



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, JANUARY 9, 2024 at 6:30 P.M.

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

Convene Meeting in Open Session

1. **Discuss Appointing a Member to Fill a Vacancy for an Unexpired Term on the Board of Ethics**
2. **Clarification of Consent or Action Items listed on Today's City Council Meeting Agenda for January 9, 2024**

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

CLOSED SESSION
Training Room

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

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

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

7. **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 celebrating the Mayor for the Day**
8. **City Manager/Staff Reports**
 - **The Village Report**
9. **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.

10. **Consider approval of Minutes of the Regular City Council Meeting held on December 12, 2023**
11. **Consider Resolution 2024-3107 awarding and authorizing a Contract with Jagoe-Public Company for the Highland Shores Boulevard Asphalt Overlay Project**
12. **Consider Resolution 2024-3108 authorizing Negotiation and Execution of a Professional Services Agreement with Elements of Architecture, Inc. relating to Review and Analysis of Municipal Facilities**
13. **Receive Budget Reports for Period ending October 31, 2023**

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)
15. Consider Resolution 2024-3109 appointing a Member to Fill a Vacancy for an Unexpired Term on the Board of Ethics

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 5TH DAY OF JANUARY 2024 NOT LATER THAN 6:00 P.M.



Angela Miller, City Secretary

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

Removed from posting on the _____ day of _____, 2024 at _____
am / pm by _____.

CITY OF HIGHLAND VILLAGE
COUNCIL BRIEFING

AGENDA# 1	MEETING DATE: 01/09/2024
SUBJECT:	Discuss Appointing a Member to Fill a Vacancy for an Unexpired Term on the Board of Ethics
PREPARED BY:	Angela Miller, City Secretary

COMMENTS

The Board of Ethics (Board) is composed of five (5) members. One (1) member of the Board has resigned, thereby creating a vacancy with a term that will expire on September 30, 2024.

Three (3) applications have been submitted by residents interested in serving on the Board. Two were received last year and were included for Council consideration during the annual appointment process last fall. One of the applicants was appointed to serve on the Parks and Recreation Advisory Board and can be considered to serve on a second board; the other applicant was not appointed at that time. Both applicants have been contacted and expressed interest in serving on the Board. City staff solicited additional applications and one (1) application was received. All applications have been provided to Council for consideration.

This agenda item provides an opportunity for Council to discuss an appointment to fill the vacancy.

If Council desires to make an appointment, an item has also been included on the regular meeting agenda for formal action.

BOARD AND COMMISSION APPLICANT PREFERENCES

Applicant Name	Ethics Board	Community Dev. Corp (4B)	Parks Board	Planning & Zoning Commission	Zoning Board of Adjustment
ANDRUS, Leslie	2	3	1	4	5
BARBER, Debbie	3	1	2	4	5
McDANIEL, Michael	1	2	4	3	5

CITY OF HIGHLAND VILLAGE
COUNCIL BRIEFING

AGENDA# 7

MEETING DATE: 01/09/2024

SUBJECT: Mayor and Council Reports on Items of Community Interest

PREPARED BY: Karen McCoy, Executive Assistant

COMMENTS

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

- Presentation of a Proclamation celebrating the Mayor for the Day

Proclamation

The City of Highland Village

Whereas, the City of Highland Village recognizes that our youth are the future leaders of our city, county, state and nation, and understands the importance of increasing students' knowledge of the operations and complexities of local government; and

Whereas, the City of Highland Village offers a Mayor for the Day program that aims to foster and encourage leadership in our young students; and

Whereas, Highland Village resident Hazel Speers expressed her desire to serve as a future mayor and wished to experience our Mayor for the Day program; and

Whereas, Miss Spears, who is a third grade student at Founders Classical Academy, has been afforded the opportunity to participate today.

NOW THEREFORE, on behalf of the City Council and City Staff, I, Daniel Jaworski, Mayor of the City of Highland Village, do hereby congratulate and recognize

“Hazel Speers as the Highland Village Mayor for the Day”

IN WITNESS WHEREOF, I have hereunto set my hand and caused the seal of the City to be affixed on this 9th day of January 2024.

Daniel Jaworski, Mayor

CITY OF HIGHLAND VILLAGE
COUNCIL BRIEFING

AGENDA# 10

MEETING DATE: 01/09/2024

SUBJECT: Consider approval of Minutes of the Regular City Council Meeting held on December 12, 2023

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 contact the City Secretary's Office prior to the meeting with suggested changes. Upon doing so, staff can 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 minutes of the Regular City Council Meeting held on December 12, 2023.



**MEETING MINUTES OF THE REGULAR MEETING
HIGHLAND VILLAGE CITY COUNCIL
HIGHLAND VILLAGE MUNICIPAL COMPLEX
1000 HIGHLAND VILLAGE ROAD
TUESDAY, DECEMBER 12, 2023**

EARLY WORK SESSION

Mayor Jaworski called the meeting to order at 6:30 p.m.

Roll Call

Present:	Daniel Jaworski	Mayor
	Jon Kixmiller	Mayor Pro Tem
	Kevin Cox	Councilmember
	Shawn Nelson	Councilmember
	Rhonda Hurst	Councilmember
	Brian A. Fiorenza	Deputy Mayor Pro Tem
Absent:	Robert Fiester	Councilmember
Staff Members:	Paul Stevens	City Manager
	Ken Heerman	Assistant City Manager
	Kevin Laughlin	City Attorney
	Angela Miller	City Secretary
	Doug Reim	Chief of Police
	Kim Lopez	Human Resources Director
	Laurie Mullens	Marketing & Communications Director

1. Receive an Update from the City's Regional Transportation Council Representative

Lewisville City Councilman Brandon Jones serves on the Regional Transportation Council (RTC) of the North Central Texas Council of Governments (NCTCOG) representing the Town of Flower Mound, and Cities of Lewisville and Highland Village. Mr. Jones provided an update on the activities of the RTC. He reported the RTC consists of forty-four (44) members who are elected and appointed by various entities. Areas served include the Dallas-Fort Worth-Arlington, Denton-Lewisville, and McKinney urbanized areas. Mr. Jones explained there are twelve (12) funding categories, with each category defined by project type. He reported that recent updates may have created variances between federal and state regulations, and that the RTC is working with TxDOT to clarify new rules for some funding categories.

Although ozone levels have been reduced over the years, Mr. Jones reported they are still working to meet the 2015 ozone standard. One focus is on the use of electric vehicles. With an increase in the use of electric vehicles, RTC is working to install charging stations along designated corridors.

Additionally, he reported that local municipalities can apply for Transportation Development Credits (TDC) that can be used to offset local match funds for qualifying projects. Mr. Jones also reported a High-Speed Transportation project is moving along, which will provide transportation from Fort Worth to Dallas and on to Houston.

The I-35E Denton County Connections Project has started, with anticipated completion in 2030. Councilmember Hurst asked what lanes will be added; Mr. Jones reported three (3) additional northbound and southbound lanes on the service road will be added. Mayor Jaworski reported once work nears Highland Village, Copperas Branch Park will be used as a staging area again during the project. Deputy Mayor Pro Tem Fiorenza asked about enhancements to local rail within Denton County and the region. With recent years heavily focused on DART and Trinity Metro, Mr. Jones believes Denton County grant projects will be forthcoming.

2. Clarification of Consent or Action Items listed on Today's City Council Meeting Agenda for December 12, 2023

Relating to Agenda Item #14, City Manager Stevens reported the City received approximately \$15,000 from Opioid Lawsuit Settlement Funds, and is expected to receive approximately \$50,000 in future funds. The funding must be used to support any of a wide variety of strategies to fight the opioid crisis. Opioid education programs provided to all LISD schools located in Highland Village, and Marcus High School by Winning The Fight would fulfill the uses for opioid remediation.

Mayor Pro Tem Kixmiller suggested moving Agenda Item #14 to the Consent Agenda.

With no further business, Mayor Jaworski adjourned the meeting at 6:55 p.m.

CLOSED SESSION

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

Council did not meet in Closed Session.

OPEN SESSION

4. Call Meeting to Order

Mayor Jaworski called the meeting to order at 7:01 p.m.

Roll Call

Present:	Daniel Jaworski	Mayor
	Jon Kixmiller	Mayor Pro Tem
	Kevin Cox	Councilmember
	Shawn Nelson	Councilmember
	Rhonda Hurst	Councilmember
	Brian A. Fiorenza	Deputy Mayor Pro Tem

Absent:	Robert Fiester	Councilmember
Staff Members:	Paul Stevens Ken Heerman Kevin Laughlin Angela Miller Doug Reim Kim Lopez Laurie Mullens	City Manager Assistant City Manager City Attorney City Secretary Chief of Police Human Resources Director Marketing & Communications Director

5. Prayer led by Mayor Pro Tem Jon Kixmiller

Mayor Pro Tem Kixmiller gave the invocation.

6. Pledge of Allegiance to the U.S. and Texas flags led by Mayor Pro Tem Jon Kixmiller

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

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

Councilmember Hurst thanked the Fire Department for the opportunity to ride with their staff and Santa during neighborhood visits with our residents. She also reported the Tri-Town Amazing Race was a fun event and thanked staff for a great job. Councilmember Hurst reported there is a program through Republic Services that provides assistance to residents that may be struggling to maneuver their 96-gallon trash container for pick up; contact the City to set up.

Mayor Pro Tem Kixmiller thanked City staff for working to make Wine Down with the Grinch and Christmas at the Ranch a success. Councilmember Nelson reported he and his wife assisted with this year's Stuff a Cruiser and thanked the Police Department, Police Auxiliary and Fire Department for another successful year.

Mayor Jaworski thanked everyone that participated in this year's Red Kettle Challenge. Online donations will continue through the end of 2023. He also congratulated the Briarhill Middle School 8th grade boys and 7th grade girls Cross Country teams for winning their district championship.

8. City Manager/Staff Reports

City Manager Stevens thanked Council for recognizing City staff for their work during recent events. He also reminded residents trash collection on Christmas and New Year's Day will shift one day.

- **The Village Report**

The Village Report included the Experience Highland Village video featuring Be Legend Gaming in Highland Village.

9. Visitor Comments

No one wished to speak.

CONSENT AGENDA

Mayor Jaworski moved Agenda Item #14 up to the Consent Agenda.

- 10. Consider approval of Minutes of the Regular City Council Meeting held on November 14, 2023**
- 11. Consider Ordinance 2023-1310 adopting Amendments to the Fiscal Year 2023-2024 Budget (2nd and final read)**
- 12. Receive Budget Reports for Period ending September 30, 2023**
- 14. Consider Resolution 2023-3104 authorizing Negotiation and Execution of a Grant Agreement with Winning the Fight for Drug Education Programming relating to the Use of Opioids; authorizing the Use of Opioid Lawsuit Settlement Funds for such Grant Agreement**

Motion by Deputy Mayor Pro Tem Fiorenza, seconded by Councilmember Hurst, to approve Consent Agenda Items #10 through #12, and Agenda Item #14. Motion carried 6-0.

ACTION AGENDA

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

NO ACTION TAKEN

No action was taken on this item.

- 15. Consider Resolution 2023-3104 authorizing Negotiation and Execution of a Grant Agreement with Winning the Fight for Drug Education Programming relating to the Use of Opioids; authorizing the Use of Opioid Lawsuit Settlement Funds for such Grant Agreement**

This item was moved to the Consent Agenda.

- 16. Consider Resolution 2023-3106 authorizing Negotiation and Execution of a Multi-Year Agreement for the Purchase of Police Body Worn and Vehicle Cameras, Tasers, and Virtual Reality Training System from Axon Enterprises, Inc. through the City's Cooperative Purchasing Agreement with the Local Government Purchasing Cooperative (BuyBoard)**

APPROVED (6 – 0)

Chief Reim reported the City entered into a five (5) year contract with Axon for body worn and vehicle cameras, tasers and virtual reality training systems. With price increases anticipated, Axon offered to terminate the original contract in exchange for a new eight (8) year contract, thus locking in the pricing and having the added benefit of getting reliable and newer equipment with state of the art replacements throughout the life of the contract.

Motion by Deputy Mayor Pro Tem Fiorenza, seconded by Councilmember Nelson, to approve Resolution 2023-3106 authorizing negotiation and execution of a multi-year agreement for the purchase of police body worn and vehicle cameras, tasers, and virtual reality training system from Axon Enterprises, Inc. Motion carried 6-0.

LATE WORK SESSION

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.)**

No items were discussed.

17. **Adjournment**

Mayor Jaworski adjourned the meeting at 7:20 p.m.

Daniel Jaworski, Mayor

ATTEST:

Angela Miller, City Secretary

CITY OF HIGHLAND VILLAGE
COUNCIL BRIEFING

AGENDA# 11	MEETING DATE: 01/09/2024
SUBJECT:	Consider Resolution 2024-3107 authorizing a contract with Jagoe-Public Company for Highland Shores Boulevard Asphalt Overlay Project (Highland Village Road to Briarhill Boulevard and Community Center Drive Crosswalk)
PREPARED BY:	Scott Kriston, Director of Public Works

BACKGROUND:

Highland Shores Boulevard was built over a number of years during the 1980's and 1990's as part of subdivision developments as they occurred from the east to the west in the Highland Shores area. Highland Shores Boulevard is a vital part of the City's road system, serving the City very well over the years. The section of Highland Shores Boulevard between Highland Village Road and Briarhill Boulevard was restored by full depth reclamation in 2009. That restoration of this section of the road has worked very well, providing improved ride quality of the road. Consequently, only an asphalt overlay of this section of road is needed at this time in order to maintain the roadway, further increase its longevity, and maintain good ride quality. The City has been proactive in planning for these improvements by including this project in the current CIP. Also included in the current CIP are improvements to the pedestrian crossing at Community Center Drive, which is in this same stretch of Highland Shores Drive. These two projects have been included in this same construction project, making it possible to address both projects at the same time and take advantage of any economy of scale savings. Both of these projects are identified as part of the mobility projects that have been presented to Council in various presentations in July, 2022, February, 2023 and September, 2023. This project will incorporate the traffic calming measures discussed in those presentations to include narrowing the traffic lanes and adding a pedestrian lane in the project limits.

The City issued this project for bid, and bids were received on Thursday, November 16, 2023. Responsive bids were received from two general contractors:

Jagoe-Public Company	JR West Tx Concrete
\$668,791.25	\$704,144.20

Both bids received are very good bids for the project. The lowest bidder is Jagoe-Public Company with a total bid in the amount of \$668,791.25. The low bid has been reviewed and evaluated and is considered the lowest responsive bid. Jagoe-Public Company has sufficient resources to construct this project.

IDENTIFIED NEED/S:

The City of Highland Village needs to asphalt overlay Highland Shores Boulevard from Highland Village Road to Briarhill Boulevard and construct the pedestrian crossing improvements at Community Center Drive.

OPTIONS & RESULTS:

The asphalt overlay of Highland Shores Boulevard from Highland Village Road to Briarhill Boulevard will provide additional longevity and ride quality to this pavement structure.

PROGRESS TO DATE: (if appropriate)

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

BUDGETARY IMPACT/ORDINANCE CHANGE: (if appropriate)

Funding through Bond funds.

RECOMMENDATION:

To approve Resolution 2024-3107 awarding and authorizing a contract with Jagoe-Public Company for the Highland Shores Boulevard Asphalt Overlay Project.

CITY OF HIGHLAND VILLAGE, TEXAS

RESOLUTION NO. 2024-3107

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HIGHLAND VILLAGE, TEXAS AWARDING AND AUTHORIZING A CONTRACT WITH JAGOE-PUBLIC COMPANY FOR THE HIGHLAND SHORES BOULEVARD ASPHALT OVERLAY PROJECT; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, City administration, having solicited, received, and reviewed the bids for the Highland Shores Boulevard Asphalt Overlay Project (Highland Village Road to Briarhill Boulevard and Community Center Drive Crosswalk) (the "Project"), has determined that Jagoe-Public Company has submitted the lowest, most responsive bid in an amount of \$668,791.25, and recommends award of a contract for the Project to said bidder; and

WHEREAS, the City Council of the City of Highland Village, Texas, finds it to be in the public interest to accept the recommendation of the City administration and approve the above described contract agreement; and

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 Jagoe-Public Company, in the amount of \$668,791.25 for the Project and, subject to applicable state laws, city policies, and, in the event change order(s) result in an increase in the contract amount, the availability of funds for such purpose, to negotiate and sign such change order(s) to said contract as the City Manager determines to be in the best interest of the City.

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

PASSED AND APPROVED THIS 9TH DAY OF JANUARY 2024.

APPROVED:

Daniel Jaworski, Mayor

ATTEST:

Angela Miller, City Secretary

APPROVED AS TO FORM AND LEGALITY:

Kevin B. Laughlin, City Attorney

(kbl:1/2/2024:4854-0853-1098 1)

CITY OF HIGHLAND VILLAGE
COUNCIL BRIEFING

AGENDA# 12	MEETING DATE: 01/09/2024
SUBJECT:	Consider Resolution 2024-3108 authorizing negotiate and execution of a professional services agreement with Elements of Architecture, Inc. relating to review and analysis of Municipal Facilities
PREPARED BY:	Scott Kriston, Director of Public Works

BACKGROUND:

The City owns and maintains four (4) buildings where most city operations are conducted: the Municipal Complex, Central Fire Station, the Public Works building, and the Parks and Recreation building. These buildings vary in age from 26 years old to 13 years old. There have been several projects over the years involving the repair or replacement HVAC systems, roofs, carpeting, and electrical systems, with most issues being addressed as they occur and paid with available funds. In order to better plan for the eventual need to incur costs relating to more extensive renovations and replacement of systems within the City's buildings, City Administration recommends performing an assessment of the condition of each building and its various systems and obtain a report that can be used in planning future budgets and capital improvement projects. Over the years, as the City's service level has grown, both internally and externally, staff levels have also grown resulting in the need to make various building modifications, especially in the Municipal Complex. The recent Security Upgrades Project addressed several issues relating to unauthorized access of people in private office areas and other security and safety issues that was plaguing the Municipal Complex.

Staff has solicited statements of qualifications and obtained a scope of services from Elements of Architecture, Inc. for the purposes of obtaining a report that seeks to identify and address building condition concerns, ADA issues, general conditions as seen by users, life safety issues, code issues, envelope conditions, electrical/mechanical/plumbing deficiencies and deterioration or distress of the City's four primary operational buildings. The final report will outline the existing conditions, deficiencies found, and opinions of probable costs from the assessments of the Municipal facilities. Elements of Architecture, Inc. has proposed to perform the requested work for a fee of \$104,100 plus estimated out of pocket expenses of up to \$4000, which City Administration believes to be a fair and reasonable fee for performance of the proposed services. City Administration request the City Manager be authorized to negotiate and sign a professional services with Elements of Architecture, Inc. to perform the requested services.

IDENTIFIED NEED/S:

Architectural and Engineering analysis of the condition of the City's four main municipal buildings is identified as a need in establishing a plan to maintain these buildings now and in the future.

OPTIONS & RESULTS:

Protecting City personnel from harm and preventing disruption of municipal services is the primary goal of the City's Facilities team. The City must balance an acceptable level of building maintenance and rehabilitation to protect the public doing business with the City as well as protecting the City's assets from damage or loss.

PROGRESS TO DATE: (if appropriate)

Consultant scope of services and cost has been received and evaluated.

BUDGETARY IMPACT/ORDINANCE CHANGE: (if appropriate)

Identified in the General Fund FY 23-24 budget.

RECOMMENDATION:

To approve Resolution 2024-3108 authorizing negotiation and execution of a professional services agreement with Elements of Architecture, Inc. relating to review and analysis of municipal facilities.

CITY OF HIGHLAND VILLAGE, TEXAS

RESOLUTION NO. 2024-3108

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HIGHLAND VILLAGE, TEXAS, AUTHORIZING NEGOTIATION AND EXECUTION OF A PROFESSIONAL SERVICES AGREEMENT WITH ELEMENTS OF ARCHITECTURE, INC. RELATING TO REVIEW AND ANALYSIS OF MUNICIPAL FACILITIES; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, City administration has determined the need for professional engineering and architectural services to inspect and assess the City's existing buildings with respect to the condition of the major structural elements as well as the buildings' HVAC, electrical, and plumbing systems as well as compliance of the buildings with current concurrent construction codes and other laws and regulations applicable to public buildings (the "Project"); and

WHEREAS, City Administration has determined that Elements of Architecture, Inc. has the required professional architectural and engineering experience to perform the work for the Project at a fair and reasonable rate and recommends entering into an agreement with Elements of Architecture, Inc. for such professional services; 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 negotiate and execute an agreement for professional services with Elements of Architecture, Inc. in the amount of \$108,100.00 for the Project and, subject to applicable state laws, city policies, and, in the event change order(s) result in an increase in the contract amount, the availability of funds for such purpose, to negotiate and sign such change order(s) to said contract as the City Manager determines to be in the best interest of the City.

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

PASSED AND APPROVED THIS 9TH DAY OF JANUARY 2024.

APPROVED:

Daniel Jaworski, Mayor

ATTEST:

Angela Miller, City Secretary

APPROVED AS TO FORM AND LEGALITY:

Kevin B. Laughlin, City Attorney

(kbl:1/2/2024:4863-8849-1930 v1)

CITY OF HIGHLAND VILLAGE
COUNCIL BRIEFING

AGENDA# 13

MEETING DATE: 01/09/2024

SUBJECT: Receive Budget Reports for Period Ending October 31, 2023

PREPARED BY: Mike McWhorter, Budget & 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 October represents the first 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 October 31, 2023.

General Fund Summary

FY 2023/2024 Budget

YEAR TO DATE OCTOBER

<i>Percent of Budget Year Transpired</i>	8.3%
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Revenues	Original Budget	Revised Budget (Includes Budget Amendments)	Year to Date	Variance	% Received
Property Tax	\$ 13,869,510	\$ 13,869,510	\$ 18,073	\$ (13,851,437)	0%
Sales Tax	3,942,504	3,942,504	-	(3,942,504)	0%
Franchise Fees	1,586,811	1,586,811	8,914	(1,577,897)	1%
Licensing & Permits	236,439	236,439	35,877	(200,562)	15%
Park/Recreation Fees	174,065	174,065	16,055	(158,010)	9%
Public Safety Fees	777,391	777,391	97,597	(679,794)	13%
Rents	179,919	179,919	7,395	(172,524)	4%
Municipal Court	106,074	106,074	8,773	(97,301)	8%
Interest Income	447,160	447,160	(21,530)	(468,690)	-5%
Miscellaneous	63,500	63,500	1,245	(62,255)	2%
Total Revenues	\$ 21,383,373	\$ 21,383,373	\$ 172,398	\$ (21,210,975)	1%

Other Sources					
Transfers In	\$ 534,000	\$ 534,000	\$ -	\$ (534,000)	0%
Sale of Assets	\$ 186,275	\$ 186,275	\$ -	\$ (186,275)	0%

Total Available Resources	\$ 22,103,648	\$ 22,103,648	\$ 172,398	\$ (21,744,975)	
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Expenditures	Original Budget	Revised Budget	Year to Date	Variance	% Used
City Manager Office	\$ 671,331	\$ 671,331	\$ 39,447	\$ 631,884	6%
Finance (includes Mun. Court)	1,539,939	1,539,939	333,048	1,206,891	22%
Human Resources	690,680	690,680	24,532	666,147	4%
City Secretary Office	484,592	484,592	23,788	460,804	5%
Information Services	1,424,559	1,424,559	81,030	1,343,529	6%
Marketing and Communications	496,198	496,198	45,030	451,168	9%
Police	6,130,265	6,130,265	393,949	5,736,315	6%
Fire	3,815,762	3,815,762	256,791	3,558,971	7%
Community Services	413,042	413,042	19,564	393,478	5%
Streets/Drainage	1,725,580	1,725,580	69,729	1,655,851	4%
Maintenance	2,397,398	2,397,398	46,894	2,350,504	2%
Parks	2,375,177	2,375,177	124,939	2,250,237	5%
Recreation	730,622	730,622	35,508	695,113	5%
Total Expenditures	\$ 22,895,143	\$ 22,895,143	\$ 1,494,250	\$ 21,400,893	7%

Capital Summary	(Included in totals above - summary information only)				
Equipment Replacement	\$ 159,000	\$ 159,000	\$ -	\$ 159,000	0%

Other Uses					
Transfers Out	\$ 16,000	\$ 16,000		16,000	0%

Total Expenditures	\$ 22,911,143	\$ 22,911,143	\$ 1,494,250	\$ 21,416,893	
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Fund Balance	Original Budget	Revised Budget	Year to Date
Beginning Fund Balance	9,188,912	9,188,912	9,188,912
+ Net Increase (Decrease)	(807,495)	(807,495)	(1,321,852)
Ending Fund Balance	\$ 8,381,417	\$ 8,381,417	\$ 7,867,060

General Fund Expenditure Summary

FY 2023/2024 Budget

YEAR TO DATE OCTOBER

<i>Percent of Budget Year Transpired</i>	8.3%
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- - - Summary - - -					
	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 15,479,543	\$ 15,479,543	\$ 853,603	\$ 14,625,940	6%
Services / Supplies	7,256,600	7,256,600	640,647	6,615,953	9%
Capital	159,000	159,000	-	159,000	0%
	\$ 22,895,143	\$ 22,895,143	\$ 1,494,250	\$ 21,400,893	7%

- - - Detail - - -					
Category	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel					
<i>Salaries / Wages</i>	\$ 10,963,431	\$ 10,963,431	\$ 438,370	\$ 10,525,061	4%
<i>Employee Benefits</i>	4,516,111	4,516,111	415,233	4,100,879	9%
<i>Total Personnel</i>	\$ 15,479,543	\$ 15,479,543	\$ 853,603	\$ 14,625,940	6%

Services / Supplies					
<i>Professional Services</i>	\$ 2,124,248	\$ 2,124,248	\$ 510,126	\$ 1,614,122	24%
<i>Employee Development</i>	406,511	406,511	7,892	398,619	2%
<i>Office Supplies / Equipment</i>	1,679,921	1,679,921	54,001	1,625,920	3%
<i>Utilities</i>	428,360	428,360	32,037	396,323	7%
<i>Other</i>	2,617,560	2,617,560	36,591	2,580,969	1%
<i>Total Services / Supplies</i>	\$ 7,256,600	\$ 7,256,600	\$ 640,647	\$ 6,615,953	9%

Capital					
<i>Equipment / Vehicles</i>	\$ 159,000	\$ 159,000	\$ -	\$ 159,000	0%
<i>Total Capital</i>	\$ 159,000	\$ 159,000	\$ -	\$ 159,000	0%

<i>Total General Fund Expenditure Summary</i>	\$ 22,895,143	\$ 22,895,143	\$ 1,494,250	\$ 21,400,893	7%
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General Fund Revenue

FY 2023/2024 Budget

YEAR TO DATE OCTOBER

Percent of Budget Year Transpired

8.3%

Revenues	Original Budget	Revised Budget	Year to Date	Variance	% Received
Property Tax	\$ 13,869,510	\$ 13,869,510	\$ 18,073	\$ (13,851,437)	0%
Sales Tax	3,942,504	3,942,504	-	(3,942,504)	0%
Franchise Fees	1,586,811	1,586,811	8,914	(1,577,897)	1%
Licensing & Permits	236,439	236,439	35,877	(200,562)	15%
Park/Recreation Fees	174,065	174,065	16,055	(158,010)	9%
Public Safety Fees	777,391	777,391	97,597	(679,794)	13%
Rents	179,919	179,919	7,395	(172,524)	4%
Municipal Court	106,074	106,074	8,773	(97,301)	8%
Interest Income	447,160	447,160	(21,530)	(468,690)	-5%
Miscellaneous	63,500	63,500	1,245	(62,255)	2%
Total Revenues	\$ 21,383,373	\$ 21,383,373	\$ 172,398	\$ (21,210,975)	1%

City Manager Office FY 2023/2024 Budget

YEAR TO DATE OCTOBER

<i>Percent of Budget Year Transpired</i>	8.3%
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- - - Summary - - -					
	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 434,263	\$ 434,263	\$ 29,384	\$ 404,878	7%
Services / Supplies	237,068	237,068	10,062	227,006	4%
Capital	-	-	-	-	0%
	\$ 671,331	\$ 671,331	\$ 39,447	\$ 631,884	6%

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

Personnel					
<i>Salaries / Wages</i>	\$ 337,003	\$ 337,003	\$ 23,348	\$ 313,655	7%
<i>Employee Benefits</i>	97,260	97,260	6,036	91,224	6%
Total Personnel	\$ 434,263	\$ 434,263	\$ 29,384	\$ 404,878	7%

Services / Supplies					
<i>Professional Services (City-wide legal - \$98,500)</i>	\$ 163,500	163,500	\$ 10,062	\$ 153,438	6%
<i>Employee Development</i>	12,770	12,770	-	12,770	0%
<i>Supplies / Equipment</i>	10,510	10,510	0.13	10,510	0%
<i>Utilities</i>	-	-	-	-	0%
<i>Other (Contingency + Data Processing)</i>	50,288	50,288	-	50,288	0%
Total Services / Supplies	\$ 237,068	\$ 237,068	\$ 10,062	\$ 227,006	4%

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

Total City Manager	\$ 671,331	\$ 671,331	\$ 39,447	\$ 631,884	6%
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Finance Department FY 2023/2024 Budget

YEAR TO DATE OCTOBER

Percent of Budget Year Transpired	8.3%
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- - - Summary - - -					
	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 991,619	\$ 991,619	\$ 44,714	\$ 946,905	5%
Services / Supplies	548,320	548,320	288,334	259,986	53%
Capital	-	-	-	-	0%
	\$ 1,539,939	\$ 1,539,939	\$ 333,048	\$ 1,206,891	22%

- - - Detail - - -					
Category	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel					
<i>Salaries / Wages</i>	\$ 718,307	\$ 718,307	\$ 25,885	\$ 692,422	4%
<i>Employee Benefits</i>	273,312	273,312	18,829	254,483	7%
Total Personnel	\$ 991,619	\$ 991,619	\$ 44,714	\$ 946,905	5%

Services / Supplies					
	Original Budget	Revised Budget	Year to Date	Variance	% Used
<i>Professional Services (City-wide liability insurance - \$188,408 / DCAD - \$103,000)</i>	\$ 513,346	513,346	\$ 288,033	\$ 225,313	56%
<i>Employee Development</i>	13,649	13,649	-	13,649	0%
<i>Supplies / Equipment</i>	6,925	6,925	301	6,624	4%
<i>Utilities</i>	-	-	-	-	0%
<i>Other (Data Processing Equipment + Supplies)</i>	14,400	14,400	-	14,400	0%
Total Services / Supplies	\$ 548,320	\$ 548,320	\$ 288,334	\$ 259,986	53%

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

Total Finance Department	\$ 1,539,939	\$ 1,539,939	\$ 333,048	\$ 1,206,891	22%
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Human Resources FY 2023/2024 Budget

YEAR TO DATE OCTOBER

<i>Percent of Budget Year Transpired</i>	8.3%
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- - - Summary - - -					
	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 498,423	\$ 498,423	\$ 13,187	\$ 485,236	3%
Services / Supplies	192,257	192,257	11,346	180,911	6%
Capital	-	-	-	-	0%
	\$ 690,680	\$ 690,680	\$ 24,532	\$ 666,147	4%

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

Personnel					
<i>Salaries / Wages</i>	\$ 381,286	\$ 381,286	\$ 9,881	\$ 371,405	3%
<i>Employee Benefits</i>	117,137	117,137	3,306	113,831	3%
Total Personnel	\$ 498,423	\$ 498,423	\$ 13,187	\$ 485,236	3%

Services / Supplies					
<i>Professional Services</i>	\$ 93,294	\$ 93,294	\$ 10,561	\$ 82,733	11%
<i>Employee Development</i>	84,063	84,063	781	83,282	1%
<i>Supplies / Equipment</i>	1,175	1,175	4	1,171	0%
<i>Utilities</i>	-	-	-	-	0%
<i>Other (Safety Programs)</i>	13,725	13,725	-	13,725	0%
Total Services / Supplies	\$ 192,257	\$ 192,257	\$ 11,346	\$ 180,911	6%

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

Total Human Resources	\$ 690,680	\$ 690,680	\$ 24,532	\$ 666,147	4%
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City Secretary Office FY 2023/2024 Budget

YEAR TO DATE OCTOBER

<i>Percent of Budget Year Transpired</i>	8.3%
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- - - Summary - - -					
	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 296,072	\$ 296,072	\$ 23,092	\$ 272,980	8%
Services / Supplies	188,520	188,520	696	187,824	0%
Capital	-	-	-	-	-
	\$ 484,592	\$ 484,592	\$ 23,788	\$ 460,804	5%

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

Personnel					
Salaries / Wages	\$ 203,229	\$ 203,229	\$ 16,499	\$ 186,729	8%
Employee Benefits	92,843	92,843	6,592	86,251	7%
Total Personnel	\$ 296,072	\$ 296,072	\$ 23,092	\$ 272,980	8%

Services / Supplies					
Professional Services	\$ 44,800	\$ 44,800	\$ 431	\$ 44,369	1%
Employee Development <i>(City Council related \$42,704)</i>	71,369	71,369	265	71,104	0%
Supplies / Equipment	16,351	16,351	0.30	16,351	0%
Utilities	-	-	-	-	0%
Other (Outside Services)	56,000	56,000	-	56,000	0%
Total Services / Supplies	\$ 188,520	\$ 188,520	\$ 696	\$ 187,824	0%

Capital					
Equipment / Vehicles	-	-	-	-	0%
Total Capital	\$ -	\$ -	\$ -	\$ -	0%

Total City Secretary Office	\$ 484,592	\$ 484,592	\$ 23,788	\$ 460,804	5%
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Information Services FY 2023/2024 Budget

YEAR TO DATE OCTOBER

<i>Percent of Budget Year Transpired</i>	8.3%
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- - - Summary - - -					
	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 852,334	\$ 852,334	\$ 38,725	\$ 813,609	5%
Services / Supplies	572,225	572,225	42,305	529,920	7%
Capital	-	-	-	-	0%
	\$ 1,424,559	\$ 1,424,559	\$ 81,030	\$ 1,343,529	6%

- - - Detail - - -					
Category	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel					
<i>Salaries / Wages</i>	\$ 635,768	\$ 635,768	\$ 23,424	\$ 612,344	4%
<i>Employee Benefits</i>	216,566	\$ 216,566	15,300	201,265	7%
Total Personnel	\$ 852,334	\$ 852,334	\$ 38,725	\$ 813,609	5%

Services / Supplies					
	Original Budget	Revised Budget	Year to Date	Variance	% Used
<i>Professional Services</i>	\$ 254,685	254,685	\$ 36,793	\$ 217,892	14%
<i>Employee Development</i>	32,250	32,250	-	32,250	0%
<i>Supplies / Equipment</i>	3,410	3,410	-	3,410	0%
<i>Utilities</i>	112,210	112,210	2,293	109,917	2%
<i>Other (Data Processing)</i>	169,670	169,670	3,219	166,451	2%
Total Services / Supplies	\$ 572,225	\$ 572,225	\$ 42,305	\$ 529,920	7%

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

Total City Information Services	\$ 1,424,559	\$ 1,424,559	\$ 81,030	\$ 1,343,529	6%
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Marketing and Communications FY 2023/2024 Budget

YEAR TO DATE OCTOBER

<i>Percent of Budget Year Transpired</i>	8.3%
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- - - Summary - - -					
	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 360,873	\$ 360,873	\$ 16,601	\$ 344,271	5%
Services / Supplies	135,325	135,325	28,428	106,897	21%
Capital	-	-	-	-	0%
	\$ 496,198	\$ 496,198	\$ 45,030	\$ 451,168	9%

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

Personnel					
<i>Salaries / Wages</i>	\$ 255,946	\$ 255,946	\$ 9,433	\$ 246,513	4%
<i>Employee Benefits</i>	104,927	\$ 104,927	7,168	97,759	7%
Total Personnel	\$ 360,873	\$ 360,873	\$ 16,601	\$ 344,271	5%

<i>Professional Services</i>	\$ 98,421	\$ 98,421	\$ 17,633	\$ 80,788	18%
<i>Employee Development</i>	9,854	9,854	-	9,854	0%
<i>Supplies / Equipment</i>	-	-	-	-	0%
<i>Utilities</i>	-	-	-	-	0%
<i>Other (Special Events)</i>	27,050	27,050	10,795	16,255	40%
Total Services / Supplies	\$ 135,325	\$ 135,325	\$ 28,428	\$ 106,897	21%

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

Total Marketing and Communications	\$ 496,198	\$ 496,198	\$ 45,030	\$ 451,168	9%
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Police Department FY 2023/2024 Budget

YEAR TO DATE OCTOBER

<i>Percent of Budget Year Transpired</i>	8.3%
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- - - Summary - - -					
	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 5,385,828	\$ 5,385,828	\$ 273,714	\$ 5,112,114	5%
Services / Supplies	744,437	744,437	120,235	624,202	16%
Capital	-	-	-	-	0%
	\$ 6,130,265	\$ 6,130,265	\$ 393,949	\$ 5,736,315	6%

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

Personnel					
<i>Salaries / Wages</i>	\$ 3,839,741	3,839,741	\$ 142,124	\$ 3,697,616	4%
<i>Employee Benefits</i>	1,546,087	1,546,087	131,589	1,414,498	9%
Total Personnel	\$ 5,385,828	\$ 5,385,828	\$ 273,714	\$ 5,112,114	5%

Services / Supplies					
<i>Professional Services</i>	\$ 283,540	\$ 283,540	\$ 112,134	\$ 171,406	40%
<i>Employee Development</i>	50,075	50,075	407	49,668	1%
<i>Supplies / Equipment</i>	275,141	275,141	7,567	267,574	3%
<i>Utilities</i>	-	-	-	-	0%
<i>Other (Animal Care - \$91,542)</i>	135,681	135,681	127	\$ 135,554	0%
Total Services / Supplies	\$ 744,437	\$ 744,437	\$ 120,235	\$ 624,202	16%

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

Total Police Department	\$ 6,130,265	\$ 6,130,265	\$ 393,949	\$ 5,736,315	6%
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Fire Department FY 2023/2024 Budget

YEAR TO DATE OCTOBER

<i>Percent of Budget Year Transpired</i>	8.3%
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- - - Summary - - -					
	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 3,223,769	\$ 3,223,769	\$ 221,834	\$ 3,001,936	7%
Services / Supplies	591,993	591,993	34,958	557,035	6%
Capital	-	-	-	-	0%
	<u>\$ 3,815,762</u>	<u>\$ 3,815,762</u>	<u>\$ 256,791</u>	<u>\$ 3,558,971</u>	7%

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

Personnel					
Salaries / Wages	\$ 2,261,998	<u>2,261,998</u>	\$ 106,087	\$ 2,155,912	5%
Employee Benefits	961,771	<u>961,771</u>	<u>115,747</u>	846,024	12%
Total Personnel	\$ 3,223,769	\$ 3,223,769	\$ 221,834	\$ 3,001,936	7%

Services / Supplies					
Professional Services	\$ 146,261	\$ 146,261	\$ 13,962	\$ 132,299	10%
Employee Development <i>(Training - \$52,950)</i>	62,290	62,290	3,946	58,344	6%
Supplies / Equipment	186,585	186,585	17,050	169,535	9%
Utilities	1,850	1,850	-	1,850	0%
Other <i>(Safety Programs)</i>	195,007	195,007	-	195,007	0%
Total Services / Supplies	\$ 591,993	\$ 591,993	\$ 34,958	\$ 557,035	6%

Capital					
Equipment / Vehicles		-		-	0%
Total Capital	\$ -	\$ -	\$ -	\$ -	0%

Total Fire Department	\$ 3,815,762	\$ 3,815,762	\$ 256,791	\$ 3,558,971	7%
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Community Services FY 2023/2024 Budget

YEAR TO DATE OCTOBER

<i>Percent of Budget Year Transpired</i>	8.3%
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- - - Summary - - -					
	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 387,510	\$ 387,510	\$ 19,068	\$ 368,442	5%
Services / Supplies	25,532	25,532	496	25,036	2%
Capital	-	-	-	-	0%
	\$ 413,042	\$ 413,042	\$ 19,564	\$ 393,478	5%

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

Personnel					
<i>Salaries / Wages</i>	\$ 268,540	268,540	\$ 9,905	\$ 258,635	4%
<i>Employee Benefits</i>	118,970	118,970	9,163	109,807	8%
<i>Total Personnel</i>	\$ 387,510	\$ 387,510	\$ 19,068	\$ 368,442	5%

Services / Supplies					
<i>Professional Services</i>	\$ 9,000	9,000	\$ -	9,000	0%
<i>Employee Development</i>	10,607	10,607	288	10,319	3%
<i>Supplies / Equipment</i>	5,925	5,925	8	5,917	0%
<i>Utilities</i>	-	-	-	-	0%
<i>Other</i>	-	-	200	(200)	0%
<i>Total Services / Supplies</i>	\$ 25,532	\$ 25,532	\$ 496	\$ 25,036	2%

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

<i>Total Building Operations</i>	\$ 413,042	\$ 413,042	\$ 19,564	\$ 393,478	5%
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Streets Division FY 2023/2024 Budget

YEAR TO DATE OCTOBER

<i>Percent of Budget Year Transpired</i>	8.3%
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- - - Summary - - -					
	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 870,282	\$ 870,282	\$ 56,870	\$ 813,412	7%
Services / Supplies	840,298	840,298	12,859	827,439	2%
Capital	<u>15,000</u>	<u>15,000</u>	<u>-</u>	<u>15,000</u>	<u>0%</u>
	\$ 1,725,580	\$ 1,725,580	\$ 69,729	\$ 1,655,851	4%

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

Personnel					
<i>Salaries / Wages</i>	\$ 589,625	\$ 589,625	\$ 19,830	\$ 569,796	3%
<i>Employee Benefits</i>	<u>280,657</u>	<u>280,657</u>	<u>37,040</u>	<u>243,617</u>	<u>13%</u>
<i>Total Personnel</i>	\$ 870,282	\$ 870,282	\$ 56,870	\$ 813,412	7%

Services / Supplies					
<i>Professional Services</i>	\$ 77,816	77,816	\$ -	\$ 77,816	0%
<i>Employee Development</i>	12,014	12,014	-	12,014	0%
<i>Supplies / Equipment</i>	70,818	70,818	127	70,691	0%
<i>Utilities (Streetlights)</i>	86,000	86,000	8,229	77,771	10%
<i>Other (Street Maintenance)</i>	<u>593,650</u>	<u>593,650</u>	<u>4,503</u>	<u>589,147</u>	<u>1%</u>
<i>Total Services / Supplies</i>	\$ 840,298	\$ 840,298	\$ 12,859	\$ 827,439	2%

Capital					
<i>Equipment / Vehicles</i>	15,000	15,000	-	15,000	0%
<i>Total Capital</i>	\$ 15,000	\$ 15,000	\$ -	\$ 15,000	0%

<i>Total Streets</i>	\$ 1,725,580	\$ 1,725,580	\$ 69,729	\$ 1,655,851	4%
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Maintenance Division FY 2023/2024 Budget

YEAR TO DATE OCTOBER

<i>Percent of Budget Year Transpired</i>	8.3%
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- - - Summary - - -					
	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 428,069	\$ 428,069	\$ 24,202	\$ 403,867	6%
Services / Supplies	1,894,329	1,894,329	22,693	1,871,637	1%
Capital	75,000	75,000	-	75,000	0%
	\$ 2,397,398	\$ 2,397,398	\$ 46,894	\$ 2,350,504	2%

- - - Detail - - -					
Category	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel					
<i>Salaries / Wages</i>	\$ 288,765	288,765	\$ 10,085	\$ 278,680	3%
<i>Employee Benefits</i>	139,303	139,303	14,117	125,187	10%
Total Personnel	\$ 428,069	\$ 428,069	\$ 24,202	\$ 403,867	6%

Services / Supplies					
	Original Budget	Revised Budget	Year to Date	Variance	% Used
<i>Professional Services</i>	\$ 184,360	\$ 184,360	\$ 4,848	\$ 179,512	3%
<i>Employee Development</i>	5,640	5,640	-	5,640	0%
<i>Supplies / Equipment</i>	739,716	739,716	11,149	728,567	2%
<i>Utilities</i>	95,000	95,000	6,696	88,304	7%
<i>Other (Capital Lease Payments)</i>	869,613	869,613	-	\$ 869,613	0%
Total Services / Supplies	\$ 1,894,329	\$ 1,894,329	\$ 22,693	\$ 1,871,637	1%

Capital					
	Original Budget	Revised Budget	Year to Date	Variance	% Used
<i>Equipment / Vehicles</i>	75,000	75,000	-	75,000	0%
Total Capital	\$ 75,000	\$ 75,000	-	\$ 75,000	0%

Total Maintenance	\$ 2,397,398	\$ 2,397,398	\$ 46,894	\$ 2,350,504	2%
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Parks Division FY 2023/2024 Budget

YEAR TO DATE OCTOBER

<i>Percent of Budget Year Transpired</i>	8.3%
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- - - Summary - - -					
	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 1,527,671	\$ 1,527,671	\$ 80,879	\$ 1,446,792	5%
Services / Supplies	778,506	778,506	44,061	734,445	6%
Capital	<u>69,000</u>	<u>69,000</u>	<u>-</u>	<u>69,000</u>	<u>0%</u>
	\$ 2,375,177	\$ 2,375,177	\$ 124,939	\$ 2,250,237	5%

- - - Detail - - -					
Category	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel					
<i>Salaries / Wages</i>	\$ 1,009,781	<u>1,009,781</u>	\$ 35,160	\$ 974,621	3%
<i>Employee Benefits</i>	<u>517,890</u>	<u>517,890</u>	<u>45,719</u>	<u>472,171</u>	<u>9%</u>
<i>Total Personnel</i>	\$ 1,527,671	\$ 1,527,671	\$ 80,879	\$ 1,446,792	5%

Services / Supplies					
<i>Professional Services</i>	\$ 255,225	\$ 255,225	\$ 15,667	\$ 239,558	6%
<i>Employee Development</i>	27,435	27,435	2,205	25,230	8%
<i>Supplies / Equipment</i>	360,965	360,965	11,370	349,595	3%
<i>Utilities</i>	133,300	133,300	14,818	118,482	11%
<i>Other</i>	<u>1,581</u>	<u>1,581</u>	<u>-</u>	<u>1,581</u>	<u>0%</u>
<i>Total Services / Supplies</i>	\$ 778,506	\$ 778,506	\$ 44,061	\$ 734,445	6%

Capital					
<i>Equipment / Vehicles</i>	69,000	69,000	-	69,000	0%
<i>Total Capital</i>	69,000	69,000	-	69,000	0%

Total Parks	\$ 2,375,177	\$ 2,375,177	\$ 124,939	\$ 2,250,237	5%
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Recreation Division FY 2023/2024 Budget

YEAR TO DATE OCTOBER

<i>Percent of Budget Year Transpired</i>	8.3%
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- - - Summary - - -					
	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 222,832	\$ 222,832	\$ 11,335	\$ 211,496	5%
Services / Supplies	507,790	507,790	24,173	483,617	5%
Capital	-	-	-	-	0%
	\$ 730,622	\$ 730,622	\$ 35,508	\$ 695,113	5%

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

Personnel					
<i>Salaries / Wages</i>	\$ 173,443	\$ 173,443	\$ 6,709	\$ 166,733	4%
<i>Employee Benefits</i>	49,389	49,389	4,626	44,763	9%
Total Personnel	\$ 222,832	\$ 222,832	\$ 11,335	\$ 211,496	5%

Services / Supplies					
<i>Professional Services</i>	\$ -	\$ -		\$ -	0%
<i>Employee Development</i>	14,495	14,495	-	14,495	0%
<i>Supplies / Equipment</i>	2,400	2,400	6,425	(4,025)	268%
<i>Utilities</i>	-	-	-	-	0%
<i>Other (Recreation Programs)</i>	490,895	490,895	17,748	473,147	4%
Total Services / Supplies	\$ 507,790	\$ 507,790	\$ 24,173	\$ 483,617	5%

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

Total Recreation	\$ 730,622	\$ 730,622	\$ 35,508	\$ 695,113	5%
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Equipment Replacement / Capital Schedule FY 2023/2024 Budget

YEAR TO DATE OCTOBER

<i>Percent of Budget Year Transpired</i>	8.3%
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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	-	-	-	-	0%
Marketing Capital Outlay	-	-	-	-	0%
Police Dept Capital Outlay	-	-	-	-	0%
Fire Dept Capital Outlay	-	-	-	-	0%
Community Services Capital Outlay	-	-	-	-	0%
Streets Dept Capital Outlay	15,000	15,000	-	15,000	0%
Maintenance Capital Outlay	75,000	75,000	-	75,000	0%
City Parks Capital Outlay	69,000	69,000	-	69,000	0%
City Recreation Capital Outlay	-	-	-	-	0%
Total Expenditures	\$ 159,000	\$ 159,000	\$ -	\$ 159,000	0%

Utility Fund Revenues

FY 2023/2024 Budget

YEAR TO DATE OCTOBER

Percent of Budget Year Transpired	8.3%
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Fees	Original Budget	Revised Budget	Year to Date	Variance	% Received
<i>Electronic Payment</i>	\$ (190,000)	\$ (190,000)	\$ (7,948)	\$ (182,053)	4%
<i>Charges / Penalties</i>	88,250	88,250	4,613	83,637	5%
Total Fees	\$ (101,750)	\$ (101,750)	\$ (3,334)	\$ (98,416)	3%

Licenses & Permits

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

Charges for Services

<i>Water Sales</i>	\$ 5,780,954	\$ 5,780,954	\$ 326,885	\$ 5,454,069	6%
<i>Sewer Sales</i>	4,556,950	4,556,950	189,713	4,367,237	4%
<i>Inspection Fees</i>	4,000	4,000	80	3,920	2%
Total Charges for Service	\$ 10,341,904	\$ 10,341,904	\$ 516,678	\$ 9,825,226	5%

Interest

<i>Interest (Operations)</i>	\$ 210,572	\$ 210,572	\$ 35,656	\$ 174,916	17%
<i>Interest (Capital Projects)</i>	149,114	149,114	3,483	145,631	2%
Total Interest	\$ 359,686	\$ 359,686	\$ 39,139	\$ 320,547	11%

Impact Fees

<i>Impact Fees</i>	\$ 75,000	\$ 75,000	\$ 2,498	\$ 72,502	3%
Total Impact Fees	\$ 75,000	\$ 75,000	\$ 2,498	\$ 72,502	3%

Miscellaneous Income

<i>Miscellaneous Income</i>	\$ 5,000	\$ 5,000	\$ 40	\$ 4,960	1%
Total Miscellaneous Income	\$ 5,000	\$ 5,000	\$ 40	\$ 4,960	1%

Total Utility Fund Revenues	\$ 10,679,840	\$ 10,679,840	\$ 555,021	\$ 10,124,819	5%
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Utility Division FY 2023/2024 Budget

YEAR TO DATE OCTOBER

Percent of Budget Year Transpired	8.3%
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--- Summary - Operations ---					
	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 1,917,790	\$ 1,917,790	\$ 104,809	\$ 1,812,981	5%
Services / Supplies	7,348,983	7,348,983	573,222	6,775,761	8%
Capital	114,500	114,500	-	114,500	0%
Total Utility Division	\$ 9,381,273	\$ 9,381,273	\$ 678,031	\$ 8,703,242	7%

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

Personnel					
<i>Salaries / Wages</i>	\$ 1,293,688	\$ 1,293,688	\$ 49,578	\$ 1,244,109	4%
<i>Employee Benefits</i>	624,102	624,102	55,231	568,871	9%
Total Personnel	\$ 1,917,790	\$ 1,917,790	\$ 104,809	\$ 1,812,981	5%

Services / Supplies					
<i>Professional Services</i>	\$ 321,269	\$ 321,269	\$ 22,722	\$ 298,547	7%
<i>Employee Development</i>	67,856	67,856	1,000	66,856	1%
<i>Supplies / Equipment</i>	74,262	74,262	7,610	66,652	10%
<i>Utilities</i>	455,136	455,136	61,179	393,957	13%
<i>Other (Well Lot Maintenance)</i>	1,419,157	1,419,157	69,842	1,349,315	5%
Sub-Total - Operations Services / Supplies	\$ 2,337,680	\$ 2,337,680	\$ 162,352	\$ 2,175,328	7%

Wholesale Water / Wastewater					
Note: UTRWD billing reflects a one month delay					
<i>UTRWD - Administration Fees</i>	\$ 5,270	\$ 5,270	-	\$ 5,270	0%
<i>UTRWD - Water Volume Cost</i>	1,232,451	1,232,451	125,413	1,107,038	10%
<i>UTRWD - Water Demand Charges</i>	1,500,465	1,500,465	125,039	1,375,426	8%
<i>UTRWD - Sewer Effluent Volume Rate</i>	610,215	610,215	44,759	565,456	7%
<i>UTRWD - Capital Charge Joint Facilities</i>	1,283,092	1,283,092	98,674	1,184,418	8%
<i>UTRWD - HV Sewer Line to UTRWD</i>	379,810	379,810	16,985	362,825	4%
<i>UTRWD - Wtr Transmission - Opus Develop</i>	-	-	-	-	0%
Sub-Total - Wholesale Water / Wastewater	\$ 5,011,303	\$ 5,011,303	\$ 410,870	\$ 4,600,433	8%

Total Services / Supplies	\$ 7,348,983	\$ 7,348,983	\$ 573,222	\$ 6,775,761	8%
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Capital					
<i>Equipment / Vehicles</i>	114,500	114,500	-	114,500	0%
Total Capital	\$ 114,500	\$ 114,500	\$ -	\$ 114,500	0%

Total Utility Division - Operations	\$ 9,381,273	\$ 9,381,273	\$ 678,031	\$ 8,703,242	7%
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Utility Fund Working Capital FY 2023/2024 Budget

YEAR TO DATE OCTOBER

Percent of Budget Year Transpired	8.3%
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Revenues	Original Budget	Revised Budget	Year to Date	Variance	% Received
<i>Water Sales</i>	\$ 5,780,954	\$ 5,780,954	\$ 326,885	\$ 5,454,069	6%
<i>Sewer Sales</i>	4,556,950	4,556,950	189,713	4,367,237	4%
<i>Other Fees / Charges</i>	97,250	97,250	4,734	92,516	5%
<i>Electronic Payment Credit</i>	(190,000)	(190,000)	(7,948)	(182,053)	4%
<i>Interest</i>	210,572	210,572	35,656	174,916	17%
Total Revenues	\$ 10,455,726	\$ 10,455,726	\$ 549,040	\$ 9,906,686	5%

Expenditures	Original Budget	Revised Budget	Year to Date	Variance	% Used
<i>Administration</i>	\$ 500,455	\$ 500,455	\$ 47,018	\$ 453,437	9%
<i>Operations</i>	3,869,515	3,869,515	220,144	3,649,372	6%
<i>UTRWD</i>	5,011,303	5,011,303	410,870	4,600,433	8%
<i>Debt Service</i>	1,005,854	1,005,854	-	880,036	0%
<i>Capital Projects</i>	-	-	-	-	0%
<i>Equipment Replace / Capital</i>	114,500	114,500	-	114,500	0%
Total Expenditures	\$ 10,501,627	\$ 10,501,627	\$ 678,031	\$ 9,823,596	6%

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

Fund Balance	Original Budget	Revised Budget	Year to Date
<i>Net Increase/Decrease</i>	(515,901)	(515,901)	(128,991)
Beginning Working Capital			
<i>Operations</i>	3,454,236	3,454,236	3,454,236
<i>Available Impact Fees</i>	1,217,225	1,217,225	1,217,225
Total Available Working Capital	\$ 4,671,461	\$ 4,671,461	\$ 4,671,461
Ending Working Capital			
<i>Operations</i>	2,938,335	2,938,335	3,325,245
<i>Designated Capital Project</i>	-	-	-
<i>Available Impact Fees</i>	1,142,225	1,142,225	1,217,225
Total Available Working Capital	\$ 4,080,560	\$ 4,080,560	\$ 4,542,470

<i>Impact Fees</i>			
<i>Beginning Balance</i>	1,217,225	1,217,225	1,217,225
<i>+ Collections</i>	75,000	75,000	-
<i>- Applied to offset Debt Service</i>	(150,000)	(150,000)	-
<i>Ending Balance</i>	1,142,225	1,142,225	1,217,225

*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 2023/2024 Budget

YEAR TO DATE OCTOBER

<i>Percent of Budget Year Transpired</i>	8.3%
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Revenues	Original Budget	Revised Budget	Year to Date	Variance	% Received
<i>Park Entry Fees</i>	\$ 604,600	\$ 604,600	\$ 97,242	\$ 507,358	16%
<i>Annual Park Passes</i>	62,000	62,000	55	61,945	0%
<i>Concession Sales</i>	-	-	-	-	0%
<i>Interest</i>	49,000	49,000	4,668	44,332	10%
Total Revenues	\$ 715,600	\$ 715,600	\$ 101,965	\$ 613,635	14%

Expenditures	Original Budget	Revised Budget	Year to Date	Variance	% Used
<i>Personnel</i>	\$ 246,366	246,366	\$ 15,334	\$ 231,032	6%
<i>Services / Supplies</i>	464,155	464,155	8,926	455,229	2%
<i>Capital</i>		-	-	-	#DIV/0!
Total Expenditures	\$ 710,521	\$ 710,521	\$ 24,260	\$ 686,261	3%

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

Fund Balance	Original Budget	Revised Budget	Year to Date
<i>Beginning Fund Balance</i>	\$ 1,108,431	\$ 1,108,431	\$ 1,108,431
<i>+ Net Increase (Decrease)</i>	5,079	5,079	77,705
Ending Fund Balance	\$ 1,113,510	\$ 1,113,510	\$ 1,186,136

Debt Service Fund

FY 2023/2024 Budget

YEAR TO DATE OCTOBER

Percent of Budget Year Transpired	8.3%
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Revenues	Original Budget	Revised Budget	Year to Date	Variance	% Received
<i>Property Tax Revenues</i>	\$2,186,525	\$ 2,186,525	\$ 2,866	\$ 2,183,659	0%
<i>Interest Income</i>	23,000	23,000	609	22,391	3%
<i>Total Revenues</i>	\$ 2,209,525	\$ 2,209,525	\$ 3,476	\$ 2,206,049	0%

Expenditures	Original Budget	Revised Budget	Year to Date	Variance	% Used
<i>Principal Payments</i>	\$ 1,755,000	\$ 1,755,000	-	\$ 1,755,000	0%
<i>Interest Payments</i>	958,690	958,690	-	958,690	0%
<i>Paying Agent Fees</i>	3,000	3,000	-	3,000	0%
<i>Total Expenditures</i>	\$ 2,716,690	\$ 2,716,690	\$ -	\$ 2,716,690	0%

Other Sources (Uses)	Original Budget	Revised Budget	Year to Date	Variance	% Received
<i>Transfers In (Out) [To 4B]</i>	539,165	539,165	-	\$ 539,165	0%
<i>Proceeds from Refunding Debt</i>	-	-	-	-	0%
<i>Debt Issuance Cost</i>	-	-	-	-	0%
<i>Payment to Escrow Agent</i>	-	-	-	-	0%
<i>Total Financing Sources</i>	\$ 539,165	\$ 539,165	\$ -	\$ 539,165	0%

Beginning & Ending Balance	Original Budget	Revised Budget	Year to Date
<i>Beginning Fund Balance</i>	\$ 120,472	\$ 120,472	\$ 120,472
<i>+ Net Increase (Decrease)</i>	32,000	32,000	3,476
<i>Ending Fund Balance</i>	\$ 152,472	\$ 152,472	\$ 123,948

Capital Projects Fund

FY 2023/2024 Budget

YEAR TO DATE OCTOBER

Percent of Budget Year Transpired	8.3%
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Revenues	Original Budget	Revised Budget	Year to Date	Variance	% Received
Grants	\$ -	\$ -	\$ -	\$ -	0%
Contributions	-	-		-	0%
Interest Income	288,788	288,788	(32,007)	320,795	-11%
Total Revenues	\$ 288,788	\$ 288,788	\$ (32,007)	\$ 320,795	100%

Expenditures	Original Budget	Revised Budget	Year to Date	Variance	% Used
2021 Bond Issue (Parks)	1,516,600	1,516,600	1,391	1,515,209	0%
2021 Bond Issue (Streets)	4,395,937	4,395,937	248,095	4,147,842	6%
Total Expenditures	\$ 5,912,537	\$ 5,912,537	\$ 249,486	\$ 5,663,051	4%

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

Beginning & Ending Balance	Original Budget	Revised Budget	Year to Date
Beginning fund balance	\$ 14,390,555	\$ 14,390,555	\$ 14,390,555
+Net Increase (Decrease)	(5,623,749)	(5,623,749)	(281,493)
Ending Fund Balance	\$ 8,766,806	\$ 8,766,806	\$ 14,109,063

Drainage Utilities FY 2023/2024 Budget

YEAR TO DATE OCTOBER

Percent of Budget Year Transpired	8.3%
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Revenues	Original Budget	Revised Budget	Year to Date	Variance	% Received
<i>Drainage Conversion Fee</i>	\$ 10,000	10,000	\$ -	\$ 10,000	0%
<i>Drainage Fee Receipts</i>	510,000	510,000	21,214	488,786	4%
<i>Miscellaneous</i>	-	-	-	-	0%
<i>Interest</i>	7,636	7,636	876	6,760	11%
Total Revenues	\$ 527,636	\$ 527,636	\$ 22,090	\$ 505,546	4%

Expenditures	Original Budget	Revised Budget	Year to Date	Variance	% Used
<i>Personnel</i>	\$ 423,894	\$ 423,894	\$ 22,033	\$ 401,861	5%
<i>Services / Supplies</i>	319,760	319,760	16,426	303,334	5%
<i>Capital</i>	21,000	21,000	-	21,000	0%
Total Expenditures	\$ 764,654	\$ 764,654	\$ 38,460	\$ 726,195	5%

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%
Total Other Sources (Uses)	\$ -	\$ -	\$ -	\$ -	0%

Fund Balance	Original Budget	Revised Budget	Year to Date
<i>Beginning Fund Balance</i>	\$ 376,104	\$ 376,104	\$ 376,104
<i>+ Net Increase (Decrease)</i>	(237,018)	(237,018)	(16,370)
Ending Fund Balance	\$ 139,086	\$ 139,086	\$ 359,735

Park Development Fee Fund FY 2023/2024 Budget

YEAR TO DATE OCTOBER

Percent of Budget Year Transpired	8.3%
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Revenues	Original Budget	Revised Budget	Year to Date	Variance	% Received
<i>Interest</i>	\$ 3,700	\$ 3,700	\$ 392	3,308	0%
<i>Community Park Fees</i>	-	-		-	0%
<i>Linear Park Fees</i>	-	-	-	-	0%
<i>Neighborhood Park Fees</i>	-	-	-	-	0%
<i>Service Area II</i>	-	-	-	-	0%
<i>Service Area IV</i>	-	-	-	-	0%
Total Revenues	\$ 3,700	\$ 3,700	\$ 392	\$ 3,308	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%
Total Expenditures	\$ -	\$ -	\$ -	\$ -	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%
Total Other Sources (Uses)	\$ -	\$ -	\$ -	\$ -	0%

Fund Balance	Original Budget	Revised Budget	Year to Date
<i>Beginning Fund Balance</i>	\$ 85,900	\$ 85,900	\$ 85,900
<i>+ Net Increase (Decrease)</i>	3,700	3,700	392
Ending Fund Balance	\$ 89,600	\$ 89,600	\$ 86,293

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>	89,600	89,993
<i>Neighborhood Park Fees (Area IV)</i>	-	-
Total	\$ 89,600	\$ 89,993

Public Safety Special Revenue Fund

FY 2023/2024 Budget

YEAR TO DATE OCTOBER

Percent of Budget Year Transpired	8.3%
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Revenues	Original Budget	Revised Budget	Year to Date	Variance	% Received
Revenues	\$ 37,100	37,100	\$ 30,350	\$ 6,750	82%

Expenditures	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ -	\$ -	\$ -	\$ -	0%
Services / Supplies	16,100	16,100	2,920	13,180	18%
Capital	-	-		(2,920)	0%
Total Expenditures	\$ 16,100	\$ 16,100	\$ 2,920	\$ 13,180	18%

Other Sources/Uses	Original Budget	Revised Budget	Year to Date	Variance	% Used
Operating Transfers In	\$ -	\$ -	\$ -	\$ -	0%
Operating Transfers Out	(19,000)	(19,000)	-	(19,000)	0%
Total Other Sources (Uses)	\$ (19,000)	\$ (19,000)	\$ -	\$ (19,000)	0%

Beginning & Ending Balance	Original Budget	Revised Budget	Year to Date
Beginning Fund Balance	\$ 76,846	\$ 76,846	\$ 76,846
+ Net Increase (Decrease)	2,000	2,000	27,430
Ending Fund Balance	\$ 78,846	\$ 78,846	\$ 104,276

Municipal Court Technology Fee Fund FY 2023/2024 Budget

YEAR TO DATE OCTOBER

Percent of Budget Year Transpired	8.3%
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Revenues	Original Budget	Revised Budget	Year to Date	Variance	% Received
Revenues	\$ 2,600	\$ 2,600	\$ 223	2,378	9%

Expenditures	Original Budget	Revised Budget	Year to Date	Variance	% Used
Services / Supplies	\$ 3,600	\$ 3,600	\$ -	\$ 3,600	0%
Total Expenditures	\$ 3,600	\$ 3,600	\$ -	\$ 3,600	0%

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

Beginning & Ending Balance	Original Budget	Revised Budget	Year to Date
Beginning Fund Balance	\$ 14,442	\$ 14,442	\$ 14,442
+ Net Increase (Decrease)	(1,000)	(1,000)	223
Ending Fund Balance	\$ 13,442	\$ 13,442	\$ 14,665

Municipal Court Building Security Fund FY 2023/2024 Budget

YEAR TO DATE OCTOBER

<i>Percent of Budget Year Transpired</i>	8.3%
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Revenues	Original Budget	Revised Budget	Year to Date	Variance	% Received
Revenues (Court Fines)	\$ 3,100	\$ 3,100	\$ 271	\$ 2,829	9%

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

Beginning & Ending Balance	Original Budget	Revised Budget	Year to Date
Beginning Fund Balance	\$ 47,210	\$ 47,210	\$ 47,210
+ Net Increase (Decrease)	3,100	3,100	271
Ending Fund Balance	\$ 50,310	\$ 50,310	\$ 47,481

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

	<i>Actual 2021-2022</i>	<i>Projected 2022-2023</i>	<i>Budget 2023-2024</i>	<i>YTD 2023-2024</i>
Beginning Fund Balance	\$ 356,702	\$ 650,602	\$ 1,222,940	\$ 1,222,940
Revenues				
4B Sales Tax	1,730,003	1,798,959	1,867,154	-
Park Fees (Rental)	42,482	76,800	91,000	16,378
Linear Park Fees			-	-
Miscellaneous Income	2,593	-	-	-
Interest Income	1,475	34,843	63,764	5,035
Total	\$ 1,776,553	\$ 1,910,602	\$ 2,021,918	\$ 21,412
Expenditures				
Personnel	308,473	301,744	406,497	24,052
Services / Supplies	335,823	288,713	487,312	16,003
Reimburse GF (Support Functions)		28,000	28,000	
Reimburse GF (Debt Service)	838,357	537,581	539,165	-
Total Non-Capital Expenditures	\$ 1,482,653	\$ 1,156,038	\$ 1,460,974	\$ 40,055
Capital				
Equipment		182,226	97,000	-
Net Increase / (Decrease)	293,900	572,338	463,944	(18,643)
Working Capital Balance	\$ 650,602	\$ 1,222,940	\$ 1,686,884	\$ 1,204,297

PEG Fee Fund FY 2023/2024 Budget

YEAR TO DATE OCTOBER

<i>Percent of Budget Year Transpired</i>	8.3%
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Revenues	Original Budget	Revised Budget	Year to Date	Variance	% Received
<i>PEG Fee Receipts</i>	\$ 30,000	\$ 30,000	\$ -	\$ 22,706	0%
Total Revenues	\$ 30,000	\$ 30,000	\$ -	\$ 22,706	0%

Expenditures	Original Budget	Revised Budget	Year to Date	Variance	% Used
<i>Personnel</i>	\$ -	\$ -	\$ -	\$ -	0%
<i>Services / Supplies</i>	7,000	7,000	210	6,790	3%
<i>Capital</i>		-		-	0%
Total Expenditures	\$ 7,000	\$ 7,000	\$ 210	\$ 6,790	3%

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

Fund Balance	Original Budget	Revised Budget	Year to Date
<i>Beginning fund balance</i>	\$ 167,563	\$ 167,563	\$ 167,563
<i>+Net Increase (Decrease)</i>	23,000	23,000	(210)
Ending Fund Balance	\$ 190,563	\$ 190,563	\$ 167,352

CITY OF HIGHLAND VILLAGE
COUNCIL BRIEFING

AGENDA# 15

MEETING DATE: 01/09/2024

SUBJECT: Consider Resolution 2024-3109 Appointing a Member to Fill a Vacancy for an Unexpired Term on the Board of Ethics

PREPARED BY: Angela Miller, City Secretary

BACKGROUND:

City ordinance states that Council shall make annual appointments to the City's boards and commissions no later than the second regularly scheduled Council meeting in September. Citizens interested in volunteering their time to serve on one of the City's boards or commissions may submit an application to the City Secretary's Office for consideration by Council.

In the case of a vacancy, the Council shall appoint a replacement to fill an unexpired term.

IDENTIFIED NEED/S:

The Board of Ethics (Board) is composed of five (5) members. One member of the Board has resigned, thereby creating a vacancy with an unexpired term, which will expire on September 30, 2024.

PROGRESS TO DATE: (if appropriate)

Council reviewed applications and discussed filling the vacancy during tonights during Early Work Session.

BUDGETARY IMPACT/ORDINANCE CHANGE: (if appropriate)

N/A

RECOMMENDATION:

To approve Resolution 2024-3109 appointing a person to fill the vacancy for an unexpired term on the Board of Ethics.

CITY OF HIGHLAND VILLAGE, TEXAS

RESOLUTION NO. 2024-3109

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HIGHLAND VILLAGE, TEXAS APPOINTING A MEMBER TO FILL A VACANCY FOR AN UNEXPIRED TERM ON THE BOARD OF ETHICS; AND PROVIDING AN EFFECTIVE DATE

WHEREAS, the City Council of the City of Highland Village desires to make an appointment to the Board of Ethics to fill a vacancy for an unexpired term.

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

SECTION 1. The following person is hereby appointed to the Board of Ethics with a term ending as indicated below:

Name	Place	Expiration
_____	N/A	September 30, 2024

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

PASSED AND APPROVED this the 9th day of January 2024.

APPROVED:

Daniel Jaworski, Mayor

ATTEST:

Angela Miller, City Secretary

APPROVED AS TO FORM AND LEGALITY:

Kevin B. Laughlin, City Attorney

(kbl:12/5/2023:4889-1253 v1)

CITY OF HIGHLAND VILLAGE
COUNCIL BRIEFING

AGENDA# 16

MEETING DATE: 01/09/2024

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

PREPARED BY: Paul Stevens, City Manager

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

January 9, 2024	Regular City Council Meeting Minutes – 7:00 pm
January 15, 2024	City Offices Closed for the MLK Day Holiday
January 15, 2024	Cancelled - Parks & Recreation Advisory Board Meeting
January 16, 2024	Cancelled - Planning & Zoning Commission Meeting
January 23, 2024	Regular City Council Meeting Minutes – 7:00 pm
February 1, 2024	Zoning Board of Adjustment Meeting – 7:00 pm
February 13, 2024	Regular City Council Meeting Minutes – 7:00 pm
February 19, 2024	Parks & Recreation Advisory Board Meeting – 6:00 pm
February 20, 2024	Planning & Zoning Commission Meeting – 7:00 pm
February 27, 2024	Regular City Council Meeting Minutes – 7:00 pm
March 7, 2024	Zoning Board of Adjustment Meeting – 7:00 pm
March 12, 2024	Regular City Council Meeting Minutes – 7:00 pm
March 18, 2024	Parks & Recreation Advisory Board Meeting – 6:00 pm
March 19, 2024	Planning & Zoning Commission Meeting – 7:00 pm
March 26, 2024	Regular City Council Meeting Minutes – 7:00 pm
April 4, 2024	Zoning Board of Adjustment Meeting – 7:00 pm
April 9, 2024	Regular City Council Meeting Minutes – 7:00 pm

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 or the City Hall bulletin board for the latest meeting additions and updates.