



A G E N D A

REGULAR MEETING OF THE HIGHLAND VILLAGE CITY COUNCIL

CONDUCTED VIA VIDEOCONFERENCE

TUESDAY, APRIL 14, 2020, at 6:00 P.M.

Pursuant to Governor Greg Abbott's temporary suspension of various provisions of the Texas Open Meetings Act and in an effort to protect the health and safety of the public, the City Council will conduct this meeting by way of an on-line videoconference. Members of the public may view the City Council videoconference meeting live at no cost via the following Internet link: <https://www.highlandvillage.org/HVTV>.

Any person wishing to provide comments on any matter to be considered on this agenda should email such comments to the City Secretary at citysecretary@highlandvillage.org by 1:00 p.m. on Tuesday, April 14, 2020.

OPEN SESSION 6:00 P.M.

1. Call to Order/Roll Call
2. Prayer led by Councilmember Robert Fiester
3. City Manager/Staff Reports
 - COVID-19 Update
4. Receive Presentation of Comprehensive Annual Financial Report (CAFR) for Fiscal Year 2018-2019
5. Clarification of Consent or Action Items listed on the City Council Meeting Agenda for April 14, 2020
6. 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

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.

7. Consider approval of Minutes of the Regular City Council Meeting held on March 10, 2020 and the Special City Council Meeting held on March 19, 2020
8. Consider Resolution 2020-2876 awarding and authorizing a Contract with Dedicated Controls, LLC for the Highland Shores Ground Storage Tank Repainting Project
9. Consider Resolution 2020-2877 awarding and authorizing a Contract with Reynolds Asphalt & Construction Company for the Street Improvements Project, Phase III of the 2018 Street Bond Program
10. Consider Resolution 2020-2878 rejecting all Bids for Turf and Landscape Maintenance Services
11. Consider Ordinance 2020-1271 amending the Code of Ordinances, Chapter 1, "General Provisions," Article 1.03 "Emergency Management"; by amending Section 1.03.009 "Prohibited Acts" to Create an Offense for Violating the Restrictions of an Emergency Order and Section 1.03.010 "Penalty" amending the Penalty for Violation of the Article (1st and Only Read)
12. Receive Comprehensive Annual Financial Report (CAFR) for Fiscal Year 2018-2019
13. Receive Budget Reports for Period Ending February 29, 2020

LATE WORK SESSION

(Items may be discussed during Early Work Session, Time Permitting)

14. Receive an Update and Discuss the Kids Kastle Rebuild Project
15. 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 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.)
16. Adjournment

I HEREBY CERTIFY THAT THIS NOTICE OF MEETING WAS POSTED THE CITY'S WEBSITE AND 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 10TH DAY OF APRIL, 2020 NOT LATER THAN 5:00 P.M.



Angela Miller, City Secretary

Removed from posting on the _____ day of _____, 2020 at _____ am / pm by _____.

CITY OF HIGHLAND VILLAGE
COUNCIL BRIEFING

AGENDA# 4

MEETING DATE: 04/14/2020

SUBJECT: Receive Presentation of Comprehensive Annual Financial Report for FY 2019

PREPARED BY: Ken Heerman, Assistant City Manager

COMMENTS

Accountability is the essence of governmental financial reporting and the audit demonstrates this accountability. The Comprehensive Annual Financial Report (CAFR) represents a yearly audit of City finances and records.

The City received an unqualified opinion from the auditors (Pattillo, Brown, & Hill L.L.P.) in this report – indicating that the financial statements present fairly, the financial position of the City of Highland Village, as of September 30, 2019.

The report is on file in the City Secretary's Office and the report has been distributed to Council prior to this meeting. A link was previously distributed to Council in March due to cancellation of the March 24th City Council meeting. The report from the auditors is included in the report, which is also posted on the City website. It has also been submitted to the Government Finance Officers Association (GFOA) for consideration of an Excellence in Financial Reporting Award.

The link to the electronic version on the City's web site follows:

[FY 2019 CAFR](#)

CITY OF HIGHLAND VILLAGE
COUNCIL BRIEFING

AGENDA# 6

MEETING DATE: 04/14/2020

SUBJECT: Mayor and Council Reports on Items of Community Interest

PREPARED BY: Karen McCoy, Executive Assistant

COMMENTS

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

CITY OF HIGHLAND VILLAGE
COUNCIL BRIEFING

AGENDA# 7

MEETING DATE: 04/14/2020

SUBJECT: Consider Approval of Minutes of the Regular City Council Meeting held on March 10, 2020 and the Special City Council Meeting held on March 19, 2020

PREPARED BY: Angela Miller, City Secretary

BACKGROUND:

Minutes are approved by a majority vote of Council at the Council meetings and listed on the Consent Agenda.

IDENTIFIED NEED/S:

Council is encouraged to call the City Secretary's Office prior to the meeting with suggested changes. Upon doing so, staff will make suggested changes and the minutes may be left on the Consent Agenda in order to contribute to a time efficient meeting. If the change is substantial in nature, a copy of the suggested change will be provided to Council for consideration prior to the vote.

OPTIONS & RESULTS:

The City Council should review and consider approval of the minutes. Council's vote and approval of the minutes reflect agreement with the accuracy of the minutes.

PROGRESS TO DATE: (if appropriate)

The City Manager has reviewed the minutes and given approval to include the minutes in this packet.

BUDGETARY IMPACT/ORDINANCE CHANGE: (if appropriate)

N/A

RECOMMENDATION:

To approve the minutes of the Regular City Council meeting held on March 10, 2020 and the Special City Council Meeting held on March 19, 2020.



**MINUTES OF THE REGULAR MEETING OF THE
HIGHLAND VILLAGE CITY COUNCIL
HELD AT THE HIGHLAND VILLAGE MUNICIPAL COMPLEX
1000 HIGHLAND VILLAGE ROAD
TUESDAY, MARCH 10, 2020**

EARLY WORK SESSION

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

Roll Call

Present:	Charlotte J. Wilcox	Mayor
	Jon Kixmiller	Councilmember
	Michael Lombardo	Mayor Pro Tem
	Barbara Fleming	Deputy Mayor Pro Tem
	Tom Heslep	Councilmember
	Robert A. Fiester	Councilmember
	Daniel Jaworski	Councilmember
Staff Members:	Michael Leavitt	City Manager
	Kevin Laughlin	City Attorney
	Angela Miller	City Secretary
	Doug Reim	Chief of Police
	Scott Kriston	Public Works Director
	Phil Lozano	Parks & Recreation Director
	Jana Onstead	Human Resources Director
	Laurie Mullens	Marketing & Communications Director
	Andrew Boyd	Media Specialist
	Karen McCoy	Executive Assistant

1. Clarification of Consent or Action Items listed on Today's City Council Meeting Agenda of March 10, 2020

Relating to Agenda Item #12, Mayor Pro Tem Lombardo asked for clarification regarding the agreement. City Manager Michael Leavitt reported in 2016, the City Council approved annexing into the City limits the southern half of Copperas Branch Pond and shoreline, located south of Highland Village Road, as part of a boundary adjustment agreement with the City of Lewisville. He added that following the completion of the boundary adjustment, City staff requested to amend the existing lease between the City and the U.S. Army Corps of Engineers (USACE) for Copperas Branch Park to add the newly annexed area, which is federally owned property that has never been leased. This agenda item is to present the amended and restated lease agreement presented to the City by USACE that adds the additional area of the pond to the existing lease.

Mayor Wilcox read the items on the agenda for Closed Session and stated Council would meet in Closed Session.

CLOSED SESSION

Council convened into Closed Session at 6:07 p.m.

2. Hold a closed meeting in accordance with the following sections of the Texas Government Code:

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

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

Council concluded Closed Session at 7:09 p.m.

OPEN SESSION

3. Call to Order

Mayor Charlotte J. Wilcox called the meeting to order at 7:30 p.m.

Roll Call

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

Staff Members:	Michael Leavitt	City Manager
	Kevin Laughlin	City Attorney
	Angela Miller	City Secretary
	Doug Reim	Chief of Police
	Jason Collier	Assistant Fire Chief
	Scott Kriston	Public Works Director
	Phil Lozano	Parks & Recreation Director
	Jana Onstead	Human Resources Director
	Laurie Mullens	Marketing & Communications Director
	Andrew Boyd	Media Specialist

4. Prayer to be led by Councilmember Dan Jaworski

Councilmember Jaworski gave the invocation.

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

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

6. Visitor Comments

No one wished to speak.

7. City Manager/Staff Reports

- **HVTV Update**

The HVTV Update included information on the upcoming Kids Kastle Rebuild and residents were encouraged to use *SpeakUp HV* to stay updated on the project and to sign up to be a volunteer. Information on the upcoming Easter Egg Hunt was provided, as well as precautions everyone can take regarding stormwater runoff.

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

No items were discussed.

CONSENT AGENDA

Mayor Pro Tem Lombardo requested Agenda Item #12 be moved up to the Consent Agenda. Mayor Wilcox moved the item.

- 9. Consider approval of Minutes of the Regular City Council Meeting held on February 25, 2020**
- 10. Receive Budget Reports for Period Ending January 31, 2020**
- 12. Consider Resolution 2020-2874 authorizing the City Manager to Sign Supplemental Agreement No. 2 with the United States Army Corps of Engineers granting Additional Leased Acreage for Copperas Branch Park**

Motion by Deputy Mayor Pro Tem Fleming, seconded by Councilmember Heslep, to approve Consent Agenda Items #9, #10 and #12. Motion carried 7-0.

ACTION AGENDA

- 11. 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 a 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

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

ACTION TAKEN

Motion by Deputy Mayor Pro Tem Fleming, seconded by Councilmember Jaworski, for a 5% increase the City Secretary's base salary, effective with the next payroll period. Motion carried 7-0.

City Manager Michael Leavitt announced his retirement effective October 1, 2020.

- 12. Consider Resolution 2020-2874 authorizing the City Manager to Sign Supplemental Agreement No. 2 with the United States Army Corps of Engineers granting Additional Leased Acreage for Copperas Branch Park**

This item was moved up to the Consent Agenda.

- 1-S. Discuss Prevention Strategies in the City's Emergency Operations Plan relating to the Kids Kastle Community Build Project and other City-Sponsored or Operated Community Events related to the Coronavirus Disease (COVID-19) and take Appropriate Action, if any, with respect to the Conduct of Such Events.**

With the spread of COVID-19, Mr. Leavitt reported the changes in City operations are primarily related to public safety. He added that the current intent is not to cancel our events at this time, specifically the Kids Kastle Rebuild Project, but to make attendees aware of COVID-19 and asked volunteers not to attend if they are feeling ill, especially our elderly and those with underlying health conditions. Extra precautions are taking place to protect the volunteers and staff. Additional information and updates will be forthcoming.

Assistant Fire Chief Jason Collier reported City staff are included in daily meetings with the state to receive the most current updates. With 17 confirmed cases in Texas, Chief Collier advised residents to stay home. There are currently no cases in Highland Village. Police Chief Doug Reim reported there are set questions being asked when calls are received by Dispatch. This allows public safety personnel to determine how to best respond.

LATE WORK SESSION

- 13. Discuss Honor Our Veterans Ceremony**

Mayor Wilcox stated previous discussion was centered on only holding one ceremony each year and that City staff would be providing further information. Marketing and Communications Director Laurie Mullens provided a history on previous ceremonies held throughout the years, which have been held twice a year – on Veterans Day and Memorial Day. She reported that overall there were more honorees on Veterans Day than on Memorial Day. Council discussed the number of honorees and attendees for previous ceremonies.

Consensus by Council is to continue with holding a ceremony in May and November. City staff will confirm if there is adequate time to promote and receive applications in order to hold a ceremony this May and will follow up with City Council.

- 14. 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 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.)**

Parks and Recreation Director Phil Lozano provided an update on the number of confirmed volunteers for the upcoming Kids Kastle Rebuild Project. He reported that more volunteers are needed for Phase I.

- **Discuss Future Initiatives/Budget Considerations**

Mr. Leavitt reported a list of items was included in the agenda packet, which have been presented and/or discussed with Council previously, except for the Code of Ordinances (Code) update. He added that much of the Code was created in the late 1980s, and then updated in the mid-1990s, thereby warranting an update within the next few years. Mr. Leavitt stated that during prior updates of the Code, development was actively taking place in Highland Village, and that now the Code will need to be updated to reflect more redevelopment and maintenance issues.

15. Adjournment

Mayor Wilcox adjourned the meeting at 8:03 p.m.

Charlotte J. Wilcox, Mayor

ATTEST:

Angela Miller, City Secretary



**MINUTES OF THE SPECIAL MEETING OF THE
HIGHLAND VILLAGE CITY COUNCIL
HELD AT THE HIGHLAND VILLAGE MUNICIPAL COMPLEX
1000 HIGHLAND VILLAGE ROAD
THURSDAY, MARCH 19, 2020**

Convene Meeting in Open Session

1. Call Meeting to Order

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

Roll Call

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

Staff Members: Michael Leavitt City Manager
Ken Heerman Assistant City Manager
Kevin Laughlin City Attorney
Angela Miller City Secretary
Doug Reim Chief of Police
Michael Thomson Fire Chief
Scott Kriston Public Works Director
Phil Lozano Parks & Recreation Director
Jana Onstead Human Resources Director
Sunny Lindsey Information Services Director
Laurie Mullens Marketing & Communications Director
Andrew Boyd Media Specialist

2. Consider and Discuss Resolution No. 2020-2875, Ratifying, Renewing, and Extending the Declaration of Local Disaster Issued by the Mayor on March 16, 2020, and Orders Related Thereto

APPROVED (7 – 0)

City Manager Michael Leavitt reported Mayor Wilcox issued a declaration of local disaster for public health emergency for the City of Highland Village on March 16, 2020, which remains in effect until 5:00 p.m. on March 23, 2020. He stated the Government Code allows the presiding officer of a governing body to declare a local state of disaster that can remain in effect up to seven (7) days. Any period more than seven (7) days

requires the consent of the governing body of the political subdivision. The proposed declaration ratifies and extends the declaration until 5:00 p.m. on May 13, 2020.

Fire Chief Michael Thomson and Police Chief Doug Reim provided an update on Fire/EMS and Police Operations in response to the pandemic, specifically addressing emergency management and modified practices/procedures implemented by Public Safety in order to minimize exposure. Councilmember Dan Jaworski asked about the supply of Personal Protective Equipment for our emergency responders. Chief Thomson reported they currently have an adequate supply and will be getting additional in the near future.

Mr. Leavitt provided an explanation of the declaration of local disaster. He reviewed prohibited activities, community gatherings, recreational gatherings, exceptions, exempt facilities and related conditions, and social distancing recommendations. Effects of the declaration on City programs, events and operations were also presented.

Mr. Leavitt stated the goal is to have no interruption in City services. Department Directors for Public Works, Human Resources, Parks and Recreation, and Marketing/Communications provided updates of their respective departments regarding operations, communication to the public, support to our Highland Village businesses, and the impact to our employees. Assistant City Manager Ken Heerman provided an update on the declaration and the potential impact on the City's budget. Mr. Leavitt added that Governor Abbott suspended various provisions of the Texas Open Meetings Act to allow telephonic or videoconference meetings, and to avoid congregate settings in physical locations. City staff is looking at various options to use for future City Council and board/commission meetings.

Motion by Deputy Mayor Pro Tem Fleming, seconded by Councilmember Jaworski, to approve Resolution 2020-2875. Motion carried 7-0.

3. Adjournment

Mayor Wilcox adjourned the meeting at 6:19 p.m.

Charlotte J. Wilcox, Mayor

ATTEST:

Angela Miller, City Secretary

CITY OF HIGHLAND VILLAGE
COUNCIL BRIEFING

AGENDA# 8

MEETING DATE: 04/14/2020

SUBJECT: Consider Resolution 2020-2876 of the City Council of the City of Highland Village, Texas awarding and authorizing a contract with Dedicated Controls, LLC for the Highland Shores Ground Storage Tank Repainting Project

PREPARED BY: Scott Kriston, Director of Public Works

BACKGROUND:

The Texas Commission on Environmental Quality (TCEQ) requires that steel water storage tanks be repainted periodically. Repainting steel water storage tanks facilitates maintenance, enhances their appearance, and prolongs their useful life. Per these TCEQ requirements, the Highland Shores Ground Storage Tank is scheduled for repainting at this time.

Bids were received on April 2, 2020 for the project from general contractors. Twelve responsive bids from contractors were received. They are the following:

BIDDER	BASE BID
Dedicated Controls	\$211,056
CFG Industries	\$211,500
NG Painting	\$217,000
A&M Construction	\$219,500
Luckinbill	\$221,291
Mohon Blastings and Coatings	\$228,000
M.K. Painting	\$256,000
Corrosion Eliminators	\$263,150
D&M Tank	\$272,100
Outlaw 66 Coatings	\$298,500
Blastco	\$410,727
TMI Coatings	\$416,000

The low bidder is Dedicated Controls, LLC with a bid in the amount of \$211,056.00. The low bid has been reviewed and evaluated and is considered a very good bid. Dedicated Controls has sufficient resources and, based on the contractor's work history, is considered the lowest responsible bidder.

IDENTIFIED NEED/S:

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

OPTIONS & RESULTS:

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

PROGRESS TO DATE: (if appropriate)

Contractors' bids for construction on the project have been received and evaluated.

BUDGETARY IMPACT/ORDINANCE CHANGE: (if appropriate)

Funding through the Utility Fund.

RECOMMENDATION:

To approve Resolution No. 2020-2876.

CITY OF HIGHLAND VILLAGE, TEXAS

RESOLUTION NO. 2020-2876

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HIGHLAND VILLAGE, TEXAS, AWARDED AND AUTHORIZING A CONTRACT WITH DEDICATED CONTROLS, LLC FOR THE HIGHLAND SHORES GROUND STORAGE TANK REPAINTING PROJECT; AND PROVIDING AN EFFECTIVE DATE

WHEREAS, City administration, having solicited, received, and reviewed the bids for the Highland Shores Ground Storage Tank Repainting Project (the "Project") has determined that Dedicated Controls, LLC has submitted the lowest most responsible bid in an amount of \$211,056.00, and recommends award of a contract for the Project to said bidder; and

WHEREAS, the City Council of the City of Highland Village, Texas, finds it to be in the public interest to accept the recommendation of the City administration and approve the above described contract; and

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

SECTION 1. The City Manager is hereby authorized to execute a contract with Dedicated Controls, LLC in the amount of \$211,056.00 for the Project and, subject to applicable state laws, city policies, and, in the event change order(s) result in an increase in the contract amount, the availability of funds for such purpose, to negotiate and sign such change order(s) to said contract as the City Manager determines to be in the best interest of the City.

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

PASSED AND APPROVED THIS 14th DAY OF APRIL 2020.

APPROVED:

Charlotte J. Wilcox, Mayor

ATTEST:

Angela Miller, City Secretary

APPROVED AS TO FORM AND LEGALITY:

Kevin B. Laughlin, City Attorney

(kbl:4/6/2020:114957)

CITY OF HIGHLAND VILLAGE
COUNCIL BRIEFING

AGENDA# 9	MEETING DATE: 04/14/2020
SUBJECT:	Consider Resolution 2020-2877 of the City Council of the City of Highland Village, Texas awarding and authorizing a contract with Reynolds Asphalt & Construction Company for the Street Improvements Project – Phase 3 (Third Phase of the 2018 Street Bond Program)
PREPARED BY:	Scott Kriston, Director of Public Works

BACKGROUND:

As a result of the City’s pavement evaluation program, certain streets have been identified that require pavement improvements. The streets will be improved as part of the 2018 Street Bond Program. These street improvements will be accomplished in several phases in an effort to more concentrate and limit the work to different areas of the City one area at a time. The third phase (identified as Street Improvements Project – Phase 3) will include improvements to Rain Tree Dr., Greensprings St., DuVall Boulevard, Arbor Ct., Creek Place and Park Lane. Because of their condition, the streets require restoration, and full depth reclamation will be done on these streets.

The City issued the project for bid with a Base Bid including improvements to the streets identified above. Bids were received on Thursday, April 2, 2020 for the project from seven general contractors. The bid total for each responsive bidder is provided below:

Reynolds Asphalt	Advanced Paving	Pavecon Public Works	Anderson Asphalt & Concrete Paving, LLC
\$522,860.00	\$645,692.50	\$647,172.00	\$660,647.50
Reliable Paving	SPI Asphalt	Rocksolid	
\$679,264.50	\$689,325.00	\$825,000.00	

The lowest bidder is Reynolds Asphalt & Construction Company with a total bid in the amount of \$522,860.00. The low bid has been reviewed and evaluated and is considered the lowest responsive bid. This bid is considered a very good bid. Reynolds Asphalt & Construction Company has completed several projects in the City, and they have sufficient resources to construct this project.

IDENTIFIED NEED/S:

The City of Highland Village needs to make pavement improvements to Rain Tree Dr., Greensprings St., DuVall Boulevard, Arbor Ct., Creek Place and Park Lane.

OPTIONS & RESULTS:

The pavement improvements to Rain Tree Dr., Greensprings St., DuVall Boulevard, Arbor Ct., Creek Place and Park Lane will provide additional longevity and ride quality to these pavement structures.

PROGRESS TO DATE: (if appropriate)

Contractors' bids for construction on the project have been received and evaluated.

BUDGETARY IMPACT/ORDINANCE CHANGE: (if appropriate)

Funding through the 2018 Street Bond Program. The total bond funds available for the entire streets project was \$2.8 million. Phase 1 project's final cost was \$494,156.00, Phase 2 estimated final cost is \$584,267.00 and Phase 3 is bid as \$522,860.00, thus leaving approx. \$1.19 million to address the final phase 4 project located in the Clearwater A, B & C subdivisions.

RECOMMENDATION:

To approve Resolution No. 2020-2877.

CITY OF HIGHLAND VILLAGE, TEXAS

RESOLUTION NO. 2020-2877

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HIGHLAND VILLAGE, TEXAS, AWARDING AND AUTHORIZING A CONTRACT WITH REYNOLDS ASPHALT & CONSTRUCTION COMPANY FOR THE STREET IMPROVEMENTS PROJECT- PHASE 3 (THIRD PHASE OF THE 2018 STREET BOND PROGRAM); AND PROVIDING AN EFFECTIVE DATE

WHEREAS, City administration, having solicited, received, and reviewed the bids for the Street Improvements Project – Phase 3 (the “Project”) to improve Rain Tree Dr., Greensprings St., DuVall Boulevard, Arbor Ct., Creek Place and Park Lane by making pavement improvements, has determined that Reynolds Asphalt & Construction Company has submitted the lowest responsive bid in an amount of \$522,860.00 and recommends award of a contract for the Project to said bidder; and

WHEREAS, the City Council of the City of Highland Village, Texas, finds it to be in the public interest to accept the recommendation of the City administration and approve the above described contract; and

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

SECTION 1. The City Manager is hereby authorized to execute a contract with Reynolds Asphalt & Construction Company in the amount of \$522,860.00 for the Project and, subject to applicable state laws, city policies, and, in the event change order(s) result in an increase in the contract amount, the availability of funds for such purpose, to negotiate and sign such change order(s) to said contract as the City Manager determines to be in the best interest of the City.

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

PASSED AND APPROVED THIS 14th DAY OF APRIL 2020.

APPROVED:

Charlotte J. Wilcox, Mayor

ATTEST:

Angela Miller, City Secretary

APPROVED AS TO FORM AND LEGALITY:

Kevin B. Laughlin, City Attorney

(kbl:4/6/2020:114956)

CITY OF HIGHLAND VILLAGE
COUNCIL BRIEFING

AGENDA# 10

MEETING DATE: 4/14/2020

SUBJECT: Consider Resolution 2020-2878 Rejecting all Bids for Turf and Landscape Maintenance Services

PREPARED BY: Phil Lozano, Director of Parks and Recreation

BACKGROUND:

In the late nineties, the City began bidding out turf and landscape maintenance services to maintain areas such as City rights-of-way, trails, trail nodes, medians, and other municipal sites.

In some cases, it is more cost-effective to bid out services for areas that require less detailed maintenance (such as median mowing/maintenance) as opposed to hiring additional City staff. In other instances, hiring permanent City staff capable of providing significant attention to detailed needs such as performing sprinkler repairs, chemical applications, minor park construction projects, playground maintenance, special event set up, sports field maintenance, etc. is more beneficial to the City

The current contract for turf and landscape services are nearing termination. Bids were received and opened on March 6th for the next contract. When reviewing the lowest bid received, City staff determined there were significant math errors and omissions that placed the validity of the bid in doubt. The remaining bids were substantially higher than the low bid, the next lowest being more than \$57,000 above the low bid. Based on these findings, City Administration is recommending that all bids be rejected so that a new bid solicitation may be issued.

IDENTIFIED NEED/S:

To reject all bids received on March 6, 2020 so that new bids may be solicited.

OPTIONS & RESULTS:

If the bids are not rejected and new bids solicited, staff will have to take on the turf and maintenance services in-house and will have to defer maintenance needs and reduce or eliminate services in other critical areas such as facility repairs, minor projects, irrigation repair, plant material replacement, pesticide applications, are a few examples.

PROGRESS TO DATE:

Bids for Turf and Landscape Maintenance Services were received and opened on March 6, 2020.

The four (4) bids that were received are summarized below lowest to highest.

Company	Base Bid Items	Alternate Bids	Both Base Bid and Alternate Bids
Brightview	\$178,526.20	\$9,085.22	\$187,927.15
Yellowstone Landscape	\$214,903.44	\$30,433.54	\$245,336.98
Terracare Associates	\$272,976.60	\$19,336.25	\$292,312.85
American Landscape Systems	\$296,095.52	\$16,260.00	\$312,355.52

Brightview provided the lowest possible bid. However, when reviewing and tabulating, staff found several mathematical errors. With mathematical corrections, the total for both base bid and alternate bids totaled \$161,738.55; Brightview did not accept the corrected total.

BUDGETARY IMPACT/ORDINANCE CHANGE: (if appropriate)

No budget impact at this time

RECOMMENDATION:

To approve Resolution No. 2020-2878 rejecting all bids for the Turf and Landscape Maintenance Services.

CITY OF HIGHLAND VILLAGE, TEXAS

RESOLUTION NO. 2020-2878

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HIGHLAND VILLAGE, TEXAS, REJECTING ALL PROPOSALS FOR TURF AND LANDSCAPE MAINTENANCE SERVICES; AND PROVIDING AN EFFECTIVE DATE

WHEREAS, having received four proposals for the Turf and Landscape Maintenance Services and finding substantial mathematical errors in the lowest bid received; and

WHEREAS, the next lowest proposal is significantly higher than the lowest bidder by \$57,409.83; and

WHEREAS, based on the irregularities and errors in the low bid and the cost difference between the low bid and all other bids, City Administration recommends rejecting all bids and rebidding the services; and

WHEREAS, the City Council of the City of Highland Village, Texas, finds it to be in the public interest to concur in the foregoing recommendation

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

SECTION 1. All bids for Turf and Landscape Maintenance Services received and opened on March 6, 2020 are hereby rejected.

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

PASSED AND APPROVED THIS THE 14TH DAY OF APRIL 2020.

APPROVED:

Charlotte J. Wilcox, Mayor

ATTEST:

Angela Miller, City Secretary

APPROVED AS TO FORM AND LEGALITY:

Kevin B. Laughlin, City Attorney

(kbl:4/2/2020:114907)

CITY OF HIGHLAND VILLAGE
COUNCIL BRIEFING

AGENDA# 11

MEETING DATE: 4/14/2020

SUBJECT: Consider Ordinance No. 2020-1271 Amending Code of Ordinances Chapter 1, “General Provisions”, Article 1.03 “Emergency Management”; by Amending Section 1.03.009 “Prohibited Acts” to Create an Offense for Violating the Restrictions of an Emergency Order and Section 1.03.010 “Penalty” by Amending the Penalty for Violation of the Article to \$500 for Each Offense; and Declaring an Emergency to Provide for Passage of the Ordinance on One Reading

PREPARED BY: Kevin B. Laughlin, City Attorney

BACKGROUND:

Article 1.03 of the Code of Ordinances sets forth the City’s ordinances relating to appointment of an emergency management director and establishment of the City’s emergency management plan. Article 1.03, specifically Sections 1.03.009 and 1.03.010, establish certain violations relating to actions by people during a local disaster and the penalty if convicted of such violations.

Texas Government Code Section 418.173 provides that a state, local, or interjurisdictional emergency management plan may provide that failure to comply with the plan or with a rule, order, or ordinance adopted under the plan is an offense. Section 418.173 further provides that such plan may prescribe a punishment for the offense but may not prescribe a fine that exceeds \$1,000 or confinement in jail for a term that exceeds 180 days. If the maximum penalty allowed in Section 418.173 is, in fact, adopted, it would be classified as a Class B misdemeanor and, thus, could not be prosecuted through a citation filed in municipal court.

As the initial declarations of local disaster by Denton County Judge Eads were issued relating to the COVID-19 pandemic, City staff, the City Attorney, and the City’s municipal court prosecutor began to review Article 1.03 of the Code of Ordinances and found that (i) Section 1.03.009, which creates certain violations of law, does not expressly state that a violation of a rule, order, or ordinance adopted under the emergency management plan constitutes a violation, and (ii) Section 1.03.010 sets forth a penalty for violation of Article 1.03 that exceeds the limits allowed in Texas Government Code Section 418.173 (i.e. \$2000 per offense).

In discussing possible amendments to Code of Ordinance Sections 1.03.009 and 1.03.010, City staff, the City Attorney, and the City Prosecutor, determined that in order to be able to treat violations of an emergency management as a Class C misdemeanor that can be prosecuted in municipal court, the penalty for violating sections of Article 1.03 of the Code of Ordinances needed to be reduced. The consensus of City staff was to limit the maximum penalty to \$500 per violation. Further, the most recent amendment of the Denton County Commissioner’s Court local disaster order provides that violations of its order were subject to a maximum fine of \$500.

The City team also determined that Section 1.03.010 need to be amended to add language expressly stating that violating an emergency management order, whether issued at a city, county, or state level was a violation of law.

IDENTIFIED NEED/S:

Amend Sections 1.03.009 and 1.03.010 to better conform to state law and fill expressly make violation of an emergency management order a violation of law.

OPTIONS & RESULTS:

Failing to amend Sections 1.03.009 and 1.03.010 places into doubt the ability of the Highland Village Police Department to prosecute violations of the various local disaster orders that have been issued in relation to the COVID-19 pandemic in municipal court. Passing an ordinance making the recommended amendments will remove such doubt.

PROGRESS TO DATE:

The City Attorney has prepared Ordinance No. 2020-1271 with recommended amendments to Code of Ordinances Sections 1.03.009 and 1.03.010 as discussed above. Ordinance No. 2020-1271 includes a provision declaring passage of the ordinance as an emergency so that it may be approved on one reading. Because City Charter Section 3.07 only allows emergency ordinances to be effective for 90 days, in order for these amendments to become permanent, this same ordinance will be introduced at a future council meeting so that it can be approved in accordance with the standard two reading process.

BUDGETARY IMPACT/ORDINANCE CHANGE: (if appropriate)

None.

RECOMMENDATION:

Approve Ordinance No. 2020-1271 on first and final reading.

CITY OF HIGHLAND VILLAGE, TEXAS

ORDINANCE NO. 2020-1271

AN ORDINANCE OF THE CITY OF HIGHLAND VILLAGE, TEXAS, AMENDING THE CODE OF ORDINANCES OF THE CITY OF HIGHLAND VILLAGE, BY AMENDING CHAPTER 1, "GENERAL PROVISIONS", ARTICLE 1.03 "EMERGENCY MANAGEMENT"; BY AMENDING SECTION 1.03.009 "PROHIBITED ACTS" TO CREATE AN OFFENSE FOR VIOLATING THE RESTRICTIONS OF AN EMERGENCY ORDER AND SECTION 1.03.010 "PENALTY" AMENDING THE PENALTY FOR VIOLATION OF THE ARTICLE TO A FINE NOT TO EXCEED FIVE HUNDRED DOLLARS (\$500.00) FOR EACH OFFENSE; PROVIDING A REPEALING CLAUSE; PROVIDING A SEVERABILITY CLAUSE; DECLARING AN EMERGENCY SUCH THAT THIS ORDINANCE SHOULD BE ENACTED ON ONE READING PURSUANT TO SECTION 3.07 OF THE CITY CHARTER; AND PROVIDING AN EFFECTIVE DATE

WHEREAS, in order for the City's ordinances relating emergency management and, in particular, the prosecution of orders issued pursuant to a declaration of local disaster, to better conform with State law, the City Council of the City of Highland Village, Texas, finds it to be in the public interest to enact certain amendments to Article 1.03 of the Code of Ordinances of the City of Highland Village.

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

SECTION 1. Chapter 1 "General Provisions" Article 1.03 "Emergency Management" of the Code of Ordinances of the City of Highland Village, Texas is amended by amending Section 1.03.009 "Prohibited Acts" and Section 1.03.010 "Penalty" to read as follows:

Section 1.03.009 Prohibited acts

- (a) It shall be unlawful for a person, during the period of an actual or impending local disaster that has been declared within the City in accordance with Chapter 418 of the Texas Government Code:
 - (1) to enter or remain upon the premises of any mercantile establishment not open for business to the general public;
 - (2) to possess or transport item(s) designated as contraband by the director, or City Council; or
 - (3) violate any order duly issued by the mayor, the director, the City Council, the County Judge of the Denton County, the Commissioner's Court of Denton County, the Governor of the State of Texas, or other officer or governing body pursuant to emergency powers authorized by this chapter, Chapter 418 of the Texas Government Code, or other City, state, or federal law.
- (b) It is unlawful for any person willfully to obstruct, hinder or delay any member of the emergency management organization in the enforcement of any rule or regulation issued pursuant to the authority contained in this article,

Chapter 418 of the Texas Government Code, or other City, state, or federal law.

- (c) It is unlawful for any person to wear, carry or display any emblem, insignia or any other means of identification as a member of the emergency management organization of the City unless authority to do so has been granted to such person by the proper officials.
- (d) Any person who operates without authorization a siren or other device so as to simulate a warning signal or the termination of a warning is guilty of a violation of this article and is subject to the penalties imposed by this article.

Sec. 1.03.010 Penalty

Convictions for violations of this article shall be punishable by fine not to exceed \$500.00. In addition to any fine imposed under this section, the city may enjoin any confirmed violation through any legal means, including injunction.

SECTION 2. Should any part, section, subsection, paragraph, sentence, clause or phrase contained in this ordinance be held to be unconstitutional, invalid or unenforceable, such holding shall not affect the validity of the remaining portion of this ordinance, but in all respects said remaining portion shall be and remain in full force and effect.

SECTION 3. In accordance with Section 3.07.B. of the City Charter, the City Council finds that the COVID-19 pandemic and the reasons set forth in the declaration of local disaster signed by the Mayor on March 16, 2020, Resolution No, 2020-2875 approved by the City Council on March 19, 2020, and the various declarations and orders issued by the Denton County Judge and the Denton County Commissioner's Court an emergency exists making the passage of this Ordinance on one reading necessary for the immediate preservation of the public peace, health, safety, or welfare.

SECTION 4. This Ordinance shall become effectively immediately following its passage on one reading and publication as required by law and the City Charter, as applicable, and shall remain effective for only 90 days after its passage.

PASSED AND APPROVED BY THE CITY COUNCIL OF THE CITY OF HIGHLAND VILLAGE, TEXAS, ON ONE READING ON THIS THE 14TH DAY OF APRIL 2020.

APPROVED:

Charlotte J. Wilcox, Mayor

ATTEST:

Angela Miller, City Secretary

APPROVED AS TO FORM AND LEGALITY:

Kevin B. Laughlin, City Attorney

(kbl:4/9/2020:115053)

CITY OF HIGHLAND VILLAGE
COUNCIL BRIEFING

AGENDA# 12

MEETING DATE: 04/14/2020

SUBJECT: Receive Comprehensive Annual Financial Report for FY 2019

PREPARED BY: Ken Heerman, Assistant City Manager

BACKGROUND:

Accountability is the essence of governmental financial reporting. The audit demonstrates this accountability. The Annual Financial Report represents a yearly audit of City finances and records.

IDENTIFIED NEED/S:

The Comprehensive Annual Financial Report (CAFR) is presented to Council for acceptance.

OPTIONS & RESULTS:

The City received an unqualified opinion from the auditors (Pattillo, Brown, & Hill L.L.P.) in this report – indicating that the financial statements present fairly, the financial position of the City of Highland Village, as of September 30, 2019.

The report is on file in the City Secretary's Office, and the report from the auditors as well as the link to the document posted on the City website was previously distributed to Council in March due to cancellation of the March 24th council meeting. It has also been submitted to GFOA for consideration of an Excellence in Financial Reporting Award. The link to the electronic version on the City web site follows:

[FY 2019 CAFR](#)

BUDGETARY IMPACT/ORDINANCE CHANGE: (if appropriate)

N/A

RECOMMENDATION:

Council to receive the City Financial Report for FY 2019.

CITY OF HIGHLAND VILLAGE
COUNCIL BRIEFING

AGENDA# 13

MEETING DATE: 04/14/2020

SUBJECT: Receive Budget Reports for Period Ending February 29, 2020

PREPARED BY: Ken Heerman, Assistant City Manager

BACKGROUND:

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

The budget report submitted for February represents the fifth 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 February 29, 2020.

General Fund Summary

FY 2019/2020 Budget

YEAR TO DATE FEBRUARY

Percent of Budget Year Transpired	41.7%
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Revenues	Original Budget	Revised Budget (Includes Budget Amendments)	Year to Date	Variance	% Received
Property Tax	\$ 11,277,706	\$ 11,277,706	\$ 11,011,253	\$ (266,453)	98%
Sales Tax	2,818,962	2,818,962	860,721	(1,958,241)	31%
Franchise Fees	1,662,980	1,662,980	356,191	(1,306,789)	21%
Licensing & Permits	410,474	410,474	109,791	(300,683)	27%
Park/Recreation Fees	248,144	248,144	65,657	(182,487)	26%
Public Safety Fees	39,100	39,100	12,461	(26,639)	32%
Rents	140,369	140,369	66,132	(74,237)	47%
Municipal Court	111,180	111,180	55,361	(55,819)	50%
Public Safety Charges for Svc	525,545	525,545	289,233	(236,312)	55%
Interest Income	160,000	160,000	50,010	(109,990)	31%
Miscellaneous	140,550	140,550	28,661	(111,889)	20%
Total Revenues	\$ 17,535,010	\$ 17,535,010	\$ 12,905,471	\$ (4,629,539)	74%

Other Sources					
Transfers In	\$ 534,000	\$ 534,000	\$ -	\$ (534,000)	0%
Total Available Resources	\$ 18,069,010	\$ 18,069,010	\$ 12,905,471	\$ (5,163,539)	

Expenditures	Original Budget	Revised Budget	Year to Date	Variance	% Used
City Manager Office	\$ 720,422	\$ 720,422	\$ 237,525	\$ 482,896	33%
Finance (includes Mun. Court)	1,720,240	1,720,240	876,054	844,186	51%
Human Resources	567,051	567,051	163,938	403,113	29%
City Secretary Office	405,932	405,932	144,139	261,793	36%
Information Services	1,166,155	1,166,155	417,554	748,601	36%
Police	5,125,210	5,125,210	2,088,264	3,036,946	41%
Fire	3,109,185	3,109,185	1,272,810	1,836,376	41%
Community Services	393,139	393,139	201,741	191,399	51%
Streets/Drainage	1,775,758	1,775,758	413,172	1,362,587	23%
Maintenance	1,071,928	1,071,928	436,431	635,498	41%
Parks	2,079,297	2,079,297	985,394	1,093,903	47%
Recreation	581,297	581,297	190,464	390,833	33%
Total Expenditures	\$ 18,715,616	\$ 18,715,616	\$ 7,427,485	\$ 11,288,131	40%

Capital Summary	(Included in totals above - summary information only)				
Equipment Replacement	\$ 447,686	\$ 447,686	\$ 339,673	\$ 108,013	76%

Other Uses					
Transfers Out	\$ 136,000	\$ 136,000	\$ -	\$ 136,000	0%
Total Expenditures	\$ 18,851,616	\$ 18,851,616	\$ 7,427,485	\$ 11,424,131	

Fund Balance	Original Budget	Revised Budget	Year to Date
Beginning Fund Balance	5,981,920	6,655,345	6,655,345
+ Net Increase (Decrease)	(782,606)	(782,606)	5,477,986
Ending Fund Balance	\$ 5,199,314	\$ 5,872,739	\$ 12,133,331

Audited FY19

Fund Balance Detail	Original Budget	Revised Budget	Year to Date
Reserve Fund Balance (15% of Total Expenditures)	\$ 2,807,342	\$ 2,807,342	\$ 1,114,123
Restricted	11,500	11,500	11,500
Unassigned	2,380,472	3,053,897	11,007,708
Total Fund Balance	\$ 5,199,314	\$ 5,872,739	\$ 12,133,331

General Fund Expenditure Summary

FY 2019/2020 Budget

YEAR TO DATE FEBRUARY

Percent of Budget Year Transpired

41.7%

- - - Summary - - -

	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 13,153,231	\$ 13,153,231	\$ 5,301,159	\$ 7,852,072	40%
Services / Supplies	5,114,699	5,114,699	1,786,653	3,328,046	35%
Capital	447,686	447,686	339,673	108,013	76%
	\$ 18,715,616	\$ 18,715,616	\$ 7,427,485	\$ 11,288,131	40%

- - - Detail - - -

Category	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel					
<i>Salaries / Wages</i>	\$ 9,337,750	\$ 9,337,750	\$ 3,789,596	\$ 5,548,154	41%
<i>Employee Benefits</i>	3,815,482	3,815,482	1,511,564	2,303,918	40%
<i>Total Personnel</i>	\$ 13,153,231	\$ 13,153,231	\$ 5,301,159	\$ 7,852,072	40%
Services / Supplies					
<i>Professional Services</i>	\$ 1,720,354	\$ 1,720,354	\$ 749,750	\$ 970,604	44%
<i>Employee Development</i>	380,171	380,171	129,044	251,127	34%
<i>Office Supplies / Equipment</i>	1,281,155	1,281,155	501,603	779,552	39%
<i>Utilities</i>	315,408	315,408	120,835	194,573	38%
<i>Other</i>	1,417,611	1,417,611	285,420	1,132,191	20%
<i>Total Services / Supplies</i>	\$ 5,114,699	\$ 5,114,699	\$ 1,786,653	\$ 3,328,046	35%
Capital					
<i>Equipment / Vehicles</i>	\$ 447,686	\$ 447,686	\$ 339,673	\$ 108,013	76%
<i>Total Capital</i>	\$ 447,686	\$ 447,686	\$ 339,673	\$ 108,013	76%
Total General Fund Expenditure Summary	\$ 18,715,616	\$ 18,715,616	\$ 7,427,485	\$ 11,288,131	40%

General Fund Revenue

FY 2019/2020 Budget

YEAR TO DATE FEBRUARY

Percent of Budget Year Transpired

41.7%

Revenues	Original Budget	Revised Budget	Year to Date	Variance	% Received
Property Tax	\$ 11,277,706	\$ 11,277,706	\$ 11,011,253	\$ (266,453)	98%
Sales Tax	2,818,962	2,818,962	860,721	(1,958,241)	31%
Franchise Fees	1,662,980	1,662,980	356,191	(1,306,789)	21%
Licensing & Permits	410,474	410,474	109,791	(300,683)	27%
Park/Recreation Fees	248,144	248,144	65,657	(182,487)	26%
Public Safety Fees	39,100	39,100	12,461	(26,639)	32%
Rents	140,369	140,369	66,132	(74,237)	47%
Municipal Court	111,180	111,180	55,361	(55,819)	50%
Public Safety Charges for Svc	525,545	525,545	289,233	(236,312)	55%
Interest Income	160,000	160,000	50,010	(109,990)	31%
Miscellaneous	140,550	140,550	28,661	(111,889)	20%
Total Revenues	\$ 17,535,010	\$ 17,535,010	\$ 12,905,471	\$ (4,629,539)	74%

City Manager Office FY 2019/2020 Budget

YEAR TO DATE FEBRUARY

<i>Percent of Budget Year Transpired</i>	41.7%
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- - - Summary - - -					
	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 442,431	\$ 442,431	\$ 165,179	\$ 277,252	37%
Services / Supplies	277,991	277,991	71,947	206,044	26%
Capital	-	-	400	(400)	0%
	\$ 720,422	\$ 720,422	\$ 237,525	\$ 482,896	33%

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

Personnel					
<i>Salaries / Wages</i>	\$ 337,151	\$ 337,151	\$ 126,683	\$ 210,468	38%
<i>Employee Benefits</i>	105,280	105,280	38,495	66,784	37%
Total Personnel	\$ 442,431	\$ 442,431	\$ 165,179	\$ 277,252	37%

Services / Supplies					
<i>Professional Services (City-wide legal - \$130,260)</i>	\$ 140,260	\$ 140,260	\$ 54,695	\$ 85,565	39%
<i>Employee Development</i>	17,390	17,390	14,892	2,498	86%
<i>Supplies / Equipment</i>	10,053	10,053	2,264	7,789	23%
<i>Utilities</i>	-	-	-	-	0%
<i>Other (Contingency)</i>	110,288	110,288	96	110,192	0%
Total Services / Supplies	\$ 277,991	\$ 277,991	\$ 71,947	\$ 206,044	26%

Capital					
<i>Equipment / Vehicles</i>	-	-	400	(400)	0%
Total Capital	\$ -	\$ -	\$ 400	\$ (400)	0%

Total City Manager	\$ 720,422	\$ 720,422	\$ 237,525	\$ 482,896	33%
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Finance Department FY 2019/2020 Budget

YEAR TO DATE FEBRUARY

<i>Percent of Budget Year Transpired</i>	41.7%
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- - - Summary - - -					
	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 1,049,709	\$ 1,049,709	\$ 427,899	\$ 621,810	41%
Services / Supplies	670,532	670,532	448,156	222,376	67%
Capital	-	-	-	-	0%
	\$ 1,720,240	\$ 1,720,240	\$ 876,054	\$ 844,186	51%

- - - Detail - - -					
Category	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel					
<i>Salaries / Wages</i>	\$ 746,624	\$ 746,624	\$ 313,465	\$ 433,159	42%
<i>Employee Benefits</i>	303,085	303,085	114,433	188,651	38%
Total Personnel	\$ 1,049,709	\$ 1,049,709	\$ 427,899	\$ 621,810	41%

Services / Supplies					
<i>Professional Services</i> <i>(City-wide liability insurance - \$126,376 / DCAD - \$82,508)</i>	\$ 605,590	\$ 605,590	\$ 412,691	\$ 192,898	68%
<i>Employee Development</i>	24,316	24,316	16,051	8,265	66%
<i>Supplies / Equipment</i>	8,726	8,726	3,874	4,852	44%
<i>Utilities</i>	-	-	-	-	0%
<i>Other [Special Events (\$21,900, Data Processing \$10,000)]</i>	31,900	31,900	15,540	16,360	49%
Total Services / Supplies	\$ 670,532	\$ 670,532	\$ 448,156	\$ 222,376	67%

Capital					
<i>Equipment / Vehicles</i>	-	-	-	-	0%
Total Capital	\$ -	\$ -	\$ -	\$ -	0%
Total Finance Department	\$ 1,720,240	\$ 1,720,240	\$ 876,054	\$ 844,186	51%

Human Resources FY 2019/2020 Budget

YEAR TO DATE FEBRUARY

<i>Percent of Budget Year Transpired</i>	41.7%
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- - - Summary - - -					
	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 438,209	\$ 438,209	\$ 138,617	\$ 299,592	32%
Services / Supplies	128,842	128,842	25,321	103,521	20%
Capital	-	-	-	-	0%
	<u>\$ 567,051</u>	<u>\$ 567,051</u>	<u>\$ 163,938</u>	<u>\$ 403,113</u>	29%

- - - Detail - - -					
Category	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel					
<i>Salaries / Wages</i>	\$ 313,783	\$ 313,783	\$ 91,871	\$ 221,912	29%
<i>Employee Benefits</i>	124,426	124,426	46,745	77,680	38%
Total Personnel	<u>\$ 438,209</u>	<u>\$ 438,209</u>	<u>\$ 138,617</u>	<u>\$ 299,592</u>	32%

Services / Supplies					
<i>Professional Services</i>	\$ 49,110	\$ 49,110	\$ 12,801	\$ 36,309	26%
<i>Employee Development</i>	71,932	71,932	12,032	59,900	17%
<i>Supplies / Equipment</i>	975	975	312	663	32%
<i>Utilities</i>	-	-	-	-	0%
<i>Other (Safety Programs)</i>	6,825	6,825	175	6,650	3%
Total Services / Supplies	<u>\$ 128,842</u>	<u>\$ 128,842</u>	<u>\$ 25,321</u>	<u>\$ 103,521</u>	20%

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

Total Human Resources	<u>\$ 567,051</u>	<u>\$ 567,051</u>	<u>\$ 163,938</u>	<u>\$ 403,113</u>	29%
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City Secretary Office FY 2019/2020 Budget

YEAR TO DATE FEBRUARY

<i>Percent of Budget Year Transpired</i>	41.7%
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- - - Summary - - -					
	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 225,749	\$ 225,749	\$ 91,027	\$ 134,722	40%
Services / Supplies	180,183	180,183	53,111	127,072	29%
Capital	-	-	-	-	-
	\$ 405,932	\$ 405,932	\$ 144,139	\$ 261,793	36%

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

Personnel					
<i>Salaries / Wages</i>	\$ 172,931	\$ 172,931	\$ 72,993	\$ 99,938	42%
<i>Employee Benefits</i>	52,818	52,818	18,034	34,784	34%
Total Personnel	\$ 225,749	\$ 225,749	\$ 91,027	\$ 134,722	40%

Services / Supplies					
<i>Professional Services</i>	\$ 52,575	\$ 52,575	\$ 3,501	\$ 49,074	7%
<i>Employee Development</i> <small>(City Council related \$49,441)</small>	65,978	65,978	13,901	52,077	21%
<i>Supplies / Equipment</i>	16,030	16,030	5,635	10,395	35%
<i>Utilities</i>	-	-	-	-	0%
<i>Other (Outside Services)</i>	45,600	45,600	30,075	15,525	66%
Total Services / Supplies	\$ 180,183	\$ 180,183	\$ 53,111	\$ 127,072	29%

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

Total City Secretary Office	\$ 405,932	\$ 405,932	\$ 144,139	\$ 261,793	36%
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Information Services FY 2019/2020 Budget

YEAR TO DATE FEBRUARY

<i>Percent of Budget Year Transpired</i>	41.7%
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- - - Summary - - -					
	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 700,542	\$ 700,542	\$ 280,243	\$ 420,299	40%
Services / Supplies	465,613	465,613	137,310	328,303	29%
Capital	-	-	-	-	0%
	\$ 1,166,155	\$ 1,166,155	\$ 417,554	\$ 748,601	36%

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

Personnel					
Salaries / Wages	\$ 531,053	\$ 531,053	\$ 213,787	\$ 317,266	40%
Employee Benefits	169,489	169,489	66,456	103,033	39%
Total Personnel	\$ 700,542	\$ 700,542	\$ 280,243	\$ 420,299	40%

Services / Supplies					
Professional Services <i>(Maintenance Contracts \$198,840)</i>	\$ 249,040	\$ 249,040	\$ 69,951	\$ 179,089	28%
Employee Development	31,705	31,705	7,632	24,073	24%
Supplies / Equipment	2,560	2,560	3,295	(735)	129%
Utilities	20,308	20,308	6,574	13,734	32%
Other (Data Processing)	162,000	162,000	49,859	112,141	31%
Total Services / Supplies	\$ 465,613	\$ 465,613	\$ 137,310	\$ 328,303	29%

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

Total City Secretary Office	\$ 1,166,155	\$ 1,166,155	\$ 417,554	\$ 748,601	36%
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Police Department FY 2019/2020 Budget

YEAR TO DATE FEBRUARY

<i>Percent of Budget Year Transpired</i>	41.7%
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- - - Summary - - -					
	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 4,649,528	\$ 4,649,528	\$ 1,840,861	\$ 2,808,668	40%
Services / Supplies	405,082	405,082	215,756	189,326	53%
Capital	<u>70,600</u>	<u>70,600</u>	<u>31,648</u>	<u>38,952</u>	<u>45%</u>
	\$ 5,125,210	\$ 5,125,210	\$ 2,088,264	\$ 3,036,946	41%

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

Personnel					
<i>Salaries / Wages</i>	\$ 3,402,589	\$ 3,402,589	\$ 1,347,548	\$ 2,055,041	40%
<i>Employee Benefits</i>	<u>1,246,939</u>	<u>1,246,939</u>	<u>493,313</u>	<u>753,626</u>	<u>40%</u>
Total Personnel	\$ 4,649,528	\$ 4,649,528	\$ 1,840,861	\$ 2,808,668	40%

Services / Supplies					
<i>Professional Services</i>	\$ 143,212	\$ 143,212	\$ 107,625	\$ 35,587	75%
<i>Employee Development</i>	45,339	45,339	18,289	27,050	40%
<i>Supplies / Equipment</i>	148,243	148,243	64,945	83,298	44%
<i>Utilities</i>	-	-	-	-	0%
<i>Other (Animal Care - \$52,028)</i>	<u>68,288</u>	<u>68,288</u>	<u>24,898</u>	<u>\$ 43,391</u>	<u>36%</u>
Total Services / Supplies	\$ 405,082	\$ 405,082	\$ 215,756	\$ 189,326	53%

Capital					
<i>Equipment / Vehicles</i>	70,600	70,600	31,648	38,952	45%
Total Capital	\$ 70,600	\$ 70,600	\$ 31,648	\$ 38,952	45%

Total Police Department	\$ 5,125,210	\$ 5,125,210	\$ 2,088,264	\$ 3,036,946	41%
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Fire Department FY 2019/2020 Budget

YEAR TO DATE FEBRUARY

<i>Percent of Budget Year Transpired</i>	41.7%
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- - - Summary - - -					
	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 2,592,217	\$ 2,592,217	\$ 1,122,521	\$ 1,469,696	43%
Services / Supplies	352,882	352,882	150,288	202,594	43%
Capital	164,086	164,086	-	164,086	0%
	\$ 3,109,185	\$ 3,109,185	\$ 1,272,810	\$ 1,836,376	41%

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

Personnel					
<i>Salaries / Wages</i>	\$ 1,765,490	\$ 1,765,490	\$ 786,651	\$ 978,839	45%
<i>Employee Benefits</i>	826,728	826,728	335,871	490,857	41%
<i>Total Personnel</i>	\$ 2,592,217	\$ 2,592,217	\$ 1,122,521	\$ 1,469,696	43%

Services / Supplies					
<i>Professional Services</i>	\$ 83,890	\$ 83,890	\$ 23,592	\$ 60,298	28%
<i>Employee Development</i> <i>(Training - \$50,450)</i>	66,097	66,097	29,171	36,926	44%
<i>Supplies / Equipment</i>	157,845	157,845	82,868	74,977	52%
<i>Utilities</i>	1,800	1,800	739	1,061	41%
<i>Other</i> <i>(Safety Programs)</i>	43,250	43,250	13,918	29,332	32%
<i>Total Services / Supplies</i>	\$ 352,882	\$ 352,882	\$ 150,288	\$ 202,594	43%

Capital					
<i>Equipment / Vehicles</i>	164,086	164,086	-	164,086	0%
<i>Total Capital</i>	\$ 164,086	\$ 164,086	\$ -	\$ 164,086	0%

<i>Total Fire Department</i>	\$ 3,109,185	\$ 3,109,185	\$ 1,272,810	\$ 1,836,376	41%
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Community Services FY 2019/2020 Budget

YEAR TO DATE FEBRUARY

<i>Percent of Budget Year Transpired</i>	41.7%
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- - - Summary - - -					
	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 373,051	\$ 373,051	\$ 197,423	\$ 175,628	53%
Services / Supplies	20,088	20,088	4,317	15,771	21%
Capital	-	-	-	-	0%
	\$ 393,139	\$ 393,139	\$ 201,741	\$ 191,399	51%

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

Personnel					
<i>Salaries / Wages</i>	\$ 272,956	\$ 272,956	\$ 133,081	\$ 139,875	49%
<i>Employee Benefits</i>	100,096	100,096	64,342	35,753	64%
<i>Total Personnel</i>	\$ 373,051	\$ 373,051	\$ 197,423	\$ 175,628	53%

Services / Supplies					
<i>Professional Services</i>	\$ 7,200	\$ 7,200	\$ 941	6,259	13%
<i>Employee Development</i>	6,270	6,270	1,095	5,175	17%
<i>Supplies / Equipment</i>	6,618	6,618	2,281	4,337	34%
<i>Utilities</i>	-	-	-	-	0%
<i>Other</i>	-	-	-	-	0%
<i>Total Services / Supplies</i>	\$ 20,088	\$ 20,088	\$ 4,317	\$ 15,771	21%

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

<i>Total Building Operations</i>	\$ 393,139	\$ 393,139	\$ 201,741	\$ 191,399	51%
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Streets Division FY 2019/2020 Budget

YEAR TO DATE FEBRUARY

<i>Percent of Budget Year Transpired</i>	41.7%
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- - - Summary - - -					
	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 838,743	\$ 838,743	\$ 293,823	\$ 544,920	35%
Services / Supplies	842,015	842,015	86,088	755,927	10%
Capital	<u>95,000</u>	<u>95,000</u>	<u>33,260</u>	<u>61,740</u>	<u>35%</u>
	\$ 1,775,758	\$ 1,775,758	\$ 413,172	\$ 1,362,587	23%

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

Personnel					
<i>Salaries / Wages</i>	\$ 555,221	\$ 555,221	\$ 203,174	\$ 352,047	37%
<i>Employee Benefits</i>	<u>283,522</u>	<u>283,522</u>	<u>90,650</u>	<u>192,872</u>	<u>32%</u>
Total Personnel	\$ 838,743	\$ 838,743	\$ 293,823	\$ 544,920	35%

Services / Supplies					
<i>Professional Services</i>	\$ 93,771	\$ 93,771	\$ 9,755	\$ 84,016	10%
<i>Employee Development</i>	10,719	10,719	2,937	7,782	27%
<i>Supplies / Equipment</i>	46,975	46,975	9,692	37,283	21%
<i>Utilities (Streetlights)</i>	90,000	90,000	35,622	54,378	40%
<i>Other (Street Maintenance)</i>	<u>600,550</u>	<u>600,550</u>	<u>28,083</u>	<u>572,467</u>	<u>5%</u>
Total Services / Supplies	\$ 842,015	\$ 842,015	\$ 86,088	\$ 755,927	10%

Capital					
<i>Equipment / Vehicles</i>	95,000	95,000	33,260	61,740	35%
Total Capital	\$ 95,000	\$ 95,000	\$ 33,260	\$ 61,740	35%

Total Streets	\$ 1,775,758	\$ 1,775,758	\$ 413,172	\$ 1,362,587	23%
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Maintenance Division FY 2019/2020 Budget

YEAR TO DATE FEBRUARY

Percent of Budget Year Transpired

41.7%

- - - Summary - - -

	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 363,488	\$ 363,488	\$ 150,988	\$ 212,501	42%
Services / Supplies	678,440	678,440	258,763	419,677	38%
Capital	<u>30,000</u>	<u>30,000</u>	<u>26,680</u>	<u>3,320</u>	<u>89%</u>
	\$ 1,071,928	\$ 1,071,928	\$ 436,431	\$ 635,498	41%

- - - Detail - - -

Category	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel					
<i>Salaries / Wages</i>	\$ 252,775	\$ 252,775	\$ 107,027	\$ 145,749	42%
<i>Employee Benefits</i>	<u>110,713</u>	<u>110,713</u>	<u>43,961</u>	<u>66,752</u>	<u>40%</u>
<i>Total Personnel</i>	\$ 363,488	\$ 363,488	\$ 150,988	\$ 212,501	42%
Services / Supplies					
<i>Professional Services</i>	\$ 69,148	\$ 69,148	\$ 23,517	\$ 45,631	34%
<i>Employee Development</i>	4,480	4,480	608	3,872	14%
<i>Supplies / Equipment</i> <i>(Fuel - \$174,577, Parts / Repairs - \$120,500, Building - \$189,100)</i>	534,712	534,712	209,324	325,388	39%
<i>Utilities</i>	70,000	70,000	25,314	44,686	36%
<i>Other</i>	<u>100</u>	<u>100</u>	<u>-</u>	<u>\$ 100</u>	<u>0%</u>
<i>Total Services / Supplies</i>	\$ 678,440	\$ 678,440	\$ 258,763	\$ 419,677	38%
Capital					
<i>Equipment / Vehicles</i>	30,000	30,000	26,680	3,320	0%
<i>Total Capital</i>	\$ 30,000	\$ 30,000	\$ 26,680	\$ 3,320	0%
<i>Total Maintenance</i>	\$ 1,071,928	\$ 1,071,928	\$ 436,431	\$ 635,498	41%

Parks Division FY 2019/2020 Budget

YEAR TO DATE FEBRUARY

<i>Percent of Budget Year Transpired</i>	41.7%
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- - - Summary - - -					
	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 1,257,424	\$ 1,257,424	\$ 525,391	\$ 732,033	42%
Services / Supplies	733,873	733,873	212,317	521,556	29%
Capital	<u>88,000</u>	<u>88,000</u>	<u>247,686</u>	<u>(159,686)</u>	<u>281%</u>
	\$ 2,079,297	\$ 2,079,297	\$ 985,394	\$ 1,093,903	47%

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

Personnel					
Salaries / Wages	\$ 810,830	\$ 810,830	\$ 339,600	\$ 471,230	42%
Employee Benefits	<u>446,594</u>	<u>446,594</u>	<u>185,791</u>	<u>260,803</u>	<u>42%</u>
Total Personnel	\$ 1,257,424	\$ 1,257,424	\$ 525,391	\$ 732,033	42%

Services / Supplies					
Professional Services <i>(ROW Contract Mowing - \$108,000)</i>	\$ 226,558	\$ 226,558	\$ 30,680	\$ 195,878	14%
Employee Development	25,420	25,420	11,461	13,959	45%
Supplies / Equipment	347,645	347,645	116,934	230,711	34%
Utilities	133,300	133,300	52,586	80,714	39%
Other	<u>950</u>	<u>950</u>	<u>656</u>	<u>294</u>	<u>69%</u>
Total Services / Supplies	\$ 733,873	\$ 733,873	\$ 212,317	\$ 521,556	29%

Capital					
Equipment / Vehicles	88,000	88,000	247,686	(159,686)	281%
Total Capital	88,000	88,000	247,686	(159,686)	281%

Total Parks	\$ 2,079,297	\$ 2,079,297	\$ 985,394	\$ 1,093,903	47%
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Recreation Division FY 2019/2020 Budget

YEAR TO DATE FEBRUARY

<i>Percent of Budget Year Transpired</i>	41.7%
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- - - Summary - - -					
	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 222,139	\$ 222,139	\$ 67,187	\$ 154,952	30%
Services / Supplies	359,158	359,158	123,277	235,881	34%
Capital	-	-	-	-	0%
	\$ 581,297	\$ 581,297	\$ 190,464	\$ 390,833	33%

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

Personnel					
<i>Salaries / Wages</i>	\$ 176,346	\$ 176,346	\$ 53,715	\$ 122,631	30%
<i>Employee Benefits</i>	45,793	45,793	13,472	32,321	29%
Total Personnel	\$ 222,139	\$ 222,139	\$ 67,187	\$ 154,952	30%

Services / Supplies					
<i>Professional Services</i>		\$ -	\$ -	\$ -	0%
<i>Employee Development</i>	10,525	10,525	976	9,549	9%
<i>Supplies / Equipment</i>	773	773	180	593	23%
<i>Utilities</i>	-	-	-	-	0%
<i>Other (Recreation Programs)</i>	347,860	347,860	122,121	225,739	35%
Total Services / Supplies	\$ 359,158	\$ 359,158	\$ 123,277	\$ 235,881	34%

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

Total Recreation	\$ 581,297	\$ 581,297	\$ 190,464	\$ 390,833	33%
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Equipment Replacement / Capital Schedule

FY 2019/2020 Budget

YEAR TO DATE FEBRUARY

<i>Percent of Budget Year Transpired</i>	41.7%
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Expenditures	Original Budget	Revised Budget	Year to Date	Variance	% Used
City Manager Office Capital Outlay	-	-	400	(400)	0%
Finance Capital Outlay	-	-	-	-	0%
Human Resources Capital Outlay	-	-	-	-	0%
City Secretary Capital Outlay	-	-	-	-	0%
Information Services Capital Outlay	-	-	-	-	0%
Police Dept Capital Outlay	70,600	70,600	31,648	38,952	45%
Fire Dept Capital Outlay	164,086	164,086	-	164,086	0%
Community Services Capital Outlay	-	-	-	-	0%
Streets Dept Capital Outlay	95,000	95,000	33,260	61,740	35%
Maintenance Capital Outlay	30,000	30,000	26,680	3,320	89%
City Parks Capital Outlay	88,000	88,000	247,686	(159,686)	281%
City Recreation Capital Outlay	-	-	-	-	0%
Total Expenditures	\$ 447,686	\$ 447,686	\$ 339,673	\$ 108,013	76%

Utility Fund Revenues

FY 2019/2020 Budget

YEAR TO DATE FEBRUARY

Percent of Budget Year Transpired	41.7%
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Fees	Original Budget	Revised Budget	Year to Date	Variance	% Received
<i>Electronic Payment</i>	\$ (182,000)	\$ (182,000)	\$ (67,105)	\$ (114,895)	37%
<i>Charges / Penalties</i>	102,000	102,000	36,644	65,356	36%
Total Fees	\$ (80,000)	\$ (80,000)	\$ (30,461)	\$ (49,539)	38%

Licenses & Permits

<i>Construction Inspection</i>	\$ -	\$ -	\$ 1,100	\$ (1,100)	0%
Total Licenses & Permits	\$ -	\$ -	\$ 1,100	\$ (1,100)	0%

Charges for Services

<i>Water Sales</i>	\$ 5,673,527	\$ 5,673,527	\$ 1,560,309	\$ 4,113,218	28%
<i>Sewer Sales</i>	4,467,014	4,467,014	1,590,694	2,876,320	36%
<i>Inspection Fees</i>	4,500	4,500	640	3,860	14%
Total Charges for Service	\$ 10,145,041	\$ 10,145,041	\$ 3,151,643	\$ 6,993,398	31%

Interest

<i>Interest (Operations)</i>	\$ 48,000	\$ 48,000	\$ 18,953	\$ 29,047	39%
<i>Interest (Capital Projects)</i>	55,224	55,224	24,122	31,102	44%
Total Interest	\$ 103,224	\$ 103,224	\$ 43,075	\$ 60,149	42%

Impact Fees

<i>Impact Fees</i>	\$ 229,816	\$ 229,816	\$ 39,968	\$ 189,848	17%
Total Impact Fees	\$ 229,816	\$ 229,816	\$ 39,968	\$ 189,848	17%

Miscellaneous Income

<i>Miscellaneous Income</i>	\$ 5,000	\$ 5,000	\$ 521	\$ 4,479	10%
Total Miscellaneous Income	\$ 5,000	\$ 5,000	\$ 521	\$ 4,479	10%

Total Utility Fund Revenues	\$ 10,403,081	\$ 10,403,081	\$ 3,205,846	\$ 7,197,235	31%
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Utility Division FY 2019/2020 Budget

YEAR TO DATE FEBRUARY

Percent of Budget Year Transpired	41.7%
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--- Summary - Operations ---					
	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 1,807,915	\$ 1,807,915	\$ 685,708	\$ 1,122,207	38%
Services / Supplies	6,525,798	6,525,798	2,218,663	4,307,136	34%
Capital	335,000	335,000	390,400	(55,400)	117%
Total Utility Division	\$ 8,668,713	\$ 8,668,713	\$ 3,294,770	\$ 5,373,943	38%

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

Personnel					
Salaries / Wages	\$ 1,197,744	\$ 1,197,744	\$ 460,768	\$ 736,976	38%
Employee Benefits	610,171	610,171	224,939	385,231	37%
Total Personnel	\$ 1,807,915	\$ 1,807,915	\$ 685,708	\$ 1,122,207	38%

Services / Supplies					
Professional Services	\$ 256,173	\$ 256,173	\$ 145,751	\$ 110,422	57%
Employee Development	58,957	58,957	25,611	33,346	43%
Supplies / Equipment	77,359	77,359	21,841	55,519	28%
Utilities	404,380	404,380	141,118	263,262	35%
Other (Well Lot Maintenance)	1,251,719	1,251,719	149,138	1,102,580	12%
Sub-Total - Operations Services / Supplies	\$ 2,048,588	\$ 2,048,588	\$ 483,459	\$ 1,565,129	24%

Wholesale Water / Wastewater					
Note: UTRWD billing reflects a one month delay					
UTRWD - Administration Fees	\$ 5,105	\$ 5,105	\$ 5,103	\$ 2	100%
UTRWD - Water Volume Cost	918,655	918,655	283,108	635,547	31%
UTRWD - Water Demand Charges	1,359,750	1,359,750	560,931	798,819	41%
UTRWD - Sewer Effluent Volume Rate	622,715	622,715	231,955	390,760	37%
UTRWD - Capital Charge Joint Facilities	1,337,315	1,337,315	557,215	780,100	42%
UTRWD - HV Sewer Line to UTRWD	233,670	233,670	96,892	136,778	41%
UTRWD - Wtr Transmission - Opus Develop	-	-	-	-	0%
Sub-Total - Wholesale Water / Wastewater	\$ 4,477,210	\$ 4,477,210	\$ 1,735,203	\$ 2,742,007	39%

Total Services / Supplies	\$ 6,525,798	\$ 6,525,798	\$ 2,218,663	\$ 4,307,136	34%
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Capital					
Equipment / Vehicles	335,000	335,000	390,400	(55,400)	117%
Total Capital	\$ 335,000	\$ 335,000	\$ 390,400	\$ (55,400)	117%

Total Utility Division - Operations	\$ 8,668,713	\$ 8,668,713	\$ 3,294,770	\$ 5,373,943	38%
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Utility Fund Working Capital FY 2019/2020 Budget

YEAR TO DATE FEBRUARY

Percent of Budget Year Transpired	41.7%
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Revenues	Original Budget	Revised Budget	Year to Date	Variance	% Received
<i>Water Sales</i>	\$ 5,673,527	\$ 5,673,527	\$ 1,560,309	\$ 4,113,218	28%
<i>Sewer Sales</i>	4,467,014	4,467,014	1,590,694	2,876,320	36%
<i>Other Fees / Charges</i>	111,500	111,500	38,905	72,595	35%
<i>Electronic Payment Credit</i>	(182,000)	(182,000)	(67,105)	(114,895)	37%
<i>Interest</i>	48,000	48,000	18,953	29,047	39%
Total Revenues	\$ 10,118,041	\$ 10,118,041	\$ 3,141,756	\$ 6,976,285	31%

Expenditures	Original Budget	Revised Budget	Year to Date	Variance	% Used
<i>Administration</i>	\$357,211	\$357,211	\$ 149,380	\$ 207,830	42%
<i>Operations</i>	3,499,293	3,499,293	1,019,787	2,479,506	29%
<i>UTRWD</i>	4,477,210	4,477,210	1,735,203	2,742,007	39%
<i>Debt Service</i>	1,226,414	1,226,414	1,065,382	161,032	87%
<i>Capital Projects</i>	-	-	-	-	0%
<i>Equipment Replace / Capital</i>	335,000	335,000	390,400	(55,400)	117%
Total Expenditures	\$ 9,895,127	\$ 9,895,127	\$ 4,360,152	\$ 5,534,975	44%

Other Sources/Uses	Original Budget	Revised Budget	Year to Date	Variance	% Used
<i>Transfers In (Applied Impact Fees)</i>	\$ 150,000	\$ 150,000		\$ 150,000	0%
<i>Operating Transfers Out / Utility Capital Projects</i>	(300,000)	(300,000)	-	(300,000)	0%
<i>Operating Transfers Out / General Fund</i>	(470,000)	(470,000)		(470,000)	0%
Total Other Sources (Uses)	\$ (620,000)	\$ (620,000)	\$ -	\$ (620,000)	0%

Fund Balance	Original Budget	Revised Budget	Year to Date
<i>Net Increase/Decrease</i>	(397,086)	(397,086)	(1,218,396)
Beginning Working Capital			
<i>Operations</i>	2,173,276	2,493,632	2,493,632
<i>Available Impact Fees</i>	1,017,490	1,047,080	1,047,080
Total Available Working Capital	\$ 3,190,766	\$ 3,540,712	\$ 3,540,712
Ending Working Capital			
<i>Operations</i>	1,776,190	2,096,546	1,275,236
<i>Designated Capital Project</i>	-	-	-
<i>Available Impact Fees</i>	1,097,306	1,126,896	1,087,048
Total Available Working Capital	\$ 2,873,496	\$ 3,223,442	\$ 2,362,284

<i>Impact Fees</i>			
<i>Beginning Balance</i>	1,017,490	1,047,080	1,047,080
<i>+ Collections</i>	229,816	229,816	39,968
<i>- Applied to offset Debt Service</i>	(150,000)	(150,000)	-
<i>Ending Balance</i>	1,097,306	1,126,896	1,087,048

*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 2019/2020 Budget

YEAR TO DATE FEBRUARY

<i>Percent of Budget Year Transpired</i>	41.7%
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Revenues	Original Budget	Revised Budget	Year to Date	Variance	% Received
<i>Park Entry Fees</i>	\$ 408,975	\$ 408,975	\$ 174,225	\$ 234,750	43%
<i>Annual Park Passes</i>	24,500	24,500	10,495	14,005	43%
<i>Concession Sales</i>	-	-	-	-	0%
<i>Interest</i>	200	200	11	189	5%
Total Revenues	\$ 433,675	\$ 433,675	\$ 184,731	\$ 248,944	43%

Expenditures	Original Budget	Revised Budget	Year to Date	Variance	% Used
<i>Personnel</i>	\$ 189,635	\$ 189,635	\$ 92,418	\$ 97,217	49%
<i>Services / Supplies</i>	281,218	281,218	48,098	233,120	17%
<i>Capital</i>	-	-	-	-	0%
Total Expenditures	\$ 470,853	\$ 470,853	\$ 140,515	\$ 330,338	30%

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

Fund Balance	Original Budget	Revised Budget	Year to Date
<i>Beginning Fund Balance</i>	\$ 185,765	\$ 204,238	\$ 204,238
<i>+ Net Increase (Decrease)</i>	(37,178)	(37,178)	44,215
Ending Fund Balance	\$ 148,587	\$ 167,060	\$ 248,453

Audited FY19

Debt Service Fund

FY 2019/2020 Budget

YEAR TO DATE FEBRUARY

Percent of Budget Year Transpired	41.7%
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Revenues	Original Budget	Revised Budget	Year to Date	Variance	% Received
<i>Property Tax Revenues</i>	\$2,047,295	\$ 2,047,295	\$ 1,999,212	\$ 48,083	98%
<i>Interest Income</i>	8,000	8,000	4,201	3,799	53%
Total Revenues	\$ 2,055,295	\$ 2,055,295	\$ 2,003,413	\$ 51,882	97%

Expenditures	Original Budget	Revised Budget	Year to Date	Variance	% Used
<i>Principal Payments</i>	\$ 2,200,000	\$ 2,200,000	\$ 2,200,000	\$ -	100%
<i>Interest Payments</i>	645,582	645,582	336,451	309,132	52%
<i>Paying Agent Fees</i>	3,000	3,000	1,381	1,619	46%
Total Expenditures	\$ 2,848,582	\$ 2,848,582	\$ 2,537,832	\$ 310,750	89%

Other Sources (Uses)	Original Budget	Revised Budget	Year to Date	Variance	% Received
<i>Transfers In (Out) [To 4B]</i>	808,286	808,286	755,068	\$ 53,219	93%
<i>Proceeds from Refunding Debt</i>	-	-	-	-	0%
<i>Debt Issuance Cost</i>	-	-	-	-	0%
<i>Payment to Escrow Agent</i>	-	-	-	-	0%
Total Financing Sources	\$ 808,286	\$ 808,286	\$ 755,068	\$ 53,219	93%

Beginning & Ending Balance	Original Budget	Revised Budget	Year to Date
<i>Beginning Fund Balance</i>	\$ 118,618	\$ 118,266	\$ 118,266
<i>+ Net Increase (Decrease)</i>	14,999	14,999	220,648
Ending Fund Balance	\$ 133,617	\$ 133,265	\$ 338,914

Audited FY19

Capital Projects Fund FY 2019/2020 Budget

YEAR TO DATE FEBRUARY

Percent of Budget Year Transpired	41.7%
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Revenues	Original Budget	Revised Budget	Year to Date	Variance	% Received
Grants	\$ -	\$ -	\$ -	\$ -	0%
Contributions	-	-	27,840	(27,840)	0%
Interest Income	50,000	50,000	44,181	5,819	88%
Total Revenues	\$ 50,000	\$ 50,000	\$ 72,021	\$ (22,021)	144%

Expenditures	Original Budget	Revised Budget	Year to Date	Variance	% Used
2015 Tax Note (Police CAD/RMS Software)	45,662	45,662	-	45,662	0%
2018 GO Bond (Parks/Streets/Drainage)	3,987,861	3,987,861	655,403	3,332,458	16%
2018 Bond Issue (Streets)	2,120,330	2,120,330	182,669	1,937,661	9%
2018 Bond Issue (Parks)	1,867,531	1,867,531	472,734	1,394,797	25%
Total Expenditures	\$ 4,033,523	\$ 4,033,523	\$ 655,403	\$ 3,378,120	16%

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	96,685	96,685	-	96,685	0%
Transfer Out	-	-	-	-	0%
Total Financing Sources	\$ 96,685	\$ 96,685	\$ -	\$ 96,685	0%

Beginning & Ending Balance	Original Budget	Revised Budget	Year to Date
<i>Beginning fund balance</i>	\$ 5,150,676	\$ 5,313,584	\$ 5,313,584
<i>+Net Increase (Decrease)</i>	(3,886,838)	(3,886,838)	(583,381)
Ending Fund Balance	\$ 1,263,838	\$ 1,426,746	\$ 4,730,203

Audited FY19

Drainage Utilities FY 2019/2020 Budget

YEAR TO DATE FEBRUARY

<i>Percent of Budget Year Transpired</i>	41.7%
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Revenues	Original Budget	Revised Budget	Year to Date	Variance	% Received
<i>Drainage Conversion Fee</i>		\$ -	\$ 1,789	\$ (1,789)	0%
<i>Drainage Fee Receipts</i>	500,000	500,000	188,230	311,770	38%
<i>Miscellaneous</i>	-	-	-	-	0%
<i>Interest</i>	4,000	4,000	1,189	2,811	30%
Total Revenues	\$ 504,000	\$ 504,000	\$ 191,209	\$ 312,791	38%

Expenditures	Original Budget	Revised Budget	Year to Date	Variance	% Used
<i>Personnel</i>	\$ 379,617	\$ 379,617	\$ 140,951	\$ 238,666	37%
<i>Services / Supplies</i>	138,385	138,385	42,841	95,544	31%
<i>Capital</i>	120,000	120,000	51,382	68,618	43%
Total Expenditures	\$ 638,002	\$ 638,002	\$ 235,174	\$ 402,828	37%

Other Sources/Uses	Original Budget	Revised Budget	Year to Date	Variance	% Used
<i>Transfers In - City Impervious / General Fund</i>	\$ 136,000	\$ 136,000	\$ -	136,000	0%
<i>Operating TransfersOut / General Fund</i>	(16,000)	(16,000)	-	(16,000)	0%
Total Other Sources (Uses)	\$ 120,000	\$ 120,000	\$ -	\$ 120,000	0%

Fund Balance	Original Budget	Revised Budget	Year to Date
<i>Beginning Fund Balance</i>	\$ 294,958	\$ 289,878	\$ 289,878
<i>+ Net Increase (Decrease)</i>	(14,002)	(14,002)	(43,965)
Ending Fund Balance	\$ 280,956	\$ 275,876	\$ 245,913

Audited FY19

Park Development Fee Fund FY 2019/2020 Budget

YEAR TO DATE FEBRUARY

Percent of Budget Year Transpired	41.7%
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Revenues	Original Budget	Revised Budget	Year to Date	Variance	% Received
<i>Interest</i>	\$ 500	\$ 500	\$ 499	\$ 1	100%
<i>Community Park Fees</i>	49,248	49,248	7,524	41,724	0%
<i>Linear Park Fees</i>	-	-	-	-	0%
<i>Neighborhood Park Fees</i>	-	-	-	-	0%
<i>Service Area II</i>	-	-	-	-	0%
<i>Service Area IV</i>	-	-	-	-	0%
Total Revenues	\$ 49,748	\$ 49,748	\$ 8,023	\$ 41,725	0%

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

Other Sources/Uses	Original Budget	Revised Budget	Year to Date	Variance	% Used
<i>Operating Transfers In</i>	\$ -	\$ -	\$ -	\$ -	0%
<i>Operating Transfers Out (Funding for projects at Unity Park with FY2012 bond)</i>	(96,685)	(96,685)	-	(96,685)	0%
Total Other Sources (Uses)	\$ (96,685)	\$ (96,685)	\$ -	\$ (96,685)	0%

Fund Balance	Original Budget	Revised Budget	Year to Date
<i>Beginning Fund Balance</i>	\$ 46,937	\$ 71,061	\$ 71,061
<i>+ Net Increase (Decrease)</i>	(46,937)	(46,937)	8,023
Ending Fund Balance	\$ -	\$ 24,124	\$ 79,084

Audited FY19

Ending Fund Balance Detail	Original Budget	Year to Date
<i>Community Park Fees</i>	\$ 49,248	79,084
<i>Linear Park Fees</i>	-	-
<i>Neighborhood Park Fees (Area I)</i>	-	-
<i>Neighborhood Park Fees (Area II)</i>	-	-
<i>Neighborhood Park Fees (Area IV)</i>	-	-
Total	\$ 49,248	\$ 79,084

Public Safety Special Revenue Fund

FY 2019/2020 Budget

YEAR TO DATE FEBRUARY

Percent of Budget Year Transpired	41.7%
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Revenues	Original Budget	Revised Budget	Year to Date	Variance	% Received
Revenues	\$ 25,600	\$ 25,600	\$ 35,662	\$ (10,062)	139%

Expenditures	Original Budget	Revised Budget	Year to Date	Variance	% Used
<i>Personnel</i>	\$ -	\$ -	\$ -	\$ -	0%
<i>Services / Supplies</i>	3,600	3,600	8,058	(4,458)	224%
<i>Capital</i>	-	-	-	-	0%
Total Expenditures	\$ 3,600	\$ 3,600	\$ 8,058	\$ (4,458)	224%

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

Beginning & Ending Balance	Original Budget	Revised Budget	Year to Date
<i>Beginning Fund Balance</i>	\$ 21,838	\$ 25,680	\$ 25,680
<i>+ Net Increase (Decrease)</i>	-	-	27,604
Ending Fund Balance	\$ 21,838	\$ 25,680	\$ 53,284

Audited FY19

Municipal Court Technology Fee Fund FY 2019/2020 Budget

YEAR TO DATE FEBRUARY

Percent of Budget Year Transpired	41.7%
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Revenues	Original Budget	Revised Budget	Year to Date	Variance	% Received
Revenues	\$ 3,500	\$ 3,500	\$ 1,771	1,729	51%

Expenditures	Original Budget	Revised Budget	Year to Date	Variance	% Used
<i>Services / Supplies</i>	\$ 17,640	\$ 17,640	\$ 8,126	\$ 9,514	46%
<i>Total Expenditures</i>	\$ 17,640	\$ 17,640	\$ 8,126	\$ 9,514	46%

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

Beginning & Ending Balance	Original Budget	Revised Budget	Year to Date
<i>Beginning Fund Balance</i>	\$ 22,768	\$ 29,340	\$ 29,340
<i>+ Net Increase (Decrease)</i>	(14,140)	(14,140)	(6,354)
<i>Ending Fund Balance</i>	\$ 8,628	\$ 15,200	\$ 22,986

Audited FY19

Municipal Court Building Security Fund FY 2019/2020 Budget

YEAR TO DATE FEBRUARY

Percent of Budget Year Transpired	41.7%
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Revenues	Original Budget	Revised Budget	Year to Date	Variance	% Received
Revenues (Court Fines)	\$ 2,700	\$ 2,700	\$ 1,491	\$ 1,209	55%

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

Beginning & Ending Balance	Original Budget	Revised Budget	Year to Date
Beginning Fund Balance	\$ 35,322	\$ 35,473	\$ 35,473
+ Net Increase (Decrease)	2,700	2,700	1,491
Ending Fund Balance	\$ 38,022	\$ 38,173	\$ 36,964

Unaudited.
Update after
audit.

Highland Village Community Development Corporation
Working Capital Analysis (FY 2020)

	<i>Actual</i> 2017-2018	<i>Actual</i> 2018-2019	<i>Budget</i> 2019-2020	<i>YTD</i> 2019-2020
Beginning Fund Balance	\$ 106,954	\$ 30,523	\$ 24,216	\$ 24,217
Revenues				
4B Sales Tax	1,268,252	1,305,548	1,348,631	411,611
Park Fees (Rental)	47,597	58,446	63,400	34,510
Linear Park Fees	-	-	-	-
Miscellaneous Income	-	-	-	-
Interest Income	492	720	800	620
Total	\$ 1,316,341	\$ 1,364,714	\$ 1,412,831	\$ 446,740
Expenditures				
Personnel	263,795	314,219	324,231	133,412
Services / Supplies	230,292	221,974	276,525	75,205
Reimburse GF (Support Functions)	-	28,000	28,000	-
Reimburse GF (Debt Service)	898,685	806,827	808,286	755,068
Total Non-Capital Expenditures	\$ 1,392,772	\$ 1,371,020	\$ 1,437,042	\$ 963,685
Capital				
Engineering	-	-	-	-
Projects Funded Directly	-	-	-	30,392
Transfer to 4B Capital Projects	\$ -	\$ -	\$ -	\$ 30,392
Equipment	-	-	-	-
Net Increase / (Decrease)	(76,431)	(6,306)	(24,211)	(547,336)
Working Capital Balance	\$ 30,523	\$ 24,217	\$ 5	\$ (523,119)

PEG Fee Fund FY 2019/2020 Budget

YEAR TO DATE FEBRUARY

<i>Percent of Budget Year Transpired</i>	41.7%
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Revenues	Original Budget	Revised Budget	Year to Date	Variance	% Received
<i>PEG Fee Receipts</i>	\$ 52,000	\$ 52,000	\$ 11,830	\$ 40,170	23%
Total Revenues	\$ 52,000	\$ 52,000	\$ 11,830	\$ 40,170	23%

Expenditures	Original Budget	Revised Budget	Year to Date	Variance	% Used
<i>Personnel</i>	\$ -	\$ -	\$ -	\$ -	0%
<i>Services / Supplies</i>	30,695	30,695	565	30,130	2%
<i>Capital</i>	42,500	42,500	75,283	(32,783)	0%
Total Expenditures	\$ 73,195	\$ 73,195	\$ 75,847	\$ (2,652)	104%

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

Fund Balance	Original Budget	Revised Budget	Year to Date
<i>Beginning fund balance</i>	\$ 152,830	\$ 152,879	\$ 152,879
<i>+Net Increase (Decrease)</i>	(21,195)	(21,195)	(64,018)
Ending Fund Balance	\$ 131,635	\$ 131,684	\$ 88,861

Audited FY19

CITY OF HIGHLAND VILLAGE
COUNCIL BRIEFING

AGENDA# 14

MEETING DATE: 04/14/2020

SUBJECT: Receive an Update and Discuss the Kids Kastle Rebuild Project

PREPARED BY: Phil Lozano, Parks and Recreation Director

COMMENTS

Receive an update on the Kids Kastle Community Build Project.

- Where were we Pre COVID-19
- Where we are now and the challenges
- Recommendation and options moving forward for the build

CITY OF HIGHLAND VILLAGE
COUNCIL BRIEFING

AGENDA# 15

MEETING DATE: 04/14/2020

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

PREPARED BY: Karen McCoy, Executive Assistant

COMMENTS

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



UPCOMING MEETINGS

April 14, 2020	Regular City Council Meeting – 6:00 pm
April 20, 2020	Parks & Recreation Advisory Board Meeting - 6:00 pm
April 21, 2020	Planning & Zoning Commission Meeting – 7:00 pm
April 28, 2020	Regular City Council Meeting - 7:30 pm
May 7, 2020	Zoning Board of Adjustment Meeting - 6:00 pm
May 12, 2020	Regular City Council Meeting - 7:30 pm
May 18, 2020	Parks & Recreation Advisory Board Meeting - 6:00 pm
May 19, 2020	Planning & Zoning Commission Meeting – 7:00 pm
May 26, 2020	Regular City Council Meeting - 7:30 pm
June 4, 2020	Zoning Board of Adjustment Meeting - 6:00 pm
June 9, 2020	Regular City Council Meeting - 7:30 pm

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

By: Karen McCoy, Executive Assistant