



**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 11, 2022 at 6:00 P.M.**

**EARLY WORK SESSION**  
**Training Room – 6:00 P.M.**

**Convene Meeting in Open Session**

1. Follow up Discussion relating to the Comprehensive Plan Updates Draft
2. Receive an Update and Discuss Parks Security Cameras
3. Clarification of Consent or Action Items listed on Today's City Council Meeting Agenda for October 11, 2022

(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**

4. Hold a Closed Meeting in accordance with the following Sections of the Texas Government Code:
  - (a) Section 551.071 – Consultation with City Attorney Concerning Pending or Contemplated Litigation and on any Regular Session or Work Session Agenda Item Requiring Confidential, Attorney/Client Advice Necessitated by the Deliberation or Discussion of Said Item (as needed)
  - (b) Section 551.089 – Deliberation regarding Security Devices or Security Audits

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

5. Call Meeting to Order
6. Prayer led by Councilman Shawn Nelson
7. Pledge of Allegiance to the U.S. and Texas flags led by Councilman Shawn Nelson:  
*"Honor the Texas flag; I pledge allegiance to thee, Texas, one state under God, one and indivisible."*
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 Fire Prevention Month

**9. City Manager/Staff Reports**

- The Village Report

**10. 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.)*

*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.

- 11. Consider approval of Minutes of the Special City Council Meeting held on September 20, 2022 and of the Special Joint Workshop held on September 27, 2022**
- 12. Consider Resolution 2022-3024 awarding and authorizing a Contract with Garrett Shields Infrastructure, LLC for the Chapel Hill Sidewalk Improvements**
- 13. Receive Budget Reports for Period ending August 31, 2022**

### **ACTION AGENDA**

- 14. Take action, if any, on Matters discussed in Closed Session in accordance with the following Sections of the Texas Government Code:**
  - (a) Section 551.071 – Consultation with City Attorney Concerning Pending or Contemplated Litigation and on any Regular Session or Work Session Agenda Item Requiring Confidential, Attorney/Client Advice Necessitated by the Deliberation or Discussion of Said Item (as needed)**
  - (b) Section 551.089 – Deliberation regarding Security Devices or Security Audits**

15. **Conduct Annual Review of the City's Investment Policy and Consider Resolution 2022-3023 re-adopting the City's Investment Policy with any Amendments Thereto**

**LATE WORK SESSION**

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

16. **Status Reports on Current Projects and Discussion on Future Agenda Items (A Councilmember may inquire about a subject of which notice has not been given. A statement of specific 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.)**
17. **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 7<sup>TH</sup> DAY OF OCTOBER 2022 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 \_\_\_\_\_, 2022 at \_\_\_\_\_

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

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

**AGENDA# 1**

**MEETING DATE: 10/11/2022**

**SUBJECT: Follow up Discussion relating to the Comprehensive Plan  
Updates Draft**

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

**COMMENTS**

A draft of the Comprehensive Plan and all accompanying plans was presented at a Special Joint Workshop of the City Council and the Planning and Zoning Commission for their review and recommendations. This agenda item is to provide an opportunity for City Council to further review and discuss the draft and to provide any additional recommendations.

This item is for discussion purposes only, with no formal action being taken at this meeting.

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

**AGENDA# 2**

**MEETING DATE: 10/11/2022**

**SUBJECT: Receive an Update and Discuss Parks Security Cameras**

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

**COMMENTS**

City staff will provide an update to City Council regarding security cameras.

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

**AGENDA# 8**

**MEETING DATE: 10/11/2022**

**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 Fire Prevention Month

# Proclamation

## The City of Highland Village

**Whereas**, fire is a serious public safety concern both locally and nationally, and homes are the locations where people are at greatest risk from fire; and

**Whereas**, smoke alarms sense smoke well before you can, alerting you to danger in the event of fire in which you may have as little as two minutes to escape safely; and

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

**Whereas**, residents should be sure everyone in the home understands the sounds of the alarms and knows how to respond; and

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

**Whereas**, the 2022 Fire Prevention theme, *“Fire Won’t Wait. Plan Your Escape”* effectively serves to remind us it is important to have a home fire escape plan.

**NOW THEREFORE**, I, Daniel Jaworski, Mayor of the City of Highland Village, do hereby proclaim October as:

### “Fire Prevention Month”

in the City of Highland Village.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the seal of the City to be affixed on this 11<sup>th</sup> day of October 2022.

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Daniel Jaworski, Mayor

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

**AGENDA# 11**

**MEETING DATE: 10/11/2022**

**SUBJECT: Consider Approval of Minutes of the Special City Council Meeting held on September 20, 2022 and of the Special Joint Workshop held on September 27, 2022**

**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 20, 2022 and of the Special Joint Workshop held on September 27, 2022.





**MEETING MINUTES OF THE SPECIAL MEETING  
HIGHLAND VILLAGE CITY COUNCIL  
HIGHLAND VILLAGE MUNICIPAL COMPLEX  
1000 HIGHLAND VILLAGE ROAD  
TUESDAY, SEPTEMBER 20, 2022**

**OPEN SESSION**

**1. Call Meeting to Order**

Mayor Jaworski called the meeting to order at 8:33 a.m.

**Roll Call**

Present: Daniel Jaworski Mayor  
Michael Lombardo Mayor Pro Tem  
Jon Kixmiller Deputy Mayor Pro Tem  
Robert A. Fiester Councilmember  
Brian Fiorenza Councilmember

Absent: Shawn Nelson Councilmember  
Tom Heslep Councilmember

Staff Members: Paul Stevens City Manager  
Ken Heerman Assistant City Manager  
Angela Miller City Secretary  
Heather Miller Assistant Finance Director  
Jason Collier Fire Chief  
Laurie Mullens Marketing & Communications Director  
Andrew Boyd Media Specialist

**ACTION AGENDA**

**2. Consider Ordinance 2022-1296 approving and adopting the Fiscal Year 2022-2023 Annual Budget (2<sup>nd</sup> and final read)**

**APPROVED 2<sup>ND</sup> READ (5 – 0)**

Assistant City Manager Ken Heerman reported the required public hearing was conducted at the September 13, 2022 City Council meeting where the first read of Ordinance 2022-1296 was approved. With no clarification requested or questions, Mr. Heerman reminded Council this would require a record vote.

***Motion by Councilman Fiester, seconded by Mayor Pro Tem Lombardo, to approve the second read of Ordinance 2022-1296 adopting the Fiscal Year 2022-2023 Annual Budget. City Secretary Angela Miller took a roll call vote on the motion:***

**Mayor Jaworski – Aye**  
**Deputy Mayor Pro Tem Kixmiller – Aye**  
**Mayor Pro Tem Lombardo – Aye**  
**Councilman Fiester - Aye**  
**Councilman Fiorenza – Aye**

**Motion carried 5-0.**

3. Consider Ordinance 2022-1297 levying the Ad Valorem Taxes for the Year 2022 at a Rate of \$0.546825 per \$100 Assessed Valuation on all Taxable Property within the Corporate Limits of the City of Highland Village as of January 1, 2022 (2<sup>nd</sup> and final read)

**APPROVED 2<sup>ND</sup> READ (5 – 0)**

Mr. Heerman reported the Texas Tax Code requires a tax rate be adopted by official action following passage of a budget. For clarification, Mr. Heerman stated the tax rate is reduced from last year, however the language requires reference to an increase which is a reflective of an increase in property valuation. He added that state law required notices have all been met.

***Motion by Deputy Mayor Pro Tem Kixmiller, seconded by Councilman Fiorenza, that the property tax rate be increased by the adoption of a tax rate of \$.546825, which is effectively a 6.9 percent increase in the tax rate and, therefore, further move that Ordinance 2022-1297 be approved on the second and final read. City Secretary Angela Miller took a roll call vote on the motion:***

***Mayor Jaworski – Aye***  
***Deputy Mayor Pro Tem Kixmiller – Aye***  
***Mayor Pro Tem Lombardo – Aye***  
***Councilman Fiester - Aye***  
***Councilman Fiorenza – Aye***

***Motion carried 5-0.***

4. Consider Resolution 2022-3018 ratifying the Property Tax Revenue Increase reflected in the Fiscal Year 2022-2023 Budget

**APPROVED (5 – 0)**

Mr. Heerman reported while the property tax rate actually decreased from last year, overall tax dollars are increased, this year collecting \$15,257,276 compared to \$14,233,811 last year. This increase is reflective of a 10.4 percent increase in valuation, inclusive of new valuation of \$18,133,942 added to the tax base.

***Motion by Councilman Fiester, seconded by Councilman Fiorenza, to approve Resolution 2022-3018 ratifying the property tax increase reflected in the budget as required by Local Government Code 102.007(c). Motion carried 5-0.***

5. Adjournment

Mayor Jaworski adjourned the meeting at 8:38 a.m.

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Daniel Jaworski, Mayor

**ATTEST:**

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Angela Miller, City Secretary

DRAFT



**MEETING MINUTES OF THE  
SPECIAL JOINT WORKSHOP OF THE  
HIGHLAND VILLAGE CITY COUNCIL AND  
PLANNING AND ZONING COMMISSION  
HIGHLAND VILLAGE MUNICIPAL COMPLEX  
1000 HIGHLAND VILLAGE ROAD  
TUESDAY, SEPTEMBER 27, 2022**

**Convene Meeting in Open Session**

The Highland Village City Council and the Planning and Zoning Commission met in a special joint workshop on the 27<sup>th</sup> day of September, 2022.

**1. Call Meeting to Order – City Council**

Mayor Daniel Jaworski called the meeting to order at 5:02 p.m.

**Roll Call**

Present:	Daniel Jaworski	Mayor
	Michael Lombardo	Mayor Pro Tem
	Jon Kixmiller	Deputy Mayor Pro Tem
	Shawn Nelson	Councilmember
	Tom Heslep	Councilmember
	Robert A. Fiester	Councilmember
	Brian Fiorenza	Councilmember

Staff Members:	Paul Stevens	City Manager
	Ken Heerman	Assistant City Manager
	Angela Miller	City Secretary
	Ingrid Rex	Deputy City Secretary/Records Coordinator
	Kevin Laughlin	City Attorney
	Phil Lozano	Parks and Recreation Director
	Jana Onstead	Human Resources Director
	Laurie Mullens	Marketing & Communications Director
	Andrew Boyd	Media Specialist

**2. Call Meeting to Order – Planning and Zoning Commission**

Chair Guy Skinner called the meeting to order at 5:03 p.m.

**Roll Call**

Present:	Guy Skinner	Chairman
	Denver Kemery	Vice Chairman
	Michael George	Commissioner
	Brent Myers	Alternate Commissioner

Absent:	Dale Butler Jared Christianson Cindy Richter	Commissioner Commissioner Alternate Commissioner
Staff Members:	Scott Kriston Autumn Aman Kim Huntley	Public Works Director Community Development Coordinator Community Service Assistant

### 3. **Receive a Presentation of the Comprehensive Plan Updates Draft and Continue Discussion of Opportunity Areas**

Mayor Jaworski welcomed everyone to the Special Joint Workshop (Workshop). He reviewed the process undertaken to select a firm for the development and update of the various plans. He reported the project was accomplished in phases:

First Phase – included community input where an open house, online engagement and meetings with property owners were conducted

Second Phase – McAdams gathered and used the information provided during community engagement, meetings with property owners, resident survey and an economic market analysis in order to develop the draft

Final Phase – includes review of the rough draft, input from City Council and the Planning & Zoning Commission, and sharing the draft with the public prior to approval process

Mayor Jaworski also provided an overview of the Workshop and explained the purpose of the Workshop was to receive a presentation on the rough draft, discuss and provide guidance on the opportunity areas, with public comments at future meetings.

Mr. Ron Stewart from McAdams reported a comprehensive plan is a public policy document that will serve as a blueprint and advisory document versus code or law. It is a work plan that serves as a guide for the future that prioritizes goals and objectives, verifies and resolves gaps that exist in the current comprehensive plan, and also includes an analysis of community needs and wants. The comprehensive planning process included the following:

- Inventory and Analysis
- Visioning Goals
- Recommendations
- Action & Implementation

For the Community Engagement Process, Ms. Rachel Cotter reported McAdams used a combination of broad and focused approaches in order to receive feedback from various groups, resulting in 56 meetings with the following:

- Public Input
- Stakeholder Groups
- Appointed Boards & Elected Officials
- Staff Engagement
- Statistically Valid Survey
- Focus Groups

A public opinion survey was also posted online for several weeks.

Ms. Cotter reported the following were included in the updates project:

- Parks, Recreation and Open Space Master Plan Update
- Trail System Master Plan Update
- Village Connection FM 407 Trail Corridor and Amenity Plan Update
- Opportunity Area Plans
- Thoroughfare Master Plan Update

Relating to the Parks, Recreation and Open Space Master Plan Update, Ms. Cotter presented a summary of findings and recommendations for City parks, programs, operations and maintenance.

Relating to the Trail System Master Plan Update, Mr. Eric Wilhite presented trail network recommendations, with the goal of improving connectivity to existing parks, schools and residential areas and to close gaps in some of the current trails. Recommended trail priorities and on-street bicycle facility priorities were also presented.

With input received at the Special Joint Workshop held on August 30, 2022, Mr. Ashton Miller presented updated information relating to the proposed Opportunity Area Plans:

#### **Area #1**

The recommendation was updated to include maximum amounts of flexibility with a mixture of residential uses, while capitalizing on the lakefront view, and still including retail and restaurant use. Councilmember Nelson asked how many stories are proposed to allow for the lakefront view. Mr. Miller stated a maximum of 4-5 stories would be needed.

#### **Area #2**

No changes were recommended for this area.

#### **Area #3**

The recommendation was updated and reflected a change from three (3) to two (2) office buildings with a central open space. With a recent zoning request denied for an area across the street from this location, Mayor Jaworski asked what McAdams staff would recommend for that area. Mr. Stewart recommended mixed use.

#### **Area #4**

The recommendation for this area included a more phased-in approach while still maintaining a single family development, but slightly more dense than the current surrounding single family homes.

#### **Area #5**

The recommendation included an update on the southern tract to have the proposed townhomes front facing on the South side of Highland Village Road, with the use of heavy landscape buffers along the Western property line, with parking along the cul-de-sac, and an enhancement to the area with a boardwalk/pier feature.

This updated recommendation on the northern tract was to flip the proposed hotel to have the longer side of the hotel face IH-35 and Copperas Branch Road, with the use of landscape buffers along the Western property line and a connection to Copperas Branch Park. An event pavilion was also presented.

Regarding the proposed hotel, Councilmember Nelson asked how many stories and rooms would be needed in order to make it financially feasible. Mr. Miller stated typically

that would be 4-5 stories maximum, adding that a boutique hotel could also be a possibility. Mayor Jaworski asked if a restaurant would also be a possibility for that area. Mr. Miller stated it could be but cautioned the availability of developable property that a full service restaurant or a boardwalk/pier option, with a lake atmosphere, could be a concern due to the amount of required parking. Mayor Jaworski also asked if either area presented was located within the existing Transit Oriented Development (TOD) and, if so, asked if there was any recommendation on that designation. Mr. Stewart stated everything located on the south side of Highland Village Road is located within the TOD. He added that if there is an expectation for higher uses from the TOD then Council may want to reconsider but currently the TOD works without a zoning change.

#### **Area #6**

East of Sellmeyer Lane – The recommended update included façade improvements, to provide for a reduction in the number of required parking spaces to allow for development to occur, require an enhanced entry monument sign and a connection into the trail network. Removal of the old bank drive through was recommended, with the addition of a park in its place.

West of Sellmeyer Lane – Recommended façade and landscape improvements.

With this being the first area you see as you enter Highland Village on FM 407, several members of Council asked about the use of an incentive or tax abatement that could be possibly help to facilitate façade and landscape improvements. City Manager Stevens stated an incentive could be a possibility. If a restaurant were built on the east side, he stated the zoning and subdivision ordinance requirements relating to landscape requirements would have to be met.

Relating to the FM 407 Trail Corridor and Amenity Plan, Mr. Stewart reported the trail/sidewalk focus areas included the following:

- Establishing a continuous pedestrian connection along FM 407
- Implementation of a plan to increase trail width to twelve (12) feet
- To allow for multi-modal use along the trail corridor
- Implementation of a plan to provide trail amenities within 5-Year, 10-Year and 20-Year Plans

Mr. Stewart reported the 5-Year Plan proposed implementation of eight (8) foot trails anywhere there is a gap in the existing trail system. Wherever possible, the 10-Year Plan proposed installation of twelve (12) foot wide trails without redevelopment. The proposed 20-Year Plan would require two things: (1) some redevelopment, land acquisition or use agreements/easements to allow use of the some properties and then bring a twelve (12) foot wide connection; and (2) a trail connection all along the railway. This is dependent upon Denton Country Transportation Authority (DCTA) using the KCS Railway for a type of commuter or shared rail, which is currently being explored.

Ms. Cotter wrapped up the meeting with a review of the next steps. If the plan is formally adopted by City Council, she presented three ways to implement the Comprehensive Plan:

- 1) Policy Guidance and Actions – the document is used for guidance but it is not code or law, therefore there would be no repercussions from a regulatory or jurisdictional perspective if items in the Comprehensive Plan are not implemented

For clarification, Mayor Jaworski asked if someone in the future wanted to develop the Bishop property, similar to what is being proposed, and the development is not approved

by the Planning & Zoning Commission and/or City Council - would future Commission or Council members be subject to a lawsuit. Ms. Cotter responded that was correct unless the City's zoning, development code, or ordinances were amended to reflect the recommendations of that Opportunity Area as proposed in the Comprehensive Plan.

- 2) To amend the City's zoning, development code, or ordinances to reflect the recommendations proposed in the Comprehensive Plan, which would be enforceable by law
- 3) Through capital projects and funding sources - such a budgeting for the project and going out for bid

Ms. Cotter stated the proposed Comprehensive Plan can be used to prioritize action items that can become part of a staff work plan and to budget for improvements. She added that the proposed Comprehensive Plan is a guiding, living document that can evolve and change based on changes in the community, resources, funding availability, or staffing. Implementation of actions would need to be brought before the residents, staff, Planning & Zoning Commission and City Council.

If Council wanted to remove an aspect of the proposed Comprehensive Plan such as the proposed multi-family development or the current TOD, Mayor Pro Tem Lombardo asked when that should be addressed. City Manager Stevens stated if there are any issues that Council would like to address, to please let him know now so that could be reviewed/incorporated and then another opportunity for review would be held. Because the current TOD was not enacted by ordinance but rather an amendment to the current Comprehensive Plan, City Attorney Kevin Laughlin stated deleting it from the proposed Comprehensive Plan would effectively remove it.

Questions from the Planning & Zoning Commission or City Council will be sent to City Manager Stevens. Mayor Jaworski reminded everyone there are opportunities for residents to respond and provide comments to Council, the Planning & Zoning Commission and staff via email, direct conversations or online through SpeakUp Highland Village.

#### **4. Adjournment – City Council**

Mayor Jaworski adjourned the meeting at 6:37 p.m.

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Daniel Jaworski, Mayor

**ATTEST:**

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Angela Miller, City Secretary

#### **5. Adjournment – Planning and Zoning Commission**

Chairman Skinner adjourned the meeting at 6:37 p.m.



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Guy Skinner, Chair

**ATTEST:**

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Autumn Aman, Community Development Coordinator

DRAFT

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

<b>AGENDA#</b> 12	<b>MEETING DATE:</b> 10/11/2022
<b>SUBJECT:</b>	<b>Consider Resolution 2022-3024 awarding and authorizing a contract with Garrett Shields Infrastructure, LLC for the Chapel Hill Sidewalk Improvements</b>
<b>PREPARED BY:</b>	<b>Scott Kriston, Director of Public Works</b>

**BACKGROUND:**

The City of Highland Village has an excellent system in place for pedestrian mobility to serve the City’s residents. To add to that system, the City recently received bids for the Chapel Hill Sidewalk Improvements. The Chapel Hill Sidewalk Improvements will complete a sidewalk along a portion of Village Parkway (FM 2499) from Amhurst Drive to Castlewood Trail. This sidewalk will utilize the existing railroad pad and existing sidewalks to complete the connection of Chapel Hill Estates and Village Trail to the Castlewood/City Trail.

The City advertised the project with a Base Bid for a 5’ wide sidewalk along Amhurst Drive and an Alternate bid for a 6’ wide sidewalk along Amhurst Drive. Bids were received on Tuesday, October 4, 2022 for the project from four responsive bidders. The bid total for each responsive bidder is provided below:

	Garrett Shields Infrastructure	A&C Construction	Thomas II Development	Cole Construction
Base Bid	\$257,242.00	\$266,610.00	\$310,308.00	\$328,334.00
Add Alt.	\$5,000.00	\$8,325.00	\$8,005.00	\$5,190.00
Total Bid	\$262,242.00	\$274,935.00	\$318,313.00	\$333,524.00

The lowest responsive bidder is Garrett Shields Infrastructure, LLC with a total bid in the amount of \$262,242.00. The bid has been reviewed and evaluated and is considered the lowest responsive bid. Garrett Shields Infrastructure, LLC has completed previous projects in the City, and they have sufficient resources to construct this project.

**IDENTIFIED NEED/S:**

The City of Highland Village needs to construct several sidewalks in the City to complete the sidewalk system in certain areas, including along Village Parkway (FM 2499) to provide a safe route to cross the KCS railroad.

**OPTIONS & RESULTS:**

The sidewalk included in the Chapel Hill Sidewalk Improvements project will complete a connection between 2 large trails, will provide a safe route to cross the KCS railroad and will

provide additional pedestrian mobility.

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

Contractors' bids for construction on the project have been received and evaluated.

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

The project is funded through the Parks Bond Funds.

**RECOMMENDATION:**

To approve Resolution 2022-3024 awarding and authorizing a contract with Garrett Shields Infrastructure, LLC for the Chapel Hill Sidewalk Improvements.

**CITY OF HIGHLAND VILLAGE, TEXAS**

**RESOLUTION NO. 2022-3024**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HIGHLAND VILLAGE, TEXAS AWARDED AND AUTHORIZING A CONTRACT WITH GARRETT SHIELDS INFRASTRUCTURE, LLC FOR THE CHAPEL HILL SIDEWALK IMPROVEMENTS; AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, having solicited, received, and reviewed the bids for the construction of sidewalks along FM 2499 from Amhurst Drive to Castlewood Trail (the “Chapel Hill Sidewalk Improvements Project” or the “Project”), City Administration has determined that Garrett Shields Infrastructure, LLC has submitted the lowest most responsible bid, inclusive of the base bid and one add alternate, in the amount of \$262,242.00, and recommends awarding a contract for the Project to said bidder; and

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

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

**SECTION 1.** The City Manager is hereby authorized to execute a contract with Garrett Shields Infrastructure, LLC in the amount of \$262,242.00 for the Project, inclusive of the base bid and the add alternate, and, subject to applicable state laws, city policies, and, in the event change order(s) result in an increase in the contract amount, the availability of funds for such purpose, to negotiate and sign such change order(s) to said contract as the City Manager determines to be in the best interest of the City.

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

**PASSED AND APPROVED THIS 11<sup>TH</sup> DAY OF OCTOBER 2022.**

**APPROVED:**

\_\_\_\_\_  
**Daniel Jaworski, Mayor**

**ATTEST:**

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

**APPROVED AS TO FORM AND LEGALITY:**

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

(kbl:10/5/2022:131803)

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

**AGENDA# 13**

**MEETING DATE: 10/11/2022**

**SUBJECT: Receive Budget Reports for Period Ending August 31, 2022**

**PREPARED BY: Mike McWhorter, Budget and Accounting Administrator**

**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, 2022.

# General Fund Summary

## FY 2021/2022 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	\$ 12,251,582	\$ 12,251,582	\$ 12,046,217	\$ (205,365)	98%
Sales Tax	3,258,820	3,258,820	2,735,511	(523,309)	84%
Franchise Fees	1,555,749	1,555,749	1,134,139	(421,610)	73%
Licensing & Permits	355,988	355,988	352,285	(3,703)	99%
Park/Recreation Fees	241,200	241,200	131,705	(109,495)	55%
Public Safety Fees	567,630	567,630	550,880	(16,750)	97%
Rents	171,961	171,961	145,712	(26,249)	85%
Municipal Court	88,000	88,000	84,908	(3,092)	96%
Interest Income	40,000	40,000	63,600	23,600	159%
Miscellaneous	262,350	262,350	89,259	(173,091)	34%
<b>Total Revenues</b>	<b>\$ 18,793,280</b>	<b>\$ 18,793,280</b>	<b>\$ 17,334,217</b>	<b>\$ (1,459,063)</b>	<b>92%</b>

Other Sources					
Transfers In	\$ 534,000	\$ 534,000	\$ -	\$ (534,000)	0%
<b>Total Available Resources</b>	<b>\$ 19,327,280</b>	<b>\$ 19,327,280</b>	<b>\$ 17,334,217</b>	<b>\$ (1,993,063)</b>	

Expenditures	Original Budget	Revised Budget	Year to Date	Variance	% Used
<b>City Manager Office</b>	\$ 909,587	\$ 959,587	\$ 759,546	\$ 200,042	79%
<b>Finance (includes Mun. Court)</b>	1,410,191	1,410,191	1,227,946	182,246	87%
<b>Human Resources</b>	647,581	597,581	398,227	199,354	67%
<b>City Secretary Office</b>	418,364	438,364	371,438	66,926	85%
<b>Information Services</b>	1,305,818	1,305,818	1,012,779	293,039	78%
<b>Marketing and Communications</b>	431,124	456,124	390,991	65,132	86%
<b>Police</b>	5,356,591	5,336,591	4,603,408	733,183	86%
<b>Fire</b>	3,664,322	3,729,322	3,301,582	427,740	89%
<b>Community Services</b>	427,995	437,995	373,360	64,635	85%
<b>Streets/Drainage</b>	1,613,676	1,638,676	1,123,773	514,903	69%
<b>Maintenance</b>	1,340,823	1,510,823	1,165,213	345,610	77%
<b>Parks</b>	2,461,535	2,501,535	1,950,910	550,625	78%
<b>Recreation</b>	611,913	611,913	364,204	247,709	60%
<b>Total Expenditures</b>	<b>\$ 20,599,521</b>	<b>\$ 20,934,521</b>	<b>\$ 17,043,378</b>	<b>\$ 3,891,143</b>	<b>81%</b>

Capital Summary	(Included in totals above - summary information only)				
Equipment Replacement	\$ 516,947	\$ 591,947	\$ 247,356	\$ 344,591	42%

Other Uses					
Transfers Out	\$ 16,000	\$ 16,000	\$ -	16,000	0%
<b>Total Expenditures</b>	<b>\$ 20,615,521</b>	<b>\$ 20,950,521</b>	<b>\$ 17,043,378</b>	<b>\$ 3,907,143</b>	

Fund Balance	Original Budget	Revised Budget	Year to Date
<b>Beginning Fund Balance</b>	7,228,611	8,268,987	8,268,987
<b>+ Net Increase (Decrease)</b>	(1,288,241)	(1,623,241)	290,839
<b>Ending Fund Balance</b>	<b>\$ 5,940,370</b>	<b>\$ 5,940,370</b>	<b>\$ 8,559,826</b>

# General Fund Expenditure Summary

## FY 2021/2022 Budget

**YEAR TO DATE AUGUST**

**Percent of Budget Year Transpired**

**91.7%**

- - - Summary - - -					
	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 14,019,805	\$ 14,044,805	\$ 12,403,577	\$ 1,641,228	88%
Services / Supplies	6,062,769	6,297,769	4,392,445	1,905,323	70%
Capital	516,947	591,947	247,356	344,591	42%
	\$ 20,599,521	\$ 20,934,521	\$ 17,043,378	\$ 3,891,143	81%

- - - Detail - - -					
Category	Original Budget	Revised Budget	Year to Date	Variance	% Used
<b>Personnel</b>					
<i>Salaries / Wages</i>	\$ 9,937,809	\$ 9,962,809	\$ 8,744,497	\$ 1,218,312	88%
<i>Employee Benefits</i>	4,081,996	4,081,996	3,659,080	422,916	90%
<i>Total Personnel</i>	\$ 14,019,805	\$ 14,044,805	\$ 12,403,577	\$ 1,641,228	88%

<b>Services / Supplies</b>					
<i>Professional Services</i>	\$ 2,190,317	\$ 2,250,317	\$ 1,661,787	\$ 588,530	74%
<i>Employee Development</i>	378,391	378,391	260,840	117,551	69%
<i>Office Supplies / Equipment</i>	1,375,069	1,525,069	1,164,761	360,308	76%
<i>Utilities</i>	333,950	333,950	275,120	58,830	82%
<i>Other</i>	1,785,042	1,810,042	1,029,937	780,105	57%
<i>Total Services / Supplies</i>	\$ 6,062,769	\$ 6,297,769	\$ 4,392,445	\$ 1,905,323	70%

<b>Capital</b>					
<i>Equipment / Vehicles</i>	\$ 516,947	\$ 591,947	\$ 247,356	\$ 344,591	42%
<i>Total Capital</i>	\$ 516,947	\$ 591,947	\$ 247,356	\$ 344,591	42%

<b>Total General Fund Expenditure Summary</b>	\$ 20,599,521	\$ 20,934,521	\$ 17,043,378	\$ 3,891,143	81%
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# General Fund Revenue

## FY 2021/2022 Budget

**YEAR TO DATE AUGUST**

*Percent of Budget Year Transpired*

**91.7%**

Revenues	Original Budget	Revised Budget	Year to Date	Variance	% Received
Property Tax	\$ 12,251,582	\$ 12,251,582	\$ 12,046,217	\$ (205,365)	98%
Sales Tax	3,258,820	3,258,820	2,735,511	(523,309)	84%
Franchise Fees	1,555,749	1,555,749	1,134,139	(421,610)	73%
Licensing & Permits	355,988	355,988	352,285	(3,703)	99%
Park/Recreation Fees	241,200	241,200	131,705	(109,495)	55%
Public Safety Fees	567,630	567,630	550,880	(16,750)	97%
Rents	171,961	171,961	145,712	(26,249)	85%
Municipal Court	88,000	88,000	84,908	(3,092)	96%
Interest Income	40,000	40,000	63,600	23,600	159%
Miscellaneous	262,350	262,350	89,259	(173,091)	34%
<b>Total Revenues</b>	<b>\$ 18,793,280</b>	<b>\$ 18,793,280</b>	<b>\$ 17,334,217</b>	<b>\$ (1,459,063)</b>	<b>92%</b>



# City Manager Office FY 2021/2022 Budget

**YEAR TO DATE AUGUST**

*Percent of Budget Year Transpired*

**91.7%**

## - - - Summary - - -

	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 375,451	\$ <b>395,451</b>	\$ <b>349,194</b>	\$ 46,257	88%
Services / Supplies	534,136	<b>564,136</b>	<b>410,351</b>	153,785	73%
Capital	-	-	-	-	0%
	\$ 909,587	\$ <b>959,587</b>	\$ <b>759,546</b>	\$ 200,042	79%

## - - - Detail - - -

Category	Original Budget	Revised Budget	Year to Date	Variance	% Used
<b>Personnel</b>					
<i>Salaries / Wages</i>	\$ 301,068	\$ <b>321,068</b>	\$ <b>280,652</b>	\$ 40,416	87%
<i>Employee Benefits</i>	74,383	<b>74,383</b>	<b>68,542</b>	5,841	92%
<b>Total Personnel</b>	\$ 375,451	\$ <b>395,451</b>	\$ <b>349,194</b>	\$ 46,257	88%
<b>Services / Supplies</b>					
<i>Professional Services</i> <i>(City-wide legal - \$130,260)</i>	\$ 457,500	\$ <b>487,500</b>	\$ <b>389,282</b>	\$ 98,218	80%
<i>Employee Development</i>	16,295	<b>16,295</b>	<b>11,674</b>	4,621	72%
<i>Supplies / Equipment</i>	10,053	<b>10,053</b>	<b>6,051</b>	4,002	60%
<i>Utilities</i>	-	-	-	-	0%
<i>Other (Contingency + Data Processing)</i>	50,288	<b>50,288</b>	<b>3,344</b>	46,944	7%
<b>Total Services / Supplies</b>	\$ 534,136	\$ <b>564,136</b>	\$ <b>410,351</b>	\$ 153,785	73%
<b>Capital</b>					
<i>Equipment / Vehicles</i>	-	-	-	-	0%
<b>Total Capital</b>	\$ -	\$ -	\$ -	\$ -	0%
<b>Total City Manager</b>	\$ 909,587	\$ <b>959,587</b>	\$ <b>759,546</b>	\$ 200,042	79%

# Finance Department FY 2021/2022 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	\$ 897,457	\$ 897,457	\$ 814,141	\$ 83,316	91%
Services / Supplies	512,734	512,734	413,804	98,930	81%
Capital	-	-	-	-	0%
	\$ 1,410,191	\$ 1,410,191	\$ 1,227,946	\$ 182,246	87%

- - - Detail - - -					
Category	Original Budget	Revised Budget	Year to Date	Variance	% Used
<b>Personnel</b>					
<i>Salaries / Wages</i>	\$ 645,118	\$ 645,118	\$ 589,420	\$ 55,698	91%
<i>Employee Benefits</i>	252,339	252,339	224,721	27,618	89%
<i>Total Personnel</i>	\$ 897,457	\$ 897,457	\$ 814,141	\$ 83,316	91%

Services / Supplies					
<i>Professional Services</i> <i>(City-wide liability insurance - \$168,832 / DCAD - \$85,400)</i>	\$ 485,119	485,119	\$ 396,684	\$ 88,435	82%
<i>Employee Development</i>	17,661	17,661	12,221	5,440	69%
<i>Supplies / Equipment</i>	9,954	9,954	4,899	5,055	49%
<i>Utilities</i>	-	-	-	-	0%
<i>Other</i>	-	-	-	-	0%
<i>Total Services / Supplies</i>	\$ 512,734	\$ 512,734	\$ 413,804	\$ 98,930	81%

Capital					
<i>Equipment / Vehicles</i>	-	-	-	-	0%
<i>Total Capital</i>	\$ -	\$ -	\$ -	\$ -	0%
<b>Total Finance Department</b>	\$ 1,410,191	\$ 1,410,191	\$ 1,227,946	\$ 182,246	87%

# Human Resources FY 2021/2022 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	\$ 481,233	\$ 431,233	\$ 317,728	\$ 113,505	74%
Services / Supplies	166,348	166,348	80,499	85,849	48%
Capital	-	-	-	-	0%
	\$ 647,581	\$ 597,581	\$ 398,227	\$ 199,354	67%

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

Personnel					
<i>Salaries / Wages</i>	\$ 347,041	\$ 297,041	\$ 233,165	\$ 63,876	78%
<i>Employee Benefits</i>	134,192	134,192	84,563	49,629	63%
<b>Total Personnel</b>	\$ 481,233	\$ 431,233	\$ 317,728	\$ 113,505	74%

Services / Supplies					
<i>Professional Services</i>	\$ 76,083	\$ 76,083	\$ 44,484	\$ 31,599	58%
<i>Employee Development</i>	76,865	76,865	33,212	43,653	43%
<i>Supplies / Equipment</i>	975	975	1,083	(108)	111%
<i>Utilities</i>	-	-	-	-	0%
<i>Other (Safety Programs)</i>	12,425	12,425	1,721	10,704	14%
<b>Total Services / Supplies</b>	\$ 166,348	\$ 166,348	\$ 80,499	\$ 85,849	48%

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

<b>Total Human Resources</b>	\$ 647,581	\$ 597,581	\$ 398,227	\$ 199,354	67%
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# City Secretary Office FY 2021/2022 Budget

**YEAR TO DATE AUGUST**

**Percent of Budget Year Transpired**

**91.7%**

- - - Summary - - -					
	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 247,745	\$ 267,745	\$ 241,450	\$ 26,295	90%
Services / Supplies	170,619	170,619	129,988	40,631	76%
Capital	-	-	-	-	-
	\$ 418,364	\$ 438,364	\$ 371,438	\$ 66,926	85%

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

Personnel					
<b>Salaries / Wages</b>	\$ 179,065	\$ 199,065	\$ 163,900	\$ 35,166	82%
<b>Employee Benefits</b>	68,680	68,680	77,551	(8,871)	113%
<b>Total Personnel</b>	\$ 247,745	\$ 267,745	\$ 241,450	\$ 26,295	90%

Services / Supplies					
<b>Professional Services</b>	\$ 44,800	\$ 44,800	\$ 32,373	\$ 12,427	72%
<b>Employee Development</b> <i>(City Council related \$38,392)</i>	60,268	60,268	39,486	20,782	66%
<b>Supplies / Equipment</b>	16,301	16,301	8,879	7,422	54%
<b>Utilities</b>	-	-	-	-	0%
<b>Other (Outside Services)</b>	49,250	49,250	49,250	-	100%
<b>Total Services / Supplies</b>	\$ 170,619	\$ 170,619	\$ 129,988	\$ 40,631	76%

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

<b>Total City Secretary Office</b>	\$ 418,364	\$ 438,364	\$ 371,438	\$ 66,926	85%
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# Information Services FY 2021/2022 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	\$ 775,946	\$ 775,946	\$ 693,929	\$ 82,018	89%
Services / Supplies	344,872	344,872	210,698	134,174	61%
Capital	185,000	185,000	108,153	76,847	0%
	\$ 1,305,818	\$ 1,305,818	\$ 1,012,779	\$ 293,039	78%

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

Personnel					
<i>Salaries / Wages</i>	\$ 568,237	\$ 568,237	\$ 515,783	\$ 52,454	91%
<i>Employee Benefits</i>	207,709	\$ 207,709	178,146	29,564	86%
<b>Total Personnel</b>	\$ 775,946	\$ 775,946	\$ 693,929	\$ 82,018	89%

Services / Supplies					
<i>Professional Services</i>	\$ 171,730	171,730	\$ 108,159	\$ 63,571	63%
<i>Employee Development</i>	28,112	28,112	17,009	11,103	61%
<i>Supplies / Equipment</i>	3,360	3,360	4,598	(1,238)	137%
<i>Utilities</i>	42,800	42,800	17,730	25,070	41%
<i>Other (Data Processing)</i>	98,870	98,870	63,201	35,669	64%
<b>Total Services / Supplies</b>	\$ 344,872	\$ 344,872	\$ 210,698	\$ 134,174	61%

Capital					
<i>Equipment / Vehicles - Phone system / Network Storage Device</i>	185,000	185,000	108,153	76,847	0%
<b>Total Capital</b>	\$ 185,000	\$ 185,000	\$ 108,153	\$ 76,847	0%

<b>Total City Information Services</b>	\$ 1,305,818	\$ 1,305,818	\$ 1,012,779	\$ 293,039	78%
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# Marketing and Communications FY 2021/2022 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	\$ 323,938	\$ 338,938	\$ 304,240	\$ 34,698	90%
Services / Supplies	107,186	117,186	86,752	30,434	74%
Capital	-	-	-	-	0%
	\$ 431,124	\$ 456,124	\$ 390,991	\$ 65,132	86%

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

Personnel					
<i>Salaries / Wages</i>	\$ 227,453	\$ 242,453	\$ 215,115	\$ 27,338	89%
<i>Employee Benefits</i>	96,484	\$ 96,484	89,125	7,360	92%
<b>Total Personnel</b>	\$ 323,938	\$ 338,938	\$ 304,240	\$ 34,698	90%

<i>Professional Services</i>	\$ 77,891	\$ 77,891	\$ 64,803	\$ 13,088	83%
<i>Employee Development</i>	6,795	6,795	4,301	2,494	63%
<i>Supplies / Equipment</i>	-	-	-	-	0%
<i>Utilities</i>	-	-	-	-	0%
<i>Other (Special Events)</i>	22,500	32,500	17,648	14,852	54%
<b>Total Services / Supplies</b>	\$ 107,186	\$ 117,186	\$ 86,752	\$ 30,434	74%

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

<b>Total Marketing and Communications</b>	\$ 431,124	\$ 456,124	\$ 390,991	\$ 65,132	86%
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# Police Department FY 2021/2022 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	\$ 4,873,785	<b>\$ 4,783,785</b>	<b>\$ 4,199,972</b>	\$ 583,813	88%
Services / Supplies	482,806	<b>482,806</b>	<b>338,913</b>	143,893	70%
Capital	-	<b>70,000</b>	<b>64,524</b>	5,476	0%
	<b>\$ 5,356,591</b>	<b>\$ 5,336,591</b>	<b>\$ 4,603,408</b>	\$ 733,183	86%

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

Personnel					
<i>Salaries / Wages</i>	\$ 3,556,249	<u>3,466,249</u>	\$ 3,028,479	\$ 437,770	87%
<i>Employee Benefits</i>	1,317,536	<u>1,317,536</u>	<u>1,171,493</u>	146,044	89%
<b>Total Personnel</b>	<b>\$ 4,873,785</b>	<b>\$ 4,783,785</b>	<b>\$ 4,199,972</b>	\$ 583,813	88%

Services / Supplies					
<i>Professional Services</i>	\$ 226,150	\$ 226,150	\$ 135,024	\$ 91,126	60%
<i>Employee Development</i>	45,339	<b>45,339</b>	<b>39,585</b>	5,754	87%
<i>Supplies / Equipment</i>	133,715	<b>133,715</b>	<b>95,262</b>	38,453	71%
<i>Utilities</i>	-	-	-	-	0%
<i>Other (Animal Care - \$53,842)</i>	<u>77,602</u>	<b>77,602</b>	<u>69,042</u>	\$ 8,560	89%
<b>Total Services / Supplies</b>	<b>\$ 482,806</b>	<b>\$ 482,806</b>	<b>\$ 338,913</b>	\$ 143,893	70%

Capital					
<i>Equipment / Vehicles</i>		70,000	64,524	5,476	0%
<b>Total Capital</b>	\$ -	<b>\$ 70,000</b>	<b>\$ 64,524</b>	\$ 5,476	0%

<b>Total Police Department</b>	<b>\$ 5,356,591</b>	<b>\$ 5,336,591</b>	<b>\$ 4,603,408</b>	\$ 733,183	86%
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# Fire Department FY 2021/2022 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	\$ 2,870,525	\$ 2,920,525	\$ 2,587,574	\$ 332,951	89%
Services / Supplies	793,797	808,797	714,008	94,789	88%
Capital	-	-	-	-	0%
	<u>\$ 3,664,322</u>	<u>\$ 3,729,322</u>	<u>\$ 3,301,582</u>	<u>\$ 427,740</u>	89%

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

Personnel					
<b>Salaries / Wages</b>	\$ 1,970,413	<u>2,020,413</u>	\$ 1,766,106	\$ 254,307	87%
<b>Employee Benefits</b>	900,112	<u>900,112</u>	<u>821,468</u>	78,644	91%
<b>Total Personnel</b>	\$ 2,870,525	\$ 2,920,525	\$ 2,587,574	\$ 332,951	89%

Services / Supplies					
<b>Professional Services</b>	\$ 128,271	\$ 128,271	\$ 107,463	\$ 20,808	84%
<b>Employee Development</b> <i>(Training - \$52,950)</i>	69,340	69,340	49,415	19,925	71%
<b>Supplies / Equipment</b>	168,695	168,695	131,003	37,692	78%
<b>Utilities</b>	1,850	1,850	1,670	180	90%
<b>Other</b> <i>(Safety Programs)</i>	425,641	<u>440,641</u>	<u>424,457</u>	16,184	96%
<b>Total Services / Supplies</b>	\$ 793,797	\$ 808,797	\$ 714,008	\$ 94,789	88%

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

<b>Total Fire Department</b>	\$ 3,664,322	\$ 3,729,322	\$ 3,301,582	\$ 427,740	89%
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# Community Services FY 2021/2022 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	\$ 401,477	\$ 401,477	\$ 350,497	\$ 50,980	87%
Services / Supplies	26,518	36,518	22,862	13,656	63%
Capital	-	-	-	-	0%
	\$ 427,995	\$ 437,995	\$ 373,360	\$ 64,635	85%

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

Personnel					
<i>Salaries / Wages</i>	\$ 285,381	<u>285,381</u>	\$ 250,159	\$ 35,222	88%
<i>Employee Benefits</i>	<u>116,096</u>	<u>116,096</u>	<u>100,338</u>	<u>15,758</u>	<u>86%</u>
<i>Total Personnel</i>	\$ 401,477	\$ 401,477	\$ 350,497	\$ 50,980	87%

Services / Supplies					
<i>Professional Services</i>	\$ 9,200	19,200	\$ 13,223	5,977	69%
<i>Employee Development</i>	7,380	7,380	4,295	3,085	58%
<i>Supplies / Equipment</i>	9,118	9,118	5,344	3,774	59%
<i>Utilities</i>	-	-	-	-	0%
<i>Other</i>	<u>820</u>	<u>820</u>	<u>-</u>	<u>820</u>	<u>0%</u>
<i>Total Services / Supplies</i>	\$ 26,518	\$ 36,518	\$ 22,862	\$ 13,656	63%

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

<i>Total Building Operations</i>	\$ 427,995	\$ 437,995	\$ 373,360	\$ 64,635	85%
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# Streets Division FY 2021/2022 Budget

**YEAR TO DATE AUGUST**

*Percent of Budget Year Transpired*

**91.7%**

## - - - Summary - - -

	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 829,014	\$ 849,014	\$ 764,665	\$ 84,350	90%
Services / Supplies	756,662	756,662	329,975	426,687	44%
Capital	28,000	33,000	29,134	3,866	88%
	\$ 1,613,676	\$ 1,638,676	\$ 1,123,773	\$ 514,903	69%

## - - - Detail - - -

Category	Original Budget	Revised Budget	Year to Date	Variance	% Used
<b>Personnel</b>					
<i>Salaries / Wages</i>	\$ 571,111	\$ 591,111	\$ 518,249	\$ 72,862	88%
<i>Employee Benefits</i>	257,903	257,903	246,416	11,487	96%
<b>Total Personnel</b>	\$ 829,014	\$ 849,014	\$ 764,665	\$ 84,350	90%
<b>Services / Supplies</b>					
<i>Professional Services</i>	\$ 70,716	70,716	\$ 24,444	\$ 46,272	35%
<i>Employee Development</i>	11,321	11,321	6,921	4,400	61%
<i>Supplies / Equipment</i>	46,975	46,975	22,108	24,867	47%
<i>Utilities (Streetlights)</i>	86,000	86,000	81,837	4,163	95%
<i>Other (Street Maintenance)</i>	541,650	541,650	194,664	346,986	36%
<b>Total Services / Supplies</b>	\$ 756,662	\$ 756,662	\$ 329,975	\$ 426,687	44%
<b>Capital</b>					
<i>Equipment / Vehicles</i>	28,000	33,000	29,134	3,866	88%
<b>Total Capital</b>	\$ 28,000	\$ 33,000	\$ 29,134	\$ 3,866	88%
<b>Total Streets</b>	\$ 1,613,676	\$ 1,638,676	\$ 1,123,773	\$ 514,903	69%

# Maintenance Division FY 2021/2022 Budget

**YEAR TO DATE AUGUST**

**Percent of Budget Year Transpired**

**91.7%**

- - - Summary - - -					
	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 379,653	\$ 399,653	\$ 351,866	\$ 47,787	88%
Services / Supplies	880,295	1,030,295	813,347	216,948	79%
Capital	80,875	80,875	-	80,875	0%
	\$ 1,340,823	\$ 1,510,823	\$ 1,165,213	\$ 345,610	77%

- - - Detail - - -					
Category	Original Budget	Revised Budget	Year to Date	Variance	% Used
<b>Personnel</b>					
<i>Salaries / Wages</i>	\$ 263,639	283,639	\$ 239,679	\$ 43,959	85%
<i>Employee Benefits</i>	116,014	116,014	112,187	3,828	97%
<b>Total Personnel</b>	\$ 379,653	\$ 399,653	\$ 351,866	\$ 47,787	88%

<b>Services / Supplies</b>					
<i>Professional Services</i>	\$ 68,648	\$ 68,648	\$ 78,556	\$ (9,908)	114%
<i>Employee Development</i>	3,380	3,380	2,874	506	85%
<i>Supplies / Equipment</i>	639,287	789,287	659,740	129,547	84%
<i>Utilities</i>	70,000	70,000	72,177	(2,177)	103%
<i>Other</i>	98,980	98,980	-	\$ 98,980	0%
<b>Total Services / Supplies</b>	\$ 880,295	\$ 1,030,295	\$ 813,347	\$ 216,948	79%

<b>Capital</b>					
<i>Equipment / Vehicles</i>	80,875	80,875	-	80,875	0%
<b>Total Capital</b>	\$ 80,875	\$ 80,875	-	\$ 80,875	0%

<b>Total Maintenance</b>	\$ 1,340,823	\$ 1,510,823	\$ 1,165,213	\$ 345,610	77%
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# Parks Division FY 2021/2022 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	\$ 1,372,917	<b>\$ 1,392,917</b>	<b>\$ 1,274,792</b>	\$ 118,125	92%
Services / Supplies	865,546	<b>885,546</b>	<b>630,573</b>	254,973	71%
Capital	<u>223,072</u>	<u>223,072</u>	<u>45,545</u>	<u>177,527</u>	<u>20%</u>
	<b>\$ 2,461,535</b>	<b>\$ 2,501,535</b>	<b>\$ 1,950,910</b>	\$ 550,625	78%

- - - Detail - - -					
Category	Original Budget	Revised Budget	Year to Date	Variance	% Used
<b>Personnel</b>					
<i>Salaries / Wages</i>	\$ 867,582	<u>887,582</u>	\$ 825,452	\$ 62,130	93%
<i>Employee Benefits</i>	<u>505,335</u>	<u>505,335</u>	<u>449,340</u>	55,995	89%
<b>Total Personnel</b>	\$ 1,372,917	\$ 1,392,917	\$ 1,274,792	\$ 118,125	92%

<b>Services / Supplies</b>					
<i>Professional Services</i>	\$ 374,209	\$ 394,209	\$ 267,291	\$ 126,918	68%
<i>Employee Development</i>	24,470	<b>24,470</b>	<b>32,754</b>	(8,284)	134%
<i>Supplies / Equipment</i>	331,986	<b>331,986</b>	<b>225,458</b>	106,528	68%
<i>Utilities</i>	133,300	<b>133,300</b>	<b>101,706</b>	31,594	76%
<i>Other</i>	<u>1,581</u>	<u>1,581</u>	<u>3,365</u>	<u>(1,784)</u>	<u>213%</u>
<b>Total Services / Supplies</b>	\$ 865,546	\$ 885,546	\$ 630,573	\$ 254,973	71%

<b>Capital</b>					
<i>Equipment / Vehicles</i>	223,072	<b>223,072</b>	<b>45,545</b>	177,527	20%
<b>Total Capital</b>	223,072	<b>223,072</b>	<b>45,545</b>	177,527	20%

<b>Total Parks</b>	\$ 2,461,535	\$ 2,501,535	\$ 1,950,910	\$ 550,625	78%
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# Recreation Division FY 2021/2022 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	\$ 190,663	\$ 190,663	\$ 153,528	\$ 37,135	81%
Services / Supplies	421,250	421,250	210,676	210,574	50%
Capital	-	-	-	-	0%
	<u>\$ 611,913</u>	<u>\$ 611,913</u>	<u>\$ 364,204</u>	<u>\$ 247,709</u>	60%

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

Personnel					
<i>Salaries / Wages</i>	\$ 155,453	\$ 155,453	\$ 118,338	\$ 37,114	76%
<i>Employee Benefits</i>	35,211	35,211	35,190	20	100%
<b>Total Personnel</b>	<u>\$ 190,663</u>	<u>\$ 190,663</u>	<u>\$ 153,528</u>	<u>\$ 37,135</u>	81%

Services / Supplies					
<i>Professional Services</i>		\$ -	\$ -	\$ -	0%
<i>Employee Development</i>	11,165	11,165	7,093	4,072	64%
<i>Supplies / Equipment</i>	4,650	4,650	337	4,313	7%
<i>Utilities</i>	-	-	-	-	0%
<i>Other (Recreation Programs)</i>	405,435	405,435	203,246	202,189	50%
<b>Total Services / Supplies</b>	<u>\$ 421,250</u>	<u>\$ 421,250</u>	<u>\$ 210,676</u>	<u>\$ 210,574</u>	50%

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

<b>Total Recreation</b>	<u>\$ 611,913</u>	<u>\$ 611,913</u>	<u>\$ 364,204</u>	<u>\$ 247,709</u>	60%
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# Equipment Replacement / Capital Schedule FY 2021/2022 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	185,000	<b>185,000</b>	<b>108,153</b>	76,847	58%
Marketing Capital Outlay	-	-	-	-	0%
Police Dept Capital Outlay	-	<b>70,000</b>	<b>64,524</b>	5,476	92%
Fire Dept Capital Outlay	-	-	-	-	0%
Community Services Capital Outlay	-	-	-	-	0%
Streets Dept Capital Outlay	28,000	<b>33,000</b>	<b>29,134</b>	3,866	88%
Maintenance Capital Outlay	80,875	<b>80,875</b>	-	80,875	0%
City Parks Capital Outlay	223,072	<b>223,072</b>	<b>45,545</b>	177,527	20%
City Recreation Capital Outlay	-	-	-	-	0%
<b>Total Expenditures</b>	<b>\$ 516,947</b>	<b>\$ 591,947</b>	<b>\$ 247,356</b>	<b>\$ 344,591</b>	<b>42%</b>

# Utility Fund Revenues

## FY 2021/2022 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)	\$ (164,808)	\$ (17,193)	91%
<i>Charges / Penalties</i>	88,200	88,200	74,590	13,610	85%
<b>Total Fees</b>	<b>\$ (93,800)</b>	<b>\$ (93,800)</b>	<b>\$ (90,218)</b>	<b>\$ (3,582)</b>	<b>96%</b>

### Licenses & Permits

<i>Construction Inspection</i>	\$ -	\$ -	\$ 225	\$ (225)	0%
<b>Total Licenses &amp; Permits</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 225</b>	<b>\$ (225)</b>	<b>0%</b>

### Charges for Services

<i>Water Sales</i>	\$ 5,330,200	\$ 5,330,200	\$ 5,265,601	\$ 64,599	99%
<i>Sewer Sales</i>	4,419,688	4,419,688	4,036,318	383,370	91%
<i>Inspection Fees</i>	4,000	4,000	4,645	(645)	116%
<b>Total Charges for Service</b>	<b>\$ 9,753,888</b>	<b>\$ 9,753,888</b>	<b>\$ 9,306,564</b>	<b>\$ 447,324</b>	<b>95%</b>

### Interest

<i>Interest (Operations)</i>	\$ 10,000	\$ 10,000	\$ 22,966	\$ (12,966)	230%
<i>Interest (Capital Projects)</i>	12,000	12,000	14,722	(2,722)	123%
<b>Total Interest</b>	<b>\$ 22,000</b>	<b>\$ 22,000</b>	<b>\$ 37,688</b>	<b>\$ (15,688)</b>	<b>171%</b>

### Impact Fees

<i>Impact Fees</i>	\$ 185,000	\$ 185,000	\$ 215,479	\$ (30,479)	116%
<b>Total Impact Fees</b>	<b>\$ 185,000</b>	<b>\$ 185,000</b>	<b>\$ 215,479</b>	<b>\$ (30,479)</b>	<b>116%</b>

### Miscellaneous Income

<i>Miscellaneous Income</i>	\$ 5,000	\$ 5,000	\$ 13,372	\$ (8,372)	267%
<i>Contributions</i>	\$ -	\$ -	\$ 757,296	\$ (757,296)	0%
<b>Total Miscellaneous Income</b>	<b>\$ 5,000</b>	<b>\$ 5,000</b>	<b>\$ 770,668</b>	<b>\$ (765,668)</b>	<b>15413%</b>

<b>Total Utility Fund Revenues</b>	<b>\$ 9,872,088</b>	<b>\$ 9,872,088</b>	<b>\$ 10,240,406</b>	<b>\$ (368,318)</b>	<b>104%</b>
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# Utility Division FY 2021/2022 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	\$ 1,847,472	<b>\$ 1,857,472</b>	<b>\$ 1,601,424</b>	\$ 256,048	86%
Services / Supplies	6,369,651	<b>7,019,651</b>	<b>6,040,630</b>	979,022	86%
Capital	181,000	<b>181,000</b>	<b>19,053</b>	161,947	11%
<b>Total Utility Division</b>	<b>\$ 8,398,124</b>	<b>\$ 9,058,124</b>	<b>\$ 7,661,107</b>	<b>\$ 1,397,017</b>	<b>85%</b>

## --- Detail - Operations ---

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

<i>Salaries / Wages</i>	\$ 1,226,451	\$ 1,236,451	\$ 1,060,681	\$ 175,770	86%
<i>Employee Benefits</i>	621,021	621,021	540,742	80,278	87%
<b>Total Personnel</b>	<b>\$ 1,847,472</b>	<b>\$ 1,857,472</b>	<b>\$ 1,601,424</b>	<b>\$ 256,048</b>	<b>86%</b>

### Services / Supplies

<i>Professional Services</i>	\$ 255,655	\$ 305,655	\$ 289,419	\$ 16,236	95%
<i>Employee Development</i>	63,705	63,705	48,932	14,774	77%
<i>Supplies / Equipment</i>	83,762	83,762	57,302	26,460	68%
<i>Utilities</i>	375,136	375,136	393,474	(18,338)	105%
<i>Other (Well Lot Maintenance)</i>	1,011,650	1,611,650	1,541,523	70,127	96%
<b>Sub-Total - Operations Services / Supplies</b>	<b>\$ 1,789,908</b>	<b>\$ 2,439,908</b>	<b>\$ 2,330,651</b>	<b>\$ 109,257</b>	<b>96%</b>

Wholesale Water / Wastewater	Note: UTRWD billing reflects a one month delay				
<i>UTRWD - Administration Fees</i>	\$ 5,258	\$ 5,258	\$ 4,981	\$ 277	95%
<i>UTRWD - Water Volume Cost</i>	974,940	974,940	812,515	162,425	83%
<i>UTRWD - Water Demand Charges</i>	1,399,395	1,399,395	1,162,638	236,758	83%
<i>UTRWD - Sewer Effluent Volume Rate</i>	595,660	595,660	393,711	201,949	66%
<i>UTRWD - Capital Charge Joint Facilities</i>	1,371,595	1,371,595	1,142,996	228,599	83%
<i>UTRWD - HV Sewer Line to UTRWD</i>	232,895	232,895	193,138	39,757	83%
<i>UTRWD - Wtr Transmission - Opus Develop</i>	-	-	-	-	0%
<b>Sub-Total - Wholesale Water / Wastewater</b>	<b>\$ 4,579,743</b>	<b>\$ 4,579,743</b>	<b>\$ 3,709,979</b>	<b>\$ 869,764</b>	<b>81%</b>

<b>Total Services / Supplies</b>	<b>\$ 6,369,651</b>	<b>\$ 7,019,651</b>	<b>\$ 6,040,630</b>	<b>\$ 979,022</b>	<b>86%</b>
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### Capital

<i>Equipment / Vehicles</i>	181,000	181,000	19,053	161,947	11%
<b>Total Capital</b>	<b>\$ 181,000</b>	<b>\$ 181,000</b>	<b>\$ 19,053</b>	<b>\$ 161,947</b>	<b>11%</b>

<b>Total Utility Division - Operations</b>	<b>\$ 8,398,124</b>	<b>\$ 9,058,124</b>	<b>\$ 7,661,107</b>	<b>\$ 1,397,017</b>	<b>85%</b>
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# Utility Fund Working Capital FY 2021/2022 Budget

**YEAR TO DATE AUGUST**

<b>Percent of Budget Year Transpired</b>	<b>91.7%</b>
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Revenues	Original Budget	Revised Budget	Year to Date	Variance	% Received
<b>Water Sales</b>	\$ 5,330,200	\$ 5,330,200	\$ 5,265,601	\$ 64,599	99%
<b>Sewer Sales</b>	4,419,688	4,419,688	4,036,318	383,370	91%
<b>Other Fees / Charges</b>	97,200	97,200	92,832	4,368	96%
<b>Electronic Payment Credit</b>	(182,000)	(182,000)	(164,808)	(17,193)	91%
<b>Interest</b>	10,000	10,000	22,966	(12,966)	230%
<b>Total Revenues</b>	\$ 9,675,088	\$ 9,675,088	\$ 9,252,909	\$ 422,179	96%

Expenditures	Original Budget	Revised Budget	Year to Date	Variance	% Used
<b>Administration</b>	\$ 432,634	\$ 442,634	\$ 417,029	\$ 25,606	94%
<b>Operations</b>	3,204,746	3,854,746	3,515,046	339,700	91%
<b>UTRWD</b>	4,579,743	4,579,743	3,709,979	869,764	81%
<b>Debt Service</b>	1,223,913	1,223,913	1,316,409	(92,496)	108%
<b>Capital Projects</b>	-	-	-	-	0%
<b>Equipment Replace / Capital</b>	181,000	181,000	19,053	161,947	11%
<b>Total Expenditures</b>	\$ 9,622,037	\$ 10,282,037	\$ 8,977,515	\$ 1,304,521	87%

Other Sources/Uses	Original Budget	Revised Budget	Year to Date	Variance	% Used
<b>Transfers In (Applied Impact Fees)</b>	\$ 150,000	\$ 150,000		\$ 150,000	0%
<b>Operating Transfers In / Utility Capital Projects</b>		550,000		550,000	0%
<b>Operating Transfers Out / Utility Capital Projects</b>	-	-	-	-	0%
<b>Operating Transfers Out / General Fund</b>	(470,000)	(470,000)		(470,000)	0%
<b>Total Other Sources (Uses)</b>	\$ (320,000)	\$ 230,000	\$ -	\$ 230,000	0%

Fund Balance	Original Budget	Revised Budget	Year to Date
<b>Net Increase/Decrease</b>	(266,949)	(376,949)	275,394
<b>Beginning Working Capital</b>			
Operations	2,257,782	2,132,093	2,132,093
Available Impact Fees	1,205,234	1,207,251	1,207,251
<b>Total Available Working Capital</b>	\$ 3,463,016	\$ 3,339,344	\$ 3,339,344
<b>Ending Working Capital</b>			
Operations	1,990,833	1,755,144	2,407,487
Designated Capital Project	-	-	-
Available Impact Fees	1,240,234	1,242,251	1,422,730
<b>Total Available Working Capital</b>	\$ 3,231,067	\$ 2,997,395	\$ 3,830,217

<b>Impact Fees</b>			
<b>Beginning Balance</b>	1,205,234	1,207,251	1,207,251
<b>+ Collections</b>	185,000	185,000	215,479
<b>- Applied to offset Debt Service</b>	(150,000)	(150,000)	-
<b>Ending Balance</b>	1,240,234	1,242,251	1,422,730

\*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 2021/2022 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>	\$ 501,700	\$ 501,700	\$ 555,909	\$ (54,209)	111%
<i>Annual Park Passes</i>	53,500	53,500	56,233	(2,733)	105%
<i>Concession Sales</i>	-	-	-	-	0%
<i>Interest</i>	30	30	8	22	25%
<b>Total Revenues</b>	<b>\$ 555,230</b>	<b>\$ 555,230</b>	<b>\$ 612,150</b>	<b>\$ (56,920)</b>	<b>110%</b>

Expenditures	Original Budget	Revised Budget	Year to Date	Variance	% Used
<i>Personnel</i>	\$ 218,925	230,925	\$ 203,795	\$ 27,130	88%
<i>Services / Supplies</i>	269,681	269,681	144,398	125,283	54%
<i>Capital</i>	115,900	115,900	28,580	87,320	25%
<b>Total Expenditures</b>	<b>\$ 604,506</b>	<b>\$ 616,506</b>	<b>\$ 376,774</b>	<b>\$ 239,732</b>	<b>61%</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>	\$ 528,497	\$ 587,522	\$ 587,522
<i>+ Net Increase (Decrease)</i>	(49,276)	(61,276)	235,376
<b>Ending Fund Balance</b>	<b>\$ 479,221</b>	<b>\$ 526,246</b>	<b>\$ 822,898</b>

# Debt Service Fund

## FY 2021/2022 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>	\$2,050,934	\$ 2,050,934	\$ 2,006,360	\$ 44,574	98%
<i>Interest Income</i>	250	250	2,228	(1,978)	891%
<b>Total Revenues</b>	\$ 2,051,184	\$ 2,051,184	\$ 2,008,588	\$ 42,596	98%

Expenditures	Original Budget	Revised Budget	Year to Date	Variance	% Used
<i>Principal Payments</i>	\$ 2,310,000	\$ 2,310,000	\$ 2,075,000	\$ 235,000	90%
<i>Interest Payments</i>	533,292	703,292	935,306	(232,014)	133%
<i>Paying Agent Fees</i>	3,000	3,000	1,018	1,982	34%
<b>Total Expenditures</b>	\$ 2,846,292	\$ 3,016,292	\$ 3,011,324	\$ 4,968	100%

Other Sources (Uses)	Original Budget	Revised Budget	Year to Date	Variance	% Received
<i>Transfers In (Out) [To 4B]</i>	810,357	810,357	810,357	\$ -	100%
<i>Proceeds from Refunding Debt</i>	-	12,117,812	12,144,061	(26,249)	100%
<i>Debt Issuance Cost</i>	-	(117,812)	(117,812)	0	100%
<i>Payment to Escrow Agent</i>	-	(11,880,000)	(11,880,000)	-	100%
<b>Total Financing Sources</b>	\$ 810,357	\$ 930,357	\$ 956,606	\$ (26,249)	103%

Beginning & Ending Balance	Original Budget	Revised Budget	Year to Date
<i>Beginning Fund Balance</i>	\$ 132,928	\$ 137,976	\$ 137,976
<i>+ Net Increase (Decrease)</i>	15,249	(34,751)	(46,130)
<b>Ending Fund Balance</b>	\$ 148,177	\$ 103,225	\$ 91,846

# Capital Projects Fund

## FY 2021/2022 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	-	-	42,115	(42,115)	0%
Interest Income	18,000	18,000	82,641	(64,641)	459%
<b>Total Revenues</b>	<b>\$ 18,000</b>	<b>\$ 18,000</b>	<b>\$ 124,756</b>	<b>\$ (106,756)</b>	<b>100%</b>

Expenditures	Original Budget	Revised Budget	Year to Date	Variance	% Used
<b>2022 GO Bond</b> (Parks/Streets/Drainage)	3,669,094	3,669,094	1,754,842	1,914,252	48%
2022 Bond Issue (Streets)	1,522,744	1,522,744	1,149,849	372,895	76%
2022 Bond Issue (Parks)	2,146,350	2,146,350	604,993	1,541,357	28%
<b>Total Expenditures</b>	<b>\$ 3,669,094</b>	<b>\$ 3,669,094</b>	<b>\$ 1,754,842</b>	<b>\$ 1,914,252</b>	<b>48%</b>

Other Financing Sources (Uses)	Original Budget	Revised Budget	Year to Date	Variance	% Received
Bond Issue Proceeds	\$ 15,263,400	\$ 15,263,400	\$ 14,240,000	\$ 1,023,400.00	0%
Bond Discount / Premium	-	-	1,271,899	(1,271,899)	0%
Debt Issuance	-	-	(248,499)	248,499	0%
Transfers In	-	-	-	-	0%
Transfer Out	-	-	-	-	0%
<b>Total Financing Sources</b>	<b>\$ 15,263,400</b>	<b>\$ 15,263,400</b>	<b>\$ 15,263,400</b>	<b>\$ 0</b>	<b>0%</b>

Beginning & Ending Balance	Original Budget	Revised Budget	Year to Date
<i>Beginning fund balance</i>	\$ 2,589,485	\$ 2,384,916	\$ 2,384,916
<i>+Net Increase (Decrease)</i>	11,612,306	11,612,306	13,633,314
<b>Ending Fund Balance</b>	<b>\$ 14,201,791</b>	<b>\$ 13,997,222</b>	<b>\$ 16,018,230</b>

# Drainage Utilities FY 2021/2022 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>	\$ 10,000	10,000	\$ 5,047	\$ 4,953	0%
<i>Drainage Fee Receipts</i>	510,000	510,000	444,044	65,956	87%
<i>Miscellaneous</i>	-	-	-	-	0%
<i>Interest</i>	200	200	1,294	(1,094)	647%
<b>Total Revenues</b>	<b>\$ 520,200</b>	<b>\$ 520,200</b>	<b>\$ 450,384</b>	<b>\$ 69,816</b>	<b>87%</b>

Expenditures	Original Budget	Revised Budget	Year to Date	Variance	% Used
<i>Personnel</i>	\$ 348,912	\$ 373,912	\$ 332,158	\$ 41,754	89%
<i>Services / Supplies</i>	153,635	153,635	102,147	51,488	66%
<i>Capital</i>	30,000	75,000	73,914	1,086	99%
<b>Total Expenditures</b>	<b>\$ 532,547</b>	<b>\$ 602,547</b>	<b>\$ 508,219</b>	<b>\$ 94,328</b>	<b>84%</b>

Other Sources/Uses	Original Budget	Revised Budget	Year to Date	Variance	% Used
<i>Transfers In - City Impervious / General Fund</i>	\$ 16,000	\$ 16,000	\$ -	16,000	0%
<i>Operating TransfersOut / General Fund</i>	(16,000)	(16,000)	-	(16,000)	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>	\$ 382,738	\$ 394,943	\$ 394,943
<i>+ Net Increase (Decrease)</i>	(12,347)	(82,347)	(57,835)
<b>Ending Fund Balance</b>	<b>\$ 370,391</b>	<b>\$ 312,596</b>	<b>\$ 337,108</b>

# Park Development Fee Fund FY 2021/2022 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>	\$ 100	\$ 100	\$ 413	\$ 89	0%
<i>Community Park Fees</i>	-	-	851	(851)	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>	\$ 100	\$ 100	\$ 1,264	\$ (1,164)	0%

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>	\$ -	\$ -	\$ -	\$ -	0%

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>	\$ -	\$ -	\$ -	\$ -	0%

Fund Balance	Original Budget	Revised Budget	Year to Date
<i>Beginning Fund Balance</i>	\$ 80,126	\$ 80,974	\$ 80,974
<i>+ Net Increase (Decrease)</i>	100	100	1,264
<b>Ending Fund Balance</b>	\$ 80,226	\$ 81,074	\$ 82,238

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>	80,226	81,487
<i>Neighborhood Park Fees (Area IV)</i>	-	-
<b>Total</b>	\$ 80,226	\$ 81,487

# Public Safety Special Revenue Fund

## FY 2021/2022 Budget

**YEAR TO DATE AUGUST**

<b>Percent of Budget Year Transpired</b>	<b>91.7%</b>
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<b>Revenues</b>	Original Budget	Revised Budget	Year to Date	Variance	% Received
<b>Revenues</b>	\$ 25,600	\$ 39,100	\$ 44,726	\$ (5,626)	114%

<b>Expenditures</b>	Original Budget	Revised Budget	Year to Date	Variance	% Used
<b>Personnel</b>	\$ -	\$ -	\$ -	\$ -	0%
<b>Services / Supplies</b>	3,600	17,100	10,215	6,885	60%
<b>Capital</b>	-	-	-	-	0%
<b>Total Expenditures</b>	\$ 3,600	\$ 17,100	\$ 10,215	\$ 6,885	60%

<b>Other Sources/Uses</b>	Original Budget	Revised Budget	Year to Date	Variance	% Used
<b>Operating Transfers In</b>	\$ -	\$ -	\$ -	\$ -	0%
<b>Operating Transfers Out</b>	(22,000)	(22,000)	-	(22,000)	0%
<b>Total Other Sources (Uses)</b>	\$ (22,000)	\$ (22,000)	\$ -	\$ (22,000)	0%

<b>Beginning &amp; Ending Balance</b>	Original Budget	Revised Budget	Year to Date
<b>Beginning Fund Balance</b>	\$ 25,806	\$ 39,100	\$ 39,100
<b>+ Net Increase (Decrease)</b>	-	-	34,511
<b>Ending Fund Balance</b>	\$ 25,806	\$ 39,100	\$ 73,611

# Municipal Court Technology Fee Fund FY 2021/2022 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
Revenues	\$ 2,800	\$ 2,800	\$ 2,389	411	85%

Expenditures	Original Budget	Revised Budget	Year to Date	Variance	% Used
<i>Services / Supplies</i>	\$ 3,836	\$ 3,836	\$ 2,381	\$ 1,455	62%
<i>Total Expenditures</i>	\$ 3,836	\$ 3,836	\$ 2,381	\$ 1,455	0%

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>	\$ 14,771	\$ 15,378	\$ 15,378
<i>+ Net Increase (Decrease)</i>	(1,036)	(1,036)	8
<i>Ending Fund Balance</i>	\$ 13,735	\$ 14,342	\$ 15,386



# Municipal Court Building Security Fund FY 2021/2022 Budget

**YEAR TO DATE AUGUST**

<b>Percent of Budget Year Transpired</b>	<b>91.7%</b>
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Revenues	Original Budget	Revised Budget	Year to Date	Variance	% Received
<b>Revenues (Court Fines)</b>	\$ 2,800	\$ 2,800	\$ 2,866	\$ (66)	102%

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

Beginning & Ending Balance	Original Budget	Revised Budget	Year to Date
<b>Beginning Fund Balance</b>	\$ 40,797	\$ 40,992	\$ 40,992
<b>+ Net Increase (Decrease)</b>	2,800	2,800	2,866
<b>Ending Fund Balance</b>	\$ 43,597	\$ 43,792	\$ 43,858

Highland Village Community Development Corporation  
Working Capital Analysis (FY 2022)

	<i>Actual 2019-2020</i>	<i>Actual 2020-2021</i>	<i>Budget 2021-2022</i>	<i>YTD 2021-2022</i>
<b>Beginning Fund Balance</b>	\$ 98,100	\$ 109,678	\$ 356,702	\$ 356,702
<b>Revenues</b>				
4B Sales Tax	1,381,630	1,532,222	1,560,000	1,299,236
Park Fees (Rental)	18,276	42,080	59,000	47,832
Linear Park Fees	24,108	-		
Miscellaneous Income	-	1,000	-	1,475
Interest Income	633	60	55	1,747
<b>Total</b>	<b>\$ 1,424,647</b>	<b>\$ 1,575,362</b>	<b>\$ 1,619,055</b>	<b>\$ 1,350,291</b>
<b>Expenditures</b>				
Personnel	330,860	302,812	321,334	278,997
Services / Supplies	215,531	193,044	439,927	272,197
Reimburse GF (Support Functions)	28,000	28,000	28,000	
Reimburse GF (Debt Service)	808,286	804,482	838,357	810,357
<b>Total Non-Capital Expenditures</b>	<b>\$ 1,382,677</b>	<b>\$ 1,328,338</b>	<b>\$ 1,627,618</b>	<b>\$ 1,361,552</b>
<b>Capital</b>				
Projects Funded Directly	30,392		17,281	-
Transfer to 4B Capital Projects	\$ 30,392	\$ -	\$ 17,281	\$ -
Equipment		-	-	
Net Increase / (Decrease)	11,578	247,024	(25,844)	(11,261)
<b>Working Capital Balance</b>	<b>\$ 109,678</b>	<b>\$ 356,702</b>	<b>\$ 330,858</b>	<b>\$ 345,441</b>

# PEG Fee Fund

## FY 2021/2022 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>	\$ 35,000	\$ 35,000	\$ 26,213	\$ 8,787	75%
<b>Total Revenues</b>	\$ 35,000	\$ 35,000	\$ 26,213	\$ 8,787	75%

Expenditures	Original Budget	Revised Budget	Year to Date	Variance	% Used
<i>Personnel</i>	\$ -	\$ -	\$ -	\$ -	0%
<i>Services / Supplies</i>	11,000	11,000	8,304	2,696	75%
<i>Capital</i>	8,400	8,400	5,446	2,954	0%
<b>Total Expenditures</b>	\$ 19,400	\$ 19,400	\$ 13,750	\$ 5,650	71%

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>	\$ 125,060	\$ 123,564	\$ 123,564
<i>+Net Increase (Decrease)</i>	15,600	15,600	12,463
<b>Ending Fund Balance</b>	\$ 140,660	\$ 139,164	\$ 136,027

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

**AGENDA# 15**

**MEETING DATE: 10/11/2022**

**SUBJECT: Consider Resolution 2022-3023 Adopting the City's Investment Policy and Making a Record of the Council Annual Review and Any Policy Changes**

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

**BACKGROUND:**

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

**IDENTIFIED NEED/S:**

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

**OPTIONS & RESULTS:**

There were no legislative changes this session that would require changes to consider. But in review, there were a few minor clarification changes suggested to update the City's Investment Policy as previously adopted.

- Section 1.2.d. Update internal controls considerations related to collusion from controls of collusion to avoidance of collusion.
- Appendix A – Investment Strategy A-E. Reorganized the strategies based on the order of importance.

The updated investment policy is provided as Attachment "A" with the associated resolution.

**RECOMMENDATION:**

Council to adopt Resolution 2022-3023 re-adopting the City's Investment Policy with any amendments thereto, and record the annual review process.

**CITY OF HIGHLAND VILLAGE, TEXAS**

**RESOLUTION NO. 2022-3023**

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

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

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

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

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

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

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

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

**PASSED AND APPROVED BY THE CITY COUNCIL OF THE CITY OF HIGHLAND VILLAGE, TEXAS, THIS THE 11<sup>th</sup> DAY OF OCTOBER 2022.**

**APPROVED:**

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Daniel Jaworski, 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  
(kblL10/5/2022:131800):

**RESOLUTION NO. 2022-3023**  
**Exhibit "A"**

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

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

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

- I.1 **Purpose** It is the purpose of this Policy to invest in a manner which assures the safety of principal of invested funds by maintaining sufficient liquidity, diversifying investment instruments and maturities, creating accountability and internal controls, accurately reporting portfolio status, and to include the investment process as part of the annual audit.
- I.2 **Objectives** The primary objectives of the City's investment activities, in order of importance are:
- a. **Safety:** Investments of the City shall be selected in a manner that seeks to ensure the preservation of capital. The objective will be to mitigate credit risk and interest rate risk.
1. Credit Risk is the risk of loss due to the failure of the investment issuer or backer. Credit risk may be mitigated by:
    - Limiting investments to the safest types,
    - Pre-qualifying the financial institutions, brokers/dealers, intermediaries, and advisors with which the City will do business, and
    - Diversifying the investment portfolio so that potential losses from individual issuers will be minimized.
  2. Interest rate risk is the risk that the market value of investments in the portfolio will fluctuate due to changes in general interest rates. Interest rate risk may be mitigated by:
    - Structuring the investment portfolio so that investments mature to meet cash requirements for ongoing operations, thereby avoiding the need to sell investments prior to maturity, and
    - By investing funds primarily in shorter-term investments.
- b. **Liquidity:** The investment portfolio will remain sufficiently liquid to enable the City to meet all reasonably anticipated operating requirements. This shall be accomplished by projecting cash flow requirements and matching investment maturities with anticipated demands (static liquidity).

- c. **Diversification and Maturity:** The City's investment portfolio shall be diversified to minimize the risk resulting from over concentration of assets in specific maturity, market sector or issuer categories, where appropriate. Diversification strategies shall be established and reviewed periodically by the Investment Officers.
- d. **Internal Controls:** The Assistant City Manager is responsible for establishing and maintaining an internal control structure designed to ensure that the assets of the City are protected from loss, theft or misuse. The internal control structure shall be designed to provide reasonable assurance that these objectives are met. The concept of reasonable assurance recognizes that (1) the cost of a control should not exceed the benefits likely to be derived and (2) the valuation of costs and benefits requires estimates and judgments by management.

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

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

## **ARTICLE II SCOPE & STRATEGY**

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

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



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

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

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

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

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

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

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

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

- III.3. Delegation of Authority for Investment Program In accordance with the PFIA, the overall responsibility for conducting investment transactions resides with the City Council. Management oversight is delegated to the City Manager and Assistant City Manager who

shall develop and maintain written procedures for the operation of the investment program consistent with these policies. The Assistant City Manager, Assistant Director of Finance, and Staff Accountant shall be designated as Investment Officers.

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

#### **ARTICLE IV TRANSACTION PROCEDURES**

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

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

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

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

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

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

- Audited financial statements
- Proof of Financial Industry Regulatory Authority (FINRA) certification
- Proof of registration in the State of Texas

- Completed broker/dealer questionnaire, including:
  - Related investment experience
  - Public fund investment officer references

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

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

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

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

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

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

- a. Except as provided in paragraph V.2. the following are authorized investments
  - Obligations of the United States or its agencies and instrumentalities, including the Federal Home Loan Banks;
  - Direct obligations of this State or its agencies and instrumentalities;
  - Other obligations, the principal and interest of which are unconditionally guaranteed or insured by, or backed by the full faith and credit of, this State or the United States or their respective agencies and instrumentalities, including obligations that are fully guaranteed or insured by the Federal Deposit Insurance Corporation or by the explicit full faith and credit of the United States; and

- Obligations of states, agencies, counties cities and other political subdivisions of any state rated as to investment quality by a nationally recognized investment rating firm not less than A or its equivalent.
- b. Deposits with a state or national bank, a savings bank, or a state or federal credit union that has its main office or a branch office in this State that are:
- Guaranteed or insured by the Federal Deposit Insurance Corporation or its successor or the National Credit Union Share Insurance Fund or its successor;
  - Secured in compliance with state and federal regulations, by obligations eligible under the Public Funds Collateral Act; or
  - Secured in compliance with state and federal regulations, by letters of credit issued by the United States or its agencies and instrumentalities.

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

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

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

- d. No load money market mutual funds are authorized if the mutual fund:
- Is registered with and regulated by the Securities and Exchange Commission;
  - Provides the City with a prospectus and other information required by the Securities Exchange Act of 1934 or the Investment Company Act of 1940;
  - Is categorized as a "Treasury" or "Government" money market fund;
  - Must maintain a AAAM, or equivalent rating, from at least one nationally recognized rating agency;
  - Includes in its investment objectives the maintenance of a stable net asset value of \$1.0000 for each share; and
  - The City's investment shall not exceed 10% of the fund's total assets.
- e. A public funds investment pool specifically authorized by City Council, meeting the requirements of the PFIA, that is categorized as a "Treasury" or "Government" investment pool, and includes in its investment objectives the maintenance of a stable net asset value of \$1.00 for each share.

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

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

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

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

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

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

## **ARTICLE VI INVESTMENT PARAMETERS**

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

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

Because of inherent difficulties in accurately forecasting cash flow requirements, a portion of the portfolio will be continuously invested in readily available funds (e.g. short-term

financial institution deposits, local government investment pools, money market funds, or overnight repurchase agreements) to ensure that appropriate liquidity is maintained to meet ongoing obligations.

## **ARTICLE VII REPORTING**

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

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

Additionally the report will:

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

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

VII.3 Market Valuation The market value of the portfolio will be calculated on a quarterly basis in compliance with the reporting requirements of Paragraph VII.1. In defining market value, sources independent of the investment provider will determine valuations and consideration will be given to applicable GASB Statement(s).

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

**ARTICLE VIII**  
**ADDITIONAL CONSIDERATIONS**

- VIII.1. Exemption Any investment currently held and purchased before the date of implementation of this Policy that does not meet the guidelines of this Policy and/or the PFIA shall be exempted from the requirements of this Policy and the PFIA. It is therefore unnecessary to liquidate such investments. However, at maturity or liquidation, such funds shall be reinvested only as provided by this Policy.
- VIII.2. Amendments This Policy shall be reviewed on an annual basis by the City Council and a written instrument adopted attesting to said review. Any changes must be approved by the Investment Officers and submitted as a resolution for adoption to the City Council.

## Appendix A

### **INVESTMENT STRATEGY**

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

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

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

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

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

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

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

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

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

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

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

**Liquidity** - A portion of the Special Revenue Funds are reasonably predictable. However, unanticipated needs or emergencies may arise. Selecting investment maturities that provide



greater cash flow than the anticipated needs will reduce the liquidity risk of unanticipated expenditures.

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

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

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

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

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

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

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

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

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

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

D. **Debt Service Funds**

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

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

**Liquidity** - Debt Service Funds have predictable payment schedules. Therefore, investment maturities should not exceed the anticipated cash flow requirements. Short-term financial institution deposits, investments pools and money market mutual funds may provide a competitive yield alternative for short-term fixed maturity investments. A singular repurchase agreement may be utilized if disbursements are allowed in the amount necessary to satisfy any debt service payment. This investment structure is commonly referred to as a flexible repurchase agreement.

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

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

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

E. **Debt Service Reserve Funds**

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

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

**Liquidity** - Debt Service Reserve Funds have no anticipated expenditures. The Funds are deposited to provide annual debt service payment protection to the City's debt holders. The funds are "returned" to the City at the final debt service payment. Market conditions and arbitrage

regulation compliance determine the advantage of security diversification and liquidity. Generally, if investment rates exceed the cost of borrowing, the City is best served by locking in investment maturities and reducing liquidity. If the borrowing cost cannot be exceeded, then concurrent market conditions will determine the attractiveness of locking in maturities or investing shorter and anticipating future increased yields.

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

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

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

## Appendix B

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

#### Primary Depository Bank

Wells Fargo Bank

#### Public Funds Investment Pools

TexPool

TexSTAR

#### Authorized Broker/Dealers

FHN Financial

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

Multi-Bank Securities

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

SAMCO Capital

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

Oppenheimer

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

Wells Fargo Securities

- Primary Dealer
- Active market maker in Suitable & Authorized Investments
- Dallas Office

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

**AGENDA# 16**

**MEETING DATE: 10/11/2022**

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

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

**COMMENTS**

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



## UPCOMING MEETINGS

<b>October 11, 2022</b>	<b>Regular City Council Meeting - 7:30 pm</b>
October 17, 2022	Parks & Recreation Advisory Board Meeting – 6:00 pm
October 18, 2022	Planning & Zoning Commission Meeting – 7:00 pm
<b>October 25, 2022</b>	<b>Regular City Council Meeting - 7:00 pm</b>
November 3, 2022	Zoning Board of Adjustment Meeting – 6:00 pm
<b>November 8, 2022</b>	<b>Regular City Council Meeting - 7:00 pm</b>
November 15, 2022	Planning & Zoning Commission Meeting – 7:00 pm
November 21, 2022	Parks & Recreation Advisory Board Meeting – 6:00 pm
<b>November 22, 2022</b>	<b>Regular City Council Meeting - 7:00 pm</b>
<b>November 24-25, 2022</b>	<b>City Offices Closed for the Thanksgiving Holiday</b>
December 1, 2022	Zoning Board of Adjustment Meeting – 6:00 pm
<b>December 13, 2022</b>	<b>Regular City Council Meeting - 7:00 pm</b>
December 19, 2022	Parks & Recreation Advisory Board Meeting – 6:00 pm
December 20, 2022	Planning & Zoning Commission Meeting – 7:00 pm
<b>December 23, 2022</b>	<b>City Offices Closed for the Christmas Holiday</b>
<b>December 26, 2022</b>	<b>City Offices Closed for the Christmas Holiday</b>
<b>December 27, 2022</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.