



## 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, SEPTEMBER 8, 2020, at 7:30 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, except for those wishing to speak at the public hearing with respect to Item 13, the public will not be allowed to attend the City Council meeting in person. Members of the public may view the City Council meeting live at no cost via the following Internet link:***  
[www.highlandvillage.org/HVTV](http://www.highlandvillage.org/HVTV).

***Any person wishing to provide comments on any matter to be considered on this agenda, including anyone not appearing in person for Item 13, may email such comments to the City Secretary at [amiller@highlandvillage.org](mailto:amiller@highlandvillage.org) by 1:00 p.m. on Tuesday, September 8, 2020.***

### **OPEN SESSION**

**City Council Chambers – 7:30 P.M.**

- 1. Call to Order**
- 2. Prayer led by Councilmember Jon Kixmiller**
- 3. Pledge of Allegiance to the U.S. and Texas flags led by Councilmember Jon Kixmiller: "Honor the Texas flag; I pledge allegiance to thee, Texas, one state under God, one and indivisible."**
- 4. Visitor Comments** (*Any person wishing to provide comments on any matter to be considered on this agenda should email such comments to the City Secretary at [amiller@highlandvillage.org](mailto:amiller@highlandvillage.org) by 1:00 p.m. on Tuesday, September 8, 2020. 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.*)
- 5. City Manager/Staff Reports**
- 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**
  - Proclamation celebrating Michael Leavitt Day in Highland Village**

**CLOSED SESSION**  
**City Council Chambers**

7. 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)

*Anyone appearing in person and 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.

8. Consider approval of Minutes of the Regular City Council Meeting held on August 25, 2020
9. Consider Resolution 2020-2899 authorizing Renewal of the Employee Health and Dental Insurance Plan Agreements with Blue Cross Blue Shield of Texas
10. Consider Budget Reports for Period Ending July 31, 2020

**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)
12. Consider Ordinance 2020-1276 adopting Amendments to the Fiscal Year 2019-2020 Budget (1<sup>st</sup> of two reads)
13. Conduct a Public Hearing on the Proposed Budget and Tax Rate for Fiscal Year 2020-2021
14. Consider Ordinance 2020-1277 approving and adopting the Fiscal Year 2020-2021 Annual Budget (1<sup>st</sup> of two reads)
15. Consider Ordinance 2020-1278 levying the Ad Valorem Taxes for the Year 2020 at a Rate of \$.56302 per \$100 Assessed Valuation on all Taxable Property within the Corporate Limits of the City of Highland Village as of January 1, 2020 (1<sup>st</sup> of two reads)

16. Consider Resolution No. 2020-2900 Authorizing Agreements with Play By Design for Professional Services and Construction Services relating to completion of the Kids Kastle Project

**LATE WORK SESSION**

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

17. Status Reports on Current Projects and Discussion on Future Agenda Items (A Councilmember may inquire about a subject of which notice has not been given. A statement of specific 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.)
- Discuss Cancelling or Rescheduling the September 22, 2020 City Council Meeting
18. Adjournment

I HEREBY CERTIFY THAT THIS NOTICE OF MEETING WAS POSTED ON THE PUBLIC BULLETIN BOARD AT THE MUNICIPAL COMPLEX, 1000 HIGHLAND VILLAGE ROAD, HIGHLAND VILLAGE, TEXAS IN ACCORDANCE WITH THE *TEXAS GOVERNMENT CODE, CHAPTER 551*, ON THE 4<sup>TH</sup> DAY OF SEPTEMBER, 2020 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 or Fax (972) 317-0237 for additional information.

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

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

**AGENDA# 6**

**MEETING DATE: 09/08/2020**

**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.

- Proclamation celebrating Michael Leavitt Day in Highland Village

# Proclamation

## The City of Highland Village

**Whereas**, Michael Leavitt joined the City of Highland Village as the Public Works Director on March 29, 2000 and was then appointed to the City Manager position on May 27, 2003; and

**Whereas**, Michael Leavitt has served as Highland Village's chief operating officer during a period of unprecedented commercial growth; representing the City in the development of the FM2499/FM407 corridor, The Shops, the Marketplace, the District, and the redevelopment of the Highland Village Town Center; and

**Whereas**, Michael Leavitt has built relationships with local, county and state organizations benefitting the region as a whole with the development of such items as the pedestrian tunnel under FM 2499, the pedestrian bridge at Doubletree Ranch Park, and membership in DCTA; and

**Whereas**, Michael Leavitt has ensured the citizens of Highland Village have an outstanding water and wastewater system designed for the long-term, and has provided key support and leadership to all citizens, visitors, City Council, and City staff during his tenure; and

**Whereas**, Michael Leavitt has dedicated the last 20 years of his career to creating a premiere lakeside community; ensuring staff provides the absolute best customer service to citizens and visitors. Under his leadership, the City of Highland Village has experienced recognition and awards across all service levels; and

**Whereas**, Michael Leavitt shall remain the City Manager who inspired all staff to believe that they do have the ability to positively impact someone's life each and every day; and

**Whereas**, Michael Leavitt shall retire from the City of Highland Village on September 30, 2020 with our sincere appreciation for his dedication and countless contributions, and shall ever remain a part of the City of Highland Village family.

**NOW THEREFORE**, I, Charlotte Wilcox, Mayor of the City of Highland Village, do hereby proclaim September 30th as

### **“Michael Leavitt Day”**

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 8th<sup>th</sup> day of September 2020.

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Charlotte J. Wilcox, Mayor

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

**AGENDA# 8**

**MEETING DATE: 09/08/2020**

**SUBJECT: Consider Approval of Minutes of the Regular City Council Meeting held on August 25, 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 August 25, 2020.



**MINUTES OF THE REGULAR MEETING OF THE  
HIGHLAND VILLAGE CITY COUNCIL  
HIGHLAND VILLAGE MUNICIPAL COMPLEX  
1000 HIGHLAND VILLAGE ROAD  
TUESDAY, AUGUST 25, 2020**

**EARLY WORK SESSION**

Mayor Charlotte J. Wilcox called the meeting to order in open session at 6:00 p.m. and announced 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 meeting is being conducted using social distancing practices. Members of the public are not allowed to attend the City Council meeting in person, but may view the City Council meeting live at no cost via [www.highlandvillage.org/HVTV](http://www.highlandvillage.org/HVTV).

**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:	Ken Heerman	Assistant City Manager
	Kevin Laughlin	City Attorney
	Angela Miller	City Secretary
	Karl Schlichter	Police Commander
	Michael Thomson	Fire Chief
	Scott Kriston	Public Works Director
	Jana Onstead	Human Resources Director
	Phil Lozano	Parks and Recreation Director
	Laurie Mullens	Marketing Communications Director

Mayor Wilcox announced that Closed Session would be addressed first on the agenda. She read Agenda Items #3(a) and #3(b).

**CLOSED SESSION**

Council convened into Closed Session at 6:01 p.m.

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

- (a) Section 551.071 – Consultation with City Attorney Concerning Pending or Contemplated Litigation and on any Regular Session or Work Session Agenda Item Requiring Confidential, Attorney/Client Advice Necessitated by the Deliberation or Discussion of Said Item (as needed)
- (b) Section 551.074 – Personnel – Deliberate the Appointment and Employment of a Person to the Public Office of City Manager

Council concluded Closed Session at 6:07 p.m. and reconvened into Early Work Session.

### EARLY WORK SESSION

1. **Receive an Update on the 2018 Streets and Parks Bond Projects and Chapel Hill Trail Connection Project**

Parks and Recreation Director Phil Lozano provided an update on Kids Kastle. He reported the current Play by Design contract designates February 22-27, 2021 as the date to continue with the community build. The current amended agreement totals \$903,851. Currently work continues as Valley Creek Church most recently volunteered 195 hours to the project, and have committed to provide volunteers one Saturday each month.

Mr. Lozano reported the following dates are available:

Community Build Dates:

November 2-7, 2020

November 9 – 14, 2020

February 22 – 27, 2021

Contractor Build - the month of October 2020 is available for a 20-day build

**Option 1 – Community Build Project / Cost: \$903,851**

This option includes available build dates in November 2020 (grand opening would be in January 2021) or in February 2021 (grand opening would be in May 2021). Costs, pros and cons were presented and discussed.

**Option 2 – City staff from Parks & Public Works with Play by Design staff / Cost: \$949,115**

This option also includes available build dates in November 2020 or in February 2021. Skilled and unskilled workers would be needed, and community volunteers could also participate. Costs, benefits and considerations were presented and discussed. Councilmember Heslep also voice his concern on protecting the area from vandalism.

**Option 3 – Play by Design Build / Cost: \$1,088,851**

This option would not include any City staff or volunteers, with a build date in October 2020 covering twenty (20) days and a grand opening in December 2020. Costs, pros and cons were presented and discussed.

Councilmember Heslep asked for staff's recommendation. Mr. Lozano reported Option 2, with a February 2021 build date seemed to be the most viable option. Deputy Mayor Pro Tem Fleming asked if the additional funds for Option 2 are available. Assistant City Manager Ken Heerman reported funding would come from bond proceeds and surplus funds, although he cautioned there are still other projects to consider, which were then presented and discussed. Council and staff discussed timing and scheduling of City staff to work on Kids Kastle, volunteers, and concerns with the unknown regarding COVID.

Mr. Lozano also provided an update on the Chapel Hill Trail Connection, Highland Village Road Sidewalk Connection, and Victoria Park Walking Path projects. These projects are identified in the bond program. The projects are in process however, final costs are not fully known yet as bids have not been solicited. Council discussed using any cost savings from these projects towards the Kids Kastle project and going with Option 3 to have Play by Design complete the project. Consensus of Council is to discuss, at their next meeting, making Option 3 work.

**2. Clarification of Consent or Action Items listed on Today's City Council Meeting Agenda for August 25, 2020**

Relating to Agenda Item #14, Mayor Pro Tem Lombardo asked for clarification on why the project had to be rebid. Public Works Director Scott Kriston stated there was an error in the procurement process that required sealed bids, therefore the project to be rebid.

Council concluded Early Work Session at 7:43 p.m. and took a short break prior to the start of the Regular Open Session Meeting.

**OPEN SESSION**

**4. Call to Order**

Mayor Charlotte J. Wilcox called the meeting to order at 7:50 p.m.

Roll Call

Present:

Charlotte J. Wilcox  
Jon Kixmiller  
Michael Lombardo  
Barbara Fleming  
Tom Heslep  
Robert A. Fiester  
Daniel Jaworski

Mayor  
Councilmember  
Mayor Pro Tem  
Deputy Mayor Pro Tem  
Councilmember  
Councilmember  
Councilmember

Staff Members:

Ken Heerman  
Kevin Laughlin  
Angela Miller  
Karl Schlichter  
Michael Thomson  
Scott Kriston  
Jana Onstead  
Sunny Lindsey  
Phil Lozano  
Laurie Mullens

Assistant City Manager  
City Attorney  
City Secretary  
Police Commander  
Fire Chief  
Public Works Director  
Human Resources Director  
Information Services Director  
Parks and Recreation Director  
Marketing Communications Director

**5. Prayer led by Mayor Charlotte J. Wilcox**

Mayor Wilcox gave the invocation.

**6. Pledge of Allegiance to the U.S. and Texas flags led by Mayor Charlotte J. Wilcox**

Mayor Wilcox led the Pledge of Allegiance to the U.S. and Texas flags.

**7. Visitor Comments**

Mayor Wilcox stated any person wishing to provide comments on any matter to be considered on this agenda were to email such comments to the City Secretary by 1:00 p.m. on Tuesday, August 25, 2020. City Secretary Angela Miller reported no visitor comments were received.

**8. City Manager/Staff Reports**

Fire Chief Michael Thomson reported on the loss of retired Fire Department Driver Operator Vince Jones and provided information on his memorial service.

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

Deputy Mayor Pro Tem Fleming reported this year's Glow event has been cancelled. Councilmember Jaworski wished several councilmembers (current and past) a happy birthday.

**CONSENT AGENDA**

**10. Consider approval of Minutes of the Regular City Council Meeting held on August 11, 2020**

**11. Consider Resolution 2020-2895 cancelling the November 24, 2020 and December 22, 2020 City Council Meetings**

*Motion by Deputy Mayor Pro Tem Fleming, seconded by Councilmember Fiester, to approve Consent Agenda Items #10 and #11. Motion carried 7-0.*

**ACTION AGENDA**

**12. 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)**

**(b) Section 551.074 – Personnel – Deliberate the Appointment and Employment of a Person to the Public Office of City Manager**

Action relating to Item 12(b) was taken under Item 13.

**13. Consider Resolution 2020-2896 approving an Employment Agreement with Paul Stevens to Serve as City Manager of the City of Highland Village, Texas**

**APPROVED (7 – 0)**

*Motion by Mayor Pro Tem Lombardo, seconded by Deputy Mayor Pro Tem Fleming, to approve Resolution 2020-2896. Motion carried 7-0.*

14. **Consider Resolution 2020-2897 awarding and authorizing a Contract with American Building Services for the Replacement of Heating, Ventilation and Air Conditioning Units at the City Municipal Complex, and repealing Resolution 2020-2891**  
**APPROVED (7 – 0)**

Public Works Director Scott Kriston reported previous Council action dated July 14, 2020, approved Resolution No. 2020-2891 awarding the Municipal Complex HVAC Replacement Project. Following the approval of Resolution No, 2020-2891, staff discovered an error occurred in the procurement process that required the project to be rebid. Public bids were solicited and three responsive bids were received. The lowest responsive quote, submitted by American Building Services in the amount of \$94,695.01, was reviewed and evaluated. American Building Services has sufficient resources and, based on the contractor's work history, is considered the lowest responsible bidder.

***Motion by Councilmember Heslep, seconded by Councilmember Jaworski, to approve Resolution 2020-2897. Motion carried 7-0.***

15. **Consider Resolution 2020-2898 approving a Negotiated Settlement Agreement between the Atmos Cities Steering Committee (ACSC) and Atmos Energy Corporation, Mid-Tex Division, regarding the 2020 Rate Review Mechanism Filings**  
**APPROVED (7 – 0)**

Assistant City Manager Ken Heerman reported Highland Village, along with 171 other cities served by Atmos Energy Corporation, is a member of the Atmos Cities Steering Committee (ACSC). In 2007, the Cities and Atmos settled a rate application that Atmos filed pursuant to Section 104.301 of the Texas Utilities Code for an interim rate adjustment commonly referred to as a GRIP filing (arising out of the Gas Reliability Infrastructure Program legislation). That settlement created a substitute rate review process, referred to as Rate Review Mechanism ("RRM"), as a substitute for future filings under the GRIP statute.

After Atmos reviewed ACSC's consultants' report, ACSC's Executive Committee and the Company negotiated a settlement whereby the Company would receive an increase of \$90 million from ACSC, but with a two-month delay in the Effective Date until December 1, 2020. This should save ratepayers approximately \$9 million such that the case is functionally equivalent to ACSC's consultants' recommendation of \$80.8 million. The Executive Committee recommends a settlement at \$90 million. The Effective Date for new rates is December 1, 2020. ACSC members should take action approving the Resolution before November 1, 2020.

Atmos generated proof that the rate tariffs attached to the Resolution will generate \$90 million in additional revenues from ACSC Cities. The impact of the settlement on average residential rates is an increase of \$5.15 on a monthly basis, or 9.9 percent. The increase for average commercial usage will be \$15.48 or 6.56 percent.

***Motion by Councilmember Heslep, seconded by Deputy Mayor Pro Tem Fleming, to approve Resolution 2020-2898. Motion carried 7-0.***

#### **LATE WORK SESSION**

16. **Status Reports on Current Projects and Discussion on Future Agenda Items (A Councilmember may inquire about a subject of which notice has not been given. A statement of specific 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.)**

Mayor Wilcox reported she received an email from a resident about speeding on Highland Shores Boulevard and requested a future meeting to discuss how to address the issue. Several other Councilmembers requested speeding on Highland Village Road and drivers running stop signs at Sellmeyer/Brazos also be included in the discussion.

**16. Adjournment**

Mayor Wilcox adjourned the meeting at 8:05 p.m.

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

**ATTEST:**

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

DRAFT

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

**AGENDA# 9**

**MEETING DATE: 09/08/2020**

**SUBJECT: Consider Resolution 2020-2899 Authorizing Renewal of Employee Health and Dental Coverage with Blue Cross Blue Shield of Texas**

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

**BACKGROUND:**

The City's benefits consultant, Higginbotham and Associates, is requested each year to assess group health and dental coverage options to better ensure the City is maintaining the best plan available in the marketplace that meets annual budget restraints. Throughout the summer, City Staff has worked with Higginbotham and Associates on reviewing options for the City's employee benefits plan for the 2020 - 2021 Fiscal Year.

The City's current health and dental insurance carrier, Blue Cross Blue Shield, offered a renewal decrease of 8% for health insurance and a 17% dental insurance increase with no changes in either plan design. The savings on the healthcare premiums will more than cover the increase to the dental premiums, and employees will see no change in their deduction costs for either plan.

**IDENTIFIED NEED/S:**

Medical and dental insurance are integral components of the employee benefits package. In order to stay competitive in the municipal job market, the City must provide quality, high-value benefits for employees and their families, while also respecting budgetary constraints and legislation compliance.

**OPTIONS & RESULTS:**

Blue Cross Blue Shield offered the best option for both the City and employees, resulting in cost savings for the City, no change in plan design this year, and no increase in premium costs for employees. All employees continue to have the opportunity for a \$25/month premium discount if they participate in wellness activities throughout the year.

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

After careful consideration, City staff has determined the renewal offer from the current carrier for both dental and health insurance was the best option for both the City budget and City employees.

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

Premium amounts are already factored into the Fiscal Year 2020/2021 budget, including the wellness discount option.

**RECOMMENDATION:**

To approve Resolution 2020-2899.

**CITY OF HIGHLAND VILLAGE, TEXAS**

**RESOLUTION NO. 2020-2899**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HIGHLAND VILLAGE, TEXAS, AUTHORIZING THE CITY MANAGER TO RENEW THE EMPLOYEE HEALTH AND DENTAL INSURANCE PLANS WITH BLUE CROSS BLUE SHIELD OF TEXAS, EFFECTIVE OCTOBER 1, 2020; AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, City Administration has worked with Higginbotham and Associates to negotiate a renewal for the City employee medical and dental insurance plans, resulting in a reasonable offer by Blue Cross Blue Shield with no plan design changes; and

**WHEREAS**, City Administration recommends renewing the City's agreements with Blue Cross Blue Shield, subject to the negotiated premium amounts, for the City employee medical and dental insurance plans; and

**WHEREAS**, the City Council of the City of Highland Village concurs in the above recommendation and finds it to be in the public interest to renew the employee health and dental insurance plans with Blue Cross Blue Shield.

**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 negotiate and sign the necessary contract documents with Blue Cross Blue Shield to provide employee group medical and dental insurance coverage for the FY 2020-2021 plan year, and to take such additional actions reasonable and necessary to comply with the intent of this resolution.

**SECTION 2.** This Resolution shall take effect immediately upon final approval and upon passage of the City's 2020/2021 fiscal year budget.

**PASSED AND APPROVED BY THE CITY COUNCIL OF THE CITY OF HIGHLAND VILLAGE, TEXAS THIS THE 8<sup>TH</sup> DAY OF SEPTEMBER 2020.**

**APPROVED:**

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

**ATTEST:**

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

**APPROVED AS TO FORM AND LEGALITY:**

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**Kevin B. Laughlin, City Attorney**  
(kbl:9/1/2020)

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

**AGENDA# 10**

**MEETING DATE: 09/08/2020**

**SUBJECT: Receive Budget Reports for Period Ending July 31, 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 July represents the tenth 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 July 31, 2020.

# General Fund Summary

## FY 2019/2020 Budget

**YEAR TO DATE JULY**

<b>Percent of Budget Year Transpired</b>	<b>83.3%</b>
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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	\$ 11,205,347	\$ (72,359)	99%
Sales Tax	2,818,962	2,818,962	1,912,686	(906,276)	68%
Franchise Fees	1,662,980	1,662,980	948,723	(714,257)	57%
Licensing & Permits	410,474	410,474	265,872	(144,602)	65%
Park/Recreation Fees	248,144	248,144	91,646	(156,498)	37%
Public Safety Fees	39,100	39,100	21,759	(17,341)	56%
Rents	140,369	140,369	140,969	600	100%
Municipal Court	111,180	111,180	83,354	(27,826)	75%
Public Safety Charges for Svc	525,545	525,545	494,467	(31,078)	94%
Interest Income	160,000	160,000	130,413	(29,587)	82%
Miscellaneous	140,550	140,550	471,890	331,340	336%
<b>Total Revenues</b>	<b>\$ 17,535,010</b>	<b>\$ 17,535,010</b>	<b>\$ 15,767,125</b>	<b>\$ (1,767,886)</b>	<b>90%</b>

Other Sources					
Transfers In	\$ 534,000	\$ 534,000	\$ -	\$ (534,000)	0%
<b>Total Available Resources</b>	<b>\$ 18,069,010</b>	<b>\$ 18,069,010</b>	<b>\$ 15,767,125</b>	<b>\$ (2,301,886)</b>	

Expenditures	Original Budget	Revised Budget	Year to Date	Variance	% Used
City Manager Office	\$ 720,422	\$ 720,422	\$ 536,814	\$ 183,608	75%
Finance (includes Mun. Court)	1,720,240	1,720,240	1,478,867	241,374	86%
Human Resources	567,051	567,051	375,755	191,295	66%
City Secretary Office	405,932	405,932	237,261	168,671	58%
Information Services	1,166,155	1,166,155	800,826	365,329	69%
Police	5,125,210	5,125,210	4,067,655	1,057,555	79%
Fire	3,109,185	3,109,185	2,527,012	582,173	81%
Community Services	393,139	393,139	407,551	(14,411)	104%
Streets/Drainage	1,775,758	1,775,758	956,910	818,848	54%
Maintenance	1,071,928	1,071,928	798,422	273,506	74%
Parks	2,079,297	2,079,297	2,079,234	63	100%
Recreation	581,297	581,297	281,431	299,866	48%
<b>Total Expenditures</b>	<b>\$ 18,715,616</b>	<b>\$ 18,715,616</b>	<b>\$ 14,547,738</b>	<b>\$ 4,167,878</b>	<b>78%</b>

Capital Summary	(Included in totals above - summary information only)				
Equipment Replacement	\$ 447,686	\$ 447,686	\$ 553,832	\$ (106,146)	124%

Other Uses					
Transfers Out	\$ 136,000	\$ 136,000	\$ -	136,000	0%
<b>Total Expenditures</b>	<b>\$ 18,851,616</b>	<b>\$ 18,851,616</b>	<b>\$ 14,547,738</b>	<b>\$ 4,303,878</b>	

Fund Balance	Original Budget	Revised Budget	Year to Date	Audited FY19
Beginning Fund Balance	5,981,920	6,655,345	6,655,345	
+ Net Increase (Decrease)	(782,606)	(782,606)	1,219,386	
Ending Fund Balance	\$ 5,199,314	\$ 5,872,739	\$ 7,874,731	

Fund Balance Detail	Original Budget	Revised Budget	Year to Date
Reserve Fund Balance (15% of Total Expenditures)	\$ 2,807,342	\$ 2,807,342	\$ 2,182,161
Restricted	11,500	11,500	11,500
Unassigned	2,380,472	3,053,897	5,681,070
<b>Total Fund Balance</b>	<b>\$ 5,199,314</b>	<b>\$ 5,872,739</b>	<b>\$ 7,874,731</b>

# General Fund Expenditure Summary

## FY 2019/2020 Budget

**YEAR TO DATE JULY**

<i>Percent of Budget Year Transpired</i>	<b>83.3%</b>
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- - - Summary - - -					
	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 13,153,231	\$ 13,153,231	\$ 10,758,029	\$ 2,395,203	82%
Services / Supplies	5,114,699	5,114,699	3,235,877	1,878,821	63%
Capital	447,686	447,686	553,832	(106,146)	124%
	\$ 18,715,616	\$ 18,715,616	\$ 14,547,738	\$ 4,167,878	78%

- - - Detail - - -					
Category	Original Budget	Revised Budget	Year to Date	Variance	% Used
<b>Personnel</b>					
<i>Salaries / Wages</i>	\$ 9,337,750	\$ 9,337,750	\$ 7,654,699	\$ 1,683,050	82%
<i>Employee Benefits</i>	3,815,482	3,815,482	3,103,330	712,152	81%
<i>Total Personnel</i>	\$ 13,153,231	\$ 13,153,231	\$ 10,758,029	\$ 2,395,203	82%

Services / Supplies					
<i>Professional Services</i>	\$ 1,720,354	\$ 1,720,354	\$ 1,243,424	\$ 476,930	72%
<i>Employee Development</i>	380,171	380,171	229,460	150,711	60%
<i>Office Supplies / Equipment</i>	1,281,155	1,281,155	934,095	347,060	73%
<i>Utilities</i>	315,408	315,408	228,013	87,395	72%
<i>Other</i>	1,417,611	1,417,611	600,886	816,725	42%
<i>Total Services / Supplies</i>	\$ 5,114,699	\$ 5,114,699	\$ 3,235,877	\$ 1,878,821	63%

Capital					
<i>Equipment / Vehicles</i>	\$ 447,686	\$ 447,686	\$ 553,832	\$ (106,146)	124%
<i>Total Capital</i>	\$ 447,686	\$ 447,686	\$ 553,832	\$ (106,146)	124%

<i>Total General Fund Expenditure Summary</i>	\$ 18,715,616	\$ 18,715,616	\$ 14,547,738	\$ 4,167,878	78%
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# General Fund Revenue

## FY 2019/2020 Budget

**YEAR TO DATE JULY**

*Percent of Budget Year Transpired*

**83.3%**

Revenues	Original Budget	Revised Budget	Year to Date	Variance	% Received
Property Tax	\$ 11,277,706	\$ 11,277,706	\$ 11,205,347	\$ (72,359)	99%
Sales Tax	2,818,962	2,818,962	1,912,686	(906,276)	68%
Franchise Fees	1,662,980	1,662,980	948,723	(714,257)	57%
Licensing & Permits	410,474	410,474	265,872	(144,602)	65%
Park/Recreation Fees	248,144	248,144	91,646	(156,498)	37%
Public Safety Fees	39,100	39,100	21,759	(17,341)	56%
Rents	140,369	140,369	140,969	600	100%
Municipal Court	111,180	111,180	83,354	(27,826)	75%
Public Safety Charges for Svc	525,545	525,545	494,467	(31,078)	94%
Interest Income	160,000	160,000	130,413	(29,587)	82%
Miscellaneous	140,550	140,550	471,890	331,340	336%
<b>Total Revenues</b>	<b>\$ 17,535,010</b>	<b>\$ 17,535,010</b>	<b>\$ 15,767,125</b>	<b>\$ (1,767,886)</b>	<b>90%</b>

# City Manager Office FY 2019/2020 Budget

**YEAR TO DATE JULY**

<i>Percent of Budget Year Transpired</i>	<b>83.3%</b>
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- - - Summary - - -					
	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 442,431	\$ 442,431	\$ 380,158	\$ 62,273	86%
Services / Supplies	277,991	277,991	147,756	130,235	53%
Capital	-	-	8,900	(8,900)	0%
	<u>\$ 720,422</u>	<u>\$ 720,422</u>	<u>\$ 536,814</u>	<u>\$ 183,608</u>	<u>75%</u>

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

Personnel					
<i>Salaries / Wages</i>	\$ 337,151	\$ 337,151	\$ 303,819	\$ 33,333	90%
<i>Employee Benefits</i>	105,280	105,280	76,339	28,940	73%
<b>Total Personnel</b>	<u>\$ 442,431</u>	<u>\$ 442,431</u>	<u>\$ 380,158</u>	<u>\$ 62,273</u>	<u>86%</u>

Services / Supplies					
<i>Professional Services (City-wide legal - \$130,260)</i>	\$ 140,260	\$ 140,260	\$ 92,944	\$ 47,316	66%
<i>Employee Development</i>	17,390	17,390	14,977	2,413	86%
<i>Supplies / Equipment</i>	10,053	10,053	2,428	7,625	24%
<i>Utilities</i>	-	-	-	-	0%
<i>Other (Contingency)</i>	110,288	110,288	37,407	72,881	34%
<b>Total Services / Supplies</b>	<u>\$ 277,991</u>	<u>\$ 277,991</u>	<u>\$ 147,756</u>	<u>\$ 130,235</u>	<u>53%</u>

Capital					
<i>Equipment / Vehicles</i>	-	-	8,900	(8,900)	0%
<b>Total Capital</b>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 8,900</u>	<u>\$ (8,900)</u>	<u>0%</u>

<b>Total City Manager</b>	<u>\$ 720,422</u>	<u>\$ 720,422</u>	<u>\$ 536,814</u>	<u>\$ 183,608</u>	<u>75%</u>
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# Finance Department FY 2019/2020 Budget

**YEAR TO DATE JULY**

<i>Percent of Budget Year Transpired</i>	<b>83.3%</b>
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- - - Summary - - -					
	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 1,049,709	\$ 1,049,709	\$ 909,244	\$ 140,465	87%
Services / Supplies	670,532	670,532	569,623	100,909	85%
Capital	-	-	-	-	0%
	\$ 1,720,240	\$ 1,720,240	\$ 1,478,867	\$ 241,374	86%

- - - Detail - - -					
Category	Original Budget	Revised Budget	Year to Date	Variance	% Used
<b>Personnel</b>					
<i>Salaries / Wages</i>	\$ 746,624	\$ 746,624	\$ 660,824	\$ 85,801	89%
<i>Employee Benefits</i>	303,085	303,085	248,420	54,665	82%
<b>Total Personnel</b>	\$ 1,049,709	\$ 1,049,709	\$ 909,244	\$ 140,465	87%

Services / Supplies					
<i>Professional Services</i> <i>(City-wide liability insurance - \$126,376 / DCAD - \$82,508)</i>	\$ 605,590	\$ 605,590	\$ 523,623	\$ 81,967	86%
<i>Employee Development</i>	24,316	24,316	18,522	5,794	76%
<i>Supplies / Equipment</i>	8,726	8,726	9,903	(1,177)	113%
<i>Utilities</i>	-	-	-	-	0%
<i>Other [Special Events (\$21,900, Data Processing \$10,000)]</i>	31,900	31,900	17,575	14,325	55%
<b>Total Services / Supplies</b>	\$ 670,532	\$ 670,532	\$ 569,623	\$ 100,909	85%

Capital					
<i>Equipment / Vehicles</i>	-	-	-	-	0%
<b>Total Capital</b>	\$ -	\$ -	\$ -	\$ -	0%
<b>Total Finance Department</b>	\$ 1,720,240	\$ 1,720,240	\$ 1,478,867	\$ 241,374	86%

# Human Resources FY 2019/2020 Budget

**YEAR TO DATE JULY**

<i>Percent of Budget Year Transpired</i>	<b>83.3%</b>
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- - - Summary - - -					
	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 438,209	\$ 438,209	\$ 303,078	\$ 135,131	69%
Services / Supplies	128,842	128,842	72,678	56,164	56%
Capital	-	-	-	-	0%
	\$ 567,051	\$ 567,051	\$ 375,755	\$ 191,295	66%

- - - Detail - - -					
Category	Original Budget	Revised Budget	Year to Date	Variance	% Used
<b>Personnel</b>					
<i>Salaries / Wages</i>	\$ 313,783	\$ 313,783	\$ 199,483	\$ 114,300	64%
<i>Employee Benefits</i>	124,426	124,426	103,594	20,831	83%
<i>Total Personnel</i>	\$ 438,209	\$ 438,209	\$ 303,078	\$ 135,131	69%

Services / Supplies					
<i>Professional Services</i>	\$ 49,110	\$ 49,110	\$ 21,345	\$ 27,765	43%
<i>Employee Development</i>	71,932	71,932	49,715	22,217	69%
<i>Supplies / Equipment</i>	975	975	694	281	71%
<i>Utilities</i>	-	-	-	-	0%
<i>Other (Safety Programs)</i>	6,825	6,825	923	5,902	14%
<i>Total Services / Supplies</i>	\$ 128,842	\$ 128,842	\$ 72,678	\$ 56,164	56%

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

<b>Total Human Resources</b>	\$ 567,051	\$ 567,051	\$ 375,755	\$ 191,295	66%
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# City Secretary Office FY 2019/2020 Budget

**YEAR TO DATE JULY**

<i>Percent of Budget Year Transpired</i>	<b>83.3%</b>
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- - - Summary - - -					
	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 225,749	\$ 225,749	\$ 145,595	\$ 80,154	64%
Services / Supplies	180,183	180,183	91,666	88,517	51%
Capital	-	-	-	-	-
	\$ 405,932	\$ 405,932	\$ 237,261	\$ 168,671	58%

- - - Detail - - -					
Category	Original Budget	Revised Budget	Year to Date	Variance	% Used
<b>Personnel</b>					
<i>Salaries / Wages</i>	\$ 172,931	\$ 172,931	\$ 116,544	\$ 56,387	67%
<i>Employee Benefits</i>	52,818	52,818	29,051	23,767	55%
<b>Total Personnel</b>	\$ 225,749	\$ 225,749	\$ 145,595	\$ 80,154	64%

Services / Supplies					
<i>Professional Services</i>	\$ 52,575	\$ 52,575	\$ 13,210	\$ 39,365	25%
<i>Employee Development</i> <small>(City Council related \$49,441)</small>	65,978	65,978	22,574	43,404	34%
<i>Supplies / Equipment</i>	16,030	16,030	10,282	5,748	64%
<i>Utilities</i>	-	-	-	-	0%
<i>Other (Outside Services)</i>	45,600	45,600	45,600	-	100%
<b>Total Services / Supplies</b>	\$ 180,183	\$ 180,183	\$ 91,666	\$ 88,517	51%

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

<b>Total City Secretary Office</b>	\$ 405,932	\$ 405,932	\$ 237,261	\$ 168,671	58%
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# Information Services FY 2019/2020 Budget

**YEAR TO DATE JULY**

<i>Percent of Budget Year Transpired</i>	<b>83.3%</b>
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- - - Summary - - -					
	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 700,542	\$ 700,542	\$ 582,528	\$ 118,014	83%
Services / Supplies	465,613	465,613	218,298	247,315	47%
Capital	-	-	-	-	0%
	\$ 1,166,155	\$ 1,166,155	\$ 800,826	\$ 365,329	69%

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

Personnel					
<b>Salaries / Wages</b>	\$ 531,053	\$ 531,053	\$ 440,424	\$ 90,630	83%
<b>Employee Benefits</b>	169,489	169,489	142,105	27,384	84%
<b>Total Personnel</b>	\$ 700,542	\$ 700,542	\$ 582,528	\$ 118,014	83%

Services / Supplies					
<b>Professional Services</b> <i>(Maintenance Contracts \$198,840)</i>	\$ 249,040	\$ 249,040	\$ 104,125	\$ 144,915	42%
<b>Employee Development</b>	31,705	31,705	13,852	17,853	44%
<b>Supplies / Equipment</b>	2,560	2,560	3,295	(735)	129%
<b>Utilities</b>	20,308	20,308	13,116	7,192	65%
<b>Other (Data Processing)</b>	162,000	162,000	83,909	78,091	52%
<b>Total Services / Supplies</b>	\$ 465,613	\$ 465,613	\$ 218,298	\$ 247,315	47%

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

<b>Total City Secretary Office</b>	\$ 1,166,155	\$ 1,166,155	\$ 800,826	\$ 365,329	69%
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# Police Department FY 2019/2020 Budget

**YEAR TO DATE JULY**

<i>Percent of Budget Year Transpired</i>	<b>83.3%</b>
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- - - Summary - - -					
	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 4,649,528	<b>\$ 4,649,528</b>	<b>\$ 3,729,175</b>	\$ 920,353	80%
Services / Supplies	405,082	<b>405,082</b>	<b>291,270</b>	113,812	72%
Capital	<u>70,600</u>	<u><b>70,600</b></u>	<u><b>47,211</b></u>	<u>23,389</u>	<u>67%</u>
	<b>\$ 5,125,210</b>	<b>\$ 5,125,210</b>	<b>\$ 4,067,655</b>	<b>\$ 1,057,555</b>	<b>79%</b>

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

Personnel					
<i>Salaries / Wages</i>	\$ 3,402,589	<b>\$ 3,402,589</b>	<b>\$ 2,719,403</b>	\$ 683,186	80%
<i>Employee Benefits</i>	<u>1,246,939</u>	<u><b>1,246,939</b></u>	<u><b>1,009,772</b></u>	<u>237,167</u>	<u>81%</u>
<b>Total Personnel</b>	<b>\$ 4,649,528</b>	<b>\$ 4,649,528</b>	<b>\$ 3,729,175</b>	<b>\$ 920,353</b>	<b>80%</b>

Services / Supplies					
<i>Professional Services</i>	\$ 143,212	<b>\$ 143,212</b>	<b>\$ 116,464</b>	\$ 26,748	81%
<i>Employee Development</i>	45,339	<b>45,339</b>	<b>28,417</b>	16,922	63%
<i>Supplies / Equipment</i>	148,243	<b>148,243</b>	<b>97,632</b>	50,611	66%
<i>Utilities</i>	-	-	-	-	0%
<i>Other (Animal Care - \$52,028)</i>	<u>68,288</u>	<u><b>68,288</b></u>	<u><b>48,757</b></u>	<u>\$ 19,531</u>	<u>71%</u>
<b>Total Services / Supplies</b>	<b>\$ 405,082</b>	<b>\$ 405,082</b>	<b>\$ 291,270</b>	<b>\$ 113,812</b>	<b>72%</b>

Capital					
<i>Equipment / Vehicles</i>	70,600	<b>70,600</b>	<b>47,211</b>	23,389	67%
<b>Total Capital</b>	<b>\$ 70,600</b>	<b>\$ 70,600</b>	<b>\$ 47,211</b>	<b>\$ 23,389</b>	<b>67%</b>

<b>Total Police Department</b>	<b>\$ 5,125,210</b>	<b>\$ 5,125,210</b>	<b>\$ 4,067,655</b>	<b>\$ 1,057,555</b>	<b>79%</b>
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# Fire Department FY 2019/2020 Budget

**YEAR TO DATE JULY**

<i>Percent of Budget Year Transpired</i>	<b>83.3%</b>
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- - - Summary - - -					
	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 2,592,217	\$ 2,592,217	\$ 2,215,382	\$ 376,836	85%
Services / Supplies	352,882	352,882	282,983	69,899	80%
Capital	<u>164,086</u>	<u>164,086</u>	<u>28,648</u>	<u>135,438</u>	<u>17%</u>
	<b>\$ 3,109,185</b>	<b>\$ 3,109,185</b>	<b>\$ 2,527,012</b>	<b>\$ 582,173</b>	<b>81%</b>

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

Personnel					
<i>Salaries / Wages</i>	\$ 1,765,490	\$ 1,765,490	\$ 1,533,873	\$ 231,617	87%
<i>Employee Benefits</i>	<u>826,728</u>	<u>826,728</u>	<u>681,508</u>	145,219	<u>82%</u>
<i>Total Personnel</i>	<b>\$ 2,592,217</b>	<b>\$ 2,592,217</b>	<b>\$ 2,215,382</b>	<b>\$ 376,836</b>	<b>85%</b>

Services / Supplies					
<i>Professional Services</i>	\$ 83,890	\$ 83,890	\$ 62,760	\$ 21,130	75%
<i>Employee Development</i> <i>(Training - \$50,450)</i>	66,097	66,097	51,360	14,737	78%
<i>Supplies / Equipment</i>	157,845	157,845	132,664	25,181	84%
<i>Utilities</i>	1,800	1,800	1,440	360	80%
<i>Other</i> <i>(Safety Programs)</i>	<u>43,250</u>	<u>43,250</u>	<u>34,759</u>	<u>8,491</u>	<u>80%</u>
<i>Total Services / Supplies</i>	<b>\$ 352,882</b>	<b>\$ 352,882</b>	<b>\$ 282,983</b>	<b>\$ 69,899</b>	<b>80%</b>

Capital					
<i>Equipment / Vehicles</i>	164,086	164,086	28,648	135,438	17%
<i>Total Capital</i>	<b>\$ 164,086</b>	<b>\$ 164,086</b>	<b>\$ 28,648</b>	<b>\$ 135,438</b>	<b>17%</b>

<b>Total Fire Department</b>	<b>\$ 3,109,185</b>	<b>\$ 3,109,185</b>	<b>\$ 2,527,012</b>	<b>\$ 582,173</b>	<b>81%</b>
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# Community Services FY 2019/2020 Budget

**YEAR TO DATE JULY**

<i>Percent of Budget Year Transpired</i>	<b>83.3%</b>
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- - - Summary - - -					
	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 373,051	\$ 373,051	\$ 394,344	\$ (21,293)	106%
Services / Supplies	20,088	20,088	13,206	6,882	66%
Capital	-	-	-	-	0%
	\$ 393,139	\$ 393,139	\$ 407,551	\$ (14,411)	104%

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

Personnel					
<i>Salaries / Wages</i>	\$ 272,956	\$ 272,956	\$ 262,344	\$ 10,611	96%
<i>Employee Benefits</i>	100,096	100,096	132,000	(31,904)	132%
<i>Total Personnel</i>	\$ 373,051	\$ 373,051	\$ 394,344	\$ (21,293)	106%

Services / Supplies					
<i>Professional Services</i>	\$ 7,200	\$ 7,200	\$ 6,279	921	87%
<i>Employee Development</i>	6,270	6,270	2,853	3,417	46%
<i>Supplies / Equipment</i>	6,618	6,618	4,075	2,543	62%
<i>Utilities</i>	-	-	-	-	0%
<i>Other</i>	-	-	-	-	0%
<i>Total Services / Supplies</i>	\$ 20,088	\$ 20,088	\$ 13,206	\$ 6,882	66%

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

<i>Total Building Operations</i>	\$ 393,139	\$ 393,139	\$ 407,551	\$ (14,411)	104%
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# Streets Division FY 2019/2020 Budget

**YEAR TO DATE JULY**

<i>Percent of Budget Year Transpired</i>	<b>83.3%</b>
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- - - Summary - - -					
	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 838,743	\$ 838,743	\$ 586,161	\$ 252,582	70%
Services / Supplies	842,015	842,015	337,489	504,526	40%
Capital	<u>95,000</u>	<u>95,000</u>	<u>33,260</u>	<u>61,740</u>	<u>35%</u>
	<b>\$ 1,775,758</b>	<b>\$ 1,775,758</b>	<b>\$ 956,910</b>	<b>\$ 818,848</b>	<b>54%</b>

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

Personnel					
<i>Salaries / Wages</i>	\$ 555,221	\$ 555,221	\$ 407,558	\$ 147,663	73%
<i>Employee Benefits</i>	<u>283,522</u>	<u>283,522</u>	<u>178,603</u>	<u>104,919</u>	<u>63%</u>
<b>Total Personnel</b>	<b>\$ 838,743</b>	<b>\$ 838,743</b>	<b>\$ 586,161</b>	<b>\$ 252,582</b>	<b>70%</b>

Services / Supplies					
<i>Professional Services</i>	\$ 93,771	\$ 93,771	\$ 57,924	\$ 35,847	62%
<i>Employee Development</i>	10,719	10,719	6,148	4,571	57%
<i>Supplies / Equipment</i>	46,975	46,975	17,259	29,716	37%
<i>Utilities (Streetlights)</i>	90,000	90,000	70,363	19,637	78%
<i>Other (Street Maintenance)</i>	<u>600,550</u>	<u>600,550</u>	<u>185,795</u>	<u>414,755</u>	<u>31%</u>
<b>Total Services / Supplies</b>	<b>\$ 842,015</b>	<b>\$ 842,015</b>	<b>\$ 337,489</b>	<b>\$ 504,526</b>	<b>40%</b>

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

<b>Total Streets</b>	<b>\$ 1,775,758</b>	<b>\$ 1,775,758</b>	<b>\$ 956,910</b>	<b>\$ 818,848</b>	<b>54%</b>
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# Maintenance Division FY 2019/2020 Budget

**YEAR TO DATE JULY**

*Percent of Budget Year Transpired*

**83.3%**

## - - - Summary - - -

	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 363,488	\$ 363,488	\$ 296,087	\$ 67,401	81%
Services / Supplies	678,440	678,440	475,655	202,785	70%
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	\$ 798,422	\$ 273,506	74%

## - - - Detail - - -

Category	Original Budget	Revised Budget	Year to Date	Variance	% Used
<b>Personnel</b>					
<i>Salaries / Wages</i>	\$ 252,775	\$ 252,775	\$ 207,571	\$ 45,204	82%
<i>Employee Benefits</i>	<u>110,713</u>	<u>110,713</u>	<u>88,516</u>	<u>22,197</u>	<u>80%</u>
<i>Total Personnel</i>	\$ 363,488	\$ 363,488	\$ 296,087	\$ 67,401	81%
<b>Services / Supplies</b>					
<i>Professional Services</i>	\$ 69,148	\$ 69,148	\$ 50,399	\$ 18,749	73%
<i>Employee Development</i>	4,480	4,480	814	3,666	18%
<i>Supplies / Equipment</i> <i>(Fuel - \$174,577, Parts / Repairs - \$120,500, Building - \$189,100)</i>	534,712	534,712	372,901	161,811	70%
<i>Utilities</i>	70,000	70,000	51,541	18,459	74%
<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	\$ 475,655	\$ 202,785	70%
<b>Capital</b>					
<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	\$ 798,422	\$ 273,506	74%

# Parks Division FY 2019/2020 Budget

**YEAR TO DATE JULY**

<i>Percent of Budget Year Transpired</i>	<b>83.3%</b>
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- - - Summary - - -					
	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 1,257,424	\$ 1,257,424	\$ 1,082,323	\$ 175,102	86%
Services / Supplies	733,873	733,873	587,778	146,095	80%
Capital	<u>88,000</u>	<u>88,000</u>	<u>409,134</u>	<u>(321,134)</u>	<u>465%</u>
	\$ 2,079,297	\$ 2,079,297	\$ 2,079,234	\$ 63	100%

  

- - - Detail - - -					
Category	Original Budget	Revised Budget	Year to Date	Variance	% Used
<b>Personnel</b>					
<i>Salaries / Wages</i>	\$ 810,830	\$ 810,830	\$ 694,786	\$ 116,044	86%
<i>Employee Benefits</i>	<u>446,594</u>	<u>446,594</u>	<u>387,537</u>	<u>59,058</u>	<u>87%</u>
<i>Total Personnel</i>	\$ 1,257,424	\$ 1,257,424	\$ 1,082,323	\$ 175,102	86%
<b>Services / Supplies</b>					
<i>Professional Services (ROW Contract Mowing - \$108,000)</i>	\$ 226,558	\$ 226,558	\$ 194,351	\$ 32,207	86%
<i>Employee Development</i>	25,420	25,420	17,749	7,671	70%
<i>Supplies / Equipment</i>	347,645	347,645	282,557	65,088	81%
<i>Utilities</i>	133,300	133,300	91,552	41,748	69%
<i>Other</i>	<u>950</u>	<u>950</u>	<u>1,569</u>	<u>(619)</u>	<u>165%</u>
<i>Total Services / Supplies</i>	\$ 733,873	\$ 733,873	\$ 587,778	\$ 146,095	80%
<b>Capital</b>					
<i>Equipment / Vehicles</i>	88,000	88,000	409,134	(321,134)	465%
<i>Total Capital</i>	88,000	88,000	409,134	(321,134)	465%
<i>Total Parks</i>	\$ 2,079,297	\$ 2,079,297	\$ 2,079,234	\$ 63	100%

# Recreation Division FY 2019/2020 Budget

**YEAR TO DATE JULY**

<i>Percent of Budget Year Transpired</i>	<b>83.3%</b>
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- - - Summary - - -					
	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 222,139	\$ 222,139	\$ 133,954	\$ 88,185	60%
Services / Supplies	359,158	359,158	147,477	211,681	41%
Capital	-	-	-	-	0%
	\$ 581,297	\$ 581,297	\$ 281,431	\$ 299,866	48%

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

Personnel					
<i>Salaries / Wages</i>	\$ 176,346	\$ 176,346	\$ 108,070	\$ 68,276	61%
<i>Employee Benefits</i>	45,793	45,793	25,884	19,909	57%
<b>Total Personnel</b>	\$ 222,139	\$ 222,139	\$ 133,954	\$ 88,185	60%

Services / Supplies					
<i>Professional Services</i>		\$ -	\$ -	\$ -	0%
<i>Employee Development</i>	10,525	10,525	2,480	8,045	24%
<i>Supplies / Equipment</i>	773	773	405	368	52%
<i>Utilities</i>	-	-	-	-	0%
<i>Other (Recreation Programs )</i>	347,860	347,860	144,591	203,269	42%
<b>Total Services / Supplies</b>	\$ 359,158	\$ 359,158	\$ 147,477	\$ 211,681	41%

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

<b>Total Recreation</b>	\$ 581,297	\$ 581,297	\$ 281,431	\$ 299,866	48%
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# Equipment Replacement / Capital Schedule FY 2019/2020 Budget

**YEAR TO DATE JULY**

<i>Percent of Budget Year Transpired</i>	<b>83.3%</b>
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Expenditures	Original Budget	Revised Budget	Year to Date	Variance	% Used
City Manager Office Capital Outlay	-	-	8,900	(8,900)	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	47,211	23,389	67%
Fire Dept Capital Outlay	164,086	164,086	28,648	135,438	17%
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	409,134	(321,134)	465%
City Recreation Capital Outlay	-	-	-	-	0%
<b>Total Expenditures</b>	\$ 447,686	\$ 447,686	\$ 553,832	\$ (106,146)	124%

# Utility Fund Revenues

## FY 2019/2020 Budget

**YEAR TO DATE JULY**

<b>Percent of Budget Year Transpired</b>	<b>83.3%</b>
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Fees	Original Budget	Revised Budget	Year to Date	Variance	% Received
<i>Electronic Payment</i>	\$ (182,000)	\$ (182,000)	\$ (142,300)	\$ (39,700)	78%
<i>Charges / Penalties</i>	102,000	102,000	63,993	38,007	63%
<b>Total Fees</b>	<b>\$ (80,000)</b>	<b>\$ (80,000)</b>	<b>\$ (78,307)</b>	<b>\$ (1,693)</b>	<b>98%</b>

### Licenses & Permits

<i>Construction Inspection</i>	\$ -	\$ -	\$ 2,450	\$ (2,450)	0%
<b>Total Licenses &amp; Permits</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 2,450</b>	<b>\$ (2,450)</b>	<b>0%</b>

### Charges for Services

<i>Water Sales</i>	\$ 5,673,527	\$ 5,673,527	\$ 3,692,469	\$ 1,981,058	65%
<i>Sewer Sales</i>	4,467,014	4,467,014	3,348,057	1,118,957	75%
<i>Inspection Fees</i>	4,500	4,500	2,790	1,710	62%
<b>Total Charges for Service</b>	<b>\$ 10,145,041</b>	<b>\$ 10,145,041</b>	<b>\$ 7,043,316</b>	<b>\$ 3,101,725</b>	<b>69%</b>

### Interest

<i>Interest (Operations)</i>	\$ 48,000	\$ 48,000	\$ 28,720	\$ 19,280	60%
<i>Interest (Capital Projects)</i>	55,224	55,224	30,012	25,212	54%
<b>Total Interest</b>	<b>\$ 103,224</b>	<b>\$ 103,224</b>	<b>\$ 58,731</b>	<b>\$ 44,493</b>	<b>57%</b>

### Impact Fees

<i>Impact Fees</i>	\$ 229,816	\$ 229,816	\$ 129,887	\$ 99,929	57%
<b>Total Impact Fees</b>	<b>\$ 229,816</b>	<b>\$ 229,816</b>	<b>\$ 129,887</b>	<b>\$ 99,929</b>	<b>57%</b>

### Miscellaneous Income

<i>Miscellaneous Income</i>	\$ 5,000	\$ 5,000	\$ 6,388	\$ (1,388)	128%
<b>Total Miscellaneous Income</b>	<b>\$ 5,000</b>	<b>\$ 5,000</b>	<b>\$ 6,388</b>	<b>\$ (1,388)</b>	<b>128%</b>

<b>Total Utility Fund Revenues</b>	<b>\$ 10,403,081</b>	<b>\$ 10,403,081</b>	<b>\$ 7,162,465</b>	<b>\$ 3,240,616</b>	<b>69%</b>
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# Utility Division FY 2019/2020 Budget

YEAR TO DATE JULY

<i>Percent of Budget Year Transpired</i>	<b>83.3%</b>
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--- Summary - Operations ---					
	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 1,807,915	<b>\$ 1,807,915</b>	<b>\$ 1,405,369</b>	\$ 402,546	78%
Services / Supplies	6,525,798	<b>6,525,798</b>	<b>4,970,078</b>	1,555,720	76%
Capital	335,000	<b>335,000</b>	<b>390,400</b>	(55,400)	117%
<b>Total Utility Division</b>	<b>\$ 8,668,713</b>	<b>\$ 8,668,713</b>	<b>\$ 6,765,848</b>	\$ 1,902,866	78%

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

Personnel					
<i>Salaries / Wages</i>	\$ 1,197,744	\$ 1,197,744	\$ 941,889	\$ 255,856	79%
<i>Employee Benefits</i>	610,171	610,171	463,481	146,690	76%
<b>Total Personnel</b>	<b>\$ 1,807,915</b>	<b>\$ 1,807,915</b>	<b>\$ 1,405,369</b>	\$ 402,546	78%

Services / Supplies					
<i>Professional Services</i>	\$ 256,173	\$ 256,173	\$ 224,131	\$ 32,042	87%
<i>Employee Development</i>	58,957	58,957	32,400	26,557	55%
<i>Supplies / Equipment</i>	77,359	77,359	52,958	24,401	68%
<i>Utilities</i>	404,380	404,380	316,152	88,228	78%
<i>Other (Well Lot Maintenance)</i>	1,251,719	1,251,719	703,396	548,323	56%
<b>Sub-Total - Operations Services / Supplies</b>	<b>\$ 2,048,588</b>	<b>\$ 2,048,588</b>	<b>\$ 1,329,038</b>	\$ 719,551	65%

Wholesale Water / Wastewater					
Note: UTRWD billing reflects a one month delay					
<i>UTRWD - Administration Fees</i>	\$ 5,105	\$ 5,105	\$ 5,103	\$ 2	100%
<i>UTRWD - Water Volume Cost</i>	918,655	918,655	671,468	247,187	73%
<i>UTRWD - Water Demand Charges</i>	1,359,750	1,359,750	1,121,863	237,888	83%
<i>UTRWD - Sewer Effluent Volume Rate</i>	622,715	622,715	534,394	88,321	86%
<i>UTRWD - Capital Charge Joint Facilities</i>	1,337,315	1,337,315	1,114,429	222,886	83%
<i>UTRWD - HV Sewer Line to UTRWD</i>	233,670	233,670	193,783	39,887	83%
<i>UTRWD - Wtr Transmission - Opus Develop</i>	-	-	-	-	0%
<b>Sub-Total - Wholesale Water / Wastewater</b>	<b>\$ 4,477,210</b>	<b>\$ 4,477,210</b>	<b>\$ 3,641,041</b>	\$ 836,169	81%

<b>Total Services / Supplies</b>	<b>\$ 6,525,798</b>	<b>\$ 6,525,798</b>	<b>\$ 4,970,078</b>	\$ 1,555,720	76%
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Capital					
<i>Equipment / Vehicles</i>	335,000	335,000	390,400	(55,400)	117%
<b>Total Capital</b>	<b>\$ 335,000</b>	<b>\$ 335,000</b>	<b>\$ 390,400</b>	\$ (55,400)	117%

<b>Total Utility Division - Operations</b>	<b>\$ 8,668,713</b>	<b>\$ 8,668,713</b>	<b>\$ 6,765,848</b>	\$ 1,902,866	78%
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# Utility Fund Working Capital FY 2019/2020 Budget

**YEAR TO DATE JULY**

<b>Percent of Budget Year Transpired</b>	<b>83.3%</b>
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Revenues	Original Budget	Revised Budget	Year to Date	Variance	% Received
<i>Water Sales</i>	\$ 5,673,527	\$ 5,673,527	\$ 3,692,469	\$ 1,981,058	65%
<i>Sewer Sales</i>	4,467,014	4,467,014	3,348,057	1,118,957	75%
<i>Other Fees / Charges</i>	111,500	111,500	75,621	35,879	68%
<i>Electronic Payment Credit</i>	(182,000)	(182,000)	(142,300)	(39,700)	78%
<i>Interest</i>	48,000	48,000	28,720	19,280	60%
<b>Total Revenues</b>	<b>\$ 10,118,041</b>	<b>\$ 10,118,041</b>	<b>\$ 7,002,566</b>	<b>\$ 3,115,475</b>	<b>69%</b>

Expenditures	Original Budget	Revised Budget	Year to Date	Variance	% Used
<i>Administration</i>	\$357,211	\$357,211	\$ 302,646	\$ 54,565	85%
<i>Operations</i>	3,499,293	3,499,293	2,431,761	1,067,531	69%
<i>UTRWD</i>	4,477,210	4,477,210	3,641,041	836,169	81%
<i>Debt Service</i>	1,226,414	1,226,414	1,065,882	160,532	87%
<i>Capital Projects</i>	-	-	-	-	0%
<i>Equipment Replace / Capital</i>	335,000	335,000	390,400	(55,400)	117%
<b>Total Expenditures</b>	<b>\$ 9,895,127</b>	<b>\$ 9,895,127</b>	<b>\$ 7,831,729</b>	<b>\$ 2,063,398</b>	<b>79%</b>

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%
<b>Total Other Sources (Uses)</b>	<b>\$ (620,000)</b>	<b>\$ (620,000)</b>	<b>\$ -</b>	<b>\$ (620,000)</b>	<b>0%</b>

Fund Balance	Original Budget	Revised Budget	Year to Date
<i>Net Increase/Decrease</i>	(397,086)	(397,086)	(829,163)
<b>Beginning Working Capital</b>			
<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
<b>Total Available Working Capital</b>	<b>\$ 3,190,766</b>	<b>\$ 3,540,712</b>	<b>\$ 3,540,712</b>
<b>Ending Working Capital</b>			
<i>Operations</i>	1,776,190	2,096,546	1,664,469
<i>Designated Capital Project</i>	-	-	-
<i>Available Impact Fees</i>	1,097,306	1,126,896	1,176,967
<b>Total Available Working Capital</b>	<b>\$ 2,873,496</b>	<b>\$ 3,223,442</b>	<b>\$ 2,841,436</b>

<i>Impact Fees</i>			
<i>Beginning Balance</i>	1,017,490	1,047,080	1,047,080
<i>+ Collections</i>	229,816	229,816	129,887
<i>- Applied to offset Debt Service</i>	(150,000)	(150,000)	-
<i>Ending Balance</i>	1,097,306	1,126,896	1,176,967

\*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 JULY**

<i>Percent of Budget Year Transpired</i>	<b>83.3%</b>
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Revenues	Original Budget	Revised Budget	Year to Date	Variance	% Received
<i>Park Entry Fees</i>	\$ 408,975	\$ 408,975	\$ 459,353	\$ (50,378)	112%
<i>Annual Park Passes</i>	24,500	24,500	51,685	(27,185)	211%
<i>Concession Sales</i>	-	-	-	-	0%
<i>Interest</i>	200	200	21	179	11%
<b>Total Revenues</b>	<b>\$ 433,675</b>	<b>\$ 433,675</b>	<b>\$ 511,059</b>	<b>\$ (77,384)</b>	<b>118%</b>

Expenditures	Original Budget	Revised Budget	Year to Date	Variance	% Used
<i>Personnel</i>	\$ 189,635	\$ 189,635	\$ 180,902	\$ 8,733	95%
<i>Services / Supplies</i>	281,218	281,218	101,410	179,808	36%
<i>Capital</i>	-	-	-	-	0%
<b>Total Expenditures</b>	<b>\$ 470,853</b>	<b>\$ 470,853</b>	<b>\$ 282,312</b>	<b>\$ 188,541</b>	<b>60%</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>	\$ 185,765	\$ 204,238	\$ 204,238
<i>+ Net Increase (Decrease)</i>	(37,178)	(37,178)	228,747
<b>Ending Fund Balance</b>	<b>\$ 148,587</b>	<b>\$ 167,060</b>	<b>\$ 432,985</b>

**Audited FY19**

# Debt Service Fund

## FY 2019/2020 Budget

**YEAR TO DATE JULY**

<b>Percent of Budget Year Transpired</b>	<b>83.3%</b>
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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	\$ 2,034,698	\$ 12,597	99%
<i>Interest Income</i>	8,000	8,000	4,824	3,176	60%
<b>Total Revenues</b>	<b>\$ 2,055,295</b>	<b>\$ 2,055,295</b>	<b>\$ 2,039,522</b>	<b>\$ 15,773</b>	<b>99%</b>

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	2,631	369	88%
<b>Total Expenditures</b>	<b>\$ 2,848,582</b>	<b>\$ 2,848,582</b>	<b>\$ 2,539,082</b>	<b>\$ 309,500</b>	<b>89%</b>

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%
<b>Total Financing Sources</b>	<b>\$ 808,286</b>	<b>\$ 808,286</b>	<b>\$ 755,068</b>	<b>\$ 53,219</b>	<b>93%</b>

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	255,507
<b>Ending Fund Balance</b>	<b>\$ 133,617</b>	<b>\$ 133,265</b>	<b>\$ 373,773</b>

Audited FY19

# Capital Projects Fund

## FY 2019/2020 Budget

**YEAR TO DATE JULY**

<b>Percent of Budget Year Transpired</b>	<b>83.3%</b>
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Revenues	Original Budget	Revised Budget	Year to Date	Variance	% Received
Grants	\$ -	\$ -	\$ -	\$ -	0%
Contributions	-	-	119,930	(119,930)	0%
Interest Income	50,000	50,000	52,557	(2,557)	105%
<b>Total Revenues</b>	<b>\$ 50,000</b>	<b>\$ 50,000</b>	<b>\$ 172,487</b>	<b>\$ (122,487)</b>	<b>345%</b>

Expenditures	Original Budget	Revised Budget	Year to Date	Variance	% Used
<b>2015 Tax Note</b> (Police CAD/RMS Software)	45,662	45,662	-	45,662	0%
<b>2018 GO Bond</b> (Parks/Streets/Drainage)	3,987,861	3,987,861	2,200,883	1,786,978	55%
2018 Bond Issue (Streets)	2,120,330	2,120,330	1,034,078	1,086,252	49%
2018 Bond Issue (Parks)	1,867,531	1,867,531	1,166,805	700,726	62%
<b>Total Expenditures</b>	<b>\$ 4,033,523</b>	<b>\$ 4,033,523</b>	<b>\$ 2,200,883</b>	<b>\$ 1,832,640</b>	<b>55%</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	96,685	96,685	-	96,685	0%
Transfer Out	-	-	-	-	0%
<b>Total Financing Sources</b>	<b>\$ 96,685</b>	<b>\$ 96,685</b>	<b>\$ -</b>	<b>\$ 96,685</b>	<b>0%</b>

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)	(2,028,396)
<i>Ending Fund Balance</i>	\$ 1,263,838	\$ 1,426,746	\$ 3,285,188

**Audited FY19**

# Drainage Utilities FY 2019/2020 Budget

**YEAR TO DATE JULY**

<b>Percent of Budget Year Transpired</b>	<b>83.3%</b>
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Revenues	Original Budget	Revised Budget	Year to Date	Variance	% Received
<i>Drainage Conversion Fee</i>		\$ -	\$ 5,376	\$ (5,376)	0%
<i>Drainage Fee Receipts</i>	500,000	500,000	397,888	102,112	80%
<i>Miscellaneous</i>	-	-	-	-	0%
<i>Interest</i>	4,000	4,000	1,461	2,539	37%
<b>Total Revenues</b>	\$ 504,000	\$ 504,000	\$ 404,725	\$ 99,275	80%

Expenditures	Original Budget	Revised Budget	Year to Date	Variance	% Used
<i>Personnel</i>	\$ 379,617	\$ 379,617	\$ 296,062	\$ 83,555	78%
<i>Services / Supplies</i>	138,385	138,385	120,158	18,227	87%
<i>Capital</i>	120,000	120,000	89,076	30,924	74%
<b>Total Expenditures</b>	\$ 638,002	\$ 638,002	\$ 505,296	\$ 132,706	79%

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%
<b>Total Other Sources (Uses)</b>	\$ 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)	(100,571)
<b>Ending Fund Balance</b>	\$ 280,956	\$ 275,876	\$ 189,307

Audited FY19

# Park Development Fee Fund FY 2019/2020 Budget

**YEAR TO DATE JULY**

<b>Percent of Budget Year Transpired</b>	<b>83.3%</b>
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Revenues	Original Budget	Revised Budget	Year to Date	Variance	% Received
<i>Interest</i>	\$ 500	\$ 500	\$ 688	\$ (188)	138%
<i>Community Park Fees</i>	49,248	49,248	57,456	(8,208)	117%
<i>Linear Park Fees</i>	-	-	-	-	0%
<i>Neighborhood Park Fees</i>	-	-	-	-	0%
<i>Service Area II</i>	-	-	80,081	(80,081)	0%
<i>Service Area IV</i>	-	-	-	-	0%
<b>Total Revenues</b>	<b>\$ 49,748</b>	<b>\$ 49,748</b>	<b>\$ 138,225</b>	<b>\$ (88,477)</b>	<b>278%</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>	(96,685)	(96,685)	-	(96,685)	0%
<b>Total Other Sources (Uses)</b>	<b>\$ (96,685)</b>	<b>\$ (96,685)</b>	<b>\$ -</b>	<b>\$ (96,685)</b>	<b>0%</b>

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)	138,225
<b>Ending Fund Balance</b>	<b>\$ -</b>	<b>\$ 24,124</b>	<b>\$ 209,286</b>

Audited FY19

Ending Fund Balance Detail	Original Budget	Year to Date
<i>Community Park Fees</i>	\$ 49,248	129,205
<i>Linear Park Fees</i>	-	-
<i>Neighborhood Park Fees (Area I)</i>	-	-
<i>Neighborhood Park Fees (Area II)</i>	-	80,081
<i>Neighborhood Park Fees (Area IV)</i>	-	-
<b>Total</b>	<b>\$ 49,248</b>	<b>\$ 209,286</b>

# Public Safety Special Revenue Fund

## FY 2019/2020 Budget

**YEAR TO DATE JULY**

<b>Percent of Budget Year Transpired</b>	<b>83.3%</b>
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Revenues	Original Budget	Revised Budget	Year to Date	Variance	% Received
Revenues	\$ 25,600	\$ 25,600	\$ 39,926	\$ (14,326)	156%

Expenditures	Original Budget	Revised Budget	Year to Date	Variance	% Used
<i>Personnel</i>	\$ -	\$ -	\$ -	\$ -	0%
<i>Services / Supplies</i>	3,600	3,600	16,492	(12,892)	458%
<i>Capital</i>	-	-	-	-	0%
<b>Total Expenditures</b>	\$ 3,600	\$ 3,600	\$ 16,492	\$ (12,892)	458%

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%
<b>Total Other Sources (Uses)</b>	\$ (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>	-	-	23,434
<b>Ending Fund Balance</b>	\$ 21,838	\$ 25,680	\$ 49,114

**Audited FY19**

# Municipal Court Technology Fee Fund FY 2019/2020 Budget

**YEAR TO DATE JULY**

<b>Percent of Budget Year Transpired</b>	<b>83.3%</b>
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Revenues	Original Budget	Revised Budget	Year to Date	Variance	% Received
Revenues	\$ 3,500	\$ 3,500	\$ 2,581	919	74%

Expenditures	Original Budget	Revised Budget	Year to Date	Variance	% Used
<i>Services / Supplies</i>	\$ 17,640	\$ 17,640	\$ 10,089	\$ 7,551	57%
<b>Total Expenditures</b>	\$ 17,640	\$ 17,640	\$ 10,089	\$ 7,551	57%

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%

Beginning & Ending Balance	Original Budget	Revised Budget	Year to Date
<i>Beginning Fund Balance</i>	\$ 22,768	\$ 29,340	\$ 29,340
<b>+ Net Increase (Decrease)</b>	(14,140)	(14,140)	(7,508)
<b>Ending Fund Balance</b>	\$ 8,628	\$ 15,200	\$ 21,832

**Audited FY19**

# Municipal Court Building Security Fund FY 2019/2020 Budget

**YEAR TO DATE JULY**

<b>Percent of Budget Year Transpired</b>	<b>83.3%</b>
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Revenues	Original Budget	Revised Budget	Year to Date	Variance	% Received
Revenues (Court Fines)	\$ 2,700	\$ 2,700	\$ 2,394	\$ 306	89%

Expenditures	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel (Bailiff)	\$ -	\$ -	\$ -	\$ -	0%
Services / Supplies	-	-	-	-	0%
<b>Total Expenditures</b>	\$ -	\$ -	\$ -	\$ -	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	2,394
Ending Fund Balance	\$ 38,022	\$ 38,173	\$ 37,867

**Audited FY19**

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
<b>Beginning Fund Balance</b>	\$ 106,954	\$ 30,523	\$ 24,216	\$ 24,217
<b>Revenues</b>				
4B Sales Tax	1,268,252	1,305,548	1,348,631	912,393
Park Fees (Rental)	47,597	58,446	63,400	52,674
Linear Park Fees	-	-	-	-
Miscellaneous Income	-	-	-	-
Interest Income	492	720	800	630
<b>Total</b>	<b>\$ 1,316,341</b>	<b>\$ 1,364,714</b>	<b>\$ 1,412,831</b>	<b>\$ 965,698</b>
<b>Expenditures</b>				
<i>Personnel</i>	263,795	314,219	324,231	273,004
Services / Supplies	230,292	221,974	276,525	165,775
Reimburse GF (Support Functions)	-	28,000	28,000	
Reimburse GF (Debt Service)	898,685	806,827	808,286	755,068
<b>Total Non-Capital Expenditures</b>	<b>\$ 1,392,772</b>	<b>\$ 1,371,020</b>	<b>\$ 1,437,042</b>	<b>\$ 1,193,847</b>
<b>Capital</b>				
Engineering	-	-	-	-
Projects Funded Directly	-	-	-	30,392
Transfer to 4B Capital Projects	\$ -	\$ -	\$ -	\$ 30,392
Equipment	-	-	-	-
Net Increase / (Decrease)	(76,431)	(6,306)	(24,211)	(258,541)
<b>Working Capital Balance</b>	<b>\$ 30,523</b>	<b>\$ 24,217</b>	<b>\$ 5</b>	<b>\$ (234,324)</b>

# PEG Fee Fund FY 2019/2020 Budget

**YEAR TO DATE JULY**

<i>Percent of Budget Year Transpired</i>	<b>83.3%</b>
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Revenues	Original Budget	Revised Budget	Year to Date	Variance	% Received
<i>PEG Fee Receipts</i>	\$ 52,000	\$ 52,000	\$ 23,214	\$ 28,786	45%
<b>Total Revenues</b>	\$ 52,000	\$ 52,000	\$ 23,214	\$ 28,786	45%

Expenditures	Original Budget	Revised Budget	Year to Date	Variance	% Used
<i>Personnel</i>	\$ -	\$ -	\$ -	\$ -	0%
<i>Services / Supplies</i>	30,695	30,695	896	29,799	3%
<i>Capital</i>	42,500	42,500	75,283	(32,783)	0%
<b>Total Expenditures</b>	\$ 73,195	\$ 73,195	\$ 76,179	\$ (2,984)	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%
<b>Total Other Sources (Uses)</b>	\$ -	\$ -	\$ -	\$ -	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)	(52,965)
<b>Ending Fund Balance</b>	\$ 131,635	\$ 131,684	\$ 99,914

Audited FY19

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

**AGENDA# 12**

**MEETING DATE: 09/08/2020**

**SUBJECT: Consider Ordinance 2020-1276 Authorizing Certain Budget Amendments Pertaining to the Fiscal Year 2019-2020 Budget**

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

**BACKGROUND:**

Each department is responsible for not exceeding the amounts budgeted in each of three categories – Personnel, Services/Supplies, and Capital. Category subtotals of departmental expenditures thus provide the level of budgetary control. Should a need arise for reallocation between categories or between departments, budget amendments are then presented for Council consideration.

**IDENTIFIED NEED/S:**

This is the first amendment presented to Council this fiscal year. This amendment mirrors the year-end projections detailed in the budget discussions. Some of the proposed adjustments reflect encumbrances from FY 2018-2019 that were actually paid in FY 2019-2020. This amendment is to ensure sufficient appropriation for the year-end projections. In total, projected expenditures of \$19,620,392 exceed the original budget of \$18,715,616. Projected revenues of \$17,353,001 reflect a decrease of \$182,009 from the original budget. The projected FY 2020 year-end fund balance is \$5,844,759 – exceeding the original budgeted projected amount of \$5,199,314, largely to receipt of Cares Act funding of \$909,535 related to addressing the coronavirus pandemic. The presented amendments primarily ensure sufficient appropriation for each category; however, not every deviation from the budget amount is enumerated.

**General Fund**

Primary factors comprising the majority of the requested increased budget appropriation:

- Personnel budget changes in various departments are suggested to address factors incurred during the year that were not known when budgeted, such as mid-year adjustments, personnel changes, unanticipated overtime, insurance coverage election, etc. Also, some personnel expenditures are budgeted in a single department, such as incentive pay, with actual expenditures charged to the respective departments. This amendment reallocates the associated appropriation. A collective amount of \$270,000 is presented to ensure sufficient appropriation in each department. However, in total, projected personnel expenditures are within the budgeted amount.

- Expenditures other than personnel are adjusted by a collective total of \$634,000. A large portion of this was related to:
  - o In FY 2017, a hail storm brought widespread damage to City facilities, requiring replacement of roofs and repair of a number of vehicles. The roof replacement has been ongoing, with the City finally completing the replacements this fiscal year. Increased appropriation of \$450,000 in the Maintenance Department is needed to address the remaining roof replacements. A supplemental payment was received from TML associated with these roofs. (The initial insurance settlement proceeds of \$1.1M were received in FY 2017).
  - o A \$125,000 donation was previously received from the Parks Foundation for an enhanced entry feature at Unity Park in coordination with the Kids Kastle project. The remaining funding required is to be provided from General Fund reserves. Thus, appropriation was added for the total project expenditure of \$245,000, as well as the received donation of \$125,000 to offset this cost.
  - o Various capital appropriation totaling \$100,000 addresses items purchased in the previous budget year but received in FY 2020, along with adjustments for actual cost varying from that budgeted.
  
- Other suggested amendments are to reflect minor changes in the actual expense compared to the budgeted amount.

Individual allocations are detailed in the worksheets following.

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

Budgetary changes to Fund Balance are detailed on the request worksheet following.

**RECOMMENDATION:**

Council to approve the first read of Ordinance No. 2020-1276 as presented.

# Budget Amendment Request Worksheet

## Line Item for Proposed Change:

DEPARTMENT	Category	Current Budget (Annual)	Proposed Budget (Annual)	Increase / Decrease
City Manager	Personnel	442,431	462,431	20,000
City Manager	Services / Supplies	277,991	287,991	10,000
City Manager	Capital	-	9,000	9,000
Finance	Personnel	1,049,709	1,129,709	80,000
City Secretary	Personnel	225,749	195,749	(30,000)
City Secretary	Services / Supplies	180,183	150,183	(30,000)
Information Services	Personnel	700,542	725,542	25,000
Information Services	Services / Supplies	465,613	395,613	(70,000)
Police	Services / Supplies	405,082	425,082	20,000
Police	Capital	70,600	85,600	15,000
Fire	Personnel	2,592,217	2,727,217	135,000
Fire	Capital	164,086	44,086	(120,000)
Community Services	Personnel	373,051	488,051	115,000
Streets	Personnel	838,743	728,743	(110,000)
Streets	Capital	95,000	140,000	45,000
Maintenance	Services / Supplies	678,440	1,128,440	450,000
Maintenance	Capital	30,000	35,000	5,000
Parks	Personnel	1,257,424	1,332,424	75,000
Parks	Services / Supplies	733,873	803,873	70,000
Parks	Capital	88,000	438,000	350,000
Recreation	Personnel	222,139	182,139	(40,000)
Recreation	Services / Supplies	359,158	239,158	(120,000)
Transfers_In / Other Sources		(534,000)	(1,568,535)	(1,034,535)
Transfers_Out		136,000	166,000	30,000
<b>General Fund Balance</b>			<b>Net Change</b>	<b>(120,535)</b>

Reason For Request	
<b>Personnel</b>	(Various departments) – Actual charges vary from budget resulting from various issues: employee changes in selected insurance coverage, retirements (pmt of accrued balances), certifications, promotions, etc). Overtime increased in Fire (vacancies) and Parks (Kids Kastle project). Code Enforcement Officer budgeted in Street Dept, however charged to Streets (corrected for FY 21)
<b>City Manager</b>	Services / Supplies - \$10,000 == Fleet review consulting. Capital - \$9,000 == Warning siren repair
<b>City Secretary</b>	Services / Supplies - \$-30,000 == Cancelled conferences.
<b>Info Services</b>	Services / Supplies - \$-70,000 delay of camera, remote storage projects
<b>Police</b>	Services / Supplies - \$20,000 == Identified supplemental items for FY 21 funded in current yr with residual 2015 tax note proceeds Capital - \$15,000 == Actual cost for replacement patrol vehicle exceeded anticipated cost
<b>Fire</b>	Capital - \$-120,000 == Delay of FY 20 Supplemental item - Station Alerting System
<b>Streets</b>	Capital – \$45,000 == Dump truck replacement exceeded budgeted cost
<b>Maintenance</b>	Services / Supplies == Remaining roof replacements (\$410,000) from FY 17 hailstorm (partially offset by insurance proceeds), and \$500,000 security improve. for City Hall (likely carried over to FY 21) Capital \$5,000 == Replacement truck actual cost exceeded budget
<b>Parks</b>	Services / Supplies \$70,000 == Primary associated with tools / supplies needed for Kids Kastle rebuild Capital - \$350,000 == Unity Park entry project (partially offset by Parks Foundation donation of \$125,000), prev yr crew truck received after year-end (\$41K), and remaining engineering for Chapel Hill trail connection (\$24K)
<b>Recreation</b>	Services / Supplies - \$-120,000 == Cancelled events and programs due to Covid-19.
<b>Transfers-In</b>	- \$1,034,535 == CARES ACT funding due to Covid-19 (\$909,535) and Parks Foundation \$125,000 donation for Unity Park entry project
<b>Transfers-Out</b>	- \$30,000 == Transfer to 4B to fund chess board feature at Doubletree Ranch Park
General Fund	Net Change \$ 120,535

## Budget Amendment Request Worksheet

### Line Item for Proposed Change:

DEPARTMENT	Category	Current Budget (Annual)	Proposed Budget (Annual)	Increase / Decrease
Utility Administration	Personnel	292,115	307,115	15,000
Utility Operations	Services / Supplies	1,983,493	2,023,493	40,000
Utility Operations	Capital	335,000	400,000	65,000
HVCDC	Personnel	324,231	344,231	20,000
HVCDC	Services / Supplies	276,525	256,525	(20,000)
HVCDC	Capital	-	31,000	31,000
Corps Leased Parks Fund	Personnel	189,635	229,635	40,000
Corps Leased Parks Fund	Services / Supplies	281,218	241,218	(40,000)
Public Safety Fund	Revenues	(25,600)	(40,600)	(15,000)
Public Safety Fund	Services / Supplies	3,600	18,600	15,000
Drainage Utility Fund	Services / Supplies	138,385	153,385	15,000
Peg Fee	Services / Supplies	30,695	5,695	(25,000)
Peg Fee	Capital	42,500	77,500	35,000
Capital Projects Fund	Transfers-Out	-	170,662	170,662
			<b>Net Change</b>	<b>346,662</b>
<b>Reason For Request</b>				
<p><b>Personnel</b> (Various departments) – Actual charges vary from budget resulting from various issues: employee changes in selected insurance coverage, retirements (pmt of accrued balances), certifications, promotions, etc) or increased overtime.</p>				
<p><b>Utility Operations</b> Services / Supplies - \$40,000 == Emergency sewer bypass Lake Haven Ct and Highland Shores GSR painting Project.</p>				
<p><b>HVCDC</b> Services / Supplies - \$-20,000 == Lower utilization of contracted mowing services Capital - \$35,000 == Add lifesize chess board feature at Doubletree Ranch Park</p>				
<p><b>Corps Leased Parks Fund</b> Services / supplies \$-40,000 == Delay of scheduled boat ramp improvements</p>				
<p><b>Public Safety Fund</b> Revenues – \$15,000 to accommodate received grants / donations</p>				
<p><b>Public Safety Fund</b> Services / Supplies – \$15,000 to accommodate related expenditures for received grants / donations</p>				
<p><b>Drainage Utility</b> Services / Supplies – \$15,000 == Drainage project cost expected to slightly exceed budget</p>				
<p><b>Peg Fee</b> Services / Supplies – \$25,000 == Broadcast equipment upgrades recorded as capital</p>				
<p><b>Peg Fee</b> Capital – \$35,000 == Expenditures for broadcast equipment upgrades reflected as capital rather than services / supplies</p>				
<p><b>Capital Projects Fund</b> Transfers-Out – \$170,662 == Previously collected Park Foundation donation (\$125,000) to GF for Unity entry project (project recorded in Parks). Residual tax note proceeds (\$45,662) to GF to use for identified Police Supplemental FY 21 items to be funded in FY 20</p>				
Utility Fund			Net Change	120,000
HVCDC			Net Change	31,000
Corps Leased Parks Fund			Net Change	-
Public Safety Fund			Net Change	-
Drainage Utility Fund			Net Change	15,000
Capital Projects			Net Change	170,662
Peg Fee			Net Change	10,000

**CITY OF HIGHLAND VILLAGE, TEXAS**

**ORDINANCE NO. 2020-1276**

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF HIGHLAND VILLAGE, TEXAS ADOPTING AMENDMENTS TO THE FISCAL YEAR 2019-2020 BUDGET; PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING FOR AN EFFECTIVE DATE.**

**WHEREAS**, the City Council of the City of Highland Village, Texas has lawfully adopted a budget for fiscal year 2019-2020 ("2019-2020 Budget"), by prior action of the City Council; and

**WHEREAS**, the City Manager has prepared, as required by Article VI, Section 6.08 of the City Charter, an amendment to certain appropriations and expenditures in the 2019-2020 Budget, and has submitted same to the City Council for its review and approval, a copy of which is attached to this Ordinance; and

**WHEREAS**, the City Council of the City of Highland Village has determined that this budget amendment is necessary and appropriate to preserve and protect the health, safety and welfare of the citizens of the City of Highland Village as well as other persons in the City.

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

**SECTION 1.** The fiscal year 2019-2020 Budget amendments, attached hereto as Exhibit "A" and incorporated herein by reference, are hereby authorized, approved and adopted.

**SECTION 2.** If any section, subsection, paragraph, sentence, clause, phrase or word in this Ordinance or application thereof to any person or circumstance is held invalid or unconstitutional by a court of competent jurisdiction, such holding shall not affect the validity of the remaining portions of this Ordinance; and the City Council hereby declares it would have passed such remaining portions of this Ordinance despite such invalidity, which remaining portions shall remain in full force and effect, and to this end, the provisions of this Ordinance are declared severable.

**SECTION 3.** This Ordinance shall take effect immediately from and after its passage on second reading.

**PASSED AND APPROVED BY THE CITY COUNCIL OF THE CITY OF HIGHLAND VILLAGE, TEXAS ON THE FIRST READING, THIS THE 8<sup>th</sup> DAY OF SEPTEMBER 2020.**

**PASSED AND APPROVED BY THE CITY COUNCIL OF THE CITY OF HIGHLAND VILLAGE, TEXAS ON THE SECOND READING, THIS THE \_\_\_\_\_ DAY OF SEPTEMBER 2020.**

**APPROVED:**

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**Charlotte J. Wilcox, 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:9/1/2020:117709)

**Ordinance No. 2020-1276  
Exhibit "A"**

**Budget Amendment Request Worksheet  
Line Item for Proposed Change:**

<b>DEPARTMENT</b>	<b>Category</b>	<b>Current Budget (Annual)</b>	<b>Proposed Budget (Annual)</b>	<b>Increase / Decrease</b>
City Manager	Personnel	442,431	462,431	20,000
City Manager	Services / Supplies	277,991	287,991	10,000
City Manager	Capital	-	9,000	9,000
Finance	Personnel	1,049,709	1,129,709	80,000
City Secretary	Personnel	225,749	195,749	(30,000)
City Secretary	Services / Supplies	180,183	150,183	(30,000)
Information Services	Personnel	700,542	725,542	25,000
Information Services	Services / Supplies	465,613	395,613	(70,000)
Police	Services / Supplies	405,082	425,082	20,000
Police	Capital	70,600	85,600	15,000
Fire	Personnel	2,592,217	2,727,217	135,000
Fire	Capital	164,086	44,086	(120,000)
Community Services	Personnel	373,051	488,051	115,000
Streets	Personnel	838,743	728,743	(110,000)
Streets	Capital	95,000	140,000	45,000
Maintenance	Services / Supplies	678,440	1,128,440	450,000
Maintenance	Capital	30,000	35,000	5,000
Parks	Personnel	1,257,424	1,332,424	75,000
Parks	Services / Supplies	733,873	803,873	70,000
Parks	Capital	88,000	438,000	350,000
Recreation	Personnel	222,139	182,139	(40,000)
Recreation	Services / Supplies	359,158	239,158	(120,000)
Transfers_In / Other Sources		(534,000)	(1,568,535)	(1,034,535)
Transfers_Out		136,000	166,000	30,000
<b>General Fund Balance</b>			<b>Net Change</b>	<b>(120,535)</b>

**Ordinance No. 2020-1276  
Exhibit "A"**

Reason For Request	
<b>Personnel</b>	(Various departments) – Actual charges vary from budget resulting from various issues: employee changes in selected insurance coverage, retirements (pmt of accrued balances), certifications, promotions, etc). Overtime increased in Fire (vacancies) and Parks (Kids Kastle project). Code Enforcement Officer budgeted in Street Dept, however charged to Streets (corrected for FY 21)
<b>City Manager</b>	Services / Supplies - \$10,000 == Fleet review consulting. Capital - \$9,000 == Warning siren repair
<b>City Secretary</b>	Services / Supplies - \$-30,000 == Cancelled conferences.
<b>Info Services</b>	Services / Supplies - \$-70,000 delay of camera, remote storage projects
<b>Police</b>	Services / Supplies - \$20,000 == Identified supplemental items for FY 21 funded in current yr with residual 2015 tax note proceeds Capital - \$15,000 == Actual cost for replacement patrol vehicle exceeded anticipated cost
<b>Fire</b>	Capital - \$-120,000 == Delay of FY 20 Supplemental item - Station Alerting System
<b>Streets</b>	Capital – \$45,000 == Dump truck replacement exceeded budgeted cost
<b>Maintenance</b>	Services / Supplies == Remaining roof replacements (\$410,000) from FY 17 hailstorm (partially offset by insurance proceeds), and \$500,000 security improve. for City Hall (likely carried over to FY 21) Capital \$5,000 == Replacement truck actual cost exceeded budget
<b>Parks</b>	Services / Supplies \$70,000 == Primary associated with tools / supplies needed for Kids Kastle rebuild Capital - \$350,000 == Unity Park entry project (partially offset by Parks Foundation donation of \$125,000), prev yr crew truck received after year-end (\$41K), and remaining engineering for Chapel Hill trail connection (\$24K)
<b>Recreation</b>	Services / Supplies - \$-120,000 == Cancelled events and programs due to Covid-19.
<b>Transfers-In</b>	- \$1,034,535 == CARES ACT funding due to Covid-19 (\$909,535) and Parks Foundation \$125,000 donation for Unity Park entry project
<b>Transfers-Out</b>	- \$30,000 == Transfer to 4B to fund chess board feature at Doubletree Ranch Park
General Fund	Net Change \$ 120,535

**Ordinance No. 2020-1276  
Exhibit "A"**

**Budget Amendment Request Worksheet  
Line Item for Proposed Change:**

<b>DEPARTMENT</b>	<b>Category</b>	<b>Current Budget (Annual)</b>	<b>Proposed Budget (Annual)</b>	<b>Increase / Decrease</b>
Utility Administration	Personnel	292,115	307,115	15,000
Utility Operations	Services / Supplies	1,983,493	2,023,493	40,000
Utility Operations	Capital	335,000	400,000	65,000
HVCDC	Personnel	324,231	344,231	20,000
HVCDC	Services / Supplies	276,525	256,525	(20,000)
HVCDC	Capital	-	31,000	31,000
Corps Leased Parks Fund	Personnel	189,635	229,635	40,000
Corps Leased Parks Fund	Services / Supplies	281,218	241,218	(40,000)
Public Safety Fund	Revenues	(25,600)	(40,600)	(15,000)
Public Safety Fund	Services / Supplies	3,600	18,600	15,000
Drainage Utility Fund	Services / Supplies	138,385	153,385	15,000
Peg Fee	Services / Supplies	30,695	5,695	(25,000)
Peg Fee	Capital	42,500	77,500	35,000
Capital Projects Fund	Transfers-Out	-	170,662	170,662
			<b>Net Change</b>	<b>346,662</b>
<b>Reason For Request</b>				
<b>Personnel</b> (Various departments) – Actual charges vary from budget resulting from various issues: employee changes in selected insurance coverage, retirements (pmt of accrued balances), certifications, promotions, etc) or increased overtime.				
<b>Utility Operations</b> Services / Supplies - \$40,000 == Emergency sewer bypass Lake Haven Ct and Highland Shores GSR painting Project.				
<b>HVCDC</b> Services / Supplies - \$-20,000 == Lower utilization of contracted mowing services Capital - \$35,000 == Add lifesize chess board feature at Doubletree Ranch Park				
<b>Corps Leased Parks Fund</b> Services / supplies \$-40,000 == Delay of scheduled boat ramp improvements				
<b>Public Safety Fund</b> Revenues – \$15,000 to accommodate received grants / donations				
<b>Public Safety Fund</b> Services / Supplies – \$15,000 to accommodate related expenditures for received grants / donations				
<b>Drainage Utility</b> Services / Supplies – \$15,000 == Drainage project cost expected to slightly exceed budget				
<b>Peg Fee</b> Services / Supplies – \$25,000 == Broadcast equipment upgrades recorded as capital				
<b>Peg Fee</b> Capital – \$35,000 == Expenditures for broadcast equipment upgrades reflected as capital rather than services / supplies				
<b>Capital Projects Fund</b> Transfers-Out – \$170,662 == Previously collected Park Foundation donation (\$125,000) to GF for Unity entry project (project recorded in Parks). Residual tax note proceeds (\$45,662) to GF to use for identified Police Supplemental FY 21 items to be funded in FY 20				
Utility Fund			Net Change	120,000
HVCDC			Net Change	31,000
Corps Leased Parks Fund			Net Change	-
Public Safety Fund			Net Change	-
Drainage Utility Fund			Net Change	15,000
Capital Projects			Net Change	170,662
Peg Fee			Net Change	10,000

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

<b>AGENDA#</b> 13	<b>MEETING DATE:</b> 09/08/2020
<b>SUBJECT:</b>	<b>Conduct Public Hearing on the Proposed Budget and Tax Rate for Fiscal Year 2020/2021</b>
<b>PREPARED BY:</b>	<b>Ken Heerman, Assistant City Manager</b>

**BACKGROUND:**

Truth in Taxation requires a public hearing before implementing a tax rate if a rate is **considered** which will exceed the lower of the voter-approved or no-new-revenue tax rate. The no-new-revenue tax rate is generally equal to the prior year's taxes divided by the current taxable value of properties that were also on the tax roll in the prior year. At the August 11<sup>th</sup> Meeting, Council voted to consider the current rate of \$.56302. While this is below the voter-approved tax rate of \$.579082, it does exceed the no-new-revenue tax rate of \$.560870, thus the public hearing is required. The public hearing will also invite comment on the proposed budget.

**IDENTIFIED NEED/S:**

The proposed tax rate of \$.56302 is unchanged from last year.

The proposed budget can be viewed on the City website at:

<https://www.highlandvillage.org/DocumentCenter/View/9194/FY-2021-CM-Recommended-Budget>

**OPTIONS & RESULTS:**

Budget calendar:

- September 4<sup>th</sup>
  - City Manager Recommended Budget posted on City Website
- September 8<sup>th</sup> (Regular Council Meeting)
  - Public Hearing on tax rate and budget
  - 1<sup>st</sup> read on tax rate and budget
- September 15<sup>th</sup> (Special Council Meeting)
  - 2<sup>nd</sup> read on tax rate and budget

**RECOMMENDATION:**

Council to conduct a public hearing on the proposed tax rate and budget for FY 2020/2021.

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

**AGENDA# 14**

**MEETING DATE: 09/08/2020**

**SUBJECT: Consider Ordinance 2020-1277 (First Reading) Adopting the FY 2020-2021 Annual Budget**

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

**BACKGROUND:**

City Staff initiated the FY 2021 Budget process in May of this year with departments reviewing programs and related costs in their respective areas. The budget was developed with Council in a series of workshops: the Capital Improvement Program was presented, followed by the General Fund Budget, Special Revenue Funds, and the Utility Fund. The proposed budget has been available on the City Web Site for review by residents. The final document presented is a joint product of Staff and Council to reflect priorities established by Council in the initial stages of this budget process. The required public hearing will be conducted at this meeting.

**IDENTIFIED NEED/S:**

The FY 2020/21 Budget is presented for Council approval. The presented budget mirrors the expressed consensus of Council from the budget work sessions.

Truth in Taxation, specifically Local Government Code Section 102.007, requires specific action in adoption of the budget. A vote to adopt the budget must be a record vote, and the adopted budget must contain a cover page that includes a number of specifically worded statements regarding revenue, delineation of the record vote to adopt the budget, tax rates, and debt obligation amounts. All the pertinent information is likewise included in the City Manager Recommended Budget posted on-line, save the record vote of council – which will be updated subsequent to the actual council vote.

Additionally, adoption of a budget that will require raising more revenue from property taxes than in the previous year requires a separate vote of council to ratify the property tax increase reflected in the budget. As this budget does indeed raise more revenue, this is to be presented as a separate companion agenda item with the second reading of the budget ordinance.

**OPTIONS & RESULTS:**

The complete budget is available for viewing on the City website, and is on file in the City Secretary's Office.

<https://www.highlandvillage.org/DocumentCenter/View/9194/FY-2021-CM-Recommended-Budget>

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

A budget ordinance follows. Fund expenditure totals are enumerated in the ordinance along with parameters regarding amendments to the approved budget.

**RECOMMENDATION:**

To approve Ordinance 2020-1277 adopting the FY 2020-2021 Budget on first reading.

**CITY OF HIGHLAND VILLAGE**

**ORDINANCE NO. 2020-1277**

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF HIGHLAND VILLAGE, TEXAS, APPROVING AND ADOPTING THE BUDGET FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2020, AND ENDING SEPTEMBER 30, 2021, AND CATEGORY APPROPRIATIONS FOR EACH FUND AND DEPARTMENT, PROJECT AND ACCOUNT; REPEALING CONFLICTING ORDINANCES; PROVIDING FOR INTER-FUND TRANSFERS; PROVIDING FOR INVESTMENT OF CERTAIN FUNDS; PROVIDING FOR FISCAL AND BUDGETARY POLICY GUIDELINES; AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, as required by Article VI of the City Charter, the City Manager has prepared and submitted to the City Council a Budget Estimate of expenditures and revenues of all city departments, activities and offices for the fiscal year beginning October 1, 2020, and ending September 30, 2021 (“the FY 2020-2021 Budget”), and

**WHEREAS**, the proposed FY 2020-2021 Budget has been filed with the City Secretary of the City of Highland Village as required by law; and

**WHEREAS**, notice of public hearing upon the proposed FY 2020-2021 Budget has been duly and legally posted or published as required by law; and,

**WHEREAS**, said public hearing was held on September 8, 2020, and whereon full and final consideration was given the proposed FY 2020-2021 Budget; and

**WHEREAS**, the City Council of the City of Highland Village, Texas, has determined that the proposed FY 2020-2021 Budget will be sufficient to provide the needed services to Highland Village residents.

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

**SECTION 1.** For the purpose of providing the funds necessary and proposed to be expended in the Budget of the City of Highland Village for the fiscal year beginning October 1, 2020 and ending September 30, 2021, the FY 2020-2021 Budget heretofore prepared by the City Manager and submitted to the City Council for its consideration and approval, said Budget for the different funds of the City of Highland Village are hereby fixed as follows:

General Fund	18,747,868
Debt Service Fund	2,843,219
Corps Leased Parks Fund	389,463
HV Drainage Utility Fund	545,683
Capital Projects Fund	2,771,154
Public Safety Special Revenue Fund	3,600
Park Development Fee Fund	-0-
PEG Fee Fund	28,600
Municipal Court Technology Fee Fund	12,525
Municipal Court Building Security Fund	-0-

Utility Fund	12,355,817
HV Community Development Fund	579,217
Total Funds	38,277,145

The above said budget is hereby approved for a total of \$38,277,145, and the available resources and revenues of the City of Highland Village for said fiscal year be and the same are hereby appropriated and set aside for the maintenance and operation of the various departments of the Government of the City of Highland Village, together with the various activities and improvements as set forth in said FY 2020-2021 Budget, and expenditures under these appropriations shall not exceed the enumerated line items unless and until the line item(s) shall be amended by a Council-approved budget amendment, and further the expenditures shall be in accordance with the uses and purposes of the respective departments, as such are more specifically identified by the line items, and activities as provided for in said FY 2020-2021 Budget. Amendments to the FY 2020-2021 Budget, including appropriations and expenditures which deviate from this FY 2020-2021 Budget shall be approved by the City Council by presentation of the item on a form in substantial conformity to that attached hereto as Exhibit A. Notwithstanding the foregoing, the City Manager is hereby authorized to make expenditures under this FY 2020-2021 Budget, without budget amendment, which exceed specific line items within expenditure categories, these categories being Personnel, Services/Supplies, and Capital. In no event shall expenditures for any department, expended under the City Manager's authority, exceed the departmental appropriation for said department.

**SECTION 2.** The Budget for the fiscal year beginning October 1, 2020, and ending September 30, 2021, approved herein, is on file in the City Secretary Office.

**SECTION 3.** The expenditures during the fiscal year beginning October 1, 2020, and ending September 30, 2021, shall be made in accordance with the FY 2020-2021 Budget approved by this ordinance unless otherwise authorized by duly enacted ordinance of the City of Highland Village.

**SECTION 4.** The City Manager be and is hereby authorized in accordance with the provisions of Section 6.17 of the City Charter to approve expenditures up to the amount set forth in the financial policies adopted by the City Council, with any expenditure over such amount requiring the approval of the City Council.

**SECTION 5.** The City Manager be and is hereby authorized to make interfund transfers in accordance with budgeted appropriations during the fiscal year.

**SECTION 6.** The City Manager and/or the designated Investment Officer is authorized to invest idle funds, whether operating funds or bond funds in accordance with the City's Investment Policy as prescribed by the Public Funds Investment Act.

**SECTION 7.** The administration and execution of said budget for fiscal year beginning October 1, 2020 and ending September 30, 2021 shall be subject to certain fiscal and budgetary policies as adopted by the City Council.

**SECTION 8.** This Ordinance shall take effect immediately from and after its passage on second reading.

**UPON CALLING FOR A VOTE FOR APPROVAL OF THIS ORDINANCE ON FIRST READING, THE MEMBERS OF THE CITY COUNCIL VOTED AS FOLLOWS:**

	<b>Aye</b>	<b>Nay</b>
<b>Charlotte Wilcox, Mayor- Place 1</b>		
<b>Jon Kixmiller, Councilmember-Place 2</b>		
<b>Mike Lombardo, Councilmember – Place 3</b>		
<b>Barbara Fleming, Councilmember – Place 4</b>		
<b>Tom Heslep, Councilmember – Place 5</b>		
<b>Robert Fiester, Councilmember – Place 6</b>		
<b>Daniel Jaworski – Councilmember – Place 7</b>		

**WITH \_\_\_ VOTING “AYE” AND \_\_\_ VOTING “NAY,” AND TWO ABSENT, THIS ORDINANCE NO. 2020-1277 WAS PASSED AND APPROVED BY THE CITY COUNCIL OF THE CITY OF HIGHLAND VILLAGE, TEXAS, ON FIRST READING ON THE 8<sup>th</sup> DAY OF SEPTEMBER 2020.**

**UPON CALLING FOR A VOTE FOR APPROVAL OF THIS ORDINANCE ON SECOND AND FINAL READING, THE MEMBERS OF THE CITY COUNCIL VOTED AS FOLLOWS:**

	<b>Aye</b>	<b>Nay</b>
<b>Charlotte Wilcox, Mayor- Place 1</b>		
<b>Jon Kixmiller, Councilmember-Place 2</b>		
<b>Mike Lombardo, Councilmember – Place 3</b>		
<b>Barbara Fleming, Councilmember – Place 4</b>		
<b>Tom Heslep, Councilmember – Place 5</b>		
<b>Robert Fiester, Councilmember – Place 6</b>		
<b>Daniel Jaworski – Councilmember – Place 7</b>		

**WITH \_\_\_ VOTING “AYE” AND \_\_\_ VOTING “NAY,” THIS ORDINANCE NO. 2020-1277 WAS PASSED AND APPROVED BY THE CITY COUNCIL OF THE CITY OF HIGHLAND VILLAGE, TEXAS, ON SECOND READING ON THIS THE 15<sup>th</sup> DAY OF SEPTEMBER 2020.**

**APPROVED:**

\_\_\_\_\_  
**Charlotte J. Wilcox, 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:9/2/2020/117710)

**ORDINANCE NO. 2020-1277  
EXHIBIT A**

**Budget Amendment Request Worksheet  
Expenditure Line Item for Proposed Change:**

<u>Department</u>	<u>Category</u>	<u>Current Budget (Annual)</u>	<u>Proposed Budget (Annual)</u>	<u>Increase / Decrease</u>
<u>Expenditures</u>				
<u>Total</u>				-

**Reason for Request**

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**FUND BALANCE**

GENERAL FUND BALANCE

Details: **Net Change \$ -**

UTILITY FUND WORKING CAPITAL BALANCE

Details: **Net Change \$**

**COUNCIL APPROVAL  
REQUIRED**

**Inter-Departmental, offset by equal decrease  
or offset by increase in revenue item.**

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

**AGENDA# 15**

**MEETING DATE: 09/08/2020**

**SUBJECT: Consider Ordinance 2020-1278 Levying the Ad Valorem Taxes for the Year 2020 at a Rate of \$.56302 Per \$100 Assessed Valuation on all Property Within the Corporate Limits of the City of Highland Village as of January 1, 2020**

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

**BACKGROUND:**

Texas Tax Code §26.05 requires a tax rate be adopted by official action following passage of a budget. The tax rate must be adopted in two separate components – Maintenance and Operations (M&O), and Interest and Sinking (I&S). The total tax rate of \$.56302/\$100 is unchanged from last year. Changes in the tax law for 2020 provide new terminology: the no-new-revenue tax rate (previously effective rate) is the rate that would provide the same amount of funds raised from property taxes for the current fiscal year, and the voter-approved tax rate (previously rollback rate) is the maximum tax rate that City Council may approve without requiring an election. State law requires a public hearing if the proposed tax rate exceeds the lower of the voter-approved tax rate or the no-new-revenue tax rate. The proposed tax rate of \$.56302/\$100 is below the voter-approved tax rate (calculated at \$.579082/\$100) – however slightly exceeding the no-new-revenue tax rate (calculated at \$.56087/\$100). Thus, state law requires one public hearing be held regarding the proposed tax rate, as well as placement of associated notices in the city's official newspaper, posting to the City Website, also broadcast on HVTV. State law also requires a public hearing be held prior to adoption of the city's annual budget. Accordingly, the notice was published and the public hearing held at this 9/8/2020 Council Meeting.

**IDENTIFIED NEED/S:**

Ordinance No. 2020-1277 provides for the adoption of the City's official budget for Fiscal Year 2020-21. Pursuant to the direction of the City Council, the City Manager has prepared the FY 2020-21 budget based on anticipated revenues to the City from various sources, including the assessment of taxes on real and business personal property located within the City. In order to provide for sufficient revenues to pay the City's operation and maintenance obligations as well as the City's outstanding debt obligations, the FY 2020-21 budget requires the City receive property tax revenues that would be generated through the adoption of the proposed tax rate. Staff has prepared for consideration, Ordinance No. 2020-1278 which provides for the adoption of a total tax rate of \$.56302 per \$100 valuation (composed of a Maintenance and Operation rate of \$.478133 per \$100 valuation and a debt service rate of \$.084887 per \$100 valuation) to fund the FY 2020-2021 budget.

- Because the proposed M&O tax rate will exceed the no-new-revenue M&O tax rate (previously M&O effective tax rate) of \$.477483 per \$100 valuation, state law requires

certain language in larger font be included in the ordinance adopting the tax rate for the next fiscal year (see Section 2 of Ordinance No. 2020-1278).

- In addition, as the proposed tax rate exceeds the no-new-revenue tax rate, at least 60 percent of the governing body must vote in favor of the ordinance by a record vote. State law also requires that the motion approving an ordinance adopting a tax rate that is greater than the no-new-revenue tax rate include specific language (see **Recommendation** section below).

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

The ordinance adopting the tax rate follows this briefing.

### **RECOMMENDATION:**

Staff recommends approval of Ordinance No. 2020-1278 on first reading. State law requires the motion to approve Ordinance No. 2020-1278 on first reading be made in the following form:

***“I move that the property tax rate be increased by the adoption of a tax rate of \$.56302, which is effectively a 0.4 percent increase in the tax rate and, therefore, I further move that Ordinance No. 2020-1278 be approved on first reading.”***

**CITY OF HIGHLAND VILLAGE, TEXAS**

**ORDINANCE NO. 2020-1278**

**AN ORDINANCE OF THE CITY OF HIGHLAND VILLAGE, TEXAS, LEVYING THE AD VALOREM TAXES FOR THE YEAR 2020 AT A RATE OF \$0.56302 PER \$100 ASSESSED VALUATION ON ALL TAXABLE PROPERTY WITHIN THE CORPORATE LIMITS OF THE CITY OF HIGHLAND VILLAGE AS OF JANUARY 1, 2020; TO PROVIDE REVENUE FOR THE PAYMENT OF CURRENT EXPENSES; PROVIDING AN INTEREST AND SINKING FUND FOR ALL OUTSTANDING DEBT OF THE CITY OF HIGHLAND VILLAGE; PROVIDING FOR DUE AND DELINQUENT DATES TOGETHER WITH PENALTIES AND INTEREST; APPROVING THE 2020 TAX ROLL CERTIFIED BY THE CHIEF APPRAISER OF THE DENTON CENTRAL APPRAISAL DISTRICT AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, assessments and renditions of all taxable property in the City of Highland Village have been made for the year 2020 by the Denton Central Appraisal District; and

**WHEREAS**, the City Council has approved Ordinance No. 2020-1277 adopting the City's annual budget for fiscal year 2020-2021; and

**WHEREAS**, the City Council of the City of Highland Village, Texas, has determined that a total tax rate of \$0.56302 per \$100 assessed valuation should be adopted in order to provide funds necessary for the operations and maintenance obligations of the City and to fund required debt payments; and

**WHEREAS**, the City Council of the City of Highland Village, Texas, upon full consideration of the matter, is of the opinion the tax rate hereinafter set forth is proper and should be approved and adopted.

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

**SECTION 1.** There should be and is hereby levied for the year 2020 on all taxable property, real, personal and mixed, situated within the corporate limits of the City of Highland Village, Texas, and not exempt by the Constitution of the State and valid State laws, a tax of \$0.56302 on each \$100 assessed value of taxable property, which tax shall be apportioned and distributed as follows:

- (a) For the purpose of defraying the current operational and maintenance expenses of the municipal government of the City, a tax of \$0.478133 on each one hundred dollars (\$100.00) assessed value of all taxable property within the City of Highland Village.
- (b) For the purpose of creating a sinking fund to pay the interest and principal maturities of all outstanding debt of the City of Highland Village, not otherwise provided for, a tax of \$0.084887 on each one hundred dollars (\$100.00) of assessed value of taxable property within the City of Highland Village and shall be applied to the payment of interest and maturities of all such outstanding debt, including paying agent fees.

**SECTION 2. THIS TAX RATE WILL RAISE MORE TAXES FOR MAINTENANCE AND OPERATIONS THAN LAST YEAR'S TAX RATE. THE TAX RATE WILL EFFECTIVELY BE RAISED BY 0.1 PERCENT AND WILL RAISE TAXES FOR MAINTENANCE AND OPERATIONS ON A \$100,000 HOME BY APPROXIMATELY \$1.**

**SECTION 3.** All ad valorem taxes shall become due and payable on October 1, 2020, and all ad valorem taxes for the year shall become delinquent if not paid prior to February 1, 2021. There shall be no discount for payment of taxes prior to February 1, 2021. A delinquent tax shall incur all penalty and interest authorized by law, to wit:

- (a) A penalty of six percent on the amount of the tax for the first calendar month it is delinquent, plus one percent for each additional month or portion of a month the tax remains unpaid prior to July 1 of the year in which it becomes delinquent.
- (b) Provided, however, a tax delinquent on July 1, 2021, incurs a total penalty of twelve percent of the amount of delinquent tax without regard to the number of months the tax has been delinquent. A delinquent tax shall also accrue interest at the rate of one percent for each month or portion of a month the tax remains unpaid. Taxes for the year 2015 and taxes for all future years that become delinquent on or after February 1 but not later than May 1, that remain delinquent on July 1 of the year in which they become delinquent, incur an additional penalty in the amount of twenty percent (20%) of taxes, penalty and interest due, pursuant to Texas Property Tax Code Section 6.30 and 33.07, as amended. Taxes assessed against tangible personal property for the year 2014 and for all future years that become delinquent on or after February 1 of a year incur an additional penalty on the later of the date the personal property taxes become subject to the delinquent tax attorney's contract, or 60 days after the date the taxes become delinquent, such penalty to be in the amount of twenty percent (20%) of taxes, penalty and interest due, pursuant to Texas Property Tax Code Section 33.11. Taxes for the year 2015 and taxes for all future years that remain delinquent on or after June 1 under Texas Property Tax Code Sections 26.07(f), 26.15(e), 31.03, 31.031, 31.032 or 31.04 incur an additional penalty in the amount of twenty percent (20%) of taxes, penalty and interest due, pursuant to Texas Property Tax Code Section 6.30 and Section 33.08, as amended.

**SECTION 4.** The City shall have available all the rights and remedies provided by law for the enforcement of the collection of taxes levied under this Ordinance.

**SECTION 5.** The assessments and renditions for the year 2020 on all taxable property and the Tax Roll certified by the Chief Appraiser of the Denton Central Appraisal District as presented to the City Council are hereby approved.

**SECTION 6.** The fact that it is necessary that this Ordinance be enacted in order to authorize the collection of ad valorem taxes for the fiscal year 2020-2021 requires that this Ordinance shall take effect immediately from and after its passage on second reading, as the law in such cases provides.

**UPON CALLING FOR A VOTE FOR APPROVAL OF THIS ORDINANCE ON FIRST READING, THE MEMBERS OF THE CITY COUNCIL VOTED AS FOLLOWS:**

	<b>Aye</b>	<b>Nay</b>
<b>Charlotte Wilcox, Mayor- Place 1</b>		
<b>Jon Kixmiller, Councilmember-Place 2</b>		
<b>Mike Lombardo, Councilmember – Place 3</b>		
<b>Barbara Fleming, Councilmember – Place 4</b>		
<b>Fred Busche, Councilmember – Place 5</b>		
<b>Robert Fiester, Councilmember – Place 6</b>		
<b>Daniel Jaworski – Councilmember – Place 7</b>		

**WITH \_\_\_ VOTING “AYE” AND \_\_\_ VOTING “NAY,” AND TWO ABSENT, THIS ORDINANCE NO. 2020-1278 WAS PASSED AND APPROVED BY THE CITY COUNCIL OF THE CITY OF HIGHLAND VILLAGE, TEXAS, ON FIRST READING ON THE 8<sup>th</sup> DAY OF SEPTEMBER 2020.**

**UPON CALLING FOR A VOTE FOR APPROVAL OF THIS ORDINANCE ON SECOND AND FINAL READING, THE MEMBERS OF THE CITY COUNCIL VOTED AS FOLLOWS:**

	<b>Aye</b>	<b>Nay</b>
<b>Charlotte Wilcox, Mayor- Place 1</b>		
<b>Jon Kixmiller, Councilmember-Place 2</b>		
<b>Mike Lombardo, Councilmember – Place 3</b>		
<b>Barbara Fleming, Councilmember – Place 4</b>		
<b>Fred Busche, Councilmember – Place 5</b>		
<b>Robert Fiester, Councilmember – Place 6</b>		
<b>Daniel Jaworski – Councilmember – Place 7</b>		

**WITH \_\_\_ VOTING “AYE” AND \_\_\_ VOTING “NAY,” THIS ORDINANCE NO. 2020-1267 WAS PASSED AND APPROVED BY THE CITY COUNCIL OF THE CITY OF HIGHLAND VILLAGE, TEXAS, ON SECOND READING ON THIS THE 15<sup>TH</sup> DAY OF SEPTEMBER 2020.**

**APPROVED:**

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**Charlotte J. Wilcox, 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:9/1/2020:117713)

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

**AGENDA# 16**

**MEETING DATE: 09/08/2020**

**SUBJECT: Consider Approving Resolution 2020-2900 Authorizing the City Manager To Negotiate and Execute Amendments to the Professional Services Agreement with Play By Design for Phase I of the Kids Kastle Project and Agreements for Professional Services and Construction Services with Play By Design for Phase II of the Kids Kastle Project**

**PREPARED BY: Phil Lozano, Director of Parks and Recreation**

**BACKGROUND:**

The week of May 18-21, Phase I of Kids Kastle was successfully built by In-house staff, PBD consultants, and temporary labor.

Phase II of the build was scheduled to be built on July 20 -25. This Phase was intended to be the community build portion of the project.

On July 2, in response to the increase of COVID-19 Cases in the state, Governor Abbot issued a proclamation amending GA-28 for protection of the health and safety of Texans, specifically to prohibited gatherings in excess of 10 or more people. Because of the executive orders, limitations on the number of people allowed to gather, and the uncertainty of exposure to COVID-19 to all, Phase II Kids Kastle Community Build was canceled. Staff contacted PBD immediately and started working on new options for Phase II of the build.

On August 25<sup>th</sup>, in the regular council meeting early work session, staff provided status updates on the remaining park bond projects including, Kids Kastle, Highland Village Rd sidewalk, and Victoria Park path. Staff also provided an update on the Chapel Hill Trail connection.

Staff presented to council three options to complete construction of Phase 2 of the Kids Kastle Project. (1) Continue with the Community Build in February 2021, (2) Utilize City Staff with two potential dates: November 2020 or February 2021, and (3) Complete the project with Play by Design contractor-build in October 2020. The general direction provided by Council was to bring back for consideration a plan to accomplish Option 3: Play by Design contractor-build.

**IDENTIFIED NEED/S:**

Two primary objectives were articulated by Council: Complete Kids Kastle as quickly as possible without compromising ability to complete the remaining identified projects: Victoria Park path, Highland Village Road sidewalk, and Chapel Hill Trail connection. However, Council and staff acknowledged that value engineering options may need to be considered for these projects depending on available funding. For Council consideration at tonight's meeting

is a resolution to authorize the City Manager to amend the existing agreement with PBD regarding Kids Kastle by eliminating the remaining Phase II component and replacing with the contractor-build, enter a new agreement for only the Phase II construction supervision, and enter a second separate agreement with PBD to provide skilled labor as necessary in the amount of \$44,000.

### **OPTIONS & RESULTS:**

Authorization of this resolution will likely be required to ensure an October construction date,

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

Staff has reviewed the funding sources and believes that Option 3 can be funded through anticipated bond variance. In consideration of available funding, the three other remaining projects do not yet have a final identified cost as they have not been sent out to bid. However, if Council chooses to proceed with the contractor-build option, we are confident all projects can be completed if these projects generally fall within our current estimates. If costs for these projects exceed our estimates, value engineering options will be developed for consideration along with potential utilization of general fund reserves if desired.

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

The funds for the additional professional services fees will be provided from the Bond Proceeds from the November 7, 2017, Bond Election. The amended total cost for the project is as follows

- \$145,905 Play by Design professional services, inclusive of travel fees
- \$44,000 for skilled carpenters and laborers
- \$-30,000 (approximate) from eliminating existing Phase II expenditures

Net total additional cost: \$160,000 to complete Kids Kastle

### **RECOMMENDATION:**

To approve Resolution 2020-2900.

**CITY OF HIGHLAND VILLAGE, TEXAS**

**RESOLUTION NO. 2020-2900**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HIGHLAND VILLAGE, TEXAS AUTHORIZING THE CITY MANAGER TO NEGOTIATE AND EXECUTE AMENDMENTS TO THE PROFESSIONAL SERVICES AGREEMENT WITH PLAY BY DESIGN FOR PHASE I OF THE KIDS KASTLE PROJECT AND AGREEMENTS FOR PROFESSIONAL SERVICES AND CONSTRUCTION SERVICES WITH PLAY BY DESIGN FOR PHASE II OF THE KIDS KASTLE PROJECT; AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, the City has previously entered into a Professional Services Agreement (“the Original Agreement”) with Play By Design (“the Consultant”) for Playground Design and Construction Services for the Kids Kastle Community Build Playground at Unity Park (“the Project”); and

**WHEREAS**, the Original Agreement contemplated use of volunteer labor from Highland Village residents and other interested volunteers, under the supervision of Consultant’s employees, to build the Project in two phases in the Spring of 2020; and

**WHEREAS**, the onset of the COVID-19 pandemic resulted in a delay in the construction of Phase I of the Project and the inability to immediately schedule Phase II of the Project; and

**WHEREAS**, the continuing threat of the spread of the COVID-19 virus among large gatherings of people make it impractical to schedule Phase II of the Project using community volunteers as the primary labor force for the foreseeable future; and

**WHEREAS**, the schedule of anticipated City projects as well as the risk of losing significant numbers of City public works and/or parks and recreation staff from exposure to COVID-19 while engaged in construction of the Project makes it impractical to use City forces to construct Phase II of the Project; and

**WHEREAS**, the City Council finds it is in the public interest to exercise options to engage the Consultant to complete construction of the Project as soon as practical and to negotiate and execute agreements for that purpose.

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

**SECTION 1.** The City Manager is authorized to negotiate and execute (a) a Professional Services Agreement with the Consultant relating to the design, project management, and construction supervision of Phase II of the Project for a cost of \$145,905.00, (b) a construction services agreement with Consultant to provide skilled labor necessary for the construction of Phase II of the Project for an amount not to exceed \$50,000, and (c) such change orders and/or contract amendments as necessary to ensure completion of the Project, subject to applicable state law and city policies and, if the contract prices increase, subject to the availability of current funds to pay such additional costs.

**SECTION 2.** The City Manager is further authorized to negotiate and execute an amendment to the Original Agreement to remove from the scope of services tasks that are related to Phase II of the Project and costs associated with such deleted tasks.

**SECTION 3.** This Resolution shall be effective immediately upon approval.

**PASSED AND APPROVED THIS THE 8<sup>TH</sup> DAY OF SEPTEMBER 2020.**

**APPROVED:**

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**Charlotte J. Wilcox, 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:9/3/2020:117750)

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

**AGENDA# 17**

**MEETING DATE: 09/08/2020**

**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 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.

- Discuss Cancelling or Rescheduling the September 22, 2020 City Council Meeting



## UPCOMING MEETINGS

<b>September 8, 2020</b>	<b>Regular City Council Meeting - 7:30 pm</b>
<b>September 15, 2020</b>	<b>Special City Council Meeting - 6:00 pm</b>
September 15, 2020	Planning & Zoning Commission Meeting – Cancelled
September 21, 2020	Parks & Recreation Advisory Board Meeting - 6:00 pm
<b>September 22, 2020</b>	<b>Regular City Council Meeting - 7:00 pm</b>
October 1, 2020	Zoning Board of Adjustment Meeting - 6:00 pm
<b>October 13, 2020</b>	<b>Regular City Council Meeting - 7:00 pm</b>
October 19, 2020	Planning & Zoning Commission Meeting – 7:00 pm
October 20, 2020	Parks & Recreation Advisory Board Meeting - 6:00 pm
<b>October 27, 2020</b>	<b>Regular City Council Meeting - 7:00 pm</b>
November 5, 2020	Zoning Board of Adjustment Meeting - 6:00 pm
<b>November 10, 2020</b>	<b>Regular City Council Meeting - 7:00 pm</b>
November 16, 2020	Planning & Zoning Commission Meeting – 7:00 pm
November 17, 2020	Parks & Recreation Advisory Board Meeting - 6:00 pm
<b>November 24, 2020</b>	<b>Regular City Council Meeting - 7:00 pm - Cancelled</b>

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

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