



## **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, AUGUST 10, 2021 at 6:00 P.M.**

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

**Convene Meeting in Open Session**

- 1. Discuss the Utility Fund Budget for Fiscal Year 2021-2022 and Follow up Discussion (if needed) on the General Fund Budget**
- 2. Clarification of Consent or Action Items listed on Today's City Council Meeting Agenda for August 10, 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

- 3. 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 – 7:00 P.M.

- 4. Call Meeting to Order**
- 5. Prayer led by Councilmember Tom Heslep**
- 6. Pledge of Allegiance to the U.S. and Texas flags led by Councilmember Tom Heslep:  
"Honor the Texas flag; I pledge allegiance to thee, Texas, one state under God, one and indivisible."**

7. **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.*)
8. **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
9. **City Manager/Staff Reports**
  - COVID-19 Update
  - HVTV Update

*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.

10. Consider approval of Minutes of the Regular City Council Meeting held on July 27, 2021
11. Consider Ordinance 2021-1284 adopting Amendments to the Fiscal Year 2020-2021 Budget (*2<sup>nd</sup> and final read*)
12. Consider Resolution 2021-2948 authorizing a Reimbursement Agreement with Denton County Transportation Authority (DCTA) for Transportation Reinvestment Program (TRiP) Funds for the Highland Village Road Sidewalk Project
13. Receive Investment Report for Quarter Ending June 30, 2021
14. Receive Budget Reports for Period Ending June 30, 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. Conduct a Public Hearing and consider Ordinance 2021-1285 amending the Comprehensive Zoning Ordinance for Planned Development District 2012-1 (PD 2012-1) relating to Exterior Building Colors for the Property described as The District of Highland Village located at the Northwest Corner of Briarhill Boulevard and FM 407/Justin Road (*1<sup>st</sup> of two reads*)
17. Consider Resolution 2021-2949 awarding and authorizing a Contract with Reynolds Asphalt and Construction Company for the Highland Village Street Improvements Project Phase 4 of the 2018 Street Bond Program
18. Consider the Ad Valorem Tax Rate for Year 2021 and Set a Public Hearing Date on the Proposed Fiscal Year 2021-2022 Budget and Proposed Tax Rate
19. Consider Resolution 2021-2950 awarding and authorizing an Agreement with DataVox for Camera Installation at Various City Locations

**LATE WORK SESSION**

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

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.)
21. 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 6<sup>TH</sup> DAY OF AUGUST 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: 08/10/2021**

**SUBJECT: Discuss the Utility Fund Budget for Fiscal Year 2021-2022 and  
Follow up Discussion on the General Fund Budget, if needed**

**PREPARED BY: Ken Heerman, Assistant City Manager**

**COMMENTS**

City staff will present information on the Utility Fund Budget for Fiscal Year 2021-2022. This will also be an opportunity for any follow up discussion from the previous City Council meetings on the General Fund Budget, if needed.

**CITY OF HIGHLAND VILLAGE**  
**COUNCIL BRIEFING**

**AGENDA# 8**

**MEETING DATE: 08/10/2021**

**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.

**CITY OF HIGHLAND VILLAGE**  
**COUNCIL BRIEFING**

**AGENDA# 10**

**MEETING DATE: 08/10/2021**

**SUBJECT: Consider Approval of Minutes of the Regular City Council Meeting held on July 27, 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 July 27, 2021.



**MEETING MINUTES OF THE REGULAR MEETING  
HIGHLAND VILLAGE CITY COUNCIL  
HIGHLAND VILLAGE MUNICIPAL COMPLEX  
1000 HIGHLAND VILLAGE ROAD  
TUESDAY, JULY 27, 2021**

**EARLY WORK SESSION**

Mayor Charlotte J. Wilcox called the meeting to order at 6:00 p.m. and introduced Miss Annie Netsch as the Mayor for the Day.

**Roll Call**

Present:	Charlotte J. Wilcox	Mayor
	Jon Kixmiller	Councilmember
	Michael Lombardo	Mayor Pro Tem
	Barbara Fleming	Deputy Mayor Pro Tem
	Robert A. Fiester	Councilmember
	Daniel Jaworski	Councilmember
Absent:	Tom Heslep	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
	Travis Nokes	Assistant Fire Chief
	Scott Kriston	Public Works Director
	Phil Lozano	Parks & Recreation Director
	Jana Onstead	Human Resources Director
	Sunny Lindsey	Information Services Director
	Laurie Mullens	Marketing & Communications Director
	Jenny McCann	Communications and Marketing Specialist

**1. Discuss Special Revenue Funds for Fiscal Year 2021-2022**

Assistant City Manager Ken Heerman presented a budget overview for the Special Revenue Funds for the current fiscal year, as well as projections for FY 2021-2022. Parks and Recreation Director Phil Lozano presented supplemental requests. The requests are for work/updates at Doubletree Ranch Park and would be funded through the Facilities Development Capital Improvement Program:

- Water Softener System Lease for Splash Pad
- Replace Split Rail Fence with Metal Railing
- Seal Pergola

- Replace Lightning Warning System
- Add Upgrade of Electrical Service to adjacent Barn to accommodate Food Trucks
- Add Concrete Pad adjacent to Pavilion to accommodate Food Trucks
- Update Landscaping and Perform Irrigation Maintenance on Trail System
- Add Y-Strainer for Splash Pad
- PFC Aaron Hudson Memorial Bridge Lighting

For information purposes, the following items were presented:

*Splash Pad Surface Replacement* - with the current surface reaching the end of its life cycle, this item is targeted for inclusion with a future bond issuance; cost is approximately \$200,000

*A/C System for the Doubletree Ranch Park Barn* - total estimated cost is \$121,000

Mr. Heerman reported FY 2023-2024 might provide an opportunity to consider debt issuance for the A/C System Installation, adding that having A/C in the barn could potentially increase rental income for the City.

Relating to the Corps Leased Parks Fund, Mr. Lozano presented the following Supplemental Requests:

- Asphalt Sealing at Copperas Branch Park
- Add Flex Base for Parking Area adjacent to Stage Area & Food Vendor Area
- Replace Golf Cart
- Add Copperas Boat Ramp Signage – elevate walkway
- Add Additional Electrical Service at Copperas to accommodate Events
- Replace Compromised Asphalt around Copperas Restroom Building
- Add Additional 94,000 square feet of Flex Base Parking at Copperas under I-35 Bridge

As part of the Peg Fee Fund, a new wireless microphone system and laser projector for the Training Room is included in this year's budget, with a projector screen for the Training Room targeted for next year. For FY 2022, replacement of the Quail Cove Pond pump with a diffuser system and replacement skid steer is proposed for the Drainage Utility Fund.

Further budget discussions will take place through August and September.

**2. Clarification of Consent or Action Items listed on Today's City Council Meeting Agenda for July 27, 2021**

No items were discussed.

Mayor Wilcox adjourned Early Work Session at 7:00 p.m.

**CLOSED SESSION**

**3. 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

### 4. Call Meeting to Order

Mayor Charlotte J. Wilcox called the meeting to order at 7:30 p.m. and introduced Miss Annie Netsch as the Mayor for the Day.

#### Roll Call

Present:	Charlotte J. Wilcox	Mayor
	Jon Kixmiller	Councilmember
	Michael Lombardo	Mayor Pro Tem
	Barbara Fleming	Deputy Mayor Pro Tem
	Robert A. Fiester	Councilmember
	Daniel Jaworski	Councilmember
Absent:	Tom Heslep	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
	Doug Reim	Chief of Police
	Travis Nokes	Assistant Fire Chief
	Scott Kriston	Public Works Director
	Phil Lozano	Parks & Recreation Director
	Jana Onstead	Human Resources Director
	Sunny Lindsey	Information Services Director
	Laurie Mullens	Marketing & Communications Director
	Jenny McCann	Communications and Marketing Specialist

### 5. Prayer led by Councilmember Robert Fiester

Councilmember Fiester gave the invocation.

### 6. Pledge of Allegiance to the U.S. and Texas flags led by Councilmember Robert Fiester

Councilmember Fiester led the Pledge of Allegiance to the U.S. and Texas flags.

### 7. Visitor Comments

The following person spoke:

*Ashley Jones (Flower Mound)* – Ms. Jones reported the Town of Flower Mound is proposing to create the All Together Flower Mound Commission (Commission) and voiced concerns regarding the Commission and the goal of the Town. She encouraged members of the Highland Village City Council to research and learn more about the proposed Commission.

### 8. 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 Barbara Fleming reported Motor City Pizza would host the upcoming Mayoral Pizza Cook-off on July 29, 2021. The challenge is between the mayors of Highland Village, Lewisville and Flower Mound, with proceeds from the sale of their pizzas benefitting a nonprofit of their choice.

- **Presentation of a Proclamation Celebrating our Mayor for the Day**

Mayor Wilcox recognized Miss Annie Netsch with a proclamation.

- **Swearing In Ceremony for Officer Jonathan Jamieson**

Police Chief Doug Reim swore in Officer Jonathan Jamieson.

**9. City Manager/Staff Reports**

- **Presentation of the Nonprofit of the Year Video**

Mayor Wilcox reported the annual Unity Luncheon was held today as a joint event with the Highland Village Business Association and the Lewisville & Flower Mound Chambers of Commerce. The Nonprofit of the Year video was shown which featured winning nonprofit Cloud 9 Charities.

**CONSENT AGENDA**

10. **Consider approval of Minutes of the Regular City Council Meeting held on July 13, 2021**
11. **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 (2<sup>nd</sup> and final read)**
12. **Consider Resolution 2021-2944 receiving an Annual Report from the Highland Village Community Development Corporation and approving the Facilities Development Capital Improvement Program (FDCIP)**
13. **Consider Resolution 2021-2945 authorizing the City Manager to Enter into an Interlocal Agreement with Denton County for Collection of Ad Valorem Taxes**
14. **Consider Resolution 2021-2946 authorizing an Agreement extending the Investment Advisory Services with Valley View Consulting, LLC for up to an Additional Two Years**

***Motion by Councilmember Fiester, seconded by Mayor Pro Tem Lombardo, to approve Consent Agenda Items #10 through #14. Motion carried 6-0.***

**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)**

No action was taken on this item.

**16. Conduct a Public Hearing and Consider an Ordinance approving an application for a Conditional Use Permit (CUP) for the property described as Lot 7B, Block 2, The Marketplace at Highland Village, commonly known as 2150 Village Parkway (1<sup>st</sup> of two reads)**

**PUBLIC HEARING CONDUCTED**  
**DENIED WITHOUT PREJUDICE (6 – 0)**

Public Works Director Scott Kriston reported an application was received for a CUP to allow a drive-thru use business to be located in a lease space at 2150 Village Parkway, located within the Marketplace at Highland Village. Currently only five (5) drive-thru uses are allowed by right, with any additional requiring approval of a CUP. The proposed drive-thru would be located on FM 2499.

At their June 15, 2021 meeting, the Planning and Zoning Commission (P&Z) approved a motion recommending the City Council deny the CUP application as presented by a vote of 4-1. As of today's meeting, Mr. Kriston reported City staff has received one (1) inquiry asking what business would occupy the space. City staff does not have that information as a lessee has not yet been secured. The applicant (property owner) and their consultants were both present for the Council meeting.

Mr. Maxwell Fisher from Masterplan Texas, a land use consulting company representing the property owners, provided a presentation regarding their proposed use of the property, which features a drive-thru component to provide a pickup window for call-in and online orders. Mr. Fisher reported P&Z members voiced concerns regarding traffic congestion, parking and the safety of young pedestrians going to/from the pediatric office located in the next building. Mr. Fisher reported drive thru traffic could be routed to the rear of the building and that signage could be used to direct traffic.

Mr. Wes Hoblit, also from Masterplan Texas, reported COVID has transitioned the food service industry with more available apps and online ordering, thereby resulting in decreased wait times and increased efficiency for food pickup and delivery.

Mayor Wilcox opened the public hearing and the following person spoke in opposition: Shawna Lapteanu (2820 Butterfield Stage Road) – Ms. Lapteanu lives directly across from Berries & Batter and does not believe this is a good location for a drive-thru. She also voiced concerns about the traffic congestion in that area of FM 2499. She stated that although U-turns are not allowed at the nearby intersection on FM 2499, drivers still make U-turns, drive the wrong way on FM 2499 and often drive through her neighborhood to turn around. She suggested using FM 407 and feels it would be a better option for a drive-thru.

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

Mayor Wilcox asked if there would be menu board at the drive-thru. Mr. Fisher stated they would rather not have a menu board as they wish to only have a pickup window for call-in and online orders. He also reported there are a few businesses that have shown interest, but no commitment just yet. With Berries & Batter open for breakfast and lunch, Mr. Fisher

stated business that is open for dinner might be an option as to eliminate the issue of traffic congestion and parking. Several Councilmembers asked if P&Z members had seen the same presentation being shown at tonight's Council meeting. Mr. Fisher reported this exact presentation, including newly provided options, was not made to P&Z as his company was hired after the P&Z meeting. Mr. Kriston added that some of the hardscape, building and landscape exhibits were the same but other aspects of this presentation was not presented to P&Z.

Councilmember Fiester stated there is a significant amount of traffic that does enter the nearby neighborhood to make U-turns. He asked if it would be possible to request solutions such as a deceleration lane or some other change on FM 2499. Mr. Kriston reported no such requests have been made. Mr. Fisher added that he is looking for alternatives to address the concerns shared by the P&Z and now City Council. Additionally, Councilmember Fiester suggested some sidewalk connectivity so pedestrians are not having to walk through parking lots to access the businesses located in that area.

Councilmembers voiced concerns about parking, additional traffic congestion, and drivers using the nearby neighborhood to turn around. City Attorney Kevin Laughlin provided clarification to Council on approval, denial, with prejudice/without prejudice and remanding the request.

***Motion by Deputy Mayor Pro Tem Fleming, seconded by Councilmember Jaworski, to remand the request to the Planning and Zoning Commission.***

Prior to a vote being taken, Council discussed the remand process with Mr. Laughlin.

***Deputy Mayor Pro Tem Fleming withdrew her motion.***

***Motion by Mayor Pro Tem Fleming, seconded by Councilmember Fiester, to deny the request without prejudice. Motion passed 6-0.***

17. **Consider Resolution 2021-2947 authorizing an Interlocal Cooperation Agreement for Mutual Aid for Technology Information Services with the City of Allen and Other Governmental Entities**

**APPROVED (6 – 0)**

Director of Information Services Sunny Lindsey reported the proposed agreement would allow cities to provide assistance to other contracting cities in the event of a cyberattack or other occurring event that significantly impacts the technology system of a city. The City of Allen has offered to be the host City for the interlocal agreement and there are currently eleven (11) governmental entities in the North Texas area have already entered into the agreement to voluntarily share expertise and resources in a time of need.

***Motion by Councilmember Jaworski, seconded by Councilmember Kixmiller, to approve Resolution 2021-2947. Motion carried 6-0.***

18. **Consider Ordinance 2021-1284 adopting Amendments to the Fiscal Year 2020-2021 Budget (1<sup>st</sup> of two reads)**

**APPROVED 1<sup>ST</sup> READ (6 – 0)**

Assistant City Manager Ken Heerman reported this is the first amendment presented to Council this fiscal year. Some of the proposed adjustments reflect encumbrances from FY 2019-2020 that were actually paid in FY 2020-2021. The amendment is to ensure

sufficient appropriation for the year-end projections. Mr. Heerman added that primary factors comprising the majority of the requested budget appropriations include:

- Personnel budget changes in various departments to address factors incurred during the year that were not known when budgeted, such as mid-year adjustments, personnel changes, unanticipated overtime, or insurance coverage election. In total, projected personnel expenditures are within the budgeted amount.
- Expenditures other than personnel are adjusted by a collective total of \$536,000. A large portion of this was related to upgrades to City facilities that was approved in FY 2020 to provide necessary security for employees and the public. Additionally, a capital re-appropriation addresses the purchase of a dump truck that was purchased in the previous budget year but received in FY 2021.
- Other suggested amendments are to reflect minor changes in the actual expense compared to the budgeted amount.

***Motion by Councilmember Jaworski, seconded by Mayor Pro Tem Lombardo, to approve the first read of Ordinance 2021-1284. Motion carried 6-0.***

### **LATE WORK SESSION**

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.)**

City Manager Paul Stevens thanked Marketing and Communication Department members Laurie Mullens, Jenny McCann and Andrew Boyd for their work on the nonprofit of the year video.

20. **Adjournment**

Mayor Wilcox adjourned the meeting at 9:15 p.m.

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Charlotte J. Wilcox, Mayor

**ATTEST:**

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Angela Miller, City Secretary

**CITY OF HIGHLAND VILLAGE**  
**COUNCIL BRIEFING**

<b>AGENDA#</b> 11	<b>MEETING DATE:</b> 08/10/2021
<b>SUBJECT:</b>	<b>Consider Ordinance 2021-1284 Authorizing Amendments to the Fiscal Year 2020-2021 Budget</b>
<b>PREPARED BY:</b>	<b>Ken Heerman, Assistant City Manager</b>

**BACKGROUND:**

Each department is responsible for not exceeding the amounts budgeted in each of three categories – Personnel, Services/Supplies, and Capital. Category subtotals of departmental expenditures thus provide the level of budgetary control. Should a need arise for reallocation between categories or between departments, budget amendments are then presented for Council consideration.

**IDENTIFIED NEED/S:**

This is the first amendment presented to Council this fiscal year. This amendment mirrors the year-end projections detailed in the budget discussions. Some of the proposed adjustments reflect encumbrances from FY 2019-2020 that were actually paid in FY 2020-2021. This amendment is to ensure sufficient appropriation for the year-end projections. In total, projected expenditures of \$18,747,102 are slightly under the original budget of \$18,748,018. Projected revenues of \$17,525,113 reflect a decrease of \$112,119 from the original budget. The projected FY 2021 year-end fund balance is \$7,228,611 – exceeding the original budgeted projected amount of \$5,231,973, largely due to the actual FY 2020 fund balance exceeding projections. The presented amendments primarily ensure sufficient appropriation for each category; however, not every deviation from the budget amount is enumerated.

General Fund

Primary factors comprising the majority of the requested increased budget appropriation:

- Personnel budget changes in various departments are suggested to address factors incurred during the year that were not known when budgeted, such as mid-year adjustments, personnel changes, unanticipated overtime, insurance coverage election, etc. Also, some personnel expenditures are budgeted in a single department, such as incentive pay, with actual expenditures charged to the respective departments. This amendment reallocates the associated appropriation. A collective amount of \$65,000 is presented to ensure sufficient appropriation in each department. However, in total, projected personnel expenditures are within the budgeted amount.
- Expenditures other than personnel are adjusted by a collective total of \$536,000. A large portion of this was related to two items:

- Upgrades to City facilities was approved in FY 2020 to provide necessary security for employees and public. Budget appropriation was added accordingly. As construction on the upgrades will actually transpire in FY 2021, an amount of \$400,000 is re-appropriated for this year to accommodate this project. (Received CARES ACT funds received in FY 2020 is the identified funding source).
- A capital re-appropriation (dump truck) totaling \$110,000 addresses this item, purchased in the previous budget year but received in FY 2021,
- Other suggested amendments are to reflect minor changes in the actual expense compared to the budgeted amount.

For the other funds, a total additional appropriation amount of \$87,000 is suggested:

- Utility Fund – Actual cost of backhoe slightly exceeded budgeted amount (\$15,000)
- HV Community Development Corp (4B) – various repairs largely resulting from the February freeze (\$40,000)
- Corps Leased Parks – Primarily related to addition of grant writing services in consideration of potential bond issuance (\$22,000)
- Public Safety Fund – To accommodate receipt and expenditures related to received grants (\$14,000)

Individual allocations are detailed in the worksheets following.

### **BUDGETARY IMPACT/ORDINANCE CHANGE: (if appropriate)**

Budgetary changes to Fund Balance are detailed on the request worksheet following.

### **RECOMMENDATION:**

City Council approved the first read of Ordinance 2021-1284 at their meeting held July 27, 2021. Council to approve the second and final read of Ordinance No. 2021-1284 as presented.

# Budget Amendment Request Worksheet

## Line Item for Proposed Change:

DEPARTMENT	Category	Current Budget (Annual)	Proposed Budget (Annual)	Increase / Decrease
Finance	Services / Supplies	472,050	487,050	15,000
Marketing	Personnel	289,268	304,268	15,000
Information Services	Personnel	712,321	757,321	45,000
Information Services	Services / Supplies	371,783	326,783	(45,000)
Police	Personnel	4,775,377	4,705,377	(70,000)
Police	Services / Supplies	398,630	411,630	13,000
Fire	Personnel	2,689,052	2,729,052	40,000
Fire	Services / Supplies	419,961	404,961	(15,000)
Community Services	Personnel	401,977	451,977	50,000
Community Services	Services / Supplies	20,868	23,868	3,000
Streets	Personnel	802,489	752,489	(50,000)
Streets	Services / Supplies	708,710	713,710	5,000
Streets	Capital	140,000	250,000	110,000
Maintenance	Personnel	365,535	380,535	15,000
Maintenance	Services / Supplies	721,495	1,121,495	400,000
Parks	Personnel	1,309,354	1,329,354	20,000
Parks	Services / Supplies	752,396	802,396	50,000
<b>General Fund Balance</b>			<b>Net Change</b>	<b>601,000</b>
<b>Reason For Request</b>				
<p><b>Personnel</b> (Various departments) – Actual charges vary from budget resulting from various issues: employee changes in selected insurance coverage, retirements (pmt of accrued balances), certifications, promotions, etc). Overtime increased in Fire (vacancies) and Parks (Kids Kastle project). Code Enforcement Officer budgeted in Street Dept, however charged to Community Services.</p>				
<p><b>Finance</b> Services / Supplies - \$15,000 == Actual liability insurance premiums exceeded estimate</p>				
<p><b>Info Services</b> Services / Supplies - \$-45,000 various - Cityworks permitting project put on hold, equipment purchases less than anticipated</p>				
<p><b>Police</b> Services / Supplies - \$13,000 == Animal Care additional expenditures, Addition of Analytics Dashboard</p>				
<p><b>Fire</b> Services / Supplies - \$-15,000 == Purchases of tools / supplies less than anticipated</p>				
<p><b>Community Services</b> Services / Supplies - \$3,000 == Added dues / memberships</p>				
<p><b>Streets</b> Services / Supplies - \$5,000 == Increased engineering Capital – \$110,000 == Purchase of dump truck carried over from last year</p>				
<p><b>Maintenance</b> Services / Supplies - \$400,000 == Security improvements for City Hall (carried over from FY 20)</p>				
<p><b>Parks</b> Services / Supplies \$50,000 == Primary associated with tools / supplies needed for Kids Kastle rebuild Capital - \$350,000</p>				
General Fund			Net Change \$ -601,000	

# Budget Amendment Request Worksheet

## Line Item for Proposed Change:

DEPARTMENT	Category	Current Budget (Annual)	Proposed Budget (Annual)	Increase / Decrease
Utility Administration	Personnel	302,214	312,214	10,000
Utility Operations	Capital	225,000	240,000	15,000
HVCDC	Personnel	370,603	340,603	(30,000)
HVCDC	Services / Supplies	208,614	248,614	40,000
Corps Leased Parks Fund	Personnel	182,245	202,245	20,000
Corps Leased Parks Fund	Services / Supplies	207,218	229,218	22,000
Public Safety Fund	Revenues	(26,070)	(40,070)	(14,000)
Public Safety Fund	Services / Supplies	3,600	17,600	14,000
Peg Fee	Capital	21,000	31,000	10,000
			<b>Net Change</b>	<b>87,000</b>
<b>Reason For Request</b>				
<p><b>Personnel</b> (Various departments) – Actual charges vary from budget resulting from various issues: employee changes in selected insurance coverage, retirements (pmt of accrued balances), certifications, promotions, etc) or increased overtime.</p>				
<p><b>Utility Operations</b> Capital - \$15,000 == Actual cost of backhoe slightly exceeds budget amt.</p>				
<p><b>HVCDC</b> Services / Supplies - \$40,000 == Splashpad pump-house repairs \$8,000, surge protector repairs in DTR Barn \$11,000. DTR grand lawn remediation \$6,000</p>				
<p><b>Corps Leased Parks Fund</b> Services / supplies \$5,000 == Pilot Knoll cabin feasibility study had added scope</p>				
<p><b>Public Safety Fund</b> Revenues – \$14,000 to accommodate received grants / donations</p>				
<p><b>Public Safety Fund</b> Services / Supplies – \$14,000 to accommodate related expenditures for wildfire assist and COVID vaccine events</p>				
<p><b>Peg Fee</b> Capital – \$10,000 == Expenditures for broadcast equipment upgrades reflected as capital rather than services / supplies</p>				
Utility Fund			Net Change	(25,000)
HVCDC			Net Change	(10,000)
Corps Leased Parks Fund			Net Change	(42,000)
Public Safety Fund			Net Change	-
Peg Fee			Net Change	(10,000)

**CITY OF HIGHLAND VILLAGE, TEXAS**

**ORDINANCE NO. 2021-1284**

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF HIGHLAND VILLAGE, TEXAS ADOPTING AMENDMENTS TO THE FISCAL YEAR 2020-2021 BUDGET; PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING FOR AN EFFECTIVE DATE.**

**WHEREAS**, the City Council of the City of Highland Village, Texas has lawfully adopted a budget for fiscal year 2020-2021 ("2020-2021 Budget"), by prior action of the City Council; and

**WHEREAS**, the City Manager has prepared, as required by Article VI, Section 6.08 of the City Charter, an amendment to certain appropriations and expenditures in the 2020-2021 Budget, and has submitted same to the City Council for its review and approval, a copy of which is attached to this Ordinance; and

**WHEREAS**, the City Council of the City of Highland Village has determined that this budget amendment is necessary and appropriate to preserve and protect the health, safety and welfare of the citizens of the City of Highland Village as well as other persons in the City.

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

**SECTION 1.** The fiscal year 2020-2021 Budget amendments, attached hereto as Exhibit "A" and incorporated herein by reference, are hereby authorized, approved and adopted.

**SECTION 2.** If any section, subsection, paragraph, sentence, clause, phrase or word in this Ordinance or application thereof to any person or circumstance is held invalid or unconstitutional by a court of competent jurisdiction, such holding shall not affect the validity of the remaining portions of this Ordinance; and the City Council hereby declares it would have passed such remaining portions of this Ordinance despite such invalidity, which remaining portions shall remain in full force and effect, and to this end, the provisions of this Ordinance are declared severable.

**SECTION 3.** This Ordinance shall take effect immediately from and after its passage on second reading.

**PASSED AND APPROVED BY THE CITY COUNCIL OF THE CITY OF HIGHLAND VILLAGE, TEXAS ON THE FIRST READING, THIS THE 27<sup>th</sup> DAY OF JULY 2021.**

**PASSED AND APPROVED BY THE CITY COUNCIL OF THE CITY OF HIGHLAND VILLAGE, TEXAS ON THE SECOND READING, THIS THE 10<sup>th</sup> DAY OF AUGUST 2021.**

**APPROVED:**

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**Charlotte J. Wilcox, Mayor**

**ATTEST:**

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**Angela Miller, City Secretary**

**APPROVED AS TO FORM AND LEGALITY:**

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**Kevin B. Laughlin, City Attorney**

(kbl:7/22/2021:123672)

**Ordinance No. 2021-1284  
Exhibit "A"**

**Budget Amendment Request Worksheet  
Line Item for Proposed Change:**

<b>DEPARTMENT</b>	<b>Category</b>	<b>Current Budget (Annual)</b>	<b>Proposed Budget (Annual)</b>	<b>Increase / Decrease</b>
Finance	Services / Supplies	472,050	487,050	15,000
Marketing	Personnel	289,268	304,268	15,000
Information Services	Personnel	712,321	757,321	45,000
Information Services	Services / Supplies	371,783	326,783	(45,000)
Police	Personnel	4,775,377	4,705,377	(70,000)
Police	Services / Supplies	398,630	411,630	13,000
Fire	Personnel	2,689,052	2,729,052	40,000
Fire	Services / Supplies	419,961	404,961	(15,000)
Community Services	Personnel	401,977	451,977	50,000
Community Services	Services / Supplies	20,868	23,868	3,000
Streets	Personnel	802,489	752,489	(50,000)
Streets	Services / Supplies	708,710	713,710	5,000
Streets	Capital	140,000	250,000	110,000
Maintenance	Personnel	365,535	380,535	15,000
Maintenance	Services / Supplies	721,495	1,121,495	400,000
Parks	Personnel	1,309,354	1,329,354	20,000
Parks	Services / Supplies	752,396	802,396	50,000
<b>General Fund Balance</b>			<b>Net Change</b>	<b>601,000</b>
<b>Reason For Request</b>				
<b>Personnel</b> (Various departments) – Actual charges vary from budget resulting from various issues: employee changes in selected insurance coverage, retirements (pmt of accrued balances), certifications, promotions, etc). Overtime increased in Fire (vacancies) and Parks (Kids Kastle project). Code Enforcement Officer budgeted in Street Dept, however charged to Com. Services.				
<b>Finance</b> Services / Supplies - \$15,000 == Actual liability insurance premiums exceeded estimate				
<b>Info Services</b> Services / Supplies - \$-45,000 various - Cityworks permitting project put on hold, equipment purchases less than anticipated				
<b>Police</b> Services / Supplies - \$13,000 == Animal Care additional expenditures, Addition of Analytics Dashboard				
<b>Fire</b> Services / Supplies - \$-15,000 == Purchases of tools / supplies less than anticipated				
<b>Community Services</b> Services / Supplies - \$3,000 == Added dues / memberships				
<b>Streets</b> Services / Supplies - \$5,000 == Increased engineering Capital – \$110,000 == Purchase of dump truck carried over from last year				
<b>Maintenance</b> Services / Supplies - \$400,000 == Security improvements for City Hall (carried over from FY 20)				
<b>Parks</b> Services / Supplies \$50,000 == Primary associated with tools / supplies needed for Kids Kastle rebuild Capital - \$350,000				
General Fund			Net Change \$ -601,000	

**Ordinance No. 2021-1284  
Exhibit "A"**

<b>Budget Amendment Request Worksheet</b>				
<b>Line Item for Proposed Change:</b>				
<b>DEPARTMENT</b>	<b>Category</b>	<b>Current Budget (Annual)</b>	<b>Proposed Budget (Annual)</b>	<b>Increase / Decrease</b>
Utility Administration	Personnel	302,214	312,214	10,000
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			<b>Net Change</b>	<b>87,000</b>
<b>Reason For Request</b>				
<p><b>Personnel</b> (Various departments) – Actual charges vary from budget resulting from various issues: employee changes in selected insurance coverage, retirements (pmt of accrued balances), certifications, promotions, etc) or increased overtime.</p>				
<p><b>Utility Operations</b> Capital - \$15,000 == Actual cost of backhoe slightly exceeds budget amt.</p>				
<p><b>HVDCD</b> Services / Supplies - \$40,000 == Splashpad pump-house repairs \$8,000, surge protector repairs in DTR Barn \$11,000. DTR grand lawn remediation \$6,000</p>				
<p><b>Corps Leased Parks Fund</b> Services / supplies \$5,000 == Pilot Knoll cabin feasibility study had added scope</p>				
<p><b>Public Safety Fund</b> Revenues – \$14,000 to accommodate received grants / donations</p>				
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<p><b>Peg Fee</b> Capital – \$10,000 == Expenditures for broadcast equipment upgrades reflected as capital rather than services / supplies</p>				
Utility Fund			Net Change	(25,000)
HVDCD			Net Change	(10,000)
Corps Leased Parks Fund			Net Change	(42,000)
Public Safety Fund			Net Change	-
Peg Fee			Net Change	(10,000)

**CITY OF HIGHLAND VILLAGE**  
**COUNCIL BRIEFING**

**AGENDA# 12**

**MEETING DATE: 08/10/2021**

**SUBJECT: Consider Resolution 2021-2948 authorizing a Reimbursement Agreement between Denton County Transportation Authority (DCTA) and the City of Highland Village for Transportation Reinvestment Program (TRiP) Funds for the Highland Village Road Sidewalk Project**

**PREPARED BY: Paul Stevens, City Manager**

**BACKGROUND:**

Earlier this year, the Denton County Transportation Authority (DCTA) issued a call for projects for the new Transportation Reinvestment Program (TRiP). The program objective is to provide financial assistance to DCTA member cities for transit-supportive projects consistent with and beneficial to DCTA's Long-Range Service Plan goals. TRiP is a five-year policy, with its first funding cycle beginning in 2021. Each year, DCTA will establish TRiP funding levels following an audit of the previous year's net available balance and in accordance with the TRiP policy. The annual TRiP budget will be equal to 15 percent of DCTA's net available fund balance from the previous fiscal year. For this year, the allocation for Highland Village is \$288,794.

The Highland Village Road Sidewalk Project, Phases 2 and 3, was submitted for the TRiP Program and was approved by the DCTA Board of Directors at their June meeting.

City Council authorized an agreement with DBi Services for the construction of this project on June 22 of this year. This total bid amount, which also includes the Victoria Park Sidewalk and the Brazos Park sidewalk is \$883,350. This reimbursement agreement will formalize the process for the City of Highland Village to be reimbursed \$288,794 in TRiP funds.

**IDENTIFIED NEEDS:**

The project will consist of the construction of a concrete sidewalk along a portion of Highland Village Road. The sidewalk will be five (5) feet wide and will fill in existing gaps along Highland Village Road where no sidewalks currently exist, making a continuous sidewalk on Highland Village Road from Justin Road/FM 407 to the Interstate 35 frontage road.

**OPTIONS AND RESULTS:**

The project is consistent with and beneficial to DCTA's Long-Range Service Plan Goals. The Plan lists eight goals that support DCTA's vision, mission and guiding principles. Goal 7 of the plan is as follows:

*"Recommend development practices that create an environment that encourages transit use, makes transit access more convenient and enhances pedestrian and bicycle connections."*

## **PROGRESS TO DATE:**

June 22, 2021 – City Council awarded bid to DBi Services

June 24, 2021 – Highland Village Road Sidewalk Project application approved by DCTA Board of Directors to receive TRiP Funds

July 29, 2021 – Pre-construction meeting held with DBi Services. Notice to proceed was given to start the project on August 9, 2021.

## **BUDGETARY IMPACT/ORDINANCE CHANGE:**

Project funding is through the 2018 Bond Program. TRiP funding will supplement the 2018 bond funds.

## **RECOMMENDATION:**

To approve Resolution 2021-2948.

**STATE OF TEXAS           §**  
**§       REIMBURSEMENT AGREEMENT**  
**COUNTY OF DENTON       §**

This Reimbursement Agreement (“Agreement”) is made and entered as of the Effective Date by and between Denton County Transportation Authority (“DCTA”) and the City of Highland Village, Texas (“Highland Village”) (each a “Party” and collectively the “Parties”), acting by and through their authorized representatives.

**RECITALS**

**WHEREAS**, on November 12, 2020, the DCTA Board of Directors approved the DCTA Transportation Reinvestment Program Policy (“TRiP Policy”) (a copy of which is attached hereto and incorporated herein as Exhibit “A”) to provide financial assistance to DCTA member cities for transit-supportive projects consistent with and beneficial to DCTA’s Long-Range Service Plan Goals; and

**WHEREAS**, under the terms of the TRiP Policy, member cities desiring to obtain funding for a proposed eligible project must submit a written application form to DCTA in accordance with the criteria set forth in the TRiP Policy; and

**WHEREAS**, Highland Village submitted a written application to construct concrete sidewalks along portions of Highland Village Road to fill in existing gaps in the sidewalk network. (the “Project”) which is more fully described in Exhibit “B” attached hereto and incorporated herein by reference; and

**WHEREAS**, DCTA has determined that Highland Village’s application for the Project meets the criteria established under the TRiP Policy and will be consistent with and beneficial to DCTA’s Long-Range Service Plan Goal and, therefore, has approved the Project.

**NOW THEREFORE**, for and in consideration of the mutual obligations and benefits contained herein, the Parties shall agree as follows:

**Article I**  
**Term**

The Term of this Agreement shall begin on the last date of execution hereof (“Effective Date”) and continue until the Project has been completed and DCTA has reimbursed Highland Village up to Two Hundred Eighty-Eight Thousand Seven Hundred Ninety-Four Dollars (\$288,794.00)(the “Grant Amount”) in costs incurred relating to the construction of the Project (“Expiration Date”).

## **Article II Conditions to Funding**

2.1 DCTA shall reimburse Highland Village in an amount equal to Highland Village's expenses up to incurred relating to the construction of the Project up to the amount of the Grant Amount conditioned upon the compliance and satisfaction by Highland Village of the terms and conditions of this Agreement. Highland Village shall submit quarterly Requests for Reimbursement for its direct expenses after expenses have been incurred and paid. The Requests for Reimbursement shall include all invoices and backup to document work performed as well as either copies of cleared checks or copies of posted wires to verify Highland Village's payment of invoices included therein. Requests for Reimbursement should be submitted via email to:

[accountspayable@dcta.net](mailto:accountspayable@dcta.net)  
[tpalermo@dcta.net](mailto:tpalermo@dcta.net)

2.2 Time for Payment. DCTA shall reimburse Highland Village not later than thirty (30) days after receipt of a proper Request for Reimbursement provided (i) there are no errors or discrepancies and (ii) the work noted on the Request for Reimbursement is deemed by DCTA or its designee to be in compliance with the project eligibility requirements set forth in the TRiP Policy.

2.3 Required Use. During the Term of this Agreement, the funding provided by DCTA to Highland Village shall not be used for any purpose other than construction of the Project. Any use by Highland Village of funding provided by DCTA other than construction of the Project shall be a violation of this Agreement and result in termination of this Agreement. If such violation occurs, Highland Village will be obligated to return all funds received for construction of the Project to DCTA.

## **Article III Highland Village's Obligations**

3.1 Contractor. Highland Village shall hire the contractor for the Project and enter into a separate agreement with the Contractor for construction of the Project. DCTA shall not be a party to any agreement entered into by Highland Village and a third party for work relating to the Project.

3.2 Payments. Highland Village shall be responsible for payments to all contractors performing work on the Project. DCTA shall not be responsible for any payments to any contractor or vendor performing work on the Project.

3.3 Maintenance of Project. Highland Village shall be responsible for the maintenance and upkeep of the Project following the Expiration Date.

3.4 Competitive Bidding. Highland Village shall, in performing its requirements under the Agreement and in completing the Project, conform with the requirements of competitive bidding or competitive proposals detailed in Chapter 252 of the Texas Local Government Code or

the requirements for an alternative procurement detailed in Chapter 2296 of the Texas Government Code.

#### **Article IV Miscellaneous**

4.1 Limitation on Liability. It is acknowledged and agreed by the Parties that the terms hereof are not intended to and shall not be deemed to create a partnership or joint venture among the Parties. It is understood and agreed between the Parties that Highland Village, in satisfying the conditions of this Agreement, has acted independently, and DCTA assumes no responsibilities or liabilities to third parties in connection with these actions.

4.2 Governing Law. If any action, whether real or asserted, at law or in equity, arises on the basis of any provision of this Agreement, venue for such action shall lie in state courts located in Denton County, Texas.

4.3 Severability. If any term or provision of this Agreement is held to be illegal, invalid or unenforceable, the legality, validity or enforceability of the remaining terms or provisions of this Agreement shall not be affected thereby, and in lieu of each such illegal, invalid or unenforceable term or provision, the parties shall endeavor to agree to a legal, valid or enforceable term or provision as similar as possible to the term or provision declared illegal, invalid or unenforceable.

4.4 Counterparts. This Agreement may be executed in multiple counterparts, each of which shall be deemed an original, and all of which shall constitute but one and the same instrument.

4.5 Authorization. The undersigned officers and/or agents are properly authorized to execute this Agreement on behalf of the parties hereto and each party hereby certifies to the other that any necessary actions extending such authority have been duly passed and are now in full force and effect.

4.6 Notices. All notices, requests, demands, and other communications which are required or permitted to be given under this Agreement shall be in writing and shall be deemed to have been duly given upon the delivery or receipt thereof, as the case may be, if delivered personally or sent by registered or certified mail, return receipt requested, postage prepaid, to the respective representative set out below, or his/her designee.

4.7 Exhibits and Recitals: The exhibits attached hereto, and the Recitals are incorporated herein and made a part hereof for all purposes.

4.8 Entire Agreement: This agreement constitutes the sole and only agreement between the Parties and supersedes any prior understandings written or oral agreements between the Parties with respect to this subject matter.

*(signature page to follow)*

EXECUTED this \_\_\_\_\_ day of \_\_\_\_\_, 2021.

**Denton County Transportation Authority**

By: \_\_\_\_\_  
Raymond Suarez, Chief Executive Officer

1955 Lakeway Drive, Suite 260  
Highland Village, Texas 75067  
Phone: (972) 221-4600

Approved as to form:

\_\_\_\_\_  
Joseph J. Gorfida, Jr., General Counsel

EXECUTED this \_\_\_\_\_ day of August 2021.

**City of Highland Village, Texas**

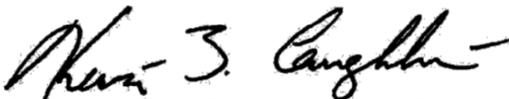
By: \_\_\_\_\_  
Paul Stevens, City Manager

1000 Highland Village Road  
Highland Village, Texas 75077  
Phone: (972) 899-5131

Attest:

\_\_\_\_\_  
Angela Miller, City Secretary

Approved as to form and legality:



\_\_\_\_\_  
Kevin Laughlin, City Attorney

**EXHIBIT "A"**  
**TRiP Policy**

**DENTON COUNTY TRANSPORTATION AUTHORITY  
TRANSPORTATION REINVESTMENT PROGRAM (TRiP)**

**I. POLICY STATEMENT**

The Denton County Transportation Authority (DCTA) Transportation Reinvestment Program (TRiP) policy objective is to provide financial assistance to DCTA member cities for transit-supportive projects consistent with and beneficial to DCTA’s Long-Range Service Plan goals. TRiP funding will be apportioned to DCTA member cities in proportion to each city’s net half-cent sales and use tax collection for the previous fiscal year, as published by the Texas Comptroller’s Allocation Payment Detail. Total program funding levels and allocation formula are detailed in Section III. DCTA will distribute funds to member cities for eligible projects consistent with DCTA’s enabling legislation, Chapters 431 and 460 of the Texas Transportation Code, and project selection criteria specified in Section V.

**II. SCOPE**

TRiP is a five-year policy, with its first funding cycle beginning in 2021. Each year, DCTA will establish TRiP funding levels following an audit of the previous fiscal year’s net available balance and in accordance with the TRiP policy. DCTA will issue a call for projects in January of each calendar year. Continuation of the policy beyond the initial five years would require DCTA Board reapproval. In the event the Board does not re-approve subsequent years, the policy will expire after the five-years and any unobligated funds shall revert to DCTA cash reserves.

Funds will be available to DCTA member cities, including Denton, Highland Village and Lewisville. A municipality which becomes a participating member of DCTA, under the provisions of Section 460.302 Texas Transportation Code, will become an eligible recipient of DCTA TRiP funding in the next fiscal year following collection of a transit sales and use tax.

**III. FUNDING**

The annual TRiP budget will be equal to 15 percent of DCTA’s net available fund balance from the previous fiscal year. In addition, DCTA will authorize a one-time program startup amount of \$2,000,000 to be transferred from the Capital/Infrastructure Reserve to a dedicated TRiP project line within the FY2021 budget. Annual program contributions may be amended as necessary through Board amendment of the TRiP policy.

Funding for each member city will be allocated based on the following formula:

$$= 95\% \times \text{Annual Program Budget} \left( \frac{\text{Individual member city sales tax collection, prior FY}}{\text{Total all member cities sales tax collection, prior FY}} \right)$$

Actual cost up to and not to exceed five percent of the annual program budget shall be set aside for DCTA program administration, including project selection, monitoring and financial reporting, and 95 percent split among member cities proportional to sales and use tax receipts, as estimated by DCTA financial staff, for the previous fiscal year. Prior to award of the TRiP projects, DCTA staff will present anticipated TRiP administrative costs for Board approval. Unspent administrative budget shall be returned to TRiP reserve balances.

Multiple municipalities may pool their allocated amounts to allow more flexibility in financing larger, mutually beneficial projects. Member cities could accrue allocated funds each fiscal year in order to fund a larger project. Funds remain with DCTA, designated to each member city,

## **DENTON COUNTY TRANSPORTATION AUTHORITY TRANSPORTATION REINVESTMENT PROGRAM (TRiP)**

until dispersed to an approved project. Funds will remain with DCTA until reimbursements have been made to the member city for an approved project. Unobligated funds designated to each member city may rollover for up to three years.

### **IV. ELIGIBLE PROJECTS**

To be eligible for TRiP funding, a project must be consistent with DCTA's enabling legislation, Chapters 431 and 460 of the Texas Transportation Code, and project selection criteria specified in Section V. Projects funded through inter-local agreement must be authorized under and consistent with the provisions of Texas Local Government Code 791: Interlocal Cooperation Contracts.

A key provision of Chapter 460 regarding DCTA expenditures is that they be consistent with and beneficial to the locally adopted Long-Range Service Plan goals. Projects eligible for TRiP funding should demonstrate support of these formally adopted goals. Eligible projects are shown in **Attachment A**.

In addition to serving Long-Range Service Plan goals, projects eligible for TRiP funding should be clearly defined and financially sound. Well defined capital/expansion projects will facilitate a reliable design-build cost estimate. Cost estimates for maintenance of assets should be based on recent similar maintenance projects or bids/solicitations where available. Planning and preliminary design costs may also be eligible for projects that support DCTA's long range goals.

Eligible project types may be amended as necessary through a DCTA Board amendment of the TRiP policy. Adoption of an updated DCTA Long-Range Service Plan update may trigger Board action if amendments to TRiP project criteria are needed to ensure consistency with updated Long-Range Service Plan goals.

### **V. PROJECT SELECTION**

Eligible member cities must submit a written application for funding. The application shall include, at minimum: a project description, project limits and boundaries, proposed or engineering based capital cost estimates, requested funding amount, identification of additional funding sources (if applicable), proposed schedule for the project, and a description of how the project would support DCTA Long-Range Service Plan goals. A sample project application is provided in *Attachment A*.

Applications will be submitted within 90 days of the DCTA Call for Projects. However, member cities may submit their applications sooner. DCTA staff will have 30 days to review the application to determine minimum project eligibility or request more information. Subsequent to completing the review, if no additional information was requested, the application will be placed on the agenda for the next regularly scheduled DCTA Board of Directors meeting for consideration. Following the review of each application, the DCTA Board will lead the approval and award process.

In subsequent years, should a member city have a project that timing would necessitate an application prior to the call for projects, a city may submit an application for pre-award

## **DENTON COUNTY TRANSPORTATION AUTHORITY TRANSPORTATION REINVESTMENT PROGRAM (TRiP)**

authority. Any cost difference between the member city's allocated funding for that year and the project cost, would be borne by the member city.

DCTA staff will have 45 days to review the pre-award authority application to determine minimum project eligibility or request more information. Subsequent to completing the review, if no additional information was requested, the application will be placed on the agenda for the next regularly scheduled DCTA Board of Directors meeting for consideration. Following the review of each application, the DCTA Board will lead the approval and award process.

At a minimum, projects must meet the following criteria to be eligible for DCTA funding:

- Project limits located primarily within the DCTA service area, the geographic boundaries of DCTA member cities, or within a quarter mile of any A-train Station or DCTA fixed bus route.
  - Projects that extend beyond this area should identify extra-territorial costs and alternate funding sources for the portion of costs not eligible for TRiP funding
- Clear and defensible nexus to DCTA Long-Range Service Plan goals
- Financially Sound
  - Requested capital funding does not exceed the member city's TRiP allocation, or
  - Funding sources have been identified for project costs exceeding the requested amount

In the event a member city submits multiple projects for consideration whose total costs exceed the member city's balance of available funds, additional project criteria may be considered to narrow the selection. These additional criteria may include percent cost sharing, ability to leverage additional federal funding, project timeframe, and demonstrated ability to meet multiple Long-Range Service Plan goals. Projects meeting minimum selection criteria may be deferred to a future year in the event of funding limitations.

### **VI. DISBURSEMENT**

Based on the requested funding amount and as part of the Board approval packet, DCTA staff will recommend a schedule for TRiP funding disbursement which may be lump sum, quarterly, or annually.

Once approved by the DCTA Board, the approved funding becomes programmed to the project. That programmed amount is deducted from the available apportionment as an obligation. Funds will be allocated in accordance with the approved schedule, including lump-sum, quarterly or annually. In no case, will disbursements be made until the project eligibility requirements have been met and formal approval by the DCTA Board has been made. DCTA disbursement of payment to member cities for eligible project expenses will occur after an expense has been incurred as a reimbursement.

For capital assistance projects, member cities shall provide DCTA with a project status report and current financial records for each approved project. The status report shall be submitted on an annual basis (consistent with recommended disbursement schedule), and will include:

- Project identifier
- Approved project budget
- TRiP funds programmed for the project

## **DENTON COUNTY TRANSPORTATION AUTHORITY TRANSPORTATION REINVESTMENT PROGRAM (TRiP)**

- Expenses incurred
- Percentage completion

At project completion, in the event that final project accounting or audit reveals that TRiP funding was not expended in a manner consistent with program requirements, or that the final project cost was less than the approved TRIP funding, those unspent funds shall be returned to DCTA and remain available in the apportionment for reprogramming to the eligible city. Unspent dollars shall be available to the eligible city up to three years for reprogramming and will be in addition to, any future allotments.

DCTA does not assume or incur any liability, obligation or financial responsibility for a contract between an eligible city and a contractor, employee or agent for an approved project or any liability for a result, occurrence, injury or damages resulting from or caused, directly or indirectly, by an approved project.

### **VII. PERFORMANCE EVALUATION AND REPORTING**

Eligible cities shall maintain accurate books and records of all approved projects. Cities will maintain separate records for each approved project including project budgets, budget amendments, revised budget balances, expenditures to date, change orders, cost to complete, and TRiP funding received to date. DCTA maintains the right to audit a city's books to ensure that TRiP funding is applied in accordance with the program criteria. Cities also maintain the right to audit DCTA's books to ensure that the funding allocations and disbursements are in accordance with these guidelines and other applicable laws.

In addition to financial records, member cities will provide to DCTA an annual status report for each funded project detailing the activities completed to date, schedule updates, and any foreseeable issues or challenges. Additional performance monitoring criteria may be established for larger disbursements or on-going programs funded through TRiP.

DCTA may reconfirm performance goals (established in coordination with the member cities) intended to demonstrate the project's ability to support Long-Range Service Plan goals. DCTA will report quarterly to the Board on the status of the TRiP fund, including amounts apportioned, amounts programmed, amounts disbursed to member cities, and the amount remaining for each city. Quarterly staff reports will also include a summary of significant milestones and performance goals.

### **VIII. ETHICS AND CONFLICTS OF INTEREST**

Officers and employees involved in the project selection process shall refrain from personal business activity that could conflict with the proper execution and management of the TRiP or that could impair the ability to make impartial decisions. Employees and Board members shall disclose any material interests potentially affected by any of the projects submitted.

Procedures when identifying a potential conflict of interest will comply with Chapter 171 of Texas Local Government Code regarding conflicts of interest. If an officer or employee involved in the project selection process has a substantial interest in a business entity or in real property,

**DENTON COUNTY TRANSPORTATION AUTHORITY  
TRANSPORTATION REINVESTMENT PROGRAM (TRiP)**

that person must file an affidavit stating the nature and extent of the interest and abstain from further participation.<sup>1</sup>

**IX. SUBJECT TO AUDIT**

DCTA shall establish a system of written internal controls which will be reviewed annually with the independent auditor of DCTA. The controls shall be designed to prevent loss of public funds due to error, misrepresentation, or oversight. A formal annual review of these internal controls as well as disbursements and receipts associated with the Transportation Reinvestment Program will be performed by an independent auditor. Results of the audit shall be reported to the Board.

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<sup>1</sup> Legal exceptions and situations not requiring abstention should be reviewed and documented with DCTA counsel.

**DENTON COUNTY TRANSPORTATION AUTHORITY  
TRANSPORTATION REINVESTMENT PROGRAM (TRiP)**



**IN THE SECTION BELOW, PLEASE INDICATE HOW THE PROPOSED PROJECT  
SUPPORTS DCTA LONG-RANGE SERVICE PLAN GOALS**

Increase service efficiency and reliability

Increase service effectiveness for DCTA customer

Increase the visibility and elevate the image of DCTA

Expand DCTA services into areas where transit has a strong likelihood of success

Coordinate with regional transportation providers

Pair transit facilities to existing and planned transit-supportive development

Advocate sustainable development practices that support transit

Strive for financial excellence by maintaining fiscally sound and sustainable financial plans and budgets that reflect community priorities and values

**DENTON COUNTY TRANSPORTATION AUTHORITY  
TRANSPORTATION REINVESTMENT PROGRAM (TRiP)**

**THIS SECTION TO BE COMPLETED BY DCTA STAFF**

Transportation Reinvestment Program Project Identifier: \_\_\_\_\_

- Meets minimum project eligibility requirements
- Multiple project selection

Rank: \_\_\_\_\_

Initial Member City Transportation Reinvestment Program Balance: \_\_\_\_\_

Recommended Project FY \_\_\_\_\_ Programmed Amount: \_\_\_\_\_

Remaining Member City Balance: \_\_\_\_\_

Recommended Disbursement Schedule:

- Lump Sum
- Quarterly
- Monthly
- As defined through Inter-local Agreement

**PLEASE ATTACH PROJECT COST BACKUP. ACCEPTABLE COST BACKUP FOR CAPITAL PROJECTS INCLUDES PROJECT DRAWINGS, DESIGN SHEETS, COST WORKBOOK, OR BID SHEET. FOR SERVICE REQUESTS, PLEASE INCLUDE A SUMMARY OF DISCUSSIONS WITH DCTA SERVICE PLANNING STAFF OR AN ESTIMATE FROM AN ALTERNATE TRANSPORTATION SERVICE PROVIDER.**

**DENTON COUNTY TRANSPORTATION AUTHORITY  
TRANSPORTATION REINVESTMENT PROGRAM (TRiP)**

**ATTACHMENT A**

<b>Improvement Type</b>	<b>Restrictions</b>
<b>Transit Stop Amenities</b>	Along existing or planned DCTA fixed routes
<b>Sidewalks</b>	Within one mile and/or along existing or planned DCTA fixed routes/demand response zones
<b>Crosswalks/Median Island</b>	Within one mile and/or of planned DCTA fixed routes/demand response zones
<b>Bike/Ped Trail Connections</b>	Provides connection to existing or planned transit network
<b>Bus Bulb Out/Turning Pocket</b>	N/A
<b>Transit Lane</b>	N/A
<b>Bike Lane (on-street)</b>	N/A
<b>Other Lane reconfiguration</b>	Must serve a transit-related purpose
<b>Traffic Calming</b>	N/A
<b>Landscaping/streetscaping</b>	Along existing or planned route DCTA fixed routes/on-demand response zones
<b>Street lighting/ Other public safety improvements</b>	Along existing or planned DCTA fixed routes/on-demand response zones
<b>Transit Signal Priority (TSP)</b>	Along existing or planned DCTA fixed routes/on-demand response zones
<b>Signal Timing</b>	Along existing or planned DCTA fixed routes/on-demand response zones
<b>Other Intersection improvements</b>	Along existing or planned DCTA fixed routes/on-demand response zones
<b>Street Improvements</b>	Along existing or planned DCTA fixed routes/ on-demand response zones
<b>Shared Parking, Kiss &amp; Ride/Drop-off Zones</b>	Within 500 feet of DCTA stations or facilities
<b>Transit Oriented Development</b>	Planning and site development activities
<b>Transit Adjacent Development</b>	Planning and site development activities
<b>Wayfinding/Placemaking signage</b>	N/A

*Note: all improvements should be consistent with approved local and regional plans, including DCTA's Long Range Service Plan*

**DENTON COUNTY TRANSPORTATION AUTHORITY**

**FY21 Transportation Reinvestment Program (TRiP) Funding Allocation**

Original Adopted Budget, Allocation Approved 1/28/21

FY21 Adopted TRiP Budget	DCTA Program/ Project Administration	Funding Available to Cities				
\$ 5,914,152	\$ 100,000	\$ 5,814,152				
			CITY OF DENTON	CITY OF HIGHLAND VILLAGE	CITY OF LEWISVILLE	Total
	YTD TOTAL	\$ 37,398,228	\$ 4,144,890	\$ 41,904,104	\$ 83,447,221	
	% of Sales Tax by Member City	44.817%	4.967%	50.216%	100.000%	

Sales Tax Data from Texas Comptroller of Public Accounts, compiled by DCTA Finance Department  
 Informational Report #1, Exhibit #1, Showing Total FY20 Revenues, Presented to DCTA Board of Directors 11/12/2020

<b>FY21 Adopted TRiP Budget to Include Member City Allocations (A)</b>					
	General Program Tasks	CITY OF DENTON	CITY OF HIGHLAND VILLAGE	CITY OF LEWISVILLE	Total
Funding Available to Cities		\$ 2,605,707	\$ 288,794	\$ 2,919,651	\$ 5,814,152
Program/Project Administration	\$ 100,000	\$ -	\$ -	\$ -	\$ 100,000
Member City Allocation	\$ 100,000	\$ 2,605,707	\$ 288,794	\$ 2,919,651	\$ 5,914,152

- (A) Per TRiP policy, actual cost up to and not to exceed five percent of the annual program budget shall be set aside for DCTA program and project administration, including project selection, monitoring and financial reporting, and 95 percent split among member cities proportional to sales and use tax receipts, as estimated by DCTA financial staff, for the previous fiscal year. Per DCTA Board discussion, \$100k will be set aside as initial program/project administration funding with actual costs tracked by member city as applicable.

**EXHIBIT “B”**  
**Highland Village Application**

**CITY OF HIGHLAND VILLAGE**  
**DENTON COUNTY TRANSPORTATION AUTHORITY (DCTA)**  
**TRANSPORTATION REINVESTMENT PROGRAM (TRiP)**  
**FY 21 PROJECT APPLICATION**

**Project Description**

The Highland Village Road Sidewalk Project, Phases 2 and 3 will consist of the construction of a concrete sidewalk along a portion of Highland Village Road. The sidewalk will be 5 feet wide and will fill in existing gaps along Highland Village Road where no sidewalks currently exist, making a continuous sidewalk on Highland Village Road from Justin Road/FM407 to the Interstate 35 frontage road. Once completed, pedestrians can walk from various neighborhoods and trail connection points to Highland Village Road and can continue to the Highland Village/Lewisville Lake Station.

**Project Limits and Boundaries**

Phase II will begin just north of the Highland Village Municipal Complex and continue north to the vicinity of Clearwater Drive. The length of Phase II is roughly 1,950 feet.

Phase III will begin at Clearwater Drive continuing north and turning east to Sellmeyer Lane. The length of Phase III is roughly 3,150 feet.

**Capital Cost Estimates**

The current cost estimate for both phases is \$921,656.

**Requested Funding Amount**

The City of Highland Village is requesting its entire TRiP allocation of \$288,794.

**Identification of Additional Funding Sources**

Bond funds will be used for the majority of the project cost.

**Proposed Schedule for the Project**

Plans are nearly complete and the project is anticipated to be bid in May of this year. The anticipated construction time is 240 days.

**Project Support of DCTA Long-Range Service Plan Goals**

The Long-Range Service Plan lists eight goals that support DCTA's vision, mission and guiding principles based on current operating characteristics, staff input, stated priorities of stakeholders, and the markets for transit services. Goal 7, on page 10 of the Plan, is as follows:

***Advocate sustainable development practices that support transit***

A specific action item under this goal is, *"Recommend development practices that create an environment that encourages transit use, makes transit access more convenient and enhances pedestrian and bicycle connections."*

As stated earlier, these sidewalk projects will fill in existing gaps along Highland Village Road where no sidewalks currently exist, making a continuous sidewalk on Highland Village Road from Justin Road/FM407 to the Interstate 35 frontage road. Pedestrians and cyclists will then be able to safely and conveniently walk from various neighborhoods and trail connection points to Highland Village Road and can continue to the Highland Village/Lewisville Lake Station. The Highland Village Road sidewalk project meets Goal 7 of the Long-Range Service Plan.

On page 16 of the Long-Range Service Plan, there is a section titled, "Supporting Transit through Investments in Multimodal Design." The section reads:

Some of the issues that arose in the development of the plan include a lack of sidewalks in many portions of Denton County, limited amenities for transit users, and a need for bicycle connectivity and amenities.

This project supports this statement by providing sidewalks for pedestrian and bicycle connectivity.

**CITY OF HIGHLAND VILLAGE, TEXAS**

**RESOLUTION NO. 2021-2948**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HIGHLAND VILLAGE, TEXAS AUTHORIZING A REIMBURSEMENT AGREEMENT BETWEEN DENTON COUNTY TRANSPORTATION AUTHORITY AND THE CITY OF HIGHLAND VILLAGE FOR TRANSPORTATION REINVESTMENT PROGRAM FUNDS FOR THE HIGHLAND VILLAGE ROAD SIDEWALK PROJECT**

**WHEREAS**, the Denton County Transportation Authority (“DCTA”) issued a call for projects for the new Transportation Reinvestment Program (“TRiP”), which provides financial assistance to DCTA member cities for transit-supportive programs consistent with and beneficial to DCTA’s Long-Range Service Plan goals; and

**WHEREAS**, the Highland Village Road Sidewalk Project, Phases 2 and 3, was submitted for the TRiP Program and was approved by the DCTA Board of Directors; and

**WHEREAS**, City administration recommends authorizing a reimbursement agreement between the City of Highland Village and DCTA for Transportation Reinvestment Program (TRiP) Funds in the amount of \$288,794 for the Highland Village Road Sidewalk Project; and

**WHEREAS**, the City Council of the City of Highland Village, Texas, finds it to be in the public interest to accept the above 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 negotiate and execute a Reimbursement Agreement with Denton County Transportation Authority for Transportation Reimbursement Program Funds in the amount of \$288,794 for the Highland Village Road Sidewalk Project.

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

**PASSED AND APPROVED THIS 10<sup>TH</sup> DAY OF AUGUST, 2021.**

**APPROVED:**

\_\_\_\_\_  
**Charlotte J. Wilcox, Mayor**

**ATTEST:**

\_\_\_\_\_  
**Angela Miller, City Secretary**

**APPROVED AS TO FORM AND LEGALITY:**

\_\_\_\_\_  
**Kevin B. Laughlin, City Attorney**

(kbl:8/5/2121:124005)

**CITY OF HIGHLAND VILLAGE**  
**COUNCIL BRIEFING**

**AGENDA# 13**

**MEETING DATE: 08/10/2021**

**SUBJECT: Investment Report for Quarter Ending June 30, 2021**

**PREPARED BY: Heather Miller, Assistant Finance Director**

**BACKGROUND:**

The Public Funds Investment Act, Chapter 2256.023 of the Government Code requires the investment officer of each local government to submit its governing body a quarterly report of investment transactions. The City staff has compiled the following information for your review and to comply with this reporting requirement.

**IDENTIFIED NEED/S:**

N/A

**OPTIONS & RESULTS:**

The detailed transactions for March 31, 2021 through June 30, 2021 follow this briefing.

- TexPool (Texas Local Government Investment Pool, a public funds investment pool that matures April 1, 2021)
- TexSTAR (Texas Short Term Asset Reserve Program, a public funds investment pool, custodial, and depository services are provided by JP Morgan Chase Bank and subsidiary J.P. Morgan Investor Services Co. that matures April 1, 2021)
- Independent DDA (Demand Deposit Account that matures April 1, 2021 collateralized by pledged securities held in custody by The Independent Bankers Bank)
- Independent NOW (Negotiable Order of Withdraw that matures April 1, 2021 collateralized by pledged securities held in custody by The Independent Bankers Bank)
- Wells Fargo DDA (Demand Deposit Account that matures April 1, 2021 collateralized by pledged securities held in custody by the Bank of New York Mellon)
- Southside MMA (Money Market Account that matures April 1, 2021, collateralized by pledged securities held in custody by the Federal Home Loan Bank)
- InterBank MMA (Money Market Account that matures April 1, 2021, fully insured by the Federal Deposit Insurance Corporation)

- InterBank ICS (Insured Cash Sweep that matures April 1, 2021, fully insured by the Federal Deposit Insurance Corporation)
- Origin Bank CD (Certificates of Deposit that matures July 7, 2021 collateralized by a letter of credit held in custody by the Federal Home Loan Bank)
- Origin Bank CD (Certificates of Deposit that matures February 4, 2022 collateralized by a letter of credit held in custody by the Federal Home Loan Bank)

This information reports that the beginning market value for all cash and investments was \$21,402,717 and the ending market value on June 30, 2021 was \$19,952,908. The average yield for the quarter ending March 31, 2021 in pooled, demand deposit, negotiable order of withdrawal, and money market accounts (0.17%) is greater than the six-month term treasuries. The beginning pool, demand deposit, negotiable order of withdrawal, and money market accounts invested balance at March 31, 2021 was \$16,402,717 and the ending balance at June 30, 2021 was \$14,950.423 or 75% of the City's total portfolio. The weighted average maturity of the City's portfolio at June 30, 2021 is 13 days.

The average total portfolio yield for the quarter ending June 30, 2021 was 0.18%.

The book value and market value for the City's total portfolio for the beginning and end of the reporting period is as follows:

	<u>Book Value</u>	<u>Market Value</u>
March 31, 2021	\$22,887,921	\$22,887,921
June 30, 2021	\$21,402,717	\$21,402,717

I hereby certify that the attached report is in compliance with the Public Funds Investment Act and that all investments held and transactions made during the reporting period were duly authorized and properly recorded and valued.



Heather Miller  
Investment Officer



Ken Heerman  
Assistant City Manager

<sup>1</sup>Note:

Par is the stated legal dollar value or principal value at maturity.

Book value is what we paid for the instrument adjusted by any accretion or amortization costs.

Market value is what we could reasonably sell the instrument for in the current market.

## **RECOMMENDATION:**

Council to receive the Investment Report for the period ending June 30, 2021.



## QUARTERLY INVESTMENT REPORT

**For the Quarter Ended**

**June 30, 2021**

**Prepared by**

**Valley View Consulting, L.L.C.**

The investment portfolio of the City of Highland Village is in compliance with the Public Funds Investment Act and the City of Highland Village Investment Policy and Strategies.

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Ken Heerman, Assistant City Manager

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Heather Miller, Assistant Finance Director

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Staff Accountant

**Disclaimer:** These reports were compiled using information provided by the City of Highland Village. No procedures were performed to test the accuracy or completeness of this information. The market values included in these reports were obtained by Valley View Consulting, L.L.C. from sources believed to be accurate and represent proprietary valuation. Due to market fluctuations these levels are not necessarily reflective of current liquidation values. Yield calculations are not determined using standard performance formulas, are not representative of total return yields and do not account for investment advisor fees.

## Summary

### Quarter End Results by Investment Category:

Asset Type	March 31, 2021			June 30, 2021		
	Ave. Yield	Book Value	Market Value	Ave. Yield	Book Value	Market Value
MMA/NOW/Pools	0.16%	\$ 16,402,717	\$ 16,402,717	0.17%	\$ 14,950,423	\$ 14,950,423
Securities/CDs	0.20%	5,000,000	5,000,000	0.20%	5,002,485	5,002,485
<b>Totals</b>	<b>0.17%</b>	<b>\$ 21,402,717</b>	<b>\$ 21,402,717</b>	<b>0.18%</b>	<b>\$ 19,952,908</b>	<b>\$ 19,952,908</b>

#### Current Quarter Average Yield (1)

Total Portfolio	0.18%
Rolling Three Month Treasury	0.02%
Rolling Six Month Treasury	0.06%
TexPool	0.01%

#### Fiscal Year-to-Date Average Yield (2)

Total Portfolio	0.26%
Rolling Three Month Treasury	0.06%
Rolling Six Month Treasury	0.09%
TexPool	0.04%

#### Interest Earnings (Approximate)

Quarterly Interest	\$ 7,955
Fiscal Year-to-Date Interest	\$ 58,078

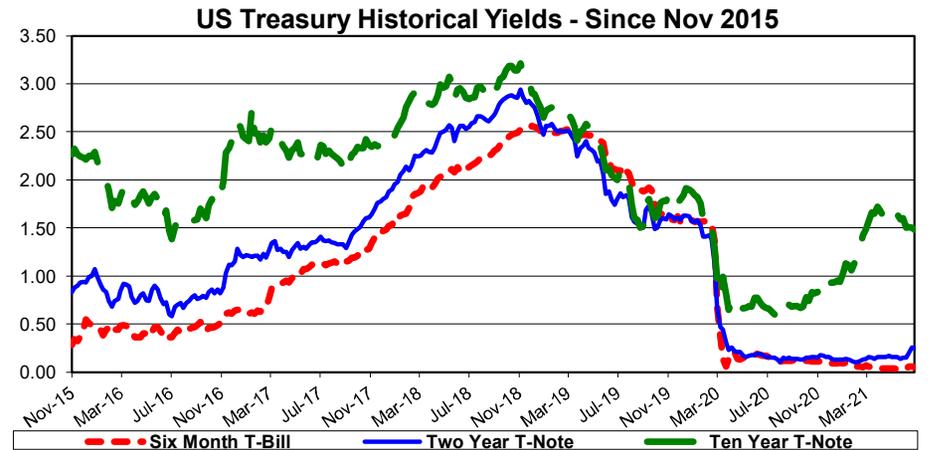
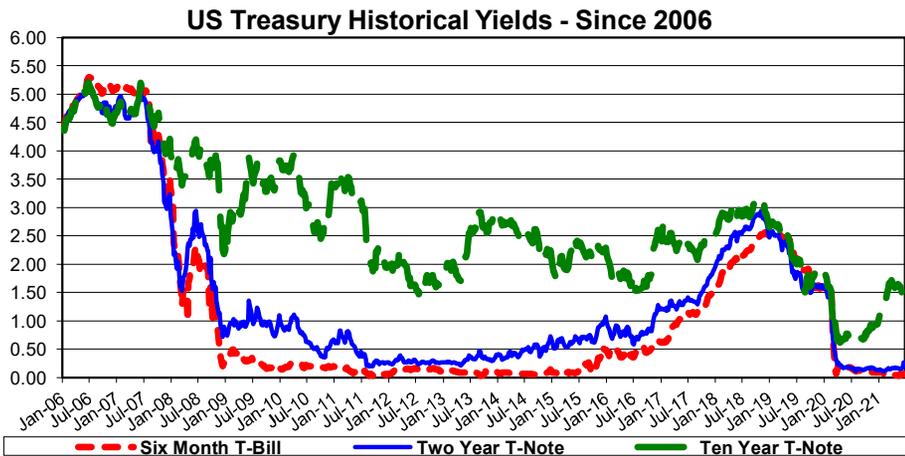
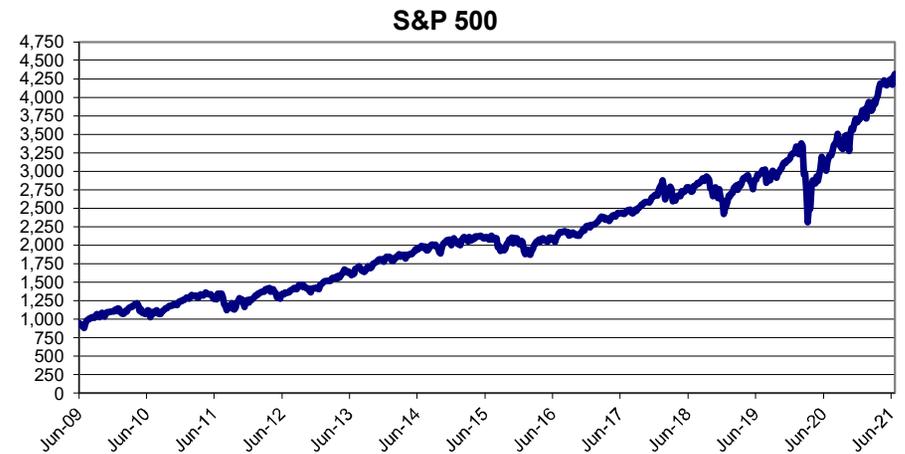
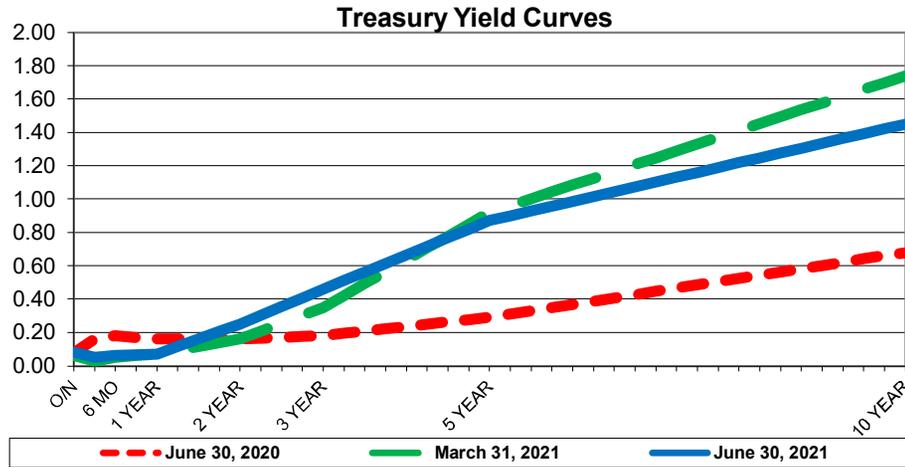
(1) **Current Quarter Average Yield** - based on adjusted book value, realized and unrealized gains/losses and investment advisory fees are not considered. The yield for the reporting month is used for bank, pool, and money market balances.

(2) **Fiscal Year-to-Date Average Yield** - calculated using quarter end report yields and adjusted book values and does not reflect a total return analysis or account for advisory fees.

## Economic Overview

6/30/2021

The Federal Open Market Committee (FOMC) maintained the Fed Funds target range at 0.00% to 0.25% (Effective Fed Funds are trading <0.10%), and projects that reduced rates could remain into 2023. First Quarter GDP posted +6.4% (Final). In June, Payrolls added 850k and Unemployment (U2) rose slightly to 5.9%. Crude oil traded up to +/- \$75 per barrel. The Stock Markets reached new highs. Housing, Industrial Production, Durable Goods, Consumer Spending, and other indicators moderated and showed signs of strain. The Biden administration and Congress continue to negotiate an infrastructure package. Inflation surged over the FOMC 2+% target, but is considered to be temporary. The Yield Curve "humped" slightly in the two-to-three year maturity sector while the long end fell.



## Investment Holdings

June 30, 2021

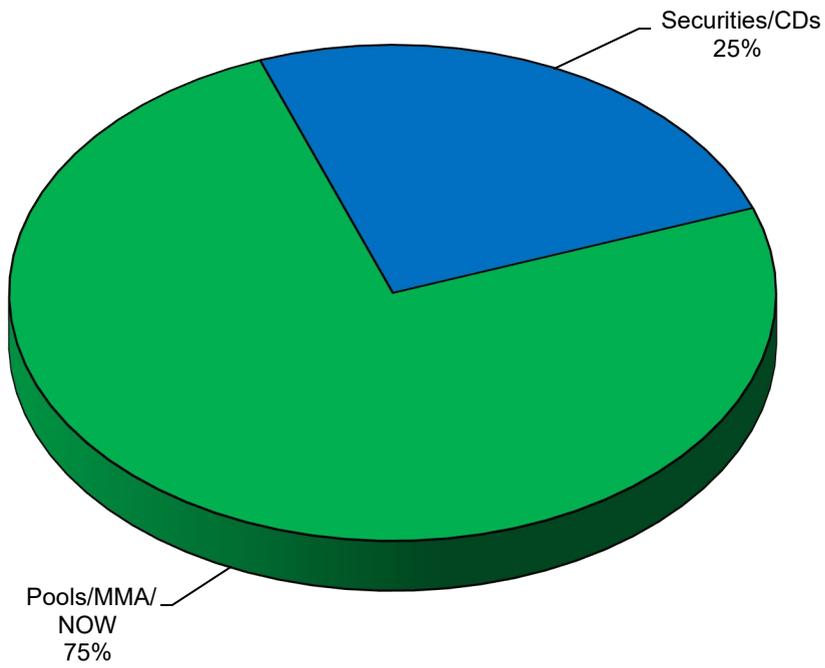
Description	Rating	Coupon/ Discount	Maturity Date	Settlement Date	Original Face/ Par Value	Book Value	Market Price	Market Value	Life (days)	Yield
Independent DDA		0.35%	07/01/21	06/30/21	\$ 40,130	\$ 40,130	1.00	\$ 40,130	1	0.35%
Independent NOW		0.38%	07/01/21	06/30/21	6,687	6,687	1.00	6,687	1	0.38%
Wells Fargo DDA (3)		0.41%	07/01/21	06/30/21	874,115	874,115	1.00	874,115	1	0.41%
Southside MMA		0.11%	07/01/21	06/30/21	5,486,473	5,486,473	1.00	5,486,473	1	0.11%
InterBank MMA		0.35%	07/01/21	06/30/21	211,980	211,980	1.00	211,980	1	0.35%
InterBank ICS		0.35%	07/01/21	06/30/21	4,087,494	4,087,494	1.00	4,087,494	1	0.35%
TexPool	AAAm	0.01%	07/01/21	06/30/21	2,702,745	2,702,745	1.00	2,702,745	1	0.01%
TexSTAR	AAAm	0.01%	07/01/21	06/30/21	1,540,799	1,540,799	1.00	1,540,799	1	0.01%
Origin Bank CD		0.20%	07/07/21	01/07/21	4,001,973	4,001,973	100.00	4,001,973	7	0.20%
Origin Bank CD		0.21%	02/04/22	02/04/21	1,000,512	1,000,512	100.00	1,000,512	219	0.21%
					<b>\$ 19,952,908</b>	<b>\$ 19,952,908</b>		<b>\$ 19,952,908</b>	<b>13</b>	<b>0.18%</b>
									(1)	(2)

(1) **Weighted average life** - For purposes of calculating weighted average life, pool and bank account investments are assumed to have a one day maturity.

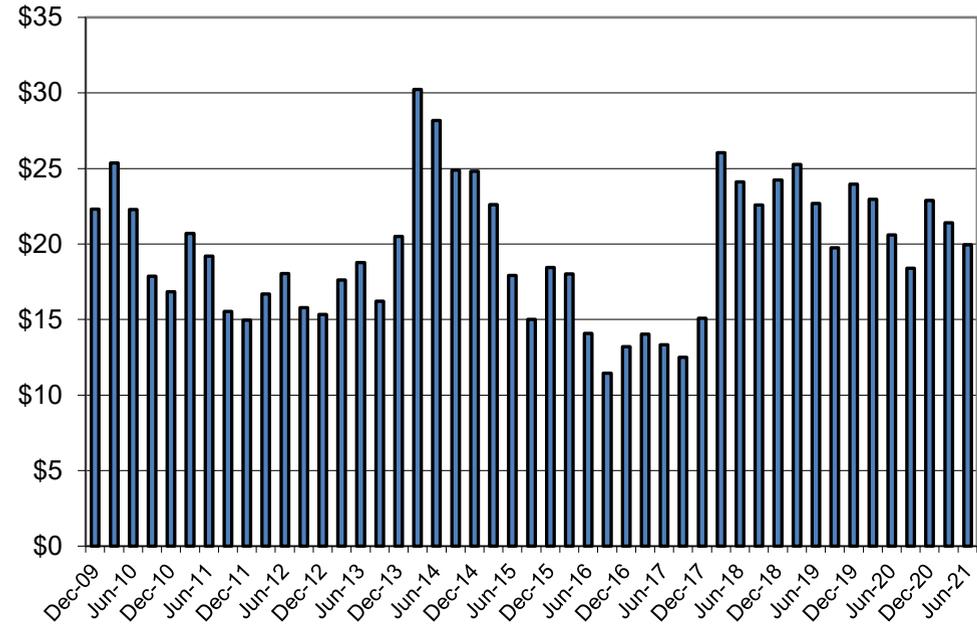
(2) **Weighted average yield to maturity** - The weighted average yield to maturity is based on adjusted book value, realized and unrealized gains/losses and investment advisory fees are not considered.

(3) **Wells Fargo Earnings Credit Rate** - 0.50% floor. Effective ECR reported.

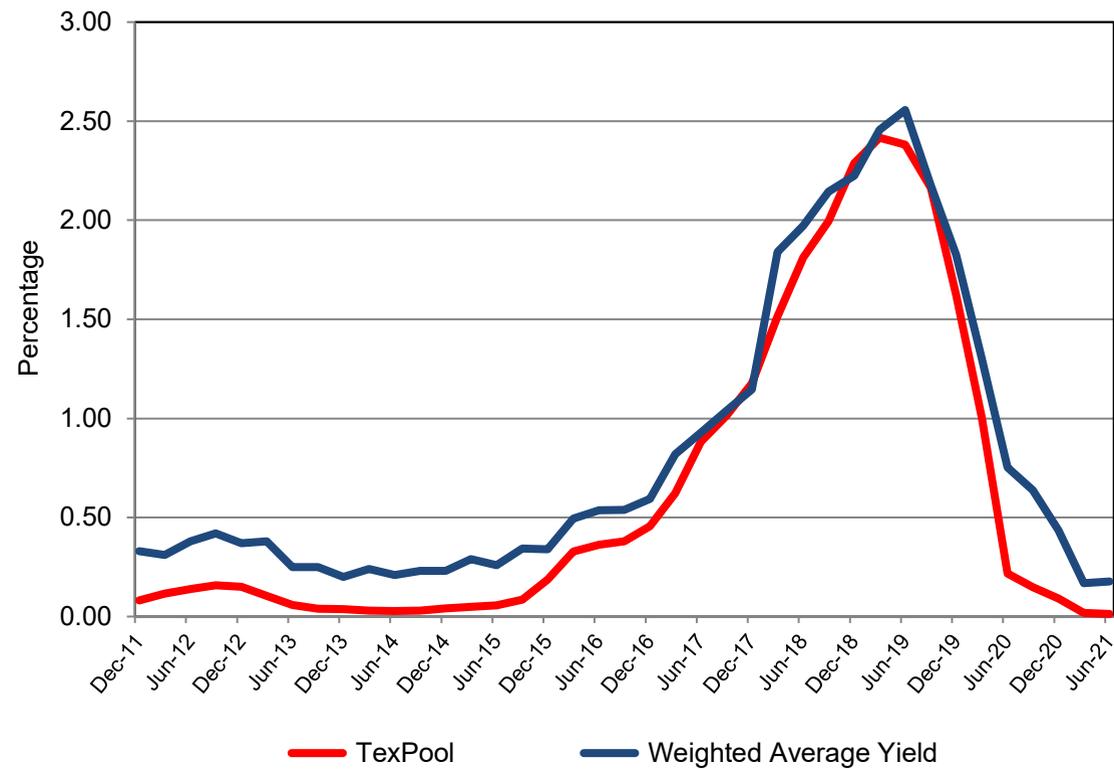
**Portfolio Composition**



**Total Portfolio (Millions)**



**Total Portfolio Performance**



## Book & Market Value Comparison

Issuer/Description	Yield	Maturity Date	Book Value 03/31/21	Increases	Decreases	Book Value 06/30/21	Market Value 03/31/21	Change in Market Value	Market Value 06/30/21
Independent DDA	0.35%	07/01/21	\$ 32,670	\$ 7,460	\$ -	\$ 40,130	\$ 32,670	\$ 7,460	\$ 40,130
Independent NOW	0.38%	07/01/21	6,680	7	-	6,687	6,680	7	6,687
Wells Fargo DDA	0.41%	07/01/21	589,309	284,805	-	874,115	589,309	284,805	874,115
Southside MMA	0.11%	07/01/21	5,484,932	1,541	-	5,486,473	5,484,932	1,541	5,486,473
InterBank MMA	0.35%	07/01/21	211,971	9	-	211,980	211,971	9	211,980
InterBank ICS	0.35%	07/01/21	4,083,754	3,740	-	4,087,494	4,083,754	3,740	4,087,494
TexPool	0.01%	07/01/21	2,702,663	82	-	2,702,745	2,702,663	82	2,702,745
TexSTAR	0.01%	07/01/21	3,290,738	-	(1,749,939)	1,540,799	3,290,738	(1,749,939)	1,540,799
Origin Bank CD	0.20%	07/07/21	4,000,000	1,973	-	4,001,973	4,000,000	1,973	4,001,973
Origin Bank CD	0.21%	02/04/22	1,000,000	512	-	1,000,512	1,000,000	512	1,000,512
<b>TOTAL/AVERAGE</b>	<b>0.18%</b>		<b>\$ 21,402,717</b>	<b>\$ 300,129</b>	<b>\$ (1,749,939)</b>	<b>\$ 19,952,908</b>	<b>\$ 21,402,717</b>	<b>\$ (1,449,809)</b>	<b>\$ 19,952,908</b>

**Allocation by Fund  
June 30, 2021  
Book and Market Value**

<b>Utility Funds</b>	<b>TexPool</b>	<b>TexSTAR</b>	<b>Independent DDA</b>	<b>Independent NOW</b>	<b>Wells Fargo DDA</b>	<b>Southside MMA</b>	<b>InterBank MMA</b>
Interest & Sinking	\$ 412,387	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Replacement Reserve	473,836	-	-	-	-	-	-
Operations	359,878	-	-	-	-	280,252	-
Impact Fees	130,598	-	-	-	-	895,083	-
2018 CO Utility Capital Projects	-	421,237	-	-	-	-	100,029
<b>Sub Total</b>	<b>\$ 1,376,700</b>	<b>\$ 421,237</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,175,335</b>	<b>\$ 100,029</b>
<b>General Funds</b>							
Operations	\$ 707,544	\$ 381,329	\$ -	\$ 321	\$ -	\$ 4,311,138	\$ 12,923
Pooled Cash	-	-	40,130	-	874,115	-	-
Interest & Sinking	276,687	65,931	-	-	-	-	-
CARES Act	-	-	-	-	-	-	-
Drainage Utility	261,672	-	-	-	-	-	-
<b>Sub Total</b>	<b>\$ 1,245,904</b>	<b>\$ 447,260</b>	<b>\$ 40,130</b>	<b>\$ 321</b>	<b>\$ 874,115</b>	<b>\$ 4,311,138</b>	<b>\$ 12,923</b>
<b>General Capital Project Funds</b>							
Park Development	\$ 80,118	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
2018 GO Capital Projects	-	666,226	-	-	-	-	99,028
<b>Sub Total</b>	<b>\$ 80,118</b>	<b>\$ 666,226</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 99,028</b>
<b>Corp Leased Park Funds</b>							
Corp LeasedTXDot Mitigation	\$ -	\$ 3	\$ -	\$ 6,366	\$ -	\$ -	\$ -
<b>Sub Total</b>	<b>\$ -</b>	<b>\$ 3</b>	<b>\$ -</b>	<b>\$ 6,366</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>HV Community Development Funds</b>							
Operations	\$ 24	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
HV CDC TXDot Mitigation	-	6,073	-	-	-	-	-
<b>Sub Total</b>	<b>\$ 24</b>	<b>\$ 6,073</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Totals</b>	<b>\$ 2,702,745</b>	<b>\$ 1,540,799</b>	<b>\$ 40,130</b>	<b>\$ 6,687</b>	<b>\$ 874,115</b>	<b>\$ 5,486,473</b>	<b>\$ 211,980</b>

**Allocation by Fund**  
**June 30, 2021**  
**Book and Market Value**

(Continued)

Utility Funds	InterBank ICS	Certificate of Deposit		Total	Interest This Quarter
		07/07/2021	02/04/2022		
Interest & Sinking	\$ -	\$ -	\$ -	\$ 412,387	\$ 10
Replacement Reserve	-	-	-	473,836	14
Operations	-	-	-	640,130	90
Impact Fees	-	-	-	1,025,681	255
2018 CO Utility Capital Projects	2,262,288	-	-	2,783,553	2,073
<b>Sub Total</b>	<b>\$ 2,262,288</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 5,335,588</b>	<b>\$ 2,441</b>
<b>General Funds</b>					
Operations	\$ -	\$ 4,001,973	\$ 1,000,512	\$ 10,415,740	\$ 3,744
Pooled Cash	-	-	-	914,245	30
Interest & Sinking	-	-	-	342,618	10
CARES Act	-	-	-	-	16
Drainage Utility	-	-	-	261,672	8
<b>Sub Total</b>	<b>\$ -</b>	<b>\$ 4,001,973</b>	<b>\$ 1,000,512</b>	<b>\$ 11,934,276</b>	<b>\$ 3,807</b>
<b>General Capital Project Funds</b>					
Park Development	\$ -	\$ -	\$ -	\$ 80,118	\$ 2
2018 GO Capital Projects	1,825,206	-	-	2,590,460	1,698
<b>Sub Total</b>	<b>\$ 1,825,206</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 2,670,578</b>	<b>\$ 1,700</b>
<b>Corp Leased Park Funds</b>					
Corp LeasedTXDot Mitigation	\$ -	\$ -	\$ -	\$ 6,369	\$ 6
<b>Sub Total</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 6,369</b>	<b>\$ 6</b>
<b>HV Community Development Funds</b>					
Operations	\$ -	\$ -	\$ -	\$ 24	\$ -
HV CDC TXDot Mitigation	-	-	-	6,073	-
<b>Sub Total</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 6,097</b>	<b>\$ -</b>
<b>Totals</b>	<b>\$ 4,087,494</b>	<b>\$ 4,001,973</b>	<b>\$ 1,000,512</b>	<b>\$ 19,952,908</b>	<b>\$ 7,955</b>

**Allocation by Fund  
March 31, 2021  
Book and Market Value**

<b>Utility Funds</b>	<b>TexPool</b>	<b>TexSTAR</b>	<b>Independent DDA</b>	<b>Independent NOW</b>	<b>Wells Fargo DDA</b>	<b>Southside MMA</b>	<b>InterBank MMA</b>	<b>InterBank ICS</b>
Interest & Sinking	\$ 206,332	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Replacement Reserve	473,822	-	-	-	-	-	-	-
Operations	359,867	-	-	-	-	280,173	-	-
Impact Fees	107,291	-	-	-	-	894,832	-	-
2018 CO Utility Capital Projects	-	508,174	-	-	-	-	100,030	2,260,227
<b>Sub Total</b>	<b>\$ 1,147,311</b>	<b>\$ 508,174</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,175,005</b>	<b>\$ 100,030</b>	<b>\$ 2,260,227</b>
<b>General Funds</b>								
Operations	\$ 993,760	\$ 865,278	\$ -	\$ 321	\$ -	\$ 4,309,927	\$ 12,912	\$ -
Pooled Cash	-	-	32,670	-	589,309	-	-	-
Interest & Sinking	236,502	65,929	-	-	-	-	-	-
CARES Act	-	909,988	-	-	-	-	-	-
Drainage Utility	244,951	-	-	-	-	-	-	-
<b>Sub Total</b>	<b>\$ 1,475,213</b>	<b>\$ 1,841,195</b>	<b>\$ 32,670</b>	<b>\$ 321</b>	<b>\$ 589,309</b>	<b>\$ 4,309,927</b>	<b>\$ 12,912</b>	<b>\$ -</b>
<b>General Capital Project Funds</b>								
Park Development	\$ 80,115	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
2018 GO Capital Projects	-	935,292	-	-	-	-	99,029	1,823,527
<b>Sub Total</b>	<b>\$ 80,115</b>	<b>\$ 935,292</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 99,029</b>	<b>\$ 1,823,527</b>
<b>Corp Leased Park Funds</b>								
Corp LeasedTXDot Mitigation	\$ -	\$ 3	\$ -	\$ 6,359	\$ -	\$ -	\$ -	\$ -
<b>Sub Total</b>	<b>\$ -</b>	<b>\$ 3</b>	<b>\$ -</b>	<b>\$ 6,359</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>HV Community Development Funds</b>								
Operations	\$ 24	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
HVDCD TXDot Mitigation	-	6,073	-	-	-	-	-	-
<b>Sub Total</b>	<b>\$ 24</b>	<b>\$ 6,073</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Totals</b>	<b>\$ 2,702,663</b>	<b>\$ 3,290,738</b>	<b>\$ 32,670</b>	<b>\$ 6,680</b>	<b>\$ 589,309</b>	<b>\$ 5,484,932</b>	<b>\$ 211,971</b>	<b>\$ 4,083,754</b>

**Allocation by Fund**  
**March 31, 2021**  
**Book and Market Value**

(Continued)

<b>Utility Funds</b>	<b>Certificate of Deposit</b>		<b>Total</b>	<b>Interest</b>
	<b>07/07/2021</b>	<b>02/04/2022</b>		<b>This Quarter</b>
Interest & Sinking	\$ -	\$ -	\$ 206,332	\$ 78
Replacement Reserve	-	-	473,822	55
Operations	-	-	640,040	217
Impact Fees	-	-	1,002,122	3,623
2018 CO Utility Capital Projects	-	-	2,868,431	2,085
<b>Sub Total</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 5,190,747</b>	<b>\$ 6,057</b>
<b>General Funds</b>				
Operations	\$ 4,000,000	\$ 1,000,000	\$ 11,182,198	\$ 14,352
Pooled Cash	-	-	621,980	28
Interest & Sinking	-	-	302,431	134
CARES Act	-	-	909,988	85
Drainage Utility	-	-	244,951	26
<b>Sub Total</b>	<b>\$ 4,000,000</b>	<b>\$ 1,000,000</b>	<b>\$ 13,261,547</b>	<b>\$ 14,626</b>
<b>General Capital Project Funds</b>				
Park Development	\$ -	\$ -	\$ 80,115	\$ 9
2018 GO Capital Projects	-	-	2,857,848	1,739
<b>Sub Total</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 2,937,963</b>	<b>\$ 1,748</b>
<b>Corp Leased Park Funds</b>				
Corp LeasedTXDot Mitigation	\$ -	\$ -	\$ 6,363	\$ 6
<b>Sub Total</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 6,363</b>	<b>\$ 6</b>
<b>HV Community Development Funds</b>				
Operations	\$ -	\$ -	\$ 24	\$ 17
HVDCD TXDot Mitigation	-	-	6,073	1
<b>Sub Total</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 6,097</b>	<b>\$ 18</b>
<b>Totals</b>	<b>\$ 4,000,000</b>	<b>\$ 1,000,000</b>	<b>\$ 21,402,717</b>	<b>\$ 22,456</b>

**CITY OF HIGHLAND VILLAGE**  
**COUNCIL BRIEFING**

**AGENDA# 14**

**MEETING DATE: 08/10/2021**

**SUBJECT: Receive Budget Reports for Period Ending June 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 June represents the ninth 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 June 30, 2021.

# General Fund Summary

## FY 2020/2021 Budget

**YEAR TO DATE JUNE**

<i>Percent of Budget Year Transpired</i>	<b>75.0%</b>
--	--------------

Revenues	Original Budget	Revised Budget <small>(Includes Budget Amendments)</small>	Year to Date	Variance	% Received
Property Tax	\$ 11,527,507	\$ 11,527,507	\$ 11,431,660	\$ (95,847)	99%
Sales Tax	2,828,047	2,828,047	1,811,197	(1,016,850)	64%
Franchise Fees	1,581,265	1,581,265	749,144	(832,121)	47%
Licensing & Permits	336,833	336,833	229,651	(107,182)	68%
Park/Recreation Fees	227,745	227,745	83,409	(144,336)	37%
Public Safety Fees	34,100	34,100	18,161	(15,939)	53%
Rents	142,450	142,450	137,802	(4,648)	97%
Municipal Court	111,180	111,180	54,878	(56,302)	49%
Public Safety Charges for Svc	557,555	557,555	385,619	(171,936)	69%
Interest Income	150,000	150,000	25,066	(124,934)	17%
Miscellaneous	140,550	140,550	55,581	(84,969)	40%
<b>Total Revenues</b>	<b>\$ 17,637,232</b>	<b>\$ 17,637,232</b>	<b>\$ 14,982,167</b>	<b>\$ (2,655,065)</b>	<b>85%</b>

Other Sources					
Transfers In	\$ 534,000	\$ 534,000	\$ -	\$ (534,000)	0%
<b>Total Available Resources</b>	<b>\$ 18,171,232</b>	<b>\$ 18,171,232</b>	<b>\$ 14,982,167</b>	<b>\$ (3,189,065)</b>	

Expenditures	Original Budget	Revised Budget	Year to Date	Variance	% Used
City Manager Office	\$ 603,533	\$ 603,533	\$ 375,643	\$ 227,890	62%
Finance (includes Mun. Court)	1,345,313	1,345,313	994,135	351,178	74%
Human Resources	565,742	565,742	300,936	264,806	53%
City Secretary Office	398,216	398,216	208,260	189,956	52%
Information Services	1,084,104	1,084,104	792,782	291,322	73%
Marketing and Communications	403,772	403,772	266,785	136,987	66%
Police	5,329,007	5,329,007	3,564,415	1,764,592	67%
Fire	3,126,013	3,126,013	2,235,553	890,460	72%
Community Services	422,845	422,845	340,294	82,550	80%
Streets/Drainage	1,651,199	1,651,199	1,133,518	517,681	69%
Maintenance	1,087,030	1,087,030	1,159,969	(72,938)	107%
Parks	2,166,750	2,166,750	1,492,674	674,076	69%
Recreation	564,343	564,343	253,888	310,455	45%
<b>Total Expenditures</b>	<b>\$ 18,747,868</b>	<b>\$ 18,747,868</b>	<b>\$ 13,118,851</b>	<b>\$ 5,629,017</b>	<b>70%</b>

Capital Summary	(Included in totals above - summary information only)				
Equipment Replacement	\$ 417,000	\$ 417,000	\$ 457,201	\$ (40,201)	110%

Other Uses					
Transfers Out	\$ 36,000	\$ 36,000	\$ -	36,000	0%
<b>Total Expenditures</b>	<b>\$ 18,783,868</b>	<b>\$ 18,783,868</b>	<b>\$ 13,118,851</b>	<b>\$ 5,665,017</b>	

Fund Balance	Original Budget	Revised Budget	Year to Date
<b>Beginning Fund Balance</b>	5,844,759	7,952,600	7,952,600
<b>+ Net Increase (Decrease)</b>	(612,636)	(612,636)	1,863,315
<b>Ending Fund Balance</b>	<b>\$ 5,232,123</b>	<b>\$ 7,339,964</b>	<b>\$ 9,815,915</b>

**Audited FY20**

Fund Balance Detail	Original Budget	Revised Budget	Year to Date
<b>Reserve Fund Balance (15% of Total Expenditures)</b>	\$ 2,812,180	\$ 2,812,180	\$ 1,967,828
<b>Restricted</b>	11,500	11,500	11,500
<b>Unassigned</b>	2,408,443	4,516,284	7,836,588
<b>Total Fund Balance</b>	<b>\$ 5,232,123</b>	<b>\$ 7,339,964</b>	<b>\$ 9,815,915</b>

# General Fund Expenditure Summary

## FY 2020/2021 Budget

**YEAR TO DATE JUNE**

Percent of Budget Year Transpired

75.0%

### - - - Summary - - -

	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 13,487,531	\$ 13,487,531	\$ 9,262,223	\$ 4,225,308	69%
Services / Supplies	4,843,337	4,843,337	3,399,427	1,443,910	70%
Capital	417,000	417,000	457,201	(40,201)	110%
	\$ 18,747,868	\$ 18,747,868	\$ 13,118,851	\$ 5,629,017	70%

### - - - Detail - - -

Category	Original Budget	Revised Budget	Year to Date	Variance	% Used
<b>Personnel</b>					
<i>Salaries / Wages</i>	\$ 9,627,087	\$ 9,627,087	\$ 6,590,343	\$ 3,036,743	68%
<i>Employee Benefits</i>	3,860,445	3,860,445	2,671,880	1,188,565	69%
<i>Total Personnel</i>	\$ 13,487,531	\$ 13,487,531	\$ 9,262,223	\$ 4,225,308	69%
<b>Services / Supplies</b>					
<i>Professional Services</i>	\$ 1,736,379	\$ 1,736,379	\$ 1,158,625	\$ 577,754	67%
<i>Employee Development</i>	358,750	358,750	138,581	220,169	39%
<i>Office Supplies / Equipment</i>	1,255,449	1,255,449	1,253,552	1,897	100%
<i>Utilities</i>	311,408	311,408	192,262	119,146	62%
<i>Other</i>	1,181,351	1,181,351	656,407	524,944	56%
<i>Total Services / Supplies</i>	\$ 4,843,337	\$ 4,843,337	\$ 3,399,427	\$ 1,443,910	70%
<b>Capital</b>					
<i>Equipment / Vehicles</i>	\$ 417,000	\$ 417,000	\$ 457,201	\$ (40,201)	110%
<i>Total Capital</i>	\$ 417,000	\$ 417,000	\$ 457,201	\$ (40,201)	110%
<b>Total General Fund Expenditure Summary</b>	\$ 18,747,868	\$ 18,747,868	\$ 13,118,851	\$ 5,629,017	70%

# General Fund Revenue

## FY 2020/2021 Budget

**YEAR TO DATE JUNE**

<i>Percent of Budget Year Transpired</i>	<b>75.0%</b>
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Revenues	Original Budget	Revised Budget	Year to Date	Variance	% Received
Property Tax	\$ 11,527,507	\$ 11,527,507	\$ 11,431,660	\$ (95,847)	99%
Sales Tax	2,828,047	2,828,047	1,811,197	(1,016,850)	64%
Franchise Fees	1,581,265	1,581,265	749,144	(832,121)	47%
Licensing & Permits	336,833	336,833	229,651	(107,182)	68%
Park/Recreation Fees	227,745	227,745	83,409	(144,336)	37%
Public Safety Fees	34,100	34,100	18,161	(15,939)	53%
Rents	142,450	142,450	137,802	(4,648)	97%
Municipal Court	111,180	111,180	54,878	(56,302)	49%
Public Safety Charges for Svc	557,555	557,555	385,619	(171,936)	69%
Interest Income	150,000	150,000	25,066	(124,934)	17%
Miscellaneous	140,550	140,550	55,581	(84,969)	40%
<b>Total Revenues</b>	<b>\$ 17,637,232</b>	<b>\$ 17,637,232</b>	<b>\$ 14,982,167</b>	<b>\$ (2,655,065)</b>	<b>85%</b>

# City Manager Office FY 2020/2021 Budget

**YEAR TO DATE JUNE**

Percent of Budget Year Transpired

75.0%

## - - - Summary - - -

	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 386,792	\$ 386,792	\$ 260,748	\$ 126,044	67%
Services / Supplies	216,741	216,741	114,895	101,846	53%
Capital	-	-	-	-	0%
	\$ 603,533	\$ 603,533	\$ 375,643	\$ 227,890	62%

## - - - Detail - - -

Category	Original Budget	Revised Budget	Year to Date	Variance	% Used
<b>Personnel</b>					
<i>Salaries / Wages</i>	\$ 306,308	\$ 306,308	\$ 212,534	\$ 93,773	69%
<i>Employee Benefits</i>	80,484	80,484	48,214	32,270	60%
<i>Total Personnel</i>	\$ 386,792	\$ 386,792	\$ 260,748	\$ 126,044	67%
<b>Services / Supplies</b>					
<i>Professional Services</i> <i>(City-wide legal - \$130,260)</i>	\$ 140,260	\$ 140,260	\$ 61,471	\$ 78,789	44%
<i>Employee Development</i>	16,140	16,140	5,425	10,715	34%
<i>Supplies / Equipment</i>	10,053	10,053	582	9,471	6%
<i>Utilities</i>	-	-	-	-	0%
<i>Other (Contingency + Data Processing)</i>	50,288	50,288	47,416	2,872	94%
<i>Total Services / Supplies</i>	\$ 216,741	\$ 216,741	\$ 114,895	\$ 101,846	53%
<b>Capital</b>					
<i>Equipment / Vehicles</i>	-	-	-	-	0%
<i>Total Capital</i>	\$ -	\$ -	\$ -	\$ -	0%
<b>Total City Manager</b>	\$ 603,533	\$ 603,533	\$ 375,643	\$ 227,890	62%

# Finance Department FY 2020/2021 Budget

**YEAR TO DATE JUNE**

<i>Percent of Budget Year Transpired</i>	<b>75.0%</b>
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- - - Summary - - -					
	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 873,264	\$ 873,264	\$ 610,641	\$ 262,622	70%
Services / Supplies	472,050	472,050	383,494	88,556	81%
Capital	-	-	-	-	0%
	\$ 1,345,313	\$ 1,345,313	\$ 994,135	\$ 351,178	74%

- - - Detail - - -					
Category	Original Budget	Revised Budget	Year to Date	Variance	% Used
<b>Personnel</b>					
<i>Salaries / Wages</i>	\$ 628,280	\$ 628,280	\$ 440,956	\$ 187,324	70%
<i>Employee Benefits</i>	244,983	244,983	169,685	75,298	69%
<b>Total Personnel</b>	\$ 873,264	\$ 873,264	\$ 610,641	\$ 262,622	70%

Services / Supplies					
<i>Professional Services</i> <i>(City-wide liability insurance - \$168,832 / DCAD - \$85,400)</i>	\$ 447,610	\$ 447,610	\$ 369,743	\$ 77,867	83%
<i>Employee Development</i>	13,371	13,371	9,515	3,856	71%
<i>Supplies / Equipment</i>	8,069	8,069	4,236	3,833	52%
<i>Utilities</i>	-	-	-	-	0%
<i>Other [Data Processing \$3,000]</i>	3,000	3,000	-	3,000	0%
<b>Total Services / Supplies</b>	\$ 472,050	\$ 472,050	\$ 383,494	\$ 88,556	81%

Capital					
<i>Equipment / Vehicles</i>	-	-	-	-	0%
<b>Total Capital</b>	\$ -	\$ -	\$ -	\$ -	0%
<b>Total Finance Department</b>	\$ 1,345,313	\$ 1,345,313	\$ 994,135	\$ 351,178	74%

# Human Resources FY 2020/2021 Budget

**YEAR TO DATE JUNE**

<i>Percent of Budget Year Transpired</i>	<b>75.0%</b>
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- - - Summary - - -					
	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 446,765	\$ 446,765	\$ 257,771	\$ 188,994	58%
Services / Supplies	118,977	118,977	43,165	75,812	36%
Capital	-	-	-	-	0%
	\$ 565,742	\$ 565,742	\$ 300,936	\$ 264,806	53%

- - - Detail - - -					
Category	Original Budget	Revised Budget	Year to Date	Variance	% Used
<b>Personnel</b>					
<i>Salaries / Wages</i>	\$ 324,861	\$ 324,861	\$ 177,365	\$ 147,496	55%
<i>Employee Benefits</i>	121,904	121,904	80,406	41,498	66%
<i>Total Personnel</i>	\$ 446,765	\$ 446,765	\$ 257,771	\$ 188,994	58%

<b>Services / Supplies</b>					
	Original Budget	Revised Budget	Year to Date	Variance	% Used
<i>Professional Services</i>	\$ 47,670	\$ 47,670	\$ 20,073	\$ 27,597	42%
<i>Employee Development</i>	64,257	64,257	21,019	43,238	33%
<i>Supplies / Equipment</i>	975	975	521	454	53%
<i>Utilities</i>	-	-	-	-	0%
<i>Other (Safety Programs)</i>	6,075	6,075	1,552	4,523	26%
<i>Total Services / Supplies</i>	\$ 118,977	\$ 118,977	\$ 43,165	\$ 75,812	36%

<b>Capital</b>					
	Original Budget	Revised Budget	Year to Date	Variance	% Used
<i>Equipment / Vehicles</i>	-	-	-	-	0%
<i>Total Capital</i>	\$ -	\$ -	\$ -	\$ -	0%

<b>Total Human Resources</b>	\$ 565,742	\$ 565,742	\$ 300,936	\$ 264,806	53%
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# City Secretary Office FY 2020/2021 Budget

**YEAR TO DATE JUNE**

<i>Percent of Budget Year Transpired</i>	<b>75.0%</b>
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- - - Summary - - -					
	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 229,499	\$ 229,499	\$ 130,600	\$ 98,899	57%
Services / Supplies	168,717	168,717	77,660	91,057	46%
Capital	-	-	-	-	-
	\$ 398,216	\$ 398,216	\$ 208,260	\$ 189,956	52%

- - - Detail - - -					
Category	Original Budget	Revised Budget	Year to Date	Variance	% Used

Personnel					
<i>Salaries / Wages</i>	\$ 163,794	\$ 163,794	\$ 95,770	\$ 68,025	58%
<i>Employee Benefits</i>	65,705	65,705	34,830	30,875	53%
<b>Total Personnel</b>	\$ 229,499	\$ 229,499	\$ 130,600	\$ 98,899	57%

Services / Supplies					
<i>Professional Services</i>	\$ 51,300	\$ 51,300	\$ 11,698	\$ 39,602	23%
<i>Employee Development</i> <small>(City Council related \$38,392)</small>	54,217	54,217	21,263	32,954	39%
<i>Supplies / Equipment</i>	17,100	17,100	10,099	7,001	59%
<i>Utilities</i>	-	-	-	-	0%
<i>Other (Outside Services)</i>	46,100	46,100	34,600	11,500	75%
<b>Total Services / Supplies</b>	\$ 168,717	\$ 168,717	\$ 77,660	\$ 91,057	46%

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

<b>Total City Secretary Office</b>	\$ 398,216	\$ 398,216	\$ 208,260	\$ 189,956	52%
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# Information Services FY 2020/2021 Budget

**YEAR TO DATE JUNE**

<i>Percent of Budget Year Transpired</i>	<b>75.0%</b>
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- - - Summary - - -					
	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 712,321	\$ 712,321	\$ 521,818	\$ 190,503	73%
Services / Supplies	371,783	371,783	193,584	178,199	52%
Capital	-	-	77,380	(77,380)	0%
	\$ 1,084,104	\$ 1,084,104	\$ 792,782	\$ 291,322	73%

- - - Detail - - -					
Category	Original Budget	Revised Budget	Year to Date	Variance	% Used

Personnel					
<b>Salaries / Wages</b>	\$ 543,765	\$ 543,765	\$ 382,607	\$ 161,158	70%
<b>Employee Benefits</b>	168,556	168,556	139,211	29,345	83%
<b>Total Personnel</b>	\$ 712,321	\$ 712,321	\$ 521,818	\$ 190,503	73%

Services / Supplies					
<b>Professional Services</b> <i>(Maintenance Contracts \$167,110)</i>	\$ 208,610	\$ 208,610	\$ 120,470	\$ 88,140	58%
<b>Employee Development</b>	31,705	31,705	2,119	29,586	7%
<b>Supplies / Equipment</b>	4,160	4,160	2,496	1,664	60%
<b>Utilities</b>	20,308	20,308	9,351	10,957	46%
<b>Other (Data Processing)</b>	107,000	107,000	59,148	47,852	55%
<b>Total Services / Supplies</b>	\$ 371,783	\$ 371,783	\$ 193,584	\$ 178,199	52%

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

<b>Total City Secretary Office</b>	\$ 1,084,104	\$ 1,084,104	\$ 792,782	\$ 291,322	73%
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# Marketing and Communications FY 2020/2021 Budget

**YEAR TO DATE JUNE**

<i>Percent of Budget Year Transpired</i>	<b>75.0%</b>
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- - - Summary - - -					
	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 289,268	\$ 289,268	\$ 198,245	\$ 91,023	69%
Services / Supplies	114,504	114,504	68,540	45,964	60%
Capital	-	-	-	-	0%
	<u>\$ 403,772</u>	<u>\$ 403,772</u>	<u>\$ 266,785</u>	<u>\$ 136,987</u>	66%

- - - Detail - - -					
Category	Original Budget	Revised Budget	Year to Date	Variance	% Used
<b>Personnel</b>					
<i>Salaries / Wages</i>	\$ 217,333	\$ 217,333	\$ 145,273	\$ 72,060	67%
<i>Employee Benefits</i>	71,935	71,935	52,972	18,964	74%
<b>Total Personnel</b>	<u>\$ 289,268</u>	<u>\$ 289,268</u>	<u>\$ 198,245</u>	<u>\$ 91,023</u>	69%

<i>Professional Services</i>	\$ 84,924	\$ 84,924	\$ 60,639	\$ 24,285	71%
<i>Employee Development</i>	7,680	7,680	1,043	6,637	14%
<i>Supplies / Equipment</i>	-	-	9	(9)	0%
<i>Utilities</i>	-	-	-	-	0%
<i>Other (Special Events)</i>	21,900	21,900	6,849	15,051	31%
<b>Total Services / Supplies</b>	<u>\$ 114,504</u>	<u>\$ 114,504</u>	<u>\$ 68,540</u>	<u>\$ 45,964</u>	60%

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

<b>Total City Secretary Office</b>	<u>\$ 403,772</u>	<u>\$ 403,772</u>	<u>\$ 266,785</u>	<u>\$ 136,987</u>	66%
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# Police Department FY 2020/2021 Budget

**YEAR TO DATE JUNE**

<i>Percent of Budget Year Transpired</i>	<b>75.0%</b>
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- - - Summary - - -					
	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 4,775,377	\$ 4,775,377	\$ 3,208,690	\$ 1,566,687	67%
Services / Supplies	398,630	398,630	275,802	122,828	69%
Capital	<u>155,000</u>	<u>155,000</u>	<u>79,923</u>	<u>75,077</u>	<u>52%</u>
	<b>\$ 5,329,007</b>	<b>\$ 5,329,007</b>	<b>\$ 3,564,415</b>	<b>\$ 1,764,592</b>	<b>67%</b>

- - - Detail - - -					
Category	Original Budget	Revised Budget	Year to Date	Variance	% Used

Personnel					
<i>Salaries / Wages</i>	\$ 3,494,485	\$ 3,494,485	\$ 2,354,108	\$ 1,140,376	67%
<i>Employee Benefits</i>	<u>1,280,892</u>	<u>1,280,892</u>	<u>854,582</u>	<u>426,310</u>	<u>67%</u>
<b>Total Personnel</b>	<b>\$ 4,775,377</b>	<b>\$ 4,775,377</b>	<b>\$ 3,208,690</b>	<b>\$ 1,566,687</b>	<b>67%</b>

Services / Supplies					
<i>Professional Services</i>	\$ 143,787	\$ 143,787	\$ 124,908	\$ 18,879	87%
<i>Employee Development</i>	45,339	45,339	18,611	26,728	41%
<i>Supplies / Equipment</i>	141,216	141,216	86,819	54,397	61%
<i>Utilities</i>	-	-	-	-	0%
<i>Other (Animal Care - \$52,028)</i>	<u>68,288</u>	<u>68,288</u>	<u>45,464</u>	<u>\$ 22,824</u>	<u>67%</u>
<b>Total Services / Supplies</b>	<b>\$ 398,630</b>	<b>\$ 398,630</b>	<b>\$ 275,802</b>	<b>\$ 122,828</b>	<b>69%</b>

Capital					
<i>Equipment / Vehicles</i>	155,000	155,000	79,923	75,077	52%
<b>Total Capital</b>	<b>\$ 155,000</b>	<b>\$ 155,000</b>	<b>\$ 79,923</b>	<b>\$ 75,077</b>	<b>52%</b>

<b>Total Police Department</b>	<b>\$ 5,329,007</b>	<b>\$ 5,329,007</b>	<b>\$ 3,564,415</b>	<b>\$ 1,764,592</b>	<b>67%</b>
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# Fire Department FY 2020/2021 Budget

**YEAR TO DATE JUNE**

<i>Percent of Budget Year Transpired</i>	<b>75.0%</b>
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- - - Summary - - -					
	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 2,689,052	\$ 2,689,052	\$ 1,916,927	\$ 772,126	71%
Services / Supplies	419,961	419,961	318,626	101,335	76%
Capital	<u>17,000</u>	<u>17,000</u>	<u>-</u>	<u>17,000</u>	<u>0%</u>
	<b>\$ 3,126,013</b>	<b>\$ 3,126,013</b>	<b>\$ 2,235,553</b>	<b>\$ 890,460</b>	<b>72%</b>

- - - Detail - - -					
Category	Original Budget	Revised Budget	Year to Date	Variance	% Used

Personnel					
<i>Salaries / Wages</i>	\$ 1,855,182	\$ 1,855,182	\$ 1,313,085	\$ 542,097	71%
<i>Employee Benefits</i>	<u>833,870</u>	<u>833,870</u>	<u>603,842</u>	230,028	<u>72%</u>
<i>Total Personnel</i>	<b>\$ 2,689,052</b>	<b>\$ 2,689,052</b>	<b>\$ 1,916,927</b>	<b>\$ 772,126</b>	<b>71%</b>

Services / Supplies					
<i>Professional Services</i>	\$ 122,170	\$ 122,170	\$ 114,926	\$ 7,244	94%
<i>Employee Development</i> <i>(Training - \$52,950)</i>	68,317	68,317	42,853	25,464	63%
<i>Supplies / Equipment</i>	188,624	188,624	133,446	55,178	71%
<i>Utilities</i>	1,800	1,800	1,255	545	70%
<i>Other</i> <i>(Safety Programs)</i>	<u>39,050</u>	<u>39,050</u>	<u>26,146</u>	<u>12,904</u>	<u>67%</u>
<i>Total Services / Supplies</i>	<b>\$ 419,961</b>	<b>\$ 419,961</b>	<b>\$ 318,626</b>	<b>\$ 101,335</b>	<b>76%</b>

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

<b>Total Fire Department</b>	<b>\$ 3,126,013</b>	<b>\$ 3,126,013</b>	<b>\$ 2,235,553</b>	<b>\$ 890,460</b>	<b>72%</b>
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# Community Services FY 2020/2021 Budget

**YEAR TO DATE JUNE**

<i>Percent of Budget Year Transpired</i>	<b>75.0%</b>
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- - - Summary - - -					
	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 401,977	\$ 401,977	\$ 332,416	\$ 69,560	83%
Services / Supplies	20,868	20,868	7,878	12,990	38%
Capital	-	-	-	-	0%
	\$ 422,845	\$ 422,845	\$ 340,294	\$ 82,550	80%

- - - Detail - - -					
Category	Original Budget	Revised Budget	Year to Date	Variance	% Used

Personnel					
<i>Salaries / Wages</i>	\$ 277,555	\$ 277,555	\$ 228,617	\$ 48,938	82%
<i>Employee Benefits</i>	124,422	124,422	103,799	20,622	83%
<i>Total Personnel</i>	\$ 401,977	\$ 401,977	\$ 332,416	\$ 69,560	83%

Services / Supplies					
<i>Professional Services</i>	\$ 7,200	\$ 7,200	\$ 826	6,374	11%
<i>Employee Development</i>	6,230	6,230	2,755	3,475	44%
<i>Supplies / Equipment</i>	6,618	6,618	4,297	2,321	65%
<i>Utilities</i>	-	-	-	-	0%
<i>Other</i>	820	820	-	820	0%
<i>Total Services / Supplies</i>	\$ 20,868	\$ 20,868	\$ 7,878	\$ 12,990	38%

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

<i>Total Building Operations</i>	\$ 422,845	\$ 422,845	\$ 340,294	\$ 82,550	80%
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# Streets Division FY 2020/2021 Budget

**YEAR TO DATE JUNE**

<i>Percent of Budget Year Transpired</i>	<b>75.0%</b>
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- - - Summary - - -					
	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 802,489	\$ <b>802,489</b>	\$ <b>508,430</b>	\$ 294,059	63%
Services / Supplies	708,710	<b>708,710</b>	<b>412,254</b>	296,456	58%
Capital	<u>140,000</u>	<u><b>140,000</b></u>	<u><b>212,834</b></u>	<u>(72,834)</u>	<u>152%</u>
	<b>\$ 1,651,199</b>	<b>\$ 1,651,199</b>	<b>\$ 1,133,518</b>	\$ 517,681	69%

- - - Detail - - -					
Category	Original Budget	Revised Budget	Year to Date	Variance	% Used

Personnel					
<i>Salaries / Wages</i>	\$ 548,690	\$ <b>548,690</b>	\$ <b>358,472</b>	\$ 190,219	65%
<i>Employee Benefits</i>	<u>253,799</u>	<u><b>253,799</b></u>	<u><b>149,958</b></u>	<u>103,840</u>	<u>59%</u>
<b>Total Personnel</b>	<b>\$ 802,489</b>	<b>\$ 802,489</b>	<b>\$ 508,430</b>	\$ 294,059	63%

Services / Supplies					
<i>Professional Services</i>	\$ 74,466	\$ <b>74,466</b>	\$ <b>41,403</b>	\$ 33,063	56%
<i>Employee Development</i>	10,719	<b>10,719</b>	<b>2,202</b>	8,517	21%
<i>Supplies / Equipment</i>	46,975	<b>46,975</b>	<b>10,793</b>	36,182	23%
<i>Utilities (Streetlights)</i>	86,000	<b>86,000</b>	<b>61,556</b>	24,444	72%
<i>Other (Street Maintenance)</i>	<u>490,550</u>	<u><b>490,550</b></u>	<u><b>296,300</b></u>	<u>194,250</u>	<u>60%</u>
<b>Total Services / Supplies</b>	<b>\$ 708,710</b>	<b>\$ 708,710</b>	<b>\$ 412,254</b>	\$ 296,456	58%

Capital					
<i>Equipment / Vehicles</i>	140,000	<b>140,000</b>	<b>212,834</b>	(72,834)	152%
<b>Total Capital</b>	<b>\$ 140,000</b>	<b>\$ 140,000</b>	<b>\$ 212,834</b>	\$ (72,834)	152%

<b>Total Streets</b>	<b>\$ 1,651,199</b>	<b>\$ 1,651,199</b>	<b>\$ 1,133,518</b>	\$ 517,681	69%
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# Maintenance Division FY 2020/2021 Budget

**YEAR TO DATE JUNE**

<i>Percent of Budget Year Transpired</i>	<b>75.0%</b>
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- - - Summary - - -					
	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 365,535	\$ 365,535	\$ 261,887	\$ 103,648	72%
Services / Supplies	721,495	721,495	898,081	(176,586)	124%
Capital	-	-	-	-	0%
	\$ 1,087,030	\$ 1,087,030	\$ 1,159,969	\$ (72,938)	107%

- - - Detail - - -					
Category	Original Budget	Revised Budget	Year to Date	Variance	% Used
<b>Personnel</b>					
<i>Salaries / Wages</i>	\$ 256,876	\$ 256,876	\$ 183,550	\$ 73,326	71%
<i>Employee Benefits</i>	108,659	108,659	78,337	30,322	72%
<i>Total Personnel</i>	\$ 365,535	\$ 365,535	\$ 261,887	\$ 103,648	72%

<b>Services / Supplies</b>					
	Original Budget	Revised Budget	Year to Date	Variance	% Used
<i>Professional Services</i>	\$ 69,148	\$ 69,148	\$ 49,503	\$ 19,645	72%
<i>Employee Development</i>	4,480	4,480	1,042	3,438	23%
<i>Supplies / Equipment</i> <i>(Fuel - \$162,732, Parts / Repairs - \$91,610, Building - \$244,100)</i>	577,867	577,867	803,385	(225,518)	139%
<i>Utilities</i>	70,000	70,000	44,152	25,848	63%
<i>Other</i>	-	-	-	-	0%
<i>Total Services / Supplies</i>	\$ 721,495	\$ 721,495	\$ 898,081	\$ (176,586)	124%

<b>Capital</b>					
	Original Budget	Revised Budget	Year to Date	Variance	% Used
<i>Equipment / Vehicles</i>	-	-	-	-	0%
<i>Total Capital</i>	\$ -	\$ -	\$ -	\$ -	0%

<i>Total Maintenance</i>	\$ 1,087,030	\$ 1,087,030	\$ 1,159,969	\$ (72,938)	107%
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# Parks Division FY 2020/2021 Budget

**YEAR TO DATE JUNE**

<i>Percent of Budget Year Transpired</i>	<b>75.0%</b>
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- - - Summary - - -					
	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 1,309,354	<b>\$ 1,309,354</b>	<b>\$ 938,574</b>	\$ 370,781	72%
Services / Supplies	752,396	<b>752,396</b>	<b>467,035</b>	285,361	62%
Capital	<u>105,000</u>	<u><b>105,000</b></u>	<u><b>87,065</b></u>	<u>17,935</u>	<u>83%</u>
	<b>\$ 2,166,750</b>	<b>\$ 2,166,750</b>	<b>\$ 1,492,674</b>	\$ 674,076	69%

- - - Detail - - -					
Category	Original Budget	Revised Budget	Year to Date	Variance	% Used

Personnel					
<i>Salaries / Wages</i>	\$ 839,782	<b>\$ 839,782</b>	<b>\$ 605,001</b>	\$ 234,782	72%
<i>Employee Benefits</i>	<u>469,572</u>	<u><b>469,572</b></u>	<u><b>333,573</b></u>	<u>135,999</u>	<u>71%</u>
<b>Total Personnel</b>	<b>\$ 1,309,354</b>	<b>\$ 1,309,354</b>	<b>\$ 938,574</b>	\$ 370,781	72%

Services / Supplies					
<i>Professional Services</i>	\$ 339,234	<b>\$ 339,234</b>	<b>\$ 182,966</b>	\$ 156,268	54%
<i>Employee Development</i>	25,770	<b>25,770</b>	<b>7,193</b>	18,577	28%
<i>Supplies / Equipment</i>	253,142	<b>253,142</b>	<b>196,810</b>	56,332	78%
<i>Utilities</i>	133,300	<b>133,300</b>	<b>75,948</b>	57,352	57%
<i>Other</i>	<u>950</u>	<u><b>950</b></u>	<u><b>4,119</b></u>	<u>(3,169)</u>	<u>434%</u>
<b>Total Services / Supplies</b>	<b>\$ 752,396</b>	<b>\$ 752,396</b>	<b>\$ 467,035</b>	\$ 285,361	62%

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

<b>Total Parks</b>	<b>\$ 2,166,750</b>	<b>\$ 2,166,750</b>	<b>\$ 1,492,674</b>	\$ 674,076	69%
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# Recreation Division FY 2020/2021 Budget

**YEAR TO DATE JUNE**

<i>Percent of Budget Year Transpired</i>	<b>75.0%</b>
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- - - Summary - - -					
	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 205,838	\$ 205,838	\$ 115,476	\$ 90,362	56%
Services / Supplies	358,505	358,505	138,411	220,094	39%
Capital	-	-	-	-	0%
	\$ 564,343	\$ 564,343	\$ 253,888	\$ 310,455	45%

- - - Detail - - -					
Category	Original Budget	Revised Budget	Year to Date	Variance	% Used

Personnel					
<i>Salaries / Wages</i>	\$ 170,176	\$ 170,176	\$ 93,006	\$ 77,170	55%
<i>Employee Benefits</i>	35,662	35,662	22,470	13,192	63%
<b>Total Personnel</b>	\$ 205,838	\$ 205,838	\$ 115,476	\$ 90,362	56%

Services / Supplies					
<i>Professional Services</i>		\$ -	\$ -	\$ -	0%
<i>Employee Development</i>	10,525	10,525	3,541	6,984	34%
<i>Supplies / Equipment</i>	650	650	58	592	9%
<i>Utilities</i>	-	-	-	-	0%
<i>Other (Recreation Programs )</i>	347,330	347,330	134,812	212,518	39%
<b>Total Services / Supplies</b>	\$ 358,505	\$ 358,505	\$ 138,411	\$ 220,094	39%

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

<b>Total Recreation</b>	\$ 564,343	\$ 564,343	\$ 253,888	\$ 310,455	45%
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# Equipment Replacement / Capital Schedule FY 2020/2021 Budget

**YEAR TO DATE JUNE**

<i>Percent of Budget Year Transpired</i>	<b>75.0%</b>
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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	79,923	75,077	52%
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%
<b>Total Expenditures</b>	\$ 417,000	\$ 417,000	\$ 457,201	\$ (40,201)	110%

# Utility Fund Revenues

## FY 2020/2021 Budget

**YEAR TO DATE JUNE**

<b>Percent of Budget Year Transpired</b>	<b>75.0%</b>
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Fees	Original Budget	Revised Budget	Year to Date	Variance	% Received
<i>Electronic Payment</i>	\$ (182,000)	\$ (182,000)	\$ (128,543)	\$ (53,458)	71%
<i>Charges / Penalties</i>	102,000	102,000	47,787	54,213	47%
<b>Total Fees</b>	<b>\$ (80,000)</b>	<b>\$ (80,000)</b>	<b>\$ (80,755)</b>	<b>\$ 755</b>	<b>101%</b>

### Licenses & Permits

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

### Charges for Services

<i>Water Sales</i>	\$ 5,696,163	\$ 5,696,163	\$ 2,985,155	\$ 2,711,008	52%
<i>Sewer Sales</i>	4,402,397	4,402,397	3,047,822	1,354,575	69%
<i>Inspection Fees</i>	4,100	4,100	3,010	1,090	73%
<b>Total Charges for Service</b>	<b>\$ 10,102,660</b>	<b>\$ 10,102,660</b>	<b>\$ 6,035,986</b>	<b>\$ 4,066,674</b>	<b>60%</b>

### Interest

<i>Interest (Operations)</i>	\$ 30,000	\$ 30,000	\$ 6,149	\$ 23,851	20%
<i>Interest (Capital Projects)</i>	20,000	20,000	6,368	13,632	32%
<b>Total Interest</b>	<b>\$ 50,000</b>	<b>\$ 50,000</b>	<b>\$ 12,516</b>	<b>\$ 37,484</b>	<b>25%</b>

### Impact Fees

<i>Impact Fees</i>	\$ 184,852	\$ 184,852	\$ 137,862	\$ 46,990	75%
<b>Total Impact Fees</b>	<b>\$ 184,852</b>	<b>\$ 184,852</b>	<b>\$ 137,862</b>	<b>\$ 46,990</b>	<b>75%</b>

### Miscellaneous Income

<i>Miscellaneous Income</i>	\$ 5,000	\$ 5,000	\$ 1,324	\$ 3,676	26%
<b>Total Miscellaneous Income</b>	<b>\$ 5,000</b>	<b>\$ 5,000</b>	<b>\$ 1,324</b>	<b>\$ 3,676</b>	<b>26%</b>

<b>Total Utility Fund Revenues</b>	<b>\$ 10,262,512</b>	<b>\$ 10,262,512</b>	<b>\$ 6,106,933</b>	<b>\$ 4,155,579</b>	<b>60%</b>
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# Utility Division FY 2020/2021 Budget

YEAR TO DATE JUNE

Percent of Budget Year Transpired	75.0%
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--- Summary - Operations ---					
	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 1,793,029	<b>\$ 1,793,029</b>	<b>\$ 1,199,277</b>	\$ 593,752	67%
Services / Supplies	6,383,149	<b>6,383,149</b>	<b>4,933,720</b>	1,449,429	77%
Capital	225,000	<b>225,000</b>	<b>119,148</b>	105,852	53%
<b>Total Utility Division</b>	<b>\$ 8,401,178</b>	<b>\$ 8,401,178</b>	<b>\$ 6,252,145</b>	<b>\$ 2,149,034</b>	<b>74%</b>

--- Detail - Operations ---					
	Original Budget	Revised Budget	Year to Date	Variance	% Used

Personnel					
<b>Salaries / Wages</b>	\$ 1,203,096	<b>\$ 1,203,096</b>	<b>\$ 792,303</b>	\$ 410,794	66%
<b>Employee Benefits</b>	589,933	<b>589,933</b>	<b>406,975</b>	182,959	69%
<b>Total Personnel</b>	<b>\$ 1,793,029</b>	<b>\$ 1,793,029</b>	<b>\$ 1,199,277</b>	<b>\$ 593,752</b>	<b>67%</b>

Services / Supplies					
<b>Professional Services</b>	\$ 429,323	<b>\$ 429,323</b>	<b>\$ 187,339</b>	\$ 241,983	44%
<b>Employee Development</b>	63,428	<b>63,428</b>	<b>28,824</b>	34,604	45%
<b>Supplies / Equipment</b>	84,362	<b>84,362</b>	<b>56,161</b>	28,201	67%
<b>Utilities</b>	375,136	<b>375,136</b>	<b>243,352</b>	131,784	65%
<b>Other (Well Lot Maintenance)</b>	953,085	<b>953,085</b>	<b>1,131,767</b>	(178,682)	119%
<b>Sub-Total - Operations Services / Supplies</b>	<b>\$ 1,905,334</b>	<b>\$ 1,905,334</b>	<b>\$ 1,647,443</b>	<b>\$ 257,891</b>	<b>86%</b>

Wholesale Water / Wastewater					
Note: UTRWD billing reflects a one month delay					
<b>UTRWD - Administration Fees</b>	\$ 5,105	<b>\$ 5,105</b>	<b>\$ 5,103</b>	\$ 2	100%
<b>UTRWD - Water Volume Cost</b>	903,036	<b>903,036</b>	<b>619,680</b>	283,356	69%
<b>UTRWD - Water Demand Charges</b>	1,365,450	<b>1,365,450</b>	<b>1,024,088</b>	341,363	75%
<b>UTRWD - Sewer Effluent Volume Rate</b>	619,814	<b>619,814</b>	<b>449,948</b>	169,866	73%
<b>UTRWD - Capital Charge Joint Facilities</b>	1,350,870	<b>1,350,870</b>	<b>1,013,153</b>	337,718	75%
<b>UTRWD - HV Sewer Line to UTRWD</b>	233,540	<b>233,540</b>	<b>174,306</b>	59,234	75%
<b>UTRWD - Wtr Transmission - Opus Develop</b>	-	<b>-</b>	<b>-</b>	-	0%
<b>Sub-Total - Wholesale Water / Wastewater</b>	<b>\$ 4,477,815</b>	<b>\$ 4,477,815</b>	<b>\$ 3,286,277</b>	<b>\$ 1,191,538</b>	<b>73%</b>

<b>Total Services / Supplies</b>	<b>\$ 6,383,149</b>	<b>\$ 6,383,149</b>	<b>\$ 4,933,720</b>	<b>\$ 1,449,429</b>	<b>77%</b>
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Capital					
<b>Equipment / Vehicles</b>	225,000	<b>225,000</b>	<b>119,148</b>	105,852	53%
<b>Total Capital</b>	<b>\$ 225,000</b>	<b>\$ 225,000</b>	<b>\$ 119,148</b>	<b>\$ 105,852</b>	<b>53%</b>

<b>Total Utility Division - Operations</b>	<b>\$ 8,401,178</b>	<b>\$ 8,401,178</b>	<b>\$ 6,252,145</b>	<b>\$ 2,149,034</b>	<b>74%</b>
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# Utility Fund Working Capital FY 2020/2021 Budget

**YEAR TO DATE JUNE**

<i>Percent of Budget Year Transpired</i>	<b>75.0%</b>
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Revenues	Original Budget	Revised Budget	Year to Date	Variance	% Received
<i>Water Sales</i>	\$ 5,696,163	\$ 5,696,163	\$ 2,985,155	\$ 2,711,008	52%
<i>Sewer Sales</i>	4,402,397	4,402,397	3,047,822	1,354,575	69%
<i>Other Fees / Charges</i>	111,100	111,100	52,121	58,979	47%
<i>Electronic Payment Credit</i>	(182,000)	(182,000)	(128,543)	(53,458)	71%
<i>Interest</i>	30,000	30,000	6,149	23,851	20%
<b>Total Revenues</b>	<b>\$ 10,057,660</b>	<b>\$ 10,057,660</b>	<b>\$ 5,962,704</b>	<b>\$ 4,094,956</b>	<b>59%</b>

Expenditures	Original Budget	Revised Budget	Year to Date	Variance	% Used
<i>Administration</i>	\$417,071	\$417,071	\$ 259,863	\$ 157,208	62%
<i>Operations</i>	3,281,292	3,281,292	2,586,857	694,435	79%
<i>UTRWD</i>	4,477,815	4,477,815	3,286,277	1,191,538	73%
<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%
<b>Total Expenditures</b>	<b>\$ 9,629,317</b>	<b>\$ 9,629,317</b>	<b>\$ 7,331,614</b>	<b>\$ 2,297,703</b>	<b>76%</b>

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%
<b>Total Other Sources (Uses)</b>	<b>\$ (320,000)</b>	<b>\$ (320,000)</b>	<b>\$ -</b>	<b>\$ (320,000)</b>	<b>0%</b>

Fund Balance	Original Budget	Revised Budget	Year to Date
<i>Net Increase/Decrease</i>	108,343	108,343	(1,368,910)
<b>Beginning Working Capital</b>			
<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
<b>Total Available Working Capital</b>	<b>\$ 3,110,021</b>	<b>\$ 3,110,021</b>	<b>\$ 3,110,021</b>
<b>Ending Working Capital</b>			
<i>Operations</i>	2,171,413	2,171,413	694,160
<i>Designated Capital Project</i>	-	-	-
<i>Available Impact Fees</i>	1,081,803	1,081,803	1,184,813
<b>Total Available Working Capital</b>	<b>\$ 3,253,216</b>	<b>\$ 3,253,216</b>	<b>\$ 1,878,973</b>

<i>Impact Fees</i>			
<i>Beginning Balance</i>	1,046,951	1,046,951	1,046,951
<i>+ Collections</i>	184,852	184,852	137,862
<i>- Applied to offset Debt Service</i>	(150,000)	(150,000)	-
<i>Ending Balance</i>	1,081,803	1,081,803	1,184,813

\*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 JUNE**

<i>Percent of Budget Year Transpired</i>	<b>75.0%</b>
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Revenues	Original Budget	Revised Budget	Year to Date	Variance	% Received
<i>Park Entry Fees</i>	\$ 538,550	\$ 538,550	\$ 403,230	\$ 135,320	75%
<i>Annual Park Passes</i>	48,000	48,000	43,960	4,040	92%
<i>Concession Sales</i>	-	-	-	-	0%
<i>Interest</i>	200	200	19	181	10%
<b>Total Revenues</b>	<b>\$ 586,750</b>	<b>\$ 586,750</b>	<b>\$ 447,209</b>	<b>\$ 139,541</b>	<b>76%</b>

Expenditures	Original Budget	Revised Budget	Year to Date	Variance	% Used
<i>Personnel</i>	\$ 182,245	\$ 182,245	\$ 134,528	\$ 47,717	74%
<i>Services / Supplies</i>	207,218	207,218	120,401	86,817	58%
<i>Capital</i>	-	-	-	-	0%
<b>Total Expenditures</b>	<b>\$ 389,463</b>	<b>\$ 389,463</b>	<b>\$ 254,929</b>	<b>\$ 134,534</b>	<b>65%</b>

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

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	192,280
<b>Ending Fund Balance</b>	<b>\$ 597,309</b>	<b>\$ 603,295</b>	<b>\$ 598,288</b>

**Audited FY20**

# Debt Service Fund

## FY 2020/2021 Budget

**YEAR TO DATE JUNE**

<b>Percent of Budget Year Transpired</b>	<b>75.0%</b>
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Revenues	Original Budget	Revised Budget	Year to Date	Variance	% Received
<i>Property Tax Revenues</i>	\$2,046,737	\$ 2,046,737	\$ 2,030,079	\$ 16,658	99%
<i>Interest Income</i>	5,000	5,000	190	4,810	4%
<b>Total Revenues</b>	<b>\$ 2,051,737</b>	<b>\$ 2,051,737</b>	<b>\$ 2,030,269</b>	<b>\$ 21,468</b>	<b>99%</b>

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%
<b>Total Expenditures</b>	<b>\$ 2,843,220</b>	<b>\$ 2,843,220</b>	<b>\$ 2,562,062</b>	<b>\$ 281,158</b>	<b>90%</b>

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%
<b>Total Financing Sources</b>	<b>\$ 804,482</b>	<b>\$ 804,482</b>	<b>\$ 758,219</b>	<b>\$ 46,263</b>	<b>94%</b>

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	226,425
<b>Ending Fund Balance</b>	<b>\$ 136,769</b>	<b>\$ 139,235</b>	<b>\$ 352,661</b>

Audited FY20

# Capital Projects Fund

## FY 2020/2021 Budget

**YEAR TO DATE JUNE**

<b>Percent of Budget Year Transpired</b>	<b>75.0%</b>
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Revenues	Original Budget	Revised Budget	Year to Date	Variance	% Received
Grants	\$ -	\$ -	\$ -	\$ -	0%
Contributions	80,000	80,000	67,645	12,355	85%
Interest Income	15,000	15,000	5,871	9,129	39%
<b>Total Revenues</b>	<b>\$ 95,000</b>	<b>\$ 95,000</b>	<b>\$ 73,516</b>	<b>\$ 21,484</b>	<b>100%</b>

Expenditures	Original Budget	Revised Budget	Year to Date	Variance	% Used
<b>2018 GO Bond</b> (Parks/Streets/Drainage)	2,771,154	2,771,154	733,701	2,037,453	26%
2018 Bond Issue (Streets)	978,854	978,854	79,028	899,826	8%
2018 Bond Issue (Parks)	1,792,300	1,792,300	654,673	1,137,627	37%
<b>Total Expenditures</b>	<b>\$ 2,771,154</b>	<b>\$ 2,771,154</b>	<b>\$ 733,701</b>	<b>\$ 2,037,453</b>	<b>26%</b>

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%
<b>Total Financing Sources</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0%</b>

Beginning & Ending Balance	Original Budget	Revised Budget	Year to Date
<i>Beginning fund balance</i>	\$ 2,777,849	\$ 3,222,762	\$ 3,222,762
<i>+Net Increase (Decrease)</i>	(2,676,154)	(2,676,154)	(660,185)
<b>Ending Fund Balance</b>	<b>\$ 101,695</b>	<b>\$ 546,608</b>	<b>\$ 2,562,577</b>

**Audited FY20**

# Drainage Utilities FY 2020/2021 Budget

**YEAR TO DATE JUNE**

<i>Percent of Budget Year Transpired</i>	<b>75.0%</b>
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Revenues	Original Budget	Revised Budget	Year to Date	Variance	% Received
<i>Drainage Conversion Fee</i>	\$ -	\$ -	\$ 12,964	\$ (12,964)	0%
<i>Drainage Fee Receipts</i>	505,000	505,000	356,932	148,068	71%
<i>Miscellaneous</i>	-	-	-	-	0%
<i>Interest</i>	4,000	4,000	104	3,896	3%
<b>Total Revenues</b>	<b>\$ 509,000</b>	<b>\$ 509,000</b>	<b>\$ 370,000</b>	<b>\$ 139,000</b>	<b>73%</b>

Expenditures	Original Budget	Revised Budget	Year to Date	Variance	% Used
<i>Personnel</i>	\$ 377,298	\$ 377,298	\$ 231,497	\$ 145,801	61%
<i>Services / Supplies</i>	138,385	138,385	87,574	50,811	63%
<i>Capital</i>	30,000	30,000	16,049	13,951	53%
<b>Total Expenditures</b>	<b>\$ 545,683</b>	<b>\$ 545,683</b>	<b>\$ 335,121</b>	<b>\$ 210,562</b>	<b>61%</b>

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%
<b>Total Other Sources (Uses)</b>	<b>\$ 20,000</b>	<b>\$ 20,000</b>	<b>\$ -</b>	<b>\$ (15,934)</b>	<b>0%</b>

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)	34,879
<b>Ending Fund Balance</b>	<b>\$ 278,701</b>	<b>\$ 317,215</b>	<b>\$ 368,777</b>

**Audited FY20**

# Park Development Fee Fund FY 2020/2021 Budget

**YEAR TO DATE JUNE**

<b>Percent of Budget Year Transpired</b>	<b>75.0%</b>
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Revenues	Original Budget	Revised Budget	Year to Date	Variance	% Received
<i>Interest</i>	\$ -	\$ -	\$ 42	\$ (42)	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%
<b>Total Revenues</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 42</b>	<b>\$ (42)</b>	<b>0%</b>

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%
<b>Total Expenditures</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0%</b>

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%
<b>Total Other Sources (Uses)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0%</b>

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>	-	-	42
<b>Ending Fund Balance</b>	<b>\$ 80,081</b>	<b>\$ 80,076</b>	<b>\$ 80,118</b>

**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	80,118
<i>Neighborhood Park Fees (Area IV)</i>	-	-
<b>Total</b>	<b>\$ 80,081</b>	<b>\$ 80,118</b>

# Public Safety Special Revenue Fund FY 2020/2021 Budget

**YEAR TO DATE JUNE**

<b>Percent of Budget Year Transpired</b>	<b>75.0%</b>
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Revenues	Original Budget	Revised Budget	Year to Date	Variance	% Received
<b>Revenues</b>	\$ 26,070	\$ 26,070	\$ 96,371	\$ (70,301)	370%

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

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

Beginning & Ending Balance	Original Budget	Revised Budget	Year to Date
<b>Beginning Fund Balance</b>	\$ 26,499	\$ 28,406	\$ 28,406
<b>+ Net Increase (Decrease)</b>	2,470	2,470	87,804
<b>Ending Fund Balance</b>	\$ 28,969	\$ 30,876	\$ 116,210

Audited FY20

# Municipal Court Technology Fee Fund FY 2020/2021 Budget

**YEAR TO DATE JUNE**

<b>Percent of Budget Year Transpired</b>	<b>75.0%</b>
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Revenues	Original Budget	Revised Budget	Year to Date	Variance	% Received
Revenues	\$ 3,500	\$ 3,500	\$ 1,735	1,765	50%

Expenditures	Original Budget	Revised Budget	Year to Date	Variance	% Used
Services / Supplies	\$ 12,525	\$ 12,525	\$ 7,937	\$ 4,588	63%
<b>Total Expenditures</b>	<b>\$ 12,525</b>	<b>\$ 12,525</b>	<b>\$ 7,937</b>	<b>\$ 4,588</b>	<b>63%</b>

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

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)	(6,203)
Ending Fund Balance	\$ 12,886	\$ 12,973	\$ 15,795

**Audited FY20**

# Municipal Court Building Security Fund FY 2020/2021 Budget

**YEAR TO DATE JUNE**

<b>Percent of Budget Year Transpired</b>	<b>75.0%</b>
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Revenues	Original Budget	Revised Budget	Year to Date	Variance	% Received
<b>Revenues (Court Fines)</b>	\$ 2,750	\$ 2,750	\$ 2,088	\$ 662	76%

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

Beginning & Ending Balance	Original Budget	Revised Budget	Year to Date
<b>Beginning Fund Balance</b>	\$ 38,223	\$ 38,197	\$ 38,197
<b>+ Net Increase (Decrease)</b>	2,750	2,750	2,088
<b>Ending Fund Balance</b>	\$ 40,973	\$ 40,947	\$ 40,285

**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>
<b>Beginning Fund Balance</b>	\$ 30,523	\$ 98,102	\$ 70,647	\$ 117,323
<b>Revenues</b>				
4B Sales Tax	1,384,756	1,381,630	1,348,631	865,780
Park Fees (Rental)	54,651	41,854	44,000	30,030
Linear Park Fees	-	-	-	-
Miscellaneous Income	-	-	-	-
Interest Income	734	633	800	53
<b>Total</b>	<b>\$ 1,440,141</b>	<b>\$ 1,424,117</b>	<b>\$ 1,393,431</b>	<b>\$ 895,863</b>
<b>Expenditures</b>				
Personnel	311,612	324,743	370,603	219,825
Services / Supplies	182,692	213,475	208,614	126,408
Reimburse GF (Support Functions)	-	28,000	28,000	-
Reimburse GF (Debt Service)	834,827	808,286	804,482	758,219
<b>Total Non-Capital Expenditures</b>	<b>\$ 1,329,131</b>	<b>\$ 1,374,504</b>	<b>\$ 1,411,699</b>	<b>\$ 1,104,452</b>
<b>Capital</b>				
Engineering	-	-	-	-
Projects Funded Directly	-	30,392	-	-
Transfer to 4B Capital Projects	-	30,392	-	-
<b>Equipment</b>	<b>43,431</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Net Increase / (Decrease)</b>	<b>67,579</b>	<b>19,221</b>	<b>(18,268)</b>	<b>(208,590)</b>
<b>Working Capital Balance</b>	<b>\$ 98,102</b>	<b>\$ 117,323</b>	<b>\$ 52,379</b>	<b>\$ (91,267)</b>

# PEG Fee Fund FY 2020/2021 Budget

**YEAR TO DATE JUNE**

<i>Percent of Budget Year Transpired</i>	<b>75.0%</b>
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Revenues	Original Budget	Revised Budget	Year to Date	Variance	% Received
<i>PEG Fee Receipts</i>	\$ 42,772	\$ 42,772	\$ 19,954	\$ 22,818	47%
<b>Total Revenues</b>	\$ 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	1,574	6,026	21%
<i>Capital</i>	21,000	21,000	29,890	(8,890)	0%
<b>Total Expenditures</b>	\$ 28,600	\$ 28,600	\$ 31,464	\$ (2,864)	110%

Other Sources/Uses	Original Budget	Revised Budget	Year to Date	Variance	% Used
<i>Operating Transfers In</i>	\$ -	\$ -	\$ -	\$ -	0%
<i>Operating Transfers Out</i>	-	-	-	-	0%
<b>Total Other Sources (Uses)</b>	\$ -	\$ -	\$ -	\$ -	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	(11,510)
<b>Ending Fund Balance</b>	\$ 136,270	\$ 132,832	\$ 107,150

**Audited FY20**

**CITY OF HIGHLAND VILLAGE**  
**CITY COUNCIL**

**AGENDA# 16**

**MEETING DATE: 08/10/2021**

**SUBJECT: Conduct Public Hearing and Consider an application for an amendment to the regulations of Planned Development District 2012-1 (PD 2012-1) relating to the development and use of property described as The District of Highland Village located at the northwest corner of the intersection of Briarhill Blvd. and FM 407. (1<sup>st</sup> Read of Ordinance No. 2021-1285)**

**PREPARED BY: Autumn Aman, Community Development Coordinator**

**BACKGROUND:**

An application was received for review and consideration from Zack Montana, 120 Main HV Owner, LP, new owners of The District. The applicant is requesting to amend the development regulations of the Planned Development No. 2012-1 relating to the Building Elevations and Building Material Detail List by changing the paint color scheme for the exterior of all buildings within “The District of Highland Village.

**IDENTIFIED NEED/S:**

Public hearings are required at both Planning and Zoning and City Council. All public hearing notification requirements have been met.

**OPTIONS & RESULTS:**

Options are to recommend the City Council (1) approve as submitted, (2) approve with modifications, or (3) deny the request. The City Council may also postpone any action in order to receive any additional information which it requests be presented.

**PROGRESS TO DATE: (if appropriate)**

As of this date of preparation of this briefing, August 2, 2021, staff has received (1) call inquiring only on the nature of this request.

At the July 20, 2021, Planning and Zoning meeting, the Commission recommended approval of the draft ordinance as presented. Vote (5-0).

**BUDGETARY IMPACT/ORDINANCE CHANGE: (if appropriate)**

An Ordinance amending the PD 2012-1 regulations is required. A copy of the draft ordinance prepared by the City Attorney is attached.

**RECOMMENDATION:**

Staff recommends the City Council review and consider the recommendation made by the Planning and Zoning Commission.

**CITY OF HIGHLAND VILLAGE, TEXAS**

**ORDINANCE NO. 2021-1285**

**AN ORDINANCE OF THE CITY OF HIGHLAND VILLAGE, TEXAS, DENTON COUNTY, TEXAS, AMENDING THE HIGHLAND VILLAGE COMPREHENSIVE ZONING ORDINANCE AND ZONING MAP BY AMENDING SECTION 2.G AND EXHIBIT “C-3” OF PLANNED DEVELOPMENT NO. 2012-1 (PD 2012-1) FOR RETAIL, OFFICE, AND RESIDENTIAL USES RELATING TO EXTERIOR BUILDING COLORS; PROVIDING FOR A CONFLICTS RESOLUTION CLAUSE; PROVIDING FOR A SEVERABILITY CLAUSE; PROVIDING FOR A SAVINGS CLAUSE; PROVIDING FOR A PENALTY OF FINE NOT TO EXCEED THE SUM OF TWO THOUSAND DOLLARS (\$2,000) FOR EACH OFFENSE; AND PROVIDING FOR AN EFFECTIVE DATE.**

**WHEREAS**, the Planning and Zoning Commission and the governing body of the City of Highland Village, Texas, in compliance with the laws of the State of Texas and the Ordinances of the City of Highland Village, Texas, have given the requisite notices by publication and otherwise, and after holding due hearings and affording a full and fair hearing to all the property owners generally and to all persons interested and situated in the affected area, and in the vicinity thereof, and in the exercise of its legislative discretion, have conclude that the Comprehensive Zoning Ordinance and Zoning District Map of the City of Highland Village, Texas, as previously amended, should be further amended as follows:

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

**SECTION 1.** The Comprehensive Zoning Ordinance (“CZO”) and the Zoning Map of the City of Highland Village, Denton County, Texas, as previously amended, be further by amending the development regulations of Planned Development No. 2012-1 (PD-2012-1), as enacted by Ordinance No. 2012-1132 (the PD-2012-1 Regulations”), as follows:

A. Paragraph (3) of Section 2.G is amended to read as follows:

(3) Exterior building colors shall be substantially similar to the colors listed and shown on Exhibit “C-3” attached hereto and incorporated herein by reference; provided, however, such exterior building colors may be revised from time to time upon approval of a resolution or motion by the City Council.

B. Exhibit “C-3” – Building Elevations and Building Material Detail List is retitled and amended in its entirety as set forth in Attachment 1, attached hereto and incorporated herein by reference.

**SECTION 2.** All ordinances of the City of Highland Village related to the use and development of the Property heretofore adopted and in effect upon the effective date of this Ordinance are and shall remain in full force and effect except to the extent amended by this Ordinance or to the extent there is an irreconcilable conflict between the provisions of said other ordinance and the provisions of this Ordinance, in which case the provisions of this Ordinance shall be controlling.

**SECTION 3.** Should any word, sentence, paragraph, subdivision, clause, phrase or section of

this Ordinance, or of the Comprehensive Zoning Ordinance, as amended hereby, be adjudged or held to be void or unconstitutional, the same shall not affect the validity of the remaining portions of said Ordinance or the Comprehensive Zoning Ordinance, as amended hereby, which shall remain in full force and effect.

**SECTION 4.** An offense committed before the effective date of this Ordinance is governed by prior law and the provisions of the Comprehensive Zoning Ordinance, as amended, in effect when the offense was committed, and the former law is continued in effect for this purpose.

**SECTION 5.** Any person, firm or corporation violating any of the provisions or terms of this Ordinance shall be subject to the same penalty as provided for in Comprehensive Zoning Ordinance as previously amended, and upon conviction shall be punished by a fine not to exceed the sum of Two Thousand Dollars (\$2,000) for each offense.

**SECTION 6.** This ordinance shall take effect immediately from and after its passage on Second Reading and publication of the caption in accordance with the provisions of the Charter of the City of Highland Village, and it is accordingly so ordained.

**FIRST READ ON THE 10<sup>TH</sup> DAY OF AUGUST, 2021, BY THE CITY COUNCIL OF THE CITY OF HIGHLAND VILLAGE, TEXAS.**

**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:8/2/2021:123547)

**ORDINANCE NO. 2021-1285  
ATTACHMENT 1**

**EXHIBIT "C-3"  
BUILDING ELEVATIONS- COLOR PALETTE DETAIL LIST  
THE DISTRICT OF HIGHLAND VILLAGE**

**RAILING**

Sherwin Williams, Color, Black

**WINDOW MULLIONS**

Kawneer at Commercial, JedWeld or equal at Residential, Medium Bronze

**ACCENT SYNTHETIC STUCCO**

Dryvit, texture Sand pebble, color First Star, Argos, Gauntlet Gray, Foggy Day, or Sea Serpent.

**FIELD SYNTHETIC STUCCO**

Dryvit, texture Mojave, DPR, color First Star, Argos, Gauntlet Gray, Foggy Day, or Sea Serpent.

**FIBER CEMENT SIDING**

James Hardie, Hardie Plank, select cider mill, First Star, Argos, Gauntlet Gray, Foggy Day, or Sea Serpent. Located at balconies and interior of stairways

**MORTAR**

Laticrete, #24 Natural Gray or same color as adjacent brick/masonry

**CAST STONE COLUMN BASE**

Texas Quarries, Cordova Cream, First Star, Argos, Gauntlet Gray, Foggy Day, or Sea Serpent.

**COMPOSITION SHINGLE**

Celotex, Presidential Shake, Shadow Gray

**ACCENT BRICK**

Acme, Denton Plant, Cranberry. Except for first floor of building 1 and 4, and center column on Building C may be First Star, Argos, Gauntlet Gray, Foggy Day, or Sea Serpent.

**FIELD BRICK**

Acme, Denton Plant, Burgundy, Except for first floor of building 1 and 4, and center column on Building C may be First Star, Argos, Gauntlet Gray, Foggy Day, or Sea Serpent.

EXHIBIT "C-3"  
BUILDING ELEVATIONS- COLOR PALETTE DETAIL LIST  
THE DISTRICT OF HIGHLAND VILLAGE

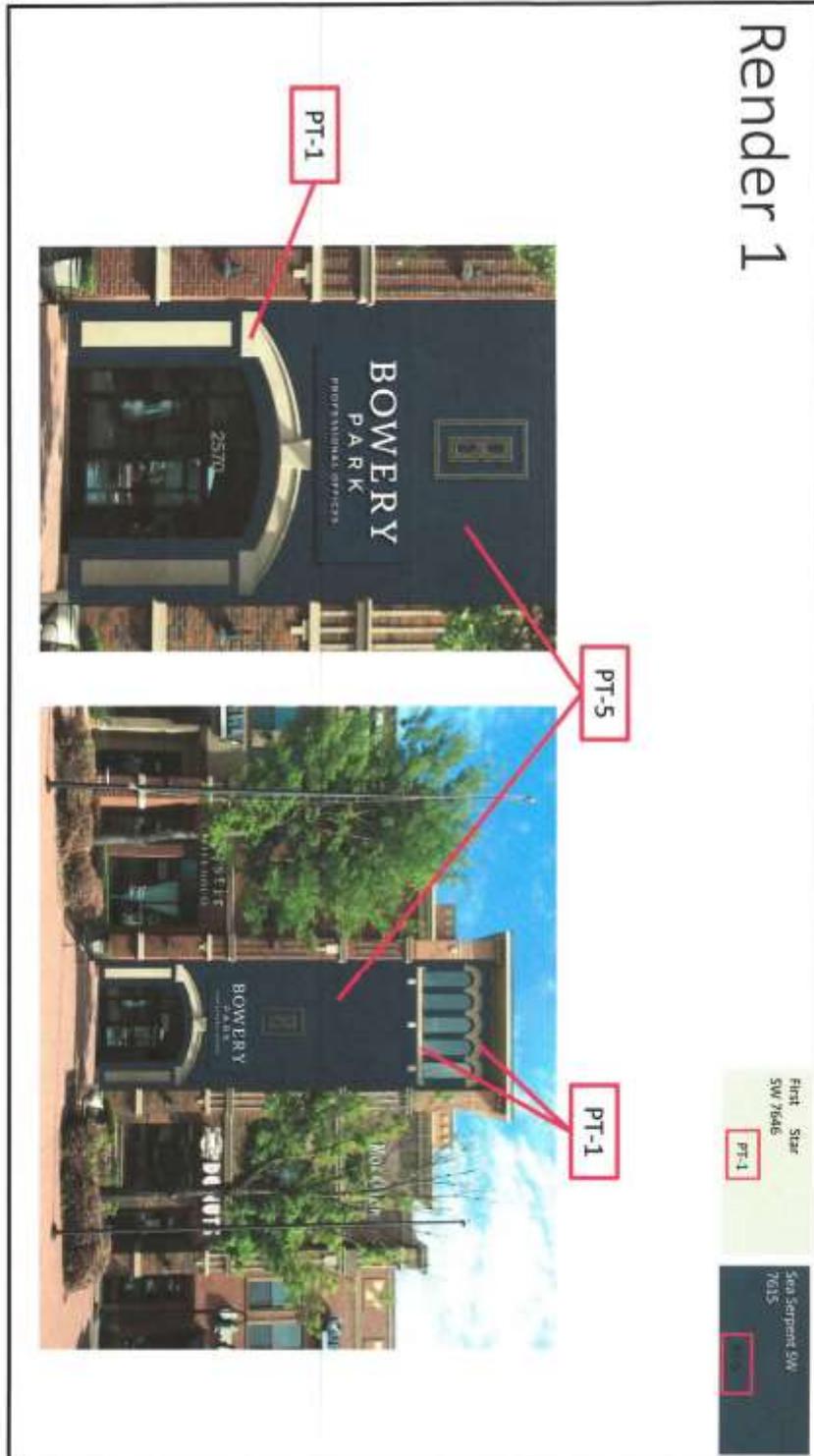


EXHIBIT "C-3"  
BUILDING ELEVATIONS- COLOR PALETTE DETAIL LIST  
THE DISTRICT OF HIGHLAND VILLAGE



**EXHIBIT "C-3"**  
**BUILDING ELEVATIONS- COLOR PALETTE DETAIL LIST**  
**THE DISTRICT OF HIGHLAND VILLAGE**



EXHIBIT "C-3"  
BUILDING ELEVATIONS- COLOR PALETTE DETAIL LIST  
THE DISTRICT OF HIGHLAND VILLAGE





**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 2018 Street Bond Program.

**RECOMMENDATION:**

To approve Resolution 2021-2949.

**CITY OF HIGHLAND VILLAGE, TEXAS**

**RESOLUTION NO. 2021-2949**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HIGHLAND VILLAGE, TEXAS AWARDED AND AUTHORIZING A CONTRACT WITH REYNOLDS ASPHALT & CONSTRUCTION COMPANY FOR THE STREET IMPROVEMENTS PROJECT – PHASE 4 (FOURTH PHASE OF THE 2018 STREET BOND PROGRAM); AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, City administration, having solicited, received, and reviewed the bids for the Street Improvements Project – Phase 4 (the “Project”) to improve N. Clearwater Drive, S. Clearwater Drive, Scenic Drive, Rockland Drive, Hickory Ridge Drive, Springway Drive, and Pecan Street by making pavement improvements, has determined that Reynolds Asphalt & Construction Company has submitted the lowest responsive bid in an amount of \$1,052,743.70 and recommends award of a contract for the Project to said bidder; and

**WHEREAS**, the City Council of the City of Highland Village, Texas, finds it to be in the public interest to accept the above 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 Reynolds Asphalt & Construction Company in the amount of \$1,052,743.70 for the Project and, subject to applicable state laws, city policies, and, in the event change order(s) result(s) 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 10<sup>TH</sup> DAY OF AUGUST, 2021.**

**APPROVED:**

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**Charlotte J. Wilcox, Mayor**

**ATTEST:**

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**Angela Miller, City Secretary**

**APPROVED AS TO FORM AND LEGALITY:**

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**Kevin B. Laughlin, City Attorney**

(kbl:8/4/2021:123985)

**CITY OF HIGHLAND VILLAGE**  
**COUNCIL BRIEFING**

**AGENDA# 18**

**MEETING DATE: 08/10/2021**

**SUBJECT: Consider the Ad Valorem Tax Rate for Tax Year 2021 and Consider Setting a Public Hearing Date of September 14, 2021 on the Proposed Fiscal Year 2021/2022 Budget and Tax Rate**

**PREPARED BY: Ken Heerman, Assistant City Manager**

**BACKGROUND:**

Truth in Taxation requires a public hearing, preceded by certain required public notice of the public hearing and the proposed real property tax rate before implementing a property tax rate if a rate is **considered** which will exceed the lower of the Voter Approved Tax Rate (formerly known as the “Rollback Rate”) or the No New Revenue Tax Rate (formerly known as the “Effective Rate”). The No New Revenue Tax Rate is generally equal to the prior year’s taxes divided by the current taxable value or properties that were also on the tax roll in the prior year.

**IDENTIFIED NEED/S:**

Because the proposed tax rate of \$0.56302 for Tax Year 2021 is below the Voter Approved Tax Rate of \$.571497 (inclusive of \$.01606 unused increment rate from FY 2020), but exceeds the No New Revenue Tax Rate of \$0.53855, the Council must schedule one public hearing on the proposed tax rate before taking action to adopt the rate.

**OPTIONS & RESULTS:**

**This vote does not commit Council to a tax rate; however, the Council cannot ultimately adopt a tax rate that exceeds the rate that is proposed in the motion approved by the Council.** In other words, the tax rate in the Ordinance adopting the tax rate for Tax Year 2021 to fund the Fiscal Year 2021-22 budget can be less than the rate contained in the motion approved at tonight’s meeting, but cannot be greater than said rate. Staff recommendation is for Council to consider a motion at tonight’s meeting that proposes adoption of a tax rate of \$.56302, which maintains the current rate, so that notices to that effect can be published in accordance with state law. Council will set the tax rate at a subsequent meeting following adoption of the budget.

The City Charter and state law require conducting one public hearing on the budget. Staff suggests that this public hearing be combined with the public hearing on the tax rate.

Suggested Calendar:

- August 24<sup>th</sup> (Regular Council Meeting)
  - Presentation of City Manager Recommended Budget
    - Discuss Capital Equipment Replacement program
    - Discuss proposed Bond Program for consideration

- September 3<sup>rd</sup>
  - Post recommended budget on City Web site
- September 14<sup>th</sup> (Regular Council Meeting)
  - Public Hearing on tax rate and budget
  - 1<sup>st</sup> read on tax rate and budget
- September 21<sup>st</sup> (Special Called Council Meeting – Tax Code now requires vote on tax rate no later than 7 days following public hearing)
  - 2<sup>nd</sup> read on tax rate and budget

## **RECOMMENDATION:**

Approve the following motion:

***I move that \$0.56302 per \$100 valuation be proposed for adoption as the City's Ad Valorem tax rate for the 2021 tax year and set September 14, 2021, as the date for holding the public hearing to receive public comment on said tax rate and the 2021-2022 Fiscal Year budget.***

**CITY OF HIGHLAND VILLAGE**  
**COUNCIL BRIEFING**

**AGENDA# 19**

**MEETING DATE: August 10, 2021**

**SUBJECT: Consider Resolution 2021-2950 Authorizing the purchase and installation of security cameras at Unity Park**

**PREPARED BY: Sunny Lindsey, Director of Information Services**

**BACKGROUND:**

The video camera system at Unity Park reached the end of its life in 2018. It was determined at that time to wait for replacement until the completion of the ponds and Kids Kastle reconstruction. Waiting until the end of the reconstructions would allow parks to install the necessary conduit and allow for proper placement of cameras with the new footprint of the playground equipment. The City Council directed staff to work with subject matter experts and the Police Department to provide video coverage at various locations in Unity Park. This system will record onsite and provide 3 weeks of self-grooming video coverage. The video storage will be located on site.

**IDENTIFIED NEED/S:**

The Camera system at Unity Park was identified to be replaced as part of the voter approved bond package for Kids Kastle rebuild.

**BUDGETARY IMPACT/ORDINANCE CHANGE: (if appropriate)**

The \$56,047.01 will come from the 2018 bonds for Kids Kastle rebuild.

**RECOMMENDATION:**

Council to approve Resolution 2021-2950 as submitted.

**CITY OF HIGHLAND VILLAGE, TEXAS**

**RESOLUTION NO. 2021-2950**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HIGHLAND VILLAGE, TEXAS, AUTHORIZING AN AGREEMENT WITH DATAVOX RELATING TO THE REPLACEMENT OF THE CITY'S SECURITY CAMERA SYSTEM AT UNITY PARK THROUGH THE STATE OF TEXAS DEPARTMENT OF INFORMATION RESOURCES CONTRACT PRICING FOR AUTOMATED INFORMATION SYSTEMS AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, City Administration has obtained proposals for goods and services related to the replacement of the City's security camera system at Unity Park and determined that the cameras and other equipment for such system can be purchased from DataVox through the State of Texas Department of Information Resources contract DIR-CPO-4766 and DIR-CPO-4695 for an amount not to exceed \$57,047.01; and

**WHEREAS**, the City Council of the City of Highland Village finds it to be in the public interest to authorize the purchases described herein;

**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 negotiate and execute a contract with DataVox for professional services for security camera replacement at Unity Park in the amount \$57,047.01, including purchase of all equipment and labor for installation, through the State of Texas Department of Information Resources contract DIR-CPO-4766 and DIR-CPO-4695, for an amount not to exceed \$57,047.01; and is further authorized to enter such change orders as he deems reasonable and necessary to complete the work and carry out the intent of this resolution subject to compliance with state law, city policies and, in the case of an increase in contract price, the availability of current funds.

**SECTION 2.** This Resolution shall take effect immediately upon passage.

**PASSED AND APPROVED BY THE CITY COUNCIL OF THE CITY OF HIGHLAND VILLAGE, TEXAS, ON THIS 10<sup>th</sup> DAY OF AUGUST 2021.**

**APPROVED:**

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**Charlotte J. Wilcox, Mayor**

**ATTEST:**

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**Angela Miller, City Secretary**

**APPROVED AS TO FORM AND LEGALITY:**

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**Kevin B. Laughlin, City Attorney**

(kbl:8/5/2021:124006)

**CITY OF HIGHLAND VILLAGE**  
**COUNCIL BRIEFING**

**AGENDA# 20**

**MEETING DATE: 08/10/2021**

**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

<b>August 10, 2021</b>	<b>Regular City Council Meeting - 7:00 pm</b>
August 16, 2021	Parks & Recreation Advisory Board Meeting – 6:00 pm
August 17, 2021	Planning & Zoning Commission Meeting – 7:00 pm
<b>August 24, 2021</b>	<b>Regular City Council Meeting - 7:00 pm</b>
September 2, 2021	Zoning Board of Adjustment Meeting - 6:00 pm
<b>September 6, 2021</b>	<b>City Offices Closed for the Labor Day Holiday</b>
<b>September 14, 2021</b>	<b>Regular City Council Meeting - 7:00 pm</b>
September 20, 2021	Parks & Recreation Advisory Board Meeting – 6:00 pm
September 21, 2021	Planning & Zoning Commission Meeting – 7:00 pm
<b>September 28, 2021</b>	<b>Regular City Council Meeting - 7:00 pm</b>
October 7, 2021	Zoning Board of Adjustment Meeting - 6:00 pm
<b>October 12, 2021</b>	<b>Regular City Council Meeting - 7:00 pm</b>
October 18, 2021	Parks & Recreation Advisory Board Meeting – 6:00 pm
October 19, 2021	Planning & Zoning Commission Meeting – 7:00 pm
<b>October 26, 2021</b>	<b>Regular City Council Meeting - 7:00 pm</b>

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](http://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