



**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, OCTOBER 10, 2023 at 6:00 P.M.**

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

**Convene Meeting in Open Session**

1. Review and Discussion of Proposed Micromobility Ordinance
2. Receive a Presentation and Discussion of HB 157 (passed during 2015 Legislative Session) relating to Restructuring or Reallocation of Dedicated Sales Tax
3. Clarification of Consent or Action Items listed on Today's City Council Meeting Agenda for October 10, 2023

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

**CLOSED SESSION**  
**Training Room**

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

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

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

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**
  - **Proclamation designating October as Fire Prevention Month**
9. **City Manager/Staff Reports**
  - **The Village Report**
10. **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.)*

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

### **CONSENT AGENDA**

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

11. **Consider approval of Minutes of the Regular City Council Meetings held on August 22, 2023 and September 12, 2023**
12. **Consider Resolution 2023-3094 authorizing Purchase of a 2024 F550 Horton Type I Ambulance from Southern Emergency & Rescue Vehicle Sales (SERVS) through the City's Cooperative Purchasing Agreement with the Local Government Purchasing Cooperative (BuyBoard)**
13. **Consider Resolution 2023-3095 nominating a Person for Appointment to the Denton Central Appraisal District Board of Directors**
14. **Consider Resolution 2023-3096 authorizing Purchase of Excavation Equipment from Vermeer Texas-Louisiana and Turf Equipment from Professional Turf Products, L.P. through the City's Cooperative Purchasing Agreement with the Local Government Purchasing Cooperative (BuyBoard)**
15. **Receive Budget Reports for Period ending August 31, 2023**

**ACTION AGENDA**

16. Take action, if any, on Matters discussed in Closed Session in accordance with the following Sections of the Texas Government Code:
  - (a) Section 551.071 – Consultation with City Attorney Concerning Pending or Contemplated Litigation and on any Regular Session or Work Session Agenda Item Requiring Confidential, Attorney/Client Advice Necessitated by the Deliberation or Discussion of Said Item (as needed)
17. Conduct Annual Review of the City’s Investment Policy and Consider Resolution 2023-3097 re-adopting the City’s Investment Policy with any Amendments Thereto

**LATE WORK SESSION**

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

18. 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.)
19. 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 OCTOBER 2023 NOT LATER THAN 6:00 P.M.

  
Angela Miller, City Secretary

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

Removed from posting on the \_\_\_\_\_ day of \_\_\_\_\_, 2023 at \_\_\_\_\_  
am / pm by \_\_\_\_\_.

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

**AGENDA# 1**

**MEETING DATE: 10/10/2023**

**SUBJECT: Review and Discussion of Proposed Micromobility Ordinance**

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

**COMMENTS**

The working group has met and a draft ordinance has been provided to Council. City staff will provide an update for Council during Early Work Session.

## ARTICLE 20.07 OPERATION OF MICRO-MOBILITY DEVICES

### § 20.07.001 Definitions:

The following words, terms and phrases, when used in this article, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

Adult. Any person 18 years of age or older.

Child. Any person less than 18 years of age.

Crosswalk. The portion of a roadway (a) designated as a pedestrian crossing by surface markings, including lines; whether or not located at an intersection; or (b) at an intersection that is within the connections of the lateral lines of the sidewalks on opposite sides of the roadway measured from the curbs or, in the absence of curbs, from the edges of the traversable roadway.

Daytime. The period of time each day beginning one-half hour before sunrise and ending one-half hour after sunset as established for the National Weather Service office located at Dallas-Fort Worth International Airport.

Driver. The person driving and having physical control over a Micromobility Device.

Electric bicycle. Shall have the same meaning assigned by Texas Transportation Code section 664.001(4).

Gas combustible motor-assisted scooter. A motor-assisted scooter propelled by a gas combustible engine.

Helmet. Protective headgear that is not structurally damaged and that conforms to the standards of the American National Standards Institute, the American Society for Testing and Materials, the Snell Memorial Foundation, or any federal agency having regulatory jurisdiction over bicycle helmets, as applicable, at the time of the manufacture of the helmet.

Inclement weather. Any weather that impacts the performance or ability to control a motor-assisted scooter, which includes but is not limited to rain, lightning, heavy fog, high winds, snow, or icy conditions.

Micro-mobility Device. A range of small, lightweight vehicles or devices incapable of operating at a top assisted speed faster than 28 mph and driven by one person, which may include, but are not limited to, bicycles, electric bicycle, electric motor-assisted scooters, electric skateboards, electric pedal assisted bicycles (one, two, three, and four-wheeled included), Segways, hover board, unicycles, and skateboards with one or more wheels. Gas-powered devices are not included in this definition.

Micro-mobility safety course. A safety course conducted by the Highland Village Police Department with a curriculum designed, as a minimum, to educate people regarding the contents and requirements of this Article, other provisions of this Code and State law relating to the operation of micro-mobility devices on public streets and roadways, recommended safety practices relating to operation of a micro-mobility device.

Motor-assisted scooter. Shall have the same meaning assigned by Texas Transportation Code section 551.351(1).

Nighttime. The period beginning one-half hour after sunset and ending one-half hour before sunrise as established for the National Weather Service office located at Dallas-Fort Worth International Airport.

Operator. The person driving and having physical control over a Micromobility Device while operating the Micromobility Device.

Parent. The natural or adoptive parent or court-appointed guardian or conservator of a child.

Passenger. Any person riding upon or attached to a motor-assisted scooter who is not the operator of such scooter.

Pedestrian. A person on foot

Public way or public property. Any interest in real property owned in fee simple or as an easement or right-of way, leased, or controlled by a governmental entity, including, but not limited to, a path, trail, sidewalk, alley, street or highway, or a public park.

Public Safety Personnel. An employee or officer of a governmental law enforcement agency or the city's fire department, or a person serving as a volunteer with the city's police department auxiliary.

Public Street. A publicly owned or dedicated road, street, drive, alley or other right-of-way for the use of vehicles within the city's corporate boundaries.

Sidewalk. The portion of a street that is between a curb or lateral line of a roadway and the adjacent property line and intended for pedestrian use.

Trail. A separated linear pathway, typically 8 feet to 14 feet in width that is intended for pedestrian recreational and transportation use. (transportation use needs to be specific to harmonize with other parts of this document)

Public way or public property. Real property owned, leased or controlled by a political subdivision of the state, a governmental entity or agency, or similar entity, or any property that is publicly owned or maintained or dedicated to public use, including but not limited to a path, trail, sidewalk, alley, street or highway, and a public park facility.

#### **§ 20.07.002 General Prohibitions:**

- (a) It is unlawful for any person to operate or ride a motor-assisted scooter on any public way or public property for which the posted speed limit is more than 30 miles per hour; provided, however, it shall not be a violation of this Section 20.07.002(a) for a person to operate or ride a motor-assisted scooter across a road or a street at an intersection where the road or street being crossed has a posted speed of more than 30 miles per hour.
- (b) It is unlawful for a child to operate a micro-mobility device on a public way or on public property within the city unless the child is wearing a properly fitted helmet fastened securely to the child's head with the straps of the helmet securely tightened in the manner intended by the manufacturer to provide maximum protection and prevent the slipping of the helmet on the child's head from front to back.
- (c) It is unlawful for a parent to authorize a child to operate or ride a micro-mobility device on a public way or on public property within the city in violation of Section 20.07.002(b). It is an irrebuttable presumption that if a child is operating a micro-mobility device in violation of Section 20.07.002(b) that the child's parent authorized the child to operate or ride the micro-mobility device without wearing a helmet.
- (d) It is unlawful to operate a gas combustible motor-assisted scooter on any public way or public property within the city.

**§ 20.07.003 Operation Rules for Micro-mobility Devices:** It is unlawful to:

- (a) Operate a micromobility device on any public way or public property in excess of 28 miles per hour;
- (b) Operate a micro-mobility device in violation of the provisions of Texas Transportation Code Chapter 551, Chapter C applicable to the operation of vehicles defined in this article as micro-mobility devices;
- (c) Operate a micro-mobility device other than a skateboard on a public way or public property at nighttime unless such micro-mobility device is equipped as required by Tex. Trans. Code §551.104(b);
- (d) Use a portable electronic device, including, but not limited to, a mobile phone or tablet, while operating a micromobility device on a public roadway or public property;
- (e) Use any device, including, but not limited to, headphones or earphones, that inhibit or prevent the operator from hearing approaching vehicles from any direction while operating a micro-mobility device on a public roadway or public property;
- (f) Operate a micro-mobility device on a public roadway or public property with a passenger on board;
- (g) Operate a micro-mobility device during inclement weather under conditions that impair the operation of micro-mobility device in any way;
- (h) Operate a micro-mobility device on a public roadway in tandem with one or more other micro-mobility devices operated by other people or in any configuration other than single file;
- (i) Operate a micro-mobility device in a crosswalk; provided, however, it is not unlawful to dismount and walk the micro-mobility device through the crosswalk; or
- (j) Operate a micro-mobility device with fewer than all wheels on the device in contact with the ground.

**§ 20.07.004 Pedestrians**

- (a) An operator of a micro-mobility device shall yield the right-of-way to pedestrians.
- (b) The operator of a micro-mobility devices shall slow and provide an audible warning to pedestrians before passing them.

**§ 20.07.005 Law Enforcement Officers.**

This article shall not apply to a law enforcement officer operating a micro-mobility device in the performance of the officer's official duties.

**§ 20.07.006 Required Equipment**

A motorized micro-mobility device shall be equipped with:

- (1) A braking system capable of stopping the device under typical operating conditions;
- (2) A deck or seat designed to allow the operator to stand or sit while operating the device; and
- (3) A means of disengaging the engine so the device may be operated by the operator's own power.

**§ 20.07.007 Penalties**

- (a) A person convicted of the person's first violation of any provision of this article shall pay a fine of \$50.00; provided, however, (1) if not later than 30 days after entry of judgment on the person's conviction such person schedules the person's attendance at a micro-mobility safety course and (2) attends the micro-mobility safety course on the scheduled date, the fine paid as required by this Section 20.07.006(a) shall be refunded to the person.
- (b) A person convicted of the person's second violation of any provision of this article shall pay a fine of \$50 upon conviction.
- (c) A person convicted of the third or more violations of any provision of this article shall pay a fine of \$100 upon conviction for each violation.

DRAFT

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

**AGENDA# 2**

**MEETING DATE: 10/10/2023**

**SUBJECT: Receive a Presentation and Discussion of HB 157 relating to  
Restructuring or Reallocation of Dedicated Sales Tax**

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

**COMMENTS**

City staff will provide a presentation of HB 157 authorizing changes in the rate of dedicated sales tax.

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

**AGENDA# 8**

**MEETING DATE: 10/10/2023**

**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 October as Fire Prevention Month

# Proclamation

## The City of Highland Village

**Whereas**, the City of Highland Village is committed to ensuring the safety and security of all those living in and visiting our City; and

**Whereas**, fire is a serious public safety concern both locally and nationally, and homes are the locations where people are at greatest risk from fire; and

**Whereas**, cooking is the leading cause of home fires in the United States and two of every five home fires start in the kitchen; and

**Whereas**, more than half of reported non-fatal home cooking fire injuries occurred when the victims tried to fight the fire themselves and children under five face a higher risk of non-fire burns associated with cooking; and

**Whereas**, residents who have planned and practiced a home fire escape plan are more prepared and will therefore be more likely to survive a fire; and

**Whereas**, working smoke alarms cut the risk of dying in reported home fires in half.

**NOW THEREFORE**, I, Daniel Jaworski, Mayor of the City of Highland Village, do hereby proclaim October as:

### “Fire Prevention Month”

in the City of Highland Village.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the seal of the City to be affixed on this 11<sup>th</sup> day of October 2023.

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Daniel Jaworski, Mayor

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

**AGENDA# 11**

**MEETING DATE: 10/10/2023**

**SUBJECT: Consider approval of Minutes of the Regular City Council Meetings held on August 22, 2023 and September 12, 2023**

**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 contact the City Secretary's Office prior to the meeting with suggested changes. Upon doing so, staff can 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 minutes of the Regular City Council Meetings held on August 22, 2023 and September 12, 2023.



**MEETING MINUTES OF THE REGULAR MEETING  
HIGHLAND VILLAGE CITY COUNCIL  
HIGHLAND VILLAGE MUNICIPAL COMPLEX  
1000 HIGHLAND VILLAGE ROAD  
TUESDAY, AUGUST 22, 2023**

**EARLY WORK SESSION**

Mayor Jaworski called the meeting to order at 6:00 p.m.

**Roll Call**

Present: Daniel Jaworski Mayor  
Jon Kixmiller Mayor Pro Tem  
Kevin Cox Councilmember  
Shawn Nelson Councilmember  
Rhonda Hurst Councilmember  
Robert Fiester Councilmember  
Brian A. Fiorenza Deputy Mayor Pro Tem

Staff Members: Paul Stevens City Manager  
Ken Heerman Assistant City Manager  
Kevin Laughlin City Attorney  
Angela Miller City Secretary  
Doug Reim Chief of Police  
Jason Collier Fire Chief  
Scott Kriston Public Works Director  
Phil Lozano Parks and Recreation Director  
Kim Lopez Human Resources Director  
Sunny Lindsey Information Services Director  
Heather Miller Assistant Finance Director  
Mike McWhorter Budget and Accounting Administrator  
Laurie Mullens Marketing & Communications Director

**Convene Meeting in Open Session**

**1. Follow Up Discussion on the Fiscal Year 2023-2024 Budget**

Following up on the budget discussion from the August 8, 2023 City Council meeting, Parks and Recreation Director Phil Lozano presented information to Council regarding the conversion of Unity Tennis Courts into twelve (12) pickleball courts. A community survey was conducted regarding the conversion. Of the 533 survey respondents, 79% favored the conversion. Mr. Lozano reported the information project was presented to the Parks and Recreation Advisory Board (Board), and the Board recommended forwarding the supplemental request to City Council to consideration.

Deputy Mayor Pro Tem Fiorenza suggested sharing facilities at Unity to accommodate both tennis and pickleball use. Mr. Lozano reported that is currently being done there, and added that there are other options for dedicated tennis courts but there are no dedicated pickleball courts. Council discussed demand for use of other tennis courts in the city, including those located on Sellmeyer. He stated that the conversion could also leverage local pickleball tournaments in Highland Village. Council discussed other use options for both tennis and pickleball, increased demand for pickleball courts, and the management/scheduling for use of the courts. Councilmember Hurst stated she does not think taxpayers should have to pay to use the courts, and that there should always be court(s) available for free open play.

Consensus of Council was to leave Sellmeyer Courts as is, and to include funding for the conversion of Unity Park Tennis Courts to a pickleball facility in the FY 2023-2024 budget.

## **2. Receive a Presentation of the recent Highland Village Business Association (HVBA) Resident Survey**

Marketing and Communications Director Laurie Mullens provided history of the HVBA that was formed in 1996. Since that time, the HVBA has grown and provides networking and promotion opportunities for businesses located in Highland Village. She reported that earlier this year, a HVBA member and Highland Village resident, who is a partner in a research company, offered to conduct a survey at no charge. The survey of Highland Village residents includes their current opinions of our businesses; how we can encourage loyalty and patronage of our businesses; what events, amenities or functions would draw them to businesses and what amenities they would use along the Village Connection Trail.

Council received a presentation from Newway Insight on the HVBA research survey. The survey received approximately 1,480 responses and focused on resident's perception of Highland Village businesses, what they liked the least and most about shopping/dining in Highland Village, shopping habits, preferences, satisfaction and unmet needs. Overall, residents like the convenience, proximity and atmosphere most when shopping in Highland Village; residents would like to see more variety in retail and restaurant options, are frustrated with the amount of traffic, and lack of parking. The survey showed types of stores/businesses residents would like to see, and included specific stores that residents mentioned by name.

The following recommendations were presented:

Mobility – focus on other modes of transportation to ease congestion and address parking; address specific traffic issues; find additional parking solutions

Atmosphere – keep the ambience and aesthetics, outdoor/nature areas; places to create experiences such as family areas, young adult areas, tween entertainment areas

Grow – think more variety; create more value with something that is useful and that will be of benefit to our residents

Ms. Mullens presented action items:

Mobility – FM 407 Village Connection Trail will provide means for other modes of transport; FM 407/FM 2499 Intersection Improvements will ease some congestion

Atmosphere – share results of survey with our residents and the HVBA members/businesses; engage with owners/property management to present opportunities to add variety

Grow – continue HVBA promotion efforts; communicate to residents via where they are receiving their information and then direct them back to the HVBA website/communication channels to ensure true source of information is being utilized

**3. Receive an Update on the 2023 Annual Board and Commission Appointments**

City Secretary Angela Miller reported Council makes annual appointments to the City's boards and commissions each September. Staff has received new applications and has also received feedback from currently serving board/commission members if they wish to continue serving, which has all been provided to Council for review. Ms. Miller reported that a Meet and Greet is scheduled for September 12, with appointments to be made by Council at their September 26 meeting.

**4. Receive a Presentation and Discuss Short Term and Single Family Rental Registration Program**

City Manager Paul Stevens presented information on short term rentals. He reported cities may not prohibit or ban short term rentals, but can adopt reasonable regulations to protect the health, safety and welfare of renters and other citizens. Cities may not limit short term rentals to owner occupied residential properties. He added that state statute does allow for a community association (HOA) to adopt rules prohibiting short term rentals, and that more than half of the Highland Village is developed within a HOA.

City staff has researched Airbnb and VRBO and estimates eleven (11) short term rental properties in Highland Village. Since Highland Village and Lewisville share a zip code, Councilmember Hurst stated there could be more as they may be listed as being located in Lewisville rather than Highland Village. As of mid-July, Mr. Stevens reported there were a few code enforcement issues and calls to the Police Department; the past month there have been none. He added that short term rentals can be flagged in the City's dispatch system so there is an easy way to track/record calls for those properties.

Due to health and safety concerns, Councilmember Hurst stated she would like to have a program in place for them to be registered. Mr. Stevens and City Attorney Kevin Laughlin presented common elements and regulations of a short term rental registration program, including registration, fees, inspections, complaints, safety concerns, insurance requirements, and enforcement. Mr. Stevens stated there are software programs available for short term rental tracking, such as Rentalscape, that tracks compliance verification, address identification, registration/tax collection, host communications, maps, reports and complaint management. A comparison of the associated software costs and estimated fees/revenues were also presented, along with information on Hotel Occupancy Tax and allowable uses for such

Due to time constraints, information on Single Family Rental Registration Program was presented during Late Work Session.

**5. Clarification of Consent or Action Items listed on Today's City Council Meeting Agenda for August 22, 2023**

No items were discussed.

**CLOSED SESSION**

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

**(a) Section 551.071 – Consultation with City Attorney Concerning Pending or Contemplated Litigation and on any Regular Session or Work Session Agenda Item Requiring Confidential, Attorney/Client Advice Necessitated by the Deliberation or Discussion of Said Item (as needed)**

Council did not meet in Closed Session.

Mayor Jaworski adjourned Early Work Session at 7:32 p.m.

### **OPEN SESSION**

#### **7. Call Meeting to Order**

Mayor Jaworski called the meeting to order at 7:40 p.m.

#### **Roll Call**

Present:	Daniel Jaworski	Mayor
	Jon Kixmiller	Mayor Pro Tem
	Kevin Cox	Councilmember
	Shawn Nelson	Councilmember
	Rhonda Hurst	Councilmember
	Robert Fiester	Councilmember
	Brian A. Fiorenza	Deputy Mayor Pro Tem

Staff Members:	Paul Stevens	City Manager
	Ken Heerman	Assistant City Manager
	Kevin Laughlin	City Attorney
	Angela Miller	City Secretary
	Doug Reim	Chief of Police
	Jason Collier	Fire Chief
	Scott Kriston	Public Works Director
	Phil Lozano	Parks and Recreation Director
	Kim Lopez	Human Resources Director
	Sunny Lindsey	Information Services Director
	Heather Miller	Assistant Finance Director
	Mike McWhorter	Budget and Accounting Administrator
	Laurie Mullens	Marketing & Communications Director

#### **8. Prayer led by Councilmember Kevin Cox**

Councilmember Cox gave the invocation.

#### **9. Pledge of Allegiance to the U.S. and Texas flags led by Councilmember Kevin Cox:**

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

#### **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**

Councilmember Hurst thanked Highland Village residents that attended last week's Denton County Transportation Authority (DCTA) meeting. She also reported DCTA would be having a workshop for the citizens this fall about planning the train station and the DCTA vision, and to check the website and social media for updates.

Mayor Jaworski announced he will participate in the 2<sup>nd</sup> Annual Mayor's Pizza Challenge that will be held on August 23 at Motor City Pizza. Proceeds will benefit a charity of each mayor's choice, with Mayor Jaworski choosing Children's Advocacy Center.

- **Presentation of a Proclamation designating September as Live United Month**

Mayor Jaworski presented a proclamation to United Way President/CEO Gary Henderson and Board Member Nancie Rodems.

## **11. Visitor Comments**

The following person spoke:

Jessica Escue – Ms. Escue reported another child has attacked one of the domestic ducks at Unity Park; she sought care for the duck and has now spent over \$2,000 on medical care for the ducks. She stated she is willing to relocate the thirty (30) domestic ducks and is waiting on Council to vote on a permit allowing her to move the mallard ducks. She reported that many cities have ordinances that include fines for anyone that feed ducks any bread/food items that are harmful to them or other waterfowl, and asked Council to consider something similar.

## **12. City Manager/Staff Reports**

City Manager Stevens reported on the following:

- Facility Security Upgrades at City Hall - counters and cabinets are installed in the Finance/Municipal Court and Permit/Inspections areas and the contractor will install the protective glass next
- Water Line Replacement Project – crews are working to replace water lines in the Village Estates Areas
- Sanitary Sewer Line Replacement Project – the contractor should mobilize soon for the sanitary sewer line replacement at Highland Village Road and Edgewood
- Chase Bank Demolition – demolition and cleanup is nearly complete; Brakes Plus has received their building permit and construction on a new building is expected to begin shortly

### **CONSENT AGENDA**

**13. Consider Ordinance 2023-1304 amending the Highland Village Code of Ordinances, Chapter 12 “Offenses and Nuisances” by repealing Article 12.02 “Minors” relating to the City’s Juvenile Curfew Regulations (2<sup>nd</sup> and final read)**

**14. Consider Ordinance 2023-1305 adopting Amendments to the Fiscal Year 2022-2023 Budget (2<sup>nd</sup> and final read)**

***Motion by Deputy Mayor Pro Tem Fiorenza, seconded by Councilmember Hurst, to approve Consent Agenda Items #13 and #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 TAKEN**

No action was taken on this item.

16. **Conduct a Public Hearing and Consider Ordinance 2023-1306 approving Amendments to the Planned Development Regulations applicable to Lot 1, Block A, The Shops at Highland Village, said Property being located in the Marketplace Planned Development – Retail (MPDR) Zoning District by amending the Concept Plan, Illustrative Plan, Signage Criteria, and other regulations to accommodate the construction of additional Parking, Drive, Landscaping, and Signs (1<sup>st</sup> of two reads)**

**PUBLIC HEARING CONDUCTED**

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

Public Works Director Scott Kriston reported an application was received requesting an amendment to the site plan for the Marketplace Planned Development District (MPD-R). He reported the original ordinance regulating The Shops was amended in 2015 to change the exhibits for the area that are being discussed tonight. He added at the August 15, 2023 meeting of the Planning & Zoning Commission, the Commission recommended the City Council consider the proposed ordinance as presented with a vote of 3-2.

Representing the owners of The Shops, Mr. Scott Kern from KPS Development presented the site plan approved in 2015 that allowed a one-way drive along with improvements to the southern courtyard. He reported the one-way drive was intended to serve as valet for this area but has since been changed. Mr. Kern then presented the area as it appears today and presented the proposed changes to the South courtyard. He reported that with the lease expiring with Barnes and Noble, the leasing team for The Shops received feedback from potential tenants for more direct access from Cherry Creek and more interior parking availability. Proposed changes include reducing green space/common areas from approximately 23% to 22.5%, removal of the southern common area for an additional net increase of twenty (26) parking spaces, a gateway arch sign, a permanent stage area, benches, soft seating with permanent umbrellas on the East side of the courtyard, additional landscaping, enhanced lighting, valet stand at the North end of the courtyard, drive aisle and revised parking on the North side of the common area in front of the future Cheesecake Factory.

Mr. Kern also reported the valet service would be available for all of the restaurants/shops and would be operated by a third party company and that the parking spaces would be open to everyone when not being used for valet. Additionally, he reported that the new drive aisle can be closed eight (8) times per year for up to three (3) days per closure, which can be used for special events.

Mayor Jaworski announced emails had been received and would be included in the record. Emails of support were received from the following:

Dale Volley

Blake Boehle – including list of fifteen (15) signatures in support also

Hunter Rose

Emails of opposition were received from the following:

Kendra Marti

Courtney A. Houghton

Darrah Torres

Natalie Schock

Mayor Jaworski opened the public hearing.

The following people spoke in opposition:  
Lorri Hill (150 Village Estates)  
Jimmy Bassinger (210 Edgewood Drive)

The following people spoke in support:  
Jim Verfurth (3124 Overlook Circle)  
Jennifer Kaplinsky (8400 Linden Street, Lantana)  
Elie Hagenasr (1400 Shoal Creek)

The following people signed up in opposition but did not wish to speak:  
Kristin Petrunin (3331 Mayfair Lane)  
Jennifer del Muro (3411 Canterbury Drive)  
Tamara A. Thigpen (482 Sellmeyer Lane)  
Babak Razavi (3060 Woodhollow Drive)  
Janet Rauseo (2705 Fernwood Drive)  
Virginia Buffington (198 Desiree Lane)

The following people signed up in support but did not wish to speak:  
Virginia Tiray (1620 Sterling Court, Celina)  
Arica Drummond-Clay (11776 Estacado Drive, Frisco)

Vincent O'Toole signed up to speak in favor of the item. Mr. O'Toole explained that he works with The Shops and reported that a Valet Study of the area was done. He provided some clarification on the use of valet service during peak weekend times and stated that it will enhance traffic flow by providing for a two-lane drop off.

Mayor Jaworski closed the public hearing.

Councilmember Fiorenza referenced the number of times The Shops has requested changes to this area and asked if the proposed changes would ultimately satisfy the problem at hand and if it would promote/create long term sustainability for the area. Mr. Kern stated a lot has changed since 2015, and especially in 2020, with regard to retail as they are seeing more tenants shrink their footprints; the one thing that has been sustainable though is dining experiences. He explained the requested changes are reflective of this, and that the changes would result in better circulation, and more parking adjacent to tenant spaces. He added that the North courtyard appears to be underutilized and has a lot of opportunities, and is being looked at now for better seating and landscaping.

Council discussed if the proposed changes would sufficiently provide additional parking for the adjacent tenants, improve the flow of traffic, and improve pedestrian traffic while maintaining the safety of pedestrians/visitors, while also enhancing dining and entertainment experiences. Council raised concerns regarding property maintenance issues, replacement of dead trees/landscaping, and of hearing comments from tenants that older children are terrorizing younger children that are playing in the existing common area. Mr. Kern reported the trees/landscaping issues could be addressed by replacing with native trees/plants. AEW Asset Manager Ekta Patel stated that the property owners work to improve the center and are trying to upgrade their future tenants while also listening to needs of their existing tenants. She stated they will work with property management on landscaping and security issues. Councilmember Hurst asked for assurance that the benches, umbrellas and soft furnishings are going to be regularly

maintained. Ms. Patel stated they have a significant investment in these items and therefore want to ensure it is well maintained.

Councilmember Fiester voiced concern about having enough space between Lambeau's patio and the adjacent parking area for pedestrians. Mayor Pro Tem Kixmiller stated The Shops are evolving and sees they are striving to get new tenants. As an added safety feature, Councilmember Cox suggested using retractable electric bollards at each entry point to close off the parking/drive area during events. Although not electric, Mr. Kern reported they have a lot of bollards that could be salvaged from the existing project, and those could be installed using sleeves. Mr. Cox also stated he wished the arch would have a more dynamic design.

Council also discussed their concern for maintaining an open area for the community to congregate and enjoy as the proposed changes has more concrete rather than natural grass area. If The Shops become an entertainment/destination area in the future, with a restaurant-row type area, Councilmember Nelson stated he thought it would be good to have a lush open space without the parking so people could enjoy their food in a larger area outside. He also voiced concern with vandalism or theft in regard to the soft furnishings. Mr. Kern explained the soft cushions are typically brought in at night, with cabling used to secure the furniture. Councilmember Nelson asked about the expected traffic flow through the area and if a traffic study was done through this area; Mr. Kern reported there was not a traffic study. Regarding the increased parking spots, Mr. Nelson asked if there has been any calculations to the increased traffic or value from a revenue perspective for the establishments located adjacent to the parking, with the exception of the Cheesecake Factory. Mr. Kern stated there is a value but hard to quantify and referenced a halo effect. As an example, he explained the halo effect as occurring if a patron comes to the Cheesecake Factory but decide they do not wish to wait for available seating and choose another restaurant located within The Shops. Councilmember Nelson asked how long it would take a valet to retrieve a vehicle parked in the lot adjacent to Chinn Chapel. Mr. O'Toole stated approximately two (2) minutes. It was also clarified that the intent is to have one communal valet service for The Shops.

Councilmember Hurst asked if a site plan would come to Council for consideration, and how Council could ensure the concerns/solutions discussed at tonight's meeting would be implemented. City Attorney Kevin Laughlin clarified the site plan process will follow what is included in the ordinance and that typically most site plan processes is administrative as long as it's consistent with the exhibit drawings included with the ordinance itself. To ensure those items are contained within the site plan, Mr. Laughlin recommended Council include those items in their motion.

Mayor Jaworski stated that while this is another requested change, he understands shopping centers have to evolve and that he sees the importance of having parking available in front of the businesses. Mr. Kern reported construction will take approximately 120 days, with concrete work being completed before the holidays and landscaping done after.

***Motion by Mayor Pro Tem Kixmiller, seconded by Councilmember Fiester, to approve the first read of Ordinance 2023-1306 approving amendments to the Planned Development Regulations applicable to Lot 1, Block A, The Shops at Highland Village, said property being located in the Market Planned Development Retail (MPD-R) Zoning District, by amending the Concept Plan, Illustrative Plan, Signage Criteria, and other regulations to accommodate the construction of additional parking, drive, landscaping and signs, with the addition of the following modifications:***

- ***Addition of two (2) ornamental trees on the East side of the new courtyard area parking***
- ***Addition of landscape screening, minimum of 24" bushes, in the area in front of Lambeau's American Restaurant front of parking areas within the drive area***
- ***Installation of removable bollards to prevent vehicles from entering into the South courtyard area during special events***

***Motion carried with the following 6-1 vote:***

***Ayes – Kixmiller, Cox, Jaworski, Fiester, Fiorenza, Hurst***

***Nays - Nelson***

### **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.)**

Regarding future agenda items, Mr. Stevens reported an updated log of future agenda items has been provided to Council that includes quite a few Early Work Session discussion items. Typically Council only holds one (1) meeting during the months of November and December, so with the remaining meeting dates this year he asked if Council had any particular item(s) of interest in prioritizing the discussion items. This item will be discussed further at the next regular meeting of Council.

Mayor Jaworski announced that due to time constraints, continuation of Early Work Session Agenda Item #4 would now continue during Late Work Session.

- 4. Receive a Presentation and Discuss Short Term and Single Family Rental Registration Program**

Mr. Stevens presented information on a single family rental inspection program and typical requirements of programs in other cities. He reported a Single Family Rental Inspection Program was adopted by Highland Village in 1986, which was repealed in 2004 due to the lack of adequate staffing levels. Mr. Stevens reported that staff estimates there are approximately 400 to 500 rental properties in Highland Village. Councilmember Hurst stated she favors an annual inspection program for rentals, and voiced concern for the safety of the tenants.

Mayor Pro Tem Kixmiller asked if the City of Lewisville's program requires annual inspections. Mr. Stevens reported it is typically done when a new tenant moves into a rental property. If there were a long standing tenant, Councilmember Hurst asked if the tenant could request an inspection. Mr. Stevens stated some cities include that option in their ordinance. Mr. Stevens added that staff will try to more accurately determine the number of single family rental properties that are located in the city for any future discussion.

- 18. Adjournment**

Mayor Jaworski adjourned the meeting at 10:11 p.m.

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Daniel Jaworski, Mayor

ATTEST:

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Angela Miller, City Secretary

DRAFT



**MEETING MINUTES OF THE REGULAR MEETING  
HIGHLAND VILLAGE CITY COUNCIL  
HIGHLAND VILLAGE MUNICIPAL COMPLEX  
1000 HIGHLAND VILLAGE ROAD  
TUESDAY, SEPTEMBER 12, 2023**

**EARLY WORK SESSION**

Mayor Jaworski called the meeting to order at 5:03 p.m.

**Roll Call**

Present:	Daniel Jaworski	Mayor
	Jon Kixmiller	Mayor Pro Tem
	Kevin Cox	Councilmember
	Shawn Nelson	Councilmember
	Rhonda Hurst	Councilmember
	Robert Fiester	Councilmember
	Brian A. Fiorenza	Deputy Mayor Pro Tem

Staff Members:	Paul Stevens	City Manager
	Ken Heerman	Assistant City Manager
	Kevin Laughlin	City Attorney
	Angela Miller	City Secretary
	Jason Collier	Fire Chief
	Phil Lozano	Parks and Recreation Director
	Kim Lopez	Human Resources Director
	Sunny Lindsey	Information Services Director
	Laurie Mullens	Marketing & Communications Director

**1. Receive an Update on an Amendment to the Interlocal Agreement with the City of Lewisville and Town of Flower Mound for the Joint Fire Training Facility**

Chief Collier reported a number of factors relating to the COVID pandemic, supply chain delays and other inflationary factors have resulted in an increase in the original estimated cost for design and construction of the Joint Fire Training Facility. He reported that the scope of the project was reviewed by all three (3) participating cities and adjustments made to bring the costs down while still maintaining the practicality of its use, however there is still a cost increase. Chief Collier presented a cost share breakdown which reflects an increase to Highland Village of \$149,207 which is 7.8% of the cost. City Manager Paul Stevens reported this amount has been included in the proposed Fiscal Year 2023-2024 budget.

Councilmember Fiester asked what controls are now in place to prevent future escalation once ground is broken on the project. Chief Collier reported most of the increase is due to the cost of concrete, and reported that a construction manager at risk has been brought in for this project.

An item is included with Agenda Item #15 for formal Council action.

**2. Clarification of Consent or Action Items listed on Today's City Council Meeting Agenda for September 12, 2023**

Regarding Agenda Item #23, since this project is not included in Denton County's bond program, Councilmember Nelson asked if the project being considered tonight would not be part of the future modifications and if it includes some of the items discussed by Council regarding roundabouts, increased/decreased medians. Mr. Stevens reported the agenda item includes the engineering and surveying services relating to the asphalt overlay and reconstruction project, which would tie in to the future segment that was looked at near Briarhill where a modified roundabout was discussed for the T-intersection near Briarhill. With that, Mr. Stevens added decisions on that would be made at a later date.

Mayor Jaworski adjourned Early Work Session at 5:24 p.m.

**MEET AND GREET**

**3. Conduct a Meet and Greet with Board and Commission Volunteer Applicants**

The Mayor and City Council welcomed the applicants and the Meet and Greet was conducted in shifts with small groups so Council and board/commission staff liaisons could visit with the applicants.

**OPEN SESSION**

**4. Call Meeting to Order**

Mayor Jaworski called the meeting to order at 7:30 p.m.

**Roll Call**

Present:	Daniel Jaworski	Mayor
	Jon Kixmiller	Mayor Pro Tem
	Kevin Cox	Councilmember
	Shawn Nelson	Councilmember
	Rhonda Hurst	Councilmember
	Robert Fiester	Councilmember
	Brian A. Fiorenza	Deputy Mayor Pro Tem

Staff Members:	Paul Stevens	City Manager
	Ken Heerman	Assistant City Manager
	Kevin Laughlin	City Attorney
	Ken Heerman	Assistant City Manager (arrived at 7:50 pm)
	Angela Miller	City Secretary
	Doug Reim	Chief of Police
	Jason Collie	Fire Chief
	Scott Kriston	Public Works Director (arrived at 7:50 pm)
	Phil Lozano	Parks and Recreation Director (arrived at 7:50 pm)
	Kim Lopez	Human Resources Director (arrived at 7:50 pm)
	Sunny Lindsey	Information Services Director
	Laurie Mullens	Marketing & Communications Director

**5. Prayer led by Councilmember Shawn Nelson**

Councilmember Nelson gave the invocation.

**6. Pledge of Allegiance to the U.S. and Texas flags led by Councilmember Shawn Nelson**

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

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

Councilmember Nelson voiced his appreciation and thanked Corporal Leggett and Officer Runkle as today is National Police Women's Day, which celebrates and recognizes the accomplishments and achievements of women in law enforcement. He also reminded everyone that the Highland Village Fire Association is selling Breast Cancer Awareness t-shirts, which are available for purchase through the Association's Facebook site.

**8. City Manager/Staff Reports**

City Manager Paul Stevens reported on the following:

- The City implemented Phase 2 - Water Management on August 9, and he reported this will be lifted on August 13; he thanked everyone for their participation
- The City will be changing solid waste services from CWD to Republic Services in October; residents will receive a 95-gallon blue trash cart and a 95-gallon green recycling cart that will be used for automated pick up; additional information will be forthcoming

• **The Village Report**

The Report informed residents of the new businesses in Highland Village and what is coming in the next few months, provided information for the TXFallenPD Tribute Event 5K and Bike Honor Ride and announced the upcoming October Concerts in the Park series.

**9. Visitor Comments**

No one wished to speak.

**CLOSED SESSION**

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

- (a) Section 551.071 – Consultation with City Attorney Concerning Pending or Contemplated Litigation and on any Regular Session or Work Session Agenda Item Requiring Confidential, Attorney/Client Advice Necessitated by the Deliberation or Discussion of Said Item (as needed)**

Council did not meet in Closed Session.

**CONSENT AGENDA**

**11. Consider approval of Minutes of the Regular City Council Meetings held on June 27, 2023 and August 8, 2023**

12. Consider Resolution 2023-3080 authorizing the City Manager to Renew the Employee Health and Dental Insurance Plans with Blue Cross Blue Shield of Texas
13. Consider Resolution 2023-3081 in Support of the Application of MM Fronterra 35, LLC and MM Lewisville 7, LLC to the Texas Commission on Environmental Quality for a Municipal Setting Designation (MSD) for the property generally located at the Northwest Corner of FM 407 and Interstate 35E, Lewisville, Texas
14. Consider Resolution 2023-3082 authorizing an Interlocal Agreement with Denco Area 911 District regarding use of its Facilities for Backup Technology Storage and Backup Emergency Operations Center
15. Consider Resolution 2023-3083 authorizing the First Amendment to the Interlocal Agreement with the City of Lewisville and Town of Flower Mound regarding the Construction and Operation of a Joint Fire Training Facility
16. Consider Ordinance 2023-1306 approving Amendments to the Planned Development Regulations applicable to Lot 1, Block A, The Shops at Highland Village, said Property being located in the Marketplace Planned Development – Retail (MPDR) Zoning District by amending the Concept Plan, Illustrative Plan, Signage Criteria, and Other Regulations to accommodate the Construction of Additional Parking, Drive, Landscaping, and Signs (2<sup>nd</sup> and final read)
17. Receive Budget Reports for Period ending July 31, 2023

*Motion by Councilmember Fiester, seconded by Mayor Pro Tem Kixmiller, to approve Consent Agenda Items #11 through #17. Motion carried 7 – 0.*

#### ACTION AGENDA

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

#### NO ACTION TAKEN

No action was taken on this item.

19. Consider Resolution 2023-3084 approving a Negotiated Settlement between the Atmos Cities Steering Committee and Atmos Energy Corp., a Mid-Tex Division, regarding the Company's 2023 Rate Review Mechanism Filing

#### APPROVED (7 – 0)

Mr. Stevens reported Highland Village participates in the Atmos Cities Steering Committee that includes 181 cities that are part of the Mid-Tex Cities serviced by Atmos Energy. There is a rate review process which was triggered as a result of a request by Atmos in March for a rate increase. Upon review by the Steering Committee, they negotiated and recommend a reduced settlement rate which would reflect an average residential rate increase of \$6.47/month; the increase would reflect an average commercial rate increase of \$24.72/month.

***Motion by Deputy Mayor Pro Tem Fiorenza, seconded by Councilmember Nelson, to approve Resolution 2023-3084 approving a negotiated rate schedule for Atmos Energy Corporation. Motion carried 7-0.***

20. **Receive a Presentation of City Manager Recommended Budget and Conduct a Public Hearing on the Proposed Budget and Tax Rate for Fiscal Year 2023-2024**

**BUDGET PRESENTED AND PUBLIC HEARING CONDUCTED**

City Manager Paul Stevens reported budget meetings and presentations were conducted over the summer. Due to an increase in property tax valuations, there was a 4.9% increase in property tax revenue, which necessitated an 8.3% reduction in the tax rate due to the 3.5% property tax revenue cap. The tax rate will be decreased from \$0.546825 to \$0.501394. Sales tax revenues are projected to increase by 8.2% over last year's budgeted amount. The 2024 base budget is \$22,411,125, with \$484,018 identified for supplemental requests.

Key initiatives and projects this year include moving the trail right-of-way/municipal sites mowing program in-house rather than contracting for the services – this results in an estimated \$30,000 savings per year following initial equipment purchase; full deployment of a power shift at the Fire Department to improve ability to respond to overlapping calls and to reduce mutual aid requests; a municipal facilities assessment to evaluate the condition of City buildings, ADA compliance, fire, electrical, plumbing and HAC systems; replacement of public safety body armor; handguns with red dot sights; Opticom police vehicle signal preemption; and pickleball court conversion at Unity Park. The recommended budget is available on the City's website.

Mayor Jaworski opened the public hearing. With no one wishing to speak, he closed the public hearing.

21. **Consider Ordinance 2023-1307 approving and adopting the Fiscal Year 2023-2024 Annual Budget (1<sup>st</sup> of two reads)**

**APPROVED 1<sup>ST</sup> READ (7 – 0)**

Mr. Stevens reported the proposed budget has been prepared and presented, with a public hearing conducted with the previous agenda item.

***Motion by Mayor Pro Tem Kixmiller, seconded by Councilmember Cox, to approve the first read of Ordinance 2023-1307 adopting the Fiscal Year 2023-2024 Annual Budget. City Secretary Angela Miller took a roll call vote on the motion:***

***Mayor Jaworski – Aye  
Mayor Pro Tem Kixmiller – Aye  
Deputy Mayor Pro Tem Fiorenza – Aye  
Councilmember Nelson – Aye  
Councilmember Fiester – Aye  
Councilmember Hurst – Aye  
Councilmember Cox – Aye***

***Motion carried 7 - 0.***

22. **Consider Ordinance 2023-1308 levying the Ad Valorem Taxes for the Year 2023 at a Rate of \$0.501394 per \$100 Assessed Valuation on all Taxable Property within the Corporate Limits of the City of Highland Village as of January 1, 2023 (1<sup>st</sup> of two reads)**

**APPROVED 1<sup>ST</sup> READ (7 – 0)**

Assistant City Manager Ken Heerman stated that following the passage of the budget, a tax rate must then be adopted, adding that the tax rate is reduced from last year's rate. Mr. Heerman reported state law mandates notice, posting and ordinance requirements and conduct of a public

hearing, which have all been met. Councilmember Fiorenza asked for clarification on the tax rate reduction as the language required in the motion indicates an increase. Mr. Heerman reported although the tax rate is reduced, there was an increase in revenue that was raised as a result of increased property valuation. City Manager Stevens added that Truth in Taxation laws requires specific wording of the motion.

***Motion by Councilmember Fiester, seconded by Councilmember Nelson, that the property tax rate be increased by the adoption of a tax rate of \$.501394, which is effectively a 3.4 percent increase in the tax rate and, therefore, further move that Ordinance 2023-1308 be approved on first read. City Secretary Miller took a roll call vote on the motion:***

***Mayor Jaworski – Aye  
Mayor Pro Tem Kixmiller – Aye  
Deputy Mayor Pro Tem Fiorenza – Aye  
Councilmember Nelson – Aye  
Councilmember Fiester – Aye  
Councilmember Hurst – Aye  
Councilmember Cox – Aye***

***Motion carried 7 - 0.***

23. **Consider Resolution 2023-3085 authorizing the City Manager to execute a Task Order with Schaumburg & Polk, Inc. (SPI) to provide Professional Services for the Highland Shores Boulevard Reconstruction (Twin Coves to Briarhill Boulevard) Project**  
**APPROVED (7 – 0)**

With Highland Shores Boulevard being constructed in the 1980's and 1990's, Public Works Director Scott Kriston reported that a Mobility Study was conducted to identify needed improvements on Highland Shores Boulevard, and was presented to Council earlier this year. With direction received from Council, City staff is now prepared to move forward with preparation of construction plans for improvements to the section of Highland Shores Boulevard between Twin Coves and Briarhill Boulevard.

The asphalt overlay and reconstruction project includes restriping an eleven foot (11') traffic lane and a seven foot (7') bicycle lane – which narrows the traffic lane width to provide traffic calming; also includes a two foot (2') raised pavement marker between the traffic lane and bicycle lane to provide safety for cyclists in the bicycle lane; provides a continuous median to channel traffic to reduce U-turns and calm traffic; a reduction of pedestrian crossings at intersections; and removal of large trees in sight triangles and left turn medians.

Mr. Kriston also reviewed direction received from Council in February 2023 relating to future improvements to Highland Shores Boulevard (Section 2):

- Repair pavement edge drop-offs
- Addition of roundabout at Hillside
- Vehicle lane narrowing
- Bike lane widening
- Addition of dedicated left turn onto Lakeside
- Addition of dedicated turn lane into DKH Academy

Additional items that will be added to the project as general engineering practices were also presented:

- Reduce the amount of intersection crosswalks
- Improve visibility
- Correction of sidewalk tripping hazards

- Construction of a typical pavement section based upon geotechnical investigation report recommendations
- Remediate erosion areas adjacent to the roadway to prevent undermining of the pavement
- Remediate groundwater issues to prevent damage to subgrade and pavement failure
- Make repairs recommended by TxDOT in the biannual inspection reports
- Improve drainage systems to underground network

Councilmember Nelson asked if this agenda item is only addressing the section of Highland Shores Boulevard between Twin Coves and Briarhill Boulevard, and not the improvements included in the County's bond issue; Mr. Kriston confirmed it was. The future improvements that were reviewed in tonight's presentation are included as part of the latest Denton County bond issue that was recently passed; the City will fund 100% of the design and Denton County will fund up to 50% of the construction costs.

***Motion by Deputy Mayor Pro Tem Fiorenza, seconded by Councilmember Nelson, to approve Resolution 2023-3085 authorizing the City Manager to execute a Task Order with Schaumburg & Polk, Inc. to provide professional services for the Highland Shores Boulevard Reconstruction Project. Motion carried 7 – 0.***

### LATE WORK SESSION

24. **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.)**

Mr. Stevens reported there are some upcoming agenda items and asked if Council had any preference on how those are approached. Mr. Stevens reported a Legislative Update and presentation on HB 157 will be done this year, with the Denton County Transportation Authority (DCTA) Update being done in either November or December. As part of the DCTA Update, Councilmember Nelson requested a discussion be included on Chapter 460 of the Transportation Code relating to a provision allowing a vote by DCTA to reduce the amount of taxes the City contributes. Council did not indicate any preference.

25. **Adjournment**

Mayor Jaworski adjourned the meeting at 8:22 p.m.

\_\_\_\_\_  
Daniel Jaworski, Mayor

**ATTEST:**

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

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

**AGENDA# 12**

**MEETING DATE: 10/10/2023**

**SUBJECT: Consider Resolution 2023-3094 Authorizing Purchase an Ambulance from Southern Emergency & Rescue Vehicle Sales through the City's Cooperative Purchasing Agreement with Texas Local Government Purchasing Cooperative (BuyBoard).**

**PREPARED BY: Jason Collier, Fire Chief**

**BACKGROUND:**

During the budget process, the Fleet Maintenance division works with each division in evaluating their present vehicle and equipment inventory and any new needs for the upcoming budget year. Evaluation criteria for equipment replacement is based on the repair history, age, hours of service and department needs. In general, ambulance replacements are accomplished on an 8-year cycle.

**IDENTIFIED NEED/S:**

In this fiscal budget year 2023/2024, under the Vehicle Equipment Replacement Schedule, staff identified the Fire Department's 2016 Type I Ambulance has met the City's criteria for replacement.

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

In the process of taking bids as required by state law, City staff determined that a new ambulance that meets or exceeds all specifications required by the Fire Department and provides the best price and value to the City can be purchased from Southern Emergency & Rescue Vehicle Sales through the City's cooperative purchasing agreement with Texas Local Government Purchasing Cooperative ("BuyBoard") for the following price:

2024 Ford F550 Type 1 Ambulance	\$419,847.00
Buy Board Fee	\$ 800.00
<b>Total Purchase Cost</b>	<b>\$420,647.00</b>

Graphic and radio installation estimated at \$6,000.00 will also be required for the ambulance, but will be obtained from other sources. Estimated time of build and delivery 20-24 months

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

Approved in the FY 2023/2024 Vehicle/Equipment Replacement Budget

**RECOMMENDATION:**

To approve Resolution No. 2023-3094 authorizing the purchase of a 2024 F550 Horton Type I Ambulance from Southern Emergency & Rescue Vehicle Sales.

**CITY OF HIGHLAND VILLAGE, TEXAS**

**RESOLUTION NO. 2023-3094**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HIGHLAND VILLAGE, TEXAS, AUTHORIZING THE PURCHASE OF A 2024 FORD F550 HORTON TYPE I AMBULANCE FROM SOUTHERN EMERGENCY & RESCUE VEHICLE SALES THROUGH THE CITY'S COOPERATIVE PURCHASING AGREEMENT WITH TEXAS LOCAL GOVERNMENT PURCHASING COOPERATIVE (BUYBOARD) IN AN AMOUNT NOT TO EXCEED \$420,647; AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, pursuant to its review of the City's vehicle and equipment fleet in accordance with the City's vehicle replacement policies, City Administration has identified the need to purchase an ambulance for the Fire Department to replace the Fire Department's 2016 Type I ambulance which has reached the end of its useful life and is inadequate for the Fire Department's current needs; and

**WHEREAS**, City Administration, while in the process of soliciting bids in accordance with state law, determined that a 2024 Ford F550 Horton Mobile Intensive Care Unit Ambulance that complies with City specifications can be purchased from Southern Emergency & Rescue Vehicle Sales through the City's cooperative purchasing agreement with the Texas Local Government Purchasing Cooperative ("BuyBoard") for the lowest most responsible price and recommends such purchase; and

**WHEREAS**, the City Council of the City of Highland Village finds it to be in the public interest to authorize the above-described purchase.

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

**SECTION 1.** The City Manager is hereby authorized to purchase a 2024 Ford F550 Horton Type I Ambulance that complies with City specifications from Southern Emergency & Rescue Vehicle Sales through the City's cooperative purchasing agreement with BuyBoard in an amount not to exceed \$420,647.

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

**PASSED AND APPROVED THIS THE 10<sup>TH</sup> DAY OF OCTOBER 2023.**

**APPROVED:**

\_\_\_\_\_  
**Daniel Jaworski, Mayor**

**ATTEST:**

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

**APPROVED AS TO FORM AND LEGALITY:**

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**Kevin B. Laughlin, City Attorney**

(kbl:9/22/2023:4890-4042-8929 v1)

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

**AGENDA# 13**

**MEETING DATE: 10/10/2023**

**SUBJECT: Consider Resolution 2023-3095 nominating a Person as Candidate for Election to a Place on the Denton Central Appraisal District Board of Directors**

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

**BACKGROUND:**

The City of Highland Village has received notification from the Denton Central Appraisal District (DCAD) that all taxing jurisdictions may nominate up to five (5) individuals to be considered for the DCAD Board of Directors.

**IDENTIFIED NEED/S:**

The City of Highland Village has the option to nominate up to five (5) qualified individuals to serve on the DCAD Board of Directors. Nominations must be received by written resolution before October 16, 2023. Once received, a comprehensive list of the nominees will be compiled and then sent to the taxing jurisdictions in the form of a ballot at a later date.

To be eligible to serve on the DCAD Board, an individual must be a resident of Denton County and must have resided in the county for at least two (2) years immediately preceding the date of taking office. This residency requirement does not apply to a county tax assessor collector serving as a nonvoting director.

**OPTIONS & RESULTS:**

Taxing jurisdictions are not required to nominate anyone for the DCAD Board of Directors and would still retain the option to cast votes from the list of nominees submitted by other jurisdictions.

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

City Council discussed nominating a person(s) to the DCAD Board of Directors during their September 26, 2023, Early Work Session. Council consensus was to nominate Mr. Alex Buck. This item provides for formal action to nominate Mr. Buck to be considered for the DCAD Board of Directors.

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

None.

**RECOMMENDATION:**

To approve Resolution 2023-3095 nominating Mr. Alex Buck as a candidate for election to the DCAD Board of Directors.

**CITY OF HIGHLAND VILLAGE, TEXAS**

**RESOLUTION NO. 2023-3095**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HIGHLAND VILLAGE, TEXAS, NOMINATING A PERSON AS CANDIDATE FOR ELECTION TO A PLACE ON THE DENTON CENTRAL APPRAISAL DISTRICT BOARD OF DIRECTORS; AND PROVIDING AN EFFECTIVE DATE**

**WHEREAS**, participating taxing entities have the right to nominate up to five (5) individuals to be considered for election to the Denton Central Appraisal District Board of Directors; and

**WHEREAS**, the City of Highland Village, Texas, desires to make such nomination.

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

**SECTION 1.** Alex Buck is hereby nominated as a candidate for election to a place on the Dallas Central Appraisal District Board of Directors:

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

**PASSED AND APPROVED THIS THE 10<sup>TH</sup> DAY OF OCTOBER 2023.**

**APPROVED:**

\_\_\_\_\_  
**Daniel Jaworski, Mayor**

**ATTEST:**

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

**APPROVED AS TO FORM AND LEGALITY:**

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

(kbl:9/29/2023:4874-3568-8835 v1)

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

**AGENDA# 14**

**MEETING DATE: 10/10/2023**

**SUBJECT: Consider Resolution 2023-3096 Authorizing Purchase of Excavation equipment from Vermeer Texas-Louisiana and Turf Equipment from Professional Turf Products, L.P. through the City's Cooperative Purchasing Agreement with Texas Local Government Purchasing Cooperative**

**PREPARED BY: Scott Kriston, Director of Public Works**

**BACKGROUND:**

During the budget process, the Fleet Maintenance division works with each division in evaluating their present vehicle and equipment inventory and need for the upcoming budget year. The City criteria for vehicle replacement is based on vehicle mileage of approximately 100,000 miles, repair history and age of vehicle. Equipment replacement is based on the repair history, age, hours of service and increased needs for each division.

**IDENTIFIED NEED/S:**

In this fiscal budget year 2023/2024, under the equipment replacement schedule, staff identified the equipment that has met the city's criteria for replacement. Equipment being replaced will be brought forward to Council for authorization to be sold at auction.

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

In the process of taking bids as required by state law, City staff found that in working with the Texas Local Government Purchasing Cooperative ("BuyBoard"), vehicles and equipment meeting or exceeding all specifications for the vehicles could be purchased for the best price. All BuyBoard fees are included in the total prices.

<u>Division</u>	<u>Quantity</u>	<u>Description</u>	<u>Cost</u>
Utility	1	LP573SDT VAC-TRON	\$90,334.75
		<b>Total Utility Purchase Cost</b>	<b>\$90,334.75</b>
Parks & Rec.	1	Pro-Force debris blower	\$11,030.85
	1	Groundmaster 7200 mower	\$55,718.17
		<b>Total Parks &amp; Rec. Purchase Cost</b>	<b>\$66,749.02</b>
			<b><u>TOTAL</u></b>
			<b>\$157,083.77</b>

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

Approved in FY 2023/2024 Vehicle / Equipment Replacement Budget.

**RECOMMENDATION:**

To approve Resolution 2023-3096 authorizing purchase of excavation equipment from Vermeer Texas-Louisiana and turf equipment from Professional Turf Products, LP.

**CITY OF HIGHLAND VILLAGE, TEXAS**

**RESOLUTION NO. 2023-3096**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HIGHLAND VILLAGE, TEXAS, AUTHORIZING THE PURCHASE OF EXCAVATION EQUIPMENT FROM VERMEER TEXAS-LOUISIANA AND TURF EQUIPMENT FROM PROFESSIONAL TURF PRODUCTS, L.P. THROUGH THE CITY'S COOPERATIVE PURCHASING AGREEMENT WITH TEXAS LOCAL GOVERNMENT PURCHASING COOPERATIVE (BUYBOARD); AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, pursuant to its review of the City's vehicle and equipment in accordance with the City's replacement policies, City Administration has identified the need to replace one piece of excavation equipment for the Utilities Division and two pieces of turf equipment for the Parks and Recreation Department; and

**WHEREAS**, City Administration, while in the process of soliciting bids in accordance with state law, determined the purchase of the equipment and vehicles that comply with City specifications can be made for the lowest price from Vermeer Texas-Louisiana and Professional Turf Equipment, L.P., through the City's cooperative purchasing agreement with Texas Local Government Purchasing Cooperative ("BuyBoard"); and

**WHEREAS**, the City Council of the City of Highland Village finds it to be in the public interest to authorize the above-described purchase.

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

**SECTION 1.** The City Manager is hereby authorized to purchase: one (1) LP573SDT VAC Excavator from Vermeer Texas-Louisiana, and one (1) Toro Groundmaster 7200 mower, and one (1) Pro Force Debris Blower from Professional Turf Products, L.P., through the City's cooperative purchasing agreement with BuyBoard in the amount of \$157,083.77 from funds available in the FY 2023-2024 budget.

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

**PASSED AND APPROVED BY THE CITY COUNCIL OF THE CITY OF HIGHLAND VILLAGE, TEXAS, ON THIS 10<sup>th</sup> DAY OF OCTOBER 2023.**

**APPROVED:**

\_\_\_\_\_  
**Daniel Jaworski, Mayor**

**ATTEST:**

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

**APPROVED AS TO FORM AND LEGALITY:**

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**Kevin B. Laughlin, City Attorney**

(kbl:9/29/23:4873-1602-7267 v1)

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

**AGENDA# 15**

**MEETING DATE: 10/10/2023**

**SUBJECT: Receive Budget Reports for Period Ending August 31, 2023**

**PREPARED BY: Mike McWhorter, Budget & Accounting Administrator**

**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 July represents the eleventh report in the Fiscal Year.

**IDENTIFIED NEED/S:**

N/A

**OPTIONS & RESULTS:**

N/A

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

N/A

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

N/A

**RECOMMENDATION:**

Council to receive the budget reports for the period ending August 31, 2023.

# General Fund Summary

## FY 2022/2023 Budget

**YEAR TO DATE AUGUST**

**Percent of Budget Year Transpired 91.7%**

Revenues	Original Budget	Revised Budget (Includes Budget Amendments)	Year to Date	Variance	% Received
Property Tax	\$ 13,218,726	\$ 13,218,726	\$ 13,263,129	\$ 44,403	100%
Sales Tax	3,643,905	3,643,905	2,849,738	(794,167)	78%
Franchise Fees	1,543,490	1,543,490	1,132,852	(410,638)	73%
Licensing & Permits	343,945	343,945	364,481	20,536	106%
Park/Recreation Fees	173,800	173,800	178,057	4,257	102%
Public Safety Fees	685,913	685,913	692,185	6,272	101%
Rents	179,919	179,919	150,814	(29,105)	84%
Municipal Court	91,800	91,800	107,970	16,170	118%
Interest Income	146,160	146,160	475,591	329,431	325%
Miscellaneous	249,500	249,500	259,092	9,592	104%
<b>Total Revenues</b>	<b>\$ 20,277,158</b>	<b>\$ 20,277,158</b>	<b>\$ 19,473,909</b>	<b>\$ (803,249)</b>	<b>96%</b>

Other Sources					
Transfers In	\$ 534,000	\$ 534,000		\$ (534,000)	0%
Sale of Assets	\$ -		\$ (37,385)	\$ (37,385)	0%
<b>Total Available Resources</b>	<b>\$ 20,811,158</b>	<b>\$ 20,811,158</b>	<b>\$ 19,511,294</b>	<b>\$ (1,337,249)</b>	

Expenditures	Original Budget	Revised Budget	Year to Date	Variance	% Used
<b>City Manager Office</b>	\$ 612,372	\$ 704,372	\$ 631,459	\$ 72,913	90%
<b>Finance</b> (includes Mun. Court)	1,431,563	1,466,563	1,281,673	184,891	87%
<b>Human Resources</b>	608,654	608,654	460,185	148,469	76%
<b>City Secretary Office</b>	456,383	466,383	387,335	79,048	83%
<b>Information Services</b>	1,254,727	1,284,727	1,058,266	226,461	82%
<b>Marketing and Communications</b>	454,086	479,086	408,253	70,834	85%
<b>Police</b>	5,811,852	5,341,852	4,633,882	707,971	87%
<b>Fire</b>	3,381,562	3,206,562	2,800,528	406,034	87%
<b>Community Services</b>	385,049	435,049	377,627	57,422	87%
<b>Streets/Drainage</b>	1,640,845	1,605,845	1,149,034	456,812	72%
<b>Maintenance</b>	2,175,296	2,395,296	1,739,862	655,433	73%
<b>Parks</b>	2,529,285	2,529,285	2,046,779	482,505	81%
<b>Recreation</b>	601,065	606,065	453,146	152,919	75%
<b>Total Expenditures</b>	<b>\$ 21,342,739</b>	<b>\$ 21,129,739</b>	<b>\$ 17,428,028</b>	<b>\$ 3,701,711</b>	<b>82%</b>

Capital Summary	(Included in totals above - summary information only)				
Equipment Replacement	\$ 390,900	\$ 390,900	\$ 96,669	\$ 294,231	25%

Other Uses					
Transfers Out	\$ 16,000	\$ 16,000		16,000	0%
<b>Total Expenditures</b>	<b>\$ 21,358,739</b>	<b>\$ 21,145,739</b>	<b>\$ 17,428,028</b>	<b>\$ 3,717,711</b>	

Fund Balance	Original Budget	Revised Budget	Year to Date
Beginning Fund Balance	7,077,867	8,228,716	8,228,716
+ Net Increase (Decrease)	(547,581)	(334,581)	2,083,266
<b>Ending Fund Balance</b>	<b>\$ 6,530,286</b>	<b>\$ 6,530,286</b>	<b>\$ 10,311,982</b>

# General Fund Expenditure Summary

## FY 2022/2023 Budget

**YEAR TO DATE AUGUST**

Percent of Budget Year Transpired

91.7%

- - - Summary - - -					
	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 14,632,172	\$ 14,054,172	\$ 12,282,455	\$ 1,771,717	87%
Services / Supplies	6,319,667	6,684,667	5,048,904	1,635,763	76%
Capital	390,900	390,900	96,669	294,231	25%
	\$ 21,342,739	\$ 21,129,739	\$ 17,428,028	\$ 3,701,711	82%

- - - Detail - - -					
Category	Original Budget	Revised Budget	Year to Date	Variance	% Used
<b>Personnel</b>					
<i>Salaries / Wages</i>	\$ 10,354,377	\$ 10,097,805	\$ 8,742,154	\$ 1,355,650	87%
<i>Employee Benefits</i>	4,277,796	3,956,368	3,540,301	416,067	89%
<i>Total Personnel</i>	\$ 14,632,172	\$ 14,054,172	\$ 12,282,455	\$ 1,771,717	87%

<b>Services / Supplies</b>					
<i>Professional Services</i>	\$ 2,009,115	\$ 2,129,115	\$ 1,824,963	\$ 304,152	86%
<i>Employee Development</i>	385,511	385,511	279,473	106,038	72%
<i>Office Supplies / Equipment</i>	1,969,182	2,059,182	1,638,791	420,391	80%
<i>Utilities</i>	406,410	436,410	295,479	140,931	68%
<i>Other</i>	1,549,449	1,674,449	1,010,198	664,251	60%
<i>Total Services / Supplies</i>	\$ 6,319,667	\$ 6,684,667	\$ 5,048,904	\$ 1,635,763	76%

<b>Capital</b>					
<i>Equipment / Vehicles</i>	\$ 390,900	\$ 390,900	\$ 96,669	\$ 294,231	25%
<i>Total Capital</i>	\$ 390,900	\$ 390,900	\$ 96,669	\$ 294,231	25%

<b>Total General Fund Expenditure Summary</b>	\$ 21,342,739	\$ 21,129,739	\$ 17,428,028	\$ 3,701,711	82%
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# General Fund Revenue

## FY 2022/2023 Budget

**YEAR TO DATE AUGUST**

*Percent of Budget Year Transpired*

**91.7%**

Revenues	Original Budget	Revised Budget	Year to Date	Variance	% Received
Property Tax	\$ 13,218,726	\$ 13,218,726	\$ 13,263,129	\$ 44,403	100%
Sales Tax	3,643,905	3,643,905	2,849,738	(794,167)	78%
Franchise Fees	1,543,490	1,543,490	1,132,852	(410,638)	73%
Licensing & Permits	343,945	343,945	364,481	20,536	106%
Park/Recreation Fees	173,800	173,800	178,057	4,257	102%
Public Safety Fees	685,913	685,913	692,185	6,272	101%
Rents	179,919	179,919	150,814	(29,105)	84%
Municipal Court	91,800	91,800	107,970	16,170	118%
Interest Income	146,160	146,160	475,591	329,431	325%
Miscellaneous	249,500	249,500	259,092	9,592	104%
<b>Total Revenues</b>	<b>\$ 20,277,158</b>	<b>\$ 20,277,158</b>	<b>\$ 19,473,909</b>	<b>\$ (803,249)</b>	<b>96%</b>

# City Manager Office FY 2022/2023 Budget

**YEAR TO DATE AUGUST**

*Percent of Budget Year Transpired*

**91.7%**

## - - - Summary - - -

	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 392,754	\$ 434,754	\$ 385,560	\$ 49,193	89%
Services / Supplies	219,618	269,618	245,898	23,720	91%
Capital	-	-	-	-	0%
	\$ 612,372	\$ 704,372	\$ 631,459	\$ 72,913	90%

## - - - Detail - - -

Category	Original Budget	Revised Budget	Year to Date	Variance	% Used
<b>Personnel</b>					
<i>Salaries / Wages</i>	\$ 315,900	\$ 342,900	\$ 302,525	\$ 40,375	88%
<i>Employee Benefits</i>	76,853	91,853	83,035	8,818	90%
<i>Total Personnel</i>	\$ 392,754	\$ 434,754	\$ 385,560	\$ 49,193	89%
<b>Services / Supplies</b>					
<i>Professional Services (City-wide legal - \$98,500)</i>	\$ 148,500	198,500	\$ 227,851	\$ (29,351)	115%
<i>Employee Development</i>	15,100	15,100	8,115	6,985	54%
<i>Supplies / Equipment</i>	5,730	5,730	5,672	58	99%
<i>Utilities</i>	-	-	-	-	0%
<i>Other (Contingency + Data Processing)</i>	50,288	50,288	4,260	46,028	8%
<i>Total Services / Supplies</i>	\$ 219,618	\$ 269,618	\$ 245,898	\$ 23,720	91%
<b>Capital</b>					
<i>Equipment / Vehicles</i>	-	-	-	-	0%
<i>Total Capital</i>	\$ -	\$ -	\$ -	\$ -	0%
<b>Total City Manager</b>	\$ 612,372	\$ 704,372	\$ 631,459	\$ 72,913	90%

# Finance Department FY 2022/2023 Budget

**YEAR TO DATE AUGUST**

<b>Percent of Budget Year Transpired</b>	<b>91.7%</b>
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- - - Summary - - -					
	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 923,680	\$ 958,680	\$ 834,481	\$ 124,200	87%
Services / Supplies	507,883	507,883	447,192	60,691	88%
Capital	-	-	-	-	0%
	\$ 1,431,563	\$ 1,466,563	\$ 1,281,673	\$ 184,891	87%

- - - Detail - - -					
Category	Original Budget	Revised Budget	Year to Date	Variance	% Used
<b>Personnel</b>					
<i>Salaries / Wages</i>	\$ 677,246	\$ 712,246	\$ 605,055	\$ 107,191	85%
<i>Employee Benefits</i>	246,434	246,434	229,426	17,009	93%
<b>Total Personnel</b>	\$ 923,680	\$ 958,680	\$ 834,481	\$ 124,200	87%

Services / Supplies					
<i>Professional Services</i> <i>(City-wide liability insurance - \$184,223 / DCAD - \$97,000)</i>	\$ 465,083	465,083	\$ 426,606	\$ 38,477	92%
<i>Employee Development</i>	13,794	13,794	10,704	3,090	78%
<i>Supplies / Equipment</i>	7,757	7,757	4,964	2,793	64%
<i>Utilities</i>	-	-	-	-	0%
<i>Other (Data Processing Equipment + Supplies)</i>	21,249	21,249	4,918	16,331	0%
<b>Total Services / Supplies</b>	\$ 507,883	\$ 507,883	\$ 447,192	\$ 60,691	88%

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

<b>Total Finance Department</b>	\$ 1,431,563	\$ 1,466,563	\$ 1,281,673	\$ 184,891	87%
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# Human Resources FY 2022/2023 Budget

**YEAR TO DATE AUGUST**

<i>Percent of Budget Year Transpired</i>	<b>91.7%</b>
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- - - Summary - - -					
	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 444,243	\$ 444,243	\$ 353,212	\$ 91,032	80%
Services / Supplies	164,411	164,411	106,973	57,438	65%
Capital	-	-	-	-	0%
	\$ 608,654	\$ 608,654	\$ 460,185	\$ 148,469	76%

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

Personnel					
<i>Salaries / Wages</i>	\$ 336,772	\$ 336,772	\$ 267,672	\$ 69,100	79%
<i>Employee Benefits</i>	107,471	107,471	85,540	21,932	80%
<i>Total Personnel</i>	\$ 444,243	\$ 444,243	\$ 353,212	\$ 91,032	80%

Services / Supplies					
<i>Professional Services</i>	\$ 77,610	\$ 77,610	\$ 54,275	\$ 23,335	70%
<i>Employee Development</i>	72,901	72,901	49,181	23,720	67%
<i>Supplies / Equipment</i>	1,475	1,475	1,223	252	83%
<i>Utilities</i>	-	-	-	-	0%
<i>Other (Safety Programs)</i>	12,425	12,425	2,294	10,131	18%
<i>Total Services / Supplies</i>	\$ 164,411	\$ 164,411	\$ 106,973	\$ 57,438	65%

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

<b>Total Human Resources</b>	\$ 608,654	\$ 608,654	\$ 460,185	\$ 148,469	76%
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# City Secretary Office FY 2022/2023 Budget

**YEAR TO DATE AUGUST**

<i>Percent of Budget Year Transpired</i>	<b>91.7%</b>
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- - - Summary - - -					
	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 274,043	\$ 284,043	\$ 250,418	\$ 33,624	88%
Services / Supplies	182,340	182,340	136,917	45,423	75%
Capital	-	-	-	-	-
	\$ 456,383	\$ 466,383	\$ 387,335	\$ 79,048	83%

- - - Detail - - -					
Category	Original Budget	Revised Budget	Year to Date	Variance	% Used
<b>Personnel</b>					
<i>Salaries / Wages</i>	\$ 188,563	\$ 198,563	\$ 172,228	\$ 26,335	87%
<i>Employee Benefits</i>	85,480	85,480	78,190	7,290	91%
<b>Total Personnel</b>	\$ 274,043	\$ 284,043	\$ 250,418	\$ 33,624	88%

Services / Supplies					
	Original Budget	Revised Budget	Year to Date	Variance	% Used
<i>Professional Services</i>	\$ 53,900	\$ 53,900	\$ 33,273	\$ 20,627	62%
<i>Employee Development</i> <small>(City Council related \$42,704)</small>	59,639	59,639	43,101	16,538	72%
<i>Supplies / Equipment</i>	16,301	16,301	8,042	8,259	49%
<i>Utilities</i>	-	-	-	-	0%
<i>Other (Outside Services)</i>	52,500	52,500	52,500	-	100%
<b>Total Services / Supplies</b>	\$ 182,340	\$ 182,340	\$ 136,917	\$ 45,423	75%

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

<b>Total City Secretary Office</b>	\$ 456,383	\$ 466,383	\$ 387,335	\$ 79,048	83%
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# Information Services FY 2022/2023 Budget

**YEAR TO DATE AUGUST**

<i>Percent of Budget Year Transpired</i>	<b>91.7%</b>
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- - - Summary - - -					
	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 794,436	\$ 824,436	\$ 712,142	\$ 112,294	86%
Services / Supplies	460,291	460,291	346,124	114,167	75%
Capital	-	-	-	-	0%
	\$ 1,254,727	\$ 1,284,727	\$ 1,058,266	\$ 226,461	82%

- - - Detail - - -					
Category	Original Budget	Revised Budget	Year to Date	Variance	% Used
<b>Personnel</b>					
<i>Salaries / Wages</i>	\$ 596,234	\$ 626,234	\$ 531,334	\$ 94,899	85%
<i>Employee Benefits</i>	198,202	\$ 198,202	180,808	17,395	91%
<b>Total Personnel</b>	\$ 794,436	\$ 824,436	\$ 712,142	\$ 112,294	86%

Services / Supplies					
<i>Professional Services</i>	\$ 197,464	197,464	\$ 177,927	\$ 19,537	90%
<i>Employee Development</i>	27,270	27,270	15,718	11,552	58%
<i>Supplies / Equipment</i>	3,760	3,760	720	3,040	19%
<i>Utilities</i>	115,260	115,260	27,638	87,622	24%
<i>Other (Data Processing)</i>	116,537	116,537	124,121	(7,584)	107%
<b>Total Services / Supplies</b>	\$ 460,291	\$ 460,291	\$ 346,124	\$ 114,167	75%

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

<b>Total City Information Services</b>	\$ 1,254,727	\$ 1,284,727	\$ 1,058,266	\$ 226,461	82%
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# Marketing and Communications FY 2022/2023 Budget

**YEAR TO DATE AUGUST**

<i>Percent of Budget Year Transpired</i>	<b>91.7%</b>
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- - - Summary - - -					
	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 337,083	\$ 362,083	\$ 310,348	\$ 51,736	86%
Services / Supplies	117,003	117,003	97,905	19,098	84%
Capital	-	-	-	-	0%
	\$ 454,086	\$ 479,086	\$ 408,253	\$ 70,834	85%

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

Personnel					
<i>Salaries / Wages</i>	\$ 240,215	\$ 265,215	\$ 222,041	\$ 43,174	84%
<i>Employee Benefits</i>	96,869	\$ 96,869	88,307	8,562	91%
<b>Total Personnel</b>	\$ 337,083	\$ 362,083	\$ 310,348	\$ 51,736	86%

<i>Professional Services</i>	\$ 83,808	\$ 83,808	\$ 71,484	\$ 12,324	85%
<i>Employee Development</i>	6,845	6,845	3,809	3,036	56%
<i>Supplies / Equipment</i>	-	-	-	-	0%
<i>Utilities</i>	-	-	-	-	0%
<i>Other (Special Events)</i>	26,350	26,350	22,611	3,739	86%
<b>Total Services / Supplies</b>	\$ 117,003	\$ 117,003	\$ 97,905	\$ 19,098	84%

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

<b>Total Marketing and Communications</b>	\$ 454,086	\$ 479,086	\$ 408,253	\$ 70,834	85%
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# Police Department FY 2022/2023 Budget

**YEAR TO DATE AUGUST**

<i>Percent of Budget Year Transpired</i>	<b>91.7%</b>
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- - - Summary - - -					
	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 5,229,121	<b>\$ 4,709,121</b>	<b>\$ 4,122,679</b>	\$ 586,442	88%
Services / Supplies	572,731	<b>622,731</b>	<b>511,202</b>	111,529	82%
Capital	10,000	<b>10,000</b>	-	10,000	0%
	<b>\$ 5,811,852</b>	<b>\$ 5,341,852</b>	<b>\$ 4,633,882</b>	\$ 707,971	87%

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

Personnel					
<i>Salaries / Wages</i>	\$ 3,753,300	<b>3,474,728</b>	\$ 3,011,855	\$ 462,873	87%
<i>Employee Benefits</i>	1,475,821	<b>1,234,393</b>	<b>1,110,824</b>	123,569	90%
<b>Total Personnel</b>	<b>\$ 5,229,121</b>	<b>\$ 4,709,121</b>	<b>\$ 4,122,679</b>	\$ 586,442	88%

Services / Supplies					
<i>Professional Services</i>	\$ 289,454	\$ 319,454	\$ 262,075	\$ 57,379	82%
<i>Employee Development</i>	45,339	<b>45,339</b>	<b>57,735</b>	(12,396)	127%
<i>Supplies / Equipment</i>	130,091	<b>130,091</b>	<b>91,374</b>	38,717	70%
<i>Utilities</i>	-	-	-	-	0%
<i>Other (Animal Care - \$91,542)</i>	107,847	<b>127,847</b>	<b>100,018</b>	\$ 27,829	78%
<b>Total Services / Supplies</b>	<b>\$ 572,731</b>	<b>\$ 622,731</b>	<b>\$ 511,202</b>	\$ 111,529	82%

Capital					
<i>Equipment / Vehicles</i>	10,000	<b>10,000</b>		10,000	0%
<b>Total Capital</b>	<b>\$ 10,000</b>	<b>\$ 10,000</b>	\$ -	\$ 10,000	0%

<b>Total Police Department</b>	<b>\$ 5,811,852</b>	<b>\$ 5,341,852</b>	<b>\$ 4,633,882</b>	\$ 707,971	87%
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# Fire Department FY 2022/2023 Budget

**YEAR TO DATE AUGUST**

<i>Percent of Budget Year Transpired</i>	<b>91.7%</b>
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- - - Summary - - -					
	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 2,966,826	\$ 2,791,826	\$ 2,505,031	\$ 286,795	90%
Services / Supplies	414,736	414,736	295,497	119,239	71%
Capital	-	-	-	-	0%
	\$ 3,381,562	\$ 3,206,562	\$ 2,800,528	\$ 406,034	87%

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

Personnel					
<i>Salaries / Wages</i>	\$ 2,029,874	<u>1,959,874</u>	\$ 1,738,581	\$ 221,293	89%
<i>Employee Benefits</i>	<u>936,952</u>	<u>831,952</u>	<u>766,450</u>	65,502	<u>92%</u>
<b>Total Personnel</b>	\$ 2,966,826	\$ 2,791,826	\$ 2,505,031	\$ 286,795	90%

Services / Supplies					
<i>Professional Services</i>	\$ 130,011	\$ 130,011	\$ 113,378	\$ 16,633	87%
<i>Employee Development</i> <i>(Training - \$52,950)</i>	68,490	68,490	45,940	22,550	67%
<i>Supplies / Equipment</i>	172,585	172,585	101,755	70,830	59%
<i>Utilities</i>	1,850	1,850	1,597	253	86%
<i>Other</i> <i>(Safety Programs)</i>	<u>41,800</u>	<u>41,800</u>	<u>32,828</u>	8,972	<u>79%</u>
<b>Total Services / Supplies</b>	\$ 414,736	\$ 414,736	\$ 295,497	\$ 119,239	71%

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

<b>Total Fire Department</b>	\$ 3,381,562	\$ 3,206,562	\$ 2,800,528	\$ 406,034	87%
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# Community Services FY 2022/2023 Budget

**YEAR TO DATE AUGUST**

<i>Percent of Budget Year Transpired</i>	<b>91.7%</b>
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- - - Summary - - -					
	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 351,104	\$ 361,104	\$ 321,830	\$ 39,274	89%
Services / Supplies	33,945	73,945	55,797	18,148	75%
Capital	-	-	-	-	0%
	\$ 385,049	\$ 435,049	\$ 377,627	\$ 57,422	87%

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

Personnel					
<i>Salaries / Wages</i>	\$ 250,628	250,628	\$ 223,531	\$ 27,097	89%
<i>Employee Benefits</i>	100,476	110,476	98,300	12,176	89%
<i>Total Personnel</i>	\$ 351,104	\$ 361,104	\$ 321,830	\$ 39,274	89%

Services / Supplies					
<i>Professional Services</i>	\$ 8,000	48,000	\$ 38,421	9,579	80%
<i>Employee Development</i>	16,852	16,852	12,309	4,543	73%
<i>Supplies / Equipment</i>	9,093	9,093	5,067	4,026	56%
<i>Utilities</i>	-	-	-	-	0%
<i>Other</i>	-	-	-	-	0%
<i>Total Services / Supplies</i>	\$ 33,945	\$ 73,945	\$ 55,797	\$ 18,148	75%

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

<i>Total Building Operations</i>	\$ 385,049	\$ 435,049	\$ 377,627	\$ 57,422	87%
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# Streets Division FY 2022/2023 Budget

**YEAR TO DATE AUGUST**

<i>Percent of Budget Year Transpired</i>	<b>91.7%</b>
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## - - - Summary - - -

	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 861,548	\$ 826,548	\$ 734,032	\$ 92,516	89%
Services / Supplies	779,297	779,297	415,002	364,295	53%
Capital	-	-	-	-	0%
	\$ 1,640,845	\$ 1,605,845	\$ 1,149,034	\$ 456,812	72%

## - - - Detail - - -

Category	Original Budget	Revised Budget	Year to Date	Variance	% Used
<b>Personnel</b>					
<i>Salaries / Wages</i>	\$ 593,300	\$ 558,300	\$ 497,504	\$ 60,795	89%
<i>Employee Benefits</i>	268,249	268,249	236,528	31,721	88%
<b>Total Personnel</b>	\$ 861,548	\$ 826,548	\$ 734,032	\$ 92,516	89%
<b>Services / Supplies</b>					
<i>Professional Services</i>	\$ 77,816	77,816	\$ 20,433	\$ 57,383	26%
<i>Employee Development</i>	12,981	12,981	6,732	6,249	52%
<i>Supplies / Equipment</i>	60,850	60,850	21,569	39,281	35%
<i>Utilities (Streetlights)</i>	86,000	86,000	82,973	3,027	96%
<i>Other (Street Maintenance)</i>	541,650	541,650	283,295	258,356	52%
<b>Total Services / Supplies</b>	\$ 779,297	\$ 779,297	\$ 415,002	\$ 364,295	53%
<b>Capital</b>					
<i>Equipment / Vehicles</i>	-	-	-	-	0%
<b>Total Capital</b>	\$ -	\$ -	\$ -	\$ -	0%
<b>Total Streets</b>	\$ 1,640,845	\$ 1,605,845	\$ 1,149,034	\$ 456,812	72%

# Maintenance Division FY 2022/2023 Budget

**YEAR TO DATE AUGUST**

<i>Percent of Budget Year Transpired</i>	<b>91.7%</b>
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- - - Summary - - -					
	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 402,114	\$ <b>402,114</b>	\$ <b>355,988</b>	\$ 46,126	89%
Services / Supplies	1,576,282	<b>1,796,282</b>	<b>1,383,874</b>	412,408	77%
Capital	<u>196,900</u>	<u><b>196,900</b></u>	<u>-</u>	<u>196,900</u>	<u>0%</u>
	<b>\$ 2,175,296</b>	<b>\$ 2,395,296</b>	<b>\$ 1,739,862</b>	<b>\$ 655,433</b>	<b>73%</b>

- - - Detail - - -					
Category	Original Budget	Revised Budget	Year to Date	Variance	% Used
<b>Personnel</b>					
<i>Salaries / Wages</i>	\$ 273,056	<u>273,056</u>	\$ 240,828	\$ 32,228	88%
<i>Employee Benefits</i>	<u>129,057</u>	<u>129,057</u>	<u>115,160</u>	<u>13,897</u>	<u>89%</u>
<i>Total Personnel</i>	<b>\$ 402,114</b>	<b>\$ 402,114</b>	<b>\$ 355,988</b>	<b>\$ 46,126</b>	<b>89%</b>

Services / Supplies					
<i>Professional Services</i>	\$ 80,260	\$ 80,260	\$ 63,077	\$ 17,183	79%
<i>Employee Development</i>	3,340	3,340	1,538	1,802	46%
<i>Supplies / Equipment</i>	1,200,204	1,290,204	1,142,259	147,945	89%
<i>Utilities</i>	70,000	100,000	74,049	25,951	74%
<i>Other (Capital Lease Payments)</i>	<u>222,478</u>	<u>322,478</u>	<u>102,952</u>	<u>\$ 219,526</u>	<u>32%</u>
<i>Total Services / Supplies</i>	<b>\$ 1,576,282</b>	<b>\$ 1,796,282</b>	<b>\$ 1,383,874</b>	<b>\$ 412,408</b>	<b>77%</b>

Capital					
<i>Equipment / Vehicles</i>	196,900	196,900	-	196,900	0%
<i>Total Capital</i>	<b>\$ 196,900</b>	<b>\$ 196,900</b>	<b>\$ -</b>	<b>\$ 196,900</b>	<b>0%</b>
<b>Total Maintenance</b>	<b>\$ 2,175,296</b>	<b>\$ 2,395,296</b>	<b>\$ 1,739,862</b>	<b>\$ 655,433</b>	<b>73%</b>

# Parks Division FY 2022/2023 Budget

**YEAR TO DATE AUGUST**

<i>Percent of Budget Year Transpired</i>	<b>91.7%</b>
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- - - Summary - - -					
	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 1,448,044	<b>\$ 1,448,044</b>	<b>\$ 1,228,626</b>	\$ 219,418	85%
Services / Supplies	917,241	<b>917,241</b>	<b>721,485</b>	195,756	79%
Capital	<u>164,000</u>	<b><u>164,000</u></b>	<b><u>96,669</u></b>	<u>67,331</u>	<u>59%</u>
	<b>\$ 2,529,285</b>	<b>\$ 2,529,285</b>	<b>\$ 2,046,779</b>	<b>\$ 482,505</b>	<b>81%</b>

- - - Detail - - -					
Category	Original Budget	Revised Budget	Year to Date	Variance	% Used
<b>Personnel</b>					
<i>Salaries / Wages</i>	\$ 937,220	<b><u>937,220</u></b>	<b>\$ 802,919</b>	\$ 134,302	86%
<i>Employee Benefits</i>	<u>510,823</u>	<b><u>510,823</u></b>	<b><u>425,707</u></b>	<u>85,116</u>	<u>83%</u>
<i>Total Personnel</i>	<b>\$ 1,448,044</b>	<b>\$ 1,448,044</b>	<b>\$ 1,228,626</b>	<b>\$ 219,418</b>	<b>85%</b>

Services / Supplies					
<i>Professional Services</i>	\$ 397,209	<b>\$ 397,209</b>	<b>\$ 336,288</b>	\$ 60,921	85%
<i>Employee Development</i>	28,465	<b>28,465</b>	<b>18,937</b>	9,528	67%
<i>Supplies / Equipment</i>	356,686	<b>356,686</b>	<b>255,588</b>	101,098	72%
<i>Utilities</i>	133,300	<b>133,300</b>	<b>109,222</b>	24,078	82%
<i>Other</i>	<u>1,581</u>	<b><u>1,581</u></b>	<b><u>1,449</u></b>	<u>132</u>	<u>92%</u>
<i>Total Services / Supplies</i>	<b>\$ 917,241</b>	<b>\$ 917,241</b>	<b>\$ 721,485</b>	<b>\$ 195,756</b>	<b>79%</b>

Capital					
<i>Equipment / Vehicles</i>	164,000	<b>164,000</b>	<b>96,669</b>	67,331	59%
<i>Total Capital</i>	164,000	<b>164,000</b>	<b>96,669</b>	67,331	59%

<b>Total Parks</b>	<b>\$ 2,529,285</b>	<b>\$ 2,529,285</b>	<b>\$ 2,046,779</b>	<b>\$ 482,505</b>	<b>81%</b>
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# Recreation Division FY 2022/2023 Budget

**YEAR TO DATE AUGUST**

<i>Percent of Budget Year Transpired</i>	<b>91.7%</b>
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- - - Summary - - -					
	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 207,176	\$ 207,176	\$ 168,108	\$ 39,068	81%
Services / Supplies	373,889	378,889	285,038	93,851	75%
Capital	<u>20,000</u>	<u>20,000</u>	<u>-</u>	<u>20,000</u>	<u>0%</u>
	\$ 601,065	\$ 606,065	\$ 453,146	\$ 152,919	75%

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

Personnel					
<i>Salaries / Wages</i>	\$ 162,068	\$ 162,068	\$ 126,081	\$ 35,987	78%
<i>Employee Benefits</i>	<u>45,108</u>	<u>45,108</u>	<u>42,027</u>	<u>3,081</u>	<u>93%</u>
<i>Total Personnel</i>	\$ 207,176	\$ 207,176	\$ 168,108	\$ 39,068	81%

Services / Supplies					
<i>Professional Services</i>	\$ -	\$ -	\$ (127)	\$ 127	0%
<i>Employee Development</i>	14,495	14,495	5,654	8,841	39%
<i>Supplies / Equipment</i>	4,650	4,650	559	4,091	12%
<i>Utilities</i>	-	-	-	-	0%
<i>Other (Recreation Programs)</i>	<u>354,744</u>	<u>359,744</u>	<u>278,953</u>	<u>80,791</u>	<u>78%</u>
<i>Total Services / Supplies</i>	\$ 373,889	\$ 378,889	\$ 285,038	\$ 93,851	75%

Capital					
<i>Equipment / Vehicles</i>	20,000	20,000	-	20,000	0%
<i>Total Capital</i>	\$ 20,000	\$ 20,000	\$ -	\$ 20,000	0%

<i>Total Recreation</i>	\$ 601,065	\$ 606,065	\$ 453,146	\$ 152,919	75%
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# Equipment Replacement / Capital Schedule FY 2022/2023 Budget

**YEAR TO DATE AUGUST**

<i>Percent of Budget Year Transpired</i>	<b>91.7%</b>
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Expenditures	Original Budget	Revised Budget	Year to Date	Variance	% Used
City Manager Office Capital Outlay	-	-	-	-	0%
Finance Capital Outlay	-	-	-	-	0%
Human Resources Capital Outlay	-	-	-	-	0%
City Secretary Capital Outlay	-	-	-	-	0%
Information Services Capital Outlay	-	-	-	-	0%
Marketing Capital Outlay	-	-	-	-	0%
Police Dept Capital Outlay	10,000	<b>10,000</b>	-	10,000	0%
Fire Dept Capital Outlay	-	-	-	-	0%
Community Services Capital Outlay	-	-	-	-	0%
Streets Dept Capital Outlay	-	-	-	-	0%
Maintenance Capital Outlay	196,900	<b>196,900</b>	-	196,900	0%
City Parks Capital Outlay	164,000	<b>164,000</b>	<b>96,669</b>	67,331	59%
City Recreation Capital Outlay	20,000	<b>20,000</b>	-	20,000	0%
<b>Total Expenditures</b>	<b>\$ 390,900</b>	<b>\$ 390,900</b>	<b>\$ 96,669</b>	<b>\$ 294,231</b>	<b>25%</b>

# Utility Fund Revenues

## FY 2022/2023 Budget

**YEAR TO DATE AUGUST**

<b>Percent of Budget Year Transpired</b>	<b>91.7%</b>
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Fees	Original Budget	Revised Budget	Year to Date	Variance	% Received
<i>Electronic Payment</i>	\$ (189,000)	\$ (189,000)	\$ (166,655)	\$ (22,345)	88%
<i>Charges / Penalties</i>	88,250	88,250	71,238	17,012	81%
<b>Total Fees</b>	<b>\$ (100,750)</b>	<b>\$ (100,750)</b>	<b>\$ (95,417)</b>	<b>\$ (5,333)</b>	<b>95%</b>

### Licenses & Permits

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

### Charges for Services

<i>Water Sales</i>	\$ 5,483,922	\$ 5,483,922	\$ 5,051,213	\$ 432,709	92%
<i>Sewer Sales</i>	4,626,689	4,626,689	3,952,765	673,924	85%
<i>Inspection Fees</i>	4,000	4,000	2,010	1,990	50%
<b>Total Charges for Service</b>	<b>\$ 10,114,611</b>	<b>\$ 10,114,611</b>	<b>\$ 9,005,988</b>	<b>\$ 1,108,623</b>	<b>89%</b>

### Interest

<i>Interest (Operations)</i>	\$ 68,000	\$ 68,000	\$ 281,656	\$ (213,656)	414%
<i>Interest (Capital Projects)</i>	6,000	6,000	42,368	(36,368)	706%
<b>Total Interest</b>	<b>\$ 74,000</b>	<b>\$ 74,000</b>	<b>\$ 324,024</b>	<b>\$ (250,024)</b>	<b>438%</b>

### Impact Fees

<i>Impact Fees</i>	\$ 50,000	\$ 50,000	\$ 54,184	\$ (4,184)	108%
<b>Total Impact Fees</b>	<b>\$ 50,000</b>	<b>\$ 50,000</b>	<b>\$ 54,184</b>	<b>\$ (4,184)</b>	<b>108%</b>

### Miscellaneous Income

<i>Miscellaneous Income</i>	\$ 5,000	\$ 5,000	\$ 868,709	\$ (863,709)	17374%
<b>Total Miscellaneous Income</b>	<b>\$ 5,000</b>	<b>\$ 5,000</b>	<b>\$ 868,709</b>	<b>\$ (863,709)</b>	<b>17374%</b>

<b>Total Utility Fund Revenues</b>	<b>\$ 10,142,861</b>	<b>\$ 10,142,861</b>	<b>\$ 10,157,488</b>	<b>\$ (14,627)</b>	<b>100%</b>
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# Utility Division FY 2022/2023 Budget

YEAR TO DATE AUGUST

Percent of Budget Year Transpired	91.7%
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--- Summary - Operations ---					
	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 1,818,060	\$ 1,818,060	\$ 1,626,854	\$ 191,206	89%
Services / Supplies	6,831,471	6,841,471	5,719,359	1,122,112	84%
Capital	20,000	131,000	110,749	20,251	85%
<b>Total Utility Division</b>	<b>\$ 8,669,532</b>	<b>\$ 8,790,532</b>	<b>\$ 7,456,962</b>	<b>\$ 1,333,570</b>	<b>85%</b>

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

Personnel					
Salaries / Wages	\$ 1,238,673	\$ 1,238,673	\$ 1,119,766	\$ 118,908	90%
Employee Benefits	579,387	579,387	507,088	72,299	88%
<b>Total Personnel</b>	<b>\$ 1,818,060</b>	<b>\$ 1,818,060</b>	<b>\$ 1,626,854</b>	<b>\$ 191,206</b>	<b>89%</b>

Services / Supplies					
Professional Services	\$ 286,743	\$ 296,743	\$ 198,437	\$ 98,306	67%
Employee Development	67,255	67,255	83,854	(16,599)	125%
Supplies / Equipment	78,762	78,762	62,059	16,703	79%
Utilities	375,136	375,136	346,860	28,276	92%
Other (Well Lot Maintenance)	1,191,454	1,191,454	663,468	527,986	56%
<b>Sub-Total - Operations Services / Supplies</b>	<b>\$ 1,999,350</b>	<b>\$ 2,009,350</b>	<b>\$ 1,354,678</b>	<b>\$ 654,672</b>	<b>67%</b>

Wholesale Water / Wastewater					
Note: UTRWD billing reflects a one month delay					
UTRWD - Administration Fees	\$ 5,270	\$ 5,270	\$ 5,269	\$ 1	100%
UTRWD - Water Volume Cost	1,119,972	1,119,972	1,047,228	72,744	94%
UTRWD - Water Demand Charges	1,463,010	1,463,010	1,298,536	164,474	89%
UTRWD - Sewer Effluent Volume Rate	622,955	622,955	498,294	124,661	80%
UTRWD - Capital Charge Joint Facilities	1,389,179	1,389,179	1,273,414	115,765	92%
UTRWD - HV Sewer Line to UTRWD	231,735	231,735	241,940	(10,205)	104%
UTRWD - Wtr Transmission - Opus Develop	-	-	-	-	0%
<b>Sub-Total - Wholesale Water / Wastewater</b>	<b>\$ 4,832,121</b>	<b>\$ 4,832,121</b>	<b>\$ 4,364,680</b>	<b>\$ 467,441</b>	<b>90%</b>

<b>Total Services / Supplies</b>	<b>\$ 6,831,471</b>	<b>\$ 6,841,471</b>	<b>\$ 5,719,359</b>	<b>\$ 1,122,112</b>	<b>84%</b>
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Capital					
Equipment / Vehicles	20,000	131,000	110,749	20,251	85%
<b>Total Capital</b>	<b>\$ 20,000</b>	<b>\$ 131,000</b>	<b>\$ 110,749</b>	<b>\$ 20,251</b>	<b>85%</b>

<b>Total Utility Division - Operations</b>	<b>\$ 8,669,532</b>	<b>\$ 8,790,532</b>	<b>\$ 7,456,962</b>	<b>\$ 1,333,570</b>	<b>85%</b>
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# Utility Fund Working Capital FY 2022/2023 Budget

**YEAR TO DATE AUGUST**

<b>Percent of Budget Year Transpired</b>	<b>91.7%</b>
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Revenues	Original Budget	Revised Budget	Year to Date	Variance	% Received
<b>Water Sales</b>	\$ 5,483,922	\$ 5,483,922	\$ 5,051,213	\$ 432,709	92%
<b>Sewer Sales</b>	4,626,689	4,626,689	3,952,765	673,924	85%
<b>Other Fees / Charges</b>	97,250	97,250	941,957	(844,707)	969%
<b>Electronic Payment Credit</b>	(189,000)	(189,000)	(166,655)	(22,345)	88%
<b>Interest</b>	68,000	68,000	281,656	(213,656)	414%
<b>Total Revenues</b>	\$ 10,086,861	\$ 10,086,861	\$ 10,060,936	\$ 25,925	100%

Expenditures	Original Budget	Revised Budget	Year to Date	Variance	% Used
<b>Administration</b>	\$ 456,661	\$ 466,661	\$ 420,156	\$ 46,505	90%
<b>Operations</b>	3,367,250	3,360,750	2,561,377	799,373	76%
<b>UTRWD</b>	4,832,121	4,832,121	4,364,680	467,441	90%
<b>Debt Service</b>	1,011,709	1,011,709	1,011,709	880,036	100%
<b>Capital Projects</b>	-	-	-	-	0%
<b>Equipment Replace / Capital</b>	20,000	131,000	110,749	20,251	85%
<b>Total Expenditures</b>	\$ 9,687,741	\$ 9,802,241	\$ 8,468,671	\$ 1,333,570	86%

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

Fund Balance	Original Budget	Revised Budget	Year to Date
<b>Net Increase/Decrease</b>	(70,880)	(185,380)	1,592,265
<b>Beginning Working Capital</b>			
Operations	3,117,785	3,117,785	3,117,785
Available Impact Fees	1,282,718	1,282,718	1,282,718
<b>Total Available Working Capital</b>	\$ 4,400,503	\$ 4,400,503	\$ 4,400,503
<b>Ending Working Capital</b>			
Operations	3,046,906	2,932,406	4,710,051
Designated Capital Project	-	-	-
Available Impact Fees	1,182,718	1,182,718	1,282,718
<b>Total Available Working Capital</b>	\$ 4,229,624	\$ 4,115,124	\$ 5,992,769

<b>Impact Fees</b>			
<b>Beginning Balance</b>	1,282,718	1,282,718	1,282,718
<b>+ Collections</b>	50,000	50,000	-
<b>- Applied to offset Debt Service</b>	(150,000)	(150,000)	-
<b>Ending Balance</b>	1,182,718	1,182,718	1,282,718

\*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 2022/2023 Budget

**YEAR TO DATE AUGUST**

<i>Percent of Budget Year Transpired</i>	<b>91.7%</b>
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Revenues	Original Budget	Revised Budget	Year to Date	Variance	% Received
<i>Park Entry Fees</i>	\$ 601,550	\$ 601,550	\$ 568,028	\$ 33,522	94%
<i>Annual Park Passes</i>	64,000	64,000	61,755	2,245	96%
<i>Concession Sales</i>	-	-	-	-	0%
<i>Interest</i>	30	30	14,547	(14,517)	48492%
<b>Total Revenues</b>	<b>\$ 665,580</b>	<b>\$ 665,580</b>	<b>\$ 644,330</b>	<b>\$ 21,250</b>	<b>97%</b>

Expenditures	Original Budget	Revised Budget	Year to Date	Variance	% Used
<i>Personnel</i>	\$ 222,990	222,990	\$ 166,581	\$ 56,409	75%
<i>Services / Supplies</i>	458,841	458,841	159,646	299,195	35%
<i>Capital</i>	55,000	55,000	-	55,000	0%
<b>Total Expenditures</b>	<b>\$ 736,831</b>	<b>\$ 736,831</b>	<b>\$ 326,226</b>	<b>\$ 410,605</b>	<b>44%</b>

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

Fund Balance	Original Budget	Revised Budget	Year to Date
<i>Beginning Fund Balance</i>	\$ 739,992	\$ 770,032	\$ 770,032
<i>+ Net Increase (Decrease)</i>	(71,251)	(71,251)	318,104
<b>Ending Fund Balance</b>	<b>\$ 668,741</b>	<b>\$ 698,781</b>	<b>\$ 1,088,136</b>

# Debt Service Fund

## FY 2022/2023 Budget

**YEAR TO DATE AUGUST**

<b>Percent of Budget Year Transpired</b>	<b>91.7%</b>
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Revenues	Original Budget	Revised Budget	Year to Date	Variance	% Received
<i>Property Tax Revenues</i>	\$2,106,550	\$ 2,106,550	\$ 2,109,451	\$ (2,901)	100%
<i>Interest Income</i>	15,000	15,000	21,158	(6,158)	141%
<b>Total Revenues</b>	<b>\$ 2,121,550</b>	<b>\$ 2,121,550</b>	<b>\$ 2,130,609</b>	<b>\$ (9,059)</b>	<b>100%</b>

Expenditures	Original Budget	Revised Budget	Year to Date	Variance	% Used
<i>Principal Payments</i>	\$ 1,600,000	\$ 1,600,000	\$ 1,600,000	\$ -	100%
<i>Interest Payments</i>	1,028,131	1,028,131	1,028,131	(0)	100%
<i>Paying Agent Fees</i>	3,000	3,000	1,770	1,230	59%
<b>Total Expenditures</b>	<b>\$ 2,631,131</b>	<b>\$ 2,631,131</b>	<b>\$ 2,629,901</b>	<b>\$ 1,230</b>	<b>100%</b>

Other Sources (Uses)	Original Budget	Revised Budget	Year to Date	Variance	% Received
<i>Transfers In (Out) [To 4B]</i>	537,581	537,581	537,581	\$ (0)	100%
<i>Proceeds from Refunding Debt</i>	-	-		-	0%
<i>Debt Issuance Cost</i>	-	-		-	0%
<i>Payment to Escrow Agent</i>	-	-		-	0%
<b>Total Financing Sources</b>	<b>\$ 537,581</b>	<b>\$ 537,581</b>	<b>\$ 537,581</b>	<b>\$ (0)</b>	<b>100%</b>

Beginning & Ending Balance	Original Budget	Revised Budget	Year to Date
<i>Beginning Fund Balance</i>	\$ 87,355	\$ 93,470	\$ 93,470
<i>+ Net Increase (Decrease)</i>	28,000	28,000	38,289
<b>Ending Fund Balance</b>	<b>\$ 115,355</b>	<b>\$ 121,470</b>	<b>\$ 131,759</b>

# Capital Projects Fund

## FY 2022/2023 Budget

**YEAR TO DATE AUGUST**

<b>Percent of Budget Year Transpired</b>	<b>91.7%</b>
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Revenues	Original Budget	Revised Budget	Year to Date	Variance	% Received
Grants	\$ -	\$ -	\$ -	\$ -	0%
Contributions	-	-	2,100	(2,100)	0%
Interest Income	190,000	190,000	458,268	(268,268)	241%
<b>Total Revenues</b>	<b>\$ 190,000</b>	<b>\$ 190,000</b>	<b>\$ 460,368</b>	<b>\$ (270,368)</b>	<b>100%</b>

Expenditures	Original Budget	Revised Budget	Year to Date	Variance	% Used
2018 GO Bond (Parks)	1,033,531	1,033,531	957,220	76,311	93%
2021 Bond Issue (Parks)	1,564,035	1,564,035	320,800	1,243,235	21%
2021 Bond Issue (Streets)	5,730,000	5,730,000	243,187	5,486,813	4%
<b>Total Expenditures</b>	<b>\$ 8,327,566</b>	<b>\$ 8,327,566</b>	<b>\$ 1,521,207</b>	<b>\$ 6,806,359</b>	<b>18%</b>

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

Beginning & Ending Balance	Original Budget	Revised Budget	Year to Date
<b>Beginning fund balance</b>	<b>\$ 15,796,600</b>	<b>\$ 15,888,870</b>	<b>\$ 15,888,870</b>
<b>+Net Increase (Decrease)</b>	<b>(8,137,566)</b>	<b>(8,137,566)</b>	<b>(1,060,840)</b>
<b>Ending Fund Balance</b>	<b>\$ 7,659,034</b>	<b>\$ 7,751,304</b>	<b>\$ 14,828,030</b>

# Drainage Utilities FY 2022/2023 Budget

**YEAR TO DATE AUGUST**

<i>Percent of Budget Year Transpired</i>	<b>91.7%</b>
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Revenues	Original Budget	Revised Budget	Year to Date	Variance	% Received
<i>Drainage Conversion Fee</i>	\$ 10,000	10,000	\$ -	\$ 10,000	0%
<i>Drainage Fee Receipts</i>	510,000	510,000	442,388	67,613	87%
<i>Miscellaneous</i>	-	-	-	-	0%
<i>Interest</i>	1,500	1,500	8,783	(7,283)	586%
<b>Total Revenues</b>	<b>\$ 521,500</b>	<b>\$ 521,500</b>	<b>\$ 451,170</b>	<b>\$ 70,330</b>	<b>87%</b>

Expenditures	Original Budget	Revised Budget	Year to Date	Variance	% Used
<i>Personnel</i>	\$ 367,162	\$ 367,162	\$ 322,427	\$ 44,735	88%
<i>Services / Supplies</i>	253,635	253,635	167,805	85,830	66%
<i>Capital</i>	70,000	70,000	-	70,000	0%
<b>Total Expenditures</b>	<b>\$ 690,797</b>	<b>\$ 690,797</b>	<b>\$ 490,232</b>	<b>\$ 200,565</b>	<b>71%</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 Transfers Out / 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>	\$ 331,511	\$ 333,079	\$ 333,079
<i>+ Net Increase (Decrease)</i>	(169,297)	(169,297)	(39,062)
<b>Ending Fund Balance</b>	<b>\$ 162,214</b>	<b>\$ 163,782</b>	<b>\$ 294,017</b>

# Park Development Fee Fund FY 2022/2023 Budget

**YEAR TO DATE AUGUST**

<b>Percent of Budget Year Transpired</b>	<b>91.7%</b>
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Revenues	Original Budget	Revised Budget	Year to Date	Variance	% Received
<i>Interest</i>	\$ 300	\$ 300	\$ 3,443	(3,143)	0%
<i>Community Park Fees</i>	-	-		-	0%
<i>Linear Park Fees</i>	-	-	-	-	0%
<i>Neighborhood Park Fees</i>	-	-	-	-	0%
<i>Service Area II</i>	-	-	-	-	0%
<i>Service Area IV</i>	-	-	-	-	0%
<b>Total Revenues</b>	<b>\$ 300</b>	<b>\$ 300</b>	<b>\$ 3,443</b>	<b>\$ (3,143)</b>	<b>0%</b>

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

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

Fund Balance	Original Budget	Revised Budget	Year to Date
<i>Beginning Fund Balance</i>	\$ 82,124	\$ 82,401	\$ 82,401
<i>+ Net Increase (Decrease)</i>	300	300	3,443
<b>Ending Fund Balance</b>	<b>\$ 82,424</b>	<b>\$ 82,701</b>	<b>\$ 85,844</b>

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>	82,424	86,144
<i>Neighborhood Park Fees (Area IV)</i>	-	-
<b>Total</b>	<b>\$ 82,424</b>	<b>\$ 86,144</b>

# Public Safety Special Revenue Fund

## FY 2022/2023 Budget

**YEAR TO DATE AUGUST**

<b>Percent of Budget Year Transpired</b>	<b>91.7%</b>
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<b>Revenues</b>	Original Budget	Revised Budget	Year to Date	Variance	% Received
<b>Revenues</b>	\$ 37,600	<b>37,600</b>	\$ <b>37,065</b>	\$ 535	99%

<b>Expenditures</b>	Original Budget	Revised Budget	Year to Date	Variance	% Used
<b>Personnel</b>	\$ -	\$ -	\$ -	\$ -	0%
<b>Services / Supplies</b>	13,600	<b>13,600</b>	<b>54,073</b>	(40,473)	398%
<b>Capital</b>	-	-		(54,073)	0%
<b>Total Expenditures</b>	\$ 13,600	\$ <b>13,600</b>	\$ <b>54,073</b>	\$ (40,473)	398%

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

<b>Beginning &amp; Ending Balance</b>	Original Budget	Revised Budget	Year to Date
<b>Beginning Fund Balance</b>	\$ 49,172	\$ <b>76,966</b>	\$ <b>76,966</b>
<b>+ Net Increase (Decrease)</b>	2,000	<b>2,000</b>	<b>(17,008)</b>
<b>Ending Fund Balance</b>	\$ 51,172	\$ <b>78,966</b>	\$ <b>59,958</b>

# Municipal Court Technology Fee Fund

## FY 2022/2023 Budget

**YEAR TO DATE AUGUST**

<i>Percent of Budget Year Transpired</i>	<b>91.7%</b>
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<b>Revenues</b>	Original Budget	Revised Budget	Year to Date	Variance	% Received
<b>Revenues</b>	\$ 2,800	\$ 2,800	\$ 2,513	287	90%

<b>Expenditures</b>	Original Budget	Revised Budget	Year to Date	Variance	% Used
<b>Services / Supplies</b>	\$ 4,400	\$ 4,400	\$ 3,600	\$ 800	82%
<b>Total Expenditures</b>	\$ 4,400	\$ 4,400	\$ 3,600	\$ 800	0%

<b>Other Sources/Uses</b>	Original Budget	Revised Budget	Year to Date	Variance	% Used
<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>	Original Budget	Revised Budget	Year to Date
<b>Beginning Fund Balance</b>	\$ 15,544	\$ 15,542	\$ 15,542
<b>+ Net Increase (Decrease)</b>	(1,600)	(1,600)	(1,087)
<b>Ending Fund Balance</b>	\$ 13,944	\$ 13,942	\$ 14,455

# Municipal Court Building Security Fund FY 2022/2023 Budget

**YEAR TO DATE AUGUST**

<b>Percent of Budget Year Transpired</b>	<b>91.7%</b>
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Revenues	Original Budget	Revised Budget	Year to Date	Variance	% Received
<b>Revenues (Court Fines)</b>	\$ 3,000	\$ 3,000	\$ 3,069	\$ (69)	102%

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

Beginning & Ending Balance	Original Budget	Revised Budget	Year to Date
<b>Beginning Fund Balance</b>	\$ 43,992	\$ 44,110	\$ 44,110
<b>+ Net Increase (Decrease)</b>	3,000	3,000	3,069
<b>Ending Fund Balance</b>	\$ 46,992	\$ 47,110	\$ 47,179

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

	<i>Actual</i> 2020-2021	<i>Actual</i> 2021-2022	<i>Budget</i> 2022-2023	<i>YTD</i> 2022-2023
<b>Beginning Fund Balance</b>	\$ 109,678	\$ 356,702	\$ 650,602	\$ 650,602
<b>Revenues</b>				
4B Sales Tax	1,532,222	1,730,003	1,739,289	1,344,798
Park Fees (Rental)	42,080	42,482	85,000	69,829
Linear Park Fees	-	-	-	-
Miscellaneous Income	1,000	2,593	-	-
Interest Income	60	1,475	500	32,646
<b>Total</b>	<b>\$ 1,575,362</b>	<b>\$ 1,776,553</b>	<b>\$ 1,824,789</b>	<b>\$ 1,447,273</b>
<b>Expenditures</b>				
<i>Personnel</i>	302,812	308,473	331,609	268,019
Services / Supplies	193,044	335,823	407,678	214,982
Reimburse GF (Support Functions)	28,000	-	-	-
Reimburse GF (Debt Service)	804,482	838,357	565,581	537,581
<b>Total Non-Capital Expenditures</b>	<b>\$ 1,328,338</b>	<b>\$ 1,482,653</b>	<b>\$ 1,304,868</b>	<b>\$ 1,020,582</b>
<b>Capital</b>				
Equipment	-	-	287,000	71,226
Net Increase / (Decrease)	247,024	293,900	232,921	355,465
<b>Working Capital Balance</b>	<b>\$ 356,702</b>	<b>\$ 650,602</b>	<b>\$ 883,523</b>	<b>\$ 1,006,067</b>

# PEG Fee Fund FY 2022/2023 Budget

**YEAR TO DATE AUGUST**

<i>Percent of Budget Year Transpired</i>	<b>91.7%</b>
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Revenues	Original Budget	Revised Budget	Year to Date	Variance	% Received
<i>PEG Fee Receipts</i>	\$ 24,000	\$ 24,000	\$ 22,706	\$ 22,706	95%
<b>Total Revenues</b>	\$ 24,000	\$ 24,000	\$ 22,706	\$ 22,706	95%

Expenditures	Original Budget	Revised Budget	Year to Date	Variance	% Used
<i>Personnel</i>	\$ -	\$ -	\$ -	\$ -	0%
<i>Services / Supplies</i>	7,000	7,000	6,039	961	86%
<i>Capital</i>		-		-	0%
<b>Total Expenditures</b>	\$ 7,000	\$ 7,000	\$ 6,039	\$ 961	86%

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

Fund Balance	Original Budget	Revised Budget	Year to Date
<i>Beginning fund balance</i>	\$ 133,578	\$ 143,589	\$ 143,589
<i>+Net Increase (Decrease)</i>	17,000	17,000	16,667
<b>Ending Fund Balance</b>	\$ 150,578	\$ 160,589	\$ 160,256

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

**AGENDA# 17**

**MEETING DATE: 10/10/2023**

**SUBJECT: Consider Resolution 2023-3097 Adopting the City's Investment Policy and Making a Record of the Council Annual Review and Any Policy Changes.**

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

**BACKGROUND:**

A requirement of the Public Funds Investment Act, Chapter 2256 of the Texas Government Code, and the City of Highland Village, Texas, Investment Policy, Section VIII.2 Amendments, is an annual review of the investment policy. Any changes must be approved by the Investment Officer and submitted as a resolution for adoption to the City Council.

**IDENTIFIED NEED/S:**

Our consultants with Valley View Consulting, L.L.C. have compared the Public Funds Investment Act (PFIA) written policy requirements with the City's Investment Policy. The policy is in compliance with the PFIA.

**OPTIONS & RESULTS:**

There were no legislative changes this session that would require changes to consider. But in review, there were a few minor clarification changes suggested to update the City's Investment Policy as previously adopted.

- Article III.3. Updated titles of designated Investment Officers
- Article V.3. Collateralization will be based on principal and anticipated interest instead of just principal.

The updated investment policy is provided as Attachment "A" with the associated resolution.

**RECOMMENDATION:**

Council to approve Resolution 2023-3097 and record the annual review process.

**CITY OF HIGHLAND VILLAGE, TEXAS**

**RESOLUTION NO. 2023-3097**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HIGHLAND VILLAGE, TEXAS, ADOPTING THE CITY OF HIGHLAND VILLAGE INVESTMENT POLICY ATTACHED HERETO AS EXHIBIT "A"; DECLARING THAT THE CITY COUNCIL HAS COMPLETED ITS REVIEW OF THE INVESTMENT POLICY OF THE CITY AND THAT EXHIBIT "A" RECORDS ANY CHANGES TO THE INVESTMENT POLICY; PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING FOR AN EFFECTIVE DATE.**

**WHEREAS**, in accordance with the Public Funds Investment Act, Chapter 2256, Texas Government Code, the City Council of the City of Highland Village, Texas has adopted an investment policy; and,

**WHEREAS**, Section 2256.005, Texas Government Code requires the City Council to review the investment policies and investment strategies not less than annually and to adopt a resolution or order stating the review has been completed and record any changes made to either the investment policies or investment strategies.

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

**SECTION 1.** The City's Investment Policy, attached as Exhibit "A", is hereby adopted and shall govern the investment policies for the City, and shall define the authority of the investment official of the City from and after the effective date of this resolution.

**SECTION 2.** The City Council of the City of Highland Village has completed its review of the investment policies and investment strategies and any changes made to either the investment policies or investment strategies are recorded in Exhibit "A" hereto.

**SECTION 3.** Should any word, sentence, paragraph, subdivision, clause, phrase or section of this resolution be adjudged or held to be void or unconstitutional, the same shall not affect the validity of the remaining portions of said resolution which shall remain in full force and effect.

**SECTION 4.** This resolution shall become effective immediately from and after its passage.

**PASSED AND APPROVED BY THE CITY COUNCIL OF THE CITY OF HIGHLAND VILLAGE, TEXAS, THIS THE 10<sup>th</sup> DAY OF OCTOBER 2023.**

**APPROVED:**

\_\_\_\_\_  
Daniel Jaworski, Mayor

**ATTEST:**

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Angela Miller, City Secretary

**APPROVED AS TO FORM AND LEGALITY:**

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Kevin B. Laughlin, City Attorney  
(kbl:9/29/2023:4869:8958:9123 v1)

**RESOLUTION NO. 2023-3097**  
**Exhibit "A"**

**CITY OF HIGHLAND VILLAGE, TEXAS**  
**INVESTMENT POLICY**  
**INTRODUCTION**

This Investment Policy applies to the investment activities of the City of Highland Village (the "City"). These policies and procedures serve to satisfy the statutory requirement of Chapter 2256, Texas Government Code, the Public Funds Investment Act (the "PFIA"), to define and approve a formal investment policy. Upon City Council adoption, this Investment Policy supersedes all others.

**ARTICLE I**  
**GENERAL OBJECTIVES**

- I.1 Purpose It is the purpose of this Policy to invest in a manner which assures the safety of principal of invested funds by maintaining sufficient liquidity, diversifying investment instruments and maturities, creating accountability and internal controls, accurately reporting portfolio status, and to include the investment process as part of the annual audit.
- I.2 Objectives The primary objectives of the City's investment activities, in order of importance are:
- a. **Safety:** Investments of the City shall be selected in a manner that seeks to ensure the preservation of capital. The objective will be to mitigate credit risk and interest rate risk.
    1. Credit Risk is the risk of loss due to the failure of the investment issuer or backer. Credit risk may be mitigated by:
      - Limiting investments to the safest types,
      - Pre-qualifying the financial institutions, brokers/dealers, intermediaries, and advisors with which the City will do business, and
      - Diversifying the investment portfolio so that potential losses from individual issuers will be minimized.
    2. Interest rate risk is the risk that the market value of investments in the portfolio will fluctuate due to changes in general interest rates. Interest rate risk may be mitigated by:
      - Structuring the investment portfolio so that investments mature to meet cash requirements for ongoing operations, thereby avoiding the need to sell investments prior to maturity, and
      - By investing funds primarily in shorter-term investments.
  - b. **Liquidity:** The investment portfolio will remain sufficiently liquid to enable the City to meet all reasonably anticipated operating requirements. This shall be accomplished by projecting cash flow requirements and matching investment maturities with anticipated demands (static liquidity).

- c. **Diversification and Maturity:** The City's investment portfolio shall be diversified to minimize the risk resulting from over concentration of assets in specific maturity, market sector or issuer categories, where appropriate. Diversification strategies shall be established and reviewed periodically by the Investment Officers.
- d. **Internal Controls:** The Assistant City Manager is responsible for establishing and maintaining an internal control structure designed to ensure that the assets of the City are protected from loss, theft or misuse. The internal control structure shall be designed to provide reasonable assurance that these objectives are met. The concept of reasonable assurance recognizes that (1) the cost of a control should not exceed the benefits likely to be derived and (2) the valuation of costs and benefits requires estimates and judgments by management.

As part of the annual audit, the Investment Officer shall facilitate an independent review by an external auditor to assure compliance with policies and procedures. The internal controls shall address the following points:

- Avoidance of collusion
  - Separation of transaction authority from accounting and record keeping
  - Custodial safekeeping
  - Clear delegation of authority to subordinate staff members
  - Written confirmation of transactions for investments and wire transfers
- e. **Yield:** The City's investment portfolio shall be designed with the objective of attaining a rate of return throughout budgetary and economic cycles, commensurate with the City's investment risk constraints and the cash flow needs. Return on investment is of secondary importance compared to the safety and liquidity objectives described above. The core of investments is limited to relatively low risk investments in anticipation of earning a fair return relative to the risk being assumed. Securities shall not be sold prior to maturity with the following exceptions:
- A security with declining credit may be sold early to minimize loss of principal,
  - A security swap that improves the quality, yield, or target duration in the portfolio, and
  - Liquidity needs of the portfolio require that the security be sold.

## **ARTICLE II SCOPE & STRATEGY**

II.1 Scope This Policy applies to all financial assets of the City. These funds are accounted for in the City's Comprehensive Annual Financial Report and include:

- General Fund
- Enterprise Fund
- Special Revenue Funds
- Debt Service Funds - including Interest & Sinking Funds & Reserve Funds
- Capital Improvement Funds
- Other funds not specifically prohibited by law
- Component units of the City

II.2. Investment Strategy For each of the major fund types listed in paragraph II.1, there shall be a written investment strategy, with the exception of Other Funds and Component Units for which the Operating Fund and Enterprise Fund strategy will apply. The strategy shall take into consideration the unique cash flow requirements, both inflows and outflows, of the funds. Appendix A contains each fund's investment strategy.

For funds subject to the arbitrage regulations, the City shall annually calculate an estimated arbitrage rebate amount. Positive or negative rebate estimates will be incorporated into the implemented investment strategy. Additionally, estimated positive rebate amounts shall be restricted from expenditure and a rebate liability fund established in anticipation of payment to the IRS per the arbitrage regulations.

## ARTICLE III STANDARDS OF CARE

- III.1 Prudence Investments shall be made with careful judgment and care, under prevailing circumstances, that a person of prudence, discretion, and intelligence would exercise in the management of the person's own affairs, not for speculation, but for investment, considering the probable safety of capital and the probable income to be derived.

The standard of prudence to be used by Investment Officers shall be the "prudent person" standard and shall be applied in the context of managing the overall portfolio. Investment Officers acting in accordance with written procedures and the Investment Policy, and exercising due diligence, shall be relieved of personal responsibility for an individual investment's credit risk or market price changes, provided that deviations from expectations are reported in a timely fashion and appropriate action is taken to control adverse developments.

In accordance with Section 113.005, Texas Local Government Code, the Investment Officer is not responsible for any loss of the City's funds through the failure or negligence of a depository. This section does not release the Investment Officer from the responsibility for a loss resulting from official misconduct or negligence, including misappropriation of funds, or from responsibility for funds until a depository is selected and funds are deposited.

- III.2. Ethics and Conflicts of Interest Investment Officers shall refrain from personal business activity that could conflict with proper execution of the investment program or which could impair their ability to make impartial decisions.

Investment Officers shall disclose any personal business relationship, as defined by the PFIA, or relative within the second degree by affinity or consanguinity, as determined under Chapter 573 of the Texas Local Government Code, to an individual or business organization seeking to engage in an investment transaction with the City. A statement required under this section must be filed with the Texas Ethics Commission and the City Council in compliance with the PFIA.

- III.3. Delegation of Authority for Investment Program In accordance with the PFIA, the overall responsibility for conducting investment transactions resides with the City Council. Management oversight is delegated to the City Manager and Assistant City Manager who shall develop and maintain written procedures for the operation of the investment program consistent with these policies. The Assistant City Manager, Assistant Director of Finance, and Budget and Accounting Administrator shall be designated as Investment Officers.

Operational procedures shall be established by the Assistant City Manager that will include reference to safekeeping, repurchase, depository, and collateral agreements. Such procedures shall include explicit delegation of authority to persons responsible for conducting investment transactions. No person may engage in an investment transaction except as provided under the terms of this Policy and the procedures as described herein. The City Manager and Assistant City Manager shall be responsible for all transactions undertaken and shall establish a system of controls to regulate the activities of subordinates.

## **ARTICLE IV TRANSACTION PROCEDURES**

IV.1 Authorized Broker/Dealers The Assistant City Manager will maintain a list of broker/dealers approved by the City Council who are authorized to provide investment services. These may include primary broker/dealers or regional broker/dealers that qualify under Securities and Exchange Commission Rule 15C3-1 (uniform net capital rule) and Texas investment regulations.

All investment providers eligible to transact investment business with the City shall be presented a written copy of this Investment Policy.

Additionally, the qualified representative of a local government investment pool or discretionary investment management firm ("business organization") seeking to transact investment business shall execute a written instrument substantially to the effect that the qualified representative has:

1. Received and thoroughly reviewed this Investment Policy, and
2. Acknowledged that the organization has implemented reasonable procedures and controls in an effort to preclude investment transactions conducted between the City and the organization that are not authorized by the City's Investment Policy, except to the extent that this authorization is dependent on an analysis of the makeup of the City's entire portfolio or requires an interpretation of subjective investment standards, or relates to investment transactions of the City that are not made through accounts or other contractual arrangements over which the business organization has accepted discretionary investment authority..

The City shall not enter into an investment transaction with a business organization prior to receiving the written instrument described above.

All broker/dealers who desire to become authorized for investment transactions must supply the Investment Officer with the following (as applicable):

- Audited financial statements
- Proof of Financial Industry Regulatory Authority (FINRA) certification
- Proof of registration in the State of Texas
- Completed broker/dealer questionnaire, including:
- Related investment experience
- Public fund investment officer references

This information shall be submitted to the Investment Officers for review. The Investment Officers will make a recommendation for changes to the list of authorized broker/dealers and submit the list for approval by the City Council. At least annually, the City Council shall approve the list of authorized broker/dealers. The most recent City Council-authorized list shall be attached to this Policy as Appendix B.

In order to create a competitive pricing environment for each investment transaction, the City shall solicit quotations from multiple financial institutions for time deposits and authorized broker/dealers for securities.

- IV.2 Delivery Versus Payment All transactions, where applicable, will be executed on a delivery versus payment (DVP) basis to ensure that securities are delivered to an eligible financial institution prior to the release of funds. An independent third-party safekeeping agent authorized by the City, and evidenced by safekeeping receipts, will hold securities.
- IV.3 Investment Training In order to ensure the quality and capability of the City's Investment Officers, the City shall provide periodic training in investments through courses and seminars offered by professional organizations and associations. Pursuant to the PFIA, designated Investment Officers, and their designees responsible for investing City funds, shall attend within twelve months of assuming duties and receive not less than ten hours of instruction and, on a continuing basis, receive not less than eight hours of instruction in a two year period that begins on the first day of the City's fiscal year and consists of the two consecutive fiscal years after that date, for instruction. Said instruction shall relate to investment responsibilities described in the PFIA and this Policy. The training shall be conducted by approved independent training sources: GFOA, GFOAT, GTOT, TML, COG, UNT, or AICPA.

## **ARTICLE V SUITABLE & AUTHORIZED INVESTMENTS**

- V.1 Suitable & Authorized Investment Types The following instruments are considered suitable and authorized investments for the City's funds. At least quarterly, the City shall monitor issuer rating changes from independent information sources. In the event an authorized investment loses its required minimum credit rating, all prudent measures will be taken to liquidate said investment.
- a. Except as provided in paragraph V.2. the following are authorized investments
- Obligations of the United States or its agencies and instrumentalities, including the Federal Home Loan Banks;
  - Direct obligations of this State or its agencies and instrumentalities;
  - Other obligations, the principal and interest of which are unconditionally guaranteed or insured by, or backed by the full faith and credit of, this State or the United States or their respective agencies and instrumentalities, including obligations that are fully guaranteed or insured by the Federal Deposit Insurance Corporation or by the explicit full faith and credit of the United States; and
  - Obligations of states, agencies, counties cities and other political subdivisions of any state rated as to investment quality by a nationally recognized investment rating firm not less than A or its equivalent.
- b. Deposits with a state or national bank, a savings bank, or a state or federal credit union that has its main office or a branch office in this State that are:
- Guaranteed or insured by the Federal Deposit Insurance Corporation or its successor or the National Credit Union Share Insurance Fund or its successor;
  - Secured in compliance with state and federal regulations, by obligations eligible under the Public Funds Collateral Act; or
  - Secured in compliance with state and federal regulations, by letters of credit issued by the United States or its agencies and instrumentalities.

Or are placed through a depository institution or broker that has its main office or a branch office in Texas and meets the requirements of the PFIA.

- c. Fully collateralized repurchase agreements are authorized if the repurchase agreement:
- Has a defined termination date;
  - Is secured by cash or obligations in paragraph V.1.a;
  - Requires the securities being purchased by the City to be pledged to the City, held in the City's account and deposited at the time the investment is made with the City or with a third-party selected and approved by the City; and
  - Is placed through a primary government securities dealer, as defined by the Federal Reserve, or a financial institution doing business in this State.

For purposes of this paragraph a repurchase agreement means a simultaneous agreement to buy, hold for a specified time and sell back at a future date obligations described by paragraph V.1.a, at a market value at the time the funds are disbursed of not less than the principal amount of the funds disbursed.

- d. No load money market mutual funds are authorized if the mutual fund:
- Is registered with and regulated by the Securities and Exchange Commission;
  - Provides the City with a prospectus and other information required by the Securities Exchange Act of 1934 or the Investment Company Act of 1940;
  - Is categorized as a "Treasury" or "Government" money market fund;
  - Must maintain a AAAM, or equivalent rating, from at least one nationally recognized rating agency;
  - Includes in its investment objectives the maintenance of a stable net asset value of \$1.0000 for each share; and
  - The City's investment shall not exceed 10% of the fund's total assets.
- e. A public funds investment pool specifically authorized by City Council, meeting the requirements of the PFIA, that is categorized as a "Treasury" or "Government" investment pool, and includes in its investment objectives the maintenance of a stable net asset value of \$1.00 for each share.

V.2. Investments Not Authorized The following investments are not authorized under paragraph V.1.a.

- a. Obligations whose payment represents the coupon payments on the outstanding principal balance of the underlying mortgage-backed security collateral and pay no principal;
- b. Obligations whose payment represents the principal stream of cash flow from the underlying mortgage-backed security collateral and bears no interest;
- c. Collateralized mortgage obligations that have a stated final maturity date of greater than ten years; and
- d. Collateralized mortgage obligations the interest rate of which is determined by an index that adjusts opposite to the changes in a market index.

V.3. Collateralization will be required on two types of investments: financial institution deposits and repurchase agreements. With the exception of deposits secured with irrevocable letters of credit at 100% of principal and anticipated interest, in order to anticipate market

changes and provide a level of security for all funds, the collateralization level will be at least 102% of market value of the pledged investment's principal and anticipated interest, less any applicable federal deposit insurance.

Collateral will always be held by an independent third-party custodian acceptable to the City. A clearly marked evidence of pledge (pledge receipt) must be supplied to the City and retained. The City grants the right of collateral substitution with equal or greater market value, with notification to and the right of refusal by the City. The City has the option to also accept a surety bond from a qualified insurance company (rated A or its equivalent by the A.M. Best Company or similar rating agency) or a letter of credit from a federal agency or instrumentality as deposit collateralization.

Financial institutions accepting City deposits will be required to sign a "Depository Agreement" with the City. The collateralized deposit portion of the Agreement shall define the City's rights to the collateral in the event of default, bankruptcy, or closing and shall establish a perfected security interest in compliance with Federal and State regulations, including:

- the Agreement must be in writing;
- the Agreement must be executed by the depository and the City contemporaneously with the acquisition of the asset;
- the Agreement must be approved by the Board of Directors or designated committee of the depository and a copy of the meeting minutes must be delivered to the City; and
- the Agreement must be part of the depository's "official record" continuously since its execution.

## **ARTICLE VI INVESTMENT PARAMETERS**

- VI.1. Diversification The City will diversify its investment portfolio by type and maturity, where appropriate, as described in the fund-type investment strategies.
- VI.2. Maximum Maturities The City shall not exceed anticipated cash flow requirements when selecting investment maturities. Regardless of cash flow projection, the maximum maturity per fund-type is outlined in Appendix A Investment Strategy.

Because of inherent difficulties in accurately forecasting cash flow requirements, a portion of the portfolio will be continuously invested in readily available funds (e.g. short-term financial institution deposits, local government investment pools, money market funds, or overnight repurchase agreements) to ensure that appropriate liquidity is maintained to meet ongoing obligations.

## **ARTICLE VII REPORTING**

- VII.1 Methods The Investment Officers will present to the City Council a signed investment report on a quarterly basis, including a management summary that provides an analysis

of the status of the current investment portfolio and transactions made over the last quarter. This management summary will be prepared in a manner which will allow the City to ascertain whether investment activities during the reporting period have conformed to the Investment Policy. This report will include a summary statement of each fund that states:

- The beginning market value for the reporting period;
- Ending market value for the period; and
- Fully accrued interest for the reporting period.

Additionally the report will:

- State the book value and market value of each separately invested asset at the end of the reporting period by the type of asset and fund type invested;
- State the maturity date of each separately invested asset;
- State the account, fund or pooled group fund of the City for which each individual investment was acquired;
- State the compliance of the investment portfolio as it relates to (1) the City's investment strategy for each fund type and (2) the PFIA; and
- Provide any additional information as required by the PFIA.

VII.2 Performance Standards The investment portfolio will be managed in accordance with the parameters specified within this Policy. "Weighted Average Yield to Maturity" shall be the performance measurement standard for the portfolio. The portfolio should seek to attain a market average rate of return, over time, during various market/economic cycles. A series of appropriate benchmarks shall be established against which portfolio performance shall be compared on a regular basis.

VII.3 Market Valuation The market value of the portfolio will be calculated on a quarterly basis in compliance with the reporting requirements of Paragraph VII.1. In defining market value, sources independent of the investment provider will determine valuations and consideration will be given to applicable GASB Statement(s).

VII.4 Independent Review As part of the annual audit, the City's independent auditor will review each of these quarterly investment reports.

## **ARTICLE VIII ADDITIONAL CONSIDERATIONS**

VIII.1. Exemption Any investment currently held and purchased before the date of implementation of this Policy that does not meet the guidelines of this Policy and/or the PFIA shall be exempted from the requirements of this Policy and the PFIA. It is therefore unnecessary to liquidate such investments. However, at maturity or liquidation, such funds shall be reinvested only as provided by this Policy.

VIII.2. Amendments This Policy shall be reviewed on an annual basis by the City Council and a written instrument adopted attesting to said review. Any changes must be approved by the Investment Officers and submitted as a resolution for adoption to the City Council.

## Appendix A

### **INVESTMENT STRATEGY**

In order to minimize risk of loss due to interest rate fluctuations, investment maturities will not exceed the anticipated cash flow requirements of the funds. Investment guidelines by fund-type are as follows:

#### **A. Operating and Enterprise Funds**

**Suitability** - Any investment eligible in the Investment Policy is suitable for Operating or Enterprise Funds.

**Safety of Principal** - All investments shall be of high quality with no perceived default risk. Market price fluctuations will occur. However, by managing the weighted average days to maturity of each fund's portfolio to less than 180 days and restricting the maximum allowable maturity to two years will minimize the price volatility of the portfolio.

**Liquidity** - Operating and Enterprise Funds require the greatest short-term liquidity of any of the fund-types. Short-term financial institution deposits, investment pools and money market mutual funds will provide daily liquidity and may be utilized as a competitive yield alternative to fixed maturity investments.

**Marketability** - Investments with active and efficient secondary markets are necessary in the event of an unanticipated cash flow requirement. Historical market "spreads" between the bid and offer prices of a particular security-type of less than ten basis points (0.10%) will define an efficient secondary market.

**Diversification** - Investment maturities should be staggered throughout the budget cycle to provide cash flow based on the anticipated operating needs of the City. Diversifying the appropriate maturity structure up to the two-year maximum will reduce interest rate risk.

**Yield** - Attaining a competitive market yield for comparable security-types and portfolio restrictions is the desired objective. The yield of an equally weighted, rolling three-month Treasury-Bill portfolio will be the minimum yield objective.

#### **B. Special Revenue Funds**

**Suitability** - Any investment eligible in the Investment Policy is suitable for Special Revenue Funds.

**Safety of Principal** – All investments will be of high quality with no perceived default risk. Market fluctuations will occur. However, by managing Special Revenue Funds to balance the short-term and long-term anticipated cash flow requirements of the specific revenue/expense plan, the market risk of the Fund's portfolio will be minimized. No stated final investment maturity shall exceed the shorter of the anticipated cash flow requirement or five years.

**Liquidity** - A portion of the Special Revenue Funds are reasonably predictable. However, unanticipated needs or emergencies may arise. Selecting investment maturities that provide

greater cash flow than the anticipated needs will reduce the liquidity risk of unanticipated expenditures.

**Marketability** - Balancing short-term and long-term cash flow needs requires the short-term portion of the Special Revenue Funds portfolio to have investments with active and efficient secondary markets. Historical market “spreads” between the bid and offer prices of a particular security-type of less than ten basis points (0.10%) will define an efficient secondary market. Investments with less active and efficient secondary markets are acceptable for the long-term portion of the portfolio.

**Diversification** - Investment maturities should blend the short-term and long-term cash flow needs to provide adequate liquidity and yield enhancement and stability. A “barbell” maturity ladder may be appropriate.

**Yield** - Attaining a competitive market yield for comparable security-types and portfolio structures is the desired objective. The yield of an equally weighted, rolling six-month Treasury-Bill portfolio will be the minimum yield objective.

### C. **Capital Improvement Funds**

**Suitability** - Any investment eligible in the Investment Policy is suitable for Capital Improvement Funds.

**Safety of Principal** - All investments will be of high quality with no perceived default risk. Market price fluctuations will occur. However, by managing Capital Improvement Funds to not exceed the anticipated expenditure schedule the market risk of the overall portfolio will be minimized. No stated final investment maturity shall exceed the shorter of the anticipated expenditure schedule or five years.

**Liquidity** - Most capital improvements programs have reasonably predictable draw down schedules. Therefore, investment maturities should generally follow the anticipated cash flow requirements. Short-term financial institution deposits, investment pools and money market mutual funds will provide readily available funds generally equal to at least one month’s anticipated cash flow needs, or a competitive yield alternative for short-term fixed maturity investments. A singular repurchase agreement may be utilized if disbursements are allowed in the amount necessary to satisfy any expenditure request. This investment structure is commonly referred to as a flexible repurchase agreement.

**Marketability** - Investments with active and efficient secondary markets are necessary in the event of an unanticipated cash flow requirement. Historical market “spreads” between the bid and offer prices of a particular security-type of less than ten basis points (0.10%) will define an efficient secondary market.

**Diversification** - Market conditions and arbitrage regulations influence the attractiveness of staggering the maturity of fixed rate investments for bond proceeds. Generally, if investment rates exceed the applicable cost of borrowing, the City is best served by locking in most investments. If the cost of borrowing cannot be exceeded, then concurrent market conditions will determine the attractiveness of diversifying maturities or investing in shorter and larger amounts. At no time shall the anticipated expenditure schedule be exceeded in an attempt to bolster yield.

**Yield** - Achieving a positive spread to the cost of borrowing is the desired objective, within the limits of the Investment Policy's risk constraints. The yield of an equally weighted, rolling six-month Treasury-Bill portfolio will be the minimum yield objective for non-borrowed funds.

D. **Debt Service Funds**

**Suitability** - Any investment eligible in the Investment Policy is suitable for the Debt Service Fund.

**Safety of Principal** - All investments shall be of high quality with no perceived default risk. Market price fluctuations will occur. However, by managing Debt Service Funds to not exceed the debt service payment schedule the market risk of the overall portfolio will be minimized.

**Liquidity** - Debt Service Funds have predictable payment schedules. Therefore, investment maturities should not exceed the anticipated cash flow requirements. Short-term financial institution deposits, investments pools and money market mutual funds may provide a competitive yield alternative for short-term fixed maturity investments. A singular repurchase agreement may be utilized if disbursements are allowed in the amount necessary to satisfy any debt service payment. This investment structure is commonly referred to as a flexible repurchase agreement.

**Marketability** - Investments with active and efficient secondary markets are not necessary as the event of an unanticipated cash flow requirement is not probable.

**Diversification** - Market conditions influence the attractiveness of fully extending maturity to the next "unfunded" payment date. Generally, if investment rates are anticipated to decrease over time, the City is best served by locking in most investments. If the interest rates are potentially rising, then investing in shorter and larger amounts may provide advantage. At no time shall the debt service schedule be exceeded in an attempt to bolster yield.

**Yield** - Attaining a competitive market yield for comparable security-types and portfolio restrictions is the desired objective. The yield of an equally weighted, rolling three-month Treasury-Bill portfolio shall be the minimum yield objective.

E. **Debt Service Reserve Funds**

**Suitability** - Any investment eligible in the Investment Policy is suitable for Debt Service Reserve Funds. Bond resolution and loan documentation constraints and insurance company restrictions may create specific considerations in addition to the Investment Policy.

**Safety of Principal** - All investments shall be of high quality with no perceived default risk. Market price fluctuations will occur. However, by managing Debt Service Reserve Fund maturities to not exceed the call provisions of the borrowing will reduce the investment's market risk if the City's debt is redeemed and the Reserve Fund liquidated. No stated final investment maturity shall exceed the shorter of the final maturity of the borrowing or five years. Annual mark-to-market requirements or specific maturity and average life limitations within the borrowing's documentation will influence the attractiveness of market risk and influence maturity extension.

**Liquidity** - Debt Service Reserve Funds have no anticipated expenditures. The Funds are deposited to provide annual debt service payment protection to the City's debt holders. The funds are "returned" to the City at the final debt service payment. Market conditions and arbitrage

regulation compliance determine the advantage of security diversification and liquidity. Generally, if investment rates exceed the cost of borrowing, the City is best served by locking in investment maturities and reducing liquidity. If the borrowing cost cannot be exceeded, then concurrent market conditions will determine the attractiveness of locking in maturities or investing shorter and anticipating future increased yields.

**Marketability** - Investments with less active and efficient secondary markets are acceptable for Debt Service Reserve Funds.

**Diversification** - Market conditions and the arbitrage regulations influence the attractiveness of staggering the maturity of fixed rate investments for Debt Service Reserve Funds. At no time shall the final debt service payment date of the bond issue be exceeded in an attempt to bolster yield.

**Yield** - Achieving a positive spread to the applicable borrowing cost is the desired objective. Debt Service Reserve Fund portfolio management shall operate within the limits of the Investment Policy's risk constraints.

## Appendix B

### Primary Depository Bank, Public Funds Investment Pools and Authorized Broker/Dealers

#### Primary Depository Bank

Wells Fargo Bank

#### Public Funds Investment Pools

TexPool

TexSTAR

#### Authorized Broker/Dealers

FHN Financial

- Secondary Dealer
- Active market maker in Suitable & Authorized Investments
- Houston Office

Multi-Bank Securities

- Secondary Dealer
- Active market maker in Suitable & Authorized Investments
- Chicago Office

SAMCO Capital

- Secondary Dealer
- Active market maker in Suitable & Authorized Investments
- Dallas Office

Oppenheimer

- Secondary Dealer
- Active market maker in Suitable & Authorized Investments
- Minneapolis Office

Wells Fargo Securities

- Primary Dealer
- Active market maker in Suitable & Authorized Investments
- Dallas Office

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

**AGENDA# 18**

**MEETING DATE: 10/10/2023**

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

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

**COMMENTS**

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



## **UPCOMING MEETINGS**

<b>October 10, 2023</b>	<b>Regular City Council Meeting - 7:00 pm</b>
October 16, 2023	Parks & Recreation Advisory Board Meeting – 6:00 pm
October 17, 2023	Planning & Zoning Commission Meeting – 7:00 pm
<b>October 24, 2023</b>	<b>Regular City Council Meeting - 7:00 pm</b>
November 2, 2023	Zoning Board of Adjust Meeting – 7:00 pm
<b>November 14, 2023</b>	<b>Regular City Council Meeting - 7:00 pm</b>
November 20, 2023	Parks & Recreation Advisory Board Meeting – 6:00 pm
November 21, 2023	Planning & Zoning Commission Meeting – 7:00 pm
<b>November 23-24, 2023</b>	<b>City Offices Closed for the Thanksgiving Holiday</b>
<b>November 28, 2023</b>	<b>Regular City Council Meeting - 7:00 pm</b>
December 7, 2023	Zoning Board of Adjust Meeting – 7:00 pm
<b>December 12, 2023</b>	<b>Regular City Council Meeting - 7:00 pm</b>
December 18, 2023	Parks & Recreation Advisory Board Meeting – 6:00 pm
December 26, 2023	Planning & Zoning Commission Meeting – 7:00 pm
<b>December 26, 2023</b>	<b>Regular City Council Meeting - 7:00 pm</b>
<b>December 25-26, 2023</b>	<b>City Offices Closed for the Christmas Holiday</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.