



**A G E N D A**  
**REGULAR MEETING OF THE**  
**HIGHLAND VILLAGE CITY COUNCIL**  
**HIGHLAND VILLAGE MUNICIPAL COMPLEX**  
**1000 HIGHLAND VILLAGE ROAD, HIGHLAND VILLAGE, TEXAS**  
**TUESDAY, OCTOBER 12, 2021 at 6:30 P.M.**

**EARLY WORK SESSION**  
**Training Room – 6:30 P.M.**

**Convene Meeting in Open Session**

1. Discuss nominating a Person(s) for Possible Appointment to the Denton Central Appraisal District (DCAD) Board of Directors
2. Clarification of Consent or Action Items listed on Today's City Council Meeting Agenda for October 12, 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**  
**Training Room**

3. Hold a Closed Meeting in accordance with the following Sections of the Texas Government Code:
  - (a) Section 551.071 – Consultation with City Attorney Concerning Pending or Contemplated Litigation and on any Regular Session or Work Session Agenda Item Requiring Confidential, Attorney/Client Advice Necessitated by the Deliberation or Discussion of Said Item (as needed)

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

4. Call Meeting to Order
5. Prayer led by Mayor Pro Tem Mike Lombardo
6. Pledge of Allegiance to the U.S. and Texas flags led by Mayor Pro Tem Mike Lombardo: *“Honor the Texas flag; I pledge allegiance to thee, Texas, one state under God, one and indivisible.”*

7. **Visitor Comments** (*Anyone wishing to address the City Council must complete a Speakers' Request Form and return it to the City Secretary. In accordance with the Texas Open Meetings Act, the City Council is restricted in discussing or taking action on items not posted on the agenda. Action on your statement can only be taken at a future meeting. In order to expedite the flow of business and to provide all visitors the opportunity to speak, the Mayor may impose a three (3) minute limitation on any person addressing the City Council. A thirty (30) minute time allotment is set for this section, and the remaining speakers will be heard at the end of the Action Agenda.*)
8. **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 a Proclamation designating October as Cybersecurity Awareness Month
  - Presentation of a Proclamation designating October 16, 2021 as TXFallenPD Tribute Day in Highland Village
9. **City Manager/Staff Reports**
  - HV Report

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

### CONSENT AGENDA

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

10. Consider approval of Minutes of the Special City Council Meeting held on September 21, 2021 and the Regular City Council Meeting held on September 28, 2021
11. Consider Resolution 2021-2967 cancelling the November 23, 2021 and December 28, 2021 City Council Meetings
12. Consider Resolution 2021-2968 nominating Person(s) for Possible Appointment to the Denton Central Appraisal District (DCAD) Board of Directors
13. Consider Resolution 2021-2970 authorizing the Purchase of a Skid Steer from RDO Equipment Co. through the City's Cooperative Purchasing Company Sourcewell
14. Receive Budget Reports for Period Ending August 31, 2021

## ACTION AGENDA

15. 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)
16. Conduct a Public Hearing and consider Ordinance 2021-1289 granting a Conditional Use Permit (CUP) for an Accessory Dwelling Unit and approving a Site Plan at Lot 14, Block 2, Highland Hills Addition, Fourth Section, more commonly known as 102 Sandy Hook (*1st of two reads*)
17. Consider Resolution 2021-2969 authorizing an Interlocal Cooperation Agreement with the City of Lewisville and Town of Flower Mound for the Construction and Operation of a Joint Fire Training Facility
18. Consider Resolution 2021-2971 authorizing the City Manager to Negotiate and Execute a Contract with 4B Recreation Group, LLC dba Playgrounds Etc. for the Doubletree Ranch Park Splash Pad Rubber Surfacing Replacement Project
19. Consider Resolution 2021-2972 authorizing the Purchase of an Assureon Data Vault Node, Server and Installation Services from Soccour Solutions through the General Service Administration

## LATE WORK SESSION

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

20. 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.)
21. 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 8<sup>TH</sup> DAY OF OCTOBER 2021 NOT LATER THAN 5:00 P.M.



Angela Miller, City Secretary

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

Removed from posting on the \_\_\_\_\_ day of \_\_\_\_\_, 2021 at \_\_\_\_\_

am / pm by \_\_\_\_\_.

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

**AGENDA# 1**

**MEETING DATE: 10/12/2021**

**SUBJECT: Discuss nominating Person(s) for Possible Appointment to the Denton Central Appraisal District (DCAD) Board of Directors**

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

**COMMENTS**

The City of Highland Village has received notification from the Denton Central Appraisal District (DCAD) that all taxing jurisdictions have the option to nominate up to five (5) qualified individuals to be considered for the DCAD Board of Directors. Taxing jurisdictions are not required to nominate anyone for the DCAD Board of Directors and would still retain the option to cast votes from the list of nominees submitted by other jurisdictions.

To be eligible to serve on the DCAD Board, an individual must be a resident of Denton County and must have resided in the county for at least two (2) years immediately preceding the date of taking office. This residency requirement does not apply to a county tax assessor collector serving as a nonvoting director. An employee of a taxing unit that participates in the appraisal district is not eligible to serve on the Board, unless that individual also is a member of the governing body of the taxing unit or an elected official of a taxing unit. Membership on the governing body of a taxing unit does not make an otherwise eligible individual ineligible to serve on the Board.

Nominations must be received by written resolution before October 15, 2021. Once received, a comprehensive list of the nominees will be compiled and then sent to the taxing jurisdictions in the form of a ballot at a later date.

This Early Work Session item has been placed on the agenda to provide City Council an opportunity to discuss nominating one (1) to five (5) people to the DCAD Board of Directors. Should Council wish to do so, an item has also been included on the regular meeting agenda for City Council to take formal action to nominate a person(s) for possible appointment to the DCAD Board of Directors.

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

**AGENDA# 8**

**MEETING DATE: 10/12/2021**

**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 designating October as Cybersecurity Awareness Month
- Presentation of a Proclamation designating October 16, 2021 as TXFallenPD Tribute Day in Highland Village

# Proclamation

## The City of Highland Village

**Whereas**, National Cybersecurity Awareness Month (NCSAM) was created as a collaborative effort between government and industry to ensure every American has the resources they need to stay safer and more secure online; and

**Whereas**, in its 18<sup>th</sup> year, NCSAM was co-founded and co-led by the Department of Homeland Security and the National Cybersecurity Alliance to promote the safe and secure use of the internet and digital privacy; and

**Whereas**, recognized annually in October, NCSAM involves the participation of a multitude of industry leaders – mobilizing individuals, small and medium-sized businesses, nonprofits, academia, multinational corporations and governments; and

**Whereas**, digital citizens around the globe are encouraged to “*Do Your Part. #BeCyberSmart*” and to harness the collective impact of its programs and resources to increase awareness about today’s ever-evolving cybersecurity landscape.

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

### “National Cybersecurity Awareness Month”

in the City of Highland Village.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the seal of the City to be affixed on this 12<sup>th</sup> day of October 2021.

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Charlotte J. Wilcox, Mayor

# Proclamation

## The City of Highland Village

**Whereas**, there are approximately 900,000 law enforcement officers serving in communities across the United States, including the dedicated members of the Highland Village Police Department; and

**Whereas**, every 59 hours an officer is killed in the line of duty and from January 1 to December 31, 2020, 87 Texas officers have died in the line of duty; and

**Whereas**, the Highland Village Police Department, together with the City of Highland Village, has held an annual fundraising event for the past 13 years benefitting the Texas Police Chiefs Association Officer Survivor Fund; and

**Whereas**, the Highland Village Police Department raised over \$280,000 for the Officer Survivor Fund over the last 13 years and hopes to raise over \$30,000 this year; and

**Whereas**, the Highland Village Police Department wishes to remember and honor their own Sgt. Dennis Oliver and the lives of all Texas officers killed in the line of duty and their families; and

**Whereas**, the TXFallenPD Tribute Event will be held on Saturday, October 16 to bring police departments and the community together for safety and wellness activities, public safety, children's activities and live entertainment.

**NOW THEREFORE**, I, Charlotte Wilcox, Mayor of the City of Highland Village, do hereby proclaim October 16, 2021, as:

### **“TXFallenPD Tribute 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 12<sup>th</sup> day of October 2021.

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Charlotte J. Wilcox, Mayor

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

**AGENDA# 10**

**MEETING DATE: 10/12/2021**

**SUBJECT: Consider Approval of Minutes of the Special City Council Meeting held on September 21, 2021 and the Regular City Council Meeting held on September 28, 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 Special City Council Meeting held on September 21, 2021 and the Regular City Council Meeting held on September 28, 2021.





**MEETING MINUTES OF THE SPECIAL MEETING  
HIGHLAND VILLAGE CITY COUNCIL  
HIGHLAND VILLAGE MUNICIPAL COMPLEX  
1000 HIGHLAND VILLAGE ROAD  
TUESDAY, SEPTEMBER 21, 2021**

**OPEN SESSION**

**1. Call Meeting to Order**

Mayor Charlotte J. Wilcox called the meeting to order at 8:40 a.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
	Angela Miller	City Secretary
	Doug Reim	Chief of Police
	Travis Nokes	Assistant Fire Chief
	Scott Kriston	Public Works Director
	Jana Onstead	Human Resource Director
	Laurie Mullens	Marketing & Communications Director
	Karen McCoy	Executive Assistant

**CONSENT AGENDA**

- 2. Consider Resolution 2021-2957 authorizing Renewal of the Interlocal Agreement with TML Intergovernmental Risk Pool for City Liability Insurance**
- 3. Consider Resolution 2021-2958 authorizing an Interlocal Agreement with Texas Political Subdivisions Joint Self-Insurance Fund for City Workers' Compensation Insurance for Fiscal Year 2021-2022**

***Motion by Deputy Mayor Pro Tem Fleming, seconded by Councilmember Heslep, to approve Consent Agenda Items #2 and #3. Motion carried 7-0.***

## ACTION AGENDA

4. Consider Ordinance 2021-1287 approving and adopting the Fiscal Year 2021-2022 Annual Budget (2<sup>nd</sup> and final read)

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

Assistant City Manager Ken Heerman reported the required public hearing was conducted at the September 14, 2021 City Council meeting where the first read of Ordinance 2021-1287 was approved. With no clarification requested or questions, Mr. Heerman reminded Council this would require a record vote.

***Motion by Mayor Pro Tem Lombardo, seconded by Deputy Mayor Pro Tem Fleming, to approve the final read of Ordinance 2021-1287 adopting the Fiscal Year 2021-2022 Annual Budget. City Secretary Angela Miller took a roll call vote on the motion:***

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

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

5. Consider Ordinance 2021-1288 levying the Ad Valorem Taxes for the Year 2021 at a Rate of \$.56302 per \$100 Assessed Valuation on all Taxable Property within the Corporate Limits of the City of Highland Village as of January 1, 2021 (2<sup>nd</sup> and final read)

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

Mr. Heerman reported the tax rate is unchanged from last year and this is the second read of Ordinance 2021-1288 which will levy the tax rate. He added that state law required notices have all been met and that would also require a record vote.

***Motion by Mayor Pro Tem Lombardo, seconded by Councilmember Jaworski, that the property tax rate be increased by the adoption of a tax rate of \$.56302, which is effectively a 4.5 percent increase in the tax rate and, therefore, further move that Ordinance 2021-1288 be approved on second and final read. City Secretary Angela Miller took a roll call vote on the motion:***

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

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

6. Consider Resolution 2021-2956 ratifying the Property Tax Revenue Increase reflected in the Fiscal Year 2021-2022 Budget

### APPROVED (7 – 0)

Mr. Heerman reported while the property tax is unchanged from last year, overall tax dollars are increased, this year collecting \$14,233,811 compared to \$13,522,104 last year. This increase is reflective of a 5.3 percent increase in valuation, inclusive of new valuation of \$13,355,438 added to the tax base.

***Motion by Mayor Pro Tem Lombardo, seconded by Deputy Mayor Pro Tem Fleming, to approve Resolution 2021-2956 ratifying the property tax revenue increase reflected in the Fiscal Year 2021-2022 Budget as required by Local Government Code 102.007(c). Motion carried 7-0.***

**7. Consider Resolution 2021-2959 ratifying the Emergency Declaration by the City Manager authorizing Work to be Performed by Four Star Excavating Company relating to the Repair of Sanitary Sewer Infrastructure  
APPROVED (7 – 0)**

Public Works Director Scott Kriston reported the City's Public Works Utilities Division responded to a call for service on August 16, 2021 regarding a pavement sink hole in the Edgewood Estates Subdivision. After investigating the issue, the utility technicians found that the 18-inch sanitary sewer main located in the public right-of-way was failing and collapsing. Upon further investigation, it was discovered that approx. forty (40) residential properties will be affected by the sewer line collapse. To stay in compliance with TCEQ mandates and avoid raw sewage overflowing from the upstream manholes in the area, City staff contacted several contractors that had performed similar utility work for the City in the past that staff knew had the capabilities and experience to assist the City in making the needed repairs.

Mr. Kriston stated the public health hazard posed to Highland Village citizens by the unexpected failure of the manhole and wastewater collections system is significant and constitutes an emergency. Therefore, pursuant to Section 6.17.B. of the City Charter of the City of Highland Village, upon staff recommendation, the City Manager declared that an emergency existed, that the immediate procurement of goods and services related to returning the wastewater collections line and manhole into proper working condition was necessary for (i) the preservation of the public health and safety of the City's residents and (ii) the repair of unforeseen damage to public machinery, equipment, or other property, and that, pursuant to Texas Local Government Code §§252.022(a)(2) and (3), such procurement shall be exempt from the bidding requirements set forth in Chapter 252 of the Texas Local Government Code.

***Motion by Councilmember Jaworski, seconded by Councilmember Fiester, to approve Resolution 2021-2959 ratifying the emergency declaration by the City Manager authorizing work to be performed by Four Star Excavating Company relating to the repair of sanitary sewer infrastructure. Motion carried 7-0.***

**7. Adjournment**

Mayor Wilcox adjourned the meeting at 8:50 a.m.

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Charlotte J. Wilcox, Mayor

**ATTEST:**

DRAFT



**MEETING MINUTES OF THE REGULAR MEETING  
HIGHLAND VILLAGE CITY COUNCIL  
HIGHLAND VILLAGE MUNICIPAL COMPLEX  
1000 HIGHLAND VILLAGE ROAD  
TUESDAY, SEPTEMBER 28, 2021**

**EARLY WORK SESSION**

Mayor Charlotte J. Wilcox called the meeting to order at 5:30 p.m.

**Roll Call**

Present:	Charlotte J. Wilcox	Mayor
	Jon Kixmiller	Councilmember
	Michael Lombardo	Mayor Pro Tem
	Barbara Fleming	Deputy Mayor Pro Tem
	Tom Heslep	Councilmember
	Robert A. Fiester	Councilmember
	Daniel Jaworski	Councilmember
Staff Members:	Paul Stevens	City Manager
	Ken Heerman	Assistant City Manager
	Heather Miller	Assistant Finance Director
	Kevin Laughlin	City Attorney
	Angela Miller	City Secretary
	Mike Thomson	Fire Chief
	Scott Kriston	Public Works Director
	Phil Lozano	Parks & Recreation Director
	Jana Onstead	Human Resource Director
	Laurie Mullens	Marketing & Communications Director
	Andrew Boyd	Media Specialist
	Ingrid Rex	Deputy City Secretary/Records Coordinator

**1. Discuss Potential Projects for Future Issuance of Bonds and/or Certificates of Obligation**

Assistant City Manager Ken Heerman reviewed the Capital Improvement Program identified in the FY 2021-2022 budget process to address both parks and streets projects. The projects, totaling \$15,750,000, would be funded with the issuance of Certificates of Obligation (CO), which will coincide with expiring debt and therefore have no impact to the City's ad valorem tax rate. The CO's would fund \$8.85M for street and drainage capital projects and \$6.413M for park improvements.

If Council wished to move forward, Mr. Heerman reported an item is included on the regular agenda for tonight's meeting authorizing publication of a notice of intent to issue COs.

**2. Discuss City Representation on the Denton County Transportation Authority (DCTA) Board of Directors**

With terms for the City's representatives on the DCTA Board of Directors expiring in November 2021, Mayor Wilcox reported Council would need to consider new appointments. She stated that she currently serves as the alternate representative, with Dianne Costa serving as the primary. Mrs. Costa has expressed interest in being reappointed to serve as the City's representative to the DCTA Board of Directors. Mayor Wilcox reported that previous City Manager Michael Leavitt had served as the alternate representative until his retirement in 2020, at which time she was appointed to fill the unexpired term as the City's alternate member. She added that Council may wish to consider appointing current City Manager Paul Stevens to the alternate position.

Council discussed and came to a consensus for Mrs. Costa and City Manager Paul Stevens to serve on the DCTA Board of Directors. Council will take formal action with Agenda Item #18.

Mayor Wilcox moved Agenda Item #4 and #5 up on the agenda.

**4. Clarification of Consent or Action Items listed on Today's City Council Meeting Agenda for September 28, 2021**

Relating to Agenda Item #16, Mayor Pro Tem Lombardo clarified the agreement was for consultant services. Mr. Stevens responded it was for consultant services and clarified the number of plans included in the update would require a lot of time to complete. Councilmember Fiester asked for the timeline on the project. Mr. Stevens reported approximately twelve (12) months.

Mayor Wilcox reported Council would be meeting in Closed Session and she read Agenda Items #5(b) and #5(c).

**CLOSED SESSION**

Council convened into Closed Session at 6:27 p.m.

**5. Hold a Closed Meeting in accordance with the following Sections of the Texas Government Code:**

- (a) Section 551.071 – Consultation with City Attorney Concerning Pending or Contemplated Litigation and on any Regular Session or Work Session Agenda Item Requiring Confidential, Attorney/Client Advice Necessitated by the Deliberation or Discussion of Said Item (as needed)**
- (b) Section 551.074 – Deliberate the Appointment, Removal, Evaluation and Duties of Public Officers, specifically Members of the Planning and Zoning Commission, Zoning board of Adjustment, and Board of Directors of the Highland Village Community Development Corporation**
- (c) Section 551.074 – Personnel – Deliberate the Employment and Evaluation of the City Manager**

Council concluded Closed Session at 7:08 p.m. and reconvened into open session.

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

Members of Council discussed attendance records of currently serving board and commission members, as well as potential appointments to the various boards and commissions.

Early Work Session ended at 7:09 p.m.

**OPEN SESSION**

**6. Call Meeting to Order**

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

**Roll Call**

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

Staff Members:	Paul Stevens	City Manager
	Ken Heerman	Assistant City Manager
	Kevin Laughlin	City Attorney
	Angela Miller	City Secretary
	Doug Reim	Chief of Police
	Karl Schlichter	Police Commander
	Mike Thomson	Fire Chief
	Scott Kriston	Public Works Director
	Phil Lozano	Parks & Recreation Director
	Laurie Mullens	Marketing & Communications Director
	Andrew Boyd	Media Specialist

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

Councilmember Kixmiller gave the invocation.

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

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

**9. Visitor Comments**

No one wished to speak.

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

Deputy Mayor Pro Tem Fleming reported she attended the recent State of Education luncheon, along with several other members of Council. She also reported attending the PTA Kick-Off luncheon where it was announced that all four (4) schools in Highland Village were recognized with the following awards:

National PTA School of Excellence Award – Highland Village Elementary

Voice for Every Child – Briarhill Middle School, Christa McAuliffe Elementary and Heritage Elementary Schools

- **Swearing In Ceremony for Officer Jesse Allen**

Chief Doug Reim swore in Officer Jesse Allen.

- **Presentation of Proclamation for Fire Prevention Week**

Mayor Wilcox presented a proclamation to Chief Thomson and members of the Highland Village Fire Department recognizing October 3-9, 2021 as Fire Prevention Week in Highland Village.

11. **City Manager/Staff Reports**

- **HVTV Update**

The update featured the Foodie Friday video for A La Sweet in Highland Village and highlighted the National Night Out Event and final Concert in the Park on Saturday, October 2 at Doubletree Ranch Park.

**CONSENT AGENDA**

Mayor Wilcox moved Agenda Item #18 up to the Consent Agenda and reported Dianne Costa and Paul Stevens would be appointed to serve as the City's Primary and Alternate Members on the DCTA Board of Directors.

12. **Consider approval of Minutes of the Regular City Council Meeting held on September 14, 2021**
13. **Consider Resolution 2021-2960 authorizing Extension of the Term of the Agreement with SAZ Infrastructure for Concrete Street Panel Repairs through the City's Cooperative Purchasing Agreement with the City of Lewisville**
14. **Conduct Annual Review of City's Investment Policy and Consider Resolution 2021-2961 re-adopting the City's Investment Policy with any Amendments Thereto**
18. **Consider Resolution 2021-2964 appointing City Representation to the Denton County Transportation Authority (DCTA) Board of Directors**

***Motion by Councilmember Fiester, seconded by Councilmember Kixmiller, to approve Consent Agenda Items #12 through #14, and #18. Motion carried 7-0.***



## ACTION AGENDA

15. 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.

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

Action taken with Agenda Item #20.

- (c) Section 551.074 – Personnel – Deliberate the Employment and Evaluation of the City Manager

*Motion by Deputy Mayor Pro Tem Fleming, seconded by Councilmember Jaworski, authorizing the mayor to execute an amendment to the City Manager's employment agreement to authorize the base salary to be increased annually to the same extent approved for other city employees each fiscal year, effective October 1, 2021. Motion carried 7-0.*

16. Consider Resolution 2021-2962 authorizing the City Manager to Negotiate and Execute an Agreement with the John R. McAdams Company, Inc. for Professional Services relating to Updates to the City's Comprehensive Plan; Parks, Recreation and Open Space Master Plan; Trail System Master Plan; Thoroughfare Master Plan and FM 407 Corridor and Amenity Plan

**APPROVED (7 – 0)**

City Manager Paul Stevens reported the City's planning documents have not been updated in over ten (10) years and many factors have changed since that time. With Highland Village approaching buildout, and with only 78 acres of undeveloped land, he reported the updated plans will help make sure the City maximizes the economic benefit from their development and further enhance the quality of life of the residents. Additionally, he stated updated plans are needed to seek grant funding for future capital projects.

Mr. Stevens stated the City initiated a request for proposals in April 2021 and received proposals from six (6) firms. The John R. McAdams Company was selected unanimously by the City staff committee for the plan updates. The process to update the plans will take approximately twelve (12) months and will include multiple opportunities for public input from residents and the business community, both in-person and online.

*Motion by Councilmember Fiester, seconded by Deputy Mayor Pro Tem Fleming, to approve Resolution 2021-2962. Motion carried 7-0.*

17. **Discuss and Consider all Matters Incident and Related to approving and authorizing Publication of Notice of Intention to Issue Certificates of Obligation, including the adoption of Resolution 2021-2963 Pertaining Thereto**  
**APPROVED (7 – 0)**

Assistant City Manager Ken Heerman reported that during the FY 2021-2022 budget process, the Capital Improvement Program identified projects to address Parks and Streets projects totaling \$15.23 M with issuance of a Certificate of Obligation (CO) to coincide with expiring debt. He explained COs are generally utilized to finance items that maintain city infrastructure such as utility, streets or parks maintenance issues. Mr. Heerman further reported a CO in the amount of \$15.75 M is proposed to fund identified projects. This issuance is to be in conjunction with a \$15.263 M refunding bond for four issues that are currently callable. Mr. Heerman stated at current interest rates, there is a projected debt service savings of \$1.2M. Combining the two issues will provide issuance cost efficiencies.

Anticipated projects include:

**Street and Drainage - \$8.85M**

Reconstruction Projects

- Highland Shores Boulevard (Briarhill to Twin Coves - engineering only with anticipation of inclusion in a future Denton County bond program to fund construction)
- Highland Village Road (Brazos to KCS RR - engineering only with anticipation of inclusion in a future Denton County bond program to fund construction)
- Various (28 streets meeting criteria)

Overlay Projects

- Sellmeyer Lane (Foggy Glen to Brazos)
- Sellmeyer Lane (Brazos to Victoria)
- Highland Shores Boulevard (Highland Village Road to Briarhill)

Traffic Control

- Traffic signal Imp. Brazos / Highland Village Road
- Pedestrian crossing Highland Shores Boulevard at Community Center Drive

Drainage Projects

- Wal-Mart pond dredge
- Quail Cove pond dredge
- Turpin Drive / Sellmeyer Lane drainage Improve
- Silverthorne Park creek bank stabilization
- Highland Shores Boulevard underdrain

**Park Improvements - \$6.413M**

Highland Village Tennis Center Improvements

- LED lighting upgrades and Musco controls

Pilot Knoll Improvements

- Campground / shelters improvements
- Replace gatehouse
- Boat ramp improvements
- Expand camping options with rental cabins (16) – also providing ongoing revenue stream

### Unity Park Improvements

- Tennis court resurfacing
- Lighted basketball courts
- Field renovations
- Replace portion of turf in Dog Park with synthetic grass
- Replace baseball fencing
- Add backstop netting

### Other Parks

- Sellmeyer tennis fencing / windscreen replacement
- Lions Club Park parking lot
- Village Park fishing pier renovation
- Brazos Park field renovation
- Sellmeyer Park playground replacement

Mr. Heerman added the notice must identify the projects to be financed and a not-to-exceed cost for the projects, and will be published twice in the local newspaper of record. He clarified that COs are subject to referendum by petition during the required publication period. A petition of at least five (5) percent of the registered voters would be required to force an election to determine the authorization of the COs.

***Motion by Mayor Wilcox, seconded by Councilmember Heslep, to approve Resolution 2021-2963. Motion carried 7-0.***

18. **Consider Resolution 2021-2964 appointing City Representation to the Denton County Transportation Authority (DCTA) Board of Directors**

This item was moved to the Consent Agenda.

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

### **REMOVAL MADE and APPROVED (7 – 0)**

Mayor Wilcox reported Council reviewed attendance and performance of board and commission members during Early Work Session.

***Motion by Deputy Mayor Pro Tem Fleming, seconded by Councilmember Heslep, to remove Vanessa Boyd from the Parks and Recreation Advisory Board (Alternate Place 2) due to attendance. Motion carried 7-0.***

20. **Consider Resolution 2021-2965 appointing Members to Various Positions on the Board of Ethics, Parks and Recreation Advisory Board, Planning and Zoning Commission, Zoning Board of Adjustment, and Highland Village Community Development Corporation**

### **APPOINTMENTS MADE and RESOLUTION APPROVED (7– 0)**

Mayor Wilcox reported Council met with new applicants during the recent Meet and Greet and had reviewed & discussed further during tonight's Early Work Session.

***Motion by Councilmember Jaworski, seconded by Mayor Pro Tem Lombardo, to approve Resolution 2021-2965 making the following appointments:***

**BOARD OF ETHICS:**

Kevin McMahan  
Benjamin Somero  
Paul Hoch

**HIGHLAND VILLAGE COMMUNITY DEVELOPMENT CORPORATION:**

Karla Limon – Citizen Representative  
Mike Lombardo – City Representative  
Barbara Fleming – City Representative  
Tom Heslep – City Representative

**PARKS AND RECREATION ADVISORY BOARD:**

Kevan Fenderson – Place 4  
Ken Koonsman – Place 5  
Kathy Wells – Alternate Place 1  
Kevin Cox - Alternate Place 2

**PLANNING AND ZONING COMMISSION:**

Jared Christianson – Place 1  
Denver Kemery – Place 4  
Michael George – Place 5  
Brent Myers – Alternate Place 1  
Cindy Richter – Alternate Place 2

**ZONING BOARD OF ADJUSTMENT:**

Dustin Sides – Place 1  
Jeremy Booker – Place 2  
David Smith – Place 3  
Kevin Pearson – Alternate Place 1  
Jay Jackson – Alternate Place 2

Motion passed 7-0.

21. **Consider Resolution 2021-2966 authorizing the Purchase of Police Body Worn and Vehicle Cameras, Tasers and Virtual Reality Training System from Axon Enterprises, Inc. through the City’s Competitive Purchasing Agreement with Local Government Purchasing Cooperative (BuyBoard)**  
**APPROVED (7 – 0)**

Chief Reim reported that over the years the department has transitioned through five (5) generations of dash cam systems, four (4) generations of body worn camera systems and two (2) generations of tasers. In 2019, the department’s technology vendor was bought out by another company which created delays in product delivery and a halt to further product development. Since that time, department administration has been searching and evaluating options for the future.

He stated Axon products and services are available through the City’s cooperative purchasing agreement with the Local Government Purchasing Cooperative “BuyBoard” at an annual cost of \$60,759.00 for the next five (5) years, for a total contracted cost of \$303,794.99. He added that by law, the purchase agreement must contain a provision

that allows the City to terminate the agreement at the end of each fiscal year if the City Council fails to appropriate funds in later budget years to pay the annual installment.

***Motion by Councilmember Jaworski, seconded by Councilmember Fiester, to approve Resolution 2021-2966. Motion carried 7-0.***

### **LATE WORK SESSION**

**22. 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.)**

- **Discuss cancelling the November 23, 2021 and December 28, 2021 City Council Meetings**

City Secretary Angela Miller reported Council has typically cancelled their second meetings during November and December due to the holidays and asked if there was a consensus to do the same this year. Consensus of City Council was to cancel the meetings. An item will be prepared for the next Council meeting to formally cancel the meetings.

**23. Adjournment**

Mayor Wilcox adjourned the meeting at 8:17 p.m.

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

**ATTEST:**

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

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

**AGENDA# 11**

**MEETING DATE: 10/12/2021**

**SUBJECT: Consider Resolution 2021-2967 Canceling the November 23, 2021 and December 28, 2021 City Council Meetings**

**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:**

Staff has reviewed the remainder of the year and proposes the Regular City Council meetings scheduled for Tuesday, November 23, 2021 and Tuesday, December 28, 2021 be cancelled to allow members of Council and staff to spend time with their families during the holiday season.

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

Council discussed this at their September 28, 2021 meeting and directed staff to provide a resolution for Council consideration.

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

N/A

**RECOMMENDATION:**

To approve Resolution 2021-2967 cancelling the November 23, 2021 and December 28, 2021 City Council meetings.

**CITY OF HIGHLAND VILLAGE, TEXAS**

**RESOLUTION NO. 2021-2967**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HIGHLAND VILLAGE, TEXAS CANCELING THE NOVEMBER 23, 2021, AND DECEMBER 28, 2021, CITY COUNCIL MEETINGS, 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 meetings scheduled for November 23, 2021 and December 28, 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 meetings scheduled for November 23, 2021, and December 28, 2021, are hereby canceled.

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

**PASSED AND APPROVED** this the 12<sup>TH</sup> day of October, 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# 12**

**MEETING DATE: 10/12/2021**

**SUBJECT: Consider Resolution 2021-2968 nominating Person(s) for Possible Appointment to the Denton Central Appraisal District (DCAD) Board of Directors**

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

**BACKGROUND:**

The City of Highland Village has received notification from the Denton Central Appraisal District (DCAD) that all taxing jurisdictions may nominate up to five (5) individuals to be considered for the DCAD Board of Directors.

**IDENTIFIED NEED/S:**

The City of Highland Village has the option to nominate up to five (5) qualified individuals to serve on the DCAD Board of Directors. Nominations must be received by written resolution before October 15, 2021. Once received, a comprehensive list of the nominees will be compiled and then sent to the taxing jurisdictions in the form of a ballot at a later date.

To be eligible to serve on the DCAD Board, an individual must be a resident of Denton County and must have resided in the county for at least two (2) years immediately preceding the date of taking office. This residency requirement does not apply to a county tax assessor collector serving as a nonvoting director. An employee of a taxing unit that participates in the appraisal district is not eligible to serve on the Board, unless that individual also is a member of the governing body of the taxing unit or an elected official of a taxing unit. Membership on the governing body of a taxing unit does not make an otherwise eligible individual ineligible to serve on the Board.

**OPTIONS & RESULTS:**

City Council may wish to nominate up to five (5) individuals to be considered for the DCAD Board of Directors. Taxing jurisdictions are not required to nominate anyone for the DCAD Board of Directors and would still retain the option to cast votes from the list of nominees submitted by other jurisdictions.

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

City Council will have an opportunity to discuss nominating one to five people to the DCAD Board of Directors during the October 12, 2021 Early Work Session. This item provides for formal action to nominate someone should Council wish to do so.



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

None.

**RECOMMENDATION:**

To approve Resolution 2021-2968 approving nominations to be considered for the DCAD Board of Directors.

**CITY OF HIGHLAND VILLAGE, TEXAS**

**RESOLUTION NO. 2021-2968**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HIGHLAND VILLAGE, TEXAS, NOMINATING PERSON(S) FOR APPOINTMENT TO THE DENTON CENTRAL APPRAISAL DISTRICT BOARD OF DIRECTORS; AND PROVIDING AN EFFECTIVE DATE**

**WHEREAS**, participating taxing entities have the right to nominate up to five (5) individuals to be considered for election to the Denton Central Appraisal District Board of Directors; and

**WHEREAS**, the City of Highland Village, Texas, desires to make such nominations.

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

**SECTION 1.** The City Council hereby nominates the following individual(s) to the DCAD Board of Directors:

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

**PASSED AND APPROVED THIS THE 12<sup>TH</sup> DAY OF OCTOBER 2021.**

**APPROVED:**

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

**ATTEST:**

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

**APPROVED AS TO FORM AND LEGALITY:**

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

(kbl:10/6/2021:125272)

**CITY OF HIGHLAND VILLAGE  
COUNCIL BRIEFING**

**AGENDA# 13**

**MEETING DATE: 10/12/2021**

**SUBJECT: Consider Resolution 2021-2970 Authorizing Purchase of a Skid Steer from RDO Equipment, Co. through the City's Cooperative Purchasing Agreement with Sourcewell**

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

**BACKGROUND:**

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

**IDENTIFIED NEED/S:**

For budget year 2021-2022, under the equipment replacement schedule, staff identified the equipment that has met the city's criteria for replacement. Equipment being replaced will be brought forward to Council for authorization to be sold at auction.

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

In the process of taking bids as required by state law, City staff found that in working with RDO Equipment, Co. through Sourcewell, equipment meeting or exceeding all specifications for the equipment could be purchased for the best price. All Co-Op fees are included in the total prices.

<u>Division</u>	<u>Quantity</u>	<u>Description</u>	<u>Cost</u>
Drainage	1	2021 John Deere 331G Skid Steer	\$73,914.36
<b>Total Drainage Purchase Cost</b>			<b>\$73,914.36</b>
			<b><u>TOTAL</u></b>
			<b>\$73,914.36</b>

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

Approved in FY 2021/2022 Vehicle / Equipment Replacement Budget.

**RECOMMENDATION:**

To approve Resolution 2021-2970.

**CITY OF HIGHLAND VILLAGE, TEXAS**

**RESOLUTION NO. 2021-2970**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HIGHLAND VILLAGE, TEXAS, AUTHORIZING THE PURCHASE OF A SKID STEER FROM RDO EQUIPMENT, CO. THROUGH THE CITY'S COOPERATIVE PURCHASING AGREEMENT WITH SOURCEWELL; AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, pursuant to its review of the City's vehicle and equipment in accordance with the City's replacement policies, City Administration has identified the need to replace a Skid Steer for the Public Works Department; and

**WHEREAS**, City Administration, while in the process of soliciting bids in accordance with state law, determined that the purchase of the equipment and vehicles that comply with City specifications can be made for the lowest price from RDO Equipment, Co. through the City's Cooperative purchasing agreement with Sourcewell; and

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

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

**SECTION 1.** The City Manager is authorized to purchase one (1) 2021 John Deere 331G Skid Steer through RDO Equipment Company through the City's cooperative purchasing agreement with Sourcewell in the amount of \$73,914.36 from funds available in the FY 2021-2022 budget.

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

**PASSED AND APPROVED BY THE CITY COUNCIL OF THE CITY OF HIGHLAND VILLAGE, TEXAS, ON THIS 12<sup>th</sup> DAY OF OCTOBER 2021.**

**APPROVED:**

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

**ATTEST:**

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

**APPROVED AS TO FORM AND LEGALITY:**

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

(kbl:10/5/2021:125238)

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

**AGENDA# 14**

**MEETING DATE: October 12, 2021**

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

**IDENTIFIED NEED/S:**

N/A

**OPTIONS & RESULTS:**

N/A

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

N/A

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

N/A

**RECOMMENDATION:**

Council to receive the budget reports for the period ending August 31, 2021.

# General Fund Summary

## FY 2020/2021 Budget

**YEAR TO DATE AUGUST**

<i>Percent of Budget Year Transpired</i>	<b>91.7%</b>
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Revenues	Original Budget	Revised Budget (Includes Budget Amendments)	Year to Date	Variance	% Received
Property Tax	\$ 11,527,507	\$ 11,527,507	\$ 11,538,168	\$ 10,661	100%
Sales Tax	2,828,047	2,828,047	2,384,608	(443,439)	84%
Franchise Fees	1,581,265	1,581,265	1,059,095	(522,170)	67%
Licensing & Permits	336,833	336,833	325,378	(11,455)	97%
Park/Recreation Fees	227,745	227,745	114,659	(113,086)	50%
Public Safety Fees	34,100	34,100	22,339	(11,761)	66%
Rents	142,450	142,450	155,481	13,031	109%
Municipal Court	111,180	111,180	66,640	(44,540)	60%
Public Safety Charges for Svc	557,555	557,555	482,201	(75,354)	86%
Interest Income	150,000	150,000	26,427	(123,573)	18%
Miscellaneous	140,550	140,550	72,317	(68,233)	51%
<b>Total Revenues</b>	<b>\$ 17,637,232</b>	<b>\$ 17,637,232</b>	<b>\$ 16,247,311</b>	<b>\$ (1,389,921)</b>	<b>92%</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>\$ 16,247,311</b>	<b>\$ (1,923,921)</b>	

Expenditures	Original Budget	Revised Budget	Year to Date	Variance	% Used
City Manager Office	\$ 603,533	\$ 603,533	\$ 468,860	\$ 134,673	78%
Finance (includes Mun. Court)	1,345,313	1,360,314	1,154,853	205,461	85%
Human Resources	565,742	565,742	398,203	167,538	70%
City Secretary Office	398,216	398,216	285,192	113,025	72%
Information Services	1,084,104	1,084,105	966,573	117,531	89%
Marketing and Communications	403,772	418,772	335,812	82,960	80%
Police	5,329,007	5,272,007	4,432,068	839,939	84%
Fire	3,126,013	3,151,013	2,783,781	367,233	88%
Community Services	422,845	475,845	420,226	55,618	88%
Streets/Drainage	1,651,199	1,716,199	1,285,981	430,218	75%
Maintenance	1,087,030	1,502,030	1,386,814	115,217	92%
Parks	2,166,750	2,236,750	1,808,047	428,703	81%
Recreation	564,343	564,343	325,982	238,361	58%
<b>Total Expenditures</b>	<b>\$ 18,747,868</b>	<b>\$ 19,348,869</b>	<b>\$ 16,052,393</b>	<b>\$ 3,296,476</b>	<b>83%</b>

Capital Summary	(Included in totals above - summary information only)				
Equipment Replacement	\$ 417,000	\$ 527,000	\$ 474,201	\$ 52,799	90%

Other Uses					
Transfers Out	\$ 36,000	\$ 36,000	\$ -	\$ 36,000	0%
<b>Total Expenditures</b>	<b>\$ 18,783,868</b>	<b>\$ 19,384,869</b>	<b>\$ 16,052,393</b>	<b>\$ 3,332,476</b>	

Fund Balance	Original Budget	Revised Budget	Year to Date
Beginning Fund Balance	5,844,759	7,952,600	7,952,600
+ Net Increase (Decrease)	(612,636)	(1,213,637)	194,918
Ending Fund Balance	\$ 5,232,123	\$ 6,738,963	\$ 8,147,518

Audited FY20

Fund Balance Detail	Original Budget	Revised Budget	Year to Date
Reserve Fund Balance (15% of Total Expenditures)	\$ 2,812,180	\$ 2,902,330	\$ 2,407,859
Restricted	11,500	11,500	11,500
Unassigned	2,408,443	3,825,133	5,728,160
<b>Total Fund Balance</b>	<b>\$ 5,232,123</b>	<b>\$ 6,738,963</b>	<b>\$ 8,147,518</b>

# General Fund Expenditure Summary

## FY 2020/2021 Budget

**YEAR TO DATE AUGUST**

Percent of Budget Year Transpired

91.7%

### - - - Summary - - -

	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 13,487,531	\$ 13,552,532	\$ 11,672,072	\$ 1,880,460	86%
Services / Supplies	4,843,337	5,269,337	3,906,119	1,363,218	74%
Capital	417,000	527,000	474,201	52,799	90%
	\$ 18,747,868	\$ 19,348,869	\$ 16,052,393	\$ 3,296,476	83%

### - - - Detail - - -

Category	Original Budget	Revised Budget	Year to Date	Variance	% Used
<b>Personnel</b>					
<i>Salaries / Wages</i>	\$ 9,627,087	\$ 9,657,087	\$ 8,379,707	\$ 1,277,379	87%
<i>Employee Benefits</i>	3,860,445	3,895,445	3,292,365	603,080	85%
<i>Total Personnel</i>	\$ 13,487,531	\$ 13,552,532	\$ 11,672,072	\$ 1,880,460	86%
<b>Services / Supplies</b>					
<i>Professional Services</i>	\$ 1,736,379	\$ 1,726,379	\$ 1,281,172	\$ 445,207	74%
<i>Employee Development</i>	358,750	361,750	180,319	181,431	50%
<i>Office Supplies / Equipment</i>	1,255,449	1,690,449	1,455,815	234,634	86%
<i>Utilities</i>	311,408	311,408	220,114	91,294	71%
<i>Other</i>	1,181,351	1,179,351	768,698	410,653	65%
<i>Total Services / Supplies</i>	\$ 4,843,337	\$ 5,269,337	\$ 3,906,119	\$ 1,363,218	74%
<b>Capital</b>					
<i>Equipment / Vehicles</i>	\$ 417,000	\$ 527,000	\$ 474,201	\$ 52,799	90%
<i>Total Capital</i>	\$ 417,000	\$ 527,000	\$ 474,201	\$ 52,799	90%
<b>Total General Fund Expenditure Summary</b>	\$ 18,747,868	\$ 19,348,869	\$ 16,052,393	\$ 3,296,476	83%



# General Fund Revenue

## FY 2020/2021 Budget

**YEAR TO DATE AUGUST**

*Percent of Budget Year Transpired*

**91.7%**

Revenues	Original Budget	Revised Budget	Year to Date	Variance	% Received
Property Tax	\$ 11,527,507	\$ 11,527,507	\$ 11,538,168	\$ 10,661	100%
Sales Tax	2,828,047	2,828,047	2,384,608	(443,439)	84%
Franchise Fees	1,581,265	1,581,265	1,059,095	(522,170)	67%
Licensing & Permits	336,833	336,833	325,378	(11,455)	97%
Park/Recreation Fees	227,745	227,745	114,659	(113,086)	50%
Public Safety Fees	34,100	34,100	22,339	(11,761)	66%
Rents	142,450	142,450	155,481	13,031	109%
Municipal Court	111,180	111,180	66,640	(44,540)	60%
Public Safety Charges for Svc	557,555	557,555	482,201	(75,354)	86%
Interest Income	150,000	150,000	26,427	(123,573)	18%
Miscellaneous	140,550	140,550	72,317	(68,233)	51%
<b>Total Revenues</b>	<b>\$ 17,637,232</b>	<b>\$ 17,637,232</b>	<b>\$ 16,247,311</b>	<b>\$ (1,389,921)</b>	<b>92%</b>

# City Manager Office FY 2020/2021 Budget

**YEAR TO DATE AUGUST**

Percent of Budget Year Transpired

91.7%

- - - Summary - - -					
	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 386,792	\$ 386,792	\$ 331,434	\$ 55,358	86%
Services / Supplies	216,741	216,741	137,427	79,314	63%
Capital	-	-	-	-	0%
	\$ 603,533	\$ 603,533	\$ 468,860	\$ 134,673	78%
- - - Detail - - -					
Category	Original Budget	Revised Budget	Year to Date	Variance	% Used
<b>Personnel</b>					
<i>Salaries / Wages</i>	\$ 306,308	\$ 306,308	\$ 270,213	\$ 36,095	88%
<i>Employee Benefits</i>	80,484	80,484	61,221	19,263	76%
<b>Total Personnel</b>	\$ 386,792	\$ 386,792	\$ 331,434	\$ 55,358	86%
<b>Services / Supplies</b>					
<i>Professional Services (City-wide legal - \$130,260)</i>	\$ 140,260	\$ 140,260	\$ 80,718	\$ 59,542	58%
<i>Employee Development</i>	16,140	16,140	6,306	9,834	39%
<i>Supplies / Equipment</i>	10,053	10,053	2,986	7,067	30%
<i>Utilities</i>	-	-	-	-	0%
<i>Other (Contingency + Data Processing)</i>	50,288	50,288	47,416	2,872	94%
<b>Total Services / Supplies</b>	\$ 216,741	\$ 216,741	\$ 137,427	\$ 79,314	63%
<b>Capital</b>					
<i>Equipment / Vehicles</i>	-	-	-	-	0%
<b>Total Capital</b>	\$ -	\$ -	\$ -	\$ -	0%
<b>Total City Manager</b>	\$ 603,533	\$ 603,533	\$ 468,860	\$ 134,673	78%

# Finance Department FY 2020/2021 Budget

**YEAR TO DATE AUGUST**

<i>Percent of Budget Year Transpired</i>	<b>91.7%</b>
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- - - Summary - - -					
	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 873,264	\$ 873,264	\$ 776,484	\$ 96,780	89%
Services / Supplies	472,050	487,050	378,369	108,681	78%
Capital	-	-	-	-	0%
	\$ 1,345,313	\$ 1,360,314	\$ 1,154,853	\$ 205,461	85%

- - - Detail - - -					
Category	Original Budget	Revised Budget	Year to Date	Variance	% Used
<b>Personnel</b>					
<i>Salaries / Wages</i>	\$ 628,280	\$ 628,280	\$ 568,003	\$ 60,277	90%
<i>Employee Benefits</i>	244,983	244,983	208,481	36,503	85%
<b>Total Personnel</b>	\$ 873,264	\$ 873,264	\$ 776,484	\$ 96,780	89%

Services / Supplies					
<i>Professional Services</i> <i>(City-wide liability insurance - \$168,832 / DCAD - \$85,400)</i>	\$ 447,610	\$ 462,610	\$ 363,583	\$ 99,027	79%
<i>Employee Development</i>	13,371	13,371	9,948	3,423	74%
<i>Supplies / Equipment</i>	8,069	8,069	4,838	3,231	60%
<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	\$ 487,050	\$ 378,369	\$ 108,681	78%

Capital					
<i>Equipment / Vehicles</i>	-	-	-	-	0%
<b>Total Capital</b>	\$ -	\$ -	\$ -	\$ -	0%
<b>Total Finance Department</b>	\$ 1,345,313	\$ 1,360,314	\$ 1,154,853	\$ 205,461	85%

# Human Resources FY 2020/2021 Budget

**YEAR TO DATE AUGUST**

<i>Percent of Budget Year Transpired</i>	<b>91.7%</b>
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- - - Summary - - -					
	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 446,765	\$ 446,765	\$ 326,935	\$ 119,830	73%
Services / Supplies	118,977	118,977	71,269	47,708	60%
Capital	-	-	-	-	0%
	\$ 565,742	\$ 565,742	\$ 398,203	\$ 167,538	70%

- - - Detail - - -					
Category	Original Budget	Revised Budget	Year to Date	Variance	% Used
<b>Personnel</b>					
<i>Salaries / Wages</i>	\$ 324,861	\$ 324,861	\$ 233,930	\$ 90,931	72%
<i>Employee Benefits</i>	121,904	121,904	93,005	28,899	76%
<i>Total Personnel</i>	\$ 446,765	\$ 446,765	\$ 326,935	\$ 119,830	73%

Services / Supplies					
<i>Professional Services</i>	\$ 47,670	\$ 47,670	\$ 41,679	\$ 5,991	87%
<i>Employee Development</i>	64,257	64,257	26,876	37,381	42%
<i>Supplies / Equipment</i>	975	975	563	412	58%
<i>Utilities</i>	-	-	-	-	0%
<i>Other (Safety Programs)</i>	6,075	6,075	2,151	3,925	35%
<i>Total Services / Supplies</i>	\$ 118,977	\$ 118,977	\$ 71,269	\$ 47,708	60%

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

<b>Total Human Resources</b>	\$ 565,742	\$ 565,742	\$ 398,203	\$ 167,538	70%
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# City Secretary Office FY 2020/2021 Budget

**YEAR TO DATE AUGUST**

<i>Percent of Budget Year Transpired</i>	<b>91.7%</b>
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- - - Summary - - -					
	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 229,499	\$ 229,499	\$ 176,481	\$ 53,018	77%
Services / Supplies	168,717	168,717	108,711	60,006	64%
Capital	-	-	-	-	-
	\$ 398,216	\$ 398,216	\$ 285,192	\$ 113,025	72%

- - - Detail - - -					
Category	Original Budget	Revised Budget	Year to Date	Variance	% Used
<b>Personnel</b>					
<i>Salaries / Wages</i>	\$ 163,794	\$ 163,794	\$ 127,827	\$ 35,967	78%
<i>Employee Benefits</i>	65,705	65,705	48,654	17,051	74%
<b>Total Personnel</b>	\$ 229,499	\$ 229,499	\$ 176,481	\$ 53,018	77%

<b>Services / Supplies</b>					
	Original Budget	Revised Budget	Year to Date	Variance	% Used
<i>Professional Services</i>	\$ 51,300	\$ 51,300	\$ 27,696	\$ 23,604	54%
<i>Employee Development</i> <i>(City Council related \$38,392)</i>	54,217	54,217	30,235	23,982	56%
<i>Supplies / Equipment</i>	17,100	17,100	11,180	5,920	65%
<i>Utilities</i>	-	-	-	-	0%
<i>Other (Outside Services)</i>	46,100	46,100	39,600	6,500	86%
<b>Total Services / Supplies</b>	\$ 168,717	\$ 168,717	\$ 108,711	\$ 60,006	64%

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

<b>Total City Secretary Office</b>	\$ 398,216	\$ 398,216	\$ 285,192	\$ 113,025	72%
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# Information Services FY 2020/2021 Budget

**YEAR TO DATE AUGUST**

<i>Percent of Budget Year Transpired</i>	<b>91.7%</b>
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- - - Summary - - -					
	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 712,321	\$ 757,322	\$ 665,754	\$ 91,567	88%
Services / Supplies	371,783	326,783	223,439	103,344	68%
Capital	-	-	77,380	(77,380)	0%
	\$ 1,084,104	\$ 1,084,105	\$ 966,573	\$ 117,531	89%

- - - Detail - - -					
Category	Original Budget	Revised Budget	Year to Date	Variance	% Used
<b>Personnel</b>					
<i>Salaries / Wages</i>	\$ 543,765	\$ 543,765	\$ 492,895	\$ 50,869	91%
<i>Employee Benefits</i>	168,556	213,557	172,859	40,698	81%
<b>Total Personnel</b>	\$ 712,321	\$ 757,322	\$ 665,754	\$ 91,567	88%

Services / Supplies					
	Original Budget	Revised Budget	Year to Date	Variance	% Used
<i>Professional Services</i> <i>(Maintenance Contracts \$167,110)</i>	\$ 208,610	\$ 178,610	\$ 122,999	\$ 55,611	69%
<i>Employee Development</i>	31,705	31,705	3,134	28,571	10%
<i>Supplies / Equipment</i>	4,160	4,160	3,169	992	76%
<i>Utilities</i>	20,308	20,308	11,606	8,702	57%
<i>Other (Data Processing)</i>	107,000	92,000	82,532	9,468	90%
<b>Total Services / Supplies</b>	\$ 371,783	\$ 326,783	\$ 223,439	\$ 103,344	68%

Capital					
	Original Budget	Revised Budget	Year to Date	Variance	% Used
<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 Information Services</b>	\$ 1,084,104	\$ 1,084,105	\$ 966,573	\$ 117,531	89%
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# Marketing and Communications FY 2020/2021 Budget

**YEAR TO DATE AUGUST**

<i>Percent of Budget Year Transpired</i>	<b>91.7%</b>
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- - - Summary - - -					
	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 289,268	\$ 304,268	\$ 259,970	\$ 44,298	85%
Services / Supplies	114,504	114,504	75,842	38,662	66%
Capital	-	-	-	-	0%
	\$ 403,772	\$ 418,772	\$ 335,812	\$ 82,960	80%

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

Personnel					
<i>Salaries / Wages</i>	\$ 217,333	\$ 217,333	\$ 190,828	\$ 26,505	88%
<i>Employee Benefits</i>	71,935	86,935	69,142	17,793	80%
<b>Total Personnel</b>	\$ 289,268	\$ 304,268	\$ 259,970	\$ 44,298	85%

<i>Professional Services</i>	\$ 84,924	\$ 84,924	\$ 66,216	\$ 18,708	78%
<i>Employee Development</i>	7,680	7,680	1,818	5,862	24%
<i>Supplies / Equipment</i>	-	-	9	(9)	0%
<i>Utilities</i>	-	-	-	-	0%
<i>Other (Special Events)</i>	21,900	21,900	7,799	14,101	36%
<b>Total Services / Supplies</b>	\$ 114,504	\$ 114,504	\$ 75,842	\$ 38,662	66%

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

<b>Total Marketing and Communications</b>	\$ 403,772	\$ 418,772	\$ 335,812	\$ 82,960	80%
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# Police Department FY 2020/2021 Budget

**YEAR TO DATE AUGUST**

<i>Percent of Budget Year Transpired</i>	<b>91.7%</b>
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- - - Summary - - -					
	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 4,775,377	<b>\$ 4,705,377</b>	<b>\$ 4,025,940</b>	\$ 679,437	86%
Services / Supplies	398,630	<b>411,630</b>	<b>326,205</b>	85,425	79%
Capital	<u>155,000</u>	<u><b>155,000</b></u>	<u><b>79,923</b></u>	<u>75,077</u>	<u>52%</u>
	<b>\$ 5,329,007</b>	<b>\$ 5,272,007</b>	<b>\$ 4,432,068</b>	\$ 839,939	84%

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

Personnel					
<i>Salaries / Wages</i>	\$ 3,494,485	\$ 3,424,485	\$ 2,969,096	\$ 455,389	87%
<i>Employee Benefits</i>	<u>1,280,892</u>	<u><b>1,280,892</b></u>	<u><b>1,056,843</b></u>	<u>224,049</u>	<u>83%</u>
<b>Total Personnel</b>	<b>\$ 4,775,377</b>	<b>\$ 4,705,377</b>	<b>\$ 4,025,940</b>	\$ 679,437	86%

Services / Supplies					
<i>Professional Services</i>	\$ 143,787	\$ 143,787	\$ 126,256	\$ 17,531	88%
<i>Employee Development</i>	45,339	<b>45,339</b>	<b>25,067</b>	20,272	55%
<i>Supplies / Equipment</i>	141,216	<b>141,216</b>	<b>107,010</b>	34,206	76%
<i>Utilities</i>	-	-	-	-	0%
<i>Other (Animal Care - \$52,028)</i>	<u>68,288</u>	<u><b>81,288</b></u>	<u><b>67,873</b></u>	<u>\$ 13,415</u>	<u>83%</u>
<b>Total Services / Supplies</b>	<b>\$ 398,630</b>	<b>\$ 411,630</b>	<b>\$ 326,205</b>	\$ 85,425	79%

Capital					
<i>Equipment / Vehicles</i>	155,000	<b>155,000</b>	<b>79,923</b>	75,077	52%
<b>Total Capital</b>	<b>\$ 155,000</b>	<b>\$ 155,000</b>	<b>\$ 79,923</b>	\$ 75,077	52%

<b>Total Police Department</b>	<b>\$ 5,329,007</b>	<b>\$ 5,272,007</b>	<b>\$ 4,432,068</b>	\$ 839,939	84%
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# Fire Department FY 2020/2021 Budget

**YEAR TO DATE AUGUST**

<i>Percent of Budget Year Transpired</i>	<b>91.7%</b>
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- - - Summary - - -					
	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 2,689,052	\$ 2,729,052	\$ 2,408,760	\$ 320,292	88%
Services / Supplies	419,961	404,961	358,021	46,940	88%
Capital	<u>17,000</u>	<u>17,000</u>	<u>17,000</u>	-	<u>100%</u>
	<b>\$ 3,126,013</b>	<b>\$ 3,151,013</b>	<b>\$ 2,783,781</b>	<b>\$ 367,233</b>	<b>88%</b>

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

Personnel					
<b>Salaries / Wages</b>	\$ 1,855,182	\$ 1,895,182	\$ 1,666,400	\$ 228,782	88%
<b>Employee Benefits</b>	<u>833,870</u>	<u>833,870</u>	<u>742,360</u>	91,511	89%
<b>Total Personnel</b>	<b>\$ 2,689,052</b>	<b>\$ 2,729,052</b>	<b>\$ 2,408,760</b>	<b>\$ 320,292</b>	<b>88%</b>

Services / Supplies					
<b>Professional Services</b>	\$ 122,170	\$ 122,170	\$ 121,775	\$ 395	100%
<b>Employee Development</b> <i>(Training - \$52,950)</i>	68,317	68,317	49,562	18,755	73%
<b>Supplies / Equipment</b>	188,624	173,624	155,232	18,392	89%
<b>Utilities</b>	1,800	1,800	1,530	270	85%
<b>Other</b> <i>(Safety Programs)</i>	<u>39,050</u>	<u>39,050</u>	<u>29,923</u>	9,127	77%
<b>Total Services / Supplies</b>	<b>\$ 419,961</b>	<b>\$ 404,961</b>	<b>\$ 358,021</b>	<b>\$ 46,940</b>	<b>88%</b>

Capital					
<b>Equipment / Vehicles</b>	17,000	17,000	17,000	-	100%
<b>Total Capital</b>	<b>\$ 17,000</b>	<b>\$ 17,000</b>	<b>\$ 17,000</b>	<b>\$ -</b>	<b>100%</b>

<b>Total Fire Department</b>	<b>\$ 3,126,013</b>	<b>\$ 3,151,013</b>	<b>\$ 2,783,781</b>	<b>\$ 367,233</b>	<b>88%</b>
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# Community Services FY 2020/2021 Budget

**YEAR TO DATE AUGUST**

<i>Percent of Budget Year Transpired</i>	<b>91.7%</b>
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--- Summary ---					
	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 401,977	\$ 451,977	\$ 410,322	\$ 41,655	91%
Services / Supplies	20,868	23,868	9,905	13,963	41%
Capital	-	-	-	-	0%
	\$ 422,845	\$ 475,845	\$ 420,226	\$ 55,618	88%

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

Personnel					
<i>Salaries / Wages</i>	\$ 277,555	\$ 327,555	\$ 284,819	\$ 42,736	87%
<i>Employee Benefits</i>	124,422	124,422	125,502	(1,081)	101%
<i>Total Personnel</i>	\$ 401,977	\$ 451,977	\$ 410,322	\$ 41,655	91%

Services / Supplies					
<i>Professional Services</i>	\$ 7,200	\$ 7,200	\$ 996	6,204	14%
<i>Employee Development</i>	6,230	9,230	3,916	5,314	42%
<i>Supplies / Equipment</i>	6,618	6,618	4,992	1,626	75%
<i>Utilities</i>	-	-	-	-	0%
<i>Other</i>	820	820	-	820	0%
<i>Total Services / Supplies</i>	\$ 20,868	\$ 23,868	\$ 9,905	\$ 13,963	41%

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

<i>Total Building Operations</i>	\$ 422,845	\$ 475,845	\$ 420,226	\$ 55,618	88%
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# Streets Division FY 2020/2021 Budget

**YEAR TO DATE AUGUST**

<i>Percent of Budget Year Transpired</i>	<b>91.7%</b>
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## - - - Summary - - -

	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 802,489	\$ 752,489	\$ 630,902	\$ 121,587	84%
Services / Supplies	708,710	713,710	442,245	271,465	62%
Capital	140,000	250,000	212,834	37,166	85%
	<u>\$ 1,651,199</u>	<u>\$ 1,716,199</u>	<u>\$ 1,285,981</u>	<u>\$ 430,218</u>	75%

## - - - Detail - - -

Category	Original Budget	Revised Budget	Year to Date	Variance	% Used
<b>Personnel</b>					
<i>Salaries / Wages</i>	\$ 548,690	\$ 523,690	\$ 448,657	\$ 75,033	86%
<i>Employee Benefits</i>	253,799	228,799	182,245	46,554	80%
<b>Total Personnel</b>	<u>\$ 802,489</u>	<u>\$ 752,489</u>	<u>\$ 630,902</u>	<u>\$ 121,587</u>	84%
<b>Services / Supplies</b>					
<i>Professional Services</i>	\$ 74,466	\$ 79,466	\$ 46,911	\$ 32,555	59%
<i>Employee Development</i>	10,719	10,719	2,277	8,442	21%
<i>Supplies / Equipment</i>	46,975	46,975	13,570	33,405	29%
<i>Utilities (Streetlights)</i>	86,000	86,000	68,546	17,454	80%
<i>Other (Street Maintenance)</i>	490,550	490,550	310,941	179,609	63%
<b>Total Services / Supplies</b>	<u>\$ 708,710</u>	<u>\$ 713,710</u>	<u>\$ 442,245</u>	<u>\$ 271,465</u>	62%
<b>Capital</b>					
<i>Equipment / Vehicles</i>	140,000	250,000	212,834	37,166	85%
<b>Total Capital</b>	<u>\$ 140,000</u>	<u>\$ 250,000</u>	<u>\$ 212,834</u>	<u>\$ 37,166</u>	85%
<b>Total Streets</b>	<u>\$ 1,651,199</u>	<u>\$ 1,716,199</u>	<u>\$ 1,285,981</u>	<u>\$ 430,218</u>	75%

# Maintenance Division FY 2020/2021 Budget

**YEAR TO DATE AUGUST**

Percent of Budget Year Transpired

91.7%

## - - - Summary - - -

	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 365,535	\$ 380,535	\$ 343,273	\$ 37,262	90%
Services / Supplies	721,495	1,121,495	1,043,540	77,955	93%
Capital	-	-	-	-	0%
	\$ 1,087,030	\$ 1,502,030	\$ 1,386,814	\$ 115,217	92%

## - - - Detail - - -

Category	Original Budget	Revised Budget	Year to Date	Variance	% Used
<b>Personnel</b>					
<i>Salaries / Wages</i>	\$ 256,876	\$ 271,876	\$ 246,781	\$ 25,095	91%
<i>Employee Benefits</i>	108,659	108,659	96,492	12,167	89%
<i>Total Personnel</i>	\$ 365,535	\$ 380,535	\$ 343,273	\$ 37,262	90%
<b>Services / Supplies</b>					
<i>Professional Services</i>	\$ 69,148	\$ 69,148	\$ 57,629	\$ 11,519	83%
<i>Employee Development</i>	4,480	4,480	2,401	2,079	54%
<i>Supplies / Equipment</i> <i>(Fuel - \$162,732, Parts / Repairs - \$91,610, Building - \$244,100)</i>	577,867	977,867	933,091	44,776	95%
<i>Utilities</i>	70,000	70,000	50,420	19,580	72%
<i>Other</i>	-	-	-	-	0%
<i>Total Services / Supplies</i>	\$ 721,495	\$ 1,121,495	\$ 1,043,540	\$ 77,955	93%
<b>Capital</b>					
<i>Equipment / Vehicles</i>	-	-	-	-	0%
<i>Total Capital</i>	\$ -	\$ -	\$ -	\$ -	0%
<b>Total Maintenance</b>	\$ 1,087,030	\$ 1,502,030	\$ 1,386,814	\$ 115,217	92%

# Parks Division FY 2020/2021 Budget

**YEAR TO DATE AUGUST**

<i>Percent of Budget Year Transpired</i>	<b>91.7%</b>
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- - - Summary - - -					
	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 1,309,354	<b>\$ 1,329,354</b>	<b>\$ 1,170,095</b>	\$ 159,259	88%
Services / Supplies	752,396	<b>802,396</b>	<b>550,887</b>	251,509	69%
Capital	<u>105,000</u>	<b><u>105,000</u></b>	<b><u>87,065</u></b>	<u>17,935</u>	<u>83%</u>
	<b>\$ 2,166,750</b>	<b>\$ 2,236,750</b>	<b>\$ 1,808,047</b>	<b>\$ 428,703</b>	<b>81%</b>

- - - Detail - - -					
Category	Original Budget	Revised Budget	Year to Date	Variance	% Used
<b>Personnel</b>					
<i>Salaries / Wages</i>	\$ 839,782	<b>\$ 859,782</b>	<b>\$ 762,382</b>	\$ 97,401	89%
<i>Employee Benefits</i>	<u>469,572</u>	<b><u>469,572</u></b>	<b><u>407,713</u></b>	<u>61,858</u>	<u>87%</u>
<b>Total Personnel</b>	<b>\$ 1,309,354</b>	<b>\$ 1,329,354</b>	<b>\$ 1,170,095</b>	<b>\$ 159,259</b>	<b>88%</b>

Services / Supplies					
<i>Professional Services</i>	\$ 339,234	<b>\$ 339,234</b>	<b>\$ 224,715</b>	\$ 114,519	66%
<i>Employee Development</i>	25,770	<b>25,770</b>	<b>14,944</b>	10,826	58%
<i>Supplies / Equipment</i>	253,142	<b>303,142</b>	<b>219,061</b>	84,081	72%
<i>Utilities</i>	133,300	<b>133,300</b>	<b>88,013</b>	45,287	66%
<i>Other</i>	<u>950</u>	<b><u>950</u></b>	<b><u>4,154</u></b>	<u>(3,204)</u>	<u>437%</u>
<b>Total Services / Supplies</b>	<b>\$ 752,396</b>	<b>\$ 802,396</b>	<b>\$ 550,887</b>	<b>\$ 251,509</b>	<b>69%</b>

Capital					
<i>Equipment / Vehicles</i>	105,000	<b>105,000</b>	<b>87,065</b>	17,935	83%
<b>Total Capital</b>	<b>105,000</b>	<b>105,000</b>	<b>87,065</b>	<b>17,935</b>	<b>83%</b>

<b>Total Parks</b>	<b>\$ 2,166,750</b>	<b>\$ 2,236,750</b>	<b>\$ 1,808,047</b>	<b>\$ 428,703</b>	<b>81%</b>
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# Recreation Division FY 2020/2021 Budget

**YEAR TO DATE AUGUST**

<i>Percent of Budget Year Transpired</i>	<b>91.7%</b>
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- - - Summary - - -					
	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 205,838	\$ 205,838	\$ 145,723	\$ 60,115	71%
Services / Supplies	358,505	358,505	180,259	178,246	50%
Capital	-	-	-	-	0%
	\$ 564,343	\$ 564,343	\$ 325,982	\$ 238,361	58%

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

Personnel					
<i>Salaries / Wages</i>	\$ 170,176	\$ 170,176	\$ 117,876	\$ 52,300	69%
<i>Employee Benefits</i>	35,662	35,662	27,847	7,815	78%
<b>Total Personnel</b>	\$ 205,838	\$ 205,838	\$ 145,723	\$ 60,115	71%

Services / Supplies					
<i>Professional Services</i>		\$ -	\$ -	\$ -	0%
<i>Employee Development</i>	10,525	10,525	3,836	6,689	36%
<i>Supplies / Equipment</i>	650	650	115	535	18%
<i>Utilities</i>	-	-	-	-	0%
<i>Other (Recreation Programs)</i>	347,330	347,330	176,308	171,022	51%
<b>Total Services / Supplies</b>	\$ 358,505	\$ 358,505	\$ 180,259	\$ 178,246	50%

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

<b>Total Recreation</b>	\$ 564,343	\$ 564,343	\$ 325,982	\$ 238,361	58%
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# Equipment Replacement / Capital Schedule FY 2020/2021 Budget

**YEAR TO DATE AUGUST**

<i>Percent of Budget Year Transpired</i>	<b>91.7%</b>
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Expenditures	Original Budget	Revised Budget	Year to Date	Variance	% Used
City Manager Office Capital Outlay	-	-	-	-	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	79,923	75,077	52%
Fire Dept Capital Outlay	17,000	17,000	17,000	-	100%
Community Services Capital Outlay	-	-	-	-	0%
Streets Dept Capital Outlay	140,000	250,000	212,834	37,166	85%
Maintenance Capital Outlay	-	-	-	-	0%
City Parks Capital Outlay	105,000	105,000	87,065	17,935	83%
City Recreation Capital Outlay	-	-	-	-	0%
<b>Total Expenditures</b>	\$ 417,000	\$ 527,000	\$ 474,201	\$ 52,799	90%

# Utility Fund Revenues

## FY 2020/2021 Budget

**YEAR TO DATE AUGUST**

<b>Percent of Budget Year Transpired</b>	<b>91.7%</b>
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Fees	Original Budget	Revised Budget	Year to Date	Variance	% Received
<i>Electronic Payment</i>	\$ (182,000)	\$ (182,000)	\$ (159,088)	\$ (22,913)	87%
<i>Charges / Penalties</i>	102,000	102,000	61,140	40,860	60%
<b>Total Fees</b>	<b>\$ (80,000)</b>	<b>\$ (80,000)</b>	<b>\$ (97,948)</b>	<b>\$ 17,948</b>	<b>122%</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	\$ 4,256,812	\$ 1,439,351	75%
<i>Sewer Sales</i>	4,402,397	4,402,397	3,828,269	574,128	87%
<i>Inspection Fees</i>	4,100	4,100	4,530	(430)	110%
<b>Total Charges for Service</b>	<b>\$ 10,102,660</b>	<b>\$ 10,102,660</b>	<b>\$ 8,089,610</b>	<b>\$ 2,013,050</b>	<b>80%</b>

### Interest

<i>Interest (Operations)</i>	\$ 30,000	\$ 30,000	\$ 6,442	\$ 23,558	21%
<i>Interest (Capital Projects)</i>	20,000	20,000	7,776	12,224	39%
<b>Total Interest</b>	<b>\$ 50,000</b>	<b>\$ 50,000</b>	<b>\$ 14,218</b>	<b>\$ 35,782</b>	<b>28%</b>

### Impact Fees

<i>Impact Fees</i>	\$ 184,852	\$ 184,852	\$ 232,786	\$ (47,934)	126%
<b>Total Impact Fees</b>	<b>\$ 184,852</b>	<b>\$ 184,852</b>	<b>\$ 232,786</b>	<b>\$ (47,934)</b>	<b>126%</b>

### Miscellaneous Income

<i>Miscellaneous Income</i>	\$ 5,000	\$ 5,000	\$ 1,395	\$ 3,605	28%
<b>Total Miscellaneous Income</b>	<b>\$ 5,000</b>	<b>\$ 5,000</b>	<b>\$ 1,395</b>	<b>\$ 3,605</b>	<b>28%</b>

<b>Total Utility Fund Revenues</b>	<b>\$ 10,262,512</b>	<b>\$ 10,262,512</b>	<b>\$ 8,240,061</b>	<b>\$ 2,022,451</b>	<b>80%</b>
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# Utility Division FY 2020/2021 Budget

YEAR TO DATE AUGUST

<i>Percent of Budget Year Transpired</i>	<b>91.7%</b>
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--- Summary - Operations ---					
	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 1,793,029	<b>\$ 1,803,029</b>	<b>\$ 1,510,677</b>	\$ 292,352	84%
Services / Supplies	6,383,149	<b>6,383,149</b>	<b>5,980,833</b>	402,316	94%
Capital	225,000	<b>240,000</b>	<b>119,148</b>	120,852	50%
<b>Total Utility Division</b>	<b>\$ 8,401,178</b>	<b>\$ 8,426,178</b>	<b>\$ 7,610,657</b>	<b>\$ 815,521</b>	<b>90%</b>

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

Personnel					
<i>Salaries / Wages</i>	\$ 1,203,096	<b>\$ 1,213,096</b>	<b>\$ 1,007,116</b>	\$ 205,980	83%
<i>Employee Benefits</i>	589,933	<b>589,933</b>	<b>503,561</b>	86,372	85%
<b>Total Personnel</b>	<b>\$ 1,793,029</b>	<b>\$ 1,803,029</b>	<b>\$ 1,510,677</b>	<b>\$ 292,352</b>	<b>84%</b>

Services / Supplies					
<i>Professional Services</i>	\$ 429,323	<b>\$ 429,323</b>	<b>\$ 252,456</b>	\$ 176,867	59%
<i>Employee Development</i>	63,428	<b>63,428</b>	<b>32,845</b>	30,583	52%
<i>Supplies / Equipment</i>	84,362	<b>84,362</b>	<b>69,689</b>	14,673	83%
<i>Utilities</i>	375,136	<b>375,136</b>	<b>289,080</b>	86,056	77%
<i>Other (Well Lot Maintenance)</i>	953,085	<b>953,085</b>	<b>1,275,485</b>	(322,400)	134%
<b>Sub-Total - Operations Services / Supplies</b>	<b>\$ 1,905,334</b>	<b>\$ 1,905,334</b>	<b>\$ 1,919,554</b>	<b>\$ (14,221)</b>	<b>101%</b>

Wholesale Water / Wastewater					
Note: UTRWD billing reflects a one month delay					
<i>UTRWD - Administration Fees</i>	\$ 5,105	<b>\$ 5,105</b>	<b>\$ 5,103</b>	\$ 2	100%
<i>UTRWD - Water Volume Cost</i>	903,036	<b>903,036</b>	<b>810,283</b>	92,753	90%
<i>UTRWD - Water Demand Charges</i>	1,365,450	<b>1,365,450</b>	<b>1,251,663</b>	113,788	92%
<i>UTRWD - Sewer Effluent Volume Rate</i>	619,814	<b>619,814</b>	<b>542,892</b>	76,922	88%
<i>UTRWD - Capital Charge Joint Facilities</i>	1,350,870	<b>1,350,870</b>	<b>1,238,298</b>	112,573	92%
<i>UTRWD - HV Sewer Line to UTRWD</i>	233,540	<b>233,540</b>	<b>213,040</b>	20,500	91%
<i>UTRWD - Wtr Transmission - Opus Develop</i>	-	<b>-</b>	<b>-</b>	-	0%
<b>Sub-Total - Wholesale Water / Wastewater</b>	<b>\$ 4,477,815</b>	<b>\$ 4,477,815</b>	<b>\$ 4,061,278</b>	<b>\$ 416,537</b>	<b>91%</b>

<b>Total Services / Supplies</b>	<b>\$ 6,383,149</b>	<b>\$ 6,383,149</b>	<b>\$ 5,980,833</b>	<b>\$ 402,316</b>	<b>94%</b>
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Capital					
<i>Equipment / Vehicles</i>	225,000	<b>240,000</b>	<b>119,148</b>	120,852	50%
<b>Total Capital</b>	<b>\$ 225,000</b>	<b>\$ 240,000</b>	<b>\$ 119,148</b>	<b>\$ 120,852</b>	<b>50%</b>

<b>Total Utility Division - Operations</b>	<b>\$ 8,401,178</b>	<b>\$ 8,426,178</b>	<b>\$ 7,610,657</b>	<b>\$ 815,521</b>	<b>90%</b>
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# Utility Fund Working Capital FY 2020/2021 Budget

**YEAR TO DATE AUGUST**

<b>Percent of Budget Year Transpired</b>	<b>91.7%</b>
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Revenues	Original Budget	Revised Budget	Year to Date	Variance	% Received
<i>Water Sales</i>	\$ 5,696,163	\$ 5,696,163	\$ 4,256,812	\$ 1,439,351	75%
<i>Sewer Sales</i>	4,402,397	4,402,397	3,828,269	574,128	87%
<i>Other Fees / Charges</i>	111,100	111,100	67,064	44,036	60%
<i>Electronic Payment Credit</i>	(182,000)	(182,000)	(159,088)	(22,913)	87%
<i>Interest</i>	30,000	30,000	6,442	23,558	21%
<b>Total Revenues</b>	<b>\$ 10,057,660</b>	<b>\$ 10,057,660</b>	<b>\$ 7,999,499</b>	<b>\$ 2,058,161</b>	<b>80%</b>

Expenditures	Original Budget	Revised Budget	Year to Date	Variance	% Used
<i>Administration</i>	\$417,071	\$427,071	\$ 376,120	\$ 50,951	88%
<i>Operations</i>	3,281,292	3,281,292	3,054,111	227,181	93%
<i>UTRWD</i>	4,477,815	4,477,815	4,061,278	416,537	91%
<i>Debt Service</i>	1,228,139	1,228,139	1,230,107	(1,968)	100%
<i>Capital Projects</i>	-	-	-	-	0%
<i>Equipment Replace / Capital</i>	225,000	240,000	119,148	120,852	50%
<b>Total Expenditures</b>	<b>\$ 9,629,317</b>	<b>\$ 9,654,317</b>	<b>\$ 8,840,764</b>	<b>\$ 813,552</b>	<b>92%</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	83,343	(841,265)
<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	2,146,413	1,221,805
<i>Designated Capital Project</i>	-	-	-
<i>Available Impact Fees</i>	1,081,803	1,081,803	1,279,737
<b>Total Available Working Capital</b>	<b>\$ 3,253,216</b>	<b>\$ 3,228,216</b>	<b>\$ 2,501,541</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	232,786
<i>- Applied to offset Debt Service</i>	(150,000)	(150,000)	-
<i>Ending Balance</i>	1,081,803	1,081,803	1,279,737

\*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 AUGUST**

<i>Percent of Budget Year Transpired</i>	<b>91.7%</b>
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Revenues	Original Budget	Revised Budget	Year to Date	Variance	% Received
<i>Park Entry Fees</i>	\$ 538,550	\$ 538,550	\$ 505,833	\$ 32,717	94%
<i>Annual Park Passes</i>	48,000	48,000	54,160	(6,160)	113%
<i>Concession Sales</i>	-	-	-	-	0%
<i>Interest</i>	200	200	23	177	11%
<b>Total Revenues</b>	<b>\$ 586,750</b>	<b>\$ 586,750</b>	<b>\$ 560,015</b>	<b>\$ 26,735</b>	<b>95%</b>

Expenditures	Original Budget	Revised Budget	Year to Date	Variance	% Used
<i>Personnel</i>	\$ 182,245	\$ 202,245	\$ 173,974	\$ 28,271	86%
<i>Services / Supplies</i>	207,218	229,218	159,583	69,635	70%
<i>Capital</i>	-	-	-	-	0%
<b>Total Expenditures</b>	<b>\$ 389,463</b>	<b>\$ 431,463</b>	<b>\$ 333,556</b>	<b>\$ 97,906</b>	<b>77%</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	\$ 406,008	\$ 406,008
<i>+ Net Increase (Decrease)</i>	197,287	155,287	226,459
<b>Ending Fund Balance</b>	<b>\$ 597,309</b>	<b>\$ 561,295</b>	<b>\$ 632,467</b>

Audited FY20

# Debt Service Fund

## FY 2020/2021 Budget

**YEAR TO DATE AUGUST**

<b>Percent of Budget Year Transpired</b>	<b>91.7%</b>
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Revenues	Original Budget	Revised Budget	Year to Date	Variance	% Received
<i>Property Tax Revenues</i>	\$2,046,737	\$ 2,046,737	\$ 2,048,990	\$ (2,253)	100%
<i>Interest Income</i>	5,000	5,000	199	4,802	4%
<b>Total Revenues</b>	<b>\$ 2,051,737</b>	<b>\$ 2,051,737</b>	<b>\$ 2,049,189</b>	<b>\$ 2,548</b>	<b>100%</b>

Expenditures	Original Budget	Revised Budget	Year to Date	Variance	% Used
<i>Principal Payments</i>	\$ 2,250,000	\$ 2,250,000	\$ 2,250,000	\$ -	100%
<i>Interest Payments</i>	590,220	590,220	590,068	152	100%
<i>Paying Agent Fees</i>	3,000	3,000	2,931	69	98%
<b>Total Expenditures</b>	<b>\$ 2,843,220</b>	<b>\$ 2,843,220</b>	<b>\$ 2,843,000</b>	<b>\$ 220</b>	<b>100%</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	100%
<i>Proceeds from Refunding Debt</i>	-	-	-	-	0%
<i>Debt Issuance Cost</i>	-	-	-	-	0%
<i>Payment to Escrow Agent</i>	-	-	-	-	0%
<b>Total Financing Sources</b>	<b>\$ 804,482</b>	<b>\$ 804,482</b>	<b>\$ 804,482</b>	<b>\$ 0</b>	<b>100%</b>

Beginning & Ending Balance	Original Budget	Revised Budget	Year to Date
<i>Beginning Fund Balance</i>	\$ 123,770	\$ 126,236	\$ 126,236
<i>+ Net Increase (Decrease)</i>	12,999	12,999	10,671
<b>Ending Fund Balance</b>	<b>\$ 136,769</b>	<b>\$ 139,235</b>	<b>\$ 136,907</b>

Audited FY20

# Capital Projects Fund

## FY 2020/2021 Budget

**YEAR TO DATE AUGUST**

<b>Percent of Budget Year Transpired</b>	<b>91.7%</b>
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Revenues	Original Budget	Revised Budget	Year to Date	Variance	% Received
Grants	\$ -	\$ -	\$ -	\$ -	0%
Contributions	80,000	80,000	67,645	12,355	85%
Interest Income	15,000	15,000	7,026	7,974	47%
<b>Total Revenues</b>	<b>\$ 95,000</b>	<b>\$ 95,000</b>	<b>\$ 74,671</b>	<b>\$ 20,329</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	746,841	2,024,313	27%
2018 Bond Issue (Streets)	978,854	978,854	88,548	890,306	9%
2018 Bond Issue (Parks)	1,792,300	1,792,300	658,293	1,134,007	37%
<b>Total Expenditures</b>	<b>\$ 2,771,154</b>	<b>\$ 2,771,154</b>	<b>\$ 746,841</b>	<b>\$ 2,024,313</b>	<b>27%</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
<i>Beginning fund balance</i>	\$ 2,777,849	\$ 3,222,762	\$ 3,222,762
<i>+Net Increase (Decrease)</i>	(2,676,154)	(2,676,154)	(672,170)
<b>Ending Fund Balance</b>	<b>\$ 101,695</b>	<b>\$ 546,608</b>	<b>\$ 2,550,592</b>

Audited FY20

# Drainage Utilities FY 2020/2021 Budget

**YEAR TO DATE AUGUST**

<i>Percent of Budget Year Transpired</i>	<b>91.7%</b>
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Revenues	Original Budget	Revised Budget	Year to Date	Variance	% Received
<i>Drainage Conversion Fee</i>	\$ -	\$ -	\$ 12,964	\$ (12,964)	0%
<i>Drainage Fee Receipts</i>	505,000	505,000	441,251	63,749	87%
<i>Miscellaneous</i>	-	-	-	-	0%
<i>Interest</i>	4,000	4,000	113	3,887	3%
<b>Total Revenues</b>	<b>\$ 509,000</b>	<b>\$ 509,000</b>	<b>\$ 454,328</b>	<b>\$ 54,672</b>	<b>89%</b>

Expenditures	Original Budget	Revised Budget	Year to Date	Variance	% Used
<i>Personnel</i>	\$ 377,298	\$ 377,298	\$ 295,922	\$ 81,376	78%
<i>Services / Supplies</i>	138,385	138,385	109,663	28,722	79%
<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>\$ 421,634</b>	<b>\$ 124,049</b>	<b>77%</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	\$ 333,898	\$ 333,898
<i>+ Net Increase (Decrease)</i>	(16,683)	(16,683)	32,694
<b>Ending Fund Balance</b>	<b>\$ 278,701</b>	<b>\$ 317,215</b>	<b>\$ 366,592</b>

Audited FY20

# Park Development Fee Fund FY 2020/2021 Budget

**YEAR TO DATE AUGUST**

<b>Percent of Budget Year Transpired</b>	<b>91.7%</b>
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Revenues	Original Budget	Revised Budget	Year to Date	Variance	% Received
<i>Interest</i>	\$ -	\$ -	\$ 45	\$ (45)	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>\$ 45</b>	<b>\$ (45)</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	\$ 80,076	\$ 80,076
<i>+ Net Increase (Decrease)</i>	-	-	45
<b>Ending Fund Balance</b>	<b>\$ 80,081</b>	<b>\$ 80,076</b>	<b>\$ 80,121</b>

Audited FY20

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	80,121
<i>Neighborhood Park Fees (Area IV)</i>	-	-
<b>Total</b>	<b>\$ 80,081</b>	<b>\$ 80,121</b>

# Public Safety Special Revenue Fund FY 2020/2021 Budget

**YEAR TO DATE AUGUST**

<b>Percent of Budget Year Transpired</b>	<b>91.7%</b>
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Revenues	Original Budget	Revised Budget	Year to Date	Variance	% Received
Revenues	\$ 26,070	\$ 40,070	\$ 104,626	\$ (64,556)	261%

Expenditures	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ -	\$ -	\$ -	\$ -	0%
Services / Supplies	3,600	17,600	8,567	9,033	49%
Capital	-	-	-	-	0%
<b>Total Expenditures</b>	<b>\$ 3,600</b>	<b>\$ 17,600</b>	<b>\$ 8,567</b>	<b>\$ 9,033</b>	<b>49%</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	\$ 28,406	\$ 28,406
+ Net Increase (Decrease)	2,470	2,470	96,059
Ending Fund Balance	\$ 28,969	\$ 30,876	\$ 124,465

Audited FY20



# Municipal Court Technology Fee Fund

## FY 2020/2021 Budget

**YEAR TO DATE AUGUST**

<b>Percent of Budget Year Transpired</b>	<b>91.7%</b>
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Revenues	Original Budget	Revised Budget	Year to Date	Variance	% Received
Revenues	\$ 3,500	\$ 3,500	\$ 2,108	1,392	60%

Expenditures	Original Budget	Revised Budget	Year to Date	Variance	% Used
<i>Services / Supplies</i>	\$ 12,525	\$ 12,525	\$ 8,043	\$ 4,482	64%
<i>Total Expenditures</i>	\$ 12,525	\$ 12,525	\$ 8,043	\$ 4,482	64%

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	\$ 21,998	\$ 21,998
<i>+ Net Increase (Decrease)</i>	(9,025)	(9,025)	(5,934)
<i>Ending Fund Balance</i>	\$ 12,886	\$ 12,973	\$ 16,064

Audited FY20

# Municipal Court Building Security Fund FY 2020/2021 Budget

**YEAR TO DATE AUGUST**

<b>Percent of Budget Year Transpired</b>	<b>91.7%</b>
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Revenues	Original Budget	Revised Budget	Year to Date	Variance	% Received
Revenues (Court Fines)	\$ 2,750	\$ 2,750	\$ 2,535	\$ 215	92%

Expenditures	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel (Bailiff)	\$ -	\$ -	\$ -	\$ -	0%
Services / Supplies	-	-	-	-	0%
<b>Total Expenditures</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	\$ 38,223	\$ 38,197	\$ 38,197
+ Net Increase (Decrease)	2,750	2,750	2,535
Ending Fund Balance	\$ 40,973	\$ 40,947	\$ 40,732

Audited FY20

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

	<i>Actual 2018-2019</i>	<i>Actual 2019-2020</i>	<i>Budget 2020-2021</i>	<i>YTD 2020-2021</i>
<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	1,139,540
Park Fees (Rental)	54,651	41,854	44,000	50,185
Linear Park Fees	-	-	-	-
Miscellaneous Income	-	-	-	1,000
Interest Income	734	633	800	55
<b>Total</b>	<b>\$ 1,440,141</b>	<b>\$ 1,424,117</b>	<b>\$ 1,393,431</b>	<b>\$ 1,190,779</b>
<b>Expenditures</b>				
Personnel	311,612	324,743	370,603	272,946
Services / Supplies	182,692	213,475	208,614	139,874
Reimburse GF (Support Functions)	-	28,000	28,000	-
Reimburse GF (Debt Service)	834,827	808,286	804,482	804,482
<b>Total Non-Capital Expenditures</b>	<b>\$ 1,329,131</b>	<b>\$ 1,374,504</b>	<b>\$ 1,411,699</b>	<b>\$ 1,217,302</b>
<b>Capital</b>				
Engineering	-	-	-	-
Projects Funded Directly	-	30,392	-	-
Transfer to 4B Capital Projects	-	30,392	-	-
<b>Equipment</b>	<b>43,431</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Net Increase / (Decrease)</b>	<b>67,579</b>	<b>19,221</b>	<b>(18,268)</b>	<b>(26,523)</b>
<b>Working Capital Balance</b>	<b>\$ 98,102</b>	<b>\$ 117,323</b>	<b>\$ 52,379</b>	<b>\$ 90,800</b>

# PEG Fee Fund FY 2020/2021 Budget

**YEAR TO DATE AUGUST**

<i>Percent of Budget Year Transpired</i>	<b>91.7%</b>
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Revenues	Original Budget	Revised Budget	Year to Date	Variance	% Received
<i>PEG Fee Receipts</i>	\$ 42,772	\$ 42,772	\$ 29,350	\$ 13,422	69%
<b>Total Revenues</b>	\$ 42,772	\$ 42,772	\$ 29,350	\$ 13,422	69%

Expenditures	Original Budget	Revised Budget	Year to Date	Variance	% Used
<i>Personnel</i>	\$ -	\$ -	\$ -	\$ -	0%
<i>Services / Supplies</i>	7,600	7,600	2,564	5,036	34%
<i>Capital</i>	21,000	31,000	29,890	1,110	0%
<b>Total Expenditures</b>	\$ 28,600	\$ 38,600	\$ 32,454	\$ 6,146	84%

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	\$ 118,660	\$ 118,660
<i>+Net Increase (Decrease)</i>	14,172	4,172	(3,104)
<b>Ending Fund Balance</b>	\$ 136,270	\$ 122,832	\$ 115,556

Audited FY20

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

**AGENDA# 16**

**MEETING DATE: 10/12/2021**

**SUBJECT: Conduct a Public Hearing and Consider an application for a Conditional Use Permit (CUP) for an Accessory Dwelling Unit on Lot 14, Block 2, Highland Hills Addition Fourth Section located at 102 Sandy Hook (1st read of Ordinance 2021-1289)**

**PREPARED BY: Autumn Aman, Community Development Coordinator**

**BACKGROUND:**

An application was received for a Conditional Use Permit to allow an Accessory Dwelling Unit to be located on a residential lot located at 102 Sandy Hook. The property owner would like to convert the existing detached garage into an accessory dwelling unit that will be used as a “grandmother” suite. The floor area of the existing garage is approximately 735 square foot. They would like to add an additional 232 square feet for a total floor area of approximate 967 square foot. The exterior of the building will be of hardie board materials complimenting the existing residential structure. The property is located in a SF-15 zoning district.

**IDENTIFIED NEED/S:**

Section 34.2 of the Comprehensive Zoning Ordinances requires approval of a conditional use permit before a property may be developed with an Accessory Dwelling Units. The expansion of the garage on the Property will still comply with all required setbacks for the Zoning District. In addition, even after conversion of the garage for the accessory dwelling unit, the property will still have two existing enclosed parking spaces in another garage located on the Property. Once developed, the use of the accessory dwelling unit must comply with the development and use standards set forth in Sections 34.1 and 34.2 of the Comprehensive Zoning Ordinance, including restrictions on who may occupy the unit, limitations on rental of the unit separate from the main residence, and restrictions on providing separately metered utilities to the accessory dwelling unit.

**OPTIONS & RESULTS:**

The option is to approve or deny the application as submitted or to approve with modifications.

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

Public Hearings are required for Conditional Use Permits. All notification requirements have been satisfied. As of the date of preparation of this briefing, October 5, 2021, staff has received one (1) call inquiring only on the nature of the request.

At the September 21, 2021, Planning and Zoning meeting, the Commissioners recommended sending the Ordinance forward to City Council for approval as presented. Vote (5-0).

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

An Ordinance has been generated by the City Attorney. See the attached ordinance.

**RECOMMENDATION:**

Staff recommends the City Council consider the recommendation made by the Planning and Zoning Commission and make a determination on approval of the First Read of Ordinance No. 2021-1289.

**CITY OF HIGHLAND VILLAGE, TEXAS**

**ORDINANCE NO. 2021-1289**

**AN ORDINANCE OF THE CITY OF HIGHLAND VILLAGE, TEXAS, GRANTING A CONDITIONAL USE PERMIT (C.U.P.) FOR AN ACCESSORY DWELLING ON LOT 14, BLOCK 2, HIGHLAND HILLS ADDITION, FOURTH SECTION, MORE COMMONLY KNOWN AS 102 SANDY HOOK, HIGHLAND VILLAGE, TEXAS; APPROVING A SITE PLAN AND BUILDING ELEVATIONS; PROVIDING FOR TERMINATION ON ABANDONMENT OR DISCONTINUANCE OF THE CONDITIONAL USE; PROVIDING FOR A CONFLICTS RESOLUTION CLAUSE; PROVIDING FOR A SEVERABILITY CLAUSE; PROVIDING FOR A SAVINGS CLAUSE; PROVIDING FOR NO VESTED INTEREST; PROVIDING FOR A PENALTY OF FINE NOT TO EXCEED THE SUM OF TWO THOUSAND DOLLARS (\$2,000) FOR EACH OFFENSE; AND PROVIDING FOR AN EFFECTIVE DATE.**

**WHEREAS**, the Planning and Zoning Commission and the governing body of the City of Highland Village, Texas, in compliance with the laws of the State of Texas and the Ordinances of the City of Highland Village, Texas, have given the requisite notices by publication and otherwise, and after holding due hearings and affording a full and fair hearing to all the property owners generally and to all persons interested and situated in the affected area, and in the vicinity thereof, and in the exercise of its legislative discretion, and upon a finding that the proposed conditional use is consistent with the standards for approval set forth in Section 12.3 of the Comprehensive Zoning Ordinance of the City of Highland Village, Texas, the City Council has concluded that the Comprehensive Zoning Ordinance and Zoning District Map of the City of Highland Village, Texas, as previously amended, should be further amended as follows:

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

**SECTION 1.** The Comprehensive Zoning Ordinance of the City of Highland Village, Texas, as amended, shall be further amended by granting a Conditional Use Permit (C.U.P.) for an accessory dwelling on Lot 14, Block 2, Highland Hills Addition, Fourth Section, City of Highland Village, Denton County, Texas, according to the plat thereof recorded in Cabinet B, Page 267, Plat Records, Denton County, Texas, and more commonly known as 102 Sandy Hook, Highland Village, Texas (“the Property”), the location of the Property being depicted in Exhibit “A,” attached hereto and incorporated herein by reference.

**SECTION 2.** The development and use of the Property as an Accessory Dwelling as authorized by Section 1, above, shall be otherwise in accordance with the use and development regulations of the Comprehensive Zoning Ordinance, as amended, including but not limited to, the use and development regulations set forth in Section 34.2 of the Comprehensive Zoning Ordinance as amended, the Site Plan attached hereto as Exhibit “A,” and the Building Elevations attached hereto as Exhibit “B” and incorporated herein by reference.

**SECTION 3.** This Ordinance and the right to use the Property for the purposes of the C.U.P. granted pursuant to Section 1, herein, shall terminate if a building permit for construction of the Accessory Dwelling on the Property is not obtained on or before the 180<sup>th</sup> day after the effective date of this Ordinance. If the use of the Property for the purpose of operating an Accessory Dwelling is discontinued or abandoned for a period of six (6) months, such use shall not be resumed and this Ordinance and the Conditional Use Permit granted herein shall be deemed to

have terminated. For purposes of this Section 3, whether or not the required use has been discontinued or abandoned shall be determined in the same manner as the abandonment or discontinuance of a non-conforming use as set forth in Section 7 of the Comprehensive Zoning Ordinance, as amended.

**SECTION 4.** All ordinances of the City of Highland Village related to the use and development of the Property heretofore adopted and in effect upon the effective date of this Ordinance are and shall remain in full force and effect except to the extent amended by this Ordinance or to the extent there is an irreconcilable conflict between the provisions of said other ordinance and the provisions of this Ordinance, in which case the provisions of this Ordinance shall be controlling.

**SECTION 5.** Should any word, sentence, paragraph, subdivision, clause, phrase or section of this Ordinance, or of the Comprehensive Zoning Ordinance, as amended hereby, be adjudged or held to be void or unconstitutional, the same shall not affect the validity of the remaining portions of said Ordinance or the Comprehensive Zoning Ordinance, as amended hereby, which shall remain in full force and effect.

**SECTION 6.** An offense committed before the effective date of this Ordinance is governed by prior law and the provisions of the Comprehensive Zoning Ordinance, as amended, in effect when the offense was committed, and the former law is continued in effect for this purpose.

**SECTION 7.** Any person, firm or corporation violating any of the provisions or terms of this Ordinance shall be subject to the same penalty as provided for in Comprehensive Zoning Ordinance as previously amended, and upon conviction shall be punished by a fine not to exceed the sum of Two Thousand Dollars (\$2,000) for each offense.

**SECTION 8.** No person or entity shall acquire any vested interest in this Ordinance or any specific regulations contained herein. This Ordinance and any regulations may be amended or repealed by the City Council of the City of Highland Village, Texas, in the manner provided by law.

**SECTION 9.** This ordinance shall take effect immediately from and after its passage on Second Reading and publication of the caption in accordance with the provisions of the Charter of the City of Highland Village, and it is accordingly so ordained.

**FIRST READ ON THE 12<sup>TH</sup> DAY OF OCTOBER 2021, BY THE CITY COUNCIL OF THE CITY OF HIGHLAND VILLAGE, TEXAS.**

**PASSED AND APPROVED BY THE CITY COUNCIL OF THE CITY OF HIGHLAND VILLAGE, TEXAS, ON SECOND READING ON THIS THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 2021.**

**APPROVED:**

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



**ATTEST:**

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**Angela Miller, City Secretary**

**APPROVED AS TO FORM AND LEGALITY:**

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**Kevin B. Laughlin, City Attorney**

(kbl:10/4/2021:124304)





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

**AGENDA# 17**

**MEETING DATE: 10/12/2021**

**SUBJECT: Consider Resolution 2021-2969 Authorizing an Interlocal Cooperation Agreement with the City of Lewisville and the Town of Flower Mound**

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

**BACKGROUND:**

Currently, the Highland Village Fire Department does not have full access to a fire training facility and must rent fire training facilities from the City of Denton, Collin College, DFW Airport and Tarrant College. Due to the lack of availability, the Highland Village Fire Department has limited access to fire training facilities and limited ability to train in real to life scenarios.

In May 2019, the City of Lewisville Fire Department approached the City of Highland Village to gauge interest in partnering with them and the Town of Flower Mound to design, construct and operate a joint fire training facility. Lewisville's current training tower was built in 1991 and, due to its age and condition, can no longer be used for live fire training. Shared training facilities are utilized by several entities in the metroplex including the Metro Quad Cities Training Tower, which is jointly owned and operated through an interlocal agreement among the cities of Carrollton, Coppell, Addison, and Farmers Branch. These facilities not only save taxpayer dollars, but they also facilitate joint training among cities that regularly work emergency scenes together.

**IDENTIFIED NEED/S:**

Realize an improvement in fire training and the Fire Department's readiness and operational capabilities to better serve the community by partnering with the City of Lewisville and the Town of Flower Mound in constructing and operating a fire training facility. In doing so, Highland Village is able to have full access to and interest in a designated fire training facility. By sharing the Capital and Operational costs, each City will not only save taxpayer dollars, but they also facilitate joint training among cities that regularly work emergency scenes together

**OPTIONS & RESULTS:**

Authorizing execution of an agreement with the City of Lewisville and the Town of Flower Mound to design, construct and operate a modern fire training facility will allow for greater opportunities for real to life fire training and regional training to maximize operational capabilities and readiness to improve the level of service delivery.

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

City Administration has negotiated an Interlocal Cooperation Agreement with the City of Lewisville and the Town of Flower Mound, which has been reviewed and approved by City staff. The estimated initial cost to design and construct the proposed joint fire training facility is \$4,961,250.00. The agreement provides for the cities to divide both the initial capital cost and on-going operational costs based on the ratio of the number of structural fire fighters employed by each of the cities in relation to the total employed by all three cities. Based on the current percentages, Highland Village will be responsible for 7.9% of the initial capital costs (\$386,591.00) and 7.9% of the operational costs for the facility. The Interlocal Agreement provides that the facility will be wholly owned by the City of Lewisville, with Highland Village and Flower Mound being granted only the right to use the facility, but no ownership interest. The term of the agreement is 20 years beginning on the date construction of the facility is completed and accepted, with automatic one year renewals thereafter unless one of the three cities provides notice of non-renewal. Because neither Highland Village nor Flower Mound will have an ownership interest in the facility, the City Attorney has advised that Lewisville will be able to terminate the agreement at the end of the initial 20 year term with no obligation to pay the other cities anything based on their contribution to the initial construction and no obligation to allow the other two cities to continue to use the facility. Notwithstanding the issue relating to ownership, the City Manager and Fire Chief believe this agreement provides numerous financial and operational benefits to the City and the Fire Department and recommends approval of the agreement. A resolution authorizing the proposed agreement has also been prepared. Lewisville's City Council has already approved the Interlocal Agreement and has authorized their City Manager to move forward with executing the agreement.

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

Highland Village's percentage of funds has been approved as part of the 2021-2022 Fiscal Year Budget. Future Operational Funding will come from the Fire Department's Annual Management and Operating Budget.

## **RECOMMENDATION:**

To approve Resolution No. 2021-2969 as presented; and authorize the City Manager to execute the agreement.

**CITY OF HIGHLAND VILLAGE, TEXAS**

**RESOLUTION NO. 2021-2969**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HIGHLAND VILLAGE, TEXAS, AUTHORIZING AN INTERLOCAL COOPERATION AGREEMENT WITH THE CITY OF LEWISVILLE AND TOWN OF FLOWER MOUND FOR THE CONSTRUCTION AND OPERATION OF A JOINT FIRE TRAINING FACILITY; PROVIDING AN EFFECTIVE DATE**

**WHEREAS**, because of their location within the DFW Metroplex and their proximity to each other, the Cities of Lewisville and Highland Village and the Town of Flower Mound (collectively “the Cities”) are regularly called upon to provide mutual aid assistance to each other on fire fighting calls for service; and

**WHEREAS**, Lewisville owns and operates a fire training facility that has reached the end of its useful life and needs to be replaced; and

**WHEREAS**, Highland Village and Flower Mound presently do not own a firefighting training facility for use by their respective fire departments and are required to use firefighting training facilities owned by others, requiring travel time that results in lost in-service hours and the need to schedule training at times subject to the schedules of others which may not be the most convenient; and

**WHEREAS**, pursuant to discussions among representatives of the Cities, an interlocal agreement among the Cities has been negotiated that sets forth the terms by which the Cities will jointly design, construct, maintain, operate, manage, and use a fire training facility on property owned by the City of Lewisville; and

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

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

**SECTION 1.** The City Manager is authorized to sign on behalf of the City of Highland Village, an Interlocal Agreement with the City of Lewisville and Town of Flower Mound cities of Carrollton, Coppell and Highland Village substantially in the form presented at this meeting.

**SECTION 2.** The City Manager is further authorized to take such actions as reasonable and necessary to carry out the City’s obligations pursuant to the interlocal agreement described in Section 1, above, including, but not limited to, paying the City’s share for construction of the facility, purchase of equipment, and costs of operation and maintenance of the facility from available funds in the City’s approved budget.

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

**AND APPROVED BY THE CITY COUNCIL OF THE CITY OF HIGHLAND VILLAGE, TEXAS,  
ON THIS 12<sup>TH</sup> DAY OF OCTOBER 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:10/5/2021:125236)

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

**AGENDA# 18**

**MEETING DATE: 10/12/2021**

**SUBJECT: Consider Resolution 2021-2971 authorizing the City Manager to Negotiate and Execute a Contract with 4B Recreation Group, LLC d/b/a Playgrounds Etc. for the removal, disposal, and replacement of the rubber surfacing at the Doubletree Ranch Park splash pad.**

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

**BACKGROUND:**

The existing rubber surfacing at the Doubletree Ranch Park splash pad was installed in early 2017. The splash pad was opened to the public in the summer of 2017, and the rubber surfacing has come to the end of its useful life. Staff has thoroughly researched various surfacing options and visited numerous splash pads throughout the metroplex.

Staff researched the following products:

1. Water Flecks
2. Life Floor
3. EPDM
4. Cool Deck
5. PolySoft
6. DuraPlay

Staff visited the following sites:

1. City of Dallas
2. City of Carrollton
3. City of Grand Prairie
4. City of Lewisville

From the research, staff determined that DuraPlay surfacing was the best product to use due to it providing the most longevity, impact attenuation, and the least maintenance. The life expectancy of the DuraPlay product is between 10 – 14 years.

Project Cost: \$ 183,103.00 (Includes: demo, dispose, scarification and install approx. 10,055 SF)

**IDENTIFIED NEED/S:**

The City is in need of replacing the rubber surfacing at the Doubletree Ranch Park splash pad due to it being at the end of its useful life.



## **OPTIONS & RESULTS:**

If not replaced, the impact attenuation will continue to be reduced and the maintenance level will continue to increase.

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

Staff has received an official quote for the removal, disposal, scarification and replacement of the rubber splash pad surfacing at the Doubletree Ranch Park splash pad. City administration has determined in accordance with state law that the construction services comply with City specifications and may be acquired from Playgrounds Etc. through the City's cooperative purchasing agreement with The Local Government Purchasing Cooperative ("BUYBOARD").

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

The 2018 remaining bond proceeds will fund this project.

## **RECOMMENDATION:**

To approve Resolution 2021-2971 as presented.

**CITY OF HIGHLAND VILLAGE, TEXAS**

**RESOLUTION NO. 2021-2971**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HIGHLAND VILLAGE, TEXAS AUTHORIZING THE CITY MANAGER TO NEGOTIATE AND EXECUTE A CONTRACT WITH 4B RECREATION GROUP, LLC. D/B/A PLAYGROUNDS ETC. FOR THE DOUBLETREE RANCH PARK SPLASH PAD RUBBER SURFACING REPLACEMENT PROJECT AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, City administration has evaluated the existing rubber surfacing of the Doubletree Ranch Park splash pad and has identified the need for its replacement due to it being at the end of its useful life; and

**WHEREAS**, City administration has determined in accordance with state law that the materials, equipment, and construction services that comply with City specifications for the Project may be acquired from Playgrounds Etc. through the City's cooperative purchasing agreement with The Local Government Purchasing Cooperative ("BUYBOARD") for the amount of \$183,105.00; and

**WHEREAS**, City administration recommends entering into an agreement with Playgrounds Etc. for the Project; and

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

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

**SECTION 1.** The City Manager is hereby authorized to negotiate and execute an Agreement for the Project with 4B Recreation Group, LLC d/b/a Playgrounds Etc. in the amount of \$183,105.00, and, subject to applicable state laws, city policies, and, in the event of change order(s) resulting in an increase on the contract amount, the availability of funds for such purpose, to negotiate and sign such change order(s) to said contract as the City Manager determines to be in the best interest of the City.

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

**PASSED AND APPROVED** this the 12<sup>th</sup> day of October 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:10/6/2021:125261)

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

**AGENDA# 19**

**MEETING DATE: 10/12/2021**

**SUBJECT: Consider Resolution 2021-2972 Authorizing the Purchase of a Data Vault and Server for backup protection, installation services and Support Agreement through the General Services Administration**

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

**BACKGROUND:**

The City has taken great strides to improve the redundancy and efficiency of its data back-ups. The latest form of attack is to target not only core data servers but go after the back-ups and delete or corrupt them as well. IS staff has spent some time researching the best methods to guard against this type of destructive strike. It was determined that the Assureon encrypted data vault would be the best product for the City's crucial data.

**IDENTIFIED NEED/S:**

The City does not currently have a product in place that would prevent a sophisticated targeted attack on the City's back up data files. The IS staff has put in place best practices that provide protection and redundancy for many types of base level attacks. This product and service would provide a critical piece of protection in the ever evolving world of cyber security.

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

The proposed cost for this purchase is \$108,153.00 and was identified and presented during the budget process for FY 21-22 as a supplemental item, subsequently approved as part of the submitted budget by Council. The pricing includes the server, the node, training and a discount for installation. The pricing was obtained through the General Services Administration.

**RECOMMENDATION:**

Council to approve Resolution 2021-2972 as submitted.

**CITY OF HIGHLAND VILLAGE, TEXAS**

**RESOLUTION NO. 2021-2972**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HIGHLAND VILLAGE, TEXAS, AUTHORIZING THE PURCHASE OF AN ASSUREON DATA VAULT NODE, SERVER AND INSTALLATION SERVICES FROM SOCCOUR SOLUTIONS THROUGH THE GENERAL SERVICE ADMINISTRATION; AND PROVIDING AN EFFECTIVE DATE**

**WHEREAS**, the City's current state of data backup was audited, and needs were identified; and

**WHEREAS**, after reviewing various options, City Administration has determined that the City can purchase an Assureon Data Vault Node and Server from Soccour Solutions that conforms to the City's specifications and needs through the United States General Services Administration (GSA Contract No. GS-35F-303DA) as authorized by Tex. Loc. Govt. Code §271.103; and

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

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

**Section 1.** The City Manager is hereby authorized to purchase an Assureon Data Vault and Server through the General Services Administration (GSA Contract No. GS-35F-303DA) in the amount of \$108,153.00 plus related shipping costs.

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

**PASSED AND APPROVED THIS THE 12<sup>th</sup> DAY OF OCTOBER 2021.**

**APPROVED:**

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**Charlotte J. Wilcox, Mayor**

**ATTEST:**

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

**APPROVED AS TO FORM AND LEGALITY:**

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

(kbl:10-7-2021:125278)

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

**AGENDA# 20**

**MEETING DATE: 10/12/2021**

**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.

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## UPCOMING MEETINGS

<b>October 12, 2021</b>	<b>Regular City Council Meeting - 7:00 pm</b>
October 18, 2021	Parks & Recreation Advisory Board Meeting – 6:00 pm
October 19, 2021	Planning & Zoning Commission Meeting – 7:00 pm
<b>October 26, 2021</b>	<b>Regular City Council Meeting - 7:00 pm</b>
November 4, 2021	Zoning Board of Adjustment Meeting - 6:00 pm
<b>November 9, 2021</b>	<b>Regular City Council Meeting - 7:00 pm</b>
November 15, 2021	Parks & Recreation Advisory Board Meeting – 6:00 pm
November 16, 2021	Planning & Zoning Commission Meeting – 7:00 pm
<b>November 23, 2021</b>	<b>Regular City Council Meeting - 7:00 pm</b>
<b>November 25 &amp; 26, 2021</b>	<b>Closed for the Thanksgiving Holiday</b>
December 2, 2021	Zoning Board of Adjustment Meeting - 6:00 pm
<b>December 14, 2021</b>	<b>Regular City Council Meeting - 7:00 pm</b>
December 20, 2021	Parks & Recreation Advisory Board Meeting – 6:00 pm
December 21, 2021	Planning & Zoning Commission Meeting – 7:00 pm
<b>December 23 &amp; 24, 2021</b>	<b>Closed for the Christmas Holiday</b>
<b>December 28, 2021</b>	<b>Regular City Council Meeting - 7:00 pm</b>

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

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