,651,199	967,019	684,180	59%
Maintenance	1,087,030	1,087,030	997,487	89,543	92%
Parks	2,166,750	2,166,750	1,214,280	952,470	56%
Recreation	564,343	564,343	168,918	395,425	30%
Total Expenditures	\$ 18,747,868	\$ 18,747,868	\$ 10,519,272	\$ 8,228,596	56%

Capital Summary

(Included in totals above - summary information only)

Equipment Replacement	\$ 417,000	\$ 417,000	\$ 388,378	\$ 28,622	93%
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Other Uses

Transfers Out	\$ 36,000	\$ 36,000	\$ -	\$ 36,000	0%
Total Expenditures	\$ 18,783,868	\$ 18,783,868	\$ 10,519,272	\$ 8,264,596	

Fund Balance	Original Budget	Revised Budget	Year to Date
Beginning Fund Balance	5,844,759	7,952,600	7,952,600
+ Net Increase (Decrease)	(612,636)	(612,636)	3,341,250
Ending Fund Balance	\$ 5,232,123	\$ 7,339,964	\$ 11,293,850

Audited FY20

Fund Balance Detail	Original Budget	Revised Budget	Year to Date
Reserve Fund Balance (15% of Total Expenditures)	\$ 2,812,180	\$ 2,812,180	\$ 1,577,891
Restricted	11,500	11,500	11,500
Unassigned	2,408,443	4,516,284	9,704,459
Total Fund Balance	\$ 5,232,123	\$ 7,339,964	\$ 11,293,850

General Fund Expenditure Summary

FY 2020/2021 Budget

YEAR TO DATE APRIL

Percent of Budget Year Transpired

58.3%

- - - Summary - - -

	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 13,487,531	\$ 13,487,531	\$ 7,285,650	\$ 6,201,882	54%
Services / Supplies	4,843,337	4,843,337	2,845,244	1,998,092	59%
Capital	417,000	417,000	388,378	28,622	93%
	\$ 18,747,868	\$ 18,747,868	\$ 10,519,272	\$ 8,228,596	56%

- - - Detail - - -

Category	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel					
<i>Salaries / Wages</i>	\$ 9,627,087	\$ 9,627,087	\$ 5,187,203	\$ 4,439,884	54%
<i>Employee Benefits</i>	3,860,445	3,860,445	2,098,447	1,761,998	54%
<i>Total Personnel</i>	\$ 13,487,531	\$ 13,487,531	\$ 7,285,650	\$ 6,201,882	54%
Services / Supplies					
<i>Professional Services</i>	\$ 1,736,379	\$ 1,736,379	\$ 960,628	\$ 775,751	55%
<i>Employee Development</i>	358,750	358,750	107,975	250,775	30%
<i>Office Supplies / Equipment</i>	1,255,449	1,255,449	1,093,604	161,845	87%
<i>Utilities</i>	311,408	311,408	147,741	163,667	47%
<i>Other</i>	1,181,351	1,181,351	535,295	646,056	45%
<i>Total Services / Supplies</i>	\$ 4,843,337	\$ 4,843,337	\$ 2,845,244	\$ 1,998,092	59%
Capital					
<i>Equipment / Vehicles</i>	\$ 417,000	\$ 417,000	\$ 388,378	\$ 28,622	93%
<i>Total Capital</i>	\$ 417,000	\$ 417,000	\$ 388,378	\$ 28,622	93%
Total General Fund Expenditure Summary	\$ 18,747,868	\$ 18,747,868	\$ 10,519,272	\$ 8,228,596	56%

General Fund Revenue

FY 2020/2021 Budget

YEAR TO DATE APRIL

Percent of Budget Year Transpired

58.3%

Revenues	Original Budget	Revised Budget	Year to Date	Variance	% Received
Property Tax	\$ 11,527,507	\$ 11,527,507	\$ 11,275,226	\$ (252,281)	98%
Sales Tax	2,828,047	2,828,047	1,259,929	(1,568,118)	45%
Franchise Fees	1,581,265	1,581,265	538,333	(1,042,932)	34%
Licensing & Permits	336,833	336,833	157,658	(179,175)	47%
Park/Recreation Fees	227,745	227,745	60,607	(167,138)	27%
Public Safety Fees	34,100	34,100	15,845	(18,255)	46%
Rents	142,450	142,450	88,193	(54,257)	62%
Municipal Court	111,180	111,180	41,119	(70,061)	37%
Public Safety Charges for Svc	557,555	557,555	354,366	(203,189)	64%
Interest Income	150,000	150,000	23,696	(126,304)	16%
Miscellaneous	140,550	140,550	45,549	(95,001)	32%
Total Revenues	\$ 17,637,232	\$ 17,637,232	\$ 13,860,522	\$ (3,776,710)	79%

City Manager Office

FY 2020/2021 Budget

YEAR TO DATE APRIL

Percent of Budget Year Transpired

58.3%

- - - Summary - - -

	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 386,792	\$ 386,792	\$ 203,344	\$ 183,448	53%
Services / Supplies	216,741	216,741	89,393	127,348	41%
Capital	-	-	-	-	0%
	\$ 603,533	\$ 603,533	\$ 292,737	\$ 310,796	49%

- - - Detail - - -

Category	Original Budget	Revised Budget	Year to Date	Variance	% Used
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Personnel

Salaries / Wages	\$ 306,308	\$ 306,308	\$ 166,391	\$ 139,916	54%
Employee Benefits	80,484	80,484	36,952	43,532	46%
Total Personnel	\$ 386,792	\$ 386,792	\$ 203,344	\$ 183,448	53%

Services / Supplies

Professional Services (City-wide legal - \$130,260)	\$ 140,260	\$ 140,260	\$ 38,312	\$ 101,948	27%
Employee Development	16,140	16,140	4,881	11,259	30%
Supplies / Equipment	10,053	10,053	544	9,509	5%
Utilities	-	-	-	-	0%
Other (Contingency)	50,288	50,288	45,656	4,632	91%
Total Services / Supplies	\$ 216,741	\$ 216,741	\$ 89,393	\$ 127,348	41%

Capital

Equipment / Vehicles	-	-	-	-	0%
Total Capital	\$ -	\$ -	\$ -	\$ -	0%

Total City Manager	\$ 603,533	\$ 603,533	\$ 292,737	\$ 310,796	49%
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Finance Department FY 2020/2021 Budget

YEAR TO DATE APRIL

Percent of Budget Year Transpired

58.3%

- - - Summary - - -

	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 873,264	\$ 873,264	\$ 470,116	\$ 403,148	54%
Services / Supplies	472,050	472,050	361,843	110,207	77%
Capital	-	-	-	-	0%
	\$ 1,345,313	\$ 1,345,313	\$ 831,959	\$ 513,355	62%

- - - Detail - - -

Category	Original Budget	Revised Budget	Year to Date	Variance	% Used
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Personnel

Salaries / Wages	\$ 628,280	\$ 628,280	\$ 339,098	\$ 289,183	54%
Employee Benefits	244,983	244,983	131,018	113,965	53%
Total Personnel	\$ 873,264	\$ 873,264	\$ 470,116	\$ 403,148	54%

Services / Supplies

Professional Services (City-wide liability insurance - \$168,832 / DCAD - \$85,400)	\$ 447,610	\$ 447,610	\$ 349,261	\$ 98,349	78%
Employee Development	13,371	13,371	9,215	4,156	69%
Supplies / Equipment	8,069	8,069	3,367	4,702	42%
Utilities	-	-	-	-	0%
Other [Data Processing \$3,000]	3,000	3,000	-	3,000	0%
Total Services / Supplies	\$ 472,050	\$ 472,050	\$ 361,843	\$ 110,207	77%

Capital

Equipment / Vehicles	-	-	-	-	0%
Total Capital	\$ -	\$ -	\$ -	\$ -	0%

Total Finance Department	\$ 1,345,313	\$ 1,345,313	\$ 831,959	\$ 513,355	62%
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Human Resources

FY 2020/2021 Budget

YEAR TO DATE APRIL

Percent of Budget Year Transpired

58.3%

- - - Summary - - -

	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 446,765	\$ 446,765	\$ 199,273	\$ 247,491	45%
Services / Supplies	118,977	118,977	36,370	82,607	31%
Capital	-	-	-	-	0%
	\$ 565,742	\$ 565,742	\$ 235,643	\$ 330,098	42%

- - - Detail - - -

Category	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel					
<i>Salaries / Wages</i>	\$ 324,861	\$ 324,861	\$ 136,946	\$ 187,915	42%
<i>Employee Benefits</i>	121,904	121,904	62,328	59,576	51%
Total Personnel	\$ 446,765	\$ 446,765	\$ 199,273	\$ 247,491	45%
Services / Supplies					
<i>Professional Services</i>	\$ 47,670	\$ 47,670	\$ 17,358	\$ 30,312	36%
<i>Employee Development</i>	64,257	64,257	17,158	47,099	27%
<i>Supplies / Equipment</i>	975	975	471	504	48%
<i>Utilities</i>	-	-	-	-	0%
<i>Other (Safety Programs)</i>	6,075	6,075	1,383	4,692	23%
Total Services / Supplies	\$ 118,977	\$ 118,977	\$ 36,370	\$ 82,607	31%
Capital					
<i>Equipment / Vehicles</i>	-	-	-	-	0%
Total Capital	\$ -	\$ -	\$ -	\$ -	0%
Total Human Resources	\$ 565,742	\$ 565,742	\$ 235,643	\$ 330,098	42%

City Secretary Office

FY 2020/2021 Budget

YEAR TO DATE APRIL

Percent of Budget Year Transpired

58.3%

- - - Summary - - -

	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 229,499	\$ 229,499	\$ 90,882	\$ 138,618	40%
Services / Supplies	168,717	168,717	58,335	110,382	35%
Capital	-	-	-	-	-
	\$ 398,216	\$ 398,216	\$ 149,217	\$ 249,000	37%

- - - Detail - - -

Category	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel					
<i>Salaries / Wages</i>	\$ 163,794	\$ 163,794	\$ 70,354	\$ 93,440	43%
<i>Employee Benefits</i>	65,705	65,705	20,528	45,177	31%
Total Personnel	\$ 229,499	\$ 229,499	\$ 90,882	\$ 138,618	40%
Services / Supplies					
<i>Professional Services</i>	\$ 51,300	\$ 51,300	\$ 3,277	\$ 48,023	6%
<i>Employee Development</i> <i>(City Council related \$38,392)</i>	54,217	54,217	17,172	37,045	32%
<i>Supplies / Equipment</i>	17,100	17,100	6,786	10,314	40%
<i>Utilities</i>	-	-	-	-	0%
<i>Other (Outside Services)</i>	46,100	46,100	31,100	15,000	67%
Total Services / Supplies	\$ 168,717	\$ 168,717	\$ 58,335	\$ 110,382	35%
Capital					
<i>Equipment / Vehicles</i>	-	-	-	-	0%
Total Capital	\$ -	\$ -	\$ -	\$ -	0%
Total City Secretary Office	\$ 398,216	\$ 398,216	\$ 149,217	\$ 249,000	37%

Information Services

FY 2020/2021 Budget

YEAR TO DATE APRIL

Percent of Budget Year Transpired

58.3%

- - - Summary - - -

	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 712,321	\$ 712,321	\$ 408,317	\$ 304,004	57%
Services / Supplies	371,783	371,783	127,330	244,453	34%
Capital	-	-	77,380	(77,380)	0%
	\$ 1,084,104	\$ 1,084,104	\$ 613,026	\$ 471,078	57%

- - - Detail - - -

Category	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel					
Salaries / Wages	\$ 543,765	\$ 543,765	\$ 299,353	\$ 244,412	55%
Employee Benefits	168,556	168,556	108,964	59,592	65%
Total Personnel	\$ 712,321	\$ 712,321	\$ 408,317	\$ 304,004	57%

Services / Supplies

Professional Services (Maintenance Contracts \$167,110)	\$ 208,610	\$ 208,610	\$ 79,961	\$ 128,649	38%
Employee Development	31,705	31,705	1,415	30,290	4%
Supplies / Equipment	4,160	4,160	2,496	1,664	60%
Utilities	20,308	20,308	6,836	13,472	34%
Other (Data Processing)	107,000	107,000	36,621	70,379	34%
Total Services / Supplies	\$ 371,783	\$ 371,783	\$ 127,330	\$ 244,453	34%

Capital

Equipment / Vehicles - Network Storage Device (Added via Budget Amendment)	-	-	77,380	(77,380)	0%
Total Capital	\$ -	\$ -	\$ 77,380	\$ (77,380)	0%

Total City Secretary Office	\$ 1,084,104	\$ 1,084,104	\$ 613,026	\$ 471,078	57%
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Marketing and Communications

FY 2020/2021 Budget

YEAR TO DATE APRIL

Percent of Budget Year Transpired

58.3%

- - - Summary - - -

	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 289,268	\$ 289,268	\$ 154,554	\$ 134,714	53%
Services / Supplies	114,504	114,504	48,879	65,625	43%
Capital	-	-	-	-	0%
	\$ 403,772	\$ 403,772	\$ 203,433	\$ 200,339	50%

- - - Detail - - -

Category	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel					
<i>Salaries / Wages</i>	\$ 217,333	\$ 217,333	\$ 115,409	\$ 101,924	53%
<i>Employee Benefits</i>	71,935	71,935	39,145	32,791	54%
Total Personnel	\$ 289,268	\$ 289,268	\$ 154,554	\$ 134,714	53%
Services / Supplies					
<i>Professional Services</i>	\$ 84,924	\$ 84,924	\$ 42,132	\$ 42,792	50%
<i>Employee Development</i>	7,680	7,680	908	6,772	12%
<i>Supplies / Equipment</i>	-	-	5	(5)	0%
<i>Utilities</i>	-	-	-	-	0%
<i>Other (Special Events)</i>	21,900	21,900	5,834	16,066	27%
Total Services / Supplies	\$ 114,504	\$ 114,504	\$ 48,879	\$ 65,625	43%
Capital					
<i>Equipment / Vehicles</i>	-	-	-	-	0%
Total Capital	\$ -	\$ -	\$ -	\$ -	0%
Total City Secretary Office	\$ 403,772	\$ 403,772	\$ 203,433	\$ 200,339	50%

Police Department FY 2020/2021 Budget

YEAR TO DATE APRIL

Percent of Budget Year Transpired

58.3%

- - - Summary - - -

	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 4,775,377	\$ 4,775,377	\$ 2,553,335	\$ 2,222,042	53%
Services / Supplies	398,630	398,630	239,035	159,595	60%
Capital	<u>155,000</u>	<u>155,000</u>	<u>11,100</u>	<u>143,900</u>	<u>7%</u>
	\$ 5,329,007	\$ 5,329,007	\$ 2,803,470	\$ 2,525,537	53%

- - - Detail - - -

Category	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel					
<i>Salaries / Wages</i>	\$ 3,494,485	\$ 3,494,485	\$ 1,875,217	\$ 1,619,268	54%
<i>Employee Benefits</i>	<u>1,280,892</u>	<u>1,280,892</u>	<u>678,118</u>	<u>602,774</u>	<u>53%</u>
Total Personnel	\$ 4,775,377	\$ 4,775,377	\$ 2,553,335	\$ 2,222,042	53%
Services / Supplies					
<i>Professional Services</i>	\$ 143,787	\$ 143,787	\$ 121,042	\$ 22,745	84%
<i>Employee Development</i>	45,339	45,339	14,305	31,034	32%
<i>Supplies / Equipment</i>	141,216	141,216	73,681	67,535	52%
<i>Utilities</i>	-	-	-	-	0%
<i>Other (Animal Care - \$52,028)</i>	<u>68,288</u>	<u>68,288</u>	<u>30,008</u>	<u>\$ 38,280</u>	<u>44%</u>
Total Services / Supplies	\$ 398,630	\$ 398,630	\$ 239,035	\$ 159,595	60%
Capital					
<i>Equipment / Vehicles</i>	155,000	155,000	11,100	143,900	7%
Total Capital	\$ 155,000	\$ 155,000	\$ 11,100	\$ 143,900	7%
Total Police Department	\$ 5,329,007	\$ 5,329,007	\$ 2,803,470	\$ 2,525,537	53%

Fire Department FY 2020/2021 Budget

YEAR TO DATE APRIL

Percent of Budget Year Transpired

58.3%

--- Summary ---

	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 2,689,052	\$ 2,689,052	\$ 1,501,617	\$ 1,187,436	56%
Services / Supplies	419,961	419,961	273,108	146,853	65%
Capital	17,000	17,000	-	17,000	0%
	<u>\$ 3,126,013</u>	<u>\$ 3,126,013</u>	<u>\$ 1,774,725</u>	<u>\$ 1,351,289</u>	<u>57%</u>

--- Detail ---

Category	Original Budget	Revised Budget	Year to Date	Variance	% Used
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Personnel

Salaries / Wages	\$ 1,855,182	\$ 1,855,182	\$ 1,027,886	\$ 827,296	55%
Employee Benefits	833,870	833,870	473,730	360,140	57%
Total Personnel	<u>\$ 2,689,052</u>	<u>\$ 2,689,052</u>	<u>\$ 1,501,617</u>	<u>\$ 1,187,436</u>	<u>56%</u>

Services / Supplies

Professional Services	\$ 122,170	\$ 122,170	\$ 108,878	\$ 13,292	89%
Employee Development (Training - \$52,950)	68,317	68,317	30,319	37,998	44%
Supplies / Equipment	188,624	188,624	107,763	80,861	57%
Utilities	1,800	1,800	972	828	54%
Other (Safety Programs)	39,050	39,050	25,177	13,873	64%
Total Services / Supplies	<u>\$ 419,961</u>	<u>\$ 419,961</u>	<u>\$ 273,108</u>	<u>\$ 146,853</u>	<u>65%</u>

Capital

Equipment / Vehicles	17,000	17,000	-	17,000	0%
Total Capital	<u>\$ 17,000</u>	<u>\$ 17,000</u>	<u>\$ -</u>	<u>\$ 17,000</u>	<u>0%</u>

Total Fire Department	<u>\$ 3,126,013</u>	<u>\$ 3,126,013</u>	<u>\$ 1,774,725</u>	<u>\$ 1,351,289</u>	<u>57%</u>
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Community Services

FY 2020/2021 Budget

YEAR TO DATE APRIL

Percent of Budget Year Transpired

58.3%

- - - Summary - - -

	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 401,977	\$ 401,977	\$ 261,585	\$ 140,391	65%
Services / Supplies	20,868	20,868	5,773	15,096	28%
Capital	-	-	-	-	0%
	\$ 422,845	\$ 422,845	\$ 267,358	\$ 155,487	63%

- - - Detail - - -

Category	Original Budget	Revised Budget	Year to Date	Variance	% Used
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Personnel

<i>Salaries / Wages</i>	\$ 277,555	\$ 277,555	\$ 180,465	\$ 97,090	65%
<i>Employee Benefits</i>	124,422	124,422	81,120	43,302	65%
Total Personnel	\$ 401,977	\$ 401,977	\$ 261,585	\$ 140,391	65%

Services / Supplies

<i>Professional Services</i>	\$ 7,200	\$ 7,200	\$ 826	6,374	11%
<i>Employee Development</i>	6,230	6,230	1,732	4,498	28%
<i>Supplies / Equipment</i>	6,618	6,618	3,215	3,404	49%
<i>Utilities</i>	-	-	-	-	0%
<i>Other</i>	820	820	-	820	0%
Total Services / Supplies	\$ 20,868	\$ 20,868	\$ 5,773	\$ 15,096	28%

Capital

<i>Equipment / Vehicles</i>	-	-	-	-	0%
Total Capital	\$ -	\$ -	\$ -	\$ -	0%

Total Building Operations	\$ 422,845	\$ 422,845	\$ 267,358	\$ 155,487	63%
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Streets Division

FY 2020/2021 Budget

YEAR TO DATE APRIL

<i>Percent of Budget Year Transpired</i>	58.3%
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- - - Summary - - -

	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 802,489	\$ 802,489	\$ 405,139	\$ 397,350	50%
Services / Supplies	708,710	708,710	349,046	359,664	49%
Capital	140,000	140,000	212,834	(72,834)	152%
	\$ 1,651,199	\$ 1,651,199	\$ 967,019	\$ 684,180	59%

- - - Detail - - -

Category	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel					
<i>Salaries / Wages</i>	\$ 548,690	\$ 548,690	\$ 283,956	\$ 264,734	52%
<i>Employee Benefits</i>	253,799	253,799	121,183	132,616	48%
Total Personnel	\$ 802,489	\$ 802,489	\$ 405,139	\$ 397,350	50%
Services / Supplies					
<i>Professional Services</i>	\$ 74,466	\$ 74,466	\$ 12,360	\$ 62,106	17%
<i>Employee Development</i>	10,719	10,719	1,876	8,843	17%
<i>Supplies / Equipment</i>	46,975	46,975	7,308	39,667	16%
<i>Utilities (Streetlights)</i>	86,000	86,000	47,705	38,295	55%
<i>Other (Street Maintenance)</i>	490,550	490,550	279,797	210,753	57%
Total Services / Supplies	\$ 708,710	\$ 708,710	\$ 349,046	\$ 359,664	49%
Capital					
<i>Equipment / Vehicles</i>	140,000	140,000	212,834	(72,834)	152%
Total Capital	\$ 140,000	\$ 140,000	\$ 212,834	\$ (72,834)	152%
Total Streets	\$ 1,651,199	\$ 1,651,199	\$ 967,019	\$ 684,180	59%

Maintenance Division

FY 2020/2021 Budget

YEAR TO DATE APRIL

Percent of Budget Year Transpired

58.3%

- - - Summary - - -

	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 365,535	\$ 365,535	\$ 208,403	\$ 157,132	57%
Services / Supplies	721,495	721,495	789,085	(67,590)	109%
Capital	-	-	-	-	0%
	\$ 1,087,030	\$ 1,087,030	\$ 997,487	\$ 89,543	92%

- - - Detail - - -

Category	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel					
<i>Salaries / Wages</i>	\$ 256,876	\$ 256,876	\$ 146,628	\$ 110,248	57%
<i>Employee Benefits</i>	108,659	108,659	61,775	46,885	57%
Total Personnel	\$ 365,535	\$ 365,535	\$ 208,403	\$ 157,132	57%

Services / Supplies					
<i>Professional Services</i>	\$ 69,148	\$ 69,148	\$ 36,855	\$ 32,293	53%
<i>Employee Development</i>	4,480	4,480	898	3,582	20%
<i>Supplies / Equipment</i> (Fuel - \$162,732, Parts / Repairs - \$91,610, Building - \$244,100)	577,867	577,867	716,976	(139,109)	124%
<i>Utilities</i>	70,000	70,000	34,355	35,645	49%
<i>Other</i>	-	-	-	-	0%
Total Services / Supplies	\$ 721,495	\$ 721,495	\$ 789,085	\$ (67,590)	109%

Capital					
<i>Equipment / Vehicles</i>	-	-	-	-	0%
Total Capital	\$ -	\$ -	\$ -	\$ -	0%

Total Maintenance	\$ 1,087,030	\$ 1,087,030	\$ 997,487	\$ 89,543	92%
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Parks Division FY 2020/2021 Budget

YEAR TO DATE APRIL

Percent of Budget Year Transpired

58.3%

- - - Summary - - -

	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 1,309,354	\$ 1,309,354	\$ 738,483	\$ 570,871	56%
Services / Supplies	752,396	752,396	388,732	363,664	52%
Capital	<u>105,000</u>	<u>105,000</u>	<u>87,065</u>	<u>17,935</u>	<u>83%</u>
	\$ 2,166,750	\$ 2,166,750	\$ 1,214,280	\$ 952,470	56%

- - - Detail - - -

Category	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel					
<i>Salaries / Wages</i>	\$ 839,782	\$ 839,782	\$ 472,705	\$ 367,077	56%
<i>Employee Benefits</i>	<u>469,572</u>	<u>469,572</u>	<u>265,778</u>	<u>203,794</u>	<u>57%</u>
Total Personnel	\$ 1,309,354	\$ 1,309,354	\$ 738,483	\$ 570,871	56%

Services / Supplies

<i>Professional Services</i>	\$ 339,234	\$ 339,234	\$ 150,366	\$ 188,868	44%
<i>Employee Development</i>	25,770	25,770	5,568	20,202	22%
<i>Supplies / Equipment</i>	253,142	253,142	170,992	82,150	68%
<i>Utilities</i>	133,300	133,300	57,874	75,426	43%
<i>Other</i>	<u>950</u>	<u>950</u>	<u>3,932</u>	<u>(2,982)</u>	<u>414%</u>
Total Services / Supplies	\$ 752,396	\$ 752,396	\$ 388,732	\$ 363,664	52%

Capital

<i>Equipment / Vehicles</i>	105,000	105,000	87,065	17,935	83%
Total Capital	105,000	105,000	87,065	17,935	83%

Total Parks	\$ 2,166,750	\$ 2,166,750	\$ 1,214,280	\$ 952,470	56%
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Recreation Division FY 2020/2021 Budget

YEAR TO DATE APRIL

Percent of Budget Year Transpired

58.3%

- - - Summary - - -

	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 205,838	\$ 205,838	\$ 90,602	\$ 115,236	44%
Services / Supplies	358,505	358,505	78,316	280,189	22%
Capital	-	-	-	-	0%
	\$ 564,343	\$ 564,343	\$ 168,918	\$ 395,425	30%

- - - Detail - - -

Category	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel					
<i>Salaries / Wages</i>	\$ 170,176	\$ 170,176	\$ 72,794	\$ 97,382	43%
<i>Employee Benefits</i>	35,662	35,662	17,808	17,854	50%
Total Personnel	\$ 205,838	\$ 205,838	\$ 90,602	\$ 115,236	44%
Services / Supplies					
<i>Professional Services</i>		\$ -	\$ -	\$ -	0%
<i>Employee Development</i>	10,525	10,525	2,528	7,997	24%
<i>Supplies / Equipment</i>	650	650	1	649	0%
<i>Utilities</i>	-	-	-	-	0%
<i>Other (Recreation Programs)</i>	347,330	347,330	75,788	271,542	22%
Total Services / Supplies	\$ 358,505	\$ 358,505	\$ 78,316	\$ 280,189	22%
Capital					
<i>Equipment / Vehicles</i>	-	-	-	-	0%
Total Capital	\$ -	\$ -	\$ -	\$ -	0%
Total Recreation	\$ 564,343	\$ 564,343	\$ 168,918	\$ 395,425	30%

Equipment Replacement / Capital Schedule

FY 2020/2021 Budget

YEAR TO DATE APRIL

Percent of Budget Year Transpired

58.3%

Expenditures	Original Budget	Revised Budget	Year to Date	Variance	% Used
City Manager Office Capital Outlay	-	-	-	-	0%
Finance Capital Outlay	-	-	-	-	0%
Human Resources Capital Outlay	-	-	-	-	0%
City Secretary Capital Outlay	-	-	-	-	0%
Information Services Capital Outlay	-	-	77,380	(77,380)	0%
Marketing Capital Outlay	-	-	-	-	0%
Police Dept Capital Outlay	155,000	155,000	11,100	143,900	7%
Fire Dept Capital Outlay	17,000	17,000	-	17,000	0%
Community Services Capital Outlay	-	-	-	-	0%
Streets Dept Capital Outlay	140,000	140,000	212,834	(72,834)	152%
Maintenance Capital Outlay	-	-	-	-	0%
City Parks Capital Outlay	105,000	105,000	87,065	17,935	83%
City Recreation Capital Outlay	-	-	-	-	0%
Total Expenditures	\$ 417,000	\$ 417,000	\$ 388,378	\$ 28,622	93%

Utility Fund Revenues

FY 2020/2021 Budget

YEAR TO DATE APRIL

Percent of Budget Year Transpired	58.3%
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Fees	Original Budget	Revised Budget	Year to Date	Variance	% Received
<i>Electronic Payment</i>	\$ (182,000)	\$ (182,000)	\$ (98,003)	\$ (83,998)	54%
<i>Charges / Penalties</i>	102,000	102,000	34,824	67,176	34%
Total Fees	\$ (80,000)	\$ (80,000)	\$ (63,178)	\$ (16,822)	79%

Licenses & Permits

<i>Construction Inspection</i>	\$ -	\$ -	\$ -	\$ -	0%
Total Licenses & Permits	\$ -	\$ -	\$ -	\$ -	0%

Charges for Services

<i>Water Sales</i>	\$ 5,696,163	\$ 5,696,163	\$ 2,287,870	\$ 3,408,293	40%
<i>Sewer Sales</i>	4,402,397	4,402,397	2,301,275	2,101,122	52%
<i>Inspection Fees</i>	4,100	4,100	1,510	2,590	37%
Total Charges for Service	\$ 10,102,660	\$ 10,102,660	\$ 4,590,655	\$ 5,512,005	45%

Interest

<i>Interest (Operations)</i>	\$ 30,000	\$ 30,000	\$ 5,904	\$ 24,096	20%
<i>Interest (Capital Projects)</i>	20,000	20,000	4,979	15,021	25%
Total Interest	\$ 50,000	\$ 50,000	\$ 10,883	\$ 39,117	22%

Impact Fees

<i>Impact Fees</i>	\$ 184,852	\$ 184,852	\$ 74,590	\$ 110,262	40%
Total Impact Fees	\$ 184,852	\$ 184,852	\$ 74,590	\$ 110,262	40%

Miscellaneous Income

<i>Miscellaneous Income</i>	\$ 5,000	\$ 5,000	\$ 1,004	\$ 3,996	20%
Total Miscellaneous Income	\$ 5,000	\$ 5,000	\$ 1,004	\$ 3,996	20%

Total Utility Fund Revenues	\$ 10,262,512	\$ 10,262,512	\$ 4,613,953	\$ 5,648,559	45%
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Utility Division

FY 2020/2021 Budget

YEAR TO DATE APRIL

Percent of Budget Year Transpired 58.3%

--- Summary - Operations ---

	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 1,793,029	\$ 1,793,029	\$ 947,749	\$ 845,280	53%
Services / Supplies	6,383,149	6,383,149	3,836,950	2,546,199	60%
Capital	225,000	225,000	119,148	105,852	53%
Total Utility Division	\$ 8,401,178	\$ 8,401,178	\$ 4,903,847	\$ 3,497,331	58%

--- Detail - Operations ---

Category	Original Budget	Revised Budget	Year to Date	Variance	% Used
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Personnel

Salaries / Wages	\$ 1,203,096	\$ 1,203,096	\$ 628,126	\$ 574,970	52%
Employee Benefits	589,933	589,933	319,623	270,310	54%
Total Personnel	\$ 1,793,029	\$ 1,793,029	\$ 947,749	\$ 845,280	53%

Services / Supplies

Professional Services	\$ 429,323	\$ 429,323	\$ 96,146	\$ 333,177	22%
Employee Development	63,428	63,428	22,891	40,537	36%
Supplies / Equipment	84,362	84,362	35,960	48,402	43%
Utilities	375,136	375,136	182,921	192,215	49%
Other (Well Lot Maintenance)	953,085	953,085	1,007,647	(54,562)	106%
Sub-Total - Operations Services / Supplies	\$ 1,905,334	\$ 1,905,334	\$ 1,345,565	\$ 559,769	71%

Wholesale Water / Wastewater

Note: UTRWD billing reflects a one month delay

UTRWD - Administration Fees	\$ 5,105	\$ 5,105	\$ 5,103	\$ 2	100%
UTRWD - Water Volume Cost	903,036	903,036	464,143	438,893	51%
UTRWD - Water Demand Charges	1,365,450	1,365,450	796,513	568,938	58%
UTRWD - Sewer Effluent Volume Rate	619,814	619,814	302,048	317,766	49%
UTRWD - Capital Charge Joint Facilities	1,350,870	1,350,870	788,008	562,863	58%
UTRWD - HV Sewer Line to UTRWD	233,540	233,540	135,571	97,969	58%
UTRWD - Wtr Transmission - Opus Develop	-	-	-	-	0%
Sub-Total - Wholesale Water / Wastewater	\$ 4,477,815	\$ 4,477,815	\$ 2,491,385	\$ 1,986,430	56%

Total Services / Supplies

	\$ 6,383,149	\$ 6,383,149	\$ 3,836,950	\$ 2,546,199	60%
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Capital

Equipment / Vehicles	225,000	225,000	119,148	105,852	53%
Total Capital	\$ 225,000	\$ 225,000	\$ 119,148	\$ 105,852	53%

Total Utility Division - Operations	\$ 8,401,178	\$ 8,401,178	\$ 4,903,847	\$ 3,497,331	58%
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Utility Fund Working Capital FY 2020/2021 Budget

YEAR TO DATE APRIL

Percent of Budget Year Transpired

58.3%

Revenues	Original Budget	Revised Budget	Year to Date	Variance	% Received
Water Sales	\$ 5,696,163	\$ 5,696,163	\$ 2,287,870	\$ 3,408,293	40%
Sewer Sales	4,402,397	4,402,397	2,301,275	2,101,122	52%
Other Fees / Charges	111,100	111,100	37,338	73,762	34%
Electronic Payment Credit	(182,000)	(182,000)	(98,003)	(83,998)	54%
Interest	30,000	30,000	5,904	24,096	20%
Total Revenues	\$ 10,057,660	\$ 10,057,660	\$ 4,534,385	\$ 5,523,275	45%

Expenditures	Original Budget	Revised Budget	Year to Date	Variance	% Used
Administration	\$417,071	\$417,071	\$ 208,090	\$ 208,981	50%
Operations	3,281,292	3,281,292	2,085,224	1,196,068	64%
UTRWD	4,477,815	4,477,815	2,491,385	1,986,430	56%
Debt Service	1,228,139	1,228,139	1,078,969	149,170	88%
Capital Projects	-	-	-	-	0%
Equipment Replace / Capital	225,000	225,000	119,148	105,852	53%
Total Expenditures	\$ 9,629,317	\$ 9,629,317	\$ 5,982,816	\$ 3,646,501	62%

Other Sources/Uses	Original Budget	Revised Budget	Year to Date	Variance	% Used
Transfers In (Applied Impact Fees)	\$ 150,000	\$ 150,000		\$ 150,000	0%
Operating Transfers Out / Utility Capital Projects	-	-	-	-	0%
Operating Transfers Out / General Fund	(470,000)	(470,000)		(470,000)	0%
Total Other Sources (Uses)	\$ (320,000)	\$ (320,000)	\$ -	\$ (320,000)	0%

Fund Balance	Original Budget	Revised Budget	Year to Date
Net Increase/Decrease	108,343	108,343	(1,448,431)
Beginning Working Capital			
Operations	2,063,070	2,063,070	2,063,070
Available Impact Fees	1,046,951	1,046,951	1,046,951
Total Available Working Capital	\$ 3,110,021	\$ 3,110,021	\$ 3,110,021
Ending Working Capital			
Operations	2,171,413	2,171,413	614,639
Designated Capital Project	-	-	-
Available Impact Fees	1,081,803	1,081,803	1,121,541
Total Available Working Capital	\$ 3,253,216	\$ 3,253,216	\$ 1,736,180

<u>Impact Fees</u>			
Beginning Balance	1,046,951	1,046,951	1,046,951
+ Collections	184,852	184,852	74,590
- Applied to offset Debt Service	(150,000)	(150,000)	-
Ending Balance	1,081,803	1,081,803	1,121,541

*The working Capital Analysis is prepared to provide a picture of the "cash position" of this enterprise fund. Income restricted for specific use and non-operating expenses are excluded. Impact fees are excluded from revenues, however included for working capital balances - as they are available to address contingency expenditures.

Corps Leased Parks Fund

FY 2020/2021 Budget

YEAR TO DATE APRIL

Percent of Budget Year Transpired

58.3%

Revenues	Original Budget	Revised Budget	Year to Date	Variance	% Received
<i>Park Entry Fees</i>	\$ 538,550	\$ 538,550	\$ 326,550	\$ 212,000	61%
<i>Annual Park Passes</i>	48,000	48,000	31,455	16,545	66%
<i>Concession Sales</i>	-	-	-	-	0%
<i>Interest</i>	200	200	15	185	7%
Total Revenues	\$ 586,750	\$ 586,750	\$ 358,020	\$ 228,730	61%

Expenditures	Original Budget	Revised Budget	Year to Date	Variance	% Used
<i>Personnel</i>	\$ 182,245	\$ 182,245	\$ 98,383	\$ 83,862	54%
<i>Services / Supplies</i>	207,218	207,218	76,825	130,393	37%
<i>Capital</i>	-	-	-	-	0%
Total Expenditures	\$ 389,463	\$ 389,463	\$ 175,208	\$ 214,255	45%

Other Sources/Uses	Original Budget	Revised Budget	Year to Date	Variance	% Used
<i>Operating Transfers In / General Fund</i>	-	-	-	-	0%
Total Other Sources (Uses)	\$ -	\$ -	\$ -	\$ -	0%

Fund Balance	Original Budget	Revised Budget	Year to Date
<i>Beginning Fund Balance</i>	\$ 400,022	\$ 406,008	\$ 406,008
<i>+ Net Increase (Decrease)</i>	197,287	197,287	182,812
Ending Fund Balance	\$ 597,309	\$ 603,295	\$ 588,820

Audited FY20

Debt Service Fund

FY 2020/2021 Budget

YEAR TO DATE APRIL

Percent of Budget Year Transpired

58.3%

Revenues	Original Budget	Revised Budget	Year to Date	Variance	% Received
<i>Property Tax Revenues</i>	\$2,046,737	\$ 2,046,737	\$ 2,002,319	\$ 44,418	98%
<i>Interest Income</i>	5,000	5,000	183	4,817	4%
<i>Total Revenues</i>	\$ 2,051,737	\$ 2,051,737	\$ 2,002,502	\$ 49,235	98%

Expenditures	Original Budget	Revised Budget	Year to Date	Variance	% Used
<i>Principal Payments</i>	\$ 2,250,000	\$ 2,250,000	\$ 2,250,000	\$ -	100%
<i>Interest Payments</i>	590,220	590,220	309,131	281,089	52%
<i>Paying Agent Fees</i>	3,000	3,000	1,381	1,619	46%
<i>Total Expenditures</i>	\$ 2,843,220	\$ 2,843,220	\$ 2,560,512	\$ 282,708	90%

Other Sources (Uses)	Original Budget	Revised Budget	Year to Date	Variance	% Received
<i>Transfers In (Out) [To 4B]</i>	804,482	804,482	758,219	\$ 46,263	94%
<i>Proceeds from Refunding Debt</i>	-	-	-	-	0%
<i>Debt Issuance Cost</i>	-	-	-	-	0%
<i>Payment to Escrow Agent</i>	-	-	-	-	0%
<i>Total Financing Sources</i>	\$ 804,482	\$ 804,482	\$ 758,219	\$ 46,263	94%

Beginning & Ending Balance	Original Budget	Revised Budget	Year to Date
<i>Beginning Fund Balance</i>	\$ 123,770	\$ 126,236	\$ 126,236
<i>+ Net Increase (Decrease)</i>	12,999	12,999	200,209
<i>Ending Fund Balance</i>	\$ 136,769	\$ 139,235	\$ 326,445

Audited FY20

Capital Projects Fund

FY 2020/2021 Budget

YEAR TO DATE APRIL

Percent of Budget Year Transpired

58.3%

Revenues	Original Budget	Revised Budget	Year to Date	Variance	% Received
Grants	\$ -	\$ -	\$ -	\$ -	0%
Contributions	80,000	80,000	67,045	12,955	84%
Interest Income	15,000	15,000	4,734	10,266	32%
Total Revenues	\$ 95,000	\$ 95,000	\$ 71,779	\$ 23,221	100%

Expenditures	Original Budget	Revised Budget	Year to Date	Variance	% Used
2018 GO Bond (Parks/Streets/Drainage)	2,771,154	2,771,154	705,393	2,065,761	25%
2018 Bond Issue (Streets)	978,854	978,854	75,988	902,866	8%
2018 Bond Issue (Parks)	1,792,300	1,792,300	629,405	1,162,895	35%
Total Expenditures	\$ 2,771,154	\$ 2,771,154	\$ 705,393	\$ 2,065,761	25%

Other Financing Sources (Uses)	Original Budget	Revised Budget	Year to Date	Variance	% Received
Bond Issue Proceeds	\$ -	\$ -	\$ -	\$ -	0%
Bond Discount / Premium	-	-	-	-	0%
Debt Issuance	-	-	-	-	0%
Transfers In	-	-	-	-	0%
Transfer Out	-	-	-	-	0%
Total Financing Sources	\$ -	\$ -	\$ -	\$ -	0%

Beginning & Ending Balance	Original Budget	Revised Budget	Year to Date
Beginning fund balance	\$ 2,777,849	\$ 3,222,762	\$ 3,222,762
+Net Increase (Decrease)	(2,676,154)	(2,676,154)	(633,614)
Ending Fund Balance	\$ 101,695	\$ 546,608	\$ 2,589,148

Audited FY20

Drainage Utilities

FY 2020/2021 Budget

YEAR TO DATE APRIL

Percent of Budget Year Transpired

58.3%

Revenues	Original Budget	Revised Budget	Year to Date	Variance	% Received
<i>Drainage Conversion Fee</i>	\$ -	\$ -	\$ 8,419	\$ (8,419)	0%
<i>Drainage Fee Receipts</i>	505,000	505,000	272,871	232,129	54%
<i>Miscellaneous</i>	-	-	-	-	0%
<i>Interest</i>	4,000	4,000	99	3,901	2%
Total Revenues	\$ 509,000	\$ 509,000	\$ 281,389	\$ 227,611	55%

Expenditures	Original Budget	Revised Budget	Year to Date	Variance	% Used
<i>Personnel</i>	\$ 377,298	\$ 377,298	\$ 179,722	\$ 197,576	48%
<i>Services / Supplies</i>	138,385	138,385	69,386	68,999	50%
<i>Capital</i>	30,000	30,000	16,049	13,951	53%
Total Expenditures	\$ 545,683	\$ 545,683	\$ 265,157	\$ 280,526	49%

Other Sources/Uses	Original Budget	Revised Budget	Year to Date	Variance	% Used
<i>Transfers In - City Impervious / General Fund</i>	\$ 36,000	\$ 36,000	\$ -	\$ 66	0%
<i>Operating TransfersOut / General Fund</i>	(16,000)	(16,000)	-	(16,000)	0%
Total Other Sources (Uses)	\$ 20,000	\$ 20,000	\$ -	\$ (15,934)	0%

Fund Balance	Original Budget	Revised Budget	Year to Date
<i>Beginning Fund Balance</i>	\$ 295,384	\$ 333,898	\$ 333,898
<i>+ Net Increase (Decrease)</i>	(16,683)	(16,683)	16,232
Ending Fund Balance	\$ 278,701	\$ 317,215	\$ 350,130

Audited FY20

Park Development Fee Fund

FY 2020/2021 Budget

YEAR TO DATE APRIL

Percent of Budget Year Transpired

58.3%

Revenues	Original Budget	Revised Budget	Year to Date	Variance	% Received
<i>Interest</i>	\$ -	\$ -	\$ 41	\$ (41)	0%
<i>Community Park Fees</i>	-	-	-	-	0%
<i>Linear Park Fees</i>	-	-	-	-	0%
<i>Neighborhood Park Fees</i>	-	-	-	-	0%
<i>Service Area II</i>	-	-	-	-	0%
<i>Service Area IV</i>	-	-	-	-	0%
Total Revenues	\$ -	\$ -	\$ 41	\$ (41)	0%

Expenditures	Original Budget	Revised Budget	Year to Date	Variance	% Used
<i>Unity Park</i>	\$ -	\$ -	\$ -	\$ -	0%
<i>Capital Outlay (Unity Park)</i>	-	-	-	-	0%
<i>Capital Outlay (Village Park)</i>	-	-	-	-	0%
<i>Capital Outlay - (St James development, Area I)</i>	-	-	-	-	0%
Total Expenditures	\$ -	\$ -	\$ -	\$ -	0%

Other Sources/Uses	Original Budget	Revised Budget	Year to Date	Variance	% Used
<i>Operating Transfers In</i>	\$ -	\$ -	\$ -	\$ -	0%
<i>Operating Transfers Out (Funding for projects at Unity Park with FY2012 bond)</i>	-	-	-	-	0%
Total Other Sources (Uses)	\$ -	\$ -	\$ -	\$ -	0%

Fund Balance	Original Budget	Revised Budget	Year to Date
<i>Beginning Fund Balance</i>	\$ 80,081	\$ 80,076	\$ 80,076
<i>+ Net Increase (Decrease)</i>	-	-	41
Ending Fund Balance	\$ 80,081	\$ 80,076	\$ 80,117

Audited FY20

Ending Fund Balance Detail	Original Budget	Year to Date
<i>Community Park Fees</i>	\$ -	-
<i>Linear Park Fees</i>	-	-
<i>Neighborhood Park Fees (Area I)</i>	-	-
<i>Neighborhood Park Fees (Area II)</i>	80,081	80,117
<i>Neighborhood Park Fees (Area IV)</i>	-	-
Total	\$ 80,081	\$ 80,117

Public Safety Special Revenue Fund

FY 2020/2021 Budget

YEAR TO DATE APRIL

Percent of Budget Year Transpired

58.3%

Revenues	Original Budget	Revised Budget	Year to Date	Variance	% Received
Revenues	\$ 26,070	\$ 26,070	\$ 22,375	\$ 3,695	86%

Expenditures	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ -	\$ -	\$ -	\$ -	0%
Services / Supplies	3,600	3,600	3,817	(217)	106%
Capital	-	-	-	-	0%
Total Expenditures	\$ 3,600	\$ 3,600	\$ 3,817	\$ (217)	106%

Other Sources/Uses	Original Budget	Revised Budget	Year to Date	Variance	% Used
Operating Transfers In	\$ -	\$ -	\$ -	\$ -	0%
Operating Transfers Out	(20,000)	(20,000)	-	(20,000)	0%
Total Other Sources (Uses)	\$ (20,000)	\$ (20,000)	\$ -	\$ (20,000)	0%

Beginning & Ending Balance	Original Budget	Revised Budget	Year to Date
Beginning Fund Balance	\$ 26,499	\$ 28,406	\$ 28,406
+ Net Increase (Decrease)	2,470	2,470	18,557
Ending Fund Balance	\$ 28,969	\$ 30,876	\$ 46,963

Audited FY20

Municipal Court Technology Fee Fund

FY 2020/2021 Budget

YEAR TO DATE APRIL

Percent of Budget Year Transpired

58.3%

Revenues	Original Budget	Revised Budget	Year to Date	Variance	% Received
Revenues	\$ 3,500	\$ 3,500	\$ 1,349	2,151	39%

Expenditures	Original Budget	Revised Budget	Year to Date	Variance	% Used
Services / Supplies	\$ 12,525	\$ 12,525	\$ 7,832	\$ 4,693	63%
Total Expenditures	\$ 12,525	\$ 12,525	\$ 7,832	\$ 4,693	63%

Other Sources/Uses	Original Budget	Revised Budget	Year to Date	Variance	% Used
Operating Transfers In	\$ -	\$ -	\$ -	\$ -	0%
Operating Transfers Out	-	-	-	-	0%
Total Other Sources (Uses)	\$ -	\$ -	\$ -	\$ -	0%

Beginning & Ending Balance	Original Budget	Revised Budget	Year to Date
Beginning Fund Balance	\$ 21,911	\$ 21,998	\$ 21,998
+ Net Increase (Decrease)	(9,025)	(9,025)	(6,483)
Ending Fund Balance	\$ 12,886	\$ 12,973	\$ 15,515

Audited FY20

Municipal Court Building Security Fund

FY 2020/2021 Budget

YEAR TO DATE APRIL

Percent of Budget Year Transpired

58.3%

Revenues	Original Budget	Revised Budget	Year to Date	Variance	% Received
Revenues (Court Fines)	\$ 2,750	\$ 2,750	\$ 1,623	\$ 1,127	59%

Expenditures	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel (Bailiff)	\$ -	\$ -	\$ -	\$ -	0%
Services / Supplies	-	-	-	-	0%
Total Expenditures	\$ -	\$ -	\$ -	\$ -	0%

Beginning & Ending Balance	Original Budget	Revised Budget	Year to Date
Beginning Fund Balance	\$ 38,223	\$ 38,197	\$ 38,197
+ Net Increase (Decrease)	2,750	2,750	1,623
Ending Fund Balance	\$ 40,973	\$ 40,947	\$ 39,820

Audited FY20

Highland Village Community Development Corporation

Working Capital Analysis (FY 2021)

	<i>Actual 2018-2019</i>	<i>Actual 2019-2020</i>	<i>Budget 2020-2021</i>	<i>YTD 2020-2021</i>
Beginning Fund Balance	\$ 30,523	\$ 98,102	\$ 70,647	\$ 117,323
Revenues				
4B Sales Tax	1,384,756	1,381,630	1,348,631	602,538
Park Fees (Rental)	54,651	41,854	44,000	16,850
Linear Park Fees	-	-	-	-
Miscellaneous Income	-	-	-	-
Interest Income	734	633	800	53
Total	\$ 1,440,141	\$ 1,424,117	\$ 1,393,431	\$ 619,440
Expenditures				
Personnel	311,612	324,743	370,603	176,777
Services / Supplies	182,692	213,475	208,614	63,122
Reimburse GF (Support Functions)	-	28,000	28,000	
Reimburse GF (Debt Service)	834,827	808,286	804,482	758,219
Total Non-Capital Expenditures	\$ 1,329,131	\$ 1,374,504	\$ 1,411,699	\$ 998,118
Capital				
Engineering	-	-	-	-
Projects Funded Directly	-	30,392	-	-
Transfer to 4B Capital Projects	\$ -	\$ 30,392	\$ -	\$ -
Equipment	43,431	-	-	
Net Increase / (Decrease)	67,579	19,221	(18,268)	(378,677)
Working Capital Balance	\$ 98,102	\$ 117,323	\$ 52,379	\$ (261,354)

PEG Fee Fund

FY 2020/2021 Budget

YEAR TO DATE APRIL

Percent of Budget Year Transpired

58.3%

Revenues	Original Budget	Revised Budget	Year to Date	Variance	% Received
<i>PEG Fee Receipts</i>	\$ 42,772	\$ 42,772	\$ 10,445	\$ 32,327	24%
<i>Total Revenues</i>	\$ 42,772	\$ 42,772	\$ 10,445	\$ 32,327	24%

Expenditures	Original Budget	Revised Budget	Year to Date	Variance	% Used
<i>Personnel</i>	\$ -	\$ -	\$ -	\$ -	0%
<i>Services / Supplies</i>	7,600	7,600	540	7,060	7%
<i>Capital</i>	21,000	21,000	18,273	2,727	0%
<i>Total Expenditures</i>	\$ 28,600	\$ 28,600	\$ 18,813	\$ 9,787	66%

Other Sources/Uses	Original Budget	Revised Budget	Year to Date	Variance	% Used
<i>Operating Transfers In</i>	\$ -	\$ -	\$ -	\$ -	0%
<i>Operating Transfers Out</i>	-	-	-	-	0%
<i>Total Other Sources (Uses)</i>	\$ -	\$ -	\$ -	\$ -	0%

Fund Balance	Original Budget	Revised Budget	Year to Date
<i>Beginning fund balance</i>	\$ 122,098	\$ 118,660	\$ 118,660
<i>+Net Increase (Decrease)</i>	14,172	14,172	(8,368)
<i>Ending Fund Balance</i>	\$ 136,270	\$ 132,832	\$ 110,292

Audited FY20

CITY OF HIGHLAND VILLAGE
COUNCIL BRIEFING

AGENDA# 14

MEETING DATE: 07/13/2021

SUBJECT: Receive Budget Reports for Period Ending May 31, 2021

PREPARED BY: Ken Heerman, Assistant City Manager

BACKGROUND:

In accordance with the City Charter, Section 6.12, paragraph D, a budget report is submitted monthly for Council Review.

The budget report submitted for May represents the eighth report in the Fiscal Year.

IDENTIFIED NEED/S:

N/A

OPTIONS & RESULTS:

N/A

PROGRESS TO DATE: (if appropriate)

N/A

BUDGETARY IMPACT/ORDINANCE CHANGE: (if appropriate)

N/A

RECOMMENDATION:

Council to receive the budget reports for the period ending May 31, 2021.

General Fund Summary

FY 2020/2021 Budget

YEAR TO DATE MAY

Percent of Budget Year Transpired

66.7%

Revenues	Original Budget	Revised Budget (Includes Budget Amendments)	Year to Date	Variance	% Received
Property Tax	\$ 11,527,507	\$ 11,527,507	\$ 11,413,226	\$ (114,281)	99%
Sales Tax	2,828,047	2,828,047	1,562,911	(1,265,136)	55%
Franchise Fees	1,581,265	1,581,265	736,555	(844,710)	47%
Licensing & Permits	336,833	336,833	181,545	(155,288)	54%
Park/Recreation Fees	227,745	227,745	64,609	(163,136)	28%
Public Safety Fees	34,100	34,100	17,389	(16,711)	51%
Rents	142,450	142,450	131,148	(11,302)	92%
Municipal Court	111,180	111,180	47,257	(63,923)	43%
Public Safety Charges for Svc	557,555	557,555	375,900	(181,655)	67%
Interest Income	150,000	150,000	24,642	(125,358)	16%
Miscellaneous	140,550	140,550	47,629	(92,921)	34%
Total Revenues	\$ 17,637,232	\$ 17,637,232	\$ 14,602,810	\$ (3,034,422)	83%

Other Sources

Transfers In	\$ 534,000	\$ 534,000	\$ -	\$ (534,000)	0%
Total Available Resources	\$ 18,171,232	\$ 18,171,232	\$ 14,602,810	\$ (3,568,422)	

Expenditures	Original Budget	Revised Budget	Year to Date	Variance	% Used
City Manager Office	\$ 603,533	\$ 603,533	\$ 335,895	\$ 267,638	56%
Finance (includes Mun. Court)	1,345,313	1,345,313	906,669	438,645	67%
Human Resources	565,742	565,742	268,046	297,696	47%
City Secretary Office	398,216	398,216	176,857	221,359	44%
Information Services	1,084,104	1,084,104	688,003	396,101	63%
Marketing and Communications	403,772	403,772	232,817	170,956	58%
Police	5,329,007	5,329,007	3,143,259	2,185,748	59%
Fire	3,126,013	3,126,013	2,007,163	1,118,850	64%
Community Services	422,845	422,845	302,820	120,024	72%
Streets/Drainage	1,651,199	1,651,199	1,045,847	605,352	63%
Maintenance	1,087,030	1,087,030	1,087,439	(408)	100%
Parks	2,166,750	2,166,750	1,360,574	806,176	63%
Recreation	564,343	564,343	195,328	369,015	35%
Total Expenditures	\$ 18,747,868	\$ 18,747,868	\$ 11,750,716	\$ 6,997,152	63%

Capital Summary

(Included in totals above - summary information only)

Equipment Replacement	\$ 417,000	\$ 417,000	\$ 388,378	\$ 28,622	93%
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Other Uses

Transfers Out	\$ 36,000	\$ 36,000	\$ -	\$ 36,000	0%
Total Expenditures	\$ 18,783,868	\$ 18,783,868	\$ 11,750,716	\$ 7,033,152	

Fund Balance	Original Budget	Revised Budget	Year to Date
Beginning Fund Balance	5,844,759	7,952,600	7,952,600
+ Net Increase (Decrease)	(612,636)	(612,636)	2,852,094
Ending Fund Balance	\$ 5,232,123	\$ 7,339,964	\$ 10,804,694

Audited FY20

Fund Balance Detail	Original Budget	Revised Budget	Year to Date
Reserve Fund Balance (15% of Total Expenditures)	\$ 2,812,180	\$ 2,812,180	\$ 1,762,607
Restricted	11,500	11,500	11,500
Unassigned	2,408,443	4,516,284	9,030,586
Total Fund Balance	\$ 5,232,123	\$ 7,339,964	\$ 10,804,694

General Fund Expenditure Summary

FY 2020/2021 Budget

YEAR TO DATE MAY

Percent of Budget Year Transpired

66.7%

- - - Summary - - -

	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 13,487,531	\$ 13,487,531	\$ 8,267,863	\$ 5,219,668	61%
Services / Supplies	4,843,337	4,843,337	3,094,475	1,748,862	64%
Capital	417,000	417,000	388,378	28,622	93%
	<u>\$ 18,747,868</u>	<u>\$ 18,747,868</u>	<u>\$ 11,750,716</u>	<u>\$ 6,997,152</u>	<u>63%</u>

- - - Detail - - -

Category	Original Budget	Revised Budget	Year to Date	Variance	% Used
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Personnel

<i>Salaries / Wages</i>	\$ 9,627,087	\$ 9,627,087	\$ 5,883,145	\$ 3,743,942	61%
<i>Employee Benefits</i>	3,860,445	3,860,445	2,384,718	1,475,726	62%
Total Personnel	\$ 13,487,531	\$ 13,487,531	\$ 8,267,863	\$ 5,219,668	61%

Services / Supplies

<i>Professional Services</i>	\$ 1,736,379	\$ 1,736,379	\$ 1,030,748	\$ 705,631	59%
<i>Employee Development</i>	358,750	358,750	123,447	235,303	34%
<i>Office Supplies / Equipment</i>	1,255,449	1,255,449	1,189,435	66,014	95%
<i>Utilities</i>	311,408	311,408	170,783	140,625	55%
<i>Other</i>	1,181,351	1,181,351	580,061	601,290	49%
Total Services / Supplies	\$ 4,843,337	\$ 4,843,337	\$ 3,094,475	\$ 1,748,862	64%

Capital

<i>Equipment / Vehicles</i>	\$ 417,000	\$ 417,000	\$ 388,378	\$ 28,622	93%
Total Capital	\$ 417,000	\$ 417,000	\$ 388,378	\$ 28,622	93%

Total General Fund Expenditure Summary	\$ 18,747,868	\$ 18,747,868	\$ 11,750,716	\$ 6,997,152	63%
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General Fund Revenue

FY 2020/2021 Budget

YEAR TO DATE MAY

Percent of Budget Year Transpired

66.7%

Revenues	Original Budget	Revised Budget	Year to Date	Variance	% Received
Property Tax	\$ 11,527,507	\$ 11,527,507	\$ 11,413,226	\$ (114,281)	99%
Sales Tax	2,828,047	2,828,047	1,562,911	(1,265,136)	55%
Franchise Fees	1,581,265	1,581,265	736,555	(844,710)	47%
Licensing & Permits	336,833	336,833	181,545	(155,288)	54%
Park/Recreation Fees	227,745	227,745	64,609	(163,136)	28%
Public Safety Fees	34,100	34,100	17,389	(16,711)	51%
Rents	142,450	142,450	131,148	(11,302)	92%
Municipal Court	111,180	111,180	47,257	(63,923)	43%
Public Safety Charges for Svc	557,555	557,555	375,900	(181,655)	67%
Interest Income	150,000	150,000	24,642	(125,358)	16%
Miscellaneous	140,550	140,550	47,629	(92,921)	34%
Total Revenues	\$ 17,637,232	\$ 17,637,232	\$ 14,602,810	\$ (3,034,422)	83%

City Manager Office

FY 2020/2021 Budget

YEAR TO DATE MAY

Percent of Budget Year Transpired

66.7%

- - - Summary - - -

	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 386,792	\$ 386,792	\$ 232,046	\$ 154,746	60%
Services / Supplies	216,741	216,741	103,849	112,892	48%
Capital	-	-	-	-	0%
	\$ 603,533	\$ 603,533	\$ 335,895	\$ 267,638	56%

- - - Detail - - -

Category	Original Budget	Revised Budget	Year to Date	Variance	% Used
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Personnel

Salaries / Wages	\$ 306,308	\$ 306,308	\$ 189,463	\$ 116,845	62%
Employee Benefits	80,484	80,484	42,583	37,901	53%
Total Personnel	\$ 386,792	\$ 386,792	\$ 232,046	\$ 154,746	60%

Services / Supplies

Professional Services (City-wide legal - \$130,260)	\$ 140,260	\$ 140,260	\$ 52,233	\$ 88,027	37%
Employee Development	16,140	16,140	5,380	10,760	33%
Supplies / Equipment	10,053	10,053	580	9,473	6%
Utilities	-	-	-	-	0%
Other (Contingency)	50,288	50,288	45,656	4,632	91%
Total Services / Supplies	\$ 216,741	\$ 216,741	\$ 103,849	\$ 112,892	48%

Capital

Equipment / Vehicles	-	-	-	-	0%
Total Capital	\$ -	\$ -	\$ -	\$ -	0%

Total City Manager	\$ 603,533	\$ 603,533	\$ 335,895	\$ 267,638	56%
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Finance Department FY 2020/2021 Budget

YEAR TO DATE MAY

Percent of Budget Year Transpired

66.7%

- - - Summary - - -

	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 873,264	\$ 873,264	\$ 535,401	\$ 337,863	61%
Services / Supplies	472,050	472,050	371,267	100,782	79%
Capital	-	-	-	-	0%
	\$ 1,345,313	\$ 1,345,313	\$ 906,669	\$ 438,645	67%

- - - Detail - - -

Category	Original Budget	Revised Budget	Year to Date	Variance	% Used
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Personnel

Salaries / Wages	\$ 628,280	\$ 628,280	\$ 385,702	\$ 242,578	61%
Employee Benefits	244,983	244,983	149,699	95,284	61%
Total Personnel	\$ 873,264	\$ 873,264	\$ 535,401	\$ 337,863	61%

Services / Supplies

Professional Services (City-wide liability insurance - \$168,832 / DCAD - \$85,400)	\$ 447,610	\$ 447,610	\$ 358,056	\$ 89,554	80%
Employee Development	13,371	13,371	9,465	3,906	71%
Supplies / Equipment	8,069	8,069	3,747	4,322	46%
Utilities	-	-	-	-	0%
Other [Data Processing \$3,000]	3,000	3,000	-	3,000	0%
Total Services / Supplies	\$ 472,050	\$ 472,050	\$ 371,267	\$ 100,782	79%

Capital

Equipment / Vehicles	-	-	-	-	0%
Total Capital	\$ -	\$ -	\$ -	\$ -	0%

Total Finance Department	\$ 1,345,313	\$ 1,345,313	\$ 906,669	\$ 438,645	67%
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Human Resources

FY 2020/2021 Budget

YEAR TO DATE MAY

Percent of Budget Year Transpired

66.7%

- - - Summary - - -

	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 446,765	\$ 446,765	\$ 228,490	\$ 218,274	51%
Services / Supplies	118,977	118,977	39,555	79,422	33%
Capital	-	-	-	-	0%
	\$ 565,742	\$ 565,742	\$ 268,046	\$ 297,696	47%

- - - Detail - - -

Category	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel					
<i>Salaries / Wages</i>	\$ 324,861	\$ 324,861	\$ 157,126	\$ 167,735	48%
<i>Employee Benefits</i>	121,904	121,904	71,364	50,539	59%
Total Personnel	\$ 446,765	\$ 446,765	\$ 228,490	\$ 218,274	51%
Services / Supplies					
<i>Professional Services</i>	\$ 47,670	\$ 47,670	\$ 18,721	\$ 28,949	39%
<i>Employee Development</i>	64,257	64,257	18,819	45,438	29%
<i>Supplies / Equipment</i>	975	975	503	472	52%
<i>Utilities</i>	-	-	-	-	0%
<i>Other (Safety Programs)</i>	6,075	6,075	1,513	4,562	25%
Total Services / Supplies	\$ 118,977	\$ 118,977	\$ 39,555	\$ 79,422	33%
Capital					
<i>Equipment / Vehicles</i>	-	-	-	-	0%
Total Capital	\$ -	\$ -	\$ -	\$ -	0%
Total Human Resources	\$ 565,742	\$ 565,742	\$ 268,046	\$ 297,696	47%

City Secretary Office

FY 2020/2021 Budget

YEAR TO DATE MAY

Percent of Budget Year Transpired

66.7%

- - - Summary - - -

	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 229,499	\$ 229,499	\$ 110,134	\$ 119,366	48%
Services / Supplies	168,717	168,717	66,723	101,994	40%
Capital	-	-	-	-	-
	\$ 398,216	\$ 398,216	\$ 176,857	\$ 221,359	44%

- - - Detail - - -

Category	Original Budget	Revised Budget	Year to Date	Variance	% Used
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Personnel

Salaries / Wages	\$ 163,794	\$ 163,794	\$ 83,177	\$ 80,617	51%
Employee Benefits	65,705	65,705	26,957	38,748	41%
Total Personnel	\$ 229,499	\$ 229,499	\$ 110,134	\$ 119,366	48%

Services / Supplies

Professional Services	\$ 51,300	\$ 51,300	\$ 3,782	\$ 47,518	7%
Employee Development (City Council related \$38,392)	54,217	54,217	20,104	34,113	37%
Supplies / Equipment	17,100	17,100	8,237	8,863	48%
Utilities	-	-	-	-	0%
Other (Outside Services)	46,100	46,100	34,600	11,500	75%
Total Services / Supplies	\$ 168,717	\$ 168,717	\$ 66,723	\$ 101,994	40%

Capital

Equipment / Vehicles	-	-	-	-	0%
Total Capital	\$ -	\$ -	\$ -	\$ -	0%

Total City Secretary Office	\$ 398,216	\$ 398,216	\$ 176,857	\$ 221,359	44%
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Information Services

FY 2020/2021 Budget

YEAR TO DATE MAY

Percent of Budget Year Transpired

66.7%

- - - Summary - - -

	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 712,321	\$ 712,321	\$ 465,412	\$ 246,910	65%
Services / Supplies	371,783	371,783	145,212	226,571	39%
Capital	-	-	77,380	(77,380)	0%
	\$ 1,084,104	\$ 1,084,104	\$ 688,003	\$ 396,101	63%

- - - Detail - - -

Category	Original Budget	Revised Budget	Year to Date	Variance	% Used
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Personnel

Salaries / Wages	\$ 543,765	\$ 543,765	\$ 340,974	\$ 202,791	63%
Employee Benefits	168,556	168,556	124,438	44,119	74%
Total Personnel	\$ 712,321	\$ 712,321	\$ 465,412	\$ 246,910	65%

Services / Supplies

Professional Services (Maintenance Contracts \$167,110)	\$ 208,610	\$ 208,610	\$ 84,296	\$ 124,314	40%
Employee Development	31,705	31,705	2,119	29,586	7%
Supplies / Equipment	4,160	4,160	2,496	1,664	60%
Utilities	20,308	20,308	8,185	12,123	40%
Other (Data Processing)	107,000	107,000	48,116	58,884	45%
Total Services / Supplies	\$ 371,783	\$ 371,783	\$ 145,212	\$ 226,571	39%

Capital

Equipment / Vehicles - Network Storage Device (Added via Budget Amendment)	-	-	77,380	(77,380)	0%
Total Capital	\$ -	\$ -	\$ 77,380	\$ (77,380)	0%

Total City Secretary Office	\$ 1,084,104	\$ 1,084,104	\$ 688,003	\$ 396,101	63%
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Marketing and Communications

FY 2020/2021 Budget

YEAR TO DATE MAY

Percent of Budget Year Transpired

66.7%

- - - Summary - - -

	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 289,268	\$ 289,268	\$ 177,833	\$ 111,435	61%
Services / Supplies	114,504	114,504	54,983	59,521	48%
Capital	-	-	-	-	0%
	\$ 403,772	\$ 403,772	\$ 232,817	\$ 170,956	58%

- - - Detail - - -

Category	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel					
<i>Salaries / Wages</i>	\$ 217,333	\$ 217,333	\$ 131,586	\$ 85,747	61%
<i>Employee Benefits</i>	71,935	71,935	46,247	25,688	64%
Total Personnel	\$ 289,268	\$ 289,268	\$ 177,833	\$ 111,435	61%

<i>Professional Services</i>	\$ 84,924	\$ 84,924	\$ 47,147	\$ 37,777	56%
<i>Employee Development</i>	7,680	7,680	993	6,687	13%
<i>Supplies / Equipment</i>	-	-	9	(9)	0%
<i>Utilities</i>	-	-	-	-	0%
<i>Other (Special Events)</i>	21,900	21,900	6,834	15,066	31%
Total Services / Supplies	\$ 114,504	\$ 114,504	\$ 54,983	\$ 59,521	48%

Capital					
<i>Equipment / Vehicles</i>	-	-	-	-	0%
Total Capital	\$ -	\$ -	\$ -	\$ -	0%

Total City Secretary Office	\$ 403,772	\$ 403,772	\$ 232,817	\$ 170,956	58%
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Police Department FY 2020/2021 Budget

YEAR TO DATE MAY

Percent of Budget Year Transpired

66.7%

- - - Summary - - -

	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 4,775,377	\$ 4,775,377	\$ 2,877,046	\$ 1,898,331	60%
Services / Supplies	398,630	398,630	255,113	143,517	64%
Capital	<u>155,000</u>	<u>155,000</u>	<u>11,100</u>	<u>143,900</u>	<u>7%</u>
	\$ 5,329,007	\$ 5,329,007	\$ 3,143,259	\$ 2,185,748	59%

- - - Detail - - -

Category	Original Budget	Revised Budget	Year to Date	Variance	% Used
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Personnel

Salaries / Wages	\$ 3,494,485	\$ 3,494,485	\$ 2,111,732	\$ 1,382,753	60%
Employee Benefits	<u>1,280,892</u>	<u>1,280,892</u>	<u>765,314</u>	<u>515,578</u>	<u>60%</u>
Total Personnel	\$ 4,775,377	\$ 4,775,377	\$ 2,877,046	\$ 1,898,331	60%

Services / Supplies

Professional Services	\$ 143,787	\$ 143,787	\$ 121,342	\$ 22,445	84%
Employee Development	45,339	45,339	16,816	28,523	37%
Supplies / Equipment	141,216	141,216	82,469	58,747	58%
Utilities	-	-	-	-	0%
Other (Animal Care - \$52,028)	<u>68,288</u>	<u>68,288</u>	<u>34,486</u>	<u>\$ 33,802</u>	<u>51%</u>
Total Services / Supplies	\$ 398,630	\$ 398,630	\$ 255,113	\$ 143,517	64%

Capital

Equipment / Vehicles	155,000	155,000	11,100	143,900	7%
Total Capital	\$ 155,000	\$ 155,000	\$ 11,100	\$ 143,900	7%

Total Police Department	\$ 5,329,007	\$ 5,329,007	\$ 3,143,259	\$ 2,185,748	59%
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Fire Department FY 2020/2021 Budget

YEAR TO DATE MAY

Percent of Budget Year Transpired

66.7%

--- Summary ---

	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 2,689,052	\$ 2,689,052	\$ 1,709,933	\$ 979,119	64%
Services / Supplies	419,961	419,961	297,230	122,731	71%
Capital	17,000	17,000	-	17,000	0%
	<u>\$ 3,126,013</u>	<u>\$ 3,126,013</u>	<u>\$ 2,007,163</u>	<u>\$ 1,118,850</u>	<u>64%</u>

--- Detail ---

Category	Original Budget	Revised Budget	Year to Date	Variance	% Used
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Personnel

Salaries / Wages	\$ 1,855,182	\$ 1,855,182	\$ 1,171,743	\$ 683,439	63%
Employee Benefits	833,870	833,870	538,190	295,680	65%
Total Personnel	<u>\$ 2,689,052</u>	<u>\$ 2,689,052</u>	<u>\$ 1,709,933</u>	<u>\$ 979,119</u>	<u>64%</u>

Services / Supplies

Professional Services	\$ 122,170	\$ 122,170	\$ 111,725	\$ 10,445	91%
Employee Development (Training - \$52,950)	68,317	68,317	35,806	32,511	52%
Supplies / Equipment	188,624	188,624	122,550	66,074	65%
Utilities	1,800	1,800	1,255	545	70%
Other (Safety Programs)	39,050	39,050	25,893	13,157	66%
Total Services / Supplies	<u>\$ 419,961</u>	<u>\$ 419,961</u>	<u>\$ 297,230</u>	<u>\$ 122,731</u>	<u>71%</u>

Capital

Equipment / Vehicles	17,000	17,000	-	17,000	0%
Total Capital	<u>\$ 17,000</u>	<u>\$ 17,000</u>	<u>\$ -</u>	<u>\$ 17,000</u>	<u>0%</u>

Total Fire Department	<u>\$ 3,126,013</u>	<u>\$ 3,126,013</u>	<u>\$ 2,007,163</u>	<u>\$ 1,118,850</u>	<u>64%</u>
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Community Services

FY 2020/2021 Budget

YEAR TO DATE MAY

Percent of Budget Year Transpired

66.7%

- - - Summary - - -

	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 401,977	\$ 401,977	\$ 296,549	\$ 105,428	74%
Services / Supplies	20,868	20,868	6,271	14,597	30%
Capital	-	-	-	-	0%
	\$ 422,845	\$ 422,845	\$ 302,820	\$ 120,024	72%

- - - Detail - - -

Category	Original Budget	Revised Budget	Year to Date	Variance	% Used
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Personnel

<i>Salaries / Wages</i>	\$ 277,555	\$ 277,555	\$ 204,151	\$ 73,404	74%
<i>Employee Benefits</i>	124,422	124,422	92,398	32,024	74%
Total Personnel	\$ 401,977	\$ 401,977	\$ 296,549	\$ 105,428	74%

Services / Supplies

<i>Professional Services</i>	\$ 7,200	\$ 7,200	\$ 826	6,374	11%
<i>Employee Development</i>	6,230	6,230	1,882	4,348	30%
<i>Supplies / Equipment</i>	6,618	6,618	3,563	3,055	54%
<i>Utilities</i>	-	-	-	-	0%
<i>Other</i>	820	820	-	820	0%
Total Services / Supplies	\$ 20,868	\$ 20,868	\$ 6,271	\$ 14,597	30%

Capital

<i>Equipment / Vehicles</i>	-	-	-	-	0%
Total Capital	\$ -	\$ -	\$ -	\$ -	0%

Total Building Operations	\$ 422,845	\$ 422,845	\$ 302,820	\$ 120,024	72%
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Streets Division

FY 2020/2021 Budget

YEAR TO DATE MAY

Percent of Budget Year Transpired

66.7%

- - - Summary - - -

	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 802,489	\$ 802,489	\$ 457,013	\$ 345,476	57%
Services / Supplies	708,710	708,710	376,000	332,710	53%
Capital	140,000	140,000	212,834	(72,834)	152%
	\$ 1,651,199	\$ 1,651,199	\$ 1,045,847	\$ 605,352	63%

- - - Detail - - -

Category	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel					
<i>Salaries / Wages</i>	\$ 548,690	\$ 548,690	\$ 320,714	\$ 227,976	58%
<i>Employee Benefits</i>	253,799	253,799	136,299	117,500	54%
Total Personnel	\$ 802,489	\$ 802,489	\$ 457,013	\$ 345,476	57%
Services / Supplies					
<i>Professional Services</i>	\$ 74,466	\$ 74,466	\$ 21,649	\$ 52,817	29%
<i>Employee Development</i>	10,719	10,719	1,876	8,843	17%
<i>Supplies / Equipment</i>	46,975	46,975	8,122	38,853	17%
<i>Utilities (Streetlights)</i>	86,000	86,000	54,603	31,397	63%
<i>Other (Street Maintenance)</i>	490,550	490,550	289,750	200,800	59%
Total Services / Supplies	\$ 708,710	\$ 708,710	\$ 376,000	\$ 332,710	53%
Capital					
<i>Equipment / Vehicles</i>	140,000	140,000	212,834	(72,834)	152%
Total Capital	\$ 140,000	\$ 140,000	\$ 212,834	\$ (72,834)	152%
Total Streets	\$ 1,651,199	\$ 1,651,199	\$ 1,045,847	\$ 605,352	63%

Maintenance Division

FY 2020/2021 Budget

YEAR TO DATE MAY

Percent of Budget Year Transpired

66.7%

- - - Summary - - -

	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 365,535	\$ 365,535	\$ 235,077	\$ 130,458	64%
Services / Supplies	721,495	721,495	852,361	(130,866)	118%
Capital	-	-	-	-	0%
	\$ 1,087,030	\$ 1,087,030	\$ 1,087,439	\$ (408)	100%

- - - Detail - - -

Category	Original Budget	Revised Budget	Year to Date	Variance	% Used
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Personnel

<i>Salaries / Wages</i>	\$ 256,876	\$ 256,876	\$ 165,030	\$ 91,846	64%
<i>Employee Benefits</i>	108,659	108,659	70,047	38,612	64%
Total Personnel	\$ 365,535	\$ 365,535	\$ 235,077	\$ 130,458	64%

Services / Supplies

<i>Professional Services</i>	\$ 69,148	\$ 69,148	\$ 42,894	\$ 26,254	62%
<i>Employee Development</i>	4,480	4,480	898	3,582	20%
<i>Supplies / Equipment</i> (Fuel - \$162,732, Parts / Repairs - \$91,610, Building - \$244,100)	577,867	577,867	769,782	(191,915)	133%
<i>Utilities</i>	70,000	70,000	38,787	31,213	55%
<i>Other</i>	-	-	-	-	0%
Total Services / Supplies	\$ 721,495	\$ 721,495	\$ 852,361	\$ (130,866)	118%

Capital

<i>Equipment / Vehicles</i>	-	-	-	-	0%
Total Capital	\$ -	\$ -	\$ -	\$ -	0%

Total Maintenance	\$ 1,087,030	\$ 1,087,030	\$ 1,087,439	\$ (408)	100%
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Parks Division

FY 2020/2021 Budget

YEAR TO DATE MAY

Percent of Budget Year Transpired

66.7%

- - - Summary - - -

	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 1,309,354	\$ 1,309,354	\$ 839,918	\$ 469,436	64%
Services / Supplies	752,396	752,396	433,592	318,804	58%
Capital	<u>105,000</u>	<u>105,000</u>	<u>87,065</u>	<u>17,935</u>	<u>83%</u>
	\$ 2,166,750	\$ 2,166,750	\$ 1,360,574	\$ 806,176	63%

- - - Detail - - -

Category	Original Budget	Revised Budget	Year to Date	Variance	% Used
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Personnel

<i>Salaries / Wages</i>	\$ 839,782	\$ 839,782	\$ 538,873	\$ 300,909	64%
<i>Employee Benefits</i>	<u>469,572</u>	<u>469,572</u>	<u>301,045</u>	<u>168,527</u>	<u>64%</u>
<i>Total Personnel</i>	\$ 1,309,354	\$ 1,309,354	\$ 839,918	\$ 469,436	64%

Services / Supplies

<i>Professional Services</i>	\$ 339,234	\$ 339,234	\$ 168,077	\$ 171,157	50%
<i>Employee Development</i>	25,770	25,770	6,177	19,593	24%
<i>Supplies / Equipment</i>	253,142	253,142	187,376	65,766	74%
<i>Utilities</i>	133,300	133,300	67,952	65,348	51%
<i>Other</i>	<u>950</u>	<u>950</u>	<u>4,010</u>	<u>(3,060)</u>	<u>422%</u>
<i>Total Services / Supplies</i>	\$ 752,396	\$ 752,396	\$ 433,592	\$ 318,804	58%

Capital

<i>Equipment / Vehicles</i>	105,000	105,000	87,065	17,935	83%
<i>Total Capital</i>	105,000	105,000	87,065	17,935	83%

<i>Total Parks</i>	\$ 2,166,750	\$ 2,166,750	\$ 1,360,574	\$ 806,176	63%
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Recreation Division FY 2020/2021 Budget

YEAR TO DATE MAY

Percent of Budget Year Transpired

66.7%

- - - Summary - - -

	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 205,838	\$ 205,838	\$ 103,011	\$ 102,827	50%
Services / Supplies	358,505	358,505	92,317	266,188	26%
Capital	-	-	-	-	0%
	\$ 564,343	\$ 564,343	\$ 195,328	\$ 369,015	35%

- - - Detail - - -

Category	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel					
<i>Salaries / Wages</i>	\$ 170,176	\$ 170,176	\$ 82,874	\$ 87,302	49%
<i>Employee Benefits</i>	35,662	35,662	20,137	15,525	56%
Total Personnel	\$ 205,838	\$ 205,838	\$ 103,011	\$ 102,827	50%
Services / Supplies					
<i>Professional Services</i>		\$ -	\$ -	\$ -	0%
<i>Employee Development</i>	10,525	10,525	3,113	7,412	30%
<i>Supplies / Equipment</i>	650	650	1	649	0%
<i>Utilities</i>	-	-	-	-	0%
<i>Other (Recreation Programs)</i>	347,330	347,330	89,204	258,126	26%
Total Services / Supplies	\$ 358,505	\$ 358,505	\$ 92,317	\$ 266,188	26%
Capital					
<i>Equipment / Vehicles</i>	-	-	-	-	0%
Total Capital	\$ -	\$ -	\$ -	\$ -	0%
Total Recreation	\$ 564,343	\$ 564,343	\$ 195,328	\$ 369,015	35%

Equipment Replacement / Capital Schedule

FY 2020/2021 Budget

YEAR TO DATE MAY

Percent of Budget Year Transpired

66.7%

Expenditures	Original Budget	Revised Budget	Year to Date	Variance	% Used
City Manager Office Capital Outlay	-	-	-	-	0%
Finance Capital Outlay	-	-	-	-	0%
Human Resources Capital Outlay	-	-	-	-	0%
City Secretary Capital Outlay	-	-	-	-	0%
Information Services Capital Outlay	-	-	77,380	(77,380)	0%
Marketing Capital Outlay	-	-	-	-	0%
Police Dept Capital Outlay	155,000	155,000	11,100	143,900	7%
Fire Dept Capital Outlay	17,000	17,000	-	17,000	0%
Community Services Capital Outlay	-	-	-	-	0%
Streets Dept Capital Outlay	140,000	140,000	212,834	(72,834)	152%
Maintenance Capital Outlay	-	-	-	-	0%
City Parks Capital Outlay	105,000	105,000	87,065	17,935	83%
City Recreation Capital Outlay	-	-	-	-	0%
Total Expenditures	\$ 417,000	\$ 417,000	\$ 388,378	\$ 28,622	93%

Utility Fund Revenues

FY 2020/2021 Budget

YEAR TO DATE MAY

Percent of Budget Year Transpired	66.7%
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Fees	Original Budget	Revised Budget	Year to Date	Variance	% Received
<i>Electronic Payment</i>	\$ (182,000)	\$ (182,000)	\$ (113,263)	\$ (68,738)	62%
<i>Charges / Penalties</i>	102,000	102,000	41,169	60,831	40%
<i>Total Fees</i>	\$ (80,000)	\$ (80,000)	\$ (72,093)	\$ (7,907)	90%

Licenses & Permits

<i>Construction Inspection</i>	\$ -	\$ -	\$ -	\$ -	0%
<i>Total Licenses & Permits</i>	\$ -	\$ -	\$ -	\$ -	0%

Charges for Services

<i>Water Sales</i>	\$ 5,696,163	\$ 5,696,163	\$ 2,663,528	\$ 3,032,635	47%
<i>Sewer Sales</i>	4,402,397	4,402,397	2,677,789	1,724,608	61%
<i>Inspection Fees</i>	4,100	4,100	2,290	1,810	56%
<i>Total Charges for Service</i>	\$ 10,102,660	\$ 10,102,660	\$ 5,343,607	\$ 4,759,053	53%

Interest

<i>Interest (Operations)</i>	\$ 30,000	\$ 30,000	\$ 6,025	\$ 23,975	20%
<i>Interest (Capital Projects)</i>	20,000	20,000	5,685	14,315	28%
<i>Total Interest</i>	\$ 50,000	\$ 50,000	\$ 11,710	\$ 38,290	23%

Impact Fees

<i>Impact Fees</i>	\$ 184,852	\$ 184,852	\$ 92,898	\$ 91,954	50%
<i>Total Impact Fees</i>	\$ 184,852	\$ 184,852	\$ 92,898	\$ 91,954	50%

Miscellaneous Income

<i>Miscellaneous Income</i>	\$ 5,000	\$ 5,000	\$ 1,289	\$ 3,711	26%
<i>Total Miscellaneous Income</i>	\$ 5,000	\$ 5,000	\$ 1,289	\$ 3,711	26%

<i>Total Utility Fund Revenues</i>	\$ 10,262,512	\$ 10,262,512	\$ 5,377,411	\$ 4,885,101	52%
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Utility Division

FY 2020/2021 Budget

YEAR TO DATE MAY

Percent of Budget Year Transpired

66.7%

--- Summary - Operations ---

	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 1,793,029	\$ 1,793,029	\$ 1,073,141	\$ 719,888	60%
Services / Supplies	6,383,149	6,383,149	4,345,069	2,038,080	68%
Capital	225,000	225,000	119,148	105,852	53%
Total Utility Division	\$ 8,401,178	\$ 8,401,178	\$ 5,537,358	\$ 2,863,821	66%

--- Detail - Operations ---

Category	Original Budget	Revised Budget	Year to Date	Variance	% Used
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Personnel

Salaries / Wages	\$ 1,203,096	\$ 1,203,096	\$ 709,894	\$ 493,202	59%
Employee Benefits	589,933	589,933	363,247	226,686	62%
Total Personnel	\$ 1,793,029	\$ 1,793,029	\$ 1,073,141	\$ 719,888	60%

Services / Supplies

Professional Services	\$ 429,323	\$ 429,323	\$ 104,410	\$ 324,913	24%
Employee Development	63,428	63,428	26,846	36,582	42%
Supplies / Equipment	84,362	84,362	51,651	32,712	61%
Utilities	375,136	375,136	208,986	166,150	56%
Other (Well Lot Maintenance)	953,085	953,085	1,080,508	(127,423)	113%
Sub-Total - Operations Services / Supplies	\$ 1,905,334	\$ 1,905,334	\$ 1,472,400	\$ 432,934	77%

Note: UTRWD billing reflects a one month delay					
Wholesale Water / Wastewater					
UTRWD - Administration Fees	\$ 5,105	\$ 5,105	\$ 5,103	\$ 2	100%
UTRWD - Water Volume Cost	903,036	903,036	534,943	368,093	59%
UTRWD - Water Demand Charges	1,365,450	1,365,450	910,300	455,150	67%
UTRWD - Sewer Effluent Volume Rate	619,814	619,814	366,804	253,010	59%
UTRWD - Capital Charge Joint Facilities	1,350,870	1,350,870	900,580	450,290	67%
UTRWD - HV Sewer Line to UTRWD	233,540	233,540	154,938	78,602	66%
UTRWD - Wtr Transmission - Opus Develop	-	-	-	-	0%
Sub-Total - Wholesale Water / Wastewater	\$ 4,477,815	\$ 4,477,815	\$ 2,872,669	\$ 1,605,146	64%

Total Services / Supplies	\$ 6,383,149	\$ 6,383,149	\$ 4,345,069	\$ 2,038,080	68%
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Capital

Equipment / Vehicles	225,000	225,000	119,148	105,852	53%
Total Capital	\$ 225,000	\$ 225,000	\$ 119,148	\$ 105,852	53%

Total Utility Division - Operations	\$ 8,401,178	\$ 8,401,178	\$ 5,537,358	\$ 2,863,821	66%
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Utility Fund Working Capital FY 2020/2021 Budget

YEAR TO DATE MAY

Percent of Budget Year Transpired

66.7%

Revenues	Original Budget	Revised Budget	Year to Date	Variance	% Received
<i>Water Sales</i>	\$ 5,696,163	\$ 5,696,163	\$ 2,663,528	\$ 3,032,635	47%
<i>Sewer Sales</i>	4,402,397	4,402,397	2,677,789	1,724,608	61%
<i>Other Fees / Charges</i>	111,100	111,100	44,748	66,352	40%
<i>Electronic Payment Credit</i>	(182,000)	(182,000)	(113,263)	(68,738)	62%
<i>Interest</i>	30,000	30,000	6,025	23,975	20%
Total Revenues	\$ 10,057,660	\$ 10,057,660	\$ 5,278,828	\$ 4,778,832	52%

Expenditures	Original Budget	Revised Budget	Year to Date	Variance	% Used
<i>Administration</i>	\$417,071	\$417,071	\$ 233,980	\$ 183,091	56%
<i>Operations</i>	3,281,292	3,281,292	2,311,561	969,731	70%
<i>UTRWD</i>	4,477,815	4,477,815	2,872,669	1,605,146	64%
<i>Debt Service</i>	1,228,139	1,228,139	1,079,469	148,670	88%
<i>Capital Projects</i>	-	-	-	-	0%
<i>Equipment Replace / Capital</i>	225,000	225,000	119,148	105,852	53%
Total Expenditures	\$ 9,629,317	\$ 9,629,317	\$ 6,616,827	\$ 3,012,490	69%

Other Sources/Uses	Original Budget	Revised Budget	Year to Date	Variance	% Used
<i>Transfers In (Applied Impact Fees)</i>	\$ 150,000	\$ 150,000		\$ 150,000	0%
<i>Operating Transfers Out / Utility Capital Projects</i>	-	-	-	-	0%
<i>Operating Transfers Out / General Fund</i>	(470,000)	(470,000)		(470,000)	0%
Total Other Sources (Uses)	\$ (320,000)	\$ (320,000)	\$ -	\$ (320,000)	0%

Fund Balance	Original Budget	Revised Budget	Year to Date
<i>Net Increase/Decrease</i>	108,343	108,343	(1,337,999)
<i>Beginning Working Capital</i>			
<i>Operations</i>	2,063,070	2,063,070	2,063,070
<i>Available Impact Fees</i>	1,046,951	1,046,951	1,046,951
Total Available Working Capital	\$ 3,110,021	\$ 3,110,021	\$ 3,110,021
<i>Ending Working Capital</i>			
<i>Operations</i>	2,171,413	2,171,413	725,071
<i>Designated Capital Project</i>	-	-	-
<i>Available Impact Fees</i>	1,081,803	1,081,803	1,139,849
Total Available Working Capital	\$ 3,253,216	\$ 3,253,216	\$ 1,864,920

<i>Impact Fees</i>			
<i>Beginning Balance</i>	1,046,951	1,046,951	1,046,951
+ <i>Collections</i>	184,852	184,852	92,898
- <i>Applied to offset Debt Service</i>	(150,000)	(150,000)	-
<i>Ending Balance</i>	1,081,803	1,081,803	1,139,849

*The working Capital Analysis is prepared to provide a picture of the "cash position" of this enterprise fund. Income restricted for specific use and non-operating expenses are excluded. Impact fees are excluded from revenues, however included for working capital balances - as they are available to address contingency expenditures.

Corps Leased Parks Fund

FY 2020/2021 Budget

YEAR TO DATE MAY

Percent of Budget Year Transpired

66.7%

Revenues	Original Budget	Revised Budget	Year to Date	Variance	% Received
<i>Park Entry Fees</i>	\$ 538,550	\$ 538,550	\$ 367,224	\$ 171,326	68%
<i>Annual Park Passes</i>	48,000	48,000	37,685	10,315	79%
<i>Concession Sales</i>	-	-	-	-	0%
<i>Interest</i>	200	200	17	183	8%
Total Revenues	\$ 586,750	\$ 586,750	\$ 404,926	\$ 181,824	69%

Expenditures	Original Budget	Revised Budget	Year to Date	Variance	% Used
<i>Personnel</i>	\$ 182,245	\$ 182,245	\$ 115,288	\$ 66,956	63%
<i>Services / Supplies</i>	207,218	207,218	101,930	105,288	49%
<i>Capital</i>	-	-	-	-	0%
Total Expenditures	\$ 389,463	\$ 389,463	\$ 217,218	\$ 172,244	56%

Other Sources/Uses	Original Budget	Revised Budget	Year to Date	Variance	% Used
<i>Operating Transfers In / General Fund</i>	-	-	-	-	0%
Total Other Sources (Uses)	\$ -	\$ -	\$ -	\$ -	0%

Fund Balance	Original Budget	Revised Budget	Year to Date
<i>Beginning Fund Balance</i>	\$ 400,022	\$ 406,008	\$ 406,008
<i>+ Net Increase (Decrease)</i>	197,287	197,287	187,708
Ending Fund Balance	\$ 597,309	\$ 603,295	\$ 593,716

Audited FY20

Debt Service Fund

FY 2020/2021 Budget

YEAR TO DATE MAY

Percent of Budget Year Transpired

66.7%

Revenues	Original Budget	Revised Budget	Year to Date	Variance	% Received
<i>Property Tax Revenues</i>	\$2,046,737	\$ 2,046,737	\$ 2,026,813	\$ 19,924	99%
<i>Interest Income</i>	5,000	5,000	186	4,814	4%
<i>Total Revenues</i>	\$ 2,051,737	\$ 2,051,737	\$ 2,027,000	\$ 24,737	99%

Expenditures	Original Budget	Revised Budget	Year to Date	Variance	% Used
<i>Principal Payments</i>	\$ 2,250,000	\$ 2,250,000	\$ 2,250,000	\$ -	100%
<i>Interest Payments</i>	590,220	590,220	309,131	281,089	52%
<i>Paying Agent Fees</i>	3,000	3,000	2,931	69	98%
<i>Total Expenditures</i>	\$ 2,843,220	\$ 2,843,220	\$ 2,562,062	\$ 281,158	90%

Other Sources (Uses)	Original Budget	Revised Budget	Year to Date	Variance	% Received
<i>Transfers In (Out) [To 4B]</i>	804,482	804,482	758,219	\$ 46,263	94%
<i>Proceeds from Refunding Debt</i>	-	-	-	-	0%
<i>Debt Issuance Cost</i>	-	-	-	-	0%
<i>Payment to Escrow Agent</i>	-	-	-	-	0%
<i>Total Financing Sources</i>	\$ 804,482	\$ 804,482	\$ 758,219	\$ 46,263	94%

Beginning & Ending Balance	Original Budget	Revised Budget	Year to Date
<i>Beginning Fund Balance</i>	\$ 123,770	\$ 126,236	\$ 126,236
<i>+ Net Increase (Decrease)</i>	12,999	12,999	223,156
<i>Ending Fund Balance</i>	\$ 136,769	\$ 139,235	\$ 349,392

Audited FY20

Capital Projects Fund

FY 2020/2021 Budget

YEAR TO DATE MAY

Percent of Budget Year Transpired

66.7%

Revenues	Original Budget	Revised Budget	Year to Date	Variance	% Received
Grants	\$ -	\$ -	\$ -	\$ -	0%
Contributions	80,000	80,000	67,045	12,955	84%
Interest Income	15,000	15,000	5,312	9,688	35%
Total Revenues	\$ 95,000	\$ 95,000	\$ 72,357	\$ 22,643	100%

Expenditures	Original Budget	Revised Budget	Year to Date	Variance	% Used
2018 GO Bond (Parks/Streets/Drainage)	2,771,154	2,771,154	709,373	2,061,781	26%
2018 Bond Issue (Streets)	978,854	978,854	79,028	899,826	8%
2018 Bond Issue (Parks)	1,792,300	1,792,300	630,345	1,161,955	35%
Total Expenditures	\$ 2,771,154	\$ 2,771,154	\$ 709,373	\$ 2,061,781	26%

Other Financing Sources (Uses)	Original Budget	Revised Budget	Year to Date	Variance	% Received
Bond Issue Proceeds	\$ -	\$ -	\$ -	\$ -	0%
Bond Discount / Premium	-	-	-	-	0%
Debt Issuance	-	-	-	-	0%
Transfers In	-	-	-	-	0%
Transfer Out	-	-	-	-	0%
Total Financing Sources	\$ -	\$ -	\$ -	\$ -	0%

Beginning & Ending Balance	Original Budget	Revised Budget	Year to Date
Beginning fund balance	\$ 2,777,849	\$ 3,222,762	\$ 3,222,762
+Net Increase (Decrease)	(2,676,154)	(2,676,154)	(637,016)
Ending Fund Balance	\$ 101,695	\$ 546,608	\$ 2,585,746

Audited FY20

Drainage Utilities

FY 2020/2021 Budget

YEAR TO DATE MAY

Percent of Budget Year Transpired

66.7%

Revenues	Original Budget	Revised Budget	Year to Date	Variance	% Received
<i>Drainage Conversion Fee</i>	\$ -	\$ -	\$ 10,385	\$ (10,385)	0%
<i>Drainage Fee Receipts</i>	505,000	505,000	314,882	190,118	62%
<i>Miscellaneous</i>	-	-	-	-	0%
<i>Interest</i>	4,000	4,000	101	3,899	3%
Total Revenues	\$ 509,000	\$ 509,000	\$ 325,368	\$ 183,632	64%

Expenditures	Original Budget	Revised Budget	Year to Date	Variance	% Used
<i>Personnel</i>	\$ 377,298	\$ 377,298	\$ 204,568	\$ 172,730	54%
<i>Services / Supplies</i>	138,385	138,385	80,864	57,521	58%
<i>Capital</i>	30,000	30,000	16,049	13,951	53%
Total Expenditures	\$ 545,683	\$ 545,683	\$ 301,481	\$ 244,202	55%

Other Sources/Uses	Original Budget	Revised Budget	Year to Date	Variance	% Used
<i>Transfers In - City Impervious / General Fund</i>	\$ 36,000	\$ 36,000	\$ -	\$ 66	0%
<i>Operating TransfersOut / General Fund</i>	(16,000)	(16,000)	-	(16,000)	0%
Total Other Sources (Uses)	\$ 20,000	\$ 20,000	\$ -	\$ (15,934)	0%

Fund Balance	Original Budget	Revised Budget	Year to Date
<i>Beginning Fund Balance</i>	\$ 295,384	\$ 333,898	\$ 333,898
<i>+ Net Increase (Decrease)</i>	(16,683)	(16,683)	23,887
Ending Fund Balance	\$ 278,701	\$ 317,215	\$ 357,785

Audited FY20

Park Development Fee Fund

FY 2020/2021 Budget

YEAR TO DATE MAY

Percent of Budget Year Transpired

66.7%

Revenues	Original Budget	Revised Budget	Year to Date	Variance	% Received
<i>Interest</i>	\$ -	\$ -	\$ 41	\$ (41)	0%
<i>Community Park Fees</i>	-	-	-	-	0%
<i>Linear Park Fees</i>	-	-	-	-	0%
<i>Neighborhood Park Fees</i>	-	-	-	-	0%
<i>Service Area II</i>	-	-	-	-	0%
<i>Service Area IV</i>	-	-	-	-	0%
Total Revenues	\$ -	\$ -	\$ 41	\$ (41)	0%

Expenditures	Original Budget	Revised Budget	Year to Date	Variance	% Used
<i>Unity Park</i>	\$ -	\$ -	\$ -	\$ -	0%
<i>Capital Outlay (Unity Park)</i>	-	-	-	-	0%
<i>Capital Outlay (Village Park)</i>	-	-	-	-	0%
<i>Capital Outlay - (St James development, Area I)</i>	-	-	-	-	0%
Total Expenditures	\$ -	\$ -	\$ -	\$ -	0%

Other Sources/Uses	Original Budget	Revised Budget	Year to Date	Variance	% Used
<i>Operating Transfers In</i>	\$ -	\$ -	\$ -	\$ -	0%
<i>Operating Transfers Out (Funding for projects at Unity Park with FY2012 bond)</i>	-	-	-	-	0%
Total Other Sources (Uses)	\$ -	\$ -	\$ -	\$ -	0%

Fund Balance	Original Budget	Revised Budget	Year to Date
<i>Beginning Fund Balance</i>	\$ 80,081	\$ 80,076	\$ 80,076
<i>+ Net Increase (Decrease)</i>	-	-	41
Ending Fund Balance	\$ 80,081	\$ 80,076	\$ 80,117

Audited FY20

Ending Fund Balance Detail	Original Budget	Year to Date
<i>Community Park Fees</i>	\$ -	-
<i>Linear Park Fees</i>	-	-
<i>Neighborhood Park Fees (Area I)</i>	-	-
<i>Neighborhood Park Fees (Area II)</i>	80,081	80,117
<i>Neighborhood Park Fees (Area IV)</i>	-	-
Total	\$ 80,081	\$ 80,117

Public Safety Special Revenue Fund

FY 2020/2021 Budget

YEAR TO DATE MAY

Percent of Budget Year Transpired

66.7%

Revenues	Original Budget	Revised Budget	Year to Date	Variance	% Received
Revenues	\$ 26,070	\$ 26,070	\$ 27,124	\$ (1,054)	104%

Expenditures	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ -	\$ -	\$ -	\$ -	0%
Services / Supplies	3,600	3,600	8,567	(4,967)	238%
Capital	-	-	-	-	0%
Total Expenditures	\$ 3,600	\$ 3,600	\$ 8,567	\$ (4,967)	238%

Other Sources/Uses	Original Budget	Revised Budget	Year to Date	Variance	% Used
Operating Transfers In	\$ -	\$ -	\$ -	\$ -	0%
Operating Transfers Out	(20,000)	(20,000)	-	(20,000)	0%
Total Other Sources (Uses)	\$ (20,000)	\$ (20,000)	\$ -	\$ (20,000)	0%

Beginning & Ending Balance	Original Budget	Revised Budget	Year to Date
Beginning Fund Balance	\$ 26,499	\$ 28,406	\$ 28,406
+ Net Increase (Decrease)	2,470	2,470	18,557
Ending Fund Balance	\$ 28,969	\$ 30,876	\$ 46,963

Audited FY20

Municipal Court Technology Fee Fund

FY 2020/2021 Budget

YEAR TO DATE MAY

Percent of Budget Year Transpired

66.7%

Revenues	Original Budget	Revised Budget	Year to Date	Variance	% Received
Revenues	\$ 3,500	\$ 3,500	\$ 1,530	1,970	44%

Expenditures	Original Budget	Revised Budget	Year to Date	Variance	% Used
Services / Supplies	\$ 12,525	\$ 12,525	\$ 7,884	\$ 4,641	63%
Total Expenditures	\$ 12,525	\$ 12,525	\$ 7,884	\$ 4,641	63%

Other Sources/Uses	Original Budget	Revised Budget	Year to Date	Variance	% Used
Operating Transfers In	\$ -	\$ -	\$ -	\$ -	0%
Operating Transfers Out	-	-	-	-	0%
Total Other Sources (Uses)	\$ -	\$ -	\$ -	\$ -	0%

Beginning & Ending Balance	Original Budget	Revised Budget	Year to Date
Beginning Fund Balance	\$ 21,911	\$ 21,998	\$ 21,998
+ Net Increase (Decrease)	(9,025)	(9,025)	(6,354)
Ending Fund Balance	\$ 12,886	\$ 12,973	\$ 15,644

Audited FY20

Municipal Court Building Security Fund

FY 2020/2021 Budget

YEAR TO DATE MAY

Percent of Budget Year Transpired

66.7%

Revenues	Original Budget	Revised Budget	Year to Date	Variance	% Received
Revenues (Court Fines)	\$ 2,750	\$ 2,750	\$ 1,844	\$ 906	67%

Expenditures	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel (Bailiff)	\$ -	\$ -	\$ -	\$ -	0%
Services / Supplies	-	-	-	-	0%
Total Expenditures	\$ -	\$ -	\$ -	\$ -	0%

Beginning & Ending Balance	Original Budget	Revised Budget	Year to Date
Beginning Fund Balance	\$ 38,223	\$ 38,197	\$ 38,197
+ Net Increase (Decrease)	2,750	2,750	1,844
Ending Fund Balance	\$ 40,973	\$ 40,947	\$ 40,041

Audited FY20

Highland Village Community Development Corporation
Working Capital Analysis (FY 2021)

	<i>Actual 2018-2019</i>	<i>Actual 2019-2020</i>	<i>Budget 2020-2021</i>	<i>YTD 2020-2021</i>
Beginning Fund Balance	\$ 30,523	\$ 98,102	\$ 70,647	\$ 117,323
Revenues				
4B Sales Tax	1,384,756	1,381,630	1,348,631	747,887
Park Fees (Rental)	54,651	41,854	44,000	26,065
Linear Park Fees	-	-	-	-
Miscellaneous Income	-	-	-	-
Interest Income	734	633	800	53
Total	\$ 1,440,141	\$ 1,424,117	\$ 1,393,431	\$ 774,005
Expenditures				
Personnel	311,612	324,743	370,603	196,147
Services / Supplies	182,692	213,475	208,614	103,730
Reimburse GF (Support Functions)	-	28,000	28,000	
Reimburse GF (Debt Service)	834,827	808,286	804,482	758,219
Total Non-Capital Expenditures	\$ 1,329,131	\$ 1,374,504	\$ 1,411,699	\$ 1,058,097
Capital				
Engineering	-	-	-	-
Projects Funded Directly	-	30,392	-	-
Transfer to 4B Capital Projects	\$ -	\$ 30,392	\$ -	\$ -
Equipment	43,431	-	-	
Net Increase / (Decrease)	67,579	19,221	(18,268)	(284,092)
Working Capital Balance	\$ 98,102	\$ 117,323	\$ 52,379	\$ (166,769)

PEG Fee Fund

FY 2020/2021 Budget

YEAR TO DATE MAY

Percent of Budget Year Transpired

66.7%

Revenues	Original Budget	Revised Budget	Year to Date	Variance	% Received
<i>PEG Fee Receipts</i>	\$ 42,772	\$ 42,772	\$ 19,954	\$ 22,818	47%
<i>Total Revenues</i>	\$ 42,772	\$ 42,772	\$ 19,954	\$ 22,818	47%

Expenditures	Original Budget	Revised Budget	Year to Date	Variance	% Used
<i>Personnel</i>	\$ -	\$ -	\$ -	\$ -	0%
<i>Services / Supplies</i>	7,600	7,600	550	7,050	7%
<i>Capital</i>	21,000	21,000	18,273	2,727	0%
<i>Total Expenditures</i>	\$ 28,600	\$ 28,600	\$ 18,823	\$ 9,777	66%

Other Sources/Uses	Original Budget	Revised Budget	Year to Date	Variance	% Used
<i>Operating Transfers In</i>	\$ -	\$ -	\$ -	\$ -	0%
<i>Operating Transfers Out</i>	-	-	-	-	0%
<i>Total Other Sources (Uses)</i>	\$ -	\$ -	\$ -	\$ -	0%

Fund Balance	Original Budget	Revised Budget	Year to Date
<i>Beginning fund balance</i>	\$ 122,098	\$ 118,660	\$ 118,660
<i>+Net Increase (Decrease)</i>	14,172	14,172	1,131
<i>Ending Fund Balance</i>	\$ 136,270	\$ 132,832	\$ 119,791

Audited FY20

CITY OF HIGHLAND VILLAGE
CITY COUNCIL

AGENDA# 16

MEETING DATE: 07/13/2021

SUBJECT: Consider and Take Appropriate Action on an Application for a Site Plan for Lot 6C, Block A, Valley Ridge Center, commonly known as 2045 Valley Ridge Court

PREPARED BY: Autumn Aman, Community Development Coordinator

BACKGROUND:

An application for a Site Plan was received by The John R. McAdams Company on behalf of the property owner, John Taylor, to construct an approximate 12,000 square foot building for a private storage building within the Valley Ridge Center. The property is located within a Planned Development (PD-R). A storage building use is an allowed use for the property.

The site plan package includes a site plan, building elevations, signage, lighting plan, and landscaping plans.

IDENTIFIED NEED/S:

N/A

OPTIONS & RESULTS:

Options are to approve the site plan package as submitted, to approve with revisions, or to deny the site plan package upon a finding that it does not comply with one or more requirements of the PD zoning on the property.

PROGRESS TO DATE: (if appropriate)

City staff, the City's Engineer, and the Fire Department have reviewed the site plan package for conformance with the development regulations for the property and have determined that the site plan appears to conform to said ordinances.

At the June 15, 2021 Planning and Zoning meeting, the Commission recommended sending the Site Plan forward to City Council for approval as presented. (5-0).

BUDGETARY IMPACT/ORDINANCE CHANGE: (if appropriate)

No ordinance change is required.

RECOMMENDATION:

Staff recommends the City Council review and consider the recommendation of the Planning and Zoning Commission to approve the site plan as presented.

CITY OF HIGHLAND VILLAGE
COUNCIL BRIEFING

AGENDA# 17	MEETING DATE: 07/13/2021
SUBJECT:	Consider Resolution 2021-2943 authorizing a contract with Jagoe-Public Company for the 2021 Asphalt Overlay Project
PREPARED BY:	Scott Kriston, Director of Public Works

BACKGROUND:

The City of Highland Village typically overlays certain asphalt roadways each year as part of the City's Pavement Condition Index Program (PCI) to assist in maintaining these roadways and increasing their longevity. City staff targets existing roadways that have shown pavement deterioration and/or pavement failures. City staff identified Sunday Haus Lane, Monday Haus Lane, Tuesday Haus Lane, Post Oak Drive, Russell Drive, and Remington Drive E. as six roadways meeting the criteria for recommended overlay improvements as part of the City's PCI Program. These six roadways will have new asphalt pavement placed on them. Also, wedge milling of the edges of the pavement will be done in order to facilitate connection to existing driveways.

The City issued the project for bid for the asphalt overlay improvements for the six roadways mentioned above. Bids were received on Thursday, July 1, 2021 for the project from seven general contractors. The bid total for each contractor is provided below:

Jagoe-Public Company	Reynolds Asphalt	Texas Bit	Peachtree Construction	Pavecon Public Works	Reliable Paving	SPI Asphalt
\$148,295.06	\$153,260.55	\$170,169.80	\$170,884.75	\$178,868.50	\$185,000.00	\$194,615.00

Several very good bids were received for the project. The lowest bidder is Jagoe-Public Company with a total bid in the amount of \$148,295.06. The low bid has been reviewed and evaluated and is considered the lowest responsible bid. Jagoe-Public Company has sufficient resources to construct this project. The City has worked with Jagoe-Public in the past on similar projects.

IDENTIFIED NEED/S:

The City of Highland Village needs to asphalt overlay Sunday Haus Lane, Monday Haus Lane, Tuesday Haus Lane, Post Oak Drive, Russell Drive, and Remington Drive E.

OPTIONS & RESULTS:

The asphalt overlay of Sunday Haus Lane, Monday Haus Lane, Tuesday Haus Lane, Post Oak Drive, Russell Drive, and Remington Drive E. will provide additional longevity and ride

quality to the pavement structures.

PROGRESS TO DATE: (if appropriate)

Contractors' bids for construction on the project have been received and evaluated.

BUDGETARY IMPACT/ORDINANCE CHANGE: (if appropriate)

Funding through the General fund.

RECOMMENDATION:

To approve Resolution 2021-2943.

CITY OF HIGHLAND VILLAGE, TEXAS

RESOLUTION NO. 2021-2943

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HIGHLAND VILLAGE, TEXAS AWARDING AND AUTHORIZING A CONTRACT WITH JAGOE-PUBLIC COMPANY FOR THE 2021 ASPHALT OVERLAY PROJECT; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, City administration, having solicited, received, and reviewed the bids to improve Sunday Haus Lane, Monday Haus Lane, Tuesday Haus Lane, Post Oak Drive, Russell Drive, and Remington Drive E. by providing new asphalt overlay on the existing pavement structure (the "2021 Asphalt Overlay Project" or "the Project"), has determined that Jagoe-Public Company has submitted the lowest, most responsible bid in the amount of \$148,295.06, and recommends award of a contract to said bidder for the Project; and

WHEREAS, the City Council of the City of Highland Village, Texas, finds it to be in the public interest to accept the foregoing recommendation.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF HIGHLAND VILLAGE, TEXAS, THAT:

SECTION 1. The City Manager is hereby authorized to execute a contract with Jagoe-Public Company in the amount of \$148,295.06 for the Project and, subject to applicable state laws, city policies, and, in the event change order(s) result in an increase in the contract amount, the availability of funds for such purpose, to negotiate and sign such change order(s) to said contract as the City Manager determines to be in the best interest of the City.

SECTION 2. This Resolution shall become effective immediately upon passage.

PASSED AND APPROVED THIS 13th DAY OF JULY, 2021.

APPROVED:

Charlotte J. Wilcox, Mayor

ATTEST:

Angela Miller, City Secretary

APPROVED AS TO FORM AND LEGALITY:

Kevin B. Laughlin, City Attorney

(kbl:7/7/21:123414)

CITY OF HIGHLAND VILLAGE

COUNCIL BRIEFING

AGENDA# 18

MEETING DATE: 07/13/2021

SUBJECT: Consider Ordinance 2021-1283 amending the City's Code of Ordinances regarding Term Limits for Board and Commission Members Filling an Unexpired Term (*1st of two reads*)

PREPARED BY: Angela Miller, City Secretary

BACKGROUND:

Section 2.04.032(b) of the City's Code of Ordinances limits service on a board or commission, whether as a regular and/or alternate member, to no more than four (4) consecutive terms, with the exception of the Board of Directors for the Highland Village Community Development Corporation. The articles of incorporation for the Highland Village Community Development Corporation provide that no director shall serve more than three (3) consecutive terms.

In the case of a vacancy, City Council may appoint someone to fill the unexpired term whereby a board or commission member may serve as little as three (3) months of an unexpired term. Because the current Code of Ordinances does not contain a provision excluding from the calculation of term limits any period of service for less than a full term, this short term would count towards the consecutive term limit of that board or commission member.

PROGRESS TO DATE: (if appropriate)

At the City Council meeting held on June 22, 2021, Council discussed term limits as it relates to a board or commission member appointed to fill an unexpired term. City staff recommended a remaining term of less than one (1) term year not be counted for purposes of calculating the maximum number of consecutive terms a person may serve as a regular and/or alternate member on a board or commission.

City staff worked with the City Attorney to review the City's Code of Ordinances and provides Ordinance 2021-1283 for consideration by Council. In addition to provisions allowing an appointment to an unexpired term of less than one term year to be excluded from the term limits calculation, the proposed ordinance contains a provision prohibiting service on a board for the equivalent of more than nine (9) consecutive term years. The effect of this provision is to prevent the appointment of someone to different positions on the same board over a period of years in a manner that allows such person the opportunity to extend the person's service on the board for much longer than 8 to 9 years (which is the purpose of the term limits provisions) by combining appointments to full terms with terms that result from an appointment to a vacancy with less than one term year on the term.

The draft ordinance also contains a provision making these new changes apply to anyone serving on a board or commission as of September 1, 2021, as well as anyone serving after that date. This provision will allow the exception regarding short term vacancy appointments to be applied retroactively to any person currently serving on a board or commission who would otherwise not be allowed to serve at least a full complement of eight consecutive years on that board.

The changes set forth in the draft ordinance will not apply to those serving as directors of the Highland Village Community Development Corporation ("HVCDC"). The terms and term limits of the HVCDC directors is controlled by the HVCDC's articles of incorporation and bylaws. To allow HVCDC directors to receive the same treatment regarding short term vacancy appointments as other board and commission members, the HVCDC articles of incorporation and bylaws would need to be amended to allow for it. City staff is not proposing any such amendments at this time, but has no objection if the City Council desires to initiate the drafting of such amendments.

OPTIONS & RESULTS:

City Council discuss and consider approving the first read of Ordinance 2021-1283.

BUDGETARY IMPACT/ORDINANCE CHANGE: (if appropriate)

None.

RECOMMENDATION:

To approve the first read of Ordinance 2021-1283 amending the City's Code of Ordinances regarding term limits for board and commission members filling an unexpired term of less than one (1) term year.

CITY OF HIGHLAND VILLAGE, TEXAS

ORDINANCE NO. 2021-1283

AN ORDINANCE OF THE CITY OF HIGHLAND VILLAGE, TEXAS, AMENDING THE CODE OF ORDINANCES OF THE CITY OF HIGHLAND VILLAGE, CHAPTER 2 "ADMINISTRATION" ARTICLE 2.04 "BOARDS, COMMISSION, AND COMMITTEES," SECTION 2.04.032 "APPOINTMENT AND TERMS OF MEMBERS" BY AMENDING SUBSECTION (b) "TERMS"; RELATING TO THE LIMIT ON THE NUMBER OF CONSECUTIVE TERMS THAT MAY BE SERVED ON A BOARD OR COMMISSION; PROVIDING A SAVINGS CLAUSE; PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING AN EFFECTIVE DATE

WHEREAS, Section 2.04.032(b) of the Code of Ordinances limits service on a board or commission, whether as a regular and/or alternate member, to no more than four consecutive terms; and

WHEREAS, the Code of Ordinances contains no provision to exclude from the calculation of such term limits service for less than a full term when a person is appointed to fill a vacancy with less than a full term remaining; and

WHEREAS, in order to encourage more residents to be involved in City government through service on the City's boards and commissions, and to promote continuity in service, the City Council of the City of Highland Village, Texas, finds it to be in the public interest to amend the provisions of the Code of Ordinance relating to term limits,

NOW THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF HIGHLAND VILLAGE, TEXAS, THAT:

SECTION 1. The Code of Ordinances of the City of Highland Village, Chapter 2 "Administration" Article 2.04 "Boards, Commission, and Committees," Section 2.04.032 "Appointment and Terms of Members" is amended by amending Subsection (b) "Terms" to read as follows:

(b) Terms.

(1) All appointments are for terms of two years, unless appointed to fill a vacancy (see Section 2.04.037, Vacancies). A "term year" shall be from October 1 until the following September 30. The terms of the board and commission members shall expire on the 30th day of September of the second term year or when their successors have been duly appointed for office. New members shall begin serving at the first regular meeting following the date of appointment and receiving the oath of office or as soon thereafter as practical. Except as provided in paragraphs (2) and (3), below, members, whether regular or alternate, may only serve four consecutive terms. Members serve at the will of City Council.

(2) The number of consecutive terms a person may serve as a director of the Highland Village Community Development Corporation shall be governed by the corporation's articles of incorporation and by-laws.

(3) If a person is appointed to fill the remaining term of a vacant board or commission seat, regular or alternate, and the length of such remaining term is less than one (1) term year, such remaining term shall not be counted for purposes of calculating the maximum number of consecutive terms a person may serve as a regular and/or alternate member on such board or commission as provided in paragraph (b)(1) of this section; provided, however, no person shall serve more than the equivalent of nine (9) consecutive complete term years as a regular or alternate member on the same board or commission, regardless of the number of partial and/or complete terms served on said board or commission.

(4) For purpose of paragraph (b)(3) of this section, the length of the remaining term shall be deemed to be less than one term year only if the date the vacancy occurred (as determined by Section 2.04.037) is after October 1st of the last term year of the term for the vacated seat.

(5) Paragraphs (b)(3) and (b)(4) of this section shall be applicable to every person serving or appointed to serve as a board and commission member on or after September 1, 2021.

SECTION 2. Should any sentence, paragraph, subdivision, clause, phrase or section of this Ordinance be adjudged or held to be unconstitutional, illegal or invalid, the same shall not affect the validity of this Ordinance as a whole, or any part or provision thereof other than the part so decided to be invalid, illegal or unconstitutional, and shall not affect the validity of the Ordinance as a whole.

SECTION 3. This ordinance shall take effect immediately, after its passage on second reading and publication in accordance with the provisions of the state law and the Charter of the City of Highland Village.

PASSED AND APPROVED BY THE CITY COUNCIL OF THE CITY OF HIGHLAND VILLAGE, TEXAS, ON FIRST READING ON THIS THE 13TH DAY OF JULY 2021.

PASSED AND APPROVED BY THE CITY COUNCIL OF THE CITY OF HIGHLAND VILLAGE, TEXAS, ON SECOND READING ON THIS THE ____ DAY OF _____ 2021.

APPROVED:

Charlotte J. Wilcox, Mayor

ATTEST:

Angela Miller, City Secretary

APPROVED AS TO FORM AND LEGALITY:

Kevin B. Laughlin, City Attorney

(kbl:7/7/21:122430)

CITY OF HIGHLAND VILLAGE
COUNCIL BRIEFING

AGENDA# 19

MEETING DATE: 07/13/2021

**SUBJECT: Status Reports on Current Projects and Discussion on Future
Agenda Items**

PREPARED BY: Karen McCoy, Executive Assistant

COMMENTS

This item is on the agenda to allow a Councilmember to inquire about a subject of which notice has not been given. A statement of specific factual information or the recitation of existing policy may be given. Any deliberation shall be limited to a proposal to place the subject on an agenda for a subsequent meeting.



UPCOMING MEETINGS

July 13, 2021	Regular City Council Meeting - 7:30 pm
July 19, 2021	Parks & Recreation Advisory Board Meeting – 6:00 pm
July 20, 2021	Planning & Zoning Commission Meeting – 7:00 pm
July 27, 2021	Highland Village Community Development Corp. - 4:30 pm
July 27, 2021	Regular City Council Meeting - 7:00 pm
August 5, 2021	Zoning Board of Adjustment Meeting - 6:00 pm
August 10, 2021	Regular City Council Meeting - 7:00 pm
August 16, 2021	Parks & Recreation Advisory Board Meeting – 6:00 pm
August 17, 2021	Planning & Zoning Commission Meeting – 7:00 pm
August 24, 2021	Regular City Council Meeting - 7:00 pm
September 2, 2021	Zoning Board of Adjustment Meeting - 6:00 pm
September 6, 2021	City Offices Closed for the Labor Day Holiday
September 14, 2021	Regular City Council Meeting - 7:00 pm
September 20, 2021	Parks & Recreation Advisory Board Meeting – 6:00 pm
September 21, 2021	Planning & Zoning Commission Meeting – 7:00 pm
September 28, 2021	Regular City Council Meeting - 7:00 pm
October 7, 2021	Zoning Board of Adjustment Meeting - 6:00 pm
October 12, 2021	Regular City Council Meeting - 7:00 pm

Note – The Zoning Board of Adjustment, Parks & Recreation Advisory Board, and the Planning & Zoning Commission meetings are held monthly, IF NEEDED. Please visit www.highlandvillage.org or the City Hall bulletin board for the latest meeting additions and updates.

By: Karen McCoy, Executive Assistant – City of Highland Village