



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, FEBRUARY 8, 2022 at 6:45 P.M.

EARLY WORK SESSION

City Council Chambers – 6:45 P.M.

Convene Meeting in Open Session

1. Clarification of Consent or Action Items listed on Today's City Council Meeting Agenda for February 8, 2022

(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

City Manager's Conference Room

2. 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.

3. Call Meeting to Order
4. Prayer led by Mayor Charlotte J. Wilcox
5. Pledge of Allegiance to the U.S. and Texas flags led by Mayor Charlotte J. Wilcox:
"Honor the Texas flag; I pledge allegiance to thee, Texas, one state under God, one and indivisible."
6. **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.)*

7. 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
 - Presentation of the Government Finance Officers Association (GFOA) Certificate of Achievement for Excellence in Financial Reporting
 - Report on the Denton Central Appraisal District Board of Directors Meeting held on January 27, 2022
8. City Manager/Staff Reports
 - The Village Report

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.

9. Consider approval of Minutes of the Regular City Council Meeting held on January 25, 2022
10. Consider Resolution 2022-2984 adopting the Texas Subdivision and Special District Election and Release Form regarding the Endo/Par Texas Opioid Settlement
11. Consider Resolution 2022-2985 awarding and authorizing a contract with A&M Construction and Utilities, Inc. for the Southwood No. 2 Ground Storage Tank Repainting Project
12. Receive Investment Report for Quarter Ending December 31, 2021
13. Receive Budget Report for Period Ending December 31, 2021

ACTION AGENDA

14. 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)

15. Consider approval of a Site Plan for the property located at Lot 5D, Celebrations Village, Phase II, commonly known as 2444 Justin Road
16. Consider Resolution 2022-2986 authorizing the City Manager to amend the Personnel Policies and Procedures Manual to add Good Friday as an Official City Holiday
17. Consider Resolution 2022-2987 calling a General Election to be held on May 7, 2022 for the purpose of electing Council Members to Places 1 (Mayor), 2, 4 and 6; calling a Special Election to be held on May 7, 2022 for the purpose of electing a Council Member to Fill an Unexpired Term to Place 7; and authorizing a Joint Election Agreement and Contract for Election Services with Denton County
18. Receive Highland Village Police Department's Annual Compliance Report under the Texas Code of Criminal Procedure (CCP) Section 2.131 through 2.138 prohibiting Racial Profiling

LATE WORK SESSION

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

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

I HEREBY CERTIFY THAT THIS NOTICE OF MEETING WAS POSTED ON THE PUBLIC BULLETIN BOARD AT THE MUNICIPAL COMPLEX, 1000 HIGHLAND VILLAGE ROAD, HIGHLAND VILLAGE, TEXAS IN ACCORDANCE WITH THE *TEXAS GOVERNMENT CODE, CHAPTER 551*, ON THE 4TH DAY OF FEBRUARY 2022 NOT LATER THAN 5:00 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 _____, 2022 at _____

am / pm by _____.

CITY OF HIGHLAND VILLAGE
COUNCIL BRIEFING

AGENDA# 7

MEETING DATE: 02/08/2022

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.

- Presentation of the Government Finance Officers Association (GFOA) Certificate of Achievement for Excellence in Financial Reporting
- Receive a Report on the Denton Central Appraisal District Board of Directors (DCAD Board) Meeting held January 27, 2022



Government Finance Officers Association

203 North LaSalle Street, Suite 2700

Chicago, Illinois 60601-1210

312.977.9700 fax: 312.977.4806

1/19/2022

Charlotte Wilcox
Mayor
City of Highland Village, Texas

Dear Mayor Wilcox:

We are pleased to notify you that your annual comprehensive financial report for the fiscal year ended September 30, 2020 qualifies for GFOA's Certificate of Achievement for Excellence in Financial Reporting. The Certificate of Achievement is the highest form of recognition in governmental accounting and financial reporting, and its attainment represents a significant accomplishment by a government and its management.

When a Certificate of Achievement is awarded to a government, an Award of Financial Reporting Achievement (AFRA) is also presented to the individual(s) or department designated by the government as primarily responsible for its having earned the Certificate. This award has been sent to the submitter as designated on the application.

We hope that you will arrange for a formal presentation of the Certificate and Award of Financial Reporting Achievement, and give appropriate publicity to this notable achievement. A sample news release is included to assist with this effort.

We hope that your example will encourage other government officials in their efforts to achieve and maintain an appropriate standard of excellence in financial reporting.

Sincerely,

A handwritten signature in black ink that reads "Michele Mark Levine". The signature is written in a cursive, flowing style.

Michele Mark Levine
Director, Technical Services

Jon Kixmiller
Highland Village City Council Place 2

February 3, 2022

To: Mayor Wilcox, Angela Miller, Paul Stevens and Ken Heerman

Subject: Denton CAD BOD meeting January 27

During our last City Council Meeting on January 25, 2022, we had a short discussion regarding a letter sent by the Denton County Judge and Commissioners to the DCAD on January 12, 2022 (letter attached). Our discussion centered around whether Highland Village should support the County Judge and Commissioners through a letter from the City.

I attended the January 27, 2022 DCAD BOD meeting with the express purpose to gain a better understanding of DCAD. I also wanted to hear what if anything would be discussed regarding the letter.

The agenda is attached. As this was the first BOD meeting of the year, all newly elected BOD were sworn in. Two new board members were sworn in for their first terms. Joe Longoria, Counsel for DCAD, provided a very good overview of what the DCAD is responsible for, how it was created and how it is governed.

Every department head gave a short review of their organization, challenges and opportunities. A common theme was the overwhelming workload and lack of resources to address. This showed through comments about staff turnover and morale. DCAD is operating today with less staff than in 2005 while the workload as measured by the number of documents processed has grown over 40%.

Hope McClure, County Assessor gave a presentation on DCAD covering much of the same material. I've asked for a copy to share with Council and City staff.

I met and had short conversations with Hope McClure, Don Spencer and Charles Stafford (former BOD Chairman). No insight was gained RE the letter from the County.

What I did learn regarding items in the letter are:

-Hope McClure was hired in Feb 2020.

-The new software system chosen by DCAD in 2018 was from a company called True Prodigy. A press release from True Prodigy stated that Denton, Travis and Webb counties were the first three appraisal districts to adopt their “beta” software.

-The software was less than 30% functional which caused the conversion from Harris Govern (software supplier used by DCAD for many years) to fail. DCAD reverted back to Harris Govern in late 2020. The new / old system is still not complete as there was massive data corruption from the failed migration to the True Prodigy software. DCAD has been using added staff from outside contractors and from Harris Govern to complete the SW / data conversion.

-In reading the minutes from the Dec. 2021 DCAD BOD meeting, the issues raised regarding the agricultural exemptions were discussed. The points referenced in the county letter were due to miscommunication and acknowledged as such.

-No insight was gained regarding the other items mentioned in the county letter.

-Reports from the Texas Comptroller’s Office can be found on the DCAD webpage showing the results of their audits.

Summary:

In my opinion, Highland Village should not take a position on the county letter. The issues raised have had little impact on our ability to create budgets.

Ryan Williams
Precinct 1

Ron Marchant
Precinct 2



Bobbie J. Mitchell
Precinct 3

Dianne Edmondson
Precinct 4

Denton County Commissioners Court
Judge Andy Eads

January 12, 2022

Mr. Charles Stafford
Chairman, Denton Central Appraisal District Board
3911 Morse Street
Denton, TX 76208

Dear Mr. Stafford:

We are writing to bring our grave concerns involving the Denton Central Appraisal District to your immediate attention. A series of occurrences in the past two years have exhibited a lack of transparency and mismanagement on the part of the Denton Central Appraisal District.

First, in 2020 and 2021, a software conversion resulted in the delay of certified tax rolls to taxing entities and accurate tax statements to property owners. This delay complicated the budgeting process for taxing entities across Denton County and resulted in Denton County having to finalize the budget and calculate the tax rate based on an estimate, which is unacceptable.

Additionally, during this time, the Denton Central Appraisal District opted to shut its doors prompting a number of individuals to contact county offices with inquiries about their tax statements and other related issues. This months-long conversion to new software ended up not working, with an eventual return to the previous outdated software, which has continued to cause challenges with incomplete and inaccurate information.

In an effort to be of assistance, Denton County Judge Andy Eads held a meeting with Chief Appraiser Hope McClure, Deputy Chief Appraiser Don Spencer, yourself, and other county officials and staff, and offered the help of the county's technology team to assist with the conversion, as well as our communications team to assist with improving communication to the citizens in Denton County.

During this meeting, Judge Eads asked that a technology workgroup of IT professionals throughout the county be formed. These professionals could have provided assistance if necessary, but also provide a sense of transparency and increase confidence in the IT department at the Denton Central Appraisal District; however, no one from the Denton Central Appraisal District followed up or took advantage of the offer.

Secondly, several months ago, Ms. McClure sent an email communication with regards to the Board of Directors election process and stated that Denton County *"must determine its vote by resolution adopted at the first or second open meeting of the governing body that is held after the date the chief appraiser delivers the ballot to the presiding officer of the governing body."* A new law, House Bill 988, was cited as the reason. A reminder of the new timeline was also included when the ballot was received at the end of October. It is important to note the law did not go into effect until Jan. 1, 2022, and we were misinformed directly by the Chief Appraiser.

Most recently, in December, the Denton Central Appraisal District released information about proposed changes to agricultural valuations shortly before a board meeting with little notice to the general public. This prompted a strong outcry among property owners.

While we appreciate the Board's decision to table the changes to the agriculture guidelines and post a survey on the Denton Central Appraisal District website to seek public input, we believe continued efforts to improve communication and transparency are needed.

We have outlined several examples that demonstrate our great frustrations and lack of trust with the Denton Central Appraisal District. Denton County taxpayers pay significant amounts of money to fund the appraisal district each year. As guardians of the purse, it is our role as stewards of those funds to make sure they are spent wisely, efficiently and effectively.

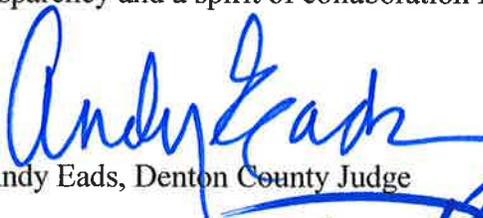
On behalf of the citizens of Denton County, we would request the Board of Directors fully investigate the operations of the Denton Central Appraisal District under the leadership of Ms. McClure and determine what steps are being taken to address these issues.

We would also ask for more open communications from the Denton Central Appraisal District to all taxing entities to ensure transparency and a spirit of collaboration for the benefit of all Denton County taxpayers.

Sincerely,



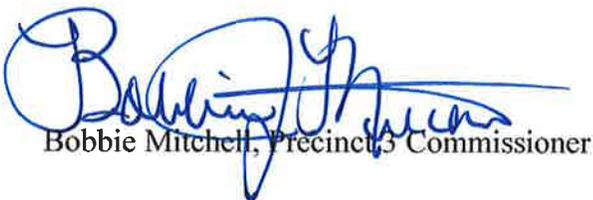
Ryan Williams, Precinct 1 Commissioner



Andy Eads, Denton County Judge



Ron Marchant, Precinct 2 Commissioner



Bobbie Mitchell, Precinct 3 Commissioner



Dianne Edmondson, Precinct 4 Commissioner

cc: Denton Central Appraisal District Board of Directors
Hope McClure, Chief Appraiser
All Denton County Taxing Entities



Denton Central Appraisal District
3911 Morse Street
Denton, TX 76208

 (940) 349-3800
 www.dentoncad.com

Board of Directors Meeting
January 27, 2022
3:00 PM
3901 Morse Street
Denton, Texas
AGENDA

- ITEM 1. CONVENING OF MEETING
- ITEM 2. INVOCATION
- ITEM 3. PLEDGE OF ALLEGIANCE
- ITEM 4. SWEARING IN NEW BOARD OF DIRECTORS
- ITEM 5. ELECTION OF OFFICERS FOR BOARD OF DIRECTORS
- ITEM 6. OPPORTUNITY FOR PUBLIC TO ADDRESS THE BOARD OF DIRECTORS
PERSONS DESIRING TO ADDRESS THE BOARD OF DIRECTORS MUST FILL OUT A SPEAKER'S CARD PRIOR TO THE MEETING. NO PRESENTATION SHALL EXCEED THREE MINUTES. THE BOARD CANNOT DELIBERATE ON ANY SUBJECT THAT IS NOT INCLUDED ON THE AGENDA.
- ITEM 7. PROGRESS REPORT
BOARD OF DIRECTORS ROLES & RESPONSIBILITIES - JOE LONGORIA
DENTON CAD'S ROLES & RESPONSIBILITIES - DEPARTMENT MANAGERS
SOFTWARE UPDATE - MARK SAYLER
TAXPAYER LIAISON OFFICER - BEA LORNE
LOOK BACK & LOOK AHEAD FOR DENTON CAD - HOPE McCLURE
- ITEM 8. CONSENT AGENDA
THE ITEMS ON THE CONSENT AGENDA ARE CONSIDERED SELF-EXPLANATORY BY THE BOARD AND WILL BE ENACTED WITH ONE MOTION. THERE WILL BE NO SEPARATE DISCUSSION ON THESE ITEMS UNLESS A BOARD MEMBER OR CITIZEN SO REQUEST.
 - A. APPROVAL OF MINUTES FROM THE PREVIOUS BOARD OF DIRECTORS MEETINGS
 - B. ACKNOWLEDGE RECEIPT OF MONTHLY FINANCIAL STATEMENTS
 - C. ACKNOWLEDGE RECEIPT OF VALUE CHANGES
- ITEM 9. CONSIDER AND TAKE ACTION ON PENALTIES AND INTEREST FOR OUTSTANDING 2022 FIRST QUARTER ALLOCATIONS
- ITEM 10. ADJOURN TO EXECUTIVE SESSION PURSUANT TO SECTIONS 551.071 AND 551.074 OF THE TEXAS GOVERNMENT CODE FOR THE FOLLOWING PURPOSES:
 - A. CONSULTATION WITH LEGAL COUNSEL;
 - B. DELIBERATION ON PERSONNEL MATTERS
- ITEM 11. RECONVENE TO OPEN SESSION AND TAKE ACTION ON ITEMS DISCUSSED IN EXECUTIVE SESSION, AS NEEDED
- ITEM 12. ADJOURN



Denton Central Appraisal District
3911 Morse Street
Denton, TX 76208

 (940) 349-3800
 www.dentoncad.com

AGENDA ITEM #7

Progress Report

Board of Directors Roles & Responsibilities -

Joe Longoria - Attorney - Perdue, Brandon, Fielder, Collins & Mott, LLP

Denton CAD's Roles & Responsibilities -

Chuck Saling - Commercial Manager

Dustin Vernor - Business Personal Property Manager

Jenna Simek - Residential Manager

Rebecca Townsend - Customer Service Manager

Jon Martin - Mapping Manager

David Steele - IT / Data Manager

Kim Collins - HR/ Finance Manager

Windy Nash - Legal Specialist

Don Spencer - Deputy Chief Appraiser

Software Update -

Mark Saylor - IT Supervisor

Harris Govern Representative

Taxpayer Liaison Update -

Bea Lorne - Taxpayer Liaison Officer

Look Back & Look Ahead for Denton CAD

Hope McClure - Chief Appraiser



Denton Central Appraisal District
3911 Morse Street
Denton, TX 76208

 (940) 349-3800
 www.dentoncad.com

AGENDA ITEM #8

Consent Agenda

- A. Approval of Minutes of the Previous Board of Directors Meetings
Minutes from December 16, 2021
- B. Acknowledge Receipt of Monthly Financial Statements
November Financials
- C. Acknowledge Receipt of Value Changes

Recommendation:

To approve the Consent Agenda as submitted.



Prodigy News

August 15, 2018

— FOR IMMEDIATE RELEASE —

True Prodigy Announces First Beta Clients for Prodigy Appraisal™

Denton CAD, Travis CAD and Webb CAD commit to being first Texas users of NEXT Generation Appraisal Software

(Dallas) Wednesday, August 15, 2018 – Today, True Prodigy announced three Texas County Appraisal Districts will be the first to use Prodigy Appraisal. Denton CAD, Travis CAD, and Webb CAD will participate in the beta program for True Prodigy's new property appraisal software for the State of Texas. Prodigy Appraisal will help appraisal districts manage the appraisal process for all properties in their district in an updated and efficient way.

Prodigy Appraisal is a comprehensive mass appraisal software application that is being developed using the industry's latest technologies, applications and testing methodologies. There are seven modules included in the software:

- Property Maintenance Module
- Appraisal Module
- Appeals Module
- Roll Generation Module
- Interfaces Module
- Tools Module
- Appraisal API Module

In addition, the solution includes pre-built web portals that allow turn-key web solutions for county appraisal districts so that they can service their property owners in a completely digital experience with little to no additional web development.

“Texas appraisal districts have never had a solution like this before. I know it sounds complicated saying we are bringing the latest microservices architecture and web-stack design to the appraisal industry,” explained Jonathan Coco, vice president of development for True Prodigy and the chief architect of Prodigy Appraisal. “But, to put it simply, the average taxpayer expects to be able to do things on the web. If they can pay all their bills online and register their children for school online—why shouldn’t they be able to review their property appraisal or protest the assessment online? For the first time, we are bringing the everyday conveniences that the web allows, and consumers expect, to Texas property owners.”

Osvaldo Morales, True Prodigy CEO, explained the company’s mission. “We have a few guiding principles at True Prodigy that help keep us focused. First, we are committed to providing a solid solution that solves the basic needs of the county appraisal districts in Texas. Second, we want to provide the solution with the newest, most effective technologies for the task at hand. And last, we are agile in all that we do. This means that we deliver on-time and will not defer important fixes or enhancements until later. We are true partners with our clients and we want to help them succeed every step of the way.

We are thrilled to announce that we are now able to deliver on our first promise to these important clients: the ability to begin providing first hand feedback on the beta release of Prodigy Appraisal. The feedback will be invaluable input in our agile software development process, which will help us rapidly bring the best software solution to this market.”

Prodigy Appraisal will be available to beta clients in August 2019 and to all appraisal districts in Texas in August 2020. True Prodigy is also offering additional, ancillary products for appraisal districts including Prodigy Equifinder, Prodigy MRA, Prodigy Business Intelligence and Prodigy Analytics.

To find out more about these solutions, visit trueprodigy.com.

For more information regarding this announcement, please contact:

Media Relations | Sarah Wallace | 972-806-0668 | sarahw@trueprodigy.tech

— END OF RELEASE —

— FOR IMMEDIATE RELEASE —

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For more information regarding this announcement, please contact:

Media Relations | Sarah Wallace | 972-806-0668 | sarahw@trueprodigy.tech

— END OF RELEASE —

CITY OF HIGHLAND VILLAGE
COUNCIL BRIEFING

AGENDA# 9

MEETING DATE: 02/08/2022

SUBJECT: Consider Approval of Minutes of the Regular City Council Meeting held on January 25, 2022

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 January 25, 2022.



**MEETING MINUTES OF THE REGULAR MEETING
HIGHLAND VILLAGE CITY COUNCIL
HIGHLAND VILLAGE MUNICIPAL COMPLEX
1000 HIGHLAND VILLAGE ROAD
TUESDAY, JANUARY 25, 2022**

EARLY WORK SESSION

Mayor Charlotte J. Wilcox called the meeting to order at 5:00 p.m.

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
	Mike Thomson	Fire Chief
	Scott Kriston	Public Works Director
	Phil Lozano	Parks and Recreation Director
	Sunny Lindsey	Information Services Director
	Jana Onstead	Human Resources Director
	Laurie Mullens	Marketing & Communications Director
	Andrew Boyd	Media Specialist
	Karen McCoy	Executive Assistant

1. Receive a Presentation and Discuss the Comprehensive Plan Updates Project

Council received a presentation from McAdams Engineering regarding the project, which includes updates to the City's Comprehensive Plan, Thoroughfare Plan, Park and Recreation Master Plan, Hike and Bike Trail Master Plan and the FM 407 Corridor Study. The presentation included a review of the planning process, plan components for the various updates and the community engagement process. City Council also participated in an asset mapping exercise.

2. Clarification of Consent or Action Items listed on Today's City Council Meeting Agenda for January 25, 2022

Not items were discussed.

Mayor Wilcox adjourned Early Work Session at 6:52 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 7:05 p.m.

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
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Staff Members:	Paul Stevens	City Manager
	Ken Heerman	Assistant City Manager
	Kevin Laughlin	City Attorney
	Angela Miller	City Secretary
	Mike Thomson	Fire Chief
	Scott Kriston	Public Works Director
	Phil Lozano	Parks and Recreation Director
	Jana Onstead	Human Resources Director
	Laurie Mullens	Marketing & Communications Director
	Andrew Boyd	Media Specialist

5. Prayer led by Councilmember Dan Jaworski

Councilmember Jaworski gave the invocation.

6. Pledge of Allegiance to the U.S. and Texas flags led by Councilmember Dan Jaworski

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

7. Visitor Comments

No one wished to speak.

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 Fleming congratulated Councilmember Heslep on his recent appointment to the Board of Trustees for Medical City Lewisville. She also congratulated Mayor Wilcox for serving on the Board for the Lewisville Chamber of Commerce.

Mayor Wilcox announced the Mayors “Over the Edge” Challenge scheduled for April 9, 2022 in Denton. This fund raising event will benefit the Children’s Advocacy Center for North Texas. Participants must raise \$1,250 in order to rappel from the Denton Fire Training Tower. Further details will be available soon.

9. City Manager/Staff Reports

- **COVID Update**

With the recent increase of confirmed cases, Fire Chief Mike Thomson provided a COVID update and reminded everyone to continue to be socially responsible and follow recommended precautions to limit possible exposure.

- **The Village Report**

The report featured the Foodie Friday video for Eggspress Café in Highland Village and a video highlighting recently opened Hazel & Honey Boutique located in The Shops at Highland Village.

CONSENT AGENDA

10. Consider approval of Minutes of the Regular City Council Meeting held on December 14, 2021

11. Receive Budget Report for Period Ending October 31, 2021

12. Receive Budget Report for Period Ending November 30, 2021

Motion by Deputy Mayor Pro Tem Fleming, seconded by Councilmember Fiester, to approve Consent Agenda Items #10 through #12. Motion carried 6-0.

ACTION AGENDA

13. Consider Resolution 2022-2983 ratifying the Emergency Declaration by the City Manager authorizing an Agreement with Weisinger, Inc. for the Southwood Well Pump Repairs

APPROVED (6 – 0)

Public Works Director Scott Kriston reported the Southwood Well (Well) was taken out of service in October 2021 as it revealed pump electrical issues. The public health hazard posed by the unexpected failure of the well is significant and constitutes an emergency. The City Manager declared an emergency and the immediate procurement of goods and services related to returning the Well to proper working condition was necessary.

City staff scheduled Weisinger, Inc. to provide equipment and services relating to needed repairs. Resolution 2022-2983 ratifies the emergency declaration and authorizes an agreement with Weisinger, Inc. for the needed Well repairs.

Motion by Councilmember Jaworski, seconded by Mayor Pro Tem Lombardo, to approve Resolution 2022-2983. Motion carried 6-0.

14. **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 TAKEN

Council did not meet in Closed Session.

LATE WORK SESSION

15. **Discuss Correspondence from Denton County Commissioners Court regarding the Denton Central Appraisal District (DCAD)**

City Manager Paul Stevens reported a letter was sent by Denton County Commissioners to the DCAD Board of Directors (DCAD Board) asking them to conduct an investigation into DCAD's operations. With several missteps over the last few years, the Commissioners are asking for clarification and for an investigation. Mr. Stevens further reported some area cities are sending letters calling for the same, and he is seeking direction from Council should they wish to also.

Councilmember Jaworski asked if the DCAD Board would be performing the investigation and stated he would like to see an outside body perform the investigation. To date, there has been no response from the DCAD Board. Mr. Stevens added there is a DCAD Board meeting on January 27, 2022, therefore, the letter/concerns may be addressed at that time. Councilmember Kixmiller asked if there was any direct impact to Highland Village residents from the issues raised. Mr. Stevens reported the only issue he is aware of was in 2020 when some of the tax rolls were not completed in a timely manner, but added they were received a few days early in 2021. Council further discussed the conduct of the investigation.

Councilmember Kixmiller will attend the DCAD Board meeting on January 27 and, if needed, an item for discussion and action regarding any correspondence from Council can be addressed at a future City Council meeting.

16. **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.)**

Councilmember Fiester asked for an approximate timeline for the Comprehensive Plan Updates. Mr. Stevens reported it is approximately a 12-month project, with completion around October or November 2022

17. Adjournment

Mayor Wilcox adjourned the meeting at 7:54 p.m.

Charlotte J. Wilcox, Mayor

ATTEST:

Angela Miller, City Secretary

DRAFT

CITY OF HIGHLAND VILLAGE
COUNCIL BRIEFING

AGENDA# 10

MEETING DATE: 02/08/2022

SUBJECT: Consider Resolution 2022-2984 Adopting the Texas Subdivision and Special District Election and Release Form regarding the Endo/Par Texas Opioid Settlement

PREPARED BY: Paul Stevens, City Manager

BACKGROUND:

You will recall the City joined the opioid settlement through the Office of the Attorney General. This settlement included Johnson & Johnson, the opioid manufacturer and three major pharmaceutical distributors: AmerisourceBergen, Cardinal Health, and McKesson. The Attorney General's Office has now reached a settlement with the pharmaceutical manufacturer Endo Health Solutions Inc., Endo Pharmaceuticals Inc., Endo International plc, Par Pharmaceutical, Inc., and Par Pharmaceutical Companies, Inc.

The two previous agreements provide for \$26 billion in payments over 18 years, with \$23.9 billion available for opioid abatement and significant amounts front loaded. Funding will be distributed to states according to the allocation agreement reached among the Attorneys General. Subdivisions can only participate in the agreement if their state participates. Texas' combined share is almost \$1.5 billion: \$1.17 billion from the distributors and \$268 million from J&J. Distribution within Texas is handled through the Texas Term Sheet, an intrastate agreement between the state and litigating subdivisions. The funding must be used to support any of a wide variety of strategies to fight the opioid crisis. Separate provisions exist to compensate attorneys who have pursued opioid litigation on behalf of states and local governments. Once the state agrees to participate, then the more subdivisions that join, the more money everyone in Texas will receive. Future opioid litigation may result in suspension and reduction of payments. Even without full resolution of claims, states and subdivisions can still receive substantial payments by resolving a significant portion of current and future claims. The City of Highland Village has been allocated \$50,315 through the two previous agreements.

It is unknown at this point what the additional allocation will be with Endo/Par.

IDENTIFIED NEEDS:

The Attorney General has provided a, "List of Uses for Opioid Remediation Funds," that provides direction as to how the funds can be used. The additional funds through this settlement would have the same stipulations. We previously stated there may be training opportunities for our Fire and Police Departments that could be paid for with these funds. The City could also pass these funds to a non-profit in our area who could fulfill the uses for opioid remediation.

OPTIONS AND RESULTS:

Approving the resolution will provide for the city to participate in this settlement.

PROGRESS TO DATE:

The City joined the previous settlement on October 26, 2021 and submitted the appropriate paperwork to the Office of the Attorney General. Should the City choose to join this settlement, a resolution must be adopted approving the release form be submitted to the Attorney General's Office by March 10, 2022.

BUDGETARY IMPACT/ORDINANCE CHANGE:

The City of Highland Village has been allotted \$50,315 from the previous settlement. It is still unknown how much will be allocated with the addition of Endo/Par.

RECOMMENDATION:

To approve Resolution 2022-2984.

CITY OF HIGHLAND VILLAGE, TEXAS

RESOLUTION NO. 2022-2984

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HIGHLAND VILLAGE, TEXAS, ADOPTING THE TEXAS SUBDIVISION AND SPECIAL DISTRICT ELECTION AND RELEASE FORM REGARDING THE ENDO/PAR TEXAS OPIOID SETTLEMENT; AND PROVIDING AN EFFECTIVE DATE

WHEREAS, on October 26, 2021, the City of Highland Village adopted and approved the Texas Term Sheet and Allocation Schedule regarding the Global Opioid Settlement through the Office of the Attorney General; and

WHEREAS, the Global Opioid Settlement included Johnson & Johnson, the opioid manufacturer and three major pharmaceutical distributors: AmerisourceBergen, Cardinal Health, and McKesson; and

WHEREAS, the City of Highland Village received notice that the Office of the Attorney General has now reached a settlement with the pharmaceutical manufacturer Endo Health Solutions Inc., Endo Pharmaceuticals Inc., Endo International plc, Par Pharmaceutical Inc., and Par Pharmaceutical Companies, Inc.; and

WHEREAS, the City of Highland Village can participate in this settlement by adopting the Texas Subdivision and Special District Election and Release Form attached hereto as Exhibit "A" and incorporated herein by reference (the "Release Form"); and

WHEREAS, Special Counsel and the State of Texas have recommended that the City of Highland Village support the adoption and approval the Texas Term Sheet in its entirety; and

WHEREAS, the City Council of the City of Highland Village, Texas, (i) finds there is a substantial need for repayment of opioid-related expenditures and payment to abate opioid-related harms in and about the City of Highland Village, (ii) supports the addition of the Endo Settlement to those previously adopted; (iii) supports the adoption and approval the Release Form finds it to be in the public interest to approve such settlement.

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

SECTION 1. The City Manager is authorized to sign the Release Form on behalf of the City.

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

PASSED AND APPROVED THIS 8TH DAY OF FEBRUARY 2022.

APPROVED:

Charlotte J. Wilcox, Mayor

ATTEST:

Angela Miller, City Secretary

APPROVED AS TO FORM AND LEGALITY:

Kevin B. Laughlin, City Attorney

(kbl:2/3/2022:127563)

RESOLUTION NO. 2022-2984

EXHIBIT "A" - RELEASE FORM

**TEXAS SUBDIVISION AND SPECIAL DISTRICT
ELECTION AND RELEASE FORM**

This Election and Release Form for Texas Participating Subdivisions¹ resolves opioid-related Claims against Endo/Par under the terms and conditions set forth in the Endo/Par Texas State-Wide Opioid Settlement Agreement between Endo/Par, the State of Texas, and the Counties of Dallas, Bexar, Harris and Tarrant (the "Agreement"), the provisions of which are here incorporated by reference in their entirety. Upon executing this Election and Release Form, a Participating Subdivision agrees that, in exchange for the consideration described in the Agreement, the Participating Subdivision is bound by all the terms and conditions of the Agreement, including but not limited to the Release found in Section VII of the Agreement and the provisions concerning participation by Subdivisions or Special Districts in Section VIII, and the Participating Subdivision and its signatories expressly represent and warrant on behalf of themselves that they have, or will have obtained on or before the Effective Date or on or before the execution of this Election and Release Form if executed after the Effective Date, the authority to settle and release, to the maximum extent of the Subdivision's and Special District's power, all Released Claims related to Covered Conduct. If this Election and Release Form is executed on or before the Initial Participation Date, the Participating Subdivision shall dismiss Endo/Par and all other Released Entities with prejudice from all pending cases in which the Participating Subdivision has asserted Covered Claims against Endo/Par or a Released Entity no later than the Initial Participation Date. If this Election and Release Form is executed after the Initial Participation Date, the Participating Subdivision shall dismiss Endo/Par and all other Released

¹ The Agreement defines a "Participating Subdivision" as a Subdivision or Special District that signs this Election and Release Form and meets the requirements for becoming a Participating Subdivision under subsection VIII.A. of the Agreement.

RESOLUTION NO. 2022-2984

EXHIBIT "A" - RELEASE FORM

Entities with prejudice from all pending cases in which the Participating Subdivision has asserted Covered Claims against Endo/Par or a Released Entity concurrently with the execution of this form. By executing this Election and Release Form, the Participating Subdivision submits to the jurisdiction of the Honorable Robert Schaffer, *In Re: Texas Opioid Litigation*, MDL No.

18-0358, Master File No. 2018-63587, in the 152nd Judicial District Court, Harris County,

Texas. Dated: February 8, 2022

Texas Subdivision Name: City of Highland Village, Texas

By: _____
Paul Stevens, City Manager

1000 Highland Village Road
Highland Village, Texas 75077

Phone: (972) 899-5131
E-Mail: pstevens@highlandvillage.org

CITY OF HIGHLAND VILLAGE
COUNCIL BRIEFING

AGENDA# 11	MEETING DATE: 02/08/2022
SUBJECT:	Consider Resolution 2022-2985 of the City Council of Highland Village, Texas awarding and authorizing a contract with A&M Construction & Utilities, Inc. for the Southwood No. 2 Ground Storage Tank Repainting Project
PREPARED BY:	Scott Kriston, Director of Public Works

BACKGROUND:

The Texas Commission on Environmental Quality (TCEQ) requires that steel water storage tanks be repainted periodically. Repainting steel water storage tanks facilitates maintenance, enhances their appearance, and prolongs their useful life. Per these TCEQ requirements, the Southwood No. 2 Ground Storage Tank is scheduled for repainting at this time. Also, other improvements including repainting piping, valves, and pumps at the site, construction of a chemical feed vault, and adding piping improvements in the tank are included in the project. Responsive bids were received on January 28, 2022 for the project from ten general contractors that have experience on similar municipal projects. They are the following:

BIDDER	BASE BID
9 Division, Inc.	\$418,600
A&M Construction & Utilities, Inc.	\$542,450
O&J Coatings, Inc.	\$607,500
Tankezcoatingsinc	\$629,420
Viking Industrial Painting	\$698,300
D&M Tank, LLC	\$801,300
Utility Service Co., Inc.	\$848,400
NG Painting, LP	\$894,000
M.K. Painting, Inc.	\$897,000
Blastco Texas, Inc.	\$941,415
TMI Coatings, Inc.	\$1,060,915

The apparent low bidder is 9 Division with a bid amount of \$418,600.00. However, based on information received regarding its prior work history, 9 Division has not previously performed any similar municipal projects. The specifications for the project stipulate that “whether the bidder is a contractor with experience in the type of work involved” will be taken into consideration. Given the nature of the project and the need to ensure the public health and safety is protected by proper performance of the required work for this project, demonstrated successful completion of similar project in the past is a critical element of determining

whether the low bidder is also a “responsible” bidder. A&M Construction & Utilities, Inc. is the lowest responsible bidder with a bid in the amount of \$542,450. The low bid has been reviewed and evaluated and is considered a very good bid. A&M Construction & Utilities has sufficient resources and, based on the contractor’s work history, is considered the lowest responsive bidder.

IDENTIFIED NEED/S:

Steel water storage tanks need to be repainted periodically in order to facilitate maintenance, enhance their appearance, and prolong their useful life.

OPTIONS & RESULTS:

The repainting of this ground storage tank will enhance its appearance and prolong its useful life.

PROGRESS TO DATE: (if appropriate)

Contractors’ bids for this repainting project have been received and evaluated.

BUDGETARY IMPACT/ORDINANCE CHANGE: (if appropriate)

Funding through the Utility Fund.

RECOMMENDATION:

To approve Resolution 2022-2985.

CITY OF HIGHLAND VILLAGE, TEXAS

RESOLUTION NO. 2022-2985

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HIGHLAND VILLAGE, TEXAS AWARDED AND AUTHORIZING A CONTRACT WITH A&M CONSTRUCTION & UTILITIES, INC. FOR THE SOUTHWOOD NO. 2 GROUND STORAGE TANK REPAINTING PROJECT; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, City administration, having solicited, received, and reviewed the bids for the Southwood No. 2 Ground Storage Tank Repainting Project (the "Project") has determined that A&M Construction & Utilities, Inc. has submitted the lowest most responsible bid in an amount of \$542,450.00, 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 recommendation of the City administration and approve the above described contract agreement.

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 A&M Construction & Utilities, Inc. in the amount of \$542,450.00 for the Project and, subject to applicable state laws, city policies, and, in the event change order(s) result in an increase in the contract amount, the availability of funds for such purpose, to negotiate and sign such change order(s) to said contract as the City Manager determines to be in the best interest of the City.

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

PASSED AND APPROVED THIS 8TH DAY OF FEBRUARY, 2022.

APPROVED:

Charlotte J. Wilcox, Mayor

ATTEST:

Angela Miller, City Secretary

APPROVED AS TO FORM AND LEGALITY:

Kevin B. Laughlin, City Attorney

(kbl:2/3/2022:127543)

CITY OF HIGHLAND VILLAGE
COUNCIL BRIEFING

AGENDA# 12

MEETING DATE: 02/08/2022

SUBJECT: Investment Report for Quarter Ending December 31, 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 June 30, 2021 through September 30, 2021 follow this briefing.

- TexPool (Texas Local Government Investment Pool, a public funds investment pool that matures October 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 October 1, 2021)
- Independent DDA (Demand Deposit Account that matures October 1, 2021 collateralized by pledged securities held in custody by The Independent Bankers Bank)
- Independent NOW (Negotiable Order of Withdraw that matures October 1, 2021 collateralized by pledged securities held in custody by The Independent Bankers Bank)
- Wells Fargo DDA (Demand Deposit Account that matures October 1, 2021 collateralized by pledged securities held in custody by the Bank of New York Mellon)
- Southside MMA (Money Market Account that matures October 1, 2021, collateralized by pledged securities held in custody by the Federal Home Loan Bank)
- InterBank MMA (Money Market Account that matures October 1, 2021, fully insured by the Federal Deposit Insurance Corporation)

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

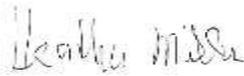
This information reports that the beginning market value for all cash and investments was \$19,487,667 and the ending market value on December 31, 2021 was \$40,618,999. The significant increase in the City's total portfolio is attributed to proceeds of Certificates of Obligation in the amount of \$15,263,400 issued and receipts of property taxes received late December 2021. The average yield for the quarter ending December 31, 2021 in pooled, demand deposit, negotiable order of withdrawal, and money market accounts (0.09%) is greater than the six-month term treasuries. The beginning pool, demand deposit, negotiable order of withdrawal, and money market accounts invested balance at September 30, 2021 was \$14,482,657 and the ending balance at December 31, 2021 was \$35,611,743 or 88% of the City's total portfolio. The weighted average maturity of the City's portfolio at December 31, 2021 is 11 days.

The average total portfolio yield for the quarter ending December 31, 2021 was 0.10%.

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>
September 30, 2021	\$19,487,667	\$19,487,667
December 31, 2021	\$40,618,999	\$40,618,999

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

¹Note:

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 Reports for the period ending September 30, 2021.



QUARTERLY INVESTMENT REPORT

For the Quarter Ended

December 31, 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.

Ken Heerman, Assistant City Manager

Heather Miller, Assistant Finance Director

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	September 30, 2021			December 31, 2021		
	Ave. Yield	Book Value	Market Value	Ave. Yield	Book Value	Market Value
MMA/NOW/Pools	0.17%	\$ 14,482,657	\$ 14,482,657	0.09%	\$ 35,611,743	\$ 35,611,743
Securities/CDs	0.04%	5,005,010	5,005,010	0.04%	5,007,255	5,007,255
Totals	0.17%	\$ 19,487,667	\$ 19,487,667	0.10%	\$ 40,618,999	\$ 40,618,999

Current Quarter Average Yield (1)

Total Portfolio	0.10%
Rolling Three Month Treasury	0.06%
Rolling Six Month Treasury	0.08%
TexPool	0.04%

Fiscal Year-to-Date Average Yield (2)

Total Portfolio	0.10%
Rolling Three Month Treasury	0.06%
Rolling Six Month Treasury	0.08%
TexPool	0.04%

Interest Earnings (Approximate)

Quarterly Interest	\$ 7,496
Fiscal Year-to-Date Interest	\$ 7,496

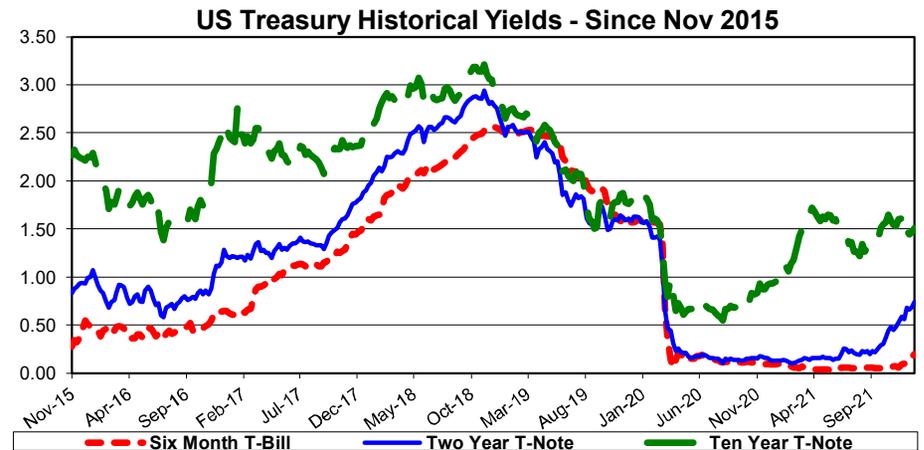
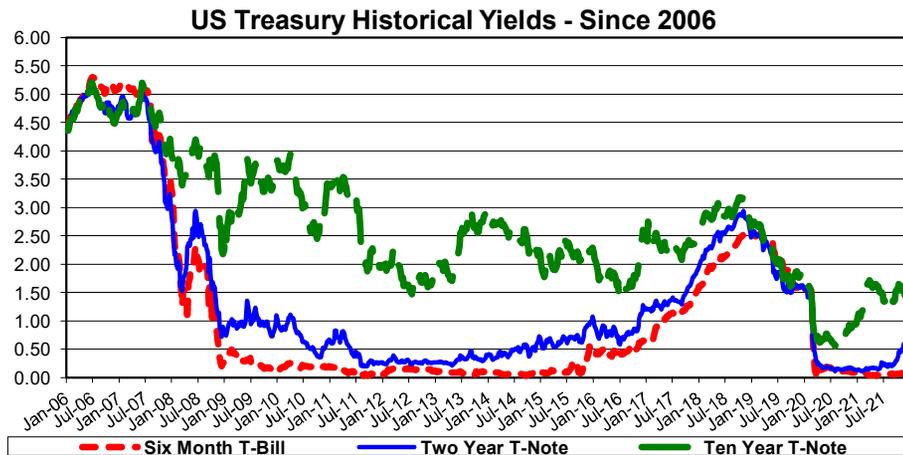
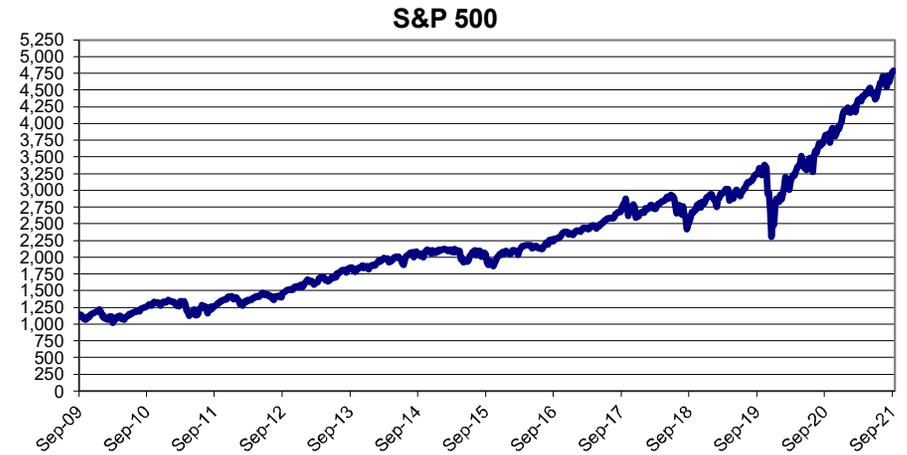
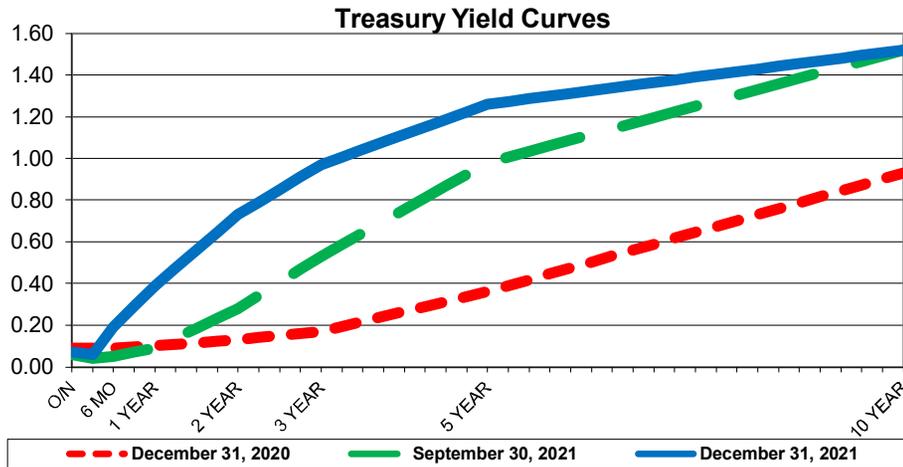
(1) **Current Quarter Average Yield** - based on adjusted book value, realized and unrealized gains/losses and investment advisory fees are not considered. The yield for the reporting month is used for bank, pool, and money market balances.

(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

12/31/2021

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%). The FOMC began reducing monthly security purchases during Nov 2021 and then increased the paced at the December meeting. Projections for target range increases shortened to late spring or early summer 2022. Third Quarter GDP posted +2.3% (Final). December employment reflected U-2 dropping to 3.9% and Non-Farm Payroll adding 199k net new jobs (Three Month Average NFP = 365). Crude oil reversed recent declines and bounced back to +/- \$75 per barrel. The Stock Markets reached new highs. Many domestic economic indicators remain positive. The Build Back Better legislation stalled in the Senate. The Debt Ceiling was increased to \$31+ trillion, easing any near-term funding pressures. Inflation remained well over the FOMC 2% target and does not appear positioned to decline in the near term. The Yield Curve shifted higher primarily six months and longer.



Investment Holdings

December 31, 2021

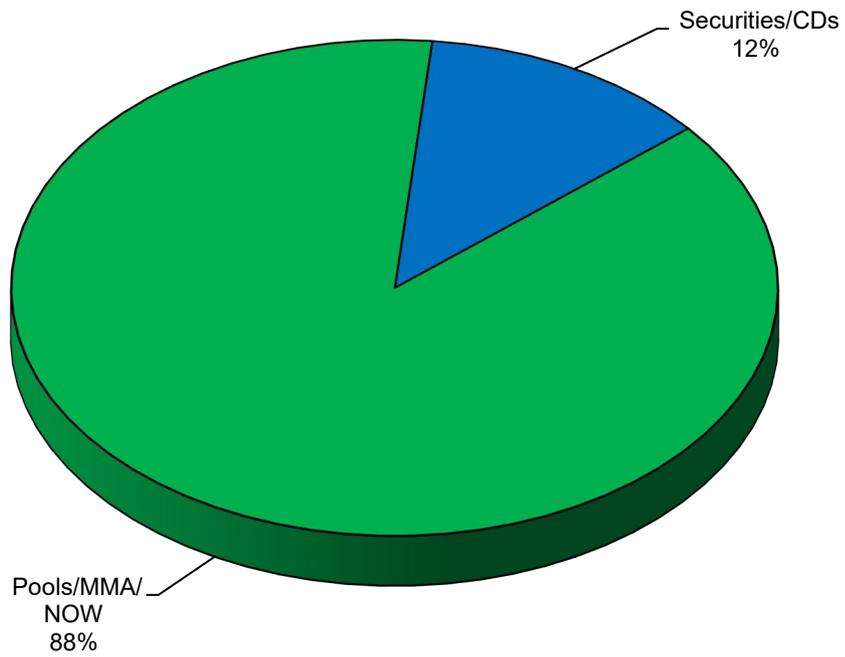
Description	Rating	Coupon/ Discount	Maturity Date	Settlement Date	Original Face/ Par Value	Book Value	Market Price	Market Value	Life (days)	Yield
Independent DDA		0.01%	01/01/22	12/31/21	\$ 51,932	\$ 51,932	1.00	\$ 51,932	1	0.01%
Independent NOW		0.05%	01/01/22	12/31/21	6,692	6,692	1.00	6,692	1	0.05%
Wells Fargo DDA (3)		0.50%	01/01/22	12/31/21	1,173,803	1,173,803	1.00	1,173,803	1	0.50%
Southside MMA		0.14%	01/01/22	12/31/21	2,988,920	2,988,920	1.00	2,988,920	1	0.14%
InterBank MMA		0.35%	01/01/22	12/31/21	212,005	212,005	1.00	212,005	1	0.35%
InterBank IntraFi MMA		0.35%	01/01/22	12/31/21	4,095,061	4,095,061	1.00	4,095,061	1	0.35%
TexPool	AAAm	0.04%	01/01/22	12/31/21	8,963,943	8,963,943	1.00	8,963,943	1	0.04%
TexSTAR	AAAm	0.01%	01/01/22	12/31/21	18,119,388	18,119,388	1.00	18,119,388	1	0.01%
Origin Bank CD		0.21%	02/04/22	02/04/21	1,001,572	1,001,572	100.00	1,001,572	35	0.21%
Origin Bank CD		0.17%	04/07/22	07/07/21	4,005,684	4,005,684	100.00	4,005,684	97	0.17%
					\$ 40,618,999	\$ 40,618,999		\$ 40,618,999	11	0.10%
									(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.

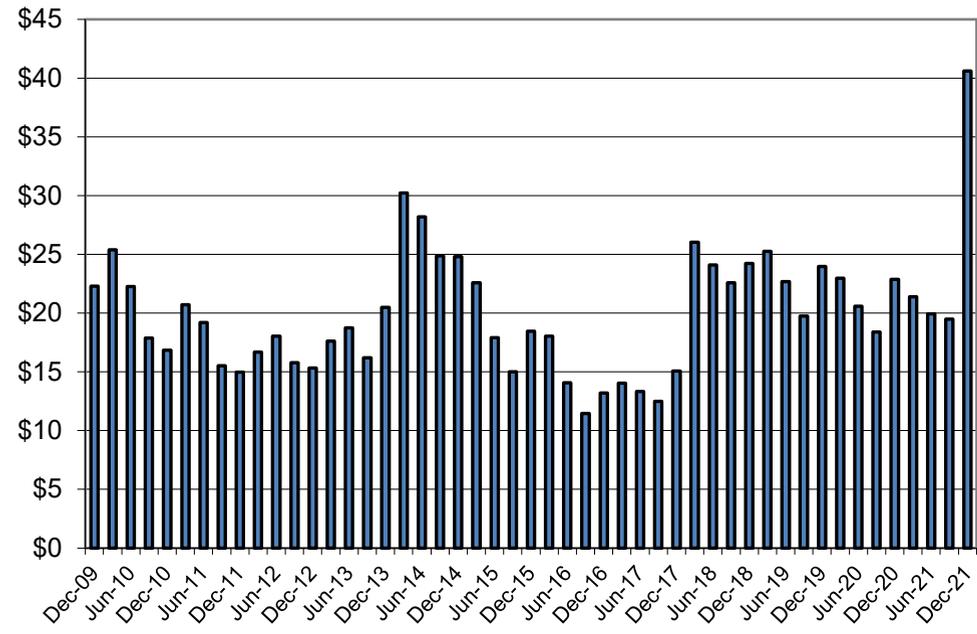
(2) **Weighted average yield to maturity** - The weighted average yield to maturity is based on adjusted book value, realized and unrealized gains/losses and investment advisory fees are not considered.

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

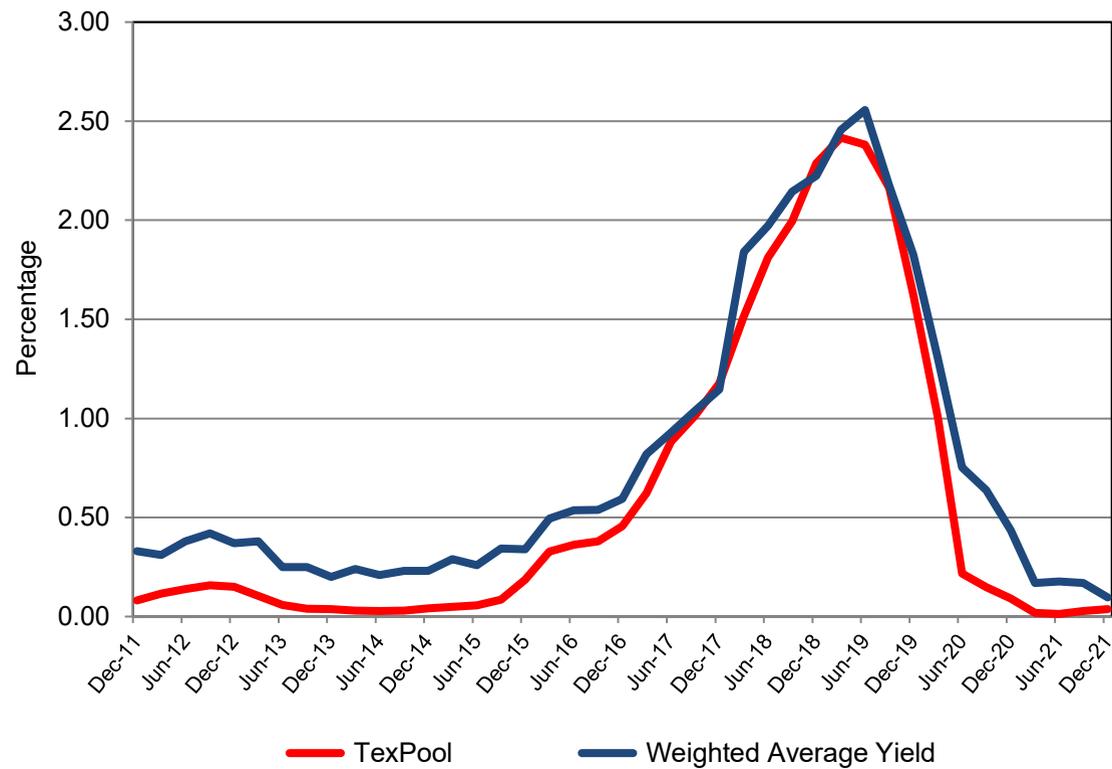
Portfolio Composition



Total Portfolio (Millions)



Total Portfolio Performance



Book & Market Value Comparison

Issuer/Description	Yield	Maturity Date	Book Value 09/30/21	Increases	Decreases	Book Value 12/31/21	Market Value 09/30/21	Change in Market Value	Market Value 12/31/21
Independent DDA	0.01%	01/01/22	\$ 40,151	\$ 11,781	\$ -	\$ 51,932	\$ 40,151	\$ 11,781	\$ 51,932
Independent NOW	0.05%	01/01/22	6,691	1	-	6,692	6,691	1	6,692
Wells Fargo DDA	0.50%	01/01/22	600,122	573,681	-	1,173,803	600,122	573,681	1,173,803
Southside MMA	0.14%	01/01/22	3,987,896	-	(998,976)	2,988,920	3,987,896	(998,976)	2,988,920
InterBank MMA	0.35%	01/01/22	211,992	13	-	212,005	211,992	13	212,005
InterBank IntraFi MMA	0.35%	01/01/22	4,091,277	3,784	-	4,095,061	4,091,277	3,784	4,095,061
TexPool	0.04%	01/01/22	2,463,634	6,500,309	-	8,963,943	2,463,634	6,500,309	8,963,943
TexSTAR	0.01%	01/01/22	3,080,895	15,038,493	-	18,119,388	3,080,895	15,038,493	18,119,388
Origin Bank CD	0.21%	02/04/22	1,001,042	530	-	1,001,572	1,001,042	530	1,001,572
Origin Bank CD	0.17%	04/07/22	4,003,968	1,716	-	4,005,684	4,003,968	1,716	4,005,684
TOTAL/AVERAGE	0.10%		\$ 19,487,667	\$ 22,130,307	\$ (998,976)	\$ 40,618,999	\$ 19,487,667	\$ 21,131,331	\$ 40,618,999

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

Utility Funds	TexPool	TexSTAR	Independent DDA	Independent NOW	Wells Fargo DDA	Southside MMA	InterBank MMA
Interest & Sinking	\$ 961,070	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Replacement Reserve	473,908	-	-	-	-	-	-
Operations	6	-	-	-	-	280,435	-
Impact Fees	394,106	-	-	-	-	895,669	-
2018 CO Utility Capital Projects	-	82,802	-	-	-	-	100,030
American Rescue Plan Act	-	2,065,129	-	-	-	-	-
Sub Total	\$ 1,829,090	\$ 2,147,931	\$ -	\$ -	\$ -	\$ 1,176,105	\$ 100,030
General Funds							
Operations	\$ 5,143,065	\$ 229,165	\$ -	\$ 321	\$ -	\$ 1,812,815	\$ 12,946
Pooled Cash	-	-	51,932	-	1,163,636	-	-
Pooled Cash Controlled Disbursement	-	-	-	-	-	-	-
Pooled Cash Credit Card Clearing	-	-	-	-	10,166	-	-
Pooled Cash Insurance Trust	-	-	-	-	-	-	-
Interest & Sinking	1,059,336	65,935	-	-	-	-	-
Drainage Utility	300,322	-	-	-	-	-	-
Sub Total	\$ 6,502,723	\$ 295,100	\$ 51,932	\$ 321	\$ 1,173,803	\$ 1,812,815	\$ 12,946
General Capital Project Funds							
Park Development	\$ 81,832	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
2018 GO Capital Projects	-	406,871	-	-	-	-	99,029
2021 CO Capital Projects	-	15,263,408	-	-	-	-	-
Sub Total	\$ 81,832	\$ 15,670,279	\$ -	\$ -	\$ -	\$ -	\$ 99,029
Corp Leased Park Funds							
Corp LeasedTXDot Mitigation	\$ -	\$ 3	\$ -	\$ 6,371	\$ -	\$ -	\$ -
Sub Total	\$ -	\$ 3	\$ -	\$ 6,371	\$ -	\$ -	\$ -
HV Community Development Funds							
Operations	\$ 550,298	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
HVDCD TXDot Mitigation	-	6,073	-	-	-	-	-
Sub Total	\$ 550,298	\$ 6,073	\$ -	\$ -	\$ -	\$ -	\$ -
Totals	\$ 8,963,943	\$ 18,119,388	\$ 51,932	\$ 6,692	\$ 1,173,803	\$ 2,988,920	\$ 212,005

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

(Continued)

Utility Funds	InterBank IntraFi MMA	Certificate of Deposit		Total	Interest This Quarter
		02/04/2022	04/07/2022		
Interest & Sinking	\$ -	\$ -	\$ -	\$ 961,070	\$ 72
Replacement Reserve	-	-	-	473,908	44
Operations	-	-	-	280,442	98
Impact Fees	-	-	-	1,289,775	345
2018 CO Utility Capital Projects	2,266,458	-	-	2,449,290	2,090
American Rescue Plan Act	-	-	-	2,065,129	59
Sub Total	\$ 2,266,458	\$ -	\$ -	\$ 7,519,613	\$ 2,708
General Funds					
Operations	\$ -	\$ 1,001,572	\$ 4,005,684	\$ 12,205,569	\$ 2,978
Pooled Cash	-	-	-	1,215,568	4
Pooled Cash Controlled Disbursement	-	-	-	-	-
Pooled Cash Credit Card Clearing	-	-	-	10,166	-
Pooled Cash Insurance Trust	-	-	-	-	-
Interest & Sinking	-	-	-	1,125,270	13
Drainage Utility	-	-	-	300,322	27
Sub Total	\$ -	\$ 1,001,572	\$ 4,005,684	\$ 14,856,895	\$ 3,021
General Capital Project Funds					
Park Development	\$ -	\$ -	\$ -	\$ 81,832	\$ 8
2018 GO Capital Projects	1,828,603	-	-	2,334,503	1,713
2021 CO Capital Projects	-	-	-	15,263,408	8
Sub Total	\$ 1,828,603	\$ -	\$ -	\$ 17,679,744	\$ 1,729
Corp Leased Park Funds					
Corp LeasedTXDot Mitigation	\$ -	\$ -	\$ -	\$ 6,374	\$ 1
Sub Total	\$ -	\$ -	\$ -	\$ 6,374	\$ 1
HV Community Development Funds					
Operations	\$ -	\$ -	\$ -	\$ 550,298	\$ 36
HVDC TXDot Mitigation	-	-	-	6,073	-
Sub Total	\$ -	\$ -	\$ -	\$ 556,372	\$ 36
Totals	\$ 4,095,061	\$ 1,001,572	\$ 4,005,684	\$ 40,618,999	\$ 7,496

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

Utility Funds	TexPool	TexSTAR	Independent DDA	Independent NOW	Wells Fargo DDA	Southside MMA	InterBank MMA
Interest & Sinking	\$ 671,904	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Replacement Reserve	473,864	-	-	-	-	-	-
Operations	6	-	-	-	-	280,337	-
Impact Fees	311,895	-	-	-	-	895,356	-
2018 CO Utility Capital Projects	-	154,103	-	-	-	-	100,029
American Rescue Plan Act	-	2,065,070	-	-	-	-	-
Sub Total	\$ 1,457,669	\$ 2,219,173	\$ -	\$ -	\$ -	\$ 1,175,693	\$ 100,029
General Funds							
Operations	\$ 276,228	\$ 163,379	\$ -	\$ 321	\$ -	\$ 2,812,203	\$ 12,935
Pooled Cash	-	-	40,151	-	600,122	-	-
Interest & Sinking	72,500	65,933	-	-	-	-	-
Drainage Utility	273,236	-	-	-	-	-	-
Sub Total	\$ 621,964	\$ 229,311	\$ 40,151	\$ 321	\$ 600,122	\$ 2,812,203	\$ 12,935
General Capital Project Funds							
Park Development	\$ 80,973	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
2018 GO Capital Projects	-	626,334	-	-	-	-	99,028
Sub Total	\$ 80,973	\$ 626,334	\$ -	\$ -	\$ -	\$ -	\$ 99,028
Corp Leased Park Funds							
Corp LeasedTXDot Mitigation	\$ -	\$ 3	\$ -	\$ 6,370	\$ -	\$ -	\$ -
Sub Total	\$ -	\$ 3	\$ -	\$ 6,370	\$ -	\$ -	\$ -
HV Community Development Funds							
Operations	\$ 303,028	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
HVDCD TXDot Mitigation	-	6,073	-	-	-	-	-
Sub Total	\$ 303,028	\$ 6,073	\$ -	\$ -	\$ -	\$ -	\$ -
Totals	\$ 2,463,634	\$ 3,080,895	\$ 40,151	\$ 6,691	\$ 600,122	\$ 3,987,896	\$ 211,992

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

(Continued)

Utility Funds	InterBank IntraFi MMA	Certificate of Deposit		Total	Interest This Quarter
		02/04/2022	04/07/2022		
Interest & Sinking	\$ -	\$ -	\$ -	\$ 671,904	\$ 31
Replacement Reserve	-	-	-	473,864	27
Operations	-	-	-	280,343	91
Impact Fees	-	-	-	1,207,251	286
2018 CO Utility Capital Projects	2,264,372	-	-	2,518,504	2,090
American Rescue Plan Act	-	-	-	2,065,070	22
Sub Total	\$ 2,264,372	\$ -	\$ -	\$ 7,216,936	\$ 2,548
General Funds					
Operations	\$ -	\$ 1,001,042	\$ 4,003,968	\$ 8,270,074	\$ 3,676
Pooled Cash	-	-	-	640,273	21
Interest & Sinking	-	-	-	138,433	11
Drainage Utility	-	-	-	273,236	15
Sub Total	\$ -	\$ 1,001,042	\$ 4,003,968	\$ 9,322,016	\$ 3,724
General Capital Project Funds					
Park Development	\$ -	\$ -	\$ -	\$ 80,973	\$ 5
2018 GO Capital Projects	1,826,904	-	-	2,552,267	1,714
Sub Total	\$ 1,826,904	\$ -	\$ -	\$ 2,633,240	\$ 1,719
Corp Leased Park Funds					
Corp LeasedTXDot Mitigation	\$ -	\$ -	\$ -	\$ 6,373	\$ 4
Sub Total	\$ -	\$ -	\$ -	\$ 6,373	\$ 4
HV Community Development Funds					
Operations	\$ -	\$ -	\$ -	\$ 303,028	\$ 7
HVDCD TXDot Mitigation	-	-	-	6,073	-
Sub Total	\$ -	\$ -	\$ -	\$ 309,102	\$ 7
Totals	\$ 4,091,277	\$ 1,001,042	\$ 4,003,968	\$ 19,487,667	\$ 8,001.67

CITY OF HIGHLAND VILLAGE
COUNCIL BRIEFING

AGENDA# 13

MEETING DATE: 02/08/2022

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

PREPARED BY: Ken Heerman, Assistant City Manager

BACKGROUND:

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

The budget report submitted for December represents the third 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 December 31, 2021.

General Fund Summary

FY 2021/2022 Budget

YEAR TO DATE DECEMBER

<i>Percent of Budget Year Transpired</i>	25.0%
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Revenues	Original Budget	Revised Budget (Includes Budget Amendments)	Year to Date	Variance	% Received
Property Tax	\$ 12,251,582	\$ 12,251,582	\$ 6,423,804	\$ (5,827,778)	52%
Sales Tax	3,258,820	3,258,820	298,391	(2,960,429)	9%
Franchise Fees	1,555,749	1,555,749	34,700	(1,521,049)	2%
Licensing & Permits	355,988	355,988	84,278	(271,710)	24%
Park/Recreation Fees	241,200	241,200	50,544	(190,656)	21%
Public Safety Fees	567,630	567,630	172,660	(394,970)	30%
Rents	171,961	171,961	54,097	(117,864)	31%
Municipal Court	88,000	88,000	21,728	(66,272)	25%
Interest Income	40,000	40,000	1,062	(38,938)	3%
Miscellaneous	262,350	262,350	19,038	(243,312)	7%
Total Revenues	\$ 18,793,280	\$ 18,793,280	\$ 7,160,301	\$ (11,632,979)	38%

Other Sources					
Transfers In	\$ 534,000	\$ 534,000	\$ -	\$ (534,000)	0%
Total Available Resources	\$ 19,327,280	\$ 19,327,280	\$ 7,160,301	\$ (12,166,979)	

Expenditures	Original Budget	Revised Budget	Year to Date	Variance	% Used
City Manager Office	\$ 909,587	\$ 909,587	\$ 143,295	\$ 766,292	16%
Finance (includes Mun. Court)	1,410,191	1,410,191	475,729	934,463	34%
Human Resources	647,581	647,581	91,730	555,851	14%
City Secretary Office	418,364	418,364	99,969	318,395	24%
Information Services	1,305,818	1,305,818	245,624	1,060,195	19%
Marketing and Communications	431,124	431,124	121,132	309,991	28%
Police	5,356,591	5,356,591	1,327,748	4,028,843	25%
Fire	3,664,322	3,664,322	826,406	2,837,916	23%
Community Services	427,995	427,995	104,107	323,888	24%
Streets/Drainage	1,613,676	1,613,676	295,711	1,317,965	18%
Maintenance	1,340,823	1,340,823	239,123	1,101,700	18%
Parks	2,461,535	2,461,535	462,373	1,999,162	19%
Recreation	611,913	611,913	95,200	516,714	16%
Total Expenditures	\$ 20,599,521	\$ 20,599,521	\$ 4,528,148	\$ 16,071,372	22%

Capital Summary	(Included in totals above - summary information only)				
Equipment Replacement	\$ 516,947	\$ 516,947	\$ 46,194	\$ 470,753	9%

Other Uses					
Transfers Out	\$ 16,000	\$ 16,000	\$ -	16,000	0%
Total Expenditures	\$ 20,615,521	\$ 20,615,521	\$ 4,528,148	\$ 16,087,372	

Fund Balance	Original Budget	Revised Budget	Year to Date
Beginning Fund Balance	7,228,611	7,228,611	7,228,611
+ Net Increase (Decrease)	(1,288,241)	(1,288,241)	2,632,153
Ending Fund Balance	\$ 5,940,370	\$ 5,940,370	\$ 9,860,764

General Fund Expenditure Summary

FY 2021/2022 Budget

YEAR TO DATE DECEMBER

Percent of Budget Year Transpired

25.0%

- - - Summary - - -

	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 14,019,805	\$ 14,019,805	\$ 3,445,385	\$ 10,574,420	25%
Services / Supplies	6,062,769	6,062,769	1,036,570	5,026,199	17%
Capital	516,947	516,947	46,194	470,753	9%
	\$ 20,599,521	\$ 20,599,521	\$ 4,528,148	\$ 16,071,372	22%

- - - Detail - - -

Category	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel					
<i>Salaries / Wages</i>	\$ 9,937,809	\$ 9,937,809	\$ 2,362,705	\$ 7,575,103	24%
<i>Employee Benefits</i>	4,081,996	4,081,996	1,082,680	2,999,317	27%
<i>Total Personnel</i>	\$ 14,019,805	\$ 14,019,805	\$ 3,445,385	\$ 10,574,420	25%

Services / Supplies					
<i>Professional Services</i>	\$ 2,190,317	\$ 2,190,317	\$ 505,725	\$ 1,684,592	23%
<i>Employee Development</i>	378,391	378,391	70,565	307,826	19%
<i>Office Supplies / Equipment</i>	1,375,069	1,375,069	247,263	1,127,806	18%
<i>Utilities</i>	333,950	333,950	71,972	261,978	22%
<i>Other</i>	1,785,042	1,785,042	141,046	1,643,996	8%
<i>Total Services / Supplies</i>	\$ 6,062,769	\$ 6,062,769	\$ 1,036,570	\$ 5,026,199	17%

Capital					
<i>Equipment / Vehicles</i>	\$ 516,947	\$ 516,947	\$ 46,194	\$ 470,753	9%
<i>Total Capital</i>	\$ 516,947	\$ 516,947	\$ 46,194	\$ 470,753	9%

Total General Fund Expenditure Summary	\$ 20,599,521	\$ 20,599,521	\$ 4,528,148	\$ 16,071,372	22%
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General Fund Revenue

FY 2021/2022 Budget

YEAR TO DATE DECEMBER

Percent of Budget Year Transpired

25.0%

Revenues	Original Budget	Revised Budget	Year to Date	Variance	% Received
Property Tax	\$ 12,251,582	\$ 12,251,582	\$ 6,423,804	\$ (5,827,778)	52%
Sales Tax	3,258,820	3,258,820	298,391	(2,960,429)	9%
Franchise Fees	1,555,749	1,555,749	34,700	(1,521,049)	2%
Licensing & Permits	355,988	355,988	84,278	(271,710)	24%
Park/Recreation Fees	241,200	241,200	50,544	(190,656)	21%
Public Safety Fees	567,630	567,630	172,660	(394,970)	30%
Rents	171,961	171,961	54,097	(117,864)	31%
Municipal Court	88,000	88,000	21,728	(66,272)	25%
Interest Income	40,000	40,000	1,062	(38,938)	3%
Miscellaneous	262,350	262,350	19,038	(243,312)	7%
Total Revenues	\$ 18,793,280	\$ 18,793,280	\$ 7,160,301	\$ (11,632,979)	38%

City Manager Office FY 2021/2022 Budget

YEAR TO DATE DECEMBER

Percent of Budget Year Transpired

25.0%

- - - Summary - - -

	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 375,451	\$ 375,451	\$ 92,957	\$ 282,494	25%
Services / Supplies	534,136	534,136	50,338	483,798	9%
Capital	-	-	-	-	0%
	\$ 909,587	\$ 909,587	\$ 143,295	\$ 766,292	16%

- - - Detail - - -

Category	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel					
<i>Salaries / Wages</i>	\$ 301,068	\$ 301,068	\$ 74,300	\$ 226,768	25%
<i>Employee Benefits</i>	74,383	74,383	18,657	55,726	25%
Total Personnel	\$ 375,451	\$ 375,451	\$ 92,957	\$ 282,494	25%
Services / Supplies					
<i>Professional Services (City-wide legal - \$130,260)</i>	\$ 457,500	\$ 457,500	\$ 39,349	\$ 418,151	9%
<i>Employee Development</i>	16,295	16,295	6,187	10,108	38%
<i>Supplies / Equipment</i>	10,053	10,053	4,802	5,251	48%
<i>Utilities</i>	-	-	-	-	0%
<i>Other (Contingency + Data Processing)</i>	50,288	50,288	-	50,288	0%
Total Services / Supplies	\$ 534,136	\$ 534,136	\$ 50,338	\$ 483,798	9%
Capital					
<i>Equipment / Vehicles</i>	-	-	-	-	0%
Total Capital	\$ -	\$ -	\$ -	\$ -	0%
Total City Manager	\$ 909,587	\$ 909,587	\$ 143,295	\$ 766,292	16%

Finance Department FY 2021/2022 Budget

YEAR TO DATE DECEMBER

<i>Percent of Budget Year Transpired</i>	25.0%
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- - - Summary - - -					
	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 897,457	\$ 897,457	\$ 213,314	\$ 684,143	24%
Services / Supplies	512,734	512,734	262,414	250,320	51%
Capital	-	-	-	-	0%
	\$ 1,410,191	\$ 1,410,191	\$ 475,729	\$ 934,463	34%

- - - Detail - - -					
Category	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel					
<i>Salaries / Wages</i>	\$ 645,118	\$ 645,118	\$ 151,226	\$ 493,892	23%
<i>Employee Benefits</i>	252,339	252,339	62,088	190,251	25%
Total Personnel	\$ 897,457	\$ 897,457	\$ 213,314	\$ 684,143	24%

Services / Supplies					
<i>Professional Services</i> <i>(City-wide liability insurance - \$168,832 / DCAD - \$85,400)</i>	\$ 485,119	485,119	\$ 257,970	\$ 227,149	53%
<i>Employee Development</i>	17,661	17,661	1,770	15,891	10%
<i>Supplies / Equipment</i>	9,954	9,954	2,675	7,279	27%
<i>Utilities</i>	-	-	-	-	0%
<i>Other [Data Processing \$3,000]</i>		-	-	-	#DIV/0!
Total Services / Supplies	\$ 512,734	\$ 512,734	\$ 262,414	\$ 250,320	51%

Capital					
<i>Equipment / Vehicles</i>	-	-	-	-	0%
Total Capital	\$ -	\$ -	\$ -	\$ -	0%
Total Finance Department	\$ 1,410,191	\$ 1,410,191	\$ 475,729	\$ 934,463	34%

Human Resources FY 2021/2022 Budget

YEAR TO DATE DECEMBER

<i>Percent of Budget Year Transpired</i>	25.0%
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- - - Summary - - -					
	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 481,233	\$ 481,233	\$ 69,014	\$ 412,219	14%
Services / Supplies	166,348	166,348	22,716	143,632	14%
Capital	-	-	-	-	0%
	\$ 647,581	\$ 647,581	\$ 91,730	\$ 555,851	14%

- - - Detail - - -					
Category	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel					
<i>Salaries / Wages</i>	\$ 347,041	\$ 347,041	\$ 48,764	\$ 298,277	14%
<i>Employee Benefits</i>	134,192	134,192	20,250	113,942	15%
<i>Total Personnel</i>	\$ 481,233	\$ 481,233	\$ 69,014	\$ 412,219	14%

Services / Supplies					
<i>Professional Services</i>	\$ 76,083	\$ 76,083	\$ 13,300	\$ 62,783	17%
<i>Employee Development</i>	76,865	76,865	8,746	68,119	11%
<i>Supplies / Equipment</i>	975	975	378	597	39%
<i>Utilities</i>	-	-	-	-	0%
<i>Other (Safety Programs)</i>	12,425	12,425	293	12,132	2%
<i>Total Services / Supplies</i>	\$ 166,348	\$ 166,348	\$ 22,716	\$ 143,632	14%

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

<i>Total Human Resources</i>	\$ 647,581	\$ 647,581	\$ 91,730	\$ 555,851	14%
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City Secretary Office FY 2021/2022 Budget

YEAR TO DATE DECEMBER

<i>Percent of Budget Year Transpired</i>	25.0%
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- - - Summary - - -					
	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 247,745	\$ 247,745	\$ 70,971	\$ 176,774	29%
Services / Supplies	170,619	170,619	28,998	141,621	17%
Capital	-	-	-	-	-
	\$ 418,364	\$ 418,364	\$ 99,969	\$ 318,395	24%

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

Personnel					
<i>Salaries / Wages</i>	\$ 179,065	\$ 179,065	\$ 48,493	\$ 130,573	27%
<i>Employee Benefits</i>	68,680	68,680	22,478	46,201	33%
Total Personnel	\$ 247,745	\$ 247,745	\$ 70,971	\$ 176,774	29%

Services / Supplies					
<i>Professional Services</i>	\$ 44,800	\$ 44,800	\$ 4,093	\$ 40,707	9%
<i>Employee Development</i> <small>(City Council related \$38,392)</small>	60,268	60,268	22,589	37,679	37%
<i>Supplies / Equipment</i>	16,301	16,301	2,316	13,985	14%
<i>Utilities</i>	-	-	-	-	0%
<i>Other (Outside Services)</i>	49,250	49,250	-	49,250	0%
Total Services / Supplies	\$ 170,619	\$ 170,619	\$ 28,998	\$ 141,621	17%

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

Total City Secretary Office	\$ 418,364	\$ 418,364	\$ 99,969	\$ 318,395	24%
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Information Services FY 2021/2022 Budget

YEAR TO DATE DECEMBER

Percent of Budget Year Transpired

25.0%

- - - Summary - - -

	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 775,946	\$ 775,946	\$ 183,281	\$ 592,666	24%
Services / Supplies	344,872	344,872	62,343	282,529	18%
Capital	<u>185,000</u>	<u>185,000</u>	<u>-</u>	<u>185,000</u>	<u>0%</u>
	\$ 1,305,818	\$ 1,305,818	\$ 245,624	\$ 1,060,195	19%

- - - Detail - - -

Category	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel					
<i>Salaries / Wages</i>	\$ 568,237	\$ 568,237	\$ 134,778	\$ 433,459	24%
<i>Employee Benefits</i>	<u>207,709</u>	<u>\$ 207,709</u>	<u>48,503</u>	<u>159,206</u>	<u>23%</u>
<i>Total Personnel</i>	\$ 775,946	\$ 775,946	\$ 183,281	\$ 592,666	24%
Services / Supplies					
<i>Professional Services</i>	\$ 171,730	171,730	\$ 39,073	\$ 132,657	23%
<i>Employee Development</i>	28,112	28,112	802	27,310	3%
<i>Supplies / Equipment</i>	3,360	3,360	691	2,669	21%
<i>Utilities</i>	42,800	42,800	4,439	38,361	10%
<i>Other (Data Processing)</i>	<u>98,870</u>	<u>98,870</u>	<u>17,337</u>	<u>81,533</u>	<u>18%</u>
<i>Total Services / Supplies</i>	\$ 344,872	\$ 344,872	\$ 62,343	\$ 282,529	18%
Capital					
<i>Equipment / Vehicles - Network Storage Device (Added via Budget Amendment)</i>	185,000	185,000		185,000	0%
<i>Total Capital</i>	\$ 185,000	\$ 185,000	\$ -	\$ 185,000	0%
Total City Information Services	\$ 1,305,818	\$ 1,305,818	\$ 245,624	\$ 1,060,195	19%

Marketing and Communications FY 2021/2022 Budget

YEAR TO DATE DECEMBER

<i>Percent of Budget Year Transpired</i>	25.0%
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- - - Summary - - -					
	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 323,938	\$ 323,938	\$ 79,864	\$ 244,074	25%
Services / Supplies	107,186	107,186	41,269	65,917	39%
Capital	-	-	-	-	0%
	\$ 431,124	\$ 431,124	\$ 121,132	\$ 309,991	28%

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

Personnel					
<i>Salaries / Wages</i>	\$ 227,453	\$ 227,453	\$ 55,580	\$ 171,873	24%
<i>Employee Benefits</i>	96,484	\$ 96,484	24,284	72,201	25%
Total Personnel	\$ 323,938	\$ 323,938	\$ 79,864	\$ 244,074	25%

<i>Professional Services</i>	\$ 77,891	\$ 77,891	\$ 28,226	\$ 49,665	36%
<i>Employee Development</i>	6,795	6,795	910	5,885	13%
<i>Supplies / Equipment</i>	-	-	-	-	0%
<i>Utilities</i>	-	-	-	-	0%
<i>Other (Special Events)</i>	22,500	22,500	12,132	10,368	54%
Total Services / Supplies	\$ 107,186	\$ 107,186	\$ 41,269	\$ 65,917	39%

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

Total Marketing and Communications	\$ 431,124	\$ 431,124	\$ 121,132	\$ 309,991	28%
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Police Department FY 2021/2022 Budget

YEAR TO DATE DECEMBER

<i>Percent of Budget Year Transpired</i>	25.0%
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- - - Summary - - -					
	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 4,873,785	\$ 4,873,785	\$ 1,191,258	\$ 3,682,527	24%
Services / Supplies	482,806	482,806	97,550	385,256	20%
Capital	-	-	38,940	(38,940)	0%
	\$ 5,356,591	\$ 5,356,591	\$ 1,327,748	\$ 4,028,843	25%

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

Personnel					
<i>Salaries / Wages</i>	\$ 3,556,249	3,556,249	\$ 837,319	\$ 2,718,930	24%
<i>Employee Benefits</i>	1,317,536	1,317,536	353,939	963,597	27%
Total Personnel	\$ 4,873,785	\$ 4,873,785	\$ 1,191,258	\$ 3,682,527	24%

Services / Supplies					
<i>Professional Services</i>	\$ 226,150	\$ 226,150	\$ 36,582	\$ 189,568	16%
<i>Employee Development</i>	45,339	45,339	4,794	40,545	11%
<i>Supplies / Equipment</i>	133,715	133,715	40,140	93,575	30%
<i>Utilities</i>	-	-	-	-	0%
<i>Other (Animal Care - \$53,842)</i>	77,602	77,602	16,034	\$ 61,568	21%
Total Services / Supplies	\$ 482,806	\$ 482,806	\$ 97,550	\$ 385,256	20%

Capital					
<i>Equipment / Vehicles</i>		-	38,940	(38,940)	0%
Total Capital	\$ -	\$ -	\$ 38,940	\$ (38,940)	0%

Total Police Department	\$ 5,356,591	\$ 5,356,591	\$ 1,327,748	\$ 4,028,843	25%
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Fire Department FY 2021/2022 Budget

YEAR TO DATE DECEMBER

<i>Percent of Budget Year Transpired</i>	25.0%
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- - - Summary - - -					
	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 2,870,525	\$ 2,870,525	\$ 750,421	\$ 2,120,104	26%
Services / Supplies	793,797	793,797	75,985	717,812	10%
Capital	-	-	-	-	#DIV/0!
	\$ 3,664,322	\$ 3,664,322	\$ 826,406	\$ 2,837,916	23%

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

Personnel					
Salaries / Wages	\$ 1,970,413	<u>1,970,413</u>	\$ 495,778	\$ 1,474,635	25%
Employee Benefits	<u>900,112</u>	<u>900,112</u>	<u>254,643</u>	645,469	28%
Total Personnel	\$ 2,870,525	\$ 2,870,525	\$ 750,421	\$ 2,120,104	26%

Services / Supplies					
Professional Services	\$ 128,271	\$ 128,271	\$ 16,760	\$ 111,511	13%
Employee Development <i>(Training - \$52,950)</i>	69,340	69,340	14,474	54,866	21%
Supplies / Equipment	168,695	168,695	39,718	128,977	24%
Utilities	1,850	1,850	556	1,294	30%
Other <i>(Safety Programs)</i>	<u>425,641</u>	<u>425,641</u>	<u>4,477</u>	<u>421,164</u>	1%
Total Services / Supplies	\$ 793,797	\$ 793,797	\$ 75,985	\$ 717,812	10%

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

Total Fire Department	\$ 3,664,322	\$ 3,664,322	\$ 826,406	\$ 2,837,916	23%
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Community Services FY 2021/2022 Budget

YEAR TO DATE DECEMBER

<i>Percent of Budget Year Transpired</i>	25.0%
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- - - Summary - - -					
	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 401,477	\$ 401,477	\$ 101,672	\$ 299,805	25%
Services / Supplies	26,518	26,518	2,435	24,083	9%
Capital	-	-	-	-	0%
	<u>\$ 427,995</u>	<u>\$ 427,995</u>	<u>\$ 104,107</u>	<u>\$ 323,888</u>	<u>24%</u>

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

Personnel					
<i>Salaries / Wages</i>	\$ 285,381	<u>285,381</u>	\$ 70,415	\$ 214,966	25%
<i>Employee Benefits</i>	116,096	<u>116,096</u>	<u>31,257</u>	84,839	<u>27%</u>
<i>Total Personnel</i>	\$ 401,477	\$ 401,477	\$ 101,672	\$ 299,805	25%

Services / Supplies					
<i>Professional Services</i>	\$ 9,200	\$ 9,200	\$ 868	8,333	9%
<i>Employee Development</i>	7,380	7,380	331	7,050	4%
<i>Supplies / Equipment</i>	9,118	9,118	1,237	7,881	14%
<i>Utilities</i>	-	-	-	-	0%
<i>Other</i>	820	820	-	820	0%
<i>Total Services / Supplies</i>	\$ 26,518	\$ 26,518	\$ 2,435	\$ 24,083	9%

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

Total Building Operations	\$ 427,995	\$ 427,995	\$ 104,107	\$ 323,888	24%
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Streets Division FY 2021/2022 Budget

YEAR TO DATE DECEMBER

<i>Percent of Budget Year Transpired</i>	25.0%
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- - - Summary - - -					
	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 829,014	\$ 829,014	\$ 216,996	\$ 612,019	26%
Services / Supplies	756,662	756,662	78,716	677,946	10%
Capital	28,000	28,000	-	28,000	0%
	\$ 1,613,676	\$ 1,613,676	\$ 295,711	\$ 1,317,965	18%

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

Personnel					
<i>Salaries / Wages</i>	\$ 571,111	\$ 571,111	\$ 138,610	\$ 432,501	24%
<i>Employee Benefits</i>	257,903	257,903	78,385	179,518	30%
Total Personnel	\$ 829,014	\$ 829,014	\$ 216,996	\$ 612,019	26%

Services / Supplies					
<i>Professional Services</i>	\$ 70,716	70,716	\$ 2,541	\$ 68,175	4%
<i>Employee Development</i>	11,321	11,321	4,006	7,315	35%
<i>Supplies / Equipment</i>	46,975	46,975	13,362	33,613	28%
<i>Utilities (Streetlights)</i>	86,000	86,000	23,142	62,858	27%
<i>Other (Street Maintenance)</i>	541,650	541,650	35,665	505,985	7%
Total Services / Supplies	\$ 756,662	\$ 756,662	\$ 78,716	\$ 677,946	10%

Capital					
<i>Equipment / Vehicles</i>	28,000	28,000	-	28,000	0%
Total Capital	\$ 28,000	\$ 28,000	-	\$ 28,000	0%

Total Streets	\$ 1,613,676	\$ 1,613,676	\$ 295,711	\$ 1,317,965	18%
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Maintenance Division FY 2021/2022 Budget

YEAR TO DATE DECEMBER

Percent of Budget Year Transpired

25.0%

- - - Summary - - -					
	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 379,653	\$ 379,653	\$ 98,432	\$ 281,221	26%
Services / Supplies	880,295	880,295	140,691	739,604	16%
Capital	80,875	80,875	-	80,875	0%
	\$ 1,340,823	\$ 1,340,823	\$ 239,123	\$ 1,101,700	18%

- - - Detail - - -					
Category	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel					
<i>Salaries / Wages</i>	\$ 263,639	263,639	\$ 66,607	\$ 197,032	25%
<i>Employee Benefits</i>	116,014	116,014	31,826	84,189	27%
Total Personnel	\$ 379,653	\$ 379,653	\$ 98,432	\$ 281,221	26%

Services / Supplies					
<i>Professional Services</i>	\$ 68,648	\$ 68,648	\$ 17,492	\$ 51,156	25%
<i>Employee Development</i>	3,380	3,380	316	3,064	9%
<i>Supplies / Equipment</i>	639,287	639,287	106,315	532,972	17%
<i>Utilities</i>	70,000	70,000	16,568	53,432	24%
<i>Other</i>	98,980	98,980	-	\$ 98,980	0%
Total Services / Supplies	\$ 880,295	\$ 880,295	\$ 140,691	\$ 739,604	16%

Capital					
<i>Equipment / Vehicles</i>	80,875	80,875	-	80,875	0%
Total Capital	\$ 80,875	\$ 80,875	-	\$ 80,875	0%

Total Maintenance	\$ 1,340,823	\$ 1,340,823	\$ 239,123	\$ 1,101,700	18%
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Parks Division FY 2021/2022 Budget

YEAR TO DATE DECEMBER

<i>Percent of Budget Year Transpired</i>	25.0%
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- - - Summary - - -					
	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 1,372,917	\$ 1,372,917	\$ 335,963	\$ 1,036,954	24%
Services / Supplies	865,546	865,546	119,157	746,389	14%
Capital	<u>223,072</u>	<u>223,072</u>	<u>7,253</u>	<u>215,819</u>	<u>3%</u>
	\$ 2,461,535	\$ 2,461,535	\$ 462,373	\$ 1,999,162	19%

- - - Detail - - -					
Category	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel					
<i>Salaries / Wages</i>	\$ 867,582	<u>867,582</u>	\$ 208,491	\$ 659,091	24%
<i>Employee Benefits</i>	<u>505,335</u>	<u>505,335</u>	<u>127,472</u>	<u>377,864</u>	<u>25%</u>
<i>Total Personnel</i>	\$ 1,372,917	\$ 1,372,917	\$ 335,963	\$ 1,036,954	24%

Services / Supplies					
<i>Professional Services</i>	\$ 374,209	\$ 374,209	\$ 49,471	\$ 324,738	13%
<i>Employee Development</i>	24,470	24,470	5,305	19,165	22%
<i>Supplies / Equipment</i>	331,986	331,986	35,572	296,414	11%
<i>Utilities</i>	133,300	133,300	27,267	106,033	20%
<i>Other</i>	<u>1,581</u>	<u>1,581</u>	<u>1,542</u>	<u>39</u>	<u>98%</u>
<i>Total Services / Supplies</i>	\$ 865,546	\$ 865,546	\$ 119,157	\$ 746,389	14%

Capital					
<i>Equipment / Vehicles</i>	223,072	223,072	7,253	215,819	3%
<i>Total Capital</i>	223,072	223,072	7,253	215,819	3%

<i>Total Parks</i>	\$ 2,461,535	\$ 2,461,535	\$ 462,373	\$ 1,999,162	19%
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Recreation Division FY 2021/2022 Budget

YEAR TO DATE DECEMBER

<i>Percent of Budget Year Transpired</i>	25.0%
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- - - Summary - - -					
	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 190,663	\$ 190,663	\$ 41,243	\$ 149,420	22%
Services / Supplies	421,250	421,250	53,956	367,294	13%
Capital	-	-	-	-	0%
	\$ 611,913	\$ 611,913	\$ 95,200	\$ 516,714	16%

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

Personnel					
<i>Salaries / Wages</i>	\$ 155,453	\$ 155,453	\$ 32,345	\$ 123,107	21%
<i>Employee Benefits</i>	35,211	35,211	8,898	26,313	25%
Total Personnel	\$ 190,663	\$ 190,663	\$ 41,243	\$ 149,420	22%

Services / Supplies					
<i>Professional Services</i>		\$ -	\$ -	\$ -	0%
<i>Employee Development</i>	11,165	11,165	334	10,831	3%
<i>Supplies / Equipment</i>	4,650	4,650	56	4,594	1%
<i>Utilities</i>	-	-	-	-	0%
<i>Other (Recreation Programs)</i>	405,435	405,435	53,567	351,868	13%
Total Services / Supplies	\$ 421,250	\$ 421,250	\$ 53,956	\$ 367,294	13%

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

Total Recreation	\$ 611,913	\$ 611,913	\$ 95,200	\$ 516,714	16%
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Equipment Replacement / Capital Schedule FY 2021/2022 Budget

YEAR TO DATE DECEMBER

<i>Percent of Budget Year Transpired</i>	25.0%
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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	185,000	185,000	-	185,000	0%
Marketing Capital Outlay	-	-	-	-	0%
Police Dept Capital Outlay	-	-	38,940	(38,940)	0%
Fire Dept Capital Outlay	-	-	-	-	0%
Community Services Capital Outlay	-	-	-	-	0%
Streets Dept Capital Outlay	28,000	28,000	-	28,000	0%
Maintenance Capital Outlay	80,875	80,875	-	80,875	0%
City Parks Capital Outlay	223,072	223,072	7,253	215,819	3%
City Recreation Capital Outlay	-	-	-	-	0%
Total Expenditures	\$ 516,947	\$ 516,947	\$ 46,194	\$ 470,753	9%

Utility Fund Revenues

FY 2021/2022 Budget

YEAR TO DATE DECEMBER

Percent of Budget Year Transpired	25.0%
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Fees	Original Budget	Revised Budget	Year to Date	Variance	% Received
<i>Electronic Payment</i>	\$ (182,000)	\$ (182,000)	\$ (38,213)	\$ (143,788)	21%
<i>Charges / Penalties</i>	88,200	88,200	19,687	68,513	22%
Total Fees	\$ (93,800)	\$ (93,800)	\$ (18,525)	\$ (75,275)	20%

Licenses & Permits

<i>Construction Inspection</i>	\$ -	\$ -	\$ 225	\$ (225)	0%
Total Licenses & Permits	\$ -	\$ -	\$ 225	\$ (225)	0%

Charges for Services

<i>Water Sales</i>	\$ 5,330,200	\$ 5,330,200	\$ 1,070,939	\$ 4,259,261	20%
<i>Sewer Sales</i>	4,419,688	4,419,688	955,895	3,463,793	22%
<i>Inspection Fees</i>	4,000	4,000	1,810	2,190	45%
Total Charges for Service	\$ 9,753,888	\$ 9,753,888	\$ 2,028,644	\$ 7,725,244	21%

Interest

<i>Interest (Operations)</i>	\$ 10,000	\$ 10,000	\$ 618	\$ 9,382	6%
<i>Interest (Capital Projects)</i>	12,000	12,000	2,090	9,910	17%
Total Interest	\$ 22,000	\$ 22,000	\$ 2,708	\$ 19,292	12%

Impact Fees

<i>Impact Fees</i>	\$ 185,000	\$ 185,000	\$ 72,188	\$ 112,812	39%
Total Impact Fees	\$ 185,000	\$ 185,000	\$ 72,188	\$ 112,812	39%

Miscellaneous Income

<i>Miscellaneous Income</i>	\$ 5,000	\$ 5,000	\$ 407	\$ 4,593	8%
Total Miscellaneous Income	\$ 5,000	\$ 5,000	\$ 407	\$ 4,593	8%

Total Utility Fund Revenues	\$ 9,872,088	\$ 9,872,088	\$ 2,085,647	\$ 7,786,441	21%
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Utility Division FY 2021/2022 Budget

YEAR TO DATE DECEMBER

Percent of Budget Year Transpired	25.0%
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--- Summary - Operations ---

	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 1,847,472	\$ 1,847,472	\$ 427,068	\$ 1,420,404	23%
Services / Supplies	6,369,651	6,369,651	1,519,943	4,849,708	24%
Capital	181,000	181,000	-	181,000	0%
Total Utility Division	\$ 8,398,124	\$ 8,398,124	\$ 1,947,011	\$ 6,451,112	23%

--- Detail - Operations ---

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

Salaries / Wages	\$ 1,226,451	\$ 1,226,451	\$ 267,892	\$ 958,559	22%
Employee Benefits	621,021	621,021	159,175	461,846	26%
Total Personnel	\$ 1,847,472	\$ 1,847,472	\$ 427,068	\$ 1,420,404	23%

Services / Supplies

Professional Services	\$ 255,655	\$ 255,655	\$ 141,885	\$ 113,770	55%
Employee Development	63,705	63,705	21,145	42,560	33%
Supplies / Equipment	77,262	77,262	13,106	64,156	17%
Utilities	375,136	375,136	97,572	277,564	26%
Other (Well Lot Maintenance)	1,018,150	1,018,150	140,557	877,593	14%
Sub-Total - Operations Services / Supplies	\$ 1,789,908	\$ 1,789,908	\$ 414,266	\$ 1,375,643	23%

Wholesale Water / Wastewater

Note: UTRWD billing reflects a one month delay

UTRWD - Administration Fees	\$ 5,258	\$ 5,258	\$ 4,981	\$ 277	95%
UTRWD - Water Volume Cost	974,940	974,940	227,573	747,368	23%
UTRWD - Water Demand Charges	1,399,395	1,399,395	348,791	1,050,604	25%
UTRWD - Sewer Effluent Volume Rate	595,660	595,660	123,493	472,167	21%
UTRWD - Capital Charge Joint Facilities	1,371,595	1,371,595	342,899	1,028,696	25%
UTRWD - HV Sewer Line to UTRWD	232,895	232,895	57,941	174,954	25%
UTRWD - Wtr Transmission - Opus Develop	-	-	-	-	0%
Sub-Total - Wholesale Water / Wastewater	\$ 4,579,743	\$ 4,579,743	\$ 1,105,678	\$ 3,474,065	24%

Total Services / Supplies	\$ 6,369,651	\$ 6,369,651	\$ 1,519,943	\$ 4,849,708	24%
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Capital

Equipment / Vehicles	181,000	181,000	-	181,000	0%
Total Capital	\$ 181,000	\$ 181,000	\$ -	\$ 181,000	0%

Total Utility Division - Operations	\$ 8,398,124	\$ 8,398,124	\$ 1,947,011	\$ 6,451,112	23%
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Utility Fund Working Capital FY 2021/2022 Budget

YEAR TO DATE DECEMBER

Percent of Budget Year Transpired	25.0%
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Revenues	Original Budget	Revised Budget	Year to Date	Variance	% Received
<i>Water Sales</i>	\$ 5,330,200	\$ 5,330,200	\$ 1,070,939	\$ 4,259,261	20%
<i>Sewer Sales</i>	4,419,688	4,419,688	955,895	3,463,793	22%
<i>Other Fees / Charges</i>	97,200	97,200	22,130	75,071	23%
<i>Electronic Payment Credit</i>	(182,000)	(182,000)	(38,213)	(143,788)	21%
<i>Interest</i>	10,000	10,000	618	9,382	6%
Total Revenues	\$ 9,675,088	\$ 9,675,088	\$ 2,011,369	\$ 7,663,719	21%

Expenditures	Original Budget	Revised Budget	Year to Date	Variance	% Used
<i>Administration</i>	\$432,634	\$432,634	\$ 116,312	\$ 316,322	27%
<i>Operations</i>	3,204,746	3,204,746	725,021	2,479,725	23%
<i>UTRWD</i>	4,579,743	4,579,743	1,105,678	3,474,065	24%
<i>Debt Service</i>	1,223,913	1,223,913	94,493	1,129,420	8%
<i>Capital Projects</i>	-	-	-	-	0%
<i>Equipment Replace / Capital</i>	181,000	181,000	-	181,000	0%
Total Expenditures	\$ 9,622,037	\$ 9,622,037	\$ 2,041,505	\$ 7,580,532	21%

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

Fund Balance	Original Budget	Revised Budget	Year to Date
<i>Net Increase/Decrease</i>	(266,949)	(266,949)	(30,135)
Beginning Working Capital			
<i>Operations</i>	2,257,782	2,257,782	2,257,782
<i>Available Impact Fees</i>	1,205,234	1,205,234	1,205,234
Total Available Working Capital	\$ 3,463,016	\$ 3,463,016	\$ 3,463,016
Ending Working Capital			
<i>Operations</i>	1,990,833	1,990,833	2,227,647
<i>Designated Capital Project</i>	-	-	-
<i>Available Impact Fees</i>	1,240,234	1,240,234	1,277,422
Total Available Working Capital	\$ 3,231,067	\$ 3,231,067	\$ 3,505,069

<i>Impact Fees</i>			
<i>Beginning Balance</i>	1,205,234	1,205,234	1,205,234
<i>+ Collections</i>	185,000	185,000	72,188
<i>- Applied to offset Debt Service</i>	(150,000)	(150,000)	-
<i>Ending Balance</i>	1,240,234	1,240,234	1,277,422

*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 2021/2022 Budget

YEAR TO DATE DECEMBER

<i>Percent of Budget Year Transpired</i>	25.0%
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Revenues	Original Budget	Revised Budget	Year to Date	Variance	% Received
<i>Park Entry Fees</i>	\$ 501,700	\$ 501,700	\$ 142,519	\$ 359,181	28%
<i>Annual Park Passes</i>	53,500	53,500	385	53,115	1%
<i>Concession Sales</i>	-	-	-	-	0%
<i>Interest</i>	30	30	1	29	4%
Total Revenues	\$ 555,230	\$ 555,230	\$ 142,905	\$ 412,325	26%

Expenditures	Original Budget	Revised Budget	Year to Date	Variance	% Used
<i>Personnel</i>	\$ 218,925	218,925	\$ 52,607	\$ 166,318	24%
<i>Services / Supplies</i>	269,681	269,681	31,075	238,606	12%
<i>Capital</i>	115,900	115,900	-	115,900	0%
Total Expenditures	\$ 604,506	\$ 604,506	\$ 83,682	\$ 520,824	14%

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

Fund Balance	Original Budget	Revised Budget	Year to Date
<i>Beginning Fund Balance</i>	\$ 528,497	\$ 528,497	\$ 528,497
<i>+ Net Increase (Decrease)</i>	(49,276)	(49,276)	59,223
Ending Fund Balance	\$ 479,221	\$ 479,221	\$ 587,720

Debt Service Fund

FY 2021/2022 Budget

YEAR TO DATE DECEMBER

Percent of Budget Year Transpired	25.0%
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Revenues	Original Budget	Revised Budget	Year to Date	Variance	% Received
<i>Property Tax Revenues</i>	\$2,050,934	\$ 2,050,934	\$ 1,069,946	\$ 980,988	52%
<i>Interest Income</i>	250	250	13	237	5%
Total Revenues	\$ 2,051,184	\$ 2,051,184	\$ 1,069,958	\$ 981,226	52%

Expenditures	Original Budget	Revised Budget	Year to Date	Variance	% Used
<i>Principal Payments</i>	\$ 2,310,000	\$ 2,310,000	-	\$ 2,310,000	0%
<i>Interest Payments</i>	533,292	533,292	141,946	391,346	27%
<i>Paying Agent Fees</i>	3,000	3,000	-	3,000	0%
Total Expenditures	\$ 2,846,292	\$ 2,846,292	\$ 141,946	\$ 2,704,346	5%

Other Sources (Uses)	Original Budget	Revised Budget	Year to Date	Variance	% Received
<i>Transfers In (Out) [To 4B]</i>	810,357	810,357	-	\$ 810,357	0%
<i>Proceeds from Refunding Debt</i>	-	-	12,144,061	(12,144,061)	0%
<i>Debt Issuance Cost</i>	-	-	(122,115)	122,115	0%
<i>Payment to Escrow Agent</i>	-	-	(11,880,000)	11,880,000	0%
Total Financing Sources	\$ 810,357	\$ 810,357	\$ 141,946	\$ 668,411	18%

Beginning & Ending Balance	Original Budget	Revised Budget	Year to Date
<i>Beginning Fund Balance</i>	\$ 132,928	\$ 132,928	\$ 132,928
<i>+ Net Increase (Decrease)</i>	15,249	15,249	1,069,958
Ending Fund Balance	\$ 148,177	\$ 148,177	\$ 1,202,886

Capital Projects Fund

FY 2021/2022 Budget

YEAR TO DATE DECEMBER

Percent of Budget Year Transpired	25.0%
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Revenues	Original Budget	Revised Budget	Year to Date	Variance	% Received
Grants	\$ -	\$ -	\$ -	\$ -	0%
Contributions	-	-	-	-	0%
Interest Income	18,000	18,000	1,722	16,278	10%
Total Revenues	\$ 18,000	\$ 18,000	\$ 1,722	\$ 16,278	100%

Expenditures	Original Budget	Revised Budget	Year to Date	Variance	% Used
2018 GO Bond (Parks/Streets/Drainage)	3,669,094	3,669,094	58,958	3,610,136	2%
2018 Bond Issue (Streets)	1,522,744	1,522,744	960	1,521,784	0%
2018 Bond Issue (Parks)	2,146,350	2,146,350	57,998	2,088,352	3%
Total Expenditures	\$ 3,669,094	\$ 3,669,094	\$ 58,958	\$ 3,610,136	2%

Other Financing Sources (Uses)	Original Budget	Revised Budget	Year to Date	Variance	% Received
Bond Issue Proceeds	\$ 15,263,400	\$ 15,263,400	\$ 14,240,000	\$ 1,023,400.00	0%
Bond Discount / Premium	-	-	1,271,899	(1,271,899)	0%
Debt Issuance	-	-	(248,499)	248,499	0%
Transfers In	-	-	-	-	0%
Transfer Out	-	-	-	-	0%
Total Financing Sources	\$ 15,263,400	\$ 15,263,400	\$ 15,263,400	\$ 0	0%

Beginning & Ending Balance	Original Budget	Revised Budget	Year to Date
Beginning fund balance	\$ 2,589,485	\$ 2,589,485	\$ 2,589,485
+Net Increase (Decrease)	11,612,306	11,612,306	15,206,164
Ending Fund Balance	\$ 14,201,791	\$ 14,201,791	\$ 17,795,649

Drainage Utilities FY 2021/2022 Budget

YEAR TO DATE DECEMBER

<i>Percent of Budget Year Transpired</i>	25.0%
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Revenues	Original Budget	Revised Budget	Year to Date	Variance	% Received
<i>Drainage Conversion Fee</i>	\$ 10,000	10,000	\$ -	\$ 10,000	0%
<i>Drainage Fee Receipts</i>	510,000	510,000	106,043	403,957	21%
<i>Miscellaneous</i>	-	-	-	-	0%
<i>Interest</i>	200	200	27	173	14%
Total Revenues	\$ 520,200	\$ 520,200	\$ 106,071	\$ 414,129	20%

Expenditures	Original Budget	Revised Budget	Year to Date	Variance	% Used
<i>Personnel</i>	\$ 348,912	\$ 348,912	\$ 91,172	\$ 257,740	26%
<i>Services / Supplies</i>	153,635	153,635	26,147	127,488	17%
<i>Capital</i>	30,000	30,000	-	30,000	0%
Total Expenditures	\$ 532,547	\$ 532,547	\$ 117,319	\$ 415,228	22%

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

Fund Balance	Original Budget	Revised Budget	Year to Date
<i>Beginning Fund Balance</i>	\$ 382,738	\$ 382,738	\$ 382,738
<i>+ Net Increase (Decrease)</i>	(12,347)	(12,347)	(11,248)
Ending Fund Balance	\$ 370,391	\$ 370,391	\$ 371,490

Park Development Fee Fund FY 2021/2022 Budget

YEAR TO DATE DECEMBER

Percent of Budget Year Transpired	25.0%
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Revenues	Original Budget	Revised Budget	Year to Date	Variance	% Received
<i>Interest</i>	\$ 100	\$ 100	\$ 8	\$ 92	0%
<i>Community Park Fees</i>	-	-	851	(851)	0%
<i>Linear Park Fees</i>	-	-	-	-	0%
<i>Neighborhood Park Fees</i>	-	-	-	-	0%
<i>Service Area II</i>	-	-	-	-	0%
<i>Service Area IV</i>	-	-	-	-	0%
Total Revenues	\$ 100	\$ 100	\$ 859	\$ (759)	0%

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

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

Fund Balance	Original Budget	Revised Budget	Year to Date
<i>Beginning Fund Balance</i>	\$ 80,126	\$ 80,126	\$ 80,126
<i>+ Net Increase (Decrease)</i>	100	100	859
Ending Fund Balance	\$ 80,226	\$ 80,226	\$ 80,985

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>	80,226	80,234
<i>Neighborhood Park Fees (Area IV)</i>	-	-
Total	\$ 80,226	\$ 80,234

Public Safety Special Revenue Fund

FY 2021/2022 Budget

YEAR TO DATE DECEMBER

Percent of Budget Year Transpired	25.0%
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Revenues	Original Budget	Revised Budget	Year to Date	Variance	% Received
Revenues	\$ 25,600	\$ 40,070	\$ 30,948	\$ 9,122	77%

Expenditures	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ -	\$ -	\$ -	\$ -	0%
Services / Supplies	3,600	3,600	7,919	(4,319)	220%
Capital	-	-	-	-	0%
Total Expenditures	\$ 3,600	\$ 3,600	\$ 7,919	\$ (4,319)	220%

Other Sources/Uses	Original Budget	Revised Budget	Year to Date	Variance	% Used
Operating Transfers In	\$ -	\$ -	\$ -	\$ -	0%
Operating Transfers Out	(22,000)	(22,000)	-	(22,000)	0%
Total Other Sources (Uses)	\$ (22,000)	\$ (22,000)	\$ -	\$ (22,000)	0%

Beginning & Ending Balance	Original Budget	Revised Budget	Year to Date
Beginning Fund Balance	\$ 25,806	\$ 25,806	\$ 25,806
+ Net Increase (Decrease)	-	14,470	23,030
Ending Fund Balance	\$ 25,806	\$ 40,276	\$ 48,836

Municipal Court Technology Fee Fund FY 2021/2022 Budget

YEAR TO DATE DECEMBER

Percent of Budget Year Transpired	25.0%
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Revenues	Original Budget	Revised Budget	Year to Date	Variance	% Received
Revenues	\$ 2,800	\$ 2,800	\$ 673	2,127	24%

Expenditures	Original Budget	Revised Budget	Year to Date	Variance	% Used
Services / Supplies	\$ 3,836	\$ 3,836	\$ 7,859	\$ (4,023)	0%
Total Expenditures	\$ 3,836	\$ 3,836	\$ 7,859	\$ (4,023)	0%

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

Beginning & Ending Balance	Original Budget	Revised Budget	Year to Date
Beginning Fund Balance	\$ 14,771	\$ 14,771	\$ 14,771
+ Net Increase (Decrease)	(1,036)	(1,036)	(7,186)
Ending Fund Balance	\$ 13,735	\$ 13,735	\$ 7,585

Municipal Court Building Security Fund FY 2021/2022 Budget

YEAR TO DATE DECEMBER

<i>Percent of Budget Year Transpired</i>	25.0%
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Revenues	Original Budget	Revised Budget	Year to Date	Variance	% Received
Revenues (Court Fines)	\$ 2,800	\$ 2,800	\$ 796	\$ 2,004	0%

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

Beginning & Ending Balance	Original Budget	Revised Budget	Year to Date
Beginning Fund Balance	\$ 40,797	\$ 40,797	\$ 40,797
+ Net Increase (Decrease)	2,800	2,800	796
Ending Fund Balance	\$ 43,597	\$ 43,597	\$ 41,593

Highland Village Community Development Corporation
Working Capital Analysis (FY 2022)

	<i>Actual 2019-2020</i>	<i>Projected 2020-2021</i>	<i>Budget 2021-2022</i>	<i>YTD 2021-2022</i>
Beginning Fund Balance	\$ 98,100	\$ 109,678	\$ 288,121	\$ 288,121
Revenues				
4B Sales Tax	1,381,630	1,500,000	1,560,000	136,534
Park Fees (Rental)	18,276	52,100	59,000	12,540
Linear Park Fees	24,108	-		
Miscellaneous Income	-	-	-	1,475
Interest Income	633	55	55	36
Total	\$ 1,424,647	\$ 1,552,155	\$ 1,619,055	\$ 150,585
Expenditures				
<i>Personnel</i>	330,860	304,110	321,334	76,621
Services / Supplies	215,531	237,120	402,427	37,171
Reimburse GF (Support Functions)	28,000	28,000	28,000	
Reimburse GF (Debt Service)	808,286	804,482	810,357	
Total Non-Capital Expenditures	\$ 1,382,677	\$ 1,373,712	\$ 1,562,118	\$ 113,792
Capital				
Projects Funded Directly	30,392		17,281	-
Transfer to 4B Capital Projects	\$ 30,392	\$ -	\$ 17,281	\$ -
Equipment		-	-	
Net Increase / (Decrease)	11,578	178,443	39,656	36,794
Working Capital Balance	\$ 109,678	\$ 288,121	\$ 327,777	\$ 324,915

PEG Fee Fund

FY 2021/2022 Budget

YEAR TO DATE DECEMBER

<i>Percent of Budget Year Transpired</i>	25.0%
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Revenues	Original Budget	Revised Budget	Year to Date	Variance	% Received
<i>PEG Fee Receipts</i>	\$ 35,000	\$ 35,000	\$ -	\$ 35,000	0%
Total Revenues	\$ 35,000	\$ 35,000	\$ -	\$ 35,000	0%

Expenditures	Original Budget	Revised Budget	Year to Date	Variance	% Used
<i>Personnel</i>	\$ -	\$ -	\$ -	\$ -	0%
<i>Services / Supplies</i>	11,000	11,000	41	10,959	0%
<i>Capital</i>	8,400	8,400	-	8,400	0%
Total Expenditures	\$ 19,400	\$ 19,400	\$ 41	\$ 19,359	0%

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

Fund Balance	Original Budget	Revised Budget	Year to Date
<i>Beginning fund balance</i>	\$ 125,060	\$ 125,060	\$ 125,060
<i>+Net Increase (Decrease)</i>	15,600	15,600	(41)
Ending Fund Balance	\$ 140,660	\$ 140,660	\$ 125,019

CITY OF HIGHLAND VILLAGE
COUNCIL BRIEFING

AGENDA# 15

MEETING DATE: 02/08/2022

SUBJECT: Review and Consider an application for a Site Plan for the property described as Lot 5D, Celebrations Village, Phase II, located at 2444 Justin Rd.

PREPARED BY: Autumn Aman, Community Development Coordinator

BACKGROUND:

An application was received for a Site Plan to construct an approximately 6,400 square foot building for Retail Use.

The property owner is currently proposing three (3) tenants for this building: (1) retail space, (1) drive-thru use, and (1) restaurant with an outdoor patio area.

The property is currently zoned Planned Development Retail (PD-R). Retail and drive-thru uses are allowed within the current zoning.

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

IDENTIFIED NEED/S:

N/A

OPTIONS & RESULTS:

Options are to recommend approval of the site plan package as it has been submitted, to recommend approval subject to revisions, or to deny the site plan package upon a finding that it does not comply one or more requirements of the PD zoning or City Ordinances for the property.

PROGRESS TO DATE: (if appropriate)

City Staff and the City's Engineer have reviewed the site plan package and finds that the proposed site plan conforms with applicable City Ordinances.

At the January 18, 2022, Planning and Zoning Commission meeting, the Commission recommended sending the Site Plan forward for approval as submitted. Vote (5-0).

BUDGETARY IMPACT/ORDINANCE CHANGE: (if appropriate)

None.

RECOMMENDATION:

Staff recommends City Council consider the recommendation made by the Planning and Zoning Commission and determine to approve/disapprove the site plan as submitted.

CITY OF HIGHLAND VILLAGE
COUNCIL BRIEFING

AGENDA# 16

MEETING DATE: 02/08/2022

SUBJECT: Resolution No. 2022-2986 Authorizing the City Manager to amend the Personnel and Policies Procedural Manual to Add Good Friday as an Official City Holiday

PREPARED BY: Jana Onstead, Human Resources Director

BACKGROUND:

This is to propose adding Good Friday as an official City holiday in which City offices will be closed; essential public safety services will continue.

IDENTIFIED NEED/S:

Cities are having to be creative in their offerings to attract potential candidates and retain the employees they do have. In this current climate of rapid changes in workforce, it is difficult to find candidates, and job opportunities are plentiful to anyone looking to make a change in career. This climate also leaves challenges to those employees who remain in their job, including increased workloads and coverage needs.

Enhanced City benefits are essential to our recruitment and retention strategies, and adding observed holidays is a cost-efficient option to show employees appreciation and also to remain competitive in the challenging job market.

OPTIONS & RESULTS:

Currently, Highland Village employees receive paid leave for 9 observed holidays, 2 personal days, and their birthday. A recent survey of 100 participating cities (43% located in the North Texas area) shows 26% observe 11 total days off – this was the largest group of total days off. 16% of respondents reported 12-13 total days off. 86.9% of the 100 cities responding observe Good Friday as an official city holiday.

With respect to the calendar of current City holidays, Good Friday would fall between the Martin Luther King, Jr. holiday in January and Memorial Day at the end of May. Although Good Friday isn't observed as a federal or state holiday, many local school systems designate the Friday before Easter as a weather make-up day. If schools do not have to close in the school year due to weather, that day serves a day off for teachers and students. Adding Good Friday as a holiday would help employees with school-aged children who would otherwise be required to arrange for childcare.

PROGRESS TO DATE: (if appropriate)

See attached survey data

BUDGETARY IMPACT/ORDINANCE CHANGE: (if appropriate)

This resolution would authorize the City Manager to amend the City of Highland Village Personnel Policies and Procedures Manual to reflect the addition of Good Friday as an observed City Holiday.

Public Safety personnel who are scheduled to work on Good Friday will accrue Holiday pay to be taken at a later date.

RECOMMENDATION:

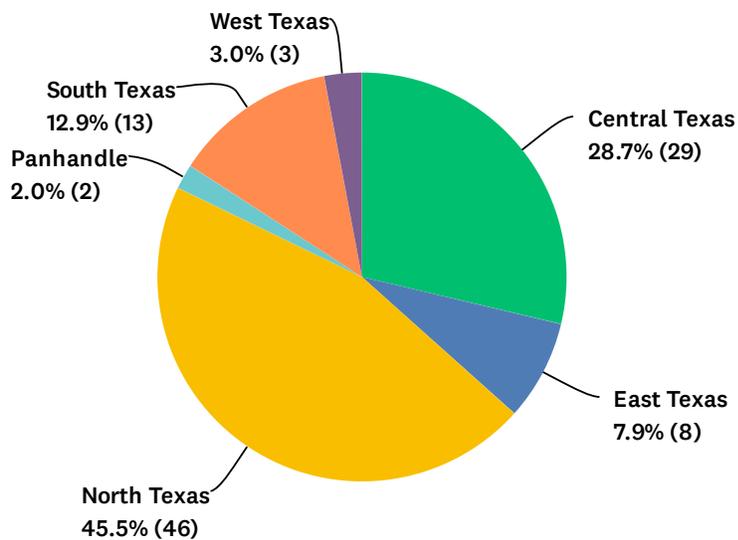
To approve Resolution No. 2022-2986.

Q1 My City:

Answered: 101 Skipped: 0

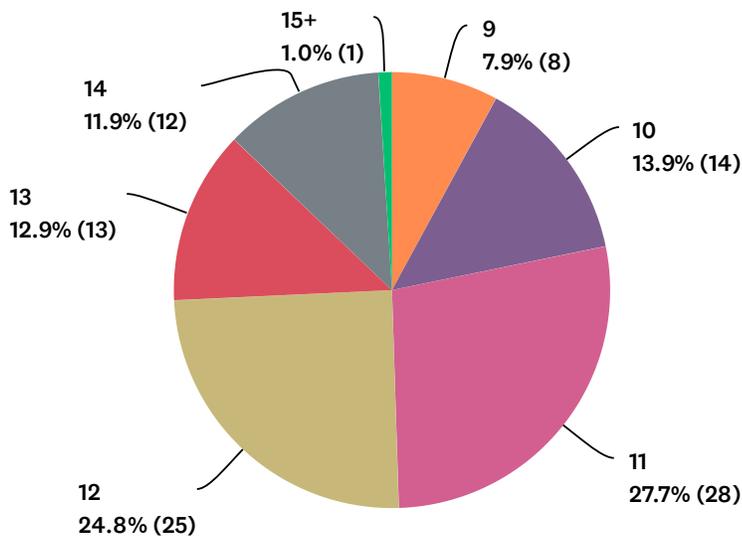
Q2 My city is generally in the following region:

Answered: 101 Skipped: 0



Q3 How many holidays, including a personal/floating (or similar) holiday, does your city offer?

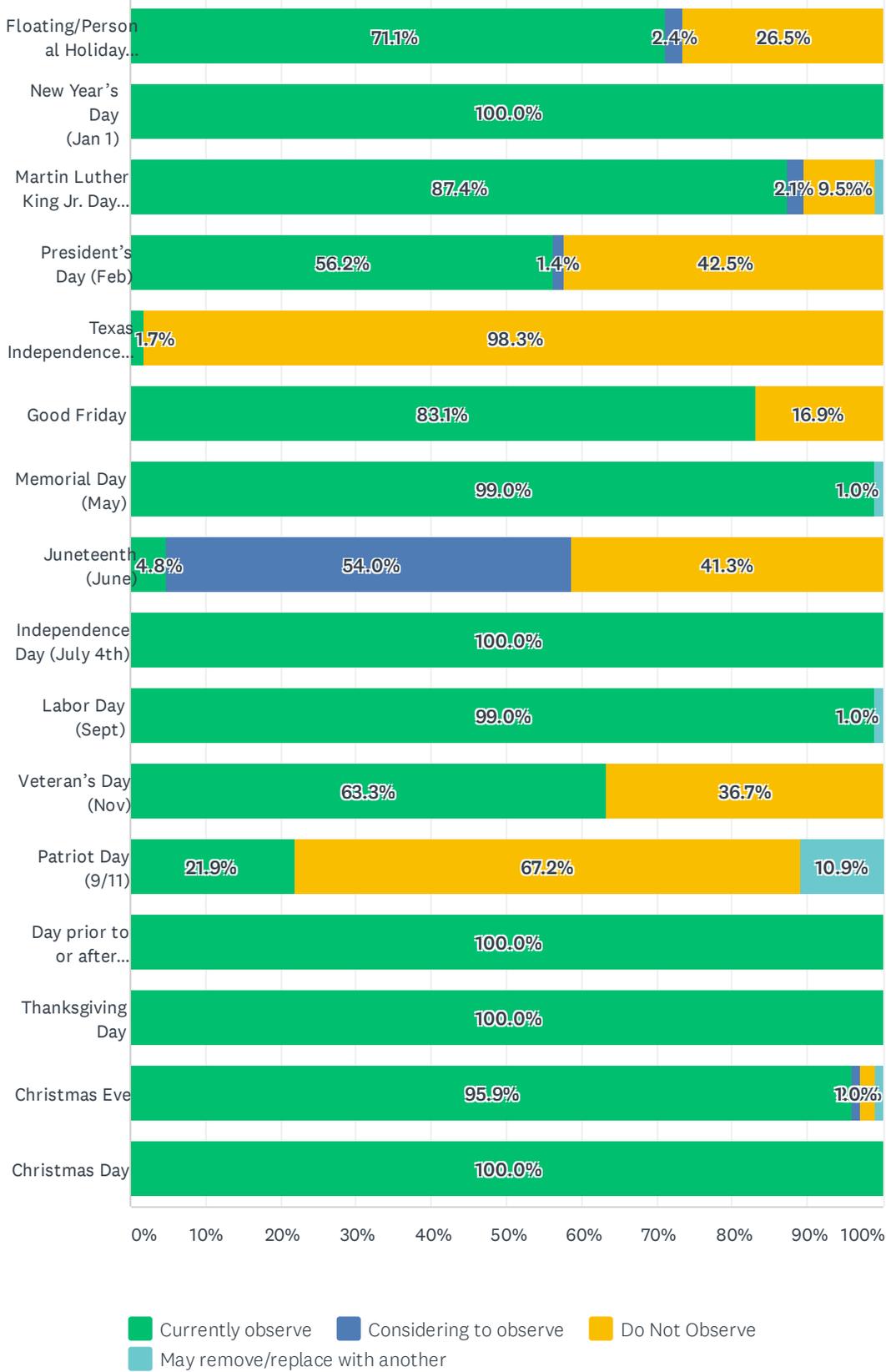
Answered: 101 Skipped: 0



Q4 Which of the following does your city recognize as a holiday? (check all that apply)

Answered: 101 Skipped: 0

City Holidays Recognized



CITY OF HIGHLAND VILLAGE, TEXAS

RESOLUTION NO. 2022-2986

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HIGHLAND VILLAGE, TEXAS AUTHORIZING THE CITY MANAGER TO AMEND THE PERSONNEL POLICIES AND PROCEDURES MANUAL TO ADD GOOD FRIDAY AS AN OFFICIAL CITY HOLIDAY; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City of Highland Village strives to provide a competitive benefit package for its employees; and

WHEREAS, paid leave is a valuable component of the benefit package; and

WHEREAS, the City of Highland Village Organizational Values states that the employees of the City are our most valuable resource, each employee's contribution is key to our success; and

WHEREAS, the City Council of the City of Highland Village desires to show appreciation for City employees and finds it to be in the public interest to enhance the employee benefit package by providing for an additional paid City holiday.

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

SECTION 1. The City Manager is authorized to amend the Personnel Policies and Procedures Manual to add the Friday before Easter ("Good Friday") as an official City Holiday.

SECTION 2. This Resolution shall be effective immediately upon approval.

PASSED AND APPROVED this the 8th day of February 2022.

APPROVED:

Charlotte J. Wilcox, Mayor

ATTEST:

Angela Miller, City Secretary

APPROVED AS TO FORM AND LEGALITY:

Kevin B. Laughlin, City Attorney

(kbl:2/2/2022:127528)

CITY OF HIGHLAND VILLAGE
COUNCIL BRIEFING

AGENDA# 17

MEETING DATE: 02/08/2022

SUBJECT: Consider Resolution 2022-2987 calling a General Election and Special Election to be held May 7, 2022 for the Purpose of Electing City Council Members to Places 1 (Mayor), 2, 4 and 6; to Elect a City Council Member to Fill an Unexpired Term to Place 7; and authorizing a Joint Election Agreement and Contract for Election Services with Denton County

PREPARED BY: Angela Miller, City Secretary

BACKGROUND:

Pursuant to the City Charter and Texas Election Code, the City's General Election is to be held on the uniform election date on the first Saturday in May. The Charter further requires that the offices of City Council Places 1 (Mayor), 2, 4 and 6 be elected at the General Election in even-numbered years. All members shall be elected under the place system, at large, for two (2) year terms. A candidate for an elected office shall have been a resident of the City for a period of twelve (12) consecutive months prior to the date of the election and a qualified voter of the City.

In addition, City Council Member Dan Jaworski presently serves in Place 7 and has filed necessary paperwork to have his name on the May 7, 2022 ballot for a different office (place) on City Council. Pursuant to Section 3.06 of the City Charter and because the term of the office being held by Council Member Jaworski will not end until May, 2023, a Special Election must be called to fill the remaining portion of the term of office for Place 7.

The City Secretary's Office is responsible for conducting municipal elections as prescribed by the Texas Election Code. In accordance with the Texas Election Code, the City's election will be conducted jointly with other political subdivisions of Denton County. The proposed resolution calls for the May 7, 2022 General Election for the offices of City Council Places 1 (Mayor), 2, 4 and 6, calls for a Special Election to fill the unexpired term for the office of City Council Place 7, provides for the appointment of election officials, provides for early voting and election day procedures, authorizes a joint election agreement and contract for election services with Denton County.

IDENTIFIED NEED/S:

The Council is required to call the General Election no later than 78 days prior to Election Day and the Special Election no later than 46 days prior to Election Day.

PROGRESS TO DATE: (if appropriate)

Denton County Elections Administrator Frank Phillips will serve as the administrator of the Joint Election, with each participating entity remaining responsible for decisions and actions as required by law.

The contract provides for the following:

- Denton County will coordinate, supervise and conduct the Joint Election pursuant to provisions of the Texas Election Code;
- All election officials, including the Early Voting Clerk, shall be officials appointed by Denton County;
- Denton County will procure, prepare and distribute supplies and equipment for Early Voting and Election Day;
- Denton County shall be responsible for appointment of the presiding judge and alternate judge for each polling location;
- Early Voting will be conducted jointly with all participating entities beginning April 25, 2022 and concluding May 3, 2022 at the locations and times established by the County. Highland Village voters may vote early at any joint early voting location;
- Denton County shall be responsible for releasing unofficial cumulative totals and precinct returns from the election to joint participants, candidates, press and general public;
- Denton County is general custodian of voted ballots and all records of the Joint Election;
- Runoff election, if necessary, will be conducted on Saturday, June 18, 2022.

In accordance with Texas Election Code 2.051-2.053, the City may cancel the General Election if Places 1 (Mayor), 2, 4 and 6 are unopposed and may cancel the Special Election if Place 7 is unopposed.

BUDGETARY IMPACT/ORDINANCE CHANGE: (if appropriate)

The City's General Election and Special Election are funded in the Fiscal Year 2021-2022 budget.

RECOMMENDATION:

To approve Resolution No. 2022-2987.

CITY OF HIGHLAND VILLAGE

RESOLUTION NO. 2022-2987

A RESOLUTION AUTHORIZING A GENERAL MUNICIPAL ELECTION TO BE HELD ON MAY 7, 2022, FOR THE PURPOSE OF ELECTING CITY COUNCIL MEMBERS TO PLACES 1 (MAYOR), 2, 4 AND 6; AUTHORIZING A SPECIAL ELECTION TO BE HELD ON MAY 7, 2022 FOR THE PURPOSE OF ELECTING A CITY COUNCIL MEMBER TO PLACE 7 TO FILL AN UNEXPIRED TERM; AUTHORIZING A JOINT ELECTION WITH OTHER DENTON COUNTY POLITICAL SUBDIVISIONS; AUTHORIZING A CONTRACT FOR ELECTION SERVICES WITH DENTON COUNTY; PROVIDING FOR A RUNOFF DATE; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the general election for the City of Highland Village, as set forth by the Texas Election Code, is required to be held on May 7, 2022, at which time the voters will elect persons to City Council Places 1 (Mayor), 2, 4 and 6; and

WHEREAS, a special election for the City of Highland Village, as set forth by the Texas Election Code and City Charter requirements, is required to also be held on May 7, 2022, at which time the voters will elect a person to City Council Place 7 to fill an unexpired term; and

WHEREAS, in accordance with Section 271.002 of the Texas Election Code, the City election will be conducted jointly with other political subdivisions of Denton County, Texas; and

WHEREAS, the City Council of the City of Highland Village find it to be in the public interest to call the foregoing election and to enter into a contract with Denton County to conduct said election jointly with other Denton County government entities.

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

Section 1. A general municipal election is hereby ordered to be held on the 7th day of May 2022, for the purpose of electing a person to serve in the offices of City Council Places 1 (Mayor), 2, 4 and 6 by the qualified voters of the City of Highland Village.

Section 2. A special municipal election is hereby ordered to be held on the 7th day of May 2022, for the purpose of electing a person to serve in the office of City Council Place 7 by the qualified voters of the City of Highland Village to fill an unexpired term.

Section 3. The election will be conducted jointly with other political subdivisions in Denton County on May 7, 2022, pursuant to Chapters 31 and 271, Texas Election Code.

Section 4. The election precinct and voting place of said elections shall be as follows:

City Voting Precinct

Highland Village Municipal Complex

1000 Highland Village Road

(includes County voting precincts 3152, 3153, 3154, and 3155)

Election polls shall be open from 7:00 a.m. – 7:00 p.m.

Section 5. All election officials, including the Early Voting Clerk shall be the officials appointed to such positions by Denton County and to the extent required by law, are hereby so appointed.

Section 6. Early voting by personal appearance will be held jointly with other Denton County public entities at Denton County's Main Early Voting Site located at the Denton County Elections Office, 701 Kimberly Drive, Denton, Texas 76208 beginning on April 25, 2022, and continuing through May 3, 2022, at the times set forth below:

**Denton County Elections Office
701 Kimberly Drive
Denton, TX 76208**

<u>Early Voting Dates</u>	<u>Times When Polls are Open</u>
Monday through Saturday April 25 – April 30, 2022	8:00 a.m. – 5:00 p.m.
Sunday, May 1, 2022	11:00 a.m. – 5:00 p.m.
Monday and Tuesday May 2, 2022, and May 3, 2022	7:00 a.m. – 7:00 p.m.

In addition, all qualified and registered voters may vote by early appearance at the following location during the dates and times set forth below:

**Highland Village Municipal Complex
PD Training Room
1000 Highland Village Road
Highland Village, TX 75077**

<u>Early Voting Dates</u>	<u>Times When Polls are Open</u>
Monday through Saturday April 25 – April 30, 2022	8:00 a.m. – 5:00 p.m.
Sunday, May 1, 2022	11:00 a.m. – 5:00 p.m.
Monday and Tuesday May 2, 2022, and May 3, 2022	7:00 a.m. – 7:00 p.m.

Section 7. Additional early voting locations will be determined in accordance with the Joint Election Agreement and Contract for Election Services with the Denton County Election Administrator.

Section 8. The Denton County Election Administrator is hereby appointed to serve as the Early Voting Clerk and the Election Administrator's permanent county employees are appointed as deputy early voting clerks.

Applications for ballot by mail shall be requested from:
Frank Phillips, Early Voting Clerk
Denton County Elections
P.O. Box 1720
Denton, TX 76202
Or emailed to: elections@dentoncounty.gov

Applications for ballot by mail sent via a contract carrier shall be requested from:
Frank Phillips, Early Voting Clerk
Denton County Elections
701 Kimberly Drive, Suite A101
Denton, TX 76208
Or emailed to: elections@dentoncounty.gov

Applications for ballots by mail must be received no later than the close of business on Tuesday, April 26, 2022.

Section 9. The election shall be conducted pursuant to the election laws of the State of Texas.

Section 10. Should a runoff election be required following the canvass of the May 7, 2022 election, the City Council hereby orders that a runoff election be held on Saturday, June 18, 2022. The polling place on Election Day for the runoff election shall be held at the Highland Village Municipal Complex at 1000 Highland Village Road, Highland Village, Texas, 75077 and the hours of voting shall be between 7:00 a.m. and 7:00 p.m.

Should a runoff election be necessary, early voting by personal appearance shall be held at the same locations set out in Section 6 and 7 hereof at the dates and times established by the Denton County Elections Administrator.

Section 11. This resolution shall be construed with any action of the Denton County Commissioners Court providing for the conduct of a joint election with other public entities as herein contemplated.

Section 12. The City Manager is hereby authorized to execute the contract for a joint election and election services with Denton County as the authorized representative of the City.

Section 13. The City Secretary is hereby authorized and directed to file, publish and/or post, in the time and manner prescribed by law, all notices required to be so filed, published and/or posted in connection with the conduct of this election.

Section 14. This resolution shall be effective immediately upon adoption.

PASSED AND APPROVED this the 8th day of February 2022.

APPROVED:

Charlotte J. Wilcox, Mayor

ATTEST:

Angela Miller, City Secretary

APPROVED AS TO FORM AND LEGALITY:

Kevin B. Laughlin, City Attorney

(kbl:1/31/2022:127489)

CITY OF HIGHLAND VILLAGE
COUNCIL BRIEFING

AGENDA# 18

MEETING DATE: 02/08/2022

SUBJECT: Receive Annual Report Regarding Compliance with the Highland Village Police Department's Policy Prohibiting Racial Profiling

PREPARED BY: Doug Reim, Chief of Police

BACKGROUND:

In accordance with the Texas Racial Profiling Law Texas Code of Criminal Procedure Articles 2.131 through 2.138, the Police Department collects police contact data for the purpose of identifying and responding to concerns regarding biased based profiling practices relating to motor vehicle stops in which citations are issued and/or arrests are made. In addition, the department has policies, education and training programs required under the law.

IDENTIFIED NEED/S:

Not later than March 1st each year, every Texas local law enforcement agency is required by law to submit to the agency's governing body a report containing the information compiled during the previous calendar year in a manner approved by the agency.

OPTIONS & RESULTS:

N/A

PROGRESS TO DATE: (if appropriate)

Local policy prohibiting racial profiling is in place. Required contact data has been captured electronically via Brazos Technology for the past calendar year. Mobile video of police contacts has been maintained for at least 90 days from the date of recording. Mandated racial profiling training and local report has been completed.

BUDGETARY IMPACT/ORDINANCE CHANGE: (if appropriate)

None, mandates accomplished within current budget (Training, Brazos reporting software).

RECOMMENDATION:

Staff recommends acceptance of annual Racial Profiling report for the period January 1 – December 31, 2021.

CITY OF HIGHLAND VILLAGE
COUNCIL BRIEFING

AGENDA# 19

MEETING DATE: 02/08/2022

**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

February 8, 2022	Regular City Council Meeting - 7:00 pm
February 15, 2022	Planning & Zoning Commission Meeting – 7:00 pm
February 21 2022	Parks & Recreation Advisory Board Meeting – 6:00 pm
February 22, 2022	Regular City Council Meeting - 7:00 pm
March 3, 2022	Zoning Board of Adjustment Meeting - 6:00 pm
March 8, 2022	Regular City Council Meeting - 7:00 pm
March 15, 2022	Planning & Zoning Commission Meeting – 7:00 pm
March 21, 2022	Parks & Recreation Advisory Board Meeting – 6:00 pm
March 22, 2022	Regular City Council Meeting - 7:00 pm
April 7, 2022	Zoning Board of Adjustment Meeting - 6:00 pm
April 12, 2022	Regular City Council Meeting - 7:00 pm
April 18, 2022	Parks & Recreation Advisory Board Meeting – 6:00 pm
April 19, 2022	Planning & Zoning Commission Meeting – 7:00 pm
April 26, 2022	Regular City Council Meeting - 7:00 pm
May 5, 2022	Zoning Board of Adjustment Meeting - 6:00 pm
May 10, 2022	Regular City Council Meeting - 7:00 pm

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

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