



**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, MAY 10, 2022 at 6:00 P.M.**

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

**Convene Meeting in Open Session**

1. Receive Presentation of Salary Survey Results by University of Texas Arlington Graduate Students
2. Clarification of Consent or Action Items listed on Today's City Council Meeting Agenda for May 10, 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)

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

4. Call Meeting to Order
5. Prayer led by Councilmember Dan Jaworski
6. Pledge of Allegiance to the U.S. and Texas flags led by Councilmember Dan Jaworski: *"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 designating National Police Week in Highland Village
  - Presentation to Outgoing Mayor Charlotte J. Wilcox for her Service to Highland Village
9. City Manager/Staff Reports
  - The Village Report

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

### **CONSENT AGENDA**

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

10. Consider approval of Minutes of the Regular City Council Meeting held on April 26, 2022
11. Receive Investment Report for Quarter ending March 31, 2022
12. Receive Budget Reports for Period ending March 31, 2022

### **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)
14. Consider Resolution 2022-2997 amending the City's Master Fee Schedule by adopting Fees authorized by Chapter 4 "Animal Control" of the City's Code of Ordinances
15. Consider Resolution 2022-2998 nominating a Candidate to a Slate of Nominees for the Board of Managers of the Denco Area 911 District

**LATE WORK SESSION**

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

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

**I HEREBY CERTIFY THAT THIS NOTICE OF MEETING WAS POSTED ON THE PUBLIC BULLETIN BOARD AT THE MUNICIPAL COMPLEX, 1000 HIGHLAND VILLAGE ROAD, HIGHLAND VILLAGE, TEXAS IN ACCORDANCE WITH THE *TEXAS GOVERNMENT CODE, CHAPTER 551*, ON THE 6<sup>TH</sup> DAY OF MAY 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: May 10, 2022**

**SUBJECT: Presentation of Salary Survey Results by University of Texas  
Arlington Graduate Students**

**PREPARED BY: Jana Onstead, Human Resources Director**

### **COMMENTS**

This past February we learned of an opportunity to partner with students from the University of Texas at Arlington (UTA) who are earning their Masters degrees, specializing in Human Resources. With the guidance of Dr. Charles Newson, these students look for real-world projects to provide consulting services for a wide-range of challenges related to the Human Resources profession. This project is a significant portion of the student's final grade, and provides for an experience that cannot be duplicated simply from a classroom setting.

We asked our consulting team of 6 students to conduct a salary survey of all City positions with the following goals:

- position matching with our market cities
- matching applicable City positions with similar positions in the private sector
- analysis of all positions to determine appropriate market placement
- survey market cities for anticipated 2022-2023 salary increases and target market placement
- provide recommendations for COLA adjustment for all employees and recommendations for any market-related adjustments
- illustrate the budgetary impact of recommendations

Human Resources Manager Kimberly Lopez was tasked with managing the project, providing guidance for the students, ensuring timelines were met, and answering any questions along the way. This was an excellent experience for Kim, providing her the opportunity to share her expertise with the students and also providing the chance to expose the students to work life in the public sector.

Along with the presentation, the students provided a final report detailing the findings. This report will be utilized for Human Resources and Finance staff to determine appropriate recommendations regarding salary adjustments for the FY 2022-2023 budget year. Due to other budgetary constraints, all recommendations made in this study may not be implemented. Council will receive staff recommendations in the budget process throughout this Summer.

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

**AGENDA# 8**

**MEETING DATE: May 10, 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 designating National Police Week in Highland Village
- Presentation to Outgoing Mayor Charlotte J. Wilcox for her Service to Highland Village

# Proclamation

## The City of Highland Village

**Whereas**, there are more than 800,000 law enforcement officers serving in communities across the United States, including the dedicated members of the Highland Village Police Department; and

**Whereas**, nearly 60,000 assaults against law enforcement officers are reported each year, resulting in approximately 16,000 injuries; and

**Whereas**, since the first recorded death in 1791, almost 21,000 law enforcement officers in the United States have made the ultimate sacrifice and been killed in the line of duty. The names of these dedicated public servants are engraved on the walls of the National Law Enforcement Officers Memorial in Washington, D.C.; and

**Whereas**, new names of fallen heroes are being added to the National Law Enforcement Officers Memorial this spring, including 178 line of duty deaths, another 438 COVID19 related deaths, and noting 106 of those officers who died last year were from the State of Texas; and

**Whereas**, the service and sacrifice of all officers killed in the line of duty will be honored during the National Law Enforcement Officers Memorial Fund's 34th Annual Candlelight Vigil, on the evening of May 13, 2022. In addition, Sunday, May 15, 2022 is designated as Peace Officers Memorial Day, in honor of all fallen officers and their families, and the U.S. flags will be flown at half-staff.

**NOW THEREFORE**, I, Charlotte J. Wilcox, Mayor of the City of Highland Village, do hereby proclaim May 15-21, 2022 in Highland Village as:

### **“NATIONAL POLICE WEEK”**

and publicly salute the service of law enforcement officers in our community and in communities across the nation.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the seal of the City to be affixed on this 10<sup>th</sup> day of May 2022.

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Charlotte J. Wilcox, Mayor

## **CITY OF HIGHLAND VILLAGE**

### **COUNCIL BRIEFING**

**AGENDA# 10**

**MEETING DATE: May 10, 2022**

**SUBJECT: Consider Approval of Minutes of the Regular City Council Meeting held on April 26, 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 April 26, 2022.



**MEETING MINUTES OF THE REGULAR MEETING  
HIGHLAND VILLAGE CITY COUNCIL  
HIGHLAND VILLAGE MUNICIPAL COMPLEX  
1000 HIGHLAND VILLAGE ROAD  
TUESDAY, APRIL 26, 2022**

**EARLY WORK SESSION**

Mayor Charlotte J. Wilcox called the meeting to order at 6:00 p.m.

**Roll Call**

Present:	Charlotte J. Wilcox	Mayor
	Jon Kixmiller	Councilmember
	Michael Lombardo	Mayor Pro Tem
	Barbara Fleming	Deputy Mayor Pro Tem
	Robert A. Fiester	Councilmember
	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
	Sunny Lindsey	Information Services Director
	Laurie Mullens	Marketing & Communications Director
	Andrew Boyd	Media Specialist

**1. Receive an Update on the Doubletree Ranch Park Splash Pad**

Parks and Recreation Director Phil Lozano reported the surfacing of the splash pad has reached its useful life, is deteriorating and pulling away from the concrete causing a safety issue. Funding was included in the current fiscal year budget to replace the surfacing; however, staff was notified that the manufacturing of the needed chlorine resistant aliphatic binder is on hold due to supply shortages related to COVID and Winter Storm Uri. The company was hopeful that production would start after the first of 2022, however as of now, Mr. Lozano reported there is no anticipated production date given and delivery of the product and installation is not known.

Mr. Lozano reported a non-chlorine resistant binder has been proposed as an option; however, it has a shorter life expectancy than the chlorine resistant binder. Additionally, supply shortages have resulted in a cost increase of \$3,000 for the non-chlorine binder



and there is also a delay in receiving the product, which would cause a delay in opening of the splash pad until mid-to-late August. Also, with no protection from the chlorine, this binder could potentially reduce the life expectancy of the surface by one to three years.

Staff recommended the following:

- Wait for the chlorine resistant binder, and if it is not available by January 31, 2023, then move to the non-chlorine binder - with an opening date on May 29, 2023 (Memorial Day)
- Install fencing around the splash pad to deter skateboarding, cycling, scooter, and roller blading activity while the splash pad is closed – this is approximately 650 linear feet of fencing that would match the existing fencing

Council voiced their disappointment in having to potentially close the splash pad, with Councilmember Kixmiller concerned that Council was not made aware earlier. Additional discussion included the cost and funding of the fencing, less expensive fencing alternatives, removal of trip hazards, short term solutions that would allow the opening of the splash pad this season, additional signage to deter activity such as rollerblading and skateboarding which damages the splash pad surfacing, and liability concerns.

With an opening date in August being too late in the season, Council consensus was as follows:

- Close the splash pad for this season
- Use temporary fencing around the splash pad while closed
- Look at a Plan B should the chlorine resistant binder not be available by January 31, 2023
- City staff will provide monthly updates to Council on the progress and schedule for receiving the binder

## **2. Continue Discussion of Fees and Ordinance Updates relating to Animal Control**

Chief Reim presented the proposed fees and then addressed the fees of concern that Council had shared during the previous presentation held at their April 12, 2022 meeting. He addresses the Trap Permit Fee and reported staff spends a large amount of the workday on this service, therefore he recommends moving forward with the proposed \$100 fee (for 90-days of monitoring) as it is also in line with fees charges by other area cities. Waiving the fee was also discussed if a resident provides their own trap. Chief Reim stated the fee could remain at \$100 if the trap was provided by the City and \$0 if the trap was provided by the resident, while still providing for removal of the animal.

Council also asked for specifics on state law regarding a resident trapping and transporting wildlife. Chief Reim stated he would have to research that topic.

Consensus of Council is as follows:

- \$100 - Trap Permit (90 days) w/ City provided trap, including animal removal service
- \$0 - Trap Permit (90 days) if owner provided trap / No fee unless animal removal service is provided, which will then be \$50 per service

## **3. Receive an Update on Parks Security Cameras**

Due to time constraints, this item was addressed during the Late Work Session portion of the meeting.

**4. Clarification of Consent or Action Items listed on Today's City Council Meeting Agenda for April 26, 2022**

No items were discussed.

Mayor Wilcox announced that due to time constraints, Closed Session would also be moved to the Late Work Session portion of the meeting. She adjourned Early Work Session at 7:02 p.m.

**CLOSED SESSION**

**5. 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 551.089 – Deliberation regarding Security Devices or Security Audits**

**OPEN SESSION**

**6. Call Meeting to Order**

Mayor Charlotte J. Wilcox called the meeting to order at 7:03 p.m.

**Roll Call**

Present:	Charlotte J. Wilcox	Mayor
	Jon Kixmiller	Councilmember
	Michael Lombardo	Mayor Pro Tem
	Barbara Fleming	Deputy Mayor Pro Tem
	Robert A. Fiester	Councilmember
	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
	Sunny Lindsey	Information Services Director
	Laurie Mullens	Marketing & Communications Director
	Andrew Boyd	Media Specialist

**7. Prayer led by Councilmember Robert Fiester**

Councilmember Fiester gave the invocation.

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

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

## 9. Visitor Comments

The following people spoke:

Bill Meek (2980 Hillside Drive) – Mr. Meek applauded everyone that chose to run for City Council in the upcoming election. With Highland Village reaching buildout, he voiced the importance of making good decisions and encouraged residents to talk with and research the candidates before making their selections for City Council.

Piper Cleary (557 Sellmeyer Lane) – Ms. Cleary expressed her concern regarding the recent topic of buildout and feels the City is trying to layout plans to develop every available acre in order to collect tax revenue. She loves the paved trails in the city but also enjoys the triangle-shaped property on FM 2499 that is not paved as it is one of her favorite areas. Ms. Cleary stated she enjoys still having some remaining undeveloped areas in Highland Village.

Ms. Cleary also stated she is concerned about recent discussions of speed limits in Highland Village and the solution of using speed bumps and lowering the speed limits, as she does not want either. She does not think lowering the speed limits will be a deterrent if teen drivers are racing, but rather just enforce the speed limits we already have in place.

## 10. 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 Pro Tem Lombardo announced the upcoming Farewell Reception for Mayor Wilcox and invited everyone to attend.

- **Presentation of a Proclamation designating Mental Health Awareness Month and Children's Mental Health Awareness Day**

Mayor Wilcox presented the proclamation proclaiming May 2022 as Mental Health Awareness Month and May 7, 2022 as Children's Mental Health Awareness Day in Highland Village.

- **Presentation of a Proclamation designating Child Abuse Prevention Month**

Ms. Lorraine Perry received a proclamation from Mayor Wilcox designating April as Child Abuse Prevention Month.

- **Receive Presentation from Denton County Transportation Authority (DCTA) on upcoming Public Involvement Opportunities**

Interim Chief Executive Officer Paul Cristina provided an overview of DCTA's upcoming public involvement opportunities. This will be an opportunity for the community to review their services and fares, and to provide general feedback through online virtual meetings and scheduled in-person events taking place April 18, 2022 through May 17, 2022.

**11. City Manager/Staff Reports**

- **Foodie Friday Video**

The Foodie Friday Video featured Taro Kitchen and Cocktail located in The Marketplace.

**CONSENT AGENDA**  
**APPROVED (7 – 0)**

- 12. Consider approval of Minutes of the Regular City Council Meeting held on April 12, 2022**
- 13. Consider Ordinance 2022-1293 amending the Development Regulations relating to the Development and Use of Property described as The District of Highland Village, located at the Northwest Corner of the Intersection of Briarhill Boulevard and FM 407 (2<sup>nd</sup> and final read)**
- 14. Consider Resolution 2022-2995 authorizing the Sale of a Firearm pursuant to Texas Government Code Section 614.051 to Commander Sherri Morrison on the Occasion of her Retirement from the Highland Village Police Department**

***Motion by Deputy Mayor Pro Tem Fleming, seconded by Councilmember Fiester, to approve Consent Agenda Items #12 through #14. Motion carried 7-0.***

**ACTION AGENDA**

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

No action was taken on this item.

**(b) Section 551.089 – Deliberation regarding Security Devices or Security Audits**

No action was taken on this item.

- 16. Consider Resolution 2022-2996 adopting a Policy for Allowable Costs and Cost Principles for Expenditure of American Rescue Plan Act Coronavirus State and Local Recovery Funds**

**APPROVED (7 – 0)**

Assistant City Manager Ken Heerman reported the City has received an allocation of funds from the Coronavirus State and Local Fiscal Recovery Funds of H.R. 1319 American Rescue Plan Act of 2021 (ARP/CSLFRF). The first tranche of \$2,065,048 was received in August 2021 and the second tranche in the same amount is expected in August 2022. He stated these funds may be used for certain projects, to the extent authorized by state law, and the use of the funds has been identified for general government services for the Utility Fund. Mr. Heerman added that uniform guidance regulations requires nonfederal entities to have certain written policies and procedures surrounding the management of

their awarded funds. The proposed policy will identify allowable costs under this award and assign responsibilities to the management and oversight of compliance.

***Motion by Councilmember Kixmiller, seconded by Deputy Mayor Pro Tem Fleming, to approve Resolution 2022-2996. Motion carried 7-0.***

### **LATE WORK SESSION**

- 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.)**

As a potential future agenda item, City Secretary Angela Miller reported receiving notification from the Denco Area 911 District that as a participating municipality, City Council could nominate a candidate for representation on the Denco Board of Managers. Consensus of Council is to have an item on their next meeting agenda to nominate a candidate.

City Manager Paul Stevens reported work has started on the Highland Village Road Sidewalk project.

Mayor Wilcox announced that due to time constraints, Agenda Item #3 was moved to Late Work Session.

### **3. Receive an Update on Parks Security Cameras**

Mayor Wilcox announced Council would convene into Closed Session to discuss this item and read Agenda Item #5(b).

### **CLOSED SESSION**

Council convened into Closed Session at 7:43 p.m.

### **5. Hold a Closed Meeting in accordance with the following Sections of the Texas Government Code:**

- (c) 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)**
- (d) Section 551.089 – Deliberation regarding Security Devices or Security Audits**

Council ended Closed Session at 8:06 p.m.

### **18. Adjournment**

Mayor Wilcox adjourned the meeting at 8:06 p.m.

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Charlotte J. Wilcox, Mayor

**ATTEST:**

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Angela Miller, City Secretary

DRAFT

## **CITY OF HIGHLAND VILLAGE**

### **COUNCIL BRIEFING**

**AGENDA# 11**

**MEETING DATE: May 10, 2022**

**SUBJECT: Investment Report for Quarter Ending March 31, 2022**

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

### **BACKGROUND**

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

### **IDENTIFIED NEED/S:**

N/A

### **OPTIONS & RESULTS:**

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

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

- Origin Bank CD (Certificates of Deposit that matures February 4, 2022 collateralized by a letter of credit held in custody by the Federal Home Loan Bank)
- Origin Bank CD (Certificates of Deposit that matures April 7, 2022 collateralized by a letter of credit held in custody by the Federal Home Loan Bank)
- East West Bank CD (Certificates of Deposit that matures August 2, 2022 collateralized by a letter of credit held in custody by the Federal Home Loan Bank)
- East West Bank CD (Certificates of Deposit that matures August 8, 2022 collateralized by a letter of credit held in custody by the Federal Home Loan Bank)
- East West Bank CD (Certificates of Deposit that matures February 2, 2023 collateralized by a letter of credit held in custody by the Federal Home Loan Bank)
- East West Bank CD (Certificate of Deposit that matures February 8, 2023 collateralized by a letter of credit held in custody by the Federal Home Loan Bank)

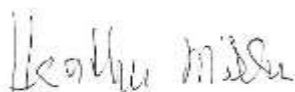
This information reports that the beginning market value for all cash and investments was \$40,618,999 and the ending market value on March 31, 2022 was \$40,262,137. The average yield for the quarter ending March 31, 2022 in pooled, demand deposit, negotiable order of withdrawal, and money market accounts (0.23%) is greater than the six-month term treasuries. The beginning pool, demand deposit, negotiable order of withdrawal, and money market accounts invested balance at December 31, 2021 was \$35,611,743 and the ending balance on March 31, 2022 was \$20,739,875 or 52% of the City's total portfolio. The weighted average maturity of the City's portfolio on March 31, 2022 is 98 days.

The average total portfolio yield for the quarter ending March 31, 2022 was 0.38%.

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

	<u>Book Value</u>	<u>Market Value</u>
December 31, 2021	\$40,618,999	\$40,618,999
March 31, 2022	\$40,262,137	\$40,262,137

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



Heather Miller  
Investment Officer



Ken Heerman  
Assistant City Manager

<sup>1</sup>Note:

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

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

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



**RECOMMENDATION:**

Council to receive the Investment Reports for the period ending March 31, 2022.



## **QUARTERLY INVESTMENT REPORT**

**For the Quarter Ended**

**March 31, 2022**

**Prepared by**

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

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

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Ken Heerman, Assistant City Manager

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Heather Miller, Assistant Finance Director

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Staff Accountant

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

## Summary

### Quarter End Results by Investment Category:

Asset Type	December 31, 2021			March 31, 2022		
	Ave. Yield	Book Value	Market Value	Ave. Yield	Book Value	Market Value
MMA/NOW/Pools	0.09%	\$ 35,611,743	\$ 35,611,743	0.23%	\$ 20,739,875	\$ 20,739,875
Securities/CDs	0.04%	5,007,255	5,007,255	0.53%	19,522,262	19,522,262
<b>Totals</b>	<b>0.10%</b>	<b>\$ 40,618,999</b>	<b>\$ 40,618,999</b>	<b>0.38%</b>	<b>\$ 40,262,137</b>	<b>\$ 40,262,137</b>

#### Current Quarter Average Yield (1)

Total Portfolio	0.38%
Rolling Three Month Treasury	0.31%
Rolling Six Month Treasury	0.36%
TexPool	0.15%

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

Total Portfolio	0.24%
Rolling Three Month Treasury	0.18%
Rolling Six Month Treasury	0.22%
TexPool	0.10%

#### Interest Earnings (Approximate)

Quarterly Interest	\$ 24,467
Fiscal Year-to-Date Interest	\$ 31,963

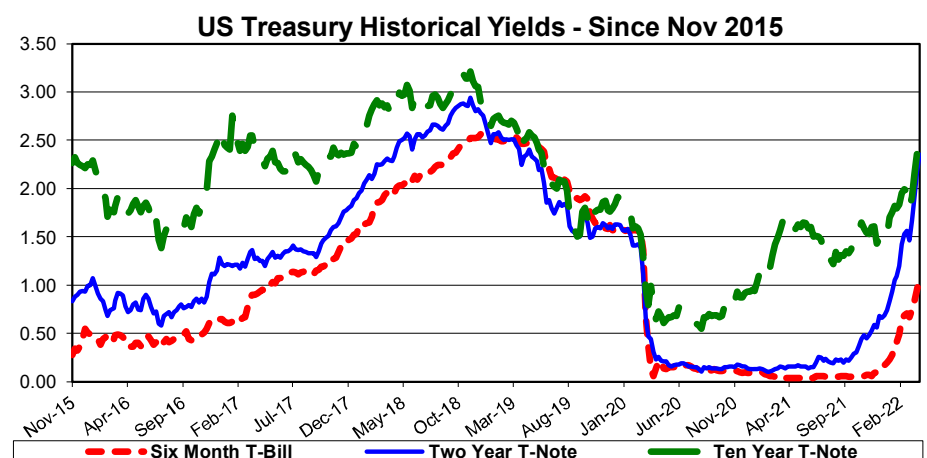
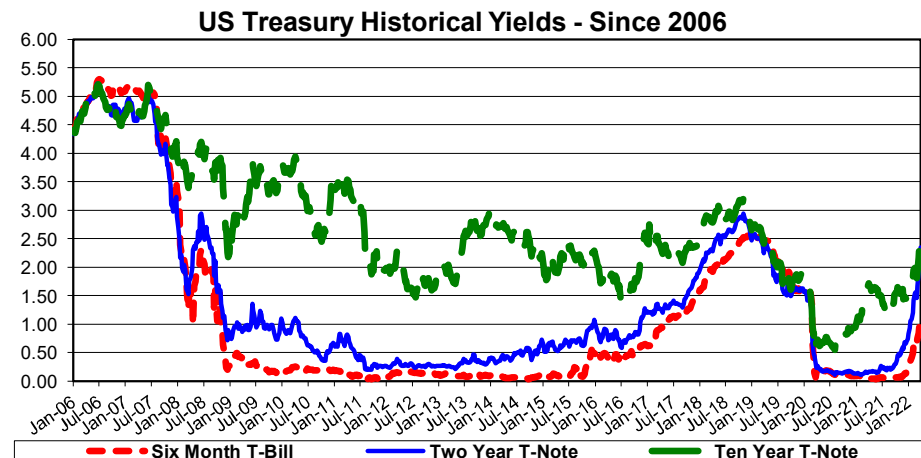
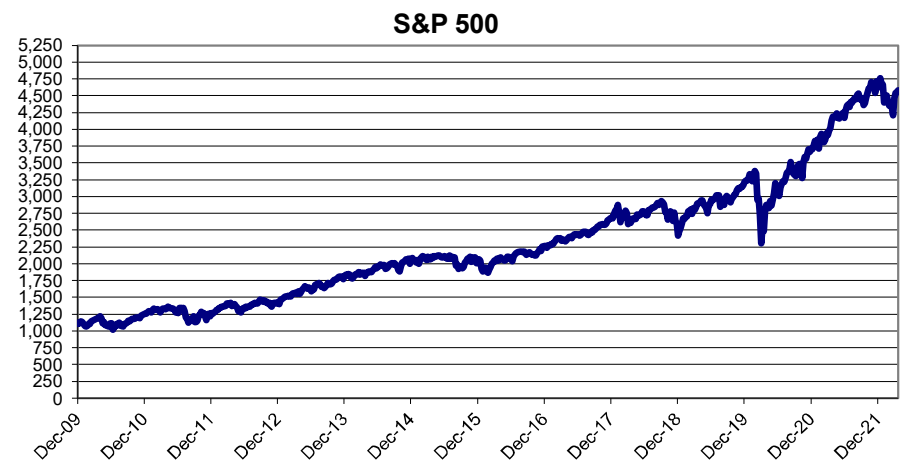
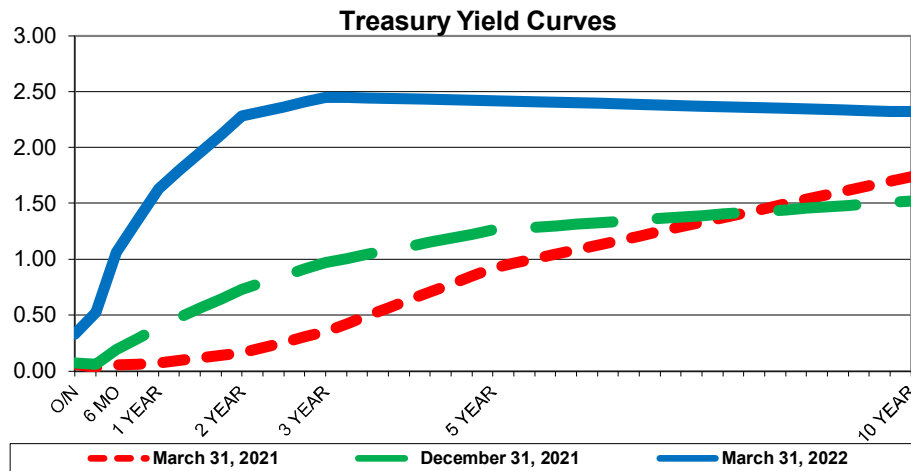
(1) **Current Quarter Average Yield** - based on adjusted book value, realized and unrealized gains/losses and investment advisory fees are not considered. The yield for the reporting month is used for bank, pool, and money market balances.

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

## Economic Overview

3/31/2022

The Federal Open Market Committee (FOMC) **raised** the Fed Funds target range to 0.25% to 0.50% (Effective Fed Funds are trading +/-0.30%). The FOMC ended monthly security purchases and may begin reducing their balance sheet. The market projection 4 to 6 more increases this calendar year. Final Fourth Quarter GDP recorded +6.9%. March Non-Farm Payroll missed estimates adding 431k net new jobs. Decreasing the Three Month Average NFP to 562k. Crude oil declined to +/- \$100 per barrel. The Stock Markets have recovered from the "correction" and slowly regained some lost ground. Some domestic economic indicators, including housing, softened. Inflation remained well over the FOMC 2% target (Core PCE +/-5.4%). The FOMC Fed Funds target projections pushed the yield curve to a Three Year Maturity peak.



## Investment Holdings

March 31, 2022

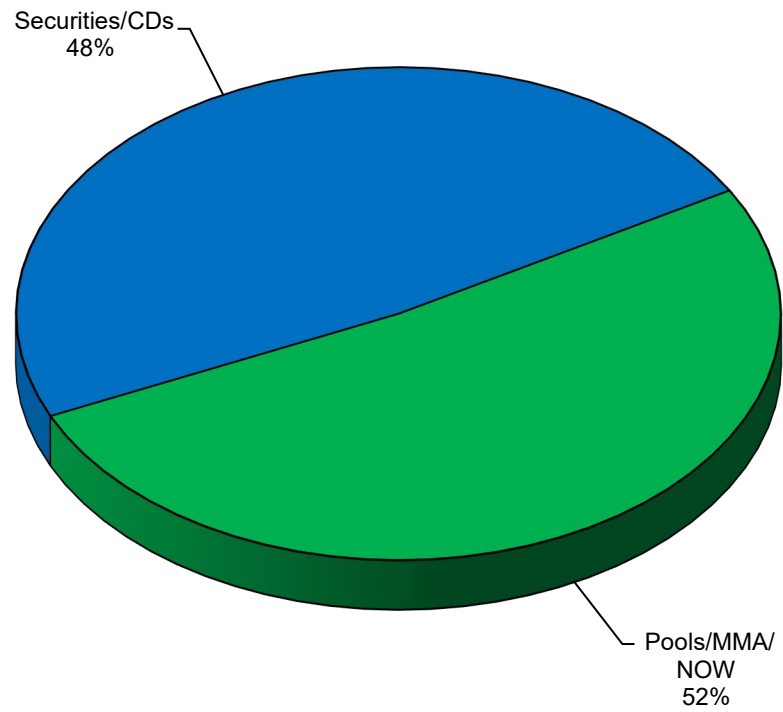
Description	Rating	Coupon/ Discount	Maturity Date	Settlement Date	Original Face/ Par Value	Book Value	Market Price	Market Value	Life (days)	Yield
Independent DDA		0.01%	04/01/22	03/31/22	\$ 51,933	\$ 51,933	1.00	\$ 51,933	1	0.01%
Independent NOW		0.05%	04/01/22	03/31/22	6,693	6,693	1.00	6,693	1	0.05%
Wells Fargo DDA (3)		0.51%	04/01/22	03/31/22	782,190	782,190	1.00	782,190	1	0.51%
Southside MMA		0.23%	04/01/22	03/31/22	2,990,208	2,990,208	1.00	2,990,208	1	0.23%
InterBank MMA		0.60%	04/01/22	03/31/22	212,038	212,038	1.00	212,038	1	0.60%
InterBank IntraFi MMA		0.60%	04/01/22	03/31/22	3,098,790	3,098,790	1.00	3,098,790	1	0.60%
TexPool	AAAm	0.15%	04/01/22	03/31/22	4,977,638	4,977,638	1.00	4,977,638	1	0.15%
TexSTAR	AAAm	0.11%	04/01/22	03/31/22	8,620,385	8,620,385	1.00	8,620,385	1	0.11%
Origin Bank CD		0.17%	04/07/22	07/07/21	4,007,400	4,007,400	100.00	4,007,400	7	0.17%
East West Bank CD		0.41%	08/02/22	02/02/22	3,502,281	3,502,281	100.00	3,502,281	124	0.41%
East West Bank CD		0.53%	08/08/22	02/08/22	1,501,133	1,501,133	100.00	1,501,133	130	0.53%
East West Bank CD		0.67%	02/02/23	02/02/22	7,007,457	7,007,457	100.00	7,007,457	308	0.67%
East West Bank CD		0.80%	02/08/23	02/08/22	3,503,991	3,503,991	100.00	3,503,991	314	0.80%
					<b>\$ 40,262,137</b>	<b>\$ 40,262,137</b>		<b>\$ 40,262,137</b>	<b>98</b>	<b>0.38%</b>
									(1)	(2)

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

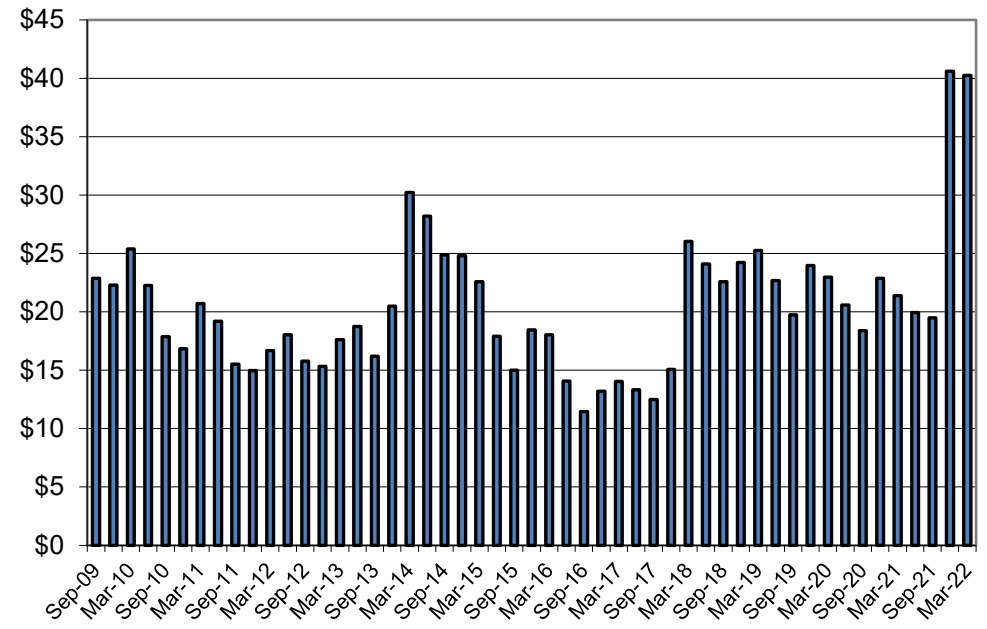
(2) **Weighted average yield to maturity** - The weighted average yield to maturity is based on adjusted book value, realized and unrealized gains/losses and investment advisory fees are not considered.

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

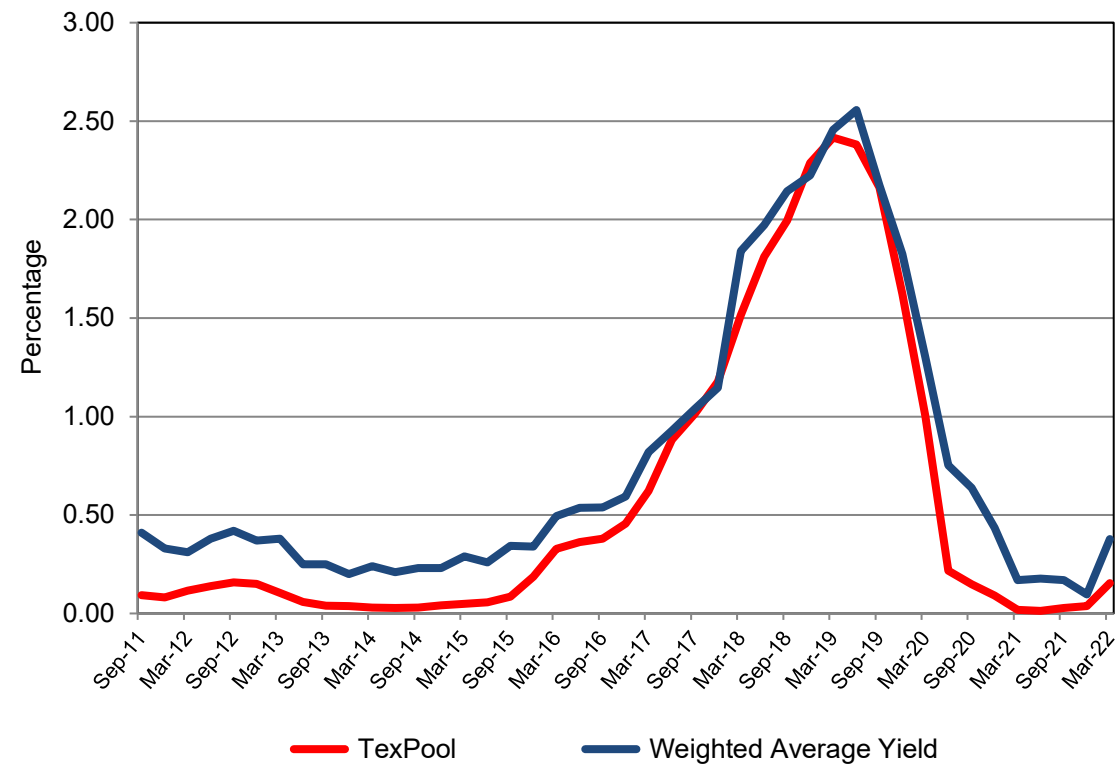
**Portfolio Composition**



**Total Portfolio (Millions)**



**Total Portfolio Performance**



## Book & Market Value Comparison

Issuer/Description	Yield	Maturity Date	Book Value 12/31/21	Increases	Decreases	Book Value 03/31/22	Market Value 12/31/21	Change in Market Value	Market Value 03/31/22
Independent DDA	0.01%	04/01/22	\$ 51,932	\$ 1	\$ –	\$ 51,933	\$ 51,932	\$ 1	\$ 51,933
Independent NOW	0.05%	04/01/22	6,692	1	–	6,693	6,692	1	6,693
Wells Fargo DDA	0.51%	04/01/22	1,173,803	–	(391,612)	782,190	1,173,803	(391,612)	782,190
Southside MMA	0.23%	04/01/22	2,988,920	1,288	–	2,990,208	2,988,920	1,288	2,990,208
InterBank MMA	0.60%	04/01/22	212,005	33	–	212,038	212,005	33	212,038
InterBank IntraFi MMA	0.60%	04/01/22	4,095,061	–	(996,271)	3,098,790	4,095,061	(996,271)	3,098,790
TexPool	0.15%	04/01/22	8,963,943	–	(3,986,305)	4,977,638	8,963,943	(3,986,305)	4,977,638
TexSTAR	0.11%	04/01/22	18,119,388	–	(9,499,003)	8,620,385	18,119,388	(9,499,003)	8,620,385
Origin Bank CD	0.21%	02/04/22	1,001,572	–	(1,001,572)	–	1,001,572	(1,001,572)	–
Origin Bank CD	0.17%	04/07/22	4,005,684	1,716	–	4,007,400	4,005,684	1,716	4,007,400
East West Bank CD	0.41%	08/02/22	–	3,502,281	–	3,502,281	–	3,502,281	3,502,281
East West Bank CD	0.53%	08/08/22	–	1,501,133	–	1,501,133	–	1,501,133	1,501,133
East West Bank CD	0.67%	02/02/23	–	7,007,457	–	7,007,457	–	7,007,457	7,007,457
East West Bank CD	0.80%	02/08/23	–	3,503,991	–	3,503,991	–	3,503,991	3,503,991
<b>TOTAL/AVERAGE</b>	<b>0.38%</b>		<b>\$ 40,618,999</b>	<b>\$ 15,517,901</b>	<b>\$(15,874,763)</b>	<b>\$ 40,262,137</b>	<b>\$ 40,618,999</b>	<b>\$ (356,862)</b>	<b>\$ 40,262,137</b>

**Allocation by Fund**  
**March 31, 2022**  
**Book and Market Value**

<b>Utility Funds</b>	<b>TexPool</b>	<b>TexSTAR</b>	<b>Independent DDA</b>	<b>Independent NOW</b>	<b>Wells Fargo DDA</b>	<b>Southside MMA</b>	<b>InterBank MMA</b>
Interest & Sinking	\$ 241,891	\$ —	\$ —	\$ —	\$ —	\$ —	\$ —
Replacement Reserve	474,008	—	—	—	—	—	—
Operations	6	—	—	—	—	280,556	—
Impact Fees	320,850	—	—	—	—	896,055	—
2018 CO Utility Capital Projects	—	352,957	—	—	—	—	100,040
American Rescue Plan Act	—	2,065,351	—	—	—	—	—
<b>Sub Total</b>	<b>\$ 1,036,755</b>	<b>\$ 2,418,308</b>	<b>\$ —</b>	<b>\$ —</b>	<b>\$ —</b>	<b>\$ 1,176,611</b>	<b>\$ 100,040</b>
<b>General Funds</b>							
Operations	\$ 2,935,653	\$ 790,712	\$ —	\$ 321	\$ —	\$ 1,813,596	\$ 12,958
Pooled Cash	—	—	51,933	—	780,080	—	—
Pooled Cash Credit Card Clearing	—	—	—	—	2,110	—	—
Interest & Sinking	466,109	65,942	—	—	—	—	—
Drainage Utility	311,874	—	—	—	—	—	—
<b>Sub Total</b>	<b>\$ 3,713,635</b>	<b>\$ 856,654</b>	<b>\$ 51,933</b>	<b>\$ 321</b>	<b>\$ 782,190</b>	<b>\$ 1,813,596</b>	<b>\$ 12,958</b>
<b>General Capital Project Funds</b>							
Park Development	\$ 81,849	\$ —	\$ —	\$ —	\$ —	\$ —	\$ —
2018 GO Capital Projects	—	575,334	—	—	—	—	99,040
2021 CO Capital Projects	—	4,764,012	—	—	—	—	—
<b>Sub Total</b>	<b>\$ 81,849</b>	<b>\$ 5,339,346</b>	<b>\$ —</b>	<b>\$ —</b>	<b>\$ —</b>	<b>\$ —</b>	<b>\$ 99,040</b>
<b>Corp Leased Park Funds</b>							
Corp LeasedTXDot Mitigation	\$ —	\$ 3	\$ —	\$ 6,372	\$ —	\$ —	\$ —
<b>Sub Total</b>	<b>\$ —</b>	<b>\$ 3</b>	<b>\$ —</b>	<b>\$ 6,372</b>	<b>\$ —</b>	<b>\$ —</b>	<b>\$ —</b>
<b>HV Community Development Funds</b>							
Operations	\$ 145,399	\$ —	\$ —	\$ —	\$ —	\$ —	\$ —
HV CDC TXDot Mitigation	—	6,074	—	—	—	—	—
<b>Sub Total</b>	<b>\$ 145,399</b>	<b>\$ 6,074</b>	<b>\$ —</b>	<b>\$ —</b>	<b>\$ —</b>	<b>\$ —</b>	<b>\$ —</b>
<b>Totals</b>	<b>\$ 4,977,638</b>	<b>\$ 8,620,385</b>	<b>\$ 51,933</b>	<b>\$ 6,693</b>	<b>\$ 782,190</b>	<b>\$ 2,990,208</b>	<b>\$ 212,038</b>



**Allocation by Fund**  
**March 31, 2022**  
**Book and Market Value**

(Continued)

Utility Funds	InterBank IntraFi MMA	Certificate of Deposit					Total	Interest This Quarter
		04/07/2022	08/02/2022	08/08/2022	02/02/2023	02/08/2023		
Interest & Sinking	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 241,891	\$ 75
Replacement Reserve	-	-	-	-	-	-	474,008	100
Operations	-	-	-	-	-	-	280,562	121
Impact Fees	-	-	-	-	-	-	1,216,905	452
2018 CO Utility Capital Projects	1,768,528	-	-	-	-	-	2,221,525	2,125
American Rescue Plan Act	-	-	-	-	-	-	2,065,351	222
<b>Sub Total</b>	<b>\$ 1,768,528</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 6,500,243</b>	<b>\$ 3,094</b>
<b>General Funds</b>								
Operations	\$ -	\$ 4,007,400	\$ -	\$ 1,501,133	\$ -	\$ 3,503,991	\$ 14,565,766	\$ 9,018
Pooled Cash	-	-	-	-	-	-	832,013	1
Pooled Cash Credit Card Clearing	-	-	-	-	-	-	2,110	-
Interest & Sinking	-	-	-	-	-	-	532,050	148
Drainage Utility	-	-	-	-	-	-	311,874	64
<b>Sub Total</b>	<b>\$ -</b>	<b>\$ 4,007,400</b>	<b>\$ -</b>	<b>\$ 1,501,133</b>	<b>\$ -</b>	<b>\$ 3,503,991</b>	<b>\$ 16,243,813</b>	<b>\$ 9,232</b>
<b>General Capital Project Funds</b>								
Park Development	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 81,849	\$ 17
2018 GO Capital Projects	1,330,262	-	-	-	-	-	2,004,635	1,726
2021 CO Capital Projects	-	-	3,502,281	-	7,007,457	-	15,273,749	10,341
<b>Sub Total</b>	<b>\$ 1,330,262</b>	<b>\$ -</b>	<b>\$ 3,502,281</b>	<b>\$ -</b>	<b>\$ 7,007,457</b>	<b>\$ -</b>	<b>\$ 17,360,234</b>	<b>\$ 12,084</b>
<b>Corp Leased Park Funds</b>								
Corp LeasedTXDot Mitigation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 6,375	\$ 1
<b>Sub Total</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 6,375</b>	<b>\$ 1</b>
<b>HV Community Development Funds</b>								
Operations	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 145,399	\$ 56
HVCDC TXDot Mitigation	-	-	-	-	-	-	6,074	1
<b>Sub Total</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 151,473</b>	<b>\$ 57</b>
<b>Totals</b>	<b>\$ 3,098,790</b>	<b>\$ 4,007,400</b>	<b>\$ 3,502,281</b>	<b>\$ 1,501,133</b>	<b>\$ 7,007,457</b>	<b>\$ 3,503,991</b>	<b>\$ 40,262,137</b>	<b>\$ 24,467</b>

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

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

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

(Continued)

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

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

**AGENDA# 12**

**MEETING DATE: May 10, 2022**

**SUBJECT: Receive Budget Reports for Period Ending March 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 March represents the mid-year report in the fiscal year. Our financial policies call for a narrative to be submitted with the 2<sup>nd</sup> quarter report to address significant variances between actual expenditures and associated appropriations. Detailed revenues and expenditures extracted for discussion are selected based on the variance associated with the relative elapsed percentage of the budget year – notwithstanding many revenues/expenditures being seasonal by nature.

**IDENTIFIED NEED/S:**

N/A

**OPTIONS & RESULTS:**

**General Fund** – In total, both revenues and expenditures are at expected levels at the midpoint of the fiscal year. Revenues are at 76% of budget, primarily due to most of the property taxes being collected (being due by the end of January). Expenditures are at 45% of budget with 51% of the year expired.

Revenues	Budget	Actual	%	Explanation
Property Tax	\$12,251,582	\$11,851,577	97	Taxes are due January 31 <sup>st</sup>
Sales Tax	3,258,820	1,272,543	39	There is a two-month delay in receiving sales tax receipts from the State. Five months of actual sales tax collected are at 113% of the seasonally adjusted budget.
Franchise Fees	1,555,749	356,946	23	Through March, we have only received one quarter of Gas franchise payment totaling \$54,351 and the first quarter of the electric franchise payment of \$170,184. Cable franchise first quarter payments totaled \$44,548.
Licensing/Permits	355,988	199,230	56	Permits received are generally in line with that anticipated.
Public Safety Fees	567,630	320,292	56	Annual fire service and ambulance fees received from Denton County were \$17,833. EMS fees and Police Service fees are on track.

Park/Recreation	241,200	75,912	31	Tennis program revenues (comprising \$83,000 of the budgeted amount) are at 27%, due to the seasonal nature of outdoor recreation.
Rents	171,961	74,431	43	Tower rental fees – on target.
Municipal Court	88,000	44,791	51	Court fees – on target.
Interest Income	40,000	8,366	21	Interest income were lower due to decrease in interest rates from Federal Reserve, however rates have since increased in Q2 and should be reflected in the months to come.
Miscellaneous	262,350	29,189	11	
<b>Total</b>	<b>\$18,793,280</b>	<b>\$14,233,276</b>	<b>76</b>	

**Expenditures**  
Reported on a category / sub-category level

GF Expenditures	Budget	Actual	%	Explanation
<b>Personnel</b>	<b>14,019,805</b>	<b>6,577,095</b>	<b>47</b>	
Salaries / Wages	9,937,809	4,578,767	46	
Employee Benefits	4,081,996	1,998,329	49	
<b>Services / Supplies</b>	<b>6,062,769</b>	<b>2,491,630</b>	<b>41</b>	
Professional Services	2,190,317	948,532	43	Professional services – on target.
Employee Develop	378,391	135,848	36	Training to be conducted in second half of year.
Supplies / Equip	1,375,069	534,900	39	Parks maintenance supplies budgeted \$331,986. Of this amount, \$82,805 were spent year to date.
Utilities	333,950	153,140	46	City electric, gas, and water usage on track with that budgeted.
Other	1,785,042	719,210	40	Streets maintenance budgeted \$541,650. Of this amount, \$92,535 were spent year to date with majority activity to be anticipated in summer.
<b>Total</b>	<b>\$20,082,574</b>	<b>\$9,068,725</b>	<b>45</b>	
<b>Capital</b>	<b>516,947</b>	<b>157,532</b>	<b>30</b>	Supply chain issues have delayed delivery of ordered vehicles

**Utility Fund** – Utility Revenues (primarily water / sewer sales – excluding impact fees) are at 38% of budget. These are seasonal in nature, with the highest volume occurring in the summer. To date, water sales are at 37% of the annual budget, while sewer sales are at 47%.

When compared to a 6 month seasonally adjusted budget, both water and sewer sales are running at about the same as the expected volumes.

	Seasonally adjusted – 6 mo. Budget	Actual - 6 mo.	Percent of adjusted budget
Water	\$1,854,204	\$1,995,441	107.6%
Sewer	\$1,998,269	\$2,060,637	103.1%

Overall, utility expenses are at 50% as these are seasonal as well. Additionally, only five months of invoices have been received related to wholesale water / wastewater.

**Capital Projects Fund** – This fund primarily accounts for bond issuances. This year, bonds were issued for Parks and Street projects totaling \$15.3M. This bond is primarily focused on paying expenditures associated with engineering.

**Corps Leased Parks Fund** – This fund accounts for Copperas and Pilot Knoll Parks, with the intent that these are self-supporting parks. Both revenues and expenditures are seasonal in nature – expenditures are at 27% of budget to date, while revenues are at 54%.

**Public Safety Special Revenue Fund** – This fund accounts for grants to the City associated with both Police and Fire operations. These revenues received through March are entirely from Denton County Child Safety fees.

**Municipal Court Technology Fee Fund** – This fund accounts for a fee charged with court fines to fund technology related expenditures. There has been \$8,017 (209%) in expenditures so far this year of the \$3,836 that was budgeted. A charge for Court software maintenance (\$5,900) was charged here incorrectly, and will be re-classed to the General Fund. Revenues are at 49% of budgeted amounts.

**Municipal Court Building Security Fund** – This fund accounts for a fee charged with court fines related to security issues. The City has primarily used this for expenditures related to bailiff charges. Fine revenues thus far are at 58% of budget.

**Debt Service Fund** – This fund is utilized to account for the debt obligations of the City. The majority of the revenues (associated with property tax) have been collected. Debt payments are semi-annual – in February and August. The first round of debt payments has been made this year as scheduled.

**HV Community Development Fund** – This fund was established to account for the revenues and expenditures associated with collection of the 4B Sales Tax and related expenditures for construction / maintenance of Inland Trail and Soccer Field projects. Sales tax collections reflect a two-month delay related to the actual allocation from the State, thus only reflecting 39% collection to date. However, for the months actually collected, receipts are at 113% of the budgeted amount. Services / supplies expenditures are at 30%.

**PEG Fee Fund** - This fund was established to account for a PEG Fee – the fee charged to cable providers and used to fund broadcasting equipment and supplies for public, educational, and governmental access channels. Received revenues to date total \$8,910, 25% - representing one quarter, and YTD expenditures are \$6,415 (9%).

**Drainage Utility Fund** – This fund was established to account for a collected drainage fee – the fee used to provide for an on-going drainage program. Revenues are at 46%, while Expenditures reflect a 41% level.

**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 March 31, 2022.

# General Fund Summary

## FY 2021/2022 Budget

**YEAR TO DATE MARCH**

<i>Percent of Budget Year Transpired</i>	<b>50.0%</b>
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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	\$ 11,851,577	\$ (400,005)	97%
Sales Tax	3,258,820	3,258,820	1,272,543	(1,986,277)	39%
Franchise Fees	1,555,749	1,555,749	356,946	(1,198,803)	23%
Licensing & Permits	355,988	355,988	199,230	(156,758)	56%
Park/Recreation Fees	241,200	241,200	75,912	(165,288)	31%
Public Safety Fees	567,630	567,630	320,292	(247,338)	56%
Rents	171,961	171,961	74,431	(97,530)	43%
Municipal Court	88,000	88,000	44,791	(43,209)	51%
Interest Income	40,000	40,000	8,366	(31,634)	21%
Miscellaneous	262,350	262,350	29,189	(233,161)	11%
<b>Total Revenues</b>	<b>\$ 18,793,280</b>	<b>\$ 18,793,280</b>	<b>\$ 14,233,276</b>	<b>\$ (4,560,004)</b>	<b>76%</b>

Other Sources					
Transfers In	\$ 534,000	\$ 534,000	\$ -	\$ (534,000)	0%

<b>Total Available Resources</b>	<b>\$ 19,327,280</b>	<b>\$ 19,327,280</b>	<b>\$ 14,233,276</b>	<b>\$ (5,094,004)</b>	
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Expenditures	Original Budget	Revised Budget	Year to Date	Variance	% Used
City Manager Office	\$ 909,587	\$ 909,587	\$ 411,808	\$ 497,779	45%
Finance (includes Mun. Court)	1,410,191	1,410,191	740,798	669,393	53%
Human Resources	647,581	647,581	196,314	451,267	30%
City Secretary Office	418,364	418,364	209,570	208,794	50%
Information Services	1,305,818	1,305,818	565,764	740,054	43%
Marketing and Communications	431,124	431,124	209,764	221,359	49%
Police	5,356,591	5,356,591	2,498,910	2,857,681	47%
Fire	3,664,322	3,664,322	1,984,450	1,679,871	54%
Community Services	427,995	427,995	215,191	212,804	50%
Streets/Drainage	1,613,676	1,613,676	584,169	1,029,507	36%
Maintenance	1,340,823	1,340,823	537,333	803,490	40%
Parks	2,461,535	2,461,535	911,645	1,549,891	37%
Recreation	611,913	611,913	160,538	451,375	26%
<b>Total Expenditures</b>	<b>\$ 20,599,521</b>	<b>\$ 20,599,521</b>	<b>\$ 9,226,257</b>	<b>\$ 11,373,264</b>	<b>45%</b>

Capital Summary	(Included in totals above - summary information only)				
Equipment Replacement	\$ 516,947	\$ 516,947	\$ 157,532	\$ 359,415	30%

Other Uses					
Transfers Out	\$ 16,000	\$ 16,000	\$ -	16,000	0%

<b>Total Expenditures</b>	<b>\$ 20,615,521</b>	<b>\$ 20,615,521</b>	<b>\$ 9,226,257</b>	<b>\$ 11,389,264</b>	
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Fund Balance	Original Budget	Revised Budget	Year to Date
Beginning Fund Balance	7,228,611	8,268,987	8,268,987
+ Net Increase (Decrease)	(1,288,241)	(1,288,241)	5,007,019
Ending Fund Balance	\$ 5,940,370	\$ 5,940,370	\$ 13,276,006



# General Fund Expenditure Summary

## FY 2021/2022 Budget

**YEAR TO DATE MARCH**

*Percent of Budget Year Transpired*

**50.0%**

- - - Summary - - -					
	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 14,019,805	\$ 14,019,805	\$ 6,577,095	\$ 7,442,710	47%
Services / Supplies	6,062,769	6,062,769	2,491,630	3,571,139	41%
Capital	516,947	516,947	157,532	359,415	30%
	\$ 20,599,521	\$ 20,599,521	\$ 9,226,257	\$ 11,373,264	45%

- - - Detail - - -					
Category	Original Budget	Revised Budget	Year to Date	Variance	% Used
<b>Personnel</b>					
<i>Salaries / Wages</i>	\$ 9,937,809	\$ 9,937,809	\$ 4,578,767	\$ 5,359,042	46%
<i>Employee Benefits</i>	4,081,996	4,081,996	1,998,329	2,083,668	49%
<i>Total Personnel</i>	\$ 14,019,805	\$ 14,019,805	\$ 6,577,095	\$ 7,442,710	47%
<b>Services / Supplies</b>					
<i>Professional Services</i>	\$ 2,190,317	\$ 2,190,317	\$ 948,532	\$ 1,241,784	43%
<i>Employee Development</i>	378,391	378,391	135,848	242,543	36%
<i>Office Supplies / Equipment</i>	1,375,069	1,375,069	534,900	840,169	39%
<i>Utilities</i>	333,950	333,950	153,140	180,810	46%
<i>Other</i>	1,785,042	1,785,042	719,210	1,065,832	40%
<i>Total Services / Supplies</i>	\$ 6,062,769	\$ 6,062,769	\$ 2,491,630	\$ 3,571,139	41%
<b>Capital</b>					
<i>Equipment / Vehicles</i>	\$ 516,947	\$ 516,947	\$ 157,532	\$ 359,415	30%
<i>Total Capital</i>	\$ 516,947	\$ 516,947	\$ 157,532	\$ 359,415	30%
<i>Total General Fund Expenditure Summary</i>	\$ 20,599,521	\$ 20,599,521	\$ 9,226,257	\$ 11,373,264	45%

# General Fund Revenue

## FY 2021/2022 Budget

**YEAR TO DATE MARCH**

*Percent of Budget Year Transpired*

**50.0%**

Revenues	Original Budget	Revised Budget	Year to Date	Variance	% Received
Property Tax	\$ 12,251,582	\$ 12,251,582	\$ 11,851,577	\$ (400,005)	97%
Sales Tax	3,258,820	3,258,820	1,272,543	(1,986,277)	39%
Franchise Fees	1,555,749	1,555,749	356,946	(1,198,803)	23%
Licensing & Permits	355,988	355,988	199,230	(156,758)	56%
Park/Recreation Fees	241,200	241,200	75,912	(165,288)	31%
Public Safety Fees	567,630	567,630	320,292	(247,338)	56%
Rents	171,961	171,961	74,431	(97,530)	43%
Municipal Court	88,000	88,000	44,791	(43,209)	51%
Interest Income	40,000	40,000	8,366	(31,634)	21%
Miscellaneous	262,350	262,350	29,189	(233,161)	11%
<b>Total Revenues</b>	<b>\$ 18,793,280</b>	<b>\$ 18,793,280</b>	<b>\$ 14,233,276</b>	<b>\$ (4,560,004)</b>	<b>76%</b>

# City Manager Office

## FY 2021/2022 Budget

**YEAR TO DATE MARCH**

*Percent of Budget Year Transpired*

**50.0%**

### - - - Summary - - -

	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 375,451	\$ 375,451	\$ 185,114	\$ 190,337	49%
Services / Supplies	534,136	534,136	226,694	307,442	42%
Capital	-	-	-	-	0%
	\$ 909,587	\$ 909,587	\$ 411,808	\$ 497,779	45%

### - - - Detail - - -

Category	Original Budget	Revised Budget	Year to Date	Variance	% Used
<b>Personnel</b>					
<i>Salaries / Wages</i>	\$ 301,068	\$ 301,068	\$ 148,525	\$ 152,543	49%
<i>Employee Benefits</i>	74,383	74,383	36,590	37,794	49%
<i>Total Personnel</i>	\$ 375,451	\$ 375,451	\$ 185,114	\$ 190,337	49%
<b>Services / Supplies</b>					
<i>Professional Services</i> <i>(City-wide legal - \$130,260)</i>	\$ 457,500	\$ 457,500	\$ 212,423	\$ 245,077	46%
<i>Employee Development</i>	16,295	16,295	9,307	6,988	57%
<i>Supplies / Equipment</i>	10,053	10,053	4,963	5,090	49%
<i>Utilities</i>	-	-	-	-	0%
<i>Other (Contingency + Data Processing)</i>	50,288	50,288	-	50,288	0%
<i>Total Services / Supplies</i>	\$ 534,136	\$ 534,136	\$ 226,694	\$ 307,442	42%
<b>Capital</b>					
<i>Equipment / Vehicles</i>	-	-	-	-	0%
<i>Total Capital</i>	\$ -	\$ -	\$ -	\$ -	0%
<i>Total City Manager</i>	\$ 909,587	\$ 909,587	\$ 411,808	\$ 497,779	45%

# Finance Department FY 2021/2022 Budget

**YEAR TO DATE MARCH**

**Percent of Budget Year Transpired**

**50.0%**

- - - Summary - - -					
	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 897,457	\$ 897,457	\$ 420,909	\$ 476,549	47%
Services / Supplies	512,734	512,734	319,890	192,844	62%
Capital	-	-	-	-	0%
	\$ 1,410,191	\$ 1,410,191	\$ 740,798	\$ 669,393	53%

- - - Detail - - -					
Category	Original Budget	Revised Budget	Year to Date	Variance	% Used
<b>Personnel</b>					
<i>Salaries / Wages</i>	\$ 645,118	\$ 645,118	\$ 300,567	\$ 344,551	47%
<i>Employee Benefits</i>	252,339	252,339	120,342	131,997	48%
<b>Total Personnel</b>	\$ 897,457	\$ 897,457	\$ 420,909	\$ 476,549	47%
<b>Services / Supplies</b>					
<i>Professional Services</i> (City-wide liability insurance - \$168,832 / DCAD - \$85,400)	\$ 485,119	485,119	\$ 311,448	\$ 173,671	64%
<i>Employee Development</i>	17,661	17,661	5,693	11,968	32%
<i>Supplies / Equipment</i>	9,954	9,954	2,749	7,205	28%
<i>Utilities</i>	-	-	-	-	0%
<i>Other</i>	-	-	-	-	0%
<b>Total Services / Supplies</b>	\$ 512,734	\$ 512,734	\$ 319,890	\$ 192,844	62%
<b>Capital</b>					
<i>Equipment / Vehicles</i>	-	-	-	-	0%
<b>Total Capital</b>	\$ -	\$ -	\$ -	\$ -	0%
<b>Total Finance Department</b>	\$ 1,410,191	\$ 1,410,191	\$ 740,798	\$ 669,393	53%

# Human Resources

## FY 2021/2022 Budget

**YEAR TO DATE MARCH**

**Percent of Budget Year Transpired**

**50.0%**

- - - Summary - - -					
	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 481,233	\$ 481,233	\$ 153,214	\$ 328,019	32%
Services / Supplies	166,348	166,348	43,101	123,247	26%
Capital	-	-	-	-	0%
	\$ 647,581	\$ 647,581	\$ 196,314	\$ 451,267	30%

- - - Detail - - -					
Category	Original Budget	Revised Budget	Year to Date	Variance	% Used
<b>Personnel</b>					
<i>Salaries / Wages</i>	\$ 347,041	\$ 347,041	\$ 108,554	\$ 238,487	31%
<i>Employee Benefits</i>	134,192	134,192	44,660	89,533	33%
<b>Total Personnel</b>	\$ 481,233	\$ 481,233	\$ 153,214	\$ 328,019	32%
<b>Services / Supplies</b>					
<i>Professional Services</i>	\$ 76,083	\$ 76,083	\$ 23,661	\$ 52,422	31%
<i>Employee Development</i>	76,865	76,865	17,512	59,353	23%
<i>Supplies / Equipment</i>	975	975	960	15	98%
<i>Utilities</i>	-	-	-	-	0%
<i>Other (Safety Programs)</i>	12,425	12,425	967	11,458	8%
<b>Total Services / Supplies</b>	\$ 166,348	\$ 166,348	\$ 43,101	\$ 123,247	26%
<b>Capital</b>					
<i>Equipment / Vehicles</i>	-	-	-	-	0%
<b>Total Capital</b>	\$ -	\$ -	\$ -	\$ -	0%
<b>Total Human Resources</b>	\$ 647,581	\$ 647,581	\$ 196,314	\$ 451,267	30%

# City Secretary Office

## FY 2021/2022 Budget

**YEAR TO DATE MARCH**

**Percent of Budget Year Transpired**

**50.0%**

- - - Summary - - -					
	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 247,745	\$ 247,745	\$ 132,980	\$ 114,765	54%
Services / Supplies	170,619	170,619	76,590	94,029	45%
Capital	-	-	-	-	-
	\$ 418,364	\$ 418,364	\$ 209,570	\$ 208,794	50%

- - - Detail - - -					
Category	Original Budget	Revised Budget	Year to Date	Variance	% Used
<b>Personnel</b>					
<i>Salaries / Wages</i>	\$ 179,065	\$ 179,065	\$ 89,856	\$ 89,209	50%
<i>Employee Benefits</i>	68,680	68,680	43,124	25,555	63%
<b>Total Personnel</b>	\$ 247,745	\$ 247,745	\$ 132,980	\$ 114,765	54%

<b>Services / Supplies</b>					
<i>Professional Services</i>	\$ 44,800	\$ 44,800	\$ 5,195	\$ 39,605	12%
<i>Employee Development</i> <i>(City Council related \$38,392)</i>	60,268	60,268	25,937	34,331	43%
<i>Supplies / Equipment</i>	16,301	16,301	3,959	12,342	24%
<i>Utilities</i>	-	-	-	-	0%
<i>Other (Outside Services)</i>	49,250	49,250	41,500	7,750	84%
<b>Total Services / Supplies</b>	\$ 170,619	\$ 170,619	\$ 76,590	\$ 94,029	45%

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

<b>Total City Secretary Office</b>	\$ 418,364	\$ 418,364	\$ 209,570	\$ 208,794	50%
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# Information Services

## FY 2021/2022 Budget

**YEAR TO DATE MARCH**

*Percent of Budget Year Transpired*

**50.0%**

### - - - Summary - - -

	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 775,946	\$ 775,946	\$ 360,813	\$ 415,133	46%
Services / Supplies	344,872	344,872	96,798	248,074	28%
Capital	185,000	185,000	108,153	76,847	0%
	\$ 1,305,818	\$ 1,305,818	\$ 565,764	\$ 740,054	43%

### - - - Detail - - -

Category	Original Budget	Revised Budget	Year to Date	Variance	% Used
<b>Personnel</b>					
<i>Salaries / Wages</i>	\$ 568,237	\$ 568,237	\$ 265,752	\$ 302,486	47%
<i>Employee Benefits</i>	207,709	207,709	95,062	112,647	46%
<b>Total Personnel</b>	\$ 775,946	\$ 775,946	\$ 360,813	\$ 415,133	46%

### Services / Supplies

<i>Professional Services</i>	\$ 171,730	171,730	\$ 45,811	\$ 125,919	27%
<i>Employee Development</i>	28,112	28,112	3,318	24,794	12%
<i>Supplies / Equipment</i>	3,360	3,360	3,323	37	99%
<i>Utilities</i>	42,800	42,800	8,119	34,681	19%
<i>Other (Data Processing)</i>	98,870	98,870	36,226	62,644	37%
<b>Total Services / Supplies</b>	\$ 344,872	\$ 344,872	\$ 96,798	\$ 248,074	28%

### Capital

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

<b>Total City Information Services</b>	\$ 1,305,818	\$ 1,305,818	\$ 565,764	\$ 740,054	43%
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# Marketing and Communications FY 2021/2022 Budget

**YEAR TO DATE MARCH**

*Percent of Budget Year Transpired*

**50.0%**

## - - - Summary - - -

	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 323,938	\$ 323,938	\$ 156,499	\$ 167,439	48%
Services / Supplies	107,186	107,186	53,266	53,920	50%
Capital	-	-	-	-	0%
	\$ 431,124	\$ 431,124	\$ 209,764	\$ 221,359	49%

## - - - Detail - - -

Category	Original Budget	Revised Budget	Year to Date	Variance	% Used
<b>Personnel</b>					
<i>Salaries / Wages</i>	\$ 227,453	\$ 227,453	\$ 109,035	\$ 118,418	48%
<i>Employee Benefits</i>	96,484	\$ 96,484	47,463	49,021	49%
<i>Total Personnel</i>	\$ 323,938	\$ 323,938	\$ 156,499	\$ 167,439	48%
<b>Services / Supplies</b>					
<i>Professional Services</i>	\$ 77,891	\$ 77,891	\$ 38,091	\$ 39,800	49%
<i>Employee Development</i>	6,795	6,795	1,082	5,713	16%
<i>Supplies / Equipment</i>	-	-	-	-	0%
<i>Utilities</i>	-	-	-	-	0%
<i>Other (Special Events)</i>	22,500	22,500	14,092	8,408	63%
<i>Total Services / Supplies</i>	\$ 107,186	\$ 107,186	\$ 53,266	\$ 53,920	50%
<b>Capital</b>					
<i>Equipment / Vehicles</i>	-	-	-	-	0%
<i>Total Capital</i>	\$ -	\$ -	\$ -	\$ -	0%
<b>Total Marketing and Communications</b>	\$ 431,124	\$ 431,124	\$ 209,764	\$ 221,359	49%



# Police Department

## FY 2021/2022 Budget

**YEAR TO DATE MARCH**

*Percent of Budget Year Transpired*

**50.0%**

- - - Summary - - -					
	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 4,873,785	<b>\$ 4,873,785</b>	<b>\$ 2,219,934</b>	\$ 2,653,851	46%
Services / Supplies	482,806	<b>482,806</b>	<b>240,035</b>	242,771	50%
Capital	-	-	<b>38,940</b>	(38,940)	0%
	<b>\$ 5,356,591</b>	<b>\$ 5,356,591</b>	<b>\$ 2,498,910</b>	\$ 2,857,681	47%

- - - Detail - - -					
Category	Original Budget	Revised Budget	Year to Date	Variance	% Used
<b>Personnel</b>					
<i>Salaries / Wages</i>	\$ 3,556,249	<b>3,556,249</b>	<b>\$ 1,582,411</b>	\$ 1,973,838	44%
<i>Employee Benefits</i>	1,317,536	<b>1,317,536</b>	<b>637,523</b>	680,013	48%
<b>Total Personnel</b>	<b>\$ 4,873,785</b>	<b>\$ 4,873,785</b>	<b>\$ 2,219,934</b>	\$ 2,653,851	46%

<b>Services / Supplies</b>					
<i>Professional Services</i>	\$ 226,150	<b>\$ 226,150</b>	<b>\$ 131,461</b>	\$ 94,689	58%
<i>Employee Development</i>	45,339	<b>45,339</b>	<b>11,932</b>	33,407	26%
<i>Supplies / Equipment</i>	133,715	<b>133,715</b>	<b>67,352</b>	66,363	50%
<i>Utilities</i>	-	-	-	-	0%
<i>Other (Animal Care - \$53,842)</i>	77,602	<b>77,602</b>	<b>29,291</b>	\$ 48,311	38%
<b>Total Services / Supplies</b>	<b>\$ 482,806</b>	<b>\$ 482,806</b>	<b>\$ 240,035</b>	\$ 242,771	50%

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

<b>Total Police Department</b>	<b>\$ 5,356,591</b>	<b>\$ 5,356,591</b>	<b>\$ 2,498,910</b>	\$ 2,857,681	47%
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# Fire Department FY 2021/2022 Budget

**YEAR TO DATE MARCH**

*Percent of Budget Year Transpired*

**50.0%**

## - - - Summary - - -

	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 2,870,525	\$ 2,870,525	\$ 1,423,212	\$ 1,447,313	50%
Services / Supplies	793,797	793,797	561,238	232,558	71%
Capital	-	-	-	-	0%
	\$ 3,664,322	\$ 3,664,322	\$ 1,984,450	\$ 1,679,871	54%

## - - - Detail - - -

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

<b>Salaries / Wages</b>	\$ 1,970,413	1,970,413	\$ 957,570	\$ 1,012,842	49%
<b>Employee Benefits</b>	900,112	900,112	465,642	434,471	52%
<b>Total Personnel</b>	\$ 2,870,525	\$ 2,870,525	\$ 1,423,212	\$ 1,447,313	50%

### Services / Supplies

<b>Professional Services</b>	\$ 128,271	\$ 128,271	\$ 32,609	\$ 95,662	25%
<b>Employee Development</b> (Training - \$52,950)	69,340	69,340	29,768	39,572	43%
<b>Supplies / Equipment</b>	168,695	168,695	76,301	92,394	45%
<b>Utilities</b>	1,850	1,850	1,116	734	60%
<b>Other</b> (Safety Programs)	425,641	425,641	421,444	4,197	99%
<b>Total Services / Supplies</b>	\$ 793,797	\$ 793,797	\$ 561,238	\$ 232,558	71%

### Capital

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

<b>Total Fire Department</b>	\$ 3,664,322	\$ 3,664,322	\$ 1,984,450	\$ 1,679,871	54%
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# Community Services

## FY 2021/2022 Budget

**YEAR TO DATE MARCH**

**Percent of Budget Year Transpired**

**50.0%**

### - - - Summary - - -

	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 401,477	\$ 401,477	\$ 207,949	\$ 193,528	52%
Services / Supplies	26,518	26,518	7,242	19,276	27%
Capital	-	-	-	-	0%
	\$ 427,995	\$ 427,995	\$ 215,191	\$ 212,804	50%

### - - - Detail - - -

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

<b>Salaries / Wages</b>	\$ 285,381	285,381	\$ 150,967	\$ 134,414	53%
<b>Employee Benefits</b>	116,096	116,096	56,982	59,114	49%
<b>Total Personnel</b>	\$ 401,477	\$ 401,477	\$ 207,949	\$ 193,528	52%

#### Services / Supplies

<b>Professional Services</b>	\$ 9,200	9,200	\$ 3,197	6,003	35%
<b>Employee Development</b>	7,380	7,380	1,926	5,455	26%
<b>Supplies / Equipment</b>	9,118	9,118	2,120	6,998	23%
<b>Utilities</b>	-	-	-	-	0%
<b>Other</b>	820	820	-	820	0%
<b>Total Services / Supplies</b>	\$ 26,518	\$ 26,518	\$ 7,242	\$ 19,276	27%

#### Capital

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

<b>Total Building Operations</b>	\$ 427,995	\$ 427,995	\$ 215,191	\$ 212,804	50%
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# Streets Division

## FY 2021/2022 Budget

**YEAR TO DATE MARCH**

*Percent of Budget Year Transpired*

**50.0%**

### - - - Summary - - -

	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 829,014	\$ 829,014	\$ 407,957	\$ 421,057	49%
Services / Supplies	756,662	756,662	176,212	580,450	23%
Capital	28,000	28,000	-	28,000	0%
	\$ 1,613,676	\$ 1,613,676	\$ 584,169	\$ 1,029,507	36%

### - - - Detail - - -

Category	Original Budget	Revised Budget	Year to Date	Variance	% Used
<b>Personnel</b>					
<i>Salaries / Wages</i>	\$ 571,111	\$ 571,111	\$ 270,831	\$ 300,280	47%
<i>Employee Benefits</i>	257,903	257,903	137,126	120,777	53%
<i>Total Personnel</i>	\$ 829,014	\$ 829,014	\$ 407,957	\$ 421,057	49%
<b>Services / Supplies</b>					
<i>Professional Services</i>	\$ 70,716	70,716	\$ 13,794	\$ 56,922	20%
<i>Employee Development</i>	11,321	11,321	6,337	4,984	56%
<i>Supplies / Equipment</i>	46,975	46,975	16,332	30,643	35%
<i>Utilities (Streetlights)</i>	86,000	86,000	47,213	38,787	55%
<i>Other (Street Maintenance)</i>	541,650	541,650	92,535	449,115	17%
<i>Total Services / Supplies</i>	\$ 756,662	\$ 756,662	\$ 176,212	\$ 580,450	23%
<b>Capital</b>					
<i>Equipment / Vehicles</i>	28,000	28,000	-	28,000	0%
<i>Total Capital</i>	\$ 28,000	\$ 28,000	\$ -	\$ 28,000	0%
<i>Total Streets</i>	\$ 1,613,676	\$ 1,613,676	\$ 584,169	\$ 1,029,507	36%

# Maintenance Division

## FY 2021/2022 Budget

**YEAR TO DATE MARCH**

*Percent of Budget Year Transpired*

**50.0%**

### - - - Summary - - -

	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 379,653	\$ 379,653	\$ 188,311	\$ 191,343	50%
Services / Supplies	880,295	880,295	349,023	531,272	40%
Capital	80,875	80,875	-	80,875	0%
	\$ 1,340,823	\$ 1,340,823	\$ 537,333	\$ 803,490	40%

### - - - Detail - - -

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

<i>Salaries / Wages</i>	\$ 263,639	263,639	\$ 129,049	\$ 134,590	49%
<i>Employee Benefits</i>	116,014	116,014	59,262	56,753	51%
<b>Total Personnel</b>	\$ 379,653	\$ 379,653	\$ 188,311	\$ 191,343	50%

#### Services / Supplies

<i>Professional Services</i>	\$ 68,648	\$ 68,648	\$ 32,884	\$ 35,764	48%
<i>Employee Development</i>	3,380	3,380	1,326	2,054	39%
<i>Supplies / Equipment</i>	639,287	639,287	273,882	365,405	43%
<i>Utilities</i>	70,000	70,000	40,930	29,070	58%
<i>Other</i>	98,980	98,980	-	98,980	0%
<b>Total Services / Supplies</b>	\$ 880,295	\$ 880,295	\$ 349,023	\$ 531,272	40%

#### Capital

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

<b>Total Maintenance</b>	\$ 1,340,823	\$ 1,340,823	\$ 537,333	\$ 803,490	40%
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# Parks Division FY 2021/2022 Budget

**YEAR TO DATE MARCH**

*Percent of Budget Year Transpired*

**50.0%**

## - - - Summary - - -

	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 1,372,917	<b>\$ 1,372,917</b>	<b>\$ 642,251</b>	\$ 730,666	47%
Services / Supplies	865,546	<b>865,546</b>	<b>258,955</b>	606,591	30%
Capital	<u>223,072</u>	<b><u>223,072</u></b>	<b><u>10,438</u></b>	<u>212,634</u>	<u>5%</u>
	<b>\$ 2,461,535</b>	<b>\$ 2,461,535</b>	<b>\$ 911,645</b>	<b>\$ 1,549,891</b>	<b>37%</b>

## - - - Detail - - -

Category	Original Budget	Revised Budget	Year to Date	Variance	% Used
<b>Personnel</b>					
<i>Salaries / Wages</i>	\$ 867,582	<b>867,582</b>	<b>\$ 405,273</b>	\$ 462,308	47%
<i>Employee Benefits</i>	<u>505,335</u>	<b><u>505,335</u></b>	<b><u>236,977</u></b>	<u>268,358</u>	<u>47%</u>
<b>Total Personnel</b>	<b>\$ 1,372,917</b>	<b>\$ 1,372,917</b>	<b>\$ 642,251</b>	<b>\$ 730,666</b>	<b>47%</b>

## Services / Supplies

<i>Professional Services</i>	\$ 374,209	<b>\$ 374,209</b>	<b>\$ 97,958</b>	\$ 276,251	26%
<i>Employee Development</i>	24,470	<b>24,470</b>	<b>19,405</b>	5,065	79%
<i>Supplies / Equipment</i>	331,986	<b>331,986</b>	<b>82,805</b>	249,181	25%
<i>Utilities</i>	133,300	<b>133,300</b>	<b>55,761</b>	77,539	42%
<i>Other</i>	<u>1,581</u>	<b><u>1,581</u></b>	<b><u>3,026</u></b>	<u>(1,445)</u>	<u>191%</u>
<b>Total Services / Supplies</b>	<b>\$ 865,546</b>	<b>\$ 865,546</b>	<b>\$ 258,955</b>	<b>\$ 606,591</b>	<b>30%</b>

## Capital

<i>Equipment / Vehicles</i>	223,072	<b>223,072</b>	<b>10,438</b>	212,634	5%
<b>Total Capital</b>	<b>223,072</b>	<b>223,072</b>	<b>10,438</b>	<b>212,634</b>	<b>5%</b>

<b>Total Parks</b>	<b>\$ 2,461,535</b>	<b>\$ 2,461,535</b>	<b>\$ 911,645</b>	<b>\$ 1,549,891</b>	<b>37%</b>
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# Recreation Division FY 2021/2022 Budget

**YEAR TO DATE MARCH**

*Percent of Budget Year Transpired*

**50.0%**

## - - - Summary - - -

	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 190,663	\$ 190,663	\$ 77,952	\$ 112,711	41%
Services / Supplies	421,250	421,250	82,586	338,664	20%
Capital	-	-	-	-	0%
	\$ 611,913	\$ 611,913	\$ 160,538	\$ 451,375	26%

## - - - Detail - - -

Category	Original Budget	Revised Budget	Year to Date	Variance	% Used
<b>Personnel</b>					
<i>Salaries / Wages</i>	\$ 155,453	\$ 155,453	\$ 60,376	\$ 95,076	39%
<i>Employee Benefits</i>	35,211	35,211	17,576	17,635	50%
<b>Total Personnel</b>	\$ 190,663	\$ 190,663	\$ 77,952	\$ 112,711	41%
<b>Services / Supplies</b>					
<i>Professional Services</i>		\$ -	\$ -	\$ -	0%
<i>Employee Development</i>	11,165	11,165	2,305	8,860	21%
<i>Supplies / Equipment</i>	4,650	4,650	153	4,497	3%
<i>Utilities</i>	-	-	-	-	0%
<i>Other (Recreation Programs )</i>	405,435	405,435	80,128	325,307	20%
<b>Total Services / Supplies</b>	\$ 421,250	\$ 421,250	\$ 82,586	\$ 338,664	20%
<b>Capital</b>					
<i>Equipment / Vehicles</i>	-	-	-	-	0%
<b>Total Capital</b>	\$ -	\$ -	\$ -	\$ -	0%
<b>Total Recreation</b>	\$ 611,913	\$ 611,913	\$ 160,538	\$ 451,375	26%

# Equipment Replacement / Capital Schedule

## FY 2021/2022 Budget

**YEAR TO DATE MARCH**

**Percent of Budget Year Transpired**

**50.0%**

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	10,438	212,634	5%
City Recreation Capital Outlay	-	-	-	-	0%
<b>Total Expenditures</b>	<b>\$ 516,947</b>	<b>\$ 516,947</b>	<b>\$ 157,532</b>	<b>\$ 359,415</b>	<b>30%</b>



# Utility Fund Revenues

## FY 2021/2022 Budget

**YEAR TO DATE MARCH**

<b>Percent of Budget Year Transpired</b>	<b>50.0%</b>
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<b>Fees</b>	<b>Original Budget</b>	<b>Revised Budget</b>	<b>Year to Date</b>	<b>Variance</b>	<b>% Received</b>
<i>Electronic Payment</i>	\$ (182,000)	\$ (182,000)	\$ (85,648)	\$ (96,353)	47%
<i>Charges / Penalties</i>	88,200	88,200	39,031	49,169	44%
<b>Total Fees</b>	\$ (93,800)	\$ (93,800)	\$ (46,617)	\$ (47,183)	50%

### Licenses & Permits

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

### Charges for Services

<i>Water Sales</i>	\$ 5,330,200	\$ 5,330,200	\$ 1,985,053	\$ 3,345,147	37%
<i>Sewer Sales</i>	4,419,688	4,419,688	2,060,506	2,359,182	47%
<i>Inspection Fees</i>	4,000	4,000	3,445	555	86%
<b>Total Charges for Service</b>	\$ 9,753,888	\$ 9,753,888	\$ 4,049,004	\$ 5,704,884	42%

### Interest

<i>Interest (Operations)</i>	\$ 10,000	\$ 10,000	\$ 1,587	\$ 8,413	16%
<i>Interest (Capital Projects)</i>	12,000	12,000	4,215	7,785	35%
<b>Total Interest</b>	\$ 22,000	\$ 22,000	\$ 5,802	\$ 16,198	26%

### Impact Fees

<i>Impact Fees</i>	\$ 185,000	\$ 185,000	\$ 148,866	\$ 36,134	80%
<b>Total Impact Fees</b>	\$ 185,000	\$ 185,000	\$ 148,866	\$ 36,134	80%

### Miscellaneous Income

<i>Miscellaneous Income</i>	\$ 5,000	\$ 5,000	\$ 6,330	\$ (1,330)	127%
<b>Total Miscellaneous Income</b>	\$ 5,000	\$ 5,000	\$ 6,330	\$ (1,330)	127%

<b>Total Utility Fund Revenues</b>	\$ 9,872,088	\$ 9,872,088	\$ 4,163,610	\$ 5,708,478	42%
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# Utility Division

## FY 2021/2022 Budget

**YEAR TO DATE MARCH**

**Percent of Budget Year Transpired**

**50.0%**

### - - - Summary - Operations - - -

	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 1,847,472	\$ 1,847,472	\$ 826,884	\$ 1,020,588	45%
Services / Supplies	6,369,651	6,369,651	2,918,646	3,451,005	46%
Capital	181,000	181,000	19,053	161,947	11%
Total Utility Division	\$ 8,398,124	\$ 8,398,124	\$ 3,764,583	\$ 4,633,540	45%

### - - - Detail - Operations - - -

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

Salaries / Wages	\$ 1,226,451	\$ 1,226,451	\$ 528,375	\$ 698,077	43%
Employee Benefits	621,021	621,021	298,509	322,512	48%
Total Personnel	\$ 1,847,472	\$ 1,847,472	\$ 826,884	\$ 1,020,588	45%

#### Services / Supplies

Professional Services	\$ 255,655	\$ 255,655	\$ 189,733	\$ 65,922	74%
Employee Development	63,705	63,705	31,532	32,173	49%
Supplies / Equipment	77,262	77,262	29,179	48,083	38%
Utilities	375,136	375,136	168,889	206,247	45%
Other (Well Lot Maintenance)	1,018,150	1,018,150	344,552	673,598	34%
Sub-Total - Operations Services / Supplies	\$ 1,789,908	\$ 1,789,908	\$ 763,886	\$ 1,026,022	43%

#### Wholesale Water / Wastewater

Note: UTRWD billing reflects a one month delay

UTRWD - Administration Fees	\$ 5,258	\$ 5,258	\$ 4,981	\$ 277	95%
UTRWD - Water Volume Cost	974,940	974,940	412,046	562,894	42%
UTRWD - Water Demand Charges	1,399,395	1,399,395	697,583	701,813	50%
UTRWD - Sewer Effluent Volume Rate	595,660	595,660	238,470	357,190	40%
UTRWD - Capital Charge Joint Facilities	1,371,595	1,371,595	685,797	685,798	50%
UTRWD - HV Sewer Line to UTRWD	232,895	232,895	115,883	117,012	50%
UTRWD - Wtr Transmission - Opus Develop	-	-	-	-	0%
Sub-Total - Wholesale Water / Wastewater	\$ 4,579,743	\$ 4,579,743	\$ 2,154,760	\$ 2,424,983	47%

Total Services / Supplies	\$ 6,369,651	\$ 6,369,651	\$ 2,918,646	\$ 3,451,005	46%
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#### Capital

Equipment / Vehicles	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	\$ 3,764,583	\$ 4,633,540	45%
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# Utility Fund Working Capital FY 2021/2022 Budget

**YEAR TO DATE MARCH**

**Percent of Budget Year Transpired**

**50.0%**

Revenues	Original Budget	Revised Budget	Year to Date	Variance	% Received
<b>Water Sales</b>	\$ 5,330,200	\$ 5,330,200	\$ 1,985,053	\$ 3,345,147	37%
<b>Sewer Sales</b>	4,419,688	4,419,688	2,060,506	2,359,182	47%
<b>Other Fees / Charges</b>	97,200	97,200	49,031	48,170	50%
<b>Electronic Payment Credit</b>	(182,000)	(182,000)	(85,648)	(96,353)	47%
<b>Interest</b>	10,000	10,000	1,587	8,413	16%
<b>Total Revenues</b>	\$ 9,675,088	\$ 9,675,088	\$ 4,010,529	\$ 5,664,559	41%

Expenditures	Original Budget	Revised Budget	Year to Date	Variance	% Used
<b>Administration</b>	\$432,634	\$432,634	\$ 213,256	\$ 219,378	49%
<b>Operations</b>	3,204,746	3,204,746	1,377,514	1,827,232	43%
<b>UTRWD</b>	4,579,743	4,579,743	2,154,760	2,424,983	47%
<b>Debt Service</b>	1,223,913	1,223,913	1,172,376	51,537	96%
<b>Capital Projects</b>	-	-	-	-	0%
<b>Equipment Replace / Capital</b>	181,000	181,000	19,053	161,947	11%
<b>Total Expenditures</b>	\$ 9,622,037	\$ 9,622,037	\$ 4,936,959	\$ 4,685,077	51%

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

Fund Balance	Original Budget	Revised Budget	Year to Date
<b>Net Increase/Decrease</b>	(266,949)	(266,949)	(926,430)
<b>Beginning Working Capital</b>			
Operations	2,257,782	2,132,093	2,132,093
Available Impact Fees	1,205,234	1,207,251	1,207,251
<b>Total Available Working Capital</b>	\$ 3,463,016	\$ 3,339,344	\$ 3,339,344
<b>Ending Working Capital</b>			
Operations	1,990,833	1,865,144	1,205,663
Designated Capital Project	-	-	-
Available Impact Fees	1,240,234	1,242,251	1,356,117
<b>Total Available Working Capital</b>	\$ 3,231,067	\$ 3,107,395	\$ 2,561,780

<b>Impact Fees</b>			
Beginning Balance	1,205,234	1,207,251	1,207,251
+ Collections	185,000	185,000	148,866
- Applied to offset Debt Service	(150,000)	(150,000)	-
Ending Balance	1,240,234	1,242,251	1,356,117

\*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 MARCH**

*Percent of Budget Year Transpired*

**50.0%**

Revenues	Original Budget	Revised Budget	Year to Date	Variance	% Received
<i>Park Entry Fees</i>	\$ 501,700	\$ 501,700	\$ 284,144	\$ 217,556	57%
<i>Annual Park Passes</i>	53,500	53,500	17,205	36,295	32%
<i>Concession Sales</i>	-	-	-	-	0%
<i>Interest</i>	30	30	2	28	5%
<b>Total Revenues</b>	\$ 555,230	\$ 555,230	\$ 301,350	\$ 253,880	54%

Expenditures	Original Budget	Revised Budget	Year to Date	Variance	% Used
<i>Personnel</i>	\$ 218,925	218,925	\$ 101,451	\$ 117,474	46%
<i>Services / Supplies</i>	269,681	269,681	61,190	208,491	23%
<i>Capital</i>	115,900	115,900	-	115,900	0%
<b>Total Expenditures</b>	\$ 604,506	\$ 604,506	\$ 162,641	\$ 441,865	27%

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

Fund Balance	Original Budget	Revised Budget	Year to Date
<i>Beginning Fund Balance</i>	\$ 528,497	\$ 587,522	\$ 587,522
<i>+ Net Increase (Decrease)</i>	(49,276)	(49,276)	138,710
<b>Ending Fund Balance</b>	\$ 479,221	\$ 538,246	\$ 726,232

# Debt Service Fund

## FY 2021/2022 Budget

**YEAR TO DATE MARCH**

<b>Percent of Budget Year Transpired</b>	<b>50.0%</b>
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<b>Revenues</b>	<b>Original Budget</b>	<b>Revised Budget</b>	<b>Year to Date</b>	<b>Variance</b>	<b>% Received</b>
<i>Property Tax Revenues</i>	\$2,050,934	\$ 2,050,934	\$ 1,974,022	\$ 76,912	96%
<i>Interest Income</i>	250	250	160	90	64%
<b>Total Revenues</b>	\$ 2,051,184	\$ 2,051,184	\$ 1,974,182	\$ 77,002	96%

<b>Expenditures</b>	<b>Original Budget</b>	<b>Revised Budget</b>	<b>Year to Date</b>	<b>Variance</b>	<b>% Used</b>
<i>Principal Payments</i>	\$ 2,310,000	\$ 2,310,000	\$ 2,075,000	\$ 235,000	90%
<i>Interest Payments</i>	533,292	533,292	404,315	128,977	76%
<i>Paying Agent Fees</i>	3,000	3,000	881	2,119	29%
<b>Total Expenditures</b>	\$ 2,846,292	\$ 2,846,292	\$ 2,480,197	\$ 366,095	87%

<b>Other Sources (Uses)</b>	<b>Original Budget</b>	<b>Revised Budget</b>	<b>Year to Date</b>	<b>Variance</b>	<b>% Received</b>
<i>Transfers In (Out) [To 4B]</i>	810,357	810,357	755,961	\$ 54,396	93%
<i>Proceeds from Refunding Debt</i>	-	-	12,144,061	(12,144,061)	0%
<i>Debt Issuance Cost</i>	-	-	(117,812)	117,812	0%
<i>Payment to Escrow Agent</i>	-	-	(11,880,000)	11,880,000	0%
<b>Total Financing Sources</b>	\$ 810,357	\$ 810,357	\$ 902,210	\$ (91,853)	111%

<b>Beginning &amp; Ending Balance</b>	<b>Original Budget</b>	<b>Revised Budget</b>	<b>Year to Date</b>
<i>Beginning Fund Balance</i>	\$ 132,928	\$ 137,976	\$ 137,976
<i>+ Net Increase (Decrease)</i>	15,249	15,249	396,196
<b>Ending Fund Balance</b>	\$ 148,177	\$ 153,225	\$ 534,172

# Capital Projects Fund

## FY 2021/2022 Budget

**YEAR TO DATE MARCH**

**Percent of Budget Year Transpired**

**50.0%**

Revenues	Original Budget	Revised Budget	Year to Date	Variance	% Received
Grants	\$ -	\$ -	\$ -	\$ -	0%
Contributions	-	-	40,000	(40,000)	0%
Interest Income	18,000	18,000	13,788	4,212	77%
<b>Total Revenues</b>	<b>\$ 18,000</b>	<b>\$ 18,000</b>	<b>\$ 53,788</b>	<b>\$ (35,788)</b>	<b>100%</b>

Expenditures	Original Budget	Revised Budget	Year to Date	Variance	% Used
<b>2022 GO Bond</b> (Parks/Streets/Drainage)	3,669,094	3,669,094	481,940	3,187,154	13%
2022 Bond Issue (Streets)	1,522,744	1,522,744	417,439	1,105,305	27%
2022 Bond Issue (Parks)	2,146,350	2,146,350	64,501	2,081,849	3%
<b>Total Expenditures</b>	<b>\$ 3,669,094</b>	<b>\$ 3,669,094</b>	<b>\$ 481,940</b>	<b>\$ 3,187,154</b>	<b>13%</b>

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%
<b>Total Financing Sources</b>	<b>\$ 15,263,400</b>	<b>\$ 15,263,400</b>	<b>\$ 15,263,400</b>	<b>\$ 0</b>	<b>0%</b>

Beginning & Ending Balance	Original Budget	Revised Budget	Year to Date
Beginning fund balance	\$ 2,589,485	\$ 2,384,916	\$ 2,384,916
+Net Increase (Decrease)	11,612,306	11,612,306	14,835,248
<b>Ending Fund Balance</b>	<b>\$ 14,201,791</b>	<b>\$ 13,997,222</b>	<b>\$ 17,220,164</b>

# Drainage Utilities

## FY 2021/2022 Budget

**YEAR TO DATE MARCH**

*Percent of Budget Year Transpired*

**50.0%**

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	232,768	277,232	46%
<i>Miscellaneous</i>	-	-	-	-	0%
<i>Interest</i>	200	200	92	108	46%
<b>Total Revenues</b>	<b>\$ 520,200</b>	<b>\$ 520,200</b>	<b>\$ 237,906</b>	<b>\$ 282,294</b>	<b>46%</b>

Expenditures	Original Budget	Revised Budget	Year to Date	Variance	% Used
<i>Personnel</i>	\$ 348,912	\$ 348,912	\$ 172,352	\$ 176,560	49%
<i>Services / Supplies</i>	153,635	153,635	47,591	106,044	31%
<i>Capital</i>	30,000	30,000	-	30,000	0%
<b>Total Expenditures</b>	<b>\$ 532,547</b>	<b>\$ 532,547</b>	<b>\$ 219,943</b>	<b>\$ 312,604</b>	<b>41%</b>

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

Fund Balance	Original Budget	Revised Budget	Year to Date
<i>Beginning Fund Balance</i>	\$ 382,738	\$ 394,943	\$ 394,943
<i>+ Net Increase (Decrease)</i>	(12,347)	(12,347)	17,963
<b>Ending Fund Balance</b>	<b>\$ 370,391</b>	<b>\$ 382,596</b>	<b>\$ 412,906</b>

# Park Development Fee Fund

## FY 2021/2022 Budget

**YEAR TO DATE MARCH**

**Percent of Budget Year Transpired**

**50.0%**

Revenues	Original Budget	Revised Budget	Year to Date	Variance	% Received
<i>Interest</i>	\$ 100	\$ 100	\$ 25	\$ 75	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%
<b>Total Revenues</b>	\$ 100	\$ 100	\$ 876	\$ (776)	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%
<b>Total Expenditures</b>	\$ -	\$ -	\$ -	\$ -	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%
<b>Total Other Sources (Uses)</b>	\$ -	\$ -	\$ -	\$ -	0%

Fund Balance	Original Budget	Revised Budget	Year to Date
<i>Beginning Fund Balance</i>	\$ 80,126	\$ 80,974	\$ 80,974
<i>+ Net Increase (Decrease)</i>	100	100	876
<b>Ending Fund Balance</b>	\$ 80,226	\$ 81,074	\$ 81,850

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	81,099
<i>Neighborhood Park Fees (Area IV)</i>	-	-
<b>Total</b>	\$ 80,226	\$ 81,099



# Public Safety Special Revenue Fund

## FY 2021/2022 Budget

**YEAR TO DATE MARCH**

**Percent of Budget Year Transpired**

**50.0%**

Revenues	Original Budget	Revised Budget	Year to Date	Variance	% Received
Revenues	\$ 25,600	\$ 25,600	\$ 17,581	\$ 8,019	69%

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	\$ 40,972	\$ 40,972
+ Net Increase (Decrease)	-	-	8,571
Ending Fund Balance	\$ 25,806	\$ 40,972	\$ 49,543

# Municipal Court Technology Fee Fund

## FY 2021/2022 Budget

**YEAR TO DATE MARCH**

**Percent of Budget Year Transpired**

**50.0%**

<b>Revenues</b>	<b>Original Budget</b>	<b>Revised Budget</b>	<b>Year to Date</b>	<b>Variance</b>	<b>% Received</b>
<b>Revenues</b>	\$ 2,800	\$ 2,800	\$ 1,374	1,426	49%

<b>Expenditures</b>	<b>Original Budget</b>	<b>Revised Budget</b>	<b>Year to Date</b>	<b>Variance</b>	<b>% Used</b>
<b>Services / Supplies</b>	\$ 3,836	\$ 3,836	\$ 8,017	\$ (4,181)	209%
<b>Total Expenditures</b>	\$ 3,836	\$ 3,836	\$ 8,017	\$ (4,181)	0%

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

<b>Beginning &amp; Ending Balance</b>	<b>Original Budget</b>	<b>Revised Budget</b>	<b>Year to Date</b>
<b>Beginning Fund Balance</b>	\$ 14,771	\$ 15,378	\$ 15,378
<b>+ Net Increase (Decrease)</b>	(1,036)	(1,036)	(6,643)
<b>Ending Fund Balance</b>	\$ 13,735	\$ 14,342	\$ 8,735

# Municipal Court Building Security Fund

## FY 2021/2022 Budget

**YEAR TO DATE MARCH**

**Percent of Budget Year Transpired**

**50.0%**

<b>Revenues</b>	<b>Original Budget</b>	<b>Revised Budget</b>	<b>Year to Date</b>	<b>Variance</b>	<b>% Received</b>
<b>Revenues (Court Fines)</b>	\$ 2,800	\$ 2,800	\$ 1,638	\$ 1,162	58%

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

<b>Beginning &amp; Ending Balance</b>	<b>Original Budget</b>	<b>Revised Budget</b>	<b>Year to Date</b>
<b>Beginning Fund Balance</b>	\$ 40,797	\$ 40,992	\$ 40,992
<b>+ Net Increase (Decrease)</b>	2,800	2,800	1,638
<b>Ending Fund Balance</b>	\$ 43,597	\$ 43,792	\$ 42,630

# Highland Village Community Development Corporation

## Working Capital Analysis (FY 2022)

	<i>Actual 2019-2020</i>	<i>Actual 2020-2021</i>	<i>Budget 2021-2022</i>	<i>YTD 2021-2022</i>
<b>Beginning Fund Balance</b>	<b>\$ 98,100</b>	<b>\$ 109,678</b>	<b>\$ 356,702</b>	<b>\$ 356,702</b>
<b>Revenues</b>				
4B Sales Tax	1,381,630	1,532,222	1,560,000	602,296
Park Fees (Rental)	18,276	42,080	59,000	25,020
Linear Park Fees	24,108	-		
Miscellaneous Income	-	1,000	-	1,475
Interest Income	633	60	55	93
<b>Total</b>	<b>\$ 1,424,647</b>	<b>\$ 1,575,362</b>	<b>\$ 1,619,055</b>	<b>\$ 628,884</b>
<b>Expenditures</b>				
Personnel	330,860	302,812	321,334	142,537
Services / Supplies	215,531	193,044	402,427	73,559
Reimburse GF (Support Functions)	28,000	28,000	28,000	
Reimburse GF (Debt Service)	808,286	804,482	810,357	755,961
<b>Total Non-Capital Expenditures</b>	<b>\$ 1,382,677</b>	<b>\$ 1,328,338</b>	<b>\$ 1,562,118</b>	<b>\$ 972,058</b>
<b>Capital</b>				
Projects Funded Directly	30,392		17,281	-
Transfer to 4B Capital Projects	\$ 30,392	\$ -	\$ 17,281	\$ -
Equipment		-	-	
Net Increase / (Decrease)	11,578	247,024	39,656	(343,174)
<b>Working Capital Balance</b>	<b>\$ 109,678</b>	<b>\$ 356,702</b>	<b>\$ 396,358</b>	<b>\$ 13,528</b>

# PEG Fee Fund

## FY 2021/2022 Budget

**YEAR TO DATE MARCH**

**Percent of Budget Year Transpired**

**50.0%**

<b>Revenues</b>	Original Budget	Revised Budget	Year to Date	Variance	% Received
<i>PEG Fee Receipts</i>	\$ 35,000	\$ 35,000	\$ 8,910	\$ 26,090	25%
<i>Total Revenues</i>	\$ 35,000	\$ 35,000	\$ 8,910	\$ 26,090	25%

<b>Expenditures</b>	Original Budget	Revised Budget	Year to Date	Variance	% Used
<i>Personnel</i>	\$ -	\$ -	\$ -	\$ -	0%
<i>Services / Supplies</i>	11,000	11,000	969	10,031	9%
<i>Capital</i>	8,400	8,400	5,446	2,954	0%
<i>Total Expenditures</i>	\$ 19,400	\$ 19,400	\$ 6,415	\$ 12,985	33%

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

<b>Fund Balance</b>	Original Budget	Revised Budget	Year to Date
<i>Beginning fund balance</i>	\$ 125,060	\$ 123,564	\$ 123,564
<i>+Net Increase (Decrease)</i>	15,600	15,600	2,495
<i>Ending Fund Balance</i>	\$ 140,660	\$ 139,164	\$ 126,059

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

**AGENDA# 14**

**MEETING DATE: May 10, 2022**

**SUBJECT: Consider Resolution 2022-2997 adopting Animal Service Fees pursuant to Code of Ordinances Section 4.01.003 Fee Schedule; and providing an Effective Date**

**PREPARED BY: Doug Reim, Chief of Police**

**BACKGROUND:**

City Council approved an updated Animal Ordinance in September 2021. The ordinance requires City Council adopt authorized animal fees by resolution and incorporate them into the City Master Fee Schedule. These fees were last established by Council in 1999.

A review of existing fees was made and compared to neighboring cities and other cities similar to Highland Village. Staff presented recommended fee updates during Council workshops on April 12, 2022 and April 26, 2022. Guidance received during these meetings are included in this proposed resolution.

**IDENTIFIED NEED/S:**

The current City Master Fee Schedule does not list animal service fees and needs to be amended. The proposed fees are as follows:

<b>Animal Service Fees</b>	<b>Fee Amount</b>
Adoption Fee - <i>Sterilized/Vaccinated</i>	\$100.00
Adoption Fee - <i>Sterilized/Unvaccinated</i>	\$80.00
Adoption Fee - <i>Unsterilized/Vaccinated</i>	\$40.00
Adoption Fee - <i>Unsterilized/Unvaccinated</i>	\$20.00
Impound Fee	\$25.00
Boarding - Daily Fee	\$15.00
Deceased Animal Removal - <i>Domestic Animal/Wildlife</i>	\$25.00
Euthanasia (Surrender Fee + \$25.00 Removal Fee)	Surrender Fee + \$25.00
Excess Animals Permit	\$50.00
Exotic Animal Registration	\$50.00
Dangerous Dog Registration	\$100.00
Trap Permit (90 day) – <i>City Provided Trap. Includes services.</i>	\$100.00
Trap Permit (90 day) – <i>Owner Provided Trap.</i>	No Fee
<i>No fee unless trap service provided, then \$50.00 per service.</i>	\$50.00
Owner Surrender - <i>Unsterilized/Unvaccinated</i>	\$100.00
Owner Surrender - <i>Unsterilized/Vaccinated</i>	\$90.00
Owner Surrender - <i>Sterilized/Unvaccinated</i>	\$60.00
Owner Surrender - <i>Sterilized/Vaccinated</i>	\$50.00
Rabies Quarantine (Shelter) - <i>Daily Fee</i>	\$20.00

Rabies Specimen Test	Actual Cost
Rabies Vaccination	Actual Cost
Bordetella Vaccination	Actual Cost
Flea Treatment	Actual Cost
Veterinary Bills	Actual Cost

## **OPTIONS & RESULTS:**

N/A

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

Staff has presented and discussed with the City Council the proposed fee schedule for Animal Services on April 12, 2022, and April 26, 2022. A resolution adopting such fee schedule has been prepared for consideration at this meeting.

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

The collection of fees will generate revenue to offset costs in providing animal related services.

## **RECOMMENDATION:**

To approve Resolution 2022-2997.

**CITY OF HIGHLAND VILLAGE, TEXAS**

**RESOLUTION NO. 2022-2997**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HIGHLAND VILLAGE, TEXAS AMENDING THE CITY'S MASTER FEE SCHEDULE BY ADOPTING FEES AUTHORIZED BY CHAPTER 4 "ANIMAL CONTROL" OF THE CODE OF ORDINANCES OF THE CITY OF HIGHLAND VILLAGE; AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, the Highland Village Police Department has reviewed the fees charged for various Animal Care Services permits and services and recommends such fees be adopted or revised in accordance with Section 4.01.003 and other sections of Chapter 4 of the Code of Ordinances; and

**WHEREAS**, having received and reviewed the proposed amended fee schedule, the City Council of the City of Highland Village finds it to be in the public interest to approve such fees as recommended.

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

**SECTION 1.** The City's Master Fee Schedule is hereby amended to provide for the following fees to be charged and collected as authorized by the identified section of Chapter 4 "Animal Control" of the Code of Ordinances of the City of Highland Village:

<b>CHAPTER 4 – ANIMAL CONTROL</b>		
Impound Fee	\$25.00	Sec. 4.01.003(a)(1) and 4.02.002(b)(1)
Boarding Fee (per day)	\$15.00	Sec. 4.01.003(a)(2) and 4.02.002(b)(2)
Rabies Vaccination	Actual Cost	Sec. 4.01.003(a)(3) and 4.02.002(b)(3)
Exotic Animal Registration	\$50.00	Sec. 4.01.003(b)(4) and 4.01.014(f)(1)
Veterinary Bills	Actual Cost	Sec. 4.01.003(a)(5)
Rabies Quarantine (Shelter)(per day)	\$20.00	Sec. 4.01.003(a)(6) and 4.03.004(c)
Rabies Specimen Testing	Actual Cost	Sec. 4.01.003(a)(7)
Owner Surrender - <i>Unsterilized/Unvaccinated</i>	\$100.00	Sec. 4.01.003(a)(8)
Owner Surrender - <i>Unsterilized/Vaccinated</i>	\$90.00	
Owner Surrender - <i>Sterilized/Unvaccinated</i>	\$60.00	
Owner Surrender - <i>Sterilized/Vaccinated</i>	\$50.00	
Deceased Animal Removal - <i>Domestic Animal/Wildlife</i>	\$25.00	Sec.4.01.003(a)(9) and 4.01.012
Flea Treatment	Actual Cost	Sec. 4.01.003(a)(10)
Bordetella Vaccination	Actual Cost	Sec. 4.01.003(a)(11)
Trap Permit (90 day) – <i>City Provided Trap (Includes services)</i>	\$100.00	Sec. 4.01.015(b)



<b>CHAPTER 4 – ANIMAL CONTROL</b>		
Trap Permit (90 day) – Owner <i>Provided Trap. No fee unless trap service provided, then \$50.00 per service.</i>	No Fee \$50.00	
Euthanasia	Surrender Fee + \$25.00	Sec. 4.02.003
Adoption Fee - <i>Sterilized/Vaccinated</i>	\$100.00	Sec. 4.02.004(a)(1)
Adoption Fee - <i>Sterilized/Unvaccinated</i>	\$80.00	
Adoption Fee - <i>Unsterilized/Vaccinated</i>	\$40.00	
Adoption Fee - <i>Unsterilized/Unvaccinated</i>	\$20.00	
Animals in Excess Permit	\$50.00	Sec. 4.04.001(a)(5)/Sec. 4.04.001(b)
Dangerous Dog Registration Fee	\$100	Sec. 4.04.048(a)(2)

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

**PASSED AND APPROVED THIS THE 10<sup>TH</sup> DAY OF MAY 2022.**

**APPROVED:**

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

**ATTEST:**

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

**APPROVED AS TO FORM AND LEGALITY:**

\_\_\_\_\_  
**Kevin B. Laughlin, City Attorney**  
(kbl:4/29/2022:128047)

## **CITY OF HIGHLAND VILLAGE**

### **COUNCIL BRIEFING**

**AGENDA# 15**                      **MEETING DATE: May 10, 2022**

**SUBJECT: Consider Resolution 2022-2998 Nominating One Candidate to a  
Slate of Nominees for the Board of Managers of the Denco  
Area 9-1-1 District**

**PREPARED BY: Angela Miller, City Secretary**

### **BACKGROUND:**

Chapter 772 of the Health and Safety Code provides for the Denco Area 9-1-1 District (the District) Board of Managers to have two members appointed jointly by all the participating municipalities located in whole or partly within the District. Every year on September 30<sup>th</sup>, the term of one of the two members appointed by the participating municipalities expires. Prior to that date, the District will accept nominations for candidates to represent the municipalities.

The term for the current representative, Mr. Jim Carter, will expire on September 30, 2022. Members are eligible for consecutive terms and Mr. Carter has expressed his desire to serve another term.

### **IDENTIFIED NEED/S:**

In order to coordinate the appointment among the 32 participating municipalities, the District requests the following action by the governing bodies of each city/town:

If the City wishes to nominate a candidate to represent the municipalities on the District Board of Managers, they must send a letter of nomination, by way of Council action, and resume of the candidate to the District. For a nomination to be considered, written notification of Council action must reach the District by 5:00 p.m. on May 31, 2022. No nominations will be considered after that time.

Once nominations are received, Denco staff will send the slate of nominees to each city/town for consideration, which will take place later this summer.

### **OPTIONS & RESULTS:**

Council may nominate a candidate to represent the municipalities on the District Board of Managers.

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

Staff received correspondence from the District Executive Director Gregory Ballentine advising the District will receive nominations until 5:00 p.m. on May 31, 2022.

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

N/A

**RECOMMENDATION:**

To approve Resolution 2022-2998 nominating one candidate to the slate of nominees for the Board of Managers of the Denco Area 9-1-1 District.

**CITY OF HIGHLAND VILLAGE, TEXAS**

**RESOLUTION NO. 2022-2998**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HIGHLAND VILLAGE, TEXAS NOMINATING ONE CANDIDATE TO A SLATE OF NOMINEES FOR THE BOARD OF MANAGERS OF THE Denco AREA 9-1-1 DISTRICT**

**WHEREAS**, Section 772, Health and Safety Code, provides that two voting members of the Board of Managers of the Denco Area 9-1-1 District ("the District") shall be appointed jointly by all cities and towns lying wholly or partly within the District; and

**WHEREAS**, having determined that \_\_\_\_\_ will represent the interest of cities well on the District's board, the City Council finds it to be in the public interest to nominate \_\_\_\_\_ for appointment to a term beginning October 1, 2022.

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

**SECTION 1.** The City of Highland Village hereby nominates \_\_\_\_\_ as a candidate for appointment to the Board of Managers for the Denco Area 9-1-1 District for a term beginning October 1, 2022.

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

**PASSED AND APPROVED THIS THE 10<sup>TH</sup> DAY OF MAY, 2022.**

**APPROVED:**

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

**ATTEST:**

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

**APPROVED AS TO FORM AND LEGALITY:**

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

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

**AGENDA# 16**

**MEETING DATE: May 10, 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 information or the recitation of existing policy may be given. Any deliberation shall be limited to a proposal to place the subject on an agenda for a subsequent meeting.



## **UPCOMING MEETINGS**

<b>May 10, 2022</b>	<b>Regular City Council Meeting - 7:00 pm</b>
May 16, 2022	Parks & Recreation Advisory Board Meeting – 6:00 pm
May 17, 2022	Planning & Zoning Commission Meeting – 7:00 pm
<b>May 24, 2022</b>	<b>Regular City Council Meeting - 7:00 pm</b>
<b>May 30, 2022</b>	<b>City Offices Closed for the Memorial Day Holiday</b>
June 2, 2022	Zoning Board of Adjustment Meeting - 6:00 pm
<b>June 14, 2022</b>	<b>Regular City Council Meeting - 7:00 pm</b>
June 20, 2022	Parks & Recreation Advisory Board Meeting – 6:00 pm
June 21, 2022	Planning & Zoning Commission Meeting – 7:00 pm
<b>June 28, 2022</b>	<b>Regular City Council Meeting - 7:00 pm</b>
<b>July 4, 2022</b>	<b>City Offices Closed for the Independence Day Holiday</b>
July 7, 2022	Zoning Board of Adjustment Meeting - 6:00 pm
<b>July 12, 2022</b>	<b>Regular City Council Meeting - 7:00 pm</b>
July 18, 2022	Parks & Recreation Advisory Board Meeting – 6:00 pm
July 19, 2022	Planning & Zoning Commission Meeting – 7:00 pm
<b>July 26, 2022</b>	<b>Regular City Council Meeting - 7:00 pm</b>

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

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