



## 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, JULY 14, 2020, at 5:30 P.M.

*Pursuant to Governor Greg Abbott's temporary suspension of various provisions of the Texas Open Meetings Act and in an effort to protect the health and safety of the public, 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:*  
<https://www.highlandvillage.org/922/Highland-Village-Television>

*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, July 14, 2020.*

### EARLY WORK SESSION

City Council Chambers – 5:30 P.M.

#### Convene Meeting in Open Session

1. Discuss the General Fund Budget for Fiscal Year 2020-2021
2. Clarification of Consent or Action Items listed on Today's City Council Meeting Agenda for July 14, 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 Manager's Conference Room

3. Hold a closed meeting in accordance with the following sections of the Texas Government Code:
  - (a) Section 551.071 – Consultation with City Attorney Concerning Pending or Contemplated Litigation and on any Regular Session or Work Session Agenda Item Requiring Confidential, Attorney/Client Advice Necessitated by the Deliberation or Discussion of Said Item (as needed)
  - (b) Section 551.074 – Personnel – Discuss the Employment or Appointment of City Manager

### OPEN SESSION

City Council Chambers – 7:00 P.M.

4. Call to Order

5. Prayer led by Councilmember Robert Fiester
6. Pledge of Allegiance to the U.S. and Texas flags led by Councilmember Robert Fiester: *“Honor the Texas flag; I pledge allegiance to thee, Texas, one state under God, one and indivisible.”*
7. **Visitor Comments** *(Anyone wishing to address the City Council must complete a Speakers’ Request Form and return it to the City Secretary. In accordance with the Texas Open Meetings Act, the City Council is restricted in discussing or taking action on items not posted on the agenda. Action on your statement can only be taken at a future meeting. In order to expedite the flow of business and to provide all visitors the opportunity to speak, the Mayor may impose a three (3) minute limitation on any person addressing the City Council. A thirty (30) minute time allotment is set for this section, and the remaining speakers will be heard at the end of the Action Agenda.)*
8. **City Manager/Staff Reports**
  - COVID-19 Update
  - Kids Kastle Rebuild Project Update
  - HVTV Update
9. **Mayor and Council Reports on Items of Community Interest** pursuant to Texas Government Code Section 551.0415 the City Council may report on the following items: (1) expression of thanks, congratulations or condolences; (2) information about holiday schedules; (3) recognition of individuals; (4) reminders about upcoming City Council events; (5) information about community events; and (6) announcements involving imminent threat to public health and safety

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

### CONSENT AGENDA

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

10. Consider approval of Minutes of the Regular City Council Meeting held on June 23, 2020 and Special City Council Meetings held on June 30, 2020 and July 9, 2020
11. Consider Ordinance 2020-1275 amending Section 20.03.052 “Maximum Speed Limits on Specific Streets” to adopt and amend the Maximum Prima Facia Speed Limits for the Segment of FM 2499 located within the Corporate Limits of Highland Village (2<sup>nd</sup> and final read)
12. Consider Resolution 2020-2889 authorizing the Purchase of a Dump Truck Vehicle from Houston Freightliner through the City’s Cooperative Purchasing Agreement with the Houston-Galveston Area Council of Governments Cooperative (HGAC)

13. Consider Resolution 2020-2891 awarding and authorizing a Contract with Advantage Mechanical for the Replacement of Heating, Ventilation and Air Conditioning Units at the City Municipal Complex
14. Receive Budget Reports for Period Ending April 30, 2020
15. Receive Budget Reports for Period Ending May 31, 2020

#### ACTION AGENDA

16. Take action, if any, on matters discussed in closed session in accordance with the following sections of the Texas Government Code:
  - (a) Section 551.071 – Consultation with City Attorney Concerning Pending or Contemplated Litigation and on a Regular Session or Work Session Agenda Item Requiring Confidential, Attorney/Client Advice Necessitated by the Deliberation or Discussion of Said Item (as needed)
  - (b) Section 551.074 – Personnel – Discuss the Employment or Appointment of City Manager
17. Consider Resolution 2020-2890 authorizing an Interlocal Cooperation Agreement between Denton County and the City of Highland Village for a Grant of Coronavirus Aid, Relief, and Economic Security Act (“CARES Act”) Funds

#### LATE WORK SESSION

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

18. Discuss the Upcoming Annual Board and Commission Appointments
19. 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.)
20. 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 10<sup>TH</sup> DAY OF JULY, 2020 NOT LATER THAN 5:00 P.M.



Angela Miller, City Secretary

This facility is wheelchair accessible and accessible parking spaces are available. Requests for accommodations or interpretive services must be made 48 hours prior to this meeting. Please contact the City Secretary's Office at (972) 899-5132 or Fax (972) 317-0237 for additional information.

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

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

**AGENDA# 1**

**MEETING DATE: 07/14/2020**

**SUBJECT: Discuss the General Fund Budget for Fiscal Year 2020-2021**

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

**COMMENTS**

City staff will provide information relating to the General Fund Budget for Fiscal Year 2020-2021.

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

**AGENDA# 9**

**MEETING DATE: 07/14/2020**

**SUBJECT: Mayor and Council Reports on Items of Community Interest**

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

**COMMENTS**

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

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

**AGENDA# 10**

**MEETING DATE: 07/14/2020**

**SUBJECT: Consider Approval of Minutes of the Regular City Council Meeting held on June 23, 2020 and Special City Council Meetings held on June 30, 2020 and July 9, 2020**

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

**BACKGROUND:**

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

**IDENTIFIED NEED/S:**

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

**OPTIONS & RESULTS:**

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

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

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

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

N/A

**RECOMMENDATION:**

To approve the minutes of the Regular City Council meeting held on June 23, 2020 and Special City Council Meetings held on June 30, 2020 and July 9, 2020.



**MINUTES OF THE REGULAR MEETING OF THE  
HIGHLAND VILLAGE CITY COUNCIL  
HELD AT THE HIGHLAND VILLAGE MUNICIPAL COMPLEX  
1000 HIGHLAND VILLAGE ROAD  
TUESDAY, JUNE 23, 2020**

**EARLY WORK SESSION**

Mayor Charlotte J. Wilcox called the meeting to order in open session at 6:00 p.m. and announced pursuant to Governor Greg Abbott's temporary suspension of various provisions of the Texas Open Meetings Act and in an effort to protect the health and safety of the public, the meeting is being conducted using social distancing practices. Members of the public are not allowed to attend the City Council meeting in person, but may view the City Council meeting live at no cost via [www.highlandvillage.org/HVTV](http://www.highlandvillage.org/HVTV).

In addition, she reported 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, June 23, 2020. She asked if any public comments were received; City Secretary Angela Miller reported none were received.

**Roll Call**

Present:	Charlotte J. Wilcox Michael Lombardo Barbara Fleming Tom Heslep Robert A. Fiester Daniel Jaworski	Mayor Mayor Pro Tem Deputy Mayor Pro Tem Councilmember Councilmember Councilmember
Absent:	Jon Kixmiller	Councilmember *
Staff Members:	Michael Leavitt Ken Heerman Angela Miller Kevin Laughlin Jason Collier Scott Kriston Sunny Lindsey Laurie Mullens Andrew Boyd	City Manager Assistant City Manager City Secretary City Attorney Assistant Fire Chief Public Works Director Information Services Director Marketing & Communications Director Media Specialist

**1. Review the Capital Improvement Program (CIP) Budget for Fiscal Year 2020-2021**

Mr. Heerman reported the City Charter calls for submission to Council of a five-year capital budget. He then explained that capital improvement projects are non-operational, “big-ticket” items that typically require outside funding sources such as debt issuance, grant, or lease/purchase arrangements. For planning purposes, the five-year capital budget presentation provides an opportunity for Council to see a multi-year outlook and to provide the framework for consideration of the current year’s budget and resulting tax rate.

Mr. Heerman stated that after years of substantial growth and with the city approaching substantial build-out, the community is more settled. Capital improvements relating to basic infrastructure have been widely supported, and improvements related to amenities/improved services, while desired, are viewed in context of affordability. The primary emphasis of the five-year outlook for the past few years has been in controlling on-going operating costs in a context of sustainability within the anticipated revenue base.

Mr. Heerman said the current year of the five-year outlook was developed as part of the proposed FY 2020-2021 Budget, and is preliminary at this point – to be updated during the budget process this summer. Mr. Heerman provided an update on the City’s current bond projects, which include street and parks projects. Anticipated future projects were also presented for consideration:

- Chapel Hill Trail Connection
- Participation in Joint Fire Training Center
- Participation with Denton County and Denton County Transportation Authority (DCTA) for major street projects
- Animal Care Facility
- Municipal Facility Security Upgrades
- Capital Replacement of Vehicles and Equipment
- Street Projects

**2. Clarification of Consent or Action Items listed on Today’s City Council Meeting Agenda of June 23, 2020**

Relating to Agenda Item #11, City Manager Michael Leavitt reported the Bureau of Land Management issued a Finding of No Significant Impact (FONSI) for drilling of a gas well on property that goes under Lewisville Lake. City staff recommends filing a letter of protest in response.

Mayor Wilcox read Agenda Item #3(b) and reported that Council would meet in Closed Session.

**CLOSED SESSION**

Council convened into Closed Session at 6:42 p.m.

\*NOTE – Councilmember Kixmiller participated in the discussion of Agenda Item #3(b) via speakerphone.

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

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



**(b) Section 551.074 – Personnel – Discuss the Employment or Appointment of City Manager**

Council concluded Closed Session at 8:23 p.m.

**OPEN SESSION**

**4. Call to Order**

Mayor Charlotte J. Wilcox called the meeting to order at 8:30 p.m.

**Roll Call**

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

**5. Prayer led by Deputy Mayor Pro Tem Barbara Fleming**

Deputy Mayor Pro Tem Fleming gave the invocation.

**6. Pledge of Allegiance to the U.S. and Texas flags led by Deputy Mayor Pro Tem Barbara Fleming**

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

**7. Visitor Comments**

Mayor Wilcox announced 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, June 23, 2020. She asked if any public comments were received; City Secretary Angela Miller reported none were received.

**8. City Manager/Staff Reports**

- **COVID-19 Update**

Assistant Fire Chief Jason Collier reported on preparedness and education efforts relating to COVID-19. City staff continues to monitor through daily calls with federal, state and county partners.

- **HVTV Update**

The HVTV Update informed residents of the Kids Kastle Community Build scheduled for July 20-25 and the call for volunteer applications to serve on the City's boards and commissions.

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

Deputy Mayor Pro Tem Barbara Fleming congratulated Communications Officer Terra Hair on her recent graduation from Leadership Lewisville Class of 2019-2020. Councilmember Jaworski recognized the Highland Village Police Department for their work during recent protests in Highland Village.

**CONSENT AGENDA**

10. **Consider approval of Minutes of the Regular City Council Meeting held on May 26, 2020**
11. **Consider authorizing action by the City of Highland Village, Texas, resulting from Proposed Auction by the Bureau of Land Management (BLM) of Parcel TX-2020-08-6679, comprising approximately 71.5 acres in Lake Lewisville**

*Motion by Deputy Mayor Pro Tem Fleming, seconded by Mayor Pro Tem Lombardo, to approve Consent Agenda Items #10 and #11. Motion carried 6-0.*

**ACTION AGENDA**

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

**NO ACTION TAKEN**

- (b) **Section 551.074 – Personnel – Discuss the Employment or Appointment of City Manager**

**NO ACTION TAKEN**

13. **Consider Ordinance 2020-1275 amending Section 20.03.052 “Maximum Speed Limits on Specific Streets” to adopt and amend the Maximum Prima Facia Speed**

**Limits for the Segment of FM 2499 located within the Corporate Limits of Highland Village (1<sup>st</sup> of two reads)**

**APPROVED 1<sup>ST</sup> READ (6 – 0)**

Public Works Director Scott Kriston reported City staff received notice in March from Texas Department of Transportation (TxDOT) of their intent to change the speed limit zones on FM 2499 from FM 2181 to the Tarrant County line based on a speed zone study initiated by TxDOT's Denton County area office. He stated that City staff has received a revised speed study and proposed speed limit recommendation which adjusts the speed limit from the Highland Village northern corporate limit line to the northern part of the intersection of FM 2499/Northwood/Castlewood from 45 miles per hour to 50 miles per hour and the existing speed limit from the intersection of FM 2499/Northwood/Castlewood to the intersection of FM 2499 /FM 407 will remain as currently posted.

***Motion by Councilmember Jaworski, seconded by Councilmember Heslep, to approve the first read of Ordinance 2020-1275. Motion carried 6-0.***

- 14. Consider Resolution 2020-2888 modifying the Declaration of Local Disaster adopted pursuant to Resolution 2020-2875**

**APPROVED (6 – 0)**

Mr. Leavitt reported that on June 3, 2020, Texas Governor Abbott issued Executive Order GA-26 setting forth the steps for Phase 3 to reopen businesses, government and other social gatherings within the State. In light of the directives issued by the Governor, Mr. Leavitt stated that City Attorney Kevin Laughlin prepared proposed Resolution 2020-2888 to remain consistent with Governor Abbott's Executive Order and to repeal the suspension of permits/licenses for peddlers and solicitors. He stated the State of Local Disaster as declared previously and continued in accordance with Section 1 of Resolution 2020-2884 remains in effect and is expressly not terminated by this proposed resolution.

***Motion by Deputy Mayor Pro Tem Fleming, seconded by Councilmember Jaworski, to approve Resolution 2020-2888. Motion carried 6-0.***

**LATE WORK SESSION**

- 15. Receive an Update on Phase II of the Kids Kastle Rebuild Project**

Parks and Recreation Director Phil Lozano reported Phase II is the community build portion of the project, which will take place July 20-25, 2020. He provided shift and volunteer count information, adding that the City will follow CDC guidelines during the rebuild. Marketing and Communications Director Laurie Mullens provided an update on marketing/advertising of the rebuild.

- 16. Receive an Update and Discuss an Interlocal Cooperation Agreement between Denton County and the City of Highland Village for a Grant of Coronavirus Aid, Relief, and Economic Security Act ("CARES Act") Funds**

City Manager Michael Leavitt reported Denton County (County) has received federal funding under the Coronavirus Aid, Relief, and Economic Security Act to address and respond to the impact and effects of the COVID-19 emergency. The County has established a COVID-19 municipality funding program, which allows the County to grant funds to Denton County municipalities to assist with eligible incurred expenditures. Funding is based on the higher of each city's 2019 North Central Texas Council of Governments (NCTCOG) estimated population (15,650) or 2018 American Community

Survey (ACS) estimated population (16,537), multiplied by \$55/per capita, which totals \$909,535 for Highland Village.

Mr. Leavitt stated the County has proposed providing a grant to the City, subject to an interlocal cooperation agreement setting for the terms and conditions relating to the City's use of such grant funds. Based on the information City staff will be assembling, a budget per the County's interlocal cooperation agreement requirements will be presented for Council action at the July 14 meeting.

- 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.)**

No items were discussed.

- 18. Adjournment**

Mayor Wilcox adjourned the meeting at 9:21 p.m.

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Charlotte J. Wilcox, Mayor

**ATTEST:**

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Angela Miller, City Secretary



**MINUTES OF THE SPECIAL CALLED MEETING OF THE  
HIGHLAND VILLAGE CITY COUNCIL  
HELD AT THE HIGHLAND VILLAGE MUNICIPAL COMPLEX  
1000 HIGHLAND VILLAGE ROAD  
TUESDAY, JUNE 30, 2020**

**Convene Meeting in Open Session  
Training Room**

**1. Call Meeting to Order**

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. She stated anyone wishing to provide comments on any matter on this agenda were to email such comments to the city secretary by 1:00 p.m. on Tuesday, June 30, 2020; no comments were received.

**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:	Jana Onstead	Human Resources Director
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Mayor Wilcox read Agenda Item #2(a) and stated Council would meet in Closed Session to discuss the item.

**CLOSED SESSION  
Training Room**

Council convened into Closed Session at 6:00 p.m.

- 2. Hold a closed meeting in accordance with the following section of the Texas Government Code:**
- (a) Section 551.074 – Personnel – Discuss the Employment or Appointment of City Manager**

Council concluded Closed Session at 7:37 p.m.

**OPEN SESSION**  
**Training Room**

**3. Adjournment**

Mayor Wilcox adjourned the meeting at 7:37 p.m.

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Charlotte J. Wilcox, Mayor

**ATTEST:**

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



**MINUTES OF THE SPECIAL CALLED MEETING OF THE  
HIGHLAND VILLAGE CITY COUNCIL  
HELD AT THE HIGHLAND VILLAGE MUNICIPAL COMPLEX  
1000 HIGHLAND VILLAGE ROAD  
THURSDAY, JULY 9, 2020**

**Convene Meeting in Open Session  
City Council Chambers**

**1. Call Meeting to Order**

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. She stated anyone wishing to provide comments on any matter on this agenda were to email such comments to the city secretary by 1:00 p.m. on Thursday, July 9, 2020; no comments were received.

**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:	Jana Onstead	Human Resources Director
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Mayor Wilcox read Agenda Item #2(a) and stated Council would meet in Closed Session to discuss the item.

**CLOSED SESSION  
City Council Chambers**

Council convened into Closed Session at 6:00 p.m.

- 2. Hold a closed meeting in accordance with the following section of the Texas Government Code:**
- (a) Section 551.074 – Personnel – Discuss the Employment or Appointment of City Manager**

Council concluded Closed Session at 9:10 p.m.

**OPEN SESSION**  
**City Council Chambers**

**3. Adjournment**

Mayor Wilcox adjourned the meeting at 9:10 p.m.

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Charlotte J. Wilcox, Mayor

**ATTEST:**

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Angela Miller, City Secretary



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

**AGENDA# 11**

**MEETING DATE: 07/14/2020**

**SUBJECT: Consider Ordinance 2020-1275 amending Section 20.03.052 “Maximum Speed Limits on Specific Streets” to adopt and amend the Maximum Prima Facia Speed Limits for the Segment of FM 2499 located within the Corporate Limits of Highland Village (2<sup>nd</sup> and final read)**

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

**BACKGROUND:**

City staff received a letter from the Texas Department of Transportation (TxDOT) dated March 30, 2020. TxDOT performed a speed zone study on FM 2499 from FM 2181 to the Tarrant County line as requested by TxDOT’s Denton County area office and has determined that several speed limit zones need to be changed. The TxDOT recommended speeds were reevaluated after the City objected to the recommendations.

City staff received a revised TxDOT speed study and proposed speed limit recommendation as follows: (1) the speed limit from the northern corporate limit line to the northern part of the intersection of FM 2499/Northwood/Castlewood be adjusted from 45 miles per hour (MPH) to 50 MPH and (2) the existing speed limit from the intersection of FM 2499/Northwood/Castlewood to the intersection of FM 2499/FM407 (southern corporate limit line) will remain as currently posted. TxDOT’s speed zone study results are in line with the City’s unofficial speed zone study results for the same area. The appeals process is for both TxDOT and the City to submit proposals to the Transportation Commission located in Austin. TxDOT desires to install the new speed limit signage shortly after June 23, 2020.

**IDENTIFIED NEED/S:**

Adopt the speed limit by ordinance for the section of FM 2499 located within the corporate limits of Highland Village as recommended by TxDOT.

**OPTIONS & RESULTS:**

To enforce a new speed limit that TxDOT recommends on a State highway, the City is required to adopt the speed limit by ordinance.

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

The City has received the TxDOT speed study with recommended speed limits to be posted on the segment of FM 2499 within the corporate limits of Highland Village. The City Attorney has drafted the proposed ordinance amendment for review and consideration. At their June

23, 2020 City Council meeting, Council approved the first read of proposed Ordinance 2020-1275.

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

N/A

**RECOMMENDATION:**

To approve the second and final read of Ordinance 2020-1275.

**CITY OF HIGHLAND VILLAGE, TEXAS**

**ORDINANCE NO. 2020-1275**

**AN ORDINANCE OF THE CITY OF HIGHLAND VILLAGE, TEXAS, AMENDING CHAPTER 20 "TRANSPORTATION AND TRAFFIC", ARTICLE 20.03 "OPERATION OF MOTOR VEHICLES" OF THE CODE OF ORDINANCES OF THE CITY OF HIGHLAND VILLAGE BY AMENDING SECTION 20.03.052 "MAXIMUM SPEED LIMITS ON SPECIFIC STREETS" TO ADOPT AND AMEND THE MAXIMUM PRIMA FACIA SPEED LIMITS FOR THE SEGMENT OF FM 2499 LOCATED WITHIN THE CORPORATE LIMITS OF THE CITY OF HIGHLAND VILLAGE; PROVIDING A SEVERABILITY CLAUSE; PROVIDING A REPEALING CLAUSE; PROVIDING A SAVINGS CLAUSE; PROVIDING FOR A PENALTY OF FINE NOT TO EXCEED THE SUM OF TWO HUNDRED DOLLARS (\$200.00) FOR EACH OFFENSE; AND PROVIDING FOR AN EFFECTIVE DATE**

**WHEREAS**, Section 545.356 of the Texas Transportation Code provides that whenever the governing body of the City shall determine upon the basis of an engineering and traffic investigation that any prima facie speed therein set forth is greater or less than is reasonable or safe under the conditions found to exist at any intersection or other place or upon any part of a street or highway within the City, taking into consideration the width and condition of the pavement and other circumstances on such portion of said street or highway, as well as the usual traffic thereon, said governing body may determine and declare a reasonable and safe prima facie speed limit thereat or thereon by the passage of an ordinance, which shall be effective when appropriate signs giving notice thereof are erected at such intersection or other place or part of the street or highway; and,

**WHEREAS**, the City Council of the City of Highland Village, Texas, upon the basis of an engineering and traffic investigation conducted by the Texas Department of Transportation, the results of which are graphically shown in Exhibit "A", attached hereto and incorporated herein by reference, and which study the City Council adopts and accepts, finds it necessary and in the public interest to alter prima facie maximum speed limits established by Section 545.356 of the Transportation Code, the following prima facie speed limits hereafter indicated for vehicles are hereby determined and declared to be reasonable and safe, and such speed limits are hereby fixed at the rate of speed indicated for vehicles traveling upon the named streets and highways, or parts thereof.

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

**SECTION 1.** Chapter 20 "Transportation and Traffic", Article 20.03 "Operation of Motor Vehicles" of the Code of Ordinances of the City of Highland Village, Texas, is amended by amending Section 20.03.052 "Maximum Speed Limits on Specific Streets" to amend and adopt the maximum prima facia speed limits on the segment of Farm-to-Market Road 2499 located within the City's incorporated limits as follows:

Street	Portion of Street	Speed (Miles per Hour)
FM 2499	From its intersection with the north right-of-way line of Castlewood/Northwood Boulevard north to the City limits	50
FM 2499	From its intersection with the north right-of-way line of Castlewood/Highland Shores Boulevard north to its intersection with the north right-of-way line of Castlewood/Northwood.	45
FM 2499	From the common City limits line with the Town of Flower Mound north to its intersection with the north right-of-way line of Castlewood/Highland Shores Boulevard	40

**SECTION 2.** Should any sentence, paragraph, subdivision, clause, phrase or section of this Ordinance be adjudged or held to be unconstitutional, illegal or invalid, the same shall not affect the validity of this Ordinance as a whole, or any part or provision thereof other than the part so decided to be invalid, illegal or unconstitutional, and shall not affect the validity of the Ordinance as a whole.

**SECTION 3.** All provisions of the ordinances of the City of Highland Village, Texas, in conflict with the provisions of this ordinance be, and the same are hereby, repealed, and all other provisions of the ordinances of the City not in conflict with the provisions of this ordinance shall remain in full force and effect.

**SECTION 4.** An offense committed before the effective date of this ordinance is governed by the prior law and the provisions of the Code of Ordinances, as amended, in effect when the offense was committed and the former law is continued in effect for this purpose.

**SECTION 5.** This ordinance shall take effect immediately from and after its passage on second reading and publication in accordance with the provisions of the state law and the Charter of the City of Highland Village.

**PASSED AND APPROVED BY THE CITY COUNCIL OF THE CITY OF HIGHLAND VILLAGE, TEXAS, ON FIRST READING ON THIS THE 23<sup>RD</sup> DAY OF JUNE 2020.**

**PASSED AND APPROVED BY THE CITY COUNCIL OF THE CITY OF HIGHLAND VILLAGE, TEXAS, ON SECOND READING ON THIS THE 14<sup>TH</sup> DAY OF JULY 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:**

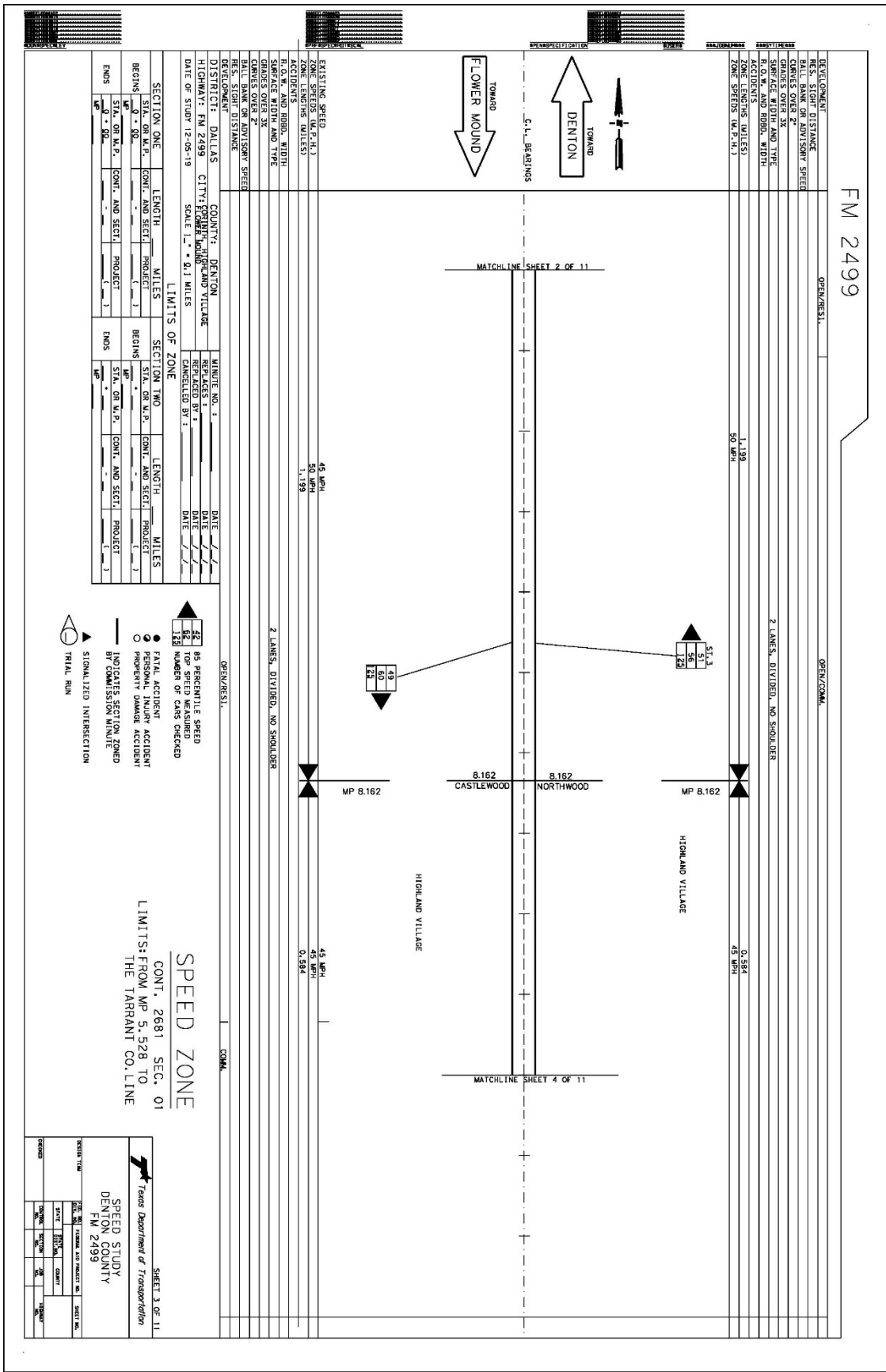
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**Kevin B. Laughlin, City Attorney**

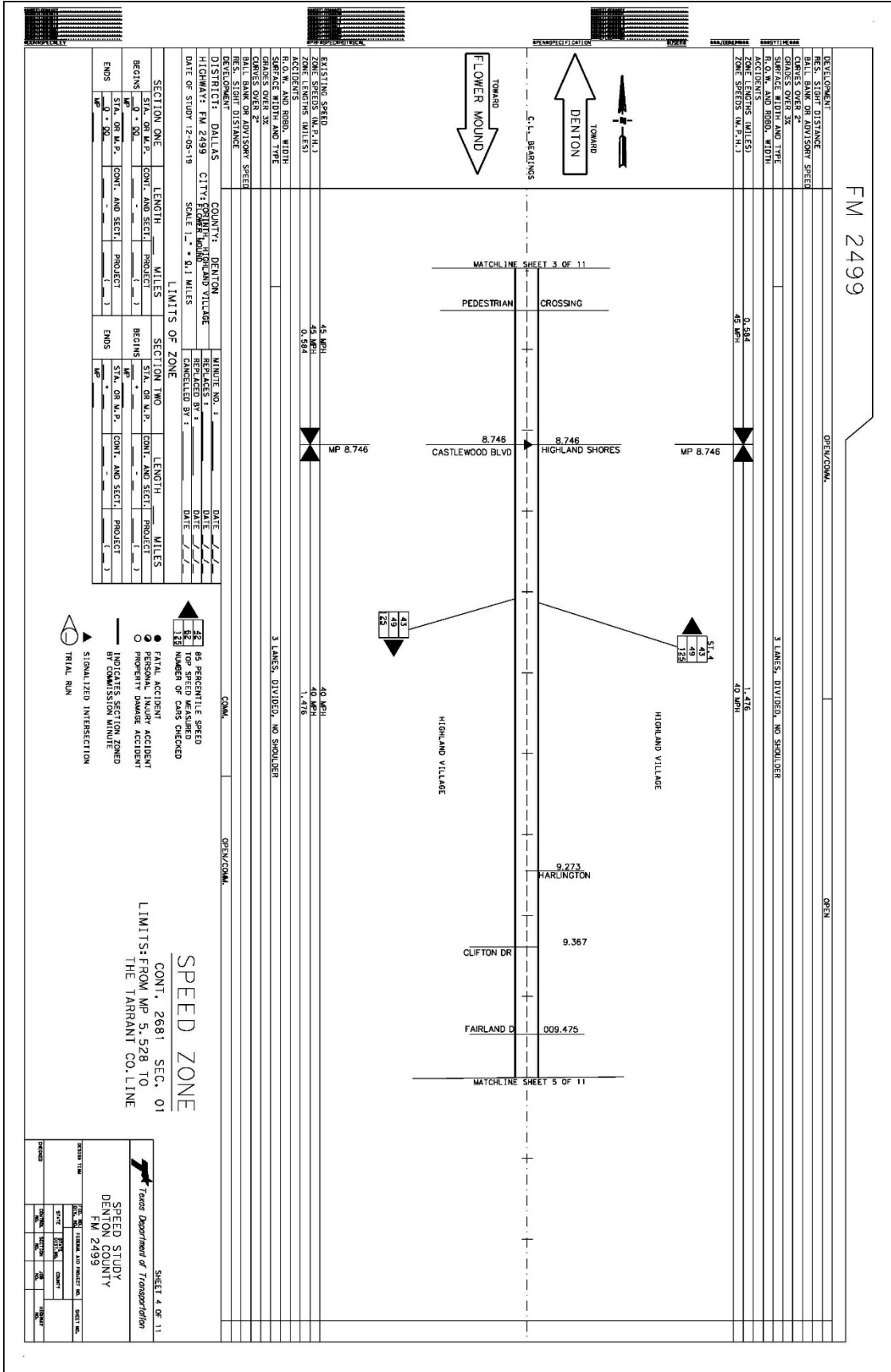
(kbl:6/8/2020:115370)



# Ordinance No. 2020-1275 Exhibit "A"



**Ordinance No. 2020-1275**  
**Exhibit "A"**

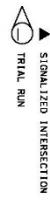


FM 2499

DEVELOPMENT	
RES. SIGN. DIST. DIVISIONARY SPEED	OPEN/COMM.
GARAGES OVER 2X	
GARAGES OVER 3X	
SURFACE WIDTH AND TYPE	
ACCIDENTS 20 YEARS WIDTH	
ZONE LENGTHS (MILES)	
ZONE SPEEDS (M.P.H.)	

EXISTING SPEED	45 MPH
ZONE SPEEDS (M.P.H.)	
ZONE LENGTHS (MILES)	0.584
EXISTING SURF. WIDTH	
EXISTING SURF. TYPE	
GARAGES OVER 2X	
GARAGES OVER 3X	
ACCIDENTS 20 YEARS	
ZONE SPEEDS (M.P.H.)	
ZONE LENGTHS (MILES)	

COUNTY: DENTON	MINUTE NO. 1
CITY: FLOWER WOUND	SECTION TWO
HIGHWAY: FM 2499	DATE
DATE OF STUDY 12-05-19	SCALE 1" = 9.1 MILES
LIMITS OF ZONE	
SECTION ONE	SECTION TWO
STA. OR M.P.	STA. OR M.P.
CONT. AND SECT.	CONT. AND SECT.
PROJECT	PROJECT
BEGINS	BEGINS
ENDS	ENDS



**SPEED ZONE**  
CONT. 2681 SEC. 01  
LIMITS FROM MP 5.528 TO  
THE TARRANT CO. LINE

SHEET 4 OF 11

Texas Department of Transportation

SPEED STUDY

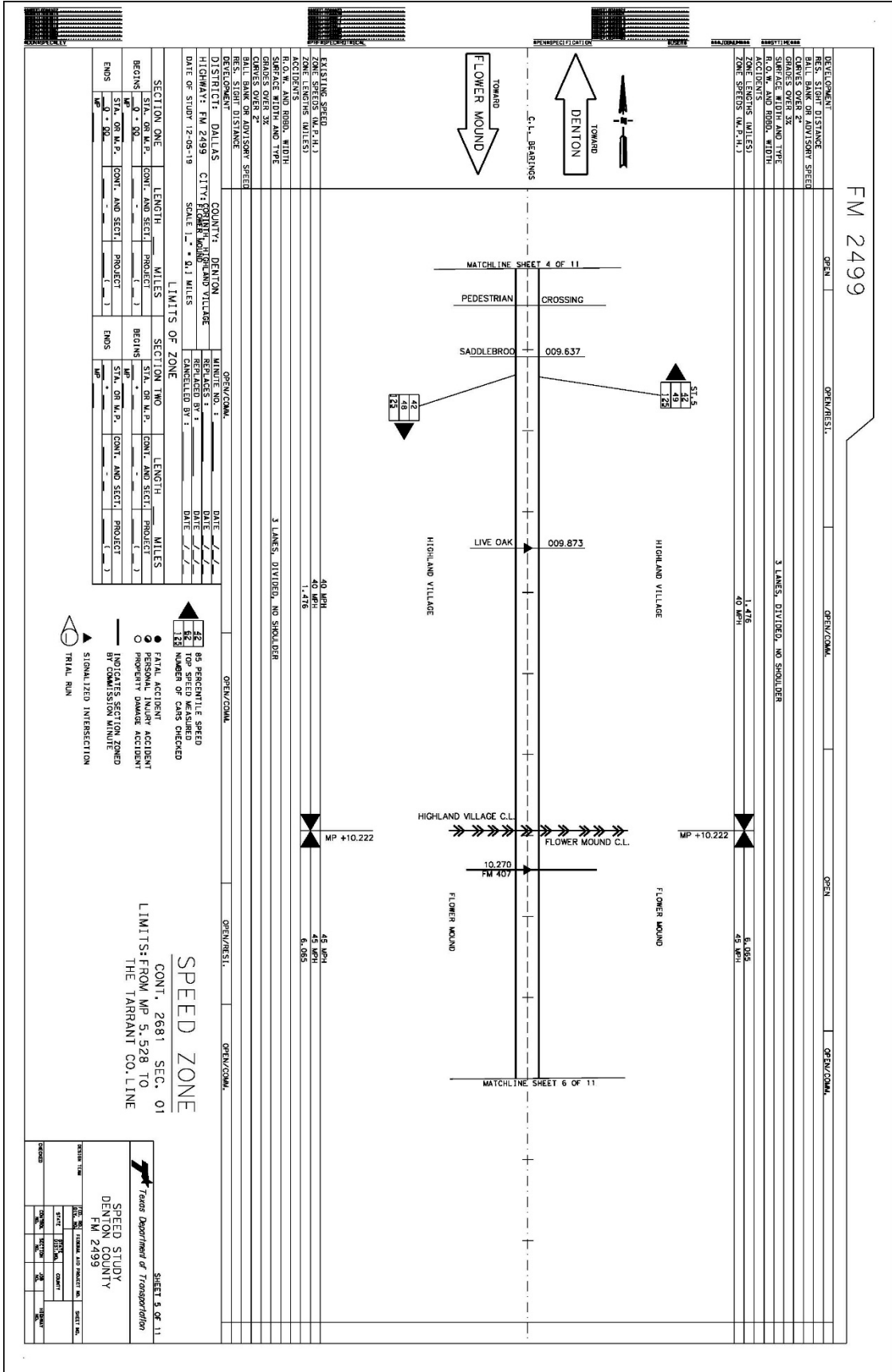
DENTON COUNTY

FM 2499

DATE	SCALE	PROJECT	SHEET NO.



# Ordinance No. 2020-1275 Exhibit "A"



**CITY OF HIGHLAND VILLAGE  
COUNCIL BRIEFING**

**AGENDA# 12**

**MEETING DATE: 7/14/2020**

**SUBJECT: Consider Resolution 2020-2889 Authorizing the Purchase of a Freightliner Dump Truck from Houston Freightliner through the City's Cooperative Purchasing Agreement with the Houston-Galveston Area Council of Government Cooperative ("HGAC") and declaring the Replaced Vehicle as Surplus and Authorizing its Sale**

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

**BACKGROUND:**

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

**IDENTIFIED NEED/S:**

In this fiscal budget year 2019/2020, under the equipment replacement schedule, staff identified the 2009 Freightliner M2-106 dump truck used by the Streets Department satisfied the City's criteria for replacement. Equipment being replaced will be sold at auction.

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

In the process of taking bids as required by state law, City staff found that in working through the Houston-Galveston Area Council of Governments Cooperative ("HGAC"), that a new Freightliner dump truck meeting or exceeding all specifications for the vehicle could be purchased for the best price. HGAC fees are included in the total price. HGAC obtained the needed vehicle through Houston Freightliner.

<u>Division</u>	<u>Quantity</u>	<u>Description</u>	<u>Cost</u>
Streets	1	2021 Freightliner M2-106	\$93,686.00

**TOTAL Utility Purchase Cost    \$93,686.00**

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

Approved in FY 2019-2020 Vehicle / Equipment Replacement Budget.

**RECOMMENDATION:**

To approve Resolution 2020-2889.

**CITY OF HIGHLAND VILLAGE, TEXAS**

**RESOLUTION NO. 2020-2889**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HIGHLAND VILLAGE, TEXAS, AUTHORIZING THE PURCHASE OF A DUMP TRUCK VEHICLE FROM HOUSTON FREIGHTLINER THROUGH THE CITY'S COOPERATIVE PURCHASING AGREEMENT WITH THE HOUSTON-GALVESTON AREA COUNCIL OF GOVERNMENTS COOPERATIVE (HGAC); DECLARING AS SURPLUS AND AUTHORIZING THE SALE OF THE REPLACED VEHICLE; AND PROVIDING AN EFFECTIVE DATE**

**WHEREAS**, pursuant to its review of the City's vehicle and equipment in accordance with the City's replacement policies, City Administration has identified the need to replace the dump truck used by the Streets Department; and

**WHEREAS**, City Administration, while in the process of soliciting bids in accordance with state law, determined that the purchase of the Dump Truck vehicle that complies with City specifications can be made for the lowest price from Houston Freightliner through the City's cooperative purchasing agreement with the Houston-Galveston Area Council of Governments Cooperative ("HGAC"); 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 and to authorize the sale of the replaced vehicle.

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

**SECTION 1.** The City Manager is hereby authorized to purchase one (1) Freightliner M2-106 vehicle from Houston Freightliner through the City's cooperative purchasing agreement with HGAC in the amount of \$93,686.00 from funds available in the FY 2019-2020 Streets budget.

**SECTION 2.** Upon delivery of the vehicle authorized to be purchased pursuant to Section 1, above, the City's 2009 Freightliner M2-106 shall be deemed to be surplus City property which the City Manager is authorized to sell in a manner authorized by law and City policy.

**SECTION 3.** This Resolution shall take effect immediately upon passage.

**PASSED AND APPROVED BY THE CITY COUNCIL OF THE CITY OF HIGHLAND VILLAGE, TEXAS, ON THIS 14<sup>TH</sup> DAY OF JULY 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:7/7/2020:116609)

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

**AGENDA# 13**

**MEETING DATE: 07/14/2020**

**SUBJECT: Consider Resolution 2020-2891 awarding and authorizing a contract with Advantage Mechanical for the replacement of heating, ventilation and air conditioning units on the City's Municipal Complex building**

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

**BACKGROUND:**

The Municipal Complex has a total of 21 heating, ventilation and air conditioning (HVAC) units that are used to cool and heat the facility year-round. Seven of those units were replaced last fiscal year. City Council approved \$150,000.00 in the General Fund Maintenance Budget to replace 12 units this fiscal year. The HVAC units have become outdated and have reached their end of useful lives. Repairs have become costly as new technology has been implemented in the industry with new gas mandates. In order for these facilities to continue providing service, improvements need to be made on the HVAC units.

Quotes were solicited and received, for the project from three general contractors. The City received three responsive quotes from contractors. They are the following:

<b>BIDDER</b>	<b>BASE BID</b>
Advantage Mechanical	\$106,367.25
DAGAR Heating & Air	\$133,364.00
Texas Air Systems	\$199,843.00

The lowest responsive quote is from Advantage Mechanical in the amount of \$106,367.25. The low quote has been reviewed and evaluated and is considered a very good quote. Advantage Mechanical has sufficient resources and, based on the contractor's work history (including several successful projects in Highland Village) is considered the lowest responsible contractor.

**IDENTIFIED NEED/S:**

HVAC unit improvements are needed at City buildings in order for these facilities to continue providing heating and cooling service.

**OPTIONS & RESULTS:**

These HVAC replacements at the City buildings have reached the end of their useful life and require replacement. New HVAC units will allow these facilities to continue providing heating and cooling service without interruption.

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

Contractors' quotes for this HVAC unit replacement project have been received and evaluated.

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

Council action approved \$150,000.00 in the FY 2019-2020 General Fund Budget to fund this Project.

**RECOMMENDATION:**

To approve Resolution 2020-2891.

**CITY OF HIGHLAND VILLAGE, TEXAS**

**RESOLUTION NO. 2020-2891**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HIGHLAND VILLAGE, TEXAS AWARDED AND AUTHORIZING A CONTRACT WITH ADVANTAGE MECHANICAL FOR THE REPLACEMENT OF HEATING, VENTILATION AND AIR CONDITIONING UNITS AT THE CITY MUNICIPAL COMPLEX; AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, City administration, having solicited, received, and reviewed the bids for the replacement of heating, ventilation and air conditioning units at the City Municipal Complex (the "Project"), has determined that Advantage Mechanical has submitted the lowest most responsible bid in the amount of \$106,367.25, and recommends award of a contract for the Project to said bidder; and

**WHEREAS**, the City Council of the City of Highland Village, Texas, finds it to be in the public interest to accept the recommendation of the City administration.

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

**SECTION 1.** The City Manager is hereby authorized to execute a contract with Advantage Mechanical in the amount of \$106,367.25 for the Project and, subject to applicable state laws, city policies, and, in the event change order(s) result in an increase in the contract amount, the availability of funds for such purpose, to negotiate and sign such change order(s) to said contract as the City Manager determines to be in the best interest of the City.

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

**PASSED AND APPROVED THIS 14<sup>th</sup> DAY OF JULY 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:7/9/2020:116686)



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

**AGENDA# 14**

**MEETING DATE: 07/14/2020**

**SUBJECT: Receive Budget Reports for Period Ending April 30, 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 April represents the seventh 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 April 30, 2020.

# General Fund Summary

## FY 2019/2020 Budget

**YEAR TO DATE APRIL**

<b>Percent of Budget Year Transpired</b>	<b>58.3%</b>
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Revenues	Original Budget	Revised Budget (Includes Budget Amendments)	Year to Date	Variance	% Received
Property Tax	\$ 11,277,706	\$ 11,277,706	\$ 11,123,630	\$ (154,076)	99%
Sales Tax	2,818,962	2,818,962	1,296,038	(1,522,924)	46%
Franchise Fees	1,662,980	1,662,980	553,871	(1,109,109)	33%
Licensing & Permits	410,474	410,474	166,541	(243,933)	41%
Park/Recreation Fees	248,144	248,144	88,298	(159,846)	36%
Public Safety Fees	39,100	39,100	17,115	(21,985)	44%
Rents	140,369	140,369	81,969	(58,400)	58%
Municipal Court	111,180	111,180	66,553	(44,627)	60%
Public Safety Charges for Svc	525,545	525,545	332,784	(192,761)	63%
Interest Income	160,000	160,000	86,419	(73,581)	54%
Miscellaneous	140,550	140,550	68,484	(72,066)	49%
<b>Total Revenues</b>	<b>\$ 17,535,010</b>	<b>\$ 17,535,010</b>	<b>\$ 13,881,703</b>	<b>\$ (3,653,307)</b>	<b>79%</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>\$ 13,881,703</b>	<b>\$ (4,187,307)</b>	

Expenditures	Original Budget	Revised Budget	Year to Date	Variance	% Used
City Manager Office	\$ 720,422	\$ 720,422	\$ 320,634	\$ 399,788	45%
Finance (includes Mun. Court)	1,720,240	1,720,240	1,095,381	624,859	64%
Human Resources	567,051	567,051	244,659	322,391	43%
City Secretary Office	405,932	405,932	181,128	224,804	45%
Information Services	1,166,155	1,166,155	563,349	602,806	48%
Police	5,125,210	5,125,210	2,836,138	2,289,072	55%
Fire	3,109,185	3,109,185	1,725,940	1,383,246	56%
Community Services	393,139	393,139	277,477	115,662	71%
Streets/Drainage	1,775,758	1,775,758	561,167	1,214,592	32%
Maintenance	1,071,928	1,071,928	569,820	502,108	53%
Parks	2,079,297	2,079,297	1,319,900	759,397	63%
Recreation	581,297	581,297	224,383	356,914	39%
<b>Total Expenditures</b>	<b>\$ 18,715,616</b>	<b>\$ 18,715,616</b>	<b>\$ 9,919,977</b>	<b>\$ 8,795,639</b>	<b>53%</b>

Capital Summary	(Included in totals above - summary information only)				
Equipment Replacement	\$ 447,686	\$ 447,686	\$ 376,002	\$ 71,684	84%

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>\$ 9,919,977</b>	<b>\$ 8,931,639</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)	3,961,726
Ending Fund Balance	\$ 5,199,314	\$ 5,872,739	\$ 10,617,071

**Audited FY19**

Fund Balance Detail	Original Budget	Revised Budget	Year to Date
Reserve Fund Balance (15% of Total Expenditures)	\$ 2,807,342	\$ 2,807,342	\$ 1,487,997
Restricted	11,500	11,500	11,500
Unassigned	2,380,472	3,053,897	9,117,574
<b>Total Fund Balance</b>	<b>\$ 5,199,314</b>	<b>\$ 5,872,739</b>	<b>\$ 10,617,071</b>

# General Fund Expenditure Summary

## FY 2019/2020 Budget

**YEAR TO DATE APRIL**

*Percent of Budget Year Transpired*

**58.3%**

### - - - Summary - - -

	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 13,153,231	\$ 13,153,231	\$ 7,250,210	\$ 5,903,021	55%
Services / Supplies	5,114,699	5,114,699	2,293,764	2,820,934	45%
Capital	447,686	447,686	376,002	71,684	84%
	\$ 18,715,616	\$ 18,715,616	\$ 9,919,977	\$ 8,795,639	53%

### - - - Detail - - -

Category	Original Budget	Revised Budget	Year to Date	Variance	% Used
<b>Personnel</b>					
<i>Salaries / Wages</i>	\$ 9,337,750	\$ 9,337,750	\$ 5,140,063	\$ 4,197,687	55%
<i>Employee Benefits</i>	3,815,482	3,815,482	2,110,148	1,705,334	55%
<i>Total Personnel</i>	\$ 13,153,231	\$ 13,153,231	\$ 7,250,210	\$ 5,903,021	55%
<b>Services / Supplies</b>					
<i>Professional Services</i>	\$ 1,720,354	\$ 1,720,354	\$ 917,056	\$ 803,298	53%
<i>Employee Development</i>	380,171	380,171	186,876	193,296	49%
<i>Office Supplies / Equipment</i>	1,281,155	1,281,155	686,764	594,391	54%
<i>Utilities</i>	315,408	315,408	158,658	156,750	50%
<i>Other</i>	1,417,611	1,417,611	344,412	1,073,199	24%
<i>Total Services / Supplies</i>	\$ 5,114,699	\$ 5,114,699	\$ 2,293,764	\$ 2,820,934	45%
<b>Capital</b>					
<i>Equipment / Vehicles</i>	\$ 447,686	\$ 447,686	\$ 376,002	\$ 71,684	84%
<i>Total Capital</i>	\$ 447,686	\$ 447,686	\$ 376,002	\$ 71,684	84%
<b>Total General Fund Expenditure Summary</b>	\$ 18,715,616	\$ 18,715,616	\$ 9,919,977	\$ 8,795,639	53%

# General Fund Revenue

## FY 2019/2020 Budget

**YEAR TO DATE APRIL**

*Percent of Budget Year Transpired*

**58.3%**

Revenues	Original Budget	Revised Budget	Year to Date	Variance	% Received
Property Tax	\$ 11,277,706	\$ 11,277,706	\$ 11,123,630	\$ (154,076)	99%
Sales Tax	2,818,962	2,818,962	1,296,038	(1,522,924)	46%
Franchise Fees	1,662,980	1,662,980	553,871	(1,109,109)	33%
Licensing & Permits	410,474	410,474	166,541	(243,933)	41%
Park/Recreation Fees	248,144	248,144	88,298	(159,846)	36%
Public Safety Fees	39,100	39,100	17,115	(21,985)	44%
Rents	140,369	140,369	81,969	(58,400)	58%
Municipal Court	111,180	111,180	66,553	(44,627)	60%
Public Safety Charges for Svc	525,545	525,545	332,784	(192,761)	63%
Interest Income	160,000	160,000	86,419	(73,581)	54%
Miscellaneous	140,550	140,550	68,484	(72,066)	49%
<b>Total Revenues</b>	<b>\$ 17,535,010</b>	<b>\$ 17,535,010</b>	<b>\$ 13,881,703</b>	<b>\$ (3,653,307)</b>	<b>79%</b>

# City Manager Office FY 2019/2020 Budget

**YEAR TO DATE APRIL**

<i>Percent of Budget Year Transpired</i>	<b>58.3%</b>
--	--------------

- - - Summary - - -					
	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 442,431	\$ 442,431	\$ 221,576	\$ 220,855	50%
Services / Supplies	277,991	277,991	90,159	187,832	32%
Capital	-	-	8,900	(8,900)	0%
	\$ 720,422	\$ 720,422	\$ 320,634	\$ 399,788	45%

- - - Detail - - -					
Category	Original Budget	Revised Budget	Year to Date	Variance	% Used
<b>Personnel</b>					
<i>Salaries / Wages</i>	\$ 337,151	\$ 337,151	\$ 173,065	\$ 164,086	51%
<i>Employee Benefits</i>	105,280	105,280	48,511	56,769	46%
<b>Total Personnel</b>	\$ 442,431	\$ 442,431	\$ 221,576	\$ 220,855	50%

Services / Supplies					
<i>Professional Services (City-wide legal - \$130,260)</i>	\$ 140,260	\$ 140,260	\$ 72,816	\$ 67,444	52%
<i>Employee Development</i>	17,390	17,390	14,977	2,413	86%
<i>Supplies / Equipment</i>	10,053	10,053	2,270	7,783	23%
<i>Utilities</i>	-	-	-	-	0%
<i>Other (Contingency)</i>	110,288	110,288	96	110,192	0%
<b>Total Services / Supplies</b>	\$ 277,991	\$ 277,991	\$ 90,159	\$ 187,832	32%

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

<b>Total City Manager</b>	\$ 720,422	\$ 720,422	\$ 320,634	\$ 399,788	45%
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# Finance Department FY 2019/2020 Budget

**YEAR TO DATE APRIL**

<i>Percent of Budget Year Transpired</i>	<b>58.3%</b>
--	--------------

- - - Summary - - -					
	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 1,049,709	\$ 1,049,709	\$ 589,968	\$ 459,741	56%
Services / Supplies	670,532	670,532	505,414	165,118	75%
Capital	-	-	-	-	0%
	\$ 1,720,240	\$ 1,720,240	\$ 1,095,381	\$ 624,859	64%

- - - Detail - - -					
Category	Original Budget	Revised Budget	Year to Date	Variance	% Used
<b>Personnel</b>					
<i>Salaries / Wages</i>	\$ 746,624	\$ 746,624	\$ 426,561	\$ 320,064	57%
<i>Employee Benefits</i>	303,085	303,085	163,407	139,678	54%
<b>Total Personnel</b>	\$ 1,049,709	\$ 1,049,709	\$ 589,968	\$ 459,741	56%

Services / Supplies					
<i>Professional Services</i> <i>(City-wide liability insurance - \$126,376 / DCAD - \$82,508)</i>	\$ 605,590	\$ 605,590	\$ 463,324	\$ 142,266	77%
<i>Employee Development</i>	24,316	24,316	17,036	7,280	70%
<i>Supplies / Equipment</i>	8,726	8,726	7,729	997	89%
<i>Utilities</i>	-	-	-	-	0%
<i>Other [Special Events (\$21,900, Data Processing \$10,000)]</i>	31,900	31,900	17,325	14,575	54%
<b>Total Services / Supplies</b>	\$ 670,532	\$ 670,532	\$ 505,414	\$ 165,118	75%

Capital					
<i>Equipment / Vehicles</i>	-	-	-	-	0%
<b>Total Capital</b>	\$ -	\$ -	\$ -	\$ -	0%
<b>Total Finance Department</b>	\$ 1,720,240	\$ 1,720,240	\$ 1,095,381	\$ 624,859	64%

# Human Resources FY 2019/2020 Budget

**YEAR TO DATE APRIL**

<i>Percent of Budget Year Transpired</i>	<b>58.3%</b>
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- - - Summary - - -					
	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 438,209	\$ 438,209	\$ 192,121	\$ 246,088	44%
Services / Supplies	128,842	128,842	52,539	76,303	41%
Capital	-	-	-	-	0%
	\$ 567,051	\$ 567,051	\$ 244,659	\$ 322,391	43%

- - - Detail - - -					
Category	Original Budget	Revised Budget	Year to Date	Variance	% Used
<b>Personnel</b>					
<i>Salaries / Wages</i>	\$ 313,783	\$ 313,783	\$ 127,234	\$ 186,549	41%
<i>Employee Benefits</i>	124,426	124,426	64,887	59,539	52%
<i>Total Personnel</i>	\$ 438,209	\$ 438,209	\$ 192,121	\$ 246,088	44%

Services / Supplies					
<i>Professional Services</i>	\$ 49,110	\$ 49,110	\$ 16,169	\$ 32,941	33%
<i>Employee Development</i>	71,932	71,932	35,732	36,200	50%
<i>Supplies / Equipment</i>	975	975	402	573	41%
<i>Utilities</i>	-	-	-	-	0%
<i>Other (Safety Programs)</i>	6,825	6,825	236	6,589	3%
<i>Total Services / Supplies</i>	\$ 128,842	\$ 128,842	\$ 52,539	\$ 76,303	41%

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

<b>Total Human Resources</b>	\$ 567,051	\$ 567,051	\$ 244,659	\$ 322,391	43%
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# City Secretary Office FY 2019/2020 Budget

**YEAR TO DATE APRIL**

<i>Percent of Budget Year Transpired</i>	<b>58.3%</b>
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- - - Summary - - -					
	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 225,749	\$ 225,749	\$ 110,778	\$ 114,971	49%
Services / Supplies	180,183	180,183	70,350	109,833	39%
Capital	-	-	-	-	-
	<u>\$ 405,932</u>	<u>\$ 405,932</u>	<u>\$ 181,128</u>	<u>\$ 224,804</u>	<u>45%</u>

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

Personnel					
<i>Salaries / Wages</i>	\$ 172,931	\$ 172,931	\$ 88,603	\$ 84,328	51%
<i>Employee Benefits</i>	52,818	52,818	22,174	30,644	42%
<b>Total Personnel</b>	<u>\$ 225,749</u>	<u>\$ 225,749</u>	<u>\$ 110,778</u>	<u>\$ 114,971</u>	<u>49%</u>

Services / Supplies					
<i>Professional Services</i>	\$ 52,575	\$ 52,575	\$ 7,700	\$ 44,875	15%
<i>Employee Development</i> <i>(City Council related \$49,441)</i>	65,978	65,978	22,600	43,378	34%
<i>Supplies / Equipment</i>	16,030	16,030	6,450	9,580	40%
<i>Utilities</i>	-	-	-	-	0%
<i>Other (Outside Services)</i>	45,600	45,600	33,600	12,000	74%
<b>Total Services / Supplies</b>	<u>\$ 180,183</u>	<u>\$ 180,183</u>	<u>\$ 70,350</u>	<u>\$ 109,833</u>	<u>39%</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>\$ 181,128</u>	<u>\$ 224,804</u>	<u>45%</u>
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# Information Services FY 2019/2020 Budget

**YEAR TO DATE APRIL**

<i>Percent of Budget Year Transpired</i>	<b>58.3%</b>
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- - - Summary - - -					
	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 700,542	\$ 700,542	\$ 383,389	\$ 317,153	55%
Services / Supplies	465,613	465,613	179,960	285,653	39%
Capital	-	-	-	-	0%
	\$ 1,166,155	\$ 1,166,155	\$ 563,349	\$ 602,806	48%

- - - Detail - - -					
Category	Original Budget	Revised Budget	Year to Date	Variance	% Used
<b>Personnel</b>					
<i>Salaries / Wages</i>	\$ 531,053	\$ 531,053	\$ 291,798	\$ 239,255	55%
<i>Employee Benefits</i>	169,489	169,489	91,591	77,898	54%
<b>Total Personnel</b>	\$ 700,542	\$ 700,542	\$ 383,389	\$ 317,153	55%

Services / Supplies					
<i>Professional Services</i> <i>(Maintenance Contracts \$198,840)</i>	\$ 249,040	\$ 249,040	\$ 90,725	\$ 158,315	36%
<i>Employee Development</i>	31,705	31,705	10,832	20,873	34%
<i>Supplies / Equipment</i>	2,560	2,560	3,295	(735)	129%
<i>Utilities</i>	20,308	20,308	8,384	11,924	41%
<i>Other (Data Processing)</i>	162,000	162,000	66,723	95,277	41%
<b>Total Services / Supplies</b>	\$ 465,613	\$ 465,613	\$ 179,960	\$ 285,653	39%

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

<b>Total City Secretary Office</b>	\$ 1,166,155	\$ 1,166,155	\$ 563,349	\$ 602,806	48%
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# Police Department FY 2019/2020 Budget

**YEAR TO DATE APRIL**

<i>Percent of Budget Year Transpired</i>	<b>58.3%</b>
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- - - Summary - - -					
	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 4,649,528	<b>\$ 4,649,528</b>	<b>\$ 2,535,613</b>	\$ 2,113,915	55%
Services / Supplies	405,082	<b>405,082</b>	<b>253,314</b>	151,768	63%
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>\$ 2,836,138</b>	\$ 2,289,072	55%

- - - 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>\$ 1,841,026</b>	\$ 1,561,563	54%
<i>Employee Benefits</i>	<u>1,246,939</u>	<u><b>1,246,939</b></u>	<u><b>694,588</b></u>	<u>552,352</u>	<u>56%</u>
<b>Total Personnel</b>	<b>\$ 4,649,528</b>	<b>\$ 4,649,528</b>	<b>\$ 2,535,613</b>	\$ 2,113,915	55%

Services / Supplies					
<i>Professional Services</i>	\$ 143,212	<b>\$ 143,212</b>	<b>\$ 112,689</b>	\$ 30,523	79%
<i>Employee Development</i>	45,339	<b>45,339</b>	<b>25,155</b>	20,184	55%
<i>Supplies / Equipment</i>	148,243	<b>148,243</b>	<b>81,967</b>	66,276	55%
<i>Utilities</i>	-	-	-	-	0%
<i>Other (Animal Care - \$52,028)</i>	<u>68,288</u>	<u><b>68,288</b></u>	<u><b>33,504</b></u>	<u>\$ 34,784</u>	<u>49%</u>
<b>Total Services / Supplies</b>	<b>\$ 405,082</b>	<b>\$ 405,082</b>	<b>\$ 253,314</b>	\$ 151,768	63%

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>	\$ 23,389	67%

<b>Total Police Department</b>	<b>\$ 5,125,210</b>	<b>\$ 5,125,210</b>	<b>\$ 2,836,138</b>	\$ 2,289,072	55%
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# Fire Department FY 2019/2020 Budget

**YEAR TO DATE APRIL**

<i>Percent of Budget Year Transpired</i>	<b>58.3%</b>
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- - - Summary - - -					
	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 2,592,217	\$ 2,592,217	\$ 1,519,744	\$ 1,072,473	59%
Services / Supplies	352,882	352,882	206,196	146,686	58%
Capital	<u>164,086</u>	<u>164,086</u>	-	<u>164,086</u>	<u>0%</u>
	<b>\$ 3,109,185</b>	<b>\$ 3,109,185</b>	<b>\$ 1,725,940</b>	<b>\$ 1,383,246</b>	<b>56%</b>

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

Personnel					
<i>Salaries / Wages</i>	\$ 1,765,490	\$ 1,765,490	\$ 1,052,600	\$ 712,889	60%
<i>Employee Benefits</i>	<u>826,728</u>	<u>826,728</u>	<u>467,144</u>	359,584	57%
<b>Total Personnel</b>	<b>\$ 2,592,217</b>	<b>\$ 2,592,217</b>	<b>\$ 1,519,744</b>	<b>\$ 1,072,473</b>	<b>59%</b>

Services / Supplies					
<i>Professional Services</i>	\$ 83,890	\$ 83,890	\$ 48,634	\$ 35,256	58%
<i>Employee Development</i> <i>(Training - \$50,450)</i>	66,097	66,097	35,436	30,661	54%
<i>Supplies / Equipment</i>	157,845	157,845	104,543	53,302	66%
<i>Utilities</i>	1,800	1,800	1,017	783	56%
<i>Other</i> <i>(Safety Programs)</i>	<u>43,250</u>	<u>43,250</u>	<u>16,566</u>	<u>26,684</u>	<u>38%</u>
<b>Total Services / Supplies</b>	<b>\$ 352,882</b>	<b>\$ 352,882</b>	<b>\$ 206,196</b>	<b>\$ 146,686</b>	<b>58%</b>

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

<b>Total Fire Department</b>	<b>\$ 3,109,185</b>	<b>\$ 3,109,185</b>	<b>\$ 1,725,940</b>	<b>\$ 1,383,246</b>	<b>56%</b>
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# Community Services FY 2019/2020 Budget

**YEAR TO DATE APRIL**

<i>Percent of Budget Year Transpired</i>	<b>58.3%</b>
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- - - Summary - - -					
	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 373,051	\$ 373,051	\$ 269,615	\$ 103,436	72%
Services / Supplies	20,088	20,088	7,862	12,226	39%
Capital	-	-	-	-	0%
	\$ 393,139	\$ 393,139	\$ 277,477	\$ 115,662	71%

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

Personnel					
<i>Salaries / Wages</i>	\$ 272,956	\$ 272,956	\$ 179,061	\$ 93,895	66%
<i>Employee Benefits</i>	100,096	100,096	90,555	9,541	90%
<i>Total Personnel</i>	\$ 373,051	\$ 373,051	\$ 269,615	\$ 103,436	72%

Services / Supplies					
<i>Professional Services</i>	\$ 7,200	\$ 7,200	\$ 2,616	4,584	36%
<i>Employee Development</i>	6,270	6,270	2,243	4,027	36%
<i>Supplies / Equipment</i>	6,618	6,618	3,003	3,615	45%
<i>Utilities</i>	-	-	-	-	0%
<i>Other</i>	-	-	-	-	0%
<i>Total Services / Supplies</i>	\$ 20,088	\$ 20,088	\$ 7,862	\$ 12,226	39%

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

<i>Total Building Operations</i>	\$ 393,139	\$ 393,139	\$ 277,477	\$ 115,662	71%
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# Streets Division FY 2019/2020 Budget

**YEAR TO DATE APRIL**

<i>Percent of Budget Year Transpired</i>	<b>58.3%</b>
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- - - Summary - - -					
	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 838,743	\$ 838,743	\$ 400,537	\$ 438,206	48%
Services / Supplies	842,015	842,015	127,370	714,645	15%
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>\$ 561,167</b>	<b>\$ 1,214,592</b>	<b>32%</b>

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

Personnel					
<i>Salaries / Wages</i>	\$ 555,221	\$ 555,221	\$ 276,804	\$ 278,418	50%
<i>Employee Benefits</i>	<u>283,522</u>	<u>283,522</u>	<u>123,733</u>	<u>159,789</u>	<u>44%</u>
<b>Total Personnel</b>	<b>\$ 838,743</b>	<b>\$ 838,743</b>	<b>\$ 400,537</b>	<b>\$ 438,206</b>	<b>48%</b>

Services / Supplies					
<i>Professional Services</i>	\$ 93,771	\$ 93,771	\$ 16,430	\$ 77,341	18%
<i>Employee Development</i>	10,719	10,719	4,068	6,651	38%
<i>Supplies / Equipment</i>	46,975	46,975	12,453	34,522	27%
<i>Utilities (Streetlights)</i>	90,000	90,000	49,595	40,405	55%
<i>Other (Street Maintenance)</i>	<u>600,550</u>	<u>600,550</u>	<u>44,824</u>	<u>555,726</u>	<u>7%</u>
<b>Total Services / Supplies</b>	<b>\$ 842,015</b>	<b>\$ 842,015</b>	<b>\$ 127,370</b>	<b>\$ 714,645</b>	<b>15%</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>\$ 561,167</b>	<b>\$ 1,214,592</b>	<b>32%</b>
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# Maintenance Division FY 2019/2020 Budget

**YEAR TO DATE APRIL**

<i>Percent of Budget Year Transpired</i>	<b>58.3%</b>
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- - - Summary - - -					
	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 363,488	\$ 363,488	\$ 203,917	\$ 159,571	56%
Services / Supplies	678,440	678,440	339,223	339,217	50%
Capital	<u>30,000</u>	<u>30,000</u>	<u>26,680</u>	<u>3,320</u>	<u>89%</u>
	\$ 1,071,928	\$ 1,071,928	\$ 569,820	\$ 502,108	53%

- - - Detail - - -					
Category	Original Budget	Revised Budget	Year to Date	Variance	% Used
<b>Personnel</b>					
<i>Salaries / Wages</i>	\$ 252,775	\$ 252,775	\$ 142,795	\$ 109,980	56%
<i>Employee Benefits</i>	<u>110,713</u>	<u>110,713</u>	<u>61,123</u>	<u>49,590</u>	<u>55%</u>
<b>Total Personnel</b>	\$ 363,488	\$ 363,488	\$ 203,917	\$ 159,571	56%

<b>Services / Supplies</b>					
	Original Budget	Revised Budget	Year to Date	Variance	% Used
<i>Professional Services</i>	\$ 69,148	\$ 69,148	\$ 33,362	\$ 35,786	48%
<i>Employee Development</i>	4,480	4,480	631	3,849	14%
<i>Supplies / Equipment</i> <i>(Fuel - \$174,577, Parts / Repairs - \$120,500, Building - \$189,100)</i>	534,712	534,712	270,613	264,099	51%
<i>Utilities</i>	70,000	70,000	34,617	35,383	49%
<i>Other</i>	<u>100</u>	<u>100</u>	<u>-</u>	<u>\$ 100</u>	<u>0%</u>
<b>Total Services / Supplies</b>	\$ 678,440	\$ 678,440	\$ 339,223	\$ 339,217	50%

<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	\$ 569,820	\$ 502,108	53%
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# Parks Division FY 2019/2020 Budget

**YEAR TO DATE APRIL**

<i>Percent of Budget Year Transpired</i>	<b>58.3%</b>
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- - - Summary - - -					
	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 1,257,424	\$ 1,257,424	\$ 731,793	\$ 525,631	58%
Services / Supplies	733,873	733,873	328,155	405,718	45%
Capital	<u>88,000</u>	<u>88,000</u>	<u>259,952</u>	<u>(171,952)</u>	<u>295%</u>
	\$ 2,079,297	\$ 2,079,297	\$ 1,319,900	\$ 759,397	63%

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

Personnel					
<i>Salaries / Wages</i>	\$ 810,830	\$ 810,830	\$ 467,442	\$ 343,388	58%
<i>Employee Benefits</i>	<u>446,594</u>	<u>446,594</u>	<u>264,351</u>	<u>182,244</u>	<u>59%</u>
<b>Total Personnel</b>	\$ 1,257,424	\$ 1,257,424	\$ 731,793	\$ 525,631	58%

Services / Supplies					
<i>Professional Services (ROW Contract Mowing - \$108,000)</i>	\$ 226,558	\$ 226,558	\$ 52,591	\$ 173,967	23%
<i>Employee Development</i>	25,420	25,420	16,005	9,415	63%
<i>Supplies / Equipment</i>	347,645	347,645	193,859	153,786	56%
<i>Utilities</i>	133,300	133,300	65,045	68,255	49%
<i>Other</i>	<u>950</u>	<u>950</u>	<u>656</u>	<u>294</u>	<u>69%</u>
<b>Total Services / Supplies</b>	\$ 733,873	\$ 733,873	\$ 328,155	\$ 405,718	45%

Capital					
<i>Equipment / Vehicles</i>	88,000	88,000	259,952	(171,952)	295%
<b>Total Capital</b>	88,000	88,000	259,952	(171,952)	295%

<b>Total Parks</b>	\$ 2,079,297	\$ 2,079,297	\$ 1,319,900	\$ 759,397	63%
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# Recreation Division FY 2019/2020 Budget

**YEAR TO DATE APRIL**

<i>Percent of Budget Year Transpired</i>	<b>58.3%</b>
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- - - Summary - - -					
	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 222,139	\$ 222,139	\$ 91,159	\$ 130,980	41%
Services / Supplies	359,158	359,158	133,224	225,934	37%
Capital	-	-	-	-	0%
	\$ 581,297	\$ 581,297	\$ 224,383	\$ 356,914	39%

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

Personnel					
<i>Salaries / Wages</i>	\$ 176,346	\$ 176,346	\$ 73,074	\$ 103,272	41%
<i>Employee Benefits</i>	45,793	45,793	18,085	27,708	39%
<b>Total Personnel</b>	\$ 222,139	\$ 222,139	\$ 91,159	\$ 130,980	41%

Services / Supplies					
<i>Professional Services</i>		\$ -	\$ -	\$ -	0%
<i>Employee Development</i>	10,525	10,525	2,161	8,364	21%
<i>Supplies / Equipment</i>	773	773	180	593	23%
<i>Utilities</i>	-	-	-	-	0%
<i>Other (Recreation Programs )</i>	347,860	347,860	130,883	216,977	38%
<b>Total Services / Supplies</b>	\$ 359,158	\$ 359,158	\$ 133,224	\$ 225,934	37%

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

<b>Total Recreation</b>	\$ 581,297	\$ 581,297	\$ 224,383	\$ 356,914	39%
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# Equipment Replacement / Capital Schedule FY 2019/2020 Budget

**YEAR TO DATE APRIL**

<i>Percent of Budget Year Transpired</i>	<b>58.3%</b>
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Expenditures	Original Budget	Revised Budget	Year to Date	Variance	% Used
City Manager Office Capital Outlay	-	-	8,900	(8,900)	0%
Finance Capital Outlay	-	-	-	-	0%
Human Resources Capital Outlay	-	-	-	-	0%
City Secretary Capital Outlay	-	-	-	-	0%
Information Services Capital Outlay	-	-	-	-	0%
Police Dept Capital Outlay	70,600	70,600	47,211	23,389	67%
Fire Dept Capital Outlay	164,086	164,086	-	164,086	0%
Community Services Capital Outlay	-	-	-	-	0%
Streets Dept Capital Outlay	95,000	95,000	33,260	61,740	35%
Maintenance Capital Outlay	30,000	30,000	26,680	3,320	89%
City Parks Capital Outlay	88,000	88,000	259,952	(171,952)	295%
City Recreation Capital Outlay	-	-	-	-	0%
<b>Total Expenditures</b>	\$ 447,686	\$ 447,686	\$ 376,002	\$ 71,684	84%

# Utility Fund Revenues

## FY 2019/2020 Budget

**YEAR TO DATE APRIL**

<b>Percent of Budget Year Transpired</b>	<b>58.3%</b>
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Fees	Original Budget	Revised Budget	Year to Date	Variance	% Received
<i>Electronic Payment</i>	\$ (182,000)	\$ (182,000)	\$ (97,065)	\$ (84,935)	53%
<i>Charges / Penalties</i>	102,000	102,000	46,543	55,457	46%
<b>Total Fees</b>	<b>\$ (80,000)</b>	<b>\$ (80,000)</b>	<b>\$ (50,522)</b>	<b>\$ (29,478)</b>	<b>63%</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	\$ 2,118,683	\$ 3,554,844	37%
<i>Sewer Sales</i>	4,467,014	4,467,014	2,273,746	2,193,268	51%
<i>Inspection Fees</i>	4,500	4,500	1,120	3,380	25%
<b>Total Charges for Service</b>	<b>\$ 10,145,041</b>	<b>\$ 10,145,041</b>	<b>\$ 4,393,549</b>	<b>\$ 5,751,492</b>	<b>43%</b>

### Interest

<i>Interest (Operations)</i>	\$ 48,000	\$ 48,000	\$ 20,802	\$ 27,198	43%
<i>Interest (Capital Projects)</i>	55,224	55,224	27,606	27,618	50%
<b>Total Interest</b>	<b>\$ 103,224</b>	<b>\$ 103,224</b>	<b>\$ 48,408</b>	<b>\$ 54,816</b>	<b>47%</b>

### Impact Fees

<i>Impact Fees</i>	\$ 229,816	\$ 229,816	\$ 69,944	\$ 159,872	30%
<b>Total Impact Fees</b>	<b>\$ 229,816</b>	<b>\$ 229,816</b>	<b>\$ 69,944</b>	<b>\$ 159,872</b>	<b>30%</b>

### Miscellaneous Income

<i>Miscellaneous Income</i>	\$ 5,000	\$ 5,000	\$ 5,957	\$ (957)	119%
<b>Total Miscellaneous Income</b>	<b>\$ 5,000</b>	<b>\$ 5,000</b>	<b>\$ 5,957</b>	<b>\$ (957)</b>	<b>119%</b>

<b>Total Utility Fund Revenues</b>	<b>\$ 10,403,081</b>	<b>\$ 10,403,081</b>	<b>\$ 4,469,785</b>	<b>\$ 5,933,296</b>	<b>43%</b>
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# Utility Division FY 2019/2020 Budget

YEAR TO DATE APRIL

Percent of Budget Year Transpired	58.3%
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--- Summary - Operations ---					
	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 1,807,915	<b>\$ 1,807,915</b>	<b>\$ 939,355</b>	\$ 868,560	52%
Services / Supplies	6,525,798	<b>6,525,798</b>	<b>3,174,269</b>	3,351,529	49%
Capital	335,000	<b>335,000</b>	<b>390,400</b>	(55,400)	117%
<b>Total Utility Division</b>	<b>\$ 8,668,713</b>	<b>\$ 8,668,713</b>	<b>\$ 4,504,023</b>	\$ 4,164,690	52%

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

Personnel					
<i>Salaries / Wages</i>	\$ 1,197,744	\$ 1,197,744	\$ 626,608	\$ 571,137	52%
<i>Employee Benefits</i>	610,171	610,171	312,747	297,424	51%
<b>Total Personnel</b>	<b>\$ 1,807,915</b>	<b>\$ 1,807,915</b>	<b>\$ 939,355</b>	\$ 868,560	52%

Services / Supplies					
<i>Professional Services</i>	\$ 256,173	\$ 256,173	\$ 181,590	\$ 74,583	71%
<i>Employee Development</i>	58,957	58,957	32,263	26,694	55%
<i>Supplies / Equipment</i>	77,359	77,359	33,733	43,627	44%
<i>Utilities</i>	404,380	404,380	189,699	214,681	47%
<i>Other (Well Lot Maintenance)</i>	1,251,719	1,251,719	250,637	1,001,081	20%
<b>Sub-Total - Operations Services / Supplies</b>	<b>\$ 2,048,588</b>	<b>\$ 2,048,588</b>	<b>\$ 687,922</b>	\$ 1,360,666	34%

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	400,884	517,771	44%
<i>UTRWD - Water Demand Charges</i>	1,359,750	1,359,750	785,304	574,446	58%
<i>UTRWD - Sewer Effluent Volume Rate</i>	622,715	622,715	379,307	243,408	61%
<i>UTRWD - Capital Charge Joint Facilities</i>	1,337,315	1,337,315	780,100	557,215	58%
<i>UTRWD - HV Sewer Line to UTRWD</i>	233,670	233,670	135,648	98,022	58%
<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>\$ 2,486,347</b>	\$ 1,990,863	56%

<b>Total Services / Supplies</b>	<b>\$ 6,525,798</b>	<b>\$ 6,525,798</b>	<b>\$ 3,174,269</b>	\$ 3,351,529	49%
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Capital					
<i>Equipment / Vehicles</i>	335,000	335,000	390,400	(55,400)	117%
<b>Total Capital</b>	<b>\$ 335,000</b>	<b>\$ 335,000</b>	<b>\$ 390,400</b>	\$ (55,400)	117%

<b>Total Utility Division - Operations</b>	<b>\$ 8,668,713</b>	<b>\$ 8,668,713</b>	<b>\$ 4,504,023</b>	\$ 4,164,690	52%
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# Utility Fund Working Capital FY 2019/2020 Budget

**YEAR TO DATE APRIL**

<b>Percent of Budget Year Transpired</b>	<b>58.3%</b>
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Revenues	Original Budget	Revised Budget	Year to Date	Variance	% Received
<i>Water Sales</i>	\$ 5,673,527	\$ 5,673,527	\$ 2,118,683	\$ 3,554,844	37%
<i>Sewer Sales</i>	4,467,014	4,467,014	2,273,746	2,193,268	51%
<i>Other Fees / Charges</i>	111,500	111,500	56,070	55,430	50%
<i>Electronic Payment Credit</i>	(182,000)	(182,000)	(97,065)	(84,935)	53%
<i>Interest</i>	48,000	48,000	20,802	27,198	43%
<b>Total Revenues</b>	<b>\$ 10,118,041</b>	<b>\$ 10,118,041</b>	<b>\$ 4,372,235</b>	<b>\$ 5,745,806</b>	<b>43%</b>

Expenditures	Original Budget	Revised Budget	Year to Date	Variance	% Used
<i>Administration</i>	\$357,211	\$357,211	\$ 202,438	\$ 154,773	57%
<i>Operations</i>	3,499,293	3,499,293	1,424,839	2,074,454	41%
<i>UTRWD</i>	4,477,210	4,477,210	2,486,347	1,990,863	56%
<i>Debt Service</i>	1,226,414	1,226,414	1,065,382	161,032	87%
<i>Capital Projects</i>	-	-	-	-	0%
<i>Equipment Replace / Capital</i>	335,000	335,000	390,400	(55,400)	117%
<b>Total Expenditures</b>	<b>\$ 9,895,127</b>	<b>\$ 9,895,127</b>	<b>\$ 5,569,405</b>	<b>\$ 4,325,722</b>	<b>56%</b>

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

Fund Balance	Original Budget	Revised Budget	Year to Date
<i>Net Increase/Decrease</i>	(397,086)	(397,086)	(1,197,170)
<b>Beginning Working Capital</b>			
<i>Operations</i>	2,173,276	2,493,632	2,493,632
<i>Available Impact Fees</i>	1,017,490	1,047,080	1,047,080
<b>Total Available Working Capital</b>	<b>\$ 3,190,766</b>	<b>\$ 3,540,712</b>	<b>\$ 3,540,712</b>
<b>Ending Working Capital</b>			
<i>Operations</i>	1,776,190	2,096,546	1,296,462
<i>Designated Capital Project</i>	-	-	-
<i>Available Impact Fees</i>	1,097,306	1,126,896	1,117,024
<b>Total Available Working Capital</b>	<b>\$ 2,873,496</b>	<b>\$ 3,223,442</b>	<b>\$ 2,413,486</b>

<i>Impact Fees</i>			
<i>Beginning Balance</i>	1,017,490	1,047,080	1,047,080
<i>+ Collections</i>	229,816	229,816	69,944
<i>- Applied to offset Debt Service</i>	(150,000)	(150,000)	-
<i>Ending Balance</i>	1,097,306	1,126,896	1,117,024

\*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 APRIL**

<i>Percent of Budget Year Transpired</i>	<b>58.3%</b>
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Revenues	Original Budget	Revised Budget	Year to Date	Variance	% Received
<i>Park Entry Fees</i>	\$ 408,975	\$ 408,975	\$ 229,100	\$ 179,875	56%
<i>Annual Park Passes</i>	24,500	24,500	16,355	8,145	67%
<i>Concession Sales</i>	-	-	-	-	0%
<i>Interest</i>	200	200	15	185	7%
<b>Total Revenues</b>	<b>\$ 433,675</b>	<b>\$ 433,675</b>	<b>\$ 245,470</b>	<b>\$ 188,206</b>	<b>57%</b>

Expenditures	Original Budget	Revised Budget	Year to Date	Variance	% Used
<i>Personnel</i>	\$ 189,635	\$ 189,635	\$ 124,665	\$ 64,970	66%
<i>Services / Supplies</i>	281,218	281,218	63,531	217,687	23%
<i>Capital</i>	-	-	-	-	0%
<b>Total Expenditures</b>	<b>\$ 470,853</b>	<b>\$ 470,853</b>	<b>\$ 188,196</b>	<b>\$ 282,657</b>	<b>40%</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)	57,274
<b>Ending Fund Balance</b>	<b>\$ 148,587</b>	<b>\$ 167,060</b>	<b>\$ 261,512</b>

**Audited FY19**

# Debt Service Fund

## FY 2019/2020 Budget

**YEAR TO DATE APRIL**

<b>Percent of Budget Year Transpired</b>	<b>58.3%</b>
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Revenues	Original Budget	Revised Budget	Year to Date	Variance	% Received
<i>Property Tax Revenues</i>	\$2,047,295	\$ 2,047,295	\$ 2,019,607	\$ 27,688	99%
<i>Interest Income</i>	8,000	8,000	4,614	3,386	58%
<b>Total Revenues</b>	<b>\$ 2,055,295</b>	<b>\$ 2,055,295</b>	<b>\$ 2,024,221</b>	<b>\$ 31,074</b>	<b>98%</b>

Expenditures	Original Budget	Revised Budget	Year to Date	Variance	% Used
<i>Principal Payments</i>	\$ 2,200,000	\$ 2,200,000	\$ 2,200,000	-	100%
<i>Interest Payments</i>	645,582	645,582	336,451	309,132	52%
<i>Paying Agent Fees</i>	3,000	3,000	2,131	869	71%
<b>Total Expenditures</b>	<b>\$ 2,848,582</b>	<b>\$ 2,848,582</b>	<b>\$ 2,538,582</b>	<b>\$ 310,000</b>	<b>89%</b>

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

Beginning & Ending Balance	Original Budget	Revised Budget	Year to Date
<i>Beginning Fund Balance</i>	\$ 118,618	\$ 118,266	\$ 118,266
<i>+ Net Increase (Decrease)</i>	14,999	14,999	240,707
<b>Ending Fund Balance</b>	<b>\$ 133,617</b>	<b>\$ 133,265</b>	<b>\$ 358,973</b>

**Audited FY19**

# Capital Projects Fund FY 2019/2020 Budget

**YEAR TO DATE APRIL**

<b>Percent of Budget Year Transpired</b>	<b>58.3%</b>
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Revenues	Original Budget	Revised Budget	Year to Date	Variance	% Received
Grants	\$ -	\$ -	\$ -	\$ -	0%
Contributions	-	-	68,340	(68,340)	0%
Interest Income	50,000	50,000	49,475	525	99%
<b>Total Revenues</b>	<b>\$ 50,000</b>	<b>\$ 50,000</b>	<b>\$ 117,815</b>	<b>\$ (67,815)</b>	<b>236%</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	1,713,500	2,274,361	43%
2018 Bond Issue (Streets)	2,120,330	2,120,330	601,461	1,518,869	28%
2018 Bond Issue (Parks)	1,867,531	1,867,531	1,112,039	755,492	60%
<b>Total Expenditures</b>	<b>\$ 4,033,523</b>	<b>\$ 4,033,523</b>	<b>\$ 1,713,500</b>	<b>\$ 2,320,023</b>	<b>42%</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)	(1,595,685)
<i>Ending Fund Balance</i>	\$ 1,263,838	\$ 1,426,746	\$ 3,717,899

**Audited FY19**

# Drainage Utilities FY 2019/2020 Budget

**YEAR TO DATE APRIL**

<i>Percent of Budget Year Transpired</i>	<b>58.3%</b>
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Revenues	Original Budget	Revised Budget	Year to Date	Variance	% Received
<i>Drainage Conversion Fee</i>		\$ -	\$ 4,030	\$ (4,030)	0%
<i>Drainage Fee Receipts</i>	500,000	500,000	271,986	228,014	54%
<i>Miscellaneous</i>	-	-	-	-	0%
<i>Interest</i>	4,000	4,000	1,385	2,615	35%
<b>Total Revenues</b>	\$ 504,000	\$ 504,000	\$ 277,401	\$ 226,599	55%

Expenditures	Original Budget	Revised Budget	Year to Date	Variance	% Used
<i>Personnel</i>	\$ 379,617	\$ 379,617	\$ 197,146	\$ 182,470	52%
<i>Services / Supplies</i>	138,385	138,385	75,659	62,726	55%
<i>Capital</i>	120,000	120,000	51,382	68,618	43%
<b>Total Expenditures</b>	\$ 638,002	\$ 638,002	\$ 324,187	\$ 313,814	51%

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)	(46,786)
<b>Ending Fund Balance</b>	\$ 280,956	\$ 275,876	\$ 243,092

Audited FY19



# Park Development Fee Fund FY 2019/2020 Budget

**YEAR TO DATE APRIL**

<b>Percent of Budget Year Transpired</b>	<b>58.3%</b>
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Revenues	Original Budget	Revised Budget	Year to Date	Variance	% Received
<i>Interest</i>	\$ 500	\$ 500	\$ 596	\$ (96)	119%
<i>Community Park Fees</i>	49,248	49,248	7,524	41,724	0%
<i>Linear Park Fees</i>	-	-	-	-	0%
<i>Neighborhood Park Fees</i>	-	-	-	-	0%
<i>Service Area II</i>	-	-	-	-	0%
<i>Service Area IV</i>	-	-	-	-	0%
<b>Total Revenues</b>	<b>\$ 49,748</b>	<b>\$ 49,748</b>	<b>\$ 8,120</b>	<b>\$ 41,628</b>	<b>0%</b>

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

Other Sources/Uses	Original Budget	Revised Budget	Year to Date	Variance	% Used
<i>Operating Transfers In</i>	\$ -	\$ -	\$ -	\$ -	0%
<i>Operating Transfers Out (Funding for projects at Unity Park with FY2012 bond)</i>	(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)	8,120
<b>Ending Fund Balance</b>	<b>\$ -</b>	<b>\$ 24,124</b>	<b>\$ 79,181</b>

Audited FY19

Ending Fund Balance Detail	Original Budget	Year to Date
<i>Community Park Fees</i>	\$ 49,248	79,181
<i>Linear Park Fees</i>	-	-
<i>Neighborhood Park Fees (Area I)</i>	-	-
<i>Neighborhood Park Fees (Area II)</i>	-	-
<i>Neighborhood Park Fees (Area IV)</i>	-	-
<b>Total</b>	<b>\$ 49,248</b>	<b>\$ 79,181</b>

# Public Safety Special Revenue Fund FY 2019/2020 Budget

**YEAR TO DATE APRIL**

<b>Percent of Budget Year Transpired</b>	<b>58.3%</b>
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Revenues	Original Budget	Revised Budget	Year to Date	Variance	% Received
Revenues	\$ 25,600	\$ 25,600	\$ 36,662	\$ (11,062)	143%

Expenditures	Original Budget	Revised Budget	Year to Date	Variance	% Used
<i>Personnel</i>	\$ -	\$ -	\$ -	\$ -	0%
<i>Services / Supplies</i>	3,600	3,600	13,788	(10,188)	383%
<i>Capital</i>	-	-	-	-	0%
<b>Total Expenditures</b>	\$ 3,600	\$ 3,600	\$ 13,788	\$ (10,188)	383%

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>	-	-	22,874
<b>Ending Fund Balance</b>	\$ 21,838	\$ 25,680	\$ 48,554

**Audited FY19**

# Municipal Court Technology Fee Fund FY 2019/2020 Budget

**YEAR TO DATE APRIL**

<b>Percent of Budget Year Transpired</b>	<b>58.3%</b>
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Revenues	Original Budget	Revised Budget	Year to Date	Variance	% Received
Revenues	\$ 3,500	\$ 3,500	\$ 2,091	1,409	60%

Expenditures	Original Budget	Revised Budget	Year to Date	Variance	% Used
Services / Supplies	\$ 17,640	\$ 17,640	\$ 8,258	\$ 9,382	47%
<b>Total Expenditures</b>	<b>\$ 17,640</b>	<b>\$ 17,640</b>	<b>\$ 8,258</b>	<b>\$ 9,382</b>	<b>47%</b>

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

Beginning & Ending Balance	Original Budget	Revised Budget	Year to Date
Beginning Fund Balance	\$ 22,768	\$ 29,340	\$ 29,340
+ Net Increase (Decrease)	(14,140)	(14,140)	(6,167)
Ending Fund Balance	\$ 8,628	\$ 15,200	\$ 23,173

**Audited FY19**

# Municipal Court Building Security Fund FY 2019/2020 Budget

**YEAR TO DATE APRIL**

<b>Percent of Budget Year Transpired</b>	<b>58.3%</b>
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Revenues	Original Budget	Revised Budget	Year to Date	Variance	% Received
<b>Revenues (Court Fines)</b>	\$ 2,700	\$ 2,700	\$ 1,840	\$ 860	68%

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	1,840
<b>Ending Fund Balance</b>	\$ 38,022	\$ 38,173	\$ 37,313

**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	612,126
Park Fees (Rental)	47,597	58,446	63,400	34,385
Linear Park Fees	-	-	-	-
Miscellaneous Income	-	-	-	-
Interest Income	492	720	800	627
<b>Total</b>	<b>\$ 1,316,341</b>	<b>\$ 1,364,714</b>	<b>\$ 1,412,831</b>	<b>\$ 647,138</b>
<b>Expenditures</b>				
<i>Personnel</i>	263,795	314,219	324,231	184,883
Services / Supplies	230,292	221,974	276,525	112,171
Reimburse GF (Support Functions)	-	28,000	28,000	-
Reimburse GF (Debt Service)	898,685	806,827	808,286	755,068
<b>Total Non-Capital Expenditures</b>	<b>\$ 1,392,772</b>	<b>\$ 1,371,020</b>	<b>\$ 1,437,042</b>	<b>\$ 1,052,122</b>
<b>Capital</b>				
Engineering	-	-	-	-
Projects Funded Directly	-	-	-	30,392
Transfer to 4B Capital Projects	\$ -	\$ -	\$ -	\$ 30,392
Equipment	-	-	-	-
<b>Net Increase / (Decrease)</b>	<b>(76,431)</b>	<b>(6,306)</b>	<b>(24,211)</b>	<b>(435,376)</b>
<b>Working Capital Balance</b>	<b>\$ 30,523</b>	<b>\$ 24,217</b>	<b>\$ 5</b>	<b>\$ (411,159)</b>

# PEG Fee Fund FY 2019/2020 Budget

**YEAR TO DATE APRIL**

<i>Percent of Budget Year Transpired</i>	<b>58.3%</b>
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Revenues	Original Budget	Revised Budget	Year to Date	Variance	% Received
<i>PEG Fee Receipts</i>	\$ 52,000	\$ 52,000	\$ 11,830	\$ 40,170	23%
<b>Total Revenues</b>	\$ 52,000	\$ 52,000	\$ 11,830	\$ 40,170	23%

Expenditures	Original Budget	Revised Budget	Year to Date	Variance	% Used
<i>Personnel</i>	\$ -	\$ -	\$ -	\$ -	0%
<i>Services / Supplies</i>	30,695	30,695	610	30,085	2%
<i>Capital</i>	42,500	42,500	75,283	(32,783)	0%
<b>Total Expenditures</b>	\$ 73,195	\$ 73,195	\$ 75,893	\$ (2,698)	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)	(64,064)
<b>Ending Fund Balance</b>	\$ 131,635	\$ 131,684	\$ 88,815

Audited FY19

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

**AGENDA# 15**

**MEETING DATE: 07/14/2020**

**SUBJECT: Receive Budget Reports for Period Ending May 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 May represents the eighth 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 May 31, 2020.

# General Fund Summary

## FY 2019/2020 Budget

**YEAR TO DATE MAY**

<b>Percent of Budget Year Transpired</b>	<b>66.7%</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	\$ 11,130,080	\$ (147,626)	99%
Sales Tax	2,818,962	2,818,962	1,510,868	(1,308,094)	54%
Franchise Fees	1,662,980	1,662,980	714,726	(948,254)	43%
Licensing & Permits	410,474	410,474	204,659	(205,815)	50%
Park/Recreation Fees	248,144	248,144	86,817	(161,327)	35%
Public Safety Fees	39,100	39,100	17,123	(21,977)	44%
Rents	140,369	140,369	125,132	(15,237)	89%
Municipal Court	111,180	111,180	70,743	(40,437)	64%
Public Safety Charges for Svc	525,545	525,545	405,654	(119,891)	77%
Interest Income	160,000	160,000	104,640	(55,360)	65%
Miscellaneous	140,550	140,550	76,376	(64,174)	54%
<b>Total Revenues</b>	<b>\$ 17,535,010</b>	<b>\$ 17,535,010</b>	<b>\$ 14,446,818</b>	<b>\$ (3,088,192)</b>	<b>82%</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>\$ 14,446,818</b>	<b>\$ (3,622,192)</b>	

Expenditures	Original Budget	Revised Budget	Year to Date	Variance	% Used
City Manager Office	\$ 720,422	\$ 720,422	\$ 412,585	\$ 307,837	57%
Finance (includes Mun. Court)	1,720,240	1,720,240	1,198,451	521,790	70%
Human Resources	567,051	567,051	273,879	293,172	48%
City Secretary Office	405,932	405,932	198,685	207,247	49%
Information Services	1,166,155	1,166,155	629,877	536,278	54%
Police	5,125,210	5,125,210	3,185,092	1,940,118	62%
Fire	3,109,185	3,109,185	1,961,123	1,148,062	63%
Community Services	393,139	393,139	314,260	78,880	80%
Streets/Drainage	1,775,758	1,775,758	690,217	1,085,542	39%
Maintenance	1,071,928	1,071,928	646,447	425,481	60%
Parks	2,079,297	2,079,297	1,643,009	436,288	79%
Recreation	581,297	581,297	236,686	344,611	41%
<b>Total Expenditures</b>	<b>\$ 18,715,616</b>	<b>\$ 18,715,616</b>	<b>\$ 11,390,312</b>	<b>\$ 7,325,304</b>	<b>61%</b>

Capital Summary	(Included in totals above - summary information only)				
Equipment Replacement	\$ 447,686	\$ 447,686	\$ 501,427	\$ (53,741)	112%

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>\$ 11,390,312</b>	<b>\$ 7,461,304</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)	3,056,507
Ending Fund Balance	\$ 5,199,314	\$ 5,872,739	\$ 9,711,852

**Audited FY19**

Fund Balance Detail	Original Budget	Revised Budget	Year to Date
Reserve Fund Balance (15% of Total Expenditures)	\$ 2,807,342	\$ 2,807,342	\$ 1,708,547
Restricted	11,500	11,500	11,500
Unassigned	2,380,472	3,053,897	7,991,805
<b>Total Fund Balance</b>	<b>\$ 5,199,314</b>	<b>\$ 5,872,739</b>	<b>\$ 9,711,852</b>



# General Fund Expenditure Summary

## FY 2019/2020 Budget

**YEAR TO DATE MAY**

Percent of Budget Year Transpired

66.7%

### - - - Summary - - -

	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 13,153,231	\$ 13,153,231	\$ 8,283,858	\$ 4,869,374	63%
Services / Supplies	5,114,699	5,114,699	2,605,027	2,509,672	51%
Capital	447,686	447,686	501,427	(53,741)	112%
	\$ 18,715,616	\$ 18,715,616	\$ 11,390,312	\$ 7,325,304	61%

### - - - Detail - - -

Category	Original Budget	Revised Budget	Year to Date	Variance	% Used
<b>Personnel</b>					
<i>Salaries / Wages</i>	\$ 9,337,750	\$ 9,337,750	\$ 5,860,649	\$ 3,477,101	63%
<i>Employee Benefits</i>	3,815,482	3,815,482	2,423,209	1,392,273	64%
<i>Total Personnel</i>	\$ 13,153,231	\$ 13,153,231	\$ 8,283,858	\$ 4,869,374	63%
<b>Services / Supplies</b>					
<i>Professional Services</i>	\$ 1,720,354	\$ 1,720,354	\$ 1,032,569	\$ 687,785	60%
<i>Employee Development</i>	380,171	380,171	196,677	183,494	52%
<i>Office Supplies / Equipment</i>	1,281,155	1,281,155	770,006	511,149	60%
<i>Utilities</i>	315,408	315,408	178,840	136,568	57%
<i>Other</i>	1,417,611	1,417,611	426,935	990,676	30%
<i>Total Services / Supplies</i>	\$ 5,114,699	\$ 5,114,699	\$ 2,605,027	\$ 2,509,672	51%
<b>Capital</b>					
<i>Equipment / Vehicles</i>	\$ 447,686	\$ 447,686	\$ 501,427	\$ (53,741)	112%
<i>Total Capital</i>	\$ 447,686	\$ 447,686	\$ 501,427	\$ (53,741)	112%
<b>Total General Fund Expenditure Summary</b>	\$ 18,715,616	\$ 18,715,616	\$ 11,390,312	\$ 7,325,304	61%

# General Fund Revenue

## FY 2019/2020 Budget

**YEAR TO DATE MAY**

*Percent of Budget Year Transpired*

**66.7%**

Revenues	Original Budget	Revised Budget	Year to Date	Variance	% Received
Property Tax	\$ 11,277,706	\$ 11,277,706	\$ 11,130,080	\$ (147,626)	99%
Sales Tax	2,818,962	2,818,962	1,510,868	(1,308,094)	54%
Franchise Fees	1,662,980	1,662,980	714,726	(948,254)	43%
Licensing & Permits	410,474	410,474	204,659	(205,815)	50%
Park/Recreation Fees	248,144	248,144	86,817	(161,327)	35%
Public Safety Fees	39,100	39,100	17,123	(21,977)	44%
Rents	140,369	140,369	125,132	(15,237)	89%
Municipal Court	111,180	111,180	70,743	(40,437)	64%
Public Safety Charges for Svc	525,545	525,545	405,654	(119,891)	77%
Interest Income	160,000	160,000	104,640	(55,360)	65%
Miscellaneous	140,550	140,550	76,376	(64,174)	54%
<b>Total Revenues</b>	<b>\$ 17,535,010</b>	<b>\$ 17,535,010</b>	<b>\$ 14,446,818</b>	<b>\$ (3,088,192)</b>	<b>82%</b>

# City Manager Office FY 2019/2020 Budget

**YEAR TO DATE MAY**

<i>Percent of Budget Year Transpired</i>	<b>66.7%</b>
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- - - Summary - - -					
	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 442,431	\$ 442,431	\$ 306,902	\$ 135,529	69%
Services / Supplies	277,991	277,991	96,783	181,208	35%
Capital	-	-	8,900	(8,900)	0%
	<u>\$ 720,422</u>	<u>\$ 720,422</u>	<u>\$ 412,585</u>	<u>\$ 307,837</u>	<u>57%</u>

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

Personnel					
<i>Salaries / Wages</i>	\$ 337,151	\$ 337,151	\$ 245,342	\$ 91,810	73%
<i>Employee Benefits</i>	105,280	105,280	61,561	43,719	58%
<b>Total Personnel</b>	<u>\$ 442,431</u>	<u>\$ 442,431</u>	<u>\$ 306,902</u>	<u>\$ 135,529</u>	<u>69%</u>

Services / Supplies					
<i>Professional Services (City-wide legal - \$130,260)</i>	\$ 140,260	\$ 140,260	\$ 79,301	\$ 60,959	57%
<i>Employee Development</i>	17,390	17,390	14,977	2,413	86%
<i>Supplies / Equipment</i>	10,053	10,053	2,409	7,644	24%
<i>Utilities</i>	-	-	-	-	0%
<i>Other (Contingency)</i>	110,288	110,288	96	110,192	0%
<b>Total Services / Supplies</b>	<u>\$ 277,991</u>	<u>\$ 277,991</u>	<u>\$ 96,783</u>	<u>\$ 181,208</u>	<u>35%</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>\$ 412,585</u>	<u>\$ 307,837</u>	<u>57%</u>
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# Finance Department FY 2019/2020 Budget

**YEAR TO DATE MAY**

<i>Percent of Budget Year Transpired</i>	<b>66.7%</b>
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- - - Summary - - -					
	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 1,049,709	\$ 1,049,709	\$ 674,036	\$ 375,673	64%
Services / Supplies	670,532	670,532	524,415	146,117	78%
Capital	-	-	-	-	0%
	\$ 1,720,240	\$ 1,720,240	\$ 1,198,451	\$ 521,790	70%

- - - Detail - - -					
Category	Original Budget	Revised Budget	Year to Date	Variance	% Used
<b>Personnel</b>					
<i>Salaries / Wages</i>	\$ 746,624	\$ 746,624	\$ 485,431	\$ 261,194	65%
<i>Employee Benefits</i>	303,085	303,085	188,605	114,479	62%
<b>Total Personnel</b>	\$ 1,049,709	\$ 1,049,709	\$ 674,036	\$ 375,673	64%

Services / Supplies					
<i>Professional Services</i> <i>(City-wide liability insurance - \$126,376 / DCAD - \$82,508)</i>	\$ 605,590	\$ 605,590	\$ 481,046	\$ 124,544	79%
<i>Employee Development</i>	24,316	24,316	17,952	6,364	74%
<i>Supplies / Equipment</i>	8,726	8,726	8,092	634	93%
<i>Utilities</i>	-	-	-	-	0%
<i>Other [Special Events (\$21,900, Data Processing \$10,000)]</i>	31,900	31,900	17,325	14,575	54%
<b>Total Services / Supplies</b>	\$ 670,532	\$ 670,532	\$ 524,415	\$ 146,117	78%

Capital					
<i>Equipment / Vehicles</i>	-	-	-	-	0%
<b>Total Capital</b>	\$ -	\$ -	\$ -	\$ -	0%
<b>Total Finance Department</b>	\$ 1,720,240	\$ 1,720,240	\$ 1,198,451	\$ 521,790	70%

# Human Resources FY 2019/2020 Budget

**YEAR TO DATE MAY**

<i>Percent of Budget Year Transpired</i>	<b>66.7%</b>
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- - - Summary - - -					
	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 438,209	\$ 438,209	\$ 219,135	\$ 219,074	50%
Services / Supplies	128,842	128,842	54,744	74,098	42%
Capital	-	-	-	-	0%
	\$ 567,051	\$ 567,051	\$ 273,879	\$ 293,172	48%

- - - Detail - - -					
Category	Original Budget	Revised Budget	Year to Date	Variance	% Used
<b>Personnel</b>					
<i>Salaries / Wages</i>	\$ 313,783	\$ 313,783	\$ 145,159	\$ 168,624	46%
<i>Employee Benefits</i>	124,426	124,426	73,976	50,450	59%
<i>Total Personnel</i>	\$ 438,209	\$ 438,209	\$ 219,135	\$ 219,074	50%

Services / Supplies					
<i>Professional Services</i>	\$ 49,110	\$ 49,110	\$ 17,656	\$ 31,454	36%
<i>Employee Development</i>	71,932	71,932	36,016	35,916	50%
<i>Supplies / Equipment</i>	975	975	474	501	49%
<i>Utilities</i>	-	-	-	-	0%
<i>Other (Safety Programs)</i>	6,825	6,825	598	6,227	9%
<i>Total Services / Supplies</i>	\$ 128,842	\$ 128,842	\$ 54,744	\$ 74,098	42%

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

<b>Total Human Resources</b>	\$ 567,051	\$ 567,051	\$ 273,879	\$ 293,172	48%
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# City Secretary Office FY 2019/2020 Budget

**YEAR TO DATE MAY**

<i>Percent of Budget Year Transpired</i>	<b>66.7%</b>
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- - - Summary - - -					
	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 225,749	\$ 225,749	\$ 120,857	\$ 104,892	54%
Services / Supplies	180,183	180,183	77,828	102,355	43%
Capital	-	-	-	-	-
	<u>\$ 405,932</u>	<u>\$ 405,932</u>	<u>\$ 198,685</u>	<u>\$ 207,247</u>	<u>49%</u>

- - - Detail - - -					
Category	Original Budget	Revised Budget	Year to Date	Variance	% Used
<b>Personnel</b>					
<i>Salaries / Wages</i>	\$ 172,931	\$ 172,931	\$ 96,586	\$ 76,345	56%
<i>Employee Benefits</i>	52,818	52,818	24,271	28,547	46%
<b>Total Personnel</b>	<u>\$ 225,749</u>	<u>\$ 225,749</u>	<u>\$ 120,857</u>	<u>\$ 104,892</u>	<u>54%</u>

Services / Supplies					
<i>Professional Services</i>	\$ 52,575	\$ 52,575	\$ 12,374	\$ 40,201	24%
<i>Employee Development</i> <i>(City Council related \$49,441)</i>	65,978	65,978	24,049	41,929	36%
<i>Supplies / Equipment</i>	16,030	16,030	7,805	8,225	49%
<i>Utilities</i>	-	-	-	-	0%
<i>Other (Outside Services)</i>	45,600	45,600	33,600	12,000	74%
<b>Total Services / Supplies</b>	<u>\$ 180,183</u>	<u>\$ 180,183</u>	<u>\$ 77,828</u>	<u>\$ 102,355</u>	<u>43%</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>\$ 198,685</u>	<u>\$ 207,247</u>	<u>49%</u>
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# Information Services FY 2019/2020 Budget

**YEAR TO DATE MAY**

<i>Percent of Budget Year Transpired</i>	<b>66.7%</b>
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- - - Summary - - -					
	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 700,542	\$ 700,542	\$ 438,447	\$ 262,096	63%
Services / Supplies	465,613	465,613	191,431	274,182	41%
Capital	-	-	-	-	0%
	\$ 1,166,155	\$ 1,166,155	\$ 629,877	\$ 536,278	54%

- - - Detail - - -					
Category	Original Budget	Revised Budget	Year to Date	Variance	% Used
<b>Personnel</b>					
<i>Salaries / Wages</i>	\$ 531,053	\$ 531,053	\$ 331,977	\$ 199,076	63%
<i>Employee Benefits</i>	169,489	169,489	106,470	63,019	63%
<b>Total Personnel</b>	\$ 700,542	\$ 700,542	\$ 438,447	\$ 262,096	63%

Services / Supplies					
<i>Professional Services (Maintenance Contracts \$198,840)</i>	\$ 249,040	\$ 249,040	\$ 98,350	\$ 150,690	39%
<i>Employee Development</i>	31,705	31,705	10,832	20,873	34%
<i>Supplies / Equipment</i>	2,560	2,560	3,295	(735)	129%
<i>Utilities</i>	20,308	20,308	10,295	10,013	51%
<i>Other (Data Processing)</i>	162,000	162,000	68,658	93,342	42%
<b>Total Services / Supplies</b>	\$ 465,613	\$ 465,613	\$ 191,431	\$ 274,182	41%

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

<b>Total City Secretary Office</b>	\$ 1,166,155	\$ 1,166,155	\$ 629,877	\$ 536,278	54%
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# Police Department FY 2019/2020 Budget

**YEAR TO DATE MAY**

<i>Percent of Budget Year Transpired</i>	<b>66.7%</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>\$ 2,875,428</b>	\$ 1,774,100	62%
Services / Supplies	405,082	<b>405,082</b>	<b>262,454</b>	142,628	65%
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>\$ 3,185,092</b>	<b>\$ 1,940,118</b>	<b>62%</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>\$ 2,082,332</b>	\$ 1,320,258	61%
<i>Employee Benefits</i>	<u>1,246,939</u>	<u><b>1,246,939</b></u>	<u><b>793,096</b></u>	<u>453,843</u>	<u>64%</u>
<b>Total Personnel</b>	<b>\$ 4,649,528</b>	<b>\$ 4,649,528</b>	<b>\$ 2,875,428</b>	<b>\$ 1,774,100</b>	<b>62%</b>

Services / Supplies					
<i>Professional Services</i>	\$ 143,212	<b>\$ 143,212</b>	<b>\$ 114,678</b>	\$ 28,534	80%
<i>Employee Development</i>	45,339	<b>45,339</b>	<b>24,472</b>	20,867	54%
<i>Supplies / Equipment</i>	148,243	<b>148,243</b>	<b>85,803</b>	62,440	58%
<i>Utilities</i>	-	-	-	-	0%
<i>Other (Animal Care - \$52,028)</i>	<u>68,288</u>	<u><b>68,288</b></u>	<u><b>37,501</b></u>	<u>\$ 30,787</u>	<u>55%</u>
<b>Total Services / Supplies</b>	<b>\$ 405,082</b>	<b>\$ 405,082</b>	<b>\$ 262,454</b>	<b>\$ 142,628</b>	<b>65%</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>\$ 3,185,092</b>	<b>\$ 1,940,118</b>	<b>62%</b>
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# Fire Department FY 2019/2020 Budget

**YEAR TO DATE MAY**

<i>Percent of Budget Year Transpired</i>	<b>66.7%</b>
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- - - Summary - - -					
	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 2,592,217	\$ 2,592,217	\$ 1,722,525	\$ 869,692	66%
Services / Supplies	352,882	352,882	238,598	114,284	68%
Capital	<u>164,086</u>	<u>164,086</u>	<u>-</u>	<u>164,086</u>	<u>0%</u>
	\$ 3,109,185	\$ 3,109,185	\$ 1,961,123	\$ 1,148,062	63%

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

Personnel					
<i>Salaries / Wages</i>	\$ 1,765,490	\$ 1,765,490	\$ 1,185,983	\$ 579,507	67%
<i>Employee Benefits</i>	<u>826,728</u>	<u>826,728</u>	<u>536,542</u>	290,186	65%
<i>Total Personnel</i>	\$ 2,592,217	\$ 2,592,217	\$ 1,722,525	\$ 869,692	66%

Services / Supplies					
<i>Professional Services</i>	\$ 83,890	\$ 83,890	\$ 51,095	\$ 32,795	61%
<i>Employee Development</i> <i>(Training - \$50,450)</i>	66,097	66,097	42,898	23,199	65%
<i>Supplies / Equipment</i>	157,845	157,845	110,937	46,908	70%
<i>Utilities</i>	1,800	1,800	1,164	636	65%
<i>Other</i> <i>(Safety Programs)</i>	<u>43,250</u>	<u>43,250</u>	<u>32,504</u>	<u>10,746</u>	<u>75%</u>
<i>Total Services / Supplies</i>	\$ 352,882	\$ 352,882	\$ 238,598	\$ 114,284	68%

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

<i>Total Fire Department</i>	\$ 3,109,185	\$ 3,109,185	\$ 1,961,123	\$ 1,148,062	63%
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# Community Services FY 2019/2020 Budget

**YEAR TO DATE MAY**

<i>Percent of Budget Year Transpired</i>	<b>66.7%</b>
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- - - Summary - - -					
	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 373,051	\$ 373,051	\$ 305,710	\$ 67,341	82%
Services / Supplies	20,088	20,088	8,549	11,539	43%
Capital	-	-	-	-	0%
	\$ 393,139	\$ 393,139	\$ 314,260	\$ 78,880	80%

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

Personnel					
<i>Salaries / Wages</i>	\$ 272,956	\$ 272,956	\$ 202,050	\$ 70,905	74%
<i>Employee Benefits</i>	100,096	100,096	103,660	(3,564)	104%
<i>Total Personnel</i>	\$ 373,051	\$ 373,051	\$ 305,710	\$ 67,341	82%

Services / Supplies					
<i>Professional Services</i>	\$ 7,200	\$ 7,200	\$ 2,844	4,356	40%
<i>Employee Development</i>	6,270	6,270	2,436	3,834	39%
<i>Supplies / Equipment</i>	6,618	6,618	3,269	3,349	49%
<i>Utilities</i>	-	-	-	-	0%
<i>Other</i>	-	-	-	-	0%
<i>Total Services / Supplies</i>	\$ 20,088	\$ 20,088	\$ 8,549	\$ 11,539	43%

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

<i>Total Building Operations</i>	\$ 393,139	\$ 393,139	\$ 314,260	\$ 78,880	80%
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# Streets Division FY 2019/2020 Budget

**YEAR TO DATE MAY**

<i>Percent of Budget Year Transpired</i>	<b>66.7%</b>
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- - - Summary - - -					
	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 838,743	\$ 838,743	\$ 454,048	\$ 384,696	54%
Services / Supplies	842,015	842,015	202,909	639,106	24%
Capital	<u>95,000</u>	<u>95,000</u>	<u>33,260</u>	<u>61,740</u>	<u>35%</u>
	\$ 1,775,758	\$ 1,775,758	\$ 690,217	\$ 1,085,542	39%

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

Personnel					
<i>Salaries / Wages</i>	\$ 555,221	\$ 555,221	\$ 312,569	\$ 242,652	56%
<i>Employee Benefits</i>	<u>283,522</u>	<u>283,522</u>	<u>141,479</u>	<u>142,043</u>	<u>50%</u>
<b>Total Personnel</b>	\$ 838,743	\$ 838,743	\$ 454,048	\$ 384,696	54%

Services / Supplies					
<i>Professional Services</i>	\$ 93,771	\$ 93,771	\$ 22,500	\$ 71,271	24%
<i>Employee Development</i>	10,719	10,719	4,068	6,651	38%
<i>Supplies / Equipment</i>	46,975	46,975	15,915	31,060	34%
<i>Utilities (Streetlights)</i>	90,000	90,000	56,602	33,398	63%
<i>Other (Street Maintenance)</i>	<u>600,550</u>	<u>600,550</u>	<u>103,825</u>	<u>496,725</u>	<u>17%</u>
<b>Total Services / Supplies</b>	\$ 842,015	\$ 842,015	\$ 202,909	\$ 639,106	24%

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

<b>Total Streets</b>	\$ 1,775,758	\$ 1,775,758	\$ 690,217	\$ 1,085,542	39%
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# Maintenance Division FY 2019/2020 Budget

**YEAR TO DATE MAY**

Percent of Budget Year Transpired

66.7%

## - - - Summary - - -

	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 363,488	\$ 363,488	\$ 230,508	\$ 132,981	63%
Services / Supplies	678,440	678,440	389,259	289,181	57%
Capital	<u>30,000</u>	<u>30,000</u>	<u>26,680</u>	<u>3,320</u>	<u>89%</u>
	\$ 1,071,928	\$ 1,071,928	\$ 646,447	\$ 425,481	60%

## - - - Detail - - -

Category	Original Budget	Revised Budget	Year to Date	Variance	% Used
<b>Personnel</b>					
<i>Salaries / Wages</i>	\$ 252,775	\$ 252,775	\$ 160,788	\$ 91,987	64%
<i>Employee Benefits</i>	<u>110,713</u>	<u>110,713</u>	<u>69,720</u>	<u>40,993</u>	<u>63%</u>
<i>Total Personnel</i>	\$ 363,488	\$ 363,488	\$ 230,508	\$ 132,981	63%
<b>Services / Supplies</b>					
<i>Professional Services</i>	\$ 69,148	\$ 69,148	\$ 39,021	\$ 30,127	56%
<i>Employee Development</i>	4,480	4,480	795	3,685	18%
<i>Supplies / Equipment</i> <i>(Fuel - \$174,577, Parts / Repairs - \$120,500, Building - \$189,100)</i>	534,712	534,712	309,868	224,844	58%
<i>Utilities</i>	70,000	70,000	39,576	30,424	57%
<i>Other</i>	<u>100</u>	<u>100</u>	<u>-</u>	<u>\$ 100</u>	<u>0%</u>
<i>Total Services / Supplies</i>	\$ 678,440	\$ 678,440	\$ 389,259	\$ 289,181	57%
<b>Capital</b>					
<i>Equipment / Vehicles</i>	30,000	30,000	26,680	3,320	0%
<i>Total Capital</i>	\$ 30,000	\$ 30,000	\$ 26,680	\$ 3,320	0%
<i>Total Maintenance</i>	\$ 1,071,928	\$ 1,071,928	\$ 646,447	\$ 425,481	60%

# Parks Division FY 2019/2020 Budget

**YEAR TO DATE MAY**

<i>Percent of Budget Year Transpired</i>	<b>66.7%</b>
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- - - Summary - - -					
	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 1,257,424	\$ 1,257,424	\$ 833,363	\$ 424,061	66%
Services / Supplies	733,873	733,873	424,269	309,604	58%
Capital	<u>88,000</u>	<u>88,000</u>	<u>385,377</u>	<u>(297,377)</u>	<u>438%</u>
	<b>\$ 2,079,297</b>	<b>\$ 2,079,297</b>	<b>\$ 1,643,009</b>	<b>\$ 436,288</b>	<b>79%</b>

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

Personnel					
<b>Salaries / Wages</b>	\$ 810,830	\$ 810,830	\$ 529,913	\$ 280,917	65%
<b>Employee Benefits</b>	<u>446,594</u>	<u>446,594</u>	<u>303,450</u>	<u>143,144</u>	<u>68%</u>
<b>Total Personnel</b>	<b>\$ 1,257,424</b>	<b>\$ 1,257,424</b>	<b>\$ 833,363</b>	<b>\$ 424,061</b>	<b>66%</b>

Services / Supplies					
<b>Professional Services</b> <i>(ROW Contract Mowing - \$108,000)</i>	\$ 226,558	\$ 226,558	\$ 113,703	\$ 112,855	50%
<b>Employee Development</b>	25,420	25,420	16,022	9,398	63%
<b>Supplies / Equipment</b>	347,645	347,645	221,807	125,838	64%
<b>Utilities</b>	133,300	133,300	71,204	62,096	53%
<b>Other</b>	<u>950</u>	<u>950</u>	<u>1,534</u>	<u>(584)</u>	<u>161%</u>
<b>Total Services / Supplies</b>	<b>\$ 733,873</b>	<b>\$ 733,873</b>	<b>\$ 424,269</b>	<b>\$ 309,604</b>	<b>58%</b>

Capital					
<b>Equipment / Vehicles</b>	88,000	88,000	385,377	(297,377)	438%
<b>Total Capital</b>	88,000	88,000	385,377	(297,377)	438%

<b>Total Parks</b>	<b>\$ 2,079,297</b>	<b>\$ 2,079,297</b>	<b>\$ 1,643,009</b>	<b>\$ 436,288</b>	<b>79%</b>
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# Recreation Division FY 2019/2020 Budget

**YEAR TO DATE MAY**

<i>Percent of Budget Year Transpired</i>	<b>66.7%</b>
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- - - Summary - - -					
	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 222,139	\$ 222,139	\$ 102,898	\$ 119,241	46%
Services / Supplies	359,158	359,158	133,788	225,370	37%
Capital	-	-	-	-	0%
	\$ 581,297	\$ 581,297	\$ 236,686	\$ 344,611	41%

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

Personnel					
<i>Salaries / Wages</i>	\$ 176,346	\$ 176,346	\$ 82,519	\$ 93,827	47%
<i>Employee Benefits</i>	45,793	45,793	20,379	25,414	45%
<b>Total Personnel</b>	\$ 222,139	\$ 222,139	\$ 102,898	\$ 119,241	46%

Services / Supplies					
<i>Professional Services</i>		\$ -	\$ -	\$ -	0%
<i>Employee Development</i>	10,525	10,525	2,161	8,364	21%
<i>Supplies / Equipment</i>	773	773	333	440	43%
<i>Utilities</i>	-	-	-	-	0%
<i>Other (Recreation Programs )</i>	347,860	347,860	131,294	216,566	38%
<b>Total Services / Supplies</b>	\$ 359,158	\$ 359,158	\$ 133,788	\$ 225,370	37%

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

<b>Total Recreation</b>	\$ 581,297	\$ 581,297	\$ 236,686	\$ 344,611	41%
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# Equipment Replacement / Capital Schedule

## FY 2019/2020 Budget

**YEAR TO DATE MAY**

<i>Percent of Budget Year Transpired</i>	<b>66.7%</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	-	164,086	0%
Community Services Capital Outlay	-	-	-	-	0%
Streets Dept Capital Outlay	95,000	95,000	33,260	61,740	35%
Maintenance Capital Outlay	30,000	30,000	26,680	3,320	89%
City Parks Capital Outlay	88,000	88,000	385,377	(297,377)	438%
City Recreation Capital Outlay	-	-	-	-	0%
<b>Total Expenditures</b>	\$ 447,686	\$ 447,686	\$ 501,427	\$ (53,741)	112%

# Utility Fund Revenues

## FY 2019/2020 Budget

**YEAR TO DATE MAY**

<b>Percent of Budget Year Transpired</b>	<b>66.7%</b>
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Fees	Original Budget	Revised Budget	Year to Date	Variance	% Received
<i>Electronic Payment</i>	\$ (182,000)	\$ (182,000)	\$ (112,315)	\$ (69,685)	62%
<i>Charges / Penalties</i>	102,000	102,000	51,824	50,176	51%
<b>Total Fees</b>	<b>\$ (80,000)</b>	<b>\$ (80,000)</b>	<b>\$ (60,491)</b>	<b>\$ (19,509)</b>	<b>76%</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	\$ 2,556,489	\$ 3,117,038	45%
<i>Sewer Sales</i>	4,467,014	4,467,014	2,627,130	1,839,884	59%
<i>Inspection Fees</i>	4,500	4,500	2,150	2,350	48%
<b>Total Charges for Service</b>	<b>\$ 10,145,041</b>	<b>\$ 10,145,041</b>	<b>\$ 5,185,769</b>	<b>\$ 4,959,272</b>	<b>51%</b>

### Interest

<i>Interest (Operations)</i>	\$ 48,000	\$ 48,000	\$ 24,609	\$ 23,391	51%
<i>Interest (Capital Projects)</i>	55,224	55,224	28,436	26,788	51%
<b>Total Interest</b>	<b>\$ 103,224</b>	<b>\$ 103,224</b>	<b>\$ 53,045</b>	<b>\$ 50,179</b>	<b>51%</b>

### Impact Fees

<i>Impact Fees</i>	\$ 229,816	\$ 229,816	\$ 89,919	\$ 139,897	39%
<b>Total Impact Fees</b>	<b>\$ 229,816</b>	<b>\$ 229,816</b>	<b>\$ 89,919</b>	<b>\$ 139,897</b>	<b>39%</b>

### Miscellaneous Income

<i>Miscellaneous Income</i>	\$ 5,000	\$ 5,000	\$ 6,324	\$ (1,324)	126%
<b>Total Miscellaneous Income</b>	<b>\$ 5,000</b>	<b>\$ 5,000</b>	<b>\$ 6,324</b>	<b>\$ (1,324)</b>	<b>126%</b>

<b>Total Utility Fund Revenues</b>	<b>\$ 10,403,081</b>	<b>\$ 10,403,081</b>	<b>\$ 5,277,017</b>	<b>\$ 5,126,064</b>	<b>51%</b>
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# Utility Division FY 2019/2020 Budget

YEAR TO DATE MAY

Percent of Budget Year Transpired	66.7%
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--- Summary - Operations ---					
	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 1,807,915	\$ 1,807,915	\$ 1,083,523	\$ 724,392	60%
Services / Supplies	6,525,798	6,525,798	3,653,907	2,871,891	56%
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>\$ 5,127,830</b>	<b>\$ 3,540,884</b>	<b>59%</b>

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

Personnel					
<b>Salaries / Wages</b>	\$ 1,197,744	\$ 1,197,744	\$ 719,846	\$ 477,898	60%
<b>Employee Benefits</b>	610,171	610,171	363,677	246,494	60%
<b>Total Personnel</b>	<b>\$ 1,807,915</b>	<b>\$ 1,807,915</b>	<b>\$ 1,083,523</b>	<b>\$ 724,392</b>	<b>60%</b>

Services / Supplies					
<b>Professional Services</b>	\$ 256,173	\$ 256,173	\$ 189,281	\$ 66,892	74%
<b>Employee Development</b>	58,957	58,957	32,212	26,745	55%
<b>Supplies / Equipment</b>	77,359	77,359	36,290	41,069	47%
<b>Utilities</b>	404,380	404,380	220,772	183,609	55%
<b>Other (Well Lot Maintenance)</b>	1,251,719	1,251,719	299,391	952,328	24%
<b>Sub-Total - Operations Services / Supplies</b>	<b>\$ 2,048,588</b>	<b>\$ 2,048,588</b>	<b>\$ 777,946</b>	<b>\$ 1,270,643</b>	<b>38%</b>

Wholesale Water / Wastewater					
Note: UTRWD billing reflects a one month delay					
<b>UTRWD - Administration Fees</b>	\$ 5,105	\$ 5,105	\$ 5,103	\$ 2	100%
<b>UTRWD - Water Volume Cost</b>	918,655	918,655	489,150	429,505	53%
<b>UTRWD - Water Demand Charges</b>	1,359,750	1,359,750	897,490	462,260	66%
<b>UTRWD - Sewer Effluent Volume Rate</b>	622,715	622,715	437,648	185,067	70%
<b>UTRWD - Capital Charge Joint Facilities</b>	1,337,315	1,337,315	891,543	445,772	67%
<b>UTRWD - HV Sewer Line to UTRWD</b>	233,670	233,670	155,027	78,643	66%
<b>UTRWD - Wtr Transmission - Opus Develop</b>	-	-	-	-	0%
<b>Sub-Total - Wholesale Water / Wastewater</b>	<b>\$ 4,477,210</b>	<b>\$ 4,477,210</b>	<b>\$ 2,875,962</b>	<b>\$ 1,601,248</b>	<b>64%</b>

<b>Total Services / Supplies</b>	\$ 6,525,798	\$ 6,525,798	\$ 3,653,907	\$ 2,871,891	56%
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Capital					
<b>Equipment / Vehicles</b>	335,000	335,000	390,400	(55,400)	117%
<b>Total Capital</b>	\$ 335,000	\$ 335,000	\$ 390,400	\$ (55,400)	117%

<b>Total Utility Division - Operations</b>	\$ 8,668,713	\$ 8,668,713	\$ 5,127,830	\$ 3,540,884	59%
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# Utility Fund Working Capital FY 2019/2020 Budget

**YEAR TO DATE MAY**

<b>Percent of Budget Year Transpired</b>	<b>66.7%</b>
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Revenues	Original Budget	Revised Budget	Year to Date	Variance	% Received
<i>Water Sales</i>	\$ 5,673,527	\$ 5,673,527	\$ 2,556,489	\$ 3,117,038	45%
<i>Sewer Sales</i>	4,467,014	4,467,014	2,627,130	1,839,884	59%
<i>Other Fees / Charges</i>	111,500	111,500	62,748	48,752	56%
<i>Electronic Payment Credit</i>	(182,000)	(182,000)	(112,315)	(69,685)	62%
<i>Interest</i>	48,000	48,000	24,609	23,391	51%
<b>Total Revenues</b>	<b>\$ 10,118,041</b>	<b>\$ 10,118,041</b>	<b>\$ 5,158,662</b>	<b>\$ 4,959,379</b>	<b>51%</b>

Expenditures	Original Budget	Revised Budget	Year to Date	Variance	% Used
<i>Administration</i>	\$357,211	\$357,211	\$ 228,965	\$ 128,246	64%
<i>Operations</i>	3,499,293	3,499,293	1,632,503	1,866,789	47%
<i>UTRWD</i>	4,477,210	4,477,210	2,875,962	1,601,248	64%
<i>Debt Service</i>	1,226,414	1,226,414	1,065,882	160,532	87%
<i>Capital Projects</i>	-	-	-	-	0%
<i>Equipment Replace / Capital</i>	335,000	335,000	390,400	(55,400)	117%
<b>Total Expenditures</b>	<b>\$ 9,895,127</b>	<b>\$ 9,895,127</b>	<b>\$ 6,193,711</b>	<b>\$ 3,701,416</b>	<b>63%</b>

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

Fund Balance	Original Budget	Revised Budget	Year to Date
<i>Net Increase/Decrease</i>	(397,086)	(397,086)	(1,035,050)
<b>Beginning Working Capital</b>			
<i>Operations</i>	2,173,276	2,493,632	2,493,632
<i>Available Impact Fees</i>	1,017,490	1,047,080	1,047,080
<b>Total Available Working Capital</b>	<b>\$ 3,190,766</b>	<b>\$ 3,540,712</b>	<b>\$ 3,540,712</b>
<b>Ending Working Capital</b>			
<i>Operations</i>	1,776,190	2,096,546	1,458,583
<i>Designated Capital Project</i>	-	-	-
<i>Available Impact Fees</i>	1,097,306	1,126,896	1,136,999
<b>Total Available Working Capital</b>	<b>\$ 2,873,496</b>	<b>\$ 3,223,442</b>	<b>\$ 2,595,582</b>

<i>Impact Fees</i>			
<i>Beginning Balance</i>	1,017,490	1,047,080	1,047,080
<i>+ Collections</i>	229,816	229,816	89,919
<i>- Applied to offset Debt Service</i>	(150,000)	(150,000)	-
<i>Ending Balance</i>	1,097,306	1,126,896	1,136,999

\*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 MAY**

<i>Percent of Budget Year Transpired</i>	<b>66.7%</b>
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Revenues	Original Budget	Revised Budget	Year to Date	Variance	% Received
<i>Park Entry Fees</i>	\$ 408,975	\$ 408,975	\$ 300,946	\$ 108,029	74%
<i>Annual Park Passes</i>	24,500	24,500	27,935	(3,435)	114%
<i>Concession Sales</i>	-	-	-	-	0%
<i>Interest</i>	200	200	17	183	8%
<b>Total Revenues</b>	<b>\$ 433,675</b>	<b>\$ 433,675</b>	<b>\$ 328,898</b>	<b>\$ 104,777</b>	<b>76%</b>

Expenditures	Original Budget	Revised Budget	Year to Date	Variance	% Used
<i>Personnel</i>	\$ 189,635	\$ 189,635	\$ 140,200	\$ 49,434	74%
<i>Services / Supplies</i>	281,218	281,218	70,510	210,708	25%
<i>Capital</i>	-	-	-	-	0%
<b>Total Expenditures</b>	<b>\$ 470,853</b>	<b>\$ 470,853</b>	<b>\$ 210,711</b>	<b>\$ 260,142</b>	<b>45%</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)	118,187
<b>Ending Fund Balance</b>	<b>\$ 148,587</b>	<b>\$ 167,060</b>	<b>\$ 322,425</b>

**Audited FY19**

# Debt Service Fund

## FY 2019/2020 Budget

**YEAR TO DATE MAY**

<b>Percent of Budget Year Transpired</b>	<b>66.7%</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	\$ 2,020,723	\$ 26,573	99%
<i>Interest Income</i>	8,000	8,000	4,695	3,305	59%
<b>Total Revenues</b>	<b>\$ 2,055,295</b>	<b>\$ 2,055,295</b>	<b>\$ 2,025,417</b>	<b>\$ 29,878</b>	<b>99%</b>

Expenditures	Original Budget	Revised Budget	Year to Date	Variance	% Used
<i>Principal Payments</i>	\$ 2,200,000	\$ 2,200,000	\$ 2,200,000	\$ -	100%
<i>Interest Payments</i>	645,582	645,582	336,451	309,132	52%
<i>Paying Agent Fees</i>	3,000	3,000	2,631	369	88%
<b>Total Expenditures</b>	<b>\$ 2,848,582</b>	<b>\$ 2,848,582</b>	<b>\$ 2,539,082</b>	<b>\$ 309,500</b>	<b>89%</b>

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

Beginning & Ending Balance	Original Budget	Revised Budget	Year to Date
<i>Beginning Fund Balance</i>	\$ 118,618	\$ 118,266	\$ 118,266
<i>+ Net Increase (Decrease)</i>	14,999	14,999	241,403
<b>Ending Fund Balance</b>	<b>\$ 133,617</b>	<b>\$ 133,265</b>	<b>\$ 359,669</b>

**Audited FY19**

# Capital Projects Fund

## FY 2019/2020 Budget

**YEAR TO DATE MAY**

<b>Percent of Budget Year Transpired</b>	<b>66.7%</b>
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Revenues	Original Budget	Revised Budget	Year to Date	Variance	% Received
Grants	\$ -	\$ -	\$ -	\$ -	0%
Contributions	-	-	68,340	(68,340)	0%
Interest Income	50,000	50,000	50,585	(585)	101%
<b>Total Revenues</b>	<b>\$ 50,000</b>	<b>\$ 50,000</b>	<b>\$ 118,925</b>	<b>\$ (68,925)</b>	<b>238%</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	1,749,363	2,238,498	44%
2018 Bond Issue (Streets)	2,120,330	2,120,330	605,141	1,515,189	29%
2018 Bond Issue (Parks)	1,867,531	1,867,531	1,144,222	723,309	61%
<b>Total Expenditures</b>	<b>\$ 4,033,523</b>	<b>\$ 4,033,523</b>	<b>\$ 1,749,363</b>	<b>\$ 2,284,160</b>	<b>43%</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)	(1,630,437)
<i>Ending Fund Balance</i>	\$ 1,263,838	\$ 1,426,746	\$ 3,683,147

**Audited FY19**

# Drainage Utilities FY 2019/2020 Budget

**YEAR TO DATE MAY**

<i>Percent of Budget Year Transpired</i>	<b>66.7%</b>
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Revenues	Original Budget	Revised Budget	Year to Date	Variance	% Received
<i>Drainage Conversion Fee</i>		\$ -	\$ 4,030	\$ (4,030)	0%
<i>Drainage Fee Receipts</i>	500,000	500,000	313,880	186,120	63%
<i>Miscellaneous</i>	-	-	-	-	0%
<i>Interest</i>	4,000	4,000	1,418	2,582	35%
<b>Total Revenues</b>	\$ 504,000	\$ 504,000	\$ 319,327	\$ 184,673	63%

Expenditures	Original Budget	Revised Budget	Year to Date	Variance	% Used
<i>Personnel</i>	\$ 379,617	\$ 379,617	\$ 226,382	\$ 153,234	60%
<i>Services / Supplies</i>	138,385	138,385	87,755	50,630	63%
<i>Capital</i>	120,000	120,000	51,382	68,618	43%
<b>Total Expenditures</b>	\$ 638,002	\$ 638,002	\$ 365,519	\$ 272,483	57%

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)	(46,192)
<b>Ending Fund Balance</b>	\$ 280,956	\$ 275,876	\$ 243,686

Audited FY19

# Park Development Fee Fund FY 2019/2020 Budget

**YEAR TO DATE MAY**

<b>Percent of Budget Year Transpired</b>	<b>66.7%</b>
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Revenues	Original Budget	Revised Budget	Year to Date	Variance	% Received
<i>Interest</i>	\$ 500	\$ 500	\$ 614	\$ (114)	123%
<i>Community Park Fees</i>	49,248	49,248	137,537	(88,289)	279%
<i>Linear Park Fees</i>	-	-	-	-	0%
<i>Neighborhood Park Fees</i>	-	-	-	-	0%
<i>Service Area II</i>	-	-	-	-	0%
<i>Service Area IV</i>	-	-	-	-	0%
<b>Total Revenues</b>	<b>\$ 49,748</b>	<b>\$ 49,748</b>	<b>\$ 138,151</b>	<b>\$ (88,403)</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)	138,151
<b>Ending Fund Balance</b>	<b>\$ -</b>	<b>\$ 24,124</b>	<b>\$ 209,212</b>

Audited FY19

Ending Fund Balance Detail	Original Budget	Year to Date
<i>Community Park Fees</i>	\$ 49,248	209,212
<i>Linear Park Fees</i>	-	-
<i>Neighborhood Park Fees (Area I)</i>	-	-
<i>Neighborhood Park Fees (Area II)</i>	-	-
<i>Neighborhood Park Fees (Area IV)</i>	-	-
<b>Total</b>	<b>\$ 49,248</b>	<b>\$ 209,212</b>

# Public Safety Special Revenue Fund

## FY 2019/2020 Budget

**YEAR TO DATE MAY**

<b>Percent of Budget Year Transpired</b>	<b>66.7%</b>
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Revenues	Original Budget	Revised Budget	Year to Date	Variance	% Received
Revenues	\$ 25,600	\$ 25,600	\$ 37,662	\$ (12,062)	147%

Expenditures	Original Budget	Revised Budget	Year to Date	Variance	% Used
<i>Personnel</i>	\$ -	\$ -	\$ -	\$ -	0%
<i>Services / Supplies</i>	3,600	3,600	15,492	(11,892)	430%
<i>Capital</i>	-	-	-	-	0%
<b>Total Expenditures</b>	\$ 3,600	\$ 3,600	\$ 15,492	\$ (11,892)	430%

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>	-	-	22,170
<b>Ending Fund Balance</b>	\$ 21,838	\$ 25,680	\$ 47,850

**Audited FY19**



# Municipal Court Technology Fee Fund FY 2019/2020 Budget

**YEAR TO DATE MAY**

<b>Percent of Budget Year Transpired</b>	<b>66.7%</b>
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Revenues	Original Budget	Revised Budget	Year to Date	Variance	% Received
Revenues	\$ 3,500	\$ 3,500	\$ 2,216	1,284	63%

Expenditures	Original Budget	Revised Budget	Year to Date	Variance	% Used
<i>Services / Supplies</i>	\$ 17,640	\$ 17,640	\$ 8,275	\$ 9,365	47%
<i>Total Expenditures</i>	\$ 17,640	\$ 17,640	\$ 8,275	\$ 9,365	47%

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

Beginning & Ending Balance	Original Budget	Revised Budget	Year to Date
<i>Beginning Fund Balance</i>	\$ 22,768	\$ 29,340	\$ 29,340
<i>+ Net Increase (Decrease)</i>	(14,140)	(14,140)	(6,059)
<i>Ending Fund Balance</i>	\$ 8,628	\$ 15,200	\$ 23,281

**Audited FY19**

# Municipal Court Building Security Fund FY 2019/2020 Budget

**YEAR TO DATE MAY**

<b>Percent of Budget Year Transpired</b>	<b>66.7%</b>
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Revenues	Original Budget	Revised Budget	Year to Date	Variance	% Received
<b>Revenues (Court Fines)</b>	\$ 2,700	\$ 2,700	\$ 1,977	\$ 723	73%

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	1,977
<b>Ending Fund Balance</b>	\$ 38,022	\$ 38,173	\$ 37,450

**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	719,541
Park Fees (Rental)	47,597	58,446	63,400	52,876
Linear Park Fees	-	-	-	-
Miscellaneous Income	-	-	-	-
Interest Income	492	720	800	628
<b>Total</b>	<b>\$ 1,316,341</b>	<b>\$ 1,364,714</b>	<b>\$ 1,412,831</b>	<b>\$ 773,045</b>
<b>Expenditures</b>				
<i>Personnel</i>	263,795	314,219	324,231	210,808
Services / Supplies	230,292	221,974	276,525	122,789
Reimburse GF (Support Functions)	-	28,000	28,000	-
Reimburse GF (Debt Service)	898,685	806,827	808,286	755,068
<b>Total Non-Capital Expenditures</b>	<b>\$ 1,392,772</b>	<b>\$ 1,371,020</b>	<b>\$ 1,437,042</b>	<b>\$ 1,088,665</b>
<b>Capital</b>				
Engineering	-	-	-	-
Projects Funded Directly	-	-	-	30,392
Transfer to 4B Capital Projects	\$ -	\$ -	\$ -	\$ 30,392
Equipment	-	-	-	-
<b>Net Increase / (Decrease)</b>	<b>(76,431)</b>	<b>(6,306)</b>	<b>(24,211)</b>	<b>(346,012)</b>
<b>Working Capital Balance</b>	<b>\$ 30,523</b>	<b>\$ 24,217</b>	<b>\$ 5</b>	<b>\$ (321,795)</b>

# PEG Fee Fund FY 2019/2020 Budget

**YEAR TO DATE MAY**

<i>Percent of Budget Year Transpired</i>	<b>66.7%</b>
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Revenues	Original Budget	Revised Budget	Year to Date	Variance	% Received
<i>PEG Fee Receipts</i>	\$ 52,000	\$ 52,000	\$ 23,214	\$ 28,786	45%
<i>Total Revenues</i>	\$ 52,000	\$ 52,000	\$ 23,214	\$ 28,786	45%

Expenditures	Original Budget	Revised Budget	Year to Date	Variance	% Used
<i>Personnel</i>	\$ -	\$ -	\$ -	\$ -	0%
<i>Services / Supplies</i>	30,695	30,695	620	30,075	2%
<i>Capital</i>	42,500	42,500	75,283	(32,783)	0%
<i>Total Expenditures</i>	\$ 73,195	\$ 73,195	\$ 75,903	\$ (2,708)	104%

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

Fund Balance	Original Budget	Revised Budget	Year to Date
<i>Beginning fund balance</i>	\$ 152,830	\$ 152,879	\$ 152,879
<i>+Net Increase (Decrease)</i>	(21,195)	(21,195)	(52,689)
<i>Ending Fund Balance</i>	\$ 131,635	\$ 131,684	\$ 100,190

Audited FY19

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

**AGENDA# 17**

**MEETING DATE: 07/14/2020**

**SUBJECT: Discuss and Consider Resolution No. 2020-2890 Authorizing an Interlocal Cooperation Agreement with Denton County Regarding a Grant of Coronavirus Aid, Relief, and Economic Security Act Funds**

**PREPARED BY: Michael Leavitt, City Manager**

**BACKGROUND:**

Denton County has received federal funding under the Coronavirus Aid, Relief, and Economic Security Act (the "CARES" Act) to address and respond to the impact and effects of the COVID-19 Emergency. The County has established a COVID-19 municipality funding program, allowing the County to grant money to Denton County municipalities from the funds received from the U.S. Department of the Treasury under the Coronavirus Relief Fund ("CRF"), as provided for in the CARES Act. The CRF funds would assist municipalities within Denton County with expenditures incurred due to the effects of COVID-19, and to potentially fund a local economic relief grant program.

The CRF Funds/Municipal Funds allows for the following uses:

- Necessary expenditures incurred due to the public health emergency with respect to the effect of COVID-19
- Items/services not accounted for in the most recently approved municipal budget, including any amendment(s)
- Expenditures are incurred between March 1, 2020 and December 30, 2020

We have received new information stating that funding can be used to meet payroll expenses for public safety, public health, health care, human services, and similar employees whose services are substantially dedicated to mitigating or responding to the COVID-19 public health emergency.

**IDENTIFIED NEED/S:**

Denton County has proposed providing a grant to the City of Highland Village from the County's CRF funds, subject to an interlocal cooperation agreement setting forth the terms and conditions relating to the City's use of such grant funds.

Based on the information City staff will be assembling, a budget per Denton County's ILA requirements will be presented for Council action at the July 14<sup>th</sup> meeting, which will include the payroll expenses for both Highland Village Police and Fire Departments between March 1, 2020 and December 30, 2020.

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

Kirkpatrick Architecture Studio is completing the final design plans to address COVID-19 upgrades at all Municipal facilities. The architect of record has provided their cost estimate for the project at \$426,000. We have been informed by the County they will accept cost estimates at this time. We will need to provide to the County an actual final cost allocation with our "Certification Statement of Compliance" which is due February 1, 2021.

PPE, disinfectant and total supplies spent to address COVID-19 by Police, Fire, Public Works, Facilities and Parks totals \$57,182.

We are also submitting payroll cost for both the Highland Village Fire Department and Highland Village Police Department totaling \$6,285,238. Denton County has advised all Municipalities in Denton County that all related payroll for Highland Village public safety is refundable. Denton County has hired the law firm Carrington, Coleman Sloman & Blumenthal, L.L.P. to assist the County with the determination and distribution of the CRF funds. Pursuant to their review of the U.S. Treasury Department guidelines, the determination was made that public safety payroll was an allowable expense.

City of Highland Village total Budget submission to Denton County will be \$6,839,463.

A resolution authorizing the City Manager to sign the interlocal cooperation agreement with Denton County regarding the grant of CARES Act funds has been prepared for City Council consideration and approval.

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

The initial calculation of the grant amount is based on the higher of each city's 2019 North Central Texas Council of Governments (NCTCOG) estimated population (15,650) or 2018 American Community Survey (ACS) estimated population (16,537), multiplied by \$55.00 per capita, which totals \$909,535.

## **RECOMMENDATION:**

To approve Resolution No. 2020-2890.

06/04/2020



**CORONAVIRUS RELIEF FUND**  
**INTERLOCAL COOPERATION AGREEMENT**

**Denton County and the City of Highland Village**

This Interlocal Cooperation Agreement (“Agreement”) is entered into by and between Denton County, Texas (the “County”) and the **City of Highland Village Texas** (the “Municipality”), pursuant to Chapter 791 of the Texas Local Government Code, to address the impact of the public health emergency with respect to the Coronavirus pandemic (“COVID-19”).

**GENERAL**

1. Coronavirus Relief Fund. The County has received federal funding under the Coronavirus Aid, Relief, and Economic Security Act (the “CARES Act”) to address and respond to the impact and effects of the COVID-19 emergency.

2. County Authority. The Resolution of the Denton County, Texas Commissioners Court, under Chapter 381 of the Local Government Code, lawfully establishing a COVID-19 municipality funding program (the “Municipality Program”), allowing the County to grant money to your Municipality, is attached hereto as Attachment A and incorporated by reference herein. Funds were received by the County from the US Department of the Treasury (the “Treasury”) under the Coronavirus Relief Fund (“CRF”), as provided for in the CARES Act. The use of these CRF funds to assist a municipality of the County with their expenditures incurred due to the effects of COVID-19 and to potentially fund a local grant program are legitimate and lawful uses of the CRF funds.

3. Municipality Authority. The Orders of the Municipality, establishing a COVID-19 emergency program or programs, allowing it to make grants of its award, is attached hereto and incorporated by reference herein. The Municipality represents and warrants that its programs (if the Municipality decides to distribute the Municipal Funds through its own programs) will be in full compliance with Chapter 380 of the Local Government Code.

4. Inspector General Oversight & Recoupment. Section 601(f) provides that the Inspector General of the Treasury shall conduct monitoring and oversight of the receipt, disbursement, and use of CRF funds. If the Inspector General determines that a unit of local government has failed to comply with the use of funds rules (as described herein in Paragraphs 10-16, “Use of Funds”), the amount of CRF funds in noncompliance shall be “booked as a debt of such entity owed to the federal government.” The conditions and restrictions on the use of the CRF funds follows to all

recipients, from the County, to the Municipality, to businesses and individuals that receive such funds.

## **GRANT**

5. **Amount.** Subject to the terms and conditions of this Agreement, the County agrees to grant and transfer to the Municipality the sum of \$909,535 of its CRF funds (“Municipal Funds”).

6. **Separate Bank Account.** The Municipality agrees to deposit these Municipal Funds into a separate, segregated account created solely for holding and disbursing these Municipal Funds. The account must be an interest bearing account and similarly insured and protected in the same manner as the Municipality’s other funds.

7. **Calculation of Municipal Funds.** The initial calculation of the grant amount of funds is based on the higher of the Municipality’s 2019 NCTCOG estimated population (15,650) or 2018 ACS estimated population (16,537), multiplied by \$55.00 per capita (“the Maximum Allocation”). That amount is reduced by:

- a. the excess of the Maximum Allocation minus the budgeted amount of eligible funds (as defined in Paragraph 8(a)), and further reduced by;
- b. the amount of funds redirected and contributed to the County’s programs (e.g., small business, housing and food programs), at the election of the Municipality, which is included in the Municipality’s proposed budget in Paragraph 8(a).

8. **Conditions.** Before receiving Municipal Funds, the Municipality must:

- a. provide the County with a proposed budget, which includes your contribution to the County’s programs (e.g., small business, housing, and food programs), and description of eligible uses of Municipal Funds (“Budget of Expenditures and Description of Intended Uses”). The form to complete your Budget of Expenditures and Description of Intended Uses is attached as Attachment B;
- b. agree to participate in the County’s CRF Compliance Forum (the “Forum”); and
- c. provide a copy of the appropriate Chapter 380 documentation.

## **RESPONSIBILITIES OF THE MUNICIPALITY**

9. The responsibilities of the Municipality are:

- a. to comply with all terms and conditions of the CARES Act;
- b. to use Municipal Funds in compliance with the CARES Act;



- c. to promptly return to the County any Municipal Funds not used;
- d. to participate in the Forum;
- e. to maintain proper and adequate records of its own expenses, including monthly uploads to Dropbox, and supporting documentation of the expenditures, and provide copies of, or access to such, at any time as required by the County;
- f. to maintain proper and adequate records of the expenses of any grantees of Municipal Funds, including monthly uploads to Dropbox, and supporting documentation of the expenditures, and provide copies of, or access to such, at any time as required by the County;
- g. to return the Statement of Compliance Certificate by February 1, 2021;
- h. to cooperate and coordinate with other members in the Forum concerning a federal compliance audit; and
- i. to comply with Chapter 381 and Chapter 380, if applicable.

### USE OF FUNDS

10. Amounts paid from the Treasury’s Coronavirus Relief Fund are subject to the restrictions outlined in the *Guidance for State, Territorial, Local, and Tribal Governments* (dated April 22, 2020) and set forth in section 601(d) of the Social Security Act, as added by section 5001 of the CARES Act. See Attachment C, which is incorporated by reference into this agreement.

11. Section 601(d) allows CRF funds/Municipal Funds to cover only those costs that:

- a. are necessary expenditures incurred due to the public health emergency with respect to the effects COVID-19;
- b. were not accounted for in the most recently approved budget [of the Municipality], including any amendments; and
- c. are incurred between March 1, 2020 and December 30, 2020. See *Coronavirus Relief Fund Frequently Asked Questions (Updated as of May 4, 2020)*. See Attachment C.

12. “Necessary Expenditure” Condition. The use of the money is limited to “necessary expenditures.” The Treasury intends for broad interpretation of the word “necessary,” meaning “reasonably necessary for its intended use in the reasonable judgment of the government officials responsible for spending the Fund payments.” The Treasury’s standard, reasonable judgment, adopts a subjective, not objective standard. Examples of eligible expenditures include, but are not limited to, payment for certain types of:

- a. medical expenses;
- b. public health expenses;
- c. payroll expenses;
- d. expenses relating to facilitating compliance;
- e. expenses associated with providing economic support in connection with the COVID-19 public health emergency; and
- f. any other COVID-19-related expense reasonably necessary to the function of government.

13. Funds may not be used to fill shortfalls in governmental revenue to cover expenditures that would not otherwise qualify under section 601(d). **REVENUE REPLACEMENT IS STRICTLY PROHIBITED AND IS NOT A PERMISSIBLE USE OF FUNDS.**

14. “Due To” Condition. The requirement that expenditures be incurred “due to” the public health emergency created by COVID-19 means that expenditures must be used for actions taken to respond to the public health emergency. These may include expenditures incurred by the Municipality to respond directly to the emergency, as well as expenditures incurred to respond to second-order effects of the emergency (e.g., economic support to those suffering from employment or business interruptions due to COVID-19-related business closures).

15. The Municipality expressly agrees without qualification or exception to adhere and comply with section 601(d) and the accompanying guidelines regarding its spending and uses of the Funds.

16. Return of Unused Funds by Municipality. Any Municipal Funds not spent on eligible expenses before December 30, 2020 must be returned to the County within 30 days after December 30, 2020.

### **CRF COMPLIANCE FORUM**

17. Description. The Forum is a county-wide initiative between the County and all of the Municipalities that have requested upfront funding of the Municipal Funds. It is a single, integrated initiative to mutually benefit all municipalities and the County.

18. Purpose. The Forum shall work for the mutual benefit of the County and the Municipalities, which will promote administrative efficiency, streamline initial compliance measures, and continuing through a potential audit, and foster collaboration between our counties.

19. Benefits. The primary goals of the Forum are to:

- a. provide answers to specific questions (e.g., eligible uses of funds);
- b. provide assistance with documentation guidelines;
- c. reduce noncompliance risk;
- d. reduce administrative burdens;
- e. manage and control the potential federal compliance audit; and
- f. collaborate and integrate grant programs.

### **REMEDIES**

20. Indemnity. To the extent allowable by law, the Municipality shall defend, indemnify, and hold harmless the County and its officers, commissioners, employees, volunteers, and agents, from any and all costs and expenses, damages, liabilities, demands, causes of action, suits, charges, or legal or administrative proceedings, claims and losses, including, without limitation, attorneys' fees and costs, caused by or arising out of any act or omission of the Municipality relating to the terms of this Agreement, including but not limited to any ineligible expenditures.

21. Recoupment. If the County, or its designee, reasonably determines that all or a portion of a Municipality's expenditure of Municipal Funds is an ineligible expenditure, then the Municipality shall immediately reimburse the County in an amount equal to the amount of the ineligible expenditure from funds of the Municipality other than Municipal Funds granted pursuant to this Agreement, and provide to the County evidence of such reimbursement. The Municipality shall have 30 days of receipt of the County's determination of an ineligible expenditure to reimburse the County for such expense. If the Municipality chooses to subsequently grant its Municipal Funds, it shall be responsible for properly tracing and accounting for when, how, why and by whom the expenses were ultimately incurred. This includes the documentation responsibilities listed in Paragraph 9(f-g) above. In the event the County has to enforce this Agreement, it shall be entitled to recover its reasonable attorney's fees and costs incurred in doing so.

22. Offset. To the extent allowable by law, the County reserves the right in its sole discretion to apply any money, damages or costs incurred as a result of a material breach of this agreement by the Municipality against the future distribution of future tax revenues or receipts from the County to the Municipality.

### **OTHER**

23. Attorney's Fees and Costs. The County shall be entitled to recover its reasonable and necessary attorney's fees, costs and expenses, from the Municipality in the event the County must

enforce the terms of this Agreement in any way, including, but not limited to, litigation or mediation to the extent allowed by law.

24. Law and Venue. The laws of the State of Texas shall govern this Agreement, except where clearly superseded by federal law. Venue of any dispute shall be in a court of competent jurisdiction in Denton County, Texas.

25. No Assignment. The Municipality may not assign this Agreement.

26. Entire Agreement. This Agreement supersedes and constitutes a merger of all prior oral and/or written agreements and understandings of the parties on the subject matter of this Agreement and is binding on the parties and their legal representatives, receivers, executors, successors, agents and assigns.

27. Amendment. Any Amendment of this Agreement must be by written instrument dated and signed by both parties.

28. Severability. No partial invalidity of this Agreement shall affect the remainder unless the public purpose to be served hereby is so greatly diminished thereby as to frustrate the object of this Agreement.

29. Survival. All provisions of this Agreement that impose continuing obligations on the parties, including but not limited to payment, agreement purpose, and confidentiality shall survive the expiration or termination of this Agreement.

30. Waiver. No waiver by either party of any provision of this Agreement shall be effective unless in writing, and such waiver shall not be construed as or implied to be a subsequent waiver of that provision or any other provision.

31. Signature Authority. The signatories hereto represent to each other that they have the full right, power, and authority and have been given any approvals necessary to enter into this Agreement to bind the respective parties for which they sign, and to perform their obligations hereunder, and that the consent of no other parties is needed to fully effectuate this Agreement.

## ATTACHMENTS

32. This is a list of attachments and is included with this agreement and incorporated herein, as appropriate:

1. Attachment A: Chapter 381 Resolutions of the County;
2. Attachment B: Form Budget of Expenditures and Description of Intended Uses;
3. Attachment C: CRF Guidelines, Regulations (including statute, FAQs, and Guidance).

DENTON COUNTY, TEXAS

CITY OF HIGHLAND VILLAGE, TEXAS

By: \_\_\_\_\_  
Andy Eads, County Judge

By: \_\_\_\_\_  
Mayor or City Manager

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

Attest:

\_\_\_\_\_  
Printed Title

\_\_\_\_\_  
County Clerk

\_\_\_\_\_  
Date

Attest:

\_\_\_\_\_  
City Secretary

Approved as to Form and Legality:

\_\_\_\_\_  
City Attorney

**Budget of Expenditures & Description of Intended Uses  
(Budgeted Sources & Uses)**

City of Highland Village

ELIGIBLE USE RESTRICTIONS: The CRF funds/Municipal Funds may be used to cover only those costs that:

- a. are necessary expenditures incurred due to the public health emergency with respect to the effects COVID-19;
- b. were not accounted for in the most recently approved budget [of the Municipality], including any amendments; and
- c. are incurred between March 1, 2020 and December 30, 2020.

Grant Amount ("Maximum Allocation," i.e., \$55 per capita amount) \$909,535

Category	Sub-Category	Tracking Indices	Description	Expenditures		
				Paid to Date	Proposed	Total
<b>Category 1:</b>						
Medical						
	Hospitals/Clinics	1.A		\$0	\$0	\$0
	Temporary Facilities	1.B		0	0	0
	Testing	1.C		225	0	225
	Emergency Reponse	1.D		0	0	0
	Telemedicine	1.E		0	0	0
	Sub-Total			225	0	225
<b>Category 2:</b>						
Public Health						
	Communication	2.A		5,908	0	5,908
	Medical, Protective Services	2.B		7,266	10,899	18,165
	Disinfection	2.C		11,147	16,721	27,868
	Technical Assistance	2.D		0	0	0
	Public Safety Measures	2.E		2,240	429,000	431,240
	Quarantine	2.F		0	0	0
	Sub-Total			26,562	456,620	483,182
<b>Category 3:</b>						
Payroll						
	Certain Payroll	3		2,440,366	3,844,872	6,285,238
<b>Category 4:</b>						
To Facilitate Compliance						
	Food Delivery	4.A		0	0	0
	Social Distancing/School Closings	4.B		0	0	0
	Telework	4.C		0	0	0
	Sick/Medical Leave	4.D		9,076	13,614	22,690
	Prisons/Jails	4.E		0	0	0
	Homelessness Care	4.F		0	0	0
	Sub-Total			9,076	13,614	22,690
<b>Category 5:</b>						
Economic Support						
	Business Grants	5.A		0	0	0
	Government Payroll	5.B		0	0	0
	Unemployment	5.C		0	0	0
	Sub-Total			0	0	0
<b>Category 6:</b>						
Other						
	Other	6		48,130	0	48,130
<b>TOTAL ELIGIBLE EXPENDITURES</b>				<b>2,524,358</b>	<b>4,315,106</b>	<b>6,839,463</b>
<b>Municipality Programs: (Chapter 380)</b>						
Amount of Contributions						
	Business Grant Program			0	0	0
	Housing or Food Program			0	0	0
	Total Contribution to Municipality Programs			0	0	0
<b>County Programs (Chapter 381)</b>						
Amount of Contributions						
	Business Grant Program			0	0	0
	Housing or Food Program			0	0	0
	Total Contribution to County Programs			0	0	0
<b>TOTAL OF EXPENDITURES AND INTENDED USES</b>				<b>\$2,524,358</b>	<b>\$4,315,106</b>	<b>\$6,839,463</b>
<b>EXCESS CASH (OR DEFICIT)</b>						<b>-\$5,929,928</b>

**CITY OF HIGHLAND VILLAGE, TEXAS**

**RESOLUTION NO. 2020-2890**

**A RESOLUTION OF THE CITY COUNCIL OF HIGHLAND VILLAGE, TEXAS, AUTHORIZING AN INTERLOCAL COOPERATION AGREEMENT WITH DENTON COUNTY REGARDING THE GRANT OF CARES ACT FUNDS; AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, Denton County (the “County”) has received federal funding under the Coronavirus Aid, Relief, and Economic Security Act (the “CARES Act”) to address and respond to the impact and effects of the COVID-19 emergency within Denton County; and

**WHEREAS**, the Denton County Commissioners Court, under Chapter 381 of the Local Government Code, has established a COVID-19 municipality funding program (the “Municipality Program”), allowing the County to grant money to Denton County cities from the funds received from the U.S. Department of the Treasury (the “Treasury”) under the Coronavirus Relief Fund (“CRF”), as provided for in the CARES Act; and

**WHEREAS**, the County has determined that the use of CRF funds to assist municipalities within Denton County with their expenditures incurred due to the effects of COVID-19 are legitimate and lawful uses of the CRF funds; and

**WHEREAS**, the County has proposed providing a grant to the City of Highland Village from the County’s CRF funds (the “Grant”) subject to an interlocal cooperation agreement setting forth the terms and conditions relating to the City’s use of such Grant funds; and

**WHEREAS**, the City Council of the City of Highland Village, Texas, finds it to be in the public interest to enter into the interlocal cooperation agreement with Denton County described above and develop a local economic development grant program from said Grant funds.

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

**SECTION 1.** The City Manager is hereby authorized to execute on behalf of the City an Interlocal Cooperation Agreement pursuant to Chapter 791 of the Texas Government Code with Denton County relating to the Grant.

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

**PASSED AND APPROVED** this the 14<sup>th</sup> day of July 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:7/10/2020:116708)



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

**AGENDA# 19**

**MEETING DATE: 07/14/2020**

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

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

**COMMENTS**

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



## UPCOMING MEETINGS

<b>July 14, 2020</b>	<b>Regular City Council Meeting - 7:00 pm</b>
July 20, 2020	Parks & Recreation Advisory Board Meeting - 6:00 pm
July 21, 2020	Planning & Zoning Commission Meeting – 7:00 pm
<b>July 28, 2020</b>	<b>Regular City Council Meeting - 7:00 pm</b>
August 6, 2020	Zoning Board of Adjustment Meeting - 6:00 pm
<b>August 11, 2020</b>	<b>Regular City Council Meeting - 7:00 pm</b>
August 17, 2020	Parks & Recreation Advisory Board Meeting - 6:00 pm
August 18, 2020	Planning & Zoning Commission Meeting – 7:00 pm
<b>August 25, 2020</b>	<b>Regular City Council Meeting - 7:00 pm</b>
September 3, 2020	Zoning Board of Adjustment Meeting - 6:00 pm
<b>September 7, 2020</b>	<b>City Offices Closed for the Labor Day Holiday</b>
<b>September 8, 2020</b>	<b>Regular City Council Meeting - 7:00 pm</b>
September 15, 2020	Planning & Zoning Commission Meeting – 7:00 pm
September 21, 2020	Parks & Recreation Advisory Board Meeting - 6:00 pm
<b>September 22, 2020</b>	<b>Regular City Council Meeting - 7:00 pm</b>

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