



## A G E N D A

**REGULAR MEETING OF THE  
HIGHLAND VILLAGE CITY COUNCIL  
HIGHLAND VILLAGE MUNICIPAL COMPLEX  
1000 HIGHLAND VILLAGE ROAD, HIGHLAND VILLAGE, TEXAS  
TUESDAY, OCTOBER 13, 2020, at 6:00 P.M.**

***Pursuant to Governor Greg Abbott's temporary suspension of various provisions of the Texas Open Meetings Act and in an effort to protect the health and safety of the public, the 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 may email such comments to the City Secretary at [amiller@highlandvillage.org](mailto:amiller@highlandvillage.org) by 1:00 p.m. on Tuesday, October 13, 2020.***

**EARLY WORK SESSION  
City Council Chambers – 6:00 P.M.**

- 1. Receive an Update from Denton County Transportation Authority (DCTA)**
- 2. Discuss appointing City Representation for an Alternate Position on the Denton County Transportation Authority (DCTA) Board of Directors**
- 3. Receive Annual Update and Discuss an Annual Rate Adjustment pursuant to the Solid Waste and Recycling Service Contract from Community Waste Disposal (CWD)**
- 4. Receive an Update on the Kids Kastle Project**
- 5. Discuss Appointment of Board and Commission Members; Review and Discuss the Attendance Record and Performance of City Board and Commission Members and Removal of Board and Commission Members prior to Completion of their Current Term pursuant to Code of Ordinances Section 2.037**
- 6. Clarification of Consent or Action Items listed on Today's City Council Meeting Agenda of October 13, 2020**

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

**CLOSED SESSION**  
**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)
  - (b) Section 551.074 – Deliberate the Appointment, Removal, Evaluation and Duties of Public Officers, specifically Members of the Planning and Zoning Commission, Zoning Board of Adjustment, and Board of Directors of the Highland Village Community Development Corporation

**OPEN SESSION**  
**City Council Chambers – 7:30 P.M.**

8. Call Meeting to Order
9. Prayer led by Deputy Mayor Pro Tem Barbara Fleming
10. Pledge of Allegiance to the U.S. and Texas flags led by Deputy Mayor Pro Tem Fleming: *“Honor the Texas flag; I pledge allegiance to thee, Texas, one state under God, one and indivisible.”*
11. 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, October 13, 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.)*
12. City Manager/Staff Reports
  - HVTV Update
13. 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
  - Ceremonial Oaths of Office for Firefighter/Paramedic Justin Willoughby, and Firefighter/EMT Dalton King and Hugo Alonzo
  - Presentation of a Proclamation for Fire Prevention Month

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

## CONSENT AGENDA

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

14. Consider approval of Minutes of the Regular and Special City Council Meetings held on September 8, 2020 and September 15, 2020
15. Consider Ordinance 2020-1276 adopting Amendments to the Fiscal Year 2019-2020 Budget (2nd and final read)
16. Consider Resolution 2020-2906 declaring Certain City Property as Surplus Property and authorizing the City Manager to Sell and/or Dispose of Such Property
17. Consider Resolution 2020-2907 authorizing the City Manager to Continue an Interlocal Agreement with TML Intergovernmental Risk Pool for Purposes of providing City Liability Insurance
18. Receive Budget Reports for Period Ending August 31, 2020

## ACTION AGENDA

19. Take action, if any, on matters discussed in closed session in accordance with the following sections of the Texas Government Code:
  - (a) Section 551.071 – Consultation with City Attorney Concerning Pending or Contemplated Litigation and on any Regular Session or Work Session Agenda Item Requiring Confidential, Attorney/Client Advice Necessitated by the Deliberation or Discussion of Said Item (as needed)
  - (b) Section 551.074 – Deliberate the Appointment, Removal, Evaluation and Duties of Public Officers, specifically Members of the Planning and Zoning Commission, Zoning Board of Adjustment, and Board of Directors of the Highland Village Community Development Corporation
20. Conduct Annual Review of City's Investment Policy and Consider Resolution 2020-2908 re-adopting the City's Investment Policy with any Amendments Thereto
21. Consider Resolution 2020-2909 authorizing Annual Renewal of Financial Software Maintenance Agreement with Tyler Technologies
22. Consider Resolution 2020-2910 authorizing the Purchase of a Digital Back Up Storage Device from Soccour Solutions through the City's Cooperative Purchasing Agreement with Texas Department of Information Resources (DIR)
23. Consider Resolution 2020-2911 authorizing a Lease/Purchase Agreement with Stryker Medical for Lifepak 15 Monitors/Defibrillators, Lucas Device Automated Compression Units, Automated External Defibrillators, Power Pro Patient Cots and Stair Chairs for the Fire Department
24. Consider Resolution 2020-2912 appointing an Alternate Member to the Denton County Transportation Authority (DCTA) Board of Directors

25. Review and Discuss the Attendance Record and Performance of City Board and Commission Members and Consider Removal of Board and Commission Members prior to Completion of their Current Term pursuant to Code of Ordinances Section 2.037
26. Consider Resolution 2020-2913 appointing Members to Various Positions on the Board of Ethics, Parks and Recreation Advisory Board, Planning and Zoning Commission, Zoning Board of Adjustment, and Highland Village Community Development Corporation

**LATE WORK SESSION**

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

27. Discuss Highland Village Road Sidewalk, Victoria Walking Path and Chapel Hill Trail Connection Projects
28. Status Reports on Current Projects and Discussion on Future Agenda Items (A Councilmember may inquire about a subject of which notice has not been given. A statement of specific information or the recitation of existing policy may be given. Any deliberation shall be limited to a proposal to place the subject on an agenda for a subsequent meeting.)
29. 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 9<sup>TH</sup> DAY OF OCTOBER 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# 1**

**MEETING DATE: 10/13/2020**

**SUBJECT: Receive an Update from Denton County Transportation Authority (DCTA)**

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

**COMMENTS**

DCTA Representative Dianne Costa will be present to provide an update on projects, services and operations.

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

**AGENDA# 2**

**MEETING DATE: 10/13/2020**

**SUBJECT: Discuss Appointing an Alternate City Representative to fill an Unexpired Term on the Denton County Transportation Authority (DCTA) Board of Directors**

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

**BACKGROUND:**

The City of Highland Village is a “founding municipality” of the Denton County Transportation Authority (DCTA) and, therefore, authorized to appoint a voting board member to serve on the DCTA Board of Directors. In accordance with Article III, Sections 2(a) and 2(b) of the DCTA By-laws, the City of Highland Village is allowed one voting member to serve on the Board of Directors and one alternate member who can serve in the absence of the City’s regular voting member. Per Article III, Section 5 of the DCTA By-laws, each representative serves a term of two years.

Michael Leavitt was serving as the City’s Alternate Board Member on the DCTA Board of Directors when he retired from the City of Highland Village, leaving an unexpired term that will end on November 2021.

**IDENTIFIED NEED/S:**

To appoint someone to fill the unexpired term for the City’s Alternate Member on the DCTA Board of Directors. Mayor Wilcox has stated her willingness to serve on the Board of Directors.

**OPTIONS & RESULTS:**

Consider appointment of the City’s Alternate Member to serve on the DCTA Board of Directors.

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

N/A

**RECOMMENDATION:**

Discuss appointing an Alternate Member to fill an unexpired term on the DCTA Board of Directors. There is an item on the Action Agenda for tonight’s meeting to formally appoint an Alternate Member.

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

**AGENDA# 3**

**MEETING DATE: 10/13/2020**

**SUBJECT: Receive an Update on an Annual Rate Adjustment pursuant to the Solid Waste and Recycling Contract with Community Waste Disposal (CWD)**

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

**BACKGROUND:**

Attached for your review and consideration is a request from Community Waste Disposal (CWD) for a rate increase. The proposed rate increase is allowed under Section 6.04 of the agreement between the City and CWD for Solid Waste and Recycling Services. Rate adjustments are based on three criteria: the Dallas/Fort Worth Consumer Price Index, the change in US Price of Natural Gas Sold to Commercial Customers Index, and the percentage change in the gate rate charged to CWD by the Disposal Site(s) they utilize pursuant to our contract. In turn, indexes were determined for each component (residential trash, recycling, roll-off trash, front load trash), with the adjustment based on the percentage change for each – applied to the respective weight assigned to each component for each service. The existing agreement with CWD was initiated in 2018 with a five-year term. The contract contains a provision to update rates in October of each year. This is the second requested adjustment for the agreement term.

**IDENTIFIED NEED/S:**

CWD has provided the pertinent CPI, natural gas index and disposal site cost information for determination of the adjustment as required by the contract – and this has been substantiated by City staff. The matrix following depicts the weighted change in each of the various components:

Updated Rate Factors					
Adjustment Criteria		CPI	Fuel	Landfill	Total % Increase
		1.50%	-4.08%	28.74%	
Trash / Compost	Weighted %	0.48	0.2	0.32	
	Change	0.0072	-0.0082	0.092	9.10%
Recycling	Weighted %	0.8	0.2	-	
	Change	0.012	-0.0082	-	0.38%
Roll-Off	Weighted %	0.37	0.13	0.5	
	Change	0.00555	-0.0053	0.1437	14.39%
Front Load	Weighted %	0.57	0.13	0.3	
	Change	0.00855	-0.0053	0.08622	8.95%

CWD has also requested consideration of an amendment to the contract to provide for a market adjustment associated with the closing of DFW landfill at the close of 2019. CWD does not own a landfill. The Request for Proposal initially submitted by CWD indicates that their strategy has been “to use existing landfills within our daily refuse routes and not sign long term agreements”. In turn, they cited 18 landfills that are economically accessible to their solid waste transfer station.

Clearly, geographical proximity to a landfill is a primary factor in each of the cities they serve. And closing of the DFW landfill certainly has a negative impact to CWD operations. They have secured an agreement with the Denton landfill at an increased gate rate, which is reflective of the large CPI adjustment associated with the landfill component.

## **OPTIONS & RESULTS:**

Based on the price index changes, rates charged by CWD for residential garbage (inclusive of recycling), will reflect a 6.9% overall increase. When including sales tax, the monthly bill to each resident will increase from \$16.19 to \$17.31 – a \$1.12 increase. Senior citizen rates (with the 10% discount), will increase from \$14.57 to \$15.59.

In addition: The City also incurs a separate charge associated with processing of compost from another vendor, which equates to a \$.25 additional pass-through charge. Due to a credit balance associated with the composting, the associated charge has been temporarily withheld over the past year, but now needs to be reinstated with the October billing.

In regard to requested additional consideration to mitigate economic hardship associated with the DFW landfill closing, there is no provision in the contract other than the established CPI annual adjustment. CWD's request for Council to consider further relief will require an amendment to the contract if Council is inclined. As this is solely Council discretion, staff has no recommendation. However, to facilitate Council evaluation, Staff provided CWD with two suggested parameters:

- Tangible incremental operating variable costs associated with the landfill closing.
- Additional landfill costs for tonnage delivered to landfill from January 1, 2020 through August 2020.

If Council is inclined to make adjustment to the contract, options will be presented by CWD to illustrate possible avenues to address accordingly. The chart following details the updated rates with the CPI adjustment. Please note that any additional consideration would be over and above the \$1.12 increase resulting from the annual CPI adjustment.

**Updated rates with annual CPI adjustment.**

	<b>Updated 10/1/2019</b>		<b>Updated 10/1/2020</b>		<u>Associated Increase</u>
	<u>Reg Customer</u>	<u>Senior</u>	<u>Reg Customer</u>	<u>Senior</u>	
Garbage	\$7.96	\$7.16	\$8.68	\$7.81	9.0%
Recycling	3.39	3.05	\$3.40	3.06	0.3%
Compost	1.42	1.28	\$1.55	1.40	8.8%
HH Haz Waste	<u>0.83</u>	<u>0.75</u>	<u>\$0.91</u>	<u>0.82</u>	<u>9.6%</u>
Sub-total	\$13.60	\$12.24	\$14.54	\$13.09	6.9%
Franchise	<u>\$1.36</u>	<u>\$1.22</u>	<u>\$1.45</u>	<u>\$1.31</u>	
Total Vendor Chgs	<b>\$14.96</b>	<b>\$13.46</b>	<b>\$15.99</b>	<b>\$14.40</b>	6.9%
Sales Tax	<u>1.23</u>	<u>1.11</u>	<u>1.32</u>	<u>1.19</u>	
Total Garbage Bill	<b>\$16.19</b>	<b>\$14.57</b>	<b>\$17.31</b>	<b>\$15.59</b>	
Compost Processing	<u>0.25</u>	<u>0.25</u>	<u>0.25</u>	<u>0.25</u>	
Total Bill to Resident	<b>\$16.44</b>	<b>\$14.82</b>	<b>\$17.56</b>	<b>\$15.84</b>	

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

N/A

**RECOMMENDATION:**

No action at this meeting – work-session item for discussion only.

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

**AGENDA# 4**

**MEETING DATE: 10/13/2020**

**SUBJECT: Receive an Update on the Kids Kastle Project**

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

**COMMENTS**

**Building Status Update**

- The contractor build is scheduled for Monday, October 12.
- Staff continues to partner with civic and church groups to build the standalone components.

**Pickets**

Pickets are available for purchase at \$250.00 each

- 165 are available to the community – we have set aside a few for council PRAB, and sponsors.
- 17 letters per picket
- Pickets can be purchased in person at the DuVall Center or by mail. Both options require filling out a Picket Fundraiser Order Form.

**Kids Kastle Columns**

The entry columns provide two opportunities, the first is engaging kids and adults at the entrance, and the second is to tell our story thirty years from now in 2050. Forgoing the traditional themes, we saw an opportunity to do something special with the columns to honor our donors more profoundly and draw kids and adults into the entry space by adding artwork to the panels. Imaginative play will start the moment kids and adults see the entrance columns. The columns will have a playful castle theme with playful caricatures and royal banners, two of which will have the sponsors listed. Thirty years from now, the children who designed and played at Kids Kastle will open six time capsules from Marcus High School, Briarhill Middle School, Heritage Elementary, Christa McAuliffe Elementary, Highland Village Elementary, and the City.

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

**AGENDA# 5**

**MEETING DATE: 10/13/2020**

**SUBJECT: Discuss Appointment of Board and Commission Members; Review and Discuss the Attendance Record and Performance of City Board and Commission Members and Removal of Board and Commission Members prior to Completion of their Current Term pursuant to Code of Ordinances Section 2.037**

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

**BACKGROUND:**

City ordinance states that Council shall make annual appointments to the City's boards and commissions. All appointments are for terms of two years, unless an individual is appointed to fill an unexpired term that exists due to a vacancy. A "term year" shall be from October 1 until the following September 30.

Currently serving board/commission members with terms expiring this year were contacted by City staff and given the opportunity to notify the City Secretary's Office if they were interested in being considered for reappointment to the same board, appointment to a different board, or if they no longer wished to serve on a board.

In addition, a call for volunteers was advertised in the June, July and August utility bill inserts, the Summer edition of the Village Newsletter, the City's Facebook Page, HVTV News, and on the City's website. Citizens interested in volunteering their time by serving on a board, commission or committee have submitted an application to the City Secretary's Office for consideration by Council. For reference, a listing of all new applicants and currently serving board/commission members is provided in the agenda packet and indicates their preferred board choice(s).

**IDENTIFIED NEED/S:**

**There are sixteen (16) positions with terms that expire in 2020.**

Following is a list of all positions and current members of each board and commission. The highlighted positions have terms that will expire this year.

<b>BOARD OF ETHICS</b>			
<b><i>Board Member Name</i></b>	<b><i>Board Choice</i></b>	<b><i>Place</i></b>	<b><i>Original Appt Date</i></b>
Steven Deel	Does Not Wish to Serve Again	N/A	10-2016
Kevin McMahan	---	N/A	09-2017
Brian Tackett	Does Not Wish to Serve Again	N/A	03-2017
James Burmeister	---	N/A	09-2017
Benjamin Somero	---	N/A	09-2017
<b>HV COMMUNITY DEVELOPMENT CORPORATION (4B)</b>			
Dale Butler	---	Citizen Rep	09-2017
Mike Lombardo	---	Council Rep	06-2018
Melinda Camp	Does Not Wish to Serve Again	Citizen Rep	10-2019
Elisabeth Mechem	Same Board	Citizen Rep	09-2018
Barbara Fleming	---	Council Rep	09-2017
Tom Heslep	---	Council Rep	05-2019
Charlotte Wilcox	Has Reached Term Limit	Council Rep	06-2014
<b>PARKS AND RECREATION ADVISORY BOARD</b>			
William Irwin	Same Board	Place 1	10-2016
Janet Gershenfeld	Same Board	Place 2	02-2018
Dave Rush	Has Reached Term Limit	Place 3	09-2013
Gary Patz	---	Place 4	09-2014
Kenneth Koonsman	---	Place 5	09-2017
Kevan Fenderson	---	Alternate Place 1	09-2018
Vanessa Boyd	Same Board	Alternate Place 2	09-2018
<b>PLANNING AND ZONING COMMISSION</b>			
Dee Leggett	---	Place 1	05-2019
Stan Lemko	Has Reached Term Limit	Place 2	09-2013
Guy Skinner	Same Board	Place 3	10-2019
Denver Kemery	---	Place 4	09-2018
Angelina Robinson	---	Place 5	09-2018
Dale Butler	---	Alternate Place 1	12-2019
Kevin McMahan	Will Serve Again if Appt to a Regular Position	Alternate Place 2	10-2019

<b>ZONING BOARD OF ADJUSTMENT</b>			
Christian Hart	---	Place 1	09-2015
Jeremy Booker	---	Place 2	10-2016
Davis Smith	---	Place 3	09-2015
Richard Metivier	Has Reached Tern Limit	Place 4	09-2012
Darrah Boxberger-Torres	Has Reached Term Limit	Place 5	09-2013
Susan Arthur	---	Alternate Place 1	10-2019
Jerry Jones	Same Board	Alternate Place 2	10-2019
Daniel Blough	Does Not Wish to Serve Again	Alternate Place 3	10-2019

When considering appointments, Council may consider appointing current alternate member of a board/commission prior to appointing new applicants.

In addition to making appointments, Council may wish to also review and discuss the attendance records and performance during a single term year of current members of the various City boards and commissions whose terms do not expire in 2020. If considering whether to remove one or more members and declare such seat(s) vacated, consideration must be based on the attendance policy enacted by Council requiring that a member of a board or commission may not miss three (3) consecutive regularly scheduled meetings without a valid excuse, or miss more than 25% of the regular meetings during a term year. Please note – according to state law, members of the Zoning Board of Adjustment may be removed prior to the end of their term only for cause found by the City Council and only after presentation of written charges and a public hearing.

Council to discuss making appointments to the Board of Ethics, Highland Village Community Development Corporation (4B), Parks and Recreation Advisory Board, Planning and Zoning Commission, and Zoning Board of Adjustment.

**RECOMMENDATION:**

Council to discuss making appointments to the Board of Ethics, Highland Village Community Development Corporation (4B), Parks and Recreation Advisory Board, Planning and Zoning Commission, and Zoning Board of Adjustment.

If needed, Council may also discuss the attendance records and performance of the current members of the various City boards and commissions whose terms do not expire in 2020 and consider whether to remove one or more members and declare such seats vacated in accordance with Code of Ordinances Section 2.04.037.

## BOARD AND COMMISSION MEMBER PREFERENCES

Member Name	Current Service	Interest in Appointment	Ethics Board	HVCDC	Parks Board	P & Z	ZBA
<b>ETHICS BOARD</b>							
Brian Tacket	Ethics Board	Does Not Wish to Serve Again	-	-	-	-	-
Steven Deel	Ethics Board	Does Not Wish to Serve Again	-	-	-	-	-
<b>HVCDC (4B)</b>							
Charlotte Wilcox	Council Representative	Has Reached Term Limit	-	-	-	-	-
Elisabeth Mechem	Citizen Representative	Same Board	-	1	2	3	-
Melinda Camp	Citizen Representative	Does Not Wish to Serve Again	-	-	-	-	-
<b>PARKS &amp; RECREATION ADVISORY BOARD</b>							
William (Bill) Irwin	Place 1	Same Board	-	-	1	-	-
Janet Gershenfeld	Place 2	Same Board	-	-	1	-	-
Dave Rush	Place 3	Has Reached Term Limit	-	-	-	-	-
Vanessa Boyd	Alternate Place 2	Same Board	-	-	1	-	-

## BOARD AND COMMISSION MEMBER PREFERENCES

Member Name	Current Service	Interest in Appointment	Ethics Board	HVCDC	Parks Board	P & Z	ZBA
<b>PLANNING &amp; ZONING COMMISSION</b>							
Stan Lemko	Place 2	Has Reached Term Limit	-	-	-	-	-
Guy Skinner	Place 3	Same Board	-	-	-	1	2
Kevin McMahan	Alternate Place 2	Will Serve Again if Appt to a Regular Position	-	-	-	-	-
<b>ZONING BOARD of ADJUSTMENT</b>							
Richard Metivier	Place 4	Has Reached Term Limit	-	-	-	-	-
Darrah Torres	Place 5	Has Reached Term Limit	-	-	-	-	-
Jerry Jones	Alternate Place 2	Same Board	5	4	3	2	1
Daniel Blough	Alternate Place 3	Does Not Wish to Serve Again	-	-	-	-	-

## BOARD AND COMMISSION APPLICANT PREFERENCES

Applicant Name	Ethics Board	HVCDC	Parks Board	P & Z	ZBA
Austin Adams	2	-	-	1	-
Fred Busche	4	5	1	2	3
Jared Christianson	2	1	-	3	-
Michael George	5	4	3	1	2
Kelli Green	5	4	1	2	3
Kimberly Hillegas	1	-	-	-	-
Joseph Kaye, Jr.	2	3	1	4	5
Carly Knowles	1	3	-	-	2
Mitchell O'Brey	-	3	1	2	-
Dustin Sides	1	2	3	-	-
Kellie Woolley	1	2	5	3	4
Jordan Wootten	1	-	-	-	-

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

**AGENDA# 13**

**MEETING DATE: 10/13/2020**

**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.

- Ceremonial Oaths of Office for Firefighter/Paramedic Justin Willoughby, and Firefighter/EMT Dalton King and Hugo Alonzo
  
- Presentation of a Proclamation for Fire Prevention Month

# Proclamation

## The City of Highland Village

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

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

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

**Whereas**, two of every five home fires start in the kitchen with 31% of these fires resulting from unattended cooking; and

**Whereas**, the City of Highland Village's first responders are dedicated to reducing the occurrence of home fires and home fire injuries through prevention and protection education; and

**Whereas**, the 2020 Fire Prevention Month theme, "Serve Up Fire Safety in the Kitchen!!" effectively serves to remind us to stay alert and use caution when cooking to reduce the risk of kitchen fires.

**NOW THEREFORE**, I, Charlotte J. Wilcox, Mayor of the City of Highland Village, do hereby proclaim October as:

**"National Fire Prevention Month"**

in the City of Highland Village.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the seal of the City to be affixed on this 13<sup>th</sup> day of October 2020.

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Charlotte J. Wilcox, Mayor

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

**AGENDA# 14**

**MEETING DATE: 10/13/2020**

**SUBJECT: Consider Approval of Minutes of the Regular and Special City Council Meetings held on September 8, 2020 and September 15, 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 and Special City Council meetings held on September 8, 2020 and September 15, 2020.



**MINUTES OF THE SPECIAL MEETING OF THE  
HIGHLAND VILLAGE CITY COUNCIL  
DOUBLETREE RANCH PARK PAVILION  
310 HIGHLAND VILLAGE ROAD  
TUESDAY, SEPTEMBER 8, 2020**

**OPEN SESSION**

**1. Call Meeting to Order**

Mayor Charlotte J. Wilcox called the meeting to order at 4:20 p.m.

**Roll Call**

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

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

**2. Consider Resolution 2020-2901 naming the Pavilion located in Doubletree Ranch Park, 310 Highland Village Road, as the “Michael Leavitt Pavilion”**

**APPROVED (7 – 0)**

Mayor Wilcox reported Doubletree Ranch was once a working ranch in Highland Village and had a long history of hosting City-related gatherings and events. Upon learning the property was in foreclosure and realizing the historical significance of the land, City Manager Michael Leavitt envisioned purchasing the property for park and preservation

purposes. She added that on Mike's request and recommendation, the Highland Village Community Development Corporation authorized use of 4B sales tax funds to purchase the property. On the morning of June 2, 2009, Mr. Leavitt, Mayor Costa and Trust staff gathered on the steps of the Denton County Courthouse to attend a public auction to purchase Doubletree Ranch. The Trust successfully purchased the property for one cent over the opening bid price on June 16, 2009, the City of Highland Village officially purchased the property at 310 Highland Village Road from the Trust.

Mayor Wilcox added that once the property was purchased by the City, work soon commenced to create the park and amenities. She further reported that in recognition of Mr. Leavitt's perseverance and dedication in acquiring and developing the Doubletree Ranch property, as well as his longtime service to the City and its residents as its City Manager, the City Council, with the support of the Parks and Recreation Advisory Board, proposes naming the pavilion located at Doubletree Ranch Park as the "Michael Leavitt Pavilion".

***Motion by Mayor Wilcox, seconded by Councilmember Heslep, to approve Resolution 2020-2901. Motion carried 7-0.***

**3. Adjournment**

Mayor Wilcox adjourned the meeting at 4:23 p.m.

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Charlotte J. Wilcox, Mayor

**ATTEST:**

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Angela Miller, City Secretary



**MINUTES OF THE REGULAR MEETING OF THE  
HIGHLAND VILLAGE CITY COUNCIL  
HELD AT THE HIGHLAND VILLAGE MUNICIPAL COMPLEX  
1000 HIGHLAND VILLAGE ROAD  
TUESDAY, SEPTEMBER 8, 2020**

**OPEN SESSION**

**1. Call to Order**

Mayor Charlotte J. Wilcox called the meeting to order in open session at 7:30 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, 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 [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:	Michael Leavitt	City Manager
	Ken Heerman	Assistant City Manager
	Kevin Laughlin	City Attorney
	Angela Miller	City Secretary
	Doug Reim	Chief of Police
	Michael Thomson	Fire Chief
	Scott Kriston	Public Works Director
	Jana Onstead	Human Resources Director
	Phil Lozano	Parks and Recreation Director
	Laurie Mullens	Marketing Communications Director
	Andrew Boyd	Media Specialist
	Karen McCoy	Executive Assistant

**2. Prayer led by Councilmember Jon Kixmiller**

Councilmember Kixmiller gave the invocation.

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

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

**4. Visitor Comments**

Mayor Wilcox announced any person wishing to provide comments on any matter to be considered on this agenda, including anyone not appearing in person for Item 13, were to email such comments to the City Secretary by 1:00 p.m. on Tuesday, September 8, 2020. City Secretary Angela Miller reported no visitor comments were received.

**5. City Manager/Staff Reports**

Fire Chief Michael Thomson reported emergency operations continues to monitor the situation through daily calls with federal, state and county partners.

**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**

Mayor Wilcox presented City Manager Michael Leavitt a proclamation celebrating Michael Leavitt Day.

**CLOSED SESSION**

**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)**

Council did not meet in Closed Session.

**CONSENT AGENDA**

**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**

***Motion by Mayor Wilcox, seconded by Deputy Mayor Pro Tem Fleming, to approve Consent Agenda Items #8 through #10. Motion carried 7-0.***

**ACTION AGENDA**

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

No action was taken on this item.

12. **Consider Ordinance 2020-1276 adopting Amendments to the Fiscal Year 2019-2020 Budget (1<sup>st</sup> of two reads)**

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

Assistant City Manager Ken Heerman reported some of the amendments are for reallocation between categories or between departments. 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 due 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.

***Motion by Deputy Mayor Pro Tem Fleming, seconded by Councilmember Heslep, to approve the first read of Ordinance 2020-1276. Motion carried 7-0.***

13. **Conduct a Public Hearing on the Proposed Budget and Tax Rate for Fiscal Year 2020-2021**

**PUBIC HEARING CONDUCTED**

Mayor Wilcox opened the public hearing. With no one wishing to speak, she closed the public hearing.

Based on the estimate provided by Denton County Appraisal District (DCAD), City Manager Michael Leavitt reported revenue for this year is estimated at a 1.9% overall increase, which includes approximately \$22,000,000 in new properties being added to the tax roll. He stated this does not appear to be an issue regarding Senate Bill 2, although City staff is still waiting on certified tax roll information and anticipate receiving that information on September 15. Mr. Leavitt reviewed Supplemental Requests included in the Fiscal Year 2020-2021. He added there is no opportunity to do any new trails for the next few years, but that Council and City staff would need to consider an update to the Trails Master Plan at that time.

14. **Consider Ordinance 2020-1277 approving and adopting the Fiscal Year 2020-2021 Annual Budget (1<sup>st</sup> of two reads)**

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

***Motion by Deputy Mayor Pro Tem Fleming, seconded by Councilmember Jaworski, to approve the first read of Ordinance 2020-1277 adopting the Fiscal Year 2020-2021 Annual Budget. City Secretary Angela Miller took a roll call vote on the motion:***

**Mayor Wilcox - Aye**  
**Mayor Pro Tem Lombardo – Aye**  
**Deputy Mayor Pro Tem Fleming – Aye**  
**Councilmember Kixmiller – Aye**  
**Councilmember Heslep – Aye**  
**Councilmember Fiester - Aye**  
**Councilmember Jaworski – Aye**

**Motion carried 7-0.**

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)

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

Mr. Heerman reported the Texas Tax Code §26.05 requires a tax rate be adopted by official action following passage of a budget. He added that the tax rate must be adopted in two separate components – Maintenance and Operations (M&O), and Interest and Sinking (I&S). Mr. Heerman explained 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 the Council may approve without requiring an election. He stated that 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 is below the voter-approved rate, however slightly exceeding the no-new-revenue tax rate, 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's website, and also broadcast on HVTV.

Mr. Heerman reported the total tax rate of \$.56302/\$100 is unchanged from last year. Proposed Ordinance 2020-1278 provides for the adoption of a total tax rate of \$.56302 per \$100 valuation (composed of a M&O rate of \$0.478133 per \$100 valuation and a debt service rate of \$0.084887 per \$100 valuation) to fund the FY 2020-2021 budget.

***Motion by Mayor Pro Tem Lombardo, seconded by Mayor Wilcox, 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, further move that Ordinance No. 2020-1278 be approved on first read. City Secretary Angela Miller took a roll call vote on the motion:***

**Mayor Wilcox - Aye**  
**Mayor Pro Tem Lombardo – Aye**  
**Deputy Mayor Pro Tem Fleming – Aye**  
**Councilmember Kixmiller – Aye**  
**Councilmember Heslep – Aye**  
**Councilmember Fiester - Aye**  
**Councilmember Jaworski – Aye**

**Motion carried 7-0.**

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.

## **APPROVED (7 – 0)**

Parks and Recreation Director Phil Lozano reported Phase I of Kids Kastle was successfully built by in-house staff, Play by Design consultants, and temporary labor. He stated Phase II of the build was scheduled to be built in July as 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 prohibiting gatherings in excess of ten (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, the Phase II Kids Kastle Community Build was canceled.

Mr. Lozano reported that in August, City staff provided status updates on the remaining park bond projects (including Kids Kastle, Highland Village Road sidewalk, and Victoria Park path) and also provided an update on the Chapel Hill Trail connection. Included in the update were three (3) options to complete construction of Phase 2 of the Kids Kastle Project:

**Option 1:** Continue with the Community Build in February 2021

**Option 2:** Utilize City staff with two potential dates: November 2020 or February 2021

**Option 3:** Complete the project with Play by Design contractor-build in October 2020

The general direction provided by Council at their August meeting was to bring back for consideration a plan to accomplish Option 3 as quickly as possible without compromising completion of the remaining projects. Mr. Lozano reported City staff has reviewed the funding sources and believes that Option 3 can be funded through anticipated bond variance. He added that in consideration of available funding, the three (3) other remaining projects do not yet have a final identified cost as they have not been sent out to bid. He stated that if Council chooses to proceed with the contractor-build option, City staff is 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.

Mr. Lozano reported the proposed agreement with Play by Design eliminates the community build component and replaces with a contractor-build agreement for Phase 2. City staff will continue to work with small community groups to install the stand alone pieces which will continue through October.

***Motion by Councilmember Kixmiller, seconded by Councilmember Jaworski, to approve Resolution 2020-2900. Motion carried 7-0.***

## **LATE WORK SESSION**

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

With having a special City Council meeting planned for September 15 for a Meet and Greet with board/commission applicants and budget-related items, Mr. Leavitt suggested including the few remaining business items on the agenda for the September 15 meeting

and cancelling the one scheduled for September 22. Consensus of Council is to hold the September 15 meeting and cancel the September 22 meeting.

**18. Adjournment**

Mayor Wilcox adjourned the meeting at 8:32 p.m.

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Charlotte J. Wilcox, Mayor

**ATTEST:**

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Angela Miller, City Secretary

DRAFT



**MINUTES OF THE SPECIAL MEETING OF THE  
HIGHLAND VILLAGE CITY COUNCIL  
HIGHLAND VILLAGE MUNICIPAL COMPLEX  
1000 HIGHLAND VILLAGE ROAD  
TUESDAY, SEPTEMBER 15, 2020**

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:	Michael Leavitt	City Manager
	Paul Stevens	Incoming City Manager
	Ken Heerman	Assistant City Manager
	Angela Miller	City Secretary
	Michael Thomson	Fire Chief
	Doug Reim	Chief of Police
	Scott Kriston	Public Works Director
	Phil Lozano	Parks & Recreation Director
	Jana Onstead	Human Resources Director
	Laurie Mullens	Marketing & Communications Director
	Andrew Boyd	Media Specialist
	Karen McCoy	Executive Assistant

**MEET and GREET**

**1. Conduct a Meet & Greet with Board and Commission Applicants**

The Mayor and Council welcomed the applicants and thanked them for their interest in serving in Highland Village. The Meet and Greet was conducted in shifts with small groups so Council and City staff could visit with the applicants while still using social distancing practices.

**OPEN SESSION**

**2. Call Meeting to Order**

Mayor Wilcox called the remaining portion of the meeting to order.

**3. Prayer led by Mayor Pro Tem Lombardo**

Mayor Pro Tem Lombardo gave the invocation.

**4. Pledge of Allegiance to the U.S. and Texas flags led by Mayor Pro Tem Lombardo**

Mayor Pro Tem Lombardo led the Pledge of Allegiance to the U.S. and Texas flags.

**5. 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, September 15, 2020. City Secretary Angela Miller reported no visitor comments were received.

**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**

Councilmember Fiester thanked LISD teachers and staff for helping all their students adjust to the recent transition of virtual learning at home and then returning to school for the remaining 2020-21 school year, while still following guidelines to limit exposure to COVID-19.

On behalf of City Council, Councilmember Jaworski offered condolences to the family of Sgt Dennis Oliver.

Mayor Wilcox introduced incoming City Manager Paul Stevens.

**7. City Manager/Staff Reports**

City Manager Michael Leavitt provided an update on Highland Village Fire Operator/Paramedic Mel Harper who is in California to assist in fighting the wildland and forest fires. He will be deployed for 14 days, excluding travel time.

Mr. Leavitt reminded Council that he currently serves as an alternate on the Denton County Transportation Authority (DCTA) Board of Directors. With his retirement, the position will need to be filled for his unexpired term. Mr. Leavitt reported Mayor Wilcox has attended many DCTA meetings with him and he suggested Mayor Wilcox serve as the alternate. Mayor Wilcox stated she would be willing to serve.

**8. Clarification of Consent Items listed on Today's City Council Meeting Agenda for September 15, 2020**

No items were discussed.

## CONSENT AGENDA

9. Consider Resolution 2020-2903 authorizing the City Manager to enter into an Interlocal Agreement with Texas Political Subdivisions for purposes of providing City Workers' Compensation Insurance for Fiscal Year 2020-2021
10. Consider Resolution 2020-2904 cancelling the September 22, 2020 City Council Meeting
11. Consider Resolution 2020-2905 authorizing the Purchase of Vehicles, Turf Equipment and Message Board from Silsbee Ford, Professional Turf Products, LP and Buyer's Barricades through the City's Cooperative Purchasing Agreement with the State of Texas Purchasing Co-op (GoodBuy) and the City's Cooperative Purchasing Agreement with Texas Local Government Purchasing Cooperative (BuyBoard); and authorizing the Purchase of Backhoes from RDO Equipment, Co. through the City's Cooperative Purchasing Agreement with the State of Texas Co-op (Sourcewell)

*Motion by Deputy Mayor Pro Tem Fleming, seconded by Councilmember Heslep, to approve Consent Agenda Items #9 through #11. Motion carried 7-0.*

## ACTION AGENDA

12. Consider Ordinance 2020-1277 approving and adopting the Fiscal Year 2020-2021 Annual Budget (2<sup>nd</sup> and final read)

### APPROVED 2<sup>ND</sup> READ (7 – 0)

Assistant City Manager Ken Heerman reported 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 and was presented at the September 8, 2020 Council meeting where Council approved Ordinance 2020-1277 unanimously on its first read.

*Motion by Mayor Pro Tem Lombardo, seconded by Councilmember Jaworski, to approve the final read of Ordinance 2020-1277 adopting the Fiscal Year 2020-2021 Annual Budget. City Secretary Angela Miller took a roll call vote on the motion:*

*Mayor Wilcox – Aye  
Councilmember Kixmiller – Aye  
Mayor Pro Tem Lombardo – Aye  
Deputy Mayor Pro Tem Fleming – Aye  
Councilmember Heslep – Aye  
Councilmember Fiester - Aye  
Councilmember Jaworski – Aye*

*Motion carried 7-0.*

13. 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 (2<sup>nd</sup> and final read)

### APPROVED 2<sup>ND</sup> READ (7 – 0)

Mr. Heerman reported this is the second read of Ordinance 2020-1278 which will levy the tax rate. He added that because the proposed Maintenance & Operations (M&O) tax rate

will exceed the no-new-revenue M&O tax rate, state law requires certain language be included when adopting the tax rate for the next fiscal year.

***Motion by Mayor Pro Tem Lombardo, seconded by Councilmember Heslep, 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, further move that Ordinance 2020-1278 be approved on second and final read. City Secretary Angela Miller took a roll call vote on the motion:***

***Mayor Wilcox – Aye  
Councilmember Kixmiller – Aye  
Mayor Pro Tem Lombardo – Aye  
Deputy Mayor Pro Tem Fleming – Aye  
Councilmember Heslep – Aye  
Councilmember Fiester - Aye  
Councilmember Jaworski – Aye***

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

14. Consider Resolution 2020-2902 ratifying the Property Tax Revenue Increase reflected in the Fiscal Year 2020-2021 Budget  
**APPROVED (7 – 0)**

Mr. Heerman reported while the property tax is unchanged from last year, overall tax dollars are increased, collecting \$13,522,104 this year as compared to \$13,274,851 last year. This increase is reflective of a 1.9 percent increase in valuation, inclusive of new valuation of \$22,513,440 added to the tax base.

***Motion by Mayor Pro Tem Lombardo, seconded by Deputy Mayor Pro Tem Fleming, to approve Resolution 2020-2902 ratifying the tax revenue increase reflected in the Fiscal Year 2020-2021 Budget as required by Local Government Code 102.007(c). Motion carried 7-0.***

15. Adjournment

Mayor Wilcox adjourned the meeting at 7:40 p.m.

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Charlotte J. Wilcox, Mayor

ATTEST:

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Angela Miller, City Secretary

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

**AGENDA# 15**

**MEETING DATE: October 13, 2020**

**SUBJECT: Consider Ordinance 2020-1276 Authorizing Certain Budget Amendments Pertaining to the Fiscal Year 2019-2020 Budget (2<sup>nd</sup> read)**

**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. Council approved the first read of this ordinance at the September 8, 2020 Council Meeting.

**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 second 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>(100,535)</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). 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 \$ 100,535

## 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 13<sup>th</sup> DAY OF OCTOBER 2020.**

**APPROVED:**

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**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:9/1/2020:117709)

**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>(100,535)</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 \$ 100,535

**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**

**AGENDA# 16**

**MEETING DATE: 10/13/2020**

**SUBJECT: Consider Resolution 2020-2906 Declaring Replaced Vehicles, Equipment and Scrap Metal as Surplus Property and Authorizing their Sale**

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

**BACKGROUND:**

The Fleet Maintenance Division manages the equipment inventory and purchases for all authorized vehicles and equipment each fiscal year. The various field operations divisions (Utilities, Streets, Drainage, Fleet, Facilities and Parks) produce scrap throughout the daily operations and in-house projects. Revenue from the sale of old vehicles, equipment and scrap can be used to fund new purchases or projects.

**IDENTIFIED NEED/S:**

Vehicles, equipment and various scrap items that have been replaced are no longer needed for City operations and are proposed to be sold in accordance with applicable state law and City policies upon the City Council's determination that such vehicles and equipment constitutes surplus property and may be sold.

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

In the process of taking an inventory of the City's surplus vehicles, equipment and scrap, the following surplus inventory list was created:

<b>Unit ID</b>	<b>Make</b>	<b>Model</b>	<b>Year</b>	<b>Vin / serial #</b>	<b>Dept.</b>
422397	FORD	F-250	2015	1FT7W2B64FEB81397	Police
216135	FORD	Explorer	2013	1FM5K8ARODGB00135	Parks
321048	FORD	F-150	2006	1FTRX12W56KC83048	Parks
522538	FORD	F-250	2008	1FTSX20588ED17583	Parks
323703	FORD	F-350	2002	1FDWF36S92EB59703	Parks
522192	FORD	F-350	2012	1FT8W3A62CEB84192	Streets
722195	FORD	F-450	2002	1191	Maintenance
321917	FORD	Escape	2010	1FMCU4K39AKB50917	Parks
521705	FORD	F-150	2007	1FTRX12WX7NA54705	Streets
351137	TORO	328-D	2006	260000137	Parks
533001	TARGET	Pro-66	2006	228239001	Streets
595181	STONE COMP	TR-34	2007	262007181	Streets
555264	GRACO	24H26	2013	BA264	Streets

973175	NATIONAL	Sunray	2010	1N9MC141AF272175	Drainage
355764	TORO	3300	2008	270000764	Parks
416239	FORD	Explorer	2013	1FM5K8ARXDGB59239	Police
416240	FORD	Explorer	2013	1FM5K8AR6DGB59240	Police
422169	FORD	F-250	2010	1FTSX2A50AEB17169	Police
322393	FORD	F-250	2009	1FTSX20579EA51393	Parks
635802	FORD	F-450	2011	1FDOX4GT4BEA15802	Utility
973433	NATIONAL	Sunray	2011	1N9MC1417AF272433	Drainage
662553	JOHN DEERE	410J	2011	1TO410JXTBD203553	Utility
561101	JOHN DEERE	410J	2009	TO310JX179101	Streets
355165	TORO	7368	2010	310000165	Parks
355205	TORO	7368	2010	310000205	Parks

Surplus scrap metal, Utilities, Streets, Drainage, Fleet, Facilities and Parks field Ops
Surplus palletized small engine equipment (weed eaters, chain saws, blowers, quick saws, trimmers, etc.)

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

Sales proceeds shall be deposited into the General Fund.

**RECOMMENDATION:**

To approve Resolution 2020-2906.

**CITY OF HIGHLAND VILLAGE, TEXAS**

**RESOLUTION NO. 2020-2906**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HIGHLAND VILLAGE, TEXAS, DECLARING CERTAIN CITY PROPERTY AS SURPLUS PROPERTY AND AUTHORIZING THE CITY MANAGER TO SELL AND/OR DISPOSE OF SUCH PROPERTY; AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, the City Council recognizes that in the normal course of providing municipal services, the various City Departments will exhaust the useful life of its capital equipment and other property that does not meet the capital equipment threshold, to the point where it is no longer cost effective to maintain and operate, or acquire other materials that are not usable for City operations; and

**WHEREAS**, City Administration has determined the personal property described in Exhibit A, attached hereto and incorporated herein by reference, is not currently needed by the City, that the City has no foreseeable need or use for such property, and that said property should be declared surplus and sold or conveyed to others in accordance with law; and

**WHEREAS**, the City Council declares the property described in Exhibit A as surplus property, the sale or other disposition of which is in the best interest of the City.

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

**SECTION 1.** The City Council declares the property identified in Exhibit A, hereto, surplus for City purposes and authorizes the City Manager or his designee to sell and/or dispose of the property according to applicable state law and City policies.

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

**PASSED AND APPROVED BY THE CITY COUNCIL OF THE CITY OF HIGHLAND VILLAGE, TEXAS, ON THIS 13<sup>th</sup> DAY OF OCTOBER 2020.**

**APPROVED:**

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

**ATTEST:**

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

**APPROVED AS TO FORM AND LEGALITY:**

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

(kbl:10/5/2020:118406)

**Resolution No. 2020-2906**

**EXHIBIT A**

**SURPLUS PROPERTY OCTOBER 2020**

422397	FORD	F-250	2015	1FT7W2B64FEB81397	Police
216135	FORD	Explorer	2013	1FM5K8ARODGB00135	Parks
321048	FORD	F-150	2006	1FTRX12W56KC83048	Parks
522538	FORD	F-250	2008	1FTSX20588ED17583	Parks
323703	FORD	F-350	2002	1FDWF36S92EB59703	Parks
522192	FORD	F-350	2012	1FT8W3A62CEB84192	Streets
722195	FORD	F-450	2002	1191	Maintenance
321917	FORD	Escape	2010	1FMCU4K39AKB50917	Parks
521705	FORD	F-150	2007	1FTRX12WX7NA54705	Streets
351137	TORO	328-D	2006	260000137	Parks
533001	TARGET	Pro-66	2006	228239001	Streets
595181	STONE COMP	TR-34	2007	262007181	Streets
555264	GRACO	24H26	2013	BA264	Streets
973175	NATIONAL	Sunray	2010	1N9MC141AF272175	Drainage
355764	TORO	3300	2008	270000764	Parks
416239	FORD	Explorer	2013	1FM5K8ARXDGB59239	Police
416240	FORD	Explorer	2013	1FM5K8AR6DGB59240	Police
422169	FORD	F-250	2010	1FTSX2A50AEB17169	Police
322393	FORD	F-250	2009	1FTSX20579EA51393	Parks
635802	FORD	F-450	2011	1FDOX4GT4BEA15802	Utility
973433	NATIONAL	Sunray	2011	1N9MC1417AF272433	Drainage
662553	JOHN DEERE	410J	2011	1TO410JXTBD203553	Utility
561101	JOHN DEERE	410J	2009	TO310JX179101	Streets
355165	TORO	7368	2010	310000165	Parks
355205	TORO	7368	2010	310000205	Parks

Surplus scrap metal, Utilities, Streets, Drainage, Fleet, Facilities and Parks field Ops
Surplus palletized small engine equipment (weed eaters, chain saws, blowers, quick saws, trimmers, etc.)

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

<b>AGENDA#</b> 17	<b>MEETING DATE:</b> 10/13/2020
<b>SUBJECT:</b> Consider Resolution 2020-2907 Authorizing the City Manager to Continue an Interlocal Agreement with TML Intergovernmental Risk Pool for Purposes of Providing City Liability Insurance	
<b>PREPARED BY:</b> Ken Heerman, Assistant City Manager	

**BACKGROUND:**

The City currently obtains liability insurance coverage through TML Intergovernmental Risk Pool, through an interlocal agreement.

**IDENTIFIED NEED/S:**

Presented for approval is the renewal amount for FY 2021 to continue coverage. Coverage obtained is for general liability, automobile, mobile equipment, law enforcement, public officials (errors and omissions) employee dishonestly, and sewer backup.

**OPTIONS & RESULTS:**

The renewal premium for FY 2021 from TML totals \$170,605 (inclusive of 2% pre-pay discount). This premium is an increase from last year's premium of \$168,734.

<b>TML Liability Insurance Premium</b>			
		2020	2021
	Coverage	Premium	Premium
<b>Liability</b>	General Liability	13,141	12,669
	Law Enforcement Liability	14,176	15,110
	Errors & Omissions Liability	20,186	20,055
	Automobile Liability	27,897	27,587
	Supplemental Sewage Backup	4,878	4,878
	<b>Total Liability Ins Premium</b>	<b>80,278</b>	<b>80,299</b>
<b>Property</b>	Automobile Physical Damage	32,346	32,918
	Real & Personal Property	45,444	46,686
	Mobile Equipment	9,438	9,473
	Public Employee Dishonesty	1,229	1,229
	<b>Subtotal - Property</b>	<b>88,457</b>	<b>90,306</b>
	<b>Total Premium</b>	<b>168,734</b>	<b>170,605</b>

Overall, TML rates for FY 2021 reflected an increase of 1.1%. The total liability premium increased .02% over FY 2019, while property coverage reflected a 2% increase.

In general, the insurance premium increased due to the following factors:

- General liability – across the state, a general city average for a liability modifier is .70. The modifier for Highland Village decreased for this year to .74 from .77 last year. This mitigated the increase in liability premium. The modifier reflects overall exposure, looking at the lower of the ratio of liability claims over the last three or four years. Recent experience of an ongoing lawsuit and a higher number of vehicle accidents has contributed to the increased modifier.
- Real / Personal Property, as well as Auto Physical Damage, reflect an overall TML increase. Auto has experienced on average, 4% per year increase over the past few years, however only reflecting a minor increase for FY 2021.

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

This was a budgeted item in the FY 2021 Budget.

### **RECOMMENDATION:**

Council to approve Resolution No. 2020-2907.

**CITY OF HIGHLAND VILLAGE, TEXAS**

**RESOLUTION NO. 2020-2907**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HIGHLAND VILLAGE, TEXAS, AUTHORIZING THE CITY MANAGER TO CONTINUE AN INTERLOCAL AGREEMENT WITH TML INTERGOVERNMENTAL RISK POOL FOR PURPOSES OF PROVIDING CITY LIABILITY INSURANCE; AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, the City of Highland Village currently obtains liability insurance coverage through TML Intergovernmental Risk Pool, through an interlocal agreement; and

**WHEREAS**, the City of Highland Village has contracted with TML Intergovernmental Risk Pool since 2003, resulting in a high level of service received by the City, as well as substantial savings in insurance premiums; and

**WHEREAS**, City Administration recommends a continuation of the interlocal agreement providing liability insurance to the City for Fiscal Year 2020-2021; and

**WHEREAS**, the City Council of the City of Highland Village finds it to be in the public interest to concur in the above recommendation;

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

**Section 1.** The City Manager is hereby authorized to execute the necessary contract documents establishing an interlocal agreement with TML Intergovernmental Risk Pool to provide liability insurance for the City and to take such additional action as may be reasonable and necessary to comply with the intent of this Resolution.

**Section 2.** This Resolution shall be effective immediately upon its approval.

**PASSED AND APPROVED BY THE CITY COUNCIL OF THE CITY OF HIGHLAND VILLAGE, TEXAS, ON THIS 13<sup>th</sup> DAY OF OCTOBER 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:9/24/2020:118176)

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

**AGENDA# 18**

**MEETING DATE: 10/13/2020**

**SUBJECT: Receive Budget Reports for Period Ending August 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 August represents the eleventh report in the Fiscal Year.

**IDENTIFIED NEED/S:**

N/A

**OPTIONS & RESULTS:**

N/A

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

N/A

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

N/A

**RECOMMENDATION:**

Council to receive the budget reports for the period ending August 31, 2020.

# General Fund Summary

## FY 2019/2020 Budget

**YEAR TO DATE AUGUST**

<b>Percent of Budget Year Transpired</b>	<b>91.7%</b>
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Revenues	Original Budget	Revised Budget (Includes Budget Amendments)	Year to Date	Variance	% Received
Property Tax	\$ 11,277,706	\$ 11,277,706	\$ 11,240,927	\$ (36,779)	100%
Sales Tax	2,818,962	2,818,962	2,175,859	(643,104)	77%
Franchise Fees	1,662,980	1,662,980	1,054,810	(608,170)	63%
Licensing & Permits	410,474	410,474	292,504	(117,970)	71%
Park/Recreation Fees	248,144	248,144	99,913	(148,231)	40%
Public Safety Fees	39,100	39,100	23,163	(15,937)	59%
Rents	140,369	140,369	148,887	8,518	106%
Municipal Court	111,180	111,180	88,338	(22,842)	79%
Public Safety Charges for Svc	525,545	525,545	509,118	(16,427)	97%
Interest Income	160,000	160,000	131,131	(28,869)	82%
Miscellaneous	140,550	140,550	1,384,272	1,243,722	985%
<b>Total Revenues</b>	<b>\$ 17,535,010</b>	<b>\$ 17,535,010</b>	<b>\$ 17,148,923</b>	<b>\$ (386,087)</b>	<b>98%</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>\$ 17,148,923</b>	<b>\$ (920,087)</b>	

Expenditures	Original Budget	Revised Budget	Year to Date	Variance	% Used
City Manager Office	\$ 720,422	\$ 720,422	\$ 594,279	\$ 126,142	82%
Finance (includes Mun. Court)	1,720,240	1,720,240	1,583,559	136,682	92%
Human Resources	567,051	567,051	406,145	160,906	72%
City Secretary Office	405,932	405,932	250,299	155,633	62%
Information Services	1,166,155	1,166,155	879,983	286,172	75%
Police	5,125,210	5,125,210	4,424,201	701,009	86%
Fire	3,109,185	3,109,185	2,762,089	347,096	89%
Community Services	393,139	393,139	440,498	(47,358)	112%
Streets/Drainage	1,775,758	1,775,758	1,048,646	727,113	59%
Maintenance	1,071,928	1,071,928	868,321	203,607	81%
Parks	2,079,297	2,079,297	2,222,274	(142,977)	107%
Recreation	581,297	581,297	299,060	282,237	51%
<b>Total Expenditures</b>	<b>\$ 18,715,616</b>	<b>\$ 18,715,616</b>	<b>\$ 15,779,353</b>	<b>\$ 2,936,263</b>	<b>84%</b>

Capital Summary	(Included in totals above - summary information only)				
Equipment Replacement	\$ 447,686	\$ 447,686	\$ 560,577	\$ (112,891)	125%

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>\$ 15,779,353</b>	<b>\$ 3,072,263</b>	

Fund Balance	Original Budget	Revised Budget	Year to Date
Beginning Fund Balance	5,981,920	6,655,345	6,655,345
+ Net Increase (Decrease)	(782,606)	(782,606)	1,369,570
Ending Fund Balance	\$ 5,199,314	\$ 5,872,739	\$ 8,024,915

Audited FY19

Fund Balance Detail	Original Budget	Revised Budget	Year to Date
Reserve Fund Balance (15% of Total Expenditures)	\$ 2,807,342	\$ 2,807,342	\$ 2,366,903
Restricted	11,500	11,500	11,500
Unassigned	2,380,472	3,053,897	5,646,512
<b>Total Fund Balance</b>	<b>\$ 5,199,314</b>	<b>\$ 5,872,739</b>	<b>\$ 8,024,915</b>

# General Fund Expenditure Summary

## FY 2019/2020 Budget

**YEAR TO DATE AUGUST**

<i>Percent of Budget Year Transpired</i>	<b>91.7%</b>
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- - - Summary - - -					
	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 13,153,231	\$ 13,153,231	\$ 11,739,933	\$ 1,413,298	89%
Services / Supplies	5,114,699	5,114,699	3,478,843	1,635,856	68%
Capital	447,686	447,686	560,577	(112,891)	125%
	\$ 18,715,616	\$ 18,715,616	\$ 15,779,353	\$ 2,936,263	84%

- - - Detail - - -					
Category	Original Budget	Revised Budget	Year to Date	Variance	% Used
<b>Personnel</b>					
<i>Salaries / Wages</i>	\$ 9,337,750	\$ 9,337,750	\$ 8,336,010	\$ 1,001,739	89%
<i>Employee Benefits</i>	3,815,482	3,815,482	3,403,923	411,559	89%
<i>Total Personnel</i>	\$ 13,153,231	\$ 13,153,231	\$ 11,739,933	\$ 1,413,298	89%

Services / Supplies					
<i>Professional Services</i>	\$ 1,720,354	\$ 1,720,354	\$ 1,319,481	\$ 400,873	77%
<i>Employee Development</i>	380,171	380,171	235,350	144,821	62%
<i>Office Supplies / Equipment</i>	1,281,155	1,281,155	1,014,958	266,197	79%
<i>Utilities</i>	315,408	315,408	253,465	61,943	80%
<i>Other</i>	1,417,611	1,417,611	655,588	762,023	46%
<i>Total Services / Supplies</i>	\$ 5,114,699	\$ 5,114,699	\$ 3,478,843	\$ 1,635,856	68%

Capital					
<i>Equipment / Vehicles</i>	\$ 447,686	\$ 447,686	\$ 560,577	\$ (112,891)	125%
<i>Total Capital</i>	\$ 447,686	\$ 447,686	\$ 560,577	\$ (112,891)	125%

<i>Total General Fund Expenditure Summary</i>	\$ 18,715,616	\$ 18,715,616	\$ 15,779,353	\$ 2,936,263	84%
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# General Fund Revenue

## FY 2019/2020 Budget

**YEAR TO DATE AUGUST**

*Percent of Budget Year Transpired*

**91.7%**

Revenues	Original Budget	Revised Budget	Year to Date	Variance	% Received
Property Tax	\$ 11,277,706	\$ 11,277,706	\$ 11,240,927	\$ (36,779)	100%
Sales Tax	2,818,962	2,818,962	2,175,859	(643,104)	77%
Franchise Fees	1,662,980	1,662,980	1,054,810	(608,170)	63%
Licensing & Permits	410,474	410,474	292,504	(117,970)	71%
Park/Recreation Fees	248,144	248,144	99,913	(148,231)	40%
Public Safety Fees	39,100	39,100	23,163	(15,937)	59%
Rents	140,369	140,369	148,887	8,518	106%
Municipal Court	111,180	111,180	88,338	(22,842)	79%
Public Safety Charges for Svc	525,545	525,545	509,118	(16,427)	97%
Interest Income	160,000	160,000	131,131	(28,869)	82%
Miscellaneous	140,550	140,550	1,384,272	1,243,722	985%
<b>Total Revenues</b>	<b>\$ 17,535,010</b>	<b>\$ 17,535,010</b>	<b>\$ 17,148,923</b>	<b>\$ (386,087)</b>	<b>98%</b>

# City Manager Office FY 2019/2020 Budget

**YEAR TO DATE AUGUST**

<i>Percent of Budget Year Transpired</i>	<b>91.7%</b>
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- - - Summary - - -					
	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 442,431	\$ 442,431	\$ 409,825	\$ 32,606	93%
Services / Supplies	277,991	277,991	175,554	102,437	63%
Capital	-	-	8,900	(8,900)	0%
	<u>\$ 720,422</u>	<u>\$ 720,422</u>	<u>\$ 594,279</u>	<u>\$ 126,142</u>	<u>82%</u>

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

Personnel					
<i>Salaries / Wages</i>	\$ 337,151	\$ 337,151	\$ 327,009	\$ 10,142	97%
<i>Employee Benefits</i>	105,280	105,280	82,816	22,464	79%
<b>Total Personnel</b>	<u>\$ 442,431</u>	<u>\$ 442,431</u>	<u>\$ 409,825</u>	<u>\$ 32,606</u>	<u>93%</u>

Services / Supplies					
<i>Professional Services (City-wide legal - \$130,260)</i>	\$ 140,260	\$ 140,260	\$ 110,748	\$ 29,512	79%
<i>Employee Development</i>	17,390	17,390	14,977	2,413	86%
<i>Supplies / Equipment</i>	10,053	10,053	2,430	7,623	24%
<i>Utilities</i>	-	-	-	-	0%
<i>Other (Contingency)</i>	110,288	110,288	47,399	62,889	43%
<b>Total Services / Supplies</b>	<u>\$ 277,991</u>	<u>\$ 277,991</u>	<u>\$ 175,554</u>	<u>\$ 102,437</u>	<u>63%</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>\$ 594,279</u>	<u>\$ 126,142</u>	<u>82%</u>
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# Finance Department FY 2019/2020 Budget

**YEAR TO DATE AUGUST**

<b>Percent of Budget Year Transpired</b>	<b>91.7%</b>
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- - - Summary - - -					
	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 1,049,709	\$ 1,049,709	\$ 996,344	\$ 53,365	95%
Services / Supplies	670,532	670,532	587,215	83,316	88%
Capital	-	-	-	-	0%
	\$ 1,720,240	\$ 1,720,240	\$ 1,583,559	\$ 136,682	92%

- - - Detail - - -					
Category	Original Budget	Revised Budget	Year to Date	Variance	% Used
<b>Personnel</b>					
<i>Salaries / Wages</i>	\$ 746,624	\$ 746,624	\$ 721,913	\$ 24,711	97%
<i>Employee Benefits</i>	303,085	303,085	274,430	28,654	91%
<b>Total Personnel</b>	\$ 1,049,709	\$ 1,049,709	\$ 996,344	\$ 53,365	95%

Services / Supplies					
<i>Professional Services</i> <i>(City-wide liability insurance - \$126,376 / DCAD - \$82,508)</i>	\$ 605,590	\$ 605,590	\$ 541,231	\$ 64,359	89%
<i>Employee Development</i>	24,316	24,316	18,312	6,004	75%
<i>Supplies / Equipment</i>	8,726	8,726	10,098	(1,372)	116%
<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	\$ 587,215	\$ 83,316	88%

Capital					
<i>Equipment / Vehicles</i>	-	-	-	-	0%
<b>Total Capital</b>	\$ -	\$ -	\$ -	\$ -	0%
<b>Total Finance Department</b>	\$ 1,720,240	\$ 1,720,240	\$ 1,583,559	\$ 136,682	92%

# Human Resources FY 2019/2020 Budget

**YEAR TO DATE AUGUST**

<i>Percent of Budget Year Transpired</i>	<b>91.7%</b>
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- - - Summary - - -					
	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 438,209	\$ 438,209	\$ 330,706	\$ 107,503	75%
Services / Supplies	128,842	128,842	75,439	53,403	59%
Capital	-	-	-	-	0%
	\$ 567,051	\$ 567,051	\$ 406,145	\$ 160,906	72%

- - - Detail - - -					
Category	Original Budget	Revised Budget	Year to Date	Variance	% Used
<b>Personnel</b>					
<i>Salaries / Wages</i>	\$ 313,783	\$ 313,783	\$ 217,978	\$ 95,805	69%
<i>Employee Benefits</i>	124,426	124,426	112,727	11,698	91%
<i>Total Personnel</i>	\$ 438,209	\$ 438,209	\$ 330,706	\$ 107,503	75%

Services / Supplies					
<i>Professional Services</i>	\$ 49,110	\$ 49,110	\$ 22,826	\$ 26,284	46%
<i>Employee Development</i>	71,932	71,932	50,793	21,139	71%
<i>Supplies / Equipment</i>	975	975	743	232	76%
<i>Utilities</i>	-	-	-	-	0%
<i>Other (Safety Programs)</i>	6,825	6,825	1,078	5,747	16%
<i>Total Services / Supplies</i>	\$ 128,842	\$ 128,842	\$ 75,439	\$ 53,403	59%

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

<b>Total Human Resources</b>	\$ 567,051	\$ 567,051	\$ 406,145	\$ 160,906	72%
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# City Secretary Office FY 2019/2020 Budget

**YEAR TO DATE AUGUST**

<i>Percent of Budget Year Transpired</i>	<b>91.7%</b>
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- - - Summary - - -					
	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 225,749	\$ 225,749	\$ 155,675	\$ 70,074	69%
Services / Supplies	180,183	180,183	94,624	85,559	53%
Capital	-	-	-	-	-
	<u>\$ 405,932</u>	<u>\$ 405,932</u>	<u>\$ 250,299</u>	<u>\$ 155,633</u>	<u>62%</u>

- - - Detail - - -					
Category	Original Budget	Revised Budget	Year to Date	Variance	% Used
<b>Personnel</b>					
<i>Salaries / Wages</i>	\$ 172,931	\$ 172,931	\$ 124,527	\$ 48,404	72%
<i>Employee Benefits</i>	52,818	52,818	31,148	21,670	59%
<b>Total Personnel</b>	<u>\$ 225,749</u>	<u>\$ 225,749</u>	<u>\$ 155,675</u>	<u>\$ 70,074</u>	<u>69%</u>

Services / Supplies					
<i>Professional Services</i>	\$ 52,575	\$ 52,575	\$ 15,109	\$ 37,466	29%
<i>Employee Development</i> <i>(City Council related \$49,441)</i>	65,978	65,978	23,356	42,622	35%
<i>Supplies / Equipment</i>	16,030	16,030	10,559	5,471	66%
<i>Utilities</i>	-	-	-	-	0%
<i>Other (Outside Services)</i>	45,600	45,600	45,600	-	100%
<b>Total Services / Supplies</b>	<u>\$ 180,183</u>	<u>\$ 180,183</u>	<u>\$ 94,624</u>	<u>\$ 85,559</u>	<u>53%</u>

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

<b>Total City Secretary Office</b>	<u>\$ 405,932</u>	<u>\$ 405,932</u>	<u>\$ 250,299</u>	<u>\$ 155,633</u>	<u>62%</u>
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# Information Services FY 2019/2020 Budget

**YEAR TO DATE AUGUST**

<i>Percent of Budget Year Transpired</i>	<b>91.7%</b>
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- - - Summary - - -					
	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 700,542	\$ 700,542	\$ 638,451	\$ 62,091	91%
Services / Supplies	465,613	465,613	241,532	224,081	52%
Capital	-	-	-	-	0%
	\$ 1,166,155	\$ 1,166,155	\$ 879,983	\$ 286,172	75%

- - - Detail - - -					
Category	Original Budget	Revised Budget	Year to Date	Variance	% Used
<b>Personnel</b>					
<b>Salaries / Wages</b>	\$ 531,053	\$ 531,053	\$ 480,602	\$ 50,451	90%
<b>Employee Benefits</b>	169,489	169,489	157,848	11,640	93%
<b>Total Personnel</b>	\$ 700,542	\$ 700,542	\$ 638,451	\$ 62,091	91%

Services / Supplies					
<b>Professional Services</b> <i>(Maintenance Contracts \$198,840)</i>	\$ 249,040	\$ 249,040	\$ 104,852	\$ 144,188	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	14,433	5,875	71%
<b>Other (Data Processing)</b>	162,000	162,000	105,100	56,900	65%
<b>Total Services / Supplies</b>	\$ 465,613	\$ 465,613	\$ 241,532	\$ 224,081	52%

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	\$ 879,983	\$ 286,172	75%
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# Police Department FY 2019/2020 Budget

**YEAR TO DATE AUGUST**

<i>Percent of Budget Year Transpired</i>	<b>91.7%</b>
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- - - Summary - - -					
	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 4,649,528	<b>\$ 4,649,528</b>	<b>\$ 4,071,594</b>	\$ 577,934	88%
Services / Supplies	405,082	<b>405,082</b>	<b>305,396</b>	99,686	75%
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>\$ 4,424,201</b>	<b>\$ 701,009</b>	<b>86%</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>\$ 2,967,111</b>	\$ 435,479	87%
<i>Employee Benefits</i>	<u>1,246,939</u>	<u><b>1,246,939</b></u>	<u><b>1,104,484</b></u>	<u>142,455</u>	<u>89%</u>
<b>Total Personnel</b>	<b>\$ 4,649,528</b>	<b>\$ 4,649,528</b>	<b>\$ 4,071,594</b>	<b>\$ 577,934</b>	<b>88%</b>

Services / Supplies					
<i>Professional Services</i>	\$ 143,212	<b>\$ 143,212</b>	<b>\$ 116,875</b>	\$ 26,337	82%
<i>Employee Development</i>	45,339	<b>45,339</b>	<b>30,443</b>	14,896	67%
<i>Supplies / Equipment</i>	148,243	<b>148,243</b>	<b>105,873</b>	42,370	71%
<i>Utilities</i>	-	-	-	-	0%
<i>Other (Animal Care - \$52,028)</i>	<u>68,288</u>	<u><b>68,288</b></u>	<u><b>52,205</b></u>	<u>\$ 16,083</u>	<u>76%</u>
<b>Total Services / Supplies</b>	<b>\$ 405,082</b>	<b>\$ 405,082</b>	<b>\$ 305,396</b>	<b>\$ 99,686</b>	<b>75%</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>\$ 4,424,201</b>	<b>\$ 701,009</b>	<b>86%</b>
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# Fire Department FY 2019/2020 Budget

**YEAR TO DATE AUGUST**

<i>Percent of Budget Year Transpired</i>	<b>91.7%</b>
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- - - Summary - - -					
	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 2,592,217	\$ 2,592,217	\$ 2,418,564	\$ 173,653	93%
Services / Supplies	352,882	352,882	308,133	44,749	87%
Capital	<u>164,086</u>	<u>164,086</u>	<u>35,393</u>	<u>128,693</u>	<u>22%</u>
	\$ 3,109,185	\$ 3,109,185	\$ 2,762,089	\$ 347,096	89%

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

Personnel					
<i>Salaries / Wages</i>	\$ 1,765,490	\$ 1,765,490	\$ 1,670,154	\$ 95,336	95%
<i>Employee Benefits</i>	<u>826,728</u>	<u>826,728</u>	<u>748,410</u>	78,318	91%
<i>Total Personnel</i>	\$ 2,592,217	\$ 2,592,217	\$ 2,418,564	\$ 173,653	93%

Services / Supplies					
<i>Professional Services</i>	\$ 83,890	\$ 83,890	\$ 69,706	\$ 14,184	83%
<i>Employee Development</i> <i>(Training - \$50,450)</i>	66,097	66,097	53,193	12,904	80%
<i>Supplies / Equipment</i>	157,845	157,845	142,201	15,644	90%
<i>Utilities</i>	1,800	1,800	1,712	88	95%
<i>Other</i> <i>(Safety Programs)</i>	<u>43,250</u>	<u>43,250</u>	<u>41,321</u>	<u>1,929</u>	<u>96%</u>
<i>Total Services / Supplies</i>	\$ 352,882	\$ 352,882	\$ 308,133	\$ 44,749	87%

Capital					
<i>Equipment / Vehicles</i>	164,086	164,086	35,393	128,693	22%
<i>Total Capital</i>	\$ 164,086	\$ 164,086	\$ 35,393	\$ 128,693	22%

<i>Total Fire Department</i>	\$ 3,109,185	\$ 3,109,185	\$ 2,762,089	\$ 347,096	89%
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# Community Services FY 2019/2020 Budget

**YEAR TO DATE AUGUST**

<i>Percent of Budget Year Transpired</i>	<b>91.7%</b>
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- - - Summary - - -					
	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 373,051	\$ 373,051	\$ 430,369	\$ (57,318)	115%
Services / Supplies	20,088	20,088	10,129	9,959	50%
Capital	-	-	-	-	0%
	\$ 393,139	\$ 393,139	\$ 440,498	\$ (47,358)	112%

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

Personnel					
<i>Salaries / Wages</i>	\$ 272,956	\$ 272,956	\$ 285,271	\$ (12,315)	105%
<i>Employee Benefits</i>	100,096	100,096	145,098	(45,003)	145%
<i>Total Personnel</i>	\$ 373,051	\$ 373,051	\$ 430,369	\$ (57,318)	115%

Services / Supplies					
<i>Professional Services</i>	\$ 7,200	\$ 7,200	\$ 2,719	4,481	38%
<i>Employee Development</i>	6,270	6,270	3,003	3,267	48%
<i>Supplies / Equipment</i>	6,618	6,618	4,407	2,211	67%
<i>Utilities</i>	-	-	-	-	0%
<i>Other</i>	-	-	-	-	0%
<i>Total Services / Supplies</i>	\$ 20,088	\$ 20,088	\$ 10,129	\$ 9,959	50%

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

<i>Total Building Operations</i>	\$ 393,139	\$ 393,139	\$ 440,498	\$ (47,358)	112%
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# Streets Division FY 2019/2020 Budget

**YEAR TO DATE AUGUST**

<i>Percent of Budget Year Transpired</i>	<b>91.7%</b>
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- - - Summary - - -					
	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 838,743	\$ 838,743	\$ 638,432	\$ 200,312	76%
Services / Supplies	842,015	842,015	376,954	465,061	45%
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>\$ 1,048,646</b>	<b>\$ 727,113</b>	<b>59%</b>

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

Personnel					
<i>Salaries / Wages</i>	\$ 555,221	\$ 555,221	\$ 443,060	\$ 112,161	80%
<i>Employee Benefits</i>	<u>283,522</u>	<u>283,522</u>	<u>195,372</u>	<u>88,150</u>	<u>69%</u>
<b>Total Personnel</b>	<b>\$ 838,743</b>	<b>\$ 838,743</b>	<b>\$ 638,432</b>	<b>\$ 200,312</b>	<b>76%</b>

Services / Supplies					
<i>Professional Services</i>	\$ 93,771	\$ 93,771	\$ 61,489	\$ 32,282	66%
<i>Employee Development</i>	10,719	10,719	6,148	4,571	57%
<i>Supplies / Equipment</i>	46,975	46,975	38,803	8,172	83%
<i>Utilities (Streetlights)</i>	90,000	90,000	77,031	12,969	86%
<i>Other (Street Maintenance)</i>	<u>600,550</u>	<u>600,550</u>	<u>193,484</u>	<u>407,066</u>	<u>32%</u>
<b>Total Services / Supplies</b>	<b>\$ 842,015</b>	<b>\$ 842,015</b>	<b>\$ 376,954</b>	<b>\$ 465,061</b>	<b>45%</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>\$ 1,048,646</b>	<b>\$ 727,113</b>	<b>59%</b>
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# Maintenance Division FY 2019/2020 Budget

**YEAR TO DATE AUGUST**

<i>Percent of Budget Year Transpired</i>	<b>91.7%</b>
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- - - Summary - - -					
	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 363,488	\$ 363,488	\$ 323,044	\$ 40,445	89%
Services / Supplies	678,440	678,440	518,597	159,843	76%
Capital	30,000	30,000	26,680	3,320	89%
	\$ 1,071,928	\$ 1,071,928	\$ 868,321	\$ 203,607	81%

- - - Detail - - -					
Category	Original Budget	Revised Budget	Year to Date	Variance	% Used
<b>Personnel</b>					
<i>Salaries / Wages</i>	\$ 252,775	\$ 252,775	\$ 225,880	\$ 26,895	89%
<i>Employee Benefits</i>	110,713	110,713	97,164	13,549	88%
<b>Total Personnel</b>	\$ 363,488	\$ 363,488	\$ 323,044	\$ 40,445	89%

<b>Services / Supplies</b>					
	Original Budget	Revised Budget	Year to Date	Variance	% Used
<i>Professional Services</i>	\$ 69,148	\$ 69,148	\$ 54,558	\$ 14,590	79%
<i>Employee Development</i>	4,480	4,480	852	3,628	19%
<i>Supplies / Equipment</i> <i>(Fuel - \$174,577, Parts / Repairs - \$120,500, Building - \$189,100)</i>	534,712	534,712	405,670	129,042	76%
<i>Utilities</i>	70,000	70,000	57,518	12,482	82%
<i>Other</i>	100	100	-	\$ 100	0%
<b>Total Services / Supplies</b>	\$ 678,440	\$ 678,440	\$ 518,597	\$ 159,843	76%

<b>Capital</b>					
	Original Budget	Revised Budget	Year to Date	Variance	% Used
<i>Equipment / Vehicles</i>	30,000	30,000	26,680	3,320	0%
<b>Total Capital</b>	\$ 30,000	\$ 30,000	\$ 26,680	\$ 3,320	0%

<b>Total Maintenance</b>	\$ 1,071,928	\$ 1,071,928	\$ 868,321	\$ 203,607	81%
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# Parks Division FY 2019/2020 Budget

**YEAR TO DATE AUGUST**

<i>Percent of Budget Year Transpired</i>	<b>91.7%</b>
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- - - Summary - - -					
	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 1,257,424	<b>\$ 1,257,424</b>	<b>\$ 1,181,043</b>	\$ 76,381	94%
Services / Supplies	733,873	<b>733,873</b>	<b>632,097</b>	101,776	86%
Capital	<u>88,000</u>	<u><b>88,000</b></u>	<u><b>409,134</b></u>	<u>(321,134)</u>	<u>465%</u>
	<b>\$ 2,079,297</b>	<b>\$ 2,079,297</b>	<b>\$ 2,222,274</b>	<b>\$ (142,977)</b>	<b>107%</b>

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

Personnel					
<i>Salaries / Wages</i>	\$ 810,830	<b>\$ 810,830</b>	<b>\$ 754,809</b>	\$ 56,021	93%
<i>Employee Benefits</i>	<u>446,594</u>	<u><b>446,594</b></u>	<u><b>426,234</b></u>	<u>20,360</u>	<u>95%</u>
<b>Total Personnel</b>	<b>\$ 1,257,424</b>	<b>\$ 1,257,424</b>	<b>\$ 1,181,043</b>	<b>\$ 76,381</b>	<b>94%</b>

Services / Supplies					
<i>Professional Services (ROW Contract Mowing - \$108,000)</i>	\$ 226,558	<b>\$ 226,558</b>	<b>\$ 219,369</b>	\$ 7,189	97%
<i>Employee Development</i>	25,420	<b>25,420</b>	<b>17,877</b>	7,543	70%
<i>Supplies / Equipment</i>	347,645	<b>347,645</b>	<b>290,475</b>	57,170	84%
<i>Utilities</i>	133,300	<b>133,300</b>	<b>102,772</b>	30,528	77%
<i>Other</i>	<u>950</u>	<u><b>950</b></u>	<u><b>1,604</b></u>	<u>(654)</u>	<u>169%</u>
<b>Total Services / Supplies</b>	<b>\$ 733,873</b>	<b>\$ 733,873</b>	<b>\$ 632,097</b>	<b>\$ 101,776</b>	<b>86%</b>

Capital					
<i>Equipment / Vehicles</i>	88,000	<b>88,000</b>	<b>409,134</b>	(321,134)	465%
<b>Total Capital</b>	<b>88,000</b>	<b>88,000</b>	<b>409,134</b>	<b>(321,134)</b>	<b>465%</b>

<b>Total Parks</b>	<b>\$ 2,079,297</b>	<b>\$ 2,079,297</b>	<b>\$ 2,222,274</b>	<b>\$ (142,977)</b>	<b>107%</b>
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# Recreation Division FY 2019/2020 Budget

**YEAR TO DATE AUGUST**

<i>Percent of Budget Year Transpired</i>	<b>91.7%</b>
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- - - Summary - - -					
	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 222,139	\$ 222,139	\$ 145,887	\$ 76,252	66%
Services / Supplies	359,158	359,158	153,173	205,985	43%
Capital	-	-	-	-	0%
	\$ 581,297	\$ 581,297	\$ 299,060	\$ 282,237	51%

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

Personnel					
<i>Salaries / Wages</i>	\$ 176,346	\$ 176,346	\$ 117,695	\$ 58,651	67%
<i>Employee Benefits</i>	45,793	45,793	28,192	17,601	62%
<b>Total Personnel</b>	\$ 222,139	\$ 222,139	\$ 145,887	\$ 76,252	66%

Services / Supplies					
<i>Professional Services</i>		\$ -	\$ -	\$ -	0%
<i>Employee Development</i>	10,525	10,525	2,545	7,980	24%
<i>Supplies / Equipment</i>	773	773	405	368	52%
<i>Utilities</i>	-	-	-	-	0%
<i>Other (Recreation Programs )</i>	347,860	347,860	150,222	197,638	43%
<b>Total Services / Supplies</b>	\$ 359,158	\$ 359,158	\$ 153,173	\$ 205,985	43%

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

<b>Total Recreation</b>	\$ 581,297	\$ 581,297	\$ 299,060	\$ 282,237	51%
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# Equipment Replacement / Capital Schedule FY 2019/2020 Budget

**YEAR TO DATE AUGUST**

<i>Percent of Budget Year Transpired</i>	<b>91.7%</b>
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Expenditures	Original Budget	Revised Budget	Year to Date	Variance	% Used
City Manager Office Capital Outlay	-	-	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	35,393	128,693	22%
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	\$ 560,577	\$ (112,891)	125%

# Utility Fund Revenues

## FY 2019/2020 Budget

**YEAR TO DATE AUGUST**

<b>Percent of Budget Year Transpired</b>	<b>91.7%</b>
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Fees	Original Budget	Revised Budget	Year to Date	Variance	% Received
<i>Electronic Payment</i>	\$ (182,000)	\$ (182,000)	\$ (157,245)	\$ (24,755)	86%
<i>Charges / Penalties</i>	102,000	102,000	71,316	30,684	70%
<b>Total Fees</b>	<b>\$ (80,000)</b>	<b>\$ (80,000)</b>	<b>\$ (85,929)</b>	<b>\$ 5,929</b>	<b>107%</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	\$ 4,442,053	\$ 1,231,474	78%
<i>Sewer Sales</i>	4,467,014	4,467,014	3,712,931	754,083	83%
<i>Inspection Fees</i>	4,500	4,500	3,030	1,470	67%
<b>Total Charges for Service</b>	<b>\$ 10,145,041</b>	<b>\$ 10,145,041</b>	<b>\$ 8,158,014</b>	<b>\$ 1,987,027</b>	<b>80%</b>

### Interest

<i>Interest (Operations)</i>	\$ 48,000	\$ 48,000	\$ 29,029	\$ 18,971	60%
<i>Interest (Capital Projects)</i>	55,224	55,224	30,790	24,434	56%
<b>Total Interest</b>	<b>\$ 103,224</b>	<b>\$ 103,224</b>	<b>\$ 59,819</b>	<b>\$ 43,405</b>	<b>58%</b>

### Impact Fees

<i>Impact Fees</i>	\$ 229,816	\$ 229,816	\$ 144,875	\$ 84,941	63%
<b>Total Impact Fees</b>	<b>\$ 229,816</b>	<b>\$ 229,816</b>	<b>\$ 144,875</b>	<b>\$ 84,941</b>	<b>63%</b>

### Miscellaneous Income

<i>Miscellaneous Income</i>	\$ 5,000	\$ 5,000	\$ 8,348	\$ (3,348)	167%
<b>Total Miscellaneous Income</b>	<b>\$ 5,000</b>	<b>\$ 5,000</b>	<b>\$ 8,348</b>	<b>\$ (3,348)</b>	<b>167%</b>

<b>Total Utility Fund Revenues</b>	<b>\$ 10,403,081</b>	<b>\$ 10,403,081</b>	<b>\$ 8,287,577</b>	<b>\$ 2,115,504</b>	<b>80%</b>
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# Utility Division FY 2019/2020 Budget

YEAR TO DATE AUGUST

Percent of Budget Year Transpired	91.7%
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## --- Summary - Operations ---

	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 1,807,915	\$ 1,807,915	\$ 1,529,074	\$ 278,841	85%
Services / Supplies	6,525,798	6,525,798	5,538,711	987,087	85%
Capital	335,000	335,000	390,400	(55,400)	117%
<b>Total Utility Division</b>	<b>\$ 8,668,713</b>	<b>\$ 8,668,713</b>	<b>\$ 7,458,185</b>	<b>\$ 1,210,529</b>	<b>86%</b>

## --- Detail - Operations ---

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

<i>Salaries / Wages</i>	\$ 1,197,744	\$ 1,197,744	\$ 1,021,910	\$ 175,835	85%
<i>Employee Benefits</i>	610,171	610,171	507,164	103,007	83%
<b>Total Personnel</b>	<b>\$ 1,807,915</b>	<b>\$ 1,807,915</b>	<b>\$ 1,529,074</b>	<b>\$ 278,841</b>	<b>85%</b>

### Services / Supplies

<i>Professional Services</i>	\$ 256,173	\$ 256,173	\$ 234,743	\$ 21,430	92%
<i>Employee Development</i>	58,957	58,957	37,535	21,422	64%
<i>Supplies / Equipment</i>	77,359	77,359	57,724	19,635	75%
<i>Utilities</i>	404,380	404,380	364,871	39,509	90%
<i>Other (Well Lot Maintenance)</i>	1,251,719	1,251,719	828,720	422,999	66%
<b>Sub-Total - Operations Services / Supplies</b>	<b>\$ 2,048,588</b>	<b>\$ 2,048,588</b>	<b>\$ 1,523,593</b>	<b>\$ 524,995</b>	<b>74%</b>

### 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	761,588	157,067	83%
<i>UTRWD - Water Demand Charges</i>	1,359,750	1,359,750	1,234,049	125,701	91%
<i>UTRWD - Sewer Effluent Volume Rate</i>	622,715	622,715	575,344	47,371	92%
<i>UTRWD - Capital Charge Joint Facilities</i>	1,337,315	1,337,315	1,225,872	111,443	92%
<i>UTRWD - HV Sewer Line to UTRWD</i>	233,670	233,670	213,162	20,508	91%
<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>\$ 4,015,118</b>	<b>\$ 462,092</b>	<b>90%</b>

### Total Services / Supplies

	\$ 6,525,798	\$ 6,525,798	\$ 5,538,711	\$ 987,087	85%
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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>	<b>\$ (55,400)</b>	<b>117%</b>

<b>Total Utility Division - Operations</b>	<b>\$ 8,668,713</b>	<b>\$ 8,668,713</b>	<b>\$ 7,458,185</b>	<b>\$ 1,210,529</b>	<b>86%</b>
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# Utility Fund Working Capital FY 2019/2020 Budget

**YEAR TO DATE AUGUST**

<b>Percent of Budget Year Transpired</b>	<b>91.7%</b>
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Revenues	Original Budget	Revised Budget	Year to Date	Variance	% Received
<b>Water Sales</b>	\$ 5,673,527	\$ 5,673,527	\$ 4,442,053	\$ 1,231,474	78%
<b>Sewer Sales</b>	4,467,014	4,467,014	3,712,931	754,083	83%
<b>Other Fees / Charges</b>	111,500	111,500	85,144	26,356	76%
<b>Electronic Payment Credit</b>	(182,000)	(182,000)	(157,245)	(24,755)	86%
<b>Interest</b>	48,000	48,000	29,029	18,971	60%
<b>Total Revenues</b>	\$ 10,118,041	\$ 10,118,041	\$ 8,111,912	\$ 2,006,129	80%

Expenditures	Original Budget	Revised Budget	Year to Date	Variance	% Used
<b>Administration</b>	\$357,211	\$357,211	\$ 328,594	\$ 28,617	92%
<b>Operations</b>	3,499,293	3,499,293	2,724,073	775,220	78%
<b>UTRWD</b>	4,477,210	4,477,210	4,015,118	462,092	90%
<b>Debt Service</b>	1,226,414	1,226,414	1,228,382	(1,968)	100%
<b>Capital Projects</b>	-	-	-	-	0%
<b>Equipment Replace / Capital</b>	335,000	335,000	390,400	(55,400)	117%
<b>Total Expenditures</b>	\$ 9,895,127	\$ 9,895,127	\$ 8,686,567	\$ 1,208,561	88%

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

Fund Balance	Original Budget	Revised Budget	Year to Date
<b>Net Increase/Decrease</b>	(397,086)	(397,086)	(574,654)
<b>Beginning Working Capital</b>			
Operations	2,173,276	2,493,632	2,493,632
Available Impact Fees	1,017,490	1,047,080	1,047,080
<b>Total Available Working Capital</b>	\$ 3,190,766	\$ 3,540,712	\$ 3,540,712
<b>Ending Working Capital</b>			
Operations	1,776,190	2,096,546	1,918,978
Designated Capital Project	-	-	-
Available Impact Fees	1,097,306	1,126,896	1,191,955
<b>Total Available Working Capital</b>	\$ 2,873,496	\$ 3,223,442	\$ 3,110,933

<b>Impact Fees</b>			
Beginning Balance	1,017,490	1,047,080	1,047,080
+ Collections	229,816	229,816	144,875
- Applied to offset Debt Service	(150,000)	(150,000)	-
Ending Balance	1,097,306	1,126,896	1,191,955

\*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 AUGUST**

<i>Percent of Budget Year Transpired</i>	<b>91.7%</b>
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Revenues	Original Budget	Revised Budget	Year to Date	Variance	% Received
<i>Park Entry Fees</i>	\$ 408,975	\$ 408,975	\$ 518,984	\$ (110,009)	127%
<i>Annual Park Passes</i>	24,500	24,500	55,180	(30,680)	225%
<i>Concession Sales</i>	-	-	-	-	0%
<i>Interest</i>	200	200	23	177	12%
<b>Total Revenues</b>	<b>\$ 433,675</b>	<b>\$ 433,675</b>	<b>\$ 574,187</b>	<b>\$ (140,512)</b>	<b>132%</b>

Expenditures	Original Budget	Revised Budget	Year to Date	Variance	% Used
<i>Personnel</i>	\$ 189,635	\$ 189,635	\$ 196,513	\$ (6,879)	104%
<i>Services / Supplies</i>	281,218	281,218	109,997	171,221	39%
<i>Capital</i>	-	-	-	-	0%
<b>Total Expenditures</b>	<b>\$ 470,853</b>	<b>\$ 470,853</b>	<b>\$ 306,510</b>	<b>\$ 164,343</b>	<b>65%</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)	267,677
<b>Ending Fund Balance</b>	<b>\$ 148,587</b>	<b>\$ 167,060</b>	<b>\$ 471,915</b>

**Audited FY19**

# Debt Service Fund

## FY 2019/2020 Budget

**YEAR TO DATE AUGUST**

<b>Percent of Budget Year Transpired</b>	<b>91.7%</b>
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Revenues	Original Budget	Revised Budget	Year to Date	Variance	% Received
<i>Property Tax Revenues</i>	\$2,047,295	\$ 2,047,295	\$ 2,041,145	\$ 6,150	100%
<i>Interest Income</i>	8,000	8,000	4,860	3,140	61%
<b>Total Revenues</b>	<b>\$ 2,055,295</b>	<b>\$ 2,055,295</b>	<b>\$ 2,046,005</b>	<b>\$ 9,290</b>	<b>100%</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	645,483	99	100%
<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>\$ 2,848,114</b>	<b>\$ 468</b>	<b>100%</b>

Other Sources (Uses)	Original Budget	Revised Budget	Year to Date	Variance	% Received
<i>Transfers In (Out) [To 4B]</i>	808,286	808,286	808,286	\$ (0)	100%
<i>Proceeds from Refunding Debt</i>	-	-	-	-	0%
<i>Debt Issuance Cost</i>	-	-	-	-	0%
<i>Payment to Escrow Agent</i>	-	-	-	-	0%
<b>Total Financing Sources</b>	<b>\$ 808,286</b>	<b>\$ 808,286</b>	<b>\$ 808,286</b>	<b>\$ (0)</b>	<b>100%</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	6,177
<b>Ending Fund Balance</b>	<b>\$ 133,617</b>	<b>\$ 133,265</b>	<b>\$ 124,443</b>

Audited FY19

# Capital Projects Fund

## FY 2019/2020 Budget

**YEAR TO DATE AUGUST**

<b>Percent of Budget Year Transpired</b>	<b>91.7%</b>
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Revenues	Original Budget	Revised Budget	Year to Date	Variance	% Received
Grants	\$ -	\$ -	\$ -	\$ -	0%
Contributions	-	-	124,930	(124,930)	0%
Interest Income	50,000	50,000	53,507	(3,507)	107%
<b>Total Revenues</b>	<b>\$ 50,000</b>	<b>\$ 50,000</b>	<b>\$ 178,437</b>	<b>\$ (128,437)</b>	<b>357%</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	2,367,147	1,620,714	59%
2018 Bond Issue (Streets)	2,120,330	2,120,330	1,191,142	929,188	56%
2018 Bond Issue (Parks)	1,867,531	1,867,531	1,176,005	691,526	63%
<b>Total Expenditures</b>	<b>\$ 4,033,523</b>	<b>\$ 4,033,523</b>	<b>\$ 2,367,147</b>	<b>\$ 1,666,376</b>	<b>59%</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)	(2,188,710)
<i>Ending Fund Balance</i>	\$ 1,263,838	\$ 1,426,746	\$ 3,124,874

**Audited FY19**

# Drainage Utilities FY 2019/2020 Budget

**YEAR TO DATE AUGUST**

<b>Percent of Budget Year Transpired</b>	<b>91.7%</b>
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Revenues	Original Budget	Revised Budget	Year to Date	Variance	% Received
<i>Drainage Conversion Fee</i>		\$ -	\$ 5,376	\$ (5,376)	0%
<i>Drainage Fee Receipts</i>	500,000	500,000	439,930	60,070	88%
<i>Miscellaneous</i>	-	-	-	-	0%
<i>Interest</i>	4,000	4,000	1,474	2,526	37%
<b>Total Revenues</b>	\$ 504,000	\$ 504,000	\$ 446,780	\$ 57,221	89%

Expenditures	Original Budget	Revised Budget	Year to Date	Variance	% Used
<i>Personnel</i>	\$ 379,617	\$ 379,617	\$ 324,559	\$ 55,057	85%
<i>Services / Supplies</i>	138,385	138,385	122,302	16,083	88%
<i>Capital</i>	120,000	120,000	89,076	30,924	74%
<b>Total Expenditures</b>	\$ 638,002	\$ 638,002	\$ 535,937	\$ 102,064	84%

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)	(89,158)
<b>Ending Fund Balance</b>	\$ 280,956	\$ 275,876	\$ 200,720

Audited FY19

# Park Development Fee Fund FY 2019/2020 Budget

**YEAR TO DATE AUGUST**

<b>Percent of Budget Year Transpired</b>	<b>91.7%</b>
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Revenues	Original Budget	Revised Budget	Year to Date	Variance	% Received
<i>Interest</i>	\$ 500	\$ 500	\$ 720	\$ (220)	144%
<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>\$ 138,257</b>	<b>\$ (88,509)</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)	138,257
<b>Ending Fund Balance</b>	<b>\$ -</b>	<b>\$ 24,124</b>	<b>\$ 209,318</b>

Audited FY19

Ending Fund Balance Detail	Original Budget	Year to Date
<i>Community Park Fees</i>	\$ 49,248	129,237
<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>\$ 209,318</b>

# Public Safety Special Revenue Fund

## FY 2019/2020 Budget

**YEAR TO DATE AUGUST**

<b>Percent of Budget Year Transpired</b>	<b>91.7%</b>
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Revenues	Original Budget	Revised Budget	Year to Date	Variance	% Received
Revenues	\$ 25,600	\$ 25,600	\$ 40,396	\$ (14,796)	158%

Expenditures	Original Budget	Revised Budget	Year to Date	Variance	% Used
<i>Personnel</i>	\$ -	\$ -	\$ -	\$ -	0%
<i>Services / Supplies</i>	3,600	3,600	16,962	(13,362)	471%
<i>Capital</i>	-	-	-	-	0%
<b>Total Expenditures</b>	\$ 3,600	\$ 3,600	\$ 16,962	\$ (13,362)	471%

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 AUGUST**

<b>Percent of Budget Year Transpired</b>	<b>91.7%</b>
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Revenues	Original Budget	Revised Budget	Year to Date	Variance	% Received
Revenues	\$ 3,500	\$ 3,500	\$ 2,712	788	77%

Expenditures	Original Budget	Revised Budget	Year to Date	Variance	% Used
<i>Services / Supplies</i>	\$ 17,640	\$ 17,640	\$ 10,142	\$ 7,498	57%
<i>Total Expenditures</i>	\$ 17,640	\$ 17,640	\$ 10,142	\$ 7,498	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%
<i>Total Other Sources (Uses)</i>	\$ -	\$ -	\$ -	\$ -	0%

Beginning & Ending Balance	Original Budget	Revised Budget	Year to Date
<i>Beginning Fund Balance</i>	\$ 22,768	\$ 29,340	\$ 29,340
<i>+ Net Increase (Decrease)</i>	(14,140)	(14,140)	(7,430)
<i>Ending Fund Balance</i>	\$ 8,628	\$ 15,200	\$ 21,910

**Audited FY19**

# Municipal Court Building Security Fund FY 2019/2020 Budget

**YEAR TO DATE AUGUST**

<b>Percent of Budget Year Transpired</b>	<b>91.7%</b>
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Revenues	Original Budget	Revised Budget	Year to Date	Variance	% Received
<b>Revenues (Court Fines)</b>	\$ 2,700	\$ 2,700	\$ 2,536	\$ 164	94%

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

Beginning & Ending Balance	Original Budget	Revised Budget	Year to Date
<b>Beginning Fund Balance</b>	\$ 35,322	\$ 35,473	\$ 35,473
<b>+ Net Increase (Decrease)</b>	2,700	2,700	2,536
<b>Ending Fund Balance</b>	\$ 38,022	\$ 38,173	\$ 38,009

**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	1,043,980
Park Fees (Rental)	47,597	58,446	63,400	49,264
Linear Park Fees	-	-	-	-
Miscellaneous Income	-	-	-	-
Interest Income	492	720	800	631
<b>Total</b>	<b>\$ 1,316,341</b>	<b>\$ 1,364,714</b>	<b>\$ 1,412,831</b>	<b>\$ 1,093,875</b>
<b>Expenditures</b>				
<i>Personnel</i>	263,795	314,219	324,231	298,581
Services / Supplies	230,292	221,974	276,525	188,736
Reimburse GF (Support Functions)	-	28,000	28,000	-
Reimburse GF (Debt Service)	898,685	806,827	808,286	808,286
<b>Total Non-Capital Expenditures</b>	<b>\$ 1,392,772</b>	<b>\$ 1,371,020</b>	<b>\$ 1,437,042</b>	<b>\$ 1,295,604</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)	(232,120)
<b>Working Capital Balance</b>	<b>\$ 30,523</b>	<b>\$ 24,217</b>	<b>\$ 5</b>	<b>\$ (207,903)</b>

# PEG Fee Fund FY 2019/2020 Budget

**YEAR TO DATE AUGUST**

<i>Percent of Budget Year Transpired</i>	<b>91.7%</b>
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Revenues	Original Budget	Revised Budget	Year to Date	Variance	% Received
<i>PEG Fee Receipts</i>	\$ 52,000	\$ 52,000	\$ 33,962	\$ 18,038	65%
<b>Total Revenues</b>	\$ 52,000	\$ 52,000	\$ 33,962	\$ 18,038	65%

Expenditures	Original Budget	Revised Budget	Year to Date	Variance	% Used
<i>Personnel</i>	\$ -	\$ -	\$ -	\$ -	0%
<i>Services / Supplies</i>	30,695	30,695	906	29,789	3%
<i>Capital</i>	42,500	42,500	75,283	(32,783)	0%
<b>Total Expenditures</b>	\$ 73,195	\$ 73,195	\$ 76,189	\$ (2,994)	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)	(42,227)
<b>Ending Fund Balance</b>	\$ 131,635	\$ 131,684	\$ 110,652

Audited FY19

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

**AGENDA# 20**

**MEETING DATE: 10/13/2020**

**SUBJECT: Consider Resolution 2020-2908 Adopting the City's Investment Policy and Making a Record of the Council Annual Review and Any Policy Changes**

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

**BACKGROUND:**

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

**IDENTIFIED NEED/S:**

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

**OPTIONS & RESULTS:**

There are only two minor changes to the City's Investment Policy as previously adopted.

- In Section V.3. Collateralization, language was fine-tuned to provide more clarity on defining pledged investment principal. And in regard to collateral substitution, the investment company is allowed to substitute collateral, however specifying it must be with equal or greater market value and with right of refusal by the City.
- Changes made to authorized broker/dealers:
  - o Reflecting name change of FTN Financial to FHN Financial
  - o Removal of Raymond Janes
  - o Addition of SAMCO Capital

For reference, the proposed investment policy is included with the resolution.

**RECOMMENDATION:**

Council to adopt Resolution 2020-2908 and record the annual review process.

**CITY OF HIGHLAND VILLAGE, TEXAS**

**RESOLUTION NO. 2020-2908**

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

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

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

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

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

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

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

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

**PASSED AND APPROVED BY THE CITY COUNCIL OF THE CITY OF HIGHLAND VILLAGE, TEXAS, THIS THE 13<sup>th</sup> DAY OF OCTOBER 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: 9/24/2020:118177)

**RESOLUTION NO. 2020-2908**  
**Exhibit "A"**

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

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

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

- I.1 **Purpose** It is the purpose of this Policy to invest in a manner which assures the safety of principal of invested funds by maintaining sufficient liquidity, diversifying investment instruments and maturities, creating accountability and internal controls, accurately reporting portfolio status, and to include the investment process as part of the annual audit.
- I.2 **Objectives** The primary objectives of the City's investment activities, in order of importance are:
- a. **Safety:** Investments of the City shall be selected in a manner that seeks to ensure the preservation of capital. The objective will be to mitigate credit risk and interest rate risk.
    1. Credit Risk is the risk of loss due to the failure of the security issuer or backer. Credit risk may be mitigated by:
      - Limiting investments to the safest types,
      - Pre-qualifying the financial institutions, brokers/dealers, intermediaries, and advisors with which the City will do business, and
      - Diversifying the investment portfolio so that potential losses from individual issuers will be minimized.
    2. Interest rate risk is the risk that the market value of investments in the portfolio will fluctuate due to changes in general interest rates. Interest rate risk may be mitigated by:
      - Structuring the investment portfolio so that investments mature to meet cash requirements for ongoing operations, thereby avoiding the need to sell investments prior to maturity, and
      - By investing funds primarily in shorter-term investments.
  - b. **Liquidity:** The investment portfolio will remain sufficiently liquid to enable the City to meet all reasonably anticipated operating requirements. This shall be accomplished by projecting cash flow requirements and matching investment maturities with anticipated demands (static liquidity).
  - c. **Diversification and Maturity:** The City's investment portfolio shall be diversified to minimize the risk resulting from over concentration of assets in specific maturity, market sector or issuer categories, where appropriate. Diversification strategies shall be established and reviewed periodically by the Investment Officers.
  - d. **Internal Controls:** The Assistant City Manager is responsible for establishing and maintaining an internal control structure designed to ensure that the assets of the City are protected from loss, theft or misuse. The internal control structure shall be designed to provide reasonable assurance that these objectives are met. The concept of reasonable assurance recognizes

that (1) the cost of a control should not exceed the benefits likely to be derived and (2) the valuation of costs and benefits requires estimates and judgments by management.

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

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

## **ARTICLE II SCOPE & STRATEGY**

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

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

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

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

### **ARTICLE III STANDARDS OF CARE**

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

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

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

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

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

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

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

### **ARTICLE IV TRANSACTION PROCEDURES**

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

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

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

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

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

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

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

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

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

IV.2 Delivery Versus Payment All transactions, where applicable, will be executed on a delivery versus payment (DVP) basis to ensure that securities are delivered to an eligible financial institution prior to the release of funds. An independent third party custodian authorized by the City, and evidenced by safekeeping receipts, will hold securities.

IV.3 Investment Training In order to ensure the quality and capability of the City's Investment Officers, the City shall provide periodic training in investments through courses and seminars offered by professional organizations and associations. Pursuant to the PFIA, designated Investment Officers, and their designees responsible for investing City funds, shall attend within twelve months of assuming duties and receive not less than ten hours of instruction and, on a continuing basis, receive not less than eight hours of instruction in a two year period that begins on the first day of the City's fiscal year and consists of the two consecutive fiscal years after that date, for instruction. Said instruction shall relate to investment responsibilities described in the PFIA and this Policy. The training shall be conducted by approved independent training sources: GFOA, GFOAT, GTOT, TML, COG, UNT, or AICPA.

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

V.1 Suitable & Authorized Investment Types The following instruments are considered suitable and authorized investments for the City's funds. At least quarterly, the City shall monitor issuer rating changes from independent information sources. In the event an authorized investment loses its required minimum credit rating, all prudent measures will be taken to liquidate said investment.

- a. Except as provided in paragraph V.2. the following are authorized investments
- Obligations of the United States or its agencies and instrumentalities, including the Federal Home Loan Banks;
  - Direct obligations of this State or its agencies and instrumentalities;
  - Other obligations, the principal and interest of which are unconditionally guaranteed or insured by, or backed by the full faith and credit of, this State or the United States or their respective agencies and instrumentalities, including obligations that are fully guaranteed or insured by the Federal Deposit Insurance Corporation or by the explicit full faith and credit of the United States; and
  - Obligations of states, agencies, counties cities and other political subdivisions of any state rated as to investment quality by a nationally recognized investment rating firm not less than A or its equivalent.
- b. Deposits with a state or national bank, a savings bank, or a state or federal credit union that has its main office or a branch office in this State that are:
- Guaranteed or insured by the Federal Deposit Insurance Corporation or its successor or the National Credit Union Share Insurance Fund or its successor;
  - Secured in compliance with state and federal regulations, by obligations eligible under the Public Funds Collateral Act; or
  - Secured in compliance with state and federal regulations, by letters of credit issued by the United States or its agencies and instrumentalities.

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

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

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

- d. No load money market mutual funds are authorized if the mutual fund:
- Is registered with and regulated by the Securities and Exchange Commission;
  - Provides the City with a prospectus and other information required by the Securities Exchange Act of 1934 or the Investment Company Act of 1940;
  - Is categorized as a "Treasury" or "Government" money market fund;
  - Must maintain a AAAM, or equivalent rating, from at least one nationally recognized rating agency;

- Includes in its investment objectives the maintenance of a stable net asset value of \$1.0000 for each share; and
  - The City's investment shall not exceed 10% of the fund's total assets.
- e. A public funds investment pool specifically authorized by City Council, meeting the requirements of the PFIA, that is categorized as a "Treasury" or "Government" investment pool, and includes in its investment objectives the maintenance of a stable net asset value of \$1.00 for each share.

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

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

V.3. Collateralization will be required on two types of investments: deposits and repurchase agreements. With the exception of deposits secured with irrevocable letters of credit at 100% of amount, in order to anticipate market changes and provide a level of security for all funds, the collateralization level will be at least 102% of market value of the pledged investment's principal, less any applicable federal deposit insurance.

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

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

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

## **ARTICLE VI INVESTMENT PARAMETERS**

VI.1. Diversification The City will diversify its investment portfolio by type and maturity, where appropriate, as described in the fund-type investment strategies.

- VI.2. Maximum Maturities The City shall not exceed anticipated cash flow requirements when selecting investment maturities. Regardless of cash flow projection, the maximum maturity per fund-type is outlined in Appendix A Investment Strategy.

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

## **ARTICLE VII REPORTING**

- VII.1 Methods The Investment Officers will present to the City Council a signed investment report on a quarterly basis, including a management summary that provides an analysis of the status of the current investment portfolio and transactions made over the last quarter. This management summary will be prepared in a manner which will allow the City to ascertain whether investment activities during the reporting period have conformed to the Investment Policy. This report will include a summary statement of each fund that states:

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

Additionally the report will:

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

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

- VII.3 Market Valuation The market value of the portfolio will be calculated on a quarterly basis in compliance with the reporting requirements of Paragraph VII.1. In defining market value, sources independent of the investment provider will determine valuations and consideration will be given to GASB Statement No. 31.

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

## **ARTICLE VIII ADDITIONAL CONSIDERATIONS**

- VIII.1. Exemption Any investment currently held and purchased before the date of implementation of this Policy that does not meet the guidelines of this Policy and/or the PFIA shall be exempted from the

requirements of this Policy and the PFIA. It is therefore unnecessary to liquidate such investments. However, at maturity or liquidation, such funds shall be reinvested only as provided by this Policy.

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

## Appendix A

### **INVESTMENT STRATEGY**

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

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

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

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

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

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

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

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

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

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

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

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

**Liquidity** - A portion of the Special Revenue Funds are reasonably predictable. However, unanticipated needs or emergencies may arise. Selecting investment maturities that provide greater cash flow than the anticipated needs will reduce the liquidity risk of unanticipated expenditures.

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

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

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

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

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

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

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

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

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

#### D. **Debt Service Funds**

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

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

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

**Liquidity** - Debt Service Funds have predictable payment schedules. Therefore, investment maturities should not exceed the anticipated cash flow requirements. Short-term financial institution deposits, investments pools and money market mutual funds may provide a competitive yield alternative for short-

term fixed maturity investments. A singular repurchase agreement may be utilized if disbursements are allowed in the amount necessary to satisfy any debt service payment. This investment structure is commonly referred to as a flexible repurchase agreement.

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

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

#### E. **Debt Service Reserve Funds**

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

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

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

**Liquidity** - Debt Service Reserve Funds have no anticipated expenditures. The Funds are deposited to provide annual debt service payment protection to the City's debt holders. The funds are "returned" to the City at the final debt service payment. Market conditions and arbitrage regulation compliance determine the advantage of security diversification and liquidity. Generally, if investment rates exceed the cost of borrowing, the City is best served by locking in investment maturities and reducing liquidity. If the borrowing cost cannot be exceeded, then concurrent market conditions will determine the attractiveness of locking in maturities or investing shorter and anticipating future increased yields.

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

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

## Appendix B

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

#### Primary Depository Bank

Wells Fargo Bank

#### Public Funds Investment Pools

TexPool

TexSTAR

#### Authorized Broker/Dealers

##### FHN Financial

- Secondary Dealer
- Solid performance with comparable Texas local governments
- Access to varied investment inventories
- Houston Office

##### Multi-Bank Securities

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

##### SAMCO Capital

- Secondary Dealer
- Access to varied investment inventories
- Dallas Office

##### Oppenheimer

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

##### Wells Fargo Securities

- Primary Dealer
- Access to varied investment inventories
- Dallas Office

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

**AGENDA# 21**

**MEETING DATE: 10/13/2020**

**SUBJECT: Consider Resolution 2020-2909 Authorizing the Annual Renewal of the Financial Software Maintenance Agreement with Tyler Technologies**

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

**BACKGROUND:**

The City utilizes Incode financial software provided by Tyler Technologies. Associated annual maintenance provides technical support as well as software updates.

**IDENTIFIED NEED/S:**

Presented for approval is the renewal amount for FY 2021. This is a budgeted operational item. However, as the total amount exceeds the City Manager approval authority within our financial policies, it is presented to Council for authorization. There is no competitive bid requirement as it is a sole source - only this vendor can provide the support associated with the utilized financial software.

**OPTIONS & RESULTS:**

This was a budgeted item in the FY 2021 Budget.

**RECOMMENDATION:**

Council to approve Resolution 2020-2909.

**CITY OF HIGHLAND VILLAGE, TEXAS**

**RESOLUTION NO. 2020-2909**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HIGHLAND VILLAGE, TEXAS, AUTHORIZING THE ANNUAL RENEWAL OF THE FINANCIAL SOFTWARE MAINTENANCE AGREEMENT WITH TYLER TECHNOLOGIES; AND PROVIDING FOR AN EFFECTIVE DATE.**

**WHEREAS**, the City has an agreement with Tyler Technologies to maintain the City's financial software application that is annually renewable; and

**WHEREAS**, because Tyler Technologies is the only entity capable of performing such software maintenance, City Administration recommends renewing the maintenance agreement; and

**WHEREAS**, the City Council finds it to be in the public interest to concur in the above recommendation.

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

**SECTION 1.** The City Manager is hereby authorized to renew the term of the City's financial software maintenance agreement with Tyler Technologies for a fee in the amount of \$54,137.99.

**SECTION 2.** This resolution shall become effective immediately from and after its passage.

**PASSED AND APPROVED BY THE CITY COUNCIL OF THE CITY OF HIGHLAND VILLAGE, TEXAS, THIS THE 13<sup>th</sup> DAY OF OCTOBER 2020.**

**APPROVED:**

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

**ATTEST:**

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

**APPROVED AS TO FORM AND LEGALITY:**

\_\_\_\_\_  
Kevin B. Laughlin, City Attorney  
(kbl:9/24/2020:118186)

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

**AGENDA# 22**

**MEETING DATE: 10/13/2020**

**SUBJECT: Consider Resolution 2020-2910 authorizing the Purchase of a Core Data Storage Unit and Support Agreement through the City's Cooperative Purchase Agreement with the Texas Department of Information Resources**

**PREPARED BY: Sunny Lindsey, Director of Information Services**

**BACKGROUND:**

The City purchased a Nimble core data storage array in 2015. This has been a solid piece of equipment and has served as our core data storage unit. HPE has declared that our unit will reach end of service on 12/13/2021. HPE is offering its existing Nimble customers better than industry pricing for a limited time. The new unit will have faster performance, 50% increased capacity, and an extended support agreement for 10 years. This pricing is roughly a 40% discount from the preferred government pricing.

**IDENTIFIED NEED/S:**

With the end of service date next year, we identified this item in the budget presentations as a high priority for the FY 2022. The opportunity of the sale pricing will allow the City to purchase a data storage array with greater capacity than the current unit and receive preferred pricing for the maintenance agreement as well. We will then be able to move our current data storage array to the Denco backup site and increase our back up storage capability.

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

The proposed cost for this purchase is \$77,172.00.

**RECOMMENDATION:**

Council to approve Resolution 2020-2910 as submitted.

**CITY OF HIGHLAND VILLAGE, TEXAS**

**RESOLUTION NO. 2020-2910**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HIGHLAND VILLAGE, TEXAS, AUTHORIZING THE PURCHASE OF AN HPE NIMBLE HF40 STORAGE ARRAY AND MAINTENANCE AGREEMENT FROM SOCCOUR SOLUTIONS THROUGH THE CITY'S COOPERATIVE PURCHASING AGREEMENT WITH THE TEXAS DEPARTMENT OF INFORMATION RESOURCES; AND PROVIDING AN EFFECTIVE DATE**

**WHEREAS**, the City's primary core data storage array is reaching its end of useful life and needs to be replaced before December 13, 2021; and

**WHEREAS**, after reviewing various options, City Administration has determined that the City can purchase an HPE Nimble Storage Array from Soccour Solutions through the City's cooperative purchasing agreement with the Texas Department of Information Resources that will conform to the City's specifications and needs; and

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

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

**Section 1.** The City Manager is hereby authorized to purchase an HPE Nimble HF40 Data Storage Array through the City cooperative purchase agreement with the Texas Department of Information Resources (DIR-TSO-4160) in the amount of \$77,172.00.

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

**PASSED AND APPROVED THIS THE 13<sup>th</sup> DAY OF OCTOBER 2020.**

**APPROVED:**

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

**ATTEST:**

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

**APPROVED AS TO FORM AND LEGALITY:**

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

(kbl:10-6-2020:118416)

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

**AGENDA# 23**

**MEETING DATE: 10/13/2020**

**SUBJECT: Consider Resolution 2020-2911 Authorizing Lease Purchase Agreement with Stryker Medical for Fire Department Medical Equipment**

**PREPARED BY: Michael Thomson, Fire Chief**

**BACKGROUND:**

During the budget process, the Fire Department works to identify departmental needs for the upcoming budget year. The criteria used for identifying equipment replacement is based on the equipment's condition, serviceability and manufacturer's recommended replacement schedule. Two of the Department's Monitor/Defibrillators are first generation models. During the annual maintenance and certification process, it was determined that the two units are no longer being supported by the manufacturer. While exploring a replacement strategy, a new program was identified that would replace all of the Department's Stryker Medical/Physio Control medical equipment. The seven year Lease/Purchase program has an annual cost of \$53,986.85. This cost includes the replacement of four (4) Monitor/Defibrillators, three (3) Lucas Device Automatic Compression Units, twenty-eight (28) Automatic External Defibrillators, two (2) Power Pro Patient Cots, and two (2) Stair Chair Patient Transport Devices as well as complete service and maintenance for the term of the lease/purchase program. This program will provide a fixed expense from the Department's equipment replacement budget for the next seven years, and save the City an estimated \$120,000.00 over the term of the agreement.

**IDENTIFIED NEED/S:**

In this fiscal year 2020-2021, staff has identified the equipment that meet's the City's and Fire Department's needs. Equipment being replaced will be traded in to the manufacturer where the City will receive a credit on the annual lease payments.

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

N/A

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

Approved in FY 2020-2021 Fire Department Budget

**RECOMMENDATION:**

To approve Resolution 2020-2911.

**CITY OF HIGHLAND VILLAGE, TEXAS**

**RESOLUTION NO. 2020-2911**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HIGHLAND VILLAGE, TEXAS AUTHORIZING LEASE/PURCHASE AGREEMENT WITH STRYKER MEDICAL FOR FIRE DEPARTMENT MEDICAL EQUIPMENT; AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, pursuant to its review of the Fire Department's Emergency Medical Advanced Life Monitor/Defibrillators, Fire Department has identified the need to replace two end of life LifePak 15 Monitor/Defibrillators; and

**WHEREAS**, the Fire Department has identified other medical equipment that has reached end of life or otherwise needs to be replace; and

**WHEREAS**, City Administration has determined the equipment identified to be replaced may be acquired from Stryker Medical through a lease/purchase program; and

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

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

**SECTION 1.** The City Manager is hereby authorized to negotiate and enter into a lease/purchase agreement with Stryker Medical to provide for the lease with an option to purchase four (4) Lifepak 15 Monitor/Defibrillators, three (3) Lucas Device Automated Compression Units, twenty-eight (28) Automated External Defibrillators, two (2) Power Pro Patient Cots and two (2) Stair Chairs in the amount of \$53,986.85 per year for seven years from funds available in the FY 2020-2021 budget but subject to funds being appropriated for subsequent fiscal years.

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

**PASSED AND APPROVED BY THE CITY COUNCIL OF THE CITY OF HIGHLAND VILLAGE, TEXAS, ON THIS 13th DAY OF OCTOBER 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:10/9/2020:118520)

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

<b>AGENDA#</b> 24	<b>MEETING DATE:</b> 10/13/2020
<b>SUBJECT:</b>	<b>Consider Resolution 2020-2912 Appointing an Alternate City Representative to fill an Unexpired Term on the Denton County Transportation Authority (DCTA) Board of Directors</b>
<b>PREPARED BY:</b>	<b>Angela Miller, City Secretary</b>

**BACKGROUND:**

The City of Highland Village is a “founding municipality” of the Denton County Transportation Authority (DCTA) and, therefore, authorized to appoint a voting board member to serve on the DCTA Board of Directors. In accordance with Article III, Sections 2(a) and 2(b) of the DCTA By-laws, the City of Highland Village is allowed one voting member to serve on the Board of Directors and one alternate member who can serve in the absence of the City’s regular voting member. Per Article III, Section 5 of the DCTA By-laws, each representative serves a term of two years.

Michael Leavitt was serving as the City’s Alternate Board Member on the DCTA Board of Directors when he retired from the City of Highland Village, leaving an unexpired term that will end on November 2021.

**IDENTIFIED NEED/S:**

To appoint someone to fill the unexpired term for the City’s Alternate Member on the DCTA Board of Directors. Mayor Wilcox has stated her willingness to serve on the Board of Directors.

**OPTIONS & RESULTS:**

Consider appointment of the City’s Alternate Member to serve on the DCTA Board of Directors.

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

N/A

**RECOMMENDATION:**

Approve Resolution 2020-2912 appointing an Alternate Member to fill an unexpired term on the DCTA Board of Directors.

**CITY OF HIGHLAND VILLAGE, TEXAS**

**RESOLUTION NO. 2020-2912**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HIGHLAND VILLAGE, TEXAS APPOINTING AN ALTERNATE MEMBER TO THE DENTON COUNTY TRANSPORTATION AUTHORITY BOARD OF DIRECTORS; AND PROVIDING AN EFFECTIVE DATE**

**WHEREAS**, pursuant to Texas Transportation Code §460.206, on October 8, 2019, Michael Leavitt was appointed to serve as the City's alternate member to the Denton County Transportation Authority ("DCTA") Board of Directors with a term expiring on November 12, 2021; and

**WHEREAS**, Michael Leavitt has retired from the City of Highland Village and has resigned all City appointed positions in which he was serving, thereby leaving a vacancy in the position of Alternate Member on the DCTA Board of Directors with an unexpired term; and

**WHEREAS**, the City Council desires and finds it in the public interest to appoint \_\_\_\_\_ to serve as the City's Alternate Member to the DCTA Board of Directors for the remaining of said unexpired term.

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

**SECTION 1.** In accordance with Texas Transportation Code §460.206 and applicable provisions of the DCTA bylaws, \_\_\_\_\_ is hereby appointed to serve the City of Highland Village Alternate Member to the Denton County Transportation Authority Board of Directors for the unexpired term ending November 12, 2021.

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

**PASSED AND APPROVED THIS THE 13<sup>TH</sup> DAY OF OCTOBER 2020.**

**APPROVED:**

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

**ATTEST:**

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

**APPROVED AS TO FORM AND LEGALITY:**

\_\_\_\_\_  
**Kevin B. Laughlin, City Attorney**  
(kbl:10/7/2020:118458)

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

**AGENDA# 25**

**MEETING DATE: 10/13/2020**

**SUBJECT: Review and Discuss the Attendance Record and Performance of City Board and Commission Members and Consider Removal of Board and Commission Members Prior to Completion of their Current Term pursuant to Code of Ordinances Section 2.037**

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

**BACKGROUND:**

City ordinance states that Council shall make annual appointments to the City's boards and commissions. All appointments are for terms of two years, unless an individual is appointed to fill an unexpired term that exists due to a vacancy. A "term year" shall be from October 1 until the following September 30.

Per the Code of Ordinances Section 2.04.037, a vacancy exists: (i) if a member resigns, or (ii) if the Council deems a vacancy to exist if a member misses three consecutive regularly scheduled meetings without a valid excuse or misses more than 25% of the regular meetings during a term year.

Please note - according to state law, members of the Zoning Board of Adjustment may be removed prior to the end of their term only for cause found by the City Council and only after presentation of written charges and a public hearing. According to the City Attorney, failure to comply with minimum attendance requirements as established by ordinance can be a basis for removal for cause.

**IDENTIFIED NEEDS:**

If Council chooses, they may remove a City board or commission member and declare the seat vacant based on the attendance records and performance of the current members of the various City boards and commissions whose terms do not expire in 2020, in accordance with Code of Ordinances Section 2.04.037.

**RECOMMENDATION:**

Discuss the attendance records and performance of the members of the various City boards and commissions during the last year whose terms do not expire in 2020 and consider whether to remove one or more members and declare such seat(s) vacated in accordance with Code of Ordinances Section 2.04.037.

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

**AGENDA# 26**

**MEETING DATE: 10/13/2020**

**SUBJECT: Consider Resolution 2020-2913 appointing Members to Various Positions on the Board of Ethics, Parks and Recreation Advisory Board, Planning and Zoning Commission, Zoning Board of Adjustment, and Highland Village Community Development Corporation**

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

**BACKGROUND:**

City ordinance states that Council shall make annual appointments to the City's boards and commissions. All appointments are for terms of two years, unless an individual is appointed to fill an unexpired term that exists due to a vacancy. A "term year" shall be from October 1 until the following September 30.

Currently serving board/commission members with terms expiring this year were contacted by City staff and given the opportunity to notify the City Secretary's Office if they were interested in being considered for reappointment to the same board, appointment to a different board, or if they no longer wished to serve on a board.

In addition, a call for volunteers was advertised in the June, July and August utility bill inserts, the Summer edition of the Village Newsletter, the City's Facebook Page, HVTV News, and on the City's website. Citizens interested in volunteering their time by serving on a board, commission or committee have submitted an application to the City Secretary's Office for consideration by Council. For reference, a listing of all new applicants and currently serving board/commission members is provided in the agenda packet and indicates their preferred board choice(s).

**IDENTIFIED NEED/S:**

**There are sixteen (16) positions with terms that expire in 2020.**

Following is a list of all positions and current members of each board and commission. The highlighted positions have terms that will expire this year.

<b>BOARD OF ETHICS</b>			
<b><i>Board Member Name</i></b>	<b><i>Board Choice</i></b>	<b><i>Place</i></b>	<b><i>Original Appt Date</i></b>
Steven Deel	Does Not Wish to Serve Again	N/A	10-2016
Kevin McMahan	---	N/A	09-2017
Brian Tackett	Does Not Wish to Serve Again	N/A	03-2017
James Burmeister	---	N/A	09-2017
Benjamin Somero	---	N/A	09-2017
<b>HV COMMUNITY DEVELOPMENT CORPORATION (4B)</b>			
Dale Butler	---	Citizen Rep	09-2017
Mike Lombardo	---	Council Rep	06-2018
Melinda Camp	Does Not Wish to Serve Again	Citizen Rep	10-2019
Elisabeth Mechem	Same Board	Citizen Rep	09-2018
Barbara Fleming	---	Council Rep	09-2017
Tom Heslep	---	Council Rep	05-2019
Charlotte Wilcox	Has Reached Term Limit	Council Rep	06-2014
<b>PARKS AND RECREATION ADVISORY BOARD</b>			
William Irwin	Same Board	Place 1	10-2016
Janet Gershenfeld	Same Board	Place 2	02-2018
Dave Rush	Has Reached Term Limit	Place 3	09-2013
Gary Patz	---	Place 4	09-2014
Kenneth Koonsman	---	Place 5	09-2017
Kevan Fenderson	---	Alternate Place 1	09-2018
Vanessa Boyd	Same Board	Alternate Place 2	09-2018
<b>PLANNING AND ZONING COMMISSION</b>			
Dee Leggett	---	Place 1	05-2019
Stan Lemko	Has Reached Term Limit	Place 2	09-2013
Guy Skinner	Same Board	Place 3	10-2019
Denver Kemery	---	Place 4	09-2018
Angelina Robinson	---	Place 5	09-2018
Dale Butler	---	Alternate Place 1	12-2019
Kevin McMahan	Will Serve Again if Appt to a Regular Position	Alternate Place 2	10-2019

<b>ZONING BOARD OF ADJUSTMENT</b>			
Christian Hart	---	Place 1	09-2015
Jeremy Booker	---	Place 2	10-2016
Davis Smith	---	Place 3	09-2015
Richard Metivier	Has Reached Tern Limit	Place 4	09-2012
Darrah Boxberger-Torres	Has Reached Term Limit	Place 5	09-2013
Susan Arthur	---	Alternate Place 1	10-2019
Jerry Jones	Same Board	Alternate Place 2	10-2019
Daniel Blough	Does Not Wish to Serve Again	Alternate Place 3	10-2019

## **OPTIONS & RESULTS:**

Council to discuss making appointments to the Board of Ethics, Highland Village Community Development Corporation (4B), Parks and Recreation Advisory Board, Planning and Zoning Commission, and Zoning Board of Adjustment.

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

To date, the City Secretary's Office has received eighteen (18) applications, which include currently serving members who wish to be considered for reappointment.

Currently serving board/commission members were contacted and given the opportunity to notify City staff if they were interested in being considered for reappointment.

- Six (6) members would like to be considered for reappointment to their respective Board or Commission, with three (3) of those members also available for a different Board if needed.
- Four (4) members did not wish to be reappointed.
- Note - One (1) member only wished to serve again if moved from an Alternate position to a Regular position.
- Five (5) members have reached their term limit.

In addition to the existing Board and Commission members wanting to serve another term, the City has twelve (12) new applications on file for consideration by Council. A table listing all applicants (both current members & new) with their preferences is provided with this briefing.

Council has been provided with copies of all applications received by the City Secretary's Office for their review and consideration. Attendance records for the various board and commissions have also been provided to Council. Council hosted a "Meet and Greet" event on September 15, 2020 to allow an opportunity for applicants and Council to meet.

## **RECOMMENDATION:**

Council to appoint members to various positions on City Boards and Commissions and approve Resolution 2020-2913.

**CITY OF HIGHLAND VILLAGE, TEXAS**

**RESOLUTION NO. 2020-2913**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HIGHLAND VILLAGE, TEXAS APPOINTING MEMBERS TO VARIOUS POSITIONS ON THE BOARD OF ETHICS, HIGHLAND VILLAGE COMMUNITY DEVELOPMENT CORPORATION, PARKS AND RECREATION ADVISORY BOARD, PLANNING AND ZONING COMMISSION, AND ZONING BOARD OF ADJUSTMENT; AND PROVIDING AN EFFECTIVE DATE**

**WHEREAS**, the City Council of the City of Highland Village desires to appoint citizens to serve for terms beginning October 1, 2020, for positions on various board and commissions;

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

**SECTION 1.** The following people are hereby appointed to the indicated positions on the Board of Ethics with a term commencing on October 1, 2020, and ending as indicated below:

<b>Name</b>	<b>Place</b>	<b>Expiration</b>
_____	N/A	September 30, 2022
_____	N/A	September 30, 2022

**SECTION 2.** The following people are hereby appointed to the indicated positions on the Parks and Recreation Advisory Board with a term commencing on October 1, 2020, and ending as indicated below:

<b>Name</b>	<b>Place</b>	<b>Expiration</b>
_____	Place 1	September 30, 2022
_____	Place 2	September 30, 2022
_____	Place 3	September 30, 2022
_____	Alternate Place 1	September 30, 2021 (if needed)
_____	Alternate Place 2	September 30, 2022

**SECTION 3.** The following people are hereby appointed to the indicated positions on the Planning and Zoning Commission with a term commencing on October 1, 2022, and ending as indicated below:

<b>Name</b>	<b>Place</b>	<b>Expiration</b>
_____	Place 2	September 30, 2022
_____	Place 3	September 30, 2022

_____	Alternate Place 1	September 30, 2021 (if needed)
_____	Alternate Place 2	September 30, 2022

**SECTION 4.** The following people are hereby appointed to the indicated positions on the Zoning Board of Adjustment with a term commencing on October 1, 2020, and ending as indicated below:

<b>Name</b>	<b>Place</b>	<b>Expiration</b>
_____	Place 4	September 30, 2022
_____	Place 5	September 30, 2022
_____	Alternate Place 1	September 30, 2021 (if needed)
_____	Alternate Place 2	September 30, 2022
_____	Alternate Place 3	September 30, 2022

**SECTION 5.** The following people are hereby appointed to the indicated positions on the Highland Village Community Development Corporation (4B) with a term commencing on October 1, 2020, and ending as indicated below:

<b>Name</b>	<b>Place</b>	<b>Expiration</b>
_____	Citizen Representative	September 30, 2022
_____	Citizen Representative	September 30, 2022
_____	Council Representative	September 30, 2022

**SECTION 6.** This Resolution shall take effect immediately upon passage.

**PASSED AND APPROVED THIS THE 13<sup>th</sup> DAY OF OCTOBER, 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:10/7/2020:118472)

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

**AGENDA# 27**

**MEETING DATE: 10/13/2020**

**SUBJECT: Receive an update on the Highland Village Road Sidewalk, Victoria Walking Path, and Chapel Hill Trail Connection Projects**

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

**COMMENTS**

City staff will present an update on the following:

- Construction options for the Highland Village Rd. sidewalk and seek Council direction on which build option to move forward with.
- Quotes received for Victoria Park walking Path and Chapel Hill Trail connection through our existing contract with SAZ Infrastructure.
- The current budget for the three projects.

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

**AGENDA# 28**

**MEETING DATE: 10/13/2020**

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

**PREPARED BY: Karen McCoy, Executive Assistant**

**COMMENTS**

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



## UPCOMING MEETINGS

<b>October 13, 2020</b>	<b>Regular City Council Meeting - 7:30 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>
December 3, 2020	Zoning Board of Adjustment Meeting - 6:00 pm
<b>December 8, 2020</b>	<b>Regular City Council Meeting - 7:00 pm</b>
December 15, 2020	Planning & Zoning Commission Meeting – 7:00 pm
December 21, 2020	Parks & Recreation Advisory Board Meeting - 6:00 pm
<b>December 22, 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