



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, AUGUST 11, 2020, at 5:30 P.M.**

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

Any person wishing to provide comments on any matter to be considered on this agenda should email such comments to the City Secretary at amiller@highlandvillage.org by 1:00 p.m. on Tuesday, August 11, 2020.

EARLY WORK SESSION

City Council Chambers – 5:30 P.M.

Convene Meeting in Open Session

- 1. Follow up Discussion on the General Fund Budget and Discuss the Utility Fund Budget for Fiscal Year 2020-2021**
- 2. Clarification of Consent or Action Items listed on Today's City Council Meeting Agenda for August 11, 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 Council Chambers

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

OPEN SESSION

City Council Chambers – 7:00 P.M.

- 4. Call to Order**

5. Prayer led by Councilmember Daniel Jaworski
6. Pledge of Allegiance to the U.S. and Texas flags led by Councilmember Daniel Jaworski: *"Honor the Texas flag; I pledge allegiance to thee, Texas, one state under God, one and indivisible."*
7. **Visitor Comments** *(Anyone wishing to address the City Council must complete a Speakers' Request Form and return it to the City Secretary. In accordance with the Texas Open Meetings Act, the City Council is restricted in discussing or taking action on items not posted on the agenda. Action on your statement can only be taken at a future meeting. In order to expedite the flow of business and to provide all visitors the opportunity to speak, the Mayor may impose a three (3) minute limitation on any person addressing the City Council. A thirty (30) minute time allotment is set for this section, and the remaining speakers will be heard at the end of the Action Agenda.)*
8. **City Manager/Staff Reports**
 - COVID-19 Update
 - HVTV Update
9. **Mayor and Council Reports on Items of Community Interest** pursuant to Texas Government Code Section 551.0415 the City Council may report on the following items: (1) expression of thanks, congratulations or condolences; (2) information about holiday schedules; (3) recognition of individuals; (4) reminders about upcoming City Council events; (5) information about community events; and (6) announcements involving imminent threat to public health and safety

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

CONSENT AGENDA

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

10. Consider approval of Minutes of the Regular City Council Meeting held on July 28, 2020 and of the Special City Council Meetings held on July 29, 2020, July 30, 2020, and August 4, 2020
11. Receive the Investment Report for Quarter Ending June 30, 2020
12. Receive Budget Reports for Period Ending June 30, 2020

ACTION AGENDA

13. Take action, if any, on matters discussed in closed session in accordance with the following sections of the Texas Government Code:
 - (a) Section 551.071 – Consultation with City Attorney Concerning Pending or Contemplated Litigation and on a Regular Session or Work Session Agenda Item Requiring Confidential, Attorney/Client Advice Necessitated by the Deliberation or Discussion of Said Item (as needed)
 - (b) Section 551.074 – Personnel – Deliberate the Appointment and Employment of a Person to the Public Office of City Manager
14. Consider the Ad Valorem Tax Rate for Year 2020 and Set a Public Hearing Date on the Proposed Fiscal Year 2020-2021 Budget and Proposed Tax Rate

LATE WORK SESSION

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

15. Discuss the Upcoming Board and Commission Appointments and Non-Profit Presentations
16. Discuss an Update of the City's Code of Ordinances
17. Status Reports on Current Projects and Discussion on Future Agenda Items (A Councilmember may inquire about a subject of which notice has not been given. A statement of specific 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.)
18. Adjournment

I HEREBY CERTIFY THAT THIS NOTICE OF MEETING WAS POSTED ON THE PUBLIC BULLETIN BOARD AT THE MUNICIPAL COMPLEX, 1000 HIGHLAND VILLAGE ROAD, HIGHLAND VILLAGE, TEXAS IN ACCORDANCE WITH THE *TEXAS GOVERNMENT CODE, CHAPTER 551*, ON THE 7TH DAY OF AUGUST, 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 _____, 2020 at _____ am / pm by _____.

CITY OF HIGHLAND VILLAGE
COUNCIL BRIEFING

AGENDA# 1

MEETING DATE: 08/11/2020

**SUBJECT: Follow up Discussion on the General Fund Budget and
Discuss the Utility Fund Budget for Fiscal Year 2020-2021**

PREPARED BY: Ken Heerman, Assistant City Manager

COMMENTS

City staff will provide information relating to the General Fund Budget and Utility Fund Budget for Fiscal Year 2020-2021.



CITY MANAGER
1000 Highland Village Road
Highland Village, TX 75077
972-899-5131 F 972-317-0237
www.highlandvillage.org

August 11, 2020

Honorable Mayor Charlotte Wilcox and Members of City Council,

The following Budget message and information provided is a living document, our assumptions and actual revenue and expenditures will be modified throughout our budget process due to direction of Council and until we are in receipt of our final certified tax roll, from Denton Central Appraisal District (DCAD).

It is my pleasure to submit the City of Highland Village Fiscal Year 2020 – 2021 Annual Budget and Program of Services. The annual budget guides the City's plan for providing the services, facilities, and infrastructure that has made Highland Village one of the best places to live in Southern Denton County.

Our Mission Statement and Values provided us an excellent framework in stating our City Objectives. A major component for achieving success is our Mission Statement, Values, and City Objectives, which provide a clear direction for not only this Fiscal Year, but in guiding our five-year forecast as well. It is the goal of both Council and staff to maintain our organization and the community as a whole in a positive direction, efficiently providing necessary services for residents. Included within the budget message are our refined Departmental Objectives which reflect the corresponding Values.

In accordance with the Texas Local Government Code and the Charter of the City of Highland Village, the Annual Budget and Program of Services for the Fiscal Year beginning October 1, 2020, and ending September 30, 2021, is constructed for your review and comment and filed with the City Secretary. It presents the revenues and expenditures for each of the City's Departments, as well as the five-year Capital Improvement Program (CIP).

To communicate and facilitate the City's Budget and Program of Services, this budget message is divided into the following sections:

- I. **Overview**
- II. **Mission, Values, City Objectives, and Departmental Objectives**
- III. **General Fund Budget Highlights**
- IV. **Financial Assessment**
- V. **Conclusion**

I. OVERVIEW

The start of this budget year has been like no other. Dealing with a Disaster Declaration issued by the State of Texas over the Coronavirus pandemic, an economic shut down of our economy, social issues at the forefront over an African-American man being killed by a police officer and finally the realization of S.B. 2 and the effects this new legislation is having on Municipal Government Budgets in providing service to our residents. It's stated many times our local elected officials, "City Council" are the most accountable to tax paying residents for any forum of government. It's our goal to be held accountable in providing the highest standard of service to our resident's at the most efficient manner possible with the Annual Budget & Program of Services for Fiscal Year 2020-2021.

Highlighted in this document are the Mission Statement, Values, City Objectives, and Departmental Objectives for the City. Thus providing the direction for growth, operational excellence, a financially sound government, enhanced quality of life, as well as a safe and secure community.

Mayor Wilcox captures the essence of our role in preparing the budget each year:

“As Mayor of Highland Village, working with City Council and staff, as each decision comes before us I always frame my questions with ‘how will our residents benefit from this?’ It is our goal to be responsible with your money, transparent in how your money is spent, and conscientious of ensuring you, the taxpayer, receive the best service and amenities your money can buy.”

While there is limited population growth within the City of Highland Village, our assessed valuation growth has been very positive and steady. The Denton Central Appraisal District (DCAD) estimated assessed valuations from DCAD for total real property for 2020 is \$2,489,426,202 this is an increase from last year certified tax value of \$2,357,793,866. Of the estimated assessed valuations approximately 36% of the amount is still under review/protest at this time. Due to the combination of a solid year end projection along with an increase in our final tax role, we are projecting a Fund Balance of 30%, or \$5,901,517 before considering Departmental supplemental requests.

II. MISSION, VALUES, CITY OBJECTIVES, AND DEPARTMENTAL OBJECTIVES

The following assumptions are priorities in our budget development considerations for Fiscal Year 2020 – 2021.

- **Tax Rate Management:** For Fiscal Year 2021, our estimated tax roll provides a projected increase of 4.5%. The tax rate is allocated between Maintenance & Operations and Debt Service. We will continue to ensure that all Enterprise Funds, such as the Utility Fund, are covering indirect costs, as well as direct services. No change in our tax rate of \$0.56302 will be recommended for Fiscal Year 2020 – 2021.
- **Fund Balances:** Our Financial Policies require a minimum of 20% Fund Balance, with a targeted range of 20% to 25%. Our projection in the five-year forecast reflects an estimated Fund Balance of approximately 30% for Fiscal Year 2021.
- **Five-Year Forecast:** A focus on the five-year General Fund forecast and CIP shall provide guidance for development initiatives in future years.
- **Budget Process:** Departmental budgets are prepared using the thorough review of a budget software program, which facilitates justification for base budget items and supplemental requests.
- **Salary and Benefits:** Our competitive pay, benefits, and career development structure to attract and retain qualified personnel for Fiscal Year 2020 – 2021 has identified a 3% performance/merit pool increase.

MISSION STATEMENT

We are committed to promoting a spirit of integrity, partnership, and excellence of service for the benefit of our citizens, guests, and neighboring communities; to ensure that Highland Village continues to be a vital and dynamic city with a vision for the future.

VALUES

INTEGRITY

We are dedicated to a high ethical culture, high moral standards, and honesty in our dealings with the public and each other. We will treat all people with dignity, respect, and fairness.

SERVICE

We will provide excellent service to the public in the most responsive, efficient, and effective manner.

- We will recognize and understand the needs of our residential and business community and deliver in a manner that meets or exceeds expectations.

TEAMWORK

We value teamwork, empowerment, and a spirit of cooperative effort from all employee levels within the organization and the community. We believe that the employees of the City are our most valuable resource. Each employee's contribution is the key to our success.

- We will provide a work environment that is respectful of all employees, empowering each with the ability to solve problems, and provide support for employees to grow and attain a personal / work life balance.
- We will support and facilitate volunteer activities and social services that provide service to the city and the community.

RESPONSIVE

We will be a responsive city organization, dedicated to maintaining a well-trained and competent workforce to enhance the quality of life in our city.

- We will foster a work force comprised of professional, highly qualified, and customer friendly employees to provide timely and accurate responses to the needs of the community.

COMMUNICATION

We believe in simplicity, accuracy, and clarity in communications with the public and each other. We encourage the open exchange of ideas and information.

- We will work to instill a sense of community with our external and internal customers through multiple two-way communication avenues.

ACCOUNTABLE

We are committed to a financially responsible local government, one that is cost conscious and concerned about the effective and efficient delivery of services to the public.

- We will achieve the highest ethical standards in providing all goods and services, using financial and departmental recognized "best practices."

ENTERPRISING

We value innovation and creativity, and support a culture for change and reasonable risk-taking at all levels of the organization.

- We will innovate by generating creative solutions to problems that will result in improved performance, better outcomes, and higher productivity in our programs and services.

DEPARTMENTAL OBJECTIVES WITH CORRESPONDING CORE VALUES

Finance Department

Marketing & Communications

- **Communication** Create opportunities for the public to learn about upcoming City events, recent City news and updates through launch of an e-newsletter. Promote e-newsletter to increase subscribers and readership.
- **Responsive** Improve and encourage dialogue on City communication channels with the public and respond to inquiries in a timely manner.
- **Communication** Work with all departments and City Communication Team to re-design the City website for a better user experience with easier access to information across all communication platforms.
- **Integrity** Train and encourage staff to consistently use the City logo, mission statement, and values as part of their communication to build community identity and pride.
- **Teamwork** Educate employees on the benefit of working for the City of Highland Village to instill pride in the services provided.
- **Enterprising** Raise awareness and help promote customer connection to Highland Village restaurants and retailers through storytelling in video, graphics, and photography for social media and HVBA website.
- **Service** Work with the Human Resources department to conduct an employee satisfaction survey.
- **Accountable** Review social media, website, and digital newsletter analytics to determine future goals and changes needed to improve communication and engagement with residents.

Human Resources

- **Integrity** The Human Resources staff is committed to providing support services while keeping high ethical and moral standards in mind.
- **Service** The core function of the Human Resources Department involves providing service; whether it be regarding employment, benefits, professional development, or strategic planning.
- **Teamwork** We are committed to providing an environment that promotes and supports teamwork across departments. Our On the Spot program empowers employees to recognize those who go above and beyond expected duties by providing rewards for a job well done. Our agile performance management system provides a forum for employees to recognize their peers and express appreciation.
- **Teamwork** Human Resources will work with the City Secretary's office to ensure our records retention system is in compliance with state law.
- **Responsive** We continuously promote training opportunities to increase the professionalism of employees. An in-house Supervisor Series offered throughout the year

provides all supervisors the knowledge they need to effectively manage their direct reports in accordance with city-wide values and service expectations.

- **Responsive** As a support services department, Human Resources values input at all levels. We rely on employee committees, customer feedback, and we build relationships across all departments and organizational levels to ensure the services we provide are valuable, meaningful, and productive. We will be working with the Communications Department to create an employee survey to gather feedback directly from employees.
- **Communication** Open communication is paramount to a healthy organizational culture. The Human Resources Department continuously strives to provide open and meaningful communication to those we serve, and we encourage the same throughout all departments.
- **Accountable** Providing a fair, comprehensive, and sustainable compensation and benefit package to all employees remains a constant priority. We continuously monitor the job market to identify needed areas of improvement regarding staffing, development, retention, and optimizing the talent and skills of the employee population.
- **Enterprising** Staff at all levels are encouraged to provide creative solutions to the issues and challenges that arise. Cultivating innovative ways to improve is an ongoing goal, and Human Resources will continue to analyze business practices and workflows to ensure we are working at the most efficient level possible.

City Secretary

- **Teamwork** Continue the migration of paper records in the Public Works and Community Service Departments to a digital content management program and work with IT to create custom workflows to automate the process.
- **Teamwork** Work with departments to identify efficient preservation solutions for official records that will ensure standards and retention periods are maintained, as established by provisions of the Local Government Code and the Texas State Library and Archives Commission.
- **Service** Continue implementation of a Public Information Platform that will improve efficiency in processing public information requests.
- **Responsive** Identify training opportunities to increase knowledge and professionalism of staff in order to better meet the needs of our residents.
- **Enterprising** Investigate departmental processes to ensure they result in efficient and productive service to our residents and staff.

Information Services

- **Responsive** Remove and upgrade all remaining structures on obsolete operating systems.
- **Teamwork** Expand on the City's asset work order system for the parks department to create reports with live work order data.
- **Communication** Implement automated emails for permits that are pending expiration. This will improve communication with homeowners, contractors, and the City.
- **Enterprising** leveraging GIS dashboards to provide building inspections with a direct link to open permits, to reduce back log of expired permits.
- **Teamwork** Working with the FD on implementing a new platform for fire prevention pre planning and data collection.
- **Responsive** Complete the online video remote program for the legal and courts divisions. This will allow for video conferencing, and document exchange; reducing in person contact.
- **Teamwork** GIS will work with Public Works to integrate the fleet and facilities divisions into the Citywide work order management system.

- **Service** Work with the Community Services Division to create an online inspection schedule platform.
- **Enterprising** Create a Citywide program to use GIS and Microsoft BI for in depth dashboard analytics.
- **Accountable** Work with the Denton County Department of Public Safety for network security testing.
- **Communication** Continue our Citywide efforts to educate, and train employees on the detection of cyber fraud.

Police Department

- **Integrity** Continue promoting our School Resource Officer (SRO) Program commitment with focused efforts on growing relationships. This will be accomplished by promoting our high ethical culture, high moral standards, and honesty by providing a positive impact on our students, parents, and faculty in our four schools. Although identified last year as a goal, this will still be a priority due to both COVID-19 and the Black Lives Matter movement. Maintaining our positive impact and commitment to our youth is necessary more than ever.
- **Service** We will be implementing new software (Brigade) that provides real time reporting of what both Police and Fire Department are engaged in while simultaneously allowing us to compare the incoming data with previously recorded data. In addition, we want to provide this information to our residents in an easily understood and obtainable format that highlights the services we provide to them daily.
- **Teamwork** Covid-19 will unfortunately impact our annual TXFallenPD Tribute Event, and Special Olympics Texas (SOTX) fundraising. However, we still will be engaging our community through emails, letters, and social media keeping them alive for a “reboot” next year. We will continue our annual toy drive with the inclusion of our FD for its second year and look forward to again engage with them in this worthy cause while promoting our values, philosophies, and community collaboration!
- **Responsive** Continue to modify and adapt with Covid-19 and citizen’s’ expectations of the PD to enforce compliance. As in the past, our emphasis will be on citizen education. We will continue our increased presence in the parks and trails expecting even more upward usage due to Covid-19.
- **Communication** We will continue to utilize all aspects of social media to monitor citizens’ concerns and respond accordingly. Additionally, we will continue to work with the Marketing & Communications Department to provide timely data and information to be shared for the betterment of our community.
- **Accountable** We will continue to maintain community trust by treating all persons with dignity, respect, and fairness. This is accomplished in a number of ways including supervisor oversight, facilitation of transparency, as well as the desire to meet or exceed public expectations with immediate investigation of complaints while continuing to recognize and promote praise and compliments.
- **Enterprising** Continue to strive to have 100% of our selected sworn officer positions certified as Emergency Care Attendants (ECAs).

Fire Department

- **Accountable** Continue to pursue excellence through independent third party evaluation of the Fire Department's emergency operations and overall service delivery model through the Texas Fire Chief's Best Practices program.
- **Enterprising** Enhance service delivery by replacing and modernizing the Fire Department and City's advanced emergency medical diagnostic equipment by procuring a lease purchase agreement that ensures long term fiscal responsibility.
- **Enterprising** Upgrading and sustaining the City's Outdoor Warning Sirens System. This will help to ensure the safety of Highland Village residents, visitors and businesses by giving them as much forewarning as possible during severe weather events.
- **Integrity** The Fire Department is committed to protecting the lives and property of our community through exceptional care and service, while maintaining a culture that encourages integrity, open communication, trust, and ethical behavior.
- **Responsive** Increase our level of training and preparedness by bringing in outside instructors with considerable knowledge and expertise to teach a variety of subjects in group, one-on-one, and shift based training.
- **Service** Ensuring that the Fire Department's emergency response times meets National Fire Protection Association (NFPA) 1710 standards. The Department will continually analyze and measure emergency response data and identify systems to decrease response times by updating procedures as well as leveraging technology to improve the Department's overall service delivery.
- **Teamwork** Safety and security improvements. Ensure the safety and security of all fire personnel by constructing a security fence to better control access to secure areas.
- **Teamwork** Continue our focus on the Department's comprehensive Health and Wellness Program. The program is designed to improve our readiness levels when called upon to work in difficult and taxing conditions, while also improving their overall health and well-being.

Community Services

- **Enterprising** Implement additional online payment options for CityWorks, Permitting, License and Land Use (PLL), which will allow customers to apply and pay for permits online.
- **Accountable** Build the monthly reporting database in CityWorks PLL for enhanced tracking of all building permits, site plans, concept plans, and Ordinances for potential development within the City.
- **Accountable** Review City building codes to verify adherence to current adopted codes. Review the new IBC and Electrical code for an adoption recommendation.
- **Service** Review issues with the solid waste contract with Community Waste Disposal (CWD) in September of 2020.
- **Service** Review proposed developments to allow forward movement to P&Z and City Council for approvals.

Street Department

- **Teamwork** Inventory and rate all concrete and asphalt streets in Highland Village using the standard manual survey method developed by the Federal Highway Administration.
- **Teamwork** Perform traffic count data collection throughout the City.
- **Accountable** Identify, design, and construct the 2020 Asphalt Overlay Project based on the Condition Pavement Index (CPI) to enhance our street life cycle and repair program.
- **Accountable** Completed Phase 2 construction of the 2018 Street Bond Project.

- **Accountable** Complete Phase 3 construction of the 2018 Street Bond Project.
- **Accountable** Design and construct Phases 4 of the 2018 Street Bond Project.
- **Service** Continue implementation of the pavement stripping plan for the City's streets and the Inland Trail System.

Maintenance Department

- **Accountable** Completed the interior enhancements of the rotunda in the Municipal Complex which consists of painting, wall repairs, and mill work.
- **Accountable** Schedule to replace fogged windows and doors throughout the Municipal Complex.
- **Enterprising** Continue our Energy Efficiency Program which includes the installation and retrofitting of LED lights in the Municipal Complex, replacing all T-8 fluorescent fixtures.
- **Enterprising** Replace 12 HVAC units on the Municipal Complex.
- **Enterprising** Construct the Security Enhancements Project at the 4 main City buildings, which includes updating the entry system, add security measures to several counter areas and adding social distancing measures to various areas.
- **Accountable** Completed the roof replacements in the Parks & Recreation area as part of the hail storm recovery.

Parks and Recreation Department

- **Teamwork** Plan a department celebration with awards and food to highlight staffs accomplishments from the previous year, (we were unable to celebrate due to COVID)
- **Enterprising** Develop innovative programs that are low cost and high community engagement.
- **Accountable** Review events and programs with emphasis on identifying what is most important and opportunities for reducing cost.
- **Accountable** Start a comprehensive capital replacement program for each park site (Facility Assessments), starting with Doubletree Ranch Park.
- **Service** Continue to work towards a date for the community build phase of Kids Kastle while complying with local, state, federal orders, and guidelines to safeguard the community from COVID.
- **Service** Start construction the Highland Village sidewalk and Victoria Park walking path project
- **Communication** Work with the Marketing & Communications Department to improve our brand, create a new department video, and website design.

Utilities (Water/Wastewater & Drainage)

- **Accountable** Identify and reduce Inflow and Infiltration (I&I) of our wastewater collection system by performing I&I smoke testing of approximately 20% of the collection system.
- **Responsive** Provide professional training both internal and external to all licensed Public Works employees to allow for growth in the industry.
- **Service** Reconstruct the existing sanitary sewer main crossing the KCS RXR in the FM 407 well lot area and replace the failing sewer main in the Village Estates III subdivision.
- **Service** Replace the existing Asbestos Cement (A/C) water mains in the Village Estates III Subdivision.

- **Service** Design and start construction of a new 1 MGD well at Lake Vista pump station site.
- **Service** Design and construct a water line to serve the northwest section of the City.
- **Service** Paint the Unity Park Elevated Storage Reservoir and add a City logo to the bowl assembly.
- **Communication** Continue the storm water education campaign for Highland Village residents.
- **Integrity** Uphold our commitment to environmental programs by performing water quality testing of local streams and creeks.

III. GENERAL FUND BUDGET HIGHLIGHTS

The General Fund supports all municipal operations with the exception of water, wastewater, and drainage utility operations.

For this Fiscal Year, we have experienced a 5% growth in our estimated property values at this time from Denton Central Appraisal District. Although it is the largest element of General Fund revenues, property tax is only one of several revenue sources used to fund City operations. Other revenue sources include the following projected increases/decreases. We are projecting sales tax to be flat/no increase, franchise fees (-5%), licenses and permits (-17.9%), public safety fees 4.8%, interest income (-6.3%), and miscellaneous revenue .7%. The tax rate is split between two components – Maintenance & Operations and Debt Service.

The base Fiscal Year 2020 – 2021 General Fund expenditures total \$18,674,373 with \$940,110 identified for supplemental requests. At the July 28th City Council meeting we will be providing a recommendation based on Council dialog for appropriate funding of supplemental items. These expenditures are accounted for in twelve separate department budgets. Which reflect a base budget decrease of (-0.2%) from Fiscal Year 2019 – 2020, with the removal of non-recurring supplemental items from the FY2019-20 the adjusted Base Budget is an increase of 1.9%. With the total change in Base Budget of \$353,868.

General Fund Budget Summary

--- Current Year ---

--- Next Year ---

	(1)	(2)	(3)	(4)		(5)	(6)	(7)	(8)	(9)
Summary Descriptions	2019-20 Budget Adopted	2019-20 Year-End Estimate	2018-19 \$Increase/ (Decrease)	2018-19 Variance %		2020-21 Base Budget	2020-21 Supp'lmtl Requests	2020-21 Proposed Budget	2020-21 \$ Incr/(Decr) From Last Yr	2020-21 Variance %
Revenues:										
Property Tax	11,277,706	11,194,183	(83,523)	-0.7%		11,527,507	-	11,527,507	249,801	2.2%
Sales Tax	2,818,962	2,779,336	(39,626)	-1.4%		2,828,047	-	2,828,047	9,085	0.3%
Franchise Fees	1,662,980	1,547,087	(115,893)	-7.0%		1,581,265	-	1,581,265	(81,715)	-4.9%
Licenses and Permits	410,474	289,971	(120,503)	-29.4%		336,833	-	336,833	(73,641)	-17.9%
Public Safety Fees	564,645	578,591	13,946	2.5%		591,655	-	591,655	27,010	4.8%
Park/Recreation Fees	248,144	93,804	(154,340)	-62.2%		227,745	-	227,745	(20,399)	-8.2%
Municipal Court	111,180	110,000	(1,180)	-1.1%		111,180	-	111,180	-	0.0%
Interest Income	160,000	148,000	(12,000)	-7.5%		150,000	-	150,000	(10,000)	-6.3%
Miscellaneous	280,919	612,029	331,110	117.9%		283,000	-	283,000	2,081	0.7%
Total Revenues	\$ 17,535,010	\$ 17,353,001	\$ (182,009)	-1.0%		\$ 17,637,232	\$ -	\$ 17,637,232	\$ 102,222	0.6%
Other Sources:										
CARES ACT Funding	-	909,535	909,535			-	-	-		
Operating Transfers In	534,000	704,662	170,662			534,000		534,000		
Total Other Sources	\$ 534,000	\$ 1,614,197	\$ 1,080,197			\$ 534,000		\$ 534,000		
Expenditures:										
City Manager Office	720,422	725,773	5,351	0.7%	-16%	603,533	-	603,533	(116,889)	-16.2%
Finance	1,720,240	1,743,924	23,684	1.4%	2%	1,345,313	-	1,345,313	(374,927)	-21.8%
Human Resources	567,051	543,224	(23,827)	-4.2%	0%	565,742	-	565,742	(1,309)	-0.2%
City Secretary Office	405,932	295,392	(110,540)	-27.2%	-24%	309,041	89,175	398,216	(7,716)	-1.9%
Information Services	1,166,155	1,075,112	(91,043)	-7.8%	-7%	1,084,104	-	1,084,104	(82,051)	-7.0%
Communications/Marketing						401,072	2,700	403,772	403,772	
Police	5,125,210	5,155,675	30,465	0.6%	5%	5,384,007	-	5,384,007	258,796	5.0%
Fire	3,109,185	3,070,781	(38,404)	-1.2%	-2%	3,059,303	66,710	3,126,013	16,828	0.5%
Community Services	393,139	500,599	107,460	27.3%	8%	422,845	-	422,845	29,706	7.6%
Streets	1,775,758	1,675,713	(100,045)	-5.6%	-7%	1,651,199	-	1,651,199	(124,559)	-7.0%
Building/Fleet Maintenance	1,071,928	1,976,688	904,760	84.4%	1%	1,087,030	-	1,087,030	15,102	1.4%
Parks	2,079,297	2,478,275	398,978	19.2%	6%	2,201,750	10,000	2,211,750	132,453	6.4%
Recreation	581,297	322,936	(258,361)	-44.4%	-3%	564,343	-	564,343	(16,954)	-2.9%
Total Operating Expenditures	\$ 18,715,616	\$ 19,564,092	\$ 848,476	4.5%		\$ 18,679,283	\$ 168,585	\$ 18,847,868	\$ 132,252	0.7%
								(Change in Base Budget)	\$ 358,778	2.0%
Other Uses:										
Operating Transfers Out	136,000	157,392	21,392			36,000		36,000		
Net Operating Incr. (Decr.) [Net of Capital]	(198,920)	128,040	326,960			(8,051)	(151,585)	(159,636)		
Capital Summary (Costs incl. in dept. totals above)	447,686	724,934	277,248			500,000	17,000	517,000		
Net Increase (Decrease)	\$ (782,606)	\$ (754,286)				\$ (544,051)		\$ (712,636)		
Fund Balance										
Beginning Fund Balance	5,981,920	6,655,345				5,901,059		5,901,059		
+ Net Increase (Decrease)	(782,606)	(754,286)				(544,051)		(712,636)		
Ending Fund Balance	5,199,314	5,901,059				5,357,008		5,188,423		
Fund Balance Analysis										
General Fund Balance (20% of Expenditures)	2,807,342	2,934,614				2,801,892		3,769,574		
Designated	11,500	11,500				11,500		11,500		
Undesignated (residual)	2,380,472	2,954,945				2,543,616		1,407,349		
Total Fund Balance	5,199,314	5,901,059				5,357,008		5,188,423		

28%

30%

29%

28%

Employee Salary and Benefits

- Our current philosophy in salary structure is for each position to be established at the midpoint of our market cities, and for our healthcare benefit offerings to compare at the upper tier of the market. This provides us a total compensation package that places us near the top compensation ranges of our market cities. This strategy has been a very effective in retention and maintaining our public safety employees.
- Employee salaries are structured as a performance/merit pool along with a salary adjustment for employees. To ensure that we remain competitive with the market, we have proposed a 4% market/merit pool increase, which includes an across-the-board increase of at least 3% for all full time employees.
- Our health insurance premiums for the first time this upcoming year will remain flat, with assistance from Higginbotham, the City's insurance broker, we were able to maintain our existing coverage and plan design with an actual decrease for the City's portion by (\$59,426). It's our understanding due to the decrease in elective procedures and reduction in larger claims Blue Cross Blue Shield of TX. (BCBSTX) was willing to provide an outstanding quote to the City.

Community Identity

- We are currently working with two different development groups on two new single family residential developments that will potentially provide over 84 single family lots for new homes. (The Reserve at Chapel Hill - David Weekly Homes; Tequesta - Bud Bartley Homes)

Public Safety

- Our Community Policing model focusing on "Prevention through Citizen Awareness and Involvement" continues to be successful for the Police Department.
- Upgrading and augmenting the City's Outdoor Warning Sirens System will help ensure the safety of Highland Village residents, visitors, and businesses by giving them as much forewarning as possible during severe weather events.
- The Highland Village Fire Department is a professional organization that delivers unmatched service to citizens, regardless of whether the need is an emergency or a routine event. By obtaining the Best Practices Designation from the Texas Fire Chiefs Association, we will provide that confirmation to our residents.
- Fire Department shift change to 48/96, continue to monitor for retention and recruitment.

Infrastructure

- In our current CIP for both the General Fund and Enterprise Funds, we have identified facilities and infrastructure that will need to be addressed with growth and development of Highland Village.
- We continue to model our existing water and wastewater systems for Capital Planning for future issuance of Utility Bonds.

IV. FINANCIAL ASSESSMENT

The City of Highland Village continues to be strong financially. Through sound fiscal management over the years, the City has positioned itself well to cope with growth, create a positive atmosphere for economic development, and provide greater flexibility on budgetary issues. The City is able to balance revenues and expenditures while maintaining a high level of service.

Fund Balance

One unrestricted measure of a city's financial strength is the level of its Fund Balance. The base Fiscal Year 2020 – 202 General Fund expenditures total \$18,674,373 our final recommended identified supplemental requests by Departments will be presented at the July 28th Council meeting. At this time, the total budgeted amount is \$18,674,373. The ending fund balance of \$5,901,517 represents 30% of Fiscal Year 2021's projected General Fund expenditures, exceeding the target range of 20% to 25%.

Bond Ratings

The City's bond ratings are further evidence of its financial strength. Standard and Poor's, one of the nation's largest bond rating agencies, upgraded the City to a AAA rating for General Obligation and affirmed the City's bonds are considered to be of excellent investment quality. For General Obligation bonds, the rating agencies commented that the City has a strong economy, strong tax base growth, very strong budgetary flexibility supported by strong financial practices, very strong management and Financial Policies, stable financial performance, as well as solid reserve levels.

Current-Year Capital Projects

A \$7.15M General Obligation Bond was issued in 2018 to address targeted Street Improvements (\$2.8M) and Parks and Recreation Improvements (\$4.29M).

Parks and Recreation Improvements (\$4.29M)

Unity Park - \$2.54M

Unity Park is Highland Village's only community park. This is a highly utilized park that includes multiple amenities for resident use. Improvements include:

- **Ponds** - The ponds require dredging to remove the accumulated silt as well as improvements to address drainage considerations. The dredging is complete, and construction to replace the drainage pipe will commence immediately following completion of Kids Kastle.
Original estimate: \$925,431
Revised estimate: \$688,602
- **Kids Kastle Play Structure** – This playground was originally constructed in the 1990's as a community build project. Following a fire in the 2000's, it was rebuilt again as a community project. The play area is at the end of its useful life and in need of replacement, this time with new recycled plastic materials that will provide increased safety and reduced maintenance. The intent is to again approach as a community build project.

Play by Design was the vendor selected to facilitate the community build with a targeted date of March 2020 for the build. In addition, in the design process, a determination was made to create an all-inclusive playground. This prompted additional costs largely associated with surfacing that will facilitate access to the entire playground for those with disabilities. However, the shutdown associated with COVID-19 delayed the project, also prompting reconsideration of how to proceed with the build. A determination was made to add additional oversight from Play by Design and proceed with two phases: Phase I would utilize City Staff to install vertical posts and other foundation elements of the

playground. This was accomplished in May 2020. Phase II, targeted for August 2020 will solicit community involvement along with City Staff to finish the project.

Original estimate: \$600,250

Revised estimate: \$1,062,687

*Note: Donations from the community will offset a portion of the cost increase.

- **Softball Field** - A section of the park was targeted to be redeveloped to add an additional softball field to complement the existing baseball fields. This project is substantially complete in June 2020.

Original estimate: \$1,021,250

Revised estimate: \$1,039,168

Update Unity Park entry

With upgrades to Unity Park being a key focus of the 2018 Bond Election, a need was identified to refresh the entry feature to Unity Park adjacent to Kids Kastle to reflect consistency with the surrounding upgrades. The Parks Foundation provided a donation to the City of \$125,000 toward this project, with the City to provide funding for the remainder. Design for this project was previously completed and funded in the General Fund. The anticipated construction cost of the project, \$244,708, is anticipated to be funded with General Fund reserves. This project will be completed in conjunction with the rebuild of Kids Kastle.

Brazos Park Parking Lot – (Completed in February 2019)

Popularity of the fields has prompted the need to increase the size of the parking area by an additional 50 spaces.

Original estimate: \$353,000

Revised estimate: \$396,438

Victoria Park – (Bid / Construction winter 2020)

The current walking track is badly cracked and uneven, causing a tripping hazard to patrons. The track will be resurfaced and replaced with a six foot concrete path. The project concept was to rehab the existing walking trail around the perimeter of the park. However, feedback from a resident prompted consideration of a redesign of the trail to traverse through the park to encourage the transition of elimination of organized soccer utilization in lieu of open space, as originally intended for this park. The park is located in an Oncor easement, thus prompting required approval of Oncor for any design changes to the park. Proposals have been submitted to Oncor, with discussions in progress to ensure sufficient safety for park patrons in consideration of the existing overhead power lines.

Original estimate: \$198,000

Revised estimate: \$212,388

Highland Village Road Sidewalk - (Bid / Construction winter 2020)

Construction of the sidewalk on Highland Village Road from the Municipal Complex to Sellmeyer Lane to increase pedestrian safety and connect residents to amenities along Highland Village Road. A large number of residents adjacent to this section have no access to the Inland Trail System to connect to Lions Club Park, Lakeside Community Park, and Doubletree Ranch Park. This presents a potential safety issue as people walk the two-lane Highland Village Road to access these amenities.

Original estimate: \$922,300

Revised estimate: \$968,952

Sunset Point Park – (Complete Spring 2020)

Sunset Point Park is classified as a mini park and serves local residents as a neighborhood park site providing water access to Lewisville Lake. The development will address erosion issues and safety concerns along with enhanced roadway completion to facilitate emergency vehicle access

and turn around capabilities. Reduced-scale project of roadway improvements only was implemented to provide the turn-around capability for emergency vehicles. Further development of the park is not anticipated.

Original estimate: \$162,700

Revised estimate: \$149,963

Street Improvements (\$2.8M)

The City of Highland Village conducts a Pavement Condition Inventory Survey to determine the priority of streets that need repair, overlay, or full reconstruction. The streets to be addressed with this bond have reached the end of their life cycle and are in need of full reconstruction. The project will be divided into four roughly equal segments. They are as follows:

Engineering for total project: Status: In process Contract amount: \$261,500

Phase 1: Status: Construction Complete (\$494,157)

Streets:

- Rosedale
- Ranier
- Snowdon Ct.
- Sheldon Ct.
- Catesby Pl.
- Shasta Ct. – Overlay added
- Sugar Loaf Ct. – Overlay added

Phase 2 Status: Construction Substantially Complete \$584,267

Streets

- Baird Cir.
- Donna Cir.
- Oak Forest
- Winding Creek
- Dickinson
- East Whittier – Overlay added

Phase 3 Status: Current under construction Contract amount: \$522,800

Streets

- Park Lane
- Creek Place
- Arbor Ct.
- DuVall Blvd.
- Rain Tree
- Greensprings

Phase 4 Status: (In design)

Streets

- Rockland
- Hickory Ridge
- S. Clearwater
- N. Clearwater
- Scenic
- Springway
- Pecan

Phase 4 is currently in design, with anticipated construction in the winter of 2020. Of the remaining \$2.8 million of the Street Bond program, we have available funding of \$937,216 for the construction of Phase 4 streets.

Anticipated Future Projects

Parks – Chapel Hill Trail Connection

An identified top priority for the trail system is to provide connection to the City Trail for a major subdivision – Chapel Hill. The anticipated cost for this trail segment is \$220,908. This would typically be addressed in the Highland Village Community Development Corporation (4B) budget as a trail project. However, this fund is not anticipated to have sufficient funding ability for a few years. With desire to accelerate this project, associated engineering was funded previously in the General Fund. For the construction, this project is to be included in a bid with Highland Village Road trail and Victoria Park with the hope a favorable bid will allow this to be funded with remaining 2018 bond proceeds. The estimated cost for this project is \$194,258.

Animal Care Facility

The City has contracted with Animal Medical Center of Highland Village since 2002 for animal care services, leasing 769 square feet along with provided services by Animal Medical Center employees. The agreement has a term of 20 years, set to expire in May 2022. This agreement has served the City well, with the desire to continue this relationship. However, the growth of the City has also expanded service needs. Additional space is required, as well as a review of the service provided. A proposal was developed and presented to Animal Medical Center owners regarding a long-term extension for consideration. The proposal includes a provision of the City providing building improvements that would add an additional 1,070 square feet (the current lease providing 769 square feet) at a projected cost of \$500,000. The offer was considered by the owners, however deciding it was not in their best interest to continue this arrangement.

The identified alternative is for the City to construct a 1,500 - 2,000 square feet. Stand-alone facility at property adjacent to the Municipal Complex. This would require additional staffing of at least one position and provision for services. Anticipated cost would be \$1M to \$1.5M for the facility. These options will be discussed and considered in the FY 2021 Budget process, with funding likely to be provided by a tax note or bond issuance.

Participation in joint Fire Training Center

In mid-2019, the Highland Village Fire Department was approached by the Lewisville Fire Department to gauge interest in partnering with Lewisville and Flower Mound to build a joint regional fire training facility. The regional approach has been used successfully by many area fire departments. The regional model is recognized as the best use of taxpayer funds as all capital and operating costs are shared between the partner cities. It also provides enhanced ability for interagency and multi-company training.

Using the three-city regional model, Highland Village's share of the \$5,000,000 capital project would be \$357,000 for Fiscal Year 2021. This investment would give Highland Village a 7.2% ownership stake in the joint regional fire training facility. It is estimated that the cost of construction will increase by 5% every year, which would increase Highland Village's initial capital cost by the same percentage.

Debt Service Fund

This fund is utilized to account for the debt obligations of the City. At this time we have not received our estimated final property values from Denton Central Appraisal District to calculate the I&S portion and the M&O component of the Tax Rate. It is our recommendation to maintain our current Tax Rate of \$0.56302.

Utility Fund

A primary and critical task of any City is the provision of water and wastewater service to its residents. To its credit, Highland Village has secured a stable and reliable source for each of these services through owning and operating five water wells and a subscription with Upper Trinity Regional Water District (UTRWD), which are expected to be sufficient through build-out.

The Utility Fund is an Enterprise Fund that is financed primarily through user charges. Utility rates are maintained to derive sufficient revenues to meet the obligations associated with the provision of water and wastewater services. They are established to pay for delivery and maintenance of water and wastewater to City residents. The structure of the rate is bifocal, with charges associated with wholesale water/wastewater purchases from UTRWD presented as a pass-through charge to residents, and separate rates to address the City's cost of service.

V. CONCLUSION

I had the honor eighteen years ago to write my first Budget message for the City of Highland Village. In reviewing that message it is still as valid today as then; "We need to maintain our focus on the fundamental understanding of government's role in providing basic core services, while facilitating positive development, for our employees and citizens, with responsible spending and providing efficient operations".

So in my final preparation for the Fiscal Year 2020 – 2021 Annual Budget and Program of Services, it was our goal to develop a budget that will maintain the desired quality of life, while balancing the needs of the residents. This year's budget document represents a collective effort by City Council and City Staff to meet the challenge. To everyone, I say thank you! The opportunity to work with so many talented individuals has been an honor, we have made a difference and each and every Department has made a positive impact on someone's life each and every day during this time. "To leave the world a bit better, whether by a healthy child, a garden patch, or a redeemed social condition; to know that even one life has breathed easier because you have lived - that is to have succeeded"— Ralph Waldo Emerson

Sincerely,

A handwritten signature in black ink, appearing to read "Michael Leavitt".

Michael Leavitt
City Manager

CITY OF HIGHLAND VILLAGE
COUNCIL BRIEFING

AGENDA# 9

MEETING DATE: 08/11/2020

SUBJECT: Mayor and Council Reports on Items of Community Interest

PREPARED BY: Karen McCoy, Executive Assistant

COMMENTS

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

CITY OF HIGHLAND VILLAGE
COUNCIL BRIEFING

AGENDA# 10

MEETING DATE: 08/11/2020

SUBJECT: Consider Approval of Minutes of the Regular City Council Meeting held on July 28, 2020 and the Special City Council Meetings held on July 29, 2020, July 30, 2020 and August 4, 2020

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 July 28, 2020 and the Special City Council Meetings held on July 29, 2020, July 30, 2020 and August 4, 2020.



**MINUTES OF THE REGULAR MEETING OF THE
HIGHLAND VILLAGE CITY COUNCIL
HELD AT THE HIGHLAND VILLAGE MUNICIPAL COMPLEX
1000 HIGHLAND VILLAGE ROAD
TUESDAY, JULY 28, 2020**

EARLY WORK SESSION

Mayor Charlotte J. Wilcox called the meeting to order in open session at 5:30 p.m. and announced pursuant to Governor Greg Abbott's temporary suspension of various provisions of the Texas Open Meetings Act and in an effort to protect the health and safety of the public, the meeting is being conducted using social distancing practices. Members of the public are not allowed to attend the City Council meeting in person, but may view the City Council meeting live at no cost via www.highlandvillage.org/HVTV.

In addition, she announced that any person wishing to provide comments on any matter to be considered on this agenda were to email such comments to the City Secretary by 1:00 p.m. on Tuesday, July 28, 2020. She asked if any public comments were received; City Secretary Angela Miller reported none was received.

Roll Call

Present:

Charlotte J. Wilcox
Jon Kixmiller
Michael Lombardo
Barbara Fleming
Tom Heslep
Robert A. Fiester
Daniel Jaworski

Mayor
Councilmember
Mayor Pro Tem
Deputy Mayor Pro Tem
Councilmember
Councilmember
Councilmember

Staff Members:

Michael Leavitt
Ken Heerman
Angela Miller
Travis Nokes
Doug Reim
Scott Kriston
Phil Lozano
Jana Onstead
Sunny Lindsey
Laurie Mullens
Andrew Boyd

City Manager
Assistant City Manager
City Secretary
Assistant Fire Chief
Chief of Police
Public Works Director
Parks & Recreation Director
Human Resources Director
Information Services Director
Marketing & Communications Director
Media Specialist

Mayor Wilcox announced that Agenda Items #2 and #3 would be moved up on the agenda.

**2. Clarification of Consent or Action Items listed on Today's City Council Meeting
Agenda for July 28, 2020**

Relating to Agenda Item #11, Mayor Wilcox asked for clarification. City Manager Michael Leavitt reported no new projects are identified in this year's updated Facilities Development Capital Improvement Program (FDCIP). Funding for projects, primarily secured through debt issuance, will be fully expended with completion of the projects currently in process. The primary emphasis over the next two years will be to fully determine operational costs associated with Doubletree Ranch Park and to build working capital balances.

Mayor Wilcox stated Council would meet in Closed Session and she read the agenda items for Closed Session.

CLOSED SESSION

Council convened into Closed Session at 5:34 p.m.

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

Council concluded Closed Session at 6:36 p.m. and reconvened into Early Work Session.

1. **Follow up Discussion on the General Fund and Discuss Special Revenue Funds for Fiscal Year 2020-2021 Budget**

Assistant City Manager Ken Heerman presented information on the proposed FY 2020-2021 Supplemental Requests. Those items include:

- Deputy City Secretary position
- HVBA Branded Wrap for currently owned Ford Escape
- Updated Furniture for the Emergency Operations Center
- Stryker Medical Equipment Leasing Plan
- Replacement of 2-Outdoor Warning Siren Poles
- Security/Privacy Fence at the Fire Station
- Unity Park Sidewalk Repairs

At 7:00 p.m., Mayor Wilcox announced further discussion on this item would continue during Late Work Session. Council took a short break prior to the start of the Regular Open Session Meeting.

OPEN SESSION

4. **Call to Order**

Mayor Charlotte J. Wilcox called the meeting to order at 7:15 p.m.

Roll Call

Present:	Charlotte J. Wilcox	Mayor
	Jon Kixmiller	Councilmember
	Michael Lombardo	Mayor Pro Tem

Barbara Fleming
Tom Heslep
Robert A. Fiester
Daniel Jaworski

Deputy Mayor Pro Tem
Councilmember
Councilmember
Councilmember

Staff Members:

Michael Leavitt
Ken Heerman
Angela Miller
Travis Nokes
Doug Reim
Scott Kriston
Phil Lozano
Jana Onstead
Sunny Lindsey
Laurie Mullens
Andrew Boyd

City Manager
Assistant City Manager
City Secretary
Assistant Fire Chief
Chief of Police
Public Works Director
Parks & Recreation Director
Human Resources Director
Information Services Director
Marketing & Communications Director
Media Specialist

5. Prayer led by Councilmember Tom Heslep

Councilmember Heslep gave the invocation.

6. Pledge of Allegiance to the U.S. and Texas flags led by Councilmember Tom Heslep

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

7. Visitor Comments

Mayor Wilcox announced any person wishing to provide comments on any matter to be considered on this agenda were to email such comments to the City Secretary by 1:00 p.m. on Tuesday, July 28, 2020. She asked if any public comments were received. City Secretary Angela Miller reported none was received.

8. City Manager/Staff Reports

- **COVID-19 Update**

Assistant Fire Chief Travis Nokes provided an update on the City's response to COVID-19. Emergency operations continues to monitor the situation through daily calls with federal, state and county partners.

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

Deputy Mayor Pro Tem Fleming asked everyone to remember Fire Department Driver/Operator Vince Jones in their prayers as he battles cancer.

CONSENT AGENDA

10. Consider approval of Minutes of the Regular City Council Meeting held on July 14, 2020

11. Consider Resolution 2020-2892 receiving an Annual Report from the Highland Village Community Development Corporation and approving the Facilities Development Capital Improvement Program (FDCIP)

Motion by Councilmember Jaworski, seconded by Councilmember Jaworski, to approve Consent Agenda Items #10 and #11. Motion carried 7-0.

ACTION AGENDA

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

(a) Section 551.071 – Consultation with City Attorney Concerning Pending or Contemplated Litigation and on a 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 – Personnel – Discuss the Employment or Appointment of City Manager

NO ACTION TAKEN

13. Consider Resolution 2020-2893 awarding and authorizing a Contract with Jagoe Public Company for the 2020 Asphalt Overlay Project

APPROVED (7 – 0)

Public Works Director Scott Kriston reported the City typically overlays certain asphalt roadways each year as part of the City's Pavement Condition Index Program (PCI) to assist in maintaining city roadways and to increase their longevity. City staff identified Pebble Knoll, Sandy Hook, Willow Way, Sleepy Hollow, Shaded Place Drive, Windy Court, and Merriman Drive as roadways meeting the criteria for overlay improvements. The City issued the project for bid, with Jagoe Public Company being the lowest bidder.

Motion by Councilmember Jaworski, seconded by Councilmember Heslep, to approve Resolution 2020-2893. Motion carried 7-0.

14. Consider Resolution 2020-2894 ratifying the Emergency Declaration by the City Manager authorizing Work to be Performed by Four Star Excavating Company and Sunbelt Rentals, Inc. relating to the Repair of Sanitary Sewer Infrastructure in the Highland Shores 12-L Subdivision

APPROVED (7 – 0)

Mr. Kriston reported the Public Works Utilities Division responded to a call for service regarding a sewer back-up in the Highland Shores 12-L subdivision on June 24, 2020. After investigating the issue, the Utility Technicians found that a sanitary sewer manhole located along the lakefront had been compromised by shifting soils causing the manhole to dislodge from its base and to be filled with mud and debris blocking the sewerage flows. Upon further investigation, it was discovered that approximately forty (40) residential properties were affected by the sewer line blockage.

To stay in compliance with TCEQ mandates and avoid raw sewerage overflow, City staff contacted Sunbelt Rentals, Inc. and had an emergency by-pass system delivered and set up. City staff felt the need to get assistance with the excavation of the manhole due to the location and depth of the needed repairs, therefore staff made contact with several

contractors that had performed similar utility work for the City in the past that had the capabilities and experience to make the needed repairs.

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

City staff contacted both Sunbelt Rentals, Inc. (who has performed sewer bypass operations in the City previously), and Four Star Excavating, Co. to obtain needed excavation experience and larger heavy equipment that could reach the depth of the repair point. Four Star Excavating, Co. was able to mobilize on July 15, 2020. The sewer manhole was excavated and repairs were made, allowing City forces to restore the sewerage flows in the area on July 20, 2020.

Motion by Deputy Mayor Pro Tem Fleming, seconded by Councilmember Jaworski, to approve Resolution 2020-2894. Motion carried 7-0.

LATE WORK SESSION

15. Discuss the Upcoming Annual Board and Commission Appointments

City Secretary Angela Miller reported Council has held a Meet and Greet in September of each year, prior to making annual board and commission appointments. However, other options may need to be considered this year because of COVID-19. Consensus of Council was to review the applications received thus far and to continue discussion at a future meeting.

Discussion during Early Work Session relating to Agenda Item #1 was continued during Late Work Session.

1. Follow up Discussion on the General Fund and Discuss Special Revenue Funds for Fiscal Year 2020-2021 Budget

Council received a presentation on the Special Revenue Funds, which include the Capital Projects Fund. Items included are the Street and Park Projects funded through the 2018 bond election. The street bond approved 23 streets for reconstruction, which were divided into four phases – with the first three to be completed in the current budget year. Phase 4 will take place in FY 2020-2021. Parks projects funded for FY 2020-2021 include the Victoria Park Walking Trail, Highland Village Road trail from City Hall to Sellmeyer, and the Chapel Hill Trail Connection.

Further budget presentations are scheduled for August 11 and August 25.

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

No items were discussed.

17. Adjournment

Mayor Wilcox adjourned the meeting at 8:33 p.m.

ATTEST:

Charlotte J. Wilcox, Mayor

Angela Miller, City Secretary

DRAFT



**MINUTES OF THE SPECIAL CALLED MEETING OF THE
HIGHLAND VILLAGE CITY COUNCIL
HIGHLAND VILLAGE MUNICIPAL COMPLEX
1000 HIGHLAND VILLAGE ROAD
WEDNESDAY, JULY 29, 2020**

**Convene Meeting in Open Session
City Council Chambers**

1. Call Meeting to Order

Mayor Charlotte J. Wilcox called the meeting to order in open session at 6:30 p.m. and announced pursuant to Governor Greg Abbott's temporary suspension of various provisions of the Texas Open Meetings Act and in an effort to protect the health and safety of the public, the meeting is being conducted using social distancing practices.

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:	Jana Onstead	Human Resources Director
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Mayor Wilcox read Agenda Item #2 and stated Council would meet in Closed Session to discuss the item.

**CLOSED SESSION
City Council Chambers**

Council convened into Closed Session at 6:30 p.m.

- 2. Hold a Closed Meeting in accordance with the following Section of the Texas Government Code:**
Section 551.074 – Personnel – Deliberate the Appointment and Employment of a Person to the Public Office of City Manager, including Conducting Interviews of Potential Appointees

Council concluded Closed Session at 8:35 p.m.

**OPEN SESSION
City Council Chambers**

3. Adjournment

Mayor Wilcox adjourned the meeting at 8:35 p.m.

Charlotte J. Wilcox, Mayor

ATTEST:

Angela Miller, City Secretary



**MINUTES OF THE SPECIAL CALLED MEETING OF THE
HIGHLAND VILLAGE CITY COUNCIL
HIGHLAND VILLAGE MUNICIPAL COMPLEX
1000 HIGHLAND VILLAGE ROAD
THURSDAY, JULY 30, 2020**

**Convene Meeting in Open Session
City Council Chambers**

1. Call Meeting to Order

Mayor Charlotte J. Wilcox called the meeting to order in open session at 6:30 p.m. and announced pursuant to Governor Greg Abbott's temporary suspension of various provisions of the Texas Open Meetings Act and in an effort to protect the health and safety of the public, the meeting is being conducted using social distancing practices.

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:	Jana Onstead	Human Resources Director
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Mayor Wilcox read Agenda Item #2 and stated Council would meet in Closed Session to discuss the item.

**CLOSED SESSION
City Council Chambers**

Council convened into Closed Session at 6:30 p.m.

- 2. Hold a Closed Meeting in accordance with the following Section of the Texas Government Code:**
Section 551.074 – Personnel – Deliberate the Appointment and Employment of a Person to the Public Office of City Manager, including Conducting Interviews of Potential Appointees

Council concluded Closed Session at 9:07 p.m.

**OPEN SESSION
City Council Chambers**

3. Adjournment

Mayor Wilcox adjourned the meeting at 9:07 p.m.

Charlotte J. Wilcox, Mayor

ATTEST:

Angela Miller, City Secretary



**MINUTES OF THE SPECIAL CALLED MEETING OF THE
HIGHLAND VILLAGE CITY COUNCIL
HIGHLAND VILLAGE MUNICIPAL COMPLEX
1000 HIGHLAND VILLAGE ROAD
TUESDAY, AUGUST 4, 2020**

**Convene Meeting in Open Session
City Council Chambers**

1. Call Meeting to Order

Mayor Charlotte J. Wilcox called the meeting to order in open session at 6:00 p.m. and announced pursuant to Governor Greg Abbott's temporary suspension of various provisions of the Texas Open Meetings Act and in an effort to protect the health and safety of the public, the meeting is being conducted using social distancing practices.

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:	Jana Onstead	Human Resources Director
	Kevin Laughlin	City Attorney

Mayor Wilcox read Agenda Item #2 and stated Council would meet in Closed Session to discuss the item.

**CLOSED SESSION
City Council Chambers**

Council convened into Closed Session at 6:00 p.m.

- 2. Hold a Closed Meeting in accordance with the following Section of the Texas Government Code:**
Section 551.074 – Personnel – Deliberate the Appointment and Employment of a Person to the Public Office of City Manager, including Conducting Interviews of Potential Appointees

Council concluded Closed Session at 7:19 p.m.

**OPEN SESSION
City Council Chambers**

3. Adjournment

Mayor Wilcox adjourned the meeting at 7:19 p.m.

Charlotte J. Wilcox, Mayor

ATTEST:

Angela Miller, City Secretary

CITY OF HIGHLAND VILLAGE
COUNCIL BRIEFING

AGENDA# 11

MEETING DATE: 08/11/2020

SUBJECT: Investment Report for Quarter Ending June 30, 2020

PREPARED BY: Heather Miller, Assistant Finance Director

BACKGROUND:

The Public Funds Investment Act, Chapter 2256.023 of the Government Code requires the investment officer of each local government to submit its governing body a quarterly report of investment transactions. The City staff has compiled the following information for your review and to comply with this reporting requirement.

IDENTIFIED NEED/S:

N/A

OPTIONS & RESULTS:

The detailed transactions for March 31, 2020 through June 30, 2020 follow this briefing.

- TexPool (Texas Local Government Investment Pool, a public funds investment pool that matures July 1, 2020)
- TexSTAR (Texas Short Term Asset Reserve Program, a public funds investment pool, custodial, and depository services are provided by JP Morgan Chase Bank and subsidiary J.P. Morgan Investor Services Co. that matures July 1, 2020)
- Independent DDA (Demand Deposit Account that matures July 1, 2020 collateralized by pledged securities held in custody by The Independent Bankers Bank)
- Independent NOW (Negotiable Order of Withdraw that matures July 1, 2020 collateralized by pledged securities held in custody by The Independent Bankers Bank)
- Wells Fargo DDA (Demand Deposit Account that matures July 1, 2020 collateralized by pledged securities held in custody by the Bank of New York Mellon)
- Southside MMA (Money Market Account that matures July 1, 2020, collateralized by pledged securities held in custody by the Federal Home Loan Bank)

- InterBank MMA (Money Market Account that matures July 1, 2020, fully insured by the Federal Deposit Insurance Corporation)
- InterBank ICS (Insured Cash Sweep that matures July 1, 2020, fully insured by the Federal Deposit Insurance Corporation)
- Wallis State Bank CD (Certificates of Deposit that matures April 24, 2020 collateralized by a letter of credit held in custody by the Federal Home Loan Bank)
- Wallis State Bank CD (Certificates of Deposit that matures July 24, 2020 collateralized by a letter of credit held in custody by the Federal Home Loan Bank)
- Wallis State Bank CD (Certificates of Deposit that matures October 30, 2020 collateralized by a letter of credit held in custody by the Federal Home Loan Bank)
- Wallis State Bank CD (Certificates of Deposit that matures January 29, 2021 collateralized by a letter of credit held in custody by the Federal Home Loan Bank)
- Wallis State Bank CD (Certificates of Deposit that matures January 29, 2021 collateralized by a letter of credit held in custody by the Federal Home Loan Bank)

This information reports that the beginning market value for all cash and investments was \$22,965,266 and the ending market value on June 30, 2020 was \$20,592,638. The average yield for the quarter ending June 30, 2020 in pooled, demand deposit, negotiable order of withdrawal, and money market accounts (0.30%) is less than the six-month term treasuries. The beginning pool, demand deposit, negotiable order of withdrawal, and money market accounts invested balance at March 31, 2020 was \$16,109,696 and the ending balance at June 30, 2020 was \$14,737,314 or 72% of the City's total portfolio. The weighted average maturity of the City's portfolio at June 30, 2020 is 47 days.

The average total portfolio yield for the quarter ending June 30, 2020 was 0.75%.

The book value and market value for the City's total portfolio for the beginning and end of the reporting period is as follows:

	<u>Book Value</u>	<u>Market Value</u>
March 31, 2020	\$22,965,266	\$22,965,266
June 30, 2020	\$20,592,638	\$20,592,638

I hereby certify that the attached report is in compliance with the Public Funds Investment Act and that all investments held and transactions made during the reporting period were duly authorized and properly recorded and valued.



Heather Miller
Investment Officer



Ken Heerman
Assistant City Manager



Jeff Sun
Staff Accountant

¹Note:

Par is the stated legal dollar value or principal value at maturity.

Book value is what we paid for the instrument adjusted by any accretion or amortization costs.

Market value is what we could reasonably sell the instrument for in the current market.

RECOMMENDATION:

Council to receive the Investment Reports for the period ending June 30, 2020.



QUARTERLY INVESTMENT REPORT

For the Quarter Ended

June 30, 2020

Prepared by

Valley View Consulting, L.L.C.

The investment portfolio of the City of Highland Village is in compliance with the Public Funds Investment Act and the City of Highland Village Investment Policy and Strategies.

Ken Heerman, Assistant City Manager

Heather Miller, Assistant Finance Director

Jeff Sun, Staff Accountant

Disclaimer: These reports were compiled using information provided by the City of Highland Village. No procedures were performed to test the accuracy or completeness of this information. The market values included in these reports were obtained by Valley View Consulting, L.L.C. from sources believed to be accurate and represent proprietary valuation. Due to market fluctuations these levels are not necessarily reflective of current liquidation values. Yield calculations are not determined using standard performance formulas, are not representative of total return yields and do not account for investment advisor fees.

Summary

Quarter End Results by Investment Category:

Asset Type	March 31, 2020			June 30, 2020		
	Ave. Yield	Book Value	Market Value	Ave. Yield	Book Value	Market Value
MMA/NOW/Pools	0.99%	\$ 16,109,696	\$ 16,109,696	0.30%	\$ 14,737,314	\$ 14,737,314
Securities/CDs	2.03%	6,855,570	6,855,570	1.90%	5,855,324	5,855,324
Totals	1.30%	\$ 22,965,266	\$ 22,965,266	0.75%	\$ 20,592,638	\$ 20,592,638

Current Quarter Average Yield (1)

Total Portfolio	0.75%
Rolling Three Month Treasury	0.14%
Rolling Six Month Treasury	0.67%
TexPool	0.22%

Fiscal Year-to-Date Average Yield (2)

Total Portfolio	1.29%
Rolling Three Month Treasury	0.97%
Rolling Six Month Treasury	1.28%
TexPool	0.96%

Interest Earnings

Quarterly Interest	\$ 46,358	Approximate
Fiscal Year-to-Date Interest	\$ 239,403	Approximate

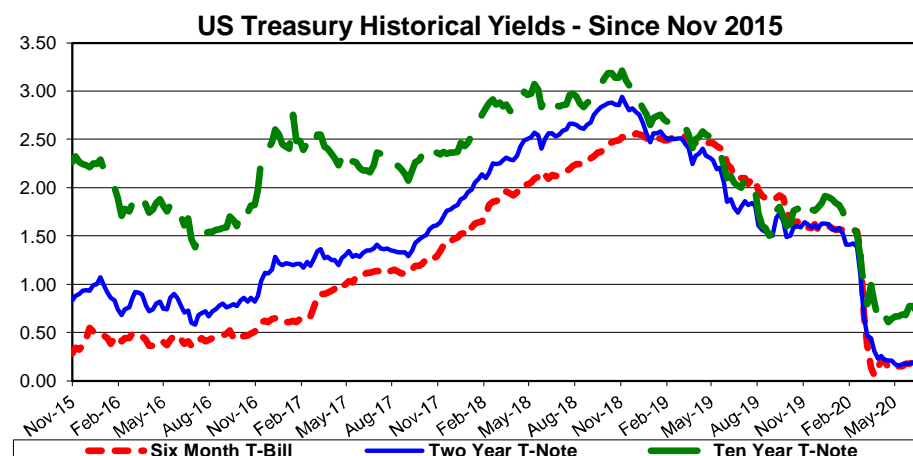
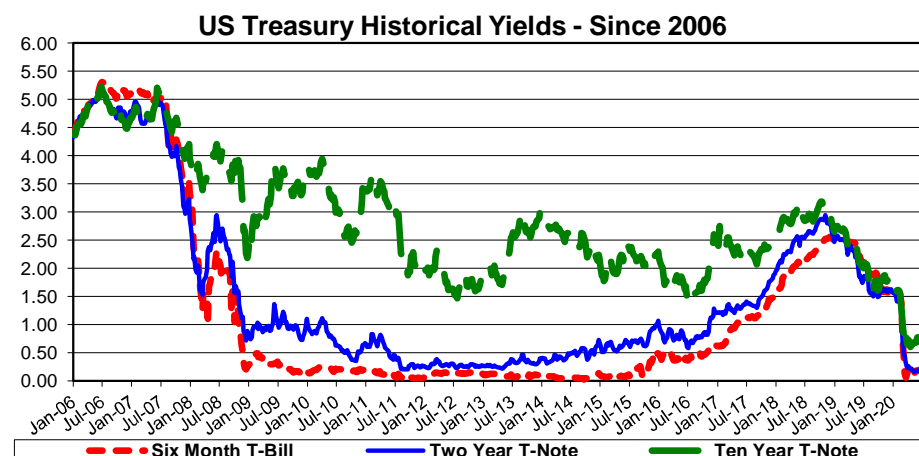
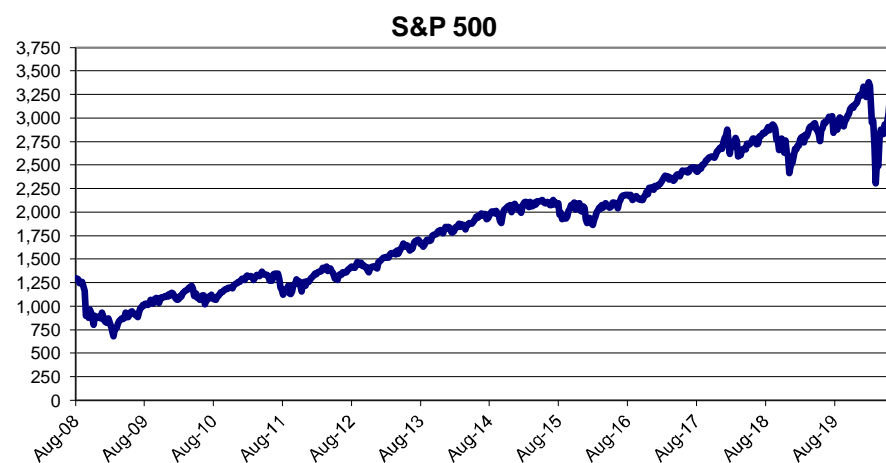
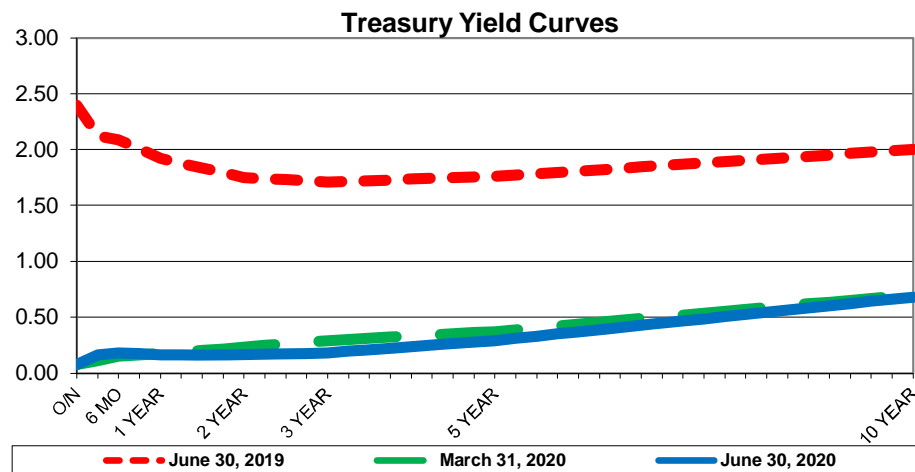
(1) **Current Quarter Average Yield** - based on adjusted book value, realized and unrealized gains/losses and investment advisory fees are not considered. The yield for the reporting month is used for bank, pool, and money market balances. □

(2) **Fiscal Year-to-Date Average Yield** - calculated using quarter end report yields and adjusted book values and does not reflect a total return analysis or account for advisory fees.

Economic Overview

6/30/2020

The Federal Open Market Committee (FOMC) maintained the Fed Funds target range at 0.00% to 0.25% (Effective Fed Funds are trading +/-0.08%). Worldwide and domestic economic activity popped-up as isolation protocols eased. However, continued positive COVID test growth may impact additional activity. The Yield Curve remains stabilized at current levels. The FOMC has signaled reduced rates for an extended period. Crude oil increased to \$40+ per barrel. Unemployment claims continued to rise, but June Non Farm Payroll surged to 4.8 million. The Stock Market wobbled but stabilized. Full recovery timeline still very uncertain.



Investment Holdings

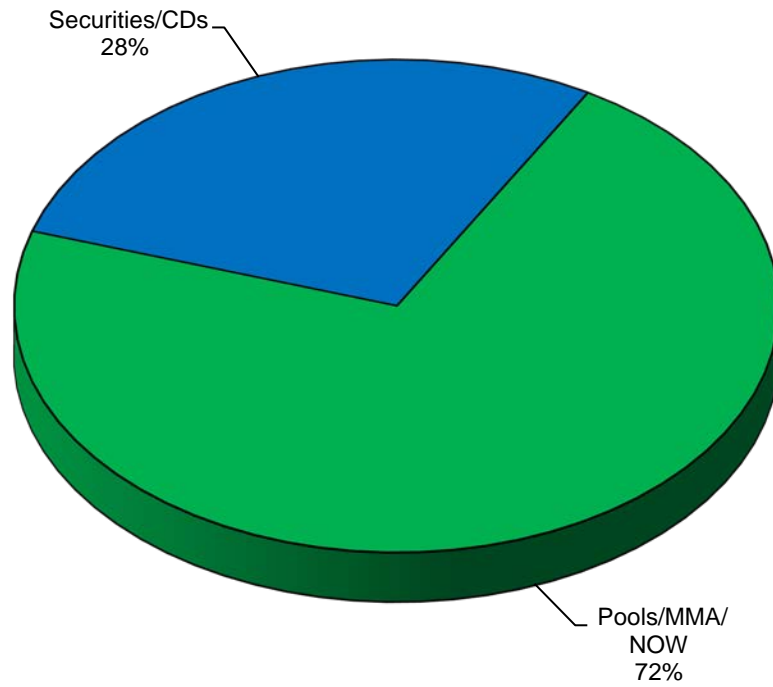
June 30, 2020

Description	Rating	Coupon/ Discount	Maturity Date	Settlement Date	Original Face/ Par Value	Book Value	Market Price	Market Value	Life (days)	Yield
TexPool	AAAm	0.22%	07/01/20	06/30/20	\$ 2,807,933	\$ 2,807,933	1.00	\$ 2,807,933	1	0.22%
TexSTAR	AAAm	0.20%	07/01/20	06/30/20	3,697,232	3,697,232	1.00	3,697,232	1	0.20%
Independent DDA		0.35%	07/01/20	06/30/20	284,699	284,699	1.00	284,699	1	0.35%
Independent NOW		0.40%	07/01/20	06/30/20	6,660	6,660	1.00	6,660	1	0.40%
Wells Fargo DDA		0.49%	07/01/20	06/30/20	1,226,114	1,226,114	1.00	1,226,114	1	0.49%
Southside MMA		0.32%	07/01/20	06/30/20	1,431,782	1,431,782	1.00	1,431,782	1	0.32%
InterBank MMA		0.35%	07/01/20	06/30/20	211,935	211,935	1.00	211,935	1	0.35%
InterBank ICS		0.35%	07/01/20	06/30/20	5,070,959	5,070,959	1.00	5,070,959	1	0.35%
WallisBank CD		2.76%	07/26/20	01/24/19	1,034,960	1,034,960	100.00	1,034,960	26	2.79%
WallisBank CD		1.67%	10/30/20	01/30/20	1,004,164	1,004,164	100.00	1,004,164	122	1.68%
WallisBank CD		1.71%	01/29/21	01/30/20	3,816,200	3,816,200	100.00	3,816,200	213	1.72%
					\$ 20,592,638	\$ 20,592,638		\$ 20,592,638	47	0.75%
										(1) (2)

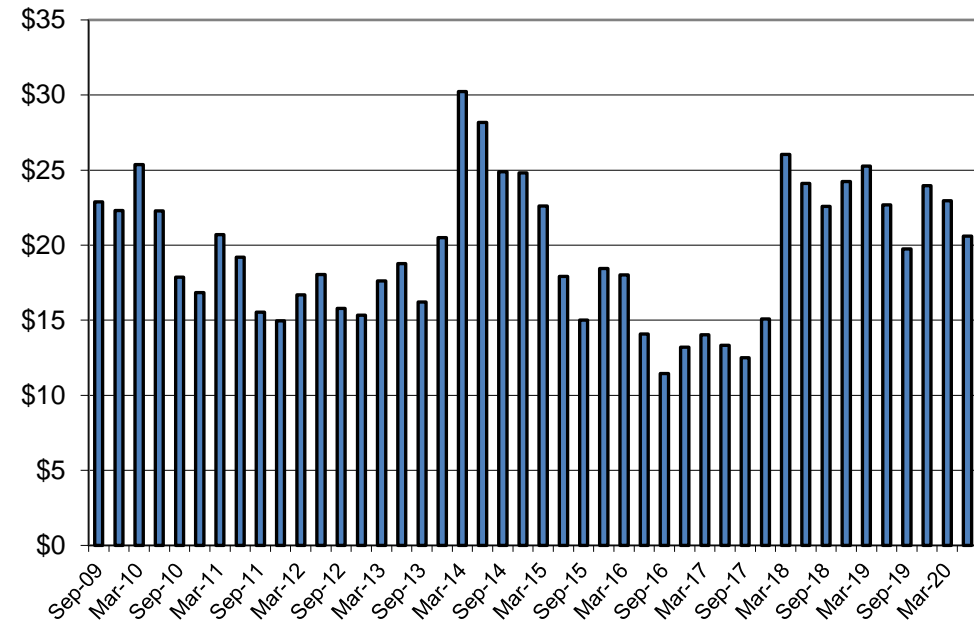
(1) **Weighted average life** - For purposes of calculating weighted average life, pool and bank account investments are assumed to have a one day maturity.

(2) **Weighted average yield to maturity** - The weighted average yield to maturity is based on adjusted book value, realized and unrealized gains/losses and investment advisory fees are not considered.

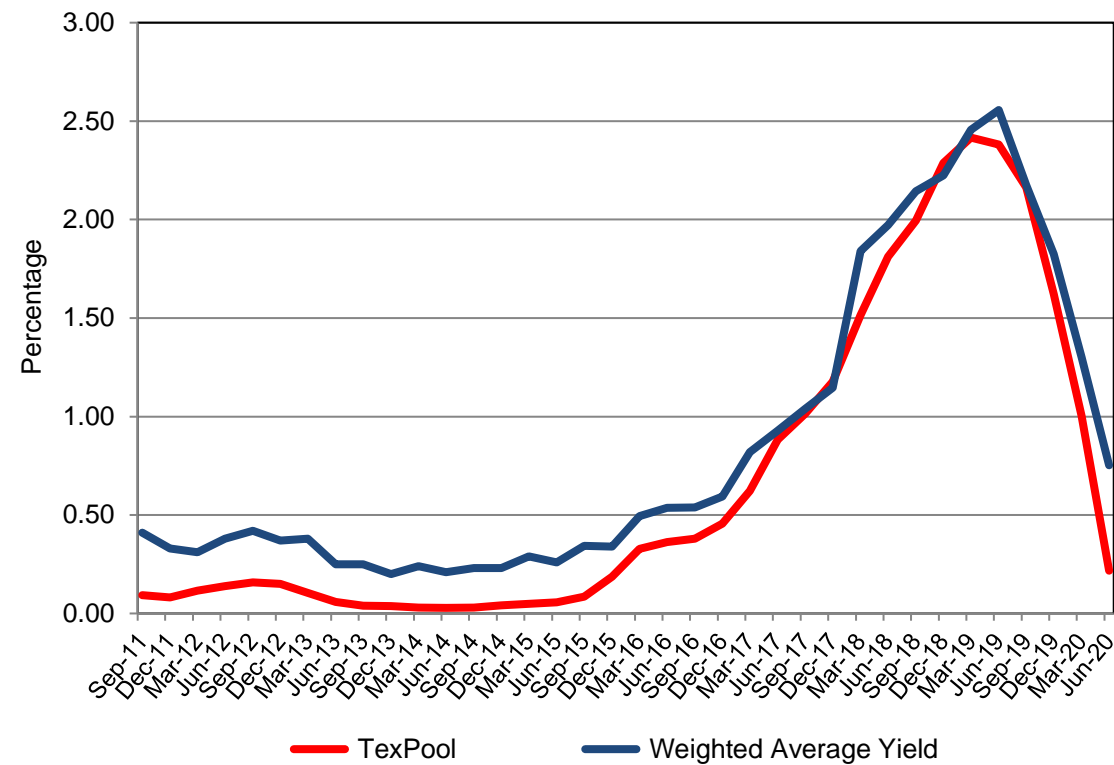
Portfolio Composition



Total Portfolio (Millions)



Total Portfolio Performance



Book & Market Value Comparison

Description	Coupon/ Discount	Maturity Date	March 31, 2020		Purchases/ Accretions	Amortizations/ Sales/Maturities	June 30, 2020	
			Original Face/ Par Value	Book Value			Original Face/ Par Value	Book Value
TexPool	0.22%	07/01/20	2,455,807	2,455,807	\$ 352,126	\$ —	\$ 2,807,933	\$ 2,807,933
TexSTAR	0.20%	07/01/20	5,059,603	5,059,603		(1,362,371)	3,697,232	3,697,232
Independent DDA	0.35%	07/01/20	879,559	879,559		(594,860)	284,699	284,699
Independent NOW	0.40%	07/01/20	6,653	6,653	7		6,660	6,660
Wells Fargo DDA	0.49%	07/01/20	—	—	1,226,114		1,226,114	1,226,114
Southside MMA	0.32%	07/01/20	1,430,208	1,430,208	1,574		1,431,782	1,431,782
InterBank MMA	0.35%	07/01/20	212,022	212,022		(87)	211,935	211,935
InterBank ICS	0.35%	07/01/20	6,065,843	6,065,843		(994,885)	5,070,959	5,070,959
WallisBank CD	2.74%	04/26/20	1,027,683	1,027,683		(1,027,683)	—	—
WallisBank CD	2.76%	07/26/20	1,027,887	1,027,887	7,073		1,034,960	1,034,960
WallisBank CD	1.67%	10/30/20	1,000,000	1,000,000	4,164		1,004,164	1,004,164
WallisBank CD	1.71%	01/29/21	3,800,000	3,800,000	16,200		3,816,200	3,816,200
TOTAL			\$ 22,965,266	\$ 22,965,266	\$ 1,607,258	\$ (3,979,885)	\$ 20,592,638	\$ 20,592,638

Allocation by Fund
June 30, 2020
Book and Market Value

Utility Funds	TexPool	TexSTAR	Independent DDA	Independent NOW	Wells Fargo DDA	Southside MMA	InterBank MMA	InterBank ICS
Interest & Sinking	\$ 516,912	\$ —	\$ —	\$ —	\$ —	\$ —	\$ —	\$ —
Replacement Reserve	473,416	—	—	—	—	—	—	—
Operations	359,559	—	—	—	—	279,644	—	—
Impact Fees	148,811	—	—	—	—	44,625	—	—
2013 CO Utility Capital Projects	—	25,116	—	—	—	364	—	—
2018 CO Utility Capital Projects	—	567,346	—	—	—	—	100,029	2,254,036
Sub Total	\$ 1,498,699	\$ 592,462	\$ —	\$ —	\$ —	\$ 324,634	\$ 100,029	\$ 2,254,036

General Funds

Operations	\$ 694,156	\$ 2,225,287	\$ —	\$ 320	\$ —	\$ 1,107,148	\$ 12,878	\$ —
Pooled Cash	—	—	284,699	—	1,226,114	—	—	—
Interest & Sinking	305,251	65,880	—	—	—	—	—	—
Drainage Utility	100,212	—	—	—	—	—	—	—
Sub Total	\$ 1,099,618	\$ 2,291,167	\$ 284,699	\$ 320	\$ 1,226,114	\$ 1,107,148	\$ 12,878	\$ —

General Capital Project Funds

Park Development	\$ 209,249	\$ —	\$ —	\$ —	\$ —	\$ —	\$ —	\$ —
2015 Tax Note Capital Projects	—	47,839	—	—	—	—	—	—
2018 GO Capital Projects	—	759,692	—	—	—	—	99,028	2,816,923
Sub Total	\$ 209,249	\$ 807,531	\$ —	\$ —	\$ —	\$ —	\$ 99,028	\$ 2,816,923

Corp Leased Park Funds

Corp LeasedTXDot Mitigation	\$ —	\$ 3	\$ —	\$ 6,340	\$ —	\$ —	\$ —	\$ —
Sub Total	\$ —	\$ 3	\$ —	\$ 6,340	\$ —	\$ —	\$ —	\$ —

HV Community Development Funds

Operations	\$ 367	\$ —	\$ —	\$ —	\$ —	\$ —	\$ —	\$ —
HVCDC TXDot Mitigation	—	6,069	—	—	—	—	—	—
Sub Total	\$ 367	\$ 6,069	\$ —	\$ —	\$ —	\$ —	\$ —	\$ —

Totals	\$ 2,807,933	\$ 3,697,232	\$ 284,699	\$ 6,660	\$ 1,226,114	\$ 1,431,782	\$ 211,935	\$ 5,070,959
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Allocation by Fund
June 30, 2020
Book and Market Value

(Continued)

Utility Funds	Certificates of Deposit			Total	Interest
	07/24/2020	10/30/2020	01/29/2021		This Quarter
Interest & Sinking	\$ —	\$ —	\$ —	\$ 516,912	\$ 225
Replacement Reserve	—	—	—	473,416	369
Operations	—	—	—	639,204	588
Impact Fees	—	—	803,411	996,847	3,556
2013 CO Utility Capital Projects	—	—	—	25,480	50
2018 CO Utility Capital Projects	—	—	—	2,921,411	2,470
Sub Total	\$ —	\$ —	\$ 803,411	\$ 5,573,270	\$ 7,258
General Funds					
Operations	\$ 1,034,960	\$ 1,004,164	\$ 3,012,790	\$ 9,091,702	\$ 35,069
Pooled Cash	—	—	—	1,510,813	239
Interest & Sinking	—	—	—	371,131	274
Drainage Utility	—	—	—	100,212	114
Sub Total	\$ 1,034,960	\$ 1,004,164	\$ 3,012,790	\$ 11,073,857	\$ 35,697
General Capital Project Funds					
Park Development	\$ —	\$ —	\$ —	\$ 209,249	\$ 85
2015 Tax Note Capital Projects	—	—	—	47,839	35
2018 GO Capital Projects	—	—	—	3,675,643	3,273
Sub Total	\$ —	\$ —	\$ —	\$ 3,932,732	\$ 3,393
Corp Leased Park Funds					
Corp LeasedTXDot Mitigation	\$ —	\$ —	\$ —	\$ 6,344	\$ 6
Sub Total	\$ —	\$ —	\$ —	\$ 6,344	\$ 6
HV Community Development Fun					
Operations	\$ —	\$ —	\$ —	\$ 367	\$ —
HVCDC TXDot Mitigation	—	—	—	6,069	4
Sub Total	\$ —	\$ —	\$ —	\$ 6,436	\$ 4
Totals	\$ 1,034,960	\$ 1,004,164	\$ 3,816,200	\$ 20,592,638	\$ 46,358

Allocation by Fund
March 31, 2020
Book and Market Value

Utility Funds	TexPool	TexSTAR	Independent DDA	Independent NOW	Southside MMA	InterBank MMA	InterBank ICS
Interest & Sinking	\$ 209,653	\$ —	\$ —	\$ —	\$ —	\$ —	\$ —
Replacement Reserve	473,047	—	—	—	—	—	—
Operations	359,279	—	—	—	279,337	—	—
Impact Fees	108,755	—	—	—	44,576	—	—
2013 CO Utility Capital Projects	—	82,828	—	—	364	—	—
2018 CO Utility Capital Projects	—	566,929	—	—	—	100,078	2,251,934
Sub Total	\$ 1,150,734	\$ 649,757	\$ —	\$ —	\$ 324,277	\$ 100,078	\$ 2,251,934

General Funds

Operations	\$ 794,142	\$ 4,047,993	\$ —	\$ 319	\$ 1,105,931	\$ 12,867	\$ —
Pooled Cash	—	—	879,559	—	—	—	—
Interest & Sinking	281,663	65,832	—	—	—	—	—
Drainage Utility	149,749	—	—	—	—	—	—
Sub Total	\$ 1,225,555	\$ 4,113,825	\$ 879,559	\$ 319	\$ 1,105,931	\$ 12,867	\$ —

General Capital Project Funds

Park Development	\$ 79,152	\$ —	\$ —	\$ —	\$ —	\$ —	\$ —
2015 Tax Note Capital Projects	—	47,804	—	—	—	—	—
2018 GO Capital Projects	—	242,149	—	—	—	99,077	3,813,909
Sub Total	\$ 79,152	\$ 289,953	\$ —	\$ —	\$ —	\$ 99,077	\$ 3,813,909

Corp Leased Park Funds

Corp LeasedTXDot Mitigation	\$ —	\$ 3	\$ —	\$ 6,334	\$ —	\$ —	\$ —
Sub Total	\$ —	\$ 3	\$ —	\$ 6,334	\$ —	\$ —	\$ —

HV Community Development Funds

Operations	\$ 367	\$ —	\$ —	\$ —	\$ —	\$ —	\$ —
HVDCD TXDot Mitigation	—	6,065	—	—	—	—	—
Sub Total	\$ 367	\$ 6,065	\$ —	\$ —	\$ —	\$ —	\$ —

Totals	\$ 2,455,807	\$ 5,059,603	\$ 879,559	\$ 6,653	\$ 1,430,208	\$ 212,022	\$ 6,065,843
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Allocation by Fund
March 31, 2020
Book and Market Value

(Continued)

Utility Funds	Certificates of Deposit				Total	Interest This Quarter
	04/24/2020	07/24/2020	10/30/2020	01/29/2021		
Interest & Sinking	\$ —	\$ —	\$ —	\$ —	\$ 209,653	\$ 1,822
Replacement Reserve	—	—	—	—	473,047	1,637
Operations	—	—	—	—	638,616	2,358
Impact Fees	—	—	—	800,000	953,332	1,675
2013 CO Utility Capital Projects	—	—	—	—	83,192	296
2018 CO Utility Capital Projects	—	—	—	—	2,918,941	11,469
Sub Total	\$ —	\$ —	\$ —	\$ 800,000	\$ 5,276,781	\$ 19,258
General Funds						
Operations	\$ 1,027,683	\$ 1,027,887	\$ 1,000,000	\$ 3,000,000	\$ 12,016,822	\$ 47,112
Pooled Cash	—	—	—	—	879,559	970
Interest & Sinking	—	—	—	—	347,495	3,591
Drainage Utility	—	—	—	—	149,749	560
Sub Total	\$ 1,027,683	\$ 1,027,887	\$ 1,000,000	\$ 3,000,000	\$ 13,393,625	\$ 52,233
General Capital Project Funds						
Park Development	\$ —	\$ —	\$ —	\$ —	\$ 79,152	\$ 255
2015 Tax Note Capital Projects	—	—	—	—	47,804	161
2018 GO Capital Projects	—	—	—	—	4,155,136	19,906
Sub Total	\$ —	\$ —	\$ —	\$ —	\$ 4,282,091	\$ 20,322
Corp Leased Park Funds						
Corp LeasedTXDot Mitigation	\$ —	\$ —	\$ —	\$ —	\$ 6,337	\$ 6
Sub Total	\$ —	\$ —	\$ —	\$ —	\$ 6,337	\$ 6
HV Community Development Fun						
Operations	\$ —	\$ —	\$ —	\$ —	\$ 367	\$ 294
HVCDC TXDot Mitigation	—	—	—	—	6,065	20
Sub Total	\$ —	\$ —	\$ —	\$ —	\$ 6,431	\$ 314
Totals	\$ 1,027,683	\$ 1,027,887	\$ 1,000,000	\$ 3,800,000	\$ 22,965,266	\$ 92,133

CITY OF HIGHLAND VILLAGE
COUNCIL BRIEFING

AGENDA# 12

MEETING DATE: 08/11/2020

SUBJECT: Receive Budget Reports for Period Ending June 30, 2020

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 June represents the ninth 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 June 30, 2020.

General Fund Summary

FY 2019/2020 Budget

YEAR TO DATE JUNE

Percent of Budget Year Transpired

75.0%

Revenues	Original Budget	Revised Budget (Includes Budget Amendments)	Year to Date	Variance	% Received
Property Tax	\$ 11,277,706	\$ 11,277,706	\$ 11,184,776	\$ (92,930)	99%
Sales Tax	2,818,962	2,818,962	1,689,054	(1,129,908)	60%
Franchise Fees	1,662,980	1,662,980	721,623	(941,357)	43%
Licensing & Permits	410,474	410,474	228,187	(182,287)	56%
Park/Recreation Fees	248,144	248,144	84,262	(163,882)	34%
Public Safety Fees	39,100	39,100	20,142	(18,958)	52%
Rents	140,369	140,369	133,050	(7,319)	95%
Municipal Court	111,180	111,180	78,597	(32,583)	71%
Public Safety Charges for Svc	525,545	525,545	422,151	(103,394)	80%
Interest Income	160,000	160,000	105,534	(54,466)	66%
Miscellaneous	140,550	140,550	419,211	278,661	298%
Total Revenues	\$ 17,535,010	\$ 17,535,010	\$ 15,086,588	\$ (2,448,422)	86%

Other Sources					
Transfers In	\$ 534,000	\$ 534,000	\$ -	\$ (534,000)	0%
Total Available Resources	\$ 18,069,010	\$ 18,069,010	\$ 15,086,588	\$ (2,982,422)	

Expenditures	Original Budget	Revised Budget	Year to Date	Variance	% Used
City Manager Office	\$ 720,422	\$ 720,422	\$ 459,645	\$ 260,777	64%
Finance (includes Mun. Court)	1,720,240	1,720,240	1,317,069	403,172	77%
Human Resources	567,051	567,051	307,122	259,929	54%
City Secretary Office	405,932	405,932	220,376	185,556	54%
Information Services	1,166,155	1,166,155	702,781	463,374	60%
Police	5,125,210	5,125,210	3,548,090	1,577,121	69%
Fire	3,109,185	3,109,185	2,177,462	931,724	70%
Community Services	393,139	393,139	353,909	39,230	90%
Streets/Drainage	1,775,758	1,775,758	828,424	947,334	47%
Maintenance	1,071,928	1,071,928	727,101	344,827	68%
Parks	2,079,297	2,079,297	1,847,468	231,829	89%
Recreation	581,297	581,297	257,567	323,731	44%
Total Expenditures	\$ 18,715,616	\$ 18,715,616	\$ 12,747,013	\$ 5,968,603	68%

Capital Summary	(Included in totals above - summary information only)				
Equipment Replacement	\$ 447,686	\$ 447,686	\$ 522,844	\$ (75,158)	117%

Other Uses					
Transfers Out	\$ 136,000	\$ 136,000	\$ -	136,000	0%
Total Expenditures	\$ 18,851,616	\$ 18,851,616	\$ 12,747,013	\$ 6,104,603	

Fund Balance	Original Budget	Revised Budget	Year to Date
Beginning Fund Balance	5,981,920	6,655,345	6,655,345
+ Net Increase (Decrease)	(782,606)	(782,606)	2,339,575
Ending Fund Balance	\$ 5,199,314	\$ 5,872,739	\$ 8,994,920

Audited FY19

Fund Balance Detail	Original Budget	Revised Budget	Year to Date
Reserve Fund Balance (15% of Total Expenditures)	\$ 2,807,342	\$ 2,807,342	\$ 1,912,052
Restricted	11,500	11,500	11,500
Unassigned	2,380,472	3,053,897	7,071,368
Total Fund Balance	\$ 5,199,314	\$ 5,872,739	\$ 8,994,920

General Fund Expenditure Summary

FY 2019/2020 Budget

YEAR TO DATE JUNE

Percent of Budget Year Transpired

75.0%

- - - Summary - - -

	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 13,153,231	\$ 13,153,231	\$ 9,268,176	\$ 3,885,056	70%
Services / Supplies	5,114,699	5,114,699	2,955,994	2,158,705	58%
Capital	447,686	447,686	522,844	(75,158)	117%
	\$ 18,715,616	\$ 18,715,616	\$ 12,747,013	\$ 5,968,603	68%

- - - Detail - - -

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

<i>Salaries / Wages</i>	\$ 9,337,750	\$ 9,337,750	\$ 6,539,824	\$ 2,797,926	70%
<i>Employee Benefits</i>	3,815,482	3,815,482	2,728,352	1,087,130	72%
Total Personnel	\$ 13,153,231	\$ 13,153,231	\$ 9,268,176	\$ 3,885,056	70%

Services / Supplies

<i>Professional Services</i>	\$ 1,720,354	\$ 1,720,354	\$ 1,097,319	\$ 623,035	64%
<i>Employee Development</i>	380,171	380,171	210,602	169,569	55%
<i>Office Supplies / Equipment</i>	1,281,155	1,281,155	901,769	379,386	70%
<i>Utilities</i>	315,408	315,408	203,414	111,994	64%
<i>Other</i>	1,417,611	1,417,611	542,889	874,722	38%
Total Services / Supplies	\$ 5,114,699	\$ 5,114,699	\$ 2,955,994	\$ 2,158,705	58%

Capital

<i>Equipment / Vehicles</i>	\$ 447,686	\$ 447,686	\$ 522,844	\$ (75,158)	117%
Total Capital	\$ 447,686	\$ 447,686	\$ 522,844	\$ (75,158)	117%

Total General Fund Expenditure Summary	\$ 18,715,616	\$ 18,715,616	\$ 12,747,013	\$ 5,968,603	68%
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General Fund Revenue

FY 2019/2020 Budget

YEAR TO DATE JUNE

Percent of Budget Year Transpired

75.0%

Revenues	Original Budget	Revised Budget	Year to Date	Variance	% Received
Property Tax	\$ 11,277,706	\$ 11,277,706	\$ 11,184,776	\$ (92,930)	99%
Sales Tax	2,818,962	2,818,962	1,689,054	(1,129,908)	60%
Franchise Fees	1,662,980	1,662,980	721,623	(941,357)	43%
Licensing & Permits	410,474	410,474	228,187	(182,287)	56%
Park/Recreation Fees	248,144	248,144	84,262	(163,882)	34%
Public Safety Fees	39,100	39,100	20,142	(18,958)	52%
Rents	140,369	140,369	133,050	(7,319)	95%
Municipal Court	111,180	111,180	78,597	(32,583)	71%
Public Safety Charges for Svc	525,545	525,545	422,151	(103,394)	80%
Interest Income	160,000	160,000	105,534	(54,466)	66%
Miscellaneous	140,550	140,550	419,211	278,661	298%
Total Revenues	\$ 17,535,010	\$ 17,535,010	\$ 15,086,588	\$ (2,448,422)	86%

City Manager Office

FY 2019/2020 Budget

YEAR TO DATE JUNE

Percent of Budget Year Transpired

75.0%

- - - Summary - - -					
	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 442,431	\$ 442,431	\$ 336,570	\$ 105,861	76%
Services / Supplies	277,991	277,991	114,175	163,816	41%
Capital	-	-	8,900	(8,900)	0%
	\$ 720,422	\$ 720,422	\$ 459,645	\$ 260,777	64%

- - - Detail - - -					
Category	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel					
<i>Salaries / Wages</i>	\$ 337,151	\$ 337,151	\$ 268,532	\$ 68,619	80%
<i>Employee Benefits</i>	105,280	105,280	68,037	37,242	65%
Total Personnel	\$ 442,431	\$ 442,431	\$ 336,570	\$ 105,861	76%

Services / Supplies					
<i>Professional Services</i> <i>(City-wide legal - \$130,260)</i>	\$ 140,260	\$ 140,260	\$ 85,838	\$ 54,422	61%
<i>Employee Development</i>	17,390	17,390	14,977	2,413	86%
<i>Supplies / Equipment</i>	10,053	10,053	2,421	7,632	24%
<i>Utilities</i>	-	-	-	-	0%
<i>Other (Contingency)</i>	110,288	110,288	10,940	99,348	10%
Total Services / Supplies	\$ 277,991	\$ 277,991	\$ 114,175	\$ 163,816	41%

Capital					
<i>Equipment / Vehicles</i>	-	-	8,900	(8,900)	0%
Total Capital	\$ -	\$ -	\$ 8,900	\$ (8,900)	0%

Total City Manager	\$ 720,422	\$ 720,422	\$ 459,645	\$ 260,777	64%
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Finance Department FY 2019/2020 Budget

YEAR TO DATE JUNE

Percent of Budget Year Transpired

75.0%

- - - Summary - - -					
	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 1,049,709	\$ 1,049,709	\$ 762,212	\$ 287,497	73%
Services / Supplies	670,532	670,532	554,856	115,675	83%
Capital	-	-	-	-	0%
	\$ 1,720,240	\$ 1,720,240	\$ 1,317,069	\$ 403,172	77%

- - - Detail - - -					
Category	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel					
<i>Salaries / Wages</i>	\$ 746,624	\$ 746,624	\$ 547,567	\$ 199,057	73%
<i>Employee Benefits</i>	303,085	303,085	214,645	88,439	71%
Total Personnel	\$ 1,049,709	\$ 1,049,709	\$ 762,212	\$ 287,497	73%
Services / Supplies					
<i>Professional Services</i> (City-wide liability insurance - \$126,376 / DCAD - \$82,508)	\$ 605,590	\$ 605,590	\$ 510,702	\$ 94,888	84%
<i>Employee Development</i>	24,316	24,316	18,277	6,039	75%
<i>Supplies / Equipment</i>	8,726	8,726	8,303	423	95%
<i>Utilities</i>	-	-	-	-	0%
<i>Other [Special Events (\$21,900, Data Processing \$10,000)]</i>	31,900	31,900	17,575	14,325	55%
Total Services / Supplies	\$ 670,532	\$ 670,532	\$ 554,856	\$ 115,675	83%
Capital					
<i>Equipment / Vehicles</i>	-	-	-	-	0%
Total Capital	\$ -	\$ -	\$ -	\$ -	0%
Total Finance Department	\$ 1,720,240	\$ 1,720,240	\$ 1,317,069	\$ 403,172	77%

Human Resources

FY 2019/2020 Budget

YEAR TO DATE JUNE

Percent of Budget Year Transpired

75.0%

- - - Summary - - -

	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 438,209	\$ 438,209	\$ 246,894	\$ 191,315	56%
Services / Supplies	128,842	128,842	60,228	68,614	47%
Capital	-	-	-	-	0%
	\$ 567,051	\$ 567,051	\$ 307,122	\$ 259,929	54%

- - - Detail - - -

Category	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel					
<i>Salaries / Wages</i>	\$ 313,783	\$ 313,783	\$ 163,776	\$ 150,008	52%
<i>Employee Benefits</i>	124,426	124,426	83,118	41,308	67%
Total Personnel	\$ 438,209	\$ 438,209	\$ 246,894	\$ 191,315	56%
Services / Supplies					
<i>Professional Services</i>	\$ 49,110	\$ 49,110	\$ 19,224	\$ 29,886	39%
<i>Employee Development</i>	71,932	71,932	39,813	32,119	55%
<i>Supplies / Equipment</i>	975	975	593	382	61%
<i>Utilities</i>	-	-	-	-	0%
<i>Other (Safety Programs)</i>	6,825	6,825	598	6,227	9%
Total Services / Supplies	\$ 128,842	\$ 128,842	\$ 60,228	\$ 68,614	47%
Capital					
<i>Equipment / Vehicles</i>	-	-	-	-	0%
Total Capital	\$ -	\$ -	\$ -	\$ -	0%
Total Human Resources	\$ 567,051	\$ 567,051	\$ 307,122	\$ 259,929	54%

City Secretary Office

FY 2019/2020 Budget

YEAR TO DATE JUNE

Percent of Budget Year Transpired

75.0%

- - - Summary - - -

	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 225,749	\$ 225,749	\$ 130,936	\$ 94,813	58%
Services / Supplies	180,183	180,183	89,440	90,743	50%
Capital	-	-	-	-	-
	\$ 405,932	\$ 405,932	\$ 220,376	\$ 185,556	54%

- - - Detail - - -

Category	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel					
<i>Salaries / Wages</i>	\$ 172,931	\$ 172,931	\$ 104,569	\$ 68,362	60%
<i>Employee Benefits</i>	52,818	52,818	26,367	26,451	50%
Total Personnel	\$ 225,749	\$ 225,749	\$ 130,936	\$ 94,813	58%

Services / Supplies

<i>Professional Services</i>	\$ 52,575	\$ 52,575	\$ 12,751	\$ 39,824	24%
<i>Employee Development</i> <i>(City Council related \$49,441)</i>	65,978	65,978	21,761	44,217	33%
<i>Supplies / Equipment</i>	16,030	16,030	9,328	6,702	58%
<i>Utilities</i>	-	-	-	-	0%
<i>Other (Outside Services)</i>	45,600	45,600	45,600	-	100%
Total Services / Supplies	\$ 180,183	\$ 180,183	\$ 89,440	\$ 90,743	50%

Capital

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

Total City Secretary Office	\$ 405,932	\$ 405,932	\$ 220,376	\$ 185,556	54%
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Information Services

FY 2019/2020 Budget

YEAR TO DATE JUNE

Percent of Budget Year Transpired

75.0%

- - - Summary - - -

	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 700,542	\$ 700,542	\$ 495,233	\$ 205,309	71%
Services / Supplies	465,613	465,613	207,548	258,065	45%
Capital	-	-	-	-	0%
	\$ 1,166,155	\$ 1,166,155	\$ 702,781	\$ 463,374	60%

- - - Detail - - -

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

Salaries / Wages	\$ 531,053	\$ 531,053	\$ 372,156	\$ 158,898	70%
Employee Benefits	169,489	169,489	123,078	46,411	73%
Total Personnel	\$ 700,542	\$ 700,542	\$ 495,233	\$ 205,309	71%

Services / Supplies

Professional Services (Maintenance Contracts \$198,840)	\$ 249,040	\$ 249,040	\$ 104,125	\$ 144,915	42%
Employee Development	31,705	31,705	13,832	17,873	44%
Supplies / Equipment	2,560	2,560	3,295	(735)	129%
Utilities	20,308	20,308	11,803	8,505	58%
Other (Data Processing)	162,000	162,000	74,492	87,508	46%
Total Services / Supplies	\$ 465,613	\$ 465,613	\$ 207,548	\$ 258,065	45%

Capital

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

Total City Secretary Office	\$ 1,166,155	\$ 1,166,155	\$ 702,781	\$ 463,374	60%
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Police Department

FY 2019/2020 Budget

YEAR TO DATE JUNE

Percent of Budget Year Transpired

75.0%

- - - Summary - - -

	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 4,649,528	\$ 4,649,528	\$ 3,221,048	\$ 1,428,481	69%
Services / Supplies	405,082	405,082	279,831	125,251	69%
Capital	<u>70,600</u>	<u>70,600</u>	<u>47,211</u>	<u>23,389</u>	<u>67%</u>
	\$ 5,125,210	\$ 5,125,210	\$ 3,548,090	\$ 1,577,121	69%

- - - Detail - - -

Category	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel					
<i>Salaries / Wages</i>	\$ 3,402,589	\$ 3,402,589	\$ 2,329,236	\$ 1,073,353	68%
<i>Employee Benefits</i>	<u>1,246,939</u>	<u>1,246,939</u>	<u>891,812</u>	<u>355,128</u>	<u>72%</u>
Total Personnel	\$ 4,649,528	\$ 4,649,528	\$ 3,221,048	\$ 1,428,481	69%
Services / Supplies					
<i>Professional Services</i>	\$ 143,212	\$ 143,212	\$ 115,548	\$ 27,664	81%
<i>Employee Development</i>	45,339	45,339	25,916	19,423	57%
<i>Supplies / Equipment</i>	148,243	148,243	94,057	54,186	63%
<i>Utilities</i>	-	-	-	-	0%
<i>Other (Animal Care - \$52,028)</i>	<u>68,288</u>	<u>68,288</u>	<u>44,311</u>	<u>\$ 23,977</u>	<u>65%</u>
Total Services / Supplies	\$ 405,082	\$ 405,082	\$ 279,831	\$ 125,251	69%
Capital					
<i>Equipment / Vehicles</i>	70,600	70,600	47,211	23,389	67%
Total Capital	\$ 70,600	\$ 70,600	\$ 47,211	\$ 23,389	67%
Total Police Department	\$ 5,125,210	\$ 5,125,210	\$ 3,548,090	\$ 1,577,121	69%

Fire Department FY 2019/2020 Budget

YEAR TO DATE JUNE

Percent of Budget Year Transpired

75.0%

--- Summary ---

	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 2,592,217	\$ 2,592,217	\$ 1,917,483	\$ 674,734	74%
Services / Supplies	352,882	352,882	259,978	92,904	74%
Capital	164,086	164,086	-	164,086	0%
	<u>\$ 3,109,185</u>	<u>\$ 3,109,185</u>	<u>\$ 2,177,462</u>	<u>\$ 931,724</u>	<u>70%</u>

--- Detail ---

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

Salaries / Wages	\$ 1,765,490	\$ 1,765,490	\$ 1,315,114	\$ 450,375	74%
Employee Benefits	826,728	826,728	602,369	224,359	73%
Total Personnel	<u>\$ 2,592,217</u>	<u>\$ 2,592,217</u>	<u>\$ 1,917,483</u>	<u>\$ 674,734</u>	<u>74%</u>

Services / Supplies

Professional Services	\$ 83,890	\$ 83,890	\$ 55,227	\$ 28,663	66%
Employee Development (Training - \$50,450)	66,097	66,097	49,698	16,399	75%
Supplies / Equipment	157,845	157,845	121,247	36,598	77%
Utilities	1,800	1,800	1,302	498	72%
Other (Safety Programs)	43,250	43,250	32,504	10,746	75%
Total Services / Supplies	<u>\$ 352,882</u>	<u>\$ 352,882</u>	<u>\$ 259,978</u>	<u>\$ 92,904</u>	<u>74%</u>

Capital

Equipment / Vehicles	164,086	164,086	-	164,086	0%
Total Capital	<u>\$ 164,086</u>	<u>\$ 164,086</u>	<u>\$ -</u>	<u>\$ 164,086</u>	<u>0%</u>

Total Fire Department	<u>\$ 3,109,185</u>	<u>\$ 3,109,185</u>	<u>\$ 2,177,462</u>	<u>\$ 931,724</u>	<u>70%</u>
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Community Services

FY 2019/2020 Budget

YEAR TO DATE JUNE

Percent of Budget Year Transpired

75.0%

- - - Summary - - -

	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 373,051	\$ 373,051	\$ 342,138	\$ 30,913	92%
Services / Supplies	20,088	20,088	11,771	8,317	59%
Capital	-	-	-	-	0%
	\$ 393,139	\$ 393,139	\$ 353,909	\$ 39,230	90%

- - - Detail - - -

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

<i>Salaries / Wages</i>	\$ 272,956	\$ 272,956	\$ 225,328	\$ 47,628	83%
<i>Employee Benefits</i>	100,096	100,096	116,810	(16,715)	117%
Total Personnel	\$ 373,051	\$ 373,051	\$ 342,138	\$ 30,913	92%

Services / Supplies

<i>Professional Services</i>	\$ 7,200	\$ 7,200	\$ 5,415	1,785	75%
<i>Employee Development</i>	6,270	6,270	2,703	3,567	43%
<i>Supplies / Equipment</i>	6,618	6,618	3,653	2,965	55%
<i>Utilities</i>	-	-	-	-	0%
<i>Other</i>	-	-	-	-	0%
Total Services / Supplies	\$ 20,088	\$ 20,088	\$ 11,771	\$ 8,317	59%

Capital

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

Total Building Operations	\$ 393,139	\$ 393,139	\$ 353,909	\$ 39,230	90%
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Streets Division

FY 2019/2020 Budget

YEAR TO DATE JUNE

<i>Percent of Budget Year Transpired</i>	75.0%
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- - - Summary - - -

	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 838,743	\$ 838,743	\$ 508,178	\$ 330,566	61%
Services / Supplies	842,015	842,015	286,987	555,028	34%
Capital	<u>95,000</u>	<u>95,000</u>	<u>33,260</u>	<u>61,740</u>	<u>35%</u>
	\$ 1,775,758	\$ 1,775,758	\$ 828,424	\$ 947,334	47%

- - - Detail - - -

Category	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel					
<i>Salaries / Wages</i>	\$ 555,221	\$ 555,221	\$ 349,685	\$ 205,536	63%
<i>Employee Benefits</i>	<u>283,522</u>	<u>283,522</u>	<u>158,493</u>	<u>125,029</u>	<u>56%</u>
Total Personnel	\$ 838,743	\$ 838,743	\$ 508,178	\$ 330,566	61%
Services / Supplies					
<i>Professional Services</i>	\$ 93,771	\$ 93,771	\$ 27,550	\$ 66,221	29%
<i>Employee Development</i>	10,719	10,719	4,068	6,651	38%
<i>Supplies / Equipment</i>	46,975	46,975	16,741	30,234	36%
<i>Utilities (Streetlights)</i>	90,000	90,000	63,511	26,489	71%
<i>Other (Street Maintenance)</i>	<u>600,550</u>	<u>600,550</u>	<u>175,117</u>	<u>425,433</u>	<u>29%</u>
Total Services / Supplies	\$ 842,015	\$ 842,015	\$ 286,987	\$ 555,028	34%
Capital					
<i>Equipment / Vehicles</i>	95,000	95,000	33,260	61,740	35%
Total Capital	\$ 95,000	\$ 95,000	\$ 33,260	\$ 61,740	35%
Total Streets	\$ 1,775,758	\$ 1,775,758	\$ 828,424	\$ 947,334	47%

Maintenance Division

FY 2019/2020 Budget

YEAR TO DATE JUNE

Percent of Budget Year Transpired

75.0%

- - - Summary - - -

	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 363,488	\$ 363,488	\$ 256,975	\$ 106,513	71%
Services / Supplies	678,440	678,440	443,446	234,994	65%
Capital	30,000	30,000	26,680	3,320	89%
	\$ 1,071,928	\$ 1,071,928	\$ 727,101	\$ 344,827	68%

- - - Detail - - -

Category	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel					
<i>Salaries / Wages</i>	\$ 252,775	\$ 252,775	\$ 178,672	\$ 74,103	71%
<i>Employee Benefits</i>	110,713	110,713	78,303	32,410	71%
Total Personnel	\$ 363,488	\$ 363,488	\$ 256,975	\$ 106,513	71%

Services / Supplies					
<i>Professional Services</i>	\$ 69,148	\$ 69,148	\$ 45,390	\$ 23,758	66%
<i>Employee Development</i>	4,480	4,480	805	3,675	18%
<i>Supplies / Equipment</i> (Fuel - \$174,577, Parts / Repairs - \$120,500, Building - \$189,100)	534,712	534,712	351,931	182,781	66%
<i>Utilities</i>	70,000	70,000	45,320	24,680	65%
<i>Other</i>	100	100	-	100	0%
Total Services / Supplies	\$ 678,440	\$ 678,440	\$ 443,446	\$ 234,994	65%

Capital					
<i>Equipment / Vehicles</i>	30,000	30,000	26,680	3,320	0%
Total Capital	\$ 30,000	\$ 30,000	\$ 26,680	\$ 3,320	0%
Total Maintenance	\$ 1,071,928	\$ 1,071,928	\$ 727,101	\$ 344,827	68%

Parks Division

FY 2019/2020 Budget

YEAR TO DATE JUNE

Percent of Budget Year Transpired

75.0%

- - - Summary - - -

	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 1,257,424	\$ 1,257,424	\$ 935,774	\$ 321,650	74%
Services / Supplies	733,873	733,873	504,900	228,973	69%
Capital	<u>88,000</u>	<u>88,000</u>	<u>406,794</u>	<u>(318,794)</u>	<u>462%</u>
	\$ 2,079,297	\$ 2,079,297	\$ 1,847,468	\$ 231,829	89%

- - - Detail - - -

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

Salaries / Wages	\$ 810,830	\$ 810,830	\$ 593,134	\$ 217,696	73%
Employee Benefits	<u>446,594</u>	<u>446,594</u>	<u>342,640</u>	<u>103,954</u>	<u>77%</u>
Total Personnel	\$ 1,257,424	\$ 1,257,424	\$ 935,774	\$ 321,650	74%

Services / Supplies

Professional Services (ROW Contract Mowing - \$108,000)	\$ 226,558	\$ 226,558	\$ 115,548	\$ 111,010	51%
Employee Development	25,420	25,420	16,538	8,882	65%
Supplies / Equipment	347,645	347,645	289,802	57,843	83%
Utilities	133,300	133,300	81,478	51,822	61%
Other	<u>950</u>	<u>950</u>	<u>1,534</u>	<u>(584)</u>	<u>161%</u>
Total Services / Supplies	\$ 733,873	\$ 733,873	\$ 504,900	\$ 228,973	69%

Capital

Equipment / Vehicles	88,000	88,000	406,794	(318,794)	462%
Total Capital	88,000	88,000	406,794	(318,794)	462%

Total Parks	\$ 2,079,297	\$ 2,079,297	\$ 1,847,468	\$ 231,829	89%
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Recreation Division FY 2019/2020 Budget

YEAR TO DATE JUNE

Percent of Budget Year Transpired

75.0%

- - - Summary - - -

	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 222,139	\$ 222,139	\$ 114,734	\$ 107,405	52%
Services / Supplies	359,158	359,158	142,832	216,326	40%
Capital	-	-	-	-	0%
	\$ 581,297	\$ 581,297	\$ 257,567	\$ 323,731	44%

- - - Detail - - -

Category	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel					
<i>Salaries / Wages</i>	\$ 176,346	\$ 176,346	\$ 92,054	\$ 84,292	52%
<i>Employee Benefits</i>	45,793	45,793	22,680	23,113	50%
Total Personnel	\$ 222,139	\$ 222,139	\$ 114,734	\$ 107,405	52%
Services / Supplies					
<i>Professional Services</i>		\$ -	\$ -	\$ -	0%
<i>Employee Development</i>	10,525	10,525	2,216	8,309	21%
<i>Supplies / Equipment</i>	773	773	398	375	52%
<i>Utilities</i>	-	-	-	-	0%
<i>Other (Recreation Programs)</i>	347,860	347,860	140,218	207,642	40%
Total Services / Supplies	\$ 359,158	\$ 359,158	\$ 142,832	\$ 216,326	40%
Capital					
<i>Equipment / Vehicles</i>	-	-	-	-	0%
Total Capital	\$ -	\$ -	\$ -	\$ -	0%
Total Recreation	\$ 581,297	\$ 581,297	\$ 257,567	\$ 323,731	44%

Equipment Replacement / Capital Schedule

FY 2019/2020 Budget

YEAR TO DATE JUNE

Percent of Budget Year Transpired

75.0%

Expenditures	Original Budget	Revised Budget	Year to Date	Variance	% Used
City Manager Office Capital Outlay	-	-	8,900	(8,900)	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	47,211	23,389	67%
Fire Dept Capital Outlay	164,086	164,086	-	164,086	0%
Community Services Capital Outlay	-	-	-	-	0%
Streets Dept Capital Outlay	95,000	95,000	33,260	61,740	35%
Maintenance Capital Outlay	30,000	30,000	26,680	3,320	89%
City Parks Capital Outlay	88,000	88,000	406,794	(318,794)	462%
City Recreation Capital Outlay	-	-	-	-	0%
Total Expenditures	\$ 447,686	\$ 447,686	\$ 522,844	\$ (75,158)	117%

Utility Fund Revenues

FY 2019/2020 Budget

YEAR TO DATE JUNE

Percent of Budget Year Transpired	75.0%
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Fees	Original Budget	Revised Budget	Year to Date	Variance	% Received
<i>Electronic Payment</i>	\$ (182,000)	\$ (182,000)	\$ (127,315)	\$ (54,685)	70%
<i>Charges / Penalties</i>	102,000	102,000	57,488	44,512	56%
Total Fees	\$ (80,000)	\$ (80,000)	\$ (69,827)	\$ (10,173)	87%

Licenses & Permits

<i>Construction Inspection</i>	\$ -	\$ -	\$ 2,450	\$ (2,450)	0%
Total Licenses & Permits	\$ -	\$ -	\$ 2,450	\$ (2,450)	0%

Charges for Services

<i>Water Sales</i>	\$ 5,673,527	\$ 5,673,527	\$ 3,084,391	\$ 2,589,136	54%
<i>Sewer Sales</i>	4,467,014	4,467,014	2,987,213	1,479,801	67%
<i>Inspection Fees</i>	4,500	4,500	2,150	2,350	48%
Total Charges for Service	\$ 10,145,041	\$ 10,145,041	\$ 6,073,754	\$ 4,071,287	60%

Interest

<i>Interest (Operations)</i>	\$ 48,000	\$ 48,000	\$ 24,943	\$ 23,057	52%
<i>Interest (Capital Projects)</i>	55,224	55,224	29,211	26,013	53%
Total Interest	\$ 103,224	\$ 103,224	\$ 54,155	\$ 49,069	52%

Impact Fees

<i>Impact Fees</i>	\$ 229,816	\$ 229,816	\$ 89,919	\$ 139,897	39%
Total Impact Fees	\$ 229,816	\$ 229,816	\$ 89,919	\$ 139,897	39%

Miscellaneous Income

<i>Miscellaneous Income</i>	\$ 5,000	\$ 5,000	\$ 6,356	\$ (1,356)	127%
Total Miscellaneous Income	\$ 5,000	\$ 5,000	\$ 6,356	\$ (1,356)	127%

Total Utility Fund Revenues	\$ 10,403,081	\$ 10,403,081	\$ 6,156,807	\$ 4,246,274	59%
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Utility Division FY 2019/2020 Budget

YEAR TO DATE JUNE

Percent of Budget Year Transpired	75.0%
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--- Summary - Operations ---

	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 1,807,915	\$ 1,807,915	\$ 1,207,910	\$ 600,005	67%
Services / Supplies	6,525,798	6,525,798	4,415,799	2,110,000	68%
Capital	335,000	335,000	390,400	(55,400)	117%
Total Utility Division	\$ 8,668,713	\$ 8,668,713	\$ 6,014,108	\$ 2,654,605	69%

--- Detail - Operations ---

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

Salaries / Wages	\$ 1,197,744	\$ 1,197,744	\$ 799,097	\$ 398,648	67%
Employee Benefits	610,171	610,171	408,813	201,358	67%
Total Personnel	\$ 1,807,915	\$ 1,807,915	\$ 1,207,910	\$ 600,005	67%

Services / Supplies

Professional Services	\$ 256,173	\$ 256,173	\$ 203,112	\$ 53,062	79%
Employee Development	58,957	58,957	32,177	26,780	55%
Supplies / Equipment	77,359	77,359	44,727	32,632	58%
Utilities	404,380	404,380	263,999	140,381	65%
Other (Well Lot Maintenance)	1,251,719	1,251,719	609,692	642,027	49%
Sub-Total - Operations Services / Supplies	\$ 2,048,588	\$ 2,048,588	\$ 1,153,707	\$ 894,882	56%

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	581,042	337,613	63%
UTRWD - Water Demand Charges	1,359,750	1,359,750	1,009,676	350,074	74%
UTRWD - Sewer Effluent Volume Rate	622,715	622,715	488,880	133,835	79%
UTRWD - Capital Charge Joint Facilities	1,337,315	1,337,315	1,002,986	334,329	75%
UTRWD - HV Sewer Line to UTRWD	233,670	233,670	174,405	59,265	75%
UTRWD - Wtr Transmission - Opus Develop	-	-	-	-	0%
Sub-Total - Wholesale Water / Wastewater	\$ 4,477,210	\$ 4,477,210	\$ 3,262,092	\$ 1,215,118	73%

Total Services / Supplies

	\$ 6,525,798	\$ 6,525,798	\$ 4,415,799	\$ 2,110,000	68%
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Capital

Equipment / Vehicles	335,000	335,000	390,400	(55,400)	117%
Total Capital	\$ 335,000	\$ 335,000	\$ 390,400	\$ (55,400)	117%

Total Utility Division - Operations	\$ 8,668,713	\$ 8,668,713	\$ 6,014,108	\$ 2,654,605	69%
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Utility Fund Working Capital FY 2019/2020 Budget

YEAR TO DATE JUNE

Percent of Budget Year Transpired

75.0%

Revenues	Original Budget	Revised Budget	Year to Date	Variance	% Received
<i>Water Sales</i>	\$ 5,673,527	\$ 5,673,527	\$ 3,084,391	\$ 2,589,136	54%
<i>Sewer Sales</i>	4,467,014	4,467,014	2,987,213	1,479,801	67%
<i>Other Fees / Charges</i>	111,500	111,500	68,444	43,056	61%
<i>Electronic Payment Credit</i>	(182,000)	(182,000)	(127,315)	(54,685)	70%
<i>Interest</i>	48,000	48,000	24,943	23,057	52%
Total Revenues	\$ 10,118,041	\$ 10,118,041	\$ 6,037,677	\$ 4,080,364	60%

Expenditures	Original Budget	Revised Budget	Year to Date	Variance	% Used
<i>Administration</i>	\$357,211	\$357,211	\$ 254,484	\$ 102,727	71%
<i>Operations</i>	3,499,293	3,499,293	2,107,133	1,392,160	60%
<i>UTRWD</i>	4,477,210	4,477,210	3,262,092	1,215,118	73%
<i>Debt Service</i>	1,226,414	1,226,414	1,065,882	160,532	87%
<i>Capital Projects</i>	-	-	-	-	0%
<i>Equipment Replace / Capital</i>	335,000	335,000	390,400	(55,400)	117%
Total Expenditures	\$ 9,895,127	\$ 9,895,127	\$ 7,079,990	\$ 2,815,137	72%

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)	(1,042,313)
Beginning Working Capital			
<i>Operations</i>	2,173,276	2,493,632	2,493,632
<i>Available Impact Fees</i>	1,017,490	1,047,080	1,047,080
Total Available Working Capital	\$ 3,190,766	\$ 3,540,712	\$ 3,540,712
Ending Working Capital			
<i>Operations</i>	1,776,190	2,096,546	1,451,319
<i>Designated Capital Project</i>	-	-	-
<i>Available Impact Fees</i>	1,097,306	1,126,896	1,136,999
Total Available Working Capital	\$ 2,873,496	\$ 3,223,442	\$ 2,588,318

<i>Impact Fees</i>			
<i>Beginning Balance</i>	1,017,490	1,047,080	1,047,080
+ <i>Collections</i>	229,816	229,816	89,919
- <i>Applied to offset Debt Service</i>	(150,000)	(150,000)	-
<i>Ending Balance</i>	1,097,306	1,126,896	1,136,999

*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 JUNE

Percent of Budget Year Transpired

75.0%

Revenues	Original Budget	Revised Budget	Year to Date	Variance	% Received
<i>Park Entry Fees</i>	\$ 408,975	\$ 408,975	\$ 381,504	\$ 27,471	93%
<i>Annual Park Passes</i>	24,500	24,500	41,550	(17,050)	170%
<i>Concession Sales</i>	-	-	-	-	0%
<i>Interest</i>	200	200	19	181	9%
Total Revenues	\$ 433,675	\$ 433,675	\$ 423,073	\$ 10,602	98%

Expenditures	Original Budget	Revised Budget	Year to Date	Variance	% Used
<i>Personnel</i>	\$ 189,635	\$ 189,635	\$ 157,666	\$ 31,969	83%
<i>Services / Supplies</i>	281,218	281,218	86,331	194,887	31%
<i>Capital</i>	-	-	-	-	0%
Total Expenditures	\$ 470,853	\$ 470,853	\$ 243,997	\$ 226,856	52%

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	\$ 204,238	\$ 204,238
<i>+ Net Increase (Decrease)</i>	(37,178)	(37,178)	179,076
Ending Fund Balance	\$ 148,587	\$ 167,060	\$ 383,314

Audited FY19

Debt Service Fund

FY 2019/2020 Budget

YEAR TO DATE JUNE

Percent of Budget Year Transpired

75.0%

Revenues	Original Budget	Revised Budget	Year to Date	Variance	% Received
<i>Property Tax Revenues</i>	\$2,047,295	\$ 2,047,295	\$ 2,030,569	\$ 16,726	99%
<i>Interest Income</i>	8,000	8,000	4,758	3,242	59%
<i>Total Revenues</i>	\$ 2,055,295	\$ 2,055,295	\$ 2,035,327	\$ 19,968	99%

Expenditures	Original Budget	Revised Budget	Year to Date	Variance	% Used
<i>Principal Payments</i>	\$ 2,200,000	\$ 2,200,000	\$ 2,200,000	\$ -	100%
<i>Interest Payments</i>	645,582	645,582	336,451	309,132	52%
<i>Paying Agent Fees</i>	3,000	3,000	2,631	369	88%
<i>Total Expenditures</i>	\$ 2,848,582	\$ 2,848,582	\$ 2,539,082	\$ 309,500	89%

Other Sources (Uses)	Original Budget	Revised Budget	Year to Date	Variance	% Received
<i>Transfers In (Out) [To 4B]</i>	808,286	808,286	755,068	\$ 53,219	93%
<i>Proceeds from Refunding Debt</i>	-	-	-	-	0%
<i>Debt Issuance Cost</i>	-	-	-	-	0%
<i>Payment to Escrow Agent</i>	-	-	-	-	0%
<i>Total Financing Sources</i>	\$ 808,286	\$ 808,286	\$ 755,068	\$ 53,219	93%

Beginning & Ending Balance	Original Budget	Revised Budget	Year to Date
<i>Beginning Fund Balance</i>	\$ 118,618	\$ 118,266	\$ 118,266
<i>+ Net Increase (Decrease)</i>	14,999	14,999	251,313
<i>Ending Fund Balance</i>	\$ 133,617	\$ 133,265	\$ 369,579

Audited FY19

Capital Projects Fund

FY 2019/2020 Budget

YEAR TO DATE JUNE

Percent of Budget Year Transpired

75.0%

Revenues	Original Budget	Revised Budget	Year to Date	Variance	% Received
Grants	\$ -	\$ -	\$ -	\$ -	0%
Contributions	-	-	119,930	(119,930)	0%
Interest Income	50,000	50,000	51,554	(1,554)	103%
Total Revenues	\$ 50,000	\$ 50,000	\$ 171,484	\$ (121,484)	343%

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	1,770,478	2,217,383	44%
2018 Bond Issue (Streets)	2,120,330	2,120,330	607,621	1,512,709	29%
2018 Bond Issue (Parks)	1,867,531	1,867,531	1,162,857	704,674	62%
Total Expenditures	\$ 4,033,523	\$ 4,033,523	\$ 1,770,478	\$ 2,263,045	44%

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	\$ 5,313,584	\$ 5,313,584
<i>+Net Increase (Decrease)</i>	(3,886,838)	(3,886,838)	(1,598,994)
Ending Fund Balance	\$ 1,263,838	\$ 1,426,746	\$ 3,714,590

Audited FY19

Drainage Utilities

FY 2019/2020 Budget

YEAR TO DATE JUNE

Percent of Budget Year Transpired

75.0%

Revenues	Original Budget	Revised Budget	Year to Date	Variance	% Received
<i>Drainage Conversion Fee</i>		\$ -	\$ 4,030	\$ (4,030)	0%
<i>Drainage Fee Receipts</i>	500,000	500,000	355,884	144,116	71%
<i>Miscellaneous</i>	-	-	-	-	0%
<i>Interest</i>	4,000	4,000	1,443	2,557	36%
Total Revenues	\$ 504,000	\$ 504,000	\$ 361,357	\$ 142,643	72%

Expenditures	Original Budget	Revised Budget	Year to Date	Variance	% Used
<i>Personnel</i>	\$ 379,617	\$ 379,617	\$ 255,059	\$ 124,558	67%
<i>Services / Supplies</i>	138,385	138,385	105,840	32,545	76%
<i>Capital</i>	120,000	120,000	89,076	30,924	74%
Total Expenditures	\$ 638,002	\$ 638,002	\$ 449,974	\$ 188,027	71%

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

Fund Balance	Original Budget	Revised Budget	Year to Date
<i>Beginning Fund Balance</i>	\$ 294,958	\$ 289,878	\$ 289,878
<i>+ Net Increase (Decrease)</i>	(14,002)	(14,002)	(88,618)
Ending Fund Balance	\$ 280,956	\$ 275,876	\$ 201,260

Audited FY19

Park Development Fee Fund

FY 2019/2020 Budget

YEAR TO DATE JUNE

Percent of Budget Year Transpired

75.0%

Revenues	Original Budget	Revised Budget	Year to Date	Variance	% Received
<i>Interest</i>	\$ 500	\$ 500	\$ 651	\$ (151)	130%
<i>Community Park Fees</i>	49,248	49,248	137,537	(88,289)	279%
<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	\$ 138,188	\$ (88,440)	278%

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	\$ 71,061	\$ 71,061
<i>+ Net Increase (Decrease)</i>	(46,937)	(46,937)	138,188
Ending Fund Balance	\$ -	\$ 24,124	\$ 209,249

Audited FY19

Ending Fund Balance Detail	Original Budget	Year to Date
<i>Community Park Fees</i>	\$ 49,248	209,249
<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	\$ 209,249

Public Safety Special Revenue Fund

FY 2019/2020 Budget

YEAR TO DATE JUNE

Percent of Budget Year Transpired

75.0%

Revenues	Original Budget	Revised Budget	Year to Date	Variance	% Received
Revenues	\$ 25,600	\$ 25,600	\$ 37,662	\$ (12,062)	147%

Expenditures	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ -	\$ -	\$ -	\$ -	0%
Services / Supplies	3,600	3,600	15,648	(12,048)	435%
Capital	-	-	-	-	0%
Total Expenditures	\$ 3,600	\$ 3,600	\$ 15,648	\$ (12,048)	435%

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	\$ 25,680	\$ 25,680
+ Net Increase (Decrease)	-	-	22,015
Ending Fund Balance	\$ 21,838	\$ 25,680	\$ 47,695

Audited FY19

Municipal Court Technology Fee Fund

FY 2019/2020 Budget

YEAR TO DATE JUNE

Percent of Budget Year Transpired

75.0%

Revenues	Original Budget	Revised Budget	Year to Date	Variance	% Received
Revenues	\$ 3,500	\$ 3,500	\$ 2,438	1,062	70%

Expenditures	Original Budget	Revised Budget	Year to Date	Variance	% Used
Services / Supplies	\$ 17,640	\$ 17,640	\$ 8,846	\$ 8,794	50%
Total Expenditures	\$ 17,640	\$ 17,640	\$ 8,846	\$ 8,794	50%

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	\$ 29,340	\$ 29,340
+ Net Increase (Decrease)	(14,140)	(14,140)	(6,408)
Ending Fund Balance	\$ 8,628	\$ 15,200	\$ 22,932

Audited FY19

Municipal Court Building Security Fund

FY 2019/2020 Budget

YEAR TO DATE JUNE

Percent of Budget Year Transpired

75.0%

Revenues	Original Budget	Revised Budget	Year to Date	Variance	% Received
Revenues (Court Fines)	\$ 2,700	\$ 2,700	\$ 2,234	\$ 466	83%

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	\$ 35,473	\$ 35,473
+ Net Increase (Decrease)	2,700	2,700	2,234
Ending Fund Balance	\$ 38,022	\$ 38,173	\$ 37,707

Audited FY19

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

	<i>Actual 2017-2018</i>	<i>Actual 2018-2019</i>	<i>Budget 2019-2020</i>	<i>YTD 2019-2020</i>
Beginning Fund Balance	\$ 106,954	\$ 30,523	\$ 24,216	\$ 24,217
Revenues				
4B Sales Tax	1,268,252	1,305,548	1,348,631	808,634
Park Fees (Rental)	47,597	58,446	63,400	55,853
Linear Park Fees	-	-	-	-
Miscellaneous Income	-	-	-	-
Interest Income	492	720	800	628
Total	\$ 1,316,341	\$ 1,364,714	\$ 1,412,831	\$ 865,116
Expenditures				
Personnel	263,795	314,219	324,231	237,166
Services / Supplies	230,292	221,974	276,525	149,172
Reimburse GF (Support Functions)	-	28,000	28,000	
Reimburse GF (Debt Service)	898,685	806,827	808,286	755,068
Total Non-Capital Expenditures	\$ 1,392,772	\$ 1,371,020	\$ 1,437,042	\$ 1,141,405
Capital				
Engineering	-	-	-	-
Projects Funded Directly	-	-	-	30,392
Transfer to 4B Capital Projects	\$ -	\$ -	\$ -	\$ 30,392
Equipment	-	-	-	-
Net Increase / (Decrease)	(76,431)	(6,306)	(24,211)	(306,681)
Working Capital Balance	\$ 30,523	\$ 24,217	\$ 5	\$ (282,464)

PEG Fee Fund

FY 2019/2020 Budget

YEAR TO DATE JUNE

Percent of Budget Year Transpired

75.0%

Revenues	Original Budget	Revised Budget	Year to Date	Variance	% Received
<i>PEG Fee Receipts</i>	\$ 52,000	\$ 52,000	\$ 23,214	\$ 28,786	45%
<i>Total Revenues</i>	\$ 52,000	\$ 52,000	\$ 23,214	\$ 28,786	45%

Expenditures	Original Budget	Revised Budget	Year to Date	Variance	% Used
<i>Personnel</i>	\$ -	\$ -	\$ -	\$ -	0%
<i>Services / Supplies</i>	30,695	30,695	630	30,065	2%
<i>Capital</i>	42,500	42,500	75,283	(32,783)	0%
<i>Total Expenditures</i>	\$ 73,195	\$ 73,195	\$ 75,913	\$ (2,718)	104%

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

Fund Balance	Original Budget	Revised Budget	Year to Date
<i>Beginning fund balance</i>	\$ 152,830	\$ 152,879	\$ 152,879
<i>+Net Increase (Decrease)</i>	(21,195)	(21,195)	(52,699)
<i>Ending Fund Balance</i>	\$ 131,635	\$ 131,684	\$ 100,180

Audited FY19

CITY OF HIGHLAND VILLAGE
COUNCIL BRIEFING

AGENDA# 14

MEETING DATE: 08/11/2020

SUBJECT: Consider the Ad Valorem Tax Rate for Tax Year 2020 and Consider Setting a Public Hearing Date of September 8, 2020 on the Proposed Fiscal Year 2019/2020 Budget and Tax Rate

PREPARED BY: Ken Heerman, Assistant City Manager

BACKGROUND:

Truth in Taxation requires a public hearing, preceded by certain required public notice of the public hearing and the proposed real property tax rate before implementing a property tax rate if a rate is **considered** which will exceed the lower of the Voter Approved Tax Rate (formerly known as the "Rollback Rate") or the No New Revenue Tax Rate (formerly known as the "Effective Rate"). The No New Revenue Tax Rate is generally equal to the prior year's taxes divided by the current taxable value or properties that were also on the tax roll in the prior year.

IDENTIFIED NEED/S:

Because the proposed tax rate of \$0.56302 for Tax Year 2020 is below the Voter Approved Tax Rate of \$.57908, but exceeds the No New Revenue Tax Rate of \$0.56087, the Council must schedule one public hearing on the proposed tax rate before taking action to adopt the rate.

OPTIONS & RESULTS:

This vote does not commit Council to a tax rate; however, the Council cannot ultimately adopt a tax rate that exceeds the rate that is proposed in the motion approved by the Council. In other words, the tax rate in the Ordinance adopting the tax rate for Tax Year 2020 to fund the Fiscal Year 2020-21 budget can be less than the rate contained in the motion approved at tonight's meeting, but cannot be greater than said rate. Staff recommendation is for Council to consider a motion at tonight's meeting that proposes adoption of a tax rate of \$.56302, which maintains the current rate, so that notices to that effect can be published in accordance with state law. Council will set the tax rate at a subsequent meeting following adoption of the budget.

The City Charter and state law require conducting one public hearing on the budget. Staff suggests that this public hearing be combined with the public hearing on the tax rate.

Suggested Calendar:

- August 21st
 - Post recommended budget on City Web site
- August 25th (Regular Council Meeting)
 - Presentation of City Manager Recommended Budget
- September 8th (Regular Council Meeting)
 - Public Hearing on tax rate and budget
 - 1st read on tax rate and budget
- September 22nd (Regular Council Meeting)
 - 2nd read on tax rate and budget

RECOMMENDATION:

Approve the following motion:

I move that \$0.56302 per \$100 valuation be proposed for adoption as the City's Ad Valorem tax rate for the 2020 tax year and set September 8, 2020, as the date for holding the public hearing to receive public comment on said tax rate and the 2020-2021 Fiscal Year budget.

CITY OF HIGHLAND VILLAGE
COUNCIL BRIEFING

AGENDA# 18

MEETING DATE: 08/11/2020

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

PREPARED BY: Karen McCoy, Executive Assistant

COMMENTS

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



UPCOMING MEETINGS

August 11, 2020	Regular City Council Meeting - 7:00 pm
August 17, 2020	Parks & Recreation Advisory Board Meeting - 6:00 pm
August 18, 2020	Planning & Zoning Commission Meeting – 7:00 pm
August 25, 2020	Regular City Council Meeting - 7:00 pm
September 3, 2020	Zoning Board of Adjustment Meeting - 6:00 pm
September 7, 2020	City Offices Closed for the Labor Day Holiday
September 8, 2020	Regular City Council Meeting - 7:00 pm
September 15, 2020	Planning & Zoning Commission Meeting – 7:00 pm
September 21, 2020	Parks & Recreation Advisory Board Meeting - 6:00 pm
September 22, 2020	Regular City Council Meeting - 7:00 pm
October 1, 2020	Zoning Board of Adjustment Meeting - 6:00 pm
October 13, 2020	Regular City Council Meeting - 7:00 pm
October 19, 2020	Planning & Zoning Commission Meeting – 7:00 pm
October 20, 2020	Parks & Recreation Advisory Board Meeting - 6:00 pm
October 27, 2020	Regular City Council Meeting - 7:00 pm

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

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