



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, MARCH 8, 2022 at 6:00 P.M.

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

Convene Meeting in Open Session

1. **Receive a Presentation on the Employee Wellness Program and achieving Gold Level Designation by the American Heart Association**
2. **Clarification of Consent or Action Items listed on Today's City Council Meeting Agenda for March 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
Training Room

3. **Hold a Closed Meeting in accordance with the following Sections of the Texas Government Code:**
 - (a) **Section 551.071 – Consultation with City Attorney Concerning Pending or Contemplated Litigation and on any Regular Session or Work Session Agenda Item Requiring Confidential, Attorney/Client Advice Necessitated by the Deliberation or Discussion of Said Item (as needed)**
 - (b) **Section 551.074 – Personnel – Deliberate the Employment and Evaluation of the City Manager and City Secretary**

OPEN SESSION
City Council Chambers – 7:00 P.M.

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

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

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

CONSENT AGENDA

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

10. **Consider approval of Minutes of the Regular City Council Meeting held on February 22, 2022**
11. **Consider Ordinance 2022-1291 re-adopting in its entirety Article 14.04 "Parks and Recreation" Division 7 "Youth Services Standards of Care" of the City of Highland Village, Texas Code of Ordinances, setting forth and adopting the Standards of Care for Youth Programs offered by the Parks and Recreation Department (2nd and final read)**
12. **Consider Resolution 2022-2990 adopting the Texas Subdivision and Special District Election and Release Form regarding the Teva Texas Statewide Opioid Settlement**
13. **Consider Resolution 2022-2991 authorizing a Task Order with Schaumburg & Polk, Inc. (SPI) to provide Professional Services for the 2022 Street Improvements Project**
14. **Receive Budget Reports for Period Ending January 31, 2022**

ACTION AGENDA

15. Take action, if any, on Matters discussed in Closed Session in accordance with the following Sections of the Texas Government Code:
 - (a) Section 551.071 – Consultation with City Attorney Concerning Pending or Contemplated Litigation and on any Regular Session or Work Session Agenda Item Requiring Confidential, Attorney/Client Advice Necessitated by the Deliberation or Discussion of Said Item (as needed)
 - (b) Section 551.074 – Personnel – Deliberate the Employment and Evaluation of the City Manager and City Secretary

16. Consider Ordinance 2022-1292 amending Chapter 22 “Utilities” Article 22.02 “Water Service,” Division 2 “Rates and Charges” of the City’s Code of Ordinances as it relates to Billing Adjustments following a Residential Water Leak (*1st of two reads*)

LATE WORK SESSION

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

17. 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.)

18. 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 MARCH 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# 1

MEETING DATE: 03/08/2022

**SUBJECT: Receive a Presentation on the Employee Wellness Program
and achieving Gold Level Designation by the American Heart
Association**

PREPARED BY: Jana Onstead, Human Resources Director

COMMENTS

City staff will present information on the Employee Wellness Program and the criteria required to obtain the American Heart Association Gold Level Designation for their Workplace Health Achievement Index program.

CITY OF HIGHLAND VILLAGE
COUNCIL BRIEFING

AGENDA# 8

MEETING DATE: 03/08/2022

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 a Proclamation for the *BetteRx Safe than Sorry* Campaign
- Presentation of the American Heart Association Workplace Health Achievement Award

Proclamation

The City of Highland Village

Whereas, Winning The Fight is dedicated to providing education, support and necessary resources to youth and families that suffer from the disease of addiction; and

Whereas, prescription and over the counter medication overdose is an ongoing problem in our society that affects many people; and

Whereas, many children begin experimenting with drugs they get in their own homes, with sixty-one percent of adolescents reporting that prescription medications are easier to get than illegal street drugs; and

Whereas, Winning The Fight is committed to saving lives and has started the *BetteRx Safe Than Sorry* campaign to educate communities on the importance of using strong and durable safes in our homes to securely store prescription and over the counter medication; and

Whereas, Winning The Fight is working with home, apartment and senior living builders, realtors, and communities to help families get safes in every residence so prescription and over the counter medication is securely stored.

NOW THEREFORE, on behalf of the City Council and City staff, I, Charlotte J. Wilcox, Mayor of the City of Highland Village, would like to recognize the *BetteRx Safe Than Sorry* Program and appreciates the efforts within our communities by providing education on safely securing prescription and over the counter medications to help keep others safe.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the seal of the City to be affixed on this 8th day of March 2022.

Charlotte J. Wilcox, Mayor

CITY OF HIGHLAND VILLAGE
COUNCIL BRIEFING

AGENDA# 10

MEETING DATE: 03/08/2022

SUBJECT: Consider Approval of Minutes of the Regular City Council Meeting held on February 22, 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 February 22, 2022.



**MEETING MINUTES OF THE REGULAR MEETING
HIGHLAND VILLAGE CITY COUNCIL
HIGHLAND VILLAGE MUNICIPAL COMPLEX
1000 HIGHLAND VILLAGE ROAD
TUESDAY, FEBRUARY 22, 2022**

EARLY WORK SESSION

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

Roll Call

Present:	Charlotte J. Wilcox	Mayor
	Jon Kixmiller	Councilmember
	Michael Lombardo	Mayor Pro Tem
	Barbara Fleming	Deputy Mayor Pro Tem
	Robert A. Fiester	Councilmember
	Tom Heslep	Councilmember
	Daniel Jaworski	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
	Jana Onstead	Human Resources Director
	Phil Lozano	Parks and Recreation Director
	Andra Foreman	Recreation Manager
	Laurie Mullens	Marketing & Communications Director
	Andrew Boyd	Media Specialist

Convene Meeting in Open Session

- 1. Receive Presentations from Neighborhood Sports, Highland Village Area Baseball and Softball Association (HVABSA), Greater Lewisville Area Soccer Association (GLASA) and Bad Dawg Tennis**

Representatives from each sports organization provided an overview of their respective association, including history of the organization, services provided, number of participants, volunteers, and areas used for practices and games:

- **Neighborhood Sports – Presentation by David Inderlied**
- **Highland Village Area Baseball and Softball Association (HVABSA) – Presentation by Scott Isaacson**

- **Greater Lewisville Area Soccer Association – Presentation by Mark Grommesh**
- **Bad Dawg Tennis – Presentation by David Gray and Chris Brown**

Overall, the need for more fields/courts was shared by each of the organizations. All leagues thanked the City and staff for the support and use of the City’s fields/courts.

2. Clarification of Consent or Action Items listed on Today’s City Council Meeting Agenda for February 22, 2022

Relating to Agenda Item #14, Mayor Pro Tem Lombardo asked if the new building would be built where the farmers market is currently held. Public Works Director Scott Kriston reported there is a farmers market held at this location on weekends, which will be relocated within the same parking lot.

Mayor Wilcox announced Council would meet in Closed Session and read Agenda Items #3(a) and #3(b).

CLOSED SESSION

Council convened into Closed Session at 7:17 p.m.

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)**
- (b) Section 551.074 – Personnel – Deliberate the Employment and Evaluation of the City Manager and City Secretary**

Council ended Closed Session at 7:28 p.m.

OPEN SESSION

4. Call Meeting to Order

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

Roll Call

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

Staff Members:	Paul Stevens	City Manager
	Ken Heerman	Assistant City Manager
	Kevin Laughlin	City Attorney
	Angela Miller	City Secretary
	Doug Reim	Chief of Police

Mike Thomson	Fire Chief
Scott Kriston	Public Works Director
Phil Lozano	Parks and Recreation Director
Andra Foreman	Recreation Manager
Jana Onstead	Human Resources Director
Laurie Mullens	Marketing & Communications Director
Andrew Boyd	Media Specialist

5. Prayer led by Councilmember Jon Kixmiller

Councilmember Kixmiller gave the invocation.

6. Pledge of Allegiance to the U.S. and Texas flags led by Councilmember Jon Kixmiller

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

7. Visitor Comments

There were no requests 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

Mayor Wilcox reminded everyone that Early Voting for the March Primary will run through Friday, February 25.

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

Mayor Wilcox recognized Miss Amaya Butler with a proclamation.

9. City Manager/Staff Reports

City Manager Paul Stevens reminded everyone about the come-and-go open house master planning event, *Our Village, Our Vision*, scheduled for Wednesday, February 23 in the Council Chambers. Mr. Stevens encouraged those unable to attend to use the SpeakUpHV.com website to receive information and provide feedback.

- **Foodie Friday Video**

The Foodie Friday video featured Snuffer's located in The Shops at Highland Village.

CONSENT AGENDA

10. Consider approval of Minutes of the Regular City Council Meeting held on February 8, 2022

11. Consider Resolution 2022-2988 authorizing Annual Payment to Integrated Computer Systems (ICS) for Public Safety CAD/RMS Software Maintenance

12. Consider Resolution 2022-2989 awarding and authorizing an Agreement with SRH Landscapes for the FM 2499 Corridor Maintenance Services Project

Motion by Councilmember Heslep, seconded by Councilmember Fiester, to approve Consent Agenda Items #10 through #12. Motion carried 7-0.

ACTION AGENDA

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

No action was taken on this item.

- (b) Section 551.074 – Personnel – Deliberate the Employment and Evaluation of the City Manager and City Secretary

No action was taken on this item.

14. Consider approval of a Site Plan for the property located at Lot 1, Block A, Highland Village Town Center, Section One, commonly known as 2270 Justin Road
SITE PLAN APPROVED (7 – 0)

Public Works Director Scott Kriston reported an application was received for a site plan to construct an approximately 2,553 square foot building to be used for retail and occupied by H Tea O. The site plan package included a site plan, building elevations, lighting plan, and landscape plans. Mr. Kriston added there is currently a farmers market held at this location on weekends, which will be moved to the east side of the parking area.

Mr. Kriston stated staff has reviewed the site plan package and finds that it conforms with applicable City ordinances. At their February 15, 2022 meeting, the Planning and Zoning Commission voted unanimously to send the site plan forward to City Council with a recommendation for approval subject to two landscape modifications. The version of the site plan presented to Council is the modified plan and reflects the changes requested by the Commission.

Councilmember Heslep asked if this would be a ground lease. Applicant Bradon Rhodes stated it is a ten (10) year ground lease with two (2) options for renewal.

Motion by Councilmember Jaworski, seconded by Councilmember Heslep, to approve the Site Plan for the property located at Lot 1, Block A, Highland Village Town Center, Section One, commonly known as 2270 Justin Road. Motion carried 7-0.

15. Conduct a Public Hearing and consider Ordinance 2022-1291 re-adopting in its entirety Article 14.04 “Parks and Recreation” Division 7 “Youth Services Standards of Care” of the City of Highland Village, Texas Code of Ordinances, setting forth and adopting the Standards of Care for Youth Programs offered by the Parks and Recreation Department (1st of two reads)

PUBLIC HEARING CONDUCTED
APPROVED 1st READ (7 – 0)

Recreation Manager Andra Foreman reported state law requires the City conduct a public hearing and adopt standards of care annually by ordinance for our youth programs, which specifically relates to our Highland Village Kids Kamp program. Mayor Wilcox opened the public hearing and with no one wishing to speak, the public hearing was closed.

Motion by Councilmember Fiester, seconded by Deputy Mayor Pro Tem Fleming, to approve the first read of Ordinance 2022-1291. Motion carried 7-0.

LATE WORK SESSION

16. Review and Discuss the City’s Water Leak Adjustment Policy

Assistant City Manager Ken Heerman reported the City’s Code of Ordinances includes a utility billing provision for leak adjustments predicated on satisfaction of various criteria. He stated the usage associated with a water leak is often accompanied by a substantially higher water bill and that, as a courtesy to our residents, the City has a mechanism that has been in place for a number of years to provide an adjustment to mitigate the impact of an unexpected high bill.

Mr. Heerman presented the current policy and explained that the rate structure change implemented in 2017 results in a greater impact to high volume adjustments, thereby a hefty charge would still remain for the resident. Mr. Heerman presented two (2) options for alternate adjustment calculations for Council consideration:

Option 1
Seasonal Average Bill Amt
+
Usage exceeding seasonal average
x
Whls Rate + (1/2 of City Tier I Rate)

Option 2
Seasonal Average Bill Amt
+
Usage exceeding seasonal average
x
Whls Rate only

Other suggested changes included:

- Add a timeframe to request a leak adjustment - suggest requirement of request for leak adjustment to be received within 60 days of completed leak repair, not to exceed 90 days from start of leak
- Change criterion for required usage variance - suggest 2 times seasonal average rather than the current 1.5

Consensus of Council was to implement Option 2 and to add a requirement that a request for a leak adjustment to be received within 60 days of completed leak repair, not to exceed 90 days from the start of the leak. Council also discussed the importance of getting more residents to sign up for the City’s leak notification program and how to increase participation since approximately only 33% do so currently. Council direction was for City staff to explore ways to increase resident participation in the program.

17. Status Reports on Current Projects and Discussion on Future Agenda Items

Councilmember Kixmiller reported information on social media regarding shoplifting at Walmart and asked if a future discussion was needed on the issue. Chief Reim reported

the information on social media was not accurate. Should anyone witness a crime, he encouraged contacting the Police Department to report the issue.

18. Adjournment

Mayor Wilcox adjourned the meeting at 8:45 p.m.

Charlotte J. Wilcox, Mayor

ATTEST:

Angela Miller, City Secretary

DRAFT

CITY OF HIGHLAND VILLAGE
CITY COUNCIL BRIEFING

AGENDA# 11

MEETING DATE: 03/08/2022

SUBJECT: Consider Ordinance 2022-1291 Re-adopting “Youth Standards of Care” of the Code of Ordinances of the City of Highland Village, Texas, Setting Forth and Adopting the Standards of Care for Youth Programs offered by the Parks and Recreation Department

PREPARED BY: Andra Foreman, Recreation Manager

BACKGROUND:

In 1995 The Texas Legislature, amended Section 42.041 (b) (14), Human Resources Code to exempt elementary-age (5-13) municipal youth recreation programs from the State’s child-care licensing requirement under certain conditions. The programs operated by the city are recreational in nature and are not child-care facilities.

This law requires that a city annually adopt standards of care by ordinance after a public hearing. Adopted standards must be provided to the parents of each program participant and must include, at a minimum, staffing ratios, minimum staff qualifications, minimum facility, health and safety standards.

State Law also requires that parents be informed that the program is not licensed by the State and that the program may not be advertised as a child-care facility.

A public hearing was held on February 22, 2022 and Council approved the first read of Ordinance 2022-1291.

IDENTIFIED NEED/S:

Annual adoption of Highland Village Youth Program Standards of Care for our youth programs, specifically Kids Kamp. With the annual adoption, the City will be exempt from child-care licensing as allowed by law.

OPTIONS & RESULTS:

Council approval of the proposed Highland Village Youth Program Standards of Care.

RECOMMENDATION:

To approve the second and final read of Ordinance 2022-1291.

CITY OF HIGHLAND VILLAGE, TEXAS

ORDINANCE NO. 2022-1291

AN ORDINANCE OF THE CITY OF HIGHLAND VILLAGE, TEXAS, READOPTING IN ITS ENTIRETY ARTICLE 14.04 “PARKS AND RECREATION” DIVISION 7 “YOUTH SERVICES STANDARDS OF CARE” OF THE CODE OF ORDINANCES OF THE CITY OF HIGHLAND VILLAGE, TEXAS, SETTING FORTH AND ADOPTING THE STANDARDS OF CARE FOR YOUTH PROGRAMS OFFERED BY THE PARKS AND RECREATION DEPARTMENT; PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Texas Human Resource Code, Section 42.041 (b)(4), establishes requirements to exempt recreational programs operated by municipalities for elementary age (5-13) children from State child care licensing; and

WHEREAS, in order to receive exempt status for a youth recreation program, a municipality must adopt standards of care by ordinance after a public hearing for the program, then submit a copy of program standards, a notice of the public hearing for the program and a copy of the ordinance adopting the standards to the State; and

WHEREAS, the City Council in prior years has adopted such standards of care, which are presently codified as Article 14.04, Division 7 of the Code of Ordinances; and

WHEREAS, the City Council, after conducting a public hearing and affording a full and fair hearing to all citizens, and in the exercise of legislative discretion, has concluded that the standards of care as previously codified should be readopted.

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

SECTION 1. The standards of care for youth programs offered by the Parks and Recreation Department of the City of Highland Village, Texas, as codified in Article 14.04 “Parks and Recreation,” Division 7 “Youth Services Standard of Care,” a true and correct copy of which is attached hereto as Exhibit “A,” are hereby readopted in their entirety without amendment in accordance with Texas Human Resource Code, Section 42.041(b)(14).

SECTION 2. If any section, paragraph, clause or provision of this Ordinance shall for any reason be held invalid or unenforceable, the invalidity or unenforceability of such section, paragraph, clause, or provision shall not affect any of the remaining provisions of this Ordinance.

SECTION 3. This ordinance shall take effect immediately from and after its passage on Second Reading and publication in accordance with the provisions of the Charter of the City of Highland Village, and it is accordingly so ordained.

PASSED AND APPROVED BY THE CITY COUNCIL OF THE CITY OF HIGHLAND VILLAGE, TEXAS, ON FIRST READING ON THIS THE 22ND DAY OF FEBRUARY 2022.

PASSED AND APPROVED BY THE CITY COUNCIL OF THE CITY OF HIGHLAND VILLAGE, TEXAS, ON SECOND READING ON THIS THE 8TH DAY OF MARCH 2022.

APPROVED:

Charlotte J. Wilcox, Mayor

ATTEST:

Angela Miller, City Secretary

APPROVED AS TO FORM AND LEGALITY:

Kevin B. Laughlin, City Attorney

(kbl:1/7/2022:126968)

**Exhibit A to
Ordinance No. 2022-1291**

ARTICLE 14.04 PARKS AND RECREATION

Division 7. Youth Services Standards of Care

Sec. 14.04.221 Purpose

The following standards of care (“standards”) have been adopted by the city council, to comply with section 42.041(b)(14) of the Texas Human Resources Code. The standards are intended to be minimum standards by which the city parks and recreation department will operate the city’s youth programs. The programs operated by the city are recreational in nature and are not licensed by the state as certified day-care programs. The state department of family and protective services has issued an exemption determination certificate to the city.

Sec. 14.04.222 General administration; definitions

(a) Definitions. The following words and phrases as used in these standards shall have the following meaning:

Department. The parks and recreation department of the city.

Director. The director of the department or the director's designee.

Parent. One parent or both parents or other adult with legal custody and authority to enroll their child(ren) in the youth programs.

Participant. A child age five (5) to thirteen (13) whose parent(s) have completed all required registration procedures and determined to be eligible for a youth program.

Program manual. The notebook of policies, procedures, required forms, and organizational and programming information relevant to the youth programs.

Program site. The physical location where the youth program is being conducted.

Program staff. The person or persons who have been hired or have volunteered to work for the city and been assigned responsibilities for managing, administering, or implementing some or all portions of one or more youth programs.

Recreation coordinator. The full-time department employee who performs the functions responsible for administration and implementation of the youth programs.

Site director. The person who has been hired to directly administer and oversee the daily operations of a youth program to include, but not be limited to, the supervision of staff, safety of participants, and programming.

Youth program or program. A fee based children’s program or activity offered and supervised by the department that requires a participant to enroll or register in order to participate, including, but

not limited to, city's youth programs consisting of the Kid's Kamp and other non-school day programs which last one week (5 days) or longer.

(b) Organization.

- (1) The governing body of the youth program is the city council.
- (2) Implementation of the youth programs standard of care is the responsibility of the director and program staff.
- (3) Youth programs to which these standards of care will apply are the Kid's Kamp and other non-school day programs that last one week (5 days) or longer.
- (4) Each program site will have a current copy of these standards available for the public and program staff.
- (5) Parents of participants will be provided a current copy of these standards prior to the start of the youth program, preferably during the registration process.
- (6) Program staff must pass a background investigation including testing for illegal substances.

(c) Inspection/monitoring/enforcement.

- (1) The recreation coordinator will perform weekly inspections of the program to confirm adherence to these standards.
 - (A) Inspection reports will be sent to the director for review and kept on record for at least two years.
 - (B) The director will review the report and establish deadlines and criteria for compliance with these standards.
- (2) Complaints regarding enforcement of these standards will be directed to the recreation coordinator. The recreation coordinator will be responsible for taking the necessary steps to resolve the problems. The recreation coordinator will record complaints regarding enforcement of these standards and their resolution. The director will address serious complaints regarding enforcement of these standards and the complaints and the resolution will be noted.
- (3) The director may make a report during the annual budget process to the city council on the overall status of youth programs.

(d) Enrollment. Before a child may become a participant, the parent must complete and sign registration forms that contain information pertaining to the participant and their parent(s). The following information must be provided:

- (1) Name, address and home telephone number.

- (2) Name, address and telephone number of parent(s) where the parent(s) may be contacted during the hours the participant is participating in the youth program.
 - (3) In case of emergency, contact names and telephone numbers of one or more people who are not a parent of the participant who may be contacted regarding the participant during the hours the participant is participating in the youth program.
 - (4) The names, telephone numbers and driver's license numbers of people to whom the participant may be released to.
 - (5) A statement of the participant's special problems or needs, including allergies.
 - (6) Emergency medical authorization, the name and phone number of the doctor to be called regarding the participant.
 - (7) A liability release that encompasses all personal injury, including death, and property damage resulting from the participant's participation in the program signed by a person authorized to grant such release on behalf of the participant.
- (e) Suspected abuse.
- (1) Program staff will report suspected child abuse to the state department of family and protective services, in accordance with the Texas Family Code.
 - (2) Program staff will receive basic training related to child abuse prevention and how to report suspected abuse.

Sec. 14.04.223 Staff responsibilities and training

- (a) Site director qualifications. A site director must meet the following minimum qualifications:
- (1) Must be an employee of the city.
 - (2) Must be at least 19 years of age.
 - (3) Must have a high school diploma or GED.
 - (4) Must have two years' experience planning and implementing recreational activities.
 - (5) Must have previous experience in supervising children and possess knowledge of recreational games, crafts and activities.
 - (6) Must be skilled in supervising children of varying age levels in a group setting.
 - (7) Must pass a background investigation including a test for illegal substances.
 - (8) Must have a current certification in first aid, cardio pulmonary resuscitation (CPR) based on either American Heart Association or American Red Cross standards.

(b) Site director responsibilities.

- (1) A site director administers the daily operations of the program in compliance with these standards.
- (2) A site director recommends for hire, supervises, and evaluates program staff.
- (3) A site director plans, implements, and evaluates the daily activities of programs.
- (4) A site director will investigate allegations or concerns regarding suspected child abuse and will report suspected child abuse or neglect in accordance with the Texas Family Code.

(c) Program staff.

- (1) Program staff will be part-time or temporary employees of the department.
- (2) Program staff working with children must be 17 years of age or older; however, each program site will have at least one employee 18 years or older present at all times during the hours a program is conducted at the program site.
- (3) Program staff must pass a background investigation including a test for illegal substances.
- (4) Program staff must have successfully completed a course in first aid and CPR based on either American Heart Association or American Red Cross standards. An exception can be made for no more than one staff person at each program site, and that person shall successfully complete a first aid and CPR course within four weeks of starting work.

(d) Program staff responsibilities.

- (1) Program staff must be able to consistently exhibit competency, tolerance, and patience.
- (2) Program staff must relate to children with courtesy, respect, tolerance, and patience.
- (3) Program staff will provide participants with an environment in which they can feel safe, can enjoy wholesome recreation activities, and can participate in appropriate social opportunities with their peers.
- (4) Program staff will be responsible to know and follow all city, departmental, and program standards, policies and procedures that apply to the youth programs.
- (5) Program staff must ensure that participants are released only to a parent or an adult designated by the parent. All program sites will have a copy of the department approved plan to verify the identity of a person authorized to pick up a participant if that person is not known to the program staff.

(e) Training/orientation.

- (1) The department will provide training and orientation to program staff in working with participants and for specific job responsibilities. Each program staff will be provided with a program manual specific to each youth program.
- (2) Program staff will be trained in appropriate procedures to handle emergencies.
- (3) Program staff will receive a two-day training course in areas including city, departmental, and program policies and procedures, provision of recreation activities, safety issues, child psychology, and city organization.
- (4) Program staff will be required to sign an acknowledgment that they received the required training and are expected to conduct activities in accordance with training and these standards.

Sec. 14.04.224 Operations

(a) Staff-participant ratio. In a youth program, the standard ratio of participants to counselors will be twenty (20) participants to one (1) program staff member. In the event a program staff member is unable to report to the program site, a replacement will be assigned.

(b) Discipline.

- (1) Program staff will implement discipline and guidance in a consistent manner based on the best interests of participants.
- (2) There shall be no cruel or harsh punishment or treatment.
- (3) Program staff may use brief, supervised separation from the group if necessary.
- (4) As necessary, program staff will initiate discipline reports to the parent(s) of participants. Parents will be asked to sign discipline reports to indicate they have been advised about specific problems or incidents.
- (5) A sufficient number and/or severe nature of discipline reports as detailed in the program manual may result in a participant being suspended from a program.
- (6) In instances where there is a danger to participants or program staff, the offending participant will be removed from the program site as soon as possible.

(c) Programming.

- (1) Program staff will attempt to provide activities for each group according to the participants' ages. The activities must be appropriate to participants' health, safety, and wellbeing. The activities also must be flexible and attempt to promote the participants' emotional, social, and mental growth.
- (2) Program staff will attempt to provide that programs include:
 - (A) Alternating active and passive activities;
 - (B) Opportunity for individual and group activities; and
 - (C) Outdoor time each day if weather permits.
- (3) Program staff will be attentive and considerate of the safety of participants on field trips and during any transportation provided by the program.
 - (A) During trips, program staff supervising participants must have immediate access to emergency medical forms and emergency contact information for each participant.
 - (B) Program staff must have a written list of the participants in the group and must check the roll frequently.
 - (C) Program staff must have first aid supplies and a guide to first aid and emergency care available on field trips.

(d) Communication. Each program site will have a mobile phone or radio to allow program staff at the program site to be contacted by department personnel. Each program site will have access to a telephone or radio for use in contacting the municipal complex or making emergency calls. The recreation coordinator will post the following telephone numbers adjacent to a telephone accessible to all program staff at each program site:

- (1) City ambulance or emergency medical services;
- (2) City police department;
- (3) City fire department;
- (4) City municipal complex;
- (5) City parks and recreation department;
- (6) Numbers at which parents of participants attending the program(s) at the program site may be reached; and
- (7) The telephone number for the program site itself.

(e) Transportation.

- (1) Before a participant may be transported to and from a youth program by program staff, a transportation release form, completed by the parent of the participant, must be filed with the site director.
- (2) First aid supplies and a first aid and emergency care guide will be available in all vehicles used by program staff to transport participants.
- (3) All vehicles used by program staff for transporting participants must have available a 6-BC portable fire extinguisher which is easily accessible.

Sec. 14.04.225 Facility standards

(a) Safety.

- (1) Program staff will inspect program sites daily to detect sanitation and safety concerns that might affect the health and safety of the participants.
- (2) Buildings, grounds, and equipment on the program site will be inspected, cleaned, repaired, and maintained to protect the health and safety of the participants.
- (3) Program equipment and supplies must be safe for the participants' use.
- (4) Program staff must have first aid supplies and a guide to first aid and emergency care readily available at each site, during transportation to an off-site activity, and for the duration of any off-site activity.

(b) Fire.

- (1) In case of fire, danger of fire, explosion, or other emergency, the first priority of program staff is to evacuate the participants to a designated safe area.
- (2) Emergency evacuation and relocation plans will be posted at each indoor facility of a program site.

(c) Health.

(1) Illness or injury to participant.

- (A) A participant who is considered to be a health or safety concern to other participants or program staff will not be admitted to the program.
- (B) Illnesses and injuries will be handled in a manner to protect the health of all participants and program staff.
- (C) Program staff will follow plans to provide emergency care for injured participants with symptoms of an acute illness as specified in the program manual.

(D) Program staff will follow the recommendation of the state department of health concerning the admission or readmission of any participant after a communicable disease.

(2) Medication. Program staff will administer medication to a participant only if:

(A) Parent(s) complete and sign a medication form that provides authorization for program staff to dispense medication with details as to time and dosages. The form will include a hold harmless clause to protect the city.

(B) Prescription medications are in the original containers labeled with the participant's name, a date, directions, and the physician's name. Program staff will administer the medication only as stated on the label. Program staff will not administer medication after the expiration date.

(C) Nonprescription medications are labeled with the participant's name and the date the medication was brought to the program site. Nonprescription medication must be in the original container. Program staff will administer it only according to label direction.

(D) Medication dispensed will be limited to routine oral ingestion not requiring special knowledge or skills on the part of program staff. No injections will be administered by the program staff.

(E) Program staff must ensure medications are inaccessible to participants or, if it is necessary to keep medications in the refrigerator (when available). Medications will be kept separate from food.

(3) Toilet facilities.

(A) The program site will have inside toilets located and equipped so participants can use them independently and program staff can supervise as needed.

(B) There must be one flush toilet for every 30 participants. Urinals may be counted in the ratio of toilets to participants, but they must not exceed 50 percent of the total number of toilets.

(C) Exceptions on flush toilet to participants may be adjusted when program activities take place at primitive or outdoor park locations.

- (4) Sanitation.
- (A) The facilities at the program site must have adequate light, ventilation, and heat.
 - (B) The program site must have an adequate supply of water meeting the standards of the state department of health for drinking water and ensure that it will be supplied to the participants in a safe and sanitary manner.
- (5) Special needs. Participants with special needs requiring personal assistance, i.e., feeding, changing of clothes, using the restroom, must provide an attendant for the duration of the program. Program staff will not provide personal assistance. The attendant will be admitted to the program free of charge.

CITY OF HIGHLAND VILLAGE
COUNCIL BRIEFING

AGENDA# 12

MEETING DATE: 03/08/22

SUBJECT: Consider Resolution 2022-2990 Adopting the Texas Subdivision and Special District Election and Release Form regarding the Teva 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 on October 26, 2021. This settlement included Johnson & Johnson, the opioid manufacturer and three major pharmaceutical distributors: AmerisourceBergen, Cardinal Health, and McKesson. The Attorney General's Office subsequently 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., which the City joined on February 8, 2022. The Attorney General's Office has now reached a settlement with Teva.

The first two 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 and now Teva.

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 first settlement on October 26, 2021 and submitted the appropriate paperwork to the Office of the Attorney General. The City joined the second settlement on February 8, 2022. 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 additions of Endo/Par and Teva.

RECOMMENDATION:

To approve Resolution 2022-2990.

CITY OF HIGHLAND VILLAGE, TEXAS

RESOLUTION NO. 2022-2990

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 TEVA 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, on February 8, 2022, the City of Highland Village adopted and approved a second Texas Term Sheet and Allocation Schedule regarding the Global Opioid Settlement through the Office of the Attorney General 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 has now received notice of a third Global Opioid Settlement through the Office of the Attorney General with Teva; 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 Teva 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 MARCH 2022.

APPROVED:

Charlotte J. Wilcox, Mayor

ATTEST:

Angela Miller, City Secretary

APPROVED AS TO FORM AND LEGALITY:

Kevin B. Laughlin, City Attorney

(kbl:3/3/2022:128147)

Resolution No. 2022-2990
Exhibit “A”

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

This Election and Release Form for Texas Participating Subdivisions¹ resolves opioid-related Claims against Teva under the terms and conditions set forth in the Teva Texas State-Wide Opioid Settlement Agreement between Teva, 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 the Released Claims with prejudice and sever Teva and all other Released Entities from all pending cases in which the Participating Subdivision has asserted Covered Claims against Teva 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 the

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. 2022-2990
Exhibit "A"

Released Claims with prejudice and sever Teva and all other Released Entities from all pending cases in which the Participating Subdivision has asserted Covered Claims against Teva 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: March 8, 2022

Texas Subdivision Name: City of Highland Village, Texas

By: _____
Paul Stevens, City Manager
1000 Highland Village Road
Highland Village, Texas 75077
(972) 899-5131
pstevens@highlandvillage.org

CITY OF HIGHLAND VILLAGE
COUNCIL BRIEFING

AGENDA# 13	MEETING DATE: 03/08/2022
SUBJECT:	Consider Resolution 2022-2991 authorizing a Task Order with Schaumburg & Polk, Inc. (SPI) for Professional Engineering and Surveying Services for the 2022 Street Improvements Project
PREPARED BY:	Scott Kriston, Director of Public Works

BACKGROUND:

As a result of the City's pavement evaluation program, certain asphalt streets have been identified that require pavement improvements. These streets will be improved as part of the 2022 Street Improvements Project. There are 25 streets on which pavement improvements are required. These streets are shown on the attached map. These street improvements include pavement improvements to all or part of Lakeland Drive, Meadow Brook Drive, Oak Street, Cedar Drive, Redwood Drive, Catlin Circle, Catlin Terrace, Ranney Drive, Moran Drive, Ferndale Drive, Merriman Drive, Medina Drive, Glenmere Drive, Camden Drive, Turpin Drive, La Mesa Drive, Sandero Drive, Bexar Drive, Victoria Drive, Inca Place, Malibu Drive, Gayle Lane, Cuero Place, Perro Place, and Savanna Drive. Due to their condition, these streets require restoration, which will consist of full depth reclamation, a construction process that will result in better ride quality and extended life for these asphalt streets. The design work required for this project will be done in one continuous process in order to assure that the project can be properly planned and managed and to assure that these street improvements are ongoing and consistent throughout the City. The construction work associated with these street improvements will be done in several phases so that the work is concentrated and limited to each different area in the City one area at a time in an effort to minimize disruption to residents and achieve economy of scale.

IDENTIFIED NEED/S:

The City needs to make pavement improvements to 25 asphalt streets by restoring each of them by full depth reclamation, which will improve ride quality and extend the useful life of each street.

OPTIONS & RESULTS:

Making pavement improvements to these 25 asphalt streets will provide extended life and improved ride quality for these pavement structures.

PROGRESS TO DATE: (if appropriate)

A Task Order has been received from Schaumburg & Polk, Inc. (SPI) for the provision of professional engineering and surveying services required for this project.

BUDGETARY IMPACT/ORDINANCE CHANGE: (if appropriate)

The cost for these professional engineering and surveying services under this Task Order is a not to exceed amount of \$374,000.00.

RECOMMENDATION:

To approve Resolution No. 2022-2991.

CITY OF HIGHLAND VILLAGE, TEXAS

RESOLUTION NO. 2022-2991

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HIGHLAND VILLAGE, TEXAS AUTHORIZING A TASK ORDER WITH SCHAUMBURG & POLK, INC. (SPI) TO PROVIDE PROFESSIONAL ENGINEERING AND SURVEYING SERVICES FOR THE 2022 STREET IMPROVEMENTS PROJECT; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, City administration, having obtained a Task Order from Schaumburg & Polk, Inc. (SPI) to provide professional engineering and surveying services relating to the design of the 2022 Street Improvements Project in an amount not to exceed \$374,000.00, recommends execution of the task order be approved for these professional services; and

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

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

SECTION 1. The City Manager is hereby authorized to execute a Task Order with Schaumburg & Polk, Inc. (SPI) to provide professional engineering and surveying services for the 2022 Street Improvements Project for a fee not to exceed the amount of \$374,000.00.

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

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

APPROVED:

Charlotte J. Wilcox, Mayor

ATTEST:

Angela Miller, City Secretary

APPROVED AS TO FORM AND LEGALITY:

Kevin B. Laughlin, City Attorney

(kbl:3/2/2022:128118)

CITY OF HIGHLAND VILLAGE
COUNCIL BRIEFING

AGENDA# 14

MEETING DATE: 03/08/2022

SUBJECT: Receive Budget Reports for Period Ending January 31, 2022

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 January represents the fourth 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 January 31, 2022.

General Fund Summary

FY 2021/2022 Budget

YEAR TO DATE JANUARY

<i>Percent of Budget Year Transpired</i>	33.3%
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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	\$ 10,628,683	\$ (1,622,899)	87%
Sales Tax	3,258,820	3,258,820	607,733	(2,651,087)	19%
Franchise Fees	1,555,749	1,555,749	230,184	(1,325,565)	15%
Licensing & Permits	355,988	355,988	129,736	(226,253)	36%
Park/Recreation Fees	241,200	241,200	59,298	(181,902)	25%
Public Safety Fees	567,630	567,630	192,366	(375,264)	34%
Rents	171,961	171,961	60,875	(111,086)	35%
Municipal Court	88,000	88,000	29,791	(58,209)	34%
Interest Income	40,000	40,000	1,459	(38,541)	4%
Miscellaneous	262,350	262,350	24,362	(237,988)	9%
Total Revenues	\$ 18,793,280	\$ 18,793,280	\$ 11,964,487	\$ (6,828,793)	64%

Other Sources					
Transfers In	\$ 534,000	\$ 534,000	\$ -	\$ (534,000)	0%
Total Available Resources	\$ 19,327,280	\$ 19,327,280	\$ 11,964,487	\$ (7,362,793)	

Expenditures	Original Budget	Revised Budget	Year to Date	Variance	% Used
City Manager Office	\$ 909,587	\$ 909,587	\$ 295,077	\$ 614,511	32%
Finance (includes Mun. Court)	1,410,191	1,410,191	552,204	857,987	39%
Human Resources	647,581	647,581	127,659	519,923	20%
City Secretary Office	418,364	418,364	142,159	276,205	34%
Information Services	1,305,818	1,305,818	422,982	882,837	32%
Marketing and Communications	431,124	431,124	149,089	282,035	35%
Police	5,356,591	5,356,591	1,711,665	3,644,926	32%
Fire	3,664,322	3,664,322	1,071,316	2,593,006	29%
Community Services	427,995	427,995	169,320	258,675	40%
Streets/Drainage	1,613,676	1,613,676	376,805	1,236,872	23%
Maintenance	1,340,823	1,340,823	322,962	1,017,861	24%
Parks	2,461,535	2,461,535	608,339	1,853,196	25%
Recreation	611,913	611,913	120,146	491,767	20%
Total Expenditures	\$ 20,599,521	\$ 20,599,521	\$ 6,069,721	\$ 14,529,799	29%

Capital Summary	(Included in totals above - summary information only)				
Equipment Replacement	\$ 516,947	\$ 516,947	\$ 155,597	\$ 361,350	30%

Other Uses					
Transfers Out	\$ 16,000	\$ 16,000	\$ -	16,000	0%
Total Expenditures	\$ 20,615,521	\$ 20,615,521	\$ 6,069,721	\$ 14,545,799	

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)	5,894,765
Ending Fund Balance	\$ 5,940,370	\$ 5,940,370	\$ 13,123,376

General Fund Expenditure Summary

FY 2021/2022 Budget

YEAR TO DATE JANUARY

Percent of Budget Year Transpired

33.3%

- - - Summary - - -					
	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 14,019,805	\$ 14,019,805	\$ 4,549,950	\$ 9,469,855	32%
Services / Supplies	6,062,769	6,062,769	1,364,174	4,698,594	23%
Capital	516,947	516,947	155,597	361,350	30%
	\$ 20,599,521	\$ 20,599,521	\$ 6,069,721	\$ 14,529,799	29%

- - - Detail - - -					
Category	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel					
<i>Salaries / Wages</i>	\$ 9,937,809	\$ 9,937,809	\$ 3,160,574	\$ 6,777,235	32%
<i>Employee Benefits</i>	4,081,996	4,081,996	1,389,376	2,692,620	34%
<i>Total Personnel</i>	\$ 14,019,805	\$ 14,019,805	\$ 4,549,950	\$ 9,469,855	32%

Services / Supplies					
<i>Professional Services</i>	\$ 2,190,317	\$ 2,190,317	\$ 651,704	\$ 1,538,612	30%
<i>Employee Development</i>	378,391	378,391	97,729	280,662	26%
<i>Office Supplies / Equipment</i>	1,375,069	1,375,069	326,457	1,048,612	24%
<i>Utilities</i>	333,950	333,950	96,543	237,407	29%
<i>Other</i>	1,785,042	1,785,042	191,741	1,593,301	11%
<i>Total Services / Supplies</i>	\$ 6,062,769	\$ 6,062,769	\$ 1,364,174	\$ 4,698,594	23%

Capital					
<i>Equipment / Vehicles</i>	\$ 516,947	\$ 516,947	\$ 155,597	\$ 361,350	30%
<i>Total Capital</i>	\$ 516,947	\$ 516,947	\$ 155,597	\$ 361,350	30%

Total General Fund Expenditure Summary	\$ 20,599,521	\$ 20,599,521	\$ 6,069,721	\$ 14,529,799	29%
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General Fund Revenue

FY 2021/2022 Budget

YEAR TO DATE JANUARY

Percent of Budget Year Transpired

33.3%

Revenues	Original Budget	Revised Budget	Year to Date	Variance	% Received
Property Tax	\$ 12,251,582	\$ 12,251,582	\$ 10,628,683	\$ (1,622,899)	87%
Sales Tax	3,258,820	3,258,820	607,733	(2,651,087)	19%
Franchise Fees	1,555,749	1,555,749	230,184	(1,325,565)	15%
Licensing & Permits	355,988	355,988	129,736	(226,253)	36%
Park/Recreation Fees	241,200	241,200	59,298	(181,902)	25%
Public Safety Fees	567,630	567,630	192,366	(375,264)	34%
Rents	171,961	171,961	60,875	(111,086)	35%
Municipal Court	88,000	88,000	29,791	(58,209)	34%
Interest Income	40,000	40,000	1,459	(38,541)	4%
Miscellaneous	262,350	262,350	24,362	(237,988)	9%
Total Revenues	\$ 18,793,280	\$ 18,793,280	\$ 11,964,487	\$ (6,828,793)	64%

City Manager Office FY 2021/2022 Budget

YEAR TO DATE JANUARY

Percent of Budget Year Transpired

33.3%

- - - Summary - - -

	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 375,451	\$ 375,451	\$ 125,670	\$ 249,781	33%
Services / Supplies	534,136	534,136	169,406	364,730	32%
Capital	-	-	-	-	0%
	\$ 909,587	\$ 909,587	\$ 295,077	\$ 614,511	32%

- - - Detail - - -

Category	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel					
<i>Salaries / Wages</i>	\$ 301,068	\$ 301,068	\$ 101,041	\$ 200,027	34%
<i>Employee Benefits</i>	74,383	74,383	24,629	49,754	33%
Total Personnel	\$ 375,451	\$ 375,451	\$ 125,670	\$ 249,781	33%
Services / Supplies					
<i>Professional Services (City-wide legal - \$130,260)</i>	\$ 457,500	\$ 457,500	\$ 155,072	\$ 302,428	34%
<i>Employee Development</i>	16,295	16,295	9,467	6,828	58%
<i>Supplies / Equipment</i>	10,053	10,053	4,867	5,186	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	\$ 169,406	\$ 364,730	32%
Capital					
<i>Equipment / Vehicles</i>	-	-	-	-	0%
Total Capital	\$ -	\$ -	\$ -	\$ -	0%
Total City Manager	\$ 909,587	\$ 909,587	\$ 295,077	\$ 614,511	32%

Finance Department FY 2021/2022 Budget

YEAR TO DATE JANUARY

<i>Percent of Budget Year Transpired</i>	33.3%
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- - - Summary - - -					
	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 897,457	\$ 897,457	\$ 285,131	\$ 612,326	32%
Services / Supplies	512,734	512,734	267,072	245,662	52%
Capital	-	-	-	-	0%
	\$ 1,410,191	\$ 1,410,191	\$ 552,204	\$ 857,987	39%

- - - Detail - - -					
Category	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel					
<i>Salaries / Wages</i>	\$ 645,118	\$ 645,118	\$ 203,669	\$ 441,449	32%
<i>Employee Benefits</i>	252,339	252,339	81,463	170,877	32%
<i>Total Personnel</i>	\$ 897,457	\$ 897,457	\$ 285,131	\$ 612,326	32%

Services / Supplies					
<i>Professional Services</i> <i>(City-wide liability insurance - \$168,832 / DCAD - \$85,400)</i>	\$ 485,119	485,119	\$ 262,868	\$ 222,251	54%
<i>Employee Development</i>	17,661	17,661	2,165	15,496	12%
<i>Supplies / Equipment</i>	9,954	9,954	2,040	7,914	20%
<i>Utilities</i>	-	-	-	-	0%
<i>Other</i>	-	-	-	-	0%
<i>Total Services / Supplies</i>	\$ 512,734	\$ 512,734	\$ 267,072	\$ 245,662	52%

Capital					
<i>Equipment / Vehicles</i>	-	-	-	-	0%
<i>Total Capital</i>	\$ -	\$ -	\$ -	\$ -	0%
Total Finance Department	\$ 1,410,191	\$ 1,410,191	\$ 552,204	\$ 857,987	39%

Human Resources FY 2021/2022 Budget

YEAR TO DATE JANUARY

<i>Percent of Budget Year Transpired</i>	33.3%
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- - - Summary - - -					
	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 481,233	\$ 481,233	\$ 95,168	\$ 386,066	20%
Services / Supplies	166,348	166,348	32,491	133,857	20%
Capital	-	-	-	-	0%
	\$ 647,581	\$ 647,581	\$ 127,659	\$ 519,923	20%

- - - Detail - - -					
Category	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel					
<i>Salaries / Wages</i>	\$ 347,041	\$ 347,041	\$ 67,671	\$ 279,370	19%
<i>Employee Benefits</i>	134,192	134,192	27,496	106,696	20%
<i>Total Personnel</i>	\$ 481,233	\$ 481,233	\$ 95,168	\$ 386,066	20%

Services / Supplies					
<i>Professional Services</i>	\$ 76,083	\$ 76,083	\$ 16,667	\$ 59,416	22%
<i>Employee Development</i>	76,865	76,865	14,406	62,459	19%
<i>Supplies / Equipment</i>	975	975	452	523	46%
<i>Utilities</i>	-	-	-	-	0%
<i>Other (Safety Programs)</i>	12,425	12,425	967	11,458	8%
<i>Total Services / Supplies</i>	\$ 166,348	\$ 166,348	\$ 32,491	\$ 133,857	20%

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

Total Human Resources	\$ 647,581	\$ 647,581	\$ 127,659	\$ 519,923	20%
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City Secretary Office FY 2021/2022 Budget

YEAR TO DATE JANUARY

<i>Percent of Budget Year Transpired</i>	33.3%
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- - - Summary - - -					
	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 247,745	\$ 247,745	\$ 92,641	\$ 155,104	37%
Services / Supplies	170,619	170,619	49,518	121,101	29%
Capital	-	-	-	-	-
	\$ 418,364	\$ 418,364	\$ 142,159	\$ 276,205	34%

- - - Detail - - -					
Category	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel					
<i>Salaries / Wages</i>	\$ 179,065	\$ 179,065	\$ 63,280	\$ 115,785	35%
<i>Employee Benefits</i>	68,680	68,680	29,360	39,319	43%
Total Personnel	\$ 247,745	\$ 247,745	\$ 92,641	\$ 155,104	37%

Services / Supplies					
<i>Professional Services</i>	\$ 44,800	\$ 44,800	\$ 4,813	\$ 39,987	11%
<i>Employee Development</i> <small>(City Council related \$38,392)</small>	60,268	60,268	23,005	37,263	38%
<i>Supplies / Equipment</i>	16,301	16,301	2,700	13,601	17%
<i>Utilities</i>	-	-	-	-	0%
<i>Other (Outside Services)</i>	49,250	49,250	19,000	30,250	39%
Total Services / Supplies	\$ 170,619	\$ 170,619	\$ 49,518	\$ 121,101	29%

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

Total City Secretary Office	\$ 418,364	\$ 418,364	\$ 142,159	\$ 276,205	34%
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Information Services FY 2021/2022 Budget

YEAR TO DATE JANUARY

<i>Percent of Budget Year Transpired</i>	33.3%
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- - - Summary - - -					
	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 775,946	\$ 775,946	\$ 243,791	\$ 532,156	31%
Services / Supplies	344,872	344,872	71,038	273,834	21%
Capital	185,000	185,000	108,153	76,847	0%
	\$ 1,305,818	\$ 1,305,818	\$ 422,982	\$ 882,837	32%

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

Personnel					
<i>Salaries / Wages</i>	\$ 568,237	\$ 568,237	\$ 179,769	\$ 388,468	32%
<i>Employee Benefits</i>	207,709	\$ 207,709	64,022	143,688	31%
Total Personnel	\$ 775,946	\$ 775,946	\$ 243,791	\$ 532,156	31%

Services / Supplies					
<i>Professional Services</i>	\$ 171,730	171,730	\$ 41,784	\$ 129,946	24%
<i>Employee Development</i>	28,112	28,112	2,947	25,165	10%
<i>Supplies / Equipment</i>	3,360	3,360	700	2,660	21%
<i>Utilities</i>	42,800	42,800	5,388	37,412	13%
<i>Other (Data Processing)</i>	98,870	98,870	20,219	78,651	20%
Total Services / Supplies	\$ 344,872	\$ 344,872	\$ 71,038	\$ 273,834	21%

Capital					
<i>Equipment / Vehicles - Phone system / Network Storage Device</i>	185,000	185,000	108,153	76,847	0%
Total Capital	\$ 185,000	\$ 185,000	\$ 108,153	\$ 76,847	0%

Total City Information Services	\$ 1,305,818	\$ 1,305,818	\$ 422,982	\$ 882,837	32%
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Marketing and Communications FY 2021/2022 Budget

YEAR TO DATE JANUARY

<i>Percent of Budget Year Transpired</i>	33.3%
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- - - Summary - - -					
	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 323,938	\$ 323,938	\$ 106,409	\$ 217,529	33%
Services / Supplies	107,186	107,186	42,680	64,506	40%
Capital	-	-	-	-	0%
	\$ 431,124	\$ 431,124	\$ 149,089	\$ 282,035	35%

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

Personnel					
<i>Salaries / Wages</i>	\$ 227,453	\$ 227,453	\$ 74,398	\$ 153,055	33%
<i>Employee Benefits</i>	96,484	\$ 96,484	32,010	64,474	33%
Total Personnel	\$ 323,938	\$ 323,938	\$ 106,409	\$ 217,529	33%

<i>Professional Services</i>	\$ 77,891	\$ 77,891	\$ 29,618	\$ 48,273	38%
<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	12,152	10,348	54%
Total Services / Supplies	\$ 107,186	\$ 107,186	\$ 42,680	\$ 64,506	40%

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

Total Marketing and Communications	\$ 431,124	\$ 431,124	\$ 149,089	\$ 282,035	35%
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Police Department FY 2021/2022 Budget

YEAR TO DATE JANUARY

<i>Percent of Budget Year Transpired</i>	33.3%
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- - - Summary - - -					
	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 4,873,785	\$ 4,873,785	\$ 1,549,437	\$ 3,324,348	32%
Services / Supplies	482,806	482,806	123,288	359,518	26%
Capital	-	-	38,940	(38,940)	0%
	\$ 5,356,591	\$ 5,356,591	\$ 1,711,665	\$ 3,644,926	32%

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

Personnel					
<i>Salaries / Wages</i>	\$ 3,556,249	3,556,249	\$ 1,101,213	\$ 2,455,036	31%
<i>Employee Benefits</i>	1,317,536	1,317,536	448,225	869,312	34%
Total Personnel	\$ 4,873,785	\$ 4,873,785	\$ 1,549,437	\$ 3,324,348	32%

Services / Supplies					
<i>Professional Services</i>	\$ 226,150	\$ 226,150	\$ 37,132	\$ 189,018	16%
<i>Employee Development</i>	45,339	45,339	8,590	36,749	19%
<i>Supplies / Equipment</i>	133,715	133,715	52,511	81,204	39%
<i>Utilities</i>	-	-	-	-	0%
<i>Other (Animal Care - \$53,842)</i>	77,602	77,602	25,054	\$ 52,548	32%
Total Services / Supplies	\$ 482,806	\$ 482,806	\$ 123,288	\$ 359,518	26%

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	\$ 1,711,665	\$ 3,644,926	32%
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Fire Department FY 2021/2022 Budget

YEAR TO DATE JANUARY

<i>Percent of Budget Year Transpired</i>	33.3%
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- - - Summary - - -					
	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 2,870,525	\$ 2,870,525	\$ 978,494	\$ 1,892,031	34%
Services / Supplies	793,797	793,797	92,822	700,975	12%
Capital	-	-	-	-	0%
	<u>\$ 3,664,322</u>	<u>\$ 3,664,322</u>	<u>\$ 1,071,316</u>	<u>\$ 2,593,006</u>	29%

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

Personnel					
Salaries / Wages	\$ 1,970,413	<u>1,970,413</u>	\$ 653,943	\$ 1,316,469	33%
Employee Benefits	<u>900,112</u>	<u>900,112</u>	<u>324,551</u>	575,562	36%
Total Personnel	\$ 2,870,525	\$ 2,870,525	\$ 978,494	\$ 1,892,031	34%

Services / Supplies					
Professional Services	\$ 128,271	\$ 128,271	\$ 19,169	\$ 109,102	15%
Employee Development <i>(Training - \$52,950)</i>	69,340	69,340	16,614	52,726	24%
Supplies / Equipment	168,695	168,695	51,250	117,445	30%
Utilities	1,850	1,850	691	1,159	37%
Other <i>(Safety Programs)</i>	<u>425,641</u>	<u>425,641</u>	<u>5,098</u>	420,543	1%
Total Services / Supplies	\$ 793,797	\$ 793,797	\$ 92,822	\$ 700,975	12%

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

Total Fire Department	\$ 3,664,322	\$ 3,664,322	\$ 1,071,316	\$ 2,593,006	29%
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Community Services FY 2021/2022 Budget

YEAR TO DATE JANUARY

<i>Percent of Budget Year Transpired</i>	33.3%
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- - - Summary - - -					
	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 401,477	\$ 401,477	\$ 166,575	\$ 234,902	41%
Services / Supplies	26,518	26,518	2,745	23,773	10%
Capital	-	-	-	-	0%
	\$ 427,995	\$ 427,995	\$ 169,320	\$ 258,675	40%

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

Personnel					
<i>Salaries / Wages</i>	\$ 285,381	285,381	\$ 123,071	\$ 162,309	43%
<i>Employee Benefits</i>	116,096	116,096	43,503	72,593	37%
<i>Total Personnel</i>	\$ 401,477	\$ 401,477	\$ 166,575	\$ 234,902	41%

Services / Supplies					
<i>Professional Services</i>	\$ 9,200	9,200	\$ 868	8,333	9%
<i>Employee Development</i>	7,380	7,380	481	6,900	7%
<i>Supplies / Equipment</i>	9,118	9,118	1,397	7,721	15%
<i>Utilities</i>	-	-	-	-	0%
<i>Other</i>	820	820	-	820	0%
<i>Total Services / Supplies</i>	\$ 26,518	\$ 26,518	\$ 2,745	\$ 23,773	10%

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

<i>Total Building Operations</i>	\$ 427,995	\$ 427,995	\$ 169,320	\$ 258,675	40%
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Streets Division FY 2021/2022 Budget

YEAR TO DATE JANUARY

<i>Percent of Budget Year Transpired</i>	33.3%
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- - - Summary - - -					
	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 829,014	\$ 829,014	\$ 283,334	\$ 545,680	34%
Services / Supplies	756,662	756,662	93,470	663,192	12%
Capital	28,000	28,000	-	28,000	0%
	<u>\$ 1,613,676</u>	<u>\$ 1,613,676</u>	<u>\$ 376,805</u>	<u>\$ 1,236,872</u>	23%

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

Personnel					
<i>Salaries / Wages</i>	\$ 571,111	\$ 571,111	\$ 184,787	\$ 386,324	32%
<i>Employee Benefits</i>	257,903	257,903	98,547	159,356	38%
Total Personnel	<u>\$ 829,014</u>	<u>\$ 829,014</u>	<u>\$ 283,334</u>	<u>\$ 545,680</u>	34%

Services / Supplies					
<i>Professional Services</i>	\$ 70,716	70,716	\$ 4,191	\$ 66,525	6%
<i>Employee Development</i>	11,321	11,321	4,666	6,655	41%
<i>Supplies / Equipment</i>	46,975	46,975	13,927	33,048	30%
<i>Utilities (Streetlights)</i>	86,000	86,000	31,171	54,829	36%
<i>Other (Street Maintenance)</i>	541,650	541,650	39,515	502,135	7%
Total Services / Supplies	<u>\$ 756,662</u>	<u>\$ 756,662</u>	<u>\$ 93,470</u>	<u>\$ 663,192</u>	12%

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

Total Streets	<u>\$ 1,613,676</u>	<u>\$ 1,613,676</u>	<u>\$ 376,805</u>	<u>\$ 1,236,872</u>	23%
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Maintenance Division FY 2021/2022 Budget

YEAR TO DATE JANUARY

Percent of Budget Year Transpired

33.3%

- - - Summary - - -					
	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 379,653	\$ 379,653	\$ 131,850	\$ 247,803	35%
Services / Supplies	880,295	880,295	191,113	689,182	22%
Capital	80,875	80,875	-	80,875	0%
	\$ 1,340,823	\$ 1,340,823	\$ 322,962	\$ 1,017,861	24%

- - - Detail - - -					
Category	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel					
<i>Salaries / Wages</i>	\$ 263,639	263,639	\$ 91,221	\$ 172,418	35%
<i>Employee Benefits</i>	116,014	116,014	40,629	75,386	35%
Total Personnel	\$ 379,653	\$ 379,653	\$ 131,850	\$ 247,803	35%

Services / Supplies					
<i>Professional Services</i>	\$ 68,648	\$ 68,648	\$ 18,292	\$ 50,356	27%
<i>Employee Development</i>	3,380	3,380	515	2,865	15%
<i>Supplies / Equipment</i>	639,287	639,287	149,610	489,677	23%
<i>Utilities</i>	70,000	70,000	22,696	47,304	32%
<i>Other</i>	98,980	98,980	-	\$ 98,980	0%
Total Services / Supplies	\$ 880,295	\$ 880,295	\$ 191,113	\$ 689,182	22%

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	\$ 322,962	\$ 1,017,861	24%

Parks Division FY 2021/2022 Budget

YEAR TO DATE JANUARY

<i>Percent of Budget Year Transpired</i>	33.3%
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- - - Summary - - -					
	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 1,372,917	\$ 1,372,917	\$ 439,858	\$ 933,059	32%
Services / Supplies	865,546	865,546	159,977	705,569	18%
Capital	<u>223,072</u>	<u>223,072</u>	<u>8,503</u>	<u>214,569</u>	<u>4%</u>
	\$ 2,461,535	\$ 2,461,535	\$ 608,339	\$ 1,853,196	25%

- - - Detail - - -					
Category	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel					
<i>Salaries / Wages</i>	\$ 867,582	<u>867,582</u>	<u>\$ 275,885</u>	\$ 591,697	32%
<i>Employee Benefits</i>	<u>505,335</u>	<u>505,335</u>	<u>163,973</u>	<u>341,362</u>	<u>32%</u>
<i>Total Personnel</i>	<u>\$ 1,372,917</u>	<u>\$ 1,372,917</u>	<u>\$ 439,858</u>	<u>\$ 933,059</u>	<u>32%</u>

Services / Supplies					
<i>Professional Services</i>	\$ 374,209	\$ 374,209	\$ 61,232	\$ 312,977	16%
<i>Employee Development</i>	24,470	24,470	13,629	10,841	56%
<i>Supplies / Equipment</i>	331,986	331,986	46,947	285,039	14%
<i>Utilities</i>	133,300	133,300	36,596	96,704	27%
<i>Other</i>	<u>1,581</u>	<u>1,581</u>	<u>1,573</u>	<u>8</u>	<u>100%</u>
<i>Total Services / Supplies</i>	<u>\$ 865,546</u>	<u>\$ 865,546</u>	<u>\$ 159,977</u>	<u>\$ 705,569</u>	<u>18%</u>

Capital					
<i>Equipment / Vehicles</i>	223,072	223,072	8,503	214,569	4%
<i>Total Capital</i>	<u>223,072</u>	<u>223,072</u>	<u>8,503</u>	<u>214,569</u>	<u>4%</u>

<i>Total Parks</i>	<u>\$ 2,461,535</u>	<u>\$ 2,461,535</u>	<u>\$ 608,339</u>	<u>\$ 1,853,196</u>	<u>25%</u>
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Recreation Division FY 2021/2022 Budget

YEAR TO DATE JANUARY

<i>Percent of Budget Year Transpired</i>	33.3%
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- - - Summary - - -					
	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 190,663	\$ 190,663	\$ 51,593	\$ 139,070	27%
Services / Supplies	421,250	421,250	68,553	352,697	16%
Capital	-	-	-	-	0%
	<u>\$ 611,913</u>	<u>\$ 611,913</u>	<u>\$ 120,146</u>	<u>\$ 491,767</u>	<u>20%</u>

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

Personnel					
<i>Salaries / Wages</i>	\$ 155,453	\$ 155,453	\$ 40,624	\$ 114,828	26%
<i>Employee Benefits</i>	35,211	35,211	10,969	24,242	31%
Total Personnel	<u>\$ 190,663</u>	<u>\$ 190,663</u>	<u>\$ 51,593</u>	<u>\$ 139,070</u>	<u>27%</u>

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	68,163	337,272	17%
Total Services / Supplies	<u>\$ 421,250</u>	<u>\$ 421,250</u>	<u>\$ 68,553</u>	<u>\$ 352,697</u>	<u>16%</u>

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

Total Recreation	<u>\$ 611,913</u>	<u>\$ 611,913</u>	<u>\$ 120,146</u>	<u>\$ 491,767</u>	<u>20%</u>
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Equipment Replacement / Capital Schedule FY 2021/2022 Budget

YEAR TO DATE JANUARY

<i>Percent of Budget Year Transpired</i>	33.3%
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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	108,153	76,847	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	8,503	214,569	4%
City Recreation Capital Outlay	-	-	-	-	0%
Total Expenditures	\$ 516,947	\$ 516,947	\$ 155,597	\$ 361,350	30%

Utility Fund Revenues

FY 2021/2022 Budget

YEAR TO DATE JANUARY

Percent of Budget Year Transpired	33.3%
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Fees	Original Budget	Revised Budget	Year to Date	Variance	% Received
<i>Electronic Payment</i>	\$ (182,000)	\$ (182,000)	\$ (53,968)	\$ (128,033)	30%
<i>Charges / Penalties</i>	88,200	88,200	26,787	61,413	30%
Total Fees	\$ (93,800)	\$ (93,800)	\$ (27,180)	\$ (66,620)	29%

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	\$ 1,389,521	\$ 3,940,679	26%
<i>Sewer Sales</i>	4,419,688	4,419,688	1,327,757	3,091,931	30%
<i>Inspection Fees</i>	4,000	4,000	2,290	1,710	57%
Total Charges for Service	\$ 9,753,888	\$ 9,753,888	\$ 2,719,568	\$ 7,034,320	28%

Interest

<i>Interest (Operations)</i>	\$ 10,000	\$ 10,000	\$ 829	\$ 9,171	8%
<i>Interest (Capital Projects)</i>	12,000	12,000	2,794	9,206	23%
Total Interest	\$ 22,000	\$ 22,000	\$ 3,623	\$ 18,377	16%

Impact Fees

<i>Impact Fees</i>	\$ 185,000	\$ 185,000	\$ 102,164	\$ 82,836	55%
Total Impact Fees	\$ 185,000	\$ 185,000	\$ 102,164	\$ 82,836	55%

Miscellaneous Income

<i>Miscellaneous Income</i>	\$ 5,000	\$ 5,000	\$ 444	\$ 4,556	9%
Total Miscellaneous Income	\$ 5,000	\$ 5,000	\$ 444	\$ 4,556	9%

Total Utility Fund Revenues	\$ 9,872,088	\$ 9,872,088	\$ 2,798,844	\$ 7,073,244	28%
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Utility Division FY 2021/2022 Budget

YEAR TO DATE JANUARY

<i>Percent of Budget Year Transpired</i>	33.3%
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- - - Summary - Operations - - -					
	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 1,847,472	\$ 1,847,472	\$ 568,663	\$ 1,278,809	31%
Services / Supplies	6,369,651	6,369,651	1,968,434	4,401,218	31%
Capital	181,000	181,000	19,053	161,947	11%
Total Utility Division	\$ 8,398,124	\$ 8,398,124	\$ 2,556,150	\$ 5,841,973	30%

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

Personnel					
<i>Salaries / Wages</i>	\$ 1,226,451	\$ 1,226,451	\$ 362,384	\$ 864,068	30%
<i>Employee Benefits</i>	621,021	621,021	206,279	414,741	33%
Total Personnel	\$ 1,847,472	\$ 1,847,472	\$ 568,663	\$ 1,278,809	31%

Services / Supplies					
<i>Professional Services</i>	\$ 255,655	\$ 255,655	\$ 154,033	\$ 101,622	60%
<i>Employee Development</i>	63,705	63,705	22,496	41,209	35%
<i>Supplies / Equipment</i>	77,262	77,262	21,944	55,318	28%
<i>Utilities</i>	375,136	375,136	121,793	253,343	32%
<i>Other (Well Lot Maintenance)</i>	1,018,150	1,018,150	191,254	826,896	19%
Sub-Total - Operations Services / Supplies	\$ 1,789,908	\$ 1,789,908	\$ 511,521	\$ 1,278,387	29%

Wholesale Water / Wastewater					
Note: UTRWD billing reflects a one month delay					
<i>UTRWD - Administration Fees</i>	\$ 5,258	\$ 5,258	\$ 4,981	\$ 277	95%
<i>UTRWD - Water Volume Cost</i>	974,940	974,940	288,980	685,960	30%
<i>UTRWD - Water Demand Charges</i>	1,399,395	1,399,395	465,055	934,340	33%
<i>UTRWD - Sewer Effluent Volume Rate</i>	595,660	595,660	163,443	432,217	27%
<i>UTRWD - Capital Charge Joint Facilities</i>	1,371,595	1,371,595	457,198	914,397	33%
<i>UTRWD - HV Sewer Line to UTRWD</i>	232,895	232,895	77,255	155,640	33%
<i>UTRWD - Wtr Transmission - Opus Develop</i>	-	-	-	-	0%
Sub-Total - Wholesale Water / Wastewater	\$ 4,579,743	\$ 4,579,743	\$ 1,456,913	\$ 3,122,830	32%

Total Services / Supplies	\$ 6,369,651	\$ 6,369,651	\$ 1,968,434	\$ 4,401,218	31%
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Capital					
<i>Equipment / Vehicles</i>	181,000	181,000	19,053	161,947	11%
Total Capital	\$ 181,000	\$ 181,000	\$ 19,053	\$ 161,947	11%

Total Utility Division - Operations	\$ 8,398,124	\$ 8,398,124	\$ 2,556,150	\$ 5,841,973	30%
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Utility Fund Working Capital FY 2021/2022 Budget

YEAR TO DATE JANUARY

Percent of Budget Year Transpired	33.3%
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Revenues	Original Budget	Revised Budget	Year to Date	Variance	% Received
Water Sales	\$ 5,330,200	\$ 5,330,200	\$ 1,389,521	\$ 3,940,679	26%
Sewer Sales	4,419,688	4,419,688	1,327,757	3,091,931	30%
Other Fees / Charges	97,200	97,200	29,746	67,454	31%
Electronic Payment Credit	(182,000)	(182,000)	(53,968)	(128,033)	30%
Interest	10,000	10,000	829	9,171	8%
Total Revenues	\$ 9,675,088	\$ 9,675,088	\$ 2,693,886	\$ 6,981,202	28%

Expenditures	Original Budget	Revised Budget	Year to Date	Variance	% Used
Administration	\$432,634	\$432,634	\$ 152,184	\$ 280,451	35%
Operations	3,204,746	3,204,746	928,001	2,276,746	29%
UTRWD	4,579,743	4,579,743	1,456,913	3,122,830	32%
Debt Service	1,223,913	1,223,913	95,243	1,128,670	8%
Capital Projects	-	-	-	-	0%
Equipment Replace / Capital	181,000	181,000	19,053	161,947	11%
Total Expenditures	\$ 9,622,037	\$ 9,622,037	\$ 2,651,394	\$ 6,970,643	28%

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

Fund Balance	Original Budget	Revised Budget	Year to Date
Net Increase/Decrease	(266,949)	(266,949)	42,493
Beginning Working Capital			
Operations	2,257,782	2,257,782	2,257,782
Available Impact Fees	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			
Operations	1,990,833	1,990,833	2,300,275
Designated Capital Project	-	-	-
Available Impact Fees	1,240,234	1,240,234	1,307,398
Total Available Working Capital	\$ 3,231,067	\$ 3,231,067	\$ 3,607,673

Impact Fees			
Beginning Balance	1,205,234	1,205,234	1,205,234
+ Collections	185,000	185,000	102,164
- Applied to offset Debt Service	(150,000)	(150,000)	-
Ending Balance	1,240,234	1,240,234	1,307,398

*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 JANUARY

<i>Percent of Budget Year Transpired</i>	33.3%
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Revenues	Original Budget	Revised Budget	Year to Date	Variance	% Received
<i>Park Entry Fees</i>	\$ 501,700	\$ 501,700	\$ 182,231	\$ 319,469	36%
<i>Annual Park Passes</i>	53,500	53,500	6,315	47,185	12%
<i>Concession Sales</i>	-	-	-	-	0%
<i>Interest</i>	30	30	2	28	5%
Total Revenues	\$ 555,230	\$ 555,230	\$ 188,547	\$ 366,683	34%

Expenditures	Original Budget	Revised Budget	Year to Date	Variance	% Used
<i>Personnel</i>	\$ 218,925	218,925	\$ 68,173	\$ 150,752	31%
<i>Services / Supplies</i>	269,681	269,681	41,299	228,382	15%
<i>Capital</i>	115,900	115,900	-	115,900	0%
Total Expenditures	\$ 604,506	\$ 604,506	\$ 109,472	\$ 495,034	18%

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)	79,075
Ending Fund Balance	\$ 479,221	\$ 479,221	\$ 607,572

Debt Service Fund

FY 2021/2022 Budget

YEAR TO DATE JANUARY

Percent of Budget Year Transpired	33.3%
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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	\$ 1,770,337	\$ 280,597	86%
<i>Interest Income</i>	250	250	49	201	19%
Total Revenues	\$ 2,051,184	\$ 2,051,184	\$ 1,770,386	\$ 280,798	86%

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	750	2,250	25%
Total Expenditures	\$ 2,846,292	\$ 2,846,292	\$ 142,696	\$ 2,703,596	5%

Other Sources (Uses)	Original Budget	Revised Budget		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	1,769,636
Ending Fund Balance	\$ 148,177	\$ 148,177	\$ 1,902,564

Capital Projects Fund

FY 2021/2022 Budget

YEAR TO DATE JANUARY

Percent of Budget Year Transpired	33.3%
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Revenues	Original Budget	Revised Budget	Year to Date	Variance	% Received
Grants	\$ -	\$ -	\$ -	\$ -	0%
Contributions	-	-	-	-	0%
Interest Income	18,000	18,000	2,428	15,572	13%
Total Revenues	\$ 18,000	\$ 18,000	\$ 2,428	\$ 15,572	100%

Expenditures	Original Budget	Revised Budget	Year to Date	Variance	% Used
2018 GO Bond (Parks/Streets/Drainage)	3,669,094	3,669,094	126,785	3,542,309	3%
2018 Bond Issue (Streets)	1,522,744	1,522,744	68,787	1,453,957	5%
2018 Bond Issue (Parks)	2,146,350	2,146,350	57,998	2,088,352	3%
Total Expenditures	\$ 3,669,094	\$ 3,669,094	\$ 126,785	\$ 3,542,309	3%

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	15,139,043
Ending Fund Balance	\$ 14,201,791	\$ 14,201,791	\$ 17,728,528

Drainage Utilities FY 2021/2022 Budget

YEAR TO DATE JANUARY

<i>Percent of Budget Year Transpired</i>	33.3%
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Revenues	Original Budget	Revised Budget	Year to Date	Variance	% Received
<i>Drainage Conversion Fee</i>	\$ 10,000	10,000	\$ 5,047	\$ 4,953	0%
<i>Drainage Fee Receipts</i>	510,000	510,000	148,260	361,740	29%
<i>Miscellaneous</i>	-	-	-	-	0%
<i>Interest</i>	200	200	37	163	18%
Total Revenues	\$ 520,200	\$ 520,200	\$ 153,344	\$ 366,856	29%

Expenditures	Original Budget	Revised Budget	Year to Date	Variance	% Used
<i>Personnel</i>	\$ 348,912	\$ 348,912	\$ 119,225	\$ 229,687	34%
<i>Services / Supplies</i>	153,635	153,635	32,411	121,224	21%
<i>Capital</i>	30,000	30,000	-	30,000	0%
Total Expenditures	\$ 532,547	\$ 532,547	\$ 151,635	\$ 380,912	28%

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)	1,708
Ending Fund Balance	\$ 370,391	\$ 370,391	\$ 384,446

Park Development Fee Fund FY 2021/2022 Budget

YEAR TO DATE JANUARY

Percent of Budget Year Transpired	33.3%
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Revenues	Original Budget	Revised Budget	Year to Date	Variance	% Received
<i>Interest</i>	\$ 100	\$ 100	\$ 10	\$ 90	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	\$ 861	\$ (761)	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	861
Ending Fund Balance	\$ 80,226	\$ 80,226	\$ 80,987

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	80,236
<i>Neighborhood Park Fees (Area IV)</i>	-	-
Total	\$ 80,226	\$ 80,236

Public Safety Special Revenue Fund

FY 2021/2022 Budget

YEAR TO DATE JANUARY

Percent of Budget Year Transpired	33.3%
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Revenues	Original Budget	Revised Budget	Year to Date	Variance	% Received
Revenues	\$ 25,600	\$ 25,600	\$ 30,948	\$ (5,348)	121%

Expenditures	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ -	\$ -	\$ -	\$ -	0%
Services / Supplies	3,600	3,600	9,009	(5,409)	250%
Capital	-	-	-	-	0%
Total Expenditures	\$ 3,600	\$ 3,600	\$ 9,009	\$ (5,409)	250%

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)	-	-	21,939
Ending Fund Balance	\$ 25,806	\$ 25,806	\$ 47,745

Municipal Court Technology Fee Fund

FY 2021/2022 Budget

YEAR TO DATE JANUARY

<i>Percent of Budget Year Transpired</i>	33.3%
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Revenues	Original Budget	Revised Budget	Year to Date	Variance	% Received
Revenues	\$ 2,800	\$ 2,800	\$ 941	1,859	34%

Expenditures	Original Budget	Revised Budget	Year to Date	Variance	% Used
Services / Supplies	\$ 3,836	\$ 3,836	\$ 7,912	\$ (4,076)	0%
Total Expenditures	\$ 3,836	\$ 3,836	\$ 7,912	\$ (4,076)	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)	(6,970)
Ending Fund Balance	\$ 13,735	\$ 13,735	\$ 7,801

Municipal Court Building Security Fund FY 2021/2022 Budget

YEAR TO DATE JANUARY

<i>Percent of Budget Year Transpired</i>	33.3%
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Revenues	Original Budget	Revised Budget	Year to Date	Variance	% Received
Revenues (Court Fines)	\$ 2,800	\$ 2,800	\$ 1,121	\$ 1,679	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	1,121
Ending Fund Balance	\$ 43,597	\$ 43,597	\$ 41,918

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	284,556
Park Fees (Rental)	18,276	52,100	59,000	14,130
Linear Park Fees	24,108	-		
Miscellaneous Income	-	-	-	1,475
Interest Income	633	55	55	54
Total	\$ 1,424,647	\$ 1,552,155	\$ 1,619,055	\$ 300,215
Expenditures				
<i>Personnel</i>	330,860	304,110	321,334	100,218
Services / Supplies	215,531	237,120	402,427	47,046
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	\$ 147,264
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	152,951
Working Capital Balance	\$ 109,678	\$ 288,121	\$ 327,777	\$ 441,073

PEG Fee Fund FY 2021/2022 Budget

YEAR TO DATE JANUARY

<i>Percent of Budget Year Transpired</i>	33.3%
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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	731	10,269	7%
<i>Capital</i>	8,400	8,400	5,446	2,954	0%
Total Expenditures	\$ 19,400	\$ 19,400	\$ 6,177	\$ 13,223	32%

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	(6,177)
Ending Fund Balance	\$ 140,660	\$ 140,660	\$ 118,883

CITY OF HIGHLAND VILLAGE
COUNCIL BRIEFING

AGENDA# 16

MEETING DATE: 03/08/2022

SUBJECT: Consider Ordinance 2022-1292 amending Section 22.02.048(d) of the Code of Ordinances Regarding Billing Adjustments to Residential Customer Bills Relating to Water Leaks (1st of two reads)

PREPARED BY: Ken Heerman, Assistant City Manager

BACKGROUND:

Included in the City's Utility Ordinance regarding utility billing is a provision for billing adjustments following excess water usage from resulting from a water leak, the receipt of which is predicated on satisfaction of various criteria. The usage associated with a water leak is often accompanied by a substantially inflated water bill. Accordingly, as a courtesy to residents, the City has a mechanism to provide a billing adjustment to mitigate the impact of an unexpected high bill. This policy has been in place for a number of years. This policy was reviewed with Council at the February 22, 2022 Council Meeting, with alternative calculation methodologies presented along with updated criteria for consideration.

IDENTIFIED NEED/S:

Code of Ordinances Section 22.02.048(d) setting forth the current leak adjustment policy reads as follows:

A residential customer may be entitled to a billing adjustment upon providing proof of repairing a water leak in plumbing or water distributions lines on the customer side of the meter subject to the following:

- (1) Only one month's billing may be considered for adjustment;
- (2) The water use for the month during which the leak was found to exist must exceed a seasonal average by at least 50 percent;
- (3) The seasonal average may be established by using hourly read information to determine water loss related to the leak, water use in months preceding and following, the corresponding three months of previous years, or any combination thereof;
- (4) The customer must provide to the city proof the water leak has been repaired;
- (5) The billing adjustment provided may not exceed 50 percent of the difference of the billed water amount and water charges associated with the seasonal average usage; and

- (6) A resident may only receive one leak adjustment within a two-year period.

With the change in rate structure in 2017, there is now a flat rate of \$3.00 per 1,000 gallons for water usage up to 50,000 gallon; however, for usage over 50,000 gallons/month, the rate increases substantially to \$15.00 per thousand gallons. Water leaks causing substantial usage over the 50,000 gallon/month threshold have accompanying inflated charges compared to the previous rate structure. While the adjustment policy provides for the City absorbing one-half of the difference of the increase above the customer's normal bill, there is still a hefty charge remaining for the resident when leak related usage exceeds the 50,000 gal threshold.

OPTIONS & RESULTS:

The review of the current policy with the City Council included discussion of two alternate adjustment calculations for consideration. The alternate approaches focus on applying a reduced rate to the determined leak related usage – adding this to the amount associated with the resident's seasonal average usage for the month in which the leak was discovered and the adjustment applied.

Current Policy Calculation: The billing adjustment provided may not exceed 50 percent of the difference of the billed water amount and water charges associated with the seasonal average usage.

The consensus of Council was to change the policy to reflect the following adjustment calculation:

Updated Policy Calculation

The Leak Adjusted Amount will consist of:

- Water charges associated with the seasonal average usage; plus
- Wholesale water volume rate applied to the leak related usage (Billed usage exceeding the determined seasonal average usage)

If the proposed ordinance is adopted, the billing adjustment will consist of the Billed Water Amount less the calculated Leak Adjusted Amount.

Example at Current Rates:

Billed Water Amount - 60,000 gal (w/leak) \$ 379.00

Leak Adjusted Amount calculation:

- Seasonal average usage – 8,000 gal \$ 51.00
- Leak related usage (60,000 gal – 8,000 gal) x (\$1.00 / 1,000 gal)* 52.00

* *Water wholesale volume rate / 1,000 gal*

Leak Adjusted Amount \$103.00

Billing Adjustment \$379.00 - \$103.00 = \$276.00

Other Suggested Changes:

- Add timeframe to request leak adjustment

- Suggest requirement of written request for leak adjustment to be received within two (2) months following the end of the month of the billing cycle the adjustment is requested.
- Change criterion for required usage variance
 - Suggest 2 times seasonal average rather than current 1.5
- Require customer to register for leak notification service and remain enrolled for a minimum period of time.

BUDGETARY IMPACT/ORDINANCE CHANGE: (if appropriate)

N/A

RECOMMENDATION:

Council to approve the first read of Ordinance 2022-1292.

**CITY OF HIGHLAND VILLAGE
ORDINANCE NO. 2022-1292**

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF HIGHLAND VILLAGE, TEXAS, AMENDING CHAPTER 22, "UTILITIES" ARTICLE 22.02 "WATER SERVICE," DIVISION 2 "RATES AND CHARGES" OF THE CODE OF ORDINANCES BY AMENDING SUBSECTION (d) OF SECTION 22.02.048 "BILLING PROCEDURES" RELATING TO BILLING ADJUSTMENTS FOLLOWING A RESIDENTIAL WATER LEAK; PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City Council has previously enacted Subsection (d) of Section 22.02.048 of the Code of Ordinances to provide for an adjustment in a customer water bill for unusual water use resulting from a residential water leak subject to certain criteria and conditions; and

WHEREAS, having reviewed the current ordinance and the recommendation of City Administration, the City Council of the City of Highland Village finds it to be in the public interest and necessary for the protection of the health and safety of the residents of the City of Highland Village to amend of Section 22.02.048(d) of the Code of Ordinances.

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

SECTION 1. Chapter 22 "Utilities," Article 22.02 "Water Service," Division 2 "Rates, Charges, and Billing" of the Code of Ordinances of the City of Highland Village, Texas, is amended by amending Subsection (d) of Section 22.02.048 "Billing Procedures" in its entirety to read as follows:

- (d) Leak adjustment. A residential customer may be entitled to a billing adjustment following discovery of a water leak on the customer's side of the meter (such billing adjustment referred to in this subsection (d) as a "leak adjustment") subject to the following:
- (1) Only one month's billing may be considered for a leak adjustment;
 - (2) The water use for the billing cycle during which the leak was discovered must exceed the customer's seasonal average (as determined in accordance with paragraph (4), below) by not less than 100 percent;
 - (3) A written request for consideration of a leak adjustment must be received not later than 60 days following the end of the month of the billing cycle for which the leak adjustment is requested;
 - (4) The customer's seasonal average may be established by using hourly read information to determine water loss related to the leak, water use in the month immediately preceding and the month immediately following the month in which the leak was reported, the average water use for the corresponding three months of the three (3) previous years (if there is sufficient customer history), or any combination thereof;

- (5) The customer must provide to the City proof the water leak has been repaired;
- (6) The customer must register for leak notification through the City electronic meter read system prior to receipt of the adjustment and remained enrolled for a period of not less than two (2) years thereafter unless the customer ceases occupation of the property prior to that date or such notification service is no longer available. The City shall have the right to charge back to the customer the leak adjustment if the customer fails to remain registered for the leak notification service for the required period, in which case such amount shall become due and payable in the date of the bill on which the amount is charged back; and
- (7) The amount of a leak adjustments (the "Leak Adjustment Amount" will be calculated as follows:
 - (i) Water charges associated with the customer's seasonal average usage (as determined in accordance with paragraph (4), above; plus
 - (ii) The wholesale water volume rate applied to the leak related usage (i.e., the billed usage exceeding the determined seasonal average usage).

The leak adjustment granted will consist of the Billed Water Amount less the calculated Leak Adjusted Amount.

A leak adjustment on a residential customer account may not be granted earlier than two-years after the grant of a leak adjustment on the same residential customer account.

SECTION 2. If any section, article, paragraph, sentence, clause, phrase or word in this ordinance, or application thereto any person or circumstance is held invalid or unconstitutional by a Court of competent jurisdiction, such holding shall not affect the validity of the remaining portions of this ordinance; and the City Council hereby declares it would have passed such remaining portions of the ordinance despite such invalidity, which remaining portion shall remain in full force and effect.

SECTION 3. This ordinance shall become effective upon final adoption of this ordinance and publication of the caption as required by law and the city charter.

PASSED AND APPROVED BY THE CITY COUNCIL OF THE CITY OF HIGHLAND VILLAGE, TEXAS ON THE FIRST READING, THIS THE 8th DAY OF MARCH 2022.

**PASSED AND APPROVED BY THE CITY COUNCIL OF THE CITY OF HIGHLAND VILLAGE,
TEXAS ON THE SECOND READING, THIS THE _____ DAY OF _____
2022.**

APPROVED:

Charlotte J. Wilcox, Mayor

ATTEST:

Angela Miller, City Secretary

APPROVED AS TO FORM AND LEGALITY:

Kevin B. Laughlin, City Attorney
(kbl:3/1/2022:128046)

CITY OF HIGHLAND VILLAGE
COUNCIL BRIEFING

AGENDA# 17

MEETING DATE: 03/08/2022

**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

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 15, 2022	City Offices Closed in Observance of Good Friday Holiday
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