



## 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, MARCH 9, 2021, at 6:00 P.M.**

*Pursuant to Governor Greg Abbott's temporary suspension of various provisions of the Texas Open Meetings Act and in an effort to protect the health and safety of the public, the public will not be allowed to attend the City Council meeting in person. Members of the public may view the City Council meeting live at no cost via the following Internet link:*  
[www.highlandvillage.org/HVTV](http://www.highlandvillage.org/HVTV).

*Any person wishing to provide written comments on ANY MATTER to be considered on this agenda may email such comments to the City Secretary at [citysecretary@highlandvillage.org](mailto:citysecretary@highlandvillage.org) by 1:00 p.m. on Tuesday, March 9, 2021.*

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

1. Receive an Update on Information Services Operations and Projects
2. Receive a Presentation and Discuss the City's Water Meter Boxes and Accessibility
3. Clarification of Action Items listed on Today's City Council Meeting Agenda for March 9, 2021

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

**CLOSED SESSION  
City Council Chambers**

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

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

5. Call Meeting to Order

6. **Prayer led by Councilmember Tom Heslep**
7. **Pledge of Allegiance to the U.S. and Texas flags led by Councilmember Tom Heslep:**  
*"Honor the Texas flag; I pledge allegiance to thee, Texas, one state under God, one and indivisible."*
8. **Visitor Comments** *(Any person wishing to provide comments on any matter NOT posted on this agenda should email such comments to the City Secretary by 1:00 p.m. on Tuesday, March 9, 2021. 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.)*
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**
  - **Presentation of Proclamation celebrating Lieutenant Bobby Doyle Day in Highland Village**
10. **City Manager/Staff Reports**
  - **COVID-19 Update**
  - **State of the City Video**

### **CONSENT AGENDA**

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

11. **Consider approval of Minutes of the Regular City Council Meeting held on February 23, 2021 and Special Work Session held on February 25, 2021**
12. **Consider Ordinance 2021-1281 re-adopting in its Entirety Article 14.04 "Parks and Recreation" Division 7 "Youth Services Standards of Care" of the Code of Ordinances of the City of Highland Village, setting forth and adopting the Standards of Care for Youth Programs offered by the Parks and Recreation Department (2<sup>nd</sup> and final read)**
13. **Consider Resolution 2021-2934 cancelling the March 23, 2021 City Council Meeting**
14. **Consider Resolution 2021-2935 authorizing the Sale of a Firearm pursuant to Texas Government Code Section 614.051 to Lieutenant Robert Doyle on the Occasion of his Retirement from the Highland Village Police Department**
15. **Receive Budget Reports for Period Ending January 31, 2021**

**ACTION AGENDA**

16. Take action, if any, on matters discussed in closed session in accordance with the following sections of the Texas Government Code:
- (a) Section 551.071 – Consultation with City Attorney Concerning Pending or Contemplated Litigation and on any Regular Session or Work Session Agenda Item Requiring Confidential, Attorney/Client Advice Necessitated by the Deliberation or Discussion of Said Item (as needed)
  - (b) Section 551.074 – Personnel – Deliberate the Employment and Evaluation of the City Manager and City Secretary

**LATE WORK SESSION**

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

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

I HEREBY CERTIFY THAT THIS NOTICE OF MEETING WAS POSTED ON THE PUBLIC BULLETIN BOARD AT THE MUNICIPAL COMPLEX, 1000 HIGHLAND VILLAGE ROAD, HIGHLAND VILLAGE, TEXAS IN ACCORDANCE WITH THE *TEXAS GOVERNMENT CODE, CHAPTER 551*, ON THE 5<sup>TH</sup> DAY OF MARCH 2021 NOT LATER THAN 6:00 P.M.



Angela Miller, City Secretary

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

Removed from posting on the \_\_\_\_\_ day of \_\_\_\_\_, 2021 at \_\_\_\_\_  
am / pm by \_\_\_\_\_.

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

**AGENDA# 1**

**MEETING DATE: 03/09/2021**

**SUBJECT: Receive an Update on Information Services Operations and  
Projects**

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

**COMMENTS**

City staff will provide an update on Information Services Operations and Projects.

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

**AGENDA# 2**

**MEETING DATE: 03/09/2021**

**SUBJECT: Receive a Presentation and Discuss the City's Water Meter  
Boxes and Accessibility**

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

**COMMENTS**

Receive a presentation and discuss the City's Code and the International Plumbing Code as it relates to water meter boxes. The presentation will provide information on the City's asset(s) that are housed within the water meter box, the City Code as it relates to the operation of the City's equipment in the water meter box, the locking mechanism for water meter box lids and the International Plumbing Code as it relates to the requirements for private water service line shut off valves.

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

**AGENDA# 9**

**MEETING DATE: 03/09/2021**

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

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

**COMMENTS**

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

- Presentation of a Proclamation celebrating Lieutenant Bobby Doyle Day in Highland Village

# Proclamation

## The City of Highland Village

**Whereas**, Bobby Doyle joined the City of Highland Village as a Police Officer on June 6, 2000; and

**Whereas**, Bobby Doyle was promoted to the position of Police Corporal on October 25, 2004; Police Sergeant on November 6, 2006; and ultimately promoted to Police Lieutenant on February 18, 2013; and

**Whereas**, during his tenure, Bobby Doyle has served the department as Auxiliary Liaison, Field Training Officer, Defensive Tactics Instructor, Department Armorer for rifle, shotgun, and pistol, Firearms Instructor, Taser Instructor, Vehicle Coordinator, AOR District B, C, and D Supervisor, Assistant Liaison to the Shops of Highland Village, and on the Policy Review Committee; and

**Whereas**, Bobby Doyle has achieved Certifications from the Texas Commission on Law Enforcement for Master Peace Officer, Basic Instructor Proficiency, Firearms Instructor Proficiency, Homeowner's Insurance Inspector, and Standardized Field Sobriety Testing Practitioner; and

**Whereas**, Bobby Doyle has received over 36 commendations for his service, including multiple awards for Supervisor of the Year, Officer of the Year, Certificate of Merit, and Community Service Award; and

**Whereas**, Bobby Doyle has dedicated the last 20 years to serving the Highland Village community and shall ever remain a part of the City of Highland Village family.

**NOW THEREFORE**, I, Charlotte J. Wilcox, Mayor of the City of Highland Village, do hereby proclaim March 26, 2021 as

### **“Lieutenant Bobby Doyle Day”**

in the City of Highland Village.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the seal of the City to be affixed on this 9<sup>th</sup> day of March 2021.

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Charlotte J. Wilcox, Mayor

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

**AGENDA# 11**

**MEETING DATE: 03/09/2021**

**SUBJECT: Consider Approval of Minutes of the Regular City Council Meeting held on February 23, 2021 and Special Work Session held on February 25, 2021**

**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 February 23, 2021 and Special Work Session held on February 25, 2021.





**MINUTES OF THE REGULAR MEETING OF THE  
HIGHLAND VILLAGE CITY COUNCIL  
HIGHLAND VILLAGE MUNICIPAL COMPLEX  
1000 HIGHLAND VILLAGE ROAD, HIGHLAND VILLAGE, TEXAS  
TUESDAY, FEBRUARY 23, 2021**

**EARLY WORK SESSION**

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

**Roll Call**

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

**1. Discuss the Copperas Branch Park Master Plan**

Parks and Recreation Director Phil Lozano stated the Copperas Branch Master Plan was presented to Council at their meeting held on February 9, 2021 and asked if there were any follow up questions. Councilmember Kixmiller stated the Master Plan suggests relocating the boat ramp/dock next to the swim beach and voiced concern that any pollution from the boats launching could potentially affect the swimmers nearby. Consultant Brad Moulton stated there could be a buffer between the two areas, which can be addressed during the detail design phase. Councilmember Heslep asked if the swim area would have lifeguards on duty and if not, could that be a liability issue. Mr. Lozano stated there would not be lifeguards however signs stating such would be installed. City Attorney Kevin Laughlin reported signage warning of any danger(s) is typically sufficient, adding that recreation areas have certain immunities.

Mayor Wilcox asked if approval of the Master Plan as presented would require that all items included on the Master Plan's Priority List be completed, as well as committing to funding for those projects. Mr. Lozano stated adopting the Master Plan recognizes the plan as the approved vision for the park, and although the plan is flexible in nature, all future development in the park should follow the Master Plan as a guide. He added that specific design details of the individual items included on the Priority List are still to be worked out. Mr. Lozano stated that having an approved Master Plan would help ensure the City is included in discussion(s) with the Texas Department of Transportation (TxDOT) should they want to use the area at Copperas Branch Park again for staging purposes during the next phase of improvements to IH35. He added that in order to apply for grants, an approved Master Plan would be required.

**2. Clarification of Action Items listed on Today's City Council Meeting Agenda for February 23, 2021**

Regarding Agenda Item #13, Mayor Pro Tem Lombardo asked if there any changes in the Youth Standards of Care since the previous year. Mr. Lozano reported there were no changes.

With time permitting, Late Work Session Agenda Item #15 was moved up for discussion during Early Work Session.

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

Moving forward, Mayor Wilcox reported there would only be one COVID-19 update each month during the Council meeting, unless there is a major update to share.

Mayor Wilcox reported that in past years, the second meeting in March was sometimes cancelled and asked Council if they wanted to do the same this year. Consensus was to cancel their March 23 meeting.

The following items were requested for future agenda items:

- Update from CoServ - Mayor Pro Tem Lombardo asked to have an update from CoServ regarding the recent winter storm, and how decisions were made regarding power to different areas. Councilmember Jaworski asked if CoServ could also include information if any relief would be provided to customers should they receive excessively high bills.
- Accessibility to Water Meter Boxes - Councilmember Kixmiller requested a future discussion regarding accessibility to water meter boxes.
- Update from Denton County Transportation Authority (DCTA) - Councilmember Jaworski requested an update from DCTA; City Manager Paul Stevens reported April is being targeted for their update.

Early Work Session concluded at 6:28 p.m.

### CLOSED SESSION

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)**

Council did not meet in Closed Session.

### OPEN SESSION

#### 4. **Call Meeting to Order**

Mayor Charlotte J. Wilcox called the meeting to order at 7:00 p.m.

#### **Roll Call**

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

Staff Members:	Paul Stevens	City Manager
	Ken Heerman	Assistant City Manager
	Kevin Laughlin	City Attorney
	Angela Miller	City Secretary
	Doug Reim	Chief of Police
	Michael Thomson	Fire Chief
	Scott Kriston	Public Works Director
	Phil Lozano	Parks and Recreation Director
	Bree Shamsey	Recreation Coordinator
	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 stated any person wishing to provide comments on any matter to be considered on this agenda were to email such comments to the City Secretary by 1:00 p.m. on Tuesday, February 23, 2021. City Secretary Angela Miller reported no visitor comments were received.

**8. City Manager/Staff Reports**

- **COVID-19 Update**

Fire Chief Mike Thomson provided an update on COVID-19 in Denton County and Highland Village. An update on the Denton County Health Department's vaccination process was also provided and residents were encouraged to sign up on the County's Vaccine Interest List.

- **Update on City Operations and Services during Recent Winter Storm**

City Manager Paul Stevens delivered an update on City services and operations provided by each department during the recent winter storm. In the Public Works Department, staff worked under their 24-hour emergency operation schedule to ensure availability to respond to calls for service. Some members of the Police Department stayed nearby to ensure they would be at work and have available officers for every shift. The Fire Department had a 950% increase over last year in call volume for February 17 and firefighters worked up to 96-hour shifts. Parks and Recreation staff winterized facilities and equipment, Information Services ensured dispatch services remained operational, and the Marketing & Communication Department shared pertinent information via multiple sources throughout the week to provide important updates to our residents.

**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**

Councilmember Jaworski commended Highland Village residents for providing assistance and helping others during the recent winter storm.

- **Presentation of a Proclamation celebrating Bill Aycock Day in Highland Village**

Mayor Wilcox presented a proclamation to Bill Aycock. Bill is retiring from the City of Highland Village after 21 years of service.

**CONSENT AGENDA**

**10. Consider approval of Minutes of the Regular City Council Meeting held on February 9, 2021**

**11. Consider Resolution 2021-2932 authorizing Release and Quitclaim of Drainage Easement and Portions of a Public Street Easement located within The Reserve at Chapel Hill Addition, Phase II**

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

**ACTION AGENDA**

**12. Take action, if any, on matters discussed in closed session in accordance with the following sections of the Texas Government Code:**

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

No action was taken on this item.

13. **Conduct a Public Hearing and Consider Ordinance 2021-1281 re-adopting in its Entirety Article 14.04 “Parks and Recreation” Division 7 “Youth Services Standards of Care” of the Code of Ordinances of the City of Highland Village, setting forth and adopting the Standards of Care for Youth Programs offered by the Parks and Recreation Department (1<sup>st</sup> of two reads)**

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

Recreation Coordinator Bree Shamsy reported state law requires the City conduct a public hearing and adopt standards of care annually by ordinance for our youth programs, which specifically relates to our Highland Village Kids Kamp program. Mayor Wilcox opened the public hearing and with no one wishing to speak, the public hearing was closed.

***Motion by Councilmember Jaworski, seconded by Councilmember Heslep, to approve the first read of Ordinance 2021-1281. Motion carried 7-0.***

14. **Consider Resolution 2021-2933 approving the Copperas Branch Park Master Plan**  
**APPROVED (7 – 0)**

Parks and Recreation Director Phil Lozano reported City Council approved execution of a professional services agreement with la terra studio in 2018 for park planning services related to master planning for Copperas Branch Park. He added the process included working with City staff as well as efforts to engage the residents through community meetings and use of various social media platforms. The thoughts and ideas were synthesized into a priority list included in the Master Plan. Mr. Lozano reported the Master Plan was presented and approved by the Parks and Recreation Advisory Board on March 9, 2020, and they recommended the Master Plan be presented to City Council and considered for approval.

The Master Plan was presented to City Council at their February 9, 2021 meeting and discussed earlier during Early Work Session.

***Motion by Deputy Mayor Pro Tem Fleming, seconded by Councilmember Jaworski, to approve Resolution 2021-2933. Motion carried 7-0.***

**LATE WORK SESSION**

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

With time permitting, Late Work Session Agenda Item #15 was moved up for discussion during Early Work Session.

**16. Adjournment**

Mayor Wilcox adjourned the meeting at 7:33 p.m.

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Charlotte J. Wilcox, Mayor

**ATTEST:**

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Angela Miller, City Secretary

DRAFT



**MINUTES OF THE SPECIAL WORK SESSION OF THE  
HIGHLAND VILLAGE CITY COUNCIL  
HIGHLAND VILLAGE MUNICIPAL SERVICE CENTER  
948A HIGHLAND VILLAGE ROAD, HIGHLAND VILLAGE, TEXAS  
THURSDAY, FEBRUARY 25, 2021**

**OPEN SESSION**

The City Council met in a Special Work Session on the 25<sup>th</sup> day of February 2021.

**1. Call Meeting to Order**

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

**Roll Call**

Present:	Charlotte J. Wilcox	Mayor
	Jon Kixmiller	Councilmember
	Mike Lombardo	Mayor Pro Tem
	Barbara Fleming	Deputy Mayor Pro Tem
	Tom Heslep	Councilmember
	Robert Fiester	Councilmember
	Dan Jaworski	Councilmember
Staff Members:	Paul Stevens	City Manager
	Angela Miller	City Secretary

**2. Conduct and Participate in a Leadership Training and Team Building Work Session**

Facilitator Riley Harvill conducted an interactive work session with members of Council to facilitate an understanding of communication styles, how to develop and maintain effective relationships, achieve teamwork and improve leadership.

**3. Adjournment**

Mayor Wilcox adjourned the meeting at 7:06 p.m.

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Charlotte J. Wilcox, Mayor

**ATTEST:**

DRAFT



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

**AGENDA# 12**

**MEETING DATE: 03/09/2021**

**SUBJECT: Consider Ordinance 2021-1281 Re-adopting “Youth Standards of Care” of the Code of Ordinances of the City of Highland Village, Texas, setting forth and adopting the Standards of Care for Youth Programs offered by the Parks and Recreation Department**

**PREPARED BY: Phil Lozano, Parks and Recreation Department  
Bree Shamsy, Recreation Coordinator**

**BACKGROUND:**

In 1995 The Texas Legislature, amended Section 42.041 (b) (14), Human Resources Code to exempt elementary-age (5-13) municipal youth recreation programs from the State’s child-care licensing requirement under certain conditions. The programs operated by the city are recreational in nature and are not child-care facilities.

This law requires that a city annually adopt standards of care by ordinance after a public hearing. Adopted standards must be provided to the parents of each program participant and must include, at a minimum, staffing rations, minimum staff qualifications, minimum facility, health and safety standards. State Law also requires that parents be informed that the program is not licensed by the State and that the program may not be advertised as a child-care facility.

A public hearing was conducted and Council approved the first read of Ordinance 2021-1281 at their meeting held on February 23, 2021.

**IDENTIFIED NEED/S:**

Annual adoption of Highland Village Youth Program Standards of Care for our youth programs, specifically Kids Kamp. With the annual adoption, the City will be exempt from child-care licensing as allowed by law.

**OPTIONS & RESULTS:**

Council approval of the second read of Ordinance 2021-1281 adopting proposed Highland Village Youth Program Standards of Care.

**RECOMMENDATION:**

To approve the second and final read of Ordinance 2021-1281.

**CITY OF HIGHLAND VILLAGE, TEXAS**

**ORDINANCE NO. 2021-1281**

**AN ORDINANCE OF THE CITY OF HIGHLAND VILLAGE, TEXAS, READOPTING IN ITS ENTIRETY ARTICLE 14.04 "PARKS AND RECREATION" DIVISION 7 "YOUTH SERVICES STANDARDS OF CARE" OF THE CODE OF ORDINANCES OF THE CITY OF HIGHLAND VILLAGE, TEXAS, SETTING FORTH AND ADOPTING THE STANDARDS OF CARE FOR YOUTH PROGRAMS OFFERED BY THE PARKS AND RECREATION DEPARTMENT; PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING AN EFFECTIVE DATE**

**WHEREAS**, the Texas Human Resource Code, Section 42.041 (b)(4), establishes requirements to exempt recreational programs operated by municipalities for elementary age (5-13) children from State child care licensing; and

**WHEREAS**, in order to receive exempt status for a youth recreation program, a municipality must adopt standards of care by ordinance after a public hearing for the program, then submit a copy of program standards, a notice of the public hearing for the program and a copy of the ordinance adopting the standards to the State; and

**WHEREAS**, the City Council in prior years has adopted such standards of care, which are presently codified as Article 14.04, Division 7 of the Code of Ordinances; and

**WHEREAS**, the City Council, after conducting a public hearing and affording a full and fair hearing to all citizens, and in the exercise of legislative discretion, has concluded that the standards of care as previously codified should be readopted;

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

**SECTION 1.** The standards of care for youth programs offered by the Parks and Recreation Department of the City of Highland Village, Texas, as codified in Article 14.04 "Parks and Recreation," Division 7 "Youth Services Standard of Care," a true and correct copy of which is attached hereto as Exhibit "A," are hereby readopted in their entirety without amendment in accordance with Texas Human Resource Code, Section 42.041(b)(14).

**SECTION 2.** If any section, paragraph, clause or provision of this Ordinance shall for any reason be held invalid or unenforceable, the invalidity or unenforceability of such section, paragraph, clause, or provision shall not affect any of the remaining provisions of this Ordinance.

**SECTION 3.** This ordinance shall take effect immediately from and after its passage on Second Reading and publication in accordance with the provisions of the Charter of the City of Highland Village, and it is accordingly so ordained.

**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 FEBRUARY 2021.**

**PASSED AND APPROVED BY THE CITY COUNCIL OF THE CITY OF HIGHLAND VILLAGE, TEXAS, ON SECOND READING ON THIS THE 9<sup>TH</sup> DAY OF MARCH 2021.**

**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:1/8/2021:120015)

**Exhibit A to  
Ordinance No. 2021-1281**

**ARTICLE 14.04 PARKS AND RECREATION**

**Division 7. Youth Services Standards of Care**

**Sec. 14.04.221 Purpose**

The following standards of care (“standards”) have been adopted by the city council, to comply with section 42.041(b)(14) of the Texas Human Resources Code. The standards are intended to be minimum standards by which the city parks and recreation department will operate the city’s youth programs. The programs operated by the city are recreational in nature and are not licensed by the state as certified day-care programs. The state department of family and protective services has issued an exemption determination certificate to the city.

**Sec. 14.04.222 General administration; definitions**

(a) Definitions. The following words and phrases as used in these standards shall have the following meaning:

Department. The parks and recreation department of the city.

Director. The director of the department or the director’s designee.

Parent. One parent or both parents or other adult with legal custody and authority to enroll their child(ren) in the youth programs.

Participant. A child age five (5) to thirteen (13) whose parent(s) have completed all required registration procedures and determined to be eligible for a youth program.

Program manual. The notebook of policies, procedures, required forms, and organizational and programming information relevant to the youth programs.

Program site. The physical location where the youth program is being conducted.

Program staff. The person or persons who have been hired or have volunteered to work for the city and been assigned responsibilities for managing, administering, or implementing some or all portions of one or more youth programs.

Recreation coordinator. The full-time department employee who performs the functions responsible for administration and implementation of the youth programs.

Site director. The person who has been hired to directly administer and oversee the daily operations of a youth program to include, but not be limited to, the supervision of staff, safety of participants, and programming.

Youth program or program. A fee based children’s program or activity offered and supervised by the department that requires a participant to enroll or register in order to participate, including,

but not limited to, city's youth programs consisting of the Kid's Kamp and other non-school day programs which last one week (5 days) or longer.

(b) Organization.

- (1) The governing body of the youth program is the city council.
- (2) Implementation of the youth programs standard of care is the responsibility of the director and program staff.
- (3) Youth programs to which these standards of care will apply are the Kid's Kamp and other non-school day programs that last one week (5 days) or longer.
- (4) Each program site will have a current copy of these standards available for the public and program staff.
- (5) Parents of participants will be provided a current copy of these standards prior to the start of the youth program, preferably during the registration process.
- (6) Program staff must pass a background investigation including testing for illegal substances.

(c) Inspection/monitoring/enforcement.

- (1) The recreation coordinator will perform weekly inspections of the program to confirm adherence to these standards.
  - (A) Inspection reports will be sent to the director for review and kept on record for at least two years.
  - (B) The director will review the report and establish deadlines and criteria for compliance with these standards.
- (2) Complaints regarding enforcement of these standards will be directed to the recreation coordinator. The recreation coordinator will be responsible for taking the necessary steps to resolve the problems. The recreation coordinator will record complaints regarding enforcement of these standards and their resolution. The director will address serious complaints regarding enforcement of these standards and the complaints and the resolution will be noted.
- (3) The director may make a report during the annual budget process to the city council on the overall status of youth programs.

(d) Enrollment. Before a child may become a participant, the parent must complete and sign registration forms that contain information pertaining to the participant and their parent(s). The following information must be provided:

- (1) Name, address and home telephone number.

- (2) Name, address and telephone number of parent(s) where the parent(s) may be contacted during the hours the participant is participating in the youth program.
  - (3) In case of emergency, contact names and telephone numbers of one or more people who are not a parent of the participant who may be contacted regarding the participant during the hours the participant is participating in the youth program.
  - (4) The names, telephone numbers and driver's license numbers of people to whom the participant may be released to.
  - (5) A statement of the participant's special problems or needs, including allergies.
  - (6) Emergency medical authorization, the name and phone number of the doctor to be called regarding the participant.
  - (7) A liability release that encompasses all personal injury, including death, and property damage resulting from the participant's participation in the program signed by a person authorized to grant such release on behalf of the participant.
- (e) Suspected abuse.
- (1) Program staff will report suspected child abuse to the state department of family and protective services, in accordance with the Texas Family Code.
  - (2) Program staff will receive basic training related to child abuse prevention and how to report suspected abuse.

**Sec. 14.04.223      Staff responsibilities and training**

- (a) Site director qualifications. A site director must meet the following minimum qualifications:
- (1) Must be an employee of the city.
  - (2) Must be at least 19 years of age.
  - (3) Must have a high school diploma or GED.
  - (4) Must have two years' experience planning and implementing recreational activities.
  - (5) Must have previous experience in supervising children and possess knowledge of recreational games, crafts and activities.
  - (6) Must be skilled in supervising children of varying age levels in a group setting.
  - (7) Must pass a background investigation including a test for illegal substances.

- (8) Must have a current certification in first aid, cardio pulmonary resuscitation (CPR) based on either American Heart Association or American Red Cross standards.

(b) Site director responsibilities.

- (1) A site director administers the daily operations of the program in compliance with these standards.
- (2) A site director recommends for hire, supervises, and evaluates program staff.
- (3) A site director plans, implements, and evaluates the daily activities of programs.
- (4) A site director will investigate allegations or concerns regarding suspected child abuse and will report suspected child abuse or neglect in accordance with the Texas Family Code.

(c) Program staff.

- (1) Program staff will be part-time or temporary employees of the department.
- (2) Program staff working with children must be 17 years of age or older; however, each program site will have at least one employee 18 years or older present at all times during the hours a program is conducted at the program site.
- (3) Program staff must pass a background investigation including a test for illegal substances.
- (4) Program staff must have successfully completed a course in first aid and CPR based on either American Heart Association or American Red Cross standards. An exception can be made for no more than one staff person at each program site, and that person shall successfully complete a first aid and CPR course within four weeks of starting work.

(d) Program staff responsibilities.

- (1) Program staff must be able to consistently exhibit competency, tolerance, and patience.
- (2) Program staff must relate to children with courtesy, respect, tolerance, and patience.
- (3) Program staff will provide participants with an environment in which they can feel safe, can enjoy wholesome recreation activities, and can participate in appropriate social opportunities with their peers.
- (4) Program staff will be responsible to know and follow all city, departmental, and program standards, policies and procedures that apply to the youth programs.

- (5) Program staff must ensure that participants are released only to a parent or an adult designated by the parent. All program sites will have a copy of the department approved plan to verify the identity of a person authorized to pick up a participant if that person is not known to the program staff.

(e) Training/orientation.

- (1) The department will provide training and orientation to program staff in working with participants and for specific job responsibilities. Each program staff will be provided with a program manual specific to each youth program.
- (2) Program staff will be trained in appropriate procedures to handle emergencies.
- (3) Program staff will receive a two-day training course in areas including city, departmental, and program policies and procedures, provision of recreation activities, safety issues, child psychology, and city organization.
- (4) Program staff will be required to sign an acknowledgment that they received the required training and are expected to conduct activities in accordance with training and these standards.

**Sec. 14.04.224      Operations**

(a) Staff-participant ratio. In a youth program, the standard ratio of participants to counselors will be twenty (20) participants to one (1) program staff member. In the event a program staff member is unable to report to the program site, a replacement will be assigned.

(b) Discipline.

- (1) Program staff will implement discipline and guidance in a consistent manner based on the best interests of participants.
- (2) There shall be no cruel or harsh punishment or treatment.
- (3) Program staff may use brief, supervised separation from the group if necessary.
- (4) As necessary, program staff will initiate discipline reports to the parent(s) of participants. Parents will be asked to sign discipline reports to indicate they have been advised about specific problems or incidents.
- (5) A sufficient number and/or severe nature of discipline reports as detailed in the program manual may result in a participant being suspended from a program.
- (6) In instances where there is a danger to participants or program staff, the offending participant will be removed from the program site as soon as possible.



(c) Programming.

- (1) Program staff will attempt to provide activities for each group according to the participants' ages. The activities must be appropriate to participants' health, safety, and wellbeing. The activities also must be flexible and attempt to promote the participants' emotional, social, and mental growth.
- (2) Program staff will attempt to provide that programs include:
  - (A) Alternating active and passive activities;
  - (B) Opportunity for individual and group activities; and
  - (C) Outdoor time each day if weather permits.
- (3) Program staff will be attentive and considerate of the safety of participants on field trips and during any transportation provided by the program.
  - (A) During trips, program staff supervising participants must have immediate access to emergency medical forms and emergency contact information for each participant.
  - (B) Program staff must have a written list of the participants in the group and must check the roll frequently.
  - (C) Program staff must have first aid supplies and a guide to first aid and emergency care available on field trips.

(d) Communication. Each program site will have a mobile phone or radio to allow program staff at the program site to be contacted by department personnel. Each program site will have access to a telephone or radio for use in contacting the municipal complex or making emergency calls. The recreation coordinator will post the following telephone numbers adjacent to a telephone accessible to all program staff at each program site:

- (1) City ambulance or emergency medical services;
- (2) City police department;
- (3) City fire department;
- (4) City municipal complex;
- (5) City parks and recreation department;
- (6) Numbers at which parents of participants attending the program(s) at the program site may be reached; and
- (7) The telephone number for the program site itself.

(e) Transportation.

- (1) Before a participant may be transported to and from a youth program by program staff, a transportation release form, completed by the parent of the participant, must be filed with the site director.
- (2) First aid supplies and a first aid and emergency care guide will be available in all vehicles used by program staff to transport participants.
- (3) All vehicles used by program staff for transporting participants must have available a 6-BC portable fire extinguisher which is easily accessible.

**Sec. 14.04.225 Facility standards**

(a) Safety.

- (1) Program staff will inspect program sites daily to detect sanitation and safety concerns that might affect the health and safety of the participants.
- (2) Buildings, grounds, and equipment on the program site will be inspected, cleaned, repaired, and maintained to protect the health and safety of the participants.
- (3) Program equipment and supplies must be safe for the participants' use.
- (4) Program staff must have first aid supplies and a guide to first aid and emergency care readily available at each site, during transportation to an off-site activity, and for the duration of any off-site activity.

(b) Fire.

- (1) In case of fire, danger of fire, explosion, or other emergency, the first priority of program staff is to evacuate the participants to a designated safe area.
- (2) Emergency evacuation and relocation plans will be posted at each indoor facility of a program site.

(c) Health.

- (1) Illness or injury to participant.
  - (A) A participant who is considered to be a health or safety concern to other participants or program staff will not be admitted to the program.
  - (B) Illnesses and injuries will be handled in a manner to protect the health of all participants and program staff.

- (C) Program staff will follow plans to provide emergency care for injured participants with symptoms of an acute illness as specified in the program manual.
  - (D) Program staff will follow the recommendation of the state department of health concerning the admission or readmission of any participant after a communicable disease.
- (2) Medication. Program staff will administer medication to a participant only if:
- (A) Parent(s) complete and sign a medication form that provides authorization for program staff to dispense medication with details as to time and dosages. The form will include a hold harmless clause to protect the city.
  - (B) Prescription medications are in the original containers labeled with the participant's name, a date, directions, and the physician's name. Program staff will administer the medication only as stated on the label. Program staff will not administer medication after the expiration date.
  - (C) Nonprescription medications are labeled with the participant's name and the date the medication was brought to the program site. Nonprescription medication must be in the original container. Program staff will administer it only according to label direction.
  - (D) Medication dispensed will be limited to routine oral ingestion not requiring special knowledge or skills on the part of program staff. No injections will be administered by the program staff.
  - (E) Program staff must ensure medications are inaccessible to participants or, if it is necessary to keep medications in the refrigerator (when available). Medications will be kept separate from food.
- (3) Toilet facilities.
- (A) The program site will have inside toilets located and equipped so participants can use them independently and program staff can supervise as needed.
  - (B) There must be one flush toilet for every 30 participants. Urinals may be counted in the ratio of toilets to participants, but they must not exceed 50 percent of the total number of toilets.
  - (C) Exceptions on flush toilet to participants may be adjusted when program activities take place at primitive or outdoor park locations.

- (4) Sanitation.
- (A) The facilities at the program site must have adequate light, ventilation, and heat.
  - (B) The program site must have an adequate supply of water meeting the standards of the state department of health for drinking water and ensure that it will be supplied to the participants in a safe and sanitary manner.
- (5) Special needs. Participants with special needs requiring personal assistance, i.e., feeding, changing of clothes, using the restroom, must provide an attendant for the duration of the program. Program staff will not provide personal assistance. The attendant will be admitted to the program free of charge.

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

**AGENDA# 13**

**MEETING DATE: 03/09/2021**

**SUBJECT: Consider Resolution 2021-2934 cancelling the March 23, 2021 City Council Meeting**

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

**BACKGROUND:**

Section 3.13 of City of Highland Village City Charter states that the City Council shall have as many regular meetings as it shall deem necessary, provided it shall have at least one meeting each month to be held within the City limits. If (i) the business of the City is such that the number of items requiring City Council discussion and/or approval are too few to justify the staff time and costs related to preparing for a city council meeting, and (ii) matters pending which do require council approval can be delayed to a later meeting, then cancelation of a council meeting is from time to time proposed.

**IDENTIFIED NEED/S:**

City Council discussed cancelling their March 23, 2021 meeting during their previous Council meeting held on February 23, 2021.

**OPTIONS & RESULTS:**

The City Council may approve the cancelation of the March 23, 2021 meeting.

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

City Administration has reviewed pending and anticipated business items which will require City Council approval and have determined that no project or other matter will be negatively impacted or delayed if the meeting is cancelled.

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

None.

**RECOMMENDATION:**

To approve Resolution 2021-2934 cancelling the March 23, 2021 City Council meeting.

**CITY OF HIGHLAND VILLAGE, TEXAS**

**RESOLUTION NO. 2021-2934**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HIGHLAND VILLAGE, TEXAS CANCELING THE MARCH 23, 2021 CITY COUNCIL MEETING, AND PROVIDING AN EFFECTIVE DATE**

**WHEREAS**, Section 3.13 of the City Charter of the City of Highland Village provides that the City Council shall have as many regular meetings as it shall deem necessary, provided it shall have at least one meeting each month to be held within the City limits; and

**WHEREAS**, the City Council customarily holds its regular meetings on the second and fourth Tuesdays of each month; and

**WHEREAS**, the City Council finds that cancelling the regular meeting scheduled for March 23, 2021 will not adversely affect the operations of the City and will preserve City financial and human resources usually spent in preparation for such meetings;

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

**SECTION 1.** The Regular City Council meeting scheduled for March 23, 2021 is hereby canceled.

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

**PASSED AND APPROVED** this the 9<sup>th</sup> day of March, 2021.

**APPROVED:**

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

**ATTEST:**

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

**APPROVED AS TO FORM AND LEGALITY:**

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

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

**AGENDA# 14**

**MEETING DATE: 03/09/2021**

**SUBJECT: Consider Resolution 2021-2935 Authorizing the Sale of a Firearm Pursuant to Texas Government Code Section 614.051 to Lieutenant Robert Doyle on the Occasion of his Retirement; Establishing a Sales Price for Said Firearm**

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

**BACKGROUND:**

Lieutenant Robert Doyle will retire from the City of Highland Village Police Department on March 26, 2021. In consideration of Lt. Doyle's long and faithful service to the City of Highland Village, Chief Reim and City Manager Stevens recommend that the City honor Lt. Doyle's by allowing Lt. Doyle retain ownership of his firearm upon retirement. Generally, state law does not allow cities to make gifts of city property such are firearms. However, Texas Government Code §614.051 authorizes cities to sell to a police officer upon the officer's honorable retirement from the officer's department the firearm previously issued to that officer. State law also requires the city to establish a sales price for the firearm that is not greater than fair market value. Notably, the statute does not prevent a city from setting a sales price for less than fair market value. Consequently, the City Manager and Chief of Police recommend the firearm previously issued to Lt. Doyle be sold to Lt. Doyle for \$1.00. It should be noted that arrangements have been made for personal gifts to pay the purchase price of the firearm on behalf of Lt. Doyle so that Lt. Doyle will not be required to come out of pocket for the purchase price of the firearm.

**IDENTIFIED NEED/S:**

In order to allow Lt. Doyle to retain his department firearm upon his retirement, the City Council must authorize the sale of the firearm and set the sales price in order to comply with state law.

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

The City Attorney has prepared the required resolution for City Council consideration. Arrangements have been made for personal gifts to pay on Lt. Doyle's behalf the proposed purchase price for the firearm.

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

N/A

**RECOMMENDATION:**

To approve Resolution 2021-2935.

**CITY OF HIGHLAND VILLAGE, TEXAS**

**RESOLUTION NO. 2021-2935**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HIGHLAND VILLAGE, TEXAS, AUTHORIZING THE SALE OF A FIREARM PURSUANT TO TEXAS GOVERNMENT CODE SECTION 614.051 TO LIEUTENANT ROBERT DOYLE ON THE OCCASION OF HIS RETIREMENT; ESTABLISHING A SALES PRICE FOR SAID FIREARM; AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, Robert Doyle will honorably retire from his position as Lieutenant of the City of Highland Village Police Department effective March 26, 2021; and

**WHEREAS**, Lt. Doyle has asked to retain possession of the firearm issued to him by the Police Department upon his retirement; and

**WHEREAS**, Texas Government Code §614.051 authorizes a city to sell a firearm to an individual who was a peace officer commissioned by the city and who is honorably retired from the officer's commission by the city the firearm had been previously issued to the individual by the city; and

**WHEREAS**, Texas Government Code §614.053 requires the City to establish the sales price for the firearm; and

**WHEREAS**, the City Council of the City of Highland Village finds it to be in the public interest to authorize the sale of the identified firearm to Lt. Doyle upon his retirement.

**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 sell the following described firearm to Lieutenant Robert Doyle on the occasion of his retirement as Lieutenant of the City of Highland Village Police Department for the purchase price of \$1.00:

Make: Sig Sauer  
Model/Caliber: P320/9mm  
Serial Number: 58C141555

**SECTION 2.** This resolution shall be effective immediately upon its approval.

**PASSED AND APPROVED this the 9th day of March, 2021.**

**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:3/5/21:120983)

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

**AGENDA# 15**

**MEETING DATE: 03/09/2021**

**SUBJECT: Receive Budget Reports for Period Ending January 31, 2021**

**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 January represents the fourth 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 January 31, 2021.

# General Fund Summary

## FY 2020/2021 Budget

**YEAR TO DATE JANUARY**

**Percent of Budget Year Transpired**

**33.3%**

Revenues	Original Budget	Revised Budget (Includes Budget Amendments)	Year to Date	Variance	% Received
Property Tax	\$ 11,527,507	\$ 11,527,507	\$ 10,205,993	\$ (1,321,514)	89%
Sales Tax	2,828,047	2,828,047	490,835	(2,337,212)	17%
Franchise Fees	1,581,265	1,581,265	217,591	(1,363,674)	14%
Licensing & Permits	336,833	336,833	107,050	(229,783)	32%
Park/Recreation Fees	227,745	227,745	39,304	(188,441)	17%
Public Safety Fees	34,100	34,100	8,690	(25,410)	25%
Rents	142,450	142,450	55,132	(87,318)	39%
Municipal Court	111,180	111,180	18,602	(92,578)	17%
Public Safety Charges for Svc	557,555	557,555	234,278	(323,277)	42%
Interest Income	150,000	150,000	20,220	(129,780)	13%
Miscellaneous	140,550	140,550	38,844	(101,706)	28%
<b>Total Revenues</b>	<b>\$ 17,637,232</b>	<b>\$ 17,637,232</b>	<b>\$ 11,436,539</b>	<b>\$ (6,200,693)</b>	<b>65%</b>

### Other Sources

Transfers In	\$ 534,000	\$ 534,000	\$ -	\$ (534,000)	0%
<b>Total Available Resources</b>	<b>\$ 18,171,232</b>	<b>\$ 18,171,232</b>	<b>\$ 11,436,539</b>	<b>\$ (6,734,693)</b>	

Expenditures	Original Budget	Revised Budget	Year to Date	Variance	% Used
City Manager Office	\$ 603,533	\$ 603,533	\$ 175,019	\$ 428,514	29%
Finance (includes Mun. Court)	1,345,313	1,345,313	547,517	797,796	41%
Human Resources	565,742	565,742	137,226	428,515	24%
City Secretary Office	398,216	398,216	79,631	318,586	20%
Information Services	1,084,104	1,084,104	419,978	664,126	39%
Marketing and Communications	403,772	403,772	122,990	280,782	30%
Police	5,329,007	5,329,007	1,711,690	3,617,317	32%
Fire	3,126,013	3,126,013	997,458	2,128,555	32%
Community Services	422,845	422,845	160,520	262,324	38%
Streets/Drainage	1,651,199	1,651,199	737,292	913,907	45%
Maintenance	1,087,030	1,087,030	363,263	723,767	33%
Parks	2,166,750	2,166,750	772,589	1,394,161	36%
Recreation	564,343	564,343	69,190	495,153	12%
<b>Total Expenditures</b>	<b>\$ 18,747,868</b>	<b>\$ 18,747,868</b>	<b>\$ 6,294,364</b>	<b>\$ 12,453,504</b>	<b>34%</b>

### Capital Summary

(Included in totals above - summary information only)

Equipment Replacement	\$ 417,000	\$ 417,000	\$ 376,844	\$ 40,156	90%
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### Other Uses

Transfers Out	\$ 36,000	\$ 36,000	\$ -	\$ 36,000	0%
<b>Total Expenditures</b>	<b>\$ 18,783,868</b>	<b>\$ 18,783,868</b>	<b>\$ 6,294,364</b>	<b>\$ 12,489,504</b>	

Fund Balance	Original Budget	Revised Budget	Year to Date
<b>Beginning Fund Balance</b>	5,844,759	5,844,759	5,844,759
<b>+ Net Increase (Decrease)</b>	(612,636)	(612,636)	5,142,175
<b>Ending Fund Balance</b>	<b>\$ 5,232,123</b>	<b>\$ 5,232,123</b>	<b>\$ 10,986,934</b>

Unaudited.  
Update after  
audit.

Fund Balance Detail	Original Budget	Revised Budget	Year to Date
<b>Reserve Fund Balance (15% of Total Expenditures)</b>	\$ 2,812,180	\$ 2,812,180	\$ 944,155
<b>Restricted</b>	11,500	11,500	11,500
<b>Unassigned</b>	2,408,443	2,408,443	10,031,280
<b>Total Fund Balance</b>	<b>\$ 5,232,123</b>	<b>\$ 5,232,123</b>	<b>\$ 10,986,934</b>

# General Fund Expenditure Summary

## FY 2020/2021 Budget

**YEAR TO DATE JANUARY**

Percent of Budget Year Transpired

33.3%

### - - - Summary - - -

	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 13,487,531	\$ 13,487,531	\$ 4,295,631	\$ 9,191,901	32%
Services / Supplies	4,843,337	4,843,337	1,621,889	3,221,447	33%
Capital	417,000	417,000	376,844	40,156	90%
	\$ 18,747,868	\$ 18,747,868	\$ 6,294,364	\$ 12,453,504	34%

### - - - Detail - - -

Category	Original Budget	Revised Budget	Year to Date	Variance	% Used
<b>Personnel</b>					
<i>Salaries / Wages</i>	\$ 9,627,087	\$ 9,627,087	\$ 3,066,880	\$ 6,560,207	32%
<i>Employee Benefits</i>	3,860,445	3,860,445	1,228,751	2,631,694	32%
<i>Total Personnel</i>	\$ 13,487,531	\$ 13,487,531	\$ 4,295,631	\$ 9,191,901	32%
<b>Services / Supplies</b>					
<i>Professional Services</i>	\$ 1,736,379	\$ 1,736,379	\$ 644,659	\$ 1,091,719	37%
<i>Employee Development</i>	358,750	358,750	60,484	298,266	17%
<i>Office Supplies / Equipment</i>	1,255,449	1,255,449	439,504	815,945	35%
<i>Utilities</i>	311,408	311,408	86,101	225,307	28%
<i>Other</i>	1,181,351	1,181,351	391,140	790,211	33%
<i>Total Services / Supplies</i>	\$ 4,843,337	\$ 4,843,337	\$ 1,621,889	\$ 3,221,447	33%
<b>Capital</b>					
<i>Equipment / Vehicles</i>	\$ 417,000	\$ 417,000	\$ 376,844	\$ 40,156	90%
<i>Total Capital</i>	\$ 417,000	\$ 417,000	\$ 376,844	\$ 40,156	90%
<i>Total General Fund Expenditure Summary</i>	\$ 18,747,868	\$ 18,747,868	\$ 6,294,364	\$ 12,453,504	34%

# General Fund Revenue

## FY 2020/2021 Budget

**YEAR TO DATE JANUARY**

*Percent of Budget Year Transpired*

**33.3%**

Revenues	Original Budget	Revised Budget	Year to Date	Variance	% Received
Property Tax	\$ 11,527,507	\$ 11,527,507	\$ 10,205,993	\$ (1,321,514)	89%
Sales Tax	2,828,047	2,828,047	490,835	(2,337,212)	17%
Franchise Fees	1,581,265	1,581,265	217,591	(1,363,674)	14%
Licensing & Permits	336,833	336,833	107,050	(229,783)	32%
Park/Recreation Fees	227,745	227,745	39,304	(188,441)	17%
Public Safety Fees	34,100	34,100	8,690	(25,410)	25%
Rents	142,450	142,450	55,132	(87,318)	39%
Municipal Court	111,180	111,180	18,602	(92,578)	17%
Public Safety Charges for Svc	557,555	557,555	234,278	(323,277)	42%
Interest Income	150,000	150,000	20,220	(129,780)	13%
Miscellaneous	140,550	140,550	38,844	(101,706)	28%
<b>Total Revenues</b>	<b>\$ 17,637,232</b>	<b>\$ 17,637,232</b>	<b>\$ 11,436,539</b>	<b>\$ (6,200,693)</b>	<b>65%</b>

# City Manager Office FY 2020/2021 Budget

**YEAR TO DATE JANUARY**

<i>Percent of Budget Year Transpired</i>	<b>33.3%</b>
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- - - Summary - - -					
	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 386,792	\$ 386,792	\$ 117,961	\$ 268,831	30%
Services / Supplies	216,741	216,741	57,058	159,683	26%
Capital	-	-	-	-	0%
	\$ 603,533	\$ 603,533	\$ 175,019	\$ 428,514	29%

- - - Detail - - -					
Category	Original Budget	Revised Budget	Year to Date	Variance	% Used
<b>Personnel</b>					
<i>Salaries / Wages</i>	\$ 306,308	\$ 306,308	\$ 97,698	\$ 208,610	32%
<i>Employee Benefits</i>	80,484	80,484	20,263	60,221	25%
<b>Total Personnel</b>	\$ 386,792	\$ 386,792	\$ 117,961	\$ 268,831	30%

Services / Supplies					
<i>Professional Services (City-wide legal - \$130,260)</i>	\$ 140,260	\$ 140,260	\$ 17,202	\$ 123,058	12%
<i>Employee Development</i>	16,140	16,140	3,803	12,337	24%
<i>Supplies / Equipment</i>	10,053	10,053	537	9,516	5%
<i>Utilities</i>	-	-	-	-	0%
<i>Other (Contingency)</i>	50,288	50,288	35,515	14,773	71%
<b>Total Services / Supplies</b>	\$ 216,741	\$ 216,741	\$ 57,058	\$ 159,683	26%

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

<b>Total City Manager</b>	\$ 603,533	\$ 603,533	\$ 175,019	\$ 428,514	29%
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# Finance Department FY 2020/2021 Budget

**YEAR TO DATE JANUARY**

<i>Percent of Budget Year Transpired</i>	<b>33.3%</b>
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- - - Summary - - -					
	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 873,264	\$ 873,264	\$ 276,710	\$ 596,554	32%
Services / Supplies	472,050	472,050	270,808	201,242	57%
Capital	-	-	-	-	0%
	\$ 1,345,313	\$ 1,345,313	\$ 547,517	\$ 797,796	41%

- - - Detail - - -					
Category	Original Budget	Revised Budget	Year to Date	Variance	% Used
<b>Personnel</b>					
<i>Salaries / Wages</i>	\$ 628,280	\$ 628,280	\$ 201,473	\$ 426,808	32%
<i>Employee Benefits</i>	244,983	244,983	75,237	169,747	31%
<b>Total Personnel</b>	\$ 873,264	\$ 873,264	\$ 276,710	\$ 596,554	32%

Services / Supplies					
<i>Professional Services</i> <i>(City-wide liability insurance - \$168,832 / DCAD - \$85,400)</i>	\$ 447,610	\$ 447,610	\$ 264,051	\$ 183,559	59%
<i>Employee Development</i>	13,371	13,371	5,855	7,516	44%
<i>Supplies / Equipment</i>	8,069	8,069	902	7,167	11%
<i>Utilities</i>	-	-	-	-	0%
<i>Other [Data Processing \$3,000]</i>	3,000	3,000	-	3,000	0%
<b>Total Services / Supplies</b>	\$ 472,050	\$ 472,050	\$ 270,808	\$ 201,242	57%

Capital					
<i>Equipment / Vehicles</i>	-	-	-	-	0%
<b>Total Capital</b>	\$ -	\$ -	\$ -	\$ -	0%
<b>Total Finance Department</b>	\$ 1,345,313	\$ 1,345,313	\$ 547,517	\$ 797,796	41%

# Human Resources FY 2020/2021 Budget

**YEAR TO DATE JANUARY**

<i>Percent of Budget Year Transpired</i>	<b>33.3%</b>
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- - - Summary - - -					
	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 446,765	\$ 446,765	\$ 115,289	\$ 331,476	26%
Services / Supplies	118,977	118,977	21,938	97,039	18%
Capital	-	-	-	-	0%
	\$ 565,742	\$ 565,742	\$ 137,226	\$ 428,515	24%

- - - Detail - - -					
Category	Original Budget	Revised Budget	Year to Date	Variance	% Used
<b>Personnel</b>					
<i>Salaries / Wages</i>	\$ 324,861	\$ 324,861	\$ 79,718	\$ 245,143	25%
<i>Employee Benefits</i>	121,904	121,904	35,571	86,333	29%
<i>Total Personnel</i>	\$ 446,765	\$ 446,765	\$ 115,289	\$ 331,476	26%

<b>Services / Supplies</b>					
	Original Budget	Revised Budget	Year to Date	Variance	% Used
<i>Professional Services</i>	\$ 47,670	\$ 47,670	\$ 12,182	\$ 35,488	26%
<i>Employee Development</i>	64,257	64,257	9,403	54,854	15%
<i>Supplies / Equipment</i>	975	975	353	622	36%
<i>Utilities</i>	-	-	-	-	0%
<i>Other (Safety Programs)</i>	6,075	6,075	-	6,075	0%
<i>Total Services / Supplies</i>	\$ 118,977	\$ 118,977	\$ 21,938	\$ 97,039	18%

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

<b>Total Human Resources</b>	\$ 565,742	\$ 565,742	\$ 137,226	\$ 428,515	24%
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# City Secretary Office FY 2020/2021 Budget

**YEAR TO DATE JANUARY**

<i>Percent of Budget Year Transpired</i>	<b>33.3%</b>
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- - - Summary - - -					
	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 229,499	\$ 229,499	\$ 44,160	\$ 185,340	19%
Services / Supplies	168,717	168,717	35,471	133,246	21%
Capital	-	-	-	-	-
	\$ 398,216	\$ 398,216	\$ 79,631	\$ 318,586	20%

- - - Detail - - -					
Category	Original Budget	Revised Budget	Year to Date	Variance	% Used
<b>Personnel</b>					
<i>Salaries / Wages</i>	\$ 163,794	\$ 163,794	\$ 36,501	\$ 127,294	22%
<i>Employee Benefits</i>	65,705	65,705	7,659	58,046	12%
<b>Total Personnel</b>	\$ 229,499	\$ 229,499	\$ 44,160	\$ 185,340	19%

Services / Supplies					
<i>Professional Services</i>	\$ 51,300	\$ 51,300	\$ 1,481	\$ 49,819	3%
<i>Employee Development</i> <i>(City Council related \$38,392)</i>	54,217	54,217	9,619	44,598	18%
<i>Supplies / Equipment</i>	17,100	17,100	3,271	13,829	19%
<i>Utilities</i>	-	-	-	-	0%
<i>Other (Outside Services)</i>	46,100	46,100	21,100	25,000	46%
<b>Total Services / Supplies</b>	\$ 168,717	\$ 168,717	\$ 35,471	\$ 133,246	21%

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

<b>Total City Secretary Office</b>	\$ 398,216	\$ 398,216	\$ 79,631	\$ 318,586	20%
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# Information Services FY 2020/2021 Budget

**YEAR TO DATE JANUARY**

<i>Percent of Budget Year Transpired</i>	<b>33.3%</b>
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- - - Summary - - -					
	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 712,321	\$ 712,321	\$ 236,418	\$ 475,904	33%
Services / Supplies	371,783	371,783	106,181	265,602	29%
Capital	-	-	77,380	(77,380)	0%
	\$ 1,084,104	\$ 1,084,104	\$ 419,978	\$ 664,126	39%

- - - Detail - - -					
Category	Original Budget	Revised Budget	Year to Date	Variance	% Used
<b>Personnel</b>					
<i>Salaries / Wages</i>	\$ 543,765	\$ 543,765	\$ 174,562	\$ 369,202	32%
<i>Employee Benefits</i>	168,556	168,556	61,855	106,701	37%
<b>Total Personnel</b>	\$ 712,321	\$ 712,321	\$ 236,418	\$ 475,904	33%

Services / Supplies					
<i>Professional Services</i> <i>(Maintenance Contracts \$167,110)</i>	\$ 208,610	\$ 208,610	\$ 75,498	\$ 133,112	36%
<i>Employee Development</i>	31,705	31,705	624	31,081	2%
<i>Supplies / Equipment</i>	4,160	4,160	2,397	1,763	58%
<i>Utilities</i>	20,308	20,308	3,468	16,840	17%
<i>Other (Data Processing)</i>	107,000	107,000	24,194	82,806	23%
<b>Total Services / Supplies</b>	\$ 371,783	\$ 371,783	\$ 106,181	\$ 265,602	29%

Capital					
<i>Equipment / Vehicles - Network Storage Device (Added via Budget Amendment)</i>	-	-	77,380	(77,380)	0%
<b>Total Capital</b>	\$ -	\$ -	\$ 77,380	\$ (77,380)	0%

<b>Total City Secretary Office</b>	\$ 1,084,104	\$ 1,084,104	\$ 419,978	\$ 664,126	39%
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# Marketing and Communications FY 2020/2021 Budget

**YEAR TO DATE JANUARY**

Percent of Budget Year Transpired

33.3%

## - - - Summary - - -

	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 289,268	\$ 289,268	\$ 90,427	\$ 198,841	31%
Services / Supplies	114,504	114,504	32,563	81,941	28%
Capital	-	-	-	-	0%
	\$ 403,772	\$ 403,772	\$ 122,990	\$ 280,782	30%

## - - - Detail - - -

Category	Original Budget	Revised Budget	Year to Date	Variance	% Used
<b>Personnel</b>					
<i>Salaries / Wages</i>	\$ 217,333	\$ 217,333	\$ 69,471	\$ 147,862	32%
<i>Employee Benefits</i>	71,935	71,935	20,956	50,979	29%
<b>Total Personnel</b>	\$ 289,268	\$ 289,268	\$ 90,427	\$ 198,841	31%
<b>Services / Supplies</b>					
<i>Professional Services</i>	\$ 84,924	\$ 84,924	\$ 26,733	\$ 58,191	31%
<i>Employee Development</i>	7,680	7,680	430	7,250	6%
<i>Supplies / Equipment</i>	-	-	-	-	0%
<i>Utilities</i>	-	-	-	-	0%
<i>Other (Special Events)</i>	21,900	21,900	5,400	16,500	25%
<b>Total Services / Supplies</b>	\$ 114,504	\$ 114,504	\$ 32,563	\$ 81,941	28%
<b>Capital</b>					
<i>Equipment / Vehicles</i>	-	-	-	-	0%
<b>Total Capital</b>	\$ -	\$ -	\$ -	\$ -	0%
<b>Total City Secretary Office</b>	\$ 403,772	\$ 403,772	\$ 122,990	\$ 280,782	30%

# Police Department FY 2020/2021 Budget

**YEAR TO DATE JANUARY**

<i>Percent of Budget Year Transpired</i>	<b>33.3%</b>
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- - - Summary - - -					
	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 4,775,377	\$ 4,775,377	\$ 1,515,254	\$ 3,260,123	32%
Services / Supplies	398,630	398,630	194,880	203,750	49%
Capital	<u>155,000</u>	<u>155,000</u>	<u>1,555</u>	<u>153,445</u>	<u>1%</u>
	<b>\$ 5,329,007</b>	<b>\$ 5,329,007</b>	<b>\$ 1,711,690</b>	<b>\$ 3,617,317</b>	<b>32%</b>

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

Personnel					
<i>Salaries / Wages</i>	\$ 3,494,485	\$ 3,494,485	\$ 1,114,114	\$ 2,380,370	32%
<i>Employee Benefits</i>	<u>1,280,892</u>	<u>1,280,892</u>	<u>401,140</u>	<u>879,753</u>	<u>31%</u>
<b>Total Personnel</b>	<b>\$ 4,775,377</b>	<b>\$ 4,775,377</b>	<b>\$ 1,515,254</b>	<b>\$ 3,260,123</b>	<b>32%</b>

Services / Supplies					
<i>Professional Services</i>	\$ 143,787	\$ 143,787	\$ 120,092	\$ 23,695	84%
<i>Employee Development</i>	45,339	45,339	5,358	39,981	12%
<i>Supplies / Equipment</i>	141,216	141,216	54,062	87,154	38%
<i>Utilities</i>	-	-	-	-	0%
<i>Other (Animal Care - \$52,028)</i>	<u>68,288</u>	<u>68,288</u>	<u>15,368</u>	<u>\$ 52,920</u>	<u>23%</u>
<b>Total Services / Supplies</b>	<b>\$ 398,630</b>	<b>\$ 398,630</b>	<b>\$ 194,880</b>	<b>\$ 203,750</b>	<b>49%</b>

Capital					
<i>Equipment / Vehicles</i>	155,000	155,000	1,555	153,445	1%
<b>Total Capital</b>	<b>\$ 155,000</b>	<b>\$ 155,000</b>	<b>\$ 1,555</b>	<b>\$ 153,445</b>	<b>1%</b>

<b>Total Police Department</b>	<b>\$ 5,329,007</b>	<b>\$ 5,329,007</b>	<b>\$ 1,711,690</b>	<b>\$ 3,617,317</b>	<b>32%</b>
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# Fire Department FY 2020/2021 Budget

**YEAR TO DATE JANUARY**

<i>Percent of Budget Year Transpired</i>	<b>33.3%</b>
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- - - Summary - - -					
	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 2,689,052	\$ 2,689,052	\$ 884,300	\$ 1,804,752	33%
Services / Supplies	419,961	419,961	113,158	306,803	27%
Capital	<u>17,000</u>	<u>17,000</u>	<u>-</u>	<u>17,000</u>	<u>0%</u>
	<b>\$ 3,126,013</b>	<b>\$ 3,126,013</b>	<b>\$ 997,458</b>	<b>\$ 2,128,555</b>	<b>32%</b>

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

Personnel					
<b>Salaries / Wages</b>	\$ 1,855,182	\$ 1,855,182	\$ 602,251	\$ 1,252,930	32%
<b>Employee Benefits</b>	<u>833,870</u>	<u>833,870</u>	<u>282,049</u>	551,821	34%
<b>Total Personnel</b>	<b>\$ 2,689,052</b>	<b>\$ 2,689,052</b>	<b>\$ 884,300</b>	<b>\$ 1,804,752</b>	<b>33%</b>

Services / Supplies					
<b>Professional Services</b>	\$ 122,170	\$ 122,170	\$ 32,828	\$ 89,342	27%
<b>Employee Development</b> <i>(Training - \$52,950)</i>	68,317	68,317	16,683	51,634	24%
<b>Supplies / Equipment</b>	188,624	188,624	39,872	148,752	21%
<b>Utilities</b>	1,800	1,800	561	1,239	31%
<b>Other</b> <i>(Safety Programs)</i>	<u>39,050</u>	<u>39,050</u>	<u>23,214</u>	<u>15,836</u>	<u>59%</u>
<b>Total Services / Supplies</b>	<b>\$ 419,961</b>	<b>\$ 419,961</b>	<b>\$ 113,158</b>	<b>\$ 306,803</b>	<b>27%</b>

Capital					
<b>Equipment / Vehicles</b>	17,000	17,000	-	17,000	0%
<b>Total Capital</b>	<b>\$ 17,000</b>	<b>\$ 17,000</b>	<b>\$ -</b>	<b>\$ 17,000</b>	<b>0%</b>

<b>Total Fire Department</b>	<b>\$ 3,126,013</b>	<b>\$ 3,126,013</b>	<b>\$ 997,458</b>	<b>\$ 2,128,555</b>	<b>32%</b>
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# Community Services FY 2020/2021 Budget

**YEAR TO DATE JANUARY**

<i>Percent of Budget Year Transpired</i>	<b>33.3%</b>
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--- Summary ---					
	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 401,977	\$ 401,977	\$ 156,517	\$ 245,460	39%
Services / Supplies	20,868	20,868	4,004	16,864	19%
Capital	-	-	-	-	0%
	\$ 422,845	\$ 422,845	\$ 160,520	\$ 262,324	38%

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

Personnel					
<i>Salaries / Wages</i>	\$ 277,555	\$ 277,555	\$ 109,276	\$ 168,279	39%
<i>Employee Benefits</i>	124,422	124,422	47,241	77,181	38%
<i>Total Personnel</i>	\$ 401,977	\$ 401,977	\$ 156,517	\$ 245,460	39%

Services / Supplies					
<i>Professional Services</i>	\$ 7,200	\$ 7,200	\$ 826	6,374	11%
<i>Employee Development</i>	6,230	6,230	1,002	5,228	16%
<i>Supplies / Equipment</i>	6,618	6,618	2,176	4,442	33%
<i>Utilities</i>	-	-	-	-	0%
<i>Other</i>	820	820	-	820	0%
<i>Total Services / Supplies</i>	\$ 20,868	\$ 20,868	\$ 4,004	\$ 16,864	19%

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

<i>Total Building Operations</i>	\$ 422,845	\$ 422,845	\$ 160,520	\$ 262,324	38%
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# Streets Division FY 2020/2021 Budget

**YEAR TO DATE JANUARY**

<i>Percent of Budget Year Transpired</i>	<b>33.3%</b>
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- - - Summary - - -					
	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 802,489	\$ <b>802,489</b>	\$ <b>238,364</b>	\$ 564,125	30%
Services / Supplies	708,710	<b>708,710</b>	<b>286,094</b>	422,616	40%
Capital	<u>140,000</u>	<u><b>140,000</b></u>	<u><b>212,834</b></u>	<u>(72,834)</u>	<u>152%</u>
	<b>\$ 1,651,199</b>	<b>\$ 1,651,199</b>	<b>\$ 737,292</b>	<b>\$ 913,907</b>	<b>45%</b>

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

Personnel					
<i>Salaries / Wages</i>	\$ 548,690	\$ <b>548,690</b>	\$ <b>163,968</b>	\$ 384,723	30%
<i>Employee Benefits</i>	<u>253,799</u>	<u><b>253,799</b></u>	<u><b>74,396</b></u>	<u>179,403</u>	<u>29%</u>
<b>Total Personnel</b>	<b>\$ 802,489</b>	<b>\$ 802,489</b>	<b>\$ 238,364</b>	<b>\$ 564,125</b>	<b>30%</b>

Services / Supplies					
<i>Professional Services</i>	\$ 74,466	\$ <b>74,466</b>	\$ <b>2,585</b>	\$ 71,881	3%
<i>Employee Development</i>	10,719	<b>10,719</b>	<b>1,386</b>	9,333	13%
<i>Supplies / Equipment</i>	46,975	<b>46,975</b>	<b>4,720</b>	42,255	10%
<i>Utilities (Streetlights)</i>	86,000	<b>86,000</b>	<b>27,056</b>	58,944	31%
<i>Other (Street Maintenance)</i>	<u>490,550</u>	<u><b>490,550</b></u>	<u><b>250,347</b></u>	<u>240,203</u>	<u>51%</u>
<b>Total Services / Supplies</b>	<b>\$ 708,710</b>	<b>\$ 708,710</b>	<b>\$ 286,094</b>	<b>\$ 422,616</b>	<b>40%</b>

Capital					
<i>Equipment / Vehicles</i>	140,000	<b>140,000</b>	<b>212,834</b>	(72,834)	<u>152%</u>
<b>Total Capital</b>	<b>\$ 140,000</b>	<b>\$ 140,000</b>	<b>\$ 212,834</b>	<b>\$ (72,834)</b>	<b>152%</b>

<b>Total Streets</b>	<b>\$ 1,651,199</b>	<b>\$ 1,651,199</b>	<b>\$ 737,292</b>	<b>\$ 913,907</b>	<b>45%</b>
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# Maintenance Division FY 2020/2021 Budget

**YEAR TO DATE JANUARY**

<i>Percent of Budget Year Transpired</i>	<b>33.3%</b>
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- - - Summary - - -					
	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 365,535	\$ 365,535	\$ 127,978	\$ 237,557	35%
Services / Supplies	721,495	721,495	235,285	486,210	33%
Capital	-	-	-	-	0%
	\$ 1,087,030	\$ 1,087,030	\$ 363,263	\$ 723,767	33%

- - - Detail - - -					
Category	Original Budget	Revised Budget	Year to Date	Variance	% Used
<b>Personnel</b>					
<i>Salaries / Wages</i>	\$ 256,876	\$ 256,876	\$ 91,079	\$ 165,797	35%
<i>Employee Benefits</i>	108,659	108,659	36,900	71,760	34%
<b>Total Personnel</b>	\$ 365,535	\$ 365,535	\$ 127,978	\$ 237,557	35%

<b>Services / Supplies</b>					
	Original Budget	Revised Budget	Year to Date	Variance	% Used
<i>Professional Services</i>	\$ 69,148	\$ 69,148	\$ 17,666	\$ 51,482	26%
<i>Employee Development</i>	4,480	4,480	760	3,720	17%
<i>Supplies / Equipment</i> <i>(Fuel - \$162,732, Parts / Repairs - \$91,610, Building - \$244,100)</i>	577,867	577,867	198,832	379,035	34%
<i>Utilities</i>	70,000	70,000	18,028	51,972	26%
<i>Other</i>	-	-	-	-	0%
<b>Total Services / Supplies</b>	\$ 721,495	\$ 721,495	\$ 235,285	\$ 486,210	33%

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

<b>Total Maintenance</b>	\$ 1,087,030	\$ 1,087,030	\$ 363,263	\$ 723,767	33%
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# Parks Division FY 2020/2021 Budget

**YEAR TO DATE JANUARY**

<i>Percent of Budget Year Transpired</i>	<b>33.3%</b>
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- - - Summary - - -					
	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 1,309,354	<b>\$ 1,309,354</b>	<b>\$ 438,619</b>	\$ 870,735	33%
Services / Supplies	752,396	<b>752,396</b>	<b>248,895</b>	503,502	33%
Capital	<u>105,000</u>	<b><u>105,000</u></b>	<b><u>85,075</u></b>	<u>19,925</u>	<u>81%</u>
	<b>\$ 2,166,750</b>	<b>\$ 2,166,750</b>	<b>\$ 772,589</b>	\$ 1,394,161	36%

- - - Detail - - -					
Category	Original Budget	Revised Budget	Year to Date	Variance	% Used
<b>Personnel</b>					
<i>Salaries / Wages</i>	\$ 839,782	<b>\$ 839,782</b>	<b>\$ 283,981</b>	\$ 555,802	34%
<i>Employee Benefits</i>	<u>469,572</u>	<b><u>469,572</u></b>	<b><u>154,639</u></b>	<u>314,933</u>	<u>33%</u>
<b>Total Personnel</b>	<b>\$ 1,309,354</b>	<b>\$ 1,309,354</b>	<b>\$ 438,619</b>	\$ 870,735	33%

Services / Supplies					
<i>Professional Services</i>	\$ 339,234	<b>\$ 339,234</b>	<b>\$ 73,517</b>	\$ 265,717	22%
<i>Employee Development</i>	25,770	<b>25,770</b>	<b>5,154</b>	20,616	20%
<i>Supplies / Equipment</i>	253,142	<b>253,142</b>	<b>132,382</b>	120,760	52%
<i>Utilities</i>	133,300	<b>133,300</b>	<b>36,988</b>	96,312	28%
<i>Other</i>	<u>950</u>	<b><u>950</u></b>	<b><u>853</u></b>	<u>97</u>	<u>90%</u>
<b>Total Services / Supplies</b>	<b>\$ 752,396</b>	<b>\$ 752,396</b>	<b>\$ 248,895</b>	\$ 503,502	33%

Capital					
<i>Equipment / Vehicles</i>	105,000	<b>105,000</b>	<b>85,075</b>	19,925	81%
<b>Total Capital</b>	105,000	<b>105,000</b>	<b>85,075</b>	19,925	81%

<b>Total Parks</b>	<b>\$ 2,166,750</b>	<b>\$ 2,166,750</b>	<b>\$ 772,589</b>	\$ 1,394,161	36%
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# Recreation Division FY 2020/2021 Budget

**YEAR TO DATE JANUARY**

<i>Percent of Budget Year Transpired</i>	<b>33.3%</b>
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- - - Summary - - -					
	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 205,838	\$ 205,838	\$ 53,635	\$ 152,203	26%
Services / Supplies	358,505	358,505	15,555	342,950	4%
Capital	-	-	-	-	0%
	\$ 564,343	\$ 564,343	\$ 69,190	\$ 495,153	12%

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

Personnel					
<i>Salaries / Wages</i>	\$ 170,176	\$ 170,176	\$ 42,788	\$ 127,388	25%
<i>Employee Benefits</i>	35,662	35,662	10,847	24,816	30%
<b>Total Personnel</b>	\$ 205,838	\$ 205,838	\$ 53,635	\$ 152,203	26%

Services / Supplies					
<i>Professional Services</i>		\$ -	\$ -	\$ -	0%
<i>Employee Development</i>	10,525	10,525	407	10,118	4%
<i>Supplies / Equipment</i>	650	650	-	650	0%
<i>Utilities</i>	-	-	-	-	0%
<i>Other (Recreation Programs )</i>	347,330	347,330	15,148	332,182	4%
<b>Total Services / Supplies</b>	\$ 358,505	\$ 358,505	\$ 15,555	\$ 342,950	4%

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

<b>Total Recreation</b>	\$ 564,343	\$ 564,343	\$ 69,190	\$ 495,153	12%
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# Equipment Replacement / Capital Schedule FY 2020/2021 Budget

**YEAR TO DATE JANUARY**

<i>Percent of Budget Year Transpired</i>	<b>33.3%</b>
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Expenditures	Original Budget	Revised Budget	Year to Date	Variance	% Used
City Manager Office Capital Outlay	-	-	-	-	0%
Finance Capital Outlay	-	-	-	-	0%
Human Resources Capital Outlay	-	-	-	-	0%
City Secretary Capital Outlay	-	-	-	-	0%
Information Services Capital Outlay	-	-	77,380	(77,380)	0%
Marketing Capital Outlay	-	-	-	-	0%
Police Dept Capital Outlay	155,000	155,000	1,555	153,445	1%
Fire Dept Capital Outlay	17,000	17,000	-	17,000	0%
Community Services Capital Outlay	-	-	-	-	0%
Streets Dept Capital Outlay	140,000	140,000	212,834	(72,834)	152%
Maintenance Capital Outlay	-	-	-	-	0%
City Parks Capital Outlay	105,000	105,000	85,075	19,925	81%
City Recreation Capital Outlay	-	-	-	-	0%
<b>Total Expenditures</b>	\$ 417,000	\$ 417,000	\$ 376,844	\$ 40,156	90%

# Utility Fund Revenues

## FY 2020/2021 Budget

**YEAR TO DATE JANUARY**

<b>Percent of Budget Year Transpired</b>	<b>33.3%</b>
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Fees	Original Budget	Revised Budget	Year to Date	Variance	% Received
<i>Electronic Payment</i>	\$ (182,000)	\$ (182,000)	\$ (52,333)	\$ (129,668)	29%
<i>Charges / Penalties</i>	102,000	102,000	23,548	78,452	23%
<b>Total Fees</b>	<b>\$ (80,000)</b>	<b>\$ (80,000)</b>	<b>\$ (28,785)</b>	<b>\$ (51,215)</b>	<b>36%</b>

### Licenses & Permits

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

### Charges for Services

<i>Water Sales</i>	\$ 5,696,163	\$ 5,696,163	\$ 1,317,855	\$ 4,378,308	23%
<i>Sewer Sales</i>	4,402,397	4,402,397	1,248,888	3,153,509	28%
<i>Inspection Fees</i>	4,100	4,100	1,350	2,750	33%
<b>Total Charges for Service</b>	<b>\$ 10,102,660</b>	<b>\$ 10,102,660</b>	<b>\$ 2,568,093</b>	<b>\$ 7,534,567</b>	<b>25%</b>

### Interest

<i>Interest (Operations)</i>	\$ 30,000	\$ 30,000	\$ 5,454	\$ 24,546	18%
<i>Interest (Capital Projects)</i>	20,000	20,000	2,937	17,063	15%
<b>Total Interest</b>	<b>\$ 50,000</b>	<b>\$ 50,000</b>	<b>\$ 8,391</b>	<b>\$ 41,609</b>	<b>17%</b>

### Impact Fees

<i>Impact Fees</i>	\$ 184,852	\$ 184,852	\$ 64,598	\$ 120,254	35%
<b>Total Impact Fees</b>	<b>\$ 184,852</b>	<b>\$ 184,852</b>	<b>\$ 64,598</b>	<b>\$ 120,254</b>	<b>35%</b>

### Miscellaneous Income

<i>Miscellaneous Income</i>	\$ 5,000	\$ 5,000	\$ 784	\$ 4,216	16%
<b>Total Miscellaneous Income</b>	<b>\$ 5,000</b>	<b>\$ 5,000</b>	<b>\$ 784</b>	<b>\$ 4,216</b>	<b>16%</b>

<b>Total Utility Fund Revenues</b>	<b>\$ 10,262,512</b>	<b>\$ 10,262,512</b>	<b>\$ 2,613,081</b>	<b>\$ 7,649,431</b>	<b>25%</b>
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# Utility Division FY 2020/2021 Budget

YEAR TO DATE JANUARY

Percent of Budget Year Transpired	33.3%
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--- Summary - Operations ---					
	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 1,793,029	\$ 1,793,029	\$ 557,495	\$ 1,235,534	31%
Services / Supplies	6,383,149	6,383,149	2,203,014	4,180,135	35%
Capital	225,000	225,000	119,148	105,852	53%
<b>Total Utility Division</b>	<b>\$ 8,401,178</b>	<b>\$ 8,401,178</b>	<b>\$ 2,879,657</b>	<b>\$ 5,521,521</b>	<b>34%</b>

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

Personnel					
<i>Salaries / Wages</i>	\$ 1,203,096	\$ 1,203,096	\$ 371,216	\$ 831,880	31%
<i>Employee Benefits</i>	589,933	589,933	186,280	403,654	32%
<b>Total Personnel</b>	<b>\$ 1,793,029</b>	<b>\$ 1,793,029</b>	<b>\$ 557,495</b>	<b>\$ 1,235,534</b>	<b>31%</b>

Services / Supplies					
<i>Professional Services</i>	\$ 429,323	\$ 429,323	\$ 48,053	\$ 381,269	11%
<i>Employee Development</i>	63,428	63,428	16,200	47,228	26%
<i>Supplies / Equipment</i>	84,362	84,362	16,433	67,929	19%
<i>Utilities</i>	375,136	375,136	108,391	266,745	29%
<i>Other (Well Lot Maintenance)</i>	953,085	953,085	599,709	353,376	63%
<b>Sub-Total - Operations Services / Supplies</b>	<b>\$ 1,905,334</b>	<b>\$ 1,905,334</b>	<b>\$ 788,787</b>	<b>\$ 1,116,547</b>	<b>41%</b>

Wholesale Water / Wastewater					
Note: UTRWD billing reflects a one month delay					
<i>UTRWD - Administration Fees</i>	\$ 5,105	\$ 5,105	\$ 5,103	\$ 2	100%
<i>UTRWD - Water Volume Cost</i>	903,036	903,036	262,414	640,622	29%
<i>UTRWD - Water Demand Charges</i>	1,365,450	1,365,450	455,150	910,300	33%
<i>UTRWD - Sewer Effluent Volume Rate</i>	619,814	619,814	163,801	456,013	26%
<i>UTRWD - Capital Charge Joint Facilities</i>	1,350,870	1,350,870	450,290	900,580	33%
<i>UTRWD - HV Sewer Line to UTRWD</i>	233,540	233,540	77,469	156,071	33%
<i>UTRWD - Wtr Transmission - Opus Develop</i>	-	-	-	-	0%
<b>Sub-Total - Wholesale Water / Wastewater</b>	<b>\$ 4,477,815</b>	<b>\$ 4,477,815</b>	<b>\$ 1,414,227</b>	<b>\$ 3,063,588</b>	<b>32%</b>

<b>Total Services / Supplies</b>	<b>\$ 6,383,149</b>	<b>\$ 6,383,149</b>	<b>\$ 2,203,014</b>	<b>\$ 4,180,135</b>	<b>35%</b>
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Capital					
<i>Equipment / Vehicles</i>	225,000	225,000	119,148	105,852	53%
<b>Total Capital</b>	<b>\$ 225,000</b>	<b>\$ 225,000</b>	<b>\$ 119,148</b>	<b>\$ 105,852</b>	<b>53%</b>

<b>Total Utility Division - Operations</b>	<b>\$ 8,401,178</b>	<b>\$ 8,401,178</b>	<b>\$ 2,879,657</b>	<b>\$ 5,521,521</b>	<b>34%</b>
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# Utility Fund Working Capital FY 2020/2021 Budget

**YEAR TO DATE JANUARY**

<i>Percent of Budget Year Transpired</i>	<b>33.3%</b>
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Revenues	Original Budget	Revised Budget	Year to Date	Variance	% Received
<i>Water Sales</i>	\$ 5,696,163	\$ 5,696,163	\$ 1,317,855	\$ 4,378,308	23%
<i>Sewer Sales</i>	4,402,397	4,402,397	1,248,888	3,153,509	28%
<i>Other Fees / Charges</i>	111,100	111,100	25,681	85,419	23%
<i>Electronic Payment Credit</i>	(182,000)	(182,000)	(52,333)	(129,668)	29%
<i>Interest</i>	30,000	30,000	5,454	24,546	18%
<b>Total Revenues</b>	<b>\$ 10,057,660</b>	<b>\$ 10,057,660</b>	<b>\$ 2,545,546</b>	<b>\$ 7,512,114</b>	<b>25%</b>

Expenditures	Original Budget	Revised Budget	Year to Date	Variance	% Used
<i>Administration</i>	\$417,071	\$417,071	\$ 129,920	\$ 287,151	31%
<i>Operations</i>	3,281,292	3,281,292	1,216,362	2,064,930	37%
<i>UTRWD</i>	4,477,815	4,477,815	1,414,227	3,063,588	32%
<i>Debt Service</i>	1,228,139	1,228,139	1,250	1,226,889	0%
<i>Capital Projects</i>	-	-	-	-	0%
<i>Equipment Replace / Capital</i>	225,000	225,000	119,148	105,852	53%
<b>Total Expenditures</b>	<b>\$ 9,629,317</b>	<b>\$ 9,629,317</b>	<b>\$ 2,880,907</b>	<b>\$ 6,748,410</b>	<b>30%</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>	-	-	-	-	0%
<i>Operating Transfers Out / General Fund</i>	(470,000)	(470,000)		(470,000)	0%
<b>Total Other Sources (Uses)</b>	<b>\$ (320,000)</b>	<b>\$ (320,000)</b>	<b>\$ -</b>	<b>\$ (320,000)</b>	<b>0%</b>

Fund Balance	Original Budget	Revised Budget	Year to Date
<i>Net Increase/Decrease</i>	108,343	108,343	(335,361)
<b>Beginning Working Capital</b>			
<i>Operations</i>	2,063,070	2,063,070	2,063,070
<i>Available Impact Fees</i>	1,046,951	1,046,951	1,046,951
<b>Total Available Working Capital</b>	<b>\$ 3,110,021</b>	<b>\$ 3,110,021</b>	<b>\$ 3,110,021</b>
<b>Ending Working Capital</b>			
<i>Operations</i>	2,171,413	2,171,413	1,727,709
<i>Designated Capital Project</i>	-	-	-
<i>Available Impact Fees</i>	1,081,803	1,081,803	1,111,549
<b>Total Available Working Capital</b>	<b>\$ 3,253,216</b>	<b>\$ 3,253,216</b>	<b>\$ 2,839,258</b>

<i>Impact Fees</i>			
<i>Beginning Balance</i>	1,046,951	1,046,951	1,046,951
<i>+ Collections</i>	184,852	184,852	64,598
<i>- Applied to offset Debt Service</i>	(150,000)	(150,000)	-
<i>Ending Balance</i>	1,081,803	1,081,803	1,111,549

\*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 2020/2021 Budget

**YEAR TO DATE JANUARY**

<i>Percent of Budget Year Transpired</i>	<b>33.3%</b>
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Revenues	Original Budget	Revised Budget	Year to Date	Variance	% Received
<i>Park Entry Fees</i>	\$ 538,550	\$ 538,550	\$ 170,062	\$ 368,488	32%
<i>Annual Park Passes</i>	48,000	48,000	6,175	41,825	13%
<i>Concession Sales</i>	-	-	-	-	0%
<i>Interest</i>	200	200	9	191	4%
<b>Total Revenues</b>	<b>\$ 586,750</b>	<b>\$ 586,750</b>	<b>\$ 176,246</b>	<b>\$ 410,504</b>	<b>30%</b>

Expenditures	Original Budget	Revised Budget	Year to Date	Variance	% Used
<i>Personnel</i>	\$ 182,245	\$ 182,245	\$ 50,693	\$ 131,552	28%
<i>Services / Supplies</i>	207,218	207,218	35,595	171,623	17%
<i>Capital</i>	-	-	-	-	0%
<b>Total Expenditures</b>	<b>\$ 389,463</b>	<b>\$ 389,463</b>	<b>\$ 86,289</b>	<b>\$ 303,174</b>	<b>22%</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>	\$ 400,022	\$ 400,022	\$ 400,022
<i>+ Net Increase (Decrease)</i>	197,287	197,287	89,957
<b>Ending Fund Balance</b>	<b>\$ 597,309</b>	<b>\$ 597,309</b>	<b>\$ 489,979</b>

Unaudited.  
Update after  
audit.

# Debt Service Fund

## FY 2020/2021 Budget

**YEAR TO DATE JANUARY**

<b>Percent of Budget Year Transpired</b>	<b>33.3%</b>
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Revenues	Original Budget	Revised Budget	Year to Date	Variance	% Received
<i>Property Tax Revenues</i>	\$2,046,737	\$ 2,046,737	\$ 1,812,496	\$ 234,241	89%
<i>Interest Income</i>	5,000	5,000	133	4,867	3%
<b>Total Revenues</b>	<b>\$ 2,051,737</b>	<b>\$ 2,051,737</b>	<b>\$ 1,812,629</b>	<b>\$ 239,108</b>	<b>88%</b>

Expenditures	Original Budget	Revised Budget	Year to Date	Variance	% Used
<i>Principal Payments</i>	\$ 2,250,000	\$ 2,250,000	\$ -	\$ 2,250,000	0%
<i>Interest Payments</i>	590,220	590,220	-	590,220	0%
<i>Paying Agent Fees</i>	3,000	3,000	1,250	1,750	42%
<b>Total Expenditures</b>	<b>\$ 2,843,220</b>	<b>\$ 2,843,220</b>	<b>\$ 1,250</b>	<b>\$ 2,841,970</b>	<b>0%</b>

Other Sources (Uses)	Original Budget	Revised Budget	Year to Date	Variance	% Received
<i>Transfers In (Out) [To 4B]</i>	804,482	804,482	-	\$ 804,482	0%
<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>\$ 804,482</b>	<b>\$ 804,482</b>	<b>\$ -</b>	<b>\$ 804,482</b>	<b>0%</b>

Beginning & Ending Balance	Original Budget	Revised Budget	Year to Date
<i>Beginning Fund Balance</i>	\$ 123,770	\$ 123,770	\$ 123,770
<i>+ Net Increase (Decrease)</i>	12,999	12,999	1,811,379
<b>Ending Fund Balance</b>	<b>\$ 136,769</b>	<b>\$ 136,769</b>	<b>\$ 1,935,149</b>

Unaudited.  
Update after  
audit.



# Capital Projects Fund

## FY 2020/2021 Budget

**YEAR TO DATE JANUARY**

<b>Percent of Budget Year Transpired</b>	<b>33.3%</b>
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Revenues	Original Budget	Revised Budget	Year to Date	Variance	% Received
Grants	\$ -	\$ -	\$ -	\$ -	0%
Contributions	80,000	80,000	21,995	58,005	27%
Interest Income	15,000	15,000	3,047	11,953	20%
<b>Total Revenues</b>	<b>\$ 95,000</b>	<b>\$ 95,000</b>	<b>\$ 25,042</b>	<b>\$ 69,958</b>	<b>100%</b>

Expenditures	Original Budget	Revised Budget	Year to Date	Variance	% Used
<b>2018 GO Bond</b> (Parks/Streets/Drainage)	2,771,154	2,771,154	424,512	2,346,642	15%
2018 Bond Issue (Streets)	978,854	978,854	53,748	925,106	5%
2018 Bond Issue (Parks)	1,792,300	1,792,300	370,764	1,421,536	21%
<b>Total Expenditures</b>	<b>\$ 2,771,154</b>	<b>\$ 2,771,154</b>	<b>\$ 424,512</b>	<b>\$ 2,346,642</b>	<b>15%</b>

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

Beginning & Ending Balance	Original Budget	Revised Budget	Year to Date
Beginning fund balance	\$ 2,777,849	\$ 2,777,849	\$ 2,777,849
+Net Increase (Decrease)	(2,676,154)	(2,676,154)	(399,471)
<b>Ending Fund Balance</b>	<b>\$ 101,695</b>	<b>\$ 101,695</b>	<b>\$ 2,378,378</b>

Unaudited.  
Update after  
audit.

# Drainage Utilities FY 2020/2021 Budget

**YEAR TO DATE JANUARY**

<i>Percent of Budget Year Transpired</i>	<b>33.3%</b>
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Revenues	Original Budget	Revised Budget	Year to Date	Variance	% Received
<i>Drainage Conversion Fee</i>	\$ -	\$ -	\$ 5,292	\$ (5,292)	0%
<i>Drainage Fee Receipts</i>	505,000	505,000	146,880	358,120	29%
<i>Miscellaneous</i>	-	-	-	-	0%
<i>Interest</i>	4,000	4,000	85	3,915	2%
<b>Total Revenues</b>	<b>\$ 509,000</b>	<b>\$ 509,000</b>	<b>\$ 152,258</b>	<b>\$ 356,742</b>	<b>30%</b>

Expenditures	Original Budget	Revised Budget	Year to Date	Variance	% Used
<i>Personnel</i>	\$ 377,298	\$ 377,298	\$ 103,359	\$ 273,938	27%
<i>Services / Supplies</i>	138,385	138,385	43,141	95,244	31%
<i>Capital</i>	30,000	30,000	16,049	13,951	53%
<b>Total Expenditures</b>	<b>\$ 545,683</b>	<b>\$ 545,683</b>	<b>\$ 162,550</b>	<b>\$ 383,133</b>	<b>30%</b>

Other Sources/Uses	Original Budget	Revised Budget	Year to Date	Variance	% Used
<i>Transfers In - City Impervious / General Fund</i>	\$ 36,000	\$ 36,000	\$ -	\$ 66	0%
<i>Operating TransfersOut / General Fund</i>	(16,000)	(16,000)	-	(16,000)	0%
<b>Total Other Sources (Uses)</b>	<b>\$ 20,000</b>	<b>\$ 20,000</b>	<b>\$ -</b>	<b>\$ (15,934)</b>	<b>0%</b>

Fund Balance	Original Budget	Revised Budget	Year to Date
<i>Beginning Fund Balance</i>	\$ 295,384	\$ 295,384	\$ 295,384
<i>+ Net Increase (Decrease)</i>	(16,683)	(16,683)	(10,292)
<b>Ending Fund Balance</b>	<b>\$ 278,701</b>	<b>\$ 278,701</b>	<b>\$ 285,092</b>

Unaudited.  
Update after  
audit.

# Park Development Fee Fund FY 2020/2021 Budget

**YEAR TO DATE JANUARY**

<b>Percent of Budget Year Transpired</b>	<b>33.3%</b>
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Revenues	Original Budget	Revised Budget	Year to Date	Variance	% Received
<i>Interest</i>	\$ -	\$ -	\$ 36	\$ (36)	0%
<i>Community Park Fees</i>	-	-	-	-	0%
<i>Linear Park Fees</i>	-	-	-	-	0%
<i>Neighborhood Park Fees</i>	-	-	-	-	0%
<i>Service Area II</i>	-	-	-	-	0%
<i>Service Area IV</i>	-	-	-	-	0%
<b>Total Revenues</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 36</b>	<b>\$ (36)</b>	<b>0%</b>

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

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

Fund Balance	Original Budget	Revised Budget	Year to Date
<i>Beginning Fund Balance</i>	\$ 80,081	\$ 80,081	\$ 80,081
<i>+ Net Increase (Decrease)</i>	-	-	36
<b>Ending Fund Balance</b>	<b>\$ 80,081</b>	<b>\$ 80,081</b>	<b>\$ 80,117</b>

Unaudited.  
Update after audit.

Ending Fund Balance Detail	Original Budget	Year to Date
<i>Community Park Fees</i>	\$ -	-
<i>Linear Park Fees</i>	-	-
<i>Neighborhood Park Fees (Area I)</i>	-	-
<i>Neighborhood Park Fees (Area II)</i>	80,081	80,117
<i>Neighborhood Park Fees (Area IV)</i>	-	-
<b>Total</b>	<b>\$ 80,081</b>	<b>\$ 80,117</b>

# Public Safety Special Revenue Fund FY 2020/2021 Budget

**YEAR TO DATE JANUARY**

<b>Percent of Budget Year Transpired</b>	<b>33.3%</b>
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Revenues	Original Budget	Revised Budget	Year to Date	Variance	% Received
Revenues	\$ 26,070	\$ 26,070	\$ 20,155	\$ 5,915	77%

Expenditures	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ -	\$ -	\$ -	\$ -	0%
Services / Supplies	3,600	3,600	3,817	(217)	106%
Capital	-	-	-	-	0%
<b>Total Expenditures</b>	<b>\$ 3,600</b>	<b>\$ 3,600</b>	<b>\$ 3,817</b>	<b>\$ (217)</b>	<b>106%</b>

Other Sources/Uses	Original Budget	Revised Budget	Year to Date	Variance	% Used
Operating Transfers In	\$ -	\$ -	\$ -	\$ -	0%
Operating Transfers Out	(20,000)	(20,000)	-	(20,000)	0%
<b>Total Other Sources (Uses)</b>	<b>\$ (20,000)</b>	<b>\$ (20,000)</b>	<b>\$ -</b>	<b>\$ (20,000)</b>	<b>0%</b>

Beginning & Ending Balance	Original Budget	Revised Budget	Year to Date
Beginning Fund Balance	\$ 26,499	\$ 26,499	\$ 26,499
+ Net Increase (Decrease)	2,470	2,470	16,338
Ending Fund Balance	\$ 28,969	\$ 28,969	\$ 42,837

Unaudited.  
Update after  
audit.

# Municipal Court Technology Fee Fund FY 2020/2021 Budget

**YEAR TO DATE JANUARY**

<b>Percent of Budget Year Transpired</b>	<b>33.3%</b>
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Revenues	Original Budget	Revised Budget	Year to Date	Variance	% Received
Revenues	\$ 3,500	\$ 3,500	\$ 634	2,866	18%

Expenditures	Original Budget	Revised Budget	Year to Date	Variance	% Used
<i>Services / Supplies</i>	\$ 12,525	\$ 12,525	\$ 7,617	\$ 4,908	61%
<i>Total Expenditures</i>	\$ 12,525	\$ 12,525	\$ 7,617	\$ 4,908	61%

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>	\$ 21,911	\$ 21,911	\$ 21,911
<i>+ Net Increase (Decrease)</i>	(9,025)	(9,025)	(6,983)
<i>Ending Fund Balance</i>	\$ 12,886	\$ 12,886	\$ 14,928

Unaudited.  
Update after  
audit.

# Municipal Court Building Security Fund FY 2020/2021 Budget

**YEAR TO DATE JANUARY**

<i>Percent of Budget Year Transpired</i>	<b>33.3%</b>
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Revenues	Original Budget	Revised Budget	Year to Date	Variance	% Received
<b>Revenues (Court Fines)</b>	\$ 2,750	\$ 2,750	\$ 758	\$ 1,992	28%

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>	\$ 38,223	\$ 38,223	\$ 38,223
<b>+ Net Increase (Decrease)</b>	2,750	2,750	758
<b>Ending Fund Balance</b>	\$ 40,973	\$ 40,973	\$ 38,981

Unaudited.  
Update after  
audit.

Highland Village Community Development Corporation  
Working Capital Analysis (FY 2021)

	<i>Actual</i> 2018-2019	<i>Actual</i> 2019-2020	<i>Budget</i> 2020-2021	<i>YTD</i> 2020-2021
<b>Beginning Fund Balance</b>	\$ 30,523	\$ 98,102	\$ 70,647	\$ 117,323
<b>Revenues</b>				
4B Sales Tax	1,384,756	1,381,630	1,348,631	231,987
Park Fees (Rental)	54,651	41,854	44,000	6,770
Linear Park Fees	-	-	-	-
Miscellaneous Income	-	-	-	-
Interest Income	734	633	800	52
<b>Total</b>	<b>\$ 1,440,141</b>	<b>\$ 1,424,117</b>	<b>\$ 1,393,431</b>	<b>\$ 238,810</b>
<b>Expenditures</b>				
Personnel	311,612	324,743	370,603	109,609
Services / Supplies	182,692	213,475	208,614	30,902
Reimburse GF (Support Functions)	-	28,000	28,000	
Reimburse GF (Debt Service)	834,827	808,286	804,482	
<b>Total Non-Capital Expenditures</b>	<b>\$ 1,329,131</b>	<b>\$ 1,374,504</b>	<b>\$ 1,411,699</b>	<b>\$ 140,511</b>
<b>Capital</b>				
Engineering	-	-	-	-
Projects Funded Directly	-	30,392	-	-
Transfer to 4B Capital Projects	\$ -	\$ 30,392	\$ -	\$ -
Equipment	43,431	-	-	-
Net Increase / (Decrease)	67,579	19,221	(18,268)	98,299
<b>Working Capital Balance</b>	<b>\$ 98,102</b>	<b>\$ 117,323</b>	<b>\$ 52,379</b>	<b>\$ 215,622</b>

# PEG Fee Fund FY 2020/2021 Budget

**YEAR TO DATE JANUARY**

<i>Percent of Budget Year Transpired</i>	<b>33.3%</b>
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Revenues	Original Budget	Revised Budget	Year to Date	Variance	% Received
<i>PEG Fee Receipts</i>	\$ 42,772	\$ 42,772	\$ -	\$ 42,772	0%
<b>Total Revenues</b>	\$ 42,772	\$ 42,772	\$ -	\$ 42,772	0%

Expenditures	Original Budget	Revised Budget	Year to Date	Variance	% Used
<i>Personnel</i>	\$ -	\$ -	\$ -	\$ -	0%
<i>Services / Supplies</i>	7,600	7,600	510	7,090	7%
<i>Capital</i>	21,000	21,000	18,273	2,727	0%
<b>Total Expenditures</b>	\$ 28,600	\$ 28,600	\$ 18,783	\$ 9,817	66%

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>	\$ 122,098	\$ 122,098	\$ 122,098
<i>+Net Increase (Decrease)</i>	14,172	14,172	(18,783)
<b>Ending Fund Balance</b>	\$ 136,270	\$ 136,270	\$ 103,315

Unaudited.  
Update after  
audit.



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

**AGENDA# 17**

**MEETING DATE: 03/09/2021**

**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><u>March 9, 2021</u></b>	<b><u>Regular City Council Meeting - 7:00 pm</u></b>
March 15, 2021	Parks & Recreation Advisory Board Meeting – 6:00 pm
March 16, 2021	Planning & Zoning Commission Meeting – 7:00 pm
<b><u>March 23, 2021</u></b>	<b><u>Regular City Council Meeting - 7:00 pm</u></b>
April 1, 2021	Zoning Board of Adjustment Meeting - 6:00 pm
<b><u>April 13, 2021</u></b>	<b><u>Regular City Council Meeting - 7:00 pm</u></b>
April 19, 2021	Parks & Recreation Advisory Board Meeting – 6:00 pm
April 20, 2021	Planning & Zoning Commission Meeting – 7:00 pm
<b><u>April 27, 2021</u></b>	<b><u>Regular City Council Meeting - 7:00 pm</u></b>
May 6, 2021	Zoning Board of Adjustment Meeting - 6:00 pm
<b><u>May 11, 2021</u></b>	<b><u>Regular City Council Meeting - 7:00 pm</u></b>
May 17, 2021	Parks & Recreation Advisory Board Meeting – 6:00 pm
May 18, 2021	Planning & Zoning Commission Meeting – 7:00 pm
<b><u>May 25, 2021</u></b>	<b><u>Regular City Council Meeting - 7:00 pm</u></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