



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 14, 2020, at 6:00 P.M.

EARLY WORK SESSION

City Council Chambers – 6:00 P.M.

Convene Meeting in Open Session

1. Receive a Status Update on the Highland Village Animal Shelter
2. Receive an Update on FM 407 Water Well
3. Clarification of Consent or Action Items listed on Today's City Council Meeting Agenda of January 14, 2020

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

CLOSED SESSION

City Manager's Conference Room

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)

OPEN SESSION

City Council Chambers – 7:30 P.M.

5. Call to Order
6. Prayer to be led by Councilmember Jon Kixmiller
7. Pledge of Allegiance to the U.S. and Texas flags to be led by Councilmember Jon Kixmiller: *"Honor the Texas flag; I pledge allegiance to thee, Texas, one state under God, one and indivisible."*

8. **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.)*
9. **City Manager/Staff Reports**
 - **HVTV Update**
10. **Mayor and Council Reports on Items of Community Interest pursuant to Texas Government Code Section 551.0415 the City Council may report on the following items: (1) expression of thanks, congratulations or condolences; (2) information about holiday schedules; (3) recognition of individuals; (4) reminders about upcoming City Council events; (5) information about community events; and (6) announcements involving imminent threat to public health and safety**
 - **Presentation of a Proclamation honoring Vince Jones for his Years of Service to the City of Highland Village**

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 Regular City Council Meeting held on December 10, 2019**
12. **Consider Ordinance 2019-1269 granting a Conditional Use Permit (CUP) for an Amusement Arcade located at The Shops of Highland Village (2nd and final read)**
13. **Consider Resolution 2020-2865 authorizing an Agreement with SAZ Infrastructure for Concrete Pavement Repairs through the City's Cooperative Purchasing Agreement with the City of Lewisville and authorizing Execution of Task Orders pursuant to Said Agreement**
14. **Receive Budget Reports for Period Ending November 30, 2019**

ACTION AGENDA

15. **Take action, if any, on matters discussed in closed session in accordance with the following sections of the Texas Government Code:**
 - (a) **Section 551.071 – Consultation with City Attorney Concerning Pending or Contemplated Litigation and on any Regular Session or Work Session Agenda**

Item Requiring Confidential, Attorney/Client Advice Necessitated by the Deliberation or Discussion of Said Item (as needed)

16. Consider approval of a Replat for a 2.728 +/- acre tract of land located at Lot 1R, Tract 3A, Barnett Subdivision, generally known as 107 Barnett Boulevard
17. Consider approval of a Site Plan for a 2.728 +/- acre tract of land located at Lot 1R, Tract 3A, Barnett Subdivision, generally known as 107 Barnett Boulevard, for the Village Green Memory Care Center

LATE WORK SESSION

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

18. Status Reports on Current Projects and Discussion on Future Agenda Items (A Councilmember may inquire about a subject of which notice has not been given. A statement of specific factual information or the recitation of existing policy may be given. Any deliberation shall be limited to a proposal to place the subject on an agenda for a subsequent meeting.)
19. 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 10TH DAY OF JANUARY, 2020 NOT LATER THAN 5:00 P.M.



Angela Miller, City Secretary

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

Removed from posting on the _____ day of _____, 2019 at _____ am / pm by _____.

CITY OF HIGHLAND VILLAGE
COUNCIL BRIEFING

AGENDA# 1

MEETING DATE: 01/14/2020

SUBJECT: Receive a Status Update on the Highland Village Animal Shelter

PREPARED BY: Michael Leavitt, City Manager

COMMENTS

City staff will provide an update on the Highland Village Animal Shelter.

CITY OF HIGHLAND VILLAGE
COUNCIL BRIEFING

AGENDA# 2

MEETING DATE: 01/14/2020

SUBJECT: Receive an update on the options for the repair/replacement of the FM407 well

PREPARED BY: Scott Kriston, Public Works Director

BACKGROUND:

Previous Council action dated October 10, 2019 the Council ratified \$65k expended and an emergency declaration for the FM407 well.

On December 10, 2019 the Council received an update on the status of the City's 5 wells.

On July 16, 2019, the City's FM407 well, located in the 2000 block of Justin Road, was taken out of service. After troubleshooting the well, City staff and consultants have determined that the FM407 well has reached the end of its useful life.

IDENTIFIED NEED/S:

Receive the presentation and discuss.

OPTIONS & RESULTS:

NA

PROGRESS TO DATE: (if appropriate)

Staff and consultants have studied and provided three options to discuss for the repair and/or replacement of the City's FM407 water supply.

BUDGETARY IMPACT/ORDINANCE CHANGE: (if appropriate)

NA

RECOMMENDATION:

Provide direction only at this time.

CITY OF HIGHLAND VILLAGE
COUNCIL BRIEFING

AGENDA# 10

MEETING DATE: 01/14/2020

SUBJECT: Mayor and Council Reports on Items of Community Interest

PREPARED BY: Karen McCoy, Administrative Assistant to City Secretary

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 honoring Vince Jones for his Years of Service to the City of Highland Village

Proclamation

The City of Highland Village

Whereas, Vince Jones was certified as a Paramedic in 1992 and graduated from the Fire Academy in September 2002; and

Whereas, Vince began his career with the City of Highland Village as a Firefighter Paramedic on December 16, 2002; and

Whereas, Vince was assigned to the rank of Fire Equipment Operator in November 2011; and

Whereas, during his tenure in Highland Village, Vince has been deployed to provide assistance during times of disaster - in 2005 after Hurricane Katrina, in 2015 during the wildfires in Bastrop, and in 2017 after Hurricane Harvey; and

Whereas, Vince has served as a mentor, leader and inspiration to the members of the Highland Village Fire Department and to the Fire Service in North Texas; and

Whereas, Vince Jones will retire from the City of Highland Village with our sincere appreciation for his service to the City.

NOW THEREFORE, on behalf of the City Council and City staff, I, Charlotte J. Wilcox, Mayor of the City of Highland Village, do hereby proclaim January 24, 2020 as

“Vince Jones Day”

in the City of Highland Village.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the seal of the City to be affixed on this 14th day of January 2020.

Charlotte J. Wilcox, Mayor

CITY OF HIGHLAND VILLAGE
COUNCIL BRIEFING

AGENDA# 11

MEETING DATE: 01/14/2020

SUBJECT: Consider Approval of Minutes of the Regular City Council Meeting held on December 10, 2019

PREPARED BY: Angela Miller, City Secretary

BACKGROUND:

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

IDENTIFIED NEED/S:

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

OPTIONS & RESULTS:

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

PROGRESS TO DATE: (if appropriate)

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

BUDGETARY IMPACT/ORDINANCE CHANGE: (if appropriate)

N/A

RECOMMENDATION:

To approve the minutes of the Regular City Council meeting held on December 10, 2019.



**MINUTES OF THE REGULAR MEETING OF THE
HIGHLAND VILLAGE CITY COUNCIL
HELD AT THE HIGHLAND VILLAGE MUNICIPAL COMPLEX
1000 HIGHLAND VILLAGE ROAD
TUESDAY, DECEMBER 10, 2019**

EARLY WORK SESSION

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

Roll Call

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

1. Receive an Update from Information Services regarding Results of Recent Network Security Testing

Information Services Director Sunny Lindsey reported the consulting group Gradient Solutions was hired to perform an internal scan of the City's networks. The City also contracted with the Department of Homeland Security's (DHS) Cybersecurity and Infrastructure Security Agency (CISA) to scan all external and public access ports. All test results were clean and satisfactory. Ms. Lindsey reported that the Legislature recently mandated all local government employees receive cyber security training and that Highland Village had started conducting cyber security education prior to this mandate.

Network Manager Keith Pennock reported the City's firewall was recently upgraded and that a passive scan had also been conducted. Moving forward, additional testing will be conducted, along with continued education and awareness provided to our employees and officers of the City. Councilmember Jaworski asked if any policy auditing or

benchmark scan had been conducted. Mr. Pennock stated that will be conducted in the future. Ms. Lindsey added the City is fully CJIS compliant, thereby more stringent steps/processes are already in place in order to meet those requirements.

2. Receive an Update on the FM 407 Water Well Repairs

Public Works Director Scott Kriston reported Highland Village is unique in that the City has dual water source – surface water and ground water capability. He provided a history of the wells located in Highland Village, including their average usage during drought and non-drought conditions. He reported the “life” of a water well is generally 30-50 years in North Texas, depending on circumstances, and that most fail due to cracks in the well casing.

He stated the FM 407 water well is 41 years old. In 2019, the well pump was pulled for rehab and then reinstalled. The well produced gravel pack and was ultimately taken out of service for further repair. After troubleshooting, a breach was located in the well casing pipe. Mr. Kriston presented three (3) options being considered and evaluated at this time:

- Install a smaller well casing inside the existing casing – yield will be approximately 50% less
- Purchase additional surface water from Upper Trinity Regional Water District (UTRWD)
- Drill a new well on or near the existing site

Council discussed use of the City’s UTRWD subscription, including costs/fees; water well usage; how to make up the difference in our supply; peak demand usage; required water storage; maintaining potable water; and the anticipated time line for the approval process and drilling of a new well. City Manager Michael Leavitt stated this agenda item was to update Council on the FM 407 water well and that additional information, including a cost analysis, will be provided to Council at a future meeting.

3. Discuss Appointments to Fill Vacancies for Unexpired Terms on the Planning & Zoning Commission

City Secretary Angela Miller reported the Planning and Zoning Commission is composed of seven (7) members, which includes five (5) regular members and two (2) alternate members. Two members of the Planning & Zoning Commission recently resigned, thereby leaving vacancies with unexpired terms as shown below:

- Place 3 – term expires September 30, 2020; and
- Alternate Place 1 – term expires September 30, 2021

4. Clarification of Consent or Action Items listed on Today’s City Council Meeting Agenda of December 10, 2019

Relating to Agenda Item #15, Mr. Kriston reported bids for this original project were rejected in October 2019 because all proposals exceeded the amount of funds budgeted for the project. The scope of the project was re-evaluated and revised to seek better pricing though economy of scale. This project was combined with another project and re-bid. Favorable bids were received, resulting in a savings of approximately \$100,000.

Mayor Wilcox read the items on the agenda for Closed Session and reported Council would meet in Closed Session.

CLOSED SESSION

Council convened into Closed Session at 6:40 p.m.

5. **Hold a closed meeting in accordance with the following sections of the Texas Government Code:**
 - (a) **Section 551.071 – Consultation with City Attorney Concerning Pending or Contemplated Litigation and on any Regular Session or Work Session Agenda Item Requiring Confidential, Attorney/Client Advice Necessitated by the Deliberation or Discussion of Said Item (as needed)**
 - (b) **Section 551.074 – Deliberate the Appointment of Members to the Planning and Zoning Commission**
 - (c) **Section 551.089 – Deliberation regarding Security Devices or Security Audits**

Council concluded Closed Session at 7:15 p.m.

OPEN SESSION

6. **Call to Order**

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

Roll Call

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

| | | |
|----------------|-----------------|-------------------------------------|
| Staff Members: | Michael Leavitt | City Manager |
| | Kevin Laughlin | City Attorney |
| | Ken Heerman | Assistant City Manager |
| | Angela Miller | City Secretary |
| | Doug Reim | Chief of Police |
| | Karl Schlichter | Police Commander |
| | Sheri Morrison | Police Commander |
| | Scott Kriston | Public Works Director |
| | Andra Foreman | Recreation Manager |
| | Laurie Mullens | Marketing & Communications Director |
| | Andrew Boyd | Media Specialist |

7. **Prayer to be led by Mayor Charlotte J. Wilcox**

Mayor Wilcox gave the invocation.

8. **Pledge of Allegiance to the U.S. and Texas flags to be led by Mayor Charlotte J. Wilcox**

Mayor Wilcox led the Pledge of Allegiance to the U.S and Texas flags.

9. **Visitor Comments**

No one wished to speak.

10. City Manager/Staff Reports

- **HVTV Update**

The HVTV Update informed residents of upcoming holiday events including Christmas at the Ranch on December 14, the public safety food and toy drive, and Santa in Highland Village neighborhoods on December 15-20. A Foodie Friday segment was also included featuring Bistecca.

City Manager Michael Leavitt provided an update on the closing of the DFW Landfill, which will also be shared on the City's website, social media and Nextdoor. Mr. Leavitt also informed residents of the pick up event for personalized pavers, tiles and fence pickets currently at Kids Kastle. Specific pickup event dates will be provided on the City's website.

11. 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

Mayor Wilcox announced the mayors of Highland Village, Lewisville and Flower Mound are challenging each other to "Ring the Bell" to collect funds for the Salvation Army. Members of the City Council will be "Ringing the Bell" on Saturday, December 21 at the Highland Village Wal-Mart located at FM 407 and FM 2499. Mayor Wilcox encouraged everyone to help in the challenge and to support our local Salvation Army.

On behalf of the Highland Village Women's Club, Deputy Mayor Pro Tem Fleming thanked City staff for their help with Our Village Glows that was held at The Shops at Highland Village on November 23. She also reported the Highland Village Women's Club received donations at the event that will be used to purchase two (2) benches for PFC Aaron Hudson to be installed at Doubletree Ranch Park in his honor.

Councilmember Jaworski congratulated the nineteen (19) students from Marcus High School that have received academic all-state honors.

- **Check Presentation to the Texas Police Chiefs Association from the Annual Highland Village TXFallenPD Tribute Event Proceeds**

Police Chief Doug Reim presented a donation check in the amount of \$66,795.76 to a representative from the Texas Police Chiefs Association Foundation. The donation is a culmination of the 2019 TXFallenPD Tribute Event held on October 19, 2019. For the past twelve (12) years the Highland Village Police Department and the City of Highland Village have held an event to raise funds for the families of police officers killed in the line of duty in Texas.

- **Highland Village Police Department Annual Toy Drive Update**

Commander Sheri Morrison provided an update on the Annual Toy Drive. She reported this year's Toy Drive was held with assistance by the Highland Village Fire Department. Items were collected for children and families in our area.

CONSENT AGENDA

12. Consider approval of Minutes of the Regular City Council Meeting held on November 12, 2019
13. Consider Ordinance 2019-1268 amending the Highland Village Code of Ordinances Chapter 26 “Subdivision and Site Development Regulations,” Exhibit A “Subdivision Ordinance” by amending in their entirety “I. General Provisions - Section 1” and “II. Procedures – Section 2” relating to the procedures for making application for and obtaining approval of the subdivision of real property within the City (2nd and final read)
14. Consider Resolution 2019-2859 authorizing an Interlocal Cooperation Agreement with the City of Lewisville for the Operation and Maintenance of Traffic Signals at Highland Village Road and Brazos Boulevard
15. Consider Resolution 2019-2860 awarding and authorizing a Contract with Reynolds Asphalt & Construction Company for the Street Improvements Project, Phase 2, of the 2018 Street Bond Program
16. Consider Resolution 2019-2864 authorizing the City Manager to Solicit and Accept Donations to the City for the Design and Construction of the Kids Kastle Reconstruction Project
17. Receive Budget Reports for Periods Ending September 30, 2019
18. Receive Budget Reports for Periods Ending October 31, 2019

Motion by Mayor Pro Tem Lombardo, seconded by Councilmember Fiester, to approve Consent Agenda Items #12 through #18. Motion carried 7-0.

ACTION AGENDA

19. 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
 - (b) Section 551.074 – Deliberate the Appointment of Members to the Planning and Zoning Commission

ACTION TAKEN WITH AGENDA ITEM #24
 - (c) Section 551.089 – Deliberation regarding Security Devices or Security Audits

NO ACTION TAKEN
20. Conduct a Public Hearing and Consider Ordinance 2019-1269 granting a Conditional Use Permit (CUP) for an Amusement Arcade located at The Shops of Highland Village (1st of two reads)

PUBLIC HEARING CONDUCTED
APPROVED 1ST READ (7 – 0)

Public Works Director Scott Kriston reported an application was received for a Conditional Use Permit (CUP) for an amusement arcade business to be located in an approximately

2,572 square foot lease space located in The Shops at Highland Village. The applicant is proposing to utilize the space for a business consisting of an area for playing electronic games, along with retail sales of games. He added that the use of this building for this type of business, an amusement arcade, requires approval of a CUP in accordance with the City of Highland Village Comprehensive Zoning Ordinance in a Retail Zoning District.

Mr. Kriston stated City staff has reviewed the application and all staff comments have been addressed by the applicant. At their November 19, 2019 meeting, the Planning and Zoning Commission recommended sending the ordinance forward to City Council for approval, as presented, with a vote of 5-0.

Public hearings are required for a CUP; all notification requirements have been met. City staff has received no calls or written comments as a result of the public hearing notices.

Mayor Wilcox opened the public hearing. With no one wishing to speak, the public hearing was closed.

Motion by Councilmember Fiester, seconded by Deputy Mayor Pro Tem Fleming, to approve the first read of Ordinance 2019-1269. Motion carried 7-0.

21. **Consider approval of Final Plat for 2.713 +/- acres in the E. Clary Survey, Abstract No. 248, for the Tequesta Subdivision**

APPROVED (7 – 0)

Mr. Kriston reported an application for review and consideration of the Final Plat and Tree Plan was submitted for an approximately 2.713 acre tract owned by Tequesta Highland Village for a development of a Residential Single Family Subdivision consisting of eleven (11) lots and a detention pond area. A Preliminary Plat and Preliminary Tree Plan was approved by City Council at their October 22, 2019 meeting.

Mr. Kriston stated City staff and the City's Engineer have reviewed the application relating to drainage, utilities, and the tree mitigation plan and submitted comments back to the applicant. The applicant has resubmitted the application and, having addressed all comments from staff and the City's Engineer, the plat drawing itself is found to comply with the current provisions of the City's subdivision regulations.

At its November 19, 2019 meeting, the Planning and Zoning Commission recommended the City Council approve the final plat, subject to the condition that prior to signing and recording the final plat, the applicant must comply with Section 2.1 of Ordinance No. 2019-1263 by creating a homeowners' association that complies with said ordinance. The applicant has submitted the Bylaws and Certificate of Formation for the City Attorney review and approval along with filing the certificate of formation with the Office of the Secretary of State on November 26, 2019, thereby complying with Section 2.1 of Ordinance No. 2019-1263.

Motion by Councilmember Kixmiller, seconded by Councilmember Heslep, to approve the final plat for the Tequesta Subdivision. Motion carried 7-0.

22. **Consider Resolution 2019-2861 authorizing the City Manager to Purchase Playground Equipment from Play by Design, LLC, for the Kids Kastle Playground at Unity Park**

APPROVED (7 – 0)

Recreation Manager Andra Foreman reported a bond election for Street and Park Improvements was held on November 7, 2017. Included in the bond election was funding for the rebuild of Unity Park Kids Kastle Playground. Bids were requested and received for each piece of playground equipment, with Play by Design, LLC providing the best overall value.

Motion by Deputy Mayor Pro Tem Fleming, seconded by Councilmember Jaworski, to approve Resolution 2019-2861. Motion carried 7-0.

23. **Consider Resolution 2019-2862 authorizing the City Manager to Enter into an Agreement with Digital Resources, Inc. for the Purchase and Installation of Broadcast and Electronic Multimedia Systems at the Highland Village Municipal Complex**

APPROVED (7 – 0)

Marketing and Communications Director Laurie Mullens reported in 2005 the Texas Legislature adopted new rules for cable franchises and created a new statewide franchise issued by the Public Utilities Commission. State law requires all cable providers in Highland Village to collect and remit a 1% Public Education Grant (PEG) Fee and a 5% franchise fee. State law required a separate fund be established to account for the collected funds and detailed strong restrictions as to how the PEG fee revenue can be used. Funds must be spent on capital cost items for public, education and government access channel facilities including equipment, installation, consulting related to purchase and installation and facility modifications; it specifically cannot be used for supplies, equipment maintenance, personnel or general operations.

Ms. Mullens reported equipment was purchased using PEG funds in 2014, however quality degradation and technical issues are occurring, some of the equipment cannot be serviced or upgraded, the current infrastructure is analog and experiences quality drop in the signal, and that there are now options to provide a cleaner and more precise audio recording and broadcast for the viewer. Bids were requested and Digital Resources, Inc. (DRI) provided the most comprehensive quote to include engineering, design, programming and installation in the amount of \$75,282.89. DRI also works with other cities, counties, school districts, and community centers including the city of Dallas, Duncanville, Arlington, and Texas Woman's University.

Motion by Councilmember Fiester, seconded by Mayor Pro Tem Lombardo, to approve Resolution 2019-2862. Motion carried 7-0.

24. **Consider Resolution 2019-2863 appointing Members to Fill Vacancies for Unexpired Terms on the Planning & Zoning Commission**

APPROVED (7 - 0)

Motion by Councilmember Jaworski, seconded by Mayor Wilcox, to approve Resolution 2019-2863 making the following appointments to the Planning and Zoning Commission:

- ***Place 3 – Guy Skinner***
- ***Alternate Place 1 – Dale Butler***
- ***Alternate Place 2 – Kevin McMahan***

Motion carried 7-0.

LATE WORK SESSION

- 25. Status Reports on Current Projects and Discussion on Future Agenda Items (A Councilmember may inquire about a subject of which notice has not been given. A statement of specific factual information or the recitation of existing policy may be given. Any deliberation shall be limited to a proposal to place the subject on an agenda for a subsequent meeting.)**

Mr. Leavitt reported this is the last City Council meeting for 2019. He provided closure dates for City facilities and schedule changes for trash collection during the upcoming holidays.

26. Adjournment

Mayor Wilcox adjourned the meeting at 8:22 p.m.

Charlotte J. Wilcox, Mayor

ATTEST:

Angela Miller, City Secretary

CITY OF HIGHLAND VILLAGE
CITY COUNCIL

AGENDA# 12

MEETING DATE: 01/14/2020

SUBJECT: Consider Ordinance 2019-1269 approving an Application for a Conditional Use Permit (C.U.P.) for an Amusement Arcade business to be located in an approximately 2,572 square foot area of Lot 1, Block A, The Shops at Highland Village, commonly known as 1700 Cottonwood Creek, #140 (2nd and final read)

PREPARED BY: Autumn Aman, Community Development Coordinator

BACKGROUND:

An application was received for a Conditional Use Permit (C.U.P.) for an amusement arcade business to be located in approximately 2,572 square foot lease space in The Shops at Highland Village Shopping Center.

The applicant is proposing to utilize the space for a business consisting of an area for playing electronic games along with retail sales of games.

IDENTIFIED NEED/S:

The use of this building for this type of business, amusement arcade, requires the approval of a Conditional Use Permit in accordance with the City of Highland Village Comprehensive Zoning Ordinance in a Retail Zoning District.

Public hearings are required for Conditional Use Permits. All notification requirements have been met and public hearings have been conducted. City staff has received no calls or written comments as a result of the public hearing notices.

OPTIONS & RESULTS:

Options are to recommend that the application be (1) approved as submitted, (2) approved with modifications, or (3) deny the request. The City Council may also postpone any action in order to receive any additional information which it requests be presented.

PROGRESS TO DATE: (if appropriate)

City staff has reviewed the application and all staff comments have been addressed by the applicant. The applicant will be present to address any questions or comments the Commission may have.

At the November 19, 2019, Planning and Zoning meeting, the Commission recommended sending the ordinance forward to City Council for approval as presented with a vote of 5-0.

City Council approved the first read of Ordinance 2019-1269 at their December 10, 2019 meeting.

BUDGETARY IMPACT/ORDINANCE CHANGE: (if appropriate)

This will have no impact on budget. A draft ordinance has been prepared by the City Attorney and is included with this briefing.

RECOMMENDATION:

City staff has no objections to the application. The City Council should review the applicant's request and consider approving the second read of Ordinance No. 2019-1269.

CITY OF HIGHLAND VILLAGE, TEXAS

ORDINANCE NO. 2019-1269

AN ORDINANCE OF THE CITY OF HIGHLAND VILLAGE, TEXAS, GRANTING A CONDITIONAL USE PERMIT (C.U.P.) FOR AN AMUSEMENT ARCADE FOR A 2,572 SQUARE FOOT AREA OF A BUILDING LOCATED ON LOT 1, BLOCK A, THE SHOPS AT HIGHLAND VILLAGE, HIGHLAND VILLAGE, TEXAS, SAID PROPERTY BEING MORE COMMONLY KNOWN AS 1700 COTTONWOOD CREEK, #140, HIGHLAND VILLAGE, TEXAS; APPROVING A SITE PLAN; PROVIDING FOR TERMINATION ON ABANDONMENT OR DISCONTINUANCE OF THE CONDITIONAL USE; PROVIDING FOR A CONFLICTS RESOLUTION CLAUSE; PROVIDING FOR A SEVERABILITY CLAUSE; PROVIDING FOR A SAVINGS CLAUSE; PROVIDING FOR A PENALTY OF FINE NOT TO EXCEED THE SUM OF TWO THOUSAND DOLLARS (\$2,000) FOR EACH OFFENSE; AND PROVIDING FOR AN EFFECTIVE DATE

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

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

SECTION 1. The Comprehensive Zoning Ordinance of the City of Highland Village, Texas, as amended ("Zoning Ordinance"), shall be further amended by granting a Conditional Use Permit (C.U.P.) for an Amusement Arcade for a 2,572 square foot portion of a building located on Lot 1, Block A, The Shops of Highland Village, City of Highland Village, Denton County, Texas, and more commonly known as 1700 Cottonwood Creek, #140, Highland Village, Texas ("the Property"), the location of the Property being depicted in Exhibit "A," attached hereto and incorporated herein by reference.

SECTION 2. If the use of the Property for the purpose of operating an Amusement Arcade (a) does not commence before the first anniversary of the effective date of this Ordinance or (b) is discontinued or abandoned for a period of six (6) consecutive months, such use shall not resume and this Ordinance and the Conditional Use Permit granted herein shall be deemed to have terminated. For purposes of this Section 2, whether or not the required use has been discontinued or abandoned shall be determined in the same manner as the abandonment or discontinuance of a non-conforming use as set forth in Section 7 of the Zoning Ordinance, as amended.

SECTION 3. All ordinances of the City of Highland Village related to the use and development of the Property heretofore adopted and in effect upon the effective date of this Ordinance are and shall remain in full force and effect except to the extent amended by this Ordinance or to the

extent there is an irreconcilable conflict between the provisions of said other ordinance and the provisions of this Ordinance, in which case the provisions of this Ordinance shall be controlling.

SECTION 4. Should any word, sentence, paragraph, subdivision, clause, phrase or section of this Ordinance, or of the Comprehensive Zoning Ordinance, as amended hereby, be adjudged or held to be void or unconstitutional, the same shall not affect the validity of the remaining portions of said Ordinance or the Comprehensive Zoning Ordinance, as amended hereby, which shall remain in full force and effect.

SECTION 5. An offense committed before the effective date of this Ordinance is governed by prior law and the provisions of the Comprehensive Zoning Ordinance, as amended, in effect when the offense was committed, and the former law is continued in effect for this purpose.

SECTION 6. Any person, firm or corporation violating any of the provisions or terms of this Ordinance shall be subject to the same penalty as provided for in Comprehensive Zoning Ordinance as previously amended, and upon conviction shall be punished by a fine not to exceed the sum of Two Thousand Dollars (\$2,000) for each offense.

SECTION 7. This ordinance shall take effect immediately from and after its passage on Second Reading and publication of the caption in accordance with the provisions of the Charter of the City of Highland Village, and it is accordingly so ordained.

FIRST READ ON THE 10TH DAY OF DECEMBER, 2019, BY THE CITY COUNCIL OF THE CITY OF HIGHLAND VILLAGE, TEXAS.

PASSED AND APPROVED BY THE CITY COUNCIL OF THE CITY OF HIGHLAND VILLAGE, TEXAS, ON SECOND READING ON THIS THE 14TH DAY OF JANUARY, 2020.

APPROVED:

Charlotte J. Wilcox, Mayor

ATTEST:

Angela Miller, City Secretary

APPROVED AS TO FORM AND LEGALITY:

Kevin B. Laughlin, City Attorney

(kbl:11/11/19:112115)

ORDINANCE NO. 2019-1269
EXHIBIT "A"
PROPERTY LOCATION AND SITE PLAN



CITY OF HIGHLAND VILLAGE
COUNCIL BRIEFING

| | |
|---------------------|--|
| AGENDA# 13 | MEETING DATE: 01/14/2020 |
| SUBJECT: | Consider Resolution 2020-2865 authorizing the City Manager to negotiate and sign an agreement with SAZ Infrastructure for concrete pavement repairs through the City's cooperative purchasing agreement with the City of Lewisville and authorizing the execution of task orders pursuant to said agreement |
| PREPARED BY: | Scott Kriston, Director of Public Works |

BACKGROUND:

The City of Highland Village has a pavement management program and typically overlays identified asphalt roadways on an annual basis to maintain asphalt roadway infrastructure and increase their longevity. City staff also targets for repair existing concrete roadways that have shown pavement deterioration and/or pavement failures. City staff has identified several concrete streets that are exhibiting panel failure. Staff targeted concrete panels located in the Briarhill and Highland Shores Subdivisions. Pursuant to previous Council action in 2017, the City Council authorized the City Manager to sign an Agreement with SAZ Infrastructure through the City's cooperative purchasing agreement with the City of Lewisville. Council previously authorized the extension of said agreement, the term of which ended on September 15, 2019.

The City of Lewisville has entered into a new annual concrete repair agreement with SAZ Infrastructure effective on September 16, 2019 following a competitive bid process in accordance with state law. The new contract, as with the prior contract, is a unit price contract that allows Lewisville to request concrete panel repairs on a task order basis that identifies the street panels to be repaired or replaced, as well as sidewalk replacement / construction. As in 2017, City Administration has reviewed the new agreement between Lewisville and SAZ Infrastructure and find the unit prices to be favorable and competitive.

IDENTIFIED NEED/S:

The City of Highland Village desires to make several concrete panel street repairs in the Briarhill and Highland Shores Subdivisions and to construct approximately 400 linear feet of new sidewalk along Briarhill Boulevard from Shannon Lane to the District at Highland Village property. If the City desires to use the unit pricing set forth in the new Lewisville agreement with SAZ Infrastructure, a new agreement will need to be negotiated and a task order signed.

OPTIONS & RESULTS:

The concrete panel replacement will provide additional longevity and ride quality to the concrete pavement structures. The addition of the proposed sidewalk will provide an ADA

approved pedestrian sidewalk along a section of Briarhill Boulevard where there is no sidewalk currently in place.

PROGRESS TO DATE: (if appropriate)

In 2017, the City entered into a unit price contract with SAZ Infrastructure for concrete panel replacements through the City's cooperative purchasing agreement with the City of Lewisville, which ended on September 15, 2019. The concrete panel replacements performed by SAZ for the City under the prior contract was satisfactory. City staff has identified additional concrete panels that require repair and approximately 400 linear feet of new sidewalk and recommends a new contract and task orders be entered into with SAZ to proceed with such repairs.

BUDGETARY IMPACT/ORDINANCE CHANGE: (if appropriate)

Funding is available through the General fund.

RECOMMENDATION:

To approve Resolution 2020-2865.

CITY OF HIGHLAND VILLAGE

RESOLUTION NO. 2020-2865

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HIGHLAND VILLAGE, TEXAS AUTHORIZING AN AGREEMENT WITH SAZ INFRASTRUCTURE FOR CONCRETE PAVEMENT REPAIRS THROUGH THE CITY'S COOPERATIVE PURCHASING AGREEMENT WITH THE CITY OF LEWISVILLE; AND PROVIDING AN EFFECTIVE DATE

WHEREAS, the Director of Public Works has identified various concrete street sections that need repair during FY 2019-2020; and

WHEREAS, having considered various options for quickly and efficiently engaging a contractor to perform such repairs for a reasonable cost, City Administration is recommending that the City enter a contract with SAZ Infrastructure to perform such repairs through the City's cooperative purchasing agreement with the City of Lewisville; and

WHEREAS, the City Council finds it to be in the public interest to concur in the foregoing recommendation.

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 sign an agreement on behalf of the City with SAZ Infrastructure to perform concrete pavement repairs through the City's cooperative purchasing agreement with the City of Lewisville and from time to time enter such task orders with SAZ Infrastructure in amounts not exceeding the funds available and appropriated in the FY 2019-2020 to perform such concrete pavement repairs.

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

PASSED AND APPROVED this the 14th day of January 2019.

APPROVED:

Charlotte J. Wilcox, Mayor

ATTEST:

Angela Miller, City Secretary

APPROVED AS TO FORM AND LEGALITY:

Kevin B. Laughlin, City Attorney
(kbl 1/8/2020:113115)

CITY OF HIGHLAND VILLAGE
COUNCIL BRIEFING

AGENDA# 14

MEETING DATE: 01/14/2020

SUBJECT: Receive Budget Reports for Period Ending November 30, 2019

PREPARED BY: Ken Heerman, Assistant City Manager

BACKGROUND:

In accordance with the City Charter, Section 6.12, paragraph D, a budget report is submitted monthly for Council Review.

The budget report submitted for November represents the second 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 November 30, 2019.

General Fund Summary

FY 2019/2020 Budget

YEAR TO DATE NOVEMBER

| | |
|--|--------------|
| Percent of Budget Year Transpired | 16.7% |
|--|--------------|

| Revenues | Original Budget | Revised Budget (Includes Budget Amendments) | Year to Date | Variance | % Received |
|-------------------------------|----------------------|--|-------------------|------------------------|------------|
| Property Tax | \$ 11,277,706 | \$ 11,277,706 | \$ 652,981 | \$ (10,624,725) | 6% |
| Sales Tax | 2,818,962 | 2,818,962 | 37,549 | (2,781,413) | 1% |
| Franchise Fees | 1,662,980 | 1,662,980 | 12,346 | (1,650,634) | 1% |
| Licensing & Permits | 410,474 | 410,474 | 40,035 | (370,439) | 10% |
| Park/Recreation Fees | 248,144 | 248,144 | 27,446 | (220,698) | 11% |
| Public Safety Fees | 39,100 | 39,100 | 5,980 | (33,120) | 15% |
| Rents | 140,369 | 140,369 | 10,200 | (130,169) | 7% |
| Municipal Court | 111,180 | 111,180 | 21,109 | (90,071) | 19% |
| Public Safety Charges for Svc | 525,545 | 525,545 | 96,469 | (429,076) | 18% |
| Interest Income | 160,000 | 160,000 | 14,949 | (145,051) | 9% |
| Miscellaneous | 140,550 | 140,550 | 2,792 | (137,759) | 2% |
| Total Revenues | \$ 17,535,010 | \$ 17,535,010 | \$ 921,856 | \$ (16,613,154) | 5% |

| Other Sources | | | | | |
|----------------------------------|----------------------|----------------------|-------------------|------------------------|----|
| Transfers In | \$ 534,000 | \$ 534,000 | \$ - | \$ (534,000) | 0% |
| Total Available Resources | \$ 18,069,010 | \$ 18,069,010 | \$ 921,856 | \$ (17,147,154) | |

| Expenditures | Original Budget | Revised Budget | Year to Date | Variance | % Used |
|-------------------------------|----------------------|----------------------|---------------------|----------------------|------------|
| City Manager Office | \$ 720,422 | \$ 720,422 | \$ 92,087 | \$ 628,335 | 13% |
| Finance (includes Mun. Court) | 1,720,240 | 1,720,240 | 419,547 | 1,300,693 | 24% |
| Human Resources | 567,051 | 567,051 | 57,680 | 509,371 | 10% |
| City Secretary Office | 405,932 | 405,932 | 43,248 | 362,684 | 11% |
| Information Services | 1,166,155 | 1,166,155 | 108,657 | 1,057,498 | 9% |
| Police | 5,125,210 | 5,125,210 | 655,888 | 4,469,322 | 13% |
| Fire | 3,109,185 | 3,109,185 | 452,020 | 2,657,165 | 15% |
| Community Services | 393,139 | 393,139 | 65,032 | 328,107 | 17% |
| Streets/Drainage | 1,775,758 | 1,775,758 | 141,215 | 1,634,543 | 8% |
| Maintenance | 1,071,928 | 1,071,928 | 107,523 | 964,405 | 10% |
| Parks | 2,079,297 | 2,079,297 | 286,967 | 1,792,331 | 14% |
| Recreation | 581,297 | 581,297 | 58,665 | 522,632 | 10% |
| Total Expenditures | \$ 18,715,616 | \$ 18,715,616 | \$ 2,488,530 | \$ 16,227,086 | 13% |

| Capital Summary | (Included in totals above - summary information only) | | | | |
|-----------------------|---|------------|-----------|------------|-----|
| Equipment Replacement | \$ 447,686 | \$ 447,686 | \$ 53,419 | \$ 394,267 | 12% |

| Other Uses | | | | | |
|---------------------------|----------------------|----------------------|---------------------|----------------------|----|
| Transfers Out | \$ 136,000 | \$ 136,000 | \$ - | 136,000 | 0% |
| Total Expenditures | \$ 18,851,616 | \$ 18,851,616 | \$ 2,488,530 | \$ 16,363,086 | |

| Fund Balance | Original Budget | Revised Budget | Year to Date |
|---------------------------|-----------------|----------------|--------------|
| Beginning Fund Balance | 5,981,920 | 5,981,920 | 5,981,920 |
| + Net Increase (Decrease) | (782,606) | (782,606) | (1,566,674) |
| Ending Fund Balance | \$ 5,199,314 | \$ 5,199,314 | \$ 4,415,246 |

Unaudited.
Update after audit.

| Fund Balance Detail | Original Budget | Revised Budget | Year to Date |
|---|---------------------|---------------------|---------------------|
| Reserve Fund Balance (15% of Total Expenditures) | \$ 2,807,342 | \$ 2,807,342 | \$ 373,279 |
| Restricted | 11,500 | 11,500 | 11,500 |
| Unassigned | 2,380,472 | 2,380,472 | 4,030,467 |
| Total Fund Balance | \$ 5,199,314 | \$ 5,199,314 | \$ 4,415,246 |

General Fund Expenditure Summary

FY 2019/2020 Budget

YEAR TO DATE NOVEMBER

Percent of Budget Year Transpired

16.7%

- - - Summary - - -

| | Original Budget | Revised Budget | Year to Date | Variance | % Used |
|---------------------|-----------------|----------------|--------------|---------------|--------|
| Personnel | \$ 13,153,231 | \$ 13,153,231 | \$ 1,753,584 | \$ 11,399,648 | 13% |
| Services / Supplies | 5,114,699 | 5,114,699 | 681,527 | 4,433,171 | 13% |
| Capital | 447,686 | 447,686 | 53,419 | 394,267 | 12% |
| | \$ 18,715,616 | \$ 18,715,616 | \$ 2,488,530 | \$ 16,227,086 | 13% |

- - - Detail - - -

| Category | Original Budget | Revised Budget | Year to Date | Variance | % Used |
|---|-----------------|----------------|--------------|---------------|--------|
| Personnel | | | | | |
| <i>Salaries / Wages</i> | \$ 9,337,750 | \$ 9,337,750 | \$ 1,209,016 | \$ 8,128,734 | 13% |
| <i>Employee Benefits</i> | 3,815,482 | 3,815,482 | 544,568 | 3,270,914 | 14% |
| <i>Total Personnel</i> | \$ 13,153,231 | \$ 13,153,231 | \$ 1,753,584 | \$ 11,399,648 | 13% |
| Services / Supplies | | | | | |
| <i>Professional Services</i> | \$ 1,720,354 | \$ 1,720,354 | \$ 391,632 | \$ 1,328,722 | 23% |
| <i>Employee Development</i> | 380,171 | 380,171 | 50,470 | 329,701 | 13% |
| <i>Office Supplies / Equipment</i> | 1,281,155 | 1,281,155 | 135,050 | 1,146,105 | 11% |
| <i>Utilities</i> | 315,408 | 315,408 | 45,153 | 270,255 | 14% |
| <i>Other</i> | 1,417,611 | 1,417,611 | 59,222 | 1,358,389 | 4% |
| <i>Total Services / Supplies</i> | \$ 5,114,699 | \$ 5,114,699 | \$ 681,527 | \$ 4,433,171 | 13% |
| Capital | | | | | |
| <i>Equipment / Vehicles</i> | \$ 447,686 | \$ 447,686 | \$ 53,419 | \$ 394,267 | 12% |
| <i>Total Capital</i> | \$ 447,686 | \$ 447,686 | \$ 53,419 | \$ 394,267 | 12% |
| Total General Fund Expenditure Summary | \$ 18,715,616 | \$ 18,715,616 | \$ 2,488,530 | \$ 16,227,086 | 13% |

General Fund Revenue

FY 2019/2020 Budget

YEAR TO DATE NOVEMBER

Percent of Budget Year Transpired

16.7%

| Revenues | Original Budget | Revised Budget | Year to Date | Variance | % Received |
|-------------------------------|----------------------|----------------------|-------------------|------------------------|------------|
| Property Tax | \$ 11,277,706 | \$ 11,277,706 | \$ 652,981 | \$ (10,624,725) | 6% |
| Sales Tax | 2,818,962 | 2,818,962 | 37,549 | (2,781,413) | 1% |
| Franchise Fees | 1,662,980 | 1,662,980 | 12,346 | (1,650,634) | 1% |
| Licensing & Permits | 410,474 | 410,474 | 40,035 | (370,439) | 10% |
| Park/Recreation Fees | 248,144 | 248,144 | 27,446 | (220,698) | 11% |
| Public Safety Fees | 39,100 | 39,100 | 5,980 | (33,120) | 15% |
| Rents | 140,369 | 140,369 | 10,200 | (130,169) | 7% |
| Municipal Court | 111,180 | 111,180 | 21,109 | (90,071) | 19% |
| Public Safety Charges for Svc | 525,545 | 525,545 | 96,469 | (429,076) | 18% |
| Interest Income | 160,000 | 160,000 | 14,949 | (145,051) | 9% |
| Miscellaneous | 140,550 | 140,550 | 2,792 | (137,759) | 2% |
| Total Revenues | \$ 17,535,010 | \$ 17,535,010 | \$ 921,856 | \$ (16,613,154) | 5% |

City Manager Office FY 2019/2020 Budget

YEAR TO DATE NOVEMBER

| | |
|--|--------------|
| <i>Percent of Budget Year Transpired</i> | 16.7% |
|--|--------------|

| - - - Summary - - - | | | | | |
|---------------------|-------------------|-------------------|------------------|-------------------|------------|
| | Original Budget | Revised Budget | Year to Date | Variance | % Used |
| Personnel | \$ 442,431 | \$ 442,431 | \$ 51,451 | \$ 390,980 | 12% |
| Services / Supplies | 277,991 | 277,991 | 40,236 | 237,755 | 14% |
| Capital | - | - | 400 | (400) | 0% |
| | <u>\$ 720,422</u> | <u>\$ 720,422</u> | <u>\$ 92,087</u> | <u>\$ 628,335</u> | <u>13%</u> |

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

| Personnel | | | | | |
|--------------------------|-------------------|-------------------|------------------|-------------------|------------|
| <i>Salaries / Wages</i> | \$ 337,151 | \$ 337,151 | \$ 39,135 | \$ 298,016 | 12% |
| <i>Employee Benefits</i> | 105,280 | 105,280 | 12,315 | 92,964 | 12% |
| Total Personnel | <u>\$ 442,431</u> | <u>\$ 442,431</u> | <u>\$ 51,451</u> | <u>\$ 390,980</u> | <u>12%</u> |

| Services / Supplies | | | | | |
|--|-------------------|-------------------|------------------|-------------------|------------|
| <i>Professional Services (City-wide legal - \$130,260)</i> | \$ 140,260 | \$ 140,260 | \$ 30,061 | \$ 110,199 | 21% |
| <i>Employee Development</i> | 17,390 | 17,390 | 10,032 | 7,358 | 58% |
| <i>Supplies / Equipment</i> | 10,053 | 10,053 | 143 | 9,910 | 1% |
| <i>Utilities</i> | - | - | - | - | 0% |
| <i>Other (Contingency)</i> | 110,288 | 110,288 | - | 110,288 | 0% |
| Total Services / Supplies | <u>\$ 277,991</u> | <u>\$ 277,991</u> | <u>\$ 40,236</u> | <u>\$ 237,755</u> | <u>14%</u> |

| Capital | | | | | |
|-----------------------------|-------------|-------------|---------------|-----------------|-----------|
| <i>Equipment / Vehicles</i> | - | - | 400 | (400) | 0% |
| Total Capital | <u>\$ -</u> | <u>\$ -</u> | <u>\$ 400</u> | <u>\$ (400)</u> | <u>0%</u> |

| | | | | | |
|---------------------------|-------------------|-------------------|------------------|-------------------|------------|
| Total City Manager | <u>\$ 720,422</u> | <u>\$ 720,422</u> | <u>\$ 92,087</u> | <u>\$ 628,335</u> | <u>13%</u> |
|---------------------------|-------------------|-------------------|------------------|-------------------|------------|

Finance Department FY 2019/2020 Budget

YEAR TO DATE NOVEMBER

| | |
|--|--------------|
| <i>Percent of Budget Year Transpired</i> | 16.7% |
|--|--------------|

| - - - Summary - - - | | | | | |
|---------------------|-----------------|----------------|--------------|--------------|--------|
| | Original Budget | Revised Budget | Year to Date | Variance | % Used |
| Personnel | \$ 1,049,709 | \$ 1,049,709 | \$ 133,736 | \$ 915,973 | 13% |
| Services / Supplies | 670,532 | 670,532 | 285,812 | 384,720 | 43% |
| Capital | - | - | - | - | 0% |
| | \$ 1,720,240 | \$ 1,720,240 | \$ 419,547 | \$ 1,300,693 | 24% |

| - - - Detail - - - | | | | | |
|--------------------------|-----------------|----------------|--------------|------------|--------|
| Category | Original Budget | Revised Budget | Year to Date | Variance | % Used |
| Personnel | | | | | |
| <i>Salaries / Wages</i> | \$ 746,624 | \$ 746,624 | \$ 98,403 | \$ 648,221 | 13% |
| <i>Employee Benefits</i> | 303,085 | 303,085 | 35,333 | 267,752 | 12% |
| Total Personnel | \$ 1,049,709 | \$ 1,049,709 | \$ 133,736 | \$ 915,973 | 13% |

| Services / Supplies | | | | | |
|--|-----------------|----------------|--------------|------------|--------|
| | Original Budget | Revised Budget | Year to Date | Variance | % Used |
| <i>Professional Services</i> <i>(City-wide liability insurance - \$126,376 / DCAD - \$82,508)</i> | \$ 605,590 | \$ 605,590 | \$ 276,745 | \$ 328,844 | 46% |
| <i>Employee Development</i> | 24,316 | 24,316 | 6,901 | 17,415 | 28% |
| <i>Supplies / Equipment</i> | 8,726 | 8,726 | 945 | 7,781 | 11% |
| <i>Utilities</i> | - | - | - | - | 0% |
| <i>Other [Special Events (\$21,900, Data Processing \$10,000)]</i> | 31,900 | 31,900 | 1,221 | 30,679 | 4% |
| Total Services / Supplies | \$ 670,532 | \$ 670,532 | \$ 285,812 | \$ 384,720 | 43% |

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

| | | | | | |
|---------------------------------|--------------|--------------|------------|--------------|-----|
| Total Finance Department | \$ 1,720,240 | \$ 1,720,240 | \$ 419,547 | \$ 1,300,693 | 24% |
|---------------------------------|--------------|--------------|------------|--------------|-----|

Human Resources FY 2019/2020 Budget

YEAR TO DATE NOVEMBER

| | |
|--|--------------|
| <i>Percent of Budget Year Transpired</i> | 16.7% |
|--|--------------|

| - - - Summary - - - | | | | | |
|---------------------|-------------------|-------------------|------------------|-------------------|--------|
| | Original Budget | Revised Budget | Year to Date | Variance | % Used |
| Personnel | \$ 438,209 | \$ 438,209 | \$ 47,928 | \$ 390,281 | 11% |
| Services / Supplies | 128,842 | 128,842 | 9,751 | 119,091 | 8% |
| Capital | - | - | - | - | 0% |
| | <u>\$ 567,051</u> | <u>\$ 567,051</u> | <u>\$ 57,680</u> | <u>\$ 509,371</u> | 10% |

| - - - Detail - - - | | | | | |
|--------------------------|-------------------|-------------------|------------------|-------------------|--------|
| Category | Original Budget | Revised Budget | Year to Date | Variance | % Used |
| Personnel | | | | | |
| <i>Salaries / Wages</i> | \$ 313,783 | \$ 313,783 | \$ 29,758 | \$ 284,025 | 9% |
| <i>Employee Benefits</i> | 124,426 | 124,426 | 18,170 | 106,256 | 15% |
| <i>Total Personnel</i> | <u>\$ 438,209</u> | <u>\$ 438,209</u> | <u>\$ 47,928</u> | <u>\$ 390,281</u> | 11% |

| Services / Supplies | | | | | |
|----------------------------------|-------------------|-------------------|-----------------|-------------------|-----|
| <i>Professional Services</i> | \$ 49,110 | \$ 49,110 | \$ 8,106 | \$ 41,004 | 17% |
| <i>Employee Development</i> | 71,932 | 71,932 | 1,569 | 70,363 | 2% |
| <i>Supplies / Equipment</i> | 975 | 975 | 39 | 936 | 4% |
| <i>Utilities</i> | - | - | - | - | 0% |
| <i>Other (Safety Programs)</i> | 6,825 | 6,825 | 38 | 6,787 | 1% |
| <i>Total Services / Supplies</i> | <u>\$ 128,842</u> | <u>\$ 128,842</u> | <u>\$ 9,751</u> | <u>\$ 119,091</u> | 8% |

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

| | | | | | |
|------------------------------|-------------------|-------------------|------------------|-------------------|-----|
| Total Human Resources | <u>\$ 567,051</u> | <u>\$ 567,051</u> | <u>\$ 57,680</u> | <u>\$ 509,371</u> | 10% |
|------------------------------|-------------------|-------------------|------------------|-------------------|-----|

City Secretary Office FY 2019/2020 Budget

YEAR TO DATE NOVEMBER

| | |
|--|--------------|
| <i>Percent of Budget Year Transpired</i> | 16.7% |
|--|--------------|

| - - - Summary - - - | | | | | |
|---------------------|-----------------|----------------|--------------|------------|--------|
| | Original Budget | Revised Budget | Year to Date | Variance | % Used |
| Personnel | \$ 225,749 | \$ 225,749 | \$ 32,526 | \$ 193,223 | 14% |
| Services / Supplies | 180,183 | 180,183 | 10,722 | 169,461 | 6% |
| Capital | - | - | - | - | - |
| | \$ 405,932 | \$ 405,932 | \$ 43,248 | \$ 362,684 | 11% |

| - - - Detail - - - | | | | | |
|--------------------------|-----------------|----------------|--------------|------------|--------|
| Category | Original Budget | Revised Budget | Year to Date | Variance | % Used |
| Personnel | | | | | |
| <i>Salaries / Wages</i> | \$ 172,931 | \$ 172,931 | \$ 26,430 | \$ 146,501 | 15% |
| <i>Employee Benefits</i> | 52,818 | 52,818 | 6,096 | 46,722 | 12% |
| Total Personnel | \$ 225,749 | \$ 225,749 | \$ 32,526 | \$ 193,223 | 14% |

| Services / Supplies | | | | | |
|---|------------|------------|-----------|------------|-----|
| <i>Professional Services</i> | \$ 52,575 | \$ 52,575 | \$ 2,392 | \$ 50,183 | 5% |
| <i>Employee Development</i> <i>(City Council related \$49,441)</i> | 65,978 | 65,978 | 6,637 | 59,341 | 10% |
| <i>Supplies / Equipment</i> | 16,030 | 16,030 | 1,693 | 14,337 | 11% |
| <i>Utilities</i> | - | - | - | - | 0% |
| <i>Other (Outside Services)</i> | 45,600 | 45,600 | - | 45,600 | 0% |
| Total Services / Supplies | \$ 180,183 | \$ 180,183 | \$ 10,722 | \$ 169,461 | 6% |

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

| | | | | | |
|------------------------------------|------------|------------|-----------|------------|-----|
| Total City Secretary Office | \$ 405,932 | \$ 405,932 | \$ 43,248 | \$ 362,684 | 11% |
|------------------------------------|------------|------------|-----------|------------|-----|

Information Services FY 2019/2020 Budget

YEAR TO DATE NOVEMBER

| | |
|--|--------------|
| <i>Percent of Budget Year Transpired</i> | 16.7% |
|--|--------------|

| - - - Summary - - - | | | | | |
|---------------------|-----------------|----------------|--------------|--------------|--------|
| | Original Budget | Revised Budget | Year to Date | Variance | % Used |
| Personnel | \$ 700,542 | \$ 700,542 | \$ 90,503 | \$ 610,039 | 13% |
| Services / Supplies | 465,613 | 465,613 | 18,155 | 447,458 | 4% |
| Capital | - | - | - | - | 0% |
| | \$ 1,166,155 | \$ 1,166,155 | \$ 108,657 | \$ 1,057,498 | 9% |

| - - - Detail - - - | | | | | |
|--------------------------|-----------------|----------------|--------------|------------|--------|
| Category | Original Budget | Revised Budget | Year to Date | Variance | % Used |
| Personnel | | | | | |
| <i>Salaries / Wages</i> | \$ 531,053 | \$ 531,053 | \$ 68,616 | \$ 462,437 | 13% |
| <i>Employee Benefits</i> | 169,489 | 169,489 | 21,886 | 147,602 | 13% |
| Total Personnel | \$ 700,542 | \$ 700,542 | \$ 90,503 | \$ 610,039 | 13% |

| Services / Supplies | | | | | |
|--|------------|------------|-----------|------------|-----|
| <i>Professional Services</i> <i>(Maintenance Contracts \$198,840)</i> | \$ 249,040 | \$ 249,040 | \$ 10,550 | \$ 238,490 | 4% |
| <i>Employee Development</i> | 31,705 | 31,705 | 943 | 30,762 | 3% |
| <i>Supplies / Equipment</i> | 2,560 | 2,560 | 1,007 | 1,553 | 39% |
| <i>Utilities</i> | 20,308 | 20,308 | 2,111 | 18,197 | 10% |
| <i>Other (Data Processing)</i> | 162,000 | 162,000 | 3,544 | 158,456 | 2% |
| Total Services / Supplies | \$ 465,613 | \$ 465,613 | \$ 18,155 | \$ 447,458 | 4% |

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

| | | | | | |
|------------------------------------|--------------|--------------|------------|--------------|----|
| Total City Secretary Office | \$ 1,166,155 | \$ 1,166,155 | \$ 108,657 | \$ 1,057,498 | 9% |
|------------------------------------|--------------|--------------|------------|--------------|----|

Police Department FY 2019/2020 Budget

YEAR TO DATE NOVEMBER

| | |
|--|--------------|
| <i>Percent of Budget Year Transpired</i> | 16.7% |
|--|--------------|

| - - - Summary - - - | | | | | |
|---------------------|---------------------|----------------------|---------------------|---------------|-----------|
| | Original Budget | Revised Budget | Year to Date | Variance | % Used |
| Personnel | \$ 4,649,528 | \$ 4,649,528 | \$ 611,240 | \$ 4,038,288 | 13% |
| Services / Supplies | 405,082 | 405,082 | 40,534 | 364,548 | 10% |
| Capital | <u>70,600</u> | <u>70,600</u> | <u>4,114</u> | <u>66,486</u> | <u>6%</u> |
| | \$ 5,125,210 | \$ 5,125,210 | \$ 655,888 | \$ 4,469,322 | 13% |

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

| Personnel | | | | | |
|--------------------------|---------------------|-------------------------|-----------------------|------------------|------------|
| <i>Salaries / Wages</i> | \$ 3,402,589 | \$ 3,402,589 | \$ 430,985 | \$ 2,971,604 | 13% |
| <i>Employee Benefits</i> | <u>1,246,939</u> | <u>1,246,939</u> | <u>180,255</u> | <u>1,066,684</u> | <u>14%</u> |
| Total Personnel | \$ 4,649,528 | \$ 4,649,528 | \$ 611,240 | \$ 4,038,288 | 13% |

| Services / Supplies | | | | | |
|---------------------------------------|-------------------|----------------------|---------------------|------------------|-----------|
| <i>Professional Services</i> | \$ 143,212 | \$ 143,212 | \$ 19,314 | \$ 123,898 | 13% |
| <i>Employee Development</i> | 45,339 | 45,339 | 7,610 | 37,729 | 17% |
| <i>Supplies / Equipment</i> | 148,243 | 148,243 | 11,012 | 137,231 | 7% |
| <i>Utilities</i> | - | - | - | - | 0% |
| <i>Other (Animal Care - \$52,028)</i> | <u>68,288</u> | <u>68,288</u> | <u>2,597</u> | <u>\$ 65,691</u> | <u>4%</u> |
| Total Services / Supplies | \$ 405,082 | \$ 405,082 | \$ 40,534 | \$ 364,548 | 10% |

| Capital | | | | | |
|-----------------------------|------------------|------------------|-----------------|-----------|----|
| <i>Equipment / Vehicles</i> | 70,600 | 70,600 | 4,114 | 66,486 | 6% |
| Total Capital | \$ 70,600 | \$ 70,600 | \$ 4,114 | \$ 66,486 | 6% |

| | | | | | |
|--------------------------------|---------------------|---------------------|-------------------|--------------|-----|
| Total Police Department | \$ 5,125,210 | \$ 5,125,210 | \$ 655,888 | \$ 4,469,322 | 13% |
|--------------------------------|---------------------|---------------------|-------------------|--------------|-----|

Fire Department FY 2019/2020 Budget

YEAR TO DATE NOVEMBER

| | |
|--|--------------|
| <i>Percent of Budget Year Transpired</i> | 16.7% |
|--|--------------|

| - - - Summary - - - | | | | | |
|---------------------|---------------------|---------------------|-------------------|---------------------|------------|
| | Original Budget | Revised Budget | Year to Date | Variance | % Used |
| Personnel | \$ 2,592,217 | \$ 2,592,217 | \$ 375,653 | \$ 2,216,564 | 14% |
| Services / Supplies | 352,882 | 352,882 | 76,367 | 276,515 | 22% |
| Capital | <u>164,086</u> | <u>164,086</u> | - | <u>164,086</u> | <u>0%</u> |
| | \$ 3,109,185 | \$ 3,109,185 | \$ 452,020 | \$ 2,657,165 | 15% |

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

| Personnel | | | | | |
|--------------------------|---------------------|---------------------|-------------------|---------------------|------------|
| Salaries / Wages | \$ 1,765,490 | \$ 1,765,490 | \$ 249,437 | \$ 1,516,053 | 14% |
| Employee Benefits | <u>826,728</u> | <u>826,728</u> | <u>126,216</u> | 700,511 | 15% |
| Total Personnel | \$ 2,592,217 | \$ 2,592,217 | \$ 375,653 | \$ 2,216,564 | 14% |

| Services / Supplies | | | | | |
|---|-------------------|-------------------|------------------|-------------------|------------|
| Professional Services | \$ 83,890 | \$ 83,890 | \$ 14,117 | \$ 69,773 | 17% |
| Employee Development <i>(Training - \$50,450)</i> | 66,097 | 66,097 | 14,306 | 51,791 | 22% |
| Supplies / Equipment | 157,845 | 157,845 | 39,997 | 117,848 | 25% |
| Utilities | 1,800 | 1,800 | 302 | 1,498 | 17% |
| Other <i>(Safety Programs)</i> | <u>43,250</u> | <u>43,250</u> | <u>7,646</u> | <u>35,604</u> | <u>18%</u> |
| Total Services / Supplies | \$ 352,882 | \$ 352,882 | \$ 76,367 | \$ 276,515 | 22% |

| Capital | | | | | |
|-----------------------------|-------------------|-------------------|-------------|-------------------|-----------|
| Equipment / Vehicles | 164,086 | 164,086 | - | 164,086 | 0% |
| Total Capital | \$ 164,086 | \$ 164,086 | \$ - | \$ 164,086 | 0% |

| | | | | | |
|------------------------------|---------------------|---------------------|-------------------|---------------------|------------|
| Total Fire Department | \$ 3,109,185 | \$ 3,109,185 | \$ 452,020 | \$ 2,657,165 | 15% |
|------------------------------|---------------------|---------------------|-------------------|---------------------|------------|

Community Services FY 2019/2020 Budget

YEAR TO DATE NOVEMBER

| | |
|--|--------------|
| <i>Percent of Budget Year Transpired</i> | 16.7% |
|--|--------------|

| - - - Summary - - - | | | | | |
|---------------------|-----------------|----------------|--------------|------------|--------|
| | Original Budget | Revised Budget | Year to Date | Variance | % Used |
| Personnel | \$ 373,051 | \$ 373,051 | \$ 63,352 | \$ 309,699 | 17% |
| Services / Supplies | 20,088 | 20,088 | 1,680 | 18,408 | 8% |
| Capital | - | - | - | - | 0% |
| | \$ 393,139 | \$ 393,139 | \$ 65,032 | \$ 328,107 | 17% |

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

| Personnel | | | | | |
|--------------------------|------------|------------|-----------|------------|-----|
| <i>Salaries / Wages</i> | \$ 272,956 | \$ 272,956 | \$ 41,145 | \$ 231,811 | 15% |
| <i>Employee Benefits</i> | 100,096 | 100,096 | 22,207 | 77,888 | 22% |
| <i>Total Personnel</i> | \$ 373,051 | \$ 373,051 | \$ 63,352 | \$ 309,699 | 17% |

| Services / Supplies | | | | | |
|----------------------------------|-----------|-----------|----------|-----------|-----|
| <i>Professional Services</i> | \$ 7,200 | \$ 7,200 | \$ 705 | 6,495 | 10% |
| <i>Employee Development</i> | 6,270 | 6,270 | 450 | 5,820 | 7% |
| <i>Supplies / Equipment</i> | 6,618 | 6,618 | 525 | 6,093 | 8% |
| <i>Utilities</i> | - | - | - | - | 0% |
| <i>Other</i> | - | - | - | - | 0% |
| <i>Total Services / Supplies</i> | \$ 20,088 | \$ 20,088 | \$ 1,680 | \$ 18,408 | 8% |

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

| | | | | | |
|----------------------------------|------------|------------|-----------|------------|-----|
| <i>Total Building Operations</i> | \$ 393,139 | \$ 393,139 | \$ 65,032 | \$ 328,107 | 17% |
|----------------------------------|------------|------------|-----------|------------|-----|

Streets Division FY 2019/2020 Budget

YEAR TO DATE NOVEMBER

| | |
|--|--------------|
| <i>Percent of Budget Year Transpired</i> | 16.7% |
|--|--------------|

| - - - Summary - - - | | | | | |
|---------------------|---------------------|---------------------|-------------------|---------------------|-----------|
| | Original Budget | Revised Budget | Year to Date | Variance | % Used |
| Personnel | \$ 838,743 | \$ 838,743 | \$ 105,693 | \$ 733,050 | 13% |
| Services / Supplies | 842,015 | 842,015 | 31,199 | 810,816 | 4% |
| Capital | <u>95,000</u> | <u>95,000</u> | <u>4,324</u> | <u>90,676</u> | <u>5%</u> |
| | \$ 1,775,758 | \$ 1,775,758 | \$ 141,215 | \$ 1,634,543 | 8% |

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

| Personnel | | | | | |
|--------------------------|-------------------|-------------------|-------------------|-------------------|------------|
| <i>Salaries / Wages</i> | \$ 555,221 | \$ 555,221 | \$ 67,124 | \$ 488,097 | 12% |
| <i>Employee Benefits</i> | <u>283,522</u> | <u>283,522</u> | <u>38,569</u> | <u>244,953</u> | <u>14%</u> |
| Total Personnel | \$ 838,743 | \$ 838,743 | \$ 105,693 | \$ 733,050 | 13% |

| Services / Supplies | | | | | |
|-----------------------------------|-------------------|-------------------|------------------|-------------------|-----------|
| <i>Professional Services</i> | \$ 93,771 | \$ 93,771 | \$ 2,130 | \$ 91,641 | 2% |
| <i>Employee Development</i> | 10,719 | 10,719 | 21 | 10,698 | 0% |
| <i>Supplies / Equipment</i> | 46,975 | 46,975 | 5,093 | 41,882 | 11% |
| <i>Utilities (Streetlights)</i> | 90,000 | 90,000 | 14,369 | 75,631 | 16% |
| <i>Other (Street Maintenance)</i> | <u>600,550</u> | <u>600,550</u> | <u>9,585</u> | <u>590,965</u> | <u>2%</u> |
| Total Services / Supplies | \$ 842,015 | \$ 842,015 | \$ 31,199 | \$ 810,816 | 4% |

| Capital | | | | | |
|-----------------------------|------------------|------------------|-----------------|------------------|-----------|
| <i>Equipment / Vehicles</i> | 95,000 | 95,000 | 4,324 | 90,676 | 5% |
| Total Capital | \$ 95,000 | \$ 95,000 | \$ 4,324 | \$ 90,676 | 5% |

| | | | | | |
|----------------------|---------------------|---------------------|-------------------|---------------------|-----------|
| Total Streets | \$ 1,775,758 | \$ 1,775,758 | \$ 141,215 | \$ 1,634,543 | 8% |
|----------------------|---------------------|---------------------|-------------------|---------------------|-----------|

Maintenance Division FY 2019/2020 Budget

YEAR TO DATE NOVEMBER

Percent of Budget Year Transpired

16.7%

- - - Summary - - -

| | Original Budget | Revised Budget | Year to Date | Variance | % Used |
|---------------------|-----------------|----------------|--------------|------------|--------|
| Personnel | \$ 363,488 | \$ 363,488 | \$ 47,629 | \$ 315,860 | 13% |
| Services / Supplies | 678,440 | 678,440 | 56,426 | 622,014 | 8% |
| Capital | 30,000 | 30,000 | 3,469 | 26,531 | 0% |
| | \$ 1,071,928 | \$ 1,071,928 | \$ 107,523 | \$ 964,405 | 10% |

- - - Detail - - -

| Category | Original Budget | Revised Budget | Year to Date | Variance | % Used |
|---|-----------------|----------------|--------------|------------|--------|
| Personnel | | | | | |
| <i>Salaries / Wages</i> | \$ 252,775 | \$ 252,775 | \$ 31,939 | \$ 220,837 | 13% |
| <i>Employee Benefits</i> | 110,713 | 110,713 | 15,690 | 95,023 | 14% |
| <i>Total Personnel</i> | \$ 363,488 | \$ 363,488 | \$ 47,629 | \$ 315,860 | 13% |
| Services / Supplies | | | | | |
| <i>Professional Services</i> | \$ 69,148 | \$ 69,148 | \$ 4,409 | \$ 64,739 | 6% |
| <i>Employee Development</i> | 4,480 | 4,480 | 8 | 4,472 | 0% |
| <i>Supplies / Equipment</i> <i>(Fuel - \$174,577, Parts / Repairs - \$120,500, Building - \$189,100)</i> | 534,712 | 534,712 | 41,593 | 493,119 | 8% |
| <i>Utilities</i> | 70,000 | 70,000 | 10,415 | 59,585 | 15% |
| <i>Other</i> | 100 | 100 | - | \$ 100 | 0% |
| <i>Total Services / Supplies</i> | \$ 678,440 | \$ 678,440 | \$ 56,426 | \$ 622,014 | 8% |
| Capital | | | | | |
| <i>Equipment / Vehicles</i> | 30,000 | 30,000 | 3,469 | 26,531 | 0% |
| <i>Total Capital</i> | \$ 30,000 | \$ 30,000 | \$ 3,469 | \$ 26,531 | 0% |
| Total Maintenance | \$ 1,071,928 | \$ 1,071,928 | \$ 107,523 | \$ 964,405 | 10% |

Parks Division FY 2019/2020 Budget

YEAR TO DATE NOVEMBER

| | |
|--|--------------|
| <i>Percent of Budget Year Transpired</i> | 16.7% |
|--|--------------|

| - - - Summary - - - | | | | | |
|---------------------|---------------------|---------------------|-------------------|---------------------|------------|
| | Original Budget | Revised Budget | Year to Date | Variance | % Used |
| Personnel | \$ 1,257,424 | \$ 1,257,424 | \$ 170,255 | \$ 1,087,169 | 14% |
| Services / Supplies | 733,873 | 733,873 | 75,599 | 658,274 | 10% |
| Capital | <u>88,000</u> | <u>88,000</u> | <u>41,112</u> | <u>46,888</u> | <u>47%</u> |
| | \$ 2,079,297 | \$ 2,079,297 | \$ 286,967 | \$ 1,792,331 | 14% |

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

| Personnel | | | | | |
|--------------------------|---------------------|---------------------|-------------------|---------------------|------------|
| Salaries / Wages | \$ 810,830 | \$ 810,830 | \$ 108,132 | \$ 702,698 | 13% |
| Employee Benefits | <u>446,594</u> | <u>446,594</u> | <u>62,124</u> | <u>384,471</u> | <u>14%</u> |
| Total Personnel | \$ 1,257,424 | \$ 1,257,424 | \$ 170,255 | \$ 1,087,169 | 14% |

| Services / Supplies | | | | | |
|--|-------------------|-------------------|------------------|-------------------|------------|
| Professional Services <i>(ROW Contract Mowing - \$108,000)</i> | \$ 226,558 | \$ 226,558 | \$ 23,103 | \$ 203,455 | 10% |
| Employee Development | 25,420 | 25,420 | 1,558 | 23,862 | 6% |
| Supplies / Equipment | 347,645 | 347,645 | 32,947 | 314,698 | 9% |
| Utilities | 133,300 | 133,300 | 17,956 | 115,344 | 13% |
| Other | <u>950</u> | <u>950</u> | <u>35</u> | <u>915</u> | <u>4%</u> |
| Total Services / Supplies | \$ 733,873 | \$ 733,873 | \$ 75,599 | \$ 658,274 | 10% |

| Capital | | | | | |
|-----------------------------|--------|--------|--------|--------|-----|
| Equipment / Vehicles | 88,000 | 88,000 | 41,112 | 46,888 | 47% |
| Total Capital | 88,000 | 88,000 | 41,112 | 46,888 | 47% |

| | | | | | |
|--------------------|---------------------|---------------------|-------------------|---------------------|------------|
| Total Parks | \$ 2,079,297 | \$ 2,079,297 | \$ 286,967 | \$ 1,792,331 | 14% |
|--------------------|---------------------|---------------------|-------------------|---------------------|------------|

Recreation Division FY 2019/2020 Budget

YEAR TO DATE NOVEMBER

| | |
|--|--------------|
| <i>Percent of Budget Year Transpired</i> | 16.7% |
|--|--------------|

| - - - Summary - - - | | | | | |
|---------------------|-----------------|----------------|--------------|------------|--------|
| | Original Budget | Revised Budget | Year to Date | Variance | % Used |
| Personnel | \$ 222,139 | \$ 222,139 | \$ 23,617 | \$ 198,522 | 11% |
| Services / Supplies | 359,158 | 359,158 | 35,048 | 324,110 | 10% |
| Capital | - | - | - | - | 0% |
| | \$ 581,297 | \$ 581,297 | \$ 58,665 | \$ 522,632 | 10% |

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

| Personnel | | | | | |
|--------------------------|------------|------------|-----------|------------|-----|
| <i>Salaries / Wages</i> | \$ 176,346 | \$ 176,346 | \$ 17,910 | \$ 158,436 | 10% |
| <i>Employee Benefits</i> | 45,793 | 45,793 | 5,707 | 40,086 | 12% |
| Total Personnel | \$ 222,139 | \$ 222,139 | \$ 23,617 | \$ 198,522 | 11% |

| Services / Supplies | | | | | |
|-------------------------------------|------------|------------|-----------|------------|-----|
| <i>Professional Services</i> | | \$ - | \$ - | \$ - | 0% |
| <i>Employee Development</i> | 10,525 | 10,525 | 435 | 10,090 | 4% |
| <i>Supplies / Equipment</i> | 773 | 773 | 57 | 716 | 7% |
| <i>Utilities</i> | - | - | - | - | 0% |
| <i>Other (Recreation Programs)</i> | 347,860 | 347,860 | 34,557 | 313,303 | 10% |
| Total Services / Supplies | \$ 359,158 | \$ 359,158 | \$ 35,048 | \$ 324,110 | 10% |

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

| | | | | | |
|-------------------------|------------|------------|-----------|------------|-----|
| Total Recreation | \$ 581,297 | \$ 581,297 | \$ 58,665 | \$ 522,632 | 10% |
|-------------------------|------------|------------|-----------|------------|-----|

Equipment Replacement / Capital Schedule FY 2019/2020 Budget

YEAR TO DATE NOVEMBER

| | |
|--|--------------|
| <i>Percent of Budget Year Transpired</i> | 16.7% |
|--|--------------|

| Expenditures | Original Budget | Revised Budget | Year to Date | Variance | % Used |
|-------------------------------------|-------------------|-------------------|------------------|-------------------|------------|
| City Manager Office Capital Outlay | - | - | 400 | (400) | 0% |
| Finance Capital Outlay | - | - | - | - | 0% |
| Human Resources Capital Outlay | - | - | - | - | 0% |
| City Secretary Capital Outlay | - | - | - | - | 0% |
| Information Services Capital Outlay | - | - | - | - | 0% |
| Police Dept Capital Outlay | 70,600 | 70,600 | 4,114 | 66,486 | 6% |
| Fire Dept Capital Outlay | 164,086 | 164,086 | - | 164,086 | 0% |
| Community Services Capital Outlay | - | - | - | - | 0% |
| Streets Dept Capital Outlay | 95,000 | 95,000 | 4,324 | 90,676 | 5% |
| Maintenance Capital Outlay | 30,000 | 30,000 | 3,469 | 26,531 | 12% |
| City Parks Capital Outlay | 88,000 | 88,000 | 41,112 | 46,888 | 47% |
| City Recreation Capital Outlay | - | - | - | - | 0% |
| Total Expenditures | \$ 447,686 | \$ 447,686 | \$ 53,419 | \$ 394,267 | 12% |

Utility Fund Revenues

FY 2019/2020 Budget

YEAR TO DATE NOVEMBER

| | |
|--|--------------|
| Percent of Budget Year Transpired | 16.7% |
|--|--------------|

| Fees | Original Budget | Revised Budget | Year to Date | Variance | % Received |
|----------------------------|--------------------|--------------------|-------------------|--------------------|------------|
| <i>Electronic Payment</i> | \$ (182,000) | \$ (182,000) | \$ (29,765) | \$ (152,235) | 16% |
| <i>Charges / Penalties</i> | 102,000 | 102,000 | 20,225 | 81,775 | 20% |
| Total Fees | \$ (80,000) | \$ (80,000) | \$ (9,540) | \$ (70,460) | 12% |

Licenses & Permits

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

Charges for Services

| | | | | | |
|----------------------------------|----------------------|----------------------|---------------------|---------------------|------------|
| <i>Water Sales</i> | \$ 5,673,527 | \$ 5,673,527 | \$ 1,035,277 | \$ 4,638,250 | 18% |
| <i>Sewer Sales</i> | 4,467,014 | 4,467,014 | 730,193 | 3,736,821 | 16% |
| <i>Inspection Fees</i> | 4,500 | 4,500 | 80 | 4,420 | 2% |
| Total Charges for Service | \$ 10,145,041 | \$ 10,145,041 | \$ 1,765,551 | \$ 8,379,490 | 17% |

Interest

| | | | | | |
|------------------------------------|-------------------|-------------------|------------------|------------------|------------|
| <i>Interest (Operations)</i> | \$ 48,000 | \$ 48,000 | \$ 8,628 | \$ 39,372 | 18% |
| <i>Interest (Capital Projects)</i> | 55,224 | 55,224 | 10,136 | 45,088 | 18% |
| Total Interest | \$ 103,224 | \$ 103,224 | \$ 18,764 | \$ 84,460 | 18% |

Impact Fees

| | | | | | |
|--------------------------|-------------------|-------------------|-----------------|-------------------|-----------|
| <i>Impact Fees</i> | \$ 229,816 | \$ 229,816 | \$ 4,996 | \$ 224,820 | 2% |
| Total Impact Fees | \$ 229,816 | \$ 229,816 | \$ 4,996 | \$ 224,820 | 2% |

Miscellaneous Income

| | | | | | |
|-----------------------------------|-----------------|-----------------|--------------|-----------------|-----------|
| <i>Miscellaneous Income</i> | \$ 5,000 | \$ 5,000 | \$ 63 | \$ 4,937 | 1% |
| Total Miscellaneous Income | \$ 5,000 | \$ 5,000 | \$ 63 | \$ 4,937 | 1% |

| | | | | | |
|------------------------------------|----------------------|----------------------|---------------------|---------------------|------------|
| Total Utility Fund Revenues | \$ 10,403,081 | \$ 10,403,081 | \$ 1,779,833 | \$ 8,623,248 | 17% |
|------------------------------------|----------------------|----------------------|---------------------|---------------------|------------|

Utility Division FY 2019/2020 Budget

YEAR TO DATE NOVEMBER

| | |
|-----------------------------------|-------|
| Percent of Budget Year Transpired | 16.7% |
|-----------------------------------|-------|

| --- Summary - Operations --- | | | | | |
|-------------------------------|---------------------|---------------------|---------------------|---------------------|------------|
| | Original Budget | Revised Budget | Year to Date | Variance | % Used |
| Personnel | \$ 1,807,915 | \$ 1,807,915 | \$ 234,665 | \$ 1,573,250 | 13% |
| Services / Supplies | 6,525,798 | 6,525,798 | 880,488 | 5,645,310 | 13% |
| Capital | 335,000 | 335,000 | 4,111 | 330,889 | 1% |
| Total Utility Division | \$ 8,668,713 | \$ 8,668,713 | \$ 1,119,264 | \$ 7,549,449 | 13% |

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

| Personnel | | | | | |
|--------------------------|---------------------|---------------------|-------------------|---------------------|------------|
| Salaries / Wages | \$ 1,197,744 | \$ 1,197,744 | \$ 151,044 | \$ 1,046,700 | 13% |
| Employee Benefits | 610,171 | 610,171 | 83,621 | 526,550 | 14% |
| Total Personnel | \$ 1,807,915 | \$ 1,807,915 | \$ 234,665 | \$ 1,573,250 | 13% |

| Services / Supplies | | | | | |
|---|---------------------|---------------------|-------------------|---------------------|-----------|
| Professional Services | \$ 256,173 | \$ 256,173 | \$ 23,089 | \$ 233,084 | 9% |
| Employee Development | 58,957 | 58,957 | 1,646 | 57,311 | 3% |
| Supplies / Equipment | 77,359 | 77,359 | 11,377 | 65,982 | 15% |
| Utilities | 404,380 | 404,380 | 70,694 | 333,686 | 17% |
| Other (Well Lot Maintenance) | 1,251,719 | 1,251,719 | 62,318 | 1,189,401 | 5% |
| Sub-Total - Operations Services / Supplies | \$ 2,048,588 | \$ 2,048,588 | \$ 169,124 | \$ 1,879,464 | 8% |

| Wholesale Water / Wastewater | | | | | |
|---|---------------------|---------------------|-------------------|---------------------|------------|
| Note: UTRWD billing reflects a one month delay | | | | | |
| UTRWD - Administration Fees | \$ 5,105 | \$ 5,105 | \$ 5,103 | \$ 2 | 100% |
| UTRWD - Water Volume Cost | 918,655 | 918,655 | 138,731 | 779,924 | 15% |
| UTRWD - Water Demand Charges | 1,359,750 | 1,359,750 | 224,373 | 1,135,378 | 17% |
| UTRWD - Sewer Effluent Volume Rate | 622,715 | 622,715 | 81,515 | 541,200 | 13% |
| UTRWD - Capital Charge Joint Facilities | 1,337,315 | 1,337,315 | 222,886 | 1,114,429 | 17% |
| UTRWD - HV Sewer Line to UTRWD | 233,670 | 233,670 | 38,757 | 194,913 | 17% |
| UTRWD - Wtr Transmission - Opus Develop | - | - | - | - | 0% |
| Sub-Total - Wholesale Water / Wastewater | \$ 4,477,210 | \$ 4,477,210 | \$ 711,364 | \$ 3,765,846 | 16% |

| | | | | | |
|----------------------------------|---------------------|---------------------|-------------------|---------------------|------------|
| Total Services / Supplies | \$ 6,525,798 | \$ 6,525,798 | \$ 880,488 | \$ 5,645,310 | 13% |
|----------------------------------|---------------------|---------------------|-------------------|---------------------|------------|

| Capital | | | | | |
|-----------------------------|-------------------|-------------------|-----------------|-------------------|-----------|
| Equipment / Vehicles | 335,000 | 335,000 | 4,111 | 330,889 | 1% |
| Total Capital | \$ 335,000 | \$ 335,000 | \$ 4,111 | \$ 330,889 | 1% |

| | | | | | |
|--|---------------------|---------------------|---------------------|---------------------|------------|
| Total Utility Division - Operations | \$ 8,668,713 | \$ 8,668,713 | \$ 1,119,264 | \$ 7,549,449 | 13% |
|--|---------------------|---------------------|---------------------|---------------------|------------|

Utility Fund Working Capital FY 2019/2020 Budget

YEAR TO DATE NOVEMBER

| | |
|--|--------------|
| Percent of Budget Year Transpired | 16.7% |
|--|--------------|

| Revenues | Original Budget | Revised Budget | Year to Date | Variance | % Received |
|----------------------------------|----------------------|----------------------|---------------------|---------------------|------------|
| <i>Water Sales</i> | \$ 5,673,527 | \$ 5,673,527 | \$ 1,035,277 | \$ 4,638,250 | 18% |
| <i>Sewer Sales</i> | 4,467,014 | 4,467,014 | 730,193 | 3,736,821 | 16% |
| <i>Other Fees / Charges</i> | 111,500 | 111,500 | 20,368 | 91,132 | 18% |
| <i>Electronic Payment Credit</i> | (182,000) | (182,000) | (29,765) | (152,235) | 16% |
| <i>Interest</i> | 48,000 | 48,000 | 8,628 | 39,372 | 18% |
| Total Revenues | \$ 10,118,041 | \$ 10,118,041 | \$ 1,764,701 | \$ 8,353,340 | 17% |

| Expenditures | Original Budget | Revised Budget | Year to Date | Variance | % Used |
|------------------------------------|---------------------|---------------------|---------------------|---------------------|------------|
| <i>Administration</i> | \$357,211 | \$357,211 | \$ 59,885 | \$ 297,325 | 17% |
| <i>Operations</i> | 3,499,293 | 3,499,293 | 343,903 | 3,155,389 | 10% |
| <i>UTRWD</i> | 4,477,210 | 4,477,210 | 711,364 | 3,765,846 | 16% |
| <i>Debt Service</i> | 1,226,414 | 1,226,414 | 500 | 1,225,914 | 0% |
| <i>Capital Projects</i> | - | - | - | - | 0% |
| <i>Equipment Replace / Capital</i> | 335,000 | 335,000 | 4,111 | 330,889 | 1% |
| Total Expenditures | \$ 9,895,127 | \$ 9,895,127 | \$ 1,119,764 | \$ 8,775,363 | 11% |

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

| Fund Balance | Original Budget | Revised Budget | Year to Date |
|--|---------------------|---------------------|---------------------|
| <i>Net Increase/Decrease</i> | (397,086) | (397,086) | 644,937 |
| Beginning Working Capital | | | |
| <i>Operations</i> | 2,428,607 | 2,428,607 | 2,428,607 |
| <i>Available Impact Fees</i> | 1,017,490 | 1,017,490 | 1,017,490 |
| Total Available Working Capital | \$ 3,446,097 | \$ 3,446,097 | \$ 3,446,097 |
| Ending Working Capital | | | |
| <i>Operations</i> | 2,031,521 | 2,031,521 | 3,073,544 |
| <i>Designated Capital Project</i> | - | - | - |
| <i>Available Impact Fees</i> | 1,097,306 | 1,097,306 | 1,022,486 |
| Total Available Working Capital | \$ 3,128,827 | \$ 3,128,827 | \$ 4,096,030 |

| | | | |
|---|-----------|-----------|-----------|
| <i>Impact Fees</i> | | | |
| <i>Beginning Balance</i> | 1,017,490 | 1,017,490 | 1,017,490 |
| <i>+ Collections</i> | 229,816 | 229,816 | 4,996 |
| <i>- Applied to offset Debt Service</i> | (150,000) | (150,000) | - |
| <i>Ending Balance</i> | 1,097,306 | 1,097,306 | 1,022,486 |

*The working Capital Analysis is prepared to provide a picture of the "cash position" of this enterprise fund. Income restricted for specific use and non-operating expenses are excluded. Impact fees are excluded from revenues, however included for working capital balances - as they are available to address contingency expenditures.

Corps Leased Parks Fund FY 2019/2020 Budget

YEAR TO DATE NOVEMBER

| | |
|--|--------------|
| <i>Percent of Budget Year Transpired</i> | 16.7% |
|--|--------------|

| Revenues | Original Budget | Revised Budget | Year to Date | Variance | % Received |
|---------------------------|-------------------|-------------------|------------------|-------------------|------------|
| <i>Park Entry Fees</i> | \$ 408,975 | \$ 408,975 | \$ 53,417 | \$ 355,558 | 13% |
| <i>Annual Park Passes</i> | 24,500 | 24,500 | 140 | 24,360 | 1% |
| <i>Concession Sales</i> | - | - | - | - | 0% |
| <i>Interest</i> | 200 | 200 | 4 | 196 | 2% |
| Total Revenues | \$ 433,675 | \$ 433,675 | \$ 53,561 | \$ 380,114 | 12% |

| Expenditures | Original Budget | Revised Budget | Year to Date | Variance | % Used |
|----------------------------|-------------------|-------------------|------------------|-------------------|------------|
| <i>Personnel</i> | \$ 189,635 | \$ 189,635 | \$ 34,280 | \$ 155,355 | 18% |
| <i>Services / Supplies</i> | 281,218 | 281,218 | 14,756 | 266,462 | 5% |
| <i>Capital</i> | - | - | - | - | 0% |
| Total Expenditures | \$ 470,853 | \$ 470,853 | \$ 49,035 | \$ 421,817 | 10% |

| 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> | \$ 185,765 | \$ 185,765 | \$ 185,765 |
| <i>+ Net Increase (Decrease)</i> | (37,178) | (37,178) | 4,526 |
| Ending Fund Balance | \$ 148,587 | \$ 148,587 | \$ 190,291 |

Unaudited.
Update after
audit.

Debt Service Fund

FY 2019/2020 Budget

YEAR TO DATE NOVEMBER

| | |
|--|--------------|
| Percent of Budget Year Transpired | 16.7% |
|--|--------------|

| Revenues | Original Budget | Revised Budget | Year to Date | Variance | % Received |
|------------------------------|---------------------|---------------------|-------------------|---------------------|------------|
| <i>Property Tax Revenues</i> | \$2,047,295 | \$ 2,047,295 | \$ 118,128 | \$ 1,929,168 | 6% |
| <i>Interest Income</i> | 8,000 | 8,000 | 535 | 7,465 | 7% |
| Total Revenues | \$ 2,055,295 | \$ 2,055,295 | \$ 118,663 | \$ 1,936,632 | 6% |

| Expenditures | Original Budget | Revised Budget | Year to Date | Variance | % Used |
|---------------------------|---------------------|---------------------|--------------|---------------------|-----------|
| <i>Principal Payments</i> | \$ 2,200,000 | \$ 2,200,000 | \$ - | \$ 2,200,000 | 0% |
| <i>Interest Payments</i> | 645,582 | 645,582 | - | 645,582 | 0% |
| <i>Paying Agent Fees</i> | 3,000 | 3,000 | - | 3,000 | 0% |
| Total Expenditures | \$ 2,848,582 | \$ 2,848,582 | \$ - | \$ 2,848,582 | 0% |

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

| Beginning & Ending Balance | Original Budget | Revised Budget | Year to Date |
|----------------------------------|-------------------|-------------------|-------------------|
| <i>Beginning Fund Balance</i> | \$ 118,618 | \$ 118,618 | \$ 118,618 |
| <i>+ Net Increase (Decrease)</i> | 14,999 | 14,999 | 118,663 |
| Ending Fund Balance | \$ 133,617 | \$ 133,617 | \$ 237,281 |

Unaudited.
Update after
audit.

Capital Projects Fund

FY 2019/2020 Budget

YEAR TO DATE NOVEMBER

| | |
|--|--------------|
| Percent of Budget Year Transpired | 16.7% |
|--|--------------|

| Revenues | Original Budget | Revised Budget | Year to Date | Variance | % Received |
|-----------------------|------------------|------------------|------------------|------------------|-------------|
| Grants | \$ - | \$ - | \$ - | \$ - | 0% |
| Contributions | - | - | 1,000 | (1,000) | 0% |
| Interest Income | 50,000 | 50,000 | 19,550 | 30,450 | 39% |
| Total Revenues | \$ 50,000 | \$ 50,000 | \$ 20,550 | \$ 29,450 | 100% |

| Expenditures | Original Budget | Revised Budget | Year to Date | Variance | % Used |
|---|---------------------|---------------------|------------------|---------------------|-----------|
| 2015 Tax Note (Police CAD/RMS Software) | 45,662 | 45,662 | - | 45,662 | 0% |
| 2018 GO Bond (Parks/Streets/Drainage) | 3,987,861 | 3,987,861 | 73,397 | 3,914,464 | 2% |
| 2018 Bond Issue (Streets) | 2,120,330 | 2,120,330 | 5,520 | 2,114,810 | 0% |
| 2018 Bond Issue (Parks) | 1,867,531 | 1,867,531 | 67,877 | 1,799,654 | 4% |
| Total Expenditures | \$ 4,033,523 | \$ 4,033,523 | \$ 73,397 | \$ 3,960,126 | 2% |

| Other Financing Sources (Uses) | Original Budget | Revised Budget | Year to Date | Variance | % Received |
|--------------------------------|------------------|------------------|--------------|------------------|------------|
| Bond Issue Proceeds | \$ - | \$ - | \$ - | \$ - | 0% |
| Bond Discount / Premium | - | - | - | - | 0% |
| Debt Issuance | - | - | - | - | 0% |
| Transfers In | 96,685 | 96,685 | - | 96,685 | 0% |
| Transfer Out | - | - | - | - | 0% |
| Total Financing Sources | \$ 96,685 | \$ 96,685 | \$ - | \$ 96,685 | 0% |

| Beginning & Ending Balance | Original Budget | Revised Budget | Year to Date |
|---------------------------------|---------------------|---------------------|---------------------|
| <i>Beginning fund balance</i> | \$ 5,150,676 | \$ 5,150,676 | \$ 5,150,676 |
| <i>+Net Increase (Decrease)</i> | (3,886,838) | (3,886,838) | (52,847) |
| Ending Fund Balance | \$ 1,263,838 | \$ 1,263,838 | \$ 5,097,829 |

Unaudited.
Update after
audit.

Drainage Utilities FY 2019/2020 Budget

YEAR TO DATE NOVEMBER

| | |
|--|--------------|
| <i>Percent of Budget Year Transpired</i> | 16.7% |
|--|--------------|

| Revenues | Original Budget | Revised Budget | Year to Date | Variance | % Received |
|--------------------------------|-------------------|-------------------|------------------|-------------------|------------|
| <i>Drainage Conversion Fee</i> | \$ - | \$ - | \$ 83,773 | \$ (83,773) | 0% |
| <i>Drainage Fee Receipts</i> | 500,000 | 500,000 | 895 | 499,105 | 0% |
| <i>Miscellaneous</i> | - | - | - | - | 0% |
| <i>Interest</i> | 4,000 | 4,000 | 535 | 3,465 | 13% |
| Total Revenues | \$ 504,000 | \$ 504,000 | \$ 85,202 | \$ 418,798 | 17% |

| Expenditures | Original Budget | Revised Budget | Year to Date | Variance | % Used |
|----------------------------|-------------------|-------------------|------------------|-------------------|------------|
| <i>Personnel</i> | \$ 379,617 | \$ 379,617 | \$ 53,173 | \$ 326,443 | 14% |
| <i>Services / Supplies</i> | 138,385 | 138,385 | 22,623 | 115,762 | 16% |
| <i>Capital</i> | 120,000 | 120,000 | 4,594 | 115,406 | 4% |
| Total Expenditures | \$ 638,002 | \$ 638,002 | \$ 80,390 | \$ 557,612 | 13% |

| Other Sources/Uses | Original Budget | Revised Budget | Year to Date | Variance | % Used |
|--|-------------------|-------------------|--------------|--------------------|-----------|
| <i>Transfers In - City Impervious / General Fund</i> | \$ 136,000 | \$ 136,000 | \$ - | \$ 66 | 0% |
| <i>Operating TransfersOut / General Fund</i> | (16,000) | (16,000) | - | (16,000) | 0% |
| Total Other Sources (Uses) | \$ 120,000 | \$ 120,000 | \$ - | \$ (15,934) | 0% |

| Fund Balance | Original Budget | Revised Budget | Year to Date |
|----------------------------------|-------------------|-------------------|-------------------|
| <i>Beginning Fund Balance</i> | \$ 294,958 | \$ 294,958 | \$ 294,958 |
| <i>+ Net Increase (Decrease)</i> | (14,002) | (14,002) | 4,813 |
| Ending Fund Balance | \$ 280,956 | \$ 280,956 | \$ 299,771 |

Unaudited.
Update after
audit.

Park Development Fee Fund FY 2019/2020 Budget

YEAR TO DATE NOVEMBER

| | |
|--|--------------|
| Percent of Budget Year Transpired | 16.7% |
|--|--------------|

| Revenues | Original Budget | Revised Budget | Year to Date | Variance | % Received |
|-------------------------------|-----------------|----------------|--------------|-----------|------------|
| <i>Interest</i> | \$ 500 | \$ 500 | \$ 214 | \$ 287 | 43% |
| <i>Community Park Fees</i> | 49,248 | 49,248 | - | 49,248 | 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 | \$ 49,748 | \$ 49,748 | \$ 214 | \$ 49,535 | 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> | (96,685) | (96,685) | - | (96,685) | 0% |
| Total Other Sources (Uses) | \$ (96,685) | \$ (96,685) | \$ - | \$ (96,685) | 0% |

| Fund Balance | Original Budget | Revised Budget | Year to Date |
|----------------------------------|-----------------|----------------|--------------|
| <i>Beginning Fund Balance</i> | \$ 46,937 | \$ 46,937 | \$ 46,937 |
| <i>+ Net Increase (Decrease)</i> | (46,937) | (46,937) | 214 |
| Ending Fund Balance | \$ - | \$ - | \$ 47,151 |

Unaudited.
Update after audit.

| Ending Fund Balance Detail | Original Budget | Year to Date |
|---|-----------------|--------------|
| <i>Community Park Fees</i> | \$ 49,248 | 47,151 |
| <i>Linear Park Fees</i> | - | - |
| <i>Neighborhood Park Fees (Area I)</i> | - | - |
| <i>Neighborhood Park Fees (Area II)</i> | - | - |
| <i>Neighborhood Park Fees (Area IV)</i> | - | - |
| Total | \$ 49,248 | \$ 47,151 |

Public Safety Special Revenue Fund FY 2019/2020 Budget

YEAR TO DATE NOVEMBER

| | |
|--|--------------|
| Percent of Budget Year Transpired | 16.7% |
|--|--------------|

| Revenues | Original Budget | Revised Budget | Year to Date | Variance | % Received |
|----------|-----------------|----------------|--------------|------------|------------|
| Revenues | \$ 25,600 | \$ 25,600 | \$ 30,102 | \$ (4,502) | 118% |

| Expenditures | Original Budget | Revised Budget | Year to Date | Variance | % Used |
|---------------------------|-----------------|-----------------|-----------------|-------------------|-------------|
| Personnel | \$ - | \$ - | \$ - | \$ - | 0% |
| Services / Supplies | 3,600 | 3,600 | 7,257 | (3,657) | 202% |
| Capital | - | - | - | - | 0% |
| Total Expenditures | \$ 3,600 | \$ 3,600 | \$ 7,257 | \$ (3,657) | 202% |

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

| Beginning & Ending Balance | Original Budget | Revised Budget | Year to Date |
|----------------------------|-----------------|----------------|--------------|
| Beginning Fund Balance | \$ 21,838 | \$ 21,838 | \$ 21,838 |
| + Net Increase (Decrease) | - | - | 22,845 |
| Ending Fund Balance | \$ 21,838 | \$ 21,838 | \$ 44,683 |

Unaudited.
Update after
audit.

Municipal Court Technology Fee Fund FY 2019/2020 Budget

YEAR TO DATE NOVEMBER

| | |
|--|--------------|
| Percent of Budget Year Transpired | 16.7% |
|--|--------------|

| Revenues | Original Budget | Revised Budget | Year to Date | Variance | % Received |
|----------|-----------------|----------------|--------------|----------|------------|
| Revenues | \$ 3,500 | \$ 3,500 | \$ 669 | 2,831 | 19% |

| Expenditures | Original Budget | Revised Budget | Year to Date | Variance | % Used |
|---------------------------|------------------|------------------|-----------------|------------------|------------|
| Services / Supplies | \$ 17,640 | \$ 17,640 | \$ 5,378 | \$ 12,262 | 30% |
| Total Expenditures | \$ 17,640 | \$ 17,640 | \$ 5,378 | \$ 12,262 | 30% |

| 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 | \$ 22,768 | \$ 22,768 | \$ 22,768 |
| + Net Increase (Decrease) | (14,140) | (14,140) | (4,710) |
| Ending Fund Balance | \$ 8,628 | \$ 8,628 | \$ 18,059 |

Unaudited.
Update after
audit.

Municipal Court Building Security Fund FY 2019/2020 Budget

YEAR TO DATE NOVEMBER

| | |
|--|--------------|
| Percent of Budget Year Transpired | 16.7% |
|--|--------------|

| Revenues | Original Budget | Revised Budget | Year to Date | Variance | % Received |
|-------------------------------|-----------------|----------------|--------------|----------|------------|
| Revenues (Court Fines) | \$ 2,700 | \$ 2,700 | \$ 502 | \$ 2,198 | 19% |

| 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 | \$ 35,322 | \$ 35,322 | \$ 35,322 |
| + Net Increase (Decrease) | 2,700 | 2,700 | 502 |
| Ending Fund Balance | \$ 38,022 | \$ 38,022 | \$ 35,824 |

Unaudited.
Update after
audit.

Highland Village Community Development Corporation
Working Capital Analysis (FY 2020)

| | <i>Actual</i> 2017-2018 | <i>Actual</i> 2018-2019 | <i>Budget</i> 2019-2020 | <i>YTD</i> 2019-2020 |
|---------------------------------------|----------------------------|----------------------------|----------------------------|-------------------------|
| Beginning Fund Balance | \$ 106,954 | \$ 30,523 | \$ 24,216 | \$ 24,217 |
| Revenues | | | | |
| 4B Sales Tax | 1,268,252 | 1,305,548 | 1,348,631 | - |
| Park Fees (Rental) | 47,597 | 58,446 | 63,400 | 4,985 |
| Linear Park Fees | - | - | - | - |
| Miscellaneous Income | - | - | - | - |
| Interest Income | 492 | 720 | 800 | 120 |
| Total | \$ 1,316,341 | \$ 1,364,714 | \$ 1,412,831 | \$ 5,105 |
| Expenditures | | | | |
| <i>Personnel</i> | 263,795 | 314,219 | 324,231 | 45,755 |
| Services / Supplies | 230,292 | 221,974 | 276,525 | 18,779 |
| Reimburse GF (Support Functions) | - | 28,000 | 28,000 | - |
| Reimburse GF (Debt Service) | 898,685 | 806,827 | 808,286 | - |
| Total Non-Capital Expenditures | \$ 1,392,772 | \$ 1,371,020 | \$ 1,437,042 | \$ 64,534 |
| Capital | | | | |
| Engineering | - | - | - | - |
| Projects Funded Directly | - | - | - | - |
| Transfer to 4B Capital Projects | \$ - | \$ - | \$ - | \$ - |
| Equipment | - | - | - | - |
| Net Increase / (Decrease) | (76,431) | (6,306) | (24,211) | (59,429) |
| Working Capital Balance | \$ 30,523 | \$ 24,217 | \$ 5 | \$ (35,212) |

PEG Fee Fund FY 2019/2020 Budget

YEAR TO DATE NOVEMBER

| | |
|--|--------------|
| <i>Percent of Budget Year Transpired</i> | 16.7% |
|--|--------------|

| Revenues | Original Budget | Revised Budget | Year to Date | Variance | % Received |
|-------------------------|-----------------|----------------|--------------|-----------|------------|
| <i>PEG Fee Receipts</i> | \$ 52,000 | \$ 52,000 | \$ - | \$ 52,000 | 0% |
| Total Revenues | \$ 52,000 | \$ 52,000 | \$ - | \$ 52,000 | 0% |

| Expenditures | Original Budget | Revised Budget | Year to Date | Variance | % Used |
|----------------------------|-----------------|----------------|--------------|-----------|--------|
| <i>Personnel</i> | \$ - | \$ - | \$ - | \$ - | 0% |
| <i>Services / Supplies</i> | 30,695 | 30,695 | 10 | 30,685 | 0% |
| <i>Capital</i> | 42,500 | 42,500 | - | 42,500 | 0% |
| Total Expenditures | \$ 73,195 | \$ 73,195 | \$ 10 | \$ 73,185 | 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% |
| Total Other Sources (Uses) | \$ - | \$ - | \$ - | \$ - | 0% |

| Fund Balance | Original Budget | Revised Budget | Year to Date |
|---------------------------------|-----------------|----------------|--------------|
| <i>Beginning fund balance</i> | \$ 152,830 | \$ 152,830 | \$ 152,830 |
| <i>+Net Increase (Decrease)</i> | (21,195) | (21,195) | (10) |
| Ending Fund Balance | \$ 131,635 | \$ 131,635 | \$ 152,820 |

Unaudited.
Update after
audit.

CITY OF HIGHLAND VILLAGE
CITY COUNCIL

AGENDA# 16

MEETING DATE: 01/14/2020

SUBJECT: Consider an Application for Replat of Lot 1R, Tract 3A, Barnett Subdivision, generally located at 107 Barnett Boulevard

PREPARED BY: Autumn Aman, Community Development Coordinator

BACKGROUND:

City staff has received and reviewed an application for a replat of Lot 1R, Tract 3A, of the Barnett Subdivision (“the Property”), generally located at 107 Barnett Boulevard, the proposed location for the future Village Green Memory Care Center. The proposed replat does not create any additional lots; however, the applicant desires to dedicate additional easements on the Property that are needed for the development of the memory care center and prefer to dedicate those easements through a replat of the Property as opposed to executing and recording separate instruments dedicating those needed easements.

IDENTIFIED NEED/S:

N/A

OPTIONS & RESULTS:

Options are to recommend approval of the replat as submitted, approve with conditions, or disapprove with explanation.

PROGRESS TO DATE: (if appropriate)

City staff and the City’s Engineer have reviewed the application relating to drainage, utilities, and submitted comments back to the applicant. The applicant has resubmitted the application and have addressed all comments from City staff and the City’s Engineer. City staff is of the opinion the replat drawing itself is found to comply with the current provisions of the City’s subdivision regulations.

The applicant will be present to address any questions or comments the Commission may have.

At the December 17, 2019, Planning and Zoning meeting, the Commission recommended sending the replat forward for approval as presented with a vote of (5-0).

BUDGETARY IMPACT/ORDINANCE CHANGE: (if appropriate)

N/A

RECOMMENDATION:

Staff recommends approval of the Replat in accordance with the recommendation of the Planning and Zoning Commission.

CITY OF HIGHLAND VILLAGE
CITY COUNCIL

AGENDA# 17

MEETING DATE: 01/14/2020

SUBJECT: Consider an application for a Site Plan for Lot 1R, Tract 3A, Barnett Subdivision, generally located at 107 Barnett Boulevard, for the Village Green Memory Care Center

PREPARED BY: Autumn Aman, Community Development Coordinator

BACKGROUND:

An application was received for a Site Plan to construct an approximately 12,969 square foot building for the Village Green Memory Care Center. The site plan package includes a site plan, building elevations, signage, lighting plan, and landscape plans.

IDENTIFIED NEED/S:

N/A

OPTIONS & RESULTS:

Options are to recommend approval of the site plan package as it has been submitted, to recommend approval subject to revisions, or to deny the site plan package upon a finding that it does not comply one or more requirements of the PD zoning or City Ordinances for the property.

PROGRESS TO DATE: (if appropriate)

City staff and the City's Engineer have reviewed the site plan package and are of the opinion that the proposed site plan conforms with all applicable City Ordinances.

The applicant will be present to address any questions or comments the Council may have.

At the December 17, 2019 Planning and Zoning meeting, the Commission recommended sending the site plan forward with a vote of (5-0) with the applicant addressing the following "housekeeping" items:

Photometric Plan MEP01.02

- Verify count of the (LS) lighting of 57 vs. 59. Correct count is 57. There was an error in the labeling on the exhibit only.
- Note on plan the color temperature of lights along with on/off hours and if all the lighting is on a timer.

Colored Elevation Drawings

- Number the pages of each drawing along with placing the legend of materials on each page.

Landscape Plans L2.01

- Add a “totals” column of each tree and plant being used on the site.
- Under Notes, Irrigation Affidavit, change the verbiage of City of McKinney to City of Highland Village.

As of January 6, 2020, the applicant has revised the site plan drawings in accordance with the Commission’s recommended changes.

BUDGETARY IMPACT/ORDINANCE CHANGE: (if appropriate)

No Ordinance change is required.

RECOMMENDATION:

Staff recommends the City Council approve the Site Plan in accordance with the recommendation made by the Planning and Zoning Commission.

CITY OF HIGHLAND VILLAGE
COUNCIL BRIEFING

AGENDA# 18

MEETING DATE: 01/14/2020

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

PREPARED BY: Karen McCoy, Administrative Assistant to City Secretary

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 EVENTS

| | |
|--------------------------|---|
| January 14, 2020 | Regular City Council Meeting - 7:30 pm |
| January 20, 2020 | Parks & Recreation Advisory Board Meeting - 6:00 pm |
| January 20, 2020 | City Offices Closed for the MLK Holiday |
| January 21, 2020 | Planning & Zoning Commission Meeting – 7:00 pm |
| January 28, 2020 | Regular City Council Meeting – 7:30 pm |
| February 6, 2020 | Zoning Board of Adjustment Meeting - 6:00 pm |
| February 11, 2020 | Regular City Council Meeting - 7:30 pm |
| February 17, 2020 | Parks & Recreation Advisory Board Meeting - 6:00 pm |
| February 18, 2020 | Planning & Zoning Commission Meeting – 7:00 pm |
| February 25, 2020 | Regular City Council Meeting - 7:30 pm |
| March 5, 2020 | Zoning Board of Adjustment Meeting - 6:00 pm |
| March 10, 2020 | Regular City Council Meeting - 7:30 pm |
| March 16, 2020 | Parks & Recreation Advisory Board Meeting - 6:00 pm |
| March 17, 2020 | Planning & Zoning Commission Meeting – 7:00 pm |
| March 24, 2020 | Regular City Council Meeting - 7:30 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.

By: Karen McCoy, Administrative Assistant - City Secretary Office